



Instructor's Guide

Using *i>clicker* 5.4 with Blackboard 9

Manually importing class rosters into i>clicker and exporting polling results in a Blackboard-friendly format

Contents

Overview	3
Using your Blackboard 9 roster to register clickers	3
Creating a Course and Setting Preferences in i>clicker	3
Exporting Your Blackboard Course Roster	5
Registering i>clicker Remotes Using Web Registration	8
Registering i>clicker Remotes Using Roll Call Registration	8
Synchronizing Web Registrations	9
Uploading grades from i>grader into Blackboard 9	10

Overview

i>clicker 5.4 provides you the convenience of downloading a class roster from Blackboard 9 rather than creating a roster from scratch. We recommend this option if you use Blackboard to post your course grades.

This guide will walk you through the steps for registering i>clicker remotes using your Blackboard 9 course roster and then exporting your polling results for use with the Blackboard 9 gradebook.

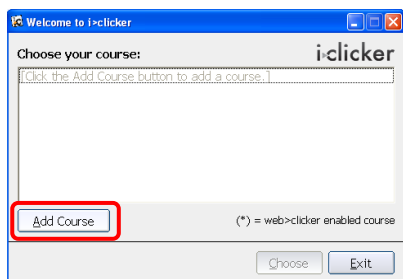
Using your Blackboard 9 roster to register clickers

Creating a Course and Setting Preferences in i>clicker

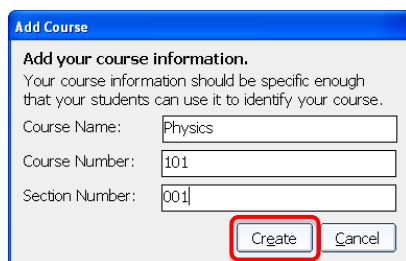


NOTE: It is no longer necessary to make a separate copy of the **MyCoursePC** or **MyCourseMac** folder for each i>clicker course or section. A single copy of the new **iclicker Win** folder now gives you access to all your courses and sections.

- 1 Open your **iclicker Win** or **i>clicker Mac** folder and double-click the i>clicker icon.
- 2 The **Welcome to i>clicker window** opens with no courses listed. Click **Add Course**.



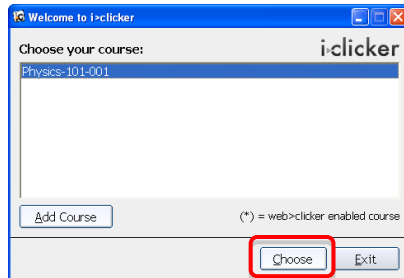
- 3 An **Add Course** window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.



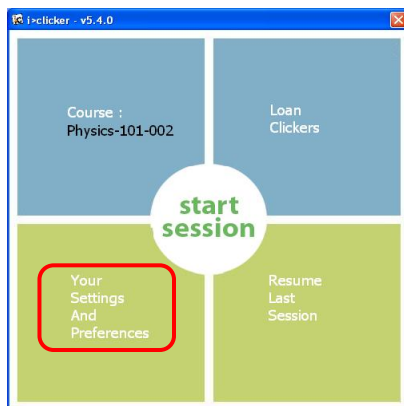
- 4 Click **Create**. i>clicker automatically creates a new course folder in your **iclicker Win\Classes** or **i>clicker Mac:Classes** folder. The **Add Course** window closes and you are

returned to the **Welcome** screen where you will see your course name in the list of courses.

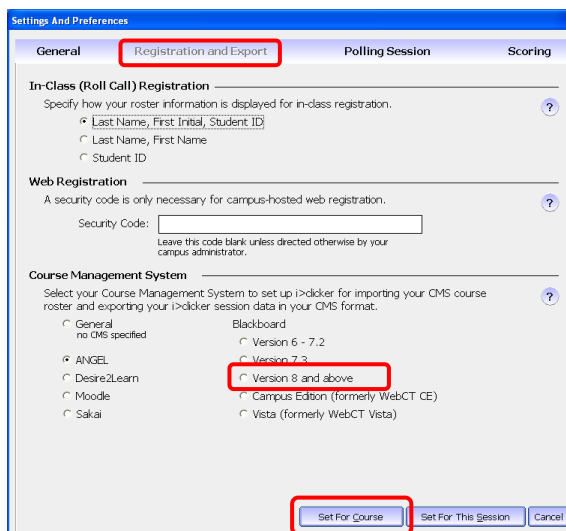
- 5 Select your course from the course list and click **Choose**.



- 6 The **Main Menu** screen will appear. Click the **Your Settings and Preferences** link.

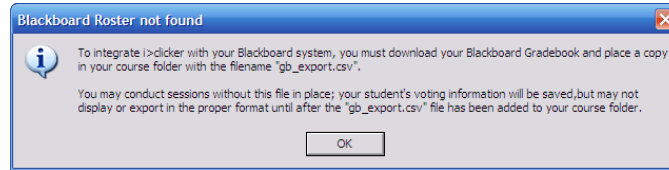


- 7 Locate the **Registration/Export** tab. Under Course Management System > Blackboard select **Version 8 and above**. Click **Set for Course**.



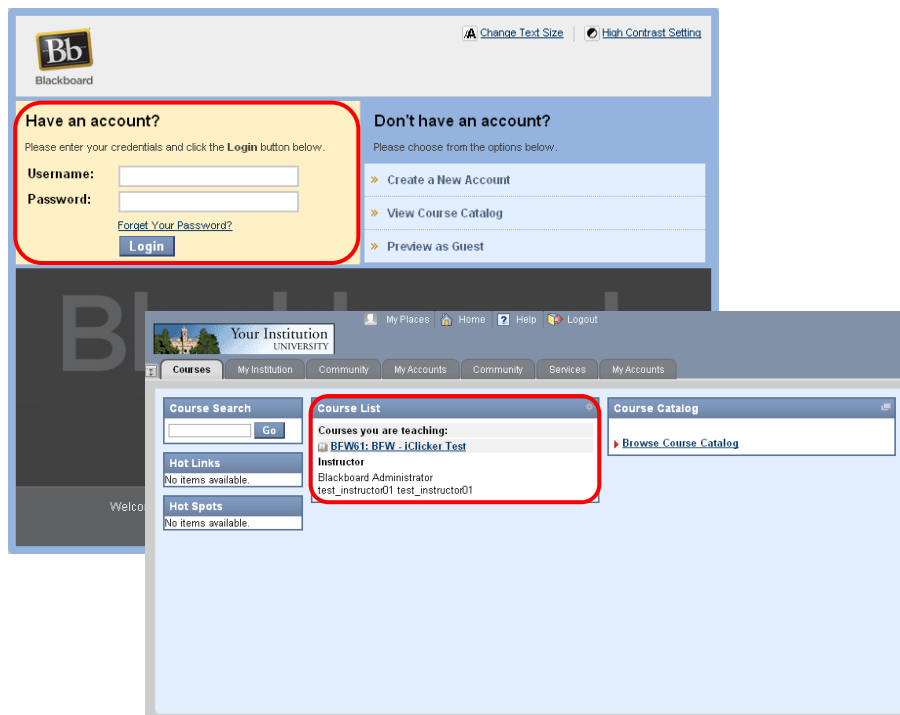


WARNING: When you modify the i>clicker Settings and Preferences as described above, you will receive an alert like the one below. This alert is simply a reminder that you need to download your Blackboard 9 roster before trying to export i>clicker data for use in your Blackboard 9 course. Adding your roster is covered in the next steps..

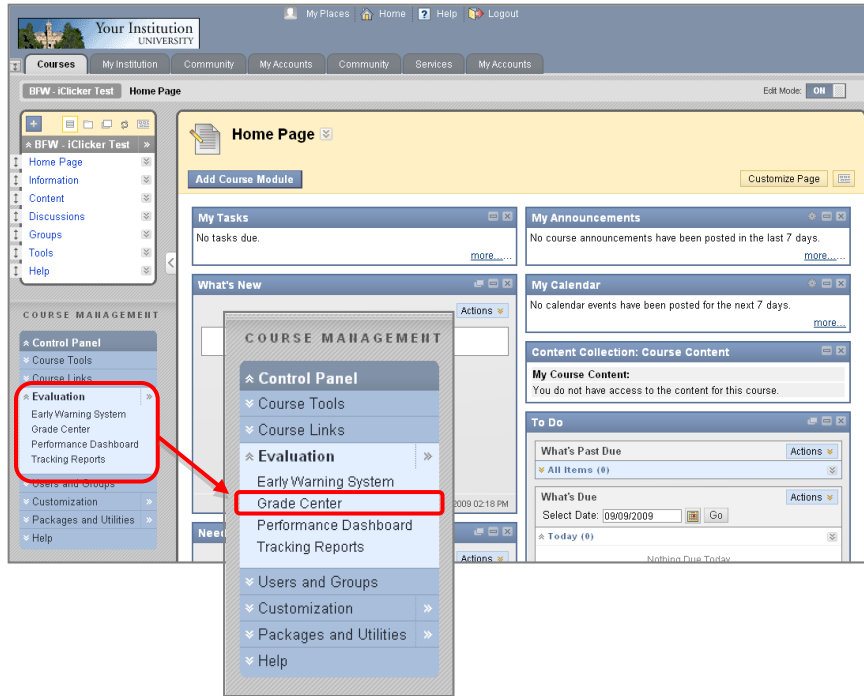


Exporting Your Blackboard Course Roster

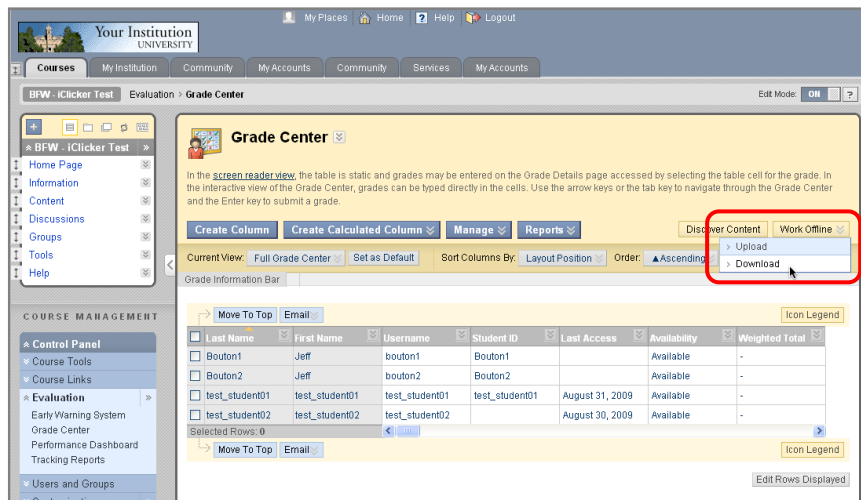
- 1 Log into Blackboard and select the course for which you are using i>clicker from the Course List.



- 2 In the left panel, under Control Panel, select **Evaluation > Grade Center**.

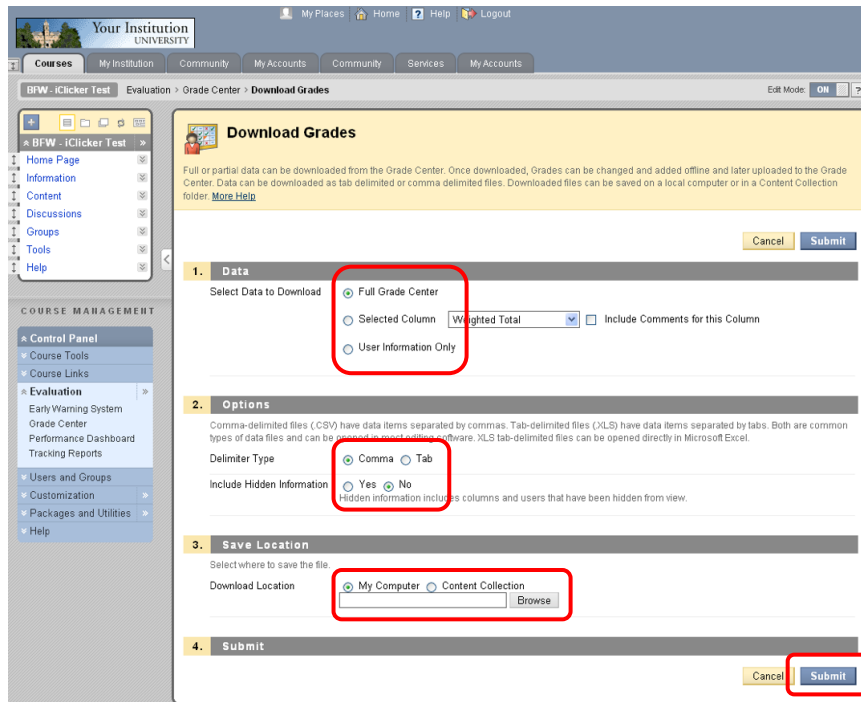


- 3 In the Grade Center select **Work Offline > Download**.



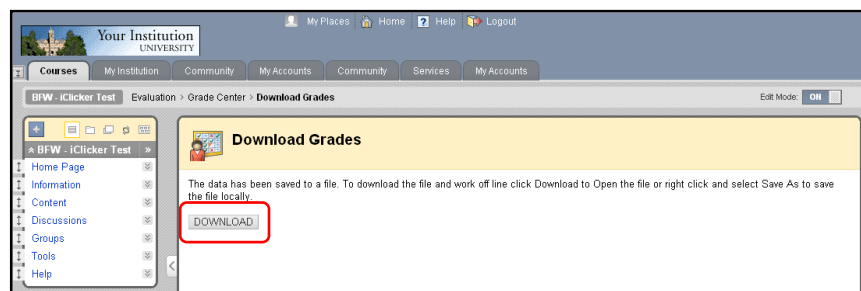
4 Select the following options:

- Select Data to Download: **Full Grade Center**
- Delimiter Type: **Comma**
- Include Hidden Information: **No**
- Download Location: **My Computer**

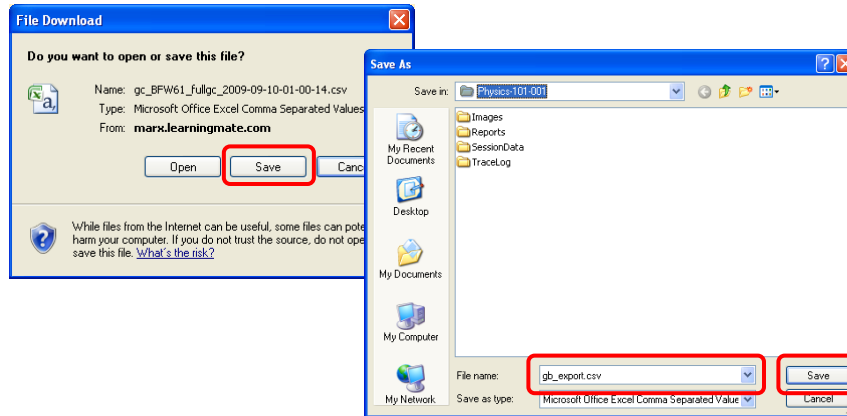


5 Click **Submit**.

6 The Download Grades page appears. Click the **Download** button.



- 7 Save the file into your course folder within your iclicker Win or i>clicker Mac folder (e.g., **iclicker Win\Classes\Sample Cal State Course** or **i>clicker Mac:Classes:Sample Cal State Course**). When saving the file you must change the filename to **gb_export.csv**.



NOTE: If you do not see your course folder in the iclicker Win\Classes or i>clicker Mac:Classes folder, complete steps 1-4 under *Creating a Course and Setting Preferences in i>clicker*.



TIP: We recommend that you open the CSV file to make sure that file includes student last name, student first name, and student Blackboard ID. This should be automatic when you select **Full Grade Center** but it is best to double check your downloaded file to avoid confusion. **IMPORTANT: Do not modify or save the CSV file** as it will make the file format unreadable by i>clicker.

Registering i>clicker Remotes Using Web Registration

Online registration is recommended, especially for classes of fifty students or more. To register online, send your students to www.iclicker.com and ask them to locate the **Register Your i>clicker** button. For complete instructions, see *Web Registration (Option 1)* in the i>clicker 5.4 Quick Start Guide available at www.iclicker.com.

After your students have registered online, you need to synchronize i>grader to update the information in your class folder. (See *Synchronizing Web Registrations* below.)

Registering i>clicker Remotes Using Roll Call Registration

The roll call registration option is ideal for small classes (fifty or fewer students) and can be used with your Blackboard 9 course roster. To use the roll call registration option, follow the steps outlined under *Roll Call Registration (Option 2)* in the i>clicker 5.4 Quick Start Guide available at www.iclicker.com.

When using roll call registration, the students' last names, first initials, and Blackboard user IDs scroll across the screen. Students locate their names and click a key combination on their i>clicker remotes to assign their remotes to their names in the course roster.

Synchronizing Web Registrations



NOTE: Before you can use the Web Synchronization feature in i>grader, **you must run at least one i>clicker session with your students, and your students need to register their i>clicker remotes online as described in Step 1 below.**

To synchronize web registrations with your Blackboard 9 roster:

- 1 Students will need to visit <http://www.iclicker.com/registration/index.html> and complete the registration form. **The students should enter their Blackboard usernames as the Student ID.**



TIP: You may want to add registration ID instructions to your syllabus. **We have provided First Day of Class materials (PowerPoint slides, syllabus attachment, web flyer) that you can customize and use for these purposes. You can find those under the Downloads section of www.iclicker.com.**

- 2 Double clicker the **i>grader** icon, **select your course**, and click **Open i>grader**. You will see your session(s), labeled by date, and you will see remote IDs in red on the left.

Student ID	Total	Session 1	Session 2
w31e9D	0	Ab	Ab
#1125645	2	1	1
#12125151	2	1	1
#121A277C	2	1	1
#12A96ED4	2	1	1
#1302968	1	Ab	1



TIP: If you do not see a column of remotes in red on the left, you may not have run a polling session with your students yet. Please run a session in i>clicker before attempting the Web Synchronization function.



TIP: Check to be sure Blackboard is your listed CMS on the lower left corner of the screen (**Output formatted for: Blackboard Ver 8 and Above**). Your choice of Blackboard as your course management system was carried over from your Settings and Preferences selection in i>clicker.

- 3 Click the **Synchronize Student Web Registrations** button.

The Web Synchronization function will take the remote IDs from the session you conducted with your students, and look for them via a database server. It will match the i>clicker remotes used in your class to the user IDs your students registered on the web site.

The student user IDs are then checked against the usernames found in the exported file from the Blackboard 9 grade book. If your students did not register using their Blackboard usernames, you will be prompted to accept or ignore the registration. We recommend jotting down that user's information and choosing ignore. Then ask the student to register again using the correct information.



TIP: If you find that many of your students entered the wrong user ID when registration on the iclicker.com website, prompt them to uniformly re-register with their Blackboard User ID.

Uploading grades from i>grader into Blackboard 9

- 1 When you are ready to upload your i>clicker polling data into Blackboard, open i>grader. Make sure **Output formatted for** lists Blackboard 8 and above (see screen shot below).



- 2 To export data from one or multiple sessions, check the box at the top of each column you want to export (next to the session name or session date). After you've selected your desired session(s), click **Export Selected Sessions as csv** file from the main i>grader screen. To export scores for the whole term, click **Export All Sessions**. The scores will be saved in your course folder in a file called Uploadfile.csv (e.g., **iclicker Win\Classes\Sample Cal State Course\Uploadfile.csv** or **i>clicker Mac:Classes:Sample Cal State Course:Uploadfile.csv**).



NOTE: Only one **Uploadfile.csv** can exist in your course folder at once. If you wish to export data into more than one file during a single i>grader session, you will need to move or rename the previously created Uploadfile.csv before exporting a different selection of sessions. When you no longer need the information in the exported file, you may leave it in your course folder and it will simply be overwritten the next time you need to export.

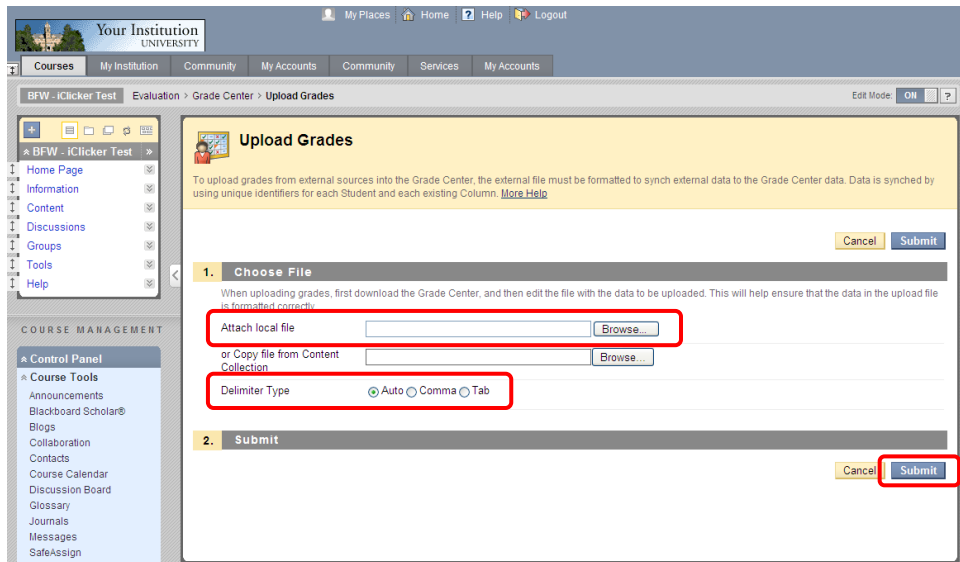
- 3 Log into Blackboard (and into your course) and go back to **Grade Center** (Control Panel > Evaluation > Grade Center).

4 Locate and select **Work Offline > Upload**.

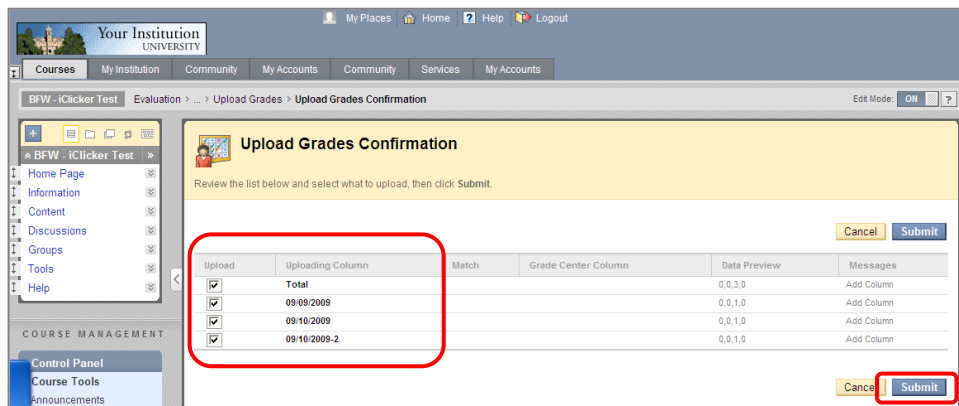
The screenshot shows the Blackboard Grade Center interface. The main content area is titled "Grade Center" and contains a table of student grades. The table has columns for "Last Name", "First Name", "Username", "Student ID", "Last Access", "Availability", and "Weighted Total". The table contains three rows of student data. Above the table, there are several buttons: "Create Column", "Create Calculated Column", "Manage", and "Reports". To the right of these buttons, there is a "Work Offline" button, which is highlighted with a red box. Below the "Work Offline" button, there are two sub-options: "Upload" and "Download", both of which are also highlighted with a red box. The interface includes a navigation menu on the left and a top navigation bar with "My Places", "Home", "Help", and "Logout" links.

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total
Bouton1	Jeff	bouton1	Bouton1		Available	-
Bouton2	Jeff	bouton2	Bouton2		Available	-
test_student01	test_student01	test_student01	test_student01	August 31, 2009	Available	-
test_student02	test_student02	test_student02	test_student02	August 30, 2009	Available	-

- Click the **Browse** button next to **Attach local file** option and find the **UploadFile.csv** file in your course folder (e.g., **iclicker Win\Classes\Sample Cal State Course** or **i>clicker Mac:Classes:Sample Cal State Course**). Select **UploadFile.csv** and click **Open**. It will appear in the **Attach local file** field next to the **Browse** button. Click **Submit**.



- On the Upload Grades Confirmation page, you will see a list of the i>clicker assignments under the heading **Uploading Column** (note that if you've exported a single session from i>grader, there will only be one item under this heading). Select the assignments you want to upload by clicking the checkboxes next to the session title. Click **Submit**.



You will now be returned to the main Grade Center page and will see the upload status. If the upload was successful, your students' polling data will now be available in the gradebook. Complete steps 1-5 to add more assignments.

The screenshot shows the Blackboard Grade Center interface. A green notification box at the top indicates: "Total Grades Uploaded: 16" and "New Columns Added: Total, 09/09/2009, 09/10/2009, 09/10/2009-2". Below this, the "Grade Center" title is visible. A table displays student data with columns for Last Name, First Name, Username, Student ID, Last Access, Availability, and Weighted Total. The table contains four rows of data, including students named Bouton1, Bouton2, test_student01, and test_student02. The interface also includes navigation menus on the left and various control buttons at the top of the table area.

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total
Bouton1	Jeff	bouton1	Bouton1		Available	-
Bouton2	Jeff	bouton2	Bouton2		Available	-
test_student01	test_student01	test_student01	test_student01	August 31, 2009	Available	-
test_student02	test_student02	test_student02	test_student02	August 30, 2009	Available	-

Any questions? Feel free to contact us at support@iclicker.com.