



Instructor's Guide

Using *i>clicker* 5.4 with Desire2Learn (D2L)

Manually importing class rosters into i>clicker and exporting polling results in a Desire2Learn-friendly format

Contents

Overview	3
Using your Desire2Learn roster to register clickers	3
Creating a Course and Setting Preferences in i>clicker	3
Exporting Your Desire2Learn Course Roster	5
Registering i>clicker Remotes Using Web Registration	7
Registering i>clicker Remotes Using Roll Call Registration	7
Synchronizing Web Registrations	7
Uploading grades from i>grader into Desire2Learn	9

Overview

i>clicker 5.4 provides you the convenience of downloading a class roster from Desire2Learn rather than creating a roster from scratch. We recommend this option if you use Desire2Learn to post your course grades.

This guide will walk you through the steps for registering i>clicker remotes using your Desire2Learn course roster and then exporting your polling results for use with the Desire2Learn gradebook.

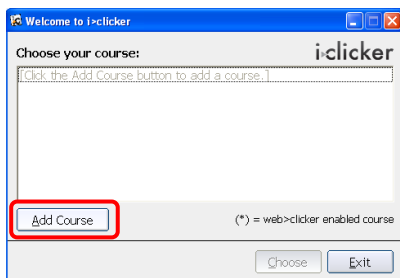
Using your Desire2Learn roster to register clickers

Creating a Course and Setting Preferences in i>clicker

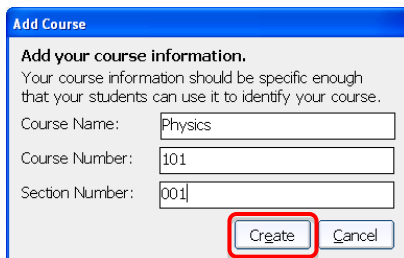


NOTE TO 5.3 USERS: It is no longer necessary to make a separate copy of the **MyCoursePC** or **MyCourseMac** folder for each i>clicker course or section. A single copy of the new **iclicker Win** folder now gives you access to all your courses and sections.

- 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**.

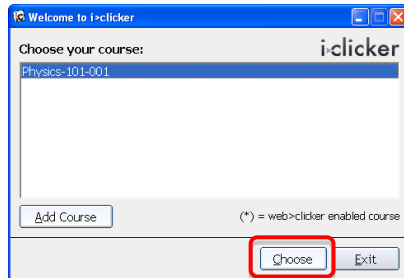


- 3 An **Add Course** window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.

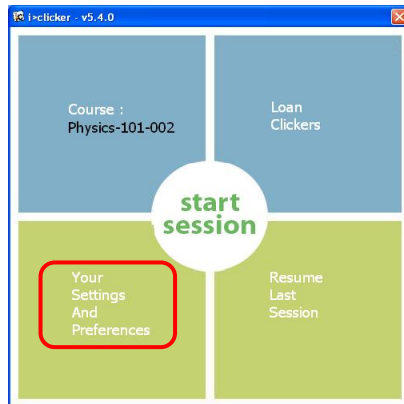


- 4 Click **Create**. i>clicker automatically creates a new course folder in your **iclicker Win\Classes** or **i>clicker Mac:Classes** folder. The **Add Course** window closes and you are returned to the **Welcome** screen where you will see your course name in the list of courses.

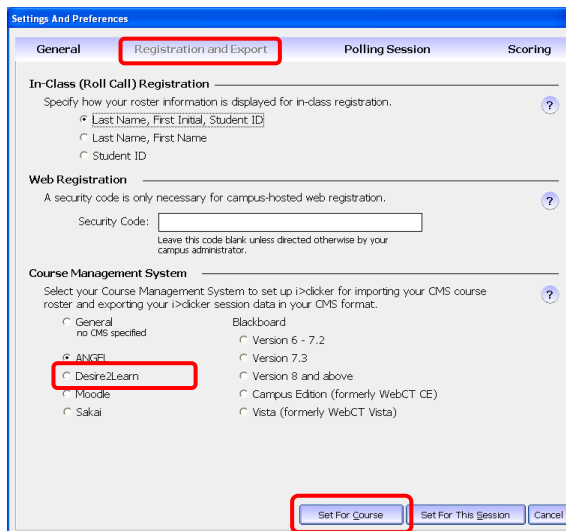
- 5 Select your course from the course list and click **Choose**.



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

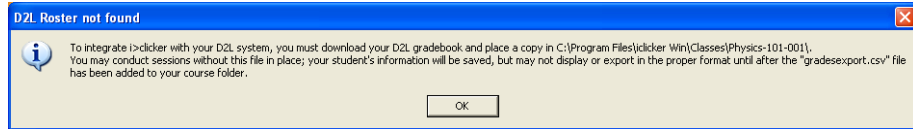


- 7 Locate the **Registration/Export** tab. Under Course Management System select **Desire2Learn**. Click **Set for Course**.





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 Desire2Learn roster before trying to export i>clicker data for use in your Desire2Learn course. Adding your roster is covered in the next steps.



Exporting Your Desire2Learn Course Roster

- 1 Log into Desire2Learn and select the course for which you are using i>clicker.



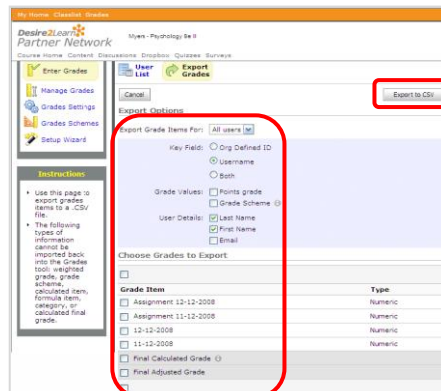
NOTE: The appearance of your login screen will vary depending on the customizations made by the Desire2Learn administrator at your campus.

- 2 On the top navigation, click the **Grades** link.



- 3 From Grades, locate the **Choose an Action** drop-down menu and expand it. Select **Export**
- 4 Locate and click **Export Grades**.
- 5 In the export grades window, make sure you've selected (or un-selected) the following choices:

- Export Grade Items For: **All users**
- Key Field: **Username**
- Grade Values: **None (no checks in any of the check boxes)**
- User Details: **Last Name, First Name**
- Choose Grades to Export: **None (no checks in any of the check boxes)**



6 Click **Export to CSV**.

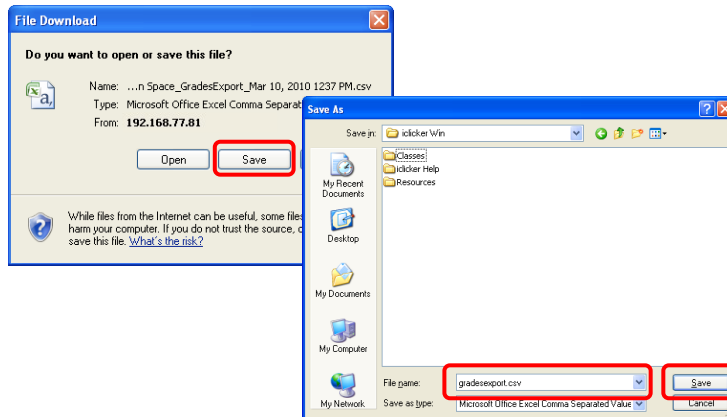


NOTE: If you don't see any Export Grades tools, this may mean that your administrator has turned off this functionality. If this is the case, please contact your Desire2Learn campus administrator to discuss the possibility of enabling this functionality or other options for obtaining your D2L roster.

7 A separate window will open after you've selected **Export to CSV** and you will be alerted that your file is ready to download. Click the filename to begin the download.



8 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 **gradesexport.csv**.



IMPORTANT: Do not modify the **csv** file as it will make the file format unreadable by i>clicker.



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*.

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 Desire2Learn 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 Desire2Learn 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 Desire2Learn roster:

- 1 Students will need to visit <http://www.iclicker.com/registration/index.html> and complete the registration form. **The students should enter their Desire2Learn 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 click 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	11/01/2009	11/02/2009	03/09/2010
1010101_1010101	2	1	1	Ab
Average: 0.67				
#1CCF300	1	Ab	Ab	1
Average: 0.33				
#ELEE	1	Ab	Ab	1
Average: 0.33				



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 Desire2Learn is your listed CMS on the lower left corner of the screen (**Output formatted for: Desire2Learn**). Your choice of Desire2Learn 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.

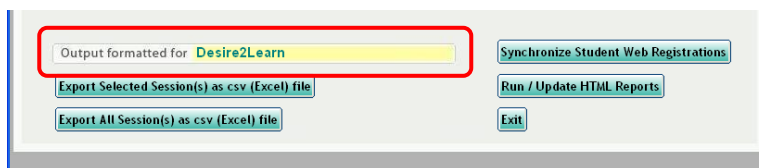
The student user IDs are then checked against the usernames found in the exported file from the Desire2Learn grade book. If your students did not register using their Desire2Learn usernames, you will be prompted to accept or ignore the registration. We recommend jotting down that user's information and 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 Desire2Learn User ID.

Uploading grades from i>grader into Desire2Learn

- 1 When you are ready to upload your i>clicker polling data into Desire2Learn, open i>grader. Make sure **Output formatted for** lists Desire2Learn and above (see screen shot below).

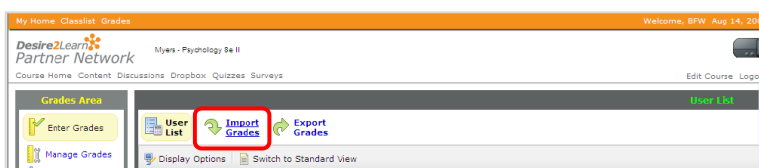


- 2 To export data from one or multiple sessions, check the box at the top of each column you want to export (next to the session name or session date). After you've selected your desired session(s), click **Export Selected Sessions as csv** file from the main i>grader screen. To export scores for the 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**.)

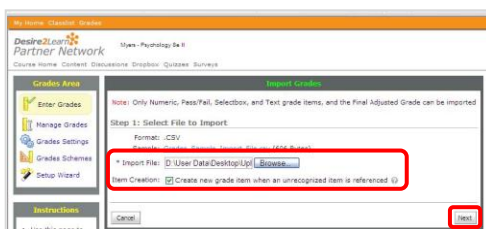


NOTE: Only one **UploadFile.csv** file can exist in your course folder at once. If you wish to export data into more than one file during a single i>grader session, you will need to move or rename the previously created UploadFile.csv file before exporting a different selection of sessions. When you 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 Desire2Learn (and into your course) and go back to **Grades**.
- 4 In the Grades section, locate and click **Import Grades**.



- 5 At the **Import Grades** screen, click **Browse**. Locate and open the **UploadFile.csv** file in your course folder.
- 6 The Import File field should now contain your UploadFile.csv file. Click the check box next to **Create new grade item when an unrecognized item is referenced**. Click **Next**.



- 7 At the **Step 2: Create New Grade Items** screen, remove the check in the **Create New Grade Item** checkbox for the **Total** row (unless you want to add a column in your Desire2Learn gradebook for all i>clicker points).

For each individual session row, keep a check in the **Create New Grade Item** check box. The **Type** should be **Numeric**. Click **Next**.

Unrecognized Item	Create New Grade Item	Type
Total	<input type="checkbox"/>	Numeric
08_14_2008	<input checked="" type="checkbox"/>	Numeric

- 8 At the **Step 3: New Grade Item Properties** screen, make the following selections:

- Category: **None**
- Max. Points: **Match the maximum number of points in your gradebook**
- Can Exceed: **You can choose not to set the Max. Points and then select the Can Exceed checkbox.**
- Bonus: **Select if you are treating i>clicker scores as a “bonus” item in the gradebook.**

Click **Next**.

08_14_2008 (Numeric)

Category: **None**

Max. Points: 10

Can Exceed: Allow grade to exceed points

Bonus: This is a bonus item

- 9 At the **Step 4: Errors and Warnings Found** screen, confirm that there are no errors or warnings and click **Next**.

Step 4 : Errors and Warnings Found

Note: Fields with an **error** will not be imported.

No errors or warnings found.



NOTE: In step 7, if you did not check **Create New Grade Item when an unrecognized item is referenced** you will receive a warning. You **MUST** make sure you select that box (see the screen in Step 7) in order to avoid import problems or warnings.

10 At the **Step 5: Preview Import** screen, review your imported data and select **Import**.

My Home | Classlist | Grades

Desire2Learn Partner Network | Myers - Psychology 8e II

Course Home | Content | Discussions | Dropbox | Quizzes | Surveys

Grades Area

- Enter Grades
- Manage Grades
- Grades Settings
- Grades Schemes
- Setup Wizard

Instructions

- Use this page to confirm that data is being imported correctly.

Step 5 : Preview Import

20 per page

First Name ▲, Last Name, Username	08_14_2008
BFW, Student: bfwstudent	1 / 10

20 per page

Cancel Back **Import**

11 You will be returned to the grade book, where you can see your new i>clicker scoring data has been updated (see the 8/14 column below as an example).

My Home | Classlist | Grades

Desire2Learn Partner Network | Myers - Psychology 8e II

Course Home | Content | Discussions | Dropbox | Quizzes | Surveys

Import File

11-12-2008	12-12-2008	11-12-2008	08_14_2008	First Name ▲, Last Name, Username	Final Grades
				Final Calculated Grade	Final
/ 10	10 / 10	10 / 10	1 / 10	BFW, Student: bfwstudent	0.0%

12 Repeat the above steps each time you wish to import i>clicker scores into your Desire2Learn course.

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