



Instructor's Guide

Using *i>clicker* 5.4 with Moodle 1.9.x

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

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Overview

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

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

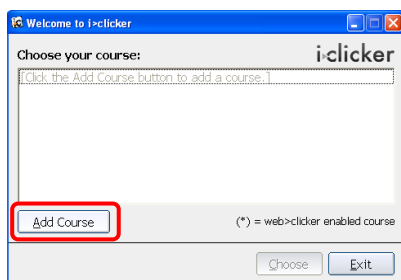
Using your Moodle roster to register clickers

Creating a Course and Setting Preferences in i>clicker

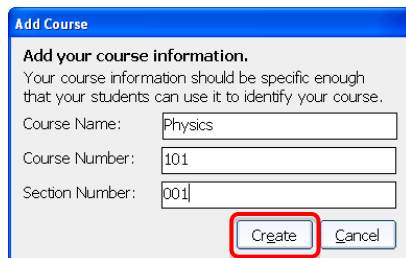


NOTE: It is no longer necessary to make a separate copy of the **MyCoursePC** or **MyCourseMac** folder for each i>clicker course or section. A single copy of the new **iclicker Win** folder now gives you access to all your courses and sections.

- 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**.

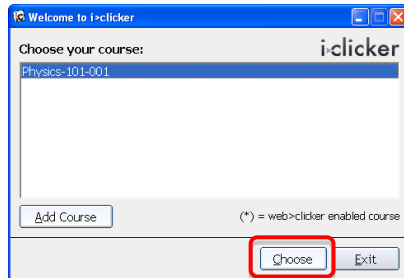


- 3 An **Add Course** window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.

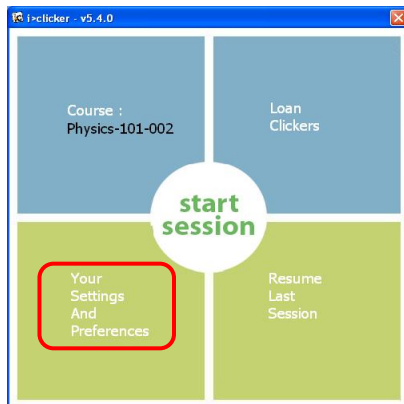


- 4 Click **Create**. i>clicker automatically creates a new course folder in your **iclicker Win\Classes** or **i>clicker Mac:Classes** folder. The **Add Course** window closes and you are returned to the **Welcome** screen where you will see your course name in the list of courses.

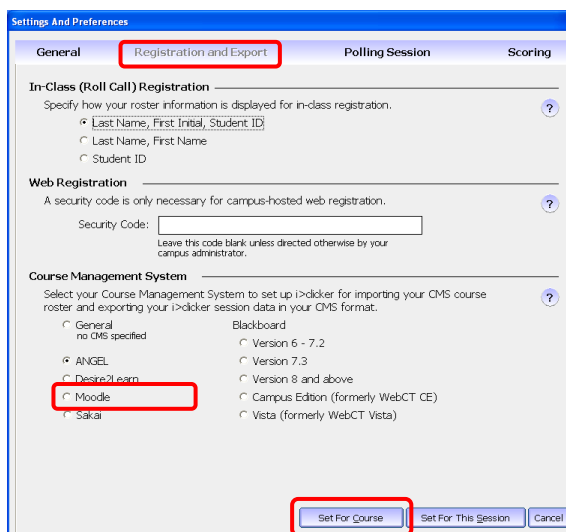
- 5 Select your course from the course list and click **Choose**.



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

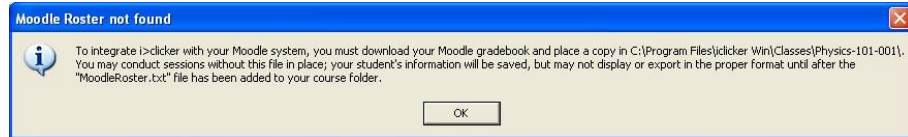


- 7 Locate the **Registration/Export** tab. Under Course Management System select **Moodle**. Click **Set for Course**.





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



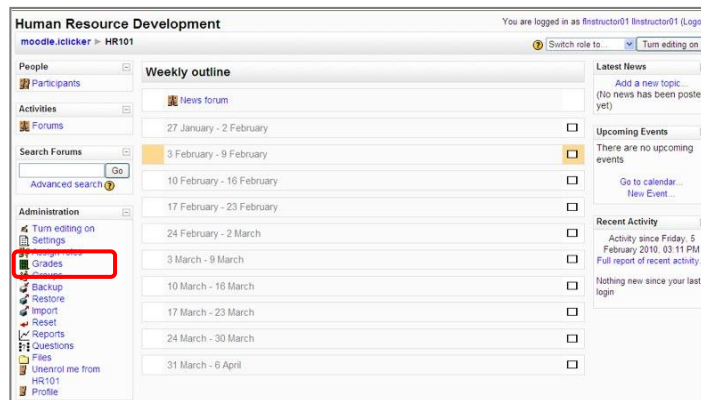
Exporting Your Moodle Course Roster

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

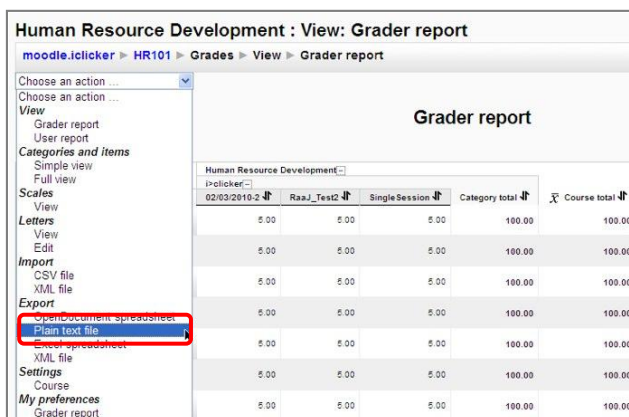


NOTE: The appearance of your login screen will vary depending on the customizations made by the Moodle administrator at your campus.

- 2 On the left navigation, under **Administration**, locate the **Grades** link.



- 3 From Grades, locate the **Choose an Action** drop-down menu and expand it. Select **Export > Plain text file**.





TIP: The options you see in the Grades screen may vary, depending on your campus's Moodle installation and the settings created by your Moodle administrator. If any of the choices described in the above step are not available to you, please contact your Moodle administrator for help downloading and modifying the Gradebook file to work with i>clicker.

- 4 A new window will appear with a number of options for your download format. Please make sure you've selected (or un-selected) the following choices:
 - Include feedback in export: **No check**
 - Preview rows: **10**
 - Grade export display type: **Real**
 - Grade export decimal points: **0**
 - Separator: **Tab**
 - Uncheck all items listed under **Grade Items To Be Included.**

Human Resource Development : Export: Plain text file

moodle.iclicker > HR101 > Grades > Export > Plain text file

Choose an action ...

Export to Plain text file

Options

Include feedback in export

Preview rows 10

Grade export display type Real

Grade export decimal points 0

Separator Tab Comma

Grade items to be included

02/03/2010-2

RaaJ_Test2

SingleSession

S5

Category total

Course total

[Select all/none](#)

Submit

- 5 Click **Submit**.
- 6 From the Export page, click **Download**.

Human Resource Development : Export: Plain text file

moodle.iclicker > HR101 > Grades > Export > Plain text file

Choose an action ...

Export to Plain text file

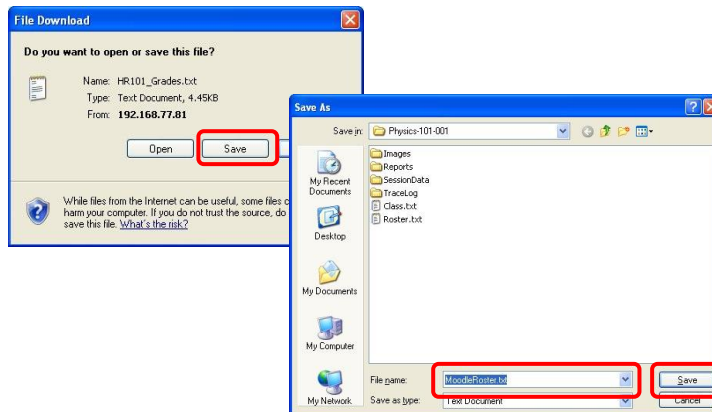
Export

Download

Preview rows

First name	Surname	ID number	Institution	Department	Email address
fstudent01	istudent01				student01@moodle.iclicker.com
fstudent02	istudent02				student02@moodle.iclicker.com
fstudent03	istudent03				student03@moodle.iclicker.com
fstudent04	istudent04				student04@moodle.iclicker.com
fstudent05	istudent05				student05@moodle.iclicker.com
fstudent06	istudent06				student06@moodle.iclicker.com
fstudent07	istudent07				student07@moodle.iclicker.com
fstudent08	istudent08				student08@moodle.iclicker.com
fstudent09	istudent09				student09@moodle.iclicker.com
fstudent10	istudent10				student10@moodle.iclicker.com

- 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 **MoodleRoster.txt**.



IMPORTANT: Do not modify or save the txt. 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 Moodle 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 Moodle 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 Moodle roster:

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

The screenshot shows the i>grader interface for a course titled 'Physics-101-001'. The interface includes a table with columns for 'Student ID', 'Total', and 'Set Scores' for two dates: 11/01/2009 and 11/02/2009. The 'Student ID' column lists 'iclicker_student' and five Moodle usernames (student01@moodle through student05@moodle). The 'Total' column shows scores of 2 and 0 respectively. The 'Set Scores' columns show '1' and 'Ab' for the iclicker student, and 'Ab' for the Moodle students. Below the table, there are buttons for 'Export Selected Session(s) as csv (Excel) file', 'Export All Session(s) as csv (Excel) file', 'Synchronize Student Web Registrations', 'Run / Update HTML Reports', and 'Exit'. The output is formatted for Moodle.

Student ID	Total	11/01/2009		11/02/2009	
		Set Scores	Set Scores	Set Scores	Set Scores
iclicker_student Average: 1	2	1	1		
student01@moodle Average: 0	0	Ab	Ab		
student02@moodle Average: 0	0	Ab	Ab		
student03@moodle Average: 0	0	Ab	Ab		
student04@moodle Average: 0	0	Ab	Ab		
student05@moodle Average: 0	0	Ab	Ab		



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

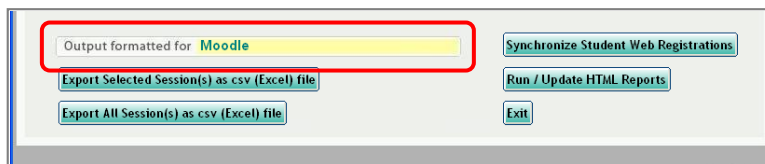
The student user IDs are then checked against the usernames found in the exported file from the Moodle grade book. If your students did not register using their Moodle usernames, you will be prompted to accept or ignore the registration. We recommend jotting down that user's information and choosing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

Uploading grades from i>grader into Moodle

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



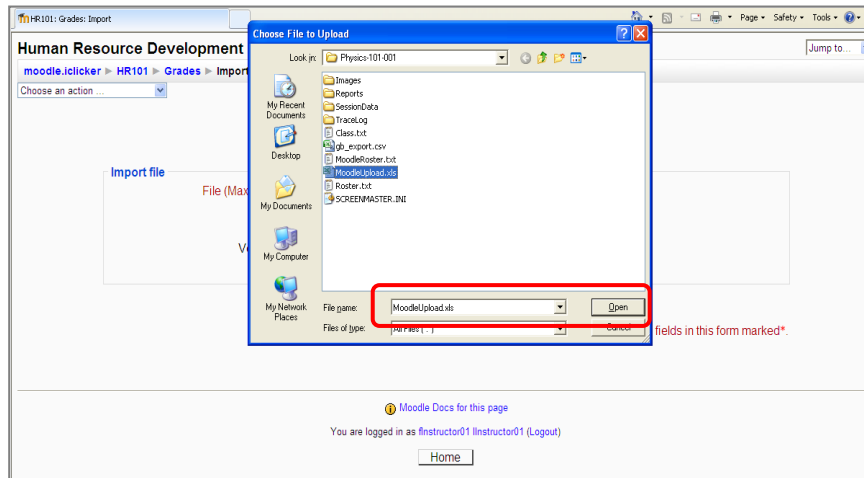
- 2 To export data from one or multiple sessions, check the box at the top of each column you want to export (next to the session name or session date). After you've selected your desired session(s), click **Export Selected Sessions as csv** file from the main i>grader screen. To export scores for the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



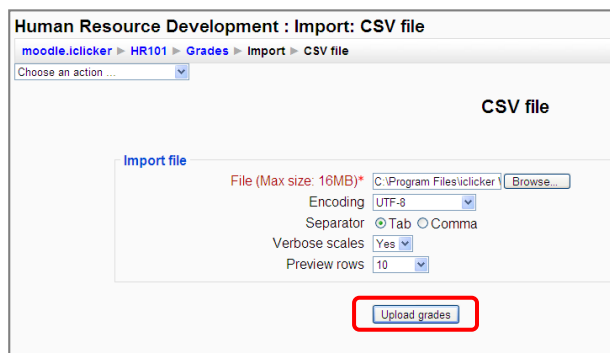
NOTE: Only one **MoodleUpload.xls** file can exist in your course folder at once. If you wish to export data into more than one file during a single i>grader session, you will need to move or rename the previously created MoodleUpload.xls file before exporting a different selection of sessions. When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

- 4 From the **Choose an Action** drop-down menu, select **Import > CSV File**.
- 5 At the **CSV File** screen, click **Browse**. Locate and open the **MoodleUpload.xls** file in your course folder.



- 6 Select the following choices:
 - Encoding: **UTF-8**
 - Separator: **Tab**
 - Verbose scale: **Yes**
 - Preview rows: **10**



- 7 Click **Upload grades**.

- 8 At the Import Preview screen select the following options:
- Identify user by > Map from: **ID number**
 - Identify user by> Map to: For this option select whichever unique identifier students used for their Moodle ID number. For example, if the students' IDs in Moodle are their email addresses, select **useremail**.
 - Grade item mappings: Select **new gradeitem** for each session you want to upload. Select **ignore** for all sessions that you do not wish to upload as well as for First name, Surname, ID number, and Total.

The screenshot shows the 'Identify user by' section with 'Map from' set to 'ID number' and 'Map to' set to 'useremail'. The 'Grade item mappings' section shows 'First name', 'Surname', 'ID number', and 'Total' all set to 'ignore'. Two sessions are listed: '11/01/2009' and '11/02/2009', both set to 'new gradeitem'. An 'Upload grades' button is at the bottom.

Identify user by	
Map from	ID number
Map to	useremail

Grade item mappings	
First name	ignore
Surname	ignore
ID number	ignore
Total	ignore
11/01/2009	new gradeitem
11/02/2009	new gradeitem

Upload grades

- 9 Click **Upload grades**.
- 10 At the import successful screen, click **Continue**.

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