



## **Instructor's Guide**

### **Using *i>clicker* 5.4.2 with Sakai v2.5 and higher**

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

# Contents

Overview	3
Using your Sakai roster to register clickers	3
Creating a Course and Setting Preferences in i>clicker	3
Exporting Your Sakai 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 Sakai	10

## Overview



**IMPORTANT:** The Sakai export functionality was updated in i>clicker version 5.4.2. The following instructions **assume that you are running i>clicker 5.4.2 or higher**. Before using i>clicker with Sakai, please **download i>clicker 5.4.2 or higher** from the downloads page at [www.iclicker.com](http://www.iclicker.com) or run Web Update from within your iclicker Win or i>clicker Mac folder.

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

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

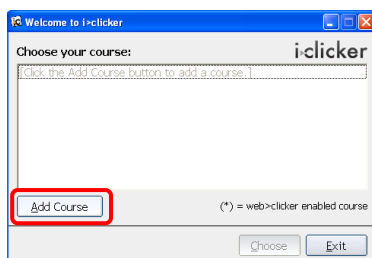
## Using your Sakai roster to register clickers

### Creating a Course and Setting Preferences in i>clicker

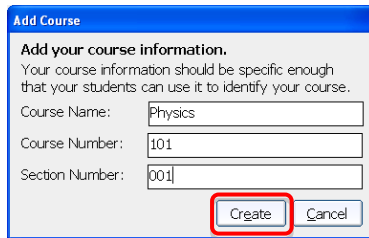


**NOTE:** It is no longer necessary to make a separate copy of the **MyCoursePC** or **MyCourseMac** folder for each i>clicker course or section. A single copy of the new **iclicker Win** folder now gives you access to all your courses and sections.

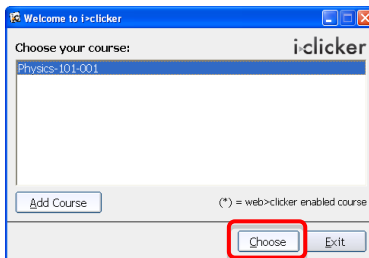
- 1 Open your **iclicker Win** or **i>clicker Mac** folder and double-click the i>clicker icon.
- 2 The **Welcome to i>clicker window** opens with no courses listed. Click **Add Course**.



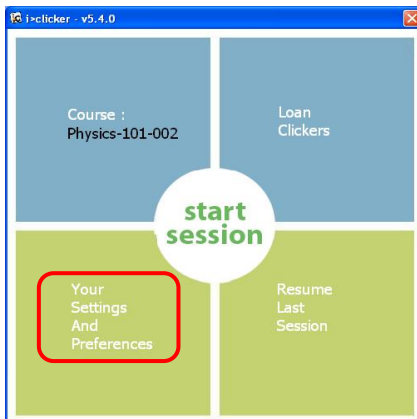
- 3 An **Add Course** window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.



- 4 Click **Create**. i>clicker automatically creates a new course folder in your **i>clicker 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.

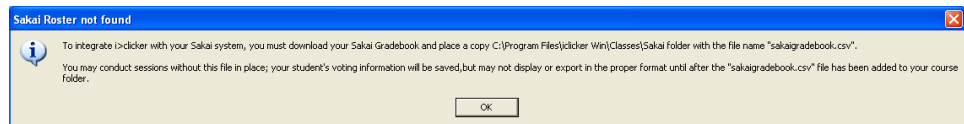


- 7 Locate the **Registration and Export** tab. Under **Course Management System** select **Sakai**. Click **Set for Course**.

The screenshot shows the 'Settings And Preferences' dialog box with the 'Registration and Export' tab active. Under the 'Course Management System' section, the 'Sakai' radio button is selected. The 'Set For Course' button at the bottom is highlighted with a red box.



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



## Exporting Your Sakai Course Roster

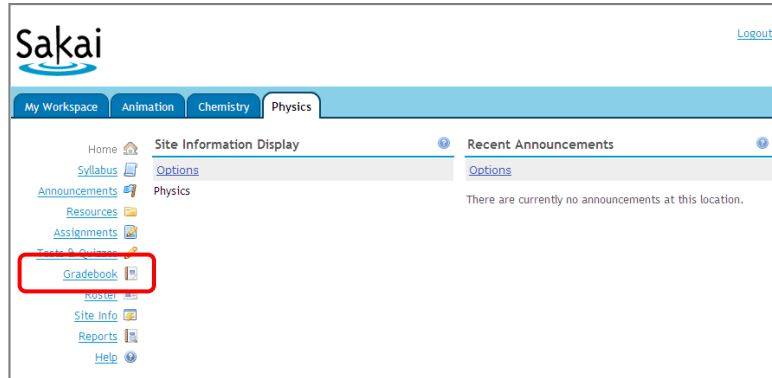
- 1 Log into Sakai and select the course for which you are using i>clicker.

The screenshot shows the Sakai login screen. The 'user id:' and 'password:' fields are highlighted with a red box. The 'Physics' course tab is also highlighted with a red box.

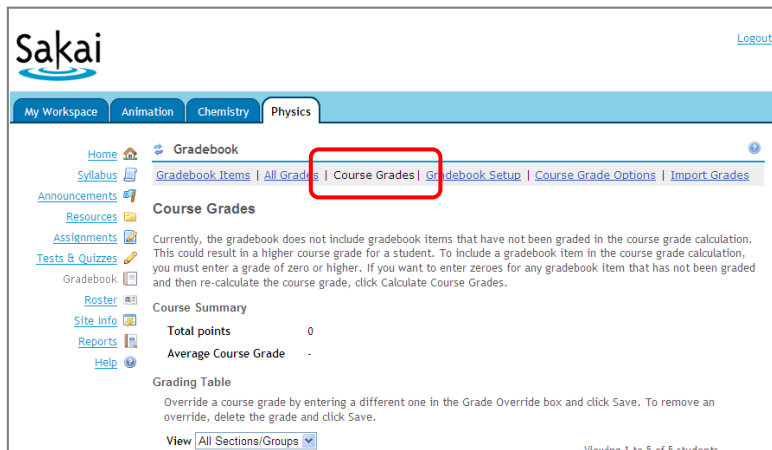


**NOTE:** The appearance of your login screen will vary depending on the customizations made to the Sakai at your campus.

- 2 In the left panel, select **Gradebook**.

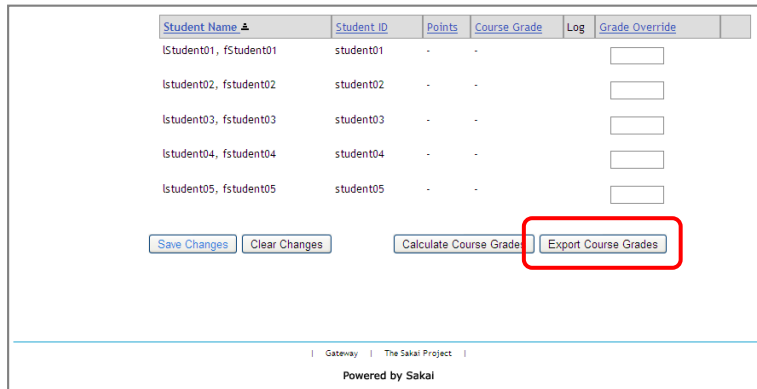


- 3 From the **Gradebook** tab, select **Course Grades**.

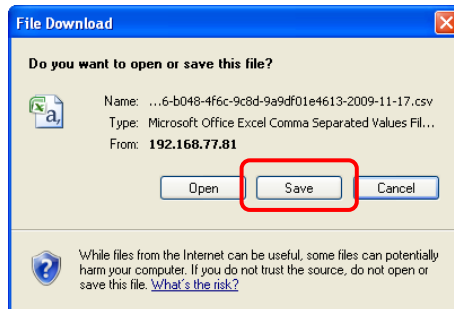


**NOTE:** The options you see in the Course Grades screen may vary, depending on your campus's Sakai installation and the settings created by your Sakai administrator. If any of the choices described in the above step are not available to you, please contact your Sakai administrator for help downloading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

- 4 Scroll to the bottom of the **Course Grades** screen. Select **Export Course Grades**.

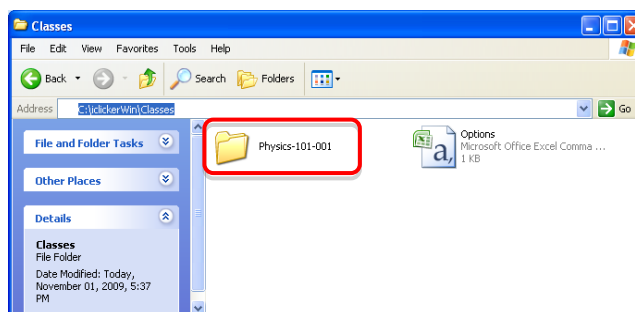


- 5 Save the file into your course folder within your iclicker Win or i>clicker Mac folder (e.g., **iclicker Win\Classes\Sample Cal State Course** or **i>clicker Mac:Classes:Sample Cal State Course**).

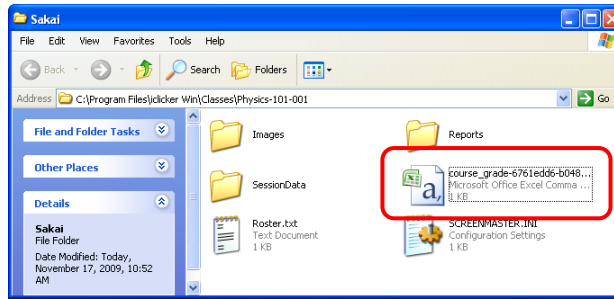


**NOTE:** If you do not see your course folder in the iclicker Win\Classes or i>clicker Mac:Classes folder, complete steps 1-4 under *Creating a Course and Setting Preferences in i>clicker*.

- 6 Locate and open your course folder within the **Classes** folder. (e.g., **iclicker Win\Classes\Physics-100-101** or **i>clicker Mac:Classes:Physics-100-101**).



- 7 Rename the file that you just downloaded (the file that begins with “course\_grade”) to **sakaigradebook.csv**.



**TIP:** We recommend that you open the CSV file to make sure that file includes student last name, student first name, and student Sakai ID. This should be automatic but it is best to double check your downloaded file to avoid confusion.

## 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](http://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](http://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 Sakai 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](http://www.iclicker.com).

When using roll call registration, the students' last names, first initials, and Sakai 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 Sakai roster:

- 1 Students will need to visit <http://www.iclicker.com/registration/index.html> and complete the registration form. **The students should enter their Sakai 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](http://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	11/17/2009
student01 Average: 0	0	Ab
student02 Average: 0	0	Ab
student03 Average: 0	0	Ab
student04 Average: 0	0	Ab
student05 Average: 0	0	Ab
#11AB308A Average: 1	1	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 Sakai is your listed CMS on the lower left corner of the screen (**Output formatted for: Sakai**). Your choice of Sakai 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.

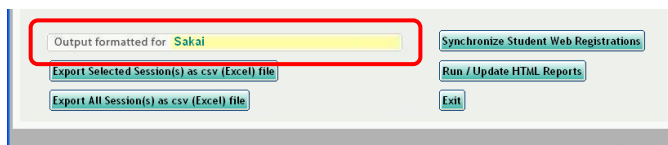
The student user IDs are then checked against the usernames found in the exported file from the Sakai grade book. If your students did not register using their Sakai usernames, you will be prompted to accept or ignore the registration. We recommend jotting down that user's information and choosing ignore.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

## Uploading grades from i>grader into Sakai

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



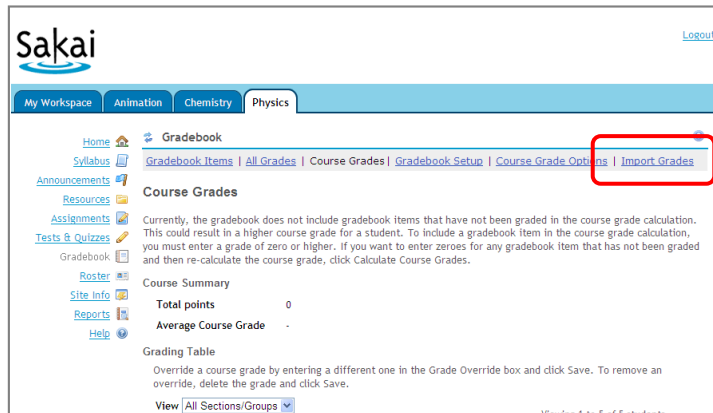
- 2 To export data from one or multiple sessions, check the box at the top of each column you want to export (next to the session name or session date). After you've selected your desired session(s), click **Export Selected Sessions as csv** file from the main i>grader screen. To export scores for the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



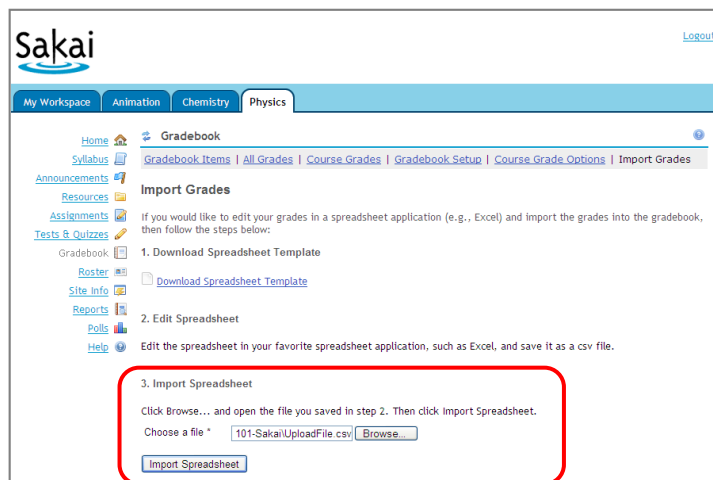
*NOTE:* Only one **Uploadfile.csv** can exist in your course folder at once. If you wish to export data into more than one file during a single i>grader session, you will need to move or rename the previously created Uploadfile.csv before exporting a different selection of sessions. When you no longer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

4 Locate and select **Import Grades**.



- 5 Click the **Browse** button next to the **Choose a file** option in Step 3 and locate 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 **Choose a file** field next to the **Browse** button. Click **Import Spreadsheet**. You will receive a message that your gradebook data update was successful and your grades will now be posted to your Sakai gradebook.



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