

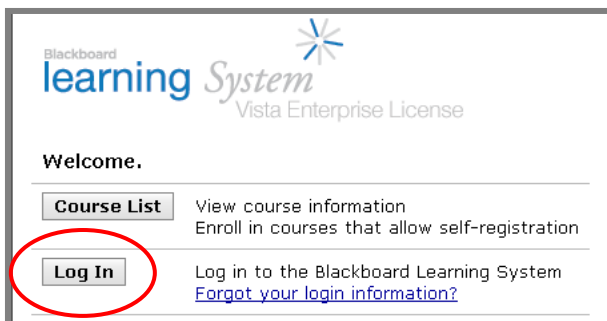


## Using WebCT Vista 4.0 and i>clicker

**\*Note:** WebCT has been acquired by Blackboard and WebCT Vista has been re-named nationally to “Blackboard Learning System, Vista Enterprise.” However, it is still powered by the WebCT architecture and for i>clicker purposes, we still refer to both the “WebCT” and “Vista” nomenclature for the below i>clicker Settings/Preferences settings.

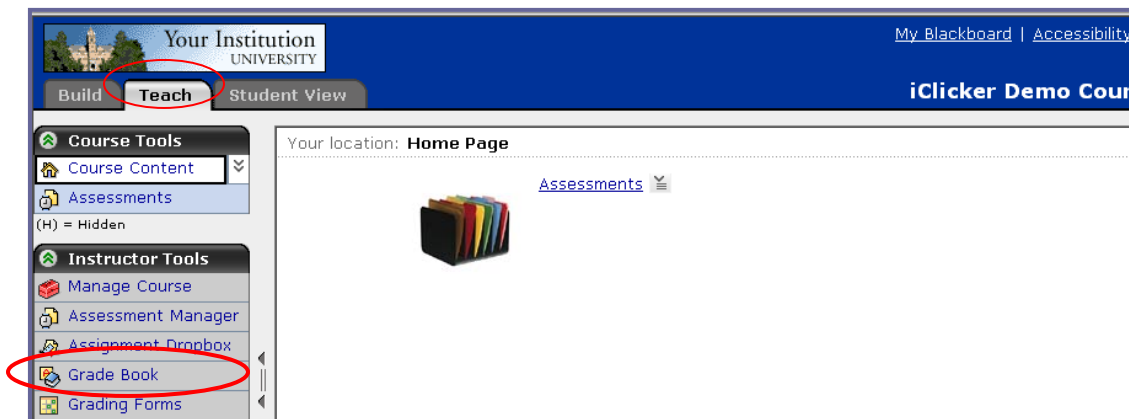
Using your Vista Campus Grade Book roster to register clickers:

1. Log into your Vista Learning System and select the Course for which you are using i>clicker.

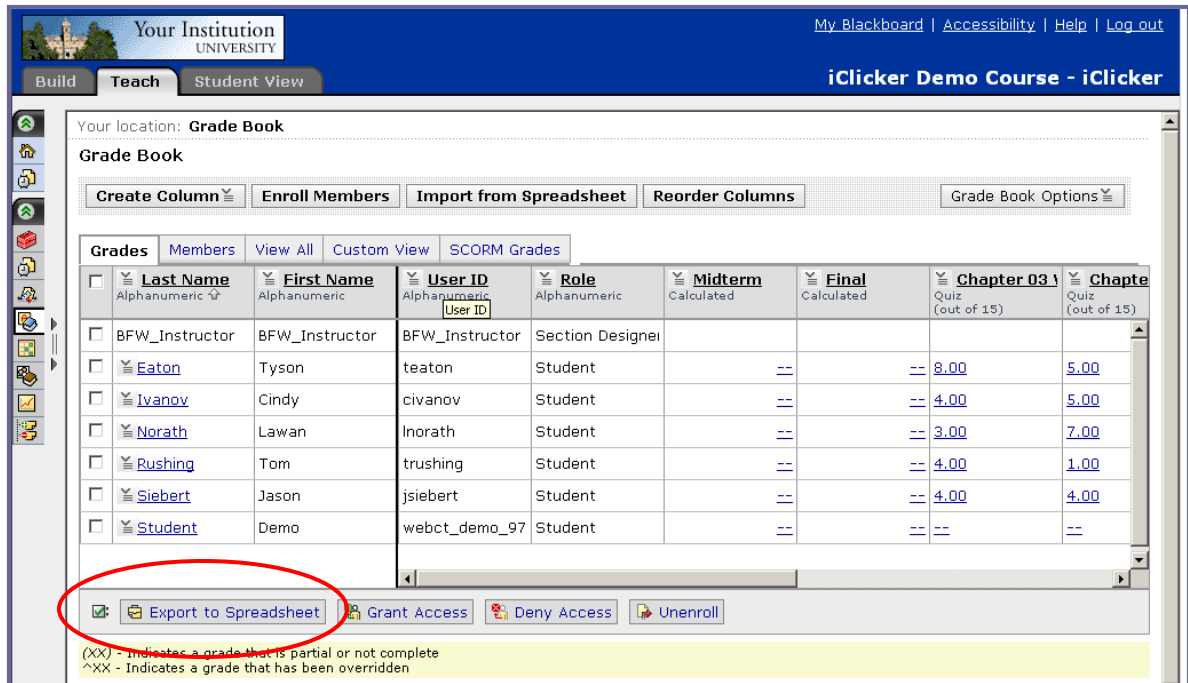


**Note:** The appearance of your login screen will vary depending on the customizations made to the Vista Learning system at your campus. A browser check/browser tune up may begin automatically to ensure that Vista works properly with your browser.

2. Make sure you are on the Teach tab at the top of the screen. Under “Instructor Tools,” click on the “Grade Book” link.



3. From the Gradebook, locate and select the “Export to Spreadsheet” option. On the resulting page, you will be prompted to answer a series of questions regarding your exported data. Answer these questions as shown in Step 4 below.



4. From the “Export to Spreadsheet” page, make sure you have selected the following choices:

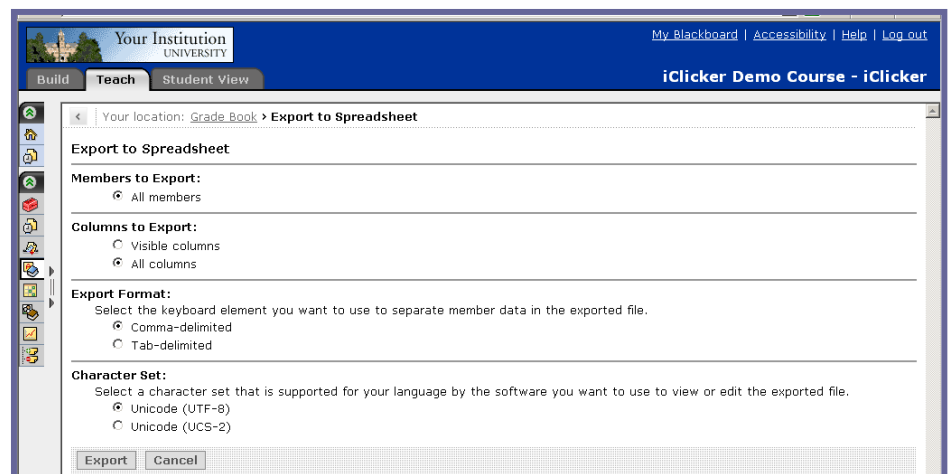
a. From “Members to Export,” select “All Members.”

b. From “Columns to Export,” select “All Columns.”

c. From “Export Format,” select “Comma-delimited.”

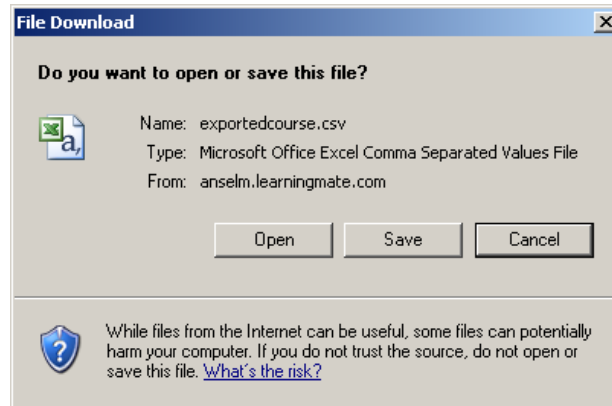
d. From “Character Set,” select “Unicode (UTF-8).”

e. Click on the “Export” button.



**Troubleshooting tip:** The options you see in the Export to Spreadsheet screen may vary, depending on your campus’s Vista installation and the settings created by your WebCT/Blackboard administrator. If any of the choices described in Step 4 are not available to you, please contact i>clicker technical support for help downloading and modifying the Gradebook file to work with i>clicker.

5. A “Download File” window will appear as below. The exact appearance of this window will vary depending on your browser but you should see options to Open and Save:



6. Select “Save” and, if prompted, save the file to a location where it can be easily found, such as your desktop. You can also save the file right in your i>clicker course folder (the folder initially called MyCoursePC or MyCourseMac—you probably have re-titled this folder to match the name of your course/section).
7. If you did not save the file in your iclicker course folder, find the file on your computer. The file will be named exportedcourse.csv. Move this file into your i>clicker folder.  
**IMPORTANT:** If the file appears to you as “exportedcourse” instead of “exportedcourse.csv,” you will need to perform the following steps before going to Step 9:

**For PC:**

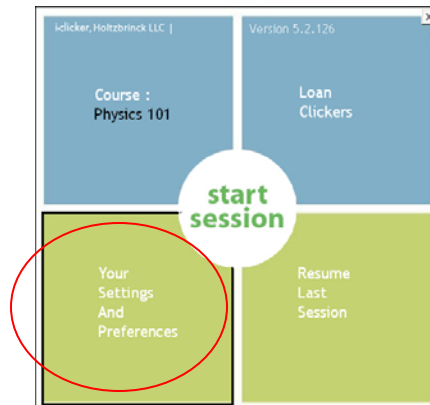
- Open “My Computer”
- From the menus at the top, go to Tools > Folder Options
- Click the View tab. In the list of Advanced Settings on the View screen, scroll down to “Hide extensions for known file types” and uncheck this box. Click Apply, then OK.
- Close the My Computer window.

**For Mac:**

- Click anywhere on the Desktop, then from the top of the screen go to Finder > Preferences.
  - Click the Advanced tab.
  - Check the Show all Extensions box, then close the Preferences window.
8. Rename the file to Class.txt. You can do this by right-clicking on the icon for the file and choosing the option “Rename.” Then type in the new file name, Class.txt.

**Troubleshooting tip:** Once you change the name you will be prompted with the question, “If you change a file name extension, the file may become unusable. Are you sure you want to change it?” Select “yes” and your file is now converted to the appropriate format.

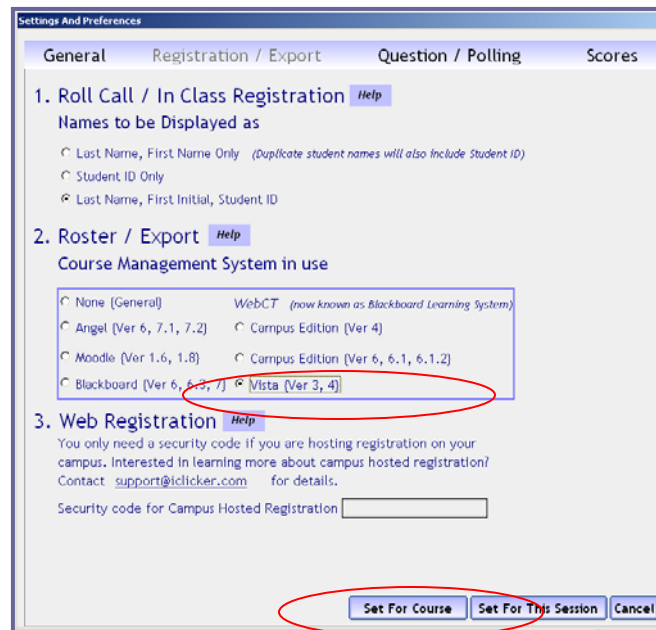
9. Start the i>clicker program by double-clicking the “iclicker.exe” icon in your course folder. From the welcome screen, select “Your Settings and Preferences.”



10. Locate the “Registration/Export” tab.

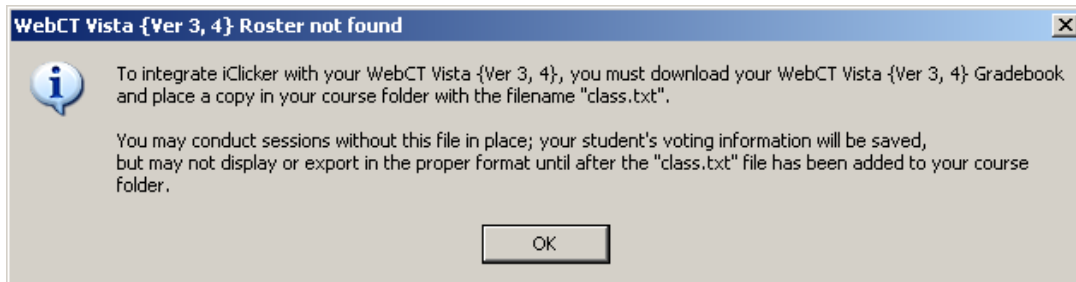
11. Under “Course Management System in Use,” select “WebCT (now known as Blackboard Learning System) > Vista (Ver 3, 4).”

12. At the bottom of the screen, choose “Set for Course.”



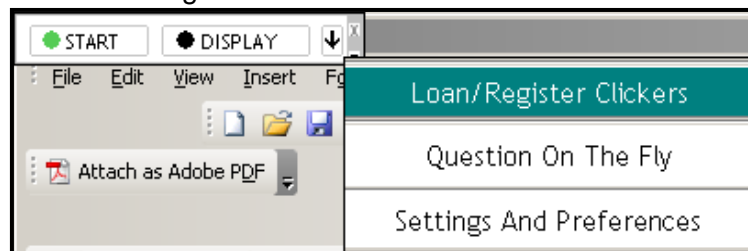
**Troubleshooting tip:** Unless your institution is hosting registration on campus/locally, the Security Code for Web Synchronization should either be blank, or contain “SQL” in the field. (The first release of i>clicker required a special school code for each institution; we’ve since eliminated that requirement.)

**Important Note:** If you modify the i>clicker Settings and Preferences as described above, but do not go through the process of downloading your Vista roster and placing it in your i>clicker course folder, you will receive the following alert. You may conduct i>clicker sessions without this file in place; this alert is simply a reminder to add the file before trying to export i>clicker data for use in your Vista Learning System.

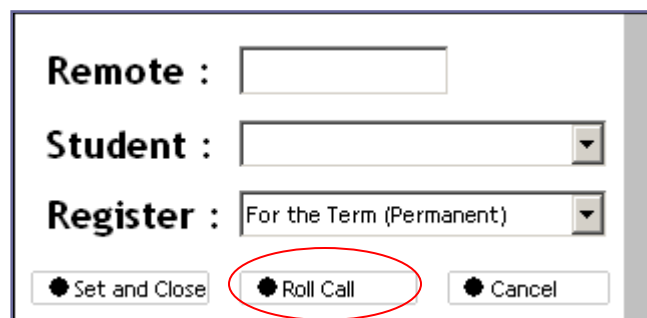


### When Using Roll Call/In Class Registration

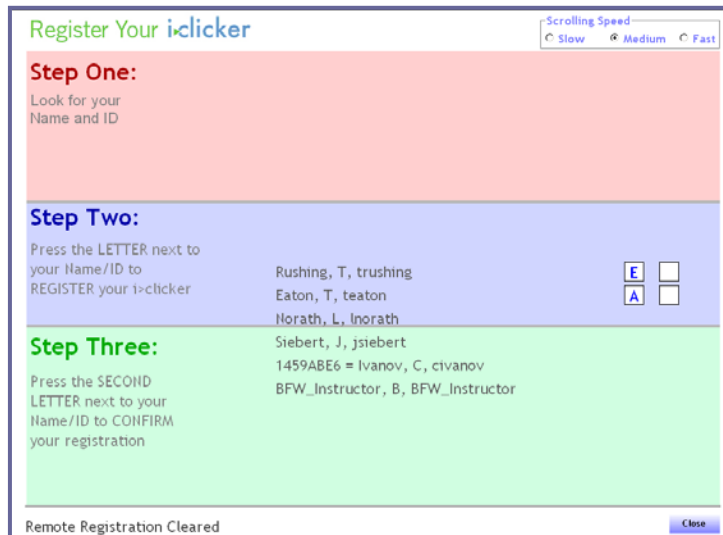
1. Make sure your base is connected to your computer. Open i>clicker by double-clicking the iclicker.exe icon in your course folder and selecting “start session” from the Welcome Screen. From your floating menu bar, click on the down arrow (▾) to open the Options menu and select “Loan/Register Clickers.”



2. From the “Loan/Register Clickers” window, select “Roll Call.”



- The names from your Vista Gradebook will populate the roll call list, and students can then follow the on-screen instructions to register their clickers.



## Web Synchronization Registration

Please note that 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.

- Students will need to visit <http://www.iclicker.com/registration> and complete the form. If you are using Vista to record grades, please direct your students to enter their Vista user ID as their student ID on this site.

**Troubleshooting tip:** When using Web registration, the key to success is deciding what student ID will be used and sharing those directions with students early, and before they register their clickers online. Many campuses have 1-3 student IDs (a numeric ID, a student email ID, and perhaps a WebCT Vista user ID), so qualifying which ID the student should use is of utmost importance. You may want to add registration ID instructions to your syllabus so your students follow the proper registration protocol.

2. Launch i>grader. You will see your session(s), labeled by date, and you will see names and remote IDs in red on the left.

**Troubleshooting Tip:** If you do not see a column of remotes in red in the i>grader main screen, 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.

**Troubleshooting Tip:** Check to be sure Vista is your listed CMS on the lower left corner of the i>grader screen: Output formatted for: Vista [Ver 3, 4]. Your choice of Vista as your course management system was carried over from your Settings/Preferences selection in i>clicker.

The screenshot shows the iGrader-Physics 101 interface. At the top, it says "i-grader" and "Course: Physics 101". Below this is a table with columns for "Student ID", "Total", and "11/16/2007". The "Total" column is highlighted in yellow. The "11/16/2007" column has a "Set Scores" button. There are three more "Set Scores" buttons in the next three columns. The table lists several students with their names in red and "Average: 0" below them. Below the table, there are several buttons: "Output formatted for: Vista [Ver 3, 4]", "Synchronize Student Web Registrations", "Export Selected Session(s) as csv (Excel) file", "Run / Update HTML Reports", "Export All Session(s) as csv (Excel) file", and "Exit".

Student ID	Total	11/16/2007			
<u>BFW_Instructor</u> Average: 0	0	Ab	Set Scores	Set Scores	Set Scores
<u>civanov</u> Average: 0	0	Ab			
<u>islebert</u> Average: 0	0	Ab			
<u>Inorath</u> Average: 0	0	Ab			
<u>teaton</u> Average: 0	0	Ab			
<u>trushing</u> Average: 0	0	Ab			

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 SQL database server. It will match the i>clicker remotes used in your class to the user IDs your students registered with on the Web site. The student user IDs are then checked against the usernames found in the exported file from the Vista grade book. If your students did not register using their Vista 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.*

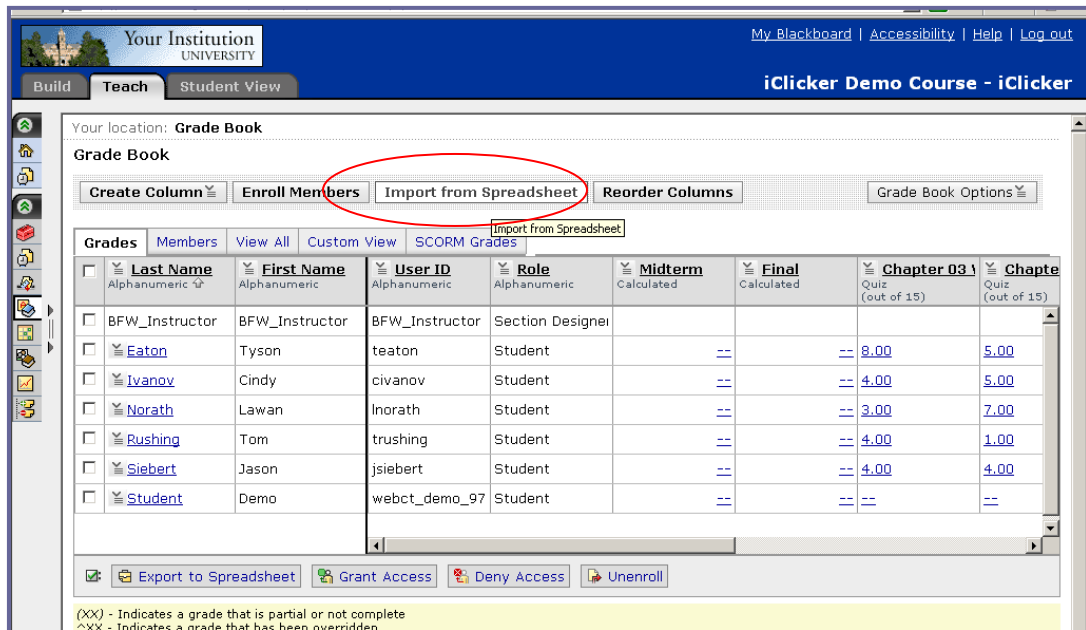
**Troubleshooting tip:** If you find that many of your students entered the wrong user ID when registering on the iclicker.com Web site, prompt them to uniformly re-register with their Vista user ID. The prior Web registration will not prevent your students from re-registering with the correct information.

### Uploading grades from i>grader into Vista:

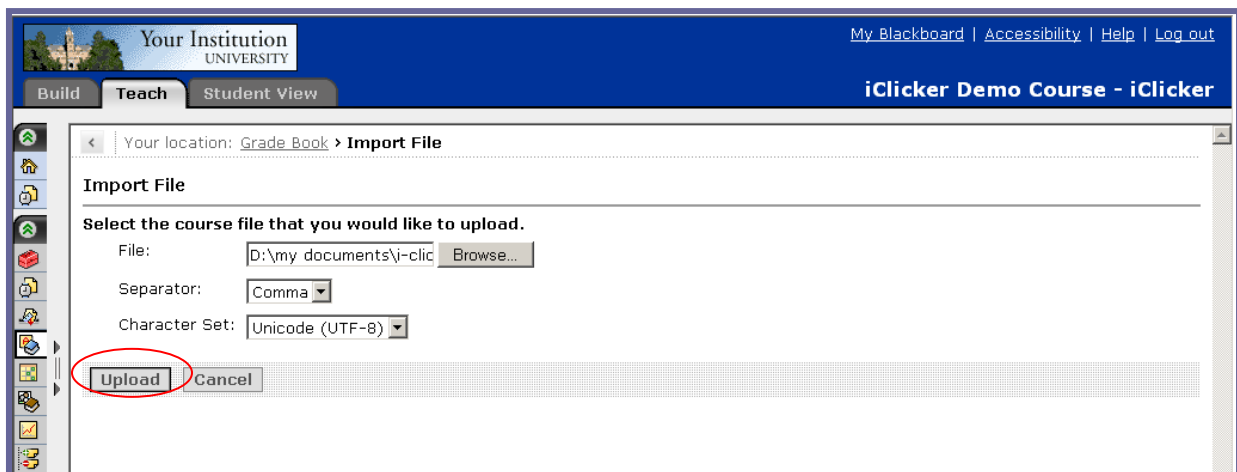
1. After your students have registered their remotes and you have polled them in class, you can upload their i>clicker scores (from one session, multiple sessions, or the whole term) into your Vista course.
2. When your i>clicker session is complete, open i>grader. To export data from selected sessions, check the box at the top of each column you want to export, next to the session name or date. Then click Export Selected Sessions as csv file from the main i>grader screen. To export the whole term, click Export All Sessions. The scores will be saved in the i>clicker main course folder in a file called Uploadfile.csv.

**Troubleshooting tip:** 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 Vista (and into your course) and go back to “Gradebook.” (Teach > Instructor Tools > Gradebook)
4. Locate and select the “Import from Spreadsheet” option.



5. From the “Import File” page, click “Browse” and select “Uploadfile.csv” from your main i>clicker course folder. Keep the settings “Comma” as the “Separator” choice and “Unicode (UTF-8)” as the “Character Set.”



6. Click “Upload.”

- You will then be taken to a new “Import File” page, an example of which is shown below. The User ID column is required and must be set as noted in the screenshot. For all other rows of data, select “Add as new column” for any grades you wish to import, and “Do not import” for all other columns. For example, if you exported an entire term of i>clicker sessions but wanted to add only the total points (no individual sessions) to your Gradebook, you would select “Add as new column” for “Total” and “Do not import” for all other columns.

**Troubleshooting tip:** The “Match” column on this Import File screen alerts you if there is already an entry in your Vista Gradebook with the same name as the column you are about to import. The User ID column is used to match the data in your file with the students in your Gradebook and should have a green check next to it. If you see a green check for any other row of data in the spreadsheet, make certain that you manually select the “Add as new column” option from the drop down list, or you will over-write your existing grades.

Your location: [Grade Book](#) > **Import File**

**Import File**

Match the columns in the file with the columns in the Grade Book.  
 Select "Do not import" for any columns you do not wish to import.  
 The User Name column is a required column for matching purposes only and will not be imported.

Import Column	Match	Grade Book Column	Data Preview
User ID	✓	User ID	BFW_Instructor,teaton,civanov,lnorath,trushing,jsiebert...
Last Name	!	- Do not import -	BFW_Instructor,Eaton,Ivanov,Norath,Rushing,Siebert...
First Name	!	- Do not import -	BFW_Instructor,Tyson,Cindy,Lawan,Tom,Jason...
Total	!	- Add as new column -	0,3,0,3,3,3...
11/19/2007	!	- Add as new column -	0,1,0,1,1,1...
11/19/2007-2	!	- Add as new column -	0,2,0,2,2,2...

Comment:

- After selecting the above, click “Import.”
- You will see an “Import Errors” page listing any columns that you chose not to import, as well as any columns that were renamed to avoid duplicate column names. Click “OK.”
- Once the import process has completed, you will be taken to the main “Grade Book” screen. From here, you may view the data you’ve imported into your Vista course.

**Any questions? Feel free to contact us at [support@iclicker.com](mailto:support@iclicker.com)!**