



Instructor's Guide

Using *i>clicker* 5.4 with WebCT Vista

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

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Overview

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

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

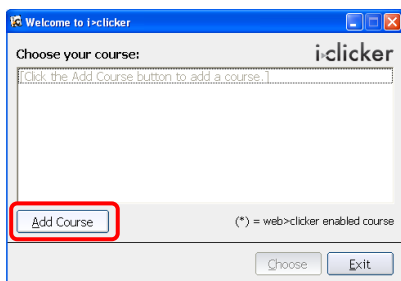
Using your WebCT Vista roster to register clickers

Creating a Course and Setting Preferences in i>clicker



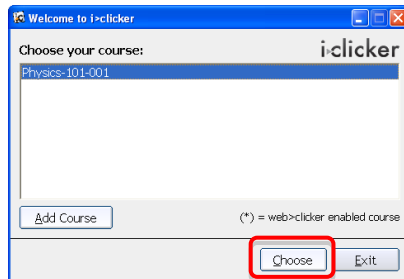
NOTE: It is no longer necessary to make a separate copy of the **MyCoursePC** or **MyCourseMac** folder for each i>clicker course or section. A single copy of the new **iclicker Win** folder now gives you access to all your courses and sections.

- 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**.

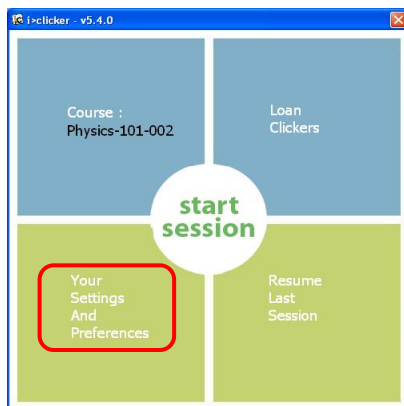


- 3 An **Add Course** window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.

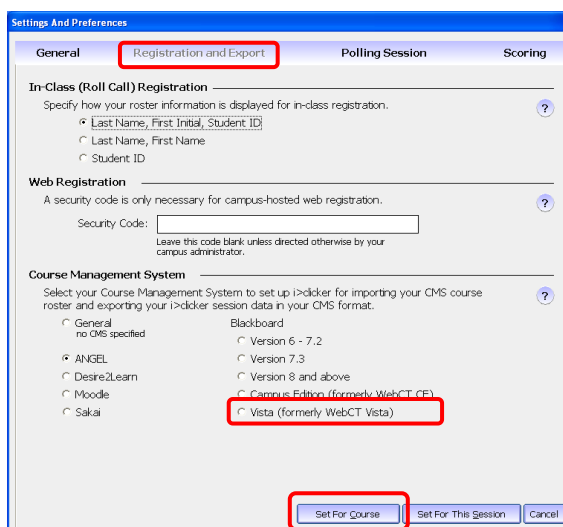
- 4 Click **Create**. i>clicker automatically creates a new course folder in your **iclicker Win\Classes or i>clicker Mac:Classes** folder. The **Add Course** window closes and you are returned to the **Welcome** screen where you will see your course name in the list of courses.
- 5 Select your course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

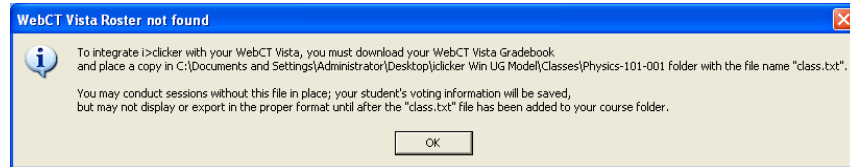




NOTE: Unless your institution is hosting registration on campus/locally, the Security Code for Web Synchronization should either be blank, contain “SQL” in the field.



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



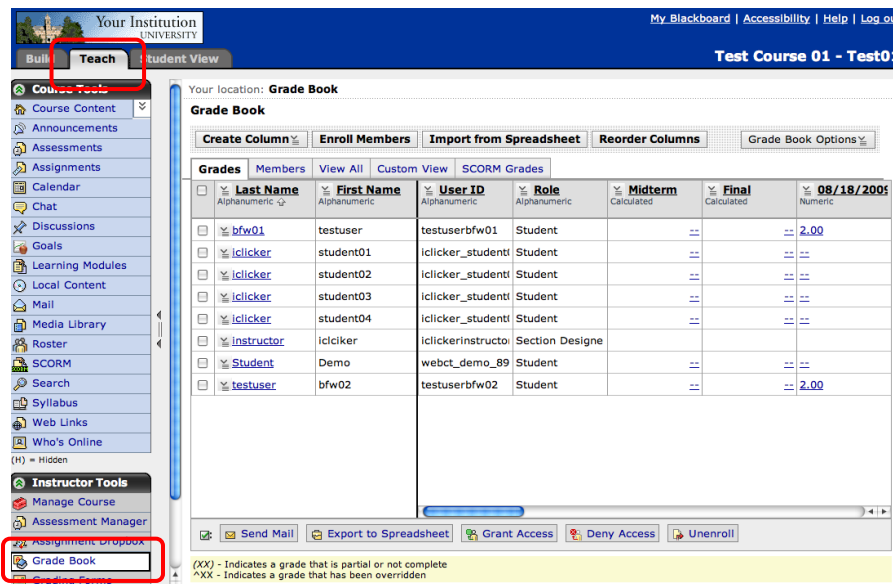
Exporting Your WebCT Vista Course Roster

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

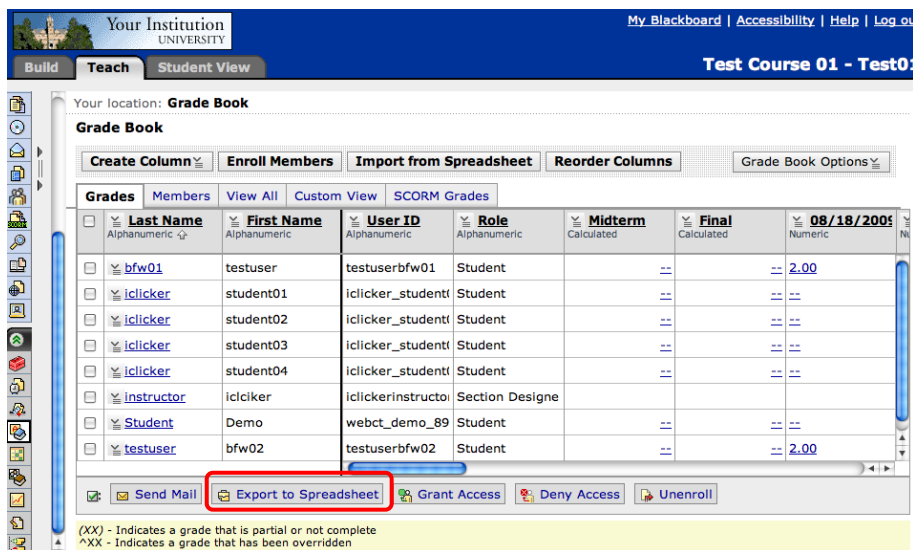


NOTE: The appearance of your login screen will vary depending on the customizations made to the Vista Learning system at your campus. A browser check/browser tune up may begin automatically to ensure that Vista works properly with your browser.

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

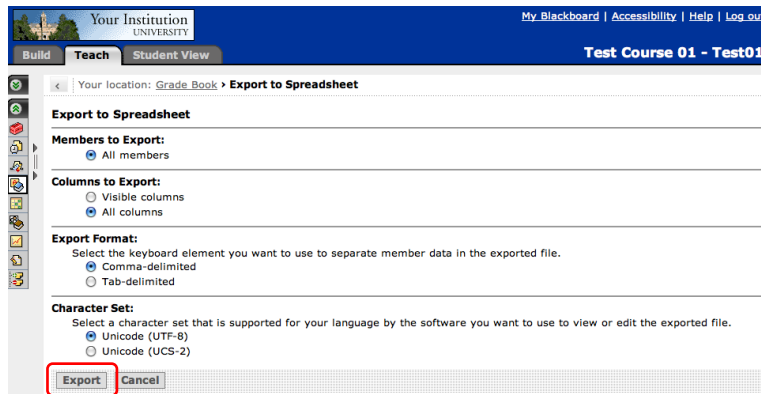


- 3 From the **Grade Book**, locate and select the **Export to Spreadsheet** option. On the resulting page, you will be prompted to answer a series of questions regarding your exported data. Answer these questions as shown in Step 4 below.



4 From the **Export to Spreadsheet** page, make sure you have selected the following choices and click **Export**:

- Members to Export: **All Members**
- Columns to Export: **All Columns**
- Export Format: **Comma-delimited**
- Character Set: **Unicode (UTF-8)**



The screenshot shows the 'Export to Spreadsheet' interface. At the top, there are navigation tabs: 'Build', 'Teach', and 'Student View'. The current page is 'Export to Spreadsheet'. Below the navigation, there are four sections with radio button options:

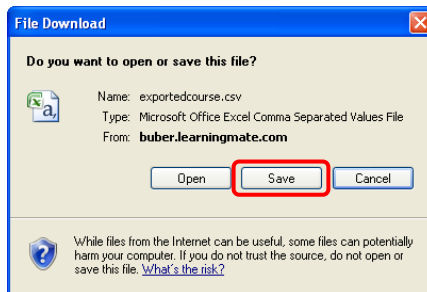
- Members to Export:** All members
- Columns to Export:** Visible columns, All columns
- Export Format:** Select the keyboard element you want to use to separate member data in the exported file. Comma-delimited, Tab-delimited
- Character Set:** Select a character set that is supported for your language by the software you want to use to view or edit the exported file. Unicode (UTF-8), Unicode (UCS-2)

At the bottom, there are two buttons: 'Export' (highlighted with a red box) and 'Cancel'.



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 Grade Book file to work with i>clicker.

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**).



The screenshot shows a 'File Download' dialog box. It asks 'Do you want to open or save this file?'. The file details are:

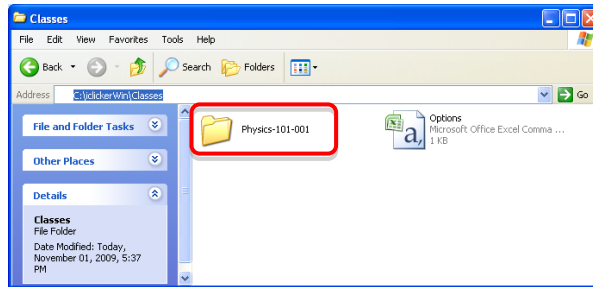
- Name: exportedcourse.csv
- Type: Microsoft Office Excel Comma Separated Values File
- From: buber.learningmate.com

At the bottom, there are three buttons: 'Open', 'Save' (highlighted with a red box), and 'Cancel'. Below the buttons, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

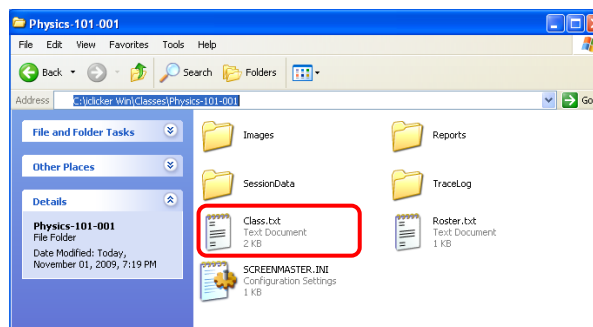


NOTE: If you do not see your course folder in the iclicker Win\Classes or i>clicker Mac:Classes folder, complete steps 1-4 under *Creating a Course and Setting Preferences in i>clicker*.

- 6 Locate and open your course folder within the **Classes** folder. (e.g., **iclicker Win\Classes\Sample Cal State Course** or **i>clicker Mac:Classes:Sample Cal State Course**).



- 7 Rename the file **exportedcourse.csv** to **Class.txt**.



IMPORTANT: If the file appears to you as **exportedcourse** instead of **exportedcourse.csv**, you will need to perform the following steps:

For Win (PC):

1. Open My Computer.
2. From the menus at the top, go to Tools > Folder Options.
3. 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.
4. Close the My Computer window.

For Mac:

1. Click anywhere on the Desktop, then from the top of the screen go to Finder > Preferences.
2. Click the **Advanced** tab.
3. Check the **Show all Extensions** box, then close the Preferences window.



TIP: We recommend that you open the CSV file to make sure that file includes student last name, student first name, and student WebCT Vista ID.

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 WebCT Vista 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 WebCT Vista roster:

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



TIP: If you do not see a column of remote IDs 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 WebCT Vista is your listed CMS on the lower left corner of the screen (**Output formatted for: WebCT Vista**). Your choice of WebCT Vista 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 with on the web site.

The student user IDs are then checked against the usernames found in the exported file from the WebCT Vista Grade Book. If your students did not register using their WebCT 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.



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 WebCT Vista User ID.

Uploading grades from i>grader into WebCT Vista

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

Student ID	Total	11/01/2009			
iclicker_student Average: 0	0	Ab	Set Scores	Set Scores	Set Scores
iclicker_student Average: 0	0	Ab			
iclicker_student Average: 0	0	Ab			
iclickerinstruct Average: 0	0	Ab			
testuserfw01 Average: 0	0	Ab			
testuserfw02 Average: 0	0	Ab			

Output formatted for: **Vista (formerly WebCT Vista)**

Buttons: Synchronize Student Web Registrations, Export Selected Session(s) as csv (Excel) file, Run / Update HTML Reports, Export All Session(s) as csv (Excel) file, Exit

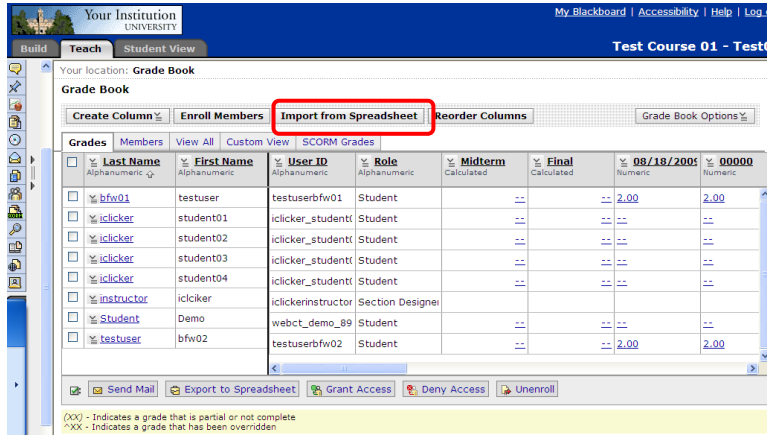
- 2 To export data from one or multiple sessions, check the box at the top of each column you want to export (next to the session name or session date). After you've selected your desired session(s), click **Export Selected Sessions as csv** file from the main i>grader screen. To export scores for the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



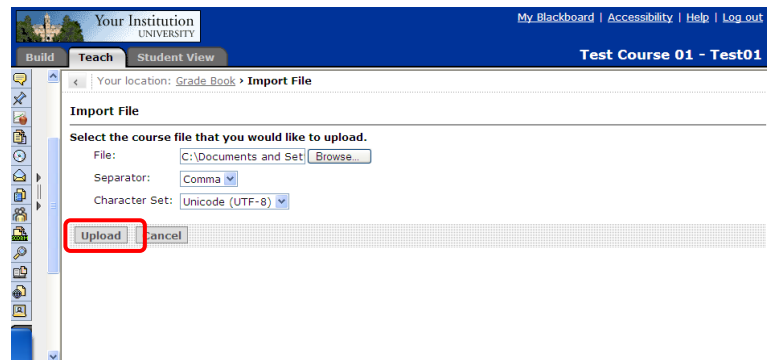
NOTE: Only one **Uploadfile.csv** can exist in your course folder at once. If you wish to export data into more than one file during a single i>grader session, you will need to move or rename the previously created Uploadfile.csv before exporting a different selection of sessions. When you no longer 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 WebCT Vista (and into your course) and go back to **Grade Book (Teach > Instructor Tools > Grade Book)**.

- 4 Locate and select the **Import from Spreadsheet** option.



- 5 From the **Import File** page, click **Browse** and select the **Uploadfile.csv** from your course folder (e.g., **iclicker Win\Classes\Sample Cal State Course\Uploadfile.csv** or **i>clicker Mac:Classes:Sample Cal State Course:Uploadfile.csv**). Keep the settings **Separator: Comma** and **Character Set: Unicode (UTF-8)**.



- 6 Click **Upload**.

- 7 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 Grade Book, you would select **Add as new column** for **Total** and **Do not import** for all other columns.

Import Column	Match	Grade Book Column	Data Preview
User ID	✓	User ID	testuserbfw01,iclicker_student01,iclicker_student02,iclicker_student03,iclick
Total	!	- Add as new column -	0,1,0,0,0,0,0...
11/01/2009	!	- Add as new column -	0,1,0,0,0,0,0...



TIP: The **Match** column on this **Import File** screen alerts you if there is already an entry in your Vista Grade Book 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 Grade Book 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.

- 8 After selecting the above, click **Import**.
- 9 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**.
- 10 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.