iClicker Classic

Instructor User Guide

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Part I:
Getting Started with iClicker Classic

System Requirements

Before starting, make sure that your computer system meets or exceeds the following iClicker Classic system requirements. In addition to these computer requirements, a projection system is highly recommended for presentation purposes.

- iClicker base with firmware v5.04 or higher (if using iClicker remotes)
- One available USB 2.0 port

Windows Requirements:

- Windows 7 or higher operating system (32- or 64-bit), with .NET 4.0.3
- 500 MHz Pentium (or faster) processor
- 256 MB RAM (or larger) recommended
- Minimum screen resolution of 1024 x 600 pixels

Macintosh Requirements:

- macOS High Sierra (10.13) or higher
- 500 MHz G4 (or faster) processor
- 256 MB RAM (or larger) recommended
- Minimum screen resolution of 1024 x 600 pixels

Linux Requirements:

- 1 GHz G4 (or faster) processor
- Ubuntu 12.04, 14.04 LTS, 16.04 Xenial LTS 64-bit versions
- 512 MB RAM (1 GB recommended)
- Minimum screen resolution of 1024 x 600 pixels

IMPORTANT: The Linux version requires super admin privileges to perform the initial set-up of the computer and does not support 32-bit systems. iClicker Classic for Linux currently only supports the listed Ubuntu LTS releases.

Connect iClicker Classic to Your Computer

iClicker Classic is a plug-and-play system that requires no installation and minimal set-up for both the hardware and software. Follow the instructions below to set up iClicker Classic.

1. Connect the iClicker base to your computer's USB port.

The LCD screen on the receiver lights up indicating that the receiver has power. Your computer may notify you that it recognizes new hardware and inform you when it is ready to use this hardware. This step may take a few seconds to complete.

IMPORTANT: To be sure that the receiver has sufficient power, plug the receiver directly into the computer and do not connect through the keyboard or a non-powered USB hub. For best performance, it is recommended that you plug the iClicker Classic receiver into a USB 2.0 port.

2. Connect the iClicker Classic flash drive to the USB port on the back of the iClicker base.

Running iClicker Classic from a flash drive is not required. iClicker Classic can be run from your computer's hard drive. Running iClicker Classic from a flash drive is a convenience if you are using a lecture/classroom computer.

NOTE: If you receive a message indicating that you have plugged a high-speed USB device into a non high-speed USB port, it is recommended that you plug the flash drive into a USB port on your computer or copy the entire **iClicker** folder to your computer hard drive. Doing so will improve the overall performance of the iClicker Classic software. Please note iClicker Classic for Linux requires that you run the set-up process on the local drive as supporting software must be installed.

3. Open the flash drive folder once it appears on your desktop.

The flash drive provides access to the iClicker Classic software and your course data. Review the contents of the **iClicker** folder on your flash drive.

NOTE: It is recommended that you run **Check for Update** the first time you use iClicker Classic and at least annually update your software if a newer version is available.

4. If needed, download the iClicker Classic software

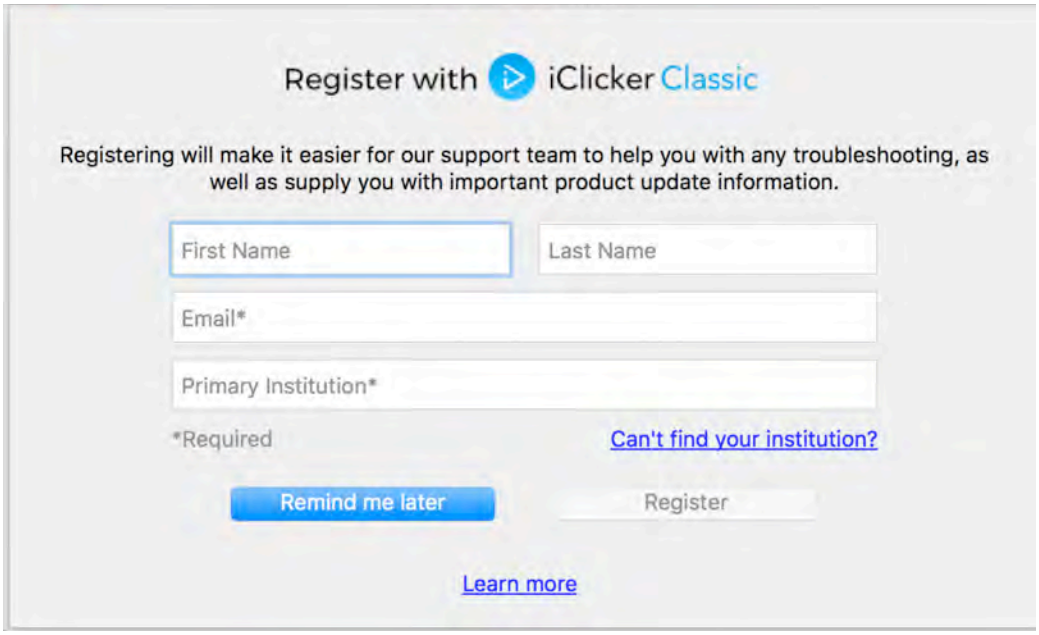
If you are not using a flash drive or need the iClicker Classic software, you can download it from www.iclicker.com.

NOTE: iClicker Classic downloaded files for Windows and Linux are provided as zipped files that must be extracted or "unzipped" before using.

Register Your Software

Troubleshooting, support, and communication are more streamlined when you register your iClicker software.

A registration form should open upon first launching the iClicker Classic application. You can also access the registration form at any time from iClicker's Settings.



To enter your primary institution, start typing your institution name then choose from the list of institutions that appear. You must make the final selection from the list. If your institution is not found in the list, click the **Can't find your institution?** link to request it be added to our database

Check for Update

*The **Check for Update** feature allows you to check for the latest version of iClicker Classic from within the application and update without having to manually move files. Any existing class data is safe and will continue to work with both old and new versions of iClicker Classic.*

IMPORTANT: You must have an Internet connection to successfully check for updates.

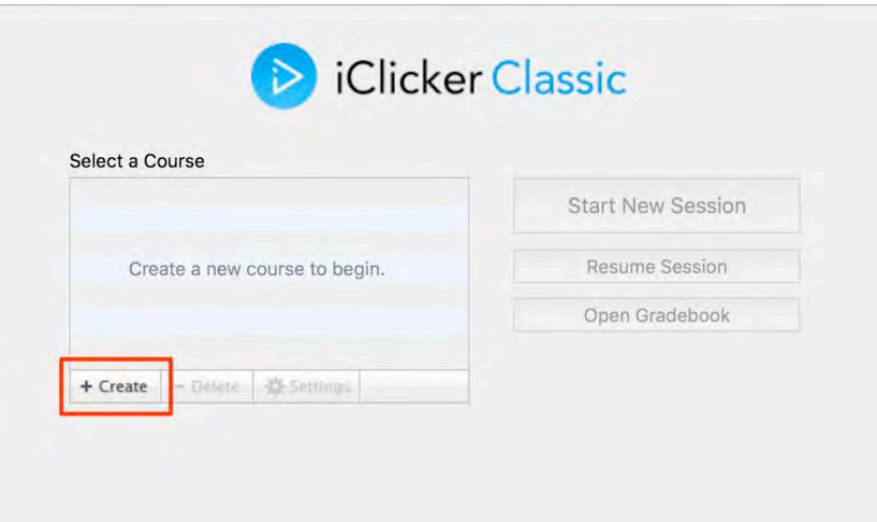
1. Open the **Help** menu from inside iClicker Classic.
2. Select the option **Help > Check for Update**.
3. If a newer version is available, click the **Update** button to begin the update process.

If a newer version of iClicker Classic is found, a message informs you that an update is available with the option to update. The window includes an option to review the release notes of the new version. Upgrading your software may take several minutes.

Create a Course

Once you have set up your software and hardware, the next step is to create your courses.

1. From the main iClicker Classic start window, click the + Create button.



2. Enter a course name and choose to create the course.

iClicker Classic automatically creates a new course sub-folder in the *Classes* folder.

3. Review the iClicker Classic Home window.

Returning to the **iClicker Classic Home** window, your course name now appears in the list box and most, if not all, of the controls are now enabled. Repeat steps 1-2 to create as many courses or sections as you need.

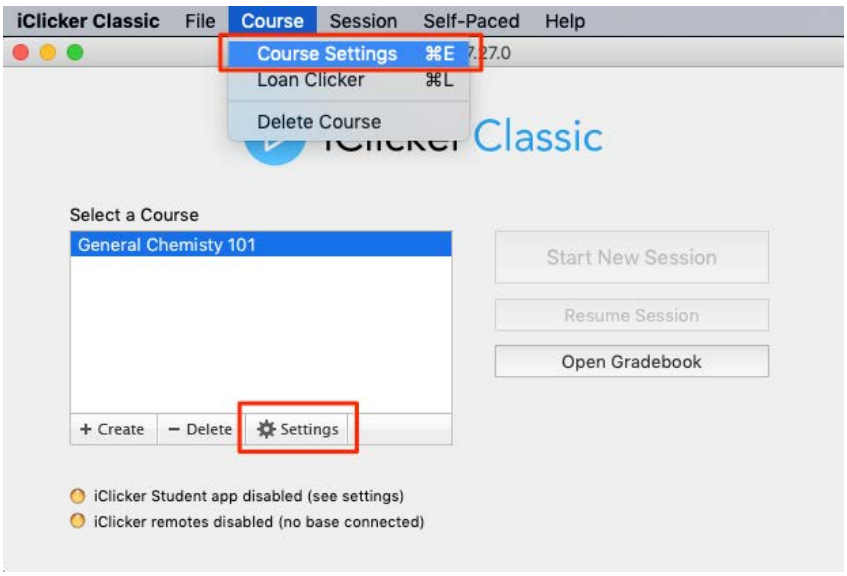
Now that you have created your course, you can start a session and begin polling immediately. However, you may want to prepare your roster and customize your course.

NOTE: If the iClicker Student app is enabled for your course, you can run polling sessions without a base. If you run polling without a base, only students using the iClicker Student app can respond. You will need to connect an iClicker base to your computer if any students are using iClicker Classic remotes need to respond in your polling session.

Access Your Course Settings

The iClicker Classic system is designed to be a simple classroom response system that can be used almost immediately upon launching. However, you may choose to take a little time to customize the software to your course.

Select the **Settings (gear)** button or choose the menu option **Course > Course Settings** to access the settings for a specific course.



Settings are course-specific and are organized into ten tabs: General, Registration, Mobile, Gradebook, Roll Call, Toolbar, Scoring, Results, Base Display, and Demographics.

Refer to **Part VI: Customize Your Course Settings** in this guide for detailed information about the course settings.

Prepare Your Roster

The iClicker Classic system may be used as a simple tool to give you instant, anonymous feedback in class, in which case no registration procedure is necessary. However, if you (like most instructors) want to go a bit further and give credit to your students for class participation and/or performance, you need to:

- Create a roster text file for your course
- Associate iClicker remote responses to the students in your roster

IMPORTANT: Do not use the following instructions for registering students if you are using iClicker Classic with a Learning Management System (LMS) such as Blackboard or Canvas. Instead, visit www.iclicker.com and choose **Support** to access the instructions for your specific LMS.

How to Create a Roster Text File for Your Course

You must create a course roster text file as part of the student registration process if you are not integrating with an LMS.

NOTE: Students can respond with their iClicker remotes before the registration process is complete. Until students register their remotes, their results are only associated with and displayed by their remote ID.

1. Locate and open the **roster.txt** file for your course

When you create an iClicker Classic course, the program automatically creates a new folder for that course in the Classes folder. You will find the **roster.txt** file in that folder. Use a word processor or text editor (e.g., Notepad, TextEdit, SimpleText) to open the file.

2. Add your students' names and IDs to the roster file.

Type or copy/paste your student roster from another source (e.g., spreadsheet file) using the following format:

Last Name, First Name, Student ID

The roster file must have one line for each student in your class, with each line containing the student's **Last Name**, **First Name**, and **Student ID**, separated by commas. The Student ID may be a college ID number, email alias, or any other easily readable text string–as long as it is guaranteed to be unique for each student. We recommend that you use an ID number or naming convention that you currently use (personally or as required by your institution) for easiest import of iClicker Classic data into your course gradebook.

Example:

```
Bolton, Tim, boltont422
Castro, Kai, castrok774
Masters, Deon, mastersd089
```

NOTE: When you open the **roster.txt** file you will see instructions and a sample entry. Delete the sample entry before entering the information for your students.

3. Save the **roster.txt** file in your course sub-folder.

How to Register iClicker Remotes to Your Roster

iClicker Classic offers two remote registration options:

- Web Registration
- In-Class Roll Call Registration (for small classes only)

Web Registration

With this method, students register their remote IDs to iClicker's online database then you simply sync the database with your course to connect your roster entries with the corresponding iClicker remotes. This is an easy process especially for larger classes.

1. Instruct your students to complete the online registration form.

Direct students to www.iclicker.com to register their remote. We recommend adding this information to your syllabus and communicating a strict deadline to encourage students to register early.

TIP: Students can use a single **iClicker** remote for multiple classes and only need to register on the web once. If a student makes a registration mistake they can simply register a second time.

2. Run at least one iClicker polling session.

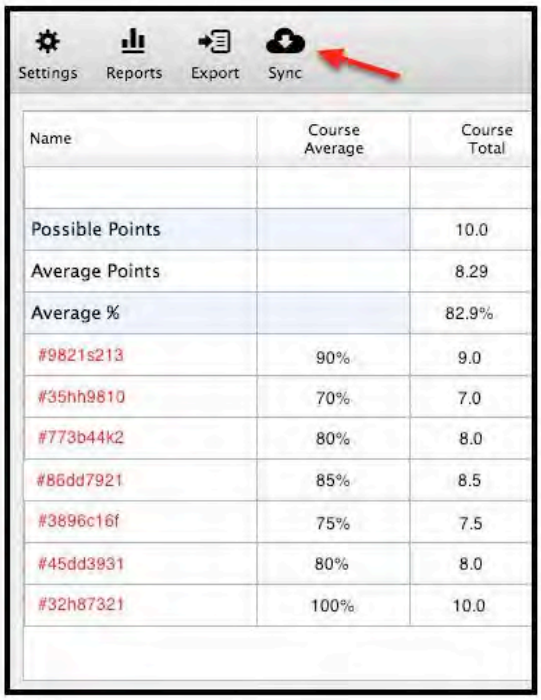
Before completing the web registration process, you must run at least one polling session in class.

NOTE: If a student has not voted with their iClicker remote, the online registration will not synchronize with the gradebook. The student must vote at least once in class. We recommend that you ask at least one clicker question, such as an attendance or ice-breaker question, on the first day of class in order to capture remote IDs.

3. Select your course and click the **Open Gradebook** button.

IMPORTANT: Perform this and the remaining steps only after your students complete the online registration process.

4. Sync the roster with the online registration database.



Name	Course Average	Course Total
Possible Points		10.0
Average Points		8.29
Average %		82.9%
#9821s213	90%	9.0
#35hh9810	70%	7.0
#773b44k2	80%	8.0
#86dd7921	85%	8.5
#3896c16f	75%	7.5
#45dd3931	80%	8.0
#32h87321	100%	10.0

Figure 1 - Before Syncing

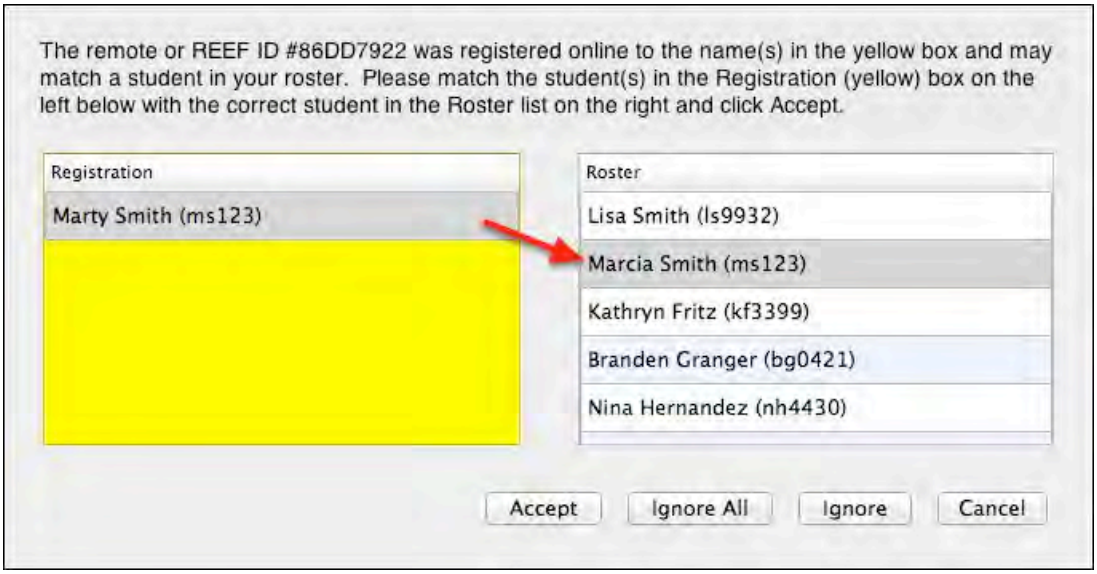
Name	Course Average	Course Total
Possible Points		10.0
Average Points		8.29
Average %		82.9%
#45dd3931	90%	9.0
Fritz, Kathryn	70%	7.0
Granger, Branden	80%	8.0
Hernandez, Nina	85%	8.5
Hornsby, Diana	75%	7.5
Choo, Patrick	80%	8.0
Smith, Lisa	100%	10.0

Figure 2 - After Syncing

Before syncing, unregistered remotes appear in the gradebook as red remote IDs (e.g., #45dd391). After syncing, students who have registered their remote ID and student ID in the iClicker database are matched to your class roster and now appear in the gradebook with their name in blue (e.g., Patrick Choo).

NOTE: If any remote IDs still appear in red, the student info (name or ID) in the online database may not match the info in your **roster.txt** file or the student may not have registered their remote ID yet. You either wait for students to register their remote ID and sync again later. Alternatively, you can complete the process by manually assigning unregistered remote IDs to students in your roster file or by running an in-class roll call as described in the next section.

5. Resolve sync conflicts.



During the synchronization process, you may need to resolve inconsistencies between your roster and the web registration database. For example, the student name may not be an exact match. As shown in the example above, the registration database shows "Marty" and the roster shows "Marcia." However, this is the same student so select the corresponding roster entry and choose to accept.

If necessary, the program prompts you to resolve any conflicts. Your choices include:

- **Ignore:** no registration information is associated for that particular student
- **Accept:** connects the student name and remote ID in the registration database to the student entry in your roster
- **Cancel:** exits the synchronization process without making any changes When you connect a student record, the student name and ID recorded in the roster.txt file is used in the gradebook.

TIP: Students can register multiple times without affecting the synchronization process. If you are unsure if a web registration matches the student's roster entry, ignore the registration. Ask your student to register online again, and run another web synchronization process at a later time.

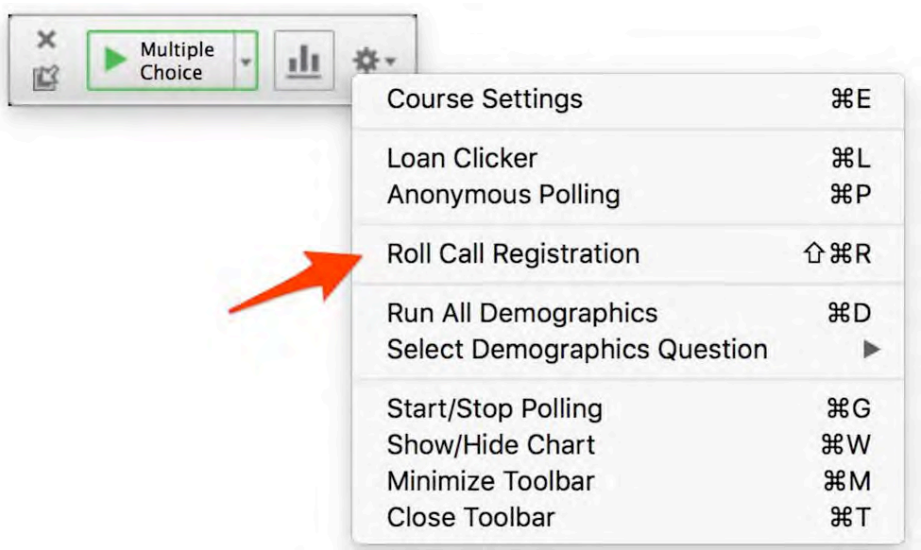
In-Class Roll Call Registration

Roll Call Registration is an alternative to Web Registration but requires a few minutes of class time to complete. With this method, iClicker Classic displays a grid with the names of your students (pulled from the **roster.txt** file) along with a unique code. To complete registration, students use their remote to enter the code that appears next to their name. This method is recommended only for smaller classes (< 50 students).

TIP: In-class and online registration are not mutually exclusive, and both can be used to register students in a course. For example, the majority of your students may have registered online. For those who did not complete that step, use the in-class roll call method to complete the registration. You can also use the **Loan a Clicker to a Student** option to associate a student to a remote.

1. Start **Roll Call Registration** from the Session Toolbar.

The **Roll Call Registration** option if found by expanding the **Option (gear)** menu.



3. Students use their remotes to send the 2-letter code by their name.

A roll call window appears showing a card for each student with their name, ID, and a 2-letter code. Student names appearing on a white card are not yet registered and must send the code with their remote. The card flashes green when the code is received by then changes to gray to indicate that the remote has been registered to the student.

If there are more students in your course than will fit on the screen, the cards are organized into groups that cycle on the screen whenever the timer reaches zero. The program cycles through all of the students until you close this window.

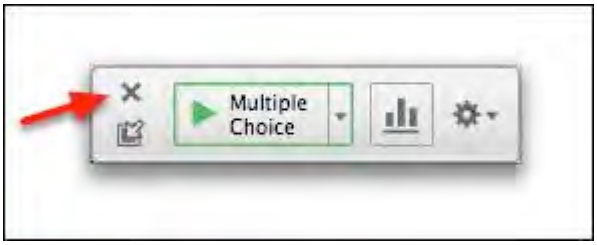
NOTE: If you are using the roll call method with the web registration process, those students who are already connected to a remote appear on a gray card with the remote ID instead of a 2-letter code.

You can choose to change the setting for the roll call process. For example, you can have the student card disappear instead of change color after a code is entered.

TIP: Students who accidentally register their clicker remote to the wrong name should press **DD** on the remote to clear the incorrect registration and then re-enter the correct code.

4. Close the roll call window when you are finished registering remotes.

5. Close the **Session Toolbar** if you are finished using iClicker.



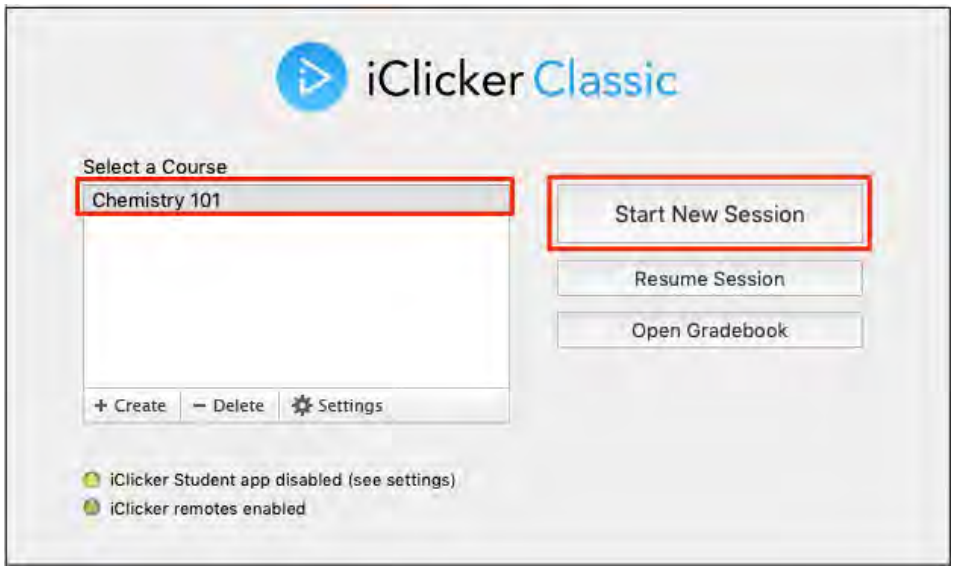
If you plan to administer a poll immediately after registering students, you do not need to close the toolbar. Continue with your class and present polls to your students.

Part II:
Using iClicker Classic in Class

Running a Polling Session

Engage your students in interactive polls during class or use iClicker Classic to administer a quiz. Follow the steps provided here to poll students.

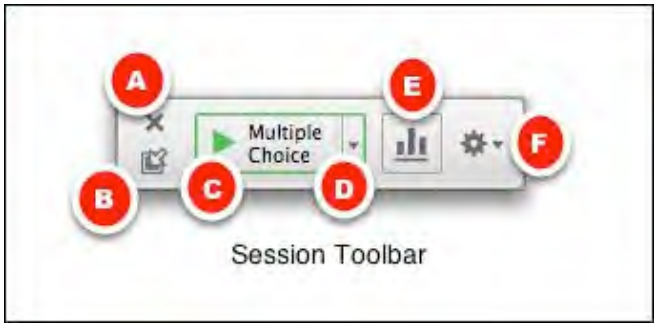
1. Select a course and choose to start a new session.



The **Session Toolbar** appears in the top left corner of your computer screen (as shown below). You can reposition the toolbar anywhere on your desktop. The floating toolbar allows you to run iClicker Classic with your presentation application(s). For example, if you use PowerPoint, Google Slides, or Keynote, both your presentation and the iClicker Classic toolbar will be active. The toolbar floats on top of other applications, such as Word, Acrobat, web browsers, etc. iClicker Classic will take a screen shot of your desktop when polling is started. The screen shot can be viewed in gradebook when polling is over.

IMPORTANT: The **Start New Session** and **Resume Session** options are enabled only if a base station is attached to your computer.

The **Session Toolbar** includes options to perform the following:



A: Close or end the session
B: Minimize/maximize the toolbar
C: Start/stop a poll
D: Expand the **Question Type** menu
E: Show/hide the results chart
F: Expand the **Options** menu

2. Instruct your students to turn on their iClicker remotes.

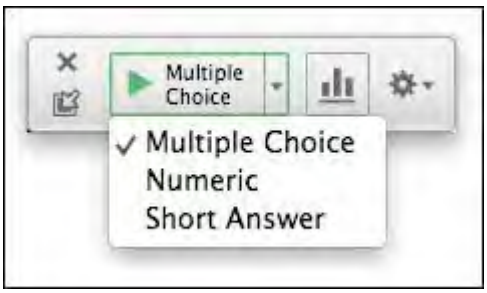
NOTE: If your base station is not set to the default frequency **AA**, also instruct students to change the channel on their iClicker remotes.

3. Present a question to the class.

Pose questions to your class verbally or using a projector. You can use any program to present a question (e.g., PowerPoint, Keynote, Google Docs, Word, Acrobat, etc.).

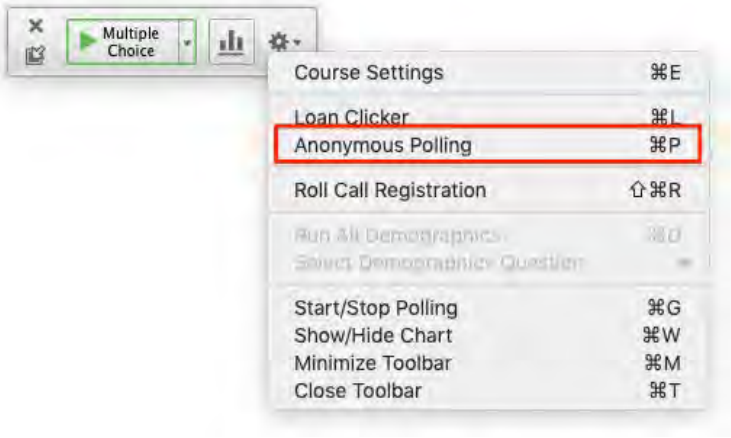
4. Select the question type (if necessary).

Select the question type from the **Session Toolbar** (if necessary) to match the question being presented to the class.



5. Switch to Anonymous Polling mode (optional).

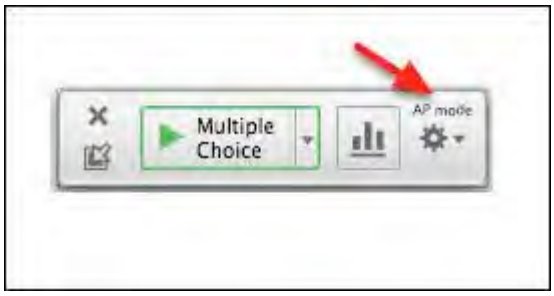
In addition to normal polling, iClicker Classic supports an **Anonymous Polling** mode. You can turn anonymous polling on or off before you start a polling question. Use the **Options (gear)** button to expand the **Options** menu to toggle anonymous polling on/off.



TIP: Anonymous polling questions allow students to respond to sensitive questions without worrying that you can link their answer to their identity. Student responses are not associated with a name, ID, or remote. The gradebook results for each student only shows an "X" to indicate that the student responded to the poll but does not reveal how they responded.

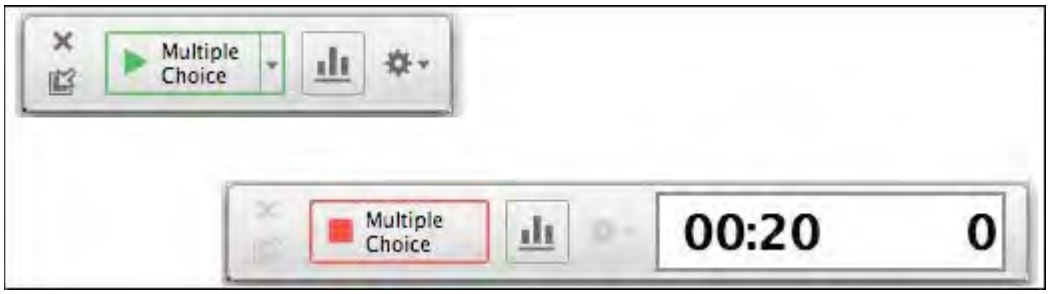
iClicker Classic still captures the cumulative results so that you know how many students responded for each answer. Participation points may be awarded for anonymous questions. However, you cannot grade nor award performance points for anonymous questions since you are unable to determine how individual students responded to apply those points.

The label **AP** mode appears on the toolbar indicating that Anonymous Polling mode is enabled. No label appears when anaonymous polling is off and student results are being recorded normally.



6. Click the green **Start** button to begin a poll.

When polling is active, the **Start** button switches to a **Stop** button and the toolbar expands to show a timer and a counter. The timer displays the time counting either up or down (see Course Settings section) and the counter shows how many responses have been received. You can choose to show or hide the results during a poll by clicking the **Chart** button. All other options are disabled during a poll.



TIP: The base station LCD shows the polling results for an active poll. The information shown depends on the base station's display settings

NOTE: iClicker Classic begins collecting responses after you click the **Start** button. For the iClicker 1 or iClicker + remotes, a green **Vote Status** light next to each button on the remotes indicates a response has been successfully recorded. For the iClicker 2 remote, a checkmark on the LCD screen indicates that a response has been successfully recorded.

7. Click the Stop button on the toolbar to end the poll.

NOTE: iClicker Classic stops collecting responses when you click the Stop button. If students attempt to submit a response when polling is not active, a status light on the iClicker 1 and iClicker+ remotes flashes red. The iClicker 2 remote displays a closed session symbol on the LCD screen.

8. View the polling results.

You can choose to show the polling results during or after a poll. To grade the results, simply click on a bar to select/deselect it as the correct response. Alternatively, choose the correct response from the **Answer** pop-up menu in the top, left corner of the chart window. Before selecting a response, each bar appears in a different color. After grading, the correct answer bar appears green and the incorrect bars appear red.

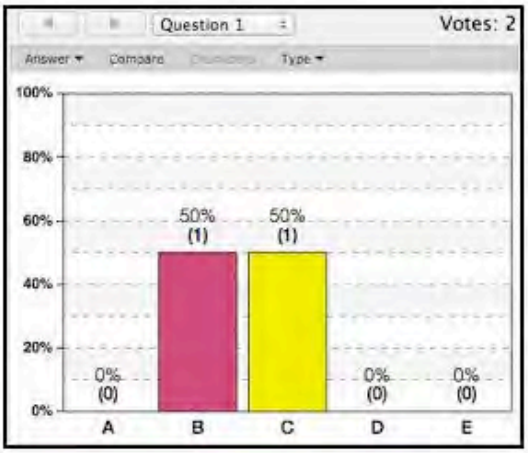


Figure 1 - before correct answer set

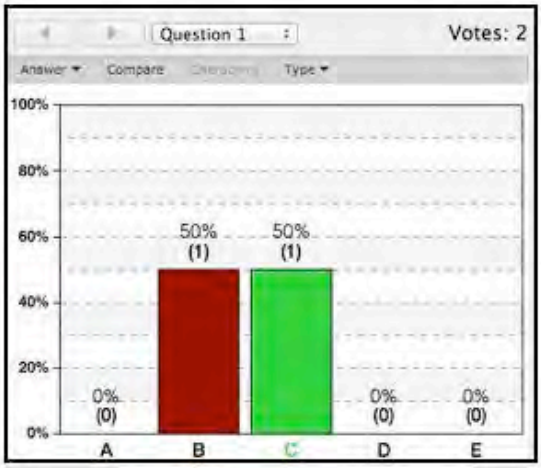


Figure 2 - after correct answer selected

Close the results chart window when you are finished viewing the results.

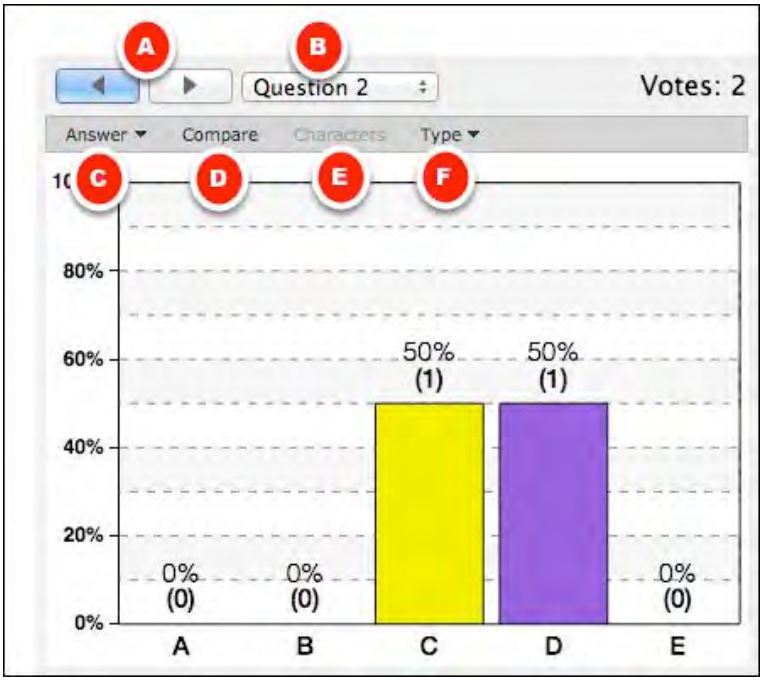
TIP: The chart window includes many customization options for viewing student results. Refer to the **Course Settings** section in this guide for details.

9. Repeat Steps 3 - 8 for each new question.

10. End the session when you finish asking questions.

Using the Poll Results Chart

Display the results chart during a poll or after you stop accepting votes. iClicker provides several options for viewing the results. For example, you can view multiple charts to compare results to another question. Other options let you set the correct answer, change the chart view, and move from question to question.



A: Move to the results for the next or previous question

B: Move to the results for a specific question

C: Select the correct answer (or choose the corresponding letter choice or bar)

D: Display a second chart window to compare question results

E: Set the number of significant digits (1-8 for numeric or 1-16 for short answer)

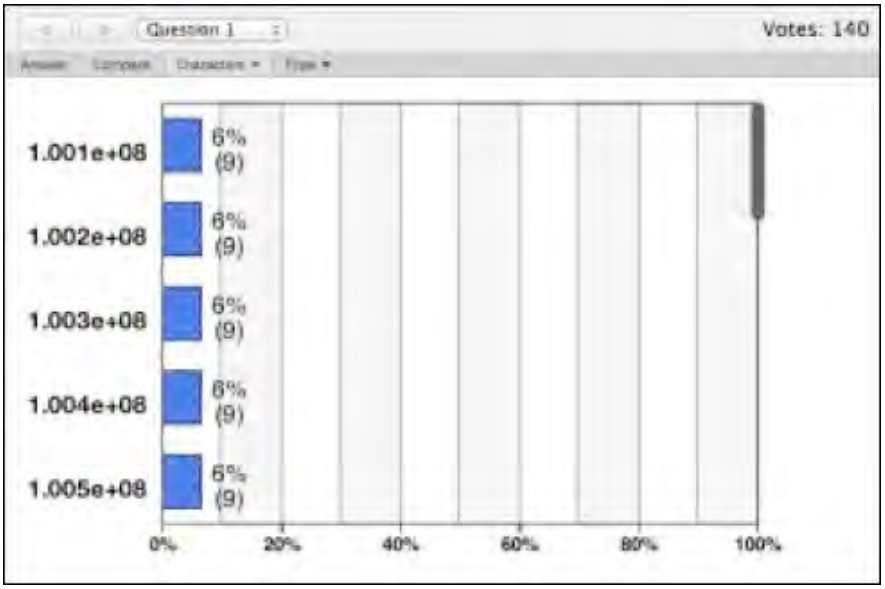
F: Set the graph type (bar chart-vertical or bar chart-horizontal)

TIP: Press the **B** button on the instructor remote to show/hide the results chart. Press the **E** button on your remote to cycle through the choices to designate a correct answer.

Numeric Response

The menu bar in the window offers the following options:

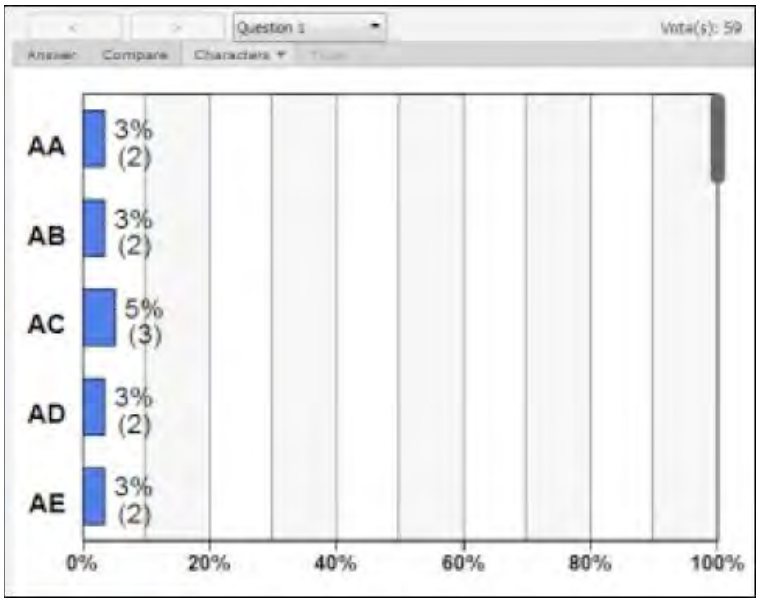
- **Answer**: Opens a list containing every unique response to allow selecting one or more as the correct answer.
- **Compare:** Opens a second numeric results chart window to allow a side-by-side comparison of different question results.
- **Characters / Number of Bins:** Allows setting the number of characters (1-8) to show in the numeric bar chart or the number of bins to group responses in the histogram.
- **Type:** Allows switching between bar chart and histogram.



Short Answer

The menu bar in the window offers the following options:

- **Answer**: Opens a list containing every unique response to allow selecting one or more as the correct answer.
- **Compare:** Opens a second numeric results chart window to allow a side-by-side comparison of different question results.
- **Characters:** Allows setting the number of characters (1-16) to show in the bar chart.
- **Type (disabled):** Short Answer results can only be viewed as a vertical bar chart.



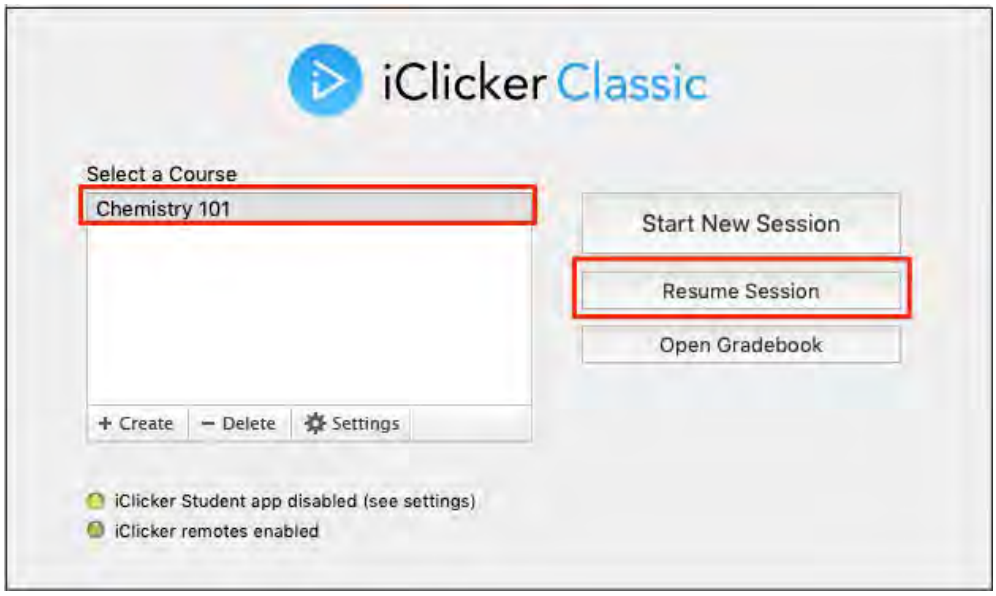
TIP: Changing the number of characters is particularly useful for ranking and grouping responses. For example, three students provide the following answers to a ranking question: **ABCDE**, **ABEDC**, **BCEDA**. With five or more significant characters selected, each of these answers appears separately in the bar chart. By changing the significant characters to one, you can group the students by their first choice. In this example, changing the significant characters to one displays two bars on the chart.

Resuming a Session

*The **Resume Session** option is useful if you accidentally end a session or could not finish a session during class and want to continue the session another day. Choose **Resume Session** to resume the most recent session.*

1. Select a course then click the **Resume Session** button.

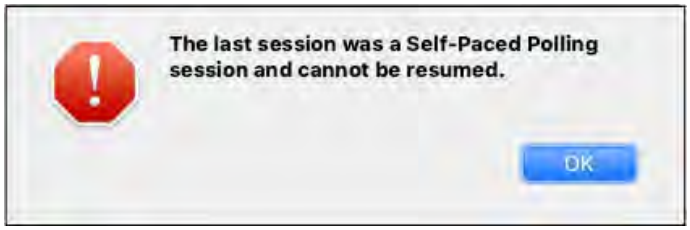
iClicker Classic resumes the most recent session and displays the **Session Toolbar**.



2. Continue the polling session.

The last polling session you ran picks up where you left off.

IMPORTANT: Self-paced polls cannot be resumed. Once you run a self-paced poll, the resume option will not be available until a regular poll is run.



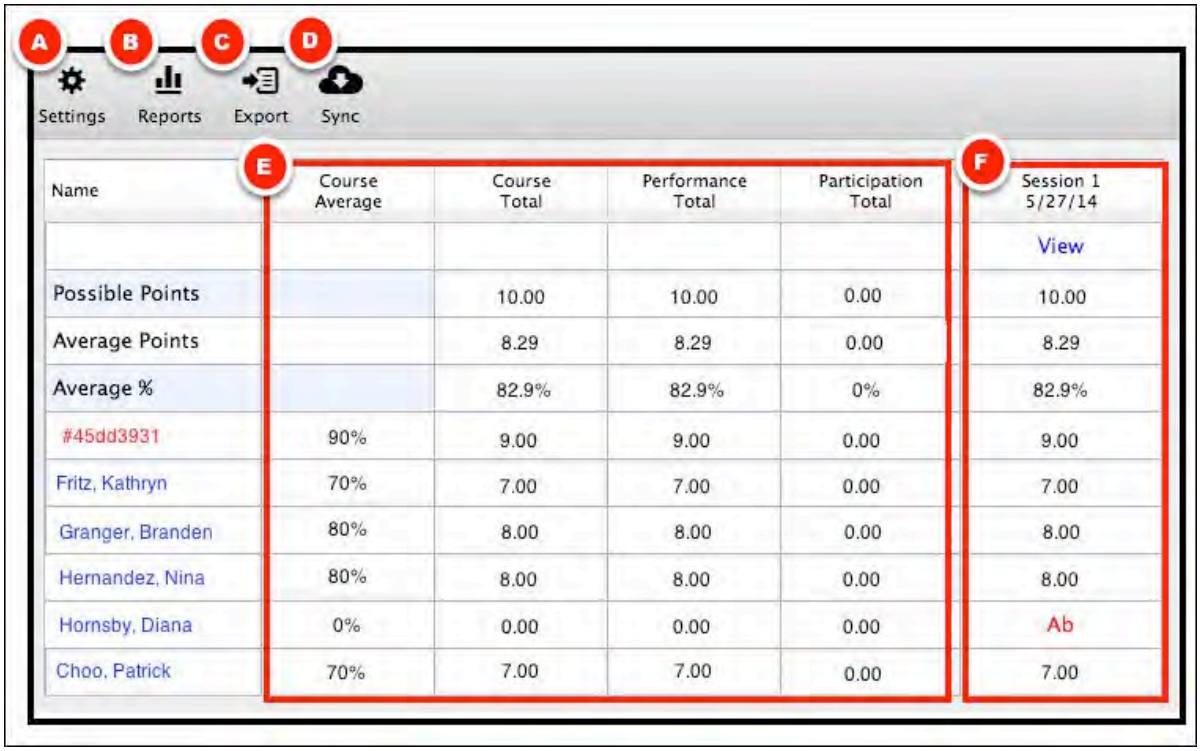
Part III:
Using iClicker Classic's Gradebook

Gradebook Overview

iClicker Classic's gradebook provides access to all of the polling results for a course. You can view student responses, edit performance/participation points, manage unregistered clickers, generate reports, and export results.

Access the gradebook by selecting your course and clicking the **Open Gradebook** button from the iClicker Classic home window. The gradebook opens in a new window that shows your student roster, summary data, and session results.

Gradebook



Name	Course Average	Course Total	Performance Total	Participation Total	Session 1 5/27/14
					View
Possible Points		10.00	10.00	0.00	10.00
Average Points		8.29	8.29	0.00	8.29
Average %		82.9%	82.9%	0%	82.9%
#45dd3931	90%	9.00	9.00	0.00	9.00
Fritz, Kathryn	70%	7.00	7.00	0.00	7.00
Granger, Branden	80%	8.00	8.00	0.00	8.00
Hernandez, Nina	80%	8.00	8.00	0.00	8.00
Hornsby, Diana	0%	0.00	0.00	0.00	Ab
Choo, Patrick	70%	7.00	7.00	0.00	7.00

A: Settings to change the default **Scoring** for all new sessions

B: Generate session and summary reports

C: Export session results to a general or LMS formatted file

D: Synchronize unregistered remotes

E: Summary results data for all sessions

F: Individual session results (session summary and student scores)

NOTES:

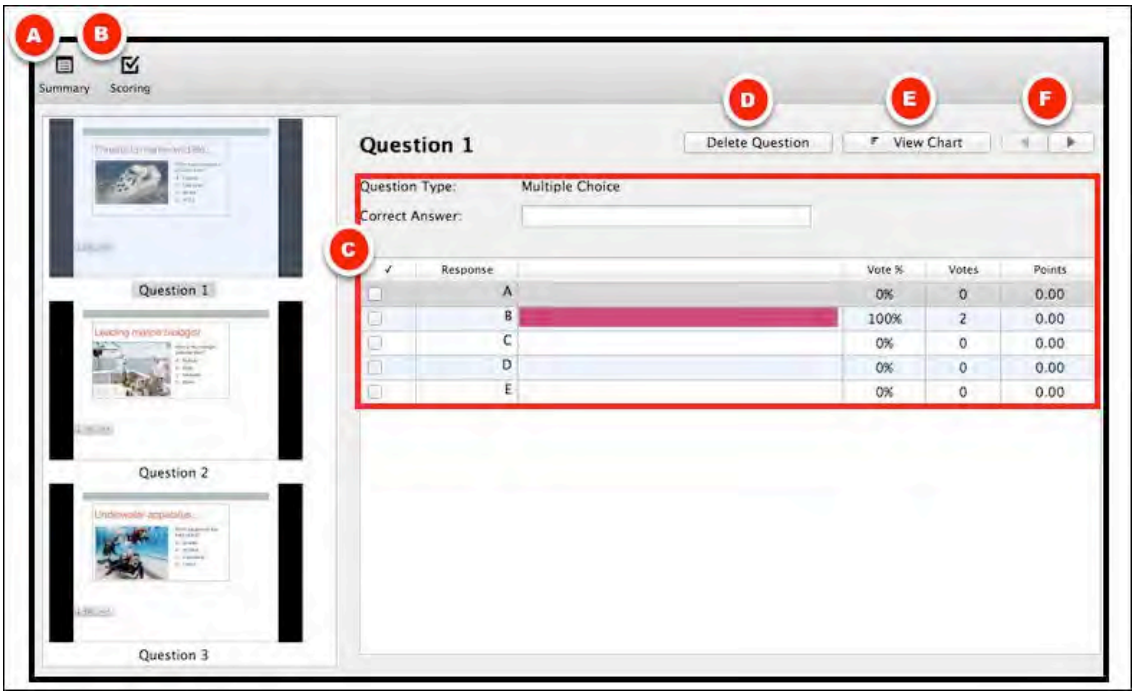
- A red **Ab** entry in place of a score indicates that the student was absent and/or did not respond to any questions in that session

- If you are set up to sync with an LMS, separate **Sync Roster** and **Sync Scores** buttons replace the single **Sync** button.

- Students using the iClicker Student mobile app will appear as "Unknown iClicker Student App User" in your roster until a) they have entered their student ID (as it appears in your roster) in their iClicker account profile and b) you have synchronized your roster by clicking the **Sync** button.

Beneath each session name, you'll notice a **View** link is provided in the next table row. The **View** link opens the **Session Details** window for that session. The individual question details for that session can be viewed from the **Session Details** window including screen captures, results, grading, and scoring.

Session Details



A. View the **Session Summary** information where you can also edit the session name or delete the session

B. View/edit the session scoring settings (performance and participation points)

C. Set the correct response, view voting details, and specify performance points awarded for the selected question

D. Delete current question (marks question as deleted and removes from results calculations)

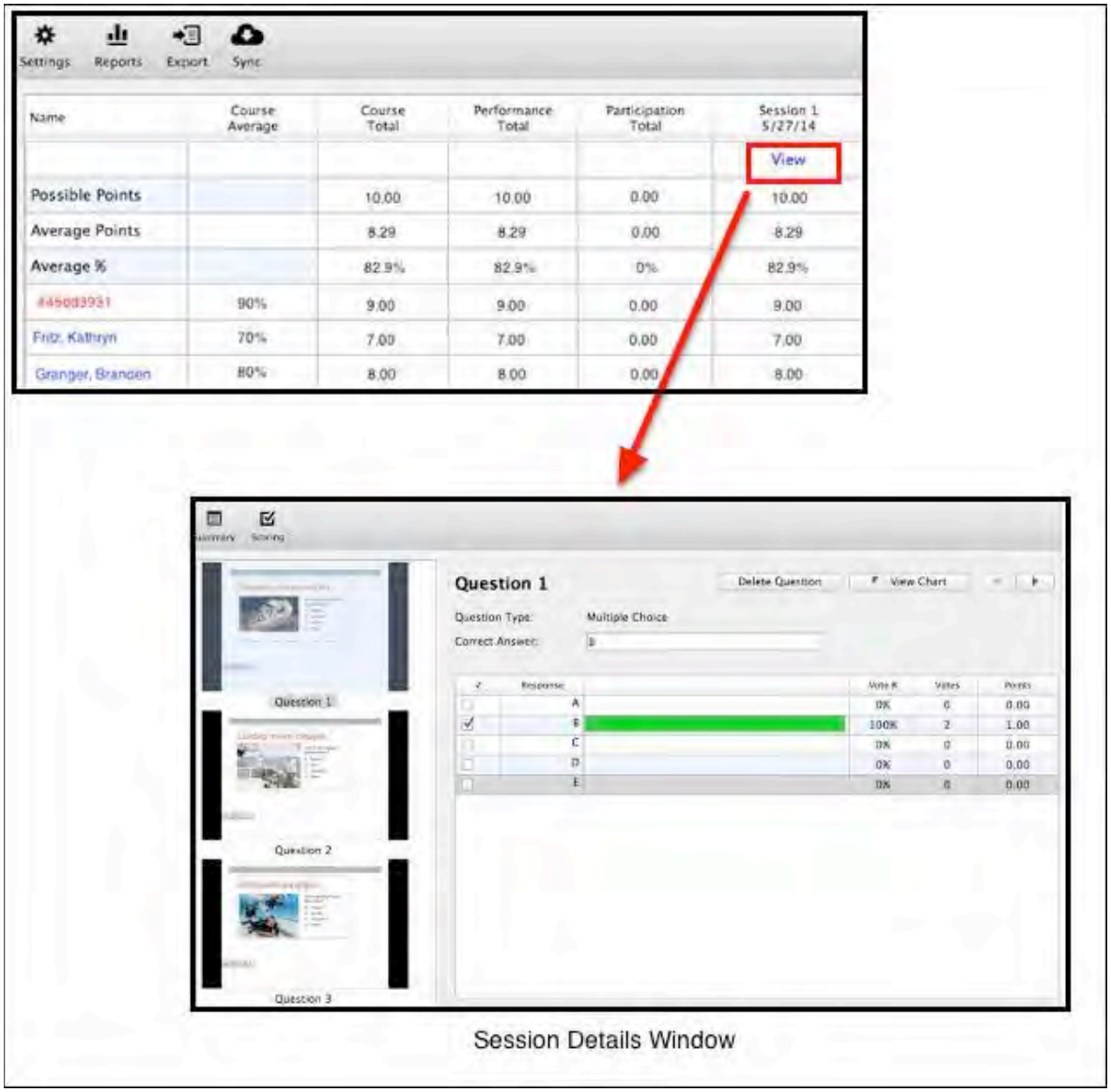
E. View the results chart for the question

F. Navigate to next and previous questions

View, Grade, and Score the Polling Results

After you complete class, use the gradebook to review the results. You may have already graded the questions in class, however, if you didn't grade the questions or want to change the grading or scoring, you can do this from the gradebook's ***Session Details.***

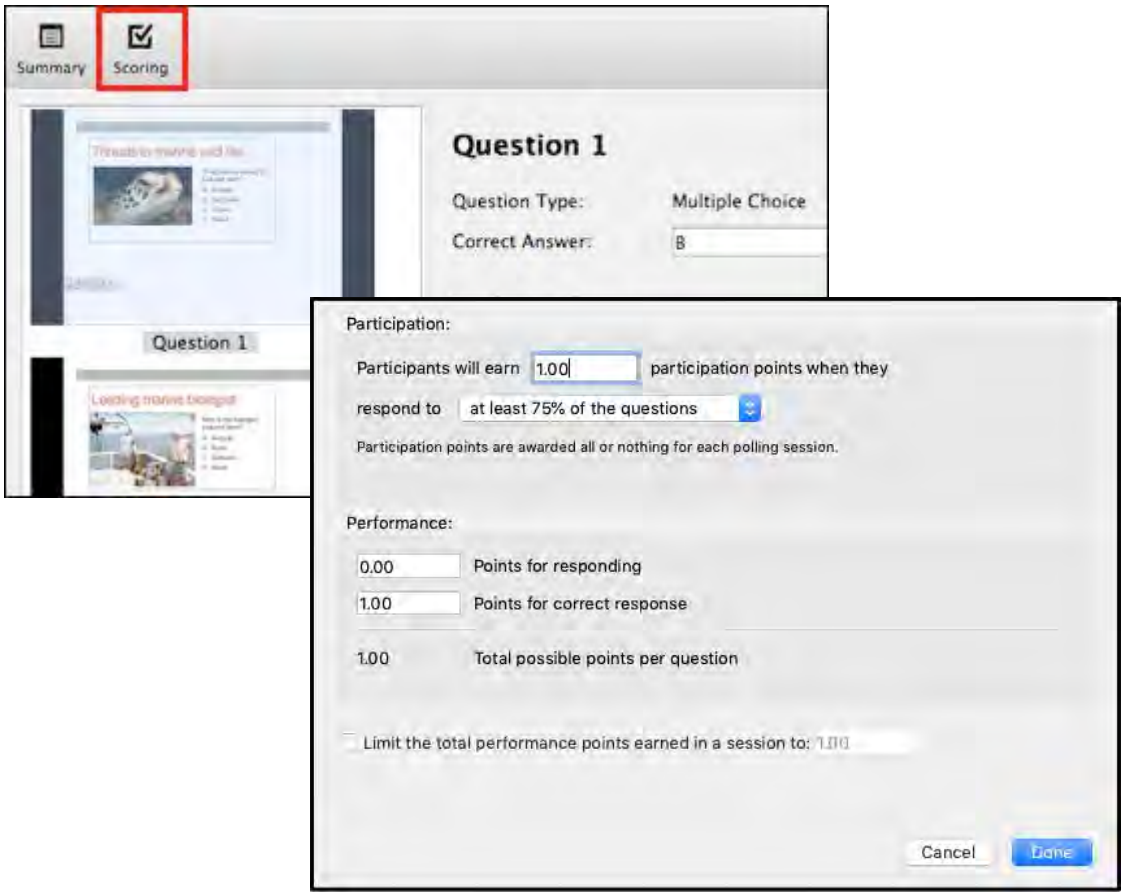
Start by opening the course's gradebook then use the **View** link to open the **Session Details** window for the desired session.



Session Details Window

Change the points for all questions in a session.

You can change the point settings for an individual session and it will apply the change to all of the questions in that session. To do this open the **Session Details** and click the **Scoring** option to open the **Session Scoring** window.

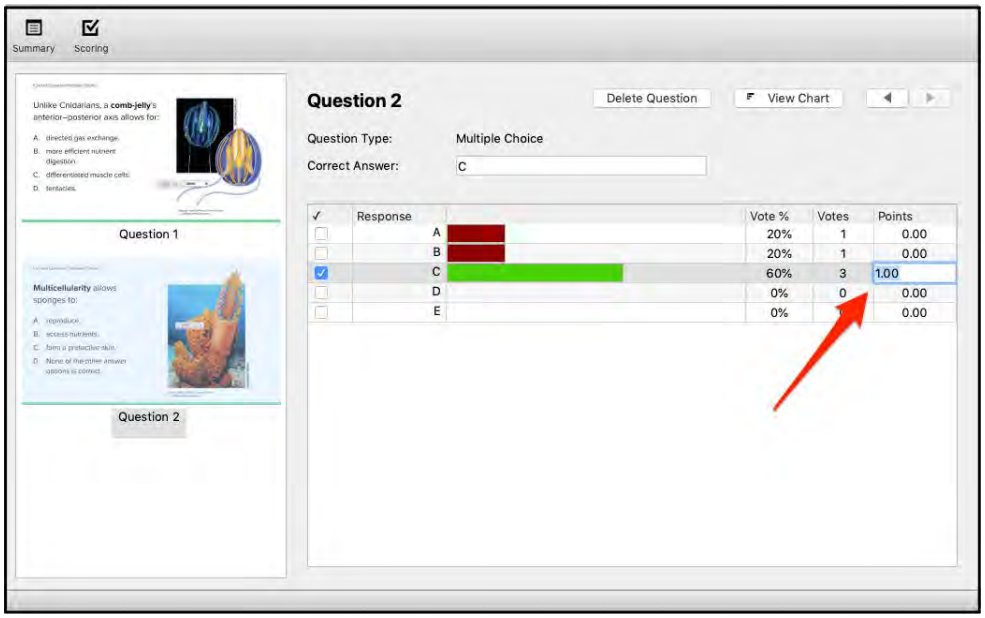


The **Session Scoring** options are the same as those found in the **Course Scoring** settings. See the **Customize Your Course Settings** section of this guide for an explanation of the scoring options.

IMPORTANT: Any changes made here in the **Session Scoring** window apply only to the current session. Use the **Settings** option on the gradebook home page to change the default settings for all new sessions moving forward.

Change the points for an individual question.

From the **Session Details**, you can change the points for an individual question by double-clicking on the points for a response and editing the value directly in the results table.



Change the points for an individual student.

You cannot use iClicker Classic's gradebook to manually edit an individual student's score. To change a specific student's score, you will need to either export and edit the results in a spreadsheet or upload scores to your LMS and modify the score there.

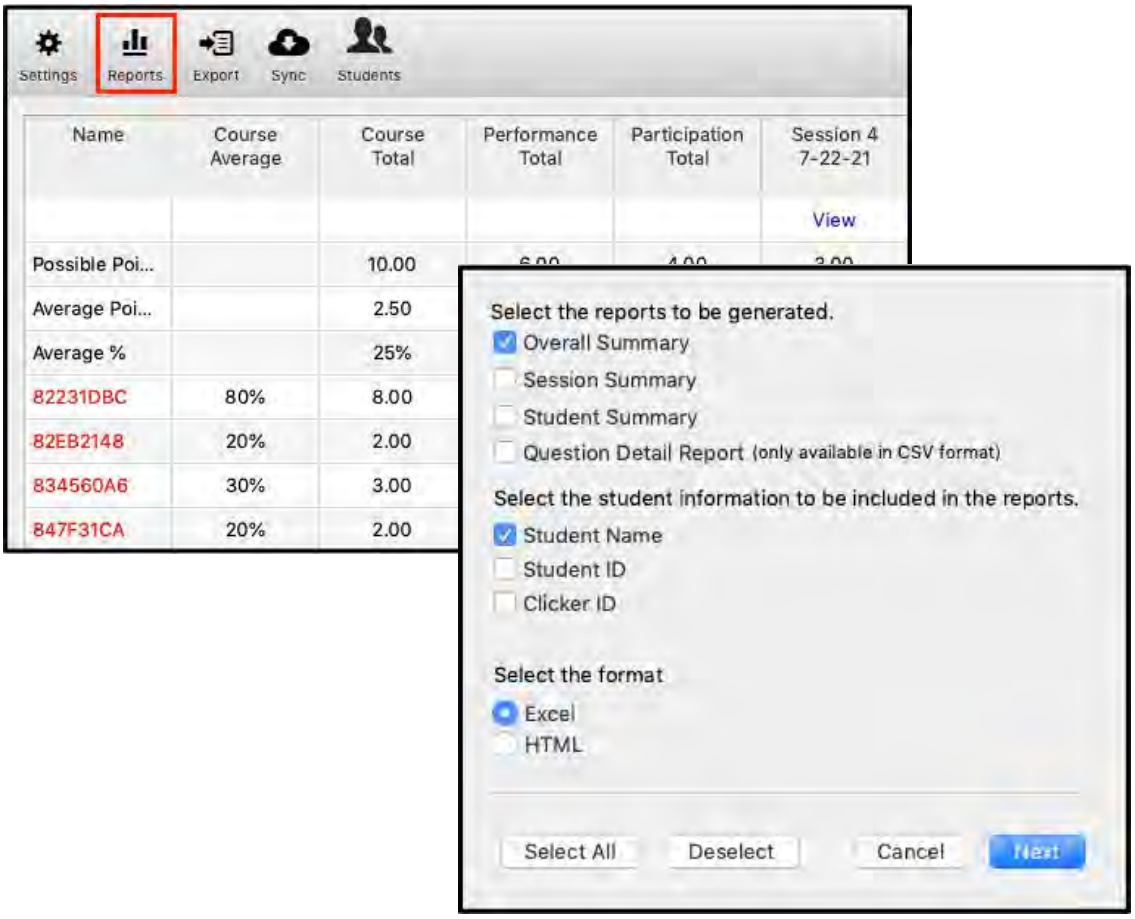
Grade a question (mark the correct answers).

If you haven't already graded the question during class or if you want to edit the grading, open the **Session Details** window to access the desired questions to grade. iClicker supports multiple ways to grade the question. You can click directly on the response in the table, select the checkbox, or enter the correct response(s) in the **Correct Answer** field. The response bars also change color when the question is graded so that correct answers appear green and incorrect answers appear red.

Generate Reports

From iClicker Classic's gradebook you can generate a variety of useful reports in either Excel or HTML format.

Click the **Reports** option to open a **Reports Settings** window.



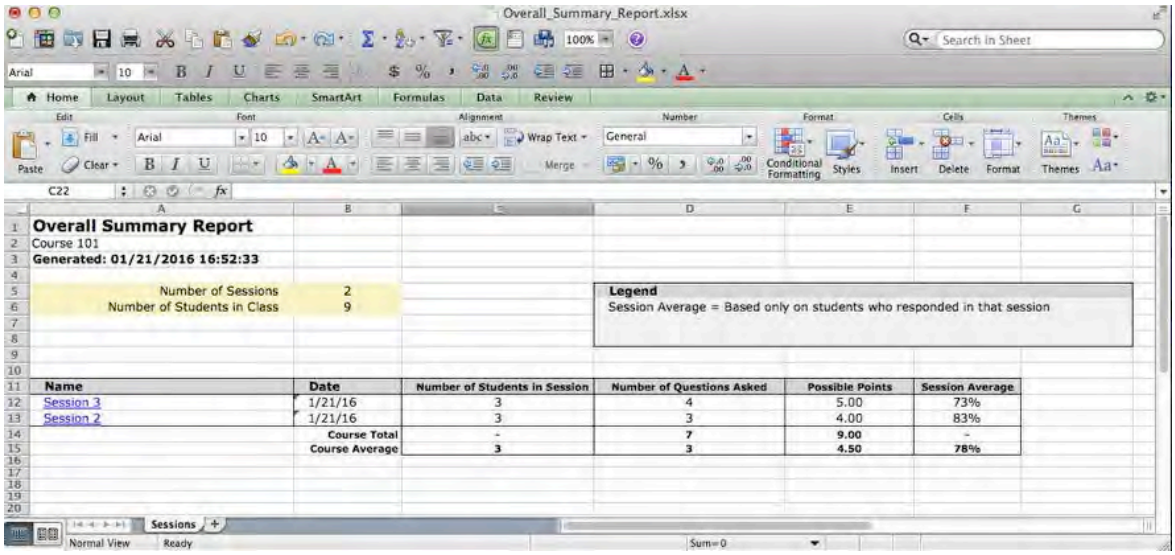
Depending on your selection in the **Reports Settings**, your next step may require choosing the sessions to include in the report before specifying the location to save the report file. By default, reports are saved in the **Reports** sub-folder inside the class folder.

Overall Summary Report

The **Overall Summary** report shows a summary of the sessions for the course including the following information for each session:

- Number of students who participated in the session
- Number of questions in the session
- Number of total points possible for the session
- Average score for the session (as a percentage)

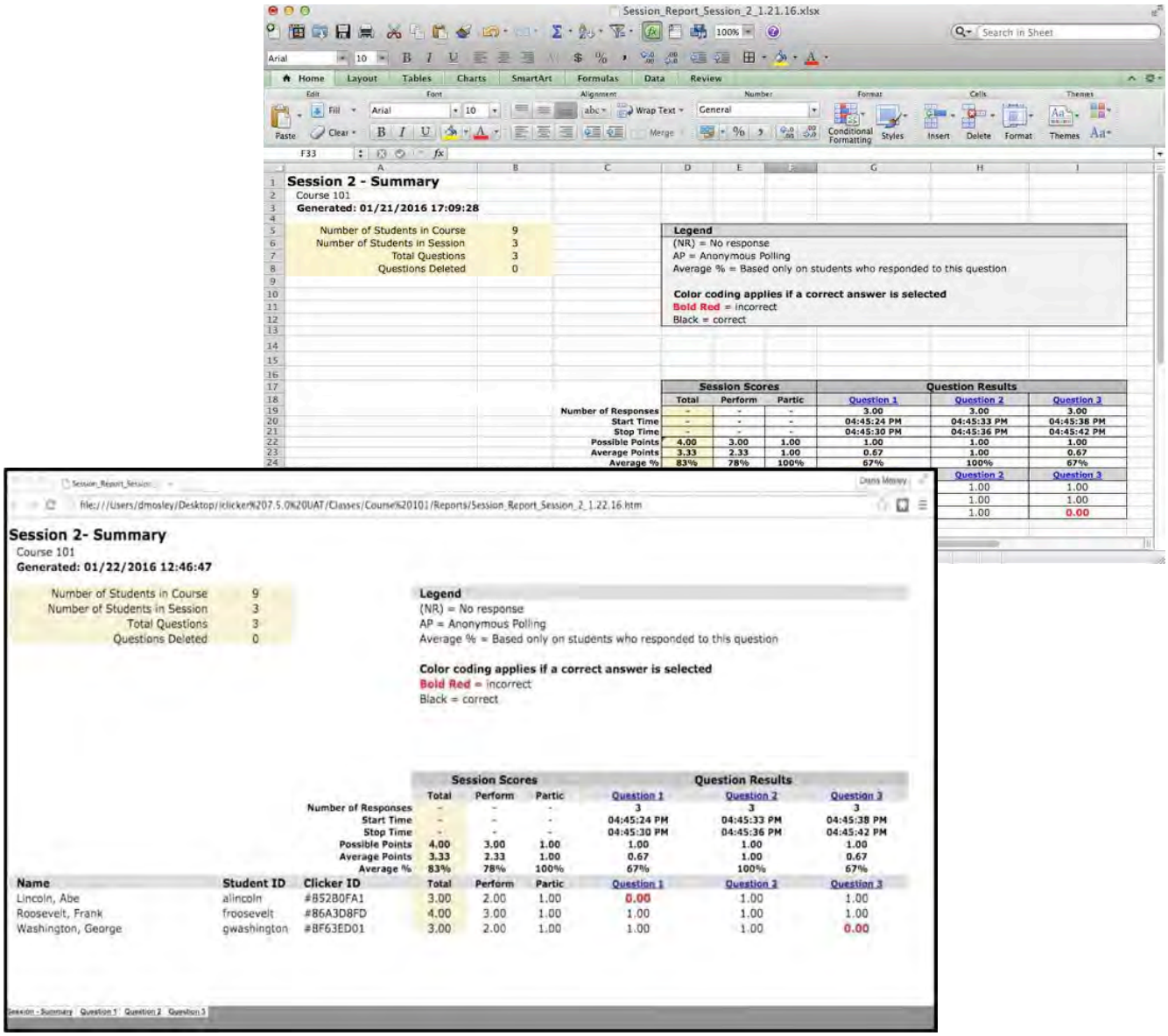
If you also generated **Session Summary** reports, the sessions listed in the **Name** column will appear as hyperlinks. Clicking on the hyperlink opens the respective **Session Summary** report.



Session Summary Report

The **Session Summary** report gives a more detailed view of a session, for both the participating students and questions. The report includes a Summary tab which includes:

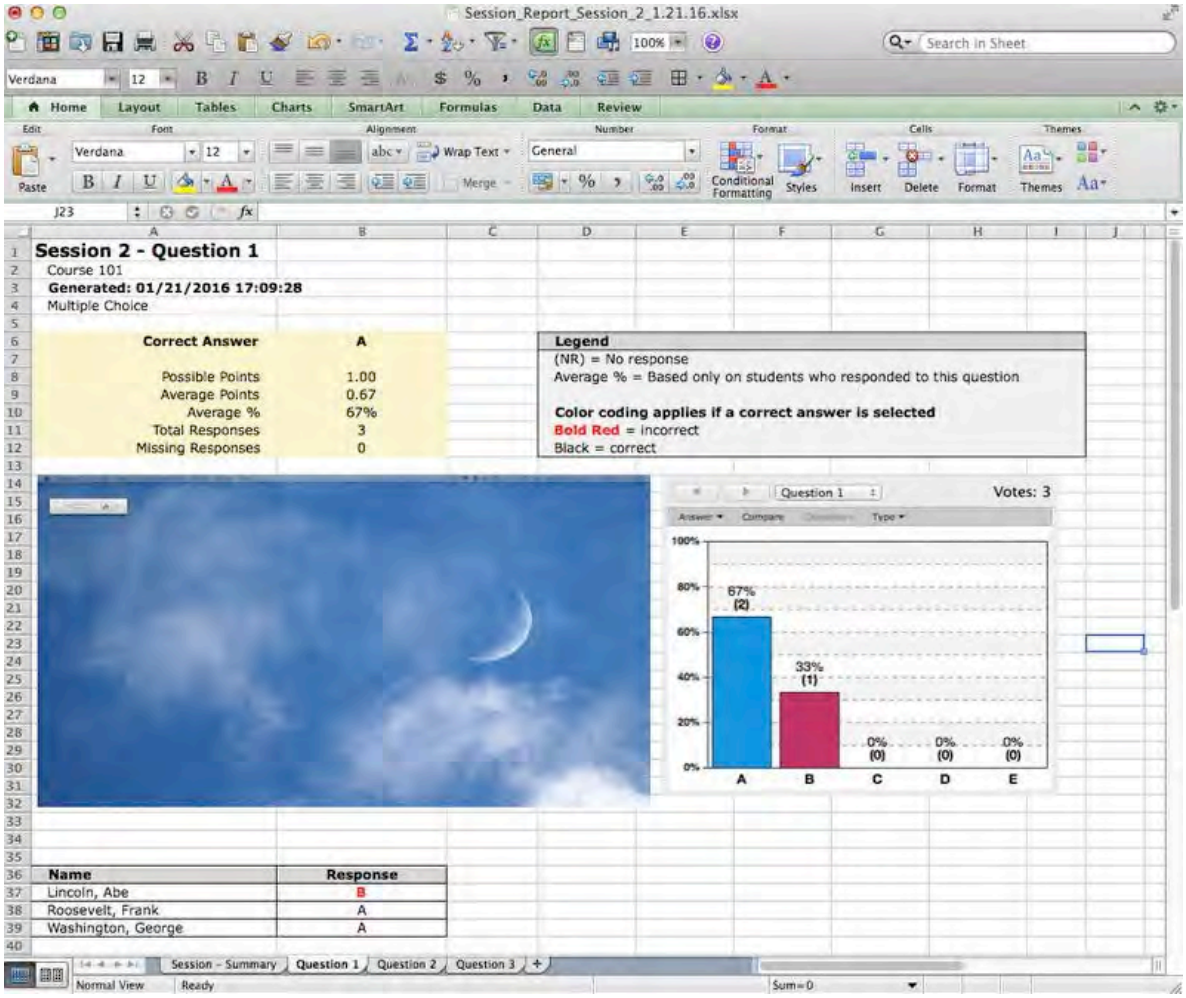
- Student Name, Student ID, Clicker ID
- Performance, Participation, and Total Points (including averages)
- Number of total points possible for the session
- Average total score for the session (as a percentage)
- Scores and averages for every question in the session



Example of a Session Summary Report - HTML and Excel formats.

The **Session Summary** report also includes a tab for each question in the session. The question view contains details including:

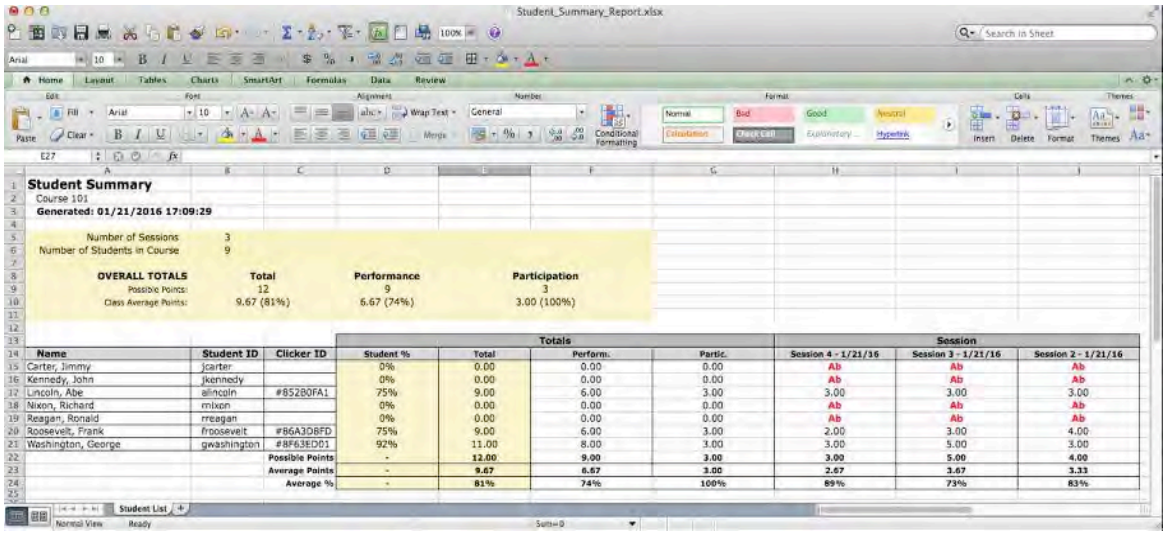
- Correct answer (if graded)
- Points possible
- Average points
- Average percentage
- Total responses
- Number of missing responses
- Individual student responses
- Captured image from the instructor's desktop during polling
- Results chart



Student Summary Report

The **Student Summary** report gives a more in-depth view for each student in the class. Information in the report includes:

- Overall total score
- Overall total percentage
- Total performance points
- Total participation points
- Session scores



Student Summary
Course 101
Generated: 01/21/2016 17:09:29

Number of Sessions 3
Number of Students in Course 9

OVERALL TOTALS	Total	Performance	Participation
Possible Points:	12	9	3
Class Average Points:	9.67 (81%)	6.67 (74%)	3.00 (100%)

			Totals				Session		
Name	Student ID	Clicker ID	Student %	Total	Perform.	Partic.	Session 4 - 1/21/16	Session 3 - 1/21/16	Session 2 - 1/21/16
Carter, Jimmy	jcarter		0%	0.00	0.00	0.00	Ab	Ab	Ab
Kennedy, John	jkennedy		0%	0.00	0.00	0.00	Ab	Ab	Ab
Lincoln, Abe	alincoln	#852B0FA1	75%	9.00	6.00	3.00	3.00	3.00	3.00
Nixon, Richard	rnixon		0%	0.00	0.00	0.00	Ab	Ab	Ab
Reagan, Ronald	rreagan		0%	0.00	0.00	0.00	Ab	Ab	Ab
Roosevelt, Frank	froosevelt	#B6A3DBFD	75%	9.00	6.00	3.00	2.00	3.00	4.00
Washington, George	gwashington	#8F63ED01	92%	11.00	8.00	3.00	3.00	5.00	3.00
		Possible Points	-	12.00	9.00	3.00	3.00	5.00	4.00
		Average Points	-	9.67	6.67	3.00	2.67	3.67	3.33
		Average %	-	81%	74%	100%	89%	73%	83%

Question Detail Report

The **Question Detail** report shows all answers for every student for every question in a session. This report is only available in .CSV format.

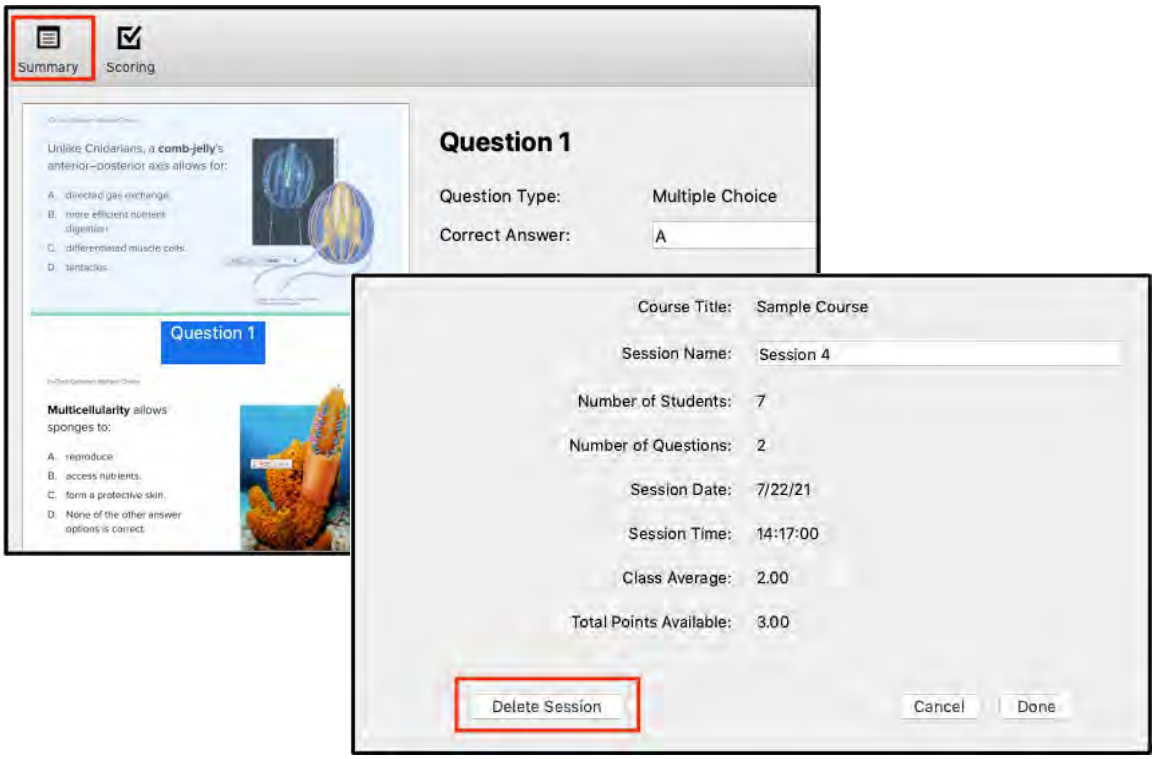
- Student information (as specified when generating the report)
- Total score
- Total percentage
- Response to each question
- Correct response to graded questions is shown in question header in parentheses.

Name	Clicker ID	Total	Percentage	Question 1{C}	Question 2{C}	Question 3{A}
Amos, David	#45EA0BA4	1	25%	A	A	C
Smith, Kelsey	#8003E261	2	50%	B	D	A
Trey, Anne	REEF	4	100%	C	C	A
Yen, Paul	#8006Y261	2	50%	B	D	A

Delete a Session

You may find it necessary to delete a session for a variety of reasons. For example, perhaps you were learning how to use iClicker Classic and created a sample session, or you accidentally started a session in a class.

To delete a session, go to the gradebook, open the **Session Details**, then click the **Summary** option to open the **Session Summary** window. A **Delete Session** button is available from this window.



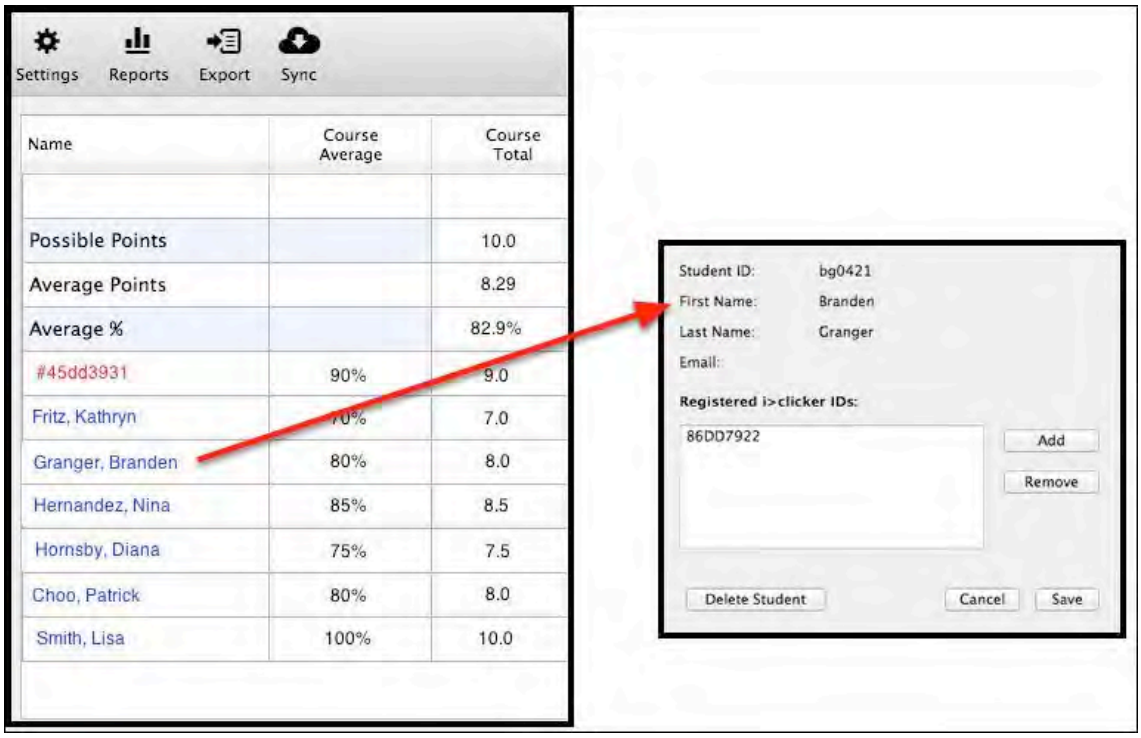
IMPORTANT: Carefully review the session information before deleting as this action is not reversible.

Update or Delete a Student Record

Within the iClicker Classic gradebook, you can edit the associated remote information and delete the student record. You cannot change the student name or Student ID from the gradebook.

1. Select a course and open the gradebook.

2. Double-click a student name to open the **Student Details** window.



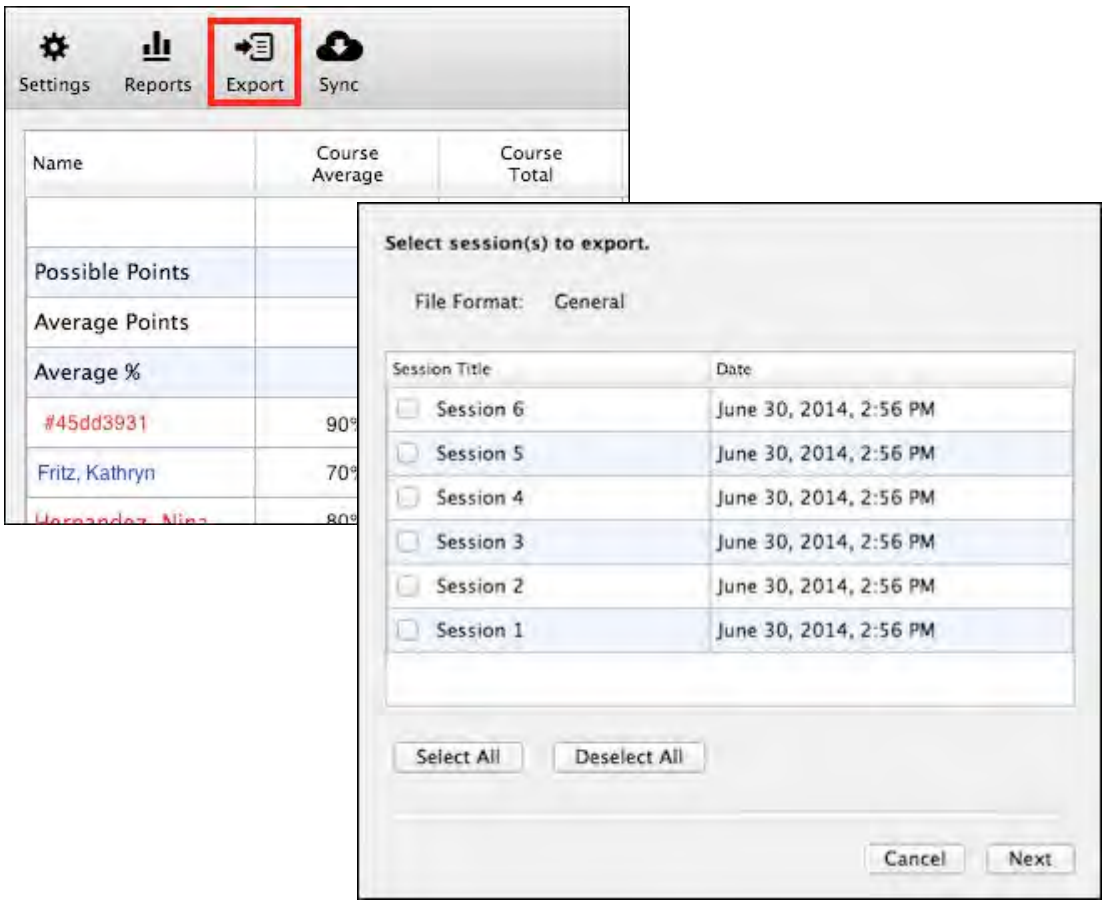
Use the options in the **Student Details** window to add/remove remote IDs for a student. If a student drops your class and you want to purge that student and all of the session results from the gradebook, click the **Delete Student** button.

TIP: If you notice an error with the student name or ID, you must change that information in the **roster.txt** file or the Learning Management System, and then choose to sync the gradebook.

Export Polling Results

Student polling results can be exported from the gradebook to a comma-separated values (.cvs) file that can be opened by a spreadsheet program or imported into another program or Learning Management System (LMS).

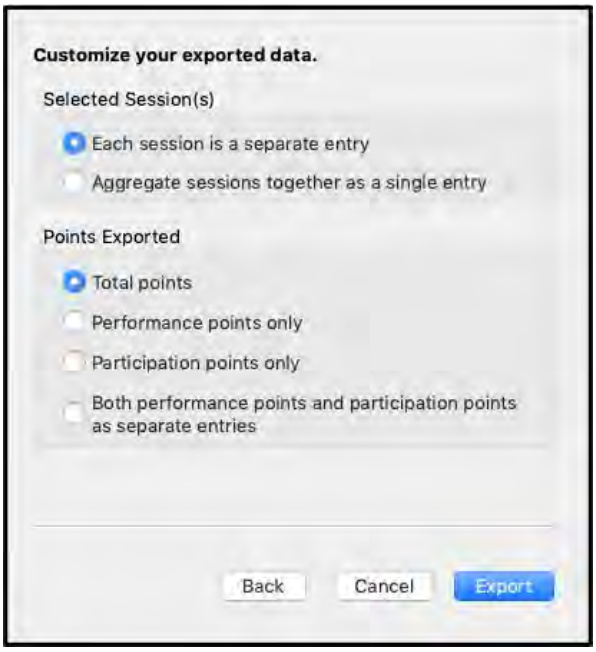
From the gradebook, click the **Export** option. This opens a window with a list of the sessions available to export. Select some or all of the sessions to include in the exported file.



Notice that the file format in the example shows "General." If you intend to upload the exported file to an LMS, update your gradebook setting to select your LMS before you export. Specifying an LMS in the gradebook settings ensures that the exported csv file will be properly formatted for upload to your LMS.

If you selected more than one session, you can choose to export each session as a separate score or aggregate the sessions together. The latter option is useful if you only want to record one cumulative entry for all of the selected sessions.

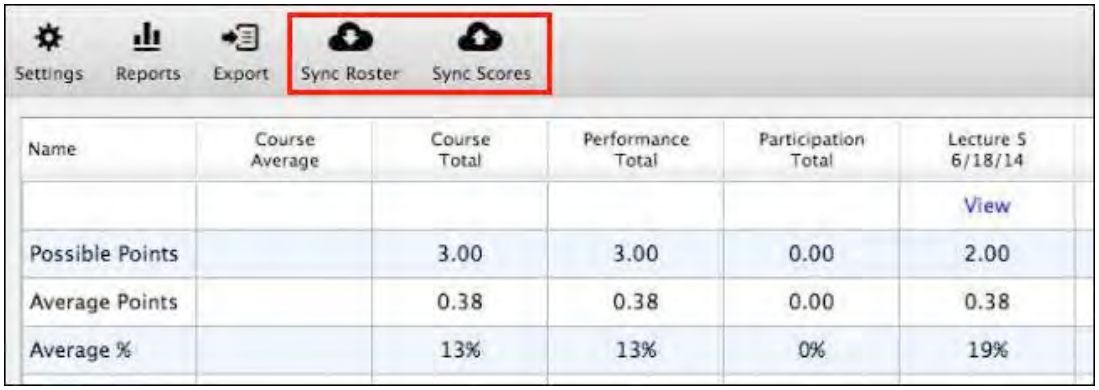
You can also choose how you want to export the points earned by each student. Points can be exported as the overall total, just the performance points, just the participation points, or both types of points as separate entries.



Sync Grades and Roster with an LMS

*The **Sync** options allow you to download your roster from your learning management system (LMS) and upload student results.*

***IMPORTANT:** Refer to the www.iclicker.com website for detailed instructions for your specific LMS.*



If you are set up to use iClicker Classic with an LMS, the gradebook should show two synchronization buttons: **Sync Roster** and **Sync Scores**. The **Sync Roster** option allows you to download your roster from your LMS into the gradebook. Choose **Sync Scores** to upload polling results from the gradebook to your LMS.

NOTE: The **Sync Roster** and **Sync Scores** options are available only if your iClicker Classic **Resources** folder contains the necessary file for integrating with your LMS.

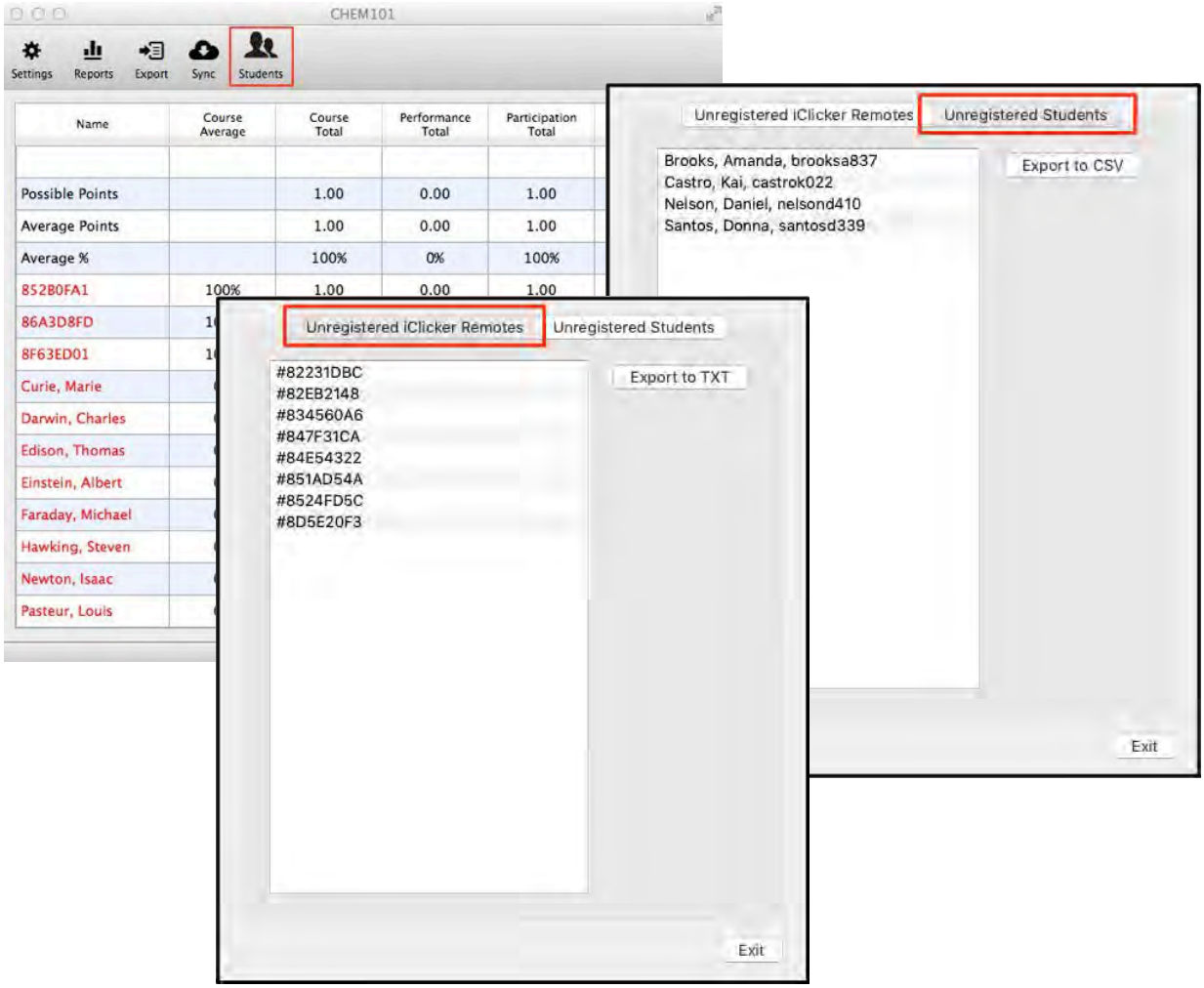
When you click **Sync Roster**, iClicker communicates with your LMS to pull your roster from the LMS into the iClicker Classic gradebook. If you have not saved your LMS credentials, you will be prompted to enter it.

When you click **Sync Scores**, iClicker communicates with your LMS to upload iClicker Classic scores into your LMS gradebook. If you have not saved your LMS credentials, you will be prompted to enter it.

View and Export Unregistered Remotes and Students

iClicker Classic supports viewing and exporting unregistered students and remotes to help you manage your class.

From the iClicker Classic gradebook, click the Students option to open the **View and Export Unregistered Remote(s)/Student(s)** window.



Toggle the list between unregistered remotes and students using the tab buttons at the top of the window. You can export the unregistered remotes as a .txt file and the unregistered students as a .csv file.

Part IV:
Using Self-Paced Polling (SPP)

SPP Overview

The self-paced polling option in iClicker Classic is a simple way to allow students to answer polling questions (up to 99 questions) at their own pace. For example, you could distribute a paper quiz and allow students to answer the quiz questions using their remotes. The following are some additional examples of when you might use self-paced polling:

Course evaluations: Pass out your course evaluation questionnaires and start a self-paced polling session. Students can answer the evaluation questions with their remotes and you will receive immediate course feedback.

Lab questions: Create questions that students answer with their remotes during lab. You will be able to track student progress on the lab assignment and tell whether or not students are grasping the concepts.

Low-Stakes quizzing: Create a quiz before class and have your students answer the quiz questions with their remotes. You can grade your quiz from the gradebook after class or create an answer key before class and have the quiz graded in real-time.

When using self-paced polling, you have the option to create an answer key before class or grade after class in the gradebook. You may find it easiest to start a self-paced polling session without an answer key and grade after class. Try using self-paced polling with and without an answer key and see which you prefer.

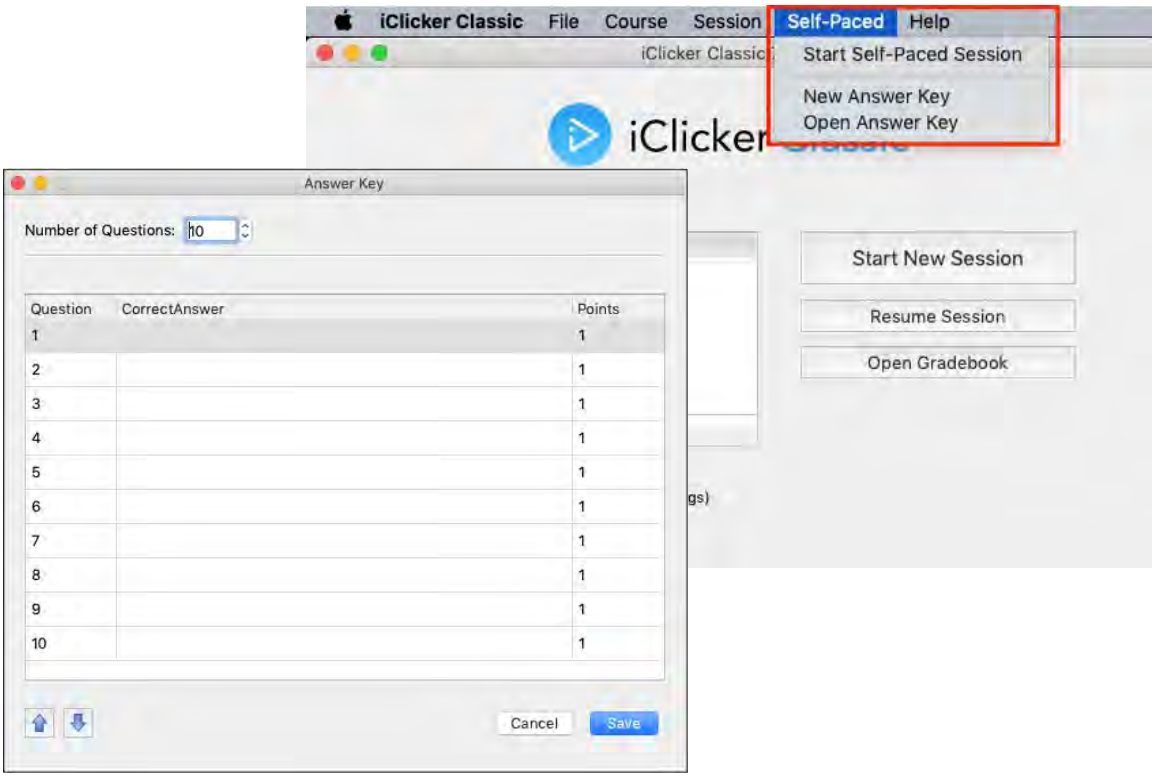
TIP: When using self-paced polling, require that your students write their answers on a sheet of paper that is turned in. This document will serve as a record of their answers in case students dispute the accuracy of the remotes.

IMPORTANT: iClicker Classic's self-paced polling feature is only compatible with students using the iClicker2 remote. ***Other remote models and the iClicker Student app cannot be used.***

Create or Edit an Answer Key

You have the option of creating a self-paced polling answer key prior to your class. Creating an answer key will allow for self-paced polling results to be graded in real-time as students respond. Using an answer key is optional as you can simply run a self-paced poll and grade the results later.

You can create a new answer key or edit an existing one by selecting the appropriate option under the **Self-Paced** menu.

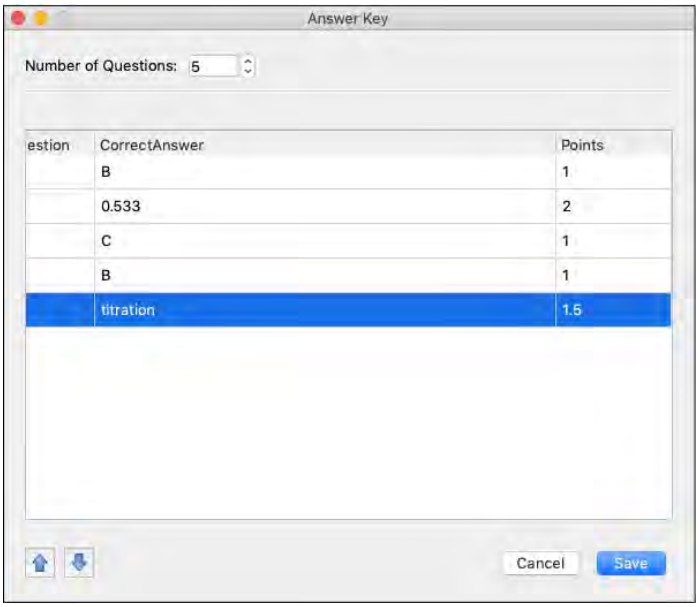


When a new answer key is being created, the **Answer Key** window opens with 10 questions by default. You can edit the number of questions to 1-99 and the table below updates immediately to add or remove rows.

The points for each question are pre-populated based on the **Scoring** setting for performance points for correct response. There are no participation points or points for responding awarded for SPP. You can edit the points by clicking directly on the points in the table.

Complete the answer key by entering in the correct answer for each question. For SPP, you do not have to specify the question type for each question and your answers can contain alphanumeric entries. However, remember that students using a remote are limited in what they can input as well as restricted to only entering a maximum of 16 characters per question. Answers are case in-sensitive.

In the example of a completed answer key below, notice that the number of questions and points have been changed from the default. Also note the variety of answer formats supported by the SPP answer key.



You can use the buttons in the lower left corner of the window to move the highlighted question up or down in the question list order.

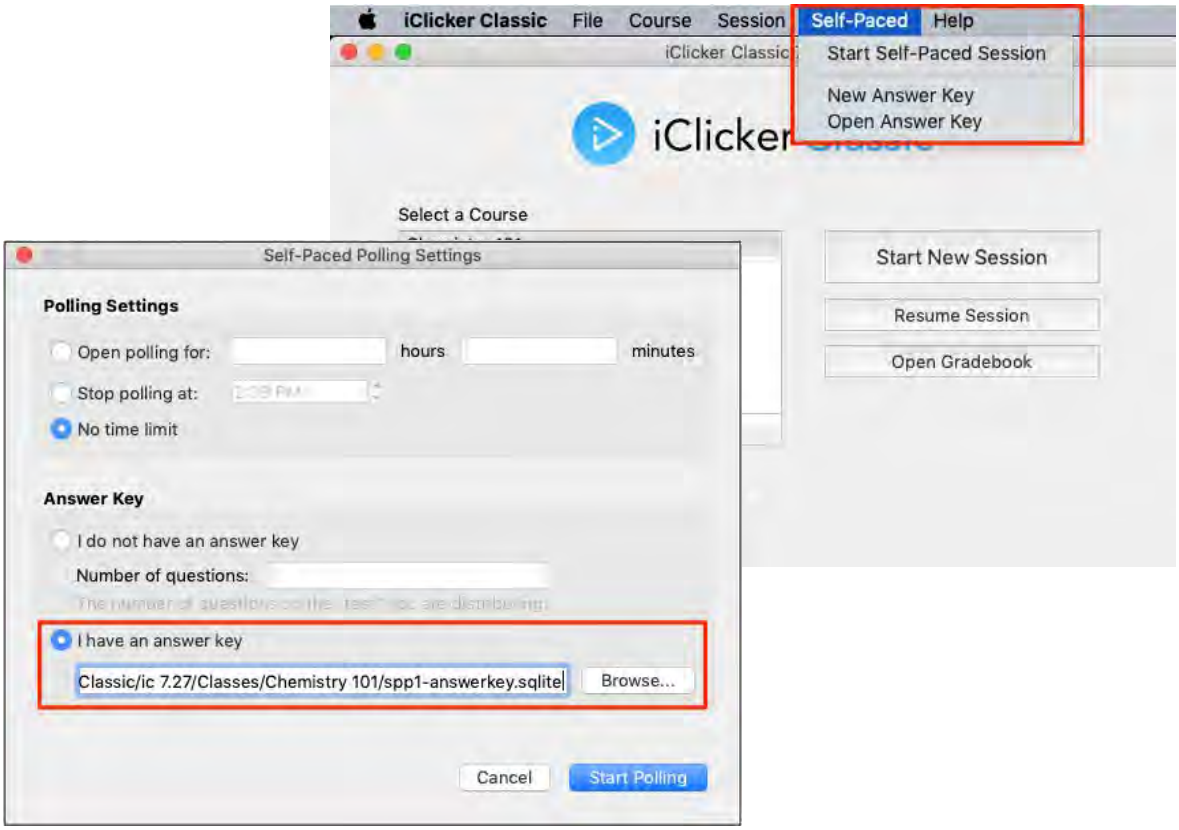
Once you are satisfied with your answer key, save it. You can now use this key for an SPP session or reopen it later to make further edits. To edit an existing answer key, simply select the **Edit Answer Key** option from the **Self-Paced** menu and select the answer key to edit.

Use SPP With an Answer Key

Before starting a self-paced polling session, make sure that you have distributed the quiz or survey that includes the questions for your student to answer. If you wish to use an answer key, you must create the answer key before starting your self-paced polling session.

IMPORTANT: Self-paced polling sessions cannot be resumed. Please plan enough time for students to finish the self-paced polling session during class time.

When you are ready to run an SPP session, select the **Start Self-Paced Session** option from the **Self-Paced** menu.



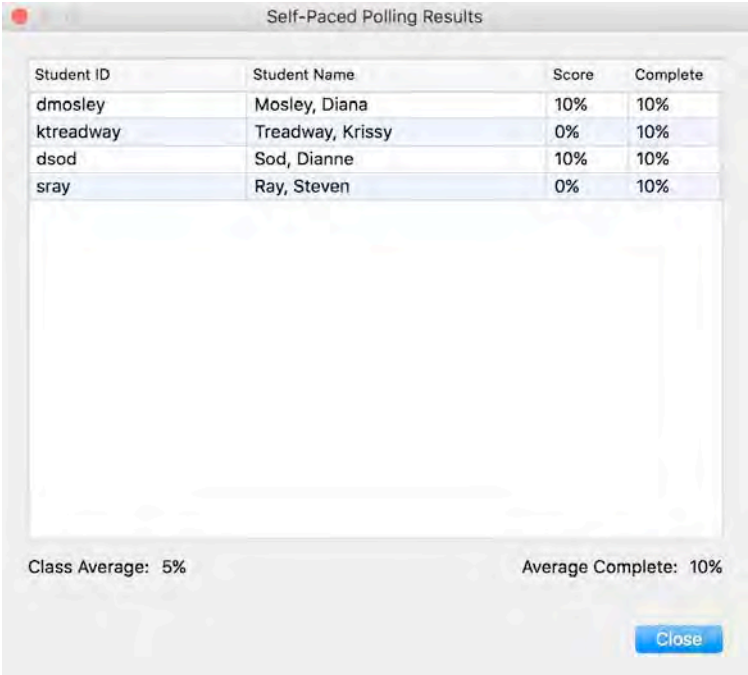
Before the session actually starts, a **Self-Paced Settings** window will open for you to specify some details. To use an answer key, make sure that the **I have an answer key** option is selected and use the **Browse** button to select the answer key you want to use.

You can also specify how long the self-paced polling session should remain open. You can choose to automatically end the SPP session after a certain amount of time passes or at a specific time. By default, the SPP session will show a count-up timer and not end until you manually stop it.

When you are satisfied with the SPP settings, click the **Start Polling** button to close the settings window and open polling. You'll now see the SPP toolbar and students are able to start submitting their answers.

The **Self-Paced Polling Progress Table** allows you to see your students' progress for SPP sessions in real-time. Using the progress table, you can view each student's username, name, percent complete, and the overall class percent complete. When using SPP with an answer key, you can also monitor students' score and the class average.

Progress Table icon

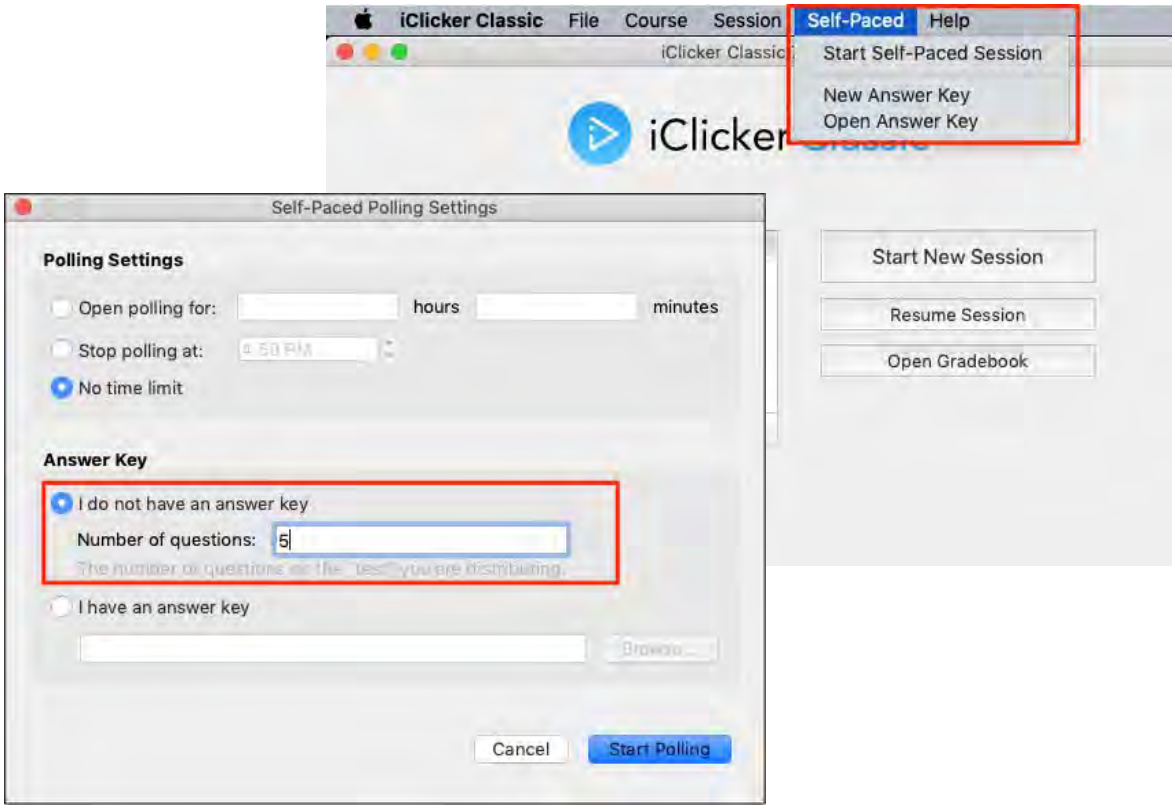


Use SPP Without an Answer Key

Before starting a self-paced polling session, make sure that you have distributed the quiz or survey that includes the questions for your student to answer. When you start a self-paced polling session without an answer key you will need to do your grading in the gradebook after the session is complete. Self-paced polling without an answer key is a fast and easy way to conduct an SPP session because it requires no pre-work. Simply start the SPP session and then grade the session in gradebook the same way you grade other polling sessions.

IMPORTANT: Self-paced polling sessions cannot be resumed. Please plan enough time for students to finish the self-paced polling session during class time.

When you are ready to run an SPP session, select the **Start Self-Paced Session** option from the **Self-Paced** menu.



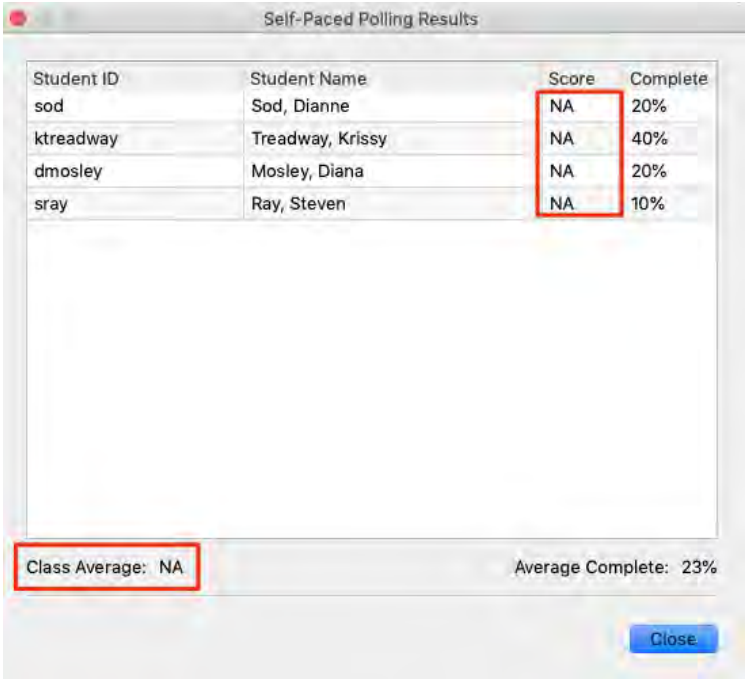
Before the session actually starts, a **Self-Paced Settings** window will open for you to specify some details. Make sure to select the **I do not have an answer key** option and specify the number of questions in the session.

You can also specify how long the self-paced polling session should remain open. You can choose to automatically end the SPP session after a certain amount of time passes or at a specific time. By default, the SPP session will show a count-up timer and not end until you manually stop it.

When you are satisfied with the SPP settings, click the **Start Polling** button to close the settings window and open polling. You'll now see the SPP toolbar and students are able to start submitting their answers.

The **Self-Paced Polling Progress Table** allows you to see your students' progress for SPP sessions in real-time. Using the progress table, you can view each student's username, name, percent complete, and the overall class percent complete. You wont be able to monitor students' score and the class average in real-time for an SPP session that isn't using an answer key.

Progress Table icon



Part V:
Using Demographics

Demographics Overview

Demographics allows instructors to ask students demographic-related questions then segment future poll results based on the demographic responses. This feature can help facilitate in-class discussions and illuminate a variation in experiences and perspectives.

Have you ever polled your class then, looking at the results, wondered how a particular demographic may influence or bias students to respond a particular way? With iClicker Classic's demographics feature, you can segment poll results based upon student responses to a previous demographics question. For example, you could poll your class about global warming policies then segment the results to see how students responded based on their age, major, or political affiliation. The outcome would be used to kick off in-class discussion.

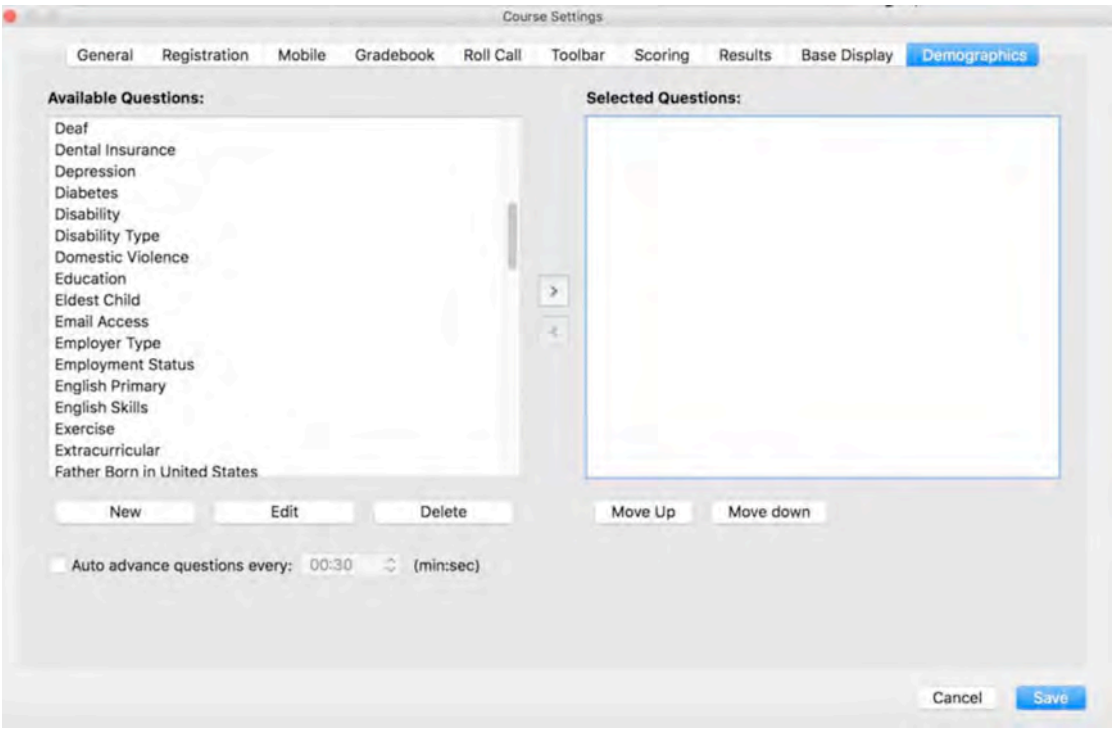
Instructors cannot associate demographic responses to the individual student; the questions and responses do not get recorded in the iClicker gradebook. A snapshot of the segmented results chart is saved for reference.

Create Your Selected Question List

*The **Demographics Selected Question** list contains questions you designate to use for your course. You can choose from a list of pre-created demographic questions, or create your own questions. One you run a demographic question, the results can be used to segment future polling results.*

IMPORTANT: Demographics only support multiple choice questions.

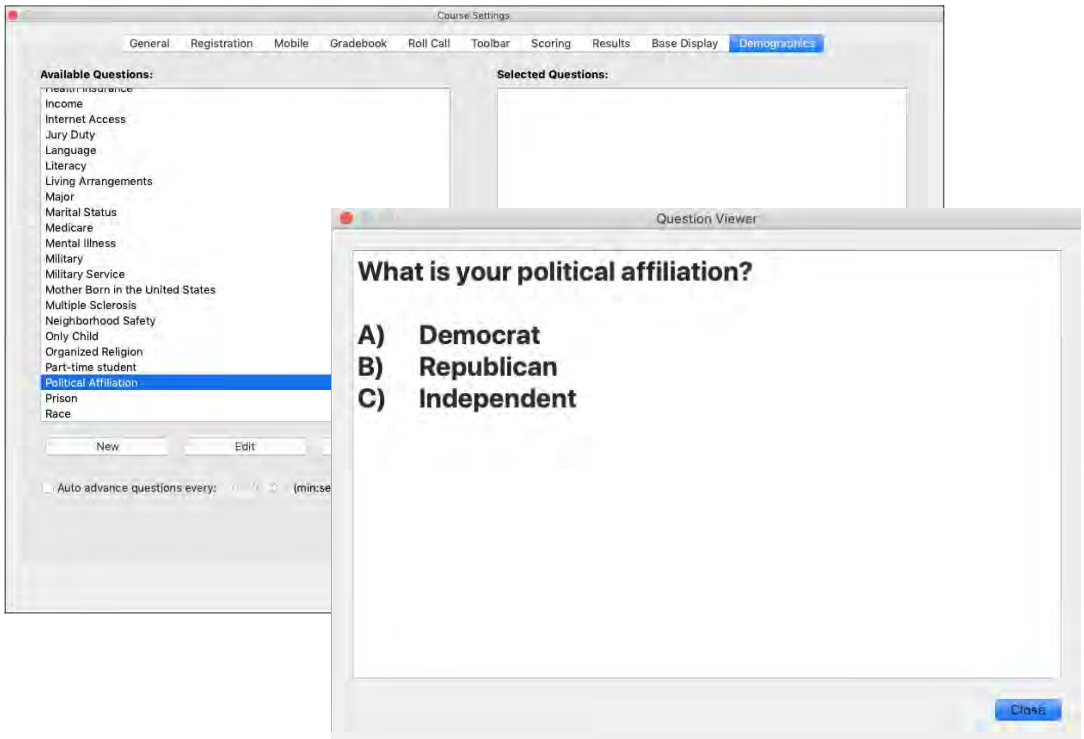
To build your **Demographics Selected Question** list, open the course settings and navigate to the **Demographics** tab.



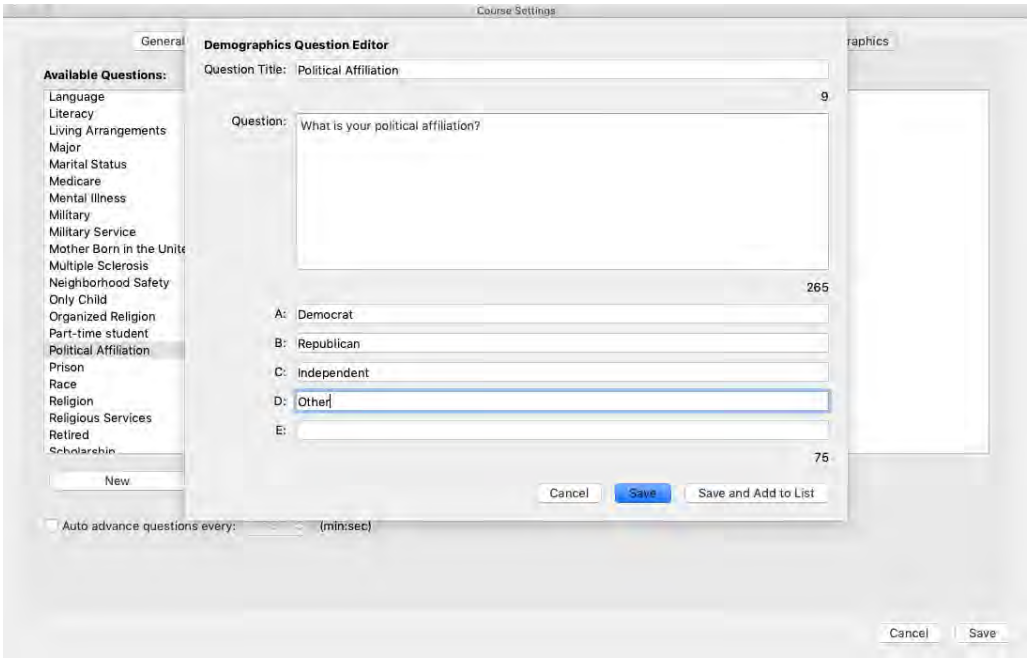
The left-hand side is a list of available demographics questions to use to build your selected question list. iClicker Classic comes pre-loaded with an extensive selection of demographic questions. You may choose to use these question as they are provided, edit the questions to customize them for your class, or create completely new questions of your own.

Preview a question by double-clicking it to open the **Question Viewer** window.

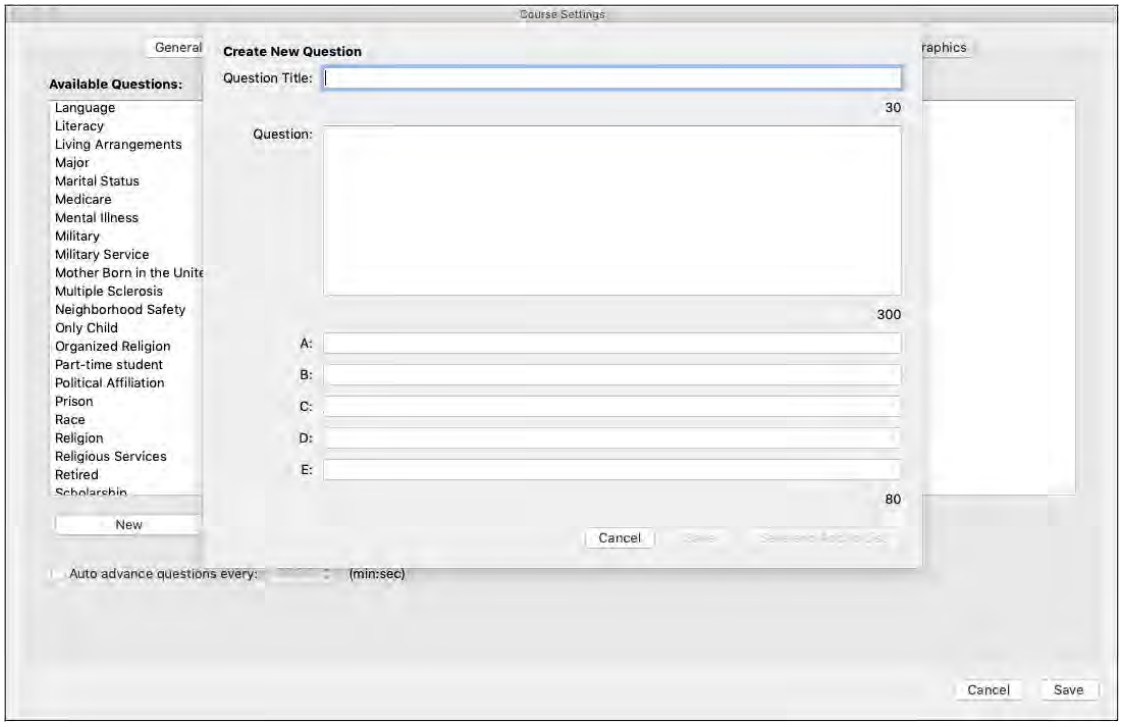
The **Question Viewer** shows you exactly how the question will appear when you run the demographic question in class.



You can edit the question to change the question title, question, or answer choices. Select your question then click the **Edit** button under the **Available Questions** list to open the **Demographics Question Editor** to make your changes.



Alternatively, you may choose to create a completely new question from scratch. Click the **New** button below the **Available Questions** list to open the **Create New Question** form.



- **Question Title:** A descriptive label shown in settings, results chart, and gradebook to refer to the question. Maximum 30 characters
- **Question:** The question text. Maximum 300 characters.
- **A-E:** Text that appears next to A-E choices. If left blank, the option is not shown when the question is presented. Maximum 80 characters per answer choice.

When you have finished entering in this information, you can either select **Save** to save the question to the **Available Questions** list or select **Save and Add to List** to save the question and immediately add it to the **Selected Questions** list.

In order to use a demographics question in class, the question must appear in the **Selected Questions** list. Use the left/right arrow keys to move questions between the **Available Questions** and **Selected Questions** lists.

NOTE: If you move a question from **Selected Questions** to **Available Questions** and have already run a poll and/or segmented using this information, you will lose that data! An alert dialog will warn you if your action will result in data loss.

The order of the questions in the **Selected Questions** list is the same order that the questions will be shown when you run demographics in a session. It is also the same order you will see screenshots of the segmented data in the gradebook. The order of the questions can be rearranged by highlighting a question in the **Selected Questions** list and clicking the **Move Up** or **Move Down** button to set a new position in the list.

Auto Advance Questions

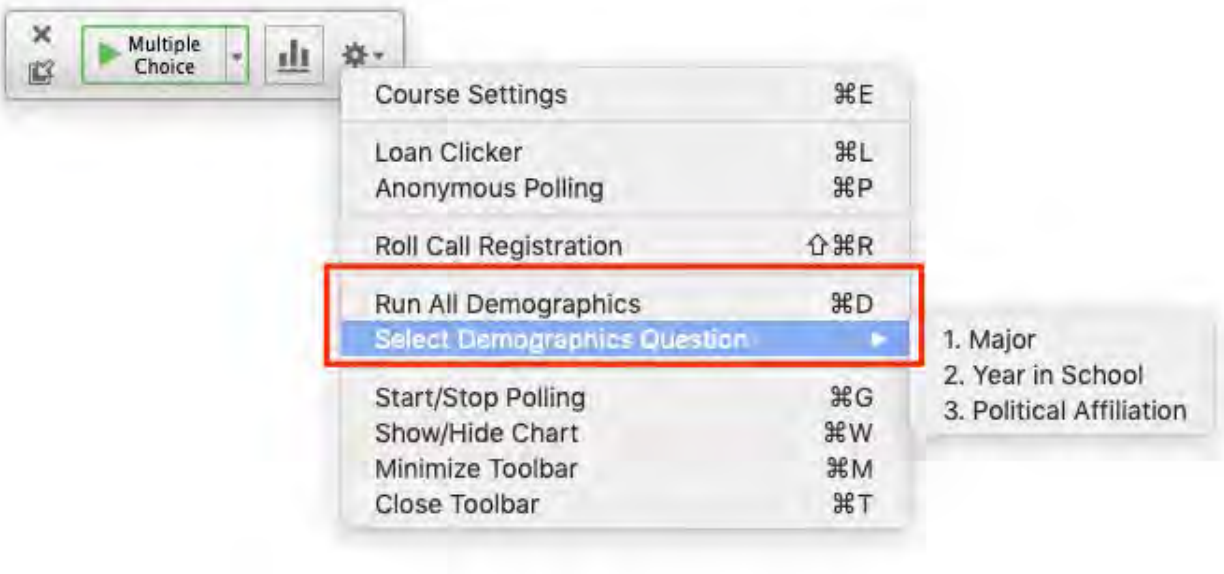
If you choose to run more than one demographics question in class, you have the option to auto advance the questions after a set amount of time. Select the **Auto advance questions** check box and use the drop down menu to choose the amount of time before advancing to the next question. If you do not select this option, the next question is automatically started only after you manually end the active question.

Run Demographic Questions

Collect responses to your demographics questions during class by running demographic polls. Once you collect this data, it can be used to segment future polling results for your course.

While in a class session, you can choose run questions from the demographics selected question list. Click the **Options (gear)** icon on the toolbar to expand the menu to make your demographics selection.

IMPORTANT: Demographics data must be collected *before* any polling questions that you would like to apply this information to.



- **Run All Demographics:** iClicker Classic presents all the demographics questions in the **Selected Questions** list; automatically starting the next question in the list when the current question ends until all questions have been run.
- **Select Demographics Question:** Select a specific demographics question to run from your list of **Selected Questions** that opens from the menu. This question list is built from the course **Demographics** settings.

View Demographic Segmentation Results During Class

After demographics questions have been run, the data can be used to segment the results for other polling questions.

After running a poll, open the **Results Chart**, then choose **Demographics** from the drop down menu. You will see your demographics question list. Choose any one of the demographics questions to segment the results.

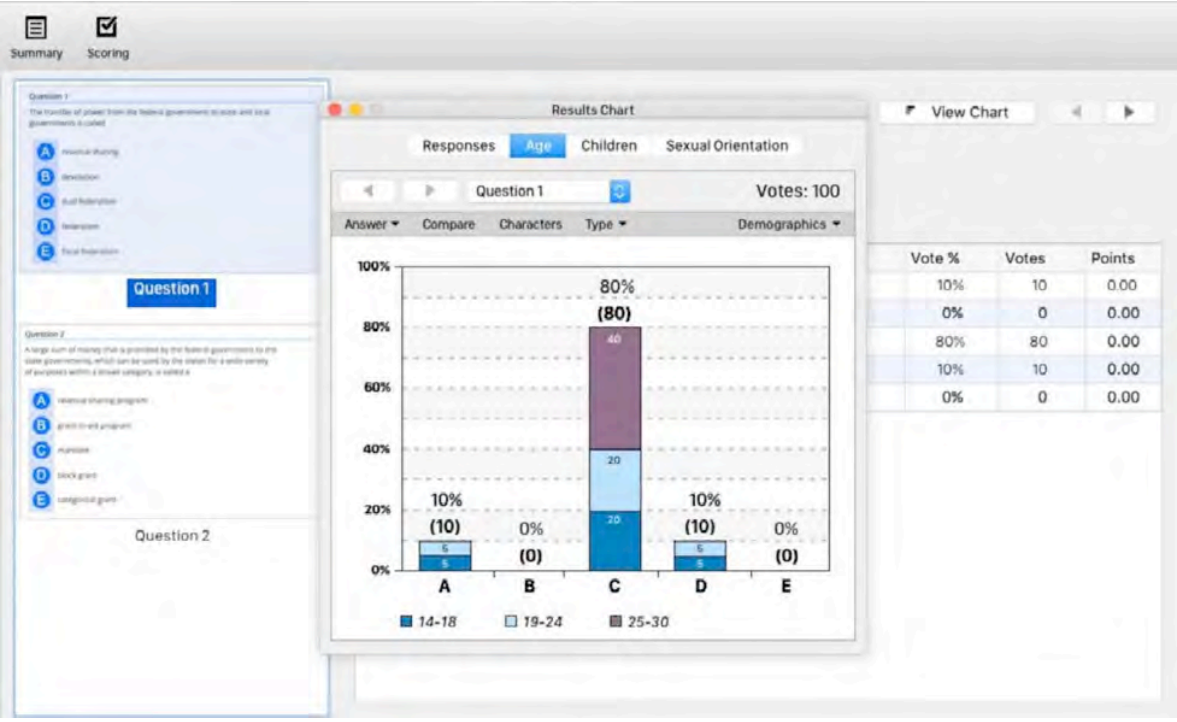
NOTE: You can only segment by ONE demographics question at a time. If you choose a question that you have not collected information for, an alert will notify you that there is no demographics data and the results chart will not change. A tab for this demographics question will also appear in the gradebook, but it will not have any segmented information as no data was collected.

View Demographic Segmenttion Results After Class

Demographics questions are meant to collect anonymous information so you will not see the demographics questions and responses in your gradebook. However, a snapshot of the in-class results with the demographics segmentation may be available.

You will only see demographics information if you choose to apply a demographics filter to a poll in the results chart during class. A snapshot of the results chart gets saved and can be viewed in the gradebook after class.

To view these images in your gradebook, select **Open Gradebook** from the iClicker Classic home screen. Choose the session you wish to see and click the **View** hyperlink. Then select the question you'd like to see in the left hand column and click the **View Chart** button. Once the chart opens you will see tabs at the top starting with **Responses** and continuing with any demographics filters you applied during the session.

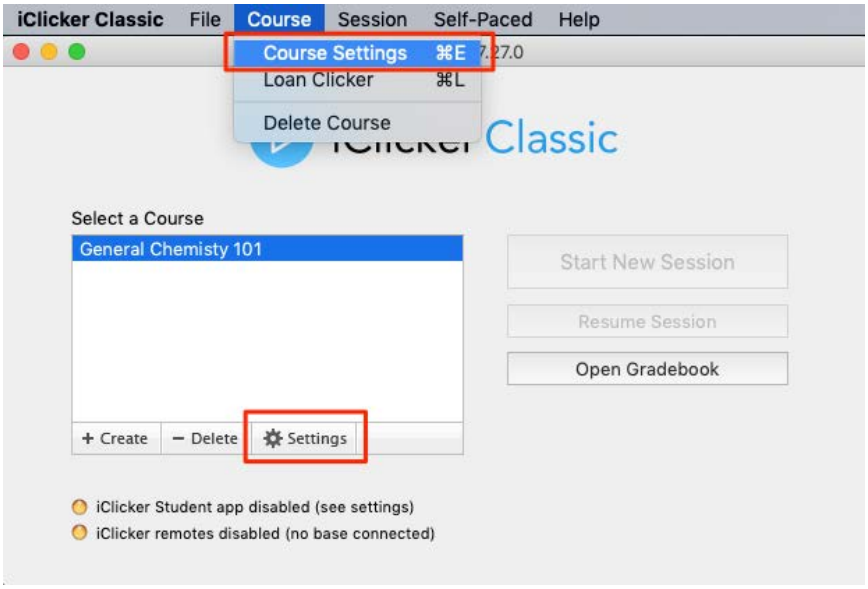


Part VI:
Customize Your Course Settings

Course Settings Overview

iClicker Classic is designed to be a simple classroom response system that can be used almost immediately upon launching. However, you may choose to take a little time to customize the software to your course. Settings are course-specific, organized into ten tabs .

Select the **Settings (gear)** button or choose **Course Settings** from the **Course** menu to view the course settings.

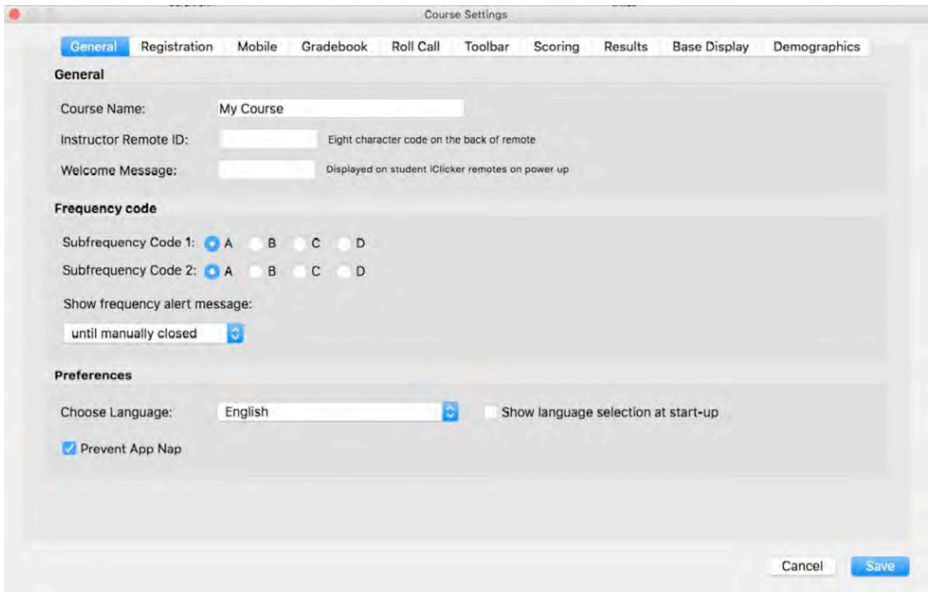


The following sections describe each of the ten settings tabs:

- General
- Registration
- Mobile
- Gradebook
- Roll Call
- Toolbar
- Scoring
- Results
- Base Display
- Demographics

General Settings

*The settings on the **General** tab allow you to edit your course name, designate an instructor remote, add a welcome message, change the frequency code, and select the default language.*



Course Name: Your course name does not need to match the official course name used by your school. If your class uses the iClicker Student app, students will see this course name to join your class so it should be detailed enough for students to properly identify it. iClicker immediately saves changes to the course name upon moving the focus out of the field.

Instructor Remote: The remote ID is an 8-character alphanumeric code (e.g., 8561E331) located on the back of the remote. The instructor remote controls polling and moves between slides in your presentation software, allowing you freedom to move around the room while conducting iClicker Classic polling sessions.

Welcome Message: The optional welcome message allows you to set an 8-character message that will appear on the LCD screen of your students' iClicker2 remotes when powered on. You may choose to add your course code as the welcome message (e.g., CHEM301). The welcome message is a great way to ensure that students are voting in the correct class.

Frequency Code

The iClicker 2-way radio frequency student response system operates on one of 16 channels in the 900-918 MHz frequency range. The default frequency channel for both the base and the student remote is **AA**. If you are the only instructor using iClicker, you should not modify this frequency. However, if another instructor is using iClicker Classic or iClicker Cloud in close proximity, one of you must use a different channel.

At the beginning of each session, iClicker Classic checks for base stations in close proximity using the same frequency as your setting. If a base nearby uses the same frequency, iClicker will prompt you to change the frequency.

If iClicker is in use across your institution, you may also need to coordinate frequencies with your IT administrator. They may have already assigned a channel to each classroom to avoid conflicts.

IMPORTANT: If you are not using the default **AA** frequency, students will need to change the frequency code on their clickers at the beginning of each class.

You have the option to show an alert message at the start of your first polling question that displays the 2-letter frequency code as a reminder for students to set their remotes to the correct code. This is an especially useful tool if you are not using the default **AA** frequency.

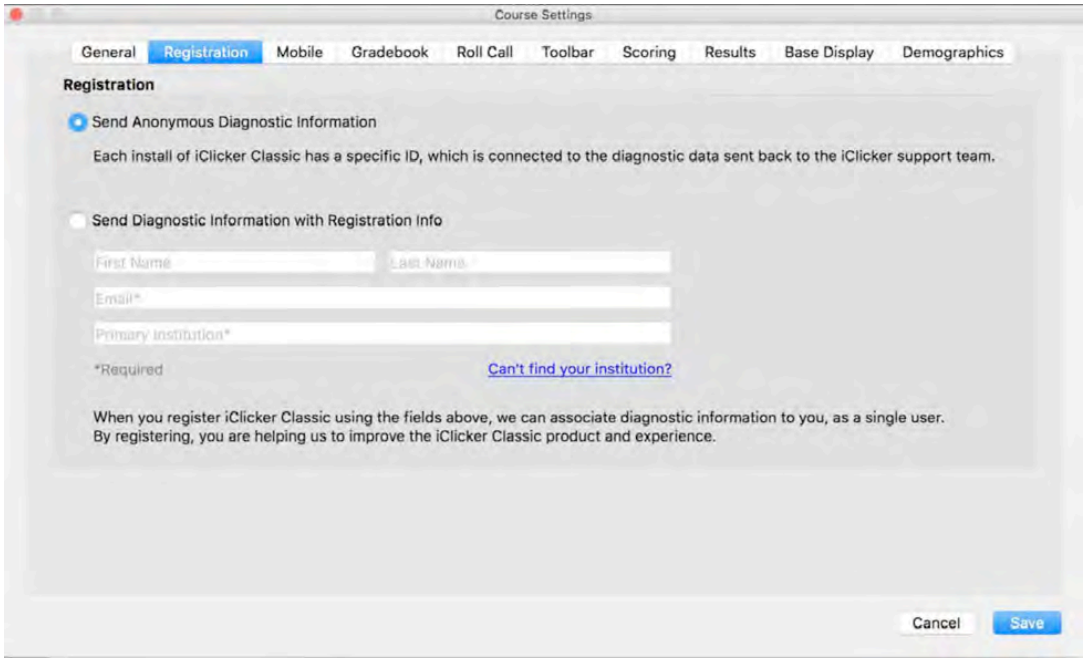
Other Preferences

Language: You can set the default language and control whether you are asked at start-up to specify the language.

Prevent App Nap: This is a Macintosh-specific setting to prevent App Nap from putting iClicker into an unresponsive state if you do not interact with it frequently enough during class. This setting is selected by default and it is recommended not to change it.

Registration Settings

*The settings on the **Registration** tab allow you to edit your registration information.*



If you chose **Remind Me Later** when starting the software, your registration is anonymous by default. You can change these settings by selecting **Send Diagnostic information with Registration Info**.

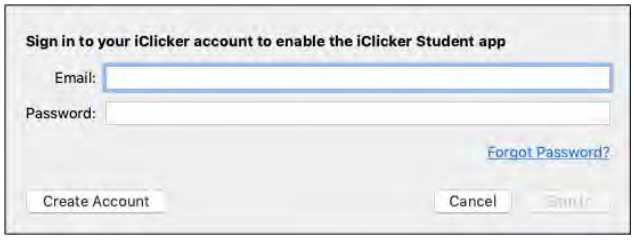
Mobile Settings

*The **Mobile** settings allow you to enable the iClicker Student app for your class. Students can then use their laptop or smartphone with the iClicker Student app to respond to polls.*

When the iClicker Student app is enabled, iClicker Classic allows you to start or resume a session without an attached base station. Without a base, however, students cannot use remotes to respond and you cannot use an instructor remote to control polling.

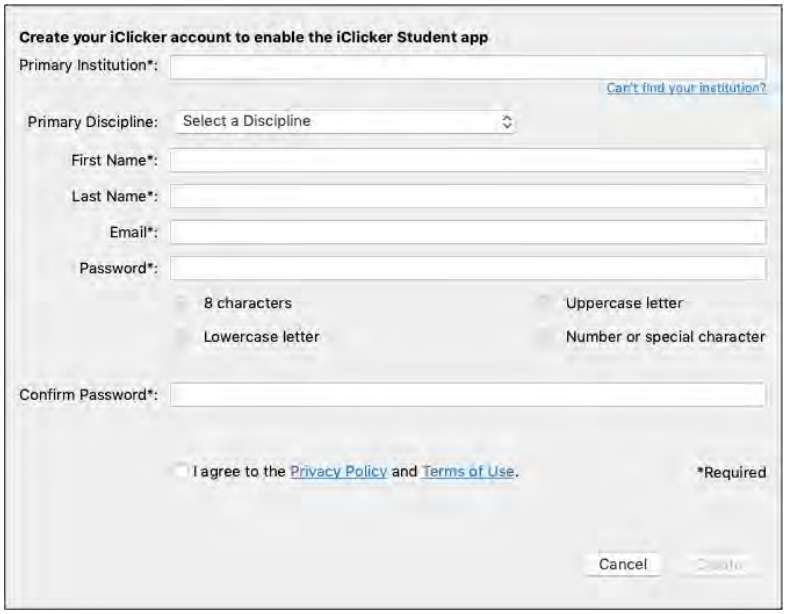
In order to enable your course to accept responses from students using the iClicker app, you will need to sign in to your iClicker account. If you don't have an iClicker account, use the **Create Account** button to create one. Don't worry, it's free to create an account!

TIP: You can use the same iClicker account to sign into the iClicker Cloud and iClicker Student applications.



Create an iClicker Account

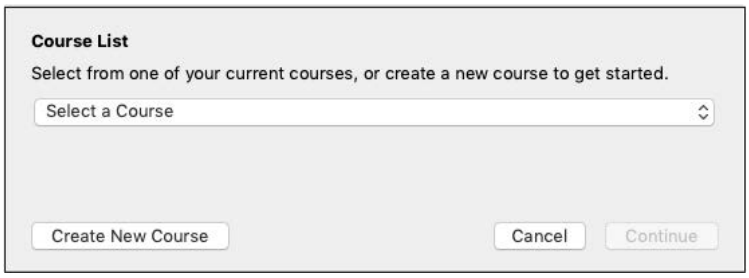
Complete the account creation form to create your iClicker account.



- **Primary Institution:** Enter your institution name to search for it in the iClicker database. Institution name matches will begin to appear in a list below your entry once you enter a few characters. You must select your institution from the list of returned matches; you cannot enter a name that is not registered in the system. Use the **Can't find your institution?** link to request adding your institution if it appears that your institution is not in the iClicker system.
- **Primary Role:** Select the role that best describes what you do most of the time.
- **Primary Discipline:** Although discipline is not required for iClicker accounts, it is required for iClicker courses. Setting your primary discipline for your account sets your course discipline default and saves you a little time during course creation.
- **First Name/Last Name:** This name is displayed along with your courses name in the iClicker Student app.
- **Email:** We recommend using your offiial institutional email.
- **Password/Confirm Password:** Your password complexity must meet the password requirements shown below the entry field. You'll see a checkmark appear next to each criteria as you enter your password.

Create or Link to an Existing iClicker Online Course

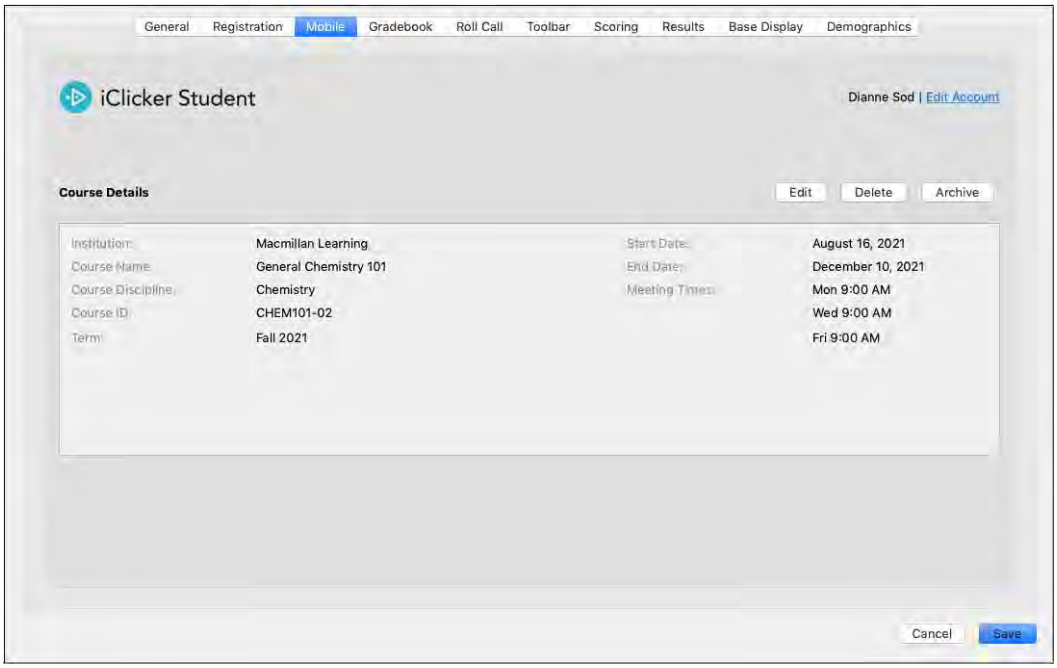
You need an online version of your iClicker Classic course in order for your students to partcipate using the student app. Link to an existing iClicker online course or click the **Create New Course** button to create an online version of your iClicker Classic course.



IMPORTANT: The existing course must be an active iClicker Classic-created course. You cannot link to a course created from iClicker Cloud.

- **Institution:** By default, this field is pre-populated to match your account's primary institution. The institution can be changed using the same search an select method.
- **Course Discipline:** If you specified a primary discipline in your iClicker account, this field is pre-populated to match your selection.

- **Course Name:** The name you enter here is what students using the iClicker student app see when searching for and joining your course.
- **Start/End Date:** Your course will automatically be archived on the end date. When archived, students already in the course can continue to review their past participation but other students cannot search for or join your archived course.
- **Screenshot Sharing:** This setting determines when your students will see the screen capture automatically taken whenever you start a poll. By default, screen captures of your desktop are NOT shared with students. You can choose to allow sharing the images with students when polling starts or when polling ends. This is a course-level setting and cannot be specified per question or session.
- **Optional Information:** Entering the course ID, term, and meeting times is not required but makes it easier for your students to find and join your course.

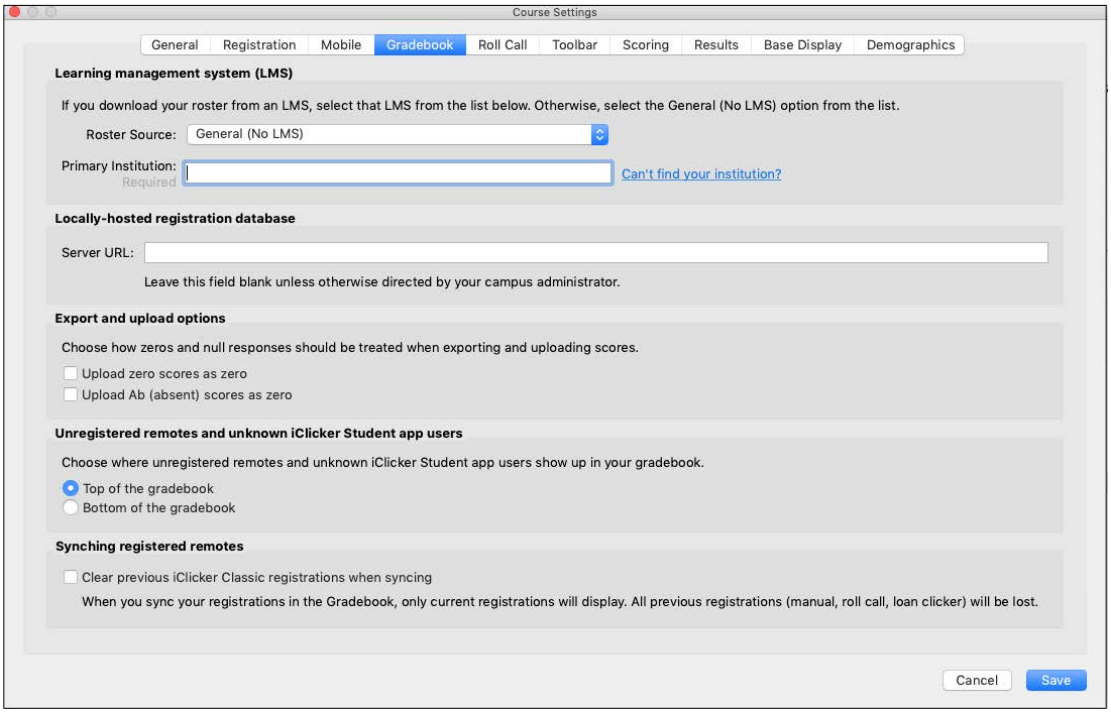


Additional Considerations:

- Students will appear in the gradebook as "Unknown iClicker user" until they enter their student ID in their iClicker account profile.
- If you resume a session in iClicker Classic, the session will appear as a new session to students using the iClicker app.

Gradebook Settings

Use the Gradebook settings to specify the source for your student roster.



Roster Source

If you download your roster from a Learning Management System (LMS), select that LMS from the **Roster Source** menu. If you are not using an LMS, seletct the **General (No LMS)** option.

NOTE: If you are using Canvas integration, you have the option to sync registrations from Canvas only and not with the entire national iClicker database.

IMPORTANT: Go to the www.iclicker.com to find LMS-specific instructions.

Export and Upload Options

You can choose how zeros and absences are handled when exporting scores or uploading scores to your LMS via the iClicker Classic LMS integration.

- **Upload zero scores as zero.** When this box is checked, all zero responses get uploaded as numeric zero to the LMS or exported as zero. Responses other than zero (such as Ab, or absent) are uploaded as null or – (depending on the default handling by the LMS).

- **Upload Ab (absent) scores as zero.** When this box is checked, all null (Ab) responses are uploaded as zeros.

One or both of the settings can be selected. If both options are selected, all zero and Ab responses are uploaded as numeric zeros to the LMS. If neither option is selected, the default behavior remains intact. The default handling is as follows.

Scores of (numeric) zero get exported/uploaded as null (–) or blank, depending on the LMS.

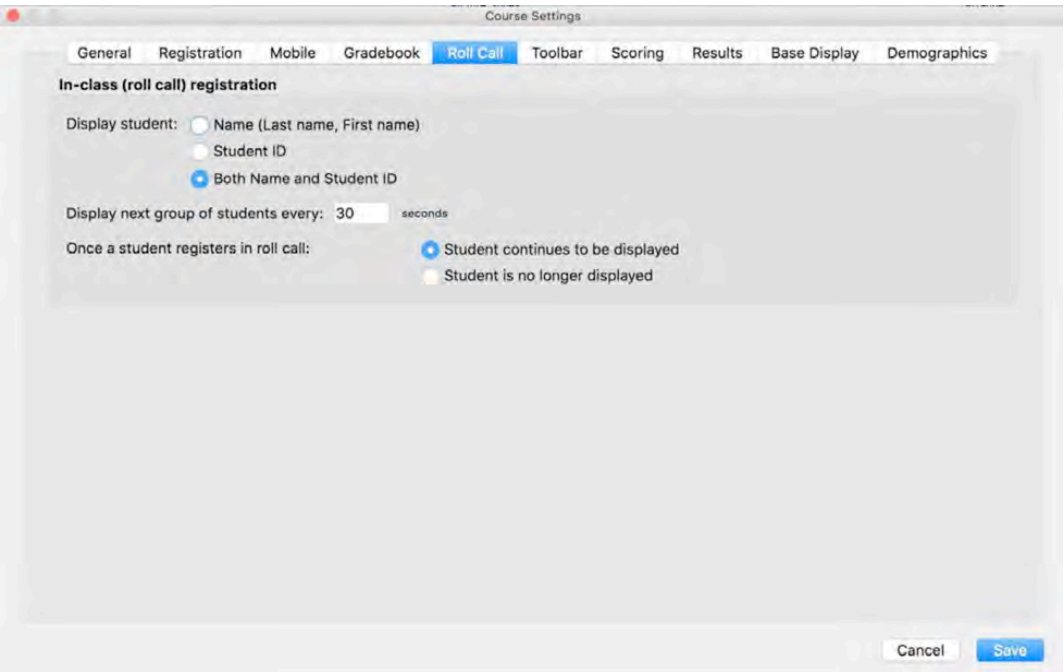
Scores of null (Absent) get exported/uploaded as null (–) or blank, depending on the LMS.

Unregistered remotes and unknown users

Unknown remotes and unknown users can either be displayed at the top or the bottom of the gradebook roster.

Roll Call Settings

This setting modifies the way that student names appear on the ***Roll Call*** *window for in-class registration. This option does not modify the format of your roster or gradebook file. See Prepare your roster for more details on registering students.*



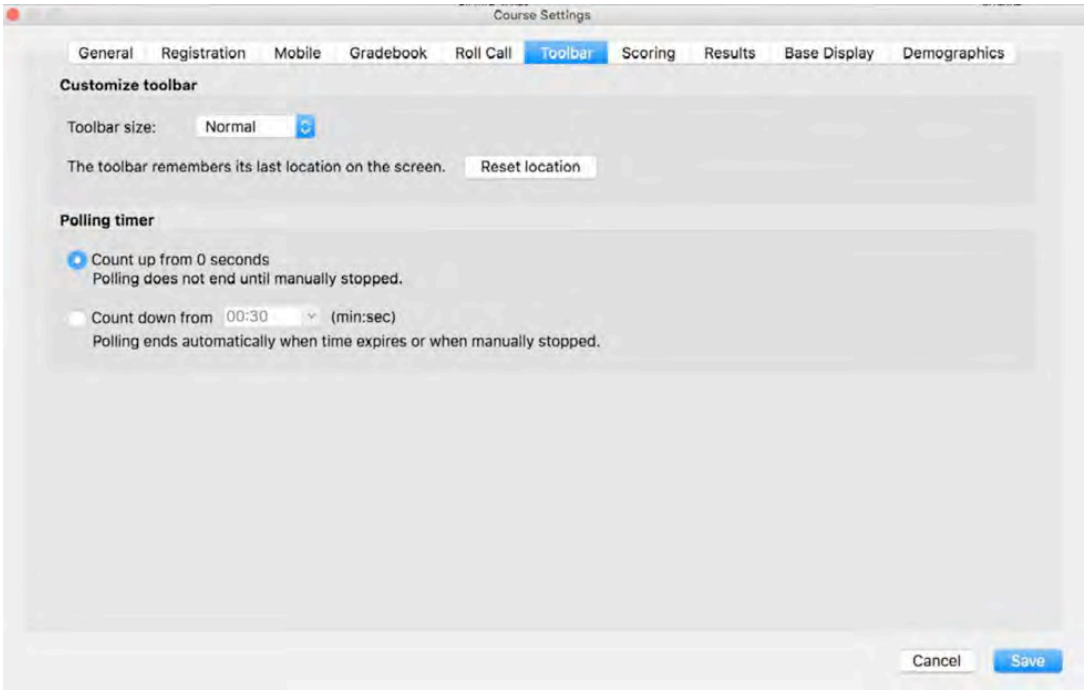
You can choose to display the student names and IDs in the **Roll Call** window or show both.

Depending on the size of the class (e.g., 3040 students), all of the student names may not fit in the **Roll Call** window. If that is the case, iClicker Classic displays a new group of students after the time specified. The program cycles through the groups.

When a student successfully registers in roll call, you can choose to show the student name or hide it.

Toolbar Settings

The Toolbar settings allow you to customize the session toolbar and set the polling timer as count up or count down.



Customize Toolbar

The appearance of the session toolbar can be customized to meet your specific needs. Select the toolbar size (Normal or Small) from the drop-down menu.

By default, the toolbar remembers its last location on the screen. You can set the toolbar to reset to its original location by clicking the **Reset location** button.

Polling Timer

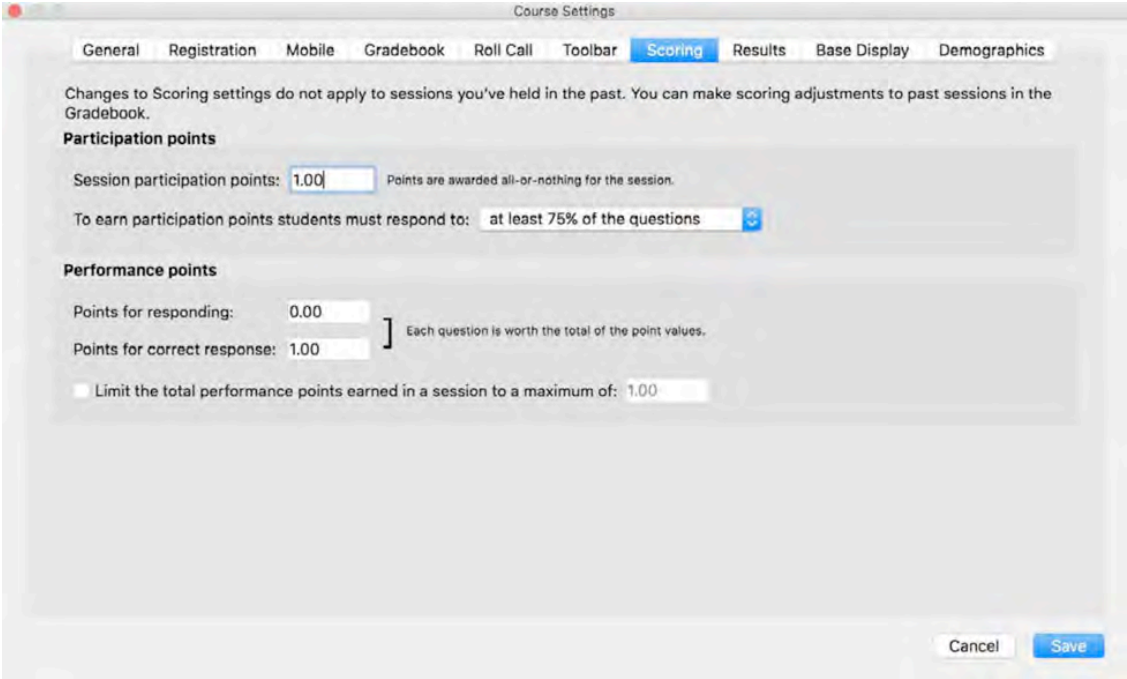
When you start a polling, quetion a timer begins. By default, the timer counts up starting with zero and will continue until you end polling. You can change the timer to count down from a specified amount of time and automatically end polling when the timer reaches zero.

TIP: In countdown mode, the up/down buttons to the right of the timer allow you to add or subtract 15 seconds as needed. You can also stop polling early using the **Stop** button.

Scoring Settings

*The **Scoring** settings allows you to establish the point values that students earn for actively participating in class and for answering questions correctly.*

IMPORTANT: Changes made to the **Scoring** settings apply only to new polling sessions. Changes to past sessions need to be made from the gradebook.



Participation Points

iClicker Classic awards participation points to students who attend and respond during lecture to encourage student engagement. These points are awarded based on the overall session participation, not by individual questions and not based on correctness of the response.

- **Session participation points:** Points the students earn for the session when meeting the participation requirement. Points are awarded all or nothing.
- **Participation points criteria:** Sets the requirement students need to meet in order to earn the session participation points. Depending upon the total number of questions, iClicker Classic calculates the minimum number of responses needed.

Example: If you select the all but one question option and there are 10 questions in a session, a student must respond to at least 9 of the 10 questions (regardless of correctness) to earn the participation points.

Performance Points

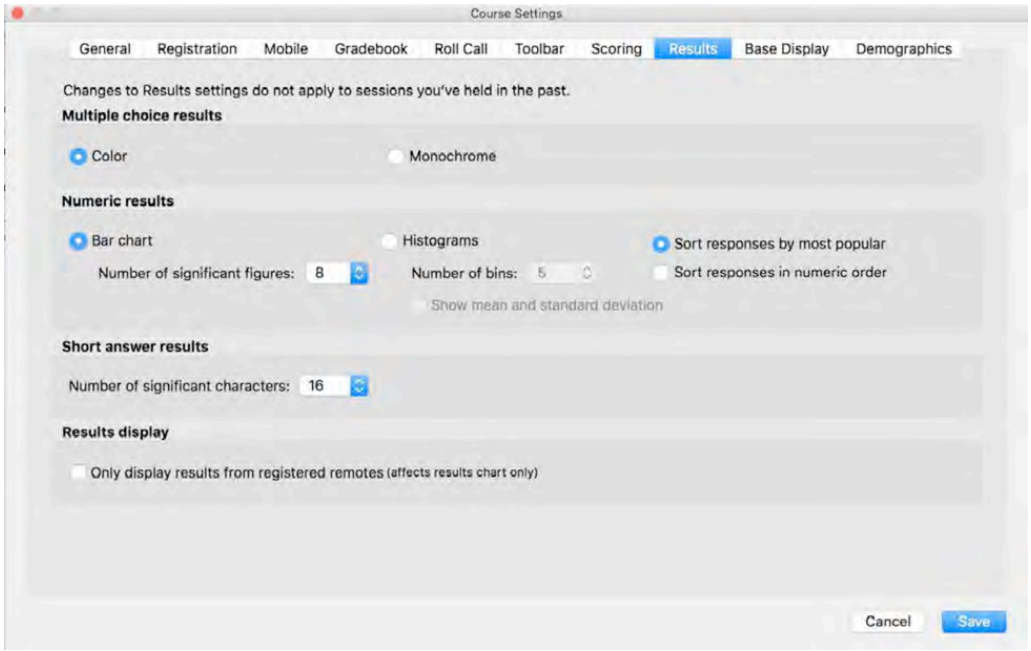
iClicker Classic awards performance points to students per question for specific answers. Performance points are comprised of two parts: responding and responding correctly.

- **Points for responding to a question:** This is the number of points students receive just for responding to the question. These points are different from participation points as they award points for performance by question, whereas participation points award students for participation by session.
- **Points for a responding correctly to a question:** These points are only awarded for responding correctly to a question. These points are earned in addition to any performance points you award for simply answering the question.
- **Performance points limit:** This is the maximum number of points a student can earn in the session. Example: if maximum performance points are set at 5 points, and a 10-question session is held with each question worth 1 point, even if a student answers all 10 questions correctly, the most they can earn for that session is 5 points.

IMPORTANT: Changes to **Scoring** settings only apply to future polling sessions. If you want to change the scoring for a past session, use the gradebook to make those adjustments.

Results Settings

*The **Results** settings allow you to customize the results charts for each question type.*



Display Setting for Multiple Choice

During polling, a graph displays the results of each question in your session. The multiple choice (A-E) results options allow you to select whether the chart displays as **Color** or **Monochrome**.

Display Settings for Numeric Response

The numeric response chart can be displayed as a vertical bar chart or a histogram.

- **Bar Chart:** The bar chart displays all of the student responses. Set the number of significant figures (characters) that are displayed in the results chart. Changing the characters will adjust the number of figures/digits that appear in the students' responses. For example, the student response 21111 when characters set to 2 would appear as 21000 on the results chart.
- **Histogram:** The histogram chart displays the student responses in a histogram. Set the number of bins to adjust the number of vertical bars that appear in the histogram. You may also choose to show the mean and standard deviation.

Sort Responses: You can choose to sort numeric responses by most popular answer or in numeric order. By default, responses are sorted with the most popular answer on top of the results chart.

Display Settings for Short Answer

Number of Significant Characters: Short answer, or alphanumeric, responses are displayed as a vertical bar chart with the responses sorted by most to least popular. Select the default characters that are displayed in the results chart. Changing the significant characters will adjust the number of characters that appear in the students' responses. For example, the response **CHEMICALS** with significant characters set to 4 would appear as **CHEM**.

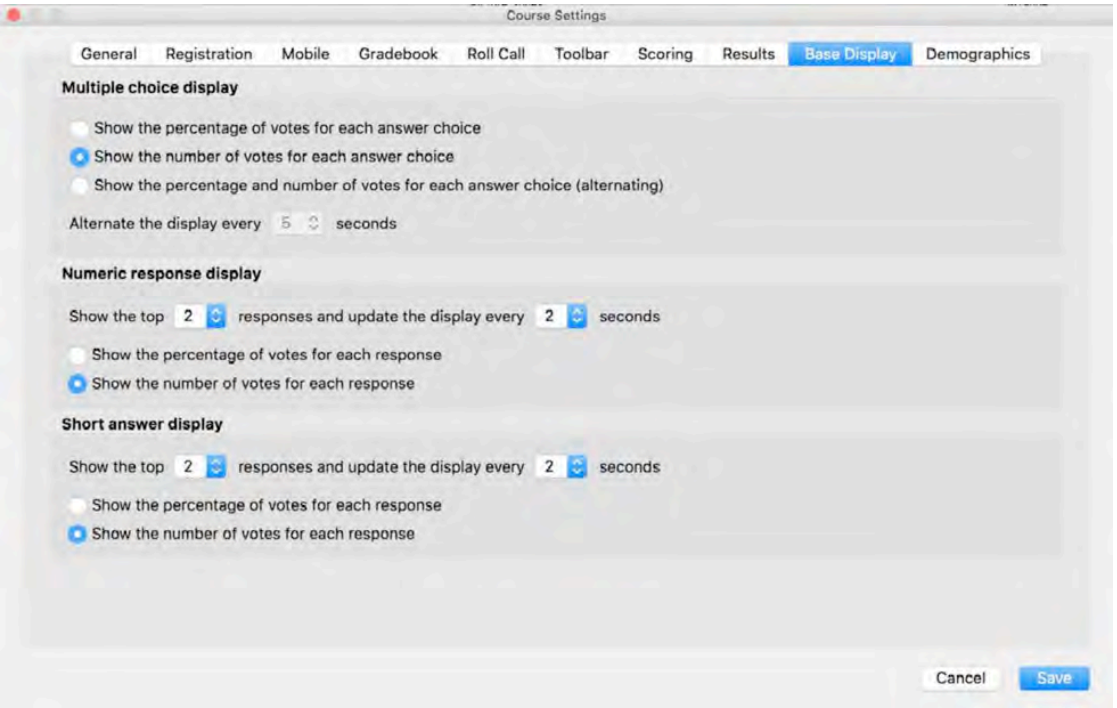
TIP: Unless you know that your correct answers will never exceed a certain number of characters, it is recommended that you keep the significant characters default set at 16. You can always decrease the number of significant characters while viewing the student responses in the results chart.

Display Results from Registered Remotes Only

You can choose to only show results from registered remotes by checking the box to display results from registered remotes only.

Base Display Settings

*The **Base Display** settings allow you to customize the information that appears on the base/ receiver LCD display.*



Base Display Options for Multiple Choice

During polling, the **iClicker Classic** responses display on the receiver LCD in real-time. The LCD display is useful in situations where you want to see how your audience is responding but don't want to make the results viewable to everyone. The following display options are available for multiple choice questions.

- Show the percentage of votes for each answer choice
- Show the number of votes for each answer choice
- Alternate between showing the percentage and number of votes for each answer choice. With this option selected, you may also specify the amount of time before alternating the display

Base Display Settings for Numeric Response

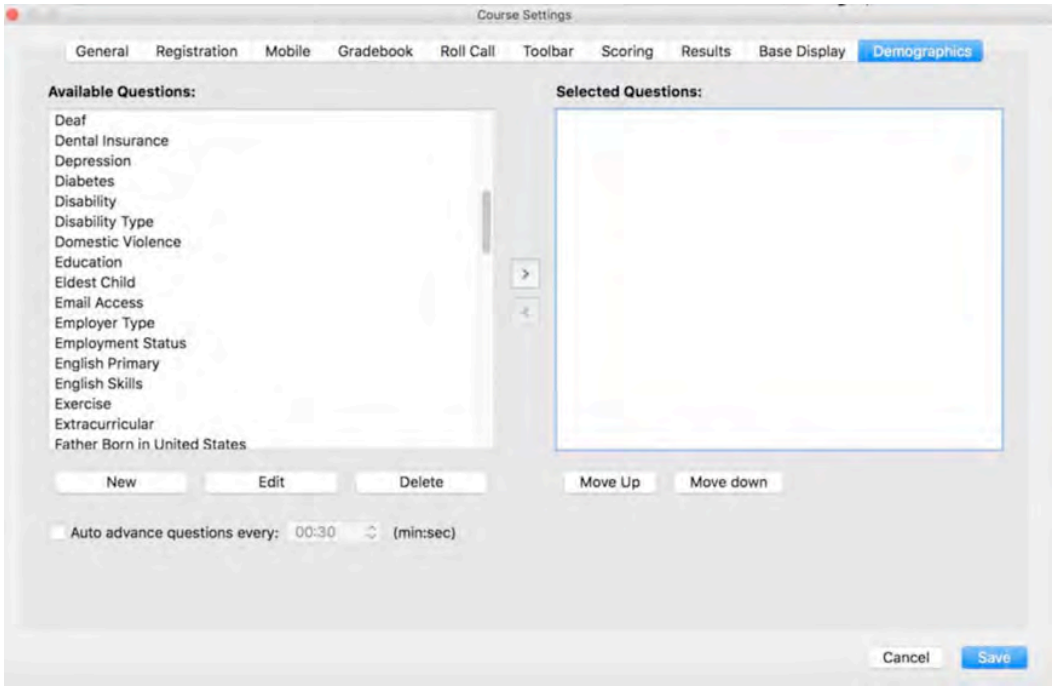
The numeric response display shows the top responses for a polling session. Choose the number of top responses that are displayed and the amount of time each response is shown. You may also choose to show the top responses as percentage of votes or number of votes.

Base Display settings for Short Answer

The short answer response display shows the top responses for a polling session. Select the number of top responses that are displayed and the amount of time each response is shown. You may also choose to show the top responses as percentage of votes or number of votes.

Demographics Settings

*iClicker Classic's **Demographics** settings allows instructors to select and create new demographics questions for segmentation of polling results. See the **Using Demographics** section of this guide to learn more about how these questions are used.*



Part VII:
Learn More About iClicker Classic

Use an Instructor Remote to Control iClicker Classic

You may designate one remote as the instructor remote for your own use in class. The instructor remote controls polling and moves between slides in your presentation software, allowing you freedom to move around the room while conducting iClicker Classic polling sessions.

iClicker Instructor Remote Function

The five response buttons (A, B, C, D, E) control key functions of the iClicker Classic polling and presentation software. The iClicker 2 instructor remote also includes a laser pointer and provides the capability to change the question type.

TIPS:

- Many instructors use the blue standard iClicker remote as the instructor remote. There are no technical differences between the blue iClicker1 or iClicker+ instructor remote and a white iClicker1 or iClicker+ student remote, respectively. The color is designated to make it easier for you to keep track of your individual and loaner remotes. The iClicker2 instructor remotes, on the other hand, are designed specifically for use by instructors and cannot be used as student remotes.
- To control your presentation software, the presentation software must be the "active" application on your computer screen.

Use iClicker Classic with Presentation Software and Videos

The iClicker Classic software is designed to be used with any presentation software. However, as is typically the case, not all third-party software applications work the same way. The following is a list of "tips and tricks" that can be used for the best experience using iClicker Classic with your presentation software.

Microsoft PowerPoint

The iClicker Classic polling session toolbar is designed to "float" on top of PowerPoint presentations when in slide show mode. This makes it easy to run a presentation and conduct polling at the same time. Occasionally, you may find that the iClicker Classic toolbar "disappears" while running a presentation. If this happens, it is because PowerPoint has taken focus away from the iClicker Classic toolbar. To correct this situation, simply press **ALT+Tab** (Win) or **Command+Tab** (Mac) on your keyboard and toggle to the iClicker Classic application icon. This brings the toolbar back into view.

Many instructors take advantage of the iClicker Classic instructor remote to advance their PowerPoint slides and conduct polling. In order to advance your slides, PowerPoint must be in focus, If you find that the instructor remote does not advance your slides, select the PowerPoint presentation to bring PowerPoint back into focus.

Apple Keynote

Keynote users must change a preference in the **Slideshow Preferences** window in order for iClicker Classic to float on top of a presentation.

1. Select **Preferences** from the **Keynote** menu option.
2. Choose the **Slideshow** icon in the toolbar.

3. Select the **Allow Expose, Dashboard and other to use screen** option.

4. Close the preferences window.

If at any time the iClicker Classic toolbar or any iClicker Classic window "disappears" behind your Keynote presentation, press **Command+Tab** on your keyboard and toggle to the iClicker Classic application icon. This brings the iClicker Classic toolbar back into view.

Prezi

iClicker Classic works best when Prezi presentations are downloaded to your desktop rather than run within a web browser. When using a Prezi presentation, you may create the presentation using the free, online version of Prezi or the Prezi Pro desktop version. After creating your presentation, save the presentation to your desktop or another location that you can access while in your class. Once the presentation is downloaded, you can run it in full-screen mode. The iClicker Classic toolbar will "float" above the presentation, and you can even use the instructor remote to advance your Prezi "slides."

NOTE: If you attempt to run Prezi in full-screen mode from a web browser, iClicker Classic may force Prezi out of full-screen mode. Download your Prezi presentation to your computer or thumb drive to resolve this issue.

Online Videos

iClicker Classic works best when running online videos in standard rather than full-screen mode. If you run online videos in full-screen mode, iClicker Classic may cause the video to exit full-screen mode.

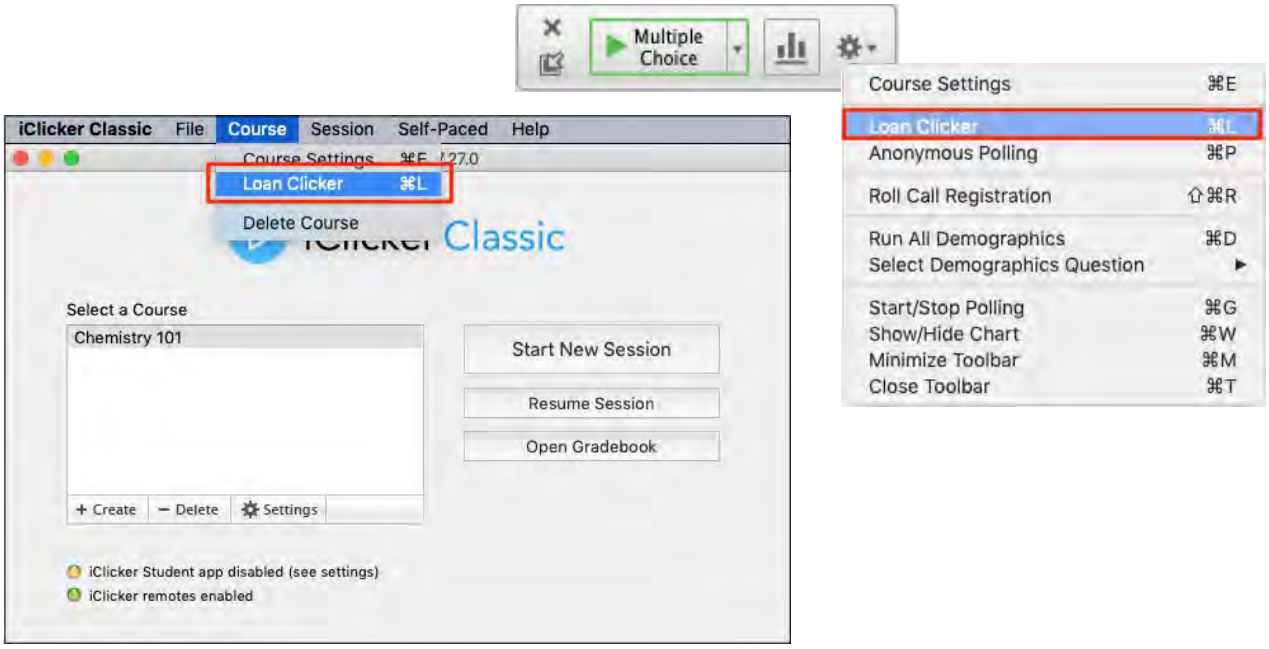
Loan a Remote to a Student

A remote can be assigned to an individual student as a "loan" with the duration set to either the entire term or just for the active session.

- **Permanent Loan:** The remote is assigned to the student for the duration of the course. This option is not only useful to actually loan a clicker, but also for registering an individual remote for the occasional late addition to your course or for a student who buys a new remote partway through the term.

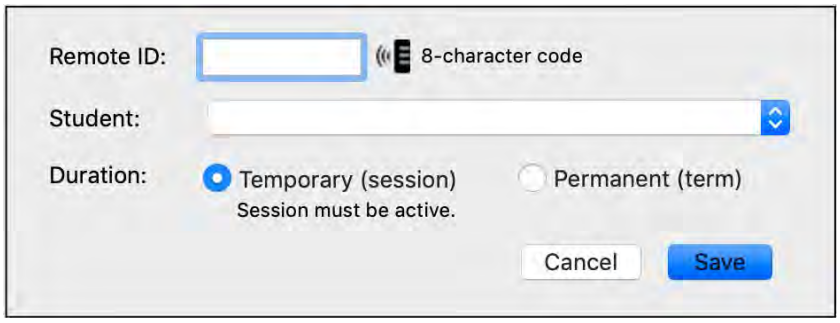
- **Temporary Loan:** The remote is assigned to the student only for the active session. This is truly for lending a student an extra remote you may have when they forget to bring their remote to class.

The two locations where the **Loan Clicker** window can be accessed are from the **Courses** menu when a session is not active and from the toolbar's **Options (gear)** menu when a session is active.



NOTE: Although the **Loan Clicker** window can be opened from either location, the **Temporary** duration option is only enabled when a session is active.

Loan Clicker Window



- **Remote ID:** The remote ID field is not case-sensitive. If a session is active, the remote ID can be transmitted to this field by pressing any of the A-E buttons on the remote. This feature is useful for avoiding entry errors or when a remote ID is illegible. Accepting a remote transmission is only enabled from an active session and is indicated by an active **Transmit** icon next to the **Remote ID** entry field.
- **Student:** Your roster populates this drop-down list.
- **Duration:** The **Temporary** option is disabled if a session is not active.

IMPORTANT: The student names in the list are populated from your roster. You must prepare a roster before you can loan a clicker to a student.

Change the Frequency Code on a Student Remote

*If you change the base station frequency from the default **AA** code, your students also need to change the frequency on their remotes. The instructions for changing the frequency code varies depending on the model of the remote.*

NOTE: The iClicker base must be plugged in and a session must be started before students can change the clicker frequency. When you start a polling question, a window displaying the frequency code will open.

Instructions for iClicker1 and iClicker+ Remotes

Students with these models must change their remote frequency at the beginning of each session.

1. Press and hold the **On/Off** button until the power indicator light flashes.
2. Enter the 2-character frequency code using the **A-D** buttons on the remote. Once a student successfully enters the code on a clicker, the Power light stops flashing.

Instructions for iClicker2 Remotes

The **iClicker2** remote remembers the last saved frequency. If your students change the frequency in your class and do not later change frequencies again, the **iClicker2** remote retains the frequency from the previous session and briefly displays the frequency code on the LCD when powered up.

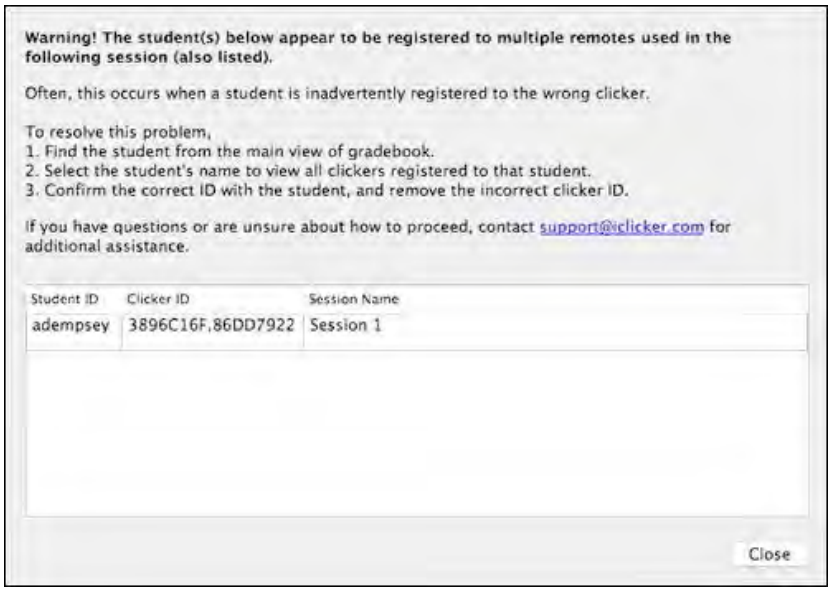
1. Press and hold the **On/Off** button until the LCD screen shows a flashing frequency code.
2. Enter the 2-character frequency code using the **A-D** buttons on the remote. A checkmark briefly appears on the remote LCD indicating that you have successfully reset the frequency code.

Resolving Multiple Remote Warnings

While it is not likely, a student may be associated with two remotes. If this happens, iClicker Classic alerts you when you open or close the gradebook. You can resolve the issue by editing the student record to remove a ***Clicker ID****.*

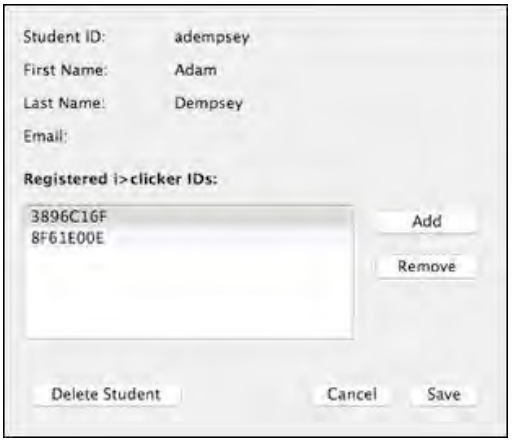
1. Review the multiple remote warning.

Make a note of the listed student(s) who have two or more Clicker IDs.



2. From the gradebook, double-click the student record to edit.

A student details window opens that shows the student information.



3. Highlight the Clicker ID and click the **Remove** button.

Make sure you know which Clicker ID was incorrectly associated and needs to be removed.

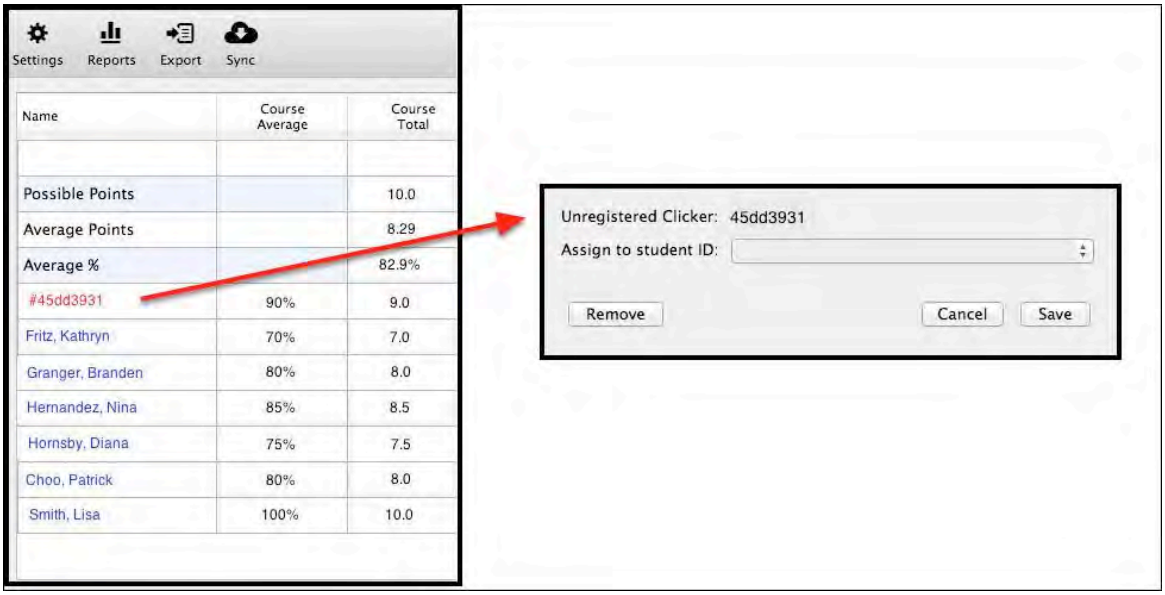
Manage Unregistered iClicker Remotes

Within the iClicker Classic gradebook, you can assign or remove unregistered remotes. If you only have a few unassigned remotes, follow the steps in this section to resolve. Otherwise, refer to the instructions for preparing your roster.

NOTE: Assigning or removing an unregistered remote is necessary if a student dropped a class after a participating in a polling session or there was a problem with the remote registration.

1. Select a course and choose to access the gradebook.

2. Double-click a clicker ID to open the **Unregistered Clicker** window.



3. Assign the clicker ID to a student or remove the unregistered remote from your course.

   If the student to be assigned does not appear in the list, you will need to add that student to the **roster.txt** file then try again.