Create a course

Once you have set up your software and hardware, the first thing you will need to do is create your courses.

1. Choose to create a course.

![Select a Course](image)

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

![Course Name](image)

*i>clicker* automatically creates a new course sub-folder in the *Classes* folder.
3. Review the i>clicker Home window.

Returning to the i>clicker 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.
Customize your course settings

The *i>clicker* 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.

1. Select your course.

2. Choose to edit the settings for a course.

Select the **Settings** (gear) button or choose **Course Settings** from the **Course** menu to view the course settings. Here you can review or change the settings for a specific course.
3. Update the course settings and choose to save your changes.

Choose the corresponding tab at the top of the **Course Settings** window to access the various settings.

Settings are course-specific. They are organized into eight tabs:

- **General**
- **i>clicker GO**
- **Gradebook**
- **Roll Call**
- **Polling**
- **Scoring**
- **Results**
When you click **Sync Scores**, i>clicker will communicate with your LMS to upload i>clicker polling data into your LMS gradebook. If you have not saved your LMS credentials, you will be prompted to enter your credentials.

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**Customize Your Course Settings**

**Update the settings for a course**

The *i>clicker* 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. **Settings are course-specific. They are organized into eight tabs as shown in Step 2.**

1. Select a course and choose to edit the settings.
Select the **Settings** (gear) button or choose **Course Settings** from the **Course** menu to view the course settings. Here you can review or change the setting for a specific course.

2. **Update the course settings.**

Use the options provided in the **Course Settings** window shown below to customize your **i>clicker** experience. Instructions are available for each of the tabs: **General**, **i>clicker GO**, **Gradebook**, **Roll Call**, **Polling**, **Scoring**, **Results**, and **Base Display**.

3. **Save the changes you set for a course.**
General

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.

1. Select the General tab in the Course Settings window.

![General Tab Interface](image)

2. Specify the General settings for your course.

Enter or edit the general settings: course name, instructor remote ID, and welcome message. Only a course name is required. The other settings are optional.
2.1 Update the course name.

The **Course Name** field shows the name that you entered when you created your course. The program immediately saves changes to the course name upon moving the focus out of the field.

**TIP**: Your course name does not need to match the official course name used by your school. The **i>clicker** course name is primarily for your reference. If you use **i>clicker GO**, students will see this course name to join a session.

2.2 Enter the clicker ID for the instructor remote.

The clicker ID is an 8-character alphanumeric code (e.g., 8561E331) located on the back of the clicker.

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 **i>clicker** polling sessions.

To activate the instructor's remote, enter the clicker's remote ID in the **Instructor Remote ID** field.

2.3 Enter a welcome message.

The optional welcome message allows you to set an eight-character message that will appear on the LCD screen of your students' **i>clicker2** remotes. For example, you may choose to add your course name as the welcome message (e.g., CHEM301). Students with **i>clicker 2** remotes see the welcome message when they turn on their remotes. The welcome message is a great way to ensure that students are voting in the correct class.

3. Specify the frequency code settings.

The **i>clicker** 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 **i>clicker**, you should not modify this
frequency. However, if someone else is using i>clicker in close proximity, one of you must use a different channel.

**TIP:** If you use i>clicker near another instructor who is using the polling software, we recommend you set your default frequency for the entire term. If i>clicker is in use across your institution, you may also need to coordinate frequencies with your IT administrator. They may have already assigned channels to each classroom.

At the beginning of each session, i>clicker checks for base stations in close proximity using the same frequency as your setting. If a base nearby uses the same frequency, the program prompts you to change your frequency.

**IMPORTANT:** If the frequency is not AA, you must instruct students to change the frequency code on their clickers at the beginning of each class.

3.1 Change the frequency code if there is a conflict with a nearby classroom.

Use the options to set a new frequency code (e.g., BB).

3.2 Set the frequency code alert message status.

When the frequency code is not set to AA, a message appears prior to each polling session.

You may alter the length of time that the frequency alert warning appears on your screen, or you may choose to disable the warning/change alert completely (so that it never displays).

4. Select the regional settings.

Using the regional settings, you can set the default language and control whether you are asked at start-up to specify the language.

4.1 Specify the default language.

Choose the language from the pop-up menu. The list of supported languages appears in the list.
4.2 Set the option to allow you to change the language at start-up.

If enabled, **i>clicker** presents a window at start-up that allows you to change the language each time you run the program.

5. Select another settings tab or choose to save the updates.
The *i>clicker GO* settings allow you to enable *i>clicker GO* for your class. Students can then use their laptop or smartphone with the *i>clicker GO* app to respond to polls in your class.

1. Select the *i>clicker GO* tab in the Course Settings window.

The *i>clicker* program checks the *i>clicker GO* server and summarizes the *i>clicker GO* registration status for your course when you select this tab. If you do not have an active Internet connection, you cannot update the status and the *Edit i>clicker GO Settings* button is disabled.

When *i>clicker GO* is enabled, the software allows you to start or resume a session without an attached base station. Without a base, students cannot vote using physical clickers and you cannot use an instructor remote.
2. Choose the Edit i>clicker GO Settings button.
3. Complete the fields in the i>clicker GO Registration window.

- Enter your email address and select a password.
- Enter your complete name. Students will use the name entered here to find your course.
- Enter your school ZIP/postal code and select the **Lookup** button.
- Select your school's name from the list that populates the **University Name** drop-down menu.
**IMPORTANT:** If your school does not appear in the list, please contact support@iclicker.com. Students must enter the same ZIP/postal code when they set up an *i>clicker GO* account.

4. Choose the Allowed option.

5. Submit the form to enable your course for *i>clicker GO*.

**NOTE:** If your school purchased an *i>clicker GO* site license, you may be prompted to enter a site license code. See your school admin if you do not know your school's 12-character site license code.

**To disable *i>clicker GO***:

- Choose the **Edit i>clicker GO Settings** button to open the *i>clicker GO Registration* window.

- Select the **Not Allowed** option.

- Choose the **Submit** button to complete the disable process.

**NOTE:** Once you have several courses enabled for *i>clicker GO*, you may select **View and Manage** to view a list of your *i>clicker GO*-enabled courses. You can disable your other courses from *i>clicker GO* in this window.
Gradebook

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

1. Select the Gradebook tab in the Course Settings window.

2. Select the roster source.
If you download your roster from a learning management system (LMS), select that LMS from the Roster Source menu.

Select General (No LMS) if you are not using a learning management system (LMS).

**Learning Management System (LMS)**

After you select your LMS, you need to choose your course.

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

**General (No LMS)**

Set the server URL for a locally-hosted registration database.

**IMPORTANT:** Leave this field blank unless directed by your campus administrator.

3. Save any changes to the Gradebook settings.
Roll Call

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.

1. Select the Roll Call tab in the Course Settings window.

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., 30-40 students), all of the student names may not fit in the Roll Call window. If that is the case, i>clicker 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.

2. Update the roll call options and choose to save the settings.
Polling

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

1. Select the Polling option in the Course Settings window.

2. Customize the polling 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 choosing the **Reset location** button.
3. Choose a count-up or count-down timer.

When you start polling, a timer begins. The default i>clicker timer counts upward, beginning with zero. In the default setting, you must choose to end polling. You may choose instead to define a countdown timer. To select the count down timer, select the **Count down from** option and set the count down timer start time.

**TIP**: In countdown mode, the up and down buttons to the right of the timer allow you to add or subtract 15 seconds as needed. You can still stop polling by pressing the **Stop** button on the session toolbar.

4. Save the settings to record your updates.
Scoring

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

**IMPORTANT:** Any changes made to the Scoring settings apply only to new polling sessions. Make adjustments to past sessions using the gradebook.

1. Select the Scoring tab in the Course Settings window.

![Scoring settings window]

2. Set the participation points options.

The i>clicker program awards participation points to students who attend and vote during lecture (encouraging student engagement). The program awards participation points by overall session activity, not by individual question.
2.1 Set the session participation points.

You can enter the number of points students earn in any given session for meeting the participation requirement, as defined by the criteria set in the next step.

2.2 Set the criteria to receive the participation points.

To earn the session participation points, students must respond to a certain percentage of questions in a session. Depending upon the total number of questions, i>clicker automatically 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 (correctly or incorrectly) to earn the participation points.

3. Specify the performance points options.

The program awards performance points to students by question for specific answers. Students can earn performance points without earning participation points, depending on your preference.

3.1 Enter the points the student receives for responding to a question.

This option allows you to enter the default number of points students receive for any answer. These are different from participation points, in that they reward students for performance by question, whereas participation points reward students for participation by session.

3.2 Specify the points awarded for a correct response.

This field allows you to reward students for choosing the correct answer for a question. These points are earned in addition to any performance points you award for simply answering the question.
3.3 Set a limit on the total number performance points a student may earn in a session.

Limit the number of total performance points a student can earn in a single 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 she can earn for that session is 5 points.

4. Save the updates.

**NOTE**: Any updates apply ONLY to future polling sessions. If you want to change the scoring for a previous session, use the gradebook to make those adjustments.
Results

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

1. Select the Results tab in the Course Settings window.

2. Choose the chart display setting for Multiple Choice questions.

   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**.
3. Specify the chart options for Numeric Response questions

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 sorted by most to least popular. 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.

4. Set the number of significant characters for Short Answer questions.

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.
Base Display

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

1. Choose the Base Display tab in the Course Settings window.

2. Set the display option for Multiple Choice questions.

During polling, the i>clicker 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 choose the amount of time before alternating the display.)

3. Choose the Numeric Response question display settings.

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.

4. Select the base station display setting for Short Answer questions.

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.
5. Save the settings for the base station display.