Grade and View Student Results

Take a quick look at the gradebook

The i>clicker gradebook provides access to all of the polling results for a course. Here you can view student results, edit performance/participation points, manage unregistered clickers, generate reports, and export results.

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

![Select a Course](image)

Simply choose a course and select Open Gradebook to view/edit the polling results for your students.
2. Review the gradebook options and student results data.

When you open a gradebook, i>clicker displays a window that shows your student roster, summary data, and session results. The summary data includes the course average, course total points possible, performance total points, and participation total points.

A - Change the default Scoring settings for all new sessions

B - Generate session and summary reports

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

D - Synchronize unregistered clickers

E - Summary results data for all sessions
**F - Session results (session summary and student scores)** -- **Ab** indicates student absent and/or did not respond to any questions in that session

**NOTE:** If you are set up to sync with an LMS, two buttons appear---**Sync Roster** and **Sync Scores**.

3. **Review the session details window.**

When you choose the **View** option for a session, a **Session Details** window appears as shown in the example above. A screen capture is shown for each of the questions presented during a session.

**A** - View the session summary, change the session name, and delete a session

**B** - View/edit the session scoring (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 a results chart for a question

F - Move to next and previous questions
View session results, set correct responses, and update points awarded

After you complete a session, use the gradebook to view the results for a polling session.
If you already set correct responses during the session, it is not necessary to make those updates now. However, if you did not indicate some or all of the correct responses, you must assign correct answers before students receive points for their responses.
If you did not set the default scoring settings, adjust the scores following these instructions. Make changes to the points for one question, a few, or all of them. For example, upon review you can assign more points for an especially difficult question.

1. Open the course gradebook and review session results.

<table>
<thead>
<tr>
<th>Name</th>
<th>Course Average</th>
<th>Course Total</th>
<th>Performance Total</th>
<th>Participation Total</th>
<th>Session 1 5/27/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Points</td>
<td>10.00</td>
<td>10.00</td>
<td>0.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>Average Points</td>
<td>8.29</td>
<td>8.29</td>
<td>0.00</td>
<td>8.29</td>
<td></td>
</tr>
<tr>
<td>Average %</td>
<td>82.9%</td>
<td>82.9%</td>
<td>0%</td>
<td>82.9%</td>
<td></td>
</tr>
<tr>
<td>#45dd3931</td>
<td>90%</td>
<td>9.00</td>
<td>9.00</td>
<td>0.00</td>
<td>9.00</td>
</tr>
<tr>
<td>Fritz, Kathryn</td>
<td>70%</td>
<td>7.00</td>
<td>7.00</td>
<td>0.00</td>
<td>7.00</td>
</tr>
<tr>
<td>Granger, Branden</td>
<td>80%</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Hernandez, Nina</td>
<td>80%</td>
<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>8.00</td>
</tr>
<tr>
<td>Hornsby, Diana</td>
<td>0%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Ab</td>
</tr>
<tr>
<td>Choo, Patrick</td>
<td>70%</td>
<td>7.00</td>
<td>7.00</td>
<td>0.00</td>
<td>7.00</td>
</tr>
</tbody>
</table>
The gradebook shows the possible points for each session, average points, and average percent score.

To review the session results, scroll through the student responses. The points shown include the earned performance points and participation points (if any). An Ab indicates that the student was absent or did not respond to any of the questions.

Student names appear in blue if a clicker is registered to that student. Any unregistered clickers (e.g., #45dd391) appear in red. Results are recorded for unregistered clickers and can be assigned to a student after a polling session. Select (double-click) an unregistered clicker to assign the clicker to a student.

**NOTE:** You cannot use the gradebook to manually edit an individual student's results. If you export results to an LMS or another gradebook, you can change them using that program.

**2. Review/update the correct responses for a session.**

To assign points for a polling session, you must identify the correct responses. If you did not select the answers during the poll, follow these instructions.
2.1 Choose View to display the Session Details window.

Locate the session in the gradebook and select the corresponding View option.
2.2 Select the correct response for each question.

While viewing the question details, you can change the points awarded for a single question by selecting (double-clicking) the points shown for a correct response. However, refer to the instructions in Step 3 to change the points for all of the questions in a session.

**TIPS:**

- Choose **Delete Question** to remove a question. The question is still shown, but the results are not used in the student or summary results calculations after the question is deleted.

- Choose **Undelete Question** if you accidentally delete a question or want to include the results for a deleted question in the summary calculations.

- Double-click a screen capture image to view it in full-screen mode.

- Select **Summary** to view a session summary or edit a session title.

3. Update the point settings for all questions in a session.

If you have not specified the performance points and participation points, you can change the point settings and apply them to all of the questions in a session.
3.1 Select the Scoring option in the Session Details window.

3.2 Set the participation and performance point settings.

**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 any NEW sessions.
**Participation points:** Awarded to students who attend and vote during lecture (encouraging student engagement). 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 were 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.

**Performance points:** Awarded to students by question for specific answers. Set the number of points earned for students who respond and/or select a correct response. You may also choose to set a limit for the total performance points awarded in a session.

4. Close the Session Details window to save the changes.
Generate reports

Using i\textgreater clicker you can prepare overall and session summary reports. When you generate a report, the program saves the report to a spreadsheet file.

**NOTE:** Microsoft Excel or another spreadsheet program capable of reading .xlsx formatted files is required. Use a spreadsheet application to open, review, print, and update the results.

1. Open the course gradebook and choose the Reports option.

<table>
<thead>
<tr>
<th>Name</th>
<th>Course Average</th>
<th>Course Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Points</td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td>Average Points</td>
<td></td>
<td>8.29</td>
</tr>
<tr>
<td>Average %</td>
<td></td>
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<tr>
<td>#45dd3931</td>
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<td>70%</td>
<td>7.00</td>
</tr>
<tr>
<td>Hernandez, Nina</td>
<td>80%</td>
<td>8.00</td>
</tr>
</tbody>
</table>
2. Specify the options and choose to prepare a report.

2.1 Choose the student information (name, ID, and/or remote) to appear on the report.

2.2 Select the report(s) to be prepared.

You can choose an overall summary report, session summary reports, or both. The **Overall Summary** option generates a report with the course summary results and session data as shown below. Choosing the **Session Summary** generates a separate report file for each session selected.

2.3 Choose OK to prepare the report(s).

2.4 Specify the location where you want i>clicker to save the report file(s).

The default location is the **Reports** folder inside your course folder (e.g., iclicker/classes/my course/reports). The **i>clicker** program uses the filename **overallSummary.xlsx** for the summary report. The filename for a session summary report includes the course name and session title (e.g., **MyCourse_Session1.xlsx**).
NOTE: Each time you generate reports, the program uses the same filenames. If you choose the same location, the new report files replace the existing files.

3. Open a report using a spreadsheet program.
A sample of the **Overall Summary** report and a **Session Summary** report appear above. You can print the report, edit any of the results, or save the report in a different format.

**TIPS:**

- The overall summary report shows the remote or GO ID. This is useful to quickly see the clicker registration IDs for all students.

- The session report includes both the summary results and the details for each question. Choose a tab in the spreadsheet to view a specific question.
Delete a session

Using i>clicker you can easily delete a session and all of the results. You may find it necessary to delete a session for a variety of reasons. For example, perhaps you were learning how to use i>clicker and created a sample session, or you accidentally started a session in a class.
1. Select a course and open the gradebook.

2. Choose View to display the Session Details window.
3. Select the Summary option.

Select the **Summary** option that appears in the upper, left corner of the **Session Details** window (shown in Step 2).

4. Choose to delete the session.

**IMPORTANT:** Verify that the correct session is shown in the **Session Summary** window. Then, choose to delete the session and all of the student results data. This process cannot be reversed.
Update or delete a student record

Within the i>clicker gradebook, you can edit clicker assignments for a student and delete student records.

**NOTE:** If you notice that a student name or ID is incorrect, you cannot change it in the gradebook. Depending on how you prepared the roster, you need to update that information in your LMS or in the roster.txt file.

1. Select a course and open the gradebook.

2. Select (double-click) a student name to view the Student Details window.
3. Update the student record as needed.

Use the options in the **Student Details** window to add/remove clicker 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, choose the **Delete Student** option.

**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

Exporting the student polling results creates a comma-separated values (.cvs) file that can be opened by a spreadsheet program or imported into another program such as a learning management system (LMS).

1. Open the course gradebook and choose the Export option.

<table>
<thead>
<tr>
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<th>Course Average</th>
<th>Course Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Points</td>
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<tr>
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<tr>
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<td>8.00</td>
</tr>
</tbody>
</table>
2. Choose the session(s) to export.

After selecting the session(s), select **Next** to continue the process.

Note: if you would like to export your session data for use with your LMS, please check to make sure you have selected your LMS from the Gradebook tab of Settings. The selected LMS will appear next to "File Format" (as shown above). For example, if you choose Blackboard as your LMS in Settings, Blackboard will be listed as the file format in the export window.
3. Set the export options and then choose to export the results.

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

Choose how you want to export the points earned by each student. For example, export the total points earned or just the performance points.
4. Specify a filename and location for the file then choose to save.
Sync your 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](http://www.iclicker.com) website for detailed instructions for your specific LMS.

If you are set up to use i>clicker with an LMS, the gradebook shows 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 icons are available only if your i>clicker Resources folder contains the necessary file for integrating with your LMS.

When you click Sync Roster, i>clicker will communicate with your LMS to find and pull your roster from the LMS into the i>clicker gradebook. If you have not saved your LMS credentials, you will be prompted to enter your credentials.