

# *UBC iClicker Windows User Guide*



**By: Adrian Wong, Eric Zhang, Henry Chow**

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## **Section A: Checklist**

### **Before the term starts**

*Do I have iClicker Materials (from the Centre for Teaching, Learning and Technology)?*

- USB Flash Drive: contains iClicker software and documentation.

**Note:** The software can be downloaded from here:

<http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareWin.zip> [1]

- Blue Instructor Remote: to control clicker sessions and presentation.
- (Optional) base/receiver: if it is not already in the classroom I am teaching, contact the Centre for Teaching, Learning and Technology to get my own iClicker base.

*Has the UBC Bookstore ordered enough iClicker remotes?*

- To order clickers for your class, search the ISBN: 0-7167-7939-0 and add the clickers to your course textbook reservation invoice.

*Do I have the latest version of the software?*

- If not, there is now an updated software for iclickers here:

<http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareWin.zip> [1]

*How do I add a course to iClicker?*

- Open the iClicker application in the "iClicker Win - UBC" folder and press the "AddCourse" button to add your course.

*Have I allowed my students to register their clickers on WebCT Vista?*

- If not, in the Build tab in your course in WebCT Vista, click "Add Content Link" ->"iClicker Registration". Refer to Adding iClicker Registration to your Vista course.

*Do I want to set different participation and/or performance points per clicker session or do I want to set it once for the entire term?*

- To set the grading for the iClicker sessions, open the iClicker application. Choose the course to be changed. Press "Your Settings and Preferences" and select the Scoring tab on the top bar. Change your grades. At the bottom right, you can press "Set for session" or "Set for term." to save the changes.

### **Before classes start**

*Have I prepared my clicker questions for my lecture?*

- iClicker works with almost all presentation software and will capture screenshot of the questions you created.

*Have I updated my class list?*

- During the first few weeks, run the CMS Integrate Wizard application to download the class roster from WebCT Vista into iGrader since students might add/drop the course.

**Note 1:** Go here to receive your CMS username and password here:

<https://tools.elearning.ubc.ca/eltools/utility?execution=e1s1> [2]

**Note 2:** You need to have Vista(WebCT Vista) checked in your preferences in

Registration/Export under Course Management System

*Have I changed the default iClicker frequency if I am not using the default AA frequency?*

- If not, you can change that in Settings and Preferences as described in Link title.

*When I open my iClicker software, does my software look messy?*

- If so, you should change the DPI of your fonts. To do this in Windows Vista:
  1. Press the Start Menu button.
  2. Click "Control Panel".
  3. Click "Appearance and Personalization".
  4. Click "Personalization".
  5. In the left sidebar, click "Adjust Font Size (DPI)".
  6. If Windows pops up a "Windows needs your permission to continue" box, press "Continue".
  7. Change your font size dpi to "96x96".
  8. Press "OK" and restart your computer.

## **After the class/term**

*Have I synchronized my iGrader scores into my Vista Grade Book?*

- Follow the steps in Section J - WebCT Vista Gradebook.

## **References**

[1] <http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareWin.zip>

[2] <https://tools.elearning.ubc.ca/eltools/utility?execution=e1s1>

## **Section B: Acquiring and Connecting the Hardware**

**No installation is required for iClicker hardware or software. It runs off the provided USB drive.**

How do I add clickers to my course textbook requisition form?

1. Login to the Textbook Requisition System  
here: [http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore\\_id=2287](http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=2287) [1]
2. Follow the video tutorial on the Textbook Requisition System site  
here: [http://support.thecampushub.com/tutorials/TextReq3/Requisitions\\_with\\_Textbooks.htm](http://support.thecampushub.com/tutorials/TextReq3/Requisitions_with_Textbooks.htm) [2]
3. Add ISBN 0716779390 into your textbook requisition.

For any question on the Textbook Requisition System,  
please refer to Textbook Requisition help: <http://textreq.thecampushub.com/v3.0/Help/Default.aspx> [3]  
or contact UBC Bookstore Textbook Requisition System: [text@interchange.ubc.ca](mailto:text@interchange.ubc.ca) [4].

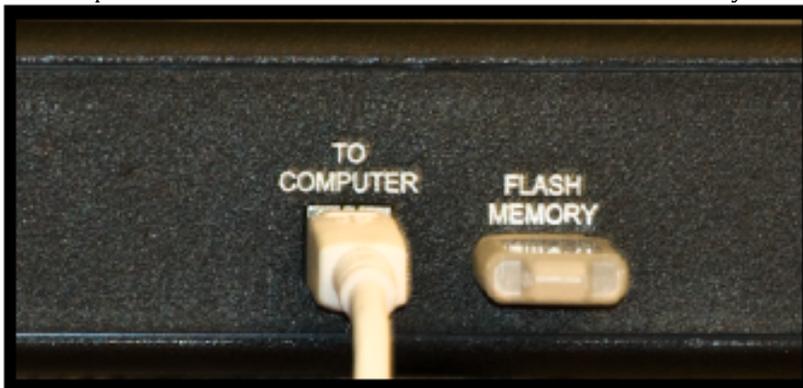
How do I set up the iClicker hardware?

1. To find out if the classroom you will be teaching in has a permanent affixed iClicker receiver hub,  
go to the eLearning website: <http://www.eLearning.ubc.ca/Clickers> [5]  
or confirm with the Centre for Teaching, Learning and Technology.
  - A. The i-clicker USB switcher, which is used for sharing a single i-clicker receiver between a laptop computer and the Podium PC. These devices have to be selected to the correct input for the i-clicker to function.
  - B. The switcher is normally quite well labelled with sufficient instructions. The location of the switcher may vary, it depends on the design of the podium.
  - C. The USB cable is usually labelled as "i-clicker". The USB cable is either laying on top of the podium or tucked in the cable trough by some users.





2. To get your own iClicker receiver hub, USB key, and instructor remote, contact the Centre for Teaching, Learning and Technology via [clicker.support@ubc.ca](mailto:clicker.support@ubc.ca). You can use your receiver to test using iClickers and/or use it in class.
3. In one of the two ports at the back of the hub, insert the hub's USB in the "To Computer" slot and insert the other end into the USB slot of your computer.



4. You can insert your USB key in the hub's other slot, "Flash Memory," or insert it into the USB slot of your computer.

#### What is included in the USB thumb drive?

1. *iClicker Win - UBC* - Contains all the application files for Windows operating systems.  
PC: <http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareWin.zip> [6]
2. *iClicker Mac - UBC* - Contains all the application files for Mac operating systems.  
Mac: <http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareWin.zip> [7]
3. *Backup* - Contains the .zip files of all the application files for both Windows and Mac operating systems.

## References

- [1] [http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore\\_id=2287](http://textreq.thecampushub.com/v3.0/Login.aspx?bookstore_id=2287)
- [2] [http://support.thecampushub.com/tutorials/TextReq3\\_Requisitions\\_with\\_Textbooks.htm](http://support.thecampushub.com/tutorials/TextReq3_Requisitions_with_Textbooks.htm)
- [3] <http://textreq.thecampushub.com/v3.0/Help/Default.aspx>
- [4] <mailto:text@interchange.ubc.ca>
- [5] <http://www.eLearning.ubc.ca/Clickers>
- [6] <http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareWin.zip>
- [7] <http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareMac.zip>

## **Section C: WebCT Vista: Adding iClicker Registration to Your Course**

How do I let my students register their clickers?

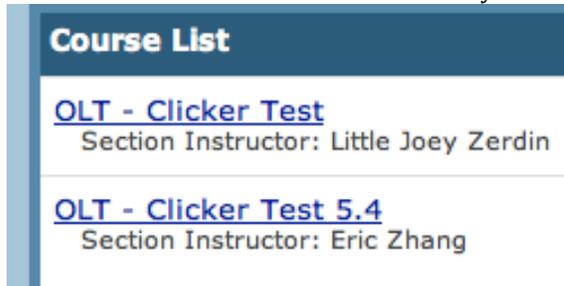
1. Go to WebCT Vista: <http://www.elearning.ubc.ca/lms/login-to-vista/> [1]

2. Login to your WebCT Vista course.

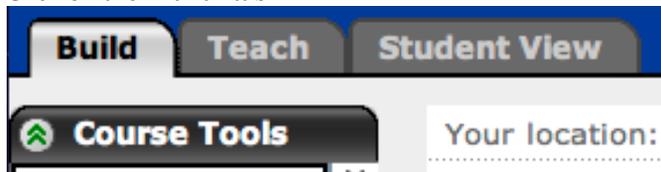
To log in, please click on the  
CWL Login button below



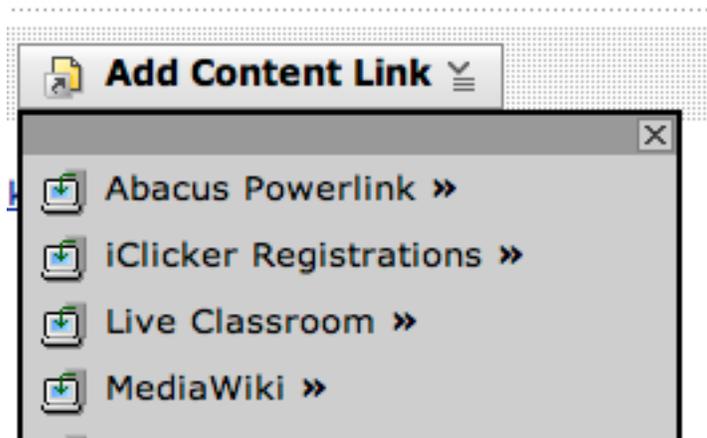
3. Select the course from the course list that you wish to have the iClicker component.



4. Click on the "Build" tab.

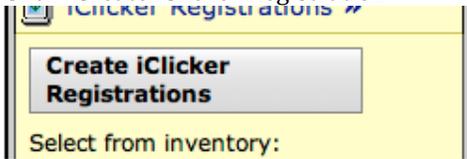


5. Click on "Add content Link".

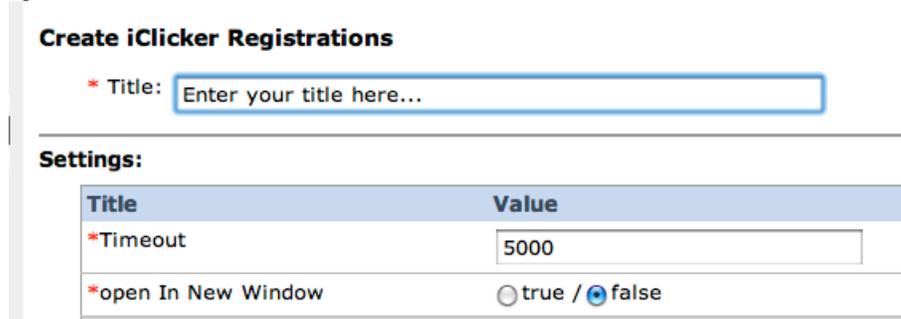


6. Select from the drop down list "iClicker Registration"

7. Click "Create iClicker Registration".



8. Enter any title, i.e. "Register Your Clicker". "Timeout" value should be set to 5000, and "open In New Window" should be set to "False"



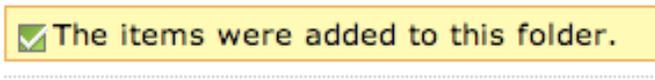
**Create iClicker Registrations**

\* Title:

**Settings:**

Title	Value
*Timeout	<input type="text" value="5000"/>
*open In New Window	<input type="radio"/> true / <input checked="" type="radio"/> false

9. Press "Save" and the following will appear.



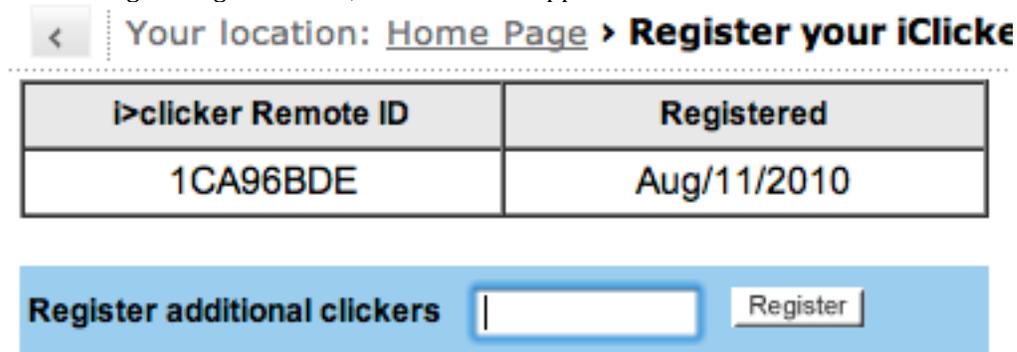
10. Click on the "Student View", and the iClicker registration icon should look like this:



11. Click on the registration link and it should look something like this:



12. After registering the clicker, the screen will appear:



## References

[1] <http://www.elearning.ubc.ca/lms/login-to-vista/>

## **Section D: Adding Courses to iClicker Application**

Software update Windows computers:

<http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareWin.zip> [1]

Unzip the file and run the program anywhere on your computer.

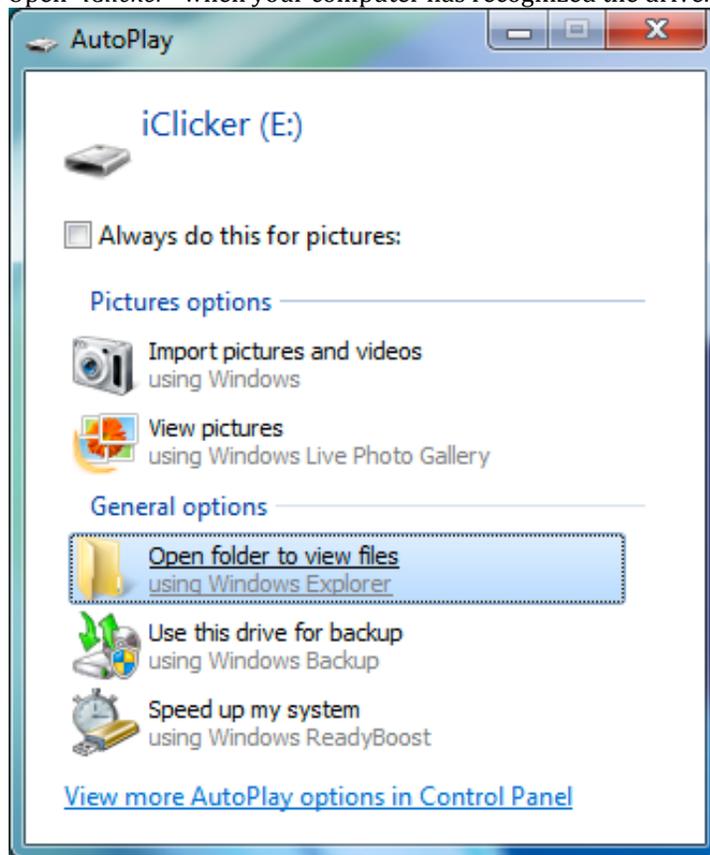
I've plugged in my USB drive or the software for iClickers are somewhere in my hard drive.  
How do I add courses to the iClicker application?

Skip the first two steps if you do not have a USB thumb drive with the iClicker software

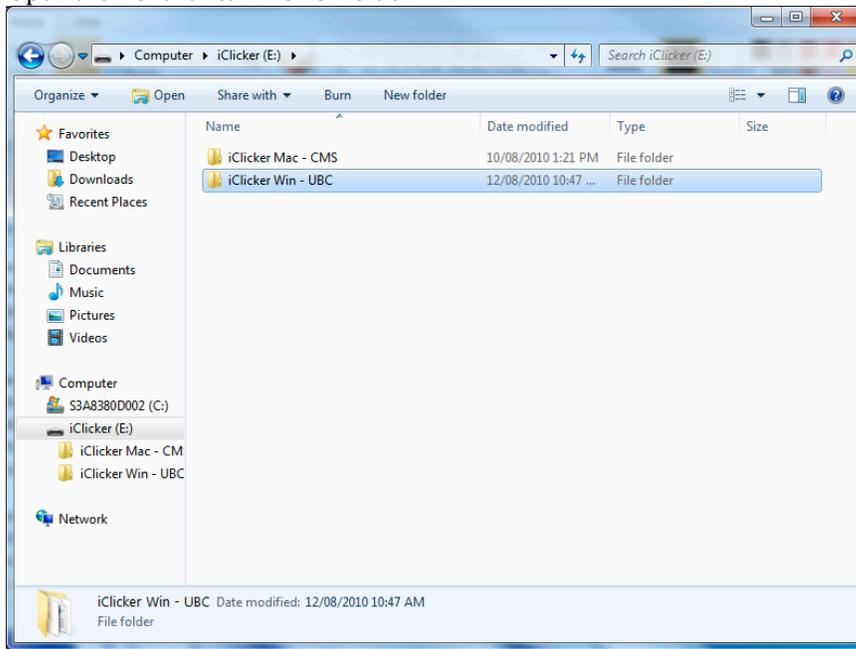
1. Open My Computer.



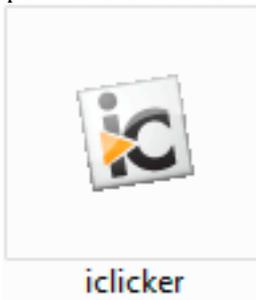
2. Open "iClicker" when your computer has recognized the drive.



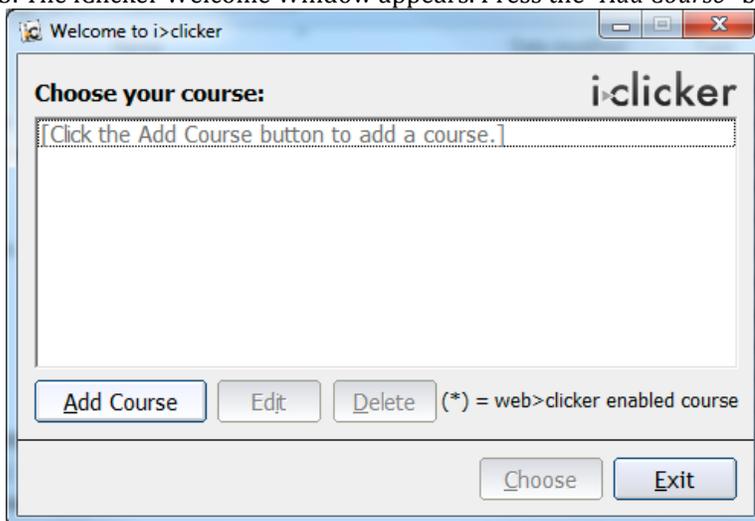
3. Open the "iClicker Win - UBC" folder.



4. Open "iClicker.exe" to launch the iClicker application.



5. The iClicker Welcome Window appears. Press the "Add Course" button.



6. Enter your course information and press the "Create" button.

**Add Course**

**Add your course information.**  
Your course information should be specific enough that your students can use it to identify your course.

Course Name:

Course Number:

Section Number:

7. Select your course and press the "Choose" button

**Welcome to i>clicker**

**Choose your course:** i>clicker

CTLT-301-101

(\*) = web>clicker enabled course

8. The main iClicker interface will appear.

**i>clicker - v5.4.5**

Course : CTLT-301-101

Loan Clickers

**start session**

Your Settings And Preferences

Resume Last Session

## **Section E: iClicker Interface, Settings & Preferences**

Now that I have opened "Your Settings and Preferences", what do these settings mean?

For a description of each setting, click on the circular question-mark "Help" button beside each field.

**Please note that you will have to change these settings for every class.**

1. In the General tab:

- A. **Instructor's Remote ID:** Enter the ID of your blue iClicker here to control your presentation software from anywhere in the lecture hall.
- B. **Frequency Code:** The default frequency channel is set to AA. If you are the only instructor using iClickers in the vicinity, you may leave the frequency code unchanged. Otherwise, you or the other instructor will need to change the frequency.

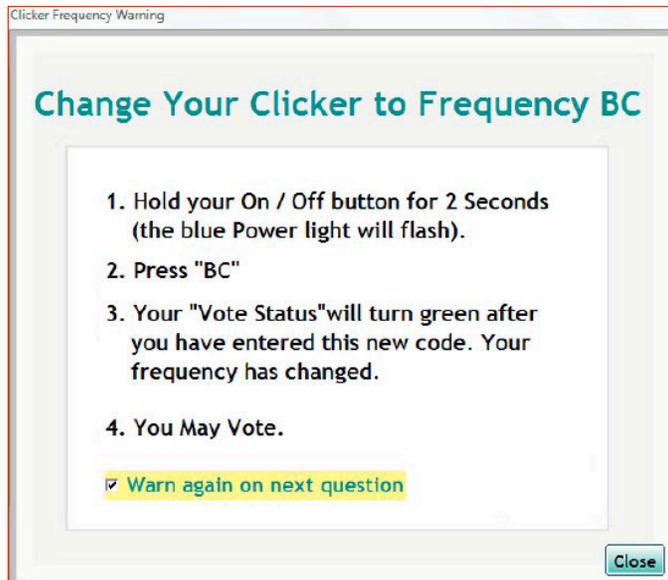
***If you are in a classroom with a permanently affixed iClicker receiver hub, the frequency is fixed and will override any frequency change made in this feature.***

**The frequency may need to be changed**

The screenshot shows the 'Settings And Preferences' dialog box with the 'General' tab selected. The 'Course Name' field contains 'CTLT-301-101'. The 'Instructor's Remote ID' field contains '0B04B1B4' with a note '(8 character code printed on back of remote)' and a help button. The 'Toolbar' section has a description, radio buttons for 'Small' (selected) and 'Large', and a 'Reset' button. The 'Frequency Code' section has a description, radio buttons for 'Subfrequency Code 1' (A, B, C, D) with 'B' selected, and 'Subfrequency Code 2' (A, B, C, D) with 'B' selected. Below this are radio buttons for 'When the frequency code is not set to default value AA, show an alert message:' with options 'until manually closed' (selected), 'for 5 Seconds', 'for 30 Seconds', and 'for 15 Seconds', and 'Not at all'. The 'web>clicker and Satellite Polling System' section has a description, a help button, and a 'web>clicker/SPS Setup' button. At the bottom are 'Set For Course', 'Set For This Session', and 'Cancel' buttons.

C. **Frequency Change Alert:** When you change your frequency from the default, a popup will appear to tell students how to change their clicker frequency.

***The frequency in this alert will be set to the frequency in iClicker.  
If a permanently affixed iClicker receiver hub is in use, it will not be displayed properly here.***



• **NOTE: To change frequencies on the iClickers (This is also on the back of the iClickers):**

1. Insert the iClicker receiver hub into your computer
2. Press the On/Off button until the blue Power light flashes
3. Enter the new frequency until a GREEN Vote Status light appears
4. Redo this for every session since the frequency will revert back to AA.

2. In the Registration and Export tab:

Settings And Preferences

General Registration and Export Polling Session Scoring

**In-Class (Roll Call) Registration**

Specify how your roster information is displayed for in-class registration.

Last Name, First Initial, Student ID

Last Name, First Name

Student ID

**Web Registration**

A security code is only necessary for campus-hosted web registration.

Security Code:

Leave this code blank unless directed otherwise by your campus administrator.

**Course Management System**

Select your Course Management System to set up i>clicker for importing your CMS course roster and exporting your i>clicker session data in your CMS format.

General  
no CMS specified

ANGEL

Desire2Learn

Moodle

Sakai

**Blackboard**

Version 6 - 7.2

Version 7.3

Version 8 and above

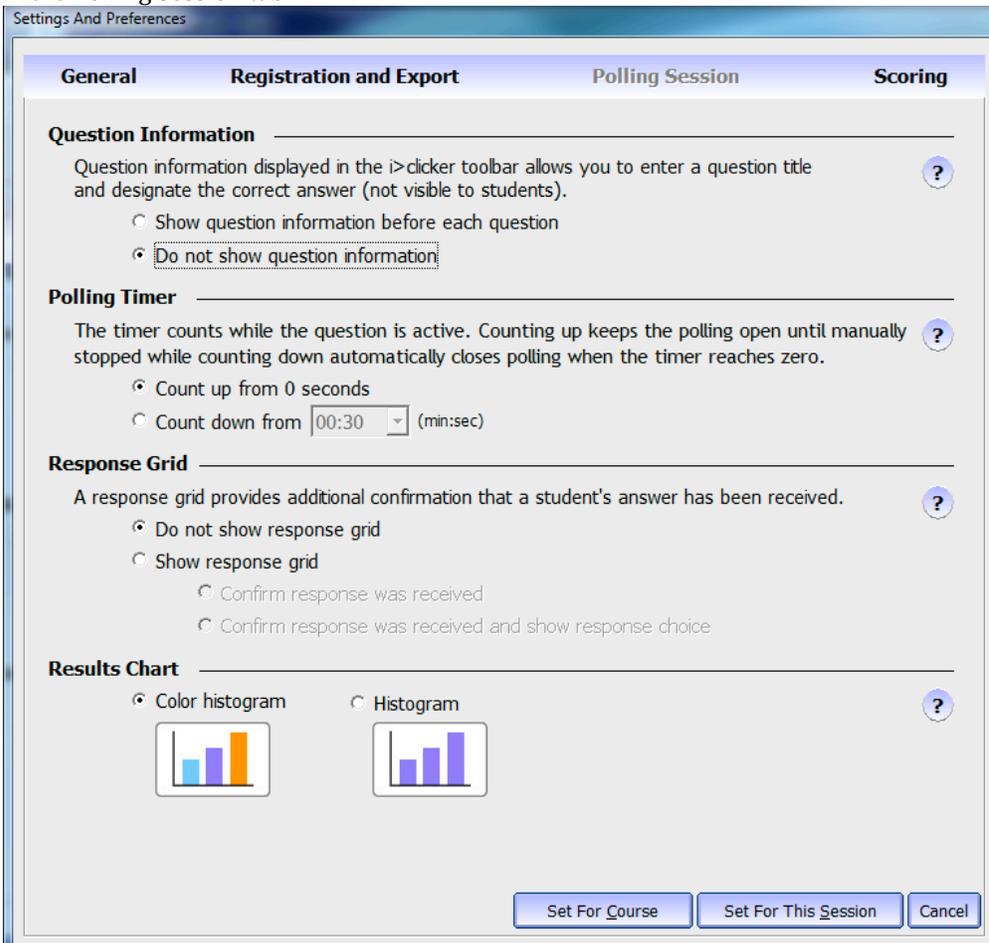
Campus Edition (formerly WebCT CE)

Vista (formerly WebCT Vista)

Set For Course Set For This Session Cancel

- A. **In-Class (Roll Call Registration):** Initially, the class roster only shows Student ID. Select "Last Name, First Initial, Student ID" for a more complete roster display.
- B. **Web Registration:** You don't have to enter a security code in this section. Leave this section blank.
- C. **Course Management System:** By default, the CMS option is set to "General".  
You MUST change this to "**Vista**" for ALL your classes.

3. In the Polling Session tab:



- A. **Question Information:** By default, iClicker names the questions in your clicker session as "Question 1, 2, ....". If you prefer to name your question AND add an answer (without showing your students), select "Show question information before each question."
- B. **Polling Timer:** You can choose whether or not to set a limit on how long your students have in order to answer a question by selecting "Count down from \_\_\_".

4. In the Scoring tab:

Settings And Preferences

**General**      **Registration and Export**      **Polling Session**      **Scoring**

**Participation (Session-Based) Points** ?

Participation points are awarded to students just for responding (regardless of how they respond) and are earned for the overall session (not individual questions). Participation points are useful for rewarding attendance and encouraging student engagement and accountability.

Session Participation Points:  (Points are awarded all-or-nothing for the session)

Requirement to Earn Participation Points:

- Students must respond to 100% of the questions
- Students must respond to all but one question
- Students must respond to at least 75% of the questions
- Students must respond to at least 50% of the questions
- Students must respond to at least one question

**Performance (Question-Based) Points** ?

Performance points are awarded on a per question basis and are earned in addition to any session-based participation points.

Question Performance Points:

Points for Responding:  } Each question is worth the total of these two point values

Points for Correct Response:

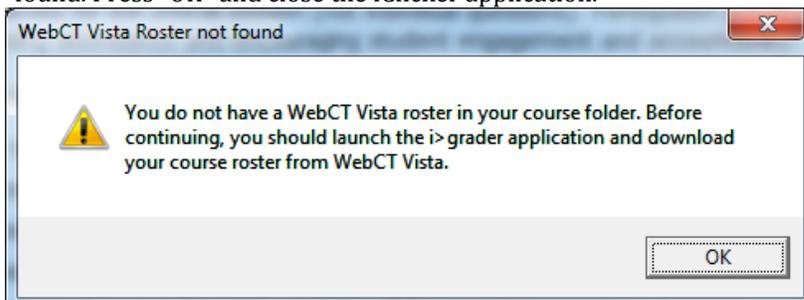
Total Performance Points:

- No limit to the total performance points earned in a session
- Limit total performance points in a session to maximum of:

- A. **Participation/Attendance Points:** If students answer any questions in the session, they get participation points even if their answer for the question(s) is/are wrong.
- B. **Performance Points:** These points are awarded by question for specific answer(s); therefore, if the student gets a correct answer, they would be awarded the points.

5. Now press the "Set For Course" button. An error message will appear saying that the class roster is not found. Press "OK" and close the iClicker application.



6. Please refer to the CMS Integrate Wizard & WebDAV section for instructions on downloading class roster from WebCT Vista.

## **Section F- CMS Integrate Wizard & WebDAV**

How do I get my class roster from my WebCT Vista course?

1. Follow this link and sign in with your CWL: <https://tools.elearning.ubc.ca/eltools/utility?execution=e1s1> [1]
2. On the next page, you will see the Utility ID and the Password you need to run CMS Integrate Wizard. Copy and paste the Utility ID and Password, which is used in the CMS Integrate Wizard. This is used to connect to your courses on WebCT Vista.

**Please note that the WebDAV password expires after 2 months. Make sure you regenerate your password by following the steps above when it expires.**

3. In "iClicker Mac - UBC" folder, open the CMS Integrate Wizard application.

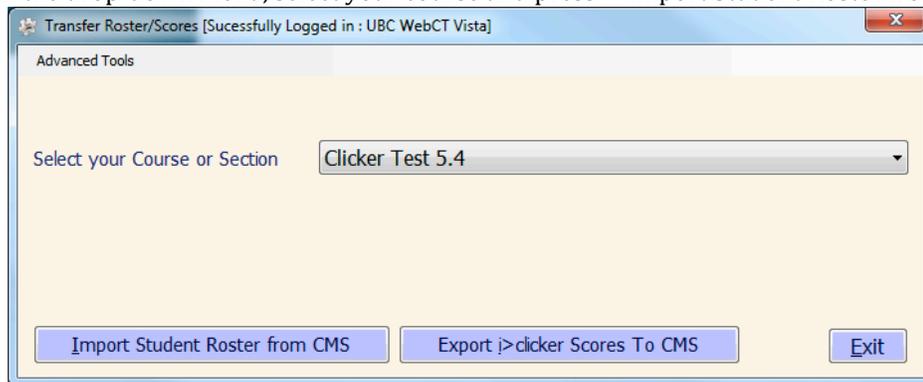


- **Note:** If CMS Integrate Wizard does not open, you will need to install Microsoft's .NET framework on your computer. Click here: <http://www.microsoft.com/downloads/details.aspx?familyid=0856eacb43624b0d8eddaab15c5e04f5> [2]

4. Enter your WebDAV account information in "Your CMS User Name" and "Your CMSPassword" respectively. Press Login.

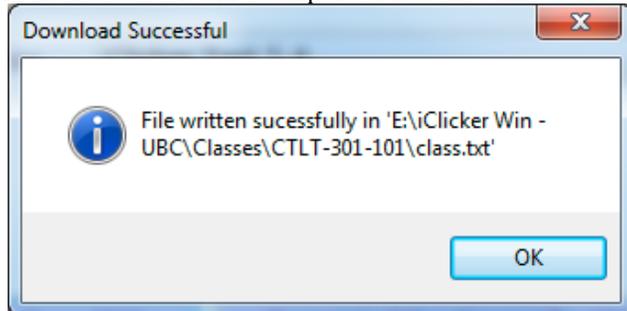
A screenshot of the 'Log in to your Course Management System' window. The window title is 'Log in to your Course Management System'. The main content area is titled 'Log in to your CMS' and contains the following text: 'Welcome to the i>clicker integrate CMS (Course Management System) Wizard. This tool allows you to: - Transfer your course roster from your campus CMS into i>grader - Transfer scores from i>grader into your campus CMS. Want help? Contact support@iclicker.com or your campus IT support team.' Below this text are several input fields: 'System / Version' (a dropdown menu set to 'UBC WebCT Vista'), 'Your Campus CMS URL' (a text field containing 'https://www.vista.ubc.ca/'), 'Your CMS Username' (a text field with the placeholder '<Enter your CMS login here>'), and 'Your CMS Password' (a text field with the placeholder '<Enter your CMS password here>'). At the bottom, there are two checkboxes: 'Save Username and Password' (checked) and 'Auto Login next time' (unchecked). There are also 'Login' and 'Exit' buttons at the bottom.

5. In the drop-down menu, select your course and press “Import Student Roster from CMS” .



- **Note:** *In iGrader, all students in your course with a registered clicker will be in BLUE; all students who HAVE NOT registered their clicker in WebCT Vista as well as unregistered clicker ids will be in RED.*

6. Your class roster will be imported into the same course you chose in iClicker.



## References

[1] <http://www.elearning.ubc.ca/lms/instructor-resources/utility-id/>

[2] <http://www.microsoft.com/downloads/details.aspx?familyid=0856eacb43624b0d8eddaab15c5e04f5>

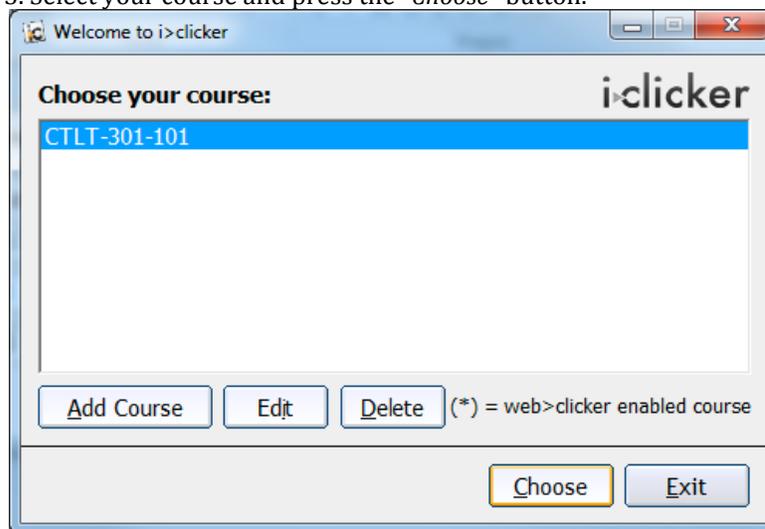
## **Section G- iClicker Running Sessions**

How do I run clicker sessions and how do I control my clicker sessions?

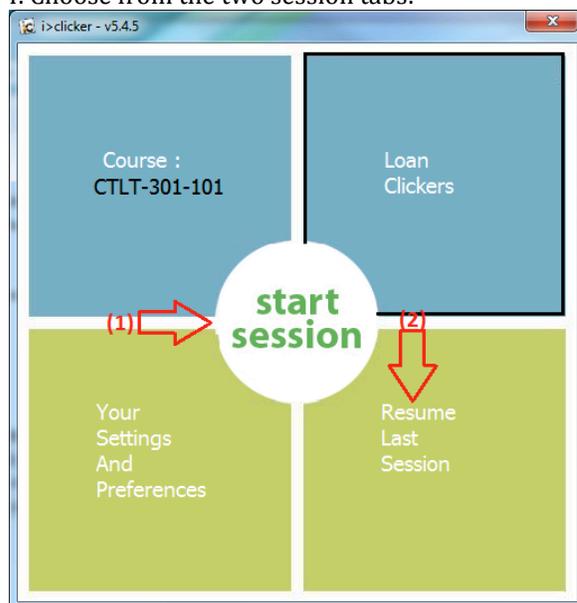
1. Before starting a session in class, plug in the iClicker receiver hub. Ask your students to turn on their clickers and if needed, change their frequencies.
2. In your "iClicker Win - UBC" folder, open the iClicker application.



3. Select your course and press the "Choose" button.



4. Choose from the two session tabs:

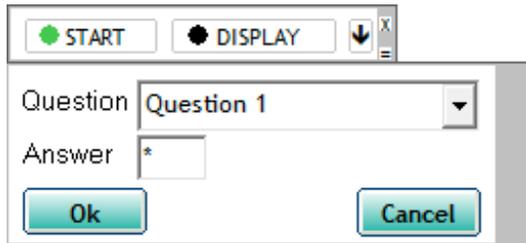


- A. **Start Session:** For each lecture, you will start a new session. Each session will have its own column in iGrader.
- B. **Resume Last Session:** If in the middle of your lecture, you close iClicker or your computer crashes, you can resume your previous session and the clicker marks in that session will not be erased.

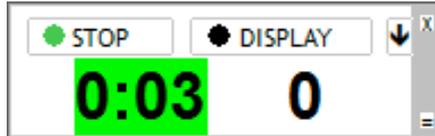
5. Plug the base into your computer and press “Start Session” . The main screen disappears

and is replaced by a floating menu bar. → 

6. Press the “Start” button when you start asking students questions. Press the “Stop” button to stop polling your students. If you selected "Show question information before each question" in the Polling Session tab under Settings & Preferences, a pop-up will appear to edit question information.

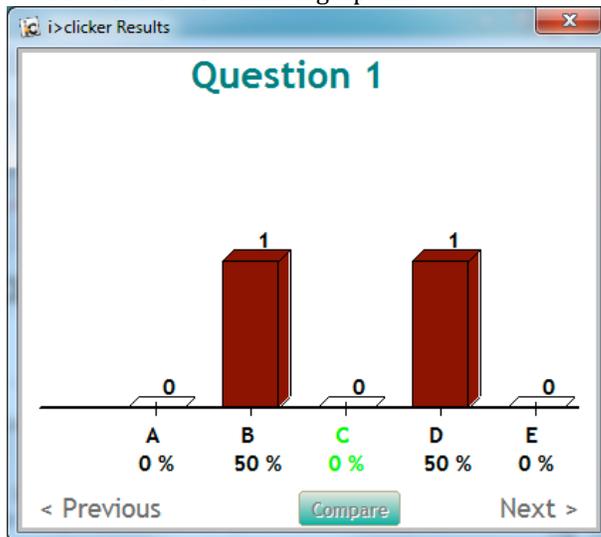


7. A Timer will appear and will count up/down depending on your settings. A counter shows the number of student votes.



- **NOTE:** iClicker will take a screenshot of your screen for each question, meaning if you use a presentation software (e.g.: PowerPoint), it will take a screenshot of the slide shown to students. This allows you to later review your questions without having to open the lecture slides.

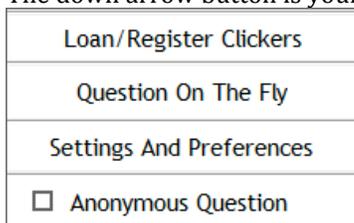
8. You can press the “*Display*” button at any time during your session to show a bar graph of your students’ responses with percentages and number of votes for each choice. If you want to show the correct answer after the question, you can click on the correct answer on the display graph. Press the “*Hide*” button to hide the graph.



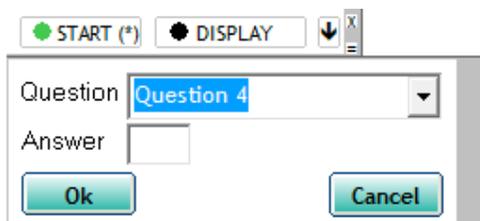
9. Press the “*Stop*” button to stop polling your students. A brief summary of the session will be displayed.



10. The down arrow button is your Options button. Pressing it will give you a drop-down menu to:



- A. **Loan/Register Clickers** - Students **MUST** register their clickers in WebCT Vista(See Adding iClicker Registration to Your Course). Clickers **SHOULD NOT** be registered using this feature.
- B. **Questions On The Fly** -Use for spontaneous questions that are not part of your planned lecture without interrupting your regular presentation.
- C. **Settings and Preferences** -Change your settings without closing and reopening iClicker.
- D. **Anonymous Question** - Checking this will only record the responses of your students but NOT who voted. A star (\*) will appear beside the “*Start*” button for anonymous questions.



11. Press the X button in the top right corner to close iClicker when you are done your

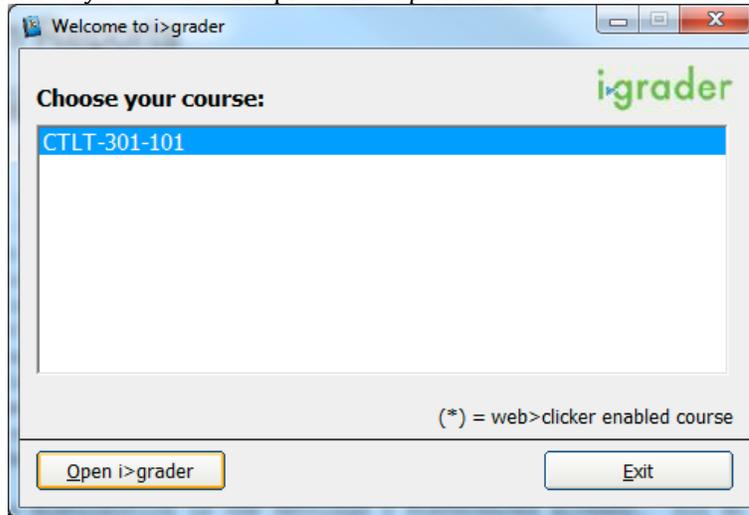
## Section H: iGrader: Interfaces, Session Grades, and Session Report

iGrader looks a bit complicated. There are so many features! How do I use it?

1. In your "iClicker Win - UBC" folder, open the iGrader applications.



2. Select your course and press the "Open iGrader" button.



3. The interface of iGrader has a table with your students in each row and each clicker session in the column



- Students with registered clickers are in blue; students without registered clickers are in red. Unregistered clickers that participate in sessions appear *at the bottom* in red.

4. You can click on each student's name to see their name, student number, and a list of registered clickers. If you click on "Add New Clicker", please note that you are only adding the clicker ID locally onto your computer.

**Students MUST register their clicker on WebCT Vista**  
(See Adding iClicker Registration to Your Course)

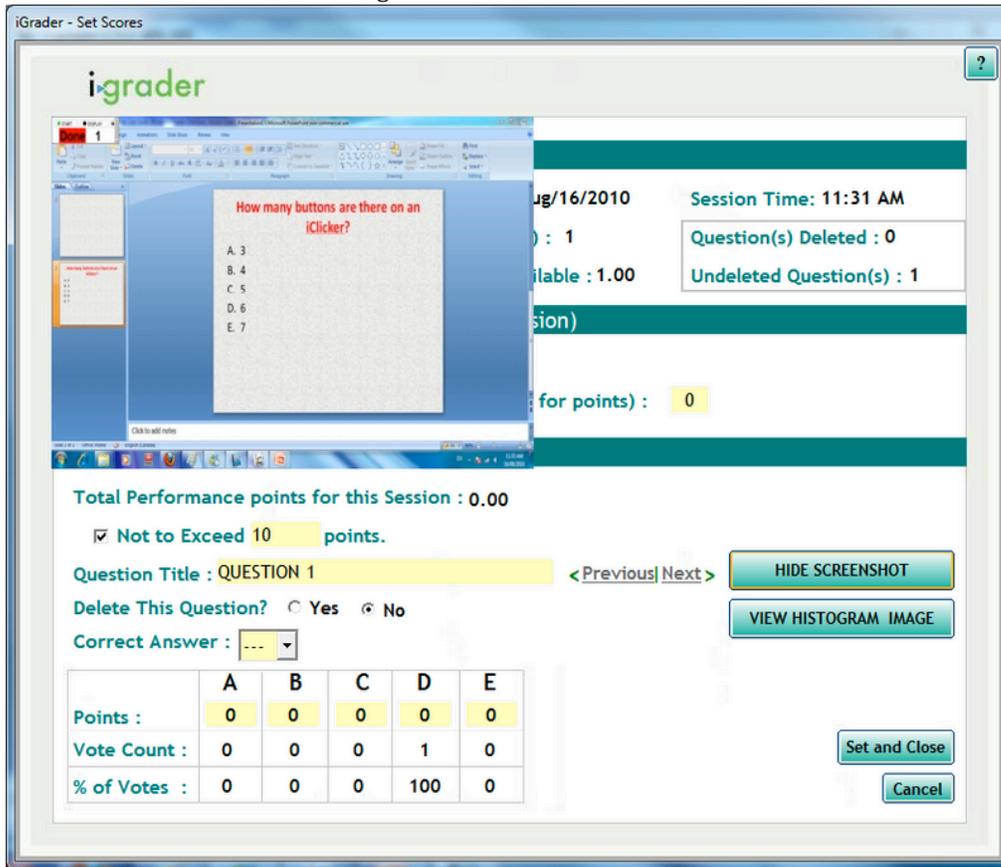
5. Each clicker session is labeled by date. If you run more than one session in a day, the second session will have "- 2" appended after the date and so on. Click on the date to rename the Session Name.

6. If you press "Set Scores", the "Session Summary" screen below will appear. You can edit Participation/Attendance Points and Points for that specific session.

- **NOTE: You have set the marks distribution in the Settings & Preferences already. You do not need to modify them here. You can add answers to give students more points.**

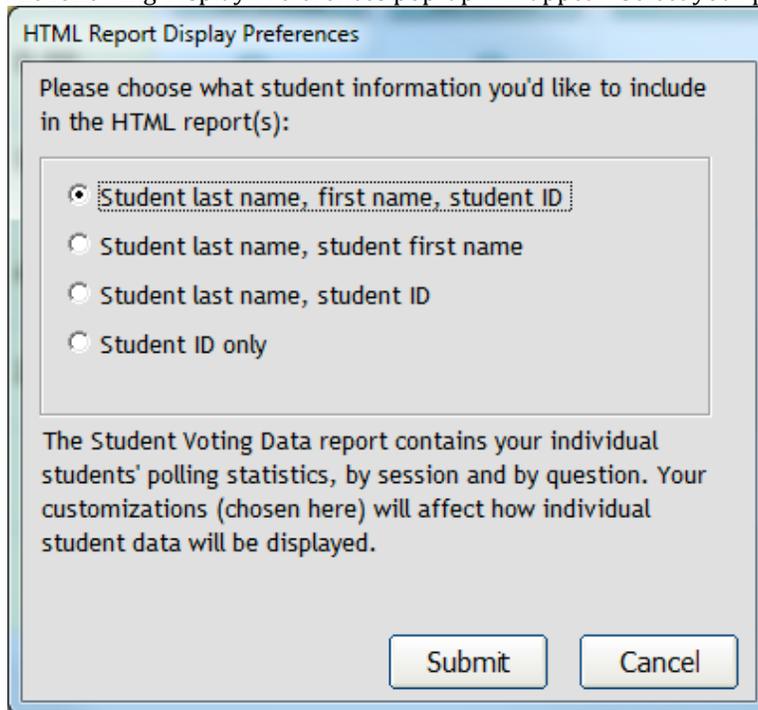
Points :	A	B	C	D	E
Points :	0	0	1	0	0
Vote Count :	0	1	0	1	0
% of Votes :	0	50	0	50	0

7. iClicker takes a picture every time you ask a question.  
 You can view the screenshot using the “View Screenshot” button.



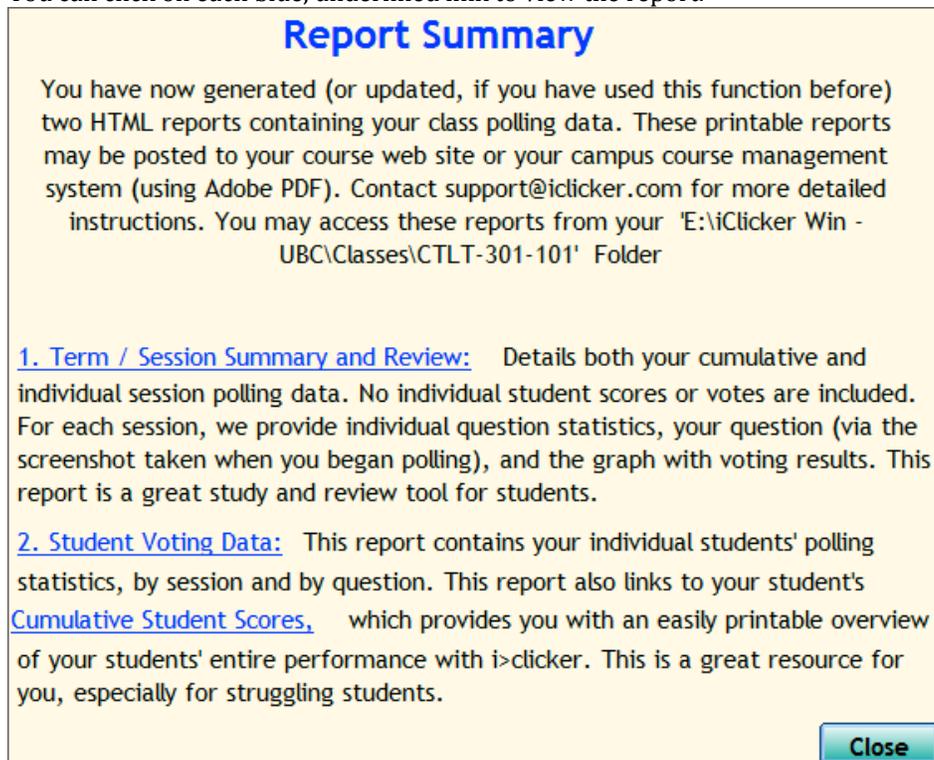
8. In the iGrader main interface page, iGrader can create Reports and view them.  
 Press the “Run/Update HTML Reports” button.

A. The following Display Preferences pop-up will appear. Select your preference and press "Submit".



The image shows a dialog box titled "HTML Report Display Preferences". It contains a text prompt: "Please choose what student information you'd like to include in the HTML report(s):". Below this are four radio button options: "Student last name, first name, student ID" (which is selected), "Student last name, student first name", "Student last name, student ID", and "Student ID only". At the bottom of the dialog, there are two buttons: "Submit" and "Cancel".

B. A Report Summary (shown below) will pop - up with a description of each option. You can click on each blue, underlined link to view the report.



The image shows a "Report Summary" dialog box with a yellow background. It contains the following text:

**Report Summary**

You have now generated (or updated, if you have used this function before) two HTML reports containing your class polling data. These printable reports may be posted to your course web site or your campus course management system (using Adobe PDF). Contact [support@iclicker.com](mailto:support@iclicker.com) for more detailed instructions. You may access these reports from your 'E:\iClicker Win - UBC\Classes\CTLT-301-101' Folder

**1. [Term / Session Summary and Review:](#)** Details both your cumulative and individual session polling data. No individual student scores or votes are included. For each session, we provide individual question statistics, your question (via the screenshot taken when you began polling), and the graph with voting results. This report is a great study and review tool for students.

**2. [Student Voting Data:](#)** This report contains your individual students' polling statistics, by session and by question. This report also links to your student's [Cumulative Student Scores](#), which provides you with an easily printable overview of your students' entire performance with i>clicker. This is a great resource for you, especially for struggling students.

Close

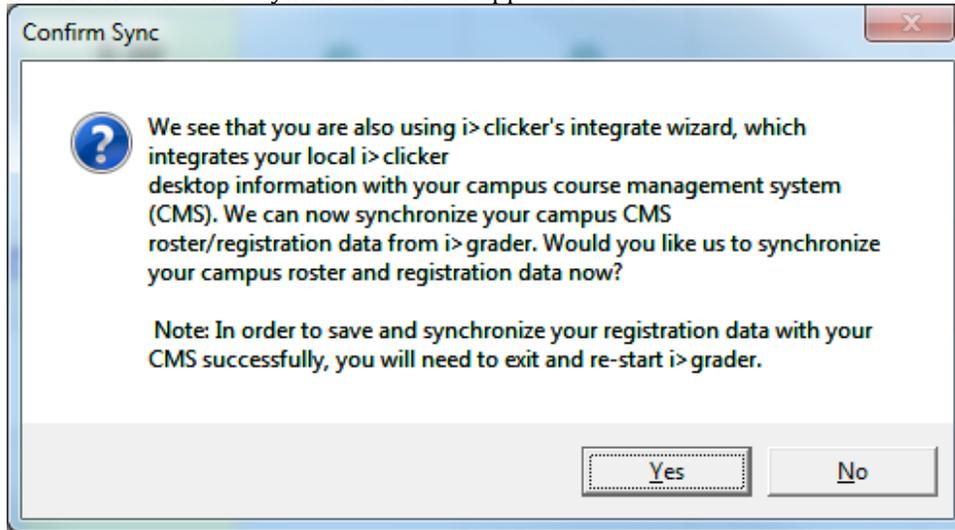
## **Section I: iGrader: Exporting Session Grades to WebCT Vista**

How do I bring my clicker scores into my WebCT Vista Grade Book?

1. Press "Synchronize Web Registrations" in the bottom right hand corner.

**Synchronize Student Web Registrations**

A confirmation box to synchronize roster appears. Click "Yes".



The CMS Integrate Wizard will load and you can import your student roster (Follow step 9 in CMS Integrate Wizard & WebDAV).

2. Restart iGrader.

3. In the iGrader main interface:

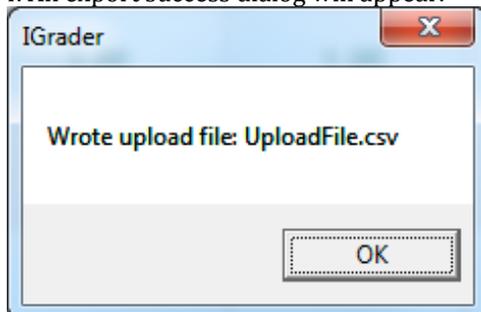
- A. Select the checkbox(es) for session(s) you would like to upload to WebCT Vista and then press "Export Selected Session(s) as CSV(Excel) file" in the bottom left corner:

**Export Selected Session(s) as csv (Excel) file**

- B. Or if you want to export all the sessions, press "Export All Session(s) as CSV (Excel)file". You do not need to select any sessions with this option.

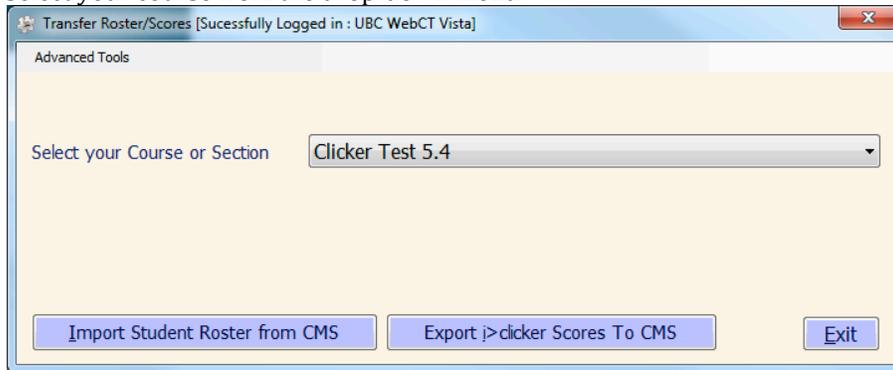
**Export All Session(s) as csv (Excel) file**

4. An export success dialog will appear.



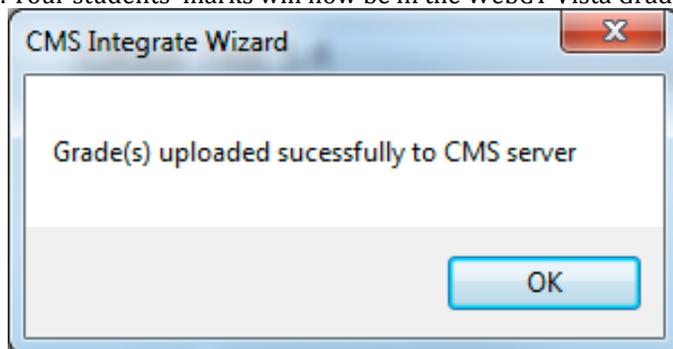
The CMS Integrate Wizard then opens. If you saved your CMS login information, it will appear. Otherwise, re-enter your login information and press the “Login” button.

5. Select your course from the drop-down menu.



6. Press "Export Clicker Scores to CMS."

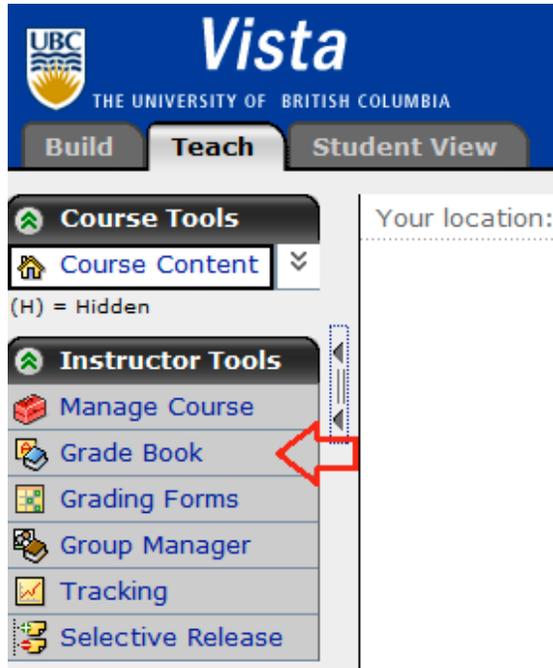
7. Your students' marks will now be in the WebCT Vista Grade Book.



## **Section J: WebCT Vista Gradebook**

How do I view my students' iClicker grades in WebCT Vista?

1. Login to WebCT Vista and go into your class.
2. Click the "Teach" tab.



3. In the sidebar, click "Grade Book".
4. Your sessions will appear exactly as they are in iGrader.

Your location: **Grade Book**

**Grade Book**

Create Column ▾ | Import from Spreadsheet | Reorder Columns

Grades | Members | View All | Custom View | SCORM Grades

<input type="checkbox"/>	▾ Last Name Alphanumeric ↕	▾ First Name Alphanumeric	▾ User ID Alphanumeric	▾ Role Alphanumeric	▾ 08/16/2010 Numeric (out of 1)	▾ Sec 101 Sco Numeric (out of 3)
<input type="checkbox"/>	Chow	Henry	s67002048	Section Designer		
<input type="checkbox"/>	▾ Student	Demo	webct_demo_37	Student	--	<a href="#">2.00</a>
<input type="checkbox"/>	▾ Training 08	e-Learning	c10174302	Student	--	--
<input type="checkbox"/>	▾ Training 09	e-Learning	c10174303	Student	--	--
<input type="checkbox"/>	▾ Training 10	e-Learning	c10174304	Student	<a href="#">1.00</a>	<a href="#">3.00</a>

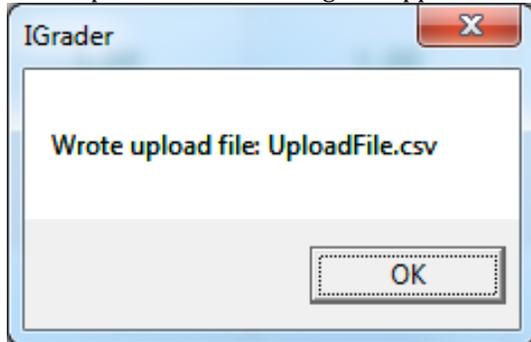
**Note: If you edit the marks in WebCT Vista and then export the same session(s) again, the CMS Integrate wizard will omit the manually edited marks.**

How do I upload only the total score of all the sessions into WebCT Vista?

1. In iGrader, press "Export Term Summary as CSV(Excel) File".

**Export All Session(s) as csv (Excel) file**

2. An export successful dialog will appear. Press "OK"



3. CMS Integrate Wizard will start automatically. Ignore it for now.

4. In your course folder (i.e.: "iClicker Win - UBC/Classes/<your\_course\_here>"), open the "uploadfile.csv" file in Microsoft Excel.

5. Select your iClicker sessions' columns (i.e.: column E and beyond).

E	F
Sec 101 Scores   3	08/16/2010-2   1
2	
3	1

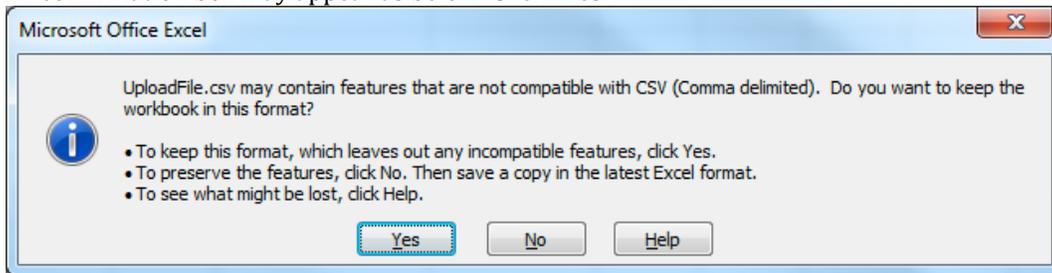
6. On your keyboard, press the "delete" key to remove the contents in the selected columns.

7. Column D should be your total Marks. Copy column D and paste it into column E (i.e.: Right click on Column D. Select "Copy". Right click on Column E. Select "Paste".)

8. If you want, rename "Total" to "Total iClicker Scores" or a meaningful name.

9. Save the file (i.e.: Click on the "Save" icon).

10. An confirmation box may appear as below. Click "Yes".



11. Close Microsoft Excel.

12. Now open the CMS Integrate Wizard and export your total grades (See Exporting Session Grades to WebCT Vista).

13. In the WebCT Vista Grade Book, your total iClicker scores will be in the last column.

<b>Sco</b>	<b>Total iClicke</b>
	Numeric (out of 50)
	<u>2.00</u>
	<u>0.00</u>
	<u>0.00</u>
	<u>4.00</u>

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