UBC iClicker Mac User Guide

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**Table of Contents**

References

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/iClickerSoftwareMac.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/iClickerSoftwareMac.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.

After the class/term

Have I synchronized my iGrader scores into my Vista Grade Book?
• Follow the steps in Section I - WebCT Vista Gradebook.

References

[1] http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareMac.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 of 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 [1] a
2. Follow the video tutorial on the Textbook Requisition System site
   here: 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 [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.
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.
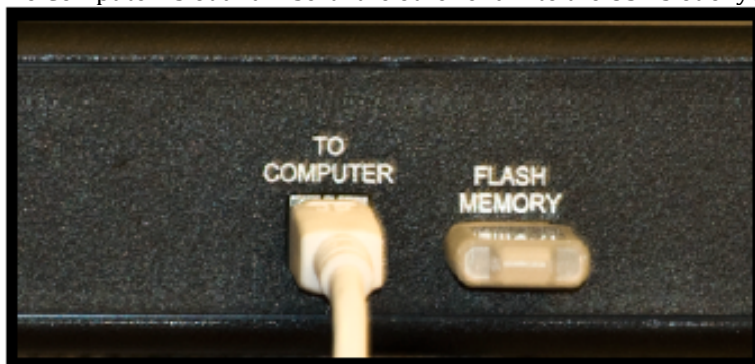
4. You can insert your USB key in the hub's other slot, "Flash Memory," or insert it into the USB slot of your computer.

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/iClickerSoftwareMac.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
[2] 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]
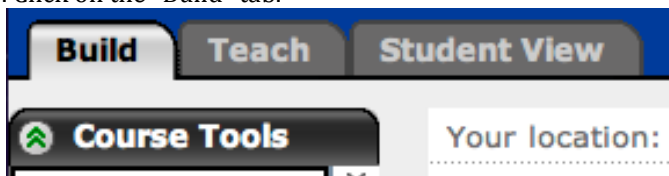
2. Login to your WebCT Vista course.

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

[cwl] Login

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

Course List

OLT - Clicker Test
Section Instructor: Little Joey Zerdin

OLT - Clicker Test 5.4
Section Instructor: Eric Zhang

4. Click on the "Build" tab.

Build   Teach   Student View

⊗ **Course Tools**   Your location:
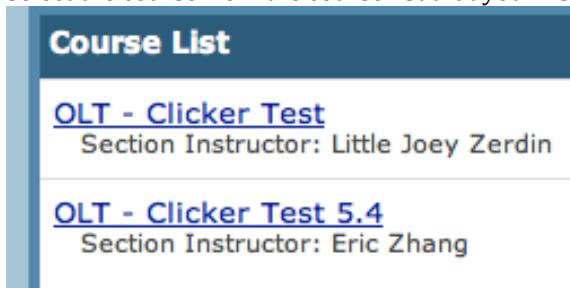
5. Click on "Add content Link".

📄 **Add Content Link** ☱

🗙

📥 Abacus Powerlink »

📥 iClicker Registrations »

📥 Live Classroom »

📥 MediaWiki »
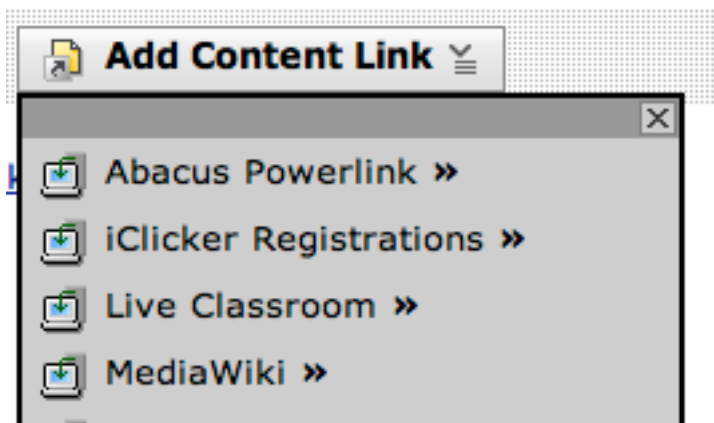
6. Select from the drop down list "iClicker Registration"

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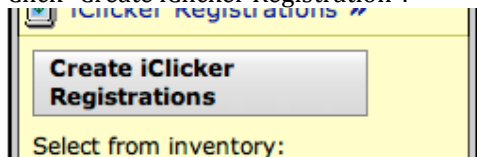
8. Enter any title, i.e. "Register Your Clicker". "Timeout" value should be set to 5000, and "open In New Window" should be set to "False"

9. Press "Save" and the following will appear.
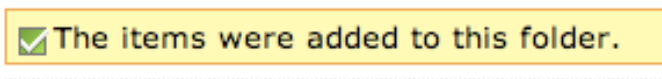
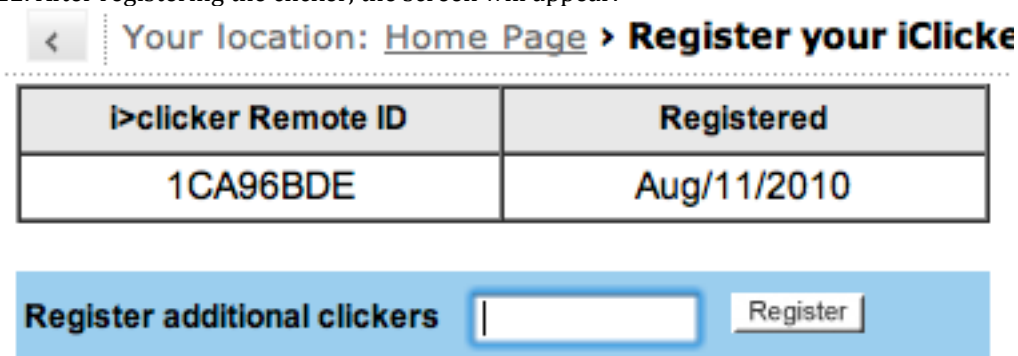10. Click on the "Student View", and the iClicker registration icon should look like this:

Register your iClicker NOW

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

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

Your location: Home Page › Register your iClicke

i>clicker Remote ID	Registered
1CA96BDE	Aug/11/2010

Register additional clickers [   ] Register

References

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

Section D: Adding Courses to iClicker Application

Unzip the file and run the program
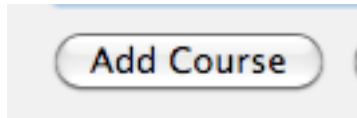http://www.elearning.ubc.ca/files/2010/08/iClickerSoftwareMac.zip [1]

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?
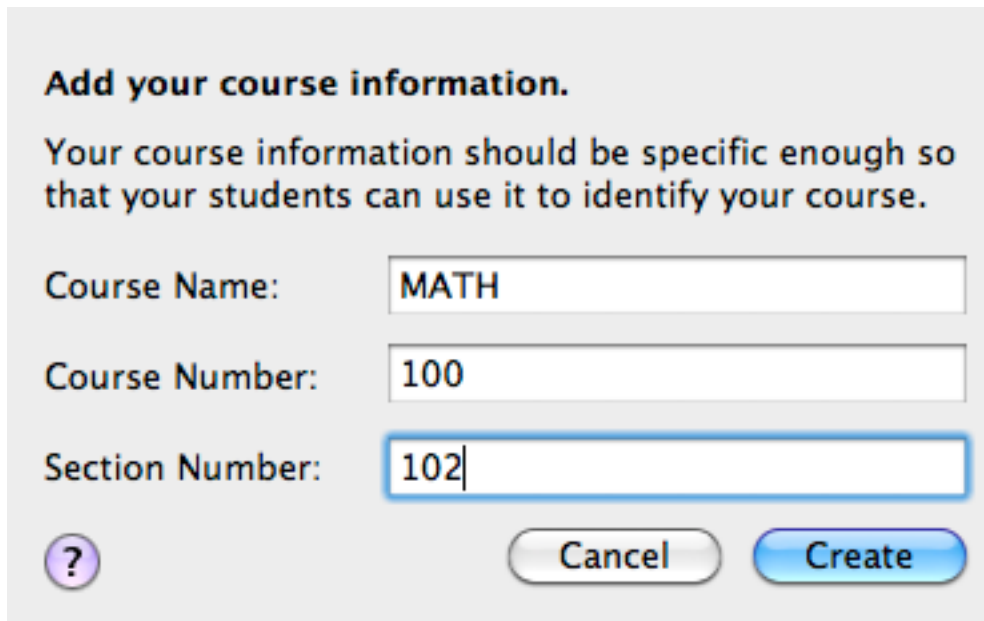
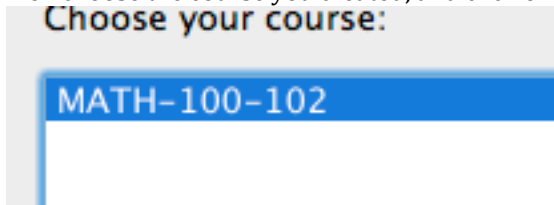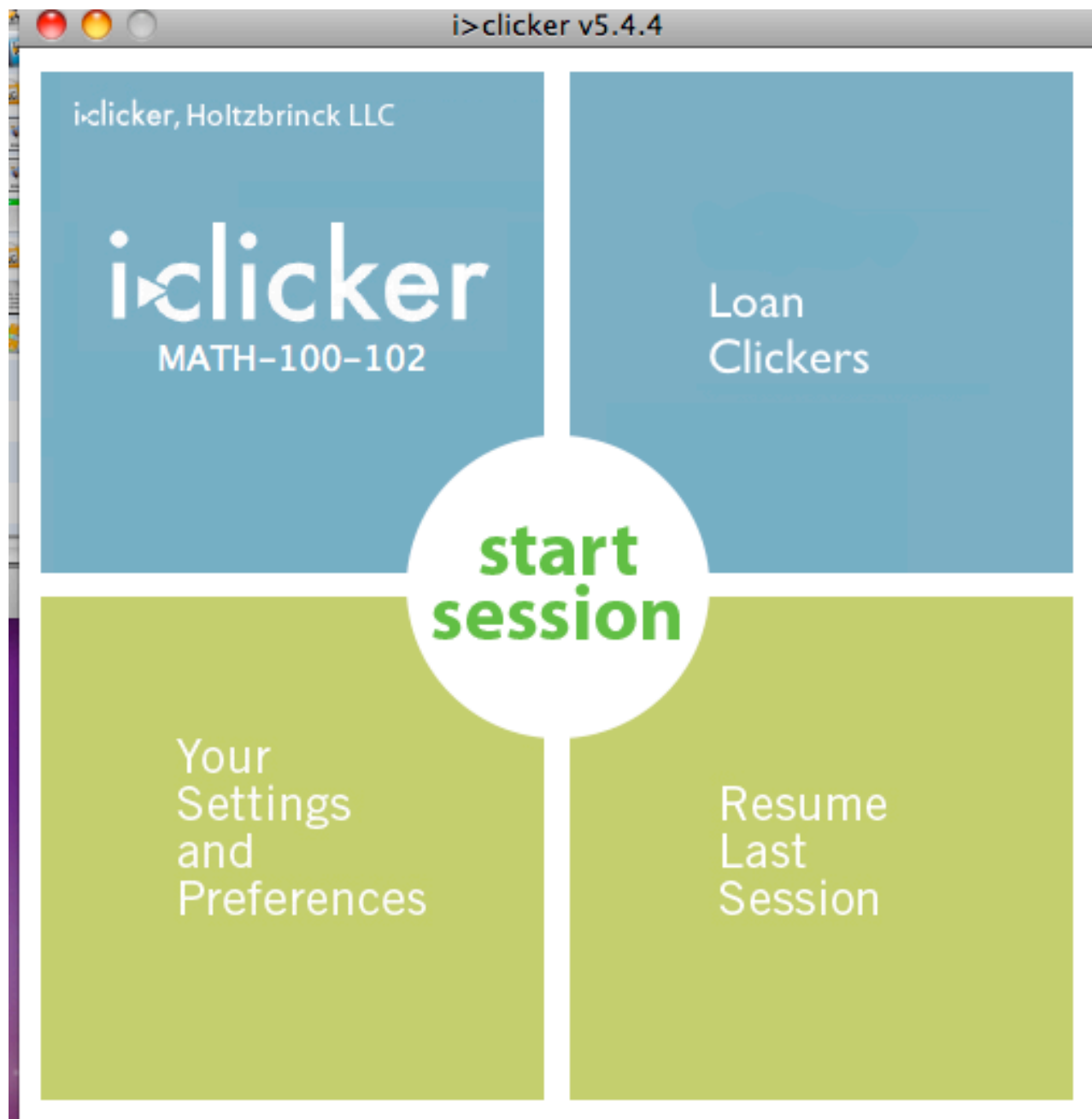1. Go to the iClicker folder, and double click on i>clicker.

i> clicker
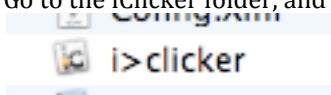
2. Click on "Add Course"

Add Course

3. Type in the necessary course information - eg. Course Name: MATH, course Number: 100, Section Number: 102 (MATH-100-102). Click on "Create".

Add your course information.

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

Course Name: MATH

Course Number: 100

Section Number: 102

?   Cancel   Create

4.Then choose the course you created, and click on "Choose".

Choose your course:

MATH-100-102

i>clicker v5.4.4

i-clicker, Holtzbrinck LLC

i>clicker
MATH-100-102

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 code may need to be changed

Your Settings and Preferences

General	Registration / Export	Question and Polling	Scoring

Course Name: MATH-100-102

Instructor's Remote ID: [   ] (8 character code printed on back of remote) (?)

Toolbar

The i>clicker toolbar floats on the screen above your presentation material (?)

Toolbar Size: ⊙ Small ○ Large

Reset i>clicker toolbar to its start position. [Reset]

Frequency Code

The two-letter frequency code helps prevent accidental interference between different (?)
bases in close proximity. Students must set their i>clicker remote to match this code.

Subfrequency Code 1 ⊙ A ○ B ○ C ○ D

Subfrequency Code 2 ⊙ A ○ B ○ C ○ D

When frequency code is changed, show an alert message:

⊙ until manually closed   ○ for 5 Seconds

○ for 30 Seconds   ○ Not at all

○ for 15 Seconds

web>clicker Satellite Polling System

web>clicker enables your students to vote using a web-based clicker. (?)
Satellite Polling System allows you to poll students from multiple classrooms using
satellite bases.

[web>clicker/SPS Setup...]

[Cancel]   [Set For Course]   [Set For This Session]

12

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.

Clicker Frequency Warning

Change Your Clicker to Frequency BC

1. Hold your On / Off button for 2 Seconds (the blue Power light will flash).

2. Press "BC"

3. Your "Vote Status"will turn green after you have entered this new code. Your frequency has changed.

4. You May Vote.

☑ Warn again on next question

Close
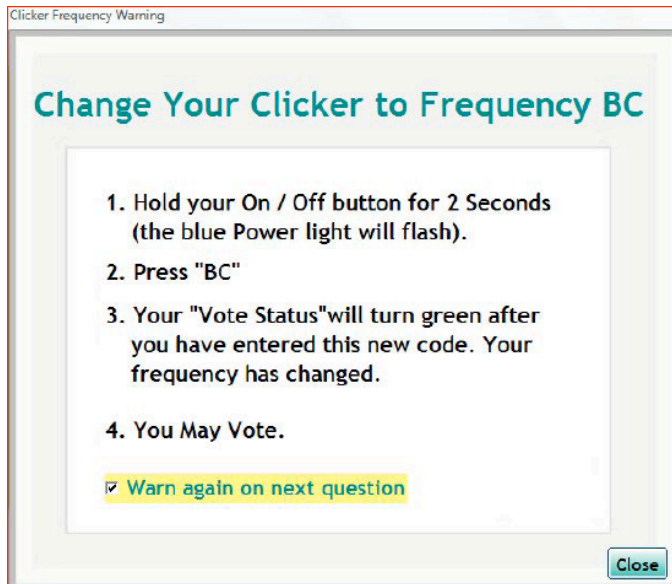
• *NOTE: To change frequencies on the iClickers (This is also on the back of the iClickers):*
  1. Insert the iClicker receiver hub into your computer
  2. Press the On/Off button until the blue Power light flashes
  3. Enter the new frequency until a GREEN Vote Status light appears
  4. Redo this for every session since the frequency will revert back to AA.

2. In the Registration and Export tab:

Your Settings and Preferences

| General | **Registration / Export** | Question and Polling | 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 – 7.3
- ○ Version 8 and above
- ○ WebCT Campus Edition (formerly WebCT CE)
- ⦿ Vista (formerly WebCT Vista)

(Cancel)   (Set For Course)   (Set For This Session)

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:

Your Settings and Preferences

| General | Registration / Export | **Question and Polling** | Scoring |

Question Information

Question information displayed in the i>clicker toolbar allows you to enter a question title (?)
and designate the correct answer (not visible to students).

○ Show question information before each question
◉ Do not show question information

Polling Timer

The timer counts while the question is active. Counting up keeps the polling open until (?)
manually stopped while counting down automatically closes polling when the timer
reaches zero.

◉ Count up from 0 seconds
○ Count down from [00:30 ▼] (min:sec)

Response Grid

A response grid provides additional confirmation that a student's answer has been received.

◉ Do not show response grid
○ Show response grid

◉ Confirmed vote receipt only
○ Confirmed vote receipt and vote selection

Results

◉ Color histogram   ○ Histogram   ○ Pie chart (?)

[Cancel]   [Set For Course]   [Set For This Session]

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 chose 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:

Your Settings and Preferences

| General | Registration / Export | Question and Polling | **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   `1`   (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: `0`

Points for Correct Response   `1`

Each question is worth the total of these two point values

Total Performance Points:
(?)

◉ No limit to the total performance points earned in a session

○ Limit total performance points in a session to maximum of: [   ]

(Cancel)   (Set For Course)   (Set For This Session)

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. Once you are done with all the configurations, click on "Set For Course".

(Set For Course)

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.

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

17
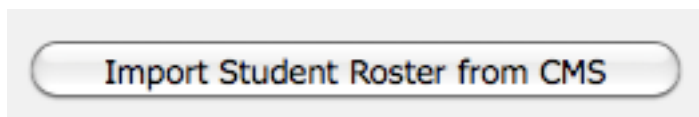
6. Your class roster will be imported into the same course you chose in iClicker.
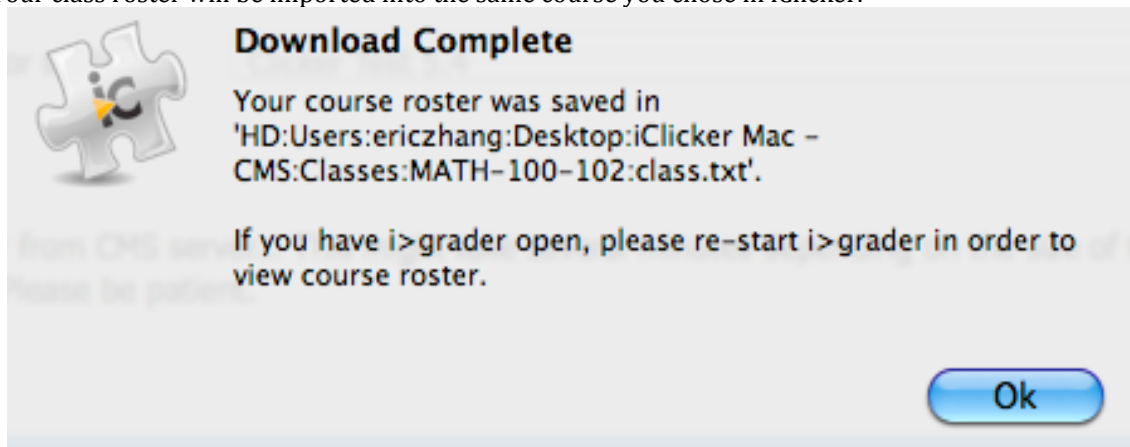
Note - the class roster will be loaded to the last class selected by the iClicker/iGrader software - eg. if you wish to load a class roster to MATH 100, run iClicker and select MATH 100 from the course list before importing roster in order to be 100% sure that the roster is loaded to the corresponding class.

References

[1] https://tools.elearning.ubc.ca/eltools/utility?execution=e1s1
[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 Mac - UBC" folder, open the iClicker application.
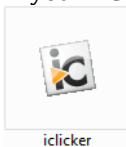
3. Select your course and press the "*Choose*" button.
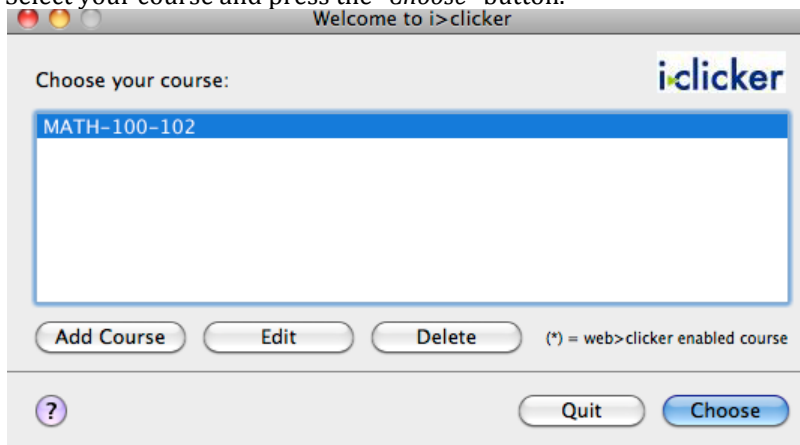
4. Choose from the two session tabs:
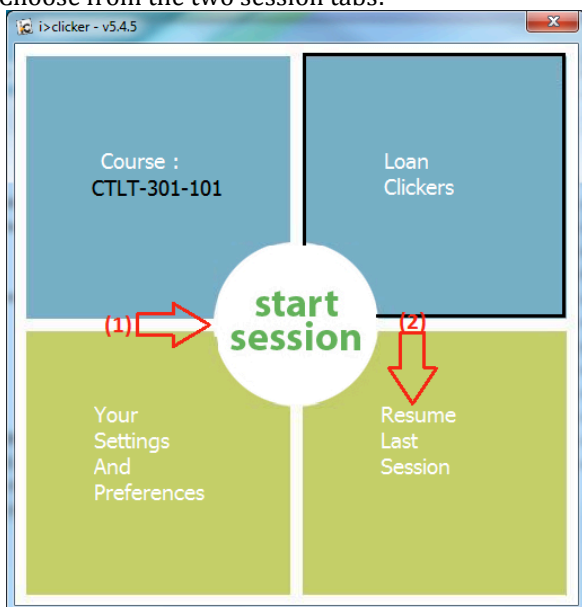
   A. **Start Session**: For each lecture, you will start a new session.
      Each session will have its own column in iGrader.
   B. **Resume Last Session**: If in the middle of your lecture, you close iClicker or your computer crashes,
      you can resume your previous session and the clicker marks in that session will not be erased.

19

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.
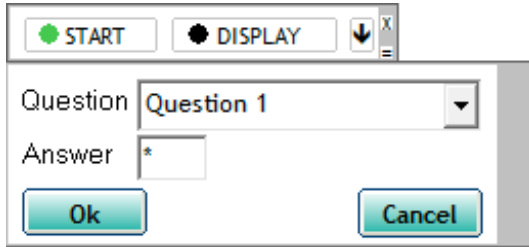
7. A Timer will appear and will count up/down depending on your settings. A counter shows the number of student votes.
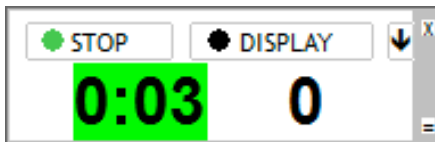
• *NOTE: iClicker will take a screenshot of your screen for each question, meaning if you use a presentation software (e.g.: PowerPoint), it will take a screenshot of the slide shown to students. This allows you to later review your questions without having to open the lecture slides.*

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.
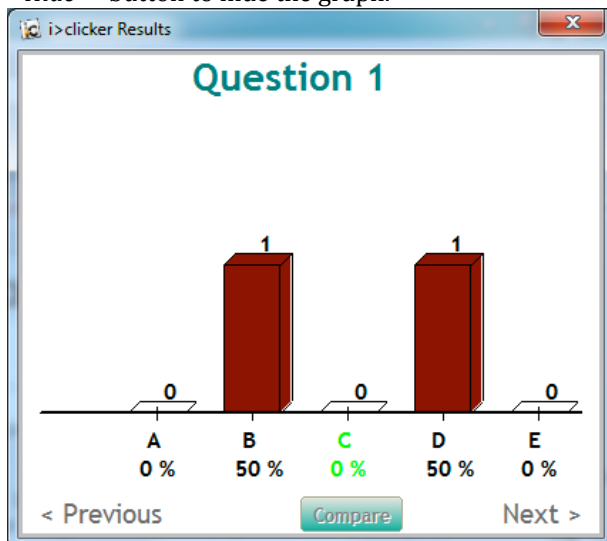
9. Press the "*Stop*" button to stop polling your students. A brief summary of the session will be displayed.
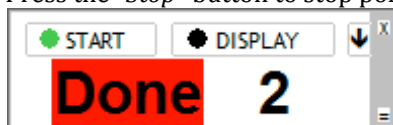
10. The down arrow button is your Options button. Pressing it will give you a drop-down menu to:

| Loan/Register Clickers |
| Question On The Fly |
| Settings And Preferences |
| ☐ Anonymous Question |
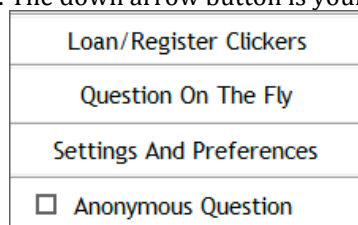
    A. ***Loan/Register Clickers*** -Students **MUST** register their clickers in WebCT Vista(See Adding iClicker Registration to Your Course). Clickers **SHOULD NOT** be registered using this feature.

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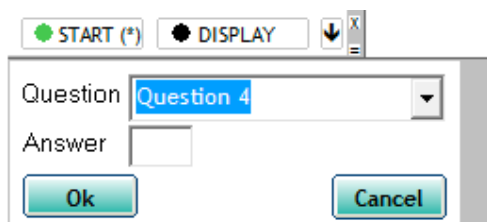
11. Press the X button in the top right corner to close iClicker when you are done your

Section H: iGrader: Interfaces, Session Grades, and Session Reports

How do I use it to export my students grades to Vista?

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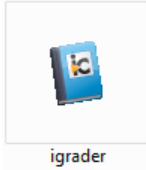
igrader

2. Select your course and press the "*Open iGrader*" button.
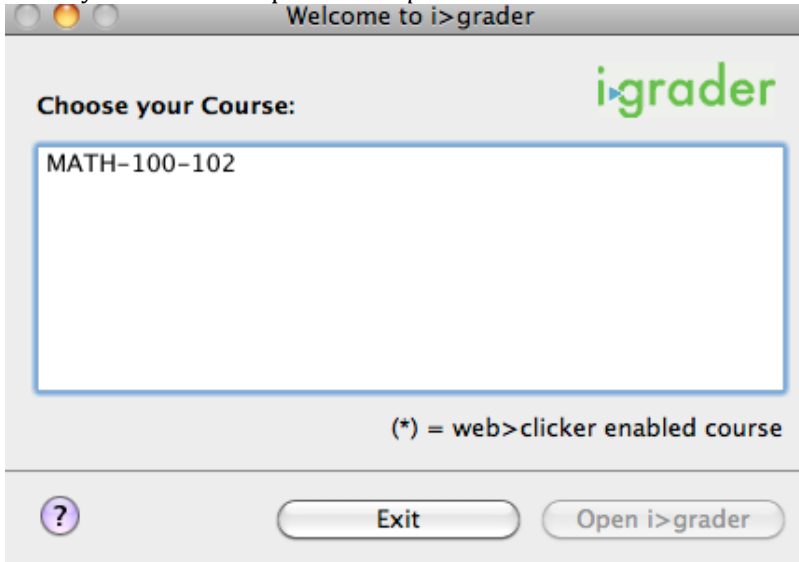
3. The interface of iGrader has a table with your students in each row and each clicker session in the column
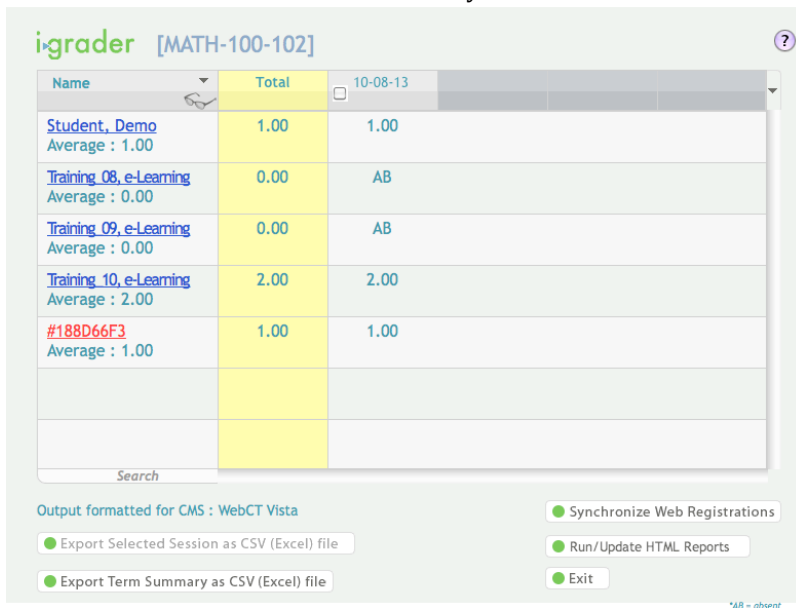
- Students with registered clickers are in blue; students without registered clickers are in red. Unregistered clickers that participate in sessions appear *at the bottom* in red.

4. You can click on each student's name to see their name, student number, and a list of registered clickers.

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

We DO NOT recommend using the "Add New Clicker" feature. If you manually change the iClicker ID for a student, re-download the class roster using CMS Integrate Wizard will add the previous clicker ID back, thus the student will end up with two registered clickers.

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.**

7. iClicker takes a picture every time you ask a question.
   You can view the screenshot using the "*View Screenshot*" button.
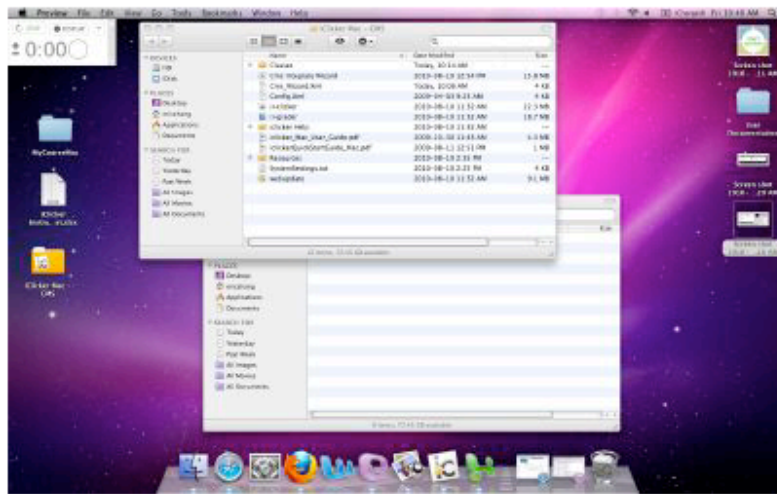
Total performance points for this session: 1
☐ Not to exceed ⬜ points

Question Title : **CO2 in 2000**
☐ Delete this question
Correct Answer : **A**

	A	B	C	D	E
Points:	1	0	0	0	0

View Histogram   HIDE SCREENSHOT

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

   This is for when there are students with unregistered clickers in your iGrader.

   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.

   Data uploaded sucessfully..

   Scores from igrader were uploded sucessfully to your CMS
   Server

   Ok
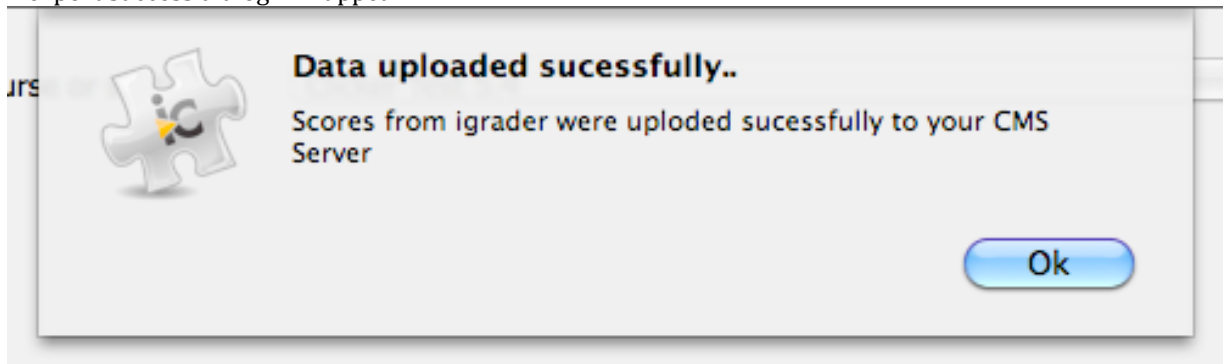
   5.The CMS Integrate Wizard then opens. If you saved your CMS login information, it will appear. Otherwise,
      re-enter your login information and press the "*Login*" button. Which is exactly from Section F: CMS
      Integrate Wizard & WebDAV (17)

   6. The students' marks will now be in the WebCT Vista Gradebook.

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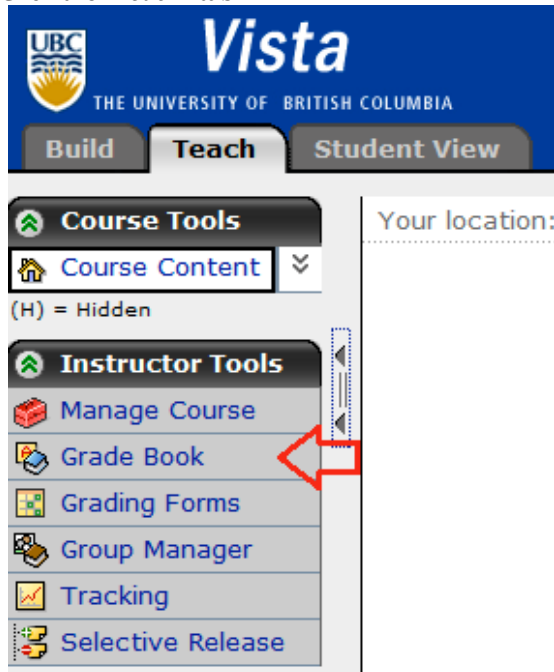
3. In the sidebar, click "*Grade Book*".
4. Your sessions will appear exactly as they are in iGrader.

**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*".

2. An export successful dialog will appear. Press "*OK*"
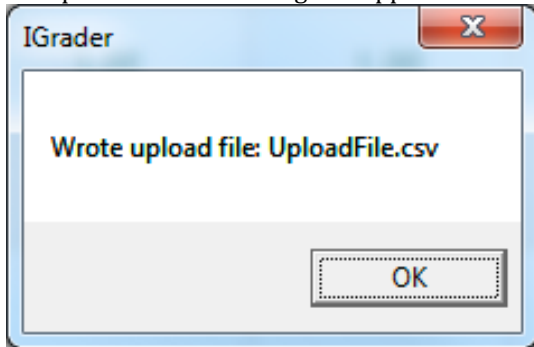
3. CMS Integrate Wizard will start automatically. Ignore it for now.

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).

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".

Microsoft Office Excel

UploadFile.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

• To keep this format, which leaves out any incompatible features, click Yes.
• To preserve the features, click No. Then save a copy in the latest Excel format.
• To see what might be lost, click Help.

Yes   No   Help
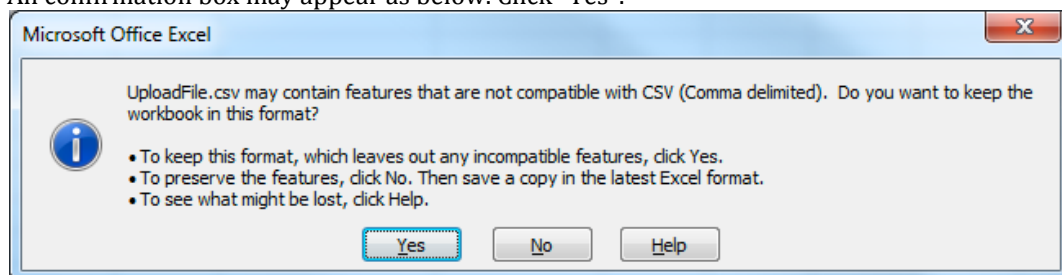
11. Close Microsoft Excel.

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.

Sco   Total iClicke
        Numeric
        (out of 50)

2.00

0.00

0.00

4.00

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