Webclicker Quick Guide

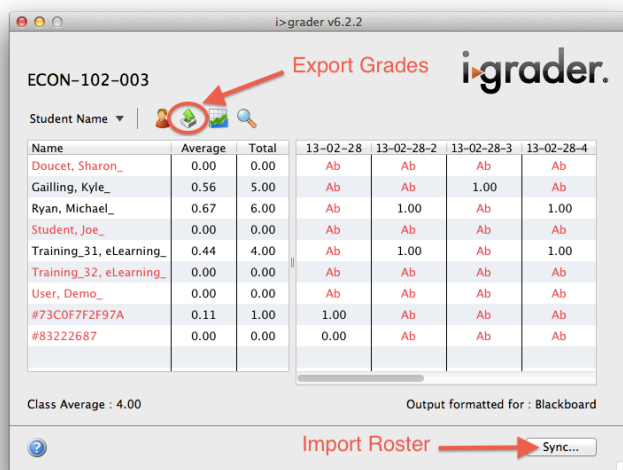## Setting Up the Webclicker Software

1. Open the iClicker application on the USB flash drive and click "New"
2. Enter your course name under "Course Name" and click "Create"
3. "Choose" the course you just created and click "My Settings"
4. Add the Instructor's remote ID found on the back of the blue remote
5. Click "web>clicker/SPS Setup"
6. Fill in all fields. Set the zip code to V6T1Z4, click "Lookup", and select UBC
7. Check "Allow web>clicker(s) to join this course" and click "Submit"
8. Click "Set for Course"

Import Class Roster with iGrader

1. Connect to the ubcsecure network if on campus or myvpn.ubc.ca if off campus
2. Open iGrader from your clicker folder and choose your course
3. Click the "Sync…" button in the bottom right corner of iGrader
4. When prompted, click "Yes" to open the CMS Integrate Wizard
5. Find your "CMS username and password" from your course page in Connect
   Course Tools → i>clicker Instructor Tools → SSO Security Key
6. Check off "Save Username and Password" and "Auto Login"
7. Select your course (make sure it's the right section) and click "Import Roster"
8. Restart iGrader
   ➢ Your roster now contains all enrolled students, but not webclicker registrations
10. Click the "Sync…" button again
11. **Click "No" on the Confirm Roster Sync Options popup**
12. Click "Continue" on the Synchronize Web Registrations popup
   ➢ Your roster now includes webclicker student registrations.
      a. Students who HAVE NOT registered their clicker will be displayed in **RED**
      b. Clickers that have been used in your class that are not registered to one of your students are also **RED**
      c. "Ab" (absent) indicates that the student was not present or has no clicker registered
13. Double click on a column to assign grades for each question.
   ➢ Your roster will not automatically synchronize when students register their clickers. You may want to re-import your roster several times to ensure that the list is up to date.

Contact Us

Contact clicker.support@ubc.ca if you have any questions. For more information, see the help page: http://wiki.ubc.ca/Documentation:Clickers/Webclicker