# i>Clicker Documentation

IMPORTANT: You must receive an instructor kit before you can use i>clicker in your class.   Call Alisha Gonzales at 512.222.5679 to complete the request.

Connect your base station to a computer using the supplied usb cord. Often, there will already be a base station in the classroom, so be sure to check.
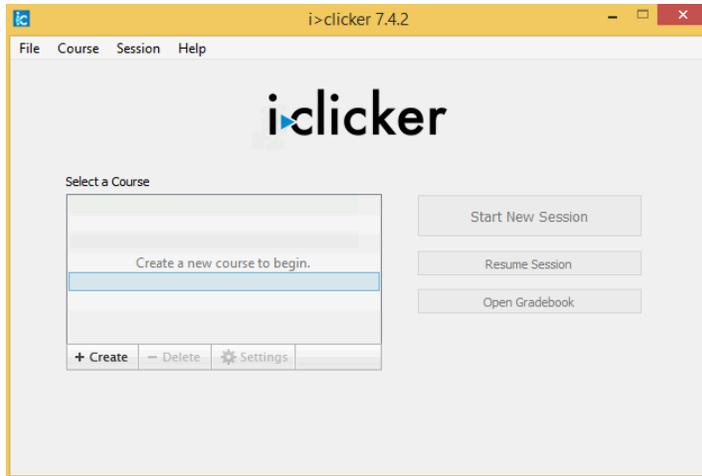
Go to the S Drive and find the Instructional Archive folder. In this folder there is a folder called Clickers. Drag this folder to your I Drive.
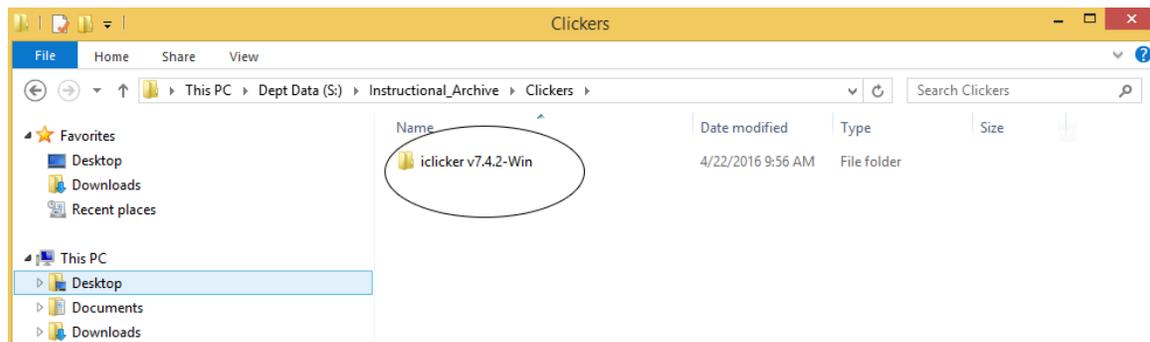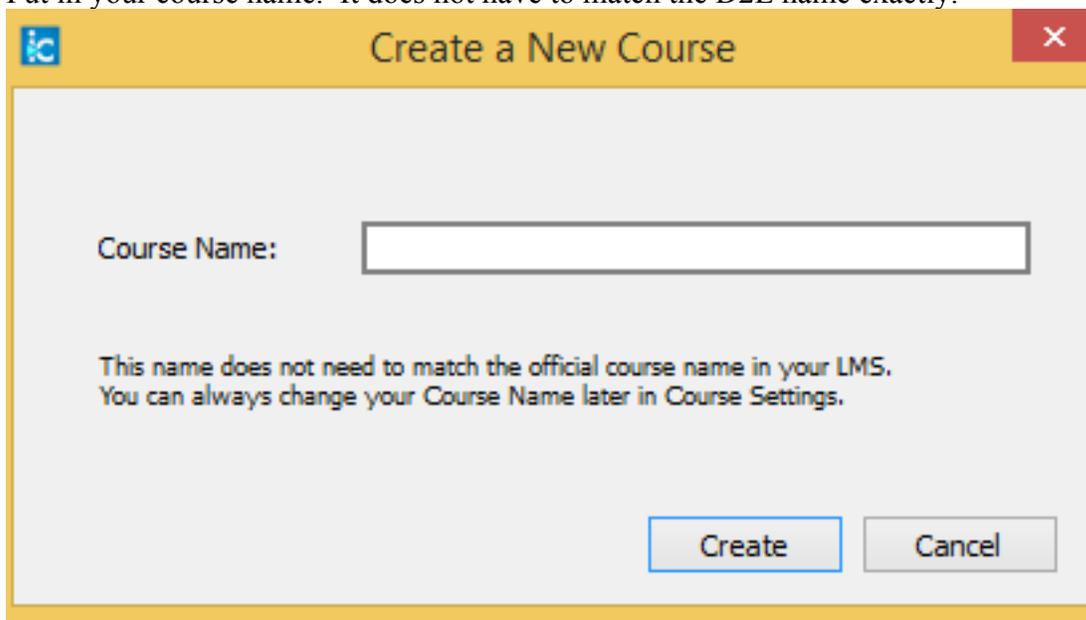

After you drag this software to your I Drive, open the folder and click on the blue application icon titled iclicker. Windows may give you a security warning, just click Run.
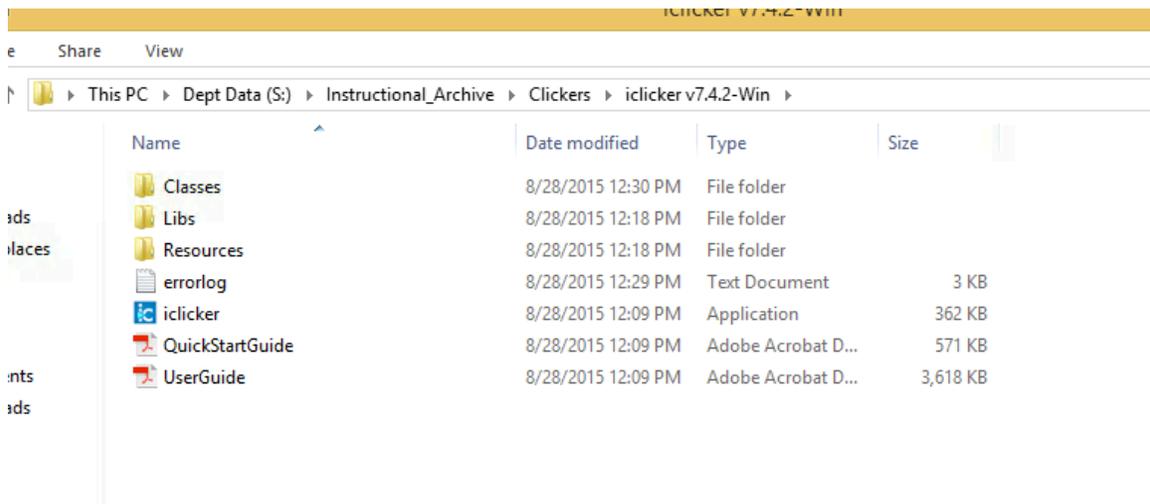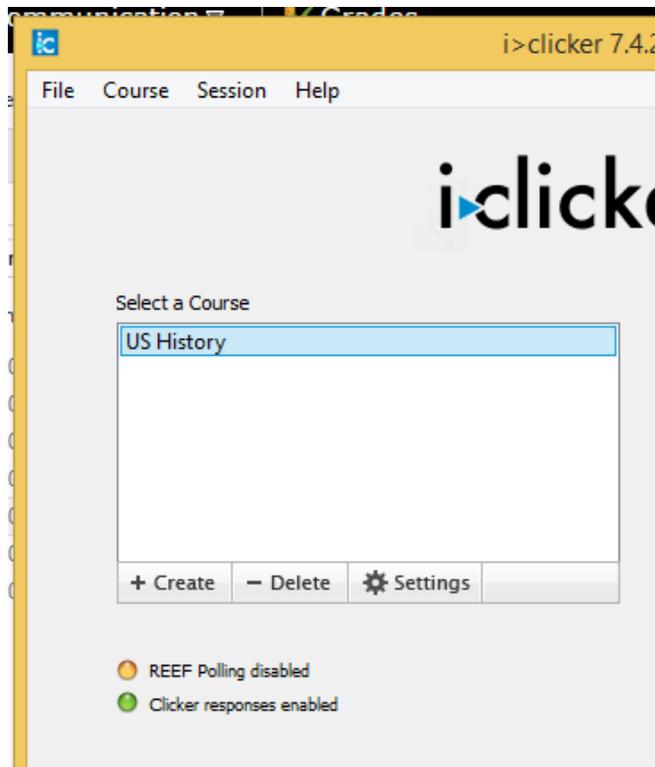

Click on "Create"

Put in your course name. It does not have to match the D2L name exactly.

Now that your course is created, select that course and click settings.

There are several tabs to review in the settings area. Be sure to read each one carefully.
You should be sure to do the following:

1. Register your instructor clicker in the General tab
2. Enable Reef Polling for those using the Smart Phone App.
3. Choose your D2L course and setup your gradebook in the Gradebook tab
4. Review the settings in the scoring tab.
5. Click on all other tabs and make sure you are comfortable with the settings.
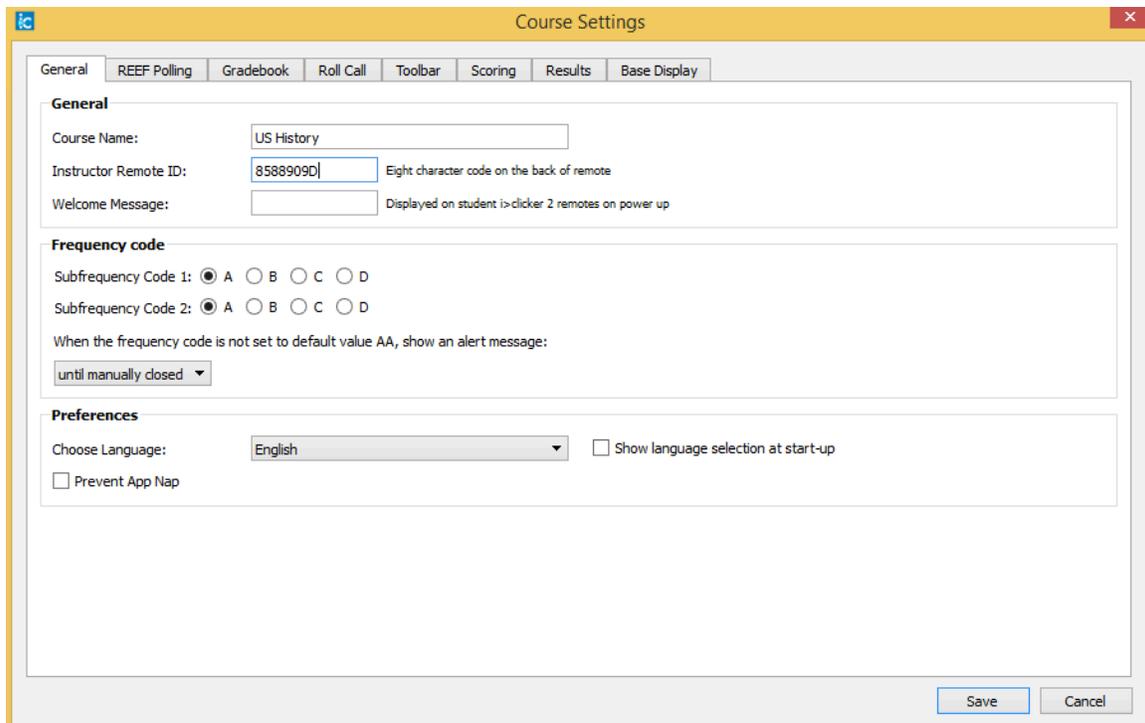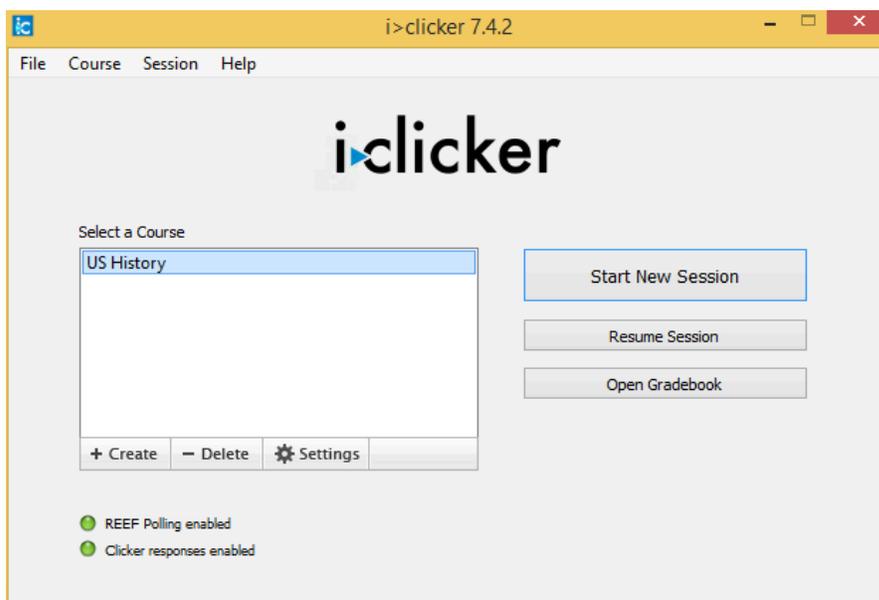
After you are comfortable with the settings, click save and close the window. Now click on your course and choose Open Gradebook on the opening screen.
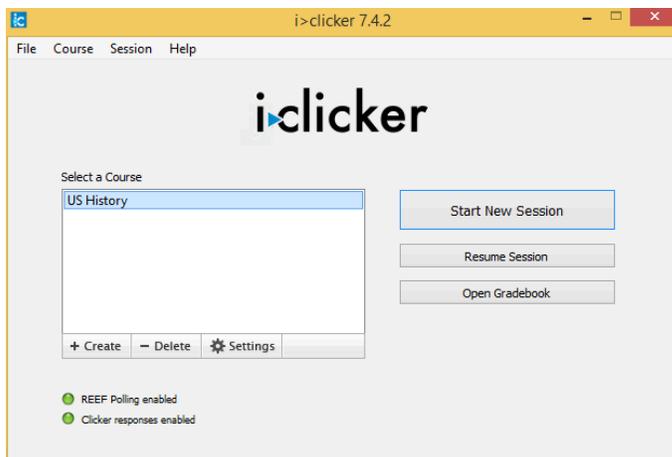
This is where you sync your scores and sync your rosters. Click on sync rosters and you will see a list of all students in your class.

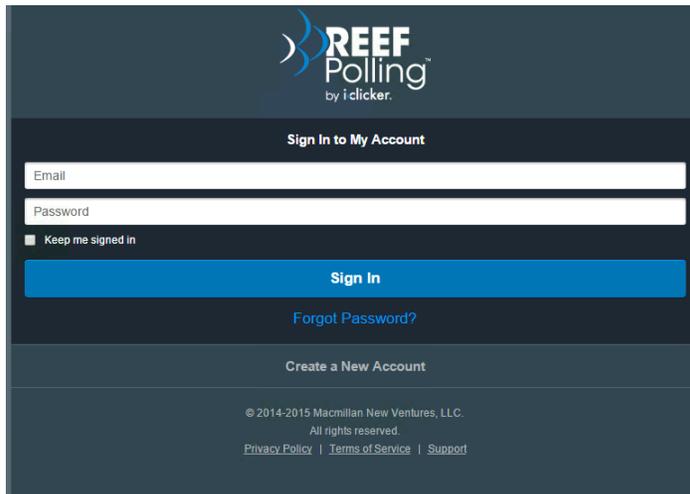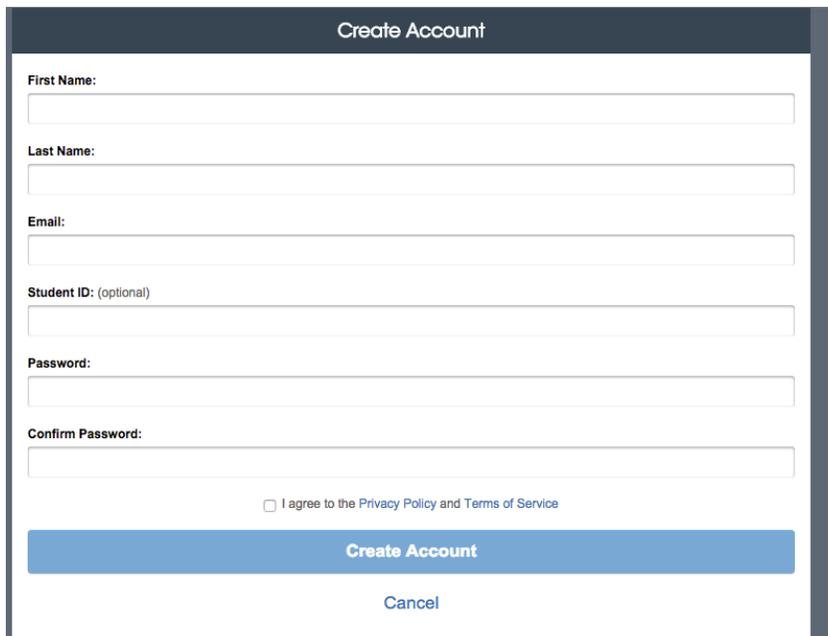After you synced your rosters, you can close this window and begin a new session.

REGISTER STUDENT CLICKERS

Students who purchase a clicker, will need to register their clicker in your class. To do this, start by going to D2L, login, and go to the class that you will be using the clicker in.

Click on the Content area of your class, and create a module for the clickers.

Go to the new module you created and click on Add Existing Activities>External Learning Tools:

Choose the Register your clicker link.

REEF POLLING

Set up an account on Reef Polling. This will ensure that students can use the i<clicker app on their smart phone.

   Go to https://app.reef-education.com/#/login
   >Click "Create a New Account"

   >Enter the following information

After you login, you will need to add your courses to the list. When you click "Add a Course" it will ask you to enter the institution's name. Be sure to choose the correct campus (Rangely or Craig)
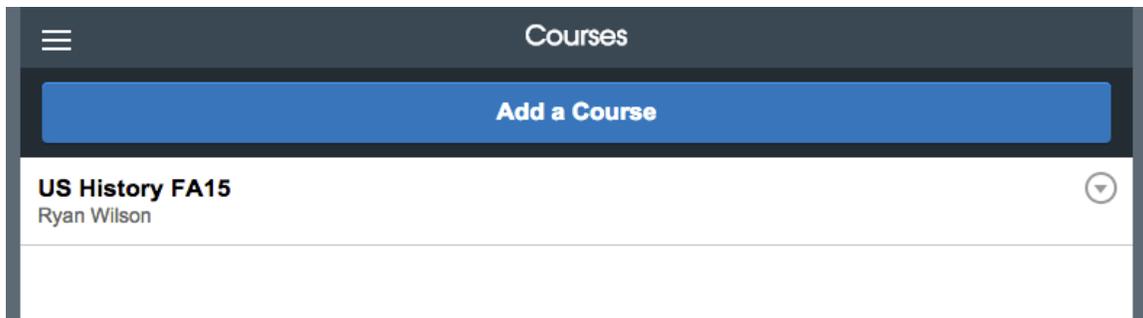
SETUP GRADEBOOK

After your course is created click on the gradebook button displayed on the opening screen.
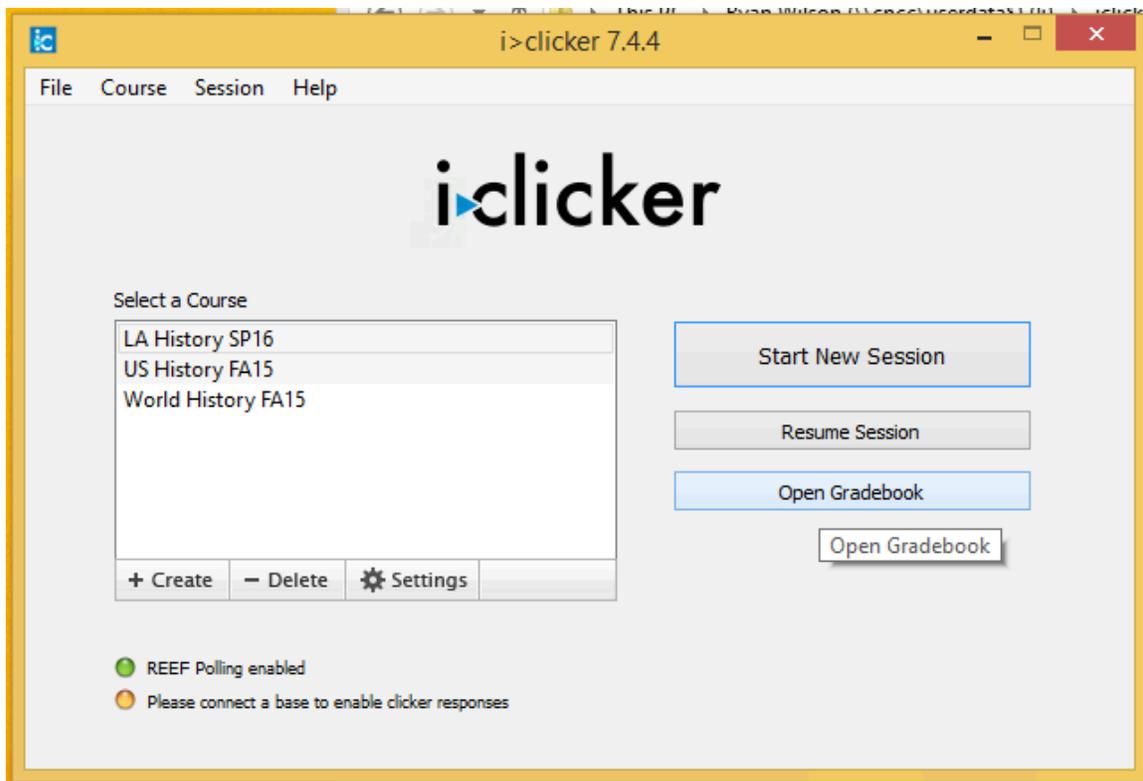
With the gradebook open, and D2L open in your default browser, click on sync roster.

You should sync the roster periodically as students get their clickers and register them. Eventually, all students should be listed on your roster if you follow this procedure.

EXPORT (SYNC) GRADES

With your rosters synced, it is now time to start using the clickers in your classroom. To open a session, just click on that class and then click Start New Session. As the system collects data from each of your sessions you can then export the grades to D2L.

Exporting grades to D2L is easy. All you have to do is click on gradebook and then sync scores. Pay attention to the options as you sync the scores. These will help you customize how the scores will appear in D2L.