A. **Getting Started**
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1. Order iClickers for your students to purchase

- Student iClickers are ordered and purchased with textbooks. Place an order at The Duck Store before the start of the term so it is apart of the class’ required resources. iClicker 2 remotes are for sale for $50.05 new, and $38.00 used.

- iClicker REEF (mobile) polling: **UO is currently NOT supporting REEF polling** at this time, please do **NOT** advise your students to purchase iClicker for their mobile devices until our team can fully integrate and support this process.

**Tell your students your plan!**

- Tip: Include in your syllabus the appropriate instructions for students to buy iClicker remotes. Let students know they need to **register** their iClicker remotes on Canvas using the iClicker tool within their course.

- Here is the guide that we have created to help students register their iClickers: [Registering Student iClickers in Canvas](#) with information on where students can get support!
2. Enable iClicker on Canvas (student registration)

On Canvas, the iClicker menu item is disabled by default, here is how to enable iClicker on Canvas for students to register:

1. Open up Canvas (canvas.uoregon.edu), log in and go to your course.
2. Scroll down and find Settings located on the left-hand menu of the course.
3. At the top, go to Navigation, you will then find a list of all menu items.
4. At the very bottom underneath Drag items here to disable them from students, find the gear icon next to iClicker and choose Enable.
5. Make sure to press the blue Save button at the bottom of the page!
3. Pick up your instructor kit and get in-person training

- Faculty planning to use iClickers can borrow the kit for the duration of their instruction.
- Pick one up in the CMET Canvas & Ed Tech Support office located in room 19 (ground floor) of the Knight Library.
- The instructor kit includes: iClicker base station (receiver), the computer connection cable and a blue instructor iClicker.
- Please sign-up for our mailing list by clicking here and completing the registration form. The iClicker mailing list is only used to distribute important updates and issues regarding iClicker at UO.
4. Download and/or update iClicker software

• UO has created Canvas-specific software for iClicker that is available on our website: [http://library.uoregon.edu/cmet/canvas/iclicker](http://library.uoregon.edu/cmet/canvas/iclicker)

• Scroll down to **Software Downloads** and select the ZIP file for your PC or follow the special Mac instructions. Make sure to “unzip” the files after downloading.

• iClicker typically comes out with a new version of the software monthly, therefore we frequently update these downloads to contain the latest version of iClicker.

• **We recommend downloading the newest software every term before classes start.**
B. Configure iClicker

1. Open iClicker
   A. Open the iClicker package (folder) and double-click on the iClicker icon to open up the program.
   
   NOTE: Please do not drag the iClicker program out of this package. If you would like to create a shortcut to the program:
   - **PC** = right-click on icon to ‘create shortcut’. **MAC** = Once program is open, ‘Command + click’ on iClicker icon in the dock, select ‘Options’ + ‘Keep in dock’.

   B. When you open iClicker, you will see the register screen, select “remind me later.” Next is the welcome screen with no courses listed. Click the + Create button to add your course.

   NOTE: If you are teaching a COURSE WITH MULTIPLE SECTIONS OFFERED AT DIFFERENT TIMES, we can help you set up iClicker to capture responses by section. This will allow uploading each section individually, but create just one grade item in Grades. Please contact Educational Technology & Canvas Support at lms@ithelp.uoregon.edu.
2. Configure Settings

1. Click on the newly created course name from the course list.
2. Select Settings.
3. Click the Gradebook tab at the top of the new window.
4. Ignore the Primary Institution box
5. In the LMS Name, Canvas should be pre-selected.
6. Click on the Select Course button.
3. Log into Canvas via i<clicker

- Next a screen will pop-up and you will be asked to log into Canvas.

- Please enter your DuckID and corresponding password and press **Login**.

- Make sure the “Automatically log me in to my LMS” box is selected at the bottom.
4. Confirm log-in and choose course

- You will be asked if you would like to authorize access to your account with iClicker, as shown to the right. To continue, click **Authorize**.

- A window will appear with a list of your Canvas courses. Select the desired course and choose **Select**.
5. Set up Scoring & Save Settings

- Once you are back at the Settings page, you can go to the **Scoring** tab to set up Participation versus Performance points.

- When your course iClicker Settings are complete, choose **Save**. You may receive a pop-up stating “Your course roster will not appear in the gradebook until you sync it from your LMS”, choose **OK** and proceed to the next step in the guide.
C. Synchronize Roster

1. Import Canvas roster into iClicker
   - Open up iClicker, choose the course and then select **Open Gradebook**
   - To download your course roster, choose the **Sync Roster** icon.
   - A message: **Student roster downloaded successfully** will pop-up, select **Close** and the names will populate.

**TIP:** It is recommended that you Sync Roster after drop/add periods are over in order to keep your roster up-to-date and collect new student registrations!

**NOTE:** Due to long loading times, if you have a large class you may want to plug into an Ethernet connection and/or sync at non-peak times (peak: 10a-4p).
D. Polling

1. Setup iClicker base frequency.
   - Each remote and iClicker base run on a specific frequency. The default frequency is AA.
   - Create a unique frequency and even include a welcome message to appear on your student’s iClickers at the start of class.
   - Open up iClicker, select your course and choose Settings. On the General tab, you can change frequency and enter a welcome message.

Always let your students know what iClicker frequency you are using!

   - Tip: Put your iClicker base frequency on the first slide of each class to remind students. Instructions for changing the frequency on a student iClicker is on the back of each remote.

   - iClicker will give a warning message when you start a new session if there is another iClicker base running on the same frequency in the area. If so, you may have to change your frequency.
2. **Start a session and learn the tools!**
   - When you are in class and ready to use iClickers, plug-in your iClicker base to your laptop.
   - Open up iClicker, select your course and **Start New Session**.
   - A small floating iClicker **Session Toolbar** will appear, you can reposition the toolbar anywhere on your desktop. The session toolbar allows you to run presentation applications simultaneously with iClicker.
   - Open up your presentation application (PowerPoint, Keynote, etc.).

*Questions are a part of your presentation, when you are ready to pose a question to your class, you will start polling and iClicker takes a screenshot so that later when viewing the session, you can see what question was posed and the results.*

**Anatomy of the Session Toolbar:**
1. Quit/End Session
2. Collapse the session toolbar
3. Start/Stop Polling
4. Select the type of question (numerical, alpha)
5. Show/hide results (distribution chart)
6. More options/settings
3. Start your in-class polling session

- When you are ready to pose a question to the class, select the green play icon on the session toolbar to start polling.
- A timer will begin and the number of responses will display as you are polling.
- When you are ready to close polling for that question, select the red stop icon.
- To view results, select the chart icon from the session toolbar.
- On the distribution chart, you can select the correct answer by clicking on the correct letter.
- To close the view results, click on the chart icon again and continue teaching.
- At the end of class, choose the exit icon on the session toolbar to end session.

Correct answers and scoring can be done & edited post-session, continue on to see how!
1. Viewing/Editing Grades

- Launch iClicker, select your course and choose **Open Gradebook**
- **Red** student names = unregistered iClicker and **blue** student names = registered iClicker -OR- click on the **Students** tab to view student registration status. *(Sync Roster to collect new student registrations!)*

- To select correct answers and edit questions, choose the **View** button underneath the desired session.
- From this window, you can choose/edit correct answers, delete a question, view screenshots of the question and adjust scoring for the specific session.
- If you choose **Summary**, you can change the name of the session. *(E.g. Week 2.2)*
- To go back to the gradebook, click on Exit to close and save any progress.
2. Upload iClicker scores to Canvas

• Once you are finished editing and the scores are completed, choose the Sync Scores icon to upload them to Canvas.

• Next, the Upload Scores to LMS window will appear. Select the sessions you would like to upload to Canvas and choose Next.

• The Upload Scores to LMS customize data window appears. From this window you can choose to:
  o Upload each session as a separate entry
  o Aggregate sessions together as a single entry
  o Upload total points
  o Upload performance points only
  o Upload participation points only
  o Upload both performance points and participation points as separate entries

NOTE: Due to long loading times, if you have a large class you may want to individually upload sessions to Canvas.
3. Finished!

• The iClicker scores will be uploaded to your Canvas gradebook, and you will receive a confirmation message.

• If you use Assignment Groups to weight grades, you will need to go to the **Assignments** page within Canvas and drag-and-drop the iClicker assignment columns into the appropriate group (E.g. iClicker – 10% of grade)

**NOTE:** Due to long loading times, if you have a large class you may want to individually upload sessions to Canvas and connect using Ethernet. This should be a non-issue if users have installed iClicker v7.20 or newer.
Brought to you by the UO Canvas & Ed Tech team.

canvas.uoregon.edu