Grading with iClicker

Viewing Grades in iClicker
- Open iClicker and select your course, then click on Open Gradebook
- Your Session Data will appear in a column in the Gradebook and will have a Session name and date of the session
  - Students who did not participate in class will have a Red Ab in the Session Data column
  - Those who did participate will have a score

Viewing Questions and Managing Scoring in iClicker
- To view the data one question at a time click on the View button at the top of the column
- To add correct answers or edit them
  - Select the Question in the left navigation pane
  - Enter the letter of the Correct Answer or multiple correct answers in the text box provided
  - Note: Correct Answers can be added during class using the Instructor iClicker
- To Delete a question, select the Delete Question button
- To view the data for a question in chart format, select View Chart
- To adjust the way responses are scored, click on the Scoring button near the top of the screen
- Close the window to return to the iClicker gradebook

Uploading Grades to Canvas
- While you have probably synched your Roster already it is a Best practice to Sync Roster before every Grade Sync.
  - Click on Sync Roster
- While in the iClicker Gradebook click on the Sync Scores button
- If you have updated to version 7.18 or later, large class scores will upload much more quickly than in the past
- A confirmation message that the Sync is DONE! will appear
- Note that an Assignment is created and a column for the Assignment is added to Grades in Canvas
- The Assignment is added to the top Assignment Group in Assignments but can be moved to a different group should that be required in this course for weighting or organizing grades

Items of Note
- Changing Session titles in Canvas or iClicker between each synching of grades could create a problem with synching grades – The title must be changed in both iClicker and Canvas, and match exactly
  - In iClicker the session title can be changed by selecting the Summary button
- Students who have not registered their iClicker and participate with their iClicker in class will not appear by name in the iClicker Gradebook, but by their iClicker ID – They must register their iClicker or have the instructor do so for them

Closing a Grading Session in iClicker
- To end the grading session in iClicker, select the X button to close the dialog box