

i>clicker Faculty Getting Started Checklist

This checklist may not be very helpful to you if you are a first time user and have not consulted the FAQs or any other user guides. This document was created for instructors who are ready to use i>clicker but can use a reminder of the basic steps for getting started with i>clicker.

Pre-term preparation:

Learn about clickers

1. Read some clicker literature for effective use and best practice. For a quick idea, read the *Seven Things You Should Know about Clickers* by Educause:
<http://net.educause.edu/ir/library/pdf/ELI7002.pdf>
2. Incorporate clicker use in our course goals and strategy.

Obtain hardware and software

1. Request an instructor's kit by contacting the Service Desk at 514-848-2424 ext. 7613 or help@concordia.ca.
2. Contact the campus bookstore to order i>clicker remotes for your students.
3. Download the i>clicker software package and unzip it to a flash drive (USB stick) for portability; label your flash drive.
4. Make sure your base firmware meets the version requirement to run your software; update your base firmware if necessary.

Configure basic i>clicker settings

1. Create a course in the i>clicker application.
2. Access **My Settings**.
3. Set your **instructor's remote ID** (General tab). This will allow you to control PowerPoint (or any other presentation application you use) as well as i>clicker voting and results display.
4. Set up **Learning Management System** or **Gradebook**(LMS/Reg tab/ Gradebook>Learning Management System); make sure **General** is selected.
5. Enter the following **web registration URL** (LMS/Reg tab/Gradebook >Server URL)
[sqlhttp://agena.concordia.ca/clickerregistration/register.asp?c=](http://agena.concordia.ca/clickerregistration/register.asp?c=)
6. Set up **participation (session/lecture-based) points** and **performance (question-based) points** (Scoring tab). It is a good idea to set up the default participation and performance points from the start. You can always modify it later.
5. Download a class list from your Moodle course site, reformat it to create a roster file (Roster.txt) and put it in your course folder (iclicker Win or Mac/Classes/your course folder) replacing the exiting sample roster file.
6. Open your roster file in your course folder to make sure it is the correct one.

Put clicker info into syllabus

Add i>clicker instructions to your course outline so students will follow the registration protocol, understand why they need to purchase and use clickers as well as how clickers will affect their grades.

Practice polling process

Practice polling process before using i>clicker in class. Contact the Service Desk if you need someone to walk you through the process.

First day of class

Announce in class

1. Explain why and how clickers will be used.
2. Ask if students have any questions about clicker use and answer their questions.
3. Remind students to pull the plastic tab from the back of their remote to activate the batteries.
4. Teach students how to check power and vote status on their remote.
5. Teach students how to change frequency channels.
6. Run **roll call registration** if that is the registration method you selected for the class.
7. If you do not intend to use roll call registration, remind students to register **ONLY** in the MyConcordia Portal if they have not done so following instructions you put in the course outline.

Run a polling session:

1. Plug the USB end of the base receiver cable into a USB port of your computer and plug the other end into the base receiver.
2. Plug the i>clicker flash drive into your computer or the USB port on the base receiver.
3. Open the i>clicker application on your flash drive, select your course and open your presentation in slide show mode.
4. Start polling by pressing the **A** button on your instructor remote or pressing the **start** button on the session toolbar with your mouse.
5. Stop polling using the same remote **A** button or use your mouse to press the **stop** button on the session toolbar.
6. Press remote button **B** to display or hide results when needed.
7. Press remote button **C** to move your slides forward and **D** to go back.
8. Press remote button **E** to show correct answer when needed.

Syncing i>grader (v6) or the gradebook (v7)

You do not have to sync immediately after the first class. When you are ready to sync (preferably after the add/drop period is over),

1. For version 6, open your i>clicker folder (iclicker Win or Mac) and double-click the **i>grader** exe file to start the program. For version 7, open your i>clicker folder (iclicker Win or Mac) and double-click the **i>clicker** exe file, select your course, and click **Open Gradebook**.
2. Click the **Sync** button on the i>grader home screen or gradebook screen.

If syncing is not happening properly, check to see if the following four conditions have been met. The four conditions must all be met before you press the sync button, although these steps can be completed in any order at any point of the semester.

1. You must have entered the **Server URL** in your i>clicker settings.
2. You must have created a **roster** file for the class or session in question and put it in your course folder. Your roster file must be correctly formatted (lastname, firstname, ID) and up to date (if course enrolment has changed, you will need to update your roster file and run sync again).
3. All students must have successfully **voted at least** once during a polling session.
4. Each student must have **registered** their i>clicker remote ID in MyConcordia Portal.