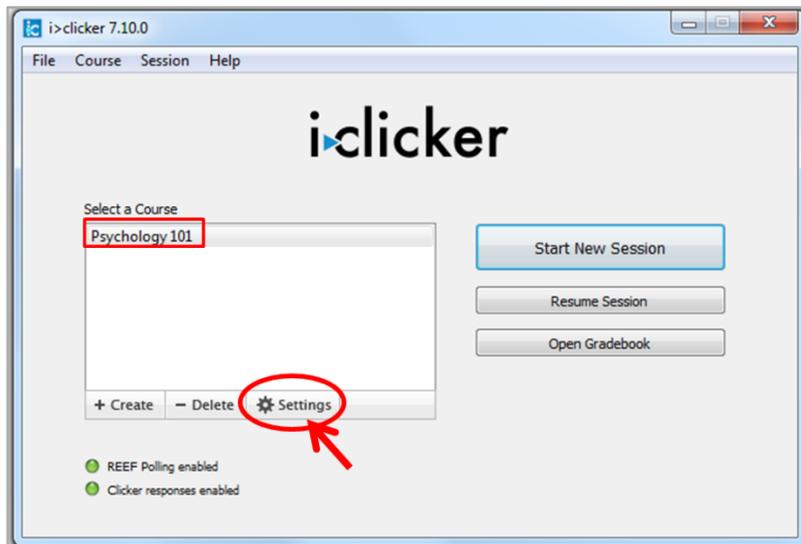


# Reef Polling Instructor Guide

To allow student polling from mobile devices, you will need to enable Reef Polling within the iClicker application.

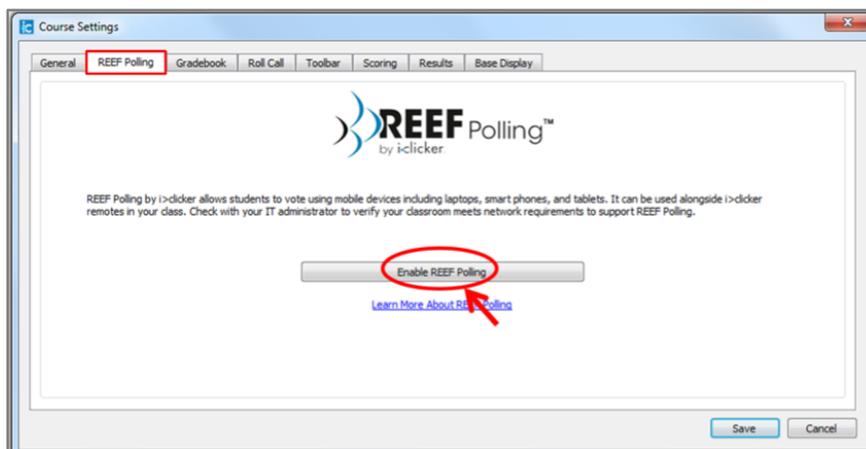
**Note: This guide is based on the iClicker version 7.10. Small differences in the interface with other versions are expected.**

1. With your course selected, click **Settings** on the iClicker main window.



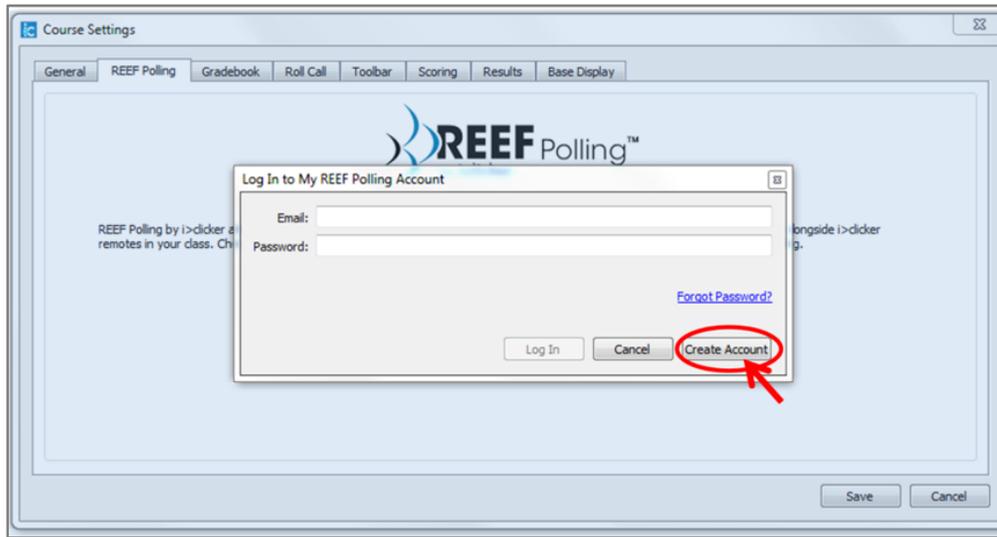
*iClicker Main Window*

2. Select the **Reef Polling** tab and click **Enable Reef Polling**.



*Course Settings Window Reef Polling Tab*

3. Click **Create Account** (or, log in if you already have a Reef account).



*Reef Polling Account Log in Window*

4. Create a Reef account (skip this step if you already have an account).

- 1) In the “Primary Institution” field, enter **Concordia University Montreal** and select it from the dropdown search results.
- 2) Enter your first name, last name, email address, a password and confirm your password.
- 3) Check the box to agree to the **Privacy Policy** and **Terms of Use** (click on the links to read the information first).
- 4) Click **Create**.

*Reef Polling Account Creation Window*

**NOTE: The first and last name you enter here can be a search term for students to find your course on Reef.**

## 5. Enter your course details.

- 1) Enter your course name.
- 2) Select your course start and end date.
- 3) It is recommended to have the settings for Screenshots to **Do not allow** to avoid cheating and putting students who use iClicker Classic at a disadvantage.
- 4) Optional -- enter the course ID, term, and meeting times. The additional information gets displayed under your course name in the Reef app and make it easier for your students to find and join your course.
- 5) Click **Create**.

**Course Details**  
This is how your course will appear in REEF Polling.

**Institution:** Concordia University - Montreal [Can't find your institution?](#)

**Course Name:** Psychology 101

**Start Date:** 5/16/18 **End Date:** 11/12/18

**Screenshots:** Allow students to view screenshots of the question when:  
 Polling Starts  Polling Ends  Do not allow

**Course ID:**

**Term:**

**Times:**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

*Course Details Window*

**NOTE:** The course name you enter here is what students will see when finding your course using Reef Polling.

## 6. Review the course details and then Save the settings.

To change any of the course details or your account information on Reef, you can go back to the Reef POLLING tab from the settings of the course. Always click on **save** once you edit any information.

If you no longer plan to have students use Reef, click the **Disable Reef Polling** button.

**Course Settings**

General REEF Polling Gradebook Roll Call Toolbar Scoring Results Base Display

Ying L. [Edit Account](#)

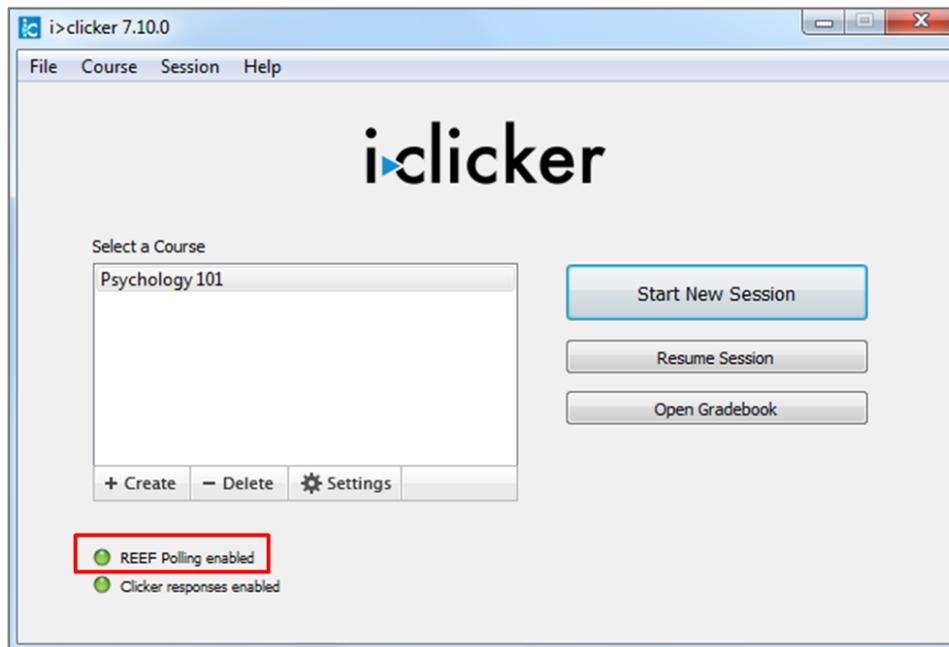
**REEF Polling™**  
by i-clicker

**REEF Polling Course Details**

Institution: Concordia University-Sir George Williams  
Course Name: Psychology 101  
Start Date: March 24, 2017  
End Date: September 20, 2017

*Course Settings Window Reef Polling Tab with Course Details*

Once you **save** the settings, “Reef Polling enabled” will appear on the iClicker main window.



*iClicker Main Window with Reef Polling Enabled*

### Special considerations:

- **Students need to enter their email as well as their first and last name exactly as written in Moodle. They will also need to enter their student ID into their Reef profiles. Otherwise, they will not show as registered in your iClicker gradebook and will appear as "Unknown Reef User".**
- Please email [help@concordia.ca](mailto:help@concordia.ca) to get an extension for your Reef account or to get a test student Reef account.