iClicker Road Map for Instructors

This document is a road map for instructors interested in using iClickers in the classroom. It outlines the major steps you need to take to make effective use of the iClicker technology. Providing links where applicable, the document also serves as a master guide to help you navigate the support material available in Concordia's iClicker Service Catalog, iClicker Resources Moodle (you will need to login to Moodle to access this site) and those provided by the iClicker company.

Learn	Learn about best practices in iClicker use from the literature.
Align	Align learning objectives and assessment strategies with the use of iClicker.
Obtain	Obtain hardware, software, and technical assistance.
Configure	Configure iClicker software settings.
Practice	Practice polling.
Register	Direct students to register in Moodle and download registrations to iClicker.
Publish	Publish iClicker session scores.

Learn about best practices in iClicker use

A few weeks before the beginning of the semester, do some reading of the iClicker literature to learn about effective uses and best practices.

For a brief introduction, read the "Seven Things You Should Know about Clickers" by Educause (This article is posted on Moodle so you will need to login in with your netname and password to access it).

For a more extensive read, visit the bibliography page compiled by Derek Bruff from Vanderbilt University. The site has a rich collection of articles and research publications on iClicker use for both general and discipline-specific audience.

Align learning objectives and assessment strategies with the use of iClicker

Now that you are informed by the literature, think about how the use of iClicker can fit into your course goals and assessment scheme. This will help you to determine the types of iClicker questions you will ask and ways of grading them.

Obtain hardware, software and technical support

1. Request an instructor's kit by contacting the IITS Service Desk at 514-848-2424 ext. 7613 or by submitting a ticket via help@concordia.ca.
2. Contact the campus bookstore to order iClicker remotes for your students.
3. Download Concordia's customized iClicker software from Moodle (Refer to the *Where do I download the iClicker instructor software from?* Question in the FAQ section of the iClicker Service Catalog).
4. Register online for one of the IITS iClicker introductory workshops or drop-in sessions. If there are no available sessions then please email your request to help@concordia.ca.

Configure iClicker software settings

1. Create your course in iClicker.
2. Set up your instructor remote (**Settings>General tab**). This will allow you to control the polling and move the PowerPoint slides.
3. Enable REEF Polling (**Settings>REEF Polling tab**) if you wish to allow student polling via networked devices such as laptops, tablets, or smartphones. It is important to consult the guidelines for *In-course Use of External Educational Software and Services* before you do so. For step-by-step instructions on how to enable REEF, refer to the "*REEF Polling Instructor Guide*". To help students set up their devices, send them the "*REEF Polling Quick Start Guide for Students*".
4. Map your iClicker course with your Moodle course site (**Settings>Gradebook tab**). For step-by-step instructions, refer to the "*iClicker v7 Moodle Integration Instructor Guide*" (Step 1).
5. Set up participation and performance points (**Settings>Scoring tab**). From this window, you can change the scoring later, but the change will only apply to future sessions. If you would like to change scoring settings for a previous session, you can do so by going to the **Gradebook** and clicking **View** under the session title you wish to change, then click the **Scoring** button on the top left of the grading window.

Practice polling

Practice polling by yourself before using iClicker in class. If you need a refresher, consult the *User Guide* provided in your iClicker software folder. Look at the section entitled "Polling Students" in the table of contents.

Direct students to register in Moodle and download registrations to iClicker

1. Send the "*iClicker Moodle Registration Guide"* to students.
2. After students have registered, download registrations to the iClicker gradebook following instructions in the "*iClicker v7 Moodle Integration Instructor Guide"* (Step 3).

Publish iClicker session scores

As your course progresses, you can make iClicker session scores available to students on a regular basis following instructions in the "*iClicker v7 Moodle Integration Instructor Guide"* (Steps 4-5).

Important reminders:

1. Explain *why* and *how* iClicker will be used both in your *course outline* and during your *first class* so that students will understand why they need to purchase and use iClicker as well as how the scores will be incorporated into their final grade.
2. Ask students if they have any questions about iClicker use and answer their questions. If it is a technical question you do not have an answer to, direct them to contact IITS service desk.
3. Apart from the FAQs and support documents on the IITS iClicker Service Catalog page, a *Quick Start Guide* and a comprehensive *User Guide* by iClicker are available in the iClicker software folder.