

# Getting Started with i>clicker

## The UMass Audience Response System

(Based on i>clicker software v6.3 & the i>clicker remote v2)

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## Introduction

The i>clicker audience response system (ARS) uses a handheld remote (clicker) to collect student responses to questions posed by the instructor. Student data is recorded and then displayed on a results graph by software on the instructor's computer.

i>clicker may be used as a simple tool to provide instant, anonymous feedback or as a tool to promote active learning in the classroom and give students credit for class participation and/or performance.

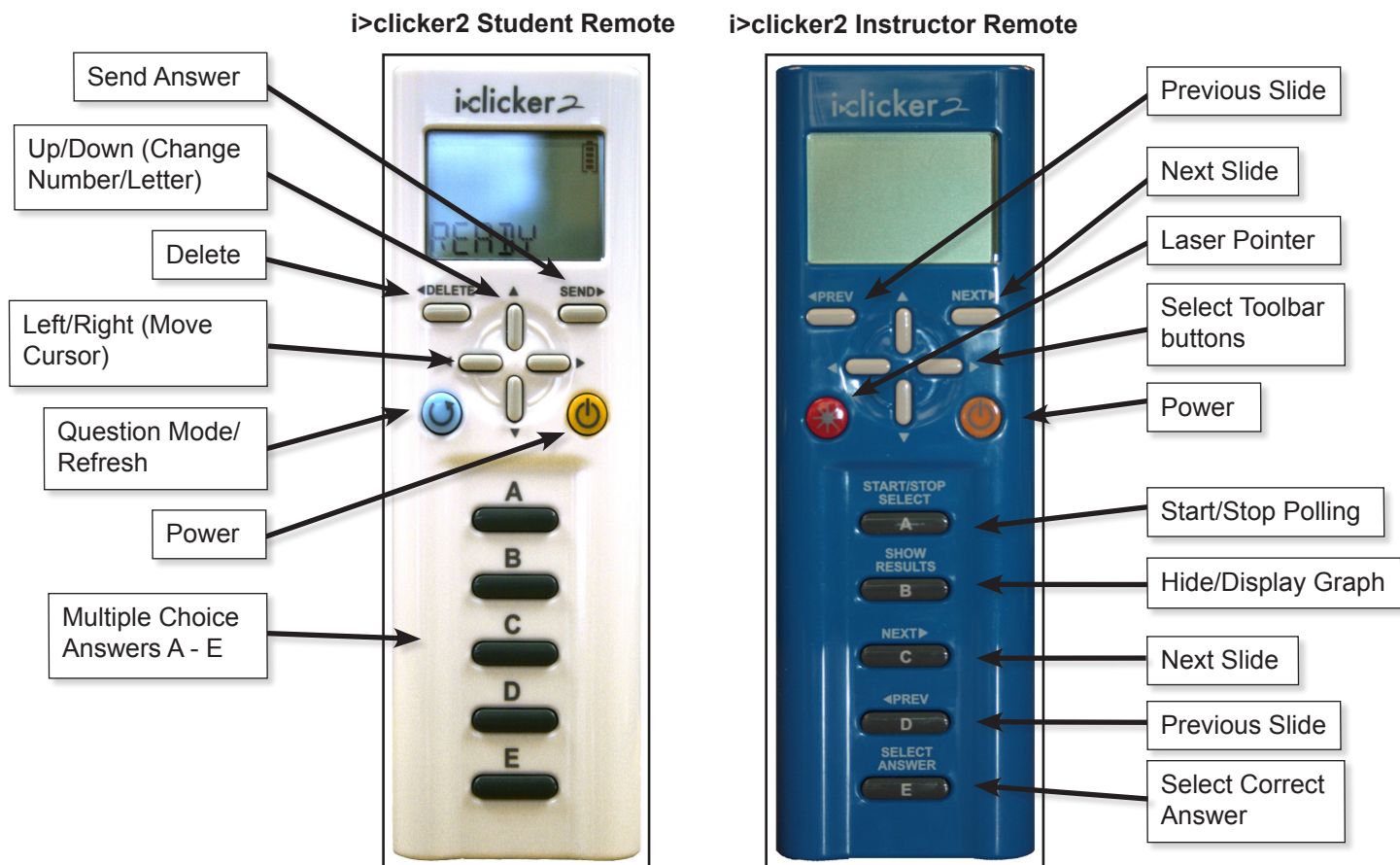
## Before You Begin

Prior to using i>clicker in a course, please consider the following tips:

- List the i>clicker2 remote as a requirement through your SPIRE course listing in the "Class Overview/Textbook" page. You should select "other materials" to list an audience response system device (aka clicker). The "special instructions" text entry box allow you to provide brand name, purchasing, or any other information..
- Contact the Textbook Annex and provide information for your course so that they can pre-order enough clickers for your students.
- Contact the Instructional Media Lab ([instruct@oit.umass.edu](mailto:instruct@oit.umass.edu)/545-2823) to reserve an i>clicker Instructor Kit and to schedule a consultation for an i>clicker introduction.
- Download the specific UMass Amherst i>clicker software here: <https://www.oit.umass.edu/software/iclicker>. Unzip and place the software folder in an easy to find location on your laptop. The i>clicker software will run from your computer or a flash drive without any installation procedure.
- To avoid frustration or in-class delays, we recommend that you go to the classroom you will be teaching in, well in advance, to practice using the i>clicker audience response system with that room's unique configuration.
- Consider setting-up an appointment with the Center for Teaching and Faculty Development to develop a series of appropriate strategies for your classroom and course content.
- Have a backup plan in case of technical difficulties.

# The i>clicker Hardware

Your Instructor Kit contains the following: i>clicker2 Student Remote, i>clicker2 Instructor Remote, and a Base Receiver.



**i>clicker2 Base Receiver**  
Plugs into computer via USB and has an LCD screen that displays polling results as they are received.



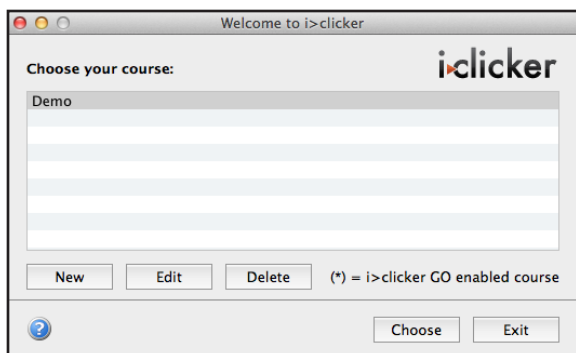
**Tips:**

- To be sure the base receiver has sufficient power, plug it directly into a computer. Do not connect it through a keyboard USB port or a non-powered USB hub.

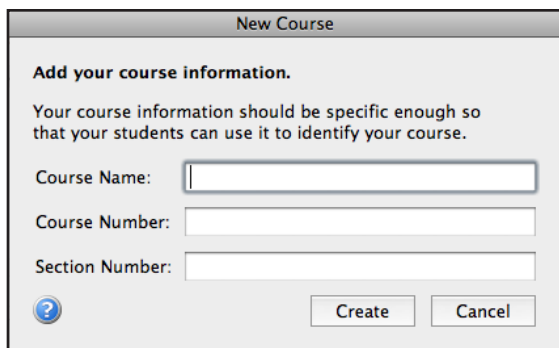
- If you are running i>clicker from a flash drive, connect the i>clicker flash drive to the USB port on the back of the i>clicker base receiver.



i&gt;clicker.app



Welcome to i&gt;clicker window



New Course window

## Download & Run i>clicker

1. Go to <https://www.oit.umass.edu/software/iclicker> and download and unzip either the Windows or Mac version of the software.
2. Unzip and place the i>clicker software folder in an easy to find location on your computer (or on a USB drive).
3. Connect the i>clicker base receiver to your computer through a USB port.
4. Open the **i>clicker folder** that you unzipped and double-click the **i>clicker application**. (Consider placing an alias or shortcut on your desktop for easy access.) The *Welcome to i>clicker* window will open.
5. Click **New** (at bottom, left) to add a course to i>clicker. The *New Course* window will open.
6. On the *New Course* window enter your **Course Name**, **Course Number**, and **Section Number**, then click **Create**.
7. Repeat steps 5-6 to create as many courses or sections as you need. Once you have created your course(s) you are ready to start a session and begin polling.

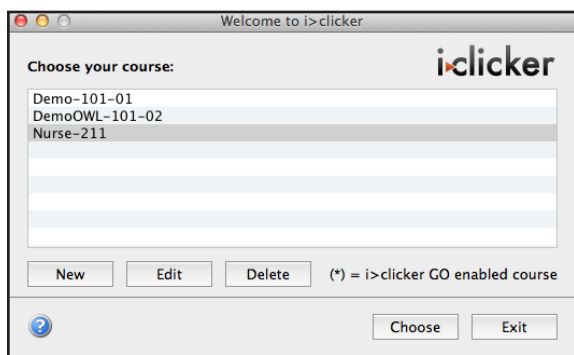
## Run a Polling Session

1. Open i>clicker. From the *Welcome to i>clicker* window, select a **course**. The i>clicker *Home* window will open.
2. Click the **Start Session** button. The i>clicker *Home* window will close and the *Session Toolbar* will open (at top, left). You can reposition the toolbar anywhere on your desktop.
3. Ask your students to turn on their clickers and change the frequency of their clickers to match the classroom frequency.
4. When you are ready to start polling, present the question and answer choices (visually or verbally), and click the **Start Polling** button. The default Start Polling button is for Multiple Choice question types. To ask Numeric or Alphanumeric questions click the drop-down arrow next to the Start Polling button and select **Numeric** or **Alphanumeric**.
5. When polling is active, the *Start Polling* button will become a *Stop* button and the toolbar will expand to show a timer and a vote counter.
6. To stop polling, click the **Stop** button. i>clicker will no longer accept votes. Students still trying to vote will see a **CLOSED** message on the LCD screen of their remote.
7. Click the **Results** button on the toolbar to display a *Results Chart* of the polling results.
8. Repeat steps 3-6 for each question you pose in class. When you are finished polling altogether, close the **Session Toolbar** using the X button (top left of Polling Bar) to exit.

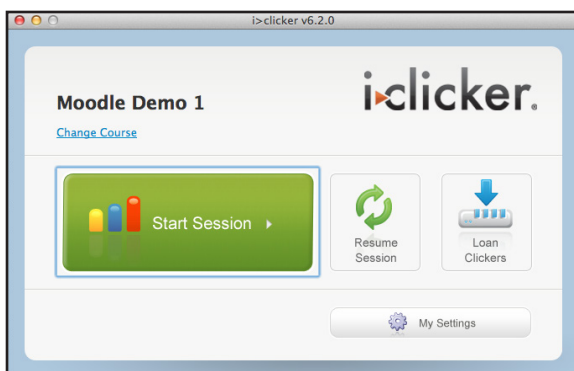
**Note:** In addition to starting a new session, i>clicker also lets you resume a previous session; which can come in handy if you exit the application accidentally or need to return to your polling session. To do so, on the i>clicker *Home* window, click **Resume Session**.

### Tip:

- The Instructor Remote allows you to control polling, as well as PowerPoint and Keynote presentations from anywhere in the classroom. To enable this function: Go to **My Settings > General** and enter your Instructor Remote serial number in the *Instructor's Remote ID* field.



Welcome to i>clicker window

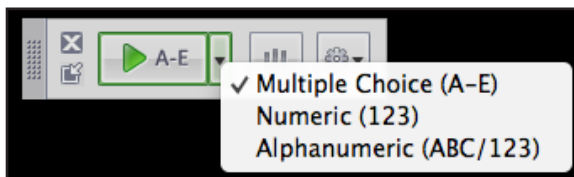


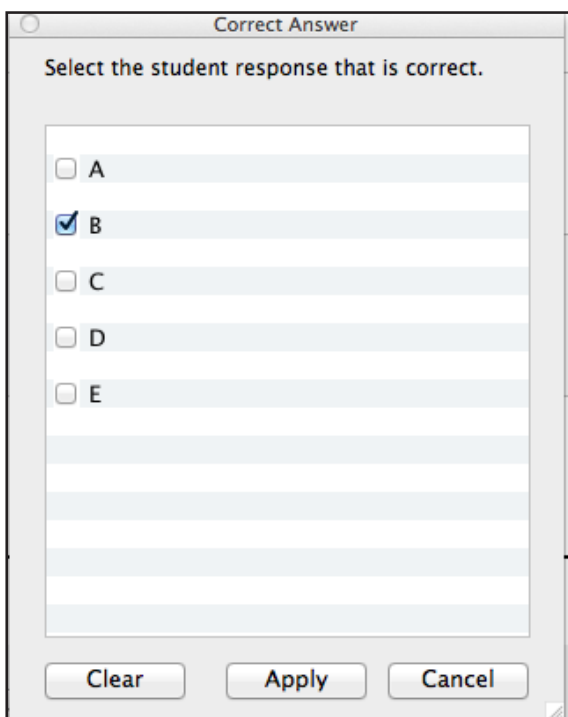
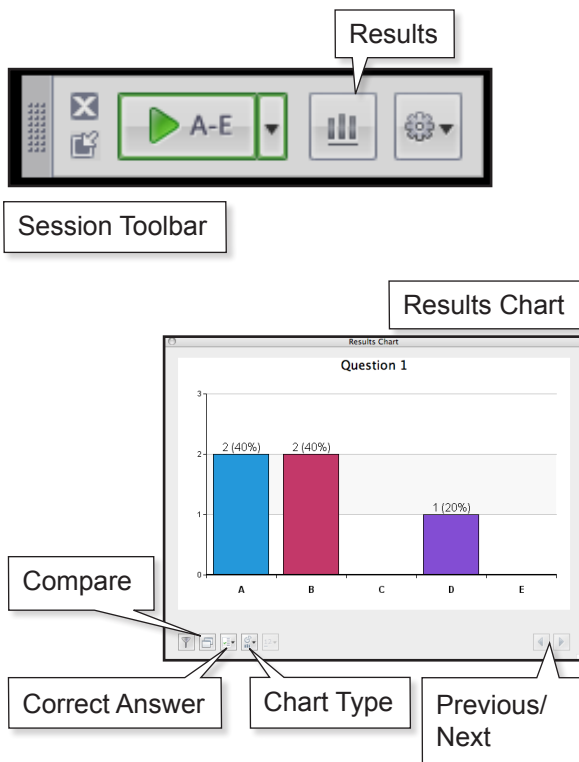
i>clicker Home window



Start Polling: Multiple Choice

Session Toolbar





Correct Answer window

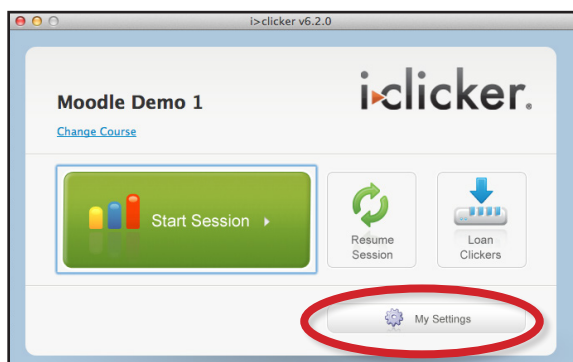
## View Student Responses

The i>clicker *Session Toolbar* lets you create *Results Charts* you can use to view your students' responses as a vertical bar chart, horizontal bar chart (multiple choice only), pie chart (multiple choice only), or histogram (numeric choice only).

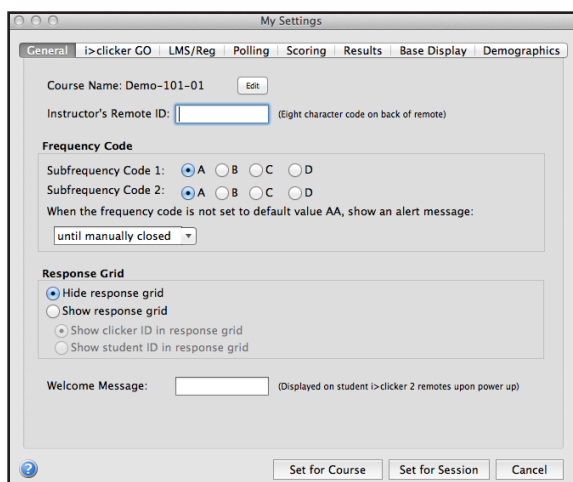
1. On the *Session Toolbar* click the **Results** button to show your students' responses for the current question. The graph will display the percentage of total votes and number of votes for each answer choice.
2. To designate a correct answer, click the **Correct Answer** button at the bottom-left corner of the *Results Chart*. The *Correct Answer* window will open.
3. Select the **box** next to the correct answer and click **Apply**. Once you have designated a correct answer, the correct answer choice will turn green on the *Results Chart*.
4. To change the chart type, click the **Chart Type** button and select a **chart type** from the drop-down menu.
5. To display the *Results Chart* from a question that came before or after the one you are currently viewing, click the **Previous** or **Next** buttons (at bottom, right).
6. To compare two graphs side by side click the **Compare** button, then click the **Previous/Next** buttons to toggle between *Results Charts*.

### Tip:

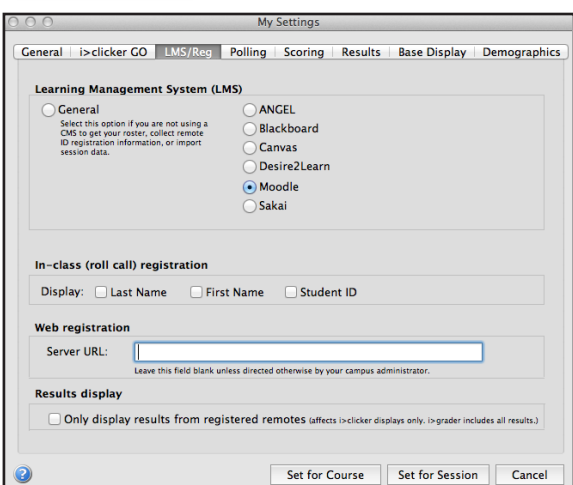
- The Instructor Remote allows you to select a correct answer from anywhere in the classroom. Use the Select Answer button (E) to toggle through the answers. Whichever answer you leave green will be recorded as the correct answer.



i&gt;clicker Home window



General Tab



LMS/Registration Tab

## Customize Your Settings

The *My Settings* window contains a series of tabs that let you customize the functionality of the i>clicker and i>grader software.

**Note:** The instructions below focus on the most-used i>clicker settings. We recommend that you keep the pre-determined settings as much as possible. For a more detailed explanation of the settings, see the full *i>clicker v6.3 User Guide* that is packaged within the software folder that you installed on your computer (or USB drive).

### General

1. In the i>clicker *Home* window, click the **My Settings** button.
2. On the *General* tab enter the **Instructor Remote ID #** located below the bar code on the back of your *Instructor Remote* (blue).
3. Set a **Welcome Message**. We recommend your course name and number; e.g. Demo101. The message will appear on the LCD screen of your students' remotes when they power them on and helps them know they are configured correctly.

### LMS/Registration

1. In the i>clicker *Home* window, click the **My Settings** button, then click the **LMS/Reg** tab.
2. In the *Learning Management System* (LMS) section select **Moodle**.
3. Click **Set for Course**.

### Polling

*Polling* lets you to customize the session toolbar and set the polling timer as count up or count down.

### Scoring

*Scoring* lets you set point values earned for participating in class and/or answering questions correctly.

*Participation points* are awarded to students who vote during a class session (encouraging student engagement). They are awarded by overall session activity, not by individual question.

*Performance points* are awarded to students for each question, based on specific answers.

### Results

*Results* lets you to customize the results charts for each question type.

The *Correct Answer Display* only applies if you have pre-selected correct answers using the *Question List Editor*. See *Create a Question List* on page 15 of this document for more information.

## ***Base Display***

*Base Display* lets you to customize the base receiver LCD display. During polling, i>clicker responses are shown on the base receiver LCD screen in real-time. The LCD display is useful in situations when you want to see how your audience is responding but don't want to make the results viewable to everyone.

## ***Demographics***

i>clicker includes the option to collect student demographic data. This data can be used in class to filter (slice) student polling results. The *Demographics* settings allow you to select, edit, create, and import demographic questions.

For a detailed explanation on how to set-up and ask *Demographics* questions in class see *Create and Utilize Demographics* on page 18 of this handout.



## Integrate Moodle & i>clicker

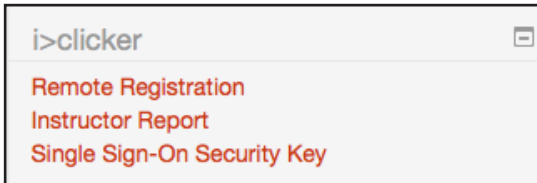
In order to integrate i>clicker and Moodle you will need to add an i>clicker block to your Moodle course. You will also need the Security Key provided in the i>clicker block to allow i>grader to sync with your Moodle grade roster (see next page).

### Add an i>clicker Block

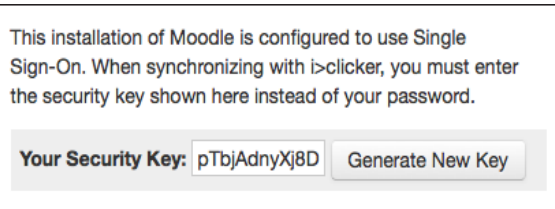
1. Go to the Moodle Login page: <https://moodle.umass.edu>.
2. Click Login with OIT NetID.
3. Enter your **NetID** (OIT Account user name) and password and click **the arrow icon**. The Moodle *Home* screen will open.
4. In the *My courses block*, select the *course* that you would like to integrate with i>clicker.
5. Click **Turn editing on** (top, right).
6. Under *Add a block* (bottom, right), click the **Add...** drop-down menu and select **i>clicker**. An i>clicker block will be created on your course homepage.

### Copy the Security Key

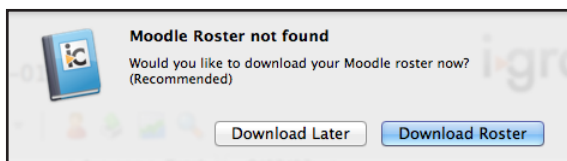
1. Go to the Moodle Login page: <https://moodle.umass.edu>.
2. Click Login with OIT NetID.
3. Enter your **NetID** (OIT Account user name) and password and click **the arrow icon**. The Moodle *Home* screen will open.
4. In the *My courses block*, select the *course* that you would like to integrate with i>clicker.
5. In the *i>clicker block*, click **Single Sign-On Security Key**. The *i>clicker Single Sign-On Security Key* page will open.
6. Copy the exact text in the Your Security Key field to paste in i>grader (see next page).



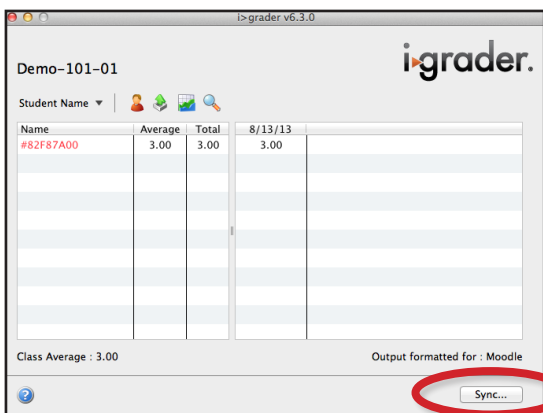
i>clicker block



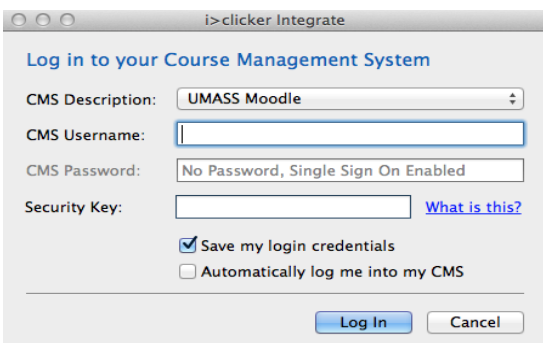
Single Sign-On Security Key



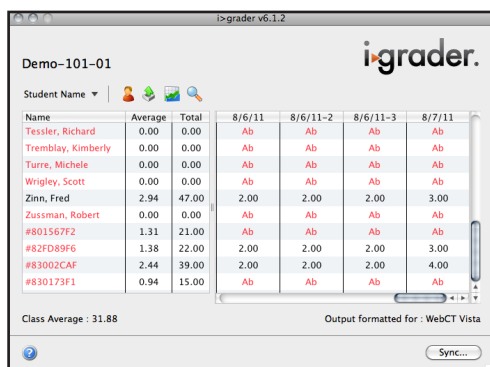
Moodle Roster not found prompt



Download roster with Sync button



Log in to your Course Management System



i&gt;grader Home window (Roster)

## Import a Moodle Roster to i>grader

i>grader is i>clicker's built-in gradebook. It lets you review, edit, and export your polling sessions, questions, and student data. You will need to sync your Moodle roster with i>grader to associate polling data with specific students.

1. Open your **i>clicker software folder** and double-click the **i>grader** application. (Consider creating an alias or shortcut for it on your desktop for easy access.) The *Welcome to i>grader* window will open.
2. Select your **course** and click **Choose**. The i>grader *Home* screen will open.
3. If this is the first time you have opened i>grader, you will be prompted to download your roster. Click **Download Roster** to download it. If this is not the first time you have opened i>grader, you will need to click the Sync button and confirm the roster download by clicking Yes. The *Log in to your Course Management System* window will open.
4. On the Log in to your Course Management System window, in the *CMS Username* field, enter your **OIT NetID**. (You do not need to enter your **OIT password**.) In the *Security Key* field, paste the security key you copied from the i>clicker block in Moodle (see previous page). Then click Log In.
5. In the *Select your course* window, choose your *course* from the drop-down menu and click **Import Roster**. When the download has finished, the *Download Complete* window will open. Click **Restart i>grader**.
6. Once you have imported your course roster, you will see a list of students in the left-most column and a list of your polling sessions will appear across the top row of the results table. Select the **drop-down** menu directly above the *column name* to view the students by *Student ID* or by *last name*.

Each *Session Column* on the i>grader *Home* window will be labeled by polling session date. If you conduct two sessions on the same day, they will appear separately on the main i>grader screen. If you choose **Resume Session** from the i>clicker *Home* window, the resumed polling data will be added to the previous session.

The example at left indicates three sessions that were held on *August 6th* and one session on *August 7th*. Of the student names that appear in column at left, five did not register their clickers (Tessler, Tremblay, Turre, Wrigley, and Zussman—noted in red), one did register his clicker (Zinn—noted in black). The four remote IDs at the bottom of the list belong to students who have participated in polling sessions but not yet registered their clickers.

**Student Details**

Student ID: **adescham**

Student Name: **Deschamps, Alexandra**

Registered Clickers:

801271E3 [Add] [Remove]

[Save] [Cancel]

Student Details

## Edit i>grader Data

### Modify a Student's Remote ID

1. On the i>grader *Home* window, double-click the **student ID** or **name** in the left-most column. The *Student Details* window will open.
2. To remove the association of a particular clicker to that student, select a **remote ID** from the *Registered Clickers* list and click the **Remove** button.
3. To associate a new remote ID with that student, click the **Add** button, enter the new **Clicker ID** and click **OK**, then click **Save**.

### Edit a Session's Name

1. On the i>grader *Home* window, double-click the **column** for the session you would like to edit. The column will turn blue and the *Session Summary* window will open.
2. In the *Session Name* field (at top, right) enter the **new name** for the session, then click **Set and Close**.

### Delete a Session

1. On the i>grader *Home* window, double-click the **column** for the session you would like to edit. The column will turn blue and the *Session Summary* window will open.
2. Click the **Delete Session** button; then, on the *confirmation window* click **OK**.

### Edit Session Settings

1. On the i>grader *Home* window, double-click the **column** for the session you would like to edit. The column will turn blue and the *Session Summary* window opens.
2. Click the **Session Settings** tab to modify *Participation Points* awarded for the session.
3. Click the **Question Information** tab to modify *Performance Points* awarded per question/answer. Click the **Next** and **Previous** buttons to move through individual questions from a session.
4. When you have finished making the necessary changes, click **Set and Close**.

### Delete a Question

1. In the i>grader *Home* window, double-click the **column** for the session you would like to edit. The column will turn blue and the *Session Summary* window will open.
2. Click the **Previous/Next** buttons to select the **question** you would like to delete, then click **Delete Question**. The question will appear as deleted in the screenshot and its data will be grayed-out in the *Question Information* window.
3. Click **Undelete Question** to restore the question and its point values to your session.
4. When you have finished making the necessary changes, click **Set and Close**.

**Session Summary**

Course Title: **Demo-101-01** Session Name: **8/7/11**

Number of Students: **5** Number of Questions: **2**

Session Date: **8/7/11** Session Time: **2:38 PM**

Class Average: **3.40** Total Points Available: **4**

Question Information | Session Settings

Question Title: **Question 1** Type: **Multiple Choice**

Correct Answer(s): **C**

Significant Figures: **16**

Student Response	Points	Vote Count	% of Vote
<input type="checkbox"/> A	1	1	20
<input type="checkbox"/> B	1	1	20
<input checked="" type="checkbox"/> C	2	2	40
<input type="checkbox"/> D	1	1	20
<input type="checkbox"/> E	1	0	0

View Screenshot | View Chart | Delete Question

1 of 2 [Previous] [Next]

[Delete Session] [Set and Close] [Cancel]

Previous question

Session Summary window

Next question

**Session Summary**

Course Title: **Demo-101-01** Session Name: **8/7/11**

Number of Students: **5** Number of Questions: **2**

Session Date: **8/7/11** Session Time: **2:38 PM**

Class Average: **3.80** Total Points Available: **5**

Question Information | Session Settings

Total performance points for this session: **4**

Not to exceed **10** points

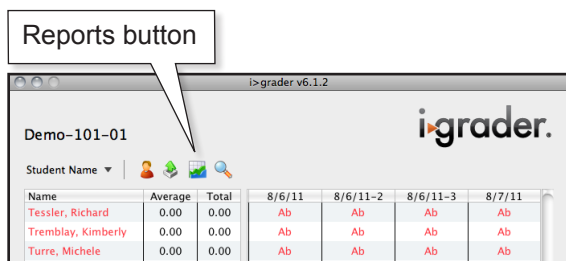
Participation and attendance points for this session:

Points awarded: **1**

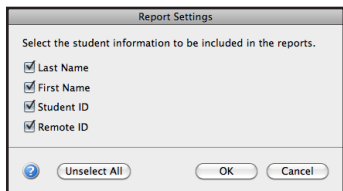
Minimum number of required responses (to qualify for participation points): **1**

[Delete Session] [Set and Close] [Cancel]

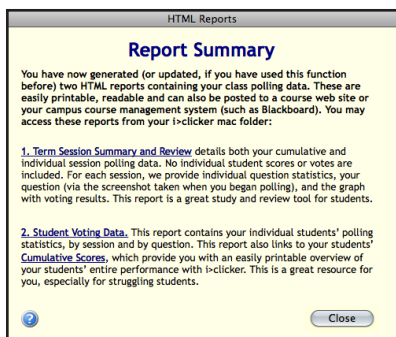
Session Settings tab



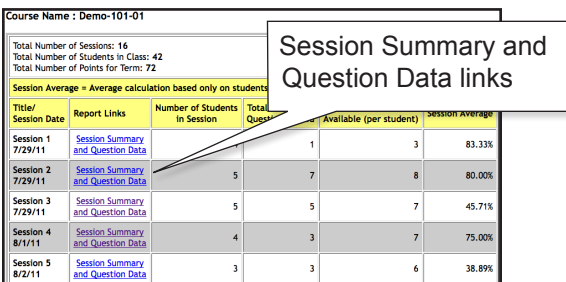
igraider Home window



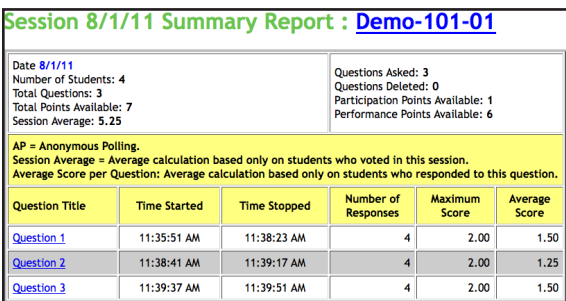
Report Settings window



Report Summary window



Term/Session Summary and Review Report



Session Summary Report

## View i>grader Reports

The i>grader *Reports* function creates *Term Session Summary and Review* and *Student Voting Data* reports in an easy-to-read and print-friendly format. The reports can be opened and printed using any Web browser. They can also be posted to a course Web site as PDFs.

1. On the i>grader *Home* screen, click the **Reports** button. The *Report Settings* window will open.
2. Select the **student information** you would like to include in the report and click **OK**. The *Report Summary* window will open.

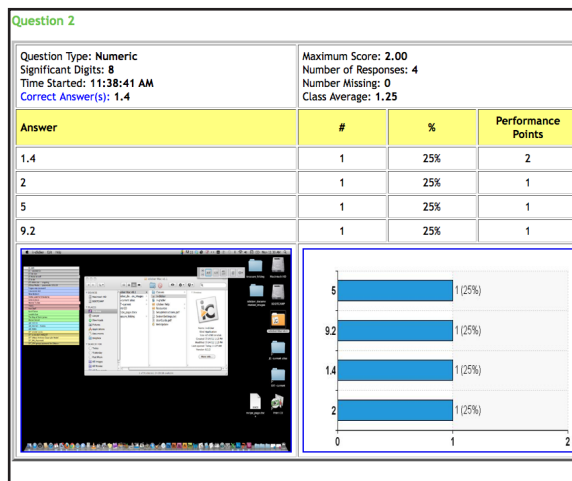
The *Term Session Summary and Review* report provides a breakdown of polling data for your term (to date) and for individual sessions. No individual student scores or votes are included in this report, making it ideal to share with your class as a post-lecture study guide.

The linked *Summary Review* reports contain individual question statistics, screenshots taken from individual polling questions, and voting result graphs for each session.

The *Student Voting Data* report contains grades for your individual students, by session and by question. *Cumulative Student Scores* provides you with a review of each student's performance for each i>clicker session.

### Term Session Summary and Review

1. On the *Report Summary* window click the **Term Session Summary and Review** link. The *Term Session Summary and Review Report* will open.
2. To review more detailed session information, click the **Session Summary and Question Data** link for any session. The *Session Summary Report* for that particular session will open.
3. Click a **question title** (or scroll down) to access individual *Question Results* information.



Individual Question Results information

**Student Voting Data Report**  
 Course Name : Demo-101-01

Total Number of Sessions: 16  
 Total Number of Students in Class: 42  
 Total Number of Points for Term: 72  
[View cumulative student scores](#)

NV = No votes collected  
 Session Average = Calculation based only on students who voted in this session.

**Cumulative Student Scores link**

**Student Responses links**

Title/ Session Date	Report Links	Number of Students in Session	Number of Questions Asked	Total Points Available	Session Average
Session 1 7/29/11	<a href="#">Student Responses</a>	4	1	3	83.33%
Session 2 7/29/11	<a href="#">Student Responses</a>	5	7	8	80.00%
Session 3 7/29/11	<a href="#">Student Responses</a>	5	5	7	45.71%

Student Voting Data Report

**Student Session 8/1/11 Report : Demo-101-01**

Date 8/1/11  
 Number of Students: 4  
 Total Questions: 3  
 Total Points Available: 7  
 Session Average: 5.25

Questions Asked: 3  
 Questions Deleted: 0  
 Participation Points Available: 1  
 Performance Points Available: 6

NV = No votes collected  
 AP = Anonymous Polling.  
 Session Average = Calculation based only on students who voted in this session.

Student vote selection (color coding applies only if you have specified a correct answer)  
 Bold Green = Correct Answer  
 Bold Red = Incorrect Answer  
 Black = Correct answer not designated

**Question Title**

Student Info/Total	Average	Question 1	Question 2	Question 3
Deschamps, Alexandra, adescham, #801271E3 Total: 5.00	71.43%	A	9.20	C
Kumar, Hari, hkumar, #801567F2 Total: 6.00	85.71%	B	1.4	B
Hutton, Sarah, shutton, #80161086 Total: 4.00	57.14%	A	2	D
Zinn, Fred, zinn, #801767F0 Total: 6.00	85.71%	B	5	C

Student Session Report

**Student Term Report : Demo-101-01**

Total Number of Sessions: 16  
 Total Number of Students in Class: 42  
 Total Number of Points for Term: 72  
 Student Average: 31.62

NV = No votes collected  
 Student Average = Calculation based only on students who voted in the session.

**Question Title**

Student	Average:	7/29/11	7/29/11-2	7/29/11-3
Deschamps, Alexandra, adescham, #801271E3 Total: 45	62.50%	2	8	1
Duchon, AnnMarie, aduchon, Total: 0	0.00%	NV	NV	NV
Jerome, Rebecca, bjerome, Total: 0	0.00%	NV	NV	NV
Rogers, Christine, carogers, Total: 0	0.00%	NV	NV	NV

Student Term Report

**Student Session 8/7/11 Report : Demo-101-01**

Date 8/7/11  
 Number of Students: 5  
 Total Questions: 2  
 Total Points Available: 5  
 Session Average: 3.80

Questions Asked: 2  
 Questions Deleted: 0  
 Participation Points Available: 1  
 Performance Points Available: 4

NV = No votes collected  
 AP = Anonymous Polling.  
 Session Average = Calculation based only on students who voted in this session.

Student vote selection (color coding applies only if you have specified a correct answer)  
 Bold Green = Correct Answer  
 Bold Red = Incorrect Answer  
 Black = Correct answer not designated

Student Info/Total	Average	Question 1	Question 2
Deschamps, Alexandra, adescham, #801271E3 Total: 4.00	80.00%	A	42
Hutton, Sarah, shutton, #80161086 Total: 4.00	80.00%	C	22
Zinn, Fred, zinn, #801767F0 Total: 3.00	60.00%	D	22.103
#82FD89F6 Total: 4.00	80.00%	B	3.1
#B3002CAF Total: 4.00	80.00%	C	30

Student Session Report

## View i>grader Reports (continued)

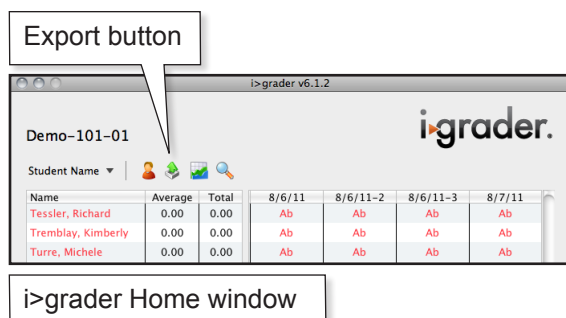
### Student Voting Data

1. On the *Report Summary* window click the **Student Voting Data** link. The *Student Voting Data Report* will open. This report provides links to detailed breakdowns of student responses for each session as *Cumulative Student Scores*.
2. Click the **Student Responses** link from a particular session. The *Student Session Report* from that session will open.
3. Click a **question title** to access individual *Question Results* information.

### Cumulative Student Scores

1. On the *Report Summary* window (or the *Student Voting Data Report*) click the **Cumulative Student Scores** link. The *Student Term Report* will open. This report provides student information, such as: name, Remote ID, total points for the term, point average, and number of points received for each individual polling session.
2. Click on the **Session Title/Date** link to open the *Student Session Report* and see a review of each student's responses during a session.

**Note:** If you have designated a correct answer for any of the questions included in the report, it will be displayed in green, and incorrect answers will appear in red. If you did not designate a correct answer, responses will appear in black.

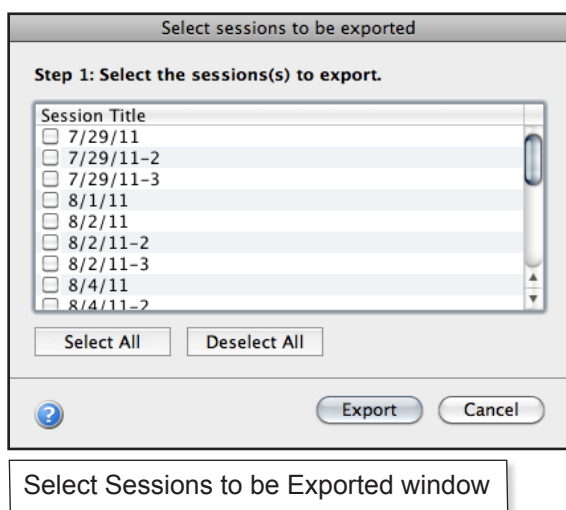


## Export Grades

You can download your student grade data as an independent .csv file or export it directly to Moodle using the *Integrate Wizard*. If you use the *Integrate Wizard*, you can still access the resulting .csv file in your *Class* folder.

### Export Grades to Moodle

1. In the i>grader *Home* window, click the *Export* button. The *Select Sessions to be Exported* window will open.
2. Select the **checkboxes** next to the *Sessions* that you wish to transfer, and click **Export**. The *Export Complete* window will open, once your session(s) has been exported.
3. Click **OK**. The *Confirm Upload* window will open, to confirm that you want to send your grades directly to Moodle using the *Integrate Wizard*. Click **Yes**. The *Log in to your Course Management System* window will open.
4. In the *Log in to your Course Management System* window, in the *CMS Username* field, enter your **OIT Account NetID**. Then, in the *CMS Password* field, enter your **OIT Account password** and click **Login**. The *Select your course* window will open.
5. In the *Select your course* window, choose your *course* from the drop-down menu and click **Upload Scores**. When the upload has finished, the *Data uploaded successfully* window will open. Click **OK**.



**Note:** To access a .csv file of the grades that you exported to Moodle, open the *i>clicker software* folder on your computer and go to *Class > Uploaded > CSV*.

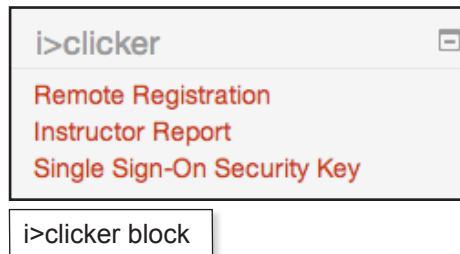
## Student Clicker Registration

In order to receive credit for clicker participation, students will need to associate the unique serial number on the back of their i>clicker2 remotes with their name and NetID. Registration should be done through Moodle. Do not use the i>clicker online database registration through i>clicker.com.

### Student Registration Process

1. Go to the Moodle Login page: <https://moodle.umass.edu>.
2. Enter your **NetID** (OIT Account user name) and password and click **Login**. The Moodle *Home* screen will open.
3. In the *Navigation* block, under *My courses*, select the *course* for which you would like to register the i>clicker remote.
4. In the i>clicker block, click **Remote Registration**.
5. Enter your **8-character serial number** in the *Enter Your i>clicker Remote ID* field and click **Register**.

Once you register a clicker in Moodle it will be registered for use in all classes.



## Create & Utilize Question Lists

Question Lists allow you to customize the settings for each individual clicker question ahead of your class. You can pre-assign correct answers, set question titles, results chart labels, and points for each answer choice.

### Create a Question List

1. Open **i>clicker** and click the **Question** menu (at top), then select **New Question List** from the drop-down menu. The *Question List Editor* window will open.
2. On the *Question List Editor* window, click the **Question Information** tab and select a **question type** from the *Question Type* drop-down menu.

Question List Editor — Multiple Choice

### Create a Multiple Choice Question

1. On the *Question List Editor* window, in the *Question Information* tab, enter a **Question Title**.
2. In the *Results Chart Labels* fields you can enter a **label** for each available answer to the question.
3. *Performance Points* can be assigned to each answer choice. Points entered in the fields next to each label are calculated as *Performance Points* during the polling session. Points assigned in the *Question List Editor* will supercede the *Performance Points* assigned under *My Settings*, in the *Scoring* tab.
4. You can enter a **correct answer** by selecting one of the **options** from the *Answer* drop-down menu.
5. A question may be designated as *Anonymous* by marking the **checkbox** in front of this option. This will prevent submitted responses from being associated with a particular student.
6. Click **Save** to add the question to your *Question List* (at left). Click **New** to add another question or click **Close** to exit and save the current *Question List*. Give the *Question List* a unique **name** and save it in the Class folder where you wish to use it.

### Create a Numeric Question

1. On the *Question List Editor* window, in the *Question Information* tab, enter a **Question Title**.
2. You can enter a **correct answer** in the *New Answer to Add* field and add the **number of points** for the correct answer in the *Points* field. Correct answers can contain a maximum of 8 characters. Only characters that can be entered on the student remotes can be used in a correct answer. These are: the numbers 0-9 and the following symbols: . - ^ E.
3. A question may be designated as *Anonymous* by marking the **checkbox** in front of this option. This will prevent submitted responses from being associated with a particular student.
4. Click **Add**. The answer will be added to the *Correct Answers* field.
5. Repeat steps 2-4 to add additional correct answers.
6. Click **New** to add another question, or click **Close** to exit and

Question List Editor — Numeric



Question List Editor — Alphanumeric

save the current *Question List*. Give the *Question List* a unique **name** and save it in the Class folder where you wish to use it.

### Create an Alphanumeric Question

1. On the *Question List Editor* window, in the *Question Information* tab, enter a **Question Title**.
2. You can enter a **correct answer** in the *New Answer to Add* field and add the **number of points** for the correct answer in the *Points* field. Correct answers can contain a maximum of 16 characters. Only characters that can be entered on the student remotes can be used in a correct answer (A-Z 0-9 . - ^ E + = \_).
3. A question may be designated as *Anonymous* by marking the **checkbox** in front of this option. This will prevent submitted responses from being associated with a particular student.
4. Click **Add**. The answer will be added to the *Correct Answers* field.
5. Repeat steps 2-4 to add additional correct answers.
6. Click **New** to add another question, or click **Close** to exit and save the current *Question List*. Give the *Question List* a unique **name** and save it in the Class folder that you wish to use it.

### Change Question Settings

The *Question Settings* tab, in the *Question List Editor*, is used to customize the *Polling Time* and *Display Options* for each question in a *Question List*. Features include:

- *Polling Timer*: Can be set to Count up from 0 seconds or Count down from a preset amount of time (up to 4 minutes).
- *Display Options*: Affect how results are shown (Color or Monochrome).
- *Show correct answer*: Allows you to predetermine a correct answer to be shown on the *Results Chart* and be recorded in i>grader.

### Copy a Question List to a Different Class

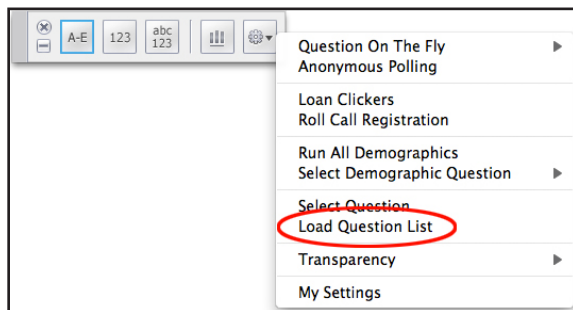
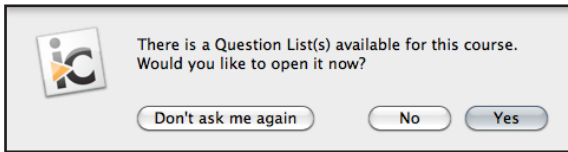
1. On your computer open the i>clicker folder and double-click the **Classes** folder.
2. Within the *Classes* folder, select the appropriate **Question List** (.csv).
3. Copy the file from the *original* class folder and **paste** it in the *new class* folder.
4. Open i>clicker, select the **class** you would like to move the *Question List* and click the **Start Session** button. A pop-up window will open indicating that a *Question List* is available; click **Yes**.
5. In the *Open Question List File* window, select the appropriate **Question List** (.csv file) and click **Open**. The *Session Toolbar* and *Question List* windows will open.

#### Tips:

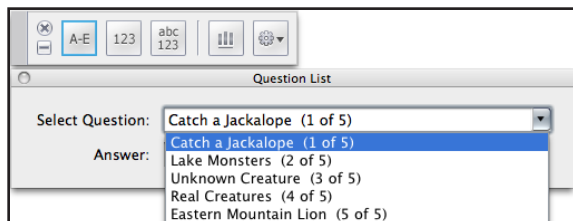
- To reorder questions in your *Question List* select the **Question Title** and click on the **Up** or **Down** arrow below the list of question titles.
- To remove a question from the list select the **Question Title** and click the **Delete** button below the list of question titles.

## Edit a Question List

1. Open i>clicker and click the **Question** menu (at top), then select **Open Question List** from the drop-down menu. The *Open Question List File* window will open.
2. Select the **Question List** (.csv file) that you would like to edit and click **Open**. The *Question List Editor* will open with the *Question Title* information shown in the left display window.
3. Select a **Question Title** to edit.
4. Make any changes to the question in the *Question Information* and *Question Settings* tabs. You can edit questions, reorder questions, delete questions, and add new questions.
5. Click the **Close** button to return to the i>clicker *Home* window.



Options Drop-down Menu



Question List Window

## Load a Question List

### Open a Question List at the Beginning of a Polling Session

1. Click the **Start Session** button on the i>clicker *Home* screen.
2. At the prompt to open a question list, click **Yes**.
3. On the *Open Question List File* window, select a **Question List** (.csv file) to open and click **Open**. The *Question List* window will open, under the *Session Toolbar*.

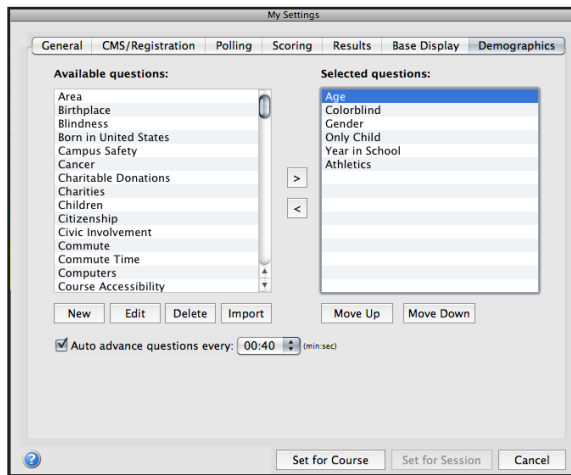
### Open a Question List During a Polling Session

1. If you need to open a *Question List* after you start a polling session, click the **Options** button on the *Session Toolbar* and select **Load Question List**.
2. On the *Open Question List File* window, select a **Question List** (.csv file) to open and click **Open**. The *Question List* window will open, under the *Session Toolbar*.

### Ask a Question from a Question List

After opening a *Question List*, the *Question List* window will open, under the i>clicker *Session Toolbar*. The first question in the *Question List* will open in the *Select Question* drop-down menu.

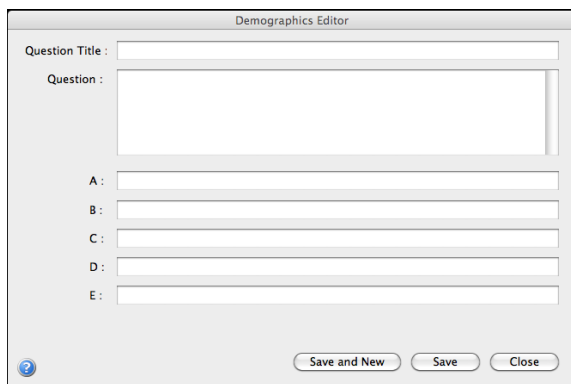
1. Make sure that the question you want to ask is displayed in the *Question List* window. If the correct question does not appear, use the *Select Question* drop-down menu to select it.
2. To begin polling, click the **Question Type** button for the question you are asking.
3. Unless you have set the question to use a count-down timer, you will have to click the **Stop** button on the *Session Toolbar*. The next question in the *Question List* will automatically appear in the *Question List* window.
4. If you would like to view the *Results Chart* for a question, once polling has stopped, click the **Results** button. The *Question Title* and *Chart Labels* will be displayed on the chart.
5. Repeat steps 2-4 for each question on the list, if needed.
6. When you are done on the *Question List* window, click the **Close** button.



Demographics Tab

### Tips:

- To view or edit a question, select the **question title** in the *Available questions* list and click **Edit**.
- Any question can be created as a demographics question. Demographic questions are labeled as such simply because this is their most likely use.



Demographics Editor window

## Create & Utilize Demographics

### Select Demographic Questions

The first step in collecting student demographic data is to select the demographic questions that you would like to use in a particular class. i>clicker includes a list of common demographic questions from which to choose. You may also add your own questions to the list or edit any of the provided questions.

To select demographics questions from the list:

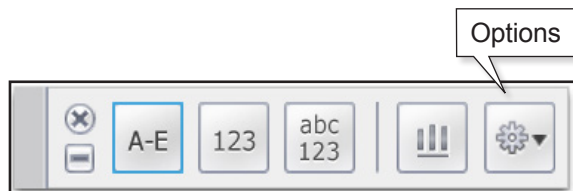
1. Open i>clicker and click the **My Settings** button.
2. On the *My Settings* window, click the **Demographics** tab.
3. Click a **question title** in the *Available question* list, then click the **Right Arrow** button to move the question into the *Selected questions* list.
4. Repeat steps 1-3 until you have selected all of the demographics questions that you would like to ask in class.
5. To change the order that your selected questions will be asked in class, click the **Move Up** and **Move Down** buttons.
6. If you need to remove a question from the *Selected questions* list, select the **question title** and click the **Left Arrow** button.
7. If you wish to automatically advance the questions when you start a demographic polling session, select the **Auto Advance** checkbox and select the **amount of time** that each question should appear on screen.
8. Click **Set for Course** to save your edits and exit.

### Add a New Demographic Question

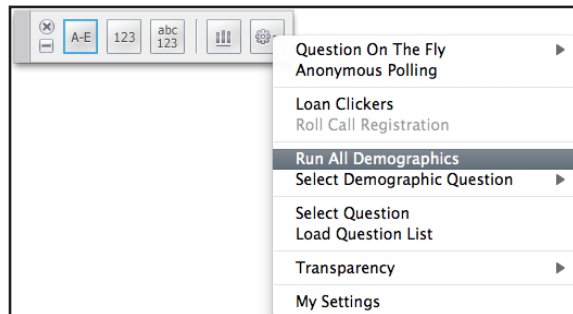
1. In the *My Settings* > *Demographics* window, under the *Available questions* list, click **New**. The *Demographics Editor* window will open.
2. On the *Demographics Editor* window enter a **Question Title**, **Question**, and up to five **answer choices**.
3. Click **Save** to add only one question or **Save and New** to add more than one question.
4. Click **Close** to exit.

### Edit a Demographic Question

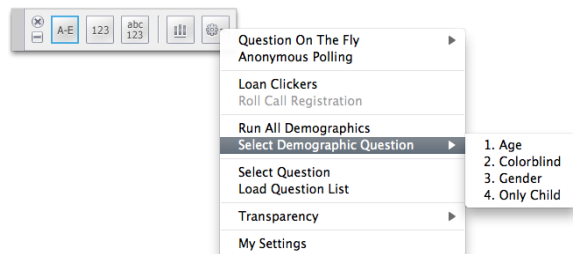
1. In the *My Settings* > *Demographics* window, click the **Edit** button under the *Available questions* list. The *Demographics Editor* window will open.
2. On the *Demographics Editor* window, edit the **Question Title**, **Question**, or any of the **answer choices**.
3. Click **Save**. Your edits will be saved and the *Demographics Editor* window will close.



Session Toolbar



Run All Demographics



Select a Demographic Question

## Collect Demographic Data

Once you have created a demographic questions list, you can compile student demographic data by collecting student responses in class. You can ask demographic questions all at once or individually.

### Run All Demographic Questions

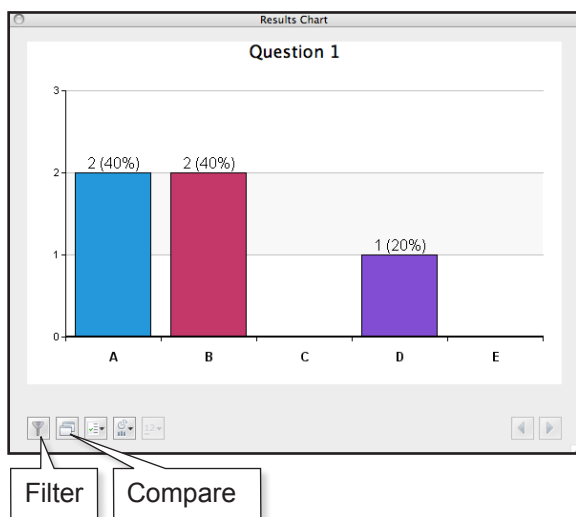
1. In the *i>clicker Home* window, click the green **Start Session** button to start an *i>clicker* session.
2. On the *i>clicker Session Toolbar*, click the **Options** button.
3. From the menu options, click **Run All Demographics**.
4. The first demographic question will open in the *Question Viewer* window and polling will begin. Students can answer each demographic question by pressing A-E on their remotes.
5. When all students have answered the question, click the **Stop** button on the *Session Toolbar*. Polling is stopped for the question and the next question will be displayed. Repeat this process until all questions have been answered.

#### Please note:

- If you selected *Auto Advance* when customizing your demographic questions, you do not need to click the **start** and **stop** buttons. After time runs out for each question, *i>clicker* will automatically advance to the next, then continue until all of them have been answered.
- We recommend that you use Auto Advance when running demographics questions.
- You may ask demographic questions at any time; each time you ask, older demographic data will be overwritten by the new answers.

### Ask a Single Demographic Question

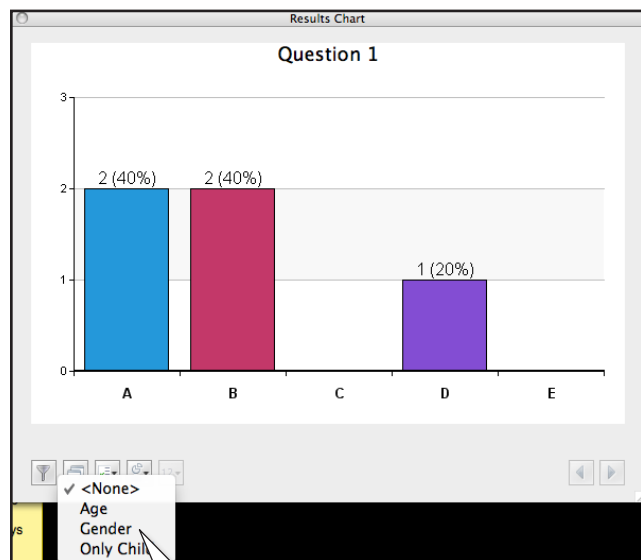
1. On the *i>clicker Home* window, click the green **Start Session** button to start an *i>clicker* session.
2. On the *i>clicker Session Toolbar*, click the **Options** button, choose **Select Demographic Question**, and select the **question title** of the demographic question you would like to ask. The selected question will appear in the *Question Viewer* window and polling will begin.
3. Click the **Stop** button to end polling for that question. The *Question Viewer* window will close.



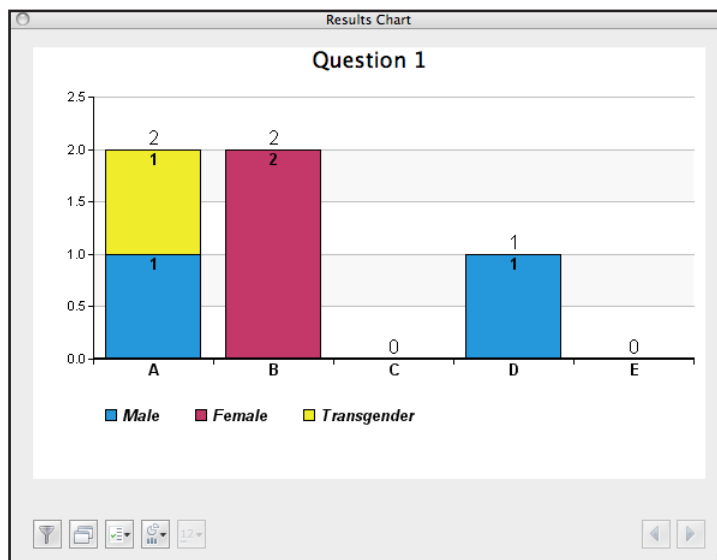
### Filter Student Polling Results by Demographics

1. In the i>clicker *Home* window, click the green **Start Session** button to start an i>clicker session.
2. Conduct a poll as described in the *Run a Polling Session* instructions on page 5 of this document.
3. Once you have completed your poll, on the *Session Toolbar*, click the **Results** button to display the *Results Chart*.
4. On the *Results Chart*, click the **Filter** button (at bottom, left) and select a **demographic question** from your list.
5. The *Results Chart* will reload according to responses to the demographic question you selected. The filtered data will appear as a stacked bar chart.

**Note:** You can click the **Compare** button on the *Results Chart* to view more than one filtered chart at a time.



Results Chart — Select a Demographic Question



Results Chart — Question 1 Filtered by Gender

## i>clicker Support for Faculty

### *i>clicker Technical Support*

Provided by i>clicker for higher education instructors.

- FAQs on the web — <http://www.iclicker.com/support>
- Technical Support Center — toll free at 866-209-5698 or email to [support@iclicker.com](mailto:support@iclicker.com)
- Online Training Tutorials — <http://www.iclicker.com>

### *Instructional Media Lab*

A 205 LGRC (Lederle Lowrise)

Open Mondays through Fridays 10am to 4pm

413-545-2823

Google Talk and Email: [instruct@oit.umass.edu](mailto:instruct@oit.umass.edu)

AIM / Skype / Yahoo: instructoit

### *Center for Teaching and Faculty Development*

The Center for Teaching and Faculty Development provides assistance in developing appropriate strategies for your classroom and course content.

<http://www.umass.edu/ctfd/>

### *Audience Response System Blog*

For news and events related to clickers on the UMass Amherst campus:

<http://blogs.umass.edu/ars/>

## i>clicker Support for Students

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- Online Training Tutorials — <http://www.iclicker.com>

### *UMass OIT Help Desk*

- OIT Help Desk staff are available for telephone and walk-in help.  
413-545-9400  
A109 LGRC  
8:30 a.m. - 5:00 p.m., Monday - Friday
- You can also visit the Help Desk staff at the Learning Commons  
Lower Level, W.E.B. Du Bois Library  
See the Learning Commons Web Site ([www.library.umass.edu/learningcommons/](http://www.library.umass.edu/learningcommons/)) for hours.