

## i>clicker Setup Quick Guide for University of Miami

2015-08-09 - Bill Vilberg

2015-08-24 - Bill Vilberg - Added to step 17 - Sites must be available to show up in list

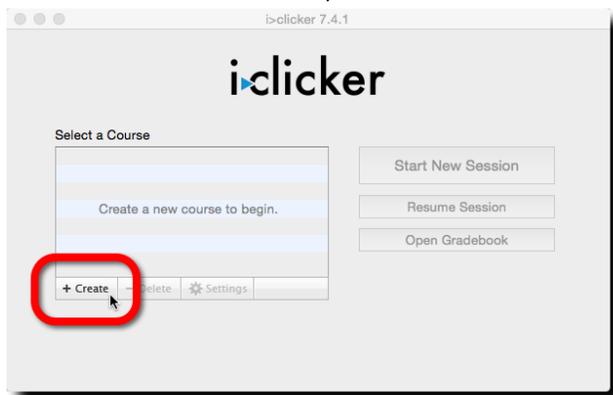
This guide describes how to use i>clicker 7.4.1 to collect student responses at the University of Miami. It assumes the students will all use physical i>clickers.

### GET THE FOLDER

1. Download the University of Miami version of i>clicker 7.4.1 for the operating system (Windows or Macintosh) that you will be using. A link to the files can be found on the <https://ipt.it.miami.edu/iclicker-student-response-system/> web page.
2. The file that is downloaded to your computer will be a compressed (zip) file. Uncompress it (usually this is done by double-clicking on the zip file. That will create a folder called UMiami\_iclicker\_win7 or UMiami\_iclicker\_mac7, depending on which version you downloaded and expanded.
3. Drag that folder to the USB flash drive you will be using during class to save student responses. (If you will be using a laptop computer, put it on that computer.)

### CREATE THE COURSE

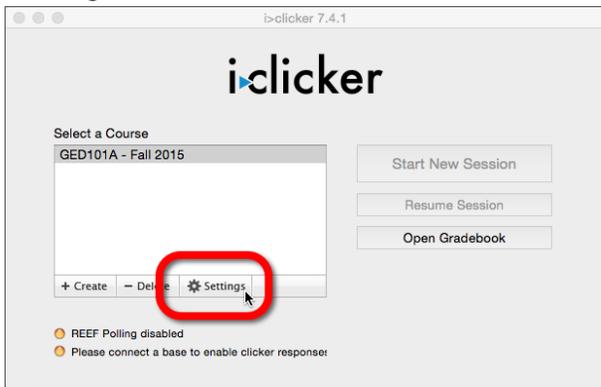
4. Open the UMiami\_iclicker folder and launch the iclicker program.
5. There are no courses listed, so click on the "+ Create" button to create one.



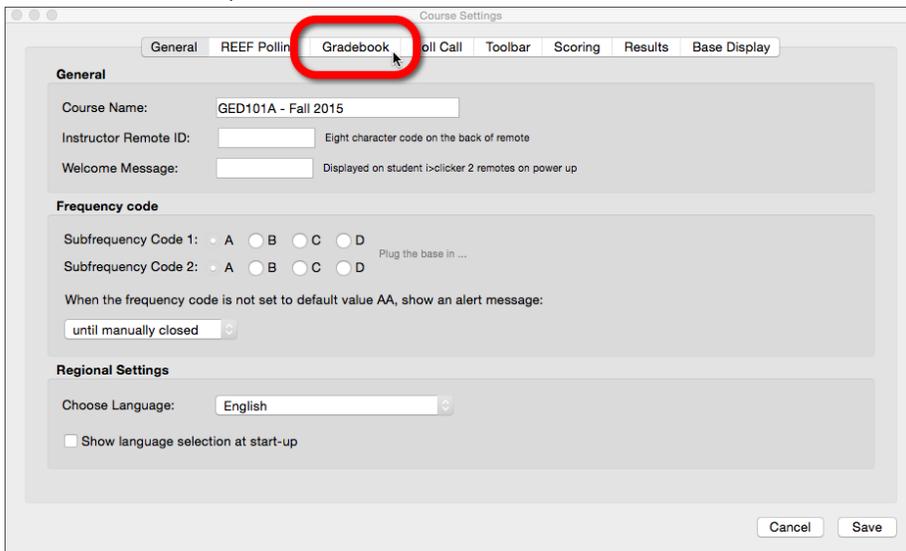
6. When naming it, include something about semester, so you won't confuse it with the same course taught in the future. For example "GED101A - Fall 2015".

## ADJUST THE SETTINGS

7. Once you have created the course, select it (if it isn't already selected) and click on the "Settings" button.



8. On the next screen, click on the "Gradebook" tab.



9. Then click on the "Select Course" button.

The screenshot shows a 'Course Settings' dialog box with several tabs: General, REEF Polling, Gradebook, Roll Call, Toolbar, Scoring, Results, and Base Display. The 'General' tab is active. Under the heading 'Learning management system (LMS)', there is a text field for 'Select the course to sync your i>clicker gradebook roster and scores:' with a 'Select Course' button next to it. Below this, the 'LMS Name' is 'UMiami Blackboard' and the 'LMS Course' is '[No Course Selected]'. Under the heading 'Locally-hosted registration database', there is a 'Server URL' text field with a note: 'Leave this field blank unless otherwise directed by your campus administrator.' At the bottom right, there are 'Cancel' and 'Save' buttons.

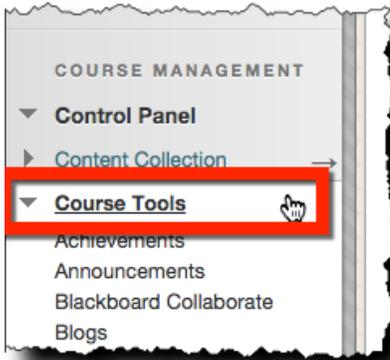
10. On the next screen you will be asked for some special Blackboard information. You will need to go to Blackboard and obtain it before continuing in iclicker.

The screenshot shows a 'Log in to your learning management system' dialog box. It contains three input fields: 'LMS Username', 'LMS Password' (with the text 'No Password, Single Sign On Enabled.'), and 'Security Key'. A blue link labeled 'What is this?' is next to the Security Key field. Below the input fields is a checked checkbox labeled 'Save my credentials and automatically log me in to my LMS'. At the bottom right, there are 'Cancel' and 'Log In' buttons.

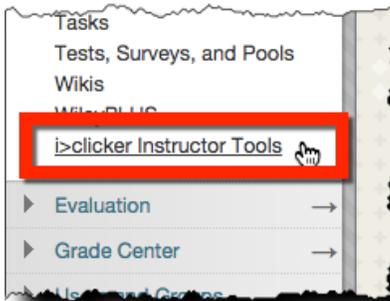
#### GET INFORMATION FROM BLACKBOARD

11. In a web browser, go to Blackboard (<http://miami.edu/blackboard>) and go to the course site that you want to associate with this iclicker course.

12. In the Control Panel section of the menu bar, expand the "Course Tools" item.

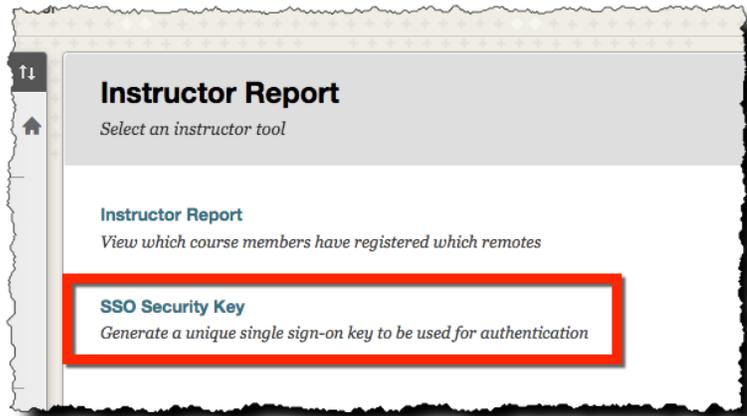


13. At the bottom of the long list of Course Tools, click on the "i>clicker Instructor Tools" link.



(If they would have used an upper-case I in i>clicker, it wouldn't appear at the end of the list, after all the upper-case letters.)

14. There are two instructor tools. Click on the "SSO Security Key" tool link.



15. This page contain the username and security key that you will enter into the iclicker program, as shown above in step 9.



(The CMS/LMS Username will be your UM ID [C number], not your CaneID. This is as it should be.)

(The Security Key identifies you, not the course site in Blackboard. It will log you into Blackboard so that you can select which Blackboard course site to associate with the iclicker course.)

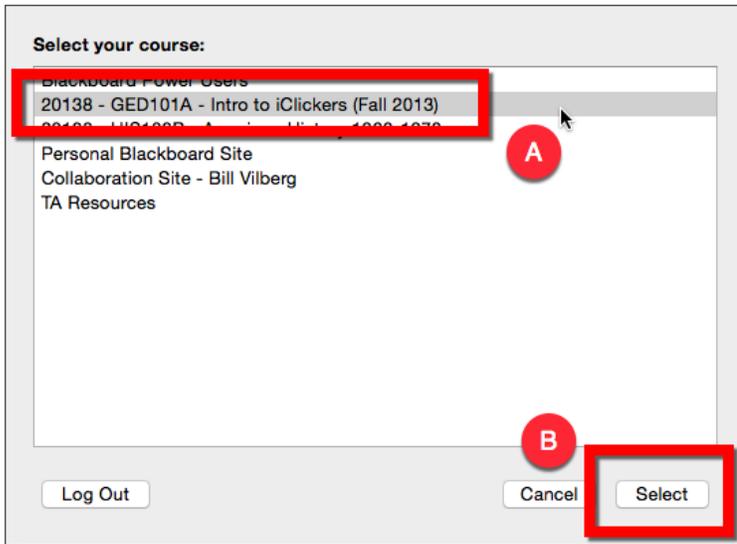
#### PUT INFORMATION INTO ICLICKER GRADEBOOK SCREEN

16. Copy the information from your "i>clicker SSO Security Key" page in Blackboard and paste it into the "Log in" page in iclicker. Make sure the "Save my credentials..." box is checked. Then click the "Log In" button.

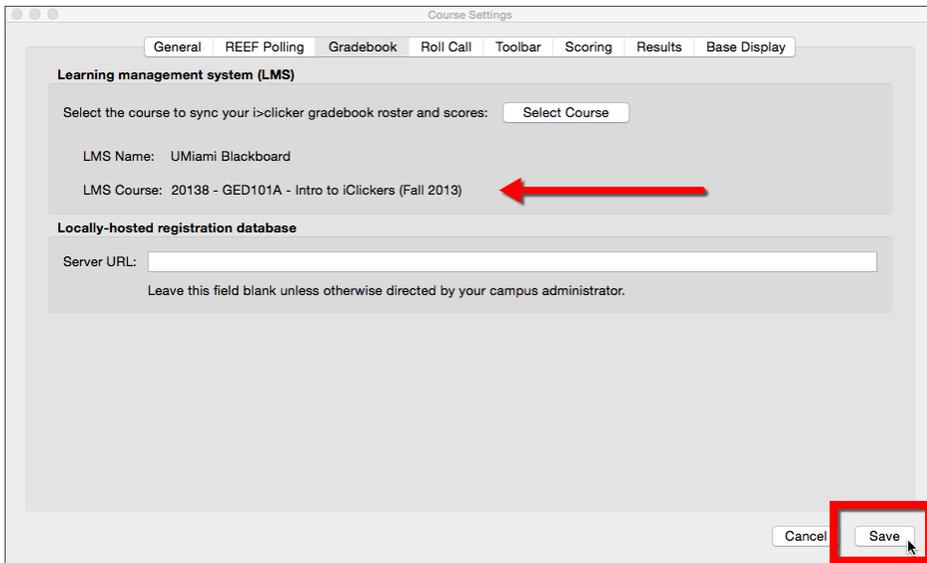
#### SELECT THE COURSE SITE FROM THE LIST

17. If everything works correctly, you will be shown the list of course sites in Blackboard where you have instructor rights. (*CORRECTION: You will see course sites that are "Available" to students. If you don't see the course you want, go to <http://lpt.it.miami.edu/> for instructions on how to make the site available.*) Select the Blackboard course site that you want to associate with this

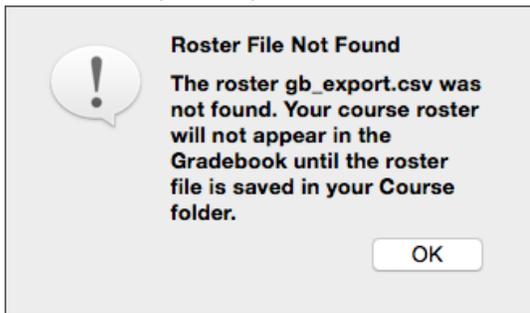
Clicker course and then click on the "Select" button.



18. You will be returned to the "Gradebook" tab with your LMS Course name filled in. Click on the "Save" button to complete adding a course to iclicker and associating it with a Blackboard course site.



19. If you receive a "Roster File Not Found" warning message, ignore it. It doesn't apply to UM, since we do not export/import our rosters manually.



If you encounter any problems while setting up the i>clicker software, contact the Blackboard Help Desk at [blackboardhelp@miami.edu](mailto:blackboardhelp@miami.edu) or 305-284-3949. The Help Desk is staffed 9am-9pm, seven days a week, except on UM holidays.