Instructor's Guide

i>clicker 7 with UDSIS
at the University of Delaware

August 2015

Step 1: Acquire UD's customized software

- Download and extract/unzip software for those using UDSIS Rosters, or another list. http://ats.udel.edu/clickers.

Step 2: Create your i>clicker course

- Open i>clicker. Click **Create** button.

- Enter a Course Name and click **Create** button. i>clicker automatically creates a new course subfolder in the *Classes* folder.

Your course name now appears in the list box. Repeat steps 1-2 to create as many courses or sections as you need. A Roster.txt file is created as a basis for your roster in each folder.

Step 3: Acquire a roster from UDSIS

Download your class roster from UDSIS. Visit the Registrar's website for complete directions if needed: http://www.udel.edu/registrar/faculty_staff/roster.html#Electronic. You may also edit the generic Roster.txt file with participant information from your own list. If you anticipate considerable changes in your class roster wait until after the drop/add period to complete clicker registrations. Clicker participation will be collected and scores can

be associated retroactively after student clickers are registered in your class.

Step 4: Format the UDSIS roster

- Using Excel, open the "ps.xls" file downloaded from UDSIS.
- Select cell **I2**.
- Enter "**=CONCATENATE**" to begin the formula.
- Combine the necessary text in the proper format:
    - Text 1 = **C2** (Name),
    - Text 2 = **,** (a comma separates the student name from UDID number),
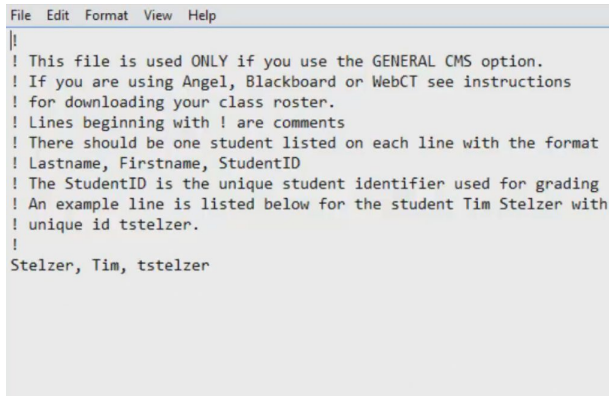   - Text 3 =**B2** (UDID).
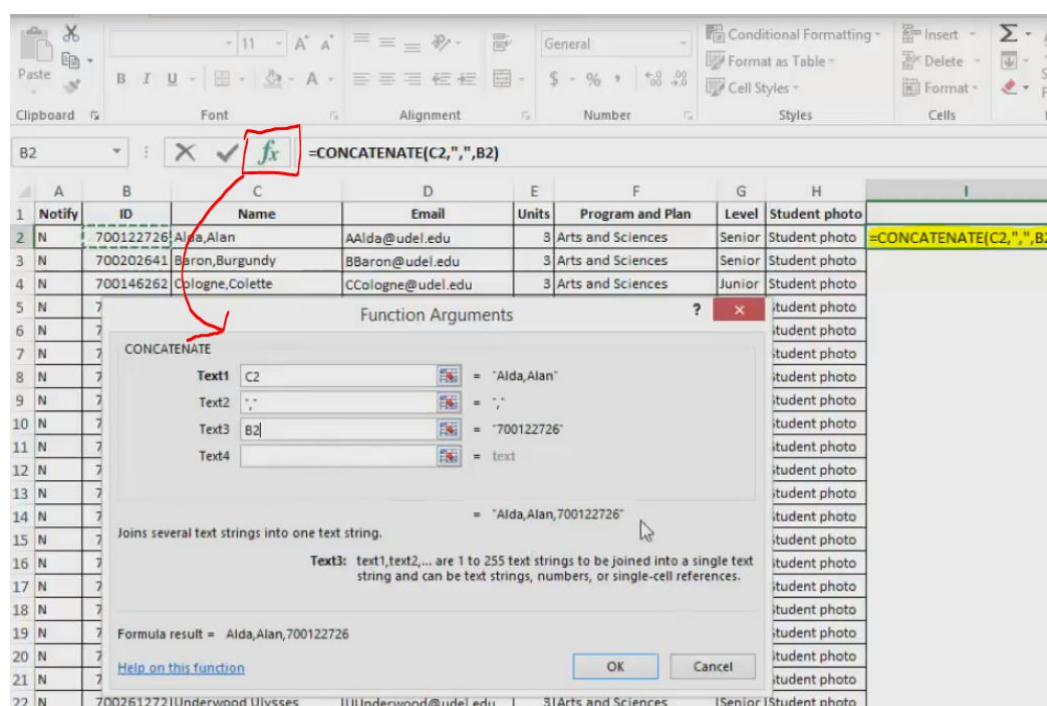
Note how the returned test string preview appears beneath the Text criteria boxes.

- Copy the formula in Column I so all student data appears formatted.
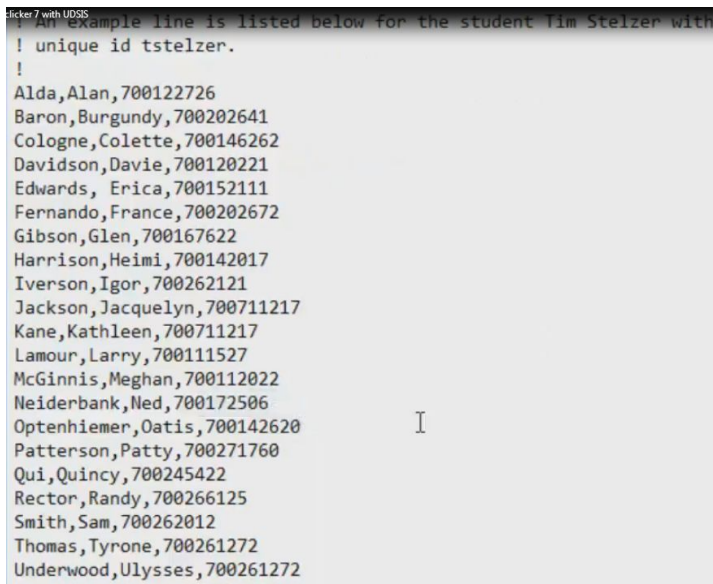
Step 5: Update the iclicker Roster file

- Swipe to highlight student data in column **I** of the the ps.xls file. Copy. Minimize the ps.xls file.
- Browse to and open the related Roster.txt file in your i>clicker/Classes/YourClassName folder.
- Highlight the student placeholder information (Seltzer, Tim, tseltzer) and paste your

data. Save and close the file.

Before customizing Roster.txt

After customizing Roster.txt

# Step 6: Use Roll Call to collect student registrations

To use Roll Call in class, your computer screen needs to be projected so that all students can see it.

- In the classroom, connect the white i>clicker base to the usb port on your computer.

- Open i>clicker. Select your course. Click Start Session.

- Click the options gear on the floating toolbar and select Roll call registration from

the menu.
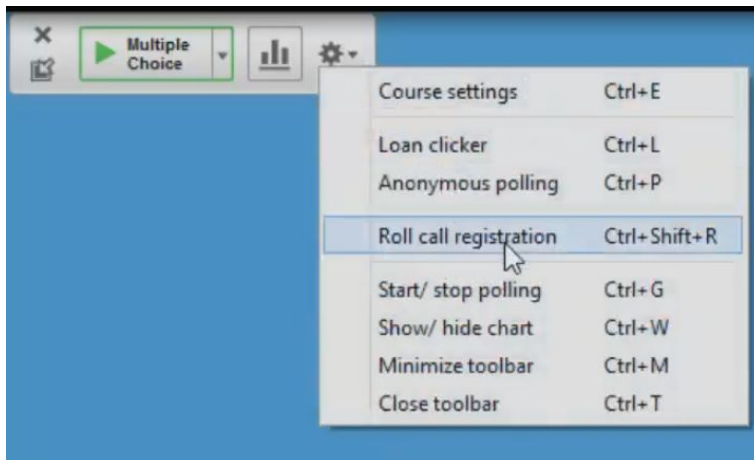
- Students register their clicker by entering the three letters displayed on their name tile.
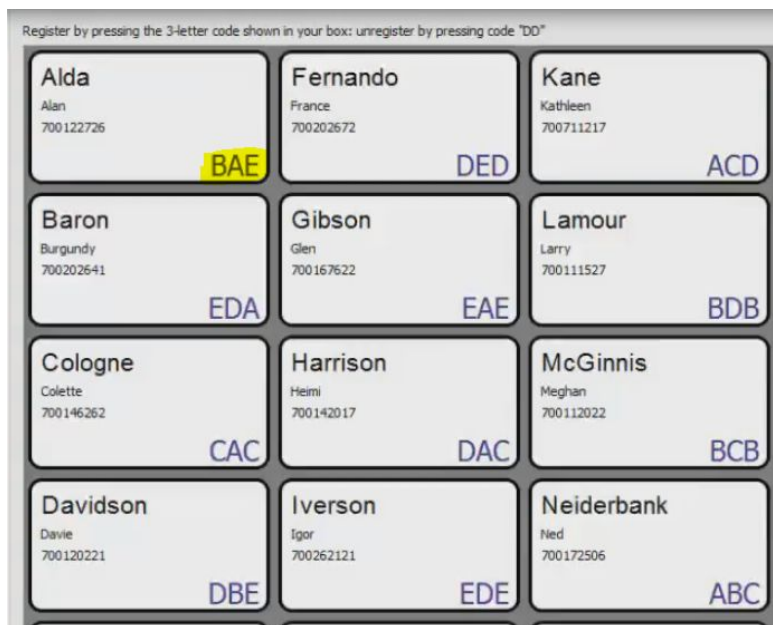
- 25 names are displayed at one time. The system loads the next 25 unregistered names after 30 seconds. If students make a mistake, hitting DD on their iclicker clears the registration so they can try again. Roll Call can be opened and running during the first few minutes of several classes until all students have a chance to register their clicker.
- A student can only use one remote in any given class period. If students own more than one iclicker instructors can associate additional remotes to them by clicking the student's name in the iclicker gradebook.