

# Instructor's Guide

## i>clicker 7 with UDSIS at the University of Delaware

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## 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.

The screenshot shows a form for entering a course name. It has a text input field labeled 'Course Name:'. Below the input field is a small note: 'This name does not need to match the official course name in your LMS. You can always change your Course Name later in Course Settings.' At the bottom of the form are two buttons: 'Cancel' and 'Create'.

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

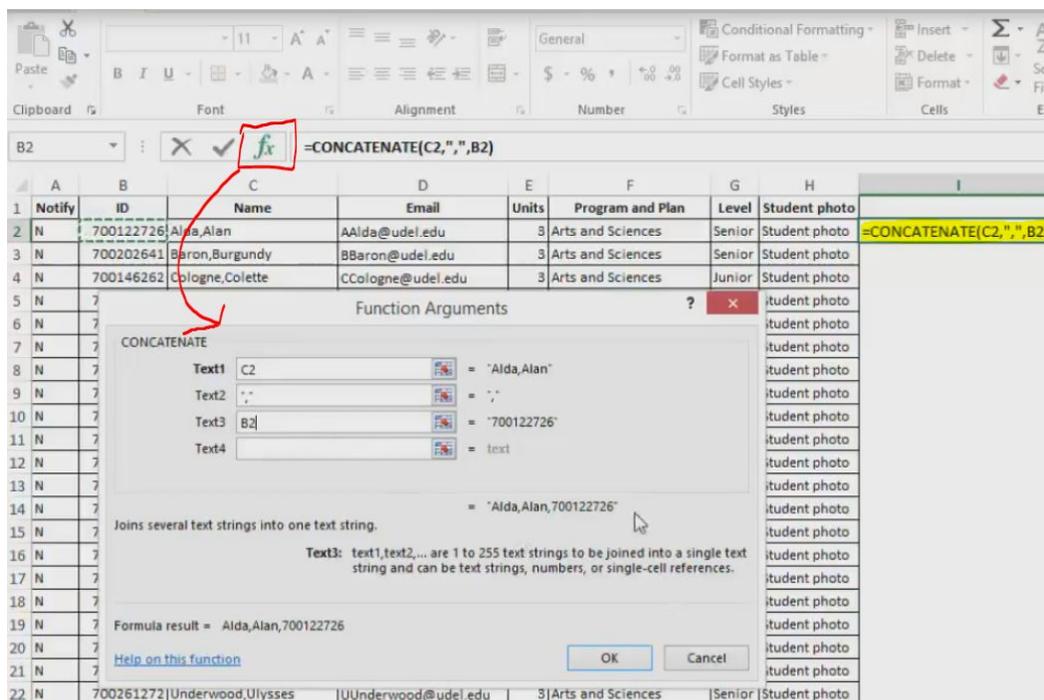
Download your class roster from [UDSIS](http://www.udel.edu/registrar/faculty_staff/roster.html#Electronic). Visit the Registrar's website for complete directions if needed:

[http://www.udel.edu/registrar/faculty\\_staff/roster.html#Electronic](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 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.

```
File Edit Format View Help
!
! This file is used ONLY if you use the GENERAL CMS option.
! If you are using Angel, Blackboard or WebCT see instructions
! for downloading your class roster.
! Lines beginning with ! are comments
! There should be one student listed on each line with the format
! Lastname, Firstname, StudentID
! The StudentID is the unique student identifier used for grading
! An example line is listed below for the student Tim Stelzer with
! unique id tstelzer.
!
Stelzer, Tim, tstelzer
```

*Before customizing Roster.txt*

```
Example line is listed below for the student Tim Stelzer with
! unique id tstelzer.
!
Alda,Alan,700122726
Baron,Burgundy,700202641
Cologne,Colette,700146262
Davidson,Davie,700120221
Edwards, Erica,700152111
Fernando,France,700202672
Gibson,Glen,700167622
Harrison,Heimi,700142017
Iverson,Igor,700262121
Jackson,Jacquelyn,700711217
Kane,Kathleen,700711217
Lamour,Larry,700111527
McGinnis,Meghan,700112022
Neiderbank,Ned,700172506
Optenhiemer,Oatis,700142620
Patterson,Patty,700271760
Qui,Quincy,700245422
Rector,Randy,700266125
Smith, Sam,700262012
Thomas,Tyrone,700261272
Underwood,Ulysses,700261272
```

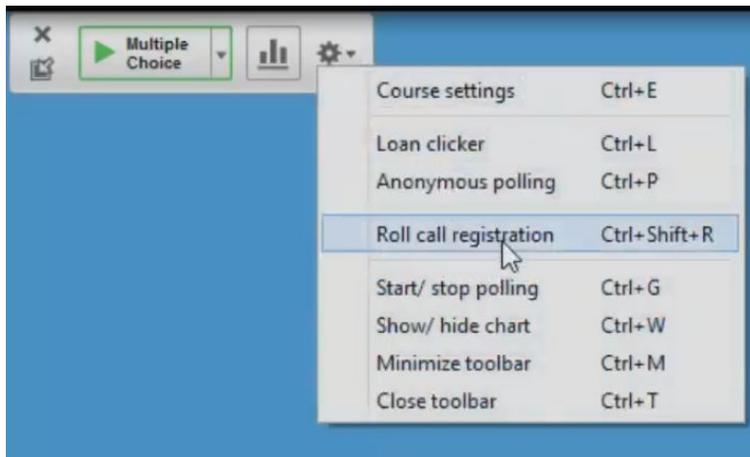
*After customizing Roster.txt*

## Step 6: Use Roll Call to collect student registrations

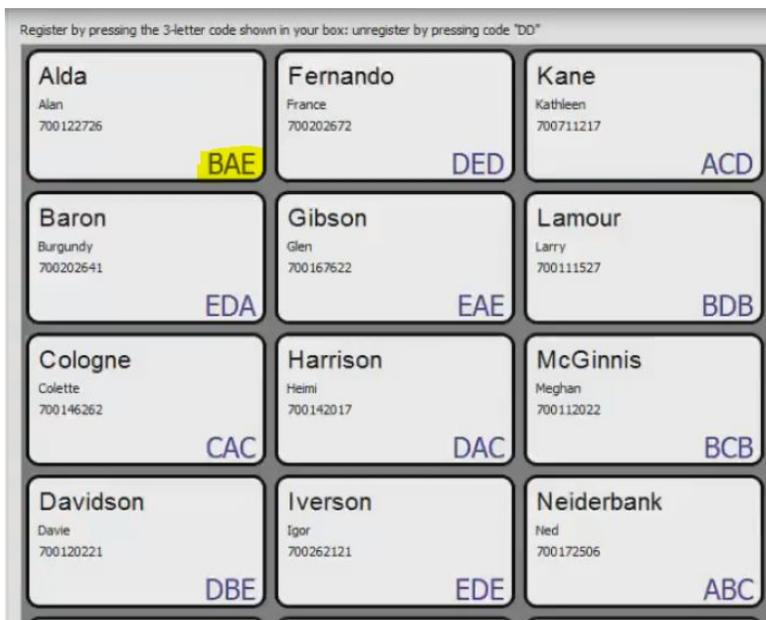
To use Roll Call in class, your computer screen needs to be projected so that all students can see it.

- 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.