i>clicker *Integrate* for Blackboard Learn 9.1+

Instructor Guide

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Overview

i>clicker *Integrate* is a wizard that provides a seamless integration of data between your learning management system (LMS) and i>clicker/i>grader. i>clicker *Integrate:*

- Enables students to register their i>clicker remotes directly within your LMS.

- Allows you to easily download your class roster and student registrations from your LMS.

- Allows you to easily upload your i>clicker session data into your LMS gradebook.

i>clicker *Integrate* requires some set up and authentication work from your LMS administrator prior to your use of the application. By the time you are reading this guide, your LMS administrator has likely already:

- Added a link in your LMS that your students can use to register their i>clicker remotes.

- Provided you with a series of program files that allow you to integrate your i>clicker data with your LMS courses.

Guide Objectives

This guide will show you how to:

- Copy the required *Integrate* files into your **iclicker Win** or **iclicker Mac** folders.

- Specify your LMS version within i>clicker so your polling data correctly uploads into your gradebook.

- Direct students to register their i>clicker remotes within your LMS.

- Download your LMS student roster and registrations into i>grader.

- Upload your i>clicker session data to you LMS gradebook.

📒 **NOTE:** This guide is written specifically for i>clicker v6.3. If you are using a different version of i>clicker, you will notice small variations in control labels and screenshots. The steps themselves, however, are essentially the same for all versions of i>clicker v6.x.

System Requirements **Windows:**

- Windows 8, Windows 7, Windows Vista or Windows XP operating system with Service Pack 2 or higher

- Screen resolution of 1024 x 640 **Macintosh:**

- Mac OS X version 10.5 or higher

- Screen resolution of 1024 x 640

Step 1: Copy Your *Integrate* Wizard Files

You should have received the following authenticated files from your campus administrator:

A. Go to http://www.ric.edu/toolbox/BB9/information/Multimedai_Storage.htm and either click on the RIC_iclicker_Win.zip or RIC_iclicker_Mac.zip file depending on which operating system you are using.
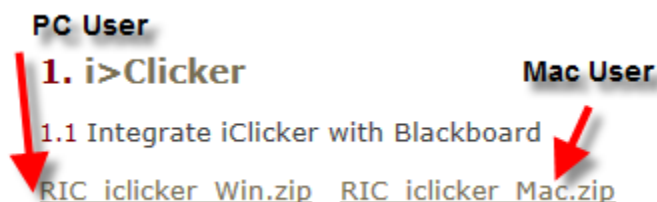
Windows:

- CMS Integrate Wizard.exe

- CMS_Wizard.xml

- Config.xml

-

- CMS Integrate Wizard Libs (folder)

Macintosh:

- CMS Integrate Wizard

- CMS_Wizard.xml

- Config.xml

B. Copy these files into the **Resources** sub-folder of your *iclicker Win* or *iclicker Mac* folder.

📒 **NOTE:** You may instead copy the i>clicker *Integrate* files into the top level of your *iclicker Win* or *iclicker Mac* folder. However, this will add clutter to your main i>clicker folder.


💡 **TIP:** Your administrator may have provided you with pre-configured *iclicker Win* (Windows) or *iclicker Mac* (Macintosh) folders that already contain all of the necessary files (customized for your campus). In that case, you won't need to copy the *Integrate* files into your course folders because this step has already been done for you.

Step 2: Configure your i>clicker Software

Before using i>clicker *Integrate*, you must specify the LMS platform you are using on campus. You only need to do this once for each i>clicker course folder (e.g. Psychology 101, Psychology 201).

**To specify your LMS platform in i>clicker:**

1. Double-click the **i>clicker** icon within your *i>clicker Win* or *i>clicker Mac* folder to start the i>clicker application.

2. When you open i>clicker, you will see the *Welcome* window with no courses listed. Click the **New** button to add your course.
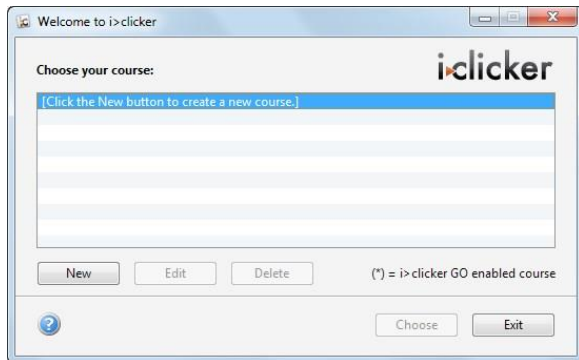
i>clicker Welcome window

📒 **NOTE:** If you already see your course in the course list, go to step 5.

3. A *New Course* window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.
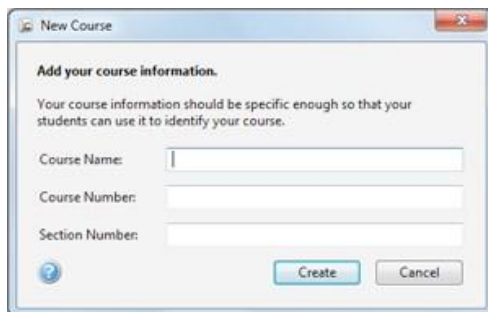

i>clicker New Course window

4. Click the **Create** button. i>clicker automatically creates a new course folder in your *i>clicker Win\Classes* or *i>clicker Mac:Classes* folder. The *New Course* window closes and you are returned to the *Welcome* window with your course name in the list of courses.

5. Select your course name from the course list and click **Choose**.

6. The *i>clicker Home* window appears. Select **My Settings**.

*i>clicker Home window with **My Settings** button highlighted*

7. Click the **LMS/Reg** tab near the top of the new window.

8. Under the **LMS/Reg** tab in the **Learning Management System (LMS)** section, select the **Blackboard** radio button and the **Version 8 (and above)** option from the drop down menu that appears to the right of the radio button.

LMS/Reg tab of the i>clicker My Settings window
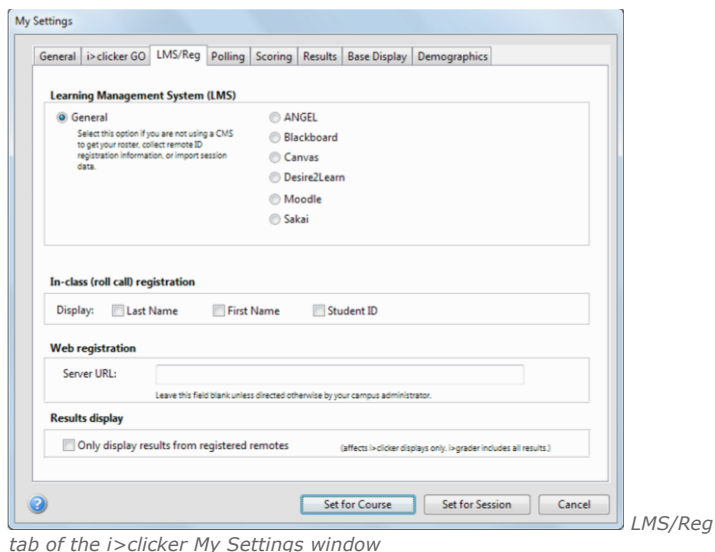
9. Click **Set for Course** to save your changes.

Step 3: Enable Student Registration in Blackboard

To receive credit for their i>clicker responses, students must register their i>clicker remotes (i.e., tie their clicker ID to their student ID). Registered i>clicker remote IDs are automatically associated with student names in your Blackboard gradebook and in the i>grader application.

To enable i>clicker remote registration in Blackboard Learn 9.1:

1. Log in to Blackboard and select the course for which you wish to enable i>clicker registration.

2. From the course side navigation panel, expand the **Control Panel**, expand the **Customization** sub-section, and then click the **Tool Availability** link.
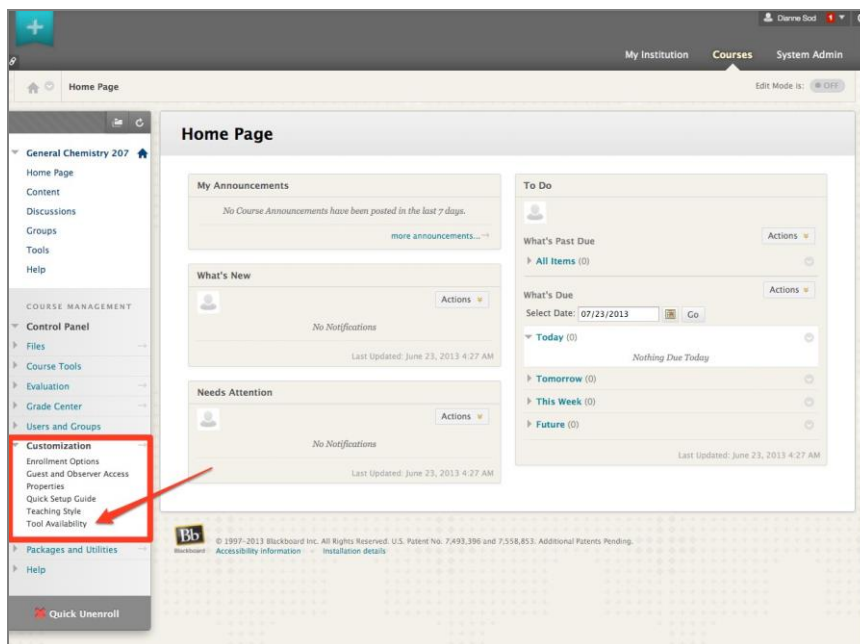

*Course home page with **Customization** section expanded to expose the **Tool Availability** option*

3. From the *Tool Availability* page, locate the two i>clicker tools: **i>clicker Instructor Resources** and **i>clicker Remote Registration**. For both entries, select the **Available** check box.
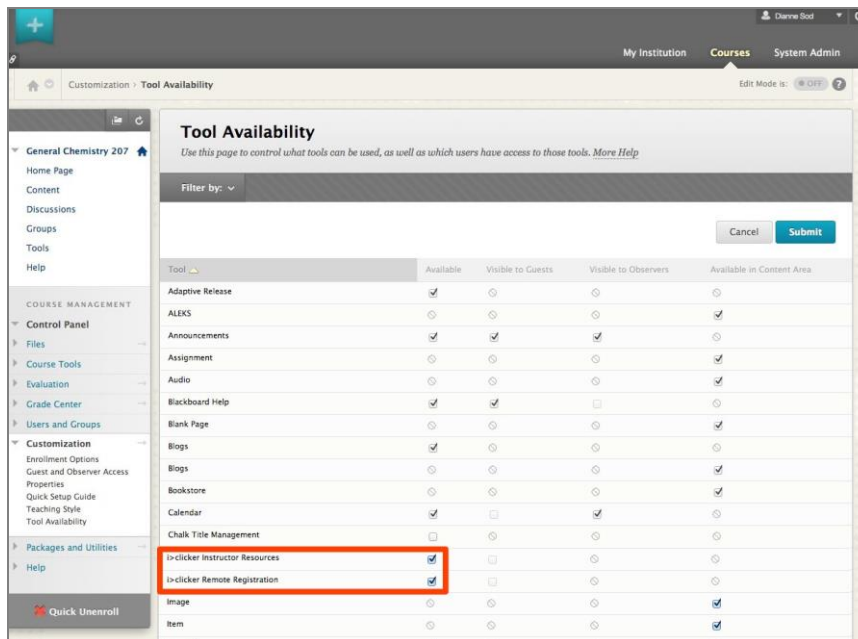
*Both i>clicker tool entries on the Tool Availability page should have the **Available** check box selected*

4. Commit the tool availability changes by clicking the **Submit** button.

5. From the side navigation pane, select **Tools** for your course.
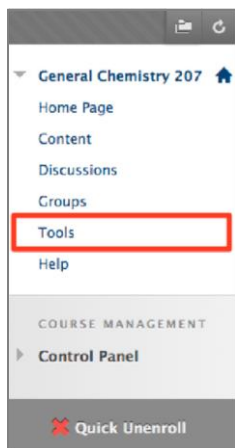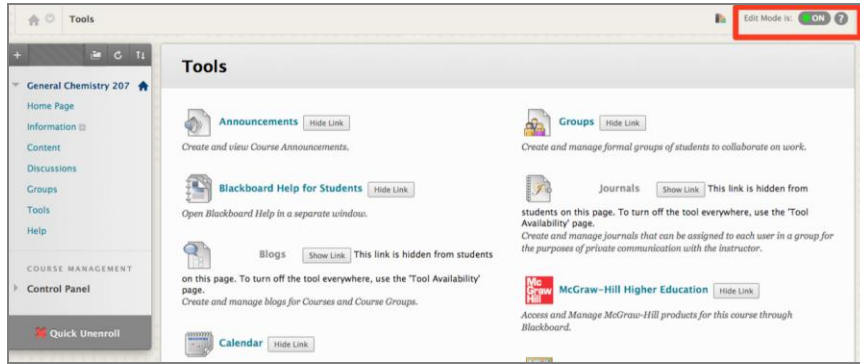

Tools *link in the Blackboard navigation pane*

6. Locate the **i>clicker Remote Registration** option on the *Tools* page. This is how the remote registration link will appear for students in your course.

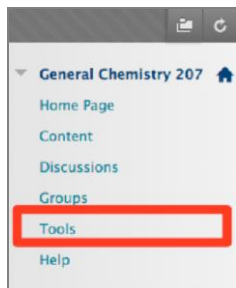*The **i>clicker Remote Registration** tool link*

Tools *page with* **Edit Mode** *turned on and highlighted*

TIP: If you do not see the i>clicker link, it is likely being hidden. Turn on **Edit Mode**, click the **Show Link** button to make the link visible, then turn **Edit Mode** off.

STUDENT DIRECTIONS to register their i>clicker remotes: (Option 1 – Course Tools)

1. Log into Blackboard Learn and select your course.

2. Click **Tools** in your course's side navigation panel.

Tools *link in the side navigation pane*

3. Click the **i>clicker Registration** link on the *Tools* page.

The **i>clicker Remote Registration** *Tools link for students*

4. The *i>clicker Student Remote or iClicker Go Registration* page appears. Enter your i>clicker remote ID or iClicker Go and click **Submit**.
    a   iClicker Remote ID is a 8 digit number
    b   iClicker Go ID is a 12 digit number
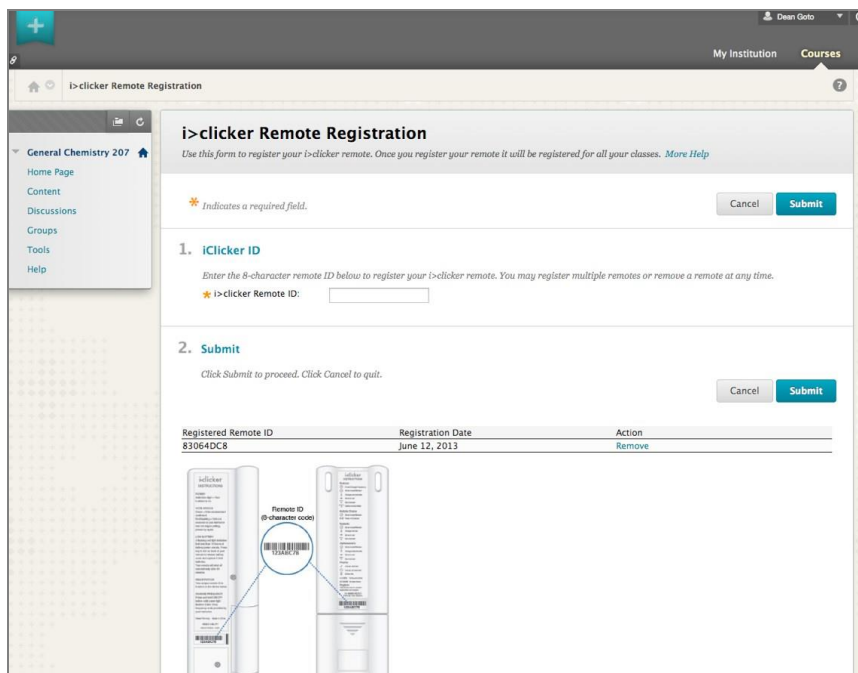
The i>clicker Remote Registration page

5. Your remote is now registered and appears in the table below. You can remove your remote registrations at any time by clicking **Remove** in the registered remote list beneath the **Submit** button.

**Other relevant facts for students about registration:**

- Even if students are using i>clicker for more than one course, they only need to register their clickers in one course and their registration data will automatically be applied to all of their other Blackboard courses using i>clicker. This applies to either method of registering the remote (either through the course tools or module)

- Students can share clickers with a friend/roommate as long as they are not using i>clicker in the same courses.

- Students can register more than one clicker in Blackboard. If, for example, students break a clicker, they can register additional clickers through the same tool and all of their registered clickers (and their votes) will be tied to their Blackboard ID.

Step 4: Instructor Tools

You can review a report of your student remote registration information using the i>clicker Instructor Tools. The registration information can be searched, sorted, and filtered. Students without a registered remote can be easily sent an email reminder to register.

To view the i>clicker Instructor Report:

1. Log in to Blackboard and select the course for which you wish to view remote registration information.

2. From the **COURSE MANAGEMENT Control Panel**, click the **Course Tools** option. The **Control Panel** will expand to reveal a list of links will under the **Course Tools** option.
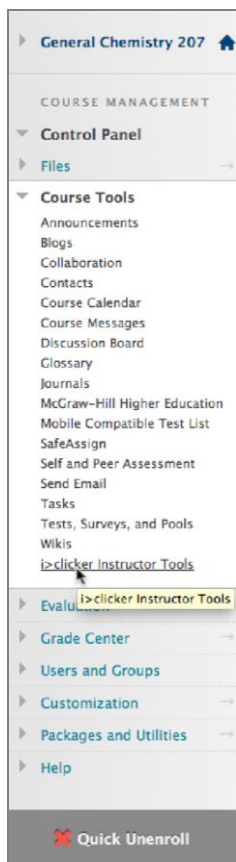

Course Tools expanded in the *Control Panel* to show the *i>clicker Instructor Tools* link

3. Click the **i>clicker Instructor Tools** link under the expanded **Course Tools** list.

4. Before showing the instructor report, the i>clicker Instructor Report Settings page presents options for filtering or searching the student registration information. Report options include:

   o **Filter by Registration:** Select to show students with registered remotes, students without registered remotes, or all students

   o **Filter by Date:** Specify a date range for showing student registration information

      o **Filter by Role:** When selected, only shows remotes registered to

      students o **Remote ID:** Search registrations for a specific remote ID
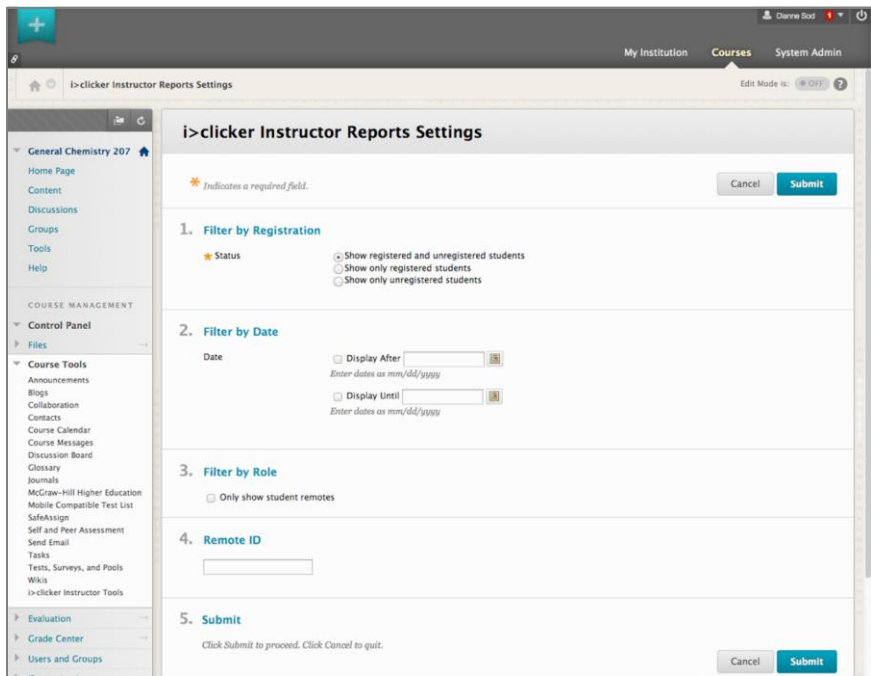
Instructor Reports Settings page that precedes the Reports page

5. After making selections on the settings page, click the **Submit** button to generate a report of registration information.
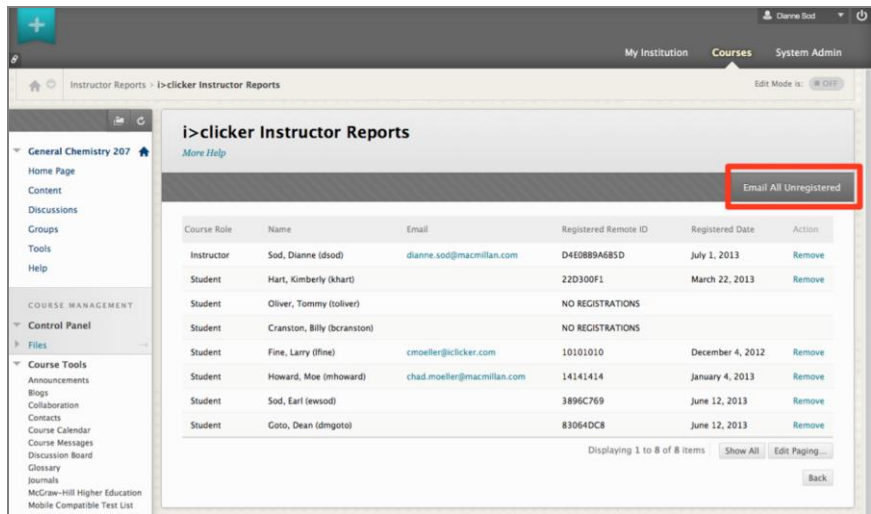
*Instructor Reports page with the **Email All Unregistered** button highlighted*

💡 **TIP:** Click on any of the column headers to sort the results in ascending or descending order.

💡 **TIP:** Send students who have not yet registered a remote an email reminder by clicking the **Email All Unregistered** button.

Step 5: Synchronize Your Roster

Once your students have registered their i>clicker remotes within your LMS, you can use *Integrate* to import your student roster (complete with registration data) into i>clicker/i>grader so polling data can be credited to your students.

To import your LMS class roster into i>clicker/i>grader using *Integrate*:

1. Open your **iclicker Win** or **iclicker Mac** folder and double-click the i>grader icon to start the i>grader application.
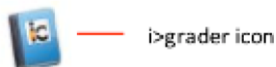
2. Select your course name from the course list and click **Choose**.

3. If you have not yet used the **Import Roster** feature in i>clicker *Integrate*, the **Roster not found** window appears. Click **Yes** to download your LMS course roster.
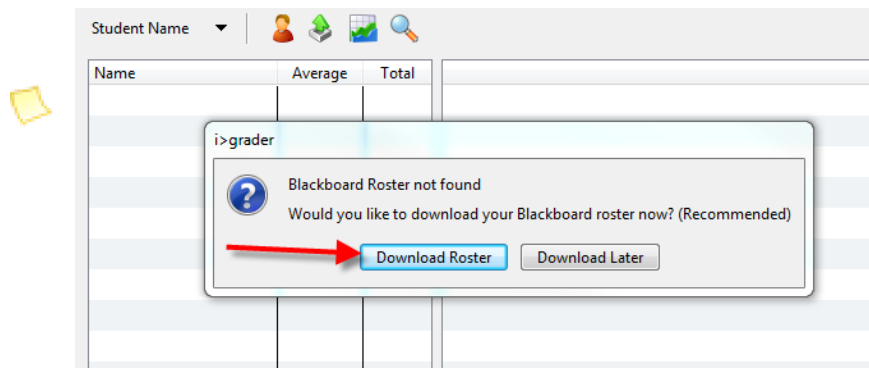

4. The *i>clicker Integrate* window appears. Your LMS server name should pre-populate the **LMS Description** in this window.

   NOTE: If your campus is transitioning to a new version of your LMS or you use multiple LMS platforms, your administrator may have set up *Integrate* to enable multiple LMS options. In this case, select the LMS you are currently using from the **LMS Description** drop-down control. This is atypical, but ask your administrator if you are not sure.

5. Enter your LMS username and password or, if single sign-on is enabled, enter your LMS

username and security key. Click **Log In**.
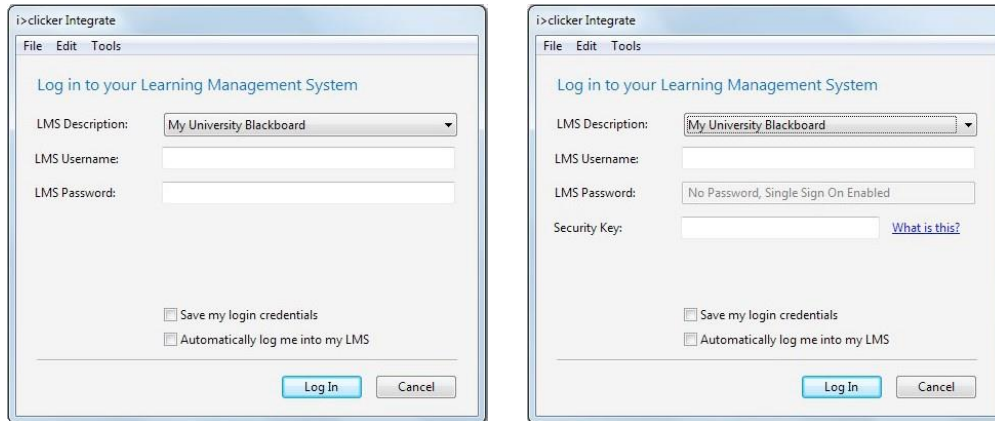
i>clicker Integrate Login and Login with SSO Enabled

> 📒 **NOTE:** If your LMS installation uses single sign-on, you will need to copy and paste your **Security Key** from the **SSO Security Key** page on your LMS. You can click the **What is this?** link next to the entry field for more information on where to find this key.

> 💡 **TIP:** To save time in future sessions, check both check boxes to save login credentials and automatically log in. You can always reset these later if needed, but selecting both will save you time as you use *Integrate* going forward.

6. Enter in your Security Key – to locate the security key, do the following steps.
    a   Below Course Tools, click i>clicker Instructor Tools
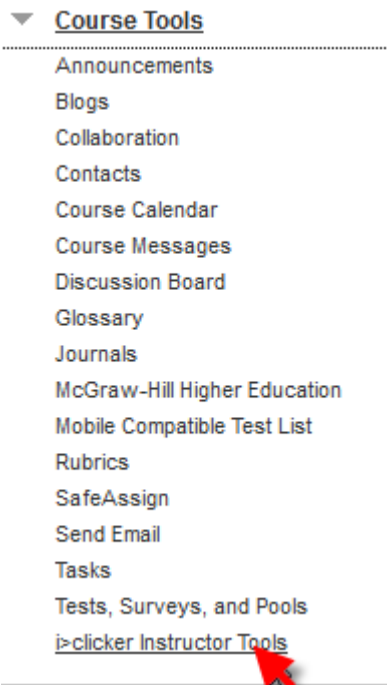
    b   Click SSO Security Key

Instructor Report

Select an instructor tool

Instructor Report

View which course members have registered which remotes
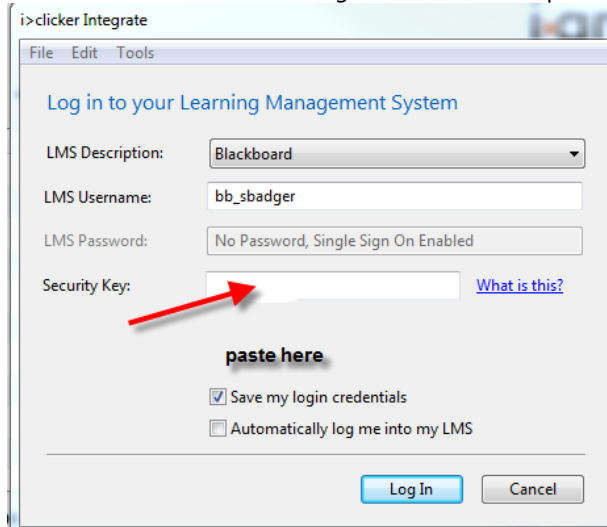
SSO Security Key

Generate a unique single sign-on key to be used for authentication

c   Highlight your security key and copy it

i>clicker SSO Security Key

This installation of Blackboard is configured to use Single
enter the security key shown here instead of your passwo

CMS Username: bb sbadger
Security Key: You will see
your key here

Generate a New Security Key

d   Go back to the i>clicker Integrate window and paste in your Security Key.

i>clicker Integrate

File   Edit   Tools

Log in to your Learning Management System

LMS Description:	Blackboard
LMS Username:	bb_sbadger
LMS Password:	No Password, Single Sign On Enabled
Security Key:		What is this?

paste here

☑ Save my login credentials
☐ Automatically log me into my LMS

Log In   Cancel

7.   Once logged in, you will be prompted to select your course. Using the drop-down control, select the course or section for which you wish to import your LMS roster and click **Import Roster**.
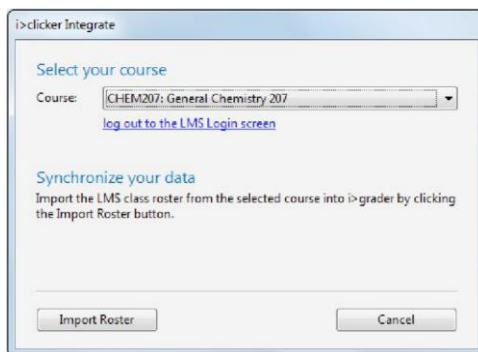
i>clicker Integrate Select Course for roster download

8. A confirmation message will appear, indicating that the file was successfully written into your i>clicker course folder. Click the **Restart i>grader** button to refresh your roster in i>grader.

    NOTE: If a copy of your LMS roster already exists in the course folder, you will first be given the option to replace it or cancel the import via *Integrate*. If you are updating your class roster (or registrations), click **Yes** to overwrite the existing roster file.

9. In i>grader, registered students appear in black, while unregistered students and unregistered clickers (if any) appear in red.

i>grader Home page showing both registered and unregistered students in the roster

10. Repeat steps 1-7 for each of your courses.

To update your i>clicker roster with new registration information (either to account for your add/drop period or to better reflect late registrations):

1. Click the **Sync...** button from within i>grader.

2. A dialog box will appear asking if you want to use *Integrate* to synchronize your roster. Click **Yes**.

   3. Repeat steps 4-7 from above to download the latest version of your roster.

NOTE: As noted above, you will be given the option to replace your LMS roster or cancel the import via *Integrate*. Since you are updating your class roster (or registrations), click **Yes** to overwrite the existing roster file.

Step 6: Upload Your i>clicker Polling Data

After you've polled your students in class, your polling data will appear in i>grader, the i>clicker gradebook application. i>grader gives you access to all student polling information collected by i>clicker. With it, you can view students' points, adjust scores, delete questions, synchronize late registrations (via *Integrate*), and export/upload your polling data back into your LMS gradebook.

To upload i>clicker scores into your LMS gradebook:

1. Open your i>clicker course folder, locate and launch **i>grader**, and select your course.

i>grader icon
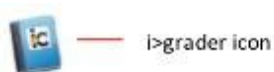
2. The i>grader Home window appears, and displays your student names and scores.
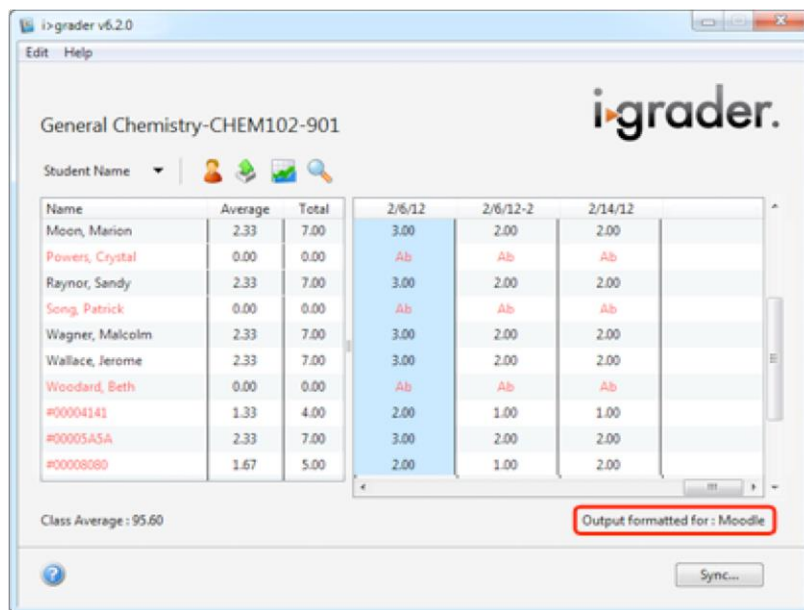
*i>grader Home screen with output formatted for an LMS*

> 💡 **TIP:** Make sure the correct LMS is listed next to **Output formatted for**. You can amend your LMS selection in i>clicker's **My Settings**.

3. Click the **Export** button.

4. The *Select session to be exported* window appears. Select the session(s) you wish to export and click **Export**.
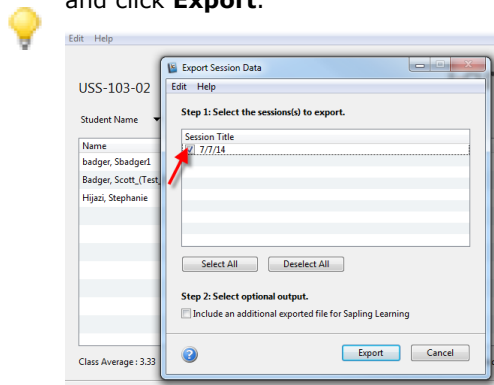
TIP: You may re-export grades for the same session(s) into your LMS gradebook with little risk. The new scores will simply replace the older scores you imported unless you manually made changes to individual student scores within the LMS. Most manual changes you made (to individual students) within the LMS will not be changed by new data uploads from i>clicker. See the Troubleshooting section for information on how i>clicker *Integrate* handles conflicting scores for the same session(s).

5. The *Export Complete* window appears indicating that i>grader has successfully exported your student data. Click **OK**.
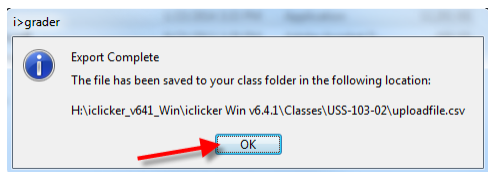

6. The *Confirm Upload* window appears. Click **Yes** to upload your data to your LMS.
7. The *i>clicker Integrate* window will open automatically. If you previously selected the auto-login option, you will be automatically connected to your LMS account. If you did not select auto-login, you will be prompted to enter your LMS credentials. Enter your LMS username and password or, if single sign-on is enabled, enter your LMS username and security key. Click **Log In**.

i>clicker Integrate Login and Login with SSO Enabled
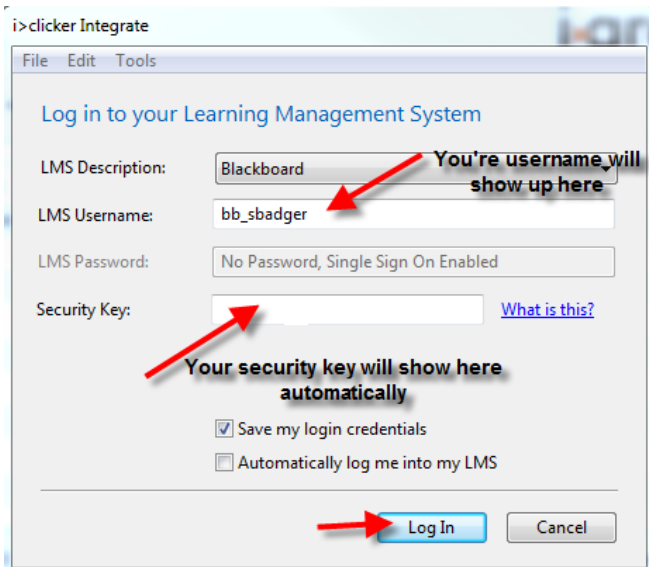

8. Once you've successfully logged into your LMS, you will be prompted to select your course. Select the relevant course or section from the drop-down list and click **Export Scores**.
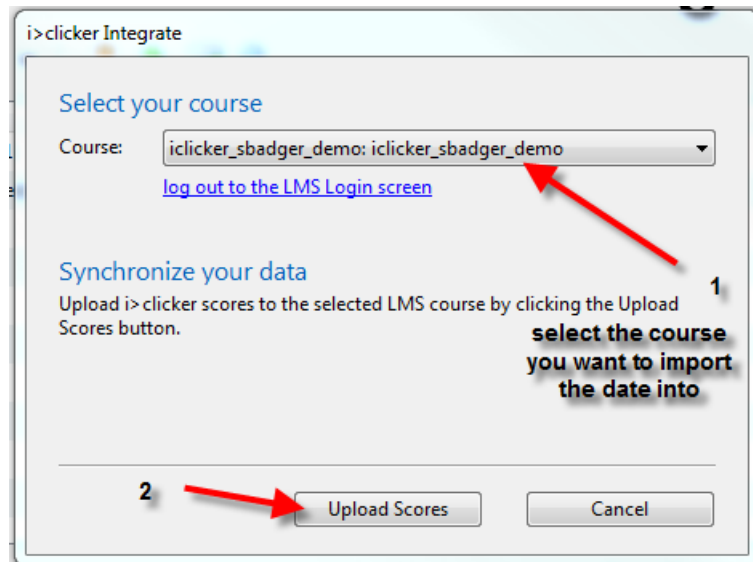
i>clicker Integrate Select Course to upload scores

9. Select the course you want to upload the scores to.

10. Click the "**Upload Scores**" button. (**Note**: Your i>clicker polling scores will upload directly into your LMS course. You will receive a confirmation message when the upload is complete.)

11. Click **OK** to dismiss this window.
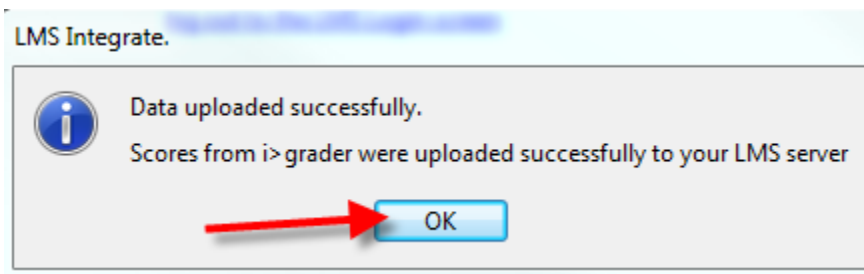
NOTE: The scores will be uploaded into your LMS gradebook as numeric quiz grades in the **i>clicker polling data** category. You will be able to edit individual student i>clicker scores within the LMS after you've uploaded the data.

12. Repeat steps 1-9 for every course for which you are using i>clicker.

Step 7: Review i>clicker Scores in Blackboard

Once you have uploaded your i>clicker polling data to your course, you can review the scores within Blackboard.

To view uploaded i>clicker scores in your Blackboard Grade Center:

1. Log in to Blackboard and select the course for which you wish to view your updated grades.

2. From the **COURSE MANAGEMENT Control Panel**, click the **Grade Center** option. The **Control Panel** will expand to reveal a list of links will under the **Grade Center** option.
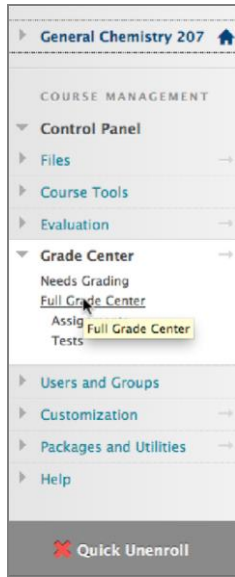
Grade Center expanded in the *Control Panel* to show the *Full Grade Center* link

3. Click the **Full Grade Center** link from the expanded list under **Grade Center.**

4. The *Grade Center* page opens and will include your newly uploaded i>clicker scores. The scores will appear as numeric values and may be edited like any other score within Blackboard.
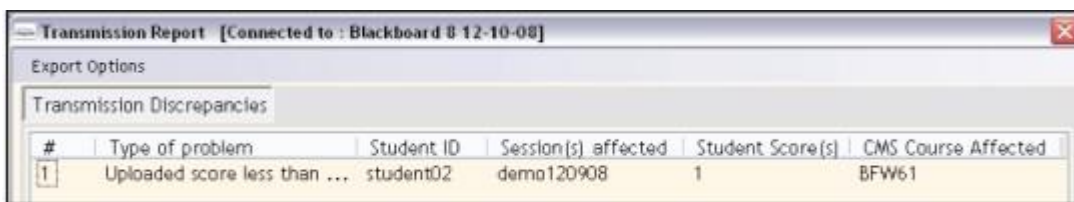
Troubleshooting

In general, when you upload your i>clicker polling data into your LMS, the experience will be seamless and won't require further work. Although rare, there are a few possible discrepancies or errors that could occur with this process. The following scenarios describe situations that will result in an *Integrate* discrepancy.

Your student is not in your LMS roster but is in your i>grader roster.

This will be a very rare occurrence. In order for this error to occur, you would have manually added a student to your roster file in your i>clicker course folder. The best way to avoid this error is to simply rely on your LMS roster as the most up-to-date resource for your most current roster file.

The uploaded scores (from i>clicker) are lower than those previously recorded in your LMS for a student or students.

This does not generally require any work by you—it is simply an alert. For example, you may want to give Jane Doe a higher i>clicker score for a session on 9/12/2011 because she helped you facilitate a demonstration in class. i>grader currently does not allow you to change scores for individual students. Instead, you can make the individual change manually within your LMS. If you later re-upload (intentionally or accidentally) the 9/12/2011 i>clicker scores into your LMS and the score for Jane Doe is lower in i>grader than in your LMS, our application won't override your manual adjustment. The report will simply let you know the discrepancy exists. If you wish to change an individual score to overwrite the LMS score (i.e., lower Jane Doe's score again), you will need to make this change within your LMS, not i>grader. Note that while lower i>grader scores will not override adjustments you made in your LMS gradebook, higher i>grader scores will overwrite lower LMS grades without a discrepancy notice.
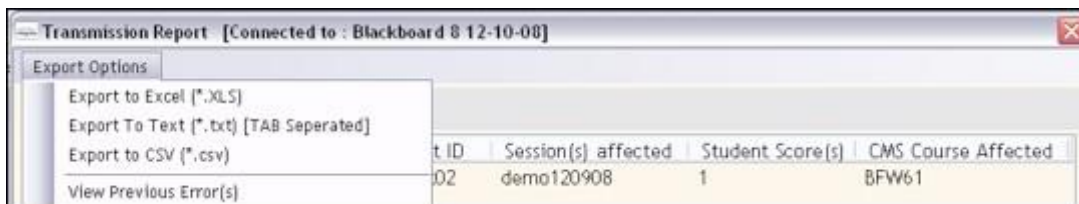

You are exporting i>clicker scores for a student who has registered, voted in class, but then subsequently dropped the course (and is therefore no longer in your LMS gradebook).

The best way to avoid this error is to rely on your LMS roster as the most up-to-date resource for your most current roster file. When you synchronize the most current version of your LMS roster with i>grader, you may be left with voting logs from a Remote ID that are not associated with a student (if that student came to class, voted, and then dropped the class). In this case, you may delete the voting logs for that Remote ID from within i>grader by clicking the Remote ID and selecting the "remove" option. Please see the i>grader documentation for additional details.

💡 **TIP:** You can save the Transmission Report in **Excel (.xls), Plain Text (.txt)**, or **comma separated (.csv)** format for later review. You can also view any previous Transmission Reports for the same course. Click the **Export Options** menu at the top of the report and select your desired file format. A confirmation message appears stating that the file was written to your course folder. Click **OK** to close the message window.