

# **i>clicker v7 Gradebook Integration: Blackboard Learn**

## **Instructor Guide**

July 2015

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## Overview

The i>clicker Blackboard Learn plug-in allows a seamless integration of data between your learning management system (LMS) and i>clicker's integrated gradebook. Communication with the Blackboard plug-in:

- Enables students to register their i>clicker remotes directly within Blackboard.
- Allows you to easily download your class roster and student registrations from Blackboard.
- Allows you to easily upload your i>clicker session data into Blackboard's gradebook.


Integration with the Blackboard plug-in 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 custom version of i>clicker v7 that is pre-configured to communicate with your Blackboard plug-in.

## Guide Objectives

This guide will show you how to:

- 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 the i>clicker v7 gradebook.
- Upload your i>clicker session data to you Blackboard gradebook.

 **NOTE:** This guide is written specifically for i>clicker v7. If you are using an older version of i>clicker, you should refer to the guide for i>clicker v6 as the steps are significantly different.

## System Requirements

### Windows:

- Windows 7, Windows 8 or higher
- Screen resolution of 1024 x 640

### Macintosh:

- Mac OS X version 10.7.5 or higher
- Screen resolution of 1024 x 640

## Step 1: Prepare a Configured Version of i>clicker

Your administrator *may* provide you with a copy of i>clicker 7 pre-configured for your campus Blackboard. If this is the case, you only need to be sure to download this customized version of i>clicker as your administration has already copied over the necessary file to the proper location.

Alternatively, your admin may just distribute the xml configuration file for you to download. In this case, you will need to download and place the *LMS\_Wizard.xml* file into the **Resources** sub-folder of your i>clicker v7 application folder.

## Step 2: Configure your i>clicker Software


When the integration file is detected in the i>clicker 7 **Resources** folder, the software automatically recognizes that you are using Blackboard as your LMS. You will need to map your i>clicker course to the corresponding course in Blackboard.

### To specify your Blackboard course in i>clicker:

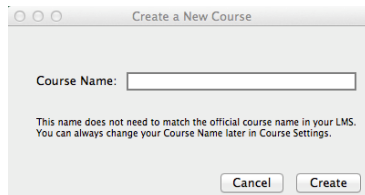
1. Double-click the i>clicker icon within your **i>clicker 7** folder to start the i>clicker application.
2. When you open i>clicker, you will see the *Welcome Screen* with no courses listed. Click the **+ Create** button to add your course.



*i>clicker 7 Welcome window*

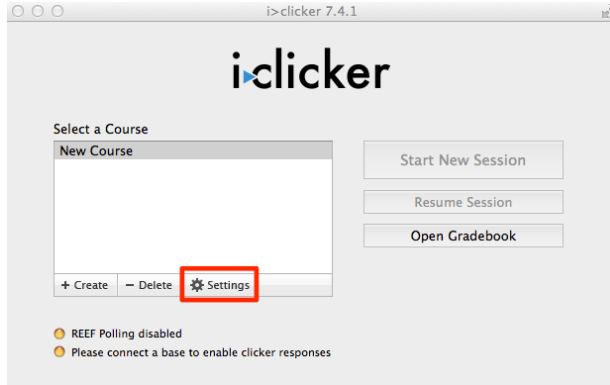
 **NOTE:** If you already see your course in the course list, go to step 5.

3. The *Create New Course* window appears. Enter your **Course Name**. This information will serve as the unique identifier for your course but does not need to match the Blackboard class name.



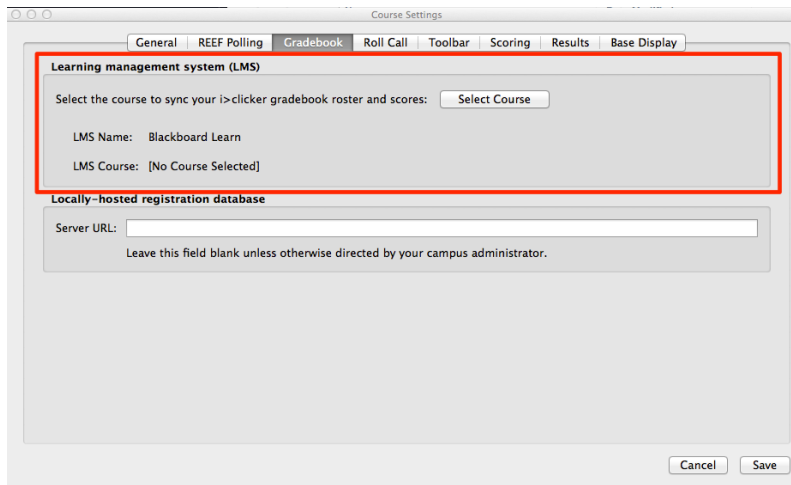
*i>clicker New Course window*

4. Click the **Create** button. i>clicker automatically creates a new course folder in your i>clicker 7 **Classes** folder. The *New Course* window closes and you are returned to the *Welcome Screen* with your course name in the list of courses.
5. Select your course name from the course list and click **Settings**.




*Settings button on the i>clicker 7 Home window*

6. Click the **Gradebook** tab near the top of the new window.
7. In the **Learning management system (LMS)** section, Blackboard Learn (or a custom label specified by your Admin) should appear for the LMS Name.

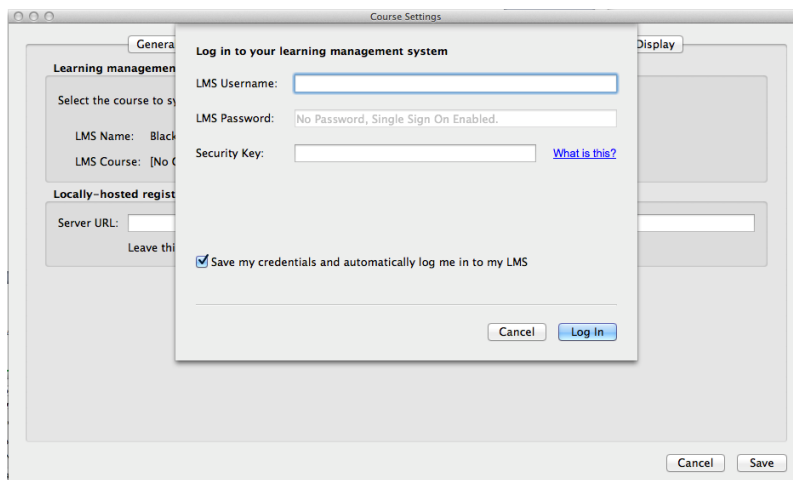


*Gradebook tab of the i>clicker Course Settings window*

9. Click the **Select Course** button in the **Learning management system (LMS)** section.

 **NOTE:** If your administrator has configured more than one LMS, you may see a drop-down list next to LMS Name. If so, choose your LMS and continue.

10. Enter your Blackboard account credentials and log in. Depending on your LMS set-up, you may need to provide your password or a security key.

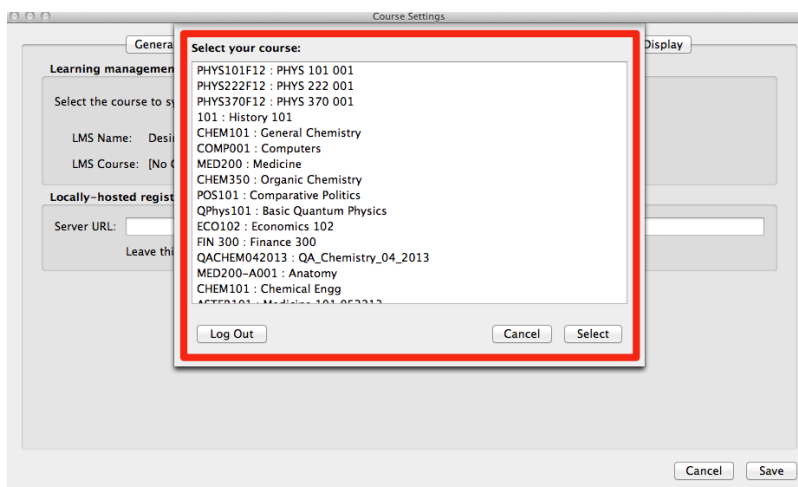


Log in to your LMS

**NOTE:** if your administrator has allowed you to save login credentials, you will see an option to **Save my credentials and automatically log me in to my LMS**. This box is checked by default. If you do NOT wish to save your credentials, uncheck this box before clicking **Log In**.

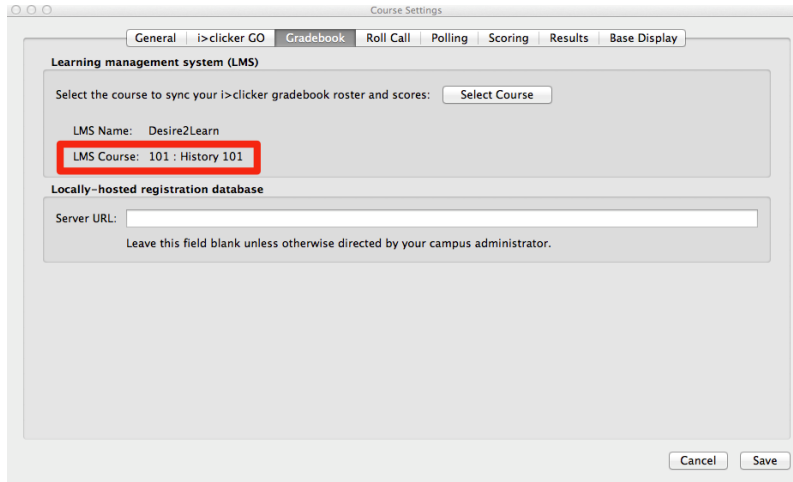
- Upon logging in, a list of your Blackboard courses is returned. Select the course that maps to the i>clicker course and click **Select**.

**NOTE:** If you choose to **Log Out** from this window, you will need to log back in when downloading your roster from Blackboard or uploading i>clicker grades to Blackboard.



Select your LMS course

- The selected Blackboard course appears next to **LMS Course**. Click **Save** to close the *Course Settings* window.



LMS Course is shown inside i>clicker settings

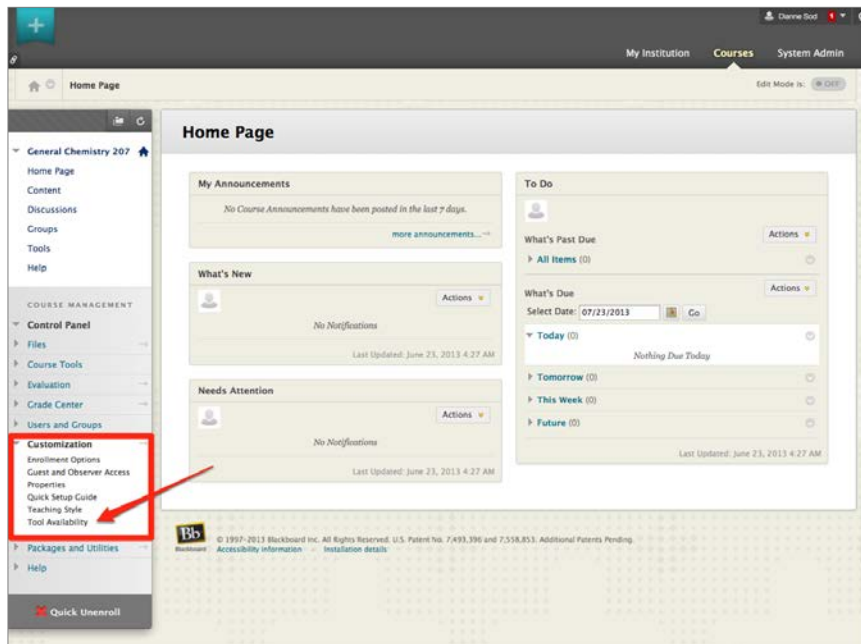


## Step 3: Enable Student Registration in Blackboard

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). Students can also register their i>clicker GO accounts within Blackboard to ensure that their student ID matches your roster. Registered i>clicker remote IDs and i>clicker GO accounts are automatically associated with student names in your Blackboard gradebook and in the i>clicker gradebook.

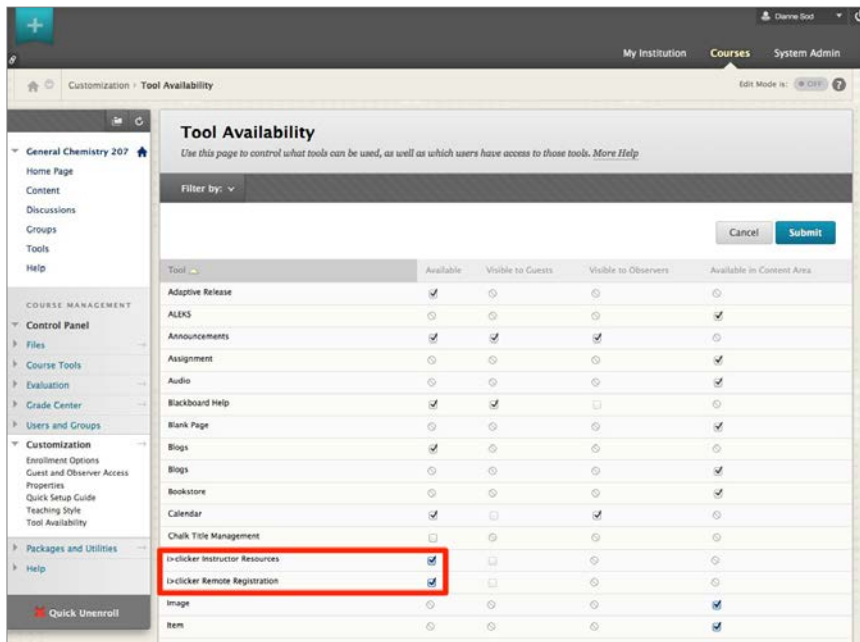
### To enable i>clicker registration in Blackboard Learn 9.1:

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.



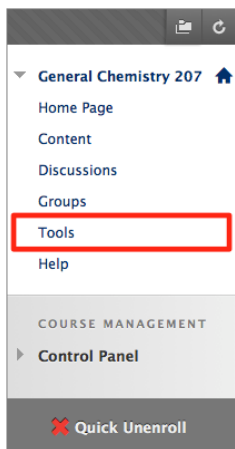
Course home page with **Customization** section expanded to expose the **Tool Availability** option

3. From the *Tool Availability* page, locate the two i>clicker tools: **i>clicker Instructor Resources** and **i>clicker Student Registration**. For both entries, select the **Available** check box.



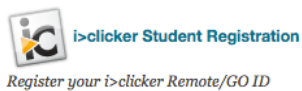
Both i>clicker tool entries on the Tool Availability page should have the **Available** check box selected

- Commit the tool availability changes by clicking the **Submit** button.
- From the side navigation pane, select **Tools** for your course.



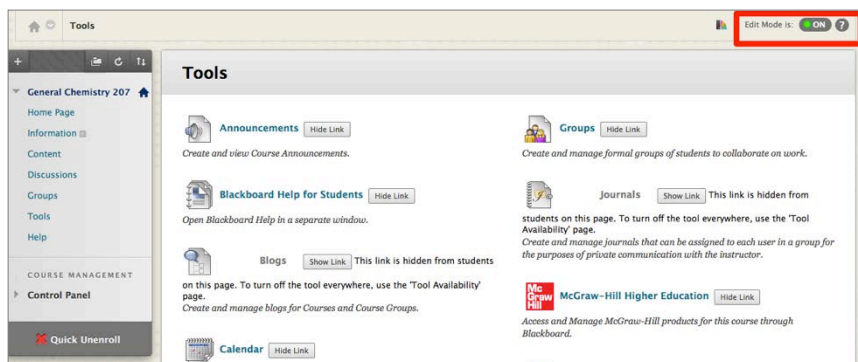
*Tools link in the Blackboard navigation pane*

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



*The i>clicker Student Registration tool link*

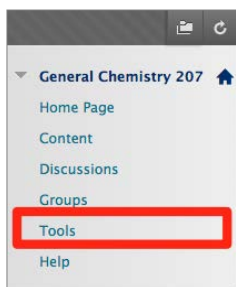
**TIP:** If you do not see the i>clicker link, it is likely being hidden. Turn on **Edit Mode**, click the **Show Link** button to make the link visible, then turn **Edit Mode** off.



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

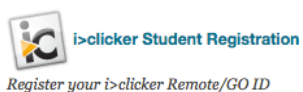
### STUDENT DIRECTIONS to register their i>clicker remotes: (Option 1 – Course Tools)

1. Log into Blackboard Learn and select your course.
2. Click **Tools** in your course's side navigation panel.



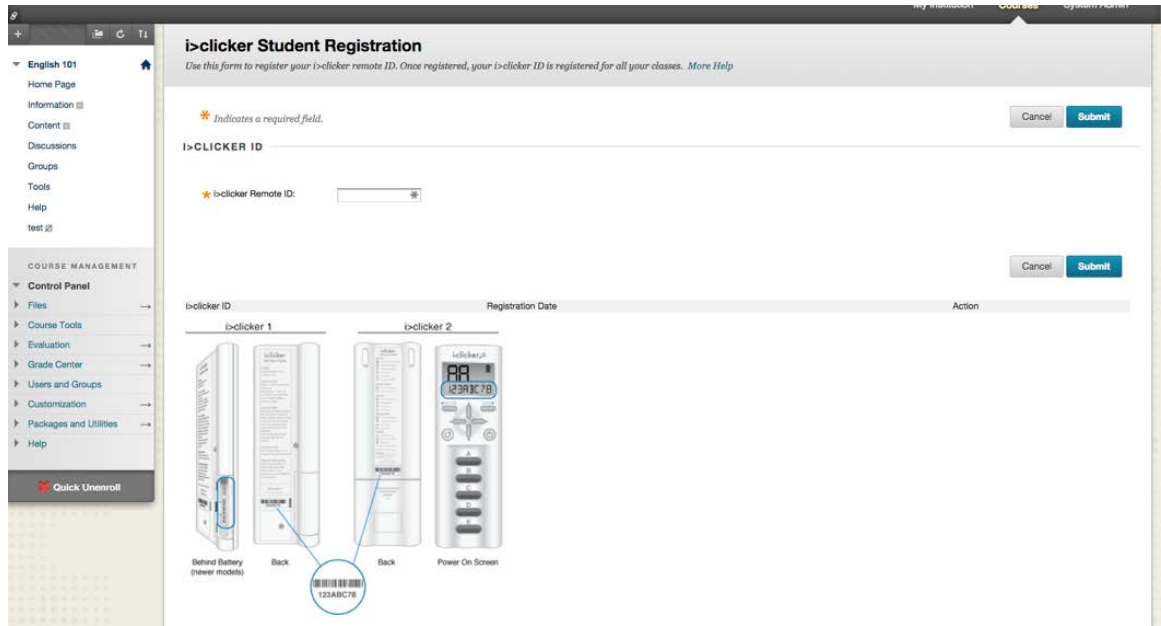
*Tools link in the side navigation pane*

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



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

4. The *i>clicker Student Registration* page appears. Enter your i>clicker remote ID (8-character code) and click **Submit**.

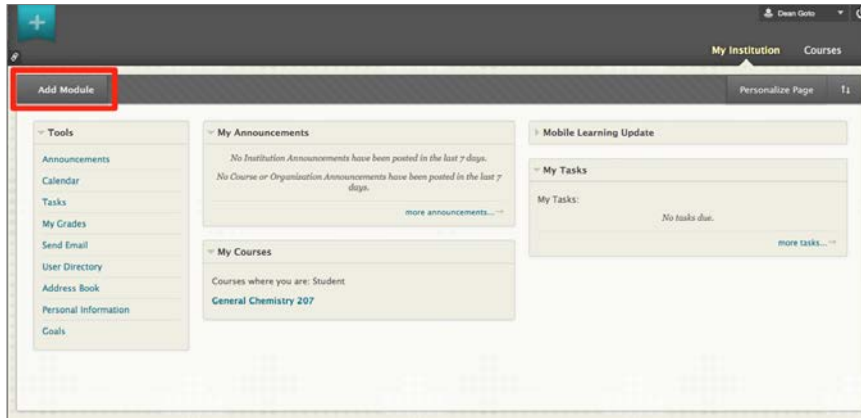


The i>clicker Remote Registration page

5. Your remote is now registered and appears in the table below. You can view or remove your registrations at any time from this page.

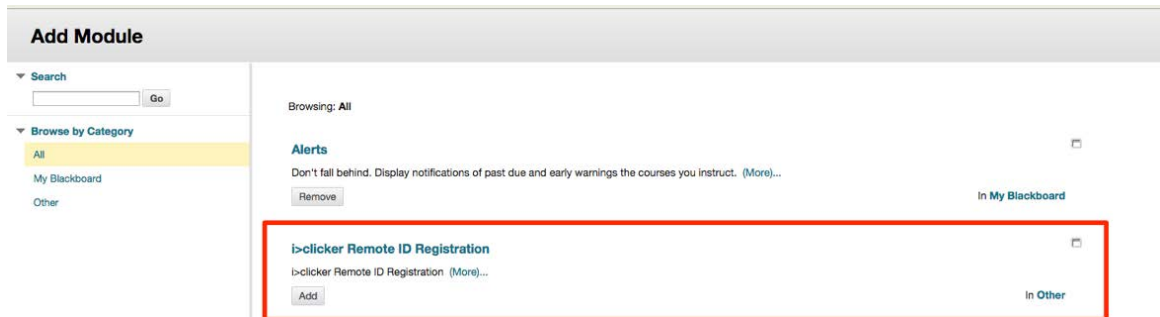
**STUDENT DIRECTIONS to register their i>clicker remotes: (Option 2 – Module)**

1. Log into Blackboard Learn.
2. Click the **Add Module** button near the top of the page.



Institution home page with **Add Module** button highlighted

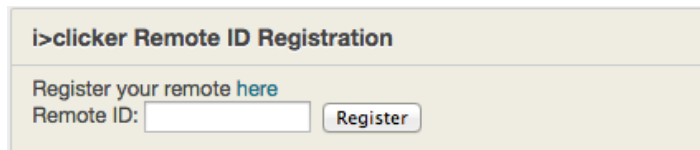
3. From the *Add Module* page, locate the **i>clicker Remote Registration** module and click the **Add** button.



The **i>clicker Remote ID Registration Module** highlighted on the *Add Module* page

**TIP:** If your institution has a large list of modules, use the **Browse by Category** to filter the list to just the **Other** category.

4. Using the tab header navigation, return to your *Institution Home* page to see the i>clicker Registration Module.
5. Enter your 8-character remote ID in the entry field and click the **Register** button. Once you register, a counter in the module displays the number of registrations.



The **i>clicker Remote ID Registration** module as it appears on the *Home* page

**TIP:** To view and manage registered remotes, go to the *Student Registration* page. This page can be accessed by leaving the ID field blank and clicking the **Register** button.

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

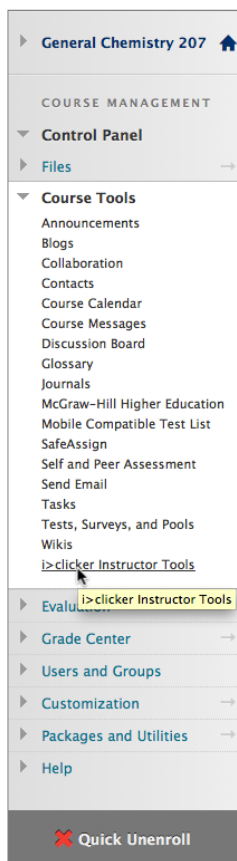
- Even if students are using i>clicker for more than one course, they only need to register their clickers in one course and their registration data will automatically be applied to all of their other Blackboard courses using i>clicker. This applies to either method of registering the remote (either 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. Click **Instructor Report**.
5. 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

- **Filter by Role:** When selected, only shows remotes registered to students
- **Remote ID:** Search registrations for a specific remote ID

*Instructor Reports Settings page that precedes the Reports page*

6. After making selections on the settings page, click the **Submit** button to generate a report of registration information.

Course Role	Name	Email	Registered Remote ID	Registered Date	Action
Instructor	Sod, Dianne (dsod)	dianne.sod@macmillan.com	D4E0889A685D	July 1, 2013	Remove
Student	Hart, Kimberly (khart)		22D300F1	March 22, 2013	Remove
Student	Oliver, Tommy (toliver)		NO REGISTRATIONS		
Student	Cranston, Billy (bcranston)		NO REGISTRATIONS		
Student	Fine, Larry (lfine)	cmoeller@iclicker.com	10101010	December 4, 2012	Remove
Student	Howard, Moe (mhoward)	chad.moeller@macmillan.com	14141414	January 4, 2013	Remove
Student	Sod, Earl (ewsod)		3896C769	June 12, 2013	Remove
Student	Goto, Dean (dmgotot)		83064DC8	June 12, 2013	Remove

*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 import your student roster (complete with registration data) into i>clicker so polling data can be credited to your students.

### To import your Blackboard class roster into i>clicker:

1. Open i>clicker 7 and click on Gradebook.
2. Click the **Sync Roster** icon.

Name	Course Average	Course Total	Performance Total	Participation Total	Session 2 7/10/14	Session 1 7/10/14
					<a href="#">View</a>	<a href="#">View</a>
Possible Points		2.00	2.00	0.00	1.00	1.00
Average Points		0.03	0.03	0.00	0.00	1.00
Average %		1%	1%	0%	0%	100%
#287DE5B0	0%	0.00	0.00	0.00	0.00	Ab
#287DE6B3	0%	0.00	0.00	0.00	0.00	Ab
#287DE7B2	0%	0.00	0.00	0.00	0.00	Ab

Sync Roster in i>clicker 7 gradebook

3. Your Blackboard roster will be downloaded, and you will receive a message that your roster downloaded successfully.



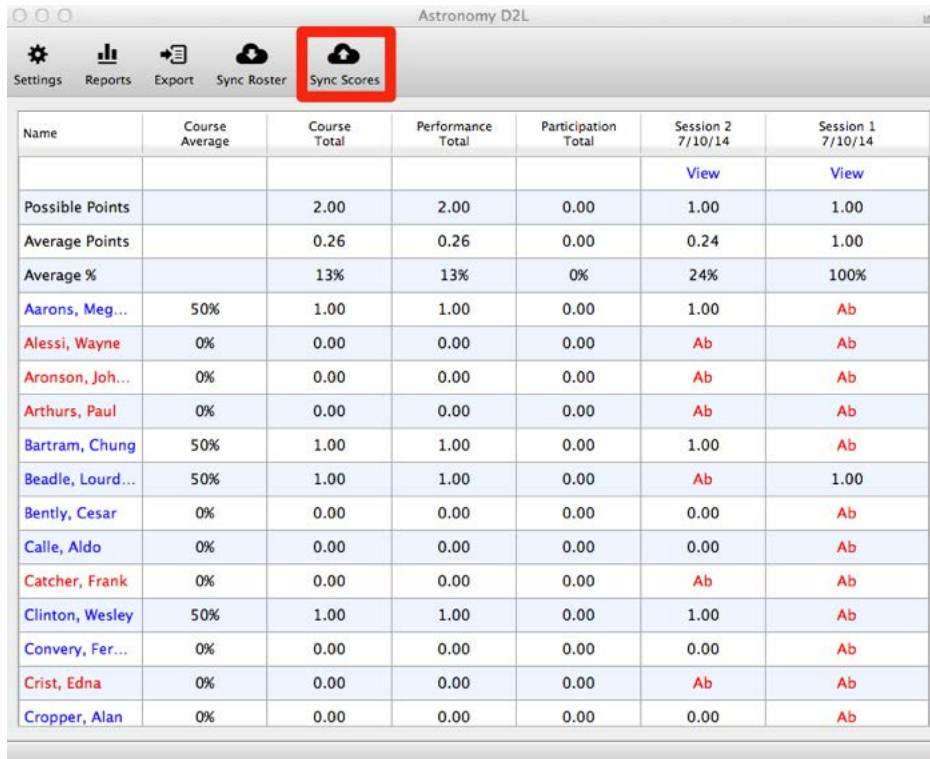
**TIP:** It is recommended that you **Sync Roster** after drop/add periods are over in order to keep your roster up-to-date.

## Step 6: Upload Your i>clicker Polling Data

After you've polled your students in class, your polling data will appear in the i>clicker gradebook. You can view students' points, adjust scores, delete questions, synchronize registrations and export/upload student polling data into your LMS gradebook.

**To upload i>clicker scores into your Blackboard gradebook:**

1. Launch i>clicker, select your course and click **Open Gradebook**.
2. From the *Gradebook* main window, select **Sync Scores**.



Name	Course Average	Course Total	Performance Total	Participation Total	Session 2 7/10/14	Session 1 7/10/14
					<a href="#">View</a>	<a href="#">View</a>
Possible Points		2.00	2.00	0.00	1.00	1.00
Average Points		0.26	0.26	0.00	0.24	1.00
Average %		13%	13%	0%	24%	100%
Aarons, Meg...	50%	1.00	1.00	0.00	1.00	Ab
Alessi, Wayne	0%	0.00	0.00	0.00	Ab	Ab
Aronson, Joh...	0%	0.00	0.00	0.00	Ab	Ab
Arthurs, Paul	0%	0.00	0.00	0.00	Ab	Ab
Bartram, Chung	50%	1.00	1.00	0.00	1.00	Ab
Beadle, Lourd...	50%	1.00	1.00	0.00	Ab	1.00
Bently, Cesar	0%	0.00	0.00	0.00	0.00	Ab
Calle, Aldo	0%	0.00	0.00	0.00	0.00	Ab
Catcher, Frank	0%	0.00	0.00	0.00	Ab	Ab
Clinton, Wesley	50%	1.00	1.00	0.00	1.00	Ab
Convery, Fer...	0%	0.00	0.00	0.00	0.00	Ab
Crist, Edna	0%	0.00	0.00	0.00	Ab	Ab
Cropper, Alan	0%	0.00	0.00	0.00	0.00	Ab

*Gradebook main window*

3. From the *Upload Scores to LMS* window, select the session(s) you wish to upload and click **Next**.

Upload Scores to LMS

Select the session(s) to upload.

Session Title	Date
<input checked="" type="checkbox"/> Session 2	July 10, 2014, 8:48 PM
<input type="checkbox"/> Session 1	July 10, 2014, 8:48 PM

Select All Deselect All

Cancel Next

Upload Scores to LMS, step 1

- Specify session data details then click the **Upload** button.

Upload Scores to LMS

Customize your uploaded data.

Selected Session(s)

Each session is a separate entry  
 Aggregate sessions together as a single entry

Points Uploaded

Total points  
 Performance points only  
 Participation points only  
 Both performance points and participation points as separate entries

Back Cancel Upload

Upload Scores to LMS, step 2

- Make your selections and click **Upload**.
- A confirmation message appears once your data is uploaded.



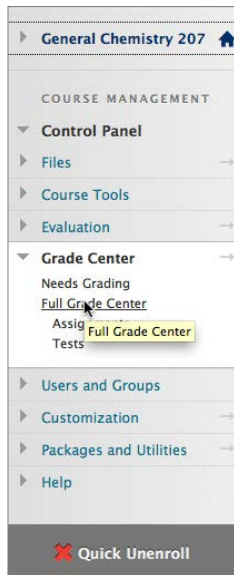
**NOTE:** If your LMS credentials were not saved during course setup in i>clicker, you will need to enter your credentials.

## 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.