

Registering Your Students: How To Give Your Students Credit

The **i-clicker** system may be used as a simple tool to give you instant, anonymous feedback in class, in which case nothing else needs to be done. However, if you (like most instructors) want to go a bit further and give credit to your students for class participation and/or performance, you will need to:

1. Associate each student's ID or name with the unique serial number on their **i-clicker** remote (i.e. **Registration**).
2. Decide on the grading details for each session of your class (see section on **i-grader**).

Note: Students do not need to be registered in order for i-clicker to collect votes. For unregistered students, responses will be stored and assigned to their unique remote serial ID number. After students register, all their previously recorded responses will be retroactively assigned to them.

Tip: You can elect to use **i-clicker** as a completely anonymous system, but you may have a difficult time with student compliance if you don't assign even a few points for participation. We've found that making **i-clicker** an option but not tying it to any points/grading results in very few students using **i-clicker** in class.

IMPORTANT: Course Management Systems (CMS) Integration

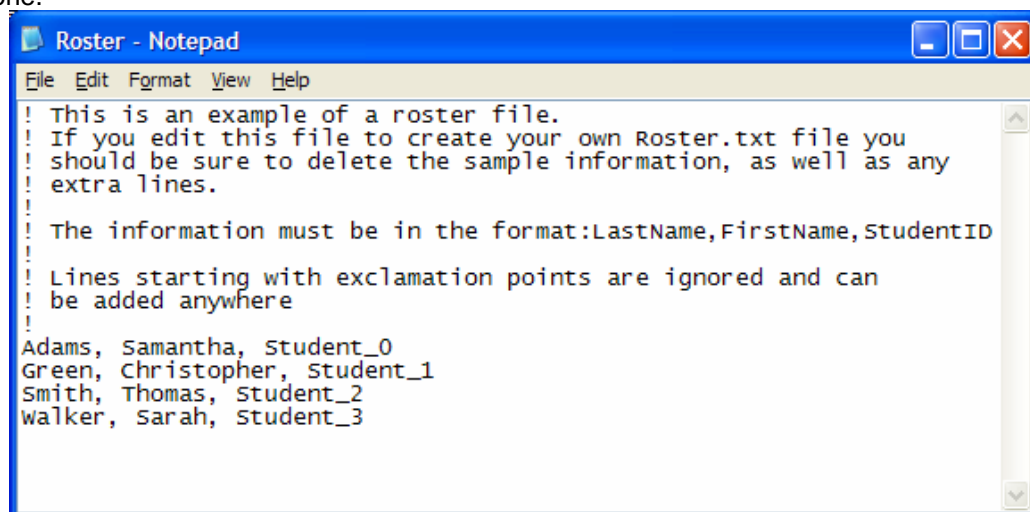
If you are using WebCT/Blackboard/ANGEL, it is important to read and follow the directions located in the course management system documentation (available on www.iclicker.com). This will eliminate potential future confusion and ensure your registration data is consistent with your course management system.

Registration:

The association (or registration) of a student's ID or name with the remoteID (the serial number on the back of each **i-clicker** remote) is *required* before a student can receive individual credit for voting in class. Before this can occur, you must create a text file called **Roster.txt** in your class folder. This file should have one line for each student in your class, with each line containing the student's LastName, FirstName, and StudentID (or any other easily readable text string that is guaranteed to be unique for each student). We recommend that you use whatever naming convention you currently use (or that is required by your institution) to record your students' other grades so that you can easily import **i-grader** data into your course grade book.

Roster.txt file: The Microsoft Notepad application (or any other plain text editor) can be used to easily create this file. To create a txt file using Notepad, go to "Start" and select "Accessories." Open Notepad from the list of Microsoft Accessories. You can enter the student information, or Copy and Paste it from your roster (in Excel or any other format) into Notepad. Save this as "Roster.txt" within the folder you've renamed for your course. You will need to do this for each section or course in which you are using **i-clicker**.

An example **Roster.txt** file (shown below) is provided in your class folder. You may wish to simply edit this file rather than creating a new one.



```
File Edit Format View Help
! This is an example of a roster file.
! If you edit this file to create your own Roster.txt file you
! should be sure to delete the sample information, as well as any
! extra lines.
!
! The information must be in the format:LastName,FirstName,StudentID
!
! Lines starting with exclamation points are ignored and can
! be added anywhere
!
Adams, Samantha, Student_0
Green, Christopher, Student_1
Smith, Thomas, Student_2
Walker, Sarah, Student_3
```

i-clicker offers you three straightforward registration options: one in-class option (for your entire class), one manual option (for individual students), and an “online/web” option. Minimal information is required of your students and all registration options are tied to your class roster. There are no site license or registration fees for **i-clicker** software.

Tip: In-class and online registration are not mutually exclusive, and both can be used to register students in one class. For a small class, roll call is recommended, while a combination (or online exclusively) is recommended for larger classes.

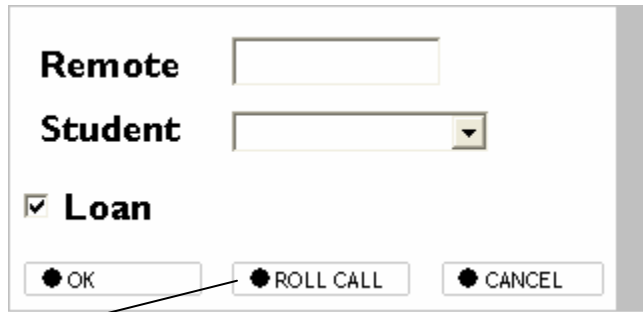
Option One - In Class (or “Roll Call”) Registration:

To use **Roll Call**, your computer screen needs to be projected so all students can easily see it.

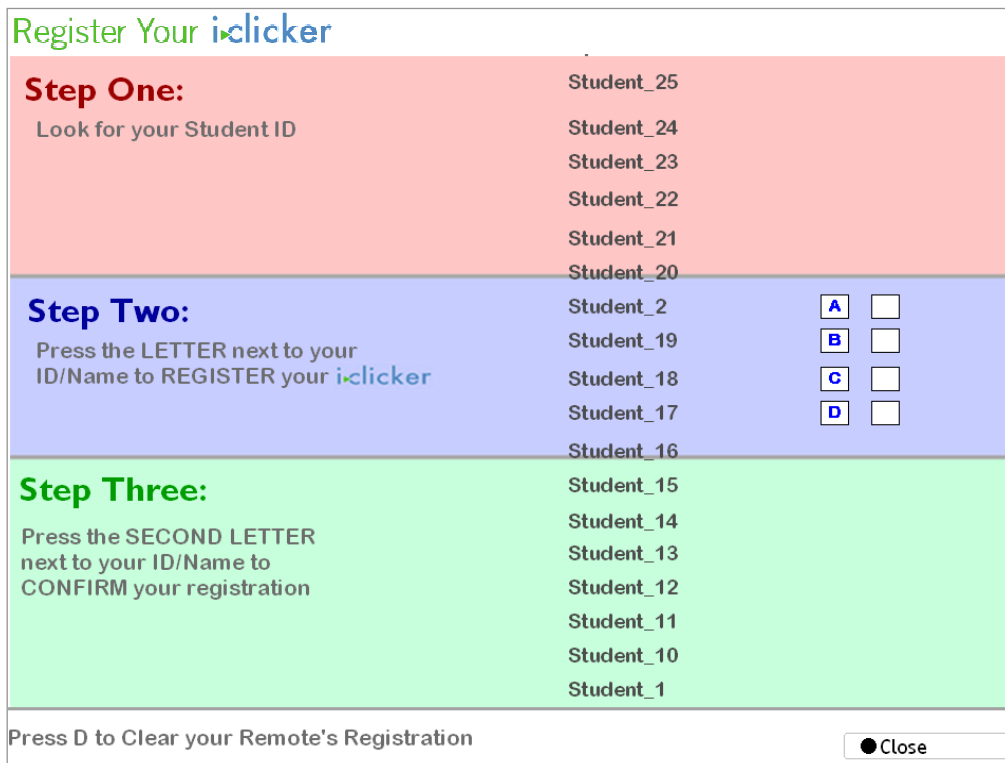
To begin, click on the **LOAN/REGISTER** button on the **i-clicker** floating menu bar:



The following menu box will appear:



Select **ROLL CALL** to enable this registration feature. Your class roster (as long as you’ve created a Roster.txt file and placed it into your course folder) will begin scrolling as shown below:

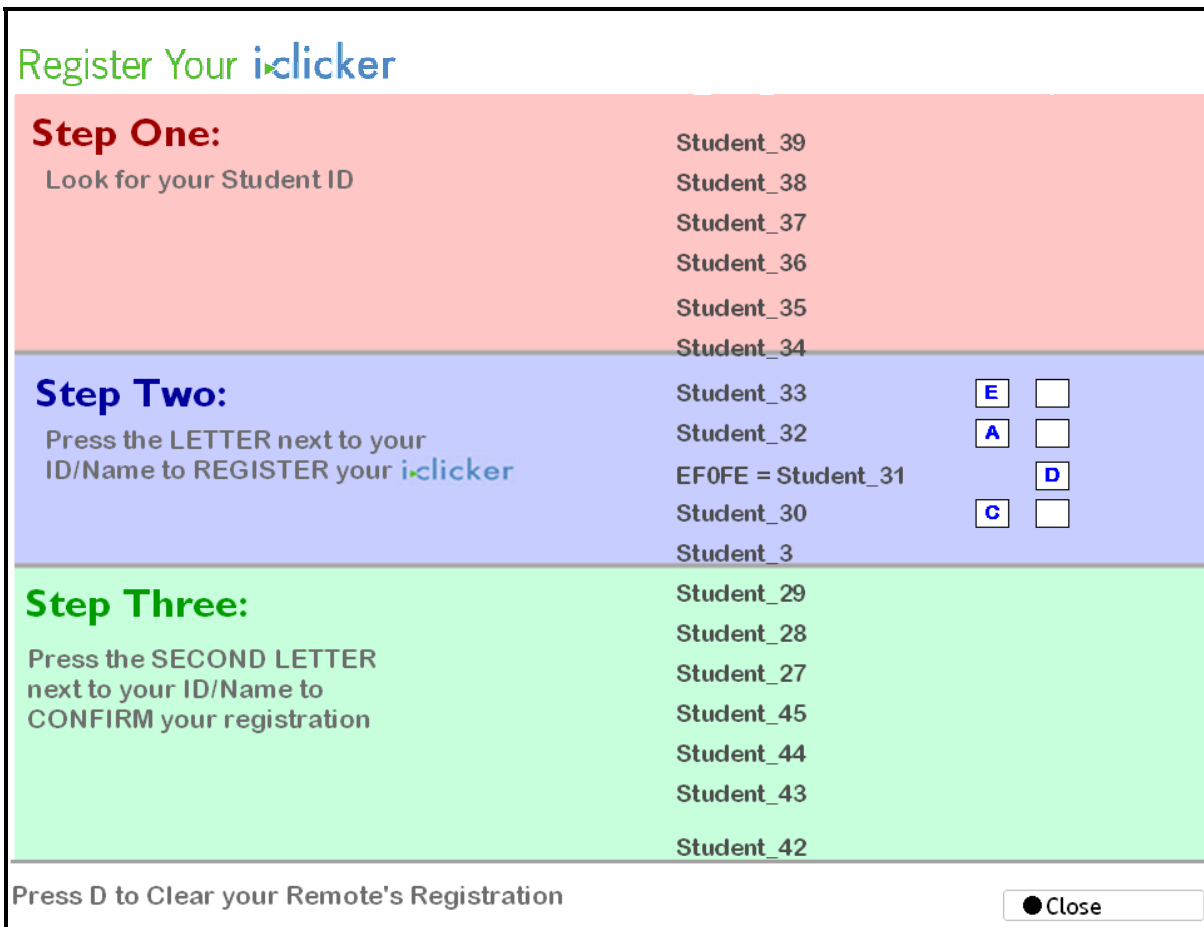


The instructions for students to register are outlined on the screen and are easy to follow.

- 1. **Step One:** The student looks for his/her student ID as read from the Roster.txt file.
- 2. **Step Two:** Once located, the student must wait until his/her ID has scrolled down into the central blue region of the Step Two screen. A letter will then appear to the right of his/her ID or name. The student must press the displayed letter on their keypad, at which point a second (different) letter appears to the right of his/her name.
- 3. **Step Three:** The student should press the second letter on their keypad to complete the registration process. This is the final step in tying each individual student to his/her unique remote.

Once the second letter is selected, the boxes to the right of the name disappear and the student is registered for the duration of the course. His/her name will no longer appear on the scrolling roster list.

In the example shown below, Student_31 has just pushed the first button and is being prompted to push the second one (in this case **D**). Once Student 31 has pressed “D,” his/her student ID and her **i-clicker** serial number will be tied together for the rest of the course.



If a student's name scrolls off the screen before completing Steps 2 or 3, s/he should simply wait for his/her name to appear again. Names will continue to scroll on the screen until you click on the **Close** button (on the bottom right screen) or until all students have registered.

Tip: If a student accidentally registers his/her clicker to the wrong name, s/he should push the **D** button on his/her **i-clicker** remote twice to clear the incorrect registration and restart the registration process.

Option Two - Web Registration

Your students can also register through a simple Web registration process. To do this, send your students to the following website: www.iclicker.com/registration.



i-clicker

i-clicker Web Registration

Have questions about clicker registration?
Contact us at support@iclicker.com or 866-209-5698.

Thank you for using **i-clicker**! Please complete the form below. Your professor will then be able to give you credit for using your **i-clicker** in class.

First Name
Samantha

Last Name
Adams

Student ID
Student_1

Clicker ID
005EFC2

Please type in the verification word in the image
537463

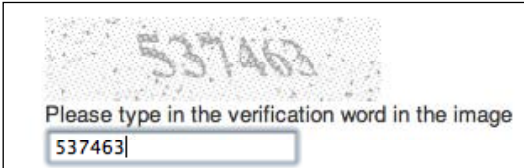
Enter

To locate your clicker ID, see the back of your remote and enter the series of numbers on the bottom of your clicker.

i-clicker WEB REGISTRATION

Once your students have arrived at the site, each student must:

1. Enter his/her First Name and Last Name in the appropriate boxes.
2. Enter his/her student ID (the same one that is in your Roster.txt file and generally the ID that you use to record and report grades to your institution).
3. Enter his/her **i-clicker** remote ID (this is the unique set of numbers and letters located on the bottom of the back of the remote).
4. Enter the security code that appears on the screen (example below). The security code will appear as a slightly distorted series of numbers and/or letters (and is designed to maintain the site's security and prevent hacking). Click "Enter."



Please type in the verification word in the image
537463

5. After a student's information is saved on the server, he/she will see an on-screen message confirming that registration was successful. The student's ID is now tied to his/her unique **i-clicker** remote ID.

As a final step in Web registration, you will need to synchronize the relevant information from the Web server with your **i-grader** application. This enables you to update the student registration information in your class folder. This is one of the functions built into the **i-grader** application, which is described in the next section.

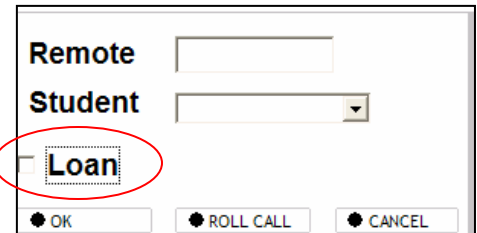
Note: If a student has *not* voted with their **i-clicker** remote, the online registration will *not* synchronize with your **i-grader** application. The student must vote at least once in class. As such, we recommend you ask at least one clicker question (for example, an attendance polling question) on the first day of class to capture remote id's before requiring your students to register.

Tip: Since the **i-clicker** registration process is tied to individual faculty rosters AND the student's votes, students can use one **i-clicker** remote for multiple classes and only need to register on the web once.

Option Three - In Class "Individual" Registration:

If only a few students need to register (for example, a new student joins your class after you've completed Roll Call registration), an individual registration option is available.

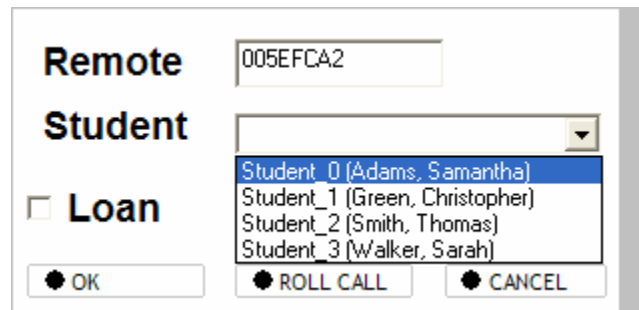
1. Using the **i-clicker** floating menu bar, click again on the **LOAN/REGISTER** button from your **i-clicker** floating menu bar. After the menu appears, **un-check** the Loan checkbox (as shown here).



A screenshot of a registration dialog box. It has three input fields: 'Remote' with a text box containing '005EFCA2', 'Student' with a dropdown menu, and 'Loan' with an unchecked checkbox. Below the fields are three buttons: 'OK', 'ROLL CALL', and 'CANCEL'. A red circle highlights the 'Loan' checkbox, and a line points from the text above to it.

2. Now enter the student's Remote ID (the number on the back of their **i-clicker**). This can be done by just typing it into the Remote field, or by instructing the student to hold the On/Off button on his/her remote until the blue light starts flashing (around two seconds) and then telling the student to push the **A** button on his/her remote twice. This will send the clicker ID to the computer and the Remote ID will appear in the **Remote** field as though you had typed it.

3. The next step is to select the student's ID from the pull-down menu labeled **Student**. If the student's ID does not appear in the list (i.e. her name is not yet in the Roster.txt file), type the student's ID into the box. Click **OK**. The student's ID will be associated with the corresponding **i-clicker** remote ID. An example is shown below.



A screenshot of the registration dialog box. The 'Remote' field contains '005EFCA2'. The 'Student' dropdown menu is open, showing a list of students: 'Student_0 (Adams, Samantha)', 'Student_1 (Green, Christopher)', 'Student_2 (Smith, Thomas)', and 'Student_3 (Walker, Sarah)'. The 'Loan' checkbox is unchecked. The 'OK', 'ROLL CALL', and 'CANCEL' buttons are at the bottom.

The procedure described above permanently assigns the remote to the student. In the example, Remote ID **A646E** is permanently assigned to the student with ID **Student_69**.

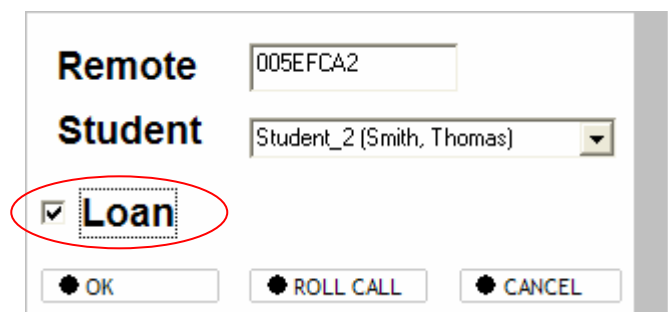
Note: Only one student at a time can register via this option.

Loaning a Clicker

If a student forgets his/her **i-clicker** remote, you can loan one for a single lecture. To associate the loaned clicker with a student for one lecture only, you should perform a temporary (or loaner) registration.

To do this, follow the exact same steps as outlined above for an individual registration, BUT make sure the **Loan** checkbox is selected (as shown here).

If the **Loan** box is checked, the assignment of the **i-clicker** remote ID is tied to *that* student for *one* lecture only. This temporarily overrides any permanent registration. The student will receive credit for any votes during that lecture and these will be synchronized with existing scores. In subsequent classes, the student can resume using his/her regular clicker.



A screenshot of the registration dialog box. The 'Remote' field contains '005EFCA2'. The 'Student' dropdown menu is set to 'Student_2 (Smith, Thomas)'. The 'Loan' checkbox is checked. The 'OK', 'ROLL CALL', and 'CANCEL' buttons are at the bottom. A red circle highlights the checked 'Loan' checkbox.