

**i>clicker *integrate* for
Blackboard Learn 9.1+**

Instructor Guide

July 2012

Table of Contents

Overview	3
Step 1: Copy Your <i>integrate</i> Wizard Files	4
Step 2: Configure your i>clicker Software	5
Step 3: Enable Student Registration in Blackboard	7
Step 4: Synchronize Your Roster.....	10
Step 5: Upload Your i>clicker Polling Data	13
Step 6: Review i>clicker Scores in Blackboard	15
Troubleshooting.....	16

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.

System Requirements

Windows:

- 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:

Windows:

- CMS Integrate Wizard.exe
- CMS_Wizard.xml
- Config.xml
- CMS Integrate Wizard Libs (folder)

Macintosh:

- CMS Integrate Wizard
- CMS_Wizard.xml
- Config.xml

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.



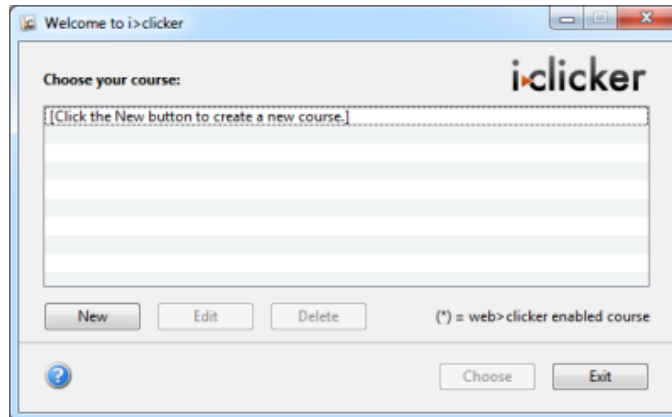
TIP: Your administrator may have provided you with pre-configured **iclicker Win** (Windows) or **iclicker Mac** (Macintosh) folders that already contain all of the necessary files (customized for your campus). In that case, you won't need to copy the *integrate* files into your course folders because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

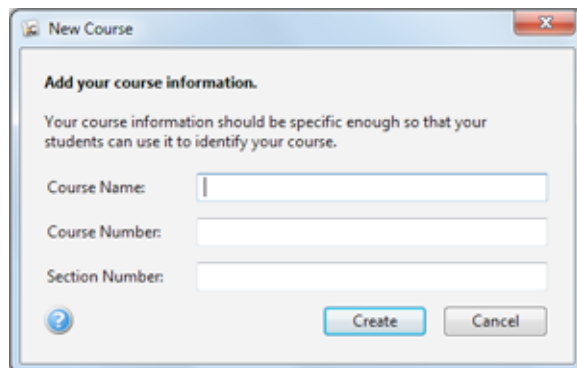
1. Double-click the **i>clicker** icon within your **i>clicker Win** or **i>clicker Mac** folder to start the i>clicker application.
2. When you open i>clicker, you will see the *Welcome Screen* with no courses listed. Click the **New** button to add your course.



i>clicker Welcome window

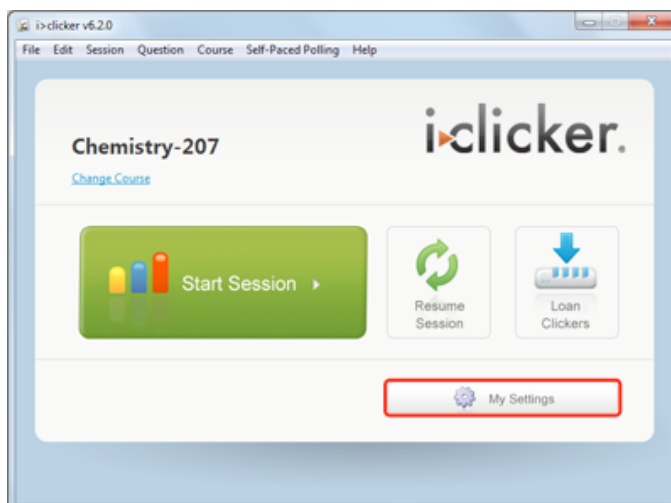
 **NOTE:** If you already see your course in the course list, go to step 5.

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.



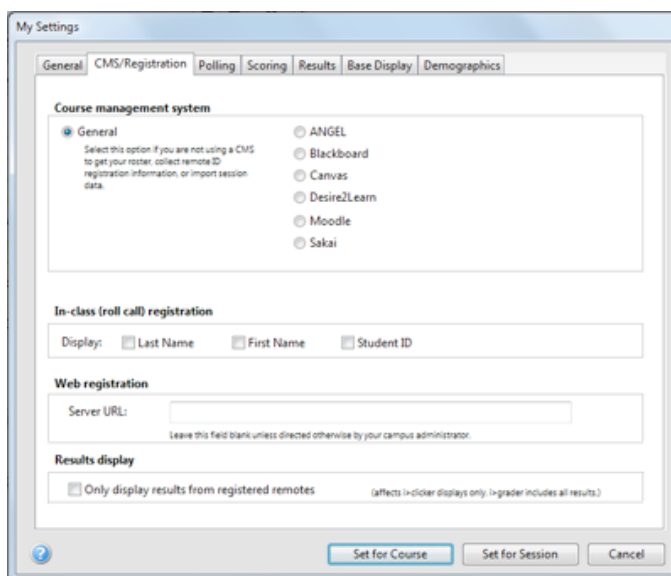
i>clicker New Course window

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 Screen* 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**.




My Settings button on the i>clicker Home window

7. Click the **CMS/Registration** tab near the top of the new window.
8. Under the **CMS/Registration** tab in the **Course management system** section, select the LMS platform that you are using.



CMS/Registration tab of the i>clicker Settings window

 **TIP:** If you are not sure which LMS platform you use, you can either ask your administrator for help or locate the information on your LMS home page.

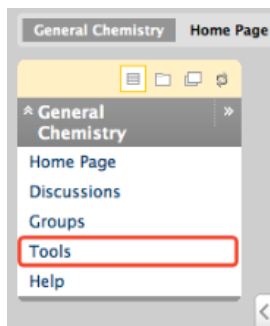
9. Click **Set for Course**.
10. If you have not yet used the **Import Roster** feature in i>clicker *integrate*, a warning message may appear indicating that you must download your course roster from your LMS. Click the **OK** button to dismiss the warning.

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.

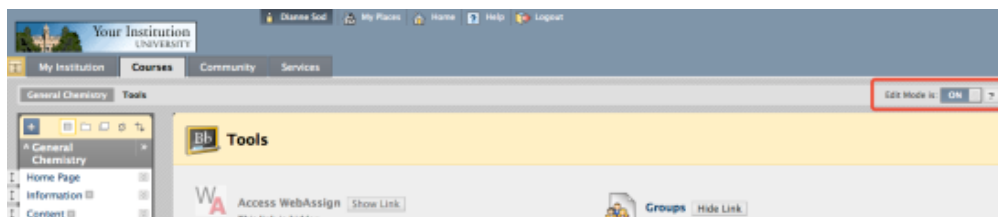
To enable i>clicker remote registration in Blackboard Learn 9.1:

1. Log into Blackboard Learn using your instructor username and password.
2. Select the course in which you want to enable i>clicker registration.
3. On your *Course Home Page*, select **Tools** from the navigation pane on the left.



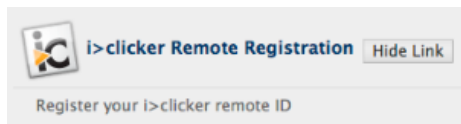
Tools link in the Blackboard Home Page navigation pane

4. From the *Tools* page, locate the **i>clicker Remote Registration** link. If you cannot find this i>clicker link, make sure that **Edit Mode** is turned on so that hidden tools are made visible.



Tools page with Edit Mode turned on

5. If the **i>clicker Remote Registration** link is disabled, click the **Show Link** button. The i>clicker link should now appear enabled and the button label changed to **Hide Link**. You may exit out of **Edit Mode** at this time.

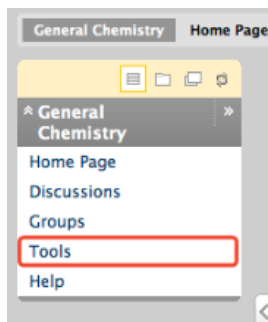


The i>clicker Remote Registration Tools link

6. Once the registration link is set to be shown, students will be able to use the link to register their remotes within Blackboard.

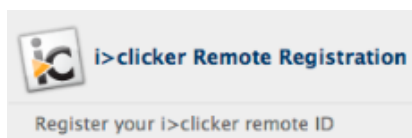
Directions for STUDENTS to register their i>clicker remotes:

1. Log into Blackboard Learn and select your course.
2. Click **Tools** in the navigation window on the left of the screen.



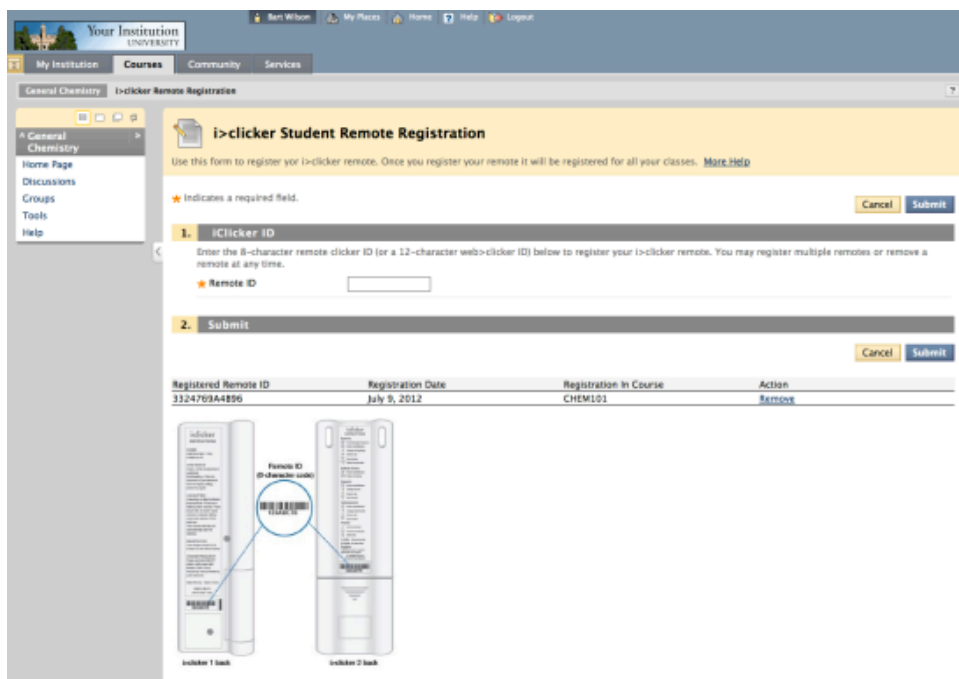
Tools link in the Blackboard Home Page navigation pane

3. Locate the **i>clicker Registration** link on the *Tools* page. If see this link and it appears clickable, you are done.



The i>clicker Remote Registration Tools link for students

4. The *i>clicker Student Remote Registration* page appears. Enter your i>clicker remote ID and click **Submit**.
5. Your remote is now registered. You can remove your remote registrations at any time by clicking **Remove** in the registered remote list beneath the **Submit** button.



The i>clicker Remote Registration page

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.
- 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: 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*:

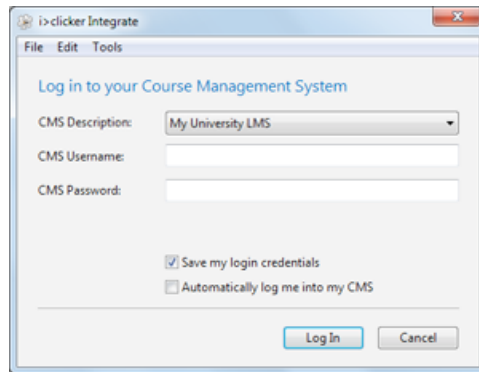
1. Open your **iclicker Win** or **iclicker Mac** folder and double-click the i>grader icon to start the i>grader application.



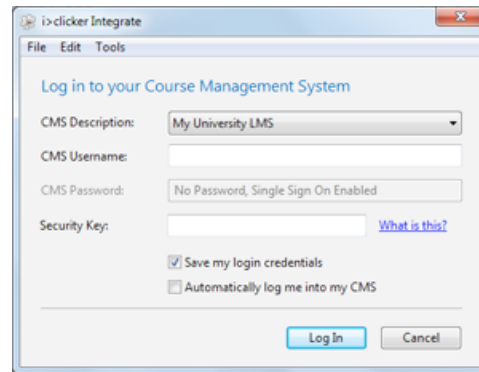
2. Select your course name from the course list and click **Choose**.
3. If you have not yet used the **Import Roster** feature in i>clicker integrate, the **Roster not found** window appears. Click **Yes** to download your LMS course roster.
4. The *i>clicker integrate* window appears. Your LMS server name should pre-populate the **CMS 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 **CMS 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**.



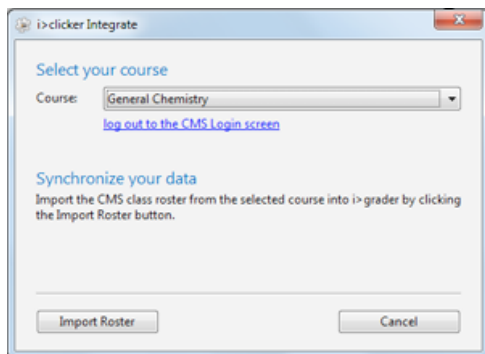
CMS integrate Login and Login with SSO Enabled



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. 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**.

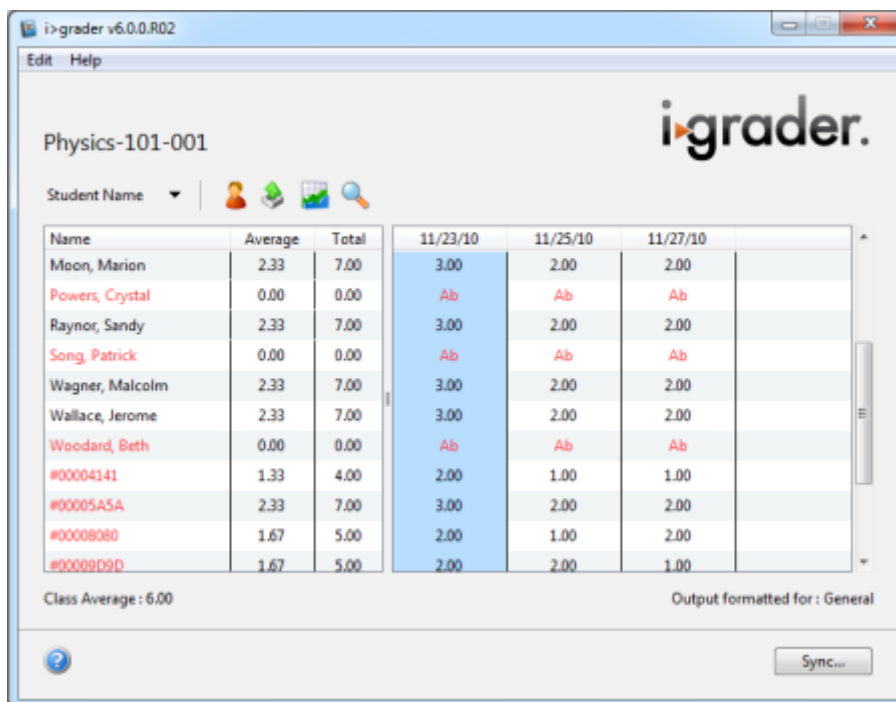


CMS integrate Select Course for roster download

7. 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.

8. 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

9. 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.

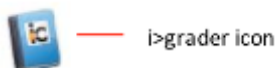
 **NOTE:** As noted above, you will be given the option to replace your LMS roster or cancel the import via *integrate*. Since you are updating your class roster (or registrations), click **Yes** to overwrite the existing roster file.

Step 5: 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.

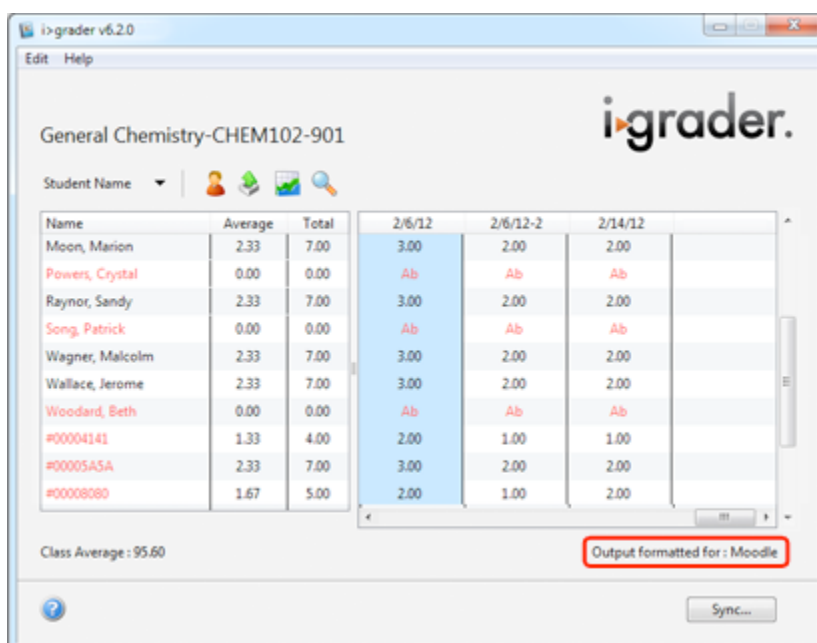
To upload i>clicker scores into your LMS gradebook:

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.




The screenshot shows the i>grader v6.2.0 interface for a course titled "General Chemistry-CHEM102-901". It features a table of student scores with columns for Name, Average, Total, and three sessions: 2/6/12, 2/6/12-2, and 2/14/12. The table lists students such as Moon, Marion; Powers, Crystal; Raynor, Sandy; Song, Patrick; Wagner, Malcolm; Wallace, Jerome; Woodward, Beth; and several anonymous students with IDs like #00004141, #00005454, and #00008080. A "Class Average: 95.60" is displayed at the bottom left, and a red box highlights the text "Output formatted for: Moodle" at the bottom right. A "Sync..." button is also visible.

Name	Average	Total	2/6/12	2/6/12-2	2/14/12
Moon, Marion	2.33	7.00	3.00	2.00	2.00
Powers, Crystal	0.00	0.00	Ab	Ab	Ab
Raynor, Sandy	2.33	7.00	3.00	2.00	2.00
Song, Patrick	0.00	0.00	Ab	Ab	Ab
Wagner, Malcolm	2.33	7.00	3.00	2.00	2.00
Wallace, Jerome	2.33	7.00	3.00	2.00	2.00
Woodward, Beth	0.00	0.00	Ab	Ab	Ab
#00004141	1.33	4.00	2.00	1.00	1.00
#00005454	2.33	7.00	3.00	2.00	2.00
#00008080	1.67	5.00	2.00	1.00	2.00

i>grader Home screen

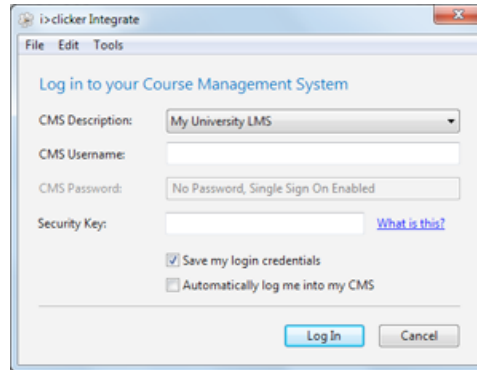
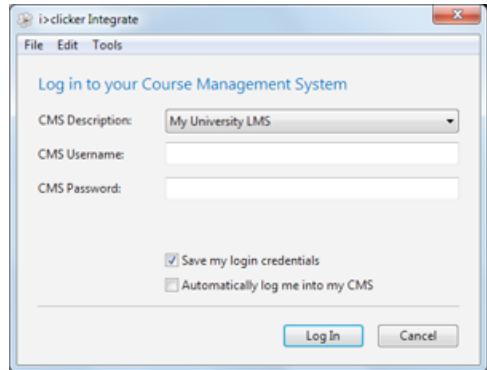
TIP: Make sure the correct LMS is listed next to **Output formatted for**. You can amend your LMS selection in i>clicker's **My Settings**.

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/*integrate*. See the Troubleshooting section for information on how i>clicker *integrate* handles conflicting scores for the same session(s).

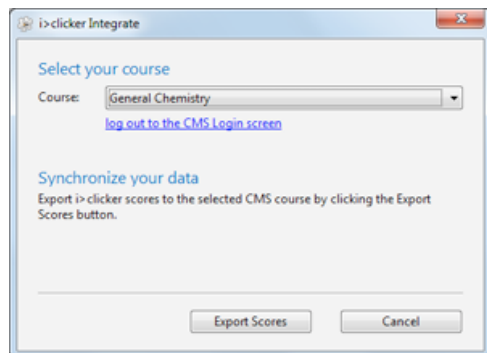
5. The *Export Complete* window appears indicating that i>grader has successfully exported your student data. Click **OK**.

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**.



CMS 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**.



CMS integrate Select Course to upload scores

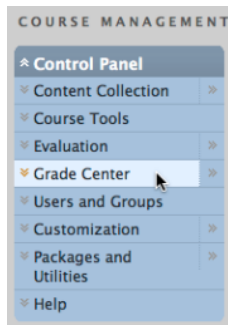
9. Your i>clicker polling scores will upload directly into your LMS course. You will receive a confirmation message when the upload is complete. Click **OK** to dismiss this window.
NOTE: The scores will be uploaded into your LMS Gradebook as numeric quiz grades in the **i>clicker polling data** category. You will be able to edit individual student i>clicker scores within the LMS after you've uploaded the data.
10. Repeat steps 1-9 for every course for which you are using i>clicker.

Step 6: 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.

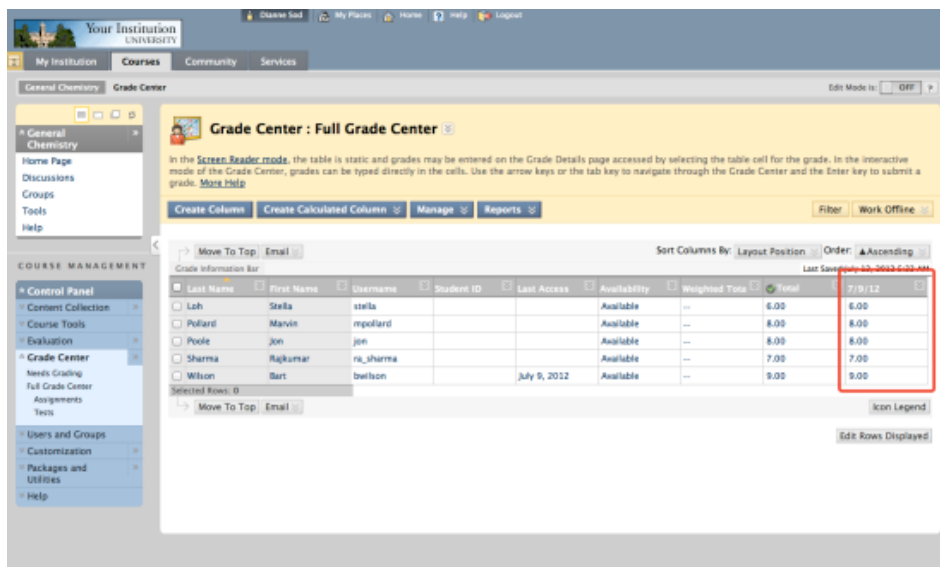
To view uploaded i>clicker scores in your Blackboard Grade Center:

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 link in the Blackboard Home Page navigation pane

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.

A screenshot of the Blackboard Grade Center interface. The page title is 'Grade Center : Full Grade Center'. Below the title is a table of student scores. The table has columns for Last Name, First Name, Surname, Student ID, Last Access, Availability, Weighted Total, and Total. The 'Total' column shows scores for five students: Lech (8.00), Pollard (8.00), Poole (8.00), Sharma (7.00), and Wilson (9.00). The 'Total' column for the last two rows is highlighted with a red box. The table is sorted by 'Layout Position' in 'Ascending' order. The page also includes a 'Grade Information Bar' and a 'Filter' button.

Last Name	First Name	Surname	Student ID	Last Access	Availability	Weighted Total	Total
Lech	Stella	stella			Available	8.00	8.00
Pollard	Marvin	mpollard			Available	8.00	8.00
Poole	Jon	jon			Available	8.00	8.00
Sharma	Rajkumar	ra_sharma			Available	7.00	7.00
Wilson	Bart	bwilson		July 9, 2012	Available	9.00	9.00

Uploaded i>clicker scores in the Blackboard Grade Center

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.

The screenshot shows a window titled "Transmission Report [Connected to : Blackboard 8 12-10-08]". It has an "Export Options" menu at the top. Below it is a section for "Transmission Discrepancies" containing a table with the following data:

#	Type of problem	Student ID	Session(s) affected	Student Score(s)	CMS Course Affected
1	Uploaded score less than ...	student02	demo120908	1	BFW61

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.

The screenshot shows the same "Transmission Report" window as above, but with the "Export Options" menu open. The menu items are: "Export to Excel (*.XLS)", "Export To Text (*.txt) [TAB Separated]", "Export to CSV (*.csv)", and "View Previous Error(s)". The table below the menu shows the same discrepancy data as in the previous screenshot:

#	Type of problem	Student ID	Session(s) affected	Student Score(s)	CMS Course Affected
1	Uploaded score less than ...	student02	demo120908	1	BFW61