

Instructor Guide: Setting up iClicker

Last Updated January 2019

Before getting started: You will need an iClicker kit (a base and instructor remote). If you teach in the Life or Physical Sciences, you can request a kit by contacting media@ceils.ucla.edu. If you are in another college, please contact your department chair to find out information about purchasing or borrowing an instructor base and remote.

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Part 1: Installing iClicker Software from CCLE

Start on your course site in CCLE (<https://ccle.ucla.edu>)

Turn editing on and use the pull-down menu to add an iClicker block

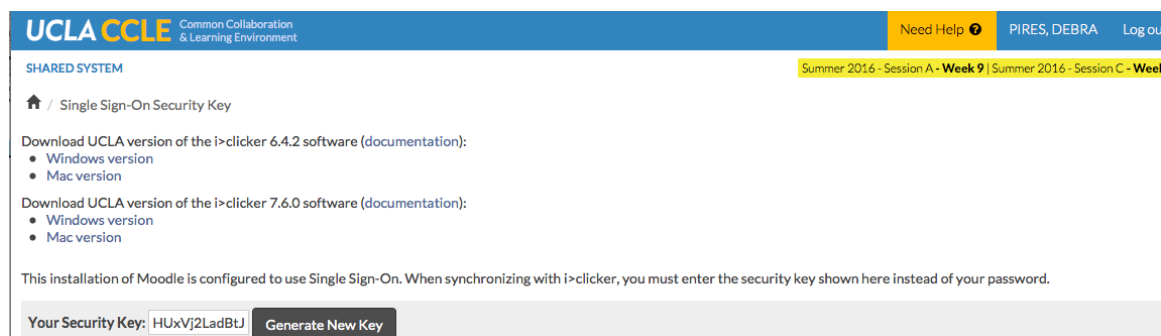
Once you have added the iClicker block, then you want to select Single Sign-On Security Key

IMPORTANT: Make sure to **copy the security key**, you will need it once you open up the iClicker software.

Download the most recent version of the iClicker software.

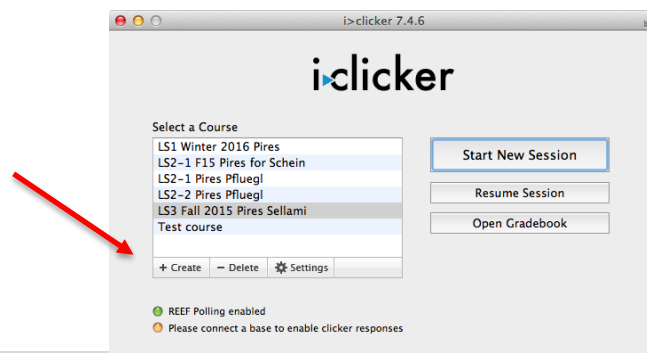
If you are a **Windows Users:** Download the UCLA Custom version of iClicker directly from CCLE, this will give you a more seamless experience with syncing your roster and grades. If you are going to use a tablet (Surface Pro etc) make sure you don't save it in the applications files. For some reason on PCs when you do this, it doesn't take screen captures of the questions, and you may need this for class evaluation or for when you might be writing exams or reworking a course in a future quarter.

Mac Users: Download the generic version of iClicker Classic from the iClicker website. Make sure to follow these steps exactly for proper installation. Once you have completed that download, go into CCLE and download the Mac version. When you open that file, you will see a folder called "Resources." Within that folder, there is a file called "LMS_Wizard," copy that file and paste it in the "Resources" file of the generic version of iClicker that you initially set up.

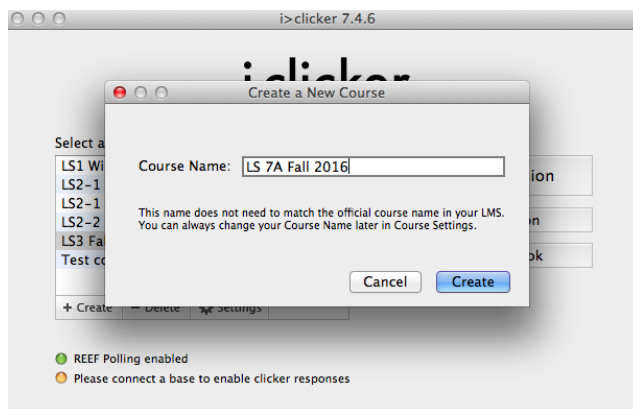


Part II: Syncing iClicker Software to your course (student roster and gradebook) and Managing the Settings

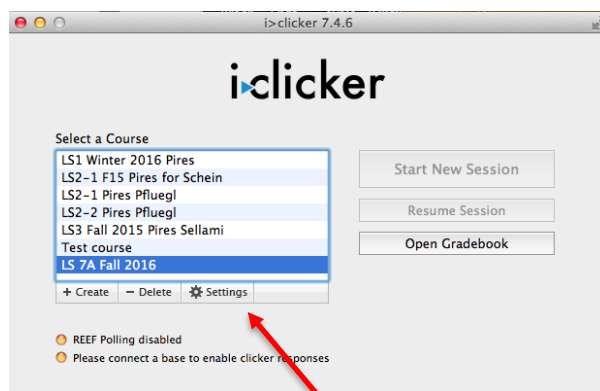
Once you are finished downloading the software, open the iClicker application. If you previously used iClicker you will see previous courses, otherwise this section will be blank. Click on "Create".



Enter your course name as it appears in your CCLE course site.



Once you see the course in the window, then you want to select “settings”. From here you will set-up functions like giving credit for participation, how the polling results are viewed, and more. **** You can modify these settings at any time during the quarter by opening iClicker and clicking on “settings”.***



Once this window is showing, you need to **get the blue remote control from the box**. On the back of the remote just under the barcode you will see an 8 character code made of letters and numbers. Enter that into the blank for the remote ID. If you want the word “hello” to appear, then you can type that in the greeting, but it is character limited. It will show that your frequency code is AA, that is the default. It will stay that way unless you change it (make sure that when you press the power button to turn on your remote. Don’t hold the button down, as this may inadvertently reset the frequency). There is one other thing that happens where you will see the frequency show up. When you are actually running the clickers when you press start for the first question, an error message may show up saying that there is another base running the same frequency. This is some sort of glitch, you just need to say okay. It is not an issue and it won’t interfere with data collection.

Course Settings

General REEF Polling Gradebook Roll Call Toolbar Scoring Results Base Display

General

Course Name:

Instructor Remote ID: Eight character code on the back of remote

Welcome Message: Displayed on student i>clicker 2 remotes on power up

Frequency code

Subfrequency Code 1: ☒ A ☐ B ☐ C ☐ D

Subfrequency Code 2: ☒ A ☐ B ☐ C ☐ D Plug the base in ...

Show frequency alert message:

Preferences

Choose Language: ☐ Show language selection at start-up

☒ Prevent App Nap

REEF Polling

Warning: We only recommend REEF polling for instructors who have used iclickers and want to go beyond that functionality or for instructors who meet to talk about REEF with CEILS or other instructional staff. This is because wi-fi and other tech issues can make it challenging to get started with.

If you choose to allow students can download the app and use their phones as their clickers. It ends up being a bit cheaper, but you need to make sure that you have things set up appropriately for your level of comfort if you allow REEF polling. **You will have to create an account to do so, but you only have to do that once (the hardest part is remembering the password).**

Course Settings

General REEF Polling Gradebook Roll Call Toolbar Scoring Results Base Display

REEF Polling™
by i>clicker

REEF Polling by i>clicker allows students to vote using mobile devices including laptops, smart phones, and tablets. It can be used alongside i>clicker remotes in your class. Check with your IT administrator to verify your classroom meets network requirements to support REEF Polling.

[Learn More About REEF Polling](#)

Course Settings

Log In to My REEF Polling Account

Email:

Password:

[Forgot Password?](#)

Enable REEF Polling

[Learn More About REEF Polling](#)

When you go to pick out your school, just type in a couple of letters, and a pull-down will show up for you to find your school (we are listed as “University of California – Los Angeles”). For the three radio buttons that you see, each of those presents an option for how students will see the questions. Use the last option, so they just see the keys A-E on their phone (they will see the questions on your presentation slides). We recommend posting clicker questions and answers later so that all students have the same amount of time and access to the questions. The information under the line is optional and you don’t need to fill that out unless you would like to for your course.

Course Details

This is how your course will appear in REEF Polling.

Institution: [Can't find your Institution?](#)

Course Name:

Screen Capture: ☐ Allow students to view screen captures of the questions when polling starts
☐ Allow students to view screen captures of the questions when polling ends
☒ Do not allow students to view screen captures of the questions

Optional

Course ID:

Term:

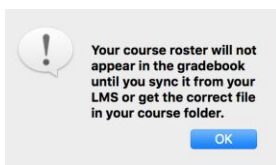
Start Date: End Date:

Meeting Times: ☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

Gradebook

This is how you will be able to track if students participated and how they responded to each question. Click on “select course”. You will be prompted to log into CCLE, and need to use the format [loginname@ucla.edu](#) for your email address. **Without the “@ucla.edu” it will not work.**

Select your course from the list, and then click “save”. The following message will appear.



Each time you open up iClicker, you will have the option to “Open Gradebook” and from there to “Sync Roster” and “Sync Scores”. **This is important, because you will likely have students dropping or adding your course**, and this feature in iClicker will communicate between the software iClicker you have installed, and UCLA’s Learning Management System, which is CCLE, in order to link up the clicker IDs of your students with their names in the gradebook so you can appropriately assign credit. Be sure to sync the roster and scores each session.

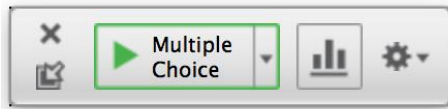
Roll Call

You can leave the default setting as they are. Roll call is one way to take attendance, but if you are using clickers for questioning then you will automatically know which students are present so this is likely something you will not use.

Toolbar

You can leave the toolbar settings as they are:

The toolbar is the little iClicker widget that appears when you start a session:



When you start a poll, a counter will by default start counting up from zero allowing you to modify how much time you give students to respond. If you prefer to have it count down from 30 seconds or longer, you can modify this setting anytime from this “toolbar” menu.

Scoring

The scoring settings will determine how points are awarded for student participation. In general, instructors tend to award points for participation, but do not distinguish credit for getting a correct answer. This is a personal preference, and should be decided based on the goals of your clicker questions for that session. If, for example, it is a review session where students should be getting the questions correct you may want to award performance credit for correct answers. If it is a session where you are trying to engage students in thinking about challenging questions or transferring their knowledge to new situations, then they may feel penalized unfairly for getting an incorrect answer. Remember, clicker questions give you feedback on student misconceptions, and sometimes getting the wrong answer first is more beneficial for learning in the long run.

Results

These settings determine how the polling results are displayed. You can leave the default settings.

General REEF Polling Gradebook Roll Call Toolbar Scoring **Results** Base Display

Changes to Results settings do not apply to sessions you've held in the past.

Multiple choice results

☒ Color ☐ Monochrome

Numeric results

☒ Bar chart ☐ Histograms ☒ Sort responses by most popular
☐ Sort responses in numeric order

Number of significant figures: 8 Number of bins: 5
☐ Show mean and standard deviation

Short answer results

Number of significant characters: 16

Results display

☐ Only display results from registered remotes (affects results chart only)

Note that technically students can use their clickers to “text” short answer responses, but this feature is tricky to use. We recommend sticking to multiple choice questions.

Base Display

You will be viewing all of the responses from your toolbar, which will nicely display how students responded right on your computer screen. This setting refers to the fact that the physical base also has a display feature. You can leave the default settings as they are:

General REEF Polling Gradebook Roll Call Toolbar Scoring Results **Base Display**

Multiple choice display

☒ Show the percentage of votes for each answer choice
☐ Show the number of votes for each answer choice
☐ Show the percentage and number of votes for each answer choice (alternating)

Alternate the display every 5 seconds

Numeric response display

Show the top 2 responses and update the display every 2 seconds

☐ Show the percentage of votes for each response
☒ Show the number of votes for each response

Short answer display

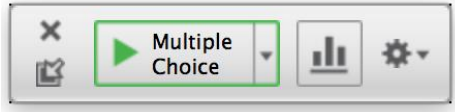
Show the top 2 responses and update the display every 2 seconds

☐ Show the percentage of votes for each response
☒ Show the number of votes for each response

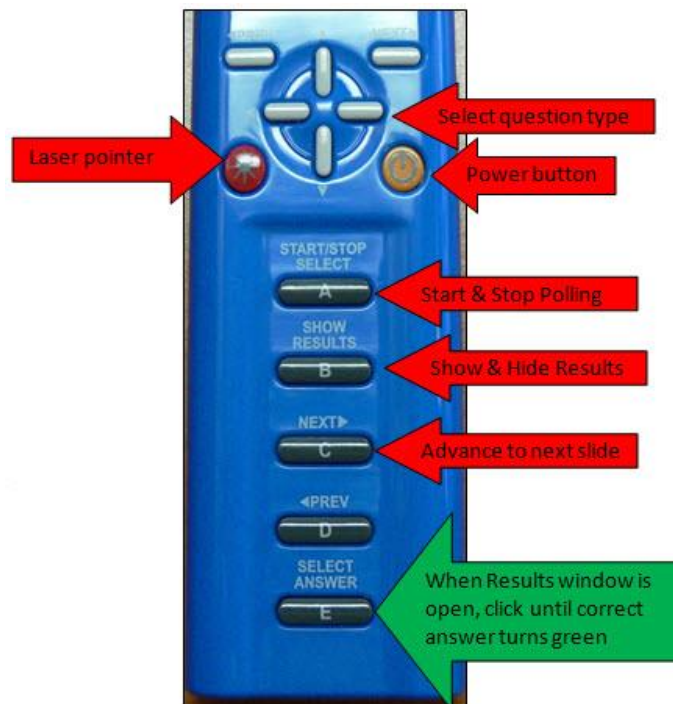
Part III: Launch iClicker and practice

The iClicker software runs parallel to your presentation. Make your PowerPoint with the multiple choice questions you want to include in your slides. Once you have this ready, open up iClicker and select **"start session"**. Open up your presentation and put it into present mode.

You will see the little icon for iClicker appear:

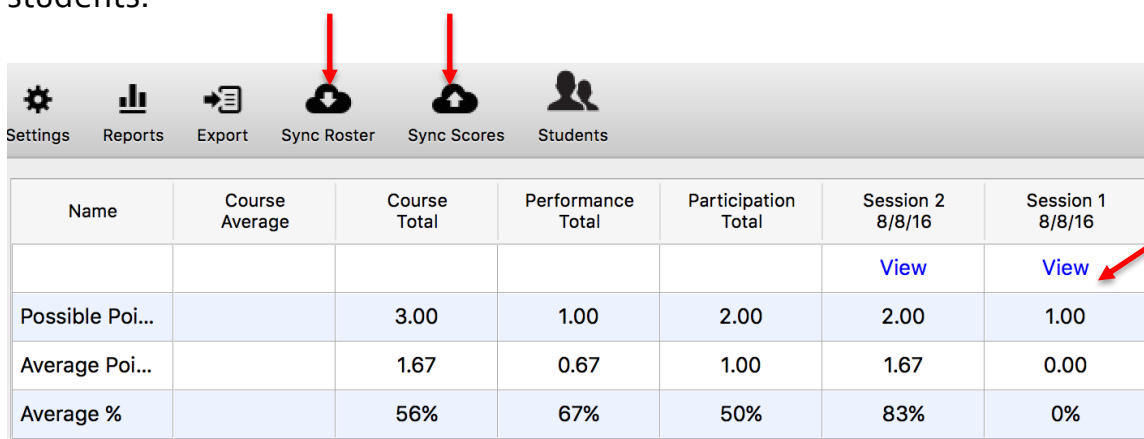


You can use your blue instructor remote to advance the slides ("next") and to start and stop your poll.



Once your presentation has ended, open the "Gradebook" from iClicker to sync your student's scores and view detailed results from your polling. Remember to do this each time, as students may have dropped or added your course and this will update the grades accordingly.

Click on “view” from the session to see the screenshot from your slide (showing the question) alongside the graph of responses from your students.



Name	Course Average	Course Total	Performance Total	Participation Total	Session 2 8/8/16	Session 1 8/8/16
					View	View
Possible Poi...		3.00	1.00	2.00	2.00	1.00
Average Poi...		1.67	0.67	1.00	1.67	0.00
Average %		56%	67%	50%	83%	0%

Part IV: What students need to know in the syllabus and on the first day of class

You can put this information directly into your syllabus, and also share with students verbally on the first day of class:

For students:

- You must register your clicker **on CCLE!!!** Registering on iClicker’s website is not needed, and even if you do that you still need to register on CCLE.
- **Get one physical clicker and only use your clicker.** If you change to a different clicker or try to use the mobile app because you forgot your clicker, then previous scores can be lost.
- **It is your responsibility to bring your clicker to class and this includes changing out the batteries when needed.** Put an extra set of batteries in your bag and you will be fine.
- **You will know your response to a clicker question was recorded if you see the checkmark (for iClicker2).** If you have iClicker plus it is a light flash.
- **If you believe your clicker is registered (in CCLE) but have not received credit, notify your instructor immediately.** Clicker issues need to be resolved within the first 2 weeks of class, or you may not be able to get credit for clicker participation.
- **The instructor will set the frequency for the room, and the default is Aa.** If your clicker says you are on a different frequency then you will not get credit for the class. *(Note to instructors: be sure your setting is Aa. The only reason to*

change the frequency is if clickers are also being used in an adjacent room and you experience interference – very unlikely to happen, but possible.)

For instructors:

- Include in your syllabus that a physical clicker is a requirement for the course.
- Let the bookstore know that you are requiring a clicker so they will make them available.
- Let students know that OID has a very limited number of clickers for check-out each quarter. They must contact OID immediately if they hope to get one.
- While the cost may be a lot (apprx. \$45) for a new clicker, this is likely something students will need again at some point at UCLA, if not every quarter. Make the investment early and hold on to your clicker through graduation.
- EACH CLASS: Make sure your frequency is set to the default Aa unless you have intentionally changed it because of interference with an adjacent room.
- EACH CLASS: Sync the roster and the grades after each session for all sessions. Especially after the first few sessions

Part V: What else do I need to know?

Can students use any version of iClicker (plus or 2)?

Yes, versions from the past several years should all work fine.

I want to use clickers but I am nervous about it not working OR I tried all of these steps and it didn't work. Can someone help me?

Yes. Send an email to media@ceils.ucla.edu. A member of the CEILS team can meet with you to help you get set-up, practice before your first class, and even join your first class session to offer support as you implement clickers for the first time.

Can I use clickers for a professional presentation outside of my class?

Yes, but you will need to have clickers for your audience. There may be some available through your department resources. You can inquire with OID. CEILS has clickers that are used for presentations, depending on the location and time of your presentation you may be able to borrow them (email us at media@ceils.ucla.edu to inquire).

How much do clickers cost students? Will my students be buying a clicker just for my class?

Many of the large introductory science classes require clickers. If you teach one of these courses offered to first-year students it is possible that students will be buying the

clicker for your class, however they will likely need it in future classes as more and more instructors are embracing them as a great tool for implementing best practices from education research. New clickers cost about \$44, and many students sell used clickers at a discount. If there is a concern that students cannot afford a clicker, you can direct them to OID's clicker lending program. Reef polling is another more affordable option which uses an app and charges students a subscription fee of about \$16 per quarter. Again, this cost should be considered as spread across their entire time at UCLA for multiple courses, not just a cost for your class. **Be sure to include that clickers will be used in your course syllabus so that students have time to purchase one if needed.**

I don't want to manage students registering their clickers. What should I do?

We recommend clearly stating in your syllabus that clickers are required and that students must register them immediately in order to receive participation credit, and that you will NOT be awarding credit for students who fail to do so. While this may seem harsh (you can give them a week grace period), the registration process is quite simple (see <https://www1.iclicker.com/register-clicker/>) and students can contact iClicker if they have any trouble. After the first session you will be able to see which students registered their clickers and how many unregistered clickers were used, and can notify students by simply posting a screenshot of the roster so they can find their name, or see that it is missing. Alternatively, you can use time during the first class session to have them register their clickers and not let them leave until they are registered (see the "Rollcall Registration" section above).

Can students use the iclicker mobile app? Technically yes, but it might be better to ask that they do not (that instead they use the physical clicker) as it could overload the wireless network.

Can students use the same clicker in multiple classes or from a previous quarter?

Yes. Make sure that the clicker is registered to your name following registration instructions on the second page.

Where can students get an iclicker? Clickers are available either for purchase at the bookstore, on ebay or on amazon, OR through a UCLA clicker loan program that you can read more about here: <http://lendme.oid.ucla.edu/>. They can't cover all the students eligible, so reserve your clicker ASAP! Reservations start at midnight the day before the quarter begins.

Is the clicker percentage being reported out of the total number of clickers registered or the number in the room? It is reporting the number in the room only.

What if two instructors are using clickers in rooms that are adjacent? We have yet to have this problem – but it would be a great problem to have because it would evidence that many instructors are using clickers! If that were to happen, the base frequency

(default is AA) can be changed so that it is a different frequency that another instructor base nearby. If you ever have way more students clicking in then are in your class

What are some tips for creating good clicker questions?

Great question!

We have posted videos, handouts, and links to additional resources on the CEILS website (ceils.ucla.edu) under Resources → Teaching Tools → Active Learning. Here are a few good ones:

["Using Clickers Effectively" Evidence-based clicker practice in the Biology classroom. University of Washington. Dr. Scott Freeman Biology 180](#)

Dr. Stephanie Chasteen at the University of Colorado, Boulder has developed some great resources (including videos of her workshops) on writing great clicker questions. <http://www.iclicker.com/download/Writing-Great-Clicker-Questions-FINAL.pdf>

and visit the CU clicker website <http://stemclickers.colorado.edu/> for:

- Videos on effective clicker use
- Instructor's guide to clicker use
- Clicker question banks
- Research articles on clickers

Keep in mind that you may be able to find great examples (some of them validated)

Email CEILS at media@ceils.ucla.edu if you would like to meet with a member of our team for a consultation on developing clicker questions (include your course title in your email so we can direct you to the right person).

What information can I put in my syllabus to properly instruct students about getting clickers and registering them?

We have created a syllabus statement that you can copy and paste into your syllabus. It can be found on the CEILS website with the other information about clickers at ceils.ucla.edu under Resources → Teaching Tools → Active Learning.

We want to know - Was this guide helpful?

We want to make sure this guide is accurate and that we've addressed as many potential instructor questions as possible! Please send any feedback about this guide to media@ceils.ucla.edu. Thanks!