
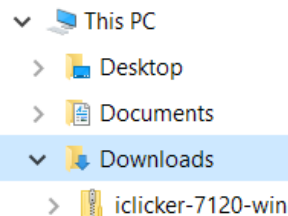


## Installing iClicker Software

These steps assume that faculty will be using a flash drive containing the software and connecting it to the computer system in the lecture/class room.

1. Open an Internet browser.
2. Go to [www.iclicker.com](http://www.iclicker.com) . iClicker website displays.
3. Click **Downloads** located in the upper left corner of the screen. **Downloads** page displays.
4. Click the **Download Options** button for the **iClicker Classic** software (second one on list). *The iClicker Classic software is currently the only option RPI supports.* The **Download iClicker Classic** page displays.
5. Click the **Windows**  button. The Download will automatically begin. Once complete, the file folder will download to the **Downloads** folder.
6. Open **File Explorer**. Locate the **Downloads** folder under **This PC**.

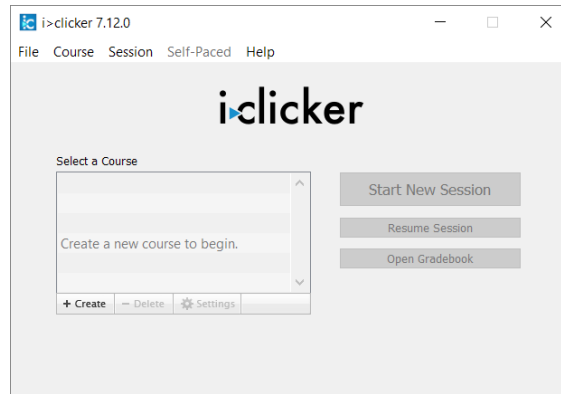


7. Select the folder: **iclicker-7120-win.zip** in the **Downloads** folder. Right click on the folder and select **Copy**.
8. Click the flash drive to save the folder into. Right click on the flash drive and select **Paste**. The folder is now saved to your flash drive.
9. Double click on the **iclicker-7120-win.zip** folder on the flash drive.
10. Double click on the **iclicker.exe** file in the folder. A message displays to extract all file.
11. Click the **Extract all** button. A dialog box displays to extract all files to your flash drive.
12. Click the **Extract** button. The iclicker software installs on the flash drive.
13. Click the flash drive. Two folders now display on your flash drive: **iclicker-7120 -win** and **iclicker-7120-win.zip**.
14. Delete **iclicker-7120-win.zip** from the flash drive.

## Setting up a Course using the iClicker Software installed on a flash drive

1. Connect the iClicker base receiver to the laptop. The LCD on the base will light up indicating it is ready for use.
2. Flip up the antenna for the iClicker base located in the lecture/class room.
3. Insert the flash drive containing the iClicker software into the computer system.
4. Display the contents of the flash drive.
5. Double click on the **iclicker-7120-win** folder located on the flash drive.
6. Double click on **iclicker.exe** to start application. A prompt displays to **Select Language**.
7. Select **English**. Click **OK**. The **Register with iClicker** screen displays.

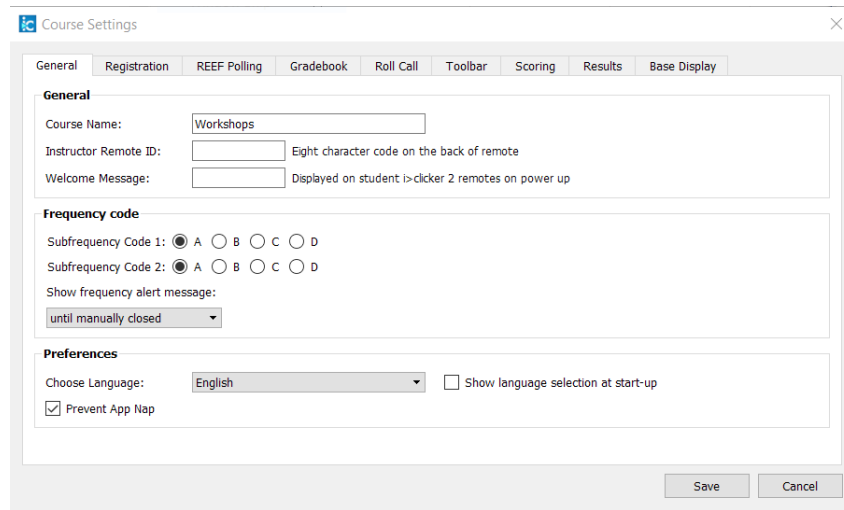
8. Register with your information. *This step is optional.* The **iClicker** screen displays.



9. Click the **+ Create** button  to create course name. The **Create a new Course** screen displays.

10. Type the **Course Name**. Click **Create**. The course name displays.

11. Select the course. Click the **Settings** button . The **Course Settings** screen displays.



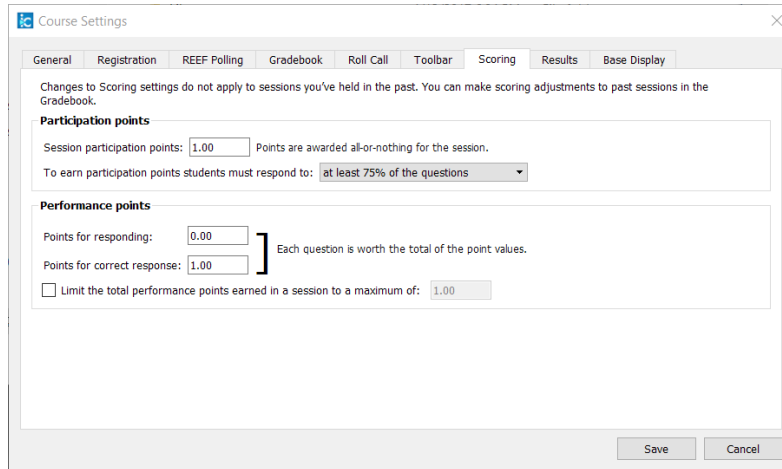
Be sure the following options are selected:

- In the **Frequency Code** section of the **General** tab, ensure that the correct frequency code is selected.



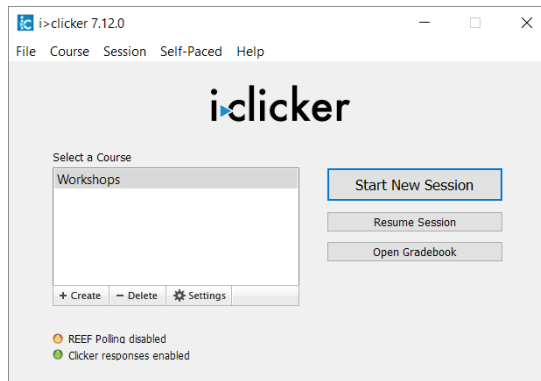
The default is set to AA. If a lecture hall or classroom has a different frequency, this is the place to make the adjustment. Lecture halls and classrooms have signs listed in the room defining the frequency. **Student will need to change their frequency if it is not AA. Instructions on how to change the frequency are on the back of their iClickers.**

- In the **Learning management system (LMS)** section of the **Gradebook** tab, ensure **General (No LMS)** or **Blackboard Learn** is selected depending on what you are using.
- Define how to score participation and performance points in the **Scoring** tab.

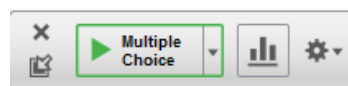



- Review the **Multiple choice display** section in the **Base Display** tab. The percentage option is the default.

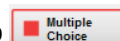
12. Click **Save**. Course screen displays.



13. Be sure questions are up and running in the background that will be used for the session prior to beginning.
14. Click the **Start New Session** button. The iClicker **Session** toolbar displays.



15. Click the **Multiple Choice Play** button to begin. The session starts and recording begins.
16. Display the first question and have the students respond. Click the **Multiple Choice Stop** button once all of the students have responded.
17. Click the **Chart** button  to display the results of the answers in a graph format. Click on the bar of the graph containing the correct answer to ensure points are awarded.
18. Repeat steps **15 – 17** for each question.



19. Once all questions are complete, click the **X** on the iClicker **Session** toolbar.
20. Close the iClicker software.
21. Eject and remove the flash drive containing the data from the computer in the lecture/class room.

**Notes:**

- In the **iclicker-7120-win** folder there are two helpful support files on how to use the iclicker software:
  - QuickStartGuide.pdf
  - UserGuide.pdf

**Additional Important Notes to Students:**

<b>iClicker Remotes</b>
You are responsible for bringing your iClicker to every class session with live batteries. Carrying backup batteries is highly recommended.
The Campus Computer Store has iClickers available for purchase.
<b>Batteries</b>
Depending on the vintage of the iClicker you are using, it takes either three AAA batteries (pre fall 2013) or two AAA batteries (2013 and later). Historically, there have been problems in the three AAA models with Duracell and Procell brands. The positive terminal on those brands is ever so slightly too short to make contact. iClicker ships with Energizer batteries which work. In addition, Eveready batteries work as well.
<b>Registration</b>
The iClicker Classic software is what is used and supported on campus.
In use, the iClicker transmits its “Remote ID” along with its user’s chosen response to the instructor’s receiver and recording software. For students to receive proper credit for their answers, a systematic process of associating Remote IDs with student identities is needed. That system is registration. To register your iClicker, visit <a href="https://www.iclicker.com/remote-registration-form-for-classic">https://www.iclicker.com/remote-registration-form-for-classic</a> . Students only need to register their iClicker once during their entire time at RPI.
At the iClicker registration site, for “Student ID,” use your rcsid. Your rcsid is the first part of your Rensselaer email address. For example: If your name were John or Jane Doh, your Rensselaer email address would be dohj@rpi.edu, and your rcsid would be dohj.
For “Remote ID,” use the number adjacent to the battery access panel on the back of the iClicker. This number appears indelible. It’s not. Even one semester of fair wear-and-tear can cause this number to rub off. Record your iClicker serial number and keep it in several safe places. If your serial number is already rubbed out, the number is discoverable with a trip to the VCC help desk.
<b>Instructor Remotes</b>
Instructor remotes should only be used by the instructor. Fees will apply if they are registered in another person’s name.

### Academic Dishonesty

The iClickers are often used in exercises for credit. Thus, responding to questions with another's iClicker constitutes academic dishonesty.

### Mobile Devices

Students cannot respond using a smartphone, tablet, or laptop. Only the remote options are available at RPI. ***The Institute does not support mobile solutions at this time.***

### Exporting iClicker scores into Blackboard

See documentation link: <https://community.macmillan.com/docs/DOC-7563-instructor-guide-iclicker-classic-integrate-with-blackboard-learn>