iClicker Cloud: Instructor Guide

Instructors can link their HuskyCT course with their iClicker Cloud course to easily sync grades to the Grade Center. In addition, instructors need to add a tool in their HuskyCT course so students can register their clickers and/or REEF app.

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First Time Users: Setup Your iClicker Instructor Account

1. Download the iClicker Cloud instructor software from iClicker.com and copy the extracted application to your computer’s hard drive.
2. Launch the iClicker Cloud application and click the Create a New Account button.
3. Complete the form to create an iClicker Cloud account. Because all iClicker Cloud data is saved to the cloud, you will use this account to access your course data from anywhere.

Create Your iClicker Cloud Course:

Once the Course Dashboard opens, click the blue Create a Course button to create your first course. You can edit or update course settings at any time. The more detail you provide, the easier it will be for your students to find your class. Once completed, let your students know that your course is ready to join.

Link Your HuskyCT iClicker Course to Your iClicker Cloud Course:

Follow these instructions one time for each iClicker Cloud Course that you are integrating in HuskyCT.

1. Place the iClicker Sync Tool link on the left menu. To add it to the left menu, click the (+) icon to open the Add Menu Item menu and select the Tool Link option. Select the iClicker Sync tool, name the tool (i.e. iClicker Sync) and make sure that the Available to Users is checked so it will be available to your students.

2. Click on the iClicker Sync Tool to link your HuskyCT course to the iCloud course. The first time the app is launched, you will be prompted to enter your iClicker Cloud email and password to link your account. You will only need to do this step once. For future courses your email and password will be cached.
3. Now that your accounts are linked, you need to link your HuskyCT course to your iClicker Cloud course. Click the Link Course (or Link Another Course) button to start the process.

4. You will be presented with a list of your active iClicker Cloud courses. Select the iClicker Cloud course you wish to link to your current HuskyCT course, then click Save and Link Course.

5. A summary page is displayed after successfully linking your HuskyCT and iClicker Cloud courses. From this page, you can review your linked course assignments, link additional iClicker Cloud courses to other HuskyCT sections, or unlink previously linked courses if you need to make a correction.
Configure Your Grade Sync Settings Inside of iClicker Cloud:

Follow these instructions for each iClicker Cloud course that you are integrating with HuskyCT.

1. Open a browser and go to http://iclicker.com and Login to iClicker.
2. Navigate to your iClicker Cloud course, open the course settings, and select the Grade Sync tab.
3. From the Grade Sync tab, turn the Grade Sync Integration switch to ON, choose ‘Blackboard’ as your platform, select the Enhanced Grade Sync option, then click the Next button to continue.

4. Check that the grade sync setup in HuskyCT is recognized by the iClicker system. If you have completed the setup steps in HuskyCT, click the Verify the Integration Setup button.
5. If the HuskyCT setup is found in the iClicker system, the HuskyCT course information will appear in the Grade Sync tab along with session score settings. Select how you would like your session scores to sync to HuskyCT then click Save to complete the setup.

a. **Sync Total Score**: selected poll and quiz sessions will be combined into a single, aggregate score for each student that is synced to an assignment named ‘iClicker Grade’ in the HuskyCT gradebook.

b. **Sync Individual Session Scores**: selected poll and quiz sessions will be synced to HuskyCT as separate assignments. HuskyCT assignments inherit their names from the iClicker Cloud session name.

![Intro Biology 101 - Sec01 Settings](image)

**Instruct Your Students to Register Their REEF Account or Remote:**

Your students need to link their iClicker Reef account and/or their iClicker 2 remote to your course. Students use the same iClicker Sync app in HuskyCT that you used in the previous section to link your courses. Students need to follow these steps for each iClicker course in which they are participating.

1. Instruct your students to click the iClicker Sync option in the side navigation of your HuskyCT course.
   a. If this is the first time they have ever clicked iClicker Sync, students will see a message informing them they need to link their iClicker Reef account. Students should be informed that creating a new Reef account is only
necessary for students who have never before used Reef.

b. Returning students will see a message that their iClicker Reef account is linked, as well as an option to unlink the account if they made a mistake.

2. Students must click the Launch iClicker Reef button and successfully sign in to Reef to complete grade sync set-up for your course.

**Sync Your iClicker Cloud Scores to HuskyCT:**

Grade sync only happens when you choose to initiate it. Follow these instructions whenever you want to grade sync your iClicker Cloud course scores to HuskyCT.

1. Navigate to the Gradebook for your iClicker Cloud course. If you see green dots next to student names in the Sync Connection column, it means those students’
scores should be properly set up to sync with HuskyCT.

2. Click the Sync Grades button to initiate the grade sync process.

3. A Sync Grades window will open and you will be prompted to select the session(s) you want to send to HuskyCT. Use the checkboxes to select some or all of your course sessions then click the final Sync button when you are ready to submit the request.

4. A status message will appear next to the Sync Grades button when the sync request is complete. It may take a few minutes for HuskyCT to process the request and for the scores to appear in the HuskyCT gradebook.
TIPS:

- Changes to previously-synced scores that you make in HuskyCT will be overwritten the next time iClicker Cloud is synced. We recommend making score changes directly in iClicker Cloud, then sync/re-syncing to HuskyCT to ensure that the two gradebooks are consistent with one another.

- The Cloud-HuskyCT grade sync is based on session name. Make sure that your iClicker Cloud sessions are named the way you want them to appear in HuskyCT before you sync grades. Changing the name of a poll or quiz session after you sync grades will break the original association and result in creating another entry in your HuskyCT gradebook. Also remember to give every session a unique name in order to avoid overwriting grades when you sync.