Using I>Clicker and Blackboard 7.3 – A step-by-step guide
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1. Before using I>Clicker for the first time:
- Open the jump drive
- Depending on whether you use a Mac or a PC, select the folder "MyCourse Mac" or "MyCourse PC" and make a copy of it. Rename this copied folder so that it reflects the course you're teaching, e.g. PSY100.
- Click on the folder you have just renamed and inside you will find a file called Webupdate.exe. Click on it and the I>Clicker Update manager will appear. Choose "Update Now" and "Check Next Program" until all upgrades have been downloaded. Then choose "Exit."
- In order to benefit from I>clicker upgrades, we suggest you update I>clicker in this way at the beginning of each of your courses.

2. Synchronizing I>Clicker Registrations
- Open your course folder on the I>Clicker jump drive and select IClicker.exe
- Select "Your Settings and Preferences"
- In section 5, "Security Code for Web Synchronization," type in "SQL"
- In section 6, "Course Management System in Use," select "Blackboard"
- Click on "Set for Course"
- Open Blackboard and download your Blackboard Gradebook (Control Panel>Assessment>Gradebook>Download grades)
- Select "Comma" as the Delimiter Type, then click the Submit button.
  Right-click on the Download button and select "Save Target As…" from the menu. Save the file to the I>Clicker class folder (in the above example, PSY100) that you created on your jump drive. It will be named gb_export.csv.
- Make sure your students vote at least once in the first class
- Have your students go to the I>Clicker site (www.iclicker.com) to register. Students will need to visit http://www.iclicker.com/registration/index.html and fill out the form. The students should enter their Blackboard usernames (UTORid) as the Student ID, *not* their ID number.
- After they have registered, open the folder for your course (in the example above we used PSY100). Double click on iGrader.exe. The list displayed shows students who have voted at least once.
- Click on "Synchronize Web Registrations." You will get a message saying, "To update registrations using www.iclicker.com SQL database, press Continue." Click on "continue." You may be asked to verify names that do not exactly match the students in the roster. This can happen if, for example, students register using their ID numbers, rather than their UTORIDs. When this process is completed, student IDs that were registered on the I>Clicker Website, the I>Clickers themselves, and the user names from the Blackboard Gradebook will be synchronized. Registered students will now appear in blue type in iGrader, while unregistered students will appear in red type.

3. Uploading Grades Using Blackboard
- Open Blackboard
- Go back to i>grader and select the column you wish to export into Blackboard Gradebook. You can export multiple sessions, the entire term, or just one session.
- Choose "Export selected session(s) as CSV file." This will save to your I>Clicker main folder as "uploadfile.csv."
- Go to Blackboard Gradebook (Control Panel>Assessment>Gradebook). Click "Upload Grades"
- Click the Browse button and find the "UploadFile.csv." It is in your main I>Clicker folder. Select it, click Open and then Submit.

- On the next screen, you will see a list of the I>Clicker assignments under the heading "Choose Imported Item" or "Choose Uploaded Item." Note that if you've exported a single session from iGrader, there will only be one item under this heading. Select the item you would like to upload.
- Under the header "Choose Existing Item," select "Create New Gradebook Item" to have the grades appear in a new column in your Gradebook, or select an existing Gradebook item that corresponds to the iClicker assignment you are uploading. Click Submit.
- *If you are creating a new Gradebook item, you will see a screen to "Add/Modify Gradebook Item." Alter the Gradebook item's settings as you choose. In order for the session to be scored correctly in your Blackboard Gradebook, be sure you enter an accurate value in the "Points Possible" field. Click "Submit" again to proceed.*
- You will now see a confirmation screen that says "Gradebook item successfully updated." Click OK.
- You will now be presented with a screen titled "Choose Rows to Import" or "Choose Rows to Upload". Select the students whose grades you wish to appear in the Gradebook by checking the boxes on the left, or click the Select All link. Click Submit to see a second confirmation screen, and then click OK.
- You will now be sent back to the Gradebook overview, where the new grades will appear. To add more assignments from the iGrader file, repeat the relevant steps. You may no longer see the confirmation screen at the end, since the file has already been uploaded.

If you are using Roll Call/In Class Registration (recommended for smaller classes)

1. After you've downloaded your Blackboard roster and placed it into your I>Clicker main course folder, open I>Clicker. From your floating menu bar, click the LOAN/REGISTER button, and then the ROLL CALL button.
2. The names from your Blackboard roster will populate the roll call list, and students can then follow the on-screen instructions to register their clickers.

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