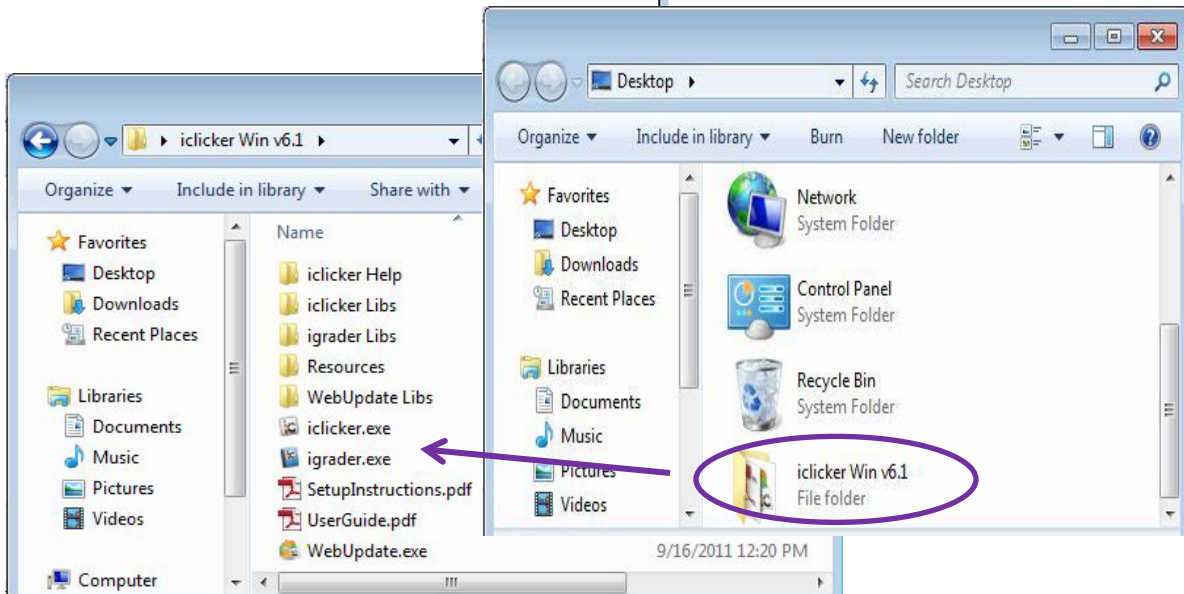
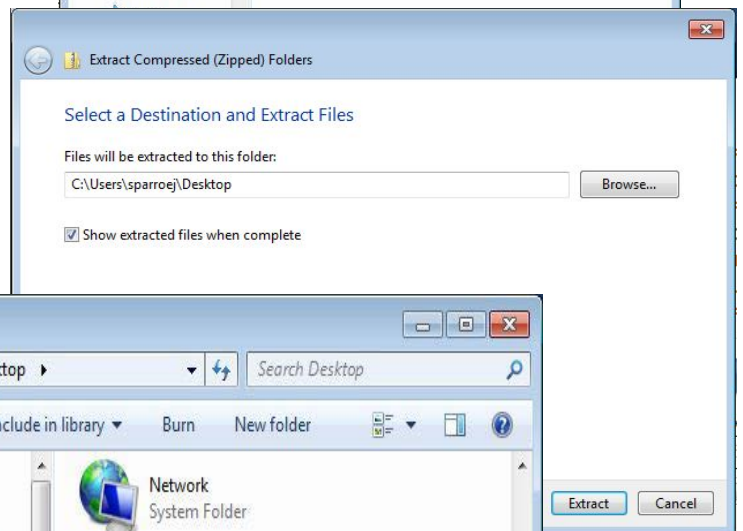
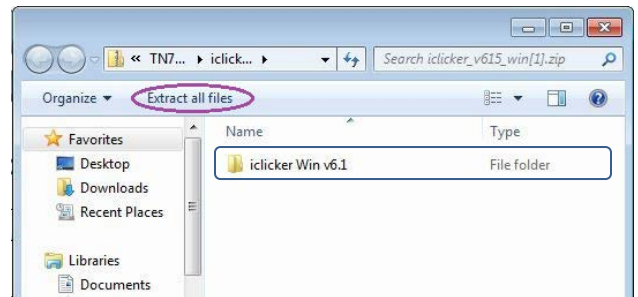


iClicker : How to Create a Class Roster

- [How to Set up iClicker Software](#)
- [Creating your Classes in iClicker](#)
- [Creating a Class Roster](#)
 - [With Get List](#)
 - [With D2L](#)

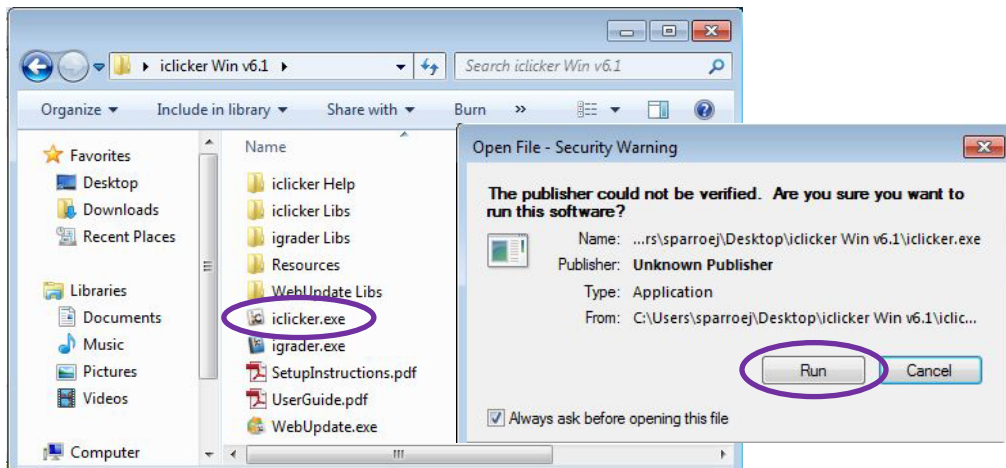
How to Set up iClicker Software

1. Connect the iClicker receiver to a USB port directly on your computer.
2. Download the most recent version of **iClicker** from the iClicker website:
(<http://www.iclicker.com/support/downloads/>)
 - a. When prompted, click **Open** and **Allow**
 - b. When it opens in a new window, highlight “iclicker Win v6.1” and select **Extract All Files**
 - i. Make sure you know which folder it is being extracted to (Desktop, H: Drive, etc). *I will extract it to my desktop in this example.*
 - ii. Check the “show extracted files” box, click **Extract**
 - c. Open “iclicker Win v6.1” in the new folder
 - i. Here you will find user guides, instructions, and the iGrader and iClicker icons

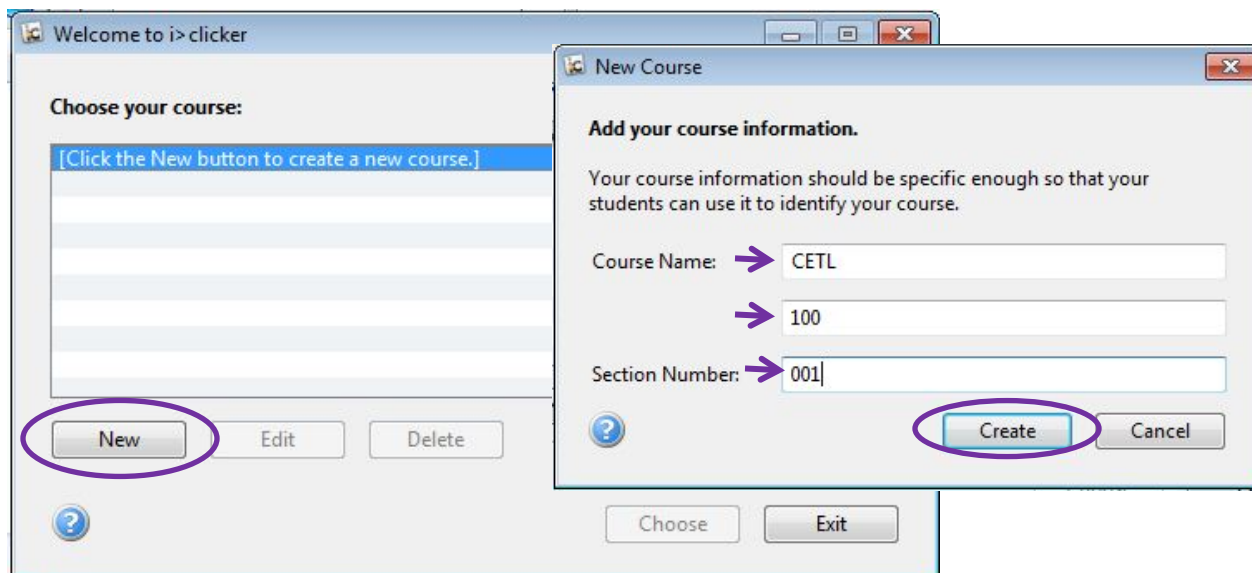


Creating your Classes in iClicker

1. Select the **iClicker.exe** icon in your “iclicker Win v6.1” folder and click **Run**



2. Select **New** to add a new course
3. Enter course information, click **Create**
4. Do this for each of your classes

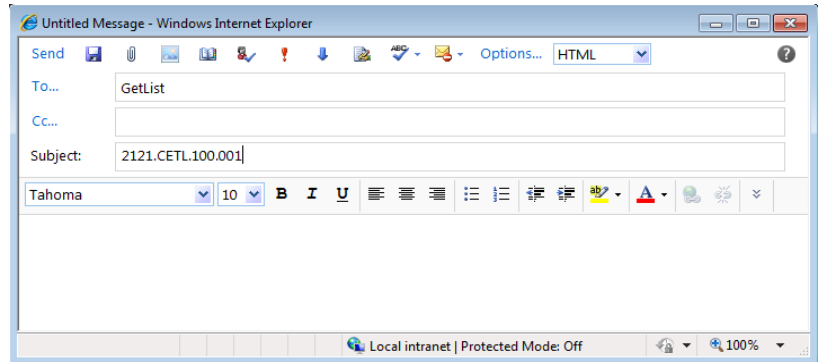


Creating a Class Roster - With GetList

1. To create your class roster you must obtain your class list from **GetList**
 - a. To obtain your classlist, send an email to "Getlist," with the subject being the name of the course you created. The sample course provided for these directions is 2121.CETL.100.001.

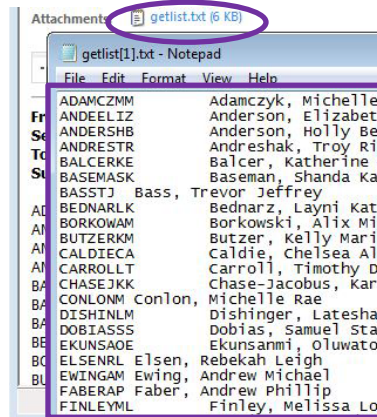
**Make sure you know what the four digit number for the semester is, i.e. 2121.*

- b. Leave the message body blank.
- c. You will receive an email containing your classlist.
- d. Open the text file attachment.
This will open your class list in NotePad.



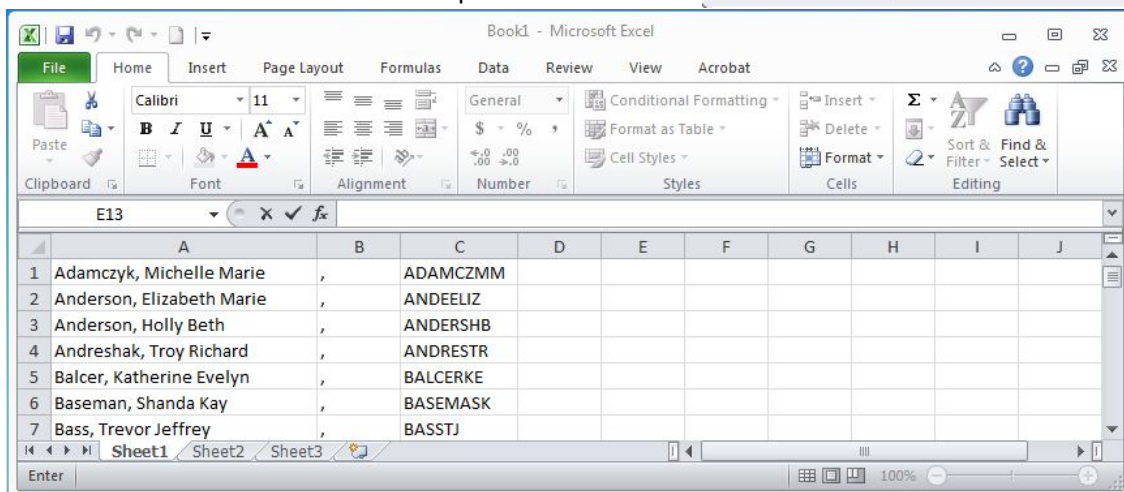
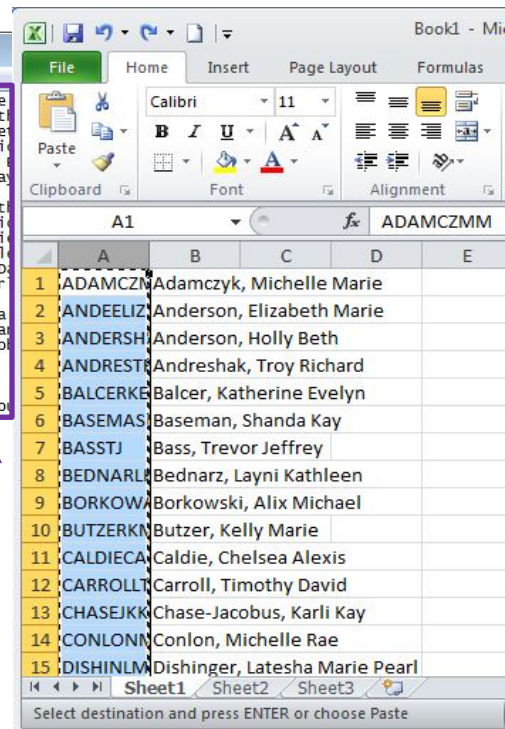
2. **Copy and Paste** your class list into an Excel document

**For the roster to function correctly with the iClicker program, you need to have information displayed in the following order: last name, first name, username.*



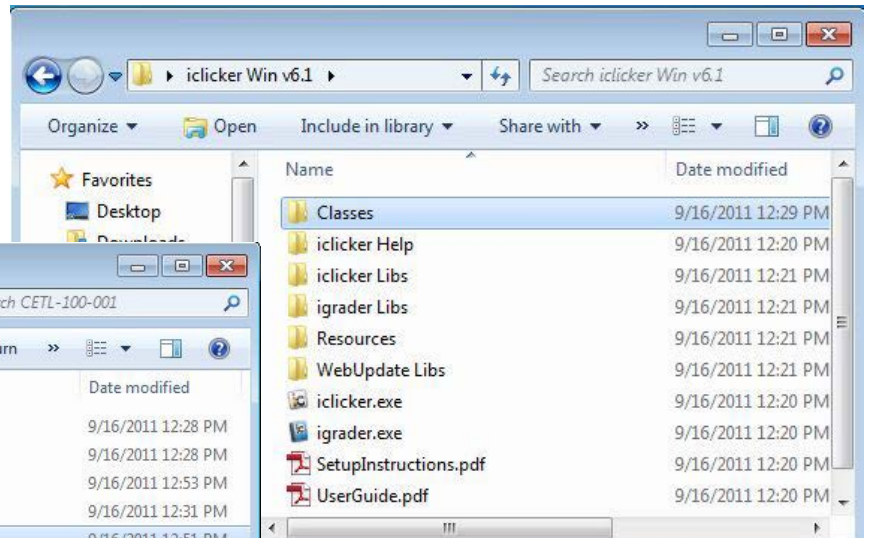
Copy and Paste to Xcel

- a. To arrange the information correctly in Excel:
 - 1) **Cut and Paste** the column with the Usernames (in my example this is in Column A) into Column D
 - 2) **Delete** Column A
 - 3) Type a comma into Column C and fill down.
 - 4) Your sheet should look like the example below.

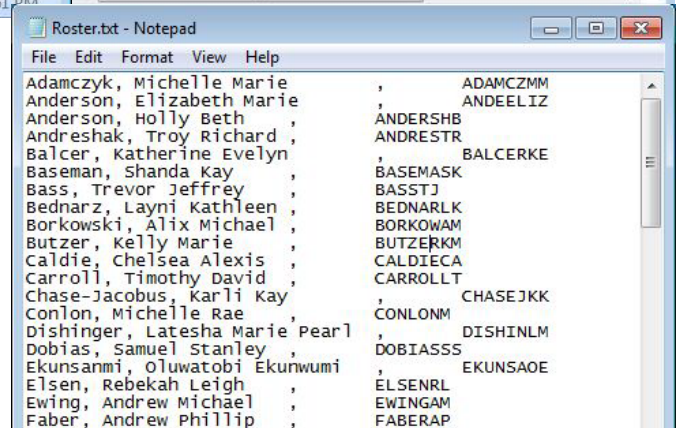


- b. **Save** your Xcel Sheet with Class name, number and section for ease of finding later
- c. Do this for each of your classes

- 3. Click on the **Classes** folder in the “iclicker Win v6.1” folder
- 4. Select the correct course
- 5. Open **Roster.txt**

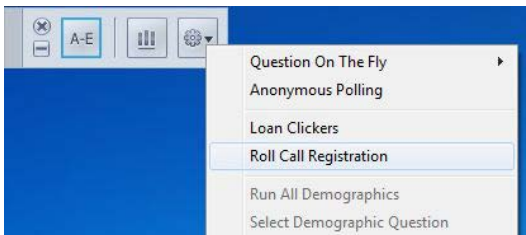


- 6. **Copy** and **Paste** your class list from Excel over the text that appears in this document in Notepad
- 7. Click **File** and **Save**
- 8. Do this for each of your classes

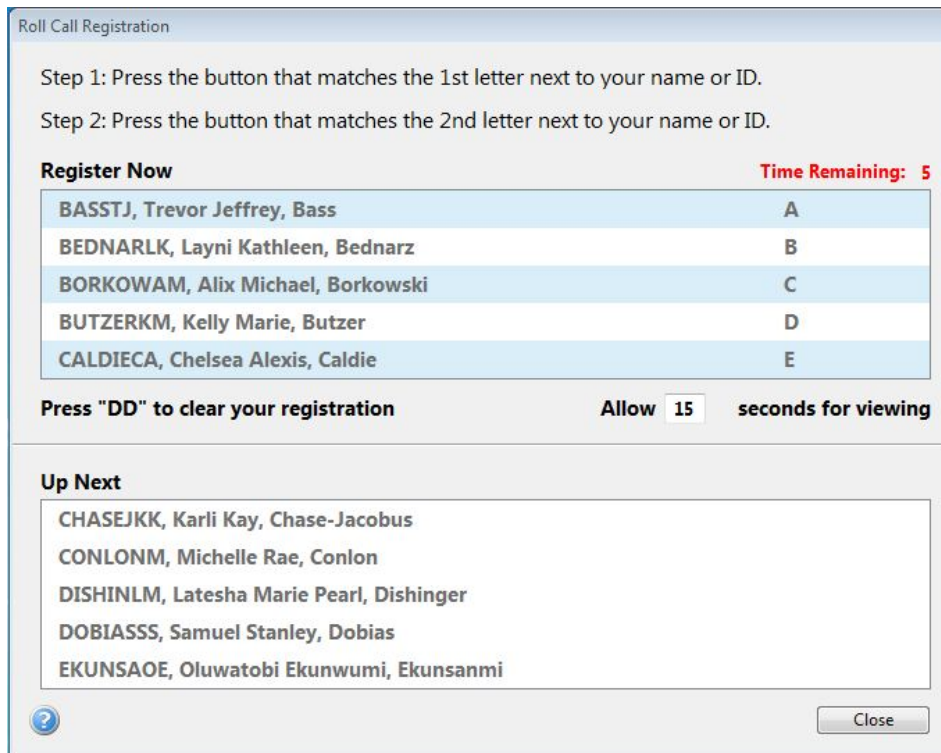


9. **To ensure that your Roster has been added successfully:**

- a. Open **iClicker.exe** from the “iclicker Win v.6.1” folder and choose the correct course.
- b. Click **Start Session**.
- c. From your Settings tool in the iClicker Toolbar select **Roll Call Registration**

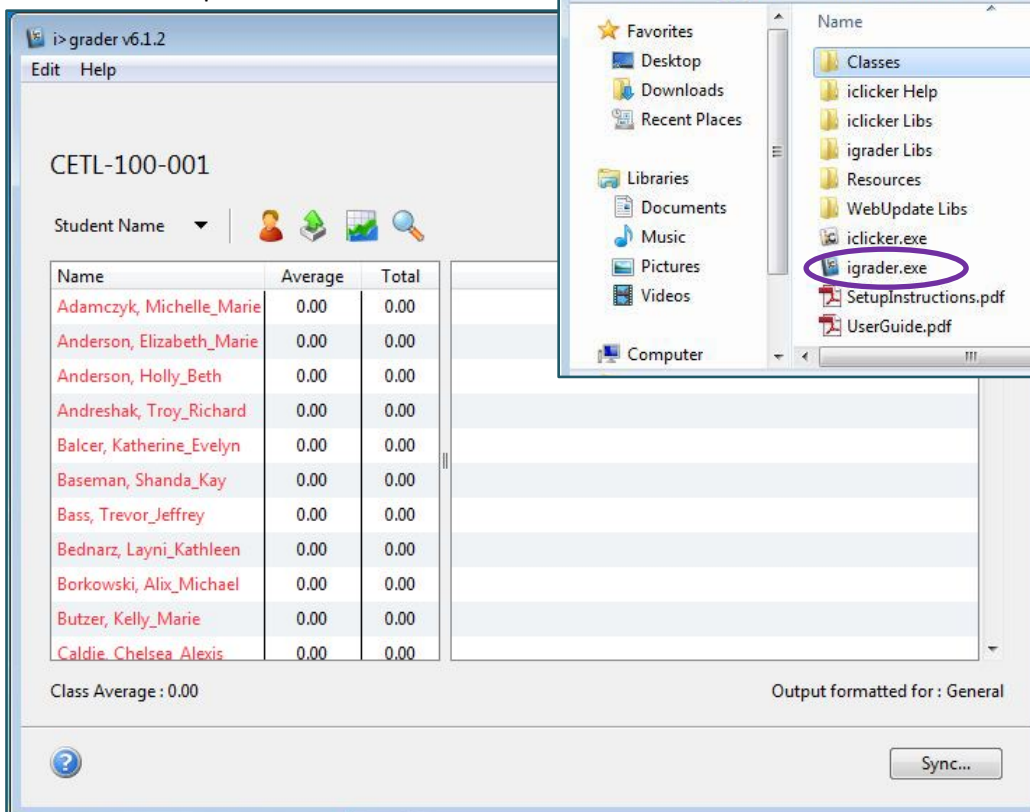


- d. Your class list and roster should appear like the example below on the next page.



10. To further ensure your Roster has been added successfully:

- a. Open **iGrader.exe** from the "iclicker Win v.6.1" folder.
- b. Choose the correct course.
- c. Your class list and roster should appear like the example below.



Creating a Class Roster - With D2L

1. Log in to **Desire2Learn** and select the Course for which you are using iClicker
2. Locate the **Grades** link at the top of the Course Home page

Make sure you are under the **Enter Grades** section under the Grades Area box on the left side of the window.

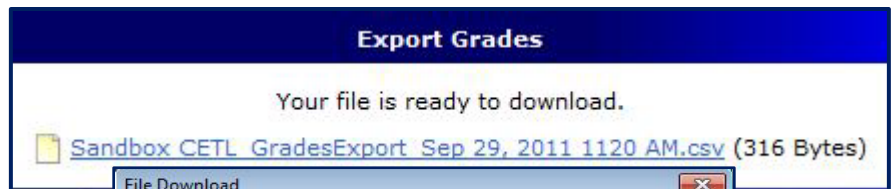
3. Locate and select **Export Grades**. In the "Export Grades" window, select the following:

- a. Export Grades for "All Users"
- b. In **Grade Values** un-check "Points Grade" and "Grade Schema"
- c. In **User Details** check both Last Name and First Name
- d. Un-check **Choose Grades to Export** (or make sure the box is un-checked).

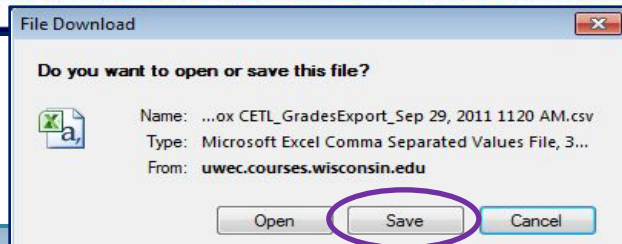
We do not need/want any specific grading data for this process.

4. Select **Export to CSV**

5. Another window will appear. **Click on the file.**

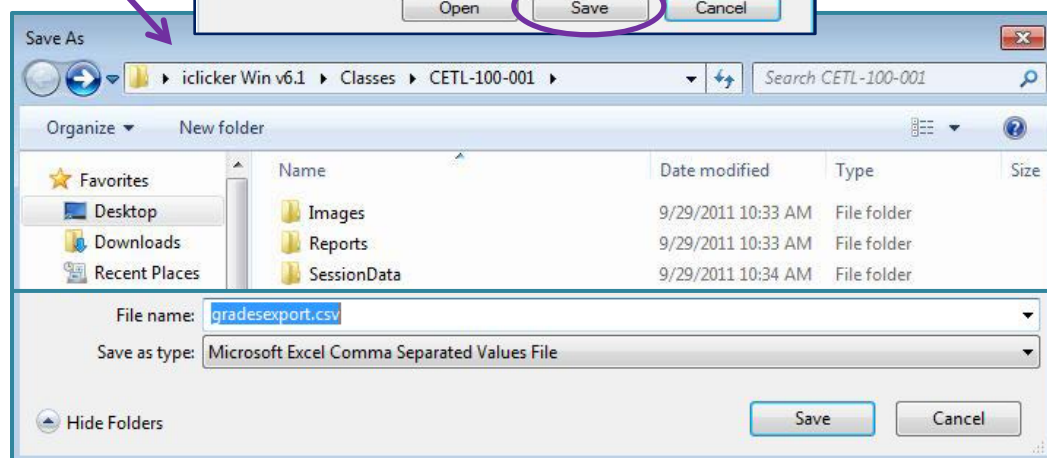


6. Select **Save** to save the file directly into the appropriate iClicker course folder. You will find your course folder under the "Classes" folder in your "iclicker Win v6.1" folder.



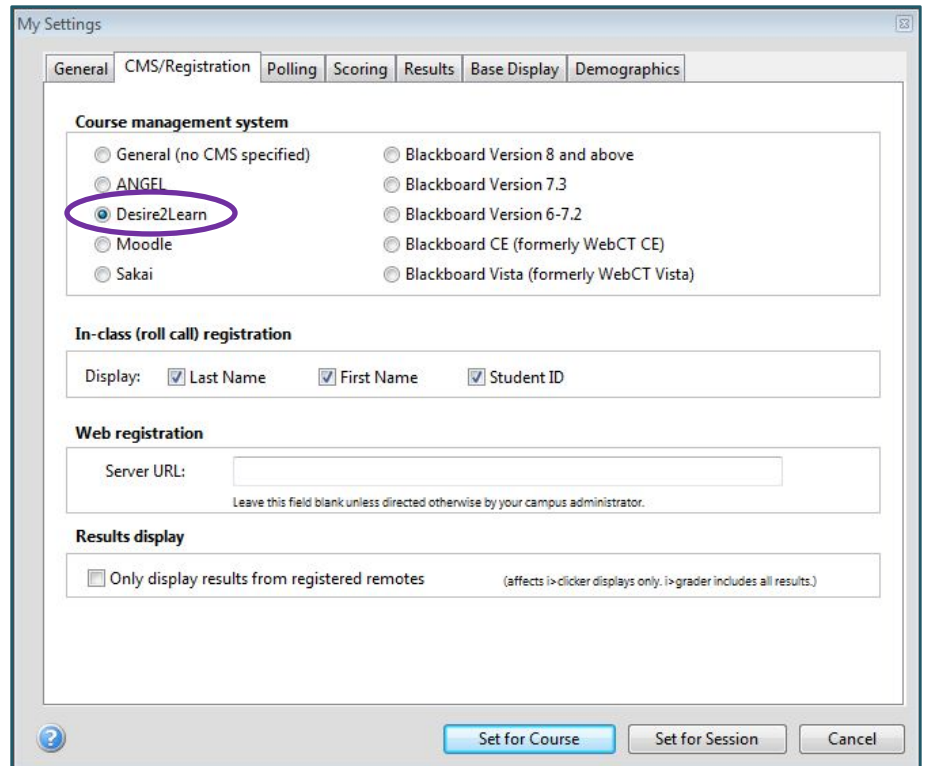
7. You will need to rename the file **gradesexport.csv**

8. Click Save



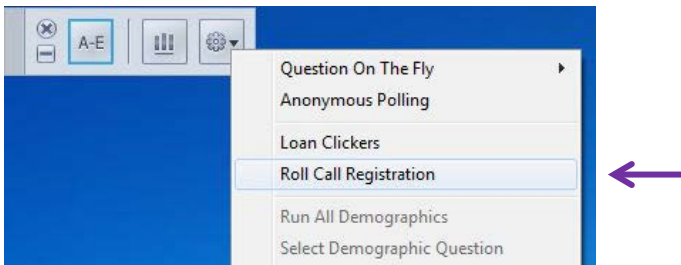
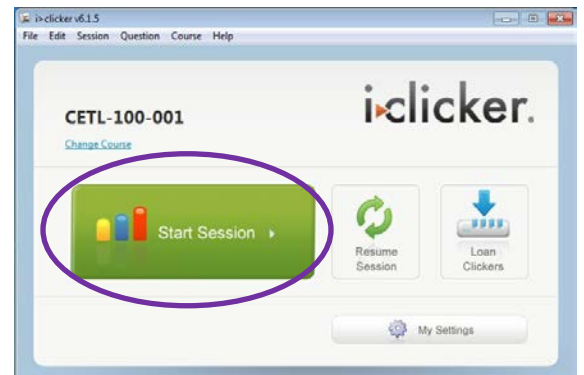
9. Start iClicker.exe. From the welcome screen, select “My Settings”

- a. Access the **CMS/Registration** tab
- b. Under **Course Management System** select **Desire2Learn**
- c. Check Last Name, First Name and Student ID under **In-class (roll call) registration**
- d. Click **Set for Course**

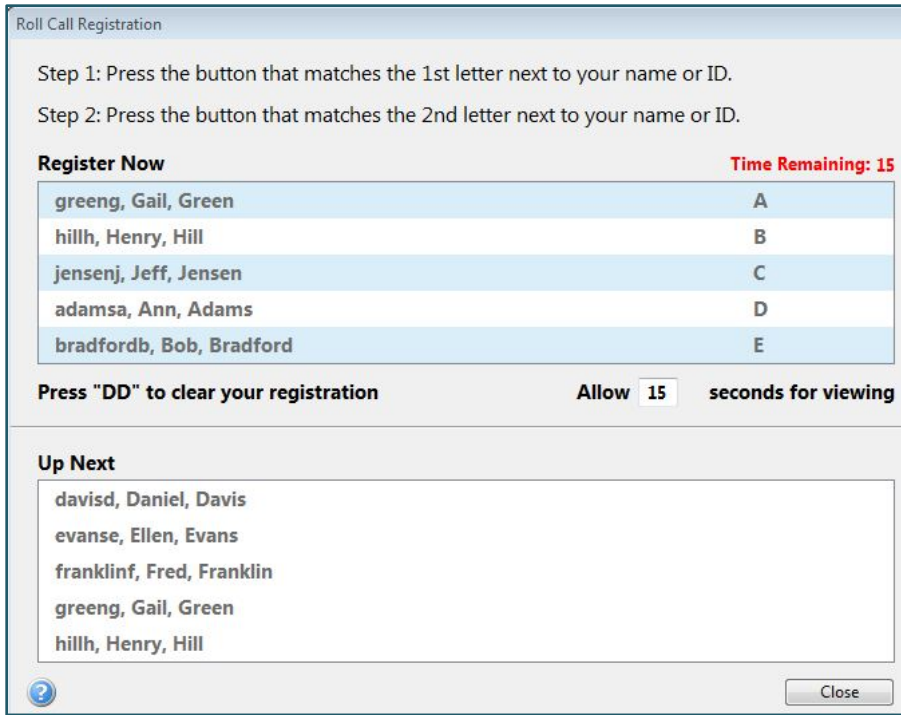


10. To ensure that your Roster has been added successfully:

- a. Open iClicker.exe from the “iclicker Win v.6.1” folder and choose the correct course.
- b. Click **Start Session**.
- c. From your Options tool in the iClicker Toolbar select **Roll Call Registration**



d. Your class list and roster should appear like the example below on the next page.



11. To further ensure your Roster has been added successfully:

- a. Open **iGrader.exe** from the "iclicker Win v6.1" folder.
- b. Choose the correct course.
- c. Your class list and roster should appear like the example below.

