



METROPOLITAN
STATE UNIVERSITYSM
OF DENVER

iClicker setup guide
Metropolitan State University of Denver

Macintosh
Instructions Version
7.23

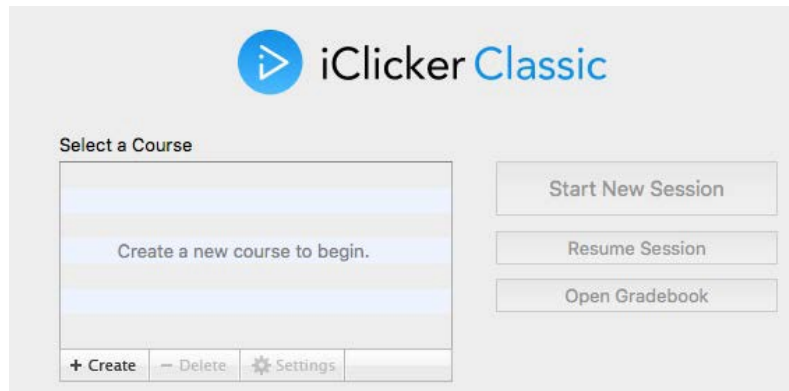
Setting up the iclicker software

The iclicker software is a folder that needs to be copied to your local computer or thumb drive.. Please follow the directions below to initially setup your course.

1. Visit the Metro State iclicker website at <http://www.msudenver.edu/iclicker/> and select the Faculty Resources →→ Download Metro State Customized iclicker Software link and select Download for **Macintosh**.
2. Extract/Expand the zip file and that will create a "iclicker-7.23". **Note: This folder will also store your courses iclicker data, so you will want to keep this folder in a safe place and back it up regularly.**
3. Double-Click on the **iclicker** icon



4. You will now click on the "+ Create" button to add a new iclicker course to hold your iclicker data.



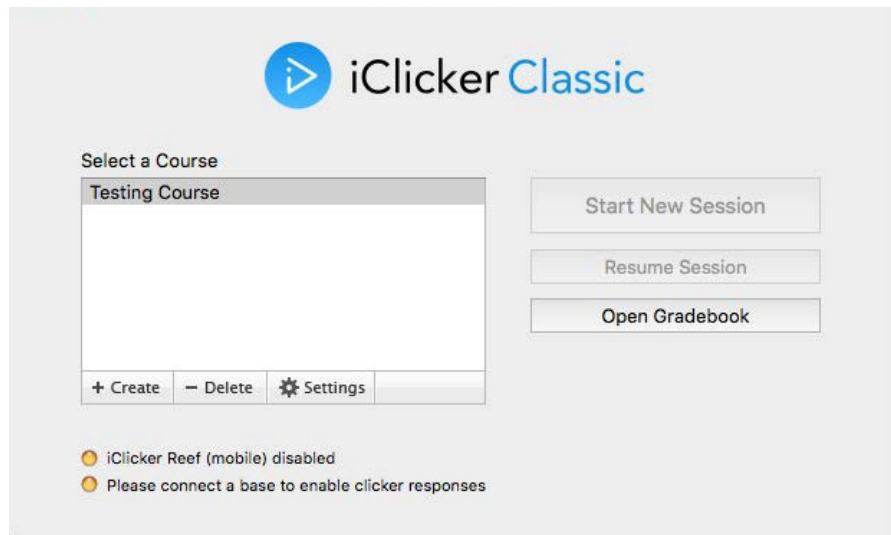
5. Enter a course name (we recommend using the same subject, course, section number as your course appears on the student class schedule)

Course Name:

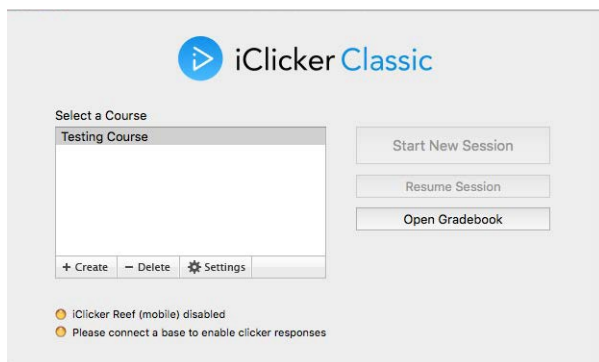
This name does not need to match the official course name in your LMS.
You can always change your Course Name later in Course Settings.

Repeat steps 4 through 5 to add additional courses that you would like to use iclickers for

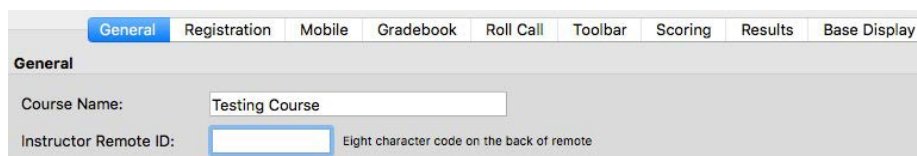
- Next Click the course you want to setup to highlight



- Then click on Settings



- On the **General tab**, you will want to enter the ID found on the back of the instructor remote in the Instructor's Remote ID field.



9. Click on the **Gradebook** Tab

10. Enter Metropolitan State University of Denver under Primary Institution: then click on Select Course. When you click this it will then prompt you for your Blackboard login, Enter and click on Login. You will then choose the course you are wanting to sync roster with and click select.

General Registration Mobile **Gradebook** Roll Call Toolbar Scoring Results Base Display

Learning management system (LMS)

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

Select the course to sync your i>clicker gradebook roster and scores:

Log in to your learning management system

LMS Username:

LMS Password:

Select your course:

TRAINING.BBT.PRACTCRS.ckj: 00 Blackboard Training - Practice Course - James
TRAINING.DMO.2017.INSTTMP: Training - Demonstration 2017 Institutional Temp
testing.bbimageattach: Blackboard Image Attach Test

11. Next click on the **Toolbar** tab and make any adjustments as needed

General Registration Mobile Gradebook Roll Call **Toolbar** Scoring Results Base Display

Customize toolbar

Toolbar size:

The toolbar remembers its last location on the screen.

Polling timer

Count up from 0 seconds
Polling does not end until manually stopped.

Count down from (min:sec)
Polling ends automatically when time expires or when manually stopped.

12. Next, click on the **Scoring** tab and make any changes as needed, You can also make adjustments to other tabs if needed.

General Registration Mobile Gradebook Roll Call Toolbar **Scoring** Results Base Display

Changes to Scoring settings do not apply to sessions you've held in the past. You can make scoring adjustments to past sessions in the Gradebook.

Participation points

Session participation points: Points are awarded all-or-nothing for the session.

To earn participation points students must respond to:

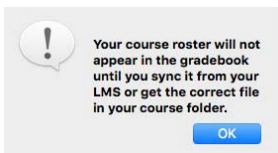
Performance points

Points for responding:] Each question is worth the total of the point values.

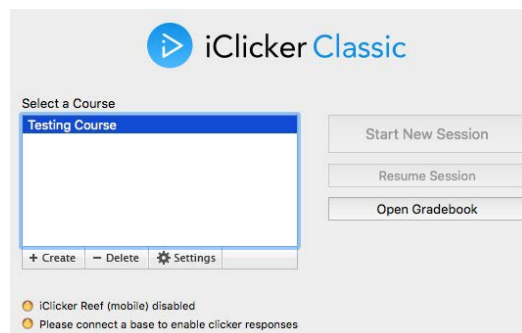
Points for correct response:

Limit the total performance points earned in a session to a maximum of:

13. Click on the “Save” button to save all your settings. You will then get a message about syncing your roster. Click OK.



14. Highlight the course you are working on and click Open Gradebook



15. You will then click on Sync Roster. Then enter your Blackboard credentials.

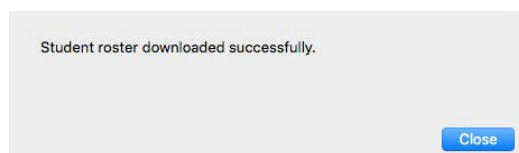
Sync Roster

Log in to your learning management system

LMS Username:

LMS Password:

A screen will now open for downloading. When finished click on close

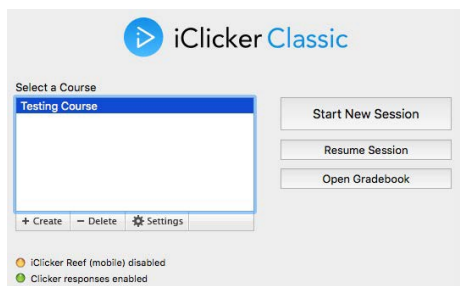


16. Your roster will now appear. You can now close the gradebook.



Name	Course Average	Course Total	Performance Total	Participation Total
Possible Poi...		0.00	0.00	0.00
Average Poi...		0.00	0.00	0.00
Average %		0%	0%	0%
Brown, Tony	0%	0.00	0.00	0.00
Casper, Chris	0%	0.00	0.00	0.00
Cooper, Ashby	0%	0.00	0.00	0.00
Durand, Port...	0%	0.00	0.00	0.00
Herrera, Linda	0%	0.00	0.00	0.00
Jacobs, Edw...	0%	0.00	0.00	0.00
Johnson, Ryan	0%	0.00	0.00	0.00
Lopez, Bruce	0%	0.00	0.00	0.00
Perez, Javier	0%	0.00	0.00	0.00
Scott, Sandra	0%	0.00	0.00	0.00
Spooner, Sar...	0%	0.00	0.00	0.00
Tsai, Mark	0%	0.00	0.00	0.00
Wagner, Hen...	0%	0.00	0.00	0.00

21. Click on Start New Session to start using.



For additional information on how to use the iclicker software, please visit <http://www.msudenver.edu/iclicker/> and review the iclicker user guide.