



## GENERAL INFORMATION

### > THE KIT INCLUDES:

- > One i>clicker receiver (also known as a base station)
- > One USB cable
- > Two blue i>clicker instructor remotes, which work the same as the student remotes.

### > LEARN HOW TO USE CUClickERS

- > You can learn how to use CUClickers in your classroom and learn how students can register their i>clicker remote at <http://oit.colorado.edu/clickers>.
- > OIT offers training sessions to help instructors use CUClickers. Learn more at <http://oit.colorado.edu/training>.

### > CUClickERS SOFTWARE DOWNLOAD AND INSTALLATION

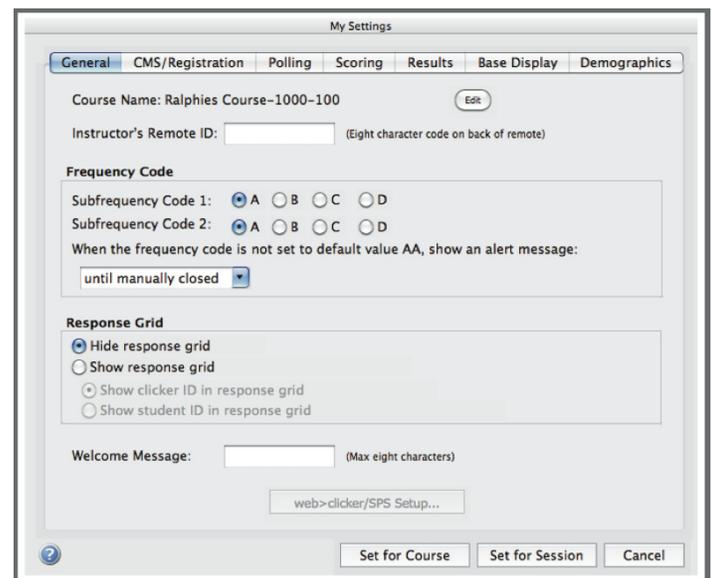
- > Before using CUClickers, you will need to download and install the i>clicker software. Go to <http://oit.colorado.edu/services/teaching-and-learning-tools/cuclickers/help/instructors>.

### > DOWNLOAD A STUDENT ROSTER

- > If your course appears within CUConnect in your Faculty Course Toolkit, you can download a roster file to use with the software. Rosters will associate a student's CU Login Name with their i>clicker ID number. You can download a roster file at any time through out the semester to get the most up-to-date i>clicker registration information. Learn more at <http://oit.colorado.edu/services/teaching-and-learning-tools/cuclickers/help/instructors>.

### > CONNECT THE RECEIVER TO YOUR LAPTOP AND SET YOUR FREQUENCY

- > Connect the i>clicker receiver to your computer through the USB port using the USB cable that is provided in this kit.
- > OIT recommends you set the receiver's frequency if you are teaching in a centrally scheduled room that has a CUClickers frequency sign posted on the wall. This will prevent frequency conflicts from nearby classrooms. To do this, start the i>clicker software. Click on Your Settings and Preferences. In the Frequency Code section, set the frequency based on the CUClickers frequency sign.
- > Before you get started it's recommended that you remind your students about the frequency, so each student can set their remote's frequency correctly.



## Hardware Setup

### **Q** HOW DO I SET UP A CUClickERS SYSTEM?

**A** Connect the *i>clicker* receiver to your computer with the included USB cable. The receiver should immediately power itself on. (Note: the receiver draws power from the computer's USB port. Please make sure the computer has sufficient battery power or is plugged in.)

The computer would typically be connected to a data projector to allow students to see questions and responses. However, the system functions without this connection.

### **Q** WHAT KIND OF BATTERIES DOES THE I>CLICKER REMOTE TAKE? HOW DO I CHANGE THEM?

**A** The *i>clicker* remote takes three AAA batteries. To remove the battery cover, you have to push down a small tab next to the battery compartment. The instructions suggest using a key for this, though many keys are too big.

### **Q** HOW DO I TURN ON MY I>CLICKER?

**A** Once you remove your clicker from its packaging, you will need to pull the tab on the back of it to activate the batteries. On the front of your clicker you will notice there are 6 options: A, B, C, D, E, and On/ Off. The On/Off button is what you choose to both turn it on (resulting in a solid blue light by the "Power" indicator at the top of your clicker) and off (removing the solid blue light).

### **Q** HOW DO STUDENTS REGISTER THEIR I>CLICKER REMOTE?

**A** Students need to register their *i>clicker* remote in MyCUinfo. This will associate a student's *i>clicker* remote with their CU Login Name. A demonstration on *i>clicker* remote registration is available at <http://oit.colorado.edu/node/779>.

### **Q** HOW DO MY STUDENTS SET THE FREQUENCY ON THEIR I>CLICKER REMOTE?

**A** To set the frequency on the remote, students should hold down the on/off button on their remote until the blue LED on the remote flashes on and off. Then, they should enter the two letter frequency code, and look for the LED to turn green.

### **Q** WHAT DO I DO IF THE SPRING IN THE BATTERY COMPARTMENT WEARS OUT?

**A** The CU Bookstore will have replacement springs available.

## Software Setup

### **Q** WHAT SOFTWARE DO I NEED TO RUN THE CUClickERS SYSTEM?

**A** To run the CUClickers system in a classroom, you need the software folder containing the *i>clicker* program and other assorted files. (You'll only need to run the *i>clicker* application.)

### **Q** HOW DO I GET THE SOFTWARE?

**A** The *i>clicker* software is available on the CUClickers website, <http://oit.colorado.edu/clickers>.

You only need to download the program folder—no installation process is necessary.

### **Q** WHAT IS THE SOFTWARE FOLDER CALLED?

**A** The *i>clicker* software folder is called either MyCoursePC or MyCourseMac, depending on whether you're using the Windows or Mac version.

### **Q** WHAT OPERATING SYSTEMS WORK WITH CUClickERS?

**A** For Macintosh, users must run Mac OS X 10.5 and above. The Windows software works on Windows Vista and Windows 7.

### **Q** HOW DO I RUN THE SOFTWARE?

**A** Double-click on the *i>clicker* application on a Mac, or *i>clicker.exe* on a Windows computer, then choose either **Start Session** or **Resume Last Session**. Make sure to launch *i>clicker* from the appropriate folder for the class.

### **Q** HOW DO I UPDATE THE SOFTWARE?

**A** To update, open the folder that includes the *i>clicker* program. Instead of opening *i>clicker*, open **Web Update** on a Mac or **WebUpdate.exe** on Windows, and follow the instructions. The software update can run fairly quickly.

## **Q** HOW DO I LOAD A CLASS ROSTER?

**A** Faculty teaching courses that appear in MyCUinfo's Faculty Course Toolkit can download a CUClickers specific roster. This downloaded file must be re-named **roster.txt** and placed in the software folder for the course you are teaching. To learn how to download and place the roster file go to <http://oit.colorado.edu/node/2256>.

## **Q** IF I HAVE THREE I>CLICKER SOFTWARE FOLDERS AND I WANT TO UPDATE, DO I RUN WEB UPDATE ONCE, OR DO I NEED TO DO IT THREE TIMES?

**A** You will only need to run web update once. Just click on webupdate in your i>clicker folder, and the program will guide you through the process.

## **Q** DOES THE UPDATE PROCESS ERASE MY SESSION DATA?

**A** It shouldn't, but it is wise to back up your data. When backing up your data, please be aware of FERPA guidelines ([http://registrar.colorado.edu/regulations/ferpa\\_guide.html](http://registrar.colorado.edu/regulations/ferpa_guide.html)) and of IT Security practices (<http://oit.colorado.edu/it-security>) that can help keep data safe.

## **Q** IF I HAVE THREE CLASSES I WANT TO USE I>CLICKERS IN, DO I NEED TO DOWNLOAD THREE COPIES OF THE SOFTWARE?

**A** No, all three courses can run from one copy of i>clicker. Just open i>clicker, select "Add Course" and i>clicker will set up a new course for you. You will still have to set the settings and preferences for each of your courses. i>grader will mirror the courses you create in i>clicker.

## **Q** WHAT DOES THE I>CLICKER SOFTWARE LOOK LIKE WHEN IT RUNS?

**A** Once a session is started, the i>clicker software runs by default as a very small toolbar with few options in the upper- left corner of the screen. This is so it can run in front of other presentation materials, such as PowerPoint slides, without getting in the way. However, it's also possible to use the small toolbar to bring up other pop-up displays, such as a chart of current results, which do take up more space.

## **Q** HOW DO I ADD QUESTIONS TO THE SOFTWARE?

**A** The easiest way to use iclicker is to include the questions you want to ask during class in your presentation slides. iClicker is designed to be used in conjunction with presentation software like Power Point or Keynote. However, if you want to write a question on the fly, you can do so using the "question on the fly" feature.

To use this feature, click the arrow menu button from the floating toolbar and select the **Question On The Fly** option. From the dialogue window that appears, type in a question title in the **Question Title** field, your question in the **Question** field, and if so desired, the "correct" answer in the **Answer** field. Select **START** from either the floating menu bar or using your instructor's remote.

A screenshot will be taken when polling begins and will be saved in i>grader, along with the question title and the correct answer (if you chose to designate one). Hit the **Close** button at the bottom of the textbox to close the question.

## Mac and Windows Differences

### **Q** ARE THERE ANY MAJOR DIFFERENCES BETWEEN THE MAC AND PC VERSIONS OF THE SOFTWARE?

**A** Not really, though be sure to run the right version for the operating system.

### **Q** WHAT ARE SOME OF THE MINOR DIFFERENCES BETWEEN THE TWO VERSIONS?

**A** There are essentially no differences between each operating system's functionality and file structure. Again, be sure that you run the correct operating system's version of the software.

### **Q** HOW DO I MAKE A COPY OF THE SOFTWARE FOLDER USING A MAC? USING A PC?

**A** You don't. It is a best practice to download the latest version of the i>clicker software from OIT's website every semester, rather than copying the folder from semester to semester.

## > PRACTICE FIRST

OIT recommends that you practice using the receiver and *i>clicker* software on a projector in a classroom setting that you will be instructing in, before using it in a classroom setting.

## > HAVE A POWER SUPPLY

If you are using a laptop in the classroom with the receiver, make sure you have a power supply with you in case your laptop's battery runs out. It's best to start out with a charged laptop.

## > READ OIT'S DOCUMENTATION

OIT has posted a great deal of help documentation and information on the OIT website at <http://oit.colorado.edu/clickers>. Here you can learn how to download course rosters from CUConnect, set the frequency on the receiver, use *i>clicker* software, upload results into CULearn's gradebook, and much more.

## > ATTEND A TRAINING SESSION

OIT will be sponsoring instructor training sessions for CUClickers. For more information go to <http://oit.colorado.edu/training>.

## > UNDERSTAND IT SECURITY PRACTICES

By using CUClickers you will be storing student information on your computer. It's imperative that you have a good grasp on OIT's recommended security practices. For more information on IT Security go to <http://oit.colorado.edu/it-security>.

## > UNDERSTAND FERPA GUIDELINES

Faculty members should familiarize themselves with the Family Educational Rights and Privacy Act of 1974 (FERPA) regarding the release of student information. For more information go to [http://registrar.colorado.edu/regulations/ferpa\\_guide.html](http://registrar.colorado.edu/regulations/ferpa_guide.html).

## > RETURN THE RECEIVER

If you no longer have a use for this receiver, please return it, along with the USB cable and instructor remotes, to the IT Service Center or to your local department pool of receivers.

## Useful URLs

### > GENERAL CUCLICKERS INFORMATION

➤ <http://oit.colorado.edu/clickers>

### > CUCLICKERS SOFTWARE DOWNLOAD

➤ <http://oit.colorado.edu/services/teaching-and-learning-tools/cuclickers/help/instructors>

### > DOWNLOADING ROSTERS FROM CUCONNECT

➤ <http://oit.colorado.edu/node/791>

### > UPLOADING RESULTS INTO A CULEARN GRADE BOOK

➤ <http://oit.colorado.edu/services/teaching-learning-tools/cuclickers/help/instructors/culearn-intergration>

### > STUDENT I>CLICKER REMOTE REGISTRATION

➤ <http://oit.colorado.edu/node/779>

## IT Service Center

Call-in and walk-in computer help center that offers help with CUClickers and many other technology services.

**Phone:** 303-735-HELP (5-4357 from an on-campus phone)

**E-mail:** [help@colorado.edu](mailto:help@colorado.edu)

**Location:** first floor of the Telecommunication Center (two buildings east of the UMC)

### Includes:

IT Service Center call-in facility

**Hours:** Monday through Friday, 8:00 a.m. - 7:00 p.m.

IT Service Center walk-in facility

**Hours:** Monday through Friday, 8:00 a.m. - 5:00 p.m.