# Getting Started

## Set Up Your iClicker Cloud Account

*NOTE: You will need to download the iClicker Cloud Instructor Software if you intend to use Polling and Quizzing modules. If you plan to only use the iClicker Attendance module, you can create your account and course by visiting instructor.reef-education.com*

1. Download the iClicker Cloud instructor software from iclicker.com and copy the extracted application to your computer's hard drive.

   *TIP: You can also run the software from a thumb drive, though we recommend running iClicker Cloud from your hard drive for best performance.*

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.

4. 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 anytime. 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.

   *TIP: If you are using Attendance, you will not be able to run an Attendance session until at least one student has joined your course.*

## Instructor Remote (Optional)

If you choose to use an iClicker instructor remote to control iClicker Cloud and your presentation, go to your account profile to add or edit your instructor remote.

### Instructor Remote Functions

$\updownarrow$ = Change question type (iClicker 2 only)

**A** = Start/stop polling

**B** = Show/hide Results

**C** = Select next response (or next slide if Results are hidden)

**D** = Select previous response (or previous slide if Results are hidden)

**E** = Grade selected response (must be used with C and D buttons)

**Have questions about iClicker Cloud?** Visit www.iclicker.com/support

# Student Experience

Using the Reef Student Application, students can participate with a laptop, smartphone, or tablet. Students can also participate using an iClicker remote if you connect an iClicker instructor base*.

When you create an iClicker Cloud instructor account, an iClicker Reef student account is automatically created with the same credentials. You can use those credentials to see the student experience in iClicker Reef. For the best simulation of the student experience, we recommend running the student and instructor software on separate devices.

1. Go to app.reef-education.com or download the native iOS app from the iTunes App Store or Android app from Google Play.

2. Log in to the Reef student app using your instructor account's email and password.

3. Tap the **Add a Course "+"** button then find and add the course you previously created.

4. Start a polling session from the iClicker Cloud instructor software.

5. From the Reef student app, join the session when the **Join** button appears.

6. Run polls from the iClicker Cloud instructor software and respond from the student app.

*** NOTE:** *the iClicker2 instructor remote cannot be used as a student remote and should NOT be registered as a remote in the student app.*

# iClicker Cloud Desktop Software Overview

**iClicker Enabled Indicator**
If students will be participating with iClicker remotes, plug in your iClicker base and ensure this icon is present before beginning the session.

**Session Hisory**
From this tab, you can view, grade, delete, and export past sessions.

**Course Roster**
View and manage the students enrolled in your course. Exporting your roster is only available from the web.

**Start Session**
Launch your sessions with the green **Start Session** button. Use the arrow to select **Polling** or **Quizzing**.

Note: If you start a Quizzing session, you will be prompted to enter the quiz details before proceeding.
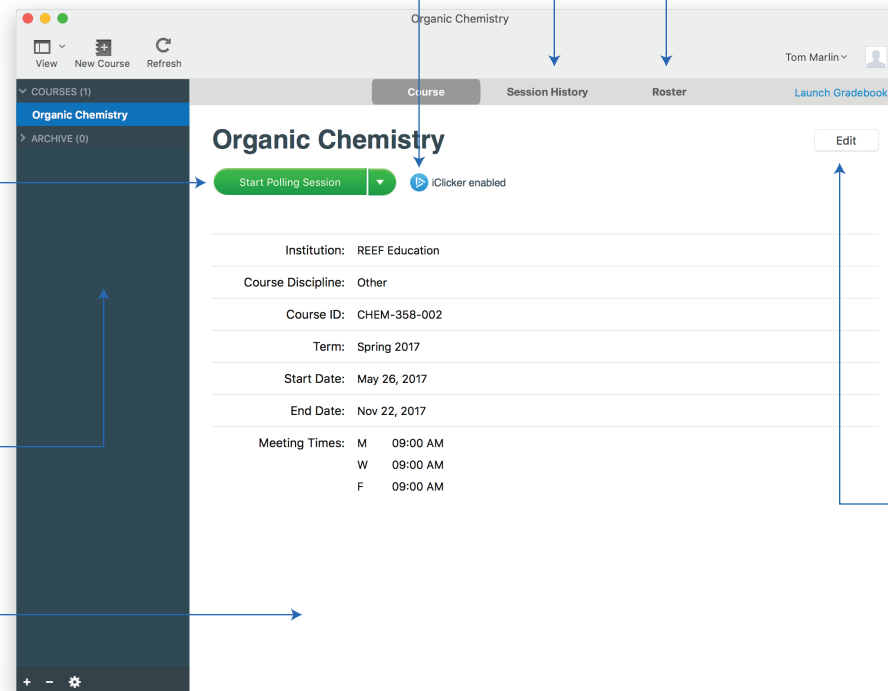
**Profile and Sign Out**
Edit your profile information, including adding an instructor remote.

**Launch Instructor Website**
This link launches the instructor website, where you can access the Gradebook and Attendance features.

**Course List**
Select the course you would like to be active.

**Edit Course Details**
Make changes to your course details using this option.

**Course Dashboard**
Details for the active course are displayed here.

**Course Management**
Click these icons to add or remove a course.

**Course Settings**
Click the gear icon to access settings for base frequency, scoring, grade sync, and sharing question screenshots and results. Attendance settings are only available from the instructor website.

## Software screenshot labels

Organic Chemistry

View | New Course | Refresh

COURSES (1)
Organic Chemistry
ARCHIVE (0)

Course | Session History | Roster | Launch Gradebook

Tom Marlin

**Organic Chemistry**    Edit

Start Polling Session ▾    ▶ iClicker enabled

Institution: REEF Education
Course Discipline: Other
Course ID: CHEM-358-002
Term: Spring 2017
Start Date: May 26, 2017
End Date: Nov 22, 2017
Meeting Times: M    09:00 AM
W    09:00 AM
F    09:00 AM

# iClicker Cloud Polling

iClicker Cloud facilitates an active learning classroom by allowing you to ask polling questions–and view results–on the fly.

*NOTE: A screenshot of your computer desktop is automatically saved to the cloud and sent to student devices when polling is started. Go to the Course Settings to decide if/when to share this screenshot with students. You will still receive copies of the screenshots, even if they are not sent to students.*

**Polling Toolbar**
Toolbar expands when polling is active (both states shown).

Start/stop polling    Question type    Time elapsed    Number of votes

Multiple Choice

Multiple Choice    0:22    5

*Time elapsed can be configured to count-up or count-down*

Minimized toolbar    Expanded toolbar

iClicker Cloud
- POLLING
- RESULTS
- ATTENDEES    0

## Results

### Question 1
Multiple Choice    GRADED

100%
50%

1 (33%)    2 (67%)    0 (0%)    0 (0%)    0 (0%)
A    B    C    D    E

**Results Window**
Summary of the class responses.

- Open side thumbnail navigation panel
- Navigate to other questions in the session
- Compare results with another results window
- Click to indicate the correct response. Multiple correct responses can be selected.

**Master Toolbar**
Show/hide the other windows with the Master Toolbar. End the session by closing this toolbar.

- Counter shows the number of students who have joined the session
- Course settings (not all are available when a session is active)
- Toggle minimized and expanded toolbar size

## Attendees

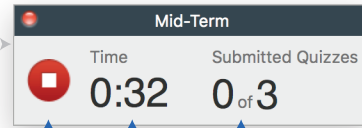| Name | Responded |
|------|-----------|
| Sally Ginsburg | ✓ |
| Jerome Franklin | ✓ |
| 83070682 | ✓ |

**Attendees Window**
Window shows the names of students who have joined the session and unregistered remote IDs for clickers that have voted in the session. You can also see who has responded to the current question.

# iClicker Cloud Quizzing

Quizzing by iClicker Cloud allows students to work through multiple questions in class at their own pace.
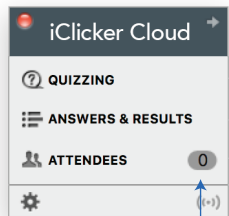
*NOTE: Screenshots are not captured during quizzing sessions, so it is recommended that you provide your students with a digital or paper copy of the quiz.*

## Mid-Term

| Time | Submitted Quizzes |
|------|-------------------|
| 0:32 | 0 of 3 |

Start/stop quizzing    Time elapsed    Number of quizzes submitted

## Quizzing Toolbar
Toolbar shows time elapsed and number of quizzes submitted

## iClicker Cloud
- ⓘ QUIZZING
- ☰ ANSWERS & RESULTS
- 👥 ATTENDEES    0
- ⚙

## Answers & Results

Total Questions: 10

- Question 1 — Multiple Choice
- Question 2 — Multiple Choice
- Question 3 — Multiple Choice
- Question 4 — Multiple Choice
- Question 5 — Multiple Choice
- Question 6 — Multiple Choice
- Question 7 — Multiple Choice
- Question 8 — Multiple Choice

### Question 1

100%

50%

1 (33%)    2 (67%)

A    B    C    D    E

Feedback:
Enter feedback for students

☐ Allow students to view graded results and feedback after the quiz has ended

## Feedback
Use this area to provide feedback or additional information about the question.

## Answers & Results Window
Enter the answers and points for each question during the quiz or after ending the session. You can see students' results as they respond to questions.

- After grading all of the questions, select this option to allow students to view the quiz results.
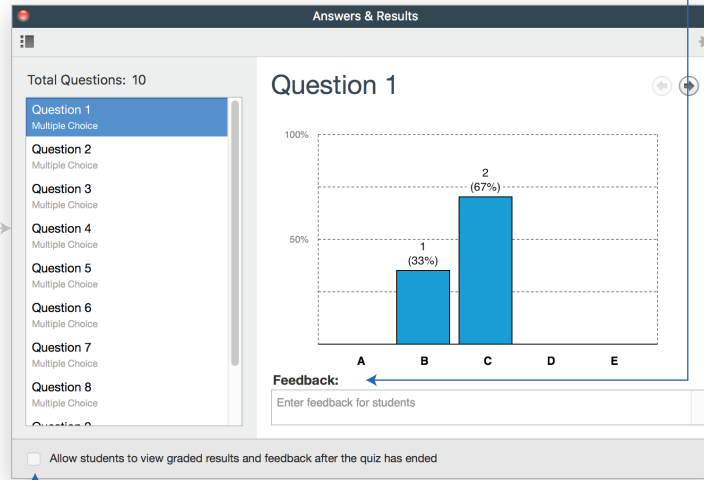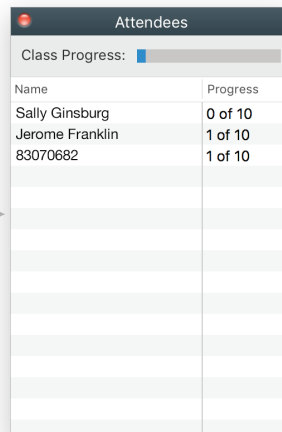
## Master Toolbar
Show/hide the other windows with the Master Toolbar.

End the session by closing this toolbar. If some students have not completed their quiz, the responses they have entered will be submitted.

- Counter shows the number of students who have joined the session

## Attendees

Class Progress: ▮▮▮▮▯▯▯▯▯▯

| Name | Progress |
|------|----------|
| Sally Ginsburg | 0 of 10 |
| Jerome Franklin | 1 of 10 |
| 83070682 | 1 of 10 |

## Attendees Window
Show the names of students who have joined the quiz. Also, view overall progress and how many questions each student has answered. A check appears next to a student name after they have submitted their quiz.

- Overall class progress

# iClicker Cloud Attendance – Free Preview in 2017

## Important to Know

**Attendance is entirely run from the iClicker Cloud instructor website.**
If you are using only the iClicker Cloud Attendance module, you will not need the desktop software.

**For a limited time, Attendance is available as a free preview for students.**
If you are using only the iClicker Cloud Attendance module, your students will not need to purchase a Reef subscription. However, if you also plan to run Polling or Quizzing, your students will need a Reef subscription and/or an iClicker remote.

## Attendance Settings

Visit the Attendance tab of the online course settings to create or adjust your Attendance session parameters.

**Location**
Select whether or not you would like to require location for Attendance. If you require location, this will enable geolocation technology to recognize if students are physically within range of your classroom when they check in.

Your web browser may notify you that iClicker Cloud is requesting your geolocation information. By allowing Cloud to access this information you can easily and automatically set your location.

*NOTE: If you are not able to share your geolocation, you can manually select your location by looking up your address in the Google map search bar.*

**Auto-Run**
With minimal setup, you can schedule Attendance to auto-run when your class meets.

**Alerts**
iClicker Cloud can highlight students with a specified number of unexcused absences.

**Allow iClicker Remote Usage for Attendance**
Students using iClicker remotes will be checked in to class when they answer a polling or quizzing question while Attendance is running. Therefore, if you allow remotes you should not close Attendance before starting your first poll or quiz.

## Run an Attendance Session

1. From the iClicker Cloud instructor website, click the **Take Attendance** button. If you have selected for Attendance to auto-run, it will automatically start at the time you selected.

2. View the Attendance session results dynamically from the **Active Session** tab.

3. If you would like to run a Polling or Quizzing session, use the buttons on the course Home page or switch to the iClicker Cloud desktop application. The Attendance session will continue to run in the background even during polls and quizzes. Students must check in to the active attendance session before they are allowed to participate in a poll or quiz.

4. When you are ready, return to the Current Session page and click the **Stop Attendance** button to end the session. If you have selected for Attendance to auto-run, it will automatically end at the time you selected. Otherwise, the session will timeout after 8 hours.

5. To view Attendance data for your course, click the **Attendance** tab. You can manually adjust the Attendance status of an individual student to Present, Excused, or Absent by clicking the status you want to change. Click **Export** to download all course Attendance data as a .csv file.

# iClicker Cloud Attendance

While Attendance is run entirely from the iClicker Cloud instructor website, you can still access Attendance information from within the desktop software while running a poll or a quiz.

Attendance sessions can run in the background while running a poll or quiz. Make sure to start your Attendance session before starting your poll or quiz.

**Attendance Active Icon**
An animated icon appears next to courses with an active attendance session.

**Attendance Notification Banner**
A banner on the Course Dashboard will appear to notify you that an attendance session is running for this course.

**Open the Attendees Window**
Clicking the "View Attendees" link opens a window to see a real-time list of names of the students in the attendance session.

Organic Chemistry

Tom Marlin ⌄

View   New Course   Refresh

COURSES (1)
Organic Chemistry
ARCHIVE (0)

Course   Session History   Roster   Launch Gradebook

Course attendance is running. View Attendees

## Organic Chemistry

Edit

Start Polling Session

| | |
|---|---|
| Institution: | REEF Education |
| Course Discipline: | Other |
| Course ID: | CHEM-358-002 |
| Term: | Spring 2017 |
| Start Date: | May 26, 2017 |
| End Date: | Nov 22, 2017 |
| Meeting Times: | M    09:00 AM |
| | W    09:00 AM |
| | F    09:00 AM |

### Attendees

ATTENDING (7)

Name

Josh Brown
Ted Crenshaw
Jerome Franklin
Sally Ginsburg
Dean Goto
Ava Harris
Laura Jones
Beverly Smith

NOT ATTENDING (3)

**Attendees Window**
View a list and count of students who have checked in to the attendance session and those who have not.