### Instructor Quick Start Guide

REEF Education is now iClicker Cloud. Sign in using your existing REEF account.	
Email	
Password Forgot Password?	
This is a personal computer. Sign me in automatically.	
Create Account Sign In	
Course	
Enter your course data below. This information will help your colleagues easily identify each course so they can join your Primary Institution*: York University	
Can't find you	r institutior
Course Discipline*: Psychology ~	
Course Name*: HH/PSYC1000A LABO1	
	/2018 15
Start Date*: 9/5/2017 15 End Date*: 1/30	*Require
Start Date*: 9/5/2017 15 End Date*: 1/30	
Start Date": 9/5/2017 15 End Date": 1/30 Optional	
Optional	
Optional Course ID: HH/PSYC1000A LABO1	
Optional Course ID: HH/PSYC1000A LABO1 Term: Fall 2017	
Optional Course ID: HH/PSYC1000A LABO1 Term: Fall 2017 Meeting Times: V Monday 8:00 AM \$	
Optional Course ID: HH/PSYC1000A LABO1 Term: Fall 2017 Meeting Times: ☑ Monday 8:00 AM ↓ □ Tuesday ☑ Wednesday 8:00 AM ↓ □ Thursday	
Optional Course ID: HH/PSYC1000A LABO1 Term: Fall 2017 Meeting Times: ☑ Monday 8:00 AM ↓ □ Tuesday ☑ Wednesday 8:00 AM ↓	

### **Getting Started**

- 1. Download the "iClicker Cloud" application from https://www.iclicker.com/downloads and install to your computer or a thumb drive. Software will be installed on classroom computers.
- 2. Launch the iClicker Cloud application, if you already have an account provide your Email address and Password and click "Sign In", otherwise click the "Create Account" button.
- 3. Once your account is created, the Course Dashboard opens. Click the blue "Create a Course" button to create your first course. You may also use the Plus sign or the "New Course" button to create a course.
- 4. Enter your York course information to create the course. A \* is used to mark the mandatory fields. We recommend using the naming convention below to make it easier for both you and your students to identify the course:

Course name and Course ID: HH/PSYC1000A LAB01

Start date: 1st day of classes

End date: Recommended one month after the course end date\*

Term: Fall 2017

\*Course will be archived on end date





### Instructor Quick Start Guide

iClicker Cloud	Incident carries graded	and points an igned after a second	an has anded. Access the	_ 0 <u>×</u>
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<ul> <li>COURSES (2)</li> <li>LTS/IT_Jananeh</li> </ul>		Course	Session History Roster	Launch Gradebook
HH/PSYC1000A LABO1				
> ARCHIVE (0)	HH/PSYC	LOOOA LABO1		Edit
	Institution:	York University		
	Course Discipline:	Psychology		
	Course ID:	HH/PSYC1000A LABO1		
	Term:	Fall 2017		
	Start Date:	September 06, 2017		
	End Date:	January 30, 2018		
	Meeting Times:	M 10:00 AM W 12:00 PM		
+ = *				



### **Run a Polling Session**

- 1. Click the green "Start Polling Session" button on the Course Dashboard.
- 2. The Course Dashboard is replaced with the "iClicker" Toolbar, which floats above all other programs on your computer screen. Click the "Polling" option to toggle the "Polling" Toolbar.
- 3. Start/Stop polling by clicking the round Start/Stop button on the "iClicker" Toolbar.



#### Instructor Quick Start Guide



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- 4. A screenshot of your computer desktop is automatically saved to the cloud and send to student devices when polling is started.
- 5. Click on "Results" on the "iClicker" toolbar to show the Results.
- 6. Indicate the correct response on the "Results" window. Correct/ incorrect feedback is immediately sent to student devices.
- 7. Close the "iClicker" Toolbar to end the session and return to the Course Dashboard.



#### Instructor Quick Start Guide

		Course	Session History	Roster		Launch G	radeb
LTS/IT_Jananeh HH/PSYC1000A LABO1							
HH/PSYC1010 Lecture ARCHIVE (0)	Session History					Exp	ort All
	Session Name		Туре	Graded	Questions	Date	
	Session 9 - 07/04/17		POLL	1	3	Jul. 4, 2017 (12:12 PM)	ť
	Session 8 - 07/04/17		POLL	-	3	Jul. 4, 2017 (12:06 PM)	ť
	Session 7 - 07/04/17		POLL	~	2	Jul. 4, 2017 (11:52 AM)	ť
	Session 6 - 07/04/17		POLL	-	2	Jul. 4, 2017 (11:48 AM)	1
	Session 5 - 07/04/17		POLL	~	1	Jul. 4, 2017 (11:35 AM)	1
	Session 4 - 07/04/17		POLL	-	2	Jul. 4, 2017 (11:14 AM)	1
	Session 3 - 07/04/17		POLL	~	1	Jul. 4, 2017 (11:02 AM)	1
	Session 2 - 07/04/17		POLL	~	1	Jul. 4, 2017 (10:44 AM)	1
	Session 1 - 07/04/17		POLL		1	Jul. 4, 2017 (10:23 AM)	1
	Session 1 - 07/04/17		POLL		1	Jul. 4, 2017 (10:23 AM)	



### **Grade Sessions**

- 1. Polling sessions can be graded after a session has ended. To assign points to questions in a polling session, access the session from the "Session History" tab on the "Course Dashboard".
- 2. Click on the "Session Setting" icon to manage your session data.
- 3. Provide points for session participation, correct answer and question participation.
- 4. Click on "Save".



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COURSES (3) LTS/IT_Jananeh	Cour	Session History	Roster		Launch G	adebo
HH/PSYC1000A LABO1 HH/PSYC1010 Lecture ARCHIVE (0)	Session History				Exp	ort All
	Session Name	Type	Graded	Questions	Date	
	Session 9 - 07/04/17	POLL	~	3	Jul. 4, 2017 (12:12 PM)	Û
	Session 8 - 07/04/17	POLL	-	3	Jul. 4, 2017 (12:06 PM)	<b>1</b>
	Session 7 - 07/04/17	POLL	~	2	Jul. 4, 2017 (11:52 AM)	<b>ů</b>
	Session 6 - 07/04/17	POLL	-	2	Jul. 4, 2017 (11:48 AM)	<b>ů</b>
	Session 5 - 07/04/17	POLL	~	1	Jul. 4, 2017 (11:35 AM)	0
	Session 4 - 07/04/17	POLL	-	2	Jul. 4, 2017 (11:14 AM)	0
	Session 3 - 07/04/17	POLL	~	1	Jul. 4, 2017 (11:02 AM)	0
	Session 2 - 07/04/17	POLL	~	1	Jul. 4, 2017 (10:44 AM)	1
	Session 1 - 07/04/17	POLL		1	Jul. 4, 2017 (10:23 AM)	Û



### **Export Session Results**

- 1. Once a polling session has been graded it may be exported. Access the session from the "Session History" tab on the "Course Dashboard" and click on the "Export Session" icon.
- 2. Select a location on your machine to which you would like to export the grades. We recommend using the following naming convention below for sessions:

CourseTitle\_SessionNumber\_SessionDate

Please ensure to replace the "/" with "\_" to ensure the file name is valid.

Ex: HH\_PSYC1000Lab01\_Session9\_07-04-17





#### Instructor Quick Start Guide

#### export your sessions. Start Session 00 HH/PSYC1000A LABO1 Launch your polling C Profile/Sign Out □ ~ + Jananeh Asari 🗸 📃 View New Course Retres session with the green Edit your profile info, "Start Polling Session" Session History Roster Launch Gradebook Course including adding an button. LTS/IT\_Jananeh instructor remote. HH/PSYC1000A LABO1 HH/PSYC1000A LABO1 Edit HH/PSYC1010 Lecture Start Polling Session 🔹 **Course Details** Course List Make changes to your Click the course name to Institution: York University course details. make it the active course. Course Discipline: Psychology Course ID: HH/PSYC1000A LABO1 Term: Fall 2017 **Course Details** Start Date: Sep 6, 2017 Details for the active End Date: Jan 30, 2018 course are displayed here. Meeting Times: M 10:00 AM w 12:00 PM **Course Management** Click these icons to add or remove a course.

Course Roster

View a list of the students and their

LMS from the "Roster" tab.

overall scores and sync scores to your

Session History

Your past course sessions can be

tab. Go here to grade, delete, and

accessed from the "Session History"

#### **Course Settings**

Click the gear icon to access settings including: base frequeny, score settings, LMS grade sync setup, and when to share question images

**Course Dashboard** 



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### Student Experience

Students may participate in iClicker Cloud polling sessions using a laptop, smart phone, or tablet. You can use your instructor credentials to experience iClicker Cloud polling as a student:

- 1. Go to app.reef-education.com or download the native iOS app from the iTunes App Store or android app from Google Play Store.
- 2. Log in to iClicker Cloud using your instructor account's email and password.
- 3. Click the + sign to add the course you have previously created.
- 4. Click on "York University", type the Course Title to add the course.
- 5. Start a polling session from the instructor software.
- 6. From the student software, join the session when the "Join Session" button appears.
- 7. Run polls from the instructor software and respond from the student software.



### Instructor Quick Start Guide



### iClicker Toolbar

Show/hide the other windows with the iClicker Toolbar. End the session by closing the toolbar.

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



### Polling Toolbar

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

- D. Start/Stop polling
- E. Question Type
- F. Timer
- G. Number of votes



### **Participants 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.



### **Results Window**

Summary of the class responses.

- H. Open side thumbnail navigation panel
- I. Compare results w/another Results Window
- J. Navigate to other questions in the session
- K. Click to indicate the correct response. Multiple correct responses can be selected.

