



## Instructor User Guide - 5.0 Beta

*A New Instructor Experience*

**Note:** Students using iClicker Reef on a mobile device should update to the most recent version of the app for the best experience. Students using iPhones are strongly encouraged to update to version 5.2.3 of iClicker Reef (released Feb 28).

### Overview

#### **Engage your students using the desktop software for in-class activities.**

The iClicker Cloud desktop software is your hub for in-class activities. Polling, quizzing, and attendance are streamlined into one, simplified toolbar. The desktop software contains all the you need to see your attendees, view participation, and grade your questions during class.

#### **Sign in to the instructor website to access course data, anytime, anywhere.**

Tasks commonly completed outside of class, such as roster management and grading past sessions, are now exclusively available at the instructor website. Links to these features are available within the desktop software.

### Where can I go to...

	Desktop Software	Instructor Website
Create an Account	✓	✓
Manage Account Profile		✓
Create a Course	✓	✓
Manage Active Course List	✓	✓
Manage Archived Course List		✓
View/Edit Course Settings	✓	✓
Manage Course Roster		✓
View Attendees	✓	✓
Run a Poll	✓	
Run a Quiz	✓	
View Session History		✓
View Past Activity Details		✓
Grade Past Activities		✓
View Grade Totals		✓
Grade Sync to LMS		✓

## Download iClicker Cloud version 5.0.4

iClicker Cloud 5.0 Beta is a new, separate version of the desktop software and is not an upgrade of any other version of iClicker Cloud on your computer.

Therefore, you do not need to remove any current version of iClicker Cloud from your computer when downloading iClicker Cloud 5.0. You can keep both iClicker Cloud 4.6 and the new iClicker Cloud 5.0 beta on your computer, and switch back and forth between the two as needed.

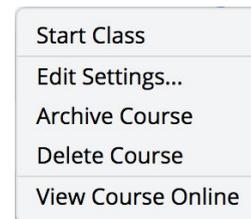
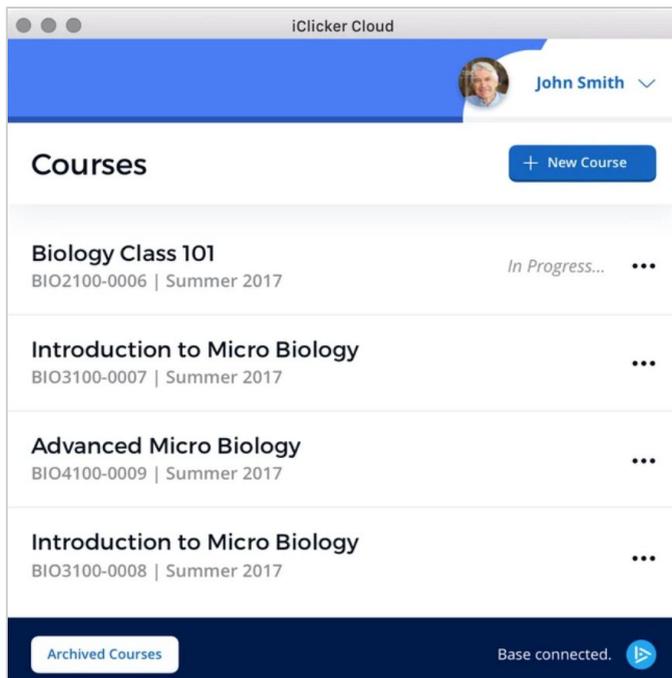
## Sign in to your iClicker Cloud instructor account

If you are already an iClicker Cloud user, simply sign in to the desktop software with your existing credentials. If you are new to iClicker Cloud, make sure you [create an account](#) then [create a course](#).

## View your courses in the main Courses window

After signing in, you will be taken to the main Courses window, where you will see your active courses listed. Clicking on a course name will start a Class session.

To access other course actions, use the ellipsis icon to the right of the course name to open the menu of available options.

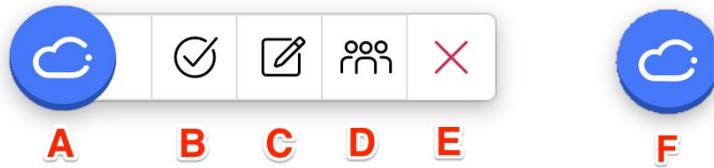


*Course actions menu.*

*Only your active courses are available on the Courses page.*

## Open a Class Session

When a class starts, the Class toolbar opens with your activity options displayed as icons. You can quickly switch between activities without ending the session. Click the cloud icon on the toolbar to toggle between the minimized/collapsed states.



A = Toggle to minimize toolbar

B = Open Polling

C = Open Quizzing

D = View Attendees

E = End Class Session

F = Minimized state of the toolbar, which can toggle back open

**TIP:** By default, the Class toolbar will open in the top center of your computer screen. If you'd prefer another location, drag the toolbar to that spot. iClicker Cloud will remember the toolbar's last location and launch it in the same place the next time you start a Class session on that computer.

## View attendee information

Select the Attendees option to open a view where you can see how many students have joined class. You can return to the main Class toolbar by clicking the **back arrow**.

You can open the **Roster** window to view details on who joined your session and when. If your class was set up with a location requirement, you will see a **pulsing location icon** that you can toggle off and on to temporarily suspend the location requirement if you have students in class experiencing geolocation issues.



A = Toggle to minimize the toolbar

B = Return to Class toolbar

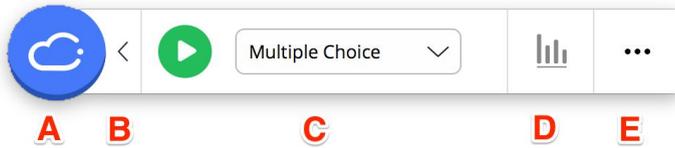
C = Attendees count

D = Roster details show/hide toggle

E = Location toggle (only appears when location has been set up before class)

## Run a polling activity

When the Polling option is selected from the Class toolbar, polling options are displayed in the same toolbar. You can return to the main Class toolbar by clicking the **back arrow**.



A = Toggle to a minimized toolbar

B = Return to Class toolbar

C = Polling controls (Start/Stop, Question Type)

D = Results show/hide toggle

E = More Polling options (Anonymous off/on, Timer Count up/down)

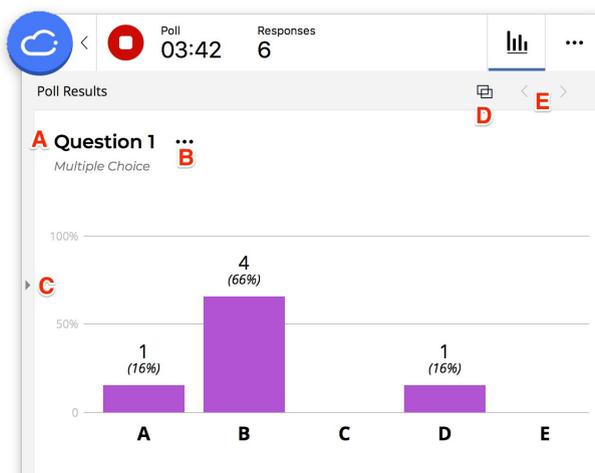
**TIP:** A pulsing animation serves as a visual indicator that the polling is running. The pulsing appears around the Polling icon when the Class toolbar is visible or on the cloud icon when the toolbar is minimized.

## View and grade poll results

The Results icon allows you to toggle between showing/hiding the results panel. This panel opens below the Polling toolbar, within the same window, and can be resized by dragging.

When polling is active, you can view real-time results from your students. Once the poll is closed, you can grade the results by clicking a response to toggle it from correct to incorrect or ungraded. When graded, the results change color, a check mark appears below the response, and a GRADED badge is shown next to the question number.

Remember, you can always view results and grades after class at the instructor website.



A = Question information

B = Question options (Delete, Select All)

C = Toggle to open/close side image thumbnail panel

D = Compare results

E = Question navigation

**TIP:** If you would like to view the real-time results without showing them to your class, click the Compare button, drag the results chart to your private monitor, then close the results chart on the main polling toolbar.

## Optional: use an Instructor Remote to control your presentation and polling

If you have a blue instructor remote registered to your iClicker Cloud account, you can use it to control your presentation and polling activities. The [instructor remote functions](#) are unchanged from the original iClicker Cloud experience. The ability to control your presentation and polling with the iClicker Cloud Mobile app will not be supported until Fall 2019.

## Run a quizzing activity

When the Quizzing option is selected from the Class toolbar, a Start Quiz window opens to specify key quiz properties like the quiz name, number of questions, and points per question. These values can be changed later. After submitting those details, your toolbar will then display quizzing options until the quiz is closed. You can return to the Class toolbar by clicking the back arrow next to the Cloud icon.

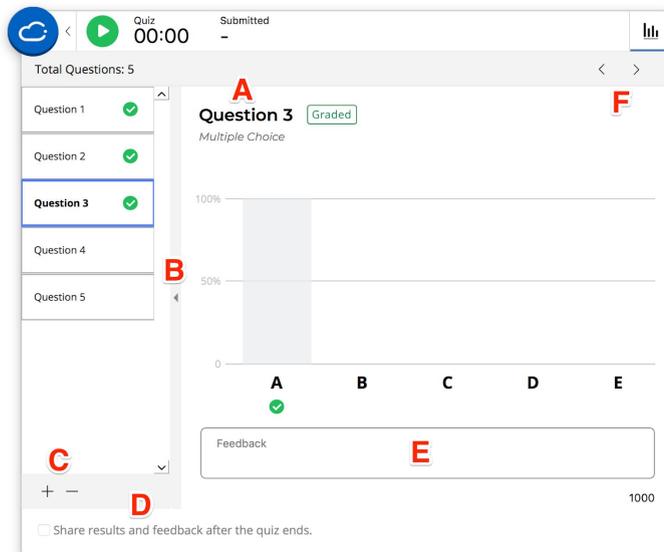


- A = Toggle to a minimized toolbar
- B = Return to Class toolbar
- C = Quizzing controls (Start/Stop, run time, number of submitted quizzes)
- D = Results show/hide toggle

## View and grading quiz results

The Results icon on the toolbar allows you show/hide the results panel. It opens below the Quizzing toolbar and can be resized by dragging. The window contents are initially hidden behind a warning that you are about to show the quiz results. This measure is a safeguard against accidentally showing the results to the class before you are ready. Once you dismiss the warning, you will have access to the Results window.

Remember, you can always view results and grades after class at the instructor website.



- A** = Question information
- B** = Toggle to open/close side question list panel
- C** = Add/remove question to list (only available before quiz has started)
- D** = Option to share results and feedback after the quiz ends (only available when all questions are graded)
- E** = Question feedback (up to 1000 characters per question)
- F** = Question navigation

**TIP:** Use the feedback field to enter the rationale for the correct answer, textbook reference, a copy the question itself, or other information you want to share with students, along with the correct answer, once the quiz has ended.

## End your session when you're ready

To end your class session, simply click the X on the right side of the main toolbar. You can choose to end the session with an Exit Poll, which will give students the option to send you post-class feedback.



## Viewing session results after class

You can view your session results by signing in to your course at the iClicker Cloud instructor website and visiting your Session History.

Organized by date, you will see a line for each individual activity that you ran during your class session – Polling, Quizzing, or Attendance.

**▶ Start Class**

**Session History**

**People**

**Gradebook**

**Attendance**

**Settings**

**Delete**

**Export All**

Date	Activity Type	Activity	Time
Fri Jan 18, 2019	Exit Poll	Exit Poll 1 Response	1:01 PM
	Poll	Session 1 - 01/18/19 2 Participants, 75.00% Class Average	12:51 PM
	Attendance	Session 2 2 Present, 0 Absent, 1 Excused	12:51 PM

## Optional: Launch the iClicker Cloud software from the instructor website (Mac Only)

If you want to launch version 5.0.4 of the iClicker Cloud desktop software from the instructor website, you will first need to change your Web profile settings. From the instructor website, open your profile, go into edit mode, and select the "iClicker Cloud 5.0 beta" option as your Desktop Launch choice. Don't worry, you can switch back at any time if you change your mind.

 Dianne Sant...


First Name  
**Dianne**

Last Name  
**Santos**

Primary Institution  
**REEF Education**

Primary Discipline (optional)  
**Chemistry**

Email  
**dianne.santos@reef-education.c...**

Password  
\*\*\*\*\* [Change](#)

Instructor Remote ID (optional)  
**8F61E30D**

Desktop Launch  
**iClicker Cloud 4.6**

Edit Profile

Sign Out 

 Dianne Sant...


First Name

Last Name

Primary Institution

Primary Discipline (optional)

Email

Password  
\*\*\*\*\*

Instructor Remote ID (optional)

[Can't find your iClicker remote ID?](#)

Desktop Launch  
Select the desktop version that you want to launch when you start class from the web.

iClicker Cloud 4.6

iClicker Cloud 5.0 beta

Cancel

Save

## Known Issues

- During Quizzing sessions, the Class toolbar and iClicker Cloud icon do not show the pulsing visual indicator as it does with Polling.
- Some menus and windows may open partially off-screen when the control is positioned near the edge of the monitor.
- MAC-Only: Entering text into the "Other" field for Short Answer and Numeric results requires first giving the iClicker desktop software explicit focus either by clicking the iClicker icon in the dock or using CMD+TAB with the keyboard.
- Exit polls are sent to students, but the red notification dot may not appear in the iClicker Reef app. Remind students to click the notification bell icon to answer the Exit Poll even if they do not see the red dot notification dot.
- Deleting a poll question from the comparison window can result in a crash. During an active class session, only delete poll questions from the primary Results window.
- The Quiz toolbar retains the dark anonymous polling background color when it is started after an anonymous poll. To avoid this situation, turn off anonymous mode before starting a quiz.