

i>clicker *integrate*: Merging your i>clicker data with Blackboard Enterprise, Campus Edition (versions 4, 6, 6.1, 6.1.2)

**Note: Blackboard Enterprise Campus Edition was formerly WebCT Campus Edition. For the purposes of brevity, we will generally refer to this CMS as "Campus Edition" or "Blackboard CE" throughout the document.*

Overview

i>clicker *integrate* is a new course management wizard that allows for a more seamless integration of data between your campus Blackboard Enterprise, Campus Edition (CE) course management system and i>clicker/i>grader. i>clicker*integrate*:

- Enables students to register their i>clicker remotes directly within Blackboard CE
- Allows you to link your class roster and registrations to i>grader in just one click.
- Transfers your i>grader polling data back into Blackboard CE in just one click.

i>clicker *integrate* requires some set up and authentication work from your Blackboard CE administrator prior to your use of the application. By the time you are reading this guide, your Blackboard CE administrator has likely already:

- Run an authentication program that allows the i>clicker software to communicate with your campus Blackboard CE course management system (CMS).
- Added a link in Blackboard CE that your students can use to register their clicker remotes; you'll need to get instructions on how to enable this link within your own courses from your administrator.
- Provided you with a series of program files (comprising i>clicker *integrate*) that allow you to integrate your i>clicker data with your Blackboard CE courses.

This guide will show you how to:

- Copy the required *integrate* files into each of your MyCourse folders (the courses for which you are using i>clicker).
- Specify your campus Blackboard CE version within i>clicker so your polling data correctly uploads into BlackboardCE.
- Direct students to register their i>clicker remotes directly within Blackboard CE.
- Import a Blackboard CE student roster (complete with registration data) into i>clicker so scores can be credited to students.
- Synchronize your Blackboard CE student roster and registrations into i>grader so your roster is updated within i>grader (especially after the add/drop period).
- Export polling scores from i>grader to your Blackboard CE gradebook quickly.

System Requirements

PC Users:

Windows Vista or Windows XP operating system with Service Pack 2 or higher and .NET 2.0 framework*

**If you do not have Microsoft .NET framework 2.0, you will need it to use i>clicker integrate. This framework is free and can be downloaded from Microsoft at:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en>

Screen resolution of 1024 x 768

Macintosh Users:

Max OS X version 10.4.2 or higher

Screen resolution of 1024 x 768

Step One: Copy your Campus Edition *integrate* Wizard Files into your i>clicker Course Folders

You should have received the following authenticated files (for your campus) from your campus Blackboard CE administrator:

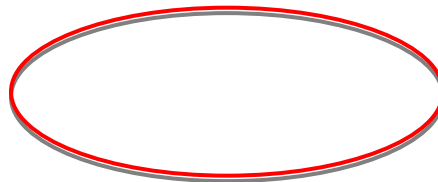
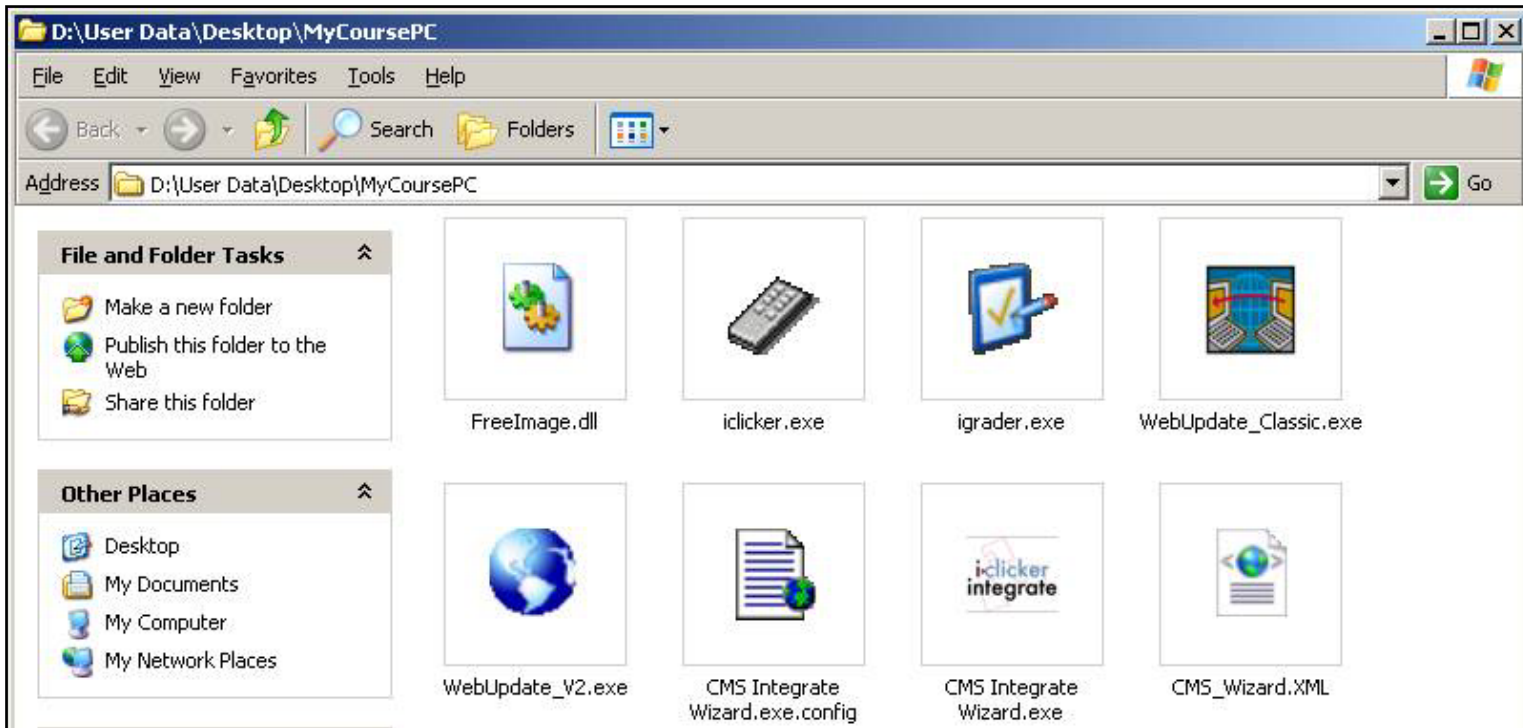
PC users

- CMS Integrate Wizard.exe
- CMS Integrate Wizard.exe.config
- CMS_Wizard.xml

Macintosh users

- CMS Integrate Wizard
- CMS_Wizard.xml

Copy these files into *each* course folder you have for i>clicker (assuming you want to use *integrate* for each of those courses). You should have one folder for each course or section in which you use i>clicker (originally titled "MyCoursePC" or "MyCourseMac"). A sample MyCoursePC folder is displayed here:



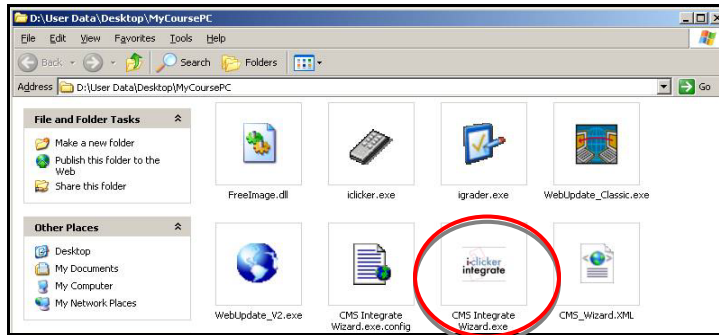
TIP: Your Blackboard CE administrator may have provided you with pre-configured MyCoursePC/MyCourseMac folders that already contain all of the necessary files (customized for your campus). In that case, you won't need to copy the *integrate* files into your course folders because this step has already been taken for you!

Step Two: Set Up i>clicker to work with *integrate*

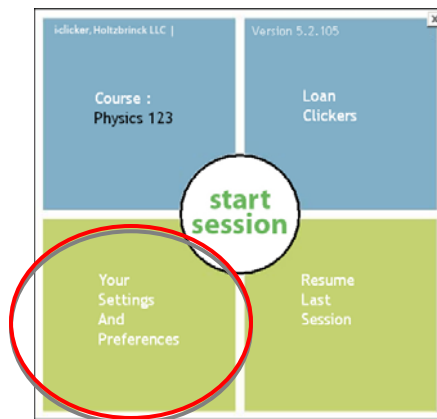
Before using i>clicker *integrate*, you must specify the version of Blackboard CE you are using on campus. You only need to do this once for each i>clicker course folder (e.g. Psychology 101, Psychology 201).

To specify your Blackboard CE version in i>clicker:

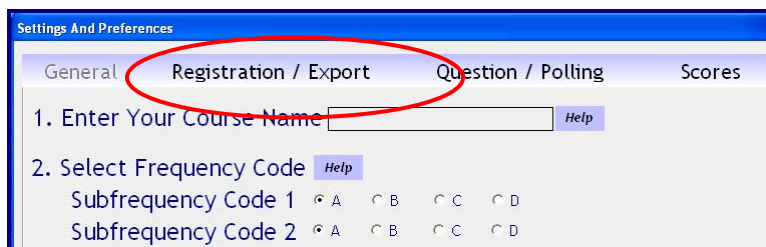
- 1 Double-click the i>clicker icon within your course folder to start the i>clicker application.



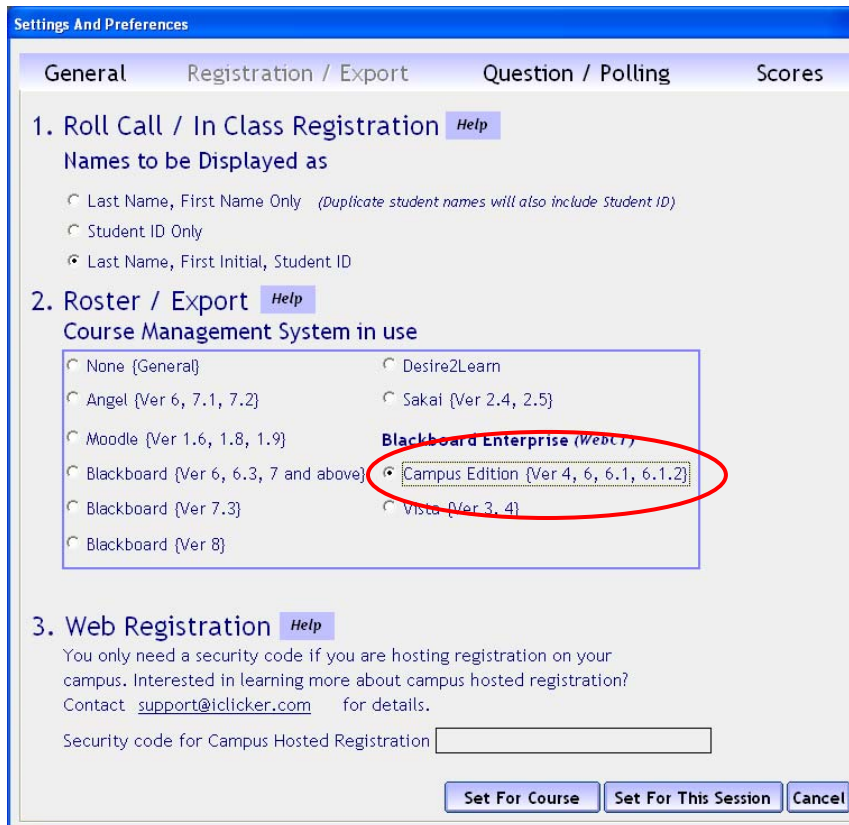
- 2 When you open i>clicker, you will see the following Welcome Screen (though the version number displayed at the top may be different). There are four active options: Start Session, Your Settings and Preferences, Loan Clickers (manually), and Resume Last Session.
- 3 Select "Your Settings and Preferences":



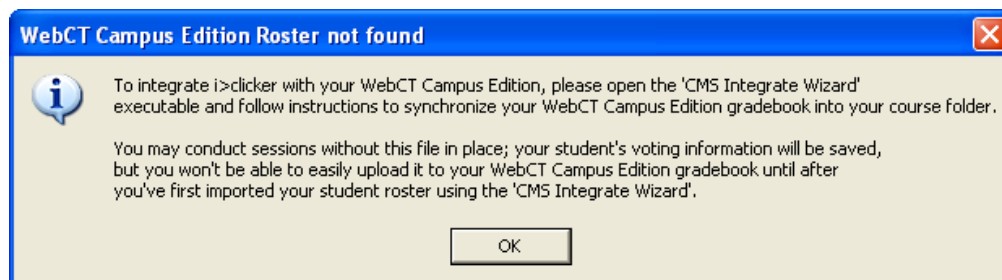
- 4 Click the **Registration / Export** tab at the top.



- 5 In the "2. Roster / Export" section in the "Registration/Export" tab, select the **Campus Edition {Ver 4, 6, 6.1, 6.1.2}** option.



- 6 Click **Set for Course** (in the PC software) or **Set for Term** (in the Macintosh software).
- 7 If you haven't yet used the "Import Roster" feature in i>clicker *integrate*, the following message appears. Click **OK**.



Step Three: Enabling Student Registration within Blackboard CE

To receive credit for their i>clicker responses, students must register their i>clicker remotes (i.e. tie their clicker ID to their student ID). We now have a tool within Blackboard CE to make registration easier for you and your students! Registered i>clicker remote IDs are automatically associated with student names in your Blackboard CE gradebook and in the i>grader application.



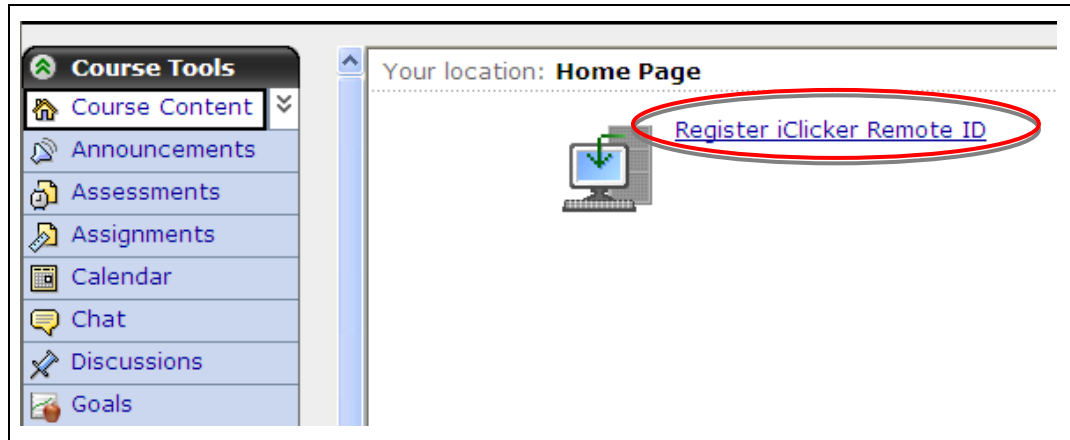
TIP: Registration is not required. i>clicker can be used anonymously BUT using anonymously introduces risks with student compliance. Assigning just a few points ensures students will bring their clickers to class and participate in polling.

To give credit to your students for class participation and/or performance, you need to:

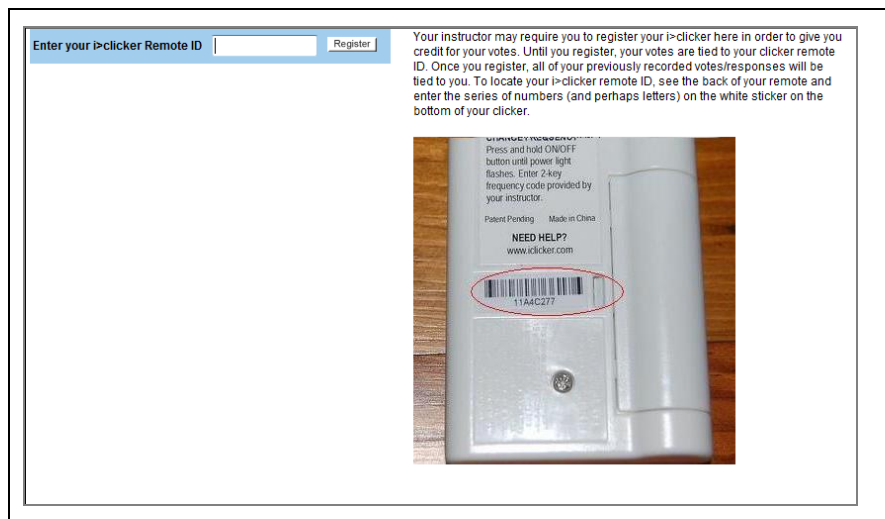
- 1** Set up the "Register Your i>clicker Remote ID" tool in your Blackboard CE courses. Your Blackboard CE administrator has installed a plug-in that creates a link in your Blackboard CE courses for student i>clicker registration. You will want to work with your Blackboard administrator for instructions on enabling this link.
- 2** Decide on your grading policies (and pre-set points values and rules in Settings and Preferences).
- 3** Provide your students with instructions for registering their i>clicker remotes.
- 4** Synchronize student registrations from BlackboardCE with your i>clicker gradebook.

Once you've enabled the registration link within your Blackboard CE courses, direct your STUDENTS to:

- 1 Log into BlackboardCE and select your course.
- 2 On the Course Home page, click the **Register iClicker Remote ID** link.



The following screen will appear:



- 3 Enter their i>clicker remote ID, found on the back of each remote. (The i>clicker remote ID is a series of 8 numbers and letters located on the back of each remote, just below the i>clicker instructions.)

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- 4 Click **Register**. The system associates the remote ID with the student's name and Blackboard CE ID. The screen changes to show the remote ID and date registered.

i>clicker Remote ID	Registered
1CEA9264	Oct/22/2008

Register additional clickers

Congratulations; you've successfully registered your i>clicker!
All of your voting data (previously recorded and future votes) will now be tied to your ID.

You have successfully registered your i>clicker remote ID with the system. If you lose or need to tie a second clicker to your student/user ID, you can do so here by adding another clicker ID to your registration. As with your other registration, to locate your clicker ID, see the back of your remote and enter the series of numbers (and perhaps letters) on the white sticker on the bottom of your clicker.



Other relevant facts for students about registration;

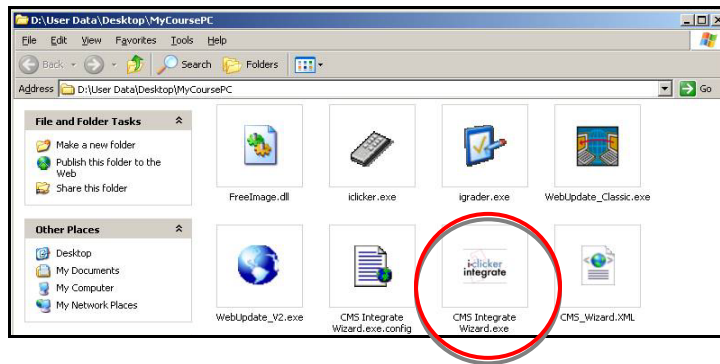
- Even if a student is using i>clicker for more than one course, s/he only needs to register his/her clicker in one course and his/her registration data will automatically be applied to all of his/her other Blackboard CE courses using i>clicker.
- Students can SHARE clickers with a friend/roommates as long as they are not using i>clicker in the **same courses**.
- Students can register more than one clicker in Blackboard CE. If, for example, a student loses or breaks her clicker, she can register additional clickers through the same tool and all of her registered clickers (and their votes) will be tied to her Campus Edition ID.

Step Four: Synchronizing Your Blackboard CE Roster with i>grader

Once your students have registered their i>clicker remotes within Blackboard CE, you can now (using *integrate*) import your Blackboard CE student roster (complete with registration data) into i>clicker/i>grader so polling data can be credited to your students.

To import your Blackboard CE class roster into i>clicker/i>grader using *integrate*:

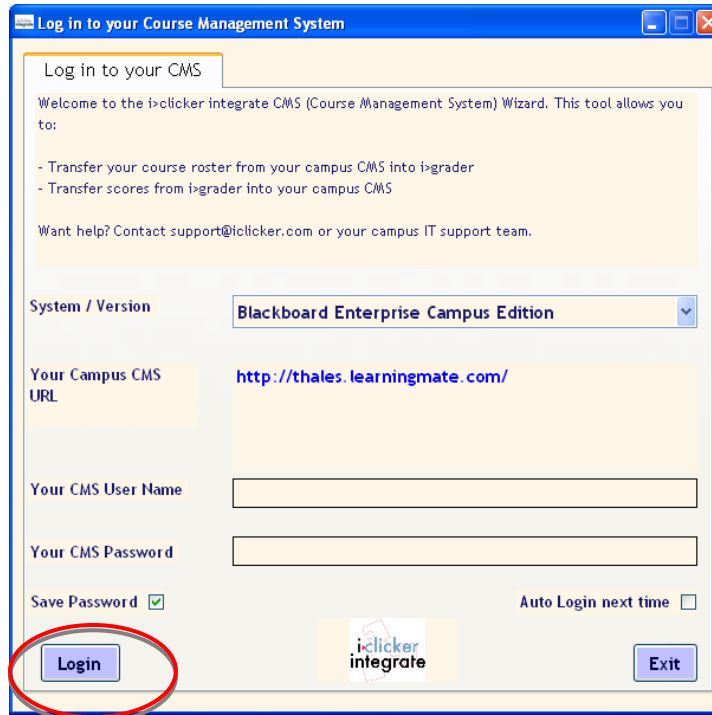
- 1 Open your i>clicker course folder (originally MyCoursePC/MyCourseMac course templates).
- 2 Locate and double-click on **CMS Integrate Wizard.exe**.




TIP: If you are a PC user, there is also a file named CMS Integrate Wizard.exe.config. This is a configuration file and should not be opened or edited. If you have filename extensions turned off in your file browser, you may not see the “.config” extension. Please be careful to launch ONLY CMS Integrate Wizard.exe, which uses the file icon shown above.

- 3 The “Log in to your Course Management System” window appears. Your Blackboard Campus Edition version should be pre-populated, as should your campus Blackboard CE URL.

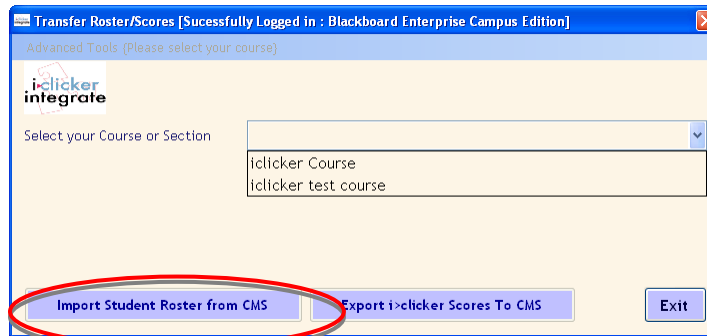
- 4 Enter your Blackboard CE User Name and Password. Click **Login**.



 **TIP: To save time in future sessions, check both “Save Password” and “Auto Login next time.”** You can always reset these later if needed, but selecting both will save you time as you use *integrate* going forward.

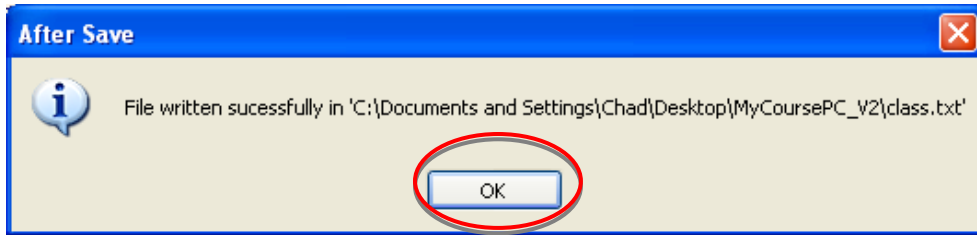
 **TIP: If your campus is transitioning to a new Campus Edition version (e.g. migrating from Blackboard CE6 to 6.1.2), your Blackboard CE administrator may have set up *integrate* to enable both versions.** In this case, select the Blackboard CE version you are currently using from the “System / Version” drop-down box. This is atypical, but ask your administrator if you are not sure!

- 5 The “Transfer Roster/Scores” dialog box will appear. Select the course or section for which you wish to import your Blackboard CE roster from the drop-down list, and click **Import Student Roster from CMS**.

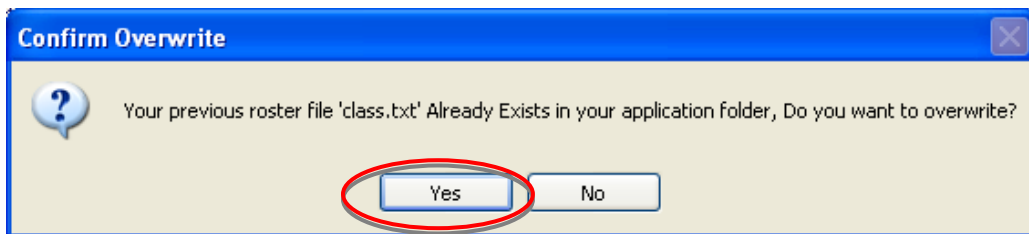


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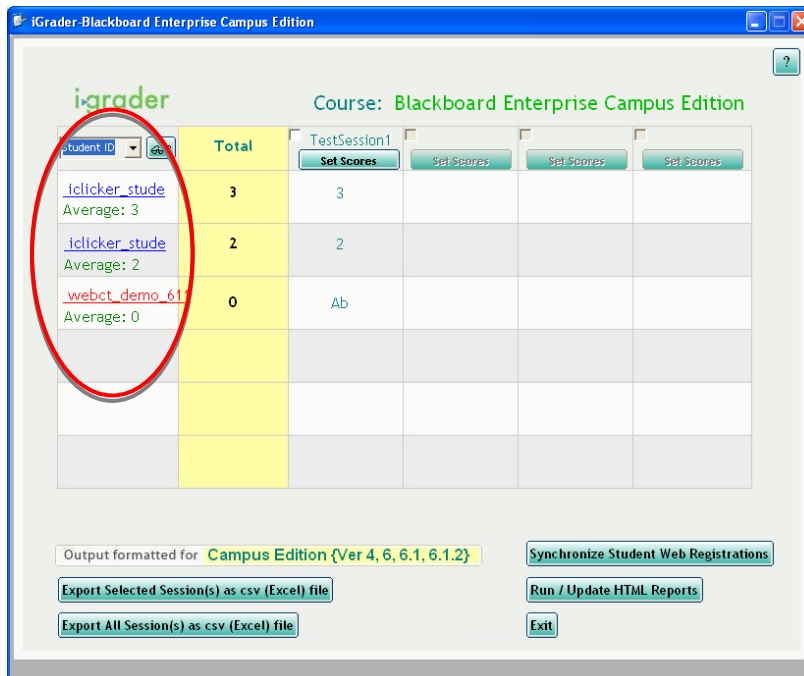
- 6 A confirmation message will appear, indicating that the file was successfully written into your i>clicker course folder. Click **OK**.



NOTE: If a copy of your Blackboard CE roster already exists in the course folder, you will first be given the option to replace it or cancel the import via *integrate*. If you are updating your class roster (or registrations), click **Yes** to overwrite the existing roster file.

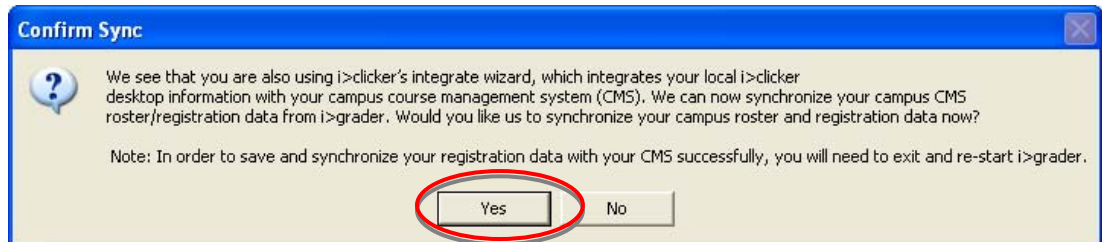


- 7 Your Blackboard Campus Edition roster (including student registrations) is now successfully housed in i>grader.
- 8 Click **Exit**.
- 9 To view your newly imported roster, launch **i>grader**. The i>grader window appears with the names of students in your class. In i>grader, registered students appear in **blue**, while unregistered students and unregistered clickers (if any) appear in **red**.



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- 10 Repeat steps 1-10 for each of your course folders (each course or section in which you use the i>clicker system).
- 11 To update your i>clicker roster with new registration information (either to account for your add/drop period or to better reflect late registrations):
 - o Click the "Synchronize Student Web Registrations" button from within i>grader. A dialogue box will appear asking if you want to use *integrate* to synchronize your roster.
 - o Click "Yes" and *integrate* will automatically launch. Repeat steps 4-10 above to download the latest version of your Blackboard CE roster.



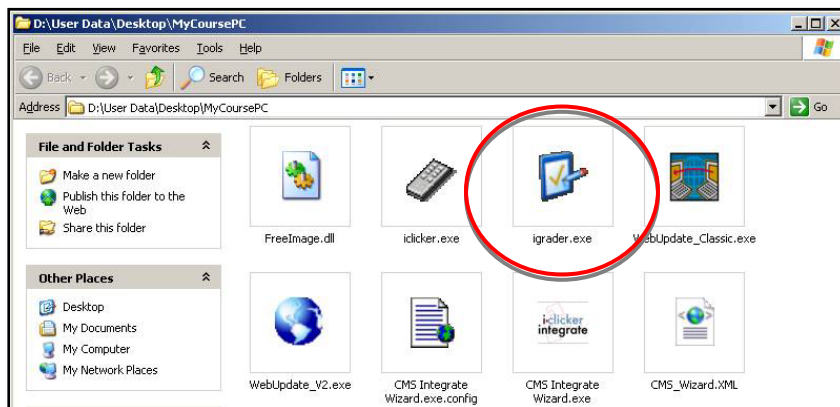
NOTE: Since a copy of your Blackboard CE roster already exists in the course folder, you will be given the option to replace it or cancel the import via *integrate*. Since you are updating your class roster (or registrations), click **Yes** to overwrite the existing roster file.

Step Five: Uploading your i>clicker polling data into Blackboard Enterprise Campus Edition

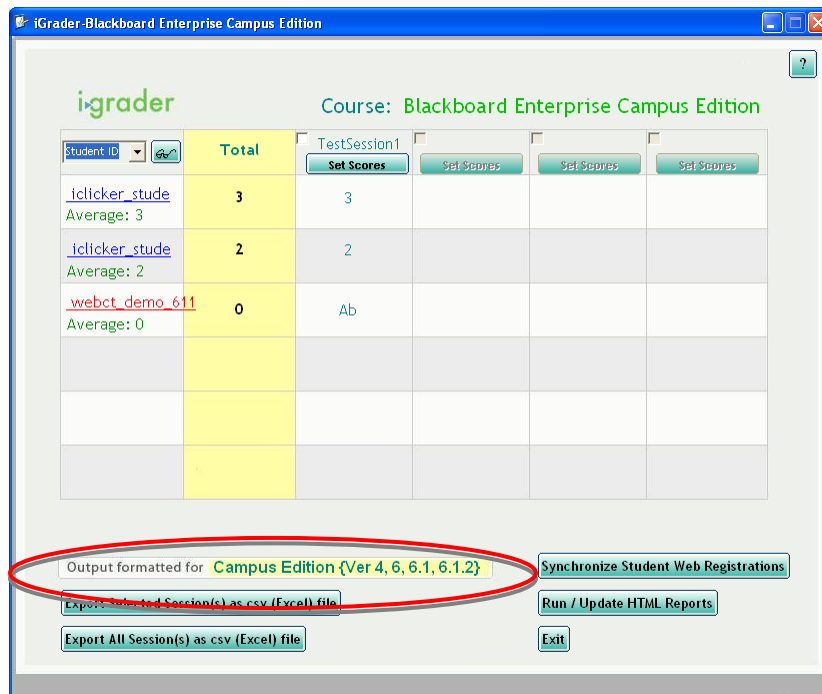
After you've polled your students in class, your polling data will appear in *i>grader*, the i>clicker gradebook application. i>grader gives you access to all student polling information collected by i>clicker. With it, you can view students' points, adjust scores, delete questions, synchronize late registrations (via *integrate*), and export/upload your polling data back into your Blackboard CE gradebook.

To export i>clicker scores back into your Blackboard CE gradebook:

- 1 Open your i>clicker course folder, locate and launch i>grader.



- 2 The i>grader main window will appear, and will display your students and their scores.





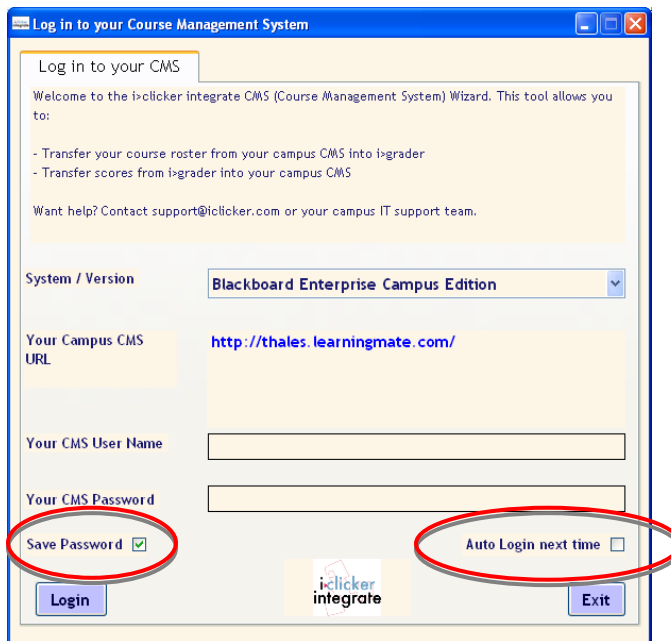
TIP: Make sure that **Campus Edition {Ver 4, 6, 6.1, 6.1.2}** is listed in “Output formatted for” section. You can amend your CMS selection in i>clicker's Settings/Preferences (see Step Two for directions).

- 3 Select the check boxes next to the session(s) you want to export and select **Export Selected Session(s) as a csv (Excel) file**. You may also click **Export All Session(s) as a csv (Excel) file** to upload all of your i>clicker data to Blackboard CE. .

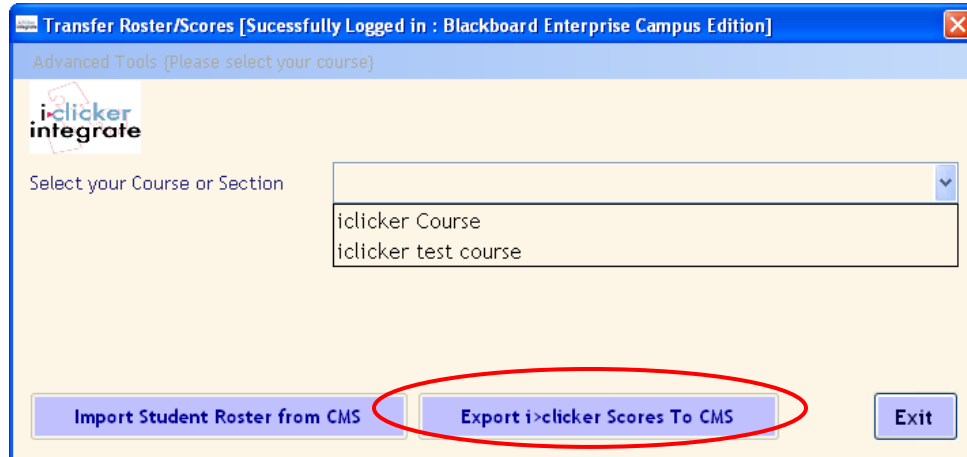


TIP: You may re-export grades for the same session(s) into your Blackboard CE gradebook with little risk. The new scores will simply replace the older scores you imported UNLESS you manually made changes to individual student scores within Blackboard CE. Most manual changes you made (to individual students) within Blackboard CE will not be changed by new data uploads from i>clicker/integrate. See Step 6 below for information on how i>clicker *integrate* handles conflicting scores for the same session(s).

- 4 A message appears, indicating that i>grader successfully exported the data into a file named UploadFile.csv in your course folder. Click **OK**.
- 5 The i>clicker integrate window will open automatically. If you already selected “Auto Login,” you will be automatically connected to your Blackboard CE account. If you did not select “Auto Login,” you will be prompted to enter your Blackboard CE user name and password (if necessary).



- 6 Once you've been successfully logged into Blackboard CE, a new window will appear ("Transfer Roster/Scores"). Select the relevant course from the drop-down list and click **Export i>clicker Scores to CMS**. Your i>clicker polling scores will then upload directly into your Blackboard CE course. The scores will be uploaded into your Blackboard CE Grade Center as numeric quiz grades in the "i>clicker polling data" Category. You will also be able to edit individual student i>clicker scores within Blackboard CE after you've uploaded the data.

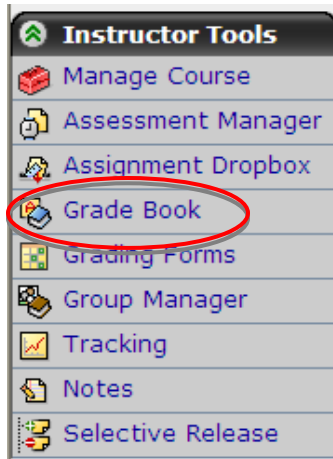


- 7 Your i>clicker scores will then upload into Blackboard CE. You will receive a confirmation message when the upload is complete. Click **OK**. **Click Exit** to close i>clicker integrate. You may also close i>grader.
- 8 Repeat steps 1-7 for every course for which you are using i>clicker.

Step Six: Reviewing your i>clicker scores within Blackboard Enterprise CE

To view your newly uploaded i>clicker scores in your Blackboard CE Grade Center/Gradebook:

- 1 Log into Blackboard CE and select the course for which you wish to view your updated gradebook.
- 2 Select "Grade Book" in the left **Instructor Tools** menu.



- 3 The Grade Book will appear and will include your newly imported i>clicker scores. The scores will appear as numeric quiz scores and may be edited like any other scores within Blackboard CE.

Your location: **Grade Book**

Grade Book

Create Column ▾ | **Enroll Members** | **Import from Spreadsheet** | **Reorder Columns** | Grade Book Options ▾

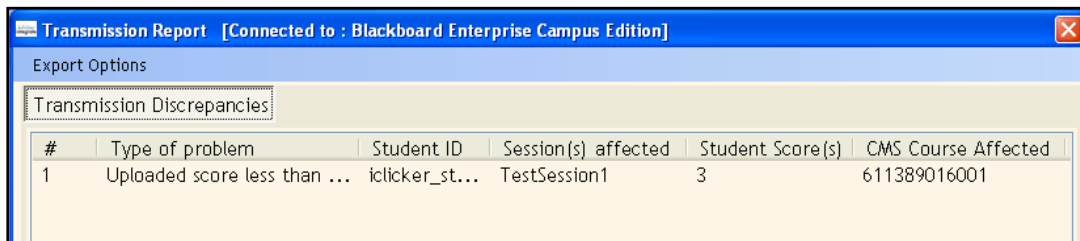
Grades | Members | View All | Custom View | SCORM Grades

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	User ID Alphanumeric	Role Alphanumeric	Midterm Calculated	Final Calculated	TestSession Numeric
<input type="checkbox"/>	clicker	student1	iclicker_student1	Student	--	--	3.00
<input type="checkbox"/>	iclicker	student2	iclicker_student2	Student	--	--	2.00
<input type="checkbox"/>	instructor	iclicker	iclickerinstructor	Section Designer	--	--	--
<input type="checkbox"/>	Student	Demo	webct_demo_61	Student	--	--	--

Troubleshooting: The *integrate* Discrepancy Transmission Report

In general, when you upload your i>clicker polling data back into Blackboard CE, the experience will be seamless and won't require further work. However, there are two possible discrepancies/errors that could occur (although one is quite rare):

- A. **Your student is not in your Blackboard CE roster but *is* in your i>grader roster.** This will be a very rare occurrence. In order for this error to appear, you would have manually added a student to your roster file in your i>clicker course folder. The best way to avoid this error is to simply rely on your Blackboard CE roster as the most up-to-date resource for your most current roster file.
- B. **The uploaded scores (from i>clicker) are lower than those previously recorded in Blackboard CE for an individual student or students.** This does not generally require any work by you—it is simply an alert. For example, you may want to give Jane Doe a higher i>clicker score for a session on 9/12/2008 because she helped you facilitate a demonstration in class. i>grader currently does not allow you to change scores for individual students. Instead, you can make the individual change manually within Blackboard CE. If you later re-upload (intentionally or accidentally) the 9/12/2008 i>clicker scores back into Blackboard CE and the score for Jane Doe is lower in i>grader than in Blackboard CE, our application won't override your manual adjustment. The report will simply let you know the discrepancy exists. If you wish to change an individual score to overwrite the Blackboard CE score (i.e. lower Jane Doe's score again), you will need to make this change within Blackboard CE, not i>grader. Note that while lower i>grader scores will not override adjustments you made in your Blackboard CE gradebook, *higher* i>grader scores will overwrite *lower* Blackboard CE grades without a discrepancy notice.
- C. **You are exporting i>clicker scores for a student who has registered, voted in class, but then subsequently dropped the course (and is therefore no longer in Blackboard CE).** Again, the best way to avoid this error is to rely on your Blackboard CE roster as the most up-to-date resource for your most current roster file. When you synchronize the most current version of your Blackboard CE roster with i>grader, you may be left with voting logs from a Remote ID that are not associated with a student (if that student came to class, voted, then dropped the class). In this case, you may delete the voting logs for that Remote ID from within i>grader by clicking on the Remote ID and selecting the "remove" option. Please see the i>grader documentation for additional details.



The screenshot shows a window titled "Transmission Report [Connected to : Blackboard Enterprise Campus Edition]". Below the title bar is a section for "Export Options" with a dropdown menu set to "Transmission Discrepancies". Below this is a table with the following data:

#	Type of problem	Student ID	Session(s) affected	Student Score(s)	CMS Course Affected
1	Uploaded score less than ...	iclicker_st...	TestSession1	3	611389016001



TIP: You can save the Transmission Report in Excel (.xls), Plain Text (.txt), or comma separated (.csv) format for later review. You can also view any previous Transmission Reports for the same course. Click the "Export Options" menu at the top of the report and select your desired file format. A confirmation message appears stating that the file was written to your course folder. Click OK to close the message window. **Close the Transmission Report window.**

The screenshot shows a window titled "Transmission Report [Connected to : Blackboard Enterprise Campus Edition]". An "Export Options" menu is open, listing four options: "Export to Excel (*.XLS)", "Export To Text (*.txt) [TAB Seperated]", "Export to CSV (*.csv)", and "View Previous Error(s)". Below the menu, a table displays report data.

st ID	Session(s) affected	Student Score(s)	CMS Course Affected
_st...	TestSession1	3	611389016001