

**i>clicker *Integrate* for  
Desire2Learn v2.0**

**Instructor Guide**

August 2013

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## Overview

i>clicker *Integrate* is a wizard that provides a seamless integration of data between your learning management system (LMS) and i>clicker/i>grader. i>clicker *Integrate*:

- Enables students to register their i>clicker remotes directly within your LMS.
- Allows you to easily download your class roster and student registrations from your LMS into i>grader.
- Allows you to easily upload your i>clicker session data into your LMS gradebook.

i>clicker *Integrate* requires some set up and authentication work from your LMS administrator prior to your use of the application. By the time you are reading this guide, your LMS administrator has likely already provided you with a series of program files that allow you to integrate your i>clicker data with your LMS courses.

### Guide Objectives

This guide will show you how to:

- Copy the required *Integrate* files into your **iclicker Win** or **iclicker Mac** folders (if necessary).
- Specify your LMS version within i>clicker so your polling data correctly uploads into your gradebook.
- Direct students to register their i>clicker remotes within your LMS.
- Download your LMS student roster and registrations into i>grader.
- Upload your i>clicker session data to your LMS gradebook.

### System Requirements


#### Windows:

- Windows XP Service Pack 2 or higher (including Windows 8)
- Minimum screen resolution of 1024 x 640

#### Macintosh:

- Mac OS X version 10.5 or higher
- Minimum screen resolution of 1024 x 640

## Step 1: Copy Your *Integrate* Wizard Files

 **TIP:** Your administrator *may* have provided you with pre-configured **iclicker Win** (Windows) or **iclicker Mac** (Macintosh) 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 done for you.

You should have received the following authenticated files from your campus administrator:

### **Windows:**

- CMS Integrate Wizard.exe
- CMS\_Wizard.xml
- Config.xml
- CMS Integrate Wizard Libs (folder)

### **Macintosh:**

- CMS Integrate Wizard
- CMS\_Wizard.xml
- Config.xml

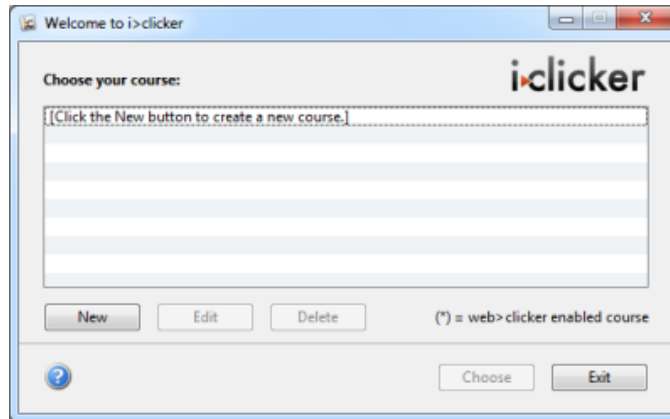
Copy these files into the **Resources** sub-folder of your **iclicker Win** or **iclicker Mac** folder.

## Step 2: Configure your i>clicker Software


Before using i>clicker *Integrate*, you must specify the LMS platform 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 LMS platform in i>clicker:

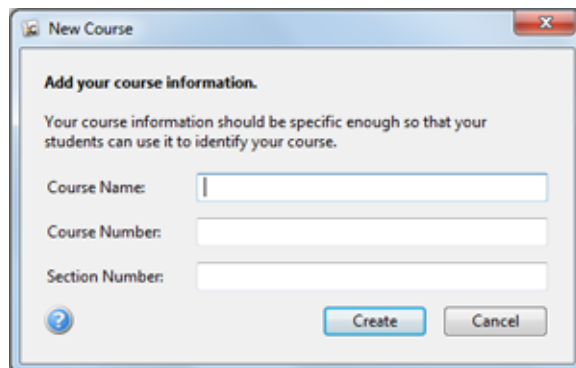
1. Double-click the i>clicker icon within your i>clicker **Win** or i>clicker **Mac** folder to start the i>clicker application.
2. When you open i>clicker, you will see the *Welcome Screen* with no courses listed. Click the **New** button to add your course.



i>clicker Welcome window

 **NOTE:** If you already see your course in the course list, go to step 5.

3. A *New Course* window appears. Enter your **Course Name**, **Course Number**, and **Section Number**. This combined information will serve as the unique identifier for your course.



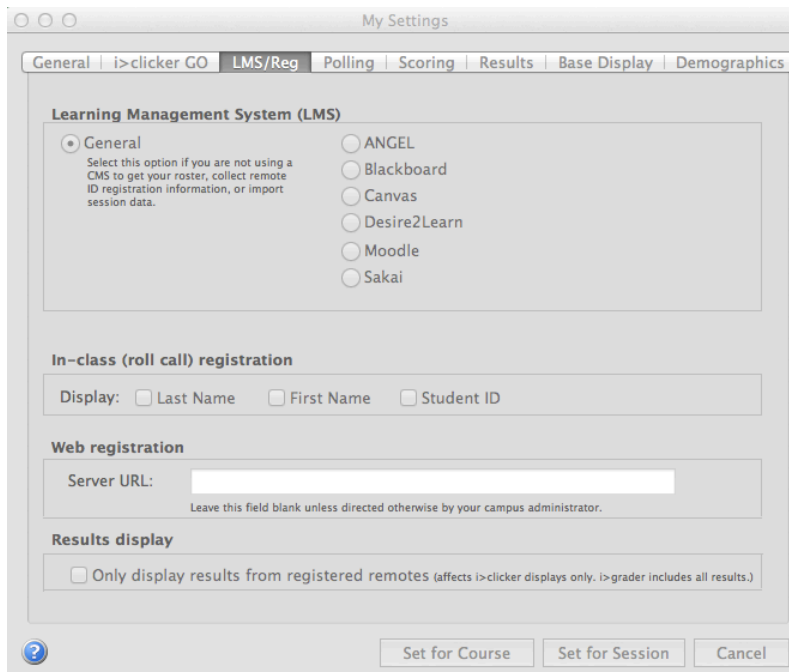
i>clicker New Course window

4. Click the **Create** button. i>clicker automatically creates a new course folder in your i>clicker **Win\Classes** or i>clicker **Mac:Classes** folder. The *New Course* window closes and you are returned to the *Welcome Screen* with your course name in the list of courses.
5. Select your course name from the course list and click **Choose**.
6. The i>clicker *Home* window appears. Select **My Settings**.



My Settings button on the i>clicker Home window

7. Click the **LMS/Registration** tab near the top of the new window.
8. Under the **LMS/Registration** tab in the **Learning management system** section, select the Desire2Learn.



LMS/Reg tab of the i>clicker Settings window

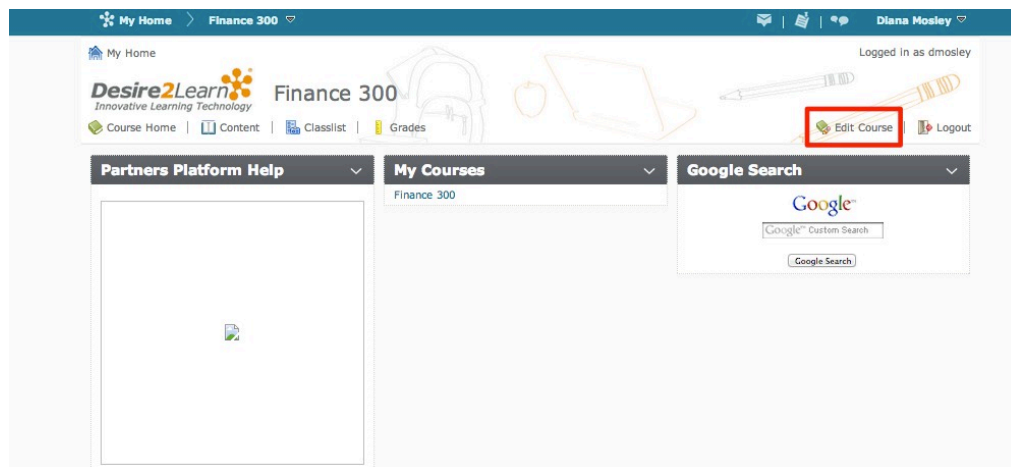
9. Click **Set for Course**.

## Step 3: Enable Student Registration in Desire2Learn

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).

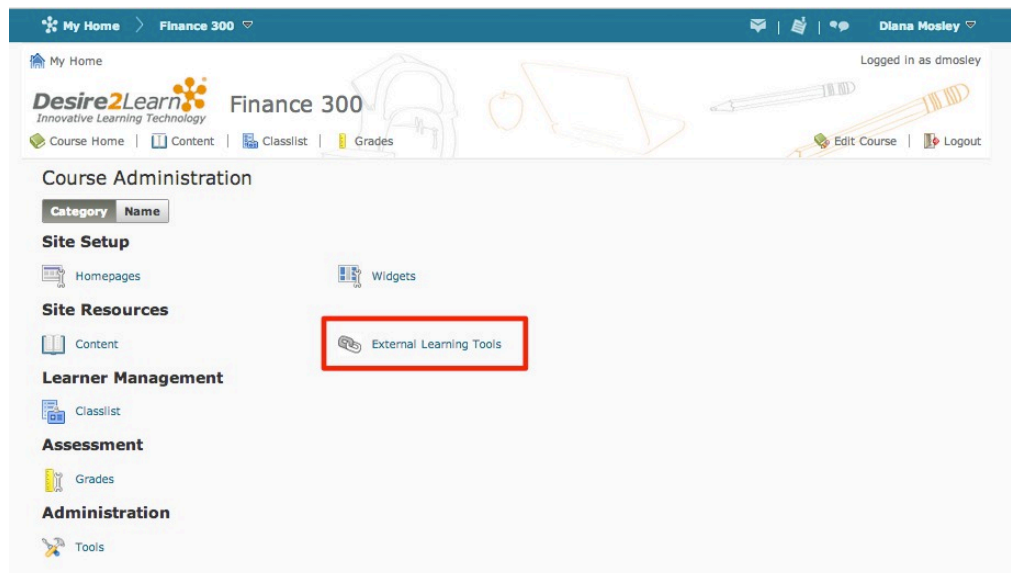
### To enable i>clicker remote registration in Desire2Learn:

1. Log into Desire2Learn using your instructor username and password.
2. On the *Desire2Learn Home* page, select the course to which you want to enable i>clicker registration.
3. On your *Course Home* page, click the **Edit Course** icon.



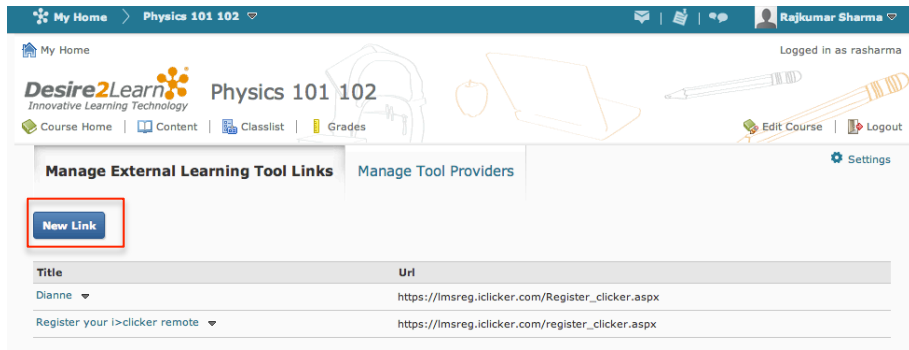
Course Home page

4. On the *Course Administration* page, click the **External Learning Tools** link.



Course Administration page

5. On the *External Learning Tools* page, click **Manage External Learning Tool Links**, then the **New Link** button.




6. From the *New Link* page, enter the following information:  
**Properties**

- **Title:** Register Your i>clicker Remote
- **URL:** https://imsreg.iclickergo.ca/imsreg/Register\_Clicker.aspx (URL must match *exactly*)

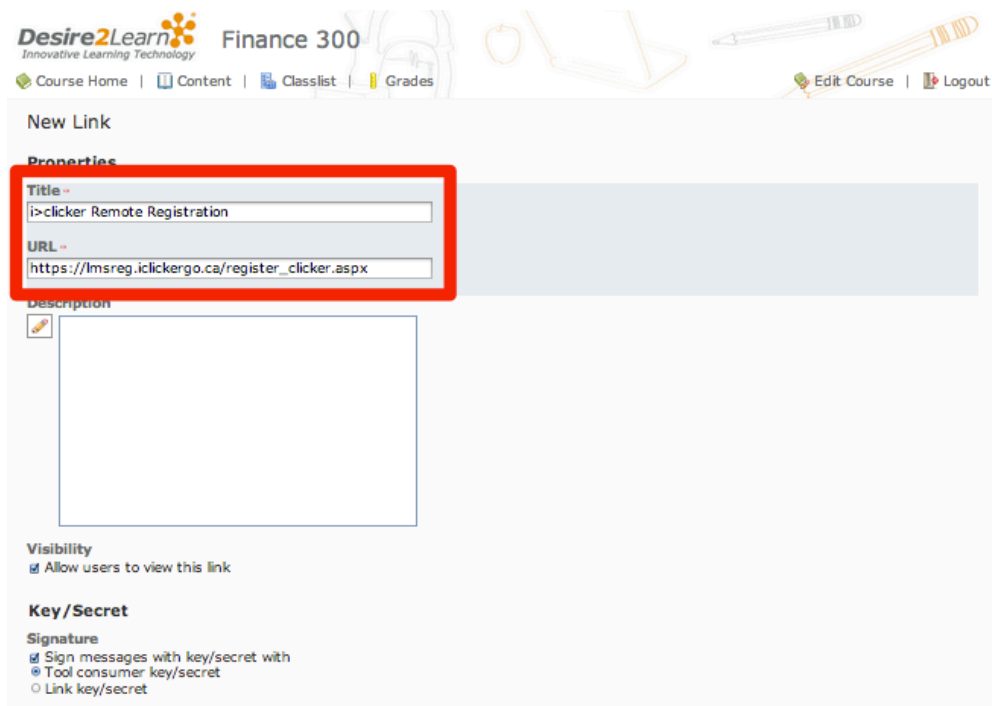
**Custom Parameters**

- **Name:** URL  
(name must match *exactly*)
- **Value:** [your *exact* D2L Domain name]  
(for example "https://bfw.desire2learn.com/")

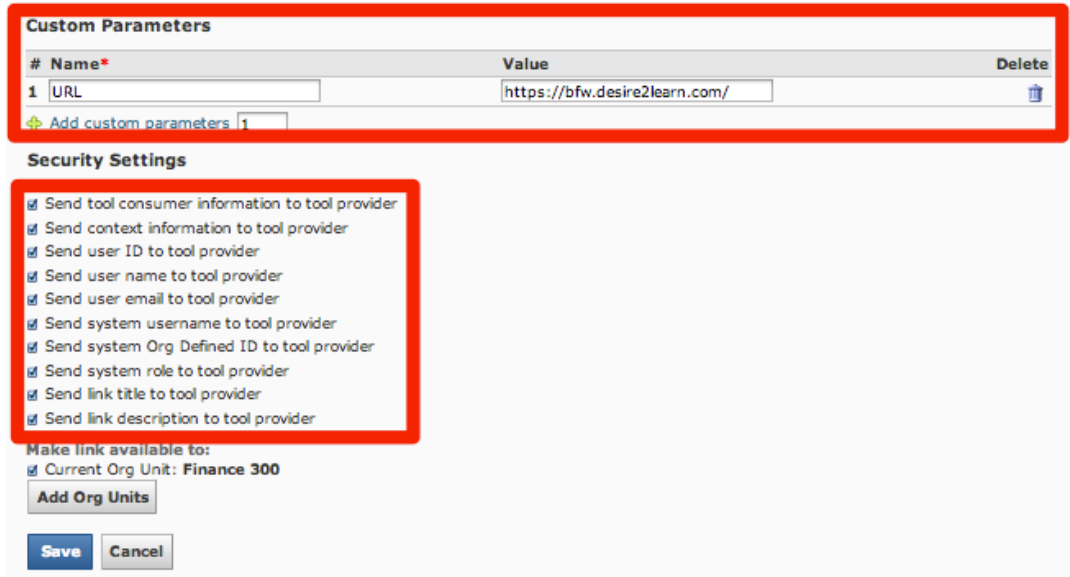
 **NOTE:** Make sure to include a forward-slash at the end of your D2L URL value.

**Security Settings**

- Select all options in this section.






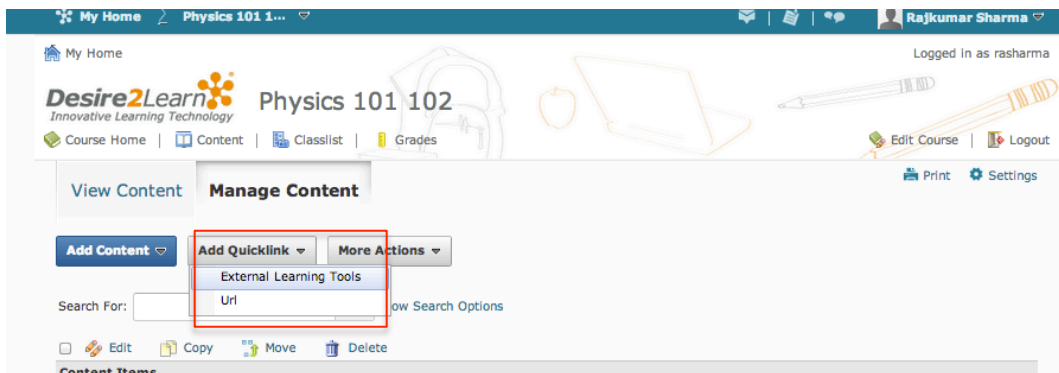


Edit Link page

6. Click the **Save** button.
7. Click the **Content** toolbar link in the Desire2Learn header area to arrive on the *Manage Content* page.

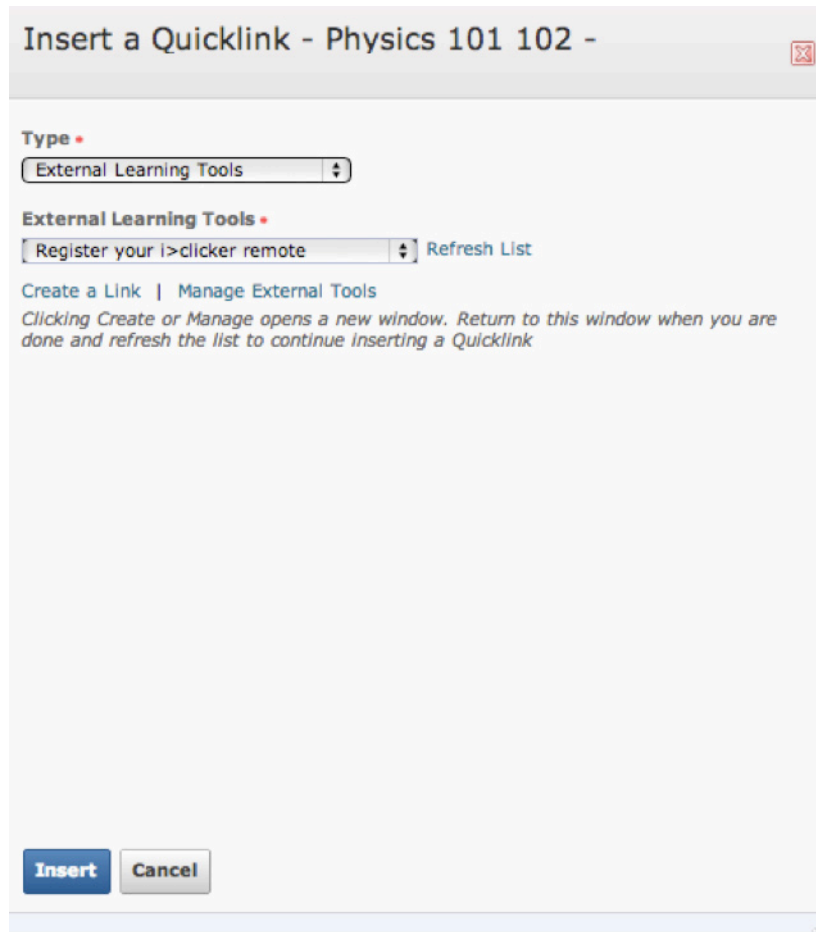
 **NOTE:** there may be slight variations depending on the version of D2L you are using. If you are using version 10.1, disregard the Quicklink steps below and simply create a module from the Content page. Please consult your D2L administrator for more information.

8. From the *Manage Content* page, click the **Add Quicklink**, then click **External Learning Tools** link.



Manage Content page

9. The Insert a Quicklink Learning Tool window appears. Under **External Learning Tools**, choose the link just created called **"Register your i>clicker Remote"**. Click **Insert**.




Insert Quicklink page

10. The *New Topic - Quicklink* editing page appears. Enter the following information:

**General**

- **Parent Module:** Choose i>clicker.
- **Title:** Register your i>clicker Remote

**Content**

- **URL:** Click the Quicklink icon  next to the entry field to open a pop-up dialog.

The screenshot shows the 'New Topic - Quicklink' page in the Desire2Learn interface. The page has a header with 'My Home', 'Physics 101 102', and user information 'Rajkumar Sharma'. Below the header is a navigation bar with 'Course Home', 'Content', 'Classlist', and 'Grades'. The main content area is titled 'New Topic - Quicklink' and contains a form with three tabs: 'Properties', 'Restrictions', and 'Comments'. The 'Properties' tab is active, showing a 'General' section. In the 'General' section, the 'Parent Module' dropdown menu is highlighted with a red box and contains the text 'i>clicker'. Below it is the 'Title' field with the text 'Register your i>clicker remote'. There is also a 'Short Title' field, an 'Enumeration' checkbox labeled 'Hide enumeration for this topic', and a 'Content' section with a 'URL' field containing the text '/d2l/common/dialogs/quickLink/quickLink.d2l?ou={0}'. At the bottom of the form are three buttons: 'Save and Close', 'Save', and 'Cancel'.

*New Topic - Quicklink page*

11. Click **Save and Close**.

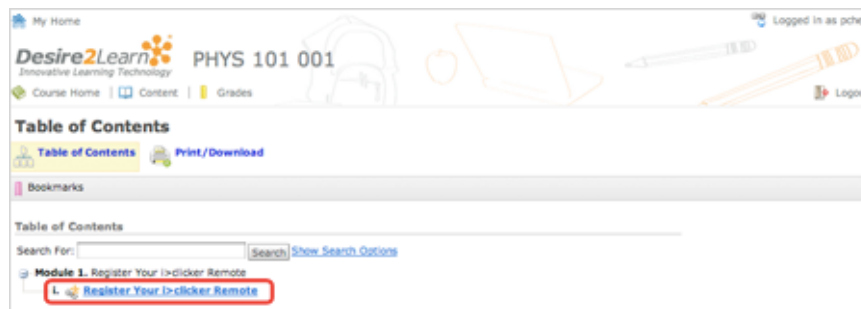
### Directions for STUDENTS to register their i>clicker remotes:

1. Log into D2L and select your course.
2. Once on your *Course Home* page, click the **Content** toolbar link in the Desire2Learn header area.



Content toolbar link in the D2L header

3. From the *Table of Contents* page, find and click the **Register Your i>clicker Remote** link.



Course Table of Contents page

4. The *Register Your i>clicker Remote* page appears. Enter your i>clicker remote ID and click **Register**.



Register Your i>clicker Remote page

5. Your remote is now registered. You can remove your remote registrations from Desire2Learn at any time by clicking **Remove** on the *Register Your i>clicker Remote* page.

**Other relevant facts for students about registration:**

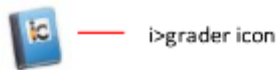
- Even if students are using i>clicker for more than one course, they only need to register their clickers in one course. Their registration data will automatically be applied to all of their other Desire2Learn courses using i>clicker.
- Students can share clickers with a friend/roommate as long as they are not using i>clicker in the same courses.
- Students can register more than one clicker in Desire2Learn. If, for example, students break a clicker, they can register additional clickers through the same tool and all of their registered clickers (and their votes) will be tied to their Desire2Learn ID.

## Step 4: Synchronize Your Roster

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

### To import your LMS class roster into i>clicker/i>grader using *Integrate*:

1. Open your **iclicker Win** or **iclicker Mac** folder and double-click the i>grader icon to start the i>grader application.



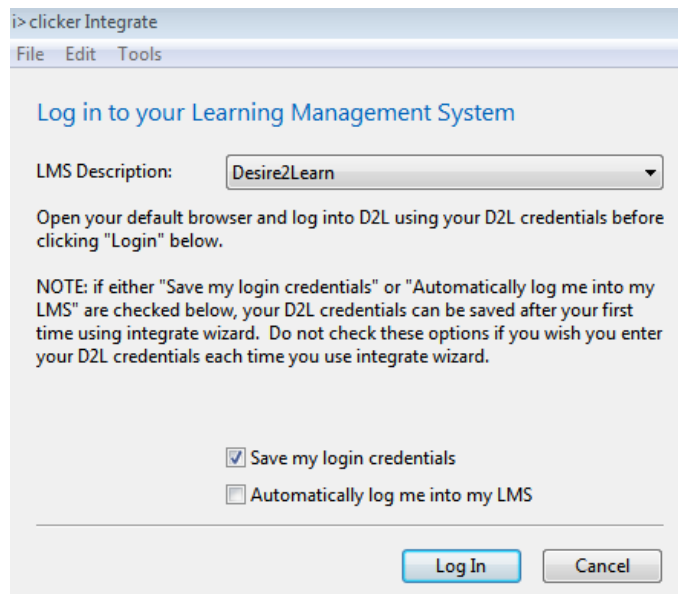
2. Select your course name from the course list and click **Choose**.
3. If you have not yet used the **Import Roster** feature in i>clicker integrate, the **Roster not found** window appears. Click **Download Roster** to download your LMS course roster.

**IMPORTANT:** Before clicking "Log In" in the *Integrate* window, you must open your default browser and log into D2L using your D2L username and password. Leave the browser window open during the following steps.

4. The *i>clicker Integrate* window appears. Your LMS server name should pre-populate the **LMS Description** in this window. Click **Log In**.




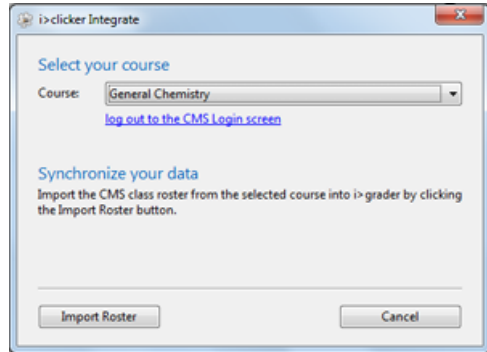
**NOTE:** If your campus is transitioning to a new version of your LMS or you use multiple LMS platforms, your administrator may have set up *Integrate* to enable multiple LMS options. In this case, select the LMS you are currently using from the **LMS Description** drop-down control. This is atypical, but ask your administrator if you are not sure.

A screenshot of the 'i>clicker Integrate' application window. The window title is 'i>clicker Integrate' and it has a menu bar with 'File', 'Edit', and 'Tools'. The main content area is titled 'Log in to your Learning Management System'. Below the title, there is a dropdown menu for 'LMS Description' with 'Desire2Learn' selected. Below the dropdown, there is a paragraph of text: 'Open your default browser and log into D2L using your D2L credentials before clicking "Login" below.' Below this text is another paragraph: 'NOTE: if either "Save my login credentials" or "Automatically log me into my LMS" are checked below, your D2L credentials can be saved after your first time using integrate wizard. Do not check these options if you wish you enter your D2L credentials each time you use integrate wizard.' At the bottom of the window, there are two checkboxes: 'Save my login credentials' (checked) and 'Automatically log me into my LMS' (unchecked). At the very bottom, there are two buttons: 'Log In' and 'Cancel'.

**TIP:** To save time in future sessions, check both check boxes to save login credentials and automatically log in. You can always reset these later if needed, but selecting both will save you time as you use *integrate* going forward.


- Once logged in, you will be prompted to select your course. Using the drop-down control, select the course or section for which you wish to import your LMS roster and click **Import Roster**.

 **NOTE:** you may need to minimize your browser and/ or bring i>clicker integrate into focus.

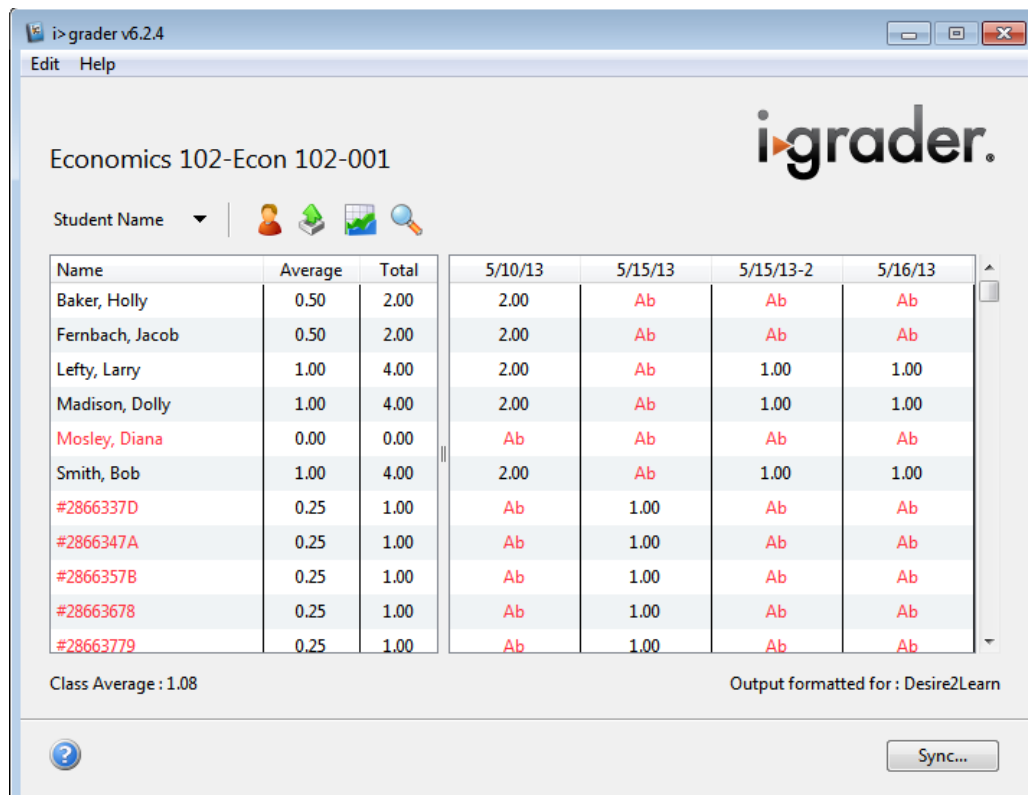


CMS integrate Select Course for roster download

- A confirmation message will appear, indicating that the file was successfully written into your i>clicker course folder. Click the **Restart i>grader** button to refresh your roster in i>grader.

 **NOTE:** If a copy of your LMS 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.

- In i>grader, registered students appear in black, while unregistered students and unregistered clickers (if any) appear in red.




i>grader Home Page showing both registered and unregistered students in the roster

8. Repeat steps 1-7 for each of your i>clicker courses.

**To update your i>clicker roster with new registration information (either to account for your add/drop period or to better reflect late registrations):**

1. Click the **Sync...** button from within i>grader.
2. A dialog box will appear asking if you want to use *integrate* to synchronize your roster. Click **Yes**.
3. Repeat steps 4-7 from above to download the latest version of your roster.

 **NOTE:** As noted above, you will be given the option to replace your LMS roster or cancel the import via *integrate*. Since you are updating your class roster (or registrations), click **Yes** to overwrite the existing roster file.



## Step 5: Upload Your i>clicker Polling Data

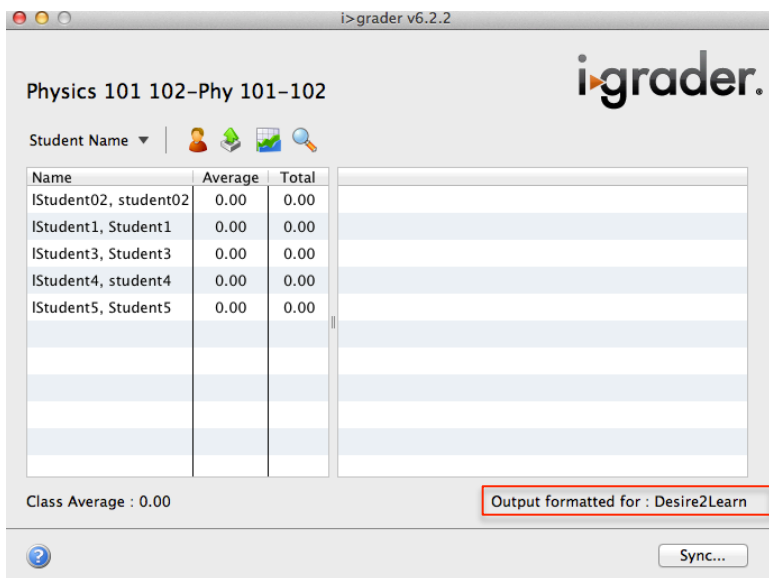
After you've polled your students in class, your polling data will appear in i>grader – the i>clicker gradebook application. i>grader gives you access to all student polling information collected by i>clicker. With it, you can view students' points, adjust scores, delete questions, synchronize late registrations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

### To upload i>clicker scores into your LMS gradebook:

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




2. The i>grader Home window appears, and displays your student names and scores.



i>grader Home screen

**TIP:** Make sure the correct LMS is listed next to **Output formatted for**. You can amend your LMS selection in i>clicker's **My Settings**.

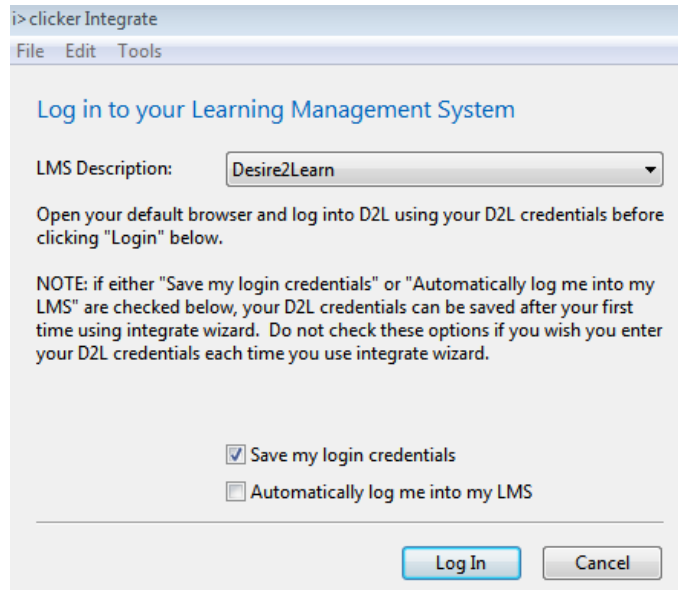
3. Click the **Export**  button.
4. The *Select session to be exported* window appears. Select the session(s) you wish to export and click **Export**.

**TIP:** You may re-export grades for the same session(s) into your LMS 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 the LMS. Most manual changes you made (to individual students) within the LMS will not be changed by new data uploads from i>clicker/*integrate*. See the Troubleshooting section for information on how i>clicker *integrate* handles conflicting scores for the same session(s).

5. The *Export Complete* window appears indicating that i>grader has successfully exported your student data. Click **OK**.
6. The *Confirm Upload* window appears. Click **Yes** to upload your data to your LMS.

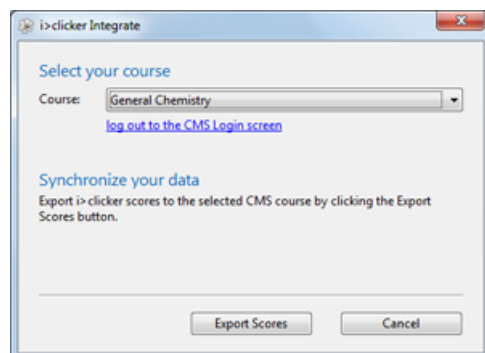
- The *i>clicker integrate* window will open automatically. If you previously selected the auto-login option, you will be automatically connected to your LMS account. If you did not select auto-login, you will be prompted to log in.

**IMPORTANT:** Open your default browser and log into D2L using your D2L username and password. Leaving the browser open, click **Log In**.



LMS Integrate Login

- Once you've successfully logged into your LMS, you will be prompted to select your course. Select the relevant course or section from the drop-down list and click **Export Scores**.



LMS Integrate Select Course to upload scores

- Your *i>clicker* polling scores will upload directly into your LMS course. You will receive a confirmation message when the upload is complete. Click **OK** to dismiss this window.

**NOTE:** The scores will be uploaded into your LMS Gradebook as numeric quiz grades in the **i>clicker polling data scores** category. You will be able to edit individual student *i>clicker* scores within the LMS after you've uploaded the data.

- Repeat steps 1-9 for every course for which you are using *i>clicker*.

## Step 6: Review i>clicker Scores in Desire2Learn

Once you have uploaded your i>clicker polling data to your Desire2Learn course, you can review the scores within the LMS.

### To view uploaded i>clicker scores in your Desire2Learn Gradebook:

1. Log in to Desire2Learn and select the course for which you wish to view your updated gradebook.
2. Once on your *Course Home* page, click the **Grades** toolbar link in the Desire2Learn header area.



Grades toolbar link in the D2L header

3. The **Grades** page will open. Click Switch to Spreadsheet View to view and edit i>clicker scores. The session scores will appear as numeric scores in may be edited like any other scores within Desire2Learn.

The screenshot shows the 'Enter Grades' page in spreadsheet view. At the top, there are tabs for 'Enter Grades', 'Manage Grades', 'Schemes', and 'Setup Wizard'. Below the tabs are buttons for 'Import', 'Export', and 'More Actions'. There is a 'View By' dropdown set to 'User' and an 'Apply' button. A search bar is present with a 'Show Search Options' link. A 'Switch to Standard View' button is on the right. The main area is a table with columns for student names and various assessment scores. The 'Final Grades' section has columns for 'Final Calculated Grade' and 'Final Adjusted Grade'. At the bottom, there are 'Save' and 'Cancel' buttons.

First Name, Last Name	4_30_13	Fin 300 Quiz	5_2_13	5_10_13	Final Grades	
					Final Calculated Grade	Final Adjusted Grade
Brown, Mary	1 / 1	/ 2	/ 1	1 / 1	- / -, -%	/
Dee, Fernbach	/ 1	2 / 2	1 / 1	0.5 / 1	- / -, -%	/
Student3, IStudent3	/ 1	/ 2	/ 1	1 / 1	- / -, -%	/
Istudent4, IStudent4	/ 1	/ 2	/ 1	/ 1	- / -, -%	/

Grades with i>clicker scores

**NOTE:** If you would like to view grades in Standard View and are having trouble: log into D2L, click on course, go to grades > manage grades and click on Settings. Under Grade Details, check the options "Point grade" and "Grade scheme symbol". Scroll down and click Save. Go back to view grades.

## Troubleshooting

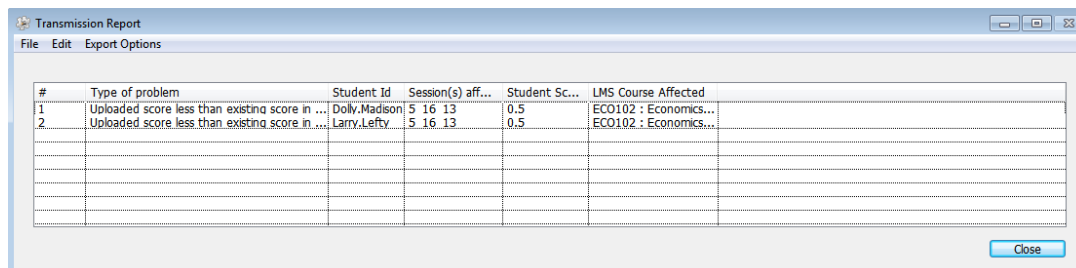
In general, when you upload your i>clicker polling data into your LMS, the experience will be seamless and won't require further work. Although rare, there are a few possible discrepancies or errors that could occur with this process. The following scenarios describe situations that will result in an integrate discrepancy.

### Your student is not in your LMS roster but is in your i>grader roster.

This will be a very rare occurrence. In order for this error to occur, 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 LMS roster as the most up-to-date resource for your most current roster file.

### The uploaded scores (from i>clicker) are lower than those previously recorded in your LMS for a 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 9/12/2011 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 your LMS. If you later re-upload (intentionally or accidentally) the 9/12/2011 i>clicker scores into your LMS and the score for Jane Doe is lower in i>grader than in your LMS, 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 LMS score (i.e., lower Jane Doe's score again), you will need to make this change within your LMS, not i>grader. Note that while lower i>grader scores will not override adjustments you made in your LMS gradebook, higher i>grader scores will overwrite lower LMS grades without a discrepancy notice.



#	Type of problem	Student Id	Session(s) aff...	Student Sc...	LMS Course Affected
1	Uploaded score less than existing score in ...	Dolly, Madison	5 16 13	0.5	ECO102 : Economics...
2	Uploaded score less than existing score in ...	Larry, Lefty	5 16 13	0.5	ECO102 : Economics...

### 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 your LMS gradebook).

The best way to avoid this error is to rely on your LMS roster as the most up-to-date resource for your most current roster file. When you synchronize the most current version of your LMS 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, and then dropped the class). In this case, you may delete the voting logs for that Remote ID from within i>grader by clicking the Remote ID and selecting the "remove" option. Please see the i>grader documentation for additional details.



**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.

