Create the iClicker Cloud (REEF) -association Link in Blackboard.

Select your iClicker Cloud course and open the course settings by clicking the Edit button on your iClicker Cloud Instructor dashboard or click the gear icon in the side panel.
The following window will appear:

- Select the "Grade Sync" tab on the side panel.
- Then click on Go to Grade Sync settings
The following window will appear:

1. Turn the Grade Sync Integration **ON**

2. Click on the dropdown menu

3. Select Blackboard as your platform
- Select Simple LTI 1.1 Grade Sync
- Click “NEXT”
Click on Copy Link

**Note:** This link is unique for each iClicker Cloud course so you will need to follow the same steps for each course you are integrating with Blackboard.

Whenever you sync your scores from iClicker Cloud to Blackboard, an email reminder will be sent to any student who has not yet used the iClicker REEF-association link within Blackboard. You can turn this option off by unchecking the box.
- If the following box appears after you click on Copy Link go ahead and click on “Allow access”

- Click SAVE so your settings can be saved to your iClicker course.
• Now open your Blackboard course’s home page and make sure that **Edit Mode** is set to **ON**.

• Select **Build Content** to reveal a drop-down menu.

• Then select **Web Link** under the Create section of this menu.
Complete the **Web Link Information** section:

- **Name**: iClicker REEF *(recommended)*
- **URL**: *(paste the URL copied from your iClicker Cloud course settings)*
- **This link is to a Tool Provider**: selected
- **Enable Evaluation**: Yes
- **Points Possible**: *(total points all iClicker REEF sessions will be worth in your course)*
- Complete the Description section (optional)
  - Click this link to launch a special instance of iClicker REEF, then log in or create a new iClicker REEF account if you don’t already have one. Signing into iClicker REEF through this link will allow me to synchronize your iClicker REEF scores with this Blackboard course.
  
  IMPORTANT: Do not include any line breaks in the description section as this will cause the link to not work. This is a known issue with Blackboard.

- **Click Submit** to complete the tool set-up for your course.
• An iClicker REEF icon will now appear on the Home Page of your course.

Direct your students to use the iClicker REEF-association link.

Students need to sign in to their Blackboard course and use the link you created to sign in to their iClicker REEF account or create a new account if they don’t already have one.

• Using the Blackboard link automatically adds your course to the student’s account; the student won’t have to search for your course to join it.

• Students only need to use the iClicker REEF-association link once to allow you to sync their score. Once the association is made, students may choose to go directly to the iClicker REEF website or use the mobile app to use iClicker REEF.

• Returning students choosing to use the iClicker REEF-association link in Blackboard will be automatically logged into iClicker REEF through single sign-on (SSO) and taken directly to your iClicker REEF course page.
**iClicker Cloud Grade Sync with Blackboard**

- Access your iClicker Cloud Instructor account and click **Launch Gradebook** to synchronize your grades.
Once you've been taken to the online gradebook, click Sync Grades to LMS.

The green dot next to each student in the LMS Connection Column indicates that the student have used the iClicker REEF-association link within Blackboard.
Once you sync the grades, it will give you the date of the last synchronization of the grades to Blackboard.

- The **Total** column of the student gradebook is the one that will be synched to Blackboard.
To see the iClicker REEF polling column in Blackboard, log in to your Blackboard course and Click on “Full Grade Center” on the side toolbar and you will find the iClicker REEF Polling column.
Sync Grade Error

- If a student has dropped your course and is no longer listed on your Blackboard roster but is still listed on your iClicker roster, when you try to sync grades to Blackboard the following message will appear, “An error occurred while syncing”, next to the Sync Grades button.

- To stop this error from occurring, you will have to remove the student(s) who have the triangle by their name from your iClicker instructor course roster.

- Before removing the student(s) from your iClicker roster, double check that they are no longer listed in your Blackboard course.
Sync Grade Error cont.

**STEPS:** How to remove students from your iClicker instructor course:
1. Go to your iClicker instructor course and click on the “Roster” tab.
2. Make sure you are on the “Active Students” tab.
3. Check the box next to the student(s) you wish to remove.
4. Click the “Remove” button.
Sync Grade Error

**Note:** When you remove a student from the “active students” tab, they will be moved to the “removed students” tab and will no longer have access to your course.

To check if a student has been removed:

5. Make sure you are on the “Removed Students” tab.
6. Look for the student’s name.

When you finish removing the student(s) from your iClicker course:
Go back and sync the grades to Blackboard.
How grades sync to Blackboard

- iClicker Cloud score totals are synced to Blackboard as percentages normalized to the points you defined in Blackboard. While points in iClicker Cloud are built up from zero, the scores in Blackboard start at the maximum number of points and are updated every time a sync is performed.

EXAMPLE: Halfway through the term, an instructor has run 20 polling sessions worth a total of 160 points. In Blackboard, the instructor defined the iClicker REEF column grade item to be worth 50 points for their course. A student with a iClicker Cloud score of 120 points will show a Blackboard score of 37.5 points when syncing scores.

- iClicker Cloud: \( \frac{120 \text{ pts earned}}{160 \text{ pts possible}} = 0.75 \)
- LMS: \( (0.75)(50 \text{ pts possible}) = 37.5 \text{ pts earned} \)
• Even though the percentage shown in iClicker Cloud is shown as an integer, the synchronized percentage retains greater precision so that the Blackboard score is converted accurately.

EXAMPLE: After the first week of class, an instructor has run sessions worth a total of 6 points. In Blackboard, the instructor defined the iClicker REEF column grade item to be worth 100 points for their course. A student with an iClicker REEF score of 5 points will show a REEF percentage of 83%, but the conversion in Blackboard displays 83.33.

• iClicker Cloud: (5 pts earned) / (6 pts possible) = 0.8333 or 83% when rounded

• LMS: (0.8333)(100 pts possible) = 83.33 pts earned