Create an iClicker Cloud Instructor Account:

1. Click on the iClicker Cloud icon on your computer to open the log-in window.
2. Click on create account.
Then you’ll need to complete the form.

- Your Institution: The University of Texas at El Paso
- Select your Discipline
- Enter your First and Last Name
- Use your UTEP email address
- Create/Confirm password (can be new or existing, make sure it has the requirements list)
- Leave “Instructor Remote ID” blank
- Make sure to click on “Agree to the Privacy Policy and Terms of Use”.
- Click on Create.
How to create a Course:

1. Click on **New Course** button.

2. Fill out the form:
   - Institution: The University of Texas at El Paso
   - Course Discipline: *(Select your discipline)*
   - Course Name:
     Subject #### CRN ####### Semester/Year
     *(When naming your course use the above format)*
   - Choose a Start Date and End Date for the Course
   *Any other information is optional.*

3. Click on “Create”.
When you create a course, the course name will appear in the main **Courses window**.

- Only your active courses are available on the Course page.

**Now that you have created your course make sure your students have a iClicker REEF account so they can add your course and you can start using iClicker polling in your class.**
Customizing Your Course Settings:

To customize your course settings click on the three dots, the menu of available options will open. To edit the course information click on settings.
“Course Details” contains what the students see when they search and join the course.  
(This information was previously inputted when course was created)
“Polling” is where settings for polling session are set. It has three sections.

- Sharing
- Scoring
- Toolbar
1. **Polling**: allows instructors to control the way questions (images) are shared on students devices, as well as overall class results for each question.
2. **Scoring**: Students can earn points through Participation *(per session)* or Performance *(per question)* or Both.

To earn *participation points* students must meet the requirements set by you for each session.

**From the drop-down menu, pick the percentage of questions students must respond to in order to get points and enter the number of points the student will earn.**
To earn **performance points** you determine the point value earned for correct responses and for responding.

**You can use decimals or whole numbers.**

Note: Point values can be changed as needed. Changes to point values only impact future sessions. If you have had sessions prior to changing your point values and you want to update those sessions, you will have to go into your course’s **Session History** to make those changes.
3. **Toolbar**: Allows you to adjust the timer for the session.

There are two options to choose from:

- **Count up** starting from 0 seconds (you stop the timer). You can vary times per question.
- **Count down** from your choice amount of time (min:sec) to 0 seconds.

**Note**: The time will be the same for all the questions in the session if using the count down option.