iClicker Cloud Online Gradebook Overview

Log into your iClicker Cloud instructor account and choose the course you would like to see student progress in.

- Click on **Launch Gradebook**, this will open a new browser that takes you directly to your course Gradebook online.
View detailed information about your student's point totals for all sessions in your online Gradebook.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>LMS Connection</th>
<th>Total</th>
<th>Performance</th>
<th>Participation</th>
<th>Session 32 - 09/26/2015</th>
<th>Session 27 - 09/26/2016</th>
<th>Session 25 - 09/19/2015</th>
<th>Session 24 - 09/17/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Average</td>
<td></td>
<td>4.1%</td>
<td>0.3%</td>
<td>12.6%</td>
<td>0.22 / 1.00</td>
<td>0.00 / 1.00</td>
<td>0.00 / 1.00</td>
<td>0.00 / 1.00</td>
</tr>
<tr>
<td>Gómez, Lizette</td>
<td>✅</td>
<td>8.7%</td>
<td>0.3%</td>
<td>27.0%</td>
<td>No Response</td>
<td>No Response</td>
<td>No Response</td>
<td>No Response</td>
</tr>
<tr>
<td>Martínez, Geisemani</td>
<td>�渌</td>
<td>3.6%</td>
<td>0.3%</td>
<td>10.6%</td>
<td>1.00</td>
<td>No Response</td>
<td>No Response</td>
<td>No Response</td>
</tr>
<tr>
<td>Rojas, Irene</td>
<td></td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>No Response</td>
<td>No Response</td>
<td>No Response</td>
<td>No Response</td>
</tr>
</tbody>
</table>
Adjust between viewing your student's overall totals by **points** or percentages.
Click on a student's name to view their individual profile.
You can view each student's overview, grades and session details.
To return to your course and see all students again, click on the course name in the header.
Online Gradebook: Editing a Student's Scores

- Click on the student's grade that you would like to edit.

- Edit the score for either **Performance** or **Participation** by clicking in the box and inputting the new score.
Once you have entered the new score, an alert will display showing you the new **Total Points** and by how much the score was adjusted. Click **Save**.
You can now view your updated Gradebook.

Grades that have been updated display a **gray triangle** in the upper corner that, when hovered over, display an alert stating that the original data has been edited.
Combining Multiple iClicker REEF Accounts for the Same Student

If you have a student who has created multiple iClicker REEF student accounts and each is appearing in your Gradebook, you can now merge those accounts together and keep only the account that the student is using.

- Go to your Roster tab to see a list of the students currently enrolled in your course.
- Find any students listed who have multiple accounts. Ask them which account they would like to keep and which one needs to be removed.
Go to your Gradebook tab and click on the student's name to pull up their profile.
Before editing you'll want to ensure that you are making changes to the correct account.

Check the e-mail to see if this is the account you'll be merging scores with or removing.

Click on your course name to return to your Gradebook.
• Click on the scores from the student's incorrect account that need to be merged into their current account.
• Write down or print out this information so that you can transfer it to the correct account.
• Click on the **No Response** score that you would like to edit for the correct account.

**Note:** If you are syncing iClicker REEF scores to Blackboard and a student has two accounts, then you would make changes to the student account that is synced with Bb (this is indicated by a **green dot** in the LMS Connection column.)
• Enter the session scores from the student's incorrect account. You will see an alert display the new **Total Points** and by how many points the student's score will be adjusted. Click **Save**.

• Repeat this for as many sessions as necessary.

• Please note: you can choose to edit each individual session missed or you can adjust one session for all missed points, the semester score will continue to be correct even if the individual session score shows as being over 100%.
Removing a Student’s Incorrect Account:

- Go back to your iClicker Cloud Instructor platform and click on your Roster tab. Choose the e-mail the student would no longer like to use and click Remove.

- Your Online Gradebook will now be updated. The student’s incorrect account will no longer appear and you are able to view the student’s total score for their correct account.