iClicker Cloud
Instructor Dashboard
Overview

Profile and Sign Out
Edit your profile information or sign out of your instructor account.

Course Settings
Click to access settings including: score settings, LMS grade sync setup, and when to share question images.

Online Gradebook
Launch the instructor website to view the course Gradebook and sync scores to your LMS (Blackboard).

Course List
Only your active courses are available on the Courses page.

Start Session
To start a class click on the blue Start class icon to launch your polling session.

Archived Courses
Your past course sessions, grades and history can be accessed through archives.
To start a class:

- Sign in to your iClicker Cloud desktop software and move (hover) your mouse over the course you want to use until you see the blue Start Class icon, click Start Class.

  or

- Click on the three dots by your course’s name and the Course action menu will appear. Select Start Class.
Once the **Start Class** icon is selected, the **Class toolbar** opens with your activity options displayed as icons. You can quickly switch between activities without ending the session.

A = Toggle to minimize toolbar  
B = Open Polling  
C = Open Quizzing  
D = View Attendees  
E = End Class Session
View Attendee Information:

- Click on the **attendees** icon on the Class toolbar, to see how many students have joined the session.
- To view a detailed list of your students click on the **Roster** icon.
- To return to the **Main Class toolbar**, simply click the arrow to the right of the cloud icon.
Run a Polling Activity:

- Once you have a question ready to present to your class, click on the **Polling** icon on the Class toolbar. Polling options will be displayed.
Select the question type you will use from the drop-down menu.

There are currently only 4 types of questions to choose from:

- **Multiple Choice**
- **Short Answer** (limited to 140 characters)
- **Numeric** (limited to 8 digits plus a decimal point. Supports scientific notation and exponents)
- **Target questions** (image)
• If you would like to run an anonymous poll, click on the three dots and select **anonymous**.

• This will turn the anonymous option to **ON** and change the polling toolbar to a dark gray color to indicate you are in anonymous mode. **NOTE:** Anonymous questions are **not gradable**.

• Your polls will remain in anonymous mode until you switch your toolbar back to regular polling (light gray color). This is done by turning **Anonymous to OFF**
• Once you have selected the type of question you would like to use, **start polling** the class by clicking on the **Green play** button.

  **A screenshot of your computer’s desktop is saved to your profile on the cloud when polling is started and if allowed it is also sent to student devices.**

• After you click the **PLAY** button, you will get a time counter and you will be able to see the number of student responses. Instructors have control of how long the timer should run.
• To end the poll, click on the red **STOP** button.

• After you stop a poll, you can show the class how everyone responded by clicking on the **Results** icon. Responses will be displayed in a chart or table. You can also grade questions from this view. **To grade a question**, simply click on the correct answer(s). Correct answers will turn **GREEN**.
Overview of Polling Results Panel

A = Question information
B = Question options (Delete, Select All)
C = Toggle to open/close side image thumbnail panel
D = Compare results
E = Question navigation
• When you are finished with the results panel, click the **Results** icon again to hide the panel.

• Now you are ready to ask another polling question. Remember to have the question visible on the computer screen and choose the question type first before you start the next poll.
Run a Quizzing Activity:

- iClicker Cloud **does not** take a screenshot of your quiz questions.

- Instructors must provide students with a paper copy of all quiz questions or display all questions at once on the classroom screen.

- Before starting the quiz, make sure all of your students are ready.

- To begin getting ready to run a quiz, click the Quizzing icon on the Class toolbar. This will bring up the Quizzing Setup window.
• In the Quizzing Setup window, enter the number of questions on the quiz. You can also modify the Quiz Name and Points per Question on this screen.

• Press **START**. This will bring up the Quizzing toolbar.
• To start a quiz, click on the **GREEN PLAY** button.

• After you click the **PLAY** button, you will get a time counter and you will be able to see the number of student who have submitted their quizzes.

• Once you start the quiz, students can join the quiz session and respond to questions at their own pace and in whatever order they like.

• **To end a quiz**, click the **STOP** button. Quiz activity cannot be restarted after it has ended. If a student fails to submit their quiz, any responses they chose will still be recorded.
After you stop a quiz, you can show the class how everyone responded by clicking on the **Results** icon.

You will get a warning that you are about to show the quiz results. If you do want to show the class the results click on **“View Answers & Results”**

**NOTE:** If you don’t want to grade quizzes in class, you can always view and grade quizzes after class on the iClicker Instructor Website.
Overview of Quizzing Results Panel

A = Question information
B = Toggle to open/close side question list panel
C = Add/remove question to list (only available before quiz has started)
D = Option to share results and feedback after the quiz ends (only available when all questions are graded)
E = Question feedback (up to 1000 characters per question)
F = Question navigation
Selecting Correct Answers on a Quiz

- To grade a question, simply click on the correct answer(s). Correct answers will turn **GREEN**. A check mark will also appear below the correct response and the word **GRADED** badge is shown next to the question number.

- You can provide Feedback on question to all students.

- Check the box next to Share results and feedback after the quiz ends if you want to allow students to see responses per question, access feedback, and view graded results. Otherwise, students will only see their total points for the quiz.

- When you are finished with the results panel, click the Results icon on the toolbar to hide it.
Ending a Class Session

• If you have no more questions to ask or quizzes to give and you wish to end the class session, click on the arrow to the right of the cloud icon. This will take you back to the main Class Toolbar.

• On the main Class toolbar, click the X to end the session.

• The following window will pop-up. To end the session without student feedback click “End Class”. If you would like to gather post-class feedback from your students click “End Class with Exit Poll”
• When you select “End Session with Exit Poll”, your students are notified to provide feedback about the class in Reef, which they can complete at any time after the poll.

• Students are asked to rate their understanding of the class and describe anything that they would like explained further.

• You can view the number of Exit Poll responses from the Session Details window, which is accessed by clicking on the name of a polling session in the online gradebook. Individual responses can be viewed in a .csv file by clicking Download.