View, Manage, Grade and Export Sessions:

All of your course activity is easily accessed in the Session History section of the iClicker Cloud Instructor website (https://instructor.reef-education.com/#/login). Here you can view polling result charts, set correct responses, assign points, and export session reports.

1. Log into your iClicker account and select the Course you would like to view.

2. By default you will be on the Session History tab. Select the session that you would like to review.
When you select a session, a window will appear showing all the questions that you polled during that specific session.

- You can remove a question by clicking the three dots to the right of the question and selecting “Delete Question”.

**Note:** Once a question is deleted it is not recoverable.
Grading Questions
Questions that have been previously graded will have a green Graded icon (GRADED) by them. To grade questions that do not have this icon by them:

- Click on the question title to open the grading panel.
- Here you can grade ungraded questions or edit previously graded questions.
Grading Questions cont.

• To set the correct response: Click on an answer choice on the results chart to indicate if that response is correct or incorrect.
  
  • Correct responses are shown in green, any other response will be shown in red indicating that it is an incorrect response.
• More than one correct response can be selected on a question.

• If no correct response is indicated, the chart's bars appear purple.
Managing Participation and Performance points:

- The default point value for each correct and incorrect response are initially determined by your course **Settings**.
- These can be accessed by clicking on your settings tab and then click on **Polling**.
- These settings only impact sessions in the future so if you have had sessions prior to changing your default values you'll want to go into your **Session History** and update these sessions individually.
Changing participation and performance points in prior session:

1. Under session history click on the session you would like to change the default points on.
2. Click on the three dots on the right and choose poll settings.
3. You can modify the session name, the question screenshot and results sharing settings, and the scoring settings. Click **SAVE** when you are done

**If you need to change the settings for multiple past sessions, you must update each session’s Poll Settings individually through your Session History (follow Steps 1-3).**
Exporting Session Results for a Course:

iClicker Cloud allows you to export results for all the sessions in the Session History of a course or just an individual session.

- To export all sessions from the Session History dashboard to an Excel file click on the Export All button.
• Then choose the standard iClicker file format to save this file in.
  • You can also choose to include any notes you've entered for attendance sessions. Click Export.

• **Note:** The Export All option does not show individual questions per session. To see questions you must export an individual session.
Exporting an **individual session's results**

1. To export an individual session, click on the session's name on the **Session History** tab.
2. Then click the three dots in the upper right corner and choose **Export poll**.
• Make sure to select the file format as **Session Details**.
• Then click **Export**.
• Save file
• This would be downloaded as an Excel file to your computer’s Downloads folder.
The Excel report contains a detailed breakdown of the session responses and scores including screenshots for each question.

- Incorrect responses are indicated in bold red font.
- No responses are shown as (NR).
- Ungraded questions show (NG).