i>clicker *Integrate* for Canvas v2.2

Instructor Guide

July 2015

Table of Contents

Overview

This guide provides instructions for integrating your i>clicker 7 polling data with the Canvas gradebook. The i>clicker integration with Canvas:

- Enables students to register their i>clicker remotes directly within your LMS.

- Allows you to easily download your class roster and student registrations from your LMS into your i>clicker gradebook.

- Allows you to easily upload your i>clicker session data into your LMS gradebook.

The i>clicker integration with Canvas requires some set up and authentication work from your LMS administrator prior to your use of the integration within i>clicker 7. Please consult your LMS administrator for a pre-packaged i>clicker software folder which contains the necessary integration files. Alternatively, your administrator may provide a single file for you to place inside your i>clicker 7 folder. See the instructions below for what to do with that file.

Note: if you are using i>clicker 6 and not i>clicker 7, please consult the *integrate for Canvas v1.3* instructions.

Guide Objectives

This guide will show you how to:

- Copy the required LMS integration file into your **i>clicker 7** folder (if necessary).

- Specify your LMS version within i>clicker so your polling data correctly uploads into your gradebook.

- Direct students to register their i>clicker remotes within your LMS.

- Download your LMS student roster and registrations the i>clicker gradebook.

- Upload your i>clicker session data to your LMS gradebook.

Step 1: Prepare your i>clicker 7 Folder

💡 **TIP:** Your administrator *may* have provided you with pre-configured i>clicker 7 folder (for Windows, Macintosh, or Linux Ubuntu) customized for your campus. In that case, you won't need to copy the integration file into your course folder because this step has already been done for you.

You should have received the following authenticated file from your campus administrator: **LMS_Wizard.xml**.

Copy this file into the **Resources** sub-folder of your **i>clicker 7** folder.

NOTE: for integration with Canvas, you need to be using i>clicker v7.0.1 or higher. **These instructions are written for i>clicker 7.4.1 or higher.**

Step 2: Configure your i>clicker Software

When you copy the integration file into your i>clicker 7 Resources folder, the software will recognize you are using Canvas as your LMS. You must match each Canvas course to each i>clicker course (for the courses in which you plan to use the integration).

To specify your LMS platform in i>clicker:

1. Double-click the i**>clicker** icon within your **i>clicker 7** folder to start the i>clicker application.

2. When you open i>clicker, you will see the *Welcome Screen* with no courses listed. Click the **+ Create** button to add your course.
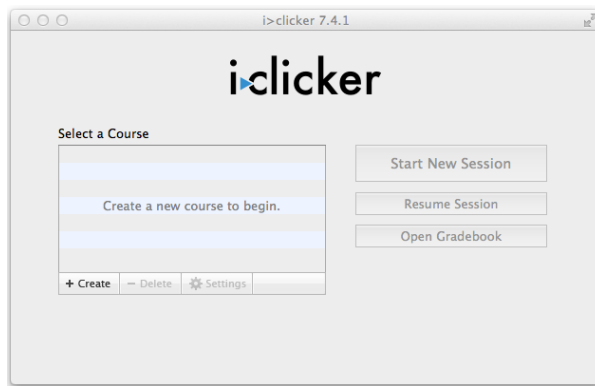
i>clicker 7 Welcome window

> **NOTE:** If you already see your course in the course list, go to step 5.

3. The *Create New Course* window appears. Enter your **Course Name**. This information will serve as the unique identifier for your course.
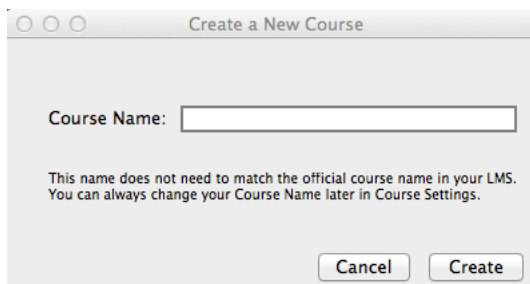
i>clicker New Course window

4. Click the **Create** button. i>clicker automatically creates a new course folder in your i>clicker 7 **Classes** folder. The *New Course* window closes and you are returned to the *Welcome Screen* with your course name in the list of courses.

5. Select your course name from the course list and click **Settings**.
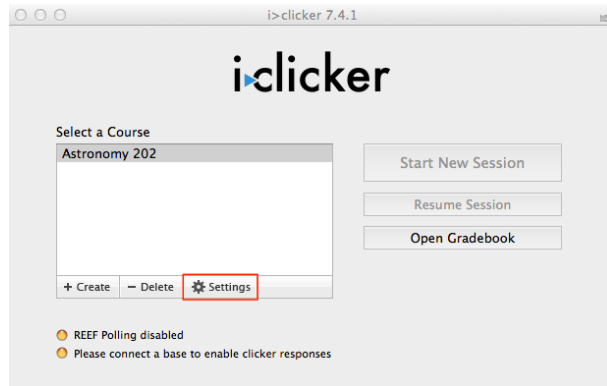
Select course

6. Click the **Gradebook** tab near the top of the settings window.

7. In the **Learning management system (LMS)** section, Canvas should be pre-selected.
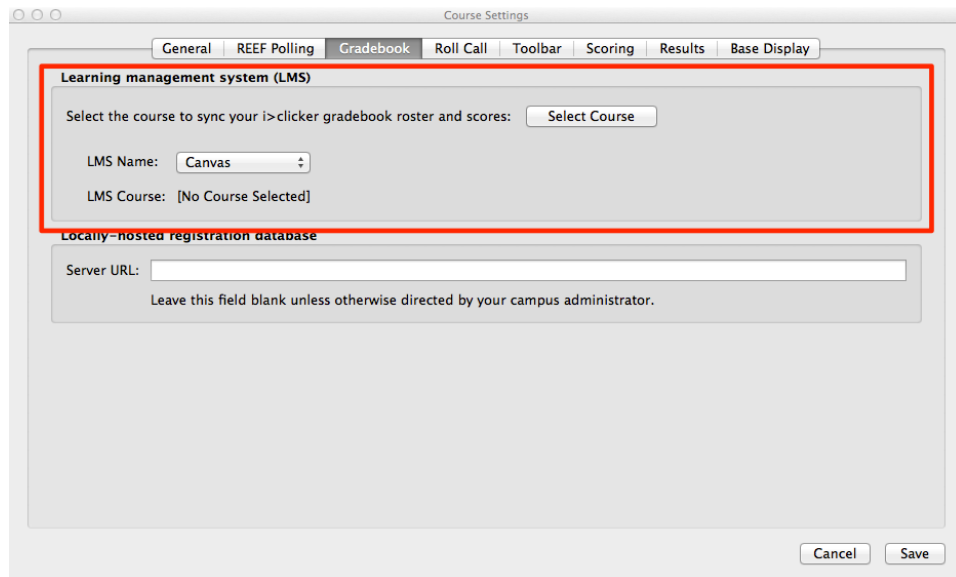
Gradebook tab of the i>clicker Settings window

8. Click the **Select Course** button in the **Learning management system (LMS)** section.

9. The instructions for **Log in to your Learning Management System** are displayed.
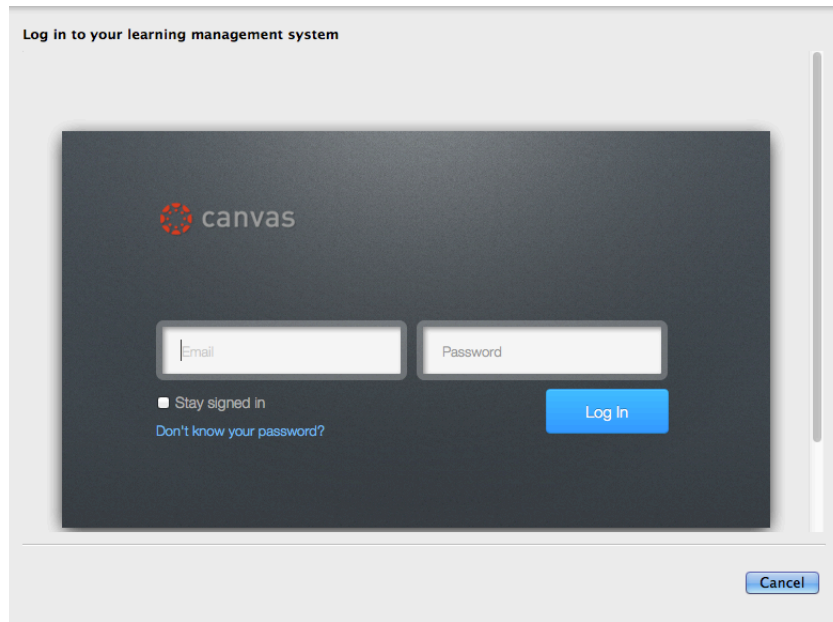
Log in to Canvas

10. Enter your Canvas username and password and click Login. (These are the credentials you use to log into your version of Canvas, which may look different that the image shown.)

    NOTE: if your administrator has allowed your school's instructors to save login credentials, you will see the "Save my credentials and automatically log me in to my LMS" checkbox option. This box is checked by default. If you do NOT wish to save your credentials, uncheck this box before clicking Log In.

11. You will be asked if you would like to share your account with i>clicker, as shown below. To continue, click "Log in".
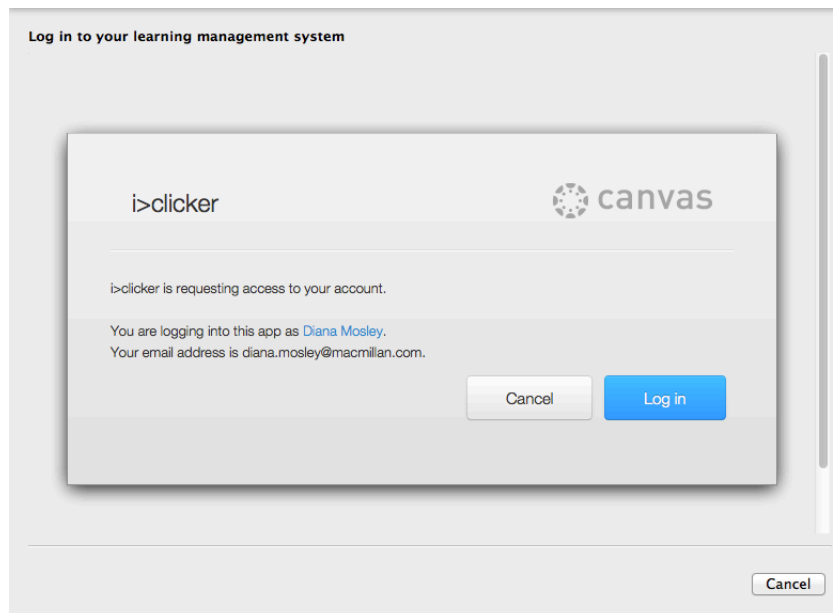
Log in to Canvas continued

12. Your list of Canvas courses should be shown. Select your Canvas course and click **Select**.
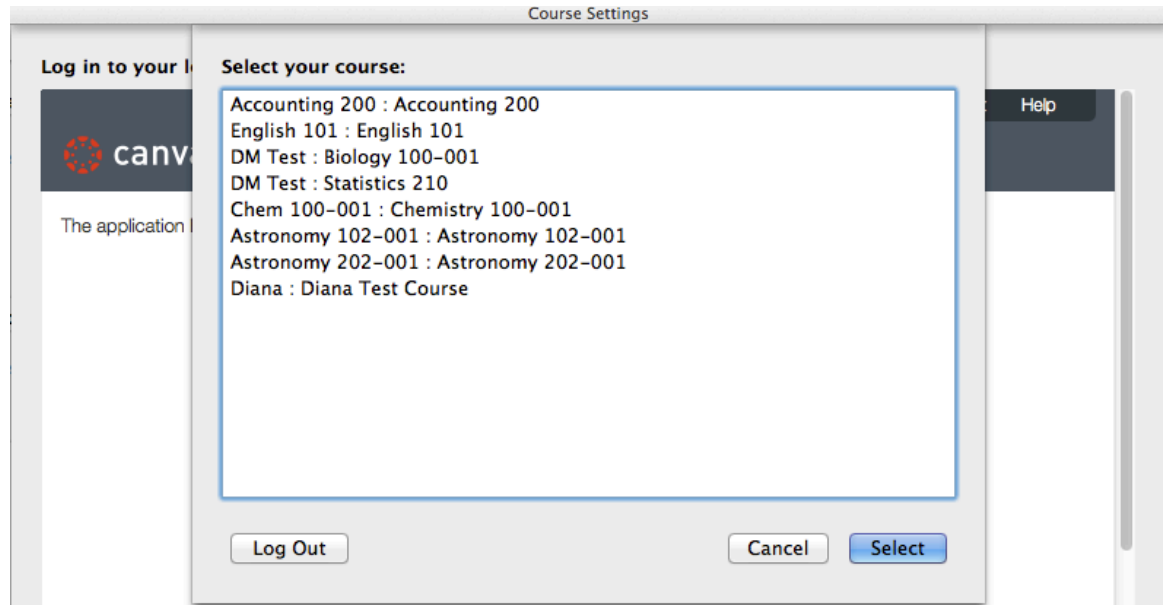
Select your Canvas course

13. Click **Save**.
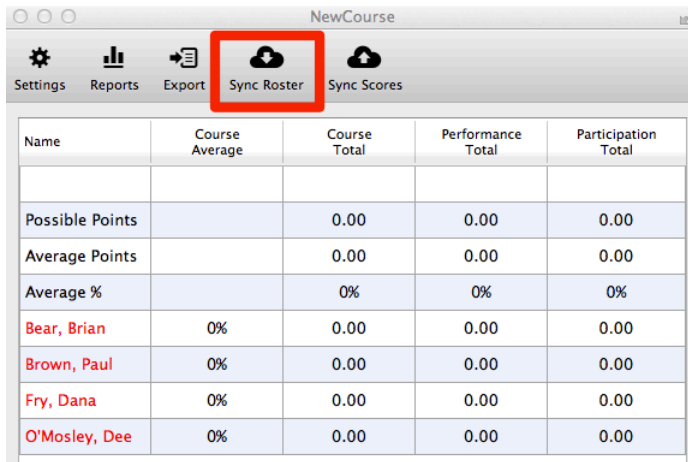
Step 3: Synchronize Your Roster

Once your students have registered their i>clicker remotes within your LMS, you can import your student roster (complete with registration data) into i>clicker so polling data can be credited to your students.

> **NOTE:** For Student i>clicker remote instructions, please see Appendix A.

To import your LMS class roster into i>clicker:

1. Open i>clicker 7 and click on Gradebook.

2. Click the **Sync Roster** icon.

Sync Roster in i>clicker 7 gradebook

3. Your Canvas roster will be downloaded, and you will receive a message that your roster downloaded successfully.

> **TIP:** It is recommended that you Sync Roster after drop/add periods are over in order to keep your roster up-to-date.
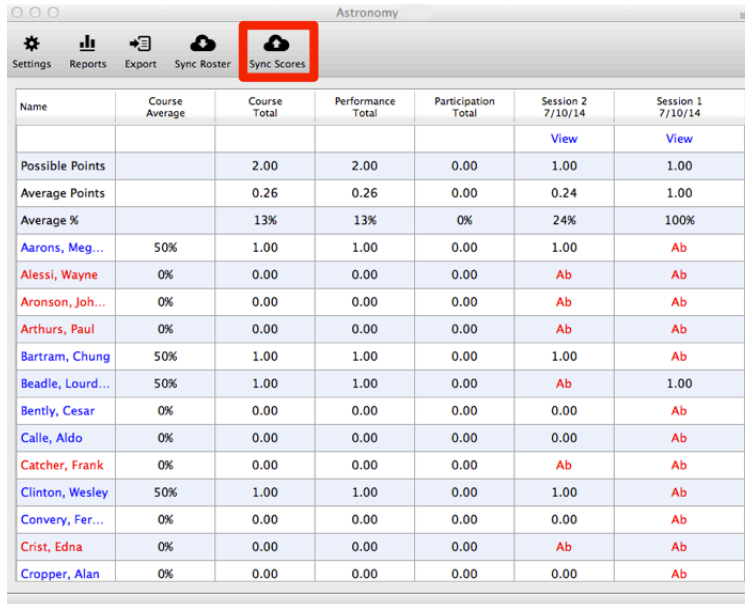
> **NOTE:** If your Canvas credentials were not saved during course setup in i>clicker, you will need to enter your credentials.

Step 4: Upload i>clicker Polling Data

After you've polled your students in class, your polling data will appear in the i>clicker gradebook. You can view students' points, adjust scores, delete questions, synchronize registrations and export/upload student polling data into your LMS gradebook.

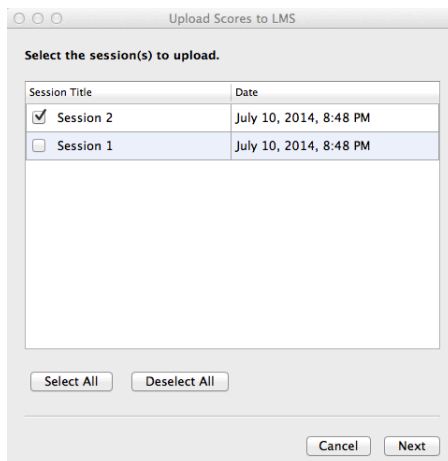**To upload i>clicker scores into your Canvas gradebook:**

1. Launch i>clicker, select your course and click **Open Gradebook**.

2. From the Gradebook main window, select **Sync Scores**.

Gradebook main window

3. The *Upload Scores to LMS* to select sessions window appears. Select the session(s) you wish to upload and click **Next**.
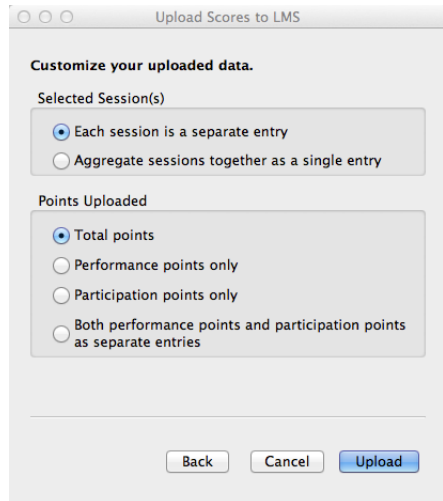
Upload Scores to LMS Select Session window

4. The *Upload Scores to LMS customize data* window appears. From this window you can choose to:

   o Upload each session as a separate entry

   o Aggregate sessions together as a single entry

- o Upload total points
- o Upload performance points only
- o Upload participation points only
- o Upload both performance points and participation points as separate entries

Upload Scores to LMS customize data window

5. Make your selections and click **Upload**.

6. Your data will be uploaded to Canvas, and you will receive a confirmation message.

**NOTE:** If your Canvas credentials were not saved during course setup in i>clicker, you will need to enter your credentials.

NOTE: You will be able to edit individual student i>clicker scores within the Grades section of Canvas after you've uploaded the data. If your admin has allowed you to upload zero value grades as a numeric zero, you will see students who received no points as "0" rather than "-" in the Canvas gradebook.

Step 5: Review i>clicker Scores in Canvas

Once you have uploaded your i>clicker polling data to your Canvas course, you can review the scores within the LMS.

To view uploaded i>clicker scores in your Canvas Gradebook:

1. Log in to Canvas and select the course for which you wish to view your updated gradebook.

2. Once on your *Course Home* page, click the **Grades** link in the left navigation area.
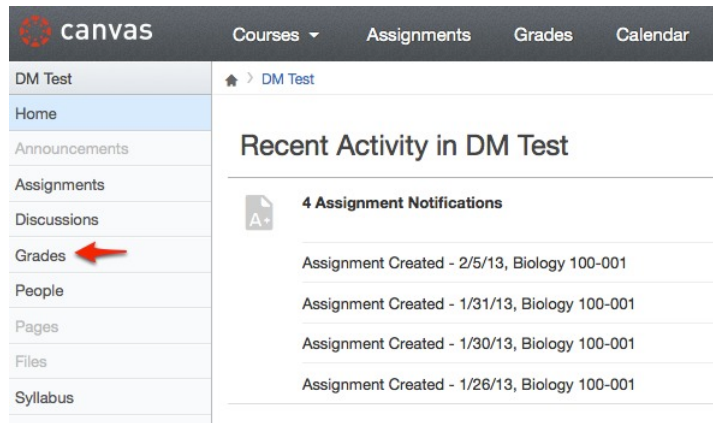
Grades link in Canvas

3. The **Grades** page will open with your newly imported i>clicker scores. The session scores will appear as numeric scores in may be edited like any other scores within Canvas.

Appendix A: Student i>clicker Remote Registration

Students can register their remotes within Canvas by:

1. Log into Canvas and select your course.

2. Click the i>clicker link on the left navigation pane.

Student i>clicker registration page in Canvas

3. Enter your i>clicker remote ID and click "Register".