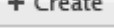
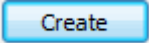


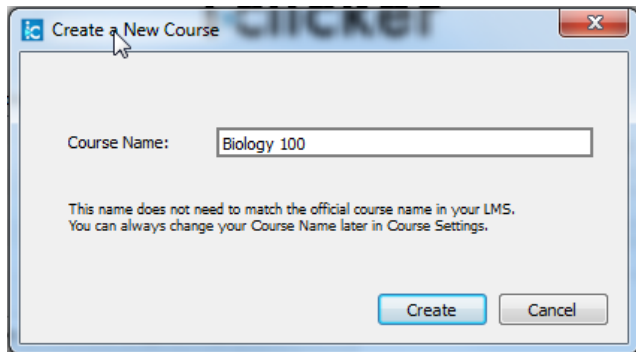
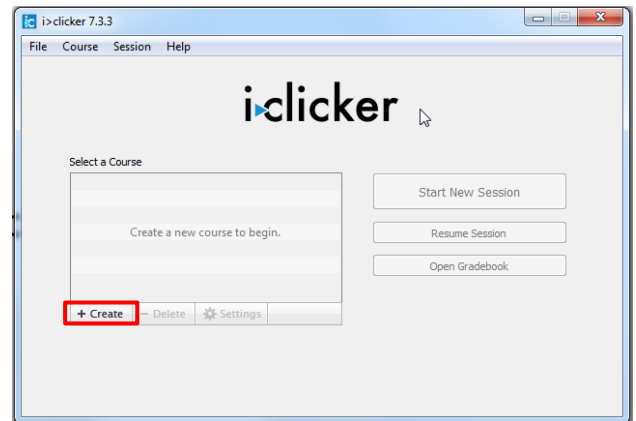
iClicker and Blackboard Integration Instructions

Contents


Create a Course.....	1
Course Settings	1
Obtaining the Security Key.....	2
Syncing the Course Roster	3
Syncing Scores to Blackboard	3
Enabling for REEF Polling	5

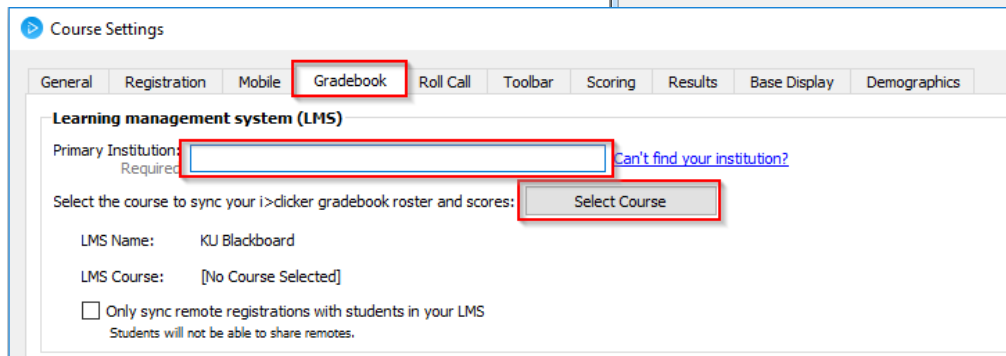
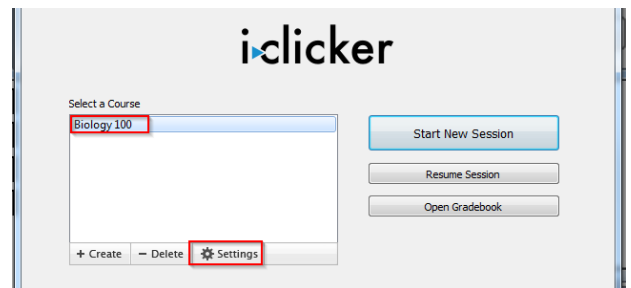
Create a Course

1. Open iClicker and click  Create .
2. Enter appropriate information in the Course Name field and click  Create .

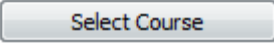
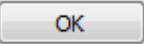



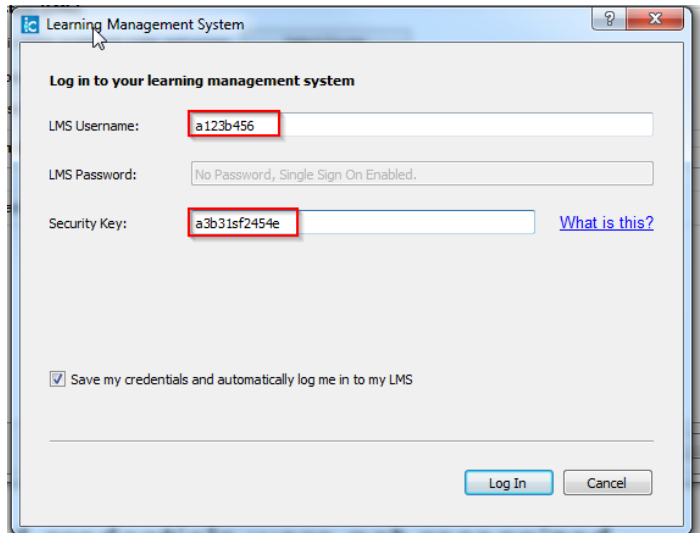
Course Settings

1. Open iClicker, select your course and click  Settings .
2. Click the **Gradebook** tab.



3. Select **University of Kansas Main Campus** in the **Primary Institution** field. You may need to search for the name.

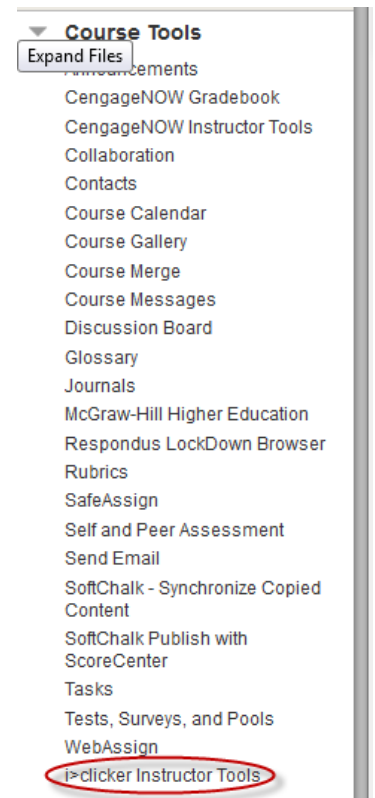
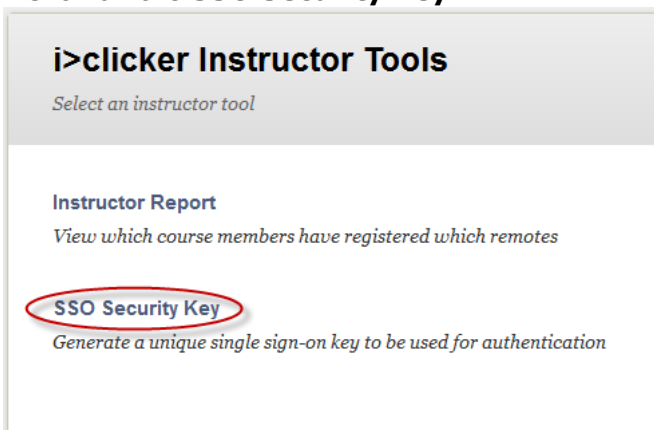
4. Click .
5. A message may appear, stating that your Blackboard credentials were not recognized.
Click .
6. Enter your **Blackboard username** for the LMS Username (KU Online ID - Example: a123b456).
7. You will need to access Blackboard to obtain the **Security Key** from Blackboard.
8. After entering Security Key, click , and locate your course.

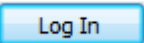


Note: Your **Blackboard course must be available to students** or it will not be available to connect with your iClicker course.

Obtaining the Security Key

1. Login to Blackboard.
2. Access a course in which you are an instructor.
3. Access the **Course Tools** in the **Control Panel**.
4. Click **iClicker Instructor Tools** at the bottom of the Course Tools list.
5. Click on the **SSO Security Key** link.



6. Your Blackboard Username and Security Key will be listed on this screen. Copy your **Security Key**.
7. Return to **iClicker** and enter the **Security Key** in the appropriate field.
8. Click .
9. Select the course from the list.

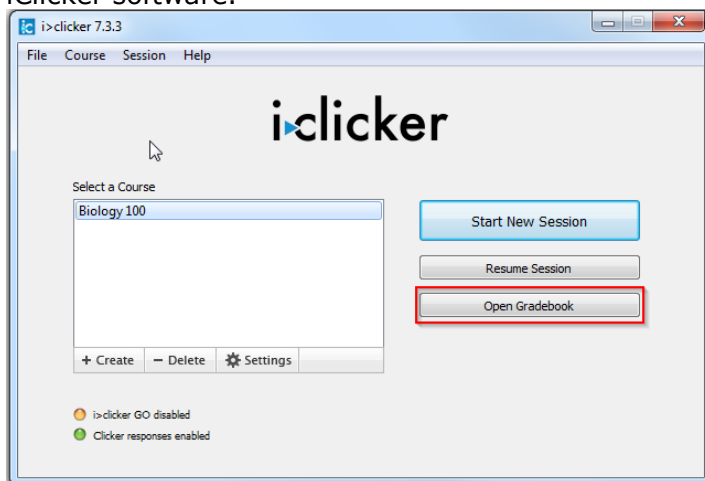
10. Click .

11. Click .

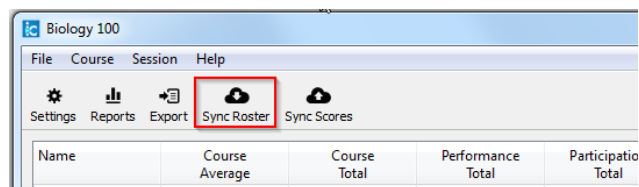
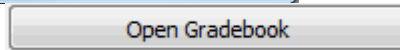
Note: You will receive a message stating that a roster file has not been downloaded. You will be downloading the roster on the next page.

Syncing the Course Roster

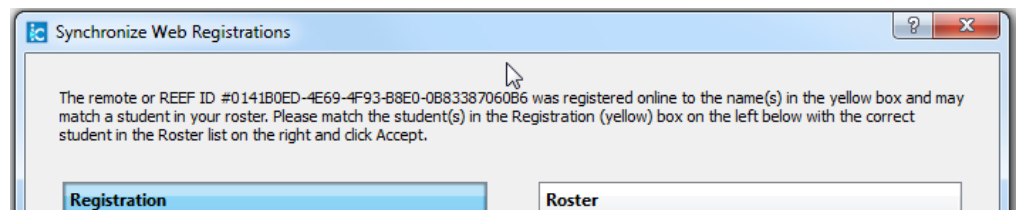
Note: the iGrader software has been replaced by the Gradebook that is contained within the iClicker software.



1. Select the course and click
2. Click **Sync Roster**.

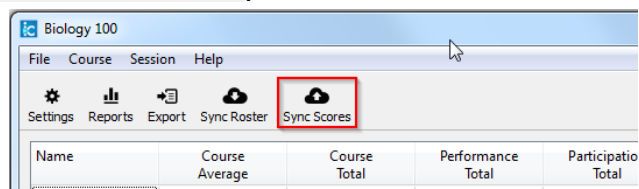
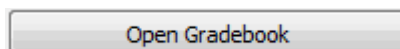


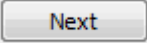
3. If students have registered their REEF license with a username that is different from the Blackboard username, the following window will appear – asking you to connect the registration with the correct student on your Blackboard roster.

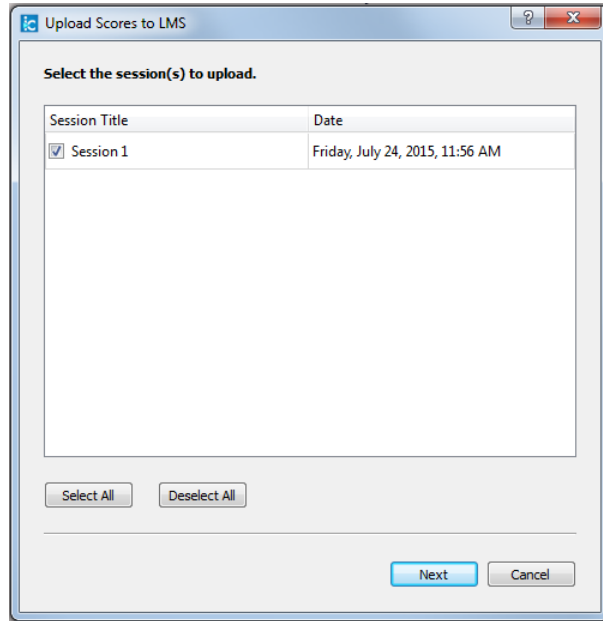



Syncing Scores to Blackboard

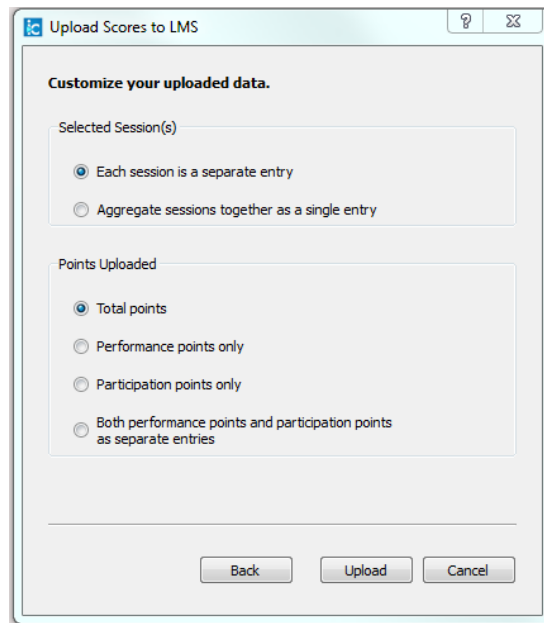
1. Select the course and click
2. Click **Sync Scores**.



3. Select the sessions that need to be uploaded and click .



4. Select the options and click .



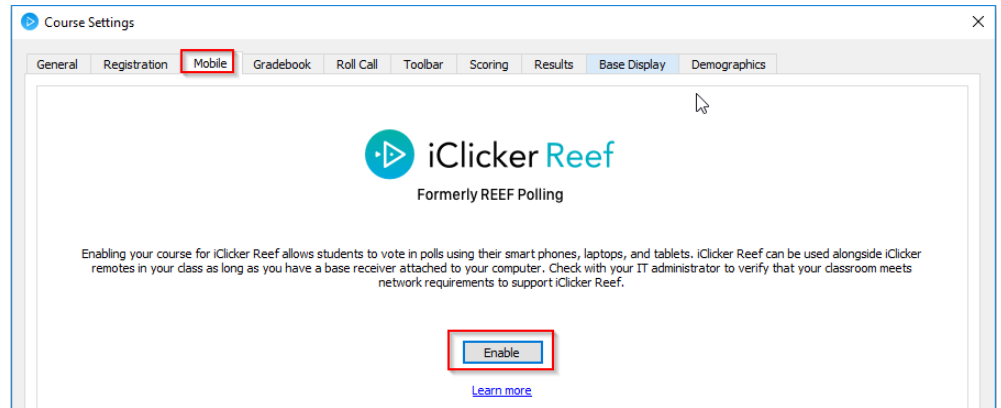
Enabling for REEF Polling

1. Open iClicker, select your course and click



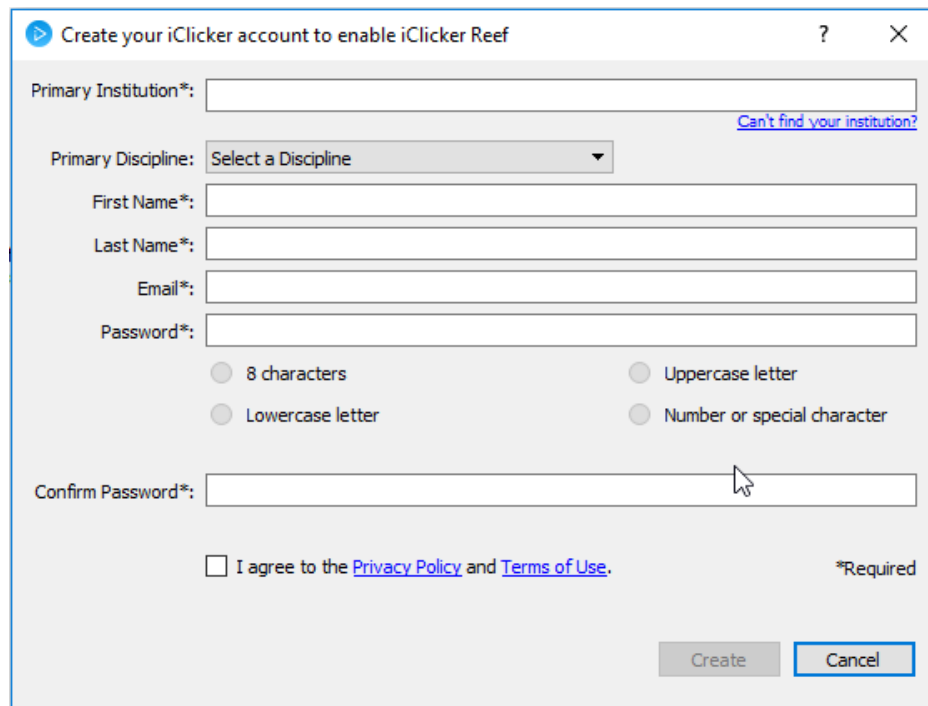
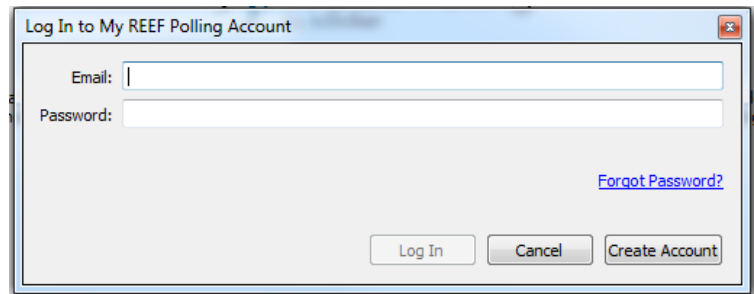
2. Click the **Mobile** tab

3. Click the **Enable** button.



4. **Login** to an existing REEF Polling Account or **Create Account**.

- If you login to an existing account, you will create a course that the students will select when they access the REEF app.
- If you create an account, you will be asked to complete this screen before creating the course.

A dialog box titled "Create your iClicker account to enable iClicker Reef". It contains several input fields: "Primary Institution*" (with a "Can't find your institution?" link), "Primary Discipline:" (a dropdown menu), "First Name*", "Last Name*", "Email*", and "Password*" (with radio buttons for "8 characters", "Lowercase letter", "Uppercase letter", and "Number or special character"). Below these is a "Confirm Password*" field. At the bottom, there is a checkbox for "I agree to the Privacy Policy and Terms of Use." and a "*Required" label. Two buttons, "Create" and "Cancel", are at the bottom right.