**iClicker Cloud – Syllabus Template**

Based on how you will be using iClicker in your course edit any text highlighted in yellow, then copy and paste into your course syllabus.

**Classroom Polling**

I will be using a cloud-based student response software by iClicker in class this semester. This will help me understand what you know, give everyone a chance to participate in class, and increase how much you learn when we are in class together. This will also provide you with feedback on how well you are comprehending course concepts and help you master challenging concepts. I [will/will not] be using this software to keep track of attendance; please refer to the attendance policy on page [#] of this syllabus. The use of iClicker in this course will account for [XX %] or [ XX points] Participation of your final grade.

You are required to bring a device to participate in my iClicker sessions during class. You can participation with a smartphone, tablet, or laptop. You can download the iClicker student mobile app via the App Store or Google Play, or you can use the iClicker web app by signing in as a student at [iclicker.com](http://www.iclicker.com/). It is your responsibility to set up your iClicker Student account in a timely fashion, as well as making sure your device is working properly. If you do not have an existing iClicker student account then you will need to create one to be able to participate in class. You will also need to connect to either UTEP’s Wi-Fi (UTEPSecure) or to your mobile data plan while using iClicker.

**Integrating iClicker with Blackboard** *(Instructors use these instructions if you will be using the Blackboard/ iClicker integration)*

I have set up an iClicker integration with Blackboard, which will pull your name directly into my iClicker roster.

**1. If you have an existing iClicker student account that uses the email address associated to your Blackboard profile, you will automatically be added to my iClicker course.**

* If the iClicker system does not find a matching iClicker student account, you will receive an email from iClicker Support with instructions to[**update your existing account's profile**](https://mhe.my.site.com/iclicker/s/article/How-to-Edit-Your-iClicker-Student-App-Profile) **or** [**create a new account**](https://mhe.my.site.com/iclicker/s/article/How-to-Create-an-iClicker-Student-Account)**.**
* Please note that this email may appear in your Spam or Junk folders.

**2. If you receive an email prompting you to create or update your iClicker student account, make sure you include the correct account information.**

* If you already have an iClicker account, **do** **not** create a new account. Instead, log in and edit your existing account’s profile to avoid confusion and potential loss of points due to multiple accounts. **If you do not remember your account email or password, please contact** [**UTEP Technology Support**](https://www.utep.edu/technologysupport/)
* Ensure that your iClicker profile includes the following information:
	+ Same Email address as used in your Blackboard Profile
	+ Your UTEP student ID

**3. You should be dropped directly into this course, Course Name.**

* If you don’t see this course in your account, use the **+** sign to search for my course:
	+ In the “Find Your Institution” field, enter **The University of Texas at El Paso**
	+ In the “Find Your Course” field, enter [insert iClicker Cloud course name].
	+ Select “Add This Course” and it will be added to the main Courses screen of your iClicker account.

**Note:** Upon signing up for a **new** accountyou will see a message about a 14-day free trial. You ***will not*** need to purchase a subscription after the 14-day free trial is over because the use of iClicker is provided to you for free by UTEP.

**How to participate in my iClicker sessions during each class.**

* Each time our class meets, log into iClicker (<https://student.iclicker.com/#/login> or the iClicker Student app on your device) and make sure you have selected my course from the main screen of your iClicker Student account.
	+ When I start a session, click the **Join** button that appears on your screen, then answer each question I ask in iClicker.
	+ For all question types except Multiple Choice, make sure you press **Send/Enter**.
* I have turned on the Attendance GPS location requirement for iClicker in our class.
	+ You will need to allow the device you are using to reveal your location in order to successfully check in.
	+ If you are not physically in class when you try to join my session, you will not be counted as present.
	+ If you have any issues with your device’s geolocation, refer to the [Attendance Geolocation Troubleshooting Guide](https://macmillan.force.com/iclicker/s/article/Attendance-Geolocation-Tips) or contact the [**UTEP Technology Support HelpDesk**](https://www.utep.edu/technologysupport/).
* It is your responsibility to regularly check your iClicker grades for any discrepancies and bring them to my attention within 48 hours.

**Creating Your iClicker Student Account** *(Instructors use these instructions if you will not be using the Blackboard/ iClicker integration)*

In order to participate in my iClicker sessions follow the instructions below:

* Students **who do not have** an existing iClicker student account, need to open a browser and go to <https://student.iclicker.com/#/login> or download the iClicker Student app from the App Store or Google Play to **"Sign Up!"** for an iClicker student account. iPad users may need to change the search to iPhone App.
	+ You should **use the email address** **that is associated to your Blackboard profile** when creating your account. When asked to register a remote device, choose not at this time or skip. **If you are having issues creating your account, please contact** [**UTEP Technology Support**](https://www.utep.edu/technologysupport/)**. *Do not*** create and use more than one iClicker Student account as you will only receive credit for a single account.

**Note:** Upon signing up for a **new** accountyou will see a message about a 14 day free trial. You ***will not*** need to purchase a subscription after the 14 day free trial is over because the use of iClicker this semester is provided to you for free by UTEP.

* Students who have existing iClicker student account and have used it in past semesters, **DO NOT need to create a new one**. If you do not remember your account email or password please contact[**UTEP Technology Support**](https://www.utep.edu/technologysupport/)**.**

**Add This Course to Your Student Account** (everyone must do this if you are not using the Blackboard integration)

Follow the steps below to find my course and add it to your iClicker student account:

1. Log in to your iClicker account and use the + sign to search for my course.
2. In the “Find Your Institution” field, enter **The University of Texas at El Paso.**
3. In the “Find Your Course” field, enter [*Replace with the name you used to set up your iClicker Cloud course*].
4. Double-check the details you see to make sure you select this course:
	1. [Course name]
	2. [Instructor name]
	3. [Course code, course term]
	4. [Course dates, meeting times]
5. Select “Add This Course” and it will be added to the main Courses screen of your iClicker account.

**How to participate in my iClicker sessions during each class.**

* Each time our class meets, log into iClicker (<https://student.iclicker.com/#/login> or the iClicker Student app on your device) and make sure you have selected my course from the main screen of your iClicker student account.
	+ When I start a session, click the **Join** button that appears on your screen, then answer each question I ask in iClicker.
	+ For all question types except Multiple Choice, make sure you press **Send/Enter**.
* I have turned on the Attendance GPS location requirement for iClicker in our class.
	+ You will need to allow the device you are using to reveal your location in order to successfully check in.
	+ If you are not physically in class when you try to join my session, you will not be counted as present.
	+ If you have any issues with your device’s geolocation, refer to the [Attendance Geolocation Troubleshooting Guide](https://macmillan.force.com/iclicker/s/article/Attendance-Geolocation-Tips) or contact [**UTEP Technology Support**](https://www.utep.edu/technologysupport/).

**Academic Integrity Information**

iClicker activities fall under the provisions of our campus academic honesty policy. Students must not engage in academic dishonesty while participating in iClicker activities. This includes but is not limited to:

* Answering polling questions while not physically in class
* Looking at other students' devices while answering live questions
* Submitting votes for a fellow student

Any student found to be in violation of these rules will lose polling points for the entire term and may be reported to the Dean of Student Discipline.

**Need help with your iClicker account?**

* If you are having issues connecting to the iClicker student app, check out these [iClicker Connectivity Tips](https://macmillan.force.com/iclicker/s/article/How-to-Troubleshoot-Your-Connection-to-Reef).
* Find answers too many of your questions by visiting [iclicker.com/support](http://iclicker.com/support) at any time.
* Contact [**UTEP Technology Support**](https://www.utep.edu/technologysupport/)