CREATING AN INSTRUCTOR CLICKER PROFILE IN THE CLASSROOM

1) On the Desktop of the classroom computer, open the HITT Acquisition software by clicking on the desktop shortcut.

2) In the side menu (top left) click “Create Class “.

3) Enter the Class Name and the Instructor Name. We recommend using the following format:
   Class name: i.e., BIOL_100_001_11S with the last term reflecting the active term
   Instructor name: firstname  lastname
   (Optional): Instructor remote ID number: all six digits
   (Optional): Approximate enrollment
   Click ‘OK’

4) Once your initial profile is created, click the ‘Options’ button (under Actions). Leave the class file folder default location, as this is where your clicker response files will be locally backed up.
5) Along the top of the form, click the ID Display tab and change the “Digits to display” field to 4. Leave everything else as the default.

![ID Display Tab](image1)

6) a. Next, click the E-mail tab. Check the box ‘Email class files to the following email address’. Type in the email address to which the clicker response files will automatically be emailed to you. Make sure the address is correct and does not have a comma for a period.

b. Under ‘From address and name’, type in the email address again. Under ‘Your name’ we suggest you type the room name (i.e., LFSC 1500, UNLH 1000) so you can easily identify which class the email originates from especially if you are using clickers in two classrooms.

c. Change the ‘Server address’ to smtp.ucr.edu. DO NOT provide username and passwords. Now you can click ‘OK’. Your profile is configured.

![E-mail Tab](image2)

**NOTE:** You will need to repeat the above steps for each classroom/course you use clickers in.