How to Conduct a Clicker Session in the Classroom (5-Minute Guide)

Clickers are a great tool to poll students during a lecture. Questions keep students engaged, and instructors can get instant feedback about both individual and overall understanding of material, which might be used to help guide lectures.

The Acquisition software needed for using clickers is already installed on all classroom PCs in every general assignment classroom.

Once an instructor submits a [Classroom Clicker Account Request form](#) to let Multimedia Services know s/he plans to use clickers, up to 3 clicker account profiles will be set up for requested course(s) in the Acquisition program on the instructors' classroom computer(s).

STEP 1 Start the Acquisition program (▮▮ icon on the classroom PC desktop).

STEP 2 Click on your class profile to open the Acquisition interface.

STEP 3 Display your questions in the Acquisition window (optional; normally used when there is only one screen in a room)
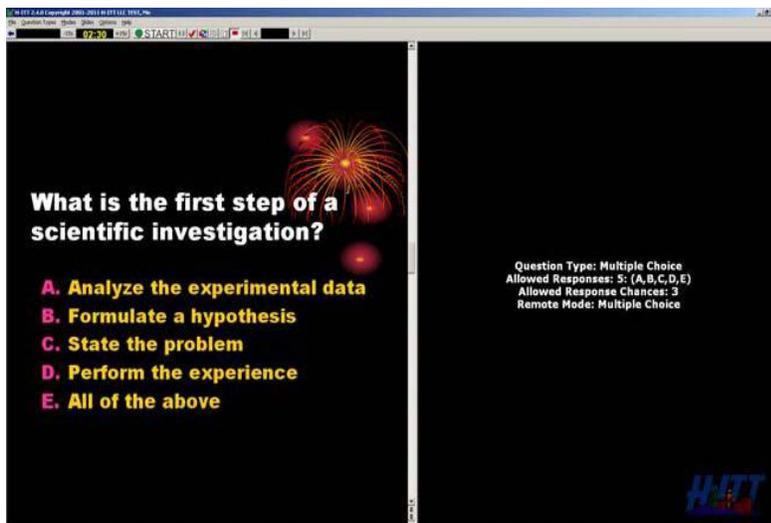
To open a presentation or question file into Acquisition, select "Slides" → "Open Slides File" from the file menu. In the lower right-hand corner of the dialogue box, select the file type from the drop-down menu (i.e. Word, PowerPoint, PDF, HTML, etc.). Browse to the "Slides" file and click open.

The "Slides" you open will divide the Acquisition interface to display the file. In this example (pictured left), the file is a PowerPoint slide deck.

*NOTE: All classroom computers are PCs. Instructors can run the Acquisition software on a Mac computer, but responses cannot be collected without a receiver. All classroom receivers are connected to the classroom PCs. On Mac operating systems, instructors will not be able to open PowerPoint into the Acquisition program in the same way as on a Windows machine. On Macs, instructors would open images of slides exported from PowerPoint from within Acquisition using "Slides"→"Open Slides Folder" instead of "Open Slides File." Instructors can always ask questions verbally, for spontaneity. But if responses will be graded, instructors will need to keep track of which questions are asked and in what

order for correlation to responses in the data sets from a class session. For more information, see the [Clickers Knowledge Base](#) topic called "[Loading a PPT or Other Materials into Acquisition](#)."

Instructors can advance PowerPoint slides as they normally would (i.e. either click **on** a slide or scroll to advance to the next slide, or to advance an animation within a slide). When you land on a question slide, click the **GREEN START** button to begin collecting responses (see STEP 4 below).

*NOTE: Avoid clicking links in "Slides" from within Acquisition (to websites or videos) which would normally open outside of the application. Instead, open them beforehand in a browser or in separate windows. Otherwise, an instructor may have difficulty picking up where they left off, or they may have to open the "Slides" file into the software again.

In the example below, "Vertical Split Orientation" was selected from "Slides" in the file menu. There are many more "Slides" layout options. Also, you can "click and drag" the dividing bar to resize either the slides or the tiles windows in "Split Orientation" view.

STEP 4 Collect clicker responses

Adjust the time allocation for responses in +15 or -15 second increments.

In the file menu, keep the default "Mode" at "Single Question."

Under "Question Types," always use "Multiple Choice," but before starting the timer, customize for alphabetic or numeric answer types, and designate the range of options for each question. This will display to students in the center of the screen (pictured above).
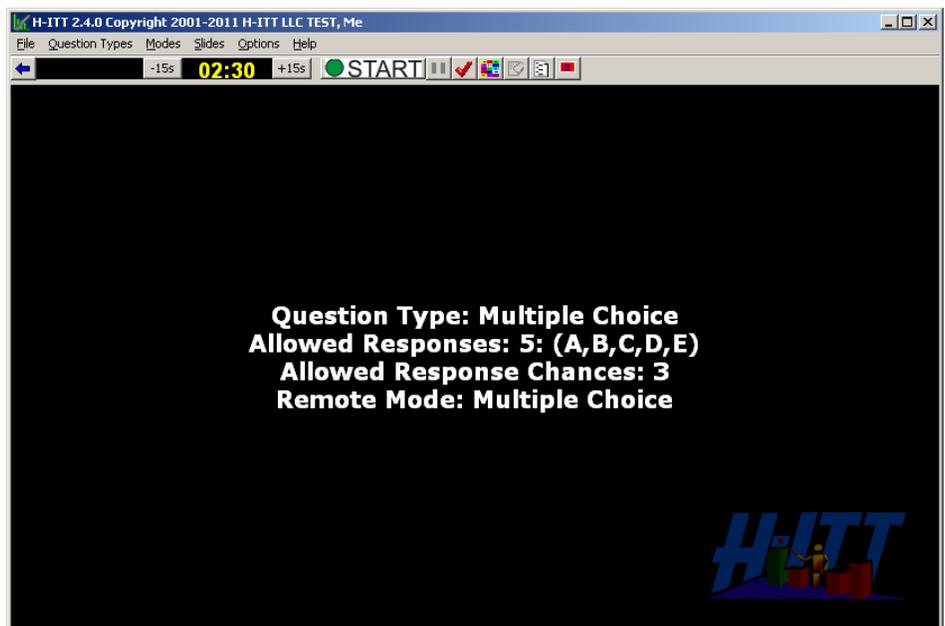
To begin collecting responses, press the **GREEN START** button in the top-center of the interface.
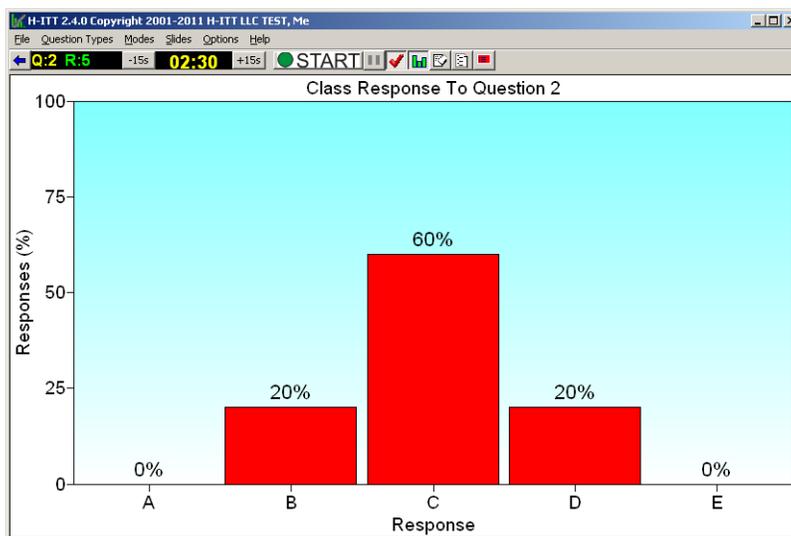
As students use their remotes, tiles will appear on the Acquisition interface containing the last 3 or 4 digits of each clicker ID number. Tiles are color-coded based on the last digit of each clicker ID number, and will appear in the same relative location on the Acquisition screen for the duration of the quarter. It is very important that students look for their tiles using these devices (color and location) for assurance that their responses are recorded, since there may be no way for students to recover credit for responses that fail to get recorded.
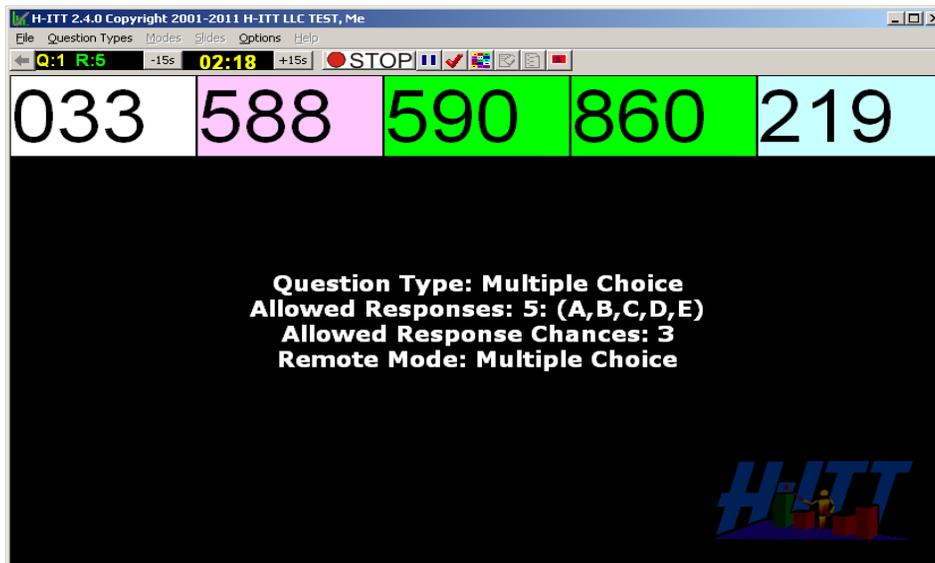
Let the clock count down, or to stop the timer manually by pressing the **RED STOP** button at the top-center of the interface. A histogram showing aggregate responses will appear.

STEP 5 Display results

A histogram of aggregate responses will display automatically when the clock stops. The correct response to a question gets recorded with a data set if an instructor indicates the number or letter for the correct response as the clock counts down using either an instructor clicker or the classroom computer keyboard. An instructor can use the checkmark icon to toggle on or off the color of the corresponding column for the correct response. In the file menu under "Options"→ "Histogram," the

corresponding column of the correct response can be programmed to display in (green) automatically. An instructor can also use the Histogram icon to toggle the graph display on or off. For more information, see the Clickers Knowledge Base topic called "Histogram Settings."

In this example (pictured right), the correct answer was assigned by pressing "C" key on the classroom PC keyboard. This function programs the correct answer to a question into the software, which helps to partially automate grading.

TIP: To enter correct answers, you can assign any clicker as the "instructor remote" and configure this into your classroom clicker
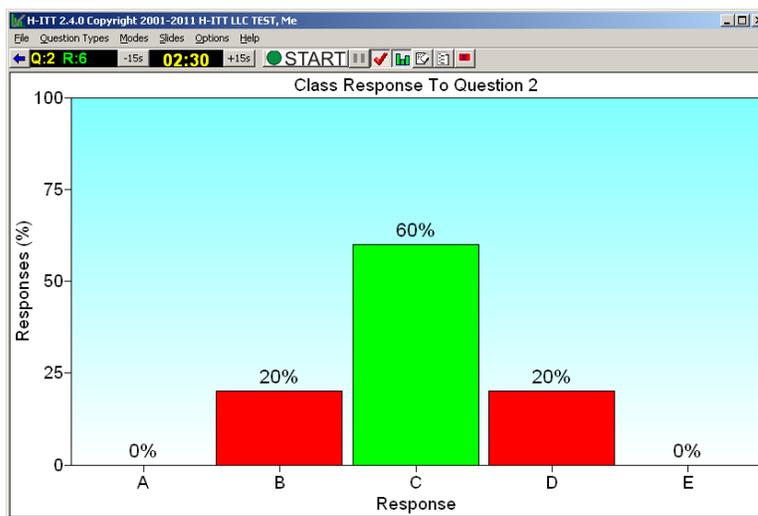
account from the file menu under "Options" → "General" → "Use Instructor Remote ID." For more information , see the Clickers Knowledge Base topic on "Adding an Instructor Clicker ID."

STEP 6 Close the program and save the results

If an instructor plans to use clickers at multiple points during lecture, then instead of closing the software between questions, they should minimize the Acquisition window for the duration of the class session. This helps ensure creation of a single data set with responses to all questions asked throughout a class session versus multiple data sets, each containing responses for individual questions. When the instructor is done asking questions and collecting responses, they should click the blue arrow (in the upper, left-hand corner) to return to the main interface, or close the software.
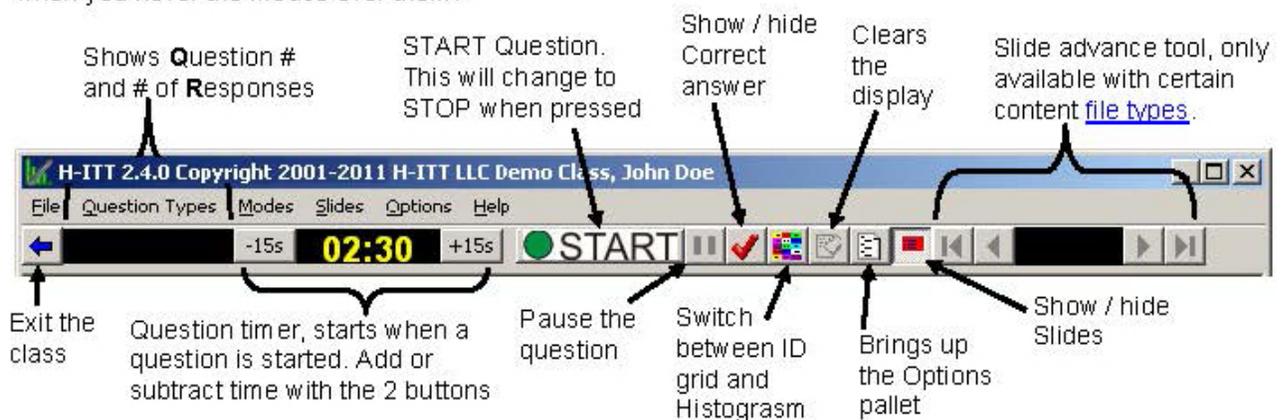
All data from each session is automatically saved and emailed to the individual who was identified to receive data sets through classroom clicker account request form submission. If desired, instructors can examine responses or use data sets for grading purposes with a related application called Analyzer. See "How to Use the H-ITT Analyzer 2.4.4" at http://cnc.ucr.edu/clickers/resources.html for more information on using that application.

SUMMARY

1) The **Green Button** starts data collection per question
2) The **Red Button** stops collection per question
3) You can optionally indicate the correct response to questions with the classroom PC keyboard, or an instructor clicker.

3.4 The menu items
The **Icon menu** items are typically used with all question types and have a short description of the function when you hover the mouse over them.

Shows **Question #** and # of **Responses**

START Question. This will change to STOP when pressed

Show / hide Correct answer

Clears the display

Slide advance tool, only available with certain content file types.

Exit the class

Question timer, starts when a question is started. Add or subtract time with the 2 buttons

Pause the question

Switch between ID grid and Histograsm

Brings up the Options pallet

Show / hide Slides

The **pull down menu** items provide quick access to the functional items in Acquisition, such as opening slides, selecting the mode and question types as well as others. Each is detailed below.