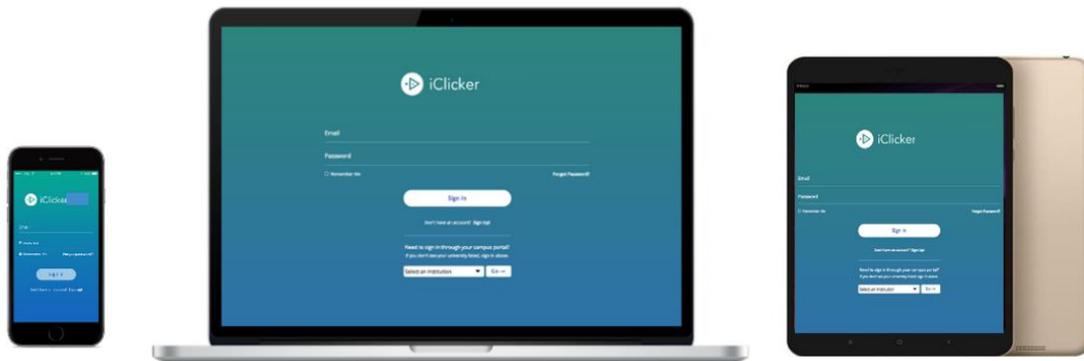


INSTRUCTORS: HOW TO INSTALL ICLICKER CLOUD, CREATE ACCOUNT AND COURSES

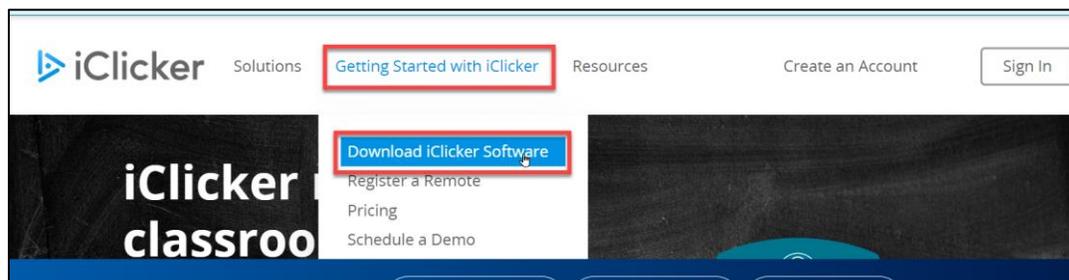
HOW TO INSTALL ICLICKER CLOUD, CREATE ACCOUNT AND COURSES

Students can participate in class using the iClicker Student app. Students can also use iClicker Student app on a smartphone, tablet, or use iClicker Student Web in a laptop. **The iClicker Student app is used by students to participate in the classroom while iClicker Cloud application is used by instructors to create courses and run poll questions.**

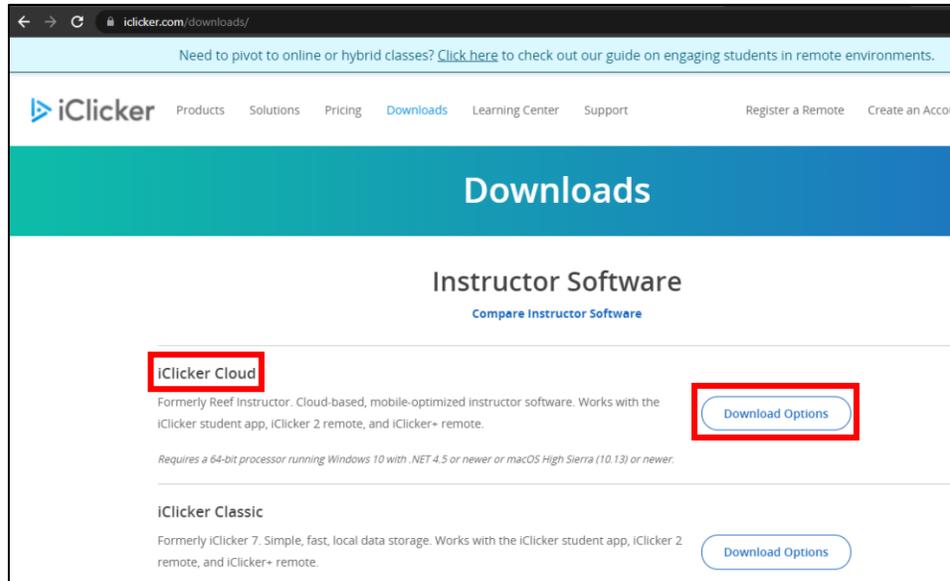


INSTALLING ICLICKER CLOUD

1. Go to <https://www.iclicker.com>, click **Getting Started with iClicker**> **Download iClicker Software**.



2. Select iClicker Cloud and click **Download Options**. Choose your operating system, either Windows or Mac.* *iClicker Cloud 5.x requires a 64-bit processor running Windows 10 or newer with .NET 4.5 or higher or MacOS High Sierra (10.13) or newer.*



 **Note**

- If Apple/Mac is selected, follow the instructions in this URL:
<https://www.iclicker.com/downloads/getting-started-mac>

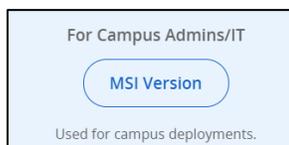
Download iClicker Cloud



Requires a 64-bit processor running Windows 10 or newer with .NET 4.5 or higher or macOS High Sierra (10.13) or newer.

- You need to have administrator privileges to install the app.

3. If Windows is selected, there are two options for installing:
 - **MSI version**
Use this option **if you have administrator privileges** on your computer.

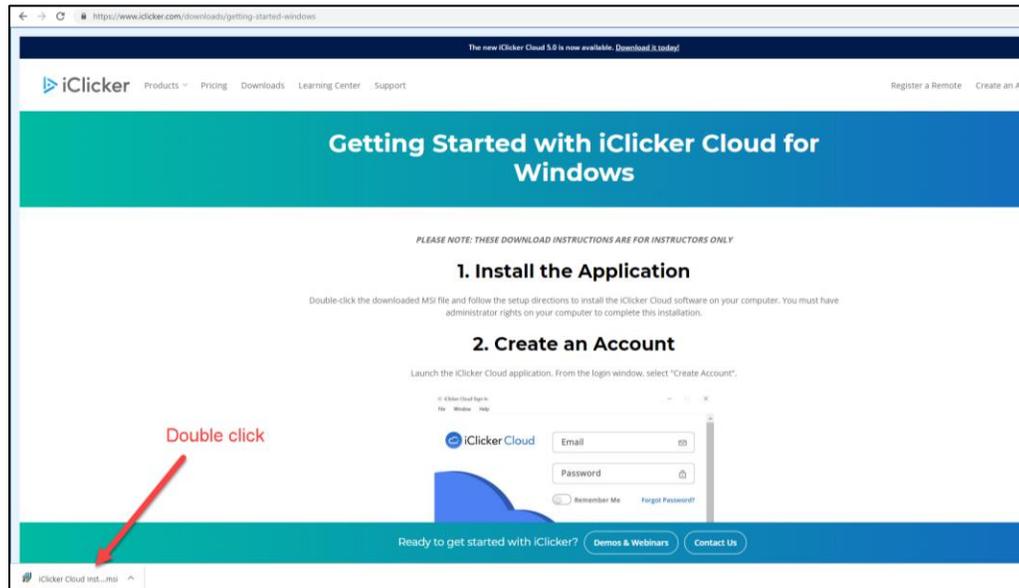




If you do not have admin privileges to your Windows computer, you can request IST to install the MSI version of the software on your computer (Phone: 204-474-8600, Email: Servicedesk@umanitoba.ca)

Note

- a. Double click on the executable file to install iClicker and follow the prompts.



- b. Once you have downloaded and installed iClicker Cloud in your computer, open the application from the desktop.

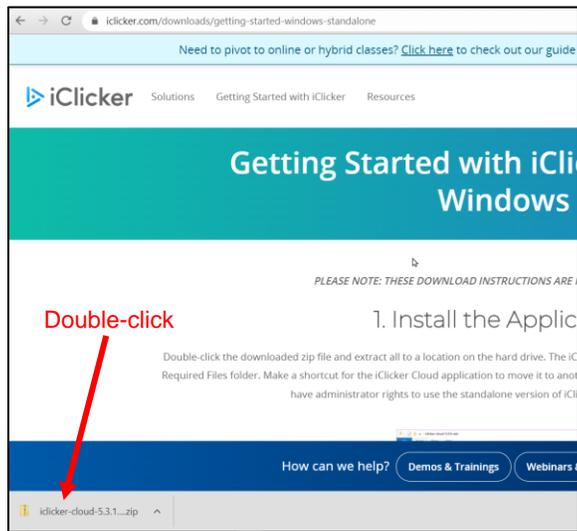


- Standalone

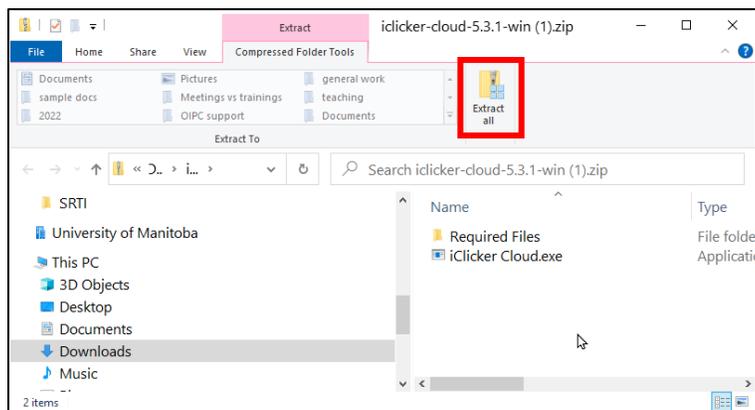
For this option, **you do not need administrator privileges** to your Windows computer.



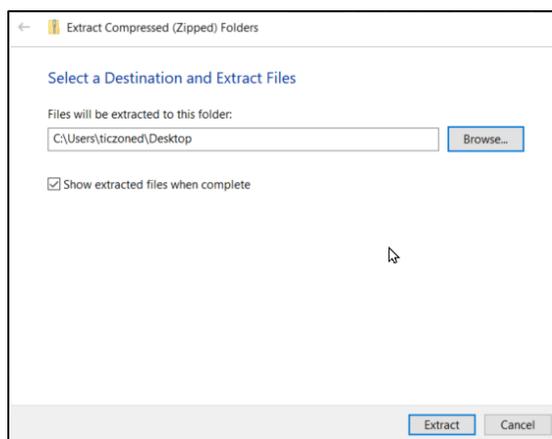
- a. Clicking **Standalone Version** downloads a zip file (iclicker-cloud...zip).



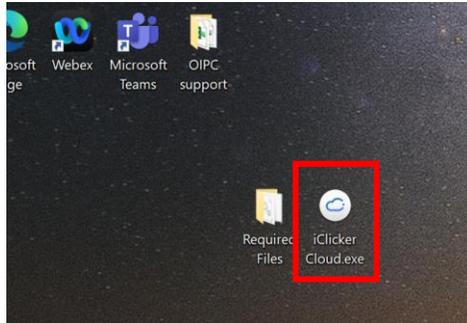
- b. The zip file window opens. Click **Extract All**.



- c. The Extract window opens. Click **Browse** to select a location to extract all the files (in this example, Desktop was selected). Upon selecting the location, click **Extract**.



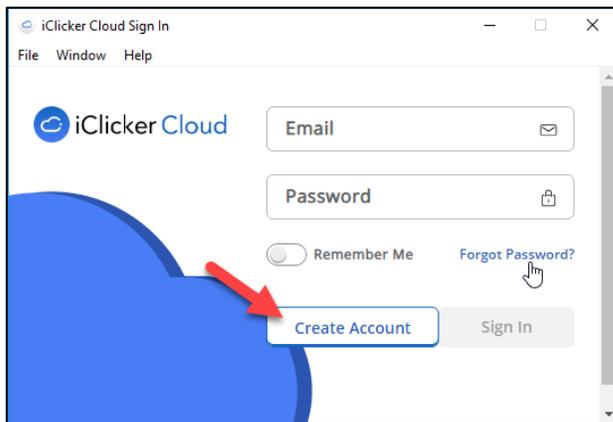
- d. Upon extraction, the **iClicker Cloud.exe** file and **Required Files** folder are saved on the location you selected. From this location, you can launch iClicker by double-clicking the **iClicker Cloud.exe** file.



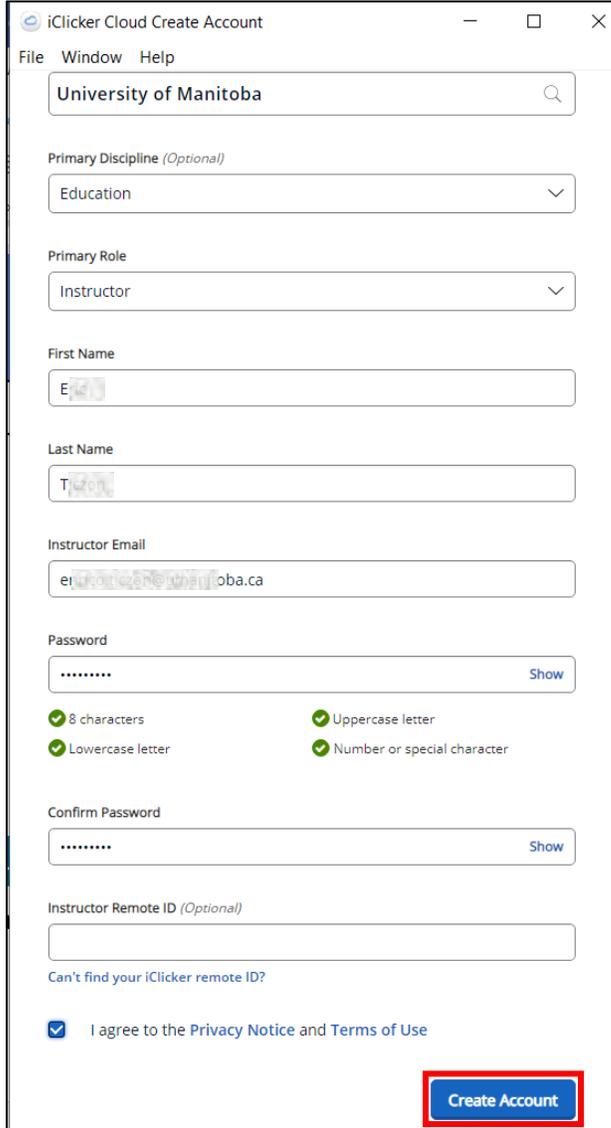
4. If you already have an iClicker account, use your account to log in on your device, then go to **Step 5.3** below. If you do not have an account, create an account using your staff email address (**Step 5.1**).

INSTRUCTIONS FOR NEW ICLICKER USERS

- 5.1. If you do not have an iClicker account, click **Create Account** to create a new account.



5.2. Complete the form and click **Create Account**.



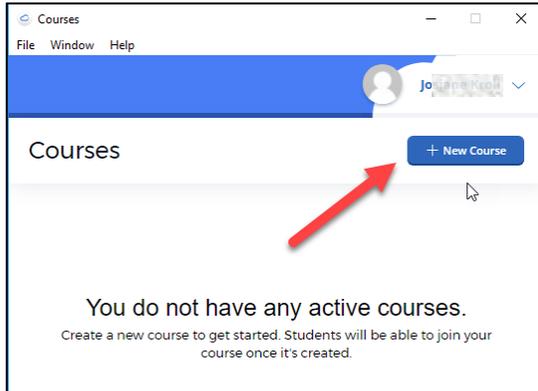
The screenshot shows a web browser window titled "iClicker Cloud Create Account". The form is for creating an account for the University of Manitoba. It includes the following fields and options:

- University of Manitoba** (selected in a search dropdown)
- Primary Discipline (Optional)**: Education (selected in a dropdown)
- Primary Role**: Instructor (selected in a dropdown)
- First Name**: E
- Last Name**: T
- Instructor Email**: erickson@universityofmanitoba.ca
- Password**: (with a "Show" link)
- Confirm Password**: (with a "Show" link)
- Instructor Remote ID (Optional)**: (empty field)
- Can't find your iClicker remote ID?** (link)
- I agree to the [Privacy Notice](#) and [Terms of Use](#)
- Create Account** button (highlighted with a red box)

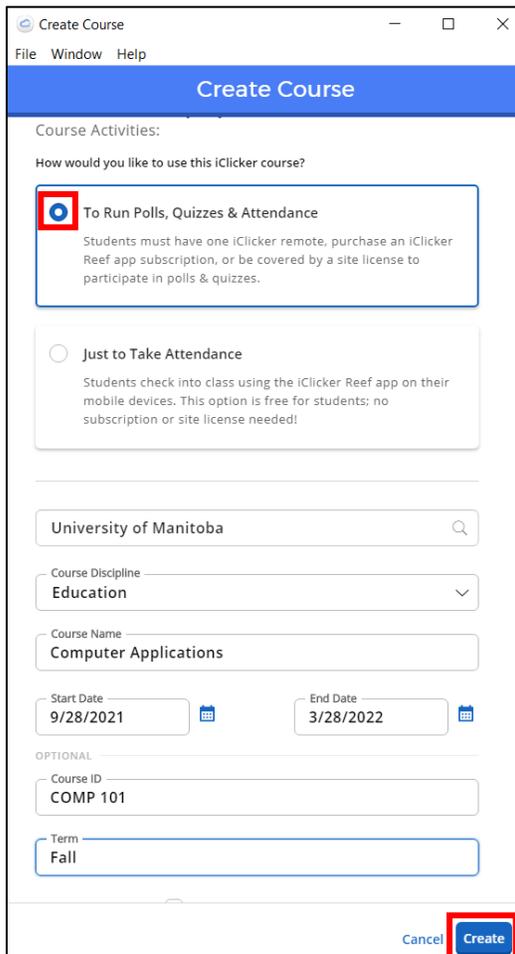
Below the password field, there are four status indicators with green checkmarks:

- 8 characters
- Lowercase letter
- Uppercase letter
- Number or special character

5.3. Create your first course by clicking the **+ New Course** button.



5.4. Select **To Run Polls, Quizzes & Attendance**, fill out the form with the information about your course, and then click **Create**.

A screenshot of a web browser window titled "Create Course". The browser's address bar shows "Create Course" and the menu bar includes "File", "Window", and "Help". The form is titled "Create Course" and contains the following fields:

- Course Activities:** "How would you like to use this iClicker course?" with two radio button options:
 - To Run Polls, Quizzes & Attendance**: Students must have one iClicker remote, purchase an iClicker Reef app subscription, or be covered by a site license to participate in polls & quizzes.
 - Just to Take Attendance**: Students check into class using the iClicker Reef app on their mobile devices. This option is free for students; no subscription or site license needed!
- University of Manitoba** (text input)
- Course Discipline**: Education (dropdown menu)
- Course Name**: Computer Applications (text input)
- Start Date**: 9/28/2021 (calendar icon)
- End Date**: 3/28/2022 (calendar icon)
- OPTIONAL** section:
 - Course ID**: COMP 101 (text input)
 - Term**: Fall (text input)
- Buttons**: "Cancel" and "Create" (the "Create" button is highlighted with a red box).

5.5. Repeat steps 5.3 to 5.4 to create more courses.

**Note**

If you are using iClicker in your course, please include a statement about its use in the course syllabus, under the Technology section. Here are a few [statements](#) you can use.

SUPPORT FOR ICLICKER

If you have issues with iClicker or questions, please contact the IST Service Desk:

Information Services and Technology

123 Fletcher Argue

University of Manitoba, Winnipeg, MB R3T 2N2 Canada

Office: 204-474-8600 Fax: 204-474-7515

ServiceDesk@umanitoba.ca

