INSTRUCTORS: HOW TO EXPORT GRADES FROM ICLICKER RGS TO UM LEARN GRADEBOOK

CONNECTING YOUR ICLICKER COURSE TO UM LEARN THROUGH ROSTER AND GRADE SYNC

The new iClicker Cloud Roster and Grade Sync (RGS) allows instructors to export grades directly from iClicker gradebook to either a single column or multiple columns in UM Learn courses.

Note

In the new iClicker Cloud RGS, students' iClicker accounts are automatically linked to their UM Learn identity by matching their email addresses. Students do not need to take any additional action, such as clicking a link inside of UM Learn, to associate their account.

Follow the steps below to connect your iClicker course to your course in UM Learn:

1. Login into iClicker Cloud.
2. Locate the course that you want to connect, click on the three dots (...), and then click View Course Online.
3. The course opens in a browser window. Click **Settings** on the left side of the window.

![Settings](image)

4. Click **Integrations**, and then click **Connect to Brightspace**.

![Integrations](image)

5. A dialog box opens, informing you that your permission is needed to connect your iClicker course to UM Learn (Brightspace). Click **Go to Brightspace**.

![Go to Brightspace](image)
6. If you are not logged in UM Learn yet, the UM Learn login screen opens. Enter your UM email address and password and then click **Sign In**.

7. A dialog box opens, showing your courses in UM Learn. Select the course that you want to connect to your iClicker course, and then click **Next**.

8. A dialog box opens, informing you that your iClicker course is connected to your UM Learn course. You can already sync your student roster at this time, but for now, click **Sync Roster Later**.
9. The Integrations page opens again, showing that your iClicker course is now connected to the UM Learn course. At the lower section of the page, you can indicate if you want to sync all your poll scores into **one combined score in a single column** or sync **individual activity scores in separate columns** in the UM Learn gradebook. After selecting an option, click **Save**.

Select an option either to sync in a single grade item or separate grade items in UM Learn.
CONNECTING STUDENTS’ ICLICKER ACCOUNTS TO UM LEARN

1. From iClicker Cloud, click the three dots (…) button of your course and then click View Course Online (see step 2 on page 1). Your iClicker course opens in a browser window. Click People at the left panel and then click Sync Roster.

2. If all students from your class list have iClicker accounts, you will see the window below. Click the Close button of the Sync Complete dialog box.

3. On the other hand, if there are students in your UM Learn roster who have not yet created iClicker Student accounts, they will be marked as not yet enrolled in the iClicker course. Click View Details in the dialog box that appears.
4. The list of students who have not yet created their iClicker Student accounts is shown in the View Details dialog box. Mark the check box of these students and click **Send Email** to remind them to create their accounts in iClicker. Once they have created their accounts in iClicker, they will be enrolled in the iClicker course on your next syncing of the roster.

![View Details dialog box](image1.png)

5. The roster of students from the UM Learn course will be shown in your iClicker roster. Those who still need to create their iClicker Student accounts will be listed as **Pending**.

![iClicker roster](image2.png)
SYNCING POLLING SCORES TO UM LEARN GRADEBOOK

1. From iClicker Cloud, click the three dots (…) button of your course and then click View Course Online (see step 2 on page 1). Your iClicker course opens in a browser window. Click Gradebook at the left panel and then click Sync Grades.

2. The Select Activities dialog box opens.
   - If you are using the option to create one combined score in a single column for all your poll activities in iClicker, there will be one grade item created in the UM Learn gradebook. Select the iClicker sessions you want to sync, and then click Sync.

   This option will create a single grade item in UM Learn gradebook.

   Note
• If you are using the option to create **individual activity scores in separate columns** for your sessions in iClicker, there will be individual grade items created in UM Learn corresponding to each polling activity. Select the sessions you want to sync, and then click **Sync**.

![Image of Select Activities](image1)

**Note**

This option will create more than one grade item in UM Learn gradebook.

3. The iClicker gradebook opens again. The last sync date is shown.

![Image of iClicker Gradebook](image2)

**Note**

Syncing the gradebook also syncs the roster of students.
GRADEBOOK ADJUSTMENTS IN UM LEARN COURSE

- If you are using the **one combined score in a single column** option, a single grade item is created in your UM Learn course that accumulates all scores from your iClicker polls every time you sync.

  You can edit the grade item and modify the maximum points and add the grade weight as needed.

- If you are using the **individual activity scores in separate columns** option, you will have several grade items in your UM Learn course that correspond to each of your poll sessions in iClicker.

  1. Upon syncing of every polling activity from iClicker, individual grade items are created in UM Learn.

  2. To open the gradebook in UM Learn, click **Assessments** in the main menu> **Enter Grades**. This opens the Manage Grades page.
3. You can make these grade items be a part of a category in UM Learn. To create a category, click **New > Category**, give it a name (ex: iClicker), assign a weight (ex: 10%), and then click **Save and Close**.

4. To make the separate iClicker grade items become a part of a category in the gradebook, select these items, and then click **Bulk Edit**.
5. Under the Category column, select the iClicker category for each of the grade items, and then click Save.

6. The grade items are now part of the iClicker category. For every new poll activity that you sync, a new grade item will be created, and this needs to be included under the category.
Detailed materials on managing a UM Learn course’s gradebook are found in UM Learn, under Supporting Resources > UM Learn. Look for Grades - Tool Guide.

**SUPPORT FOR iCLICKER**

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

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