Create an iClicker Cloud Instructor Account:

1. Click on the iClicker Cloud icon on your computer to open the log-in window.
2. Click on create account.
3. Then you’ll need to complete the form.

• Your Institution: The University of Texas at San Antonio
• Select your Discipline
• Enter your First and Last Name
• Use your UTSA email address
• Create a password (can be new or existing)
• Leave “Instructor Remote ID” blank if you will not be using one or don’t have one at this time. You can always edit your profile later to add one
• Make sure to click on “Agree to Privacy Policy and Terms of Use”
• Click on
How to create a Course:

1. Click on New Course Button

2. Fill out the form
   - Primary Institution: UTSA
   - Course Name: Subj ####.section# CRN#### Semester/Year
   - Choose Start Date & End Date
   - Course ID, Term & Meeting Times are optional
   - Click on Create
Once you create a course, the course name will appear in the **courses list** on the left side of the screen.

* *Now that you have created your course make sure your students have a iClicker REEF account so they can add your course and start using iClicker polling in your class.
Customize your Course Settings:

To customize your course settings click on the Settings gear icon. You’ll be able to edit course information, polling & quizzing settings.
Customize your Course Settings:

“Course Details” on the side toolbar contains what the students see when they search and join the course.

(This information was previously inputted when course was first created)
Customize your Course Settings:

“Polling” on the side toolbar is where default settings for each session can be set. It has three tabs:

- Polling
- Scoring
- Toolbar

1. **Polling** allows you to control how you want to share images and class results for each session.
Customize your Course Settings:

2. **Scoring** allows students to earn points through Participation (per session) or Performance (per question) or Both

To earn participation points students must meet the requirements set by you for each session

**From the drop-down menu, select the percentage of questions students must respond to in order to get points and enter the number of points the student will earn for performance**
Customize your Course Settings:

To earn **performance points** you determine the default point value earned for correct responses & for simply responding.

**These settings only impact future sessions, so if you have had sessions prior to changing your default settings you’ll want to go into your Session History and update these sessions individually if desired.**
Customize your Course Settings:

3. **Toolbar** allows you to adjust the timer for each session. You can choose from two options:

- **Count up**: starting from 0 seconds you can stop the timer at random allowing you to vary the time per question.
- **Count down**: you choose how long the students will have to respond to each question with the timer (min:sec) counting backwards to 0 seconds

**Note**: The time will be the same for all the questions in the session if using the count down option.