View, Manage and Grade Sessions:

All of your course polling sessions are easily accessed in the Session History dashboard. You can view the polling result charts, set correct responses, assign points, and export session reports.

1. Select the Course you would like to see and click on Session History.
2. Select the session that you would like to review.
3. Note:
   To delete an entire session click on the trash-can icon next to that session.
Once you select the session that you would like to review, a pop-up window will appear showing all the questions that you gave during that specific session which you selected.

- **Set the correct response:** Click on an answer choice on the results chart to indicate if that response is correct or incorrect.
- **Correct responses** are shown in green any other response will be shown in red indicating that it is an **incorrect response**.
• More than one correct response can be selected on a question.

• If no correct response is indicated, the chart's bars appear blue.
3. Set default participation and performance points.

- The default point value for each correct and incorrect response are initially determined by your **Course Score Settings**.
- These can be accessed by clicking on your settings icon and then **Polling and Scoring**.
- These settings only impact sessions in the future so if you have had sessions prior to changing your default you'll want to go into your **Session History** and update these sessions individually.
Exporting Session Results for a Course:

iClicker Cloud allows you to export results for all the sessions in the Session History of a course or just an individual session.

- To export all sessions from the Session History dashboard to a single .csv file click on the Export All button.
• Then choose the location and the format you would like to save this file in.

• **Note:** The Export All option does not show individual questions per session. To see questions you must export an individual session.
Exporting an **individual session's results**

1. To export an individual session, click on the session's name on the **Session History** dashboard.
2. Then click the export icon in the upper right corner to export the session results.
• Save the file as an “Excel 2007 Format with Images”. The Excel report is only available for individual session exports.

The Excel report contains a detailed breakdown of the session responses and scores including screenshots for each question.
• Incorrect responses are indicated in bold red font.
• no responses are shown as (NR).
• ungraded questions show (NG).