Using i<clicker v6.2 with WebCT for the PC
1. Click on **My Computer** then click on your E: drive.

2. Click on iClicker Win.

3. Choose your course.

4. Click **Choose**.

5. Choose **My Settings**.
My Settings will appear.
6. Click on CMS/Registration.
7. Click on Blackboard Vista.
8. Click on Set for Course.

Once you have created a course in i<clicker, you can download a course roster from WebCT and add it to your i<clicker class folder.
1. Go to your WebCT course.
2. Click on the Teach tab.
3. Click on the **Gradebook**.

4. Click on **Export to Spreadsheet**. 
   *The Export to Spreadsheet screen will appear.*

5. Click **Export**.

6. Save the exportedcourse.csv file into your classes folder within your iclicker iclicker win folder. For example, iclicker win/classes/Engl100
7. Right click on exportedcourse.csv.

You will see the following:

8. Click Rename. Rename the file class.txt.
You will see the following:

9. Click Yes.
Once students have registered their remotes, you can use I<grader to synchronize your course roster.

To synchronize web registrations:

1. Click on i>grader located in the iclicker Mac or iclicker PC folder.

Your igrader should show all the student's from your WebCT gradebook. To match the student's names with your iclicker id:

2. Click Sync.

Note: Students need to have registered their iclickers at iclicker.com for the syncing to work. Students need to vote once before you sync for syncing to work.

If you find the syncing doesn’t work you may need to perform an additional step.
10. Click Tools.

Note: If you have Windows 7 click, Organize.

11. Click Folder Options or Folder and Search Options if you have Windows 7.

12. Click View.

13. Uncheck Hide extensions for known file types.

You will notice class.txt is named class.txt.csv. Rename it class.txt.

**Uploading iClicker Grades to the Gradebook**

1. From igrader, click on the icon with the green arrow . You will be asked which sessions you want to export. The student scores are saved within your course folder, within your classes folder and will be called uploadfile.csv (eg. Iclicker win/classes/Engl100/uploadfile.csv)
2. Next, go to the Gradebook and click **Import from Spreadsheet**.

The following screen will appear:

![Import File Screen](image)

3. Choose the uploadfile.csv (located in your course folder) and click **Upload**.

You will see the following screen:

![Import File Preview](image)

You don’t need to change the defaults.

4. Click **Import**.
You will see the grades from your igrader as columns in your gradebook. You may have to click on the View All tab to see the columns.