

# 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.



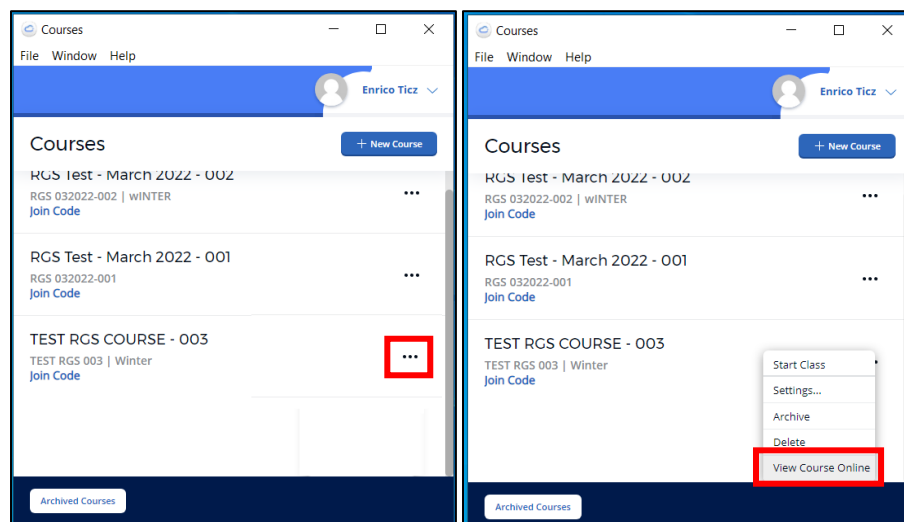
### Note

In the new iClicker Cloud RGS, students' iClicker accounts are automatically linked to their UM Learn identity by matching their email addresses.

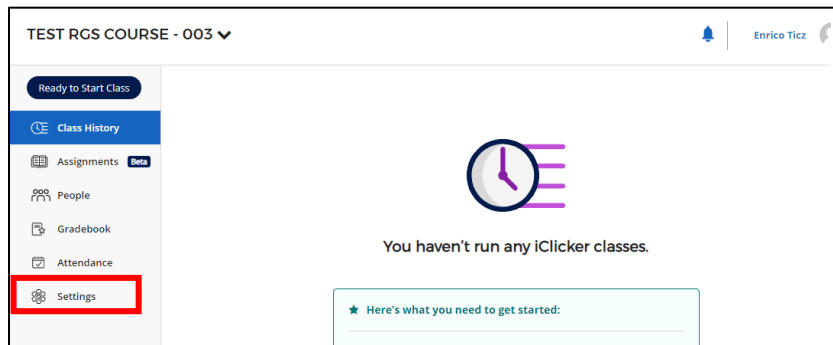
**Students do not need to take any additional action, such as clicking a link inside of UM Learn, to associate their account.**

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

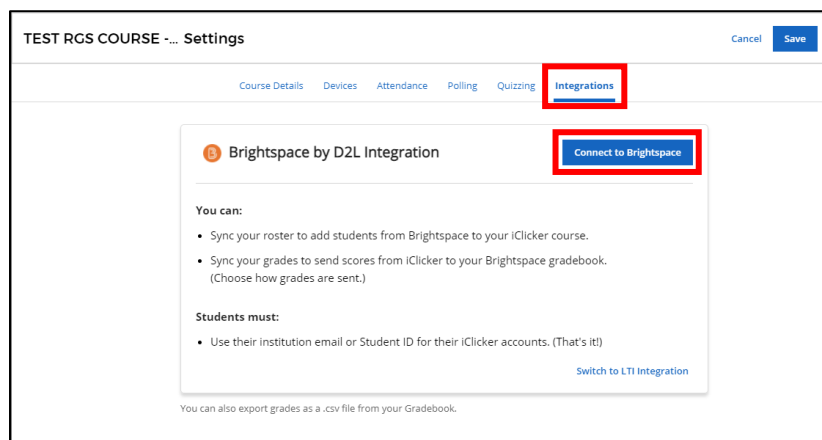
1. Login into iClicker Cloud.
2. Locate the course that you want to connect, click on the three dots (...), and then click **View Course Online**.



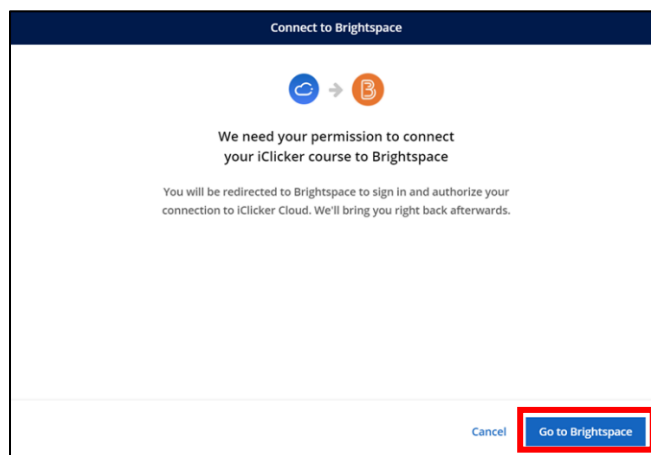
- The course opens in a browser window. Click **Settings** on the left side of the window.



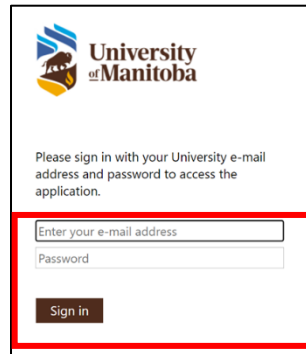
- Click **Integrations**, and then click **Connect to Brightspace**.



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

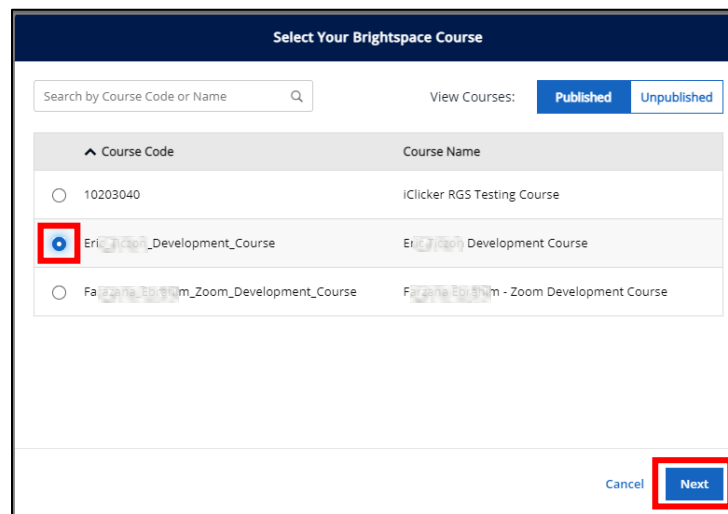


6. If you are not logged in UM Learn yet, the UM Learn login screen opens. Enter your UM email address and password and then click **Sign In**.



The image shows the University of Manitoba login screen. At the top left is the University of Manitoba logo. Below it, the text reads: "Please sign in with your University e-mail address and password to access the application." There are two input fields: "Enter your e-mail address" and "Password". Below these fields is a "Sign in" button. A red rectangular box highlights the two input fields and the "Sign in" button.

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**.

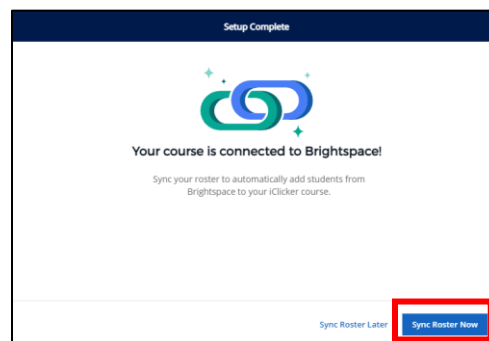


The image shows a dialog box titled "Select Your Brightspace Course". It has a search bar labeled "Search by Course Code or Name" and a "View Courses:" section with "Published" and "Unpublished" buttons. Below this is a table with two columns: "Course Code" and "Course Name". The table contains three rows:

Course Code	Course Name
<input type="radio"/> 10203040	iClicker RGS Testing Course
<input checked="" type="radio"/> Eri..._Development_Course	Eri... Development Course
<input type="radio"/> Fa..._Zoom_Development_Course	Fa... - Zoom Development Course

At the bottom right of the dialog box are "Cancel" and "Next" buttons. A red rectangular box highlights the "Next" button.

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**.



The image shows a "Setup Complete" dialog box. It features a logo consisting of two interlocking blue and green loops. Below the logo, the text reads: "Your course is connected to Brightspace!" and "Sync your roster to automatically add students from Brightspace to your iClicker course." At the bottom right, there are two buttons: "Sync Roster Later" and "Sync Roster Now". A red rectangular box highlights the "Sync Roster Now" button.

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**.

TEST RGS COURSE - ... Settings Cancel **Save**

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[Course Details](#)
[Devices](#)
[Attendance](#)
[Polling](#)
[Quizzing](#)
[Integrations](#)

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**Connected To Brightspace** Disconnect

Course:  
Enrichment Development Course

Section(s):

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- Click "Sync Roster" on the People page to sync with your Brightspace roster. (You can resync your roster any time to update your students in iClicker.)
- Click "Sync Grades" in your iClicker gradebook to send iClicker scores to Brightspace. (We will automatically sync your roster to make sure it's up to date.)

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Grade Sync Settings

Sync iClicker activity scores to your Brightspace gradebook as:

A total, combined score in a single column

Column Name in Brightspace

Individual activity scores in separate columns  
 Column titles in your Brightspace gradebook will reflect activity names in iClicker.

Select an option either to sync in a single grade item or separate grade items in UM Learn.

When grades are synced, students with no iClicker responses:

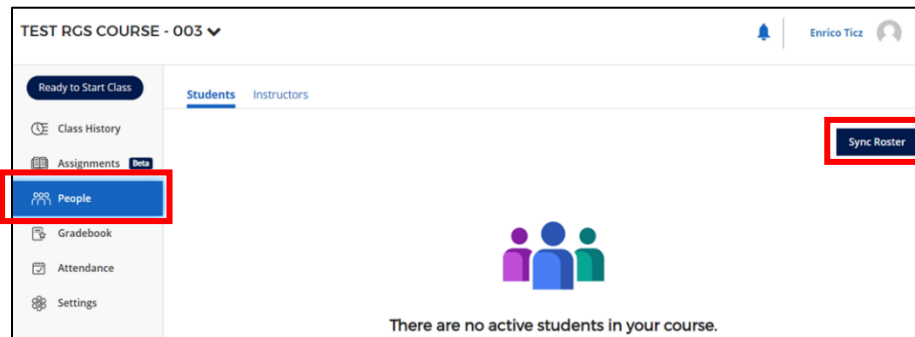
Receive a score of zero in the Brightspace gradebook

Do not receive a score in the Brightspace gradebook

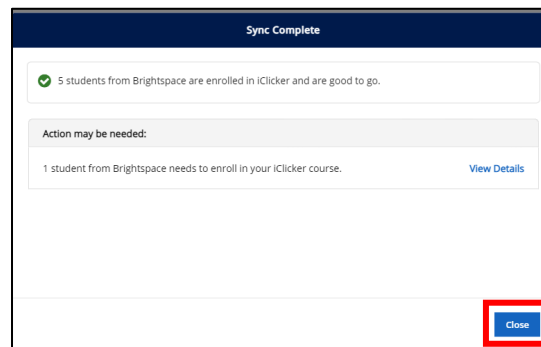
Note: Syncing grades to Brightspace overwrites manual edits made in the Brightspace gradebook.

## CONNECTING STUDENTS' ICLICKER ACCOUNTS TO UM LEARN

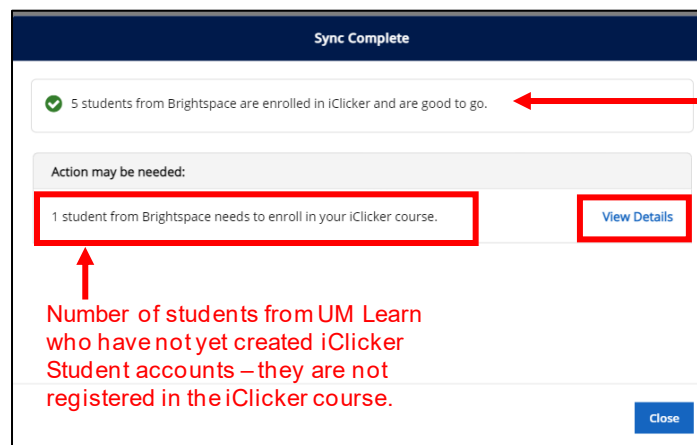
1. From iClicker Cloud, click the three dots (...) button of your course and then click **View Course Online** (see step 2 on page 1). Your iClicker course opens in a browser window. Click **People** at the left panel and then click **Sync Roster**.



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.



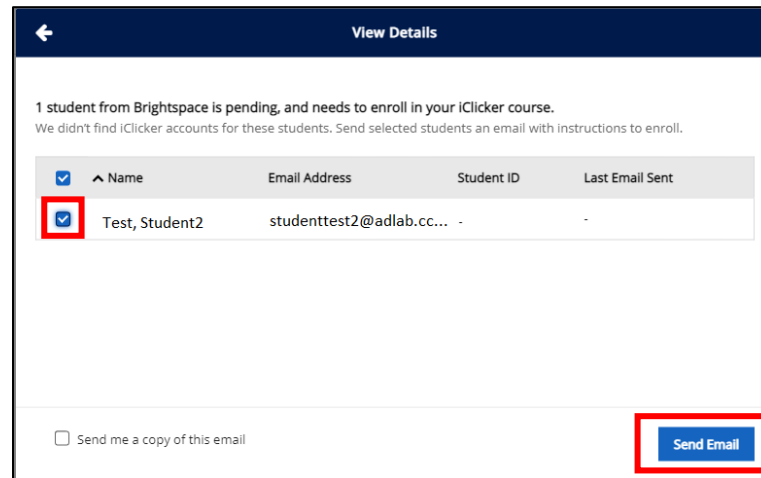
3. On the other hand, if there are students in your UM Learn roster who have not yet created iClicker Student accounts, they will be marked as not yet enrolled in the iClicker course. Click **View Details** in the dialog box that appears.



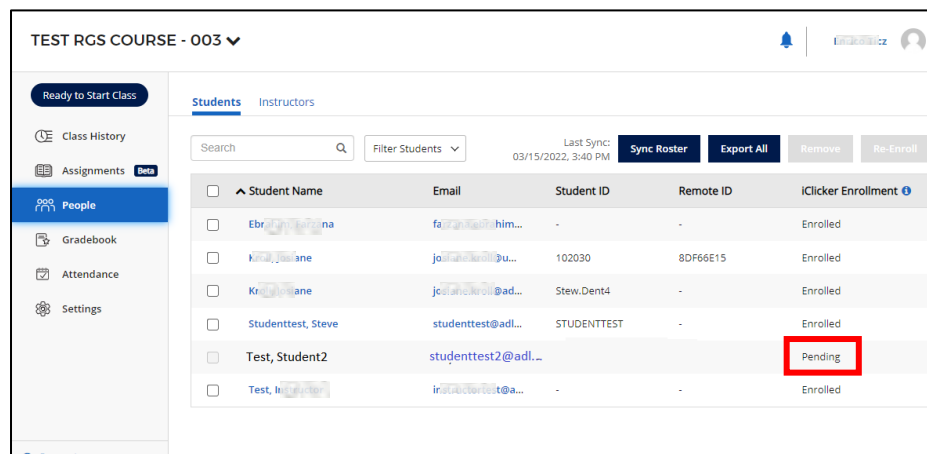
Number of students from UM Learn that are already enrolled in the iClicker course because they have iClicker Student accounts.

Number of students from UM Learn who have not yet created iClicker Student accounts – they are not registered in the iClicker course.

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.

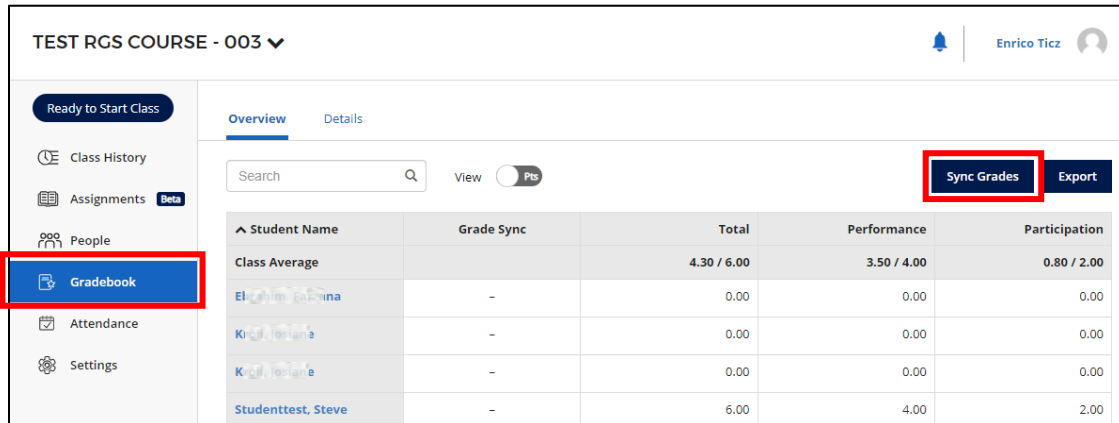


5. The roster of students from the UM Learn course will be shown in your iClicker roster. Those who still need to create their iClicker Student accounts will be listed as **Pending**.



## 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**.



TEST RGS COURSE - 003

Ready to Start Class

Overview Details

Search View  Pts

Sync Grades Export

Student Name	Grade Sync	Total	Performance	Participation
Class Average		4.30 / 6.00	3.50 / 4.00	0.80 / 2.00
Elizabeth Robinson	-	0.00	0.00	0.00
Kristi Robinson	-	0.00	0.00	0.00
Kristi Robinson	-	0.00	0.00	0.00
Studenttest, Steve	-	6.00	4.00	2.00

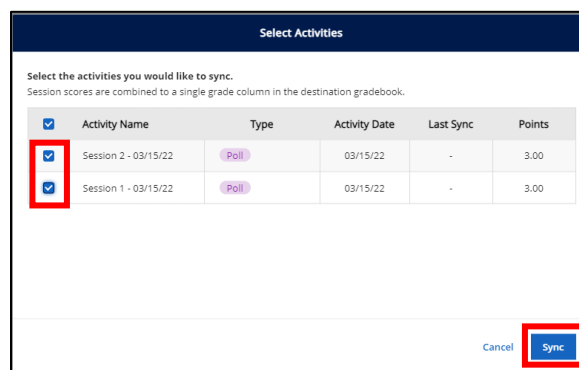
2. The Select Activities dialog box opens.

- 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**.



### Note

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



Select Activities

Select the activities you would like to sync.  
Session scores are combined to a single grade column in the destination gradebook.

<input checked="" type="checkbox"/>	Activity Name	Type	Activity Date	Last Sync	Points
<input checked="" type="checkbox"/>	Session 2 - 03/15/22	Poll	03/15/22	-	3.00
<input checked="" type="checkbox"/>	Session 1 - 03/15/22	Poll	03/15/22	-	3.00

Cancel Sync

- 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**.



### Note

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

**Select Activities**

**Select the activities you would like to sync.**  
Select up to 5 iClicker activities to sync at a time. Each activity will create a separate grade column in Brightspace.

<input type="checkbox"/>	Activity Name	Type	Activity Date	Last Sync	Points
<input checked="" type="checkbox"/>	Session 2 - 03/18/22	Poll	03/18/22	03/18/22	3.00
<input checked="" type="checkbox"/>	Session 1 - 03/18/22	Poll	03/18/22	03/18/22	3.00

Cancel
Sync

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

TEST RGS COURSE - 003 🔔 Enrico Tiz

Ready to Start Class

Class History

Assignments Beta

People

Gradebook

Attendance

Settings

Overview Details

View Pts

Last Sync: 03/18/2022, 10:44 AM

Sync Grades

Export

Student Name	Grade Sync	Total	Performance	Participation
<b>Class Average</b>		4.30 / 6.00	3.50 / 4.00	0.80 / 2.00
Enrico Tiz	●	0.00	0.00	0.00
Kyle Jensen	●	0.00	0.00	0.00
Kyle Jensen	●	0.00	0.00	0.00
Studenttest Steve	●	6.00	4.00	2.00



### Note

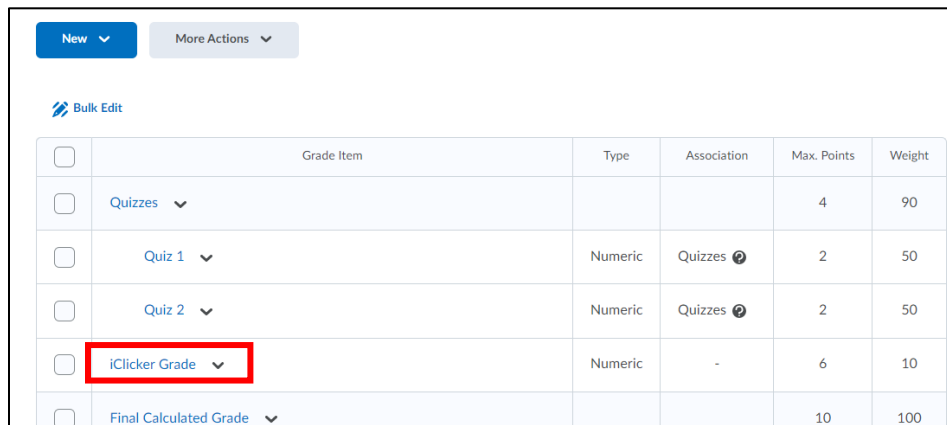
Syncing the gradebook also syncs the roster of students.



## GRADEBOOK ADJUSTMENTS IN UM LEARN COURSE

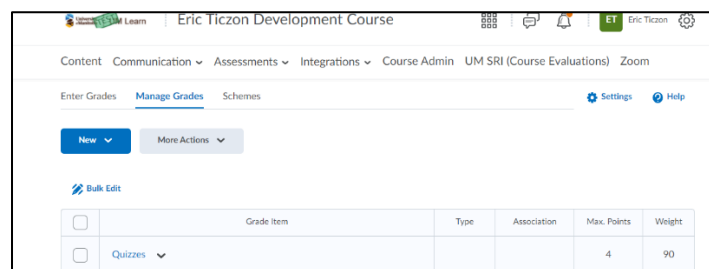
- If you are using the **one combined score in a single column** option, a single grade item is created in your UM Learn course that accumulates all scores from your iClicker polls every time you sync.

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



<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes ▾			4	90
<input type="checkbox"/>	Quiz 1 ▾	Numeric	Quizzes ⓘ	2	50
<input type="checkbox"/>	Quiz 2 ▾	Numeric	Quizzes ⓘ	2	50
<input type="checkbox"/>	<b>iClicker Grade ▾</b>	Numeric	-	6	10
<input type="checkbox"/>	Final Calculated Grade ▾			10	100

- 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.
  - Upon syncing of every polling activity from iClicker, individual grade items are created in UM Learn.
  - To open the gradebook in UM Learn, click **Assessments** in the main menu > **Enter Grades**. This opens the Manage Grades page.



<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes ▾			4	90

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**.

The left screenshot shows the 'Manage Grades' menu with 'New' and 'Category' highlighted in red. The right screenshot shows the 'New Category' form with 'Name' (iClicker), 'Weight' (10), and 'Save and Close' highlighted in red.

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**.

The screenshot shows the gradebook interface. The 'Bulk Edit' button is highlighted in red. The 'iClicker' category is highlighted in red, and the 'Session 1' and 'Session 2' items are selected with checkboxes. Red arrows point to the 'Bulk Edit' button and the selected items.

	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes			4	90
<input type="checkbox"/>	Quiz 1	Numeric	Quizzes	2	50
<input type="checkbox"/>	Quiz 2	Numeric	Quizzes	2	50
<input type="checkbox"/>	iClicker			0	10
<input checked="" type="checkbox"/>	Session 1 - 03-18-22	Numeric	-	3	10
<input checked="" type="checkbox"/>	Session 2 - 03-18-22	Numeric	-	3	10
<input type="checkbox"/>	Final Calculated Grade			10	120

Category for iClicker

Select the separate grade items.

5. Under the Category column, select the **iClicker** category for each of the grade items, and then click **Save**.

Bulk Edit Items and Categories

#	Name*	Short Name	Type	Max Points*	Weight*	Bonus	Can Exceed	Grade Scheme	Category
1	Session 1 - 03-18-22	Session 1 - 03-1	Numeric	3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	-- Default Scheme -- (Percentage)	iClicker (10% of final grade)
2	Session 2 - 03-18-22	Session 2 - 03-1	Numeric	3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	-- Default Scheme -- (Percentage)	iClicker (10% of final grade)

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.

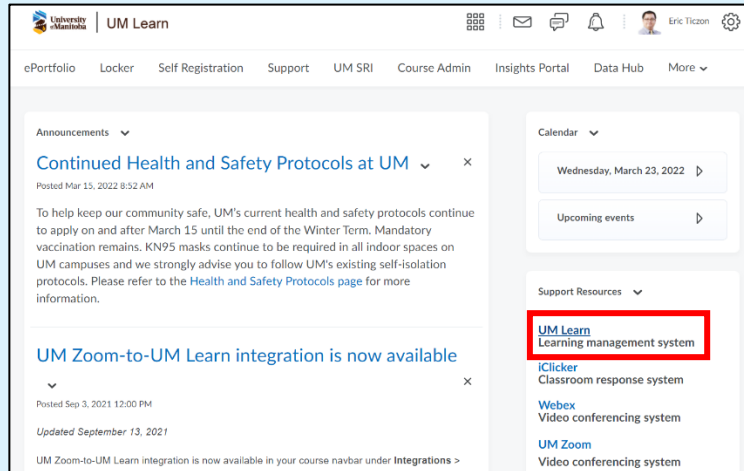
Bulk Edit

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Quizzes ▾			4	90
<input type="checkbox"/>	Quiz 1 ▾	Numeric	Quizzes ⓘ	2	50
<input type="checkbox"/>	Quiz 2 ▾	Numeric	Quizzes ⓘ	2	50
<input type="checkbox"/>	iClicker ▾			6	10
<input type="checkbox"/>	Session 1 - 03-18-22 ▾	Numeric	-	3	50
<input type="checkbox"/>	Session 2 - 03-18-22 ▾	Numeric	-	3	50
<input type="checkbox"/>	Final Calculated Grade ▾			10	100



### Note

Detailed materials on managing a UM Learn course's gradebook are found in UM Learn, under **Support 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:

**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**