

# REEF Polling by i>clicker

## Instructor Quick Start Guide



*REEF Polling by i>clicker is the new mobile-optimized engagement software from the market leader in classroom response systems.*

## Getting Started

- 1 Download the instructor software from [reef-education.com](http://reef-education.com) and copy the extracted application to your computer's hard drive or a thumb drive.

**TIP:** Because all your data is saved to the cloud, there is no advantage to running off of a thumb drive. We recommend copying REEF to your hard drive for best performance.

- 2 Launch the REEF Education application and click the **Create New Account** button.
- 3 Complete the form to create a REEF account. Because all REEF data is saved to the cloud, you will use this account to access your course data from anywhere.
- 4 The *Course Dashboard* opens. Click the blue **Create a Course** button to create your first course. The more details you provide, the easier it will be for your students to find.



Have Questions About REEF Polling?

Visit the Support Portal at [support.reef-education.com](http://support.reef-education.com).

## Run a Polling Session

- 1 Click the green **Start Session** button on the *Course Dashboard*.
- 2 The *Course Dashboard* is replaced with the *Master Toolbar*, which floats above all other programs on your computer screen. Click the **Polling** option to toggle the *Polling Toolbar*.
- 3 Start and stop polling by clicking the round **Start/Stop** button on the *Polling Toolbar*. A screenshot of your computer desktop is automatically saved to the cloud and sent to student devices when polling is started.  
**TIP:** Go to the course settings to change when you send the image.
- 4 Show the **Results** and indicate the correct response when polling is stopped. Correct/incorrect feedback is immediately sent to student devices.
- 5 Close the *Master Toolbar* to end the session and return to the *Course Dashboard*.

## Grade and Export Results

- 1 Sessions can be graded and points assigned after a session has ended. Access the session from the *Session History* tab of the *Course Dashboard*.
- 2 Click a session name in the *Session History* to manage your session data.

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## Course Dashboard

**i>clicker Enabled Indicator**  
When an i>clicker base connection is detected, this icon appears to indicate that remotes can join your session.

**Session History**  
Your past course sessions can be accessed from the *Session History* tab. Go here to grade, delete, and export your sessions.

**Course Roster**  
View a list of students and their overall scores and sync scores to your LMS from the *Roster* tab.

**Start Session**  
Launch your polling sessions with the green **Start Session** button.

**Course List**  
Click the course name to make it the active course.

**Course Details**  
Details for the active course are displayed here.

**Course Management**  
Click these icons to add or remove a course.

**Course Settings**  
Click the gear icon to access settings including: base frequency, score settings, LMS grade sync setup, and when to share question images.

**Profile and Sign Out**  
Edit your profile information, including adding an instructor remote.

**Edit Course Details**  
Make changes to your course details using this option.

**Course Dashboard Content:**

- Top Bar: Organic Chemistry, Margaret Hernandez (with profile icon and Edit button)
- Navigation Tabs: Course, Session History, Roster
- Left Sidebar: COURSES, Advanced Organic Lab, Organic Chemistry (active)
- Main Content Area:
  - Buttons: Start Session (green), i>clicker Enabled (blue icon)
  - Metadata:
    - Institution: Demo Institution
    - Course ID: CHEM-358-002
    - Term: Spring 2015
    - Start Date: Not Specified
    - End Date: Not Specified
  - Meeting Times:

M	09:00 AM
W	09:00 AM
F	09:00 AM

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## Polling Session



### Master Toolbar

Show/hide the other windows with the Master Toolbar. End the session by closing this toolbar.

- A = Toggle minimized and normal toolbar size
- B = Counter shows the number of students who have joined the session
- C = Course settings (not all are available when a session is active)

### Polling Toolbar

Toolbar expands when polling is active (both states shown).

- D = Start/stop polling
- E = Question type
- F = Timer
- G = Number of votes

### Results Window

Summary of the class responses.

- H = Open side thumbnail navigation panel
- I = Compare results w/another Results window
- J = Navigate to other questions in the session
- K = Click to indicate the correct response. Multiple correct responses can be selected.

### Participants Window

Window shows the names of students who have joined the session and unregistered remote IDs for clickers that have voted in the session. You can also see who has responded to the current question.

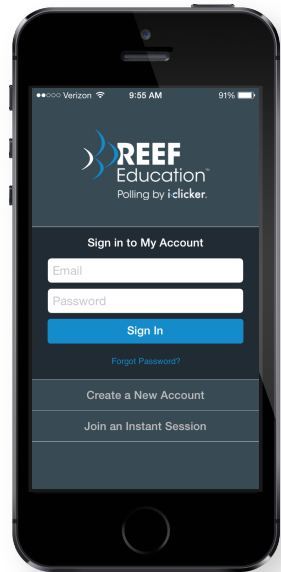
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## Student Experience

Students vote in REEF Polling sessions using a laptop, smart phone, or tablet. REEF Polling also supports hybrid classrooms by allowing students to register and use an i>clicker remote. You can use your instructor credentials to experience REEF Polling as a student.



- 1 Go to [app.reef-education.com](http://app.reef-education.com) or download the native iOS app from the iTunes App Store or Android app from Google Play.\*
- 2 Log in to REEF Polling using your instructor account's email and password.
- 3 Tap the **Add a Course** button then find and add the course you previously created.
- 4 Start a polling session from the instructor software.
- 5 From the student software, join the session when the **Join Session** button appears.
- 6 Run polls from the instructor software and respond from the student software.

\* For the best simulation of the student experience, we recommend running the student and instructor software on separate devices.

## Instructor Remote

Your students aren't the only ones who can use clickers! You can use your i>clicker instructor remote to control REEF Polling and your presentation.

Go to your account profile to add or edit your instructor remote.



### Instructor Remote Functions

⬆⬆ = Change question type  
(i>clicker 2 only)

A = Start/stop polling

B = Show/hide Result

C = Select next response (or next slide if Results are hidden)

D = Select previous response (or previous slide if Results are hidden)

E = Grade selected response (must be used with C and D buttons)