



## Grade & Roster Sync Shortcut

Feb 15, 2024

Student Response Systems

Learning Environments and Tools, Research Teaching & Learning

University of California, Berkeley

# Grade & Roster Sync Shortcut

This document describes how to find shortcuts for

- (1) syncing bCourses roster to iClicker, and
- (2) sync polling data to bCourses Gradebook

For iClicker Cloud 6.0

It is required that you have an official class in bCourses and an enterprise account in iClicker by logging in through our Berkeley single sign on + CalNet 2-Factor Authentication.

# Roster Sync

Upon successfully login, click on your Course, and click on **Settings**

ONE-TIME INITIAL SETUP

**Courses** New Lisha Bornilla

Active Courses (4) Archived Courses (0)

[Create New Course](#) [Delete](#) [Archive](#)

<input type="checkbox"/>	Course Name	Start Date	End Date
<input type="checkbox"/>	<b>Attendance Testing</b> RTLTest , Spring 2023	1/12/2024	7/11/2024
<input type="checkbox"/>	<b>Sample Course</b>	2/9/2024	8/8/2024
<input type="checkbox"/>	<b>Sandbox iClicker</b>	12/7/2023	6/6/2024
<input type="checkbox"/>	<b>Sessions Test</b> Tu 08:00 AM, W 08:00 AM...	2/7/2024	8/6/2024

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**Sample Course** New Lisha Bornilla

[Class History](#)

[Delete](#) [Export All Activities](#)

Date	Type	Activity	Time
Fri Feb 9, 2024	Attendance	<b>Class 1 - Attendance</b> 0 Present, 0 Absent, 0 Excused	1:05PM

[Gradebook](#)  
[Assignments](#)  
[Quizzes](#)  
[People](#)  
[Attendance](#)  
**[Settings](#)**


[Download App](#)  
[Support](#)  
[Give Feedback](#)

Click on **Integrations** tab

ONE-TIME INITIAL SETUP

**Sample Course Settings** Cancel Save

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

 **Canvas Integration** Connect to Canvas

**You can:**

- Sync your roster to add students from Canvas to your iClicker course.
- Sync your grades to send scores from iClicker to your Canvas gradebook. (Choose how grades are sent.)

**Students must:**


- Use their institution email or Student ID for their iClicker accounts. (That's it!)

You can also export grades as a .csv file from your Gradebook.



Click on Go to **Canvas**

Sample Course Settings Cancel Save

Course Details Devices Attendance Polling Quizzing **Integrations**

 Canvas Integration Connect to Canvas

**Connect to Canvas**

 → 

We need your permission to connect  
your iClicker course to Canvas


You will be redirected to Canvas to sign in and authorize your  
connection to iClicker Cloud. We'll bring you right back afterwards.

Cancel Go to Canvas


ONE-TIME INITIAL SETUP

Click on **Authorize**

ONE-TIME INITIAL SETUP



**CANVAS**



**iClicker Advanced Sync**

iClicker Advanced Sync is requesting access to your account.

You are authorizing this app as Lisha Bornilla.  
Your email address is lishabornilla@berkeley.edu.

Cancel

Authorize

Click on the circle next to **your course** and click **Next**

ONE-TIME INITIAL SETUP

### Select Your Canvas Course

Search by Course Code or Name

View Courses:

Course Code	Course Name
<input type="radio"/> Megathreads Ed Discussion Testing	Megathreads Ed Discussion Testing
<input checked="" type="radio"/> Sample Course	Sample Course



Select the Section to sync with your course (this is usually your lecture class).

ONE-TIME INITIAL SETUP

**Select Your Canvas Course Section(s)**

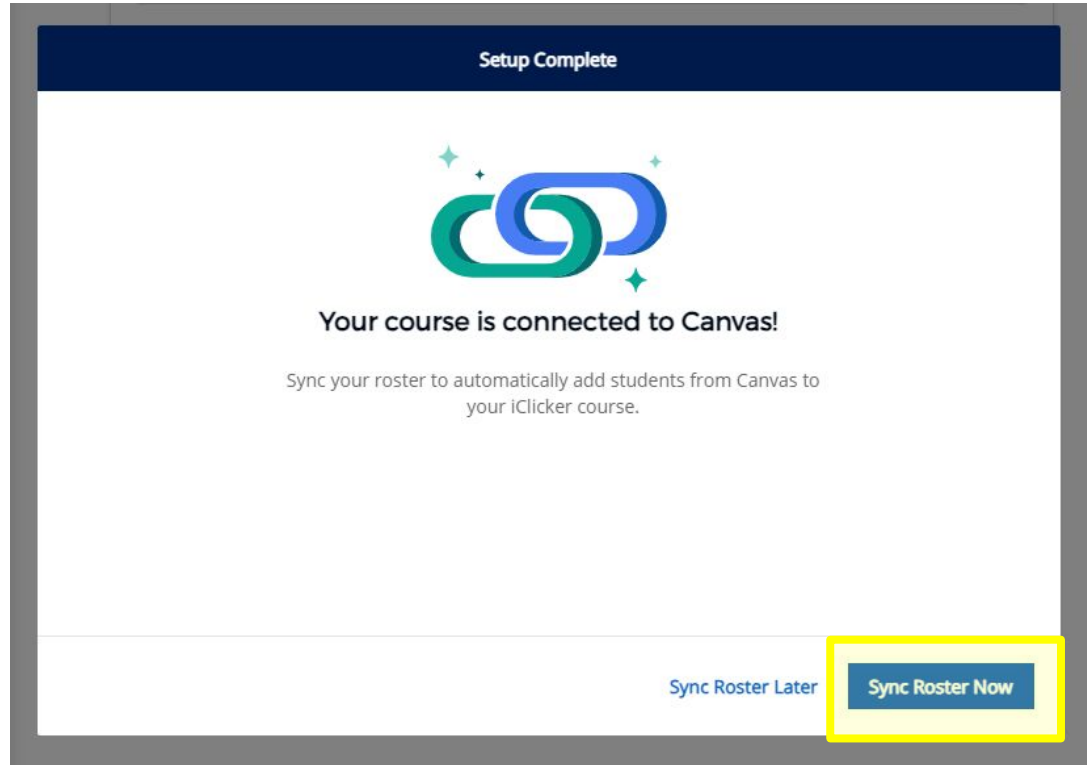
Search Sections   All students from each section selected will be added to this iClicker course.

Section Name	Enrollment
<input checked="" type="checkbox"/> Sample Course	0

[Cancel](#) [Back](#)

Click on **Sync Rostern Now** – this copies your roster from bCourses.

ONE-TIME INITIAL SETUP



NOTE:

It is important that students login to <https://student.iclicker.com> through the campus portal selecting *University of California Berkeley* and logging in with CalNet and Duo 2FA in order to sync with your class.

The **Sync Roster** shortcut can now be found under **People**

TIP:

**Sync early** and **sync often** to make sure that any updates to your official class list is reflected as you conduct your polls.



Lisha Bornilla



Sandbox iClicker

Class History

Gradebook

Assignments

Quizzes

**People**

Attendance

Settings

**Students** Instructors Groups **Beta**

Search



Filter Students

Last Sync  
02/09/2024, 2:12 PM

**Sync Roster**

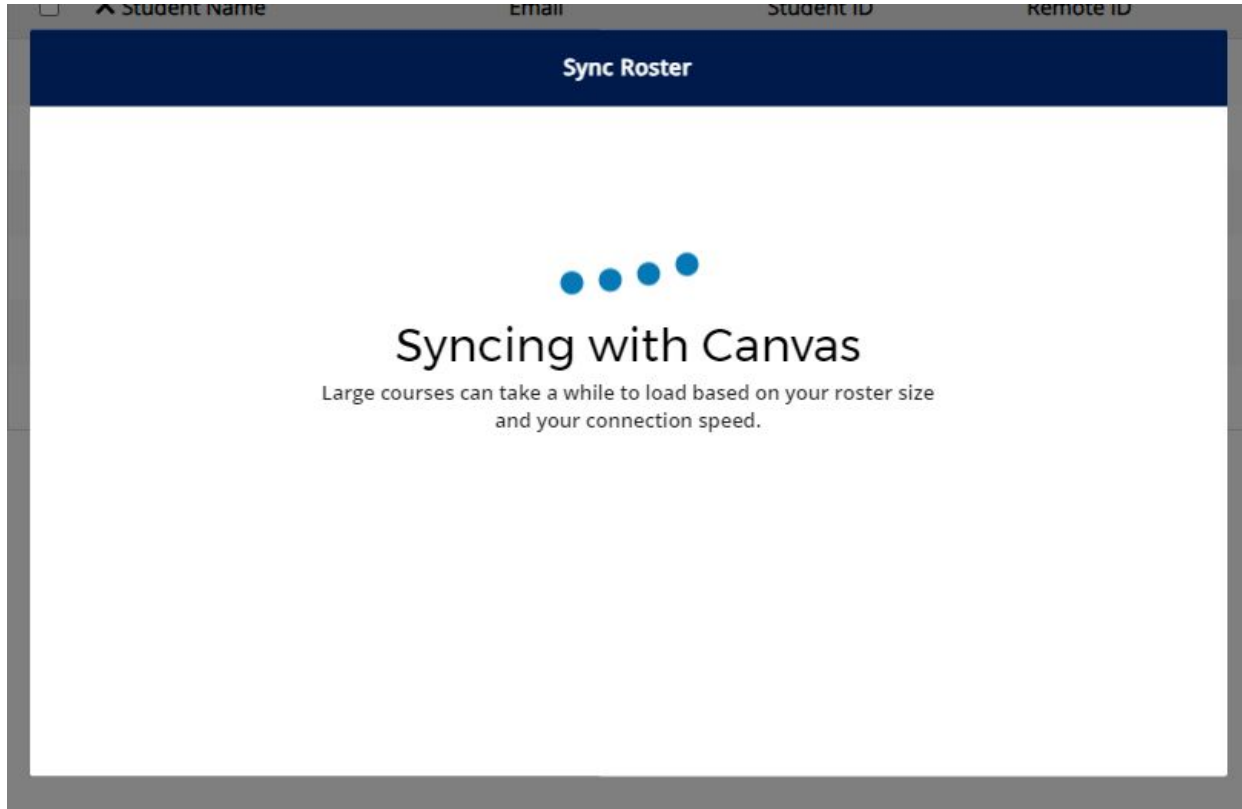
**Export All**

Remove

Re-Enroll

<input type="checkbox"/>	Student Name	Email	Student ID	Remote ID	iClicker Enrollment
<input type="checkbox"/>	Bornilla, Lisha	lishabornilla@berk...	3039832838	-	Enrolled
<input type="checkbox"/>	Cruz, Ashley	arcl07@berkeley.edu	3038058168	-	Enrolled
<input type="checkbox"/>	Heckel, Peter	peter.heckel@berk...	3039627905	-	Enrolled
<input type="checkbox"/>	SP_Account, Brucebanner	brucebanner@berk...	-	-	Enrolled
<input type="checkbox"/>	SP_Account, Carolanvers	caroldanvers@berk...	-	-	Enrolled
<input type="checkbox"/>	SP_Account, Wandamaximoff	wandamaximoff@b...	UID:1790670	-	Pending

When you click on the **Sync Roster** shortcut, a pop-up window will appear to indicate its status.



Once the sync is complete, the popup window may tell you of any action items needed to be taken by your students, and clicking on **View Details** allows you to send an email directly to the student to follow up with them.

**Sync Complete**

✔ 4 students from Canvas are enrolled in iClicker and are good to go.

**Action may be needed:**

- 1 student from Canvas needs to enroll in your iClicker course. [View Details](#)
- 1 student may need to update their iClicker profile. [View Details](#)

[Close](#)

**View Details**

1 student from Canvas is pending, and needs to enroll in your iClicker course.  
We didn't find iClicker accounts for these students. Send selected students an email with instructions to enroll.

<input checked="" type="checkbox"/>	Name	Email Address	Student ID	Last Email Sent
<input checked="" type="checkbox"/>	SP_Account, Wand...	wandamaximoff@berk...	UID:1790670	-

Send me a copy of this email [Send Email](#)

**View Details**


1 student enrolled in iClicker may need to update their iClicker profile.  
Students joined your iClicker course, but we cannot match them to your Canvas roster. Send selected students an email with instructions to update their iClicker profile. (Students will be instructed to update their email or Student ID.)




<input checked="" type="checkbox"/>	Name	Email Address	Student ID	Last Email Sent
<input checked="" type="checkbox"/>	Bornilla, Lisha	lishabornilla@berkeley....	3039832838	-


Send me a copy of this email [Send Email](#)


Grade Sync


Navigate to your **Gradebook** and click on **Sync Grades**


Sandbox iClicker 


  | Lisha Bornilla 


 Class History


 **Gradebook**

 Assignments


 Quizzes






 People

 Attendance

 Settings

Overview **Details**

Search  View  **PTS** Last Sync: 01/17/2024, 10:40 AM **Sync Grades** **Export**

 Student Name	Grade Sync	Total	Performance	Participation
<b>Class Average</b>		<b>5.67 / 18.00</b>	<b>2.00 / 6.00</b>	<b>3.67 / 12.00</b>
<b>Bornilla, Lisha</b>		2.00	1.00	1.00
<b>Cruz, Ashley</b>	-	0.00	0.00	0.00
<b>Heckel, Peter</b>		0.00	0.00	0.00
<b>SP_Account, Bruceba...</b>		11.00	5.00	6.00
<b>SP_Account, Carolda...</b>		4.00	0.00	4.00

Click on the checkbox of the activities that you wish to sync to bCourses, and click on **Sync**

### Select Activities

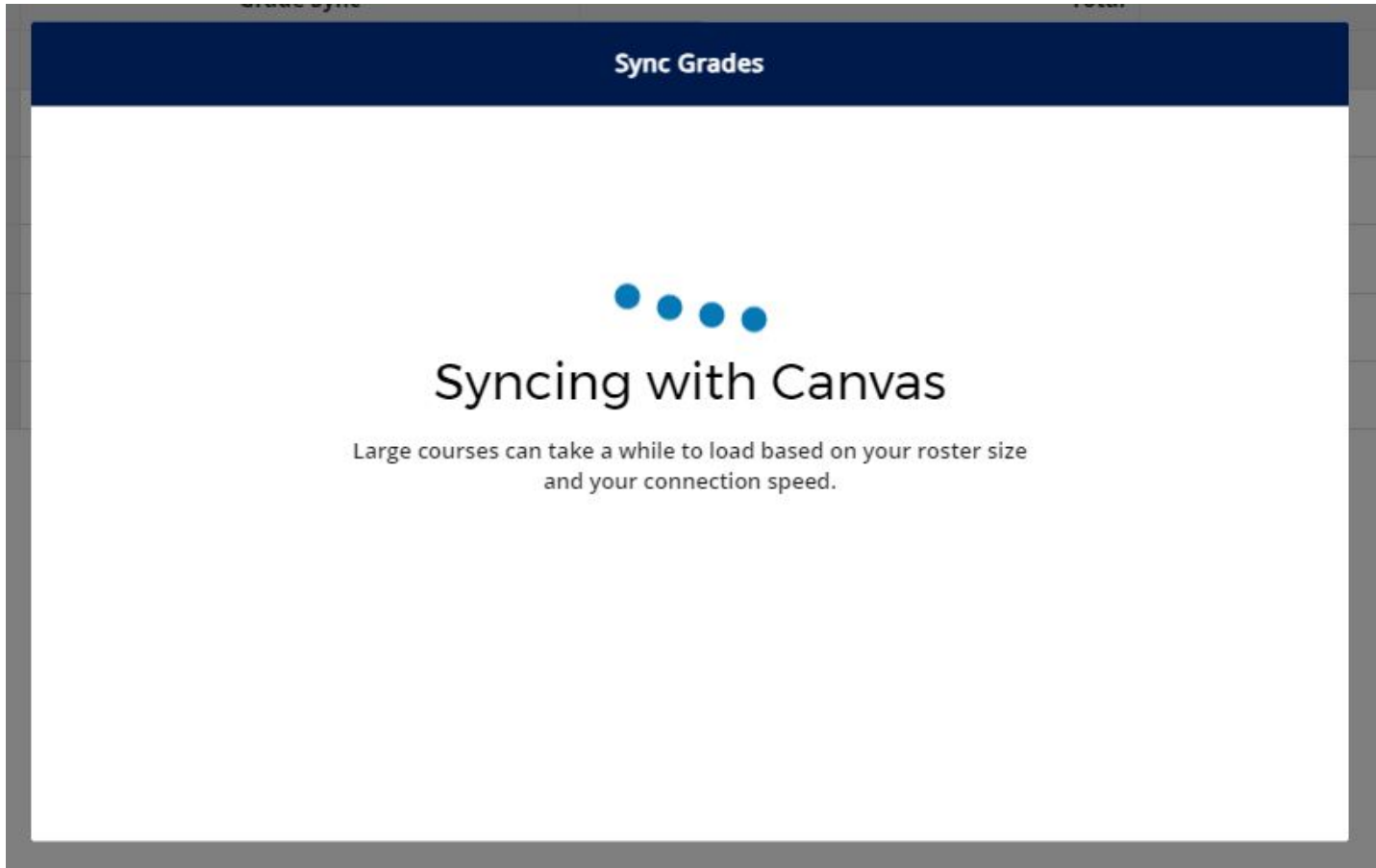
Select the activities you would like to sync.  
Session scores are combined to a single grade column in the destination gradebook.

<input checked="" type="checkbox"/>	Activity Name	Type	Activity Date	Last Sync	Points
<input checked="" type="checkbox"/>	Class 18 - Poll	Poll	01/25/24	-	6.00
<input checked="" type="checkbox"/>	Class 17 - Poll	Poll	01/23/24	-	1.00
<input checked="" type="checkbox"/>	Class 16 - Poll	Poll	01/23/24	-	1.00
<input checked="" type="checkbox"/>	Class 15 - Poll	Poll	01/22/24	-	1.00
<input checked="" type="checkbox"/>	Class 13 - Poll	Poll	01/17/24	-	2.00
<input checked="" type="checkbox"/>	Class 12 - Poll	Poll	01/17/24	-	1.00

[Cancel](#) [Sync](#)



A pop-up window will open indicating the status of the sync.



You also have the option to send follow-up emails to students who need to take action on their accounts.

The screenshot shows a notification window titled "Sync Complete" with a dark blue header. Below the header, there is a white box with a green checkmark icon and the text "4 students successfully synced to your Canvas gradebook." Below this, a grey header reads "Action may be needed:". Underneath, there are two white boxes. The first contains the text "1 student from Canvas needs to enroll in your iClicker course." with a blue "View Details" link to the right. The second box contains the text "1 student may need to update their iClicker profile." with a blue "View Details" link to the right. At the bottom right of the window is a blue button with the text "Close".

**Sync Complete**

✓ 4 students successfully synced to your Canvas gradebook.

**Action may be needed:**

1 student from Canvas needs to enroll in your iClicker course. [View Details](#)

1 student may need to update their iClicker profile. [View Details](#)

**Close**

Thank you!

For further information or inquiries please contact

**[studentresponse@berkeley.edu](mailto:studentresponse@berkeley.edu)**