



### Common Inquiry:

***How do I associate my student with their clicker number?***

Students are associated with the unique clicker serial number using the ROSTER in the H-ITT CRS, Analyzer program. **NOTE: You do not need to create your roster before holding class sessions. All answers are associated to the remote's ID number so you can associate student information to that remote at any time. However, make sure your students use the same remote to answer questions (either they own them or you assign a remote to them).**

There are 2 steps to creating your Roster.

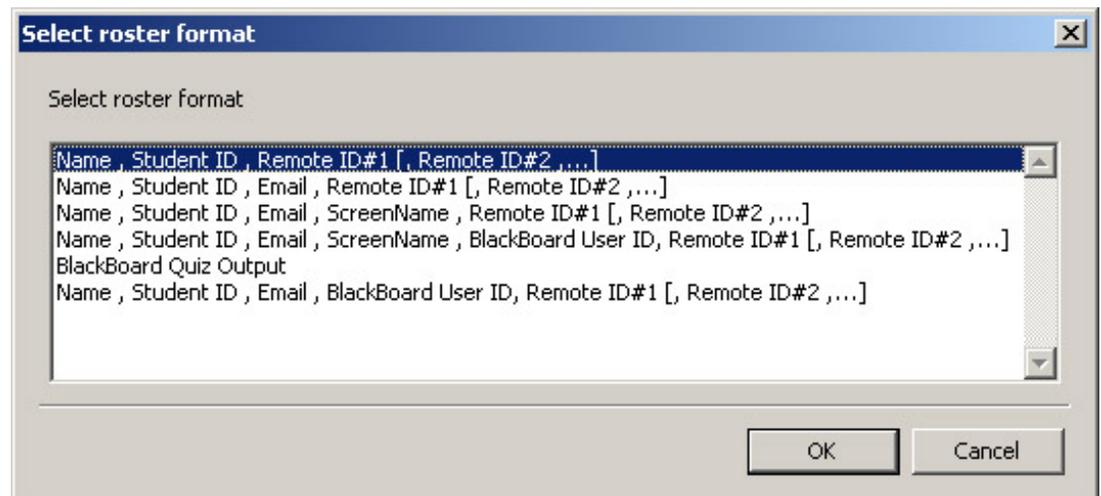
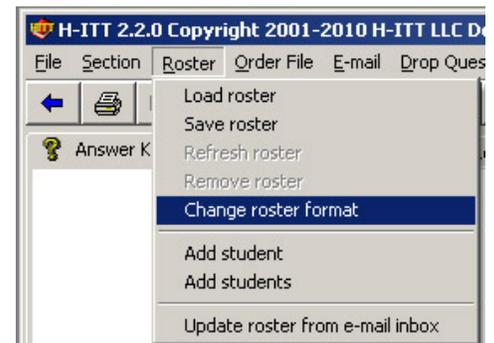
#### **1. Choose the roster format that is best suited for your needs.**

From the Analyzer, select Change roster format from the Roster pull down menu.

The roster format selection pallet appears.

The default has 3 items: Students name, Students school ID, and the clickers ID (serial number) they are using.

You can select a different format as shown that contain other student information you may want to use as described below.



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FORMAT	DESCRIPTION
Student name, Student ID, remote ID#'s	The basic default roster.
Student name, Student ID, <b>Email</b> , remote ID#'s	The added <b>Email</b> is the students email address so you can email students their grades status with a mouse click. If the Email Roster builder tool is used their Email address is automatically added when the program "mines" your inbox.
Student name, Student ID, Email, <b>ScreenName</b> , remote ID#'s	Adding a <b>ScreenName</b> , allows you to show this ScreenName in the Acquisition ID grid box in place of the typical last 3 digits of their remote ID#. The ScreenName column can be used for "numbering" remotes for "class pack" applications.
Student name, Student ID, Email, ScreenName, <b>WebCT/Blackboard User ID</b> , remote ID#'s	Including the students <b>ID for WebCT or Blackboard</b> allows you to import/export to their ID. If the WebCT questionnaire is used to build the roster, their user ID will automatically be included.
Student name, Student ID, Email, WebCT/Blackboard User ID, remote ID#'s	Same format as above, except a ScreenName is not used.
WebCT Quiz Output	Select this format if you use WebCT to generate your roster (by giving students a WebCT quiz).

Select the roster format you want to use and click OK

## 2. Add student information to your roster.

H-ITT provides many methods and tools you can use to build your roster described below. Choose the method that is best suited for your needs.

<b>Roster building tools</b>	
<a href="#">Web Registration</a> Preferred by Higher Education	Simple and easy, tell your students to register their remote on line. Build your roster with one click.
<a href="#">RosterMaker</a> Preferred by K-12, simple and fun.	An automated in class utility. You import your student information in spreadsheet format which is typically available from your class information or your schools "student management system". Students click in when they see their name, and the export is a ready to load roster.
<a href="#">Email roster builder</a> Good for classes of any size.	You tell each student to send an Email to you with their name, clicker ID and other information in a specific format, and the analyzer reads your e-mail and builds the roster for you
SMS quiz results method	If your schools Student Management system provides for issuing students a quiz, you can use these results to build the roster file. H-ITT offers a pre-made WebCT quiz that you can load into WebCT and have your students take. Other SMS quiz formats and instructions will be available soon. Visit H-ITT.COM, software support section for updates.
Using multi-digit remotes or SoftClick.	If you have the iCue Pro remotes (multi-digit capable) or are using SoftClick, students can send in their Name, StudentID and/or ScreenName using their remote. Select these options in Acquisition from the Modes pull down menu.
<a href="#">Manually</a>	You can simply type in the students information in the Roster window, or build a separate roster file.csv and load it.

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### About the roster.csv file:

The roster file can be either a plain text, comma separated variable file, or a spreadsheet.csv file (the spreadsheet.csv file opens in Microsoft excel)

Here are examples of a few lines of the basic 3 column roster file (name, Student ID, remote ID) in text and also spreadsheet formats:

An example Roster.txt file:

```
Dave Smith,12345,272811
Sam Adams,45678,273128
Mary Jones,65971,273129
Adam Smith,12398,273565
Sue Johnston,75869,273577
```

An example Roster.csv spreadsheet file:

```
Dave Smith      12345  272811
Sam Adams      45678  273128
Mary Jones     65971  273129
Adam Smith     12398  273565
Sue Johnston   75869  273577
```

## Web Registration

Web Registration allows your students to register the H-ITT roster information on line which will populate the roster in Analyzer with a single mouse click. Complete instructions on using the Web Registration roster builder is available at [http://www.h-itt.com/images/pdf/Web\\_Registration\\_users\\_guide.pdf](http://www.h-itt.com/images/pdf/Web_Registration_users_guide.pdf)

Here is a brief of how to use Web Registration:

- 1) Create an on-line class ID by typing in a class ID in Analyzer.
- 2) Tell students to register their remotes under that class ID at H-ITT.com.
- 3) Hold class and have every student enter at least 1 response in the Acquisition program.
- 4) Click the link "update roster from web registrations" under the roster pull down menu in Analyzer.

That's it. All students that have entered at least 1 response for that class, and have registered their information will be automatically populated in the roster.

FYI, if you have students include their E-mail with registration you can e-mail them their up to date grades report with a single click!

## RosterMaker

RosterMaker is a utility that lets students "click in" with their remote when their name is either called or displayed and exports a roster.csv that loads directly into Analyzer. You can access RosterMaker from the Roster pull down menu in Analyzer, or [download it free](#) at H-ITT.com. Select the appropriate RosterMaker for your operating system (Windows, Mac or Linux).

RosterMaker instructions are included in the utility from the "help" pull down menu, or you can get the [RosterMaker instructions](#) from the support section at H-ITT.com

You will need to have your students information in spreadsheet.csv format. Your class/students information is typically available from your school in a spreadsheet or other file that you can "save as" a Comma Separated Variable (\*.csv) file.

There are 4 steps to using RosterMaker:

- 1) Load** your school\_roster.csv into RosterMaker

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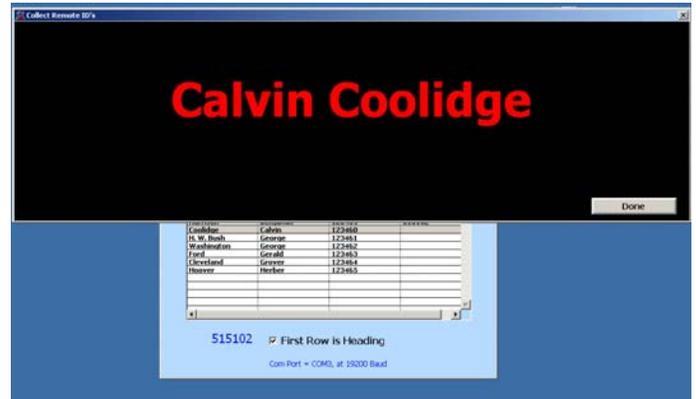
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**2) Identify** the columns of information that are in your school\_roster.csv that you want to include in your h-itt\_roster.csv.

**3) Collect remote ID's** by letting the students click in when their name appears.

A Window will appear, and all names on your school\_roster.csv will scroll into the window and turn red. Students click the A/1 button on their remotes when their name is being displayed. When they click in, the name will turn Green and Scroll off the window and the next name on the list that has not clicked in will automatically scroll in.



This will continue until all names have their respective remote serial number collected, then display "All Done!"

**4) Save the results** and load this file from the roster pull down menu item, Load roster.

## Email roster builder

The H-ITT Analyzer can build a roster file automatically through the use of your email account. It opens your email Inbox and reads your email messages from your students and parses out the student's name, remote ID number, student ID number and e-mail address and other information. The students must send you an email message in a special format that includes the information you want to include in the roster.

Once students have sent the proper registration emails, select "Update roster from email inbox" from the Roster pull down menu.

Composing the e-mail message:

It is up to you how you choose to get students to email you the information; however, a simple method is to hand out an instruction sheet to the students and instruct them to send you an email in the format you provide in your instruction sheet.

An example would be to tell your Students: Send an email to (my email address) with the information below. Keep the format exactly as shown:

----- Message Subject -----

**H-ITT:Register**

----- Message Body -----

**Name:** *student name* ← Put your name here  
**StudentID:** *123456789* ← Put your student ID# here  
**RemoteID:** *51234* ← Put your H-ITT Remote ID# here  
**WebCTID:** *SMS ID* ← OPTIONAL, Student management system ID  
**ScreenName:** *JD* ← OPTIONAL, screen name  
**ClassID:** *A* ← OPTIONAL, Class ID number

NOTE: In order to use the Email roster building tool, you need to set up your email account in Analyzer Options

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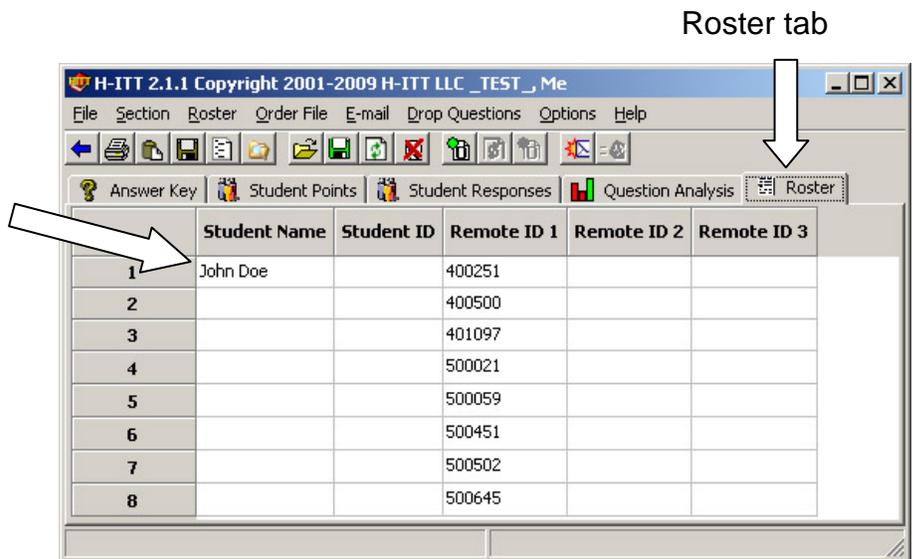


## Manual methods:

**By Hand:** - Simple for small classes - First use Acquisition, collect a response from each remote you intend to use in that class, the remote ID will show up in the roster window, so all that is needed is to type in (or copy paste) the respective student name and optionally other student information into the Roster window.

1. Open your class in Analyzer
2. Click on the Roster tab.
3. Type in each students name in the Student name column that uses the clicker with the serial number that is shown under the Remote ID column.

In this example, John Doe is using clicker serial number 400251



**Create and load a Roster file:** First use Acquisition, collect a response from each remote you intend to use in that class, the remote ID will show up in the roster window. From the roster pull down select Save roster. This will create a "roster.csv" file that has all remote ID's.

Your class information is typically available in a spreadsheet or other file, the file will probably contain at least the students' names, and their school ID numbers, and may have some other pertinent information you may want to add to your H-ITT Roster. Open both the "roster.csv" and your school's student information spreadsheet and simply copy and paste cells, text or even entire columns with student information from your schools info into your H-ITT "roster.csv". Save the roster.csv and load it in Analyzer using the roster pull down menu, select load roster.

## NOTES:

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