



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.

You can view the roster from the Roster tab in Analyzer as shown below.

If you have collected remote responses in Acquisition, the remotes serial number will automatically be added to the roster, under the RemoteID column.

The first step is to choose your roster format. The default roster format provides for Student Name, Student ID and remote ID#'s, however you can choose other roster formats with additional information that you may want to use. So the first step to creating your roster is to decide on what information you want then choose the desired roster format.

To change the roster format, from Analyzer (in your class) select the roster pull down menu, and select Change roster format.

The following are the items that are included with the various roster formats with a short description:

- Student name: The students name. Do not use comma's in the name, i.e. "Doe, John" will not work.
- Student ID: The student ID that is used by your school
- Email: Students email address, used to send students their current grades from H-ITT classes
- ScreenName: What you include here can replace the default "last 3 digits" of the clickers serial number in the students ID box in the Acquisition program
- WebCT/BlackBoard User ID: Used to send students their current grades from H-ITT classes
- Remote ID#'s: The unique serial number of the clicker the student will use. Note that you can have more than one RemoteID assigned to a student.
- WebCT Quiz Output: Select this format if you use the generic text format template WebCT quiz to gather your roster information.



Once you have selected a roster format (or kept the default) you need to enter the information. There are easy and automatic ways to do this based on what information you already have described below, or you can just type in the information you want into the roster window.

The example to the right shows a completed basic (default) roster in the roster window. The Student ID column is optional, but can be useful for reporting when your grade book uses the student's school ID as opposed to the student name.

The "extra" remote ID columns are useful if a student has more than 1 remote. These extra remote ID's need to be hand typed in when applicable.

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File Section Roster Order File E-mail Drop Questions Options Help
Answer Key Student Points Student Responses Question Analysis Roster

	Student Name	Student ID	Remote ID 1	Remote ID 2	Remote ID 3
1	Abraham Lincoln	123456	501397		
2	Andrew Jackson	123457	500234		
3	Andrew Johnson	123458	501542		
4	Benjamin Harrison	123459	501950		
5	Calvin Coolidge	123460	500989		
6	George H. W. Bush	123461	500123		
7	George Washington	123462	500023		
8	Gerald Ford	123463	498172		
9	Grover Cleveland	123464	526727		
10	Herbert Hoover	123465	436415		
11	James Buchanan	123466	501555		
12	James Madison	123467	498234		
13	James Monroe	123468	499877		
14	Timothy Carter	123469	502188		



Always save the roster from the Roster pull down menu whenever a change is made. The roster is saved to a spreadsheet file in csv format (opens in excel) and is located in your class folder. There are several ways to directly access your class folder from the program: If you are in the class in Analyzer, click the section pull down menu and select “explore file folder”. Select the roster.csv file (or a name you saved your roster as) and open it. Note that using the default “save to” locations will put all files related to the class in that class folder.

An example roster.csv file is shown to the right. Notice that it matches the columns in the roster window as shown above. This is important in that if you use another roster format, the columns must be aligned the same as the columns in the roster window.

	A	B	C	D
1	Abraham Lincoln	123456	501397	
2	Andrew Jackson	123457	500234	
3	Andrew Johnson	123458	501542	
4	Benjamin Harrison	123459	501950	
5	Calvin Coolidge	123460	500989	
6	George H. W. Bush	123461	500123	
7	George Washington	123462	500023	

Below are some easy ways to build the basic roster:

Remote ID's: You can automatically add the remote ID's to the roster. Simply open the class in Acquisition and start a question. Then enter a response from each clicker, stop the question and exit Acquisition. Open the class in Analyzer and the list of remote ID's will be there. You can do this before the first class (if you have the clickers) or do this during the first full class of students, and let them enter responses to questions.

Note that “grades” are maintained based on the remotes serial number, so you do not need to pre-associate the students name with the remote they are using, as long as they always use the same remote. You can build the roster at any time, that is, all responses from that remote can be assigned to a student name later.

Student name and/or School ID#:

1. If you have this information in electronic format such as a spreadsheet, you can copy and paste columns from this spreadsheet into the roster. The roster is a CSV file format, and opens in excel and other spreadsheet type programs. The Roster is located in the class folder, and easy access is provided from the section pull down menu, select “explore file folder”. Once you have added the information to your roster.csv, save it and select “load roster” from the roster pull down menu, and browse to the roster and load it.

NOTE: When saving a *.csv file in excel a prompt may appear “....Do you want to keep the workbook in this format...”, always check YES to this prompt.

2. If you have a Multi-digit capable system: The TX3200 remotes have a roster mode where students can enter and send information to the Acquisition program (CRS V2 software) which can be added to the roster. There are 3 categories that can be collected from the remotes: The Student Name, StudentID# and a Screen name. To collect the desired information, start your class in Acquisition and from the Modes pull down menu, select either; Student ID Collection, Student Name Collection or Screen Name Collection, and press the start question button. Students select the Roster Mode of their TX3200 remotes, enter the information requested, and send it in.

When the question is stopped, a *.csv file is created that has the collected information along with the remotes ID number. This can be pasted into your roster as described above.

Reference the H-ITT CRS manual.pdf, roster building tools section for additional automated ways like email and WebCT to build the roster.