



Knowledgebase > Classroom/Conference Room Technology > iClicker: How to create a full demo course

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## iClicker: How to create a full demo course

Ankit Shah - 2023-08-24 - Classroom/Conference Room Technology

### **How to Create a Full Demo Course in iClicker Cloud (Do NOT Create Courses for students, EdTech will create all UME courses) This is for your own Sandbox/Demo Course to test iClicker.**

Once you are added as a teacher, by EdTech, to a course as an instructor, you will receive a notification on the Bell Sign. Click on the bell and join the course.

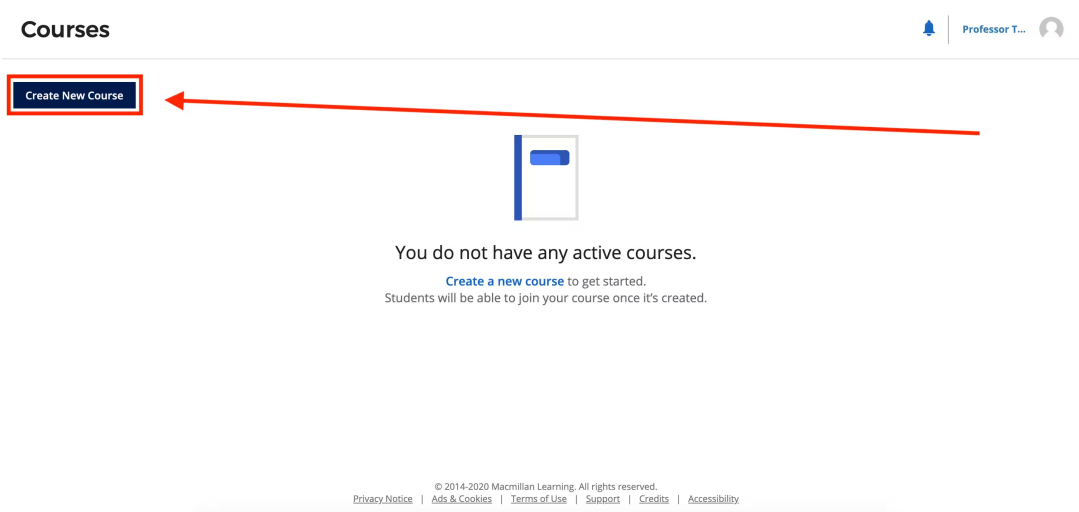
After [creating an instructor account](#), you must create your course either on the instructor website or in the iClicker Cloud desktop software. You'll run Polling, Quizzing, and Attendance activities from your course in the [desktop software](#), and you can [create Assignments](#) and access course data after class on the [iClicker Cloud instructor website](#).

Your students will use the information you supply during the course creation process to correctly identify your iClicker course and participate in your class activities in the student app. You can [share your course join link or code](#) with students, or you can [set up an integration with your learning management system](#) to easily add your students to your iClicker Cloud course. Otherwise, you will need to share your course details with students so they can [manually add your course in the iClicker student app](#).

Watch the video below or follow the steps in this article

Option 1: Create a course on the instructor website

**[Sign in to your instructor account](#) and click "Create New Course" in the upper-left corner**



## Enter course details, then click "Create"

- Select which activities you will be using in your iClicker Cloud course. Most instructors use the default **Full Course** option, which includes polls, quizzes, assignments, and attendance. [Attendance Only courses](#), on the other hand, do not require use of the iClicker Cloud desktop software and can be run entirely from the iClicker Cloud instructor website.
- Your **Institution** and **Course Discipline** will be filled in based on what you entered when you [created your account](#). You can modify these fields here as needed.
- Enter your **Course Name** and the **Start** and **End Date**. When your course ends (based on the **End Date**), it is automatically archived. An [archived course](#) no longer appears in student searches and cannot be joined. However, students who have already added the course will continue to have access to their course content as long as they do not remove themselves from the course.
- Under **Enrollment**, you can decide whether your course appears in search results for your institution in the iClicker student app. If you choose to make your course unlisted, students will need to enroll in your course via your course [join code](#) or an [LMS integration](#). [Learn more about unlisted courses](#).
- We recommend filling in the optional **Course ID**, **Term**, and **Meeting Times**. These additional details help assure students they're in the right place [in the iClicker student app](#). For example, there could be multiple sections of the same course at your institution or you might teach the same course on multiple days or at multiple times.
- Let your students know what details you have entered here—[perhaps in your syllabus](#)—so they can feel confident that they are joining the correct course.

## Tell us about your course.

We recommend you fill out all your course details (even the optional information). This will help students identify and enroll in your course.

## Course Type



## Full Course

Includes iClicker polls, quizzes, assignments, and attendance.

Students must purchase a remote or app subscription, or be covered by a site license.



## Attendance Only

Students check in to class using the iClicker app on their devices. [Free for Students](#)

## Course Information

Institution:

Macmillan Learning

Course Discipline:

Biology

Course Name:

Biology Intro MWF - Section 002

Start Date:

1/3/2022

End Date:

5/16/2022

Enrollment:

☒ Students can search for and self-enroll in this course.☐ Students must be invited to this course. [Learn More](#)

Optional

Course ID:

BIO-110-002

Term:

Spring 2022

Meeting Times:

☒ Monday

9:30 AM

☐ Tuesday☒ Wednesday

9:30 AM

☐ Thursday☒ Friday

9:30 AM

☐ Saturday☐ Sunday

## Your new course appears on your "Courses" page

Once you create a course, the course name and details appear in the **Active** tab of your **Courses** list. You can also click the **Archived** tab to view any courses you have archived.

[Learn more about archived courses.](#)

## Courses



Professor T...



Active (1) Archived (7)

Create New Course

Delete

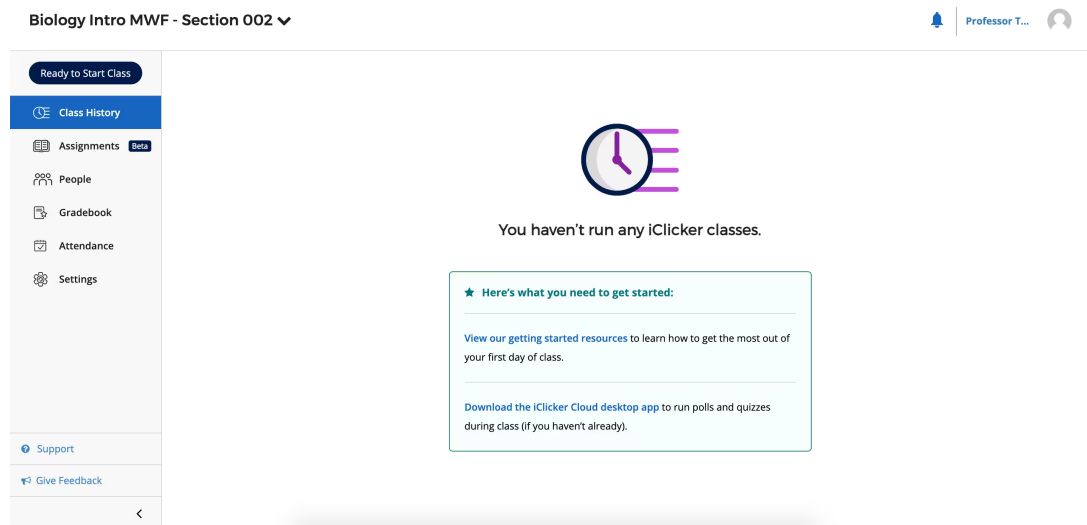
Archive

<input type="checkbox"/>	Course Name	Course ID	Term	Start Date	End Date	Meeting Times
<input type="checkbox"/>	Biology Intro MWF - Sectio...	BIO-110-002	Spring 2022	1/3/2022	5/16/2022	M 9:30 AM, W 9:30 AM, F 9:30...

## Click on the course name to access student grades and data

When you view your course for the first time, you will see you have not yet run any class sessions. You'll need to download the [iClicker Cloud desktop software](#) to run synchronous

[polls](#) and [quizzes](#) in class. If you're using [Assignments](#) for synchronous or asynchronous learning, you can manage those entirely through the instructor website.



## Next steps

### Manage iClicker Cloud course settings

We recommend taking a little time to customize your course settings before using iClicker Cloud for in-class [Polling](#), [Quizzing](#), and [Attendance](#) activities. These settings are specific to each course. [Learn more about managing iClicker Cloud course settings.](#)

### Optional: Share your course with your co-instructors or TAs

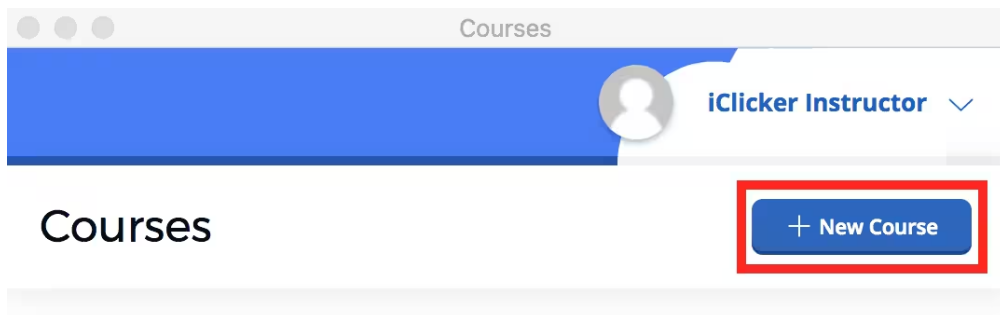
In the **People** section, you can send invitations to share your course with co-instructors or TAs. [Learn more.](#)

### Optional: Create another course for running practice sessions

Before you start using iClicker Cloud in a live class, we recommend getting familiar with the software by creating a separate practice course and running sessions that are not visible to your students. As an instructor, you can log in to the iClicker student app (at no cost!) to experience class activities as both an instructor and a student. [Learn more.](#)

Option 2: Create a course in the desktop software

**Click "+ New Course"**



## You do not have any active courses.

Create a new course to get started. Students will be able to join your course once it's created.



### Enter course details, then click "Create"

- Select which activities you will be using in your iClicker Cloud course. Most instructors use the default **Full Course** option, which includes polls, quizzes, assignments, and attendance. [Attendance Only courses](#), on the other hand, do not require use of the iClicker Cloud desktop software and can be run entirely from the iClicker Cloud instructor website. However, you can still create Attendance Only courses in the desktop software.
- Your **Institution** and **Course Discipline** will be filled in based on what you entered when you [created your account](#). You can modify these fields here as needed.
- Enter your **Course Name** and the **Start** and **End Date**. When your course ends (based on the **End Date**), it is automatically archived. An [archived course](#) no longer appears in student searches and cannot be joined. However, students who have already added the course will continue to have access to their course content as long as they do not remove themselves from the course.
- Under **Enrollment**, you can decide whether your course appears in search results for your institution in the iClicker student app. If you choose to make your course unlisted, students will need to enroll in your course via your course

[join code](#) or an [LMS integration](#). [Learn more about unlisted courses](#).

- We recommend filling in the optional **Course ID**, **Term**, and **Meeting Times**. These additional details help assure students they're in the right place [in the iClicker student app](#). For example, there could be multiple sections of the same course at your institution or you might teach the same course on multiple days or at multiple times.
- Let your students know what details you have entered here—[perhaps in your syllabus](#)—so they can feel confident that they are joining the correct course.







## Create Course

### Tell us about your course.

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##### Attendance Only

Students check in to class using the iClicker app on their devices.

Free for Students

#### Course Information

Institution

Macmillan Learning



Course Discipline

Biology



Course Name

Biology Intro MWF - Section 002

Start Date

1/3/2022



End Date

5/16/2022



#### Enrollment



Students can search for and self-enroll in this course.



Students must be invited to this course. [Learn More](#)

#### OPTIONAL

Course ID

BIO-110-002

Term

Spring 2022

Meeting Times:



Monday

9:30 AM



Tuesday



Wednesday

9:30 AM



Thursday



Friday

9:30 AM



Saturday




Sunday

Cancel

Create

## Review your course information in your "Courses" list

Once you create a course, the course name appears in the main **Courses** list. Click the **Archived Courses** button in the lower-left corner to view any courses that have been archived. [Learn more about archived courses](#). A **Base connected** icon appears in the bottom-right corner if you have an iClicker base plugged into your computer. This is required if you want to [enable students to participate with iClicker remotes](#).

 **Professor Thomas** ▾

### Courses

+ New Course

**Biology Intro MWF - Section 002**  
BIO-110-002 | Spring 2022

...

**Practice Course**

...

Archived Courses

Click the ellipsis icon (...) to the right of the course name to view the menu of available course actions:

- **Start Class** – start a new iClicker class session, from which you can manage [Attendance](#), [Polling](#), and [Quizzing](#) activities
- **Settings...** – edit course information and settings
- **Archive** – archive a course
- **Delete** – delete a course
- **View Course Online** – launch the instructor website to view your class history, roster, gradebook, and attendance data

- Start Class
- Settings...
- Archive
- Delete
- View Course Online

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### Optional: Share your course with your co-instructors or TAs

In the **People** section, you can send invitations to share your course with co-instructors or TAs.

Tags  
iClicker