This policy addresses the responsibility of the Educational Technology department in supporting iClickers in the classroom.

The Office of the Registrar must authorize access to the Angel Grade Book in accordance with University policy. EdTech will not be able to modify any part of the grade book to create iClicker rosters or to upload any results. All grade book files will need to be created by faculty or a curriculum assistant. In addition, faculty or a curriculum assistant must administer all quizzes and tests. HIT does not provide support for activities involving iClickers outside the classroom.

Registrar Policy:  [http://www.reg.msu.edu/forms/instructor/InfoSheetDept.asp](http://www.reg.msu.edu/forms/instructor/InfoSheetDept.asp)

**PROCEDURE**

1. Notify EdTech (call 54546 / email media.services@hc.msu.edu) one week prior to the start of class to establish specific settings for the iClicker software.

2. Notify EdTech one week prior to iClicker use.

3. Will test iClickers 10 minutes before the start of the lecture.

4. Will be responsible for running the iClicker software during the session.