

SAVING AND SHARING CLICKER GRIDS

Do not save to the clicker folder

When saving, ensure that you select the save destination to your desktop or documents.

Clicker Files can also be saved to a USB key to share and/or emailed to anyone that has Clicker 5 on their computer.

To share with staff in your school, drag the saved files to the “teacher share” folder. If never opened, this folder appears as a question mark on the lower left side of your docks. Once you open it, it becomes a file folder and will be identified by an abbreviation of your school name (St. Greg...). This is the folder where teachers can drop in information (lesson plans, teaching resources, clicker files) to share amongst teachers in your school.

To share with students, you can put in a Heat ticket for ICT to create a “clicker” folder in your “teacher share” folders. When you drag to the teacher share folders, ensure that you place the grid set in the clicker folder. Students will be able to access this clicker folder but not the general “teacher share” folder. Once you drag info in the “Clicker-Teacher Share” folder, all students will be able to access the files.

At the end of the year, ensure that any grids (or any documents at all) are saved from the “Teacher Share” folder to your documents to ensure that they are not erased over the summer when ICT does their general clean up of the systems.