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Clicker 8 How to Use the Safe Folder and the Password Feature to Protect the Original Clicker File (Options> Manage> Security> Set password; Clicker Explorer > Shared Files> Safe)

Introduction

This tutorial explains how to protect the original Clicker file from being accidentally edited using the Safe Folder. Also, you will learn how to set up a password to prevent unwanted access to certain features, such as editing a Clicker Set. Note that the password only applies to the local computer where it was setup. In the case where there was a network installation of Clicker 8, this password setting will affect every computer on the network.

Learning Objectives

Completion of this tutorial will give you experience with:

- Saving a Clicker File in the Safe Folder.
- Setting up a password to protect Clicker Sets and limit access to other features.

This tutorial assumes that you have

- Clicker 8 installed on a Mac/ PC.
- Experience launching Clicker 8 and opening a Clicker file.
- Access to the 20-digit serial number.

Case Study

Donna has created some Clicker activities for her students. In the Make-a-Book activity, students are asked to fill in a picture box by selecting a picture. She would like to keep an original copy in the Safe Folder for future use with her class without having to create a new template.

Donna also created a Clicker Set which she doesn't want the students to edit. She wants to set up a password, so students will not be able to access the Edit mode and change the file by accident.

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Saving a File in the Safe Folder

When a file from this folder has been edited, clicking on the Save button will prompt a dialogue to save the edited version in a different location and/or under a different name.

1	Launch Clicker and open the Clicker Set you wish to save. Under the Clicker Set tab, select Save As .	Clicker Set Analytics Options Help Clicker Set Analytics Options Help Print Abs Save Clicker Set Ctrl+Alt+S Save Clicker Set As Ctrl+Alt+Shift+S
2	In the "Save Clicker Set" window, click on Shared Files , and then select the Safe folder.	Clicker Set
3	Type in a file name , and then click Save . To use this template, open it from the Safe folder. When the student has completed the activity, click Save to save the edited file with a different name and/or location.	File name: Make-a-Book template
Setting up a password A password can be set up so files can only be edited with a password.		
1	Under the Options tab in the ribbon across the top, select the Manage icon . Select the Security tab, and then click on "Set up password."	Options Help Órð Írán Írán Display Áccess Restore Þrjítinis Írán Írán Örð Írán Írán Írán Írán Írán </td

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	Click on Set up password.	View Analy
	Type in the 20-digit serial number .	Set up password Access Des Add/Remov
2	The full serial number is emailed on purchase. It can also be located in the package that came with the software. If you have trouble finding the serial number, contact Cricksoft (or SETdesk if you have obtained the copy from us).	Set Up Password X Old Password or Clicker 8 serial number Image: Clicker 8 serial number New Password Image: Confirm Password OK Cancel
З	Type the new password and click OK to save changes. In the case where the password is lost, you can reset the password using the 20- digit serial number.	Set Up Password ×
4	To set up password protection for the listed features, type in the new password .	Frogram Management Startup Security Files Advanced Camera Audio Password Edit Clicker Sets Edit Oreferences & Accessibility View Analytics Create User or Class Set up password Add/Remove Picture folders OK
5	Once the password is entered, the feature checklist will be unlocked. Select each feature , such as "Edit Clicker Sets" by selecting the checkboxes.	Program Management
6	The next time a user attempts to edit a Clicker Set, they will be prompted to enter the password.	Program Management Y Program Management requires a password for this feature. Program Management password: OK Cancel

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