

# INTERWRITE PRS

## USER GUIDE



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# CLASSES

Classes is the section of PRS where each class is defined and profiled. The primary function of the Classes section is to establish an association between the Class profile and the Roster of students in the Class.

To set up Classes to correspond with the Rosters or the different classes a teacher teaches during the school day, follow these steps after starting the PRS system. First make sure the PRS receiver is connected to the computer. (Note, the receiver prefers to use the SAME USB port each time.)

1. Click on **Classes** located along the top of the screen.
2. The first class that will be set up will be used to copy and create rosters for your real classes. It will be the original clicker class and should be named as such, for example, **TEMPLATE**.
3. Click on **New Class**.
  - A. The **Class Name** will take the first six letters from the **Course/Instructor** box and four letters from the **Section/Location** to create the Class Name.
  - B. Next choose your **Clicker Type** (virtual clickers are the middle model).
  - C. **Open** for System Type and **Known** for Default Audience Type are the recommended settings.
  - D. The Response Map and Default Settings tabs do not apply to the RF or Virtual Clicker environment and can be ignored.
  - E. Click **OK**.
4. Repeat this process for each class you want to set up.
5. Click on **RF** then **Start Class**. (Once classes have been set up, this Start Class screen will automatically open each time PRS is started.)
6. If this is the first time to use the clickers, choose **TEMPLATE** class. A **Channel Number** will appear at the bottom of the screen in yellow and in angle brackets, for the clickers to join. (This channel number can be different each time a class is started, but will not affect the initial set-up of the clickers.)

7. If using the hand-held **RF Clickers**, follow these steps:
  - A. Turn each clicker on, and when the clickers start Class Scan, type in the class channel number and press enter twice. This should find the class that has been started.
  - B. The clicker will then ask for the ID. Type in the clicker number (do NOT type in the zeros in front of numbers 1-9).
  - C. The clicker screen should now say ANS: on one line and Waiting for Q underneath.
  - D. Press the star button will open up the menu on the clicker.
  - E. Press the up arrow four times until Sleep mode appears on the screen.
  - F. Press the white arrow button to the left of the green enter button to change the sleep mode to 240 seconds (this will allow the clicker screens to stay lit longer before activating sleep mode).
  - G. Press the star button to go back to the ANS: screen.
  - H. Leave the clicker on, place it back into the carrier and repeat this process with all clickers.
8. If using **Virtual Clickers** (using the computers as the clickers) do the following.
  - A. Click on RF in the menu tab and click on Virtual PRS Support (an IP address should appear in the window shown and it should be a static IP address – meaning it won't change).
  - B. Click on Enable Virtual PRS Support then click OK. (PRS will need to be closed and restarted for the Virtual PRS to take effect).
  - C. Re-open PRS and start the TEMPLATE class. The IP address will appear at the bottom of the teacher's screen in yellow and in angle brackets.
  - D. On the student's computers, open the Virtual Clicker program.
  - E. Click on Connect.
  - F. Click on Classes to add classes.
  - G. For each class, type in the name (exactly as it is on the teacher's computer) and the IP address, then click Add, then OK.
  - H. Click on the class you wish to join, (TEMPLATE).

- I. Enter the Student ID (computer number), but do NOT enter a zero in front of numbers 1-9. Do NOT enter a student name at this time.
  - J. Click Connect.
9. As the clickers join the class, there will be a Joined number count showing in the yellow bar on the bottom of the screen.
  10. Click on **RF** and **End Class**. (There will be a message stating that all clickers will have to rejoin and another stating that clickers were used that are not in your roster. Click OK for both messages.)
  11. The clickers should all be in the roster. Click on Net ID to put the numbers in order. If any numbers are missing, repeat the above process for just the missing clickers and they will be added to the roster.
  12. To copy the roster and create the other classes, minimize PRS, go to My Documents folder and open the PRS folder.
  13. Open the Roster folder. (You should see the TEMPLATE class that was set up. This roster may need to be sorted to get ID numbers in order.)
  14. Copy this file, once for each class you created in PRS, and rename the classes using the names previously created in PRS under New Class.
  15. The roster is in an Excel spreadsheet and can be opened and the student names typed in, making sure to match student names and clicker numbers. For example, if Sue Adams is the first student in your gradebook, then she will be assigned to clicker 1. Do this for each class that you set up.
  16. Once student names have been added, close the PRS folder and maximize PRS.
  17. Highlight the class name you want to set up which is located in the Classes menu on the left.
  18. Click on Import/Merge Roster. Browse and Open the Roster folder. (Remember this is where the classes were set up and names added.)
  19. Highlight the roster to be imported and click Open. This will load the student roster into the PRS Classes list.
  20. If all clickers aren't used, they can be deleted from the roster and new students can be added using the unused clickers when needed.
  21. When the Start Class screen comes up, one of the choices is Self Paced.

22. A Self-Paced Session is generally used for testing where students are timed and answer Questions at their own pace and in any order. (This works great for exams or tests that have already been prepared.)
23. When Self-Paced is chosen and the clickers have joined the class, they will show TST: instead of ANS:.
24. Type in a TST number if using more than one version of a test. If all students have the same version, then this step can be skipped.
25. Use the up/down arrows to scroll through the question numbers to enter answers.
















# LESSONS

**Lessons** is the section of PRS where you will define and organize your questions. A **Lesson**, or a selected subset of the questions, is presented to the **Class** during the **Session**. The electronic responses of each student are recorded and saved in a Session file, which can be grade been typed in, imported from question sets that came with a textbook, copied and pasted, questions in a PowerPoint presentation, questions on a handout, or impromptu questions.

To set up **Lessons**, or questions, to use during a **Session**, or class, follow these steps after starting the PRS system.

1. Click on **Lessons** located along the top of the screen.
2. Highlight the word **Lessons** located in the left windowpane on the screen. This will allow New Lesson and Import Lesson to be able to be selected.
3. Click on **New Lesson** to type in questions or **Import Lesson** if importing a question set. (New questions can be added to imported question sets.)
4. Clicking on **New Lesson** will open the window where the lesson will be named and the defaults set for those questions. (Notice that individual question properties can be set as the questions are created. For example, all questions do not have to be multiple choice or have the same amount of time.)
5. Once the Lesson has been named, it will appear under Lessons on the left.
6. Highlight the Lesson to which questions will be added. This will allow New Question to be selected.
7. Select **New Question** to open the screen where the question will be typed.
8. Along the top is the PRS Question Editor, which is an HTML editor. Its functions are displayed in the box on the next page.
9. Underneath that is where the properties of that particular question can be defined.
10. Under that is where the question and answers are typed. Be sure to place a check in the box beside the correct answer and click **Add** when finished with that question.

## PRS Question Editor, Tools and Functions

| Tool  | Tool Name                        | Function   |
|---|----------------------------------|--|
|    | Undo                             | Undo, or <i>remove</i> , the most recently typed character. Repeat Undo until all characters are removed.  |
|    | Redo                             | Redo to replace the most recently removed character. Repeat Redo to replace all removed characters.  |
|    | Cut                              | Cut the selected item.   |
|    | Copy                             | Make a copy of the selected item.  |
|    | Paste                            | Paste the copied or cut item.  |
|    | Insert Image                     | Use this tool to add a graphic to the Question and/or to any of the Responses.   |
|    | Insert Horizontal Rule *         | Insert a horizontal line at the cursor location.   |
|   | Insert Subscript *               | Display the text box in which you will type the subscript text. It will be half the font size.   |
|  | Insert Superscript *             | Display the text box in which you will type the superscript text. It will be half the font size.   |
|  | Subscript/Superscript Off *      | Turn off the subscript or superscript font option and return to the default font size.   |
|  | Indent 4 Spaces with Linebreak * | Issue an HTML formatting command to insert a linebreak and indent four spaces.   |
|  | Indent 4 Spaces *                | Issue an HTML formatting command to indent four spaces.  |
|  | Insert Linebreak *               | Issue an HTML formatting command to insert a linebreak.  |
|  | Show/Hide Notes                  | This tool toggles the <b>Instructor Notes</b> on and off. The default setting is <i>Hide Notes</i> . Instructor Notes will not display during a Session, regardless of whether or not they are displayed here. |
|  | Run Character Map                | Launch the Windows Character Map, select a font, and either drag/drop or copy/paste the character into the text.   |

11. There are five different Question Types, Multiple Choice, Numeric, Answer Series, True/False, Short Answer, and Survey.
  - A. **Multiple Choice** questions can use up to five lettered choices or up to ten numbered choices, from which one choice is selected as the correct one. This question can also have multiple correct answers, such as A, C, and E. (Students would press all three choices, such as ACE, in any order, on their clicker before pressing enter.)
  - B. **Numeric** questions can receive numeric responses that contain up to 12 characters, 11 numeric characters and the decimal point, plus the minus sign.
  - C. **Answer Series** questions expects a response in which the answers are arranged in a predetermined order. (Students will enter this answer as a character string with no spaces, i.e. DBCA or 263514.)
  - D. **True/False** questions can be answered by students using the T and F button or using 1 for True and 2 for False.
  - E. **Short Answer** questions can contain up to 11 alphanumeric characters. (Students will use the alpha characters A through F and T by pressing those keys on the clicker. To enter the other letters, students will press one of the given letters then use the up or down arrows to scroll to the appropriate letter. Students may need more time when having to type in short answers.)
  - F. **Survey** questions are like multiple choice questions except they do not require you to indicate a correct response.
12. Once questions are created and added to a Lesson, when highlighted, the question can be edited, deleted, copied, and moved up or down.
13. To use PowerPoint slides as questions with the PRS, follow the steps below.
  - A. In PowerPoint, create slides containing questions that will be used during class. Be sure to save the PowerPoint.
  - B. Click on the Add-ins tab (if using 2007 version) or Insert PRS question (if using 2003 version) and highlight the slide you want to add to a PRS Lesson.
  - C. Click on New Question and edit question properties. Click OK when finished. (Notice the PRS logo has been added to the lower left corner of the slide.)
  - D. When the slide show (that now contains the slides with the PRS logo) is started, you will receive a prompt that asks "We have detected that this

presentation contains PRS questions. Do you want to activate the PRS Session now?"

- E. Clicking Yes will bring up the New Session screen, which will start the Session.
- F. Clicking on the Delete function button removes the PRS logo from the page. Once the logo is removed, the slide is no longer a PRS Question slide.

# SESSIONS

The **Sessions** section is where you profile and start up a presentation of a **Lesson** to a Class. A **Session** is the period of time during which the Questions in a Lesson are presented to a Class for their Responses. The basic **Session** provides an opportunity to review and evaluate students' comprehension of the information presented to them.

1. Click on **Sessions** located along the top of the screen.
2. To start a Session, click on the **New Session** button.
3. This will bring up a screen where the Session properties are defined. (Audience Type, Self Paced, and Class aren't available as they were set when the class was started.)
4. If all three of the "Auto" settings are set to Yes, the timer starts when the Question displays, the Response Chart displays when the timer expires, and, after the Response Chart is closed, the next Question in the Lesson is automatically displayed and the timer is started again.
5. Clicking OK will show the first question.
6. The Session must be started before students can respond to the questions.
  - A. Click on the green right angle bracket to start the timer for a question (unless the auto start question option was selected).
  - B. Clicking on the plus or minus sign on either side of the timer will add minutes to the timer or run it down.
  - C. To advance to the next question, click the green arrow beside the questions shown/total questions (unless the auto advance question option was chosen).
  - D. Click the red circled x to end the Session.
7. When ended, a Session is saved and listed on the screen and can be renamed, resumed, reviewed, deleted, marked, exported, or a Report of Session results can be created. By default, the Sessions are ordered by date, from earliest to most recent.
  - A. A **Resumed Session** allows a teacher to continue a lesson presentation, re-asking Questions that had already been responded to or asking Questions that were not presented.

- B. **Reviewing a Session** allows a teacher to check the Responses to the Questions and the Response Results for each Question.
- C. **Marking a Session** is when it is graded or scored. (Sessions must be Marked to accumulate the individual results in the Gradebook.)

# GRADEBOOKS

The **Gradebooks** section provides a way of accumulating and totaling Marked Sessions for a Class.

1. Click on **Gradebooks** on the top of the screen.
2. To create a Gradebook and associate it with a class, click **New Gradebook**.
3. When the New Gradebook screen opens there are three tabs, Information, Appearance, and Letter Grades.
  - A. Under **Information**, the Gradebook name will be created to correspond to a Class Name. The first Class Name in the Class name drop-down menu appears in the Gradebook name space. (This can be changed when selecting a Class other than the first one listed.)
  - B. Under **Appearance**, all the options are selected by default. These can be de-selected and colors associated with the various letter grades.
  - C. Under **Letter Grades**, percentages are automatically assigned to the letter grades, but can be changed. The +/- scale for the letter grades can be activated by simply checking the checkbox.
4. The individual Gradebooks can be edited, deleted, exported, or a teacher can create a report.
5. To create a report for a particular class, do the following:
  - A. Click on **Create Report**.
  - B. Select the type of report you want to generate from this Gradebook and click OK.
  - C. If creating individual reports for students, global comments may be added here that will appear on all student's reports.

