

HKUST iPRS Instructor Guide

ITSC



January 2016

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A. General Information

1. Web-site

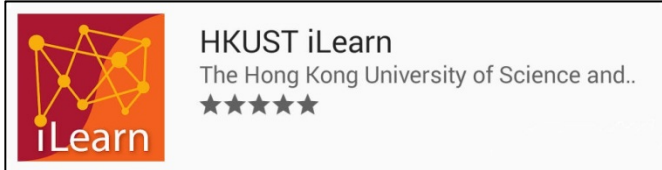
The web-site of HKUST iPRS is <http://iprs.ust.hk>

It provides a place for instructor and teaching assistant to prepare questions for a PRS session, run a PRS session in class, and review the results after a PRS session.

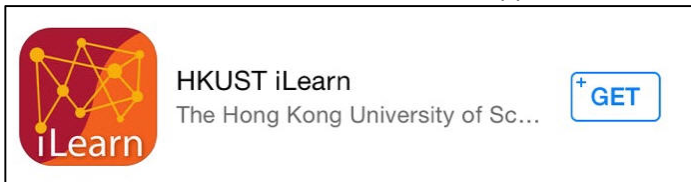
2. Mobile App

The target users of the mobile app are the students. The **HKUST iLearn** mobile app is available for both Android and iOS devices. Students can download the app to their smartphone and/or tablet, and use it to submit responses for a PRS session in class.

For Android devices, search **HKUST iLearn** at Play Store.

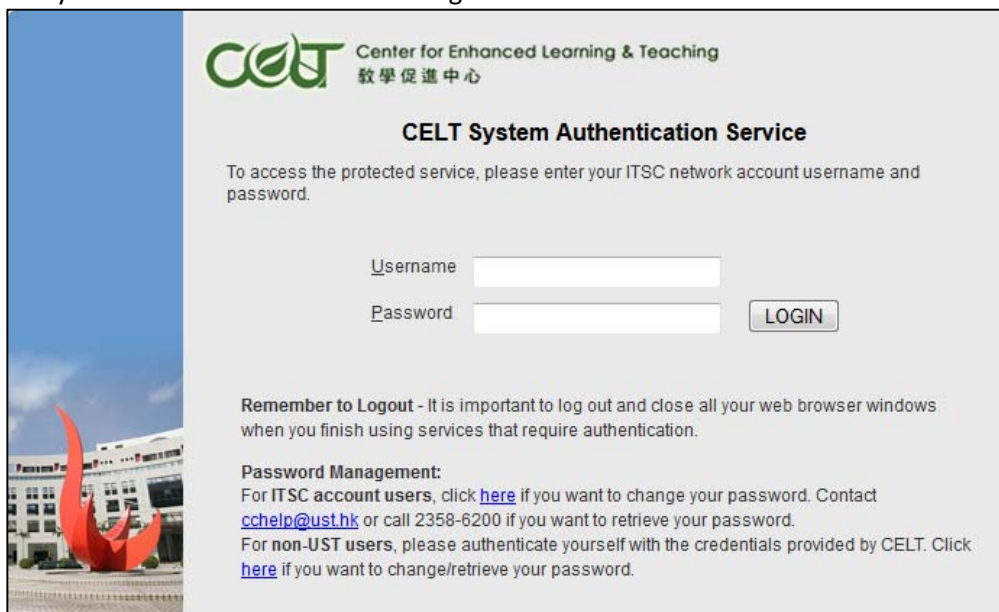


For iOS devices, search **HKUST iLearn** at App Store.



B. Login

1. Open a web browser and type in the address of the HKUST iPRS web-site.
<http://iprs.ust.hk>
2. Use your **ITSC Network Account** to login into HKUST iPRS.



CELT Center for Enhanced Learning & Teaching
教學促進中心

CELT System Authentication Service

To access the protected service, please enter your ITSC network account username and password.

Username

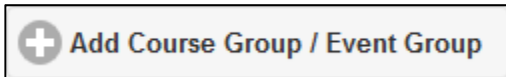
Password

Remember to Logout - It is important to log out and close all your web browser windows when you finish using services that require authentication.

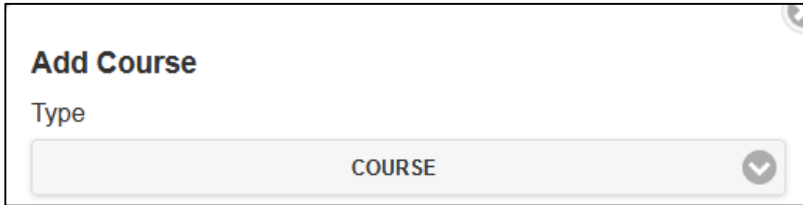
Password Management:
For **ITSC account users**, click [here](#) if you want to change your password. Contact cchelp@ust.hk or call 2358-6200 if you want to retrieve your password.
For **non-UST users**, please authenticate yourself with the credentials provided by CELT. Click [here](#) if you want to change/retrieve your password.

C. Add Course Group / Event Group

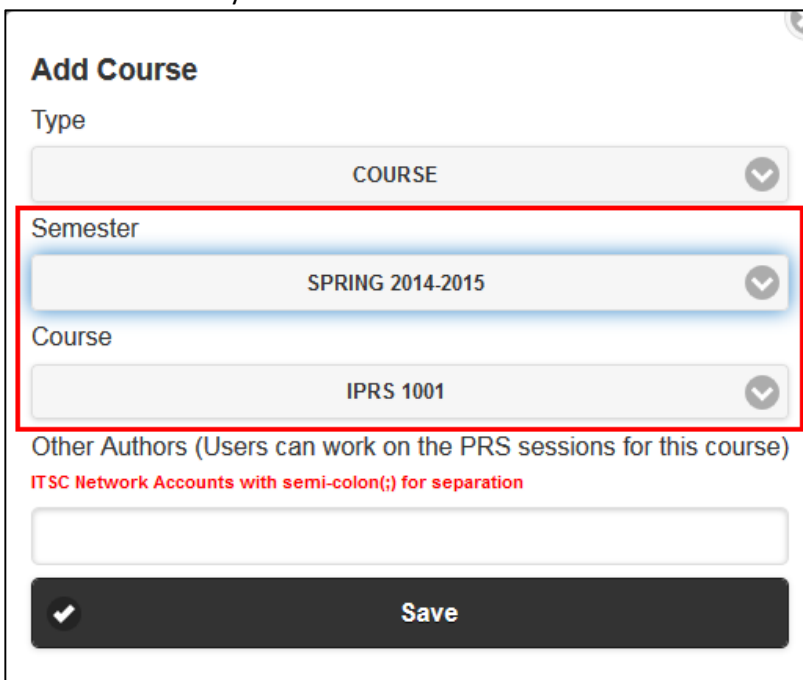
1. On the **Personal Response System** page, click the **Add Course Group / Event Group** button.



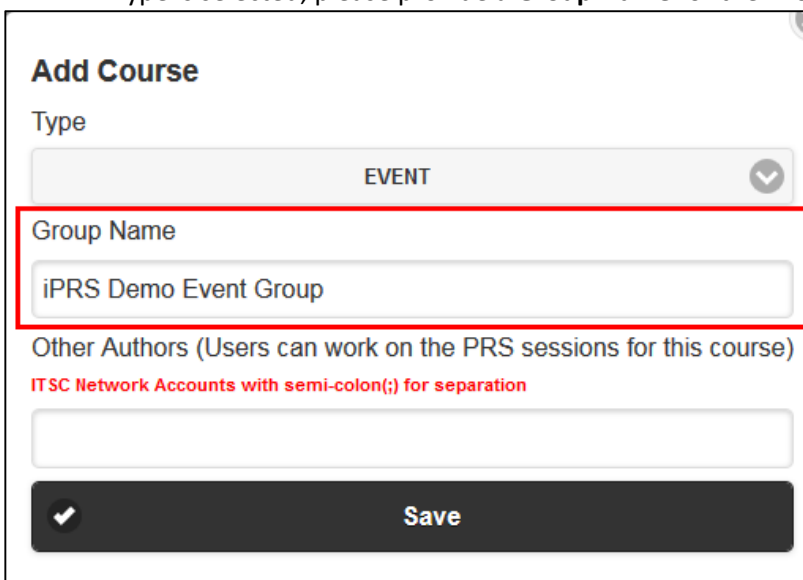
2. In the **Add Course** dialog, select the Type, either **COURSE** or **EVENT**.

A screenshot of the "Add Course" dialog box. The title "Add Course" is at the top left. Below it, the label "Type" is followed by a dropdown menu. The dropdown menu is open, showing the word "COURSE" in the center. A small downward-pointing arrow is visible on the right side of the dropdown.

3. If **COURSE** Type is selected, please select the **Semester** and the **Course**. The dialog will show the current semester by default.

A screenshot of the "Add Course" dialog box. The title "Add Course" is at the top left. Below it, the label "Type" is followed by a dropdown menu showing "COURSE". Below that, the label "Semester" is followed by a dropdown menu showing "SPRING 2014-2015". Below that, the label "Course" is followed by a dropdown menu showing "IPRS 1001". A red rectangular box highlights the "Semester" and "Course" dropdown menus. Below these fields, there is a text input field with the placeholder text "Other Authors (Users can work on the PRS sessions for this course)" and a red note below it: "ITSC Network Accounts with semi-colon(;) for separation". At the bottom, there is a dark grey button with a white checkmark icon and the word "Save" in white text.

If **EVENT** Type is selected, please provide a **Group Name** for the Event Group.

A screenshot of the "Add Course" dialog box. The title "Add Course" is at the top left. Below it, the label "Type" is followed by a dropdown menu showing "EVENT". Below that, the label "Group Name" is followed by a text input field containing the text "iPRS Demo Event Group". A red rectangular box highlights the "Group Name" label and the text input field. Below this field, there is a text input field with the placeholder text "Other Authors (Users can work on the PRS sessions for this course)" and a red note below it: "ITSC Network Accounts with semi-colon(;) for separation". At the bottom, there is a dark grey button with a white checkmark icon and the word "Save" in white text.

- For the field **Other Authors**, you may fill in the **ITSC account** of your teaching assistants (or authorized persons). With this information, your TA can help in creating RPS session, preparing question, and running PRS session for this course group or event group.

Other Authors (Users can work on the sessions for this course)
ITSC Network Accounts with semi-colon(;) for separation

- Click the **Save** button to complete the action.



Or click the **Cross**  to cancel the action.

- When saved, the screen will show a record of the newly created **Course Group**.

ITSC INFORMATION TECHNOLOGY SERVICES CENTER

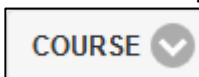
Personal Response System Logout

+ Add Course Group / Event Group COURSE FALL 2014-2015

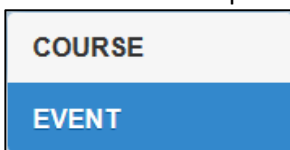
Semester	Name	Other Teaching Staff
FALL 2014-2015	IPRS 2001	

PRS Sessions Update Authorizations Remove

If an Event Group is created, click the **COURSE** button.



Select the **EVENT** option.



The newly created **Event Group** will be displayed on the screen.

ITSC INFORMATION TECHNOLOGY SERVICES CENTER

Personal Response System Logout

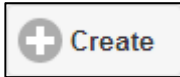
+ Add Course Group / Event Group EVENT

Name	Other Teaching Staff
iPRS Demo	

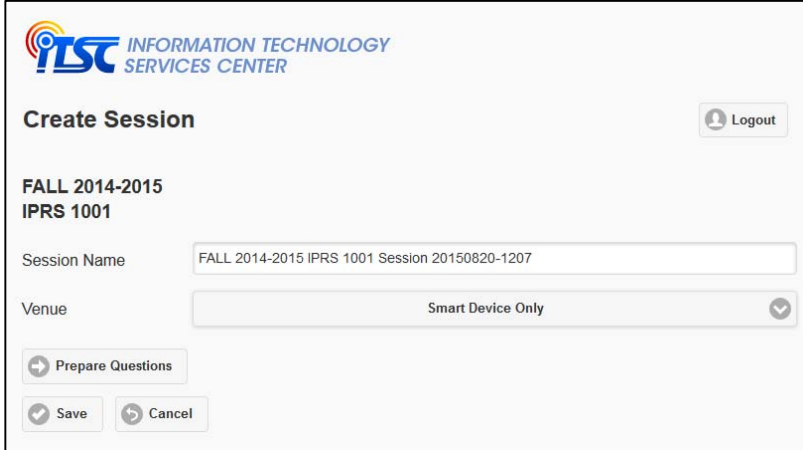
PRS Sessions Update Authorizations Remove

D. Create PRS Session

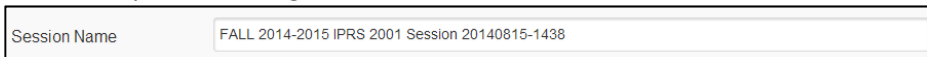
1. On the **Session** page, click the **Create** button.



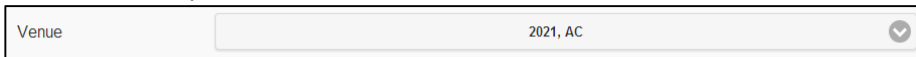
It will direct to the **Create Session** page.

A screenshot of the "Create Session" page. At the top left is the ILSC logo (Information Technology Services Center). The page title is "Create Session" with a "Logout" button in the top right. Below the title, it says "FALL 2014-2015 IPRS 1001". There is a text input field for "Session Name" containing "FALL 2014-2015 IPRS 1001 Session 20150820-1207". Below that is a dropdown menu for "Venue" with "Smart Device Only" selected. At the bottom are three buttons: "Prepare Questions" (with a plus icon), "Save" (with a checkmark icon), and "Cancel" (with a right arrow icon).

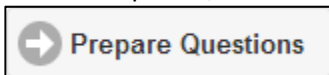
2. On the **Create Session** page, fill in the **Session Name**. The system will provide a default session name, but you can change it.

A close-up of the "Session Name" input field. The text "FALL 2014-2015 IPRS 2001 Session 20140815-1438" is visible inside the white input box.

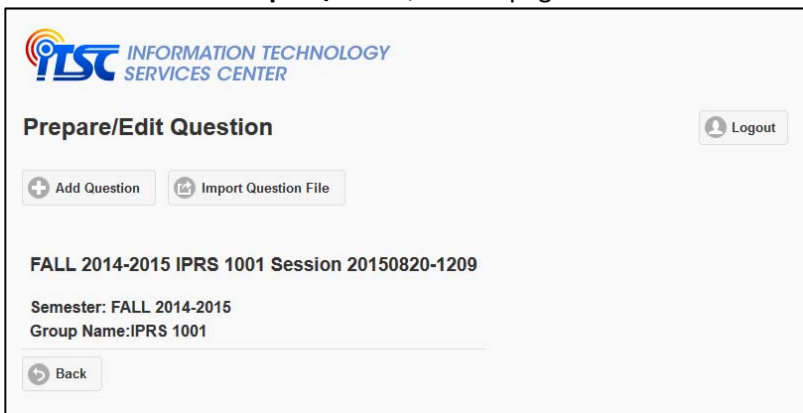
3. Click on the dropdown list to select the **Venue**.

A close-up of the "Venue" dropdown menu. The text "2021, AC" is visible in the dropdown list.

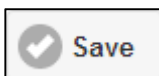
4. When completed, click the **Prepare Questions** button.



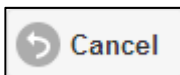
It will direct to the **Prepare/Edit Question** page.

A screenshot of the "Prepare/Edit Question" page. At the top left is the ILSC logo. The page title is "Prepare/Edit Question" with a "Logout" button in the top right. Below the title are two buttons: "Add Question" (with a plus icon) and "Import Question File" (with a document icon). Below these buttons, it says "FALL 2014-2015 IPRS 1001 Session 20150820-1209". Below that, it says "Semester: FALL 2014-2015" and "Group Name: IPRS 1001". At the bottom is a "Back" button (with a left arrow icon).

Or click the **Save** button to complete the action and go back to the PRS Session list page.

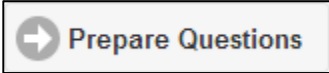


Or click the **Cancel** button to cancel the action. It will direct back to the PRS Session list page.



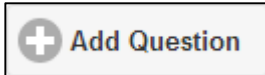
E. Prepare Single Answer MC Question

There are two ways to go into the Prepare/Edit Question page, where you can manage the questions.

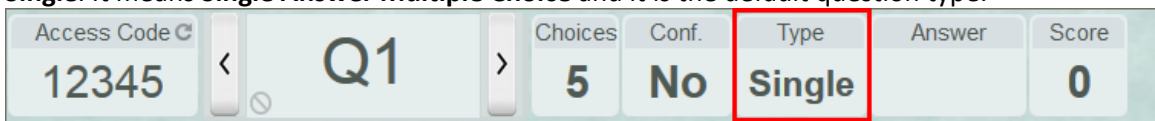
The first way is clicking the  button on the Create PRS Session page during creating a PRS session.

The other way is clicking the  button on the Session list page for a particular session.

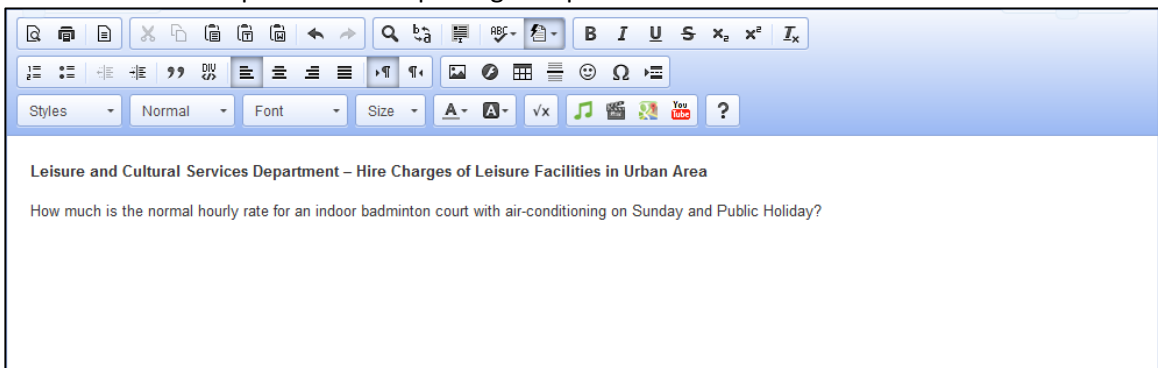
1. On the **Prepare/Edit Question** page, click the **Add Question** button.



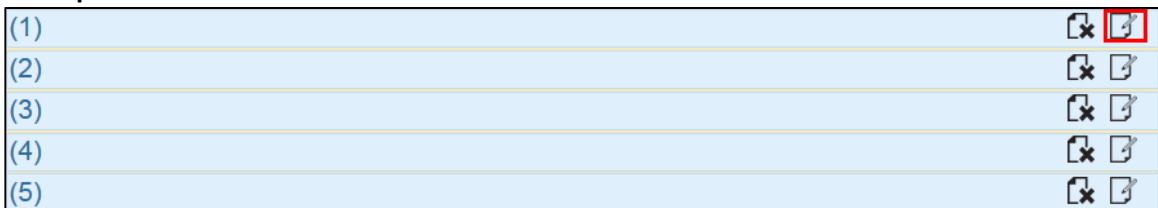
2. The **Preview** page will appear. At the top of the preview page, it displays the **Question Type** as **Single**. It means **Single Answer Multiple Choice** and it is the default question type.



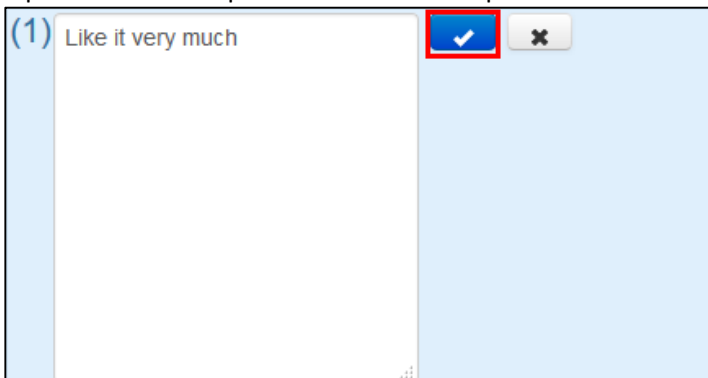
3. A **rich-text editor** is provided for inputting the question text.



4. The Single Answer MC would have 5 **MC Options** as default. To add value to the option, click the **Edit Option** button.



5. Input the answer option in the text area provided. Click the **Blue Check** button to save it.



6. If you need more options, click the **Add Option** button.



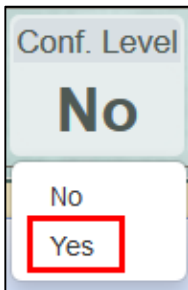
A new and blank MC Option will be displayed on the screen.



7. If an option is not required, click the **Cross** button next to the option to remove it. A question must have at least 1 answer option.



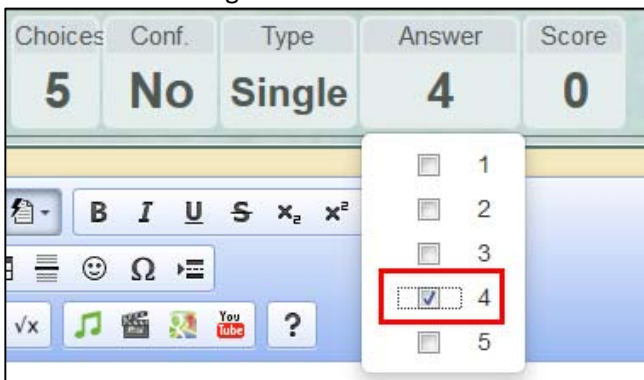
8. If you want the students showing their confidence level when answering the question, click on the **Conf. Level** and select **Yes**.



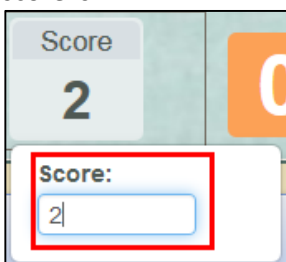
Yes represents students should present their confidence level when answering a question.

No represents students do not need to present their confidence level when answering a question.

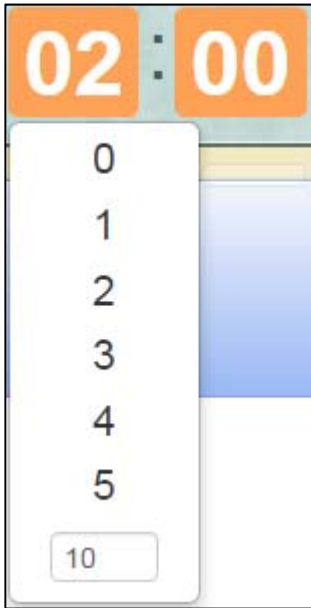
9. If the question has a correct answer, you may set it on the **Answer** field. Click on the **Answer** field and check the checkbox of the correct answer. Click on the area outside the Answer field to close the checkbox dialog.



10. You may assign **Score** to the question. Click on the **Score** field and enter the score in the textbox. Click on the area outside the Score field to close the dialog. If you do not assign a score, the default score is 1.



11. You may also preset the timer duration of the question. Click on the **Minute** area to select a number or input a number between 0 – 60 to define the minute value. Click on the **Second** area to select a number or input a number between 0 – 59 to define the second value. The default timer duration is 2 minutes.



12. Click the **Save Question** button to complete the action.

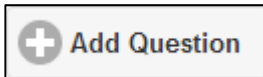


13. When saved, the Single Answer MC will be displayed on the screen. The correct answer and the confidence level will be highlighted for easy identification.

A screenshot of a question interface. The question is titled 'Q1. Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area'. The question text is 'How much is the normal hourly rate for an indoor badminton court with air-conditioning on Sunday and Public Holiday?'. There are six radio button options: 1. \$58, 2. \$59 (selected), 3. \$60, 4. \$61, 5. \$62, and 6. \$63. To the right of the question are three buttons: 'Edit', 'Copy', and 'Delete'. Below the question is a 'Confidence Level' section with three buttons: 'High', 'Medium' (selected), and 'Low'.

F. Prepare Multiple Answers MC Question

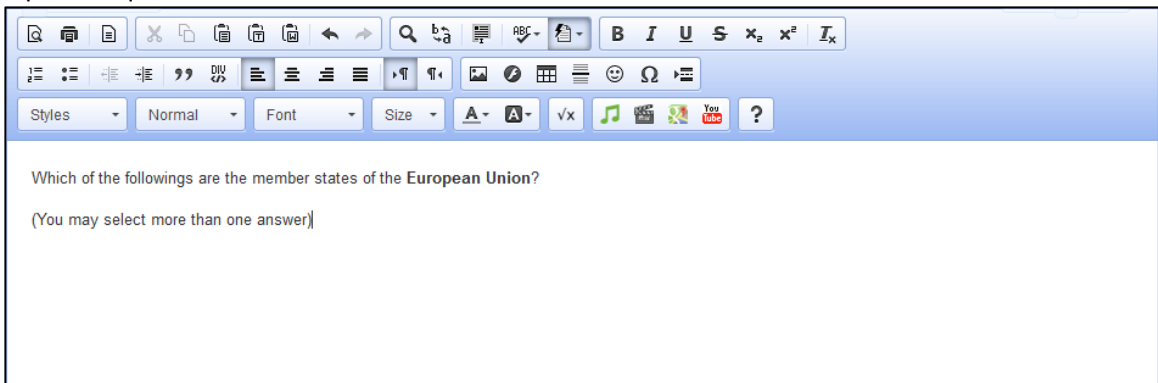
1. On the **Prepare/Edit Question** page, click the **Add Question** button.



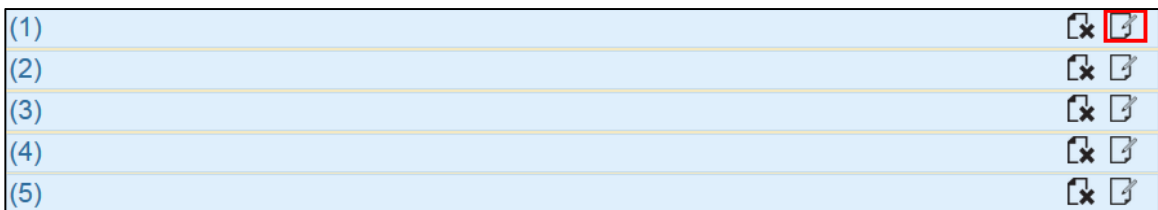
2. The **Preview** page will appear. Click on the **Type** field and select **Multiple**. It means **Multiple Answers MC Question**.



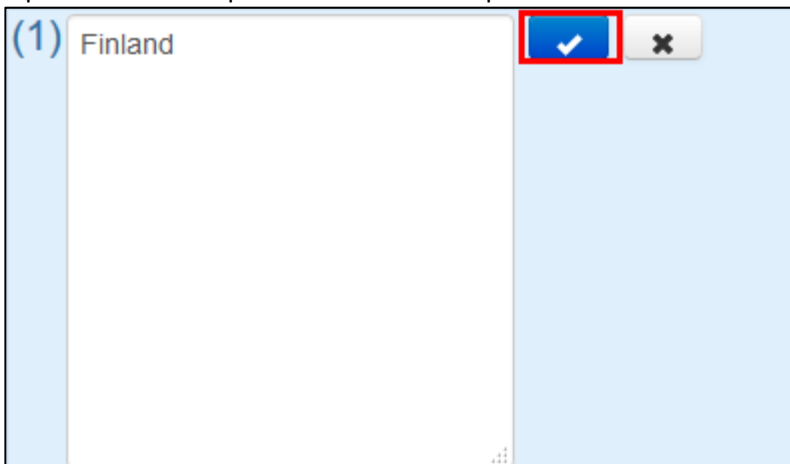
3. Input the question text in the **rich-text editor**.



4. The question would have 5 **MC Options** as default. To add value to the option, click the **Edit Option** button.



5. Input the answer option in the text area provided. Click the **Blue Check** button to save it.



6. If you need more options, click the **Add Option** button.



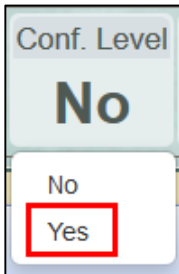
A new and blank MC Option will be displayed on the screen. A Multiple Answer MC would support a maximum of **9** answer options.



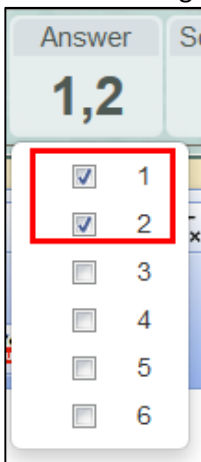
7. If an option is not required, click the **Cross** button next to the option to remove it. A question must have at least 1 answer option.



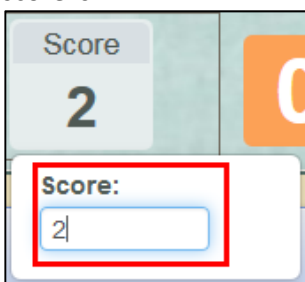
8. If you want the students showing their confidence level when answering the question, click on the **Conf. Level** and select **Yes**.



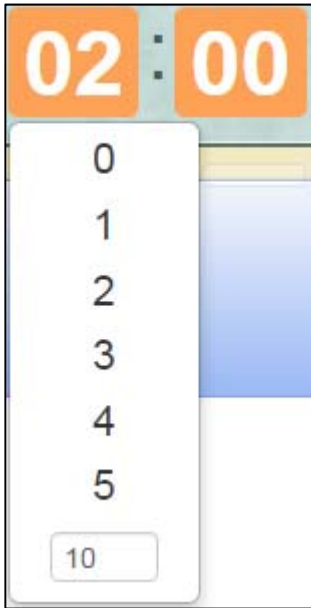
9. If the question has a correct answer, you may set it on the **Answer** field. Click on the field and check the checkbox of the correct answer. Click on the area outside the Answer field to close the checkbox dialog.



10. You may assign **Score** to the question. Click on the **Score** field and enter the score in the textbox. Click on the area outside the Score field to close the dialog. If you do not assign a score, the default score is 1.



11. You may also preset the timer duration of the question. Click on the **Minute** area to select a number or input a number between 0 – 60 to define the minute value. Click on the **Second** area to select a number or input a number between 0 – 59 to define the second value. The default timer duration is 2 minutes.



12. Click the **Save Question** button to complete the action.



13. When saved, the Multiple Answers MC will be displayed on the screen. The correct answer and the confidence level will be highlighted for easy identification when provided.

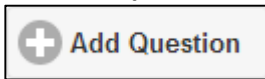
Q2. Which of the followings are the member states of the European Union?
(You may choose more than one answer)

<input checked="" type="checkbox"/>	1. Finland
<input type="checkbox"/>	2. Norway
<input checked="" type="checkbox"/>	3. Romania
<input checked="" type="checkbox"/>	4. Sweden
<input type="checkbox"/>	5. Switzerland
<input type="checkbox"/>	6. Ukraine

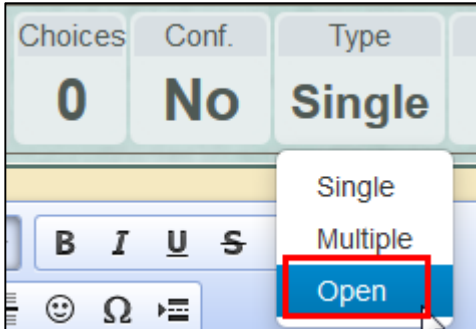
G. Prepare Open-end Question

The open-end question is only available for students using mobile device to answer. It would receive 1024 characters at maximum.

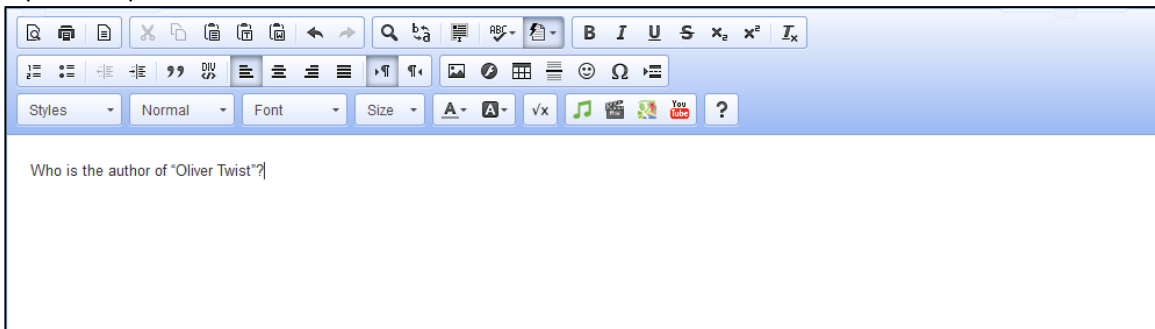
1. On the **Prepare/Edit Question** page, click the **Add Question** button.



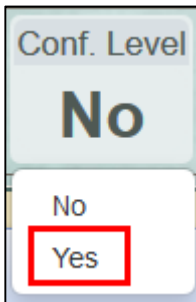
2. Click on the **Type** field and select **Open**. It means **Open-end Question**.



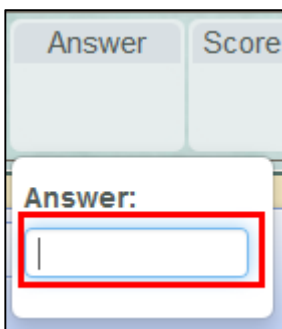
3. Input the question text in the **rich-text editor**.



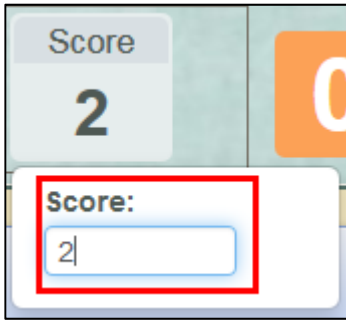
4. If you want the students showing their confidence level when answering the question, click on the **Conf. Level** and select **Yes**.



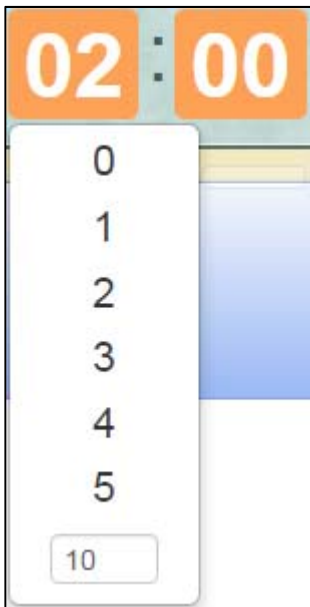
5. If the question has a correct answer, you may set it on the **Answer** field. Click on the field and enter the correct answer in the textbox. Click on the area outside the Answer field to close the dialog.



- You may assign **Score** to the question. Click on the **Score** field and enter the score in the textbox. Click on the area outside the Score field to close the dialog. If you do not assign a score, the default score is 1.



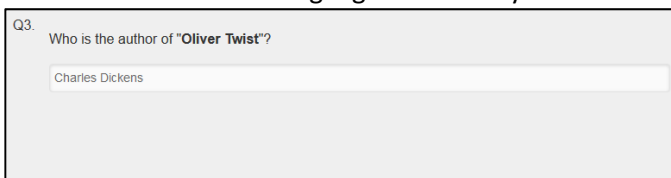
- You may also preset the timer duration of the question. Click on the **Minute** area to select a number or input a number between 0 – 60 to define the minute value. Click on the **Second** area to select a number or input a number between 0 – 59 to define the second value. The default timer duration is 2 minutes.



- Click the **Save Question** button to complete the action.



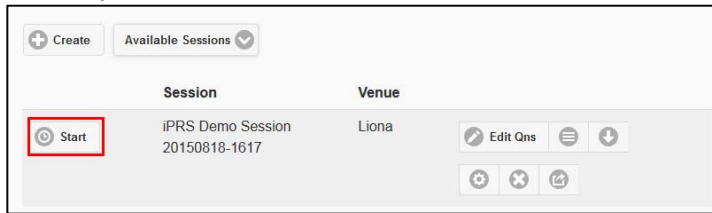
- When saved, the open-end question will be displayed on the screen. The correct answer and the confidence level will be highlighted for easy identification when provided.



H. Run PRS Session


When the questions are prepared, you can run the PRS session to collect responses.

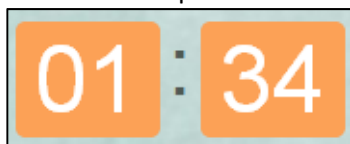
1. On the **Session** list page, under the category of **Available Sessions**, click the **Start** button of the PRS session you want to run.



The collect response page will display.



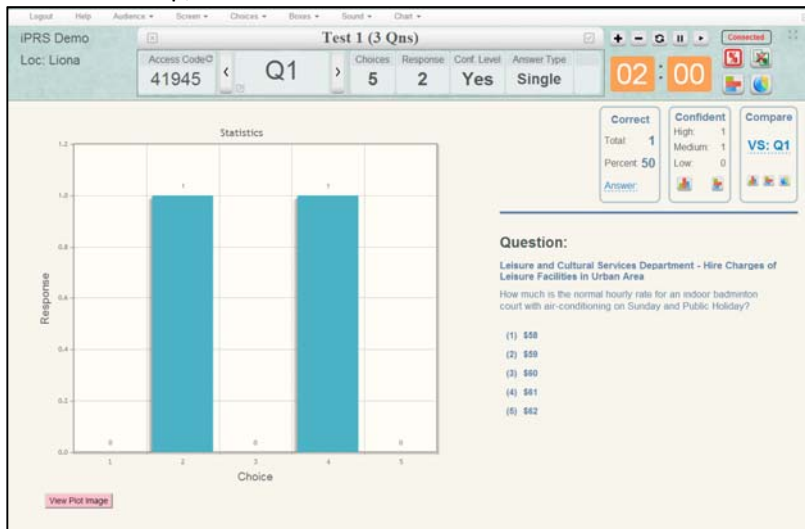
2. Click the **Play**  button to start a question. The countdown timer will start to run and students can submit response.



3. When response is received by the system, **Student ID** of the students will be displayed for identification. If a student submitted an invalid response, the background colour for the Student ID will be highlighted in **RED**.



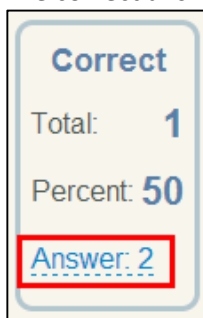
- When times up, the screen will refresh to show the results in chart.



- By default, the page will not display the correct answer. If you want to show the correct answer to students, you may change the settings by clicking at the top menu bar **Result > ANSWER: Show**.

The screenshot shows the "Result" settings menu. The "ANSWER:" section has the "Show" option selected and highlighted with a red box. Other options include "Auto Invoke", "Manual Invoke", "Bar Chart", "Pie Chart", "Value", and "Percentage".

The correct answer will be displayed.

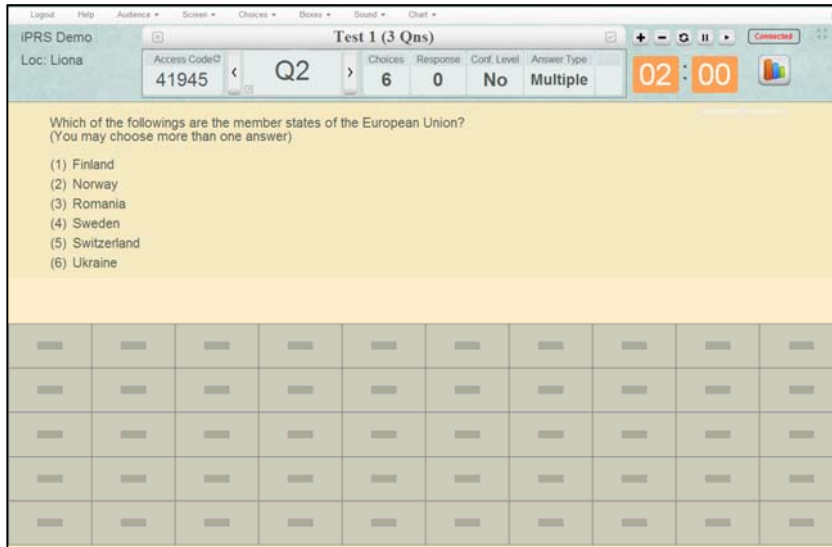


You may need to **Hide** the answer before starting the next question.



- Click the **Close Chart** button to close the results page.

7. The system will display the next question on the screen.

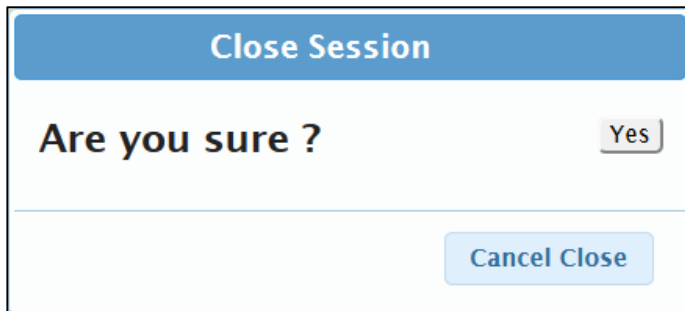


Repeat the steps to go through all the questions till the end of the session.

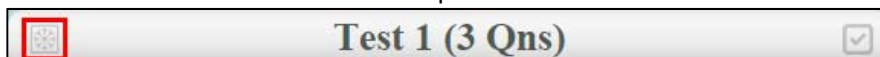
8. To complete a session, click the **Check** button.



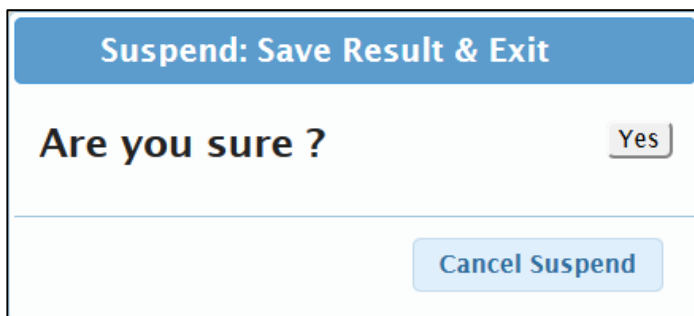
9. Click the **Yes** button to close the session or click the **Cancel Close** button to cancel the action.



10. Or click the **Snowflake** button to suspend the session.



11. Click the **Yes** button to save the responses and leave the session, or click the **Cancel Suspend** button to cancel the action.



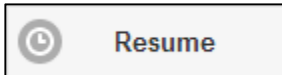
12. When a session is completed, it will be moved to the category of **Completed Sessions**.



13. When a session is suspended, it will stay under the category of **Available Sessions**, with **Resume** and **Close Session** buttons displayed.



You can resume the session by clicking the **Resume** button.

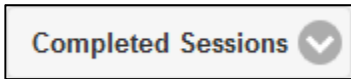


Or you can complete the session by clicking the **Close Session** button.



I. Review PRS Session Results

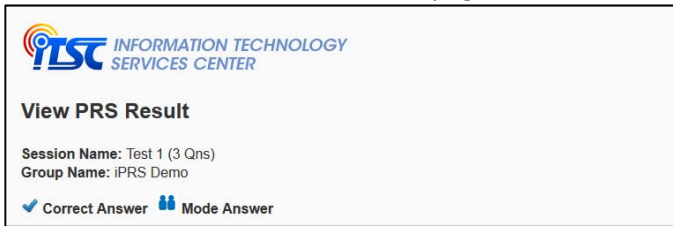
1. On the **PRS Session** list page, click to select the **Completed PRS Sessions**.



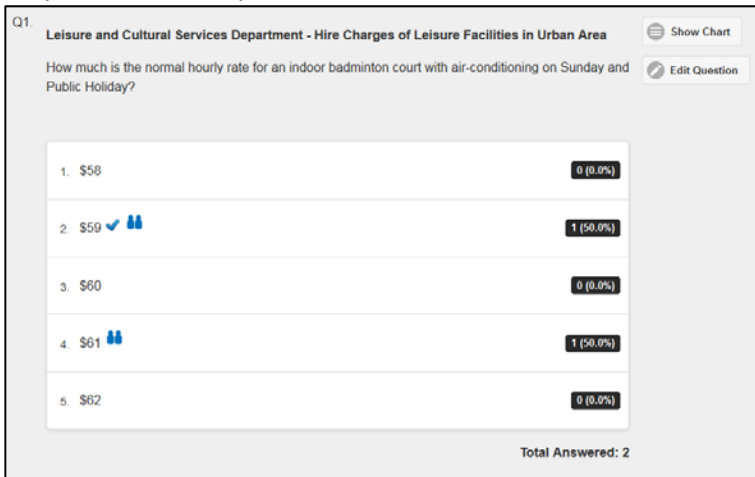
2. Click the **View Results** button of a PRS session.



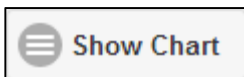
It will direct to the **View PRS Result** page.



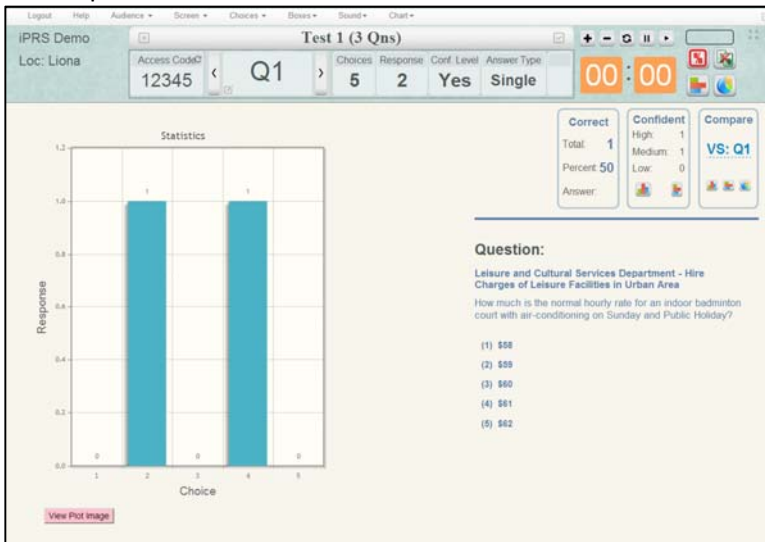
3. Responses of each question will be listed.



4. Click the **Show Chart** button next to the question.



The responses will be shown in chart view.



- Click the **Exit Chart** button to close the chart and go back to the **View PRS Result** page.

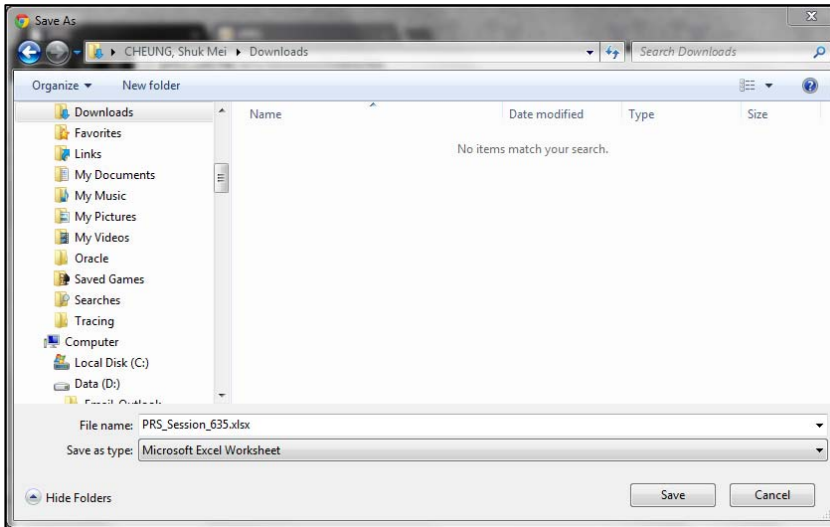


- Click the **Back** button to go back to the **PRS Session** list page.



- Click the **Download Results**  button to export the responses to **MS Excel** file.

Select the download location, and save it to your local computer.



- Open the Excel file and review the results.

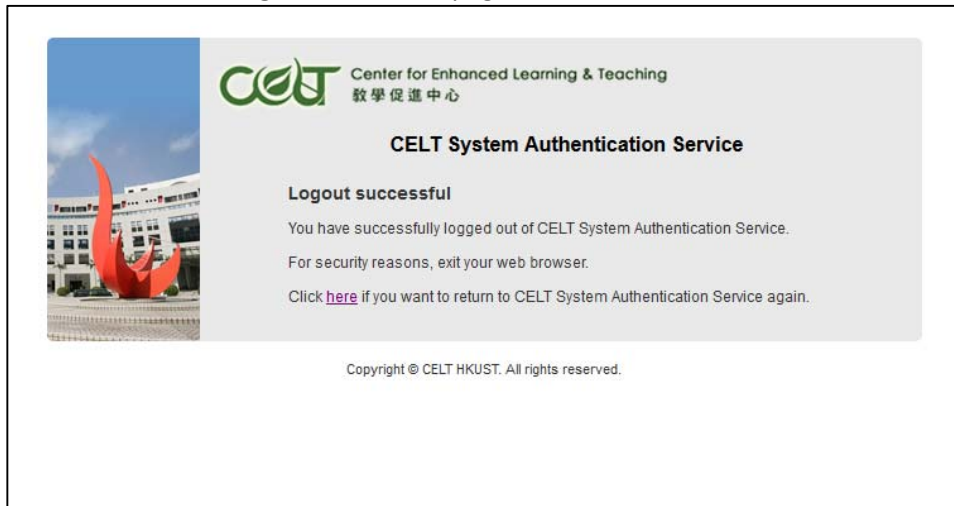
Student Id	Q1	Q1 CL	Q2	Q2 CL	Q3	Q3 CL	Q4	Q4 CL	Total Correct
11221	2	H	1,3,4	M	Charles Di M				3
11223	4	M	1,3,4	M	David Jon M				1

J. Logout

1. Click the **Logout** button to leave the system.



It will direct to the **Logout Successful** page.

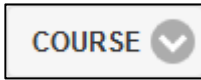


K. Manage Course Group / Event Group

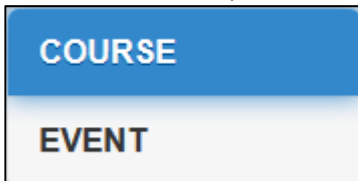
On the **Personal Response System** page, it will display the Course Group records of the current semester by default.

1. Select Group

To switch between COURSE Group and EVENT Group, click on the **COURSE** button.



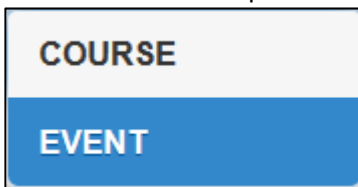
Select the **EVENT** option.



To reverse, click the **EVENT** button.



Select the **COURSE** option.



2. Select Semester

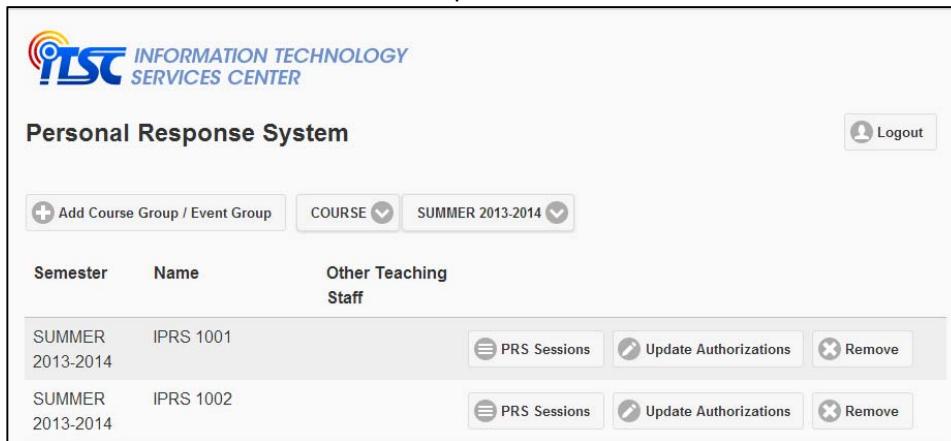
To show course group records for other semester, click on the **Semester** button.



Select a semester from the list.



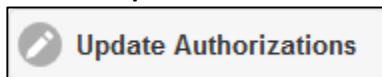
The screen will show the Course Group records of the selected semester.



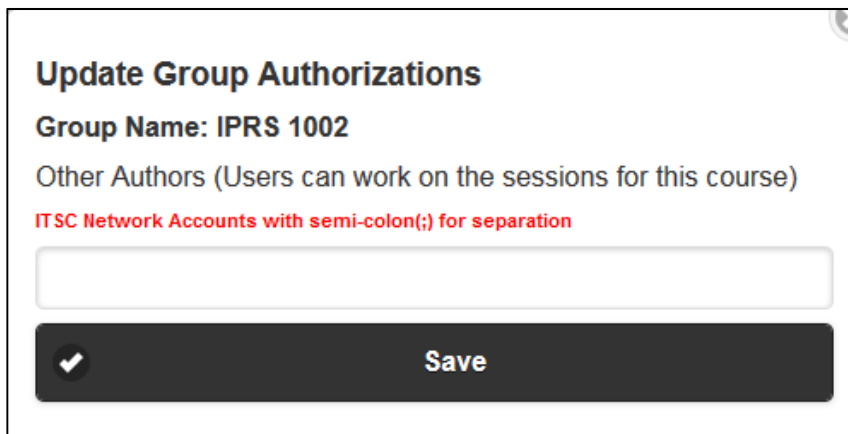
The screenshot shows the 'Personal Response System' interface. At the top left is the logo for 'ITSC INFORMATION TECHNOLOGY SERVICES CENTER'. To the right is a 'Logout' button. Below the header, there is a '+ Add Course Group / Event Group' button and two dropdown menus: 'COURSE' and 'SUMMER 2013-2014'. A table displays course group records with columns for 'Semester', 'Name', and 'Other Teaching Staff'. Two rows are visible, both for 'SUMMER 2013-2014' with names 'IPRS 1001' and 'IPRS 1002'. Each row has three action buttons: 'PRR Sessions', 'Update Authorizations', and 'Remove'.

3. Update Authorizations

You may update the information for who can use your course group / event group. Click the **Update Authorizations** button.

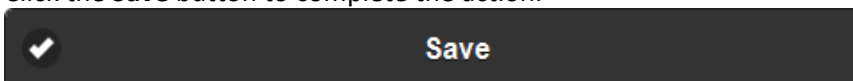


The **Update Group Authorizations** dialog will pop-up. You can update the information when needed.



The dialog box is titled 'Update Group Authorizations'. It shows 'Group Name: IPRS 1002' and 'Other Authors (Users can work on the sessions for this course)'. Below this is a red instruction: 'ITSC Network Accounts with semi-colon(;) for separation'. There is a text input field for entering the author information. At the bottom, there is a dark grey button with a checkmark icon and the text 'Save'.

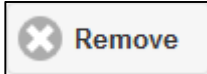
Click the **Save** button to complete the action.



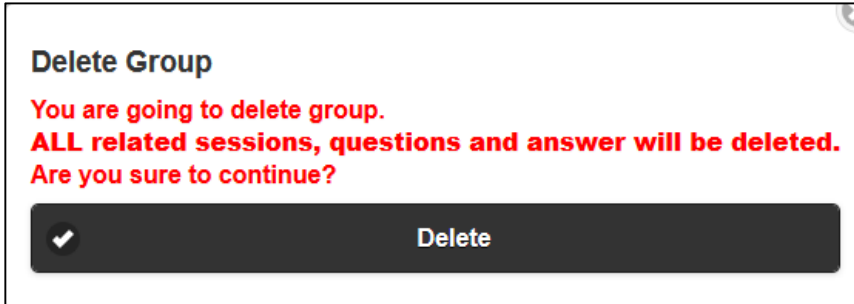
Or click the **Cross**  to cancel the action.

4. Remove Group

To remove a group, click the **Remove** button.

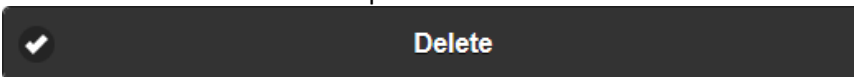


The **Delete Group** dialog will pop-up. It alerts you the remove action would delete all related data from the system.



The delete action would remove all sessions, questions and responses of the selected group. It cannot be recovered.

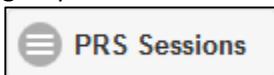
Click the **Delete** button to complete the action.



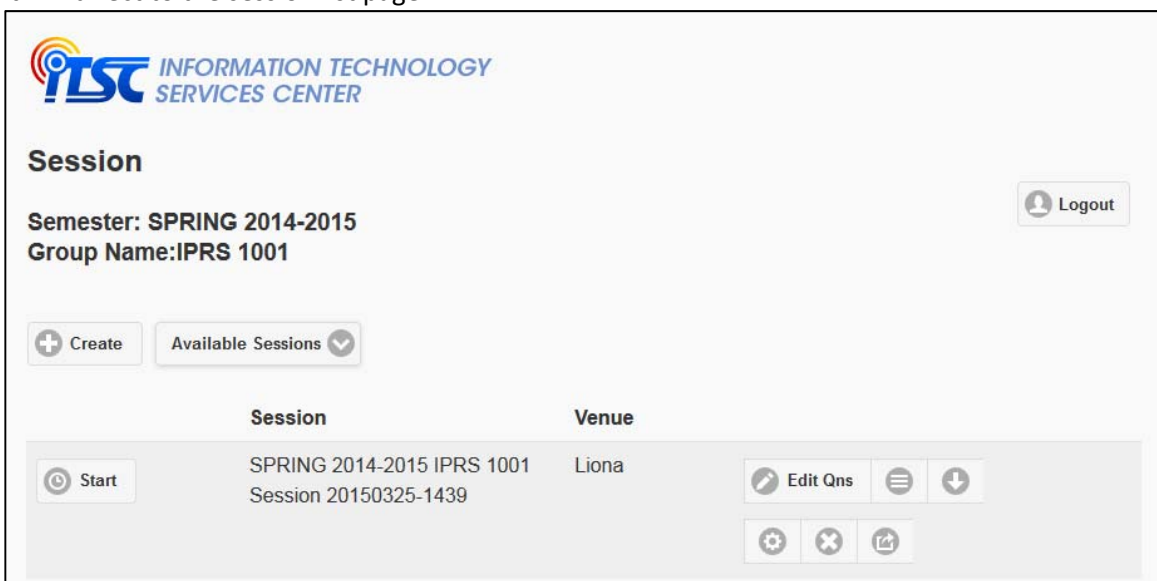
Or click the **Cross**  to cancel the action.

5. View PRS Session List

Click the **PRS Sessions** button to view the session list of a course group in a semester or of an event group.



It will direct to the session list page.

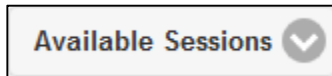


L. Manage Available PRS Session

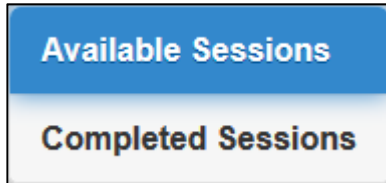
On the **Session** list page, it will display the Available PRS Sessions by default.

1. Select Session List

To switch between Available and Completed PRS Sessions, click on the **Available Sessions** button.



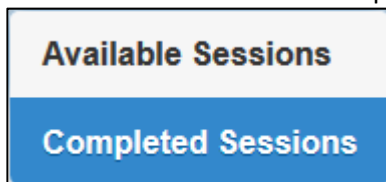
Select the **Completed Sessions** option.



To reverse, click the **Completed Sessions** button.

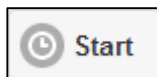


Select the **Available Sessions** option.



2. Start a PRS Session

To start a PRS session, click the **Start** button at the left side of the particular PRS session.

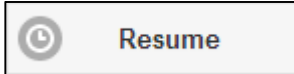


The collect response page will display.

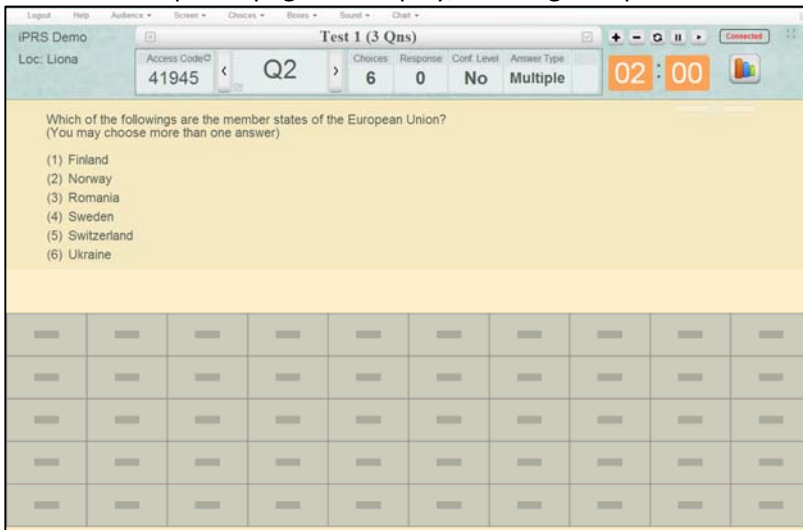


3. Resume a PRS session

When a PRS session is suspended, you can re-use it by clicking the **Resume** button.

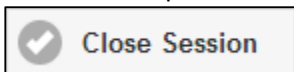


The collect response page will display, showing the question where you suspended before.

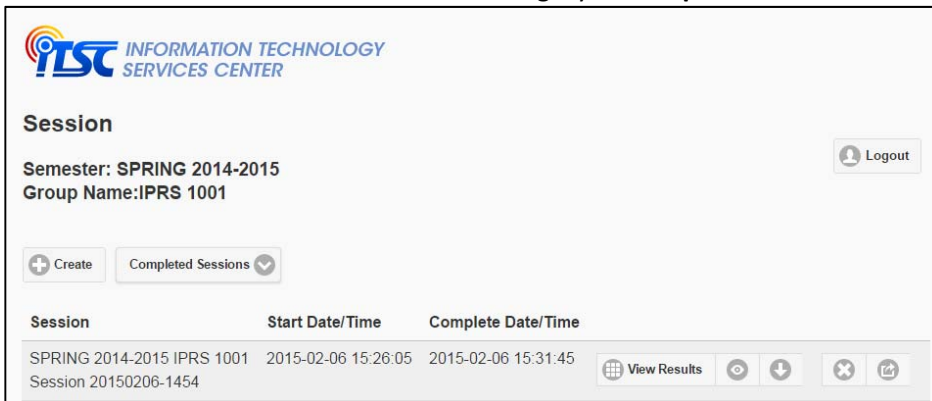


4. Close a PRS Session

To close a suspended PRS session, click the **Close Session** button.

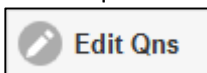


The session will be closed and moved to category of **Completed Sessions**.

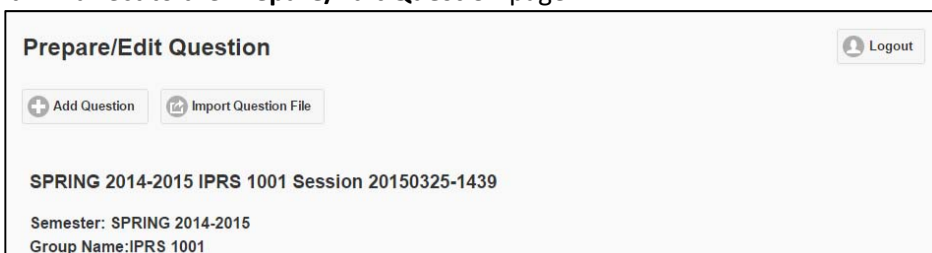


5. Edit Questions

To edit questions of a PRS session, click the **Edit Qns** button.



It will direct to the **Prepare/Edit Question** page.

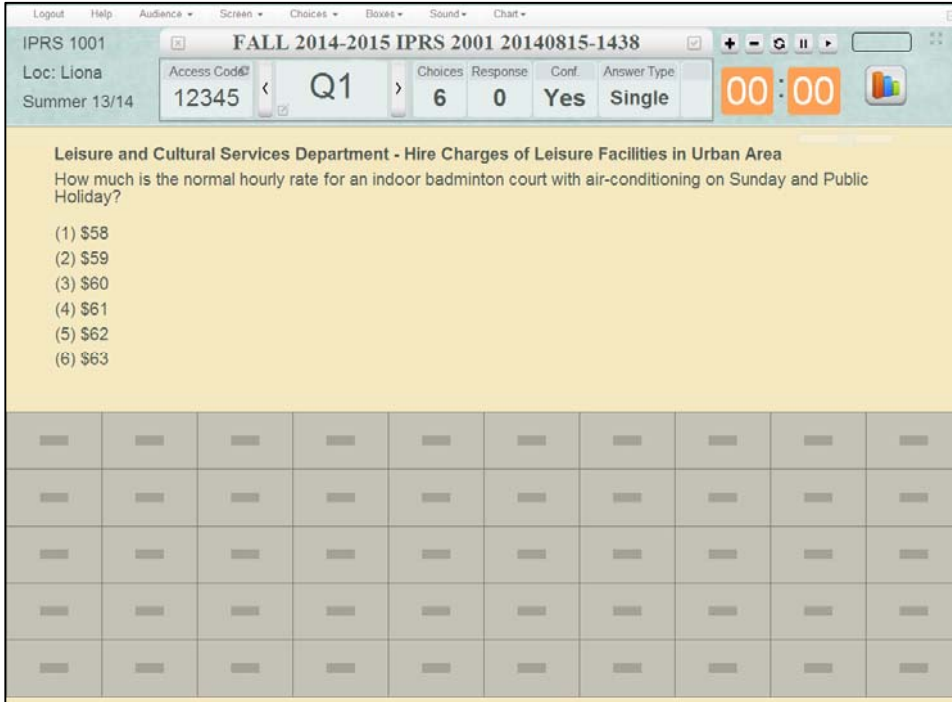


6. Session Preview

You may have a preview on the look and feel of the questions in a running PRS session.



Click the **Preview** button. It will direct to the **Preview** page.



Going back, click the **Cross** button.



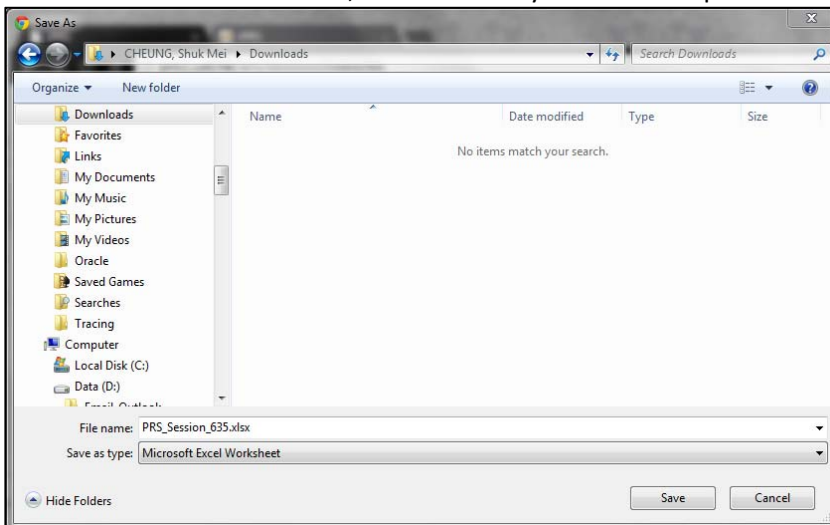
7. Download Results

The **Download Results** button allows you to download the results to a **MS Excel** file.



Click the **Download Results** button.

Select the download location, and save it to your local computer.

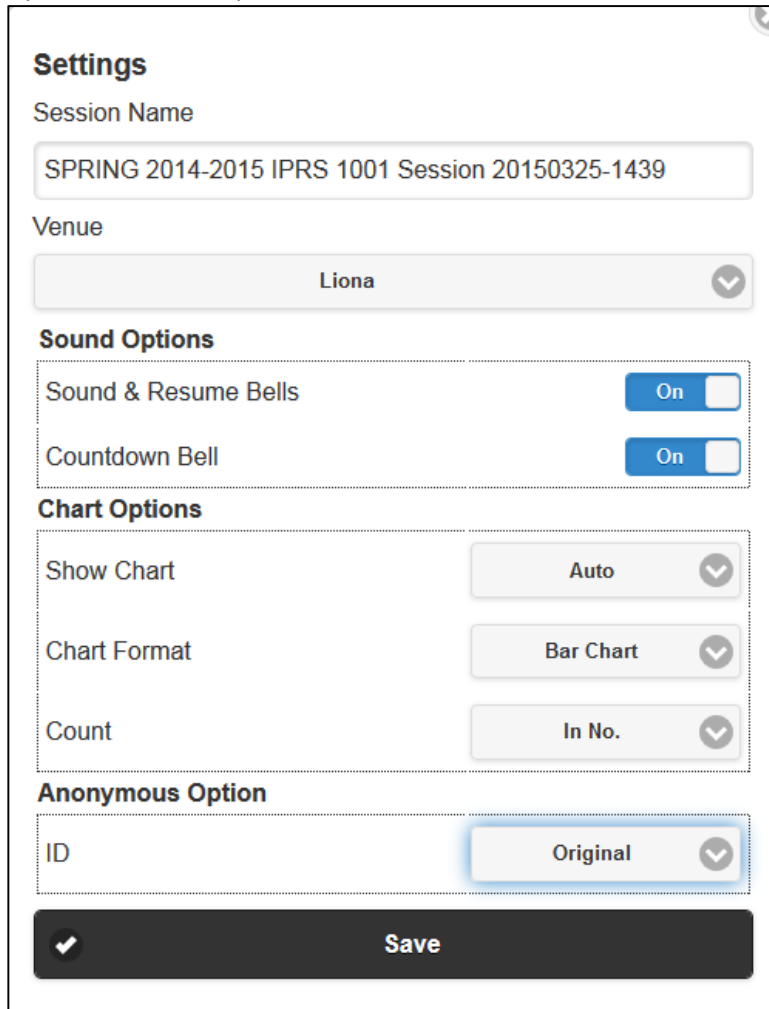


8. Edit Settings

The **Settings** dialog allows you to update the session name, venue, sound options, chart options and anonymous option.

Click the **Settings**  button.

The **Settings** dialog will pop-up. You can update the information when needed. The Anonymous Option cannot be updated once the PRS session started to collect responses.



Settings

Session Name
SPRING 2014-2015 IPRS 1001 Session 20150325-1439

Venue
Liona

Sound Options

Sound & Resume Bells On

Countdown Bell On

Chart Options

Show Chart Auto

Chart Format Bar Chart

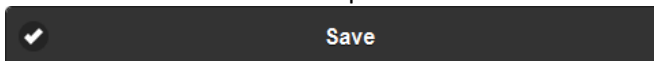
Count In No.

Anonymous Option

ID Original


Save

Click the **Save** button to complete the action.

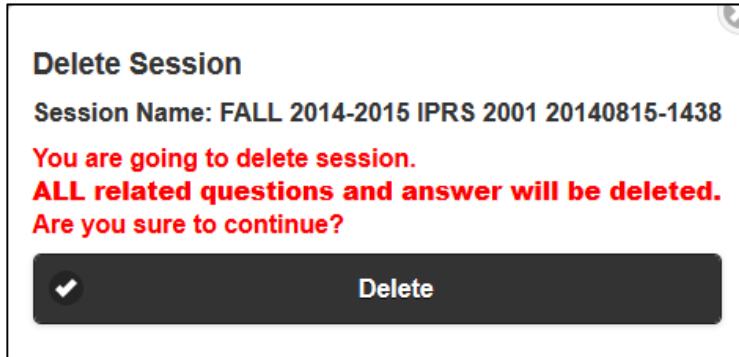


Or click the **Cross**  to cancel the action.

9. Delete Session

To delete a PRS session, click the **Delete**  button.

The **Delete Session** dialog will pop-up. It alerts you the delete action would remove all related data from the system.




Click the **Delete** button to complete action.



Or click the **Cross**  to cancel the action.

10. Copy Session

To copy a session, click the **Copy**  button.

The **Copy Session** dialog will pop-up. You can copy the session to another course group or event group. The system will copy the settings and questions of the selected session only.

Copy Session

This will copy both the settings and questions of the Session

Copy to:

Type

Semester

Group

Session Name

Venue

Save

Click the **Save** button to complete the action.

Save

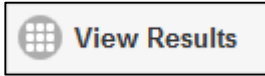
Or click the **Cross**  to cancel the action.

M.Manage Completed PRS Session

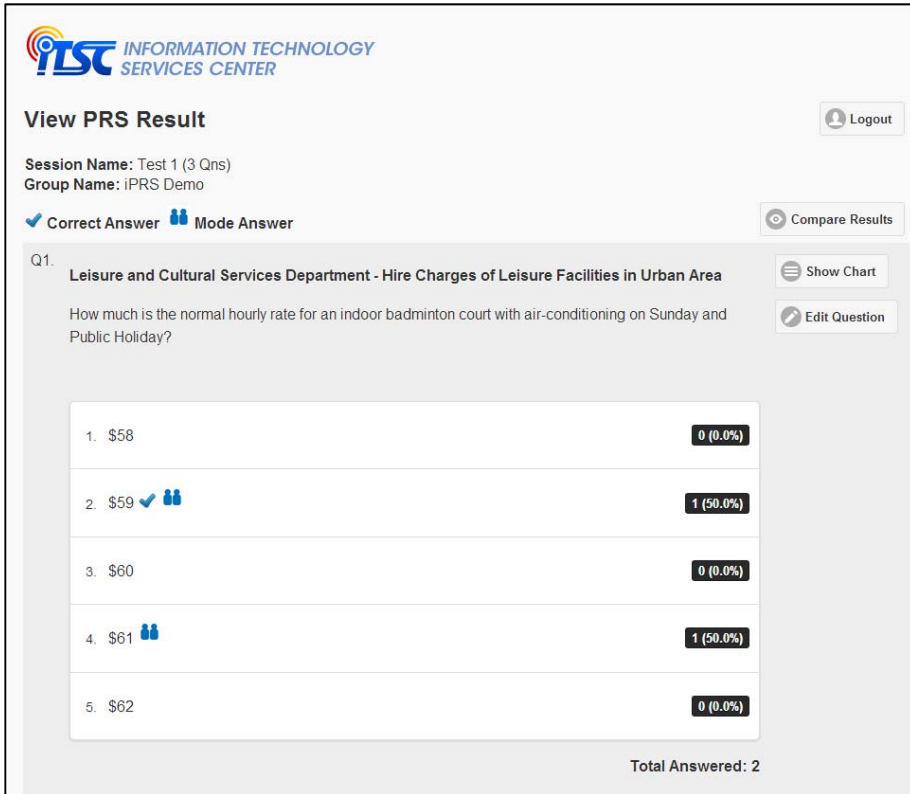
The Completed PRS Session list can be found on the **Session** list page.

1. View Results

To view the results of each question in a PRS session, click the View Results button.



It will direct to **View PRS Results** page, showing the questions and their response results.




The screenshot shows the "View PRS Result" page. At the top left is the logo for "ITSC INFORMATION TECHNOLOGY SERVICES CENTER". The page title is "View PRS Result" with a "Logout" button to its right. Below the title, it shows "Session Name: Test 1 (3 Qns)" and "Group Name: iPRS Demo". There are two tabs: "Correct Answer" (selected) and "Mode Answer". To the right of the tabs are buttons for "Compare Results", "Show Chart", and "Edit Question". The main content area displays a question: "Q1. Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area" followed by "How much is the normal hourly rate for an indoor badminton court with air-conditioning on Sunday and Public Holiday?". Below the question is a list of five options with their respective counts and percentages:

Option	Count	Percentage
1. \$58	0	0.0%
2. \$59	1	50.0%
3. \$60	0	0.0%
4. \$61	1	50.0%
5. \$62	0	0.0%

At the bottom right of the question area, it says "Total Answered: 2".

2. Compare Results

To compare questions among PRS sessions, click the **Compare Results**  button.

It will direct to the **Compare Results** page.

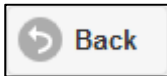


The screenshot shows the "Compare Results" page. At the top right is a "Logout" button. Below the title, it shows "Group Name: iPRS Demo". The main content area says "Compare Session(iPRS Demo Session 1) With:" followed by a list of sessions for comparison. One session is selected:

Session Name	Completed Date
iPRS Demo Session 2	2015-01-28 12:09:17

At the bottom left, there are two buttons: "Compare" and "Back".

Check the session(s) for comparison, and click the **Compare**  button, or click the

Back  button to go back to the **Session** list page.

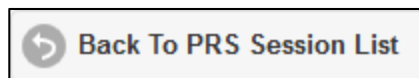
After clicking the **Compare** button, it will display the comparison results of the selected sessions. The system will compare the identical questions among the sessions.

Group Name: IPRS Demo

✓ Correct Answer 👤 Mode Answer

		Session Name: IPRS Demo Session 1 Completed Date: 2015-01-28 12:14:39	Session Name: IPRS Demo Session 2 Completed Date: 2015-01-28 12:09:17
		Total No. of Response	Total No. of Response
Which country is not a member of the European Union?	(1) Belgium	0 (0.0%)	0 (0.0%)
	(2) Finland	0 (0.0%)	0 (0.0%)
	(3) France	1 (50.0%) 👤	0 (0.0%)
	(4) Norway ✓	1 (50.0%) 👤	1 (50.0%) 👤
	(5) Romania	0 (0.0%)	0 (0.0%)
	(6) Sweden	0 (0.0%)	1 (50.0%) 👤
Total:		2	2
Which books are written by Mitch Albom? (You may choose more than one answer)	(1) Charlie and the Chocolate Factory	0 (0.0%)	0 (0.0%)
	(2) For One More Day ✓	2 (40.0%) 👤	2 (33.3%) 👤
	(3) Growing Deep in Faith	0 (0.0%)	2 (33.3%) 👤
	(4) The Five People You Meet in Heaven ✓	2 (40.0%) 👤	2 (33.3%) 👤
	(5) Who Moved My Cheese?	1 (20.0%)	0 (0.0%)
Total:		5	6
Who is the author of "Oliver Twist"?	Mitch Albom	1 (50.0%) 👤	0 (0.0%)
	test 2	1 (50.0%) 👤	0 (0.0%)
	Charles Dickens ✓	0 (0.0%)	1 (50.0%) 👤
	test	0 (0.0%)	1 (50.0%) 👤
Total:		2	2

⏪ Back To PRS Session List



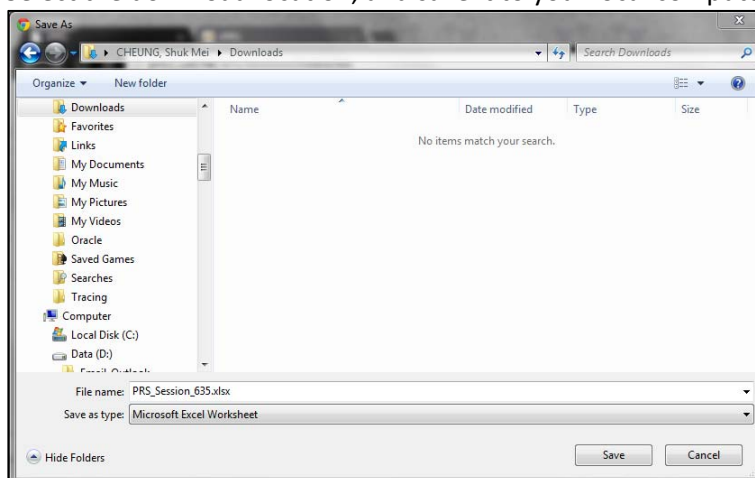
Click the **Back To PRS Session List** button to return to the **Session** list page.

3. Download Results




To export the results to **MS Excel** file, click the **Download Results** button.

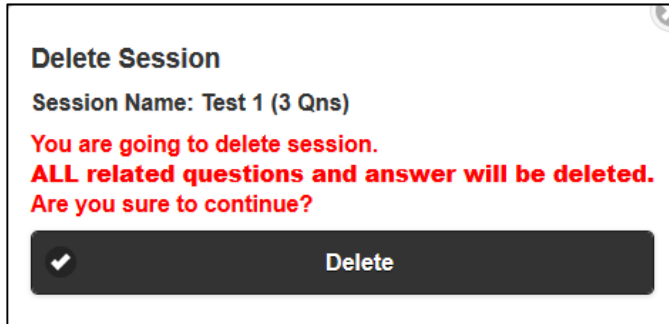
Select the download location, and save it to your local computer.



4. Delete Session

To delete a completed PRS session, click the **Delete**  button.

The **Delete Session** dialog will pop-up. It alerts you the delete action would remove all related data from system.




Since it is a completed PRS session, the delete action would remove students' responses as well. It cannot be recovered.

Click the **Delete** button to complete the action.

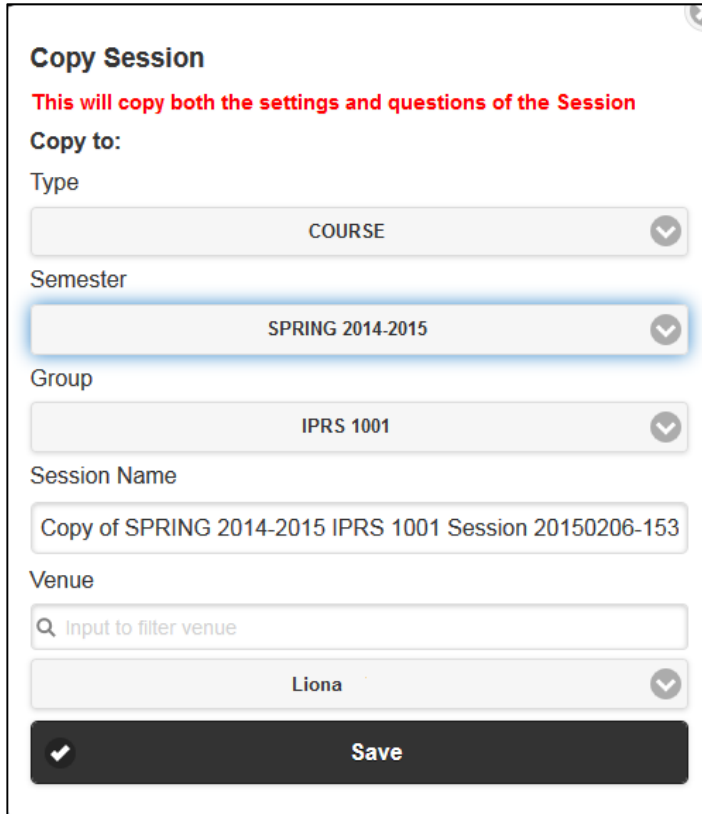


Or click the **Cross**  to cancel the action.

5. Copy Session

To copy a session, click the **Copy**  button.

The **Copy Session** dialog will pop-up. You can copy the session to another course group or event group. The system will copy the settings and questions of the selected session only. (Students' responses will not be copied.)

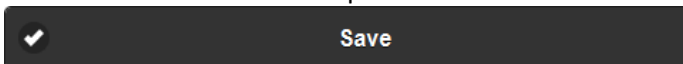


The screenshot shows a 'Copy Session' dialog box with the following fields and options:

- Copy to:**
 - Type: COURSE
 - Semester: SPRING 2014-2015
 - Group: IPRS 1001
- Session Name: Copy of SPRING 2014-2015 IPRS 1001 Session 20150206-153
- Venue: Liona

At the bottom of the dialog is a dark button with a checkmark icon and the text 'Save'.

Click the **Save** button to complete the action.



Or click the **Cross**  to cancel the action.

N. Manage Question

Besides listing the questions on the **Prepare/Edit Question** page, functions are provided to edit, copy, delete and change order of questions.

1. Import Question File

The Import function provides a way to input a batch of **Single Answer MC questions** into a **new** PRS session without question. The file must be a **text file (.txt)** and conform to the particular format.

The format would be:

- Every question should start with character "Q"
- Every answer should be enclosed by brackets "(1)"
- Every question should be separated by characters "><"
- After the last question, the question separator "><" is **NOT** required

Here is an example:

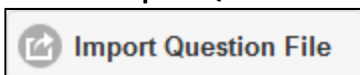
```
Q1. question text here...

(1) answer option here...
(2) answer option here...
(3) answer option here...
(4) answer option here...
(5) answer option here...
><
Q2. question text here...

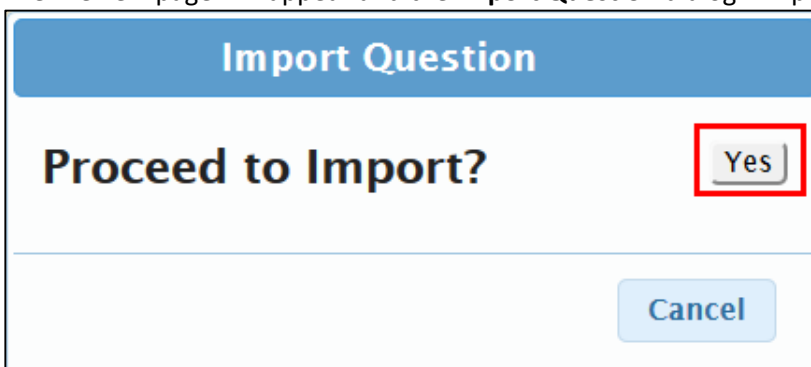
(1) answer option here...
(2) answer option here...
(3) answer option here...
(4) answer option here...
(5) answer option here...
><
Q3. question text here...

(1) answer option here...
(2) answer option here...
(3) answer option here...
(4) answer option here...
(5) answer option here...
```

Click the **Import Question File** button.



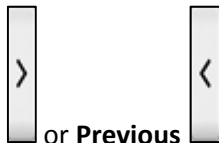
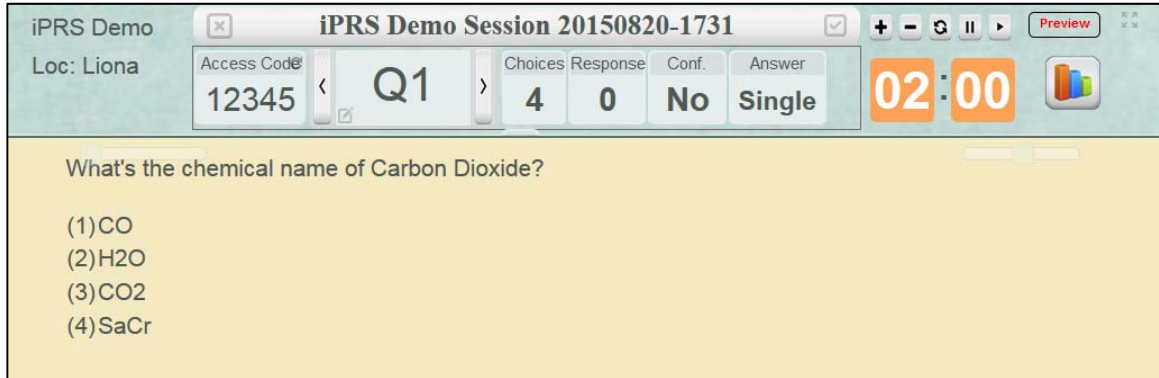
The Preview page will appear and the **Import Question** dialog will pop-up. Click the **Yes** button.



Select the question file and click the **Open** button.



The system will refresh and display the imported questions.



You can click the **Next** or **Previous** buttons to review other questions.



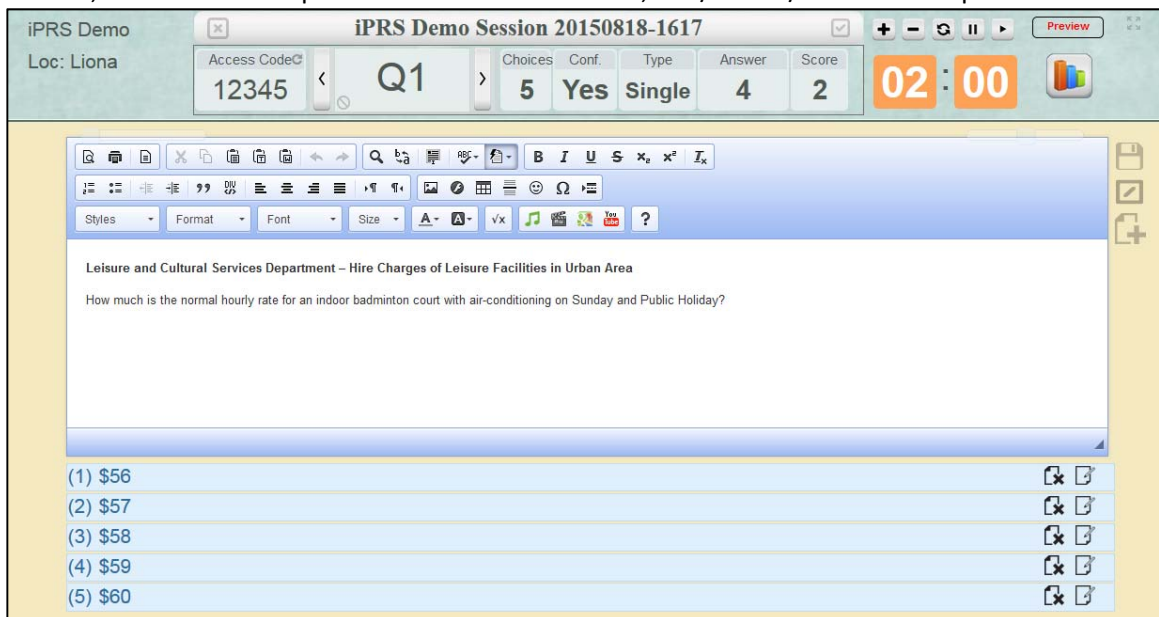
Click the **Exit Preview** button to go back to the Prepare/Edit Question page.


2. Edit Question

To edit a question, click the **Edit** button.



The Preview page will appear. You can update the contents of question text, change the correct answer, the score or the presence of confidence level, and/or add/remove MC option.

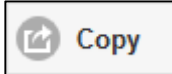


Click the **Save**  button to complete the action.

Or click the **Ignore Changes**  button to cancel the action.

3. Copy Question

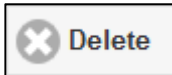
To copy a question, click the **Copy** button.



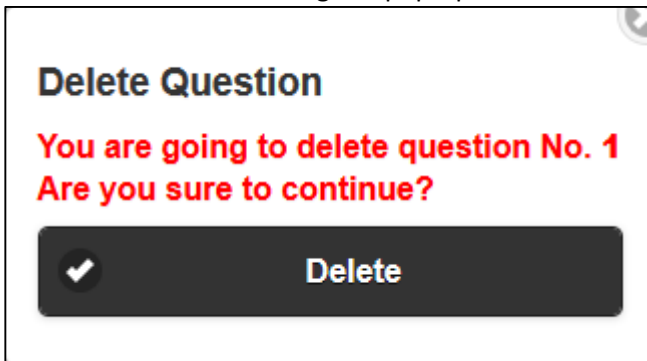
The system will copy the question and make it be the last question of the session. You can scroll down the screen to see the question.

4. Delete Question

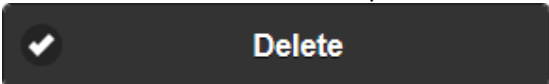
To delete a question, click the **Delete** button.



The **Delete Question** dialog will pop-up.




Click the **Delete** button to complete the action.

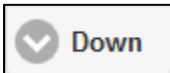


Or click the **Cross**  to cancel the action.

5. Change Question Order

You can use the **Up**  and **Down**  buttons to update the order of questions in a PRS session.

To move a question upward, click the **Up**  button.

To move a question downward, click the **Down**  button.

O. Manage PRS Result

On the **View PRS Result** page, functions are provided to compare results between questions, to show results in chart and to edit question contents.

1. Compare Results

To compare question among PRS sessions, click the **Compare Results** button.



It will direct to the **Compare Results** page.

Compare Results Logout

Group Name: iPRS Demo

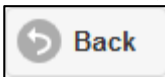
Compare Session(**iPRS Demo Session 1**) With:

Session Name: iPRS Demo Session 2
Completed Date: 2015-01-28 12:09:17

Check the session(s) for comparison, and click the **Compare** button, or click the



Back button to go back to the **Session** list page.



After clicking the **Compare** button, it will display the comparison results of the selected sessions. The system will compare the identical questions among the sessions.

Group Name: iPRS Demo			
		Session Name: iPRS Demo Session 1 Completed Date: 2015-01-28 12:14:39	Session Name: iPRS Demo Session 2 Completed Date: 2015-01-28 12:09:17
		Total No. of Response	Total No. of Response
Which country is not a member of the European Union?	(1) Belgium	0 (0.0%)	0 (0.0%)
	(2) Finland	0 (0.0%)	0 (0.0%)
	(3) France	1 (50.0%)	0 (0.0%)
	(4) Norway ✓	1 (50.0%)	1 (50.0%)
	(5) Romania	0 (0.0%)	0 (0.0%)
	(6) Sweden	0 (0.0%)	1 (50.0%)
	Total:		2
Which books are written by Mitch Albom? (You may choose more than one answer)	(1) Charlie and the Chocolate Factory	0 (0.0%)	0 (0.0%)
	(2) For One More Day ✓	2 (40.0%)	2 (33.3%)
	(3) Growing Deep in Faith	0 (0.0%)	2 (33.3%)
	(4) The Five People You Meet in Heaven ✓	2 (40.0%)	2 (33.3%)
	(5) Who Moved My Cheese?	1 (20.0%)	0 (0.0%)
Total:		5	6
Who is the author of "Oliver Twist"?	Mitch Albom	1 (50.0%)	0 (0.0%)
	test 2	1 (50.0%)	0 (0.0%)
	Charles Dickens ✓	0 (0.0%)	1 (50.0%)
	test	0 (0.0%)	1 (50.0%)
Total:		2	2



Back To PRS Session List

Click the **Back To PRS Session List**

button to return to the **PRS Session** list page.

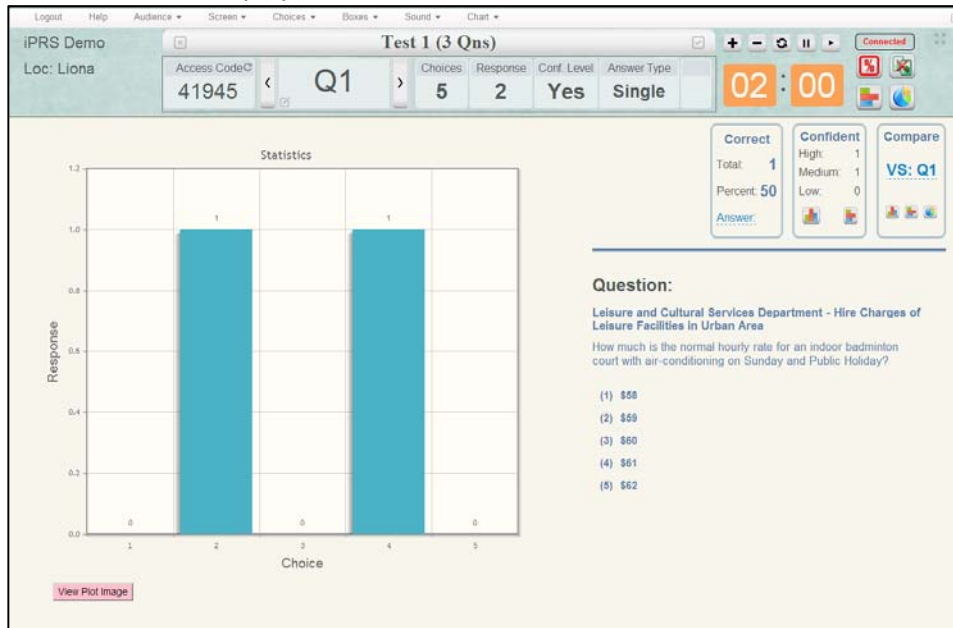
2. Show Chart

To view the results of each question in chart, click the **Show Chart** button.



Show Chart

The chart will be displayed.



Click the **Exit Chart** button to close the chart.

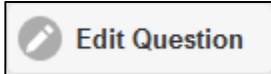


Test 1 (3 Qns)



3. Edit Question

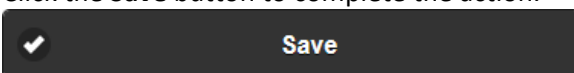
To edit the contents of question, click the **Edit Question** button.



The **Edit Question** dialog will pop-up. You can update the contents of question text, the correct answer, the label of each MC option, and/or the score (point). You cannot change the question type, nor add/remove MC option.

A dialog box titled "Edit Question" with a close button in the top right corner. It contains several sections: "Question Text" with a rich text editor toolbar (bold, italic, underline, bulleted list, numbered list, indent, outdent, image, help) and a text area containing the text "Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area" and "How much is the normal hourly rate for an indoor badminton court with air-conditioning on Sunday and Public Holiday?"; "MC Options" with five numbered input fields containing "\$58", "\$59", "\$60", "\$61", and "\$62"; "Correct Answer (Optional)" with a dropdown menu showing "2"; "Points" with an input field containing "1"; and a dark "Save" button with a white checkmark icon on the left.

Click the **Save** button to complete the action.

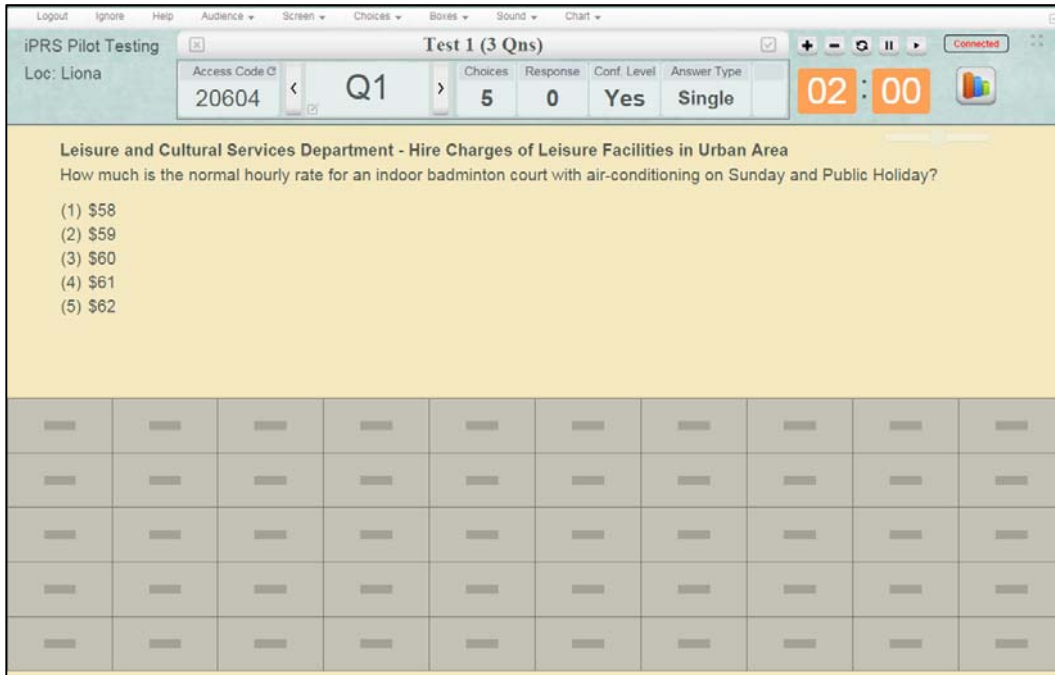


Or click the **Cross**  to cancel the action.



P. Manage Response Collection

On the **Collect Response** page, there are many functions we can use.

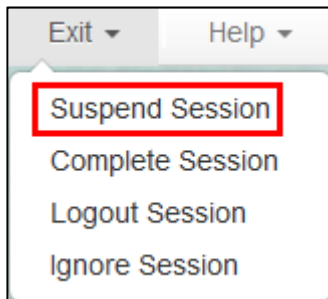


1. Top Menu Bar

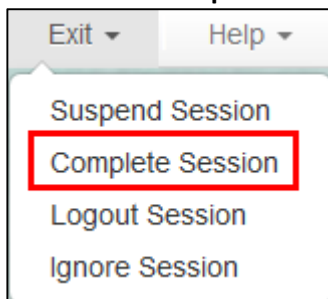


a. Exit

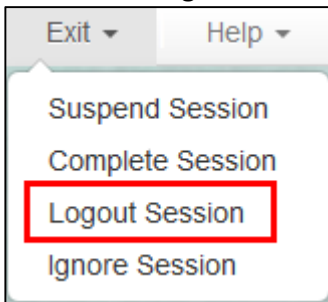
You can select an action for the session. Select **Exit > Suspend Session** to suspend the session.



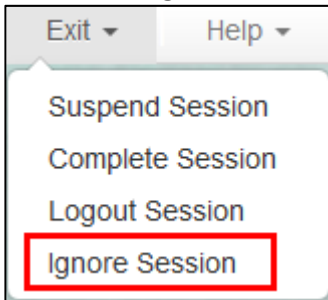
Select **Exit > Complete Session** to close the session.



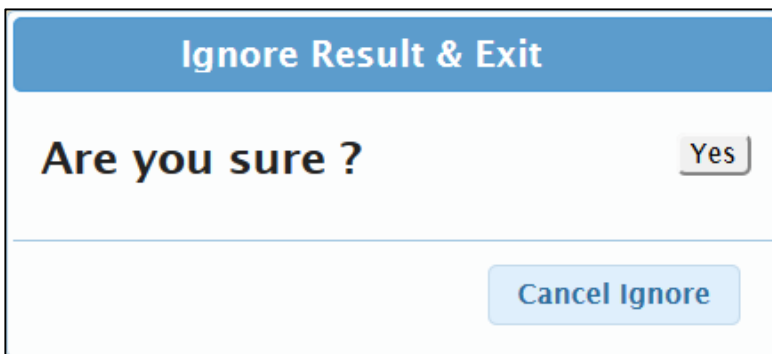
Select **Exit > Logout Session** to leave the system.



Select **Exit > Ignore Session** to suspend the PRS session without saving data to the system.

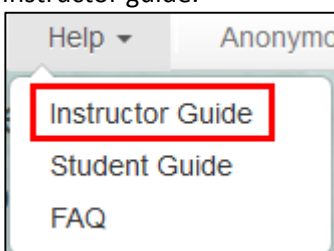


Click the **Yes** button to suspend the session directly, or click the **Cancel Ignore** button to cancel the action.

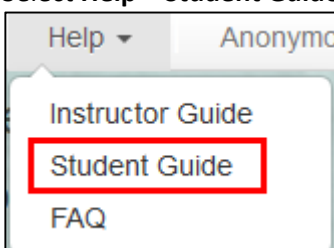


b. Help

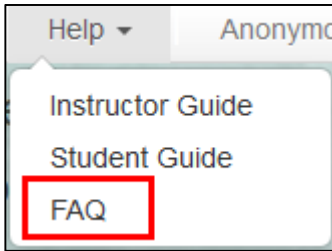
You can get user guides and FAQ from the Help. Select **Help > Instructor Guide** to show the instructor guide.



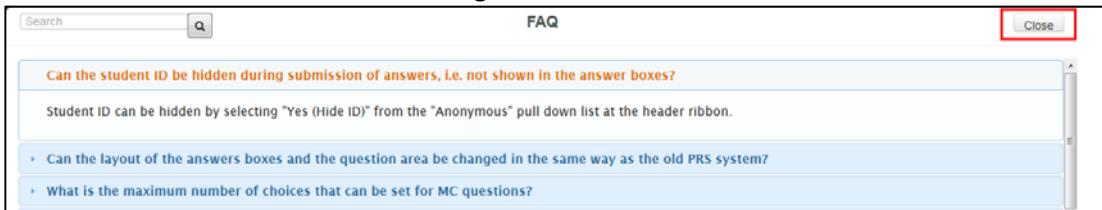
Select **Help > Student Guide** to show the student guide.



Select **Help > FAQ** to pop-up the FAQ dialog.

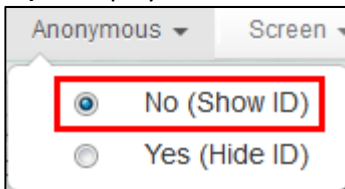


Click the **Close** button to close the dialog.

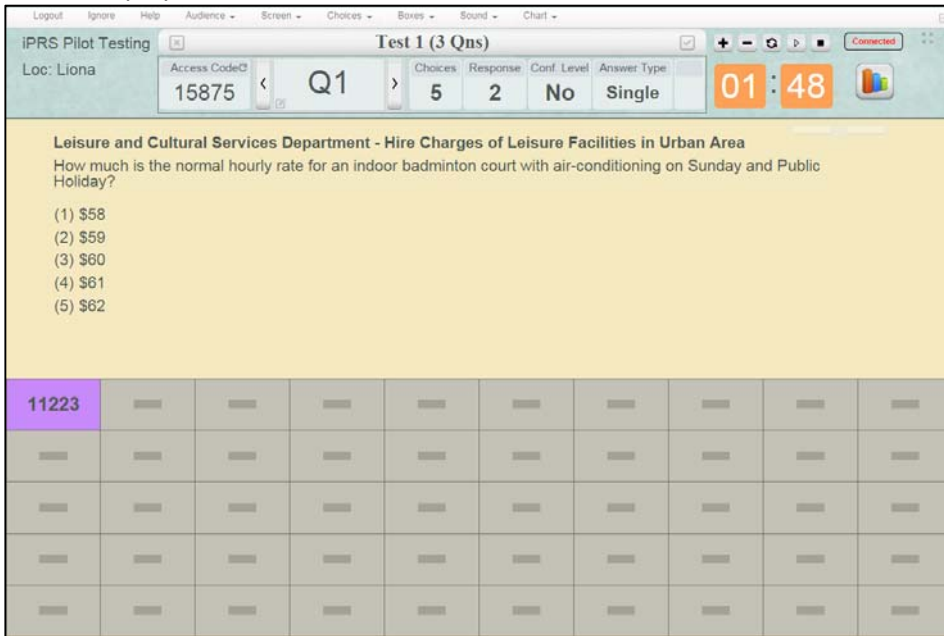


c. Anonymous

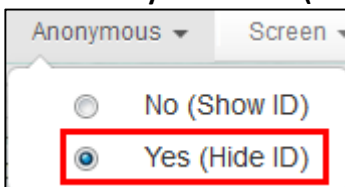
You can show/hide the Student IDs when collecting responses. Select **Anonymous > No (Show ID)** to display the IDs on screen.



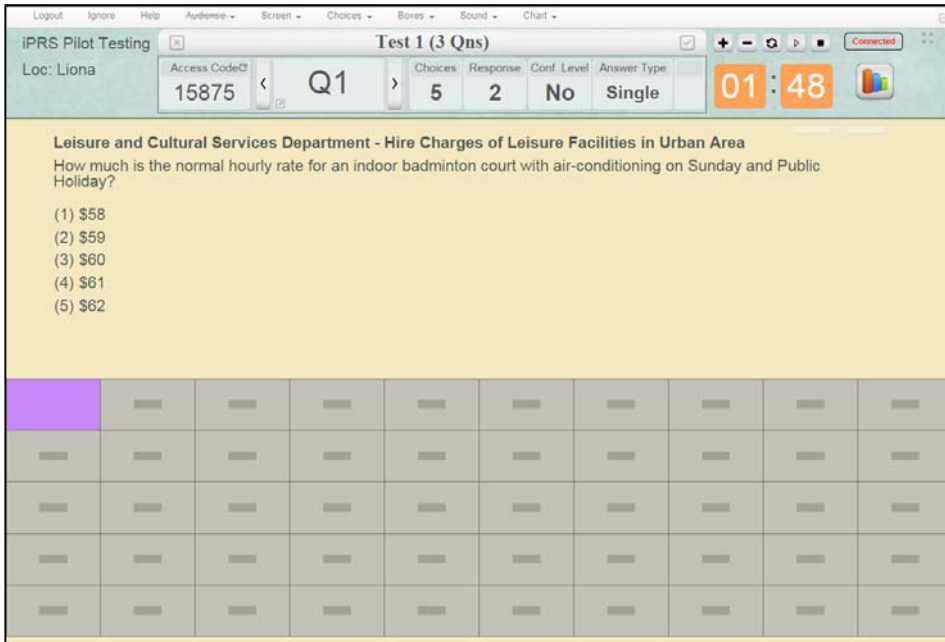
IDs are displayed on the boxes.



Select **Anonymous > Yes (Hide ID)** to hide the IDs from screen.



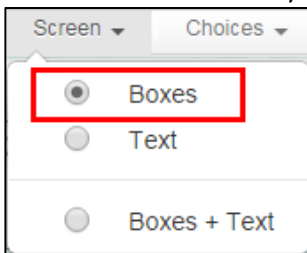
IDs would not be displayed.



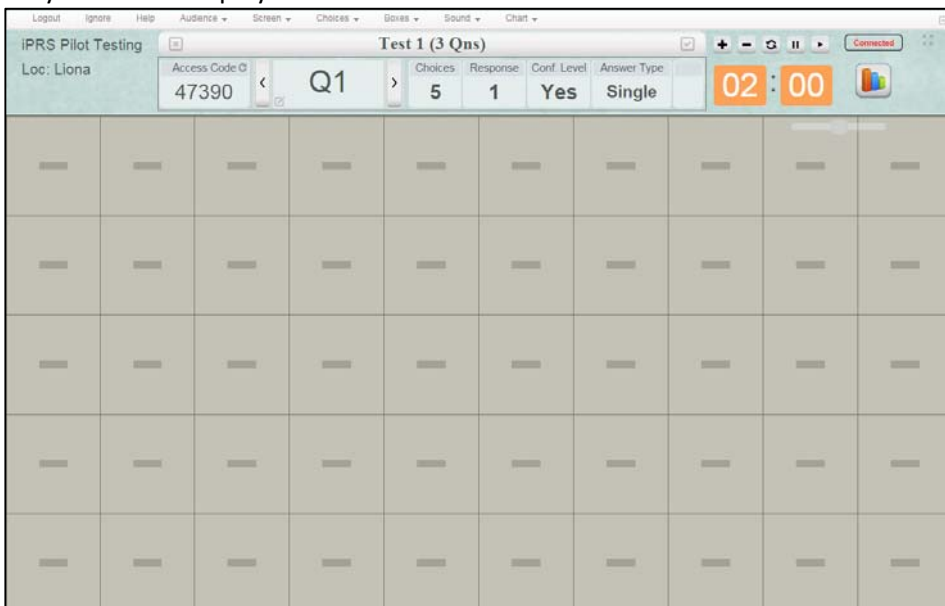
Note: This setting can only be changed before collecting responses for the session. Once responses are collected, the anonymous option cannot be updated.

d. Screen

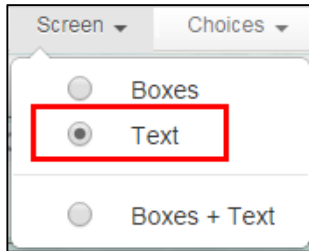
You can decide on what would be displayed on the screen. Select **Screen > Boxes** to display boxes on the screen only.



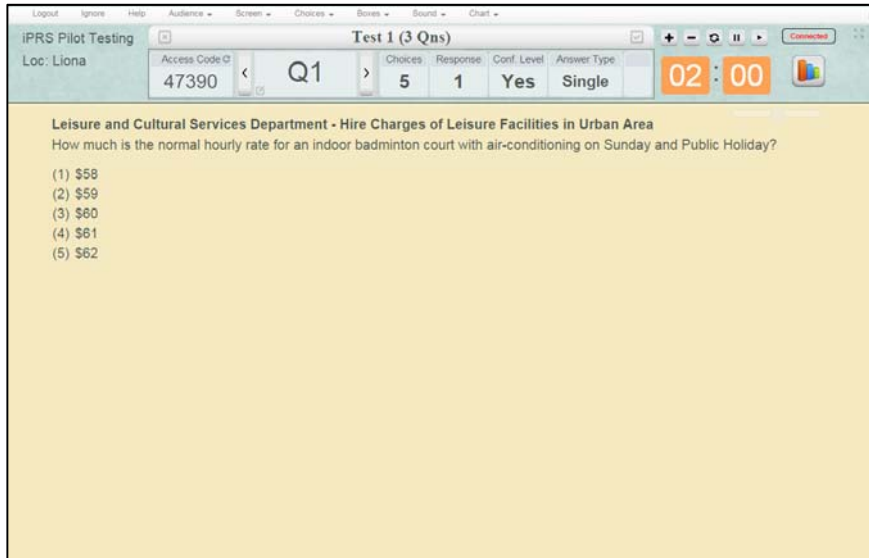
Only boxes are displayed on the screen.



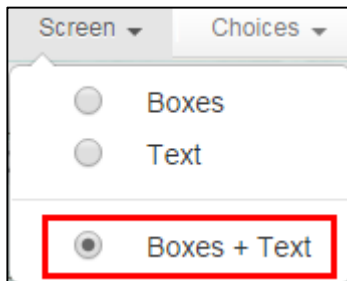
Select **Screen > Text** to display the question contents on the screen only.



Only question contents are displayed on the screen.



Select **Screen > Boxes + Text** to display both boxes and question contents on the screen.

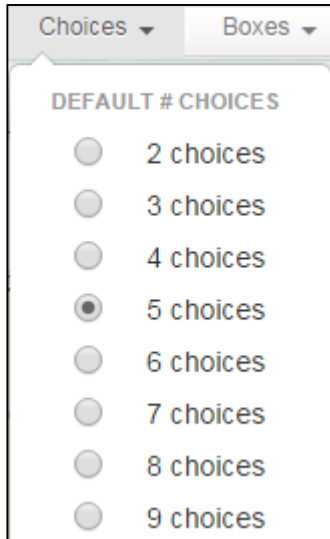


Both the boxes and question contents are displayed on the screen.



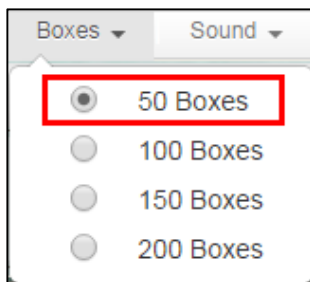
e. Choices

It defines the default number of choices in each question. The default number is 5.

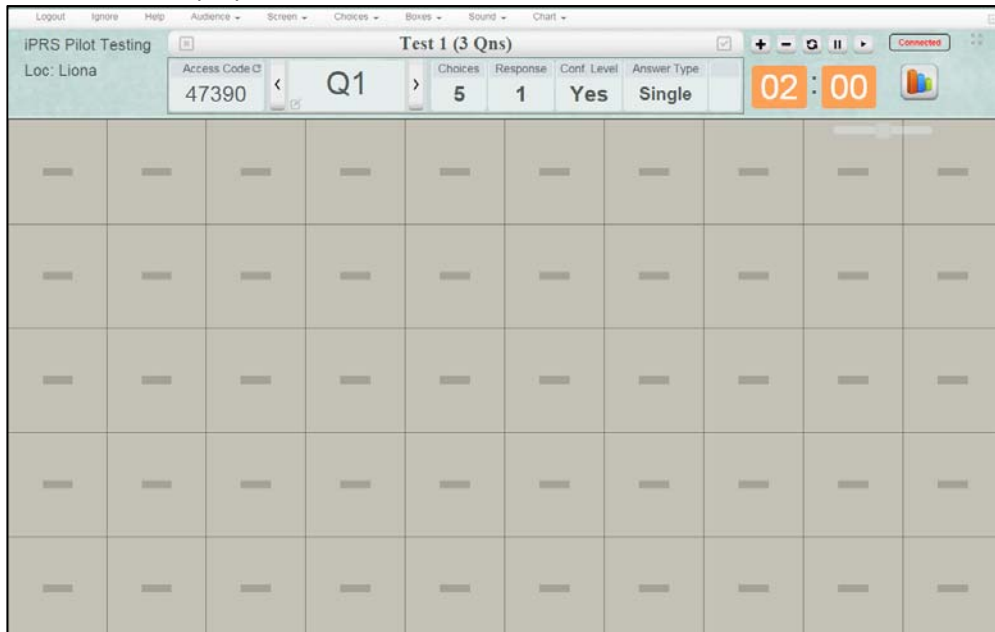


f. Boxes

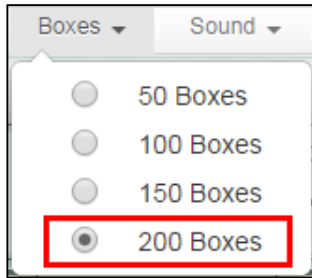
It defines the number of boxes displayed on the screen. The default is 50 boxes. Select **Boxes > 50 Boxes** to show 50 boxes on the screen.



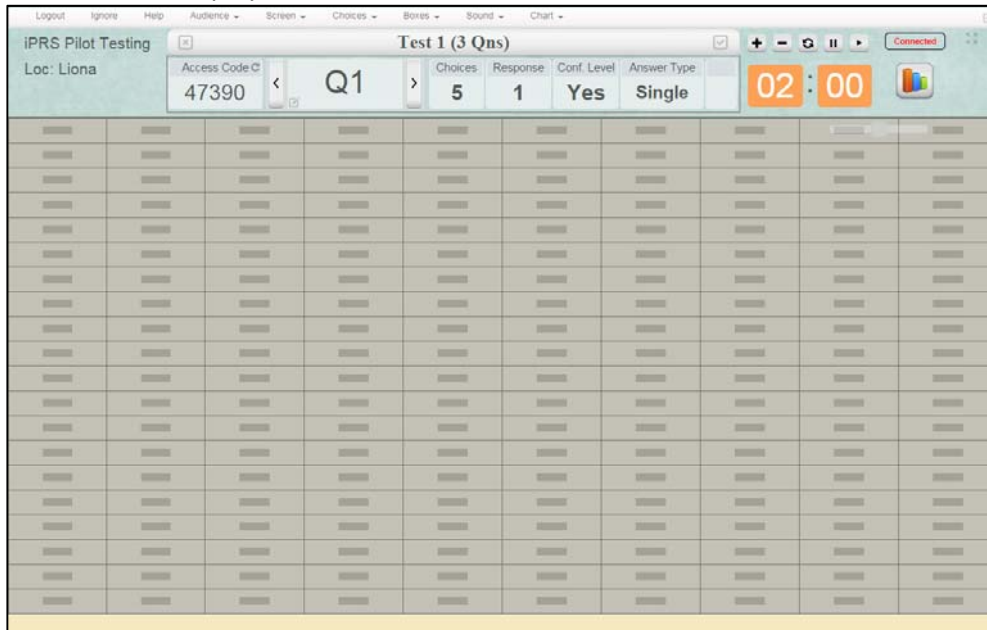
50 boxes are displayed.



Select **Boxes > 200 Boxes** to show 200 boxes on the screen.

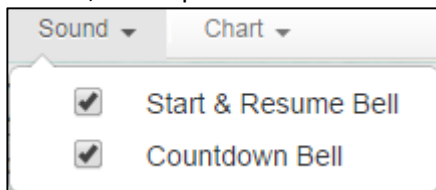


200 boxes are displayed on the screen.



g. Sound

It defines if the system should play the **Start & Resume Bell**, and the **Countdown Bell**. By default, both options are checked.



h. Result

It defines how the results are presented. The options **Auto Invoke** chart, display in **Bar Chart**, present in **Value**, and **Hide** the correct answer are checked by default.

Result ▾ Tools ▾

DISPLAY BY:

Auto Invoke

Manual Invoke

CHART TYPE:

Bar Chart

Pie Chart

PRESENT IN:

Value

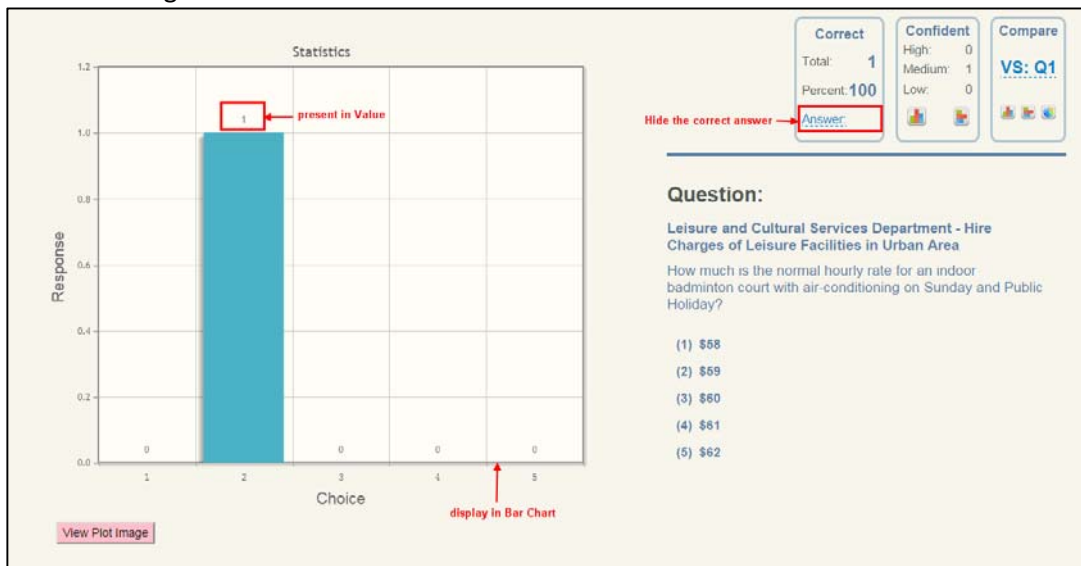
Percentage

ANSWER:

Hide

Show

The Chart page will be displayed automatically when a question is completed, showing the default settings.

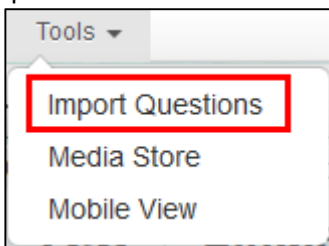


When the **Show** correct answer option is selected, the correct answer would be displayed and it would be highlighted in pink in the chart.

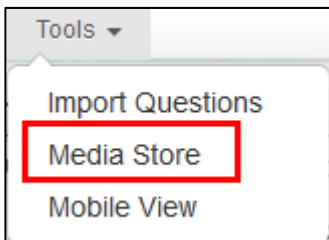


i. Tools

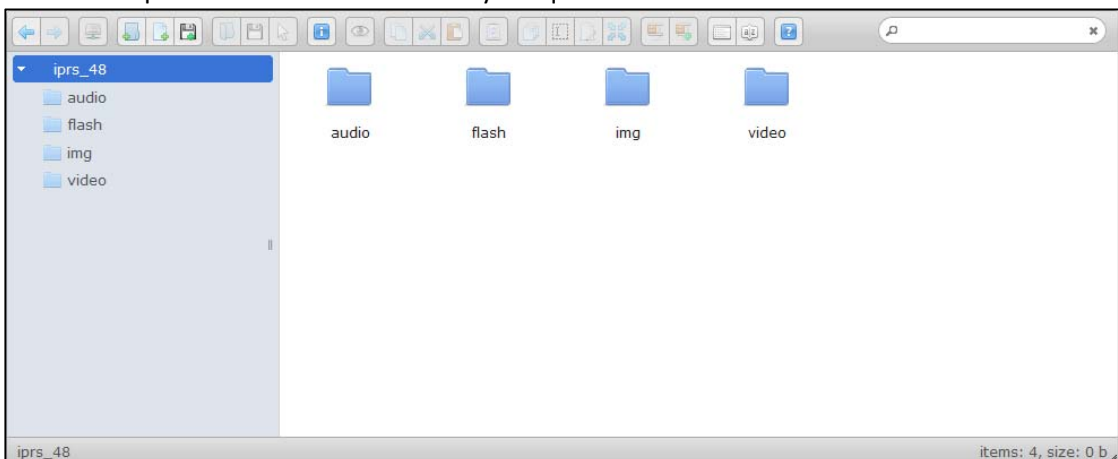
It provides tools for importing questions, managing multi-media, and having a mobile view of the questions. Select **Tools > Import Questions**. It only supports new PRS session without question. Details can be referred to **Section N, Part 1 - Import Question File** at p.37.



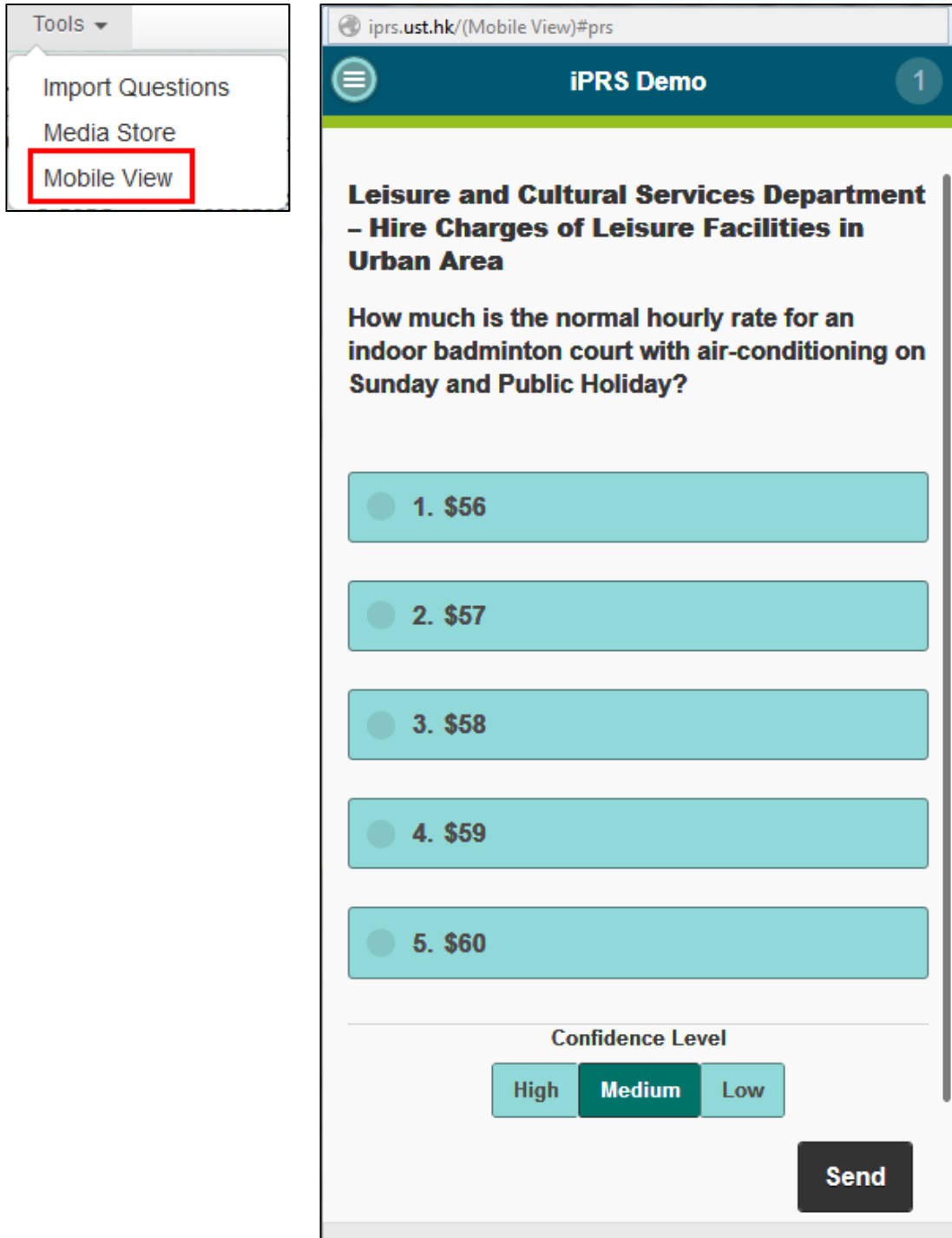
Select Tools > Media Store.



The Media Store dialog will appear. You can upload graphics, audio files and video files into the store. The uploaded files can be used in your questions.



Select **Tools > Mobile View** to display the mobile view of the question.



j. Hide/Show Menu Bar

Click the **Minus** button at the right side of the menu bar to hide it from screen.

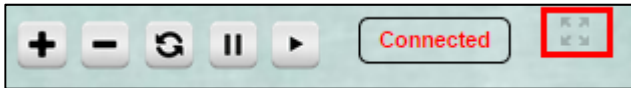


When the menu bar is hidden, click the **Plus** button at top right corner of the screen to show the menu bar.



2. Show Collect Response page in Full Screen

Click the **Four-Arrows** button at the top right corner of the screen to show the Collect Response page in full screen. Press the **Esc** key to exit the full screen.

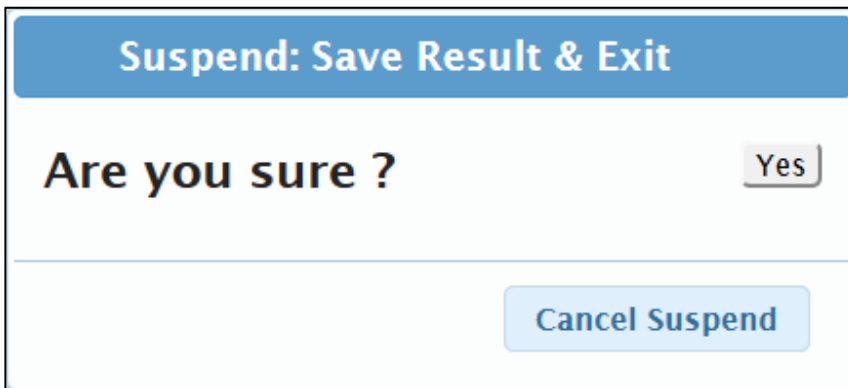


3. Suspend a PRS Session

Click the **Snowflake** button to suspend a session.



Click the **Yes** button to save the responses and leave the session, or click the **Cancel Suspend** button to cancel the action.

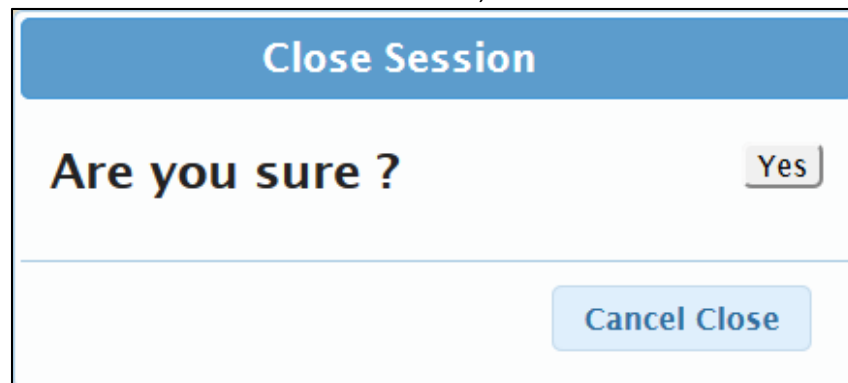


4. Complete a PRS Session

Click the **Check** button to complete a session.

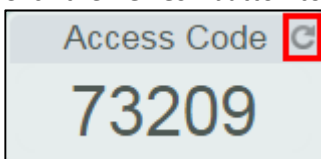


Click the **Yes** button to close the session, or click the **Cancel Close** button to cancel the action.



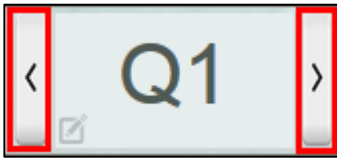
5. Generate a New Access Code

Click the **Refresh** button to get a new access code.



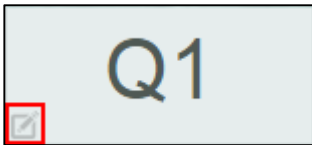
6. Show Next/Previous Question

Click the **Next** button to go to the next question or click the **Previous** button to go back to the previous question.

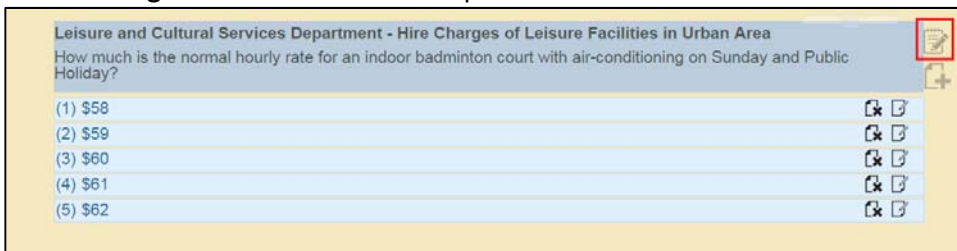


7. Edit Question

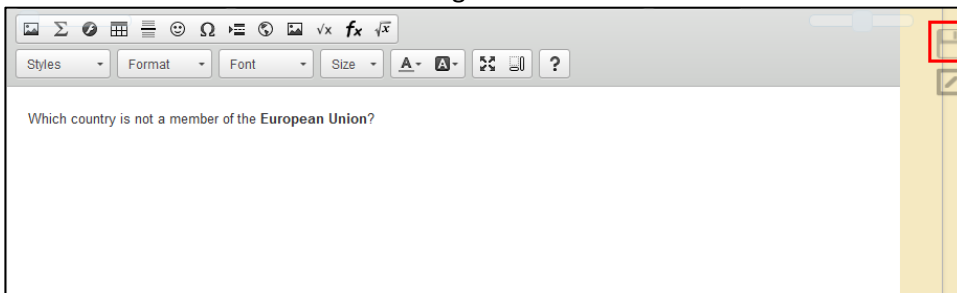
Click the **Small Pen** button to turn the screen to edit mode.



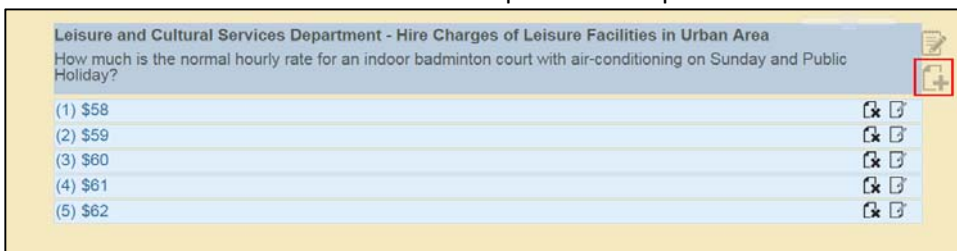
Click the **Large Pen** button to edit the question contents.



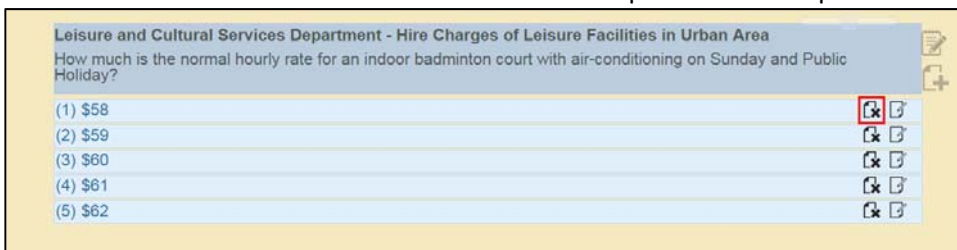
Click the **Disk** button to save the changes or click the **Slash** button to discard the changes.



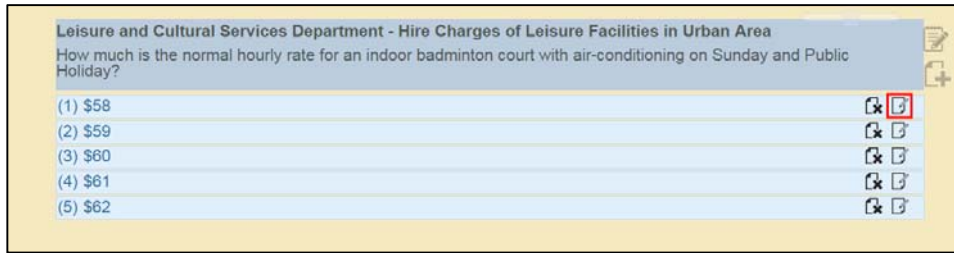
Click the **Plus** button to add new answer option to the question.



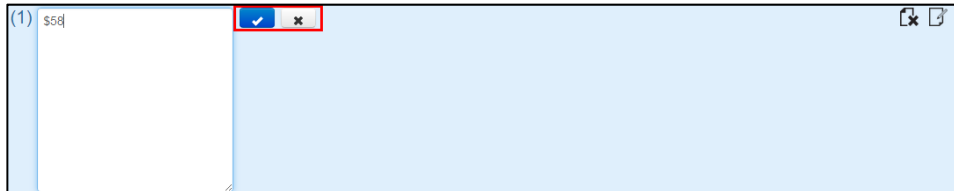
Click the **Small Cross** button to remove the answer option from the question.



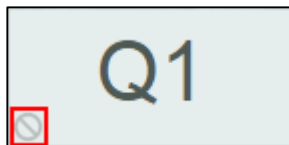
Click the **Edit Option** button to edit the content of the answer option.



Click the **Blue Check** button to save the changes, or click the **White Cross** button to discard the changes.



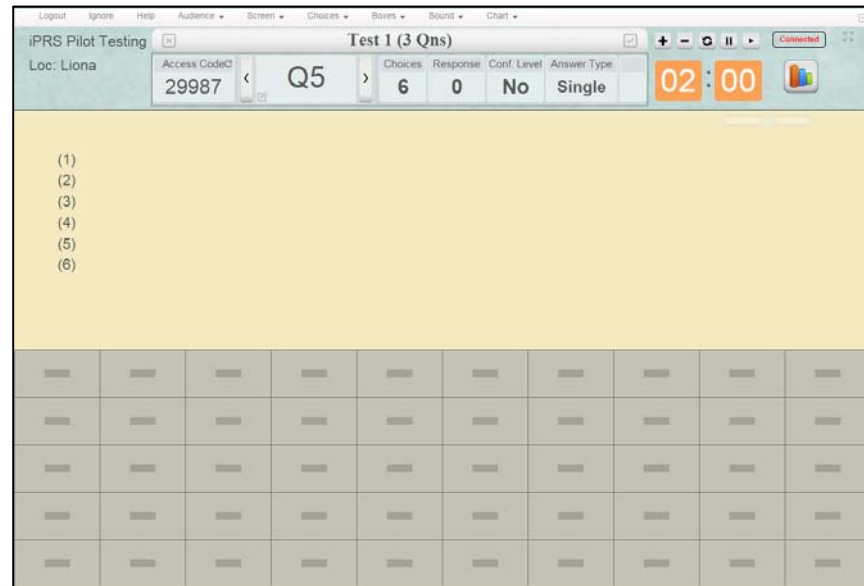
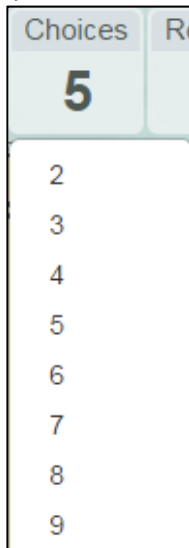
Click the **Circle** button resume the screen to normal.



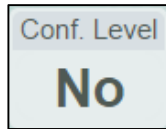
8. Define the No. of Choices Available for the Current Question



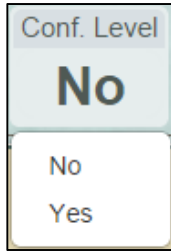
Click on the **Choices** and select a number from the dropdown list. The choices will be displayed on the screen. This function is valid only for Single Answer MC and Multiple Answers MC questions.



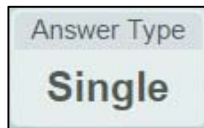
9. Define the Confidence Level for the Current Question



Click on the **Conf. Level** and select **Yes** or **No** from the dropdown list.



10. Define the Question Type for the Current Question



Click on the **Answer Type** and select a question type from the dropdown list.



11. Countdown Timer

Click the **Plus** to increase the time, 15 seconds, on each click.

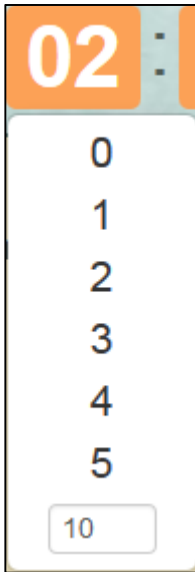


Click the **Minus** to reduce the time, 15 seconds, on each click.

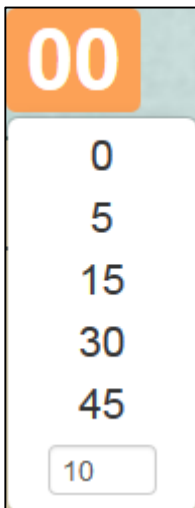


Besides clicking the Plus and Minus buttons, you can click on the Minute and Second area to update the clock directly.

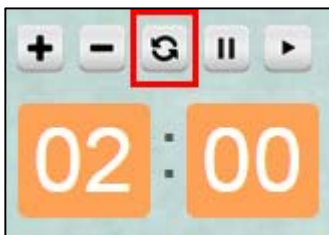
Click on the **Minute** area, select a number or input a number between 0 – 60 to set the minute value.



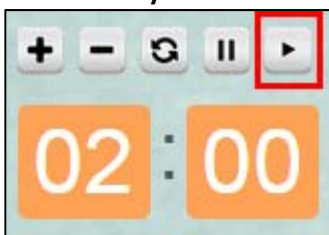
Click on the **Second** area, select a number or input a number between 0 - 59 to set the second value.



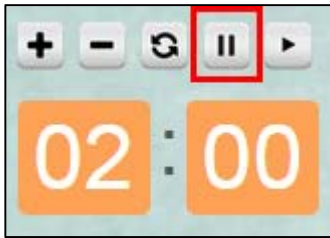
Click the **Reset** button to reset the time to the default value, 2 minutes.



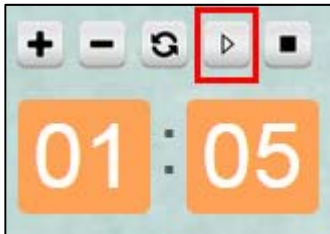
Click the **Play** button to run the timer.



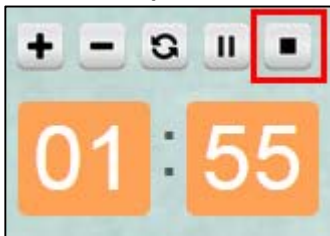
Click the **Pause** button to pause the timer.



Click the **Continue** button to resume the timer.



Click the **Stop** button to stop the timer.



12. Reorder the Screen

Drag the boxes **and drop** them to the top of the screen. The order of the screen will update. The boxes will be at the top and the question contents will be at the bottom of the screen.

A screenshot of the iPRS Pilot Testing interface. The top bar includes navigation options like 'Logout', 'Ignore', 'Help', 'Audience', 'Screen', 'Choices', 'Boxes', 'Sound', and 'Chart'. The main header shows 'Test 1 (3 Qns)' and a 'Connected' status. Below this, there's a control bar with 'Access Code' (24462), 'Q1', 'Choices' (5), 'Response' (1), 'Conf. Level' (Yes), and 'Answer Type' (Single). A timer shows '02 : 00'. The main area contains a grid of 10 empty boxes for reordering. Below the grid, a question is displayed: 'Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area' followed by 'How much is the normal hourly rate for an indoor badminton court with air-conditioning on Sunday and Public Holiday?' and five multiple-choice options: (1) \$58, (2) \$59, (3) \$60, (4) \$61, and (5) \$62.

Drag it back will return to the original order.

The screenshot shows a testing interface with a top navigation bar containing 'Logout', 'Ignore', 'Help', 'Audience', 'Screen', 'Choices', 'Boxes', 'Sound', and 'Chart'. Below this, the text 'iPRS Pilot Testing' and 'Test 1 (3 Qns)' is visible. A status bar shows 'Loc: Liona', 'Access Code: 24462', 'Q1', 'Choices: 5', 'Response: 1', 'Conf. Level: Yes', 'Answer Type: Single', and a timer '02:00'. The main content area displays the question: 'Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area' and 'How much is the normal hourly rate for an indoor badminton court with air-conditioning on Sunday and Public Holiday?'. The options are: (1) \$58, (2) \$59, (3) \$60, (4) \$61, (5) \$62. Below the question is a grid of ten empty input fields.

13. Zoom Question

Use the **scroll bar** at the left hand side to change the size of the question text.

The screenshot shows a zoom control interface. On the left, there is a horizontal scroll bar with a blue slider. Below it, the text 'Which MTR stati' is visible. On the right, there is a black button with the text 'Zoom Question' in white.

Scroll to the right would enlarge the question text.

The screenshot shows a zoomed-in view of the question: 'Which MTR station is between Lok Fu and Shek Kip Mei?'. The options are: (1) Diamond Hill, (2) Kowloon Bay, (3) Kowloon Tong, (4) Prince Edward, (5) Wong Tai Sin.

Scroll to the left would return to its original size.

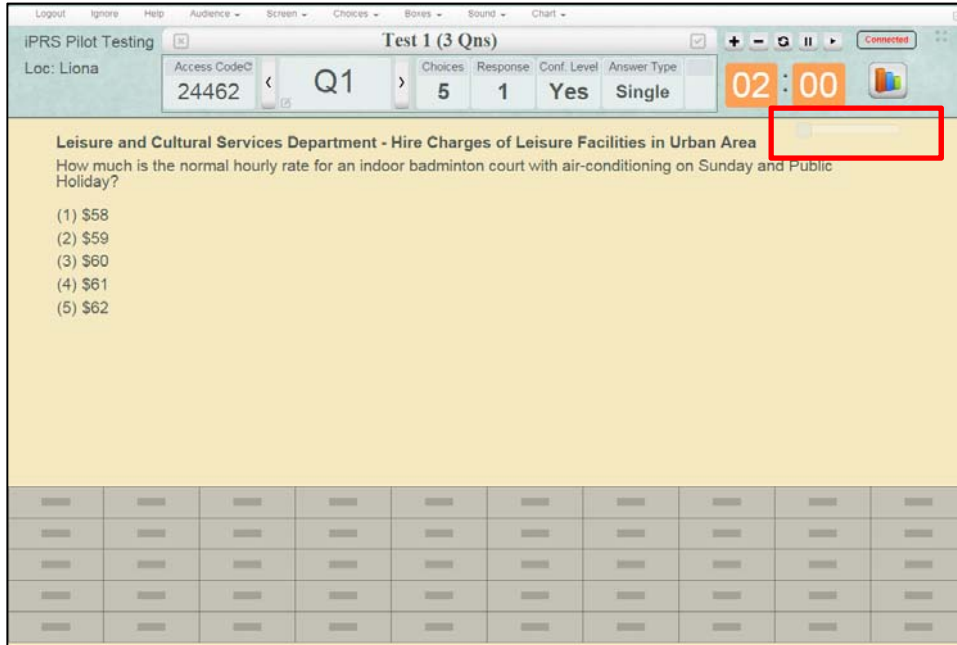
The screenshot shows the zoomed-in question at its original size. The text is smaller than in the previous screenshot. The question is: 'Which MTR station is between Lok Fu and Shek Kip Mei?'. The options are: (1) Diamond Hill, (2) Kowloon Bay, (3) Kowloon Tong, (4) Prince Edward, (5) Wong Tai Sin.

14. Resize Question Area

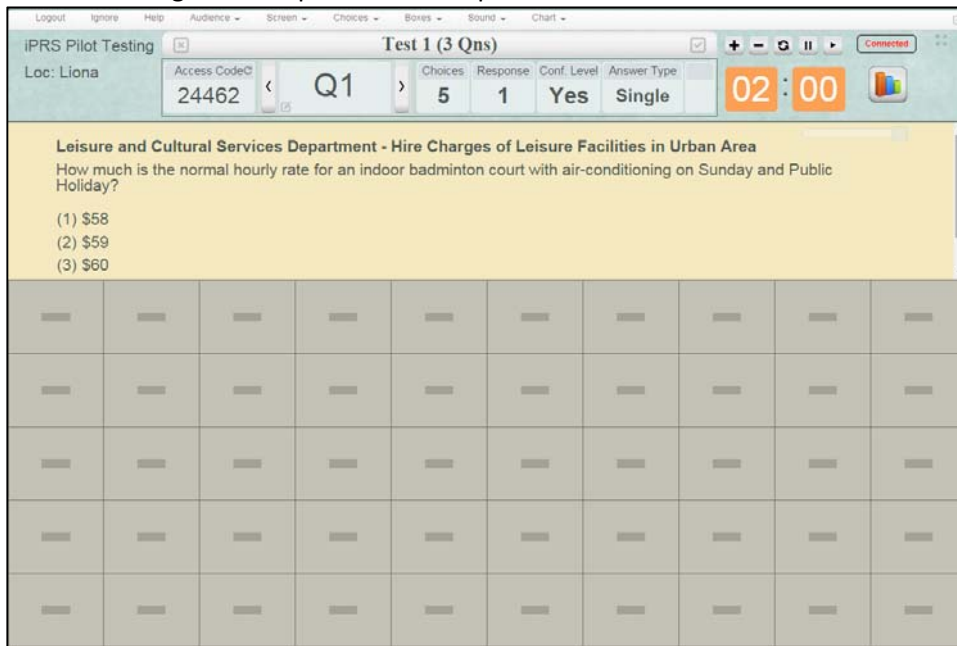
Use the **scroll bar** at the right hand side to allocate space for question contents and boxes display.



Scroll to the left would provide more space to questions contents.



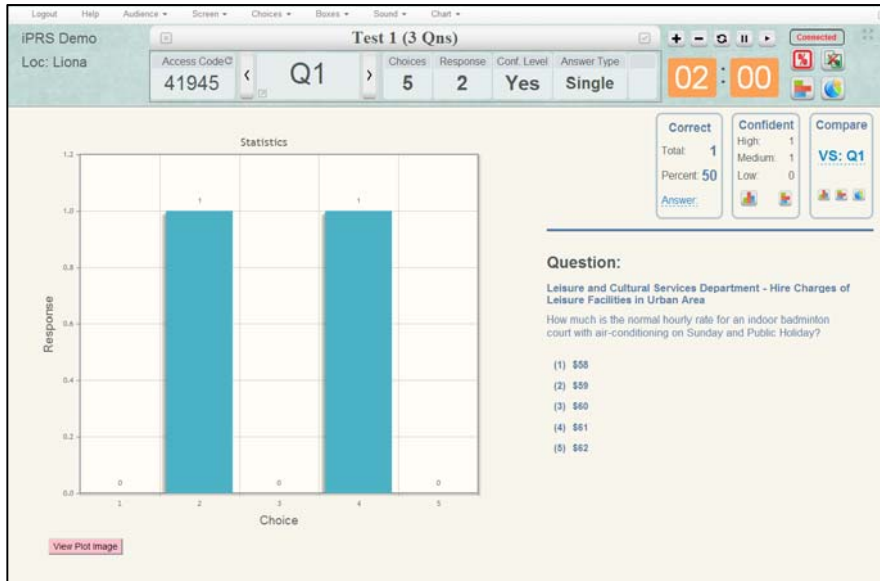
Scroll to the right would provide more space to the boxes.



15. Show Chart

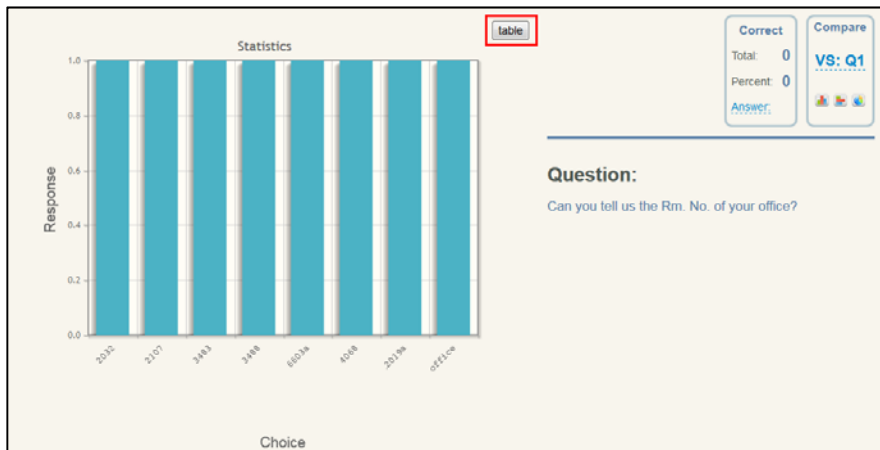


Click the **Show Chart** button to show the results in chart.



16. Show Table

If the question is an open-end question, besides showing the results in chart, you can also list the results in a table. Click the **table** button.



The results will be listed in a table form.

chart

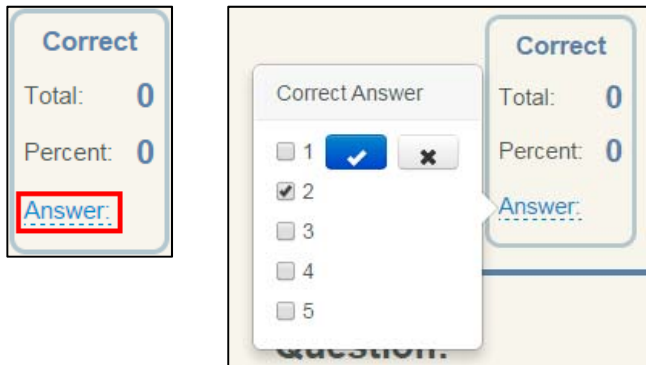
Answer	Response
2032	1
2107	1
3483	1
3488	1
6603a	1
4068	1
2019a	1
office	1

Correct: Total 0, Confident High 0, Medium 0, Low 0, Percent 0, VS: Q1

Question: Can you tell us the Rm. No. of your office?

17. Mark Correct Answer

When the correct answer of a question is not provided before, you can state it by clicking the **Answer** link. Select the Correct Answer and check the **Blue Check** button to save it.



If the Show correct answer option is selected, the correct answer would be displayed next to the Answer link, and the chart will highlight the correct answer in pink.

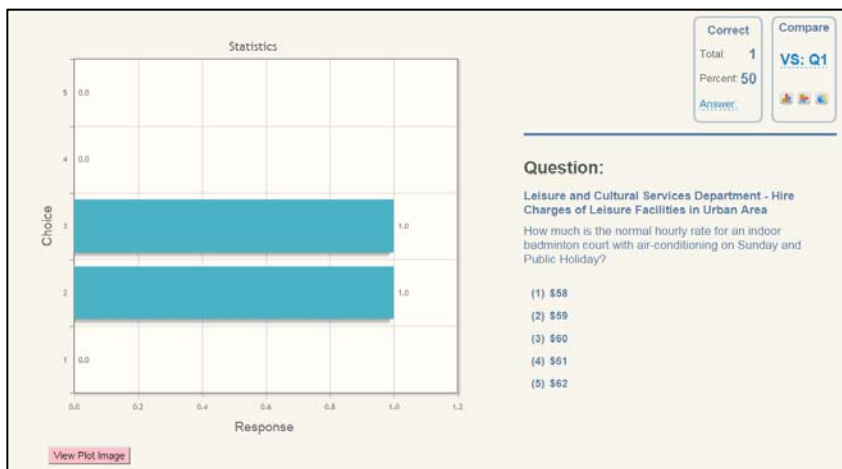


18. Show Chart in Different Formats

The vertical bar chart is displayed by default. To show results in horizontal bar chart, click the

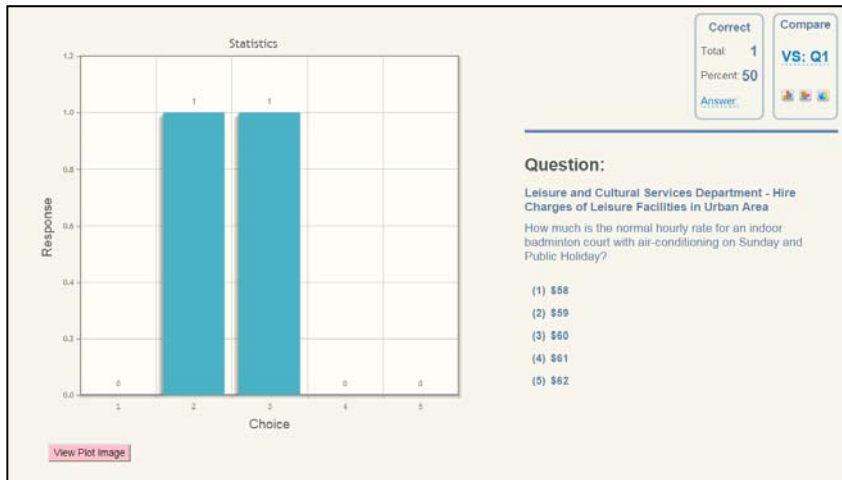


Horizontal Bar Chart button.

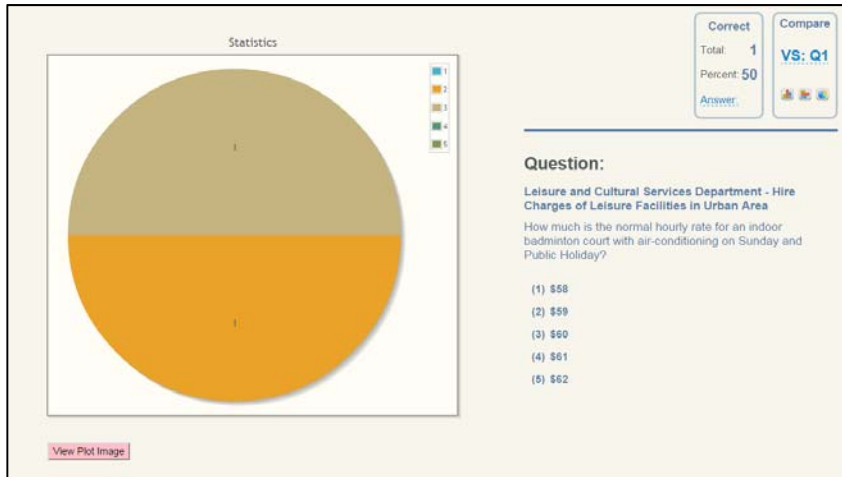




To return to vertical bar chart, click the **Vertical Bar Chart** button.



To show pie chart, click the **Pie Chart** button.

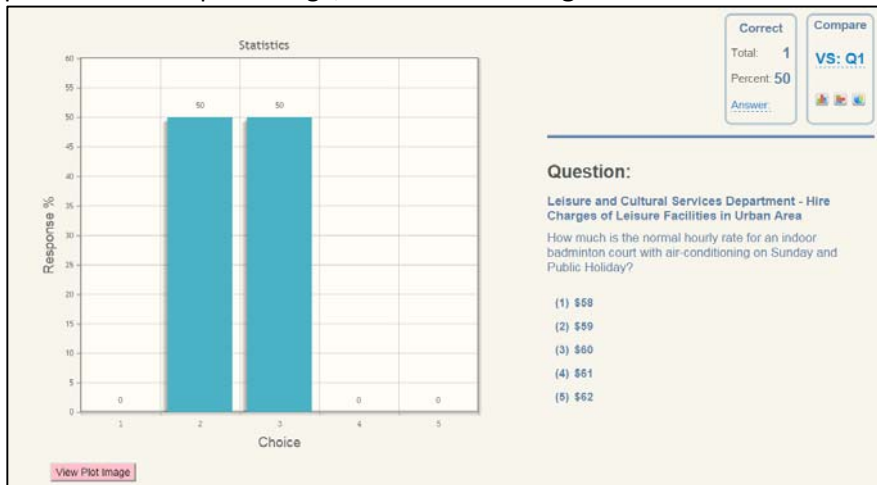


19. Show Chart in Different Counting Methods

Chart can be presented in value or in percentage. The chart is presented in value by default. To

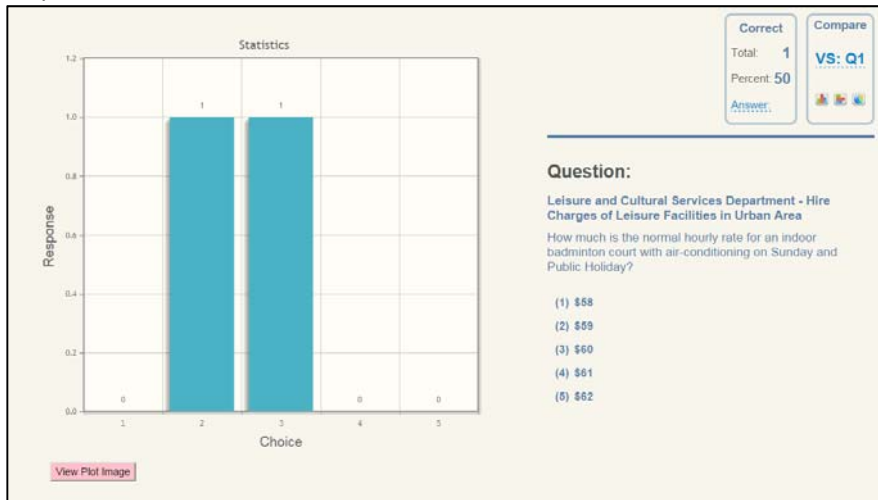


present chart in percentage, click the **Percentage** button.



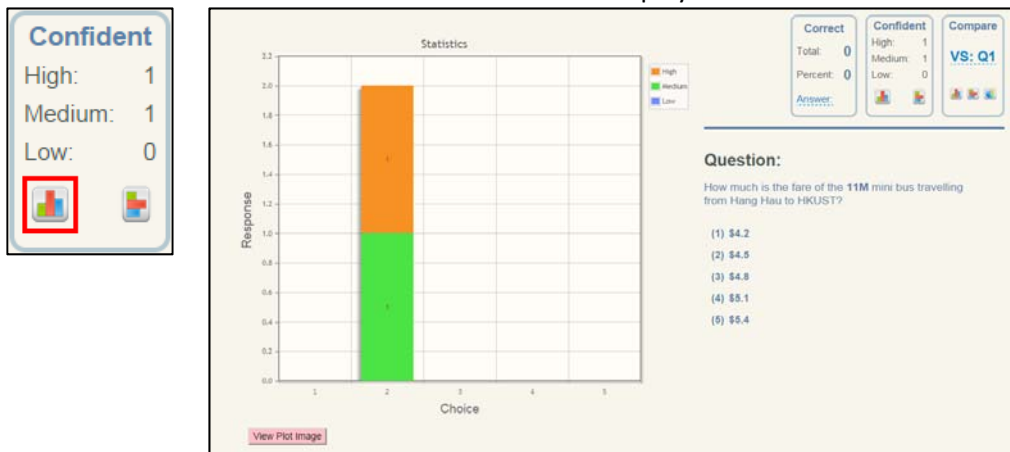


To present chart in value, click the **Number** button.



20. Show Chart with Confidence Level

If confidence level is included in a question, you can show chart with confidence level. The confidence level chart is available for bar chart only. Click the **Vertical Bar Chart** button in the section of **Confident**. The vertical bar chart will be displayed with confidence level.

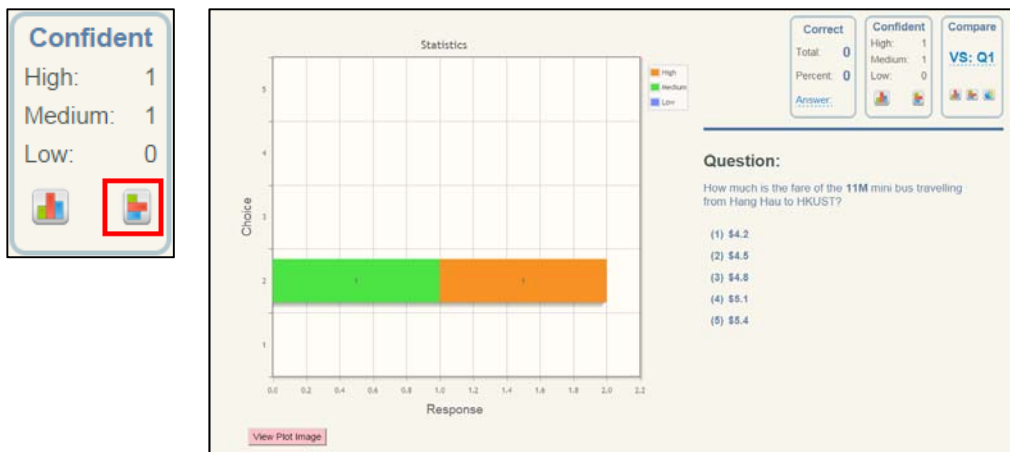


Orange represents High confidence level.

Green represents Medium confidence level.

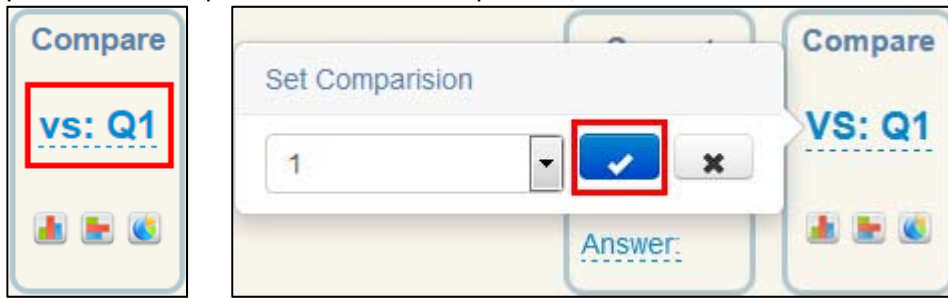
Blue represents Low confidence level.

Click the **Horizontal Bar Chart** button in the section of **Confident**, will show the confidence level chart in horizontal bar chart.



21. Compare Question Results

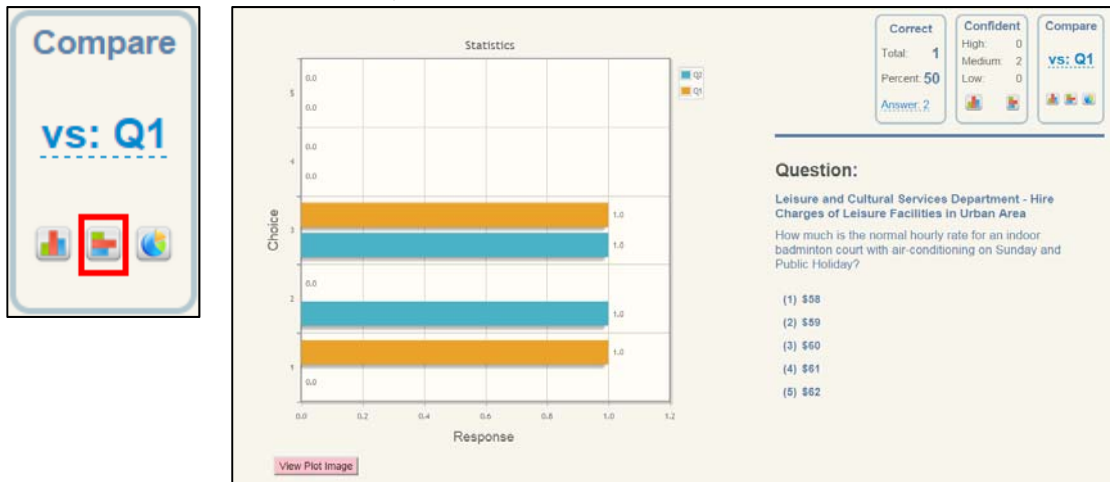
You can compare the results of two identical questions. Click on the **vs** link. Select the **Question No.** you want to compare with the current question, and click the **Blue Check** button.



The comparison results would be displayed on the chart. Click the **Vertical Bar Chart** button can also show the vertical bar chart.



To show the horizontal bar chart, click the **Horizontal Bar Chart** button.



To show the pie charts, click the **Pie Chart** button.

Compare vs: Q1

Statistics - Q2

Statistics - Q1

Correct
Total: 1
Percent: 50
Answer: 2

Confident
High: 0
Medium: 2
Low: 0

Compare vs: Q1

Question:
Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area
How much is the normal hourly rate for an indoor badminton court with air-conditioning on Sunday and Public Holiday?

(1) \$58
(2) \$59
(3) \$60
(4) \$61
(5) \$62

22. Close Chart



Click the **Close Chart** button to close the charts and go back to the Collect Response page.

Logout Help Audience Screen Choices Boxes Sound Chart

iPRS Demo
Loc: Liona

Access Code: 41945

Test 1 (3 Qns)

Q2

Choices: 6 Response: 0 Conf. Level: No Answer Type: Multiple

02 : 00

Which of the followings are the member states of the European Union?
(You may choose more than one answer)

(1) Finland
(2) Norway
(3) Romania
(4) Sweden
(5) Switzerland
(6) Ukraine

Q. Integration with Canvas

You can import the students' score they have in a PRS session into the Learning Management System, Canvas.

It is assumed that you have a corresponding course site in Canvas.

1. In the Canvas course site, click on the **PRS Setup** menu item at the left.



2. The PRS session list will be displayed in the Canvas course site. Switch to **Completed Sessions**.

canvas
Courses ▾ Grades Calendar SFQ
Inbox Settings Logout Help

★ > IPRS1001 (L1)

Session

[+ Create](#) **Completed Sessions** ▾ [Update Authorizations](#)

Session	Start Date/Time	Complete Date/Time	
SPRING 2014-2015 IPRS 1001 Session 20150206-1539	2015-02-26 10:19:47	2015-08-21 16:21:38	View Results 🔍 ↓ → ✕ 📄
SPRING 2014-2015 IPRS 1001 Session 20150206-1454	2015-02-06 15:26:05	2015-02-06 15:31:45	View Results 🔍 ↓ → ✕ 📄

3. Click on the **Send Scores** button of a particular session. This button would only appear in Canvas.

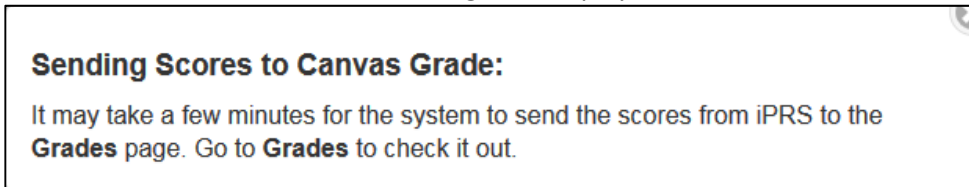
SPRING 2014-2015 IPRS 1001 Session 20150206-1454	2015-02-06 15:26:05	2015-02-06 15:31:45	View Results 🔍 ↓ → ✕ 📄
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Note: Each session can only send scores to Canvas for once.

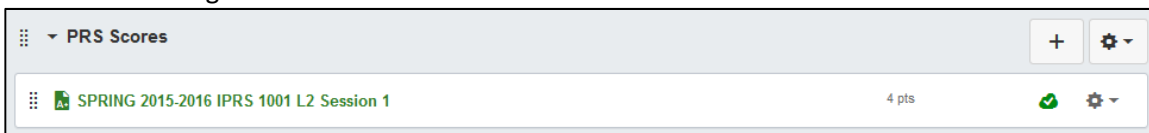
- The system will display the **Sending Scores to Canvas Grade** message.



- After a few seconds, the second message will display.



- Click on the **Assignments** menu item. You will have a new Assignment Group, **PRS Scores** and a new assignment with the same name as your PRS session created in the group. The PRS session will be imported as an assignment, while the students' scores of the PRS session would be imported as the scores of the assignment in Canvas.



- Click on the **Grades** menu item. You will see the scores of each student of the particular assignment (PRS session).

<i>Student Name</i>	<i>Secondary ID</i>	SPRING 2014-2015 IPRS 1001 ...
		Out of 4
Cheung, Liona IPRS1001 (L1) - iPRS Training	cliona	3
MOBILE, Test L1	mobiletest	4