# HKUST iPRS Instructor Guide

**ITSO** 



# Contents

A.	Ger	neral Information	4		
	1.	Web-site	4		
	2.	Mobile App	4		
В.	Log	rin	5		
C.	Add	d Course Group / Event Group	6		
D.	Cre	eate PRS Session	8		
E.	Pre	pare Single Answer MC Question	10		
F.	Pre	pare Multiple Answers MC Question	13		
G.	Pre	pare Open-end Question	16		
Н.	Run	Run PRS Session			
I.	Rev	eview PRS Session Results2			
J.	Log	gout	24		
K.	Mai	nage Course Group / Event Group	25		
	1.	Select Group	25		
	2.	Select Semester	25		
	3.	Update Authorizations	26		
	4.	Remove Group	27		
	5.	View PRS Session List	27		
L.	Manage Available PRS Session				
	1.	Select Session List	28		
	2.	Start a PRS Session	28		
	3.	Resume a PRS session	29		
	4.	Close a PRS Session	29		
	5.	Edit Questions	29		
	6.	Session Preview	30		
	7.	Download Results	30		
	8.	Edit Settings	31		
	9.	Delete Session	32		
	10.	Copy Session	33		
M.	Manage Completed PRS Session				
	1.	View Results	34		
	2.	Compare Results	34		
	3.	Download Results	35		
	4.	Delete Session	36		
	5.	Copy Session	37		
N.	Mai	nage Question	38		
	1.	Import Question File	38		
	2	Edit Question	39		

	3.	Copy Question	40
	4.	Delete Question	40
	5.	Change Question Order	40
Ο.	Mai	nage PRS Result	41
	1.	Compare Results	41
	2.	Show Chart	42
	3.	Edit Question	43
Р.	Mai	nage Response Collection	44
	1.	Top Menu Bar	44
	2.	Show Collect Response page in Full Screen	54
	3.	Suspend a PRS Session	54
	4.	Complete a PRS Session	54
	5.	Generate a New Access Code	54
	6.	Show Next/Previous Question	55
	7.	Edit Question	55
	8.	Define the No. of Choices Available for the Current Question	56
	9.	Define the Confidence Level for the Current Question	57
	10.	Define the Question Type for the Current Question	57
	11.	Countdown Timer	57
	12.	Reorder the Screen	59
	13.	Zoom Question	60
	14.	Resize Question Area	61
	15.	Show Chart	62
	16.	Show Table	62
	17.	Mark Correct Answer	63
	18.	Show Chart in Different Formats	63
	19.	Show Chart in Different Counting Methods	64
	20.	Show Chart with Confidence Level	65
	21.	Compare Question Results	66
	22.	Close Chart	67
Q.	Inte	gration with Canvas	68

# A. General Information

## 1. Web-site

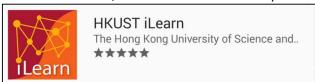
The web-site of HKUST iPRS is <a href="https://iprs.ust.hk">https://iprs.ust.hk</a>

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. It is recommended to use FireFox to access iPRS.

## 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.



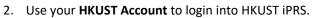
## For iOS devices, search **HKUST iLearn** at App Store.

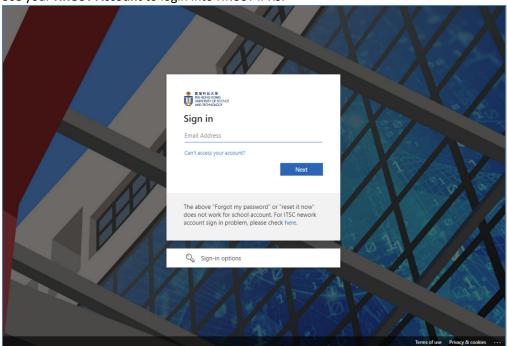


For Windows mobile devices, access the mobile version at <a href="http://prsmob.ust.hk">http://prsmob.ust.hk</a> with FireFox. It is recommended that Windows Phone 8.1 Update with OS version 8.10.14234.375 or higher should be used.

# B. Login

 Open a web browser and type in the address of the HKUST iPRS web-site. https://iprs.ust.hk





# C. Add Course Group / Event Group

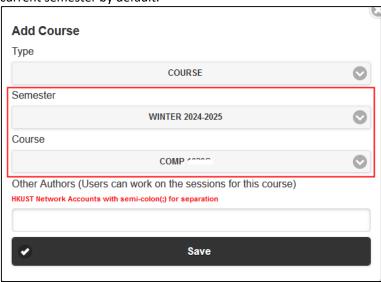
1. On the Personal Response System page, click the Add Course Group / Event Group button.



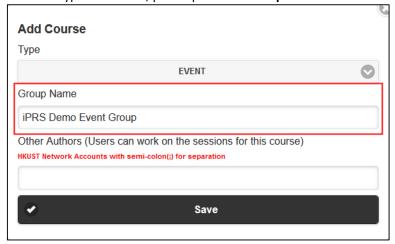
2. In the Add Course dialog, select the Type, either COURSE or EVENT.



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



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



4. For the field **Other Authors**, you may fill in the **HKUST 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.

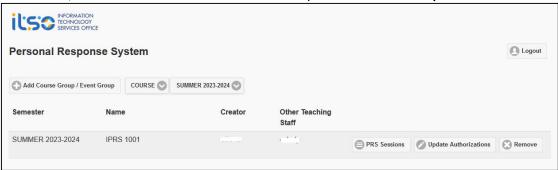


5. Click the **Save** button to complete the action.



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

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



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.



# D. Create PRS Session

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



It will direct to the Create Session page.



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



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



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



It will direct to the Prepare/Edit Question page.



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 Prepare Questions 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.

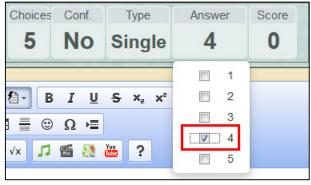


8. If you want the students showing their confidence level when answering the question, click on the **Conf. Level** and select **Yes**.



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.

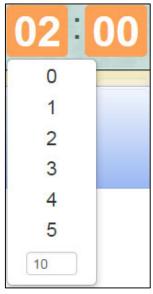
9. If the question has a correct answer, you may set it on the **Answer** field. Click on the **Answer** field and check the checkbox of the correct answer. Click on the area outside the Answer field to close the checkbox dialog.



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.



# F. Prepare Multiple Answers MC Question

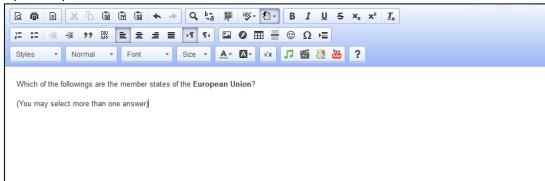
1. On the Prepare/Edit Question page, click the Add Question button.



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



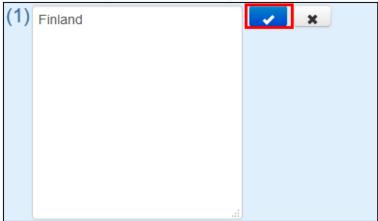
3. Input the question text in the rich-text editor.



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



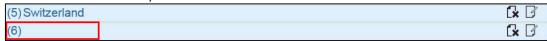
5. Input the answer option in the text area provided. Click the Blue Check button to save it.



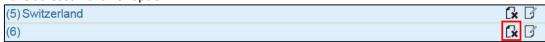
6. If you need more options, click the Add Option button.



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



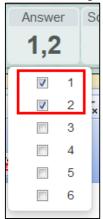
7. If an option is not required, click the **Cross** button next to the option to remove it. A question must have at least 1 answer option.



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



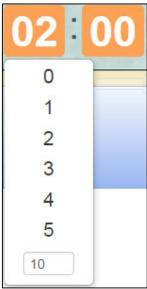
9. If the question has a correct answer, you may set it on the **Answer** field. Click on the field and check the checkbox of the correct answer. Click on the area outside the Answer field to close the checkbox dialog.



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.



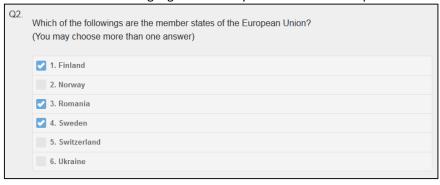
11. You may also preset the timer duration of the question. Click on the **Minute** area to select a number or input a number between 0 – 60 to define the minute value. Click on the **Second** area to select a number or input a number between 0 – 59 to define the second value. The default timer duration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



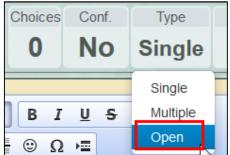
# G. Prepare Open-end Question

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

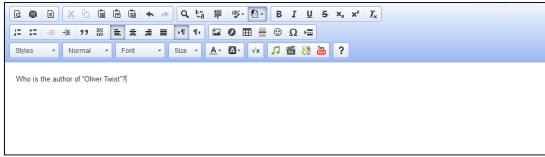
1. On the **Prepare/Edit Question** page, click the **Add Question** button.



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



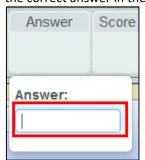
3. Input the question text in the rich-text editor.



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



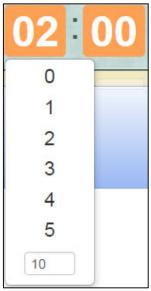
5. If the question has a correct answer, you may set it on the **Answer** field. Click on the field and enter the correct answer in the textbox. Click on the area outside the Answer field to close the dialog.



6. 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.



7. 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.



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



9. 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.



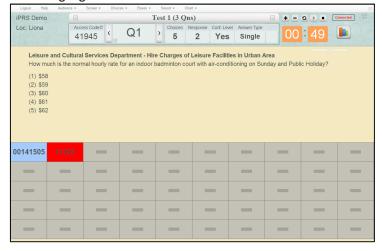
The collect response page will display.



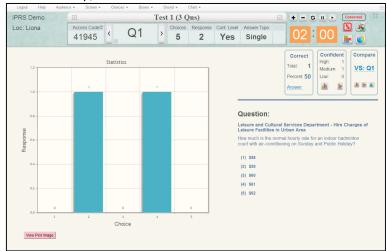
2. Click the **Play** button to start a question. The countdown timer will start to run and students can submit response.



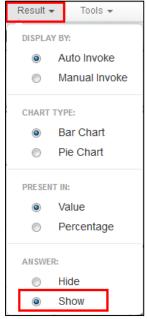
3. When response is received by the system, **Student ID** of the students will be displayed for identification. If a student submitted an invalid response, the background colour for the Student ID will be highlighted in **RED**.



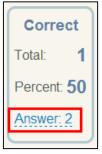
4. When times up, the screen will refresh to show the results in chart.



5. 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**.



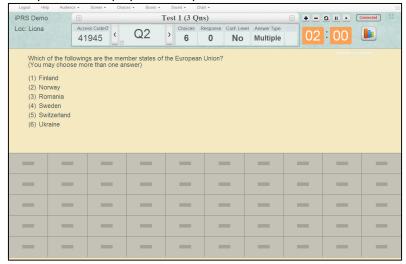
The correct answer will be displayed.



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

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

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

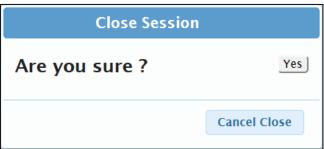


Repeat the steps to go through all the questions till the end of the session.

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



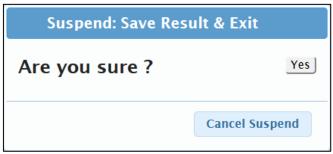
9. Click the Yes button to close the session or click the Cancel Close button to cancel the action.



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.

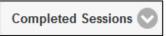


Or you can complete the session by clicking the **Close Session** button.



# I. Review PRS Session Results

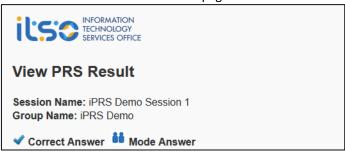
1. On the PRS Session list page, click to select the Completed PRS Sessions.



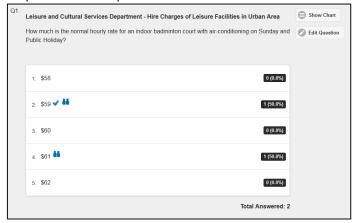
2. Click the View Results button of a PRS session.



It will direct to the View PRS Result page.



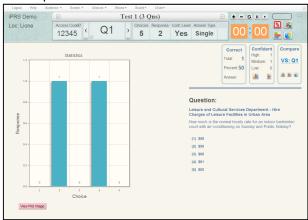
3. Responses of each question will be listed.



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



The responses will be shown in chart view.



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

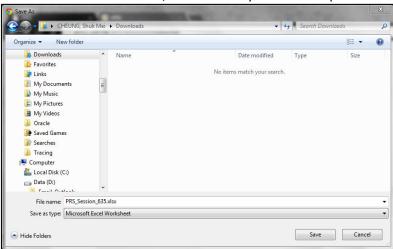


6. Click the **Back** button to go back to the **PRS Session** list page.

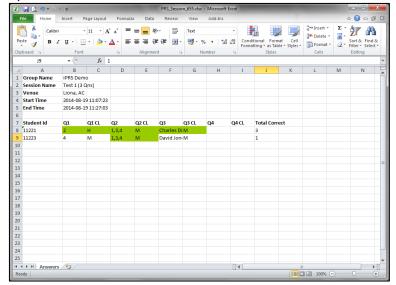


7. Click the **Download Results** button to export the responses to **MS Excel** file.

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



8. Open the Excel file and review the results.

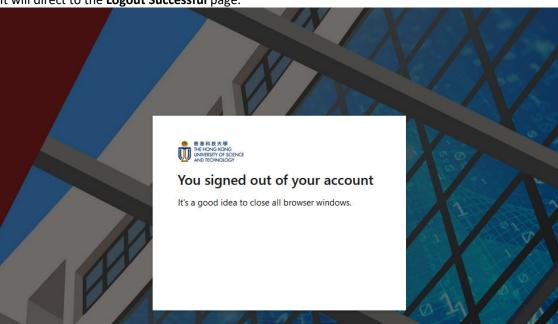


# J. Logout

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

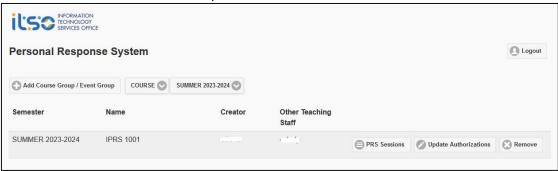
To show course group records for other semester, click on the **Semester** button.



### Select a semester from the list.



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



# 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.



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



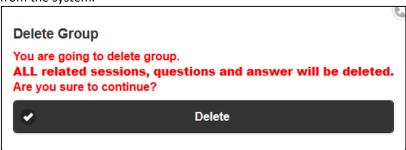
Or click the **Cross** to cancel the action

#### 4. Remove Group

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

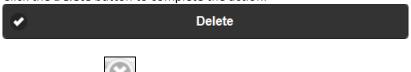


The **Delete Group** dialog will pop-up. It alerts you the remove action would delete all related data from the system.



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.



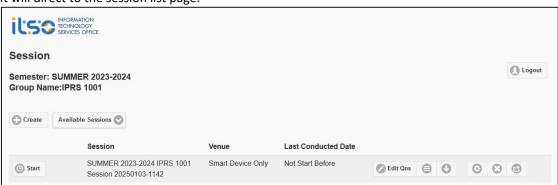
to cancel the action.

#### 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.

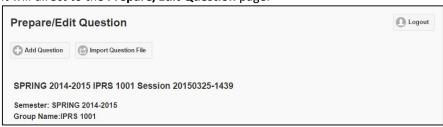


# 5. Edit Questions

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.

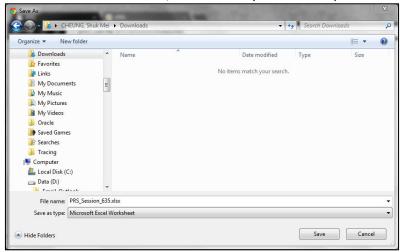


#### 7. Download Results

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



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

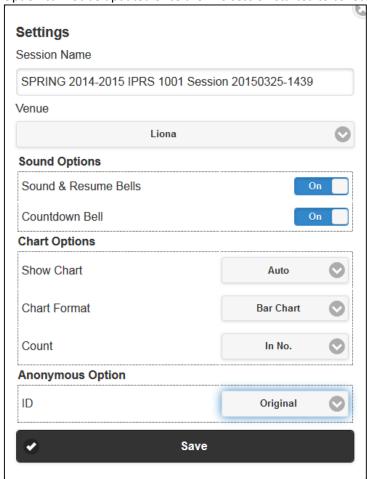


## 8. Edit Settings

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



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.



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

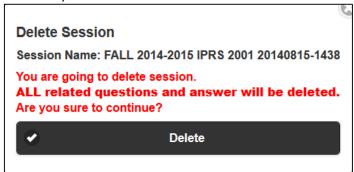


## 9. Delete Session

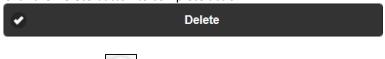


To delete a PRS session, click the **Delete** 

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.

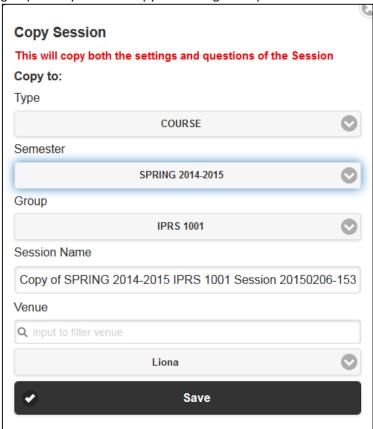


Or click the **Cross** to cancel the action

# 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.



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



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

# M. Manage Completed PRS Session

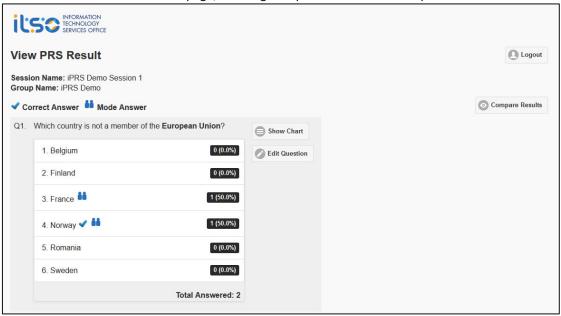
The Completed PRS Session list can be found on the **Session** list page.

#### 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.



## 2. Compare Results

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

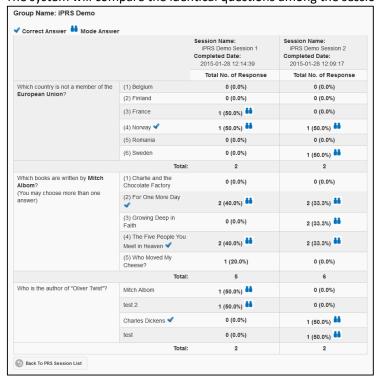
It will direct to the Compare Results page.



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.



Click the **Back To PRS Session List Session** list page.



button to return to the

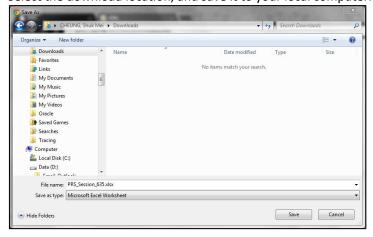
## 3. Download Results

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



button

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

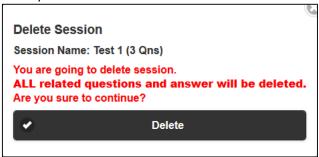


#### 4. Delete Session

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

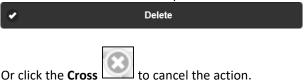


The **Delete Session** dialog will pop-up. It alerts you the delete action would remove all related data from system.



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

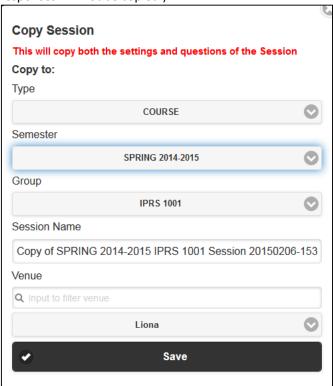
Click the **Delete** button to complete the action.



## 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.)



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 "><"</li>
- After the last question, the question separator "><" is NOT required</li>

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



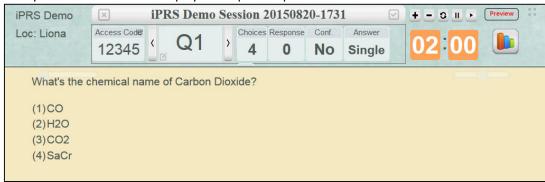
The Preview page will appear and the **Import Question** dialog will pop-up. Click the **Yes** button.



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.

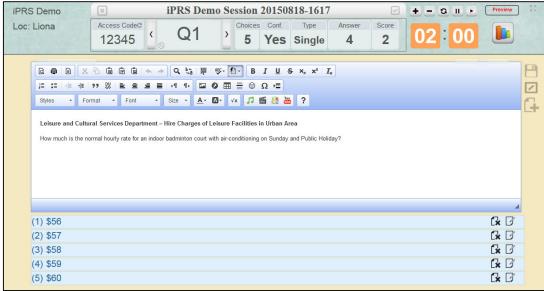
Click the **Exit Preview** button to go back to the Prepare/Edit Question page.

#### 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.





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

## 3. Copy Question

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



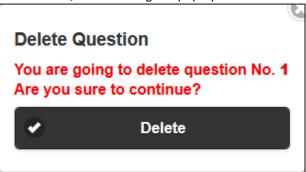
The system will copy the question and make it be the last question of the session. You can scroll down the screen to see the question.

## 4. Delete Question

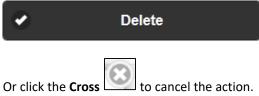
To delete a question, click the **Delete** button.



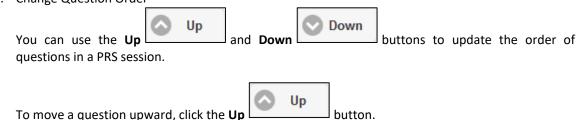
The **Delete Question** dialog will pop-up.



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



5. Change Question Order



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.



Back

It will direct to the Compare Results page.



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

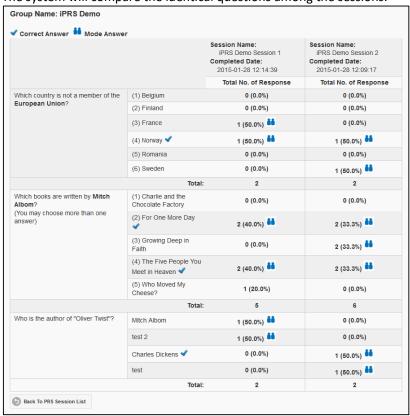


button, or click the

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.



Click the **Back To PRS Session List Session** list page.

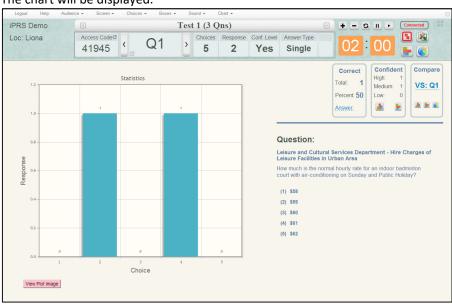
button to return to the  $\ensuremath{\text{PRS}}$ 

## 2. Show Chart

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



The chart will be displayed.



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

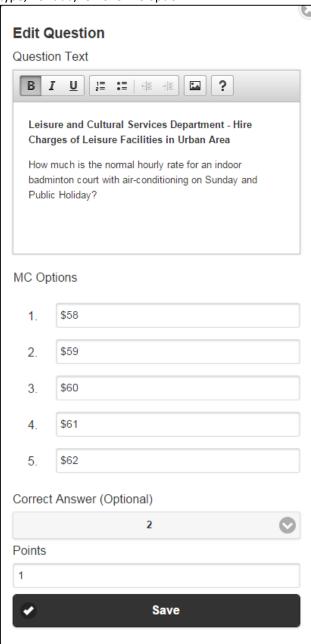


#### 3. Edit Question

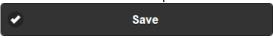
To edit the contents of question, click the **Edit Question** button.



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.



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.

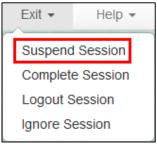


#### 1. Top Menu Bar

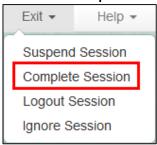


#### a. Exi

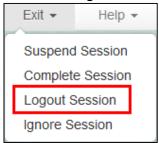
You can select an action for the session. Select **Exit > Suspend Session** to suspend the session.



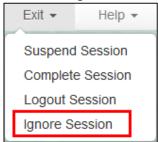
Select **Exit > Complete Session** to close the session.



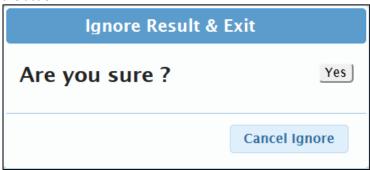
Select Exit > Logout Session to leave the system.



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

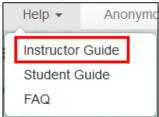


Click the **Yes** button to suspend the session directly, or click the **Cancel Ignore** button to cancel the action.

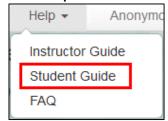


#### b. Help

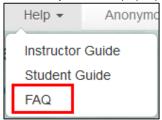
You can get user guides and FAQ from the Help. Select **Help > Instructor Guide** to show the instructor guide.



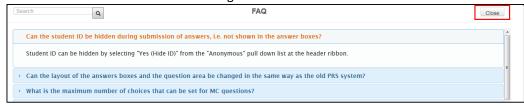
Select **Help > Student Guide** to show the student guide.



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



Click the Close button to close the dialog.

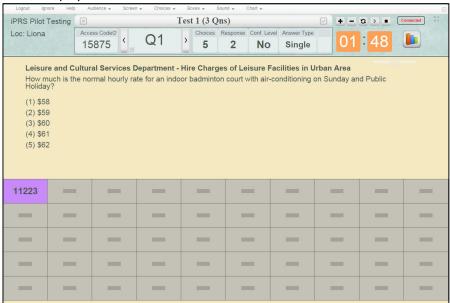


#### c. Anonymous

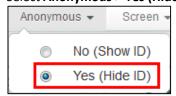
You can show/hide the Student IDs when collecting responses. Select **Anonymous > No (Show ID)** to display the IDs on screen.



IDs are displayed on the boxes.



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



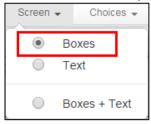
#### IDs would not be displayed.



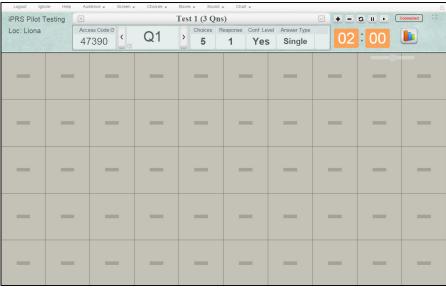
**Note:** This setting can only be changed before collecting responses for the session. Once responses are collected, the anonymous option cannot be updated.

#### 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.



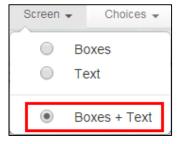
Select **Screen > Text** to display the question contents on the screen only.



Only question contents are displayed on the screen.



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

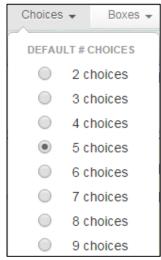


Bothe boxes and question contents are displayed on the screen.



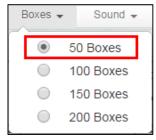
## e. Choices

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

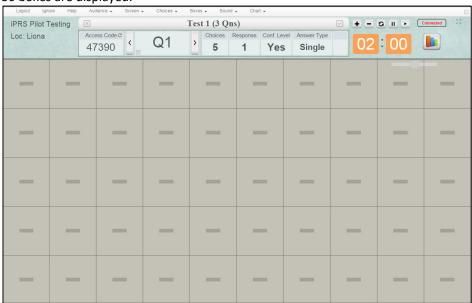


#### f. Boxes

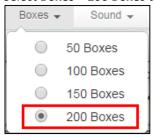
It defines the number of boxes displayed on the screen. The default is 50 boxes. Select **Boxes > 50 Boxes** to show 50 boxes on the screen.



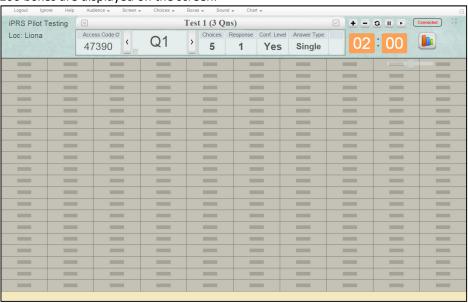
## 50 boxes are displayed.



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

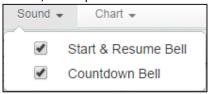


200 boxes are displayed on the screen.



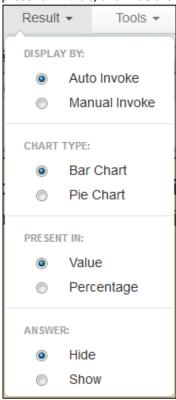
## g. Sound

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

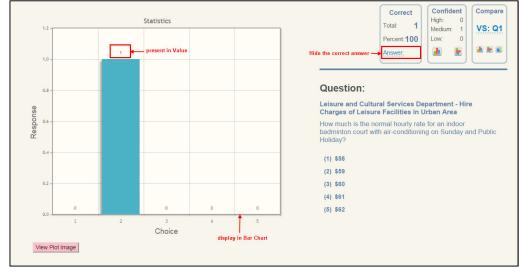


## h. Result

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.



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

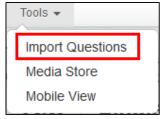


When the **Show** correct answer option is selected, the correct answer would be displayed and it would be highlighted in pink in the chart.

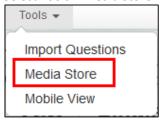


#### i. Tools

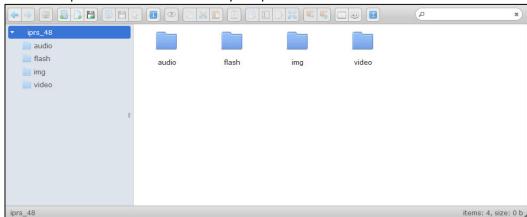
It provides tools for importing questions, managing multi-media, and having a mobile view of the questions. Select **Tools > Import Questions**. It only supports new PRS session without question. Details can be referred to **Section N, Part 1 - Import Question File** at **p.37**.



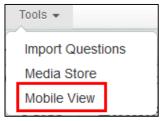
Select Tools > Media Store.

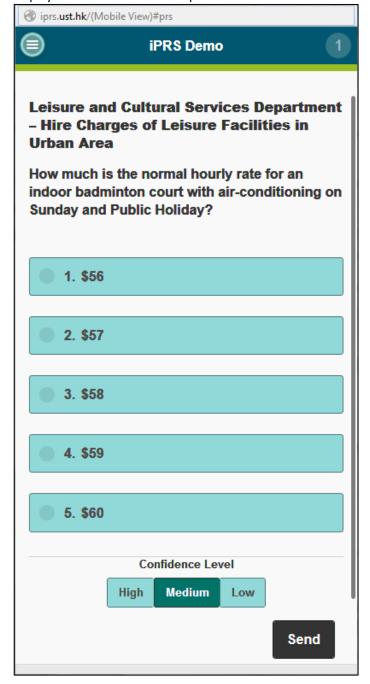


The Media Store dialog will appear. You can upload graphics, audio files and video files into the store. The uploaded files can be used in your questions.



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





j. Hide/Show Menu BarClick the Minus button at the right side of the menu bar to hide it from screen.

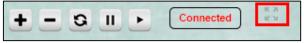


When the menu bar is hidden, click the **Plus** button at top right corner of the screen to show the menu bar.



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.

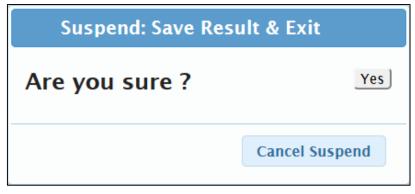


3. Suspend a PRS Session

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.



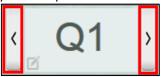
5. Generate a New Access Code

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



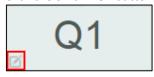
6. Show Next/Previous Question

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

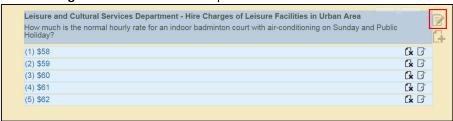


7. Edit Question

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



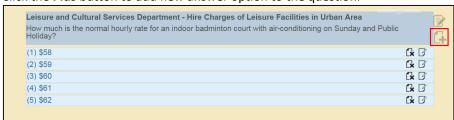
Click the Large Pen button to edit the question contents.



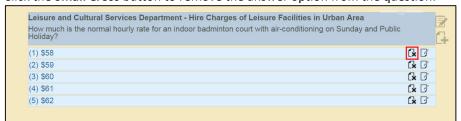
Click the Disk button to save the changes or click the Slash button to discard the changes.



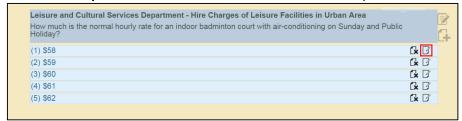
Click the Plus button to add new answer option to the question.



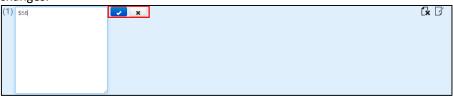
Click the Small Cross button to remove the answer option from the question.



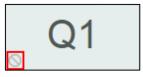
Click the **Edit Option** button to edit the content of the answer option.



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



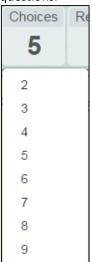
Click the **Circle** button resume the screen to normal.

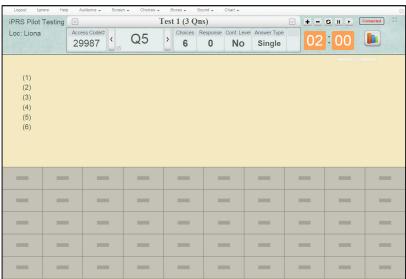


8. Define the No. of Choices Available for the Current Question

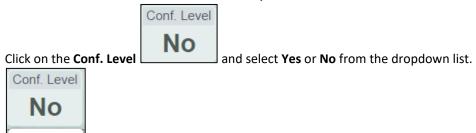
Choices

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.

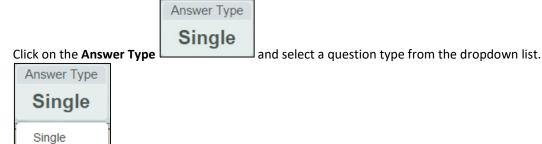




9. Define the Confidence Level for the Current Question



10. Define the Question Type for the Current Question



11. Countdown Timer

Multiple Open

No Yes

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



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

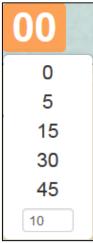


Besides clicking the Plus and Minus buttons, you can click on the Minute and Second area to update the clock directly.

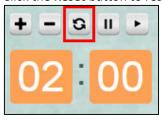
Click on the **Minute** area, select a number or input a number between 0-60 to set the minute value.



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.



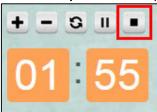
Click the **Pause** button to pause the timer.



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

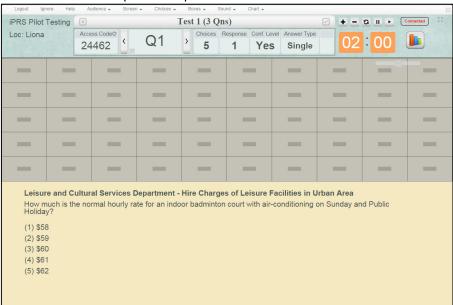


Click the **Stop** button to stop the timer.

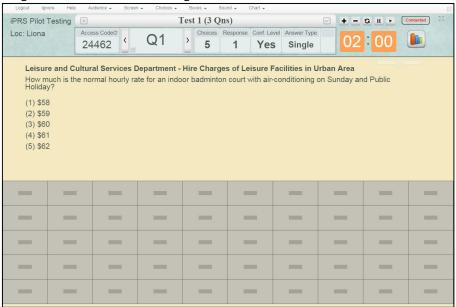


## 12. Reorder the Screen

**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.



Drag it back will return to the original order.



#### 13. Zoom Question

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



Scroll to the right would enlarge the question text.

Which MTR station is between Lok Fu and Shek Kip Mei?

- (1) Diamond Hill
- (2) Kowloon Bay
- (3) Kowloon Tong
- (4) Prince Edward
- (5) Wong Tai Sin

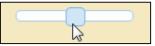
Scroll to the left would return to its original size.

Which MTR station is between Lok Fu and Shek Kip Mei?

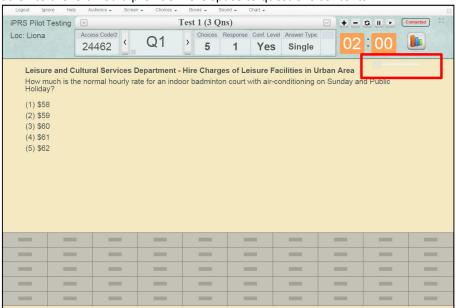
- (1) Diamond Hill
- (2) Kowloon Bay
- (3) Kowloon Tong
- (4) Prince Edward
- (5) Wong Tai Sin

## 14. Resize Question Area

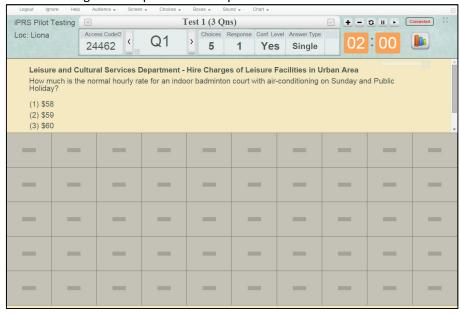
Use the **scroll bar** at the right hand side to allocate space for question contents and boxes display.



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

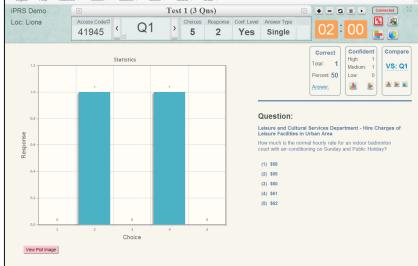


Scroll to the right would provide more space to the boxes.



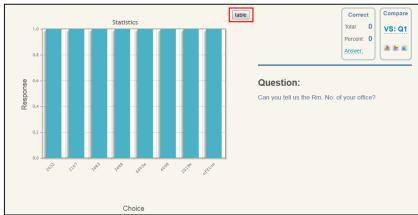
## 15. Show Chart

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

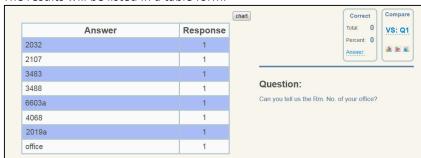


## 16. Show Table

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.

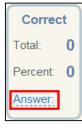


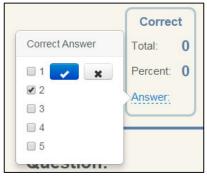
The results will be listed in a table form.



#### 17. Mark Correct Answer

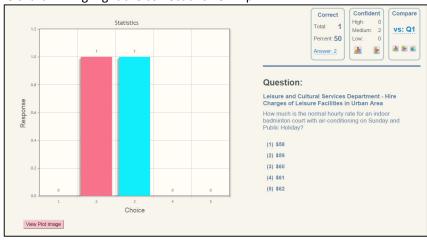
When the correct answer of a question is not provided before, you can state it by clicking the **Answer** link. Select the Correct Answer and check the **Blue Check** button to save it.





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.

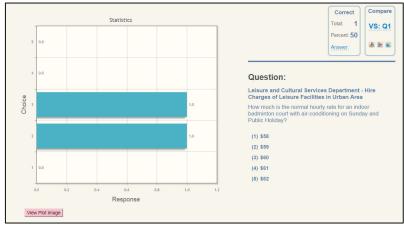


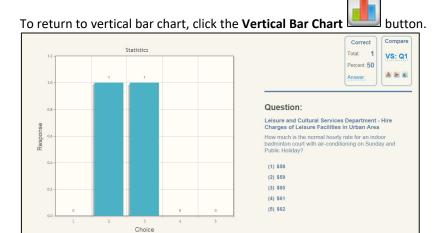


#### 18. Show Chart in Different Formats

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

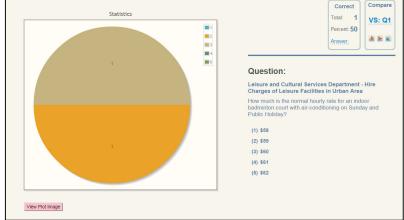








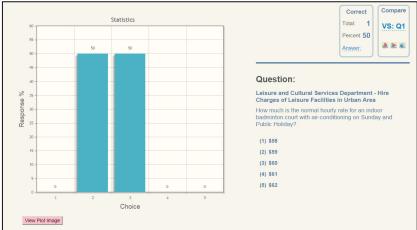
View Plot Image



19. Show Chart in Different Counting Methods

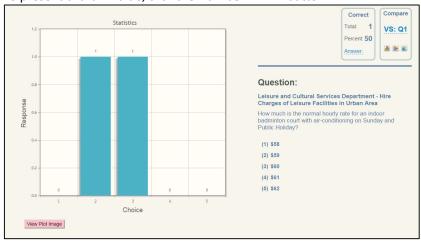
Chart can be presented in value or in percentage. The chart is presented in value by default. To

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



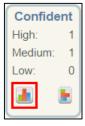
To present chart in value, click the **Number** 

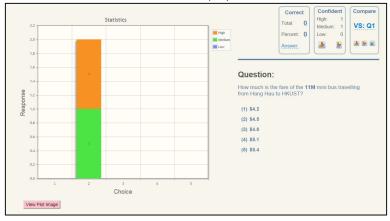




#### 20. Show Chart with Confidence Level

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.





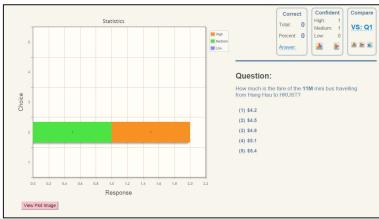
Orange represents High confidence level.

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

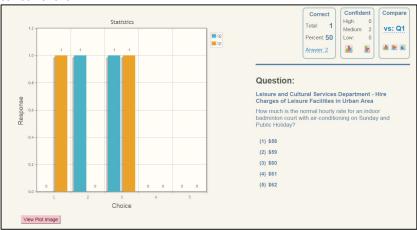
You can compare the results of two identical questions. Click on the **vs** link. Select the **Question No.** you want to compare with the current question, and click the **Blue Check** button.





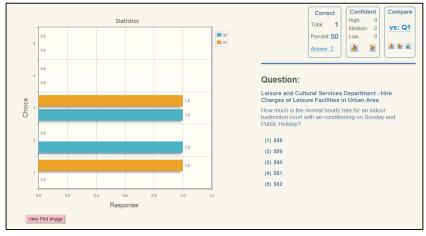
The comparison results would be displayed on the chart. Click the **Vertical Bar Chart** button can also show the vertical bar chart.



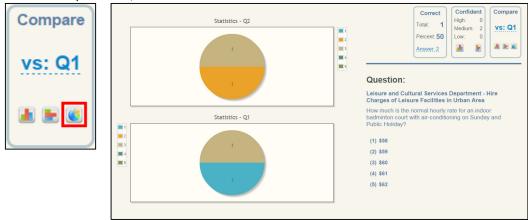


To show the horizontal bar chart, click the **Horizontal Bar Chart** button.





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



## 22. Close Chart

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



# Q. Integration with Canvas

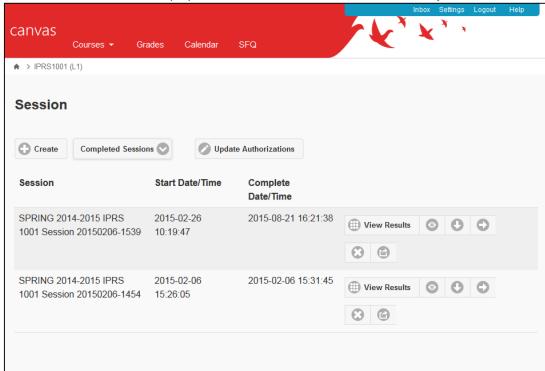
You can import the students' score they have in a PRS session into the Learning Management System, Canvas.

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

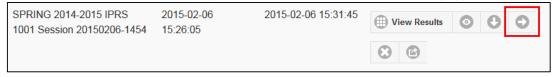
1. In the Canvas course site, click on the **PRS Setup** menu item at the left.



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



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



**Note**: Each session can only send scores to Canvas for once.

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

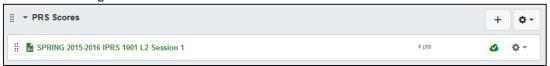
# Sending Scores to Canvas Grade:

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

# Sending Scores to Canvas Grade:

It may take a few minutes for the system to send the scores from iPRS to the **Grades** page. Go to **Grades** to check it out.

6. 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.



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

Student Name	Secondary ID	SPRING 2014-2015 IPRS 1001 Out of 4
Cheung, Liona IPRS1001 (L1) - iPRS Training	ctliona	3
MOBILE, Test	mobiletest	4