How To Use The PRS Gradebook

Electronic Gradebooks are created and stored in the Gradebooks section of PRS. The results of Marked Sessions are recorded and added to the Gradebooks. A variety of Reports can be created based on the data in the Gradebooks. Gradebooks are stored in a format that makes them readily accessible for export to third party Course Management Systems (CMS), such as Blackboard, WebAssign and WebCT.

Setting Up a Gradebook

The process of creating a Gradebook for a Class is quite simple. You can create a Gradebook using either an existing PRS Class Roster, or an external roster file.

The initial process is the same; the Class for which the Gradebook is being created must be identified.

1 Click on the New Gradebook Function Button.

When the New Gradebook dialog opens, the name of the Gradebook is already filled in with the first Class Name in the *Class Name* drop-down list.

2 From the *Class Name* drop-down list, select the name of the Class with which this Gradebook is to be associated. The name of the selected Class now appears in the **Gradebook** field. You can edit this name, if desired.

Using the PRS Roster Associated with the Class

By default, the Roster associated with the Class in the **Classes** section of PRS is used to populate the Gradebook. If that is your intention, leave the *Class Name* radio button selected and move on to review the **Appearance** and **Letter Grades** settings for your new Gradebook.

Using an External Roster File to Populate the Gradebook

Note   The external roster file must be in an .csv format.

1 Click on the *File Name* radio button.

2 Click on the **Choose File** button.

By default, the **C:\My Documents\PRS\Roster** directory is displayed.

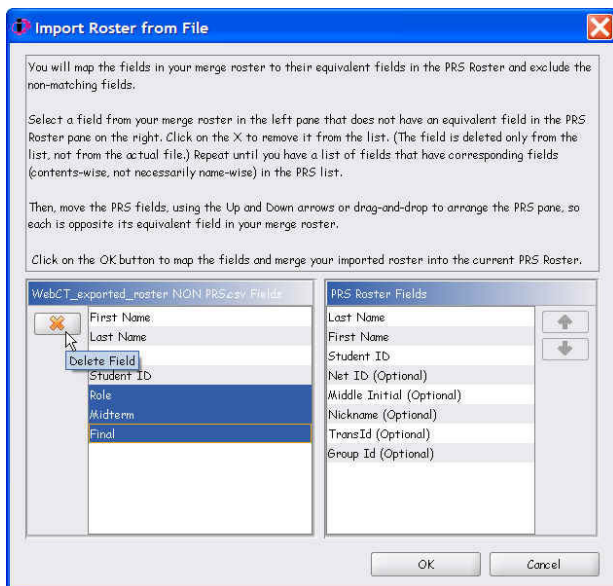**3** Navigate to the roster file you want to use to populate the Gradebook and click on the **Open** button.

If the selected roster file employs the standard PRS Roster file structure, the file name will appear in the *File Name* field. There is nothing more to do here and you can move on to the **Appearance** and **Letter Grades** tabs.

On the other hand, if the roster file is a nonstandard roster file, the **Import Roster from File** dialog will display.

The fields in the roster file that you are going to import into your new Gradebook are listed in the left pane of the *Non-PRS Roster Importer*. The fields in the standard PRS Roster file are listed in the right pane. Compare the two lists. You are going to eliminate the fields from the roster file list that don't have comparable fields in the PRS Roster file list. Then you will arrange the fields in the PRS Roster list so each is next to its equivalent field in the imported roster file. This identifies the fields that will be mapped before the roster file is imported into the new Gradebook.

> **Note** The Student ID is the only field you are required to have in the external roster file you are importing to populate the Gradebook. This is the key indexing field. The Net ID field in the PRS Roster can be used to store any information, including Usernames, or Blackboard or WebCT system-specific data.

1 Select the fields in the roster file that don't have an equivalent field in the PRS Roster. Click on the **X** button to delete the fields from the list. (The fields are deleted only from the list; they remain intact in the roster file.)

2 Drag and drop a field in the PRS Roster file next to its matching field in the roster file. (You can also select the field and click on the Up and Down arrow keys to move it around in the list.)

3 When each field in the PRS Roster file is next to its equivalent field in the import roster file, click on the **OK** button.

The fields are mapped and the contents of the mapped fields are imported into the new Gradebook being created.

You can customize the appearance and features of the Gradebook by clicking on the respective tabs.

Editing a Gradebook

> **Note** When the Class Roster changes, you must update the Gradebook in a way that is consistent with the method used to create it. In other words, if the Gradebook was created based on a Roster associated with the Class, use the Update from Roster Function Button to incorporate the changes. If the Gradebook was created from an external roster file, any changes must be achieved by the same means, i.e., by using the updated roster file to overwrite or merge with the current Gradebook roster.

When you edit the Gradebook, you can change the name of the Gradebook, the Appearance settings, or the Letter Grades settings, but you cannot change the Class, the Class Roster associated with this Gradebook, or, if you populated the Gradebook using an external roster file, you cannot change the designated file. If any of those changes become necessary, simply delete the Gradebook and create a new one.

Changing the Letter Grade Percentages

The following percentages are assigned to the letter grades:

Letter Grade A is 90% and above

Letter Grade B is 80% to 89%

Letter Grade C is 70% to 79%

Letter Grade D is 60% to 69%

Letter Grade E is 50% to 59%

Letter Grade F is anything lower than 50%

You can change any of the percentages to adjust the range of the letter grade for this Gradebook. In addition, you can activate the +/– Scale for the letter grades, if you use plus/minus letter grades in your Class. Simply click on the +/– Scale checkbox and set the percentage values for your plus and minus letter grades, or keep the default values.

> **Note** Future versions of PRS will include the ability to establish numeric grades

Adding Marked Sessions to the Gradebook

You can add a Marked Session to a Gradebook either from the Sessions section, or from the Gradebooks section. When you want to add a Mark while in the Sessions section, select the Session you want to Mark and double-click on the Session Name. The Marked Session dialog will appear. When you click on the Add Mark to Gradebook Function Button, you will be prompted to select the Gradebook to which you want the Mark added.

Alternatively, you can add a Mark while in the Gradebook section by selecting the Gradebook in the Gradebooks List Window and clicking on the Add Mark Function Button. The Marked Sessions in which a PRS Lesson was used are displayed on the first tab. Marked Sessions in which a non-PRS lessons was used are displayed on the second tab. Select one or more Sessions and click on the **OK** button to add it/them to the Gradebook.
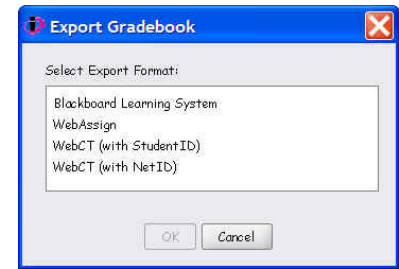
Updating the Gradebook Roster

When you have updated the Roster for this Gradebook's Class, click on the Update from Roster Function Button to automatically update the Gradebook. When names have been deleted from the Class Roster, the Update from Roster Function Button does not delete those names from the Gradebook. Use the Delete Name Function Button to remove names from the Gradebook. Select the name in the Gradebook and click on the Delete Name Function Button to remove it.

Exporting to CMS

PRS Gradebooks can be exported for use with third party Course Management Systems (CMS).

1 Select the Gradebook you want to export.

2 Click on the Export Gradebook Function Button to display this dialog.

3 Select the CMS application you want to export to, and click on the OK button.

The Export Gradebook function creates a *.csv* file specific to the CMS application you chose. The PRS/Export directory will display as the default location for the exported Gradebook. From there, it can be imported directly into the CMS.

Export Gradebook

Select Export Format:

Blackboard Learning System
WebAssign
WebCT (with StudentID)
WebCT (with NetID)

OK   Cancel

Gradebook Reports

Select the Gradebook for which you want to create a Report. Click on the Create Report Function Button. A dialog listing Report format choices will display. Select the type of Report you want to generate from this Gradebook, and click on the OK button.

You will have a choice of formatting and displaying your Report in a PDF file, or in the PRS Print Preview window. The Report window has Menus and a Toolbar, which feature options for saving, printing, navigating through, and zooming the pages of the Report. The Navigation Arrows are active only when a multi-page Report has been created.