

## Importing PRS data into WebCT

### Step One: Exporting Data from PRS.

Open up your PRS and navigate to the 'Sessions' heading, you'll see a list of all the sessions that you have run. Double-click on the session with the data that you are looking for, most likely at the bottom of the list. You should see a new window with a list of all the attendees and their responses. Close that new window.

Now, with the same selection highlighted, click 'Export Session' on the right hand side of the toolbar. A dialog will pop up with a daunting list of items, but fear not! Click on 'Blackboard Vista with Student ID (CSV)' and click 'OK'.

By default PRS wants to put its exported files into a folder called 'Exports' within the 'PRS' folder inside your 'Documents' folder on a Mac, and your 'My Documents' on a PC.

### Step Two: Attaching the UMS ID to the Export

In order to import the files into WebCT, we first need to give the file some information that WebCT will recognize. To do this, we'll need to match up the EmplIDs that the students use to identify themselves on the clickers with the UMS IDs that WebCT understands.

There is a tool to do this on the IT website at:

<https://umservices.umaine.edu/prs/translate.cgi>

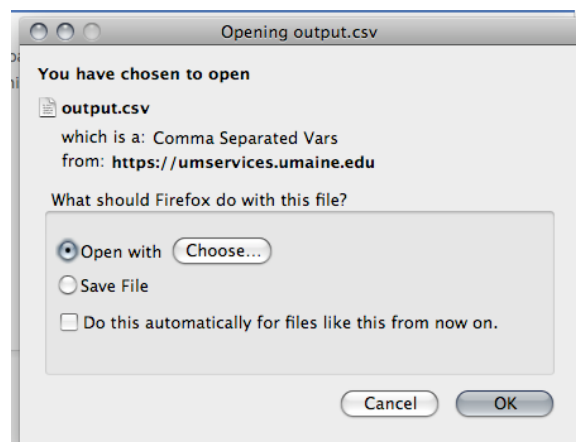
When you first go there you will be prompted to enter in your UMS ID to access the system. This is the same login you use for WebCT.



This is the screen you will see.

Click on Browse and Navigate to the file that you've just exported from WebCT. Now select "Insert UMS ID" on the dropdown menu and click 'Send'.

Depending on the number of students, this may take a while, but then it will pop up with the classic save dialog.



You'll notice that the file is automatically named 'output.csv', which will be a problem if you're doing this a number of times during the semester. So let's click 'Save File' instead of open. Navigate to the folder where you want to keep your file and name it something appropriate. If it saves straight to the desktop without asking, simply find the file and double-click its name to change it and drag the file to its proper place.

### Step 3: Importing the Data into WebCT

Now log into your WebCT course and click on the Teach tab to get to your Grade Book. Once in the Grade Book, click on the top button called 'Import from Spreadsheet'. At the first page, browse to the file you just received from the PRS Conversion. Note that this is *not* the original file that we exported from PRS, the online conversion tool gives us an entirely new file. Once you have the file selected hit 'Upload'.

Now you'll see a list of different items for import.

#### Import File

Match the columns in the file with the columns in the Grade Book.  
Select "Do not import" for any columns you do not wish to import.  
The User Name column is a required column for matching purposes only and will not be imported.

Import Column	Match	Grade Book Column	Data Preview
User ID	✓	User ID	fdcworkshop1,andrei,[blank]...
Student ID	!	- Do not import -	7,7883606,[blank]...
Name	!	- Do not import -	[blank],[blank],[blank]...
First	!	- Do not import -	[blank],[blank],[blank]...
PRS Total	!	- Add as new column -	1,1,[blank]...
ENG 13DPC1_08 27 2008:Possible	!	- Do not import -	0,0,[blank]...

Comment:

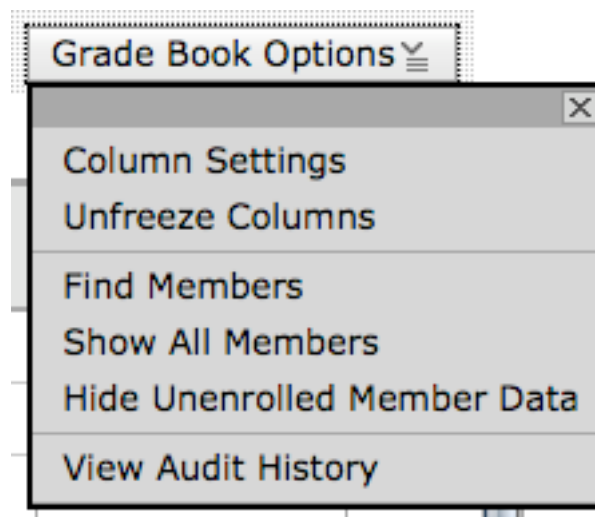
By default the first column, 'User ID' will match up with the UMS IDs in the system, so leave that the way it is. The others will have a red exclamation point and will have '-Add as a new column-' selected from the dropdown. The only one you want to import is the one called 'PRS Total', so leave that on '-Add as a new column-' and change the rest to '-Do not import-'. Then click 'Import'.

The next screen you'll see is a list of errors that occurred during the import. Don't worry, this is normal, it's merely telling you that the columns you told it not to import weren't imported. Below that there is normally a list of users that weren't imported. Seeing a few students here is also normal, depending on the size of your course. 99% of the time this happens when the student does not enter their EmplID correctly into their clicker and it cannot be helped. If you absolutely need to assign those students grades for this

import it is possible, but the process is time consuming and requires the student, their clicker and the full session information within PRS.

Click 'OK' at the bottom of the list and you'll be brought back to the Grade Book, but you won't see your column. Don't panic, by default WebCT hides newly imported columns.

At the top of the Grade Book screen on the right hand side there is a button called 'Grade Book Options'. Click this and then select the top item, 'Column Settings'.




You'll find yourself with a list of every column in your course. Each entry will look something like this:      And our new column, at the very end, like this:

<input type="checkbox"/>
<b>Final</b> ▾
<a href="#">Calc</a>
<a href="#">L</a> <a href="#">C</a> <a href="#">R</a>
<a href="#">Yes</a>
<b>Yes</b>
<a href="#">2</a>
<a href="#">N/A</a>
<a href="#">None</a>

<input type="checkbox"/>
<b>PRS Total</b> ▾
<a href="#">Text</a>
<a href="#">L</a> <a href="#">C</a> <a href="#">R</a>
<a href="#">No</a>
<a href="#">No</a>

The main things to notice here are the word under the name and the two 'No's.

Firstly, we need to change the name. Click the powerlink (  ) next to the name of the column and change the name to something appropriate.

Secondly, we need to change this to a numeric column so that we can use it in formulas if we so choose. Click on the word 'Text' under the name, and click 'Save' on the popup window.

**Convert Column Type**

**Column:** PRS Total

**Setting:** Type

**Current Value:** Text

**New Value:**

**Comment:**

There's one more step before you're done! Scroll to the bottom of the next page and click 'Apply' to complete the conversion.

Thirdly, we need to make this column visible in the Grade Book and decide whether we want students to see their grades for it. This is what the two 'No's signify. The first is whether you want to release to students and the second is whether you want to make it visible in the Grade Book. Click on the second 'No' to change it to a 'Yes'. If you want your students to have the info, click on the first 'No' to change that as well.

Perfect. Now go back to your Grade Book and click on the 'Grades' tab to make sure that you can see the column. You are now all set; the last step is optional.

#### Step 4: Moving the Column

Having these columns at the very end of the list of Grade Book can be frustrating and confusing, so to order your columns in a logical manner click on the 'Reorder Columns' button at the top of the Grade Book. This will bring you to a list of all of your columns.

Changing the order of the columns is a simple process, but there's a slight twist involved.

To move a column, check its box and then click the 'Move Selected Items



Above' button ( ) on the column where you'd *like it to go*. It will move that item down one spot and place your selected items in its place.

It's counterintuitive, true, but it works well. The instinctive interpretation of the button shown above is 'Move item up one space', but that's not how it works. If you select the bottom item on the list and hit the move button next to the second item on the list the bottom item will be placed at the second place and the second item will now be the third.

When you are happy with the arrangement hit 'Save' down at the bottom.

I hope this guide has been helpful. Contact us at [faculty\\_development\\_center\\_it@umit.maine.edu](mailto:faculty_development_center_it@umit.maine.edu) or by phone at 581-1925 with any questions on the process.