

## **Importing Student Names into PRS Gradebook.**

### **Step One: Exporting Data from PRS.**

In order to populate our PRS gradebook with the students' names, we first need to export the record for a session of the course. Choose a session in which you know most of the students have correctly entered their IDs, and choose a session that has as many students as possible. The best case scenario will only require a single run through this process, but in larger classes where attendance is occasionally spotty, you may want to follow these steps for multiple sessions.

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.

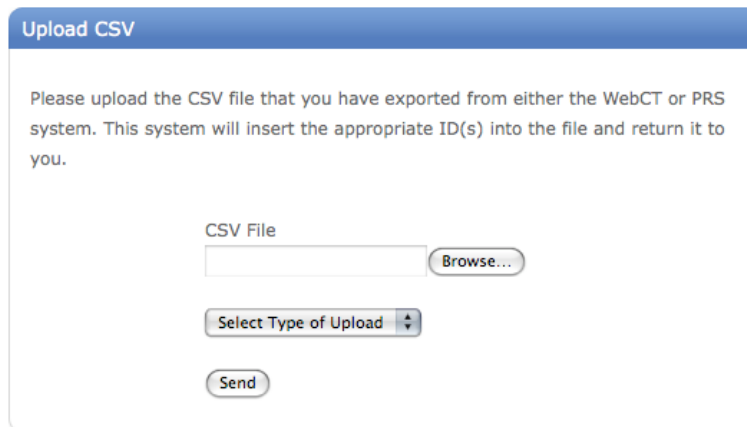
### **Step Two: Attaching the Student Name to the Export**

All you will need for this export is to align your students' names to their ID numbers in their clickers (they should all have input their ids into their clickers by this point).

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 as the login you use for Mainstreet. **To request access to this conversion tool please email [Andrei@maine.edu](mailto:Andrei@maine.edu) your MaineStreet login name (we do not need your password)**

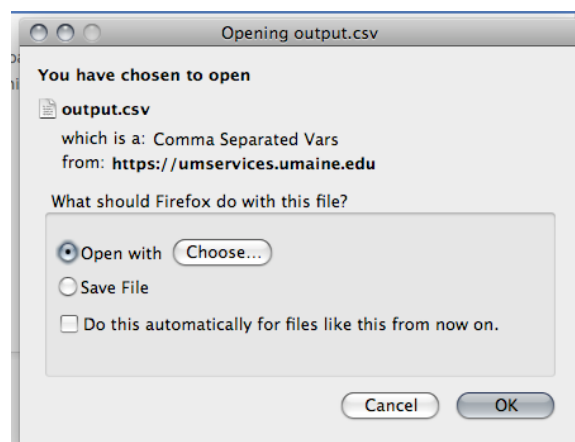


The screenshot shows a web browser window titled "Upload CSV". The main content area contains the following text: "Please upload the CSV file that you have exported from either the WebCT or PRS system. This system will insert the appropriate ID(s) into the file and return it to you." Below this text, there is a form with three main elements: a text input field labeled "CSV File" with a "Browse..." button to its right; a dropdown menu labeled "Select Type of Upload" with a downward arrow; and a "Send" button at the bottom.

This is the screen you will see.

Click on Browse and Navigate to the file that you've just exported from PRS. Now select "Insert Name" 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.



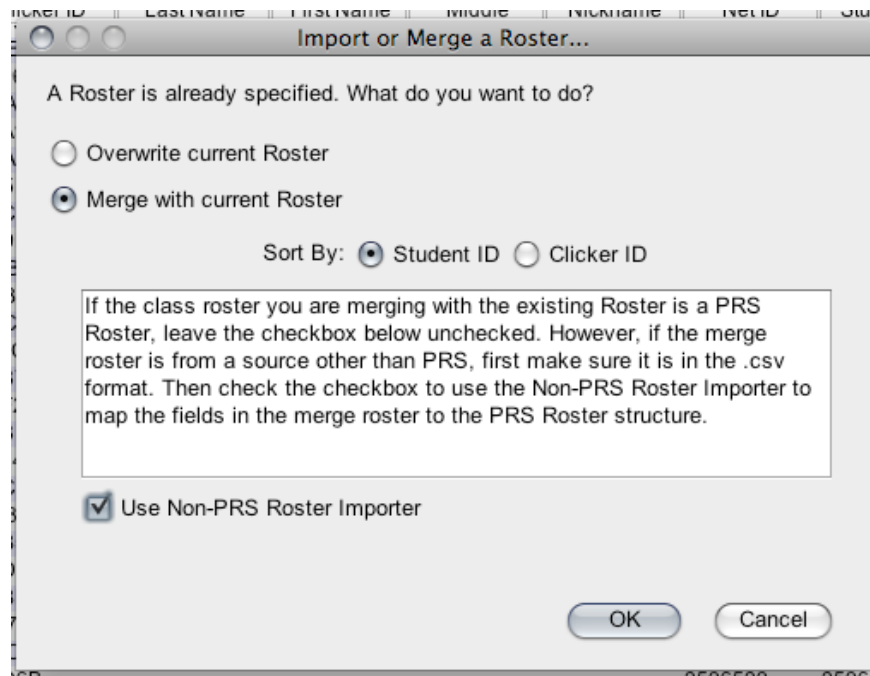
Save this 'output.csv' file to your desktop or some other accessible location and head back to PRS.

**Warning:** Do *not* use Excel or a similar spreadsheet application to open this .csv file. Excel, by default, removes any zeroes preceding a number, including those for student ids. PRS matches by *string* and not by *number* so it will not be able to properly match id number '0123456' to id number '123456'. As a result you'll get a list of student names that are not properly matched to their ID in PRS or to their clicker's radio ID. If you absolutely need to open the file, open it with a simple text editor, like TextEdit on the Mac or Notepad on the PC.

### **Step 3: Importing the Names Back into the PRS Gradebook**

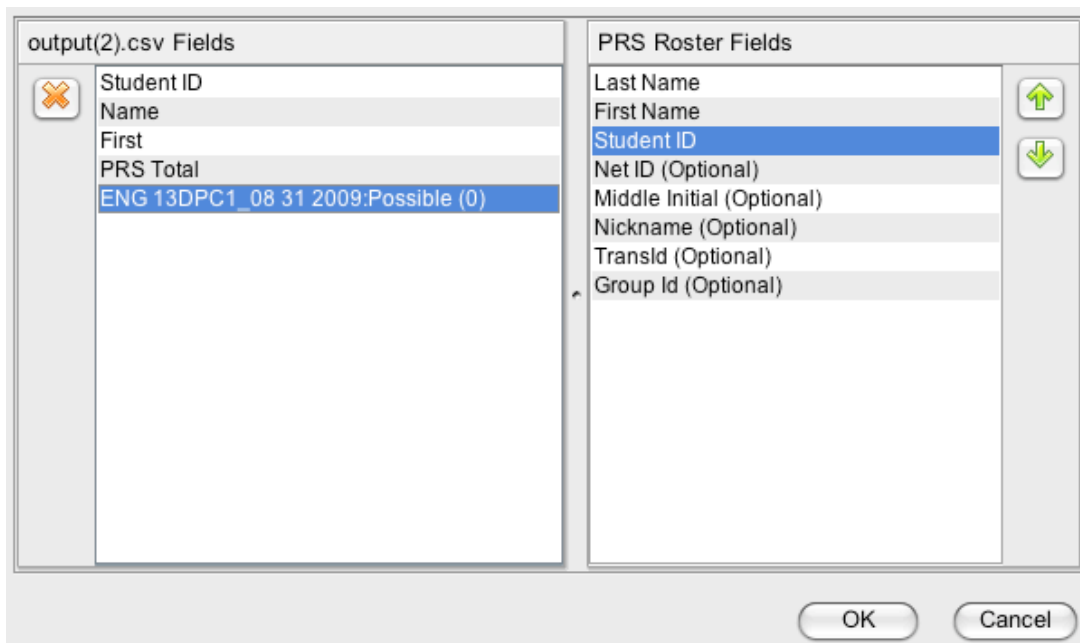
Now that we have the file with the students' names and ID numbers aligned, we can bring that data back into PRS.

In PRS, go to the 'Classes' tab, and click on the name of your class. You should see a roster of all the students who have clicked into your class at any point. Click the button for 'Import/Merge Roster' at the top of your roster. You will see the following screen (on the next page):



On this screen select the following options: 'Merge with current Roster', Sort by 'Student ID' and, importantly, check the box for 'Use Non-PRS Roster Importer'. Hit okay and select your 'output.csv' file.

Now you'll see a screen that looks like this:



This is the Non-PRS importer. The first thing to do is to select the three items at the bottom of the list on the *left*: 'First', 'PRS Total' and the one with the name of the exported session. Delete these three items by clicking the big red X.

You'll be left with two items on the left, 'Student ID' and 'Name', and a stack of items on the right. The next step is to arrange the items on the *right* so that like is adjacent to like. Use the green arrows on the right hand side to move 'Student ID' to the top of the right-hand list. Make sure that either 'First Name' or 'Last Name' is second (and adjacent to name). It should look like this:



In the file we are about to import, the student name is a single cell, not separated into first name and last name. The student's full name will appear in *either* the First Name column or the Last Name column, depending on which column is on top.

Once everything is properly configured, hit okay. It will import all of your students' names into the course.

Congratulations! You've successfully imported your students' names into your PRS Roster.

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.