

Getting Started with PRS – INSTRUCTORS: MAC

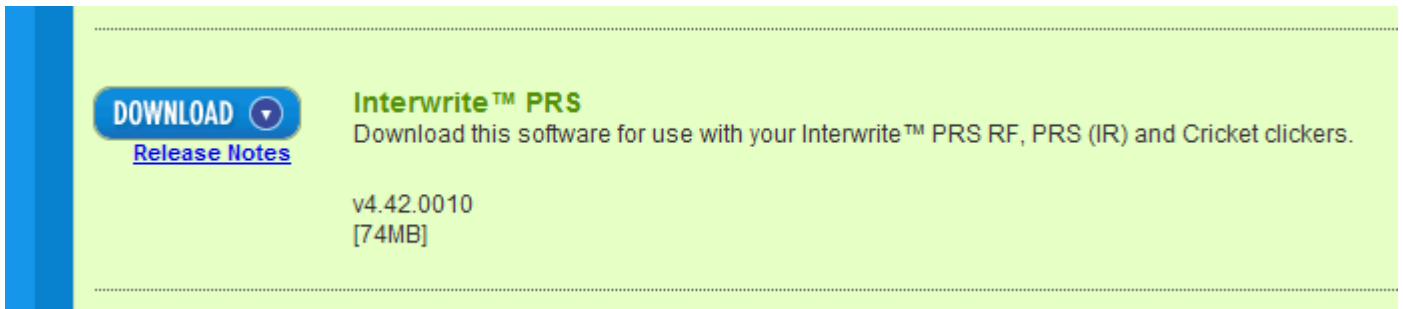
Before Your First Class




NOTE: PRS receivers are not installed in all classrooms. Please check with Technology Enhanced Classroom support for the location and type of PRS receivers (850-644-2811 or <http://tecs.fsu.edu/>).

1. Obtain PRS software for your own computer.

Do this prior to class from your own computer (or a computer you will use for PRS-related work).

- a. Go to <http://www.interwritelearning.com/support/software.php>
- b. Register for your free account.
- c. Go to the "Mac" tab on top of the software list.
- d. **Download and install** the PRS version (currently version4.42).

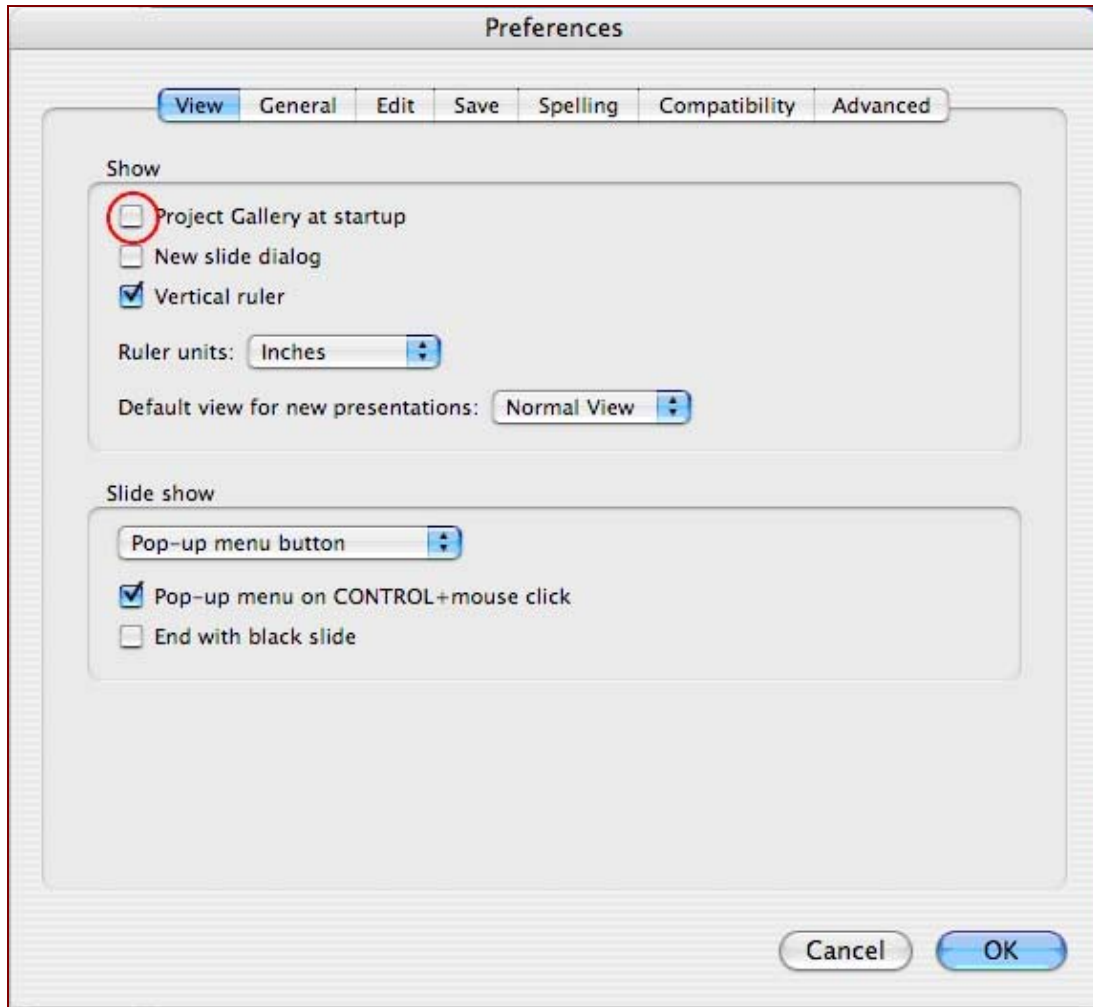


- a. Click on the download link for the InterWrite PRS 4.42 for Mac.
- b. You will download a Zipped file to the location specified in your browser preferences. 
- c. Locate and double-click the Interwrite PRS 4.42.0010.app.zip files. It will unzip into an installer program in the same location. 
- d. Locate and double-click the IWPRS_MAC_4420010 installer program. It will install the PRS software in a folder called "InterWrite PRS" in your Mac OS-X "Applications" folder. 
- e. This folder contains the PRS program, numerous Help files, and the PowerPoint Add-In you will install next into PowerPoint 2004.
- f. (Optional) It may be useful to add the PRS program to your Dock for easy access.

2. MAC PowerPoint Add-In Installation Instructions

Do this before class on your own Mac. Do this after installing the Mac PRS Software

- a. Open PowerPoint (2004 required!) and select the PowerPoint Menu
- b. Select the "Preferences..." menu option.
- c. Click on the "View" tab and **uncheck** the "Project Gallery" at startup option.



- d. Click on the "OK" button.
- e. Select the "Tools" menu option.
- f. Select the "Add-Ins..." menu option.
- g. Click on the "Add..." button. Navigate to the folder in which PRS is installed. By default, PRS is installed in the InterWrite PRS folder in the Applications folder under OS-X.
- h. Select the PRS AddIn.ppa file and click on the "Open" button.
- i. The PRS Add-In file will be listed in the Add-In list. Click on the "OK" button.

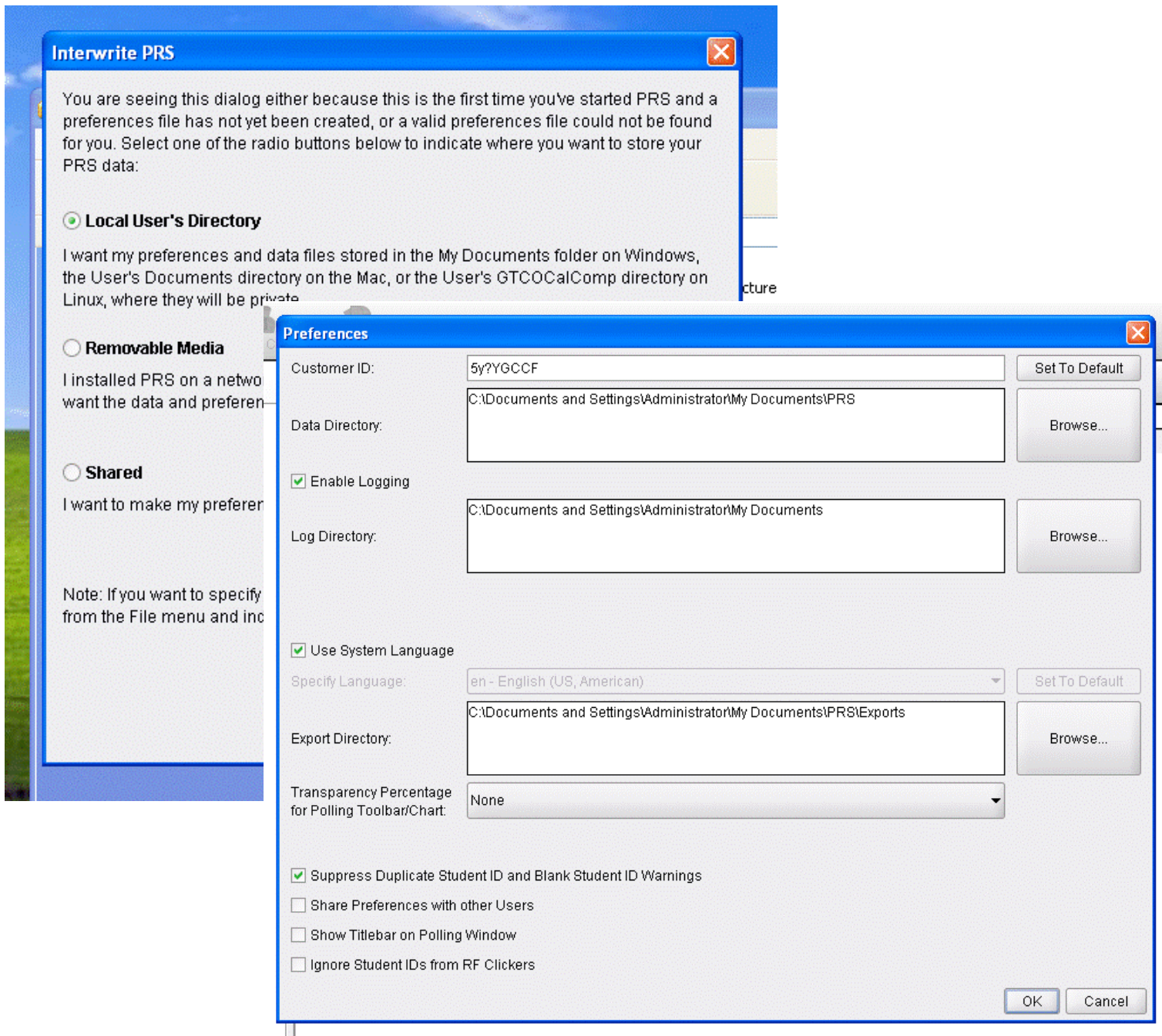


- j. Restart PowerPoint.

3. PRS Setup.

NOTE: Before you run PRS, it is good to understand how it works. Since you will use a different computer (probably a classroom computer), it is suggested that you use a portable media device such as a USB drive as the default data storage and to back up the data frequently on your own computer. Using the T: drive is also possible if you are familiar with transferring files over a network. PRS needs a default data directory to save PRS session data. Once you set up a PRS directory in your USB drive, your computer and the classroom computer (if you log in with your FSU ID) will remember it. Most errors associated with data loss are due to the process of setting up a default PRS directory. Please follow the procedure described below.

- a. Run PRS
- b. **Important:** If it is the first time that you are running PRS, you will see the dialog box below. Then click cancel to proceed. (If you choose other options, you won't be able to change the data directory later)
- c. Go to 'File>Preferences'. By default, PRS sets up a data directory (folder) under 'My Documents' or under the program directory where it is installed. You need to change the directories to suit your needs in the Preferences. There are three directories: Data, Log, and Exports Directory.



- d. First, click 'Browse...' for the Data Directory and locate a folder where you want to create a PRS root directory (use your own USB drive). For example, let's assume your computer assigns 'F:\' to your USB drive. Go to F:\ and create a folder and name it 'PRS' to make the root directory 'F:\PRS'.
- e. Once you set up all directories, exit PRS.

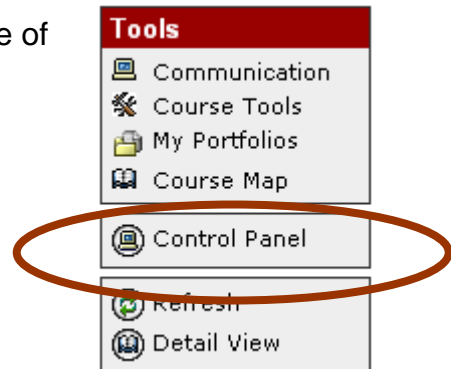
4. Add the PRS Announcement to your Student's Blackboard pages.

Do this prior to class from your computer:

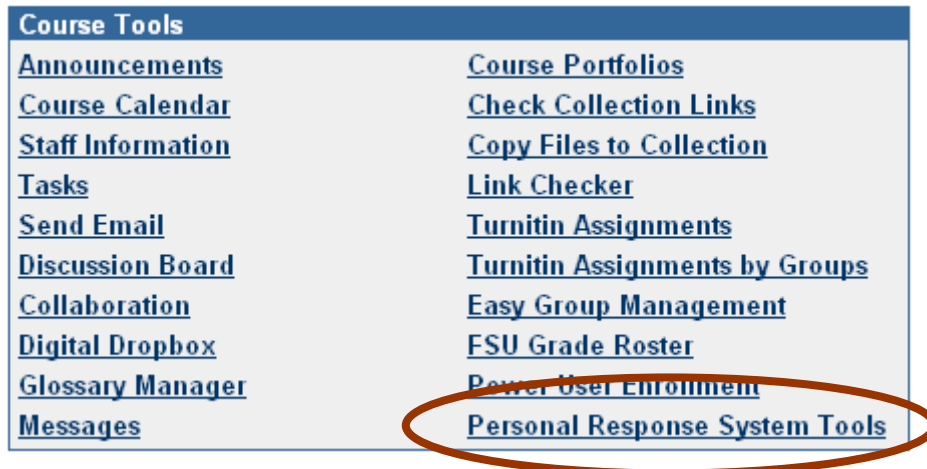
- f. Go to the **Blackboard** course page that you have already created.
- g. Click on the "Courses" tab and select your PRS course.



- h. Click on the "Control Panel" link on the left side of the page.



- i. Under the "Course Tools" menu, follow the link entitled "Personal Response System Tools."



- j. To add the announcement, select "Submit" below the option heading "Add Purchase PRS Transmitter" to Course Announcement.



Personal Response System (PRS) Tools

1 Add "Purchase PRS Transmitter" to Course Announcement

Clicking the Submit button below will add the following announcement to your blackboard course:

Subject: Purchase PRS Transmitter

Description: This course requires a PRS transmitter which you may purchase at the FSU Bookstore.



[Please follow these instructions.](#)

For general information on operating and setting up your PRS transmitter, [click here](#).

Submit

- k. Students will now see the announcement under your course when they log into Blackboard.
- l. **Note:** Students will be required to **enter their FSUID into their clicker as well as their clicker ID** into Blackboard. Please make sure students do so before coming to class.

2. Download Your PRS Roster File:

Do this prior to class from your computer.

- a. Go to the **Blackboard** course page that you have already created and go to the same page as the previous step. (Control panel -> "Personal Response System Tools."



- b. Click the "Download Roster - ALL STUDENTS IN COURSE".

2 Download PRS Files

The Roster file is required to make the PRS software work properly for your class. Without this file, the software will not know which class is in session. This file can be downloaded in a technology-enhanced classroom, your office or your home to your 'T: Drive' (recommended), a floppy disk, a Zip disk or your home or office hard drive.

Please see the [instructions on the Classroom Support website](#) for a detailed explanation of this process.

Click on the link and save the file to your local computer.

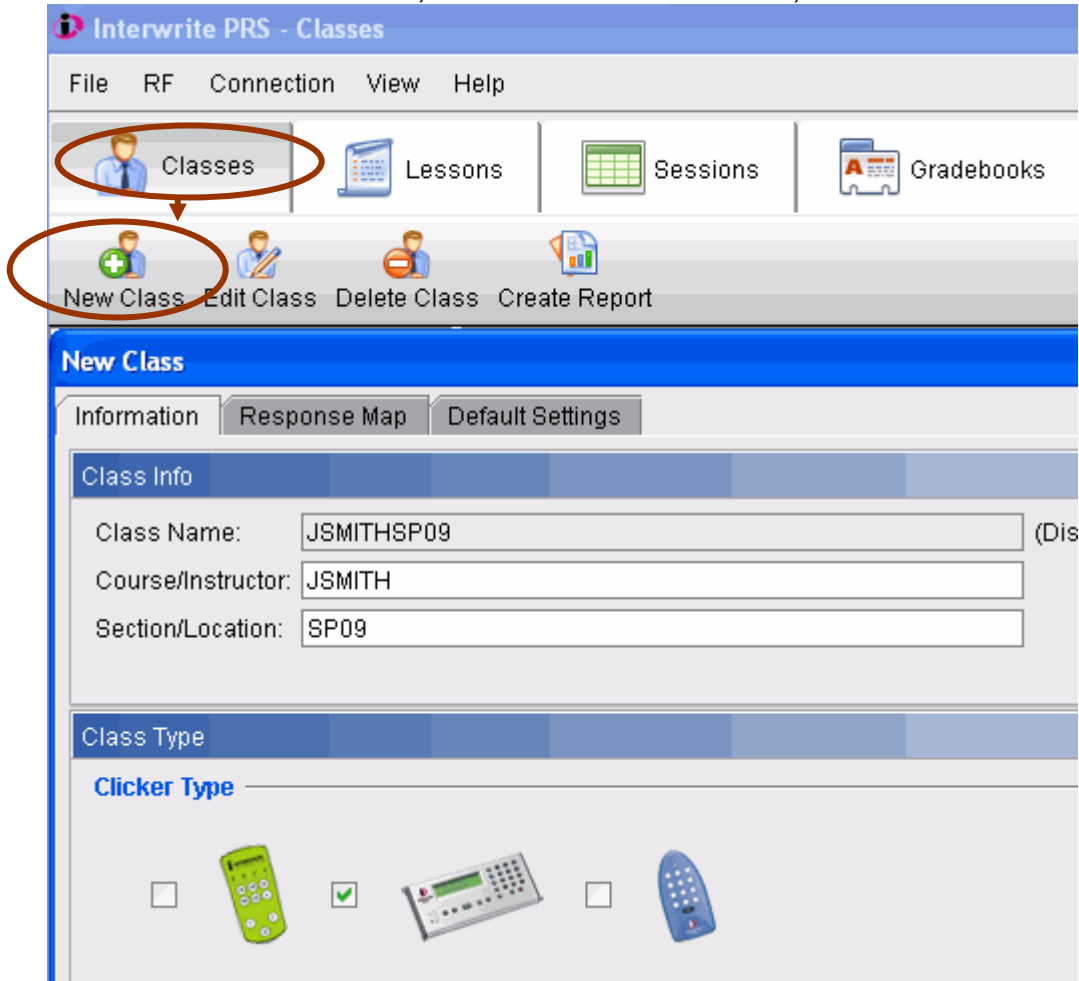
- [Download Roster - ALL STUDENTS IN COURSE](#) (File lists last name, first name, and student ID only; includes all students enrolled in course regardless if they registered a clicker ID)
- [Download Roster - STUDENTS WHO HAVE REGISTERED A TRANSMITTER ONLY](#) (File lists last name, first name, student ID, and clicker ID; includes only those students who have registered a clicker ID. Classes using any IR clickers must download this roster)

OK

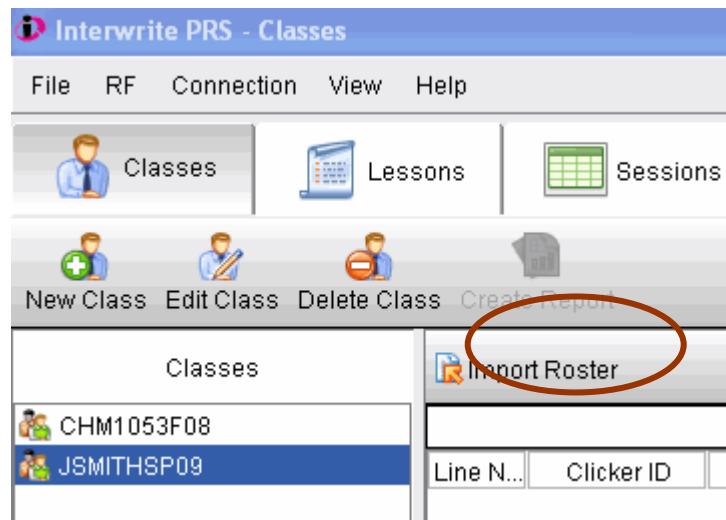
- c. Save this file to a folder of your choice. It is recommended that you use your own USB drive as the default data storage and to back up the data frequently. Using the T: drive is also possible.

3. Create your class and import the roster in PRS:

- Open the PRS software.
- Go to the “Classes” tab and click “New Class.” Give a name to your class as shown in the following sample (five letters for “Course/Instructor” and 4 letters (or digits) for “Section/Location”).
- Then select the RF clicker, leave all default selection, and click “ok.”



- Click “Import Roster.” In the “Import/Merge Roster” dialog box, locate and select the roster file you just downloaded from Bb.



4. Merging PRS Files

- a. If you need to update a roster, you need to merge instead of doing it all over again.
- b. Wait until after drop/add to import your PRS roster. You can still take data during this time and ensure after each session if you are asked to save to the roster you click "Yes." After drop/add, download the "ALL STUDENTS IN COURSE" roster file again and MERGE it with the current class.
- c. Select the course you've already set up and you will see "Import/Merge Roster" in the place of "Import Roster." Click it.
- d. In the dialog box that comes up, click "Merge with current Roster." If you want a fresh start with a finalized roster, you can click "Overwrite current Roster." Leave other default options, click "OK", locate and select the roster file, and click "Open" to complete the process.
- e. Bring your PRS class files on a ZIP or USB drive to the classroom computer. (You may use the T: drive if you prefer)
- f. Now you have your class ready to go for the first class meeting. However, it is strongly recommended that you go to the classroom beforehand and rehearse the following "During Class" procedures.

Note: to retain full data integrity it is suggested that you copy the entirety of the PRS folder when moved from one place to another (e.g., USB drive to your computer), not just the sub-folders in the directory.

During Class

Note: Using PRS in a classroom can be confusing to both instructors and students. It is strongly recommended that you receive training and to practice before going to classes. The Center for Assessment and Testing offers individual sessions all year around. Please contact 645-8361 or email at akim@campus.fsu.edu

1. Join Your Students to the PRS Class:

- a. Do this during the class period.
- b. Open the PRS software on the classroom computer.
- c. For the initial set-up session click on "File" and open "Preferences..." (steps d-e are only for the first time using that computer)
- d. Click the "Browse..." button next to "Data Directory:"
- e. Select your PRS root directory that you previously set up in your USB drive (or T: drive).
- f. Click the "Classes" tab and select the current class.
- g. Click the "RF" menu item in the toolbar.
- h. Click on "Start Class."
- i. Tell your students with RF clickers to turn them on or restart them if they were already

on at this time and join the class (students with IR clickers do not need to join the class). They can have their transmitter scan for classes, and then they can choose the appropriate one, or students can enter the number they see in the bottom-left corner of the screen to join the class.

- j. Clicking on the "List" button in the PRS software allows you to observe which students are currently joined to the class.

PRS Tech Support: 645-8361, Center for Assessment and Testing.