

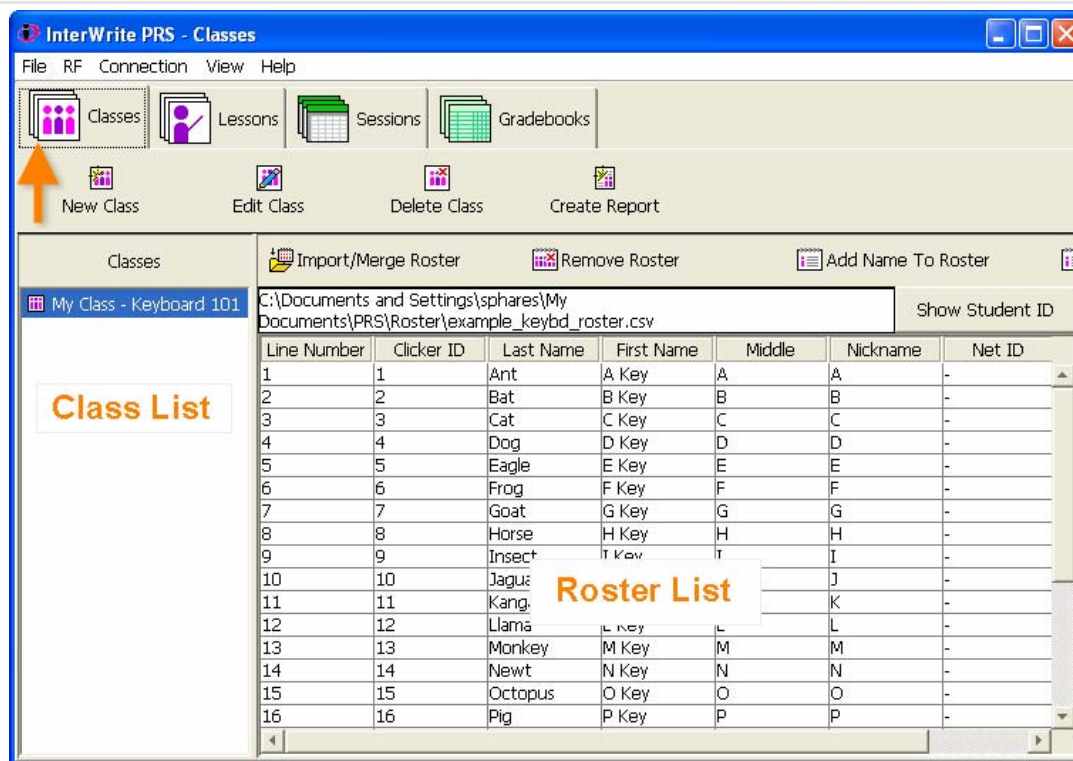
## InterWrite PRS: Creating a Class in PRS

InterWrite PRS Classes contain roster information for your students that links each student to a clicker ID, enabling instructors to track PRS sessions in the gradebook.

1. Launch the PRS software.

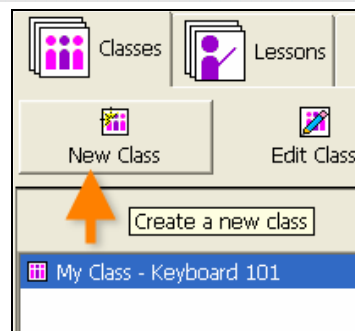
The PRS interface has tabs for each of four modules: **Classes**, **Lessons**, **Sessions**, and **Gradebooks**.

2. Select the **Classes** tab to open the Classes module.

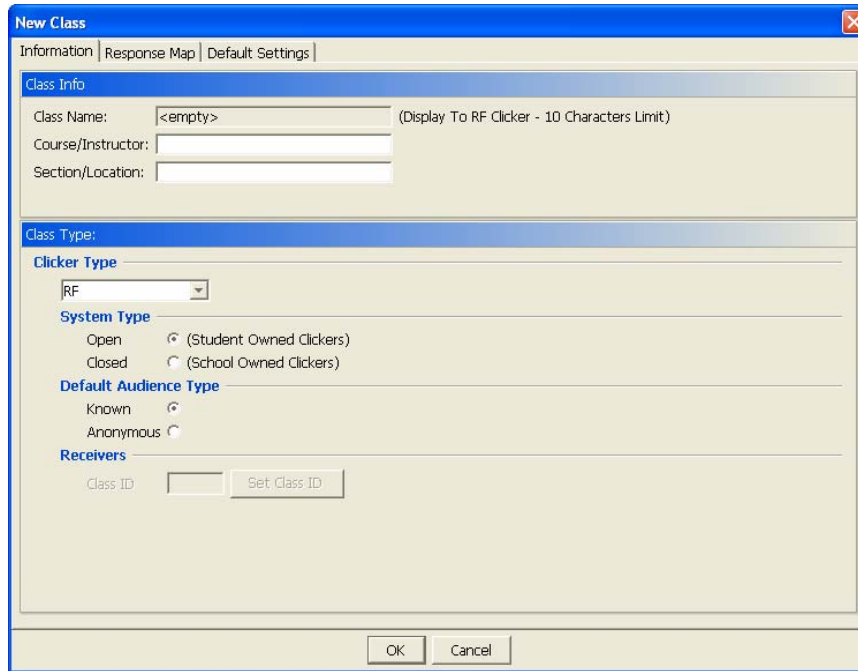


The left side of the module displays a **Class List** containing all the classes saved by the instructor. The right side of the module displays a **Roster List** with all the students within the selected class in the Class List.

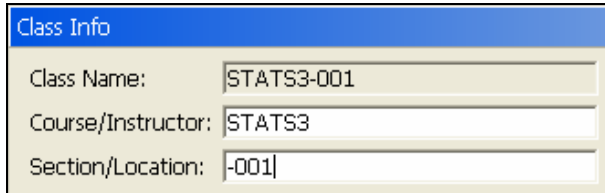
3. Click **New Class**.



The **New Class** window opens with three tabs: **Information**, **Response Map**, and **Default Settings**. The Information tab displays by default.



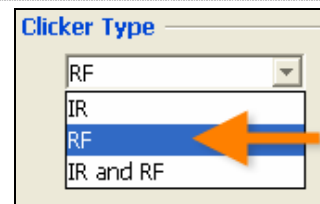
The **Class Name** is not editable - instead it is automatically generated based on the first six characters of the **Course/Instructor** info and first four characters of the **Section/Location** info. The 10 character limit is due to the clicker display screen size.



4. Enter **Course/Instructor** information.

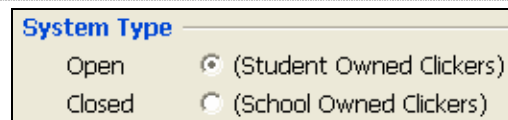
5. Enter **Section/Location** information.

6. Select the **Clicker Type**. For UCLA, this will be **RF** (Radio Frequency).



7. Select a **System Type**:

- **Open**: if clickers are student-owned.
- **Closed**: if clickers are school-owned.

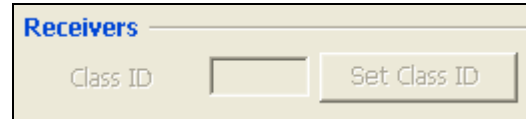


8. Enter a **Default Audience Type**:

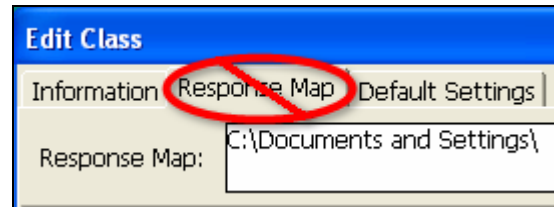
- **Known** - student IDs are recorded with responses for graded sessions.
- **Anonymous** - no student IDs are recorded; use for anonymous polling or other ungraded activities.



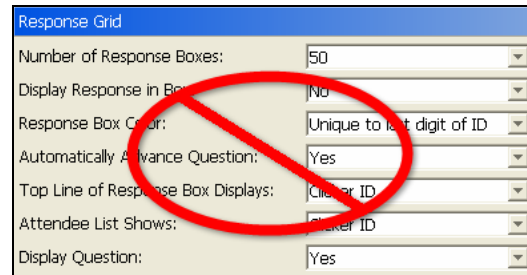
9. Enter a **Class ID**.



Skip the **Response Map** tab. A response map assigns students a permanent location on the response grid, used by students with IR clickers to confirm their submissions via the projection screen. UCLA is using RF clickers with built-in displays so a response grid is not necessary.



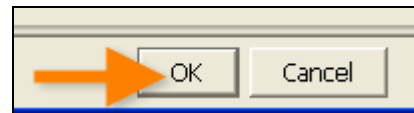
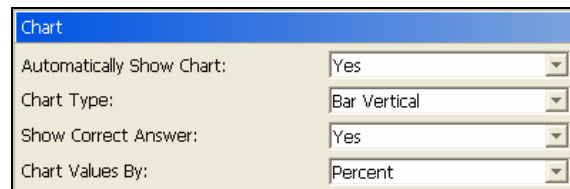
Likewise, under the **Default Settings** tab, options for the **Response Grid** do not apply to RF users, so skip this section.



A Response Chart displays student answers after a question has ended.

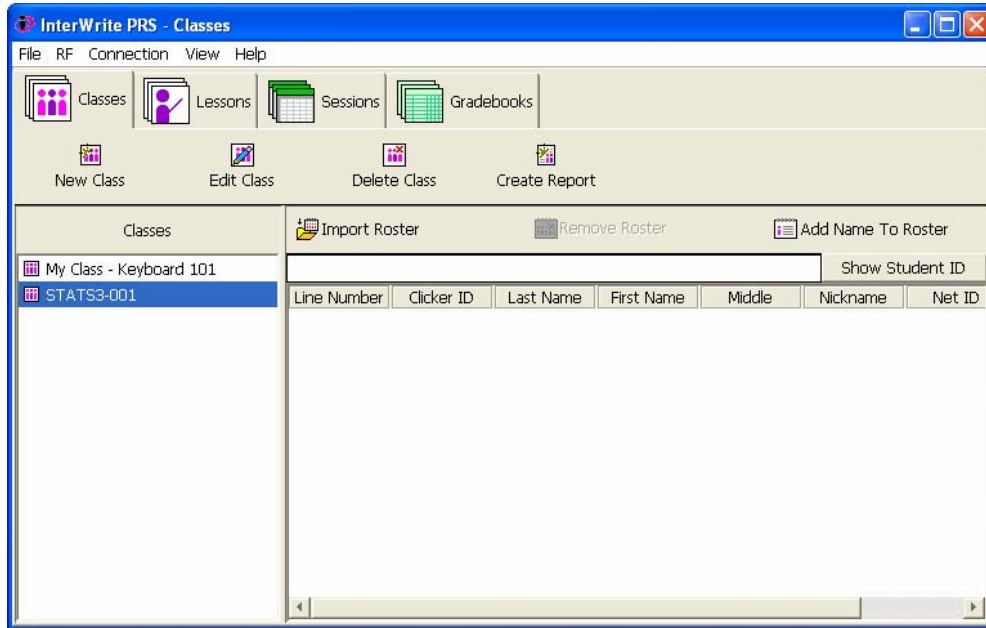
10. Select **Response Chart** settings:

- **Automatically Show Chart:** Yes/No
- **Chart Type:** vertical bar chart, horizontal bar chart, or pie chart
- **Show Correct Answer:** Yes/No
- **Chart Values By:** Percent or Number



11. When finished, click **OK**.

You will return to the Classes module and your new class will appear in the Classes List:



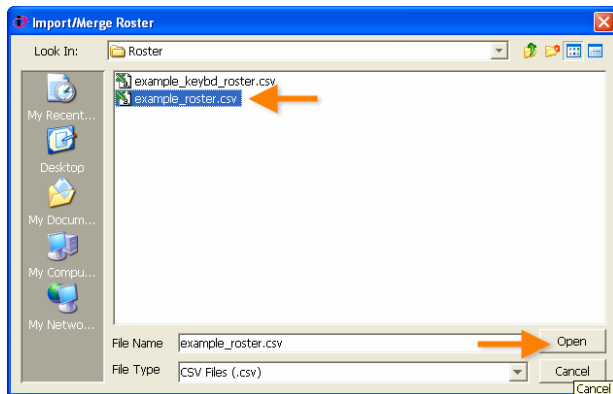
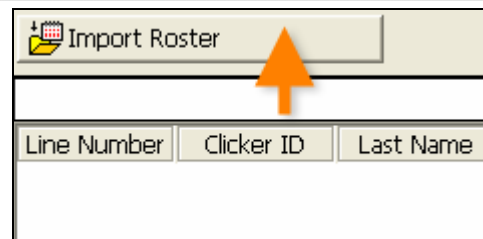
The new class will have no students. You have two options for adding students to the class:

- Import a class roster
- Add students individually

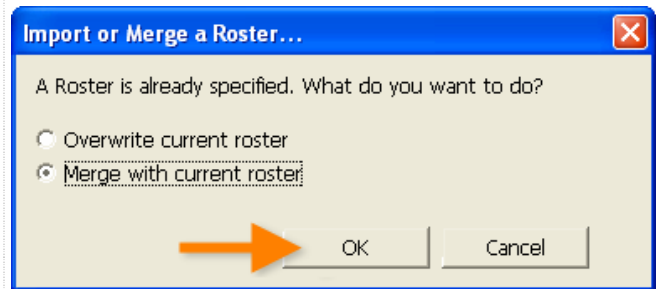
To import a class roster, it must be in a specific comma-delimited file format. See the "Importing a Roster" guide for more information.

12. Click **Import Roster** (or **Import/Merge Roster** if there is an existing roster for the class).

13. Locate the comma-delimited roster file on your computer and click **Open**.



14. If there is an existing class roster, select whether you want to **Overwrite current roster** or **Merge with current roster**, then click **OK**.



To add students individually:

15. Click **Add Name to Roster**.



Add Names to Roster

Clicker ID: 123456

Last Name: Smith

First Name: Jane

MI: B

Student ID: 112233

Nickname:

Net ID: 112233

Clicker Type: RF

Clicker ID	Last Name	First Name	MI	Student ID	Nickname	Net ID	Clicker Type
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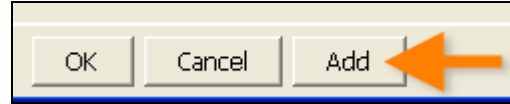
OK Cancel Add

16. Enter the following information into the **Add Names** form:

- **Clicker ID\***
- **Last Name\***
- **First Name**
- **Middle Initial (MI)**
- **Student ID\***
- **Nickname**
- **Net ID:** for use with Blackboard
- **Clicker Type: RF**

\*required information

17. When you've completed one student's profile, click **Add** and a blank Add Students will display.



18. When you've finished adding students, click **OK**.



19. The first time you save the roster, you have the option to edit the default **File Name**. Then click **OK**.

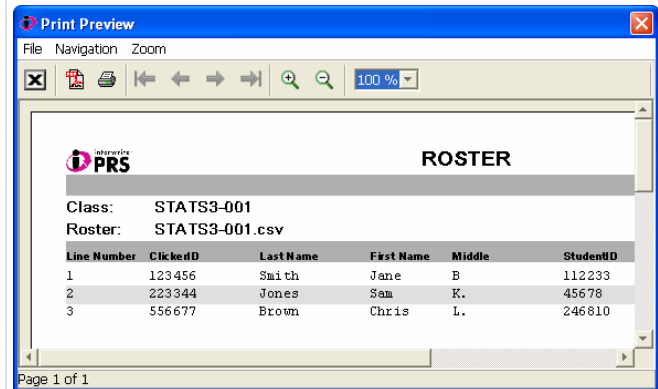
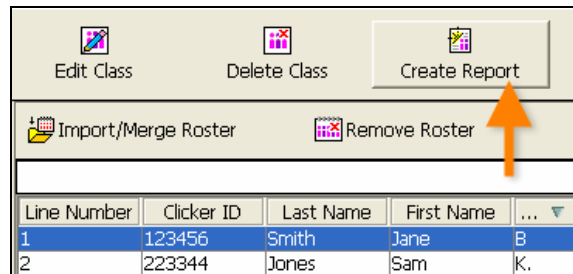
The file will be saved as a comma-delimited (.csv) file in:  
**My Documents\PRS\Roster\** (Windows) or **Documents\PRS\Roster\** (Mac).



20. To save a copy of the class for your records, click **Create Report**.

The report will display in a new window and you will be able to:

- save as a PDF
- save as a RTF file
- save as plain text file
- print report



Please refer to **PRS Sessions** guide to learn how to implement a PRS lesson using the class you created.