

# 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 is quite simple. First, you must have a Class and a Roster for that Class in place.

To set up a new Gradebook and associate it with a Class and the Class Roster, 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.

- 1** From the Class Name drop-down list, select the name of the Class with which this Gradebook is to be associated. That name will now appear in the Class Name field.
- 2** Change the name of the Gradebook, if desired, or just click on the OK button to accept this default Gradebook name.

The Gradebook is now established for the Class and is populated with the names of the students in the Class. You can customize the appearances and features of the Gradebook by selecting it in the Gradebook List Window and clicking on the Edit Gradebook Function Button.

## Editing a Gradebook

You can change the name of the Gradebook, the Appearance settings, or the Letter Grades settings, but you cannot change the Class or the Class Roster associated with this Gradebook. If that becomes 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%



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

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.

## 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.

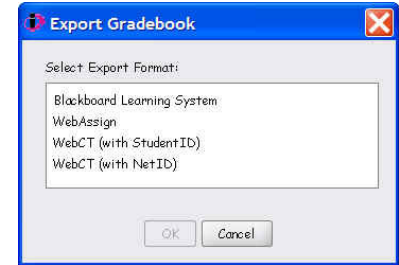
## Updating the Gradebook Roster

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.

## 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.