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A. General Information

1. Web-site
   The web-site of HKUST iPRS is http://iprs.ust.hk
   It provides a place for instructor and teaching assistant to prepare questions for a PRS session, run a PRS session in class, and review the results after a PRS session.

2. Mobile App
   The target users of the mobile app are the students. The HKUST iLearn mobile app is available for both Android and iOS devices. Students can download the app to their smartphone and/or tablet, and use it to submit responses for a PRS session in class.

For Android devices, search HKUST iLearn at Play Store.

For iOS devices, search HKUST iLearn at App Store.
B. Login

1. Open a web browser and type in the address of the HKUST iPRS web-site. 
   http://iprs.ust.hk

2. Use your ITSC Network Account to login into HKUST iPRS.
C. Add Course Group / Event Group

1. On the Personal Response System page, click the Add Course Group / Event Group button.

2. In the Add Course dialog, select the Type, either COURSE or EVENT.

3. If COURSE Type is selected, please select the Semester and the Course. The dialog will show the current semester by default.

   If EVENT Type is selected, please provide a Group Name for the Event Group.
4. For the field Other Authors, you may fill in the ITSC account of your teaching assistants (or authorized persons). With this information, your TA can help in creating RPS session, preparing question, and running PRS session for this course group or event group.

5. Click the Save button to complete the action.

6. When saved, the screen will show a record of the newly created Course Group.
D. Create PRS Session

1. On the Session page, click the Create button.

   ![Create button]

   It will direct to the Create Session page.

   ![Create Session page]

2. On the Create Session page, fill in the Session Name. The system will provide a default session name, but you can change it.

   ![Session Name field]

3. Click on the dropdown list to select the Venue.

   ![Venue dropdown list]

4. When completed, click the Prepare Questions button.

   ![Prepare Questions button]

   It will direct to the Prepare/Edit Question page.

   ![Prepare/Edit Question page]

   Or click the Save button to complete the action and go back to the PRS Session list page.

   ![Save button]

   Or click the Cancel button to cancel the action. It will direct back to the PRS Session list page.

   ![Cancel button]
E. Prepare Single Answer MC Question

There are two ways to go into the Prepare/Edit Question page, where you can manage the questions.

The first way is clicking the button on the Create PRS Session page during creating a PRS session.

The other way is clicking the button on the Session list page for a particular session.

1. On the Prepare/Edit Question page, click the Add Question button.

2. The Preview page will appear. At the top of the preview page, it displays the Question Type as Single. It means Single Answer Multiple Choice and it is the default question type.

3. A rich-text editor is provided for inputting the question text.

4. The Single Answer MC would have 5 MC Options as default. To add value to the option, click the Edit Option button.

5. Input the answer option in the text area provided. Click the Blue Check button to save it.
6. If you need more options, click the **Add Option** button.

A new and blank MC Option will be displayed on the screen.

7. If an option is not required, click the **Cross** button next to the option to remove it. A question must have at least 1 answer option.

8. If you want the students showing their confidence level when answering the question, click on the **Conf. Level** and select **Yes**.

Yes represents students should present their confidence level when answering a question.
No represents students do not need to present their confidence level when answering a question.

9. If the question has a correct answer, you may set it on the **Answer** field. Click on the **Answer** field and check the checkbox of the correct answer. Click on the area outside the Answer field to close the checkbox dialog.

10. You may assign **Score** to the question. Click on the **Score** field and enter the score in the textbox. Click on the area outside the Score field to close the dialog. If you do not assign a score, the default score is 1.
11. You may also preset the timer duration of the question. Click on the **Minute** area to select a number or input a number between 0 – 60 to define the minute value. Click on the **Second** area to select a number or input a number between 0 – 59 to define the second value. The default timer duration is 2 minutes.

12. Click the **Save Question** button to complete the action.

13. When saved, the Single Answer MC will be displayed on the screen. The correct answer and the confidence level will be highlighted for easy identification.
F. Prepare Multiple Answers MC Question

1. On the Prepare/Edit Question page, click the Add Question button.

2. The Preview page will appear. Click on the Type field and select Multiple. It means Multiple Answers MC Question.

3. Input the question text in the rich-text editor.

4. The question would have 5 MC Options as default. To add value to the option, click the Edit Option button.

5. Input the answer option in the text area provided. Click the Blue Check button to save it.
6. If you need more options, click the **Add Option** button.

A new and blank MC Option will be displayed on the screen. A Multiple Answer MC would support a maximum of 9 answer options.

7. If an option is not required, click the **Cross** button next to the option to remove it. A question must have at least 1 answer option.

8. If you want the students showing their confidence level when answering the question, click on the **Conf. Level** and select **Yes**.

9. If the question has a correct answer, you may set it on the **Answer** field. Click on the field and check the checkbox of the correct answer. Click on the area outside the Answer field to close the checkbox dialog.

10. You may assign **Score** to the question. Click on the **Score** field and enter the score in the textbox. Click on the area outside the Score field to close the dialog. If you do not assign a score, the default score is 1.
11. You may also preset the timer duration of the question. Click on the **Minute** area to select a number or input a number between 0 – 60 to define the minute value. Click on the **Second** area to select a number or input a number between 0 – 59 to define the second value. The default timer duration is 2 minutes.

12. Click the **Save Question** button to complete the action.

13. When saved, the Multiple Answers MC will be displayed on the screen. The correct answer and the confidence level will be highlighted for easy identification when provided.
G. Prepare Open-end Question

The open-end question is only available for students using mobile device to answer. It would receive 1024 characters at maximum.

1. On the Prepare/Edit Question page, click the Add Question button.

2. Click on the Type field and select Open. It means Open-end Question.

3. Input the question text in the rich-text editor.

4. If you want the students showing their confidence level when answering the question, click on the Conf. Level and select Yes.

5. If the question has a correct answer, you may set it on the Answer field. Click on the field and enter the correct answer in the textbox. Click on the area outside the Answer field to close the dialog.
6. You may assign **Score** to the question. Click on the **Score** field and enter the score in the textbox. Click on the area outside the Score field to close the dialog. If you do not assign a score, the default score is 1.

7. You may also preset the timer duration of the question. Click on the **Minute** area to select a number or input a number between 0 – 60 to define the minute value. Click on the **Second** area to select a number or input a number between 0 – 59 to define the second value. The default timer duration is 2 minutes.

8. Click the **Save Question** button to complete the action.

9. When saved, the open-end question will be displayed on the screen. The correct answer and the confidence level will be highlighted for easy identification when provided.
H. Run PRS Session

When the questions are prepared, you can run the PRS session to collect responses.

1. On the Session list page, under the category of Available Sessions, click the Start button of the PRS session you want to run.

![Start button on Session list page]

The collect response page will display.

![Collect response page]

2. Click the Play button to start a question. The countdown timer will start to run and students can submit response.

![Countdown timer and Play button]

3. When response is received by the system, Student ID of the students will be displayed for identification. If a student submitted an invalid response, the background colour for the Student ID will be highlighted in RED.

![Student ID highlighted in red]
4. When times up, the screen will refresh to show the results in chart.

![Chart with results showing](image)

5. By default, the page will not display the correct answer. If you want to show the correct answer to students, you may change the settings by clicking at the top menu bar Result > ANSWER: Show.

![Settings panel with Hide and Show options](image)

The correct answer will be displayed.

![Correct answer](image)

You may need to Hide the answer before starting the next question.

6. Click the Close Chart button to close the results page.
7. The system will display the next question on the screen.

Repeat the steps to go through all the questions till the end of the session.

8. To complete a session, click the **Check** button.

9. Click the **Yes** button to close the session or click the **Cancel Close** button to cancel the action.

10. Or click the **Snowflake** button to suspend the session.

11. Click the **Yes** button to save the responses and leave the session, or click the **Cancel Suspend** button to cancel the action.
12. When a session is completed, it will be moved to the category of **Completed Sessions**.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date/Time</th>
<th>Complete Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>iPRS Demo Session 2</td>
<td>2015-01-28 12:02:23</td>
<td>2015-01-28 12:09:17</td>
</tr>
</tbody>
</table>

13. When a session is suspended, it will stay under the category of **Available Sessions**, with **Resume** and **Close Session** buttons displayed.

You can resume the session by clicking the **Resume** button.

[Resume]

Or you can complete the session by clicking the **Close Session** button.

[Close Session]
I. Review PRS Session Results
   1. On the PRS Session list page, click to select the Completed PRS Sessions.

   ![Completed Sessions]

   2. Click the View Results button of a PRS session.

   ![View Results]

   It will direct to the View PRS Result page.

   ![View PRS Result]

   3. Responses of each question will be listed.

   ![Question Responses]

   4. Click the Show Chart button next to the question.

   ![Show Chart]

   The responses will be shown in chart view.
5. Click the **Exit Chart** button to close the chart and go back to the **View PRS Result** page.

6. Click the **Back** button to go back to the **PRS Session** list page.

7. Click the **Download Results** button to export the responses to **MS Excel** file.

Select the download location, and save it to your local computer.

8. Open the Excel file and review the results.
J. Logout

1. Click the **Logout** button to leave the system.

It will direct to the **Logout Successful** page.
K. Manage Course Group / Event Group

On the Personal Response System page, it will display the Course Group records of the current semester by default.

1. Select Group
   To switch between COURSE Group and EVENT Group, click on the COURSE button.
   
   ![COURSE EVENT Button](image)

   Select the EVENT option.
   
   ![EVENT Button](image)

   To reverse, click the EVENT button.
   
   ![EVENT Button](image)

   Select the COURSE option.
   
   ![COURSE EVENT Button](image)

2. Select Semester
   To show course group records for other semester, click on the Semester button.
   
   ![Semester Button](image)

   Select a semester from the list.
   
   ![Semester List](image)
The screen will show the Course Group records of the selected semester.

3. Update Authorizations
You may update the information for who can use your course group / event group. Click the **Update Authorizations** button.

The **Update Group Authorizations** dialog will pop-up. You can update the information when needed.

Click the **Save** button to complete the action.

Or click the **Cross** to cancel the action.
4. Remove Group
   To remove a group, click the **Remove** button.

   ![Remove Group](image)

   The **Delete Group** dialog will pop-up. It alerts you the remove action would delete all related data from the system.

   ![Delete Group](image)

   The delete action would remove all sessions, questions and responses of the selected group. It cannot be recovered.

   Click the **Delete** button to complete the action.

   ![Delete](image)

   Or click the **Cross** to cancel the action.

5. View PRS Session List
   Click the **PRS Sessions** button to view the session list of a course group in a semester or of an event group.

   ![PRS Sessions](image)

   It will direct to the session list page.
L. Manage Available PRS Session

On the Session list page, it will display the Available PRS Sessions by default.

1. Select Session List

To switch between Available and Completed PRS Sessions, click on the Available Sessions button.

Select the Completed Sessions option.

To reverse, click the Completed Sessions button.

Select the Available Sessions option.

2. Start a PRS Session

To start a PRS session, click the Start button at the left side of the particular PRS session.

The collect response page will display.
3. Resume aPRS session
When aPRS session is suspended, you can re-use it by clicking the **Resume** button.

The collect response page will display, showing the question where you suspended before.

4. Close aPRS Session
To close a suspended PRS session, click the **Close Session** button.

The session will be closed and moved to category of **Completed Sessions**.

5. Edit Questions
To edit questions of aPRS session, click the **Edit Qns** button.

It will direct to the **Prepare/Edit Question** page.
6. Session Preview
You may have a preview on the look and feel of the questions in a running PRS session.

Click the Preview button. It will direct to the Preview page.

Going back, click the Cross button.

7. Download Results
The Download Results button allows you to download the results to a MS Excel file.

Click the Download Results button.

Select the download location, and save it to your local computer.
8. **Edit Settings**

The **Settings** dialog allows you to update the session name, venue, sound options, chart options and anonymous option.

Click the **Settings** button.

The **Settings** dialog will pop-up. You can update the information when needed. The Anonymous Option cannot be updated once the PRS session started to collect responses.

![Settings Dialog](image)

Click the **Save** button to complete the action.

Or click the **Cross** to cancel the action.
9. Delete Session

To delete a PRS session, click the **Delete** button.

The **Delete Session** dialog will pop-up. It alerts you the delete action would remove all related data from the system.

Click the **Delete** button to complete action.

Or click the **Cross** to cancel the action.
10. **Copy Session**

To copy a session, click the **Copy** button.

The **Copy Session** dialog will pop-up. You can copy the session to another course group or event group. The system will copy the settings and questions of the selected session only.

Click the **Save** button to complete the action.

Or click the **Cross** to cancel the action.
M. Manage Completed PRS Session

The Completed PRS Session list can be found on the Session list page.

1. View Results
To view the results of each question in a PRS session, click the View Results button.

![View Results Button](image)

It will direct to View PRS Results page, showing the questions and their response results.

![View PRS Result](image)

2. Compare Results
To compare questions among PRS sessions, click the Compare Results button.

![Compare Results Button](image)

It will direct to the Compare Results page.

![Compare Results](image)

Check the session(s) for comparison, and click the Compare button, or click the Back button to go back to the Session list page.
After clicking the **Compare** button, it will display the comparison results of the selected sessions. The system will compare the identical questions among the sessions.

<table>
<thead>
<tr>
<th>Group Name: IPRS Demo</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Correct Answer:</td>
<td>Mode Answer:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Total No. of Response</th>
<th>Total No. of Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which country is not a member of the European Union?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Belgium</td>
<td>0 (0.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>(2) France</td>
<td>0 (0.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>(3) France</td>
<td>1 (50.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>(4) Norway</td>
<td>1 (50.0%)</td>
<td>1 (50.0%)</td>
</tr>
<tr>
<td>(5) Romania</td>
<td>0 (0.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>(6) Sweden</td>
<td>0 (0.0%)</td>
<td>1 (50.0%)</td>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Total No. of Response</th>
<th>Total No. of Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which books are written by Mitch Albom? (You may choose more than one answer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Charlie and the Chocolate Factory</td>
<td>0 (0.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>(2) For One More Day</td>
<td>2 (40.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>(3) Growing Pains</td>
<td>0 (0.0%)</td>
<td>2 (40.0%)</td>
</tr>
<tr>
<td>(4) The People You Meet In Heaven</td>
<td>0 (0.0%)</td>
<td>2 (40.0%)</td>
</tr>
<tr>
<td>(5) Who Moved My Cheese?</td>
<td>1 (20.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>Total</td>
<td>5</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Question</th>
<th>Total No. of Response</th>
<th>Total No. of Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is the author of &quot;Old Man and the Sea&quot;?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Dickens</td>
<td>1 (50.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>Level 2</td>
<td>1 (50.0%)</td>
<td>0 (0.0%)</td>
</tr>
<tr>
<td>Level 3</td>
<td>0 (0.0%)</td>
<td>1 (50.0%)</td>
</tr>
<tr>
<td>Level 1</td>
<td>0 (0.0%)</td>
<td>1 (50.0%)</td>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Click the **Back To PRS Session List** button to return to the **Session** list page.

3. **Download Results**

To export the results to **MS Excel** file, click the **Download Results** button.

Select the download location, and save it to your local computer.
4. Delete Session

To delete a completed PRS session, click the Delete button.

The Delete Session dialog will pop-up. It alerts you the delete action would remove all related data from system.

Since it is a completed PRS session, the delete action would remove students’ responses as well. It cannot be recovered.

Click the Delete button to complete the action.

Or click the Cross to cancel the action.
5. Copy Session

To copy a session, click the Copy button.

The Copy Session dialog will pop-up. You can copy the session to another course group or event group. The system will copy the settings and questions of the selected session only. (Students' responses will not be copied.)

Click the Save button to complete the action.

Or click the Cross to cancel the action.
N. Manage Question

Besides listing the questions on the Prepare/Edit Question page, functions are provided to edit, copy, delete and change order of questions.

1. Import Question File

The Import function provides a way to input a batch of Single Answer MC questions into a new PRS session without question. The file must be a text file (.txt) and conform to the particular format.

The format would be:
- Every question should start with character “Q”
- Every answer should be enclosed by brackets “(1)”
- Every question should be separated by characters “><”
- After the last question, the question separator “><” is NOT required

Here is an example:

```
Q1. question text here...
(1) answer option here...
(2) answer option here...
(3) answer option here...
(4) answer option here...
(5) answer option here...
><
Q2. question text here...
(1) answer option here...
(2) answer option here...
(3) answer option here...
(4) answer option here...
><
Q3. question text here...
(1) answer option here...
(2) answer option here...
(3) answer option here...
(4) answer option here...
(5) answer option here...
```

Click the Import Question File button.

The Preview page will appear and the Import Question dialog will pop-up. Click the Yes button.
Select the question file and click the **Open** button.

```
File name: quest.txt

Open  Cancel
```

The system will refresh and display the imported questions.

![Imported questions](image)

You can click the **Next** or **Previous** buttons to review other questions.

Click the **Exit Preview** button to go back to the Prepare/Edit Question page.

2. **Edit Question**
   
   To edit a question, click the **Edit** button.

   ![Edit button](image)

   The Preview page will appear. You can update the contents of question text, change the correct answer, the score or the presence of confidence level, and/or add/remove MC option.

   ![Preview page](image)
Click the Save button to complete the action.

Or click the Ignore Changes button to cancel the action.

3. Copy Question
To copy a question, click the Copy button.

The system will copy the question and make it be the last question of the session. You can scroll down the screen to see the question.

4. Delete Question
To delete a question, click the Delete button.

The Delete Question dialog will pop-up.

Click the Delete button to complete the action.

Or click the Cross to cancel the action.

5. Change Question Order
You can use the Up and Down buttons to update the order of questions in a PRS session.

To move a question upward, click the Up button.

To move a question downward, click the Down button.
O. Manage PRS Result

On the View PRS Result page, functions are provided to compare results between questions, to show results in chart and to edit question contents.

1. Compare Results

To compare question among PRS sessions, click the **Compare Results** button.

It will direct to the **Compare Results** page.

Check the session(s) for comparison, and click the **Compare** button, or click the **Back** button to go back to the Session list page.

After clicking the **Compare** button, it will display the comparison results of the selected sessions. The system will compare the identical questions among the sessions.
Click the Back ToPRS Session List button to return to the PRS Session list page.

2. Show Chart
To view the results of each question in chart, click the Show Chart button.

The chart will be displayed.

Click the Exit Chart button to close the chart.
3. **Edit Question**
   To edit the contents of question, click the **Edit Question** button.

The **Edit Question** dialog will pop-up. You can update the contents of question text, the correct answer, the label of each MC option, and/or the score (point). You cannot change the question type, nor add/remove MC option.

Click the **Save** button to complete the action.

Or click the **Cross** to cancel the action.
P. Manage Response Collection

On the Collect Response page, there are many functions we can use.

1. Top Menu Bar

   a. Exit

      You can select an action for the session. Select Exit > Suspend Session to suspend the session.

      Select Exit > Complete Session to close the session.
Select **Exit > Logout Session** to leave the system.

![Logout Session Menu]

Select **Exit > Ignore Session** to suspend the PRS session without saving data to the system.

![Ignore Session Menu]

Click the **Yes** button to suspend the session directly, or click the **Cancel Ignore** button to cancel the action.

![Ignore Result & Exit]

b. **Help**

You can get user guides and FAQ from the Help. Select **Help > Instructor Guide** to show the instructor guide.

![Instructor Guide Menu]

Select **Help > Student Guide** to show the student guide.
Select Help > FAQ to pop-up the FAQ dialog.

![FAQ dialog]

Click the Close button to close the dialog.

![FAQ dialog with options]

c. Anonymous

You can show/hide the Student IDs when collecting responses. Select Anonymous > No (Show ID) to display the IDs on screen.

![Anonymous options]

IDs are displayed on the boxes.

![Response screen with IDs]

Select Anonymous > Yes (Hide ID) to hide the IDs from screen.
IDs would not be displayed.

Note: This setting can only be changed before collecting responses for the session. Once responses are collected, the anonymous option cannot be updated.

d. Screen
You can decide on what would be displayed on the screen. Select Screen > Boxes to display boxes on the screen only.

Only boxes are displayed on the screen.
Select **Screen > Text** to display the question contents on the screen only.

Only question contents are displayed on the screen.

Select **Screen > Boxes + Text** to display both boxes and question contents on the screen.

Both boxes and question contents are displayed on the screen.
e. Choices
It defines the default number of choices in each question. The default number is 5.

f. Boxes
It defines the number of boxes displayed on the screen. The default is 50 boxes. Select Boxes > 50 Boxes to show 50 boxes on the screen.

50 boxes are displayed.
Select **Boxes > 200 Boxes** to show 200 boxes on the screen.

200 boxes are displayed on the screen.

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**g. Sound**

It defines if the system should play the **Start & Resume Bell**, and the **Countdown Bell**. By default, both options are checked.
h. Result
It defines how the results are presented. The options **Auto Invoke** chart, display in **Bar Chart**, present in **Value**, and **Hide** the correct answer are checked by default.

The Chart page will be displayed automatically when a question is completed, showing the default settings.
When the **Show** correct answer option is selected, the correct answer would be displayed and it would be highlighted in pink in the chart.

![Correct Answer Highlighted](image)

### Tools

It provides tools for importing questions, managing multi-media, and having a mobile view of the questions. Select **Tools > Import Questions**. It only supports new PRS session without question. Details can be referred to **Section N, Part 1 - Import Question File** at p.37.

![Tools Dialog](image)

Select **Tools > Media Store**.

![Media Store Dialog](image)

The Media Store dialog will appear. You can upload graphics, audio files and video files into the store. **The uploaded files can be used in your questions.**
Select **Tools > Mobile View** to display the mobile view of the question.

j. **Hide/Show Menu Bar**
   
   Click the **Minus** button at the right side of the menu bar to hide it from screen.

   When the menu bar is hidden, click the **Plus** button at top right corner of the screen to show the menu bar.
2. Show Collect Response page in Full Screen
   Click the Four-Arrows button at the top right corner of the screen to show the Collect Response page in full screen. Press the Esc key to exit the full screen.

3. Suspend a PRS Session
   Click the Snowflake button to suspend a session.

   Click the Yes button to save the responses and leave the session, or click the Cancel Suspend button to cancel the action.

4. Complete a PRS Session
   Click the Check button to complete a session.

   Click the Yes button to close the session, or click the Cancel Close button to cancel the action.

5. Generate a New Access Code
   Click the Refresh button to get a new access code.
6. Show Next/Previous Question
Click the Next button to go to the next question or click the Previous button to go back to the previous question.

![Next/Previous Question Button]

7. Edit Question
Click the Small Pen button to turn the screen to edit mode.

![Edit Question Small Pen Button]

Click the Large Pen button to edit the question contents.

![Edit Question Large Pen Button]

Click the Disk button to save the changes or click the Slash button to discard the changes.

![Edit Question Disk and Slash Buttons]

Click the Plus button to add new answer option to the question.

![Edit Question Plus Button]

Click the Small Cross button to remove the answer option from the question.

![Edit Question Small Cross Button]
Click the **Edit Option** button to edit the content of the answer option.

![Image of answer options](image1)

Click the **Blue Check** button to save the changes, or click the **White Cross** button to discard the changes.

![Image of blue check and white cross buttons](image2)

Click the **Circle** button to resume the screen to normal.

![Image of circle button](image3)

8. **Define the No. of Choices Available for the Current Question**

Click on the **Choices** and select a number from the dropdown list. The choices will be displayed on the screen. This function is valid only for Single Answer MC and Multiple Answers MC questions.

![Image of choices and dropdown list](image4)
9. Define the Confidence Level for the Current Question

Click on the Conf. Level and select Yes or No from the dropdown list.

10. Define the Question Type for the Current Question

Click on the Answer Type and select a question type from the dropdown list.

11. Countdown Timer

Click the Plus to increase the time, 15 seconds, on each click.

Click the Minus to reduce the time, 15 seconds, on each click.

Besides clicking the Plus and Minus buttons, you can click on the Minute and Second area to update the clock directly.
Click on the **Minute** area, select a number or input a number between 0 – 60 to set the minute value.

Click on the **Second** area, select a number or input a number between 0 - 59 to set the second value.

Click the **Reset** button to reset the time to the default value, 2 minutes.

Click the **Play** button to run the timer.
Click the **Pause** button to pause the timer.

![Pause button](image)

Click the **Continue** button to resume the timer.

![Continue button](image)

Click the **Stop** button to stop the timer.

![Stop button](image)

12. **Reorder the Screen**

   Drag the boxes and drop them to the top of the screen. The order of the screen will update. The boxes will be at the top and the question contents will be at the bottom of the screen.

![Screen reorder example](image)

**Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area**

How much is the normal hourly rate for an indoor badminton court with air-conditioning on Sunday and Public Holiday?

- (1) $55
- (2) $59
- (3) $60
- (4) $61
- (5) $62
Drag it back will return to the original order.

Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area
How much is the normal hourly rate for an indoor badminton court with air-conditioning on Sunday and Public Holiday?

(1) $58
(2) $59
(3) $60
(4) $61
(5) $62

13. Zoom Question
Use the scroll bar at the left hand side to change the size of the question text.

Scroll to the right would enlarge the question text.

Which MTR station is between Lok Fu and Shek Kip Mei?

(1) Diamond Hill
(2) Kowloon Bay
(3) Kowloon Tong
(4) Prince Edward
(5) Wong Tai Sin

Scroll to the left would return to its original size.
14. Resize Question Area

Use the scroll bar at the right hand side to allocate space for question contents and boxes display.

Scroll to the left would provide more space to questions contents.

Scroll to the right would provide more space to the boxes.
15. Show Chart

Click the Show Chart button to show the results in chart.

16. Show Table

If the question is an open-end question, besides showing the results in chart, you can also list the results in a table. Click the table button.

The results will be listed in a table form.
17. Mark Correct Answer
When the correct answer of a question is not provided before, you can state it by clicking the Answer link. Select the Correct Answer and check the Blue Check button to save it.

If the Show correct answer option is selected, the correct answer would be displayed next to the Answer link, and the chart will highlight the correct answer in pink.

18. Show Chart in Different Formats
The vertical bar chart is displayed by default. To show results in horizontal bar chart, click the Horizontal Bar Chart button.
To return to vertical bar chart, click the **Vertical Bar Chart** button.

![Vertical Bar Chart](image)

**Question:**
Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area
How much is the normal hourly rate for an indoor basketball court with air conditioning on Tuesday and Public Holiday?

1. $50
2. $500
3. $500
4. $501
5. $502

To show pie chart, click the **Pie Chart** button.

![Pie Chart](image)

**Question:**
Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area
How much is the normal hourly rate for an indoor basketball court with air conditioning on Tuesday and Public Holiday?

1. $50
2. $500
3. $500
4. $501
5. $502

19. Show Chart in Different Counting Methods
Chart can be presented in value or in percentage. The chart is presented in value by default. To present chart in percentage, click the **Percentage** button.

![Percentage Button](image)

**Question:**
Leisure and Cultural Services Department - Hire Charges of Leisure Facilities in Urban Area
How much is the normal hourly rate for an indoor basketball court with air conditioning on Tuesday and Public Holiday?

1. $50
2. $500
3. $500
4. $501
5. $502
To present chart in value, click the **Number** button.

20. Show Chart with Confidence Level

If confidence level is included in a question, you can show chart with confidence level. The confidence level chart is available for bar chart only. Click the **Vertical Bar Chart** button in the section of **Confident**. The vertical bar chart will be displayed with confidence level.

Orange represents High confidence level.
Green represents Medium confidence level.
Blue represents Low confidence level.

Click the **Horizontal Bar Chart** button in the section of **Confident**, will show the confidence level chart in horizontal bar chart.
21. Compare Question Results
You can compare the results of two identical questions. Click on the vs link. Select the Question No. you want to compare with the current question, and click the Blue Check button.

The comparison results would be displayed on the chart. Click the Vertical Bar Chart button can also show the vertical bar chart.

To show the horizontal bar chart, click the Horizontal Bar Chart button.
To show the pie charts, click the **Pie Chart** button.

22. Close Chart

Click the **Close Chart** button to close the charts and go back to the Collect Response page.
Q. Integration with Canvas
You can import the students’ score they have in a PRS session into the Learning Management System, Canvas.

It is assumed that you have a corresponding course site in Canvas.

1. In the Canvas course site, click on the PRS Setup menu item at the left.

2. The PRS session list will be displayed in the Canvas course site. Switch to Completed Sessions.

3. Click on the Send Scores button of a particular session. This button would only appear in Canvas.

Note: Each session can only send scores to Canvas for once.
4. The system will display the **Sending Scores to Canvas Grade** message.

5. After a few seconds, the second message will display.

6. Click on the **Assignments** menu item. You will have a new Assignment Group, **PRS Scores** and a new assignment with the same name as your PRS session created in the group. The PRS session will be imported as an assignment, while the students’ scores of the PRS session would be imported as the scores of the assignment in Canvas.

7. Click on the **Grades** menu item. You will see the scores of each student of the particular assignment (PRS session).