

## VII. PRS Operation - a quick tour

### The Default Settings - the Easiest to Use

- A) Click on the 'New Session' button just below the top pull-down menu bar.
- 1) A prompt appears which suggests a default filename of "*MMddhhmm.csv*" for storing your file at the conclusion of the current session (*MM* for the month, *dd* the day, *hh* the hour, and *mm* the minute; .csv means a comma-separated-values text file). Click on 'OK' unless you want to enter another filename.
  - 2) Inside the "session", there are the following "question options":
    - a) the question number "Qx" which can be changed by clicking on '+/- Question';
    - b) the time allotted to answer the question "mmss", with "mm" designating minutes and "ss" seconds, which can be changed by clicking on '+/- Time';. [You may want to give sufficient time for the Students to discuss with peers before answering.]
    - c) the display screen can be shrunk in half to free the lower half for displaying a question by first clicking on 'Screen' first, next on 'Half Screen', and then on either 'Black' to overlay a overhead transparency or 'Text' to type in the question;
    - d) setting the number of times a Student is permitted to answer a question by clicking on 'Chances' and select the desired number (Note that only the last entry received is recorded);
    - e) setting the number of choices in the multiple-choice question by clicking on 'Choices' and select the desired number; and
    - f) select whether to show the histogram of answers automatically or by menu control by clicking on 'Graph'
  - 3) Click on 'Start' to begin receiving the answers to the question.
    - a) Instruct the Students to commence pressing the key(s) on their Transmitter to answer, and to watch for the appearance of their *ID* in one of the display boxes for confirmation that their answer has been received.
    - b) Click on 'Pause' to stop the clock and on 'Resume' to continue.
    - c) Click on 'Stop' to terminate the question period.
    - d) The number of Students whose answer has been registered is shown on the right most box on top.
    - e) The '+/- Time' is functional during the question period.
  - 4) The answering period concludes when the "clock" runs to zero or the 'Stop' button was hit. A summary of answers is displayed immediately as a histogram. Click on 'Close' to go on to the next question.
- B) To end the session, click on 'End Session' and the event-by-event records of your session (including the *IDs*) are stored on your hard disk as a comma-separated-values text file (.csv).

C) To quit, click on 'File' and then on 'Exit'.

#### Other Settings

- A) Click on 'File' and then on
- 1) 'Open **N**ame File' - to load a look-up table for replacing the numbers with names for all *IDs* on the "display boxes".
  - 2) 'Open **C**lass File' - to retrieve a previously created "Class Seating Chart" (a .csv type) for use in the current session.
  - 3) '**N**o Class File' - for not using a "Class Seating Chart".
  - 4) 'Open **S**ession File' - to retrieve the histograms of a previous session for use in the current session.
  - 5) '**C**reate Class - Sequential' - to create a "Class Seating Chart" by asking the Students to register in a sequence controlled by the Instructor.
    - a) Drag the 'horizontal slider' on the "dialogue box" to the desired "number of columns (seats per row)" and the 'vertical slider' to the "number of rows" and click on 'next'.
    - b) A "Class Seating Chart" appears with the "seat" labeled by "rrcc" where "rr" refers to the "row number" and "cc" to the "column number".
    - c) Make sure that you know the one-to-one correspondence between the "virtual" and "physical" seat.
    - d) Starting with "seat = 101 (row 1 - column 01)", ask the student seating there to register by pressing any single 'numeric key'. The "cursor" then moves to the adjacent "seat = 102" and the student there can be asked to register and so on and so forth; any empty seat will be skipped after 3 s.
    - e) Click on 'end' and then enter the filename to save the "Class Seating Chart" for the next session.
  - 5) '**C**reate Class - Random' - to create a "Class Seating Chart" by asking the Students to register on a first-come-first-served basis. First follow steps 4-a) to c) above and then the steps below.
    - a) Ask each Student to transmit their "seat number" one digit at a time within 10 seconds. A 'ticker-tape' display above the top menu bar acknowledges the reception of each digit by showing the Student *ID* and the number string that has been received up to that moment. If their corresponding seat on the display box does not show their *ID* as acknowledgement, wait 10 seconds and re-transmit the whole "seat number".
    - b) Terminate the registration process by clicking on 'end' and then enter the filename for the "Class Seating Chart".

- 6) 'COM' - for designating which communication port, 'COM1' or 'COM2', to connect the Receiver(s).
- 7) '**A**bout' - for important reminders,
- 8) '**E**xit' - to quit PRS.
- B) Click on 'Audience' to select the option of:
  - a) '**K**nown' in which all recorded answers will be tagged with the Student *IDs* (for answers which will be marked or graded later) or
  - b) '**A**nonymous' in which there will be no *ID* tag on the recorded answers (for polling or surveying).
- C) Click on 'Chances' to select the limit on the number of times that a Student is permitted to answer a question (Note that only the last entry is recorded).
- D) Click on 'Screen' to select either '**F**ull Screen' which gives the largest display area or '**H**alf Screen' which frees the lower half for displaying a question with:
  - a) '**B**lack' giving a dark background to overlay, for example, an overhead viewgraph, or
  - b) '**T**ext' for typing in a question or, by double clicking on the white area, for loading or saving a text file
- E) Click on 'Boxes' to select the number of display boxes to show the *IDs* of the most recent responses received.
- F) Click on 'Choices' to select the number of choices in the current question.
- G) Click on 'Graph' to select whether to show the histogram of answers automatically or via menu control.

IX. PRS Operation – a flow chart



