

Importing Clicker Grades to Sakai Using Post'Em

Export the PRS gradebook

1. Open the PRS software and click the Gradebooks tab.
2. Select the gradebook you wish to export. Once highlighted, click Export Gradebook.
3. From the choices for Export Format, select WebCT (with Student ID) or Blackboard Vista with Student ID. Click OK.
4. Type a file name that ends with “.csv” (*filename.csv*). Click Select.
5. Click OK in the Export Gradebook window.



IMPORTANT

NOTE: To import the exported gradebook into Sakai, the Student ID (the UD IDs of your students) must be in column A. By selecting one of the above options, WebCT (with Student ID) or Blackboard Vista with Student ID, the Student ID is automatically placed in the first column.

Upload to Sakai using Post'Em Tool


1. Logon to Sakai and access your course.
2. Click the Post'Em tool from the course menubar. (Use Site Info > Edit Tools to add the tool to the menubar if needed.)
3. Click Add from the tool option bar.
4. In the title field, type what you want your students to see (e.g. Clicker Grades 11-5).
5. Browse to your *filename.csv* file located on your computer. By default, it is stored in your Documents/PRS/Export. Click Open.
6. Next to Feedback Availability, check the box to “Release feedback to participants.”
7. Click Post.



IMPORTANT

NOTE: Students will not be able to view their grades in the uploaded file unless you have checked the “Release feedback to participants” box while posting. If you did not select this box, you will need to upload the file again in order to make it available to them and check the box.

Clicker grades uploaded to Post'Em cannot be added to the gradebook and will not count towards the course grade.

 **Post'Em**

Add/Update Feedback File

Instructions:
 Your feedback file must be saved in .csv format.
 The first column of your file must contain individual usernames.
 The first row of your file must contain headings.

Title ← Step 4

Choose a file ← Step 5

Feedback Availability Release feedback to participants? ← Step 6

← Step 7

8. After posting you will be asked to verify what will be displayed to the first student.

Verify Upload

- Feedback has a header row
- This feedback is for 3 student(s).

You have just uploaded a feedback or template file.

This is how the first participant record appears.
 If it is not correct, click the Back button, make changes to your text file, and upload it again.

Student ID	701067409
Name	Warm
First	Luke
PRS Total	5
Quiz:TESTROSTER_11 05 2008:Possible (4)	3
Quiz:TESTROSTER_11 05 2008_1:Possible (4)	2

9. Select Save if everything is correct, select Back if you need to make any changes.

View results of Post Em

1. All files that have been posted are listed when you click on the Post Em tool.

Post'Em									
Add									
<u>Title</u>	<u>Creator</u>	<u>Modified By</u>	<u>Last Modified</u>	<u>Released</u>					
Clicker grades	54584	54584	5 Nov 2008 14:04	Yes	view	view participant	update	delete	download
Clicker Grades 11-5	54584	54584	5 Nov 2008 09:55	Yes	view	view participant	update	delete	download

2. Click on view to see what has been posted to the students and whether students have viewed the data.

Post'Em						
Last Modified 5 Nov 2008 09:55						
Username	Name	First	PRS Total	Quiz:TESTROSTER_11 05 2008:Possible (4)	Quiz:TESTROSTER_11 05 2008_1:Possible (4)	Last Checked
701067409	Warm	Luke	5	3	2	never
701067414	Ferrone	Bea	8	4	4	5 Nov 2008 09:57
701067419	Arumba	Ike	6	4	2	never

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