## 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.



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.

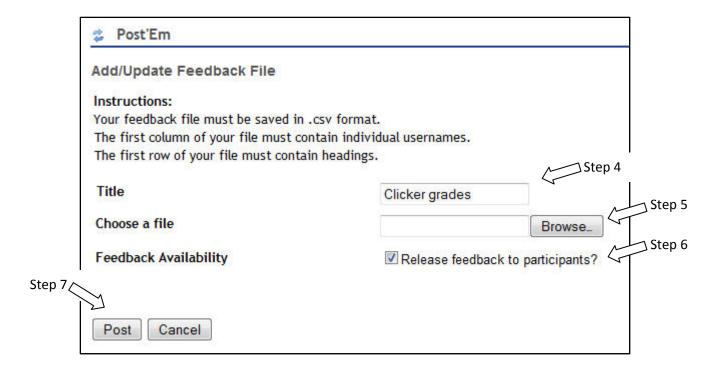
## **Upload to Sakai using Post'Em Tool**

- 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 Doucments/PRS/Export. Click Open.
- 6. Next to Feedback Availability, check the box to "Release feedback to participants."
- 7. Click Post.

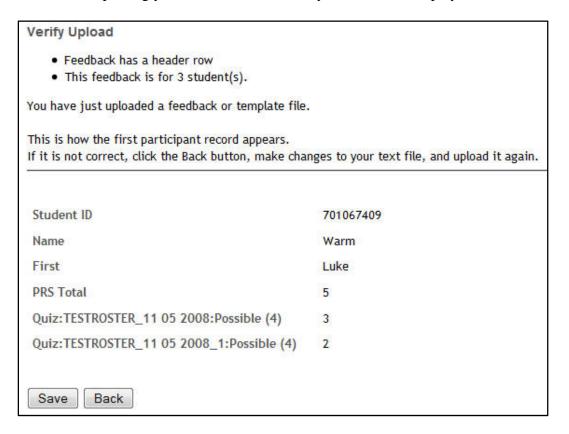


NOTE: Students will not be able to view their grades in the uploaded file unless you have checked the "Release feedback to participants" box while posting. If you did not select this box, you will need to upload the file again in order to make it available to them and check the box.

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



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



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.



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

