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The following regulatory statements apply to radio frequency and infrared transmitters and receivers mentioned in this manual, including the ResponseCard RF, ResponseCard RF LCD, ResponseCard IR, ResponseCard XR, ResponseCard NXT, QT Device, CPS IR, CPS Pulse, CPS Spark, Gen 2, PRS RF, PRS IR, DualBoard, Touch Board, Touch Board Plus, MeetingBoard, SchoolBoard, iPannel, Mobi, MobiView, MobiKWIK, Mobi Learner, Mobi 360 and their respective receivers.

### **FCC Statement**

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### IC Statement

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

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# **ABOUT CPS**

The Classroom Performance System™ (CPS) software performs three main functions:

- Create and/or import classes, students, lessons, assignments and standards.
- Administer student response sessions based on the created and/or imported lessons, assignments and standards.
- Generate reports based on collected session data.

This chapter covers the following sections:

Technical Requirements
Compatible Devices
Getting Started
Hardware Setup
Configuring Settings

# **Technical Requirements**

### Minimum System Requirements PC:

- Microsoft Windows 7 or 8 (32 or 64 bit)
- Intel Core 2 Duo processor (2 GHz or higher recommended)
- 2 GB RAM
- 1 GB hard disk space for installation
- 1024 x 768 resolution at 24-bit color or higher
- Standard USB 2.0 port (2)
- Microsoft Office 2007, 2010 or 2013 (32-bit ONLY)

# **Compatible Devices**

The following devices are compatible with CPS:

Clicker	Receiver	
CPS IR clicker	CPS IR receiver	<ul> <li>The infrared (IR) receiver supports up to 64 CPS IR clickers.</li> <li>The IR receivers can accept signals from IR clickers up to 60 feet away within a direct line-of-sight.</li> </ul>
CPS Spark clicker CPS Pulse clicker	CPS Pulse RF receiver	The CPS Pulse Radio Frequency (RF) receiver supports up to 500 CPS Spark and/or CPS Pulse clickers.
		<ul> <li>The RF receivers can accept signals up to 150 feet away and do not require a line-of-sight to accept signals from the clickers.</li> </ul>



Clicker	Receiver	
ResponseCard NXT	Turning Technologies RRRF-03 receiver RRRF-04 receiver	<ul> <li>The Turning Technologies RRRF-03 and RRRF-04 receivers support up to 1000 clickers per receiver.</li> <li>The RF receivers can accept signals up to 200 feet away and do not require a line-of-sight to accept signals from the clickers.</li> </ul>

### **IMPORTANT**

ResponseCard NXT requires programmed Device IDs to work with CPS. For information on how to program Device IDs, see *Programming ResponseCard NXT Device IDs*.

# **Getting Started**

This section covers the following topics:

Downloading and Installing CPS Installing CPS from the CPS Installation Disc Creating a Database Opening a Database

# Downloading and Installing CPS

### **Prerequisites**

Please verify that your computer meets the *Technical Requirements* before downloading CPS.

- 1 Go to www.turningtechnologies.com/responsesystemsupport/downloads.
- 2 Below Polling Software, click CPS.
- **3** Below *Download Options*, click the link of the **appropriate version**.
- 4 Enter the required information and click Submit.
- 5 Click the Click to Download icon.
  The End User License Agreement Statement window appears.
- 6 Click Accept.

The CPS file downloads.

- **7** Once the download is complete, double-click the file.
  - The CPS Installation window will appear.
- 8 Double-click Install CPS and/or CPS PPT in the installation window.
- 9 Follow the on-screen prompts.
- 10 Click Install.
- 11 After the installation is complete, restart the computer.

A CPS and/or CPS for PowerPoint icon appears on the desktop.



# Installing CPS from the CPS Installation Disc

CPS can be installed from an installation disc.

### WARNING

You must have administrative privileges to install the software. If you do not have administrative privileges, contact your IT department.

- 1 Insert the CPS installation disc into the DVD-ROM drive.
- 2 If prompted, click Run Install.exe. Otherwise, locate the DVD drive and click Install.exe. The Install window appears.
- 3 Click Install CPS or Install CPS PPT.

The InstallShield Wizard window appears.

**4** Follow the on-screen prompts and click **Finish** to complete the installation.

The CPS or CPS for PowerPoint icon now appears on the desktop.

**5** After the installation is complete, restart the computer.

A CPS and/or CPS for PowerPoint icon appears on the desktop.

# Creating a Database

A CPS database contains class information, lessons and questions, team activities, standards and student performance data for sessions already administered.

Open CPS from the desktop icon.

The CPS - Open or Create New CPS Database window appears.

### NOTE

If you are already in a CPS database, click **File**, select **New Database** and go to step 4.

- 2 Select Create a new CPS database.
- 3 Click OK.

The New CPS File window opens.

- 4 Select the location to save the file.
- 5 Click New Folder to create and name the folder to store your CPS database.
- 6 Enter a **name** for the database file in the *File name* and click **Save**.

### TIP

When moving the database from one location to another, copy the folder that contains the database so all associated files are also moved. Always use the latest version of the database.





# Opening a Database

CPS automatically opens the last used database each time it opens. To access a different database, open CPS.

### NOTE

If the last database used is no longer available because you renamed, deleted or moved the file, an error message appears. You can create a new database or open an existing CPS database. To create a new database, see *Creating a Database*.

- In CPS, click File and select Open Database.
   The Open CPS File window appears.
- 2 Select the CPS database to open.
- 3 Click Open.

### NOTE

If the database requires a password, enter the password in the Enter Password field and click **OK**.

# **Hardware Setup**

Participants interact with CPS through clickers that communicate through a receiver. The CPS response system uses either infrared (IR) or radio frequency (RF) technology. See **Compatible Devices** for a list of supported devices.

This section covers the following topics:

**CPS Receiver Setup** 

Changing the Channel on RF Receivers

Changing the Channel on a CPS Pulse Clicker

Changing the Channel on a CPS Spark Clicker

Programming ResponseCard NXT Device IDs

Changing the Channel on a ResponseCard NXT

# CPS Receiver Setup

- 1 Plug the CPS receiver into an available USB port on your computer.
- 2 Double-click the CPS desktop icon to open CPS.
- **3** CPS automatically detects your receiver settings. If the receiver is not automatically detected, follow the steps below.
  - a Click the Turning Technologies to icon in the notification area

    A Click the Turning Technologies to icon in the notification area

    Manager from the menu.
  - b Click Options and select Discover Devices.
     Device Manager displays an icon of your receiver with a green check mark to show it is connected.

# Changing the Channel on RF Receivers

The clickers and receiver need to be set to the same channel to communicate.



- 1 Plug the receiver in to an available USB port and open CPS.
- 2 Click the Turning Technologies icon in the notification area and select Device Manager.
- 3 Select the receiver and then click the **wrench icon** . Alternatively, right-click on the receiver and select **Properties** from the menu.

The Receiver Properties window opens.

- 4 Locate (RR)RF Receiver Options and click the arrows next to Base Channel to adjust the channel number or click once on the channel number and use the keyboard to input a new channel number.
- 5 Click **OK** to save the channel number.

# Changing the Channel on a CPS Pulse Clicker

The clickers need to be set to the same channel as the receiver when polling.

- 1 Press the **Power (**1) button.
- 2 Simultaneously press both arrows ( ) and release.
- 3 Press the + button.Channel appears on the screen.
- 4 Enter the two-digit channel number.

### NOTE

The channel number must be between 01 - 75.

- 5 Press the Enter button.
  Clicker # appears on the screen.
- 6 Enter the number found on the front of the clicker.
- 7 Press the Enter button.
  A summary appears on the screen, and the clicker turns off.

# Changing the Channel on a CPS Spark Clicker

The clickers need to be set to the same channel as the receiver when polling.

- 1 Press the **Power (b**) button.
- 2 Simultaneously press both arrows ( ) ( ) and release
- 3 Press the button.
  Channel appears on the screen.
- 4 Enter the first digit of the channel number by pressing the button to increase the number or the button to decrease the number.

### NOTE

The channel number must be between 01 - 75.



- **5** Press the **right arrow** ( ) to advance to the second digit and repeat step 4.
- 6 To save the channel number, press the **right arrow** Clicker # appears on the screen.
- 7 Repeat steps 4 5 to enter the number on the front of the clicker.
- 8 Press the **right arrow** ( ) to save the clicker ID.

  A summary appears on the screen, and the clicker turns off.

# Programming ResponseCard NXT Device IDs

A ResponseCard NXT requires a programmed Device ID for use with CPS. ResponseCard NXT can be programmed with the ResponseCard Programmer or by following the steps below. For more information about the ResponseCard Programmer, contact Turning Technologies toll-free at 1.866.746.3015 or email support@turningtechnologies.com.

### NOTE

ResponseCard NXT is required to be on firmware 2.1.1 or higher.

- 1 Press the Enter button to "wake-up" the ResponseCard NXT.
- 2 Press the right function key below the Wrench icon.
- 3 Use the right arrow to scroll to **Device Info** and press the **Enter** button.
- 4 Press the Channel button twice, the ABC button and finally the Enter button.
- 5 Enter the new numeric **Device ID** using keys '0' to '9'.

### NOTE

Entering '000000' will reset the Device ID to factory default.

**6** Press the **Enter** button.

The programmed Device ID appears on the screen.

# Changing the Channel on a ResponseCard NXT

The ResponseCard NXT needs to be set to the same channel as the receiver when polling.

- 1 Press the Channel button.
- 2 Use the **number pad** to enter the new channel number.
- **3** Press the **Enter** button.

# **Configuring Settings**

This section covers the following topics:

Setting Delivery Options Setting a Database Password Enabling Quick Start Mode



# Setting Delivery Options

Each delivery mode has specific configurable features. You can configure these options through the CPS - Delivery Options window.

Delivery Options allow you to set and manage teacher-managed options. The Delivery Options window consists of five tabs:

- **Teacher Managed** Set teacher managed options such as session display settings. The settings apply to any teacher-managed lessons. Options are enabled for all future applications.
- Feedback Grid Optimize clicker responses by adjusting the time interval and the number of clickers displayed for the Question Preview.
- KWIK Screen Configure MOBI screen display settings.
- Team Activities Team activity settings for the There It Is! activity.
- Receiver Configure and test receivers. Click Show Device Manager to open Device Manager directly from CPS.

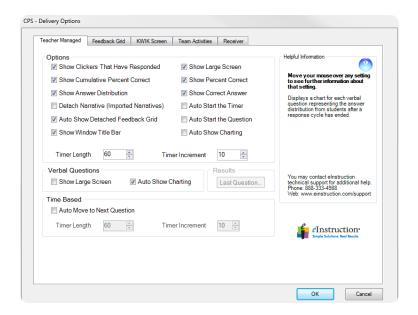
The *Delivery Options* window can be accessed in the following ways:

- In the Settings menu, select Delivery Options.
- On the Engage toolbar, click Options.
- In the Standard mode *Engage* window, click the **Options** icon.
- In the Teacher Led Engage window, click Options.
- In the Challenge Board *Engage* window, click the **Options** menu.

## **Teacher Managed Delivery Options**

### **Options**

- Show Clickers That Have Responded Alters the on-screen appearance of the
  CPS clicker numbers during the response
  cycle to either remain displayed in blue or
  flash when the answer is sent and then
  remain white.
- Show Cumulative Percent Correct Displays the cumulative percent of correct
   answers for the session in the Feedback
   Grid after the response cycle ends.
- Show Answer Distribution Displays the number of students who responded to each answer choice for a question after the response cycle ends.
- Detach Narrative (Imported Narratives)
  - Creates a button on the *Feedback Grid* for questions with narratives imported from ExamView so the user can choose whether or not to show the associated narrative with the question in the *Content Delivery* window.
- Auto Show Detached Feedback Grid Detaches the Feedback Grid from the Content Delivery window during a
  response cycle.
- **Show Large Screen** Displays questions in the *Content Delivery* window. The *Content Delivery* window contains the questions and answer choices for each question.





• Show Percent Correct - Displays the percentage of students that correctly answered the question after the response cycle ends.

- **Show Correct Answer** Displays the correct answer to the question as a green check mark in the *Content Delivery* window after the response cycle ends.
- Auto Start the Question Automatically starts the response cycle.
- Auto Start the Timer Automatically begins the question timer when the response cycle is started.
  - Timer Length Changes the default length of time displayed in the Content Delivery window during a response cycle.
  - **Timer Increment** Changes the default increment of time change when using the + and sign displayed in the *Content Delivery* window during a response cycle.
- Auto Show Charting Automatically displays the Charting window after the response cycle ends.

### **Verbal Questions**

- Show Large Screen Displays the Content Delivery window and Feedback Grid when you engage a verbal question.
   This allows you to type in a question and the answer text that are then recorded. If this option is not selected, only the Feedback Grid is displayed.
- Auto Show Charting Automatically displays the Charting window after the response cycle ends.

### **Time Based**

- Auto Move to Next Question Automatically advances to the next question after the response cycle ends.
  - **Timer Length** Changes the length of time a question is displayed in the *Content Delivery* window during a response cycle before automatically moving to the next question.
  - **Timer Increment** Changes the increment of time change when using the + and sign displayed in the *Content Delivery* window during an automatic advance response cycle.

# Setting a Database Password

Use the password option to protect your database.

### NOTE

You can import or build lessons or standards from a password-protected database without a password.

Click Settings.



- 2 Select Passwords.
  - The Edit Password window appears.
- 3 Select the box labeled Enable Password Protection for this CPS database.
- 4 Enter and confirm your password.
- 5 Create a hint or reminder question to help you remember the password.
- 6 Click **OK** to save your password protection information.

### TIP

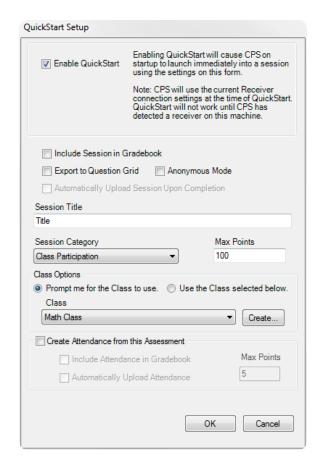
To disable the password function, click **Settings** and select **Passwords**. Remove the check from the box labeled **Enable Password Protection for this CPS database**. Click **OK** to save your settings.



# Enabling Quick Start Mode

Quick Start mode opens a session on startup.

- 1 Click Settings.
- 2 Select QuickStart Setup. The QuickStart Setup window appears.
- 3 Select the box labeled Enable QuickStart.
- **4** Optionally, set the following options in the *QuickStart Setup* window:
  - Include Session in Gradebook Records grades from the session in the Gradebook.
  - Export to Question Grid Generates a Question Grid Report as an Excel file to display results.
  - Anonymous Mode Records performance data without associating it to individuals.
  - Automatically Upload Session Upon
     Completion Uploads performance data to a
     specified learning management system (LMS) at
     the end of a session.
  - Session Title Enter the name of your session.
  - Session Category Select a category for the lesson.
  - Max Point Enter the maximum number of points a session can total.
  - Class Options Assign a class to the lesson or a click Create to create a new class.
  - Create Attendance from this Assessment Generates an attendance assessment from the session. The assessment can be recorded in the Gradebook, and if an LMS is used, can be uploaded to your learning management system at the end of the session. Also enter the points given for attendance.
- 5 Click OK.





# PREPARE

This chapter covers the following sections:

Classes and Students Standards Lessons and Assessments Team Activities

# **Classes and Students**

A class contains student names and information, such as Student ID and Pad ID. A database contains one or several classes.

This section covers the following topics:

Creating a Class Roster
Adding Students to a Class Roster
Copying Students to a Class
Editing Student Information
Editing Class or Teacher Information
Importing a Class from another CPS Database
Importing a Class from a CSV File
Deleting a Class
Deleting a Student

# Creating a Class Roster

A class roster contains student names, Student IDs and Pad IDs.

1 Click the **Prepare** tab and select the **Classes and Students** tab.



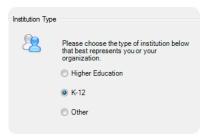
2 Click New and select Class.
The CPS - New Class Wizard window appears.



3 Select the appropriate institution.

TIP

Select **K-12** as the institution type unless a CPSOnline account has been created. Selecting **Higher Education** requires a CPSOnline Username and password. For further information, see **Creating a CPSOnline Account**.

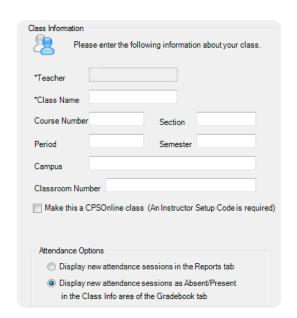


4 Click Next.

### **NOTE**

If this is the first time creating a CPS class, enter your contact information and click **Next**. If you have previously created a CPS class, your contact information will autopopulate. You will automatically move to the *Class Information* page.

- **5** Enter the **Class Name** and any optional fields pertaining to the class. The optional fields are:
  - Course Number Course number assigned by your school.
  - Section Section number for your class.
  - Period- Period in which you hold your class.
  - Semester Semester during which you teach your class.
  - Campus Building or campus where you teach your class.
  - Classroom Number Room number for your class.
  - Make this a CPSOnline class (An Instructor Setup Code is required) - Leave the box in front of this option blank.
  - Attendance Options This is the location where you store your attendance records in CPS. You can view the attendance as a grade in the Assessments area of the Report tab or as Absent/Present in the Class Info area of the Gradebook tab in the Report section.



TIP

Attendance records can be saved in the *Reports* tab for future exporting. Additionally, saving attendance records in the *Reports Gradebook* allows you to use the internal gradebook feature.

- 6 Click Next.
- 7 Click **Next** to create your class or click **Back** to review your information.
- 8 When finished, click Done to close the CPS New Class Wizard.
  To create an additional class, select the option I want to make another class.



### NOTE

To edit the class name or details, click on the **class name** and select **Edit**. To save any changes, click **Save**.

### **Next Steps**

Add students to your class roster. See Adding Students to a Class Roster.

# Adding Students to a Class Roster

After the class has been added to the database, students can be added to the class.

- 1 Click the Prepare tab and select the Classes and Students tab.
- 2 Click New and select Student.
  CPS displays the default student information.
- **3** Enter the student's **first name** in the highlighted field.
- 4 Press the Tab key on your keyboard to move to the next field. First Name, Last Name and Pad ID are required.

TIP

Pressing the **Enter** key on the keyboard saves the information and navigates to the next student data row. CPS automatically assigns the next student a Pad ID number in numeric order.

5 Click Save when finished.

### NOTE

Any class created in the database can be used in conjunction with any lesson delivery mode.

TIP

Click the column headers labeled **First Name**, **Last Name** or **Pad ID** to sort the view.

# Copying Students to a Class

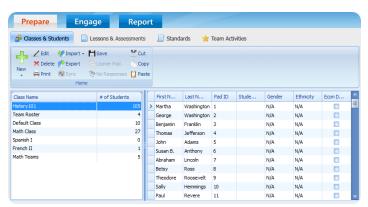
You can copy students from one class roster to another class roster in your database. CPS maintains a link between the student information to ensure any changes to student information (except Pad ID) are reflected in the copied and original class.

- 1 Click the Prepare tab and select the Classes & Students tab.
- 2 Select the class containing the student(s) to be copied. The class roster appears in the right panel.
- 3 Click the student name.

To s

To select multiple students, press and hold the **Ctrl** key while clicking each student name.

- 4 Click Copy Copy when the desired student or students are selected.
- 5 Select the class into which you want to copy the student(s).





The class roster appears in the right panel.

6 Click Paste Paste

The student information appears in the class roster.

### **IMPORTANT**

The Pad ID can be set to a different number in each class. However, changes made to other student information will update in any class into which the student was copied. This is only true for students who have been copied from one class to another, not for classes that have been copied.

# Editing Student Information

- 1 Click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Select a class name to display the students in the class.
- 3 Click the student data field that contains the student information you want to edit. A cursor appears in the selected data field.
- 4 Edit student information in the data field that contains the cursor.
- 5 Click Save from the toolbar.
- 6 Repeat steps 3 5 to edit additional student information from the class roster.

Gradebook.

# Editing Class or Teacher Information

- 1 Click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Select a class name to edit.
- 3 Click Edit.

The CPS - Class Information window appears.

- 4 Select the Class Information or Contact Information tab.
- **5** Edit any of the onscreen options.

Class Name	The name of the class roster. (Required)		
Course Number	The course number assigned by your school. (Optional)		
Section	The section number for your class. (Optional)		
Period	The period in which the class is held. (Optional)		
Semester	The semester during which the class is taught. (Optional)		
Campus	The building or campus name where the class is taught. (Optional)		
Classroom Number	The room number of the class. (Optional)		
	This options designates where the attendance reports are stored in CPS.		
Attendance Options	Display new attendance sessions in the Reports tab as a grade in the Gradebook.		

• Display new attendance sessions as Absent/Present in the Class Info area of the





- 6 Click Save to save any changes.
- 7 Click **Done** to close the CPS Class Information window.

# Importing a Class from another CPS Database

A class roster can be imported from an existing CPS database.

- 1 Click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Click the Import icon and select Other Sources. The CPS - Import Class Wizard window appears.
- 3 Select CPS Database from the list and click Next.
- 4 Click Browse.

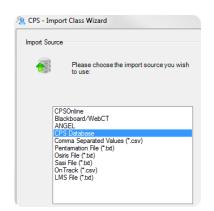
The Open window appears.

**5** Browse to the location of the database containing the class or classes to import and click **Open**.

A list of the available classes within the database is displayed.

- 6 Select each class to be imported or to select all the classes in the database, select the box labeled Select All.
- 7 Click Next.
- 8 Click Done.

CPS imports your class roster and the displays the class information.



# Importing a Class from a CSV File

A class roster can be imported from a Comma Separated Values (CSV) file format into CPS. The comma-delimited roster file must contain the following required column headings for CPS to correctly import the file and can contain the optional headings in the following format.

Required Column Heading	Data Field	Allowed Values
FIRST or FIRSTNAME	First Name	Alpha Numeric
LAST or LASTNAME	Last Name	Alpha Numeric

Optional Column Heading	Data Field	Allowed Values
PADID	Pad ID #	Numeric
STUDENTID	Student ID #	Alpha Numeric
GENDER	Gender	Female, Male and N/A
ETHNICITY	Ethnicity	American Indian, Caucasian, Asian, Hispanic, Alaskan Native, Pacific Islander, African American
ECONDISADV	Economically Disadvantaged	TRUE or FALSE



### **WARNING**

Do not put a space between words in the headings.

For example, do not put a space between the words "Student" and "ID."

### **NOTE**

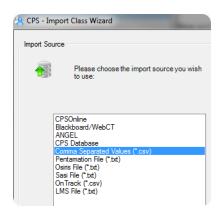
The student will retain the assigned Pad ID number. If this column is excluded, CPS automatically assigns Pad ID numbers in numeric order when each student's data is imported.

- 1 Click the Prepare tab and select the Classes and Students tab.
- 2 Click the Import icon and select Other Sources. The CPS - Import Class Wizard window appears.
- 3 Select Comma Separated Values (\*.csv) from the list and click Next.
- 4 Click Browse.

The *Open* window appears.

- **5** Browse to the location of the file and click **Open**.
- 6 Select an Instructor from the Select Instructor window and click OK.
  CPS names the class the same name as the imported CSV file.
- 7 Select the class name, or to select all available classes, select the box labeled Select All.
- 8 Click Next.
- 9 Click Done.

CPS imports your class roster and the displays the class information.



### NOTE

After the import is complete, the roster can be edited in CPS. See *Editing Student Information* or *Editing Class or Teacher Information*.

# Deleting a Class

You can delete a class from the list of classes in a CPS database. Deleting a class also deletes any student information within that class roster.

### **WARNING**

Deleting a class cannot be undone.

- 1 Click the Prepare tab and select the Classes & Students tab.
- 2 Select the name of the class to delete.
- Click Delete.
- 4 Click **OK** to confirm the deletion or click **Cancel** to quit this action.

# Deleting a Student

You can delete one or more students from a class roster. The student's information and grades will also be deleted from the class roster.



### NOTE

Deleting a student who is copied into another class roster will not delete that student from the other class roster

- 1 Click the Prepare tab and select the Classes & Students tab.
- 2 Select the name of the **class** containing the student(s) to delete.
- 3 From the right panel, click the student(s) to delete.

TIP

To select multiple students, press and hold the **Ctrl** key while clicking each student name.

- 4 Click Delete.
- **5** Click **OK** to confirm the deletion or click **Cancel** to guit this action.

# **Standards**

CPS Standards enable you to create an outline of the state, district or school level standards that apply to a certain grade level or course of study. You can identify these standards by different types, according to the appropriate requirements. Standards in the open database appear so that you can associate them with each question.

This section covers the following topics:

Downloading State Standards
Importing State Standards
Creating Standards
Editing Standards
Editing Questions in a Standard
Deleting a Standard
Deleting Questions from a Standard

# Downloading State Standards

You can download state and national standards from elnstruction® by Turning Technologies.

- 1 Go to http://legacy.einstruction.com/support\_downloads/content/cpscontent/index.html.
- 2 Click the Find State Standards link.
- 3 Select a **state** from the drop-down menu and click **Go**.
- 4 Click the file name to download.
- 5 Save the file.

The file is saved as a CPS database file.

TIP

It is recommended to create a folder in the same directory as the current CPS databases, name the folder *Standards* and save the state standards to this folder.

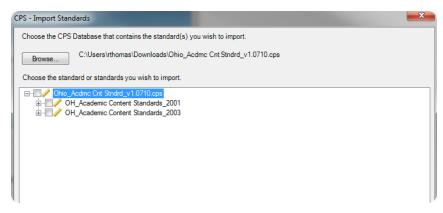
### **Next Steps**

After the state standards are downloaded, import the standards into CPS. For more information about importing state standards, see *Importing State Standards*.



# Importing State Standards

- 1 Click the **Prepare** tab and select the **Standards** tab.
- 2 Click Import from the toolbar. The CPS - Import Standards window appears.
- 3 Click Browse and browse to the location of the database containing the standards.
- **4** Select the file and click **Open**. The *CPS Import Standards* window appears.
- 5 Select the standard(s) to import and click OK.



# Creating Standards

You can create standards to associate with lessons and questions.

- 1 Click the **Prepare** tab and select the **Standards** tab.
- 2 Click New from the toolbar.
  The CPS Standard Attributes window appears.
- **3** Enter a **name** for the standard in the *Title* field.
- 4 Enter a description in the Details field.
- 5 Enter a **number or unique identifier** in the *Code* field.
- 6 Click the *Type* drop-down menu and select the type of standard.

### NOTE

The type helps identify why the standard is in place. The drop-down menu contains more than 20 different standard types.

- 7 If Grade was selected in the Type list, click the Grade drop-down menu and select the grade level to which the standard applies.
- 8 Click the *Org* drop-down menu and select the **state** associated with the standard.
- **9** Click **Save and Create New** if you want to create a new standard, or click **Save and Close**. The standard appears in the left pane below the database name to which it has been added.





# Editing Standards

- 1 Click the **Prepare** tab and select the **Standards** tab.
- 2 Click the standard to edit.
- 3 Click Edit.

The CPS - Standard Attributes window appears.

4 Edit your standard attributes and click Save and Close.

# Editing Questions in a Standard

- 1 Click the **Prepare** tab and select the **Standards** tab.
- 2 From the left pane, click the **standard** containing the question(s) to edit.
- 3 From the right pane, click the question(s) to edit.

TIP

To select multiple questions, press and hold the Ctrl key while clicking each of the questions.

4 Click Edit.

The CPS - Question Author window appears.

- 5 Edit the question and click 🕌 to save and move on to the next question to edit.
- 6 When finished, click Close to exit the CPS Question Author window and return to the standard.

# Deleting a Standard

- 1 Click the **Prepare** tab and select the **Standards** tab.
- 2 Click the standard(s) to delete.
- 3 Click Delete.

A confirmation message appears.

### WARNING

Deleting standards associated with session data may affect your reports. Any CPS questions or child-level standards, belonging to the deleted standards will also be deleted. Deleting standards cannot be undone.

4 Click OK.

# Deleting Questions from a Standard

- 1 Click the **Prepare** tab and select the **Standards** tab.
- 2 From the left pane, click the **standard** containing the question(s) to delete.
- 3 From the right pane, click the question(s) to delete.

TIF

To select multiple questions, press and hold the **Ctrl** key while clicking each of the questions.



### 4 Click Delete.

A confirmation message appears.

### **NOTE**

Only the selected question(s) are deleted. The standard remains.

5 Click OK.

# Lessons and Assessments

Lessons and assessments can be created in CPS or imported from pre-existing CPS lessons or databases. Lessons can be organized into folders in a database. New lessons can be created as parent-level or child-level lessons.

Creating Folders

**Creating Lessons** 

Questions

Creating a FastGrade Lesson

Building a Lesson from Pre-Existing Lessons

Formatting an RTF Document

Importing a Lesson from Microsoft Word

ExamView and CPS

Importing a Pre-existing Lesson from a CPS Database

Exporting Mac Lessons to a PC

Importing Mac Lessons to a PC

Exporting PC Lessons to a Mac

Importing PC Lessons to a Mac

**Deleting Lessons and Questions** 

# Creating Folders

Organize lessons and folders in a database by creating parent folders.

- 1 Click the **Prepare** tab and select the **Lessons and Assessments** tab.
- 2 In the left pane, click the database name.
- **3** Click the **New** icon from the toolbar and select **Folder**. The *Folder Details* window appears.
- 4 Enter a name for the folder and click **OK**.

# Creating Lessons

Create lessons to add interactive questions to collect student data.

- 1 Click the **Prepare** tab and select the **Lessons and Assessments** tab.
  - To create a parent-level lesson, click the database name.
  - To create a child-level or sub-level lesson, click the lesson or folder name.



2 Click the New icon from the toolbar and select Lesson. The CPS - Lesson Attributes window appears.

- **3** Enter a **name** for the lesson in the *Title* field.
- 4 Optionally, enter a description or unique identifier. You may also choose a delivery style to support various assessment answer options, such as ABCD / FGHI.

### **NOTE**

A picture file (JPEG, BMP, or GIF) can be added by clicking **Browse**. The picture file will appear when the lesson is engaged in *There It Is!* mode.

5 Click OK.

### **Next Steps**

Add questions to your lesson. See **Adding Questions to a Lesson**.

# Questions

After you create a lesson or folder, you can populate it with questions. There are several question types and formatting options in the *Question Author*. For more information about the CPS Question Author, see *Using the CPS Question Author*. For information about adding graphics to questions, see *Adding Graphics to Questions*.

This section covers the following topics:

Adding Questions to a Lesson
Using the CPS Question Author
Adding Graphics to Questions
Adding Notes and Media to a Question
Associating Questions to Standards
Editing Questions
Copying Questions to Other Lessons
Creating Chalkboard Questions

### Adding Questions to a Lesson

1 Click the **Prepare** tab and select the **Lessons and Assessments** tab.

### **TIP**

Before creating a question, set the default font to apply a font style and size to current and future questions. Click **Settings** and select **Default Font**.



- 2 Click the lesson or folder to add the questions.
- 3 Click New and select Question.
  The CPS Question Author window appears.
- **4** Click the first drop-down menu from the *Format* group to select a question type.

### TIP

For more information about question types and templates, see *Using the CPS Question Author*.

5 Click the *Template* drop-down menu to select the type of **question graphic**.

# CPS - Question Author - Question 44 | CPS - Question Author - Question 45 | New Save Close | M | B / U | S | X | M | S | Color | Template - Te

### NOTE

Select **No Graphics** if you do not wish to include a graphic in either the question or answer text.

- **6** Enter the **question text** in the question box of the selected template.
- 7 Enter the **answer text** in the answer boxes of the selected template.
- 8 Optionally, click the **check box** next to the correct answer.
- 9 If multiple correct answers are selected:
  - Click All Correct if all correct answers must be selected to receive credit.
  - Click Any Correct if any of the correct answers can be selected to receive credit.
- 10 Click Save + Next 📸 to save and move to the next question.
- 11 Repeat steps 4 9 to add additional questions to the lesson.
- 12 When finished, click the **Save** icon and then **Close** from the toolbar.

# Using the CPS Question Author

The CPS Question Author allows you to change your question type and template, edit the font, associate standards to your questions, define delivery options and navigate through lesson questions.

The CPS Question Author toolbar consists of five groups to create, format, proof and define delivery options for lesson questions.

Group	Task	
Navigate	Create a new question.	
	Save the current question.	
	Close the CPS - Author window.	
	<ul> <li>Save the current question and move to the next or previous question.</li> </ul>	
Font	Format the text appearance by selecting font type, size, color, style and additional characters.	



### Group Task

### **Format**

Select the question type and template.

- From the first drop-down menu, select the question type.
  - MC2 MC10 These labels are Multiple Choice questions where the number indicates the number of answer choices.
  - Short Answer Short Answer questions require a text answer of 20 characters or less.
  - **Essay** Essay questions require a text answer of 140 characters or less. Essay questions are only displayed in the following reports: Study Guide, Response and Raw Response Data Export. Essay questions are not available in SMA mode on CPS Pulse Response Pad or in Homework mode.
  - AS2 AS10 Answer Series are questions that require the ordering of 2 to 10 answers.
  - **Numeric** Numeric questions require a number as an answer, can include decimal place and ranges (+/-).
  - T/F True/False questions require an answer of True or False.
  - Y/N Yes/No questions require an answer of Yes or No.
  - **Performance Question** Performance questions are open-ended questions associated with rubrics that divide the total points available for the question into multiple categories.

### **NOTE**

Short Answer, Essay, Answer Series and Numeric question types can only be used with the CPS Pulse clicker and the ResponseCard NXT.

- From the *Template* drop-down menu, select the **question template**.
  - Chalkboard Create custom images or drawings to add to questions and enables the Show Question icon.
  - No Graphics Select if you do not want to add any graphics to question or answers.
  - Add Graphics Add JPEG, GIF or BMP files to question and/or answers and enables the Draw Question icon.

### Options

Set delivery and question options.

- Click the *Engage* drop-down menu to select **delivery options** for the question.
  - · Show question image after response.
  - Show image full screen.
  - Exclude question from Self-Paced and Practice Assessments.
  - Engage as FreeForm.
- Click the Question drop-down to select question options.
  - · Associate the question with a standard.
  - Assign a category to the question.
  - Include notes and media with the guestion.
  - · Assign a difficulty level to the question.

### Proofing

- Preview Preview the current question.
- **Spelling** Check the spelling now, check the spelling when you save the question or change the Spell Checker options.



# Adding Graphics to Questions

Graphics file types JPEG, GIF or BMP can be uploaded to questions. Custom images or drawings can also be added to questions with the Chalkboard template.

**TIP** 

For more information about creating custom images, see Creating Chalkboard Questions.

- 1 Click the **Prepare** tab and select the **Lessons and Assessments** tab.
- 2 Click the **lesson name** containing the question to which you want to add a graphic and select the **question** from the right panel.
- 3 Click Edit.

The CPS - Question Author window appears.

- 4 Click the *Template* drop-down menu from the toolbar and select **Add Graphics**.
- 5 Select the graphic style.
- 6 Right-click inside the graphic area. A shortcut menu appears.
- 7 Click Browse.

The Set Image File window appears.

- 8 Navigate to the desired graphic file and select the **file name**.
- 9 Click Open.
- 10 Click Save + Next by to move to the next question, or click the Save drop-down menu and select Save and Close to save this question and close the CPS Question Author window.

# Adding Notes and Media to a Question

Notes and media files (audio files, video files, text documents, HTML files and web pages) can be added to a CPS question. The notes and media files can be accessed from the Notes icon at the bottom of the Feedback Grid when you engage a question. There is an option to display the notes and media files during or after engaging the question.

- 1 Click the Prepare tab and click the Lessons and Assessments tab.
- 2 Click the **lesson name** containing the question to which you want to add a note or media file and select the **question** from the right panel.
- 3 Click Edit.

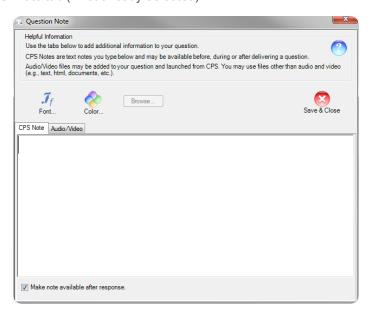
The CPS - Question Author window appears.

4 Click the Question drop-down menu and select Notes and Media.

The Question Note window appears.



5 To add a note, click the CPS Note tab (if not already selected).

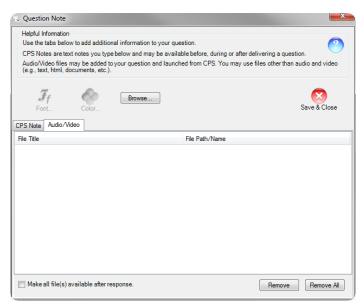


- a Enter your note.
- **b** Optionally, click the **Font** and/or **Color** icons to change the font, font size or color of the note.

### **NOTE**

The **Make note available after response** option is selected by default. If checked, the note will appear after the students respond. If not checked, the note will display during the student response.

6 Click the Audio/Video tab to add medial files to a question.



**a** Click **Browse** to add the media files. The *Add Files* window appears.



**b** Navigate to the desired media file and select the **file name**.

TIP

To select multiple media files, press and hold the **Ctrl** key while selecting the file names.

c Click Open.

### NOTE

To remove a media file, click the file name below *File Title* and click **Remove**. To remove all media files, click **Remove All**.

### **NOTE**

The **Make note available after response** option is not selected by default. If checked, the note will appear after the students respond. If not checked, the note will display during the student response.

7 Click **Save and Close** to save and return to the *CPS* - *Question Author*.

# Associating Questions to Standards

You can associate one or more specific standards to a question using the CPS - Question Author.

- 1 Click the **Prepare** tab and click the **Lessons and Assessments** tab.
- 2 Click the lesson name containing the question to which you want to associate the standard and select the question from the right panel.
- 3 Click Edit.

The CPS - Question Author window appears.

4 Click Question and select Standards.

The CPS - Question Standards window appears.

- **5** Select the **standard(s)** to associate with the question.
- 6 Click **OK** to save the association and return to the CPS Question Author.
- 7 Click Save + Next 📸 to move to the next question, or click the Save drop-down menu and select Save and Close to save this question and close the CPS Question Author window.

### Editing Questions

- 1 Click the Prepare tab and select the Lessons and Assessments tab.
- 2 Click the lesson name containing the question to edit and select the question from the right panel.
- 3 Click Edit.
  - The CPS Question Author window appears.
- 4 Edit the question.
- 5 Click Save + Next to move to the next question, or click Save and select Save and Close to save this question and close the CPS Question Author window.



# Copying Questions to Other Lessons

- 1 Click the Prepare tab and select the Lessons and Assessments tab.
- 2 Select the question(s) to copy.

TIP

To select multiple questions, press and hold the **Ctrl** key while clicking each question.

3 Click Copy.

The copied question(s) will appear below your original question(s).

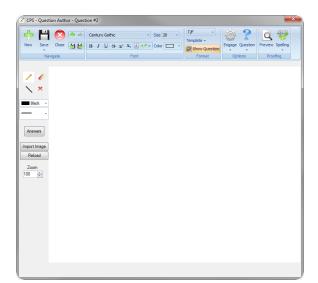
- 4 Click the **lesson name** to copy the question(s).
- 5 Click Paste.

The copied questions appear in the new lesson.

# Creating Chalkboard Questions

Create custom images or drawings to add to questions using the Chalkboard template.

- Click the Prepare tab and click the Lessons and Assessments tab.
- 2 Select the **lesson name** to add the Chalkboard Question.
- **3** Click the *New* drop-down menu and select **Question**. The *CPS Question Author* window appears.
- **4** Click **Template** and select **Chalkboard**. The *Chalkboard Template* appears.
- 5 Use the Chalkboard toolbar on the left side of the CPS -Question Author to add images, draw on the screen or alter the pen settings.



	Pencil	Click to draw on the template
<b>O</b>	Eraser	Click to erase a portion or all of the drawing
\	Line Tool	Click to draw lines on the template
×	Clear Tool	Click to delete entire template
Black ▼	Line Color	Use the drop down menu to select a color



-	Line Width	Use the drop-down menu to select a line width
Answers	Answers	Click to display answer text for the question
Import Image	Import Image	Click to import an image file (JPG, JPEG, GIF, BMP)
Reload	Reload	Click to reload the most recent image file

- 6 When finished creating the image, click **Show Question**.
- 7 Click Save + Next to move to the next question, or click the Save drop-down menu and select Save and Close to save this question and close the CPS Question Author window.

# Creating a FastGrade Lesson

A FastGrade lesson can be used as a supplement to worksheets and other hard-copy instructional materials. Create a FastGrade answer key in CPS prior to presenting the lesson. For more information on engaging a FastGrade lesson, see **Engaging a FastGrade Lesson**.

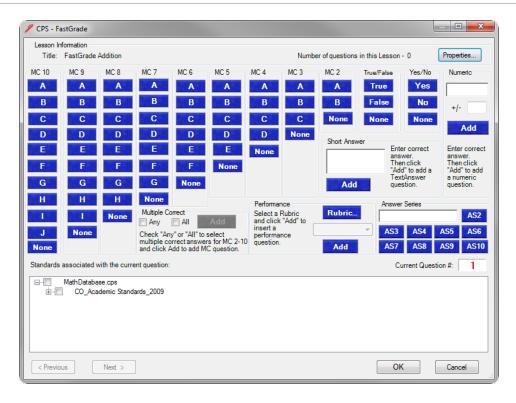
TIP

Have a hard copy of the course material, preferably one that has the correct answers indicated, with you when creating a FastGrade Lesson.

- 1 Click the **Prepare** tab and select the **Lessons and Assessments** tab.
- 2 Select the database or lesson in which the FastGrade Lesson is to be created.
- 3 Click the New drop-down menu from the toolbar and select FastGrade Lesson. The CPS - Lesson Attributes window appears.
- **4** Enter a **name** for the FastGrade lesson in the *Title* field. Optionally:
  - a Enter a description and/or a unique identifier.
  - **b** Select a **delivery style** for Student Paced Assessments, such as ABCD / FGHI.
  - c Click Browse to add a picture file that will appear when the lesson is engaged in There It Is! mode.
- 5 Click OK.

The CPS - FastGrade window appears.





Title	The name entered in the Lesson Attributes window.
Number of Questions	The number of questions that have been added to the FastGrade answer key.
Properties	Click to view and edit the Lesson Attributes window.
Question Type Columns	Click the <b>blue answer box</b> that corresponds to the question type and correct answer for each question.
Numeric/Short Answer	Enter the correct answer and click <b>Add</b> .
Multiple Correct	Allows you to select multiple correct answers. Click <b>Any</b> or <b>All</b> to select multiple correct answers for Multiple Choice question types. Click the correct answers and then click <b>Add</b> .
Answer Series	Allows you to add a question that requires a series of answers in the correct order.
<b>Current Question</b>	The question number you are currently working on.
Standards associated with the current question	Click the <b>standard</b> from the open database to associate with the current question and click the box of the standard to select it.
Previous/Next	Click to move to the previous or next question in your FastGrade answer key.
OK	Click to save FastGrade answer key.

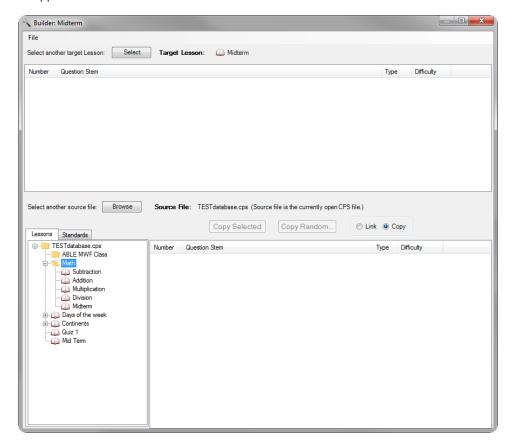
- 6 Click the **blue answer box** that corresponds to the question type and correct answer for each question.
- 7 Repeat step 6 until each question is entered.
- 8 Click **OK** to save the FastGrade answer key.



# Building a Lesson from Pre-Existing Lessons

Use the Lesson Builder to create a lesson of questions from multiple pre-existing lessons and databases.

- 1 Click the **Prepare** tab and click the **Lessons and Assessments** tab.
- 2 Select a lesson from the lesson pane or create a new lesson.
- 3 Click the Builder Builder icon. The Builder window appears.



- 4 Select a lesson from the database open in the bottom left panel.
- 5 Optionally, click the **Standards** tab to select questions associated with standards from the database.
- 6 Click the circle labeled Link or Copy.
  - **a** Link creates a link to the original question. If any changes are made to the original question, the same changes are applied to the question in the lesson created in the Lesson Builder.
  - **b** Copy copies the question from the source and the copied lesson question remains independent of the original question.
- 7 Click the question(s) from the bottom right pane and click Copy Selected or Link Selected to link or copy to the lesson.

TIP

To select more than one question at a time, press and hold the **Ctrl** key while clicking questions.

8 Optionally, click Copy Random or Link Random and select the number of specific question types to include in the



lesson. Click **OK** to complete the random selection.

**9** Close the *Builder* window to return to the *Lessons and Assessments* tab to view the lesson.

# Formatting an RTF Document

Correctly formatted lessons created in Microsoft Word® or other word processor programs and saved as RTF files can be imported for use in CPS. The lesson requires the formatting below to properly import to CPS. For more information about importing an RTF file to CPS, see *Importing a Lesson from Microsoft Word*.

Use the table below to label your title and questions:

Label	Description
TITLE:	Indicates the title of your lesson (required)
Yes/No	Yes or No question type
True/False	True or False question type
Multiple Choice	Multiple choice question type; up to 5 multiple choice answers
Numeric	Questions that require a numerical response
ANS:	Answer to the question (required)
STO: and OBJ:	State objective or standards (not required)
MOE:	Margin of Error (not required). Allows for a range of acceptable answers for numeric questions.
NOT:	Notes (not required)

- 1 Open the document in an outside application, such as Microsoft Word.
- 2 Enter the label **TITLE**: and a title name for your lesson.

**EXAMPLE**TITLE: Biological Sciences - Chapter 1

**3** Enter a **question type label** and press **Enter** to move to the next line.

You are required to number your questions, put a period after the number and press the spacebar once to add one white space.

4 Enter your question text and press Enter to move to the next line.

Enter no more than one line between your question and answer text.

5 Enter your **answer text** on separate lines.

You are required to label your answer choices as a.,b.,c., etc.



#### **EXAMPLE**

Multiple Choice

- 1. Which is the basic unit of life?
- a. Atom
- b. Cells
- c. Organs
- d. Tissue
- 6 Press Enter to move to the next line.
- 7 Enter the label ANS: and enter the correct answer.

#### **IMPORTANT**

Always put your correct answer on a new line. The label **ANS**: and a correct answer are required. The colon and at least one space between the colon and the correct answer are required.

8 Optionally enter the label(s) for **state objectives**, **standards** and/or **notes**. These optional labels can be added to the same line as the answer stem.

## **EXAMPLE**

ANS: B STO: Principles of Biology OBJ: Bio.2.1. NOT: Atoms are the basic units of energy.

- **9** To enter additional questions of the **same question type**, repeat steps 4 9.
- 10 To start a new question type, repeat steps 3 9.

#### **EXAMPLE**

True/False

2. Creationism is the theory that a higher being created life.

ANS: T

Numeric

3. What percentage of the human genome is exactly identical, regardless of race or gender?

ANS: 99.9 MOE: 0.1

11 After all of your questions and answer text are entered save the file as an RTF file.

## **Next Steps**

Import the lesson to CPS. See Importing a Lesson from Microsoft Word.

# Importing a Lesson from Microsoft Word

Lessons created in Microsoft Word or other word processor programs can be imported for use in CPS with proper formatting. The lesson must be saved in the RTF format. For more information on formatting the RTF document, see *Formatting an RTF Document*.

- 1 Click the **Prepare** tab and click the **Lessons and Assessments** tab.
- 2 Click **Import** from the toolbar.

The CPS - Import Lessons window appears.

3 Click Browse.

The *Open* window appears.



- 4 Click the CPS Databases drop-down menu and select RTF files.
- 5 Select the RTF file to import and click Open. The lesson now appears in CPS.

# ExamView and CPS

Content created in ExamView® can be used in conjunction with CPS. The ExamView Test Generator from the ExamView Assessment Suite can use questions created in ExamView to build a test that can also be run in CPS.

This section covers the following topics:

Creating an ExamView Test with the QuickTest Wizard Adding an ExamView Test Bank to a CPS Database

## Creating an ExamView Test with the QuickTest Wizard

## **Prerequisites**

The ExamView Assessment Suite must be downloaded and installed on your computer.

- 1 Open ExamView Test Generator from the icon your desktop.
- 2 Click the QuickTest Wizard \(\bigcirc\) icon or select QuickTest Wizard from the menu bar.
- 3 Enter the Test title and click Next.
- 4 Double-click a folder (if necessary) to display a list of question banks.
- 5 Choose the question banks from which you want to select questions and click Next.
  Click the Folder icon to identify the location of the files if no question banks appear in the list. If you assigned a password to the question bank, you will be prompted to enter the password before you can continue.
- 6 Identify how many questions of each type you want on the test and click Next.
- 7 If prompted, enter the number of matching groups you want the wizard to use when it selects the matching questions you requested.
- 8 Review the test summary and then click Finish to complete the process.
- **9** When you click Finish, ExamView selects the questions based on your responses and displays them in the test document window.

## Adding an ExamView Test Bank to a CPS Database

You can import questions from your ExamView Test Bank to use in CPS. The ExamView test must be saved as a TST file.

- 1 Click the **Prepare** tab and click the **Lessons and Assessments** tab.
- 2 Select the folder or lesson to add the Test Bank.
- 3 Click the Add Files drop-down arrow and select ExamView File. The CPS: Add Files window appears.
- 4 Select the **Test Bank** to import.
- 5 Click Open.

The ExamView Test Bank is added to the CPS database.



# Importing a Pre-existing Lesson from a CPS Database

Import lessons from other CPS databases.

- 1 Click the Prepare tab and click the Lessons and Assessments tab.
- 2 Click Import from the toolbar. The CPS - Import Lessons window appears.
- 3 Click Browse to navigate to the CPS database that contains the lesson(s) to import.
- 4 Select the database and click Open.
- 5 Select the lesson name(s) to import and click OK.
  The lessons are added to the database.

# Exporting Mac Lessons to a PC

A CPS database or lesson created on a Mac can be exported to CPS for PC.

#### **IMPORTANT**

To open a CPS lesson from a Mac on a PC, the file must be saved as CXM file.

- 1 Open CPS from the desktop icon on your Mac.
- 2 Click Lessons.
- 3 Click the name of the database or lesson to export.
- 4 Click Import/Export and select Export to CXM.

  The Save window appears.
- 5 Select a location to save your database or lesson.

TIP

Save the database or lesson(s) to a removable storage device to easily transfer from the Mac to the PC.

6 Click Save.

#### NOTE

Large lessons that contain many questions and/or standards may take a few minutes to export.

## **Next Steps**

Import the CXM file from the Mac to CPS for PC. For more information, see Importing Mac Lessons to a PC.

# Importing Mac Lessons to a PC

After you have exported your CPS lessons as a CXM file on your Mac, you can import the lessons to CPS on your PC.

## **Prerequisites**

Lessons created in CPS on a Mac must be exported as CXM files to be imported to CPS on a PC. For more information, see *Exporting Mac Lessons to a PC*.



- 1 Open CPS from the desktop on your PC.
- 2 Click File and select Import Database.
  The Import Packaged Database window appears.
- 3 Select the CXM file to import.
- 4 Click Open.

The CPS database or lesson that you imported appears in your **Lessons and Assessments** in the *Prepare* tab.

#### NOTE

Large lessons that contain many questions and/or standards may take a few minutes to import.

# Exporting PC Lessons to a Mac

A CPS database or lesson created on a PC can be exported to CPS for Mac.

#### **IMPORTANT**

To open a CPS lesson from a PC on a Mac, the file must be saved as CXM file.

- 1 Open CPS from the desktop on your PC.
- 2 Click the Prepare tab and select the Lessons and Assessments tab.
- 3 Select the name of the database or lesson to export.
  - **a** To export a database, click **File** and select **Export Database**. The *Package and Export Database* window appears.
  - **b** To export a lesson, click **Export** and select **Other**. The *Export* window appears.
- 4 Select a **location** to save your database or lesson.

TIP

Save the database or lesson(s) to a removable storage device to easily transfer from the PC to the Mac.

5 Click Save.

#### NOTE

Large lessons that contain many questions and/or standards may take a few minutes to export.

## **Next Steps**

Import the CXM file from the PC to CPS for Mac. For more information, see *Importing PC Lessons to a Mac*.

# Importing PC Lessons to a Mac

After you have exported your CPS lessons as a CXM file on your PC, you can import the lessons to CPS on your Mac.

## **Prerequisites**

Lessons created in CPS on a PC must be exported as CXM files to be imported to CPS on a Mac. For more information, see *Exporting PC Lessons to a Mac*.

- 1 Open CPS from the desktop icon on your Mac.
- 2 Click Lessons.



3 Click Import/Export and select Import from CXM. The CPS: Open window appears.

- 4 Select the CXM file to import.
- 5 Click Open.

The CPS database or lesson that you imported appears in your Lessons.

#### NOTE

Large lessons that contain many questions and/or standards may take a few minutes to import.

# Deleting Lessons and Questions

Lesson questions and entire lessons can be deleted from a CPS database.

#### **WARNING**

Deleting lessons and questions cannot be undone. CPS questions and child-level lessons associated with a lesson will also be deleted. Deleting lessons associated with session data may affect reports. Use caution when deleting lessons and questions.

- 1 Click the Prepare tab and select the Lessons and Assessments tab.
- 2 Select the lesson or question to delete and click Delete. A confirmation window appears.
- **3** Click **OK** to complete the deletion of the lesson or question.

# **Team Activities**

This section covers the following topics:

Creating Team Rosters Challenge Board There It Is!

# Creating Team Rosters

Organize your class into teams of students to engage in a competition. Each team will have one clicker.

## How to create a team roster

- 1 Click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Click New and select Class.
  The CPS New Class Wizard window appears.
- 3 Select K-12 as your *Institution Type* and click **Next**.
- 4 Enter a Class Name (i.e. Team Roster) and click Next.
- 5 Click **Next** to create your class or click **Back** to review your information.
- 6 Click **Done** to close the CPS New Class Wizard.



## How to add team names to a roster

- Click New and select Student.
- 2 Use the student information fields to assign team names to Pad IDs.

#### **EXAMPLE**

Pad 1 could have the first name Red and last name Team. Pad 2 could be Blue Team, Pad 3: Yellow Team, and Pad 4: Green Team.

3 After all the team names have been added, click Save.

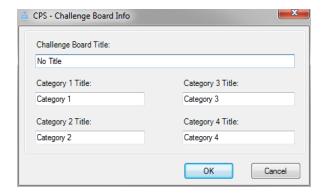
# **Challenge Board**

You can organize your class into teams of students, or let individual students compete. Challenge Boards use questions you have already created in a lesson or have imported from ExamView and assign point values to each question assigned to a category.

For more information about engaging a Challenge Board, see Engaging a Challenge Board.

## Creating a Challenge Board

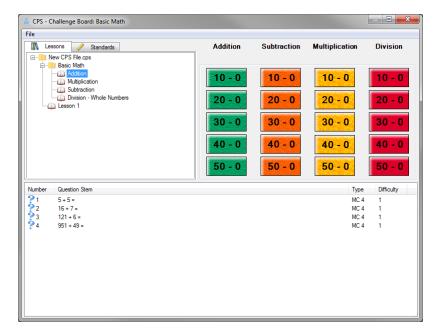
- 1 Click the Prepare tab and select the Team Activities tab.
- 2 From the toolbar, click the New icon.
  The CPS Challenge Board Info window appears.



- **3** Enter a title for the Challenge Board activity and a title for each category.
- 4 Click OK.

The CPS - Challenge Board window appears.





- 5 Select a lesson or standard from the top left panel. The questions are displayed in the bottom half of the Challenge Board window.
- **6** Use one or both of the following methods to populate the category and point values with guestions:
  - **a Populate by Questions** Click and drag a question from the bottom half of the window and drop it into a point value of a particular category.
  - **b** Populate by Lessons Click and drag a lesson from the top left pane and drop it into a category name. This will distribute the questions from that lesson equally and randomly to all of the point values in that category.
- 7 Repeat steps 5 6 to add more questions.
- 8 When finished adding questions, click File and select Close to exit the Challenge Board.

## Editing a Challenge Board

- 1 Click the **Prepare** tab and select the **Team Activities** tab.
- 2 Below Activity, click the Challenge Board to edit.
- **3** From the toolbar, click the **Edit** icon. The *CPS - Challenge Board* window appears.
- 4 Click File and select Edit Challenge Board attributes to edit the board or category titles.
- **5** Add questions by selecting a lesson or standard. Use one or both of the following methods to populate the category and point values with questions:
  - **a Populate by Questions** Click and drag a question from the bottom half of the window and drop it into a point value of a particular category.
  - **b** Populate by Lessons Click and drag a lesson from the top left pane and drop it into a category name. This will distribute the questions from that lesson equally and randomly to all of the point values in that category.
- **6** Delete questions by double-clicking any of the colored value buttons that contain questions to open the *Category* window.
  - a Select a question and then click **Delete** to remove the question.
  - **b** Click **Delete All** to remove all the questions. Click **OK** when the *Confirmation* dialog box appears.



- c Click Close to exit the Category window.
- 7 When finished editing the Challenge Board, click File and select Close to exit the Challenge Board.

## There It Is!

You can organize your class into teams of students, or let individual students compete. Each team or student answers a different question at a time, so students do not need to shout out answers. The *There It Is!* activity uses lessons you have already created or imported.

For more information about engaging the There It Is! activity, see Engaging There It Is! Team Activity.

## Printing Lessons for a There It Is! Team Activity

CPS lessons must be printed for use with the *There It Is!* team activity. Lessons can be printed directly from CPS or exported to a word processing application.

- 1 Click the Prepare tab and click the Lessons and Assessments tab.
- 2 Click the lesson you want to print from the left panel.
- 3 Click Print.
  - The CPS Print Questions window appears.
- 4 Click the **check boxes** next to the questions to print.

TIP

To select all of the questions in a lesson, click the check box next to **Select All** in the lower left corner of the window.

- 5 Optionally, select print options to include lines for a student's name and/or the date or the answer key.
- 6 Click Preview.

The Print Preview window appears.

- 7 The questions or answer key can be printed or exported to another format.
  - To print the selected questions or answer key, click Print.

#### NOTE

Only one copy can be printed at a time. Export the document to another format to print multiple copies of the lesson.

• To export the selected questions or answer key, click **Export** and select a **format**.

- 8 Enter a name for your document and click Save.
- 9 Click Close from the *Print Preview* window to return to the *CPS Print Questions* window.
- 10 Click Close to close the *Print Questions* window.



# **ENGAGE**

CPS collects performance data when you engage students in CPS lessons, verbal questions, PowerPoint presentations or team activities. There are several modes to engage your lesson materials.

## **IMPORTANT**

To engage a CPS session, a supported receiver must be detected.

This chapter covers the following sections:

Attendance
Engage Lessons and Assessments
Engage Team Activities

# **Attendance**

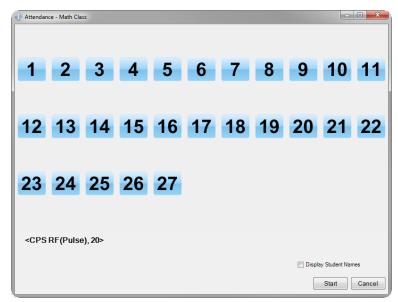
Class attendance can be taken in CPS from the **Engage** tab or from within an assessment. For more information on generating an attendance assessment from within your session, see **Using the Engage Toolbar**.

# Taking Attendance

CPS allows you to take attendance of a class roster without having to engage a lesson.

- 1 Click the **Engage** tab and click the **Attendance** tab.
- 2 Select the name of the class roster to take attendance.
- 3 Click **Take Attendance**The *Attendance* window displays the name of the class roster, the channel number and clicker numbers.
- 4 Optionally, click the box next to **Display**Student Names.
- 5 Click Start to take attendance. As students click in, the clicker number is highlighted.
- 6 Click End to close the attendance assessment.

The attendance assessment is saved to the Gradebook.





# **Engage Lessons and Assessments**

CPS offers several delivery modes to bring interactivity to lessons and assessments. Deliver questions to students verbally, with printed assessments or with content created in CPS.

This section covers the following topics:

Lesson Delivery Modes
Engage Question Options
Engage Lesson Options
Engage PowerPoint Presentations

# **Lesson Delivery Modes**

Select a delivery mode to engage your session. Depending on the mode selected, you can control the pace of the questions, allow the students to control the pace or deliver an anonymous assessment.

Engaging Standard Mode
Engaging Student Paced Mode
Engaging Student Practice Mode
Engaging Teacher Led Mode
Engaging Anonymous Mode
Homework Mode

## Engaging Standard Mode

Standard mode allows the teacher to control the pace and progress of the lesson questions. CPS automatically engages a lesson in Standard mode by default. A delivery session in Standard mode uses the Engage Toolbar.

- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box(es) next to the lesson(s) to engage.
- **3** From the *Teach* group, click **Engage**. The *Engage* toolbar appears.
- **4** From the toolbar, click **Next** to engage the next available question in the lesson. The *Content Deliver* window appears. It varies depending on the selected Delivery Options.
- 5 Click Start to begin the response cycle.
- 6 Click End to stop the response cycle.
- 7 Use the Engage toolbar to navigate through the session and engage the lessons.

TIP

For more information on using the Engage Toolbar, see Using the Engage Toolbar

## NOTE

Dynamic Standards can be applied to questions in the Standard mode. See **Associating Dynamic Standards to Questions** for more information.



## Engaging Student Paced Mode

Student Paced mode can use CPS lessons, existing hard copy material, ExamView questions or FastGrade lessons in one activity that allows the students to complete the lessons at their own pace. Students may change and verify their answers until the session ends. The last answer input is scored.

#### NOTE

For more information about the FastGrade lessons, see **Creating a FastGrade Lesson** and **Engaging a FastGrade Lesson** 

Student Paced mode works with both RF and IR response systems.

Response System	Projector	Feedback Window	Description
IR Response System	Yes	Feedback Grid	The box corresponding to a student's clicker blinks blue when a valid answer is selected. Then the student must manually advance to the next unanswered question by pressing H on their clicker.
RF Response System	No	Instructor Feedback	The box corresponding to a student's name and question number blinks blue when a valid answer is selected. Then that student's question number moves to the next unanswered question.

- 1 Distribute the lesson material.
- 2 Click the Engage tab and click the Lessons and Assessments tab.
- 3 Click the box(es) next to the lesson(s) to engage.

#### NOTE

Multiple lessons can be engaged in Student Paced mode. For more information on engaging multiple lessons, see *Engaging Multiple Lessons*.

- 4 From the *Engage Options* group, click **Assessment Setup**.
- 5 Click Engage Options and select Student Paced.
- 6 From the Assessment group, click Engage.
  Depending on the response system in use, the Feedback Grid or Instructor Feedback window appears.

#### NOTE

The *Instructor Feedback* window appears when the response system consists of first and/or second generation K-12 RF clickers. The *Feedback Grid* window appears if the response system consists of first generation Higher Education RF clickers or is an IR response system.

## 7 Click Start.

Students can now enter their responses at their own pace.

#### TIP

Students using the IR clickers must manually advance to the next question by pressing the **H button** on the clicker. Press the **F button** to scroll through the questions and press any button to stop on the question number the student would like to answer. Press the **G button** to go back one question.



- **8** When the assessment is complete, click **End**. A CPS confirmation window appears.
- 9 Click Yes to save the data.
- 10 Click Close to return to CPS.

# Engaging Student Practice Mode

Student Practice mode, like Student Paced mode, can use CPS lessons, existing hard copy material, ExamView questions or FastGrade lessons in one activity that allows the students to complete the lesson at their own pace. However, in Student Practice mode, students must answer correctly to advance to the next question. If the student answers incorrectly, his or her question number will not change unless the question is answered correctly. For grading purposes, the *Report* tab records the student's first answer.

#### IMPORTANT

Student Practice mode can only be used with IR response systems.

- 1 Distribute the lesson material.
- 2 Click the Engage tab and click the Lessons and Assessments tab.
- 3 Click the box(es) next to the lesson(s) to engage.

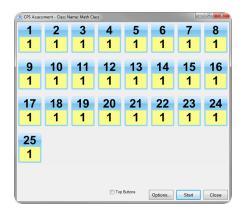
#### NOTE

Multiple lessons can be engaged in Student Practice mode. For more information on engaging multiple lessons, see *Engaging Multiple Lessons*.

- 4 From the *Engage Options* group, click **Assessment Setup**.
- 5 Click Engage Options and select Student Practice.
- **6** From the *Assessment* group, click **Engage**. The *Feedback Grid* window appears.
- 7 Click Start.

Students can now enter their responses at their own pace. A correct answer is needed to advance to the next question.

- **8** When the assessment is complete, click **End**. A CPS confirmation window appears.
- 9 Click Yes to save the data.



## Engaging Teacher Led Mode

Teacher Led mode combines Standard mode and Student Paced mode for one teacher-led session conducted at the pace of the students. This mode is ideal for K-12 teachers who use multiple versions of a test.



#### **EXAMPLE**

- 1 Create three versions of the same test.
- 2 Create an answer key by Creating a FastGrade Lesson for each test.
- 3 Distribute the tests to the students. Students write their answers on the hard copies of the test.
- **4** Distribute the response pads. Students enter their answers via the response pads as you lead the questions one at a time.
- 5 At the end of the session, multiple test versions are graded and ready for review in Reports.
- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box(es) next to the lesson(s) to engage.
- **3** From the *Engage Options* group, click **Assessment Setup**.
- 4 Click Engage Options and select Teacher Led.
- 5 From the Assessment group, click Engage.

#### **NOTE**

Teacher Led mode disables the ability to change the *Options* while delivering your session.

- 6 Click **Start** to begin the session. Students can now submit their response to the first question.
- 7 To advance to the next question, click the Next Question | > arrow
- 8 Repeat step 7 until all questions are answered.
- 9 Click End when the session is finished. A CPS confirmation window appears.
- 10 Click Yes to save the data and return to CPS.

## Engaging Anonymous Mode

Anonymous mode allows you to record a class assessment without associating individual responses with student information.

Anonymous mode works with the following delivery modes:

- Standard Mode
- Student Paced Mode
- Teacher Led Mode
- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box next to the lesson to engage.
- 3 From the Engage Options group, click Advanced.
  The Advanced Engage Options window appears.
- 4 Select Anonymous Mode.

## **NOTE**

The option to create attendance is disabled.

- 5 Click OK.
- 6 From the *Teach* group, click **Engage**.

A message appears to confirm that you would like to engage the session in *Anonymous* mode. Click **OK** to confirm.



7 Follow the instructions from the specific delivery mode to engage your session.

## **Homework Mode**

Homework mode allows students to enter answers on their clickers outside of the classroom for homework assignments or to answer questions during field trips.

#### **IMPORTANT**

Homework mode is only compatible with CPS Pulse clickers.

## To utilize Homework mode, you must do the following:

- Program the clickers for Homework mode.
- 2 Collect performance data from the homework assignment.

## Programming CPS Pulse Clickers for an Assignment Outside of Class

- 1 Turn on the CPS Pulse clicker by pressing any button.
- 2 Press the Menu button.
- 3 Press the right navigation arrow ( ) once
- 4 "Homework" is displayed on the screen. Press the Enter 🚭 button to select.
- 5 Press the **right arrow** to navigate to the location to save homework (1, 2, 3 or 4) and press the **Enter** button to save the selected location.
- 6 Enter a name for the homework assignment and press the Enter button to save.
- 7 Select **Edit** to edit an existing homework assignment or **New** to create a new homework assignment. Press the **Enter** button for selection.
  - a If Edit is selected, enter a test number (use "1" if a test number was not assigned) and press the Enter button.
  - **b** If **New** is selected, select **Yes** to clear any previously saved data in the selected homework assignment. Enter a test number (use "1" if a test number was not assigned) and press the **Enter** button.
  - **c** Alternatively, select **No** to return to the previous screen.
- **8** The CPS Pulse screen displays "Q01:" to allow students to enter answers for the first homework question. Press the **navigation arrows** to navigate through the homework assignment.
- 9 Press the Enter button after each answer entry.
  Answers entered while in Homework mode are stored on the CPS Pulse clicker.

## **NOTE**

The input mode will default to Text Entry mode but can be adjusted for each different question type by pressing multiple times to toggle through Text Entry, Alpha and Numeric character entry mode.



## **Collecting Answers from Clickers**

- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box next to **lesson** to engage outside of the classroom.
- **3** From the *Engage Options* group, click **Assessment Setup**.
- 4 Click Engage Options and select Homework.
- **5** From the *Assessment* group, click **Engage**. The *Homework Mode toolbar* appears.
- **6** Click **Start** to begin collecting the responses for the homework assignment.
- 7 Instruct students to turn on their CPS Pulse clickers by pressing any button.



#### NOTE

The CPS Pulse screen displays the homework choices 1,2,3,4 and the corresponding name given to the assignment during setup.

8 Instruct the students to select the correct assignment number using the **navigation arrows** and press the **Enter** button to submit the assignment.



The counter in the upper right corner of the Homework Mode toolbar tracks the number of assignments received.

- **9** After all the assignments have been received, click **End**.
- 10 Click Close to close the Homework Mode toolbar and return to CPS.

#### NOTE

A report can be generated for the performance data from Homework assignments. For more information, see *Reports*.

#### **WARNING**

Homework sessions cannot be merged.

# **Engage Question Options**

This section covers the following topics:

Creating a Quick Class
Using the Engage Toolbar
Engaging Verbal Questions
Engaging Chalkboard Questions
Associating Dynamic Standards to Questions

## Creating a Quick Class

The *Class Wizard* allows you to quickly create a class before you deliver a session. This "on-the-fly" class contains the clicker ID values specific to the number of students participating in the session. The *Class Wizard* saves the Quick Class generated during the session into the open database.



- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 In the Verbal group, click Engage.
  The Verbal Questions Setup window appears.
- 3 Below Class Options, click Create.
  The CPS Create Class window appears.
- 4 Enter a Class Title.
- 5 The Lower Range and Upper Range numbers indicate the number of clickers to be used in the session. The clicker ID values begin at the number indicated in the Lower Range field.

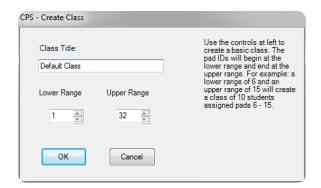
## **EXAMPLE**

A lower range of 6 and an upper range of 15 will create a class of 10 students assigned clickers 6 - 15.

6 Click OK.

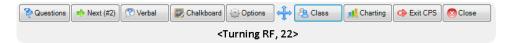
The Quick Class has now been created.

7 Click OK to begin a verbal session. Alternatively, click Cancel to return to CPS.



## Using the Engage Toolbar

When engaging verbal, Chalkboard and lesson questions use the Engage toolbar to select a lesson question, verbal or Chalkboard question, delivery options, question types and take attendance.



## **TIP**

For more information on engaging verbal questions, see *Engaging Verbal Questions*. For more information on engaging Chalkboard questions, see *Engaging Chalkboard Questions*.

2 Questions	Questions	Click the icon to select a question from the lesson to engage.
➡ Next (#1)	Next (#)	Click to engage the next available question in the lesson.
∨erbal	Verbal	Click to engage a verbal or "on-the-fly" question.
Chalkboard	Chalkboard	Click to engage the Chalkboard template to upload or draw images to engage in a lesson.
© Options Options		Click to open the <i>CPS - Delivery Options</i> window. You can select response cycle options, feedback grid options, auto start, show large screen, results display options and set the timer length. The Options icon is only available in Preview and Standard mode.

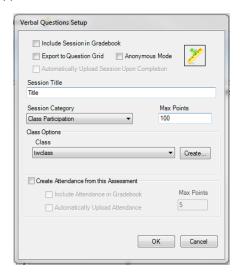


<del>\frac{1}{4}</del>	Toolbar Handle	Click and drag on this icon to move the CPS Engage toolbar anywhere on the screen.
2 Class	Class	Click to select Pick a Student or Take Attendance.     Pick a Student randomly selects a clicker number from the class roster that you can call on to verbally answer a question in class.
		<ul> <li>Take attendance opens the Attendance window that allows you to take attendance of the class roster.</li> </ul>
Charting	Charting	Click to view the results of a response cycle.
Exit CPS	Exit CPS	Click to end the current session and exit CPS.
⊗ Close	Close	Click to close the Engage toolbar and return to CPS.

## Engaging Verbal Questions

Verbal questions are "on-the-fly" questions that can be used to spontaneously engage students in a lesson. Verbal questions can be used with any application, including web pages, videos and documents, using a floating interactive toolbar.

- 1 Click the **Engage** tab and select the **Lessons and Assessments** tab.
- 2 In the Verbal group, click Engage. The Verbal Questions Setup window appears.



- 3 Enter Session Title.
- 4 Select session options.

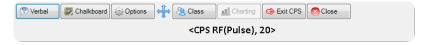
Options	Description
Include Session in Gradebook	Record grades in the Gradebook.



Options	Description	
Export to Question Grid	Send performance results directly to the Question Grid report.	
Anonymous Mode	Results will not be associated with student information.	
Dynamics Standards Setup	Dynamically associate one or more standards to questions engaged during this session. For more information see <b>Associating Dynamic Standards to Questions</b> .	
Automatically Upload Session Upon Completion	Automatically upload performance data to CPSOnline, Blackboard and WebCT. This option is only available if you have a CPSonline class.	
Session Title	Enter the name of the session in the Session Title field.	
Session Category	Select a category for the session.	
Max Points	Enter the maximum number of points available for this question.	
Class Options	From the drop-down menu, assign a class or click <b>Create</b> to create a new class. For more information about creating a new class, see <b>Creating a Quick Class</b> .	
Create Attendance from this Assessment	Generate an attendance assessment for this session. Track attendance in the Gradebook or upload it to CPSOnline. Verify that the class attendance option is set to show attendance as assessments.	

## 5 Click OK.

The Verbal Engage toolbar appears.



## TIP

For more information about the Verbal Engage toolbar, see *Using the Engage Toolbar*.

6 Click Verbal and select a question type.

The Content Deliver Feedback Grid appears.



## NOTE

If the **Show Large Screen** option is **On** in the *CPS - Delivery Options* window, the *Content Deliver* window appears with the template of the chosen question type. If the **Show Large Screen** option is **Off** in the *CPS - Delivery Options* window, only the *Content Deliver Feedback Grid* appears.

7 The response cycle begins automatically. To start the timer, click





8 Click End to end the response cycle.

The Charting window appears displaying the results.

- **9** Optionally, check **Show Correct**, click the **Correct Answer** drop-down menu and select a correct answer.
- 10 Click Close to close the Charting window.

#### NOTE

The Charting window must be closed to begin a new response cycle.

- 11 To ask additional questions:
  - To use the previous question type selected, click **Start** to begin a new response cycle.
  - To use a new question type, click the question type from the Content Delivertoolbar.
- 12 Click to return to the Verbal Engage toolbar.
- 13 When finished, click **Close** and click **Yes** to end the response session. CPS saves the performance data in the *Reports* tab.

## Engaging Chalkboard Questions

The Chalkboard format gives you the opportunity to draw or load images into the area provided while verbally asking questions.

- 1 Click the **Engage** tab and select the **Lessons and Assessments** tab.
- 2 In the *Verbal* group, click **Engage**. The *Verbal Questions Setup* window appears.
- 3 Enter the Session Title.
- 4 Select session options.
- 5 Click OK.

The Verbal Engage toolbar appears.

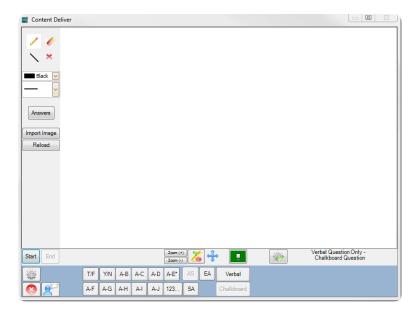
TIP

For more information about the Verbal Engage toolbar see *Using the Engage Toolbar*.

6 Click Chalkboard.

The Content Deliver window appears displaying the Chalkboard template.





7 Use the Chalkboard toolbar to create the question.

TIP

For more information on creating a Chalkboard Question, see Creating Chalkboard Questions.

- 8 Click the question type.
- 9 Click Start to begin the response cycle. To start the timer, click



10 Click End to end the response cycle.
The Charting window appears displaying the results.

- 11 Optionally, check **Show Correct**, click the *Correct Answer* drop-down menu and select a **correct answer**.
- 12 Click Close to close the Charting window.

## **NOTE**

The Charting window must be closed to begin a new response cycle.

- 13 To ask additional questions:
  - To use the previous question type selected, click **Start** to begin a new response cycle.
  - To use a new question type, click the question type from the Content Deliver.
- 14 Click to return to the Verbal Engage toolbar.
- 15 When finished, click Close and click Yes to end the response session.
  CPS saves the performance data in the Reports tab.

## Associating Dynamic Standards to Questions

The Dynamic Standards feature allows you to align state standards to questions during a session. This feature allows you to choose a subset or list of standards to apply to the lesson you are engaging.

You can choose to be prompted with this subset before you ask each question, or you can automatically apply all the standards in your subset to all of the questions in the lesson you are engaging.



- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box next to the lesson to engage.
- **3** In the *Engage Options* group, click **Advanced**. The *Advanced Engage Options* window appears.
- 4 Click the **Dynamic Standards** icon.
  The *Dynamic Standards Setup* window appears.
- 5 Select the **standard(s)** to be included in your subset.
- 6 Below When a Question is Engaged, select one of the following options:
  - If **Prompt for Dynamic Standards** is selected, the *Dynamic Standards Setup* window appears with every question you engage. This allows you to decide during the delivery of each question and which standard(s) to apply.

**TIP** 

This option is useful with the Verbal Question feature.

- If Automatically Align Selected Dynamic Standards is selected, CPS automatically aligns the standard(s)
  defined in the subset with each question in the session. CPS will not prompt you with the Dynamic Standards
  Setup window.
- If neither option is selected, CPS will not prompt you with the *Dynamic Standards Setup* window and no standards will be applied to the questions in the session. However, a subset of standards can be selected and applied to questions at any time by clicking the **Dynamic Standards and Categories** icon from the *Content Deliver* window.
- 7 Click **OK** to apply the standards and settings and return to the *Advanced Engage Options* window.
- 8 Click **OK** to return to the Engage tab.
- **9** In the *Teach* group, click **Engage** to start the lesson.

# **Engage Lesson Options**

This section covers the following topics:

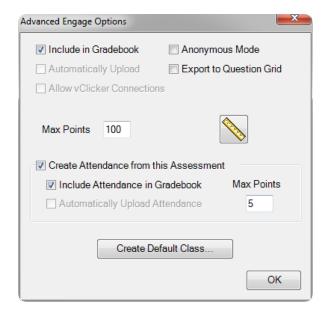
Using the Advanced Engage Options Window Engaging a Lesson Engaging a FastGrade Lesson Engaging Multiple Lessons Play Top Score

## Using the Advanced Engage Options Window

The Advanced Engage Options window allows you to configure assessment settings prior to engaging a session.

- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box next to the lesson to engage.
- **3** From the *Engage Options* group, click **Advanced**. The *Advanced Engage Options* window appears.





4 Optionally, select from the following:

Include in Gradebook	Performance data from this session is recorded in the Gradebook.	
Automatically Upload	Automatically uploads performance data to the LMS (CPSOnline, Blackboard or WebCT). This option is only available for a CPSOnline class.	
Anonymous Mode	Ensures answers are not associated with students.	
Export to Question Grid	Send performance data directly to the Question Grid report type.	
Max Points	Type the maximum number of points available for questions asked during this session. Default is 100.	
Dynamic Standards	Align state standards to your questions or entire lesson during a session. See <b>Associating Dynamic Standards to Questions</b> for more information.	
	Select this option to generate an attendance report for this session.	
Create Attendance from this Assessment	<ul> <li>The attendance assessment can be added to the Gradebook.         Class attendance options must be set to show attendance as assessments. See Editing Class or Teacher Information for settings options.     </li> </ul>	
	<ul> <li>If CPSOnline is used, the attendance assessment can be uploaded to the LMS after the session.</li> </ul>	
Create Default Class	A new Quick Class can be added to use in this session. See <b>Creating a Quick Class</b> steps 5 - 7 for more information.	

5 Click **OK** to save settings and return to the Engage tab in CPS.

## Engaging a Lesson

Engage students in a lesson in a mode that requires their feedback via the CPS student response system. CPS saves the feedback or performance data in the open database so it can be evaluated later.



Lessons may be engaged in Standard, Student Paced, Student Practice, Teacher Led or Homework mode. For more information about delivery modes, see **Lesson Delivery Modes**.

- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box next to the lesson to engage.
- **3** From the *Engage Options* group, select or change the following session options:
  - The **title** of your session by default is the same name as the lesson you are engaging. To change the session title, click the **title field**, delete the default name and enter a new name.
  - The **type** of session distinguishes the lesson from other lessons of the same name and appears in the performance data report of the session. Click the *Type* drop-down menu to select a session type.
  - Select a class from the drop-down list of class rosters or see Creating a Class Roster or see Creating a Quick
     Class to create a new class.

TIP

For more session options, see Using the Advanced Engage Options Window.

- 4 To engage the lesson in **Standard Mode**:
  - a From the *Teach* group, click **Engage**.
  - **b** Click **Start** to begin the response cycle, after the *CPS Engage* toolbar appears.
- 5 To engage the lesson in Student Paced, Student Practice, Homework or Teacher Led Modes:
  - a From the Engage Options group, click Assessment Setup.
  - **b** Click the *Engage Options* drop-down menu and select a **delivery mode**.
  - **c** From the Assessment group, click **Engage**.

#### NOTE

The Feedback Grid, Instructor Feedback, Content Delivery or Homework Mode window appears based on the selected delivery mode.

d Click Start to begin the response cycle.

## Engaging a FastGrade Lesson

A FastGrade lesson can be used as a supplement to worksheets and other hard-copy instructional materials.

## **Prerequisites**

Create a FastGrade answer key in CPS prior to presenting the lesson. For more information, see *Creating a FastGrade Lesson*.

TIP

FastGrade lessons work best when engaged in Student Paced or Student Practice mode. However, FastGrade lessons can also be used in Teacher Led mode.

- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box next to the FastGrade lesson to engage.
- **3** From the *Engage Options* group, click **Advanced**.
- 4 Select session options and click OK.
- **5** From the *Engage Options* group, click **Assessment Setup**.
- 6 Click the Engage Options drop-down menu and select Student Paced or Student Practice.



- 7 From the Assessment group, click Engage. The Instructor Feedback window appears.
- 8 Click Start to begin the session.
- 9 Click End when the session is finished.
- 10 Click Yes to end the session.
- 11 Click **Close** to save performance data and close the *Instructor Feedback* window.

## Engaging Multiple Lessons

Multiple lessons can be selected and engaged in Student Paced or Student Practice mode.

TIP

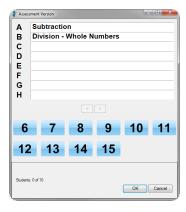
Engaging multiple lessons in Student Paced mode allows for you to use multiple versions of a test.

- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box next to the lessons to engage.

## **NOTE**

The Title field changes to "Engaging Multiple Items" and can be edited.

- 3 In the Engage Options group, click Assessment Setup.
- 4 Click the *Engage Options* drop-down menu and select either **Student Paced** or **Student Practice** as a lesson delivery mode.
- 5 Click Engage.
  - If Student Practice mode was selected, the Test Version window appears.



## **IMPORTANT**

Student Practice mode requires an IR receiver and clickers.

- 1. Students enter the **test number version** that corresponds to the lesson.
- Click OK.
- 3. Click Start to begin the session.

#### NOTE

Students will not advance to the next question until they enter a correct answer for the current question.

4. Click **End** to end the session and click **Yes** to confirm.



• If **Student Paced** mode was selected, the *Instructor Feedback* window appears and the students are prompted to enter a test number on their clickers.

## **EXAMPLE**

Students taking a "Subtraction" lesson might press 1A on their clickers while students taking a "Division" lesson might press 2B.

- 1. Click Start to begin the session.
- 2. Click **End** to end the session and click **Yes** to confirm.
- 6 Click Close to return to CPS.

## Play Top Score

A Top Score activity adds bonus points to the score of the first student who answers each question correctly. Engage a Top Score activity while delivering a session in *Engaging Standard Mode*.

- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Click the box next to the **lesson** to engage.
- **3** From the *Teach* group, click **Engage**. The *Engage* toolbar appears.
- 4 Click Options.

The CPS - Delivery Options window appears.

- 5 Click the **Team Activities** tab.
- 6 Select Use Bonus Points and enter a point value in the Bonus Point Value field.
- 7 Click OK.
- 8 Click Questions and select a question to engage.
- 9 Click Start.

#### NOTE

If the Auto-Start the Questions option is selected in the *CPS - Delivery Options* window, students may respond immediately.

- 10 Click **End** after all the students have entered responses.
- 11 Click the Top Score icon to view the score results for the Top Score activity.
- 12 Click Close to return to the Content Deliver window.
- 13 Click the right arrow to advance to the next question.
- 14 Click the **Top Score** icon between questions to view a running total of the scores.
- 15 When finished with the session, click the Close icon from the Content Deliver window.
- 16 Click Close from the Engage toolbar to end the session.

# **Engage PowerPoint Presentations**

Microsoft PowerPoint presentations can be imported and engaged in CPS or engaged through CPS for PowerPoint.

For more information on CPS for Power Point, see CPS for PowerPoint

This section covers the following topics:



# Importing PowerPoint Presentations Engaging PowerPoint Presentations

## Importing PowerPoint Presentations

A PowerPoint presentation can be imported into a CPS database to engage as a lesson.

#### **IMPORTANT**

The PowerPoint file must be saved as a PPS, PPT or PPTX file type.

- 1 Click the Prepare tab and click the Lessons and Assessments tab.
- 2 Click the folder to select the location for the imported PowerPoint file.
- 3 From the Lessons group, click the Add Files drop-down arrow and select PowerPoint File.
  The CPS Add Files window appears.

TIP

If the **Add Files** icon was clicked instead of the drop-down arrow, click the **All Files** (\*.\*) drop-down menu and select **PowerPoint**.

4 Select the **presentation** to import and click **Open**.

The PowerPoint presentation is saved to the selected folder.

## Engaging PowerPoint Presentations

A PowerPoint presentation can be engaged in CPS through Standard mode.

### **Prerequisites**

Import a PowerPoint presentation into CPS. See *Importing PowerPoint Presentations*.

- 1 Click the **Engage** tab and click the **Lessons and Assessments** tab.
- 2 Double-click the folder containing the PowerPoint presentation.
- **3** Click the box next to the **lesson** to engage.
- 4 From the *Teach* group, click **Engage**.
  - Your PowerPoint presentation appears with the Engage toolbar at the bottom center.
- 5 Click the **PowerPoint navigation arrows** to move through your presentation. The arrows are located in the bottom left of the PowerPoint screen and remain transparent until the mouse arrow hovers over them.
- 6 Click Verbal from the Engage toolbar to ask a question at any time during your presentation.
- 7 Select the appropriate question type.
- 8 Click **Start** to begin the question cycle.
- **9** After the students answer, click **End** to close the current question. The *Charting* window appears.
- 10 Click the box next to Show Correct.



11 Click the *Correct Answer* drop-down menu and select the **correct answer**.

#### WARNING

A correct answer must be selected to save the question data. If a correct answer is not selected, no data will be saved for that question.

- 12 When you finish your presentation, click Close to close the Engage toolbar.
- 13 Click Yes to confirm and return to CPS.

# **Engage Team Activities**

This section will cover the following topics:

Engaging a Challenge Board Engaging There It Is! Team Activity

# Engaging a Challenge Board

During a Challenge Board session, the instructor or different teams can select a point value below a category to engage a question. Once the response cycle starts, teams can discuss and select their answers.

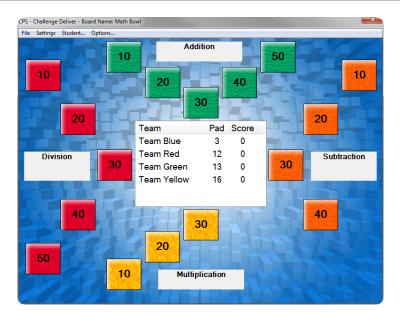
## **Prerequisites**

A Challenge Board must be created before engaging this activity. See Creating a Challenge Board.

- 1 Click the Engage tab and click the Team Activities tab.
- 2 Below Activities, click Challenge . Available Challenge Boards are displayed below Activity.
- 3 From the Activity list, select a Challenge Board to engage.
- 4 Click the **Engage** icon.
  The CPS Session Setup window appears.
- 5 Click the Class drop-down menu and select a class roster.
  - a Optionally, enter a new session title.
  - **b** Optionally, click the Session Category drop-down menu and select a session type.
- 6 Click Start.

The CPS - Challenger Deliver window appears. The point values are color-coded by category.





- 7 Select one of the point values. The question and answer options appear in the Standard mode.
- 8 Click Start to begin the response cycle.
- 9 Click End to end the response cycle.
- 10 Click Close to return to the Challenge Board.
- 11 To engage more questions from the Challenge Board, repeat steps 7 10.

TIP

Click **Settings** to hide or display the team scores in the center of the Challenge Board.

12 When the Challenge Board is completed, click File and select Close to return to CPS.

# Engaging There It Is! Team Activity

## **Prerequisites**

CPS lessons need to be printed for use with the *There It Is!* team activity. See *Printing Lessons for a There It Is!* Team Activity.

- 1 Distribute the printed lesson for the *There It Is!* team activity.
- 2 Click the Engage tab and click the Team Activities tab. Available lessons and standards are displayed.
- 3 Select the **lesson** or **standard** that corresponds to the printed material distributed to students.
- 4 Click the **Settings** icon.
  The *There It Is! Properties* window appears.
- **5** Select from the following options:

**Show Answered Correct** 

If selected, the correct answer is displayed at the end of the response cycle.



Use Bonus Points	If selected, the first team or student to answer correctly receives the number of bonus points allotted in the Bonus Point Value field.
Student Paced Mode  If selected, the teams or students set their own pace. Every vote automoves the voter forward in their list of questions.	
Point Value The number in this field determines the point value for each question.	
Bonus Point Value	If <i>Use Bonus Points</i> is selected, the number in this field determines the bonus points awarded for the first correct response to a question.

- 6 Click OK.
- 7 Click Engage.

The CPS - Session Setup window appears.

- 8 Optionally, enter a session title, select a session type and/or select a class roster.
- 9 Click Start.

The *There It Is!* window displays the clicker IDs.

10 Click Start to begin the response cycle.

#### NOTE

Each student or team is randomly assigned a question number. The top box indicates the clicker ID number and the bottom box indicates the question number in the lesson.

- 11 Click **End** to end the response cycle.
  - If Show Answered Correct was selected from the settings, the point values awarded for each student or team are displayed.
  - If Show Answered Correct was not selected from the settings, the point values awarded are not be displayed. However, by clicking **Score**, the cumulative points awarded per team are displayed.

TIP

Click **Score** at any time during the session to view the cumulative points awarded to each team.

12 Repeat steps 10 and 11 to ask more questions.

#### NOTE

Each time a new response cycle starts, a different question is assigned to each student or team.

- 13 When the session is complete, click **Close** and click **Yes** to confirm.
- 14 If any questions were missed, click Yes to review those questions or click No to return to CPS.



# CPS FOR POWERPOINT

CPS for PowerPoint adds a CPS toolbar to Microsoft PowerPoint so interactive slides can be added to PowerPoint presentations and engaged through the CPS Engage toolbar while viewing a slide show.



TIP

CPS for PowerPoint can be downloaded from

www.turningtechnologies.com/responsesystemsupport/downloads below *Polling Software*. Click **CPS** and select **CPS PowerPoint for Windows**.

This chapter includes the following topics:

Opening CPS for PowerPoint
Hardware Setup
Databases
Classes and Students
Create CPS Slides
Engage CPS for PowerPoint
Reports

# Opening CPS for PowerPoint

CPS for PowerPoint is compatible with PowerPoint 2007, 2010 and 2013 (32-bit only).

## **Prerequisites**

CPS for PowerPoint must be installed.

- 1 Double-click the **CPS for PowerPoint** icon on your desktop.
- 2 PowerPoint opens with the CPS add-in.



**3** Create a new PowerPoint presentation or edit an existing presentation.

### **Next Steps**

Add interactive CPS slides to your PowerPoint presentation through CPS for PowerPoint. For more information, see *Creating a CPS Slide*.

# **Hardware Setup**

A compatible receiver must be plugged into an available USB port on your computer before engaging a CPS lesson. The receiver is automatically detected by the software. You can use Device Manager to manually set up the receiver if the receiver



is not automatically detected.

For more information on manually detecting the receiver, see CPS Receiver Setup.

# **Delivery Options**

Each delivery mode has specific features that you can change within CPS. Changes can be made through the CPS - Delivery Options window.

# Accessing the Delivery Options

- 1 Open CPS for PowerPoint from the desktop icon.
- 2 Click the CPS tab.
- 3 Click the Delivery Options icon.
  The CPS Delivery Options window appears.
- 4 Select your delivery options.

TIP

For more information on CPS Delivery Options, see Setting Delivery Options.

# **Databases**

A CPS database contains class information, lessons and questions, team activities, standards and student performance data for sessions already administered.

This section covers the following topics:

Creating a CPS Database in CPS for PowerPoint Opening a CPS Database in CPS for PowerPoint

# Creating a CPS Database in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 In the CPS For PowerPoint group, click the Open CPS Database drop-down menu and select **New Database**. The New CPS File window appears.
- **3** Enter a **name** for the new database in the *File Name* field.
- 4 Click Save.

# Opening a CPS Database in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 In the CPS For PowerPoint group, click the Open CPS Database drop-down menu and select Open Database. The Open CPS File window appears.
- **3** Browse to the location of the database and click **Open**.



## Classes and Students

After a CPS database has been created or opened in CPS for PowerPoint, a class or classes can be created. A class consists of a roster of student names and clicker ID numbers. The roster can also contain optional information such as student ID numbers and demographic information such as gender and ethnicity.

This chapter covers the following topics:

# Creating a Class in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Classes icon.
  The Classes and Students window appears.
- 3 Click New and select Class.
- 4 Select the appropriate institution.

TIP

Select **K-12** as the institution type unless a CPSOnline account has been created. Selecting **Higher Education** requires a CPSOnline Username and password.

5 Click Next.

#### NOTE

If this is the first time creating a CPS class, enter your contact information and click **Next**. If you have previously created a CPS class, your contact information will autopopulate. You will automatically move to the *Class Information* page.

- 6 Enter the Class Name and any optional fields pertaining to the class. The optional fields are:
  - Course Number Course number assigned by your school.
  - Section Section number for your class.
  - Period- Period in which you hold your class.
  - Semester Semester during which you teach your class.
  - Campus Building or campus where you teach your class.
  - Classroom Number Room number for your class.
  - Make this a CPSOnline class (An Instructor Setup Code is required) Leave the box in front of this option blank.
  - Attendance Options This is the location where you store your attendance records in CPS. You can view the attendance as a grade in the Assessments area of the *Report* tab or as Absent/Present in the *Class Info* area of the Gradebook tab in the *Report* section.

TIP

Attendance records can be saved in the *Reports* tab for future exporting. Additionally, saving attendance records in the *Reports Gradebook* allows you to use the internal gradebook feature.

- 7 Click Next.
- 8 Click **Next** to create your class or click **Back** to review your information.



9 When finished, click Done to close the CPS - New Class Wizard.
To create an additional class, select I want to make another class.

#### NOTE

To edit the class name or details, select the **class name** and click **Edit**. To save any changes, click **Save**.

# Adding Students to a Class in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Classes icon.
  The Classes and Students window appears.
- 3 Click New and select Student.
- 4 Enter the student's **first name** in the highlighted field.
- 5 Press the **Tab** key on your keyboard to move to the next field. First Name, Last Name and Pad ID are required.

**TIP** 

Pressing the **Enter** key on the keyboard saves the information and navigates to the next student data row. CPS automatically assigns the next student a Pad ID number in numeric order.

6 Click Save when finished.

#### **NOTE**

Any class created in the database can be used in conjunction with any lesson delivery mode.

TIP

Click the column headers labeled **First Name**, **Last Name** or **Pad ID** to sort the view.

# Copying Students to a Class in CPS for PowerPoint

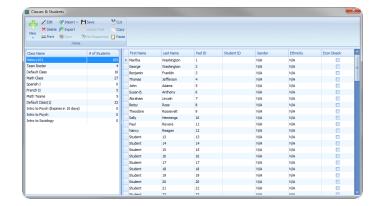
- 1 In PowerPoint, click the CPS tab.
- 2 Click the Classes classes icon.
  The Classes and Students window appears.
- 3 Select the class containing the student(s) to be copied.

The class roster appears in the right panel.

4 Select a student name.

TIP

To select multiple students, press and hold the **Ctrl** key while clicking each student name.



- 5 Click **Copy** when the desired student or students are selected.
- 6 Select the **class** into which you want to copy the student(s).
- 7 Click Paste.

The student information appears in the class roster.



#### **IMPORTANT**

The Pad ID can be set to a different number in each class. However, changes made to other student information will be updated in any class into which the student was copied. This is only true for students who have been copied from one class to another, not for classes that have been copied.

# Importing a Class from another CPS Database in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Classes icon.

The Classes and Students window appears.

3 Click the **Import** icon and select **Other Sources**.

The CPS - Import Class Wizard window appears.

- 4 Select CPS Database from the list and click Next.
- 5 Click Browse.

The *Open* window appears.

- **6** Browse to the location of the database containing the class or classes to import and click **Open**. A list of the available classes within the database is displayed.
- 7 Select each class to be imported or to select all the classes in the database, select the box labeled Select All.
- 8 Click Next.
- 9 Click Done.

CPS imports the class roster and displays the class information.

# Editing Class or Teacher Information in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Classes icon.

The Classes and Students window appears.

- 3 Select a class name to edit.
- 4 Click Edit.

The CPS - Class Information window appears.

5 Edit any of the onscreen options:

Class Name	The name of the class roster. (Required)		
Course Number	The course number assigned by your school. (Optional)		
Section	The section number for your class. (Optional)		
Period	The period in which the class is held. (Optional)		
Semester	The semester during which the class is taught. (Optional)		
Campus	The building or campus name where the class is taught. (Optional)		
Classroom Number	The room number of the class. (Optional)		



This options designates where the attendance reports are stored in CPS.

## **Attendance Options**

- Display new attendance sessions in the Reports tab as a grade in the Gradebook.
- Display new attendance sessions as Absent/Present in the Class Info area of the Gradebook.
- 6 Click Save to save any changes.
- 7 Click **Done** to close the CPS Class Information window.

# Editing Student Information in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Classes icon.

The Classes and Students window appears.

- **3** Select a **class name** to display the students in the class.
- 4 Click the student data field that contains the student information you want to edit. A cursor appears in the selected data field.
- **5** Edit student information in the data field that contains the cursor.
- 6 Click Save from the toolbar.
- 7 Repeat steps 4 6 to edit additional student information from the class roster.

# Deleting a Student in CPS for PowerPoint

You can delete one or more students from a class roster. The student's information and grades will also be deleted from the class roster.

#### NOTE

Deleting a student who is copied into another class roster will not delete that student from the other class roster.

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Classes icon.

The Classes and Students window appears.

- **3** Select the name of the **class** containing the student(s) to delete.
- 4 From the right panel, click the **student(s)** to delete.

TIP

To select multiple students, press and hold the Ctrl key while clicking each student name.

- 5 Click Delete.
- 6 Click **OK** to confirm the deletion or click **Cancel** to quit this action.

# Deleting a Class in CPS for PowerPoint

You can delete a class from the list of classes in a CPS database. Deleting a class also removes any student information within that class roster.



#### **WARNING**

Deleting a class cannot be undone.

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Classes icon.
  The Classes and Students window appears.
- 3 Select the name of the class to delete.
- 4 Click Delete.
- 5 Click **OK** to confirm the deletion or click **Cancel** to quit this action.

# **Create CPS Slides**

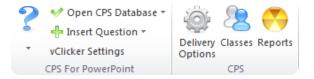
# Creating a CPS Slide

Interactive CPS slides allow students to respond to a question in a PowerPoint presentation. CPS slides can be inserted anywhere in the presentation.

### **WARNING**

A presentation created in CPS for PowerPoint can only be delivered with CPS for PowerPoint. Material created in CPS for PowerPoint cannot be imported or delivered with the stand-alone CPS software.

- 1 Double-click the CPS for PowerPoint icon on your desktop.
- 2 In PowerPoint, click the **CPS** tab. The *CPS Toolbar* appears.



3 Click the **Insert Question** drop-down menu and select a **question template**.

Question Template	Question Options	Description
True or False	<ul><li> Graphic</li><li> No Graphic</li></ul>	A question that requires a True or False answer.
Yes or No	<ul><li> Graphic</li><li> No Graphic</li></ul>	A question that requires a Yes or No answer.
Numeric	<ul><li> Graphic</li><li> No Graphic</li></ul>	A questions that requires a numeric response.
Short Answer	<ul><li> Graphic</li><li> No Graphic</li></ul>	A question that requires a text answer of 20 characters or less.



Question Template	Question Options	Description
Essay	<ul><li> Graphic</li><li> No Graphic</li></ul>	A question that requires a text answer of 135 characters or less.
Multiple Choice 2 - 5	<ul><li>No Graphic</li><li>Answer Graphic</li><li>Question Graphic</li><li>Question, Answer Graphics</li></ul>	A multiple choice question where the number indicates the number of answer choices.
Multiple Choice 6 -10	<ul><li> Graphic</li><li> No Graphic</li></ul>	A multiple choice question where the number indicates the number of answer choices.
Answer Series	• 2 - 10 Items	A question that requires the ordering of 2 - 10 items.
Likert Scale	<ul><li>4 Point Scale</li><li>5 Point Scale</li><li>7 Point Scale</li></ul>	A likert scale is used to determine varying levels of agreement or disagreement.

#### NOTE

Numeric, Short Answer, Essay. Multiple Choice 9 - 10 and Answer Series require the CPS RF response system.

- 4 Edit the question and answer text on the CPS slide.
- 5 Click the **Enter question here** field, delete the text and enter the question text.
- 6 Depending on the question template, enter the answer choices and select a correct answer choice.
  - a For multiple choice questions, delete the text within the brackets and enter the answer text. Click the xymbol on the answer choice that is correct to change the symbol to .
    - To leave a question subjective, do not change any of the symbols.
    - To set multiple correct answers, select one of the following options below **Default**:
      - MC Any Students must select at least one of the answers marked as correct to receive credit for this question.
      - MC All Students must select all of the answers marked as correct to receive credit for this
        question.
  - **b** For **numeric** questions, enter the correct answer to the right of the  $\checkmark$  symbol. Enter the margin of error allowed in the space below.
  - c For True/False or Yes/No questions, click the X symbol on the answer choice that is correct to change the symbol to 

    .
  - **d** For **Answer Series** questions, delete the text within the brackets and enter the items to be ordered. In the bracket to the right of the **v** symbol, enter the correct order of the items.



TIP

Adding custom animations, changing the slide layout and/or transitions or changing the slide design does not affect the way a CPS slide is engaged. For more information on these options, see Microsoft PowerPoint Help.

## **Engage CPS for PowerPoint**

This chapter covers the following topics:

## Engaging the Presentation in CPS for PowerPoint

- 1 In PowerPoint, open the presentation with interactive slides.
- 2 Click the Slide Show tab.
- 3 In the Start Slide Show group, click From Beginning or From Current Slide. The Session Options window appears.
- 4 Select your session options.

Option	Description
Include Session in Gradebook	Record grades in the Gradebook
Export to Question Grid	Send performance results directly to the Question Grid report
Anonymous Mode	Results will not be associated with student information
Dynamics Standards Setup	Dynamically associate one or more standards to questions engaged during this session. For more information see <b>Associating Dynamic Standards to Questions</b> steps 4 - 7.
Automatically Upload Session Upon Completion	Automatically upload performance data to CPSOnline, Blackboard, WebCT. This option is only available if you have a CPSonline class.
Session Title	Enter the name of the session in the Session Title field
Session Category	Select a category for the session
Max Points	Enter the maximum number of points available for this question
Class Options	From the drop-down menu, assign a class or click <b>Create</b> to create a new class. For more information about creating a new class see <b>Creating a Quick Class</b> steps 4 - 7.
Create Attendance from this Assessment	Generate an attendance assessment for this session. Track attendance in the Gradebook or upload it to CPSOnline. Verify that the class attendance option is set to show attendance as assessments.

- 5 Click **OK** to begin the presentation. The CPS Engage Toolbar appears.
- 6 Click **Start** to begin the response cycle.
  - The CPS Ballot Grid displays the student clicker ID numbers. As students answer, their clicker ID number changes to blue.



7 Use the CPS Engage Toolbar to select slide options.

Start	Click to begin the response cycle for that slide.
End	Click to end the response cycle for that slide.
1:05	Click + to add more time to or - to subtract time from the countdown timer in increments of 15 seconds.
>	Click to begin the countdown timer.
	Click to show or hide the pad ID numbers on the CPS Ballot Grid who have voted.
Font 🔻	Click the drop-down menu and select a font size for the text on the slide.
<del>(</del> <b>1</b> →	Click and drag the CPS Engage Toolbar to relocate it on the screen.
	Click to take a screen shot of the current screen.
pt	Click to arrange the PowerPoint, Ballot Grid and Histogram windows.

- 8 Click End to end the response cycle.
- 9 Optionally, click the **Charting** icon to display the results of the last question in a chart.
- 10 Optionally, click the Top Score icon to display the top scores of the assessment.
- 11 When finished with the slide show, click to close the CPS Engage Toolbar. Click **Yes** to close the PowerPoint slide show and end the assessment.

## Engaging Verbal and Chalkboard Questions in CPS for PowerPoint

On-the-fly questions can be engaged from CPS and non-CPS slides in a PowerPoint presentation. Verbal and Chalkboard questions can be asked at anytime during the presentation.

#### NOTE

Before beginning your slide show, from the *CPS* tab, click **Delivery Options**. In the *Verbal Questions* group, select **Show Large Screen** so that while delivering a verbal question the *Content Delivery* screen appears and displays the question and answer choices. If it is not selected, only the *CPS Ballot Grid* will be displayed.

- 1 In PowerPoint, open your presentation with interactive slides.
- 2 Click the Slide Show tab.
- 3 In the Start Slide Show group, click From Beginning or From Current Slide. The Session Options window appears.
- **4** Select your **session options** and click **OK**. The *CPS Engage Toolbar* appears.



- 5 Click Verbal or Chalkboard.
  - If Verbal is selected and the Show Large Screen option is selected, enter your question and answer text.
  - If Verbal is selected and the Show Large Screen option is not selected, verbally ask your class the question.
  - If Chalkboard is selected, use the Chalkboard toolbar to create the question.

TIF

For more information on creating Chalkboard questions, see *Creating Chalkboard Questions* in *CPS for PowerPoint*.

- 6 Click Start to begin the response cycle.
- 7 Click End to end the response cycle.
- 8 Optionally, select a correct answer from the *Charting* window.
- **9** When finished with the slide show, click to close the CPS Engage Toolbar. Click **Yes** to close the PowerPoint slide show and end the assessment.

## Creating Chalkboard Questions in CPS for PowerPoint

- 1 From the *Engage* toolbar, click **Chalkboard**. The *Chalkboard* template appears.
- 2 Use the Chalkboard toolbar from the left side to add images, draw on the screen or alter the pen settings.

1	Pencil	Click to draw on the template
	Eraser	Click to erase a portion or all of the drawing
\	Line Tool	Click to draw lines on the template
×	Clear Tool	Click to delete entire template
Black ▼	Line Color	Use the drop down menu to select a color
-	Line Width	Use the drop-down menu to select a line width
Answers	Answers	Click to display answer text for the question
Import Image	Import Image	Click to import an image file (JPG, JPEG, GIF, BMP)
Reload	Reload	Click to reload the most recent image file

- **3** When finished creating the image, click **Start** to engage the question.
- 4 Click End to end the question cycle.
- 5 Click Close Chalkboard to return to the Engage toolbar.



## Reports

Reports can be viewed, exported or printed directly from CPS for PowerPoint.

This chapter covers the following topics:

## Generating Reports in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Reports con. The Reports window appears.
- 3 Select a session.
- 4 Click the **Generate** con.

  The CPS Reporting window appears.
- 5 Below Students, click the box(es) next to the student(s) to include in the report.
  - Optionally, click the box next to Select All to select all of the student names on the list.
  - Optionally, click the box next to Filter out students who didn't respond to
    only select students who responded during the session. If this option is
    selected, the class average is calculated only using the scores of students
    who responded.
- **6** Below the session title, select the **type of report** to generate.

TIP

For more information on report types, see **Report Types**.

7 Click Preview.

The *Print Preview* window appears.

- 8 Review, print or export the report.
  - To change the view, click **Views** from the toolbar on the left and select a view.
  - To change the output, click Output from the toolbar on the left.
  - To print the report, click the **Print** icon.

#### NOTE

The report can be exported as an RTF, PDF, HTML, TXT or XLS file.

9 Click Close to return to the CPS - Reporting window.

## Creating Attendance from an Assessment in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Reports icon.
  The Reports window appears.
- 3 Select the **session** to create an attendance assessment.







4 From the Tools group, click Create Attendance.

A message appears confirming that an attendance assessment was created based on which students answered in that session.

**5** Click **OK** to return to the *Reports* window.

The attendance assessment appears in the list of sessions.

## **Edit Reports in CPS for PowerPoint**

A report generated in CPS can be edited after the session is delivered. Specific students or questions can be regraded.

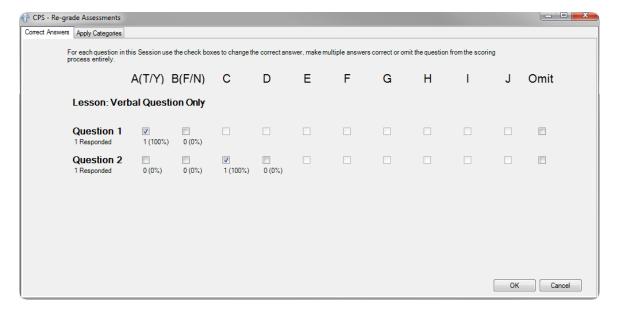
This section covers the following topics:

Regrading Questions in CPS for PowerPoint Regrading Students in CPS for PowerPoint

## Regrading Questions in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Reports icon.
  The Reports window appears.
- 3 Select a session to regrade.
- 4 Click the Edit icon.
  The CPS Assessment Options window appears.
- **5** Optionally, edit the assessment **title**, **category** and **points**.
- 6 Click Re-grade Questions.

The CPS - Re-grade Assessments window appears.





7 Click the box corresponding to the **correct answer**.

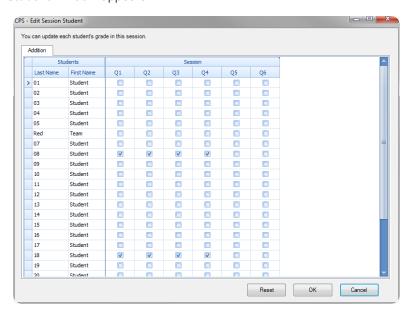
#### NOTE

Multiple correct answers can be selected.

- 8 Click the **check** to remove it from any box.
- 9 Optionally, click the corresponding Omit box to omit any questions from grading.
- 10 When finished, click **OK** to save any changes or **Cancel** to close the *Re-grading* window without saving any changes.

## Regrading Students in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Reports icon.
  The Reports window appears.
- **3** Select a **session** containing the students to regrade.
- 4 Click the Edit icon.
  The CPS Assessment Options window appears.
- 5 Optionally, edit the assessment title, category and points.
- 6 Click Re-grade Students. The CPS - Edit Session Student window appears.



- 7 Locate the student name and corresponding question boxes.
- 8 Click the box to add a check to a corresponding answer.
- 9 Click the box to remove the check.
- 10 When finished, click **OK** to save any changes or **Cancel** to close the *Edit Session Student* window without saving any changes.



## Deleting Sessions in CPS for PowerPoint

- 1 In PowerPoint, click the CPS tab.
- 2 Click the Reports con.
  The Reports window appears.
- 3 Select the **session(s)** to delete.

To select multiple sessions, press and hold the  ${f Ctrl}$  key on the keyboard while clicking the

4 Click the **Delete** con.

**WARNING**Use caution when deleting sessions. Deleting sessions cannot be undone.

5 Click **OK** to confirm the deletion of the selected session(s) or **Cancel** to return to the *Reports* window.



## REPORTS

Performance data gathered from response sessions can be used to generate reports. The reports can be viewed, edited, printed or exported.

CPS records the performance data when a session is completed. Reports are generated from delivery sessions, regardless of the delivery mode.

#### **WARNING**

Questions delivered in Preview mode do not have recorded performance data.

CPS records performance results in the same database where the delivered lesson, standard, assessment or team activity resides. When you access the Reports tab and select a specific report, CPS organizes the recorded data around the class associated with the lesson when it was delivered and in the report form you select.

This chapter covers the following topics:

Report Types
Generating Reports
Creating Attendance from an Assessment
Edit Reports
Merging Sessions
Deleting Sessions
Gradebook

## **Report Types**

There are 26 different types of reports that can be generated from CPS performance data.

There are three CPS report categories:

- **Class Reports** Class reports provide general information about the overall class performance. Class reports may provide some information on individual students, however the focus of the report is on the class.
- Individual Reports Individual reports focus on the performance data for each student.
- **Export Reports** Export reports are reports that can be exported to third-party software applications or are compatible with Microsoft Excel.



## Class Reports

- Instructor Summary
- Question
- Response\*
- Item Analysis
- · Item Analysis with Standards
- Standards Analysis
- Opinion Survey
- Data Slicing

## **Individual Reports**

- Study Guide\*
- Study Guide Incorrect Answers
- Study Guide Class Summary
- Standards Analysis with Student Cross Index

## **Export Reports**

- Question Grid Export
- Angel/WebCT Export
- Session Data Export
- eSembler Export
- · Response Data Export
- Question Response Data Export
- Raw Response Data Export\*
- Classroom Manager Export
- AEISIT Export
- Ontrack Export
- Post Report
- LMS Report
- Integrade Pro Export
- Star Chart

#### **NOTE**

Due to character limitation, only reports marked with an asterisk (\*) are compatible with Essay questions.

## **Class Reports**

Class reports provide general information about overall class performance. While these reports may also provide information on each student, the overall focus of the report is on the class.

### **Instructor Summary Report**

The Instructor Summary Report provides a quick overview of the class assessment. The Instructor Summary Report lists the number of correct out of attempted answers and the percentage of correctly answered questions for all selected students in the report. You can also view the class average and student information.

#### NOTE

Scores are calculated using the first answer submitted for sessions delivered with Student Practice mode.

#### **Instructor Summary**

Session Class:	n: Addition Math Class								
Class Points Avg: 83.33 out of 100.00 (83.33%) (Includes only students who took assessment) *The instructor adjusted the student's score.									
Lesson									
Additio Pad ID	Student Name	Student ID	Correct/ Attempted	% Correct	Score				
12	12, Student		4 of 6	67% (6)	66.7				
13	13, Student		6 of 6	100% (6)	100.0				
16	16, Student		5 of 6	83% (6)	83.3				

### **Question Report**

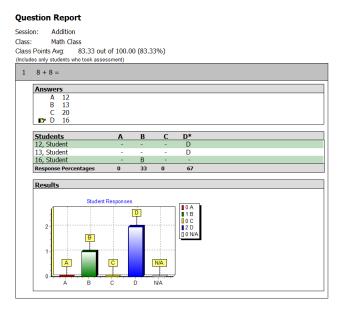


The Question Report details each question in the assessment. The report indicates the correct answer to each question, a summary of each student's response to each question, the percentile of respondents per answer option and a bar graph showing answer distribution.

The Question Report evaluates the effectiveness of a specific question and can also determine the most common answer to a question, regardless of whether the answer is correct or incorrect.

#### NOTE

The Question Report indicates the number of attempts made to submit the correct answer for sessions delivered with Student Practice mode.



### **Response Report**

The Response Report shows only the percentage of students who selected each answer choice. This report presents data in an anonymous format, so that you can evaluate the overall class performance without looking at individual performance. This report is compatible with Essay questions.

### **NOTE**

The Response Report is unavailable for sessions delivered with Student Practice mode.



	Resp	00	nse Rep	orts		Page 1
	Sessio	n:	Addition	n		-
١	Class:		Math Cl	ass		
	Class (Include	Po s o	ints Avg: a	83.33 c ho took	out of 100.00 (83.33%) assessment)	
	1		8 + 8 =			
		Α	0%	12		
		В	33%	13		
		C	0%	20		
	p)*	D	67%	16		
	2		12 + 22 =			
	II)	Α	67%	34		
		В	0%	44		
		C	33%	24		
		D	0%	36		
	3		19 + 27 =			
		Α	0%	36		
	p)*	В	100%	46		
		C	0%	50		
		D	0%	47		
	4		101 + 23 =			
		Α	33%	121		
		В	0%	153		
	<b>J</b>	C	67%	124		
		n	0%	134		

### **Item Analysis Report**

The Item Analysis Report shows each question and the percentage of students who selected each answer choice. The correct answer has an asterisk before the percentage.

#### NOTE

The Item Analysis Report is unavailable for sessions delivered with Student Practice mode.

**Item Analysis Report** 

Item A	iaiysis icepoi	•								Pa	age 1	
Session:	Addition										_	
Class: Math Class												
Class Points Avg: 83.33 out of 100.00 (83.33%) (Includes only students who took assessment)												
Addition												
Question:	: A (T/Y)	B (F/N)	С	D	E	F	G	Н	I	J	N/A	
1	0%	33%	0%	*67%	0%	0%	0%	0%	0%	0%	0%	
2	*67%	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	
3	0%	*100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
4	33%	0%	*67%	0%	0%	0%	0%	0%	0%	0%	0%	
5	*100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
6	0%	00%	*100%	00%	0%	0%	0%	00%	00%	0%	0%	

## **Item Analysis Report with Standards**

The Item Analysis Report with Standards provides the same information as the Item Analysis Report but also includes an associated standard.

#### NOTE

The Item Analysis with Standards Report is unavailable for sessions delivered with Student Practice mode.



### **Item Analysis Report with Standards**

Addition Session: Math Class

Class Points Avg: 83.33 out of 100.00 (83.33%)

(Includes only students who took assessment)

Addition Question:	A (T/Y)	B (F/N)	С	D	E	F	G	н	I	J	N/A Standards	
1	0%	33%	0%	*67%	0%	0%	0%	0%	0%	0%	0%	
2	*67%	0%	33%	0%	0%	0%	0%	0%	0%	0%	0%	
3	0%	*100%	0%	0%	0%	0%	0%	0%	0%	0%	0% 1.2.19	
4	33%	0%	*67%	0%	0%	0%	0%	0%	0%	0%	0%	
5	*100%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
6	0%	0% 3	*100%	0%	0%	0%	0%	0%	0%	0%	0% 1.2.14	

### **Standards Analysis Report**

The Standards Analysis Report lists each standard code, the actual standard and the percentage of students who correctly answered the questions associated with the standard. This percentage does not calculate any questions in the lesson that are not associated with standards.

#### NOTE

This report is only available if the session contained questions with associated standards. Scores are calculated using the first answer inputted for sessions delivered with Student Practice mode.

### **Standards Analysis Report**

Page 1

Page 1

Session: Addition Class: Math Class

Class Points Avg: 83.33 out of 100.00 (83.33%)

(Includes only students who took assessment)

Code	Standard	% Correct:	
1.2.14	1.2.14 Choose to perform two- and three-digit addition or subtraction, where appropriate.	100.00%	
1.2.19	1.2.19 Estimate to check the reasonableness of results.	100.00%	

### **Opinion Survey Report**

The Opinion Survey Report shows the percentage of students who selected each answer choice.

Opinion Survey	Page 1
	rage 1

Session: Addition

Class: Math Class

Question:	N/A	A(1)	B(2)	C(3)	D(4)	E(5)	F(6)	G(7)	H(8)	I(9)	J(10)	Total
1	0 (0%)	0 (0%)	1 (33%)	0 (0%)	2 (67%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	3.33
2	0 (0%)	2 (67%)	0 (0%)	1 (33%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1.67
3	0 (0%)	0 (0%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	2.00
4	0 (0%)	1 (33%)	0 (0%)	2 (67%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	2.33
5	0 (0%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1.00
6	0 (0%)	0 (0%)	0 (0%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	3.00

## **Data Slicing Report**

The Data Slicing Report displays the *Charting* window. Compare results from selected guestions, print or save as a PNG file. If the class roster contains demographic information, you can view results to a selected question for the participants in the selected group.

## **Individual Reports**

Individual reports focus on the performance data for each student.

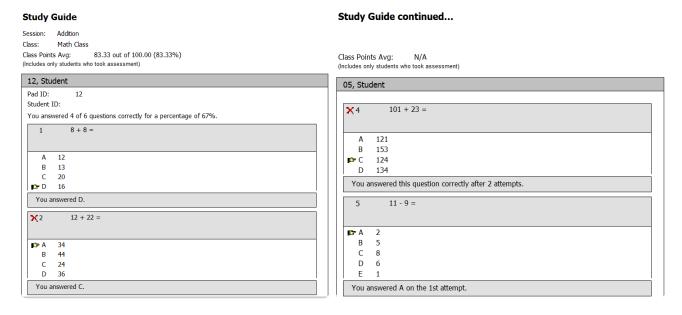


### **Study Guide Report**

The Study Guide Report provides a detailed study guide for each student for review. This report shows the number of correctly answered questions, percentage of correctly answered questions, correct answer for each question and the student's answer for each question. This report is compatible with Essay questions.

#### NOTE

The Study Guide Report indicates the number of attempts made to submit the correct answer for session delivered with Student Practice mode.

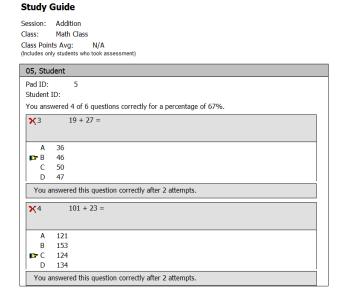


### **Study Guide - Incorrect Answers Report**

The Study Guide - Incorrect Answer Report provides the student with the same information as the Study Guide report, but excludes questions that the student answered correctly.

#### NOTE

This report indicates the number of attempts made to submit the correct answer for session delivered with Student Practice mode.

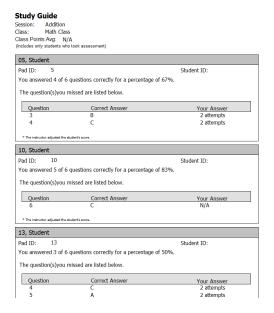




#### Study Guide - Class Summary Report

The Study Guide - Class Summary Report summarizes the questions missed for each student. This report lists each student, each question the student missed, the correct answer and the student answer.

This report indicates the number of attempts made to submit the correct answer for session delivered with Student Practice mode.

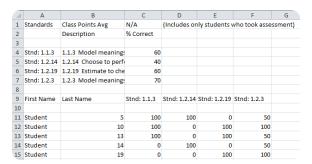


### Standards Analysis with Student Cross Index Report

The Standards Analysis with Student Cross Index Report lists each standard code, the actual standard and the percentage of students who correctly answered the questions associated with the standard. It also includes each student's name and performance per standard. The report is exported as a CSV.

### NOTE

This report is only available if the session contained questions with associated standards.



## **Export Reports**

Export reports are reports that can be exported to third-party applications, including Microsoft Excel, WebCT and other school integrations.

### **Question Grid Export Report**

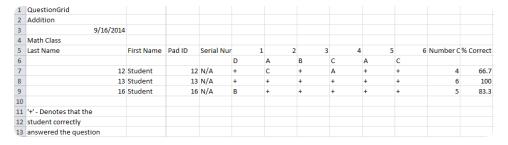
The Question Grid Export Report lists each student who participated in the session, question number and correct answer. If the student answered a question correctly, a "+" is displayed in the corresponding box on the grid. If the student answered



incorrectly, the letter representing the student's answer is displayed in the corresponding box on the grid. The report also displays the total number of correctly answered questions by all students in the class and the percentage of correct answers.

#### NOTE

The Question Grid Export report exports as a CSV file.

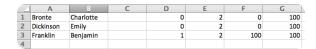


## **Session Data Export Report**

The Session Data Export Report contains only the performance data. The column headings (from left to right) are: Last Name, First Name, Student ID, number of correct answers, total number of questions, percentage of correctly answered question and total percentage available.

#### NOTE

The Session Data Export Report exports as a CSV file.

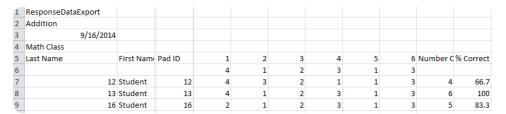


## **Response Data Export Report**

The Response Data Export Report shows session name, class name, individual student response per question, total number correct and percentage correct.

#### NOTE

This report exports as a CSV file.



### **Question Response Data Export Report**

The Question Response Data Export Report shows session name, class name and response percentages per question.

#### NOTE

This report exports as a CSV file.



1		Response	Report					
2								
3		Session:	Addition					
4		Class:	Math Clas	S				
5								
6		(Students	who did no	t respond t	o the quest	ion are ex	cluded from	m percentages)
7								
8		1.8+8=						
9	Correct		N	%	Answer Ch	oices		
10		Α	0	0%	12			
11		В	1	33%	13			
12		С	0	0%	20			
13	yes	D	2	67%	16			
14		Total	3	100%				
15								
16								
17								
18		2. 12 + 22	=					
19	Correct		N	%	Answer Ch	oices		
20	yes	Α	2	67%	34			
21		В	0	0%	44			
22		С	1	33%	24			
23		D	0	0%	36			
24		Total	3	100%				

### **School Integration Reports**

CPS offers several integration specific reports that export as compatible files for integrations such as WebCT, eSembler, Classroom Manager, AEISIT, Ontrack and an LMS Report.

## Generating Reports

- 1 Click the Report tab and select Reports.
- 2 Select a session.
- 3 Click the **Generate** cenerate icon.
  The CPS Reporting window appears.
- 4 Below Students, click the box(es) next to the student(s) to include in the report.
  - Optionally, click the box next to Select All to select all of the student names on the list.
  - Optionally, click the box next to Filter out students who didn't respond to only select students who
    responded during the session. If this option is selected, the class average is calculated only using the scores of
    students who responded.
- 5 Below the session title, select the type of report to generate.

TIP For more information on report types, see *Report Types*.

6 Click Preview.

The *Print Preview* window appears.

- 7 Review, print or export the report.
  - To change the view, click **Views** from the toolbar on the left and select a view.
  - To export the report, click **Output** from the toolbar on the left and select a **file type**.
  - To print the report, click the **Print** icon.

#### NOTE

The report can be exported as an RTF, PDF, HTML, TXT or XLS file.

8 Click Close to return to the CPS - Reporting window.



## Creating Attendance from an Assessment

- 1 Click the **Report** tab and select the **Reports** tab.
- 2 Select the **session** to generate an attendance assessment.
- 3 From the *Tools* group, click Create Attendance. A confirmation message is displayed.
- 4 Click OK.

The attendance assessment appears in the list of sessions.

## **Edit Reports**

A report generated in CPS can be edited after the session is delivered.

This section covers the following topics:

Regrading Questions Regrading Students

## Regrading Questions

- 1 Click the **Report** tab and select the **Reports** tab.
- 2 Select the **session** to regrade.
- 3 From the Reports group, click the Edit icon.
  The CPS Assessment Options window appears.
- 4 Optionally, edit the assessment title, category and points.
- 5 Click Re-grade Questions.
  The CPS Re-grade Assessments window appears.
- 6 Click the box corresponding to the correct answer.

#### NOTE

Multiple correct answers can be selected.

- 7 Click the **check** to remove it from any box.
- 8 Optionally, click the corresponding Omit box to omit any questions from grading.
- 9 When finished, click **OK** to save any changes or **Cancel** to close the *Re-grading* window without saving any changes.

## Regrading Students

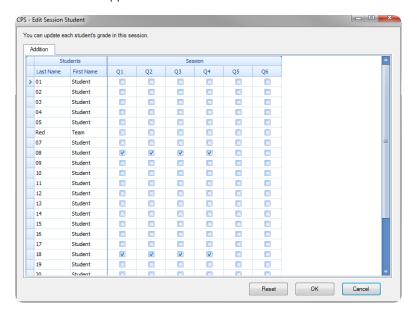
- 1 Click the **Report** tab and select the **Reports** tab.
- 2 Select a **session** containing the students to regrade.
- 3 From the Reports group, click the Edit icon. The CPS - Assessment Options window appears.





- 4 Optionally, edit the assessment title, category and points.
- 5 Click Re-grade Students.

The CPS - Edit Session Student window appears.



- **6** Locate the student name and corresponding question boxes.
- 7 Click the box to add a check to a corresponding answer.
- 8 Click the **check** to remove it from any box.
- **9** When finished, click **OK** to save any changes or **Cancel** to close the *Edit Session Student* window without saving any changes.

## Merging Sessions

### **Prerequisites**

An identical class roster must be applied to both sessions to merge the data.

- 1 Click the **Report** tab and select the **Reports** tab.
- 2 Select a **session** to merge with another session.

#### **WARNING**

Only Teacher Led and Student Paced Assessment session can be merged. Sessions must be merged in the order they were delivered.

- **3** From the *Tools* group, click **Session Merge**. The *CPS Session Merge* window appears.
- 4 Select the **session** to merge with the selected session and click **Next**.
- 5 Enter a session title for the merged session and click Next.
- 6 Click Done.

The merged session appears in the list of sessions.



## Deleting Sessions

- 1 Click the **Report** tab and select the **Reports** tab.
- 2 Select the session(s) to delete.

To select multiple sessions, press and hold the Ctrl key on the keyboard while selecting the

3 Click the **Delete** icon.



Use caution when deleting sessions. Deleting sessions cannot be undone.

4 Click **OK** to confirm the deletion of the selected session(s) or **Cancel** to return to the *Reports* window.

## Gradebook

The Gradebook provides access to all graded information from CPS. In addition to sessions engaged in CPS, any non-CPS assessments can be entered into your grade book. The CPS Gradebook can track student grades as points-based or percentage-based. The Gradebook allows you to review your class roster, sort grades by assessment type and view Gradebook reports.

This section covers the following topics:

Setting Up the Gradebook Including a Session in the Gradebook Exporting the Gradebook

## Setting Up the Gradebook

- 1 Click the **Report** tab and select the **Gradebook** tab.
- **2** From the *Setup* group, click the **Gradebook** icon. The Gradebook Setup window appears.



### 3 Select your Gradebook options:

Welcome	Enable password protection for the CPS database.
	Select a percentage-based or points-based grade book.
Class Information	Select which classes to include in your gradebook.
<b>Grading Period</b>	Establish grading periods specific to your district and school.
Weight Sets	Assign weights to specific assessment types. Each set of weights must add up to 100%.
Letter Grades	Apply broad or narrow point ranges to letter grades specific to classes.
Class Participation	Set points for incorrect answers. Positive point values can encourage participation even for incorrect answers, while negative point values can discourage students from guessing the correct answer.

4 Click **OK** to close the *Gradebook Setup* window.

## Including a Session in the Gradebook

You can choose to include sessions in the Gradebook from the Session Options. If this option was not selected before the session was delivered, it can be added to the Gradebook at any time.

- 1 Click the **Report** tab and select the **Gradebook** tab.
- 2 From the Filters group, select the class roster.
- **3** From the Assessments group, click the **Choose** icon. The CPS Choose Session for Gradebook window appears.
- 4 Select the **session(s)** to include in the Gradebook.

TIP
To select multiple sessions, press and hold the **Ctrl** key while clicking the sessions.

5 Click OK.

The sessions have been added to the Gradebook.

## Exporting the Gradebook

All assessments displayed in the Gradebook can be exported to a CSV file.

- 1 Click the **Report** tab and select the **Gradebook** tab.
- 2 From the Filters group, select the class roster, time period and assessment type to export.
- **3** From the *Assessments* group, click the **Export** icon. The selected Gradebook opens in Microsoft Excel.



## HIGHER EDUCATION AND CPS

CPS offers direct integrations with several higher education Learning Management Systems (LMS). You can create or import classes and export performance data into the selected LMS.

CPS is compatible with the following LMSs:

**CPSOnline** 

Blackboard

Blackboard Vista

**ANGEL** 

This chapter also covers the following topics:

Uploading Sessions to an LMS

Student Resources

## **CPSOnline**

A higher education class is a roster of students using clickers. Students purchase their clickers and a subscription from their school bookstore and register through CPSOnline. CPSOnline then sends student information to your CPS class when you sync, and CPS creates your class roster.

This section covers the following topics:

Creating a CPSOnline Account Creating a CPSOnline Class Roster Importing a CPSOnline Class Roster Syncing a CPSOnline Class

## Creating a CPSOnline Account

### **Prerequisites**

An Instructor Setup Code is required. If you do not have an Instructor Setup Code, contact your account executive.

- 1 Click **Settings** and select **CPSOnline Login**. The *CPS - CPSOnline Login Wizard* appears.
- 2 Select Higher Education and click Next.
- 3 Select New User and click Next.
- 4 Enter your Instructor Setup Code and click Next.
- 5 Select your school from the list and click Next.
  - If using the school LMS, select that option and skip to the last step.
  - If using CPSOnline, select I want to continue with CPSOnline for my CPS class and click Next.



6 Create a username and password and click Next.

#### NOTE

The username and password are required to create, import or sync classes and upload grades.

- 7 Enter your account information and click Next.
- 8 Enter your class information and click Next.
- 9 Enter your Online Class Options.
  - **CPSOnline Study Guide** Select to automatically display a study guide for each assessment or select to be prompted to display the study guide after the assessment is uploaded.
  - **Sync Options** Select to automatically sync your class information with CPSOnline each time the CPS database is opened.
- 10 Click Next.
- 11 Click **Next** to save the information or click **Back** to make changes.

A message displays your Class Key.

#### **IMPORTANT**

The Class Key is required for students to enroll in the CPSOnline class.

- 12 Optionally, print the class information and student enrollment instructions.
- 13 Optionally, select to create additional classes.
- 14 Click **Done** to close the CPS New Class Wizard and return to CPS.

## Creating a CPSOnline Class Roster

#### **Prerequisites**

A CPSOnline username and password is required. For more information, see Creating a CPSOnline Account.

- 1 Click the Prepare tab and select the Classes and Students tab.
- 2 Click New and select Class.

The CPS - New Class Wizard appears.

- 3 Select **Higher Education** and click **Next**.
- 4 Select Yes and click Next.
- 5 Enter your CPSOnline username and password.
- 6 Select your institution from the drop-down menu and click Next.
- 7 If prompted, select I want to continue with CPSOnline for my CPS class and click Next.
- 8 Enter your class information and click Next.
- 9 Enter your Online Class Options.
  - **CPSOnline Study Guide** Select to automatically display a study guide for each assessment or select to be prompted to display the study guide after the assessment is uploaded.
  - **Sync Options** Select to automatically sync your class information with CPSOnline each time the CPS database is opened.
- 10 Click Next.
- 11 Click **Next** to save the information or click **Back** to make changes.

A message displays your Class Key.



#### **IMPORTANT**

The Class Key is required for students to enroll in the CPSOnline class.

- 12 Optionally, print the class information and student enrollment instructions.
- 13 Optionally, select to create additional classes.
- 14 Click Done to close the CPS New Class Wizard and return to CPS.
  Students can now register their clickers for your CPSOnline class. For more information, see Registering for a CPSOnline Class.

## Importing a CPSOnline Class Roster

You can import an existing CPSOnline class to your computer.

- 1 Click the Prepare tab and select the Classes and Students tab.
- 2 Click Import and select Other Sources. The CPS - Import Class Wizard appears.
- 3 Select CPSOnline and click Next.
- 4 Select Higher Education and click Next.
- 5 Enter your CPSOnline username and password.
- **6** Select your **institution** from the drop-down menu and click **Next**.
  - A list of all available CPSOnline classes is displayed.
- 7 Click the box(es) next to the class(es) to import or click the box labeled Select All to import all available classes.
- 8 Click Next.
  - CPS will import the CPSOnline class(es).

### NOTE

This class is online, therefore student information cannot be edited from CPS.

## Syncing a CPSOnline Class

Sync your CPS class with CPSOnline to upload grades and maintain an updated class roster. By default, CPS automatically syncs every time CPS is opened. Use the steps below to manually sync the class while in CPS.

### **Prerequisites**

Your computer must have a stable internet connection.

- 1 In CPS, click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Select the class to sync with CPSOnline.
- **3** From the *Home* group, click **Sync**. The class syncs with CPSOnline.



## Blackboard

Unlike a CPSOnline class, a Blackboard class is not created within CPS. A Blackboard class is enabled from within Blackboard and then imported into CPS.

### **Prerequisites**

A CPSOnline username and password is required. If you do not have a CPSOnline account, see **Creating a CPSOnline Account.** 

This section covers the following topics:

Enabling a Blackboard Class Importing a Class from Blackboard Syncing a Class with Blackboard

## Enabling a Blackboard Class

### **Prerequisites**

Blackboard must have the CPS Connection installed. If the CPS Connection is not installed in Blackboard, contact the Blackboard administrator.

- 1 Log in to your Blackboard account.
- 2 Select the Blackboard course to create in CPS.
- 3 From the left menu, click Tools.
- 4 Select CPS Connection.
- 5 If available, click My CPS Page. Alternatively, click the CPS Connection tab and click My CPS Page. My Instructor Courses page is displayed.
- 6 Click Enable.
  - The CPSOnline Account window appears.
- 7 Enter your CPSOnline username and password and click Continue.

#### NOTE

If you do not have a CPSOnline username and password, see Creating a CPSOnline Account.

8 Enter the course title, start and end dates and the Instructor Setup Code.

#### NOTE

If you do not have an Instructor Setup Code, contact your account executive.

- 9 Click Submit.
- **10** Optionally, print the class information.

Students can now register their clickers for your course in Blackboard. For more information, see **Registering for a Class through School LMS (Blackboard, Blackboard Vista, ANGEL)**.

### **Next Steps**

Import your Blackboard class to CPS. See Importing a Class from Blackboard.



## Importing a Class from Blackboard

### **Prerequisites**

The Blackboard course must be enabled from within Blackboard through the CPS Connection tool.

- 1 In CPS, click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Click Import and select Other Sources.
  - The CPS Import Class Wizard appears.
- 3 Select Blackboard/WebCT and click Next.
- 4 Select your institution from the list and click Next.
- 5 Enter your **CPSOnline username** and **password** and click **Next**.
- 6 Click the box(es) next to the class(es) to import or click the box labeled Select All to import all available classes.
- 7 Click Next.
  - CPS imports the Blackboard class(es).

#### NOTE

This class is online, therefore student information cannot be edited from CPS.

8 Click Done.

## Syncing a Class with Blackboard

Sync your CPS class with Blackboard to upload grades and maintain an updated class roster. By default, CPS automatically syncs every time CPS is opened. Use the steps below to manually sync the class while in CPS.

### **Prerequisites**

Your computer must have a stable internet connection.

- 1 In CPS, click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Select the class to sync with Blackboard.
- **3** From the *Home* group, click **Sync**. The class syncs with Blackboard.

## **Blackboard Vista**

Unlike a CPSOnline class, a Blackboard Vista class is not created within CPS. A Blackboard Vista class is enabled from within Blackboard Vista and then imported into CPS.

#### **Prerequisites**

A CPSOnline username and password is required. If you do not have a CPSOnline account, see *Creating a CPSOnline Account*.

This section covers the following topics:

Enabling a Blackboard Vista Class Importing a Class from Blackboard Vista Syncing a Class with Blackboard Vista



## Enabling a Blackboard Vista Class

#### NOTE

Some options may differ when using different versions of Blackboard Vista.

### **Prerequisites**

Blackboard Vista must have the CPS Connection installed. If the CPS Connection is not installed in Blackboard Vista, contact the Blackboard Vista administrator.

- 1 Log in to your Vista account.
- 2 From the Course List, select the Vista course to create in CPS.
- 3 Click the Build tab.
- 4 If available, click the Basic View tab.
- 5 Click Add Content Link.
- 6 Select Create CPSConnection.

The Create CPSConnection window appears.

- 7 Enter a class name in the *Title* field and click **Enable CPS Response Pads**.
- **8** If applicable, select your **campus** from the drop-down menu. The *CPSOnline* screen is displayed.
- 9 Enter your CPSOnline username and password and click Continue.

#### NOTE

If you do not have a CPSOnline username and password, see Creating a CPSOnline Account.

10 Enter the course title, start and end dates and the Instructor Setup Code.

## NOTE

If you do not have an Instructor Setup Code, contact your account executive.

- 11 Click Submit.
- **12** Optionally, print the class information.

Students can now register their clickers for your course in Blackboard Vista. For more information, see **Registering for a Class through School LMS (Blackboard, Blackboard Vista, ANGEL)**.

### **Next Steps**

Import your Vista class to CPS. See Importing a Class from Blackboard Vista.

## Importing a Class from Blackboard Vista

### **Prerequisites**

The Blackboard Vista course must be enabled from within Blackboard Vista through the CPS Connection tool.

- 1 In CPS, click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Click Import and select Other Sources. The CPS - Import Class Wizard appears.
- 3 Select Blackboard/WebCT and click Next.



- 4 Select your institution from the list and click Next.
- 5 Enter your CPSOnline username and password and click Next.
- 6 Click the box(es) next to the class(es) to import or click the box labeled Select All to import all available classes.
- 7 Click Next.
- 8 Enter your Vista username and password and click Next. CPS imports the class(es) from Vista.

#### NOTE

This class is online, therefore student information cannot be edited from CPS.

9 Click Done.

## Syncing a Class with Blackboard Vista

Sync your CPS class with Blackboard Vista to upload grades and maintain an updated class roster. By default, CPS automatically syncs every time CPS is opened. Use the steps below to manually sync the class while in CPS.

## **Prerequisites**

Your computer must have a stable internet connection.

- 1 In CPS, click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Select the class to sync with Blackboard Vista.
- **3** From the *Home* group, click **Sync**. The class syncs with Blackboard Vista.

## **ANGEL**

Unlike a CPSOnline class, a class from ANGEL is not created within CPS. A class is enabled from within ANGEL and then imported into CPS.

### **Prerequisites**

A CPSOnline username and password is required. If you do not have a CPSOnline account, see *Creating a CPSOnline Account*.

This section covers the following topics:

Enabling a Class from ANGEL Importing a Class from ANGEL Syncing a Class with ANGEL

## Enabling a Class from ANGEL

### **Prerequisites**

ANGEL must have the My CPS Page installed. If the My CPS Page is not installed in ANGEL, contact the ANGEL administrator.



- 1 Log in to your ANGEL account.
- 2 Below Welcome to CPS, click My CPS Page.

The My Instructor Courses page is displayed.

3 Click Enable next to the course to create in CPS.

The CPSOnline Account window appears.

4 Enter your CPSOnline username and password and click Continue.

#### NOTE

If you do not have a CPSOnline username and password, see Creating a CPSOnline Account.

5 Enter the course title, start and end dates and the Instructor Setup Code.

#### NOTE

If you do not have an Instructor Setup Code, contact your Account Executive.

- 6 Click Submit.
- **7** Optionally, print the class information.

Students can now register their clickers for your course in Blackboard. For more information, see **Registering for a Class through School LMS (Blackboard, Blackboard Vista, ANGEL)**.

### **Next Steps**

Import your ANGEL class to CPS. See Importing a Class from ANGEL.

## Importing a Class from ANGEL

### **Prerequisites**

The ANGEL course must be enabled from within ANGEL through the CPS Connection tool.

- 1 In CPS, click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Click Import and select Other Sources.

The CPS - Import Class Wizard appears.

- 3 Select ANGEL and click Next.
- 4 Select your institution from the list and click Next.
- 5 Enter your CPSOnline username and password and click Next.
- 6 Click the box(es) next to the class(es) to import or click the box labeled Select All to import all available classes.
- 7 Click Next.
- 8 Enter your ANGEL username and password and click Next.

CPS will import the ANGEL class(es).

#### NOTE

This class is online, therefore student information cannot be edited from CPS.

9 Click Done.



## Syncing a Class with ANGEL

Sync your CPS class with ANGEL to upload grades and maintain an updated class roster. By default, CPS automatically syncs every time CPS is opened. Use the steps below to manually sync the class while in CPS.

## **Prerequisites**

Your computer must have a stable internet connection.

- 1 In CPS, click the **Prepare** tab and select the **Classes and Students** tab.
- 2 Select the class to sync with ANGEL.
- **3** From the *Home* group, click **Sync**. The class syncs with ANGEL.

## Uploading Sessions to an LMS

You can upload sessions from a CPSOnline class.

- 1 Click the Report tab and select Reports.
- 2 Select the session to upload.
- 3 Click the **Upload** icon.

#### NOTE

Some versions of Blackboard, Blackboard Vista or ANGEL may require a username and password.

The performance data is uploaded and reflected in the corresponding LMS.

## Student Resources

Students can register their clickers for classes using CPSOnline or their school's learning management system (LMS). When creating a new class with the CPS - New Class Wizard, the final page displays additional information including your Class Key, class information and the option to print Student Enrollment Instructions. The Student Enrollment Instructions can be distributed to students to help them register their clickers.

The same instructions can also be found here:

### Registering for a CPSOnline Class

Registering for a Class through School LMS (Blackboard, Blackboard Vista, ANGEL)

## Registering for a CPSOnline Class

To register for a CPSOnline Class you will need to create an account and enroll in the class.

To create an account and enroll in a CPSOnline class, you will need:

- Class Key from your instructor
- Clicker serial number
- Payment method (credit card or personal check)



### Creating a CPSOnline Account

- 1 Go to http://www.cpsonlinehe.einstruction.com/hggnstudent.cfm.
- 2 Select your school from the drop-down menu and click Choose Site.
- 3 Click Create New Account.
- 4 Enter and confirm your email address, select a security question and enter an answer.
- 5 Enter the clicker serial number.

#### TIP

The clicker serial number can be located by turning on the clicker. The serial number is displayed on the LCD screen.

- 6 Click Continue.
- 7 Create a CPSOnline username and password and enter your contact information.
- 8 Click Submit.

### **Enrolling in Class**

- 1 Click **Yes** to immediately enroll in your class.
- 2 Enter your Class Key.
- 3 Optionally, enter an enrollment code or coupon from your textbook or school bookstore.
- 4 Read the Student Refund Policy and click the box labeled I have read and agree with Student Refund Policy.
- 5 Click Next.
- 6 Enter your billing information and click Next.
- 7 Enter your payment information and click Next.
- **8** Verify your billing and payment information and click **Submit Your Payment**. The *Transaction Status* page is displayed.
- 9 Click Continue.
- 10 Click **Account Information** to view your classes and verify your information.
- 11 To enroll in an additional CPSOnline class, click Enroll in a class.
- 12 After enrolling in all of your classes, click Log Out so that CPSOnline properly records your information.

#### NOTE

If you enroll in multiple CPSOnline classes, your clicker may have a different assigned number for each class. Note your assigned clicker number for each class.

# Registering for a Class through School LMS (Blackboard, Blackboard Vista, ANGEL)

Register your clicker through your class management system.

### **Enrolling through Blackboard or ANGEL**

- 1 Log in to your Blackboard or ANGEL account.
- 2 Click the Course tab and click Tools.



3 Click CPS Connection and click My CPS Page.

The My Student Courses page is displayed.

- 4 Next to your class, click the Serial Number drop-down menu and select New Pad.
- 5 Enter the clicker serial number, your email address and any additional information.

TIP

The clicker serial number can be located by turning on the clicker. The serial number is displayed on the LCD screen.

- 6 Click Add.
- 7 If you have a CPSOnline account, select that option and enter your CPSOnline username and password.
- 8 If you do not have a CPSOnline account, select that option and enter your contact information.
- 9 Click Continue.

The Activate My Response Pad page is displayed.

- **10** Select one of the following options:
  - I want to purchase activation You can purchase a CPS subscription.
  - I want to activate using my enrollment code Enter your enrollment code in the corresponding field.
  - I already paid for this term using CPSOnline Enter your CPSOnline username and password to sync your clicker with your CPSOnline account.
- 11 Read the Student Refund Policy and click the box labeled I have read and agree with Student Refund Policy.
- 12 Click Continue.

The Activation page is displayed.

13 Click **OK** to return to My Student Courses.

If the clicker is successfully enrolled in your class, 🗸 appears below Status.

#### NOTE

If you have any issues or questions while enrolling, contact Technical Support.

### **Enrolling through Blackboard Vista (WebCT)**

- 1 Log in to your Vista account.
- 2 From Course List, select your course.
- 3 Click Add/Update CPS Serial Number.
- 4 Enter the clicker serial number and click Continue.

TIP

The clicker serial number can be located by powering on the clicker. The serial number is displayed on the LCD screen.

Depending on your school, a payment window is displayed. If not skip to step 7.

- 5 Select your payment option and click Continue.
- 6 Enter your billing information and click Continue.

Your Pad ID for the class is displayed.



## 7 Note your Pad ID.

## NOTE

If you have a CPSOnline account, enter your **username** and **password** to automatically link your information to your new class.

### **NOTE**

If you have any issues or questions while enrolling, contact Technical Support.



## **CONTACT US**

For additional help, contact Turning Technologies Technical Support.

Technical Support is available from 7 a.m. - 9 p.m. EST.

From within the contiguous United States, you can reach Technical Support toll-free by calling 866.746.3015. If you are calling from outside of the United States, please call +1 330.746.3015.

Technical Support may also be reached via e-mail at support@turningtechnologies.com or support@einstruction.com, a brand of Turning Technologies.

### Office Locations

#### Ohio

255 West Federal Street Youngstown, Ohio 44503 Toll-Free: 866.746.3015 Direct: 330.746.3015

International: +1 330.746.3015

#### **Paris**

26/36 rue Alfred Nobel 93600 Aulnay-sous-Bois

France

Direct/Support: +33 (0)1 58 31 10 60

#### **Belfast**

19 Colvin House Inspire Business Park Carrowreagh Road Belfast BT16 1QT United Kingdom

Direct: +44 (0)28 9048 7898

#### Amsterdam

Keizersgracht 75, Garden 1015 CE, Amsterdam The Netherlands

Direct: +31 (0)85 4011 040

