

CPS Quick Reference

<p><u>Detecting Receiver</u></p>	<ul style="list-style-type: none"> • Open CPS • Click on Setting > Delivery Options > Receiver Tab > Detect CPS Receiver • A message saying it has been detected will display. Click OK > OK
<p><u>Create a New Database</u></p>	<ul style="list-style-type: none"> • Open CPS • Click on File > New Database • Type in a filename (Ex. CPS Jones) • Click Save • Select New > Class • Fill in the information (First Name, Last Name, Email address) requested in the window and submit it
<p><u>Creating a Class</u></p>	<p>Create a Class:</p> <ul style="list-style-type: none"> • Click Prepare Tab > Classes and Students • Click New > Class • Click on K-12 in the Class Wizard --Fill in the teacher name and class name • Click Next • Click Done
<p><u>Adding Students</u></p>	<p>Add Students:</p> <ul style="list-style-type: none"> • Click a class name to highlight it • Click New > Student --Fill in a student name and clicker ID (auto-fills but may be changed) • Repeat for additional students • Click Save after all students are entered
<p><u>Importing a Class Roster</u></p>	<p>Import Class Roster: Export student names from the gradebook in CSV format (See directions at the end of this document.)</p> <ul style="list-style-type: none"> • Open CPS • Click Prepare > Classes and Students • Click Import --In the Class Wizard window, select the CSV option --Click Next • Browse to the csv file containing the student names and open it --Select the Class to import into • Click Done
<p><u>Creating Lesson Folders</u></p>	<p>Create Lesson Folders:</p> <ul style="list-style-type: none"> • Click Prepare Tab > Lessons and Assessments • Click the database title to highlight it • Click New > Lesson --Name the lesson folder a name indicating that it is a unit (or general) folder that will hold other lesson folders (Ex. Unit 1) --Click OK • Click New > Lesson --Name the lesson folder a name indicating that it is a folder where you will put questions for a lesson (Ex. Chapter 1) --Click OK <p>NOTE: There is a unit lesson folder and a chapter lesson folder. More chapter folders can be created under the unit folder. Ex. Unit 1 Chapter 1</p>

<p><u>Creating Questions:</u></p>	<p>Create questions inside of Lesson Folder:</p> <ul style="list-style-type: none"> • Click Prepare Tab > Lessons and Assessments • Select a lesson where questions are to be added • Click New > Question <ul style="list-style-type: none"> --Select the question format template from the drop-down box --Type in the question and answers --Select the box next to the question for the correct answer --Click the diskette icon with the arrow to save and continue --Click Save to exit > Click X to close the question author dialog box
<p><u>Creating Fast Grade Tests</u></p> <p>Types of Questions Allowed:</p> <p><u>IR Clickers</u> Multiple Choice True/False Yes/No</p> <p><u>Radio Clickers</u> Multiple Choice True/False Yes/No Numeric Questions</p>	<p>Create a Fast Grade Test:</p> <p>Note: A fast grade test is a method to use a prepared test or list of questions by inputting the answers only into the CPS system</p> <ul style="list-style-type: none"> • Click Prepare Tab • Click on a Lesson Folder in the left column • Click New > Fast Grade Lesson • In the Lesson Attributes Box: <ul style="list-style-type: none"> --Fill in the title of the test --Click OK • In the Fast Grade Window: <ul style="list-style-type: none"> --Locate a question type from the formats displayed --Click on the correct answer (A, B,C,D, etc) <p>Note: The “<i>Number of Questions in this Lesson</i>” displays the number of question answers entered</p> • Click Previous to review/change an answer • Click Next to move to the next question • Click OK when completed • The answer key will appear under the chosen Lesson Folder <p>To run this test, give the students a hard copy of the questions then:</p> <ul style="list-style-type: none"> • Click on Engage • Click on Assessment Setup > Student Paced • Click on Engage (the students answer questions at their pace once you start the test)
<p><u>Creating Verbal Questions (Impromptu)</u></p>	<p>Create Verbal Questions:</p> <p><i>Use this to poll students or check for understanding, use the verbal question feature</i></p> <p>Verbal Question Mode:</p> <ul style="list-style-type: none"> • Click Engage Tab > Verbal Engage button • In the Verbal Section Setup Window: <ul style="list-style-type: none"> --Title the session --Select the Class Roster --Click OK • In the Engage Box: <ul style="list-style-type: none"> --Click Verbal > Question Type • Response Bar appears <ul style="list-style-type: none"> --Pose the question --Allow students to respond --Click End to end response time • Response Chart Displays <ul style="list-style-type: none"> --Select the correct answer from the “Correct Answer” drop-down --Click Close • To ask another question, select the question type

<p><u>Creating Chalkboard Questions</u></p> <p>Using Interactive Technology such as: SmartBoards Interwrite Boards School Pads Airliners</p>	<p>Create Chalkboard Questions: <i>Use this to write a quick question for students to answer</i></p> <p>Chalkboard Question Mode:</p> <ul style="list-style-type: none"> • Click Engage Tab > Verbal Engage button • In the Verbal Section Setup Window: <ul style="list-style-type: none"> --Title the session --Select the Class Roster --Click OK • In the Engage Box: <ul style="list-style-type: none"> --Click Chalkboard button • Response Bar appears <ul style="list-style-type: none"> --Write out the question on the “Chalkboard” --Select Answer Type --Allow students to respond --Click End to end response time • Response Chart Displays <ul style="list-style-type: none"> --Select the correct answer from the “Correct Answer” drop-down --Click Close • To write out another question, click Clear and continue as above
<p><u>Engaging Students—Running a Test in Teacher Managed Mode</u></p>	<p>Run a Test in Teacher Managed Mode: <i>Use this mode to run a test for a previously setup lesson/test</i></p> <ul style="list-style-type: none"> • Click Engage Tab • Select the lesson by clicking on the box next to the lesson • Select from the drop-down lists: <ul style="list-style-type: none"> --Title --Type --Class • Click on the Engage button • In the Engage Box: • Do one of the following to select a question: • Click Questions > Select a Questions OR • Click Next to go to the first question in the lesson/test • Allow students to respond to the question after it appears • Click End to end the time for answering the question <ul style="list-style-type: none"> -- The correct answer window will display a check mark next to the correct answer and the number of responses for each question at the end of the question line. The percentage correct is also displayed. • Click the forward arrow to advance to the next question • Click Close > Close <p>Note: As students answer, the number flashes green (first time answered), blue (verifying answer), yellow (changed answer)</p>

<p><u>Using Exam View</u></p>	<p>Exam View Questions: <i>Exam View can be used with CPS clickers (Exam View is available with some textbook adoptions.)</i></p> <ul style="list-style-type: none"> • Click Prepare Tab • Select a database folder • Click on Add Files • In the dialog window: <ul style="list-style-type: none"> --Change "Files of Type" to All Files --Locate the Exam View file and open it • Click Engage Tab <ul style="list-style-type: none"> --Select the class roster --Click Teach • On the Engage Box: <ul style="list-style-type: none"> --Click Next -- <i>(Continue as in Teacher Managed Mode)</i>
<p><u>Reports</u></p>	<p>Running Reports:</p> <ul style="list-style-type: none"> • Click Reports Tab • Select the exam to be review • Click on Generate to get a listing of all reports • Select a report (Instructor Summary is a very useful report)
<p><u>Exporting Data from Gradebook to Excel as CSV File</u></p>	<p>Export Student Roster from Gradebook:</p> <p>Step 1</p> <ul style="list-style-type: none"> • In the gradebook, click on Reports • Select a class period • Click Student Roster report <ul style="list-style-type: none"> --Click on CSV --Selected Class --Click on Student --Click Run Report <p>Step 2</p> <ul style="list-style-type: none"> • Open the exported file with Excel • Highlight the names in the column labeled "Student name" • Click on Data > Text to Columns • Click Delimited > Next • Click Comma > Next > Finish • Change Student Name headings to Last and First (These need to be the first row of the spreadsheet) • Save the file as a csv
<p><u>Additional Help and Functions</u></p>	<p>Great online tutorials for the above tasks and additional tasks in the CPS system are available at the following location: http://www.einstruction.com/Training/Videos/?CFID=3173747&CFTOKEN=69413324 OR Open CPS Click on Help > Online Tutorials</p>