

## CPS Basic Instructions

**Download the CPS software and install it on the computer – see lab assistant for help.**

### **SET UP HARDWARE**

1. Insert USB receiver into the USB port on the computer.
2. Restart computer (first time only).

### **CREATE A NEW DATABASE**

1. Open **CPS**.
2. Choose **Create a new CPS database** and click **OK**.
3. Use the **Save In** drop-down list to specify **Location to Save**.
4. In the **File name** box, type the teacher's last name.
5. Click **Save**.  
*\*The program will give a warning about saving on a remote drive – choose **Yes**\**

### **SET DELIVERY OPTIONS**

1. Click **Settings** in the top menu.
2. Select **Delivery Options > Receiver**.
3. On the **Teacher Managed** tab, read the available options. Check all that are needed.  
Below are the ones most teachers check:
  - a. Show Pads That Have Responded
  - b. Show Cumulative Percent Correct
  - c. Show Answer Distribution
  - d. Show Window Title Bar
  - e. Show Large Screen
  - f. Show Percent Correct
  - g. Show Correct Answer
4. Click **OK**.

### **CREATE CLASSES**

1. Select the **Prepare** tab.
2. Choose the **Classes and Students** tab.
3. Click the **New** button (upper left) and choose **Class** - the CPS New Class Wizard appears.
4. Choose **K-12 > Next**.
5. For the username and password question, select **No > Next**.
6. Complete the **First Name**, **Last Name** and **Email** boxes. Click **Next**.
7. In the **Class Name** box, type a name for the class – no other information is required, but can be added if desired.
8. Click **Next**.
9. Click **Next** to create the class or click **Back** to review the information.
10. Choose one of the following:
  - a. To create another class, click the box in front of **the I want to make another class** option.
  - b. To finish, click **Done**.

### **ADD STUDENTS**

***\*Students can be imported from TAC instead of entered manually – see directions on MHS webpage\****

1. Make sure the **Prepare** tab is selected.
2. Choose the **Classes & Students** tab.
3. In the **Class Name** list (left side), select the desired class.
4. Click the **New** button and choose **Student**.
5. Type the information for each student. The **Tab** key moves you to the right and the **Enter** key moves you to the next line.

## CREATE FOLDERS AND LESSON NAMES

1. Click the **Prepare** tab to begin.
2. Select **Lessons and Assessments**.
3. Click the desired database name on the left side of the screen.
4. Select **New > Folder**.
5. Type a **Title** for the folder (example – Math).  
*Description and unique identifier are optional. Think of this as the Math folder where math lessons will be located.*
6. Click **OK**.
7. Repeat these steps to create a folder for each subject area (Example – Reading, Science Social Studies OR Math Period 1, Math Period 2, etc).
8. Now select one of the folders (example: Math).
9. Click **New > Lesson**.
10. Type a title for the lesson (Example – Chapter 1 Addition).
11. Click **OK**.

## ADD QUESTIONS TO A CPS LESSON



***\*Make sure the Lessons & Assessments tab is selected\****

1. On the left side of the screen, select the desired lesson.
2. Click **New > Question**.  
*The CPS Question Author box has many choices - Font, Font Size and Template. The templates include different types of questions (Multiple Choice, True/False, Yes/No). The CPS RF system can also create numeric questions. Graphics can also be included.*
3. In the **Format** box, click the down arrow of the **MC4** box and choose a type of question (MC stands for Multiple Choice).
4. In the **Format** box, click the down arrow of the **Template** box and make a selection.
5. Click in the question box and type the question.
6. Click in each answer box and type different answers.
7. Put a check in the box to the left of the correct answer.
8. If a template with a graphic was chosen, right click **in** the graphic box and choose **Browse**.
9. Navigate to the graphic's location and select it.
10. Click the **Save** button (top left).
11. To add another question, click the **New** button (top left).
12. Close when finished.

## ENGAGE A CPS LESSON

1. Open **CPS** and click the **Engage** tab.
2. Choose the **Lessons & Assessments** tab.
3. Check the box to the left of the desired lesson.
4. Click the **Engage** tab (top, middle) – *a toolbar will appear at the top of the screen.*
5. Click the **Next #1** button
6. Click **Start**.
7. When all students have answered, click the **Stop** button – the correct answer and results should appear.

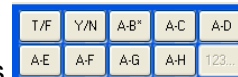
*To see a chart of the results, click the **Charting** button (lower left) .*

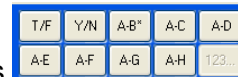

8. Click the **Next** arrow (bottom, left)  to move to the next question.
9. Repeat the steps above to continue through the lesson.
10. When all questions are completed, click the **Close question window** button (bottom, left) .
11. Click the **Close** button (top right) and choose **Yes**.

## VERBAL QUESTIONS

1. Click the **Engage** tab.
2. Select **Lessons & Assessments**.
3. Click the **Engage Verbal** button (top left) – *note: all lesson boxes must be unchecked.*

4. Complete the following boxes:
  - a. Session Title
  - b. Session Category
  - c. Max points
  - d. Class
  - e. Other items are optional
5. Click **OK**
6. On the **CPS** tool bar that appears, select **Verbal**.
7. Select a type of question.
8. After all students have responded, click **End** – *a chart will appear*.
9. In the **Correct Answer** section at the bottom of the screen, click the down arrow and select the correct answer. *Responses will be graded.*
10. Click **Close**.



11. To ask another question, select one of the Question Type buttons . Repeat as many times as needed.
12. After asking all questions, click the **Close** button .
13. Select **Close** on the CPS tool bar (top).
14. Click **Yes** to end the session.

### FAST GRADE – CREATE ANSWER KEY ONLY

1. Open **CPS**.
2. Click the **Prepare** tab.
3. Click the **Lessons and Assessments** tab.
4. Click the desired database on left side of screen (usually your name).
5. Click the **New** button (upper left).
6. Select **FastGrade Lesson**.
7. Type a title for the lesson and click **OK**.  
(*No Description, Unique Identifier or Associated File are needed*)
8. Find the type of question and click the correct answer for each question - each column is labeled as to the type of question being asked. The question number is shown on the right side of the screen about halfway down the page.  
**Example:** Question 1 is a Multiple Choice – 4 possible answers type of question with C as the correct answer – click C in the following column



**Optional:** A Standard can be associated to a question by putting a check mark in the box next to a standard at the bottom of the screen before you click on the correct answer

9. After the last answer is entered, click **OK**.
10. The lesson is now ready to **Engage**.

## **CREATE REPORTS**

1. Open CPS and click the **Report** tab.
2. In the **Session Title** section, choose the desired lesson and class.
3. Click the **Generate** button (top, left).
4. On the left side, select the desired students **or** at the bottom right, choose **Select All**.
5. On the right side, select the type of report desired and click **Preview**.  
*\*Reports may now be printed or saved\**
6. Close when finished.

### **Available Reports**

- **Class reports**
  - Instructor Summary report
  - Response report
  
  - Item Analysis report
  - Item analysis with Standards Report
  - Standards Analysis report
  - Opinion Survey report
  
  - Data Slicing report
- **Individual reports**
  - Start Chart report
  - Study Guide report
  - Study Guide - Incorrect Answers report
  - Study Guide - Class Summary report
- **Export reports**
  - Question Grid Export report
  - Session Data Export report
  - Classroom Manager Export report
  - AEIS-IT Export report
  - OnTrack Export report
  - Response Data Export report
  - Raw Response Data Export report
  - Post report
  - LMS Export report
  - InteGrade Pro Export report

- Angel/WebCT Export report

## **TEAM ACTIVITIES**

### **Challenge**

This is similar to the Jeopardy Game. To set up the Challenge Board you must already have lessons created with questions entered. You can engage this as either an individual or group activity. If a group activity, use only on “clicker” for each group.

#### **Set up Challenge Board**

1. Click the **Prepare** tab.
2. Click the **Team Activities** tab.
3. Click the **Challenge** icon on left side of the screen.
4. Click **New** (Green plus sign).
5. Give the Challenge Board a title and enter 4 category names. Click **OK**.
6. Select a Lesson name and the questions for that lesson will be displayed at the bottom of the screen.
7. Click and drag a question into the desired category and point value (one question per point value).
8. Repeat this process until the category has a question in each point value.
9. Different lessons can be accessed for each category if desired.
10. When a question is entered in each category click on **File > Close**

#### **Engage the Challenge**

1. Click the **Engage** tab.
2. Highlight the desired Challenge Lesson.
3. Click the green **Engage** arrow.
4. Select a Point Value in a category chosen by an individual student or group. Each response pad that responds correctly will be awarded the point value for that question.

### **There It Is**

This activity is fun when used with teams for a test review. Set up a Team Class in the classes tab with only the number of response pads for the number of groups you will have. **Plan Ahead!** Lessons and questions must already be created in CPS. Select the desired lesson and print a copy of the questions for each group.

#### **Engage There It Is**

1. Click the **Engage** tab.
2. Click the **Team Activities** tab.
3. Click the **There It Is** icon on the left side of screen.
4. Select the Lesson to engage (make sure it is highlighted).
5. Click the green **Engage** arrow.
6. Make sure the **Lesson Title**, **Category** and **Class** are correct.
7. Click **Start**.  
The response pad numbers will show on the top row and the question number that each response pad needs to answer will show on the bottom row.
8. When all groups have answered click **End**.  
The first team to answer correctly will be awarded 25 points. Any other team that answers correctly will be awarded 20 points.
9. Click **Start** to begin round 2. The software will again randomly choose a question for each response pad to answer. When all groups have answered click **End**.
10. Repeat this process until all desired rounds have been completed.

***\*Click Score in between any round to display the team scores\****

## **HOW TO DETECT A CPS RECEIVER**

1. Make sure the CPS receiver is plugged into the computer.
2. Open **CPS**.
3. Select **Settings > Delivery Options**.
4. Choose the **Receiver** tab.
5. Click the **Detect CPS Receiver** button - the receiver should then "find itself".
6. Click **OK**.

## **OTHER FEATURES**

### **ENGAGE SELF-PACED TEST MODE**

1. Select the **Engage** tab.
2. Click **Lessons and Assessments**.
3. Place a check mark next to the desired test.
4. Check and make sure that the **Session Title**, **Session Category** and **Class** are correct.
5. Click **Assessment Setup > Student Paced**.
6. Click the green **Engage** arrow.
7. Click the **Start** button - each student will take the assessment at his/her own pace.
8. When all students are finished, click the **Stop** button - questions will be graded and put into CPS.

### **PRINT CPS QUESTIONS**

1. Click the **Prepare** tab.
2. Right click **on** the lesson name on the left side of the screen and choose **Print Questions**.
3. Check the desired questions (or check the **Select All** box) and click **Preview**.
4. If all is correct, click the **Send to Printer** icon (top).