Using the Classroom Performance System (CPS) 6.5

Quick Start Guide
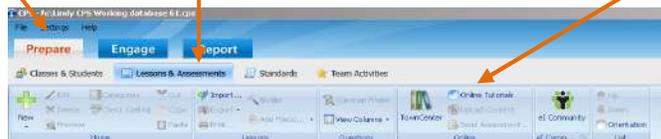
e Instruction®

TUTORIALS

1. **Create a New Database**   (Suggestion: Before creating your database, create a "CPS" folder on your desktop. That's where you will save your database and all other CPS-related files.)

2. **Plug in and Detect your CPS Receiver**
   a. Click the eInstruction Tools icon in the system tray and select "Device Manager." (If the eInstruction Tools icon is not visible, go to the Start Menu, All Programs, eInstruction folder, Device Manager folder and click Device Manager.)
   b. The eInstruction devices that are connected to the computer and recognized by the Device Manager will display with a green check mark. If your USB-connected devices are not visible, click Options, Discover Devices.
   c. To change the properties of a device, double click it.

3. **How to check the channel number on RF response pads**:
   a. Start with the pad Off.
   b. Press and hold the power button.
   c. With the power button pushed, press the right arrow button
   d. Release both buttons
   e. Press the right arrow button twice. (At this point, you should see a screen with CH: XX. The two-digit number after CH: is your channel number.)
   f. If you need to change the channel number of your receiver, do the following
      - Double click the receiver in the device manager.
      - Type in the new Base Channel and click OK.
   g. If you need to check the channel number on a Pulse clicker, press the power button and let the clicker warm up. Then click the menu button and the right arrow until you see the channel number.

4. **Create a Class**
   a. Click the Prepare tab.
   b. Click the Classes & Students button.
   c. Click New>Class. The CPS New Class Wizard appears and will walk you through creating a class. Tip: In "Attendance Options", select "Display new attendance sessions in the reports tab"
   d. After finishing the wizard. Click on the class you have created and then click New>Student and enter students' information into the table. (or import from eSembler!)

5. **Verbal Questions: Out of the Box Engagement, On the Fly Assessment**
   a. From the Engage tab, click the Engage Verbal icon.
   b. Type a Session Title of your choice.
   c. Select a class that you have previously created or click Create to create a default class and follow the screen directions.
   d. Click OK to start
   e. The Engagement Toolbar floats over any content that you would like to display (websites, MS PowerPoint, MS Word, etc.) on your PC.
   f. Click the Verbal button on the Toolbar and select the type of question from the pull-down menu (i.e.: Multiple Choice A-D). The software will begin receiving responses.
   g. Click End to stop receiving responses.
   h. After receiving responses, mark the correct answer by using the Correct Answer pull-down menu at the bottom of the charting screen.
   i. Click Close to close the charting screen and move to the next question.

The CPS can be effectively used without typing questions into the software.

The **Chalkboard** button allows you to author a question in your own handwriting or annotate directly over a graphic using the Import Image button. You are able to ask your question using this unique interface. A snapshot of the screen is saved in the report.

You may utilize your PowerPoint files by adding them into the CPS software (just like the ExamView files in #6). Create a PowerPoint folder or add them into another folder so you may engage them like a CPS or ExamView lesson. Insert each question as an individual slide and treat them like Verbal Questions.

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6. **Adding Current ExamView Content** (for more information on ExamView, visit www.fscreations.com)
   a. Install ExamView from the Install disc that accompanied your Textbook adoption. Note the locations of the installed files.
   b. From the Prepare tab > Lessons & Assessments tab, highlight the desired location (*ExamView, etc.*).
   c. Click Add File(s)... in the "Lessons" section.
   d. Browse your computer to find the ExamView file you would like to add and click Open.
   e. The ExamView file will now be located in the *desired location* in the Lessons tab.

7. **Create your own Content, to be engaged in Standard Mode, Student Managed, Teacher Led, or as a Challenge Board**
   a. From the Prepare tab, click the Lessons & Assessments button.
   b. Select New>Lesson.
   c. Provide your desired Lesson name. Click Ok.
   d. Highlight your newly named Lesson and select New>Question.
   e. In the 'format" section select the question type (i.e.: "MC4" for Multiple Choice with 4 answer choices)
   f. (To change the font to be viewed on the screen, select the options from the "font" section. Note: You can select the "check mark" icon to select the question and answer stems to change them all at once.)
   g. (If you want to put in graphics, choose Template>Add Graphics from the "format" section, choose where you want the graphics to appear, click the picture area, and browse for your file.)
   h. Provide the appropriate question, and answer choices.
   i. Check correct answer in the check box.
   j. Assign appropriate Standards, Notes, or Media files, by clicking on the Question icon in the "Options" section.
   k. Save the Question by clicking the Diskette icon.

8. **Engaging Pre-made or ExamView Questions**
   a. Title of your choice
   b. Select the appropriate class from the Class pull down menu *or* select Advanced to create your class and follow the on-screen directions.
   c. To engage in Student Managed Assessment mode **(Teacher Led, Student Paced, or Student Practice)**, click Assessment Setup and then the appropriate mode at this point.
   d. Click Engage Teach in Standard mode or Engage Assessment in Student Managed mode
   e. Click Next on the floating tool bar (Standard Mode)
   f. Click Start to begin receiving responses

9. **Using FastGrade**
   a. Click the Prepare>Lessons and Assessments tab
   b. Select the lesson name to which you are adding he Fast Grade Lesson
   c. Click New in the Home group
   d. Select the FastGrade Menu item, The Lesson Attributes window opens.
   e. Type a name for the FastGrade lesson the Title box > click OK
   f. Fill the lesson Title >Number of questions > Properties > Question type etc.
   g. Click the Blue answer button that corresponds with the question type and correct answer for each question
   h. Repeat until you've entered every question.
   i. Click OK

*Make sure Windows settings are optimized for a projection environment
   a. Task bar at the bottom should be on "Auto-hide" (Task bar and Start Menu properties [accessed by right-clicking the Task bar]>Auto-hide Taskbar)
   b. Screen Resolution should be at 800x600 or 1024x768 (Display properties [accessed by right-clicking the Desktop]>settings>resolution)
   c. DPI should be set to 96 dpi (Display properties [accessed by right-clicking the Desktop]>settings>Advanced>General)