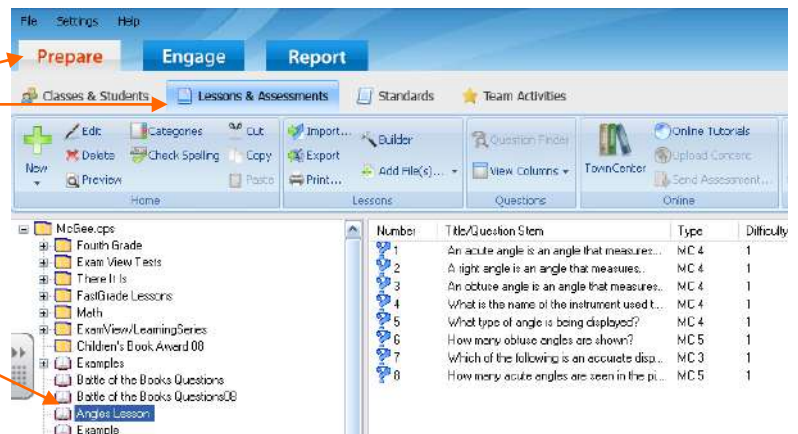


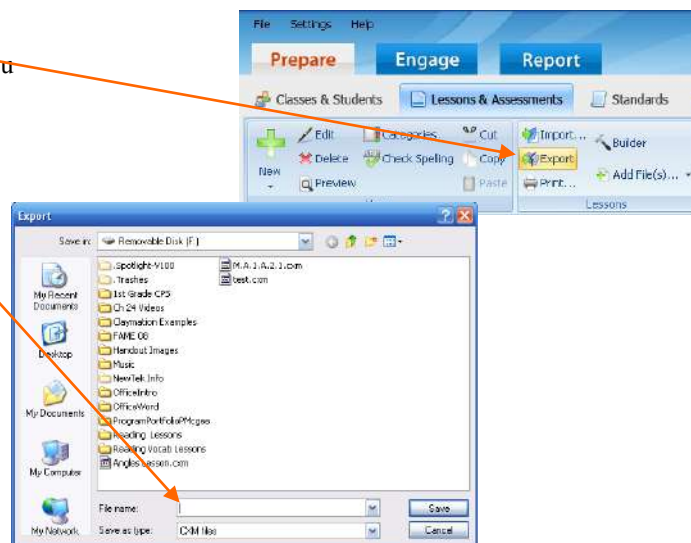
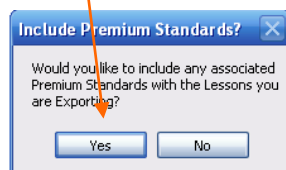


(Steps for Exporting)

The first step to export a lesson is to first select the lesson you wish to export. Do this by clicking on the 'Prepare' tab, the click 'Lessons and Assessments' and then find your lesson on the left hand side. Once you find your lesson, click on it once to select it. If you done this correctly, your lesson should be highlighted in the left column and the questions to the lesson should be listed in the right column.



The next step is to click on the 'Export' button. This will pull up the window where you will select where you would like to export the file to (example: desktop, My Documents, Pen Drive, etc). In the File Name, simply type the name of the lesson you are choosing to export (by default, the field is blank, so it is best to type in the same name as the lesson). When you are prompted to associate standards, click yes.

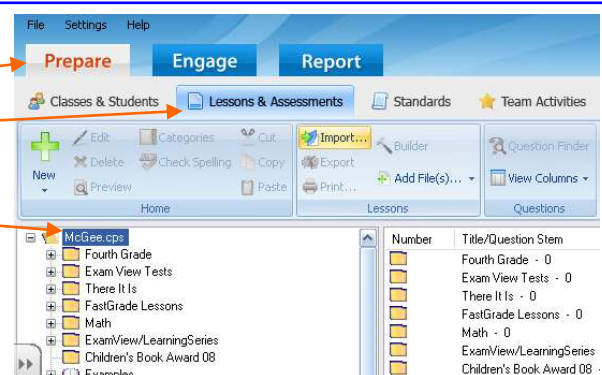


The lesson has now been 'Exported' and it should be in the location you chose to save it to (Desktop, My Documents, Pen Drive, etc.). The file will have the extension '.cxm'.



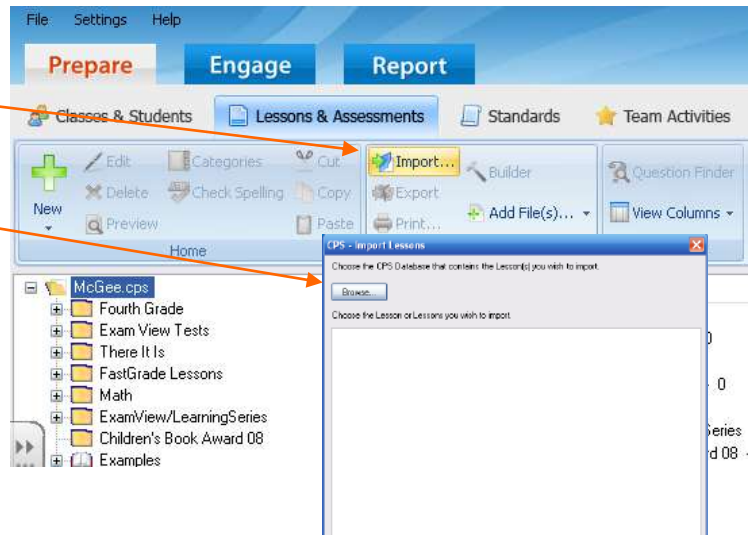
(Steps for Importing)

The first step is to click on the 'Prepare' tab and then click on 'Lessons and Assessments'. Next, click on the top folder in the left hand window (this is your database name / folder—all lessons will drop down under this folder).

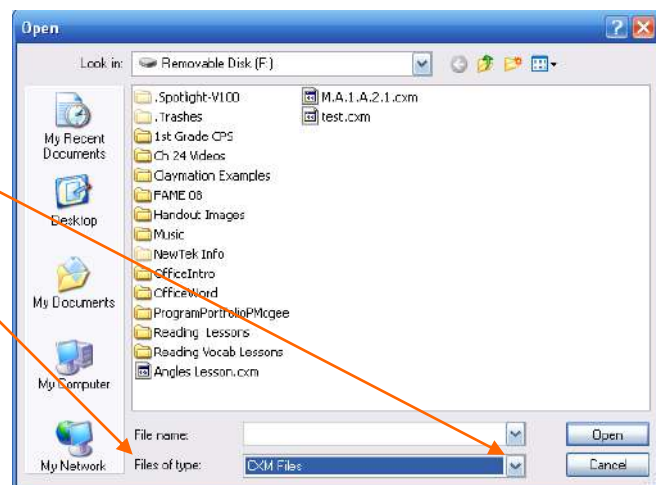


(Steps for Importing Continued)

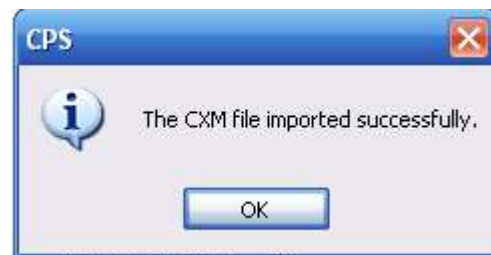
Once the folder is selected, you will click on 'Import'. This will pull up a window for you to locate the file on your computer. Click on 'Browse' and then go to where you have saved the file on your computer. ****Important**** at first it will appear that the lesson is not there, we must do another step to 'see' the lesson.



Once you have located the location of where the file is saved, you need to change the 'Files of Type'. It will default as 'CPS Database' and you need to change this to 'CXM File'. Do this by clicking the drop down arrow and then selecting 'CXM File'. Once you have selected 'CXM File', your file should now appear.



Next, click on the file lesson (example: test.cxm) and then click on 'Open'. This will begin the process of Importing the lesson. If it is done correctly, you will see the window, 'The CXM file imported successfully.'



The lesson will now be in your list of lessons.