

## Classroom Performance System (CPS) – “Clickers” Instructions I

### *CPS procedures – if you choose to use all the options*

<b>Before class</b> One-time activity	<ul style="list-style-type: none"><li>▪ Download software to your computer</li><li>▪ Create your folder on local computer</li><li>▪ Create your database in the folder</li><li>▪ Create class(es)</li></ul>
Regular activity	<ul style="list-style-type: none"><li>▪ Import students</li><li>▪ Create your lesson</li></ul>
<b>During class</b>	<ul style="list-style-type: none"><li>▪ Take attendance</li><li>▪ Ask questions and view the result</li></ul>
<b>After class</b>	<ul style="list-style-type: none"><li>▪ Access Gradebook to view attendance and score</li><li>▪ Print report</li></ul>

### ----- *One-time preparation* -----

#### **To download the CPS software from eInstruction**

1. Go to [www.einstruction.com](http://www.einstruction.com)
2. Click the Downloads button located in the grey bar
3. Select “CPS Windows Update” for a Windows machine or “CPS Mac OS X Update” for a Mac
4. Follow the prompts to install.

#### **To create your database**

1. Create a new folder for CPS on the desktop
2. Name the folder  
Later you will need to put not only your database but also all other related files in this folder
3. Double click cps.exe icon on the desktop
4. Click ‘Create a new CPS database’ under New File and click OK
5. To save the file, select the folder you created, type the file name, and click Save  
Each time QuickStart pops up, close or minimize it.

#### **To create a class (online)**

1. Click the Classes tab
2. Click the New (Create a new class) button
3. Choose Higher Education as institution type and click Next
4. Click No (if you are the first time user of CPS) and click Next
5. Type First Name, Last Name, and click Next
6. Type Class Name

## Classroom Performance System (CPS) “Clicker” Instructions II

#### **Lesson Plan 1: Using CPS with PowerPoint**

(Preparation before class)

You have to add PowerPoint to CPS.

1. To start CPS, double click your database file (.cps) on the desktop
2. Click the Lessons tab
3. Locate the mouse pointer on PowerPoint folder on the left pane and right click
4. Select Add File from the pop-up menu
5. Use the “Look in” drop-down menu to find the \*PowerPoint file, select it, and click Open  
Your file will now be seen in the left pane under the PowerPoint folder

\*If you are a Mac user, change the file extension of PowerPoint from .pps to .ppt before you add it to CPS.

(At the classroom)

6. Move the folder to the classroom computer if you do not use your laptop (It is essential to move not only your CPS database file but also your PowerPoint file). If you use your own laptop, connect the receiver to USB.
7. Double click the folder to open
8. Double click your database file  
When your database is open, it is a good idea to check the option settings and condition of the receiver in advance.
9. Pull-down Settings on the top menu bar
10. Select Delivery Options
11. Click 'Show Pads That Have Responded' if you teach large class
12. Remove the checkmark from Show Large Screen under Verbal Questions
13. Click 'Auto Show Histogram' if you need to show histogram after each question
14. Click Receiver tab
15. Click Detect CPS Receiver button to make sure the computer detects the receiver (See Trouble shooting on next page)
16. Click OK to close the Delivery Options box  
After you make sure Lesson tab was selected,
17. Select the PowerPoint file on the left pane
18. Click Engage Lesson
19. Check 'Include in Gradebook' and 'Export to Question Grid' and 'Automatically Upload Session upon completion (All of them are recommended)
20. Enter Session Title
21. Choose Session Category
22. Enter Max Points
23. Click 'Create Attendance' from this assessment if you need to take attendance  
You also need to select 'Include Attendance in Gradebook' and 'Automatically Upload Attendance' respectively. You may put some points.
24. Choose the class from the pull-down menu
25. Before you click Start, wait until class starts  
(When class starts)
26. Click Start
27. When the box pops up, tell your students the two digit channel number (such as 02)
28. Look at Students joined indicator on the top of box
29. Click Close button after you make sure all your students joined

Now you see **Engage Bar** on the bottom of PowerPoint slide. When you ask a question,

30. Click Verbal Question button on the Engage Bar to select the question type, for example True/False
31. Ask the question
32. Click End after all students responded
33. Histogram appears automatically and select the correct answer if it is appropriate
34. Click Close on the histogram window
35. Click CLOSE on the question window and stay in the Engage Bar mode while you forward the slide.

(Trouble shooting)

- When the receiver is not detected, try to switch the USB slot of the computer. Click Detect CPS Receiver button again. The receiver should be detected automatically.
- When you click Verbal Question on the Engage Bar and then the large question box window blocks PowerPoint slide, click Options button and remove the checkmark from Show Large Screen under Verbal Questions.
- If histogram did not appear automatically after the question, click the Delivery Option button in either the Engage Bar or the question window, and click 'Auto Show Histogram.'

## Lesson Plan 2: Using FastGrade to score the quiz embedded in PowerPoint slides

With FastGrade option, you can record the correct answers of all questions you embedded in the slide so that you do not need to show the correct answer of each question during class.

(Preparation before class)

First, you have to add PowerPoint CPS. Please follow the step-by-step instruction indicated in previous page.

Second, you have to record the correct answers using FastGrade

1. Select your database file (.cps) on the left pane under Lesson tab
2. Click Tools
3. Select Fast Grade...
4. Type the title as Answer Key of quiz, exam, etc., and click OK
5. Select the correct answer according to the question type
6. Repeat the process until you finish all questions  
Use Previous or Next button when you correct a mistake
7. Click OK

(At the classroom)

8. Move the folder to the classroom computer if you do not use your laptop (It is essential to move not only your CPS database file but also your PowerPoint file). If you use your own laptop, connect the receiver to USB.
9. Double click the folder to open
10. Double click your database file (.cps)  
When your database is open, it is a good idea to check the option setting and condition of the receiver in advance.
11. Pull-down Settings on the top menu bar
12. Select Delivery Options
13. Click 'Show Pads That Have Responded' (especially useful if you teach a large class)
14. Remove the checkmark from Show Large Screen under Options
15. Click 'Auto Show Histogram' if you need to show histogram after each question
16. Click the Receiver tab
17. Click Detect CPS Receiver button to make sure the computer detects the receiver
18. Click OK to close the Delivery Options box  
Next, select the Lesson tab, and then ...
19. Select the PowerPoint file on the left pane
20. Click Engage Lesson
21. Check 'Include in Gradebook' and 'Export to Question Grid' and 'Automatically Upload Session upon completion' (All of them are recommended)
22. Enter Session Title
23. Choose Session Category
24. Enter Max Points
25. Click 'Create Attendance' from this assessment if you need to take attendance  
You also need to select 'Include Attendance in Gradebook' and 'Automatically Upload Attendance' respectively. You may put some points.
26. Choose the class from the pull-down menu
27. Click Show button on the bottom
28. Double click the Answer Key file or Drag and drop it in Engage List box on the right  
(When class starts)
29. Press Start
30. When the box pops up, tell your students the two digit channel number (such as 02)
31. Look at Student joined indicator on the top of box
32. Click Close button after you make sure all your students joined

Now you see **Engage Bar** on the bottom of PowerPoint slide. When you ask a question,

33. Click Next (#1) button (the one 2<sup>nd</sup> from the left) on the Engage Bar when the question appears on the slide
34. Click Start

35. Click End after all students responded
36. Click histogram button if you need to show histogram or Close on the histogram window
37. Click CLOSE on the question window and stay in the Engage Bar mode while you forward the slide.

(Trouble shooting)

- When you click Next (#) button on the Engage Bar and then the large question box window blocks PowerPoint slide, click Options button and remove the checkmark from Show Large Screen under Options.
- When you occasionally would like to show histogram after question, use histogram button on the Engage Bar and remove the checkmark from 'Auto Show Histogram' after clicking Options button.

### Lesson Plan 3: Using CPS for on-the-spot questions

(At the classroom)

1. Move your folder including CPS database file to the classroom computer if you do not use your laptop. If you use your own laptop, connect the receiver to USB.
2. Double click the folder to open
3. Double click your database file (.cps)  
When your database is open, it is a good idea to check the option setting and condition of the receiver in advance.
4. Pull-down Settings on the top menu bar
6. Select Delivery Options
7. Click 'Show Pads That Have Responded' if you teach large class
8. Click 'Show Large Screen under Verbal Questions' if you need to type the question and show it to students
9. Click 'Auto Show Histogram' if you need to show histogram after each question
10. Click Receiver tab
11. Click Detect CPS Receiver button to make sure the computer detects the receiver
12. Click OK to close the Delivery Options box  
After you make sure Lesson tab was selected,
13. Click Lessons tab
14. Click the Verbal Questions
15. Check 'Include Session in Gradebook' and 'Export to Question Grid' (All of them are recommended)
16. Enter Session Title
17. Choose Session Category
18. Enter Max Points
19. Choose the class from the pull-down menu
20. Click 'Create Attendance' from this assessment if you need to take attendance  
You also need to select 'Include Attendance in Gradebook' and 'Automatically Upload Attendance' respectively. You may put some points.  
(When class starts)
21. Click O.K.
22. When the box pops up, tell your students the two digit channel number (such as 02)
23. Look at Student joined indicator on the top of box
24. Click Close button after you make sure all your students joined

Now you see **Engage Bar** on the bottom of PowerPoint slide. When you ask a question,

25. Click Verbal Question button to select the question type, for example True/False
26. Ask the question or type the question in the box
27. Click End after all students responded
28. Histogram appears automatically and select the correct answer if it is appropriate
29. Click Close on the histogram window

You can move to the second question by clicking the question type and repeat the process. When you finish, click CLOSE button on the left bottom.

#### Lesson Plan 4: Using CPS with prepared question

If you prepare the question in CPS, not only you can record the correct answers of all questions,  
(Preparation before class)

You have to create a quiz in CPS.

1. To start CPS, double click your database file (.cps) on the desktop
  2. Click the Lessons tab
  3. Click Tools
  4. Select New and then Lesson
  5. Type the title of lesson  
You'll now see the lesson in the left pane. Create as many lessons as you like.
  6. Select the lesson to which you would like to add questions
  7. Click Tools
  8. Select New and then Question
  9. Select question type from Template and Difficulty Level, if desired
  10. Type question and responses, if appropriate
  11. Click the icon for "Save and Move to Next Question" (floppy disk with right-pointing triangle)
  12. Repeat this process (steps 9 – 11) until you finish all questions, then select CLOSE from the Question menu.  
When you need to modify (or remove) a question, select the question in the right pane on Lessons tab, click Tools, and then select Edit (or Delete).
- (At the classroom)
13. Move your folder including CPS database file to the classroom computer if you do not use your laptop. If you use your own laptop, connect the receiver to USB.
  14. Double click the folder to open
  15. Double click your database file (.cps)  
When your database is open, it is a good idea to check the option setting and condition of the receiver in advance.
  16. Pull-down Settings on the top menu bar
  17. Select Delivery Options
  18. Click 'Show Pads That Have Responded' if you teach large class
  19. Click 'Show Large Screen under Options'
  20. Click 'Auto Show Histogram' if you need to show histogram after each question
  21. Click Receiver tab
  22. Click Detect CPS Receiver button to make sure the computer detects the receiver
  23. Click OK to close the Delivery Options box  
After you make sure Lesson tab was selected,
  24. Select the lesson on the left pane
  25. Click Engage Lesson
  26. Check 'Include in Gradebook' and 'Export to Question Grid' and 'Automatically Upload Session upon completion (All of them are recommended)
  27. Enter Session Title
  28. Choose Session Category
  29. Enter Max Points
  30. Click 'Create Attendance' from this assessment if you need to take attendance  
You also need to select 'Include Attendance in Gradebook' and 'Automatically Upload Attendance' respectively. You may put some points.
  31. Choose the class from the pull-down menu  
(When class starts)
  32. Press Start
  33. When the box pops up, tell your students the two digit channel number (such as 02)
  34. Look at Students joined indicator on the top of box
  35. Click Close button after you make sure all your students joined

Now you see **Engage Bar** on the computer screen. When you ask a question,

36. Click Next (#1) button (the one 2<sup>nd</sup> from the left) on the Engage Bar when the question appears on the screen
37. Click Start
38. Click End after all students have responded
39. Click the histogram button if you need to show histogram or Close on the histogram window
40. Click right-pointing triangle on the question window to move to the next question.

(Trouble shooting)

- If no question appears on the screen when you click Next (#) button on the Engage Bar, click Options button and click Show Large Screen under Options.
- When you occasionally would like to show histogram after question, use histogram button on the Engage Bar and remove the checkmark from 'Auto Show Histogram' after clicking Options button.

----- *After class* -----

### **To view the attendance**

After you open your database,

1. Click Gradebook tab
2. Make sure the date to view from the option on the bottom of Gradebook
3. Click Attendance under Assessment

### **To check each student's exam/quiz grade**

If the Engage Bar is on the screen, close it.

1. Click Gradebook tab
2. Click Assessment button on the left
3. Select All
4. If you need detailed student response, click Reports tab
5. Select the session
6. Click Generate
7. Select All students by clicking the box below
8. Select report type such as Instructor Summary
9. Click Preview button

You can print out the report by clicking Printer icon the top or save it as various file formats if you click Output on the left and select the file type.

### **To save the folder to Flash Drive (Important!)**

1. Connect your flash drive to the computer if you are not using your own computer
2. Move the CPS folder on Desktop to your flash drive
3. Delete the CPS folder from Desktop