CPS 3.61 for PC

User’s Guide
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Introduction and Overview

The Classroom Performance System (CPS) allows you to:

- Construct, organize, and deliver your own interactive set of questions.
- Create review materials for delivery in a competitive, fun, and fast-paced learning environment.
- Run CPS and another software application, like PowerPoint, simultaneously; access the on-screen CPS bar for a verbal question; or select predefined questions.
- Input standards based on your school’s, district’s, or state’s requirements and create questions that measure those standards.
- Print questions in traditional paper format.
- Instantly receive and grade homework, reviews, tests, and standards measurements.
- Generate detailed reports about how each student performs in class.
- Record all CPS and non-CPS-generated grades and automatically calculate averages as specified.
- Take and record attendance in a quick, fun way.

CPS is a package of software and hardware developed by eInstruction Corporation. The hardware consists of a receiver unit and 16, 24, or 32 response pads (a custom CPS system can support up to 256 pads). The software and hardware work together to create and deliver course-relevant questions and standards. Then, the software reports student performance results.

Contents of the CPS Package

When you purchase CPS you receive the following items:

- The latest version of CPS with an installation CD, located inside the CPS carrying bag. The CD is inside an instructional pamphlet that will quickly get you started with installation and basic use.
- An installation and user’s guide available in MS Word from your desktop. This guide is organized to give you step-by-step instructions as well as troubleshooting ideas. You can also access this same user’s guide in Adobe Reader format from our web site, http://www.einstruction.com/master_template.cfm?color=green&link=documentation
- The CPS Response System with an infrared and/or radio frequency receiver unit that plugs into a PC serial port (located on the back of your system), or a USB port with an adaptor (the adaptor is an extra cost). This system has one receiver unit with holding bracket, up to 32 individual response pads, and a lightweight carrying bag for easy transport.
- User-friendly software for creating lessons, standards, quizzes, tests, and trivia games.
**RF Pads**

CPS RF uses the same award-winning software as CPS while using response pads and receivers with radio frequency technology. CPS RF is ideal for high-stakes testing and has all the functionality of the original CPS system.

RF technology allows students to answer multiple choice questions and numeric response questions. Because the pads use radio frequency, every response is guaranteed so there’s no need to enter an answer more than once. An LCD panel on each pad makes it easy for students to see the answers they have submitted (up to 999 total questions). No projector or TV is necessary with this system. Just deliver paper-based tests and let students answer at their own pace. CPS RF also offers:

- Two-way radio frequency protocol
- 12-place numeric entry capability
- Easy scrolling within the test questions
- Searching capability for unanswered questions
- Direct moving to any question

**Higher Ed RF Pads**

eInstruction is proud to introduce the latest in RF pad technology. The newest version of the Higher Ed RF pad has all of the great features of the older models, as well as some new things. You only need one receiver per 1000 pads. CPS will automatically detect your receiver type when you turn it on. For more information, please see the COM Detection section.

Students purchase these pads, usually through their school bookstore, for their class. The new Higher Ed RF pad features:

- Up to 1000 responses collected in 7 seconds
- Designed to avoid data collisions
- No need to point response pads at a receiver
- 200 feet transmission distance
- Battery life of 360 hours with normal usage
- 2.4 GHz technology on a proprietary frequency
- FCC and CE certified
- Patented RF technology
- LED provides feedback on the pad that an answer has been received
- 12 character numeric entry with decimal point and minus sign with numeric entry confirmation capabilities via retyping with on-pad confirmation (much like retyping a password entry for confirmation)

**K-12 RF Pads**

Currently, one receiver can handle up to 100 pads. CPS will automatically detect your receiver type when you turn it on. For more information, please see the COM Detection section. You can purchase these pads and a receiver in a...
The K-12 RF pad features

- Two-way radio frequency protocol
- LCD panel so a student can easily see their answers
- 12 place numeric entry capability
- Easy scrolling within the test questions
- Searching capability for unanswered questions
- Directly moving to any question
- Testing without a projector or TV

Software Information

System Requirements

To run the CPS package, depending on your operating system, you will need the following components:

**Windows Operating System**

- Intel Pentium II or higher processor
- One USB port
- A minimum of 256 MB RAM
- At least 300 MB of hard drive space for CPS software; databases may require more hard drive space
- Windows 98 operating system or higher
- Screen resolution of 800x600 or higher

We recommend using a projection system, such as a projector, LCD, or TV, but a projection system is not required to use CPS.

**Mac Operating System**

- Mac OS X, including 10.3 "Panther" or greater
- PowerPC G3 300 MHz or better processor, including G4
- 256 MB of physical RAM (512 MB recommended)
- 120 MB of free hard disk space
- One open USB port
- 800 x 600 display, thousands of colors or better

We recommend using a projection system, such as a projector, LCD, or TV, but a projection system is not required to use CPS.
Software License

eInstruction Corporation

CPS Software Site License Agreement

Public and Private Schools
This Agreement outlines your rights and responsibilities as a holder of a CPS site license. Please read it carefully.

Definitions
The following definitions apply to the terms as they appear in this Agreement:

School Site means a school building or campus which is clearly identifiable by name and which is under the direction of one principal, headmaster, or lead teacher.

Employee means any person who has teaching or administrative duties at the School Site, is paid for those services, and spends more than 50% of the working day at the School Site. Associate means any person associated with the school site that is not an Employee. Associates include students, parent volunteers, and school district officials.

Software means any part of the computer program contained in this package. The term also includes copies of and updates to any part of the program.

Documentation means manuals and other support materials accompanying the Software, whether in printed or electronic form.

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• Use the Software to produce an unlimited number of printed documents, such as tests and worksheets.
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- Copy any documents produced by the Software, provided the copies are distributed only to Employees and Associates.
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- Use the Software for any commercial activity, including distribution, for profit, any materials created by the CPS software, or for any other activity that is not related to the Employee’s official duties at the School Site.
- Use the Software with handheld devices that are not provided by eInstruction or approved in writing by eInstruction Corporation.
- Use the handheld devices with any other software without written approval by eInstruction.

Miscellaneous

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eInstruction warrants the Software and Documentation to be free of defects in materials and workmanship for a period of one year from the purchase date. This warranty does not cover defects that result from accident, abuse, or misapplication. In all cases, eInstruction’s total liability and the exclusive remedy of the School Site is limited to the purchase price of the Software.

If an Employee discovers a defect covered by this warranty and reports it to eInstruction within the warranty period, eInstruction will repair or replace the defective item at no charge. If eInstruction asks that the item be returned, the Employee is obligated to do so. In that case, eInstruction will pay or reimburse the Employee or School Site for shipping charges only if eInstruction determines the defect report to be correct. An Employee may not return an item for repair or replacement without first receiving authorization from eInstruction.

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The laws of Texas govern this Agreement. It is the complete and exclusive statement of agreement between all parties and it supersedes all proposals, prior agreements, and other communications relating to the subject matter contained herein. Should you have any questions concerning this Agreement, please write to eInstruction Corporation, 308 North Carroll Boulevard, Denton, TX 76201 or call 940-565-0004 or send an e-mail to info@eInstruction.com.

**Mouse/Keyboard Conventions Used in this Manual**
The CPS Guide and software use normal Window’s conventions. They include the following:
- **Click**: press and immediately release the left mouse button.
- **Double-click**: perform rapid, back-to-back clicks with the left mouse button.
- **Drag**: press the left mouse button and move the cursor with the left mouse button remaining depressed. When the function associated with the dragging of the mouse is accomplished, release the left mouse button.
- **Pop-up hints**: Roll your mouse over any button on any CPS tab to see a brief description of what function that button performs.
- **Select or Highlight**: indicates an operation of choosing a command, typically from a list of options. Accomplish this by clicking the left mouse button on a menu or list box,
dragging to the command, and then releasing the left mouse button. Clicking a menu or list box and then clicking the desired command can accomplish this.

◆ **Right-click**: click and release the right mouse button.

◆ **Alt + Tab**: move to your windows desktop or any other open program or system, without quitting CPS. Hold the **Alt** key and press the **Tab** key.

◆ **Shortcuts**: key combinations and sequences are often used to shorten the command functions of software. For example, **Ctrl+W** means to hold the **Ctrl** key while pressing **W**.

◆ **Ctrl+C**: Simultaneously press the **Ctrl** key and the **C** key to copy selected text.

◆ **Ctrl+V**: Simultaneously press the **Ctrl** key and the **V** key to paste selected text into another location, file or software application.

◆ **Ctrl + highlighted items**: select non-consecutive items from a list by highlighting an item, pressing the **Ctrl** key, and highlighting other items.

◆ **Shift + highlighted items**: select consecutive items from a list by highlighting an item, pressing the **Shift** key, and highlighting other items.

◆ **Move**: to move lessons, standards, questions and other items within CPS, simply highlight the item and drag it to another available location within CPS. On-screen messages will inform you if the location is or is not available. The item will no longer be available from its source location.

◆ **Copy**: to copy lessons, standards, questions, and other items within CPS, simply highlight the item, press the **Ctrl** button and drag it to another available location within CPS. On-screen messages will inform you if the location is available. The item will be available from its source location as well as its target location.

◆ **Link**: to link lessons, standards, questions, and other items to one another within CPS, simply highlight the item, press the **Ctrl+Shift** buttons simultaneously and drag it to another available location within CPS. On-screen messages will inform you if the location is or is not available. The item will be available from its source location and linked to its target location, so that any changes made to the item at either location will directly affect the other location.


**Software Support Information**

eInstruction Corporation is pleased to support your instructional activities with CPS. CPS aids your instructional delivery process and enhances your flexibility and creativity. If you have any problems with CPS, please call eInstruction Corporation and ask for technical support.

Call 888.333.4988 Monday through Friday between 7 A.M. and 6 P.M. CST or you can contact us via the web by going to our home page, [http://www.einstruction.com/](http://www.einstruction.com/). From that web page you can download the latest version of CPS, get the User’s Guide in .pdf format, submit an error, or email us for more information.
CPS software is considered a site license. When you license the software, you can install it on a number of computers in your school or business. When you are ready to install CPS, please make sure to close all open software applications before beginning the installation.

**Install Classroom Performance System (CPS)**

CPS operates successfully on the following operating system platforms:

- Windows 98
- Windows 2000
- Windows ME
- Windows XP
- Windows NT
- Mac OSX

For installation instructions, please review CPS Installation CD holder or contact eInstruction Corporation if you have special installation needs.

**Install Free Databases of Questions**

eInstruction provides you with several free databases full of questions that you can use immediately. The free databases are on the same CD you used to install the CPS software:

1. Click the **Start** button from your Windows taskbar.
2. Click the **Run** command. In the pop-up window, type your CD-ROM drive letter, then “:\bin\Databases.exe.” *For example: d:\bin\Databases.exe.*
3. Click OK.

When the Select CPS Databases dialog box opens, choose **Trivia**.

1. Click **Install**. In the next dialog box, choose the drive on which you installed CPS. Use the drop-down list to see your available options.
2. Click **Next**.

When the installation is complete, the database is in a new folder on your hard drive named **CPS**. Click on the folder to open it, and open the **CPS_Databases** folder. The directory path to your databases should look like this:

![Figure 3: Directory Path to your Database](image)

**NOTE:** You may install the other available databases at any time you like using these same steps.

**Install CPS Student Content Databases (Purchased separately)**

1. Insert the Content CD into your CD-ROM drive.
2. Wait while the CD-ROM installs the content automatically. If the installation process has not started in two minutes:
   a. Click the Start button from your Windows taskbar.
   b. Click the Run command. In the pop-up window, type the CD-ROM drive letter and then “:\customdatabases.exe” For example: d:\custom_databases.exe
   c. Click OK.

In the License Agreement dialog box, click I Agree and Continue. If you do not agree, then the installation process stops.

3. Choose the drive to which you want to install the database(s).
4. Click Continue.
5. Type your User Code in the next dialog box.
6. Click OK.

The next dialog box lists the components purchased. Select which components you want to install now. You do not have to do multiple components at one time; you can return and do this process again to finish installing all of your purchased components.

Click Finish at the end of the installation process. You have now installed the CPS Content database(s) to your system.
CPS 3.6 New Features Guide

CPS is better than ever! CPS version 3.6 provides you with a new XML import/export feature, improved attendance capabilities, and more. This section will tell you about

- XML Import/Export
- Attendance Feature
- Top Score
- WebCT Vista and CPS

XML Import/Export

You can import and export entire CPS database, including lessons, standards, and team activities, into a new database.

Export a Database

You can export an entire database, with lessons, standards, team activities, classes, and the Gradebook, using an XML format. Follow the steps below to export a database.

1. Open CPS from your desktop icon.
2. Open the database you would like to export.
3. Click the File menu and choose Export Database. The Package and Export Database window appears.
4. Browse through your computer to find the location to which you would like to save your exported database.
5. Type in a database name in the File name text box.
6. Click Save to save your database, as an XML file, to your computer.

Import an XML Database

You can import an XML database into a new or existing database. Follow the steps below to import a database.

1. Open CPS from your desktop icon.
2. Open the database to which you would like to import an existing database. Alternatively, create a new database. For more information on creating a new database, please refer to the Create a New Database section.
3. Click the **File** menu and choose **Import Database**. The Import Packaged Database window appears.

4. Browse through your computer until you find the database you would like to import.

   **NOTE:** Only databases with a *.cxml* file extension (exported XML files) will be available for import.

5. Click **Open**. CPS will begin to import your database. This process may take up to several minutes, depending on the amount of information in your database.

All of your data will be stored in the proper tab (i.e., lessons will be in the **Lessons** tab, team activities in the **Team Activities** tab, and so on). You will be able to edit your imported data just like any other lesson, standard, class, team activity, or gradebook entry in your database.

**Attendance**

You can access attendance from many locations within CPS. This section will tell you how to take attendance while

- Engaging lessons
- Engaging standards
- Using the **Classes** tab
- Reviewing assessments in the **Gradebook** or **Reports** tab.

**Take Attendance while Engaging a Lesson**

You can take attendance while engaging a lesson in several different ways.

**Attendance from the Session Setup window**

You set CPS to take attendance from your delivery session. Follow the steps below to take attendance from the Session Setup window.

1. Open CPS to the **Lessons** tab.
2. Select the lesson you would like to engage.
3. Click the **Engage Lesson(s)** icon. The CPS Session Setup window appears.
4. Click the box next to the **Create Attendance from this Assessment** option so that a checkmark

![Figure 5: Import Packaged Database window](image1)

![Figure 6: CPS Session Setup window: Create Attendance](image2)
appears. New options will become available. Read below for more information on the additional options.

◆ **Include Attendance in Gradebook**: choose this option to record a student’s attendance in the Gradebook when he or she responds to a question with is or her response pad.

◆ **Automatically Upload Attendance**: choose this option to upload class attendance to your CPSOnline class. (available only to CPSOnline classes)

◆ **Max Points**: type in a max points value to add attendance points to the students’ grades.

5. Click the **Start** button and engage your lesson as you normally would. When your session is complete, the attendance data will appear in your **Gradebook**.

**NOTE**: K-12 classes can use only the **Create Attendance from this Assessment** function; they cannot include the attendance in the **Gradebook** or upload the attendance to CPSOnline.

### Attendance from the Engage toolbar

As with previous versions of CPS, you can take attendance from the Engage toolbar. Follow the steps below to take attendance.

1. Open CPS to the **Lessons** tab.
2. Select the lesson you would like to engage.
3. Click the **Engage Lesson(s)** icon. The CPS Session Setup window appears.
4. Choose your session options and click **Start**. The Engage toolbar appears.

5. Click the **Class…** button. A pop-up menu appears.
6. Choose **Take Attendance**. The Attendance window appears.

![Figure 7: Take Attendance option from the Engage toolbar](image)
7. Click the **Start** button to allow students to respond with their response pads. When the pad ID number corresponding to a student’s pad lights up blue, the student’s attendance is recorded. If you are a Higher Ed instructor with a CPSOnline class, you can use the **Attendance Options** in the lower left-hand corner of the Attendance window to send the attendance records to the **Gradebook** and upload them to view via the internet.

### Attendance from the Verbal Question Setup window

When you engage a lesson on-the-fly using the Verbal Question feature, you can still take attendance. Follow the steps below to take attendance using verbal questions.

1. Open CPS to the **Lessons** tab.
2. Click the **Verbal Questions** icon. The Verbal Question Setup window appears.
3. Click the box next to **Create Attendance from this Assessment** so that a checkmark appears in the box. A checkmark automatically appears next to the **Include Attendance in Gradebook** option, and the **Automatically Upload Attendance** and **Max Points** options become available.
4. Click **OK** to access the Verbal Engage toolbar.

**NOTE**: K-12 classes can use only the **Create Attendance from this Assessment** function; they cannot include the attendance in the **Gradebook** or upload the attendance to CPSOnline.

### Attendance from the Verbal Engage toolbar

Taking attendance from the Verbal Engage toolbar is very similar to taking attendance from the Engage toolbar. Follow the steps below to take attendance.

1. Open CPS to the **Lessons** tab.
2. Click the **Verbal Questions** icon. The Verbal Question Setup window appears.
3. Enter your session information and click **OK**. The Verbal Engage toolbar appears.
4. Click the **Class…** button. A pop-up menu appears.

5. Choose **Take Attendance**. The Attendance window appears.

6. Click the **Start** button to allow students to respond with their response pads. When the pad ID number corresponding to a student’s pad lights up blue, the student’s attendance is recorded. If you are a Higher Ed instructor with a CPSOnline class, you can use the Attendance Options in the lower left-hand corner of the Attendance window to send the attendance records to the **Gradebook** and upload them to view via the internet.

**Take Attendance while Engaging Standards**

You can take attendance while engaging a specific standard or set of standards. Follow the steps below to take attendance while engaging a standard.

1. Open CPS to the **Standards** tab.
2. Select the standard or set of standards you would like to engage.
3. Click the **Engage Standard(s)** icon. The CPS Session Setup window appears.
4. Click the box next to **Create Attendance from this Assessment** so that a checkmark appears.
5. Click **Start** to engage your session as you normally would. When your session is complete, the attendance record will be included in your **Gradebook**.

**Take Attendance from the Classes tab**

You can take attendance directly from the **Classes** tab. Follow the steps below to take attendance.

1. Open CPS to the **Classes** tab.
2. Click the **Attendance…** icon. The Attendance window appears.
3. Click the **Start** button to allow students to respond with their response pads. When the pad ID number corresponding to a student’s pad lights up blue, the student’s attendance is recorded. If you have are a Higher Ed instructor with a CPSOnline class, you can use the Attendance Options in the lower left-hand corner of the Attendance window to send the attendance records to the **Gradebook** and upload them to view via the internet.

**Create Attendance from an Existing Assessment**

You can create an attendance record from an existing assessment located in the **Reports** or **Gradebook** tab. Follow the steps below to create attendance from an existing assessment.
Create Attendance from the Gradebook tab

1. Open CPS to the *Gradebook* tab.
2. Click the *Assessments* button on the left-hand side of the *Gradebook* tab. All of your available assessments will appear.
3. Select the assessment from which you would like to create an attendance record.
4. Click the *Create (Attendance)* icon.

You will be able to view your attendance record in the *Student Info* section of the *Gradebook* tab. Higher Ed instructors will also be able to view attendance grades from the *Assessments* section.

Create Attendance from the Reports tab

1. Open CPS to the *Reports* tab.
2. Select the assessment from which you would like to create an attendance record.
3. Right-click on the selected assessment and choose *Create Attendance*.

You will be able to view your attendance record in the *Student Info* section of the *Gradebook* tab. Higher Ed instructors will also be able to view attendance grades from the *Assessments* section.

**Top Score**

The Top Score feature works in Teacher Managed Assessment (TMA) mode when you engage your lesson. This will allow you to turn a TMA session into a teacher-led team activity. *For example,* you could use one of your existing CPS lessons, engage the lesson in TMA mode, and use the Top Score icon to turn the lesson into a friendly competition. Follow the directions below to use the Top Score feature.

1. Open CPS from your desktop icon.
2. Open the *Lessons* tab.
3. Select a lesson you would like to engage.
4. Click the *Engage Lesson(s)* icon. The CPS Session Setup dialog box appears.
5. Choose *Teacher Managed Assessment* mode and select any other session options you would like to include. For more information on using the Session Setup options, please refer to the Engage Lesson(s) icon section.
6. Click *Start* to begin the session. The Engage toolbar appears.
7. Click the **Next (#)** button to engage a prepared question, or click the **Verbal…** or **Chalk…** buttons to engage a verbal or chalkboard question respectively. The Question Delivery window appears.

8. Click **Start** on the Feedback Grid and allow your students time to answer the question using their response pads. Once everyone has answered the question, click the **End** button. The **Top Score** icon will appear next to the **Choose Random Student** icon on the Feedback Grid.

9. Click the **Top Score** icon. The Top Score window appears.

You can view a running total of each student’s or team’s score from the Top Score window. Close the window to return to the Question Delivery window.

**WebCT Vista and CPS**

eInstruction has worked with WebCT Vista to make your job as the instructor even easier! Now you can use your WebCT Vista classes in CPS. Refer to the sections below to

- Link your WebCT Vista class to CPS
- Import your class to CPS
- Export CPS grades to WebCT Vista

**Link a WebCT class to CPS**

You can now use your WebCT Vista class in CPS! Before you follow the steps below, make sure your IT Administrator has installed the CPSOnline Registration Proxy Tool onto your institution’s server. To connect your class to CPS, please follow the steps below:
1. Log on to your WebCT Vista Instructor’s account.
2. Select the link for your WebCT Vista Course Section that you would like to create in CPS.
3. Click the Build tab and click the Basic View tab.
4. Click the More Tools link on the left-hand menu. A link for you to create your class in CPS will appear below.
5. Click on the link.
6. Click the appropriate button to create a new class or edit an existing class. Skip step 7 if you are editing an existing class.
7. Create a class Title.
8. Click the Register Class button to create your class.
9. Complete the required fields in the next screen.

**NOTE:** If you change your WebCT Instructor Username and Password, your CPS-WebCT Connection Username and Password will not change. You can change your CPS-WebCT Connection Username and Password from the Contact Information tab if you Edit your class.

10. Click the Submit button to return to the WebCT Build tab and Basic View. Now your class is ready to import to CPS.

You will be able to access your class from the Build tab. You will be able to access your class under the Basic View tab.
Import your class to CPS

Now that your WebCT class is linked, you will need to import the class to CPS. Follow the steps below to import your class to CPS:

1. Open CPS to the **Classes** tab.
2. Click on the **Import** icon. The Import Class Wizard appears.
3. Choose **WebCT** from the list of file types.
4. Enter your CPS-WebCT Connection Username and Password.

**NOTE**: If you change your **WebCT Instructor** Username and Password, your **CPS-WebCT Connection** Username and Password will not change.

5. Select your school from the pull-down menu and click **Next**.
6. Click the box next to the class you wish to import so that a checkmark appears beside the class name. Alternatively, you may choose the **Select All** option to import all classes.
7. Click **Next**. You class will be imported to CPS.
8. Click **Done** close the Import Class Wizard and return to the **Classes** tab.
Export CPS Grades to WebCT

After you deliver lessons and record performance data in CPS, you can upload all of the data into your WebCT Vista class. You can upload data immediately after a lesson or later, from the Reports or Gradebook tab. For more information, please refer to the WebCT Report section.

Export immediately after lesson

You can upload your data to CPSOnline and export the results to WebCT Vista automatically after you finish a lesson. Follow the steps below to automatically export your performance data.

1. Open CPS to the Lessons tab.
2. Select the lesson you would like to engage.
3. Engage your lesson by clicking the Engage Lesson(s) icon. The CPS Session Setup window appears.
4. Click the box next to Automatically Upload so that a checkmark appears beside the option.
5. Engage your lesson as you normally would. After your lesson is complete, CPS will automatically upload the performance data to WebCT Vista.
Export later

You can choose to export your data to WebCT Vista at a later time. Follow the steps below to export your performance data.

1. Open CPS to the Lessons tab.
2. Select the lesson you would like to engage.
3. Engage your lesson by clicking the Engage Lesson(s) icon. The CPS Session Setup window appears.
4. Make sure the box next to the Automatically Upload option does not have a checkmark beside it.
5. Engage your lesson as you normally would.
6. Click the Reports tab when you are ready to upload your lesson.
7. Highlight the lesson you would like to upload.
8. Click the Upload button to upload the lesson to WebCT Vista.
CPS Overview

CPS is very easy to learn. By understanding a few important concepts within CPS, you will be able to quickly integrate CPS into your lessons. The CPS program is divided into five basic categories: creation, delivery, evaluation, grading, and attendance functions.

Creation Functions (Chapter 5)
- Create databases
- Create and edit lessons, standards, questions, classes of students, and team activities

Delivery Functions (Chapter 6)
- Understand the Response System
- CPS Lessons
- CPS Standards
- CPS Team Activities

Evaluation Functions (Chapter 7)
- Reporting System
- Types of Reports

Gradebook and Attendance Functions (Chapter 8)
- Add non-CPS-generated grades
- Specify method of averaging
- Keep attendance records

Creation Functions

CPS creation functions build databases. Any one database contains classes, reports, a gradebook, team activities, and assessments in lessons and standards.

Classes are saved in the databases you create. They are like class rolls with additional information (gender, ethnicity, student ID, and pad ID) that the CPS response system uses to collect performance feedback. The Classes tab also has a function that allows you take attendance quickly using the response pads.

Reports are compiled from the data collected from each student’s pad. All performance results generated by students during the delivery session are organized by the class, attributed to the appropriate student/team, made available for later evaluation from the Reports tab, and entered into the Gradebook if you so specify.
The **Gradebook** is your digital gradebook. Compute grades, keep attendance records, and print progress reports all at the same time!

**Team Activities** are game boards that award point values for correctly answered questions that you have delivered from a lesson or standard.

**Lessons** of questions or coordinating answer keys are stored in databases that you create. The lessons are delivered in a classroom environment using the **Engage Lesson(s)** icon. This allows students to respond with their pads while their performance data is recorded for your future use.

**Standards** are state, district, school or instructor established goals for entire lessons or individual questions. Associate standards with questions, deliver those questions to students using the **Engage Lesson(s)** icon, and then generate performance reports sorted by standards, so you can see student performance in relation to these goals.

**Delivery Functions**
A CPS delivery session presents questions to the students in various formats such as verbal questions, FastGrade answer keys, questions straight from a lesson or standard, instructor or student managed modes, or from the team activities.

**Understanding the Response System**
CPS uses the CPS response system for classroom interactivity and for recording performance results. The CPS response system is the hardware system (a receiver unit and set of pads) that uses infrared or radio frequency signals to capture students’ responses to CPS questions, and record those responses for later evaluation.

**Lessons, Standards, and Team Activities**
Questions relating to your course or material can be delivered to students in various formats.

From the **Lessons** tab and the **Standards** tab, you can choose the Teacher Managed Assessment mode, Student Managed Assessment mode, Student Managed Practice mode, or Teacher-Led Student Managed Assessment mode. These modes record student performance. This data is available for evaluation via the **Reports** tab, and if you so specify, CPS records grades in the **Gradebook**. You can also deliver questions using the **Preview** command on the **Lessons** tab or the **Standards** tab; however, **Preview** does not record performance data.

From the **Team Activities** tab, deliver questions taken from Lessons or Standards in a game-board setting. Your students may not even realize they are learning!

**Evaluation Functions**
The performance data captured by the CPS response system during a session is saved in the database and accessible via the **Reports** tab. A session report contains data including the student name, pad ID, ratio of attempted to correct responses, and percentage correct. Multiple report
types offer variety and flexibility in reviewing student data, as well as the ability to export to word processing or spreadsheet applications.

**Gradebook and Attendance Functions**

*Gradebook* is an organizational tool that keeps students’ grades over your specified time periods using your own point system of letter grades and weights. The *Gradebook* records both CPS and non-CPS-generated grades for each student. It also calculates averages according to your instructions and keeps track of attendance.
Creation Functions

CPS gives you the ability to construct course-relevant questions. CPS also gives you the ability to track each student's performance data generated during lesson or team activities delivery sessions. This tracking produces student and class grades and performance reports with respect to your course lesson. This chapter will help you

- Create databases
- Create lessons
- Create standards
- Create classes
- Create team activities

Create Databases

A CPS database is a file with a file extension of .cps. This file is where you save all your questions, and where CPS stores all the reports of student performance. A CPS database contains lessons, standards, classes, team activities, student performance data (reports), the student gradebook, and attendance records.

Create a New Database

Although you can create several CPS databases to use, we suggest you only create one. Organizing the data collected by CPS is easy when you save multiple classes and lessons to a single database.

First-time CPS Users

If you have never used CPS before, you will need to create a new .cps database file.

1. Start CPS from the desktop icon.
2. Choose the Create a new CPS File option.
3. Click OK. The New CPS File dialog box opens.
4. Go to Step 4 in the next section for further instructions.

Subsequent CPS Users

If you have used CPS before and want to create a new database file, simply follow these steps:

1. Open CPS from your desktop icon.
2. Click File from the menu bar.
3. Click **New Database**... A New CPS Database window appears.

4. In the **File Name** text box, type the database name that you are creating. The file extension .cps is automatically added to your file name.

   **NOTE:** Make certain that you save this database in the **CPS** folder and inside that, the **CPS_Databases** folder—not in the **My Documents** folder or any other folder that displays in the Save in drop-down list. The install program created the einstruction and **CPS_Databases** folders on your hard drive when you installed the databases from CD. For instructions about the existing databases, refer to Install Free Database of Questions.

   **NOTE:** This warning is for organizational purposes only. Although CPS functions regardless of where you save your database, your database may get “lost” if you do not save it in a folder specifically named for CPS.

5. Click **Save** and wait while CPS processes your request. The **Lessons** tab opens with your database name in the title bar and left window of that tab.

6. Repeat steps 1-6 for as many databases as you need to help you keep course and class lessons organized.

The database you created automatically opens. If you were to exit the CPS software now, the next time you start the software this same database opens.

**Password-Protect your Database**

You can prevent your database from being opened, and possibly altered, by anyone who does not have your permission by using the Passwords option. Because the password protection applies to the database (not just Lessons, Classes, or Standards), the option is available from the **Settings** menu item:

Before you enable the Passwords function, keep in mind

- An option box from the Edit Password window enables/disables the password security for the database. You must check this “on” in order to establish a database password.
- Any time you access a database that is password protected, you are required to input the password before it will open.
- To edit a password or disable the password protection from a database, you must provide the password in the Edit Password window.
- When importing or building lessons or standards from a password protected database, you do not have to provide the password.
- When importing classes from a password-protected database, you must provide the password.
To enable the Passwords function
1. Click the Settings menu item from the main CPS window.
2. Select the Passwords… command. The Edit Password window appears.
3. Choose to Enable Password Protection for this CPS database in order to activate the password fields.
4. Type in your personal password in the first two fields, Enter Password and Confirm Password.
5. Create your own hint or reminder question to help you remember your password.
6. Click OK to save your password protection information.

**Open an Existing Database**

If the .cps database file that was open the last time you used CPS is available, that database file opens automatically.

If the last .cps file is no longer available because you renamed, deleted, or moved the file, you need to create a new .cps file or find a pre-existing .cps file from the Open or Create New CPS File dialog box.
1. Open CPS from your desktop icon.
2. Click File from the menu bar.
3. Click Open Database…, or look in the File menu drop-down list to see the most recently opened databases.
4. If you select the Open Database… command, an Open CPS File dialog box appears.
5. Search for and select the database you want to activate. Use the Look in drop-down list if you need to navigate around your hard drive to find the correct folder.

**NOTE**: Remember, the folder where you saved any database may contain multiple databases, so be certain of which you want to open.
6. Click **Open**. Any lessons in this database display on the **Lessons** tab.

**Convert Databases to Version 3.61**

If you have a CPS version prior to 3.61, first go to our web page and update your software. Follow the link for your update: [http://www.einstruction.com/downloads](http://www.einstruction.com/downloads).

After you have downloaded and installed CPS version 3.61 on your computer, open any existing CPS database file. An Update CPS Database Option window will open.

![Update CPS Database Option window](image)

**Figure 24: Update CPS Database Option window**

**Update the database without making a backup**

Uncheck the checkbox and click the **OK** button to quickly and easily update your database to this new software version without creating a backup. You do not lose any data (lessons, questions, classes, reports, grades, or attendance) and you will gain the newest options in classroom performance.

**Update the database making a backup first**

Check the checkbox and click **OK** to convert and update your database while saving a copy of this same database in the old version of the software.

CPS makes a copy of the database and renames it with the database name and a file extension of the previous version number. So when you use the 3.61 software to open a database named Civil War.cps, the new software saves two database files:

- 3.61 version: Civil war.cps
- Previous version: Civil war.3.xx
Open another database
If you get to this point and realize you need to select a different database, click the Cancel button and open another database.

Now that you have a database open, you are ready to create and save data such as FastGrade answer keys, lessons of questions, standards, classes, reports, grades, and attendance. If you have questions about how to move or copy a CPS database file from one computer to another when the two are not networked together, please refer to the Troubleshooting section for instructions.

Create Lessons
CPS provides you with several ways to create a lesson. You can create a traditional lesson with class participation questions, or you can create lessons using PowerPoint. CPS also offers a third type of lesson, the FastGrade lesson, where you do not even need to create questions. You can create lessons using the CPS Question Author window and toolbar, import entire lessons from other CPS databases, or create quick CPS answer keys to accompany existing hard copy material using the FastGrade option.

The Lessons Tab
The Lessons tab splits into two windows. These windows can either be vertical or horizontal, depending on your preference. The default is vertical view. To switch views, simply click the View button located at the far end of the Lessons tab.

The left window (top in horizontal view) gives a view of all lessons in this open database. We refer to this as the lesson side. The name of the open database is the first item listed in the left window. Beneath that are parent-level lesson names. If a parent-level lesson name has child-level lessons, then a plus (+) symbol appears next to the parent lesson name. Click that plus (+) symbol to see all child-level lessons.

The right window (bottom in horizontal view) lists all of the questions from any highlighted lesson name. We refer to this as the question side. When you highlight the database name, all lessons (and the number of questions in the lessons) display in the question side.

Figure 25: The Lessons tab
The Lessons tab
When you highlight a lesson name from the left window, all questions for that lesson and any child-level lessons display on the question side. The question side also displays the number of questions, the type of question, and each question’s difficulty level.

Lessons can be in outline or hierarchical form. For example, you could create a level of lessons titled Chapter 1, Chapter 2, and so on. Beneath each chapter level, you can create levels of lessons that relate to sections within the chapter.

You can perform the following functions from the Lessons tab

- Create lessons
- Engage Lessons
- Engage PowerPoint Presentations
- Engage ExamView lessons and questions in CPS

After you have created your lesson, you can add questions. Please refer to the Create Lesson Questions section for more information.

Create Lessons

To create a new lesson, follow the steps below:

1. Open the database in which you want to create a lesson and click the Lessons tab. To create a parent-level lesson, highlight the database name. To create a child-level lesson, highlight a lesson name. The new lesson will be created beneath the lesson you highlighted.
2. Click the Tools icon.
3. Select the New Lesson command. The CPS Lesson Attributes window opens.
4. Type in the title of your lesson. You can add an optional description and unique identifier.

**NOTE:** This unique identifier is used with associated standards to locate specific goals from the Reports tab, as well as for use with CPSOnline, our web-based reporting system. By using a unique identifier, when you associate lessons and standards, the identifier is displayed on the Lessons tab, making the correlation between lessons, standards, and CPSOnline features more cohesive.
5. Click **OK**.
6. Use the keyboard commands **Ctrl** and **Ctrl+Shift**, along with mouse selections and movement to move, copy, or link lessons. For more shortcut hints, please see Mouse/Keyboard Conventions Used In This Manual.

### Engage Lessons

Once you have created your lesson, you can deliver it using the **Engage Lesson(s)** icon. For information on engaging your lesson, please refer to the Engage Lesson(s) icon section.

### Engage PowerPoint Presentations

You can deliver a PowerPoint presentation from CPS. By using CPS to deliver your presentation, you have access to the Engage toolbar. You can use the Engage toolbar at any point during your presentation to ask verbal questions or create an impromptu "mini quiz." For step by step instructions on delivering a presentation with CPS, please see the CPS and PowerPoint section.

### Engage ExamView Lessons and Questions in CPS

You can import ExamView lessons into CPS and deliver them like a CPS lesson. For information on engaging ExamView lessons, please see the ExamView section.

### Question Authoring

You can create questions in CPS to deliver inside your lessons. Use the CPS Question Author window and toolbar to

- Create Lesson Questions
- Create Subjective Questions
- Select a Question Template
- Add Audio/Video Notes
- Add Notes
- Create Questions with Graphics
- Display Graphics within the Questions
- Delete Graphics from Questions
- Move Questions
- Associate Standards to a Question

### Create Lesson Questions

To create questions in a parent or child lesson

1. Highlight a lesson name from the lesson side of the **Lessons** tab. The question side should be empty if you have not previously added or imported any questions.
2. Click the **Tools** icon.
3. Select the **New Question** command.

The CPS Question Author window opens.
4. Click the drop-down arrow in the Template box to see more than 50 question templates available with and without graphic placement options. Refer to the section Select a Question Template, for detailed information about each component of this window.

5. Select several different templates to see the changes in the CPS Question Author window.

6. Type the question in the question text box of the template you selected.

7. Type multiple answers in the answer boxes of the template you selected.

8. Select a correct answer by clicking in the check box beside that answer.

9. Use the toolbar in the upper left corner of the CPS Question Author window to save the question.

10. Roll your mouse over each button from left to right on the toolbar to see each function:
    - Click Save to save the question and remain on the CPS Question Author window.
    - Click Move to Previous Question to move to the previous question in the lesson.
    - Click Move to Next Question to move to the next question in the lesson.
    - Click New Question to negate any text or graphics you may have just added and to “redo” this question number.
    - Click Standards to display standards in this database that you can associate with questions; see Associate Standards to Questions for instructions.
    - Click Preview Question to preview the question.
    - Click Save and Move to Previous Question to save any change you have made and move to the previous question in the lesson.
    - Click Save and Move to Next Question to save any change you have made and move to the next question in the lesson. If the question you are saving is last in the list, clicking Save and Move to Next Question opens a new question template.

11. Repeat for as many questions as you want to add to the lesson.

When you have finished adding questions, click Question in the menu above the toolbar, and then Save and Close. All questions appear in the question side of the Lessons tab.

For help editing existing questions, please see the Editing Questions in a Lesson section.

Create Subjective Questions
A rubric question allows you to ask a performance question consisting of different categories and assign each category a different score. Consider the following scenario:
A teacher has a lesson consisting of 10 questions with the final question being an essay. That teacher could choose a rubric question type and grade the essay questions according to three categories. *For example*, length, content, and grammar would each receive a separate grade which, combined, would be the score for that essay question.

Follow the steps below to use a rubric question type in your class:

**Creating a rubric**

1. Open CPS from your desktop icon.
2. Click the *Lessons* tab.
3. Click the *Settings* menu item and choose *Rubric Wizard*. The Rubric Wizard will open. Your next few steps will depend on whether or not you have created a rubric in CPS before. Follow the steps below to create a new rubric.

**If You Have Never Created a Rubric**

The CPS Performance Question Wizard will appear.

a. Fill in the Rubric Name and Total Number of Categories boxes.

b. Click the *Next* button to continue.

c. Type in the names of your categories, or leave the default names and click the *Next* button.

d. Verify that the information you entered previously is correct. Click *Back* to edit the information and *Next* to save it.

**If You Have Previously Created a Rubric**

The CPS Performance Question Wizard will appear. Any rubrics you have already created will be in the Existing Rubrics list.

- If you would like to create a new rubric, check the box labeled Create New Rubric.
- If you would like to change one of your existing rubrics, select one of your rubrics and choose Edit to change the number of categories, category names, or the rubric name.
- Select Copy to make any changes and save the changes as a new rubric.

![Figure 29: CPS Performance Question Wizard to create/edit a rubric](image)
new rubric while retaining the original rubric.

a. Select a name for your rubric and how many categories (1-8) you want for your rubric
and click Next.

b. Choose names for your categories, or leave the default names and click Next.
c. Verify that the information is correct. Click Back to change it and Next to continue.
d. Click Done; your rubric information is now available to associate with questions.

If you want to add a rubric question to an existing lesson, click on that lesson. If you want to
make an existing question a rubric question, click on the lesson containing that question, then
double-click the question you’d like to change in the right side of the window.

Making a rubric question
1. Click the Tools icon and select New.
2. If you want to add a question to an existing lesson, click Question… If you want to create
a new lesson:
   a. Choose Lesson…
   b. Choose a name for your lesson and click OK.
   c. Right-click on your lesson in the left side of the window and choose New… then
      Question…. The CPS Question Author window will appear.
3. Click on the Template drop-down box.
5. Type the information, such as an essay question, into the window.
6. Choose the rubric you created in the Associated Rubric drop-down box.
7. Click the Save icon in the upper left toolbar and close the window.

NOTE: If you create a Performance Question and you use CPSOnline, on the
CPS Session Setup window make sure to uncheck the Automatically Upload
box.

Engaging and grading a lesson with a rubric
question
1. Select your lesson containing a rubric question
from the left side of the window and click
Engage Lesson(s). The CPS Session Setup
window appears.
2. Click Include in Gradebook. Engage this lesson
as you normally would. When you engage the
rubric question, students can submit an answer or
not; it makes no difference. After you have
finished your lesson:
3. Click on the Gradebook tab.
4. Click on the column containing the session with
the rubric question and click Edit. The
Assessment Options window will appear.

5. Click the **Re-grade Students** button. The Edit Session Student window will appear. In the image below, the numbers listed to the right of the rubric categories are the maximum number of points for each category. Grade each category for each student and click **OK**. The **Reports** tab and the **Gradebook** will reflect your changes.

The boxes with checkmarks represent correct answers. You can make an answer correct/incorrect by checking on a box under the question column.
The number in parenthesis next to each category of the performance question represents the maximum possible points for each category.

**NOTE:** You will not be able to change the maximum number of points per category.

**NOTE:** You will not be able to upload subjective questions to CPSOnline.

**Select a Question Template**

Because you are creating the questions your students will see in the lesson, you can determine the type of question and many other question attributes. Below are almost 50 question templates and the graphic placement options that are available.

- **Chalkboard:** The chalkboard template gives you the opportunity to draw or load images into the area provided while verbally asking questions for students to engage in during delivery. See Chalkboard for more information on how this template functions.
- **MC2, Answer Graphics:** This is a multiple-choice question with 2 answer choices (A-B) and no graphics included with the question text, but with a graphic included for each of the answer choices.
- **MC2, Answer Graphics II:** This is a multiple-choice question with 2 answer choices (A-B) and no graphics included with the question text but with only graphics included for each of the answer choices. You may not include text with any question choice.
- **MC2, Big Question Graphic:** This is a multiple-choice question with 2 answer choices (A-B) where you can include a large graphic with the question text but not in the answer choices.
- **MC2, No Graphics:** This is a multiple-choice question with 2 answer choices (A-B) and no graphics included in the question text or in the answer choices.
- **MC2, Question Graphic:** This is a multiple-choice question with 2 answer choices (A-B) and a graphic included with the question text, but not in the answer choices.
- **MC2, Question Graphic Right:** This is a multiple-choice question with 2 answer choices (A-B) and a graphic included with the question text, but not in the answer choices. The graphic goes to the right of the question text.
- **MC2, Question Graphic, Answer Graphic:** This is a multiple-choice question with 2 answer choices (A-B) and a graphic included with the question text and with each of the answer choices.
- **MC3, Answer Graphics:** This is a multiple-choice question with 3 answer choices (A-C) and no graphics included with the question text, but with a graphic included for each of the answer choices.
- **MC3, Answer Graphics II:** This is a multiple-choice question with 3 answer choices (A-C) and no graphics included with the question text but with only graphics included for each of the answer choices. You may not include text with any of the answer choices.
MC3, **Answer Graphics III:** This is a multiple-choice question with 3 answer choices (A-C) and no graphics included in the question text but with graphics included for each of the answer choices.

MC3, **No Graphics:** This is a multiple-choice question with 3 answer choices (A-C) and no graphics included in the question text or the answer choices.

MC3, **Question Graphic:** This is a multiple-choice question with 3 answer choices (A-C) and a graphic included with the question text but not in the answer choices.

MC3, **Question Graphic Bottom:** This is a multiple-choice question with 3 answer choices (A-C) and a graphic included with the question text but not in the answer choices. The graphic goes directly beneath the question text.

MC3, **Question Graphic Right:** This is a multiple-choice question with 3 answer choices (A-C) and a graphic included with the question text but not in the answer choices. The graphic goes to the right of the question text.

MC3, **Question Graphic, Answer Graphic:** This is a multiple-choice question with 3 answer choices (A-C) and a graphic included with the question text, and with each of the answer choices.

MC4, **Answer Graphics:** This is a multiple-choice question with 4 answer choices (A-D) and no graphics included with the question text but with a graphic included for each of the answer choices.

MC4, **Big Question Graphic:** This is a multiple-choice question with 4 answer choices (A-D) where you can include a large graphic with the question text but not in the answer choices.

MC4, **No Graphics:** This is a multiple-choice question with 4 answer choices (A-D) and no graphics included in the question text or the answer choices.

MC4, **No Graphics, Big Question:** This is a multiple-choice question with 4 answer choices (A-D) and no graphics included in the question text or the answer choices. This template is ideal for essay questions or other question types with extensive text.

MC4, **Question Graphic:** This is a multiple-choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices.

MC4, **Question Graphic Bottom:** This is a multiple-choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices. The graphic goes directly beneath the question text.

MC4, **Question Graphic Mid:** This is a multiple-choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices. The graphic goes between the question and the answer choices.

MC4, **Question Graphic Right:** This is a multiple-choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices. The graphic goes to the right of the question text.

MC4, **Question Graphic, Answer Graphics:** This is a multiple-choice question with 4 answer choices (A-D) and a graphic included with the question text and with each of the answer choices.

MC4, **Question Graphic, Right Big:** This is a multiple-choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices.
choices. The graphic goes to the right of the question text and can be unusually large if needed.

- **MC4, Question Graphic, Right Big II**: This is a multiple-choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices. The graphic goes to the right of the question text and can be unusually large if you need it to be. The image area is not quite as large as the Right Big question template.

- **MC4, Question Graphic, Right Small**: This is a multiple-choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices.

- **MC5, Answer Graphics**: This is a multiple-choice question with 5 answer choices (A-E) and no graphics included with the question text but with a graphic included for each of the answer choices.

- **MC5, Answer Graphics II**: This is a multiple-choice question with 5 answer choices (A-E) and no graphics included with the question text but with only graphics included for each of the answer choices. There is no text allowed for any answer choice.

- **MC5, No Graphics**: This is a multiple-choice question with 5 answer choices (A-E) and no graphics included with the question text or the answer choices.

- **MC5, No Graphics, Big Question**: This is a multiple-choice question with 5 answer choices (A-E) and no graphics included in the question text or the answer choices. It is ideal for essay questions or other question types with extensive text.

- **MC5, Question Graphic Mid**: This is a multiple-choice question with 5 answer choices (A-E) and a graphic included with the question text but not in the answer choices. The graphic goes between the question and the answer choices.

- **MC5, Question Graphic Right**: This is a multiple-choice question with 5 answer choices (A-E) and a graphic included with the question text but not in the answer choices. The graphic goes to the right of the question text, and can be a large-scale graphic.

- **MC5, Question Graphic Right Big**: This is a multiple choice question with 5 answer choices (A-E), and a graphic included with the question text but not in the answer choices. The graphic goes to the right of the question text and can be unusually large if needed.

- **MC5, Question Graphic Right Small**: This is a multiple choice question with 5 answer choices (A-E) and a graphic included with the question text but not in the answer choices. The graphic goes to the right of the question text.

- **Numeric, No Graphics**: This is a template, for use with CPS RF that allows you to pose a question with a numeric answer as opposed to multiple choices.

- **Numeric, Question Graphic**: This is a template for use with CPS RF that allows you to pose a question with a numeric answer (as opposed to multiple choices) and also lets you include a graphic.

- **T/F, No Graphics**: This is a true/false question with no graphics included in the question text or the answer choices.

- **T/F, No Graphics, Big Question**: This is a true/false question without any graphics included in the question text or the answer choices. It is ideal for essay questions or other question types with extensive text.
◆ **T/F, Question Graphic:** This is a true/false question with a graphic included with the question text but not in the answer choices.

◆ **T/F, Question Graphic Bottom:** This is a true/false question with a graphic included with the question text but not in the answer choices. The graphic goes directly beneath the question text.

◆ **T/F, Question Graphic II:** This is a true/false question with a graphic included with the question text but not in the answer choices. The graphic goes beside the question text and above the answer choices.

◆ **T/F, Question Graphic Right:** This is a true/false question and a graphic included with the question text but not in the answer choices. The graphic goes beside the question and can be large.

◆ **Y/N, No Graphics:** This is a yes/no question with no graphics included in the question text or the answer choices.

◆ **Y/N, No Graphics, Big Question:** This is a yes/no question with no graphics included in the question text or the answer choices. It is ideal for essay questions or other question types with extensive text.

◆ **Y/N, Question Graphic:** This is a yes/no question with a graphic included with the question text but not in the answer choices.

◆ **Y/N, Question Graphic Bottom:** This is a yes/no question with a graphic included with the question text but not in the answer choices. The graphic appears beneath the question text.

◆ **Y/N, Question Graphic II:** This is a yes/no question and a graphic included with the question text but not in the answer choices. The graphic goes beside the question text and above the answer choices.

◆ **Y/N, Question Graphic Right:** This is a yes/no question with a graphic included with the question text but not in the answer choices. The graphic goes beside the question and can be large.

◆ **Expanded Multiple-Choice capability:** You can now create questions with six, seven, or even eight multiple-choice answers. Please refer to Expanded Multiple-Choice Capability for more information.

Question templates with graphics include the pixel size of the graphic area. You can size your graphic accordingly so it is not skewed upon display. Older versions of CPS do not have as many template options. If you have an older version of CPS, please download the newer version for our website, [http://www.einstruction.com/downloads.cfm](http://www.einstruction.com/downloads.cfm).

**Expanded Multiple-Choice Capability**
You can ask multiple-choice questions with 6, 7, and even 8 answer choices. If you are creating a new question, simply select MC6-8 from the template drop-down box. You can also add answer choices to existing questions by double-clicking on a question in the Lessons tab and changing the question template. Please see Create Lessons or Create Lessons Questions for more information.
NOTE: You will not be able to use MC6 - MC8 question types with IR pads in SMA or SMP modes because the F, G, and H buttons are directional buttons.

Add Audio/Video Notes in Lesson Questions
Attach videos, audio clips, and more to your CPS questions. See the Add Notes section for information on including Notes in your lesson questions.

Add an Audio/Video Note

NOTE: The following instructions assume you are adding a note to an existing question in one of your lessons. However, you can also add a note to a new question in an existing lesson or to a question in a new lesson. Once the CPS Question Author window is displayed, the process is the same.

1. Open the Lessons tab of CPS.
2. Click on one of your lessons. The questions in that lesson will display to the right (or on the bottom if your view is split horizontally.)
3. Right-click on the question to which you want to add a note.
4. Click Edit. The CPS Question Author window will appear.
5. Click Question.
6. Click Notes and Media…. The Question Note window will appear.
7. Click on the Audio/Video tab.
8. Click Browse. Locate the file you wish to attach and click Open. The CPS File Details window will appear.
9. Click on the Audio/Video tab.
10. Click Browse. Locate the file you wish to attach and click Open. The CPS File Details window will appear.

If the information is correct, click OK. The file will be listed in the Audio/Video tab.

**NOTE**: There is a checkbox in the bottom right corner that says, “Make all file(s) available after response.” If you check this box, your note will not be available until question delivery is complete. This means that the Notes button shown below will not appear on your question until you click End. If you are using the Auto Move to Next Question feature, this box must be left unchecked for your note to be available.

9. Click Close. The note will be added to your selected question.
10. Close the CPS Question Author window.

**Access Audio/Video Note**
1. Open the Lessons tab in CPS.
2. Click on the lesson containing the note.
3. Click Engage Lesson(s). The CPS Session Setup window will appear. Make sure your session is set on Teacher Managed Assessment.
4. Click Start.
5. Click the **Questions** button to go directly to the question containing a note. When your question displays, the **Notes** button will be available as shown below:

6. Click the **Notes** button to display the contents of the note.
7. Click on the note contents to play or display the file.

![Notes button with content](image1.png)

*Figure 34: Notes button with content*

The file will be displayed in your default media player. For example, if you attach an audio clip and your computer uses Windows Media Player to play audio clips, Windows Media Player will play your clip. When you have finished playing the clip, simply continue your lesson.

### Add Notes

Often, questions have an answer but also need an explanation or some background information. CPS allows you to create notes to accompany your questions. *For example*, while authoring a question about Indefinite Pronouns, you can add a note that defines Indefinite Pronouns and compares that to the definition of Personal Pronouns.

**NOTE:** CPS 3.61 has Audio/Video note capabilities. See Add Audio/Video Notes in Lessons Questions for information on using audio/video notes.

1. Click the **Question** menu item from the CPS Question Author window.
2. Click the **Notes and Media …** command. The Question Note window opens.
3. Type in your note, then use the buttons at the top of the window to adjust the format:
   - **Font:** Notes automatically use the default font. Set the default font from the **Settings** menu item found on the main CPS window. You can adjust the size and style of the text in your note using the **Format** button.
   - **Color:** make all of the text in your note, or only selected words in your note, colored to draw attention to it.
4. Click the **Close** button when you have finished typing and formatting your note. This automatically saves any changes.

![Question Note window with Note tab](image2.png)

*Figure 35: Question Note window with Note tab*
Back on the CPS Question Author window, be sure to click the Question menu and the Save command in order to associate this note with this question.

Any note you associate with a question is available during the delivery session after you click the End button. You can edit this note at any time by going back to the Notes and Media … command from the Question menu item.

Create Questions with Graphics
You can add .jpg, .gif, or .bmp graphics files to questions. The smaller files are usually better, and range from .jpg as the smallest to .bmp as the largest. All question templates with graphics include the pixel size of the graphic area. You can you’re your graphic accordingly so it is not skewed upon display.

You can add a graphic to a question in several ways, but always make sure your graphic files are all together in the same directory as your open database. The following are two methods to add graphics:

**Method 1**
After you have selected a question template with graphics, left-click inside the graphic area and the Set Image Files window opens.
1. Use the Look in drop-down list at the top of the dialog box to browse to the directory where you saved your graphic files.
2. Highlight a graphic file that you want to display in this graphic area.
3. Click the Open button. The graphic appears in the graphic area of the question or answer option you selected.
4. Click the File menu and the Save command, or click the Save and Move to Next Question icon from the Question Author toolbar.

**Method 2**
After you have selected a question template with graphics, right-click inside the graphic area. A shortcut menu will appear on-screen.
1. Click the Browse command. The Set Image File window opens.
2. Use the Look in drop-down list at the top of the dialog box to browse to the directory where you saved your graphic files.
3. Highlight a graphic file that you want to display in this graphic area.
4. Click the Open button. The graphic appears in the graphic area of the question or answer option you selected.
5. Click the **File** menu and the **Save** command, or click the **Save and Move to Next Question** icon from the Question Author toolbar.

**Display Graphics within Questions**

**Show Graphic After Response**

The **Show Graphic After Response** option is only available with question templates that include a question graphic. If you select a question template that allows graphics in the question stem, and you want that graphic to appear with the question during the response cycle, then click the **Options** menu and make sure there is not a checkmark beside that command.

If you do not want the graphic to appear with the question during the response cycle, but would rather the graphic show after you have ended the response cycle, then make sure there is a checkmark beside the **Show Graphic After Response** command. You may want to use this option if the graphic gives away the answer to your question.

**NOTE**: If you have the option turned on for one question so that the graphic displays after you have ended the response cycle, the option stays on until you turn it off.

**Show Graphic Full Screen**

The **Show Graphic Full Screen** option is only available with question templates that include a question graphic. If you select a question template that allows graphics in the question area, and you want that graphic to appear in the entire space of the CPS window, click the **Options** menu item and make sure there is a checkmark beside that command.

Question Author window with Show Graphic Full Screen command

You might use this option if the graphic is the question itself: an artist’s work, or a math or science equation.

If you would prefer the graphic to appear the size in which it was formatted when you added it to the question (see the pixel count for each graphic area in a question template), then make certain that this option is off.

**NOTE**: If you have the option turned on for one question so that the graphic is displayed full screen, the options stays on until you turn it off.
Exclude Question from SMA

The Exclude Question from SMA option is a valuable tool when grading paper-based exams or assignments that contain question types that need to be answered in written form. If you select this option for a given question, the question will be skipped when delivered in SMA mode.

For example, you have a five question paper-based test that you want to deliver and grade in SMA mode. Questions 1, 2, 4 and 5 are all multiple-choice, but question 3 is to be answered in essay form. Because CPS cannot collect and grade an answer in written form, when the student completes question 2 and clicks the arrow to move to the next question, CPS will advance the student to question 4.

Students have the convenience of being automatically transferred to the next available multiple-choice question instead of having to skip over questions that cannot be answered using their pad.

Engage as Freeform

Choose Engage as Freeform to deliver freeform questions with your lessons. Choosing this option will not change the information in the Question Author window; however, your questions will be delivered in a freeform control rather than in the template. This option allows you to display questions with a large amount of text, without needing to scroll through the information.

NOTE: You will not be able to display graphics in this mode.

Delete Graphics from Questions

Follow the steps below to delete graphics from questions.
1. Open CPS from your desktop icon.
2. Open the database that has the lesson with the question and graphic you want to delete.
3. Click the Lessons tab.
4. Select the lesson from the list.
5. From the question side of the window, select the question from the list with the graphic you want to delete.
6. Click the Tools icon. A pop-up menu appears.
7. Select the Edit command. This opens the CPS Question Author window.
8. Right-click on the graphic area. A shortcut menu appears.
9. Click the Remove command. The graphic is deleted, but the question template that allows a graphic is still active.
   ◆ To add a new graphic to this question, follow the instructions in Create Questions with Graphics.
   ◆ To eliminate the possibility of using a graphic with this question, use the Template drop-down list to select a different question template.
10. Click the File menu and the Save command or click the Save and Move to Next Question icon from the Question Author toolbar.

Move Lesson Questions
To move a lesson question, select the question on the question side of the Lessons tab and click the Up or Down button at the far end of the Lessons toolbar. The question number changes when you click the lesson title in the left window.

Assign Question Difficulty Levels
Questions can range in difficulty from 1 (easiest) to 5 (hardest). Use the Difficulty drop-down list in the CPS Question Author window to select the difficulty level.

Adjust Question Formatting

Default Font Settings
When you type in your first question, you see the font style that comes with CPS. You can alter the default font so that every new question you type appears with that style. To change your default font
1. Click the Settings menu item. A pop-up menu appears.
2. Choose the Default Font command. The Font dialog box appears.
3. Adjust the style, size, or color in this dialog box.
4. Click OK to save your new default font.

Font Settings while Creating Questions
You can also alter the font you use to create questions in the CPS Question Author window.
1. Highlight the question and/or answer text in the CPS Question Author window.
   Alternatively, you can click the Format menu item and choose the Select All command.
2. Click the **Format** menu.
3. Click the **Font**, **Color**, **Subscript**, or **Superscript** command. A dialog box appears.
4. Adjust to your preference. Changes to the font style apply only to highlighted text.

**NOTE:** If you use the **Superscript** or **Subscript** option, and then decide to undo that special format, select that text again and choose the opposing option from the **Format** menu. For example, if you have subscripted text that you want to restore to the default font style, highlight that text, click **Format**, and select the **Superscript** command.

**Character Map**

Also included in the CPS Question Author window is the ability to add special characters to your questions or answers. If you are a math or science teacher, this function is especially helpful in creating questions with symbols to accurately express equations and other course-relevant data. However, anyone can use the character map to incorporate a more specialized question into any lesson. Follow the steps below to add special characters to your questions.

1. Place your cursor in the question or answer text box where you want a special character to be placed.
2. Click the **Tools** menu item.
3. Click the **Character Map** command. The Character Map window opens. Notice the font currently selected in the **Font** drop-down list.
4. Adjust this font style if you like by using the arrow in that drop-down list to see other character map options.
5. Find the character in the large portion of the window you want to incorporate into your questions or answers.
6. Click the **Select** button. That character appears in the **Characters to Copy** text box.
7. Repeat steps 5 and 6 for as many characters as you want to add.
8. Click the **Copy** button.
9. Click the Close button and return to the CPS Question Author window. Make sure your mouse cursor is where you want the characters to go.

![Character Map window](image)
10. Use the keyboard command **CTRL+V** to **Paste** the characters into this area. For more information on keyboard commands, please refer to the Mouse/Keyboard Conventions Used in this Manual section. These special characters display during a delivery session just like any other text.

**Associate Standards to a Question**

After you have typed in a question and answer options, you can associate specific learning standards to this question using these steps:

1. Click the **Question** menu item and choose **Associate Standards**. Alternatively, click the **Standards** icon from the **Question** toolbar.

2. Click inside the boxes beside as many standards as you want to associate with this question. Use the + icons to see any child standards and select them if you like.

3. Click the **OK** or **Cancel** button.

**NOTE:** With the Dynamic Standards feature, associating standards to questions is easier than ever. Please see the Dynamic Standards section for information on using Dynamic Standards.

To review which standards are associated with any question, open a question in the CPS Question Author window and repeat steps 1 and 2.
**FastGrade Lessons**

Use the FastGrade feature as a supplement to worksheets and other hardcopies. You can create a FastGrade answer key, distribute hardcopies to the students, and have them respond for a quick grade.

**Create a FastGrade Lesson**

When you create a FastGrade lesson, please have a hard copy of the course material with you, preferably one that has the correct answers indicated. You should make this FastGrade lesson before you present it to your students. Follow the steps below to create a FastGrade lesson.

1. Open CPS from your desktop icon.
2. Click the **Lessons** tab.
3. Select the database or a lesson under which you want to create a FastGrade lesson.
4. Click the **Tools** icon. A pop-up menu appears.
5. Select the **FastGrade** command. The CPS Lesson Attributes window opens for you to name your FastGrade lesson.
6. Type a name for your FastGrade lesson in the **Title** box and optionally, a description and unique identifier.

**NOTE:** This unique identifier is used with associated standards to locate specific goals from the **Reports** tab, as well as for use with CPSOnline, our web-based reporting system. By using a unique identifier when you associate lessons and standards, the identifier is displayed on the **Lessons** tab.

7. Click **OK**. The CPS FastGrade window opens showing the following features:
   - **Title**: The name you typed in the CPS Lesson Attributes window.
   - **Number of questions in this Lesson**: The number of questions you have successfully added to the FastGrade answer key.
   - **Properties**: Opens the CPS Lesson Attributes window.
   - **Question type columns**: Question types in individual columns enable you to add various question types to the FastGrade answer key.
   - **Standards associated with the current question**: Standards in the open database appear so that you can associate them with each question if you like.
   - **Current Question #**: The question number you are currently working on. This number is always one more than the Number of questions in this Lesson.
For the first question from your hard copy, click on the correct answer of that question type. The correct answer button changes color to indicate it has been selected. The number of questions in this lesson and the Current Question # increase by one.

8. Repeat step 8 until every question from the hard copy material has an answer in FastGrade.

9. Click OK. The Lessons tab appears with the FastGrade lesson name in the left window.
Use Printed Materials with FastGrade Lessons

Whether you have printed a CPS lesson for students to answer by hand or whether they have completed existing material that coordinates with a CPS FastGrade answer key, you can record performance data. Follow the steps below to use printed materials with your FastGrade lessons.

1. Hand out response pads after students have completed the hardcopies. You should have the class created in the CPS database; make sure the student's name in the class coincides with the response pad number he or she uses. See Adding Students to a New Class to learn how to add students to a class.
2. Use the Engage Lesson(s) icon on the Lessons tab to deliver the lesson that represents that material either with the questions listed in it or a FastGrade answer key. You can deliver the lesson in Teacher Managed or Student Managed modes. Refer to Engage Lesson(s) icon for instructions.
3. Ask students to record their answers by using their response pads.
4. Collect the papers and response pads when the students have recorded their answers.

You will have a recorded session on the Reports tab with student responses to the questions.

Import Existing Lessons

CPS lets you import pre-existing lessons from other CPS databases. This import function is a real time-saver for busy instructors. For example, if you have a lesson in a database for a marketing class that would be beneficial for your management class to review, you can import the marketing lesson to the management database.

1. Open CPS from your desktop icon.
2. Open the database into which you want to import the lesson, and click the Lessons tab.
3. Select the target lesson into which you want to import another lesson.
4. Click the Tools icon. A pop-up menu appears.
5. Click the Import command. Alternatively, right-click the selected lesson name and choose the Import command from the shortcut menu.
6. Click the Browse button.
An Open dialog box appears.

7. Select the path and file name of the lesson you want to import, and click the Open button. The path and file name appear at the top of the CPS Import Lessons window. Any lessons in the database appear in the larger text area of the dialog.

8. Select individual lessons from this database by clicking in the box beside each lesson name.

**NOTE:** When you select a lesson that has child-level lessons, the child-level lessons are selected automatically.

9. Click the OK button when you have selected all desired lessons. Depending on the lesson sizes and the speed of your processor, this import may take some time. The imported lessons appear on the lesson side of the Lessons tab. You can edit questions and deliver imported lessons the same as you would any you authored with CPS.

**NOTE:** When you import a lesson from one database to another, any standards or classes in the database from which you are importing are not imported into the target database. Do this separately using the Import command from the Standards or Classes tab.

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**Import Scanner Results into CPS**

Scanner testing is a frequently used form of answer collection during exam delivery at both the K-12 and Higher Education levels. With CPS, these scanner results can be imported into your CPS database and compiled to generate comprehensive reports. After scanning student’s results, follow the directions below to import the data into your CPS database.

1. Open CPS from your desktop icon.
2. Open the database into which you want to import the scanner performance results.
3. Create a FastGrade lesson with the correct number of questions and answers to correspond with the scanner file’s answer key.

**NOTE:** Be sure to include a unique identifier in the CPS Lesson Attributes window when creating the FastGrade lesson. This unique ID should match the Test ID input into ScanTools II when recording scanner results. Doing so will ensure consistency between the CPS lesson and imported scanner file.

4. Click the Tools icon and select Create Scanner Session. The Feature Activation dialog box will appear prompting you to enter the activation key for the scanner feature.
5. Use the key provided with your CPS system from NCS Pearson, or call eInstruction at 1-888-333-4888.

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**Feature Activation**

The scanner feature for this installation of The Classroom Performances System has not been activated.

If you received an activation key with your scanner, please type it in the box labeled “Activation Key” below. The activation key that comes with your scanner is only licensed for this installation of The Classroom Performance System. If you would like to activate a scanner for other installations of The Classroom Performance System, please call eInstruction at 1-888-333-4888.

If you do not have an activation key, you may purchase one by calling eInstruction at 1-888-333-4888. The activation key will only be licensed for this installation of The Classroom Performance System. If you would like to activate a scanner for other installations of The Classroom Performance System, please note this when calling.

**Activation Code:** 88004866-465
888.333.4988 for an activation key. Once activated, the import form will be displayed now and on future executions.

6. Click the Show icon to view a list of the lessons in your database.
7. Select the lesson that corresponds with the scanner file you are importing and drag it into the Lesson box on the upper right side of the Create Scanner Session window. The Lesson title, ID, and number of questions will appear in the Lesson box.
8. Click Browse and search for the scanner file you are importing.
9. Select a class that contains students corresponding with the scanner file you chose. The student IDs in your CPS roster must match with the student IDs in the scanner file.

10. Continue inputting your setup preferences.
   - Click Create once you have input all required data. The Session Summary window may appear showing any issues experienced during the session import.
   - Click Yes if you desire to store the session in your database and No if you do not.

If you select Yes, your scanner session will be imported and available for generating extensive data reports via the Reports tab.

If you select No, the Create Scanner Session window will appear allowing you to either make any preference changes before importing again, or cancel the session all together.

Import from Word

The Import from Word feature will allow you to quickly import RTF-formatted questions into CPS. At this time you will not be able to import tables from Word into CPS. To import your files

1. Open your file in Microsoft Word. You will need to format your document before importing it. Please see CPS Import from Word Format for more information.
2. Click the Save as option from the File menu. The Save as window will open.
3. From the Save as type pull-down menu, save the file as a Rich Text Format (*.rtf) document.

   **NOTE:** Make sure you save your file in a folder that you can find later.

To save a file to a particular location, use the Save in pull-down menu.
4. Open CPS from your desktop icon.
5. Click on the **Lessons** tab.
6. Click on the **Tools** icon and select the **Import...** option.
7. Click on the **Browse** button. The Open dialog box will appear. Use the **Look in**: pull-down menu to view the folder your file is in. Use the **Files of Type** pull-down menu to view RTF files.
8. Click **Open** and CPS will begin importing your files from Word.

**NOTE:** You can import files from other word processors, such as MS Works, WordPerfect, or Word Pad as long as you can save the files as RTF.

### CPS Import from Word Format

Before using the Import from Word feature, your question and answer stems must be formatted so they can be imported into CPS. Use the following table and the example below the table to properly label your questions. Please remember that a Question Type label is required for each different type of question.

<table>
<thead>
<tr>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE:</td>
<td>Lesson title (required)</td>
</tr>
<tr>
<td>True/False</td>
<td>True or False question type</td>
</tr>
<tr>
<td>Multiple Choice</td>
<td>Multiple-choice question type; up to 8 multiple-choice answers (MC8)</td>
</tr>
<tr>
<td>Yes/No</td>
<td>Yes or No question type</td>
</tr>
<tr>
<td>Numeric</td>
<td>Numerical answers question type (RF only)</td>
</tr>
<tr>
<td>ANS:</td>
<td>Answer to the question (required)</td>
</tr>
<tr>
<td>STO: and OBJ:</td>
<td>State Standards or Objectives (not required)</td>
</tr>
<tr>
<td>MOE:</td>
<td>Margin of Error (not required): CPS can accept a range of answers for a numeric question (RF only)</td>
</tr>
<tr>
<td>NOT:</td>
<td>Notes (not required)</td>
</tr>
</tbody>
</table>

Example:

**TITLE:** ← This label signals the title to your lesson. (Required)
**Addition1**  ← The title of your Lesson.

**True/False**  ← This label identifies the question type. (Required)
1. Four plus seven equals twelve.

ANS: F  ← This label “ANS:” identifies the correct answer. You must include the colon “:” (Required)

**Multiple Choice**  ← This label signals the start of a different question type. (Required)
4. The sum of 11 and 5 is
   a. 15
   b. 16  ← Use a., b., c., and so on to mark answer choices. (Required)
   c. 12
   d. 7

ANS: B  STO: Understanding Numbers  OBJ: 3-4.2  ← You can include the standards and objectives on the same line as the answer stem.

NOT: CPS supports up to eight multiple-choice answers (MC8).  ← An optional Note.

**Numeric**  ← This label signals the start of a different question type. (Required)
6. What is 12 plus 13?

ANS: 25  MOE: 1  ← This means that CPS will count the answer correct for any response ranging 1 ore or less than the actual answer (24 – 26).

<table>
<thead>
<tr>
<th>Question Type</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>True/False</strong></td>
<td>This label identifies the question type. (Required)</td>
<td>1. Four plus seven equals twelve.</td>
</tr>
<tr>
<td><strong>Multiple Choice</strong></td>
<td>This label signals the start of a different question type. (Required)</td>
<td>4. The sum of 11 and 5 is a. 15 b. 16 c. 12 d. 7</td>
</tr>
<tr>
<td><strong>Numeric</strong></td>
<td>This label signals the start of a different question type. (Required)</td>
<td>6. What is 12 plus 13?</td>
</tr>
</tbody>
</table>

**TITLE: Addition1**

**True/False**

1. Four plus seven equals twelve.

ANS: F

**Multiple Choice**

4. The sum of 11 and 5 is
   a. 15
   b. 16 
   c. 12
   d. 7

ANS: B  STO: Understanding Numbers  OBJ: 3-4.2

NOT: CPS supports up to eight multiple-choice answers (MC8).

**Numeric**

6. What is 12 plus 13?

ANS: 25  MOE: 1

Correctly formatted lesson
**Additional Rules for Formatting and Importing**
Below are some additional rules for importing your RTF document into CPS.

**Title your lesson**
Remember to include the Title stem so that CPS can find the title to your lesson.

**Prepare your question and answer stems**

*Question Type (Required)*
- Make sure you use a new Question Type label each time you change question types.
- Put the label above your question. Press the **Enter** or **Return** key and move to the next line.

*Question stem (Required)*
- Number your questions, put a period after the number, then put at least one white space (**Spacebar** or **Tab** key). After the white space, type the text for your question.
- If you are making an essay question, you may use multiple paragraphs. Press the **Enter** or **Return** key to start a new question or enter the answer stem.

*Answer stem (Required)*
- Always put your answer stem (**ANS:** ) on a new line.
- If you do not put any information after **ANS:**, your question will be imported as a performance question. However, you must have an answer after the **ANS:** if you are using multiple-choice, true/false, yes/no, or numeric questions.

*Standards, Objectives, Notes, and Margin of Error (Not Required)*
- Including Standards and/or Objectives in your RTF document is optional. You may put them on the same line as your answer stem. After **STO:**, **OBJ:**, or **NOT:**, type your information.
- Whatever you type after **STO:** or **OBJ:** will be the Standard or Objective name when the file is imported to CPS.
- When you use **MOE:**, you can set CPS to accept a range of answers for a numeric question. This feature only works with the RF systems.

**Use only supported features for import**
- Superscript
- Subscript
- Pictures (.bmp, .gif, .jpeg)
- Charts
- Symbols
- Strikeout
- Font (size, type, and color)
Edit Lessons

You can edit an existing lesson by

◆ Copying questions within a lesson or between lessons.
◆ Adding questions to an existing lesson.
◆ Editing questions in the lesson.
◆ Editing the lesson attributes.
◆ Deleting questions from the lesson.

To add questions to an existing lesson, follow the instructions in the Create Lesson Questions section.

**Copying Questions**

You can create a question and then duplicate it within the same lesson, or copy it to other lessons and edit portions of the question to make it different from the original. For example, you may want a question/answer template where the answers to every question are the same but the question changes. One example is “Do you agree with …” statements, where all answer options would be:

◆ Agree
◆ Moderately agree
◆ Unsure
◆ Disagree moderately
◆ Disagree

Copy questions to other lessons

1. Open CPS from your desktop icon.
2. Open the database that has the lesson you want to edit.
3. Click the Lessons tab.
4. Select a lesson from which you want to copy questions to another lesson. Questions in the selected lesson appear in the question side of the window.
5. Select a question or a group of questions while pressing the mouse button, and pressing the Ctrl button from the keyboard simultaneously.
6. Drag the selected questions to a target lesson on the lesson side of the window. The selected questions display at the end of the target lesson.
7. To edit a duplicated question, select that question and click the Edit button. The Question Author window appears. See Editing Questions in a Lesson for more instructions.
8. Use the Question Author toolbar to save and/or move to another question. See Create Lesson Questions to learn how to create questions in a lesson.
9. When you have added as many questions as you like, click Close or Save and Close in the Question menu.

Copy questions within the same lesson

1. Open CPS from your desktop icon.
2. Open the database that has the lesson you want to edit.
3. Click the Lessons tab.
4. Select a lesson from the lesson side of the window. Any questions in the lesson appear in the question side of the window.
5. Select a question or a group of questions.
6. Right-click your mouse somewhere on top of the selected questions. A shortcut menu appears.
7. Choose the Copy Questions command from the shortcut menu. The copied questions display at the end of the lesson.
   - To edit a duplicated question, select that question and click the Edit button. See Editing Questions in a Lesson for more instructions.
   - When you are satisfied with the question you have added to the lesson, use the Question Author toolbar to save and/or move to another question. See Create Lesson Questions for more information.
   - When you have added as many questions as you like, click Close or Save and Close in the Question menu.

Adding Questions to an Existing Lesson

To add questions in a parent or child lesson

1. Highlight a lesson name from the lesson side of the Lessons tab. The question side should be empty if you have not previously added or imported any questions.
2. Click the Tools icon.
3. Select the New Question command. The CPS Question Author window appears.
4. Click the drop-down arrow in the Template box to see more than 50 question templates available with and without graphic placement options. Refer to the Select a Question Template section for detailed information about each component of this window.
5. Select several different templates to see the changes in the CPS Question Author window.
6. Type the question in the question text box of the template you selected.
7. Type multiple answers in the answer boxes of the template you selected.
8. Select a correct answer by clicking in the check box beside that answer.
9. Use the toolbar in the upper left corner of the CPS Question Author window to save the question.
10. Roll your mouse over each button from left to right on the toolbar to see each function:
    ◆ Click Save to save the question and remain on the CPS Question Author window.
    ◆ Click Move to Previous Question to move to the previous question in the lesson.
    ◆ Click Move to Next Question to move to the next question in the lesson.
    ◆ Click New Question to negate any text or graphics you may have just added and to “redo” this question number.
    ◆ Click Standards to display standards in this database that you can associate with questions; see Associate Standards to Questions for instructions.
    ◆ Click Preview Question to preview the question.
    ◆ Click Save and Move to Previous Question to save any change you have made and move to the previous question in the lesson.
    ◆ Click Save and Move to Next Question to save any change you have made and move to the next question in the lesson. If the question you are saving is last in the list, clicking Save and Move to Next Question opens a new question template.
11. Repeat for as many questions as you want to add to the lesson.

When you have finished adding questions, click Question in the menu above the toolbar, and then Save and Close. All questions appear in the question side of the Lessons tab. For help editing existing questions, please see the Editing Questions in a Lesson section.

**Editing Questions in a Lesson**

1. Open CPS from your desktop icon.
2. Open the database that has the lesson you want to edit.
3. Click the Lessons tab.
4. Select the lesson from the lesson side of the window. To edit an existing question, select that question from the question side of the window.

5. Click the **Tools** icon and select the **Edit** command. Alternatively, right-click the selected question and choose the **Edit**… command from the shortcut menu or double-click the selected question. This opens the CPS Question Author window.

6. Make any changes to the question, answer choices, question template, subjective status, difficulty level, format, note, and standards from this window.

**NOTE:** Display the file path of a graphic included in a question by rolling your mouse cursor over the graphic itself or right-clicking on the graphic.

When you are satisfied with the question you have added to the lesson, use the Question Author toolbar to save and/or move to another question. See Create Lesson Questions for more information. When you have added as many questions as you like, click **Close** or **Save and Close** in the **Question** menu.

**Editing Lesson Attributes**

1. Open CPS from your desktop icon.
2. Open the database that has the lesson you want to edit.
3. Click the **Lessons** tab.
4. Select the lesson from the lesson side of the window.
5. Click the **Tools** icon and select the **Edit** command. Alternatively, right-click and choose the **Edit**… command from the shortcut menu or double-click the lesson name. The CPS Lesson Attributes window opens.
6. Edit the lesson name, the lesson description, or the unique identifier.
7. Click **OK** to save your changes or click **Cancel** to negate your changes.

**Deleting a Lesson**

You can delete an entire lesson of questions by following these steps:

1. Open CPS from your desktop icon.
2. Open the database that has the lesson you want to delete.
3. Click the **Lessons** tab.
4. Select the lesson that you want to delete.
5. Click the **Tools** icon then select the **Delete** command. Alternatively, right-click on the lesson name and choose the **Delete** command from the shortcut menu.
NOTE: If you select a lesson that has child-level lessons beneath it, those lesson(s) delete as well. Use caution when deleting lessons from the lesson side of the window.

6. A confirmation message appears. Click the OK or Cancel button.
7. Repeat steps for as many lessons as you want to delete.

Delete Questions from a Lesson
1. Open CPS from your desktop icon.
2. Open the database that has the lesson from which you want to delete questions.
3. Click the Lessons tab.
4. Select the lesson from the lesson side of the window.
5. From the question side of the window, select the question(s) you want to delete.
6. Click the Tools icon then select the Delete command. Alternatively, right-click on the selected questions and choose the Delete command from the shortcut menu. A confirmation appears on-screen before you delete the question.
7. Click OK to continue or Cancel to stop.
8. Repeat steps 5-7 for as many questions as you want to delete from this lesson.
9. Click the lesson name in the left window to see question numbers update. Question numbers update automatically when you exit the lesson.

Print CPS Lessons
Sometimes you can more effectively teach by delivering course material to students in a hardcopy format such as exams and tests. You can print your CPS lesson (be it an exam, homework or review), hand it out to students, and then grade the material with the CPS response system.

1. Open CPS from your desktop icon.
2. Open the database that has the lesson you want to print.
3. Click the Lessons tab.
4. Select the lesson you want to print.
5. Click the Tools icon then select the Print command. Alternatively, right-click the lesson name and choose the Print command from the shortcut menu. This launches the CPS Print Questions window. Questions from the selected lesson display in the new window.
6. Click beside the questions you want to print, or click Select All in the lower left corner to include every question on the printout.

   ◆ If you want an answer key, an area for inputting a name, an area for inputting a date, or a combination any of the available options included in your printout, check the box or boxes that coincide with your preference.

7. Click the Preview button. The Reporting Preview window opens showing the selected questions just as they will print—except for graphics.

   **NOTE:** The directory path of any graphic associated with a question displays in the Preview window. Graphics will print, but do not display in the Preview window.

8. Click the Export/Print button at the bottom of the Reporting Preview window if you are satisfied with the data. The printout contents automatically open in a word processing application and automatically save to the CPS folder on your hard drive. Look at the word processing application’s title bar to see the file name of the printout. If you get a message indicating that a default viewer cannot see the questions, please refer to Troubleshooting for more instructions.

   **NOTE:** If Microsoft Word is set to automatically view text and graphic files, then graphics associated with questions display as well as the text. Other word processing programs may not be capable of displaying images.

9. Review the file and make any layout adjustments.
10. Click the File menu and the Print command.
11. Make sure you are connected to a printer, and then click the OK button to print this lesson. You can close the word processing application and the lesson you printed at any time.
12. Return to the Reporting Preview window and click Close.

In the CPS Print Questions window, click the Close button to return to the Lessons tab.

**Search for Questions**

You can use the Question Finder feature to search find all occurrences of a question in CPS. For example, if you would like to know whether a particular lesson question exists in any of your Challenge Boards, you can search the question. Follow the steps below to use the Question Finder feature.

1. Open CPS to the Lessons or Standards tab.
2. Select the lesson or standard that has a question you would like to search for.
3. Right-click on the question. A pop-up menu appears.
4. Choose Question Finder... The CPS Question Finder window appears.
5. Use the CPS Question Finder window to view all of the locations of your selected question. Read below for more information on the window.

   - **Question**: The question you selected appears in bold print at the top of the CPS Question Finder window.
   - **Lessons**: The Lessons section of the window shows you every lesson that contains the question, as well as how many total questions are in each of the lessons.
   - **Standards**: The Standards section lists every standard associated with your question.
   - **Challenge Boards**: The Challenge Board section lists every Challenge Board that contains your question.
6. Select the location of your question that you would like to edit.
7. Click the Go to Selected Question button to move to the lesson, standard, or Challenge Board that contains your question.
8. Click Close to return to the Lessons or Standards tab.
Use the Lesson Builder

When you use the Lessons Builder function, you can build one lesson of questions from several pre-existing lessons. For example, if a Language Arts database has 32 lessons in it, each lesson representing a chapter from a text, you can create a mid-term exam from the first six lessons (chapters) without re-typing all the questions. You can also create a lesson from multiple databases.

1. Open CPS from your desktop icon.
2. Open the database in which you want to create a new lesson. See Open an Existing Database for instructions.
3. Click the Lessons tab.
4. Create a Lesson if necessary. You can also select an existing lesson from the lesson side of the Lessons tab.
5. Click the Tools icon.
6. Choose Builder. The Builder window opens showing the features listed below:
   - The top pane is the target lesson, the lesson to which you are adding questions.
   - The top Browse button allows you to alter the target lesson.
   - The bottom Browse button allows you to select a source database (.cps file) from which to copy or link questions.
   - The bottom left pane lists the lessons available in the database shown directly above it. You can also build from the standards in this open database.
   - The bottom right pane is a list of questions available in the source lesson or standard selected in the bottom left pane.
   - The Dragged Questions section allows you to choose whether the questions you select for the target lesson are copied from the lesson source or linked to the lesson source. Refer to Mouse/Keyboard Conventions Used In This Manual for information about linking vs. copying.

The Close button at the
7. Select a lesson from the database open in the bottom left pane. Alternately, you can choose to build from Standards questions; simply click the Standards tab in the bottom left window. Questions for the selected lesson or standard display in the bottom right pane.
8. Select questions to copy or link into the target lesson.
9. Use the Ctrl key or the Shift key and your mouse to select specific questions to be included in the target lesson. While pressing your mouse button, drag those selected questions into the top pane.
10. Use the Link or Copy option buttons to choose how you want the questions moved. To copy questions means they appear in the source lesson as well as the target lesson. To link questions means that they appear in the source lesson as
well as the target lesson and that any changes made to a question in one location directly affects the other location of the question.

11. Click the Select Random Questions button to choose the number of specific question types you want to include in the target lesson. Click the OK button to complete this random selection.

When you have completed building a new lesson from an existing database(s), click the Close button. The Lessons tab appears. You can select the lesson you built on the left in order to review the questions on the right.

**Create Standards**

The Standards tab allows you to enter your own list or outline of teaching standards. But these organizational functions of Standards reach beyond merely setting learning goals for students.

⚠️ **NOTE:** You can manage your Standards easier with the Dynamic Standards feature. Please see the Dynamic Standards section for more information.

CPS Standards enable you to create an outline of the state’s, district’s, or school’s standards for a certain grade level or course of study. You can identify these standards by different types, according your state, district, or school’s requirements. CPS has a list of terms to help you identify the type of standard with which you are working.

Curriculum directors and state or district administrators can use CPS to establish an extensive outline of the state’s, district’s or school’s goals, then pass that CPS database of standards onto individual schools/teachers who use CPS in the classroom. This ensures that the standards that a state, district, or school wants to focus on are known and integrated into teaching plans.

Teachers then take this database and start adding lesson questions, standard questions, classes, and team activities for their class(es). Question delivery is the same from the Lessons tab and the Standards tab, while the Reports tab helps summarize and express student data in usable forms.

**Download Standards**

eInstruction has made it easier than ever to integrate state approved standards into your CPS classroom! Just go to www.einstruction.com/state_standards.cfm to download free standards.

Download and import instructions are on the website. If you do not see your state standards listed there, contact eInstruction about when those might be available.

1. From the web page, click the download link to begin downloading the database that contains your state's...
full set of standards. A File Download box appears.

2. Click **Save** to save the database to your machine. We recommend creating a folder in the same directory as your current databases, labeling it, “**Standards**,” and save your state standards database there.

When the download is complete, click **Close** in the Download Complete dialog box and follow the Importing State Standards Instructions from the website.

**The Standards Tab**

The **Standards** tab is split into two windows. These windows can either be vertical or horizontal, depending on your preference. The default is vertical view. To switch views, simply click the **View** button located at the far end of the **Standards** tab.

The left window (top in horizontal view) gives a view of all standards in this open database. We refer to this as the standard side. The name of the open database is the first item listed in the left window. Beneath that are parent-level standard names. If a parent-level standard name has child-level standards, a plus (+) symbol appears next to the parent standard name. Click that plus symbol to see all child-level standards.

The right window (bottom in horizontal view) lists all of the questions from any highlighted standard name. We refer to this as the question side. When you highlight the database name, all standards and the number of questions in the standards, display in the question side. When you highlight a standard name from the left window, all questions for that standard and any child-level standards, display on the question side. The question side also displays the number of questions, the type of question, and its difficulty level.

You can perform the following functions from the **Standards** tab, moving from left to right across the toolbar:

- Create standards
- Edit standards
- Delete standards
- Import standards from other CPS databases or your state’s standards from our website
- Build standards from existing database(s)
- Print standards for hard copy exams
- Create new questions within a standard
- Deliver standards to record performance data (Engage Standards)
- Deliver standards without recording performance data (Preview)
- Move standards
- Move questions
**New Standards**

Follow the steps below to create a new standard.

1. Open the database in which you want to create a standard and click the Standards tab.
   - To create a parent-level standard, highlight the database name.
   - To create a child-level standard, highlight a standard name. The new standard will be created beneath the standard you highlighted.

2. Click the **Tools** icon, and then the **New Standard** command. You can roll over any button to see a pop-up hint about button functionality. The CPS Standard Attributes window opens. The dialog box displays the database or standard name under which the new standard will be created.

3. Type in or select the following standard attributes:
   - The standard title
   - Details about the standard
   - A code, number, or identifier for this standard

   **NOTE:** This unique identifier is intended for use with CPSOnline, our web-based reporting system. By using a unique identifier in a standard and in a lesson, the association of those two is displayed in the **Lessons** tab, making the correlation between lessons, standards, and CPSOnline features more cohesive.

   - The type of standard. The type helps identify why the standard is in place. The drop-down list has more than 20 different types from which to select. Your school, district, or state may have a type they use or reference often. If that is the case, use that type of standard. If you choose a grade level type, also specify to which grade the standard applies.

4. Select the state in which the standard originated or is most closely associated.

5. Click the **Save and Create New** button, or the **Save and Close** button. The standard you created appears in the left or upper window of the **Standards** tab.

6. Use the keyboard commands **Ctrl** and **Ctrl+Shift**, along with mouse selections and movement to move, copy, or link standards. See Mouse/Keyboard Conventions Used In This Manual for instructions.

**Create Standard Questions**

When using the **Standards** tab on an administrative level, you may have an outline of standard types to emphasize state, district, or school teaching goals. Within this outline it may be appropriate to have questions associated with only the lowest level of standard types. Follow the steps below to create questions in a parent-level or child-level standard.

1. Highlight a standard name from the standard side of the **Standards** tab. The question side should be empty if you have not previously added or imported any standards.
2. Click the **Tools** icon, and then the **New Question** command. The CPS Question Author window appears.

3. Type in the question and make any template, format, or image changes that you desire. Refer to Question Authoring for detailed instructions. When you close the CPS Question Author window, questions will appear on the question side of the **Standards** tab.

4. Use the **Up** and **Down** arrows, located at the far end of the **Standards** tab, to rearrange questions within a selected standard.

**NOTE:** Now you can manage Standards easier with the Dynamic Standards feature. See the Dynamic Standards section for more information.

### Import Existing Standards

**Import From Other CPS Databases**

CPS lets you import pre-existing standards from other CPS databases. The import feature will save you valuable time. For example, if you have a standard in a database for a marketing class that would be beneficial for your management class to review, then you can import the marketing standard to the management database.

1. Open CPS from your desktop icon.
2. Open the database into which you want to import the standard, and click the **Standards** tab.
3. Select the target standard into which you want to import another standard.
4. Click the **Tools** icon, and then choose the **Import** command. Alternatively, right-click the selected standard name and choose the **Import** command from the shortcut menu. The CPS Import Standards window appears.
5. Click the **Browse** button. An Open dialog box appears.
6. Select the path and file name of the standard you want to import, and click the **Open** button. The path and file name appear at the top of the CPS Import Standards window. Any standards in the database appear in the larger text area of the dialog.
7. Select individual standards from this database by clicking

![Figure 59: CPS Import Standards window](image-url)
in the box beside each standard name. When you select a standard that has child-level standards, those child-level standards are selected automatically.

8. Click the OK button when all desired standards are selected. Depending on the standard sizes and the speed of your processor, this import may take some time. The imported standards appear on the standard side of the Standards tab. You can edit questions and deliver imported standards the same as any you authored with CPS.

**NOTE**: When you import a standard from one database to another, any lessons and/or classes in the database from which you are importing are not imported into the target database. You can import lessons and classes separately using the Import command from the Lessons and/or Classes tab.

**Import Standards Downloaded from the Web**

Most states with CPS-enabled schools have their standards on the web for easy access. If eInstruction has posted your state’s educational standards, then you can download them to your computer and import them into your CPS database. Follow these steps to import state standards from the web:

2. Select your state from the drop-down list.
3. Click Go. When the page refreshes, your state’s available standards will appear in the bottom portion of the web page.
4. Review the available standards and click on the filename (e.g., Texas_Standards_TAKS_.cps) to download.
5. Click the download link to begin downloading the database that contains your state's full set of standards. A File Download box will appear.
6. Click Save to save the database to your machine. We recommend creating a folder in the same directory as your current databases, naming it "Standards," and saving your state standards database there.

When the download is complete, click Close in the Download Complete dialog box and follow the Importing State Standards Instructions from the website.

![Figure 60: Download State Standards File Download box](image)
**Dynamic Standards**

The Dynamic Standards feature allows you to easily align state standards to your questions during a delivery session. This feature lets you choose a subset or a list of standards applicable to the lesson you are engaging.

You can choose to be prompted with this subset before you ask each question, or you can automatically apply all the standards in your subset to all of the questions in the lesson you are engaging. Read the steps below to discover the options available with Dynamic Standards and to begin using this feature in your classroom:

1. Open CPS from your desktop icon.
2. Open the Lessons tab.
3. Click the Verbal Questions icon or highlight the lesson you want to engage, and click Engage Lesson(s). You can also access the Verbal Question Setup window from the Settings menu. If you engage a prepared lesson, the CPS Session Setup window will appear. If you engage a verbal question session, then the Verbal Question Setup window will appear. Dynamic Standards can be set up from either of these windows.

**NOTE:** In the CPS Session Setup window, you will be able to click the Dynamic Standards icon only if the Teacher Managed Assessment mode is selected. This feature is not available with Student Managed, Student Practice, or Teacher-Led Student Managed Assessment modes.

4. Click on the Dynamic Standards icon to bring up the Dynamic Standards Setup window. In this window you will see all of the standards you have downloaded. You can expand and compress your selection by clicking on the “+” and “-” boxes.

**NOTE:** To view instructions on creating standards, please refer to the Create Standards section.

5. Click on the empty boxes next to the standards to include them in your subset.
6. Notice that there are two options that can be checked at the bottom of this window: **Prompt for Dynamic Standards** and **Automatically Align Selected Dynamic Standards**. Either of these can be selected, or they can both be de-selected.

**Prompt for Dynamic Standards** is the default setting. If you leave this option selected, then the
Dynamic Standards Setup window will pop-up with each question you ask. This allows you to decide upon question delivery which standards to align with each question. This option is especially useful with the Verbal Question feature.

- If you choose **Automatically Align Selected Dynamic Standards**, the standards you define in your subset will be automatically aligned with each question in your session, and you will not be prompted with the Dynamic Standards Setup window.
- You may also leave both boxes unchecked. If unchecked, you will not be prompted with the Dynamic Standards Setup window, and no standards will be automatically aligned to your questions. If you de-select both boxes, you can still select a subset of standards and align those standards to your questions by clicking the dynamic standards button at any time.

**NOTE**: If you currently have state standards aligned with your questions, you do not need to re-select them in the Dynamic Standards Setup window. The standards you choose in the Dynamic Standards Setup window will be aligned in addition to those you have predefined.

7. Click **OK**. This will bring back the CPS Session Setup window or the Verbal Question Setup window, depending on which type of session you chose.

**NOTE**: Dynamic standards can be set up at any time during a verbal question session or a prepared lesson by simply clicking on the **Dynamic Standards** icon.

8. Click **OK** in the Dynamic Standards Setup window and engage your lesson as you normally would. If you chose to be prompted with dynamic standards, then the Dynamic Standards Alignment window will appear when you start your session.

---

### Edit Standards

You can edit an existing standard by
- Adding questions to an existing standard
- Copying questions within a standard or between standards
- Editing questions in the standard
- Editing the standard attributes
- Deleting questions from the standard
- Printing CPS Standards

#### Add Questions to an Existing Standard

To create questions in a parent-level or child-level standard, follow these steps:

1. Highlight a standard name from the **Standards** tab and the standard side. The question side should be empty if you have not previously...
added or imported any questions.

2. Click the **Tools** icon then the **New Question** command. The CPS Question Author window appears.

3. Click the drop-down arrow in the **Template** box to see more than 50 question templates available with and without graphic placement options.

4. Select several different templates to see the changes in the CPS Question Author window.

5. Type the question in the question text box of the template you selected.

6. Type multiple answers in the answer boxes of the template you selected.

7. Select a correct answer by clicking in the check box beside that answer.

8. Use the toolbar in the upper left corner of the CPS Question Author window to save the question.

9. Roll your mouse over each icon from left to right on the toolbar to see its function:
   - **Click Save** to save the question and remain on the CPS Question Author window.
   - **Click Move to Previous Question** to move to the previous question in the standard.
   - **Click Move to Next Question** to move to the next question in the standard.
   - **Click New Question** to negate any text or graphics you may have just added and to "redo" this question number.
   - **Click Standards** to display standards in this database that you can associate with questions; see Associate Standards to a Question for instructions.
   - **Preview** your question. This option will be available after your question has been saved.
   - **Click Save and Move to Previous Question** to save any change you have made and to move to the previous question in the standard.
   - **Click Save and Move to Next Question** to save any change you have made and move to the next question in the standard. If the question you are saving is last in the list, click Save and Move to Next Question to open a new question template.

10. Repeat for as many questions as you want to add to the standard.

When you have finished adding questions, click **Question** in the menu above the toolbar, and then **Save and Close**. All questions appear in the question side of the **Standards** tab.

**Copy Questions to a Standard**

You can create a question and then duplicate it within the same standard or copy it to other standards, editing portions of the question to make it different from the original. For example, you may want a question/answer template where the answers to every question are the same but
the question changes. An example would be “Do you agree with …” statements, where all answer options would be:
- Agree
- Moderately agree
- Unsure
- Disagree moderately
- Disagree

Copy questions to other standards
1. Open CPS from your desktop icon.
2. Open the database that has the standard you want to edit.
3. Click the **Standards** tab.
4. Select a standard from which you want to copy questions to another standard. Questions in the selected standard appear in the question side of the window.
5. Select a question or a group of questions, while pressing your mouse button, and press the Ctrl button from the keyboard simultaneously.
6. Drag the selected questions to a target standard on the standard side of the window. The selected questions display at the end of the target standard. To edit a duplicated question, select that question and click the **Edit** button. See Edit Questions in an Existing Standard for more instructions.

When you are satisfied with the question you have added to the standard, use the Question Author toolbar to save and/or move to another question. See Add Questions to an Existing Standard for more information. When you have added as many questions as you like, click **Close** or **Save and Close** in the **Question** menu.

Copy questions within the same standard
1. Open CPS from your desktop icon.
2. Open the database that has the standard you want to edit.
3. Click the **Standards** tab.
4. Select a standard from the standard side of the window. Any questions in the standard appear in the question side of the window.
5. Select a question or a group of questions.
6. Right-click your mouse somewhere on top of the selected questions.
7. Choose the **Copy Questions** command from the shortcut menu. The copied questions display at the end of the standard.

To edit a duplicated question, select that question and click the **Edit** button. See Edit Questions in an Existing Standard for more instructions. When you are satisfied with the question you have added to the standard, use the Question Author toolbar to save and/or move to another question. See Add Questions to an Existing Standard for more information.
When you have added as many questions as you like, click Close or Save and Close in the Question menu.

**Edit Questions in an Existing Standard**

1. Open CPS from your desktop icon.
2. Open the database that has the standard you want to edit.
3. Click the Standards tab.
4. Select the standard from the standard side of the window. To edit an existing question, select that question from the question side of the window.
5. Click the Tools icon then the Edit command. Alternatively, right-click the selected question and choose the Edit… command from the shortcut menu or double-click the selected question. This opens the CPS Question Author window.
6. Make any changes to the question, answer choices, question template, subjective status, difficulty level, format, note, and standards from this window.

**NOTE:** Display the file path of a graphic included in a question by rolling your mouse cursor over the graphic itself or right-clicking on the graphic.

When you are satisfied with the question you have added, use the Question Author toolbar to save and/or move to another question. See Add Questions to an Existing Standard for more information. After adding all your questions, click Close or Save and Close in the Question menu.

**Edit Standard Attributes**

1. Open CPS from your desktop icon.
2. Open the database that has the standard you want to edit.
3. Click the Standards tab.
4. Select the standard from the standard side of the window.
5. Click the Tools icon and then the Edit command. Alternatively, right-click and choose the Edit… command from the shortcut menu, or double-click the standard name. The CPS Standard Attributes window appears.
6. Edit the standard name or the standard description.
7. Click OK to save your changes.

Figure 64: CPS Standard Attributes window
changes or click **Cancel** to negate your changes.

**Delete Questions from a Standard**

1. Open CPS from your desktop icon.
2. Open the database that has the standard from which you want to delete questions.
3. Click the **Standards** tab.
4. Select the standard from the standard side of the window.
5. Select the question(s) you want to delete from the question side of the window.
6. Click the **Tools** icon then the **Delete** command. Alternatively, right-click on the selected questions and choose the **Delete** command from the shortcut menu. A confirmation appears on-screen before you delete the question.
7. Click **OK** to continue or **Cancel**.
8. Repeat steps 5-7 for as many questions as you want to delete from this standard.
9. Click the standard name in the left window to see question numbers update. Question numbers update automatically when you exit the standard.

**Delete a Standard**

You can delete an entire standard of questions by following these steps:

1. Open CPS from your desktop icon.
2. Open the database that has the standard you want to delete.
3. Click the **Standards** tab.
4. Select the standard that you want to delete.
5. Click the **Tools** icon then the **Delete** command. Alternatively, right-click on the standard name and choose the **Delete** command from the shortcut menu.

**NOTE**: If you select a standard that has child-level standards beneath it, those standard(s) will be deleted as well. Use caution when deleting standards from the standard side of the window.

6. A confirmation message appears. Click the **OK** or **Cancel** button.
7. Repeat steps for as many standards as you want to delete.

**Print CPS Standards**

Sometimes you can teach more effectively by delivering course material, such as homework and exams, to your students in a hardcopy format. You can print your CPS standards, hand it out to students, and then grade the material with the CPS response system. To print CPS Standards

1. Open CPS from your desktop icon.
2. Open the database that has the standard you want to print.
3. Click the **Standards** tab.
4. Select the standard you want to print.
5. Click the **Tools** icon, and then either click **Print Questions** or **Print Standards**. You may also right-click the standard name and choose one of these print commands from the shortcut menu. The standards printout will contain only standards while the questions printout contains only the questions associated with those standards.
Questions from the selected standard display in the new window. Click beside the questions you want to print, or click **Select All** in the lower left corner to include every question on the printout.

If you want an answer key with your printout, click **Include Answer Key**.

6. **Click Preview.** The Reporting Preview window opens showing the selected questions just as they will print, but without graphics. The directory path of any graphic associated with a question displays in the Preview window. Graphics print, but do not display in the Preview window.

7. **Click the Export/Print button** at the bottom of the Reporting Preview window if you are satisfied with the data. The printout contents automatically open in a word processing application and automatically save to the CPS folder on your hard drive. Look at the word processing application’s title bar to see the file name of the printout. If you get a message indicating that a default viewer cannot see the questions, please refer to Troubleshooting for more instructions.

**NOTE:** If Microsoft Word is set to automatically view text and graphic files, graphics associated with questions display as well as the text. Other word processing programs may not be capable of displaying images.
8. Review the file and make any layout adjustments.
9. Click the **File** menu and the **Print** command.
10. Make sure you are connected to a printer, and then click the **OK** button to print this standard. You can close the word processing application and the standard you printed at any time.
11. Return to the Reporting Preview window and click **Close**.

In the CPS Print Questions window, click the **Close** button to return to the **Standards** tab.

**Use the Standards Builder**

Using the Standards Builder function, you can build one standard of questions from several pre-existing standards. *For example,* if a Language Arts database has 32 standards in it, each standard representing a chapter from a text, you can create a mid-term exam from the first six standards (chapters) without re-typing all the questions. You can also create a standard from multiple databases.

1. Open CPS from your desktop icon.
2. Open the database in which you want to create a new standard. See Open an Existing Database for instructions.
3. Click the **Standards** tab.
4. Click the **Tools** icon, and then the **New Standard** command.
5. Create Lessons if necessary. You can also select an existing standard from the **Standards** tab.
6. Click the **Tools** button again and select the **Builder** command. The Builder window opens showing the features listed below:
The top pane is the target standard (the standard to which you are adding questions).

The top Browse button allows you to alter the target standard.

The bottom Browse button allows you to select a source database (.cps file) from which to copy or link questions.

The bottom left pane lists the standards available in the database shown directly above it. You can also build from the Standards in this open database.

The bottom right pane is a list of questions available in the source standard or standard selected in the bottom left pane.

The Dragged Questions section allows you to choose whether the questions you select for the target standard are copied from the standard source or linked to the standard source. Refer to Mouse/Keyboard Conventions Used In This Manual for information about linking vs. copying.

The Close button at the bottom of the screen closes the builder window.

**NOTE:** Check whether the database open in the bottom left pane is the source from which you want to take questions. If this is not the correct database, use the Browse button to find and open the database from which you want to select questions. Also, make certain the target standard named at the top of the Builder window is the destination into which you want to build questions. If not, use the top Browse button to select a different standard name from the open database.

7. Select a standard from the database open in the bottom left pane. Alternately, you can choose to build from Standards questions; simply click the Standards tab in the bottom left window. Questions for the selected standard display in the bottom right pane.

8. Select questions to copy or link into the target standard.

9. Use the Ctrl key, or the Shift key, and your mouse to select specific questions to be included in the target standard. While pressing your mouse button, drag those selected questions into the top pane.

10. Use the Link or Copy option buttons to choose how you want the questions moved. To copy questions means they appear in the source standard as well as the target standard. To link questions means that they appear in the source standard as well as the target standard and that any changes made to a question in one location directly affects the other location of

![Figure 66: Builder window](image)

![Figure 67: Random Question Selector in the Standards Builder](image)
the question.

11. Click the **Select Random Question** button to choose the number of specific question types you want to include in the target standard. Click the **OK** button to complete this random selection.

When you have completed building a new standard from an existing database(s), click the **Close** button. The **Standards** tab appears. Select the standard you built on the left in order to review the questions on the right.

**Use ExamView with CPS**

With the **ExamView** folder, question control buttons, and ExamView Options window, you have more efficiency and flexibility in teaching than ever before!

**ExamView Folder**

Notice that there are two additional folders below your database in the **Lessons** tab of CPS labeled **PowerPoint** and **ExamView**. All of the ExamView files you open are organized and stored in the **ExamView** folder. All of the lessons you create in CPS will be stored in your CPS database, which has the file extension .cps. Your PowerPoint presentations will be stored in the **PowerPoint** folder.

Follow the steps below to organize your imported ExamView files in CPS.

1. Open CPS to the **Lessons** tab.
2. Right-click on the **ExamView** folder to see an option box. At the top of this box is the **New** option.
3. Move your cursor over the **New** option to view the **Lesson**, **Question**, and **Folder** choices. (Different options will be live depending on which file you have highlighted.) If you create a new lesson or question, it will be saved under the CPS lesson you have highlighted. If you create a new folder or open an ExamView file, the folder or ExamView file will be saved within the **ExamView** folder.
**Question Control Buttons**

While engaging your ExamView lessons, you will notice that there are new buttons on your tool bar. Read below to learn how these buttons can enhance your lessons.

**NOTE**: All buttons will not be available on all questions. The **Narrative** and **Recalculate** buttons will only appear on questions in ExamView lessons offering those options. The Narrative and Recalculate features will only be available on XML files imported from ExamView.

**Zoom**

The **Zoom** buttons allow you to size the questions created in ExamView to best fit your projection system.

**Narrative**

The **Narrative** button gives you the choice of including or omitting the instructional portion of ExamView questions.

**Recalculate**

The **Recalculate** button is a feature that allows you to retain the structure of a question while changing the content both in the question and the answers. This means that in some questions in your ExamView lessons, you can ask a question multiple times and in different ways before moving on to the next question.

**ExamView Options Window**

The ExamView Options window allows you to customize the delivery of your ExamView lessons. Setting your question types, preferred size, and more are easy with this feature. Follow the steps below to access the ExamView Options window in CPS.

1. Click the **Settings** option from your menu items.
2. Click **ExamView Settings**…. This will bring up the ExamView Options window.
3. Set your options and click **OK**. Your personal settings will be recorded. You can change these settings at any time by returning to the ExamView Options window.

**Question Types**: You can choose from 13 different boxes at the top of this window that list different types of questions. Select any of these boxes to include a type of question as an option for your ExamView lessons. You can also check the **Select All** box to select all of the question types, or click **Restore Default** to return to the question types shown.
Standards: This part of the window allows you to select your school’s state from the drop-down box. Selecting your state tells ExamView which state’s standards to align with your questions.

Zoom: The Zoom portion of this window allows you to decide what size your ExamView questions are displayed. You can always change your question size in this window or upon question delivery by using the zoom buttons explained above.

Create Classes

To create course/class distinctive classes that contain student and response system information, continue with the instructions in this section. This function is ideal for sharing student lists within a school or even an entire district. The import and export commands make it easy to use student data from other applications too.

The Classes Tab

The Classes tab is split into two panes. The left pane gives a view of all classes in this open database. We refer to this as the classes side.

The right pane displays all of the students from any highlighted class name. We refer to this as the students side. When you highlight a class name from the left pane, all of the students’ names in that class display on the students side.

This Classes section will tell you how to

- Use the Classes wizard
- Add classes to a database from the Classes tab
- Add students to a new class
- Take Attendance
Using the Class Wizard

The Class Wizard lets you create a class as you are delivering a session. This on-the-fly class contains the pad ID values specific to the number of students participating in the session so you can quickly generate a class with only 6 pad IDs, 32 pad IDs, or up to 2000 pad IDs.

The Class Wizard in CPS also saves any class generated during a delivery session into the database you have open, so the class is available from the Classes tab any time you want to use it again. But remember, the Class Wizard does not contain specific student names, only pad ID values. To create a class with student names, please see Adding Classes to a Database from the Classes tab. Follow the instructions below to learn when and how to use the Class Wizard:

1. Open CPS to the Lessons or Standards tab.
2. Select a lesson or standard name.
3. Click the Engage Lesson(s) or Engage Standard(s) icon. The CPS Session Setup window opens. Select the session options from this window.
4. Click the Create… (Class) button on the CPS Session Setup window. The CPS Create Class window opens.
5. Type in a Class Title.
6. Use the Lower Range and Upper Range boxes to indicate the number of pads you are using in this delivery session, as well as designating the pad ID values in use. For example, if you are using 5 pads with a pad ID value range from 11 to 15, then type 11 in the Lower Range box and 15 in the Upper Range box. When the lesson is delivered, only those pad IDs would be represented on-screen.
7. Click OK. The CPS Session Setup window reappears.
8. Click the Start button. The CPS Engage toolbar appears.
9. Begin delivering questions to the class using the instructions found in the Engage Lesson (s) icon section.
Adding classes to a database from the Classes tab

A class created from the **Classes** tab contains unique information about the student (name, student ID, gender, and ethnicity) and other information used to accommodate the multimedia, interactive capabilities available with CPS. This additional information includes assigning response pad identification values to individual students or teams. Assigning pad IDs to specific students enables CPS to accumulate grades and performance data automatically based on responses from each student or team. You can retrieve this data later for evaluation.

1. Open CPS to the **Classes** tab.
2. Click the **New** icon from the classes side of the screen.
3. Choose **Create a New class**... The CPS Class Wizard appears. Follow the instructions below to create either a CPSOnline class or a CPS class.

**Create a CPSOnline Class**

a. Choose your **Institution Type** and click **Next**.

![Figure 73: CPS Class Wizard - Choose Institution Type](image)

- If you chose **Higher Education** as your Institution Type, the next screen will ask you if you have an existing CPSOnline username and password. Click **Yes** if you do, and skip to step c. If this will be your first CPSOnline class, continue to step b.
- If you chose **K-12** but you would like your class to be a CPSOnline class, after filling in the Class Information on the next screen, click the box next to the **Make this a**
CPSOnline class option so that a checkmark appears. Then, skip to step c if you have an existing CPSOnline account, or continue to step b if you do not.
b. Enter your Instructor Setup Code. If you do not have one, please contact eInstruction at 888.333.4988. Click Next to continue.
c. Create or enter your Username and Password. If you are a Higher Ed instructor, select your institution from the pull-down menu. Click Next to continue.
d. Click Next to create your class, or click Back to review your class information if necessary.

CPS will sync your class with CPSOnline and create your class. You will have access to your CPSOnline class through CPS. For information on recycling your CPSOnline class for subsequent semesters, please refer to the Recycle your CPSOnline Class section.

Create a CPS Class
a. Choose your Institution Type and click Next.

NOTE: If you are a Higher Ed instructor but you do not want to create a CPSOnline class, please choose K-12 as your institution type.

b. Enter your Contact Information if this is your first CPS class. If you have already created CPS classes, your contact information is stored within CPS and you will automatically be moved to the Class Information page.
c. Enter your Class Information. Please note that Class Name is the only information required. Click Next to continue.
d. Click Next to create your class, or click Back to review your information.
e. Click Done to close the CPS Class Wizard and return to the Classes tab.

Adding students to a new class (K-12)
Once you have created a class in the database, you can add students to that class. You can create a class of default students or personalize the default student data to specifically fit your class requirements. A default student has only the most basic information: first and last name and the pad ID. Follow the steps below to add students to your K-12 class.
1. Select a class name from the Classes tab.
2. Click the New … icon from the student side of the window. The default student information displays at the bottom of the Classes tab.
   ◆ To start a class of default students, click the Save button at the bottom of the Classes tab.
   ◆ Repeat clicking New … on the student side, and Save in the Student Information section for as many default students as you want to add.
   ◆ To personalize the student information, change or add any of the available data options:
     ▶ First name (required)
     ▶ Last name (required)
     ▶ Gender

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3. Click the **Save** button when you have added all the elements of one student. That student’s information automatically displays in the student side of the window.
4. Repeat these steps to add more students to the class.

You can use any class you create in this database in conjunction with any session delivery. This gives you maximum flexibility. Click the column headers, **First Name**, **Last Name**, or **Pad ID**, from the student side of the window to sort the view of the students in a class.

**Adding students to a new class (Higher Ed)**

If you are a Higher Ed instructor, you cannot automatically add students to your CPSOnline class. Follow the steps below for more information:

1. Create a CPSOnline class. (For more information, please see the Create Classes section.)
2. Distribute the **Class Key** and **Student Enrollment Instructions** to your students. You can print off this information at the end of the CPS Class Wizard.
3. Ask your students to register for your class at the following website: [http://www.einstruction.com](http://www.einstruction.com). As students enroll in your class, their information will become available on your CPS class roster.

**NOTE:** If you use WebCT in your classroom, and your institution uses the CPS-WebCT Proxy Tool, your students can enroll in your class through their WebCT accounts. For more information on the CPS-WebCT Proxy Tool, please see the CPS and WebCT section or ask your IT Administrator to contact an eInstruction Technical Sales Support Associate at 888.333.4988.

**Taking Attendance**

Taking attendance with CPS is easy for you and fun for your students. You begin by creating a class roster on the Classes tab that specifically designates pad ID numbers to students. Refer to Adding Classes to a Database from the **Classes** tab for instructions. Next, distribute the response pads to students as they enter the class or are seated at their desk, per their pad ID designation in the class roster.

1. Open CPS from your desktop icon.
2. Open the CPS database with which you want to work.
3. Click the **Classes** tab.
4. Select the class name for which you want to take attendance.
5. Click the **Attendance...** icon. A window opens and displays the pad ID numbers and names from the class you selected in step 4. You can also take attendance during a lesson by clicking the **Class…** button and choosing **Take Attendance**.
NOTE: The Attendance window can display up to 48 student pad numbers and names. More can be displayed if student names are omitted. If the class you selected has more than 48 students, there is a secondary window for pad ID numbers 49 and up.

6. Click the Start button. Students simply point their response pad toward the receiver unit and click any answer button, A-H, in order to be counted as in attendance. Below is what the Attendance window looks like with several student responses.

NOTE: While the Attendance window may not display all pad ID numbers at a time, any pad ID’s response can be recorded at any time. For example, if your class has 52 students in it and the first window is on-screen, displaying 48-student pad IDs, the students with pad IDs 49 and 52 can still respond and be counted.

When all students in attendance have responded, click the End button. Student attendance status is initially collected and saved as either P (present) or A (absent). CPS returns you to the Classes
tab. To review the attendance data for any given period of time, go to the Gradebook tab. Refer to the Attendance section for more information and instructions.

**Figure 75: Attendance window with Student Responses**

Attendance window with Student Responses

**Import Classes**

You can import pre-existing classes from other CPS databases and from non-CPS applications.

**Import CPS Classes**

Importing classes is a real time-saver for busy instructors. You can import both CPS and CPSOnline classes using the CPS Import Class Wizard.

**Import CPS Class**

Follow the steps below to import a CPS class.

1. Open CPS to the Classes tab.
2. Click the Import icon. Alternatively, right-click in a blank space on the classes side and choose the Import command from the shortcut menu. The CPS Import Class Wizard opens.
3. Choose CPS Database and click Next.

Choose CPS Database and click Next.
4. Click the **Browse** button and look for the database containing the class you want to import. An Open dialog box appears.
5. Select the database file and click the **Open** button.
6. Select individual classes from this database by clicking in the box beside each name. Or you can choose to import all of the available classes from this database by clicking inside the **Select All** option.
7. Click **OK**. Depending on the class size and the speed of your processor, this import may take some time. The imported classes appear on the **Classes** tab when the import is complete.

You can edit this imported class just as you did when you created other classes in this database.

**Import a CPSOnline class**

In order to import a CPSOnline class into your database, you must be connected to the Internet. Follow the steps below to import an existing CPSOnline class.

1. Open CPS from your desktop icon.
2. Open the database into which you want to import a .cps class.
3. Click the **Classes** tab.
4. Click the **Import** button. Alternatively, right-click in a blank space on the classes side and choose the **Import** command from the shortcut menu. The CPS Import Class Wizard opens.
Choose CPSOnline and click Next.
6. Choose your Institution Type and click Next.
7. Enter your CPSOnline Username and Password. CPS will connect to CPSOnline and display all of your available CPSOnline classes.
8. Select individual classes from this database by clicking in the box beside each name. Or you can choose to import all of the available classes from this database by clicking inside the Select All option.
9. Click OK. Depending on the class size and the speed of your processor, this import may take some time. The imported classes appear on the Classes tab when the import is complete.

**Import Classes from Non-CPS Applications**

If you have a class or classes in a different software application than CPS (like a gradebook program of some kind), you can save that data as a specific file type (*.csv file type), make three simple format changes, and then import that data into CPS. Follow the steps below to prepare your roster so that you can import a non-CPS class roster into CPS.

1. Open the class in the non-CPS software.
2. Save that class data as a .csv file (Comma Separated Values file type). Most spreadsheet or database programs do this with the Save As command.
3. Format the data to include all of these three required column headers:
   - Last
   - First
   - StudentID

**NOTE:** The CPS software doesn't care if these headers are capitalized, or if they appear in a different order. In fact, you can have a column header in between the last and the first columns, but at least one of these columns must exist for CPS to import the class. Do not put a blank space between the words, “student” and “ID.”

4. Open CPS from your desktop icon.
5. Go to the Classes tab and click the Import icon. Alternatively, right-click the classes side of the Classes tab and choose Import. The CPS Import Class Wizard appears.
6. Choose **Comma Separated Values (*.csv)** from the list. Click **Next**.
7. Click the **Browse** button. An Open dialog window appears.
8. Select the file from which you want to import information. Click **Open**.
9. Select the teacher you want to import classes for and click **OK**. You should be presented with a list of classes associated with that teacher and be able to select which classes to import.
10. Select the classes to import and click **OK**.

When a class is imported into CPS, review the student information from the **Classes** tab. You can edit this imported class just as you would any other that you created in this database.

**Import classes from Pentamation files**

Many districts and schools use database or spreadsheet applications to keep track of student information such as names, identification numbers, gender, and class and teacher assignments. Your district or school may have a Pentamation file for you to retrieve information.

Now CPS can use this same Pentamation file and import the student information into a CPS class.

1. Open CPS from your desktop icon. If you have not created a database already, do so now by clicking the **File** menu item and the **New Database** command.
Classes tab. Click the **Import** icon. Alternatively, right-click in the classes side of the **Classes** tab and choose **Import**. The CPS Import Class Wizard appears.

3. Choose **Pentamation File (*.txt)** from the list. Click **Next**.

4. Click the **Browse** button. An Open dialog box appears.

5. Select the Pentamation file from which you want to import information. Click **Open**. If there are no teachers defined, you will automatically be presented with the teacher login dialog box. If there are teachers defined, you can use an existing teacher, or create a new teacher.

   **NOTE**: The information on the left side of the CPS - Add/Edit Teachers dialog box applies to data that is in CPS—not data that is in the Pentamation file.

6. Select the teacher you want to import classes for and click **OK**. You should be presented with a list of classes associated with that teacher and be able to select which classes to import.

7. Select the classes to import and click **OK**. When a class is imported into CPS, review the student information from the **Classes** tab.

Response pad numbers are automatically assigned to the student information imported from the Pentamation file. You can edit this information using the **Edit** function.

**Update Pentamation Data**

We know that things don’t stay the same. Students move into or out of your class, or information about students in your class changes. That is why you can easily update the CPS class from the updated Pentamation data without starting from scratch. When you update a Pentamation file, instead of importing it, you can add new student information to an existing CPS class without altering existing CPS information such as pad ID numbers.

1. Open CPS from your desktop icon. If you have not already created a database, do so now by clicking the **File** menu item and the **New Database** command.
2. Click the **Classes** tab.
3. Select the class name that was imported from a Pentamation file.
4. Right-click on the class name.
5. Select the **Update** command from the pop-up menu. As CPS reads the updated Pentamation file, please wait for it to prompt you. Depending on what Pentamation data has been altered and how, CPS will give you appropriate responses. Just follow any on-screen Instructions to make your update complete. The updated student information is represented on the **Classes** tab.
6. Review the student data, including pad ID numbers, to make certain all data is valid.
Import classes from Osiris files

Many districts and schools use database or spreadsheet applications to keep track of student information like names, identification numbers, gender, class and teacher assignments, and so on. Your district or school may have an Osiris file that contains the information you need to import into CPS.

1. Open CPS from your desktop icon. If you have not created a database already, do so now by clicking the **File** menu item and the **New Database** command.

2. Go to the **Classes** tab and click the **Import** icon. Alternatively, right-click on the classes side of the **Classes** tab and choose **Import**. The CPS Import Class Wizard appears.

3. Choose **Osiris File (*.txt)** from the list. Click **Next**.

4. Click the **Browse** button. An Open dialog box appears.

5. Select the Osiris file from which you want to import information. Click **Open**. If no teachers are defined, you will automatically be presented with the Teacher Login dialog box. You must add a teacher name and ID that has class data associated with an Osiris file. If there are teachers defined, you can select an existing teacher. The teacher you select must have data in the Osiris file in order to import any data.
6. Select the teacher for whom you want to import classes.
7. Click **OK**. A list of classes associated with the teacher you selected in step 8 is displayed.
8. Select which classes you want to import and click **OK**.

When a class is imported into CPS, review the student information from the **Classes** tab. Response pad numbers are automatically assigned to the student information imported from the Osiris file. You can edit this information using the **Edit** function.

**Update Osiris Data**

You can easily update the CPS class from the updated Osiris data without starting from scratch. When you update an Osiris file rather than import it, you can add new student information to the existing CPS class without altering existing CPS information such as pad ID numbers.

1. Open CPS from your desktop icon. If you have not created a database already, do so now by clicking the **File** menu item and the **New Database** command.
2. Click the **Classes** tab.
3. Select the class name that was imported from an Osiris file.
4. Right-click on the class name.
5. Select the **Update** command from the pop-up menu. As CPS reads the updated Osiris file, please wait for it to prompt you. Depending on what Osiris data has been altered and how, CPS will give you appropriate responses. Just follow any on-screen instructions to make your update complete. The updated student information is represented on the **Classes** tab.
6. Review the student data, including pad ID numbers, to make certain all data is valid.

**Import classes from Sasi XP files**

Many districts and schools use student information management applications, such as Sasi XP, to keep track of student information. Your district or school may have a Sasi XP file for you to retrieve information. Now CPS can use this same Sasi XP file and import the student information into a CPS class.

1. Open CPS from your desktop icon. If you have not created a database already, do so now by clicking the **File** menu item and the **New Database** command.
2. Go to the **Classes** tab and click the **Import** icon. Alternatively, right-click the classes side of the **Classes** tab and choose **Import**. The CPS Import Class Wizard appears.
3. Choose Sasi File (*.txt) from the list. Click Next.
4. Click the Browse button. An Open dialog box appears.
5. Select the Sasi file from which you want to import information. Click Open. If no teachers are defined, you will automatically be presented with the Teacher Login dialog box. If there are teachers defined, you can use an existing teacher or you can create a new teacher.

**NOTE**: The information on the left side of the CPS Add/Edit Teachers dialog box applies to data that is in CPS—not data that is in the Sasi file.

6. Select the teacher you want to import classes and click OK. You should be presented with a list of classes associated with that teacher and be able to select which classes to import.
7. Select the classes to import and click OK. When a class is imported into CPS, review the student information in the Classes tab.

Response pad numbers are automatically assigned to the student information imported from the Sasi file. You can edit this using the Edit function.

### Import classes from OnTrack

Many schools and companies use student information management applications, such as OnTrack, to keep track of student information. Your school or company may have an OnTrack file for you to retrieve information. Now CPS can use this same OnTrack file and import the student information into a CPS class.
1. Open CPS from your desktop icon. If you have not created a database already, do so now by clicking the **File** menu item and the **New Database** command.

2. Go to the **Classes** tab and click the **Import** icon. Alternatively, right-click on the classes side of the **Classes** tab and choose **Import**. The CPS Import Class Wizard appears.

3. Choose **OnTrack (.csv)** from the list. Click **Next**.

4. Click the **Browse** button. An Open dialog box appears.

5. Select the Ontrack file from which you want to import information. Click **Open**. If no instructors/teachers are defined, you will automatically be presented with the Teacher Login dialog box. If there are instructors/teachers defined, you can use an existing teacher or create a new teacher.

   **NOTE:** The information on the left side of the CPS Add/Edit Teachers dialog box applies to data that is in CPS—not data that is in the Ontrack file.

6. Select the instructor/teacher you want to import classes for and click **OK**. You should be presented with a list of classes associated with that instructor/teacher and be able to select which classes to import.

7. Select the classes to import and click **OK**. When a class is imported into CPS, review the student information from the **Classes** tab.

   Response pad numbers are automatically assigned to the student information imported from the OnTrack file. You can edit this information using the **Edit** function.
Import classes from DuPont

If you use DuPont, you can import your classes into CPS. To import DuPont classes

1. Open CPS from your desktop icon. If you have not created a database already, do so now by clicking the File menu item and the New Database command.
2. Go to the Classes tab and click the Import icon. Alternatively, right-click on the classes side of the

   ![CPS Import Class Wizard](image)

   **Figure 83: CPS Import Class Wizard**

   CPS Import Class Wizard

   Classes tab and choose Import. The CPS Import Class Wizard appears.

3. Choose LMS File (*.txt) from the list. Click Next.
4. Click the Browse button. An Open dialog box appears.
5. Select the DuPont file from which you want to import information. Click Open. If no instructors/teachers are defined, you will automatically be presented with the Teacher Login dialog box. If there are instructors/teachers defined, you can use an existing teacher or create a new teacher.

   **NOTE:** The information on the left side of the CPS Add/Edit Teachers dialog box applies to data that is in CPS - not data that is in the DuPont file.
6. Select the instructor/teacher you want to import classes for and click OK. You should be presented with a list of classes associated with that instructor/teacher and be able to select which classes to import.

7. Select the classes to import and click OK. When a class is imported into CPS, review the student information from the Classes tab.

Response pad numbers are automatically assigned to the student information imported from the DuPont file. You can edit this information using the Edit function.

Import WebCT Classes

You can import your WebCT class into CPS by using the CPS-WebCT Proxy Tool. For more information on the CPS-WebCT Proxy Tool, please refer to the CPS and WebCT section or contact eInstruction at 888.333.4988 to speak with a Technical Sales Support Associate. Follow the steps below to import your WebCT class.

1. Open CPS from your desktop icon. If you have not created a database already, do so now by clicking the File menu item and the New Database command.

2. Go to the Classes tab and click the Import icon. Alternatively, right-click on the classes side of the Classes tab and choose Import. The CPS Import Class Wizard appears.

3. Choose WebCT and click Next.

4. Enter your CPS-WebCT Username and Password and choose your institution from the pull-down list. Click Next.

5. Select the WebCT class or classes you would like to import. Alternatively, import all of your available WebCT classes by clicking the Select All option.

Figure 84: CPS Import Class Wizard
6. Click OK. Depending on the class size and the speed of your processor, this import may take some time. The imported classes appear on the **Classes** tab when the import is complete.

**Export Classes**

CPS is the latest software product from eInstruction Corporation to make your classroom more interactive. Other products were created and operated using our tbt Deliver software.

**Export to tbt Deliver**

If you still use any tbt Deliver products and want to use a CPS class in that tbt Deliver product, this function is especially for you.

1. Open CPS from your desktop icon.
2. Click the **Classes** tab.
3. Select a class name you want to export to tbt Deliver.
4. Click the **Export** button. Alternatively, right-click and choose the **Export** command from the shortcut menu. The Export Class window opens with your class name in the **File name** text box.
5. Click the drop-down arrow in the **Save as type** box, and select **Deliver Rosters (*.ros)**, the .ros file extension needed to operate in tbt Deliver.
6. Click **Save**.

**NOTE**: If the CPS class you are exporting has alpha characters in the Student ID field, a warning statement appears saying the tbt Deliver software cannot use the class file. Edit the CPS class if that is the case. When you have successfully exported a CPS class to a .ros file, you can operate the tbt Deliver software with the class.

**Export to CSV File Format**

CSV is a standard spreadsheet file format that works with multiple software applications, like Excel. Follow the steps below to export your class to a spreadsheet format.

1. Open CPS from your desktop icon.
2. Click the **Classes** tab.
3. Select a class name you want to export to a CSV file.
4. Click the **Export** button. Alternatively, right-click and
choose the Export command from the shortcut menu. The Export Class window opens with your CPS class name in the File name text box.
5. Click the drop-down arrow in the Save as type box, and select Comma Separated Values (*.csv).
6. Click Save. The file is saved to the folder displayed in the Save in drop down list.

Print/Export Classes
You can export classes to .csv files for importing to other software applications and print from word processing applications like Word.
1. Open CPS from your desktop icon.
2. Click the Classes tab.
3. Select the class name that you want to print.
4. Click the Print button. Alternatively, right-click and choose the Print command from the shortcut menu. The CPS Class Print window opens displaying the class entries in order with last name, first name and pad ID information.

5. Click the Export to CSV button to take this class into a spreadsheet format, and save it as a .csv file. This is especially helpful when you want to import a class into another software application that can import .csv files. Alternatively, you can click the Export/Print button to take the class information to a word processing application, like Word or NotePad, and print from there.
**Edit Classes**

Once you have created your class or imported a class into CPS, you can edit the information.

**Edit Class Entries Or Class Names**

You may edit any student or team name and any of the corresponding information in a class by following these steps:

### Edit Students in a Class

1. Open CPS from your desktop icon.
2. Click the **Classes** tab.
3. Select a class from the classes side of the window. Any students in this class display on the student side of the window.
4. Select a student name. The selected student’s information activates in the Student Information area at the bottom of the **Classes** tab.
5. Edit any of the student’s information.
6. Click the **Save** button when you finish editing that entry. The entry displays as edited.
7. Repeat the above steps for as many entries as you want to edit in the class.

### Edit Class Information

1. Open CPS from your desktop icon.
2. Click the **Classes** tab.
3. Select the class name that you want to edit.
4. Click the **Edit** button. Alternatively, right-click the class name and choose the **Edit…** command from the shortcut menu, or double-click the class name. The CPS Class Information window opens.

5. **Figure 88: CPS Class Information window**
   
   **CPS Class Information window**

   Edit any of the on-screen
options. The class title is the only required information, so you can delete information from this window as well.

**Copy Students to a Class**

From the student side of the *Classes* tab, you can copy students from one class to another. The *Copy to class* option is only available if you have more than one class in a database. You can use the *Import* button to copy students into a class from another database. If you move multiple students from multiple classes into one class, then the pad ID values are adjusted so that no two students have the same pad ID. The system works on a first come, first serve basis, in that if you copy 10 students from class 1 that had pad ID values 1-10 to class 2, then copy 5 students from class 2 that had pad ID values 1-5 to class 2 as well, the first 10 students (from class 1) get pad ID values 1-10, while the additional 5 students get pad ID values 11-15.

**NOTE:** The *Copy to Class* feature is not available when *Show All* is selected in the *Classes* tab.

1. Select any class name from the classes side of the window.
2. Select any student name(s) that you want to copy. Remember to use the *Ctrl* key or the *Shift* key to select multiple students.
3. Right-click on any one of the highlighted students and select the *Copy to class* option from the shortcut menu.
4. Choose one of the other classes that are available in this database. The class from which you are copying is grayed out, meaning it is not available as a target class. This prevents you from copying a list of students to the same class, and duplicating your entries in one class. After you have selected the class to which you want to copy students, and the action is complete, the classes side of the window displays the number of students in the class to which you copied. That number should have increased by the number of students you selected in step 2.

To confirm the students are copied, select the class name and view the list of students. Students that have been copied from one class to another class remain linked to the original class as well as being in the new class. You may even have the same student in three or more classes depending on your CPS use and needs. It is important to remember that multiple entries of a student are linked together so that each entry has the same student information as the other entry(ies) of that student. This means that if you edit any student information about Scout Finch in class 1 (name, student ID, gender, or ethnicity), then CPS edits the other entries of Scout Finch student information as well. The only student information that is not linked is the pad ID values. These remain unique and distinct for every entry in any class.

If you wanted to add Scout Finch to multiple classes so that the student information is not linked to one another, then use the *New … (student)* icon. Upon entering the same student name, you can enter different gender, ethnicity, and student ID data if you like.
**Delete A Class Entry**

1. Open CPS from your desktop icon.
2. Click the Classes tab.
3. Select the class from which you want to delete students. The students in this class display in the students side of the window.
4. Select the student(s) that you want to delete from the class from the students side of the Classes tab.
5. Click the Delete icon. Alternatively, right-click and choose the Delete command from the shortcut menu. A confirmation message appears on-screen.
6. Click the OK button to remove that entry.
7. Repeats steps 4-6 for as many entries as you want to delete from the class.

**Delete An Entire Class**

1. Open CPS from your desktop icon.
2. Click the Classes tab.
3. Select the class you want to delete.
4. Click the Delete icon. Alternatively, right-click and choose the Delete command from the shortcut menu. A confirmation message appears on-screen.
5. Click the OK button to permanently eliminate the class or click Cancel to quit this delete function.
6. Repeats steps 3-5 for as many classes as you want to delete.

**Show All Students**

The Show All icon allows you to view student information for every student in every class within one database. Follow the steps below to use the Show All option.

1. Open CPS to the Classes tab.
2. Click the Show All icon. The students side displays every student by his or her first and last name. The pad ID values do not display because multiple classes use the same pad ID values. You cannot edit or delete student information from this view.

To get out of the Show All view, click the Show All icon again.

**Recycle your CPSOnline Class**

You can reuse your existing CPSOnline classes in subsequent semesters. This feature is especially helpful for Higher Ed instructors who teach the same class in multiple semesters. For example, if you teach Strategic Marketing Principles in both the Fall and Spring semesters, you can create your class in August and simply erase the student roster and change the dates for the spring.

Follow the steps below to recycle your CPSOnline class.

1. Open CPS to the Classes tab.
2. Select the class you wish to recycle from the classes side.
3. Click the Edit... icon. The CPS Class Information window appears.
4. Click the Recycle CPSOnline Class tab.
5. Select your recycle options. For more information on each option, please read below:

- **Class Key**: Click the box next to the **Class Key** option so that a checkmark appears. When a checkmark appears next to the **Class Key** option, your Class Key from the previous semester will be retained for the next semester.

- **Uploaded CPS Sessions**: Click the box next to the **Uploaded CPS Sessions** option so that a checkmark appears. When a checkmark appears next to the **Uploaded CPS Sessions** option, your recycled CPSOnline class will still contain your uploaded CPS sessions from the previous semester.

- **New Start Date**: Use the pull-down menu to view a pop-up calendar. Select a new class start date. Remember: Students cannot register for your class until the start date.

- **New End Date**: Use the pull-down menu to view a pop-up calendar. Select a new end date for the class.
Enable Notification Date: Click the box next to the Enable Notification Date option to remove the checkmark. If the checkmark is there, you will receive an email from eInstruction regarding every student who registers for your class after the notification date. For example, some instructors use this function to notify them when students enroll after regular enrollment dates.

New Notification Date: Use the pull-down menu to view a pop-up calendar. Set your new notification date.

6. Click Recycle to recycle your CPSOnline class.
7. Click Done to close the CPS Class Information window and return to the Classes tab.

Create Team Activities

CPS team activities are a fun and effective way for you to teach your students and for them to learn. In fact, the CPS response system is ideal to use with teams of students. Teams compete for points in a fun environment where knowledge is cool.

There it is!

CPS has made it easier than ever to get your students to learn without realizing it! Using the time-honored method of healthy competition, get your students to learn the course material while having a fun time in your class. You can organize your class into teams of students, or let individual students compete.

- There it is! employs the Student Managed Assessment mode in a fastest-finger format. Each team or student answers a different question at a time, so students do not need to shout out answers.
- The first team/student to correctly respond to their own question receives bonus points.
- Teams/Students who answer correctly, but did not answer first, receive the standard point value that is set.
- Teams/Students who did not answer correctly or did not answer at all get 0 points.
- The points accumulate over the There it is! session to determine a winner.

To set the standard and bonus point value distributed to teams/students

1. Go to the Team Activities tab.
2. Click Settings. The There it is! Properties window appears.
3. Select your standard/bonus point values, whether or not you would like to show if students answered correctly on each question, and/or if you want to use bonus points.
4. Select your preferences and click OK.

**NOTE:** The settings you put will apply to all lessons in the Team Activities tab until otherwise changed.

Create There it Is! Activities

Follow the directions below to learn how to create the There it is! game:

1. Open CPS from your desktop icon.
2. Project CPS onto a screen or through a TV monitor.
3. Give your class a printout of the course material they will be answering during the There it is! session. You should open the CPS database file that has the coordinating session of questions, in one of the following delivery options:
   ◆ A FastGrade lesson to accompany hard copy material (paper tests, homework, quizzes, etc.)
   ◆ A lesson of questions
   ◆ A standard of questions
4. Click the **Team Activities** tab.
5. Click the **There it is!** icon from the side menu.
6. Select the **Lessons** or **Standards** tab from the window that opens.
7. Find and highlight a lesson or standard that has questions in it that you would like to present to your class. Remember, this can be a FastGrade lesson, which is just an answer key that accompanies existing hard copy material.
8. Click the **Engage** icon from the top of the **Team Activities** tab. The CPS Session Setup window appears.
   ◆ **Session Title** indicates what name you can look under for session data from the **Reports** tab.
   ◆ **Session Categories** identify the purpose of the session.
   ◆ **Class** is the roster of team/students who are participating in the session, and will have their responses recorded.

**Deliver There it Is! Activities**

1. Click **Start** after you have selected your session setup options. The There it is! Initial Delivery window opens and displays a student managed assessment board, consisting of pad ID numbers (top row or each row) and question numbers (bottom row of each row).
2. Click **Start** from the delivery window. A new delivery window opens and displays the pad ID numbers with different questions:
Notice that each pad ID is answering a different question. For example, pad ID 1 will answer question 24; Pad ID 2 will answer question 4; etc.

As teams/students answer their own question, their pad ID turns blue. Students can change their response anytime before you end this question delivery.

3. Click **End** when all teams/students have responded. The point values awarded to the teams/students for their responses are displayed:

- Pad ID 6 received 25 points for answering correctly first.
- Pad IDs 7-8 received 20 points each for answering correctly, but after pad ID 6.
◆ Pad ID 9 did not answer correctly and received 0 points.
◆ Pad ID 10 did not respond and received 0 points. You can tell that pad ID 10 did not respond because the box surrounding the pad ID number is not blue.

4. Click Score to see the name of each person or team responding and their points, or you can click Start again to go on to the next question.
◆ When you deliver the next question, each pad ID gets a new question that no one in the class has had.
◆ When the last question has been answered, the Start button is deactivated and the only option is to review the Score or Close the game. The score is tallied for each participant:

5. Click Close from the Score window and from the There it is! delivery window. CPS asks if you would like to display the questions that were missed by the participants. Click Yes or No.
◆ If you click No, you can review the session data from the Reports tab.
◆ If you click Yes, the questions missed are displayed in a teacher managed delivery format. Students can respond, but their answers are not saved or recorded as session data.

**CPS Challenge Board**

A team activity that CPS offers now is the Challenge Board. If you and your students are familiar with the game show Jeopardy!™, then you already have a good idea how the CPS Challenge Board works. Challenge Boards use questions that you have already created in a lesson and assigns them point values.

During a Challenge Board delivery session, select point values under a category, or have a team call them out. Then click on that point value to display a question. As soon as you start the response cycle, teams can discuss, point, and click their answers. CPS records performance data in the Reporting function. You can access and evaluate reports later.

**Create Challenge Boards**

1. Open CPS from your desktop icon.
2. Open the database that has the lessons or standards from which you want to make your challenge board(s). For more instructions on opening the database, please see Open an Existing Database.
3. Click the **Team Activities** tab.
4. Select the **Challenge** icon from the side bar.
5. Click the **New** icon. Alternatively, right-click in some white space and choose the **New…** command from the shortcut menu. The Challenge Board Info window appears.
6. Type in a title for your challenge board, and then name the categories. You can come back and edit these later if you would like.
7. Click **OK**. The Challenge Board window opens containing the panes listed below.
   - The Top left pane displays all of the lessons or standards in the open database.
   - Use the tabs above this pane to choose **Lessons** or **Standards**.
   - The Top right pane displays the point values under each category. Each point value button also displays how many questions it contains.
   - The Bottom half displays the questions in the lesson you select from the top left window.
   - Select a lesson or standard from the top left pane. The questions appear in the bottom half of the window.
8. Use one or both of the following methods to populate the category and point values with questions:

   **Method 1: Populate a Challenge Board with Specific Questions from Lessons or Standards**
a. Highlight a question or multiple questions (use the Ctrl key to select multiple, non-consecutive questions) in the bottom half of the window that you want to drag to a point value in a particular category.
b. Drag the question(s) to a point value until the pointer is over the point value.
c. Release your mouse button to drop the question(s) into that point value. The point value button display changes to represent the number of questions you just dropped into the point value.
d. Repeat for as many questions as you want to add to the challenge board.

Method 2: Populate a Challenge Board with an Entire Lesson or Standard of Questions
a. Click and highlight the name of the lesson or standard in the top left window that you want to drop into one of the categories.
b. Drag that lesson or standard to a category until the pointer is over the category name. The category name depresses slightly.
c. Release your mouse button to drop the entire contents of the lesson or standard into the category. The questions equally and randomly distribute in the point values. Point value buttons change to display the number of questions that button just received.
d. Repeat for as many lessons or standards as you want to add to the challenge board.

NOTE: You can use a combination of these two methods … drag and drop some questions to point values, or drop an entire lesson or standard of questions in one category. Alternatively, you have the option to right click a question and distribute it to a category or specific point value by using the context menu that appears. The option to preview the question is also available in the context menu.

9. Click the File menu item and the Close command to close the Challenge Board and return to the Team Activities tab. The Team Activities tab displays your new challenge board title. CPS has saved this board to your opened database.

Edit Challenge Boards
The editing feature in the Team Activities tab allows you to
◆ Add questions to an existing challenge board
◆ Delete questions from an existing challenge board
◆ Edit the challenge board name and categories

Add questions To An Existing Challenge Board
1. Open CPS from your desktop icon.
2. Open the database that has your challenge board. If you do not know how to open a database, please refer to Open an Existing Database.
3. Click the Team Activities tab.
4. Select the challenge board to which you want to add questions.
5. Click the **Edit** icon. Alternatively, right-click the challenge board name and choose the **Edit...** command from the shortcut menu, or double-click the challenge board name. The Challenge Board window appears.

6. Select a lesson or standard from which to take questions, which appears in the bottom half of the screen.

7. Highlight a question, or multiple questions (use the **Ctrl** key to select multiple, nonconsecutive questions), that you want to drag to a point value in a particular category.

8. Drag the question(s) to a point value until the pointer is over the point value.

9. Release your mouse button to drop the questions into that point value. The point value button changes to display the number of questions that button just received.

10. Repeat steps 7-9 for as many questions as you want to add to the challenge board.

11. Click the **File** menu item and the **Close** command to return to the **Team Activities** tab when you finish.

**Delete Questions From an Existing Challenge Board**

1. Open CPS from your desktop icon.

2. Open the database that contains your challenge board. If you do not know how to open a database, please refer to Open an Existing Database.

3. Click the **Team Activities** tab.

4. Select the challenge board from which you want to delete questions.

5. Click the **Edit** icon. Alternatively, right-click the challenge board name and choose the **Edit ...** command from the shortcut menu, or double-click the challenge board name. The Challenge Board window will appear.

6. Click the **Point Value** button that has questions you want to delete. The questions associated with this point value appear in a pop-up window.

![Figure 97: Challenge Board Level Questions window](image-url)
7. Select a question or several questions to delete.
8. Click the **Delete** button or the **Delete All** button. A Confirmation dialog box appears.
9. Click **OK** in the confirmation dialog box. The Challenge Board Level Questions window refreshes and shows only the questions you have not deleted.
10. Click the **Close** button to return to the full Challenge Board.
11. Repeat steps 6-9 for each point value from which you want to delete questions.
12. Click the **File** menu and **Close** when you are ready to return to the **Team Activities** tab.

### Edit the Challenge Board Name and Category Names

1. Open CPS from your desktop icon.
2. Open the database that has your Challenge Board open. For information on opening existing databases, please refer to Open an Existing Database.
3. Click the **Team Activities** tab.
4. Select the challenge board with attributes you want to edit.
5. Click the **Edit** icon. Alternatively, right-click the challenge board name and choose the **Edit …** command from the shortcut menu, or double-click the challenge board name. The Challenge Board window opens.
6. Click the **File** menu item and select the **Edit Challenge Board** attributes command. The Challenge Board Info window opens.
7. Edit the **Board Title** or the **Category Titles**.
8. Click **OK** when finished.

### Delete Challenge Boards

1. Open CPS from your desktop icon.
2. Open the database that has your Challenge Board in it. For more information on opening databases, please refer to Open an Existing Database.
3. Click the **Team Activities** tab.
4. Select the challenge board you want to delete.
5. Click the **Delete** icon. Alternatively, right-click and choose the **Delete** command from the shortcut menu.
6. Click **OK** in the confirmation dialog box.
7. Repeats steps 4-6 for every challenge board you want to delete.
Engage Functions

A CPS response system enables students to provide electronic feedback to questions in the classroom. CPS collects this feedback, sometimes called performance data, in a CPS database that you can evaluate later. The performance results represent students’ answers to questions from the lesson and Verbal Questions asked while the response system is in use. You will need
- The CPS or CPS RF response system that accompanied the software. The CPS response system is available in 16, 24, or 32 pad sets; or you can expand your CPS system by adding pads in increments of 8, up to 256 numbered pads.
- One available USB port

CPS Response System

The CPS response system consists of response pads and a coordinating receiver unit. Each uniquely numbered pad transmits responses that the receiver unit records, and the CPS software automatically attributes to the corresponding response pad number listed in the class. For information on the CPS RF Response System, please refer to the CPS RF section. This section explains
- Required components
- Response system setup

Required Components
- Receiver unit
- Response pads
- Computer with appropriate Operating System and resource capability
- Projection device (one of the following)
  - PC-TV
  - Regular TV (you have to purchase a PC to TV converter in order to convert the signal)
  - Projector, as well as all required cables

Infra red Receiver Unit

One receiver unit supports a set of student response pads (16, 24, or 32 pad sets are available, with the ability to expand a system by adding pads in increments of 8, up to 256 numbered pads and an unlimited amount of serial pads).

Depending on the type of class and delivery mode, the amount of pads CPS will support during a session may vary. See Response Pads for more information. This receiver unit is responsible for collecting students’ responses to questions and providing that data to CPS for immediate display, as well as...
for data collection in performance files.

**Radio Frequency Receiver Unit**
The RF receiver unit can support up to 1000 response pads. This receiver unit is responsible for collecting students' responses to questions and providing that data to CPS for immediate display, as well as for data collection in performance files. This receiver is used for Higher Education classrooms.

**Response Pads**
Each CPS receiver unit supports up to 256 numbered CPS response pads and an unlimited amount of serial pads. Depending on the type of class and delivery mode, the amount of pads CPS will support during a session may vary. See below for a diagram of how many pads CPS will support in each scenario:

<table>
<thead>
<tr>
<th></th>
<th>K-12 (numbered pads)</th>
<th>Higher Ed (serial pads)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMA</td>
<td>Unlimited</td>
<td>Unlimited (depends on screen resolution)</td>
</tr>
<tr>
<td>TMA</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>

You must enter individual student or team information into a CPS class and assign a numbered response pad to each student or team. You can use a default class, without names, or a name-specific class. See Create Classes for more information. Each CPS response pad in a system has a unique number.

**IR Pads**
When you ask a question, students respond using the CPS response pads. Notice the CPS response pad alpha characters A-H.

- Use the A and B buttons to answer True/False or Yes/No questions.
- The F button is a question scrolling function. Students can use this during the Student Managed Assessment or Practice mode deliveries. Just press the F button to advance through each question at an interval of less than a second. This is a great function if students want to answer questions 1-5, skip question 6-11, and go onto questions 12-20. They can also go back to the skipped questions. Press any button to stop the scrolling.
- Under the G and H buttons are directional arrows. Students use this function during Student Managed Assessment and Practice mode.

---

**Figure 99: Radio Frequency Receiver Unit**
**Figure 100: IR Response pad**
deliveries. It allows students to move backwards or forwards to questions, check their answers, or answer any skipped questions.

**RF Pads**

You can purchase RF pads for either Higher Ed or K-12. For detailed information on the differences between K-12 and Higher Ed RF pads, please refer to the RF Pad section.

![Higher Ed RF Pad](image1.png)

**Response System Setup**

The CPS receiver unit plugs an available USB port on the back of your computer. You should plug in your receiver unit before you open CPS. When you run CPS, CPS will detect which type of receiver unit you are using.

**Select COM Port**

CPS automatically detects your receiver settings, so all you need to do is plug in your receiver and start CPS. eInstruction has provided you a manual override if necessary, but you should always check with CPS Technical Support before making any changes. You can call Technical Support at 888.333.4988 or email them at...
techsupp@einstruction.com. To manually override the automatic COM detection

1. Open CPS from your desktop icon.
2. Click the **Settings** file menu.
3. Click **Delivery Options**. The CPS Delivery Options window opens.

4. Click the **Receiver** tab.
5. Select the **Manual Override** option to manually choose your COM port. Before you use the **Manual Override** option, please consult Technical Support. You can reach them by calling 888.333.4988 or by emailing Technical Support at techsupp@einstruction.com.
6. Choose your receiver type: K-12 IR Pads, K-12 RF Pads, or Higher Ed RF Pads.
7. Select your COM port from the pull-down menu.
8. Click **OK**.

**Test Response Pads**

Once you have CPS set up on your computer, it is an excellent idea to test the response pads before you deliver a session in class. Follow the steps below to test your response pads.

**NOTE:** This feature works with IR systems only. For a way to test your RF response pads, please consult the Technical Support Knowledge Base at [http://www.einstruction.com/kb](http://www.einstruction.com/kb).

1. Open CPS from your desktop icon.
2. Click the **Help** menu item from the main window.
3. Select the **Test Pads**… command. The **Test Pads** window will open.
4. Choose your pad type. You will not be able to test your pads until you have chosen a type.
   - **Standard Pads**: These are the pads commonly used for K-12 classes. They will be in a class set as opposed to individually purchased by the student, there will be a number clearly written front of each pad.
   - **Serial pads**: These are the pads typically used for Higher Ed. classes. Students often purchase these individually. They will have a serial number, but no number written boldly front of the pad.
5. Point a pad toward the receiver unit and press...
any button on the pad. The Test Pads window displays the pad IDs as you respond as well as the key you pressed.

If you have any questions about using this function, please contact eInstruction Technical Support at 888.333.4988.

**Range/Angle of CPS**

The following information will help you determine how to set up your classroom and know a little more about how the (infrared) pads and receiver unit work together.

- **Range of the pads:** Straight line - over 18 meters (about 54 feet).
- **Angle of transmission of the pads:** Both vertical and horizontal angles of approximately 45 degrees.
- **Angle of reception of the receiver:** Vertical angle of approximately 60 degrees. Horizontal angle of approximately 120 degrees.

**Session Delivery Options**

When you use the CPS response system during a delivery session, each student or team of students should be assigned a uniquely numbered CPS response pad. You can use a default class from the CPS Session Setup window, which recognizes 32 students by default, or you can create your own customized class from the Classes tab. The CPS software attributes responses transmitted from each pad to the student assigned that pad number.

**Response Cycle**

The response cycle is the duration of time that students can respond with their pads. The cycle begins when you click the **Start** button on the Feedback Grid and ends when you click the **End** button.

During the response cycle in Teacher Managed Assessment mode, a **Grid** button and/or a **Note** button may appear. The **Grid** button expands the Feedback Grid to display more than 32 pad IDs, where applicable. The **Note** button appears only if a note was added to the question during the Question Authoring process. To learn more about the **Note** button, please refer to Add Notes.

**On-Screen Numbers**

As students respond to the questions, on-screen numbers that correspond to each response pad in use change colors to indicate when the response pads transmit to the receiver unit. The on-screen numbers that correspond to pads assigned in the class are white when the response cycle starts.

When a response is transmitted to the receiver unit, the coordinating on-screen number turns blue or flashes blue, depending on the status of the **Hide/Show** option. See Show Pads that Have Responded for more details and instructions. Also refer to the following information about on-screen number color changes to understand its significance.

**Color Change of On-screen Numbers**
The on-screen pad numbers that correspond to the students’ response pad ID numbers change colors to indicate a change in status. Please review what each color means to understand how the CPS software receives student answers:

- **Blue**: When a student answers a question with the response pad, their Pad ID flashes **BLUE** or stays **BLUE** depending on the **Hide/Show** status.
- **Yellow**: If a student changes an answer, the corresponding on-screen pad number flashes **YELLOW**. This means that the answer has been changed to their secondary choice.
- **Red X**: If a question is multiple choice **A-E** but a student presses the **F** key on the response pad (or any other key that is outside of the answer choice range of that question), then a **RED** box and large X flashes in the on-screen pad ID number.

**Delivery Options Window**

When a response cycle is complete and you click the **End** button on the Feedback Grid, CPS displays immediate feedback and answer results for that question. You can adjust the on-screen feedback using the **Options** button on the Engage toolbar, or before you start a question delivery by using the **Options** button on the Feedback Grid. Click through the different tabs to alter your options.

**Teacher Managed tab**

The **Teacher Managed** tab allows you to change the options available when you engage a lesson in Teacher Managed Assessment mode. The following sections describe the options available during Teacher Managed sessions:

![Teacher Managed tab in the CPS Delivery Options window](image-url)
Show Pads that Have Responded

The Show Pads that Have Responded option alters the on-screen appearance of the response pad numbers during the response cycle. By default, the option is set to show the highlighted numbers during the response cycle. When the option to show pads is on, during the response cycle the corresponding response pad number flashes blue, and stays blue as an indication that the pad has responded at least once. Also, when the option to show pads is on, the Show/Hide button on the Feedback Grid reads Hide Pads.

If you would rather the response pad numbers not remain highlighted during the response cycle, you can Hide Pads by clicking the Hide Pad button or:

1. Start a CPS delivery session by clicking the Engage Lesson(s) button. The CPS Session Setup window will appear, followed by the Engage toolbar.
2. Click the Options button on the Engage toolbar.
3. Click the checkmark beside Show Pads that have Responded in the Options window to remove the check.
4. Click the OK button at the bottom of the Options window. Now, during a session, the response pad number does not stay highlighted after receiving a response from the corresponding pad.

To reactivate the show pad option, go to step 3 and click the check box beside Show Pads that have Responded so that a checkmark appears.

Show Cumulative Percent Correct

Another option that normally displays on-screen after you have ended a response cycle is the Cumulative Percent Correct option. This option displays the cumulative percent of correct responses per question. To turn this option off

1. Click the Options button during a delivery session.
2. Click the checkmark beside Cumulative Percent Correct in the Teacher Managed tab to remove the check.
3. Click the OK button at the bottom of the tab. Now, after each question, the cumulative percent correct number will not display on the Feedback Grid.
4. To reactivate the **Cumulative Percent Correct** option, go to step 1 and click the check box beside **Cumulative Percent Correct** so that a checkmark appears.

**Show Answer Distribution**
The Show Answer Distribution option shows you the number of students who answered each possible answer in a given question. When you end a response cycle, if you have selected this option, CPS shows the answer distribution to the far right of each answer: If you would rather your classes not know how many chose each answer, follow the steps below.

1. Click the **Option** button during a delivery session.
2. Click the checkmark beside **Show Answer Distribution** in the **Teacher Managed** tab to remove the check.
3. Click the **OK** button at the bottom of the tab. Now, after each question, the answer distribution will not appear on the screen.

To reactivate the **Show Answer Distribution** option, go to step 1 and click the check box beside **Show Answer Distribution** so that a checkmark appears.
NOTE: The Show Large Screen option in the Teacher Managed tab must also be checked for you to view the Show Answer Distribution option.

Detach Narrative (Imported Narratives)
If you are an ExamView user, you can set CPS to automatically deliver your ExamView questions with the narrative portion detached.

Auto Show Detached Feedback Grid
This option is for use with classes of any size. Once you have clicked the Start button to begin a question, the Grid button will come available. If you have selected the Auto Show Detached Feedback Grid option, upon clicking the Grid button in question delivery, the ballot grid will appear in a separate window.

Close this window to reattach the ballot grid to the question delivery screen.

Automatically Show Histogram
Students and teachers communicate in various ways. Auditory, visual, and hands-on learning help all of us get a better grasp on new concepts or information. CPS transforms question feedback into chart format at the touch of a button from the Teacher Managed tab. After a response cycle has ended, the Histogram button appears. This button accesses charts representing the answer distribution from students. Click the Engage Lesson(s) or Preview icon and follow the steps below to use the Automatically Show Histogram option.

1. Progress to the question delivery window and click the Start button.
2. Allow students to answer, then click End when you are ready to finish the response cycle. The Histogram button appears on the feedback grid.
3. Click the Histogram button. The Answer Distribution window opens.
4. Select a chart type: Bar, Pie or Horizontal Bar.
5. Optionally, you can select the Show Correct function. This function turns the color of the correct answer green, and the other answers blue.
6. Click the Close button.

In the Question Delivery window, click the Close button to finish this session or click the > button to go on to the next question.
Show Large Screen
When the Show Large Screen option is on and you deliver a question, you see the question, the answer options, any graphics, and the Feedback Grid. This option is on by default. Adjust this setting from the Teacher Managed tab. If the Show Large Screen option is off and you deliver a question, the only thing you see on-screen is the Feedback Grid, as below:

This option allows you to deliver questions verbally or from a non-CPS software application and still record performance feedback.

1. Begin a CPS delivery session.
2. Click the **Options** button when the Engage toolbar appears. The CPS Delivery Options window appears.
3. Click the **Teacher Managed** tab and click the checkmark beside **Show Large Screen** to remove the check.
4. Click the **OK** button. Now, during a session, you see only the Feedback Grid.

To reactivate the question and answer portion of the question delivery window, go to step 3 and click the check box beside **Show Large Screen** so that a checkmark reappears.

**Show Percent Correct**

Normally when you deliver a question to a class and end the response cycle, the percentage of students who correctly answered the question displays on-screen.

To eliminate Question % Correct on-screen

1. Click the **Option** button during a delivery session. The CPS Delivery Options window appears.
2. Click the checkmark beside **Show Percent Correct** in the **Teacher Managed** tab to remove the check.
3. Click the **OK** button at the bottom of the tab. Now, after each question, you will not be able to view the percent of the class who got the question correct.

To reactivate the **Show Percent Correct** option, go to step 1 and click the check box beside **Show Percent Correct** so that a checkmark appears.

**Show Correct Answer**

Choose the adverb in the sentence: She suddenly broke into laughter.

A. she

B. **✓ suddenly**

C. broke

D. laughter
You can also control whether your students see the correct answer to the question they have just answered. If this option is on, a green checkmark appears beside the correct answer.

**Auto Start the Timer**
With this option you can have the question timer automatically start when you press the Start button to engage a lesson. To activate this feature

1. Start a CPS delivery session.
2. Click the **Options** button when the Engage toolbar appears. The CPS Delivery Options window appears.
3. Click the **Teacher Managed** tab and click the checkmark beside **Auto Start the Timer** so that a checkmark appears.
4. Click the **OK** button. Now, during a session, the question timer will automatically start.

To deactivate the auto timer and switch back to a manual start mode, go to step 3 and click the checkmark beside **Auto Start the Timer** so that the checkmark disappears.

**Auto Start the Question**
This option allows you to automatically start a question when you engage a lesson, without pressing the **Start** button. To activate this feature

1. Start a CPS delivery session.
2. Click the **Options** button when the Engage toolbar appears. The CPS Delivery Options window appears.
3. Click the **Teacher Managed** tab and click the checkmark beside **Auto Start the Question** so that a checkmark appears.
4. Click the **OK** button. Now, during a session, your question will automatically start without you pressing the **Start** button first.

To deactivate the auto question start and switch back to a manual start mode, go to step 3 and click the checkmark beside **Auto Start the Question** so that the checkmark disappears.

**Timer Length and Timer Increment**
Use the timer function for questions that you want to apply a time limit for students to submit answers. The timer length number you input will set where the timer starts its count down in question delivery. The timer increment number you input will set the increment that you can increase or decrease your time while in question delivery.

To activate the timer during question delivery, simply click the **Play** button on the Engage Timer. Upon being pushed, the **Play** button will change to a **Pause** button that can be used to pause the timer during delivery. To add or subtract time to the timer before or during delivery of a question, use the...
plus (+) and minus (-) buttons.

**Auto Move to Next Question**

Put CPS on autopilot! With this feature it’s easy to deliver timed tests automatically. Your questions can be displayed for 10 minutes, one second, or any one-second increment in between. Read the directions below to start using this feature in your classroom:

1. Open CPS from your desktop icon.
2. Choose a lesson from your database or an ExamView lesson and click the Engage Lesson(s) button. The CPS Session Setup window will appear.
3. Set up your lesson making sure the Teacher Managed Mode option is selected. The Auto Move feature is only available from the Teacher Managed mode.
5. Click Options… from the Engage toolbar. The CPS Delivery Options window will appear.
6. Click on the Auto Move to Next Question checkbox. This action will automatically select the timer and question auto start options.
7. Select your Timer Length. This dictates how many seconds your questions will remain on the screen.
8. Click OK.
9. Click the Next [#...] button to begin your timed session. The first question in your lesson will appear with the timer running. Selecting a question from the Questions button will not start the question timer.
10. Click the Pause button to temporarily stop the timer. You may show or hide the attached or detached response grid, setup Dynamic Standards, or change your feedback options while the timer is counting or paused.
11. Click End at any time to stop the progression of your questions.

**Student Managed tab**

In CPS Student Managed mode, students automatically go from one question to the next when they answer with their pads. This function is available by default when this option is not selected.

**Manual Advance to Next Question**

If you or the student would rather advance to questions manually by clicking the arrow button from their response pad, select the Manual Advance to Next Question option from the Student Managed tab.
Receiver tab

CPS automatically detects your COM port settings. However, you do have the option to manually alter your settings. Before switching to a manual setup, we recommend calling Technical Support at 888.333.4988. For more information on COM detection, please see the COM Detection section.

Detect CPS Receiver button

You can use the Detect CPS Receiver button if CPS is having trouble detecting your COM port settings. When you press the button, if CPS detects a receiver, it will automatically change your settings to accommodate that receiver type.

Manual Override

You can check the Manual Override option to manually set your COM port. However, before making any changes, please call Technical Support for assistance.

RF Response Pad Options

If you are using CPSRF, you will need to set your receiver channel before you engage any lessons. To set your receiver channel
1. Locate your receiver channel on your receiver. The channel number is the red blinking number.
2. Type in your receiver channel number in the **Base Channel** box. Make sure to type two digits into the box. *For example*, if your channel number is 5, you will need to type 05 in the **Base Channel** box.
3. Click the **Set Channel** button.
4. Click **OK** on the CPS Delivery Options window to return to CPS.

**Feedback Grid tab**

The **Feedback Grid** tab allows you to change your Feedback Grid viewing options.

*Time Interval for Feedback Grid (in Seconds)*

When you have more than 32 students in a class, the Feedback Grid will switch between students 1-32 and 33-total number of students. You can choose the frequency at which the Feedback Grid switches by using the **Time Interval for Feedback Grid** option.

*Number of Pads for Question Preview*

You can choose the number of pads you would like to use and display in a question preview. To set the number of students, use the sliding scale in the **Number of Pads for Question Preview** option.
Team Activities tab

The Team Activities tab allows you to adjust your settings when engaging a team activity.

**Show Answered Correct**
You can choose to show the correct answer after the response cycle has ended by making sure there is a checkmark beside the **Show Answered Correct** option. In the **Point Value** box directly beside the **Show Answered Correct** option, set the maximum number of points awarded for each question.
**Use Bonus Points**

You can choose to include bonus points for the first person to answer correctly by making sure there is a checkmark beside the **Use Bonus Points** option. In the **Bonus Point Value** box directly beside the **Use Bonus Points** option, set the number of bonus points awarded.

**Large Class Compatibility**

**Figure 118:** Team Activities tab in the CPS Delivery Options window

Expanded limit on numbered systems

Before CPS 3.5, classes using numbered systems (which includes most K-12 classes) had a limit of 256. With the new software, classes with as many as 2000 students can use the award winning CPS technology.

Expanded limit on sessions in SMA mode

You can now engage a limitless number of students in SMA mode. While there is no limit on how many students can take an assessment in this mode, there is a practical prohibition based on the visibility of the pad numbers. The window image below is of a class of 560 students:

**Figure 119:** SMA mode Grid with 560 pads
**CPS and PowerPoint**

You can access, organize, and run your PowerPoint presentations from inside CPS. Ask verbal questions throughout your presentation to determine student comprehension while CPS saves all of the data automatically in your CPS database. To use this feature, follow the instructions below.

**Importing PowerPoint presentations**

You can use your existing PowerPoint presentations with CPS to create an interactive lesson. To import a PowerPoint presentation

1. Open CPS from your desktop icon.
2. Open the Lessons tab and right-click on the PowerPoint folder. A menu appears.
3. Choose Add File…. An Add Files window appears.
4. Browse through your files until you find the PowerPoint presentation you would like to add.
5. Click Open. Your PowerPoint presentation will be available from the PowerPoint folder in CPS.

**Engaging a PowerPoint presentation**

1. Open CPS to the Lessons tab.
2. Double-click on the PowerPoint folder to view all available presentations.
3. Right-click on the presentation you would like to engage. A menu appears.
4. Choose Engage. Alternatively, select your presentation and click the Engage Lesson(s) icon. The CPS Session Setup window appears. You can also engage a presentation with another lesson or FastGrade lesson. Please see the Engaging Lessons with PowerPoint section for more information.
5. Select your Class and grading options then click Start. Your presentation will appear with the Engage toolbar at the bottom.
6. Press any key on your keyboard to begin your presentation.

**NOTE:** If you would like to ask a Verbal Question, use the Chalkboard feature, or select a random student, choose the appropriate button from the Engage toolbar.

7. Click the Close button on the Engage toolbar after you have finished your presentation.
**Engaging Lessons with PowerPoint**

You can engage a PowerPoint presentation and additional CPS lessons, FastGrade lessons, or ExamView lessons. Follow the steps below to engage one or more lessons with a PowerPoint presentation.

1. Open CPS to the **Lessons** tab.
2. Select the PowerPoint presentation from the **PowerPoint** folder that you wish to engage.
3. Click the **Engage Lesson(s)** icon. The CPS Session Setup window appears.
4. Click the **Show** button to open up the **Lessons** section of the CPS Session Setup window. All of your available lessons from the **Lessons** tab will appear.

5. Double-click on the lesson or lessons you would like to engage with your presentation. The lesson(s) will appear in the Engage List section of the setup window.

   **NOTE:** You can only engage one PowerPoint presentation at a time.

6. Click **Start** when you are ready to engage your lessons. Your PowerPoint presentation will appear with the Engage toolbar centered at the bottom of your screen.

7. Click anywhere on your screen with your mouse to advance your presentation. If you would like to ask a question from your lesson, click the **Next #...** button from the Engage toolbar.
You can continue using your PowerPoint presentation and your other lesson as you normally would. When you are finished with the presentation and lesson, click the Close button to end the session and return to the Lessons tab.

**Assessment Modes**

CPS offers four different types of assessment modes for which you can engage your students, as well as an additional mode, Anonymous mode, that you can deliver with the Teacher Managed, Student Managed, or Teacher-Led Student Managed modes. This section will tell you about:

- Teacher Managed Assessment mode
- Student Managed Assessment mode
- Student Managed Practice mode
- Teacher-Led Student Managed Assessment mode
- Anonymous mode

**Teacher Managed Assessment**

The Teacher Managed Assessment mode lets you control the pace and progress of students through the questions. A delivery session in the Teacher Managed Assessment mode uses the Engage toolbar to regulate settings and question flow. The Engage toolbar also displays in the title bar the lesson or standard title you have engaged.

For information on Teacher Managed Assessment settings, please refer to the Delivery Options Window: Teacher Managed tab section.

When you engage a lesson in the Teacher Managed Assessment mode, you can use the Top Score icon on the Feedback Grid to create a quick team activity. For more information on the Top Score feature, please refer to the Top Score section.

**Student Managed Assessment**

The CPS Student Managed Assessment mode lets you incorporate CPS lessons, existing hard copy material, or FastGrade lessons into one seamless activity that allows students to pace themselves. Here’s how it works:

1. Print out a CPS lesson or any other course material. If you have existing course material not in a CPS lesson, create a FastGrade lesson for that
data. See FastGrade Lessons for instructions.

2. Hand out the printed material. Students can answer the questions by hand ahead of time or answer the questions as they go.

Session Setup for Student Managed Assessment

1. Open CPS from your desktop icon.
2. From the Lessons tab, select the lesson that represents the hand out (either a lesson of questions or a FastGrade lesson).
3. Click the Engage Lesson(s) icon. The CPS Session Setup window opens.
4. Choose your Session Category:
   - Class participation
   - Exam
   - Homework
   - Classwork
   - Quiz
   - Review
   - Pre-test
   - Post-test
   - Lab
   - Other
   - Test

These session categories do not affect the way CPS delivers to students; it is only a way to label the delivery session for the Reporting function.

5. Select the Student Managed Assessment delivery mode.
6. Use the Show button in the bottom left corner to view and select another lesson or standard for delivery. Simply click on an additional lesson or standard name and drag it to the Engage List portion of the CPS Session Setup window.

**NOTE**: If you select multiple lessons or standards for delivery, you can edit the Session Title text box to reflect how you want the session to be labeled on the Reports tab.

**NOTE**: If you select multiple lessons or standards to engage in Student Managed Assessment mode, you can assign certain pad numbers to respond to selected lessons or standards.
◆ Check **Include in Gradebook** if you want performance results recorded in the **Gradebook**.
◆ Check **Export to Question Grid** to send performance results directly to the Question Grid report type. See Question Grid Export Report for more information about what this report type offers.
◆ Check **Automatically Upload** to upload the session data to your CPSOnline class. See Uploading Reports for more information on this function.
◆ Select a **Class** from the drop-down list or click the **Create...** button to use the Classes Wizard. Refer to Using the Classes Wizard for instructions. You can use an unlimited number of pads in Student Managed Assessment mode.
◆ Click **Start** if you are delivering only one lesson or standard. Click **Next** if you are delivering multiple lessons or standards in the Student Managed Assessment Mode. Page 2 of the CPS Session Setup window for Student Managed Assessment opens. Here students select which test they will be taking. If students do not select a test option here, they will automatically default to being assigned to the first test in the list. Refer to the following image of multiple lessons engaged with a class of 150 pad IDs.

### CPS Session Setup - Page 2 of 2

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7. Click the **Start** button to begin the Student Managed Assessment, <**Back** to return to Session Setup Page 1, or **Cancel** to terminate the Student Managed Assessment. If you click **Start**, the Student Managed Assessment Answer window opens.

◆ The class name appears in the title bar of the window.
The top row of each bank of numbers, preceded by a response pad symbol, corresponds to the pad ID numbers assigned in the class. These pad ID numbers are black on gray numbers before you start the assessment.

Figure 125: CPS Session Setup page 2 for SMA with Multiple Lessons

![Figure 125: CPS Session Setup page 2 for SMA with Multiple Lessons]

The Student Managed Assessment mode is capable of supporting up to 209 pad IDs, not 256 like the Teacher Managed mode.

Figure 126: Student Managed Assessment Answer window

The Student Managed Assessment mode is capable of supporting up to 209 pad IDs, not 256 like the Teacher Managed mode.
The bottom row of each bank of numbers, preceded by a question mark, represents question numbers. These numbers increment as each student proceeds through the list.

8. Click the **Options** button to change any of the session delivery options.
9. Click the **Start** button to initiate the session. Upon doing this, students can begin submitting answers.
10. Click the **Close** button to end the session at any time.

Students can now begin to answer the questions with their response pads by pointing the pad toward the receiver unit. Each answer has been recorded when the corresponding on-screen number changes color. The question number progresses to the next unanswered question.

**NOTE:** Remember, if your students use IR pads, they can use the **F** button on their response pad to scroll through the questions, using any button to stop when they get to a question number they want to answer. They can also use the **G** button to move backward in the list of questions or the **H** button to forward.

**How Student Managed Assessment Mode Works**

Following is a summary of how the on-screen numbers might appear as a class answers questions in Student Managed Assessment mode:

Every student begins on question one. When a student selects an in-range answer, that student’s pad number blinks blue to indicate acceptance. Then that student’s question number moves to the next unanswered question.

The following graphics illustrate the feedback grid during a response activity. Follow student usage on the top box, and question progression on the bottom box. Please note that the student ID pads are the top number and the Question number is on the bottom.

**Snapshot 1:**
Student 6 has answered Question 1 and is answering Question 2 at this moment. The pad ID blinks blue indicating acceptance of an in-range answer, then the question number progresses.

Student 5 has answered the first 2 questions and moved to Question 3.

Student 7 has answered Question 1 moved on to Question 2.

Snapshot 2:

Student 7 has used the \textbf{G} button (on an IR response pad) to move back to Question 1. Pad ID 3 remains blue indicating that the question has been previously answered.

Snapshot 3:

Student 7 changed the answer to Question 4. The pad ID color changes to yellow. Student 7 then moves to Question 5. Notice that Students 5 and 9 are on Question 4, Student 6 is on Question 2, and Student 8 is on Question 3.
As you can see, the students have progressed through the paper test at their own pace with options to move back and change answers, or skip questions and move forward.

Snapshot 4:

Student 6 has answered all of the questions from the printout and is now back at the first question. When a student has answered all of the questions, his/her current question number and pad ID stay blue. This indicates a question has already been answered.

Snapshot 5:
◆ Students 6 and 9 are finished with the questions.
◆ Student 8 has moved to Question 4, and his or her pad ID screen is flashing green, which means that he or she has completed the questions and is changing the answer to Question 4.
◆ If you selected to Export to Question Grid from the CPS Session Setup window, a separate window opens with the performance data for this session in grid format. You can also access reports of student performance from the Reports tab for Student Managed Assessment sessions.

**Student Managed Practice**

The Student Managed Practice mode operates in much the same way as the Student Managed Assessment mode. SMP allows you to use printout material and student-paced responses. Like the other Assessment modes, it too records student performance information in the Reports tab. Unlike the Student Managed Assessment mode, the intent of the Practice mode is for students to review and get familiar with course material in a challenging way.

In the Student Managed Practice mode, only a correctly answered question moves the student onto the next unanswered question. If a student answers a question incorrectly, their corresponding on-screen number flashes blue until he or she answers that question correctly. When he or she does select the correct answer, his or her corresponding on-screen pad number changes to blue. The student is then allowed to move to the next unanswered question.

The following graphics illustrate the feedback grid during a response activity. Follow student usage on the top box, and question progression on the bottom box. Please note that the student ID pads are the top number and the Question number is on the bottom.
Snapshot 1:

- Student 5 has correctly answered Question 1 and moved to Question 2.
- Student 6 is currently answering Question 1 incorrectly and remains on Question 1. The pad ID flashes blue indicating acceptance of an answer, but the question number remains 1 because the answer is incorrect.

Snapshot 2:

- Student 5 has correctly answered two questions and moved to Question 3.
- Students 7, 8, and 9 have correctly answered Question 2 and moved to Question 3.
- Student 6 is incorrectly answering Question 1. The pad ID flashes red with a black X indicating that the response is out of range.
Snapshot 3:

- Students 5 and 6 are on Question 3.
- Student 7 has progressed to Question 5.
- Students 8 and 9 are on Questions 6 and 4, respectively. Because students cannot move to the next question until a question has been answered correctly, the G and H buttons are disabled on the IR pad.

Snapshot 4:

- All of the participating students have finished all of the questions. They cannot move to any other questions, and they remain on Question 20. Their pad IDs stay blue to indicate that they have finished the assessment.

If you selected Export to Question Grid from the CPS Session Setup window, a separate window opens with the performance data for this session in grid format. You can access reports of student performance from the Reports tab for Student Managed Practice sessions as well. CPS clearly labels the reports with Practice mode. The performance feedback accurately depicts that only questions answered correctly on the first attempt display as correct in the correct/attempted ratio. Please review Using Report Types for more information on how CPS reports represent Student Managed Practice.

**Teacher-Led Student Managed Assessment**

Teacher-Led Student Managed Assessment (TLSMA) combines the TMA and SMA modes for one teacher-led session conducted at the students' pace. This new mode is ideal for K-12 teachers who use multiple versions of a test. For example, you can create three versions of the same test: A, B, and C, make a FastGrade answer key, then distribute the tests to the class. The students then write their answers on the handouts. After a set time, you can pass out the response pads and
have the students put in their answers, one question at a time. You can even create tests with different question totals. In the time it takes to have the students enter all of their answers on the CPS pad, you can have multiple test versions graded and ready to review. To use TLSMA, follow the steps below:

1. Open CPS from your desktop icon.
2. Choose the lesson you would like to deliver.
3. Click the Engage Lesson(s) icon to begin your lesson. The CPS Session Setup window appears.
4. Select Teacher-Led Student Managed Assessment from the modes options. Notice that you will not be able to access the Dynamic Standards icon.
5. Click the Include in Gradebook option if you would like to include this session in your Gradebook.
6. Click Start to deliver your lesson. The TLSMA mode Session Delivery window will appear.

**NOTE:** When you engage TLSMA mode, you will not be able to change the Options while you deliver your session.

7. Click Start and ask your students to press his or her answer for Question 1 on his or her pad.
8. Click the > button to move to the next question and the < button to move to the previous question. Remember that students cannot move on to the next question until you choose to move questions.
9. Click **End** when the students have answered all of the questions. You will be returned to the main CPS screen.

**Anonymous Mode**

This feature is mostly used by Higher Ed teachers, but can also be used for K-12. Anonymous mode allows you, in TMA or SMA modes, to record a class assessment without recording students' individual responses. To engage Anonymous mode, follow the steps below:

1. Open CPS from your desktop icon.
2. Click the **Lessons** tab.
3. Choose the lesson you would like to deliver.
4. Click the **Engage Lesson(s)** icon to begin your lesson. The CPS Session Setup window appears.
5. Select **Anonymous Mode**. Notice that you no longer have the option to include the session in the **Gradebook**.
6. Click **Start** to deliver your lesson.

**NOTE**: You may only use the Anonymous Mode in TMA, SMA, or TLSMA modes.

**Engage Lesson(s) icon**

You can deliver lessons to students in a mode that requires their feedback via the CPS response system. CPS saves this feedback, or performance data, in the open database so you can evaluate it later.

CPS offers four modes of delivery all accessed through the **Engage Lesson(s)** icon. Later sections of this manual discuss each mode in detail. Jump to the section you choose using the hyperlinks in the steps below, or see Delivery Functions for information and instructions about delivery sessions.

To deliver questions and save performance data for future use, follow these steps:

1. Open CPS from your desktop icon.
2. Open the database that has questions you want to deliver.
3. Click the **Lessons** tab and select a lesson.
4. Click the **Engage Lesson(s)** icon. Alternatively, right-click the lesson name and choose the Engage command from the shortcut menu. The CPS Session Setup window opens.
5. Select in which mode you want to deliver the lesson: Teacher Managed Assessment, Student Managed Assessment, Teacher-Led Student Managed Assessment, or Student Managed Practice mode. See each section for details.
   - Check **Include in Gradebook** if you want grades recorded in the **Gradebook**.
   - Check **Export to Question Grid** to send performance results directly to the Question Grid report type. See Using Report Types for more information about what this report type offers.
   - Select the **Session Category** to deliver. The eleven Session Categories in the drop-down list do not affect the way CPS delivers to students; it is only a way to label the delivery session for the Reporting function.
   - Select a **Class** from the drop-down list or click the **Create**... button to use the Class Wizard. See Using the Class Wizard for instructions.
   - Choose your **Max Points**. This field will default to 100.
6. Click the **Start** button in the lower right corner of the CPS Session Setup dialog box. If you selected Teacher Managed Assessment Mode, the Engage toolbar appears at the top of your screen.

   ![CPS Session Setup window](Figure 130: CPS Session Setup window)

   ![Engage toolbar using Teacher Managed Assessment mode](Figure 131: Engage toolbar using Teacher Managed Assessment mode)

7. Click the **Next** button to show the first question, or see Teacher Managed Assessment to continue. If you selected Student Managed Assessment or Student Managed Practice mode, the CPS Assessment window opens. See either of these sections to continue.
CPS Engage toolbar Features

The CPS engage bar includes the following menu buttons:

- **Questions**: Allows you to choose any of the pre-written questions in your lesson. To create lessons questions please refer to the Create Lessons Questions section.
- **Next? #**: This constantly changing menu button indicates which question number is next in chronological order. Click to put the question on-screen.
- **Verbal Questions**: You can spontaneously ask questions in class and still record performance data. See Ask Verbal Questions for more information.
- **Chalkboard Questions**: Much like the verbal question feature, this option allows you to upload and draw images while delivering spontaneous questions. See Chalkboard for more information.
- **Engage toolbar Handle**: Click and drag on this icon to move the Engage toolbar anywhere on your screen.
- **Options**: Response cycle options like feedback, autostart, hide/show, and show large screen are here. The Options button is only available in Preview and in Teacher Managed Assessment mode.
- **Class**: Click on the Class menu button to randomly select a response pad number from your active class and call on that student to answer a question verbally in class. This is a great tool to avoid calling on the same people all the time or to keep your students alert to class activity. You can also take attendance from this button. Simply click the Class… button, and choose Take Attendance.
- **Histogram**: View a histogram reporting results of your session.
- **Exit CPS**: Save your results up to this point and shut down CPS entirely.
- **Close**: Quit the delivery session easily with a simple click of the Close button.

Use Existing Questions in a Session

You can deliver questions from the Engage toolbar to your class or audience using the CPS response system.

1. Click the Questions menu button or the Next? # button to access questions.
2. Select a question if using the Question list. This launches the Question Delivery window. If you have the Autostart option selected in the Options window, the question’s response cycle begins immediately.
3. Click the Start button when you are ready to begin the response cycle for the question. If you have the Autostart option on, you will not need to click Start. Notice that the on-screen pad numbers are white.

**NOTE**: If you want to see question or answer graphics better, click once on any graphic to enlarge it to full screen. Click again to return the graphic to its original size.

**If the class selected during the CPS Session Setup contains more than 32 pad IDs, the feedback grid will flip to show the entire set of pad IDs, or you can use the auto show**
full screen feedback grid from the Options button to display all of the pad IDs simultaneously.

- Students or teams press and release the button that represent their desired answer. The on-screen number that corresponds to their pad number turns blue. This indicates the Hide/Show option is set to show the pad numbers that have answered. The button on the feedback grid reads Hide Pads. If the Hide/Show option is set to hide the pads, when a response is transmitted, the corresponding on-screen pad number flashes blue, then becomes white again. The button on the feedback grid reads Show Pads.

- If a student or team wants to change their answer, they simply press a different button for the same question and the corresponding on-screen response pad number flashes yellow. If students press a button on the response pad and the corresponding on-screen number flashes green, that indicates they have already answered the question with that choice. CPS only associates the last response transmitted with the response pad number in the report of results.

**NOTE:** Caution students not to press and hold their response pad buttons. If two students or teams respond at exactly the same time, the infrared signals may conflict and consequently disallow both responses. Remind students that the corresponding on-screen pad number changes color when CPS records their response.

- The counter box at the bottom of the window displays the number of responses the receiver unit has received. When you have received enough responses, click End. If there was a Note associated with the question, a Note button replaces the End button. Click the Note button to view the note.

- When you click the End button, results of student answers to this question display according to the default or selected options described under Settings. To go on to the next question in the list, use the > button. To return to a previous question, use the < button. To return to the Engage toolbar, click the Close button from the feedback grid.

4. Click Close from the CPS Engage toolbar to quit the delivery session entirely. If you selected Export to Question Grid from the CPS Session Setup window, a separate window opens with the performance data for this session in grid format.

**Ask Verbal Questions**

The Verbal Question function is only available in the Teacher Managed Assessment mode. You can use the Verbal Questions function in the same session as pre-established questions or you can conduct a session entirely of verbal questions.

To use the Verbal Question function in the same session as pre-established questions, follow the steps below:

1. Click the Verbal Questions button on the CPS Engage toolbar. The Verbal Question Delivery window opens. The illustration below shows the Verbal Question Delivery window in Large Screen format.
The Verbal Question Delivery window can also appear as just the feedback grid:

2. Change the question type using the T/F, Y/N, A-B, A-C, A-D, and A-E buttons. You can type in a question and answer choices now or simply verbalize them.
3. Click **Start** and allow students time to use their response pads to select an answer choice. You may have to repeat the answer choices several times if you do not type them in.

4. Click **End** when all students have answered. The Verbal Question Answer Distribution window appears.

5. Choose a correct answer choice or leave the question subjective. In addition, you can view the performance feedback in multiple chart formats.

6. Click **Close**.
   - To ask another question of the same question type, just click **Start** again. You can type in the question or answer stem boxes if you would like. You can also choose to change your question type to Chalkboard. For more information on the chalkboard format, see Chalkboard.
   - The data collected from this Verbal Questions session is available from the **Reports** tab. You can go back to the existing questions at any time by clicking the **Next (#)** button.
   - To deliver a session of only verbal questions, refer to the Verbal Questions section.

## Preview Function

Delivering questions to students without recording performance data is a great way to introduce students to the system without any pressure, for quizzing students on class material, and preparing for tests. Once you have started CPS and opened the database that contains the questions you want to deliver, follow the steps below:

1. Select the lesson or standard you want to preview from the **Lessons** or **Standards** tab.
2. Click the **Tools** icon then select the **Preview** command. Alternatively, right-click the lesson or standard name and choose the **Preview** command from the shortcut menu. The first question appears on-screen automatically. You can use the **Options** button on the Feedback Grid to change feedback settings.
3. Click the **Start** button to begin the response cycle.

   **NOTE:** If you would better like to see a question or answer graphic in a question, click once on the graphic to enlarge it to full screen. Click again to return the graphic to its original size.

   - You can adjust the **Hide/Show** option now, using the button on the feedback grid, so that the on-screen pad numbers do or do not stay highlighted.

4. Allow students time to respond.
5. Click the **End** button when you are satisfied with the number of responses. If there is a **Note** associated with this question, a **Note** button replaces the **End** button. Click the **Note** button to view that now.
6. Click the > button to go to the next question, or the < button to go to the previous question.
7. Click the **Close** button to end the session.
8. Repeat steps for as many questions as you want to deliver this way.
No performance data will be recorded and saved for you to evaluate later.

**Quick Start to Engaging Lessons**

When you have successfully created your course database, lesson(s), standards, classes, and team activities, you can deliver questions in a classroom with or without recording performance data. Performance data is student feedback collected from the CPS response system. The feedback is compiled in the *Reports* tab and *Gradebook* tab of CPS for you to view.

This section covers information and instructions regarding
- QuickStart
- Verbal Questions
- Verbal Question Setup
- PowerPoint and CPS
- Preview button
- Engage Lesson(s) button
- CPS Challenge Board with the Performance Data (Engage Team Activities)

**QuickStart**

QuickStart allows CPS to automatically start to the Engage toolbar directly from the CPS icon.

**Activate QuickStart**

To set up QuickStart mode do the following:
1. Open CPS from your desktop icon.
2. Click on the *Settings* menu.
3. Select *QuickStart Setup*… The QuickStart setup dialog box appears offering the following options:
   - **Enable QuickStart**: this option must be selected if you want CPS to start in QuickStart mode.
   - **Include Session in Gradebook**: select this option if you want the session automatically included in the *Gradebook*.
   - **Export to Question Grid**: select this option if you want CPS to automatically create and export the Question Grid report. CPS will create the file in the subdirectory that contains the CPS database you are using.
   - **Session Title**: this is the title of the session that will be available in the reporting area of CPS.

![Figure 134: QuickStart Setup window](image-url)
**Session Category**: this defines the type of session you are delivering. It also defines the *Gradebook* category for the session.

**Class Options**: this option allows you to set up QuickStart to prompt you for the class roster each time you start CPS or to automatically use the selected class roster.

**Create Attendance from this Assessment**: if you are a Higher Education instructor, this option allows you to create an attendance assessment from the session. If you are a K-12 teacher, you can use this option to record the attendance record in the *Gradebook*.

4. Click **OK**. To see how this works, close CPS and restart it again from the desktop icon.

Once you have set up QuickStart, each time you begin CPS from the desktop icon or from the *Program* folder in the *Start* menu, the options you selected are automatically activated with CPS.

![Figure 135: QuickStart option from the Settings menu](image)

**NOTE**: There is an **Exit CPS** button on the Engage toolbar which closes CPS. If you choose the **Close** button, the Engage toolbar will close and the CPS main window will be available.

**Change QuickStart**

If you want to make changes to QuickStart, simply go back to the *Settings* menu and select **QuickStart Setup...** to make your changes.

![Figure 136: Verbal Questions Setup option from the Settings menu](image)

**NOTE**: You must have installed version 3.11.0207 or higher to use the QuickStart feature. If you already have CPS installed on your system, you can download the newest version free from our website, [http://www.einstruction.com](http://www.einstruction.com).

### Verbal Questions

**Verbal Questions Setup from the Settings menu**

Use the CPS **Verbal Questions Setup** function to go straight to the Verbal Questions delivery when you start CPS. This allows you to ask questions during your lecture in coordination with existing questions from the textbook, from your own PowerPoint presentation, from a question database, or any other non-CPS question source.

Follow the steps below to use the Verbal Questions feature.

1. Open CPS from your desktop icon.
2. Click the **Settings** menu.

3. Select **Verbal Questions Setup**... The Verbal Question Setup window appears with the following options:
   - **Include Session in Gradebook**: select this option if you want the session automatically included in the **Gradebook**.
   - **Export to Question Grid**: select this option if you want CPS to automatically create and export the Question Grid report. CPS will create the file in the subdirectory that contains the CPS database you are using.
   - **Anonymous Mode**: select this option if you would like to record performance data without recording the specific performance of each individual student.
   - **Automatically Upload Session Upon Completion**: select this option to automatically upload your assessment to CPSOnline when you have finished.
   - **Session Title**: this is the title of the session that will be available in the reporting area of CPS.
   - **Session Category**: this defines the type of session you are delivering. It also defines the **Gradebook** category for the session.
   - **Class Options**: here you can choose if you would like to be prompted for which class to select each time you open CPS and select Verbal Questions or to use a pre-selected class.
   - **Create Attendance from this Assessment**: You can use this option to take an attendance record from the assessment. Higher Ed instructors can also include the attendance assessment in the **Gradebook**.

4. Click **OK** when you have determined how you want to deliver Verbal Questions. This will take you back to the main CPS window.

5. Click the **Lessons** tab.

6. Click the **Verbal Questions** icon. If you selected **Use the class selected below** option in the Verbal Question Setup, the verbal Questions Engage toolbar appears. Otherwise, choose your class now and click **OK**.

**NOTE**: To adjust whether CPS displays the Large Screen or just the Feedback Grid during a Verbal Question delivery, use the **Options** button from the Feedback Grid or the Engage toolbar to adjust the view. Use the **Show Large**
Screen option button from the Verbal Question section of the Teacher Managed tab.

Verbal Question Setup from the Lessons tab
You can use CPS immediately without typing any questions. Use the CPS Verbal Questions function to ask questions during your lecture in coordination with existing questions from the textbook, from your own PowerPoint presentation, from a question database, or any other non-CPS question source.

Start up CPS and have it projected onto a screen or a TV-Monitor. Lecture and teach as you normally would. Follow the steps below to incorporate CPS into your teaching method:

1. Open CPS to the Lessons tab and click the Verbal Questions icon. The Verbal Questions Setup window appears.
2. Select the Include in Gradebook option.
3. Export the performance data from this session to a separate file that displays the data in grid form by selecting the Export to Question Grid option.
4. Type in the title for this verbal session; this should be unique so you can distinguish this data from other CPS sessions.
5. Select a session category type from the drop-down list.
6. Choose the Class that will take part in this verbal question session.
7. Click OK. The Engage toolbar appears on-screen.
8. Click the Verbal… button from the Engage toolbar. The Verbal Question Delivery window opens. This illustration below shows the Verbal Question Delivery window in Large Screen format.
The Verbal Question delivery can also appear as just the feedback grid:

NOTE: To adjust whether CPS displays the Large Screen or just the Feedback Grid during a Verbal Question delivery, use the Options button from the feedback grid or the Engage toolbar to adjust the view. Select the Show Large Screen option button from the Verbal Question section of the Teacher Managed tab.


9. Click Start and allow students the time they need to use their response pads to select an answer choice. You may have to repeat the answer choices several times if you do not type them in.

10. Click End when all students have answered. The Verbal Question Answer Distribution window opens. From here choose a correct answer choice or leave the question subjective. In addition, you can view the performance feedback in multiple chart formats.

11. Click Close. To ask another question of the same question type, just click Start again. You can type in the question or answer stem boxes if you like.

You can also choose to change your question type to Chalkboard. For more information on the chalkboard format, please refer to the Chalkboard section. The data collected from this Verbal Questions session is available from the Reports tab.

Chalkboard

The chalkboard format gives you the opportunity to draw or load images into the area provided while verbally asking engaging questions. Below are the steps to follow to engage in the verbal question’s chalkboard format:

1. Follow steps 1-4 from the Verbal Questions delivery steps above.
2. Click the Chalk…(chalkboard) button from the Engage toolbar. The Chalkboard Question Delivery window opens. The illustration below shows the Chalkboard Question Delivery window in Large Screen format.
The Chalkboard Question delivery can also appear as just the feedback grid:

![Chalkboard Delivery Feedback Grid](image)

### NOTE:
To adjust whether CPS displays the Large Screen or just the Feedback Grid during a Chalkboard Question delivery, use the **Options** button from the

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**Figure 141: Chalkboard Delivery Feedback Grid**

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feedback grid or the Engage toolbar to adjust the view. Select the Show Large Screen option from the Verbal Question section of the Teacher Managed tab.


2. Upload an image by clicking the Load Image button or use the draw tools to draw an image in the area provided. Use these tools while verbalizing the question and answer choices.

3. Click Start and allow students the time they need to use their response pads to select an answer choice. If you decide to type in answer options for the question, use the Answer button to toggle between showing and hiding the answer options.

4. Click End when all students have answered. The Answer Distribution window appears.

5. Choose a correct answer choice or leave the question subjective. In addition, you can view the performance feedback in multiple chart formats.

6. Click Close.

To ask another question of the same question type, just click Start again. You can load or draw another image or use the existing one if you like.

You can also choose to change your question type to Verbal. For more information on the verbal format, please refer to Verbal Questions. The data collected from this session is available from the Reports tab.

Team Activities

CPS offers several fun activities to help you make learning fun.

There it is! Delivery

CPS has made it easier than ever to get your students to learn without realizing it! Using the time-honored method of healthy competition, get your students to learn the course material while having a fun time in your class. You can organize your class into teams of students or let individual students compete. Everyone wins!

There it is! employs the Student Managed Assessment mode in a fastest-finger format. Each team or student answers a different question at a time, so students don't need to shout out answers.

- The first team/student to correctly respond to their question gets 25 points.
- Teams/Students who answer correctly, but did not answer first, get 20 points.
- Teams/Students who did not answer correctly or did not answer at all get 0 points.
- The points accumulate over the There it is! session and before long you have a winner.

Follow the steps below to start a There It Is! session.

1. Start CPS from your desktop icon.
2. Project CPS onto a screen or through a TV monitor.
3. Give your class a printout of the course material they will be answering during the There it is! session.
4. Open the CPS database that has the coordinating session of questions in one of the following delivery options:
   - A FastGrade lesson to accompany hard copy material (like paper tests, homework, and quizzes)
   - A lesson of questions
   - A standard of questions
5. Click the Team Activities tab.
6. Click the There it is! icon from the side menu.
7. Select the Lessons or Standards tab from the window.
8. Find and highlight a lesson or standard that has questions in it you would like to present to your class. Remember, this can be a FastGrade lesson (an answer key that accompanies existing hard copy material like tests, homework, and quizzes.)
9. Click the Engage icon from the top of the Team Activities tab. The CPS Session Setup window appears.
   - **Session Title** indicates what name you can look under for session data from the Reports tab.
   - **Session Categories** identify the purpose of the session.
   - **Class** is the roster of teams/students who are assigned pad IDs and whose responses are tracked.
10. Click Start after you have selected your session setup options. A Student Managed Assessment Board delivery window appears, consisting of pad ID numbers (top row or each row) and question numbers (bottom row of each row).
11. Click **Start** from the delivery window. A new delivery window opens and displays the

**Figure 143: CPS There It Is! initial Delivery window**

numbers with different questions: As students/teams answer their question, their pad ID turns blue. They can change their response anytime before you end this question delivery.
12. Click End when all teams/students have responded. The point values awarded to the teams/students for their responses are displayed:

- Pad ID 6 received 25 points for answering correctly first.
- Pad IDs 7 and 8 received 20 points each for answering correctly, but after pad ID 1.
- Pad IDs 9 and 10 did not respond correctly, so they received 0 points.
13. Click **Score** to see the name of each person or team responding and their points or click **Start** again to go on to the next question.

When you deliver the next question, each pad ID gets a different question than anyone in the class has had before. When the last question has been answered, the **Start** button is deactivated and the only option is to review the **Score** or **Close** the game. The Score is tallied for each participant:

- Click **Close** from the Scoreboard window and from the There it is! Delivery window.
- CPS asks if you would like to display the questions that were missed by the participants. Click **Yes** or **No**. If you click **No**, you can review the session data from the **Reports** tab. If you click **Yes**, the questions missed are displayed in a teacher managed delivery format. Students can respond but their answers are not saved or recorded as session data.

![Figure 146: There It Is! Scoreboard](image)

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**Figure 145: There It Is! Delivery window with points assigned**

*There It Is! Delivery window with points assigned*
**Challenge Boards Delivery**

Much like a lesson of questions delivered in the Teacher Managed Assessment mode, you can deliver a Challenge Board and record the team performance data. You set up and use the response system exactly as you would for a lesson session. Below are the instructions on how to deliver a board:

1. Open CPS to the **Team Activities** tab.
2. Select the challenge board you want to deliver in a session. If you would like to create a new Challenge Board, please refer to the Create Challenge Boards section.
3. Click the **Engage** icon. The CPS Session Setup window for Challenge Boards opens.
   - Choose from twelve different **Session Categories** in the first pull-down menu. These session types do not affect the way that CPS delivers to students; it is only a way to label the delivery session for the Reporting function. See Engage Lesson(s) icon for a description of categories.
   - Type in a new **Session Title** if you would like. You can also leave the default title, the title of your Challenge Board, as the title.
   - Select a **Class** from the drop-down list or click the **Create…** button to use the Classes Wizard. Refer to Using the Class Wizard for instruction.
4. Click **Start**. The Challenge Board opens. The Challenge Board menu includes the following functions:
   - **File**: Click the **Close** command to quit the Challenge Board.
   - **Settings**: The **Show Score** command is either on or off, depending on your selection.
   - **Student**: Click the **Student** menu button to randomly select a response pad number from your active class and call on that student to answer a question verbally in class. This is a great tool to avoid calling on the same people all the time or to keep your students alert to class activity.
   - **Options**: Response cycle options like feedback, autostart, hide/show, and show large screen are here. The **Options** button is only available in Preview and in Teacher Managed Assessment mode.
5. Click on a point value. The question and answer options appear on-screen. Click **Options** to change feedback settings if you would like.

6. Click the **Start** button on the question feedback grid.

**NOTE:** If you want to see question or answer graphics better, click once on the graphic to enlarge it to full screen. Click again to return the graphic to original size.

**NOTE:** On-screen numbers represent pad ID values in the class you selected in step 7.

Team press and release the button that represents their desired answer. The on-screen number that corresponds to their pad number turns blue. This indicates the **Hide/Show** option is set to show the pad numbers that have answered. The **Hide/Show** button on the feedback grid reads **Hide Pads**.
If the Hide/Show option is set to hide the pads and a student responds, the corresponding on-screen pad number flashes blue, then becomes white again. The Hide/Show button on the feedback grid reads Show Pads.

If a student or team wants to change their answer, they simply press a different button for the same question and the corresponding on-screen response pad number flashes yellow.

**NOTE**: Caution teams to not press and hold their response pad buttons. If two teams respond at exactly the same time, the infrared signals may conflict and consequently disallow both responses. Remind teams that the corresponding on-screen response pad number changes color when CPS records their response.

The number of responses received by the receiver unit displays in the counter box on the feedback grid. When you have received enough responses, click **End**.

If there is a **Note** associated with this question, a **Note** button takes the place of the **End** button. Click the **Note** button to view the note. Optionally, you can click the **Histogram** button and see various charts representing student answers.

To return to the challenge board and select a new point value, click the **Close** button.

The center of the challenge board displays each team name, their pad ID, and their cumulative points earned.

7. Repeat steps 5-6 for each question you want teams to answer.
8. Click **File** and **Close** when you have completed the challenge board. Performance data for each team is available on the **Reports** tab.
Reporting Functions

The CPS Reporting System lets you access, view, and print performance data recorded during instructional sessions without learning a complex database system. The Reporting System is a delivery tool because it can only be used after a lesson or Challenge Board session is complete and performance data recorded in the database.

CPS generates reports from delivery sessions, whether they are in Instructor or Student Managed modes. If you deliver questions to students using the Preview command, CPS records no performance data.

CPS records performance results in the same database where the delivered lesson, standard, or Challenge Board resides. When you access the Reports tab and select the type of report you want, CPS organizes the recorded data around the class associated with the lesson when it was delivered and in the report form you select.

To help you understand how the Reporting System operates, this chapter covers the following topics:

- Activating the Reporting System
- Re-grading Assessments
- Using Report Types
- Uploading Reports
- Deleting Reports
- Exporting performance results
- Importing tbt Deliver performance results

Activating the Reporting System

You can use the CPS Reporting System to view recorded performance data from your lessons. To activate the Reporting System, follow the steps below:

1. Open CPS from your desktop icon.
2. Deliver questions in conjunction with the CPS response system. For information on delivering a lesson, please refer to the Engage Lesson(s) icon section.
3. Finish the session and click the Reports tab. A list of reports from various sessions displays on the Reports tab.
The following distinctive pieces of information identify all available sessions:

- **Session Title**: This is the tile you gave to your lesson.
- **Class**: to whom the session was delivered
- **Type**: session category
- **Date/Time**: month/day/year and time of session delivery
- **Source**: lesson, standard, or team activity. If no source is listed, then the performance results have been imported from a non-CPS application. See Gradebook Setup for details.
- **In Gradebook**: Yes or No depending on whether or not you requested CPS to record performance data from the session in the Gradebook.
- **# of Questions**: indicates how many questions within the lesson were engaged in.
- **Uploaded**: This column serves our CPSOnline users by indicating with a Yes or No which sessions have been uploaded to CPSOnline.
- **Anonymous**: This indicates whether or not you engaged this session in Anonymous Mode.

The Date/Time of the delivery session, in addition to the Session Title and Class, help you distinguish between sessions when you use one lesson for several different classes. For example,
if you teach three classes of the same accounting course, you can use one CPS lesson for all three classes. Data provided on the Reports tab allow you to access and view a session from any one of the three classes without confusing performance data.

Notice too how the Session Type denotes whether the entry is a Practice session delivered with the Student Managed Practice mode, or not. If the entry does not have the word “Practice” in the Type column, it was an Assessment mode delivery.

**Using Session Merge**

Session Merge allows you to merge two existing sessions together to create one new session. This is particularly helpful when you give make-up sessions and do not want to have two separate sessions with the same data. *For example*, let’s say you give Test A on Wednesday and two students in your class are absent. On Friday, the two students are back at school and need to take the test. Engage Test A on Friday the same way you engaged Test A on Wednesday, and have the two students enter their responses. You can then merge Wednesday's session and Friday's session for Test A together to create one session with all of your students' answers.

You can merge several types of sessions with the session merge feature. Follow the table below to determine which types of sessions you can merge.

<table>
<thead>
<tr>
<th>Session Type I</th>
<th>Session Type II</th>
<th>Merge?</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMA (single session)</td>
<td>TMA (single session)</td>
<td>Yes</td>
</tr>
<tr>
<td>SMA (single session)</td>
<td>SMA (single session)</td>
<td>Yes</td>
</tr>
<tr>
<td>TMA (multiple session)*</td>
<td>TMA (multiple session)</td>
<td>Yes</td>
</tr>
<tr>
<td>TMA (single session)**</td>
<td>SMA (single session)</td>
<td>Yes</td>
</tr>
<tr>
<td>TLSMA (single session)</td>
<td>TLSMA (single session)</td>
<td>Yes</td>
</tr>
<tr>
<td>SMA (multiple session)</td>
<td>SMA (multiple session)</td>
<td>No</td>
</tr>
<tr>
<td>TMA (multiple session)</td>
<td>SMA (single session)</td>
<td>No</td>
</tr>
<tr>
<td>TMA (multiple session)</td>
<td>SMA (multiple session)</td>
<td>No</td>
</tr>
</tbody>
</table>

* When you merge two multi-lesson sessions, you must use the same class roster and the lesson(s)/ standard(s) must be in identical order.

** This is an exception to the identical rule where you can have two different sources or lessons and the result will be a combination of the two.

**NOTE**: You cannot merge sessions from SMP mode.

*NOTE*: Two lessons (including the class roster) are considered identical if they have the same exact number questions, the content has not been altered or modified, and if they have the identical relationships to standards.

Follow the steps below to use Session Merge.
1. Engage a lesson. For more information on engaging lessons, please refer to the Engage Lesson(s) icon section.

2. Repeat step 1 to create a second delivery session with the same lesson.

3. Open CPS to the **Reports** tab.

4. Right-click on either of the sessions you would like to merge together. An options window will appear.

5. Select **Session Merge**. The Classes Wizard will appear with a list of sessions available to merge with the lesson you right-clicked.

6. Choose a session from the list to merge. Click **Next**.

7. **Figure 150: CPS Class Wizard - Session Merge**
Rename the newly-merged session if you would like, or use the default name. You can also change the grading options, add comments, and include the merged session in the Gradebook. Click Next. Your sessions have been merged.

8. Click Done to exit out of the CPS Class Wizard and return to CPS. You can view your newly-merged session from the Reports tab.

NOTE: When you view the merged session from the Reports tab Instructor Summary, note that you can view the Class Average in two modes: all students or only students who took the assessment.

Re-grading Assessments

The Re-Grade option gives you the opportunity to re-grade an assessment that has already been submitted and graded. You can change the correct answer for questions or omit questions from being calculated in the grading process altogether. All changes will be reflected in the Gradebook and in reports. To re-grade an assessment, simply follow these steps:

1. Open CPS from your desktop icon.
2. Open the database that contains the report(s) you want to re-grade.
3. Click the Gradebook tab.
4. Click the Assessments button on the left-hand toolbar to display your class’s assessments.
5. Select the assessment you would like to regrade and click the Edit... icon. The CPS Assessment Options window appears.
6. Click the Re-Grade Questions button. The CPS Re-Grade Assessments window will appear. This window will contain each question included in the session with a distributed number and percentage representing which answer options the class selected. The correct
answers that were previously selected will be represented by a check in each question’s answer option box.

Re-grade Assessments with Numeric Questions

If you have assessments containing numeric questions, you can quickly and easily adjust the question answers. Follow the steps below to re-grade a numeric question within an assessment.

1. Open CPS to the Gradebook tab.
2. Select the assessment containing numeric questions that you would like to re-grade.
3. Click the Edit... icon. The CPS Assessment Options window appears.
4. Click Re-Grade Questions. The CPS Re-Grade Assessments window appears.
5. Click the **Edit Numeric Answers**... button for the question you would like to re-grade. The CPS Numeric Answer Options window appears. All of your students' answers will appear in the white space.

◆ Change the **Answer** or **Margin of Error (+/-)** box by typing in a new answer. Save those changes by clicking the **Apply** button.

◆ Choose which students' answers you would like to accept by clicking the box next to the answers, so that a checkmark appears beside each answer.

◆ Click **Select All** to accept all of your students' answers.

◆ Make a question subjective by clicking the **Make Subjective** button. Alternatively, remove any answers in the **Answer** or **Margin of Error** boxes and click **Apply**.
NOTE: Answers with an asterisk (*) beside them fall within your chosen Margin of Error. You will not be able to de-select answers that fall within your Margin of Error.

NOTE: To apply changes to the Answer or Margin of Error boxes, you must click the Apply button before you click OK.

6. Click Apply to apply your changes, and then click OK. If you do not wish to save any of your changes, click the Cancel button. You will return to the CPS Re-Grade Assessments window.
7. Click OK on the CPS Re-Grade Assessments window to return to the CPS Assessment Options window.

You can continue to edit your questions on the CPS Assessment Options window. When you are finished editing, click OK in the CPS Assessment Options window to return to the Gradebook tab. Your students' averages will reflect your changes in the Gradebook.

Using Report Types
This section explains how to access the different report types and gives a summary of what each type depicts.

Generate a report
After viewing all available performance files in the open database, follow the steps below to generate a report:

1. Select a session from which you want to generate a report.

2. Click the Generate icon. The CPS Reporting window opens. This window displays the names of the students (per their class entry) who participated in the session you selected. It also displays the available report types.
students on whom you want to generate a report. Reports only include performance data from students with a check mark by their name. You can select every student using the Select All option or Filter out students who didn’t respond by selecting that option.

4. Select a report type. Choose Instructor Summary as an example or refer to the following section.

5. Click Preview. A Print Preview window opens and displays the report.
6. Click the **Printer** icon on the toolbar to print the report.

7. Click the **Export to file** pull-down menu, preceding the **Printer** icon, and choose one of six different formats in which to export the report:
   - Rich Text Format (*.rtf)
   - Acrobat (*.pdf)
   - Formatted HTML (*.html)
   - Excel (*.xls)
   - Text (*.txt)
   - Archive (*.raf)

   **NOTE**: You can also click the **Output** button in the left column of the Print Preview window and use icons for each of the print or export methods.

8. Click the **Views** button in the left column of the Print Preview window and use the four icons there to see different views of the report. These icons also appear in the toolbar.

9. Use the right and left arrows and the page number text box on the toolbar to page through reports. Some reports get very long.

After you have printed or exported the report, click the **Close** button on the left end of the toolbar. Click the **Close** button on the Reporting window to get back to the **Reports** tab.

**Select a report**

CPS provides 19 different reports to present performance data in the way that meets your needs. Reports from Teacher and Student Managed Assessment modes record the student’s last answer to a question regardless if it was right or wrong. Reports from Student Managed Practice mode count answers correct only if the correct answer occurs on the first attempt to answer a question. This rule for Student Managed Practice mode can greatly reduce percentages calculated in reports.

**Instructor Summary**

The Instructor Summary lists

- Report type
- Session name
- Class
- Pad ID numbers
- Student names
- Student IDs
- Number of correct to attempted answers
- Percentage of correct to attempted answers for all students selected in the report
Study Guide

The Study Guide lists for each student the
- Report type
- Session name
- Class name
- Class points average
- Student name
- Pad ID
- Student ID
- Number of correctly answered questions
- Percentage of correctly answered questions
- Each question
- Answer choice
- Student answer

This report is ideal to use when reviewing students.

Study Guide - Incorrect Answers

The Study Guide - Incorrect Answers is the same report as the Study Guide except this report lists only questions and answers each student answered incorrectly during session delivery.

Study Guide - Class Summary

The Study Guide Summary is a pared down version of the traditional Study Guide. It simply and concisely lists
- Each student
- What question(s) they missed
- The correct answer
- Their answer

![Figure 158: Study Guide Report](Study Guide Report)
Question Report
The Question Report shows
- Answer distribution per question
- Listing the report type
- Session name
- Class name
- Class points average
- Each question and answer option
- Pointing finger indicating the correct answer
- Name of every respondent
- Answer selected by each respondent
- Percentile of respondents per answer option
- Bar graph of answer distribution
Response Report
The Response Report lists the following:
- Report type
- Session name
- Class name
- Class average
- Each question and answer option
- Pointing finger indicating the correct answer
- Percentage of respondents per answer option

This report does not list any respondents or the answer they selected.

![Response Report](image)

Figure 161: Response Report

Item Analysis
The Item Analysis report lists the number of questions delivered in a session. At the top of the report are all the possible answer options available in CPS questions, A-E. The report displays
the percentage of students who answered A, B, and so on, per question number. An asterisk indicates the correct answer for each question.

![Item Analysis Report](image)

**Item Analysis with Standards**

The Item Analysis with Standards report is just like the Item Analysis report except the end of the report lists standards that were previously associated with questions delivered in the session on which CPS generates the report.

![Item Analysis Report with Standards](image)

**Question Grid Export Report**

CPS displays the Question Grid report in spreadsheet format using Microsoft Excel or your system's default spreadsheet application. When you select the Question Grid report, a Save As window opens and asks you where you want to save the report in *.csv file format. When you select the file location, the Question Grid opens in Excel or your computer's default spreadsheet application.
The Question Grid report lists each student in the class who was a part of the delivery session. The number of each question delivered in this session appears along the top of the report (See CPS Question Grid Report Window—6F-6O), creating a grid between the student names and question number. Below each question number, the letter that represents the correct answer appears.

If a student answered a question correctly, a plus sign is in line with their name under that question number. If a student answered incorrectly, the letter that represents their answer is in line with their name under that question number.

Look at Question 2. Student Brian Eschbach answered incorrectly, so the letter A that represents his answer appears. Student Eric Pulido answered Question 2 correctly, so an asterisk appears beside his name under that question. This report also lists the total number of correctly answered questions by all students in the class, as well as the percentage of correct answers.

Session Data Export Report

CPS presents the Session Data Export report in *.txt format. When you select Session Data Export, a Save As window opens asking where you want to save the report. When you select the file location, the Session Data Export report opens in Notepad.

CPS formats the Session Data Export report especially for immediate import to another program, but you can still export previous reports to CSV file format and use the data in other software applications. The report contains only the performance data, and no text about the session.

Classroom Manager Export Report

CPS presents the Classroom Manager Export report in .txt format. When you select Classroom Manager Export, a Save As window opens asking where you want to save the report. When you select the file location, the Classroom Manager Export report opens in Notepad.

The Classroom Manager Export report shows the student names and each answer from their response
pads represented in a zero-based array format. In the representation of responses, 0=A/T/Y, 1=B/F/N, 2=C, 3=D and 4=E.

**AEIS-IT Export Report**

CPS presents the AEIS-IT Export report in *.txt format. When you select AEIS-IT Export, the AEIS-IT Report Data dialog box opens. Enter the required information and click OK.

A Save As window opens asking where you want to save the report. When you select the file location, the AEIS-IT Export Report opens in Notepad.

**Standards Analysis Report**

The Standards Analysis report is only available if the questions delivered in the delivery session had standards associated with them. If that is the case, this report displays the percentage of
correctly answered questions per standard. This percentage does not take into account any questions in the lesson that were not associated with standards.

Standards Analysis With Cross Student Index Report
The Standards Analysis with Cross Student Index report is only available if the questions delivered in the delivery session had standards associated with them. It is almost exactly like the Standards Analysis report, except that it adds each participant’s name and his or her individual performance per standard.

Opinion Survey Report
The Opinion Survey shows the distribution of opinion on a scale of 1-5. The scale is dependent upon how the user sets the questions up.

Star Chart Report
This report is specific to a survey given by the state of Texas, which all schools must implement, measuring technology use in the classroom.

Figure 170: Star Chart Report
OnTrack Export Report
CPS displays the OnTrack Export Report in spreadsheet format using Microsoft Excel or your system’s default spreadsheet application. When you select the OnTrack Export report, a Save As window opens asking where you want to save the report in *.csv file format. When you select the file location, the OnTrack Export opens in Excel or your computer's default spreadsheet application.

OnTrack exporting is a third party information system for corporate training organizations. This tool is used to track training participants and their performance on training assessments. We support an import of students from OnTrack and an export of their performance data to OnTrack.

WebCT Report
A WebCT report allows you to export your session data to a file format supported by WebCT. Follow the steps below to export your CPS information to WebCT.
1. Engage a lesson to gather session information.
2. Open the Reports tab of CPS.
3. Click on the title of the session you wish to export.
4. Click Generate. The Reporting window will appear.
5. Select WebCT Export from the bottom of the right pane.
6. Click Preview. The session information will appear in a WebCT supported file format. This file will be saved automatically.
7. Click File, then Save As, and look in the Save In drop-down box to see where this file is saved, or to save it to another location. You will need to locate this file in the steps that follow.
8. Log in to WebCT.
9. Import the file by browsing to the location you chose in step 7.

Your CPS information is now available in WebCT. Repeat these instructions to import additional sessions. For more information on WebCT features with CPS, please refer to the WebCT Vista and CPSOnline section.

Post Report
CPS displays the Post Report in spreadsheet format using Microsoft Excel or your system’s default spreadsheet application. When you select the Post Report, the spreadsheet will automatically export to Excel or your computer's default spreadsheet application, and will appear on your computer for viewing. This *.csv file will be stored wherever your database is saved.

The Post Report is designed to allow the instructor to choose what information is included in the report. This report is very useful when posting grades and wanting to keep the students’ scores anonymous. By clicking the options in the display information box, you can design your report to reflect only the information you desire to be shown.
Uploading Reports

The **Upload Reports** function is available only if you are using a CPSOnline class. For more information on creating a CPSOnline class, please refer to the Using the Class Wizard section. This function will upload session data from CPS to the appropriate CPSOnline class. Existing session data will be overwritten if it has been uploaded previously. Follow the steps below to learn how to use this feature.

1. Open CPS from your desktop icon.
2. Log in to CPSOnline. If your options are not set to automatically prompt log in on startup, go to the **Settings** menu and choose **CPSOnline Login...**. Follow the CPSOnline Log in Wizard to log in to CPSOnline.
3. Click on the **Reports** tab.
4. Select the assessment that you would like to upload.
5. Click the **Upload** icon.

**NOTE:** When uploading a report, the corresponding assessment data will automatically be uploaded and reflected in CPSOnline as well.

6. Repeat these steps as many times as needed to update your session data in CPSOnline. A new report will be uploaded to CPSOnline each time you do this. Existing session data will be overwritten if it has been uploaded previously.

Deleting Reports

The **Delete** icon is on the **Reports** tab. If you delete performance results, that information is no longer available for grades or reports.

1. Open CPS from your desktop icon.
2. Open the database that contains the report(s) you want to delete.
3. Click the **Reports** tab.
4. Select a **Session Title** that you want to delete.
5. Click the **Delete** icon.

A confirmation message asks you to click **OK** or **Cancel**. If you click **OK**, CPS permanently deletes the session from the **Reports** tab, and the session is inaccessible for report generation.

Exporting Performance Results

You can export performance data collected with CPS to an Excel spreadsheet, or another program your system recognizes, using the Export to file drop-down list on the Print Preview toolbar or the Output icons on the side toolbar. This is a great way to keep track of the
performance data and show administrators, parents, even students themselves. Follow the steps below to export your performance results.

1. Open CPS from your desktop icon.
2. Open the database that contains the report(s) you want to export.
3. Click the Reports tab.
4. Select a Session Title to export.
5. Click the Generate icon.
6. Select the students on whom you want to generate a report.
7. Select a report type.
8. Click Preview. A Print Preview window opens and displays the report.
9. Click the Export to file drop-down list in the toolbar or the Output button on the side toolbar.
10. Click the format in which you want CPS to export the report. Choose from the below formats:
    - Rich Text Format (*.rtf)
    - Acrobat (*.pdf)
    - Formatted HTML (*.html)
    - Excel (*.xls)
    - Text (*.txt)
    - Archive (*.raf)

The data opens automatically in your copy of Excel or other software application. If you do not have such an application on your system, CPS saves a .csv file in the same directory as your open database. Toggle back to the CPS window using the ALT+TAB command from your keyboard. Click the Close button on the Print Preview toolbar to return to the CPS Reporting window.

**NOTE:** With CPS 3.5 and higher, you can export session data into WebCT and Integrate. For information on exporting data to WebCT, please refer to the WebCT Vista and CPSOnline section.

**Importing tbt Deliver performance results**

CPS is the latest software product from eInstruction Corporation to make your classroom interactive. Other products were created and operated using our own software called tbt Deliver. If you still use any tbt Deliver products and want to import performance data (*.q.dbf files) into the CPS reporting system, this function is especially for you.

1. Open CPS from your desktop icon.
2. Open the database where you want to import the tbt performance results.
3. Click the Reports tab.
4. Click the Import icon. The CPS Import Sessions window opens.
5. Click Browse to look for the folder where you stored the *.q.dbf file you want to import.
7. Click **Open**. The available sessions from this file appear in the CPS Import Sessions window.
8. Select specific sessions or use the **Select All** option.
9. Click **OK**. Please be patient as CPS imports the session data. Now you can generate reports with this session data. Refer to Generate a Report for instructions.

**Using Send Assessments/REAP**

If you are a K-12 teacher, you can now download tests, lessons, and activities from your District Curriculum Coordinator using CPSOnline. As part of the No Child Left Behind law, your district and state must keep careful records of your students’ progress. So that your district can quickly distribute, grade, and compile reports on student data, eInstruction has created a new Send Assessments function with Real-Time Evaluation of Academic Progress (REAP). To receive lessons, tests, and activities:

1. Start CPS with your desktop icon.

   ![CPS - C:\Documents and Settings\rachel.hiatt\My Documents\CPS Databases\9 hadair.cps](image)

2. Notice that you have a new folder, **Downloaded Assessments**, in the **Lessons** tab.
3. Log on to CPSOnline by using the **Settings** menu and choosing **CPSOnline**.
   - Choose **Yes** to sync with CPSOnline.
   - Choose **Yes** to download new assessments. After the assessments are downloaded, they will appear in the **Downloaded Assessments** folder in the **Lessons** tab.
4. Click the + button to expand the file. A list of downloaded assessments will appear.
5. Click the + button next to the assessment to view all of the assessment’s attachments.

   Depending on the options set by your District Curriculum Coordinator, you may be able to view the lesson, any assessment notes, or additional files sent with the assessment.

   **NOTE:** If you are able to view the lesson, the lesson questions will appear right side window of the **Lessons** tab.
6. Click the **Engage Lesson(s)** icon to engage the lesson as you normally would. Your session will automatically be uploaded to CPSOnline when you are finished.

![Figure 174: Lessons tab with Viewable Questions](image-url)
Gradebook and Attendance Functions

The CPS Gradebook can record all your students’ grades, whether they are generated from a CPS delivery session or not, and calculate averages by your instructions. This chapter will tell you about

- **Gradebook** tab
- Assessments
- Grading Periods
- Class Info Options
- Report Options
- Attendance Assessments

Gradebook tab

If you select the **Include in Gradebook** option on the CPS Session Setup window before delivering a lesson, standard, or team activity, CPS automatically records grades in the database from which you deliver the session. Once a lesson has been delivered and the student performance data is recorded, you can review and/or edit the performance data on the **Gradebook** tab.

The type of session you delivered (Exam, Class Performance, Homework) is called an Assessment on the **Gradebook** tab.

![Figure 175: The Gradebook tab](image-url)
The Gradebook tab functions include:
- The list of classes in the open database in the top right corner. Select a class to view.
- Icons for each Assessment category in the left side toolbar, including an All icon.
- Tables listing students’ First and Last Names, Grades for each assessment category selected, and the Average and Weighted Average of the grades. Click the category headings to sort by any of these columns. You may sort them in ascending or descending order.
- Class Information button in the side toolbar which displays, in table form, the data you entered on the Classes tab for each student, and accesses Attendance data.
- Reports button, in the side toolbar, which accesses reports available in the open database for the selected class.
- Pop-up calendars at the bottom of the window from which you can select View from and to dates of the delivery sessions from which you want to view grade results.
- The Grading Period (semester, term, quarter) of the class you are viewing.
- Icons on the main toolbar for New, Edit, Delete, Export, Choose, Upload, Create Attendance, and Gradebook Setup.

**Gradebook Setup**

The CPS Gradebook is a multi-function tool that will help you organize, maintain, and evaluate your students' performance. This section describes three different ways in which you can create your Gradebook:
- Create Gradebook through Session Setup
- Quick Setup and Grade Export
- Advanced Gradebook Options

**Create Gradebook through Session Setup**

You can add classes and grades to your CPS Gradebook through the CPS Session Setup window. When you use the Include in Gradebook option from the CPS Session Setup window, CPS adds the session's performance data to the Gradebook. Follow the steps below to add session performance data to the CPS Gradebook.

1. Open CPS to the Lessons tab.
2. Select the lesson or lessons you would like to engage.
3. Click the Engage Lesson(s) icon. The CPS Session Setup window appears.
4. Choose your setup options on the CPS Session Setup window.
5. Click the box next to the **Include in Gradebook** option so that a checkmark appears. You can also add an attendance record to the **Gradebook** by clicking the box next to the **Create Attendance from this Assessment** option. For more information on including attendance records in the **Gradebook**, please refer to the Attendance from Session Setup section.

Figure 176: Include in Gradebook option from the CPS Session Setup window

CPS will include your students' performance results in the CPS **Gradebook**. You can access the grades through the **Gradebook** tab.

**Quick Setup and Grade Export**

You can quickly set up your **Gradebook** and export the students' grades to a spreadsheet application, such as Microsoft Excel. Follow the steps below to set up your **Gradebook** and export the grades to a spreadsheet.

1. Open CPS to the **Gradebook** tab.
2. Follow the Gradebook Setup Wizard if this is your first time using the **Gradebook**. To set your **Gradebook** for an additional class, click the **Gradebook Setup** icon. Alternatively, add grades to your **Gradebook** through session setup. For more information on adding grades to the **Gradebook** through session setup, please see the Create Gradebook through Session Setup section.
3. Select the class whose grades you would like to export.
4. Click the **Export...** icon. Microsoft Excel or your default spreadsheet application will open.

Your class roster and grades will appear in the spreadsheet. You can save this information and import it to other applications or keep the spreadsheet for your records.

**Advanced Gradebook Setup**

CPS has made it faster than ever to get your classroom performance data organized and in a usable format for you, your school and district administrators, as well as students and their parents. After you deliver CPS sessions to your class, the data is automatically saved and available from the **Reports** tab. You can also choose to save the data to the **Gradebook**. First, use the **Gradebook Setup** to determine which classes belong in the **Gradebook**, and what letter grades and weights to assign performance data.

1. Open CPS from your desktop icon.
2. Open the database that contains the data you want to incorporate and use in the **Gradebook**.
3. Click the **Gradebook** tab.
4. Click the **Gradebook ...** button. A multi-step Gradebook Setup wizard opens.

The first tab is the **Welcome** tab. From here you can choose to have your database protected by a password, which is required to open the database from this point forward. You can opt for a points-based as opposed to percentage-based gradebook in this window. For more information about password protection, please refer to the Database Password Protection section.
Click **Next** to proceed to the **Class Information** tab, or click **OK** to save your changes and end the wizard. From the **Class Information** tab you can import an existing CPS class that you are associated with, create a new CPS class of students, or leave the list that appears in the window as is.
Click **Next** to proceed to the **Grading Period** tab, or click **OK** to save your changes and end the wizard. The **Grading Period** tab allows you to customize and identify the time periods in which student grades are organized. From this tab, type in the grading period name, then use the **Begin Date** and **End Date** drop-down lists to select the coordinating dates.

![Figure 178: Gradebook Setup - Class Information tab](image)

Click **Next** to proceed to the **Weight Sets** tab, or click **OK** to save your changes and end the wizard. **Weight Sets** allow you to differentiate the importance of varying assessments that go toward students’ final grades. For a class during a specified grading period, click inside the empty cell under each assessment type (Homework, Quiz, Exam, Test, Class Participation, and Other (includes: classwork, review, lab, pre- and post-tests)) and enter the total point value you want each category to have.

Each weight set must equal 100. You will not be able to view weighted averages until you have at least one assessment from each category.

![Figure 179: Gradebook Setup - Grading Period tab](image)
Click **Next** to proceed to the **Letter Grades** tab, or click **OK** to save your changes and end the wizard. The **Letter Grades** tab allows you to establish the letter grade assigned to students’ points. *For example*, if a student earns 83 points in your class after their assessments are weighed and tallied, then that student would earn a letter grade of B. You can expand the letter grades to A+, A, A-, and so on by...
clicking the **Extended Letter Grades** option.

Click **Next** to proceed to the **Class Participation** tab, or click **OK** to save your changes and end the wizard. The **Class Participation** tab allows you to add or deduct points for incorrect answers on a particular assessment. You may choose to give your students additional credit for incorrect answers as an incentive for attempting to answer all posed questions. You can also choose to deduct points for every incorrect question as a disincentive for missing questions.

![Figure 181: Gradebook Setup - Letter Grades tab](image)

Figure 181: Gradebook Setup - Letter Grades tab

![Figure 182: Gradebook Setup - Class Participation tab](image)

Figure 182: Gradebook Setup - Class Participation tab
Assessments Options

The Assessment Categories (Homework, Quiz, Exam, Test, Other, or Class Participation) allow you to view grades for just that assessment category, as imported from the Reports tab (see Choose Assessment for Gradebook), or included in the Gradebook during a delivery session setup (see Engage Lesson(s) icon).

Assessment toolbar

When a class is selected from the upper right corner of the Gradebook tab and the student names for that class appear in table form, click any assessment category icon to see the grades for just that category. The assessment category icons are like on-off switches. If you click an assessment category icon once, the grades that represent the category appear. If you click an icon again, the grades disappear.

Click All to see the class grades for all assessment categories. Click All again to hide the grades for this class.

Click the Homework, Quiz, Exam, Test, Other, Class Participation, or Attendance icons once to see those grades only. Click the icons again to turn off, or hide, the grade for that category.

NOTE: Make certain that the Grading Period highlighted in the lower right corner represents the time frame of grades you want to view.

You can add, edit, and delete assessment grades from the Assessment Table whether the grades are generated from a CPS delivery session or not.

Choose Assessment for Gradebook

You can add previously generated performance results from CPS delivery sessions to the Gradebook. These are sessions for which you did not select Include in Gradebook on the CPS Session Setup window.

1. Click the Choose icon on the Gradebook toolbar. The Choose Session for Gradebook window opens and lists previous CPS delivery sessions not already in the Gradebook. Sessions for which you deleted data do not appear in the list.
2. Select one or more sessions that you want to add to the **Gradebook**.
3. Click **OK**, or if you change your mind, click **Cancel**. If you click **OK**, column(s) of grades for the selected session(s) appear immediately in the **Gradebook** table, and averages are recomputed.

**Create New Assessment**

You can add assessments and type in grades from non-CPS class sessions. The **Gradebook** averages these grades along with CPS-generated grades for each student.

1. Click the **Assessments** option on the left-hand toolbar.
2. Click the **New…** icon on the Gradebook toolbar. The CPS Assessment Options window opens.
3. Type a title for the new assessment in the **Assessment Title** text box.
4. Select an Assessment Category.
   ◆ Class Participation
   ◆ Exam
   ◆ Homework
   ◆ Classwork
   ◆ Quiz
   ◆ Lab
   ◆ Other
   ◆ Test
5. Type the maximum point value the class session is worth in the **Max Points** text box.
6. Type a **Curve** value to add to grades, if any.
7. Multiply the assessment grade using the **Assessment Multiplier** feature. By entering the number you wish to multiply each grade by, you can have assessments count twice, three times, or as many times as you would like.
8. Select any additional classes to which you would like to add the assessment.
9. Add any comments to describe the new assessment.
10. Click the box next to the **Show online study guide for this session** option so that a checkmark appears. Students will then be able to access a Study Guide for the assessment from their CPSOnline account.

**NOTE:** You can only use the **Show online study guide for this session** option if you have a CPSOnline class.

11. Click **OK**. A new column heading appears in the Gradebook Assessment table.
12. Type each student’s grade in the new column. CPS updates each student’s average as you type.
Edit Assessments
You can edit grades in any assessment whether added from a non-CPS class session or generated from a CPS delivery session. You can also edit Assessment Options for any session.

1. Click the top of the column that contains the assessment you would like to edit.
2. Click the **Edit**... icon in the main toolbar. The CPS Assessment Options window opens. This window is identical to the New Assessment Options window except that you cannot edit this assessment for another class. You must edit assessments for each class directly.
   ◆ Edit title for the assessment if you wish in the **Assessment Title** text box.
   ◆ Select another **Assessment Category** if you wish.
   ◆ Edit the maximum point value the class session is worth if you wish in the **Max Points** text box. Edit the **Curve** value to add to grades, if any.
   ◆ Multiply the assessment grade using the **Assessment Multiplier** feature. By entering the number you wish to multiply each grade by, you can have assessments count twice, three times, or as many times as you would like.
3. Change correct answers or omit questions from your assessment using the **Re-grade** feature. For more information on the functionality of this feature, see the Re-grading Assessments section.
4. Add any comments to describe the new assessment.
5. Click **OK**.
6. Edit individual student grades in the Assessment Table. CPS updates each student’s average as you type.

Delete Assessment
You can delete any assessment from the Assessment Table. Performance data from any CPS-generated assessment is no longer available after deletion. Averages are recomputed without the deleted assessment.

1. Click on the Assessment button on the left-hand side of the **Gradebook** tab.
2. Click the top of the assessment column.
3. Click the **Delete** icon in the main toolbar.

The assessment disappears from the table, and averages are recomputed without those grades.
Export Assessment

If you would like to export the assessment table into an Excel file, simply do the following:

1. Open CPS to the Gradebook tab.
2. Choose which assessment(s) you want to include in your export by selecting from the assessment category icons on the left side of the screen. Only the assessments that are showing in the assessment table at the time you click Export will be included in your export. Make sure the grading period and date range that contain the assessments you want to view are selected, so that all desired assessments are shown.
3. Click the Export icon located on the main Gradebook toolbar.

The assessment table will automatically be exported to an Excel spreadsheet and be brought up on your computer for viewing. This Excel file will be stored wherever your database is saved. If you do not have Microsoft Excel on your computer, the information will be exported to the default .csv viewer on your computer.

Class Info Options

The Class Info button in the side toolbar displays, in table form, the currently selected Class. With the Class Info button selected, you can display the following data:

- Student Information
- Attendance

Student Information

From the Gradebook tab with the Class Info button selected from the side toolbar, you can view the details of each student in a class. To view the details of each student in a class:

1. Select a class name from the class drop-down list, located in the upper right corner of the Gradebook tab. These classes are entered from the Classes tab and are only displayed here.
2. Click the Class Info button from the side toolbar.
3. Click the Students button in the Class Info toolbar. The students in that class, along with other previously entered information are displayed in table form. You can edit any of the students’ information in the cells of the table. Changes made to the class data from the Gradebook tab are saved so that the changed data appears from the Classes tab as well. Student details from the Gradebook form include:

- Last name and first name
- Student ID number
- Economic status
- Gender
- Ethnicity
- Pad ID number
- Pad serial number

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
<th>Economic Status</th>
<th>Gender</th>
<th>Ethnicity</th>
<th>Pad ID</th>
<th>Serial Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Jason</td>
<td>1024775</td>
<td></td>
<td>Female</td>
<td>N/A</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Baumbach</td>
<td>Vivian</td>
<td>1066351</td>
<td></td>
<td>Female</td>
<td>N/A</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Brown</td>
<td>Encyclopedia</td>
<td>1029554</td>
<td></td>
<td>Male</td>
<td>N/A</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Davis</td>
<td>Randy</td>
<td>1040594</td>
<td></td>
<td>Female</td>
<td>N/A</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Dunn</td>
<td>George</td>
<td>1064465</td>
<td></td>
<td>Female</td>
<td>N/A</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Finn</td>
<td>rick</td>
<td>1064357</td>
<td></td>
<td>Male</td>
<td>N/A</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Gantner</td>
<td>Ramona</td>
<td>1011346</td>
<td></td>
<td>Female</td>
<td>N/A</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>
You may sort by any of the above categories by simply clicking the corresponding category title in each column. You may choose to sort in ascending or descending order by clicking the category title again.

Change the class you are viewing by simply clicking a different class name in the drop-down list from the upper right corner.

**Attendance**

CPS makes taking attendance a snap. Simply let students use their response pads to be counted. Refer to Taking Attendance for instructions on how to gather the attendance data.

1. Take attendance from the **Classes** tab.

2. Go to the **Gradebook** tab.

3. Select a class name from the **Class** drop-down list, located in the upper right corner of the **Gradebook** tab. These classes are entered from the **Classes** tab and are only displayed here.

4. Select the grading period that you want to view attendance data from under the **Grading Period** drop-down list in the bottom right corner.

**NOTE:** While your entire attendance records are accessible, CPS will display a maximum of seven weeks at a time.

5. Click the **Class Info** button from the side toolbar.

6. Click the **Attendance** icon in the Class toolbar. The class’s attendance data is displayed in table form.

Beside each student’s name is the attendance status by date, as it was recorded for the **Classes** tab. Upon collecting attendance data the **Classes** tab, each student’s status is either **P** (present) or **A** (absent).

You can alter the attendance status by clicking on an individual cell. A drop-down list appears with the varying attendance options. These attendance options include:

- **A** = absent
- **E** = excused
- **H** = holiday
- **P** = present
- **T** = tardy
U = unexcused  
IS = in school suspension  
OS = out of school suspension  
SR = school related

**Reports Options**

The following list represents the different types of reports you have to choose from:

- Progress Report
- Assessment Summary
- Report Card Summary
- Grade Post Summary
- Attendance Report

To view any of the reports, follow the steps below:

1. Click the icon representing any one of the above report types. The Gradebook Reporting window appears.
2. Choose a class from the Classes section. The class roster will appear in the Students section below the Classes section.
3. Type your title in the Report Title text box (The title field is not available for attendance reports.)
4. Choose your Report from and to dates from the pop-up windows.
5. Select your Grading Period from the Grading Period box if you have previously created a Grading Period. To learn how to create a Grading Period, please refer to the Create Grading Periods section.
6. Click the Preview button. The Print Preview window appears with your report.
7. Review the report.
8. Choose to print or save the report by using the Output button and toolbar on the left-hand side of the Print Preview window.
9. Click Close to exit out of the Print Preview window and return to the Gradebook tab.

**Progress Report**

The Progress Report allows you to view each student's performance data for every assessment within your Grading Period. You can print out Progress Reports to send home with your students for a parent's signature. These reports include information regarding:

- Student performance on each assessment
- Comparison of student performance versus class performance
- Any missed assignments
- Student's grade during the Grading Period
- Student's weighted grade (if any) during the Grading Period
Assessment Summary
The Assessment Summary shows each student’s progress in each type of assessment category. For example, you look at the Assessment Summary for Nancy Drew and discover that she excels in Class Participation, but does not do well on quizzes.

Report Card Summary
You can print a Report Card Summary to send home with your students at the end of a Grading Period. The Report Card Summary shows the class average, the student’s average, and includes a grading scale.
Grade Post Summary
When you choose the Grade Post Summary from the Reports toolbar, a grade summary is exported to Microsoft Excel. You can choose to view the Grade Post Summary by Student Full Name, Student Last Name, Student ID, or Pad ID.

Attendance Report
When you choose the Attendance Report from the Reports toolbar, an attendance report is exported to Microsoft Excel. You can view your entire Grading Period and attendance results from this report type.

Grading Periods
With CPS, you can create Grading Periods to help you organize your Gradebook. This section will tell you how to

- Create Grading Periods
- Use Grading Periods
- View Data by Calendar Function

Create Grading Periods
CPS saves student performance data from the first day you begin using it, and now you can organize that data into certain grading periods. While the data available from the Reports tab is in order sequentially, the Gradebook offers the opportunity to organize the data into specific grading periods. For example, if you create and deliver questions to students from January 8 to February 21, and that is referred to as your fourth 6-week period, then from the Gradebook tab you can define that period of time as such. Follow the steps below to define your grading periods.
1. Open CPS to the Gradebook tab.
2. Click the Gradebook... icon. The Gradebook Setup window appears.

![Gradebook Setup Window](image)

Figure 196: Gradebook Setup - Grading Period tab

3. Click on the Grading Period tab.
4. Create Grading Periods by typing a Grading Period title in the Title text box.
5. Choose your Begin Date and End Date.
6. Click OK to save your Grading Period(s).

You can view your class assessments by grading period by using the Grading Period pull-down menu in the bottom right-hand corner of the Gradebook tab.

**Use Grading Periods**

The idea of grading periods within the CPS Gradebook functions is to allow grade organization by time frame. For example, over the course of two 6-week periods, the Grammar 2 class took six quizzes and turned in 12 homework assignments. From the Gradebook tab, follow the instructions below to view Grading Periods.

1. Click the Class name from the drop-down list in the upper right corner.
2. Click the Assessment button from the side toolbar.
3. Select a Grading Period from the drop-down list in the bottom right corner.
4. Use the Assessment toolbar buttons to view grades for the selected class during the selected grading period. Simply click All, Homework, Quiz, or whichever assessment
category you would like to view. The class grades for the selected category and Grading Period appear in table form, with the selected assessment category as column headers.

**View Data by Calendar Function**

In order to view data from one date to another, you can use Defined or you can narrow your time frame by using the pop-up calendars to select a from and to day and month.

1. Open CPS to the *Gradebook* tab.
2. Click the drop-down arrows next to the View from: and to: pop-up calendars to select a view start and end date.
3. Click outside the calendar area to make it disappear. The date you selected appears in the drop-down list.

![Figure 197: Pop-up Calendar](image)

**Attendance Assessments**

You can create an attendance record from any of your assessments. This section will tell you how to

- Take Attendance from Session Setup
- Take Attendance from Existing Assessments

**Attendance from Session Setup**

You can create an attendance record while you are setting up your session options. You set CPS to take attendance from your delivery session. Follow the steps below to take attendance from the CPS Session Setup window.

1. Open CPS to the *Lessons* tab.
2. Select the lesson you would like to engage.
3. Click the **Engage Lesson(s)** icon. The CPS Session Setup window appears.
4. Click the box next to the **Create Attendance from this Assessment**
option so that a checkmark appears. New options will become available. Read below for more information on the additional options.

**Include Attendance in Gradebook**: choose this option to record a student’s attendance in the *Gradebook* when he or she responds to a question with is or her response pad.

**Automatically Upload Attendance**: choose this option to upload class attendance to your CPSOnline class. (available only to CPSOnline classes)

**Max Points**: type in a max points value to add attendance points to the students’ grades.

5. Click the **Start** button and engage your lesson as you normally would. When your session is complete, the attendance data will appear in your *Gradebook*.

![Figure 198: CPS Session Setup window](image)

**NOTE**: You will not be able to create attendance in the *Gradebook* if your class is not a CPSOnline class.

### Attendance from the Engage toolbar

As with previous versions of CPS, you can take attendance from the Engage toolbar. Follow the steps below to take attendance.

1. Open CPS to the **Lessons** tab.
2. Select the lesson you would like to engage.
3. Click the **Engage Lesson(s)** icon. The CPS Session Setup window appears.
4. Choose your session options and click **Start**. The Engage toolbar appears.
5. Click the **Class…** button. A pop-up menu appears.
6. Choose **Take Attendance**. The Attendance window appears.
7. Click the **Start** button to allow students to respond with their response pads. When the pad ID number corresponding to a student’s pad lights up blue, the student’s attendance is recorded. If you have a CPSOnline class, you can use the Attendance Options in the lower left-hand corner of the Attendance window to send the attendance records to the *Gradebook* and upload them to view via the internet.

![Figure 199: Take Attendance option from the Engage toolbar](image)
Attendance from the Verbal Question Setup window

When you engage a lesson on-the-fly using the Verbal Question feature, you can still take attendance. Follow the steps below to take attendance using verbal questions.

1. Open CPS to the Lessons tab.
2. Click the Verbal Questions icon. The Verbal Questions Setup window appears.

3. Click the box next to Create Attendance from this Assessment so that a checkmark appears in the box. A checkmark automatically appears next to the Include Attendance in Gradebook option, and the Automatically Upload Attendance and Max Points options become available.
4. Click OK to access the Verbal Engage toolbar.

**NOTE**: You will not be able to use the Automatically Upload Attendance option unless you have a CPSOnline class.

Attendance from the Verbal Engage toolbar

Taking attendance from the Verbal Engage toolbar is very similar to taking attendance from the Engage toolbar. Follow the steps below to take attendance.

1. Open CPS to the Lessons tab.
2. Click the Verbal Questions icon. The Verbal Questions Setup window appears.
3. Enter your session information and click OK. The Verbal Engage toolbar appears.
4. Click the Class… button. A pop-up menu appears.
5. Choose Take Attendance. The Attendance window appears.
6. Click the Start button to allow students to respond with their response pads. When the pad ID number corresponding to a student’s pad lights up blue, the student’s attendance is recorded. If you have a CPSOnline class, you can use the Attendance Options in the

**Figure 200: Attendance window**

**Figure 201: Verbal Questions Setup window**

**Figure 202: Take Attendance option from the Verbal Engage toolbar**
lower left-hand corner of the Attendance window to send the attendance records to the Gradebook and upload them to view via the internet.

**Attendance from an Existing Assessment**

You can create an attendance record from an existing assessment in the Gradebook or Reports tab. Follow the steps below to create an attendance record from an existing assessment.

**Create Attendance from the Gradebook tab**

1. Open CPS to the Gradebook tab.
2. Click the Assessments button from the left-hand side of the Gradebook tab. All of your available assessments will appear.
3. Select the assessment from which you would like to take attendance.
4. Click on the Create (Attendance) icon.

You will be able to view your attendance record from the Student Info section of the Gradebook tab. Higher Ed instructors can also view attendance grades from the Assessments section.

**Create Attendance from the Reports tab**

1. Open CPS to the Reports tab.
2. Select the assessment from which you would like to create an attendance record.
3. Right-click on the selected assessment and choose Create Attendance.

You will be able to view your attendance record from the Student Info section of the Gradebook tab. Higher Ed instructors can also view attendance grades from the Assessments section.
Troubleshooting

The CPS system is designed to provide you with a quick, easy, and fun way to engage your students in lessons. This chapter provides you with a few quick-fixes for some questions you may have while using CPS.

**NOTE:** You can always contact eInstruction Technical Support at 888.333.4988.

This chapter is divided into the following subsections to help you with different aspects of CPS:
- CPS Hardware
- CPS Software

CPS Hardware

The following sections provide easy instructions to help you solve any questions you may have about CPS. If you need further assistance, please call eInstruction Technical Support at 888.333.4988.

**Receiver Units**

eInstruction has two major types of receiver units available for use with CPS.

The RF receiver is the receiver unit for the newest facet of the CPS system. This receiver communicates with specialized response pads through radio frequency (RF) waves.

CPS RF is available for both Higher Education and K-12 institutions. The RF receiver pictured here (left) is for Higher Education.

The RF system can support more response pads per receiver and also includes the use of Numeric Question templates. For more information on Numeric Question Templates, please refer to the Select a Question Template section.

The IR receiver communicates with the traditional IR response pads through infra red (IR) waves.

You can use the IR system at either Higher Education or K-12 institutions.
Cannot Detect RF Receiver Unit
You are trying to detect your RF receiver from the Delivery Options window. When you click the Detect CPS Receiver button, CPS tells you, "No Receiver Unit Detected."

Possible Problems
- The receiver is not connected to the computer.
- You did not press Enter after pressing a button on the response pad or the response pad is not working properly.
- The response pad is on a different channel than the receiver (also referred to as the base unit / base channel).
- CPS RF option is unchecked in Delivery Options.
- The drivers are not installed or not installed properly for the receiver.
- Another application is controlling the COM ports and not allowing CPS to access them.

Resolution
The receiver is not connected to the computer.
- Plug the receiver into your computer using an open USB port. After connecting the receiver to your computer, try the receiver detection process again.

You did not press Enter after pressing a button on the response pad or the response pad is not working properly.
- During the receiver detection process, if the receiver is not auto-detected, you are instructed to press any key on a response pad; when using an RF pad, you must press Enter to send your response. If you failed to do this, attempt to detect the receiver again, taking care to follow all on-screen instructions.
- If you did press a button and then Enter on a response pad, attempt to detect the receiver again and try using a few different response pads to ensure that the problem is not because of the response pad (dead batteries, malfunctioning pad, etc).

The response pad is on a different channel than the receiver (also referred to as the base unit / base channel).
- If the response pad you are using during the receiver detection process is on a different channel than the receiver, the receiver will not pick up the pad’s signal. To determine what channel your response pad is on:
  1. Turn the pad on by pressing any button.
  2. Press “#” and then “.” (Period) on the pad. If you did this properly, the channel number is now displayed on the pad.
  3. If the channel is different than what is flashing on the receiver, punch into your pad the channel number that is flashing on the receiver, making sure to use two digits, e.g. 02. The pad’s screen should automatically advance the say “New Address.” Note: Do not type in a number for the “New Address” or it will change the Pad ID number (EX: if the
pad responds as number 15, you do not want to accidentally change the assigned Pad ID number or else the pad would start responding as that “New Address” = Pad ID number.)

4. Press Enter on the pad. After approximately 12 seconds, the pad will power off.
5. Turn the pad on by pressing any button.

Now attempt to detect the receiver again using that response pad. If the receiver detects, change the response pad back to the channel it was on previously, using the method above. In addition, change the receiver to that channel, using the method below:

1. In CPS, click Settings then Delivery Options.
2. Click the RF Opt button.
3. Change the Base Channel to match the pads' channel; only one digit is necessary for channels 1-9.
4. Click OK.
5. Click OK on the Delivery Options box.

**WARNING**: If you change the channel number for the RF receiver unit to something other than what your response pads are pre-set to, you could run the risk of "interference" from another RF receiver unit being used in the same building. Please check with your CPS coordinator or IT department before changing the channel for the RF receiver unit to a different channel number than the original setting.

*CPS RF option is unchecked in Delivery Options.*

- When using a radio frequency receiver, you should have CPS RF checked in Delivery Options. Verify that it is checked by clicking Settings and then Delivery Options. If CPS RF is unchecked, check it and click OK. Attempt to detect the receiver again.

**The drivers are not installed or are not installed properly for the receiver.**

- Drivers are programs that enable hardware and software (typically an operating system) to interact. You can install the drivers for the receiver from the CPS 3.40 installation CD or from www.einstruction.com. Please follow the directions below:

  - If you have a CPS 3.40 installation CD:
    1. Unplug the receiver.
    2. Put the CPS installation CD in the CD drive. If the CPS Installation screen comes up automatically, close it.
    3. Plug the receiver back into your computer. Windows should acknowledge new hardware with a sound, an icon in your system tray, and/or a small notification window and then install the drivers automatically.

  - If you do not have a CPS installation CD:
    1. Unplug the receiver.
    2. Go to [http://www.einstruction.com](http://www.einstruction.com)
    3. Click on the link for Downloads.
    4. Choose Drivers from the dropdown list of downloads.
5. Click on PC FTDI Driver install.

When it starts to download, choose to Open the file (or Run from current location). After it finishes downloading, the program will install the files automatically without being prompted. Once it is finished, plug in the receiver. Windows should acknowledge new hardware with a sound, an icon in your system tray, and/or a small notification window and then install the drivers automatically.

If the drivers do not appear to install, or in order to verify that the drivers did install, you can open Windows’ Device Manager; depending on your version of Windows, the steps may vary:

1. Right click the My Computer icon on your desktop.
2. Choose Properties.
3. Click on the Hardware tab.
4. Click Device Manager.
5. Click the plus sign (+) next to Ports.

If the driver installed properly, you should see a device under Ports called USB Serial Port, followed by the COM port to which it is assigned, e.g. COM3. If the driver did not install properly, you should see a device with a yellow exclamation point or question mark, labeled Unknown USB Serial device or some variation of that. If you see this unknown device:

1. Right-click that device and choose Update Driver (or depending on your version of Windows you may have to choose Properties and then Update Driver.) Windows should open the Upgrade Device Driver Wizard.
2. Choose Search for a suitable driver for my device.
3. After clicking Next if the search does not begin automatically, uncheck all the options except Specify a location and click Next.
4. Using Browse, direct it to:
   - If you have the CPS installation CD (make sure the CD is in the drive): [your CD drive, typically D:\Bin\Utils\Drivers\FTDI\Windows\]
   - If you downloaded the drivers from www.einstruction.com: [your local drive, typically C:\Program Files\einstruction\CPS\FTDI]
5. When, at any point, it gives you the opportunity to click Open (or OK) as you are browsing, it means it sees driver files down that path and you can then click the button.
6. Now click OK again and the search should begin.
7. Once the driver is installed, click Finish.
8. Looking again in Device Manager under the Ports category, you should now see USB Serial Port. Make note of what COM port it has been assigned. Now go to CPS and attempt to detect the receiver. CPS should find it on the same COM port that Windows assigned it in Device Manager. If CPS does not detect the receiver and does not check on the COM port listed in Device Manager, then most likely another application is controlling the COM ports and not allowing CPS to access them. See further instructions below.
Another application is controlling the COM ports and not allowing CPS to access them.

- Other applications that use COM ports often take control of the ports and disallow other applications from using them. Examples of this type of software are SMART board SMART podium software, PDA (Palm, Pocket PC, etc) and mobile phone synchronizing software, and Bluetooth software. If you have any of this type of software installed, even if you do not have the corresponding hardware connected to your computer, this could potentially be the cause of the receiver not detecting. By default most of these types of applications begin running upon Windows startup, are always running in the background, and have an icon in the system tray. You can close the software by right clicking the tray icon for the software and choosing Exit or Close. Then attempt to detect the receiver in CPS again. As long as CPS detects the receiver before you open the software, CPS should function properly.

- In addition, most of these types of applications have an option that allows you to free the COM ports for other applications to use them or to choose a specific COM port for its device to use, but it varies by application. For help on changing these options, please refer to the documentation of your specific application or contact that software company’s technical support.

Cannot detect IR receiver

If you recently switched from an RF receiver to an IR receiver and CPS cannot detect the IR receiver, follow the steps below:

When detecting the IR receiver unit, DO NOT detect the receiver via the delivery toolbar. Instead, detect your receiver unit via the Settings menu. Follow the steps below:

1. Click Settings.
2. Choose Delivery Options.
3. Uncheck CPS RF.
4. Click Detect CPS Receiver.

Response Pads

CPS has three different types of response pads available as part of the CPS system.

The IR Response Pad (left) is the original CPS response pad. This pad works with the IR Receiver Unit to record student response data.

Students can answer multiple-choice questions of up to 8 answer choices in Teacher Managed modes, and multiple-choice questions of up to 6 answer choices in Student Managed modes. In Student Managed modes, students use the G and H buttons to move to the previous or next question.

The IR system is best used with classes of 60 students or fewer.
The K-12 RF pad is designed especially for K-12 classes. This pad (shown at left) works with the K-12 RF receiver to record student response data. The RF system works with radio frequency technology to allow teachers to engage large classes of students. The K-12 RF system can support more than 200 students at one time.

Students can view their answers before they submit them to be recorded. The LCD screen on the pad shows the student which answer they have chosen, and tells the student whether or not their response was recorded.

The Higher Ed RF pad is designed for Higher Education classes. This pad (right) works with the Higher Ed RF receiver to record student response data. Most Higher Ed RF response pads are purchased by the student to use in specific classes. Students also purchase access to CPSOnline for one class, one semester, or for life. Alternatively, students can purchase CPSOnline access for a specific class by purchasing a specific text book. For more information on which text books are used with CPS, and how to setup CPS RF for Higher Education, please contact eInstruction at 888.707.6819 and ask for the Higher Education Administration Department.

IR Response Pad not Responding or Responding Incorrectly
An infrared (IR) response pad is not responding at all or is responding as the wrong pad number. **Cause:** The batteries need to be replaced or the pad needs to be reset. **Solution:** Replace the batteries or reset the pad.

**Replace the Batteries**
1. Remove the cover from the back of the pad.
2. Replace the batteries with fresh ones.

**NOTE:** Use standard AAA batteries to replace your batteries. Normal battery life is one year, depending on usage. eInstruction does not provide replacement batteries.

**Reset the Pad**
1. Take the batteries out of the response pad.
2. Hold down any button for 10 seconds.
3. Put the batteries back in the pad.
You can test to make sure the pad is working properly by clicking the Help menu and choosing Test Pads. For more information on using the Test Pads feature, please refer to the Test Response Pads section.

**CPS RF Option Checked and Grayed Out**

CPS RF option is checked and grayed out from the Receiver tab in the Delivery Options window. **Cause:** Used a RF receiver unit then switched to IR. The path to detect the IR receiver unit was by going to Delivery Options... via the Engage toolbar. **Solution:** When detecting the IR receiver unit, do not detect the receiver via the Engage toolbar. Instead, detect your receiver unit via the Settings menu. Follow the steps below:

1. Click Settings.
2. Choose Delivery Options.
3. Click on the Receiver tab.
4. Click Detect CPS Receiver.

**K-12 RF Pad shows only Numeric Answers**

During a student managed assessment with alphabetic multiple choice answers, K12 RF pads display numbers on the screen instead of letters for the answer the student has selected. **Cause:** You are engaging at least one numeric question. **Solution:** The pad is not malfunctioning. When a student managed assessment with any numeric-answer questions is engaged, the pad is in numeric display mode. For questions with multiple choice answers, students simply need to understand that 1=A/True, 2=B/False, 3=C, 4=D, etc. (they can reference the writing on the keypad if they have any trouble). For example, if the answer they want is B, the student would simply press the B button and Enter as they normally would. It is correct that the pad display says 2.

**CPS Software**

The following sections provide easy instructions to help you solve any questions you may have about CPS. If you need further assistance, please call eInstruction Technical Support at 888.333.4988.

**CPS Freezes while Engaging a Lesson**

Sometimes CPS may freeze while you are engaging a lesson. **Cause:** Using a USB adapter that doesn't work with CPS. **Solution:** Contact eInstruction to get a USB adapter that will work with CPS. You can call Technical Support at 888.333.4988 or email them at techsupp@einstruction.com.

**Feedback Grid Covers Screen during TMA**

When you engage a lesson in Teacher Managed Assessment Mode, the Feedback Grid covers the entire screen. **Cause:** "Autoshow Detached Feedback Grid" option is checked in the Delivery Options. **Solution:** De-select the "Autoshow Detached Feedback Grid" option. From the Engage toolbar.
1. Click on the **Options** button. The **Delivery Options** window appears.
2. Click on the **Teacher Managed** tab.
3. Click the box next to the **Autoshow Detached Feedback Grid** option so that the checkmark disappears.
4. Click **OK** to return to the Engage toolbar.

**From the main CPS window**
Click on the **Settings** menu.
1. Choose **Delivery Options**.... The Delivery Options window appears.
2. Click on the **Teacher Managed** tab.
3. Click the box next to the **Autoshow Detached Feedback Grid** option so that the checkmark disappears.
4. Click **OK** to return to CPS.

**Challenge Board Disappears**
When playing the Challenge Board Game, located in the Team Activities tab, and you have multiple questions in the same question point box, the box disappears after the first question is answered.

**Cause:** This is how the game is designed to work. You are allowed to put multiple questions into the same point box, but in each instance of the game, a different question will be randomly selected. The result is that the game is different every time you play, but has the same possible points and number of questions.

**Solution:** If you have a lot of material to review, plan on playing the Challenge Board Game many times, instead of one long game. Make it a contest of “best 2 out of 3,” or switch up the teams in between games. Every time you engage the game, it will be different. You never know what question will come up next!
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