# User’s Guide

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Chapter 1: 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/Impromptu 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.
- Take and record attendance in a quick, fun way.

The 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.
- A Startup Guide in CPS. This guide is organized to give you step-by-step instructions as well as troubleshooting ideas. You can also access the full User’s Guide from the following eInstruction site: http://www.einstruction.com/master_template.cfm?color=green&link=documentation
- The CPS Response Pad 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 your 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 classroom set. 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

**IR Pads**
You can also choose to purchase a CPS system for IR. The CPS IR system is the original CPS system, and uses infrared (IR) technology to communicate between the response pads and the receiver unit.
The CPS IR system supports many of the same features as the CPS RF system. However, we do not recommend using the CPS IR system for classes of 60 students or more.

**System Requirements**

For CPS for Mac version 1.3 you will need the following:

**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

**Mac Operating System**
- Mac OS 10.1.5 or higher
- 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**

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.

**Copyright/ownership**
CPS Software and Documentation is a proprietary product of eInstruction Corporation and is protected by United States and foreign copyright laws. eInstruction retains the title to and ownership of the Software, which is licensed, not sold, to your School Site.

**License**
eInstruction grants all Employees at your School Site a non-exclusive license to use the CPS Software. The license is effective immediately upon accepting and installing the Software and is subject to the following terms and conditions.

An Employee may:
- Install the Software on any computer, including a computer network, at the School Site or at the Employee’s home.
- Use the Software to produce an unlimited number of printed documents, such as tests and worksheets.
- Produce CPS materials (add-on to the Software) for use at the School Site or the Employee’s home.

Further, an Employee may:
- Copy the Software for the Employee’s own use.
- Copy any documents produced by the Software, provided the copies are distributed only to Employees and Associates.
- Copy any Documentation that is printed and unbound, including this Agreement, quick reference charts, and installation notes.
- Copy any Documentation which is printed and bound (including in a binder), provided the copies are for training purposes only and constitute no more than 10% of the original Documentation.
- Print any Documentation which is distributed in electronic form, provided the printouts are for the Employee’s own personal use.

An Employee may not:
- Reverse engineer, decompile, or disassemble the Software.
- Place Software or Documentation on a network, Web site, or electronic bulletin board, if any person who is not licensed to use the Software may gain access to it.
- Distribute the Software or Documentation to any person who is not employed at the School Site.
- Distribute documents that contain copyrighted material, including documents that the employee produces with the Software, to any person who is not employed at or associated with the School Site.
• 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
A School Site License is not transferable unless permission is expressly granted by eInstruction and the Software is properly registered to the new site. In the event that a license is transferred, all copies of the Software and Documentation at the previous site must be destroyed or transferred to the new site.

An Employee’s use of the Software is an acknowledgement that the Employee has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Furthermore, the Employee acknowledges a responsibility to share this Agreement with all other Employees who have CPS systems or are given copies of the Software or Documentation.

eInstruction may terminate this Agreement at any time if an Employee or other person associated with the School Site is in breach of any of the terms or conditions of this Agreement. Upon termination, Employees will immediately destroy all copies of the Software at the School Site and at their homes and return original diskettes and printed material to eInstruction.

Limited Warranty
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.

EXCEPT FOR THE LIMITED WARRANTY ABOVE, ALL SOFTWARE AND DOCUMENTATION ARE PROVIDED “AS IS.” NO WARRANTY IS EXPRESSED OR IMPLIED AS TO THE PERFORMANCE OF THE SOFTWARE, ITS MERCHANTABILITY, OR ITS SUITABILITY FOR A PARTICULAR PURPOSE. eINSTRUCTION SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, LOSS OF USE, INTERRUPTION OF ACTIVITY,
OR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND WHETHER UNDER THIS AGREEMENT OR OTHERWISE.

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 **mouse button**.
◆ **Double-click**: perform rapid, back-to-back clicks with the **mouse button**.
◆ **Drag**: press the **mouse button** and move the cursor with the mouse button remaining depressed. When the function associated with the dragging of the mouse is accomplished, release the mouse button.
◆ **Pop-up hints**: Roll your mouse over any button 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 **mouse button** on a menu or list box, dragging to the command, and then releasing the mouse button. Clicking a menu or list box and then clicking the desired command can accomplish this.
◆ **Shortcuts**: key combinations and sequences are often used to shorten the command functions of software. For example, **⌘W** means to hold the **⌘** key while pressing **W**.
◆ **⌘C**: Simultaneously press the **⌘** key and the **C** key to copy selected text.
◆ **⌘V**: Simultaneously press the **⌘** key and the **V** key to paste selected text into another location, file or software application.
◆ **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 **⌘** 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.

For more shortcut information, please visit [http://docs.info.apple.com/article.html?artnum=75459](http://docs.info.apple.com/article.html?artnum=75459)

**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/. 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.
Chapter 2: Install the CPS Software

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)

Your computer must meet the following minimum requirements to run CPS:

- Mac OS 10.1.5 or higher
- 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.

To install CPS onto your computer, follow the steps below:

1. Insert the CPS Installation CD into your CD-ROM drive. A CPS Install icon will appear on your desktop.
2. Double-click on the icon to open the CPS Install window.
3. Double-click on the Install CPS.pkg icon. The Install CPS wizard will appear.
4. Follow the steps in the wizard to install CPS to your desktop.

When the installation is complete, a CPS icon will appear on your desktop.
Chapter 3: CPS for Mac 1.32 New Features Guide

CPS is better than ever! CPS for Mac version 1.32 provides you with access to more templates, expanded classes and sessions, and more. This section will give you an overview of the following new features:

- New Question Templates
- Class Wizard
- Import PowerPoint
- Anonymous Mode
- WebCT Integration
- Import ExamView Tests

New Question Templates

CPS 1.32 for Mac provides you with two brand new question templates to give you more options when creating lesson questions.

Chalkboard

The Chalkboard question template allows you to create a Chalkboard question for delivery in a CPS lesson. To use the Chalkboard template:

1. Open CPS from your desktop icon.
2. Click the Lessons section.
3. Select the lesson to which you would like to add a Chalkboard question. For information on creating a lesson, please refer to the Create Lessons section.
4. Click the New... icon on the questions side of the Lessons section. The CPS Question Author window appears.
5. Choose Chalkboard from the Template pull-down menu.
6. Press down your mouse button and move the cursor around the screen to create a drawing. You can also use the Chalkboard toolbar on the left-hand side of the CPS Question Author window to add text and modify your drawings.
7. Click the Save icon to save your question, or click the Save and Move to Next Question icon to save your question and create a second question with the same template.
8. Close the CPS Question Author window to return to the Lessons section when you are finished.

**Numeric Questions**

With CPS 1.32 for Mac and eInstruction’s new radio frequency technology, you can create numeric questions for your lessons. This template is designed specifically for the CPS RF K-12 and RF Higher Education response pads. Because RF pads allow you to answer both numeric and alpha-based questions, you can ask a numeric question. *For example*, if you ask the question, “What is three squared?” students can respond by pressing the correct number (numbers) on the response pad. There’s no need to set up a multiple choice question. You can even provide a range of accepted numbers. Using the previous example, your answer would be 9, but you can set your CPS numeric question to accept any answer from 8-10 as correct. To use the numeric question template

1. Open CPS from your desktop icon.
2. Click the Lessons section.
3. Select the lesson to which you would like to add a new question. For information on creating a lesson, please refer to the Create Lessons section.
4. Click the New… icon on the questions side of the lessons section. The Question Author window appears.
5. Choose Numeric, No Graphics or Numeric, Question Graphic from the Template pull-down menu.
6. Type in your answer in the Question box, and your answer in the Answer box. You may also designate a range of accepted answers in the +/- box next to the Answer box.
7. Click the Save icon to save your question or the Save and Move to Next Question icon to save your question and create a second question with the same template.
8. Close the CPS Question Author window to return to the Lessons section when you are finished.
Class Wizard

CPS 1.32 for Mac now has a Class Wizard to help you through the class creation process. To use the Class Wizard:

1. Open CPS from your desktop icon.
2. Click on the Classes section.
3. Click the New... icon on the classes side of the Classes section. The CPS Class Wizard appears.
4. Choose your institution type and click Continue. From this point, the Class Wizard will differ depending on your answers. Please refer to the information below if you have any question regarding the CPS Class Wizard.

If you have never created a class

a. Do you have a username and password for CPSOnline?
   - If you already have a username and password for CPSOnline, click Yes. You will be asked to provide your Username and Password. Once you have entered a valid Username and Password, CPS will automatically download your teacher information from CPSOnline to the Class Wizard.
   - If you do not have a username and password for CPSOnline, click No.

b. Enter your Instructor Information (if you do not have a CPSOnline class).

   NOTE: Only your First Name, Last Name, and Email Address are required when you fill out your instructor information.

c. Fill in your Class Information.
   - Teacher: Your name will automatically appear in the field after you have completed the Instructor Information page.
   - Class Name: Enter the class name.
   - Course Number: Enter the course number for your class (not required).
   - Section: Enter the section number for your class (not required).
   - Period: Enter the class period for your class (not required).
   - Semester: Enter the class semester (not required).
   - Campus: Enter the class location (not required).
   - Classroom Number: Enter the classroom number for your class (not required).
NOTE: A checkmark automatically appears next to the **Make this a CPSOnline class** option. If you do not want your class to be available on CPSOnline, please click this box so that the checkmark disappears.

d. **Ready to Save Your Information:** At this point you may click the **Go Back** button to review your class and instructor information, or you may click the **Continue** button to create your class.

e. **Done:** After you have created your class, click the **Done** button to return to the **Classes** section of CPS. If you would like to create another class, click the **I want to make another class** option.

**If you have created a class before**

a. Open CPS to the **Classes** section.
b. Click the **New…** icon from the classes side. The CPS Class Wizard appears.
c. Choose your institution type and click **Continue**.
d. Enter the **Class Information**. If you do not want your class to connect to CPSOnline, uncheck the **Make this a CPSOnline class** option. Click **Continue** when you are finished typing the class information.
e. Click **Continue** to create your class, or click the **Go Back** button to return to previous screens to review information.
f. Click **Done** to return to the **Classes** section in CPS. If you would like to create another class, click the **I want to make another class** option.

For information on adding students to a class and using classes in CPS, please refer to the **Adding Students to a Class** and **Create Classes** sections respectively.

**PowerPoint and CPS**

With CPS for Mac 1.3 you can import PowerPoint presentations into CPS and engage them with your lessons. In the **Lessons** section you have a new **Presentations** folder that stores all PowerPoint presentations.

**Import PowerPoint Presentations**

1. Open CPS from your desktop icon.
2. Open the **Lessons** section and select the **Presentations** folder.
3. Click the **Tools…** icon from the lessons side (left side).
4. Choose **Add File…**. The CPS Add Presentations window will appear.
5. Browse through your files until you find the PowerPoint presentation you would like to add.

**NOTE:** You can only engage files with a *.pps extension (PowerPoint Show). If your presentation is saved as a *.ppt file, you will need to Save As a *.pps file.

6. Click the Add button. Your presentation will be accessible from the Presentations folder.

**NOTE:** You can create subfolders in the Presentations folder to help organize your presentations.

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**Engage PowerPoint Presentations**

After you add PowerPoint presentations to your CPS database, you can engage them like a regular lesson. To engage your presentation, follow the steps below:

1. Open CPS from your desktop icon.
2. Open the database from which you would like to access the presentation and click the Lessons section.
3. Click the Presentations folder in the lessons side (left side) of the Lessons section to display your available presentations.
4. Select the presentation you would like to engage.
5. Click the Engage icon. The CPS Session Setup window will appear.
6. Choose your class and delivery mode and click Start. Your presentation will appear with the Engage toolbar in the upper left-hand corner.
7. Click on any key on the keyboard or the mouse to move through your presentation.

**NOTE:** You may stop the presentation at any time to deliver an existing question from your lesson, a chalkboard question, or a verbal question.
8. Close out the Engage toolbar when your presentation is complete to return to the **Lessons** section.

You can stop the presentation at any time to deliver a verbal question. Simply click the **Verbal** button on the Engage toolbar to access the Question Author window for verbal questions. For more information on engaging a verbal question, please refer to the **Engage Verbal Question** section.

**Anonymous Mode**

With CPS for Mac 1.3, you can engage lessons and record performance data without recording each student’s individual grade. *For example*, if you wanted to know how much your class knows about multiplication tables before you start teaching, Anonymous mode is perfect for you. Simply engage a lesson with Anonymous mode and get an overall class assessment without looking at individual student grades. This mode is ideal for beginning of the semester class assessments. To use Anonymous mode, please follow the steps below:

1. Open CPS from your desktop icon.
2. Open the **Lessons** section.
3. Select the lesson you would like to engage.
4. Click the **Engage** icon. The CPS Session Setup window appears.
5. Click the box next to the **Anonymous Mode** option so that a checkmark appears.
6. Click **Start** to engage your lesson as you normally would. After your lesson is finished, you can review the class results from the **Reports** section. However, you will not be able to view individual student’s scores.

**WebCT**

eInstruction has worked with WebCT Vista to make your job as the instructor even easier! Now you can use your WebCT classes in CPS. This guide will tell you how to

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

**Link a WebCT class to CPS**

You can now use your WebCT class in CPS! To connect your class to CPS, please follow the steps below:

1. Log on to your WebCT Instructor’s account.
2. Select the link for your WebCT 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. If you do not see a link, please contact your IT Administrator and ask them to set up the “CPSOnline Registration Proxy Tool.”
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.

**WebCT Instructor Login page**

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.

10. Click the Submit button to return to the WebCT Build tab and Basic View. Your class is now available for import into CPS.

Title your class

You will be able to access your class from the Build tab 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. If your institution has enabled the option, student names will be imported along with other roster information. Follow the steps below to import your class to CPS:

1. Open CPS to the Classes section.
2. Click on the Import icon. The CPS 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. You can change your CPS-WebCT Connection Username and Password from the Contact Information tab if you Edit your class.

5. Select your school from the pull-down menu and click Continue.
6. Click the box next to the class you wish to import so that a

Select the WebCT class you would like to import from the CPS
checkmark appears beside the class name. Alternatively, you may choose the **Select All** option to import all classes.

7. Click **Continue**. Your class will be imported to CPS.
8. Click **Done** to close the CPS Class Wizard and return to the **Classes** section.

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### 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 class. You can upload data immediately after a lesson or later, from the **Reports** section.

**Export immediately after lesson**

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

1. Open CPS to the **Lessons** section.
2. Select the lesson you would like to engage.
3. Engage your lesson by clicking the **Engage** icon. The CPS Session Setup window appears.
4. Click the box next to **Automatically upload session upon completion** so that a checkmark appears beside the option.
5. Engage your lesson as you normally would. After your lesson is complete, CPS will automatically export the performance data to WebCT.

**Export later**

If you do not have access to the internet while delivering your lessons, you can export your data to WebCT at a later time. Follow the steps below to export your performance data.

1. Open CPS to the **Lessons** section.
2. Select the lesson you would like to engage.
3. Engage your lesson by clicking the **Engage** icon. The CPS Session Setup window appears.
4. Make sure the box next to the **Automatically upload session upon completion** option does not have a checkmark beside it.
5. Engage your lesson as you normally would.
6. Click the **Reports** section when you are ready to upload your lesson.
7. Highlight the session you would like to upload.
8. Click the **Upload** icon to upload the lesson to WebCT.
ExamView and CPS

You can now use ExamView to create tests and quizzes, as well as test banks, then import them as XML files and engage them in CPS.

**Import from ExamView XML**

You can import your ExamView files, as XML documents, into CPS. Follow the steps below to import your ExamView test.

**Save your ExamView Test as XML**

1. Open your test in ExamView.
2. Click the **File** menu and move your mouse over the **Export** option.
3. Choose **as ExamView XML**… The Export window appears.
4. Title your test from the **Save As** box, and use the **Where** pull-down menu to choose the save location.
5. Click **Export** to export your test.

**Import your Test to CPS**

1. Open the database to which you would like to import an ExamView XML test to the **Lessons** section.
2. Select the lesson under which you would like to import the ExamView XML test.
3. Click the **Import/Export** icon. A pop-up menu appears.
4. Choose **Import from ExamView XML**…. The CPS Open dialog box appears.
5. Browse through your computer to find the ExamView XML test you would like to import.
6. Click **Open** to import the file. The ExamView XML test will appear in CPS.
the lessons side of the Lessons section.

**Engage ExamView Tests in CPS**

You can engage your imported ExamView tests or quizzes in CPS just like a regular CPS lesson. You can even engage multiple versions of the same test or exam at the same time, using the Student Managed Assessment mode. Follow the steps below to engage multiple versions of the same ExamView test in CPS.

1. Distribute hard copies of your test versions to your students.
2. Open CPS from your desktop icon.
3. Open the Lessons section and select one of the test versions you would like to engage.
4. Click the Engage icon. The CPS Session Setup window appears.
5. Choose Student Managed Assessment as your session mode.
6. Click the Show button. The CPS Session Setup window opens an additional window, which shows all of your available lessons from the Lessons section.
7. Double-click on the additional lesson(s) you would like to engage. The lessons appear in the Engage List on the main CPS Session Setup window.
8. Click Next. The CPS Session Setup Page 2 appears.
9. Ask
students to select their test version by pressing the key on their response pads that corresponds to their test versions. When a student has chosen a version number, their pad ID number will light up and remain blue.

10. Click **Start** when all students have responded to begin the session.

The students can choose to answer each question of their test as they go, or to complete the test on paper and then enter all of their answers at once. You can track student progress by watching the CPS Assessment window. The current question number for each student appears in the yellow box below the response pad ID number. As students answer each question, his or her response pad ID number will light blue for a received response, yellow for a changed response, and red for an invalid response.

When all students have completed their tests, click the **Close** button to end the assessment and return to the CPS **Lessons** section.

You can view each student’s results by generating a report from the **Reports** section. You can choose to view more than 10 different types of reports. For more information on each specific type of report available, please refer to the **Report Types** section.
Chapter 4: 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 four basic categories: creation, delivery, evaluation, and attendance functions.

Creation Functions (Chapter 5)
- Create databases
- Create 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

Attendance Functions (Chapter 8)
- Keep attendance records

Creation Functions

CPS creation functions build databases. Any one database contains classes, reports, 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 response system uses to collect performance feedback. The Classes section also has a function that allows you to 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 and made available for later evaluation from the Reports section.
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 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 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 section and the Standards section, 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 section. You can also deliver questions using the Preview command on the Lessons section or the Standards section; however, Preview does not record performance data.

From the Team Activities section, 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 section. 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.

Attendance Functions
You can quickly take student attendance from the **Classes** section. Students can be counted present by pressing a button on their response pads. You can choose whether or not to view students’ names, making it very easy to identify absent students and get on with your teaching.
Chapter 5: Creation Functions

Create Databases

A database is a collection of files (assessments, lessons, gradebook, and team activities) that you store in CPS. You can have an unlimited number of databases within CPS. The databases automatically save to your Desktop, but you can move them to another location. If you choose to move your database, you will need to tell CPS, when you start your program, the new location of your database.

Create a Database

1. Open CPS from your desktop icon.
2. Click the File menu and choose New…. A Save window will open.
3. Type in your database name in the Save As: box, and use the Where: pull-down menu to save your database to a specific location. Your database will automatically open in the CPS window.

You can add lessons, questions, standards, and team activities to your database once you have created it.

NOTE: When you start CPS from your desktop icon, CPS automatically opens the last database you had open.

Open an Existing Database

You can open an existing database from CPS. CPS automatically opens the last database you were using, but if you would like to open a different database, follow the steps below:
1. Open CPS from your desktop icon.
2. Click the File menu and choose Open…. The CPS Open dialog box will appear.
3. Browse through the files until you find the database you want to open. The database name and icon will appear in the far right column of the window.
4. Click Open to open your database.

Create Lessons

The Lessons section opens automatically the first time you open CPS. From the Lessons section you can:

- Create lessons
- Delete lessons
- Print hardcopies of your lessons
- Engage your lessons
- Preview lessons
- Create FastGrade lessons

The Lessons section splits into two vertical windows. The left window 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-
The right window 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. 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.

**Create a Lesson**

After you have created your database, you can create lessons of questions to deliver to your students. To create a new lesson

1. Open CPS from your desktop icon.
2. Choose the database to which you would like to add a new lesson and click the **Lessons** section.
3. Click the **Tools…** icon from the lessons section. A pop-up menu will appear.
4. Choose **New Lesson…** The CPS Lesson Attributes window will appear.
5. Enter a **Title** and optionally a **Description** of your lesson.
6. Click the **OK** button. Your lesson will appear in the lessons side (left side) of the **Lessons** section.

Now that you have a new lesson, you need to add questions. Please refer to the **Create Lesson Questions** section for more information.

**Create Child-Level Lessons**

You can create lessons inside of a lesson. For example, if you had a lesson titled “Grammar,” you could include child-level lessons called “Punctuation,” “Style,” and “Spelling.” To create child lessons

1. Open CPS to the **Lessons** section.
2. Open the database to which you would like to add a lesson.
3. Select the lesson to which you would like to add a child-level lesson.
4. Click the **Tools…** icon in the lessons side (left side). A pop-up menu appears.
5. Choose **New Lesson…** The CPS Lesson Attributes window appears.
6. Give a **Title** for your lesson and optionally, a **Description**.
7. Click **OK** to return to the **Lessons** section.
Create Lesson Questions

You can create a variety of questions to include in your lessons. To create a question, follow the directions below:

1. Open CPS from your desktop icon.
2. Choose the database to which you would like to add lesson questions and click the Lessons section.
3. Select the lesson to which you would like to add questions.
4. Click the New... icon from the questions side (right side) of the Lessons section. The Question Author window will appear.
5. Choose your question template from the Template pull-down menu. For more information on your template choices and editing your questions, please refer to the Question Authoring Functions section.
6. Type your question in the Question box of the Question Author window.
7. Type your answers in each of the question answer option boxes of the window.
8. Click the box next to the correct answer to make a checkmark appear. CPS will now recognize that answer as the correct answer to the question.
9. Click the Save icon and close the Question Author window to return to your lesson. Your new lesson questions will appear in the questions side of the Lessons section.

Question Authoring Functions

You can use the Question Author toolbar in the Question Author window to change your question template; edit the size, color, or type of font; associate standards to your question; or navigate through your created questions. The Question Author toolbar, located at the top of the Question Author window, has the following icons and functions:

- **Save Question icon**: Click this icon to save all of your questions.
- **Move to Previous/Next Question icons**: Use these icons to navigate through your questions.
New Question icon: Click this icon when you would like to create a new question. You can also use the Save and Move to Next Question icon to create a new question.

Associate Standards icon: Click this icon to associate imported standards with your question. For information on standards, please see the Associate Standards section.

Save and Move to Previous/Next Question icons: Use these icons to save and navigate through your questions. Clicking the Save and Move to Next Question icon creates a new blank question.

Text options: Use the pull-down Text menu and pull-down Font Size menu to change your question font or font size. Template: Use this pull-down menu to choose a question template. For a list of templates, please refer to the Question Templates section.

You can also alter the difficulty level of your question. Use the Difficulty pull-down box next to the Template pull-down menu to rank your question difficulty level from 1 to 5.

**Question Templates**

CPS 1.3 for Mac offers more than 30 different question templates for you to choose from. Refer to the list below for descriptions of each template type.

- **Chalkboard**: This new template allows you to create a Chalkboard question. You can use the mouse to draw your picture on the chalkboard and choose from other question templates an engage mode. For more information on using the Chalkboard, please refer to the Chalkboard section.
- **MC2, Answer Graphics**: This template allows you to type in your question and choose two answer graphics. Above each graphic you can provide a written answer. Click the box next to the written answer to select the correct answer.
- **MC2, Big Question Graphic**: This template allows you to type in your question and provide two written answer choices. Below the written answers you can place a large graphic that corresponds to your question. This template is ideal for questions about large graphs or charts.
- **MC2, No Graphics**: This template allows you to type in your question and provide two written answer choices.
- **MC2, Question Graphic**: This template allows you to type in your question and provide two written answer choices. To the right of your question, you can include a graphic that corresponds to your question. This template is ideal for questions about graphs or charts.
- **MC2, Question Graphic, Answer Graphics**: This template allows you to type in your question and provide two written answer choices. To the right of your question you can include a graphic that corresponds to your question, and to the right of each answer choice, you can include a graphic that corresponds with each answer choice.
MC3, Answer Graphics: This template allows you to type in your question and three written answer choices. To the right of each answer choice you can include a graphic that corresponds with each answer choice.

MC3, Answer Graphics II: This template allows you to type in your question and include three graphic answer choices.

MC3, No Graphics: This template allows you to type in your question and provide three written answer choices.

MC3, Question Graphic: This template allows you to type in your question and provide three written answer choices. To the right of your question you can include a graphic that corresponds with the question.

MC3, Question Graphic, Answer Graphics: This template allows you to type your question and include three written answer choices. To the right of the question you can include a graphic that corresponds to the question. You can also include a graphic next to each of your answer choices.

MC4, Answer Graphics: This template allows you to type in your question and include four written answer choices. Below each written answer choice you can include a graphic that corresponds with each answer choice.

MC4, Big Question Graphic: This template allows you to type in your question and include four written answer choices. Below the written answer choices you can include a large graphic that corresponds to the question. This template is ideal for questions about large graphs or charts.

MC4, No Graphics: This template allows you to type in your question and provide four written answer choices.

MC4, No Graphics, Big Q: This template allows you to type in your question and provide four answer choices. The question box in this template is very large, allowing you to include more text in your question. This template is ideal for word problem questions.

MC4, Question Graphic: This template allows you to type in your question and provide four written answer choices. To the right of the question you can include a graphic that corresponds with the question.

MC4, Question Graphic Bottom: This template allows you to type in your question and provide four written answer choices. The answer choices are displayed on the right side of the screen, while the question is displayed on the left. Below the question you can include a graphic that corresponds to the question.

MC4, Question Graphic Right: This template allows you to type in your question and provide four written answer choices. The question and answers are displayed on the left side of the screen. You can include a graphic, displayed on the right, that corresponds to your question.

MC4, Question Graphic Right Big: This template allows you to type in your question and provide four written answer choices. The question and answer choices are displayed on the left side of the screen. You can include a large graphic, displayed on the right, that corresponds to your question.

MC4, Question Graphic, Answer Graphics: This template allows you to type in your question and provide four written answer choices. To the right of your question you can
also include a graphic that corresponds with your question. Below each written answer choice you can include a graphic that corresponds with each answer choice.

- **MC5, Answer Graphics:** This template allows you to type in your question and provide five written answer choices. To the right of each answer choice you can also include a graphic that corresponds to each answer choice.
- **MC5, No Graphics:** This template allows you to type in your question and provide five written answer choices.
- **MC5, No Graphics, Big Q:** This template allows you to type in your question and provide five written answer choices. The question box for this template is very large, so you can include a greater amount of text in the question. This template is ideal for word problem questions.
- **MC5, Question Graphic Mid:** This template allows you to type in your question and provide five written answer choices. Between the question box and the answer choice boxes, you can include a graphic that corresponds to your question.
- **MC5, Question Graphic Right:** This template allows you to type in your question and include five written answer choices. The question and answer choices are included on the left of the screen, and you can include a graphic that corresponds to your question, which will be displayed on the right side of your screen.
- **MC5, Question Graphic Right Big:** This template allows you to type in your question and include five written answer choices. The question and answer choices are included on the left of the screen, and you can include a large graphic that corresponds to your question, which will be displayed on the right side of your screen.
- **MC5, Question Graphic Right Small:** This template allows you to type in your question and include five written answer choices. You can also include a small graphic, to the right of your question, that corresponds to your question.
- **Numeric, No graphics:** This new template allows you to type in your question and provide one written answer choice. To the right of the answer choice, you can give a range of correct responses. For example, if you ask, “What is three squared?” the answer is 9. But you can choose to accept any answer between 8 and 10 as correct. This template is specifically designed for the RF pads.
- **Numeric, Question Graphic:** This new template allows you to type in your question and provide one written answer choice. To the right of the question you can include a graphic that corresponds to the question, and to the right of the answer choice you can give a range of correct responses. This template is specifically designed for the RF pads.
- **T/F, No Graphics:** This template allows you to type in your question and include true or false answer choices.
- **T/F, Question Graphic:** This template allows you to type in your question and include written true or false answer choices. To the right of your question you can include a small graphic that corresponds to your question.
- **Y/N, No Graphics:** This template allows you to type in your question and include yes or no answer choices.
- **Y/N, Question Graphic:** This template allows you to type in your question and include yes or no answer choices. To the right of your question you can include a small graphic that corresponds to your question.
Questions with Graphics

You can insert graphics into your questions using the question templates. To insert a graphic into a question:

1. Open CPS to the Lessons section.
2. Choose the lesson to which you would like to add a question.
3. Create a new question. For information on how to create a new question, please refer to the Create Lesson Questions section.
4. Choose a template from the Template pull-down menu that includes a graphic.
5. Double-click in the space where the graphic will appear. The Select an image file window appears.
6. Browse through your computer until you find the graphic you want.
7. Click the Save icon to save your question. Alternatively, click the Save and Move to Next Question icon to save and create a new question with the same question template.
8. Close the Question Author window when you have finished adding your graphics to return to the Lessons section.

Replace Graphics in Questions

You can replace a graphic in a question with a different graphic. Follow the steps below to delete a graphic:

1. Open CPS to the Lessons section.
2. Select a lesson.
3. Select a question from the questions side that has a graphic you would like to delete.
4. Click the **Edit…** icon. Alternatively, double-click on the question. The Question Author window appears.
5. Click on the graphic to open the CPS Open dialog box.
6. Browse through your files until you find a different graphic.
7. Click **Open** to replace the old graphic with a new graphic.

**NOTE:** If you would like to remove the graphic from the question, simply choose a question template without a graphic option. If you change the question template back to a template with graphics, the graphic will reappear.

### Graphic Options

You can change the way you view your graphic questions. Follow the steps below for more information.

**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.

1. Open CPS to the **Lessons** section.
2. Select a lesson.
3. Select a question from the questions side.
4. Click the **Edit…** icon. Alternatively, double-click on the question. The Question Author window appears.
5. Click the **Question** menu and choose **Options**.
6. Choose **Show Graphic after Response**.

When you engage the lesson, the graphic will not appear until after the students have responded.

**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.

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.

![Show Graphic Full Screen option](image)

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

1. Open CPS to the **Lessons** section.
2. Select a lesson.
3. Select a question from the questions side.
4. Click the **Edit…** icon. Alternatively, double click on the question. The Question Author window appears.
5. Click the **Question** menu and choose **Options**.
6. Choose **Show Graphic Full Screen**.

When you engage the lesson, the graphic will appear as the full screen.

**Subjective**

During Question Authoring you can make any question subjective by not having a checkmark beside any answer option. Simply click in the checkbox marked correct to remove the checkmark. You can also make a question subjective by completing the following steps:

1. Open CPS to the **Lessons** section.
2. Select a lesson.
3. Select a question from the questions side.
4. Click the **Edit…** icon. Alternatively, double-click on the question. The Question Author window appears.
5. Click the **Question** menu and choose **Options**.
6. Choose **Subjective**.

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The checkmark is removed from any of the answer choices. When you engage the lesson, although students may respond to the question using their response pads, CPS will not record a correct answer.

**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. Since 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. You can exclude a question from SMA by completing the following steps:

1. Open CPS to the Lessons section.
2. Select a lesson.
3. Select a question from the questions side.
4. Click the Edit… icon. Alternatively, double-click on the question. The Question Author window appears.
5. Click the Question menu and choose Options.
6. Choose Exclude Question from SMA.

This question will be excluded from the Student Managed Assessment mode when you engage the lesson.

**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.
To engage a question in the freeform mode, follow the steps below:
1. Open CPS to the Lessons section.
2. Select a lesson.
3. Select a question from the questions side.
4. Click the Edit… icon. Alternatively, double-click on the question. The Question Author window appears.
5. Click Question and choose Options.
6. Choose Engage as Freeform.

When you engage your lesson, the question will be displayed in the freeform mode.

Add Notes and Media
Attach videos, audio clips, and more to your CPS questions. Follow the steps below to add notes or audio/video clips to your questions.

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 Question Author window is displayed, the process is the same.

Add Notes
1. Open CPS to the Lessons section.
2. Select a lesson.
3. Select a question from the questions side to which you would like to add a note.
4. Click the Edit… icon. The Question Author window appears.
5. Click the Question menu and choose Question.
6. Choose Add Note and Media…. The Question Note window appears.
7. Type your note in the space provided in the CPS Note section of the Question Note window.
8. Click the T button in the lower left-hand corner of the section to change the note font.

NOTE: Your note will only be available after the students have responded. To display your note during student response, click the box next to the Make note available after response option so that the checkmark disappears.

9. Click Save to save your note.
10. Close the Question Author window to return to the Lessons section.

When you engage your lesson, a Notes button will appear at the bottom of the Feedback Grid. Click the Notes button to make your note appear. Click anywhere away from the note to close the note and return to the Question Deliver window.

**Add Media**

1. Open CPS to the Lessons section.
2. Select a lesson.
3. Select a question from the questions side to which you would like to add media.
4. Click the Edit... icon. The Question Author window appears.
5. Click the Question menu and choose Question.
6. Choose Add Note and Media.... The Question Note window appears.
7. Click the Audio/Video section.
8. Click the + button to open the CPS Add Files window.
9. Browse through your files until you find the media you would like to add.
10. Click Add to add the file to your question. The CPS File Details window appears. Click OK to return to the CPS: Add Files window. Your media file will appear in the Audio/Video section.

**NOTE:** Your note will only be available after the students have responded. To display your note during student response, click the box next to the Make note available after response option so that the checkmark disappears.

11. Click Save to save your media file.
12. Close the Question Author window to return to the Lessons section.

When you engage your question, click the Notes button on the Feedback Grid to play your media. Your media will play on your computer’s default media player.

**Move Lesson Questions**

You can change the order in which you deliver your questions. Follow the steps below to change your question order:
1. Open CPS to the Lessons section.
2. Select the lesson you would like to edit. The lesson questions will appear in the questions side (right side) of the section.
3. Click on a lesson you would like to move.
4. Holding the mouse button down, drag the selected lesson to a new location.
5. Release the mouse button to move the question.
6. Repeat as many times as you would like.

Edit Question Formatting (Font Settings)
You can edit your font settings either before or during question authoring.

Default Settings
To change the default font settings for the Question Author window, follow the steps below:
1. Open CPS to the Lessons section.
2. Select a lesson or create a new one. For information on creating lessons, please refer to the Create Lessons section.
3. Select a question from the questions side or create a new question. For information on creating a new question, please refer to the Create Lesson Questions section. The Question Author window appears.
4. Click Settings and choose Default Font… The Font window appears.
5. Change your font settings and click OK to return to the Question Author window.

All new question templates will follow your font guidelines.

During Question Authoring
To change your question font or font size while you are working in the Question Author window, follow the steps below:
1. Open CPS to the Lessons section.
2. Select a lesson or create a new one. For information on creating a lesson, please refer to the Create Lessons section.
3. Select a question from the questions side or create a new question. For information on creating a new question, please refer to the Create Lesson Questions section. The Question Author window appears.
4. Highlight the text you would like to change.
5. Use the Fonts and Size options from the Question Author toolbar to change your font settings.
6. Repeat steps 4 and 5 for as many sections of text as you would like.
7. Click the Save icon or the Save and Move to Next Question icon to save your question.
8. Close the Question Author window to return to the CPS Lessons section.

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.

Copy 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 to the Lessons section.
2. Select the lesson that has a question or questions you would like to copy. The lesson questions will appear in the questions side.
3. Select the question you would like to copy. If you would like to select multiple questions, hold down the ⌘ key and click on each question with your mouse.
4. Click the Question menu and choose Duplicate. The copied questions will appear below your original questions in the questions side.
5. Select the question you would like to move. If you would to select multiple questions, hold down the ⌘ key and click each question with your mouse.
6. Drag your selected questions to a different lesson in the lessons side. The questions will appear in the questions side.

To edit any of the questions, select the question you would like to edit and click the Edit… icon on the questions side. The Question Author window appears. For more
information on using the Question Author window, please refer to the **Question Authoring Functions** section.

**Copy Questions within the same Lesson**

1. Open CPS to the **Lessons** section.
2. Select the lesson that has a question or questions you would like to copy. The questions will appear in the questions side.
3. Select the question you would like to copy. If you would like to select multiple questions, hold down the $\&$ key and click on each question with your mouse.
4. Click the **Question** menu and choose **Duplicate**. The copied question or questions will appear below your original questions in the question side.

To edit any of your questions, select the question you would like to edit and click the **Edit…** icon on the questions side. The Question Author window appears. For more information on using the Question Author window, please refer to the **Question Authoring Functions** section.

**Add Questions to an Existing Lesson**

To add questions in a parent or child-level lesson

1. Open CPS to the **Lessons** section.
2. Select the lesson to which you would like to add questions. If you have not previously created questions for that lesson, the question side will be empty.
3. Click the **New…** icon from the questions side. The Question Author window appears.
4. Use the Question Author toolbar to change the font type, font size, question template; associate standards with the question; and save and move to the next question. For more information on the Question Author toolbar and its functions, please refer to the **Question Authoring Functions** section.

**Edit Questions in an Existing Lesson**

1. Open CPS to the **Lessons** section.
2. Select the lesson that has questions you would like to edit. The questions will appear in the questions side.
3. Select the question you would like to edit.
4. Click the **Edit…** icon from the questions side. Alternatively, double-click on the question. The Question Author window appears.
5. Edit your question and click the **Save** icon. To save your editing and move on to the next question, click the **Save and Move to Next Question** or **Save and Move to Previous Question** icon.
6. Close the Question Author window when you are finished editing to return to the **Lessons** section.

**Edit Lesson Attributes**

1. Open CPS to the **Lessons** section.
2. Select the lesson whose attributes you would like to edit.
3. Click the Tools… icon and choose Edit Lesson…. Alternatively, double-click on the lesson. The CPS Lesson Attributes window appears.
4. Edit the Title or Description.
5. Click OK to save your changes and return to the Lessons section.

**Delete Lessons**
1. Open CPS to the Lessons section.
2. Select the lesson you would like to delete.
3. Click the Delete icon from the lessons side. Alternatively, click the delete key on your keyboard. A confirmation message appears.
4. Click Delete Lesson to delete the lesson or Cancel to keep the lesson and return to the Lessons section.

**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.

**Delete Lesson Questions**
You can delete lesson questions from the Lessons section. To delete a lesson question, follow the steps below:
1. Open CPS to the Lessons section.
2. Select the lesson that has questions you would like to delete. The questions for that lesson appear in the questions side.
3. Select the question you would like to delete.
4. Click the Delete button. A confirmation screen appears.
5. Click Delete Question to delete the question permanently or click Cancel to keep the question.

**Print CPS Lessons**
Sometimes it is more effective to deliver 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 to the Lessons section.
2. Select the lesson you would like to print.
3. Click the Print icon from the lessons side. The CPS Print Questions window appears.
4. Click the boxes next to the questions you would like to print so that a checkmark appears beside the question. Alternatively, click the box next to the Select All option to select all of the questions.
5. Click the box next to the Include key option to print off the question answers with the questions.

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6. Click **Preview**. The CPS Reporting Preview window appears.

![CPS Reporting Preview window](image)

7. View the preview, and click **Print**... to print your lesson questions. Click **Cancel** to return to the CPS Print Questions window.

**Import Lessons**

You can import lessons from other locations to your **Lessons** section. The following are imports supported in CPS for Mac 1.32.

- Import from another CPS database
- Import from ExamView XML
- Import from RTF

**Import from another CPS Database**

You can import lessons from one CPS database into another using the **Import/Export** icon in the **Lessons** section. Follow the steps below to import a lesson or group of lessons from one CPS database to another.

1. Open the CPS database to which you would like to import a lesson or lessons to the **Lessons** section.
2. Select the lesson under which you would like to import the other CPS lesson.
3. Click the **Import/Export** icon. A pop-up menu appears.
4. Choose **Import from another CPS database**... The CPS Open dialog

![CPS for Mac](image)  
![CPS Import Lessons window](image)
box appears.

5. Browse through your computer until you find the database which contains the lesson or lessons you would like to import.
6. Click Open. The CPS Import Lessons window appears.
7. Click the boxes next to the lessons you would like to import so that a checkmark appears beside the lesson name.

**Import from ExamView XML**
You can import your ExamView files, as XML documents, into CPS. Follow the steps below to import your ExamView test.

**Save your ExamView Test as XML**
1. Open your test in ExamView.
2. Click the File menu and move your mouse over the Export option.
3. Choose as ExamView XML… The Export window appears.
4. Title your test from the Save As box, and use the Where pull-down menu to choose the save location.
5. Click Export to export your test.

**Import your Test to CPS**
1. Open the database to which you would like to import an ExamView XML test to the Lessons section.
2. Select the lesson under which you would like to import the ExamView XML test.
3. Click the Import/Export icon. A pop-up menu appears.
4. Choose Import from ExamView XML…. The CPS Open dialog appears.
5. Browse through your computer to find the ExamView XML test you would like to import.
6. Click Open to import the file. The ExamView XML test will appear in the lessons side of the Lessons section.
**Import from RTF**

You can import correctly formatted lessons or tests from Microsoft Word or other word processor programs. If you convert your lesson or test to an RTF file, you will be able to import the lesson or test to your CPS database. Follow the steps below to import an RTF file.

1. Open the database to which you would like to import an RTF file to the **Lessons** section.
2. Select the lesson under which you would like to import the RTF lesson or test.
3. Click the **Import/Export** icon. A pop-up menu appears.
4. Choose **Import from RTF…**. The CPS Import from RTF window appears.
5. Browse through your computer to find the RTF file you would like to import.
6. Click **Import** to import your lesson or test. The file will appear in the lessons side of the **Lessons** section.

**Formatting your RTF Document**

You will need to follow specific formatting guidelines in order for your questions to appear correctly in CPS. Use the following 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>True/False</td>
<td>True or False question type</td>
</tr>
<tr>
<td>Multiple Choice</td>
<td>Multiple choice question type; up to 5 multiple choice answers  (MC5)</td>
</tr>
<tr>
<td>Yes/No</td>
<td>Yes or No question type</td>
</tr>
<tr>
<td>Numeric Response</td>
<td>Numerical answers question type</td>
</tr>
<tr>
<td>ANS:</td>
<td>Answer to this question (required)</td>
</tr>
<tr>
<td>STO: and OBJ:</td>
<td>State objective or standards (not required)</td>
</tr>
<tr>
<td>MOE:</td>
<td>Margin of Error (not required) Allows instructor to set a range of acceptable answers for numeric questions (RF only)</td>
</tr>
<tr>
<td>NOT:</td>
<td>Notes (not required)</td>
</tr>
</tbody>
</table>

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Title ➤ This label identifies the title of your lesson. (Required)

Biological Sciences – Chapter 1 ➤ The title of your Lesson.

True/False ➤ This label identifies the question type. (Required)
1. Creationism is the theory that a higher being created life.

ANS: T ➤ This label “ANS:” identifies the correct answer. You must include the colon “:” and at least one space between the colon and the text. (Required)

Multiple Choice ➤ This label signals the start of the different question type. (Required)
4. Which is the basic unit of life?
   a. Atom
   b. Cells ➤ Use a., b., c., and so on to mark answer choices. (Required)
   c. Organs
   d. Tissue

   NOTE: CPS supports up to 8 multiple-choice answers (MC8).

ANS: B STO: Principles of Biology OBJ: Bio.2.1 ➤ You can include the standards and objectives on the same line as the answer stem.

NOT: Atoms are the basic units of energy.

Numeric ➤ This label signifies the start of a new question type. (Required)
6. What percentage of the human genome is exactly identical, regardless of race or gender?

ANS: 99.9 MOE: 0.01 ➤ This means that CPS will count the answer correct for any response ranging 0.02 more or less than the actual answer (0.103 – 0.063).
Additional Rules for Formatting and Importing
Below are some additional rules for importing your RTF document into CPS.

Title your Lesson (Required)
- Use the Title stem so that CPS knows what to title your lesson when you import it.

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 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 for Multiple Choice questions)
- 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
- Picture (bmp, jpeg, gif)
- Charts
- Symbols
- Strikeout
- Font
  - Size
  - Type
  - Color
Create FastGrade Lessons
You can create lesson answer keys, called FastGrade lessons to use with pre-existing worksheets or handouts. To create a FastGrade lesson

1. Open CPS from your desktop icon.
2. Open the Lessons section and select the database to which you would like to add a FastGrade lesson.
3. Click the FastGrade icon. The CPS FastGrade window will appear.

![FastGrade window]

4. Click the answer button under the corresponding question type to register a question. The Number of Questions counter at the top center of the window will increase by one.
5. Continue adding questions until you are finished.
6. Click the Save Lesson button to close the window and return to the Lessons section. You will be able to view your FastGrade lesson from the lessons side (left side) of the Lessons section.

Create Standards
The Standards section 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 section and
the Standards section, while the Reports section helps summarize and express student data in
usable forms.

**The Standards section**
The Standards section is split into two windows: the standards side and the questions side.

The left window 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 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.

You can perform the following functions from the Standards section, 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
Download Standards
You can download your state’s standards via the eInstruction website. To download state standards, follow the steps below:

2. Select State Standards from the Download Type pull-down menu and click OK.
3. Select your state from the pull-down menu and click Go.

4. Select the file name you would like to download. The Download Manager window appears. Your file will be downloaded to your Desktop or to the default location on your computer.
5. Open the document with Microsoft Word.

Import Standards from a PC
You can import standards from your PC to use on your Mac. Follow the steps below to import PC standards.

Save as CXM file on PC
1. Open CPS on your PC.
2. Click on the Standards tab.
3. Select the standard you would like to export to Mac.
4. Click the Tools icon and choose Export to Mac. An Export to Mac window appears.
5. Create a file name in the File name box, and browse through your files until you find the location in which you would like to save the file.
6. Click Save to save your file. You file will be saved with a *.cxm extension in the location you chose.

Import file
1. Open CPS from your desktop icon on your Mac.
2. Go to the Standards section.
3. Click on the Import icon and choose Import from PC CXM... The CPS Open dialog box appears.
4. Browse through your computer until you find the *.cxm file you would like to import.
5. Click the Open button. The CPS Import Standards window appears.
6. Click on the box next to the standard(s) you would like to import so that a checkmark appears.
7. Click on the right arrow next to the standard to view any child-level standards.
8. Click the **Import** button to import your standards. Your standards will appear in the standards side of the **Standards** section.

**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 to which you would like to import standards.
3. Click on the **Standards** section.
4. Click on the **Import** icon and choose **Import from another CPS database**…. The CPS Open dialog box appears.
5. Browse through your files until you find the database that contains standards you would like to import.
6. Click the **Open** button to import the standards. Your standards will appear in the question side of the **Standards** section.

**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. Do this separately using the **Import** command from the **Lessons** and/or **Classes** section.

**Create New Standards**

You can create a new standard to associate with your lesson questions. Follow the steps below to create a new standard:

1. Open CPS to the **Standards** section.
2. Click the **New** icon. The CPS Standard Attributes window appears.
3. Fill in the **Title**, **State/Organization**, and **Type** fields. You may also include other information such as **Code** or **unique identifier**, **Grade**, **Details**, or **Other info**.
4. Click the **Save** button. Your standard will appear in the standards side of the **Standards** section.

**NOTE:** You may create child-level standards by highlighting your parent-level standard and following steps 2-4 above.

**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 instructions 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. Click on the **Lessons** section.
3. Select the lesson you would like to engage and click the **Engage** icon. The CPS Session Setup window appears.
4. Click the **Dynamic Standards** icon on the CPS Session Setup window. The CPS Dynamic Standards Setup window appears.

**NOTE:** The **Dynamic Standards** icon is only available when you have selected **Teacher Managed Assessment** mode.

5. Select the standards you would like to associate by clicking on the box next to the standard so that a checkmark appears. You can view child-level standards by clicking on the right arrow next to the standard.
6. Select the option for when the question is engaged:
   - **Prompt for Dynamic Standards:** When you choose this option, the Dynamic Standards window will appear with every 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.
Automatically align selected Dynamic Standards: When you choose this option, 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.

None: This is the default setting. When you choose this option, you will not be prompted with the Dynamic Standards Setup window, and no standards will be automatically aligned to your questions. You may still select a subset of standards and align those standards to your questions by clicking the Dynamic Standards icon on the Engage toolbar at any time.

7. Click Apply to apply the standards and your settings to the lesson questions. You will be returned to the CPS Session Setup window.
8. Click Start to engage your lesson like you usually would.

Create Standard Questions
When using the Standards section 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.

To create questions in a parent-level or child-level standard, follow the steps below:
1. From the Standards section and the standard side, select a standard name. The question side should be empty if you have not previously added or imported any questions.
2. Click the New… icon from the question side. The Question Author window appears.
3. Type in the question and make any template, format, or image changes that you desire.
Refer to Question Authoring Functions for detailed instructions. Questions will appear on the question side of the Standards section.

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

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 a standard
- Deleting questions from a standard
- Editing standard attributes

Add Questions to an Existing Standard
You can add questions to a parent-level or child-level standard. Follow the steps below to add questions.

1. Open CPS to the Standards section.
2. Select the standard to which you would like to add questions.
3. Click the New… icon on the questions side. The Question Author window appears.
4. Create your question and click the Save and move to next question icon to create another question, or click the Save icon and close the Question Author window to return to the Standards section. For more information on question authoring, please refer to the Question Authoring section.
The questions will appear in the questions side of the Standards section.

**Copy Questions within a Standard or between Standards**

After you have added questions to your standards, you can make multiple copies for the same standard, or move the copies to associate with a different standard.

**Copy Questions within a Standard**

Follow the steps below to copy a question within a standard.

1. Open CPS to the Standards section.
2. Select the question, from the questions side, that you would like to copy.
3. Click the Question menu and choose Duplicate. Alternatively, hold down the ⌘ and D keys simultaneously. The copied question will appear at the bottom of the list of questions.

**Copy Questions between Standards**

You can move questions to associate with different standards. Follow the steps below to copy questions between standards.

1. Open CPS to the Standards section.
2. Follow steps 2 and 3 from the Copy Questions within a Standard section.
3. Select the question you would like to move to another standard.
4. Drag the question over to the standard in the standard side. The question will associate with the standard you selected.

**Edit Questions in a Standard**

You can edit questions associated with a standard. Follow the steps below to edit a question.

1. Open CPS to the Standards section.
2. Select the question, from the questions side, that you would like to edit.
3. Click the Edit... icon in the questions side. The Question Author window appears.
4. Edit your question and click the Save and move to next question icon to save your changes and edit another question, or click the Save icon and close the Question Author window to return to the Standards section. For more information on using the Question Author window, please refer to the Question Authoring section.

**Delete Questions from a Standard**

You can delete questions associated with a standard. Follow the steps below to delete questions from your standards.

1. Open CPS to the Standards section.
2. Select the question, from the questions side, that you would like to delete.
3. Click the Delete icon from the questions side. A confirmation window appears.
4. Click Delete Question to delete the question permanently from your standard. Click Cancel to return to the Standards section.

**NOTE:** When you delete a question from a standard in the Standards tab, you will not be able to retrieve the question.
**Edit Standard Attributes**

You can edit the attributes of existing standards. Follow the steps below to edit the standard attributes.

1. Open CPS to the **Standards** section.
2. Select the standard whose attributes you would like to edit.
3. Click the **Edit** icon from the standard side. Alternatively, double-click on the standard you would like to edit. The CPS Standard Attributes window appears.
4. Edit your standard attributes and click **Save** to save your changes and return to the **Standards** section.

**Create Classes**

Once you’ve created your database, you will need to create a class. A CPS class consists of a roster of the students’ names, pad ID numbers, and student ID numbers. Make sure that each student always uses his or her assigned pad ID number during class. When you engage a lesson, students answer the questions using the response pads, and performance data is saved for each student. Creating classes helps you keep organized gradebooks and accurate attendance records.

**The Classes section**

The **Classes** section is divided into two sides: the class side and the students side. From the class side (left side), you can view a list of your classes, as well as how many students are in each class. From the students side (right side), you can view a class roster.

You can also edit the class roster from the Student Information area in the **Classes** tab. You can include the student’s first and last name, student ID number, and pad ID number. First name, Last name, and pad ID are the only required fields.
Create a Class

To create a new class, follow the steps below:

1. Open CPS from your desktop icon.
2. Click the Classes section.
3. Click the New... icon from the classes side (left side). The CPS Class Wizard will appear.
4. Choose your institution type and click Continue.

5. Fill in the information requested in the Class Information page and click Continue.
class.
- **Course Number:** Fill in the course number for your class (optional).
- **Section:** Fill in the section number for your class (optional).
- **Period:** Fill in your class period (optional).
- **Semester:** Fill in the semester (optional).
- **Campus:** Fill in the class location (optional).
- **Classroom Number:** Fill in the classroom number (optional).

**NOTE:** If you would like to sync the class to CPSOnline, check the Make this a CPSOnline class option below Classroom Number. You will need an Instructor Setup Code to make the class available on CPSOnline.

6. Click **Continue** again to save your class or click **Go Back** to edit the class information.

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**Create Class from Session Setup**

Now you can create a class on the fly from the CPS Session Setup window. This will allow you to use existing questions to record performance data for different-sized groups of students. Follow the steps below to create your class from the CPS Session Setup window.

1. Open CPS to the **Lessons** section.
2. Select the lesson you would like to engage.
3. Click the **Engage** icon. The CPS Session Setup window will display the options to create a class.

**CPS – Create Class**

Use the controls to create a basic class. The pad ids and student ids will begin at the lower range and end at the upper range. For example: a lower range of 6 and an upper range of 15 will create a roster of 10 students assigned pads 6 through 15.
appears.

4. Choose **Create Class** from the **Class** pull-down menu.

5. Click **Start**. The CPS Create Class window appears.

6. Title the class using the **Class Title** text box. Alternatively, you can keep the default class name: Default Class.

7. Use the **Lower Range** and **Upper Range** boxes to set the range of student pads. *For example*, if you have a class of 15 students whose pad ID numbers range from 17 to 31, your **Lower Range** box should be set at 17 and your **Upper Range** box should be set at 31.

8. Click **Create** to create your class and return to the CPS Session Setup window.

9. Click **Start** on the CPS Session Setup window to engage your lesson.

**Create a CPSOnline Class**

When you sync your class with CPSOnline, you can make student grades, class lessons, and class performance results available online. Follow the steps below to create and sync a CPSOnline class.

**NOTE:** Use your Instructor Setup Code you received in your Welcome Email from eInstruction and use your school’s site to set up your account. If your site is not yet available, please contact eInstruction at (888)707 – 6819 and ask for the Higher Ed Administration Department so that we may set up the site for you.

**NOTE:** If you teach multiple sections of a class, you must create a separate CPSOnline class for each section.

1. Open CPS from your desktop icon.

2. Click the **Classes** section.

3. Click the **New…** icon from the classes side (left side). The CPS Class Wizard will appear.

4. Choose **Higher Education** type and click **Continue**.

   ![](CPS_Class_Wizard.png)
5. Choose Yes if you already have a CPSOnline account. If you have never created a CPSOnline account, choose No. Click Continue to move to the next screen.

NOTE: Steps 6-9 assume you have never created a CPSOnline account. If you have previously created an account, enter your Username and Password and continue to step 10.

6. Enter your Instructor Setup Code.
7. Select your school from the scroll-down list. Click Continue.
8. Create a Username and Password.
9. Fill in your Instructor Information.
10. Fill in the Higher Education Class Information. For a brief description of each field, please see below:
   ◆ Instructor: This field is automatically filled in using the Instructor Information you entered on the previous page.
   ◆ Class Name: Fill in your class name.
   ◆ Class Designation: You can add additional information, such as section number, to this field. (not required)
   ◆ Office Hours: Include your office hours for students to see. (not required)
   ◆ Class start date: This is the first day that students can register for the class.
   ◆ Class end date: This is the last day of class.
   ◆ Notification date: A checkmark automatically appears next to this option. The date next to the option indicates the first day on which you will begin to receive notification emails each time a student registers for your class. You may want to set this date the same as the class start date. If you do not want to receive notification emails, click the box next to the option so that the checkmark disappears.
   ◆ Automatically sync class on startup: A checkmark automatically appears next to this option. With this option, when you are connected to the Internet and you start your CPSOnline class, CPS will automatically sync all of your class data with CPSOnline.
11. Click Continue.
12. Verify your information by clicking the Go Back button, if necessary. If you are ready to create your class, click Continue. Your Class Key, CPSOnline Username and Password, and class information will be sent to you in an email.

**NOTE**: You will only have to do this process one time. After you create a class, you are considered an existing CPSOnline user and can use your username and password to enter CPSOnline. If you need to create additional classes you can do this from inside CPS so that you can access all your CPSOnline classes using the same username and password.

After students register for your class through CPSOnline, their student information and response pad IDs will appear in your CPS class roster when you sync your class with CPSOnline.

**NOTE**: If you are using WebCT Vista, you can also import your class from WebCT to CPSOnline.

**NOTE**: Beginning in Spring 2006, you will be able to import your Blackboard class to CPSOnline.

**Add Students (K-12)**

Once you have created your class, you will need to add student information to complete your roster. To add students, follow the steps below:

1. Open CPS to the Classes section.
2. Select the class to which you would like to add students.
3. Use the Student Information section of the Classes section to add new students.
4. Click Save Student to save the student data and add a new student. Continue adding students until you have completed your roster.

**Add Students (Higher Ed)**

If you are a Higher Ed instructor, you will not be able to automatically add students to your class. Student will need to register for your class from CPSOnline to be included in your class roster. Please follow the steps below for further instruction:

1. Create your CPSOnline class. (For more information on this, please refer to Create a Class.)
2. Distribute the Class Key and enrollment instructions to your students. You can print off the Class Key and enrollment instructions after you have created your CPSOnline class.
3. Ask students to enroll in your class via CPSOnline. You and your students can access CPSOnline from http://www.einstruction.com. As students enroll in your class, their information will be available in your CPS class roster.
Edit Students
You can edit student information after you have created a student. To edit student information
1. Click the class that has students you want to edit.
2. Click on the student’s name in the students side (right side) of the Classes section.
3. Change student information in the Student Information section.
4. Click Save Student to save the new student information.

Add Teachers
Before you can engage a lesson, you will need to create a class and add a teacher. To add a teacher
1. Open CPS to the Classes section.
2. Select the lesson to which you would like to add a new teacher.
3. Click the Edit... icon in the classes side (left side). The CPS Class Information window will appear.
4. Click the Contact Information section to display teacher information.
5. Fill in the appropriate fields to create a teacher profile. You can choose to link the teacher with existing classes by clicking on the class name in the left-hand window.
6. Click the Save button to save your changes and return to the Classes section.

Edit Teachers
You can edit teacher information after you have entered it into CPS. To edit teacher information
1. Open CPS to the Classes section.
2. Double-click on any class to open the CPS Class Information window.
3. Click the Contact Information section to display a teacher’s profile.
4. Change the appropriate information in the text boxes. To delete a teacher, simply clear out all of the teacher information.
5. Click the **Save** button to save your changes and return to the **Classes** section.

**Edit Classes**

Once you have added your class, you can edit the class information. You can edit your class by
- Editing class information
- Copying students to a class
- Deleting an entire class
- Review students in all classes
- Recycle your CPSOnline class

**Edit Class Information**

You can edit your class information using the CPS Class Information window. This window allows you to edit multiple aspects of your class. Follow the steps below to edit your class information from the **Class Information** section of the CPS Class Information window.

1. Open CPS to the **Classes** section.
2. Select the class, from the class side, that you would like to edit.
3. Click the **Edit** icon from the class side. The CPS Class Information window appears.
4. Select your class from the left-hand side of the menu. Your current class information will appear in the **Class Information** section.
5. Edit your class information.
6. Click **Save** to save your edited information and return to the **Classes** section.

**Copy Students to a Class**

You can copy your class of students into a new class. Follow the steps below to copy students to a new class.

1. Open CPS to the **Classes** section.
2. Select the class, from the class side, that you would like to copy.
3. Click the Copy icon from the class side. A copy of your class will appear at the bottom of the list of classes. For example, if you want to copy a class titled, “1st Period,” the copy of the class will be named, “1st Period (1).”

**NOTE:** When you edit the student information in the class copy, the information will not change in the original class.

**Delete a Class Entry**

You can delete a class from your list of classes. However, always remember that if you delete a class, you will no longer be able to access the class or student information for that class. Follow the steps below to delete a class.

1. Open CPS to the Classes section.
2. Select the class, from the class section, that you would like to delete.
3. Click the Delete icon from the class side. A confirmation window appears.
4. Click Delete Class to permanently delete the class information, or click Cancel to return to the Classes section.

**Review Students in all Classes**

You can view all of your students entered into CPS. Follow the steps below to view all students.

1. Open CPS to the Classes section.
2. Click the Show All icon from the students side. A list of all of your students will appear in the students side.

**NOTE:** You cannot edit student information while in the Show All view.

3. Click the Show All icon again to return to the regular view.

**Recycle your CPSOnline Class**

If you have a CPSOnline class, you can recycle your information so that you can use your class for subsequent semesters. This feature is most helpful if you are a Higher Education instructor with a CPSOnline class. Follow the steps below to recycle your class.

1. Open CPS to the Classes section.
2. Select the class, from the class side, that you would like to recycle.
3. Click the Edit… icon from the class side. Alternatively, double-click on the class name. The CPS Class Information window appears.
4. Click on the Recycle CPSOnline Class section of the CPS Class Information window.
5. Select the items that you would like to keep for the next semester. Any items not selected will be permanently deleted. Read below to find out more about the options.
   - **Class Key:** You can choose to keep the same class key for your students. If you do not keep the key, a new class key will be provided for you.
   - **Uploaded CPS Sessions:** You can keep your uploaded sessions from one semester to the next.
◆ New Start Date: You must choose a new start date for your class. This is the first day students may enroll in your class.

◆ New End Date: You must choose a new end date for your class.

◆ New Notification Date: This is an optional feature. Click the box next to the New Notification Date option so that a checkmark appears. When the checkmark is next to the option, you will receive an email each time a student enrolls in your class after the notification date you selected. Some instructors prefer this option so that they can see which students enroll during the late enrollment period.
Chapter 6: Delivery Functions

After you have created lessons and questions, you can deliver them to your classes. This chapter explains how to use CPS to enhance your teaching methods. This chapter includes information on

- PowerPoint Presentations
- Engage icon
- Preview function
- Assessment Modes
- Team Activities

CPS and PowerPoint

With CPS for Mac 1.3 you can import PowerPoint presentations into CPS and engage them with your lessons. In the Lessons section you have a new Presentations folder that stores all PowerPoint presentations.

Import PowerPoint Presentations

1. Open CPS from your desktop icon.
2. Open the Lessons section and select the Presentations folder.
3. Click the Tools… icon from the lessons side (left side).
4. Choose Add File…. The CPS Add Presentations window will appear.
5. Browse through your files until you find the PowerPoint presentation you would like to add.

**NOTE:** You can only engage files with a *.pps extension (PowerPoint Show). If your presentation is saved as a *.ppt file, you will need to Save As a *.pps file.

6. Click the Add button. Your presentation will be accessible from the Presentations folder.

**NOTE:** You can create subfolders in the Presentations folder to help organize your presentations.
Engage PowerPoint Presentations
After you add PowerPoint presentations to your CPS database, you can engage them like a regular lesson. To engage your presentation, follow the steps below:

1. Open CPS from your desktop icon.
2. Open the database from which you would like to access the presentation and click the Lessons section.
3. Click the Presentations folder in the lessons side (left side) of the Lessons section to display your available presentations.
4. Select the presentation you would like to engage.
5. Click the Engage icon. The CPS Session Setup window will appear.
6. Choose your class and delivery mode and click Start. Your presentation will appear with the Engage toolbar in the upper left-hand corner.
7. Click on any key on the keyboard or the mouse to move through your presentation.

**NOTE:** You may stop the presentation at any time to deliver an existing question from your lesson, a chalkboard question, or a verbal question.

8. Close out the Engage toolbar when your presentation is complete to return to the Lessons section.

You can stop the presentation at any time to deliver a verbal question. Simply click the Verbal button on the Engage toolbar to
access the Question Author window for verbal questions. For more information on engaging a verbal question, please refer to the Verbal Questions section.

**Engage Icon**

You can use the Engage icon from either the Standards or Lessons section to engage a delivery session. This section will tell you how to engage your lessons or standards and view the assessment data. For more information on creating lessons and lesson question, please refer to the Create Lessons and Question Authoring sections, respectively.

**Session Setup**

Before you engage a lesson and record performance data, you need to setup your session options. Follow the steps below to use the CPS Session Setup window.

1. Open CPS from your desktop icon.
2. Open either the Lessons or Standards section.
3. Select the lesson or standard you would like to engage.
4. Click the Engage icon. The CPS Session Setup window appears.
5. Select your session options. Read below for more information on each option.
   - **Session Title:** Your session is automatically named for the lesson or standard you are engaging. If you would like to change the name, type in your changes in the Session Title text box.
   - **Session Type:** Choose a session type to distinguish your lesson or standard from other lesson or standards of the same name. You may choose from:
     - Class Participation
     - Exam
     - Homework
     - Classwork
     - Quiz
     - Review
     - Pre-Test
     - Post-Test
     - Lab
     - Other
     - Test
   - **Class:** Select your class from the list of classes, or create a new class. Please refer to the Create Class from Session Setup section.
   - **Modes:** Choose from one of the three assessment modes. For more information on the different modes, please refer to the Assessment Modes section.
   - **Automatically upload session upon completion:** This option is only available if you have a CPSOnline class. If you have a checkmark next to this option, your session will automatically be uploaded to CPSOnline whenever your session has ended.
6. Click Start to engage your lesson.
**Engage Toolbar Features**

The Engage toolbar appears whenever you click the Engage icon in either the Lessons or Standards section. The following are features of the Engage toolbar:

- **Questions**: Use the pull-down menu in this feature to select which lesson question you would like to engage.

  ![Engage toolbar]

- **Next? #**: Click this button to move to the next lesson question.
- **Verbal**: Click this button to view a pop-up menu. From this menu, you can select the question template for a verbal question. For more information on verbal questions, please refer to the Ask Verbal Questions section.
- **Chalkboard**: Click this button to engage a Chalkboard question. For more information on using the Chalkboard, please refer to the Chalkboard section.
- **Class**: Click this button to view a pop-up menu. From this menu, you can choose to either Pick a Student at random or Take Attendance.
- **Options**: Click on the Options button to open the CPS Delivery Options window. From this window you can change your assessment mode settings, use the Class Participation Incentive scale, or adjust your receiver settings. For more information on the functions of the CPS Delivery Options window, please refer to the Delivery Options section.

**Ask Verbal Questions**

You can engage a lesson and deliver impromptu questions by using the Verbal Questions function. 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.

To engage a verbal question, follow the steps below:

1. Open CPS to the Lessons section.
2. Select a lesson you would like to engage. The CPS Session Setup window appears.
3. Choose your session options and click Start. For more information on Session Setup options, please refer to the Engage Lessons section. The Engage toolbar appears.

   ![Engage toolbar]

4. Click the Verbal button on the Engage toolbar at any time to engage a verbal question. A pop-up menu appears.

   ![Pop-up menu]

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5. Choose a template from one of the six options in the pop-up menu. The CPS Verbal Question Deliver window will appear with the template you chose.

**NOTE:** The Verbal Question Deliver window is automatically set to only show the Feedback Grid. To view the window in the Large Screen format, click the **Options** button on the Engage toolbar or the Feedback Grid. The CPS Delivery Options window will appear. Under the **Teacher Managed** section, in the Verbal Question area, click the box next to the **Show large** option on Engage toolbar.

The Verbal Question Deliver window in Large Screen Format with MC3 template.
screen option so that a checkmark appears. To view just the Feedback Grid, click the box so that the checkmark disappears.

6. Ask your question and list the answers, then click the Start button.
7. Allow your students time to respond with their response pads. When all students have answered, or when you’re ready to move on, click the End button. CPS records the students’ responses.
8. Continue asking as many questions as you would like. When you are finished, click the Close button on the Feedback Grid to return to the Lessons section.

**Preview Function**

The Preview function allows you to view and engage a lesson before recording any performance data. *For example*, you can use the Preview function as a review tool before an exam. Follow the steps below to use the Preview function.

1. Open CPS from your desktop icon.
2. Open the Lessons section.
3. Select the lesson, from the lessons side, that you would like to engage.
4. Click the Preview icon. The Question Delivery window appears.
5. Engage your students by clicking the Start button on the Feedback Grid.
6. Use the Feedback Grid to move through the questions.

When you are finished, CPS will not create a report in the Reports section.

**Assessment Modes**

When you engage a lesson, you can choose from three different assessment options. The following section describes Teacher Managed Assessment, Student Managed Assessment, and Student Managed Practice, modes.

**Teacher Managed Assessment Mode**

Teacher Managed Assessment (TMA) mode allows you to control the pace at which you engage the lesson. TMA uses the Engage toolbar to control the flow of questions, and is ideal for lectures.

TMA works well when engaging PowerPoint presentations or reviewing students for exams or quizzes.

For information on Teacher Managed settings, please refer to the Delivery Options section.

**Student Managed Assessment Mode**

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. Follow the steps below to engage a lesson using Student Managed Assessment mode.

1. Print out a CPS lesson or any other course data. If you would like to use a non-CPS lesson, you can create a FastGrade lesson. For more information on FastGrade, please refer to the Create a FastGrade Lesson section.
2. Distribute the hard copies to your students. Students will be able to answer their questions ahead of time or answer the questions as they go.
3. Open CPS to the Lessons section. You can engage more than one lesson in SMA mode. Read below to learn how to engage one lesson or multiple lessons.

**Engage Single Lesson in SMA**

You can engage a single lesson in SMA in the same way you engage a lesson in Teacher Managed Assessment mode. Follow the steps below to engage a single lesson.

1. Select the lesson you would like to engage from the lesson side of the Lessons section.
2. Click the Engage icon. The CPS Session Setup window appears.
3. Choose Student Managed Assessment from the Modes options.
4. Select your class from the Class pull-down menu.
5. Click Start to engage your lesson. The CPS Assessment window for SMA mode will appear.
The CPS Assessment window shows the response pad ID number for each pad, as well as the question the student is current answering. For a pictorial outline of how SMA works, please see the How SMA Mode Works section.

**Engage Multiple Lessons in SMA**

You can engage more than one lesson simultaneously, using SMA mode. Follow the steps below to engage multiple lessons.

1. Select one of the lessons you would like to engage from the lessons side of the Lessons section.
2. Click the Engage icon. The CPS Session Setup window appears.
3. Choose Student Managed Assessment from the Modes section.
4. Click the Show button to view the lessons in your Lessons section.
5. Double-click the other lesson(s) you would like to engage.
6. Click Next. The CPS Session Setup Page 2 window will appear.
7. Ask students to press the button on their response pad that corresponds with the lesson they will respond to. For example, in the graphic above, students answering the “Geography” lesson will press A on their response pads, and students answering the “U.S. Cities” lesson will press B on their response pads.

How SMA 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 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 yellow, which means that he or she has completed the questions and is changing the answer to Question 4.
- You can access reports of student performance from the Reports section for Student Managed Assessment sessions.

Student Managed Practice Mode

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 section. 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, his or her question number will not change until he or she answers the question correctly.

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 return to Question 1. Their pad IDs remain blue to indicate that they have finished the assessment.

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.

Anonymous Mode
With CPS for Mac 1.3, you can engage lessons and record performance data without recording each student’s individual grade. For example, if you wanted to know how much your class knows about multiplication tables before you start teaching, Anonymous mode is perfect for you. Simply engage a lesson with Anonymous mode and get an overall class assessment without looking at individual student grades. This mode is ideal for beginning of the semester class assessments. To use Anonymous mode, please follow the steps below:

1. Open CPS from your desktop icon.
2. Open the Lessons section.
3. Select the lesson you would like to engage.
4. Click the Engage icon. The CPS Session Setup window appears.
5. Click the box next to the Anonymous Mode option so that a checkmark appears.
6. Click Start to engage your lesson as you normally would. After your lesson is finished, you can review the class results from the Reports section. However, you will not be able to view individual student’s scores.
Team Activities

You can use the Team Activities section to make your lessons more fun and interactive.

The Team Activities Section

When you use the Team Activities section, you can create a game from your existing lessons. The Team Activities section is divided into two sides: the lessons side and the standards side.

The lessons side is the left-hand side of the section. The lessons side lists all of your available standards from the Lessons section.

The standards side is the right-hand side of the section. The standards side lists all of your available standards from the Standards section.

Below is a graphic of the Team Activities section.

Deliver a Team Activity

You can use the lessons or standards available from the lessons or standards side to create fun team activities for your students. Follow the steps below to deliver a team activity.

1. Open CPS to the Team Activities section. Your available lessons from the Lessons section will be on the lessons side, and your available standards from the Standards section will be on the standards side.
2. Select the lesson or standard you would like to deliver as a team activity.
3. Click the Engage icon. The CPS Session Setup window for Team Activities appears.

Read below for more information on each of the options available on the CPS Session Setup window for Team Activities.

◆ Session Title: Type in a title for your session. Alternatively, you may use the default title, which is the title of your lesson or standard.
**Session Type:** Choose a session type. For more information on the different session types, please refer to the Session Setup section.

**Class:** Choose your class from the pull-down menu. Alternatively, you may create a new class by clicking the Create Class… button. For more information on creating a class from the Session Setup window, please refer to the Create Class during Session Setup section.

4. Click **Start** to engage your team activity. The CPS There it Is! Window appears.

![There It Is! Initial Setup window](image)

The CPS There it Is! Window looks and functions very similarly to the CPS Assessment window for SMA mode. The top boxes indicate the pad ID numbers, while the bottom boxes indicate the question number. The initial setup window for the There it Is! Activity does not have any question numbers assigned to any of the pad IDs (above).

5. Click the **Start** button to begin a There It Is! activity. Notice that the students/teams are now randomly assigned a question number. Students respond to their assigned question using their response pads.

![There It Is! window with different questions assigned to different pad IDs](image)
6. Click **End** after all of the students have responded. The point values awarded to the team/students are displayed:

- Student/team ID 5 received 45 points for answering their question correctly first.
- Student/team IDs 6-7 received 20 points apiece for answering their questions correctly, but after student/team ID 5.
- Student/team ID 8-9 did not answer their questions correctly, and received 0 points.
- Student/team ID 10 did not answer their question at all and received 0 points. You can tell that student/team ID 10 did not answer because the box around the pad ID number did not turn blue.

![There It Is! window with points assigned](image)

7. Repeat steps 5 and 6 to ask as many questions as you would like. Note that each time you click the **Start** button, the students/teams are assigned a different question.

8. Click the **Score** button at any time to review the total score for each student/team. The Score window appears.

9. Click **Close** when you have finished asking all of your questions. CPS will ask you if...
you would like to review the questions students missed. Click **Display** to review the questions, or **Cancel** to return to the **Team Activities** section.

You can view a report of the team activity session in the **Reports** section of CPS.
Chapter 7: Evaluation 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 team activity 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 team activity resides. When you access the Reports section 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 icon section.
3. Finish the session and click the Reports section. A list of reports from various sessions displays on the Reports section.
The following distinctive pieces of information identify all available sessions:

- **Session Title**: This is the title you gave to your lesson.
- **Roster**: This is the class to whom you delivered the lesson.
- **Type**: session category
- **Date/Time**: month/day/year and time of lesson delivery
- **Source**: lesson, standard, or team activity. If no source is listed, then the performance results have been imported from a non-CPS application.
- **# of Questions**: indicates how many questions within the lesson were engaged in.
- **Uploaded to CPSOnline**: 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 the session was delivered in Anonymous Mode. If the session was anonymous, you will not be able to view individual grades for each student. For more information, please refer to the Anonymous Mode section.

The Date/Time of the delivery session, in addition to the Session Title and Roster, help you distinguish between sessions when you use one lesson for several different classes. For example, if you teach three classes of the same science course, you can use one CPS lesson for all three classes. Data provided on the Reports section allow you to access and view a session from any one of the three classes without confusing performance data.

**Re-grading Assessments**

The Re-grade option gives you the opportunity to regrade assessments after they have been recorded. You can change the correct answer for a question or omit questions from being graded altogether. Follow the steps below to re-grade an assessment.

1. Open CPS to the Reports section. A list of your assessments will appear. For information on the different column headings, please refer to the Activating the Reporting System section.
2. Select the assessment you would like to re-grade.
3. Click on the Re-grade icon. The CPS Re-grade Assessments window appears.

![Re-grade icon](image)
4. Approximately, Use CPS

Re-grade Assessments window to make your changes to the assessment. For more information on the CPS Re-grade Assessments window, please read below:

- **Question:** This column lists the question number, as well as tells you the number of students who responded to each question.

- **A(T/Y) – E:** These columns represent the possible answers for each question. A checkmark appears in the column if that is the correct answer for the corresponding question. This column also tells you the number of students and the percentage of students selected each answer. To change the answer to a question, click on the box that corresponds with the answer and question you would like to change so that a checkmark appears.

- **Omit:** This column allows you to completely omit a question from the assessment. To omit a question, simply click on the box corresponding to the correct question under the Omit column so that a checkmark appears.

- **Classroom Participation Incentive:** This sliding scale allows you to weight class participation in an assessment. For example, you can reward students who participated more frequently in an assessment by moving the sliding scale to a positive number.

5. Click **OK** to save your changes and return to the Reports section.

### 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**

You can generate a variety of reports that you can use to evaluate your students’ performance on a given assessment. Follow the steps below to generate a report.

1. Open CPS to the Reports section. Your assessments will be listed in the Reports section. For information on the specific column headings, please refer to the Activating the Reporting System section.

2. Click on the Reports icon. The CPS Reporting window appears.

3. Select the report you would like to view and click the **Preview** button. You can choose to view a report of a specific student, a range of students, the students who responded, all students in your class.

4. Review the report assessment. You can Print your assessment, or Export the assessment to the CPS for Mac 1.32 User’s Guide.
Select a Report
CPS offers 12 different report types to present performance data in the way that best 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
This report type summarizes the entire assessment: You can view the
- Class average
- Student information (name, student ID, and pad ID)
- Correct answers versus attempted answers
- Percentage of correctly answered questions

This is an excellent report to use when you would like a quick overview of the class assessment.

Study Guide
This report type provides a detailed study guide for each student. The report shows
- Class average
- Student information (name, student ID, and pad ID)
- Correct answers versus attempted answers
- Percentage of correctly answered questions
- Correct answer for each
question

◆ Student answer for each question

This report is ideal to use when reviewing students for a quiz, exam, or test.

Study Guide

Study Guide – Incorrect Answers
The Study Guide – Incorrect Answers report focuses on answers the students answered incorrectly. This report provides the student with all of the same information as the Study Guide, but excludes questions that the student answered correctly.

Study Guide – Class Summary
The Study Guide – Class Summary report summarizes the questions missed for each student. This report lists

◆ Student information (name, student ID, and pad ID)
◆ Questions with incorrect answers
◆ Correct answers
◆ Student’s answers

Question Report
The Question Report details each question in the assessment. The report indicates the correct answer to each question, a breakdown of each student’s response, and any associated standards. The report also includes a Student Response graph that illustrates the number of students choosing each answer choice.

This report is ideal to use when evaluating the effectiveness of a specific question. You can also use
the Question Report to determine the most common answer to a question, regardless of whether the answer was right or wrong.

**Response Report**
The Response Report shows only the percentage of students who selected each answer choice. This report presents data in an anonymous format, so that you can evaluate the overall class performance without looking at individual performance.

**Item Analysis Report**
The Item Analysis Report shows each question, and the percentage of students who selected each answer choice. The correct answer has an asterisk (*) in front of the percentage.

**Item Analysis Report with Standards**
The Item Analysis Report with Standards provides the same information as the Item Analysis report, but also includes any associated standards.

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**Question Grid Export**
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. 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, 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 below at Question 2. Student Frank Hardy answered incorrectly, so the letter B that represents his answer appears. Student Scout Finch answered Question 2 correctly, so a plus sign (+) appears beside her name under the Question 2 column. 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.

### Standards Analysis

The Standards Analysis report lists each standard code, the actual standard, and the percentage of students who correctly answered the question(s) associated with the standard.

### Standards Analysis with Student Cross Index

The Standards Analysis with Student Cross Index report is only available if the questions delivered in the delivery session had standards associated with them. It is almost exactly like the

### Question Grid Export Report

Standards Analysis report, except that it adds each participant’s name and his or her individual performance per standard.
WebCT Export

Standards Analysis with Student Cross Index report

This report is specifically designed for eInstruction’s Higher Education instructors. If you are a Higher Ed instructor who uses WebCT to enhance your classroom, you will also be able to coordinate your CPS information with WebCT. Follow the steps below to export the CPS assessment data to WebCT.

1. Open CPS to the Reports section.
2. Select the assessment you would like to export to WebCT.
3. Click the Reports icon. The CPS Reporting window appears.
4. Choose WebCT Export from the list of available reports.
5. Click Export…. The assessment data will be exported to Microsoft Excel or your default spreadsheet program. The spreadsheet will be formatted so that you can easily import your data into WebCT.
6. Import the assessment spreadsheet into WebCT.

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 Create a CPSOnline Class 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. Click on the Reports section.
3. Select the assessment you would like to upload.
4. Click the Upload icon.

**NOTE:** When uploading a report, the corresponding assessment data will automatically be uploaded and reflected in CPSOnline as well.

5. 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 in the Reports section. 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 section.
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* section, and the session is inaccessible for report generation.
Chapter 8: 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 section provides a brief overview and troubleshooting guide of CPS hardware, including response pads and receivers.

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 Question Templates section.

The IR receiver communicates with the traditional IR response pads through infrared (IR) waves.

You can use the IR system at either Higher Education or K-12 institutions.

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 5 answer choices in Teacher Managed modes, and multiple-choice questions of up to 5 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.

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The K-12 RF pad is designed especially for K-12 classes. This pad (shown at right) 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.

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The Higher Ed RF pad is designed for Higher Education classes. This pad (left) 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.

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CPS Software

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**CPSOnline Classes**

If when you create a CPSOnline class, the class does not appear in the classes side of the **Classes** section, follow the steps below:

1. Click the **Import** icon. The CPS Class Wizard appears.
2. Select **CPSOnline** from the list of importable class types. Click **Continue**.
3. Select your institution type (Higher Education, K-12, or Other). Click **Continue**.
4. Enter your CPSOnline Username and Password and click **Continue**. CPS will communicate with CPSOnline to find your CPSOnline class.
5. Click **Import** to import the class into the classes side of the **Classes** section.

**Deliver a PowerPoint Show**

If you would like to use a PowerPoint presentation in CPS, you will need to save the file as a PowerPoint Show (*.pps). You can create a PowerPoint presentation on your Mac and save it as a PowerPoint show. Follow the steps below to save your presentation as a *.pps file on Mac:

1. Open Microsoft PowerPoint for Mac.
2. Create your presentation.
3. Click on the **File** menu and choose **Save as**. The Presentation window appears.
4. Browse through your files until you find the location to which you would like to save your presentation.
5. Click the **Format** pull-down menu and choose **PowerPoint Show**.
6. Click **Save** to save your presentation.

**Convert to PowerPoint Show in Mac**

Whether you create your presentation on a Mac or on a PC, if you save the file as a PowerPoint Presentation (*.ppt), you will need to convert the presentation to a PowerPoint Show before engaging the presentation in CPS. Follow the steps below to convert your PowerPoint Presentation to a PowerPoint Show:

1. Open your PowerPoint Presentation.
2. Click the **File** menu and choose **Save As**. The Presentation window appears.
3. Browse through your files until you find the location to which you would like to save your presentation.
4. Click the **Format** pull-down menu and select **PowerPoint Show**.
5. Click **Save** to save your presentation. You will now have two presentations with the same name: a PowerPoint Presentation (*.ppt) and a PowerPoint Show (*.pps).
NOTE: Make sure when adding your presentation to CPS that you import the *.pps presentation.