

Using the Classroom Performance System (CPS)

Quick Start Guide
PC v6.0 and up



- 1. Create a New Database** (Make a folder on your hard drive that includes your name in the file name CPS Lessons [(i.e. Smith CPS Lessons; this folder will hold all of your lessons and classes)]; Once this folder is created, click on the CPS icon on your desktop. As CPS opens, you'll have the option to create a new database – choose this option, saving the database inside the folder you just created and titling it with your Last Name as the File Name (i.e. Smith.cps). This is the only time you will EVER need to create a new database. **The only way you should ever open your database from this point is by clicking on the CPS icon on your desktop – then choose Open Existing Database.** Browse to this folder from there to open your lessons.
- 2. Detect your CPS Receiver**
 - Click Settings.
 - Click Delivery Options.
 - Select Receiver tab.
 - Click Show Device Manager. Your DM window will open.
 - Click Options>Discover Devices
- 3. Create a Class**
 - Click the Prepare tab.
 - Click the Classes & Students button.
 - Click New>Class. The CPS New Class Wizard appears and will walk you through creating a class. Tip: In “Attendance Options”, select “Display new attendance sessions in the reports tab”
 - After finishing the wizard. Click on the class you have created and then click New>Student and enter students' information into the table.
- 4. Verbal Questions: Out of the Box Engagement, On the Fly Assessment**
 - From the Engage tab, click the Engage Verbal icon.
 - Type a Session Title of your choice.
 - Select a class that you have previously created or click Create to create a quick default class and follow the screen directions.
 - Click OK to start
 - The Engagement Toolbar floats over any content that you would like to display (United Streaming, BrainPOP, websites, Office applications, etc.) on your PC.
 - Click the Verbal button on the Toolbar and select the type of question from the pull-down menu (i.e.: Multiple Choice A-D). The software will begin receiving responses.
 - Optional: Click the Screenshot button to take a snapshot of the page behind the Toolbar (this will be automatically inserted into the report).*
 - Click End to stop receiving responses.
 - After receiving responses, you may mark the correct answer by using the Correct Answer pull-down menu at the bottom of the charting screen OR leave it blank for opinion type questions.
 - Click Close to close the charting screen and move to the next question.
- 5. Create a FastGrade Answer Key for PAPER based material** (to use see step 9)
 - From the Prepare tab, click the Lessons & Assessments button.
 - Click New>FastGrade Lesson.
 - Give a Lesson Title of your choice.
 - Note the “Current Question #” Box.
 - Find the question type for the current questions (i.e.: MC4 is Multiple Choice with 4 options) and click on the correct answer.
 - You will be moved automatically to the next question.
 - Click OK when finished to save the answer key.
- 6. Adding Current ExamView Content (to use see step 8)**
 - From the Prepare tab, create or highlight the desired folder location (ExamView, etc.).
 - Click Add File(s)... in the “Lessons” section.
 - Browse your computer to find the ExamView file you would like to add and click Open.

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

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7. Create your own Content (Self-Authored questions)

- From the Prepare tab, click the Lessons & Assessments button.
- Select New>Lesson.
- Provide your desired Lesson name. Click Ok.
- Highlight your newly named Lesson and select New>Question.
- In the "format" section select the question type (i.e.: "MC4" for Multiple Choice with 4 answer choices)
- (To change the font to be viewed on the screen, select the options from the "font" section. Note: You can select the "check mark" icon to select the question and answer stems to change them all at once.)
- (If you want to put in graphics, choose Template>Add Graphics from the "format" section, choose where you want the graphics to appear, right-click the picture area, and browse for your file.)
- Provide the appropriate question and answer choices.
 - If there is a correct answer check it in the check box.
- Assign appropriate Standards, Notes, Videos or Audio by clicking on the Question icon in the "Options" section.
- Save the Question by clicking the Diskette icon.

8. Engaging Self-made, imported, or ExamView Questions to view one at a time with projector

- From the Engage tab, individually check the *Lesson(s)* that you would like to engage.
- Select the appropriate class from the Class pull down menu *or* select Advanced to create an anonymous class & follow the directions.
- Click Engage Teach to go directly into normal lesson mode.
- Click Next on the floating tool bar.
- Click Start to begin receiving responses.

9. Engaging a FastGrade Lesson for assignments delivered ON PAPER.

- From the Engage tab, individually check the *Lesson(s)* that you would like to engage. (you can select up to 8 assignments to run at once)
- Select the appropriate class from the Class pull down menu *or* select Advanced to create an anonymous class & follow the directions.
- Click Assessment Setup and then choose the appropriate mode at this point (*Teacher Led or Student Paced*).
- Click Engage Teach
- Click Start to begin receiving responses

10. Importing TAKS tests and other shared lessons

- From the Prepare tab, click the Lessons & Assessments button.
- Highlight the folder in which you'd like to import a lesson/test into.
- Click Import/Export
- Choose Import from CXM... under the **file type**.
- Browse to the location of the lesson(s) you wish to import
- Choose appropriate lesson(s)/folder(s)/test(s)
- Click Open.

*Your lesson will import and is ready to use; to use the lesson, see Step 8 above.

11. Reports: Top 4 Most Used (according to instructors)

Use the Report Tab to access results for each Session. Highlight the session title under Reports and choose Generate. Highlight the report type and click Preview to see the specific report.

- Instructor Summary** (individual grades for every student)
- Study Guide - Class Summary** (individual reports for every student)
- Question Report** (every response for every student for every question)
- Response Report** (% of responses for entire class for every question)



Another way to utilize your PowerPoint is by using CPS for PowerPoint – separate software. Find it on www.einstruction.com under downloads!

By clicking on Settings you are able to choose Delivery Options for your questions (Timer features, Auto Start the Question, etc.). This is also accessed from the Question Tool Bar by choosing the Gear icon (lower left of screen).

If you're using CPS RF clickers – you may also enable Auto Send response, Mask Response on Pad, and Indicate Correct Answer on Screen. Simply click on Settings > Delivery Options > Receiver > Show Device Manager. When your DM window appears, highlight the correct receiver then click Options > Properties. The 2nd tab (Clicker) is where you can make these changes.

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