

eInstruction CPS Quick Start Tips

DOWNLOAD PROGRAM and UPGRADES FROM WEBSITE (ON HOME COMPUTER ONLY; REQUEST THROUGH TECHNOLOGY FOR YOUR GISD COMPUTER)

- 1) Go to www.einstruction.com
- 2) Click on **Downloads**
- 3) Select **CPS for PC Full Release** and click OK
- 4) Click on the words **Classroom Performance System**
- 5) Click on Classroom Performance System again if download does not automatically begin
- 6) Click to **Run** and follow instructions for download
- 7) Once program is downloaded, follow the instructions to **Install**

CREATE A NEW DATABASE

- 1) Open **CPS**
- 2) Click on **File** and select **New Database**
- 3) Use the **Save In** drop-down list to locate the **Desktop**
- 4) Find the **Create New Folder** icon to create a folder named **CPS Training**
- 5) In the **File Name** portion of the dialog box, type "your name" and **CPS Lessons**
- 6) Click Save

IMPORT STATE STANDARDS – Must Download from installation disc or online before you can import into CPS

- 1) Click on **Standards** tab in CPS
- 2) Click on the database you just created on the left side of the split screen
- 3) Click on **Tools**
- 4) Select **Import** command from the drop-down menu
- 5) The CPS Import Standards dialog box will appear. Click on **Browse**.
- 6) From the **Look In** drop-down menu, find your hard drive (usually Local "C")
- 7) Find and double click to open the **CPS Databases** folder
- 8) Find and double click to open the **State Standards** folder
- 9) Double click on **TEKS Only**
- 10) Find the subject area you want to import and click on the + sign to find your grade level
- 11) Click in the box next to your grade level to place a check mark
- 12) Find the next subject area and click on the + sign to find your grade level and click the box to enter a check mark
- 13) Repeat this process until you have selected the TEKS you want to import
- 14) Click OK

DELIVERY OPTIONS

Open CPS. Click on **Settings** in the top menu bar.

Click on **Delivery Options**

When you first connect the receiver to the USB port on your computer, you may need to have the computer search to detect the receiver. Click on Detect CPS Receiver while at the same time push any button on one of the student response pads.

To use CPS during daily instruction these are the options that should have a check mark

Make sure that the box next to each option you want active has a check mark

Show Pads That Have Responded

Show Cumulative Percent Correct

Show Answer Distribution

Show Large Screen

Show Percent Correct

Show Correct Answer

To use CPS Teacher Managed option for an assessment the following options should have a check mark

Show Pads That Have Reponded

Show Large Screen

Auto Move to Next Question (when you check this box, the Autostart the Question And Autostart the Timer will automatically be checked as well)

Set the timer length (how much time the students have to view a question)

Set the Timer Increment (how much time it takes to move to the next question)

Student Managed Option

Check **Manual Advance to Next Question**

Using CPS Teacher Managed Option simultaneously with another application open (ie. Word, Excel, Etc.) these options should be checked

Show Pads That Have Responded

Show Cumulative Percent Correct

Show Percent Correct

CREATE A NEW CLASS

1) Click on the **Classes** tab in CPS.

2) The screen will be divided in two, **Classes** and **Students**. On the **Classes** side click **New**.

3) Select **Create a New Class**

4) Choose your institution type and click **Next**.

5) Complete the Class Information. Only the **Teacher name** and **Class Name** need to be filled in.

6) Click **Next** on this screen and the next screen

7) If you have different classes click on **I want to make another class** and repeat this process

8) If you do not have another class, click **Done**

ADD STUDENTS TO A CPS CLASS

- 1) Highlight the class you just created
- 2) On the right side of the dialog box, click **New** under Students
- 3) At the bottom of the dialog box, complete the information for a student. You must have first name, last name and Pad ID. The other boxes are optional.
- 4) Click **Enter** key on your computer keyboard and repeat for each student
- 5) After entering the last student, click **Save**

VERBAL QUESTIONS

- 1) Click on **Verbal** icon on
- 2) Type a **Title** for you session
- 3) Select a **Session Category**
- 4) Select a **Class**
- 5) On the CPS tool bar that appears, click on **Verbal**
- 6) Select type of question to ask
- 7) After all students have responded, click **End**
- 8) Histogram will automatically appear, select the correct answer from dropdown
- 9) Click on Question Type Icon to ask another questions and repeat process
- 10) After asking all questions, click on red **Close** stop sign
- 11) **Click** on a second red **Close** stop sign at the right side of CPS tool bar
- 12) Click **Yes** in dialog box to end session

FAST GRADE – CREATE ANSWER KEY ONLY

- 1) Click on **Lesson** tab
- 2) Highlight your database on left side of screen
- 3) Click on **Tools** icon
- 4) Click on **FastGrade**
- 5) Give a Title to your Fast Grade lesson and Click **OK**
- 6) Click on the correct answer for each question in your lesson or on your test
Each column is labeled as to the type of question being asked. The question number is shown on the right side of the screen about halfway down the page
- 7) After you have entered the last answer, Click **OK**

CREATE LESSON NAMES

- 1) Highlight your database name on left side of screen.
- 2) Click on the **Tools** icon
- 3) Select **New Lesson** from drop-down menu
- 4) Type in a Title for your lesson (example – Math), description and unique identifier are optional. Think of this as your Math folder in which you will place your math lessons.
- 5) Click **OK**
- 6) Repeat these steps to create a **New Lesson** for each subject area (Example – Reading, Science Social Studies)
- 7) Now highlight one of the subject names you created
- 8) Click on **Tools** icon
- 9) Select **New Lesson** and type in a title for this lesson (Example – Chapter 1 Addition)

ADD QUESTIONS TO A CPS LESSON

- 1) On the left side of the screen, highlight the lesson in which you want to add questions.
- 2) Click on **Tools** icon
- 3) Select **New** and then select **Question**
- 4) The CPS QuestionAuthor box gives you many choices. You can select the **Font, Font Size** and **Template**. The templates include multiple choice and true/false questions. You can also choose to include or not to include graphics.
- 5) If you choose a Template with a graphic box, just click in the gray area of the graphic box and then browse for your graphic. The graphic must be located somewhere on your hard drive.
- 6) You can also associate state standards to your question. Click on **Question** on the question template tool bar.
- 7) Select **Associate Standards**
- 8) Click inside the boxes beside as many standards as you want to associate with this question. Use the + icon to find more specific standards
- 9) Click **OK**

DELIVER CPS QUESTIONS WITH REPORTS

- 1) Under the **Lessons** tab, click and highlight the lesson or sublesson you want to deliver.
- 2) Click the **Engage Lesson** icon to start a lesson
- 3) The **Session Setup** dialog box will open
- 4) Select the **Mode**
- 5) Click in the box to select **Include in Gradebook** and/or **Export to Question Grid** (sends to Microsoft Excel)
- 6) Choose **Session Category** (example – Test, Class Participation, Homework, etc)
- 7) Select **Class** (You may have only one class for the year as in an elementary school or you may have several classes as in a secondary school or higher education institution)
- 8) Click **Start**
- 9) Click **Next #1**

PRINT CPS QUESTIONS

- 1) **Right Click** to highlight your lesson name on the left hand sign of the screen
- 2) Click on **Print Questions**

CREATE A NEW LESSON USING QUESTIONS FROM EXISTING LESSONS USING THE “BUILDER”

- 1) Follow the steps to **Create a New Lesson**
- 2) Click to highlight that lesson on the left side of the screen
- 3) Click on **Tools** icon
- 4) Click on **Builder**
- 5) Click to highlight the lesson on the bottom left of the screen you want questions from
- 6) Click on a question and drag it to the upper part of the dialog box. Continue to add the questions you want in the new lesson
- 7) You can open additional lessons to bring in questions
- 8) When you have added all the questions you want in this new lesson click **Close**

TEAM ACTIVITIES

Challenge

This is similar to the Jeopardy Game. To set up the Challenge Board you must already have lessons created with questions entered. You can engage this as either an individual or group activity. If a group activity, use only on “clicker” for each group.

To set up Challenge Board:

Open CPS

Click on the **Team Activities** tab

Click on **Challenge** icon on left side of the screen

Click on **New** icon just above the Challenge icon

Give your Challenge Board a title and enter 4 category names. Then click OK

Click on a Lesson name and the questions for that lesson will be displayed at the bottom of the screen

Click and drag a question into the desired category and point value (one question per point value).

Repeat this process until the category has a question in each point value

You can access different lessons for each category if desired.

When a question is entered in each category click on **File** and **Close**

To Engage

Highlight the Title of your Challenge Board

Click on the **Engage** icon

Click **Start**

Click on a Point Value in a category chosen by an individual student or group. Each response pad that responds correctly will be awarded the point value for that question.

There It Is

This activity is fun when used with teams for a test review. Set up a Team Class in your classes tab with only the number of response pads for the number of groups you will have.

Plan Ahead! You must already have lessons created in CPS with question entered. Select the lesson you want to engage for this activity and print a copy of the questions for each group.

To Engage

Open CPS

Click on the **Team Activities** tab

Click on **There It Is** icon on the left side of screen

Click to highlight the **Lesson** you want to engage

Click on the **Engage** icon

Click **Start**

The response pad numbers will show on the top row and the question number, randomly chosen by the software, that each response pad needs to answer will show on the bottom row.

When all groups have answered click **End**

The first team to answer correctly will be awarded 25 points. Any other team that answers correctly will be awarded 20 points.

Click **Start** to begin round 2. The software will again randomly choose a question for each response pad to answer. When all groups have answered click **End**.

Repeat this process until you have going through as many rounds as you want.

You can click on **Score** in between any round to display the team scores.

IMPORT and DELIVER POWERPOINT PRESENTATIONS

- 1) Under the **Lessons** tab, highlight the word **PowerPoint** on the left side of the screen
- 2) Click the **Tools** icon
- 3) Click on **Add File**
- 4) Browse your computer for your **PowerPoint** presentation and click **Open**
- 5) On the left side of the screen, highlight the **PowerPoint** presentation you just imported
- 6) Click **Engage Lesson**
- 7) Complete Set-up box – make sure correct **Session Title, Session Category and Class** are selected. Click **Start**.
- 8) Your **PowerPoint** presentation will launch with the CPS toolbar at the bottom to record student verbal and chalkboard responses to questions

DELIVER POWERPOINT PRESENTATIONS AND CPS QUESTIONS AT SAME TIME

- 1) On the left side of screen highlight your **PowerPoint** presentation
- 2) Click **Engage Lesson**
- 3) Complete Set-up box – make sure correct **Session Title, Session Category and Class** are selected.
- 4) Click **Show** icon on bottom left of set-up box
- 5) On the left side of the screen click on drag your lesson with questions to the **Engage List** box
- 6) Click **Start**
- 7) Your **PowerPoint** presentation and **CPS** toolbar will open simultaneously
- 8) Work through your **PowerPoint** presentation and when you are ready to ask a **CPS** question click on the **CPS** toolbar

CREATE AND IMPORT EXAMVIEW TESTS INTO CPS

- 1) Create a test in ExamView
- 2) **Save the test in the ExamView Test Folder**
- 3) Print up to 8 versions of an ExamView test to use with CPS
- 4) Close ExamView
- 5) Open CPS – Click on Lessons tab
- 6) On left side of screen highlight the word **ExamView**
- 7) Click on **Tools** icon
- 8) Click on **Add File**
- 9) **Browse** for the ExamView Test you just created and click **Open**
- 10) Click to highlight your database name
- 11) **You must now create a Fast Grade lesson for each version of the ExamView test except Form A. Name your Fast Grade lessons for example Chap 1 Form B, Chap 1 Form C and enter the answers for each version.**

ENGAGE MULTIPLE VERSIONS OF EXAMVIEW TESTS

- 1) On the left side of the screen highlight the **ExamView** test you just imported
- 2) Click on **Engage Lesson**
- 3) Choose **Student Managed Assessment**.
- 4) Make sure Session Title, Session Category and Class are correct
- 5) Click the **Show** icon at the bottom left of the screen
- 6) Scroll to find the versions of the test you want to engage
- 7) Click and drag each session title from the left side of the screen to the **Engage List-Lesson Names** box under the Form A that was first engaged.
- 8) Click **Next**. Have each student indicate which form of the test they are taking by clicking that letter on their response pad
- 9) Click **Start**

You may also engage multiple lessons at the same time using the same procedure. Click on the first lesson to engage. Choose Student Managed Assessment. Click the Show icon. Click and drag additional lessons into the Engage List-Lesson Names box. Click Next. After students have indicated which lesson they are taking, click Start.

eInstruction Technical Support – 888-333-4988 (7am – 6pm CST)

Technical Support Chat Room – www.einstruction.com – click on Customer Support

Contact local Sales Consultant – Robin McNutt

txmcnutt@suddenlink.net or 888-339-3855. Cell phone – 512-771-9045