

Classroom Performance System (CPS)

v.3.2

Quick Course

Teacher's Guide



partnering with educators to inspire the next generation

CPS Course Outline

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A. OBJECTIVES OF THE CPS TRAINING COURSE

Achieving the objectives of this course develop and increase your use of CPS. This educational system is designed to:

- Engage all students
- Provide instant feedback to teachers and students
- Collect all objective student performance results
- Increase the flow of student performance data
- Eliminate the administrative tasks of grading objective questions (both homework and tests)
- Provide an electronic gradebook with reports

B. WHAT CPS CAN DO FOR YOU!

CPS is most effective when used one of two ways:

- As an **Instructional** tool in the classroom. Absolutely NO preparation work is necessary to use CPS in the classroom.
- As an **Assessment** tool for student performance records. Record student feedback from paper or CPS homework, tests, quizzes, etc.

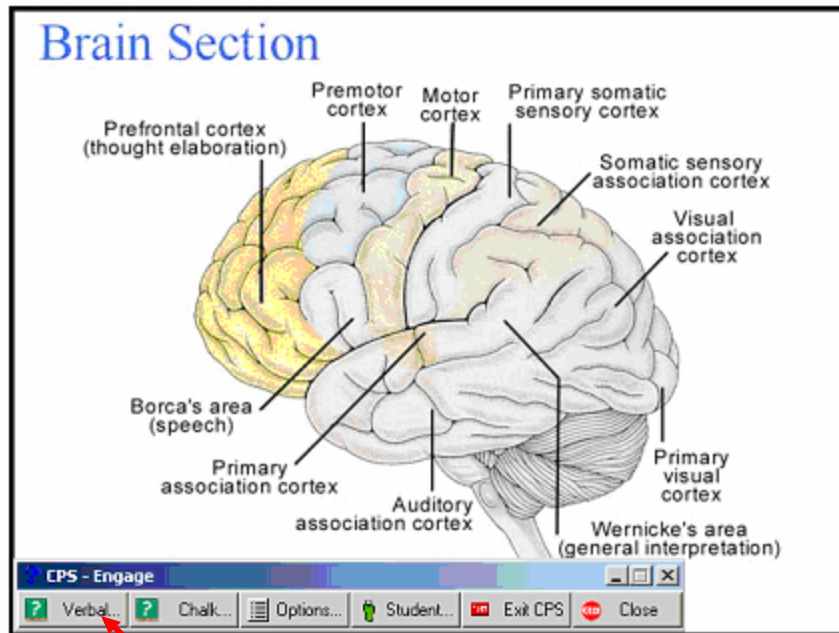
In addition, CPS is used as:

- An evaluation tool
- A review tool
- A testing tool

An Instructional Tool in the Classroom

You can use CPS immediately without creating any questions. Use the CPS **Verbal Questions** function to ask questions during your lecture in coordination with existing questions from the textbook, from your own PowerPoint presentation, from a question database or any other non-CPS question source. CPS is capable of collecting class feedback and recording that for your grading and administrative use.

The following illustration shows that you can run your PowerPoint presentation and CPS simultaneously. The slide is projected along with the CPS verbal Questions taskbar. From this taskbar you ask a verbal question in any one of six question types and students use their response pads to record their answer.



This is a PowerPoint lecture screen with the CPS verbal question taskbar at the bottom. Simply click the Verbal button, choose a question type, type in or just verbalize your question, type in or verbalize the answer choices, and student respond with their pads.

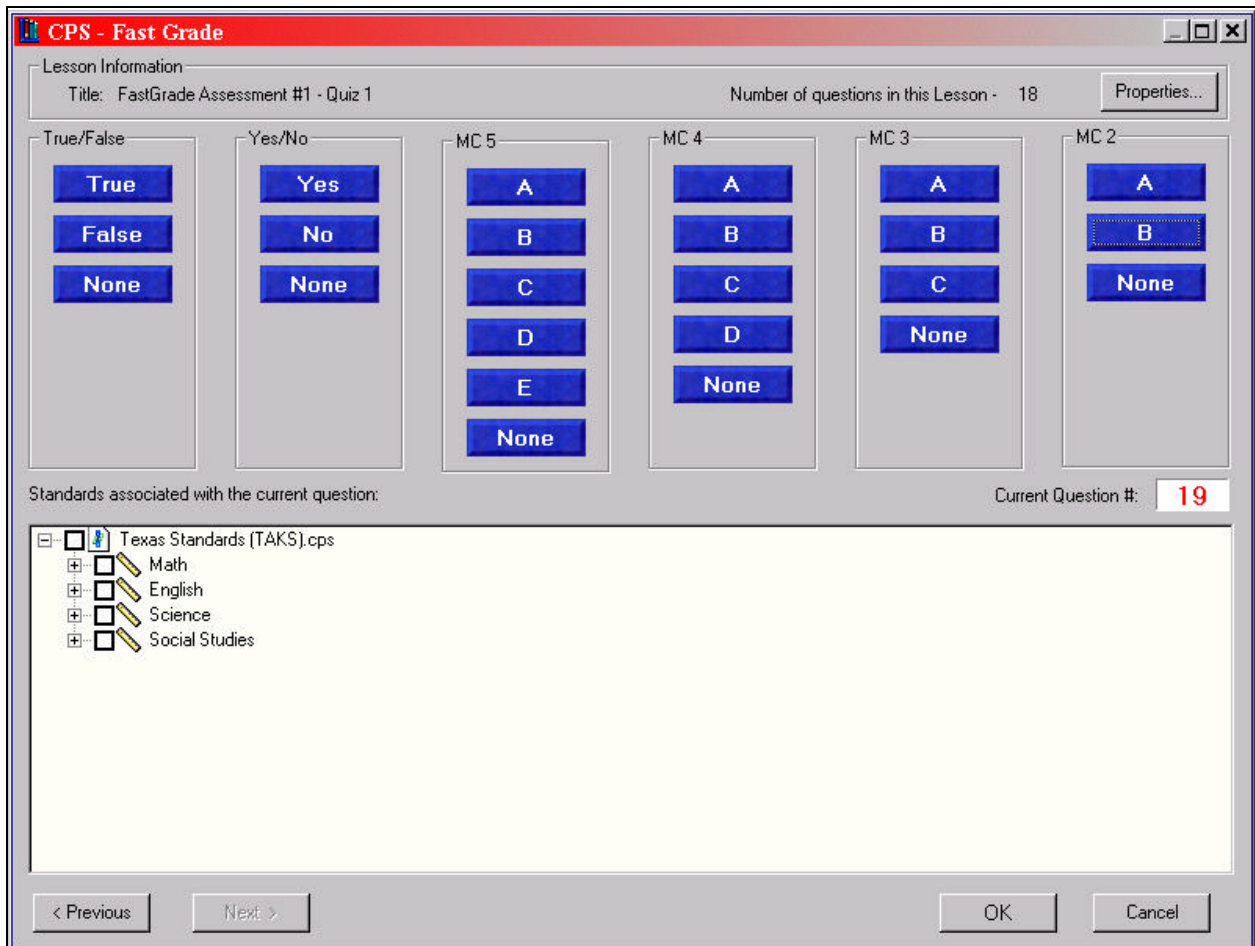
Of course you can type in questions to coordinate with your course material if you like. Please ask your instructor where you can find instructions about how to do that.

An Assessment Tool in the Classroom

In addition to being able to ask verbal questions with CPS that do not require any input from you, students can also respond to paper and CPS homework, tests, quizzes and other class work with their response pads.

Use the FastGrade function from the Tool button on the Lessons tab to create an answer template that coordinates with your existing paper in-class assignments, homework, quizzes or tests, without spending time typing in the questions. Then engage the FastGrade assessment and leave the grading up to CPS.

To use the FastGrade template, click the Tool button, select the FastGrade function, title your lesson and click on the correct answer for each question. Illustrated is the FastGrade template for an assessment with 18 questions.

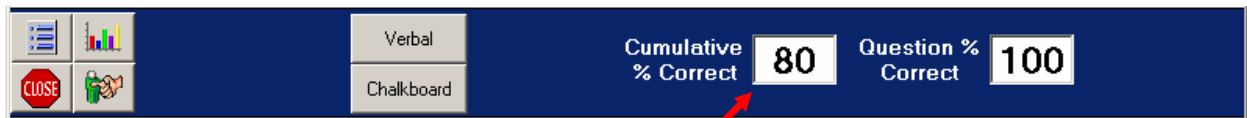


FastGrade Template Window

When students arrive to class with their homework, or they finish their in-class assignment, deliver your FastGrade lesson and have the students input their answers with their response pads. Your grading time decreases from hours at home to minutes in class.

An Evaluation Tool

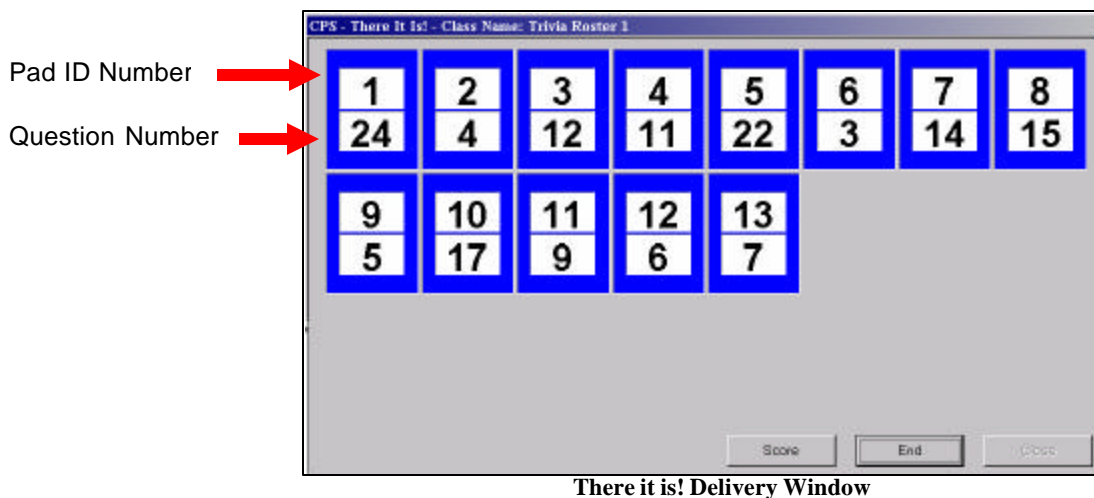
At the end of asking any question, verbal, FastGrade, or CPS lesson, you will see the Percent Correct for that question. As an instructor, you can look at this percentage and determine if you need to immediately go back and re-teach this topic.



The Cumulative % Correct tells you how the class is doing for the session. You may want to use this as a class incentive; if the Cumulative % Correct is 80% or over then there will not be homework given for this material.

A Review Tool

Use our **Team Activities** function to deliver a fastest-finger type game called **There it is!** to review previously studied topics. This is a great way to divide your class into teams and work on collaborative learning.

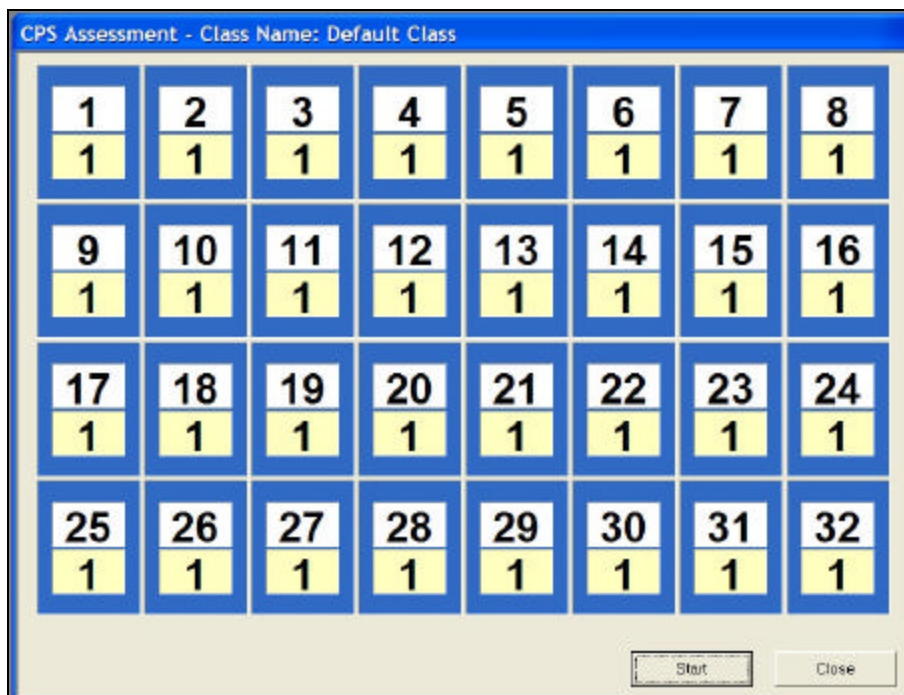


A Testing Tool

The **Student Managed Assessment**, the **Student Managed Practice** or the **Teachers Managed Assessment** mode can be used to deliver a test to your class.

The Teachers Managed Assessment works like your lecture lessons, where students take the paper test first at their own speed, then input the answers for each question with their response pads. You control the pace of the questions as they answer with their response pads.

The Student Managed Assessment and the Student Managed Practice allows students to answer questions and input them into CPS with their response pads at their own pace.



Student Managed Assessment Window

C. ELEMENTS OF CPS

System Requirements

- Intel Pentium or higher microprocessor
- At least one open serial port or USB port
- A minimum of 64 MB RAM required; 128 MB RAM is recommended
- At least 20 MB of hard drive space for CPS software; databases require more room
- Windows 95 operating system or higher
- Screen resolution of 800x600 or better
- Projection system, i.e. projector, Liquid Crystal Display (LCD), or TV (recommended, but not required)

Hardware

The CPS classroom setup will consist of the following:

- Teacher classroom computer- desktop or laptop
- Optionally, projection technology such as a TV monitor or LCD projector
- Response receiver unit
- Student response pads

The student response pads have unique buttons representing multiple-choice, true-false and yes-no question answers.

- Multiple-choice questions are answered using the **A-E** buttons. Button options that are not included as an answer option for a given multiple-choice question will be disabled for that particular question.
- True-false and yes-no questions are answered by using the **A** and **B** buttons respectively. Button **A** represents true or yes and button **B** represents false or no.
- The **F** button is a question scrolling function. Students can use this during the Student Managed Assessment or Practice mode deliveries. Just press on the **F** button to advance through each question at an interval of less than a second. This is a great function if students want to answer questions 1-5, skip question 6-11, and go onto questions 12-20. They can also go back to the skipped questions. Press the F button again to stop the scrolling.
- Under the **G** and **H** button are directional arrows. Students use this function during Student Managed Assessment and Practice mode deliveries. It allows students to go backwards or forwards to questions, checking their answers or answering any skipped questions.



When students are ready to answer a question, they simply point the response pad at the receiver unit connected to the teacher's personal computer, press and release the button representing their answer.

Software

A CPS database is the hub of all of your activity. It is designated, in Microsoft Windows terminology, as a file with an extension of .cps. CPS database file name examples include:

- language arts.cps
- math-4.cps
- history.cps

Each CPS database is like a container that holds the following components:

- CPS lessons
- CPS standards
- CPS team activities
- CPS classes
- CPS reports
- CPS gradebook

TRAINING COURSE ACTIVITIES

The following sections of instruction are most effective with hands-on participation from you.

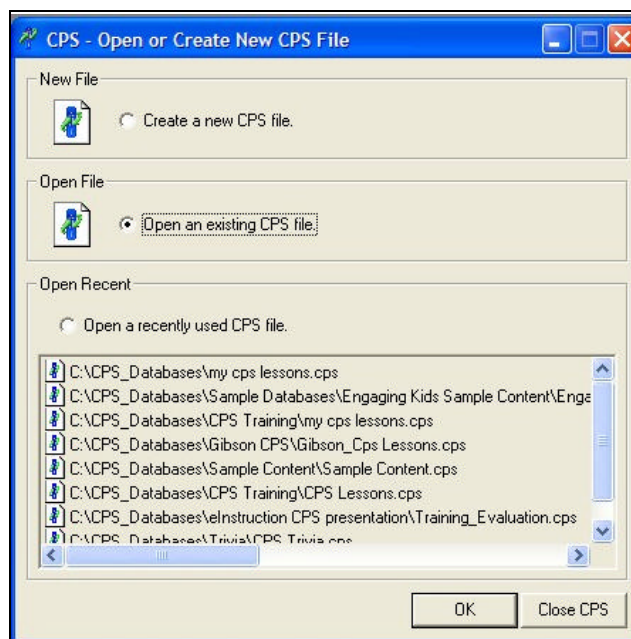
D. THE CPS DATABASE

Open an Existing CPS File

After starting the CPS software via the **Start** button, or by double-clicking the CPS icon from your desktop, you can create a database, which is like an empty container, or you can **open an existing database**. The CPS install CD comes with existing sample databases that have been installed onto your system prior to this training session.

To open an existing CPS database:

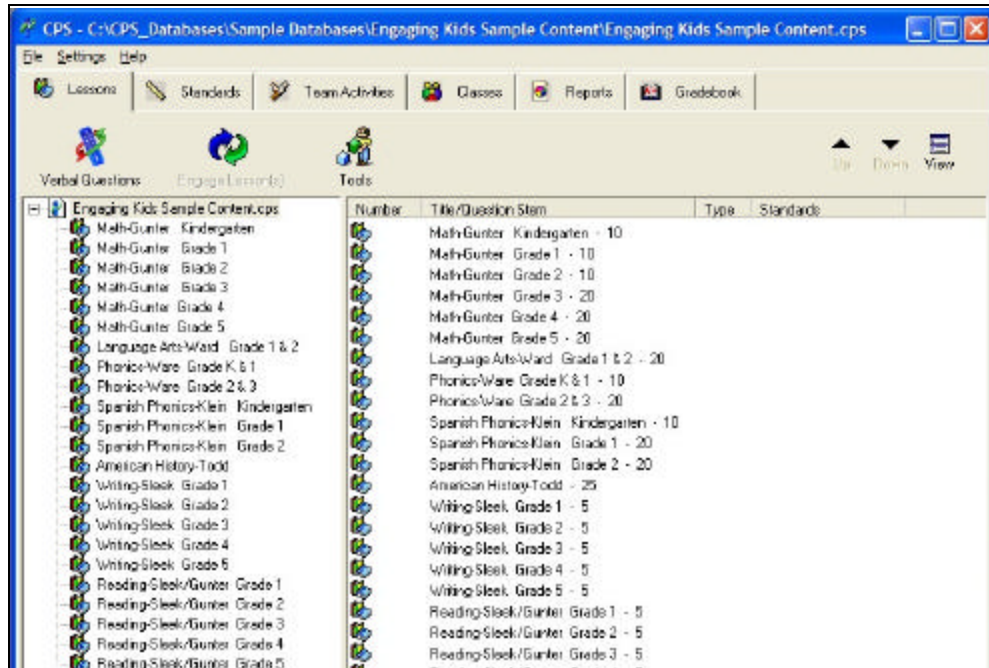
1. Start **CPS**.
2. Select the **Open an existing CPS file** option.



Create or Open New CPS File Dialog Box

3. Click **OK**. The Open CPS File dialog box opens.
4. In the **Look in** drop-down list click the arrow and find this file path:
C:/CPS_Databases/Sample Databases/Engaging Kids Sample Content
5. When you open the Engaging Kids Sample Content Folder, you will see the file **Engaging Kids Sample Content.cps** in the white box. This is the database you want to open.
6. Select the file.
7. Click **Open**.

In this illustration, the open database is identified at the title bar of the window. It is the **Engaging Kids Sample Content.cps** database and is located at the file path it displays at the top left corner of the screen. You can see it has multiple lessons with many questions in each.



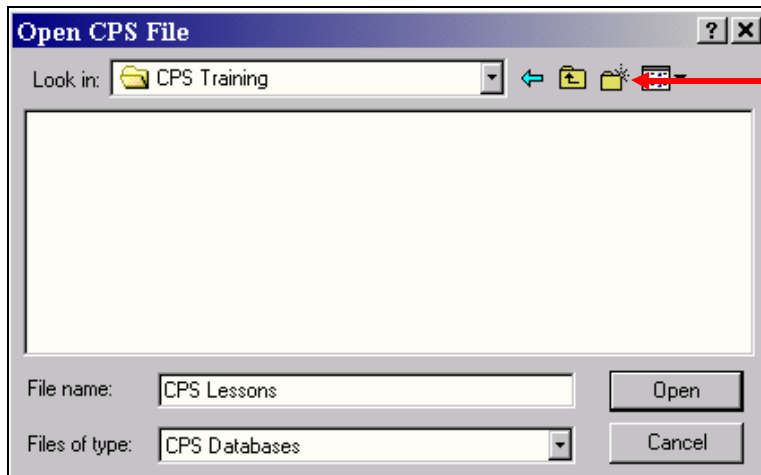
Engaging Kids Sample Content.cps

Now let's go through how to create your own CPS file so you can add your classes, lessons, and save any student performance feedback.

Create a New CPS File

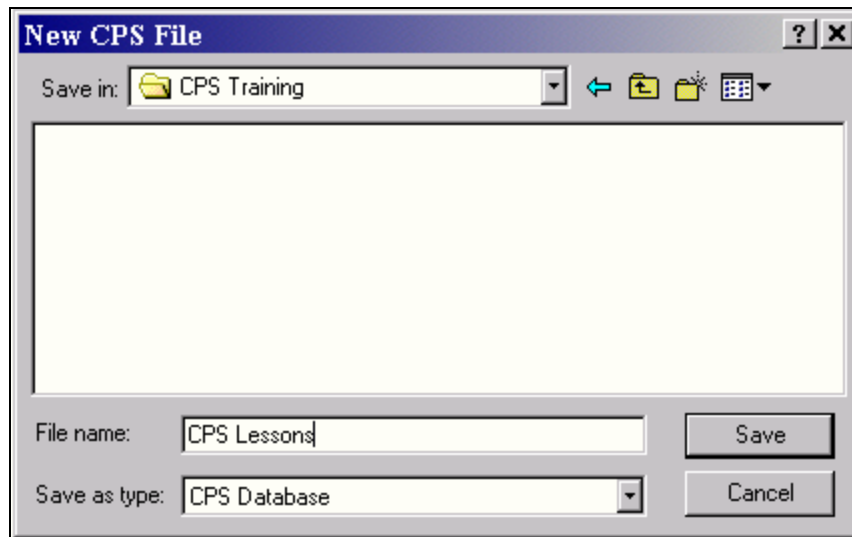
Create a new database called CPS Lessons.cps and place it in a folder called **CPS Training** directly below your C:\CPS_Databases.

1. From the open CPS database, click the **File** button.
2. Select the **New Database** command. The **New CPS File** dialog box opens.
3. Use the **Save in** drop-down list to locate the **CPS_Databases** folder.
4. Use the **Create New Folder** icon to create a folder named **CPS Training**.



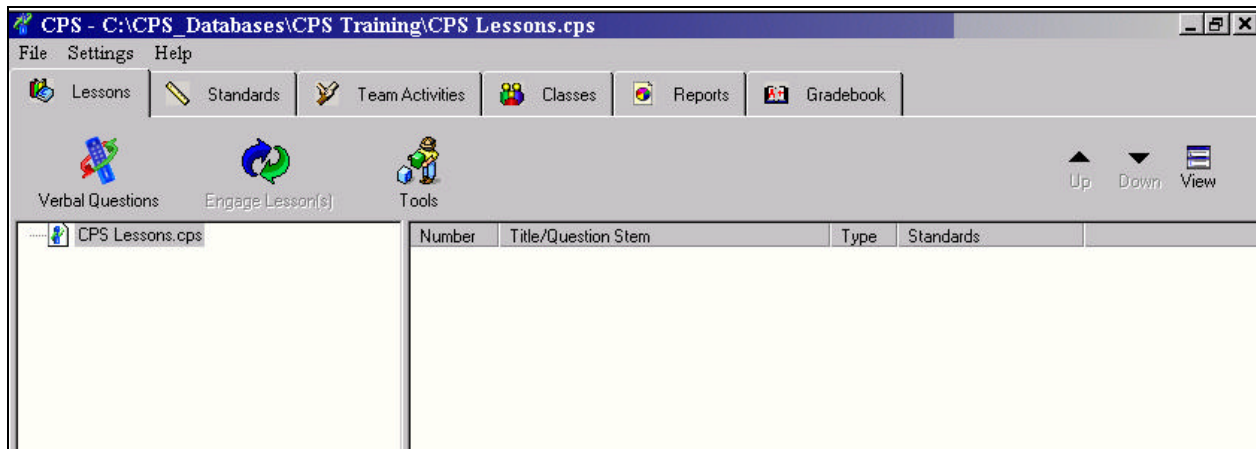
Create New Folder Icon

5. Double-click the CPS Training folder so that it is displayed in the **Save in** box.
6. In the **File name** portion of the dialog box, type the database name **CPS Lessons**.
7. Click **Save**.



New CPS File Dialog Box

After completing the above steps, the newly created database, **CPS Lessons**, is open and ready to support CPS activity. The screen displayed is what you should see when your new databases has been created.

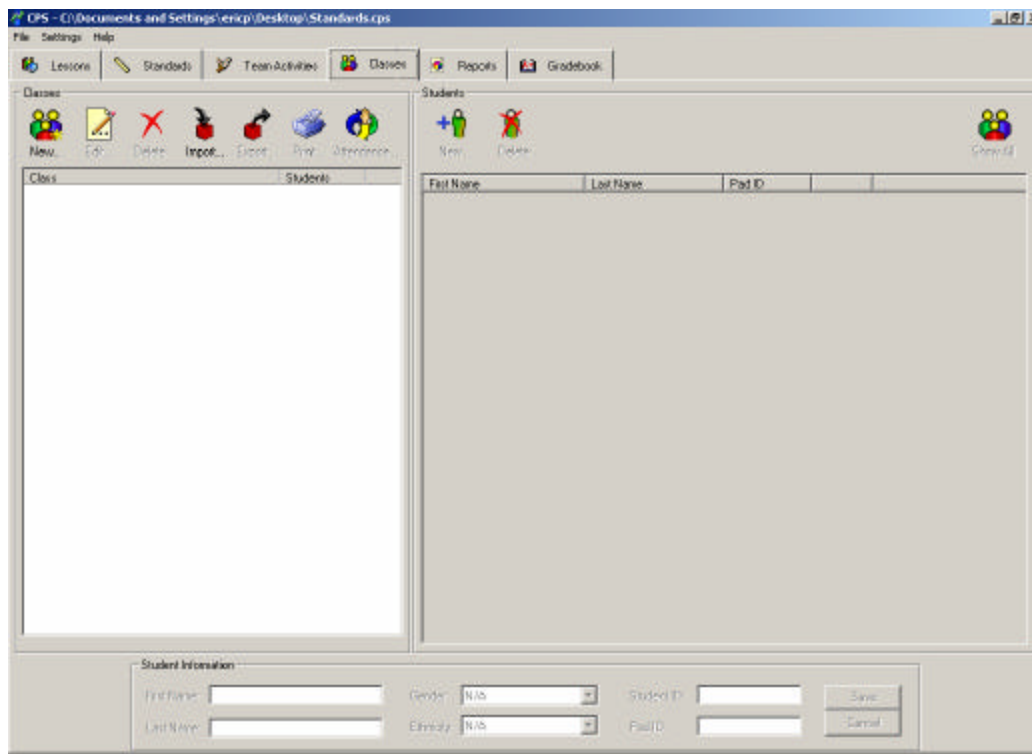


The CPS Lessons Database Open to Lessons Tab

Next you will create a class of students.

E. THE CPS CLASSES TAB

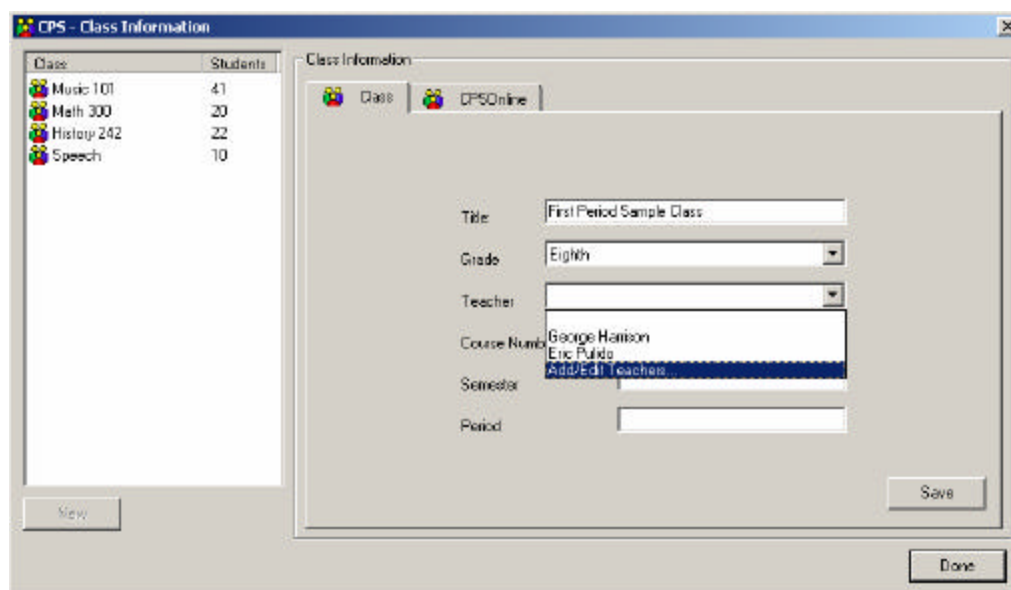
First, let's add your class(es) of students to CPS using the **Classes** tab. When you click the **Classes** tab, the following window appears if there are no previous classes entered. *Note the split screen.* The left side is the Class information side and the right side is the Student information side.



CPS Classes Tab

Create a New Class

1. Click the **New** icon from the Classes side of the screen (left side).
2. Title your class, as you may enter many class rosters in one database.



← We have used the class name 1st period Sample Class.

Note: You must enter a Title each class you create. The other fields are optional.

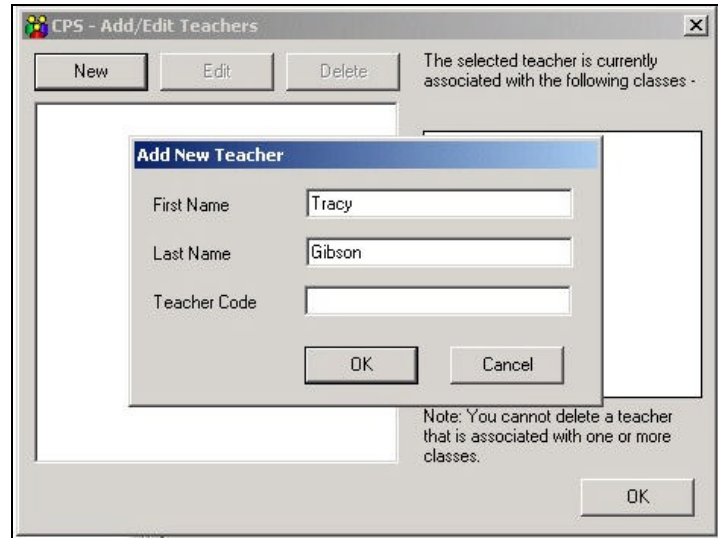
To add yourself as a teacher choose 'Add/Edit Teachers' then click New and type the correct information in to the respective fields. Click **OK** when you are done.

To add a new teacher click on the **New** button →

Type in the teacher's name (teacher code optional) →

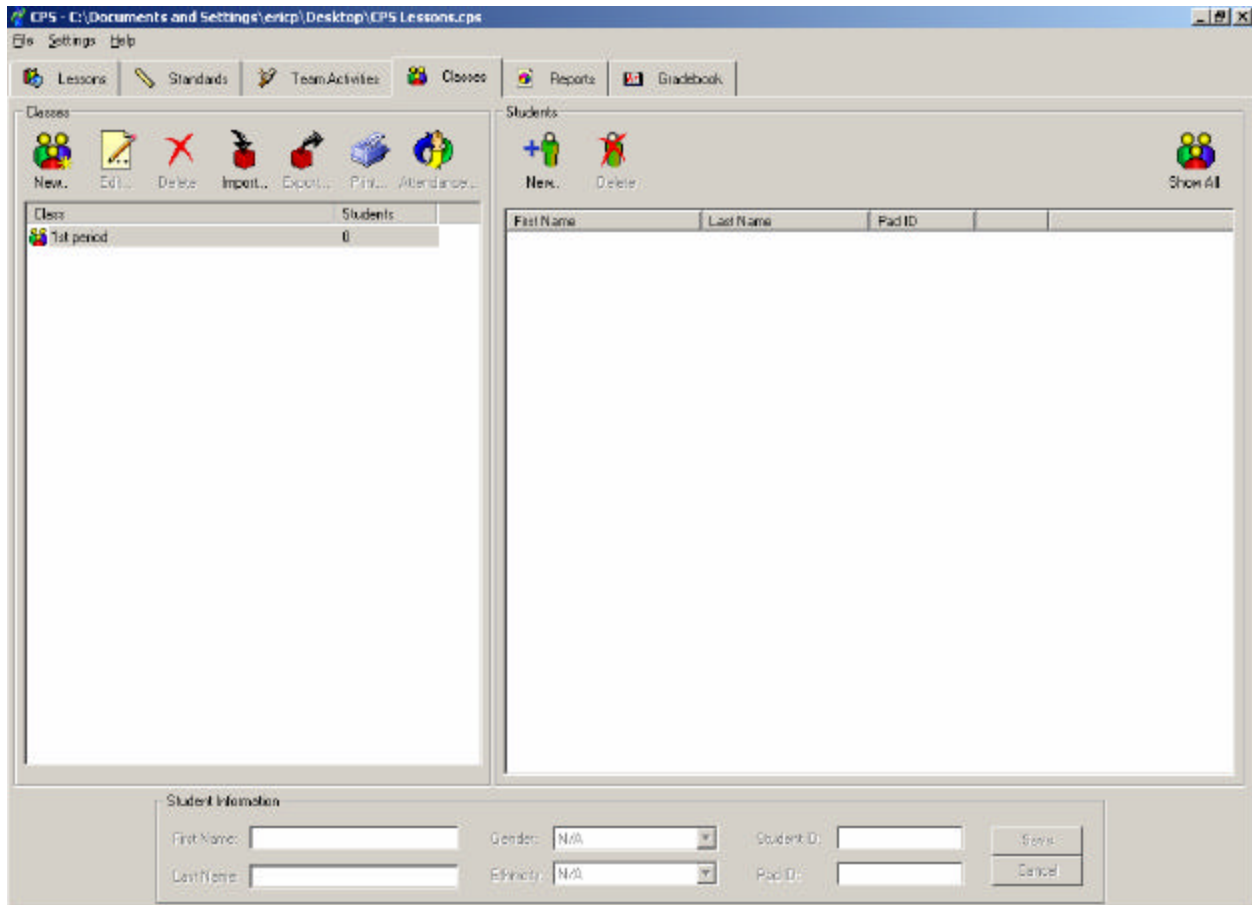
Click **OK** →

Click **OK** again →



3. Click **OK**.

Note: Make sure you choose the teacher's name you added in the Teacher field in the 'Class Information' box.



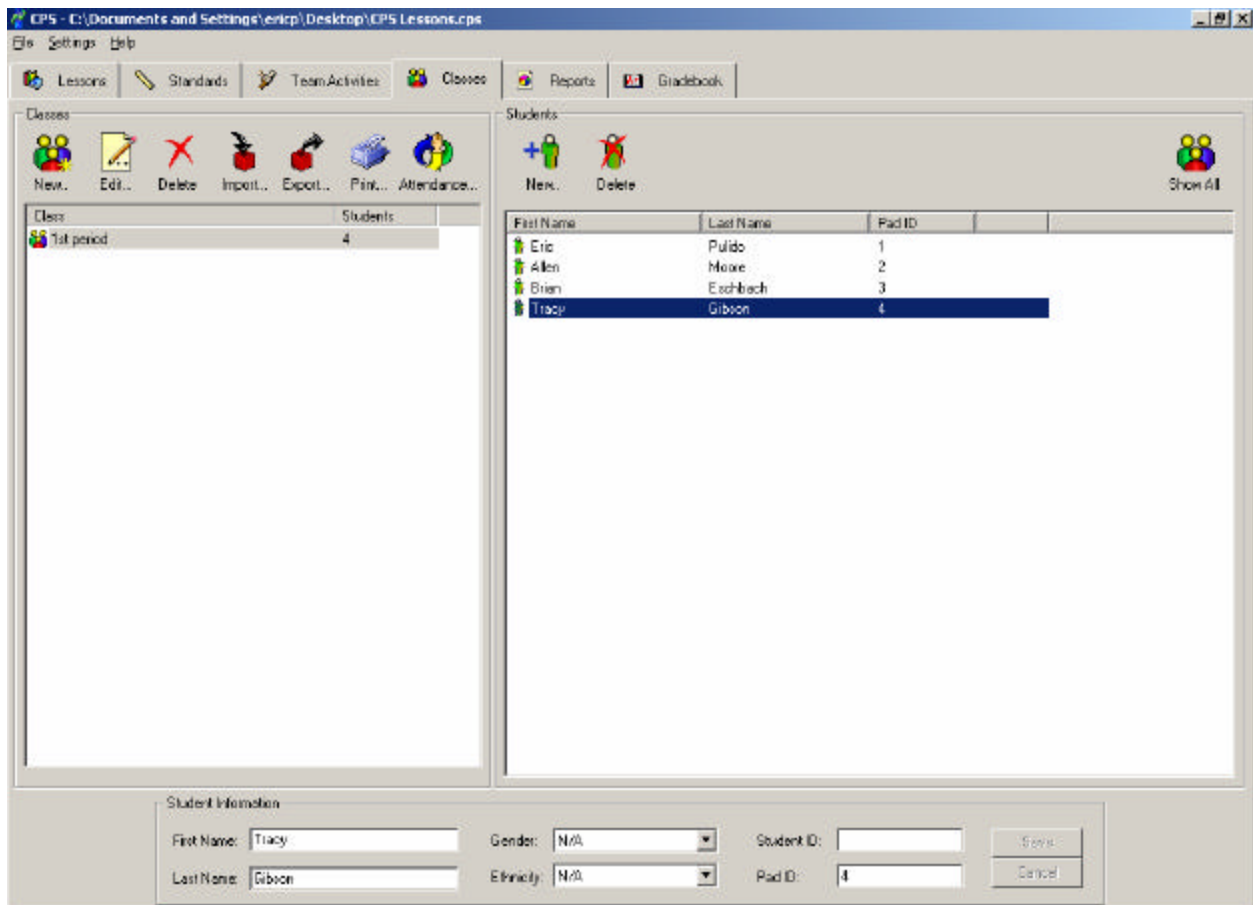
Remember, you can create as many classes as you need. Now that you have created a class name in the database, you will want to add students to that class.

Add Students to a CPS Class

1. Highlight the class name into which you want to enter the respective students.
2. Click the **New** icon under the Student side of the screen (right side).
3. Type in the information for the first student in the fields at the bottom of the screen.
4. Click **Save** or hit the **Enter** key when you have filled out the information.

Note: The fields First Name, Last Name, and Pad ID are required, but the others are optional. If you click **Save** you will have to click **New** under the Student side of the screen to enter the next student. If you hit **Enter** on your keyboard you can immediately begin typing in the information for the next student.

5. Follow steps 2 through 4 to enter each additional student.



Workshop Class from the Classes tab with Four Students

Class Roster Tips and Suggestions

- To edit and maintain your classes highlight the respective class name and click the Edit icon and add or change what you need to.
- To edit and maintain your students in a class, highlight the student's name and make any changes in the fields at the bottom of the screen. Make sure to click **Save** when you are done making changes.
- To delete a class name or a student, highlight the respective item and click the designated **Delete** icon for either the Class section or the Student section.

F. THE STANDARDS TAB

eInstruction has pre-developed States' Standards in the CPS software as a part of the installation CD. To install your specific State's Standards do the following:

Install State Standards

1. Place the CPS Install CD into your CD-ROM drive.
2. When the auto-run feature starts, click the **Standards** button



3. Click **Continue** through the prompts.
4. When you get to the '**Available State Standards**' dialog box put a check mark in the box by your state name.
5. Click **Continue**.



6. The CPS Install indicates when the install has been completed.

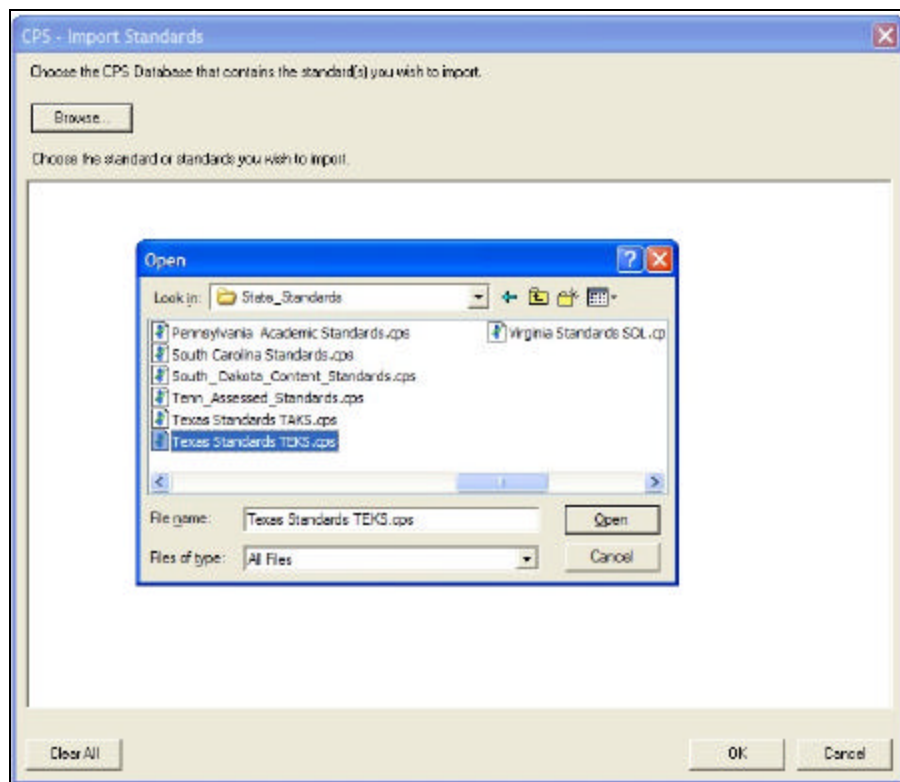
7. Click **Finish**.
8. Your state's standards have been saved as a CPS database in the following file path (unless you selected to have it install to another drive on your computer):
C:/CPS_Databases/State_Standards/your state standards.cps

Import Standards into Your CPS Database

1. Make sure you are on the Standards Tab of the **CPS Lessons.cps** database that you just created.

Note the split screen. The left side is the Standards window displays all standards by name and the right side displays any questions associated with a standard name.

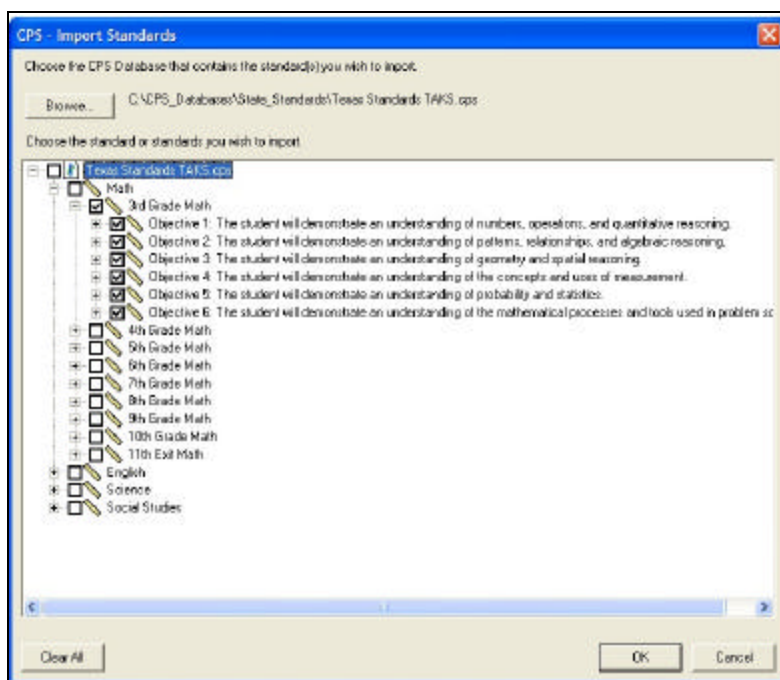
2. Click the database name from the left side of the split screen.
3. Click the **Tools** button.
4. Select the **Import** command from the drop-down list.
5. The **CPS - Import Standards** dialog box appears. This dialog box allows you to browse for the standards database downloaded from the install.
6. Click the **Browse** button. The Open dialog box appears.
7. In the **Look In** drop-down list, find the CPS_Databases folder that contains the Standards folder where the state's standards database is saved. For example, the Texas state standards database is named **Texas Standards TEKS.cps**.



8. Highlight your state's database name.
9. Click **Open**.
10. The state's standards database appears in the **Import Standards** dialog box with a (+) box beside it, as well as an empty check box.
11. Click the (+) box to open up the tree structure under the database.

- Click in the check box beside each individual standard you want to import. Clicking on the checkbox during importing will include everything beneath that heading in the tree structure.

In this example, only the Third Grade Math standards from the Texas standards database are selected for import.



- Click **OK** once you have chosen your set of standards.
- The chosen standards are now imported into your CPS Lesson database and appear on the Standards tab.

G. THE CPS LESSONS TAB

The Lessons tab is probably where you will begin most of your CPS functions. From this tab, you can:

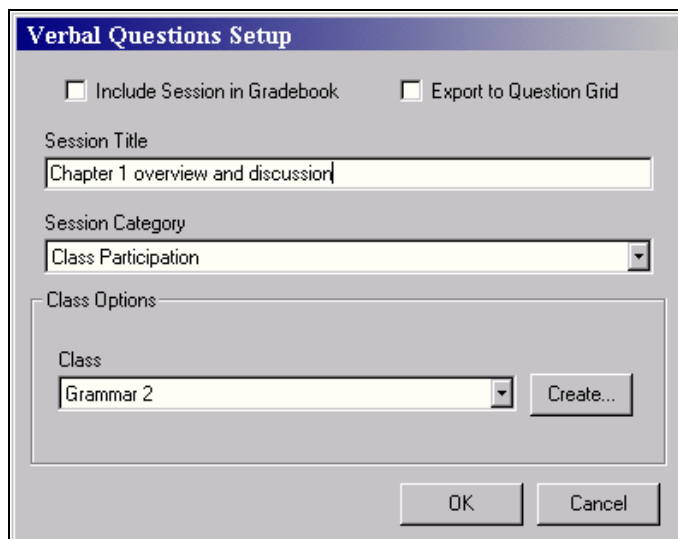
- Ask verbal questions during your class (instructional tool)
- Use a FastGrade answer key to accompany existing paper material (assessment tool)
- Use CPS questions as an instructional tool or as an assessment tool

Ask Verbal Questions During Your Class

You can use CPS immediately without typing any questions. Use the CPS **Verbal Questions** function to ask questions during your lecture in coordination with existing questions from the textbook, from your own PowerPoint presentation, from a question database or any other non-CPS question source.

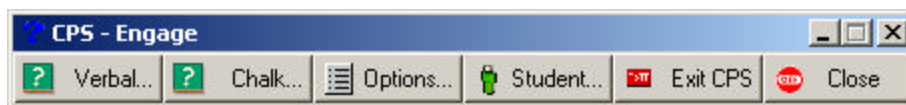
Start up CPS and have it projected onto a screen or a TV-Monitor. Lecture and teach as you normally would. Then to incorporate CPS into your students learning method:

1. From the Lessons tab click the **Verbal Questions** button.
2. In the Verbal Questions setup dialog box, make these selections:
 - a. Choose to include the performance data from this verbal session in the gradebook.(optional)
 - b. Choose to export the performance data from this session to a separate file that displays the data in grid form.(optional)
 - c. Type in the title for this verbal session; this should be unique so you can distinguish this data from other CPS sessions.
 - d. Select a session category type from the drop-down list.
 - e. Choose the Class that will take part in this verbal question session.
3. Click **OK**.



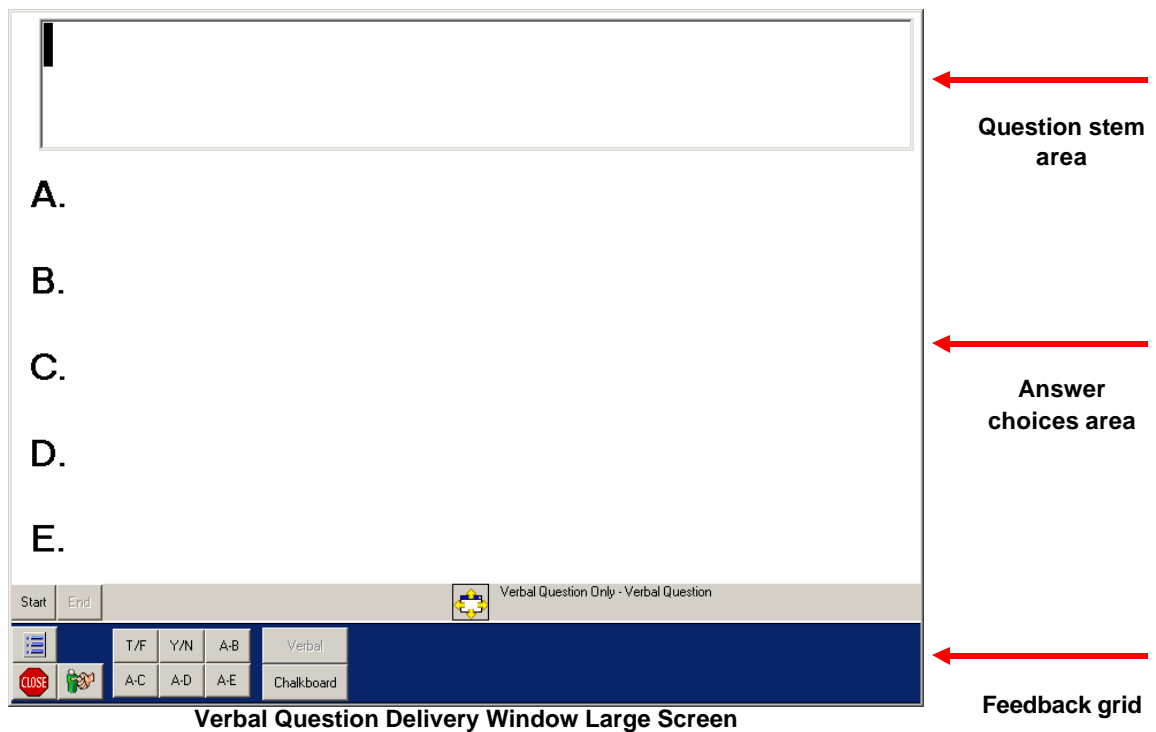
Verbal Questions Setup Dialog Box

4. The Verbal Questions taskbar appears on-screen.



Verbal Question Session Taskbar

- Click the **Verbal ...** button from the taskbar.
- The verbal question delivery window opens. This illustration shows the verbal question delivery window in Large Screen format.



The Verbal Question delivery can also appear as just the feedback grid:



Note: To adjust whether CPS displays the Large Screen or just the Feedback Grid during a Verbal Question delivery, use the **Options** button from the feedback grid or the verbal Questions taskbar to adjust the view. Use the **Show Large Screen** option button from the Verbal Question section of the Options menu.

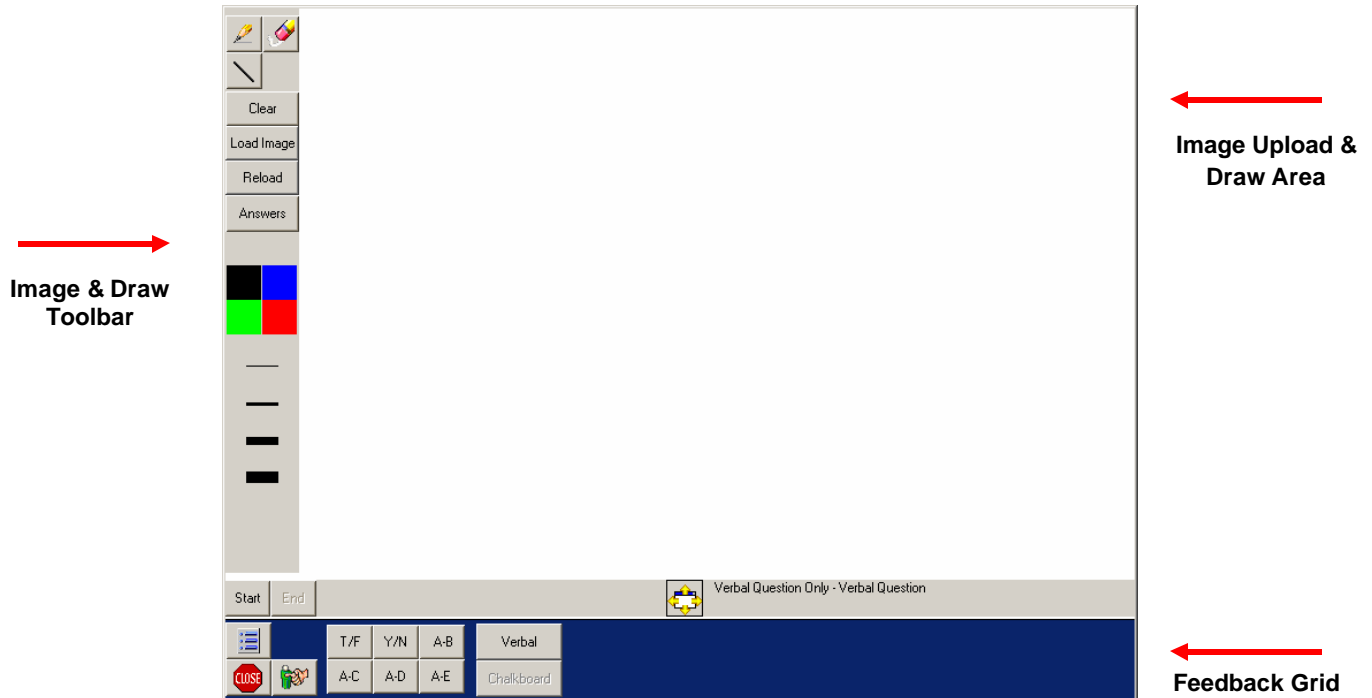
- Change the question type using the T/F, Y/N, A-B, A-C, A-D and A-E buttons in the bottom left corner.
- You can type in a question and answer choices now or simply verbalize the question and answer choices.
- Click **Start** and allow students the time they need to use their response pads to select an answer choice. You may have to repeat the answer choices several times if you do not type them in.
- When all students have answered, click **End**.
- The verbal question answer distribution window opens. From here choose a correct answer choice or leave the question subjective. In addition, you can view the performance feedback in multiple chart formats.
- Click **Close**.

13. To ask another question of the same question type, just click **Start** again. You can type in the question or answer stem boxes if you like.
14. You can also choose to change your question type to **Chalkboard**. For more information on the chalkboard format, go to the next section.
15. The data collected from this Verbal Questions session is available from the Reports tab.

Chalkboard

The chalkboard format gives you the opportunity to draw or load images into the area provided while verbally asking questions for students to answer. This enables you to draw your own pictures or load images from your computer on the spot while asking students questions. Below are the steps to follow to engage in the verbal question's chalkboard format.

1. Follow steps 1-4 from the verbal question delivery steps above.
2. Click the **Chalk ...**(chalkboard) button from the taskbar.
3. The chalkboard question delivery window opens. This illustration shows the chalkboard question delivery window in Large Screen format.



The Chalkboard Question delivery can also appear as just the feedback grid:



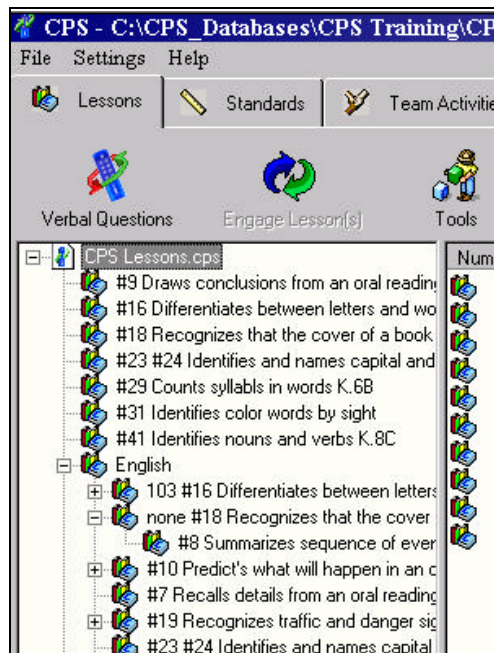
Chalkboard Question Delivery Window Feedback Grid

Note: To adjust whether CPS displays the Large Screen or just the Feedback Grid during a Chalkboard Question delivery, use the **Options** button from the feedback grid or the verbal Questions taskbar to adjust the view. Use the **Show Large Screen** option button from the Verbal Question section of the Options menu.

4. Change the question type using the T/F, Y/N, A-B, A-C, A-D and A-E buttons in the bottom left corner.
5. You can upload an image by clicking the **Load Image** button or use the draw tools to draw an image in the area provided. Use these tools while verbalizing the question and answer choices.
6. Click **Start** and allow students the time they need to use their response pads to select an answer choice. If you decide to type in answer options for the question, use the **Answer** button to toggle between showing and hiding the answer options.
7. When all students have answered, click **End**.
8. The answer distribution window opens. From here choose a correct answer choice or leave the question subjective. In addition, you can view the performance feedback in multiple chart formats.
9. Click **Close**.
10. To ask another question of the same question type, just click **Start** again. You can load or draw another image or use the existing one if you like.
11. You can also choose to change your question type to **Verbal**. For more information on the verbal format, go to the section above.
12. The data collected from this session is available from the Reports tab.

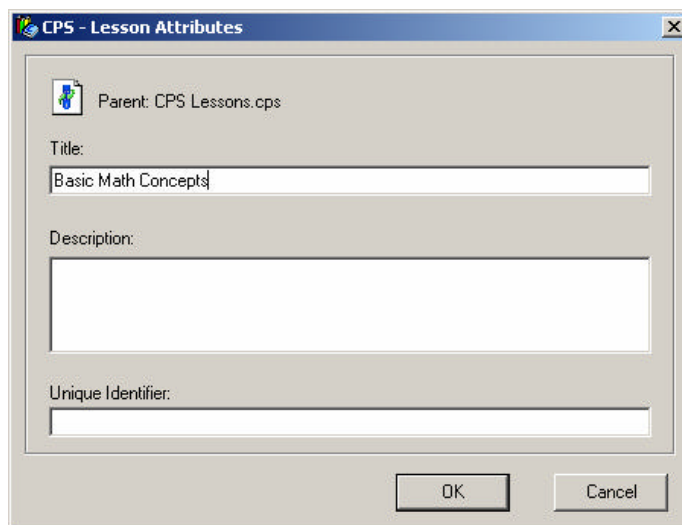
Lesson Organization on the Lessons Tab

Lessons can be in outline or hierarchical form. For example, you could create a level of lessons titled for each subject that you teach. Then inside of each subject, you can create a level for Chapter 1, Chapter 2, etc. Beneath each chapter level, you can create lessons that relate to sections within the selected chapter. For example:

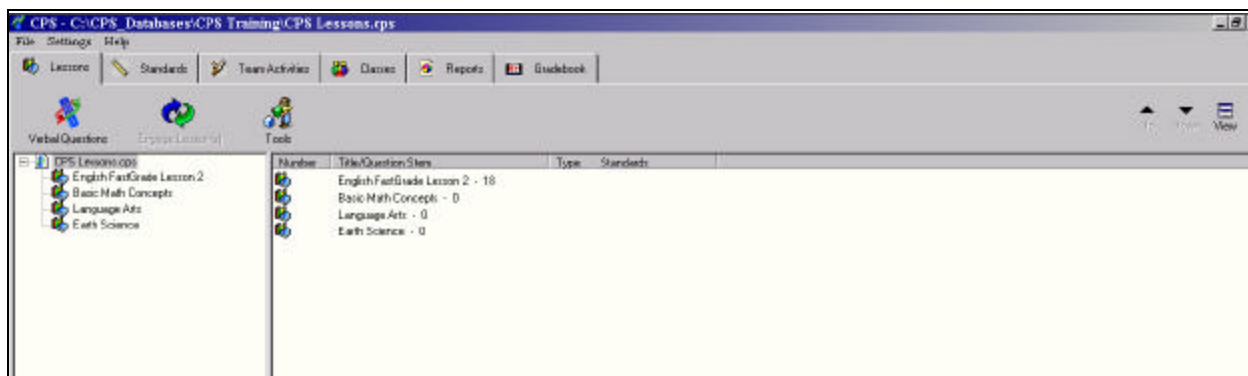


Create Lesson Names

1. To create a new lesson, highlight the database name (CPS Lessons.cps) seen in the left section of the screen and click the **Tools** button.
2. Select the **New Lesson** command from the drop-down list.
3. In the Lesson Attributes dialog box, type the subject name (for example, Basic Math Concepts) and any description (optional).
4. Click **OK**.

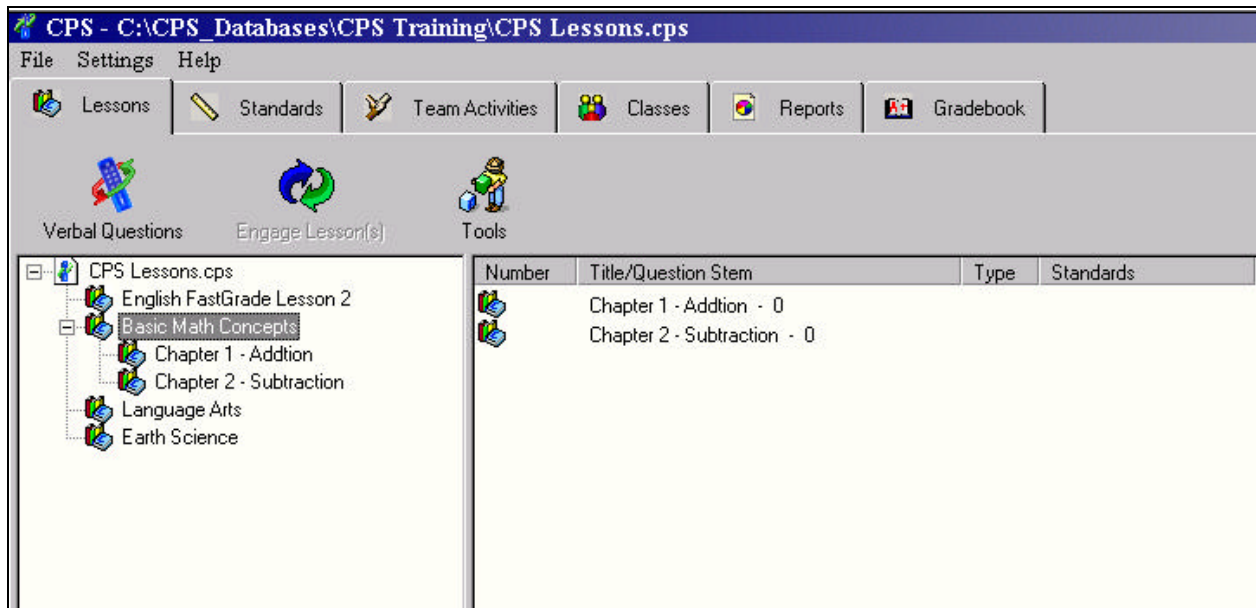


5. Follow Steps 1-4 to create other lessons for subject names such as Earth Science, Language Arts, etc.

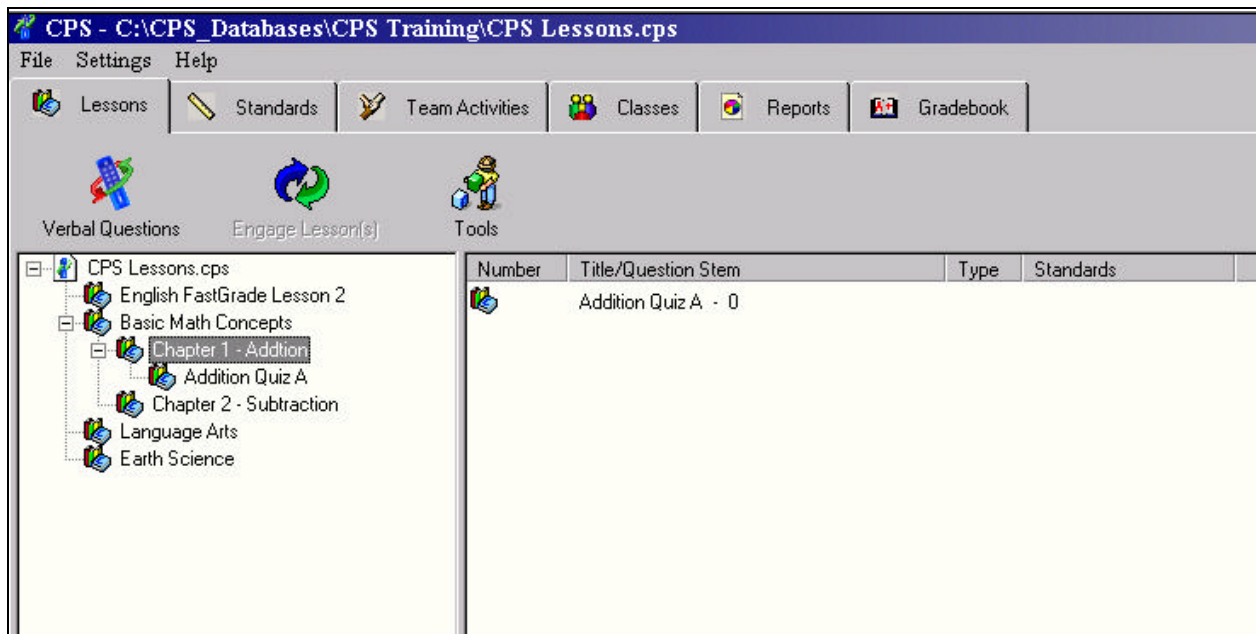


Lessons Tab with Newly Created Lesson

6. Now highlight one of your subject names (such as Basic Math Concepts).
7. Click the **Tools** button.
8. Click the **New Lesson** command.
9. In the Lesson Attributes dialog box, type the chapter name (for example, Chapter 1- Addition) and any description (optional).
10. Click **OK**.
11. Follow steps 6-10 to create other chapter lesson names under any of your subject lesson names. Make sure to highlight the subject name you want to create lessons for.



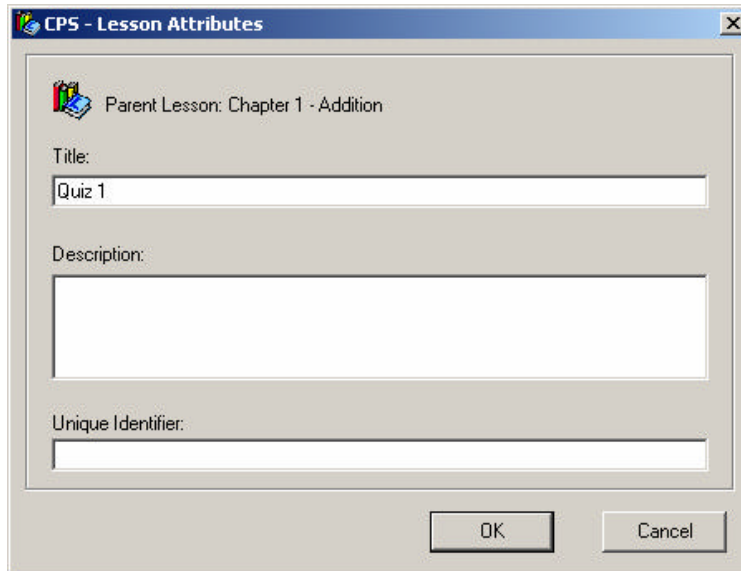
12. Now highlight one of your chapter lessons (such as Chapter 1-Addition).
13. Click the **Tools** button.
14. Click the **New Lesson** command.
15. In the Lesson Attributes dialog box, type the lesson name for that chapter (for example, Addition Quiz) and any description (optional).
16. Click **OK**.
17. Follow Steps 12-16 to create other lessons (such as homework, reviews, tests, etc) for each chapter lesson. Make sure to highlight the chapter lesson you want to create lessons for.



Use FastGrade from the Lessons Tab

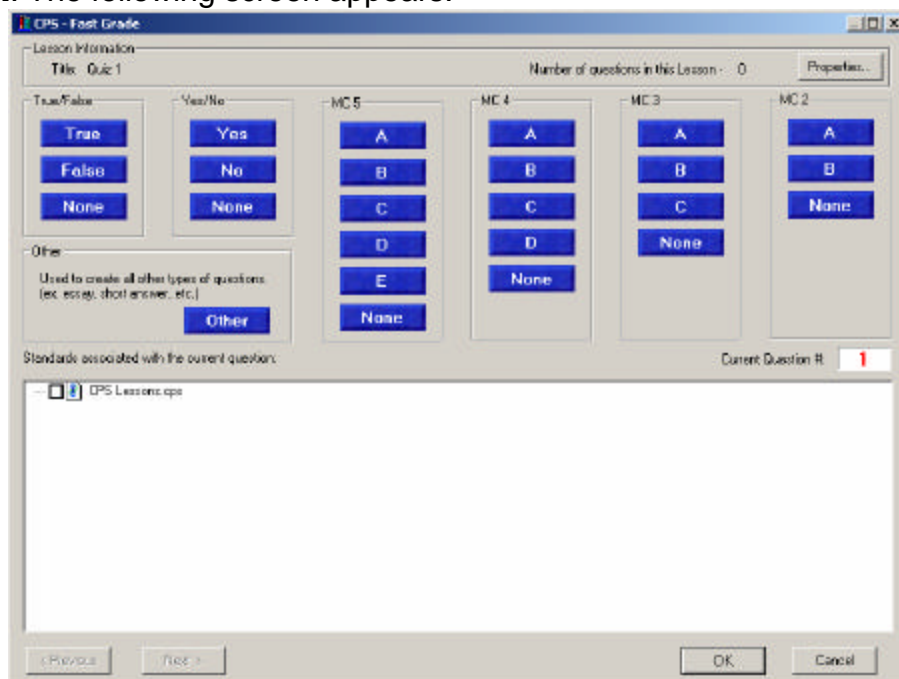
The CPS **FastGrade** feature is ideal for use with existing hard copies of course material. FastGrade lets you make an answer key of the hard copy material. Then you can hand out the hard copy, or present the data in some other format, and still use the CPS response system to record performance. Not only is FastGrade an excellent way to grade tests students take in class, it is also an easy way to grade homework.

1. Make sure you are in the Lessons tab.
2. Highlight one of your Chapter Lessons (such as Chapter 1 - Addition).
3. Click the **Tools** button.
4. Select the **FastGrade** command from the drop-down list.



FastGrade Title Window

5. Give a lesson title to your homework, test or set of questions (description is optional).
6. Click **OK**. The following screen appears.

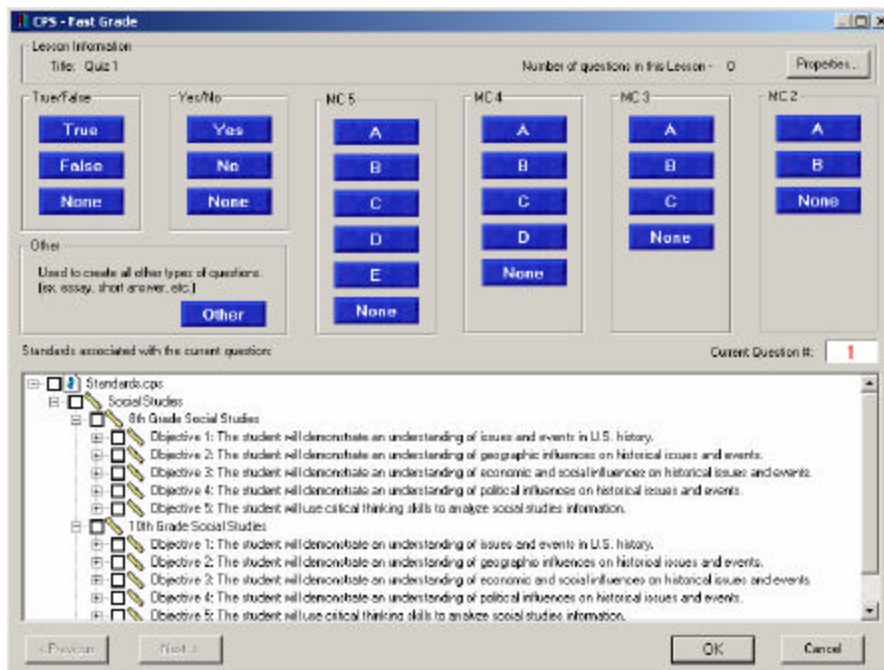


7. Now click on the answer button for the first question. Make sure you are using the correct question template, T/F, Y/N, MC5, MC4, MC3, MC2, Other (used for essay or short answer questions).
8. After you click on the answer for Question #1, you will notice it will automatically change to Question #2.
9. When you are finished inputting in all the answers click **OK**.
10. CPS will create your answer key as a lesson.

🔗 **Note:** see [Sample Quiz A & B](#) for a set of questions you can use on a Fastgrade lesson.

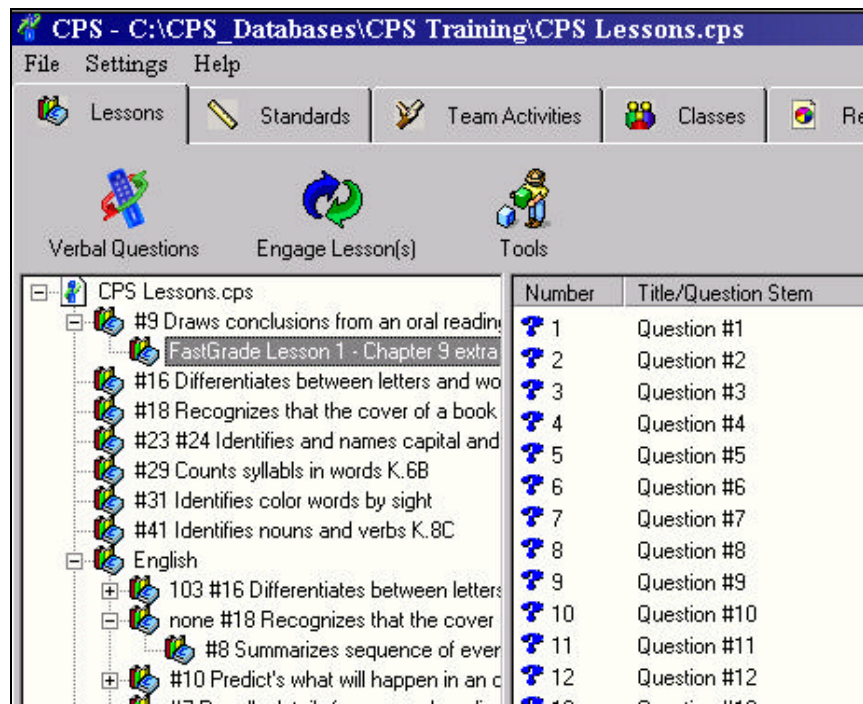
Associating Standards with a FastGrade Lesson

Standards in the open database appear so that you can associate them with each question if you like.



If the same standard applies to all the questions in your FastGrade lesson, simply put a check mark by the objective, standards, and sub-standard that apply before inputting the correct answers for your hard copy questions.

If different standards apply to different questions in the same FastGrade lesson, make sure to place a check mark in the appropriate boxes before inputting the correct answers for your hard copy questions.

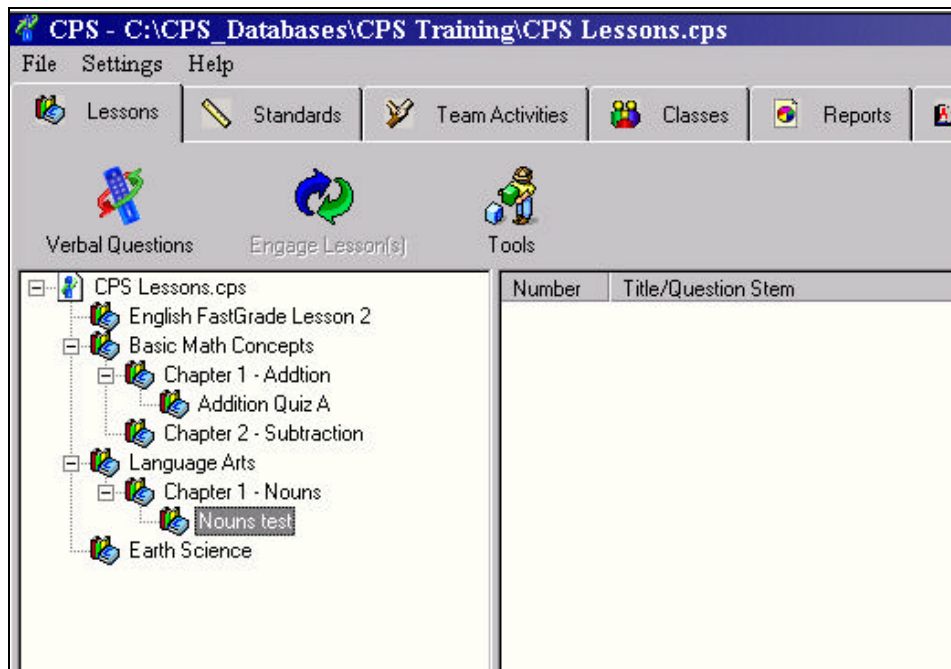


FastGrade Lesson and Questions Displayed on Lessons Tab

Now your class can work questions on paper at their own pace. When you are ready to grade that lesson highlight the lesson name and click **Engage** from the Lessons tab.

Develop Questions Inside a CPS Lesson

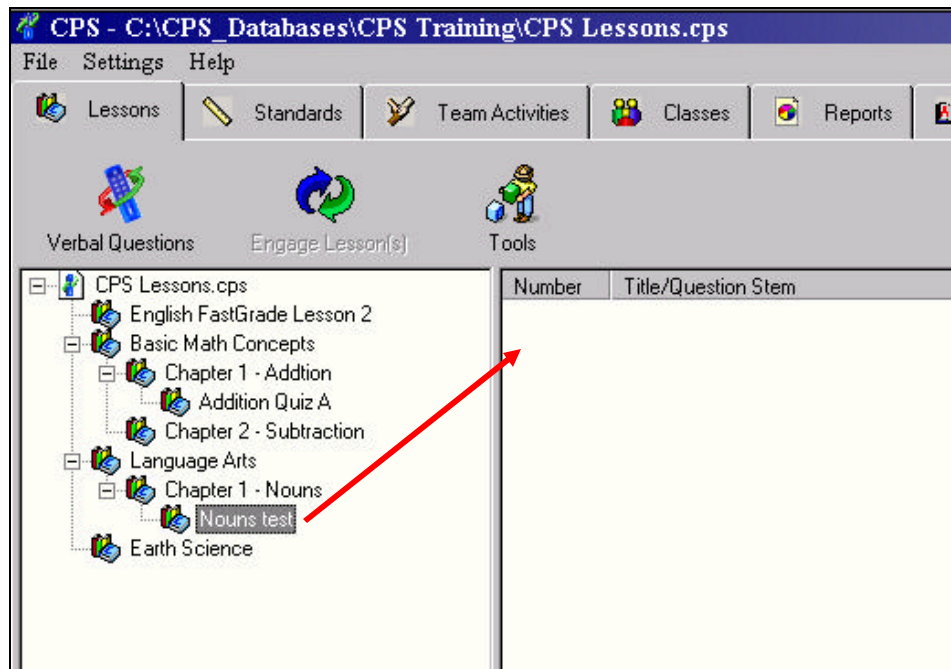
Below is the Lessons tab with three subject lesson titles. Notice that two of the subject lessons have a chapter lessons titles as well as sub-lessons under specified chapters.



REMEMBER:

- If you want to create a sub-lesson within any other lesson, make sure you highlight the lesson you want to receive the sub lesson.
- When you highlight a lesson on the left hand side, the screen on the right side displays all the items (questions and other lesson names) for that lesson.

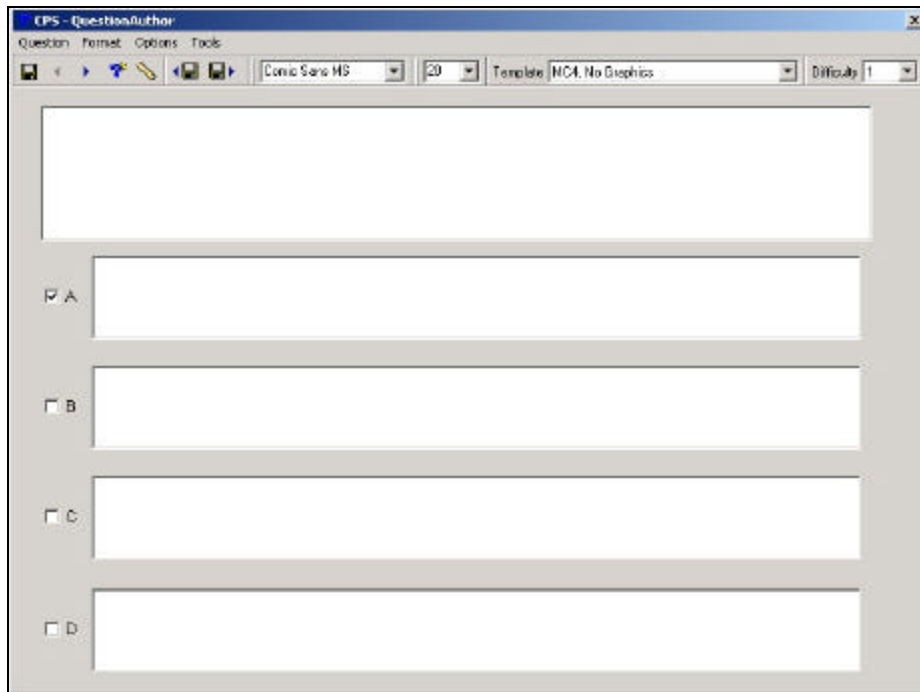
Create a new lesson inside one of your chapter lessons (such as Nouns Test inside Chapter 1 -Nouns of Language Arts). Please refer back to steps 9-11 on page 16 for how to create a new lesson name.



Notice that there are zero questions associated with this lesson.








Now let's enter a question into the lesson:

1. Click the lesson title: Nouns Test (or whatever you have named it)
2. Click the **Tools** button.
3. Select the **New Question** command.
4. This opens the **CPS- Question Author** window.

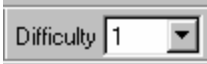


CPS Question Author Window

In the Question Author window, you can perform a variety of functions. Icons are available to navigate among the questions include:

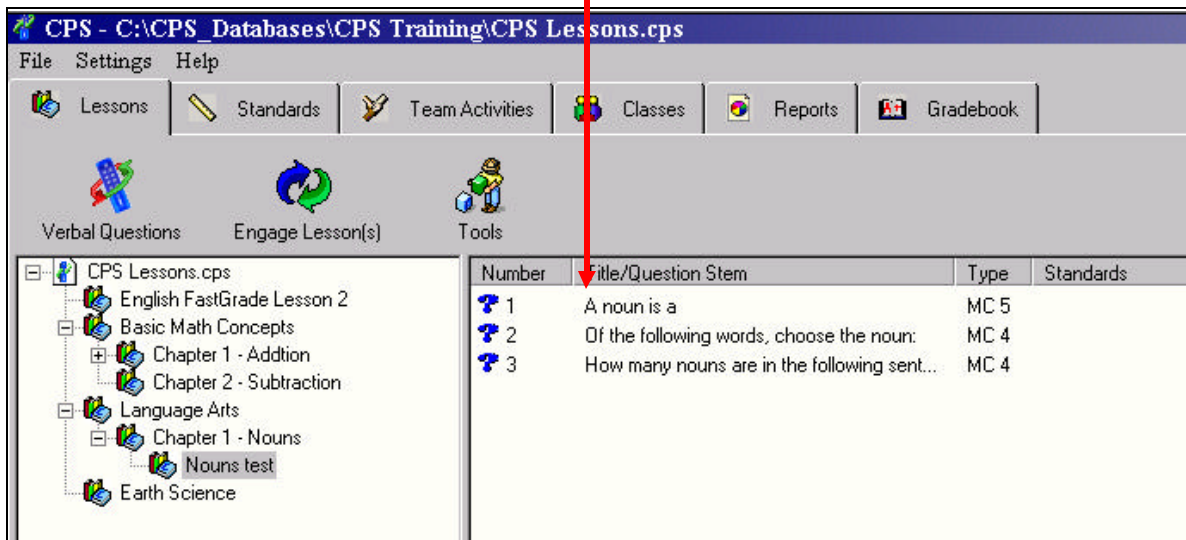
- Under the **Question** menu, you can perform a variety of functions including Close, or Save and Close, which will move you back to the list of questions in this lesson.
- Various icons are available to navigate among the questions:
 - Save 
 - Move to previous question 
 - Move to next question 
 - New question 
 - Associate objective(s) to this question 
 - Save and move to previous question 
 - Save and move to next question 
 - Fonts and font sizes



- Difficulty level of question 

5. Choose the Template you want to use for each question and type in the text for your question and the respective answer choices and choose the appropriate icon for the function you want to perform.
- If you choose a Template with a graphic box, just click in the gray area of the graphic box and browse for your graphic. The graphic must be somewhere on the local hard drive of your computer.

After saving the questions from our Sample Question list and closing out from the Question Arthur screen, it looks something like the following screen. It illustrates that you have added three questions to the lesson name 'Nouns Test'.




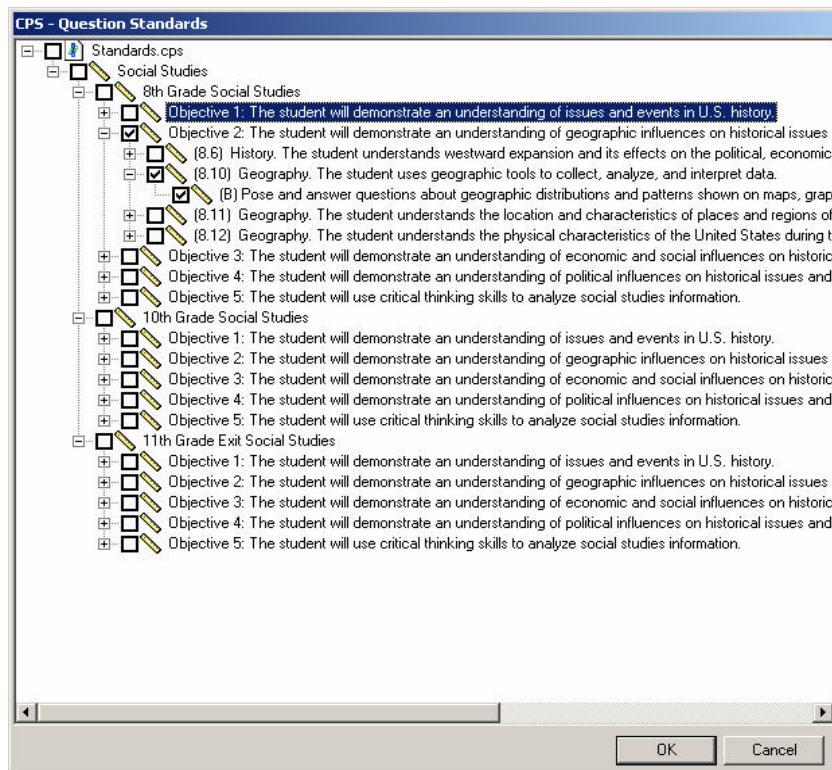
Lesson Name Window

If you highlight the database name on the left side you see a list of all the parent lessons with the number of questions in each lesson to the right.

Associate Standards to Question

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

- Click the **Question** menu item or the Standards icon  from the Question Author toolbar.
- From the Question menu item, click the **Associate Standards** command. A list of standards in the database opens.



Question Standards to Associate

- c. Click inside the boxes beside as many standards as you want to associate with this question. Use the + icons to see any child standards and select those too if you like.
- d. Click the **OK** or **Cancel** button.

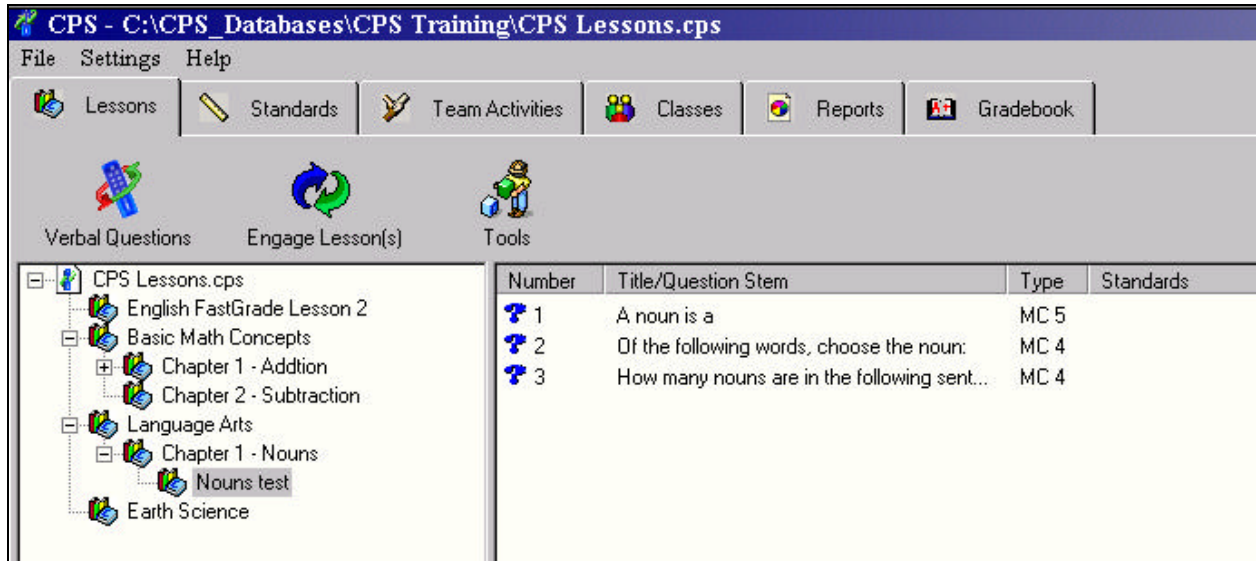
To review which standards are associated with any question, open a question in the Question Author window and repeat steps a and b.

🔗 **NOTE:** Remember that every time you see a + to the left of an objective or standard title, it means that there are more sub-standards underneath.

H. DELIVER CPS QUESTIONS WITH REPORTS

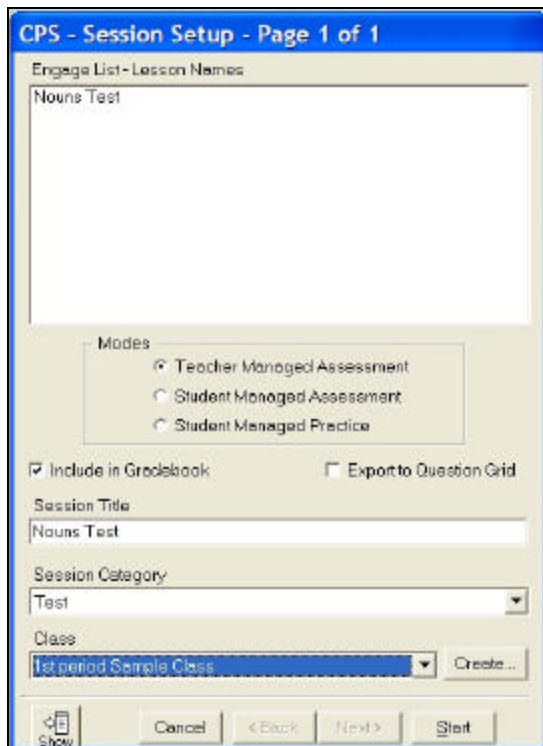
Now that you have lessons and questions, you can deliver these to students during your lecture to enforce your instruction, or you can use these for assessment to gauge student comprehension.

1. Under the Lessons tab, click the specific lesson or sub lesson that you want to deliver. For example, highlight the 'Nouns Test' lesson.



Lesson Tab with Nouns test lesson selected

2. Click the **Engage Lessons** button to start a session that will record data in reports.
3. The **Session Setup** dialog box opens.



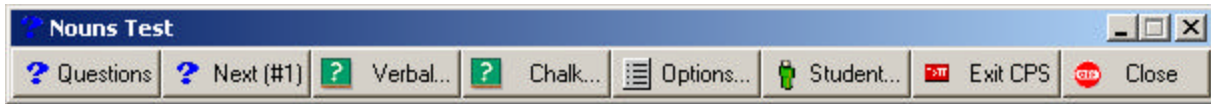
← You choose to include or not include this session in the Gradebook feature.

← We selected **Test** as the Session Category.

← We will use the **1st period Sample Class** that we created earlier.

CPS Session Setup Dialog Box

4. After selecting a session type and class, click **Start**. The **CPS Engage taskbar** appears.



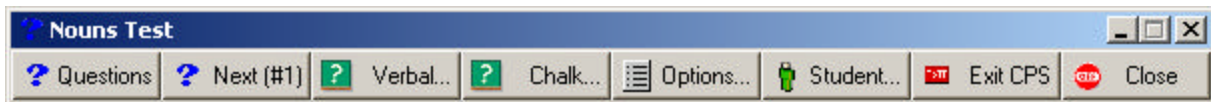
CPS Engage Taskbar

5. This is initially placed in the upper left portion of your screen but can be dragged to any place on your screen.
6. It can be used in conjunction with, or overlaid onto, other software, e.g. PowerPoint, Word, Excel, DVD movie, etc. Here is an example of the CPS engage taskbar overlaid on a PowerPoint screen.

Notice that the Engage Taskbar is sitting on top of the PowerPoint slide. The PowerPoint presentation is active and the Engage taskbar has been dragged to the lower left portion of the screen.



7. Use the Engage taskbar to deliver the first question by clicking the **Next (#1)** button of the taskbar. It then becomes active and delivers the first question.



[Click Here](#)

The question is delivered to the screen, overlaying the current PowerPoint screen.

Find the adjective in the sentence below.

Ted has a red bike.

A. Ted

B. has

C. red

D. bike

Start End < > Nouns Test - Question #1

Verbal

Chalkboard

Click Start to engage the students. →

8. After you click **Start**, the Feedback grid appears on-screen. The display provides visual confirmation of the response activity.

Find the adjective in the sentence below.

Ted has a red bike.

A. Ted

B. has

C. red

D. bike

Start End ± > Grid Nouns Test - Question #1 5

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

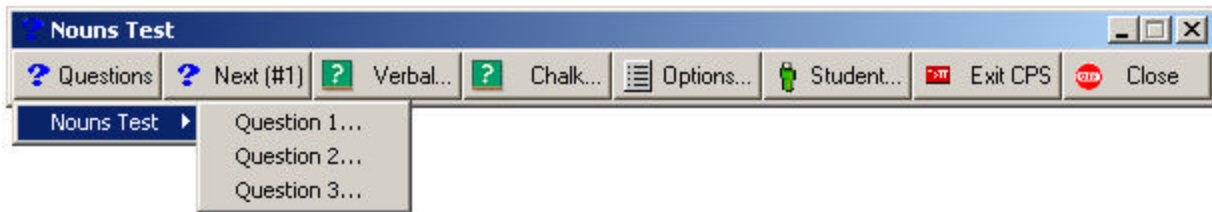
← 5 responses: pads 2, 3, 5, 6, & 8

9. Click **End** to stop student responses from being recorded.
10. The results are written to the CPS database and retained for reporting purposes. You can review these from the Reports tab.

Other Options of the CPS Engage Taskbar

Select a question, by number

From the Engage taskbar, click the **Questions** button and choose any question number.



Engage Taskbar Question List

Delivering Spontaneous Questions

From the **Verbal** button, you can verbalize a question or type in a question for your class to engage in.

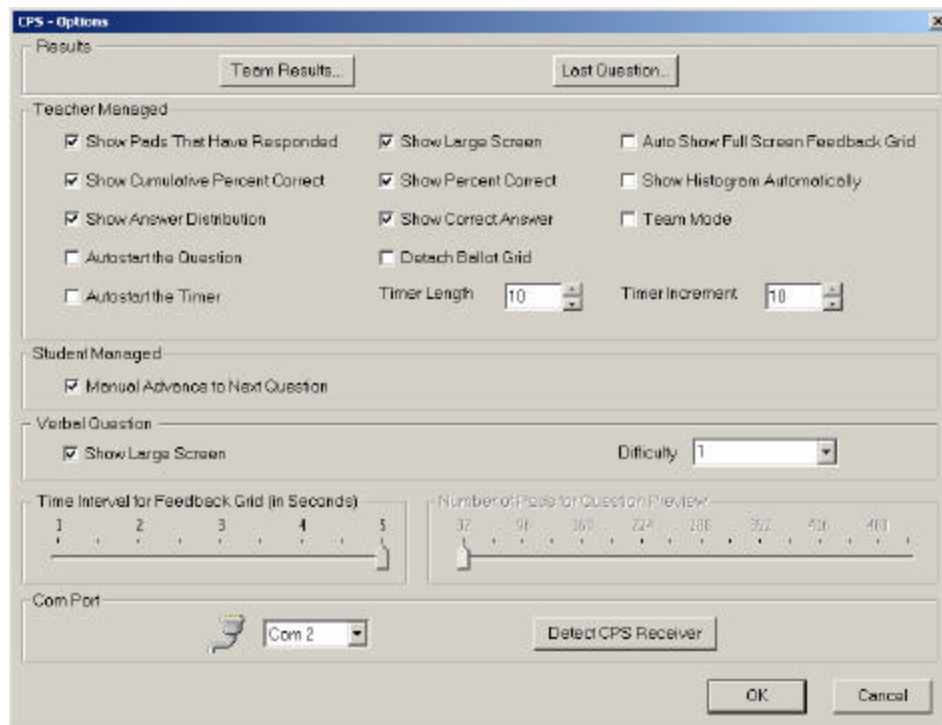
From the **Chalk...**(chalkboard) button, you can draw or load an image in the space provided while you verbalize a question for the class to engage in.

Various Feedback Results and Settings

From the **Options** button, you can adjust the delivery settings of your questions.

Results

- Review the results from TEAM sessions by point value
- Review the answer from the previously asked question



Teacher Managed Options

- Highlight the pads that have responded
- Display Cumulative box on screen bottom
- Show distribution to right of answers
- Start the question without clicking Start
- Start the timer without clicking Play
- Show full question screen
- Display % Correct box on screen bottom
- Display of check mark for correct answer
- Using a class of any size, you can display the ballot grid in a separate window
- If using a class with more than 32 students, you can auto show the feedback grid for all students
- Show the histogram with the feedback results charted automatically
- Work in team mode with points awarded to students or teams of students
- Adjust timer length and increment.

Student Managed Options

In a student-managed mode with CPS, students automatically go from one question to the next when they answer with their pads. This function is available by default when this option is NOT selected.

If you and they would rather go to the next manually, by clicking the arrow button from their response pad, then select the **Manual Advance to Next Question** option.

Verbal Question Session Option

During a verbal Question session you can display the question and answer window as well as the feedback grid OR you can simply display the feedback grid. If you choose this option then CPS will display the question and answer portions of the window as well as the feedback grid.

Time Interval for Feedback Grid (in Seconds)

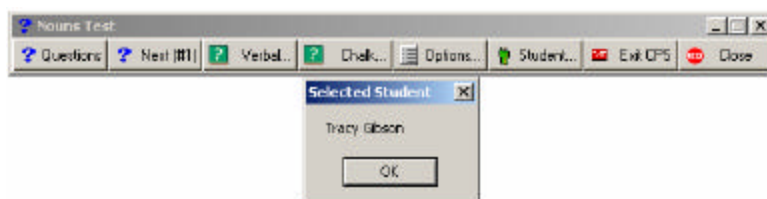
When you deliver a lesson with more that 32 pad ID values, the feedback grid switches from one 32-pad ID panel to the next in order to display all pad ID values from a roster. You can set the time interval from 1 second between panels to 5 seconds between panels.

Com Port

Adjust your serial (or communication) port settings from the Engage taskbar or the Question Delivery feedback grid quickly and easily.

Randomly Select a Student

Click the **Student...** button to randomly display a students name from the roster.



Exit or Close CPS

Click the **Exit CPS** button to close CPS altogether.

Click **Close** to close out the session and return to the lessons tab.

I. TEAM ACTIVITIES

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

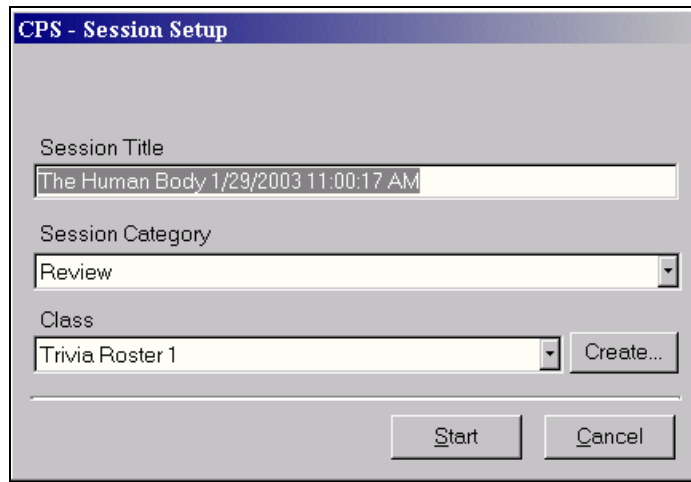
There it is! employs the Student Managed Assessment mode in a fastest-finger format. Each team or student answers a different question at a time; so shouting out responses is useless.

- The first team/student to correctly respond to *their own* question gets **25** points.
- Teams/Students who answer correctly, but did not answer first, get **20** points.
- Teams/Students who did not answer correctly or did not answer at all get **0** points.

The points accumulate over the There it is! session and before long you have a winner.

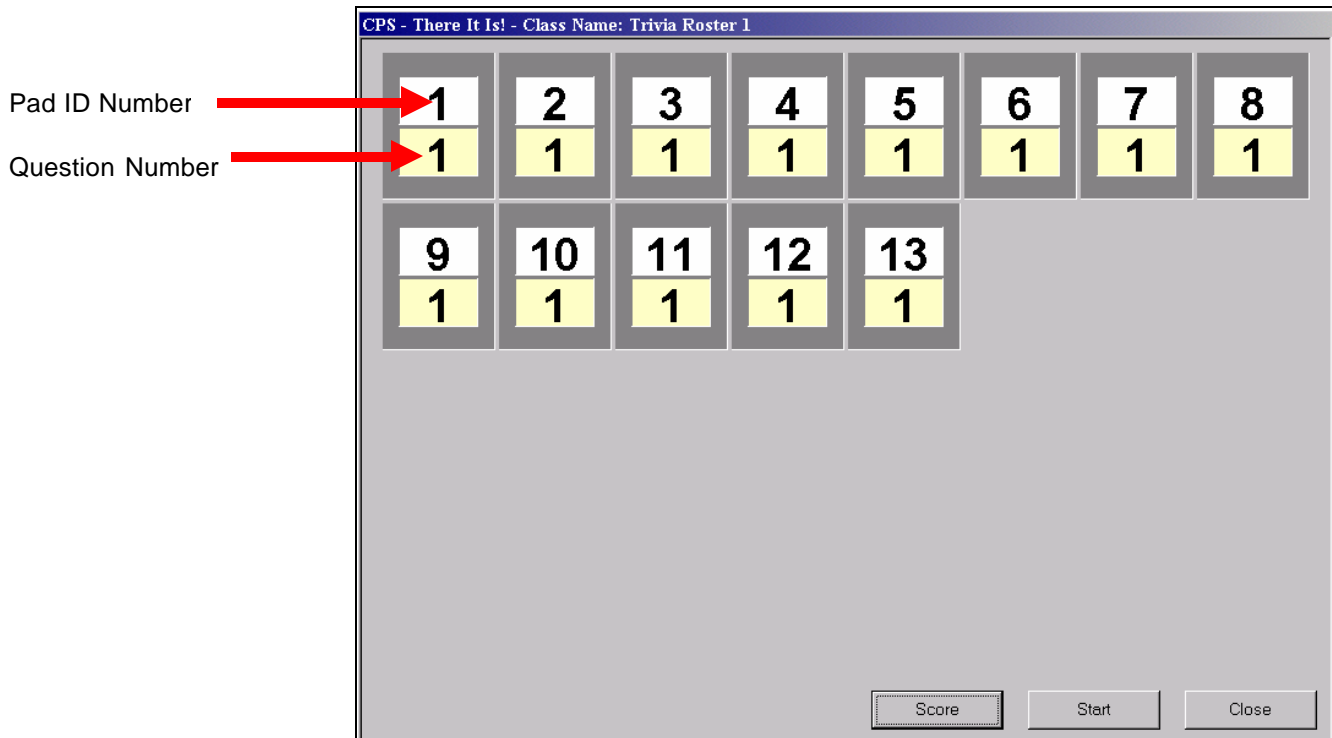
There it is! Delivery

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



There it is! Session Setup Dialog Box

11. Click **Start** after you have selected your session setup options.
12. A window opens and displays a student managed assessment board, consisting of pad ID numbers (top row of each row) and question numbers (bottom row of each row):

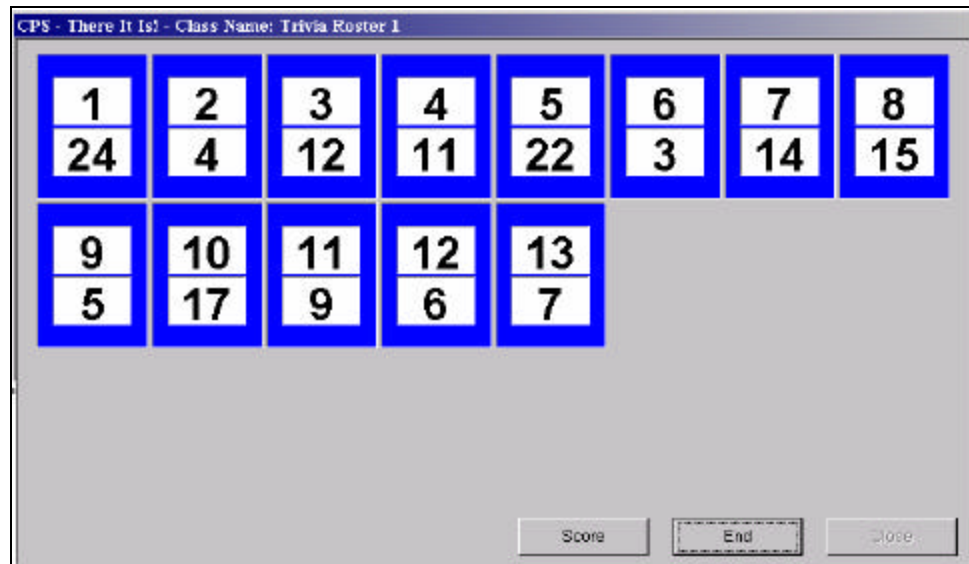


There it is! Initial Delivery Window

13. Click **Start** from the delivery window. A new delivery window opens and displays the pad ID numbers with different questions:

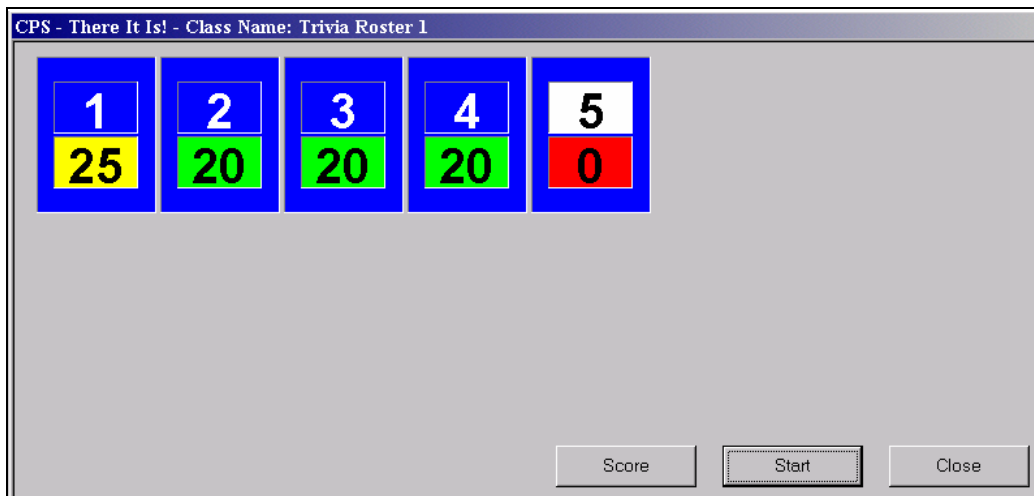
Notice that each pad ID is answering a different question.

For example, pad ID 1 will answer question 24; Pad ID 2 will answer question 4; etc.



There it is! Delivery Window with Different Questions Assigned to Pad ID Numbers

14. As teams/students answer their own question, their pad ID turns blue. They can change their response anytime before you end this question delivery.
15. Click **End** when all teams/students have responded.
16. The point values awarded to the teams/students for their responses are displayed:



There it is! Delivery Window with Points

- Pad ID 1 received 25 points for answer correctly first.
- Pad IDs 2-4 received 20 points each for answering correctly but after pad ID 1.
- Pad ID 5 did not respond at all because their pad ID is not blue, therefore they received no points.

17. At this point you can click **Score** to see the name of each person or team responding and their points, or you can click **Start** again to go onto the next question.
18. When you deliver the next question, each pad ID gets a new and different question than they had before and from anyone else in the class.
19. When the last question has been answered, the Start button is deactivated and the only option is to review the **Score** or **Close** the game.
20. The **Score** is tallied for each participant:

Team	Pad	Score
Team Blue	1	205
Team Orange	2	185
Team Purple	3	215
Team Yellow	4	185
Team Red	5	0

There it is! Score Board

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

J. HELPFUL HINTS USING CPS

Below are answers and guidance to common questions:

Don't feel obligated to have every student respond to every question – give a little notice and terminate the response cycle.

When using CPS, use it smoothly across your session. That is, don't wait until the end of class then ask 10 questions very fast. Keep your students alert by continuously involving them throughout the session.

Vary the activities. For example, use the Team mode and divide up the class, then have them compete with each other. Show results and urge collaboration – the real world works best with teamwork.

Use the Cumulative Class percent correct as an incentive. For example, if they finish above a certain percentage, you may reduce the homework or provide extra points, etc.

Let the students create some Verbal questions in teams for delivery to the class over a specific topic.

Manage the class. For example, do not permit students to shout out, provide answers for others or allow excessive celebration. It is your class and you set the rules for conduct independent of the instructional tools you use. Make sure this is a positive tool not a negative situation.

Manage your response pads. Have the students religiously obtain them from the same slot and return them to the same slot. A visual check is very easy based on the layout of the response pad carrying case.

K. SAMPLE QUIZ A

CPS Training Sample Questions

1. CPS runs off of what type of technology?
 - a. Radio Frequency
 - b. Infrared**
 - c. Both a and b
 - d. I don't know
2. Which Report type is the most ideal to give to student for review?
 - a. Study Guide**
 - b. Question Report
 - c. Instructor Summary
 - d. Item Analysis
3. From which tab in CPS does question creation originate?
 - a. Classes
 - b. Standards
 - c. Lessons
 - d. Reports
 - e. Both b and c**
4. What is the most important reason for saving your CPS database and the graphics that go with that database in the same folder?
 - a. It just helps you stay more organized
 - b. Because Tracy said so
 - c. So that the database and all of its graphics can be easily transported from one computer to another.**
5. Which function lets you quickly and easily incorporate existing paper test, quizzes, homework, etc., by simply putting the answer key into CPS?
 - a. FastGrade**
 - b. Import
 - c. Builder
6. The graphics for a CPS database need to be in the same folder as the CPS database itself.
 - a. True**
 - b. False
7. Which graphic file(s) will CPS accept?
 - a. .bmp
 - b. .gif
 - c. .jpg
 - d. all of the above**
8. Only a team class (roster) can be associated with the Team Activities lesson that is engaged.
 - a. True
 - b. False**

L. SAMPLE QUIZ B

CPS Training Sample Questions

1. CPS runs off of what type of technology?
 - a. Radio Frequency
 - b. Infrared**
 - c. Both a and b
 - d. I don't know
2. Only a team class (roster) can be associated with the Team Activities lesson that is engaged.
 - a. True
 - b. False**
3. Which function lets you quickly and easily incorporate existing paper test, quizzes, homework, etc., by simply putting the answer key into CPS?
 - a. FastGrade**
 - b. Import
 - c. Builder
4. From which tab in CPS will question creation originate?
 - a. Classes
 - b. Standards
 - c. Lessons
 - d. Reports
 - e. Both b and c**
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 - a. True**
 - b. False
8. Which graphic file(s) will CPS accept?
 - a. .bmp
 - b. .gif
 - c. .jpg
 - d. all of the above**

CPS Training Evaluation

1. The length of the training course was...

- A. Too Short...I would like to have had much more training time.
- B. Good...although I would like to have had a little **more** time.
- C. Good...although I would like to have had a little **less** time.
- D. Too Long...I was ready to leave a long time ago.

2. Please evaluate the overall knowledge of the instructors.

- A. Very knowledgeable
- B. Knowledgeable
- C. Somewhat knowledgeable
- D. Not very knowledgeable

3. I found the content of the training session to be...

- A. Very relevant to my job.
- B. Relevant to my job.
- C. Somewhat relevant to my job.
- D. Not very relevant to my job.

4. Would you recommend this CPS training course to others?

- A. Yes
- B. No

5. Overall, I found the CPS training course to be...

- A. Very helpful
- B. Helpful
- C. Somewhat helpful
- D. Not very helpful

6. Check the CPS feature(s) below that most interested you in this training session.

- Verbal Questions
- FastGrade
- Student Managed Assessment
- Linking state standards to your CPS questions
- Instant Reporting and Gradebook

7. What features would you like to see CPS add in the future?