



Quick Start Manual for CPS



This quick start manual is for the beginner who has never used CPS. This manual will show you the basic operation of the CPS IR and RF student response system. This manual will allow you to begin using your CPS remotes in your classroom in just a matter of minutes. **Please refer to the CPS manual for all available features.**

eInstruction Technical Support: [888-333-4988](tel:888-333-4988)

Web Site Information: www.einstruction.com

Training Videos: http://www.einstruction.com/support_downloads/training.html

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Table of Contents

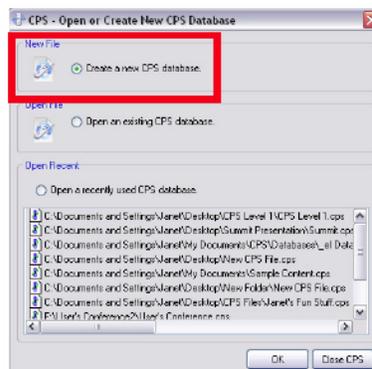
CPS Download Instructions	3
Create a New Database (first time user)	3
CPS Window Tour – Tabs, Buttons, and Groups	4
Detect Your CPS Receiver	4
Create a Class	5
Add Students to K-12 Class	5
Import Classes from a CSV File	5
Verbal Questions	6
Creating a “FastGrade” Answer Key	7
Engage FastGrade Lessons	8
Engage Multiple Lessons (multiple tests)	8
Import PowerPoint Presentations	9
Engage a PowerPoint Presentation	9
Create Questions/Lessons in CPS	10
Engage a CPS Lesson – Standard Mode and Student Paced Mode	10
Generate Reports	11

CPS Download Instructions

1. Go to www.einstruction.com **NOTE: DO NOT** download the software CD that came with the clickers-more than likely it is an OLDER/OUTDATED version
2. Click on the TAB that says **SUPPORT**---[DOWNLOADS](#)
3. Find **CPS SOFTWARE** for **WINDOWS** (latest version is marked with NEW beside it)
4. Click on the **DOWNLOAD** button beside the correct version for Windows
5. After downloading, to get starting using the software, check out the [HELP/ Manuals](#) or [Online Videos Tutorials](#)

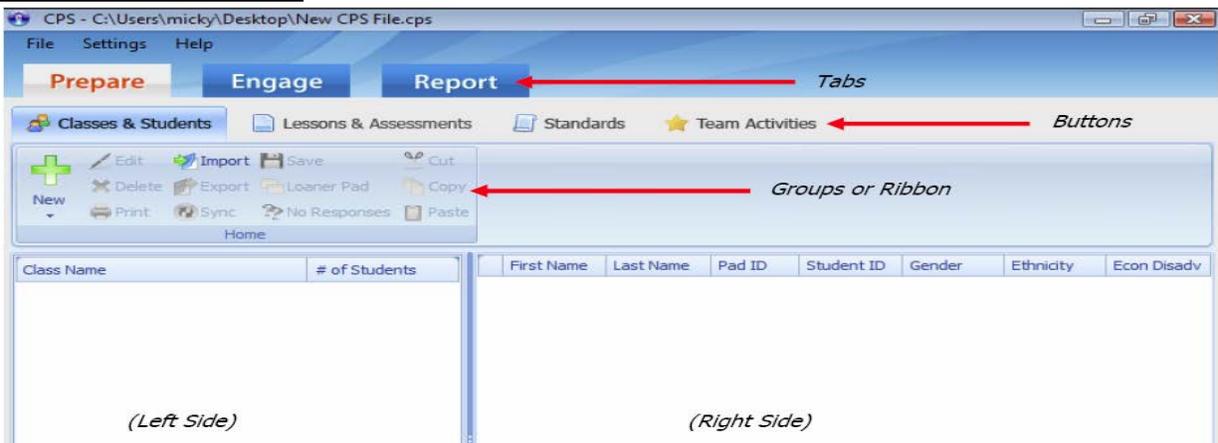
Create a New Database

When you first start CPS software you will need to create a new database. (Suggestion: Save it in the CPS_Databases folder on your C: drive and include your name in the file name. This file will hold all of your lessons and classes.)



1. **Open CPS** from the desktop icon. The CPS Open or Create New CPS Database window appears. (Note: If you are already in a CPS database choose **File>New Database** and go to step 4.)
 2. Choose **Create a New CPS File**.
 3. Click **OK**. The New CPS File dialog box opens.
 4. Navigate your computer to select where to save the file in the **Save in:** text box.
 5. **Create a New Folder** by clicking on the New Folder button to store your CPS database.
 6. **Double-click the New Folder** so that it's displayed in the Save in: box.
 7. Type a name for the database file in the **File name:** text box.
 8. Click **Save**.
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CPS Window Tour



TABS: There are three tabs that lead you through the workflow of using CPS: Prepare, Engage, and Report.

Prepare: For setting up classes, lessons, standards and team activities. (Before Class)

Engage: Start using CPS remotes - for lessons, activities and attendance. (During Class)

Report: To view reports and gradebook. (After Class)

Detect Your CPS Receiver

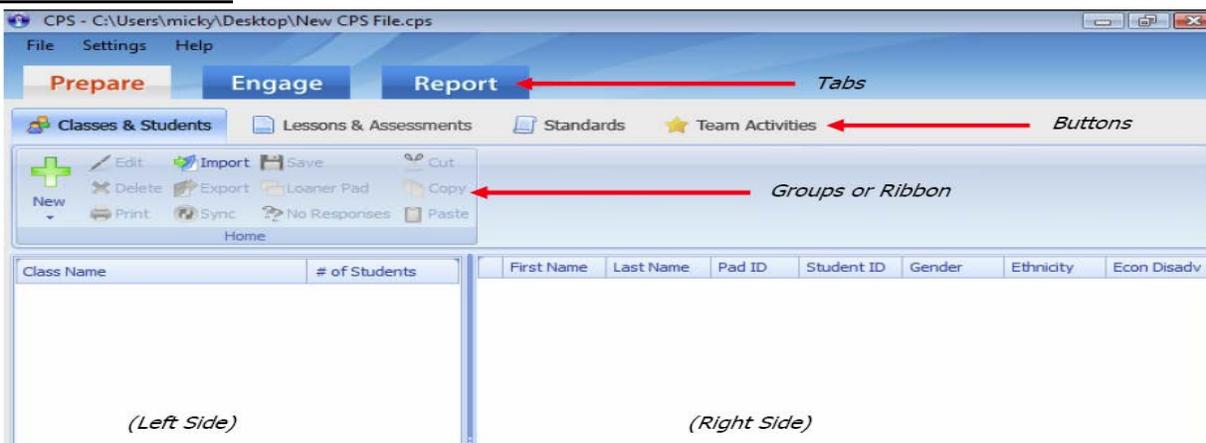
Plug in your CPS Receiver. Confirm that it is connected and working by following these steps.

1. Click **Settings** (above the Prepare Tab).
2. Click **Delivery Options**
3. Select **Receiver tab**
4. Click **Detect Receiver** (A Receiver Setup window appears. It will alert you when a receiver is detected or guide you through more steps to find it.)
5. Click **OK**

Infra-Red (IR) CPS Remotes: Supports a set of 64 student remotes, works from 60' away with line-of-sight, up to 270 degree angles.

Radio Frequency (RF) CPS Remotes: Supports a set of 1,000 student remotes, works from 200' away (no line-of-sight required).

Create a Class



1. Click the **Prepare** tab
 2. Click the **Classes & Students** button
 3. Click **New>Class** (New Class Wizard appears and will walk you through creating a class.)
- Tip:** In "Attendance Options" window, select "Display new attendance sessions in the reports tab".

Add Students to K-12 Class

1. Click the **Prepare** tab
2. Select the **Classes & Students** button
3. **Select a class** name from the class side (left or top window) that you want to add students to.
4. Click **New>Student** in the Groups or Ribbon area.
5. In the Right Side window you will enter the student information. The only thing required is first/last name.

Import Classes from a CSV File

You can import classes from spreadsheets or other applications as a *.CSV (comma delimited or comma separated values) file. Check with the full manual or eInstruction tech support for steps on how to import from your existing electronic gradebook.

1. Click the **Prepare** tab.
2. Select the **Classes and Students** button.
3. Click **Import**. The CPS Import Class Wizard Appears.
4. Choose **Comma Separated Values (*.CSV)** from the list.
5. Click **Next**.
6. Click **Browse**. An Open Dialog box appears.
7. Select the CSV file from which you want to import information.
8. Click **Open**.
9. Select an Instructor from the Select Instructor window.
10. Click **OK**.
11. Select the class name from the list that appears. To select all available classes, click the box next to the Select All option, so that a checkmark appears.
12. Click **Next**. CPS imports your class roster.
13. Click **Done** to exit the CPS Import Class Wizard and return to the Prepare Classes & Students tab.

Verbal Questions

Verbal questions are the fastest and easiest way to get started. During the Verbal Questions mode, teachers can ask questions verbally, write a question on the chalkboard or use an interactive board/pad, have students answer questions out of their workbooks, use on-line material, etc.

1. Select **Engage** tab



2. Click **Engage Verbal** icon from the Groups or Ribbon area.
3. **Type a Session Title** of your choice.
4. **Select a class** that you have previously created.
5. Click **OK** to start.



The Verbal CPS Engage toolbar appears.

6. Click the **Verbal** button.
7. A question template appears, **select the appropriate question type**.
8. **Ask** the question.
9. Click **Start** to begin the response cycle.
10. Click **End** to end the response cycle.
11. Click **Close**.

When you end the question, you have the option to go in and put the correct answer in. CPS saves performance data. Performance data is available from the Report>Reports tab.



View the students remote numbers



Dark Blue = Students have answered

Tip: Click **Options** to turn "Show Large Screen" on or off. You may resize the window using the resize button in the upper, right-hand corner and by grabbing a edge of the window and dragging it.

Creating a “FastGrade” Answer Key

Save time by just creating an answer key for existing tests, quizzes, homework, textbook, or any hard copy material you already use. Students will use the hard copy to read the questions and use their remotes to answer. Student tests or homework are instantly graded.

1. Click the **Prepare** tab.
2. Select the **Lessons & Assessments** button.
3. Select the database name (folder) or lesson name, from the lesson side (left or top window) of the screen that you want to create a FastGrade lesson in.
4. Click **New>FastGrade Lesson** (CPS – Lesson Attributes window opens).
5. Type in your FastGrade lesson in the Title box.
6. Click **OK**.

The screenshot shows the 'CPS - Fast Grade' application window. The 'Lesson Information' section at the top indicates the title is 'Poetry' and there are 0 questions in the lesson. Below this is a grid of question types: MC 8, MC 7, MC 6, MC 5, MC 4, MC 3, MC 2, True/False, Yes/No, and Numeric. Each type has a grid of answer buttons (A through H, True, False, Yes, No, None). The 'Performance' section has a 'Rubric...' button and a 'Select Rubric' dropdown. The 'Other' section has an 'Other' button. At the bottom, there is a 'Standards associated with the current question:' list showing 'English cps', 'Texas Standards (TAKS)', and 'Texas Standards (TAKS) Update'. The 'Current Question #' is set to 1. Navigation buttons include '< Previous', 'Next >', 'OK', and 'Cancel'.

7. Click the blue answer button that corresponds with the question type and correct answer for each question. Inside the Current Question # box, it will show what question you are on, and will automatically go to the next question as soon as you select the answer. Repeat for all questions. Click the **Previous** or **Next** button in the lower left corner to double check your answers.
8. Click **OK**, when finished.

Engage FastGrade Lessons

FastGrade lessons work best when engaged in Student Paced or Student Practice mode.

1. Select the **Engage** tab.
2. Select **Lessons & Assessments** button
3. Select the FastGrade lesson, from the lesson side (left or top window) of the screen. Make sure a checkmark appears in the box in front of the FastGrade lesson you selected.

Be sure the correct class is selected.

4. Click **Advanced** in the Groups or Ribbon area. The Advanced Engage Options window appears.
5. Select your session options.
6. Click **OK**.
7. Click **Assessment Setup** (below Advanced) in the Groups or Ribbon area. A list of delivery options appear.
8. Select **Student Paced** from the list of delivery modes.



9. Click **Engage**

If the students are using the RF remotes, you do not need the projector on.

If the students are using IR remotes, you do need the projector on.

10. Click **Start** to begin the response cycle.
11. Click **End** to end the response cycle.
12. Click **Close** to save performance data to this point and exit the Feedback Grid window.

Engage Multiple Lessons

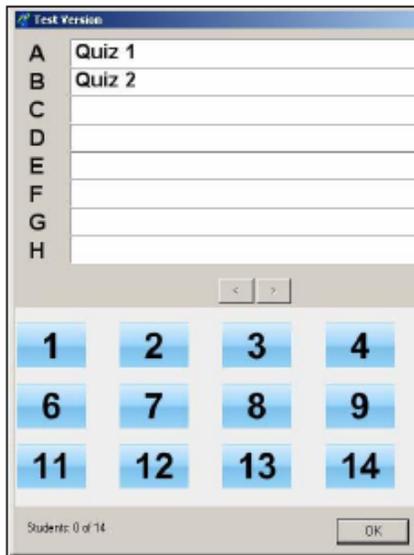
If you engage a lesson in Student Paced or Student Practice mode, you can engage more than one lesson at a time. Engaging multiple lessons is especially helpful when you would like to use multiple versions of a test.

1. Select the **Engage** tab.
2. Select **Lessons & Assessments** button.
3. Select the lessons from the lesson side. **Be sure a checkmark appears next to the lesson you selected.**



Notice the “**Engaging Multiple Items**” appears in the Title box.

4. Click Assessment Setup.
5. Select **Student Paced**.
6. Click **Engage**. The Test Version window appears.



7. Students will enter the letter on their remotes that correspond to the lesson they wish to take. For example, students with Quiz 1 will push A and student will Quiz 2 will push B.
8. Click **OK**, after the students selected the Quiz they have.
9. Click **Start**.
10. Click **End** to end the response cycle.
11. Click **Close** to close the Feedback window and return to CPS.

Import PowerPoint Presentations

You can import PowerPoint presentation into CPS to engage as a lesson. A new feature of CPS 5.0 is that you can import PowerPoint presentations into any folder within your database. You are not limited to importing PowerPoint presentations strictly to a PowerPoint folder. Therefore, if you have a History folder you want to import a PowerPoint presentation into, you can. You can also create a folder, title the folder PowerPoint, and import PowerPoint presentations into your PowerPoint folder.

1. Select the **Prepare** tab.
2. Select the **Lessons and Assessments** button.
3. Click on the folder, in the lesson side, you want to import a PowerPoint presentation into.
4. Click **Add Files** in the Lessons group. The Add Files window opens.
5. Use the **Look In:** box to locate the PowerPoint presentation you would like to import.
6. Click the arrow in the **Files of Type:** box, and select the PowerPoint (*.pps, *.ppt) option. **Select** your PowerPoint.
7. Click **Open**.

The PowerPoint presentation appears in the folder you selected in the **Prepare>Lessons** tab.

Engage a PowerPoint Presentation

You can engage a PowerPoint presentation within CPS. You will use the Standard delivery mode to engage a PowerPoint presentation. You have the option to use the Verbal Mode or FastGrade, while running your PowerPoint presentation.

1. Select **Engage** tab.
2. Select **Lessons and Assessments** button.
3. Select your PowerPoint presentation with a checkmark in the box.



4. Click **Engage** . Your presentation will appear with the CPS Verbal Engage toolbar at the bottom of the screen.
 5. Press any key on your keyboard to begin your presentation.
 6. The operation is the same as the Verbal Mode.
- Hint:** If you want to pick a student at random to answer verbally, click the Class button on the CPS Engage Toolbar.
7. To advance your PowerPoint slides, you can use your left mouse click.
 8. Click the Close button on the CPS Engage toolbar after you have finished your presentation.

Create Questions/Lessons in CPS

1. Select **Prepare** tab.
2. Select **Lessons and Assessments** button.



3. Click **New** and select **Lesson**. A CPS Lesson Attributes window appears.
4. Type in the title of your lesson.
5. Click **OK**. It should appear on the left side inside the folder you selected.
6. Highlight the lesson on the left side.



7. Click **New** and select **Question**.



8. Click **Template** in the **Format group**. Select the template style you want.
9. Above the Template, click **the blue arrow in the drop-down box in the Format group**. Select your question type.
10. Type the question in the question box of the question template.
11. Type answers in the answer boxes, if needed.
12. Select a correct answer by clicking in the checkbox beside that answer, so that a checkmark appears.
13. Click Save in the Navigate group to save the question.
14. Repeat steps 8-14 to add additional questions to the lesson.
15. When you finish adding questions, click the **Close** in the Navigate group. All questions appear in the question side of the **Prepare>Lessons and Assessments** tab.

Engage a CPS Lesson

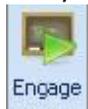
You may engage a lesson in the following delivery modes.

- * **Standard Mode** – lets the teacher control the pace and progress of students through the questions.
- * **Student Paced Mode** – lets you incorporate CPS lessons, existing hard copy material, or FastGrade lessons into one seamless activity that allows students to pace themselves.
- * **Student Practice Mode** – operates in much the same way as Student Paced. Used for review and get familiar with course material in a challenging way. Only a correctly answered question moves the student onto the next unanswered question.
- * **Teacher Led Mode** – combines the Standard Mode and Student Paced mode for one teacher-led session conducted at the students' pace. Great for multiple tests, students write their answers down on

the handout, when everyone is done, the student response systems are handed to the students to put their answers in, one at a time.

Standard Mode

1. Click the **Engage** tab.
2. Select the **Lessons and Assessments** tab.
3. Select the Lesson you want to present. Be sure a checkmark is in the box.



4. Click **Engage** in the Teach group. The CPS Engage toolbar appears.
5. Select **Next (#1)** Question button. The question box will appear.
6. Select **Start**. You will now see the remote numbers below the question, students can answer.
7. Select **End**, when all students have answered. You will see a Cumulative % Correct and a Question % Correct.
8. Use the **green arrows** to move to the next question and select **Start** again.

Student Paced Mode

1. Click the **Engage** tab.
2. Select the **Lessons and Assessments** button.
3. Select the lesson that represents the hand out (either a lesson of questions or a FastGrade lesson). A checkmark appears in the box.
4. Click Assessment Setup in the Engage Options group. A list of delivery modes appears.



5. Select **Student Paced** from the list.
6. Click **Engage** in the Assessment group. Depending on the type of response system you are using, CPS will display either the Feedback Grid window or the Instructor Feedback window. Using RF remotes - turn projector off, using IR remotes – leave projector on.
7. Click **Start** to initiate the session. Upon doing this, students can begin submitting answers. RF Remotes – students can see the question number they are on and can see the answer they put in. The instructor's computer will show each student, what questions they answered, and lets them know how many they get right. IR Remotes – students need to have the projector on, so they can confirm what question they are answering. Students use the F button on their remotes to scroll through the questions, using any button to stop when they get to a question number they want to answer. They can also use the G button to move backward in the list of questions or the H button to forward.
8. Click **Close** to end the session at any time.

Generate Reports

There are quite a few reports to view. The most popular, according to instructors, are:

Instructor Summary – individual grades for every student

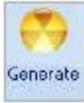
Study Guide – Class Summary – individual reports for every student

Question Report – every response for every student for every question

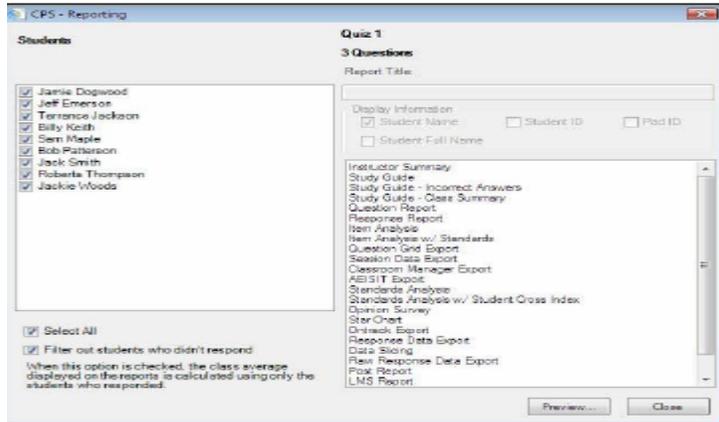
Response Report - % of responses for entire class for every question

1. Select **Report** tab

2. Select **Reports** button
3. Select a session from which you want to generate a report.



4. Click **Generate**. The CPS Reporting window opens.



5. Select the students on whom you want to generate a report.
6. Select a report type from report type list on the right side of the window.
7. Click **Preview**. A Print Preview window opens and displays the report.
8. Click the **Views** button in the left column of the Print Preview window and use the four icons there to see different views of the report.
9. To exit the Print Preview window, click the **Close** button on the left end of the toolbar.
10. Click the **Close** button on the Reporting window to get back to the Report window.

This is the end of the quick start manual. Refer to the full manual for additional features.