

# QUICKSTART

## THE CLASSROOM PERFORMANCE SYSTEM

To Begin Using CPS You Must Prepare Some Things First. These are one time:

### **Open CPS & Create Your Own Database To Hold Your Lessons**

Click on “new database”

Give the database your name because it’s your lessons. Before you click “save” go to top of window & choose “save as” arrow. Save where you know you can find it later

### **What You See**

There are 3 main tabs PREPARE \* ENGAGE \* REPORTS. Each has a sub-tab.

PREPARE - “classes & students”, “lessons&assessments”, “team activities”, “standards”

ENGAGE – “lessons & assessments”, “team activities”

REPORTS – “reports”, “gradebook”

### **PREPARE TAB**

#### **Import Students (you must add students before you can ask questions with CPS)**

From STI or whatever program you use, export your student roster. Save it as a “CSV” (most people find this has to be done from the main STI located in your front office)

When you have the file be sure it’s in your computer where you can locate it

Click Prepare Tab then select Classes & Students subtab

Click on “Import”

Select “CSV” file

Browse to find the CSV file you just saved from STI

Double click on it to select and say “ok”, students will automatically be assigned a pad #

#### **Manually Add Students**

1. Click Prepare Tab then select Classes & Students subtab
2. On left click “NEW”, select “CLASS”
3. Follow the instructions (select “no” for “do you have CPS online unless you do)
4. To add students after clicking “done”, go back up to “NEW”
5. Select “student” this time
6. On the right you’ll see the word “student” with a pad number
7. Click in the box where first name goes and type a student’s first name
8. Use your tab to go to second box for last name
9. Hit your enter key to move to next student line & repeat process
10. When finished “SAVE”
11. If you need to add or edit students later just click on the class, then the student
12. Always “save” at the end.

#### **Settings – To choose options of what your CPS will do**

1. At top of your screen select SETTINGS, then “Delivery Options”
2. To start, choose the top 3 options on both the left and right, skip timer for the moment, select bottom 2 on right. If you have CPS RF pads with numeric capability also select down below where it says “gen 2 auto send alphabetic”
3. If you plugged in your receiver after you opened CPS, click the tab that says “Delivery Options”. Choose Detect Receiver”. If you plug in before you open CPS it will automatically recognize it and you won’t have to do this part.

## NEXT...How To Use CPS

### **1. Ask Questions Any Time On The Fly**

Often you want to stop and ask a question. You may have a video, or write a question on the board, have overheads or just ask off the top of your head. Use “VERBAL MODE”

Go to ENGAGE tab, select Lessons & Assessments subtab

On top left you'll see a green “engage-verbal” button, click

You'll get a “Session Setup. Select your options then click “OK”

You will see a toolbar with choices



VERBAL – ask verbal questions with multiple choice answers. Start, then end after students answer. Choose “correct answer” at the bottom of the chart. Close.

CHALKBOARD – write in electronic chalkboard & ask questions. see below

OPTIONS – you can change the delivery options of what your CPS will do

CLASS – you can call students at random anytime from here or whenever you see an icon that looks like a blue person who's thinking. You can also take attendance.

CLOSE – when finished with questions click “close” to go back to the software

### **2. Use Chalkboard To Write Questions or Show Images**

1. From the toolbar, select “CHALKBOARD”
2. Write questions in the text box or select
3. “Load Image” if you want to insert a picture
4. Browse to find the image, doubleclick to select
5. Select your answer choices at the bottom (example T/F or A-C for a 3 ans)
6. When students finish answering with their clickers, “end”
7. Select “correct answer” from the chart with the arrow in the lower right of screen.
8. End, see the instant feedback percentage of correct answers

### **3. Select Students randomly by clicking on toolbar “class” select student**

alternatively, anytime you see a blue student icon you can click & it will select randomly

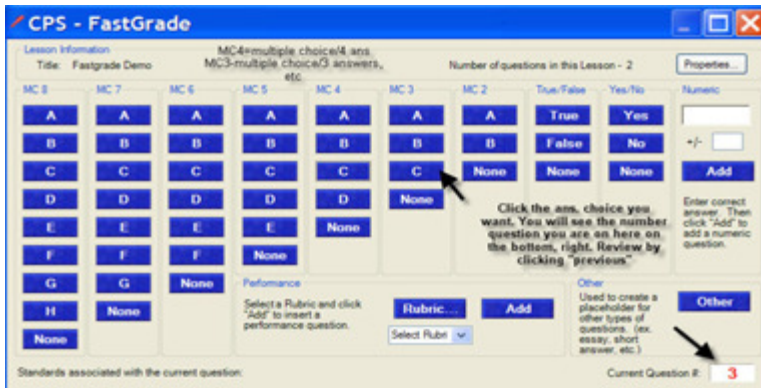
## USING CPS FOR TESTS

Use paper tests with CPS or deliver each question one at a time with projected CPS lessons. Use examview paper tests or your own questions printed from CPS. Instructions are under each topic. But Fastgrade is used when you don't have questions in the system, but want the students to “click” their answers to paper tests for auto-grade

### **Fastgrade For Existing Paper Tests** (see picture below)

To get tests automatically graded you can simply put in the Answer Key in Fastgrade. Use Prepare Tab, Lessons & Assessments, Click “NEW” button, Click “FASTGRADE”. Give test a name and click “ok”.

You'll see a keyboard where you just click the appropriate answer button. Review answers by clicking “previous”. When finished just click OK at the bottom.



## USING CPS WITH EXISTING LESSONS

Prepare all lessons in PREPARE Tab under “Lessons & Assessments” subtab. Engage all lessons under ENGAGE Tab.

**1. Organize Lessons In Folders** – select Prepare Tab, Lessons & Assessments, click click NEW, select FOLDER & give it a name. Put lessons inside the folders to organize.

### **2. PowerPoint – Import to CPS**

1. At the top middle of window you'll see “Add File”. Click it.
2. Find the file folder where you have your PowerPoint, double click to “add”

#### **Engage PowerPoint Lesson**

3. Go to ENGAGE Tab. Put a check mark in box beside the lesson you want.
4. Go to top of CPS screen select “type” and “class” name
5. click the green “Engage” lesson button
6. Select “verbal mode” at the bottom of the screen to ask a question. Choose the corresponding possible answers (a-c, a-e, etc)
7. When finished answering select “End”.
8. You will get a chart of answers. Select the correct answer at the bottom of chart.
9. Close.
10. To move to next slide click anywhere inside powerpoint slide.
11. Close by clicking the red “X” on the verbal mode toolbar AND then the powerpoint slide to get back to the CPS software.

### **3. Examview & Publishers Questions Import To CPS**

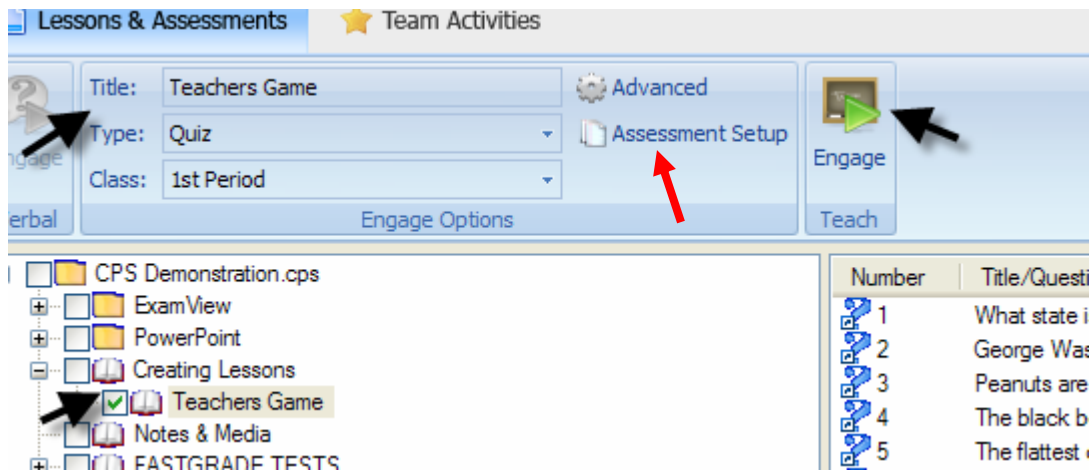
For Examview Lessons:

In Examview software prepare your questions, they will save as .TST file.

1. Add lessons to CPS under PREPARE Tab / LESSONS Subtab
2. Click once on the file folder where you'd like to deposit the question
3. At top of window select the down arrow next to “Add File”, then select ‘Examview’
4. It will go directly to ‘BANKS’ folder of Examview. Select the folder with the up arrow to go up to see all file folders, then select ‘TEST’ folder.
5. Browse and find the examview file you want. Double click to add to CPS.

## Examview Engage Lesson

1. Go to ENGAGE Tab
2. Put checkmark in box next to the lesson you want
3. Go to top of screen and select “type” and “class” you want (see image)
4. To the right of that you’ll see “advanced” where you can add points, standards and other things to the lesson just editing or selecting your choice
5. Go to green “ENGAGE” button on right top of window and click
6. You will see a toolbar like the verbal mode toolbar but it will have the additional NEXT #1. Click that button to start your questions.



## Examview Paper Test - Automatic Grading

1. Before students come in class, go to ENGAGE Tab, select the test you want
2. At top of window edit “Advanced Settings”
3. Below that choose “Assessment Setup” and select “student paced” for paper tests so they can proceed at their own pace.
4. Then select “engage”
5. When students come to class pass out the test
6. Click “start” when you are ready for the test to begin
7. If students are using Infrared Response Pads they should respond on the test first, then look up at the screen to identify the question number and answer all at one time. The test document will be your backup but the test will be graded.
8. If students are using Radio Frequency Pads they will see “Q:1” for question 1 in their LCD screen. They must press send after they answer each question.
9. Use arrow keys to move forward and backward to change answers or skip questions for later. \*astrick key moves forward quickly.

## 4. Create Your Own Lessons & Questions & Tests

At top of window under Prepare Tab, Lessons & Assessments Click on your database name that ends in .cps (example: roxannebatson.cps) or on Folder where you want to keep your lessons. This highlights where you want your lesson to go.

1. At top of window select NEW”
2. Select LESSON first & give it a name, then OK.
3. Your lesson name should be highlighted. Click NEW & select QUESTION
4. At top of window you’ll see choices you can make for your template

5. First you'll see new, save, close. You'll also see a small disk with a back arrow and a disk with a forward arrow. That is where you click to save and move forward to a new question or save and move back to check a previous one.
6. Then you'll see fonts and other things you can change
7. The you will see TYPE of Question which might be MC4 – meaning multiple choice 4 answers. Change it to however many answers you want.
8. Below that you'll see "template" where you can choose to draw your question with chalkboard, or question with no graphics or question with graphics.
9. Enter your question in the first field
10. Enter answers in the subsequent fields
11. Select the correct answer by putting a check mark in the box next to it.
12. To select a picture, click inside the graphics box (if you selected a template with a graphic blank box) and simply find your picture in your computer. Double click on it to attach.
13. When finished, select the little disk at the top of the screen with a forward arrow



- to move to another template. or back arrow to move to a previous question you created. Select the disk with no arrow on your final question to end and then click the red "x" box on the top right to close.
14. You can change the format of your font under "format", but do it on the first one so it changes it for all slides and if a font has automatically appeared when you opened change it too.

### **Use Self-Created Questions For Tests**

Either deliver the questions one at a time by going to ENGAGE Tab

Put check mark in box next to test you want, click "engage" above on right top

Setup your class & "save in gradebook" then click "OK"

You'll see the toolbar. Select "NEXT #1" to deliver the first question

(be sure your options are appropriately selected if you don't want correct ans to show)

Another way to give the test is to print the questions you created –click to highlight, then click print button at top.

And then pass out paper test.

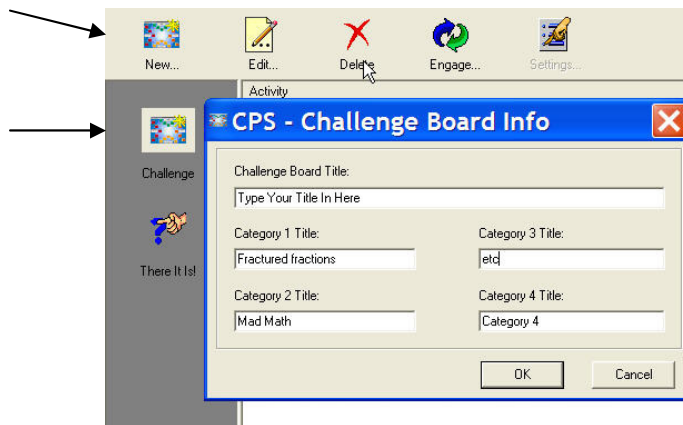
Select ENGAGE Tab, Lessons & Assessments

On top right before clicking "engage" select "advanced options" & "assessment setup" (see example for examview tests -page 4) to set up for "student paced" which lets the students read from paper & click answers at their own pace.

### **9. Create a Game with Your Own Questions or Examview Questions**

Go to the "Team Activities" Tab and select the type of game you want. This can be a review of previously taught chapters or items OR brand new questions designed to make students think and learn.

The game is called **Challenge Board**



1. Go To PREPARE Tab
2. Select "Team Activities"
3. Select Challenge Board on the left side of the screen.
4. Then select "NEW"
5. Type in a name for your game
6. Name your categories (could be chapter 1,2,3,4 or like biology – animal, plant,etc)
7. Click "OK"
8. A window opens that gives you four category choices with five different point values.
9. You'll also see the file folders that hold your folders or lessons and you can click on the folder or lesson to view your questions at the bottom.
10. Drag and drop the questions to whatever category and point value you want.
11. When finished, click the red "x" box at the top right of the game window to close
12. Your game is ready to activate by selecting it to highlight
13. Click "engage" at the top of the screen above it
14. Select the class or team you want in the "set up" window.
15. Select someone to pick a category and point value to answer
16. Click on the colored box with the point value you want.
17. The question will appear and everyone can answer that has a clicker (if it's a team then each team just has one clicker)
18. End
19. See how everyone answered and select the correct answer to show.
20. End again and go back to the challenge board to select another.
21. When finished with the game just click the red "x" box at the top right of the window

### **Importing/Exporting Lessons**

If you want to share a powerpoint or examview file you created, just save that file to a USB Flash Drive or network and the other person can add it to their CPS by clicking "ADD FILE" under the prepare tab/lessons & assessments subtab, then double click on the file and it will pop into CPS, ready to engage under the "engage" tab.

If you typed your questions into CPS and want to share that lesson, just go to the top of the screen & choose "export to mac" (even if you have a PC), give your file a name, then save. It will automatically save it as a "CXM" file type.

To import the lesson to another CPS Database go to “prepare”tab, “lessons&assessments”, then click “import”, select“browse”, in the “open” window change “files of type” to CXM files, then browse to find the file wherever it is saved. Double click on file and it will automatically import.

If you should have questions or issues contact either:

Tech Support 1-888-333-4988 Or go through the online “chat” where you can type your question to a technician by going to [www.einstruction.com](http://www.einstruction.com) , select support, then “chat”

You can also call us!

Roxanne Batson 1-800-637-0279 ext 301 Mur Feldman 1-800-637-0279 ext 302

OR Send an email to: [murandrox@theclickergirls.com](mailto:murandrox@theclickergirls.com). We reply within 24 hours. If you don't hear from us, we did not get the message. Please try us again. Thanks!