

## IMPORTING TO CPS

**STUDENT NAMES** (not for serial numbered higher ed pads)

### **From Excel or CSV File:**

Obtain your list of students in CSV format

Or take an excel format and "save as" CSV format

Go to "classes tab"

Click "import" at the top of the screen

Select type of file as "Comma Separated Values"

Browse to find it in your computer and select for import

### **From Another CPS Database**

Go to PREPARE Tab, "classes" subtab

Select "Import" at top of window

Select type as "CPS Database"

Find the Database name and double click

It will open and you can pick which students to import by putting a checkmark

Click Ok to let you import

## **IMPORTING LESSONS FROM ANOTHER CPS DATABASE**

### **From Another CPS Database**

Where you have copied the whole database, but only want part of it...

Go to PREPARE Tab, "LESSONS" subtab

Select "Import" at top of window

Select type as "CPS Database"

Find the Database name and double click

It will open and you can pick which students to import by putting a checkmark

Click Ok to let you import

### **From 'Exported' Lesson from another CPS**

If you chose 'Export' and exported a lesson from another database, it was converted to a CXM type File.

Go to PREPARE Tab, LESSONS Subtab

Choose 'Import'

Change file type to 'CXM'

Find file

Double click to import

## **POWERPOINT**

Go to 'Prepare', then "Lessons" tab

Click on the folder you wish to import to, then above select "add file"

Click "browse" and find the powerpoint file you want

Double click on it to import directly to the folder

To use, go to 'ENGAGE' Tab, put a checkmark next to the file, then click the green lit 'Engage Teach' button .

### **EXAMVIEW QUESTIONS**

Save your examview files from the CD to a location you can find on the computer

Go to 'Prepare', then "Lessons" Tab

Click once on any file folder to highlight where you want to save the file.

At top of screen you will see and select "add file"

Click "browse" and find the examview file you want.

Double click the file

It will import directly into the Examview file folder

To use it:

Go to 'Engage' Tab / 'Lessons' Subtab

Put a checkmark next to the set of questions you want to use with students

A green button 'Engage Teach' will show up at top, right

Click that button to go straight to setup and then say OK

You'll see a Toolbar with Next #1. That is your first question. Click to open.

**Test Mode:** Use 'Advanced' buttons at top to the left of the green engage teach button. Select "student managed", "start", then "start" again

**Games:**

Can be created from the 'Prepare' Tab, 'Team Activities' Subtab

### There It Is!

This is a game using paper test. Print the assessment first to hand out. If it's examview you will print from the examview software, not CPS.

Go to 'ENGAGE' Tab / "team activites" subtab tab. Click on "there it is" and select the examview lesson you want by putting a check mark next to it in order to give as a competitive pre-test" where students are given one question at a time (at random) to answer and then see a score.

### Challenge Board

Select "challenge board" icon, then "new challenge" icon.

It will ask you for a title and name of four categories/topics

It opens the browser so you can drill down to find the questions you want.

Drag and drop up to 20 questions into different categories and point values.

To launch..

Go to 'Engage' Tab / 'Team Activities' Subtab

Select the game title

Click 'Engage' Button

Start

## **COPY AND MOVE DATABASE TO ANOTHER COMPUTER**

Copy your database onto a USB Flash Drive.

If you have associated files like pictures, it's best to copy those over too.

Best practice is to set up a CPS file folder for all including your database, then you can move the whole thing each time as one unit.

Remove the Flash Drive and plug into the other computer

Copy and paste the database into your file folder for CPS Databases or where you can find it. You can access from your USB Flash drive but it will disconnect when you remove the flash drive and you'll have to reassociate each time you want to use it.

Open the CPS icon from your desktop

At the top of the window in Lessons Tab go to "file"

Select "Open Database"

Browse and find the database file

Click to open

## **IMPORT LESSONS FROM OTHER DATABASES**

You can create lessons in another computer and import just the lesson you want. There are 2 ways to do this.

Either save the whole database from the originating computer OR 'Export' the lesson you want \*it will become a CXM file\* by choosing the export button that will allow you to select which file to export. Then save to a USB Flash Drive.

Save to the new computer

To bring the lesson in, go to Prepare, then "lessons" tab

Click 'Import' at top of window

If you brought the whole database, choose type of file as CPS Database

If you exported just one file, choose file type as CXM

Browse and find the database and/or lesson or lessons you want

Put a checkmark next to what you want and say "OK" to select

## **WORD DOCUMENTS**

First you have to "format" your questions, then "save as" and select "RTF" which is a type of document. After they are formatted you can go to PREPARE Tab, then LESSONS & ASSESSMENTS Subtab. Click 'Import' button, and find the RTF file. Double click.

Please note that mathematical symbols, fractions, etc created in word documents with a Text Box are not pictures, they are text and therefore will not import as a picture.

To format you must label each item or group of items EXACTLY as listed below including the colon if shown:

**Title:**

**True/False**

**Multiple Choice**

**Numeric** (only if you're using numeric pads)

**ANS:** (goes before your answer and you must use all caps & the colon)

**STO:** and **OBJ:** (State Standards or Objectives if you are including them)

**MOE:** Margin of error, if you want to set a range of acceptable numeric answers for setting a range of acceptable answers, numeric pads

**NOT:** notes to go with the question

Here is an example of a correctly formatted document that has been saved as an RTF Document.

**Title: Import Doc Training**

**True/False**

1. You can import from a word document directly into CPS

ANS: F

2. You must change your word document to an RTF file before importing

ANS: T

**Multiple Choice**

3. To format the document for import to cps you must
- use a colon and capitalize where indicated such as "title" or "ANS"
  - use the appropriate label for the following information
  - reorganize your document so all true/false and multiple choice questions are together OR put a tag above each question if it's different so the computer knows what type of question it is
  - all of the above

ANS: d

**Numeric (only works with numeric pads)**

4. The equation  $2 \times 2 + 4.5 =$

ANS: 8.5 MOE: .5 OBJ: 3-4.5