

QUICKSTART INTERMEDIATE

THE CLASSROOM PERFORMANCE SYSTEM

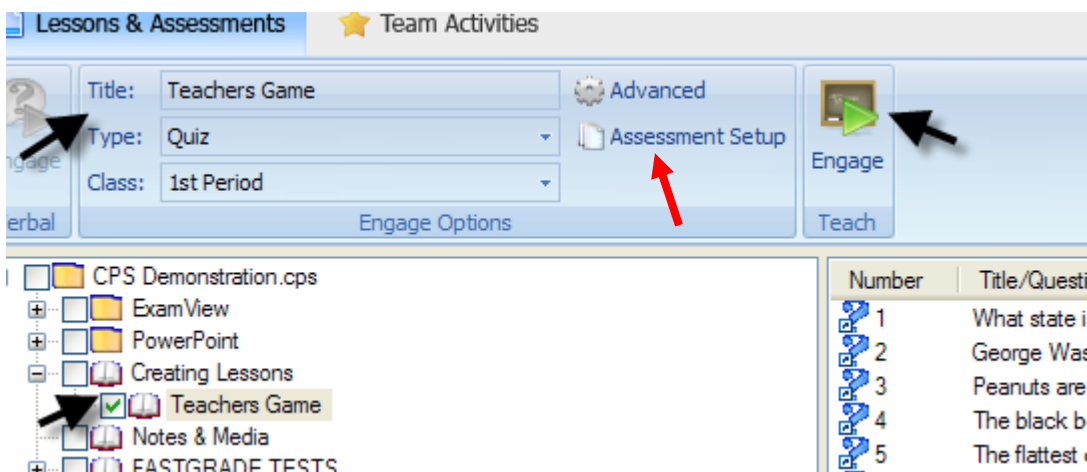
USING EXAMVIEW

Examview & Publishers Questions Import To CPS

1. Add lessons to CPS under PREPARE Tab
2. At top of window select "Add File"
3. 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.

CREATE YOUR OWN QUESTIONS IN CPS FOR LESSONS & 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 > LESSON > give it a name > OK
2. Click on Lesson name to highlight > Click NEW > QUESTION
3. At top of window you'll see choices you can make for your template
4. 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.
5. Then you'll see fonts and other things you can change
6. The you will see TYPE of Question which might be MC4 – meaning multiple choice 4 answers. Change it to however many answers you want.
7. 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.
8. Enter your question in the first field
9. Enter answers in the subsequent fields
10. Select the correct answer by putting a check mark in the box next to it.
11. 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.
12. 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.
13. 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

Deliver the same way you did the Examview Test

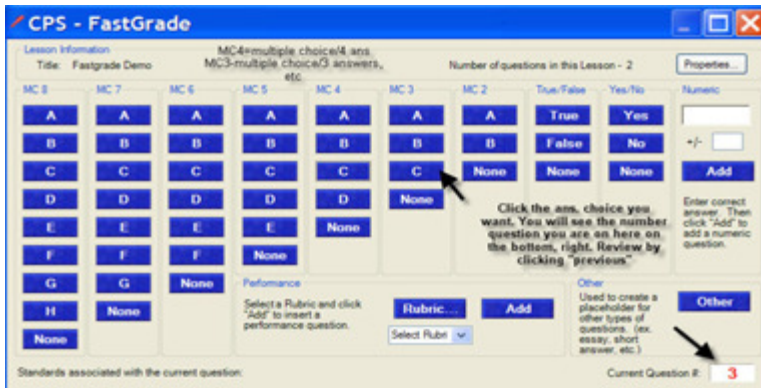
You can print your questions by clicking to highlight while under Prepare Tab & click the print button located toward the top of the toolbar

USING CPS FOR EXISTING PAPER TESTS

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

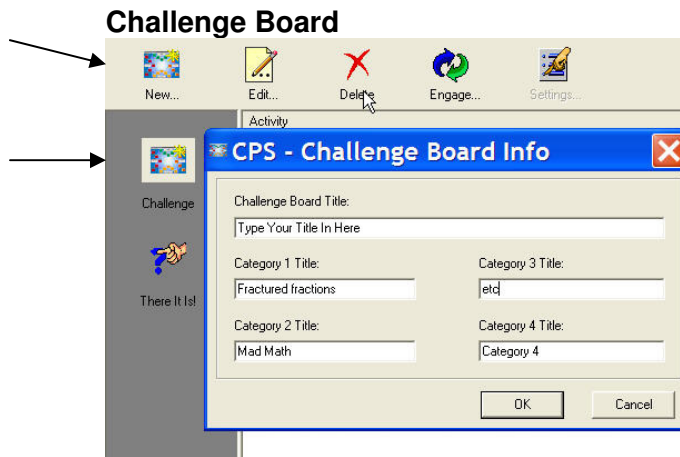
1. At the top middle of window you'll see “Add File”. Click it.
2. Find the file folder where you have your PowerPoint, double click to “add”

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.

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.



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

Importing/Exporting Lessons

Either 'export' under prepare tab OR save whole database and take to the computer you wish to export. Save it there. Then to import a class, test or 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 , select support, then "chat"