

# CPS Set Up

## For Instructors- *Setting up your class through Blackboard*

1. Log on to your Blackboard account.  
\*\*Note- your Blackboard course must be available to complete these steps.
2. Under 'My Courses', enter the course in which you would like to use CPS.
3. In the control panel, click on 'Customization', then 'Tool Availability'.
4. Check the box for 'CPS Connection', then hit 'Submit' at the top or bottom of the page.
5. Click on the 'Tools' link in the left-side navigation menu.
6. Click on 'CPS Connection'.
7. Click on the 'My CPS Page' button.
8. Click on 'Enable' for the course in which you will use CPS.
9. At this point, you can either enter an existing CPS username and password or set up a new account.
10. Enter the 'Start Date' and 'End Date' for your course. The 'Instructor Setup Code' should already be completed. If it is not, enter 'SLeD6202276. Then click 'Submit'.  
\*\*Note- Team Teaching Status allows you to give another instructor control of your course and should be left at 'Disabled'. Please contact CIRT if you are teaching with another instructor and want to explore this option.
11. Click on 'Save'. At this point, you will be returned to the My Instructor Course page, and may Enable or Edit other courses. Please note that courses in which you have not made the CPS Connection tool available will not list these options. You will have to enter those courses directly and enable the tool before you are able to enable the course.
12. Now your students will be able to login to Blackboard and register their clickers.

## *Synchronizing CPS with Blackboard*

1. Now that you have your courses setup in Blackboard, open the CPS program on your computer.
2. Click on the 'Prepare' tab and then on 'Classes & Students'.
3. Click on the 'Import,' button and choose 'Other Sources'.
4. Select 'Blackboard' in the Import Class Wizard window, then click 'Next'
5. Select *University of North Florida* from the list and click 'Next'.
6. Enter the CPS Username and Password that you used when you set the course up in Blackboard.
7. Select the course or courses you want to import from Blackboard (i.e.- the courses you are using CPS in).
8. Click 'Next'.
9. You will now see your courses listed in CPS under the 'Classes & Students' tab.
10. As students register their clickers through Blackboard their information will become available to you in the CPS software.
11. By default, you will receive an email for every student that registers a clicker; this can be changed by selecting the class in CPS and clicking the 'Edit' option. Choose the 'Class Information' tab and uncheck 'Enable Notification Date.'
12. By default, CPS will sync your class list every time you start the software; this can be changed by selecting the class in CPS and clicking the 'Edit' option. Choose the 'Online Class Options' tab and uncheck 'Automatically Sync Class when CPS Starts.' You can then Sync the class manually by clicking the 'Sync' icon on the Classes and Students tab.