

# SON Clickers Training

Lunch and Discussion, 11:30 - 12:30

CPS Training, 12:30 – 3:30

## I. Database Creation

### II. PREPARE

- 1) Detecting the CPS receiver
- 2) Using the CPS Question Author [26](#)
  - a. Creating a Lesson in CPS [23](#)
  - b. Creating Lesson Questions in CPS [26](#)
  - c. Selecting Question Templates [31](#)
- 3) Creating Fast Grade Lessons (paper tests) [24](#)
- 4) Utilizing PowerPoint with CPS [71](#)

### III. ENGAGE

**\*\* Important Note:** You must bring your CPS database to the classroom with you on a USB key. You will drag the CPS folder to the desktop of the computer *before* class begins and use it from the desktop. Using the database from a USB key or network drive can result in a corrupted database and loss of data. *After* class, you will drag the CPS folder back to your USB key so that you have the most recent copy.

- 1) Setting Delivery options [161](#)
- 2) Engage Modes [151](#)
- 3) Advanced Setup for TMA (points, upload) [182](#)
- 4) Participation Slider [246](#)
- 5) Engaging a Lesson [184](#)
- 6) Using the CPS Engage Toolbar [185](#)
  - a. Selecting Lesson Questions
  - b. Verbal Questions
  - c. Chalkboard questions
  - d. Class button (Student Picker/Attendance)
  - e. Charting
  - f. Exit CPS
  - g. Close
- 7) Using paper quizzes/student-paced mode [151, 187](#)
- 8) Attendance Options

### IV. REPORTING

- 1) Generating Reports [214](#)
- 2) Types of Reports [203](#)
- 3) Gradebook [237](#)
- 4) Uploading Grades

### V. Instructor Class Set Up

<http://www.unf.edu/dept/cirt/tech/srs/adopt.html>

## **VI. Directions for Students**

<http://www.unf.edu/dept/cirt/tech/srs/student.htm>