

# Clickers Training Fall 2010

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[http://www.unf.edu/cirt/edtech/clickers/Clicker\\_Set\\_Up.aspx](http://www.unf.edu/cirt/edtech/clickers/Clicker_Set_Up.aspx)

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[http://www.unf.edu/cirt/edtech/clickers/Student\\_Clicker\\_Support.aspx](http://www.unf.edu/cirt/edtech/clickers/Student_Clicker_Support.aspx)

# 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.

## Quick Guide for CPS Setup in the Classroom

- 1. Drag the CPS folder from your flash drive to Desktop and open your database.**
  - a. You may need to resize the current window (upper right corner of toolbar area) to be able to “see” part of the desktop.
  - b. Open the folder and double-click your CPS database.
  - c. The CPS Help file may automatically open, if so, “X” it closed.
  - d. Wait for class to sync (this can be suppressed).
- 2. Check your delivery settings and check for connectivity with receiver.** In top menu, click **Settings→Delivery Options**
  - a. Check settings (see back for typical settings).
  - b. Choose **Receivers** tab and click the big **“Detect CPS Receiver”** button and wait for the “OK” popup.
  - c. Click OK to close that window, then OK again to return to the program.
- 3. For attendance- choose “Engage” tab at top**
  - a. Click **“Attendance”** and check that correct class is selected in list.
  - b. Then click **“Take Attendance”**.
  - c. Then click **“Start”**. You may need to re-size the screen in order to see the start button way at the bottom if the current window is maximized.
  - d. After these steps, tell student to **press any button** and then press **“Enter”**.
  - e. Click **“End”** when attendance is done.
- 4. To ask verbal questions- choose “Engage” tab at top**
  - a. Go to **“Lessons and Attendance”** tab and click **“Engage Verbal”**.
  - b. Set options as desired-**be sure the right class is selected!**
  - c. Use the “Blue Cross in the middle of the floating toolbar as a “handle” to drag the toolbar elsewhere on the desktop (if it gets in the way). You can also use “Windows Key+D” to return to desktop if Powerpoint is taking up the whole screen.
  - d. Use the **Verbal** button to choose a question type to start.
  - e. Click **End** after students have answered.
- 5. To engage questions entered in advance- choose “Engage” tab at top**
  - a. Go to **“Lessons and Attendance”** tab.
  - b. Select the question set from the lessons list and **be sure the right class is selected!**
  - c. Set Advanced settings if desired, then click **“Engage”**.
  - d. Use toolbar to start and end questions.
- 6. To deploy a paper-based test:**
  - a. Go to **“Lessons and Attendance”** tab.
  - b. Select the test from the lessons list, and **be sure the right class is selected!**
  - c. Click Assessment Setup at the top, and choose **Student Paced**, then **Engage**.
  - d. Set options as desired.
  - e. Be sure projector is turned off, then click **Start**.
  - f. Click **End** when the test is over.
- 7. When done with class:**
  - a. Use the Exit CPS button to close down your database.
  - b. Drag the CPS folder back to the flash drive root directory (**not** into the CPS file on the flash drive).

Options

Show Pads That Have Responded  Show Large Screen  
 Show Cumulative Percent Correct  Show Percent Correct  
 Show Answer Distribution  Show Correct Answer  
 Detach Narrative (Imported Narratives)  Auto Start the Timer  
 Auto Show Detached Feedback Grid  Auto Start the Question  
 Show Window Title Bar  Auto Show Charting

Timer Length: 60 Timer Increment: 10

Gen2 RF Only

Auto-send Alphabetic Response  Mask Response on Pad  
 Indicate Correct Alphabetic Response on Pad

Verbal Questions

Show Large Screen  Auto Show Charting

Results: Last Question...

Time Based

Auto Move to Next Question  
Timer Length: 60 Timer Increment: 10

Helpful Information

 Move your mouse over any setting to see further information about that setting.

You may contact eInstruction technical support for additional help.  
Phone: 888-333-4988  
Web: www.einstruction.com/support



OK Cancel