

CPS

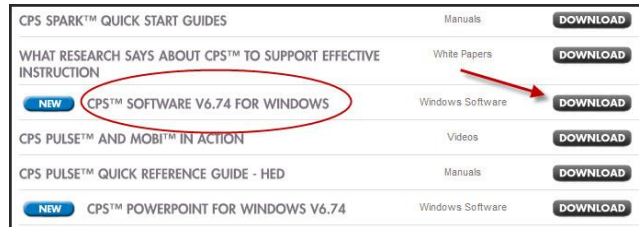
Classroom Performance System

Created by Amy Thacker, ITRT

Getting started –

1. Download the latest version of CPS Software, v6.74 at

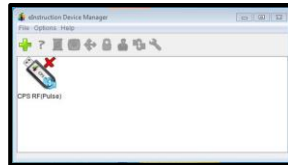
http://www.einstruction.com/support/downloads?redirect_src=/support_downloads/downloads.html .



2. Insert the CPS receiver in a USB port and install before launching the CPS program.



Open the Device Manager to verify installation.

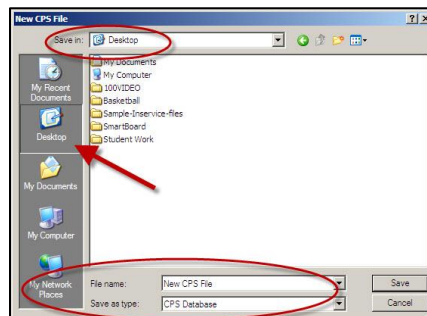


Click on the CPS icon to open the program. Each time CPS is opened a *CPS Help* window will open over the program window. This window has detailed instructions for all the program functions. It can be disabled by going to **Help > Show Help at Startup** in the upper, left corner.

2. Create a new database –

In the File menu, select **New Database**. In the "New CPS File" screen which opens, and create a CPS folder in *Desktop*. Name your new database and Save in the new folder.

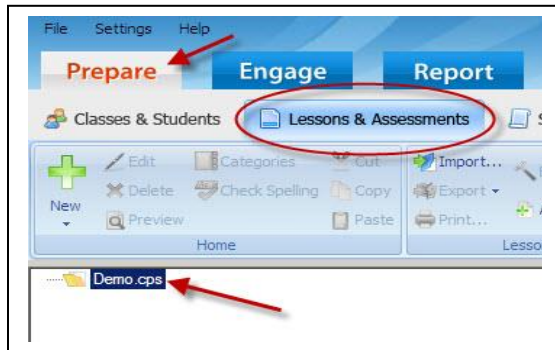
(Only one database should be created – data can be organized with Folders and Lessons.)



Prepare Tab –

I. Lessons and Assessment

When a New Database is created the CPS program will open in the **Prepare > Lessons and Assessment** tab with the new database listed at the top of the left section. Highlight the new database.



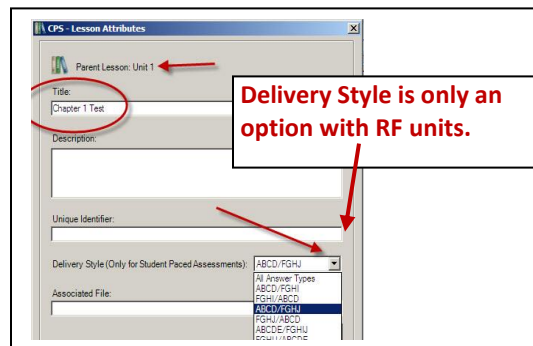
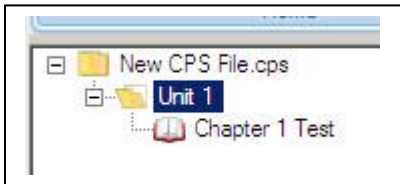
1. Creating Folders –

Highlight the area which the folder is to be created under. The first folder will go under the database, but folders can also be created within other folders or lessons. Click on the green plus sign with **New** under it and select **Folder** - type the name (Ex. Unit 1).

2. Creating a Lesson –

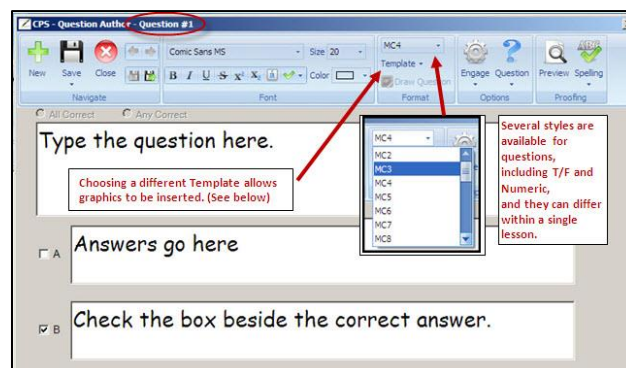
Lessons are the tests or quizzes you are going to use in CPS. Start by highlighting the Folder in which the lesson is to be created. For example a Unit 1 folder might have lessons Chapter 1 Test, Chapter 2 Test, and Chapter 3 Test. The Unit 1 folder must be highlighted when each lesson is created. Click on the green plus sign with **New** under it and select **Lesson** - type the name.

The other options in this window are optional. Save.

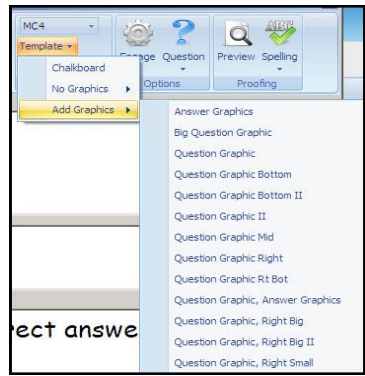


3. Adding Questions –

Highlight the lesson to which questions are to be added (Ex. Chapter 1 Test). Click on the green plus sign with **New** under it and select **Question**. A multiple-choice question box will open. Type the question in the text box and the choices in the answer boxes. Check the box next to the correct answer. (Questions are numbered automatically.)



Templates allow questions and answers to be arranged differently, and graphics to be added to questions or answers.



Click the "Save-Advance" button to proceed to the next question box.

4. FastGrade Lesson –

This function is only available for RF units (radio frequency). It allows the answers to be entered for a test which students can take at their own pace. Select **FastGrade Lesson**, enter a title in the title box, select the Delivery Style, and click OK. The answer in-put window opens. Select the letter of the test answers, and click OK.

II. Classes & Students

1. Adding classes –

Under the Classes & Students tab click on the button with a green plus sign and **New** under it - select **Class**. The new class will appear in the left box.



2. Adding students –

Highlight a class, click the green plus sign, and select **Student**. The class window will open where student names can be added.

Engage Tab -

Select the **Engage** tab (just to the right of the **Prepare** tab).

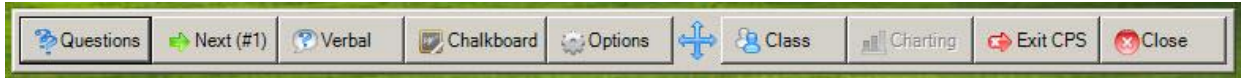


Select the lesson or lessons to be engaged by clicking in the box to the left of the desired lesson(s). The title of the lesson will appear in the **Title:** space shown in the circle above. Using the dropdown in the next space below **Title:**, select the desired **Type**. The class to be engaged must be selected from the dropdown in the **Class** section in the bottom space.

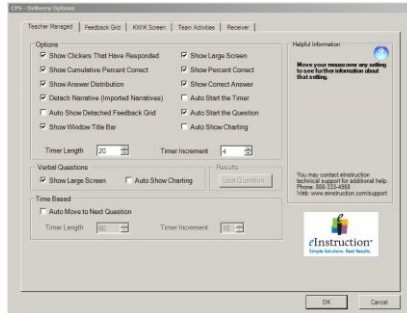
The CPS receiver must be connected to a USB port before engaging.



Click on the Engage button and the Engage bar will open on the screen.

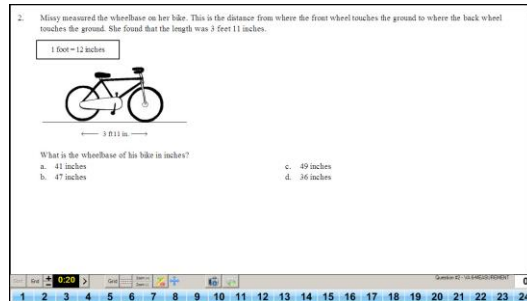


Delivery Options can be selected at any time by going to **Settings** just to the right of **File** in the upper left corner of the main page and choosing Delivery Options, or clicking on the **Options** button on the Engage bar shown above.




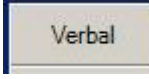








After Delivery Options are selected the lesson can be activated by selecting the **Next** button on the Engage bar.

Content Delivery –
Question Open



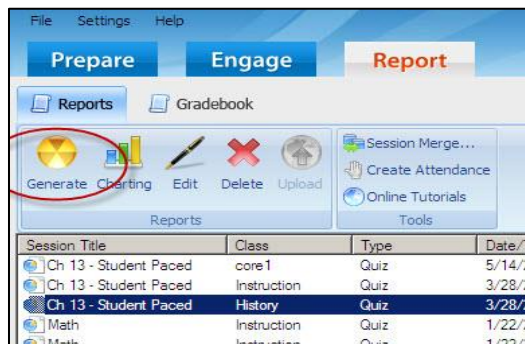
Question Tools

	- opens the response grid		- enlarge screen
	- closes the response grid		- decrease screen size
	- adds time to timer		- dynamic standards and categories
	- takes time off the timer		- move screen
	- response timer		- recalculate question
	- start timer		- full screen capture
	- displays responses in a grid		- create a chalkboard question

 - show/hide response grid	 - create a verbal question
 - end lesson	 - float CPS over other programs
 - go back to previous question	 - advance to next question
 - delivery options	 - response unit #1 indicator
 - total percent correct	 - percent correct on present question

Report Tab

Open the Report tab, highlight the desired class, and click on the Generate button.




Highlight **Instructor Summary** found in the right-hand list, and click on **Preview ...** at the bottom.

Instructor Summary						
Session: Ch 13 - Student Paced						
Class: History						
Class Points Avg: 66.67 out of 100.00 (66.67%)						
<small>(Includes only students who took assessment)</small>						
<small>* The instructor adjusted the student's score.</small>						
Lesson						
Ch 13 - Student Paced						
Pad ID	Student Name	Student ID	Correct/ Attempted	% Correct	Score	
1	01, Student		4 of 4	67% (6)	66.7	
2	02, Student		4 of 6	67% (6)	66.7	

Create and Add Files ExamView Questions

Start > All Programs > ExamView Pro Test Generator > ExamView Test Generator

When ExamView Generator opens, choose *Create a new test from scratch*. Go to **Select > While viewing ...**. Choose a test bank and Open. Select questions and Save.

In CPS go to Prepare > Lessons & Assessments and Add File(s). 

(Note: Make sure the folder you want to add the test to is highlighted in CPS.)

<http://www.einstruction.com/programs/product-training> - tutorials

<http://www.eitrainingva.com/>