



# CPS – Engaging MCAS CD

Step 1 – Before opening the CPS software, plug the receiver for the clickers into the laptop. If you forget this step the clickers may not respond. You'll need to close the software, plug in the receiver, then launch the software again.

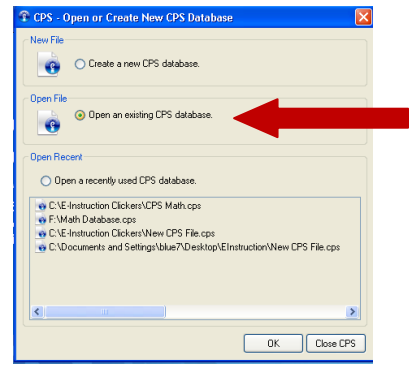


Step 2 – Open the CPS software by double clicking the CPS icon on the desktop.

CPS Step 3 – Open the database called CPS Math.

Depending on which media cart you are using this database may open up automatically. If not, it is located in the C:\ drive in the folder labeled *E-Instruction Clickers*.

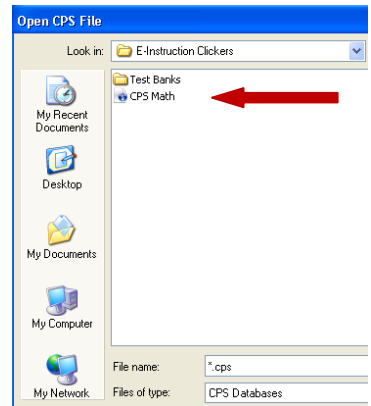
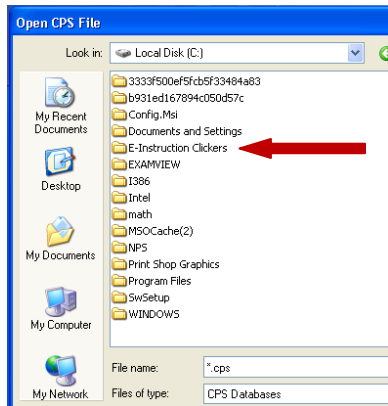
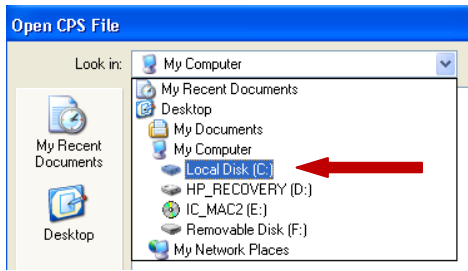
Some of you may get a dialogue box like the one to the right. If you do, click *Open an existing CPS database* and click *OK*.



A. Click on the Local Disk (C:).

B. Click on the *E-Instruction Clickers* folders

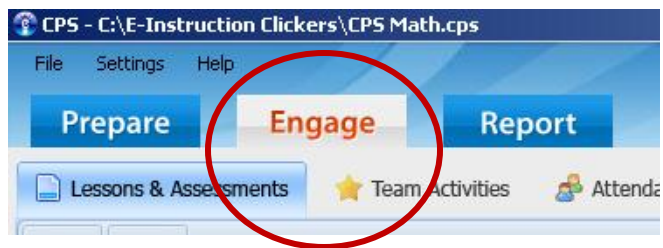
C. Click on the CPS Math file



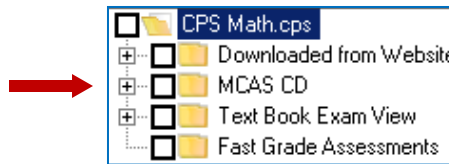
Step 4 – If you get a message to update CPS, always click **NO**. In order to share Exam View Test banks among media carts we need to make sure all the carts have the same version.

Step 5 - You may close the HTML Help box.

Step 6 – Click on the *Engage* tab.

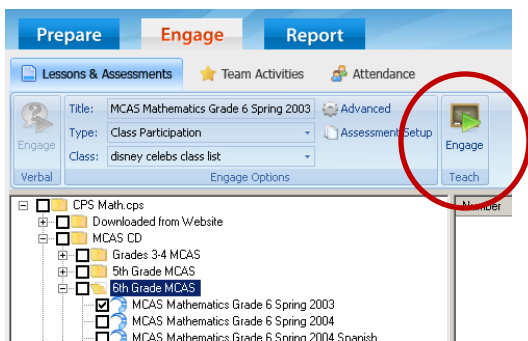
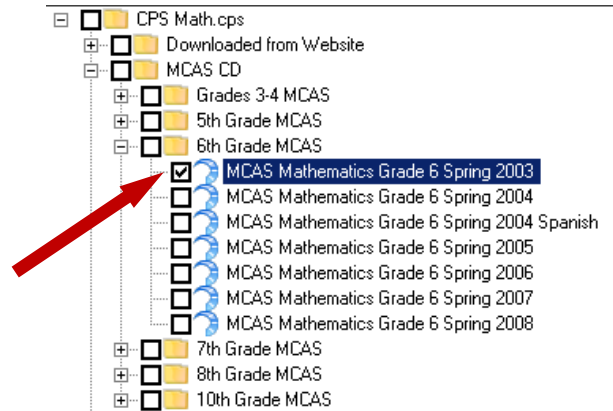


Step 7 – Click on the plus sign next to the MCAS CD folder



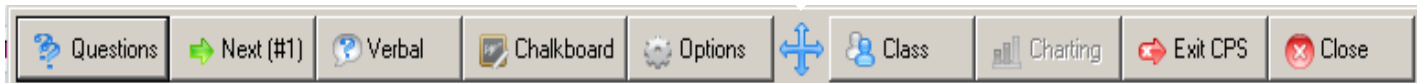
Step 8 – Click on the plus sign next to the grade you want.

Step 9 – Click on the box next to the MCAS test you want to use. This will put a checkmark in the box.

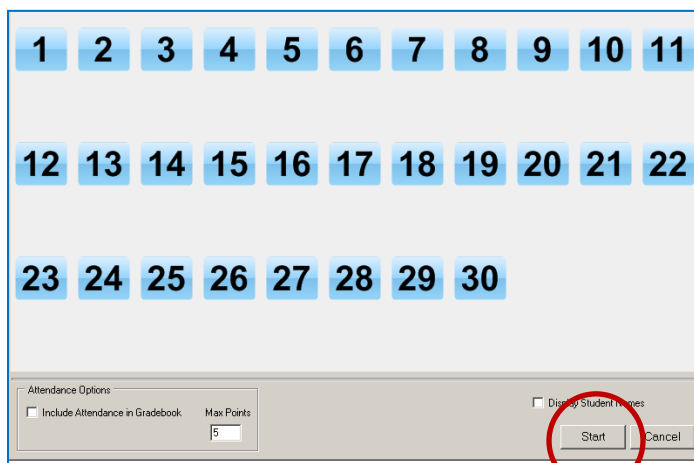
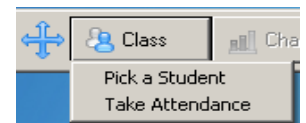


Step 10 - Click on the green Engage button at the top. This will bring up a toolbar you will use to navigate through each question.

If you want to move this toolbar, click here and drag.




Step 11 – Take Attendance – This step verifies that students know how to use the clickers and that the clickers are working. Click on the *Class* button and then on *Take Attendance*.



Step 12 - Click on *Start*. Have students power on their clickers and hit the *Send* button. This will cause their number to light up.

Click *End* after all students are accounted for.

Step 13 – On the floating toolbar click the  button to bring up the first question.

Step 14 – You must click the  button on the bottom left in order for students to enter their responses.

Step 15 – As students click in their responses you may notice certain colors appear.

Blue – Indicates a response was sent.



Green – This means the student has entered the same answer twice.


















Yellow – This means the student has changed their previous answer.



Red – This means the student sent an invalid response, for example entering F when the options are only A, B, C, and D. It does not mean that the student got the answer wrong.



Step 16 – Click  to see the results.

<b>G.</b>		<b>H.</b>			
					
				Verbal	Cumulative % Correct
				Chalkboard	Question % Correct
<b>E.</b>	<b>D.</b>	<b>C.</b>	<b>F.</b>	<b>B.</b>	<b>A.</b>
				90	80

- A. Percent correct for that question.
- B. Cumulative percentages for all questions so far.
- C. Pen – See the top scores. I recommend you set to 5 or 10 top scores.
- D. Persons – allows you to select a random person for follow up questions.
- E. Red X – to close out. This will reset the cumulative percentage.
- F. Graph – allows you to see a graphic distribution of answers.
- G. Green Arrows – navigate through the questions.
- H. Zoom in or out of each question.