

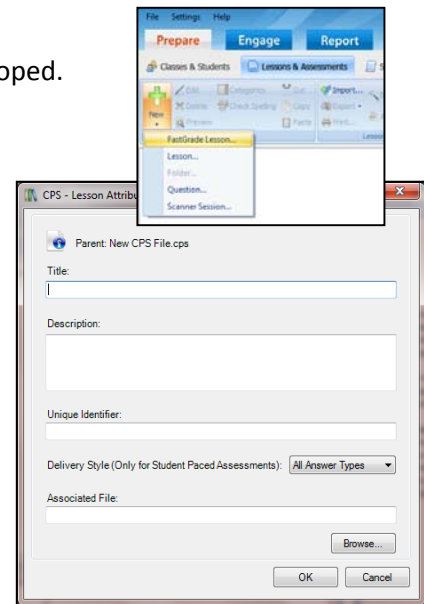
# CPS – Fast Grade

Fast Grade feature will supplement worksheets and other instructional materials you have on paper. Some of these might be Buckle Down, Acuity, Benchmark quizzes, weekly/unit tests and other activities or assessments that have already been developed. You can create a Fast Grade answer key in the CPS software, distribute the hard copies to the students and have them respond using the responders for a quick grade.

You'll need the hard copy of the activity with you. Now, here's what to do:

## Create a Fast Grade Lesson

1. Open the CPS software. Be sure to select the previous databanks developed.
2. Click the Prepare tab, then Lesson and Assessments tab.
3. Click the drop down menu under New and select Fast Grade Lesson.
4. In the Lesson Attributes window that opens, give your lesson a title. As an option, you can give a description, unique identifier, set a delivery style and upload an associated file that will appear when you engage the lesson in *There it is!* mode.
5. Click OK.
6. Here where we'll set up the Fast Grade. First, the key:



**Title:** the name you typed into the Lesson Attribute window

**Number of questions in this lesson:** just what it says

**Properties:** opens the Lesson Attribute window

**Question type columns:** question types in individual columns enable you to add various question types to the Fast Grade answer key

**Standards associated with the current question:** Standards in the open database appear so that you can associate them with each question.

**Current Question #:** number you are currently working on.

**Previous:** moves to previous question in answer key for editing, if needed

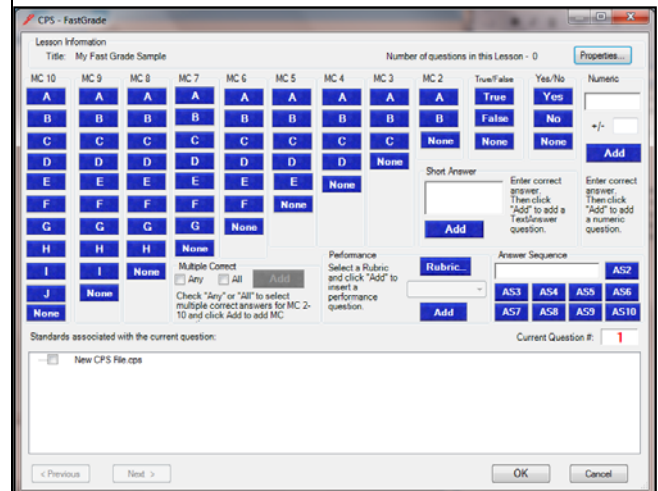
**Next:** moves to next question in the answer key

**Rubric:** allows you to associate a rubric with an essay or short answer question

**Numeric add:** allows you to add a numeric question

**Answer sequence:** allows you to ask a question where responses need to be in a particular order, like a matching exercise

**Short answer:** allows you to ask questions where a response is a short text response up to 20 characters



Now, to set the answers:

Always watch the Current Question number just to make sure you are entering the correct answer for the corresponding problem.

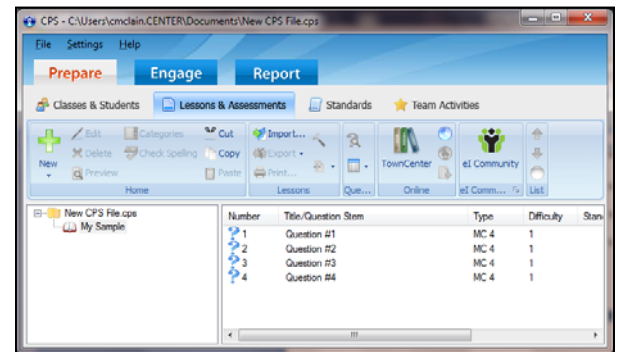
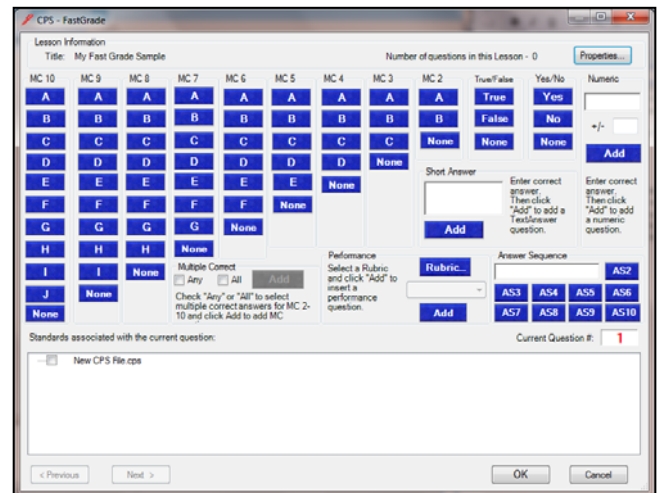
Then, use the MC columns to enter a MC answer. For example, if your quiz has four MC answers, you'll use the MC4 column. In that column, click the correct answer – either A, B, C or D.

So if question 1 on your quiz has four multiple choice answers and the correct answer is B, you will click the B under MC4.

Just be aware that the work area doesn't really look like it did anything. This is another reason why it's important to pay attention to the Current Question box because it will advance to the next question once you have clicked the answer for the current question.

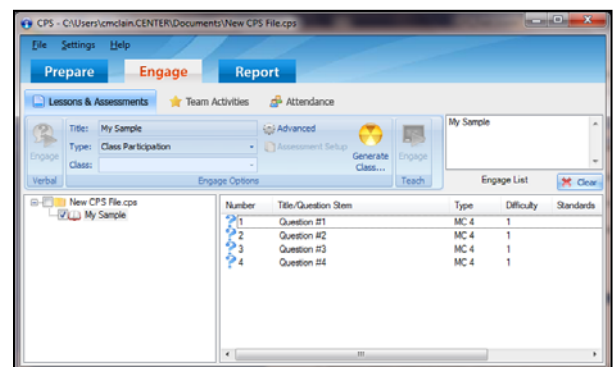
7. Repeat by adding additional answers until all answers have been entered into the Fast Grade window.
8. Click OK once all questions have been entered.

You will see the questions populate in the CPS software. Notice your quiz is now part of your own CPS file in the left hand column.



The answers are all set up. Now, here's what to do with the kids:

1. Plug in the CPS USB receiver into your computer.
2. Open the CPS software.
3. Go to Engage, Lessons and Assessments tab.
4. Select the lesson you want to engage by clicking in the check box before the lesson name.
5. This will expand the ribbon for additional testing options. You might want to check out the Assessment Setup options. Most likely with this sort of activity, you'll change the option to Student Paced.
6. Click the Engage button

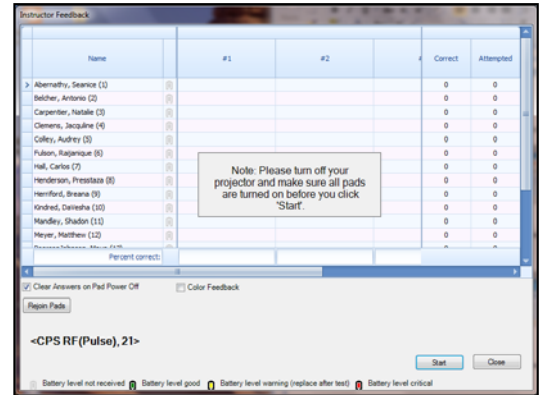


You'll get a window that reminds you to turn off your projector. The student answers will start to populate on this screen once they start the assessment.

7. Click Start

At this point, pass out the worksheet/questions to the students. They will be able to read the questions on the worksheet and enter their answers on their responders.

8. Click End once everyone is done.



## Getting the results

Now that the test has been completed, you're going to want to run the reports.

1. Go to the Reports tab.
2. Select the test name you want the report generated.
3. Click the Generate button.
4. A window opens with several options various reports to be generated. The Instructor Summary is the report that will give you an overall score. Select the report and click Preview.
5. Print the report, if you need it.

