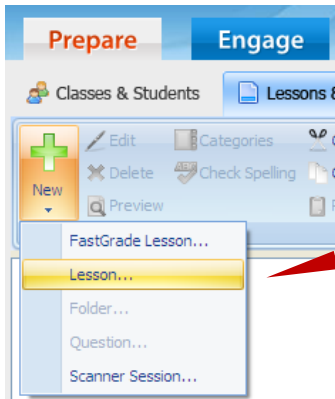
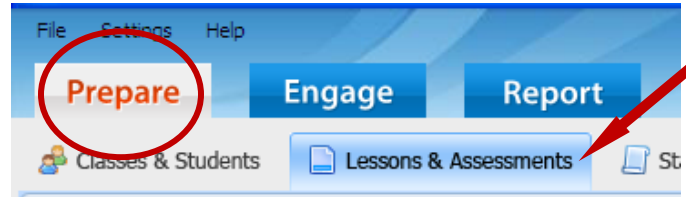


Create Lessons in CPS

Step 1 – Launch the CPS software and open your database.

Step 2 – Click on the **Prepare** tab.

Step 3 – Click on the **Lessons & Assessments** tab.

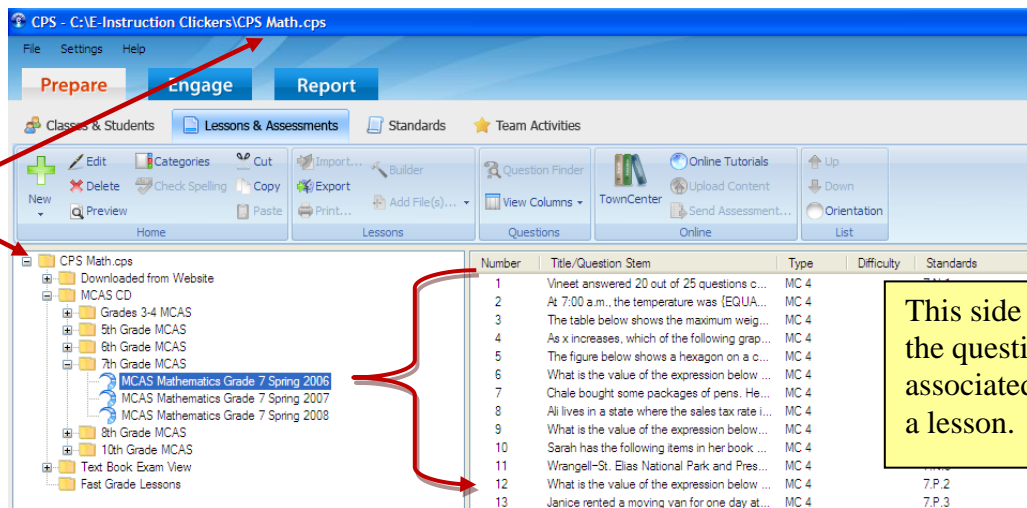
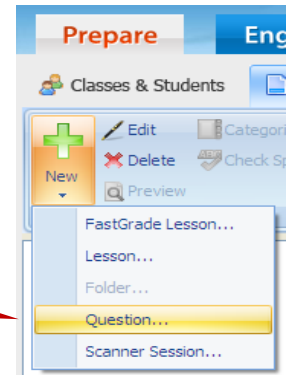


Step 4 – Click on the **New** button located on the left and then on **Lesson** from the sub menu.

Step 5 – Type the title of your lesson in the **Title** field. No other field is required. Click **OK** when done.

Step 6 – The lesson you just created should show up on the left side of the screen (see screen shot below).

Step 7 – To add questions to the lesson first highlight the lesson by clicking on it. Then click the **New** button and **Question** from the sub menu. This opens up the CPS Question Author window.



The top folder is the name of the Database.

You can organize your lessons into folders. Click on **New** and **Folder**. Click and drag your lessons into the folder you want.

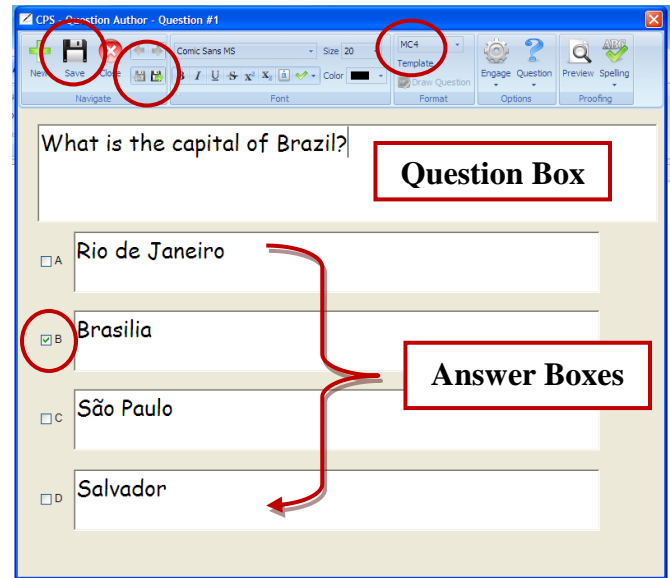
Lesson Side

Question Side

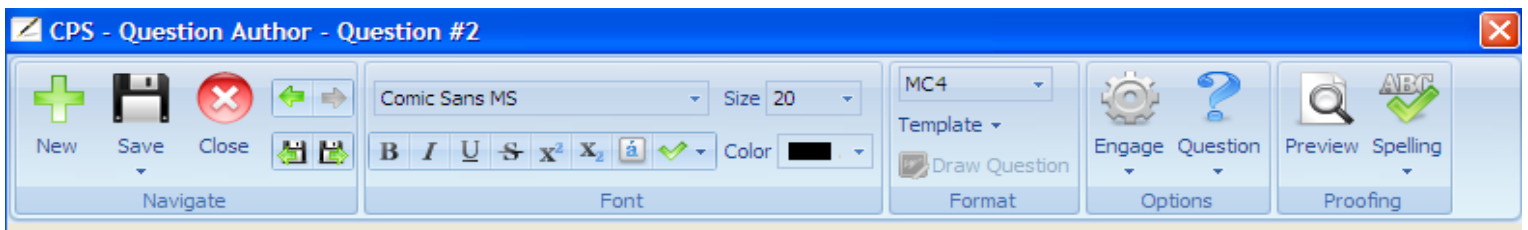
This side shows the questions associated with a lesson.

Create a Basic Question:

- Step 8 – The default question allows for 4 multiple choice responses. You can change that by clicking on the MC4 button.
- Step 9 – Type the question in the question box.
- Step 10 – Type the answers in the answer boxes.
- Step 11 – Put a checkmark in the box next to the correct answer by clicking on the box.
- Step 12 – Save your question by clicking on the disk or the disk with the green arrow to save your question and move to the next question.



The Question Author Toolbar:



Click here to create a new question.



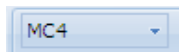
Save the question while remaining in the current question.



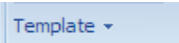
Save the current question and navigate to the next or previous question.



Use these formatting tools to change the text. To set the default font for all questions close the Question Author box. Go to **Settings**, located above the Prepare tab, choose **Default Font**, adjust your font, color & size, and then click **OK**.



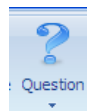
Select the type of question (multiple choice, true/false, yes/no, or numeric).



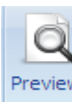
Select the template style to apply to the question (with an image or without an image) and the size of the question and answer boxes needed for the question.



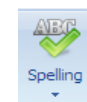
Optional - different ways to present Questions during engagement with the clickers.



Optional – add standards, notes, videos, audio and difficulty levels to your question.



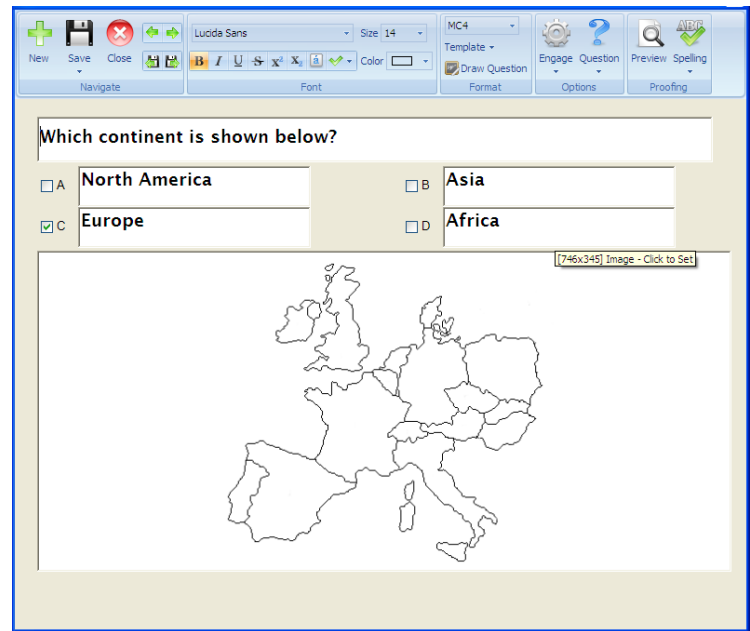
Preview what the question will look like in engagement mode.



Spelling – you can set it to automatically check spelling when question is saved.

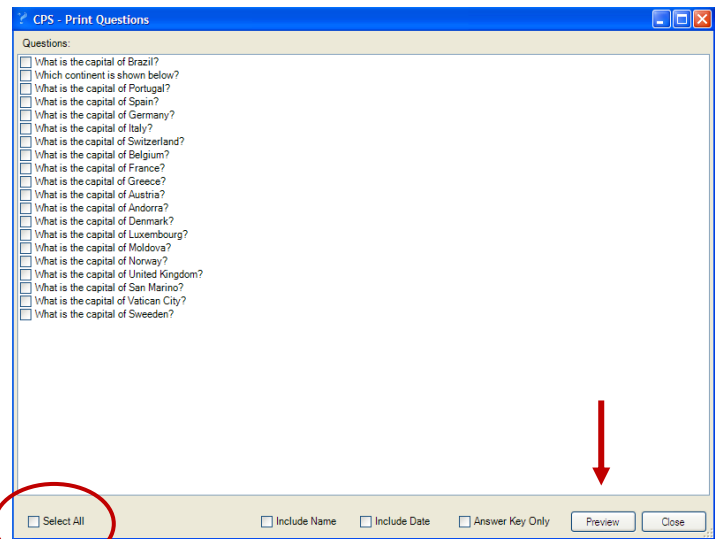
Add Pictures to Questions:

- Step 1 – Save all your pictures to a folder on your computer. *Hint:* Use clipart images instead of digital images because they require less space.
- Step 2 - Click on **Template** and choose **Add Graphics**. Select one of the template options.
- Step 3 – Type your question and answers. Select the correct answer.
- Step 4 – To put in an image right click in the picture box and select **Browse**. Find your image and click on it.



Print CPS Lesson:

- Step 1 – Select the lesson you want to print.
- Step 2 – Click on **Print** from the Lessons group or right click and select **Print Questions**.
- Step 3 – Click the box next to the questions you want to print or click **Select All** at the bottom of the box to print all questions.
- Step 4 – There are other options to select at the bottom, such as printing an answer key.
- Step 5 – Select **Preview** to bring up the Print Preview Screen.
- Step 6 – Click on the printer button from the toolbar to print.



Export CPS Lesson:

- Step 1 – Follow the steps above for printing a CPS Lesson.
- Step 2 – Click on **Output** located on the top left. Select the format you want. For Word documents select RTF File.
- Step 3 – Save your file.

