

Engaging CPS



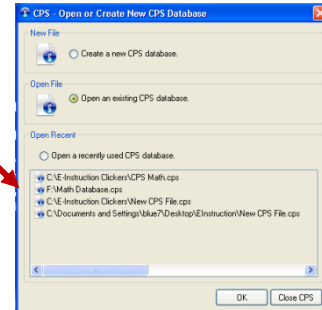
Step 1 – Before opening the CPS software, plug the receiver into the laptop. If you forget this step the clickers may not respond. You'll need to close the software, plug in the receiver, then launch the software again.



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

CPS

Step 3 – Open the database that contains the lessons you want to engage. If the database appears on the list, simply click on it. Otherwise, click on “Open an existing CPS database” and search for your database.

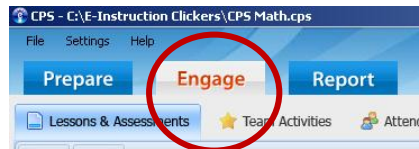


Step 4 – The HTML Help Box will appear. You may close this box.

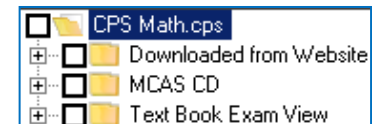
VERY IMPORTANT:

Step 5 – 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.

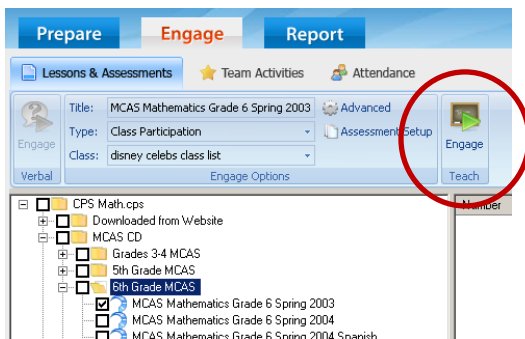
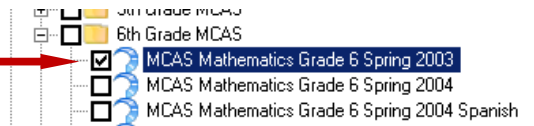
Step 6 – Click the **Engage** tab.



Step 7 – On the left side of the screen, click on the plus sign next to the folder that contains the lesson you want to engage.



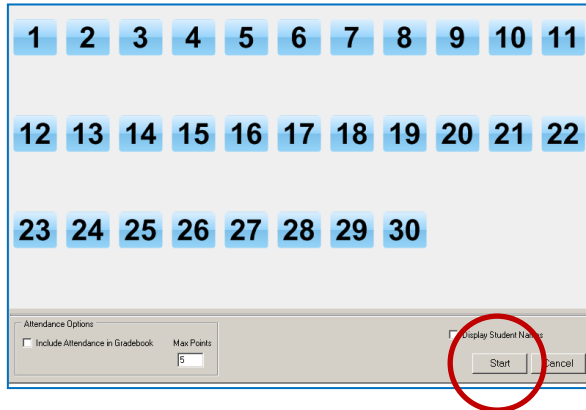
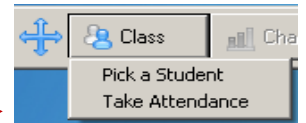
Step 8 – Click the box next to the lesson you want to engage. This will put a checkmark in the box.



Step 9 - Click the green **Engage** button at the top and be patient. After a few long seconds a toolbar will appear.




Step 10 – **Take Attendance** – This is an important step because it verifies that students know how to use the clickers and that the clickers are working. Click the **Class** button and then on **Take Attendance**.



Step 11 - Click **Start** located at the bottom right. Have students power on their clickers and hit the **Send** button. This will cause their number to light up.

Step 12 - Click **End** located at the bottom right 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 – Have students press their answer and then **Send**. As students send 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. This does not mean that the answer is correct.



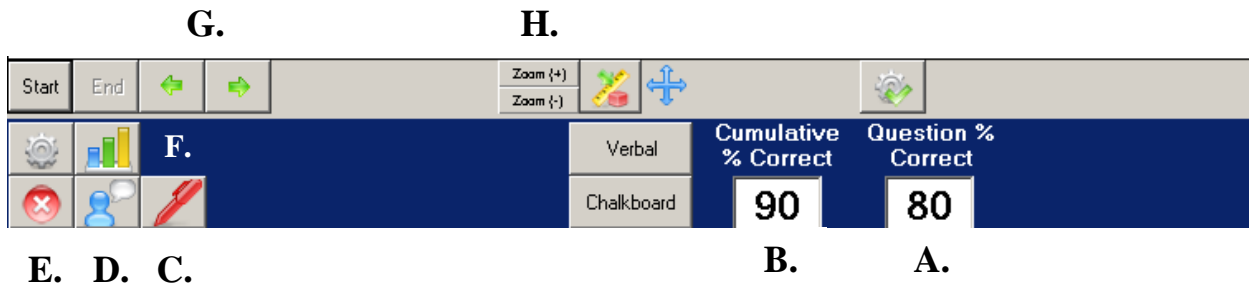
Yellow – This means the student has changed their previous answer.



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  located at the bottom left to see the results.

The Toolbar

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