



Sharing CPS Lessons With Other Teachers

on a Windows Machine

Sharing lessons is an export/import process. Follow these steps to share your lessons:

To Share Your CPS Lesson (Export)

1. In your open **CPS database**, go to the **Prepare** tab and the **Lessons and Assessments** tab.
2. Select the **CPS lesson** to share by clicking on it in your lesson tree.
3. Just below the **Lessons and Assessments** tab and to the right is the **Lessons** ribbon. On the **Lessons** ribbon, you will find a button labeled **Import/Export**. Select the **Export** button.
4. The **Export** window will open, allowing you to choose the location of where to save the exported file. Select the desired location by clicking on the drop down arrow at the end of the **Save in:** field. *(Hint: An easy place to work with is your desktop. When you are finished with the process, you can put the file in the recycle bin if you choose.)*
5. Name the file the same name as the file you want to export. Then click **Save**. Note that the file type has an extension of **.cxm**.
6. The program will ask about saving associated files. Click **Yes**, though there may not be any files associated.
7. The file will export and save to the designated location.

Now you have exported a lesson from your CPS database and saved that lesson to a specified location. This file may be sent as an attachment or moved to another location for others to access.

To Use Someone Else's CPS Lesson (Import)

1. In the **Prepare** tab and the **Lessons and Assessments** tab, open your **CPS Database**.
2. Just below the **Lessons and Assessments** tab and to the right is the **Lessons** ribbon. On the **Lessons** ribbon, you will find a button labeled **Import/Export**. Select the **Import** button.
3. A dialogue box will open called **CPS - Import Lessons**. Click on the **Browse** button near the top. A new window will appear called **Open**. This window defaults to looking for CPS database (.cps) files.
4. At the bottom of this window, change the **Files of Type** from **CPS Databases** to **CXM files** by clicking on the drop down arrow and choosing **CXM files**.
5. Browse to the location of the file and double click on it **OR** click the file name and click **Open**.
6. The import process will begin. When asked about including additional files, click **Yes**. The process will complete.
7. The lesson will appear as the last lesson in your list of lessons. You can click on it and drag it to the folder where you want to store the lesson.

You have now added a lesson to your database.