

CPS SYSTEM

CLICKERS IN THE CLASSROOM

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CPS instructions (version 6.51.0002)

When you start CPS for the first time, you will be asked to create a new database. A database is where all your assignments/tests will be stored on your computer. Most people just name this using his/her last name. You will never need to create a new one, unless another teacher uses your computer for instruction.

After your database is created and saved to your computer (save it in my documents or somewhere you can find it), the CPS interface will open.

There are 3 ways to use CPS:

Verbal:

w/students entered: questions are not displayed, you use this "on the fly" creating verbal questions or going one by one on printed questions. Both class data and individual data can be collected.

w/o students entered: same as above except individual data cannot be collected, only class data.

Student paced (fast grade):

Students need to be entered. No questions are displayed on the board, only answer indicators. Students can progress through a test at their own pace.

Teacher paced:

w/questions entered: Students progress through the questions that are shown on the screen. Everyone answers each question before moving on to the next question.

w/o questions entered (fast grade): Students progress through their questions but all must answer each question before moving on.

Putting Students in CPS:

Separate instructions were sent showing how to import from infinite campus. If that import does not work, use the steps below to manually put your students in. REMEMBER YOU DO NOT HAVE TO ENTER STUDENTS TO USE CPS, ONLY IF YOU WANT INDIVIDUAL DATA FOR YOUR STUDENTS.

1. Click on the PREPARE tab at the top
2. Click on "classes and students" tab
3. Click on "new" and then "class"
4. Choose "k-12" option and click "next"
5. Fill in the class name (all that is required) and anything else you want to include. Click "next"
6. Click "next" again
7. If you want to make another class, check the box "I want to make another class" and repeat these steps. If you are finished creating classes, click "done"
8. Your class will be shown in the white box, highlight it and then click "new" and then "student"
9. Type in the first and last name of each student (all that is required) you can put other information if you choose to.
10. You can use "tab" and "enter" to quickly move through your list.
11. When finished just click somewhere else.
12. To add a new student to an already created class, highlight the class and use the "new" "student" buttons to add a new one.
13. To delete a student from an already created class, highlight the class and then highlight the student and click the red x (delete)

Verbal:

This is the quickest and easiest way to use CPS. You can use it starting tomorrow without entering student names or information. You will NOT be able to compile student data but you can compile and report on the class as a whole group.

1. Click on the ENGAGE tab at the top
2. Click on ENGAGE/VERBAL, should be the first button
3. Under Class Options, click "create"
4. Name this class whatever you want (Verbal, everyone etc)
5. Make sure the numbers match the range of clickers you have available.
6. Click "ok".
7. Click "ok" again
8. It will begin scanning for receivers. If not receivers are attached, it may not go any further.

9. Once the toolbar shows up at the top of your screen, click the “verbal” box and choose the type of question you are going to ask.
10. Blue buttons appear that match your clicker numbers.
11. Click “start” and allow students to answer. The boxes change colors to show an accepted answer.
12. When finished click “end”. There is a timer option here that you can use as well.
13. When you are ready for a new question and it’s the same type as before, click “start” and your boxes show up again ready for input. If it’s a different type of question, click on the red X to go back to the toolbar. Repeat starts 9-12.

Fast Grade:

This is using CPS to grade your exam/test. Students have the test in front of them and only the answers are programmed into CPS. If students are entered you can collect individual data, if they are not you will only get class data. CPS will only register multiple choice. (If you have the pulse clickers, disregard these instructions and contact Paula Hildabrand for training).

1. Click on the PREPARE tab
2. Click on the “lessons and assignments” tab
3. Highlight your database
4. Click on “new” and then “fast grade”
5. Title your lesson (only required information) and then click “ok”
6. A large box with a lot of blue buttons. This is where you will put the answers to each question.
7. The question number is shown next to “current question” (it will start with #1)
8. Choose the correct column for your answers (more than likely it will be MC4) and start choosing your answers. You will notice the question number changes after you input your answers.
9. If your exam has a numeric answer or short answer, you can put them in the correct boxes shown; however only the pulse clickers will grade these, the regular CPS system will skip those questions.
10. After you have selected all your answers, click “ok”
11. Your lesson and answers should show up in the large white box.
12. To engage this lesson, click the ENGAGE tab at the top
13. Click the white box next to the lesson you want to engage.
14. Click on “assessment setup” and then click “engage options”
15. Change to “student paced” , now click “engage (green arrow)”
16. It will search for receivers and then a box will show with clicker numbers etc.

Test Questions displayed

All questions are shown on the screen and students answer each question before moving on to the next question.

1. Click on the PREPARE tab
2. Highlight your database
3. Click on the “new” button and then choose “lesson”
4. Title it and click “ok”
5. Highlight your lesson and then click “new” and then “question”
6. This is where you will put the questions you want displayed. You can use the “template” button at the top to change the format of the question. If you have graphics you want inserted, click inside a box and right click and choose “browse” to select your graphic (needs to be saved to your computer)
7. When this question is complete (don’t forget to select the right answer by clicking the little white box next to the letter), click “save” and you will move on to the next question. When finished with the whole lesson, click “save” and then “save and close”.
8. There are many options available for each question and you can set up an appointment with Paula Hildabrand to work on using these.
9. Click on ENGAGE
10. Choose the lesson you just entered
11. Choose assessment setup, choose “teacher led”
12. It will scan for receivers and then the questions will show up with the receiver numbers as well. When you are ready for the next question, just click “next”. You can also choose to use the timer. Click the “options” box to change the way the test is set up and run.

This is a basic understanding of CPS, it’s a lot of options to type and this is meant as a helpful tool to get you started using it in your classroom. This set of instructions was used with version: 6.51.0002