

QUICKSTART CPS - MAC

THE CLASSROOM PERFORMANCE SYSTEM

OPEN CPS – CREATE DATABASE

Click on “new database”

Give the database your name because it's your lessons

At top of window select “save as” and save to C Drive: CPS Databases or where you can find it later. Be sure you know where it is in your computer.

VIEW CPS TABS Lessons Tab – use “verbal mode” to ask questions or prepare lessons ahead of time
Standards – import State Standards into your CPS. Download from einstruction.com
Team Activities – “There It Is” review game using lessons/tests prepared earlier
Classes – set up all your classes and students
Reports – instant reports result from using CPS. View up to 20 different reports & grades

CREATE CLASS & STUDENTS

You must add students before you can ask CPS questions or create a temporary default class by engaging “verbal” mode. Students use the same assigned pad # each time.

Manually Add Students – Select “CLASS” Tab

Set up Class on left side of Class Tab window. Right side, add students to class.

1. Click “New” on left to create a new class
2. Select K12, and do not choose option to put in password for CPS online, click next and follow directions until you reach the “done” where you exit. You'll see the class name appear on the left side of the CPS window
3. Click once on that class name to highlight
4. Go to top right side of screen under “student” and select “+ /New” student
5. Look at the bottom of the screen. You will see a place to type student first name.
6. Tab over to type in last name
7. Click “enter” on your keyboard to move to next student.
8. Continue until all students are entered. After last one, select “save student”.

Import Students – under “CLASS” Tab

1. From STI or whatever program you use, export your student roster. Save it as a “CSV” file in a place you can find
2. Next, in CPS, select the “Classes” Tab at top of screen
3. Click on “Import”
4. Find the CSV file you just saved from STI
5. Double click on it to select and say “ok”
6. Your students will automatically have a pad number assigned & you can print the list.

ASKING QUESTIONS ON THE FLY

You can ask unprepared questions as you teach and capture instant feedback through “Verbal Mode” Toolbar

WEST PICTURE OF VERBAL MODE BUTTON WOULD BE GOOD HERE

Select “LESSONS” Tab, then “VERBAL” mode button

When you ask questions through verbal mode or chalkboard mode, an instant report is generated. Anything written in chalkboard will be captured and pasted inside the report. After asking questions, go to “reports” tab to see the reports.

1. Click on “VERBAL MODE” at the left top of the screen
2. See a “Session Setup” box. Select your options including the class you are teaching
3. Click Start, then when you get a toolbar with options

WEST INSERT SNAPSHOT HERE OF THAT TOOLBAR..IT'S DIFFERENT

You will see from left to right “verbal”, “chalk”, “options”, “class”, “exit”, “close”.

- A. Verbal – use to ask verbal questions & choose response choices
- B. Chalk – internal CPS whiteboard. Write, import images & annotate, select answer type
- C. Options – select how and what you want to view when students answer questions
- D. Class – select a student at random to answer verbally or take attendance
- E. Exit – exits CPS altogether
- F. Close – closes the toolbar and returns to CPS main menu

Verbal Mode – from toolbar

1. Click “verbal”, choose the answer type you want and students answer, you can choose “correct” answer at the bottom of the chart, then close to see instant feedback.
2. Click “END” to close question.
3. To ask another, choose answer type at bottom of the window.
4. To return to toolbar for other options, click the red “x” to close

Chalk Mode – from toolbar

1. Write questions, annotate and import images by selecting “Chalk” from toolbar
2. Click on the pencil to write
3. Change pen width and color on the left side of screen by clicking each choice
4. Write questions and/or answer choices
5. Select your answer type at the bottom (example T/F or A-C for a 3 ans choices)
6. When students finish answering with their clickers, select “end”
7. Select “correct answer” on chart by clicking arrow at bottom right of screen.
8. Select “close” and see the instant feedback percentage of correct answers

To return to original toolbar click the red “x” located in lower left corner of screen

1. To teach with images in Chalkboard, select “load image”
2. Choose “browse” and find your picture in the computer
3. Double click and it will pop into the screen
4. Write, annotate as usual and select answer choices.
5. To clean the writing and re-teach choose “reload”

Randomly Select Students – from toolbar

Choose “class”

Select “student” to reveal a name. Can be used to engage students in discussion

Choose “attendance” to take class attendance

Options – from toolbar

The results seen when asking students questions depends on what options are chosen.

In the “Options” box you can select whether to reveal answer choices, charts, etc.

PREPARE LESSONS AHEAD OF TIME

You may wish to prepare lessons in advance either by using Examview questions from your textbook’s electronic disk or Examview Learning series OR by typing your own questions into the system. As before, any questions delivered and asked will generate an instant report so be sure to check “reports” tab to see the various reports.

Choose “LESSONS” Tab

WEST, SNAPSHOT HERE OF “IMPORT”/“BROWSE” WOULD BE GOOD

For Examview Lessons:

1. In Examview prepare your questions, save and “export”, select “Examview XML” type.
2. In CPS under Lessons Tab select “import”
3. Select “Examview XML” as the type of file to import
4. Browse to find the Examview Lesson where you saved it
5. Double click on it to pop into CPS.



Deliver Your Lesson In Class:

1. Deliver the lesson to your class by clicking on the name to highlight
2. Choose “engage” CPS clicker icon and engage it
3. The lesson will be added to the verbal mode toolbar
4. Open the first question by selecting “NEXT #1”
5. Click “start” if the windows aren’t open to let students answer
6. Click “end” when finished.
7. Don’t forget to change your “options” on the toolbar if you don’t want the answer revealed automatically or the chart to show up
8. Close the question toolbar when finished with the red “x” and then choose “close” the actual toolbar to return to CPS.


Create Your Own Questions In CPS

Organization:

1. You can set up a “parent” set of lessons with “child-level” lessons underneath
2. These will condense so that all you see is a “+” next to the parent.
3. Clicking the “+” will reveal the child-level lessons underneath

4. To do this click on the database name that ends in “.cps” at the top of the window
5. Then above it select “TOOLS” / “new lesson”
6. Give the parent lesson a title such as “biology 101” or “algebraic thinking” and finish.
7. Now click the parent lesson to highlight it
8. Go to “TOOLS” again & select “new lesson”
9. Give the child-level lesson a title such as “chapter 1”

Add Questions To Lessons:

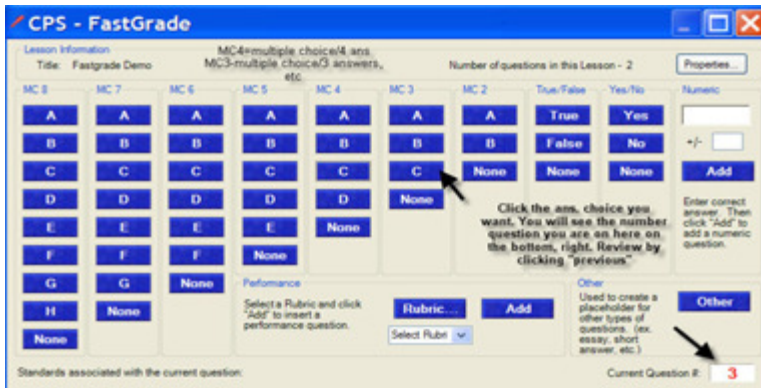
1. Once the lesson name is created, click to highlight
2. Go up to top and click “TOOLS”
3. Select “new question”
4. You will get a template
 - a. **PICTURE OF QUESTION TEMPLATE WOULD BE GOOD**
5. The template has a toolbar at the top with
 - a. “Save” button
 - b. “Save & Move To Next Question” button
 - c. “font”
 - d. “template” where you can select the type of question you want to deliver.
6. Click the arrow located next to “template” to reveal answer choice types
7. You can mix types of answer choices from alphabetic with 2, 3, 4 or 5 answers to T/F and numeric
8. If choosing a template with a graphic box simply double click the graphic box to open the browse feature. Browse to find your graphic and double click to pop it into place.
9. When finished with first question choose the small disk “save & move to next question”. 
10. On the last question click the final “save” disk on the far left side of the top toolbar

FASTGRADE

There are times when you have paper tests you want to give and have automatically graded, but don't want to have to type it into the system. You can use “Fastgrade” to enter the answer key. Once it's complete, in minutes, you can pass out the paper test, have students answer on the test, then answer with their response pads.

The paper test will be backup documentation, but the test will be graded for you via the response pad entries. Here's how to set up Fastgrade:

1. Go to Lessons Tab
2. Click on TOOLS button
3. Select “Fastgrade” and give your test a title
4. A keyboard will be revealed
5. Select the correct answer under the answer choices column that matches. For example: if there are 3 answers choose MC3 column which stands for Multiple Choice with 3 answer choices.
6. Close when finished.



To deliver the assessment:

1. Under lessons tab choose your assessment by clicking once
2. At the top of the screen click the white CPS icon called "engage"
3. Select "student managed mode" versus "teacher managed"
4. Turn off your projector because all students answers will be revealed on your computer as they enter choices
5. Click "start" to begin the assessment
6. Each student answers at their own pace.
7. Under "options" on your screen you can choose to see a color view of the correct and incorrect answers to identify a potential problem question if many students are selecting an incorrect answer
8. Click "end" when finished

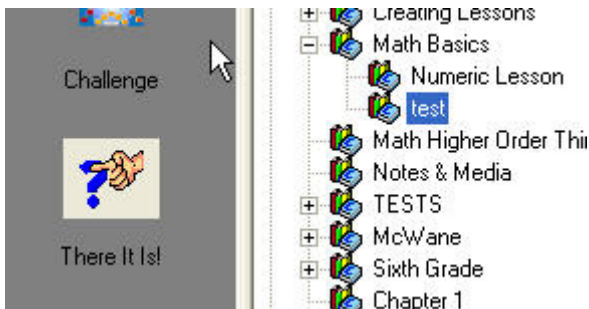
TEAM ACTIVITIES

Create a Game with Your Own Questions or Examview Questions

Go to the "Team Activities" Tab and select the type of game you want. These instructions may look long but in truth it's very easy once you do it one time.

There It Is

A pre-test where the students answer from a paper test in front of them, but they answer one question at a time picked at random for them and then a score will appear so they see they are competing. At the end of the game it will ask you if you want to display missed questions so you can review & ask them again.



1. Click on "There It Is" title
2. You'll see a window appear with the file folders that hold your questions.
3. Find your lesson that holds the questions you want.

4. Click to select it and it will appear in your game column
5. Click on it to highlight
6. Go to the top of the window and select “engage”
7. In the “set up” window select which class or Team you want. (you create teams just like you create students, except give them a team name or just the word “team” and their clicker number”
8. Then start
9. The questions will appear at random for each student or team. They are to answer that number question from their paper test.
10. Once everyone has answered, end the question
11. You’ll see a box appear that tells you who got their question right by the 20 points that appear.
12. The person who got their question right and was first to get a question right will get 25 points.
13. You can also select “score” to see the scores of the teams or students.
14. To proceed, just click “start” each time you have a question.
15. At the end the word “start” will no longer appear and you’ll close the game.
16. It will ask you if you want to “display questions missed” at which time you can choose if you want to review them.

REPORTS

There are a variety of reports available to you immediately after delivering verbal or prepared lessons and tests.

Simply go to the reports tab and view by double clicking on the title of your report.

The last one is listed at the top of the window.

You will see all the students pre-selected to view the results.

If you want to see just one student, remove the checkmark for “all” and put a checkmark next to the name of the one student.

Double click on the type of report you want to see.

You may print by clicking the print icon at the type or you may also save as a rtf, html, excel and PDF type document.

Types of Reports:

Instructor Summary - fast glance at total results

Question Report – all questions with individual students answers

Response Report – whole class

Item Analysis with Standards – if applying state standards to your lessons it will reveal the total results per class for each question attached to a standard.