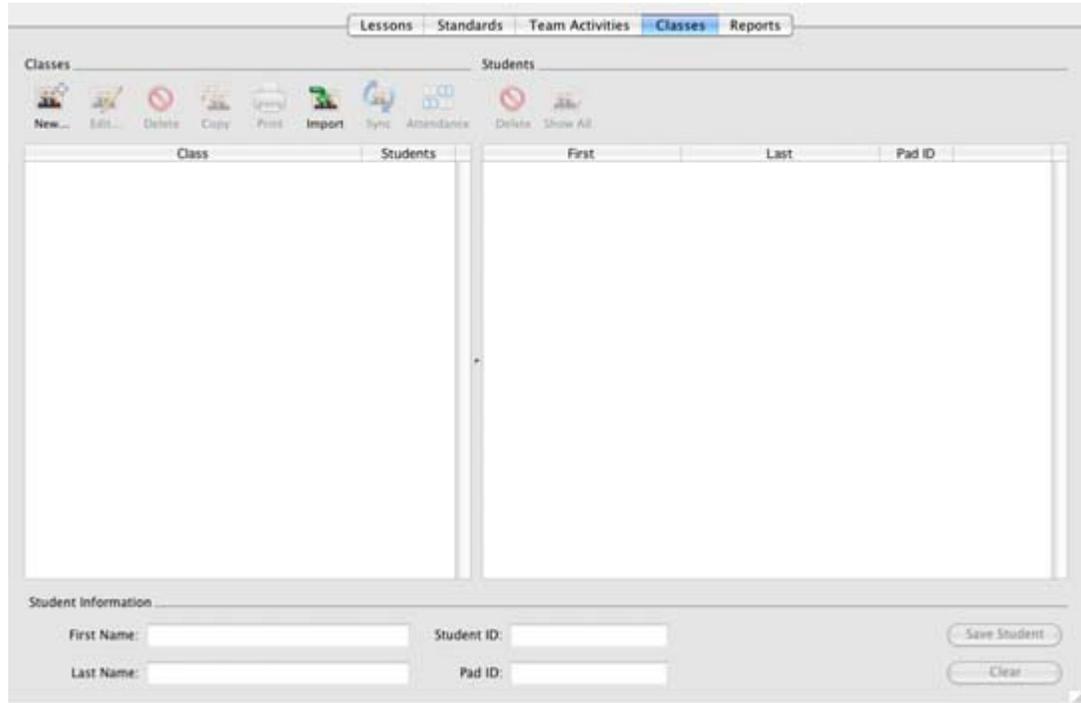## B.   The Classes Section

You can add classes of students to your database from the *Classes* section. When you click the *Classes* section, the following window appears if there are no previous classes entered. Note the split screen. The left side is the classes side and the right side is the students side.

CPS Classes section

Create a New Class

1. Click the **New…** icon from the Classes side of the screen (left side). The Class Wizard appears.
2. Choose your institution type and click **Continue**. You will be asked if you have a CPSOnline username and password. If you do not have a username and password, click **No**. If you do have a username and password, click **Yes** and enter that information in the prompt area. Click **Continue** to advance to the next screen.
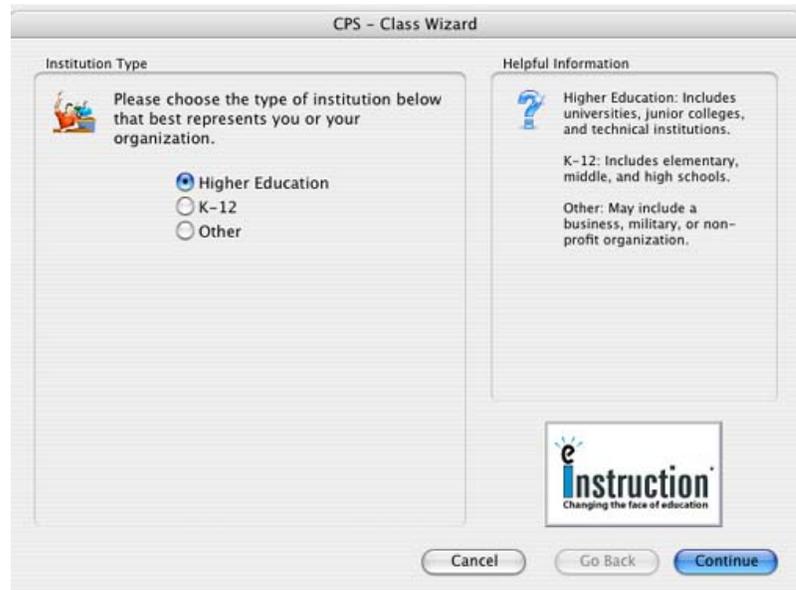
CPS Class Wizard Institution Type

3. Fill in the Instructor Information to create a new instructor profile. Only **First Name**, **Last Name**, and **Email Address** are required fields. Click **Continue** when you are ready to move on.
4. Fill in the **Class Name** and any other information you would like to include. Click the **Continue** button.

> 🛈 **NOTE:** If you do not want to make your class a CPSOnline class, click the box next to the **Make this a CPSOnline class** option to remove the checkmark.

CPS Class Wizard Class Information

5. Click the **Continue** button again to create your class. Click **Done** to return to the *Classes* section. Your new class will be listed on the Classes side (left side) of the screen.


New class in the Classes section

Remember, you can create as many classes as you need. Now that you have created a class name in the database, you will want to add students to that class.

Add Students to a CPS Class

1. Highlight the class name into which you want to enter the respective students.
2. Type in the information for the first student in the Student Information section at the bottom of the screen.
3. Click **Save Student** to save the student information.

> **ⓘ NOTE**: The fields **First Name**, **Last Name**, and **Pad ID** are required, but the **Student ID** is optional.

Follow steps 2 and 3 to enter each additional student.
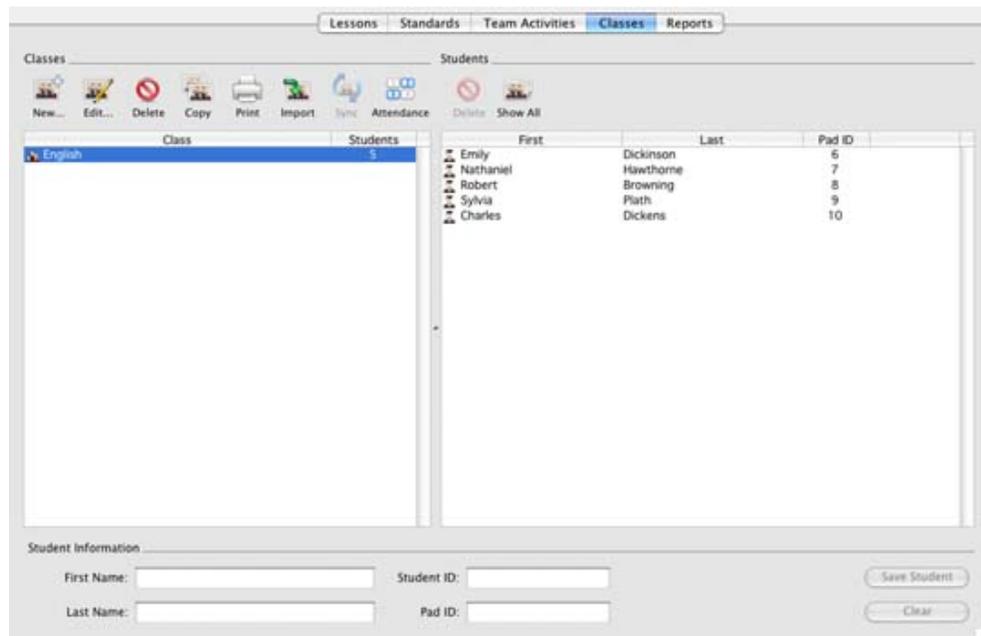
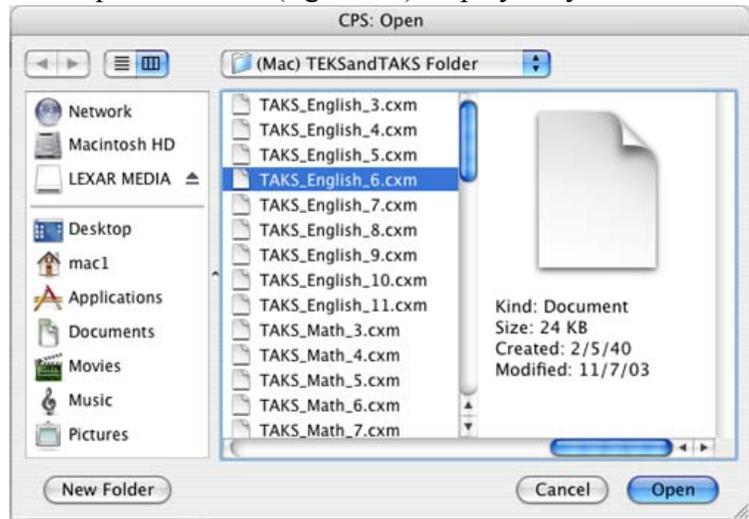**Class with five students**

Class Roster Tips and Suggestions

◆ To edit and maintain your classes, highlight the respective class name and click the **Edit** icon and add or change information.
◆ To edit and maintain your students in a class, highlight the student's name and make any changes in the fields at the bottom of the screen. Make sure to click **Save** when you are done making changes.
◆ To delete a class name or a student, highlight the respective item and click the designated **Delete** icon for either the Classes side or the Students side.

C.   The Standards Section

You can import state standards into your database via eInstruction's website. Please visit http://www.einstruction.com for more information.

Import Standards into Your CPS Database

1. Open the *Standards* section. Notice the split screen. The standards side (left side) displays all standards by name, while the questions side (right side) displays any questions associated with a standard name.

2. Click the database to which you want to import standards from the left side of the split screen.

3. Click the **Import…** icon. A pop-up menu appears.

4. Choose **Import from PC CXM…**. The CPS: Open window appears.

5. Browse through you're your files until you find the standards you would like to import.

6. Click the **Open** button. The CPS: Import Standards window appears.

CPS: Open window to import Standards

7. Click on the arrows next to each standard to see any child-level standards. Click in the boxes next to each standard you would like to import so that a checkmark appears in the box.

8. Click **Import**. The standards will appear in the standards side of the *Standards* section.

D.   The Lessons Section

The *Lessons* section is probably where you will begin most of your CPS functions. From this section, you can
- Ask verbal questions during your class (instructional tool)
- Use a FastGrade answer key to accompany existing paper material (assessment tool)
- Use CPS questions as an instructional tool or as an assessment tool

Ask Verbal Questions during your Class

You can engage a lesson and deliver impromptu questions by using the **Verbal Questions** function. This allows you to ask questions during your lecture in coordination with existing questions from the textbook, from your own PowerPoint presentation, from a question database, or any other non-CPS question source.

1. Open CPS from your desktop icon and project it onto a screen or TV monitor.
2. Engage a lesson by clicking the **Engage** icon. The CPS Session Setup window appears.
3. Click **Start**. The Engage toolbar appears in the upper left-hand corner of your screen.
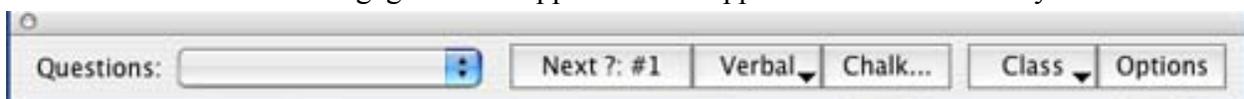

Engage toolbar

4. Click the **Verbal** button from the taskbar. A pop-up menu appears.
5. Choose a question template from which to deliver your question:
   - T/F, No Graphics
   - Y/N, No Graphics
   - MC2, No Graphics
   - MC3, No Graphics
   - MC4, No Graphics
   - MC5, No Graphics

   The CPS Question Deliver – Verbal window appears.
6. Type in your question in the question box, and your answers in the question answer boxes. Alternatively, you can simply ask your question out loud and list the answers verbally. You are not required to type in a question and/or answers.
7. Click **Start** to begin timing your question.
8. Click **End** to stop timing the question.
   - To ask another question of the same question type, just click **Start** again. You can type in the question or answer stem boxes if you like.
   - You can also choose to change your question type to Chalkboard. For more information on the chalkboard format, go to the next section.
   - The data collected from this Verbal Questions session is available from the *Reports* section.
9. Click **Close** to return to the Engage toolbar.

Chalkboard

The chalkboard format gives you the opportunity to draw or load images into the area provided while verbally asking questions for students to answer. Below are the steps to follow to engage in the verbal question's chalkboard format:
1. Follow steps 1-3 from the verbal question delivery steps above.
2. Click the **Chalk…**(chalkboard) button from the Engage toolbar. The Chalkboard Question Deliver - Verbal window opens. The illustration below shows the Chalkboard Question Deliver - Verbal window in Large Screen format.
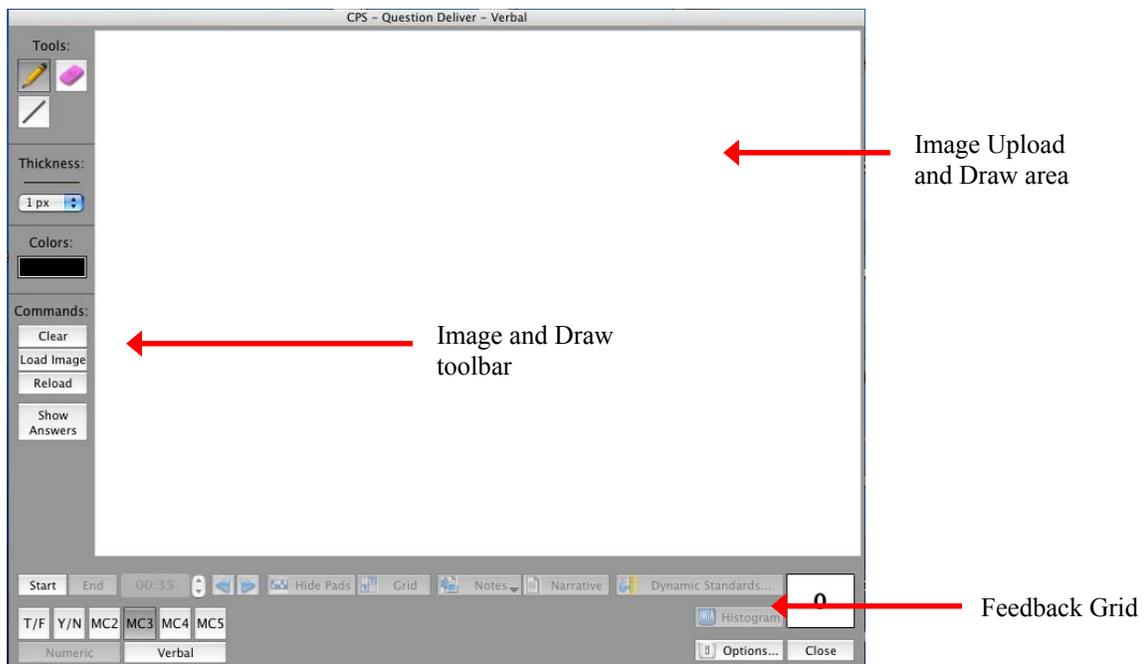
- Change the question type using the **T/F**, **Y/N**, **MC2**, **MC3**, **MC4**, and **MC5** buttons in the bottom left corner.
- You can upload an image by clicking the **Load Image** button or use the draw tools to draw an image in the area provided. Use these tools while verbalizing the question and answer choices.
- Click **Start** and allow students the time they need to use their response pads to select an answer choice. If you decide to type in answer options for the question, use the **Show Answers** button to toggle between showing and hiding the answer options.
3. Click **End** when all the students have answered the question. The answer distribution window opens. From here choose a correct answer choice or leave the question subjective. In addition, you can view the performance feedback in multiple chart formats.
4. Click **Close**.
   - To ask another question of the same question type, just click **Start** again. You can load or draw another image or use the existing one if you like.
   - You can also choose to change your question type to **Verbal**. For more information on the verbal format, go to the section above.
   - The data collected from this session is available from the *Reports* section.

Organizing Lessons from the Lessons Section

Lessons can be in outline or hierarchical form. *For example*, you could create a level of lessons titled for each subject that you teach. Then inside of each subject, you can create a level for Chapter 1, Chapter 2, and so on. Beneath each chapter level, you can create lessons that relate to sections within the selected chapter.
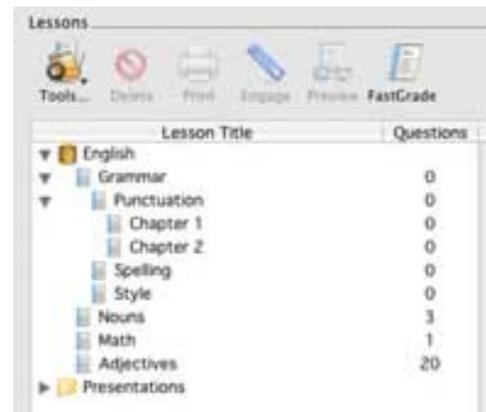

**Database with Lessons arranged in a hierarchical form**

Create Lesson Names

To create a new lesson
1. Highlight the database name (CPS Lessons.cps) seen in the left section of the screen and click the **Tools…** icon.
2. Select the **New Lesson…** command from the pop-up menu. The CPS - Lesson Attributes dialog box appears.
3. Type the **Title** (For example, Grammar) and any description (optional).
4. Click **OK**.
5. Follow Steps 1-4 to create other lessons for subject names such as Earth Science or Language Arts.
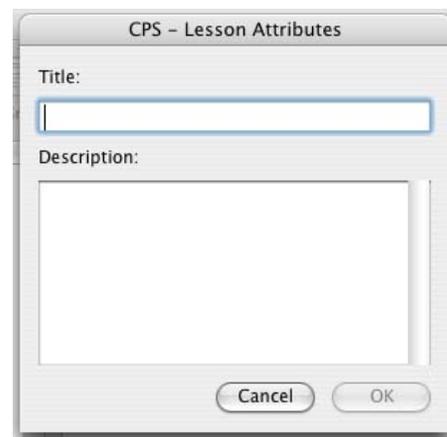

CPS Lesson Attributes window
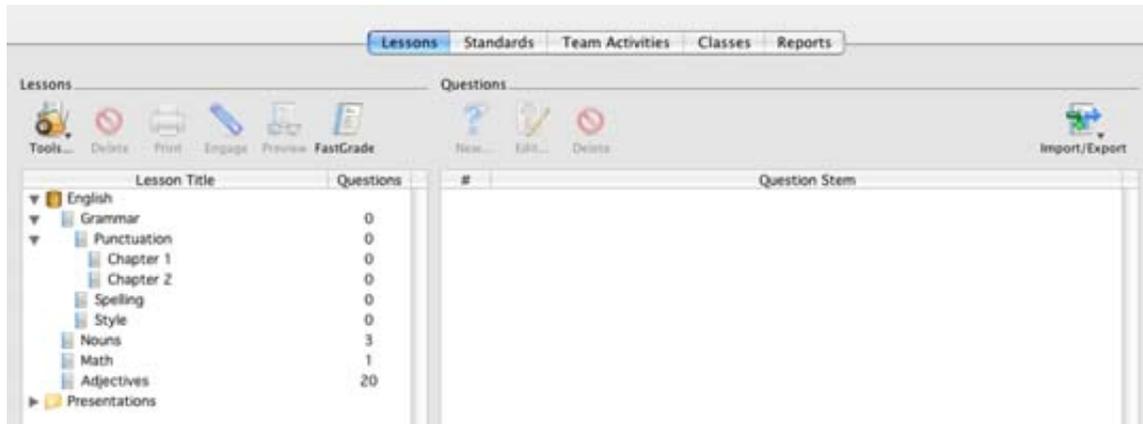
Lessons tab with Newly Created Lessons

Use FastGrade from the Lessons Section

The CPS FastGrade feature is ideal for use with existing hardcopies of course material. FastGrade lets you make an answer key of the hardcopy material. Then you can hand out the hardcopy or present the data in some other format and still use the CPS response system to record performance. Not only is FastGrade an excellent way to grade tests students take in class, it is also an easy way to grade homework.

1. Open CPS to the *Lessons* section.
2. Select a lesson to which you would like to create a child-level lesson, or just select the database to which you would like to add a new lesson.
3. Click the **FastGrade** icon on the lessons side (left side). The CPS Lesson Attributes window opens.
4. Give a lesson title to your homework, test, or set of questions (the description is optional).
5. Click **OK**. The CPS FastGrade window appears.
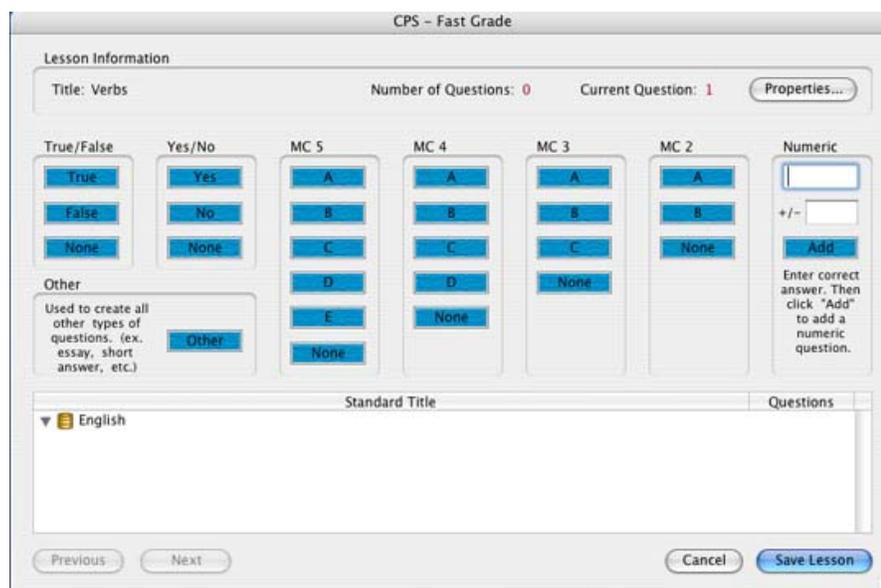
FastGrade window

6. Click on the answer button for the first question. Make sure you are using the correct question template, MC5, MC4, MC3, MC2, True/False, Yes/No, Numeric, or Other (used for essay or short answer questions).
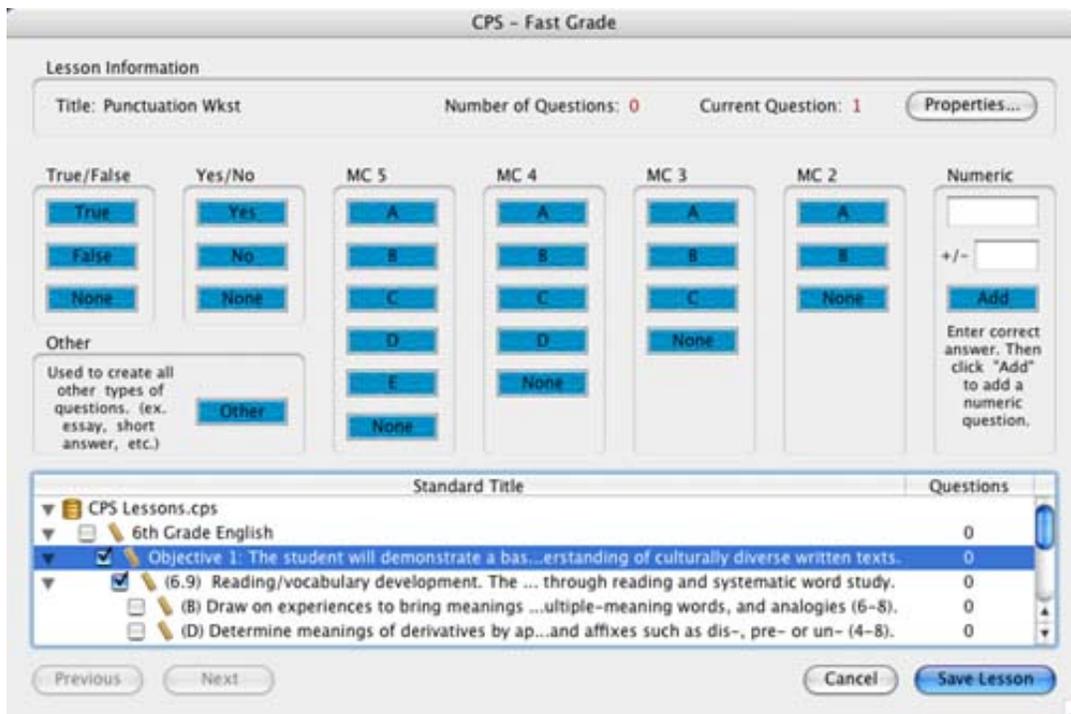
> **NOTE:** After you click on the answer for Question #1, the **Current Question #** counter automatically changes to Question #2.

7. Click **Save Lesson** when you are finished inputting the answers.

CPS will create your answer key as a lesson.

Associate Standards with a FastGrade Lesson

You can access standards from your open database to associate with FastGrade lessons.

Associate Standards to FastGrade questions

If the same standard applies to all the questions in your FastGrade lesson, simply put a check mark by the objective, standards, and sub-standard that apply before inputting the correct answers for your hard copy questions.

If different standards apply to different questions in the same FastGrade lesson, make sure to place a check mark in the appropriate boxes before inputting the correct answers for your hard copy questions.

Now your class can work questions on paper at their own pace. When you are ready to grade the lesson, highlight the lesson name and click the **Engage** icon from the *Lessons* section.

Develop Questions inside a CPS Lesson

After you have created lessons, you will need to add questions to the lesson.

NOTE: If you want to create a child-level lesson within any other lesson, make sure you highlight the lesson you want to receive the sub lesson.

NOTE: When you highlight a lesson on the left hand side, the screen on the right side displays all the items (questions and other lesson names) for that lesson.

Create a new lesson inside one of your other lessons, such as "Grammar" under the "English" lesson.
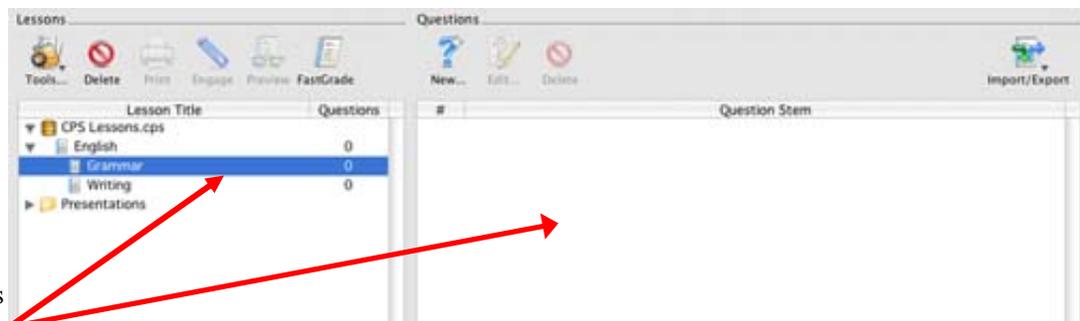
Notice that no questions are associated with this lesson.

Lesson with no questions

Create Lesson Questions

To create lesson questions

1. Open CPS from your desktop icon.
2. Choose the database to which you would like to add lesson questions and click the *Lessons* section.
3. Select the lesson to which you would like to add questions.
4. Click the **New…** icon from the questions side (right side) of the *Lessons* section. The CPS Question Author window will appear.
5. Choose your question template from the **Template** pull-down menu. The CPS Question Author window will change to your chosen template.
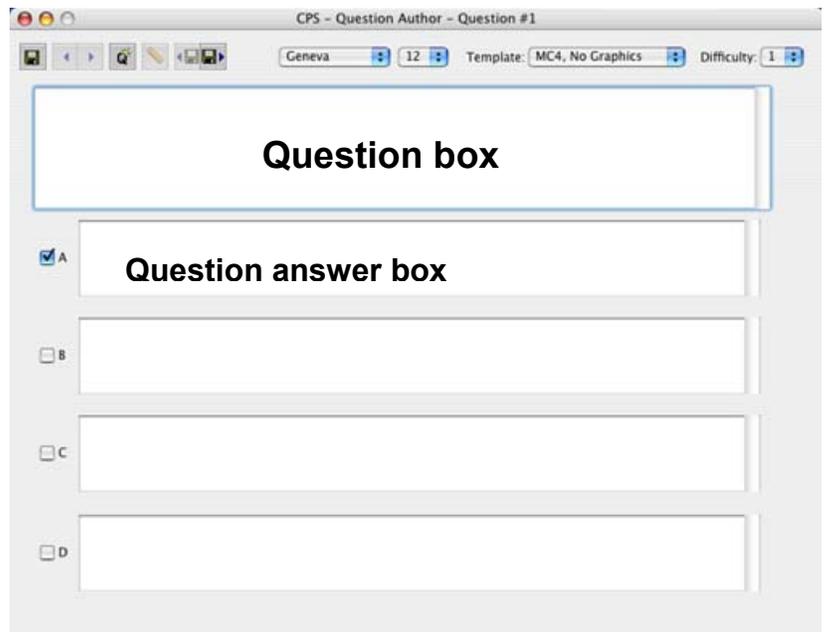
CPS Question Author window

6. Type your question in the Question box of the CPS Question Author window.
7. Type your answers in each of the question answer option boxes of the window.
8. Click the box next to the correct answer to make a checkmark appear. CPS will now recognize that answer as the correct answer to the question.
9. Click the **Save** icon and close the CPS Question Author window to return to your lesson. Your new lesson questions will appear in the questions side of the *Lessons* section.

Question Authoring Functions

You can use the Question Author toolbar in the CPS Question Author window to change your question template; edit the size, color, or type of font; associate standards to your question; or navigate through your created questions. The Question Author toolbar, located at the top of the CPS Question Author window, has the following icons and functions:

Save Question icon: Click this icon to save all of your questions.

**Move to Previous/Next Question icons:** Use these icons to navigate through your questions.

New Question icon: Click this icon when you would like to create a new question. You can also use the **Save and Move to Next Question** icon to create a new question.

Associate Standards icon: Click this icon to associate imported standards with your question. For information on standards, please see the **Associate Standards** section.

Save and Move to Previous/Next Question icons: Use these icons to save and navigate through your questions. Clicking the **Save and Move to Next Question** icon creates a new blank question.
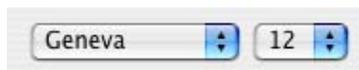
Text options: Use the pull-down **Text** menu and pull-down **Font Size** menu to change your question font or font size.
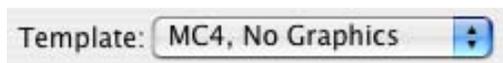
Template: Use this pull-down menu to choose a question template.

Choose the Template you want to use for each question and type in the text for your question and the respective answer choices and choose the appropriate icon for the function you want to perform.

If you choose a Template with a graphic box, just click in the gray area of the graphic box and browse for your graphic. The graphic must be somewhere on the local hard drive of your computer.

After saving the questions from our Sample Question list and closing out from the Question Author window, your *Lessons* section will look similar to the following screen. In the illustration below, the "Grammar" lesson has three questions.
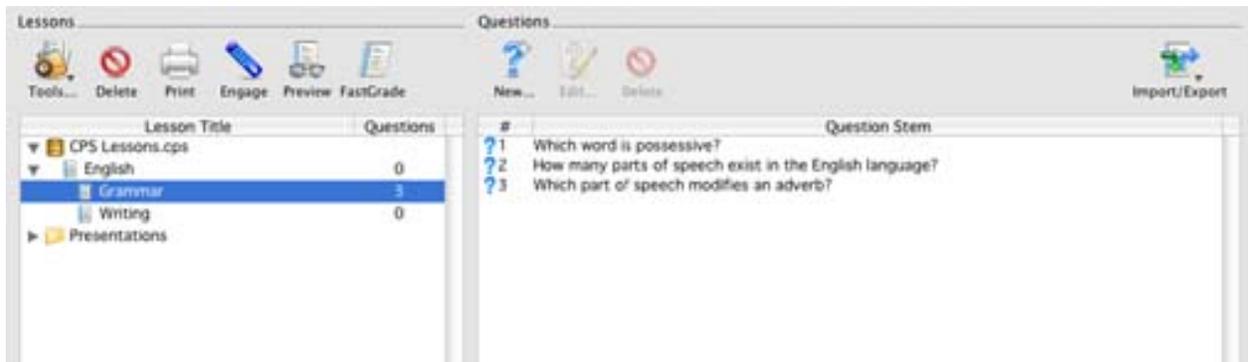

Grammar lesson with three questions

If you highlight the database name on the left side you see a list of all the parent lessons with the number of questions in each lesson to the right.

Associate Standards to Question

After you have typed in a question and answer options, you can associate specific learning standards to a question using these steps:

1. Click the **Standards** icon from the CPS - Question Author window. The Standard View window appears.
2. Use the arrows beside the standards to view child-level standards.
3. Click the box next to each standard you would like to associate with the question so that a checkmark appears beside the standard.
4. Click **Apply** to associate the standards to the question.
5. Review the standards associated to your question by opening the Question Author window and repeating steps 1 and 2.
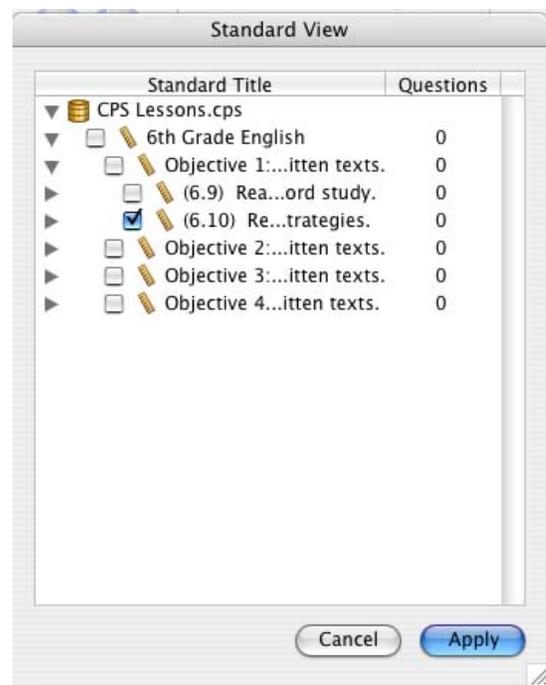
Standard View window

E.   Deliver CPS Questions with Reports

Now that you can create lessons and questions, you can deliver them to students during your lecture. You can use your lessons and questions in CPS to re-enforce your lesson or gauge student comprehension.