


**CREATE A DATABASE**

**NOTE:** If it is your first time running CPS, you will be asked to create a database automatically. Skip to step 3)

- 1) Launch CPS either by double-clicking the icon or clicking the eInstruction icon  in the system tray and clicking **CPS...**
- 2) Click on **File > New Database** and select a location for the new file.
- 3) It is recommended that you put the file in a new folder and that you name it something other than “New CPS File” like your last name, for example.

**CREATE A CLASS**

The most effective way to use response pads is to assign each student a specific pad number. This way, you will be able to track their progress and assign them marks. To do this, you need to create your class. If you use Markbook, please move ahead to the specific instructions below.

- 1) Under **Prepare > Classes & Students**, click **New > Class**.
- 2) Select K-12 and click **Next**.
- 3) Click **No** when asked if you have a password for CPSONline and then click **Next**.
- 4) Enter your information (required information indicated by an asterisk) and click **Next**.
- 5) Enter the class name and any additional information and click **Next**, then **OK**.
- 6) With your new class selected in the window on the left, click **New > Student**.
- 7) Enter the student’s First Name and hit **Tab** to move into the adjacent field. Continue filling out the student’s information, including the Pad ID you would like to assign and hit **Enter** to move on to the next student. The “Gender”, “Ethnicity”, and “Econ Disadv” fields are used to identify demographic trends but are not required.

**IMPORT A CLASS FROM Markbook:**

**NOTE:** Check for software updates on the Markbook website if you experience difficulty with this process ([http://www.asyluminc.com/support\\_dl.html#update](http://www.asyluminc.com/support_dl.html#update))

- 1) With your class open in Markbook, select **Class > Exports > to eInstruction®**. A screen with three steps on it will appear.
- 2) If your clicker numbers start at 1, ensure that no item is selected in the drop-down menu and continue to Step 3. Otherwise follow these instructions:
  - a. Click the **Enter Pad IDs** button.
  - b. If you have loaned a student an item already (i.e. a textbook), click the **Item** dropdown menu and select the next available item slot.
  - c. In the next cell, **Title/Desc:**, type the description “CPS Pad ID” and click Enter on the keyboard. This typed description will add to the Item line. No author or value is needed.
  - d. In the blue **Item ID:** cell, type in the Pad number assigned to the selected student. Click the Enter key to add it to the Identification column in the table.
  - e. Click **Save** to return to the screen from Step 2.
  - f. If you have the option to select your version of CPS, click the radial button beside the version of CPS you are using
- 3) Click **Save File** and select a location to save the file.
- 4) Repeat the process for all classes you would like to import, then close Markbook.
- 5) Open CPS. Under **Prepare > Classes & Students** select **Import > Other Sources**.
- 6) Select “Comma Separated Values (\*.csv)” from the list and click **Next**.
- 7) Click **Browse** and navigate to the location of the file you saved in Step 3. Click **Open**.
- 8) Select the Instructor or create a new one and click **OK**.
- 9) Check the box beside the class that appears in the window and click **Next**.
- 10) Click **Done**.

**ENGAGE A VERBAL SESSION**

1. Click **Engage** in the Verbal group. The CPS Verbal Question Setup window appears.
2. Click **OK**. The Verbal Engage toolbar appears.

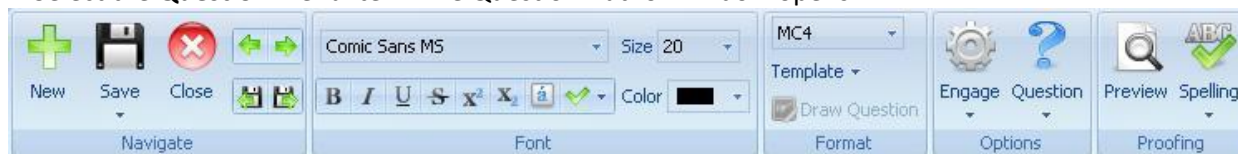



Verbal Engage Toolbar

3. Click **Verbal** to see a list of available question types, and select the type of question you are verbalizing or writing on the board.
4. Click **Start** if the question


**AUTHOR NEW QUESTIONS MANUALLY**

1. Click the **Prepare>Lessons and Assessments** tab.
2. **Select the lesson or folder** in which you want the question to appear.
3. Click **New** in the Home group to show a drop-down menu.
4. Select the **Question** menu item. The Question Author window opens.



5. Type questions and answer options into the template window.
6. Select the correct answer by clicking the box beside the correct answer option.
7. Change the question type and add graphics in the Format group.
8. Save and advance to a new question by clicking the  button. When you are done, click Save and click Close.

**USE EXAMVIEW FILES**

1. Click the **Prepare>Lessons and Assessments** tab.
2. **Select the folder or lesson** under which you would like to import the **ExamView** lesson.
3. Click **Add Files**  in the Lessons group. The Add Files window opens.
4. Click the dropdown menu beside "Files of type:" and select the **ExamView Files** option. Navigate to where your ExamView files are stored (i.e. C:\ExamView) and select the ExamView file you want to add.
5. Click **Open**.
6. The ExamView file appears in the folder or lesson you selected.

**CREATE AN ANSWER KEY (FASTGRADE LESSON)**

*Note: FastGrade tests are paper-based and must be engaged in Student Paced Mode.*

1. Click the **Prepare>Lessons and Assessments** tab.
2. **Select the lesson name or folder** to which you are adding the Fastgrade lesson.
3. Click **New** in the Home group to show a drop-down menu.
4. Select the **FastGrade** menu item. The Lesson Attributes window opens.
5. **Type a name** for your FastGrade lesson in the Title box and click **OK**.
6. **Click the blue answer button** that corresponds with the question type and correct answer for each question. MC indicates Multiple Choice.
7. Repeat step 6 until you have entered every question into the FastGrade window.
8. Click **OK**. The Prepare>Lessons and Assessments tab appears with the FastGrade lesson name in the lesson side of the window.