

## QuickStart CPS FastGrade

Use the FastGrade feature as a supplement to worksheets and other instructional materials you have on paper. You can create a FastGrade answer key, distribute hard copies to the students, and have them respond for a quick grade.

When you create a FastGrade lesson, please have a hard copy of the course material with you, preferably one that has the correct answers indicated. You should make this FastGrade lesson before you present it to your students.

### Create a FastGrade Lesson

1. Click the **Prepare>Lessons and Assessments** tab.
2. **Select the lesson name** 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.

- a. *Optional:* Type a description or unique identifier. You may also choose a delivery style to support various assessment answer options, such as ABCD / FGHI.

Lastly, you can also add a picture file by clicking the Browse button (jpeg, bitmap, or gif) that will appear when you engage the lesson in There It Is! mode.

6. Click **OK**.

The FastGrade window opens showing the following features:

- **Title:** The name you typed in the Lesson Attributes window.
- **Number of questions in this Lesson:** The number of questions you have successfully added to the FastGrade answer key.
- **Properties:** Opens the Lesson Attributes window.
- **Question type columns:** Question types in individual columns enable you to add various question types to the FastGrade answer key.
- **Standards associated with the current question:** Standards in the open database appear so that you can associate them with each question.
- **Current Question #:** The question number you are currently working on. This number is always one more than the Number of questions in this Lesson.
- **Previous:** Moves to the previous question in your FastGrade answer key. This action highlights the previous question, its type and correct answer as well as displaying the number position of this question as the Current Question #.
- **Next:** Moves to the next question in your FastGrade answer key. This action highlights the next question, its type and correct answer as well as displaying the number position of this question as the Current Question #.
- **Rubric...:** Allows you to associate a rubric with an essay or short answer question.
- **Numeric Add:** Allows you to add a numeric question.
- **Answer Sequence:** Allows you to ask a questions where responses need to be in a particular order, like a matching exercise.
- **Short Answer:** Allows you to ask questions where a response is a short text response up to 20 characters.

Click the **blue answer button** that corresponds with the question type and correct answer for each question.

7. **Repeat step 8** until you have entered every question into the CPS FastGrade window.

8. Click **OK**. The Prepare>Lessons and Assessments tab appears with the FastGrade lesson name in the lesson side of the window.



## Practice

Create a *FastGrade* lesson using the quiz below. The correct answers are in bold.

### Facts About Canada

1. The capital city of Alberta is  
**a) Edmonton**  
 b) Calgary  
 c) Banff  
 d) Grande Cache

- c) Alberta  
 d) British Columbia  
 e) Newfoundland and Labrador  
 f) Prince Edward Island

**(Ans: BADCFE)**

2. At the height of summer, Whitehorse gets the following number of hours of sunlight:  
 a) 24  
**b) 19**  
 c) 3  
 d) 12

BONUS:

Which of the following people are Canadians?

- a) Mariah Carey  
**b) Marshall McLuhan**  
 c) Drew Barrymore  
 d) Steve Martin  
**e) Jim Carey**  
**f) James Naismith**

3. It is July 30 at 3:00pm in Ontario. What time is it in Saskatchewan?  
**a) 2:00pm (no Daylight Savings Time)**  
 b) 1:00pm  
 c) 4:00pm

True/False

4. Iqaluit is located in northern Yukon Territory. **F**
5. Yonge Street is the longest street in the world. **F**
6. Canadians spend more than 18 hours a week online, according to recent polling by Ipsos Reid. **T**

Short Answer

6. The Canadian flag consisting of a red maple leaf on a white background contained by two vertical red bars was brought in under Prime Minister **Trudeau**.
7. Canada's immigration policy has been described as a cultural **mosaic**.
9. Place the following provinces in the order in which they joined Canada:  
 a) Manitoba  
 b) Quebec

