

## Quick Start CPS Verbal Mode (v. 6.55.0762)

### Introduction

Verbal questions are “on the fly” questions that you can use to engage students. Use this feature to ask questions during a lesson in coordination with existing questions from a textbook, multimedia presentation, or made up on the spot.

### Engage Verbal Questions

1. Click the **Engage>Lessons and Assessments** tab.



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

3. *Optional:* Change your session options.

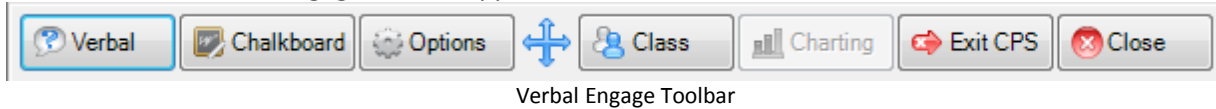
- **Include Session in Gradebook:** Records grades in the Gradebook.
- **Export to Question Grid:** Creates Question Grid Report as an Excel file to display results.
- **Anonymous Mode:** Will ensure answers are not associated with specific students.
- **Automatically Upload Session Upon Completion:** Automatically uploads performance data to CPSOnline, ANGEL, Blackboard, WebCT, or REAP.
- **Session Title:** Type the name of your session.
- **Session Category:** Select a category for the lesson.
- **Max Points:** Choose your Max Points. This field will default to 100.
- **Class Options:** Assign a pre-generated class to the lesson from the drop-down menu, or create a default class by clicking Create.

 A screenshot of the 'Verbal Questions Setup' dialog box. It contains several sections:
 

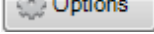
- Options:** Three checkboxes: 'Include Session in Gradebook', 'Export to Question Grid', and 'Anonymous Mode'. A fourth checkbox, 'Automatically Upload Session Upon Completion', is present but disabled. A yellow pencil icon is visible to the right.
- Session Title:** A text box containing 'Monday Morning'.
- Session Category:** A dropdown menu set to 'Class Participation'.
- Max Points:** A text box containing '100'.
- Class Options:** A section with a 'Class' dropdown menu set to 'mrs. smith\_s\_class' and a 'Create...' button.
- Attendance:** A section with a checked checkbox 'Create Attendance from this Assessment'. Below it are two disabled checkboxes: 'Include Attendance in Gradebook' and 'Automatically Upload Attendance'. A 'Max Points' text box next to the second checkbox contains the value '5'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

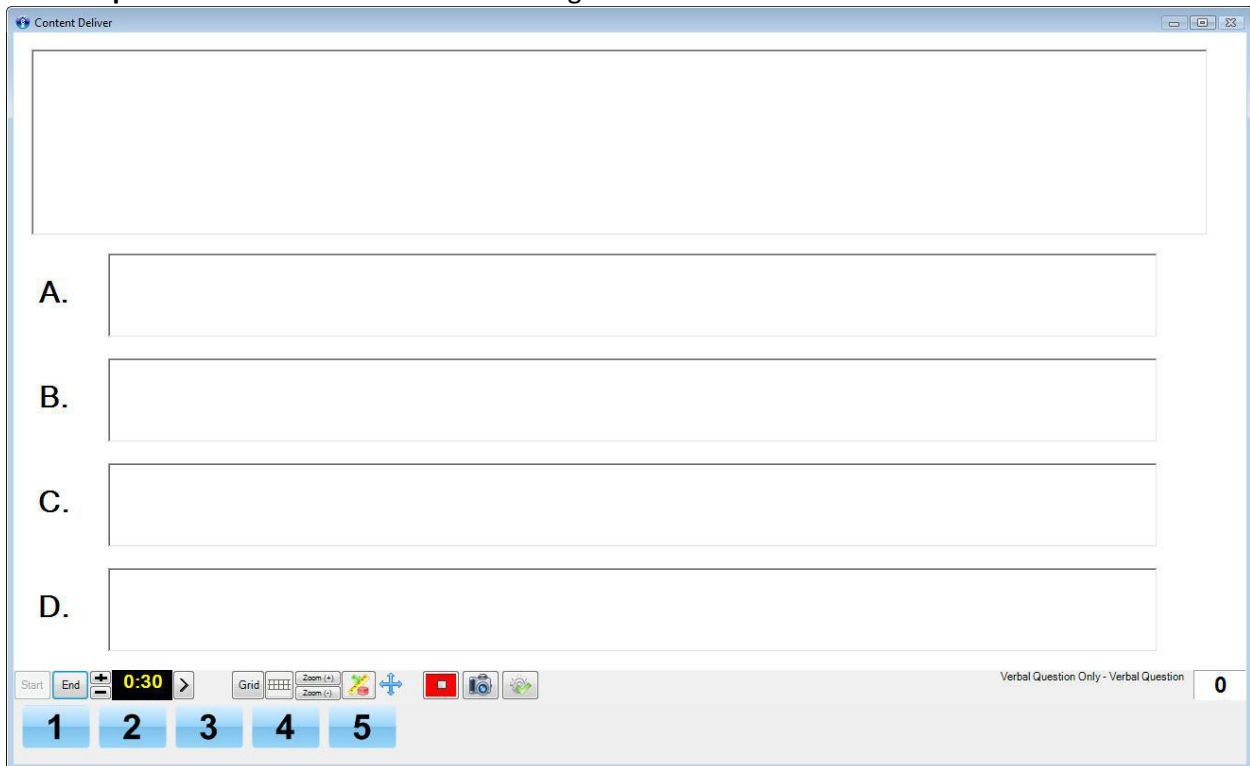
- **Create Attendance from this Assessment:** Select this option to generate an attendance assessment for your session. You can choose to track the attendance in the Gradebook, and if you use CPSOnline, you can automatically upload attendance after your session. Make sure you also have your class attendance options set to show attendance as assessments.

4. Click **OK**. The Verbal Engage toolbar appears.



- **Verbal:** Choose from a drop-down menu of question types to ask questions on the fly and record performance data.
- **Chalkboard:** Upload and draw images while delivering on the fly questions.
- **Options:** Opens the Delivery Options window to select options like show large screen for Verbal mode.
- **Engage Toolbar Handle:** Click and drag on this icon to move the Engage toolbar anywhere on your screen.
- **Class:** Randomly select a student from your active class list or take attendance.
- **Charting window:** View performance data in a chart.
- **Exit CPS:** Save your results up to this point and shut down CPS entirely.
- **Close:** End the delivery session and return to the main CPS window.
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5. Click **Options**  to turn “Show Large Screen” on or off.



You may resize the window by clicking the edge of the window and dragging it to the desired size.



Verbal question with large screen OFF

6. Click **Verbal** .

7. Select a question type from the drop-down menu.

8. **Ask** your question.

a. If the Show Large Screen option is turned on, type your question in the Question Box and type the answer choices in the Answer Boxes.

b. If the Show Large Screen option is turned off, ask your question aloud. Clicking on the **Snapshot** button will take a picture of whatever is being displayed on the screen. The image is stored in the same location as the CPS database and displayed in various CPS reports.



Snapshot button

9. Click **Start** to begin the response cycle.

Content Deliver

Every cell in the human body that has chromosomes has the same number of chromosomes.

A. True

B. False

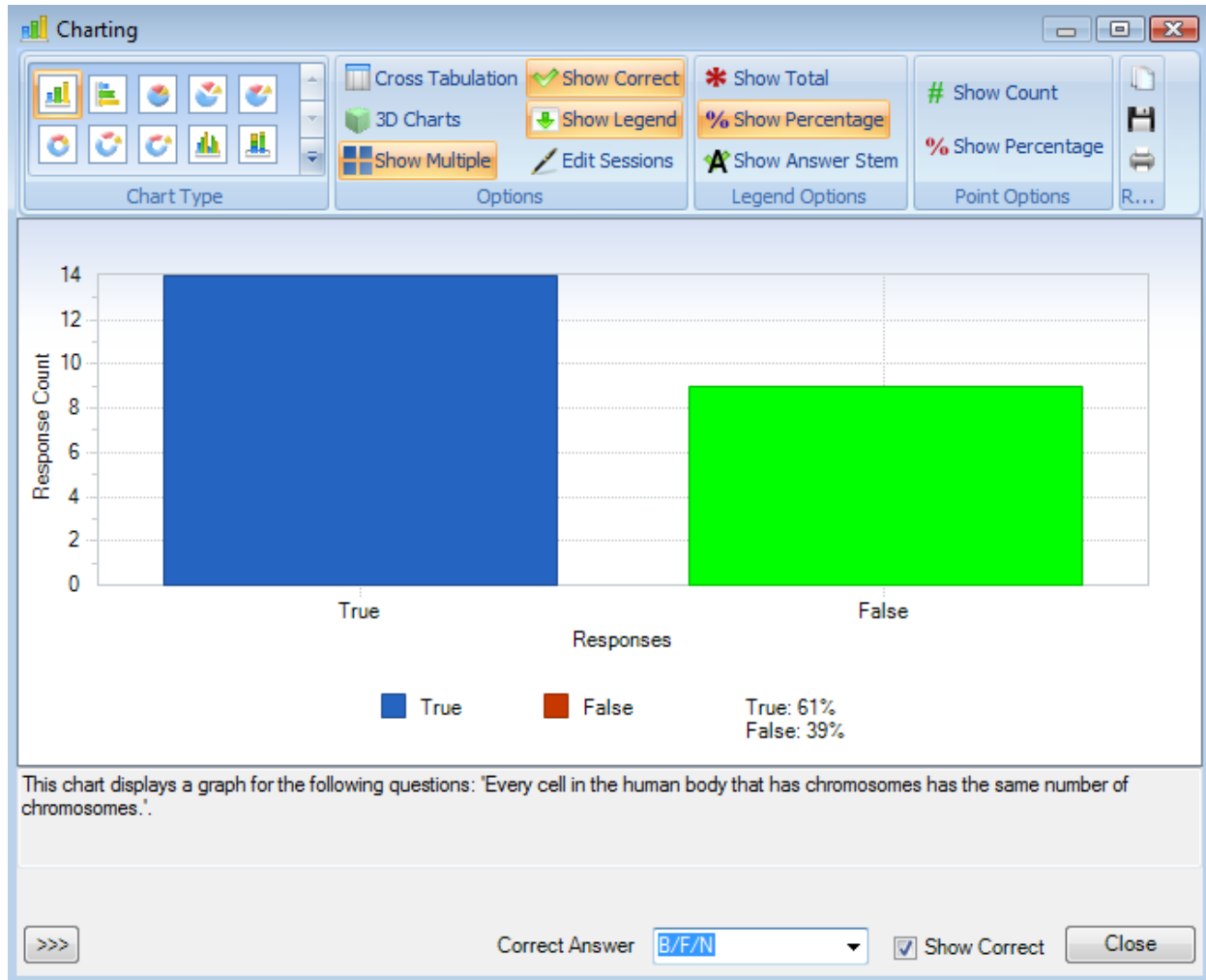
Start End **1:00** > Grid Zoom (+) Zoom (-) Float On Verbal Question Only - Verbal Question **23**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15  
16 17 18 19 20 21 22 23 24

Verbal question with large screen on



10. Click **End** to end the response cycle. The Charting Window will appear with the answer responses.



Charting Window

11. Optional: To **define the correct answer**, click in the box before “Show Correct” and then choose the Correct Answer from the drop-down menu.

12. Click **Close** to exit the Charting Window.

13. When you return to the CPS Content Delivery window you will see:

- The **correct answer** is indicated by the green check mark.
- The **answer distribution** is displayed to the right of each answer choice.
- The **cumulative percent correct** and **question percent correct** are displayed at the bottom of the screen.

Content Deliver

Every cell in the human body that has chromosomes has the same number of chromosomes.

A. True 14

B. ✓ False 9

Start End ← → Zoom (+) Zoom (-) Float On Verbal Question Only - Verbal Question

T/F\* Y/N A-B A-C A-D Verbal Cumulative % Correct Question % Correct

A-E A-F A-G A-H 123... Chalkboard 39 39

CPS Content Delivery Window

14. You can ask additional Verbal questions by utilizing the Verbal Question buttons at the bottom of the screen.

Content Deliver

Start End ← → Zoom (+) Zoom (-) Float On Verbal Question Only - Verbal Question

T/F Y/N A-B A-C A-D A-E AS Verbal Cumulative % Correct Question % Correct

A-F A-G A-H A-I A-J 123... SA Chalkboard 0 IP 192.168.6.120

Verbal Question Buttons

**T/F** True/False

**Y/N** Yes/No

**A-B** Multiple Choice – 2 answers

**A-C** Multiple Choice – 3 answers

**A-D** Multiple Choice – 4 answers

**A-E** Multiple Choice – 5 answers

**A-F** Multiple Choice – 6 answers

**A-G** Multiple Choice – 7 answers

**A-H** Multiple Choice – 8 answers



**A-J** Multiple Choice – 10 answers

**AS** Answer Sequence

**123...** Numeric (only available with RF pads)

**SA** Short Answer (up to 20 characters)

