

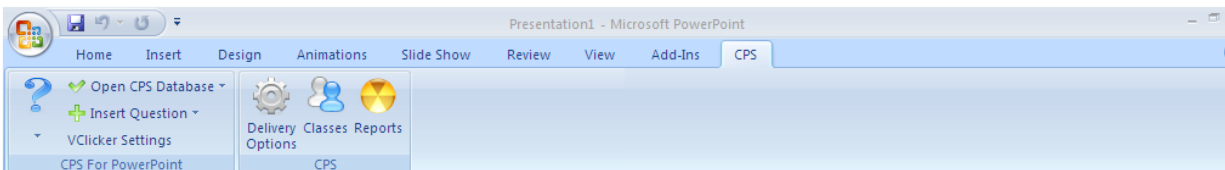
QuickStart Guide *CPS for PowerPoint* (v. 6.55.0922)

Introduction

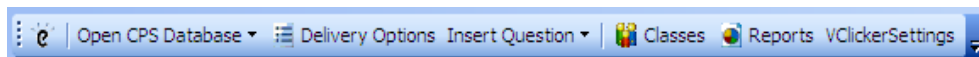
The purpose of this document is to acquaint you with the basic concepts required to use CPS in conjunction with Microsoft PowerPoint, specifically by using the “CPS for PowerPoint” software. The details for many of the advanced features of CPS can be found in the CPS Pulse Workbook, a link to which can be found at www.einstructioncanada.com/training.html.

The CPS Toolbar

All of the CPS features incorporated into the CPS for PowerPoint software are found in the CPS Toolbar:



Microsoft Office 2007



Microsoft Office 2003

Getting started

1. Insert the CPS Receiver into an available USB slot
2. Open CPS for PowerPoint
3. Create a new database in which the response data will be saved. To do this, click **Open CPS Database** and select either **New Database** or **Open Database**. When you have a database open, the database name will appear in the title bar of the window at the top of the screen (i.e. *Presentation Name - CPS – C:\Documents and Settings\user\My Documents\CPS\New CPS File.cps*).

NOTE: If you are creating a new database, it is recommended that you save it in a new folder dedicated to your CPS sessions as all associated images and files will be saved in this folder as well.

4. If you would like to add interactive slides to an existing PowerPoint presentation, open it now.
5. Next, create a Question Slide by clicking **Insert Question**. A drop down menu will appear displaying all available question types:

True or False

Yes or No

Numeric

Short Answer

Essay

IMPORTANT! Standard PowerPoint can be easily mistaken for CPS for PowerPoint since it looks almost identical. If you cannot access any of the CPS features, ensure that you are in CPS for PowerPoint.



MC (Multiple Choice)**Answer Series (AS)****Likert Scale**

After selecting a question type, fill out the question and answer information, then click on the



beside the correct answer (if there is one). The x will turn into a green checkmark.



Multiple Choice question slides will also display a smaller box with three selections:

Default – Responses corresponding to the selected correct answer will be marked correct.

MC Any – Responses corresponding to **any one** of the selected correct answers will be marked correct.

MC All – Responses corresponding to **all** of the selected correct answers will be marked correct.

These options will not appear when the slide show is run.

6. Once you have entered all the questions in your quiz, click **View Show (F5)** to begin the show. Enter a descriptive session title (i.e. “Unit 1 Quiz”) and either select a class you have created or click **Create** and enter the range of clickers in use. Click OK.
7. Advance through your slides until you have reached a question slide. If the question does not start automatically, click **Start** to open the polling session.
8. As respondents send their responses, their clicker numbers (found on the “bumper” or front end of the clicker) will turn dark blue in the window on the right hand side of the screen. To minimize to minimize this window, click the circular  icon at the top left corner or grab the edges to resize. Wait until all respondents have answered, then click **End**. To move on to the next slide, double click the screen.
9. The polling session will end when the presentation ends. You can quit any time by clicking the red  button.

A word about classes: Using a descriptive class title, i.e. “Clickers 1-32” can help avoid creating duplicate default classes. If you would like to assign specific clickers to specific people so that you can track their progress, you must create this class in the CPS standalone software (see CPS Pulse Workbook).

Generating Reports

Response data is automatically saved in your .cps database. To access this data, click the **Reports** button on the CPS Toolbar. There are 26 different types of reports you can generate. The most commonly used are the **Instructor Summary**, the **Study Guides**, and the **Question** and **Response Reports**. For example, you could generate an **Instructor Summary** to see the cumulative score of each student in your class, then generate a **Study Guide – Incorrect Answers** report on the students who did not do well. For a

detailed list of report types, see the document “CPS Report Types.pdf” in the eInstruction Reference Files zip file.

Fine-tuning your preferences

Once you are familiar with the default settings, you may wish to check the advanced options. Before starting the slideshow, check the delivery options to ensure that the options you want are selected:

Show Clickers That Have Responded

Show Cumulative Percent Correct

Show Answer Distribution

Detach Narrative (ExamView)

Show Window Title Bar

Show Large Screen

Show Percent Correct

Show Correct Answer

Auto Start the Timer

Auto Start the Question

Auto Show Charting

For descriptions of each, hover over them in the Delivery Options window with the mouse and a text description will appear on the right side of the window.

