

# Classroom Performance System

With CPSONline for Higher Ed.

For the Mac

Instructor Set-up and User's Guide

V1.20



Partnering with Educators to Inspire the Next Generation

# **Instructor Set-Up and User's Guide**

<b>Instructor User's Guide.....</b>	<b>3</b>
<b>Introduction and Overview.....</b>	<b>3</b>
<b>Test Kit.....</b>	<b>3</b>
<b>System Requirements .....</b>	<b>4</b>
<b>Bookstore Orders Response Pads (Instructor).....</b>	<b>4</b>
<b>Installation of the Classroom Performance System desktop software (Instructor) .....</b>	<b>4</b>
<b>Create a CPS Database (Instructor) .....</b>	<b>4</b>
<b>Create a CPSOnline Class (Instructor).....</b>	<b>5</b>
<b>Response Pad Purchase at Bookstore (Student) .....</b>	<b>6</b>
<b>Response Pad Registration in CPSOnline Class (Instructor, Student).....</b>	<b>7</b>
<b>Sync a CPSOnline class roster to CPS (Instructor).....</b>	<b>7</b>
<b>Create and Deliver CPS Lessons in Class (Instructor).....</b>	<b>9</b>
<b>Enter a question into the lesson .....</b>	<b>10</b>
<b>Delivering CPS sessions with Reports.....</b>	<b>12</b>
<b>Other Options of the CPS Engage Taskbar .....</b>	<b>14</b>
<b>Using your CPSOnline class for following semesters .....</b>	<b>18</b>
<b>Troubleshooting .....</b>	<b>19</b>
<b>Software Support Information .....</b>	<b>19</b>
<b>Student Instructions .....</b>	<b>20</b>
<b>Before you Connect you Must Have: .....</b>	<b>20</b>
<b>Now you are Ready to Connect to CPSOnline!.....</b>	<b>20</b>
<b>Enrolling in your Class.....</b>	<b>20</b>
<b>Tips.....</b>	<b>21</b>

# Instructor User's Guide

## Introduction and Overview

Welcome to the Classroom Performance System (CPS) family. eInstruction is delighted to offer you a creative and interactive method of class participation, test preparation, presentation and complete performance reporting.

There are some required processes that you and your students must complete before you can start using CPS in your classroom(s). Some processes are instructor-oriented and others are student-oriented. Please refer to the coordinating sections of each process:

Here is the order:

1. Bookstore orders response pads (Instructor).
2. Installation of the Classroom Performance System desktop software (Instructor).
3. Create a CPS Database (Instructor).
4. Create a CPSOnline class using the set-up wizard (Instructor).
5. Response pad purchase at bookstore (Student).
6. Response pad registration in CPSOnline class (Instructor, Student).
7. Sync a CPSOnline class roster to CPS (Instructor).
8. Create and deliver CPS lessons in class (Instructor and Students).
9. Review student performance and results online (Instructor and Students).

## Test Kit

As part of your adoption of CPS, you should receive a test kit that contains 5 response pads, 5 enrollment codes, a CPS receiver unit, and a USB to serial converter. The receiver unit, response pads, and enrollment codes can be used to test the enrollment process as well as providing 5 “loaner” pads for students that forget to bring their pads to class. We recommend setting up the test kit on your office computer. This will allow you to get comfortable using the system, as well as provide a place where students can test their pads during your office hours if you choose.

To test the system, please do the following:

- Connect the CPS receiver unit to your computer and install CPS. The installation CD is packaged in a small booklet to help you through installation and basic CPS functions.
- Use the [Create a CPS Database](#) instructions to create your CPS database.
- Use the [Create a CPSOnline Class](#) instructions to create your CPSOnline class.
- Use the [Student Instructions](#) on the last two pages of this document to enroll some sample students.
- Use the [Sync a CPSOnline class roster to CPS](#) instructions below to download the class roster to your CPS database.

☞ **NOTE:** To use CPS in your class(es), you will need to have CPS installed on the classroom computer. Once your students have enrolled in your CPSOnline class, you can download your class



CPS Receiver Unit

roster to that computer. Some instructors choose to download their class roster in their office and bring it to class on removable media such as a Zip drive or USB drive.

☞ **NOTE:** The enrollment codes in the test kit can only be used once. If you choose to test the system before your next semester, please email [techsupp@einstruction.com](mailto:techsupp@einstruction.com) or call us at 888 333-4988 at that time.

## **System Requirements**

- An Internet connection - either a direct connection or a dial-up connection (and at least a 56K modem if using dialup).
- Be sure you can connect to the Internet. You can verify this by trying to connect to other sites.
- An 800 X 600 pixel, 256-color video display or better.
- A Macintosh computer with OS 9.1 or better with a mouse.

## **Bookstore Orders Response Pads (Instructor)**

Before a school term begins, have the bookstore order the appropriate number of student response pads, per your class enrollment. Your McGraw-Hill rep will provide you with a loan agreement for the classroom hardware or you will need to contact eInstruction about purchasing the classroom hardware. You can contact eInstruction at 888 333-4988.

Additionally, eInstruction will create your school's CPSOnline site. After we have created your school's CPSOnline site, you will be ready to create your CPSOnline virtual classroom using our class creation wizard where your students will register their response pads.

## **Installation of the Classroom Performance System desktop software (Instructor)**

Place your CPS installation CD in your CD-ROM drive. Open the CD and click on the CPS install. Installation should begin automatically at this point.

## **Create a CPS Database (Instructor)**

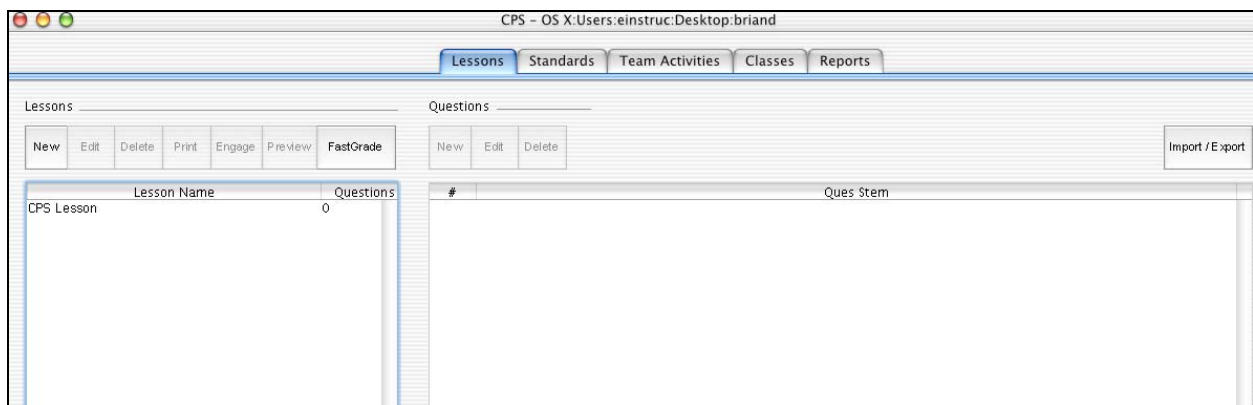
A CPS database is a file that is created by CPS and is where your class roster is downloaded, your questions are saved, and where CPS stores all the reports of student performance. A CPS database may contain lessons, standards, class rosters, team activities, student performance data (reports), the student grade book, and attendance records.

Start CPS from the desktop icon. If this is the first time CPS has been started on your machine, you will be prompted with the following dialog:

1. Choose the **Create a new CPS File** option.
2. Click **OK**. The **New CPS File** dialog box opens.
3. In the **File Name** text box, type the database name that you are creating.

*For example*, if you teach three sections of BCIS 2012, then you might name one database **BCIS2012-001.cps**.

4. Click **Save**, and wait while CPS processes your request.
5. The **Lessons** tab opens with your database name in the title bar and left window of that tab.



**Lesson Tab in a New Database**

6. If you were to exit the CPS software now, the next time you start the software this same database will be opened automatically.

## **Create a CPSONline Class (Instructor)**

☞ **NOTE:** If you are trying out CPS using the CPS Test Kit before adopting CPS, you will use the **Class Creation Code** “Demo” in the instructions below.

☞ **NOTE:** If you teach multiple sections of a class, you must create a separate CPSONline class for each section. However, you can create additional CPSONline classes from inside a CPSONline class. This allows you to use the same username and password.

If you have adopted CPS and are creating your actual CPSONline class, eInstruction should have already provided you with a CPSONline **Class Creation Code**. If you do not have a class creation code, please contact eInstruction Corporation at 888 333-4988. Ask for the **Class Creation Code** for your campus or state that you need a **Class Creation Code** for use with CPS with a McGraw-Hill textbook. When you have a class creation code, please proceed with these instructions:

1. Make sure you have installed CPS.
2. Make sure you have created a database.
3. Connect to the Internet.

4. Open your web browser and enter this web address into the location or address box:  
<http://www.eInstruction.com>.
5. Press the **Enter** key. This action should open the eInstruction Corporation web site.
6. Click on the **Instructors** button in the upper right-hand corner.
7. Select your campus from the drop-down menu.

☞ **NOTE:** If you are using the CPS Test Kit System, you will select the instructional area ‘Demo University’ when selecting a university from the drop-down menu. You will insert the Class Creation Code “Demo” when creating a class in CPSONline. The classes you create will be used for demonstration purposes only and cannot be used as an actual class if you are to adopt CPS.

8. Click Choose Site.
9. Enter the **Class Creation Code** into the **New CPSONline User** text box.
10. Proceed through the class creation set-up wizard.

☞ **NOTE:** You will only have to do this process one time. After you create a class, you are considered an existing CPSONline user and can use your username and password to enter CPSONline. If you need to create additional classes you can do this from inside CPSONline so that you can access all your CPSONline classes using the same username and password.

11. Print the last page of the wizard with your username, password and the **Class Key**, and put it in a safe place for reference. Print this page by clicking **File** and then **Print** from your Internet browser menu. This information will also be emailed to the address you provided as part of class creation.

☞ **NOTE:** Each subsequent entry in the CPSONline class requires only username and password.

You will now have the options “Yes, sync my class now” and “No, I’ll sync later”.

Registration Complete

The CPSONline registration process is complete and you now have a valid username and password which you can use to log in to your class. However, if you are using CPSONline in conjunction with CPS, you will need to perform an additional step to initialize the CPS-to-CPSONline connection and synchronize your local CPS database file with the information available via CPSONline. This initial synchronization step needs to be performed only once and all future synchronizations can be performed using your CPS software.

**Do you want to sync your class now?**

## Response Pad Purchase at Bookstore (Student)

Each of your enrolled students must purchase a student response pad through the bookstore (much like a textbook). They will use the response pad for one or more classes each term.

The student will receive the following:

- the student response pad.
- directions for enrolling in your CPSONline class.

☞ **NOTE:** Upon completion of the course, the student may sell the pad back to the bookstore or to another student, or they may keep the pad. The next student to use the response pad will be required to enroll in CPSOnline to use the pad the next semester, which will require an enrollment code or purchasing access online.

## **Response Pad Registration in CPSOnline Class (Instructor, Student)**

In order for your students to enroll in your CPSOnline class, provide a copy of the last two pages of this guide titled *Student Instructions*, along with your CPSOnline class key. These instructions are also provided to each student upon purchase of the response pad.

☞ **NOTE:** If you teach multiple sections of a class, be sure to provide students the correct class key for their individual section.

To find your class key, do the following:

1. Enter your CPSOnline classroom with your username and password.
2. Click the **Class Admin** button from the main menu.
3. The class key is displayed directly above the **Current Semester** box. It is a series of 6 to 8 alpha-numeric characters, such as “a123b45”. You must give your students this class key in order for them to enroll in your class.
4. Write this class key in the space provided on the *Student Instruction* pages at the end of this document and give each student a copy.

Each student is required to provide the following information upon self-enrollment into your CPSOnline class:

- class key (provided by the instructor).
- student enrollment code (if you are adopting CPS with a McGraw-Hill textbook) or students can purchase access with a credit card or check.
- response pad serial number (printed on back of pad or under the pad’s battery cover).
- first and last name.
- username and password.
- email address.

In the enrollment process, CPSOnline will assign a physical pad number to each student and will associate that pad to that student for the semester. After a student has self-enrolled in the CPSOnline class, the student’s name, assigned response pad number, and other student data (username, password, contact information, etc.) is available to each student from the **Students** button on the main menu of CPSOnline.

## **Sync a CPSOnline class roster to CPS (Instructor)**

When all of your students have enrolled in your CPSOnline class, it’s just a couple of clicks to get this class roster into your CPS database. You **must** use this class roster during your classroom usage of CPS in order for the student responses to be recorded.

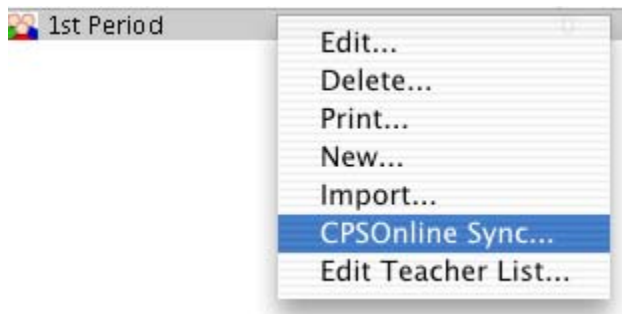
1. **NOTE:** In order to sync a class, the computer must be connected to the Internet.

If you have already synced your CPSOnline class to a CPS database, you can update your class roster anytime from inside CPS using the instructions below.

If you did not sync your CPSOnline class to a CPS database when you created your CPSOnline class, you can do so now by following the instructions below.

To update your class roster from inside CPS do the following:

1. Open CPS.
2. Go to the **Classes** tab.
3. Double-click the class name you wish to sync.
4. Select a teacher from the drop down box.
5. Select Higher Education for the class type.
6. Click the CPSOnline tab.
7. Enter user, pass, class key from email or class setup wizard.
8. Click the save button.
9. Click close.

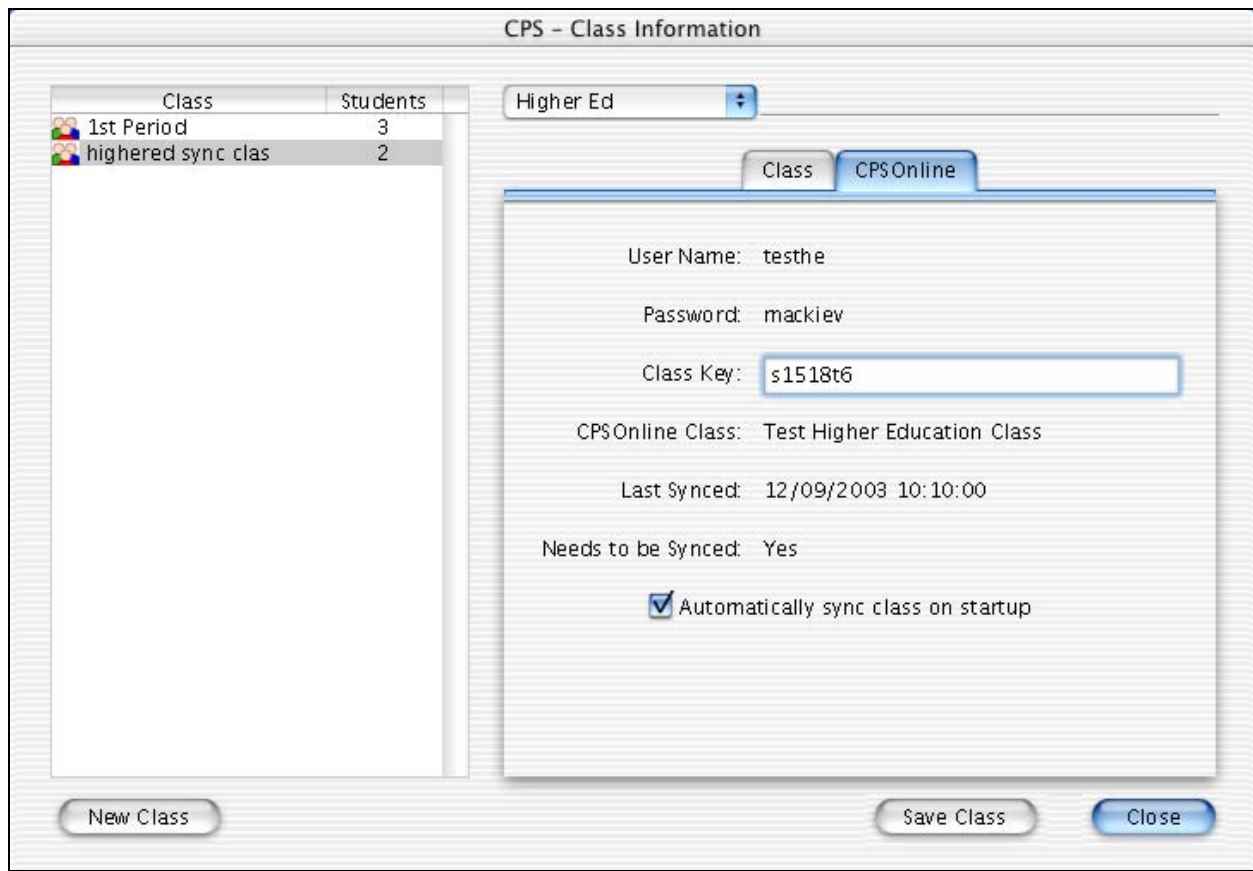


You can also update your class roster from inside CPS. Simply click on the classes tab, highlight the class you wish to sync and click on the “Sync” button.

Additionally, this function can automatically take place by checking the **Automatically sync class on start-up** option in the **Class Information** edit window. Follow the instructions below to learn how to use this feature.

1. Go to the **Classes** tab.
2. Click and highlight the class you wish to update on start-up.
3. Click the **Edit** button. The **Class Information** edit window will appear.
4. Click the **CPSOnline** tab within this window. Your class and sync information will be displayed.
5. Click the **Automatically sync class on startup** check box.



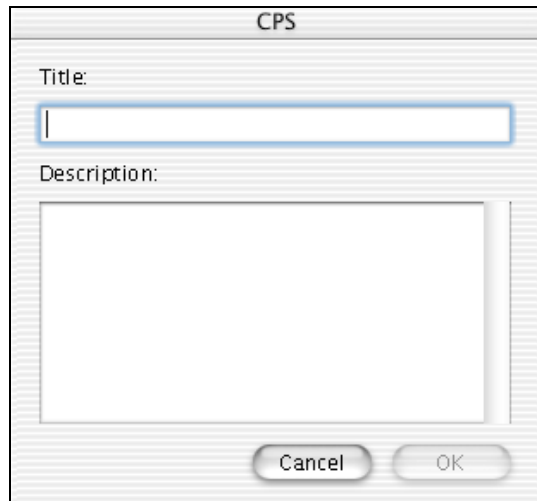


6. Click **Save Class**.
7. Click **Close**.
8. Now every time you open CPS, changes that were made in CPSOnline will automatically be updated and reflected in CPS.
9. To revert back to not updating your class information on start-up, simply return to the **CPSOnline** tab in the **Class Information** edit window and de-select the **Automatically sync class on start-up** option. Click **Save Class** and **Close**.

### **Create and Deliver CPS Lessons in Class (Instructor)**

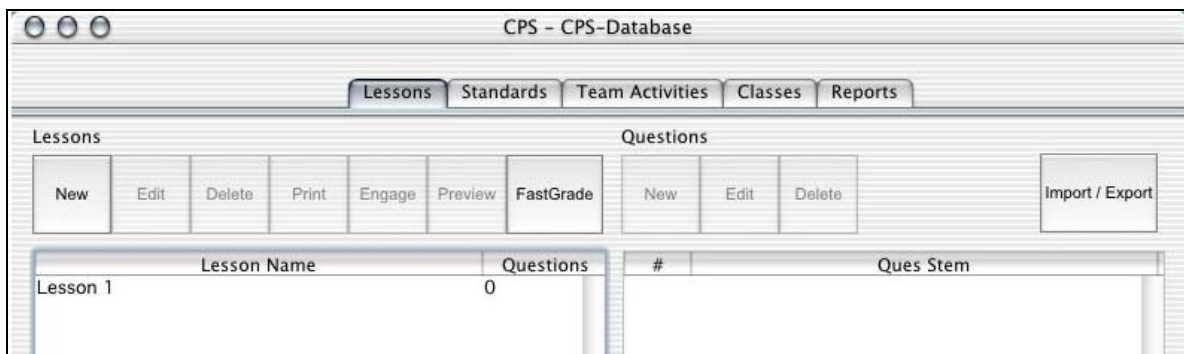
The CPS functions for creating and delivering lessons and standards are thorough and easy to use. For instructions on how to create and deliver lessons, refer to the directions below.

1. Click on the Lessons tab.
2. Then click on the **New** button on the left side of the screen.
3. When the **Lesson** dialog box opens, type the name of your lesson in the title box.
4. Click OK.



**Lesson Dialog Box**

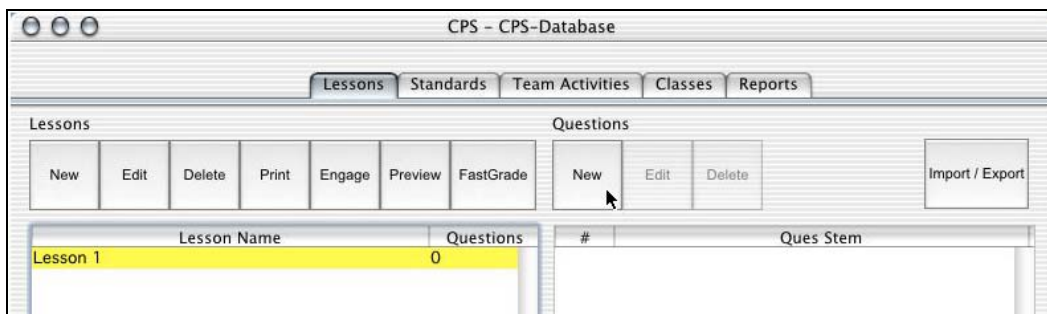
5. After typing in the lesson name, the lesson will be displayed as shown below:



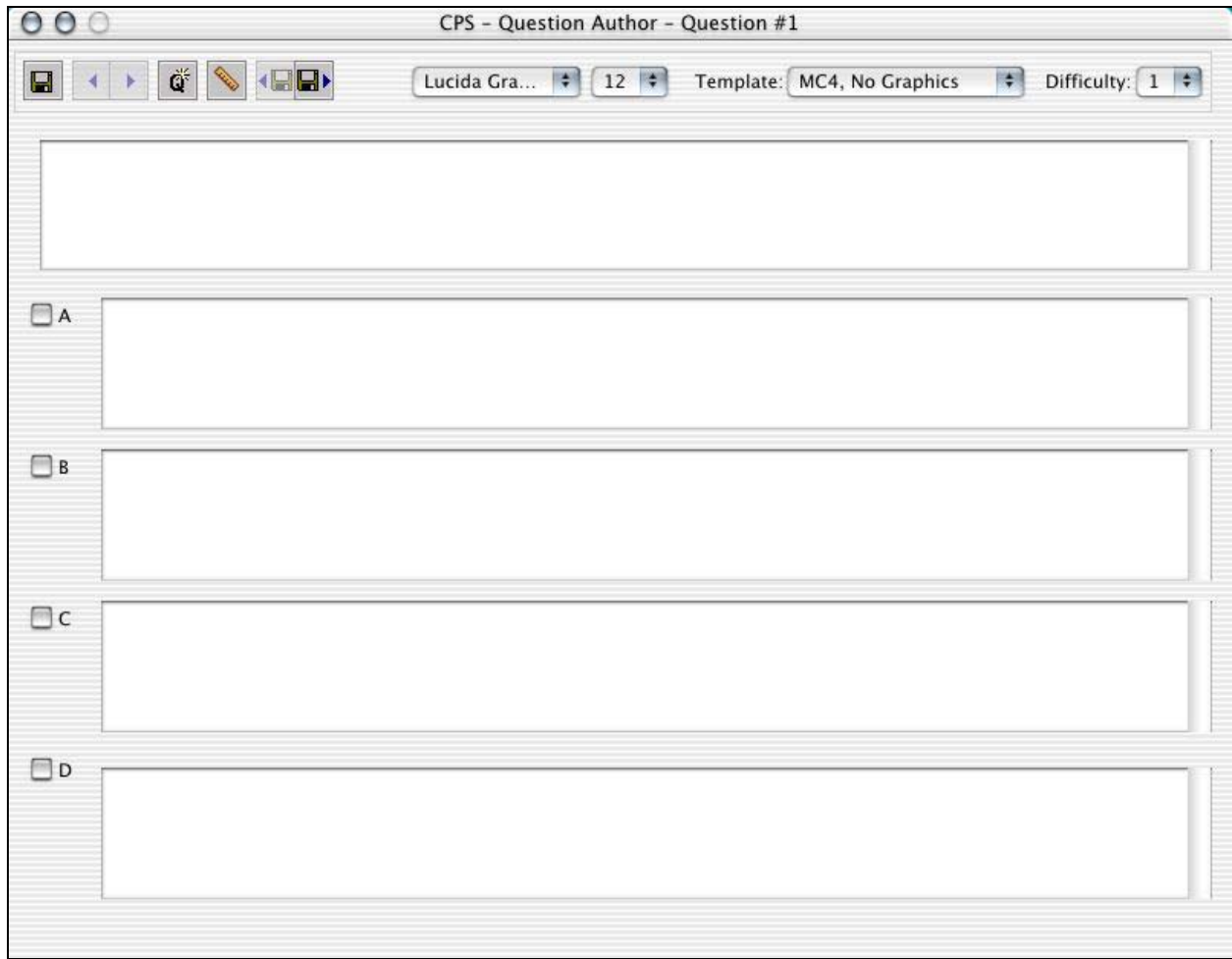
Notice that there are **zero** questions associated with this lesson.

### Enter a question into the lesson

1. Click the lesson title: Lesson 1.
2. Under the Questions portion of the window click the **New** button.









3. This displays the question author window.



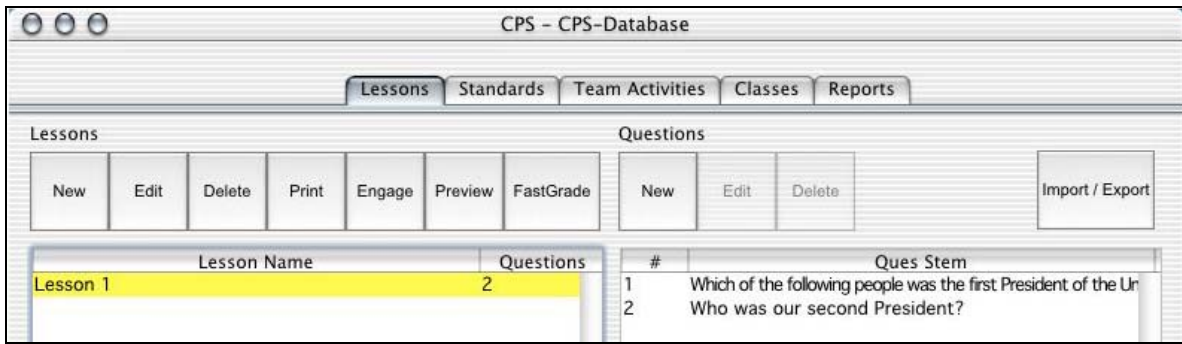
Question Author Window

In the Question Author window, you can perform a variety of functions. Icons are available to navigate among the questions include:

- Save 
- Move to previous question 
- Move to next question 
- New question 
- Save and move to previous question 
- Save and move to next question 
- Fonts and font sizes, templates and difficulty level



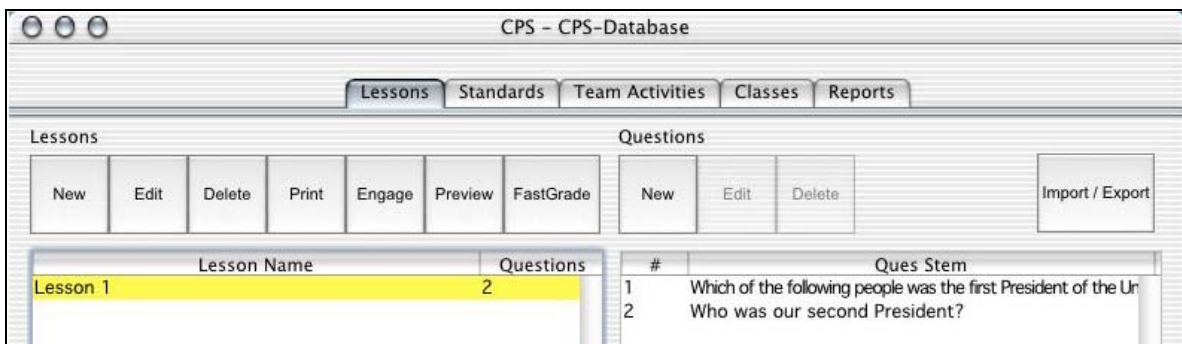
After adding a couple of questions and closing the question author window, your Lesson list will look as follows:



This illustrates that you have added two questions to the “Lesson #1” lesson.

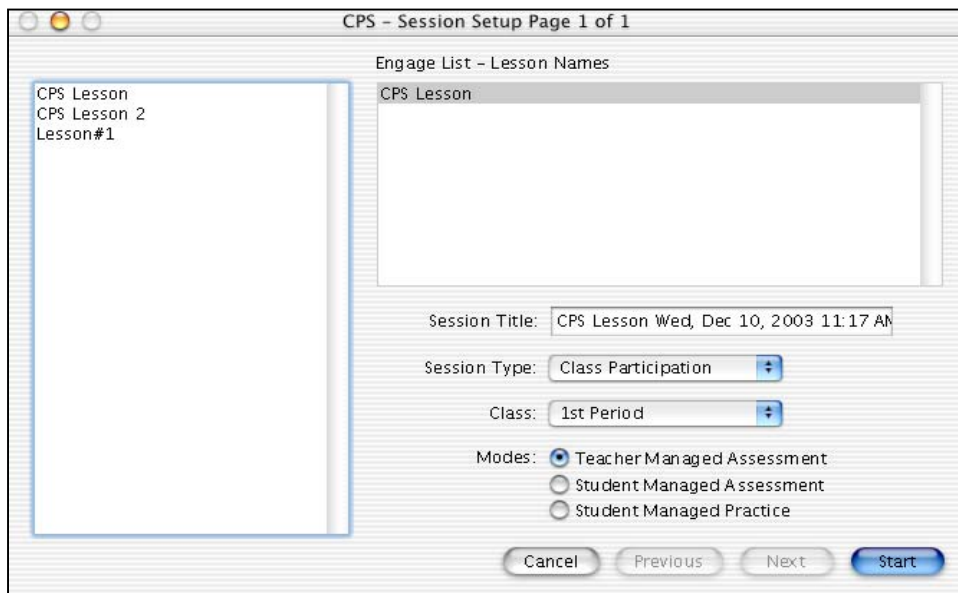
## Delivering CPS sessions with Reports

1. From the Lessons tab, click a lesson name to identify it as the one you wish to deliver.



2. Click the **Engage** button to start a session with reports.

3. The CPS-Session Setup dialog box opens.



← We selected “Class Participation” as the type of this session.

← We selected the 1<sup>st</sup> Period Class created earlier.

### CPS-Session Setup Dialog Box

4. After selecting a Session Type and Class, the CPS Engage taskbar appears on-screen.

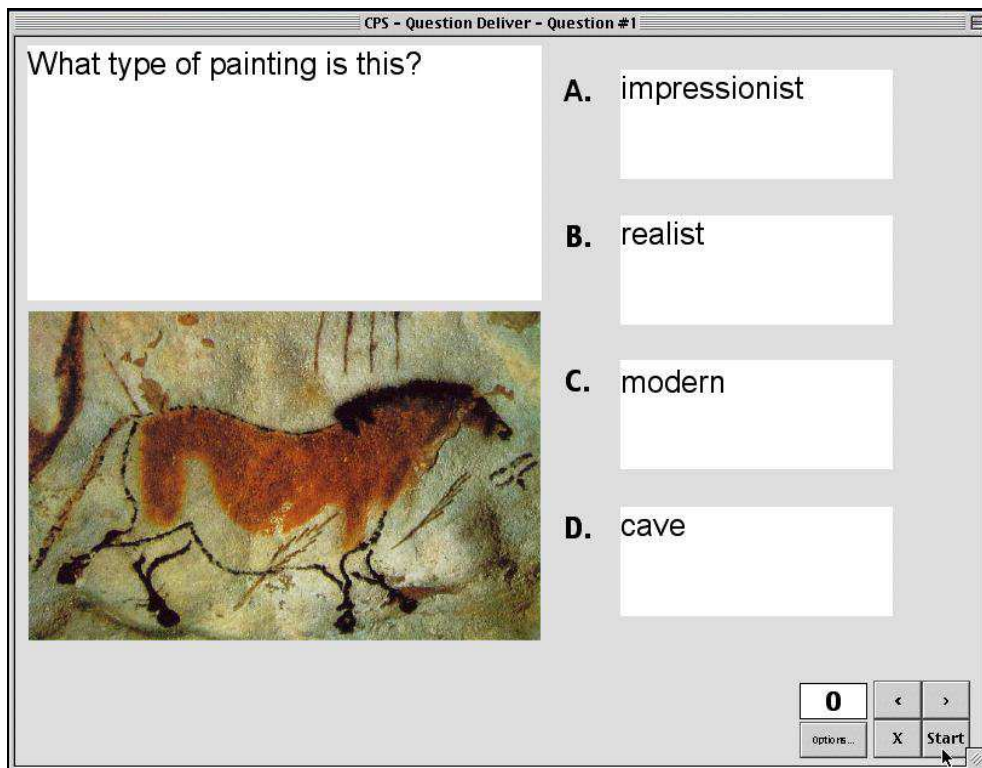


CPS Engage Taskbar

This is initially placed in the upper left portion of your screen but can be dragged to any place on your screen.

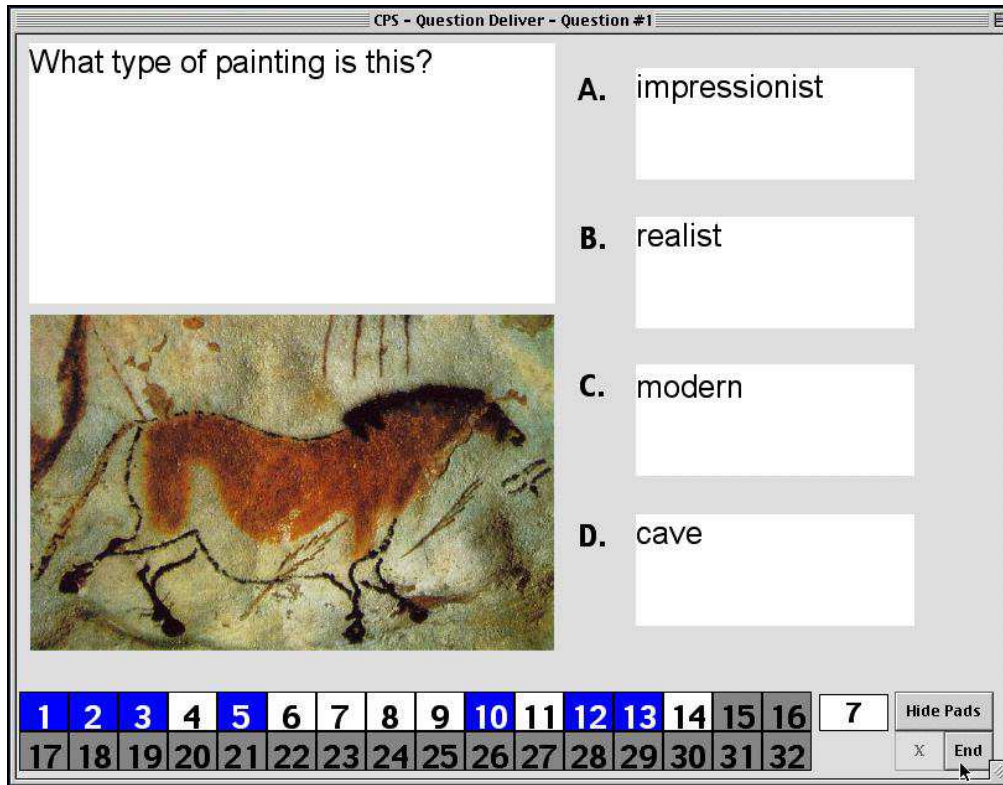
Feel free to run a slide show or exhibit information from websites while you engage a CPS lesson as this task bar can be used in conjunction with or overlaid on other software, e.g. PowerPoint, any Internet Browser, etc.

To utilize the Engage toolbar to deliver the first question, click the Next ? #1 area of the toolbar. The question then is displayed to the class.



Question Delivery Window

5. Click the **Start** button to engage the students from the Question Delivery window.



Question Delivery Window with Feedback Grid

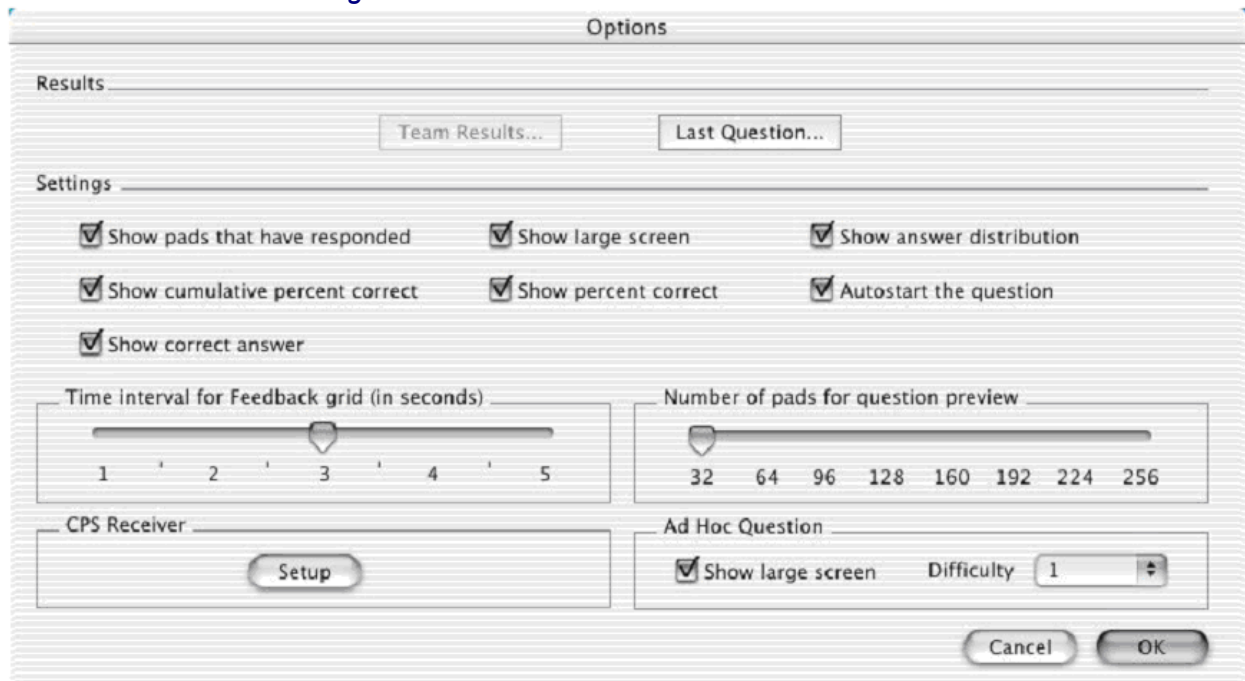
6. As each student responds, CPS will provide visual confirmation of the response activity. In this instance, pads 1,2,3,5,10,12,13 have responded.
7. Click the **End** button and the results are written to the CPS database and retained for reporting purposes.

## Other Options of the CPS Engage Taskbar

*Select a question, by number*



## Various Results and Settings

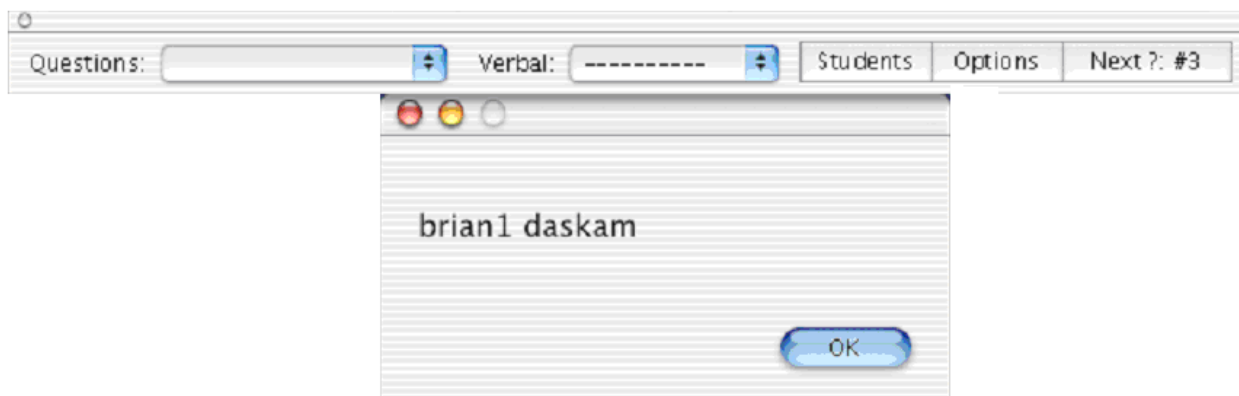


### Options Menu

Each setting from the Options window performs a specific and valuable function:

- **Show pads that have responded** - This highlights the pads that have responded.
- **Show large screen** - Displays full question screen.
- **Show answer distribution** - Shows the distribution of answers selected to the right of the answer choices.
- **Show cumulative percent correct** – Displays the percentage of correct responses for all questions that have been answered.
- **Show percent correct** - Displays the percentage of correct responses for this question at the bottom of the screen.
- **Show cumulative percent correct** - Displays the cumulative percent correct at the bottom of the screen.
- **Autostart the question** - Starts the question without having to click the Start button.
- **Show correct answer** - Displays a check mark beside the correct answer choice.

### Randomly Select a Student

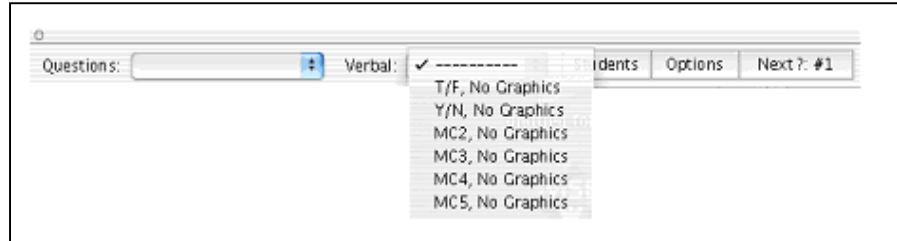


By clicking the **Student** button, a name will be randomly displayed from the class for a verbal interaction. (brian1 daskam in this case)

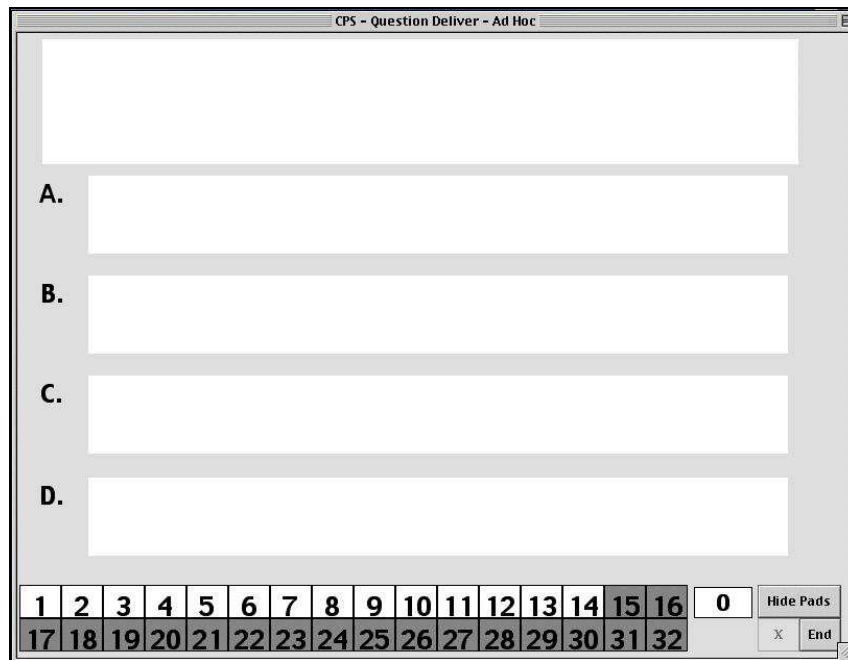
### Verbal Questions

These are questions that can be **verbalized** and **submitted** to the class.

This alleviates the need to have all questions pre-entered into CPS.



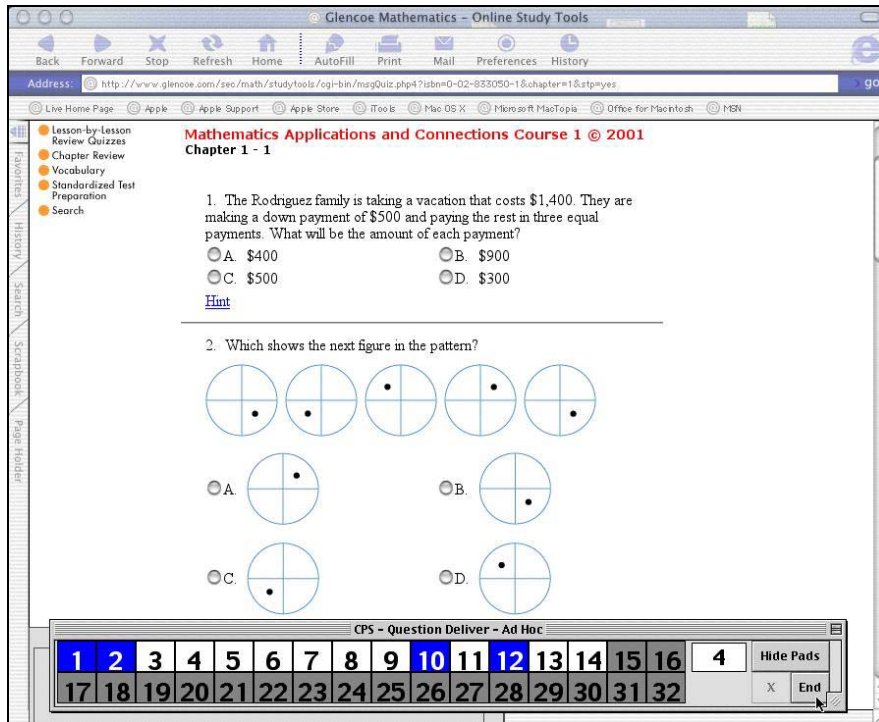
The teacher can utilize a **blank** question screen and actually type in questions and answers in real-time if they choose.



Verbal Question Delivery Window

Or leave the **current** screen intact while asking the question. For example, a web browser can be running and the teacher may choose to use the Verbal question to engage the students while the web browser remains active on the screen.





**Verbal Question Delivery with Coordinating Application**

Students must bring response pads to class in order to allow the full range of instructor capabilities:

- Give and grade objective pop quizzes.
- Stimulate class discussion with subjective and objective questions using CPS's verbal or formal question authoring capabilities built within CPS.

Give a formal paper-based test with multiple versions of the test using CPS to grade the exam.

When using CPS to deliver lessons, students answer with their assigned number pads. The CPS database records their session data so that you can then use it with the CPS Reports functions or upload the session data to your CPSOnline class for web viewing.

## Using your CPSOnline class for following semesters

Once a class' semester term has ended, you may want to reuse the class' online site and stored class information for a new semester with a new set of students. The **Clean Out Class** function allows you to select the class information you want to keep and then eliminate the class information you are ready to discard. Follow the directions below in order to learn how to perform this function.

1. Log into your CPSOnline class with your username and password.
2. Click the **Class Admin** button in the left hand menu.
3. Click the **Clean Out Class** button.
4. The **Clean Out Class Tool** window will appear.

The Clean Out Class function allows you to select the class information you want to keep and then it eliminates the class information you are ready to discard.


Select all of the items that you would like to keep in the class. The items left unselected will be *permanently* deleted from the class.


Class Key  
**NOTE:** If the Class Key item is not selected, your current Class Key will be replaced with a new one, so be certain to give the new Class Key to students who want to enroll in the future.


Users  
**NOTE:** If the Users item is not selected, all users (except the instructor(s) and teacher's assistants) will be cleaned out of the class. Users must use the new class key to enroll in the class.

Uploaded CPS Sessions  
**NOTE:** If this item is not selected, all uploaded CPS sessions will be *permanently* deleted.

Please don't forget to fill out the following information.

**\*Class Start Date:**    
When will the next class begin? Students will not be able to enroll until this date.

**\*Class End Date:**    
When will the next class end?

**\*Notification Date:**    
Date after which CPSOnline should email you if the roster changes.

\*REQUIRED

5. Select the items that you want to remain stored in your online class. The items left unselected will be *permanently* cleaned out of the class.
6. Next, fill in your new class' start, end, and notification date for the next semester.
7. After you have finished choosing all your preferences and information, click the **Clean Out Class** button.
8. A window will appear confirming that the information for your class has been changed.
9. Close this window and log out of your class. Changes will be applied when you log back into your class.

## Troubleshooting

- Be sure you are connected to the Internet. You can verify this by trying to connect to other sites, such as [www.eInstruction.com](http://www.eInstruction.com) or [www.yahoo.com](http://www.yahoo.com).
- Reset the Signal inside the Pad - If a pad stops responding, or responds as the incorrect pad number:
  1. Take the batteries out of the pad(s).
  2. Press any answer key on the pad and hold it down for approximately 10 seconds.
  3. Replace the batteries and try the pad(s) again.
- Print your username and password, and put them a safe place for reference. You can print them by clicking **File** and then **Print** from your Internet browser menu.
- If you have any problems with CPSOnline, please call 888 333-4980 Monday through Friday between 7 a.m. and 7 p.m. CST or go to [www.eInstruction.com](http://www.eInstruction.com) and select the "Tech Support" option from the Quick Links drop down at the lower left for help.

## Software Support Information

eInstruction Corporation is pleased to support your instructional activities with CPS. CPS aids your instructional delivery process and enhances your flexibility and creativity. If you have any problems with CPSOnline, please call 888 333-4980 Monday through Friday between 7 a.m. and 7 p.m. CST or go to [www.eInstruction.com](http://www.eInstruction.com) and select the "Tech Support" option from the Quick Links drop down at the lower left for help.

# Student Instructions

Class Key \_\_\_\_\_

## Before you Connect you Must Have:

- An Internet connection – either a direct connection or a dialup connection (and at least a 56K modem if using dialup).

☞ **NOTE:** Be sure you can connect to the Internet. You can verify this by trying to connect to another site.

## Now you are Ready to Connect to CPSOnline!

1. Turn on your computer.
  2. Connect to the Internet.
  3. Enter **www.einstruction.com** into the location or address box and press the Enter key.
  4. Click on the **Student** button.
  5. Select your school or university from the drop-down menu, as specified by your instructor.
  6. Click **Choose Site**.
  7. Enter the class key (provided by your instructor) into the **Class Key** box.
  8. Enter the enrollment code into the **Enrollment Code** box. Your enrollment code may be packaged with your textbook. If you don't have an enrollment code you can **purchase access using a Credit Card or personal check**. **DO NOT TYPE A USERNAME AND PASSWORD YET.**
- ☞ **NOTE:** This is the only time you will need the class key and enrollment code or your credit card. After enrolling, you will need only your username and password.
9. Enter the response pad's serial number in the Serial Number box. The **serial number** is printed on the back of the response pad or under the pad's battery cover.
  10. Then click **Join the Class**.

## Enrolling in your Class

12. After clicking **Join the Class**, you will need to enter a **username, password and e-mail address**. Use a username and password that you can easily remember and that other people are not likely to guess. *You will receive a reminder message via the email address you provide from CPSOnline about your username, password, and assigned response pad number.*

☞ **NOTE:** The response pad number is the number you look for when using the response pad in class.

13. Enter your personal information such as First and Last name so that your instructor can contact you if necessary. Information you provide is available only to your instructor.
14. Click **Finish**.
15. A new page confirms that you are now a member of the class and reminds you of your username, password, and assigned response pad number for the class.

## Tips

- Be sure you are connected to the Internet. You can verify this by trying to connect to other sites, such as [www.yahoo.com](http://www.yahoo.com).
- Print your username, password and response pad number, and put them in a safe place for reference. You can print them by clicking **File** and then **Print** from your Internet browser menu.
- If you don't have an Enrollment Code, you can purchase access using a Credit Card or personal check during the enrollment process.
- Enter your Class Key, Enrollment Code, and Serial Number, exactly as you received them.
- To join an additional CPSOnline class, log into your CPSOnline class with your username and password and go to the Student Administration button from the Main Menu. From that page, enter the other class's **class key** (as provided by the instructor).
- Since the response pad numbers are assigned on a 'first-come, first-serve' basis per class, **if you are enrolled in more than one class that uses CPS and CPSOnline, then the assigned response pad number for each class may be different**. Please make a note of the response pad number assigned to you at the end of the enrollment process for each class, and use the e-mail sent to you as a reminder.
- Reset the Signal inside the Pad - If a pad stops responding, or responds as the incorrect pad number:
  1. Take the batteries out of the pad(s).
  2. Press any answer key on the pad and hold it down for approximately 10 seconds.
  3. Replace the batteries and try the pad(s) again.
- If you have any questions about CPSOnline, log onto [www.einstruction.com](http://www.einstruction.com), and use the drop-down menu in the lower right corner of the page to select the **Tech Support** menu option. From the Tech Support page, go to the bottom and type in your name to enter the live Text Chat room for immediate help.