

# Professional Development

## CPS Quick Start Guide

PC version

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- 1. Database** A CPS Training database is provided with '05-'11 OAA's/OGT's/ACT's on our host site.  
\*\* Go to <http://www.screencast.com/users/CIMOHIO>  
\*\* Choose the PC or MAC CPS database folder and the double click the database to download.  
\*\* Choose "Download this media" and save the zipped file to the location of your choice. (This video will help this: <http://www.screencast.com/t/gwGjhmAuXhRL> )  
Manuals and other resources are located in the CIMOHIO library at this site.
- 2. Detect your CPS Receiver**
  - a. Click on the eInstruction Tools icon in your system tray (bottom right corner on your computer screen) and click on eInstruction Device Manager from the pull up list.
  - b. If device does not automatically appear with a green check mark to indicate it is connected, select Options and click on Discover Devices – device will appear.
  - c. Click on the device to highlight the preferred device and choose Options > Properties or click on the last icon to the far right on the toolbar which is the Properties icon. This will allow you to customize each device.
  - d. Click OK to close the Device Manager
- 3. Create a Class**
  - a. Click the Prepare tab and click on the Classes & Students button.
  - b. Click New (the green plus sign) > Class. The CPS New Class Wizard Appears and will walk you through creating a class. *Do not choose anything for CPS Online.*
  - c. After finishing the wizard, click once on a class to highlight and then click New > Student. Enter students' information into the table and use the Enter key to move to the next student's fields.
- 4. Verbal Questions: Out of the Box Engagement, On the Fly Assessment**
  - a. From the Engage tab, click the Engage Verbal icon on the far left in the ribbon.
  - b. Type a Session Title of your choice.
  - c. Select a class from the Class pulldown menu or click Create to create a default class and follow the screen directions.
  - d. Choose points for the assessment. Click OK to start
  - e. The Engagement Toolbar floats over any content that you would like to display (websites, MS PowerPoint, MS Word, etc.) on your screen.
  - f. Click the Verbal button on the Toolbar and select the type of question from the pull-down menu (i.e.: Multiple Choice A-D).
  - g. Click Start to begin receiving responses and End to stop receiving responses.
  - h. After receiving responses, mark the correct answer by using the Correct Answer pull-down menu at the bottom of the charting screen.
  - i. Click Close to close the charting screen and move to the next question.
- 5. Creating a "FastGrade" Answer Key for self-paced testing**
  - a. From the Prepare tab, click the Lessons & Assessments button.
  - b. Click New > FastGrade Lesson. Give the Lesson a title.
  - c. In the Answer Template, choose the correct answer field that matches the configuration for each question on the answer key (ie: MC4 is Multiple Choice with 4 options or Numeric/Short Answer/AS for Answer Sequence).
  - d. You will be moved automatically to the next question. While creating your answer sheet note the "Number of questions in this lesson" at the top and "Current Question #" Box in the middle of the template.
  - e. Click OK when finished to save the answer key.

The CPS can be effectively used without typing questions into the software.



ExamView lessons created from publisher content or the Ohio Learning Series can be added seamlessly and delivered inside CPS.

The Ohio Learning Series is a collection of unique, high-quality questions specifically aligned to the Ohio Academic Content Standards and works in concert with ExamView Assessment Suite – the industry's leading classroom assessment tool – to produce study guides, worksheets, and formative assessments to help instructors review, reteach, reinforce, and supplement standards-based instruction.

**eInstruction Tech Support:**  
(888) 333-4988 tech support  
[www.einstruction.com](http://www.einstruction.com)

\*\*Hint: To check your answers, click on the Previous button to view answers submitted for each question.

## 6. Engaging FastGrade or Student-Paced Lessons

- From the Engage tab, check the box in front of the *Lesson* you want to engage.
- Select the appropriate class from the Class pulldown menu *or* Select Create to create your class and follow the on-screen directions.
- Click on Assessment Set Up > Student Paced > Engage Assessment.
- Click Start for students to begin taking the test. (If you are using Gen 2 or Pulse response pads, you will be prompted to turn your projector off.)

## 7. Adding Current ExamView Content

- From the Prepare tab, highlight a designated folder.
- Click the small arrow to the right of Add File(s)... in the “Lessons” section and choose Add ExamView File.
- Browse to find the ExamView file you want to add and click Open.
- The ExamView file will now be located in the designated folder in the Lessons tab.

## 8. Create your own Content, to be engaged as Teacher Managed, Student Managed, or as a Challenge Board

- From the Prepare tab, click the Lessons & Assessments button.
- Select New > Lesson. Provide your desired Lesson name. Click OK.
- Highlight the new Lesson and select New > Question.
- In the “format” section select the question type (i.e.: “MC4” for Multiple Choice with 4 answer choices), template with or without a graphic
- Use the Font section to change the font style, color and size of font, and edit features.
- To add graphics, click on Template > Add Graphics from the “format” section and choose a template. Right click on the graphic area and browse for the picture.
- Provide the appropriate question, and answer choices.
- Check correct answer in the check box.
- Assign appropriate Standards, Notes, or Media files, by clicking on the Question icon in the “Options” section.
- Save the Question by clicking the disk icon or use the Save + Next green arrow.

## 9. Engaging Pre-made or ExamView Questions

- From the Engage tab, individually check the box in front of the *Lesson(s)* that you would like to engage.
- Select the appropriate class from the Class pulldown menu.
- Click Engage Teach
- Click Next #1 on the floating tool bar
- Click Start to begin receiving responses and End to stop receiving responses.
- To move through the questions, use the green forward arrow.

## 10. Creating a Challenge Board

- From the Prepare tab, click on Team Activities
- Click New
- Create titles for the Challenge Board and Categories and click OK.
- Browse the Lessons window to find the questions you want to include on the challenge board.
- Drag questions (one at a time or highlight multiple questions) to the category icons on the right side (note: you can drag the question to the specific point values or to the category title).
- After questions have been added, close and save by clicking on the red X to close the window.
- From the Engage Tab click on the Team Activities button
- Highlight the Challenge Board created and click Engage.
- Hint: During play it is helpful to use the Random Student button to choose a category.



Find all your 21<sup>st</sup> century classroom solutions on eInstruction's website: [www.einstruction.com](http://www.einstruction.com)

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Videos done by educators on You Tube:

<http://www.youtube.com/user/eITrainingVideos#grid/user/2A15A420820C35CD>

Find answers to questions or help with trouble shooting for software at eInstruction Knowledge Base website: <http://kb.einstruction.com/>