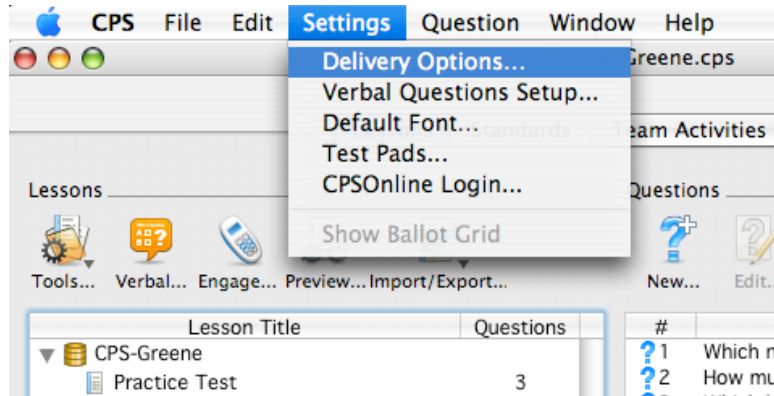


Using CPS in the Classroom



Before you use CPS with your class, plug in the receiver (looks like a flying saucer) to a USB port on your computer. Then you will need to check a few settings:

1. Click SETTINGS> DELIVERY OPTIONS



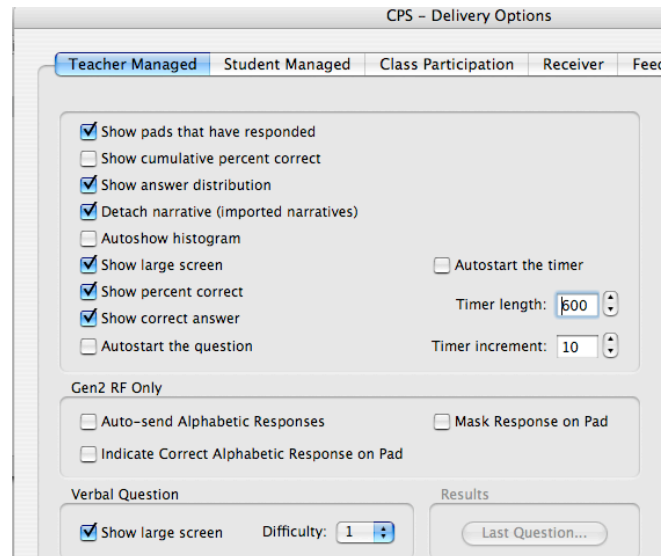
2. Under the **TEACHER MANAGED** tab, make your appropriate choices:

Recommended:

- show pads that responded
- detach narrative
- show large screen

Optional:

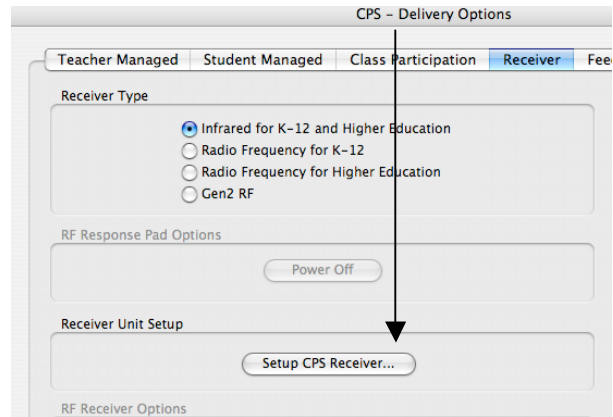
- show answer distribution
- show cumulative percent (for the test)
- show percent correct (for the question)
- show correct answer
- show histogram – *this can be annoying*
- autostart the question – *this is not recommended as you will probably like to control the timing*



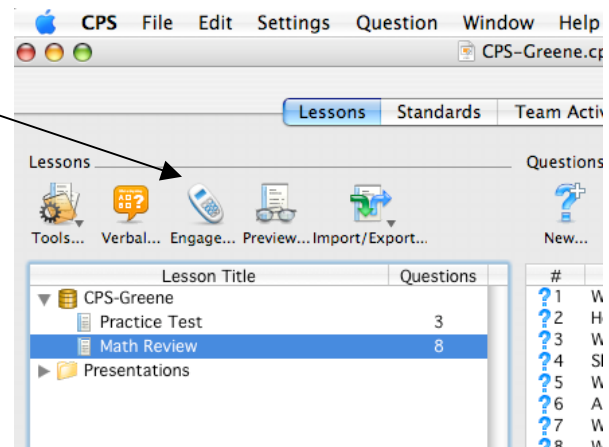
- Next, click the **RECEIVER** tab. Click **SETUP CPS RECEIVER**. Then take any remote and press any button. The button will turn green and say that the receiver has been detected. Click OK.

Note: if you fail to do this, your CPS session may not work.

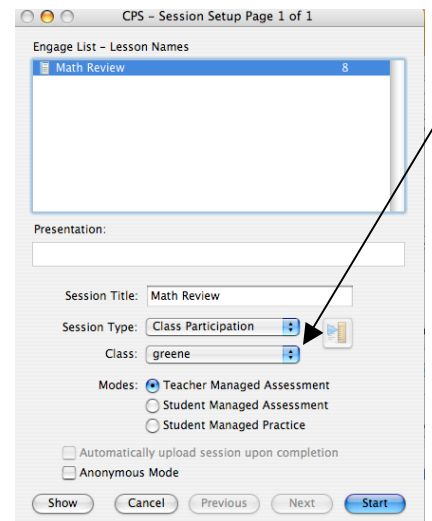
You can pass out the remotes to the students at this point if you already haven't.



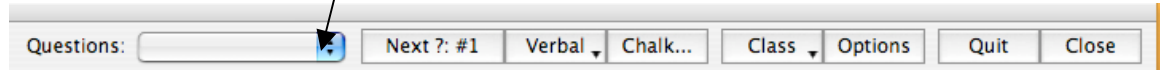
- Select the Lesson that you wish to use with your class and click **ENGAGE**.



- Make sure you remember to select the appropriate class/hour, then click **START**.



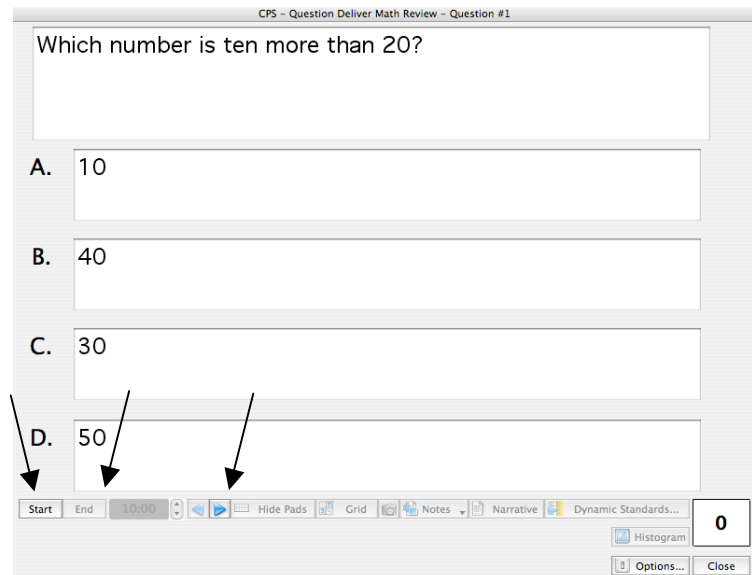
- The question menu bar will appear. Click the question drop down arrow and choose your question.



- Your question will appear. Mirror your monitor to your TV/projector and click START. The students will “buzz” in. When the student answers, his/her square will turn blue. This is a key to what the colors mean when students answer:
 - turns blue = student has answered
 - flashes green = student keeps pressing the same answer
 - flashes yellow = student has changed answer
 - flashes red with an X in it = student has selected an answer that doesn't exist

Note: It is helpful to explain to the students what the colors mean so they don't keep asking questions

- When everyone has answered, click END, then click the blue RIGHT ARROW to move to the next question.



- When you are finished with all of the questions. Click CLOSE, then click CLOSE on the question bar, then click END SESSION when asked. Don't be scared, you really have to close it three times. ☺ This will take you back to your main screen where you can create reports, another lesson, etc.

NOTE: When you are doing things (creating lessons, engaging, etc.) in CPS, it will appear that CPS has crashed because the screen will keep disappearing. Fear not, the program is merely thinking. Just be patient.