

**Classroom Performance System for Mac 1.3
with CPSONline for Higher Ed**

Instructor Set-up Guide



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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.

1. Have your school bookstore order response pads (Instructor)
2. Install 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. Purchase a response pad at bookstore (Students)
6. Register a response pad in a CPSOnline class (Instructor, Students)
7. Create and deliver CPS lessons in class (Instructor, Students)
8. Upload performance sessions to a CPSOnline class (Instructor)
9. Review student performance results online (Instructor, Students)

System Requirements

- ◆ Mac OS 10.1.5 or higher
- ◆ PowerPC G3 300 MHz or better processor, including G4
- ◆ 256 MB of physical RAM (512 MB recommended)
- ◆ 120 MB of free hard disk space
- ◆ One open USB port
- ◆ 800 x 600 display, thousands of colors or better

We recommend using a projection system, such as a projector, LCD, or TV, but a projection system is *not* required to use CPS.

Test Kit


As part of your adoption of CPS, you should receive a test kit that contains 1 response pad, 1 enrollment code and 1 CPS receiver unit. The receiver unit, response pad and enrollment code can be used to test the enrollment process as well as providing 1 “loaner” pad for students that might forget to bring their pad 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.




CPS RF Higher Ed Receiver

To test the system, follow the steps below:

1. Connect the CPS receiver unit to your computer and install CPS. The installation CD is packaged in a CPS for Higher Education booklet that contains your installation instructions.
2. Use the *Create a CPS Database* instructions to create your CPS database.
3. Use the *Create a CPSOnline Class* instructions to create your CPSOnline class
4. Use the *Student Instructions* on the last two pages of this document to enroll a sample student.

 **NOTE:** To use CPS in your class(es), you will need to install CPS on the classroom computer. Once your students have enrolled in your CPSONline class, you can download your class 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 code 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 or call us at (888) 333-4988 at that time.

Have your School Bookstore Order Response Pads

Before a school term begins, have the bookstore order the appropriate number of student response pads, per your class enrollment.

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 the CPS Class Wizard. If your school's site is not yet available, please contact eInstruction at (888)707-6819 and ask for the Higher Ed Administration Department so that we may set it up for you.

Install the Classroom Performance System desktop software

To install CPS on your computer, follow the steps below:

1. Insert the CPS Installation CD into your CD-ROM drive. A CPS Install icon will appear on your desktop.
2. Double-click on the icon to open the CPS Install window.
3. Double-click on the **Install CPS.pkg** icon. The Install CPS wizard will appear.
4. Follow the steps in the wizard to install CPS to your desktop.

When the installation is complete, a CPS icon will appear on your desktop.

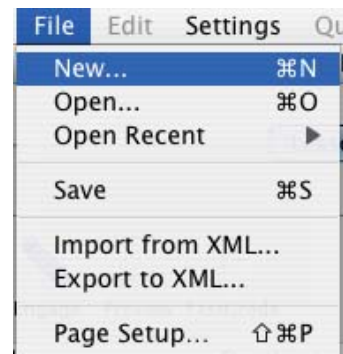
Get Started with CPS

Create a CPS Database

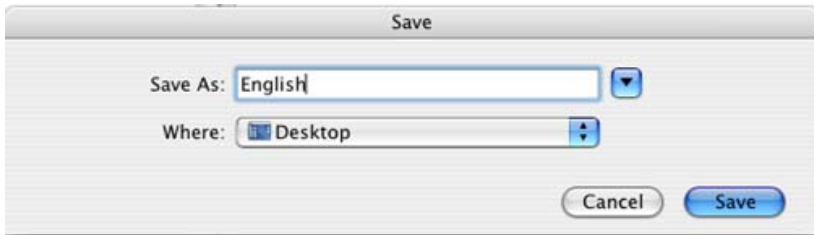
A CPS database is a file that is created by CPS and has a file extension of *.cps. This file contains your class rosters, lesson questions, and all the reports of student performance. A CPS database may contain lessons, class rosters, team activities, student performance data (reports), and attendance records.

Follow the steps below to create a new CPS database:

1. Open CPS from your desktop icon.
2. Click the **File** menu and choose **New...**. A Save window will open.
3. Type in your database name in the **Save As:** box, and use the **Where:** pull-down menu to save your database to a specific location. Your database will automatically open in the CPS window.




Create a New Database option from the File menu

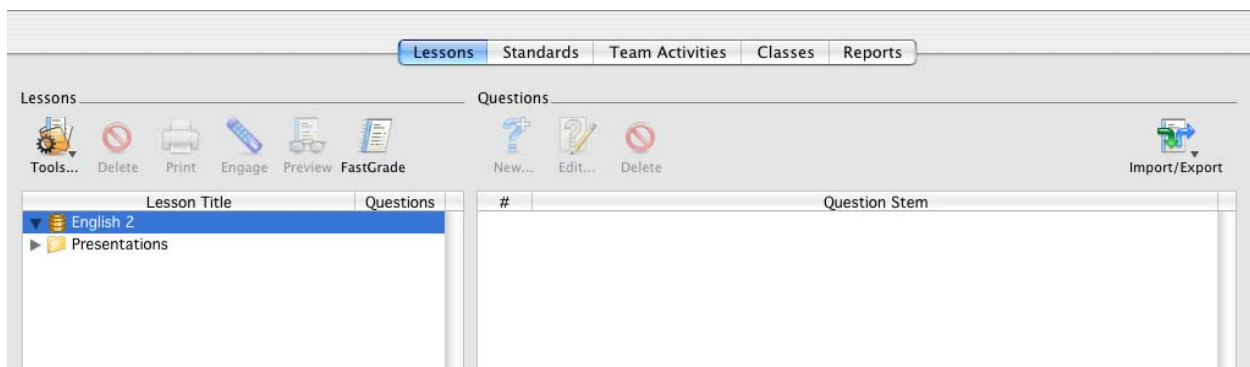


Save window

You can add lessons, questions, and team activities to your database once you have created it.

 **NOTE:** When you start CPS from your desktop icon, CPS automatically opens the last database you had open.

The *Lessons* section opens with your database name in the title bar and left window of that section.





New database in the Lessons section

Create a CPSONline Class

Once you've created your database, you will need to create a class. A CPS class consists of a roster of the students' names and pad ID numbers and may also contain student ID numbers. When you engage a lesson, students answer the questions using the response pads, and performance data is saved for each student.

When you sync your class with CPSONline, you can make student grades, class lessons, and class performance results available online. Follow the steps below to create and sync a CPSONline class.

 **NOTE:** Use your Instructor Setup Code you received in your Welcome Email from eInstruction and use your school's site to set up your account. If your site is not yet available, please contact eInstruction at (888)707 – 6819 and as for the Higher Ed Administration Department so that we may set up the site for you.

 **NOTE:** If you teach multiple sections of a class, you must create a separate CPSONline class for each section.

1. Open CPS from your desktop icon.
2. Click the **Classes** section.
3. Click the **New...** icon from the classes side (left side). The CPS Class Wizard will appear.
4. Choose **Higher Education** type and click **Continue**.

The screenshot shows a window titled "CPS - Class Wizard". It is divided into two main sections: "Institution Type" and "Helpful Information".

Institution Type: A sub-header "Institution Type" is followed by the instruction "Please choose the type of institution below that best represents you or your organization." Below this are three radio button options:

- Higher Education
- K-12
- Other


Helpful Information: A sub-header "Helpful Information" is followed by a question mark icon and three paragraphs:

- Higher Education: Includes universities, junior colleges, and technical institutions.
- K-12: Includes elementary, middle, and high schools.
- Other: May include a business, military, or non-profit organization.

At the bottom of the window, there is a logo for "eInstruction" with the tagline "Changing the face of education". Below the logo are three buttons: "Cancel", "Go Back", and "Continue".

CPS Class Wizard: Choose Institution Type

5. Choose **Yes** if you already have a CPSONline account. If you have never created a CPSONline account, choose **No**. Click **Continue** to move to the next screen.


 **NOTE:** Steps 6-9 assume you have never created a CPSONline account. If you have previously created an account, enter your **Username** and **Password** and continue to step 10.

6. Enter your **Instructor Setup Code**.
7. Select your school from the scroll-down list. Click **Continue**.
8. Create a **Username** and **Password**.
9. Fill in your **Instructor Information**.
10. Fill in the Higher Education Class Information. For a brief description of each field, please see below:
 - ◆ **Instructor:** This field is automatically filled in using the Instructor Information you entered on the previous page.
 - ◆ **Class Name:** Fill in your class name.

- ◆ **Class Designation:** You can add additional information, such as section number, to this field. (not required)
- ◆ **Office Hours:** Include your office hours for students to see. (not required)
- ◆ **Class start date:** This date is the first day that students can register for the class.
- ◆ **Class end date:** This is the last day of class.
- ◆ **Notification date:** A checkmark automatically appears next to this option. The date next to the option indicates the first day on which you will begin to receive notification emails each time a student registers for your class. You may want to set this date the same as the class start date. Some instructors prefer to receive the notification email so that they can identify students who enroll late (*For example, after open enrollment*). If you do not want to receive notification emails, click the box next to the option so that the checkmark disappears.
- ◆ **Automatically sync class on startup:** A checkmark automatically appears next to this option. With this option, when you are connected to the Internet and you start CPS, CPS will automatically sync all of your class data with CPSOnline.


Higher Education Class Information in the CPS Class Wizard

11. Click **Continue**.
12. Verify your information by clicking the **Go Back** button, if necessary. If you are ready to create your class, click **Continue**. Your Class Key, CPSOnline Username and Password, and class information will be sent to you in an email.

 **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 CPS so that you can access all your CPSOnline classes using the same username and password.

After students register for your class through CPSOnline, their student information and response pad IDs will appear in your CPS class roster when you sync your class with CPSOnline.

 **NOTE:** If you are using WebCT Vista, you can also import your class from WebCT to CPSOnline.


 **NOTE:** Beginning in Spring 2006, you will be able to import your Blackboard class to CPSOnline.

Purchase a Response Pad at the Bookstore (Student)

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


The student will receive the following:

- ◆ Student response pad
- ◆ Directions for enrolling in your CPSONline class

 **NOTE:** After the semester is over, the students may sell their pads back to the bookstore, to another student, or they may keep their pads. The next student to use the response pad will be required to enroll in CPSONline to use the pad the next semester.

Register Response Pads (Instructor, Student)

In order for your students to enroll in your CPSONline class, provide your students with a copy of pages 12-14 of this guide, titled Student Instructions, along with your CPSONline class key. These instructions are also provided to the student when they purchase the response pad. If you are using the test kit, use the Student Instructions found on pages 12-14 and the Enrollment code included with your Test Kit.

 **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, follow the steps below:

1. Click on the **Classes** section of CPS.
2. Select your CPSONline class.
3. Click the **Edit...** icon. The CPS Class Information window appears.
4. Locate the Class Key in the **Class Information** section of the window.

Each student is required to provide the following information when they self-enroll into your CPSONline class:

- ◆ Class key for the class (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)
- ◆ Username and password

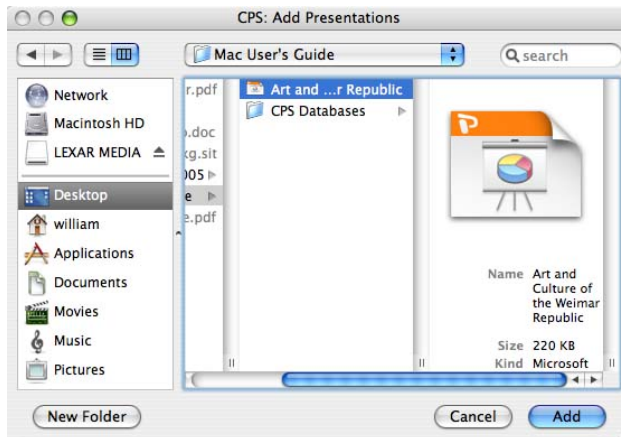
Import and Deliver PowerPoint Presentations

With CPS for Mac 1.3 you can import PowerPoint presentations into CPS and engage them with your lessons. In the **Lessons** section you have a new **Presentations** folder that stores all PowerPoint presentations. If you are using the Test Kit, register your pad and test CPS by importing and presenting a presentation.

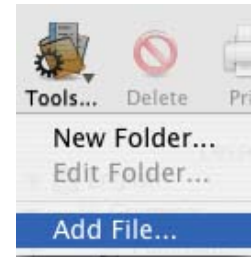
Import PowerPoint Presentations

1. Open CPS from your desktop icon.
2. Open the **Lessons** section and select the **Presentations** folder.
3. Click the **Tools...** icon from the lessons side (left side).

- Choose **Add File...**. The CPS Add Presentations window will appear.




CPS: Add Presentations window




Add File... option from the Tools... button

- Browse through your files until you find the PowerPoint presentation you would like to add.

 **NOTE:** You can only engage files with a *.pps extension (PowerPoint Show). If your presentation is saved as a *.ppt file, you will need to **Save As** a *.pps file.

- Click the **Add** button. Your presentation will be accessible from the **Presentations** folder.

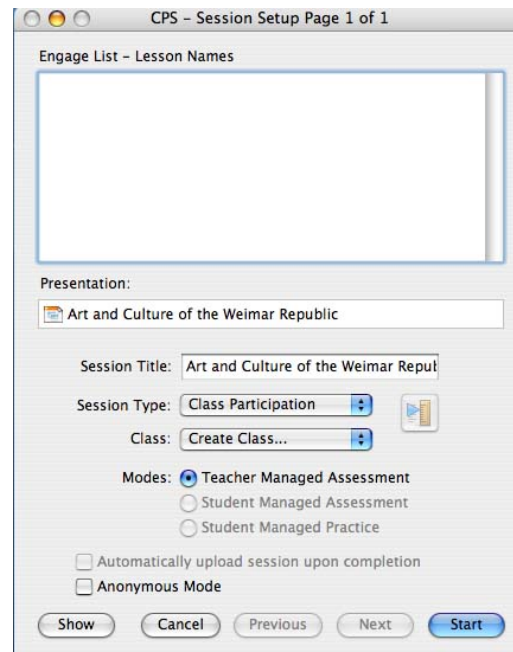
 **NOTE:** You can create subfolders in the **Presentations** folder to help organize your presentations.

Engage PowerPoint Presentations

After you add PowerPoint presentations to your CPS database, you can engage them like a regular lesson.


To engage your presentation, follow the steps below:

- Open CPS from your desktop icon.
- Open the database from which you would like to access the presentation and click the **Lessons** section.
- Click the **Presentations** folder in the lessons side (left side) of the **Lessons** section to display your available presentations.
- Select the presentation you would like to engage.
- Click the **Engage** icon. The CPS Session Setup window will appear.
- Choose your class and delivery mode and click **Start**. Your presentation will appear with the Engage toolbar in the upper left-hand corner.




CPS Session Setup window

- Click on any key on the keyboard or the mouse to move through your presentation.

 **NOTE:** You may stop the presentation at any time to deliver an existing question from your lesson, a chalkboard question, or a verbal question.

To ask a question during the presentation, follow the steps below:

- Click the **Verbal** or **Chalk...** button from the Engage toolbar. If you chose the **Verbal** button, choose a question template from the pop-up list that appears. At this point, the class channel number will display on screen and students will be required to join the class.

 **NOTE:** Steps b-g apply only to instructors using CPS_{RF} systems.

- Ask students to join the class before you click **Start** to begin the question response cycle. To join the class, the students simply press **Join**, enter the channel number displayed on the screen, and press **Send**. If a student who has already joined the class turns his or her pad off or becomes un-joined for any reason, bring up the Join Form again by clicking the **Join** button.
 - Administer your lesson as you normally would once all students have joined the class. Students respond by pushing the button corresponding to their answer choice and pressing **Send**. The CPS Question Deliver window appears.
 - Type in or ask your question or use the Chalkboard toolbar to draw or import an image.
 - Click the **Start** button on the Feedback Grid to allow students to respond to your question.
 - Click the **End** button on the Feedback Grid when your students have answered.
 - Close the CPS Question Deliver window to return to your presentation.
- Close out the Engage toolbar when your presentation is complete to return to the **Lessons** section.



PowerPoint presentation with Engage toolbar

Using your CPSONline class for following semesters

Once a class's semester term has ended, you may want to reuse the class's online site and stored class information for a new semester with a new set of students. The **Clean Out Class** button allows you to select the class information you want to keep and then eliminate the class information you are ready to discard, like excess User Messages, Bulletin Board Messages, and Assignments. Follow the steps below to clean out your class.

1. Open CPS to the *Classes* section.
2. Select the CPSONline class you would like to clean out.
3. Click the **Edit...** icon. The CPS – Class Information window appears.
4. Click on the **Recycle CPSONline Class** section of the window.
5. Determine your **New Start Date** and **New End Date**, and other information that you want to edit.
6. Click **Recycle**. Your CPSONline class is now ready for the next semester.
7. Click the **Close** button to return to the *Classes* section.

The screenshot shows the 'CPS - Class Information' window. On the left, a table lists class sections:

Class	Students
Section 003	1
Section 002	0

The 'Recycle CPSONline Class' tab is active. It contains the following information:

- Class Information**: A pencil icon and text: 'The Recycle Class function allows you to reuse this class.' Below this, it says: 'Select any of the items that you would like to keep in this class. The items left unselected will be PERMANENTLY DELETED from CPSONline.'
- Options**:
 - Class Key
 - Uploaded CPS Sessions
- WARNING**: All students will be deleted from this class.
- *New Start Date**: 6 / 17 / 2005
- *New End Date**: 6 / 17 / 2005
- New Notification Date**: 6 / 17 / 2005

At the bottom of the form is a 'Recycle' button. Below the form, it says '* Indicates a required field.'

Helpful Information (on the right):

- The New Start Date is the first day students can enroll in this class.
- The New End Date will be the last day of class.
- Enabling the Notification Date allows CPSONline to notify you by email when a change to your roster occurs, beginning on the specified date.
- Recycling your class has no effect on your instructor account.

At the bottom right of the window are 'Save' and 'Close' buttons. The eInstruction logo is also visible.

CPS - Class Information window with Recycle CPSONline Class section

Troubleshooting

- ◆ If you are having trouble syncing your class with CPSONline or WebCT Vista, be sure you are connected to the Internet. You can verify this by trying to connect to other sites, such as www.eInstruction.com or www.yahoo.com
- ◆ Print your username and password, and put them a safe place for reference. You can print them from your Welcome Email by clicking **File** and then **Print** from your Internet browser menu.
- ◆ If you cannot find your school's site from the list of available CPSONline schools, please contact eInstruction at (888) 707 – 6819 so that we may create the site for you.

Student Instructions

Class Key: _____

You will need:

- Class Key (from your instructor)
 - Connection to the Internet
 - Enrollment Code/coupon (from your *new* McGraw Hill textbook or your school bookstore) **or**
 - Method of Payment (Credit Card or personal check)
-

Enrolling through WebCT

1. Log on to WebCT.
2. Select your course from the **Course List**.
3. Click the **Add/Update CPS Serial Number** link.
4. Enter your serial number and Enrollment Code/coupon (if necessary). Click **Continue**. Depending on your school, a payment window may appear. If a payment window does not appear, skip to step 7.
5. Choose which payment option you would like to use. Click **Continue**.
6. Fill in the billing information. Click **Continue**. Your Pad ID for the class will appear.
7. Write down your Pad ID to use in your class.

NOTE: If you have a CPSOnline Username and Password from a previous class, enter them to have your information automatically linked to your new class.

Enrolling through CPSOnline

1. Go to **www.einstruction.com**.
2. Click on the **Students** button at the top of the window.
3. Select your school or university from the drop-down menu.
4. Click **Create your account** next to the **Submit** button.
5. Enter your information in the boxes provided.

NOTE: You may want to include your email address so that you can receive an email from eInstruction reminding you of your Username and Password.

6. Click **Submit**. You will be asked if you would like to enroll in a class now.
7. Click **Yes** to enroll and **No** to view your account information and log out.

Entering Class Information

1. Enter your **Class Key** in the space provided. If you have a code, you may enter it in the **Code** box. Notice that a code is not required.
2. Click **Submit**. If you entered an Enrollment Code, please skip to step 5. If you did not have an Enrollment Code, you will be presented with the following options: access for this class only, access to all classes for a semester, two year subscription, or lifetime subscription.
3. Choose an option and click **Continue**.
4. Fill in your billing information and click **Continue**.

5. To join an additional CPSONline class, click the **Enroll in a class** button from the Main Menu.
6. Once you have finished enrolling in all of your classes, click **Log Out For CPSONline** to properly record your information it is important that you log out of CPSONline as opposed to simply closing the window.

NOTE: 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, 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 email sent to you as a reminder.

Using CPS_{RF} in your class

Use the button descriptions and the action table on the back of this pamphlet to familiarize yourself with your CPS_{RF} response pad.

If you have any questions, log onto www.einstruction.com and use the **Customer Support** menu option. Type in your name and enter the live test chat room for immediate help.

If you would prefer, feel free to call Technical Support at (888) 333-7532 for assistance.

User Actions	Lights
Turn the response pad on by holding down the Power button.	Both lights blink once when the pad is on. The red light continues to blink until you join the class.
Join your class by pressing Join , your class' channel number, and Send .	When you press Join , the red light will stay on. Each digit pressed after Join will be acknowledged by the red light flashing off. When you press Send , the red light will blink quickly until your response is detected. Once your response is detected and you are joined to the class, the green light will be solid for 5 seconds and then pulse faintly as long as you remain joined in the class.
Respond to a question by entering your answer and pressing Send .	Watch the red light, which will blink with each key press, to ensure that your answer is entered as intended. The green and red lights blink simultaneously until your response is received. The green light will be solid for 5 seconds when your response is received.
Confirm an answer (optional) by reentering your answer and pressing Send .	If your confirmation answer is the same as your original answer, the green light will be solid for 5 seconds. If your response differs, the red light will be solid for 5 seconds. The LED light states for confirming and answer do not apply in SMA* mode. In this mode, watch your pad number on the onscreen feedback grid. Your number will flash green if your confirmation answer is the same as your original answer, and flash yellow if it differs.
Turn your pad off by holding the Power button down for at least 4 seconds.	As you hold the Power button down, both lights will stay on for a few seconds and then go off, signifying that the pad is off. The pad will turn off automatically if it is out of range of the receiver for 5 minutes.

* SMA stands for “student managed assessment.” In this mode, students answer questions at their own pace, generally from a hardcopy document while progress for each student is tracked onscreen.

Using the Response Pad Buttons

Alphanumeric: These buttons (0-9 and A-J) are used to perform various functions including answering multiple-choice and numeric questions.

*: Press this button followed by the **Send** button in SMA to scroll through the questions in your lesson. Press the left or right arrow key to stop scrolling.

+/-: Press this button to make a response negative. If you press this button twice, your answer will be out of the acceptable range of answers and you will have to reenter your answer.

C: Press this button to clear your answer and start again. Pressing this button will not affect answers that have already been sent.

- Use this button to add decimals to numeric answers.

◀ ▶: These buttons are used in SMA mode to move to the previous or next question

Join: Press this button followed by the class channel number and **Send** to join the class.

Send: This button is used to send responses.