

Classroom Performance System 3.6  
with CPSONline for Higher Ed

## Instructor Setup Guide



# CPSOnline Instructor 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 Class Creation Wizard (Instructor)
5. Response a response pad at the bookstore (Student)
6. Register a response pad in a CPSOnline class (Student, Instructor)
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)

 **NOTE:** Students will have to either purchase access or present an enrollment code when registering their response pads online.

## System Requirements

- ◆ Intel Pentium II or higher microprocessor
- ◆ At least one open serial port or USB port
- ◆ A minimum of 128 MB RAM required
- ◆ At least 128 MB of RAM for CPS software; databases may require more room
- ◆ Windows 98 operating system or higher
- ◆ Screen resolution of 800x600 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 a “loaner” pad for a student who forgets to bring his or her 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.


To test the system, please do the following:


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.



**CPS<sub>RF</sub> Higher Ed Receiver**

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](mailto: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

When you insert the CPS Installation CD into your CD-ROM drive, the Setup Wizard should automatically appear. Use the Setup Wizard to install CPS onto your computer. If the Setup Wizard does not automatically appear

1. Click the **Start** button on your Windows Taskbar. A menu appears.
2. Choose **Run....** A Run window appears.
3. Type in '**your CD-ROM drive letter**':\install.exe. *For example: d:\install.exe*
4. Click **OK**.
5. Click **Install CPS** from the first window.
6. Follow all onscreen prompts and restart your computer if necessary.
7. Click **Finish**. After CPS is installed on your computer, you will have a folder in your **Program Files** directory named **eInstruction**. Inside the **eInstruction** folder is the **CPS** folder, where your CPS.exe file is located. You will also be able to run CPS from the icon installed on your Desktop.


## Get Started with CPS

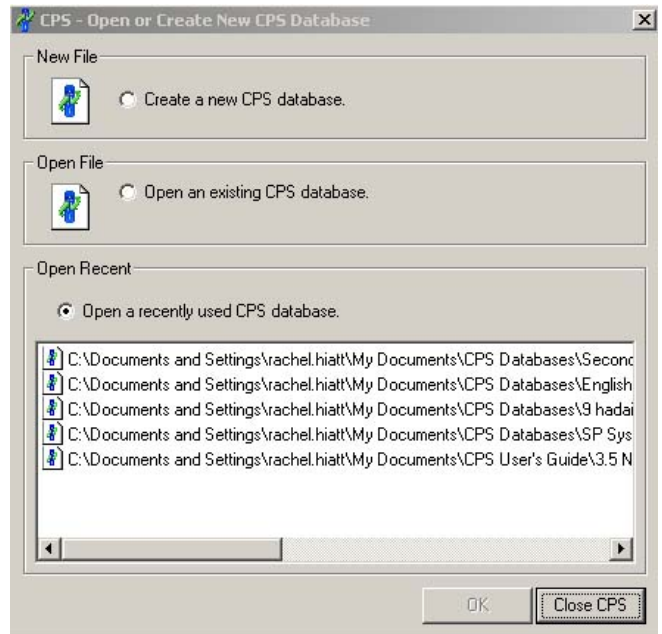
### Create a CPS Database

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.

The following steps assume you have never used CPS on your computer. If you are a current CPS user and would like to create a new database, simply use the **File** menu in CPS and choose **New Database....**

1. Open CPS from your desktop icon. If this is the first time you have used CPS on your computer, the Open or Create New CPS Database window appears.
2. Choose **Create a new CPS database** and click **OK**. The New CPS File window appears.
3. Type a database name into the **File Name** textbox. The file extension \*.cps is automatically added to your file name. *For example*, if you teach three sections of German 4250, you might name your database German4250.cps.
4. Click the **Save** button.

 **NOTE:** CPS will automatically open with your new database in the *Lessons* tab.



**Open or Create New CPS Database window**




**German 4250 database in Lessons tab**


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

## 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.

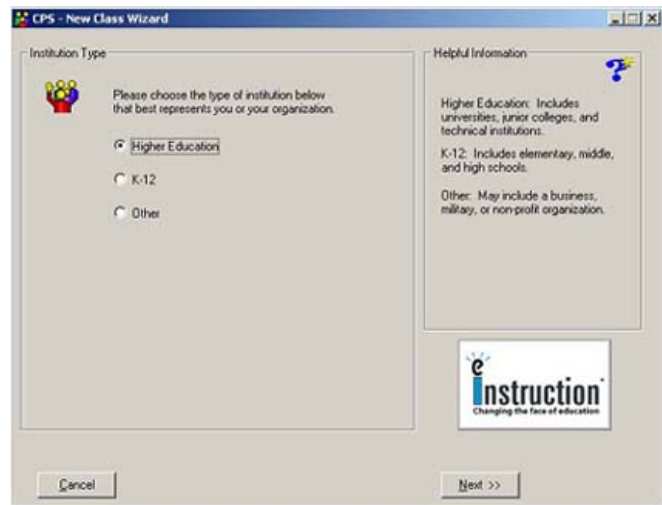
 **NOTE:** Use your Instructor Setup Code you received in your Welcome Email from eInstruction and use your school's site to set up your account. If your site is not yet available, please contact eInstruction at 888.707.6819 and ask for the Higher Ed Administration Department so that we may set up the site for you.

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


Follow the steps below to create a CPSOnline class.

1. Open CPS from your desktop icon.
2. Open the *Classes* tab.
3. Click the **New...** icon from the classes side (left side) of the tab. The CPS New Class Wizard will appear.
4. Choose **Higher Education** and click **Next**.
5. Choose **Yes** if you already have a CPSOnline account with a Username and Password. If you have never created a CPSOnline account, choose **No**. Click **Next** to move to the next

screen.



**New Class Wizard**


 **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 **Next**.
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.


**New Class Wizard: Higher Ed Class Information page**

11. Click **Next**.
12. Verify your information by clicking the **Go Back** button, if necessary. If you are ready to create your class, click **Next**. 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

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

In order for your students to enroll in your CPSONline class, provide your students with a copy of pages 12-13 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 12-13 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** tab 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** tab of the window.

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

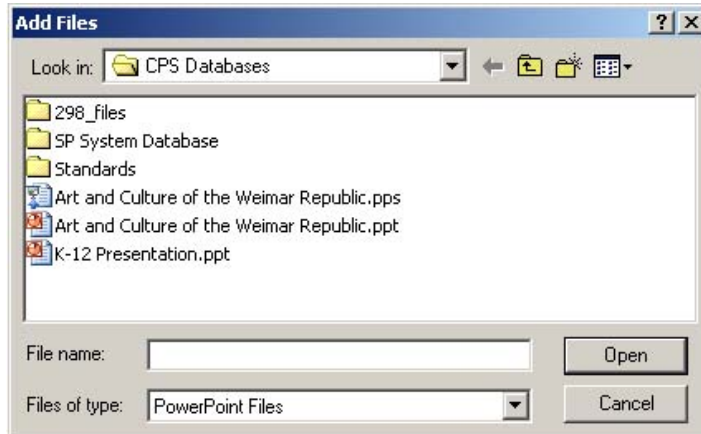
- ◆ Class key for the class (provided by the instructor)
- ◆ Student enrollment code (if you are adopting CPS with a McGraw-Hill textbook) or students can purchase access with a credit card or check.
- ◆ Response pad serial number (printed on back of pad or under the pad's battery cover)
- ◆ Username and password

## Import and Deliver PowerPoint Presentations

With CPS you can import PowerPoint presentations into CPS and engage them with your lessons. In the **Lessons** tab you have a new **PowerPoint** 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** tab and select the **PowerPoint** folder.
3. Click the **Tools...** icon from the lessons side (left side) and choose **Add File...**  
Alternatively, right-click on the **PowerPoint** folder and choose **Add File...**. The Add Files window appears.



**Add Files window**

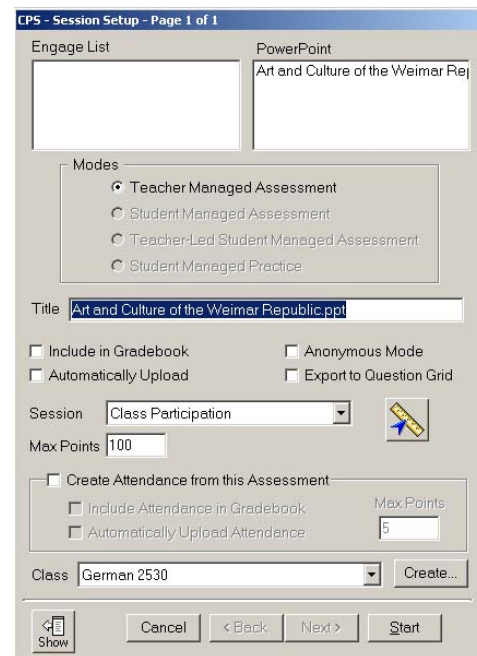
4. Browse through your files until you find the PowerPoint presentation you would like to add.
5. Click the **Open** button. Your presentation will be accessible from the **PowerPoint** folder.

 **NOTE:** You can create subfolders in the **PowerPoint** 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:

1. Open CPS from your desktop icon.
2. Open the database from which you would like to access the presentation and click the **Lessons** tab.
3. Click the **PowerPoint** folder in the lessons side (left side) of the **Lessons** tab to display your available presentations.
4. Select the presentation you would like to engage.
5. Click the **Engage Lesson(s)** icon. The CPS Session Setup window will appear.
6. Choose your class and delivery mode and click **Start**. Your presentation will appear with the Engage toolbar at the bottom of your screen.
7. Click on any key on the keyboard or the mouse to move through your presentation.




**Session Setup window with PowerPoint presentation**

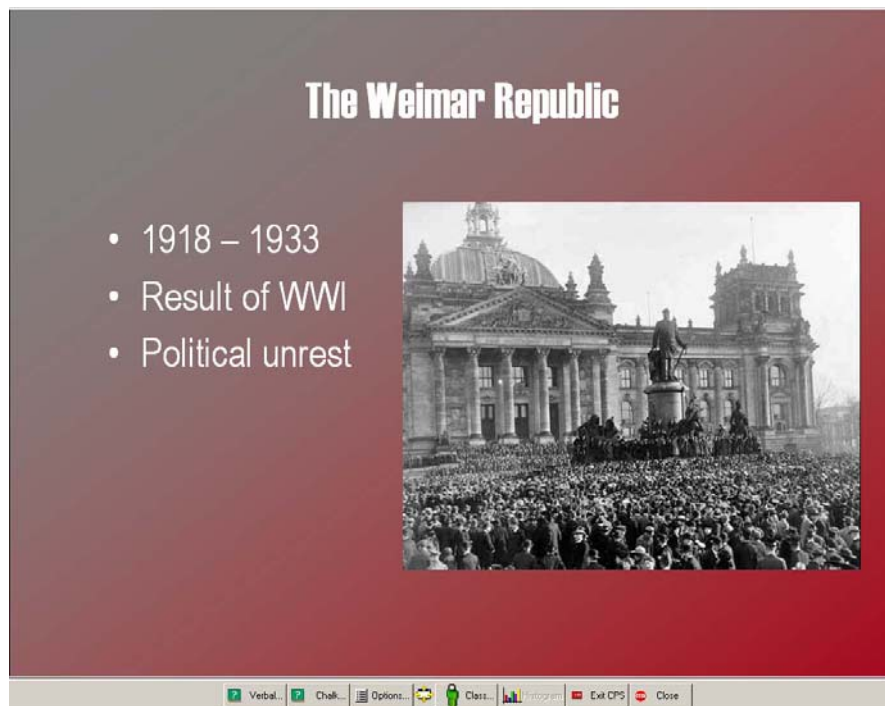
 **NOTE:** You may stop the presentation at any time to deliver an existing question from your lesson, a chalkboard question, or a verbal question.

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

- a. 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<sub>RF</sub> systems.

- b. 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.
  - c. 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.
  - d. Type in or ask your question or use the Chalkboard toolbar to draw or import an image.
  - e. Click the **Start** button on the Feedback Grid to allow students to respond to your question.
  - f. Click the **End** button on the Feedback Grid when your students have answered.
  - g. Close the CPS Question Deliver window to return to your presentation.
8. Close out the Engage toolbar when your presentation is complete to return to the **Lessons** tab.



PowerPoint presentation with Engage toolbar

## Use 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 **Recycle** 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** tab.
2. Select the CPSONline class you would like to clean out.
3. Click the **Edit...** icon. The Class Information window appears.
4. Click on the **Recycle CPSONline Class** tab.
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.

The screenshot shows the 'CPS - Class Information' window with the 'Recycle CPSONline Class' tab selected. On the left, a table lists classes and student counts:

Class	Students
German History	17
German Cultur...	14
German Cultur...	3
German 1050	5
Section 002	0
German 2530	1

The main form contains the following sections:

- Reuse Your Online Class:** A message explaining the function and a warning: "CAUTION: \*All students will be deleted from this class." Below are checkboxes for "Class Key" and "Uploaded CPS Sessions".
- Date Fields:** "\*New Start Date" and "\*New End Date" are both set to "6/27/2005".
- Notification:** "Enable Notification Date" is checked, with "New Notification Date" set to "6/27/2005".
- Buttons:** "Recycle" and "Done".
- Helpful Information:** A sidebar with a question mark icon and text explaining the start/end dates and notification options.

### Recycle Class Information

7. Click the **Done** button to return to the **Classes** tab.

## 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](http://www.eInstruction.com) or [www.yahoo.com](http://www.yahoo.com)
- ◆ Print your username and password, and put them in 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.

## 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<sub>RF</sub> in your class

Use the button descriptions and the action table on the back of this pamphlet to familiarize yourself with your CPS<sub>RF</sub> response pad.

If you have any questions, log onto [www.einstruction.com](http://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.*

<b>User Actions</b>	<b>Lights</b>
<b>Turn the response pad on</b> by holding down the <b>Power</b> button.	Both lights blink once when the pad is on. The red light continues to blink until you join the class.
<b>Join your class</b> by pressing <b>Join</b> , your class' channel number, and <b>Send</b> .	When you press <b>Join</b> , the red light will stay on. Each digit pressed after <b>Join</b> will be acknowledged by the red light flashing off. When you press <b>Send</b> , 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.
<b>Respond</b> to a question by entering your answer and pressing <b>Send</b> .	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.
<b>Confirm an answer</b> (optional) by reentering your answer and pressing <b>Send</b> .	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.
<b>Turn your pad off</b> 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.