

Classroom Performance System (CPS)
v.1.32 for Mac

Quick Course

Teacher's Guide



CPS Course Outline

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Introduction

A. Objectives of the CPS training course

Achieving the objectives of this course help you develop your CPS skills and become a more effective instructor with CPS. This educational system is designed to

- ◆ *Engage* all students
- ◆ Provide instant *feedback* to teachers and students
- ◆ *Collect* all objective student performance results
- ◆ *Increase* the flow of student performance data
- ◆ *Eliminate* the administrative tasks of grading objective questions (both homework and tests)
- ◆ Provide an electronic *gradebook* with reports

B. What CPS can do for you!

CPS is most effective when used one of two ways:

- ◆ As an Instructional tool in the classroom. Absolutely *no* preparation work is necessary to use CPS in the classroom.
- ◆ As an Assessment tool for student performance records. Record student feedback from paper or CPS homework, tests, quizzes, and more.

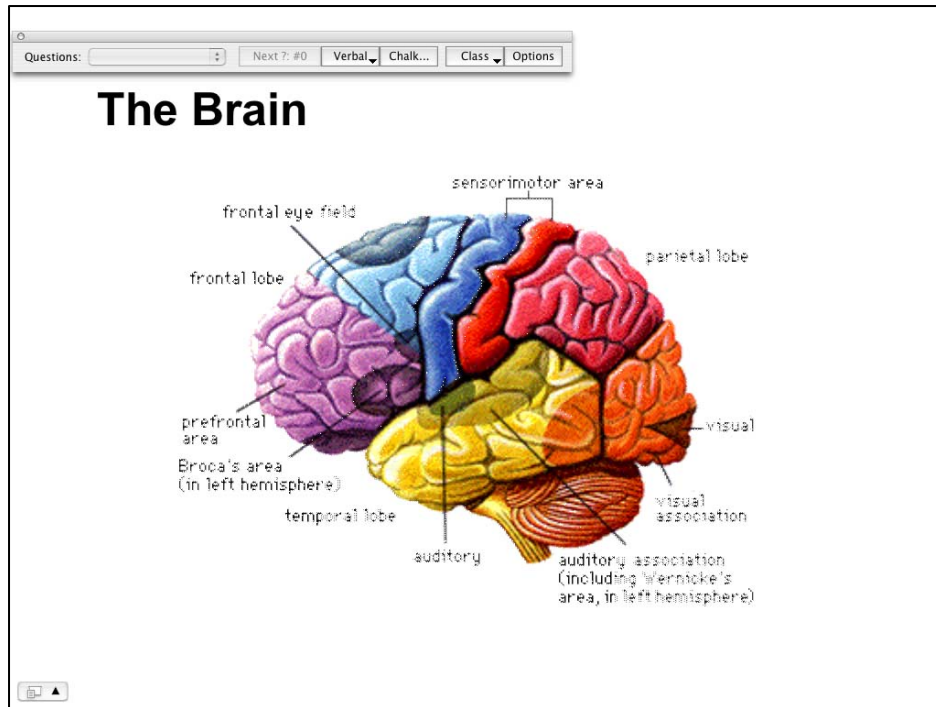
You can also use CPS as

- ◆ An evaluation tool
- ◆ A review tool
- ◆ A testing tool

CPS as an Instructional Tool

You can use CPS immediately without creating any questions. Use the CPS **Verbal Questions** function to ask questions during your lecture in coordination with existing questions from the textbook, from your own PowerPoint presentation, from a question database, or any other non-CPS question source. CPS is capable of collecting class feedback and recording it for your grading and administrative use.

The following illustration shows that you can run your PowerPoint presentation and CPS simultaneously. The slide is projected along with the Engage toolbar.



This is a PowerPoint lecture screen with the Engage toolbar at the top. Simply engage your PowerPoint presentation, and then engage your lesson in CPS.

You can also type in questions to coordinate with your course material. Please ask your instructor where you can find instructions about how to do that.

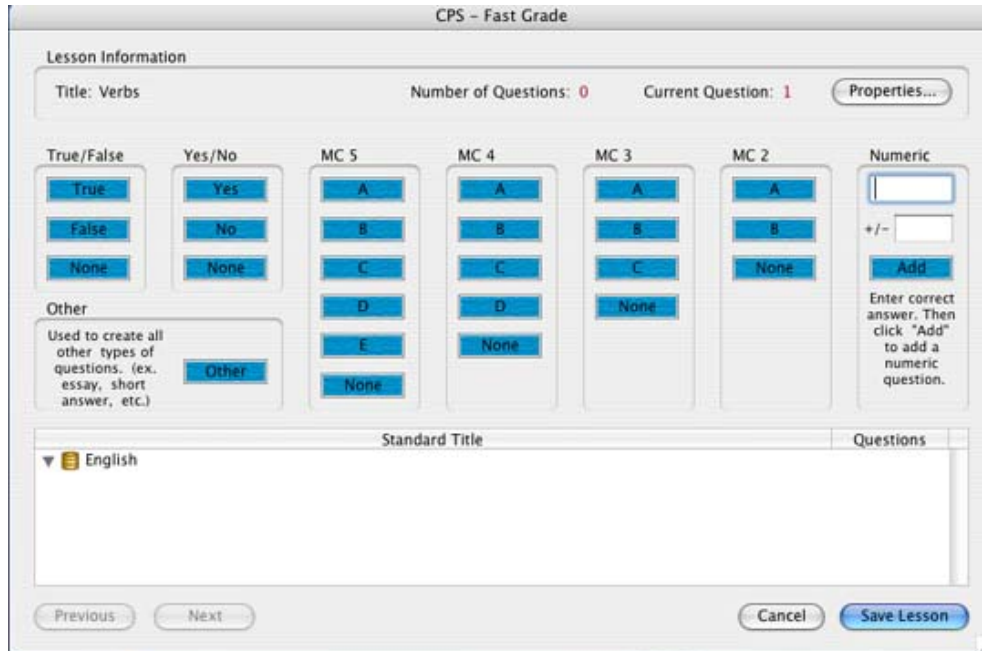
CPS as an Assessment Tool

In addition to asking verbal questions on-the-fly, students can respond to hardcopy worksheets and CPS homework, tests, quizzes, and other class work with their response pads.

Use the FastGrade function from the **Tool** icon on the **Lessons** section to create an answer template that coordinates with your existing paper in-class assignments, homework, quizzes or tests—without spending time typing in the questions. Then engage the FastGrade assessment and leave the grading to CPS.

To use the FastGrade feature

1. Open CPS from your desktop icon.
2. Open the **Lessons** section and select the database to which you would like to add a FastGrade lesson.
3. Click the **FastGrade** icon. The CPS FastGrade window will appear.



FastGrade window

4. Click the answer button under the corresponding question type to register a question. The **Number of Questions** counter at the top center of the window will increase by one.
5. Continue adding questions until you are finished.
6. Click the **Save Lesson** button to close the window and return to the **Lessons** section. You will be able to view your FastGrade lesson from the lessons side (left side) of the **Lessons** section.

When students arrive to class with their homework or they finish their in-class assignment, deliver your FastGrade lesson and have the students input their answers with their response pads. Your grading time decreases from hours at home to minutes in class.

CPS as an Evaluation Tool

At the end of asking any question, verbal, FastGrade, or CPS lesson, you will see the Percent Correct for that question. As an instructor, you can look at this percentage and determine if you need to immediately go back and re-teach this topic.

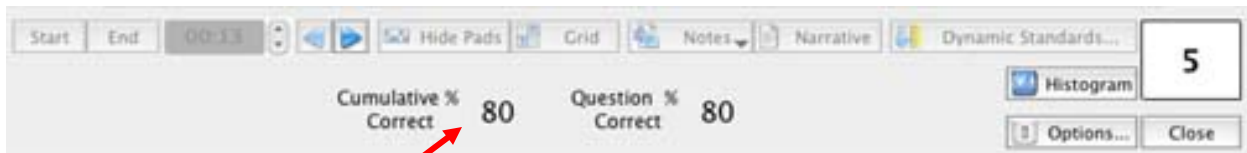
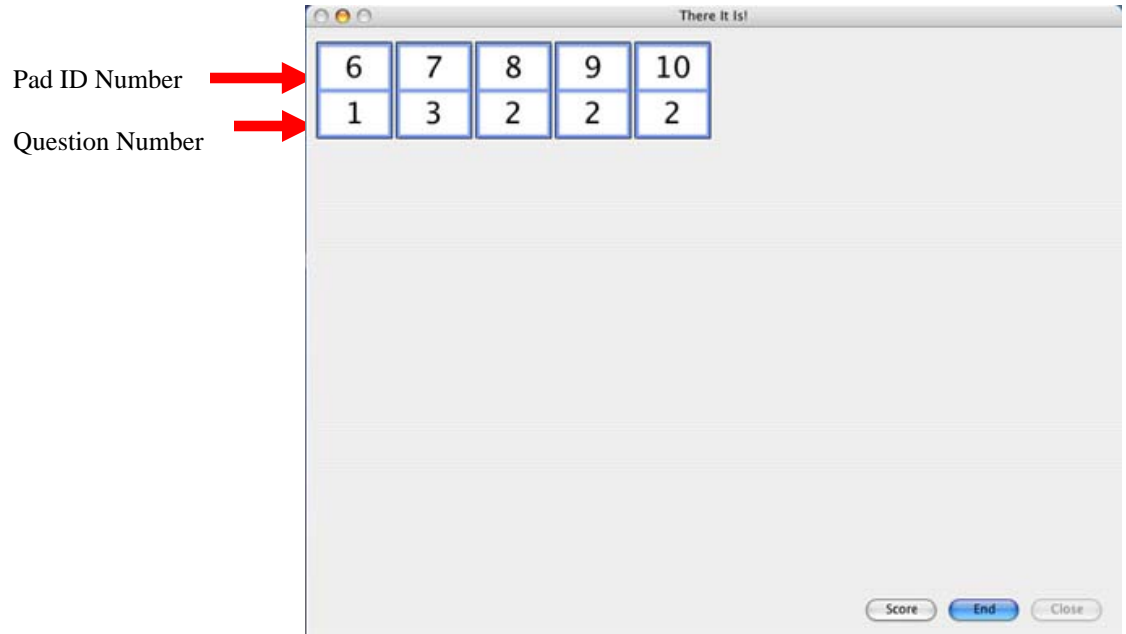


Figure 2: The Cumulative % Correct tells you how the class is doing for the session. You may want to use this as a class incentive; if the Cumulative % Correct is 80% or more, then there will not be homework give for this material.

CPS as a Review Tool

Use our **Team Activities** function to deliver a fastest-finger type game called **There it is!** to review previously studied topics. This is a great way to divide your class into teams and work on collaborative learning.



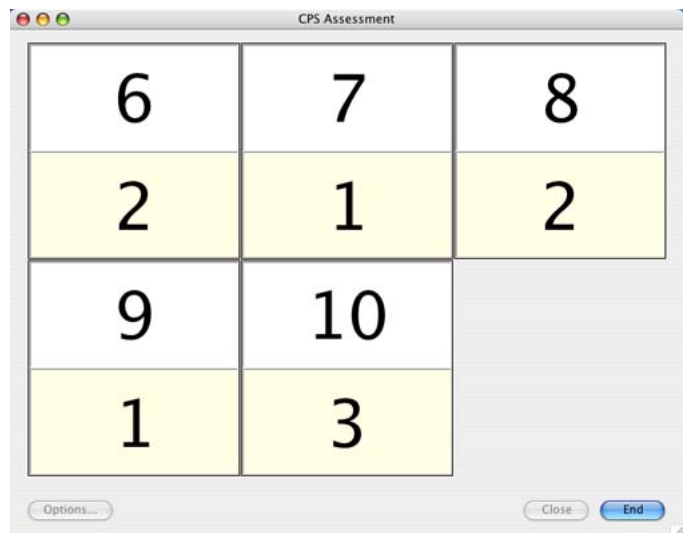
There it Is! Delivery window

CPS as a Testing Tool

The Student Managed Assessment, the Student Managed Practice, or the Teacher Managed Assessment mode can be used to deliver a test to your class.

The Teacher Managed Assessment works like your lecture lessons, where students take the paper test first at their own speed, then input the answers for each question with their response pads. You control the pace of the questions as they answer with their response pads.

The Student Managed Assessment and the Student Managed Practice allows students to answer questions and input them into CPS with their response pads at their own pace.



Student Managed Assessment mode

C. Elements of CPS

System Requirements

- ◆ Mac OS 10.1.5 or greater
- ◆ 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 run CPS.

Hardware

The CPS classroom setup will consist of the following:

- ◆ Teacher classroom computer- desktop or laptop
- ◆ Optionally, projection technology such as a TV monitor or LCD projector
- ◆ Response receiver unit
- ◆ Student response pads

IR Pads

Multiple-choice questions are answered using the **A-E** buttons. Button options that are not included as an answer option for a given multiple-choice question will be disabled for that particular question.

True-false and yes-no questions are answered by using the **A** and **B** buttons respectively.

- ◆ Button **A** represents true or yes and button **B** represents false or no.
- ◆ The **F** button is a question scrolling function. Students can use this during the Student Managed Assessment or Practice mode deliveries. Just press on the **F** button to advance through each question at an interval of less than a second. This is a great function if students want to answer questions 1-5, skip question 6-11, and go onto questions 12-20. They can also go back to the skipped questions. Press the **F** button again to stop the scrolling.
- ◆ Under the **G** and **H** button are directional arrows. Students use this function



IR Pad

during Student Managed Assessment and Practice mode deliveries. It allows students to go backwards or forwards to questions, checking their answers or answering any skipped questions.

When students are ready to answer a question, they simply point the response pad at the receiver unit connected to the teacher's personal computer, press and release the button representing their answer.

RF Pads

You can also use radio frequency technology with CPS. Using CPS_{RF} for Higher Ed, you can engage a class with up to 1000 students per receiver. RF technology also allows you to ask



numeric questions. *For example*, you can ask the question, “What is three squared?” and allow your students to input their answer.



Higher Ed RF Pad



K-12 RF Pad

Software

A CPS database is the hub of all of your activity. It is designated, in Microsoft Windows terminology, as a file with an extension of *.cps. CPS database file name examples include

- ◆ language arts.cps
- ◆ math-4.cps
- ◆ history.cps

Each CPS database is like a container that holds the following components:

- ◆ CPS lessons
- ◆ CPS standards
- ◆ CPS team activities
- ◆ CPS classes
- ◆ CPS reports

Training course Activities

The following sections of instruction are most effective with hands-on participation from you.

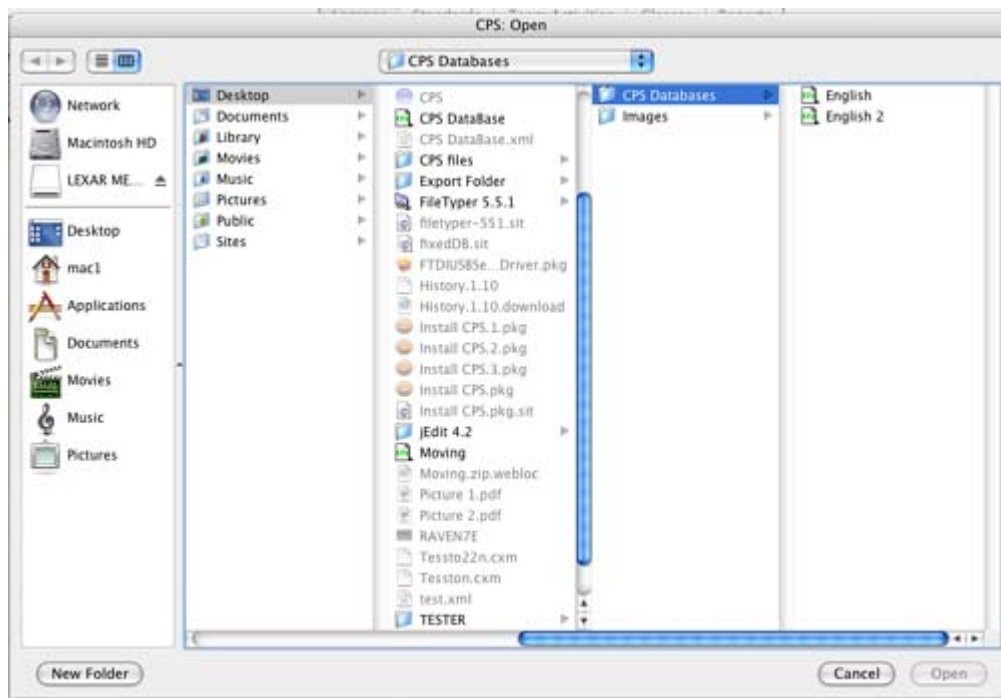
A. The CPS database

Open an Existing CPS File

After starting CPS, you can create a new database or open an existing database.

To open an existing CPS database:

1. Open CPS from your desktop icon.
2. Select the **Open** option from the **File** menu. The CPS: Open window appears.



CPS: Open window

3. Browse through your files until you find the database you want to open.
4. Click **Open** to open the database.

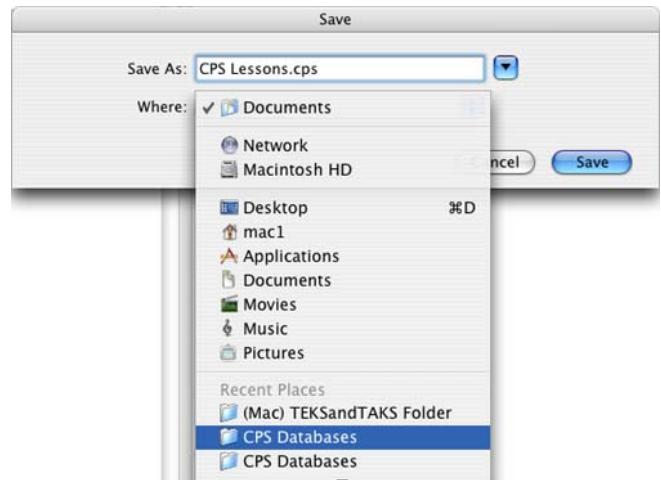
Now let's create your own CPS file so you can add your classes and lessons and save student performance feedback.

Create a New CPS File

The instructions below will show you how to create a new database called CPS Lessons.cps and place it in a folder called **CPS Databases**.

1. Create a new folder on your desktop titled, **CPS Databases**. Use this folder to keep track of all your CPS databases.

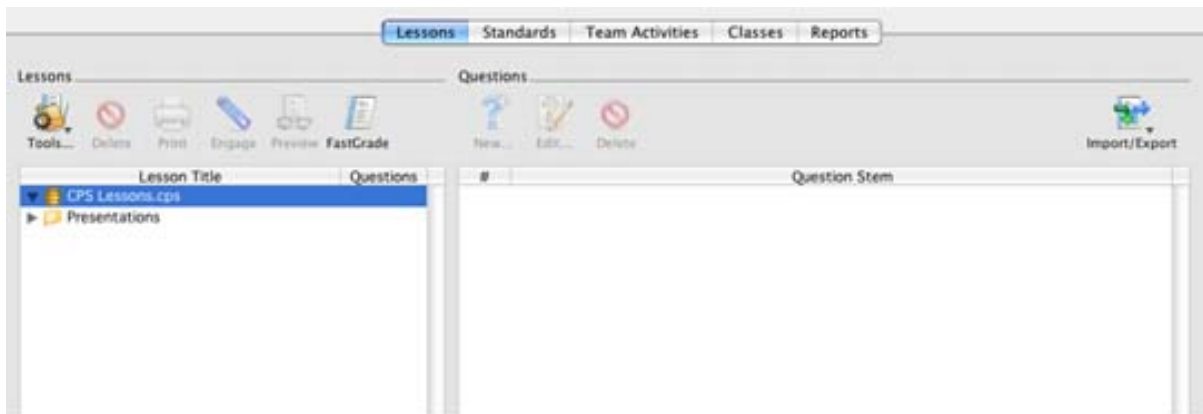
2. Open CPS from your desktop icon and click the **File** menu.
3. Select the **New...** command. A Save window opens..
4. Use the **Where** drop-down list to locate the **CPS Databases** folder.
5. In the **Save As** box type CPS Lessons.
6. Click **Save**.



After completing the above steps, the newly created database, CPS Lessons, is open and ready to support CPS activity. The screen displayed is what you should see when your new databases has been created.

Next you will create a class of students.

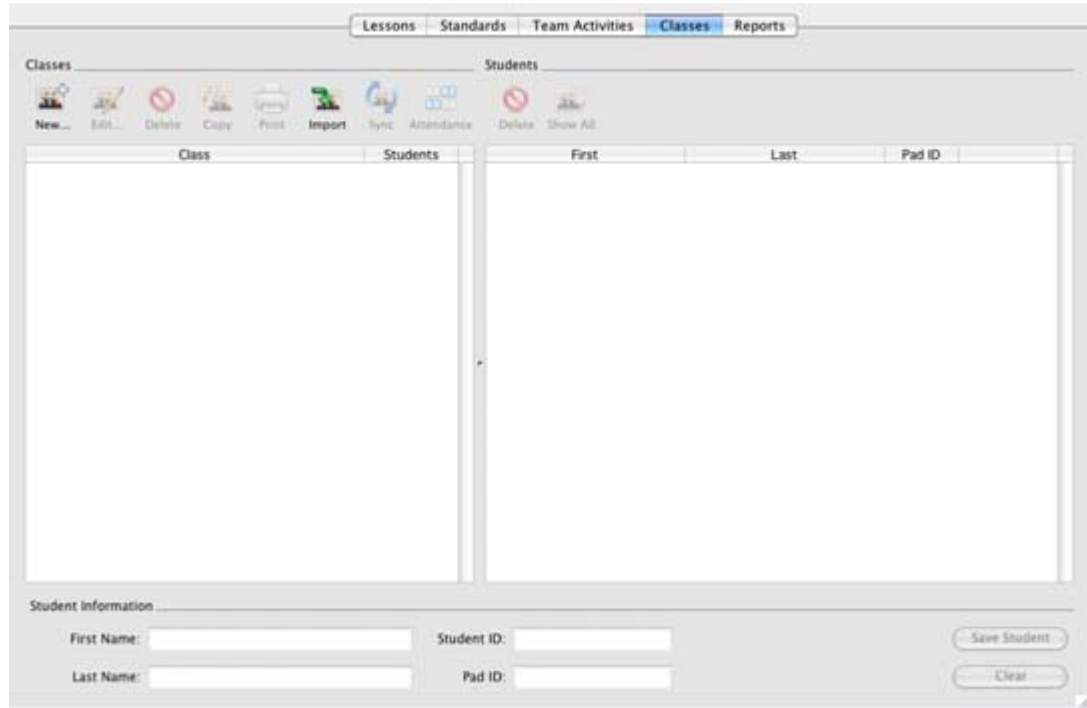
Where: drop-down list in the Save window



CPS Lessons database open in the Lessons section

B. The Classes Section

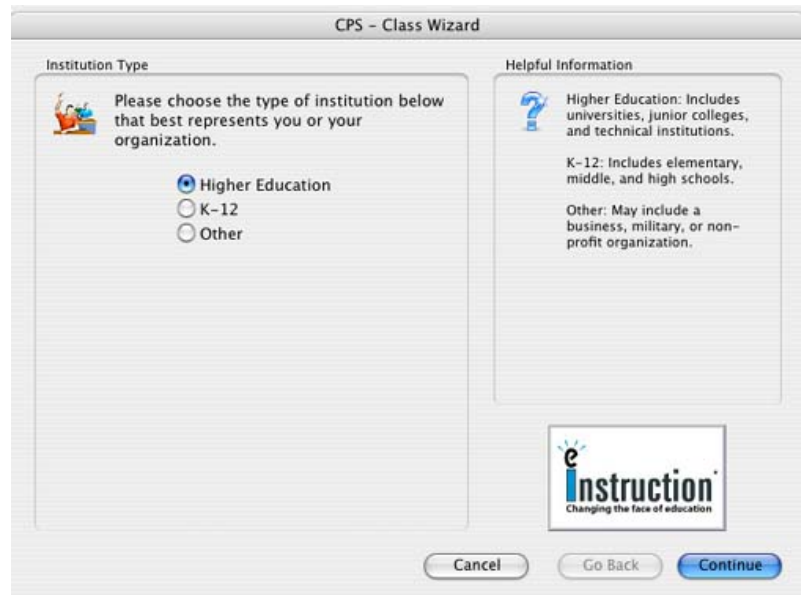
You can add classes of students to your database from the *Classes* section. When you click the *Classes* section, the following window appears if there are no previous classes entered. Note the split screen. The left side is the classes side and the right side is the students side.



CPS Classes section


Create a New Class

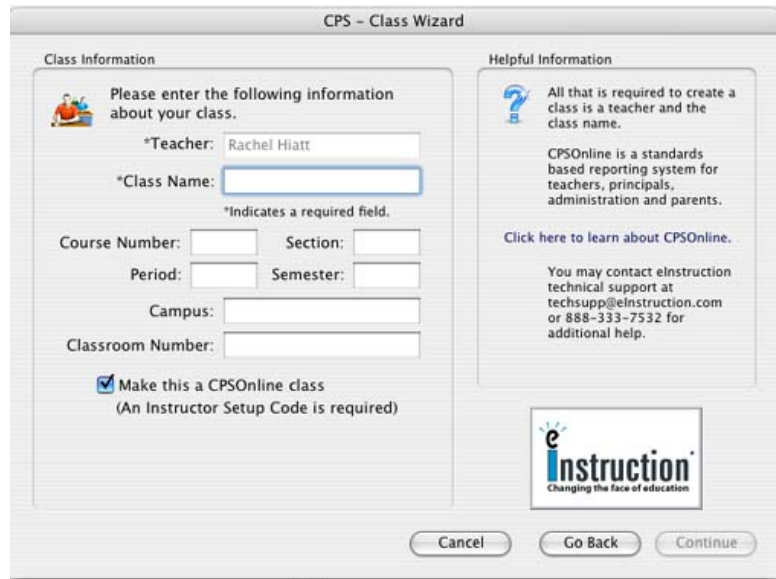
1. Click the **New...** icon from the Classes side of the screen (left side). The Class Wizard appears.
2. Choose your institution type and click **Continue**. You will be asked if you have a CPSONline username and password. If you do not have a username and password, click **No**. If you do have a username and password, click **Yes** and enter that information in the prompt area. Click **Continue** to advance to the next screen.



CPS Class Wizard Institution Type

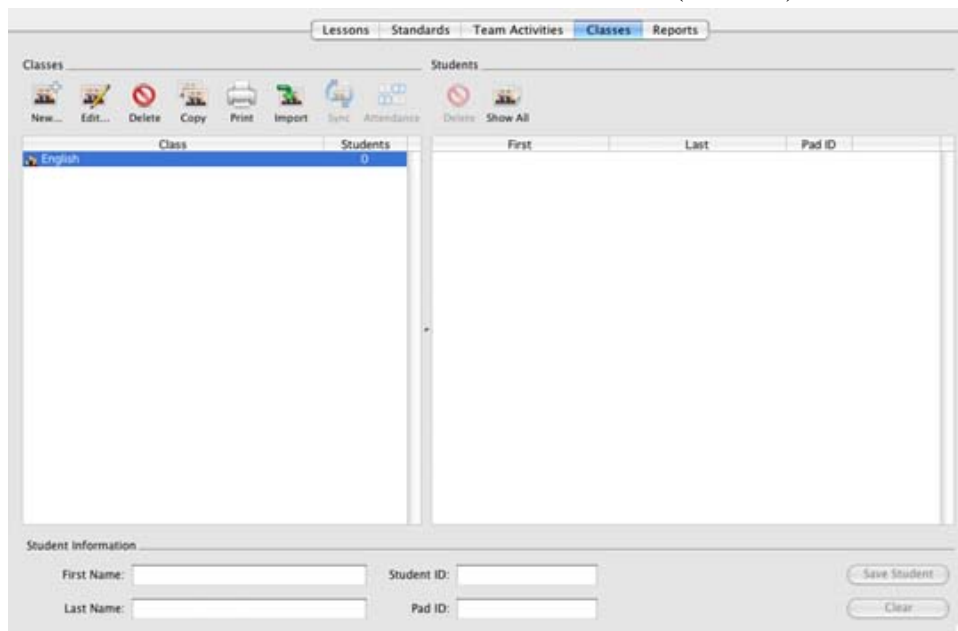
- Fill in the Instructor Information to create a new instructor profile. Only **First Name**, **Last Name**, and **Email Address** are required fields. Click **Continue** when you are ready to move on.
- Fill in the **Class Name** and any other information you would like to include. Click the **Continue** button.

 **NOTE:** If you do not want to make your class a CPSONline class, click the box next to the **Make this a CPSONline class** option to remove the checkmark.



CPS Class Wizard Class Information

- Click the **Continue** button again to create your class. Click **Done** to return to the **Classes** section. Your new class will be listed on the Classes side (left side) of the screen.



New class in the Classes section

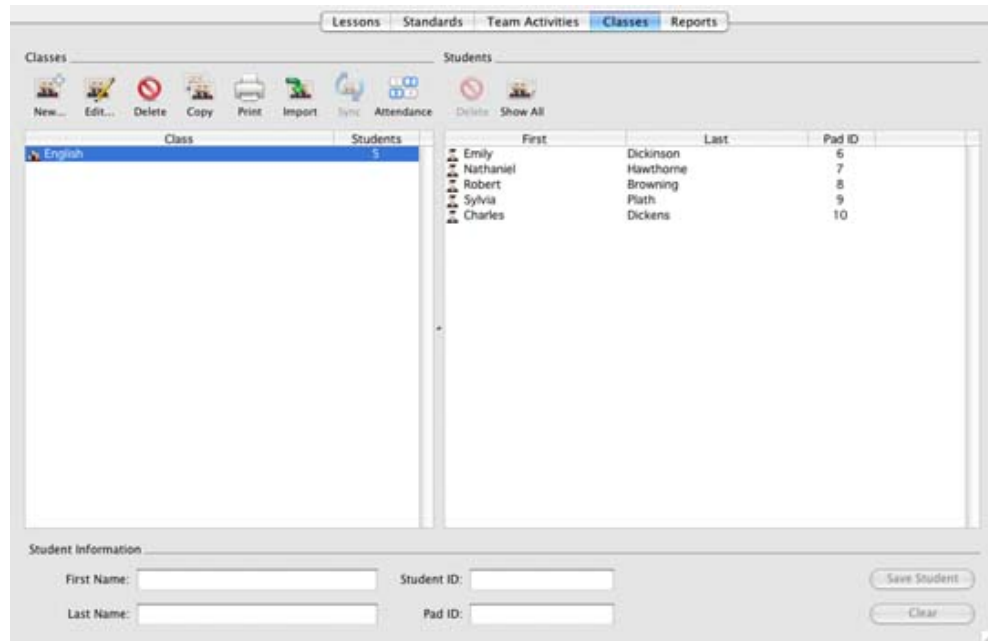
Remember, you can create as many classes as you need. Now that you have created a class name in the database, you will want to add students to that class.

Add Students to a CPS Class

1. Highlight the class name into which you want to enter the respective students.
2. Type in the information for the first student in the Student Information section at the bottom of the screen.
3. Click **Save Student** to save the student information.

 **NOTE:** The fields **First Name**, **Last Name**, and **Pad ID** are required, but the **Student ID** is optional.

Follow steps 2 and 3 to enter each additional student.



Class with five students

Class Roster Tips and Suggestions

- ◆ To edit and maintain your classes, highlight the respective class name and click the **Edit** icon and add or change information.
- ◆ To edit and maintain your students in a class, highlight the student's name and make any changes in the fields at the bottom of the screen. Make sure to click **Save** when you are done making changes.
- ◆ To delete a class name or a student, highlight the respective item and click the designated **Delete** icon for either the Classes side or the Students side.

C. The Standards Section

You can import state standards into your database via eInstruction's website. Please visit <http://www.einstruction.com> for more information.

Import Standards into Your CPS Database

1. Open the *Standards* section. Notice the split screen. The standards side (left side) displays all standards by name, while the questions side (right side) displays any questions associated with a standard name.

2. Click the database to which you want to import standards from the left side of the split screen.

3. Click the **Import...** icon. A pop-up menu appears.

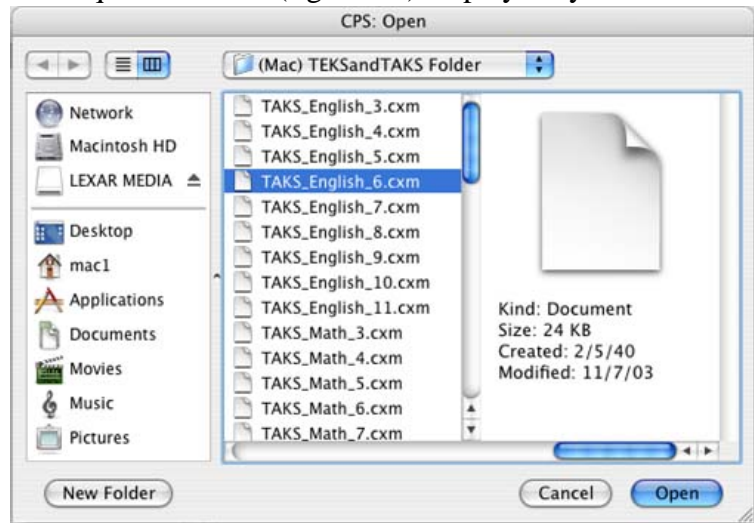
4. Choose **Import from PC CXM...**. The CPS: Open window appears.

5. Browse through your files until you find the standards you would like to import.

6. Click the **Open** button. The CPS: Import Standards window appears.

7. Click on the arrows next to each standard to see any child-level standards. Click in the boxes next to each standard you would like to import so that a checkmark appears in the box.

8. Click **Import**. The standards will appear in the standards side of the *Standards* section.



CPS: Open window to import Standards

D. The Lessons Section

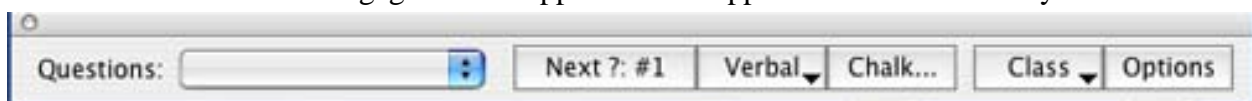
The *Lessons* section is probably where you will begin most of your CPS functions. From this section, you can

- ◆ Ask verbal questions during your class (instructional tool)
- ◆ Use a FastGrade answer key to accompany existing paper material (assessment tool)
- ◆ Use CPS questions as an instructional tool or as an assessment tool

Ask Verbal Questions during your Class

You can engage a lesson and deliver impromptu questions by using the **Verbal Questions** function. This allows you to ask questions during your lecture in coordination with existing questions from the textbook, from your own PowerPoint presentation, from a question database, or any other non-CPS question source.

1. Open CPS from your desktop icon and project it onto a screen or TV monitor.
2. Engage a lesson by clicking the **Engage** icon. The CPS Session Setup window appears.
3. Click **Start**. The Engage toolbar appears in the upper left-hand corner of your screen.



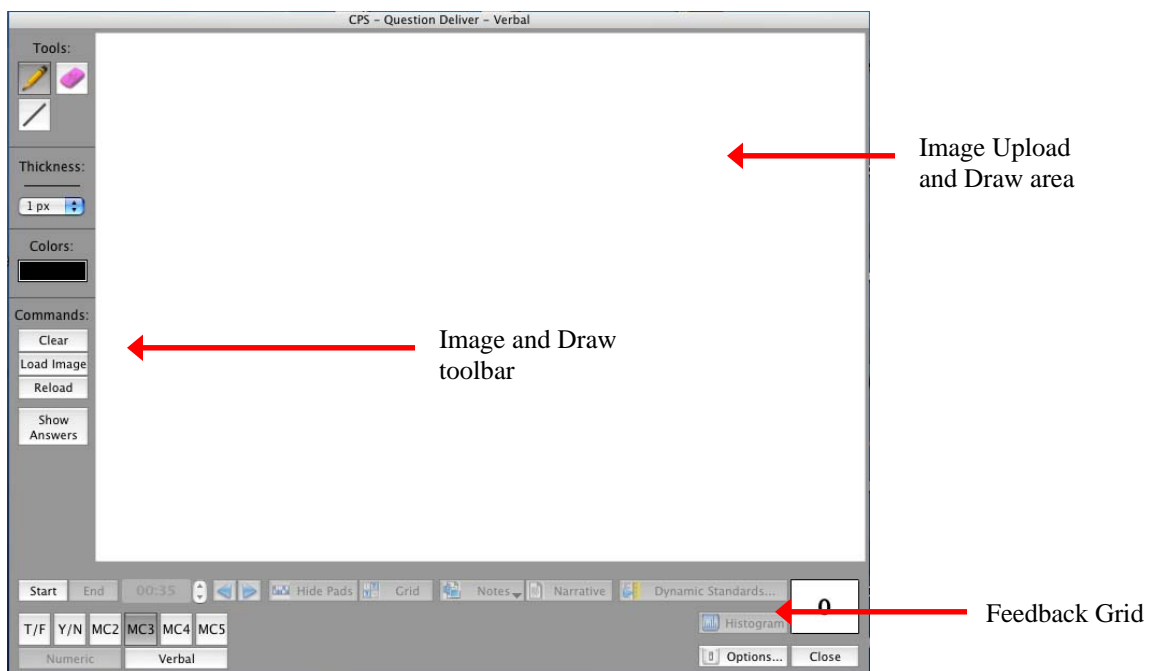
Engage toolbar

4. Click the **Verbal** button from the taskbar. A pop-up menu appears.
 5. Choose a question template from which to deliver your question:
 - ◆ T/F, No Graphics
 - ◆ Y/N, No Graphics
 - ◆ MC2, No Graphics
 - ◆ MC3, No Graphics
 - ◆ MC4, No Graphics
 - ◆ MC5, No Graphics
- The CPS Question Deliver – Verbal window appears.
6. Type in your question in the question box, and your answers in the question answer boxes. Alternatively, you can simply ask your question out loud and list the answers verbally. You are not required to type in a question and/or answers.
 7. Click **Start** to begin timing your question.
 8. Click **End** to stop timing the question.
 - ◆ To ask another question of the same question type, just click **Start** again. You can type in the question or answer stem boxes if you like.
 - ◆ You can also choose to change your question type to Chalkboard. For more information on the chalkboard format, go to the next section.
 - ◆ The data collected from this Verbal Questions session is available from the **Reports** section.
 9. Click **Close** to return to the Engage toolbar.

Chalkboard

The chalkboard format gives you the opportunity to draw or load images into the area provided while verbally asking questions for students to answer. Below are the steps to follow to engage in the verbal question’s chalkboard format:

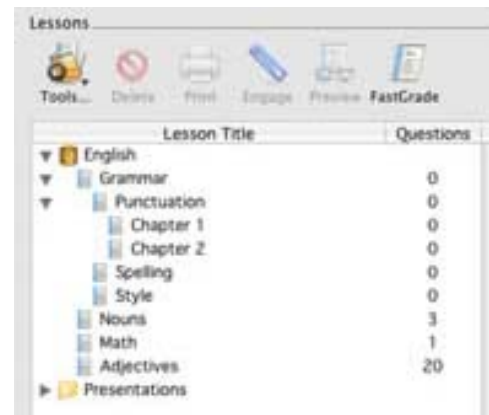
1. Follow steps 1-3 from the verbal question delivery steps above.
2. Click the **Chalk...**(chalkboard) button from the Engage toolbar. The Chalkboard Question Deliver - Verbal window opens. The illustration below shows the Chalkboard Question Deliver - Verbal window in Large Screen format.



- ◆ Change the question type using the **T/F**, **Y/N**, **MC2**, **MC3**, **MC4**, and **MC5** buttons in the bottom left corner.
 - ◆ You can upload an image by clicking the **Load Image** button or use the draw tools to draw an image in the area provided. Use these tools while verbalizing the question and answer choices.
 - ◆ Click **Start** and allow students the time they need to use their response pads to select an answer choice. If you decide to type in answer options for the question, use the **Show Answers** button to toggle between showing and hiding the answer options.
3. Click **End** when all the students have answered the question. The answer distribution window opens. From here choose a correct answer choice or leave the question subjective. In addition, you can view the performance feedback in multiple chart formats.
 4. Click **Close**.
 - ◆ To ask another question of the same question type, just click **Start** again. You can load or draw another image or use the existing one if you like.
 - ◆ You can also choose to change your question type to **Verbal**. For more information on the verbal format, go to the section above.
 - ◆ The data collected from this session is available from the **Reports** section.

Organizing Lessons from the Lessons Section

Lessons can be in outline or hierarchical form. *For example*, you could create a level of lessons titled for each subject that you teach. Then inside of each subject, you can create a level for Chapter 1, Chapter 2, and so on. Beneath each chapter level, you can create lessons that relate to sections within the selected chapter.



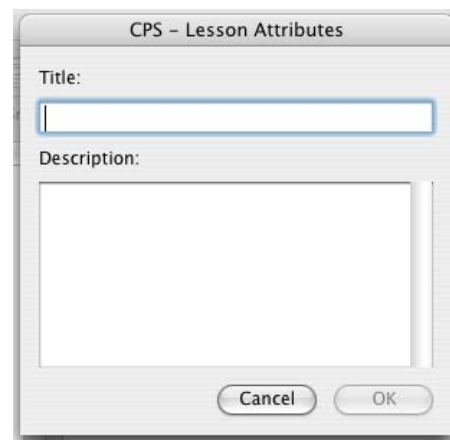
Lesson Title	Questions
English	
Grammar	0
Punctuation	0
Chapter 1	0
Chapter 2	0
Spelling	0
Style	0
Nouns	3
Math	1
Adjectives	20
Presentations	

Database with Lessons arranged in a hierarchical form

Create Lesson Names

To create a new lesson

1. Highlight the database name (CPS Lessons.cps) seen in the left section of the screen and click the **Tools...** icon.
2. Select the **New Lesson...** command from the pop-up menu. The CPS - Lesson Attributes dialog box appears.
3. Type the **Title** (For example, Grammar) and any description (optional).
4. Click **OK**.
5. Follow Steps 1-4 to create other lessons for subject names such as Earth Science or Language Arts.



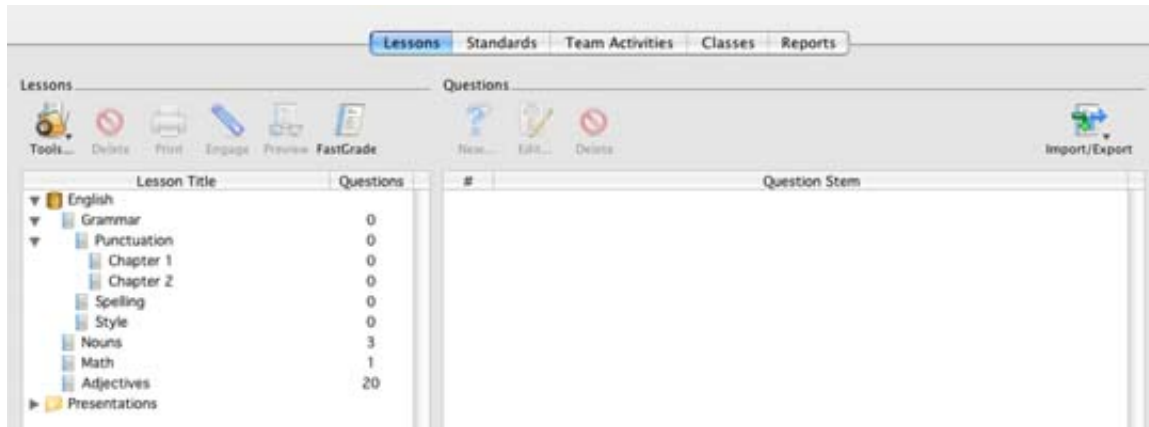
CPS - Lesson Attributes

Title:

Description:

Cancel OK

CPS Lesson Attributes window

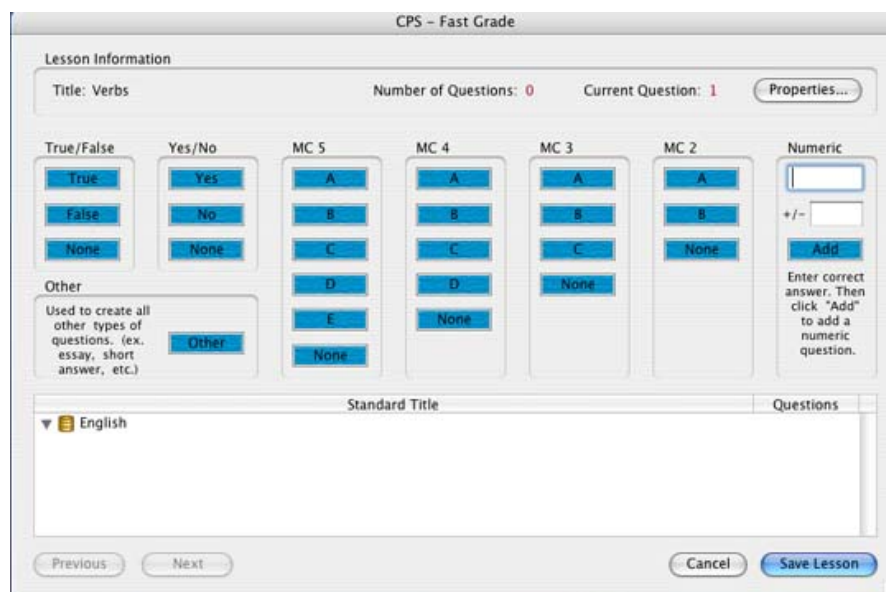


Lessons tab with Newly Created Lessons

Use FastGrade from the Lessons Section


The CPS FastGrade feature is ideal for use with existing hardcopies of course material. FastGrade lets you make an answer key of the hardcopy material. Then you can hand out the hardcopy or present the data in some other format and still use the CPS response system to record performance. Not only is FastGrade an excellent way to grade tests students take in class, it is also an easy way to grade homework.

1. Open CPS to the **Lessons** section.
2. Select a lesson to which you would like to create a child-level lesson, or just select the database to which you would like to add a new lesson.
3. Click the **FastGrade** icon on the lessons side (left side). The CPS Lesson Attributes window opens.
4. Give a lesson title to your homework, test, or set of questions (the description is optional).
5. Click **OK**. The CPS FastGrade window appears.



FastGrade window

- Click on the answer button for the first question. Make sure you are using the correct question template, MC5, MC4, MC3, MC2, True/False, Yes/No, Numeric, or Other (used for essay or short answer questions).

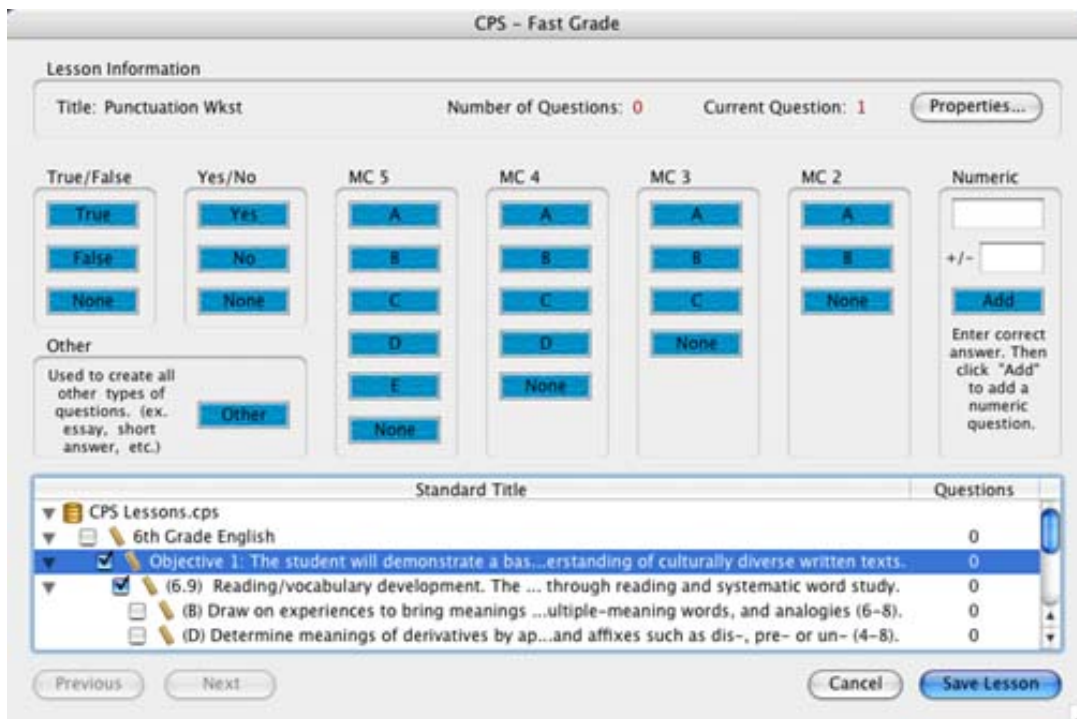
 **NOTE:** After you click on the answer for Question #1, the **Current Question #** counter automatically changes to Question #2.

- Click **Save Lesson** when you are finished inputting the answers.

CPS will create your answer key as a lesson.

Associate Standards with a FastGrade Lesson

You can access standards from your open database to associate with FastGrade lessons.



Standard Title	Questions
▼ CPS Lessons.cps	
▼ 6th Grade English	
▼ <input checked="" type="checkbox"/> Objective 1: The student will demonstrate a basic understanding of culturally diverse written texts.	0
▼ <input checked="" type="checkbox"/> (6.9) Reading/vocabulary development. The student will demonstrate a basic understanding of culturally diverse written texts.	0
▼ <input type="checkbox"/> (B) Draw on experiences to bring meanings to multiple-meaning words, and analogies (6-8).	0
▼ <input type="checkbox"/> (D) Determine meanings of derivatives by applying affixes such as dis-, pre- or un- (4-8).	0

Associate Standards to FastGrade questions

If the same standard applies to all the questions in your FastGrade lesson, simply put a check mark by the objective, standards, and sub-standard that apply before inputting the correct answers for your hard copy questions.


If different standards apply to different questions in the same FastGrade lesson, make sure to place a check mark in the appropriate boxes before inputting the correct answers for your hard copy questions.


Now your class can work questions on paper at their own pace. When you are ready to grade the lesson, highlight the lesson name and click the **Engage** icon from the **Lessons** section.



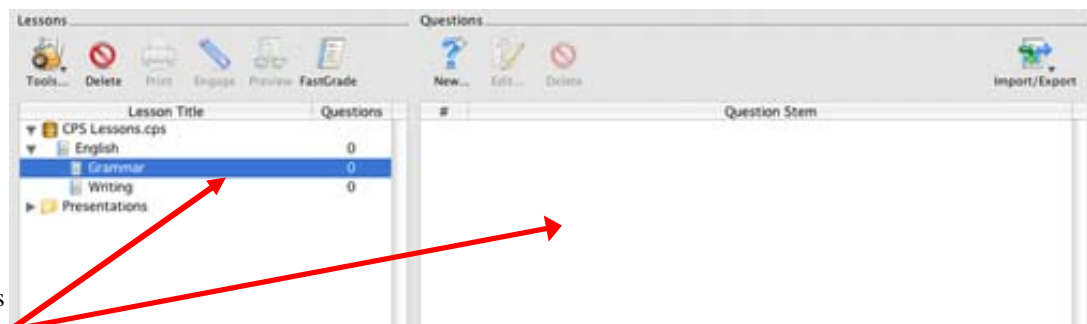
Develop Questions inside a CPS Lesson

After you have created lessons, you will need to add questions to the lesson.

 **NOTE:** If you want to create a child-level lesson within any other lesson, make sure you highlight the lesson you want to receive the sub lesson.

 **NOTE:** When you highlight a lesson on the left hand side, the screen on the right side displays all the items (questions and other lesson names) for that lesson.

Create a new lesson inside one of your other lessons, such as “Grammar” under the “English” lesson.



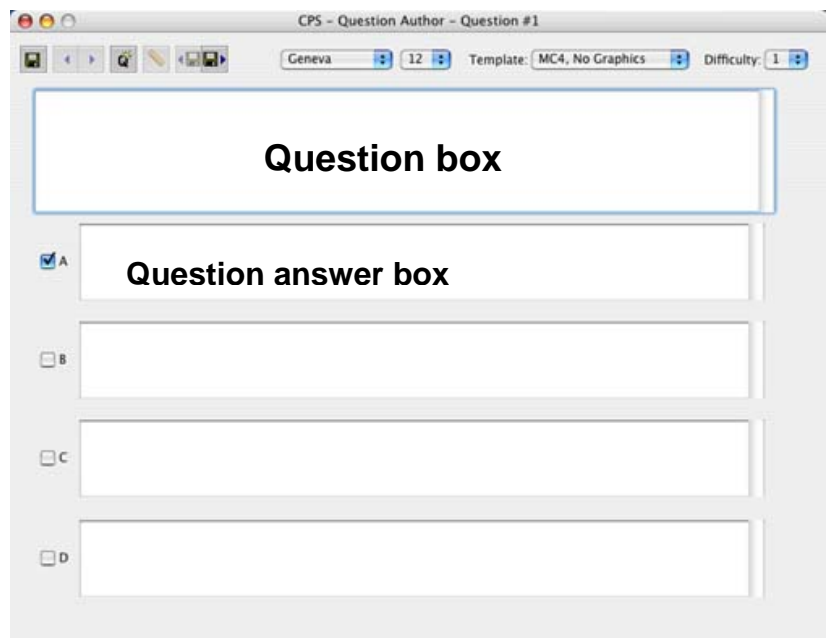
Notice that no questions are associated with this lesson.

Lesson with no questions

Create Lesson Questions

To create lesson questions

1. Open CPS from your desktop icon.
2. Choose the database to which you would like to add lesson questions and click the **Lessons** section.
3. Select the lesson to which you would like to add questions.
4. Click the **New...** icon from the questions side (right side) of the **Lessons** section. The CPS Question Author window will appear.
5. Choose your question template from the **Template** pull-down menu. The CPS Question Author window will change to your chosen template.



CPS Question Author window

6. Type your question in the Question box of the CPS Question Author window.
7. Type your answers in each of the question answer option boxes of the window.
8. Click the box next to the correct answer to make a checkmark appear. CPS will now recognize that answer as the correct answer to the question.
9. Click the **Save** icon and close the CPS Question Author window to return to your lesson. Your new lesson questions will appear in the questions side of the *Lessons* section.

Question Authoring Functions

You can use the Question Author toolbar in the CPS Question Author window to change your question template; edit the size, color, or type of font; associate standards to your question; or navigate through your created questions. The Question Author toolbar, located at the top of the CPS Question Author window, has the following icons and functions:



Save Question icon: Click this icon to save all of your questions.



Move to Previous/Next Question icons: Use these icons to navigate through your questions.



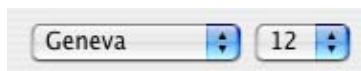
New Question icon: Click this icon when you would like to create a new question. You can also use the **Save and Move to Next Question** icon to create a new question.



Associate Standards icon: Click this icon to associate imported standards with your question. For information on standards, please see the [Associate Standards](#) section.



Save and Move to Previous/Next Question icons: Use these icons to save and navigate through your questions. Clicking the **Save and Move to Next Question** icon creates a new blank question.



Text options: Use the pull-down **Text** menu and pull-down **Font Size** menu to change your question font or font size.

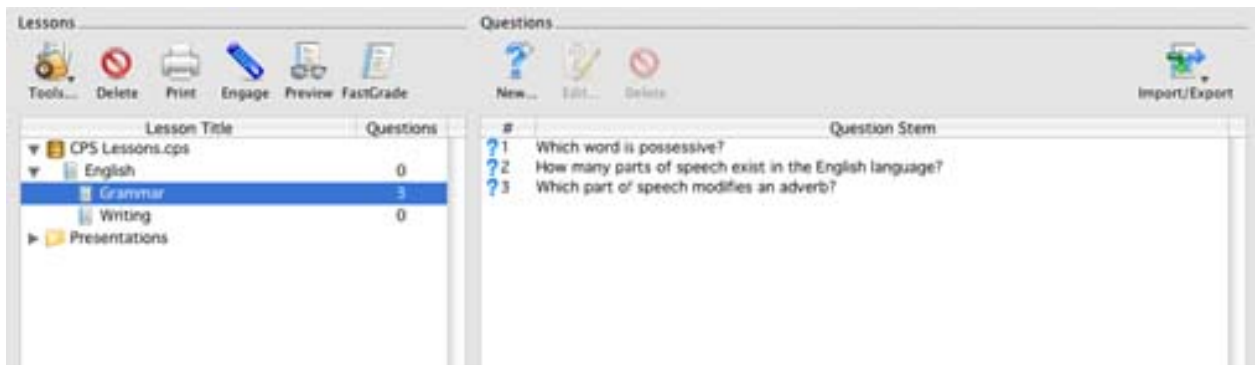


Template: Use this pull-down menu to choose a question template.

Choose the Template you want to use for each question and type in the text for your question and the respective answer choices and choose the appropriate icon for the function you want to perform.

If you choose a Template with a graphic box, just click in the gray area of the graphic box and browse for your graphic. The graphic must be somewhere on the local hard drive of your computer.

After saving the questions from our Sample Question list and closing out from the Question Author window, your **Lessons** section will look similar to the following screen. In the illustration below, the “Grammar” lesson has three questions.




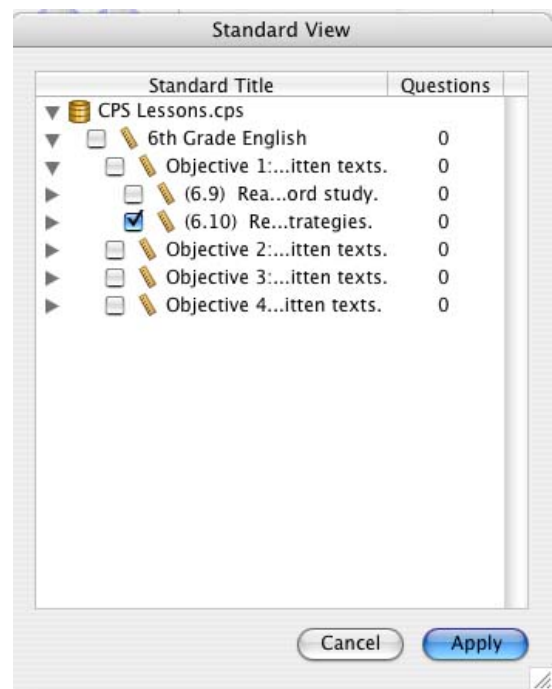
Grammar lesson with three questions

If you highlight the database name on the left side you see a list of all the parent lessons with the number of questions in each lesson to the right.

Associate Standards to Question

After you have typed in a question and answer options, you can associate specific learning standards to a question using these steps:

1. Click the **Standards** icon  from the CPS - Question Author window. The Standard View window appears.
2. Use the arrows beside the standards to view child-level standards.
3. Click the box next to each standard you would like to associate with the question so that a checkmark appears beside the standard.
4. Click **Apply** to associate the standards to the question.
5. Review the standards associated to your question by opening the Question Author window and repeating steps 1 and 2.

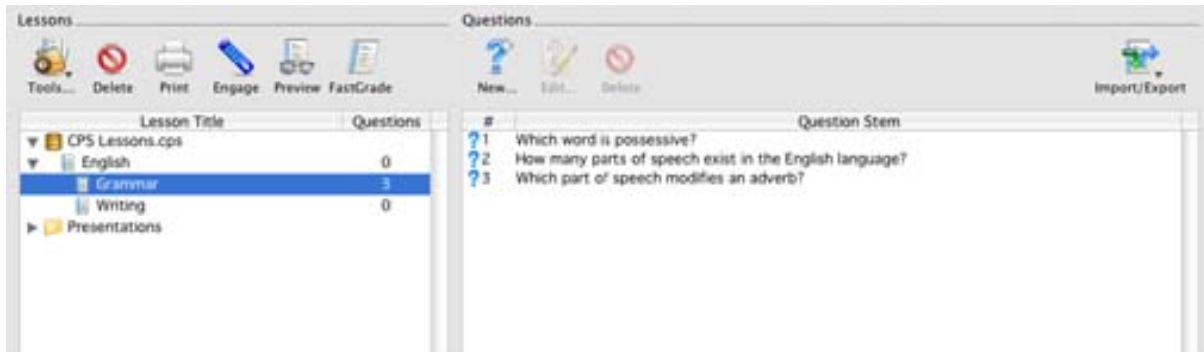


Standard View window

E. Deliver CPS Questions with Reports

Now that you can create lessons and questions, you can deliver them to students during your lecture. You can use your lessons and questions in CPS to re-enforce your lesson or gauge student comprehension.

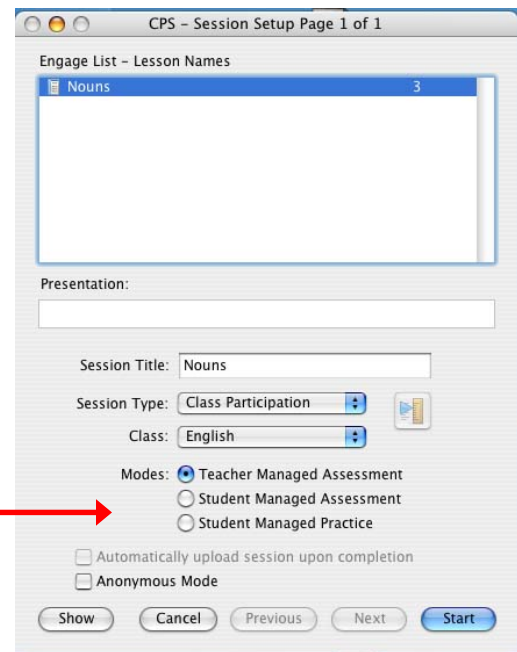
1. Open CPS to the **Lessons** section and choose the specific lesson or sub-lesson that you want to deliver.



Lessons tab with Grammar lesson selected

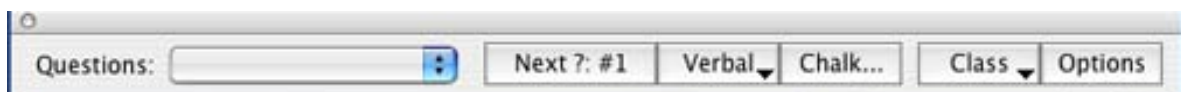
2. Click the **Engage** icon to start a session that will record data in reports. The CPS Session Setup window opens.

Choose an Assessment Mode in which to deliver your lesson.



CPS Session Setup window

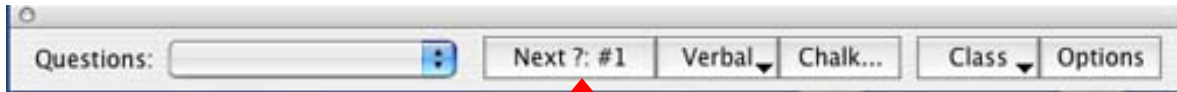
3. Click **Start** after you have selected your Assessment Mode, Session Type, and Class. The Engage toolbar appears.



Engage toolbar

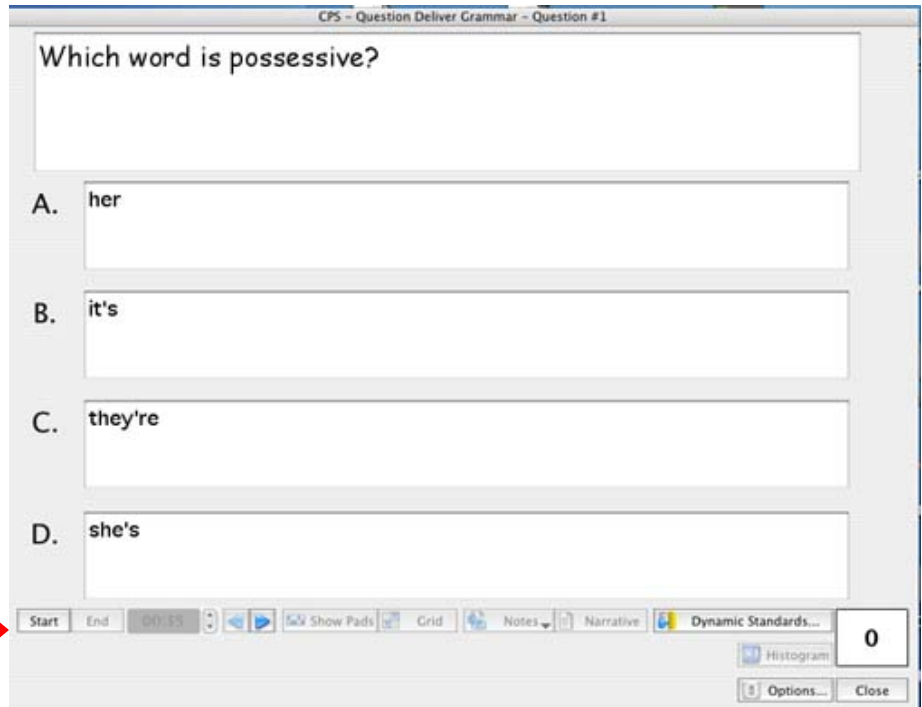
- The toolbar initially appears in the upper left corner of your screen, but you can drag it to any place on your screen.
- You can use the toolbar in conjunction with, or overlaid onto, other software. (e.g., PowerPoint, Word, Excel, or a DVD movie)

4. Use the Engage toolbar to deliver the first question by clicking the **Next ? : (#1)** button. The CPS Question Deliver window appears.



Click here

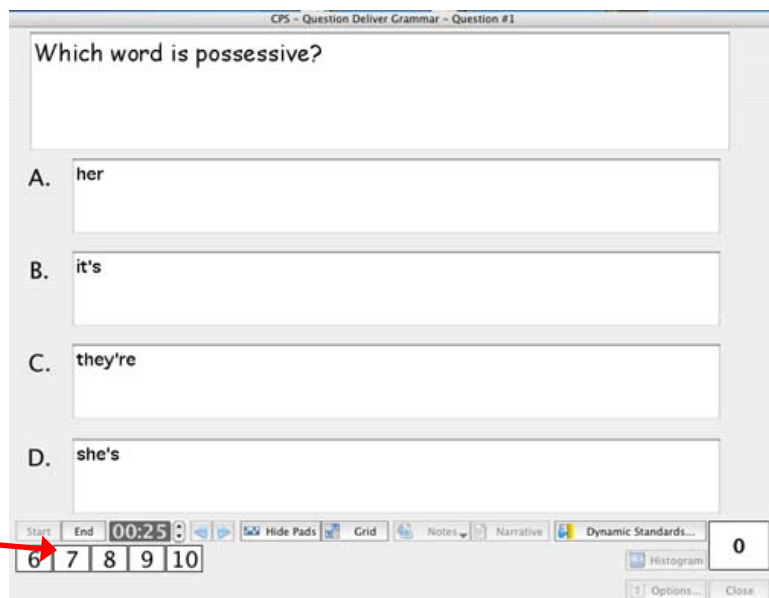
The question is delivered to the screen, overlaying the current screen.



Start button

CPS Question Deliver window

5. Click **Start** to engage the students. The Feedback Grid appears at the bottom of the question.



Feedback Grid

CPS Question Deliver window

6. Click **End** to stop student responses from being recorded.

The results are written to the CPS database and retained for reporting purposes. You can review these from the **Reports** section.

Other Options of the CPS Engage Taskbar

Delivering Spontaneous Questions

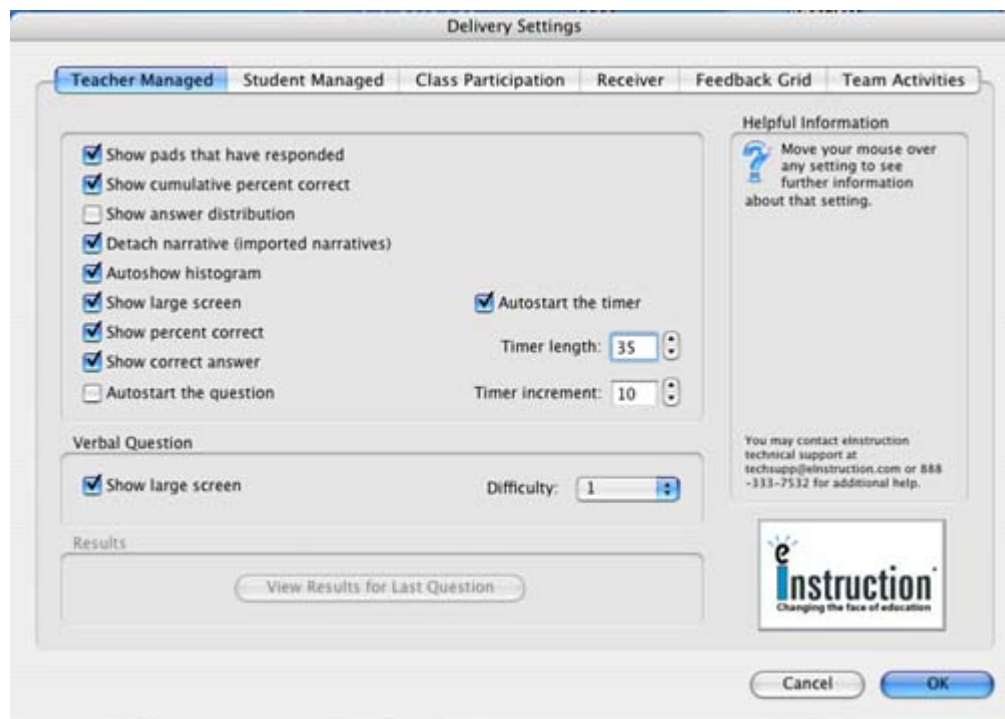
From the **Verbal** button, you can verbalize a question or type in a question for your class to engage in.

From the **Chalk...** (Chalkboard) button, you can draw or load an image in the space provided while you verbalize a question for the class to engage in.

Various Feedback Results and Settings

From the **Options...** icon, you can adjust the delivery settings of your questions.

Teacher Managed Options section



Teacher Managed tab from the Delivery Settings window



- ◆ Highlight the pads that have responded
- ◆ Display Cumulative box on screen bottom
- ◆ Show distribution to right of answers
- ◆ Start the question without clicking **Start**
- ◆ Start the timer without clicking **Play**
- ◆ Show full question screen
- ◆ Display % Correct box on screen bottom
- ◆ Display of check mark for correct answer
- ◆ Using a class of any size, you can display the ballot grid in a separate window
- ◆ If using a class with more than 32 students, you can auto show the Feedback Grid for all students
- ◆ Show the histogram with the feedback results charted automatically
- ◆ Adjust timer length and increment.

Student Managed Options section

In Student Managed mode with CPS, students automatically go from one question to the next when they answer with their pads. This function is available by default when this option is *not* selected.

If you and they would rather go to the next manually by clicking the arrow button from their response pad, then select the **Manual Advance to Next Question** option from the **Student Managed** section.

Feedback Grid Options section

During a Verbal Question session you can display the question and answer window as well as the Feedback Grid *or* you can simply display the Feedback Grid. If you choose this option, CPS will display the question and answer portions of the window as well as the Feedback Grid.

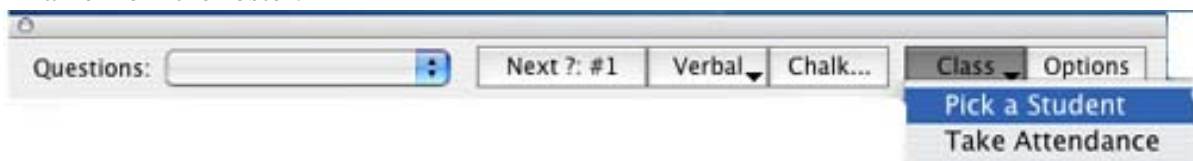
When you deliver a lesson with more than 32 pad ID values, the Feedback Grid switches from one 32-pad ID panel to another so that it displays all pad ID values from a roster. You can set the time interval from 1 second between panels to 5 seconds between panels.

Com Port

CPS for Mac automatically detects your COM settings. However, if you need to readjust your COM settings, you can do so from the **Receiver** section in the Delivery Settings window.

Randomly Select a Student

Click the **Class...** button and then choose **Pick a Student** to randomly display a student's name from the roster.



Randomly pick a Student from the Engage toolbar



F. Team Activities

CPS has made it easier than ever to get your students to learn without realizing it! Using the time-honored method of healthy competition, get your students to learn the course material while having a fun time in your class. You can organize your class into teams of students, or let individual students compete. Everyone wins!

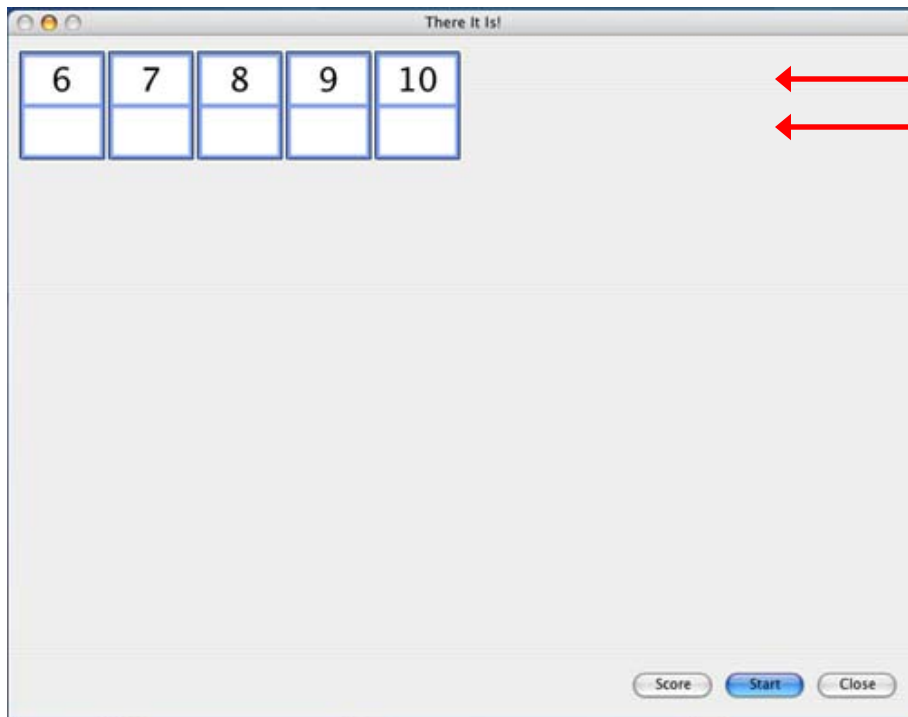
There it is! employs the Student Managed Assessment mode in a fastest-finger format. Each team or student answers a different question at a time; so shouting out responses is useless.

- ◆ The first team/student to correctly respond to their own question gets 25 points.
- ◆ Teams/Students who answer correctly but did not answer first get 20 points.
- ◆ Teams/Students who did not answer correctly or did not answer at all get 0 points.

The points accumulate over the There it is! session to determine the winner.

There it is! Delivery

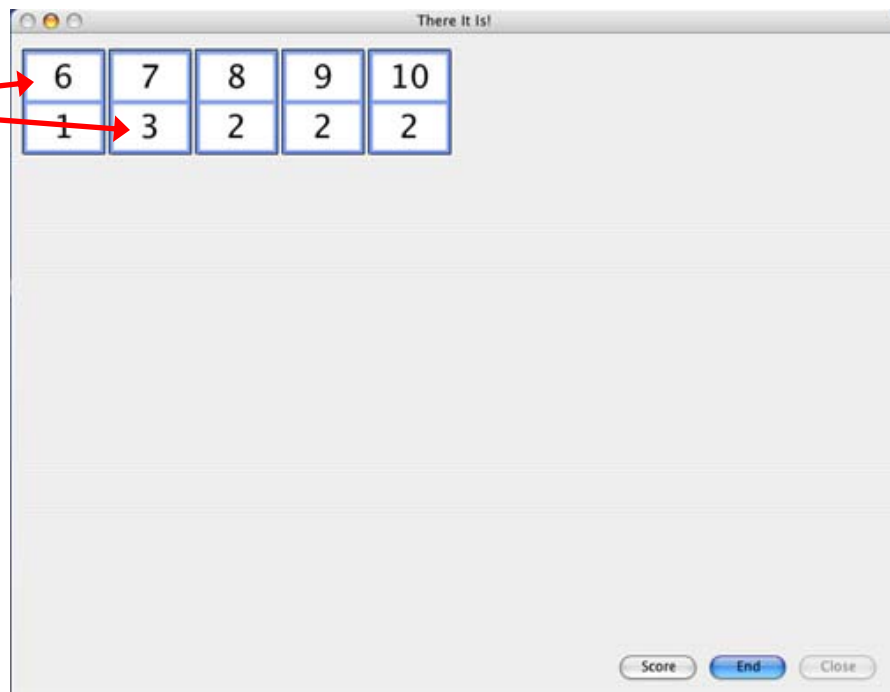
1. Start CPS from the desktop icon and project CPS to a large screen or TV monitor.
2. Give your class a print out of the course material they will be answering during the There it is! session.
3. Open the CPS database that has the coordinating session of questions in one of the following delivery options:
 - ◆ FastGrade lesson to accompany hard copy material (paper tests, homework, quizzes)
 - ◆ Lesson of questions
 - ◆ Standard of questions
4. Click the ***Team Activities*** section.
5. Find and highlight a lesson that has questions in it you would like to present to your class. Remember, this can be a FastGrade lesson.
6. Click the **Engage** icon from the top of the ***Team Activities*** section. The CPS Session Setup window appears. **Session Title** indicates what name you can look under for session data from the ***Reports*** section.
7. Choose one of the **Session Types** to identify the purpose of the session.
8. Choose a **Class** that you would like to engage.
9. Click **Start...** after you have selected your session setup options. A window opens and displays a student managed assessment board, consisting of pad ID numbers (top row of each row) and question numbers (bottom row of each row):



There it Is! Initial Delivery window

10. Click **Start** from the Delivery window. A new delivery window opens and displays the pad ID numbers with different questions:

Notice that Pad 6 is answering Question #1 while Pad 7 is answering Question #3.

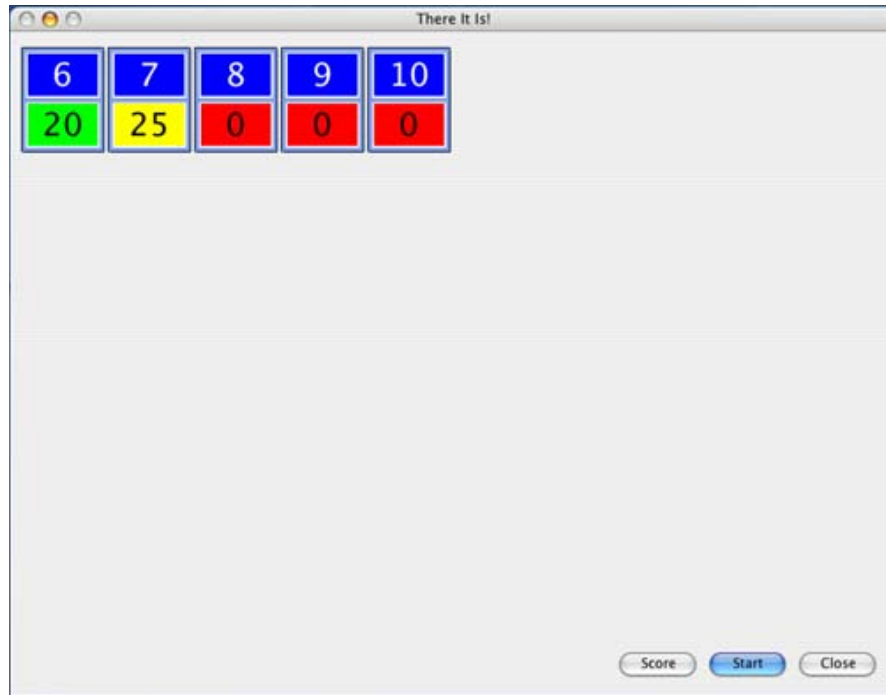


There it Is! window with different questions displayed for different pad numbers

As teams/students answer their own question, their pad ID turns blue. They can change their response anytime before you end this question delivery.

11. Click **End** when all teams/students have responded.

The point values awarded to the teams/students for their responses are displayed:



There it Is! Responses

- ◆ Pad ID 7 received 25 points for answer correctly first.
- ◆ Pad ID 6 received 20 points each for answering correctly but after pad ID 7.
- ◆ Pad IDs 8-10 did not get the answer correct, so they received 0 points.

At this point you can click **Score** to see the name of each person or team responding and their points, or you can click **Start** again to go onto the next question.

When you deliver the next question, each pad ID gets a new and different question than they had before and from anyone else in the class.

When the last question has been answered, the **Start** button is deactivated and the only option is to review the **Score** or **Close** the game.

The Score is tallied for each participant:

12. Click **Close** from the Score window and from the There it is! Delivery window.
13. Click **Yes** or **No** to display question that were answered incorrectly by the



There it Is! Score window

participants.

- ◆ If you click **No**, you can review the session data from the *Reports* section.
- ◆ If you click **Yes**, the questions missed are displayed in a teacher managed delivery format. Students can respond but their answers are not saved or recorded as session data.

Helpful Hints Using CPS

Below are answers and guidance to common questions:

- ◆ Don't feel obligated to have every student respond to every question—give a little notice and terminate the response cycle.
- ◆ When using CPS, use it smoothly across your session. That is, don't wait until the end of class then ask 10 questions very fast. Keep your students alert by continuously involving them throughout the session.
- ◆ Vary the activities. *For example*, use the Team mode and divide up the class, then have them compete with each other. Show results and urge collaboration: the real world works best with teamwork.
- ◆ Use the Cumulative Class Percent Correct as an incentive. *For example*, if they finish above a certain percentage, you may reduce the homework or provide extra points.
- ◆ Let the students create some Verbal questions in teams for delivery to the class over a specific topic.
- ◆ Manage the class. *For example*, do not permit students to shout out, provide answers for others, or allow excessive celebration. It is your class and you set the rules for conduct independent of the instructional tools you use. Make sure this is a positive tool not a negative situation.
- ◆ Manage your response pads. Have the students always retrieve and return the pads to the same place. A visual check is very easy based on the layout of the response pad carrying case.