

Basic Start-up Instructions

** If you ever need more assistance, the eInstruction Corporation offers excellent tutorials at this website: www.einstruction.com/support_downloads/training/cps_k12.html or you can click on the Online Tutorials once inside the CPS program

TO SET UP A CLASS

- 1) Click on the **Prepare Tab**
 - a. Click on the **Class & Student** tab
 - i. Located on the Ribbon, there will be a green plus sign with the words **NEW** under, Click here
 1. Select **CLASS**
 - a. Select **K-12**, click next
 - b. **Enter Class Name** (generally the class period, and all the information you need to enter)
 - c. Click **Next** for the subsequent two sections
 - i. IF YOU WANT TO CREATE MORE CLASSES without having to follow these steps, there is an option box to click titled "I want to create another class"

TO CREATE STUDENTS

- 2) Click on the **Prepare Tab**
 - a. Click on the **Class & Student** tab (**Make sure you have selected the correct class period you want to work in by clicking on that class**)
 - i. Located on the Ribbon, there will be a green plus sign with the words **NEW** under, Click here
 1. Select **STUDENT**
 - a. **Enter all your students names** into their correct class period

TO SET UP YOUR RECEIVER

- 3) **Plug the CPS Receiver into a USB port on your computer (HINT: place the receiver somewhere high so all students can aim at it)**
 - a. Click along the main task bar on **Settings**
 - i. Click **Delivery Options**
 1. There will be an option along the tabs called **Receiver**, Click here

- a. Click on the option **Detect CPS Receiver**
 - i. **IF you get a green check mark- you are set!**

Helpful hint: Always do a sample run of your test before you try to give the test.....

CREATE A LESSON/ASSESSMENT

- 4) Click on the **Prepare Tab**
 - a. Click on the **Lesson & Assessment** button
 - i. Click on the **New** button (green plus sign on the ribbon) **YOU MUST SELECT THE FOLDER YOU WANT THE LESSON TO BE PLACED IN!!**
 - ii. Select **Lesson**
 1. **Place your title**
 - iii. **TO CREATE QUESTIONS**
 1. Click now on the **title inside your folder** to highlight or select
 - a. **Click New**
 - i. **Select Question**
 1. **Enter in your questions**
 - a. **REMEMBER:**
 - i. Always select the right answer
 - ii. Select what type of question you want (MC/T-F/Y-N)
 - iii. **SAVE!!!**
 2. To create a new question
 - a. Click **New** inside the **question box** (not on the outside ribbon)

TO START A LESSON

- 5) Click on the **Engage Tab**
 - a. Click on the **Lessons & Assessment Tab**
 - i. **Check the box** of the lesson you want to use
 - ii. Back on the Ribbon, **Select the class** and **what type of activity** you want this to fall under
 - iii. Next to this section, there is a button labeled **ENGAGE**
 1. **DON'T PANIC!** Your CPS program will disappear and be replaced by a small ribbon on the top of your screen.
 2. To begin with questions, there are two options
 - a. **Click Next (#1)** to start **or Question** to begin at a specific question other than 1

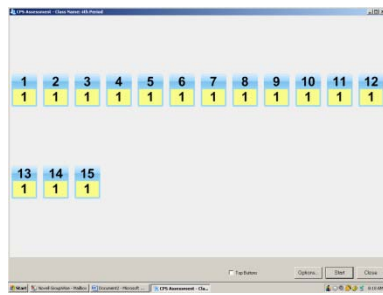
STUDENT PACED ASSESSMENTS

6) Click on the **Engage Tab**

a. Click on the **Lessons & Assessment Tab**

- i. **Check the box** of the lesson you want to use
- ii. Back on the Ribbon, **Select the class** and **what type of activity** you want this to fall under
 1. Instead of selecting the engage button like before, you will need to click on the **Assessment Setup** button to the left of the Engage button
 - a. **Select Student Paced**
 - i. Then you are ready to select **Engage**

Your Screen should look like this:



Helpful info I had to figure out on my own!

- 1) The number shown on the students “desk” is the number the student is ON, it will automatically advance a student once they have answered a question
- 2) -A Yellow Number: Unanswered question
-A Flashing Green Number: The answer you have given was changed (it should then change to blue)
-A Blue Number: The question has been answered
- 3) ALWAYS have a sample run for students to get use to the test... make sure they are very careful!

TO FIND TEACHER DATA

1. Click on the **Report Tab**

- a. Make sure you are under the Reports tab above the ribbon
- b. Select the **Session Title and Class** period you wish to generate
 - i. A pop-up screen will appear. **Select what form of data you wish to look at**
 1. Once selected, click **Preview**