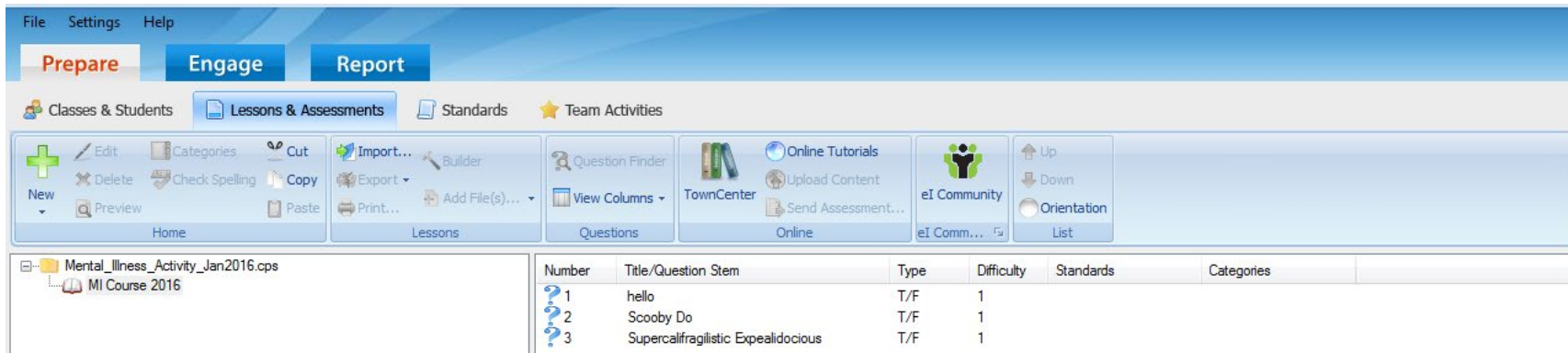# Using CPS Software

Creating a CPS Activity

At the **Prepare** tab > Select **Lessons & Assessments.**

At **File** menu (upper left) Click **New Database** > **New CPS File** dialog box opens.

In **New CPS File** dialog box, enter and save the file name of the course.
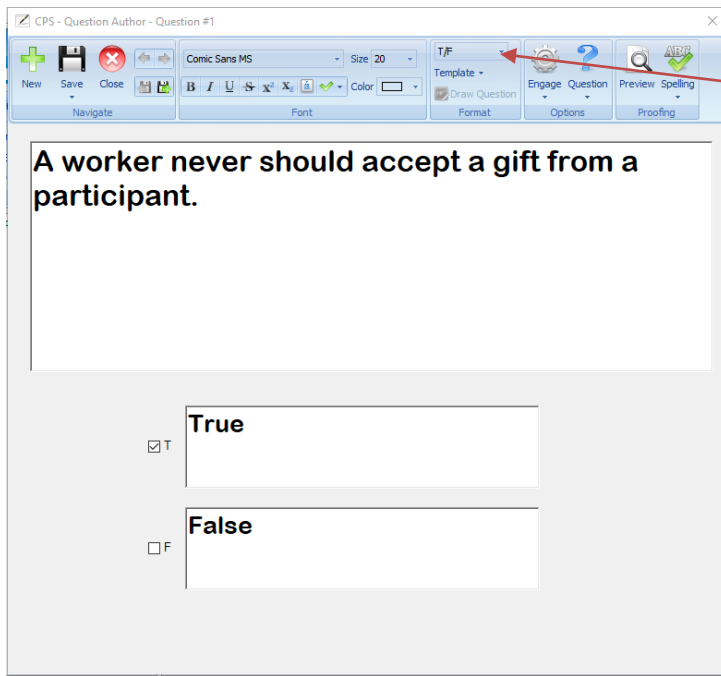

The course name appears with a folder icon in the navigation menu at left.

Right click on the folder/course name or use the New button (plus sign) dropdown to create a **New** > **Lesson** (this will be the activity).

Enter a shortened version for the course name as the Title.

Right click **Lesson title** or use the New button dropdown to create the activity's **New** > **Question.**

Use the dropdown on the **Question Author** dialog box to select whether the question will be T/F, multiple choice (M/C), Y/N, etc.

Type the question or statement into the large box. Adjust your font style, color, and size as needed.

Type the answer choices in the boxes below. Select the correct answer by checking the box next to it.

If you want to add images to the question or answers, use the Template dropdown to choose an **Add Graphic** template. Note: You cannot add images for T/F answers.
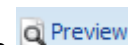
Use the tools in the upper left of **Question Author** dialog box to create/add a new question (green plus sign), save a question or save and close, or close the **Question Author** dialog box.

Each question you create displays on the right side of the main CPS **Lessons & Assessments** screen. You can edit, delete, and change the order of questions from there.
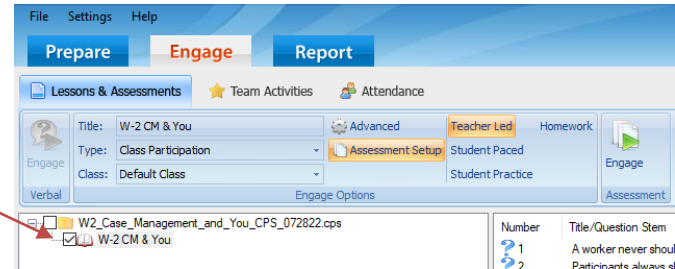
Use the Preview button in the Preview **Question Author** dialog box or from the main **Lessons and Assessments** screen to see how your questions display.
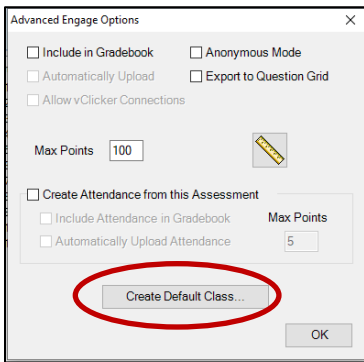
Create Classes for Both Sets of Clickers

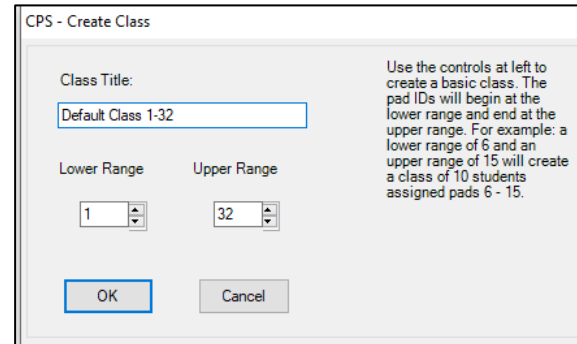Click on the **Engage** tab. Select the Lesson title (this displays all questions to the right).

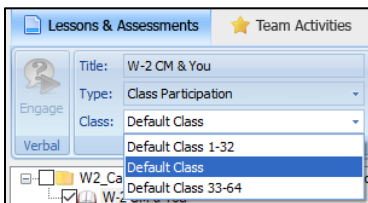Click Advanced to open the **Advanced Engage Options** dialog box.

Then, click Create Default Class.

For the Class Title, type Default Class 1-32. Ensure the Lower Range value is 1 and the Upper Range value is 32. Click OK. Click Create Default Class, naming this one Default Class 33-64 and changing the Lower Range to 33 and Upper Range to 64.

You can double check that you created both sets by clicking on the Class dropdown to see both options.
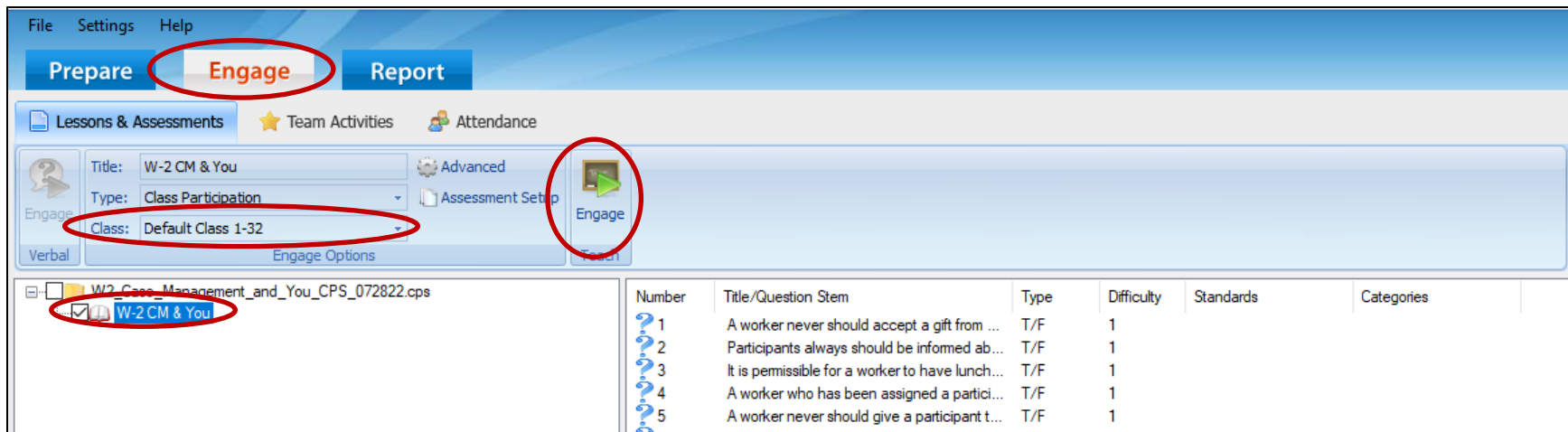
Presenting a CPS Activity

When saving the CPS activity to your computer from the S drive or Trainer Curriculum page, be sure to save both the activity file and the images file (if included) in the same folder.

Open the CPS activity by double click on the file or opening the eInstruction > CPS software on your computer and using the File menu to find the file on your computer. An online **CPS Help** window displays when you open the software. If there are questions not answered in this document, be sure to use the **CPS Help** when preparing your **Lesson**/activity and engaging your class with the activity.
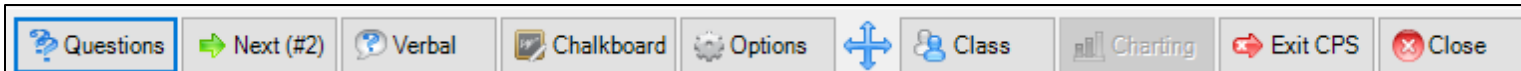
Ensure the external CPS plug-and-play system is connected to the computer displaying the activity.
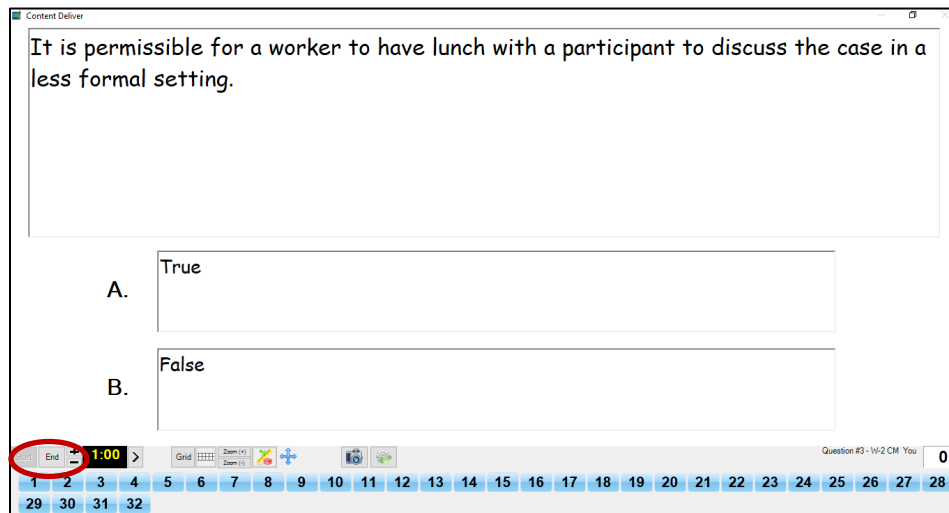

Under the **Engage** tab, select the activity listed under the folder for the class. You know when you've done this because the questions display to the right.

Use the **Class** dropdown to select the correct class based on your set of clickers (1-32 or 33-64).

Click the Engage button. CPS will search for receivers/clickers. Then, CPS opens the **Content Deliver** window and toolbar.
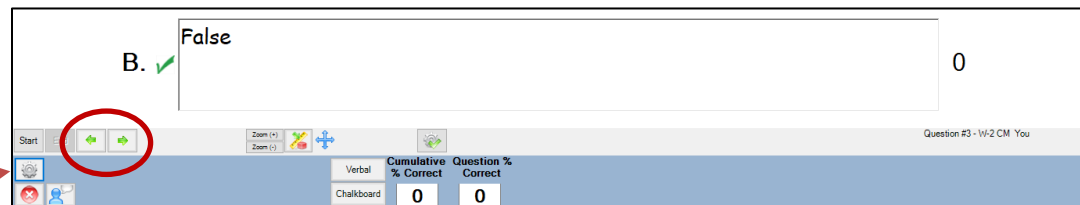
From tool bar, select the first question from the Questions or Next button to start the first question.

Instruct leaners to select their answers and to submit. When a learner answers the number associated with their clicker will turn dark blue on the bottom of your screen.

Click the End button to close the question and display the correct answer. This ends the opportunity to answer question and gives feedback

Click the green arrow to move to the next question or the red X button to close out of the presentation delivery.

When on this screen, you can access Delivery Options dialog box by clicking on the Gear button. Some helpful settings include:

- **Teacher Managed** tab: uncheck Auto Start Timer (this allows you to manually end questions, check Auto Start Question (this allows learners to start submitting answers as soon as you display the question).
- **Receiver** tab: Check the Power Off the RF clickers on program exit option. This will automatically turn off learner's clickers when you completely exit out of the CPS software.

Settings remain in place for all future sessions.