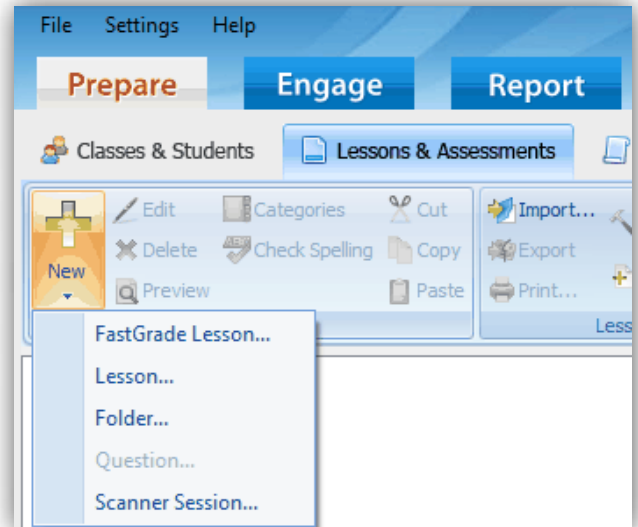


Creating an Interactive Lesson in CPS

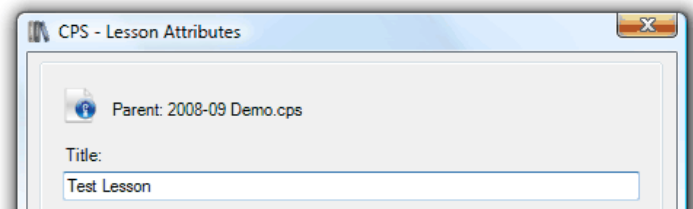
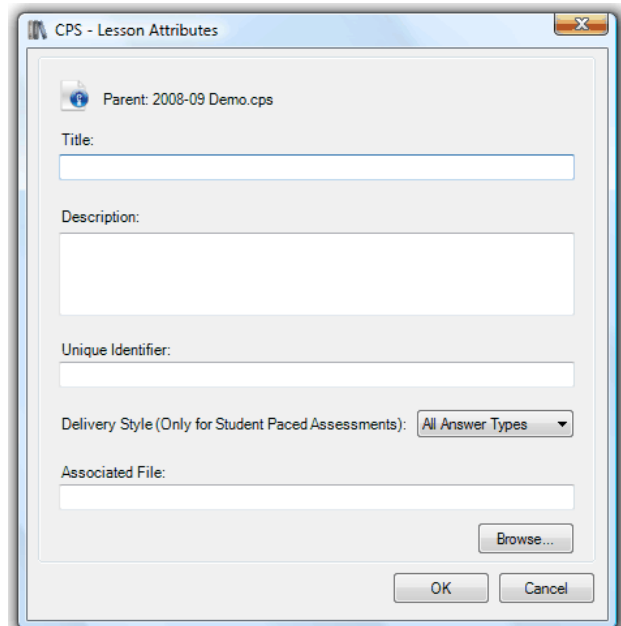
Before starting a FastGrade Lesson in CPS, please make sure that you have a set of questions already ready written with answers available. When setting up a FastGrade Lesson, you will be entering in the answers first with the option of writing the questions later.

STEP 1 (Setting up a FastGrade Lesson)

- Start the CPS program.
- Click on the “**Prepare**” tab.
- Click on “**Lessons & Assessments**”.
- Choose “**FastGrade Lesson...**”.



- Where you see “Title:” give a title for the lesson you are giving an assessment.
 - In this example, we are going to call it “Test Lesson”.
 - You can also add a description to the assessment.
 - Under the “Associated File:” you can add a picture file (jpeg, bitmap, or gif) that will appear if you engage the lesson in “There It Is!” Mode.



STEP 2 (Inputting Answers for Questions)

- From this menu, you will now input the answers for each of your questions.

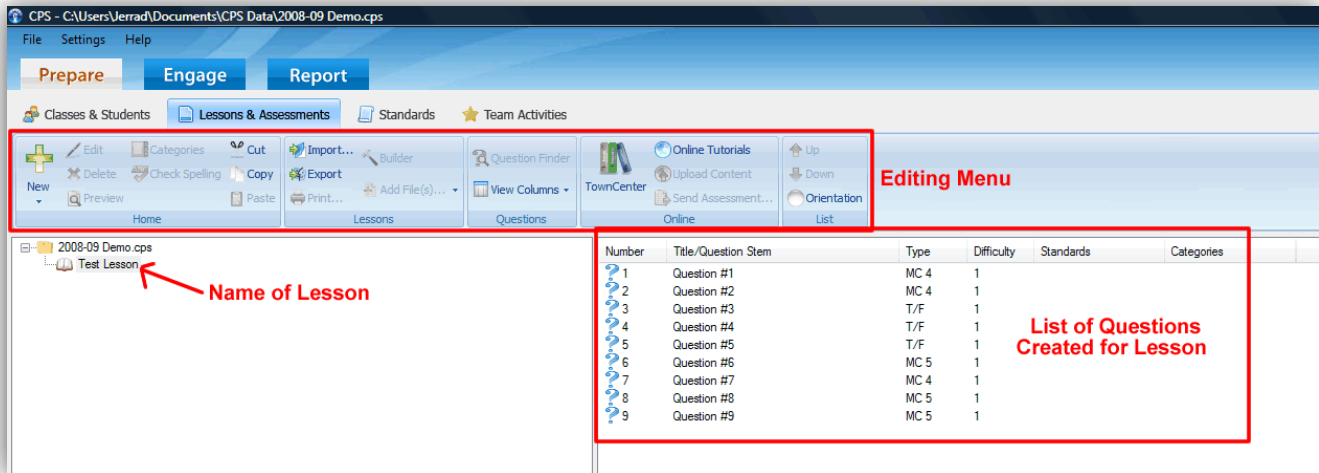
The screenshot shows the CPS - FastGrade software interface. At the top, it says "CPS - FastGrade" and "Lesson Information" with "Title: Test Lesson" and "Number of questions in this Lesson - 0". The main area is titled "Multiple Choice Answers" and contains a grid of buttons for multiple choice questions (MC 2 to MC 8) with options A through H. To the right of the grid are buttons for "True/False", "Yes/No", "Numeric", and "Other". Below the grid is a "Performance" section with a "Rubric..." button and an "Add" button. At the bottom, there is a "Standards associated with the current question:" section with a file browser showing "2008-09 Demo.cps". A "Current Question #" field is set to "1", with an arrow pointing to it from a text box that says "Tells you which question you're inputting the answer for." Navigation buttons "< Previous" and "Next >" are at the bottom left, and "OK" and "Cancel" are at the bottom right.

Types of Answers

- Multiple Choice (with 2 to 8 possible answers)
- True/False
- Yes/No
- Numeric (Only available on clickers with number pad)
- Other (Only available on clickers able to input open response answers)
- Note on Multiple Choice** – Make sure that you choose the proper multiple choice type based on the number of responses possible. If you later on change the number of responses, make sure that you change it here in the Prepare section of CPS. An error will occur for a student who chooses a response that is not possible based on the number of responses the teacher has setup. **(Example: A student chooses letter E and the teacher has only A, B, C, D as possible answers.)**
- To change an answer or the number of possible answers for a question, click the "< Previous" or "Next >" buttons located in the bottom left of the menu.
- Watch the Current Question # on this input screen as you enter the answers. When you're finished with entering all of the possible answers for this lesson, click OK.

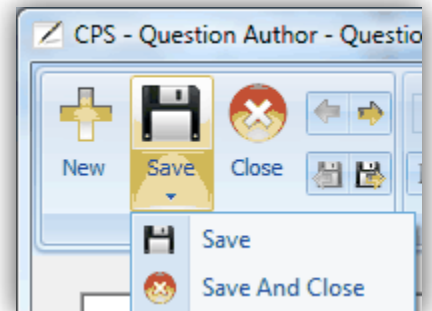
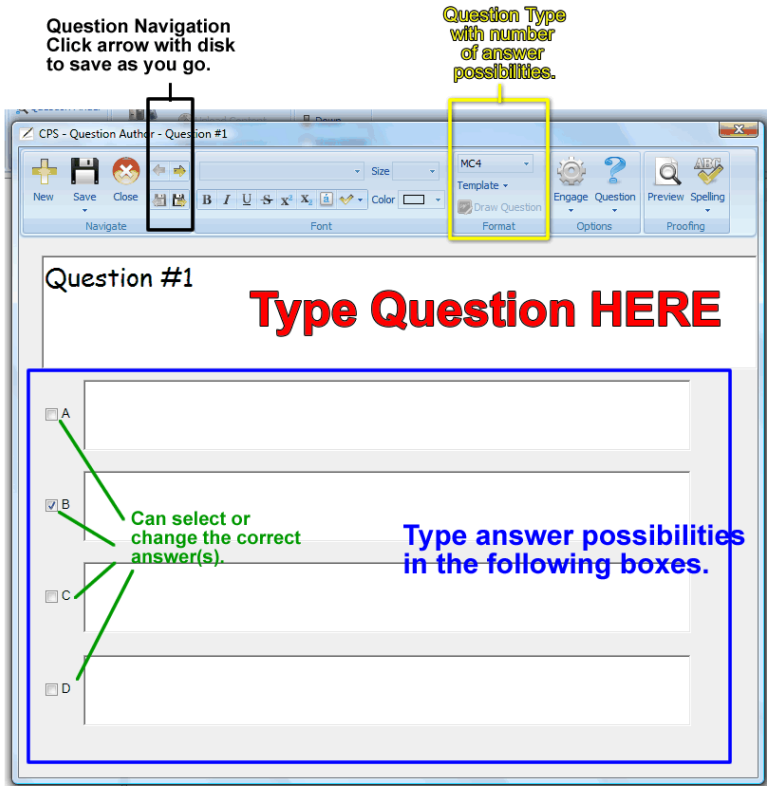
STEP 3 (Creating Questions - Optional)

- **READ THIS FIRST:** From here, you will be able to type in the questions to the answers you just entered. The reason why this is optional is if you have already created a lesson with questions in another software (SMART Notebook 10, Promethean ActivStudio, PowerPoint,...) instead and don't want to retype the questions again, you don't have to. You can run the CPS software with the feedback grid on top of your other software that has the questions. The feedback grid will stay on top of your presentation software until it is closed to finish the assessment.



- To type in the questions for the lesson, double-click "Question #1" in the questions list to open up the Question Edit window.

* Standard editing sections of this screen are not highlighted. Parts of importance are noted and labeled.



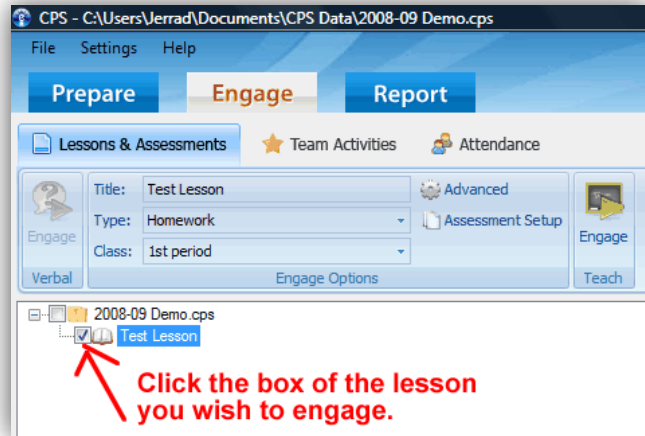
When finished, be sure to click "Save & Close" in the Save portion of this screen to ensure that your work is saved.

STEP 4 (Engaging Students with Lesson)

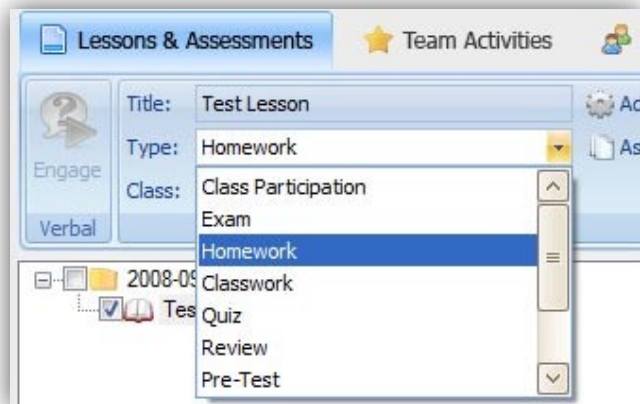
- To engage the students in the lesson you have prepared, click on the “Engage” Tab at the top.

1. Click the box next to the lesson you wish to use. When you click the box, a check mark will appear in the box.

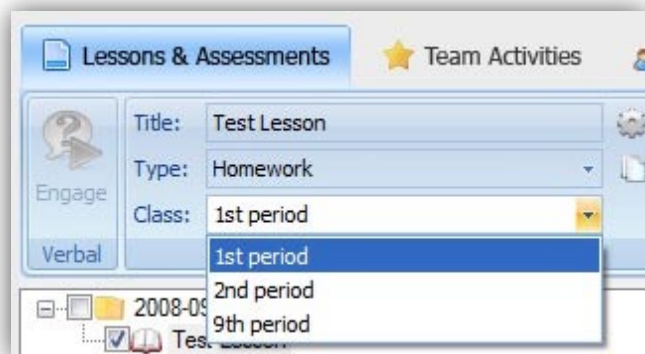
- It is possible to engage the students in more than one lesson by selecting multiple lessons from the list.***



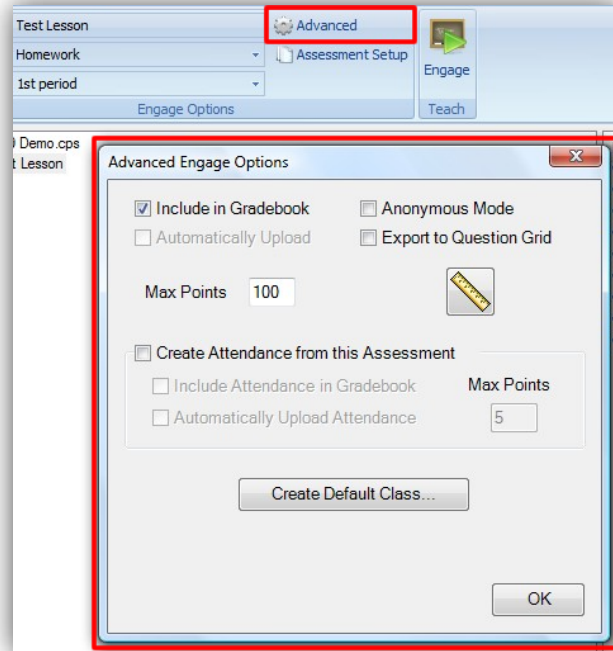
2. Choose an assessment category for which you would like this to be recorded in the CPS grade book.



3. Make sure the correct class has been selected.

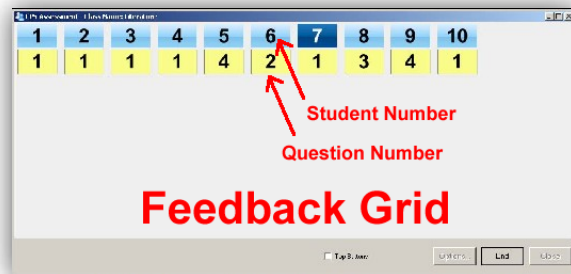
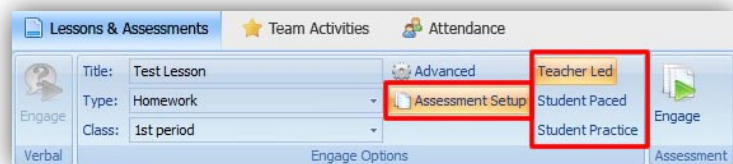


4. Click on the **“Advanced”** button.
 - a. **“Include in Gradebook”**
- Select if you wish scores to be recorded in software.
 - b. **“Anonymous Mode”**
- Select for student responses to not be linked to any one specific student.
 - c. **“Export to Question Grid”**
- Select this option to send performance results directly to the Question Grid report type.
 - d. **“Max Points”**
- Enter how many points you want assessment to be worth.
 - e. **“Create Attendance...”**
- You can track attendance in the software by selecting this option.

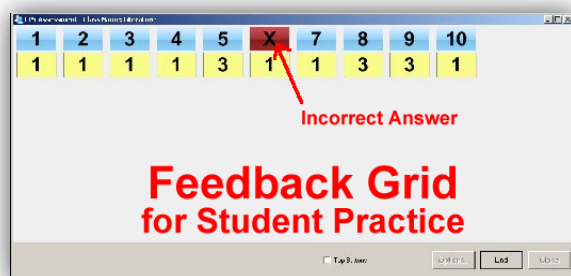


5. Click on the **“Assessment Setup”** button.

- a. **“Teacher Led”**
- Teacher controls the pace at which the questions are presented and answers collected.
- b. **“Student Paced”**
- The student chooses the pace at which he/she inputs answers for questions.
 - *When enabled, there will be a yellow question box below each student number box to indicate the question number the student is working on.*
- c. **“Student Practice”**
- Similar to “Student Paced” mode, this mode gives the student the chance to review their material and allows for them to get immediate feedback from the system as to whether a question is correct or not.

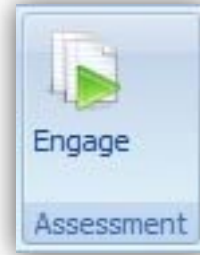


Example 1
(Student Pace & Student Practice)



Example 2
(Student Practice ONLY)

6. When ready to begin the assessment, click **“Engage”**.



7. When finished with the assessment, click **“Close”** to end.

If you have any further questions about using CPS (Classroom Performance Systems), please email Jerrad Gleim at jerrad.gleim@evsc.k12.in.us.

Integrating Curriculum and Technology Specialists

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Evansville Vanderburgh School Corporation