

PULSE & RADIO FREQUENCY CPS SYSTEMS

CPS QUICK-START GUIDE

To Begin Using CPS You Must Prepare Some Things First. These are one time:

Open CPS & Choose Create New Database (database is another word for file)

Click on “new database”

Give the database your name because it's your lessons. Before you click “save” go to top of window & choose “save as” arrow. Save to a location where you can find later.

Next, You See 3 Main Tabs

There are 3 main tabs PREPARE * ENGAGE * REPORTS. Each has a sub-tab.

PREPARE - “classes & students”, “lessons&assessments”, “team activities”, “standards”

ENGAGE – “lessons & assessments”, “team activities”

REPORTS – “reports”, “gradebook”

PREPARE TAB

This is for adding students names (each clicker is assigned to a student) and lessons to the CPS

Manually Add Students (very easy, just type them in!)

1. Click Prepare Tab then select Classes & Students subtab
2. On left click “NEW”, select “CLASS”
3. Follow the instructions (select “no” for “do you have CPS online unless you do)
4. To add students after clicking “done”, go back up to “NEW”
5. Select “student” this time
6. On the right you'll see the word “student” with a pad number
7. Click in the box where first name goes and type a student's first name
8. Use your tab to go to second box for last name
9. Hit your enter key to move to next student line & repeat process
10. When finished “SAVE”
11. If you need to add or edit students later just click on the class, then the student
12. Always “save” at the end.

Import Students (you must add students before you can ask questions with CPS)

From whatever program you use, export your student roster. Save it as a “CSV” (comma separated values) file. When you have the file be sure it's in your computer where you can locate it

Each column of names must have 4 headers named First, Last, Pad ID, Student ID
You do NOT have to put any numbers in Pad ID and Student ID but the header must be there above the column before import. Save.

Click Prepare Tab then select Classes & Students subtab

Click on “Import”

Select “CSV” file

Browse to find the CSV file you just saved

Double click on it to select and say “ok”, students will automatically be assigned a pad #

SETTINGS TO DELIVER QUESTIONS IN CPS

To choose options of what your CPS will do

1. At top of your CPS screen select SETTINGS, then “DELIVERY OPTIONS”
2. To start, choose the top 3 options on both the left and right, skip timer for the moment, select bottom 2 on right. You can always adjust the settings later as you like either from the setting link at the top of your CPS screen or from the ‘cog’ tool located on the CPS toolbar.
3. If you plugged in your receiver after you opened CPS you will need to go down to the eInstruction Device Manager located on the tray of your computer and have it discover the device. Therefore, we recommend that you always plug in the receiver BEFORE you open the CPS software so it will auto-detect.

NEXT...How To Use CPS

CLICK “LESSONS” TAB TO START PREPARING LESSONS TO USE WITH CPS

EXISTING LESSONS AND TESTS

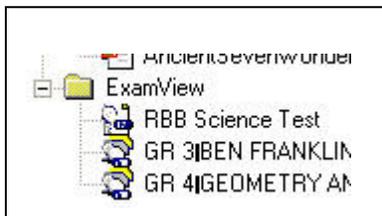
POWERPOINT IMPORT

1. Click on the PowerPoint file folder to highlight
2. Go to “Tools”, “Add File”
3. Select “Browse” and find the power point file in your computer
4. Double click to insert it into CPS Power Point file folder

To Engage Lesson

5. Single click on the power point file name to highlight
6. At top of CPS screen click “Engage”
7. Select the class you are teaching & other options you want, click “Start”
8. When asking a question select “verbal mode” at the bottom of the screen & choose the corresponding possible answers (a/b/c, numeric “123” or text “SA”)
9. When finished answering select “End” and you’ll get a chart. Select the correct answer at the bottom of the chart.
10. Close the powerpoint (lower left), then close the CPS toolbar to go back into the software and see reports, located under “REPORTS” tab.

ELECTRONIC QUESTION BANKS



Under lessons tab you’ll see an Examview File Folder. This works exactly like powerpoint to add files, but you can use these questions for lessons, texts or games.

1. Right click on the Examview File Folder
2. Select “add file”
3. Click “Browse” and find your examview file in the computer
4. Double click on it to add, it will appear under the examview file folder
5. To use it click once on the file name to highlight.
6. Go to the top of the screen and click “engage”

7. Select “teacher managed” meaning you will show the questions one by one as a lesson or give a test where they answer one question at a time.
8. Select “student managed” if you want to give a test where they can move at their own pace. Be sure to select “add to gradebook”, then “start”.
9. After students answer question select “end”. The correct answer will appear on the chart. End and you’ll see the feedback in the bottom of the window.
10. Select the forward arrow to continue to the next question.

ASK VERBAL QUESTIONS ANYTIME WITHOUT PUTTING IN SYSTEM

Click on “VERBAL MODE” at top of lessons tab window

“Session Setup – allows you to select options, grading, standards & class.

Click Start to see the toolbar.

Select “verbal” to ask questions. “class” to select a student, “chalk” to write

Click “End” when students have answered. In the chart you can select “correct answer” by clicking the arrow, then correct choice.

Start new question by clicking forward arrow.



If you do not have a Mobi or if you want to Quickly write something with Verbal Mode clicker capability, use the ‘chalkboard’ With A Wireless Notepad To Write Questions or Show Images

From the same “verbal mode” toolbar, select “CHALK”

You can write questions in the window

Select “Load Image” if you want to annotate graphics

Browse to find image

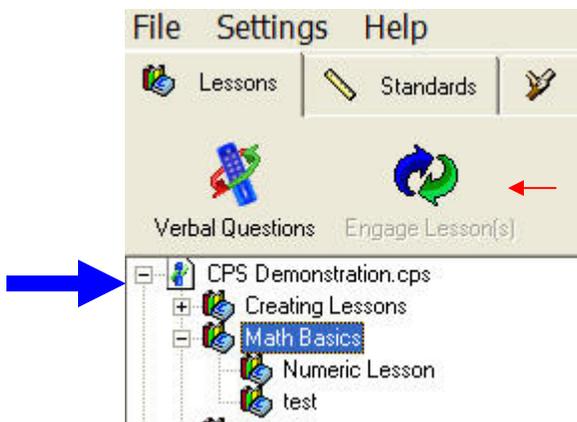
Double Click to select and it will appear in your window.

Click on the pencil to write, click on colors or line width to change appearance.

Click to select which multi-choice, numeric or text choice you want students to have

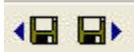
CREATE YOUR OWN LESSONS IN CPS

Right click on your database name (see example CPS Demonstration .cps)



1. Select “Tools” to create file folders, lessons, questions.

2. Select “new”, then “lesson”, name your file - see examples called “Math Basics”
3. If it’s a parent file (example “Math Basics” create files inside by right clicking the name of the parent file and go through the process again to create lesson file.
4. Questions - Right click on the final “lesson” file and select “new”, “question”.
5. Templates - select the template you want by clicking on the little arrow next to the word “Template” at the top right. There are many choices.
6. Question Entry – enter your question, then answers in the boxes provided.
7. Correct Answer - select by putting a check mark in the box next to it.
8. Add Graphics -, select template with graphics like “MC3 Graphic”. Then click inside the graphics box (labeled something like 344 x 225) and simply browse to find your picture in the computer. Double click on it to attach.
9. Add Audio/Video – up in left corner choose “question”, “notes & media”, “browse” and double click on the file you want to add. When you engage the lesson, you’ll notice a little yellow document icon. Select it when you want to play audio/video.
10. Save - when finished, select the little disk at the top of the screen with a forward



arrow to move to another template. or back arrow to move to a previous question you created. Select the disk with no arrow on your final question to end and then click the red “x” box on the top right to close.

11. Font Format - change font under “format”, but do it on the first one so it changes it for all slides. The select box on the template is just for one page.
12. Activate Lesson – click once on title, select “engage”, then “start”

EASY LESSON & REVIEW GAME CREATION

You can create two games with examview questions or your own self-created questions. Powerpoint does not work in this mode because you can’t attach questions or drag/drop.

Go to the “TEAM ACTIVITIES” Tab and either click “There It Is” or “Challenge Board”

There It Is - Paper tests or homework questions are used for this game

Print questions from Examview Software or from “tools” in CPS for CPS generated

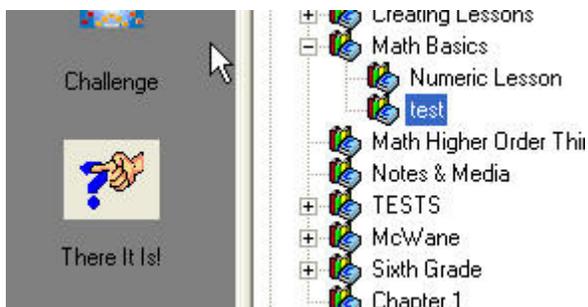
Though each student answers their own question, they are competing for high score.

It’s great for checking homework or study comprehension.

When you click “start” the game displays the student pad number and question number they are to answer. Each may have a different question.

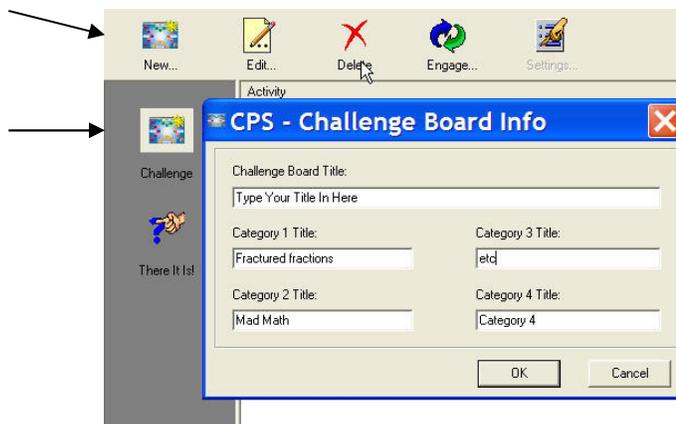
At the end of each question you can check the “score” so students see who’s winning.

At the end of the game, choose “display missed questions so you can review with class.



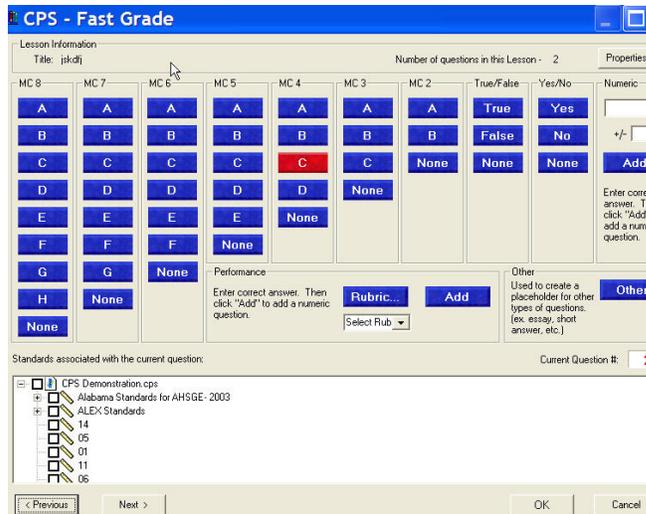
1. Click “There It Is” box in left window
2. Find your lesson with the questions you want. Click on “+” to search file folders
3. Double click on the lesson/test you want to attach to game.
4. Select “ENGAGE” at top of window, select class and Start.
5. Questions will appear at random for each student/team. They read from paper assessment and click to answer.
6. End the question and you can see which clicker number got it right first (yellow), got it right but was not first (green) or did not get it right (red)
7. Bonus points are 5 points for first answer. To change, go to “delivery options”
8. Select “score” button to see the scores. Competitive students love this.
9. To proceed, click “start” for each new question. “End” when finished.
10. At the end you will be asked if you want to “display questions missed” to review only the ones that some of the class got wrong. You can also ask again.

Challenge Board – Jeopardy Style Questions



1. Select Challenge Board icon on the left. Then above it select “NEW”
2. Fill in title, categories, then select “OK”
3. A window opens that reveals the four category choices and point values.
4. See on left, bottom the file folders that contain your lessons.
5. Select the file folder that contains your lesson and click on the “+” to open lesson.
6. Questions will appear at the bottom. Drag & drop questions to the category & point value you wish to associate, one per category points box.
7. Finish by selecting the red “X” at the top right window
8. When ready to activate, click once on the game title to highlight
9. Click “engage” at the top of the screen above it
10. Select the class or team you want in the “set up” window.
11. Click on the colored box with the point value you want.
12. The question will appear and every person or team that has a clicker can answer
13. To finish each question, select “End”
14. “End” again and go back to the challenge board to select another.
15. Finish by clicking the red “X” and go to “Reports tab” to view if you wish

QUIZZES & TESTS



FASTGRADE

You can give an existing paper test and have CPS grade it without typing questions. Right click on your database name or lesson name and select “FASTGRADE”
Give your test a title.

Select your answer choices for the test from the multiple choice grid
Enter numeric answers at the top right and click “add” .
Enter text answers in the middle where indicated and click ‘add’

You can see which question you are on by looking at the bottom right corner
Review answers by clicking”previous” in the lower left corner
When finished select “OK”.

To give the test, select by checking the box next to the title. You will see the ‘engage teach’ button light up toward the top of the screen. Choose your class on the top left of the screen, then select “assessments” then “student managed” and “Engage Teach” button to launch the test. Turn off your projector as students can see their responses in the LCD window on their student response pad. You can observe results real time by watching your computer.

Students must power-up their Pulse units first. When entering an answer, they must press the “send” button for each.

Pass out the paper test to students. Click “START” when you are ready for students to begin answering the test questions and “end” to end it. Go to REPORTS, double click to view.

USING EXAMVIEW OR SELF-CREATED QUESTIONS FOR TESTS

Print your tests from examview or if self-created in CPS, print from CPS (select “tools”).

When ready to give test, click on the test name, go to top of window to “engage”
Select “student managed” for a test, then “start”
The test is ready, but you will need to click “start” one more time .
Be sure your projector is off if using the radio frequency pads because the students answers will display in your computer window. They can view answers in LCD screen.

REPORTS

Instant reports are created as soon as the students use the response pads and after you close the session. To view, go to Reports Tab. The report at the top is the last one generated. Double click and you will see a list of options. Double click on the option you want to open it.

There are 22 reports. Some popular options are:

Instructor Summary – perfect for viewing test grades

Question Report – view individual students answers for each question

Response Report – view class total responses for each question

Item Analysis With Standards – identify standards knowledge gaps for remediation

Many teachers use the CPS Reports to identify students who need help for immediate additional instruction or tutoring. The reports are also helpful in reviewing student performance to parents.

Individual Reports -To select an individual report, uncheck “select all” at the bottom left and select the individuals name you wish to view. Then double click the report to open.

Print Reports – at the top of the reports there is a print icon. This works if you are directly connected to a printer.

Other Ways To Get Reports – on the left side of the screen you will see “output”. Click it and view to select the choice of RTF, PDF, HTML, Excel, and Text Documents. Save it on a flash drive or send it to the network for printing.

GRADEBOOK

You should be able to see grades instantly under the gradebook tab by selecting “ALL”.

Note at the bottom of the screen under Gradebook Tab you can change view date

You may also look under “Reports” to get:

- Individual Progress Reports (deselect ALL and select individual)
- Assessment Summary
- Report Card Summary

SUPPORT

Tech Support 1-888-333-4988 or if your district server allows you can go to www.einstruction.com and click the “chat” box to type your question & get response.
Local Rep 1-800-637-0279, ext 301 for Roxanne Batson or ext 302 for Mur Feldman

UPGRADE SOFTWARE / UPDATE STANDARDS

Go to <http://www.einstruction.com> and select “Downloads” under “User Area” on the right