
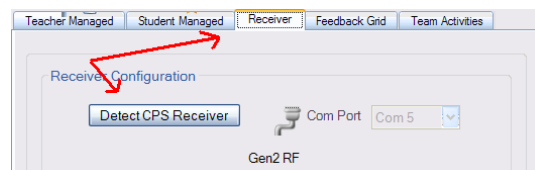


Guide to Engaging a Lesson

1. Click the CPS link  usually located on your desktop. You can also select it from your Programs list or Application folder if you are in a Mac.

2. To Activate Receiver:

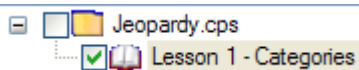
- i. Select **Settings** from the File menu and choose **Delivery Options**.
- ii. Insert **CPS Receiver** into an available USB port.
- iii. Select the **Receiver** tab and click **Detect CPS Receiver** button.



iv. Once you have received a message that the receiver has been detected click **OK** to exit this window.

3. To select the lesson that you will be using for this class:

- i. Select the **Engage** tab.
- ii. (+) Expand the Database(.cps) folder to find the lesson you will be using.
- iii. Click the checkbox to the left of the lesson that you will be using.

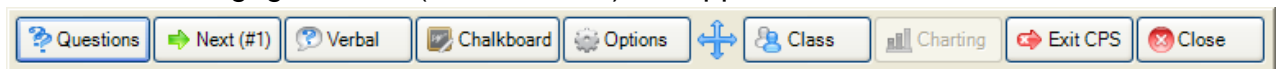


4. To Engage students:

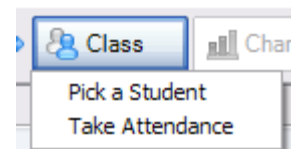
- i. Click **Engage** in the ribbon.



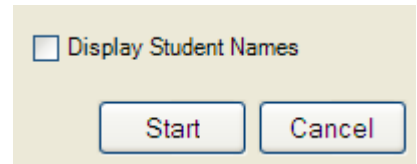
ii. The CPS Engage toolbar (shown below) will appear.



iii. To make sure all the clickers are working and students learn how to use them Select the **Class** button on the CPS toolbar and choose **Take Attendance**.



- iv. If you entered student names when assigning clickers, you may want to display names by checking the option available at the bottom right of the screen. If you used “Student” as the first name, then just leave this option unchecked.



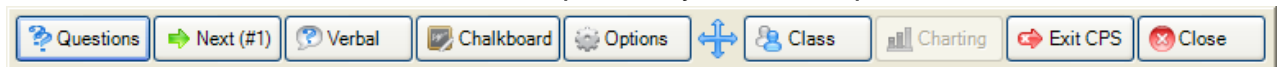
- v. Click the **Start** button in the bottom right of the screen.
- vi. Have your students turn their clickers on, if they are not already on by pressing the **Power/Join** button, located at the bottom of each clicker.

Have the students “report in” by pressing the **send** button on their clickers. As they do this, the respective clicker number should change to a bold color as shown here by clickers 2 and 4. In this example, clickers 1 and 3 have not yet reported in.

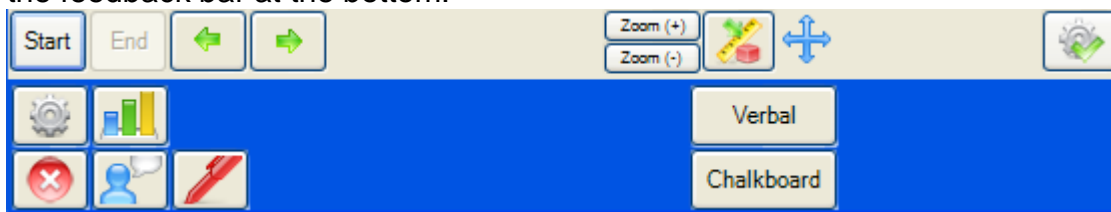


Once all clickers have reported in, choose the **End** button.

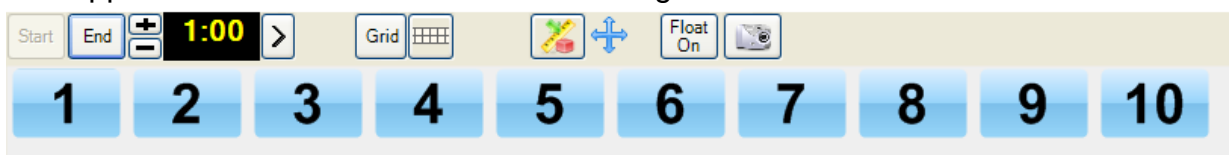
- 5. To work through the response cycle:
 - i. When ready, present the first question in the lesson by clicking on the **Next(#1)** button on the Engage toolbar. If you want to skip that question and present another, click on the **Questions** button and choose the question you want to present.




- i. The Content Delivery window will appear with the question you’ve chosen, as well as the feedback bar at the bottom.



- ii. Click on the Start button located at the top right of the feedback bar.
- iii. The appearance of the feedback bar will change as shown here:



- iv. Allow time for your students to read the slide and send their answers. As each student answers, the corresponding clicker number will appear bold, so you can easily when all responses have been received.
 - v. Once all have been received, click on the **End** button.
 - vi. After the session data has been recorded, a results chart appears so that you can discuss the results. Also, notice that the feedback bar has changed back to it's original appearance.
 - vii. Close the Content Delivery window by clicking the red **X** () in the bottom LEFT corner of the feedback bar.
 - viii. Continue through all of your questions by clicking Next or manually choosing each question using the Questions button.
 - ix. Work through the response cycle for each question until done.
6. To finish the lesson and Exit from CPS.
- i. Click on the **Exit CPS** button located on the Engage toolbar.

