# CLICKERS: A TOUCH OF CLASS

## Part 1 of 4: Installing CPS (Clicker Software)
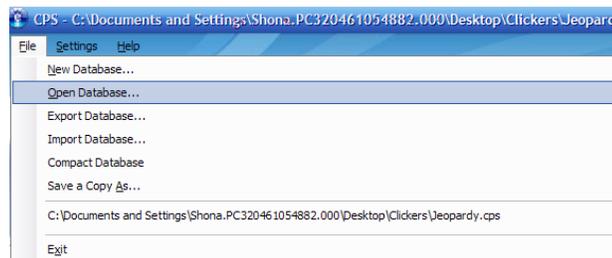
1. Insert the CPS Installation CD into your CD-ROM drive or download the file from:
   http://cid.vcc.ca/p1-dl/instructions/clickers/CPS.5.40.1143.0.exe.

   The Install window appears with the following options:

   **Install CPS**: Click this link to download the CPS installation file.  Once downloaded, click it to install.

   **Content**: Click this button to access links for downloading standards, downloading Image Library, and going to McGraw-Hill textbook list.

   **Training**: Click this button to access links for Webinar training, and training videos.

   **Other Products**: Click this button to access links for other great CPS products, such as: CPS Chalkboard, REAP, ExamView Assessment Suite, and ExamView Learning Series.

   **Contact Us**: Click this button to contact eInstruction and eInstruction's Technical Support. (http://www.einstruction.com/support).

2. Click the **Install CPS** button to install CPS. If the installation process does not start in two minutes:
   a. Click the **Start** button from your Windows taskbar.
   b. Click the **Run** command.  A pop-up window appears.  Type CD-ROM drive --:\install.exe in the pop-up windows.  *For example* d:\install.exe
   c. Click **OK**.

3. Click **I Agree** and **Continue** in the License Agreement dialog box. If you do not agree, the installation process stops
   .
4. Follow the install Wizard prompts to finish installing CPS.

5. If you are prompted to create a new account, select K-12 from the type of institution.  Doing so will read the clicker receiver and allow you to work directly with the software and not have to create an online account.
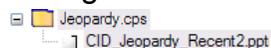
# Part 2 of 4: Getting your Database Ready

1. Click the CPS link 🔵 usually located on your desktop. You can also select it from your programs list.

2. Select "Classes and Students" 🔵 Classes & Students . You should see a list of Students and their associated clickers. It's okay to call them Student 1, etc. If you wish to keep track of your students' responses, you can edit this list with the names of your students and ensure the same students receive the same clicker number (Pad ID) each time they use the clickers.

3. Select "Lessons and Assignments" 📄 Lessons & Assessments . Look in the list on the left, below the ribbon. If you see a filename ending in .cps (ie. ⊞ 📁 Jeopardy.cps ), it means you've already added a database.

4. If you don't see the name of a database, select "File" in the menu bar and choose "New Database" to create one, or "Open Database" to open an existing one.



5. Ensure that your Database is highlighted by selecting it. (Step 1).



If you have + sign next to it, click the + sign. This will turn the plus sign into a minus sign and unhide the PowerPoint file that you've assigned to this database.



If you don't have a plus sign or you wish to select a different PowerPoint file, choose the "Add Files" link (Step 2). The PowerPoint presentation will appear in the folder you selected in the Prepare>Lessons and Assessments tab and is available in the Engage>Lessons and Assessments tab.

# Part 3 of 4: Changing Settings

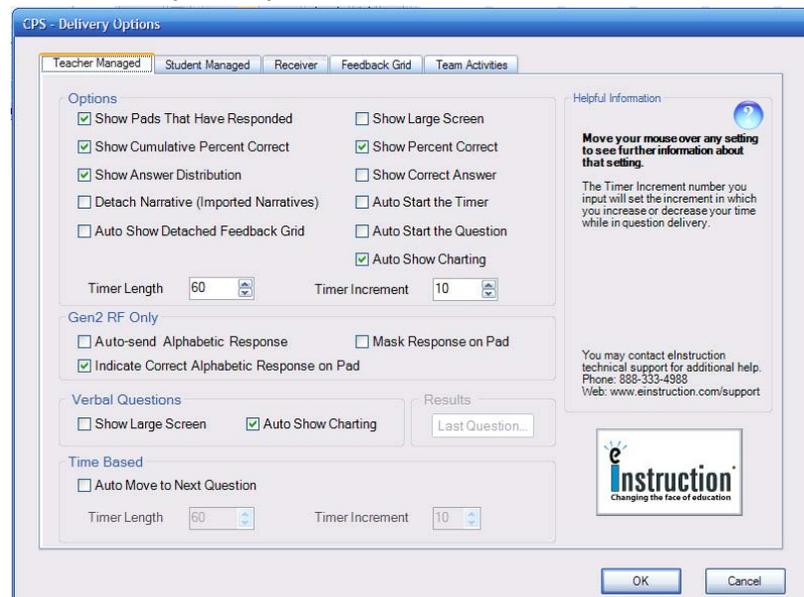There are only a few steps you need to do to ensure a successful presentation.

1. Ensure that the CPS software is able to detect the receiver. To do this, make sure the receiver is plugged into a USB port. Select "Settings" from the File menu and choose "Delivery Options".

   Select the "Receiver" tabbed page and click the "Detect CPS Receiver" button.



   You should receive a message that the receiver has been detected. You don't need to change any other settings on this page.
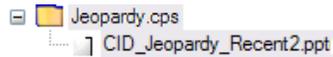
2. Select the "Teacher Managed" tabbed page. The Jeopardy game uses the following settings which we recommend for an optimal presentation:
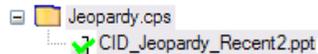


   Many options can be cancelled or streamlined by using the "Options" feature once CPS is running in PowerPoint. For example, tile the chart to appear on one side of the screen, have it fit the entire screen, or you can choose to not show the chart from that point onwards.

# Part 4 of 4: Engaging Your Class

1. Make sure you detected the receiver.

2. Make sure you have a database and associated PowerPoint file.

   

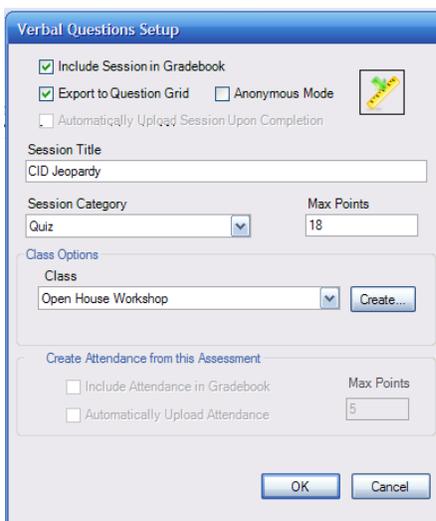3. Click the checkbox to the left of the PowerPoint file that you wish to open.

   

4. Click "Engage" in the ribbon.

   

   If you have a pre-designed PowerPoint file that hasn't been customized to CPS, the software will assume you're using the Engage>Verbal feature. If you had created a PowerPoint using CPS, you would have the option of using the Engage>Teach feature. The Jeopardy game is an example of a PowerPoint file created using the CPS software.
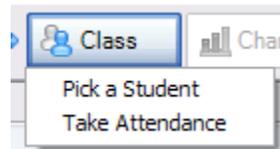
5. Type the Session Title, Class, and select whether or not you wish to have responses exported to an Excel sheet by selecting "Export to Question grid". Note: You won't be able to choose to have both a session in the Gradebook <u>and</u> keep the answers anonymous, but you can control anonymity by editing student names in your participants list.

6. The CPS floating toolbar (see below) should appear along with your PowerPoint file.  If your PowerPoint file doesn't open,  just browse to locate it and open it manually.



7. Selecting the "Class" button on the CPS toolbar and choose "Take Attendance".  Then click the "Start" button in the bottom right of the screen.



This is an excellent way to make sure all the clickers are working and students learn how to use them.  All clickers report in, the clicker number will change to a brighter colour.  Once all clickers have reported in, choose the "End" button.

8. Run your PowerPoint show as you normally would (ie. press the F5 key or select View>Slideshow from the menu bar.)  When you come to a question slide, we recommend you do the following:

a) Read the question.
b) Select the button "Verbal" if you're working with previously designed PowerPoint file, or click "Engage" if you're working with a CPS built PowerPoint file.
c) Wait for all clickers to respond providing gentle reminders for those students who are still thinking about the question.
d) End the question and discuss the results.
e) Close the graph by clicking the red X in the top right corner. 
f) Close the engage toolbar by clicking the red X in the bottom left corner. 
g) Advance to the next slide as determined by slide or animation properties.  You can also use the PowerPoint slideshow navigation buttons which will appear in the bottom left corner of each slide when you mouse-over them.

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# Troubleshooting

If you receive an error message stating "Classroom Performance System has encountered a problem and needs to close…. Follow these steps.

1) Check language setting via "Settings", "Control Panel", "Regional and Language Options". If the setting is English (Canada), you'll need to change it to English (US).
2) Uninstall the CPS application by using "Control Panel", "Add/Remove Programs".
3) Disable any Download Managers you may have (ie. EA Download Manager).
4) Reinstall the CPS application the same way you installed it.
5) Contact Technical Support if you continue to have problems.

## Software Support Information

CPS aids your instructional delivery process and enhances your flexibility and creativity. If you have any questions about CPS, please contact a CPS Technical Support Agent.

## Hours

Monday - Thursday 7 A.M. - 6 P.M. CT Friday 7 A.M. - 5 P.M. CT

## Contact Information

Chat and Email: http://www.einstruction.com/support
Knowledge Base: http://kb.einstruction.com Phone: 888.333.4988

## Training Information

Professional Development Seminars: http://www.einstruction.com/pds
Online Training: http://www.einstruction.com/training

# Useful Resources

If you wish to combine all the features of CPS with PowerPoint, you'll want to download a CPS plug-in for PowerPoint. Go to http://www.einstruction.com/Downloads/index.cfm and in the "Download Types" drop down box, select "CPS for PowerPoint".

The guide to using CPS for PowerPoint can be found at this link:
http://technology.usd259.org/resources/clickers/documents/CPSpluginquickstart_000.pdf

http://www.interwritelearning.com/support/training/cps_hed/pdf/Module%205b%20-%20CPS%20for%20PowerPoint.pdf

http://frc.ua.edu/tutorial_pdfs/settingup_clickers.pdf