


Guide to Using Clickers with Your Existing PowerPoint Presentation

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 on a Mac.

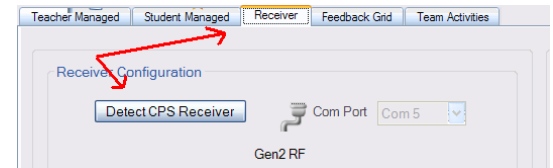
2. To Activate Receiver:

a. Select **Settings** from the File menu and choose **Delivery Options**.

b. Insert **CPS Receiver** into an available USB port.

c. Select the **Receiver** tab and click **Detect CPS Receiver** button.

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

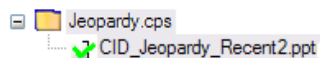


3. To select the file or lesson that you will be using for this class:

a. Select the **Engage** tab.

b. (+) Expand the Database(.cps) folder to find the file or lesson you will be using.

c. Click the checkbox to the left of the file or lesson that you will be using.

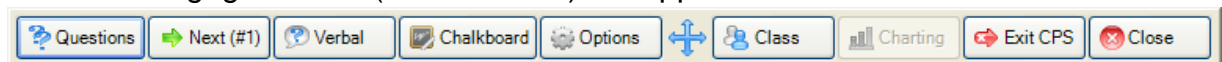


4. To Engage students:

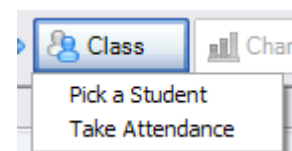
a. Click **Engage** in the ribbon.



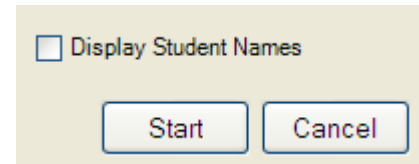
b. The CPS Engage toolbar (shown below) will appear.



c. 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**.



- d. If you entered student names when assigning clickers, you may want to display names and not just number. To do this, check the Display Student Names option available at the bottom right of the screen.



- e. Click the **Start** button in the bottom right of the screen.
- f. 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.

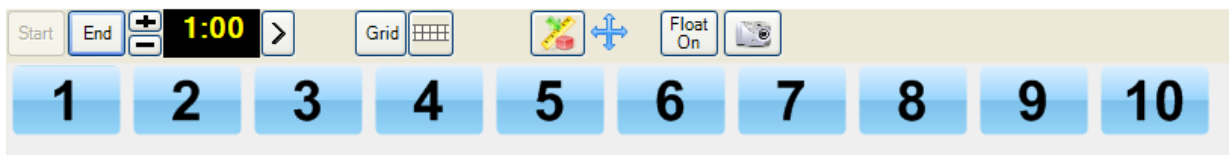
- g. Have the students “report in” by pressing the **send** button on their clickers. As they do this, the respective clicker number should change to a bold color as shown here by clickers 2 and 4. In this example, clickers 1 and 3 have not yet reported in.



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

5. To work through the response cycle:

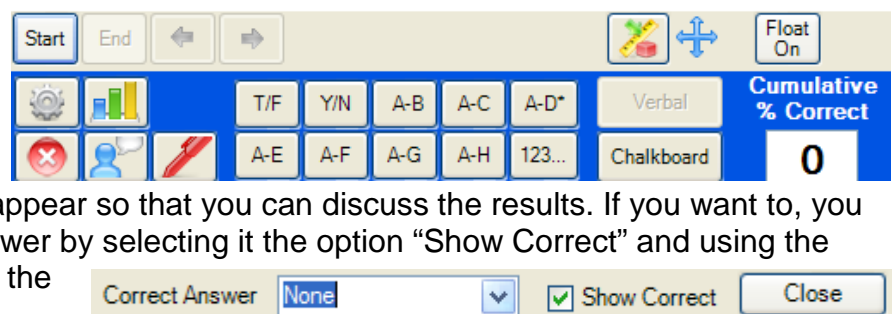
- a. Once you have gone through any introductory slides you may have and have reached your first question, select the button **Verbal** and choose the first question/answer type from the list. The feedback grid, shown here, will appear:





- b. Allow time for your students to read the slide and send their answers. As each student answers, the corresponding clicker number will appear bold, as they did during the reporting in process, so you can easily see when all responses have been received.

- c. Once all have been received, click on the **End** button.

- d. After the session data has been recorded, the appearance of the feedback grid will change as shown here.



Also, a results chart will appear so that you can discuss the results. If you want to, you can show the correct answer by selecting it the option “Show Correct” and using the drop-down list to indicate the correct answer.

- e. Close the results graph by clicking the red **X** in the top right corner. 
 - f. Click on the Start button to change the feedback grid back to its original appearance.
 - 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 it.
 - h. Work through the response cycle for each question or slide until done.
6. To finish the lesson and Exit from CPS.
- a. Close the feedback grid by clicking the red **X** in the bottom left corner. 
 - b. Choose the **Exit CPS** button.

