

# Using Clickers

## Using clickers with a network (podium) computer:

1. Turn on the network computer.
2. Plug the round blue receiver securely into the computer's USB port.
3. Position the receiver as close as possible to the centre of the room. This will improve reception. The receiver's cable must point *away from the audience*.
4. Press and hold the mini-screen until it comes on.
5. On the mini-screen, press Computer.
6. Click the CPS icon  to launch the application.
7. Open a CPS quiz/lesson.
8. Click on Engage Lesson.
9. In the CPS Session window, select Create.
10. Set the desired range of users (clickers) i.e., 1–32 or 33–64.
11. Press Start.
12. Under Questions, click on your lesson.
13. To activate each question, press Start in the lower-left corner of the CPS window.

## Using clickers with your laptop computer:

1. Turn on your laptop computer.
2. Plug the round blue receiver securely into the computer's USB port.
3. Position the receiver as close as possible to the centre of the room. This will improve reception. The receiver's cable must point *away from the audience*.
4. Press and hold the mini-screen until it comes on.
5. On the mini-screen, select Laptop.
6. Click the CPS icon  to launch the application.
7. Open a CPS quiz/lesson.
8. Click on Engage Lesson.
9. In the CPS Session window, select Create.
10. Set the desired range of users (clickers) i.e., 1–32 or 33–64.
11. Press Start.
12. Under Questions, click on your lesson.
13. To activate each question, press Start in the lower-left corner of the CPS window.

## Creating Questions for a Clicker Lesson

1. Click the CPS icon  to launch the application.
2. Close the QuickStart Guide.
3. Click the Lessons tab.
4. Under the File menu, select New Database, then enter the file's name and location.
5. In the left column, right-click on your new database.
6. Click New > Lesson.
7. Enter the lesson's title and a short description.
8. Right-click on the new lesson then New > Question.
9. Type a question in the top field.
10. Type answers into the answer fields.
11. To save and create another question, click .

### Choosing Templates

You have many templates to choose from:

- multiple choice (up to 8 choices)
- true/false
- yes/no
- with or without images

### Adding images to a question

1. Click anywhere on the graphics box.
2. Browse for the image file.
3. Click Open to place the file in your question.

### Viewing Reports of Student Performance

1. Click the CPS icon to launch the application.
2. Close the Quickstart Guide to Windows.
3. Click the Reports tab.
4. Double-click on a session.
5. Double-click on Instructor Summary. (There are many report styles from which to choose.)

**Please note the following:** The CPS software must be installed on your computer in advance of using the Clickers. Also, you must tell students to point their clickers at the blue receiver in order for their responses to be recorded.