



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.*

Best Practices Guide

Preparing your quizzes

Create challenging questions. It is better to have a few (10 to 12) challenging questions per lesson than to have many easy questions that may not engage students or encourage them to think critically.

Administering the Quizzes Using Clickers

Give students time to think. When using clickers to present new material, students need extra time to reflect and develop their responses. As such, it may be advisable not to use the timer in the first few lessons.

Encourage students to collaborate. To maximize opportunities for student collaboration, you should encourage students to exchange ideas and opinions about the question before they respond using the clicker. Alternatively, you may have a number of students share a clicker. In this way, they will have to collaborate with their partner(s) in order to form a response.

Discuss the results of the responses. After you collect the results of students' responses, and give them the right answer to the question, it is best if you take the time not only to explain the correct answer, but also to explain why the other options were incorrect. This helps students fully understand any gaps in their knowledge or thinking.

Stimulate discussion using polls. You can even create questions for which there may be no 'right' answer. In such cases, you can use the clickers to poll students' responses in order to stimulate discussion and raises awareness of a particular issue.

Assessing students' performance

Use clickers for informal review only. A student pilot group indicated that they prefer to use clickers for reviews or informal assessments. It is not recommended that you use clickers for formal assessment (tests or exams).