

# Classroom Performance System User's Guide



<http://www.einstruction.com>

## Goals 2000 Grant Project LA

### Conventions Used In This Manual

Normal Windows conventions are used throughout this guide. They include the following:

- Click** when **click** is required, press and immediately release the **left mouse button**.
- Double-click** perform rapid, back-to-back clicks with the **left mouse button**.
- Drag** **drag** means to press the **left mouse button** and move the cursor with the **left mouse button** remaining depressed. When the function associated with the dragging of the mouse is accomplished, release the **left mouse button**.
- Select** **select** indicates an operation of choosing a command, typically from a list of options. Accomplish this by clicking the **left mouse button** on a menu or list box, dragging to the command, and then releasing the **left mouse button**. Clicking a menu or list box, and then clicking the desired command can accomplish this.
- Right-click** when a **right-click** command is required, click and release the **right mouse button**.
- Alt + Tab** move to your windows desktop, or any other open program or system, without quitting CPS. Hold the **Alt** key and press the **Tab** key.
- Shortcuts** key combinations and sequences are often used to shorten the command functions of software. *For example*, Ctrl+W means to hold the control key while pressing the W.
- Ctrl+C** Simultaneously press the CTRL key and the C key to copy selected text.
- Ctrl+V** Simultaneously press the CTRL key and the V key to paste selected text into another location, file or software application.

### Software Support Information

eInstruction Corporation is pleased to support your instructional activities with CPS. The CPS aids your instructional delivery process and enhances your flexibility and creativity. If you have any problems with CPS, please call eInstruction Corporation and ask for Holly Branch. She is your Customer Care Manager and will gladly give you technical assistance.

Call 1-940-483-1901 Monday through Friday between 8:30 a.m. and 5 p.m. CST or you can also contact us via the Web by going to [www.einstruction.com/cps/](http://www.einstruction.com/cps/). From that Web page you can download the latest version of CPS, get the User's Guide, submit an error or e-mail us for more information.

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## CPS OVERVIEW

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CPS includes authoring, delivery and evaluation capabilities.

### Authoring

- Create databases
- Author objectives, questions, rosters of students and challenge boards

### Delivery

- Response System
- CPS Lessons
- CPS Challenge Boards

### Evaluation

- Reporting System

## Authoring

CPS authoring builds databases. These databases contain the lessons of questions and class rosters you create as well.

**Lessons** of questions are stored in databases that you create. Lessons of questions can be delivered in a classroom environment using the Engage option, so students can respond with their pad and have their performance data recorded for your future use.

**Rosters** are also in the databases you create. They are like class rolls with additional information (like student ID and Pad ID) that the response system uses to collect performance feedback. All performance results generated by students during the lesson delivery are organized by the roster, attributed to the appropriate student/team, and made available for later evaluation in the report database.

**Challenge Boards** are Jeopardy-like game boards with point values assigned to questions you have inserted from a lesson.

**Objectives** are goals for entire lessons or individual questions. Associate pre-established objectives with questions. *In time*, CPS will offer the ability to generate performance reports sorted by objectives so you can see where goals are not being met.

## Delivery

A CPS delivery session presents the questions to the students in various formats, like questions straight from a lesson or the challenge board. This presentation is called a **delivery session**.

### *Response System*

CPS uses the **CPS Response System** for classroom interactivity and for recording performance results. The CPS Response System is the hardware system (a receiver unit and set of pads) that uses infrared signals to capture students' responses to CPS questions and record those for later evaluation.

## Evaluation

The performance data captured by the CPS response system during a session is saved in the database and accessible via the **Reports** tab. A session report contains data including the student name, pad ID, ratio of attempted to correct responses, percentage correct, etc.

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## INSTALLING CPS

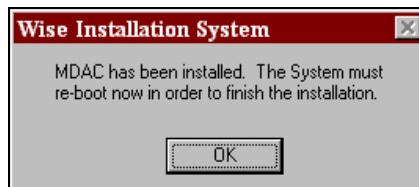
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### Installing Classroom Performance System (CPS)

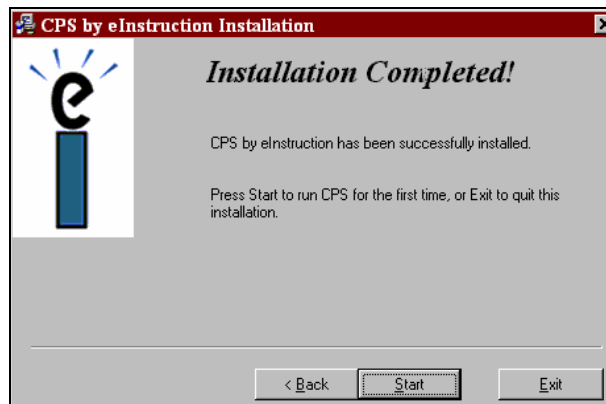
- Put the CD in your CD-ROM. The CPS installation process should begin automatically.

- NOTE: If the CPS installation process does not begin automatically, then do this:
- Click the **Start** button from your Windows taskbar (usually at the bottom of your screen).
  - Click the **Run** command.
  - In the pop-up window, type 'your CD-ROM drive letter':\install.exe. For example: **d:\install.exe**.
  - Click **OK**.

- Proceed past the welcome dialog box by clicking **Next**.
- Please fill in the registration information and click **Next**. While this is an optional item, by registering you can more easily obtain software updates, user's manuals, feature updates and other CPS communication.
- Click **Next**.
- In the third dialog box, choose which drive onto which this CPS installation is to take place. Use the drop down list to see your available options.
- Click **Next**.
- In the fourth dialog box, you can choose to make backup files of all files that will be replaced by this CPS installation. Please click **YES** or **NO**.
- Click **Next**.
- In the next dialog box, click **Next** to start the installation. An onscreen progress bar will indicate how swiftly the installation is proceeding.
- Follow the onscreen directions throughout the installation process. This will take a few minutes.
- During the installation of CPS, you will see a pop-up dialog box stating that the MDAC has been installed.

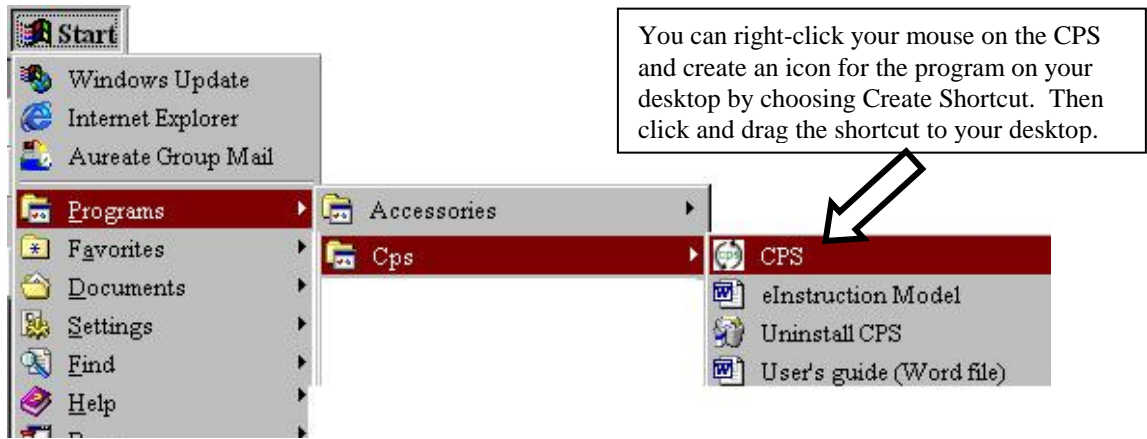


- Click **OK** to restart your system automatically.
- After the restart, a dialog box pops up stating that you have successfully installed CPS and can start the CPS software immediately.



Installation Complete-Start Software Dialog Box

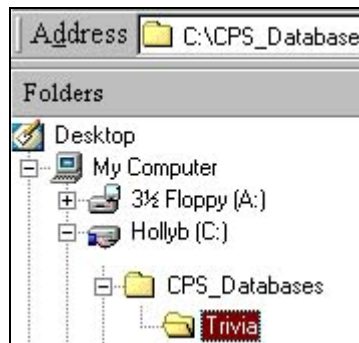
NOTE: At any time you can start the CPS software from the **Start** menu inside the **Programs** folder. It is an icon named **CPS**.



### Installing Free Databases of Questions

eInstruction has given you several free databases full of questions that you can start using immediately. You can install them from the same CD you installed the CPS software from by doing this:

1. Click the **Start** button from your Windows taskbar (usually at the bottom of your screen).
2. Click the **Run** command.
3. In the pop-up window, type 'your CD-ROM drive letter':\Databases.exe. For example: **d:\Databases.exe**.
4. Click **OK**.
5. When the **Select CPS Databases** dialog box opens, choose **Trivia**.
6. Click **Next**. You have now installed the CPS Trivia Database to your system.
7. When the installation is complete, the database saved in a new folder on your hard drive named **CPS\_Databases**. The directory path to your CPS software looks like this:



NOTE: You may install the other available databases at any time you like using these same steps.

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## CPS QUICKSTART

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Use the instructions provided in this *Quickstart* to author, deliver and evaluate a CPS session.

- Step 1. Create your own database
- Step 2. Create lessons in that database
- Step 3. Add questions to that lesson
- Step 4. Deliver lessons using the CPS response system

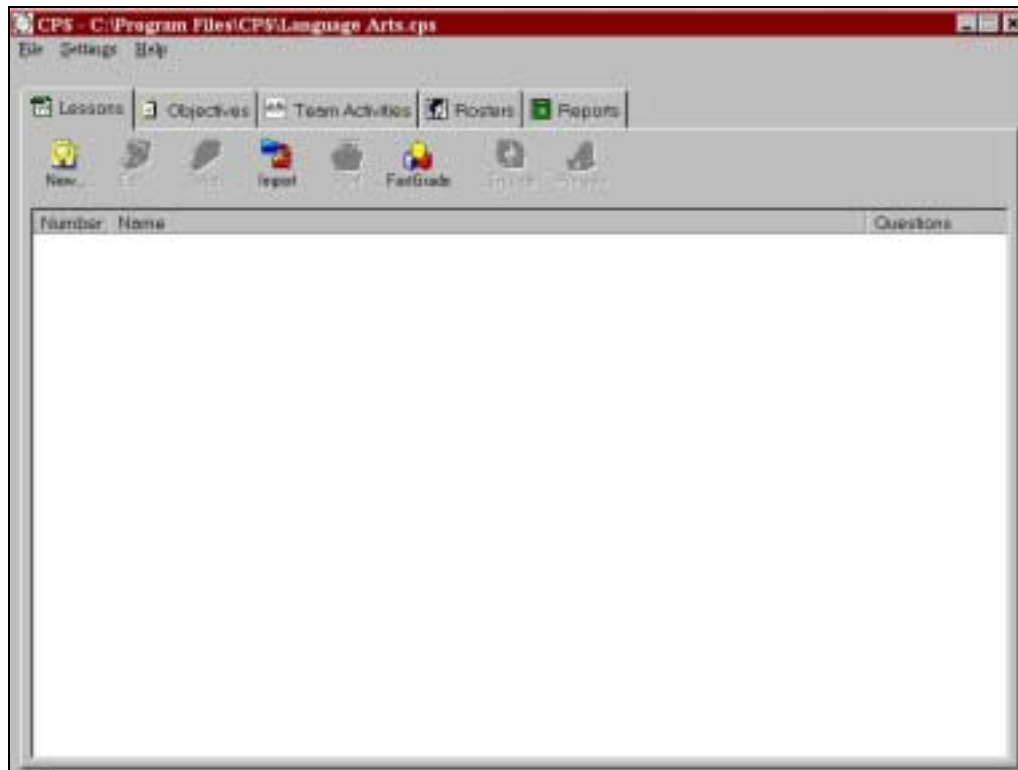
### Step 1

#### *Create your own database*

1. Start the CPS software.

🔔 **NOTE:** If you have never used any version of CPS before on your current system, you may see a dialog box requesting that you select a new or existing database. For this Quickstart, click **New**.

2. A **New CPS Database** dialog box appears.
3. Type the database file name that you are creating in the **File Name** text box. The file extension **.cps** is automatically added to your file name. *For example*, if you teach 3 sections of Language Arts, then you might name one database **Languagearts1.cps**. Make certain that the database is saved in the CPS folder and *NOT* to the *My Documents* folder.
4. Click **Save**.
5. Wait while CPS creates your database. It will take a few moments.
6. An empty Lessons tab is displayed.



**Empty CPS Lessons Tab**

## Step 2

### *Create a lesson in that database*

1. Click the **New** button on the Lessons tab.
2. The **Lesson Attributes** window pops up.
3. Type in the title of the lesson (*for example*, Chapter 1 or Parts of Speech).
4. Type in a description of the lesson (*for example*, which class section this lesson is for, the teaching goals of this chapter, etc.).
5. Click the **OK** button to save your new lesson information. Or click the **Cancel** button to return to the Lesson tab without saving any data.

The lesson title is saved in the database and is displayed on the Lesson tab. Multiple lesson names can be reordered by clicking on a lesson name, dragging that lesson name to a new position in the list, and then releasing the mouse to drop that lesson into its new spot.

Now you can add questions to this lesson.

## Step 3

### *Add questions to the lesson*

1. The lesson you opened is displayed on the Lessons tab.
2. Select the lesson.
3. Click the **Edit** button.
4. The Lesson Name window opens.
5. In this window, click the **New** button.
6. The **Question Authoring** window appears. This is where you will choose your question template, Type your question and answer choices (if applicable), decide if the question is subjective, decide the difficulty level of the question, and make any font changes.
7. Once you are satisfied with the question you have added to the lesson, use the question author toolbar:



Question Author Toolbar

Roll your mouse over each icon from left to right on the toolbar to see their function:

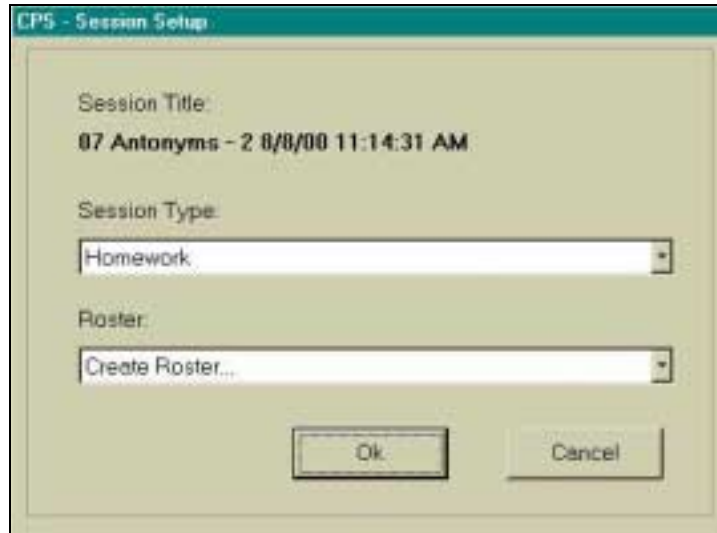
- Click **Save**: stays on the Question Authoring page
  - Click **Move to Previous Question**: move to the previous question in the lesson
  - Click **Move to Next Question**: move to the next question in the lesson
  - Click **New Question**: negate any text or images you may have just added and 'redo' this question number
  - Click **Objectives**: displays objectives in this database that can be associated to questions; see **Associate Objectives to Question** for instructions.
  - Click **Save and Move Previous**: this command saves any change you have made and then moves you to the previous question in the list
  - Click **Save and Move Next**: this command saves any change you have made and then moves you to the next question in the list. If the question you are saving is last in the list, clicking Save and Move Next will open a new lesson template
8. Repeat steps 5-7 for as many questions as you want to add to the lesson.
  9. When you have added as many questions as you want to, click **File** then **Close**.
  10. All questions are listed on the Lesson Name window.
  11. Click the **Close** button on the Lesson Name window when you are satisfied with the questions you have added to the lesson.

## Step 4

### *Deliver lessons using the CPS response system*

1. Click the Lessons tab.

2. Select a lesson from the Lessons tab.
3. Click the **Engage** button. The **CPS – Session Setup** dialog box opens.

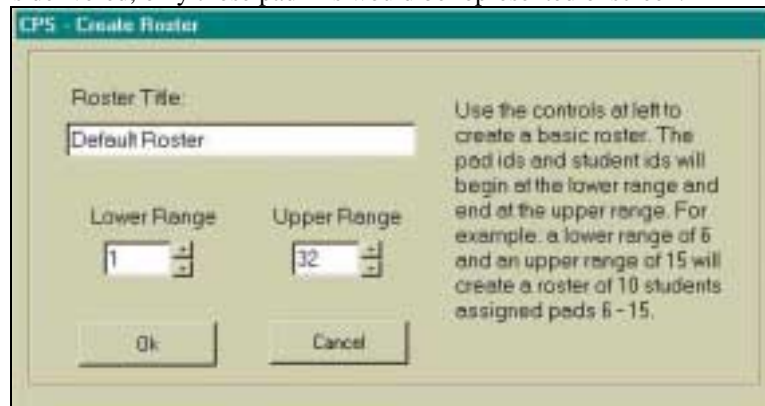


CPS Session Setup Dialog Box

There are 5 session types you can choose from in the first drop-down list:

- **Class participation** - this is integrated with classroom instruction and is designed to engage the students, keeping them on task and identifying problem areas with the instruction.
- **Exam** – use the Exam delivery mode to electronically record previously answered Exam questions.
- **Homework** - designed to grade homework problems that are objective in nature.
- **Pop Quiz** - for assessing preparedness and comprehension of materials you have assigned, yet not necessarily been over in class.
- **Review** - review material you have been over and show comprehension and retention.

4. Select the type of session to deliver.
5. From the Roster drop-down list, make sure that **Create Roster ...** is highlighted.
6. Click **OK**.
7. Type on a Roster Title.
8. Use the **Lower Range** and **Upper Range** boxes to indicate the number of pads you are using in this Engage session, as well as designating the pad ID values in use. *For example*, if you were using 5 pads with a pad ID value range from 11 to 15, then you would type 11 in the Lower Range box and 15 in the Upper Range box. When the lesson is delivered, only those pad IDs would be represented onscreen.



CPS – Create Roster During Engage

9. Click **OK**.
10. The CPS taskbar appears.

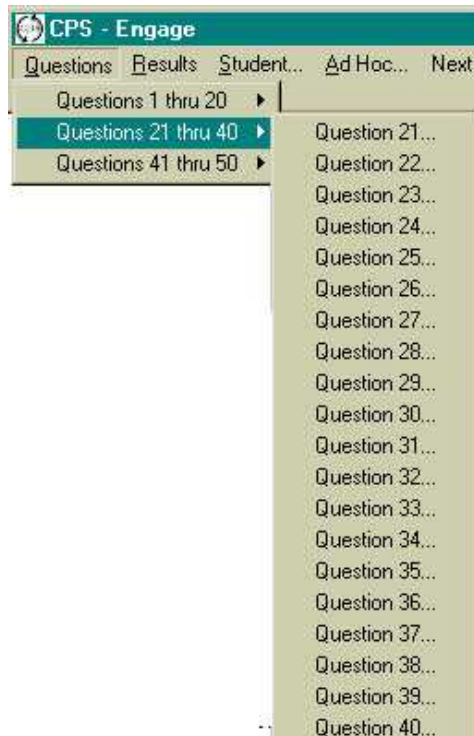


CPS Taskbar During Engage Delivery

11. Click the **Questions** menu item on the CPS taskbar.
12. Lesson questions in sets of 20 are listed in a drop-down menu.
13. Select a set and use the arrow to view the individual questions in that set.
14. Select a question. This launches the **Question Delivery** window.
15. When you are ready to begin the response cycle for this question, click the **Start** button.
16. Notice two rows of numbers appear at the bottom of the window. The pad ID values that coordinate to the range entry are displayed on a white background. The other numbers are shaded, to indicate there is no roster name associated with that pad number.
17. When students or teams press and release the response pad button that represents their answer, the onscreen number that corresponds to their pad number will turn black, then quickly turn blue.
18. If a student or team wants to change their answer, they simply press a different button for the same question and the corresponding onscreen response pad number again flashes black, then turns blue. Only the last response transmitted is associated with the response pad number in the reported session.

⚠ **NOTE:** Caution students *not* to press and hold their response pad buttons. If two students or teams respond at exactly the same time, the infrared signals may conflict and consequently disallow both responses. Remind students that the corresponding onscreen response pad number changes color when their response is recorded. Also caution about dropping the response pads as they are breakable.

19. The number of responses received by the receiver unit is displayed in the counter box at the bottom of the window.
20. When you are ready to terminate the student response activity, click **End**.
21. The results of this question's feedback are displayed as a percentile.
22. To go on to the next question in the list, use the > button.
23. To return to a previous question, use the < button.
24. To quit this delivery session click the **X** button.



*Congratulations!* You have achieved an interactive session. You can review the results by going to the Reports tab ... more about that later.