

# CLASSROOM PERFORMANCE SYSTEM

## CREATING ROSTERS

### Roster Overview

To create course/class distinctive rosters that contain student and response system information, continue with the instructions in this section.

In this section you will find instructions about:

- Roster wizard
- Adding rosters to a database from the Roster tab
- Adding students to a new roster
- Importing existing students
- Export CPS roster for tbt Deliver use
- Editing roster entries and rosters names
- Deleting roster entries and entire rosters

### Start the CPS Software

1. Click the **Start** menu in your Windows taskbar.
2. Click the **Programs** folder.
3. Find the **CPS icon** and click that.

🔔 **NOTE:** Each time you start CPS, the software automatically looks for and opens the database you had open when you quit CPS previously. If CPS cannot find that database (it has been moved or renamed), a dialog box will prompt you to Open a database or create a New database. If you get this dialog box click **New** to start a new database, or click **Open** to search for and open a previously created database. Refer to **Creating a New Database** or **Opening an Existing Database** for instructions.

4. This starts CPS.

### Roster Wizard

The Roster Wizard lets you create a roster as you are delivering a lesson session. This on-the-fly roster contains the pad ID values specific to the number of students who will participate in the session. So you can quickly generate a roster with only 6 pad ID values, or 200 pad ID values.

Another great bonus to the Roster Wizard is that any roster generated at the delivery of a session is saved into the database you have open and will be available from the Roster tab any time you would like to use it again. But remember, the Roster Wizard does not contain specific student names, only pad ID values. To create a roster with student names, go to **Add Rosters to a Database from the Roster Tab**. Following are the instructions of when and how you would use the Roster Wizard.

1. Start CPS.
2. Make sure that the lesson you want to deliver is open. Use the instructions in **Opening an Existing Database** if necessary.
3. Click the Lessons tab.
4. Select a lesson from the Lessons tab.
5. Click the **Engage** button. The **CPS – Session Setup** dialog box opens.
6. 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.



CPS Session Setup Dialog Box

7. Select the type of session to deliver.
8. From the Roster drop-down list, make sure that **Create Roster ...** is highlighted.
9. Click **OK**.
10. Type on a Roster Title.
11. 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 are using 5 pads with a pad ID value range from 11 to 15, then 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.
12. Click **OK**.
13. The CPS taskbar appears.
14. Then you would begin delivering questions to the class using the instructions found in **CPS Session with Recorded Performance Data (Engage Button)**.



### Add Rosters to a Database from the Roster Tab

A roster create from the Roster tab contains information about the student (name and student ID) and other information used to accommodate the multimedia, interactive capabilities available with CPS. This additional information includes assigning response pad identification values to individual students or teams. By assigning these values to specific students, performance data for each student or team can automatically be attributed to their entry and retrieved later for evaluation.

1. Start the CPS software.
2. Make sure that the database you want to add a roster to is open. Use the instructions in **Opening an Existing Database** if necessary.
3. Click the **Rosters** tab.
4. Click the **New** button on the Rosters tab.
5. Title your roster, as you may have many rosters in one database.
6. Click **OK**.

Now that you have created a roster name in the database, you will want to add students to that roster.

### Adding Students to a New Roster

Once you have created a roster in the database, you can add students to that roster. From step 6 in section **Add Rosters to a Database** do the following:

1. The name of the roster you titled in step 5 of **Add Rosters to a Database from the Roster Tab** is displayed on the Roster tab.
2. Click that roster name to highlight it.
3. Click the **Edit** button to add students to this roster. A new page is displayed.
4. Click the **New** button.
5. The mouse cursor is blinking in the **First Name** text box.
6. Fill in the student's first name, then use the TAB key to go to the next boxes and fill in the remainder of the student's information.
7. Click the **Save** button when you have added all the elements of one student.
8. That student's information is automatically displayed in the roster window.
9. The blinking mouse cursor remains in the First Name text box.
10. Repeat steps 4-8 for as many students as you want to add to the roster.
11. Use the **Show Last Name First** option box to get an alphabetical list of roster entries.
12. When you have completed adding students to the roster, click the **Close** button to go back to the tabs window.



Any roster you create in this database can be used in conjunction with any lesson during delivery.

## Editing Roster Entries Or Roster Names

You may edit any student or team name and any of the corresponding information in a roster by following these steps:

1. Start CPS.
2. Click the **Rosters** tab
3. Select the roster in the list of rosters that you want to add students to.
4. Click the **Edit** button.
5. Select an entry from the **Roster** window.
6. The student's information appears in the text boxes at the bottom of the roster window.
7. Edit the student's last name, first name, ID number, or the pad number.
8. Click the **Save** button when you are done editing that entry.
9. The edited entry is displayed.
10. The mouse cursor remains in the Last Name text box.
11. Repeat steps 5-10 as for as many entries as you want to edit in the roster.
12. Click the **Close** button when you have completed editing entries in the roster to go back to the tabs window.

### *Editing Roster Names*

1. Start CPS.
2. Click the **Rosters** tab
3. Select the roster name that you want to edit.
4. Click the **Edit** button.
5. On the Roster window, click the **Roster Attr ...** button in the top right corner.
6. This displays the roster title.
7. Alter the roster title.
8. Click the **OK** button to save your changes and return to the Roster window. Or click the **Cancel** button to return to the Roster window without saving any changes.
9. Repeats steps 3-8 for as many roster titles as you want to edit.
10. Click the **Close** button when you have completed editing roster titles to go back to the tabs window.

## Deleting an Roster Entries or Entire Roster

CPS allows you to delete any name and corresponding information from a roster, or to delete an entire roster. The delete function is helpful in maintaining clean and updated class, student, or team rosters.

### *Deleting A Roster Entry*

Start CPS as described in previous sections.

1. Click the **Rosters** tab.
2. Select the roster in the list from where you want to delete students.
3. Click the **Edit** button.
4. On the next page, select the student you want to delete from the roster.
5. Click the **Delete** button.
6. A confirmation message appears onscreen.
7. Click the **OK** button to remove that entry.
8. Repeats steps 4-7 for as many entries as you want to delete from the roster.
9. Click the **Close** button when you have finished deleting all the entries you desire to return to the tabs window.

### *Deleting An Entire Roster*

Start CPS as described in previous sections, then follow these easy steps:

1. Click the **Rosters** tab.
2. Select the roster in the list of rosters that you want to delete students from.
3. Click the **Delete** button.
4. A confirmation message appears onscreen.
5. Click the **OK** button to remove that roster. Or click **Cancel** to quit this delete function.
6. Repeats steps 2-5 for as many rosters as you want to delete.