

Classroom Performance System

CPS AUTHORIZING

Introduction

CPS gives you the ability to construct course relevant questions. CPS also provides you with the ability to track each student's **performance data** generated during delivery **sessions**, and to subsequently produce student and class performance reports with respect to your course **lesson**.

Summary

In this section you will find information and instructions about:

- Creating databases
- Creating objectives
- Creating lessons
- Creating rosters
- Creating challenge boards

CREATING DATABASES

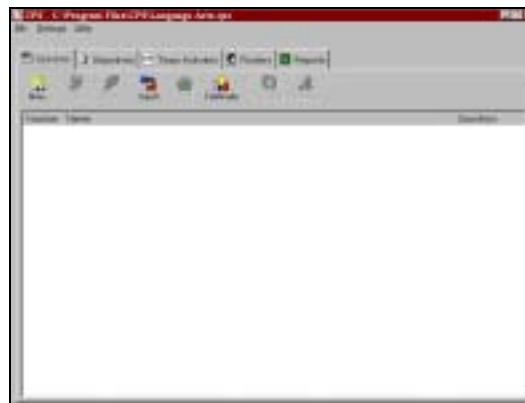
A **database** is a collection of information (**data**) that is organized in such a way as to make it easy to retrieve and use. The CPS databases hold lessons, rosters, challenge boards, delivery session results and student performance data.

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. You will see an interface similar to the following image.



Empty CPS Lessons Tab

Databases: Create New or Open Pre-existing

Creating a New Database

1. Start the CPS software.
2. Click **File** from the menu bar.
3. Click **New Database**.
4. A **New CPS Database** dialog box appears.
5. 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. The database is saved in the CPS folder. *For example*, if you teach 3 sections of Math, then you might name one database **Math1.cps**.
6. Click **Save**.
7. Wait while CPS processes your request.
8. An empty Lesson tab is displayed with your database name in the title bar of that window.
9. Repeat steps 1-6 for as many databases as you need to help you keep course and class lessons organized.

The database you created using the preceding steps is automatically opened. If you were to quit the CPS software now, the next time you start the software this database will open automatically.

Opening an Existing Database

If the .cps file that you had opened the last time you used CPS is available, then that file will be opened automatically. But if the last .cps file that you had opened is no longer available (due to renaming, deleting or moving) then you will have to create a new .cps file now or open a different, pre-existing .cps file

1. Start the CPS software.
 2. Click **File** from the menu bar.
 3. Click **Open Database**.
 4. An **Open CPS Database** dialog box appears.
 5. Select the database you want to activate.
- 📌 **NOTE:** Remember, the CPS Content folder contains multiple databases full of questions.
6. Click **Open**.
 7. Any lessons that are in this database are displayed on the Lessons tab.

The **File** menu item lists the last 10 database (.cps) files you had opened in CPS. This allows you to go to the File menu item and select a previously opened database as opposed to going through the steps from the Open Database command.

CREATING OBJECTIVES

CPS Objectives are course/lesson goals that can be associated with individual questions. Add objectives now and refer to them throughout the year for benchmark measurements of progress. In time, CPS will also allow you to generate performance reports based on objectives, so you can see what goals still need to be met or have been achieved. You have the following options from the Objectives tab:

- New objectives
- Subcategories for objectives
- Edit objectives
- Delete objectives

New Objectives

1. Start the CPS software.
2. Click the **Objectives** tab.
3. Click the **New** button.
4. The **Objective Author** dialog box opens.

Objective Author Dialog Box

5. Type in the title/name of an objective and a description (optional) of that objective. *For example*, an objective could be Long Division, while the description would explain how knowing long division is used to build up other, more advanced math skills.
6. Click the **OK** button to continue or **Cancel** to delete this objective.
7. The objective is added to the Objectives tab.
8. Repeat steps 3-6 for as many objectives as you want to add to this database.

Objectives Subcategories

If you have existing objectives in a database, you can add subcategories to each objective, for more detailed direction of a course goal.

1. Start the CPS software.
2. Click the **Objectives** tab. A list of objectives appears onscreen.
3. Select an objective from the list.
4. Click the **New Sub** button.
5. The **Objective Author** dialog box opens.
6. Type in the title/name of a subcategory and a description (optional) of that. *For example*, an objective could be Long Division, and the subcategory could be long division with fractions.
7. Click the **OK** button to continue or **Cancel** to delete this subcategory.
8. The subcategory is added beneath the objective you selected in step 3. A hierarchy of + icons is displayed to identify objectives with subcategories. Click the + to see the subs.
9. Repeat steps 3-7 for as many subcategories as you want add to this database.

Edit Objectives

1. Start the CPS software.
2. Click the **Objectives** tab. A list of objectives and subcategories appears onscreen.
3. Select an objective or subcategory from the list.
4. Click the **Edit** button.
5. The **Objective Author** dialog box opens.
6. Alter the objective or subcategory title/name and/or description.
7. When you are finished, click the **OK** button or **Cancel** to delete this request.
8. Repeats steps 3-7 for each objective and/or subcategory you want to edit.

Delete Objectives

The Objectives feature has a built in safety measure to prevent valuable objectives from being deleted mistakenly. In order to delete any main objective heading, you must first permanently delete any sub-categories that objective may have.

Also, once an objective is associated with a question, then you cannot delete that objective until the question association is eliminated. Refer to **Edit Questions in an Existing Lesson** for instructions on how to do that.

1. Start the CPS software.
2. Click the **Objectives** tab. A list of objectives and subcategories appears onscreen.
3. Select an objective or subcategory from the list.
4. Click the **Delete** button.
5. An onscreen message asks you to confirm your delete request.
6. Click **OK** or **Cancel**.
7. Repeat steps 3-6 for as many objectives or subcategories you want to delete.

CREATING LESSONS

Lessons Overview

CPS allows you to construct a course-specific, interactive lesson of questions. Using the CPS software, you can integrate your own questions and graphics into a powerful database that supports the instructional activities of all your courses. All lesson authoring steps are performed from the **Lessons** tab, shown here empty.



Empty CPS Lessons Tab

The following functions can be performed from the Lessons tab:

- Create new lessons
- Add questions to a lesson
- Lesson builder
- Import lessons
- Edit lessons
- Delete lessons
- Print lessons for exams
- Develop a quick answer key to coordinate with paper tests
- Deliver lessons without recording performance data (Preview)
- Deliver lessons to record performance data (Engage)
- Exit CPS

The lessons created by CPS are easy to deliver to your class and the performance data can be saved to the database when used with the CPS response system. These responses are considered **performance data** and can be used for immediate feedback or for later evaluation purposes. Students simply respond to questions using the response pads. Answers are recorded by the response system and attributed to each student or team according to the roster associated with the lesson you are delivering to your class.

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.

- This starts CPS. You will see an interface similar to this one.



The CPS Interface Displaying a Database with Lessons of Questions

Create a New Lesson

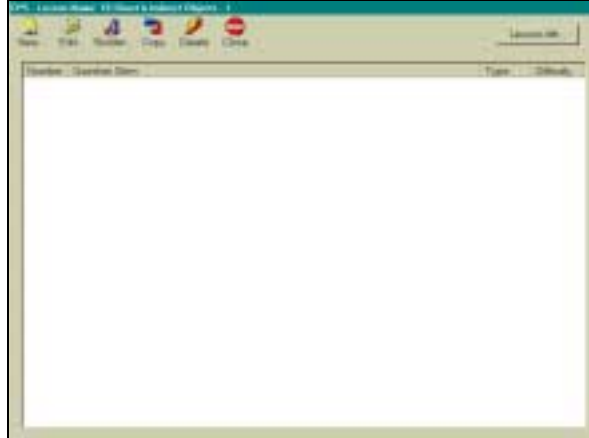
- Start CPS.
- Any lesson you create is saved in a database. Open an existing database now or create a new database using the instructions in **Databases: Create A New One Or Open A Pre-existing One**.
- Click the **Lessons** tab.
- Click the **New** button on the Lessons tab.
- The **Lesson Attributes** window pops up.
- Type in the title of the lesson (*for example*, Chapter 1 or Adjectives).
- Type in a description of the lesson (*for example*, which class section this lesson is for, the teaching goals of this chapter, etc.).
- 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.

Add Questions to Lessons

- Start CPS.
- Open the database that contains the lesson you want to add questions to, if it is not already open.
- Click the **Lessons** tab.
- The lessons you opened are listed on the Lessons tab.
- Select the lesson you want to add questions to.

6. Click the **Edit** button.
7. The Lesson Name window opens.

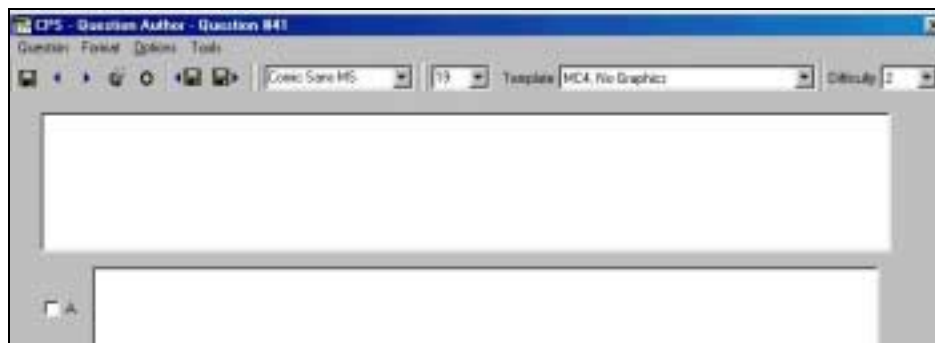


The Lesson Name Window with No Questions

8. In this window, click the **New** button.
9. 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 difficulty level of question, and make any font changes.

Please review the following sections of information for question authoring instructions. When you have reviewed the instructions about creating questions go to **Add Questions to Lessons (cont.'d)** and begin at step 10.

NOTE: Notice that the title in the Question Authoring window displays the numerical position of the question you are adding.



Question Authoring Window

Question Authoring Functions

On the question-authoring page you can perform the following functions:

- Select a question template specific to your question/answer needs
- Choose to show graphics with or after a question
- Make a question subjective
- Alter the question difficulty level
- Format the font style of questions/answers
- Character map
- Associate course objectives with questions
- Add notes to a question

Question Templates

Since you are creating the questions your students will see in the lesson, you can determine the type of question and many other question attributes. Below are the 30 question templates and the graphic placement options that are available.

- **MC2, Answer Graphics:** This is a multiple choice question with 2 answer choices (A-B) and no graphics included with the question text but with a graphic included for each of the answer choices.
- **MC2, Big Question Graphic:** This is a multiple-choice question with 2 answer choices (A-B) where a large graphic can be included with the question text but not in the answer choices.
- **MC2, No Graphics:** This is a multiple-choice question with 2 answer choices (A-B) and no graphics included in the question text or the answer choices.
- **MC2, Question Graphic:** This is a multiple-choice question with 2 answer choices (A-B) and a graphic included with the question text but not in the answer choices.
- **MC2, Question Graphic, Answer Graphic:** This is a multiple choice question with 2 answer choices (A and B) and a graphic included with the question text and with each of the answer choices.
- **MC3, Answer Graphics:** This is a multiple choice question with 3 answer choices (A-C) and no graphics included with the question text but with a graphic included for each of the answer choices.
- **MC3, Answer Graphics II:** This is a multiple choice question with 3 answer choices (A-C) and no graphics included with the question text but with ONLY graphics included for each of the answer choices. There is NO text allowed for any answer choice.
- **MC3, No Graphics:** This is a multiple-choice question with 3 answer choices (A-C) and no graphics included in the question text or the answer choices.
- **MC3, Question Graphic:** This is a multiple-choice question with 3 answer choices (A-C) and a graphic included with the question text but not in the answer choices.
- **MC3, Question Graphic, Answer Graphic:** This is a multiple choice question with 3 answer choices (A-C) and a graphic included with the question text and with each of the answer choices.
- **MC4, Answer Graphics:** This is a multiple choice question with 4 answer choices (A-D) and no graphics included with the question text but with a graphic included for each of the answer choices.
- **MC4, Big Question Graphic:** This is a multiple-choice question with 4 answer choices (A-D) where a large graphic can be included with the question text but not in the answer choices.
- **MC4, No Graphics:** This is a multiple-choice question with 4 answer choices (A-D) and no graphics included in the question text or the answer choices.
- **MC4, No Graphics, Big Question:** This is a multiple-choice question with 4 answer choices (A-D) and no graphics included in the question text or the answer choices. It is ideal for essay questions or other question types with extensive text.
- **MC4, Question Graphic:** This is a multiple choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices.
- **MC4, Question Graphic Bottom:** This is a multiple choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices. The image is placed directly beneath the question text.
- **MC4, Question Graphic Right:** This is a multiple choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices. The image is placed to the right of the question text.
- **MC4, Question Graphic, Answer Graphics:** This is a multiple choice question with 4 answer choices (A-D) and a graphic included with the question text and with each of the answer choices.
- **MC4, Question Graphic Right, Big:** This is a multiple choice question with 4 answer choices (A-D) and a graphic included with the question text but not in the answer choices. The image is placed to the right of the question text and can be unusually large if you need it to be.
- **MC5, Answer Graphics:** This is a multiple choice question with 5 answer choices (A-E) and no graphics included with the question text but with a graphic included for each of the answer choices.
- **MC5, No Graphics:** This is a multiple-choice question with 5 answer choices (A-E) and no graphics included with the question text or the answer choices.

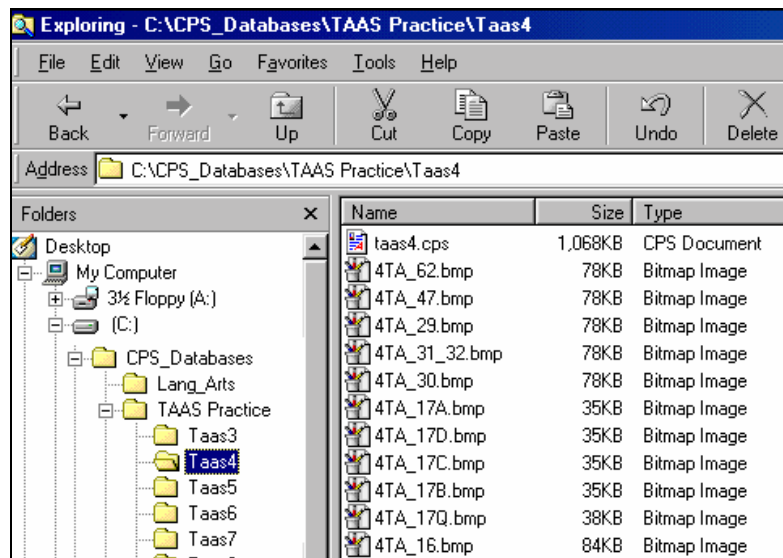
- **MC5, No Graphics, Big Question:** This is a multiple-choice question with 5 answer choices (A-E) and no graphics included in the question text or the answer choices. It is ideal for essay questions or other question types with extensive text.
- **MC5, Question Graphic Mid:** This is a multiple choice question with 5 answer choices (A-E) and a graphic included with the question text but not in the answer choices. The image is placed between the question and the answer choices.
- **MC5, Question Graphic Right:** This is a multiple choice question with 5 answer choices (A-E) and a graphic included with the question text but not in the answer choices. The image is placed to the right of the question text, and can be a large-scale image.
- **MC5, Question Graphic Right, Small:** This is a multiple choice question with 5 answer choices (A-E) and a graphic included with the question text but not in the answer choices. The image is placed to the right of the question text.
- **MC5, Question Graphic Right, Big:** This is a multiple choice question with 5 answer choices (A-E) and a graphic included with the question text but not in the answer choices. The image is placed to the right of the question text and can be unusually large if you need it to be.
- **T/F, No Graphics:** This is a true/false question and no graphics included in the question text or the answer choices.
- **T/F, Question Graphic:** This is a true/false question and a graphic included with the question text but not in the answer choices.
- **Y/N, No Graphics:** This is a yes/no question and no graphics included in the question text or the answer choices.
- **Y/N, Question Graphic:** This is a yes/no question and a graphic included with the question text but not in the answer choices.

Question templates with graphics include the pixel size of the graphic area. This way you can size your image accordingly so it is not skewed upon display.


Questions with Graphics

The most important thing you can know about using images inside of CPS questions is that when you associate an image to a question, the CPS software makes a note of the directory path where the image file is located so it can find and display that image each time. If you move a CPS database file that has lessons of questions with images in it or you move the image files, those image files will not appear.

It is a very good idea to always keep your CPS database file (a file with the extension .cps) and any image files associated to questions in that database in one folder on your hard drive. A folder with a CPS database file and image files in it might look like this:



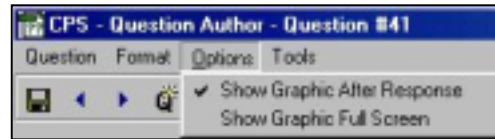
Folder with CPS Database and Image Files

 **NOTE:** The **Taas 4 folder** in the left part of the window is where the taas4.cps database file and the associated image files are saved.

Now if you move the image files or the CPS database file, you can move the entire folder and make certain that images will appear when you engage and deliver lessons.

Show Graphic After Response

The **Show Graphic After Response** option is only available with question templates that include a question graphic. If you select a question template that allows graphics in the question stem, and you want that image to appear *WITH* the question during the response cycle, then click the Options item and make sure there is *NOT* a checkmark beside that command.



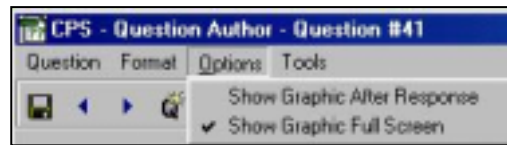
menu

If you do not want the image to appear with the question during the response cycle, but rather for that image to show *AFTER* you have ended the response cycle, then make sure there *IS* a checkmark beside the **Show Graphic After Response** command. This is ideal in case the image would ‘give away’ the answer.

It is important to know that if you have this option turned ON for one question (so that the graphic will be displayed *AFTER* you have ended the response cycle), this option will automatically stay ON until you turn it off.

Show Graphic Full Screen

The **Show Graphic Full Screen** option is only available with question templates that include a question graphic. If you select a question template that allows graphics in question stem, and you want that image to appear in the space of the CPS window, then click the Options menu make sure there is a checkmark beside that command.



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You might use this option if the image is the question itself: an artist’s work, math or science equations, etc.

If you would rather that the image appear the size in which it is formatted when you added it to the question (see the pixel count for each graphic area in a question template), then make certain that this option is OFF.

It is important to know that if you have this option turned ON for one question (so that the graphic is displayed full screen), this option will automatically stay ON until you turn it off.

Adding Graphics to Questions

The graphics you add to questions can in .jpg, .gif or .bmp format. The smaller the file size the better though, and usually .jpg is the smallest, followed by .gif and then .bmp file types can be the largest.

We recommend that you copy any image files that you want to include in a CPS question to the same directory where that database is, and then be certain *NOT* to move those image files. Questions with graphics look for that image file in the directory where it was added from, so if you move it, the image will not be found and therefore will not appear.

Another key feature is that the question templates with graphics include the pixel size of the graphic area. This way you can size your image accordingly so it is not skewed upon display.

There are several ways you can include an image into a question, but before you do make certain your image files are *all together in the same directory as your open database*:

Method 1

1. After you have selected a question template with graphics, left click inside the graphic area and a dialog box called **Set Image Files** opens.
2. Use the **Look in** drop down list at the top of the dialog box to browse to the directory where you saved your image files.
3. Highlight an image file that you want to display in this graphic area.
4. Click the **Open** button.
5. That image appears in the graphic area of the question or answer options.
6. Click the File menu item and the **Save** command, or click the **Save and Move to Next Question** icon from the Question Author toolbar.

Method 2

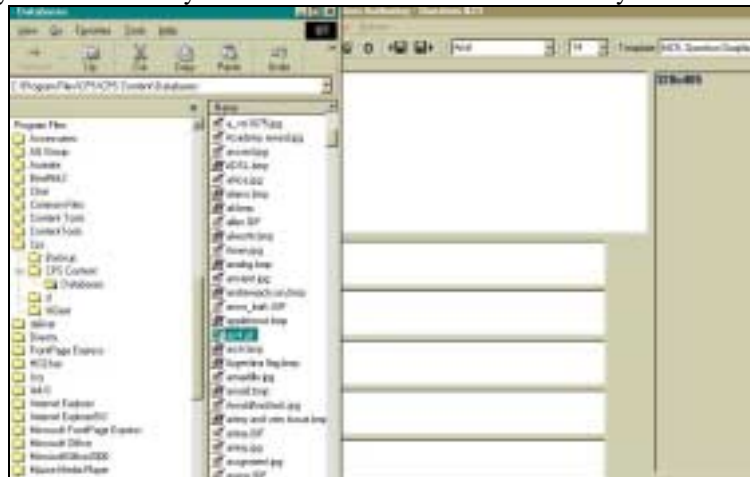
1. After you have selected a question template with graphics, right click inside the graphic area and a pop up menu appears.
2. Click the **Browse** command.
3. A dialog box called **Set Image Files** opens.
4. Use the **Look in** drop down list at the top of the dialog box to browse to the directory where you saved your image files.
5. Highlight an image file that you want to display in this graphic area.
6. Click the **Open** button.
7. That image appears in the graphic area of the question or answer options.
8. Click the **File** menu item and the **Save** command, or click the **Save and Move to Next Question** icon from the Question Author toolbar.

Method 3

This requires that you have your CPS software open to a question template and your Windows Explorer window open simultaneously. You can move the CPS window around the screen and adjust the size of your Windows Explorer window so that you can see both at the same time.

If you need to, use the toggle function of ALT+TAB to go back and forth between the CPS and Windows Explorer windows easily and quickly.

1. Start the CPS software and add a question to a lesson.
2. When a question template with graphics is open, start your Windows Explorer.
3. Resize and move your windows so you can see both windows simultaneously.




Windows Explorer and CPS Question Template with Graphic Open Simultaneously

4. In your Windows Explorer, browse to the directory where your open CPS database and image files are saved.
5. Highlight the image file you want include in the question.
6. With your left mouse button depressed, drag that image from the Windows Explorer window to the graphic area of the question template. *Do NOT release your mouse until the image file is OVER the graphic area.*
7. The image will appear in that graphic area.
8. Click the File menu item and the **Save** command, or click the **Save and Move to Next Question** icon from the Question Author toolbar.

Deleting Graphics from Questions

If you have questions with graphics that you want to delete from the question, use these steps:

1. Start CPS as described in previous sections.
2. Open the database that has the lesson with the question and graphic you want to delete.
3. Click the **Lesson** tab.
4. Select the lesson from the list.
5. Click the **Edit** button. The Lesson Name window opens. This window displays all of the questions currently in this lesson.
6. Select the question with graphic you want to delete from the list.
7. Click the **Edit** button. This opens the Question Authoring window.

 **NOTE:** The file path of an image included in a question can be displayed by rolling your mouse cursor over the image itself or right-clicking on the image.

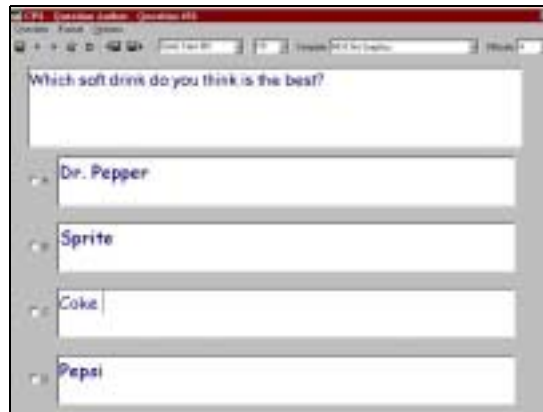
8. Right-click on the graphic area. A pop up menu appears.
9. Click the **Remove** command.
10. The image is deleted.
11. To add a new image to this question, follow the instructions in **Adding Graphics to Questions**.
12. Click the File menu item and the **Save** command, or click the **Save and Move to Next Question** icon from the Question Author toolbar.

Question and Answer Choices (If Applicable)

In the **Question Authoring window** there are very clearly defined text boxes in which to type text for the question and for the answer choices. To add a graphic to a question or answer choice, right-click in the area where the graphic will go (the large blank area onscreen when applicable) and select the file from its location on your system

Subjective Questions

During the Question Authoring (see **Add Questions to Lessons**) you can make any question subjective (does not have a correct or incorrect answer selected) by not having a checkmark beside any answer option. A subjective question would look like this:



Question Author Window for a Subjective Question

Notice that there is NOT a checkmark beside any one answer option to indicate a correct response.

Difficulty Level

Questions can range in difficulty from 1 (easiest) to 5 (hardest). Use the Difficulty drop-down list to select 1-5.

Format (Font Style)

Once you start creating questions, the default font (that you can select from the Settings menu item on the Tab window) can be adjusted on the Question Authoring window. You can alter the font style by using the **Format** menu item:



- Highlight question and/or answer text in the question author window.
- Click the **Format** menu item
- Click the **Font, Color, Subscript** or **Superscript** command
- In the dialog box that opens, adjust that property to your discretion.

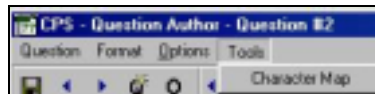
Changes to the font style will be attributed to highlighted text only.

NOTE: If you use the Superscript or Subscript option and then decide to ‘undo’ that special format, be aware that you will have to retype that text in order to get it to a normal line format.

Character Map

Also included in the CPS question authoring window is the ability to add specialized characters to your questions or answers. This is helpful for math and science teachers, as they require certain symbols to accurately express equations and other course relevant data. But any one can use the character map to incorporate a more specialized question into any lesson. Here’s how:

- Simply place your cursor in the question or answer text box where you want a special character to be placed.
- Click the **Tool** menu item and then the **Character Map** command.



- The character map window opens.



Character Map Window

The special font show by default each time you open the character map is *SYMBOL*.

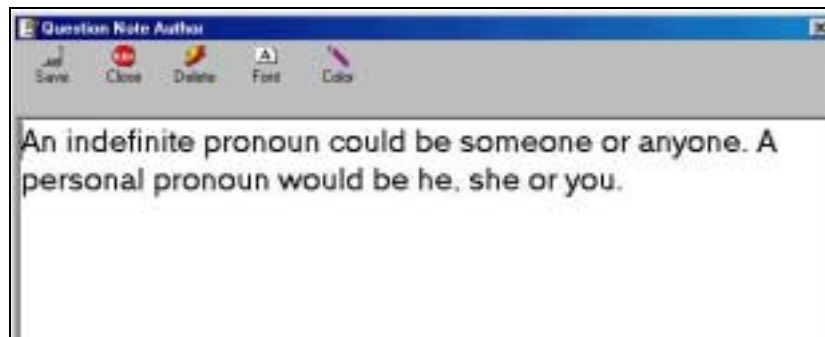
4. You can adjust this font style if you like by using the arrow in that drop-down list to see other character map options.
5. Find the character in the large portion of the window you want to incorporate into your questions or answers.
6. Click the **Select** button.
7. That character will appear in the **Characters to Copy** text box.
8. Repeat steps 5-7 for as many characters as you want to add.
9. Click the **Copy** button.
10. Click the **Close** button and return to the Question Author window.
11. Make sure your mouse cursor is where you want the characters to be placed.
12. Use the keyboard command **CTRL+V** to **Paste** the characters into this area.

These special characters will be displayed during an engage session just like any other text.

Create Note

Often times, questions have an answer, and then they also have an explanation. Or at least deserve some background information. That is why we let you create notes to accompany questions. *For example*, while authoring a question about Indefinite Pronouns, you can add a note that defines Indefinite Pronouns and compares that to the definition of Personal Pronouns.

- a. From the Question Authoring window, click the **Question** menu item.
- b. Click the **Create Note** command.
- c. The **Note Author** window opens.
- d. Type in your note, then use the buttons at the top of the window to adjust the format:
 - **Font:** adjust the size and style of the text in your note.
 - **Color:** make all of the text in your note, or only selected words in your note, colored to draw attention to it.



Note Author Window

- e. When you have finished typing and formatting your note, click the **Save** button. Or click **Close** to negate any note you may have just added.
- f. Back on the Question Authoring window, be sure to click the **Question** menu item and the **Save** command in order to associate this note with this question.

Any note you associate with a question will be available during session delivery after you have clicked the End button.

Associate Objectives to Question

After you have typed in a question and answer options, associate specific learning objectives to this question using these steps:

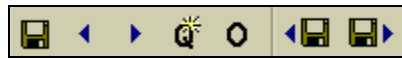
- a. Click the **Question** menu item
- b. Click the **Save** command.

- c. Then click the **Question** menu item again.
- d. Next click the **Associate Objectives** command.
- e. A list of objectives in the database opens.
- f. Click inside the boxes beside as many objectives as you associated with this question. Use the + icons to see any sub-objectives and select those too if you like.
- g. Click the **OK** or **Cancel** button.

To review which objectives are associated with any question, open a question in the question author window and repeat steps c and d.

Add Questions to Lessons (cont.'d)

10. Once you are satisfied with the question you have added to the lesson, use the question author toolbar to:



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
11. Repeat steps 7-10 for as many questions as you want to add to the lesson.
 12. When you have added as many questions as you want to, click **File** then **Close**.
 13. All questions are listed on the Lesson Name window.
 14. Click the **Close** button on the Lesson Name window when you are satisfied with all number of questions you have added to the lesson.

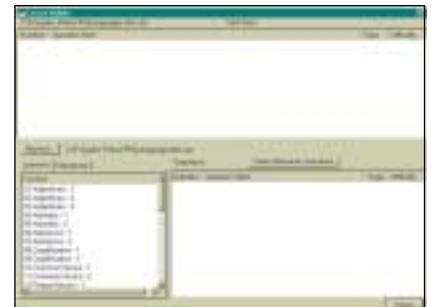
If you discover later that you want to add more questions to a lesson or edit existing questions in a lesson, then use the instructions in **Edit an Existing Lesson**.

Lesson Builder

Using the **Lesson Builder** function, you can build one lesson of questions from several pre-existing lessons and databases of questions. *For example*, if a Language Arts database has 32 lessons in it (each lesson representing a chapter from a text), you can create a mid-term exam from the first 6 lessons (chapters) without re-typing all the questions. Or you can create a lesson from multiple databases.

Lesson Builder Window

- The top pane is the current lesson (the one that you are creating or editing).
- The bottom left pane is a list of the lessons available in the database shown directly above it.
- The **Browse** button allows you to select a database (.cps file) from which to take questions.
- The bottom right pane is a list of the questions available in the lesson selected in the bottom left pane.
- The **Close** button at the bottom of the screen will close the builder window.



Building Lessons

1. Start CPS.
2. Open the database you want to create a new lesson in (see **Opening an Existing Database** for instructions).
3. Click the **Lessons** tab.
4. Click the **New** button to create a new lesson (follow the instructions in **Create a New Lesson** if necessary).
5. When the shell of the new lesson has been created and the lesson name appears in the list, highlight that lesson name.
6. Click the **Edit** button.
7. When the Lesson Name window opens, click the **Builder** button.
8. The **Lesson Builder** window opens.

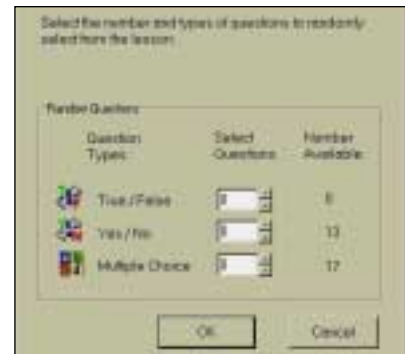
NOTE: Check that the database that is open in the bottom left pane is what you want to take questions from. If this is *not* the correct database, use the **Browse** button to find and open the database from which you want to select questions.

9. Select a lesson from the database open in the bottom left pane.
10. The questions for that lesson will be displayed in the bottom right pane.
11. In the bottom right pane, select questions that are to be copied into the new lesson:

Question selection:

- Use the **Ctrl** key, or the **Shift** key, and your **mouse** to select specific questions to be included in the new lesson. With your mouse button depressed, drag those selected questions into the top pane.
- Click the **Select Random Question** button to choose the number of specific question types you want to include in the new lesson. Click the **OK** button to complete this random selection.

Random Question Selector in the Lesson Builder



12. Repeat step 11 for as many questions as you want to add to the new lesson, or go back to step 9 if you want to incorporate questions from a different database into the lesson.
13. When you have completed 'building' a new lesson from an existing database(s), click the **Close** button.
14. The Lesson Name window appears and displays the questions selected in step 11.
15. Click **Close** from the Lesson Name window to return to the Lessons tab.

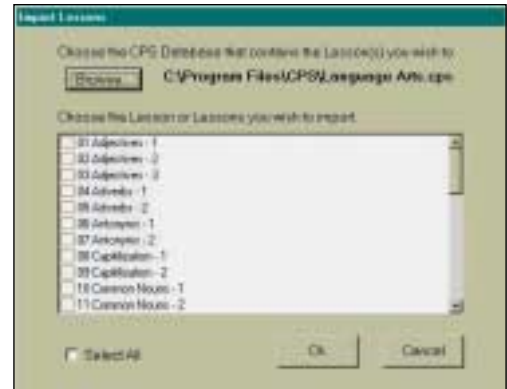
Import Existing Lessons

CPS also lets you import pre-existing lessons from other CPS databases or lesson databases created by another eInstruction product, HyperVision. This import function is a real time-saver for busy instructors. *For example*, if you have a lesson in a database for a marketing class that would be beneficial for your management class to review than you can import the marketing lesson to the management database. This is how you do it:

1. Start CPS.
2. Make sure that you have open the database into which you want to import a .cps or .mdb lesson.
3. Click the **Lesson** tabs.
4. Click the **Import** button. A new dialog box opens.
5. Click the **Browse** button and look for that path and file name of the database that has the lesson you want to import.
6. Next select that file and click the **Open** button.
7. The path and file name are displayed in the dialog box.
8. Any lessons in the database are displayed in the larger text area of the dialog box.
9. Select individual lessons from this database by clicking in the box beside each lesson name. Or you can choose to import all of the lessons from this database by clicking inside the **Select All** option.

10. Click the **OK** button when all desired lessons are selected. Depending on the lesson sizes and the speed of your processor, this import may take some time.
11. The imported lessons are now listed on the Lessons tab.
12. You can go about editing lessons, questions and delivering lessons with these imported lessons as you would any that you authored with CPS.

Import Lessons Dialog Box



- NOTE: When you import a lesson from one database into another, any rosters in the first database will not be imported into the new database. You can do this separately using the Import command from the Roster tab.

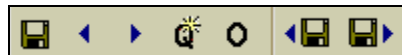
Edit Lessons

You can edit an existing lesson by:

- Adding questions to an existing lesson
- Copying questions
- Editing questions in the lesson
- Editing the lesson attributes
- Deleting questions from the lesson

Add Questions to an Existing Lesson

1. Start CPS as described in previous sections.
2. Open the database that has the lesson you want to edit.
3. Click the **Lesson** tab.
4. Select the lesson from the list.
5. Click the **Edit** button. The Lesson Name window opens. This window displays all of the questions currently in this lesson.
6. To add a new question, click **New** and follow the instructions from **Add Questions to Lessons**.
7. Once you are satisfied with the question you have added to the lesson, use the question author toolbar to:



Question Author Toolbar

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

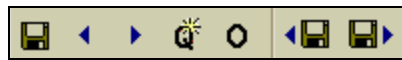
- Click **Save**: stays on the Question Authoring page
 - Click **Move to Previous Question**: move to the previous question in the lesson
 - Click **Move to Next Question**: move to the next question in the lesson
 - Click **New Question**: negate any text or images you may have just added and 'redo' 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. Repeats steps 6 and 7 for as many questions as you want to add to this lesson.
 9. When you have added as many questions as you want to, click **File** then **Close**.
 10. Repeat steps 4-7 for as many lessons as you want to add questions to.

Copying Questions

You can create a question and then duplicate that question within the same lesson, editing portions of the question of make it different than the original. *For example*, you may want a ‘question/answer template’ where the answers to every question are the same but the question changes, like ‘Do you agree with ...’ statements, where all answer options would be:

- Agree
- Moderately agree
- Unsure
- Disagree moderately
- Disagree

1. Start CPS as described in previous sections.
2. Open the database that has the lesson you want to edit.
3. Click the **Lesson** tab.
4. Select the lesson from the list.
5. Click the **Edit** button. The Lesson Name window opens. This window displays all of the questions currently in this lesson.
6. Select a question or a group of questions from the Lesson window.
7. Click the **Copy** button.
8. The selected questions are copied and then displayed at the end of the lesson.
9. To edit a duplicated question, select that question and click the **Edit** button. See **Edit Questions in an Existing Lesson** for more instructions.
10. 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

11. When you have added as many questions as you want to, click **File** then **Close**.
12. Return to the Lesson tab by clicking **Close**.

Edit Questions in an Existing Lesson

1. Start CPS as described in previous sections.
2. Open the database that has the lesson you want to edit.
3. Click the **Lesson** tab.
4. Select the lesson from the list.
5. Click the **Edit** button. The Lesson Name window opens. This window displays all of the questions currently in this lesson.
6. To add a new question, click **New** and follow the instructions from **Add Questions to Lessons**.
7. To edit an existing question, select that question from the list.
8. Click the **Edit** button. This opens the Question Authoring window.

- Make any changes to the question, answer choices, question template, subjective status, difficulty level, format, note and objectives from this window.

 **NOTE:** The file path of an image included in a question can be displayed by rolling your mouse cursor over the image itself or right-clicking on the image.

- When you are satisfied with the question you have added to the lesson, use the question author toolbar to:



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
- When you have added as many questions as you want to, click **File** then **Close**.
 - Repeat steps 7-10 for as many questions as you want to edit.

Lesson Attributes

- Start CPS as described in previous sections.
- Open the database that has the lesson you want to edit.
- Click the **Lesson** tab.
- Select the lesson from the list.
- Click the **Edit** button.
- In the Lesson window, click the **Lesson Attr ...** button in the top right corner.
- In the Lesson Attribute window you can edit the lesson name or the lesson description.
- Click **OK** to save your changes. Click **Cancel** to negate your changes.
- Click the **Close** button on the bottom of the Lesson Name window to return to the Tabs window.

Delete Questions from a Lesson

- Start CPS as described in previous sections.
- Open the database that has the lesson you want to delete questions from.
- Click the **Lesson** tab.
- Select the lesson from the list.
- Click the **Edit** button.
- In the Lesson window, select the question you want to delete.
- Click the **Delete** button.
- A confirmation appears onscreen before you delete the question. Click **OK** to continue or **Cancel**.
- The list of questions automatically updates itself.
- Repeats steps 6-8 for as many questions as you want to delete from this lesson.

Print Lessons for Exams

Sometimes, it is more effective to deliver exams to students in a hard copy format and then record performance data after the fact, than to deliver exams in real-time mode. Unlike quizzes, which work well for students in the real-time format, exams can be delivered with higher security in mind.

CPS lets you use a hard copy test created inside CPS or an existing hard copy test. If you use an existing hard copy test, CPS allows you to create an online answer key for that test, so you can at the very least get online performance.

If you use an existing hard copy test, CPS allows you to create an online answer key for that test, so you can at the very least get online performance feedback from students and generate reports.

Print a Test from a CPS Lesson

1. Start **CPS**.
 2. Open the database that has the lesson you want to print.
 3. Click the **Lesson** tab.
 4. Select the lesson you want to print.
 5. Click the **Print** button. This launches the **CPS Print Lesson** window.
 6. Every question selected in step 4 is displayed in the new window.
 7. Use your mouse to click beside the questions you want to print out, or click the **Select All** option box to include every lesson question on the print out.
 8. Optionally, you can include a lesson key with the print out.
 9. Click the **Preview** button. The contents of the print out, just as they will appear, are displayed in the **Reporting Preview** window.
- ☞ **NOTE:** The directory path of any image associated with a question will be displayed in the Preview window.
10. Click the **Export/Print** button from the Reporting Preview window if you are satisfied with the data.
 11. The print out contents are automatically opened in a word processing application and automatically saved to the CPS folder on your hard drive. Look at the word processing application's window title bar to see the file name of the print out.
- ☞ **NOTE:** If Microsoft Word is set to automatically view text and image files, then images associated with questions will display as well as the text.
12. Review the file and make any layout adjustments.
 13. Click the **File** menu item.
 14. Click the **Print** command.
 15. Make sure you are connected to a printer, then click the **OK** button to print this lesson.
 16. You can close the word processing application and the lesson you printed in step 15 at any time.
 17. Return to the Reporting Preview window and click **Close**.
 18. Back at the CPS Print Lesson window, click the **Close** button to return to the Lesson tab.

FastGrade Answer Key for Existing Hard Copy Tests

It is a good idea to have your existing hard copy test with you when you create a CPS FastGrade answer key for it.

1. Start **CPS**.
2. Open the database that has the lesson you want to print.
3. Click the **Lesson** tab.
4. Click the **FastGrade** button. The FastGrade window opens. Below is an explanation of this window's components:

Title: Type in a test name or a descriptive name for your use later.

Description: Type a description of the FastGrade answer key you are creating (optional).

Number of Questions tally: This tally displays the number of questions you have successfully added to the FastGrade answer key.

Question tally: This tally displays the question number you are currently working on. This number will always be 1 ahead of the Number of Questions tally.

Question type columns: Each question type (in its broadest format) is represented in individual columns. This enables you to add various question types into the FastGrade answer key.

Previous: Use this button to move to the previous question in your FastGrade answer key. This action will highlight the previous question's question type and correct answer as well as displaying the number of this question in the list of questions.

Next: Use this button to move to the next question in your FastGrade answer key. This action will highlight the next question's question type and correct answer as well as displaying the number of this question in the list of questions.

OK: Click **OK** when you are finished adding questions to your FastGrade answer key. This action takes you to the Lesson tab.

Cancel: Click **Cancel** to negate any data you have entered and return to the Lesson tab.

CPS FastGrade Window

5. Type in a lesson title and optional description.
6. Then use your mouse to click on the correct answer and question type of the first question on your hard copy test. Notice the correct answer button you clicked changes color to indicate it has been selected.
7. The Number of Questions tally and the Question tally increase by one.
8. Repeat steps 6 and 7 for every question of your hard copy test.
9. Click **OK** when you have entered a correct answer and question type for every question on your hard copy test. This action returns you to the Lesson tab.
10. The lesson name you entered in step 5 is displayed on the Lesson tab.



How Print Exams and CPS Work Together

Whether you have printed a test from a CPS lesson and given it out for students to answer by hand, or you have had them take an existing hard copy test then made a FastGrade answer key for it, you can grade those hard copy tests and gather performance data by doing this:

1. After students have completed the exam, pass out their response pads (remember, their name in the roster should coincide with the response pad number they use).
2. Then, deliver the lesson that represents that exam (either with the questions listed in it or a FastGrade answer key) using the **Engage** button on the Lesson tab.
3. You control the pace of questions as every student 'records' their answer to each question. You will know when to go onto the next question by the counter box.
4. When the students have 'recorded' their exam answers using the real-time Exam session type, collect the paper exams and response pads.
5. Now you have a recorded session on the Reports tab of the students' responses to the exam questions.

Delete a Lesson

You can delete an entire lesson of questions by following these steps:

1. Start CPS as described in previous sections.
2. Open the database that has the lesson you want to delete questions from.
3. Click the **Lesson** tab.
4. Select the lesson from the list that you want to delete.
5. Click the **Delete** button.
6. A confirmation message appears. Click the **OK** or **Cancel** button.
7. The list of lessons on this Lesson tab rennumbers itself.
8. Repeats steps 4-6 for as many lessons as you want to delete.

Deliver Lessons Without Recording Performance Data (Preview Button)

A lesson of questions can be delivered in a session without recording performance data. This is a useful tool to quiz students on class material and prepare for tests. For information and instructions about lesson delivery please see **CPS Session without Recorded Performance Data**.

Deliver Lessons to Record Performance Data (Engage Button)

Lessons can be delivered to students in a mode that requires their feedback via the CPS response system. This feedback, or performance data, is saved in the open database and can be accessed later for evaluation. For information and instructions about lesson delivery please see **CPS Session with Recorded Performance Data**.

Quit CPS

Click the **File** menu item then the **Exit** command to quit CPS from anywhere in the program.