

CLASSROOM PERFORMANCE SYSTEM

CREATING TEAM ACTIVITIES

Team Activities Overview

The CPS Response System is ideal to use with teams of students. Teams compete for points in a fun environment where knowledge is cool.

CPS Challenge Board

One such team activity that CPS offers now is the Challenge Board. If you and your students are familiar with the game show Jeopardy!TM then you already know how the CPS challenge board works. Challenge Boards use questions that you have already created in a lesson and gives them point values.

Select point values under a category, or have a teams call them out. Then click on that point value to display a question. As soon as you start the response cycle, teams can discuss, point and click their answers. Performance data is recorded to the Reporting function of CPS and you can access and evaluate reports later.

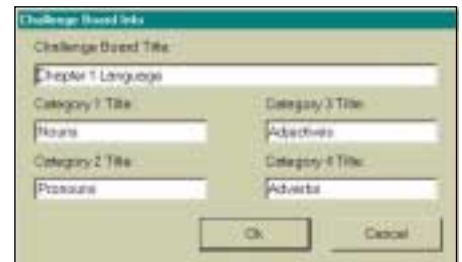
From the Team Activities tab you can:

- Create challenge boards
- Edit challenge boards
- Delete challenge boards

Creating Challenge Boards

Instructions to create a challenge board are as follows:

1. Start CPS.
2. Make sure that the database that has the lesson from which you want to make your challenge board(s) is open. If it is not, follow the instructions in **Opening an Existing Database** to do so now.
3. Click the **Team Activities** tab.
4. Click the **New** button. The **Challenge Board Info** dialog box opens.
5. Type in a title for your challenge board, and then name the categories. You can come back and edit these later if you like. Click **OK**.



The **Challenge Board Builder** window opens and is comprised of the following windows:

- **Top left window** displays all of the lessons in the database you opened in step 2.
- **Top right window** displays the point values under each category. The point value buttons display their point value, of course, but each point value button also displays how many questions it contains.
- **Bottom half** displays the questions of the lesson you select from the top left window.



6. Select a lesson from the top left window. The questions from that lesson will appear in the bottom half of the window.
7. Here are the methods you can use to get questions from the lesson selected in step 8 into the category and point values:


Method 1 – Populate a Challenge Board with Specific Questions from Lessons

- a. In the bottom half of the window, highlight a question, or multiple questions (use the **CTRL** key to select multiple, nonconsecutive questions), that you want to drag to a point value in a particular category.
- b. With you mouse button depressed, drag the question(s) to a point value until the pointer is over the point value.
- c. Release your mouse button to drop the questions into that point value.

- d. The point value button display should change to represent the number of questions you just dropped into the point value.
- e. Repeat steps 8 through Method 1 for as many lessons and questions as you want to add to the challenge board.

Method 2 – Populate a Challenge Board with an Entire Lesson of Questions

- a. In the top left window, click on and highlight the name of the lesson you want to drop into one of the categories.
- b. With you mouse button depressed, drag that lesson to a category until the pointer is over the category name. The category name will depress slightly.
- c. Release your mouse button to drop that lesson and all of its questions into the category. The questions of this lesson will be equally allotted to the point values.
- d. The point value button display should change to represent the number of questions you just dropped into the point value.
- e. Repeat steps 8 through Method 2 for as many lessons as you want to add to the challenge board. See the following complete challenge board.

 **NOTE:** You can sue a combination of these two methods ... drag and drop some questions from some lesson to point values, or drop an entire lesson of questions in one category.

10. Click the **File** menu item and the **Close** command when you are done to return to the Team Activities tab.
11. On the Team Activities tab you should see your new challenge board title displayed. This board has been saved to your open database.



Lesson	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 1	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 2	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 3	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 4	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 5	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 6	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 7	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 8	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 9	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2
Lesson 10	10 - 2	15 - 2	20 - 2	25 - 2	30 - 2

Completed Challenge Board

Edit Challenge Boards

The editing feature in the Team Activities allows you to:

- Add questions to an existing challenge board
- Delete questions from an existing challenge board
- Edit the challenge board name and categories

Add Questions To An Existing Challenge Board

1. Start CPS.
2. Make sure that the database that has your challenge board in it is open. If it is not, follow the instructions in **Opening an Existing Database** to do so now.
3. Click the **Team Activities** tab.
4. Select the challenge board you want to add questions to.
5. Click the **Edit** button. The Challenge Board Builder window opens.
6. Select a lesson from which to take questions. The questions of that lesson appear in the bottom half.
7. Select a lesson from the top left window. The questions from that lesson will appear in the bottom half of the window.
8. Highlight a question, or multiple questions (use the **CTRL** key to select multiple, nonconsecutive questions), that you want to drag to a point value in a particular category.
9. With you mouse button depressed, drag the question(s) to a point value until the pointer is over the point value.

10. Release your mouse button to drop the questions into that point value.
11. The point value button should change to represent the number of questions you just dropped into the point value.
12. Repeat steps 6-10 for as many questions as you want to add to the challenge board.
13. Click the **File** menu item and the **Close** command when you are done to return to the Team Activities tab.

Delete Questions From An Existing Challenge Board

1. Start CPS.
2. Make sure that the database that has your challenge board in it is open. If it is not, follow the instructions in **Opening an Existing Database** to do so now.
3. Click the **Team Activities** tab.
4. Select the challenge board you want to delete questions from.
5. Click the **Edit** button. The Challenge Board Builder window opens.
6. Click the point value button that has questions you want to delete. The questions associated with this point value appear in a dialog box.



Challenge Board Level Questions Window

7. Select a question or several questions to delete.
8. Click the **Delete** button.
9. Click **OK** in the request confirmation dialog box.
10. The **Challenge Board Level Questions** window refreshes and shows only the questions you have not deleted.
11. Click the **Close** button to return to the **Challenge Board Builder** window.
12. Repeats steps 6-11 for as many point values as you want to delete questions from.
13. Click **File** and **Close** when you are ready to return to the Team Activities tab.

Edit The Challenge Board Name And Categories

1. Start CPS.
2. Make sure that the database that has your challenge board in it is open. If it is not, follow the instructions in **Opening an Existing Database** to do so now.
3. Click the **Team Activities** tab.
4. Select the challenge board you want to delete questions from.
5. Click the **Edit** button. The Challenge Board Builder window opens.
6. Click the **Board Attr...** button.
7. Edit the board title or the category titles.
8. Click **OK**.

Delete Challenge Boards

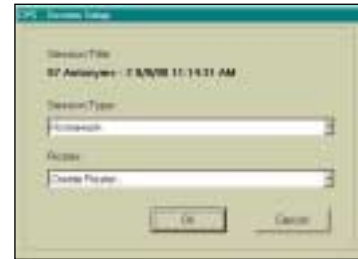
1. Start CPS.
2. Make sure that the database that has your challenge board in it is open. If it is not, follow the instructions in **Opening an Existing Database** to do so now.
3. Click the **Team Activities** tab.
4. Select the challenge board you want to delete.
5. Click **OK** in the request confirmation dialog box.
6. Repeats steps 4 and 5 for every challenge board you want to delete.

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

CPS Challenge Boards with the Performance Data

Much like a lesson of questions, you can deliver a challenge board in a session and record the team performance data. You set up and use the response system exactly as you would for a lesson session. Below are the instructions on how to deliver a board:

1. Start CPS.
2. Make sure that the database which has your challenge board in it is open. If it is not, follow the instructions in **Opening an Existing Database** to do so now.
3. Click the **Team Activities** tab.
4. Select the challenge board you want to deliver in a session.
5. Click the **Engage** button. The **CPS – Session Setup** dialog box opens.

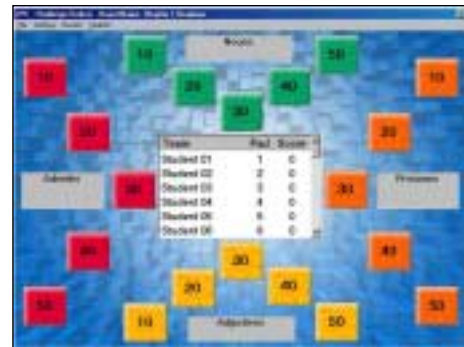


There are 5 session types you can choose from in the first drop-down list:

- **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.

6. Select the type of session to deliver.
7. Select a **Roster** or click the **Create Roster ...** to use the Roster Wizard. Refer to **Roster Wizard** for instruction.
8. Click **OK**. The challenge board opens.
9. Click on a point value.
10. The question and answer options appear onscreen.
11. Click the **Start** button.

☞ **NOTE:** If there are graphics in a question that you want to get a better look at (question graphics or answer graphics), you can click once on any image and it will adjust itself to full screen. Click again so that image returns to its original size.



12. Notice that the onscreen numbers represent the pad ID values from the roster you selected in step 7.
13. Teams press and release the button that represents their desired answer when the onscreen number that corresponds to their pad number flashes, then turns blue. This indicates the **Hide/Show** option is set to *Show* the pad numbers that have answered (the onscreen button will display Hide Pads). If the **Hide/Show** option is set to *Hide* the pads, then when a response is transmitted the coordinating onscreen number will flash black then become white again (the onscreen button will display Show Pads).
14. If a team wants to change its answer, simply press a different button for the same question and the corresponding onscreen response pad number again flashes black. Only the last response transmitted is associated with the response pad number in the report of results.
- ☞ **NOTE:** Caution teams *not* to press and hold their response pad buttons. If two teams respond at exactly the same time, the infrared signals may conflict and consequently disallow both responses. Remind teams that the corresponding onscreen response pad number changes color when their response is recorded.
15. The number of responses received by the receiver unit is displayed in the counter box at the bottom of the window.
16. When you are ready to proceed, click **End**. If there was a **Note** associate with this question, a **Note** button will take the place of the End button. Click the **Note** button to view that now.
17. You can see team results instantly by clicking the Team Results button.
18. If there was a note associated with this question, then the End button becomes a **Note** button.
19. Click the **Note** button to review it and then click **Close**.
20. To return to the challenge board and select a new point value, click the **X** button.
21. The center of the challenge board displays each team name, their pad ID and their cumulative points earned.

22. Repeat steps 9-19 for each question that you want teams to answer.
23. Click **File** and **Close** when you have completed the challenge board.
24. The performance data for each team is available from the Reports tab.

Challenge Board Engage Menu Options

During a Challenge Board engage session, you have menu options much like that in the CPS Lesson Engage session.



File

Click this menu item to properly exit out of a Challenge Board session.

Settings

Use this menu item option to show the teams' scores onscreen or not. It is a simple check option.

Results

From the Results menu item you can manually choose to see the teams' scores from the last asked question, or you can display the teams' cumulative results from the challenge board to that point.

Other options you can choose to turn on or off include:

- Show Feedback
- Show Pads that have responded
- Autostart the question

For instructions on how these options work, please refer to **Response Cycle Options**.