

Classroom Performance System User's Guide



<http://www.einstruction.com>

Goals 2000 Grant

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/. 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.

CPS OVERVIEW

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.

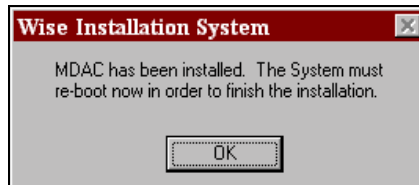
INSTALLING CPS

Installing Classroom Performance System (CPS)

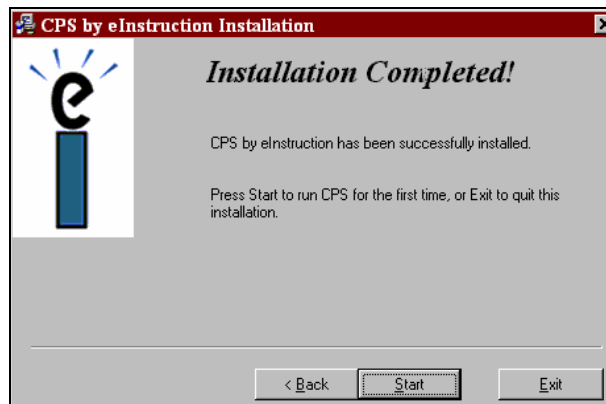
- Put the CD in your CD-ROM. The CPS installation process should begin automatically.

- 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.

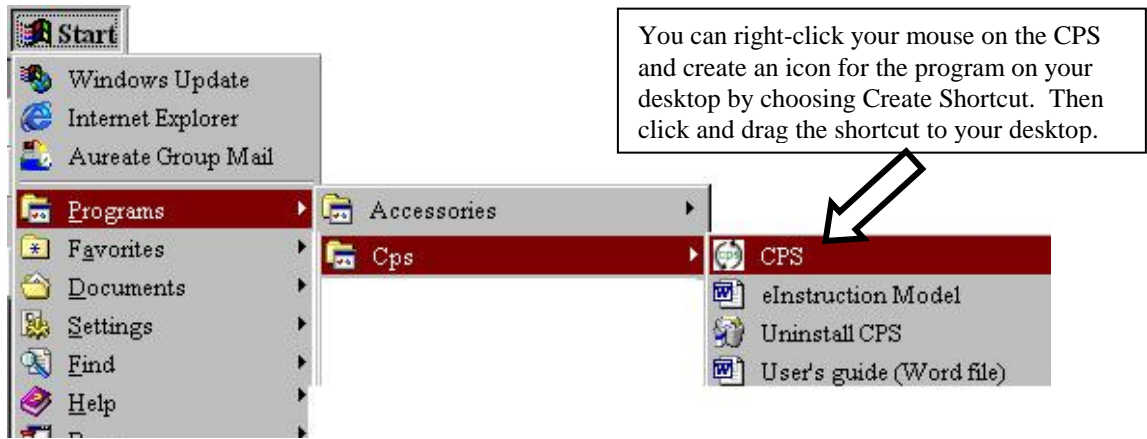


- Click **OK** to restart your system automatically.
- After the restart, a dialog box pops up stating that you have successfully installed CPS and can start the CPS software immediately.



Installation Complete-Start Software Dialog Box

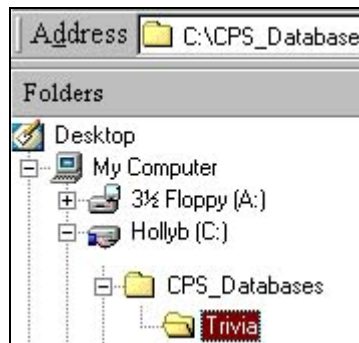
NOTE: At any time you can start the CPS software from the **Start** menu inside the **Programs** folder. It is an icon named **CPS**.



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.

AUTHORING

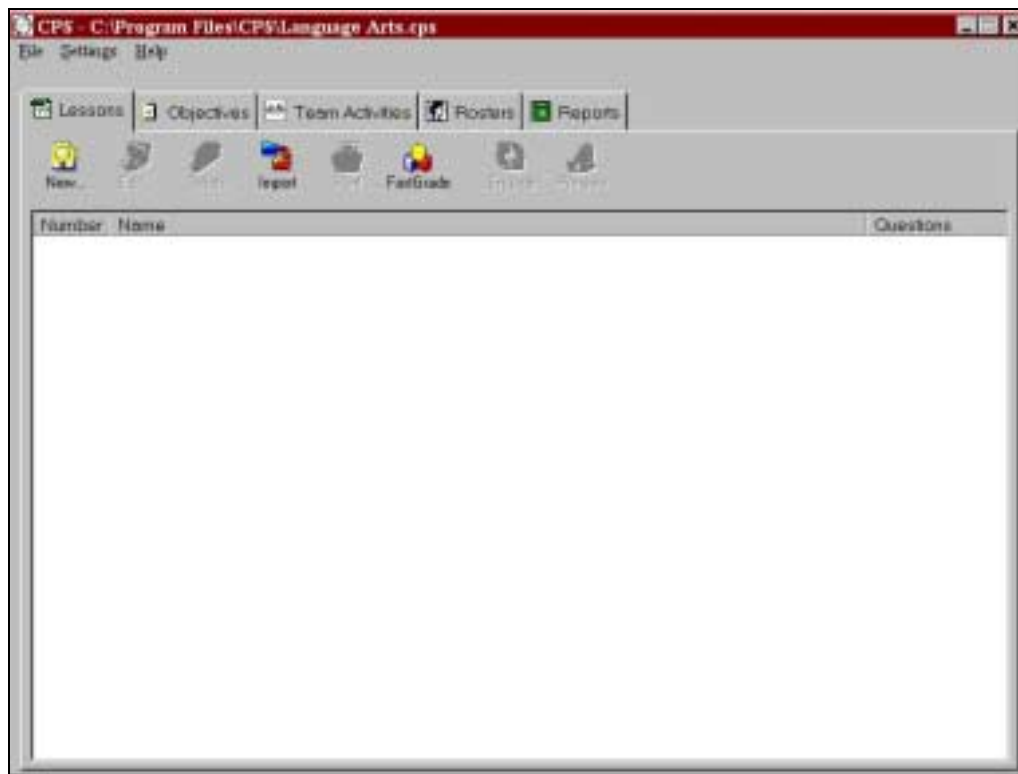
Use the instructions provided in this *Quickstart* to author, deliver and evaluate a CPS session.

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

Create a lesson in that database

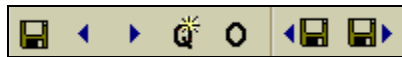
1. Click the **New** button on the Lessons tab.
2. The **Lesson Attributes** window pops up.
3. Type in the title of the lesson (*for example*, Chapter 1 or Parts of Speech).
4. Type in a description of the lesson (*for example*, which class section this lesson is for, the teaching goals of this chapter, 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.

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 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. 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.

DELIVERY

Introduction

A **CPS response system** enables students to provide electronic feedback to questions in the classroom. This feedback, sometimes referred to as **performance data**, is then collected in a CPS database and can be accessed later for evaluation purposes. The performance results represent students' answers to questions from the lesson and ad hoc questions asked while the response system is in use.

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.

CPS Response System Use

When you use the CPS response system during a lesson delivery, each student or team of students should be assigned a uniquely numbered CPS response pad. There is a default roster for the CPS response system, which recognizes 32 students, identified as student 1 through student 32. But you can create your own customized roster from Roster tab. Responses transmitted from the response pads are attributed to the student number that coordinates to the numbered CPS response pad in use.

Response Cycle Options

The **response cycle** is the duration of time that students can respond with their pads. The cycle begins when the instructor clicks the **Start** button (or it can autostart if that option is selected; see **Autostart Option** for instructions about autostart) and ends when the Instructor clicks the **End** button. Each of the following response cycle options is available from the Results menu item on the CPS Engage taskbar.

The On-Screen Numbers

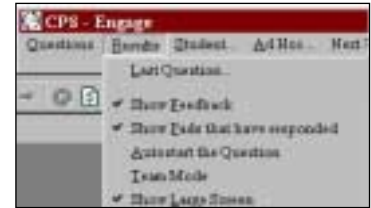
As students are responding to the questions, onscreen numbers that coordinate to each response pad in use change colors to indicate when the response pads transmit to the receiver unit. The onscreen numbers that coordinate to pads assigned in the roster are white when the response cycle starts. When a numbered response is transmitted to the receiver unit, the coordinating onscreen number will flash black. Then depending on the status of the Hide/Show option, the coordinating response pad numbers will turn and stay blue, or just flash black.

See **Show Pads that Have Responded Option** for more details and instructions.



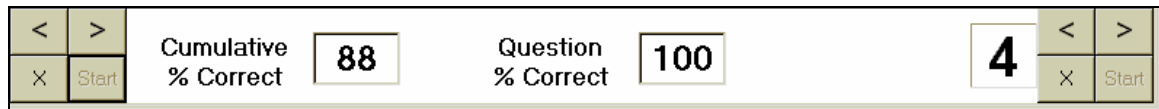
Response Cycle Window During Response Cycle

You can adjust what information appears during and after a response cycle by using the Results menu item from the CPS taskbar.



Show Feedback

When a response cycle is complete and the instructor clicks the End button, immediate feedback of question results are displayed.



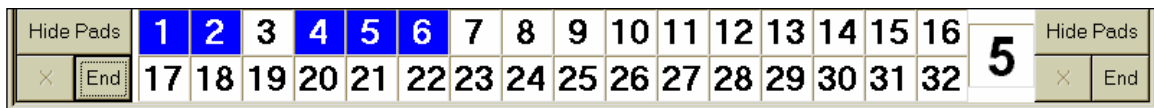
Response Cycle Window with Student Feedback Performance Results

But this option can be turned off so that feedback results are not displayed. To disable the student feedback results, do this:

1. Start a CPS lesson delivery.
2. When the CPS taskbar appears, click the **Results** menu item.
3. Select the **Show Feedback** command to remove the check from beside it.
4. Now, feedback results will not appear onscreen when the response cycle ends.
5. To reactivate the feedback option, go to step 3 and select the **Show Feedback** command again so that there is a checkmark beside it.

Show Pads that Have Responded (Hide/Show)

The **Show Pads that Have Responded** option alters the onscreen appearance of the response pad numbers during the response cycle. By default, the option is set to *show* the highlighted numbers during the response cycle. When the option to *show pads* is on, during the response cycle the coordinating response pad number will flash and then turn blue, and stay highlighted as an indication that the response pad has responded at least once. Also, when the option to *show pads* is on, the Show/Hide button will display Hide Pads.



If you would rather the coordinating response pad numbers did not remain highlighted during the response cycle then you can *Hide Pads* by clicking the Hide Pad button or by:

1. Start a CPS lesson delivery.
2. When the CPS taskbar appears, click the **Results** menu item.
3. Select the **Show Pads that have responded** command to remove the check from beside it.
4. Now, during a session, the response pads will not stay highlighted after a response from that coordinating pad is received.
5. To reactivate the show pad option, go to step 3 and select the **Show Pads that have responded** command again so that there is a checkmark beside it.

Changing Answers-Checking Answers with On-screen Pad Numbers

The on-screen pad ID numbers that coordinate to the students' remote pad ID numbers will change colors to indicate different status'. Please review what each color means to understand how the CPS software is receiving their answers:

- BLUE:** When a student answers a question with the remote pad, their Pad ID flashes **BLUE**.
- YELLOW:** If a student changes an answer, the coordinating on-screen pad ID number will flash to **YELLOW**. This means that the answer has been changed to represent their secondary choice.
- GREEN:** If a student answers A then presses A again on their remote pad, the coordinating on-screen pad ID number will flash **GREEN** indicating that the answer he/she just selected was already recorded as their answer choice.
- RED X:** If a question is multiple choice A-E but a student presses the F key on the remote pad (or any other key that is outside of the answer choice range of that question), then a **RED** box and large **X** will flash in the on-screen pad ID number.

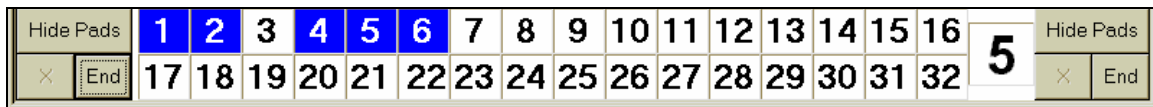
Autostart

The autostart option is not active by default so you have to change the setting yourself. A session that does have the autostart option active will automatically go to the response cycle and not give the instructor the Start button at all. To change the default setting to autostart, do this:

1. Start a CPS lesson delivery.
2. When the CPS taskbar appears, click the **Results** menu item.
3. Select the **Autostart the Question** command to place a checkmark beside it.
4. Now, during a session, the response cycle will automatically start when a question appears onscreen.
5. To deactivate the autostart option, go to step 3 and select the **Autostart the Question** command again so that there is no longer a checkmark beside it.

Show Large Screen

When the Show Large Screen option is on (as a checkmark beside it) and a lesson's question is delivered, you will see the question, the answer options, any images and the response cycle window. If the Show Large Screen option is off, and a lesson's question is delivered, the only thing you will see onscreen is the response cycle window:



This option allows a user to deliver questions verbally or from a non-CPS software application and still record performance feedback.

RESPONSE SYSTEM USE DURING A SESSION

Below are instructions about how to use the response pads in the classroom.

1. Start a lesson delivery session using the **Engage** or **Preview** button from the Lessons tab.

2. When you get to a question that you want students to answer, click the **Start** button. If you have the autostart option on, each time you go to a new question the response cycle starts automatically.
 3. Notice that the onscreen numbers are black on a white background.
 4. Students or 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).
 5. 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. Only the last response transmitted is associated with the response pad number in the report of results.
- ☞ **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.
6. The number of responses received by the receiver unit is displayed in the counter box at the bottom of the window.
 7. 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.
 8. If the show feedback option is on, then the results of this questions feedback are displayed as a percentile.
 9. To go on to the next question in the list, use the > button.
 10. To return to a previous question, use the < button.
 11. To quit this delivery session click the **X** button.
 12. Repeat steps 2-7 for each question that you want students or teams to answer.



CPS Session Setup Dialog Box

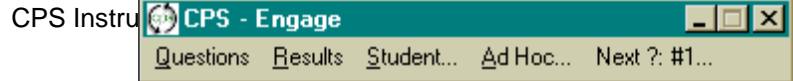
CPS Session with Recorded Performance Data (Engage Button)

The performance data that is generated during a session is valuable information for the instructor. It allows you to see who is and is not comprehending material, who is and is not participating, and provides a grading system for online tests. To deliver a lesson where performance data will be saved, follow these steps:

1. Start CPS.
2. Click the **Lessons** tab.
3. Make sure that the database that has the lesson you want to deliver is open.
4. Select a lesson from the Lessons tab.
5. Click the **Engage** button. The **CPS – Session Setup** dialog box opens.
6. Select the type of session to deliver.

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.
7. Select a **Roster** or click the **Create Roster ...** to use the Roster Wizard. Refer to **Roster Wizard** for instruction.
 8. Click **OK**.
 9. The CPS taskbar appears.



CPS Taskbar Features

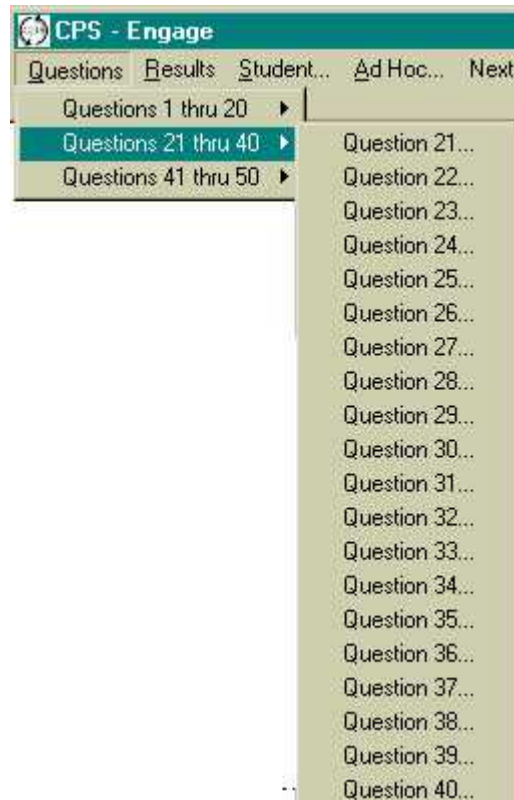
The CPS taskbar includes the following menu items:

- **Questions:** Pre-established questions (using the **Creating Lessons** instructions) are available from a drop-down list in sets of 20. See **Use Lesson Questions in a Session** for more information.
- **Results:** Response cycle options like feedback, autostart, hide/show, team mode and show large screen are here. Refer to the coordinating sections in **Response Cycle Options** for information. The Results menu item also has the **Last Question** command that displays the performance results of the last question asked. This is a convenient function to use when discussing class performance with the class. It displays the student name, the pad ID, and the response of that student.

Use Lesson Questions in a Session

You can deliver lesson questions from the taskbar to your class or audience using the CPS response system.

1. Click **Questions** menu item on the CPS taskbar.
2. Lesson questions in sets of 20 are listed in a drop-down menu.
3. Select a set and use the arrow to view the individual questions in that set.
4. Select a question. This launches the **Question Delivery** window.
5. If you have the Autostart option selected (from the Results menu item) then question's response cycle will begin immediately.
6. If the Autostart option is not on, then when you are ready to begin the response cycle for this question, 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.

7. Notice that the onscreen numbers are white.
8. Students or 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).
9. 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. Only the last response transmitted is associated with the response pad number in the report of results.

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.

10. The number of responses received by the receiver unit is displayed in the counter box at the bottom of the window.

11. 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.
12. If the show feedback option is on, then the results of this questions feedback are displayed in a percentile.
13. To go on to the next question in the list, use the > button.
14. To return to a previous question, use the < button.
15. To quit this delivery session click the **X** button.
16. Repeat steps 3-11 for each question that you want students or teams to answer.

EVALUATION

Reports in Databases

Reports are generated from CPS classroom Engage sessions. If you deliver a lesson of questions to students using the Preview button, no performance data will be recorded.

When delivering a lesson of questions with the purpose of recording performance date, a student response system is required. These performance results are recorded to the database where the lesson came from. The roster associated with the lesson when it was delivered then organizes data. Performance data that is generated from classroom sessions and stored in the database can be accessed and evaluated using the reporting system from the Reports tab.

1. Finish the test session and go back to **Reports** tab.
2. A list of reports from various delivery sessions is displayed on the Reports tab.

🔗 **NOTE:** If you have performance data in a .dbf file type from a tbt Deliver software product, see the instruction in **Importing Other Database Types**

Lesson Title	Month	Type
Chapter 1 Language 6/7/00 11:00:11 AM	Exam review	Class Participation
07 Antonyms - 1/6/00 11:19:27 AM	Pop quiz review	Pop Quiz
Chapter 1 Language 6/11/00 4:08:14 PM	Exam review	Exam
07 Antonyms - 2/6/00 11:21:11 PM	Challenge Qs	Class Participation
07 Antonyms - 2/6/00 11:21:11 PM	Language A4	Exam
07 Antonyms - 2/6/00 11:21:11 PM	Exam	Exam
Chapter 1 Language 6/7/00 4:04:23 PM	Challenge Qs	Exam
07 Antonyms - 1/6/00 11:20:11 PM	Contact Footer	Homework
07 Antonyms - 1/6/00 11:20:11 PM	Final pencil in	Homework

Reporting System Window

🔗 **NOTE:** All available sessions are identified by three distinctive pieces of information. The first entry in the above image is explained below:

- **Lesson Name:** 07 Antonyms-2
- **Month/Day/Year Of Lesson Delivery:** 7/5/00
- **Time Of Day Lesson Was Delivered:** 11:49:02 AM
- **Roster Name:** Grammar 101
- **Type of Session:** Pop Quiz

The date and time of lesson delivery are provided in addition to the lesson name in the case that you use one lesson for several different classes. *For example*, if you teach three classes of the same accounting course, you can use one

CPS lesson for all three classes. The date and time on the Reports tab allows you to access and view a session from any one of the three classes without confusing performance data.

Report Types

After viewing all available performance files in this database, then:

1. Select a session from which you want to generate a report.
2. Click the **Reports** button. A new window opens. This window displays the names of the students (per their roster entry) who participated in the session you selected in step 5. It also displays the available report types.
3. Select which students you would like to generate a report about.

Only the students that have a check mark by their name will have their performance data included in the report. You can, of course, select every student to be included in the report by using the **Select All** option.

4. Select a report type.



- **Instructor Summary**

Lists the report type, lesson name, date and time of lesson delivery, pad ID, student name, student ID, ratio of correct to attempted questions, percentage of correct questions and the total average for all students selected in this report. This report type also offers the option of exporting the data to an Excel spreadsheet, if you have that software application.

- **Study Guide**

Lists the report type, lesson name, date and time of delivery, student name, pad ID and student ID, the number of correctly answered questions, a percentage of correctly answered questions, the lessons question stem, answer choices and your answer. This report is ideal to give to students for review.

- **Question Report**

Lists the report type, lesson name, date and time of lesson delivery, every question and answer option delivered during this session, correct answer is indicated by an asterisks, the name of every respondent, what answer option each respondent selected, and the percentile of respondents per answer option. This report type also offers the option of exporting the data to an Excel spreadsheet, if you have that software application.

- **Response Detail**

The Response Detail lists the report type, lesson name, date and time of lesson delivery, every question and answer option delivered during this session, correct answer indicated by an asterisks, and the percentile of respondents per answer option. This report does not list any respondents or the answer options they selected.

- **Objective Analysis**

This report type is only available if the questions delivered in the engage session had objectives associated to them. If that is the case, then this report type will display the percentage of correctly answered questions per the objective. This percentage does NOT take into account any questions in the lesson that were not associated with objectives.

- **Item Analysis**

The Item Analysis report type lists the number of questions delivered in a session. At the top of the report are all the possible answer options available in CPS questions, that being A-E. The report displays the percentage of students who answered A, B, and so on, per question number. An asterisk indicates the correct answer for each question.

- **Item Analysis (Objectives)**

The Item Analysis with Objectives report type is just like the Item Analysis report except that below each question number that has been previously associated with an objective, that objective is listed.

- **Question Grid**

The Question Grid report type lists each student in the roster who was a part of the engage session. The number of questions delivered in this engage session is listed along the top of the report, creating a grid between the student names and question number. Below each question number, the letter that represents the correct answer is displayed.

More information on CPS can be found at <http://208.183.128.8/la/cps.htm>