

1. Plug in the **CPS receiver** to an available USB port on your computer
2. Open **CPS** from your desktop icon
3. CPS will automatically detect your receiver settings

In the event that the receiver is not detected...

1. Select **Settings** from the menu at the top
2. Select **Delivery Options** tab
3. Select **Receiver**
4. Click **Detect CPS Receiver** button. A Receiver Setup window appears and will alert you when a receiver is detected.
5. Select **OK**

### **Engage**

1. **Verbal Questions**
2. Select the **Engage** tab and **Lessons and Assessments** tab
3. Select **Engage**
4. In the CPS Verbal Question Setup window choose your session options
  - o Be sure to select the correct **Class** under Class Options
5. Click **OK**. The Verbal Engage toolbar appears
6. Click **Verbal** button and select a **question type** from the drop-down menu
7. **Ask** your question verbally or display a question with your preferred application like Power Point or Windows Journal.
  - o You can capture a picture of your screen by selecting the Snapshot button. The image is stored in the same location as the CPS database and displayed in reports with corresponding responses.
8. The Content Delivery bar appears. Click the **Start** button
9. Students may respond during time designated.
10. Click the **End** button
11. To define the correct answer, check the box **Show Correct**
12. Choose the correct answer from the **drop-down menu**.

**Fast Grade Option-** You can create a FastGrade answer key, distribute hard copies to the students, and have them respond for a quick grade.

1. Click the Prepare>Lessons and Assessments tab.
2. Select the database name or lesson name that you want to create a FastGrade lesson in.
3. Click New in the Home group
4. Select the FastGrade menu item. The Lesson Attributes window opens.
5. Type a name for your FastGrade lesson in the Title box.
6. Click OK.
7. Click the blue answer button that corresponds with the question type and correct answer for each question.
8. Repeat step 7 until you've entered every question into the CPS FastGrade window.
9. Click OK. The Prepare>Lessons and Assessments tab appears with the FastGrade lesson
10. name in the lesson side of the window.

### **Student Paced Mode**

1. Provide students with a printed copy of the lesson or assessment you want them to take.
  - Students can either answer the questions on paper and then input the results with their CPS response pads or answer the questions as they go.
2. Click the Engage>Lessons and Assessments tab.
3. Select the lesson you want to engage by clicking in the check box before the lesson name.
4. Type a title, choose a session type and select a class in the Engage Options group
5. Click Assessment Setup in the Engage Options group. A list of delivery options appears.
6. Select Student Paced from the list of delivery modes.
7. Click Engage in the Assessment group. The CPS Feedback window appears. (See next page for the difference between IR and RF systems.)
8. Click Start to begin the response cycle.
9. Click End to end the response cycle.
10. Click Yes to save the data and end the session.

**Multiple Lesson or Exam Versions-** Engaging multiple lessons is especially helpful when you would like

to use multiple versions of a test.

1. Click the Engage>Lessons and Assessments tab.
2. Select the lessons from the lesson side (left or top window) of the screen you want to engage. A checkmark will appear in the box in front of the lessons you selected. You will notice “Engaging Multiple Items” appears in the Title box in the Engage Options group.
3. Click Assessment Setup in the Engage Options group. A list of delivery modes appears.
4. Select Student Paced from the list of delivery modes. Please refer to the Student Paced Mode section for more information on Student Paced mode.
5. Click Engage in the Assessment group. The Test Version window appears.
6. Students will enter the alpha character on their response pads that correspond to the lesson they wish to take. For example, in Figure 165, if a student wishes to take Quiz 1, he or she will push A on their response pad. If a student wishes to take Quiz 2, he or she will push B on their
7. response pad.
8. Click OK. The Feedback Grid window appears.
9. Click Start. The response cycle begins.
10. Click End to end the response cycle.
11. Click Close to close the Feedback window and return to CPS.