

# **CLASSROOM PERFORMANCE SYSTEMS (CLICKER) TRAINING FOR ELEMENTARY TEACHERS**

1. **Create a database** (Users' Guide 4.0 pages 9-10)  
Open CPS from desktop icon > Create a New CPS File >  
OK > (name it) > Save
2. **Create a file on the server/m: drive called CPS Files** (to be  
used later if you transfer a database from one computer to  
another).
3. **Create a class of students** (Users' Guide page 80)  
Open CPS from desktop > Classes tab > New > K-12 >  
next > no > next > (fill required fields) > Class Name  
(use "Grade #") > next > done  
  
**and add students** (Users' Guide pages 86-87)  
Open CPS from desktop > Classes tab > (select the  
class) > New (with + and student icon) > (use fields at  
bottom of screen) > save
4. **Create a hierarchy of the files you want to use to organize  
your lessons** (Users' Guide page 17)  
Lessons tab > (highlight where you want to put the file)  
> (right click or Tools > New > Lesson > (name it) > OK
5. **Create a lesson - Types:**
  - a) **Verbal** (Users' Guide pages 152-154)

Open CPS from desktop > Lessons tab > Verbal Questions > Verbal > (choose question type) > start

b) **Fast Grade** (Users' Guide pages 18-19)

Open CPS from desktop > Lessons tab > (highlight where you want to put the lesson > (right click or Tools) > Fast Grade > (name it) > OK > (select correct answer button for the first question under the type of question template you want - CPS automatically moves to the next question) > (continue inputting correct answers) > OK (when all done)

c) **A Lesson with Your Own Questions** (Users' Guide pages 19-20)

Open CPS from desktop > (highlight where you want to put the lesson) > (right click or Tools) > New > Lesson > (name it) > OK > (highlight this lesson) > (right click or Tools) > New > Question > (can choose question template) > (type question) > (type answers) > (select the correct answer) > (click floppy disk icon to save and move ahead) > Question > Save > Close

d) **Import Exam View** (Users' Guide pages 53-54) - You may not edit the questions of an imported Exam View lesson in CPS. The first time you do this you will be asked to choose your state from a pull-down menu.

Open CPS from desktop > Lessons tab > (right click Exam View folder) > Add file > (browse until you find the Exam View file you want to import) > Open

e) **Import a PowerPoint** (Users' Guide page 54)

Open CPS from desktop > Lessons tab > (right click the PowerPoint folder) > Add File > (browse until you find

the PowerPoint presentation you want to import) >  
Open

- f) **Import from Microsoft Word** (Users' Guide pages 50-52)  
Questions must be RTF-formatted in order for them to be imported.

Open Word file > File > Save as (see p. 51-2 of User Guide for details of how to format question and answer stems before importing to CPS ) > Save as type > Rich Text Format (\*.rtf) > Open CPS from desktop > Lessons tab > Tools > Import... > Browse > Look in: (to view the folder your file is in) > Files of Type: (to view RTF files) > Open

6. **Engaging Lessons, Fast Grade, Exam View, Verbal Questions** (Users' Guide pages 148-149, 151-154)

Open CPS from desktop > Lessons tab > (select lesson to deliver) > Engage Lesson > Start > Next (#1) > Start > End

7. **Reports** (Users' Guide pages 176-178) There are many types of reports. We're sharing three that we feel are useful. You may want to see what else is available that appeals to you.

- a) **Study Guide Report**
- b) **Study Guide - Incorrect Answers Report**
- c) **Question Grid Export Report**

Open CPS from desktop > Reports tab > (select session) > Generate > (select students on whom you want to generate a report) > (select report type) > Preview > (choose Output) > (choose print source) > Close

## 8. **Charting** (Users' Guide pages 182-184)

Open CPS from desktop > Reports tab > (select session)  
> charting > Options> Chart Response by.../Chart  
Type ... > (to print: Reports > Print Chart)

You may also view charts during a session by clicking on the Charting icon.

## 9. **Team Activities** (Users' Guide pages 105-111)

- a) There It Is!
- b) CPS Challenge Board\*
- c) Top Score

\*To create a Challenge Board, you will use questions that **already exist** in your Lessons:

Open CPS from desktop > Team Activities tab >  
Challenge icon > New icon > (give it a title and name the categories - you may edit these later) > OK > (select lesson in top left box where questions you want to use are located - they will appear at the bottom) >  
(highlight the questions you want - use Ctrl key to select multiple, non-consecutive questions - and drag it to the correct category and point value -the number of questions for that point value increases by one) > (you may click on a category's point value to see all of the questions and to do some deleting if necessary) > x out to close

To edit a Challenge Board at a later date:

Open CPS from desktop > Team Activities tab >  
Challenge icon > (select the Challenge Board you wish to edit) > Edit icon > (to change category names: File > Edit Challenge Board attributes > OK) **OR** (can add questions as you did above)

To engage a CPS Challenge Board - you may put children into teams with one IR pad per team or children can compete individually:

Open CPS from desktop > Team Activities tab > Challenge icon > (select the Challenge Board you want to use) > Engage icon

*(under Settings you have the option of showing the score at the center of the board or not)*

*(click Student if you want to randomly*

*select a student for a category and point value)*

> (click on category's point value) > Start > End > Close  
(to get back to the Challenge Board - repeat the process) > (when Challenge Board is completed:) File > Close (performance data is on Records tab)

Use [www.einstruction.com](http://www.einstruction.com) to download the program and Users' Guide at home (Tech Services will do this for you at school):

Downloads (grey choice near top of page) > (pull down menu:) CPS for PC Full Release > OK > K-12 > Submit > (choose state) > (choose district) > (choose campus/school) > (fill in your First Class email address for 'You') > Submit > (click on the Classroom Performance System link at the middle of the page - downloading begins)

Use jpegs for your CPS lessons. Here's a site from Brian Blaszak:  
[www.pics4learning.com](http://www.pics4learning.com)