

# Student Instructions – Registering your Response Pad

## Before you Register:

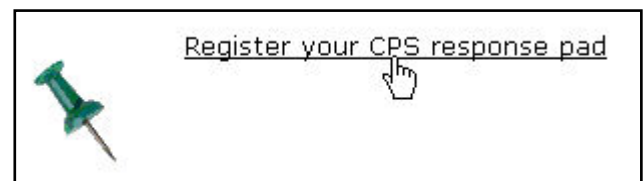
You must have an Internet connection – either a direct connection or a dialup connection, your IPFW username and password and your Response Pad.

## Now you are Ready to Register!

- ❖ Connect to the Internet.
- ❖ Go to <http://elearning.ipfw.edu/> and log in.
- ❖ Pick your course from the course list.



- ❖ After entering your course, click the appropriate link to register your CPS response pad (example shown at right, your instructor's link may not use the same verbiage).



- ❖ At the next screen (shown at right), enter the serial number of your CPS Response Pad (the serial number is either printed on the back of the response pad; under the battery cover, below the batteries; or will appear on the LCD display when you turn the pad on). Note: You may need to remove the battery cover to find the serial number.

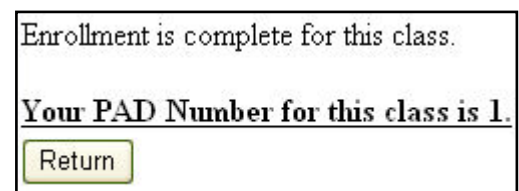
**Welcome To CPS-WebCT Registration:**  
Thank you for purchasing a CPS Response Pad. To register your pad w enter your information in the form fields that apply to you.

**\*=Required**

Institution:	Indiana Purdue Ft Wayne
*CPS Response Pad Serial Number (required):	<input type="text"/>
Enrollment/Coupon Code:(optional)	<input type="text"/>

- ❖ It is **NOT** necessary to enter an Enrollment/Coupon Code.
- ❖ Click Submit.
- ❖ You will also be asked to create a CPS username and password which may be different from your IPFW username and password.

- ❖ After clicking Submit, you will receive a message (shown at right) indicating your pad number for that class. Please write this number down and remember it. You will need it to use your pad in class.



- ❖ If you mistakenly type the wrong serial number, or a serial number already in use, an error message will alert you to try again.

After successfully completing these steps, you may click 'Return'.

## Tips

Since the response pad numbers are assigned on a 'first-come, first-serve' basis per class, **if you are enrolled in more than one class that uses CPS, the assigned response pad number for each class will almost certainly be different.** Please make a note of the response pad number assigned to you at the end of the enrollment process for each class. It may help to write the pad numbers to each of your CPS courses on a sticky label and attach the label to your pad. We also recommend that you write the channel number on the label so that you can join the class if you arrive late (see below).

**Reset the Signal inside the Pad** - If a pad stops responding, or responds as the incorrect pad number:

1. Take the batteries out of the pad.
2. Press any answer key on the pad and hold it down for approximately 10 seconds.
3. Replace the batteries and try the pad again.

If you have any questions about CPS, log onto [www.einstruction.com](http://www.einstruction.com), and use **Customer Support** menu option. From the Tech Support page, go to the bottom and type in your name to enter the live Text Chat room for immediate help. You may also call the Student Hotline (toll free) at 1-888-333-7532 for direct assistance.

## Using the CPS RF pad

- **Alphanumeric** – These buttons (0-9 and A-J) are used to perform various functions including answering multiple choice and numeric questions.
- **+/-** – Press this button to make a response negative. If you press this button twice, your answer will be out of the acceptable range of answers and you will have to re-enter your answer.
- **•** – Use this button to add decimals to numeric answers.
- **Join** – Press this button followed by the class' channel number and Send to join the class.
- **\***: Press this button followed by the **Send** button in SMA\* to scroll through the questions in your lesson. Press the left or right arrow key to stop scrolling.
- **C** – Press this button to clear your answer and start again. Pressing this button will not affect answers that have already been sent.
- **◀▶** – These buttons are used in SMA mode to move to the previous or next question, respectively.
- **Send** – This button is used to send responses.



## Arriving late to a class

If you arrive late to class after the instructor has started a CPS assessment and the other students have joined, you may still join the class. Your instructor will have to click the Join button in the question display to allow you to join. In teacher-managed assessments the Join button is only available after a question has ended. You will not be able to respond to questions that were asked earlier. In student-managed assessments, you may take the entire assessment after joining late. In both cases, you will know you have joined the CPS session successfully when the green light on your response pad flashes.

<b>LED Light States on CPS<sub>RF</sub> Response Pads</b>	
<b>User Actions</b>	<b>Lights</b>
<b>Turn the response pad on</b> by holding down the Power button until both lights blink.	Both lights blink once. The red light continues to blink until you join class.
<b>Join your class</b> by pressing <b>Join</b> , your class' channel number, and <b>Send</b> .	When you press <b>Join</b> , the red light will stay on. Each digit pressed after <b>Join</b> will be acknowledged by the red light flashing off. When you press <b>Send</b> , the red light will blink quickly until your response is detected. Once your response is detected and you are joined to the class, the green light will be solid for 5 seconds and then blink very faintly as long as you remain joined to the class.
<b>Respond to a question</b> by entering your answer and pressing <b>Send</b> .	Watch the red light, which will blink with each key press, to ensure that your answer is entered as intended. The green and red lights blink simultaneously until your response is received. Once your response is received, the green light will be solid for 5 seconds to indicate your response was received.
<b>Confirm an answer</b> (optional) by reentering your answer and pressing <b>Send</b> .	If your confirmation answer is the same as your original answer, the green light will be solid for 5 seconds. If your response differs, the red light will be solid for 5 seconds. The LED light states for confirming an answer do not apply in SMA* mode. In this mode, watch your pad number on the onscreen feedback grid. Your number will flash green if your confirmation answer is the same as your original answer, and flash yellow if it differs.
<b>Turn your pad off</b> by holding the Power button down for at least 4 seconds.	As you hold the Power button down, both lights will stay on for a few seconds and then go off, signifying that the pad is off. The pad will turn off automatically if it is out of the range of the receiver for 5 minutes.

\* SMA stands for Student Managed Assessment. In this mode, students move through lessons at their own pace. Use the onscreen feedback grid to determine which questions you have answered.