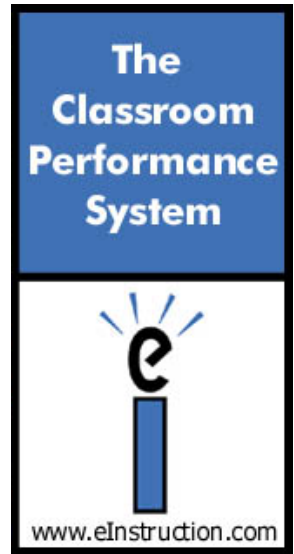


Classroom Performance System (CPS) Faculty Guide

<http://www.its.ipfw.edu/resources/cps/>

Please use these instructions to get started with Classroom Performance System by eInstruction. For specific information on how to use CPS in your class, please contact CELT.



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Installing CPS

In your office:

Click [Start > IPFW Icons > Misc > Installs > CPS 4](#)

The first time this icon is accessed, it will install the CPS software. The process takes up to 5 minutes and may require a reboot when complete. An icon for CPS will be created on your desktop.

On your home computer or laptop:

Please contact the IT Services Help Desk to receive a copy of CPS 4 since eInstruction only provides current downloads on their web site.

On classroom fixed or mobile stations:

CPS is already installed so you do not need to install the software. To avoid being prompted to install the software the first time you log into a classroom station, it is recommended you **not open** CPS via IPFW Icons or the Student Access Labs folder. It is recommended that you use My Computer to browse to your CPS file and double-click it or use the CPS icon on the desktop.

Opening CPS

In your office, on your home computer or laptop:

Double-click the CPS icon on your desktop or browse to your database file in My Computer and double-click it.

On classroom fixed or mobile stations:

Open the My Computer icon on the desktop, open the drive your file is on and double-click the CPS file.

When you first open CPS after installing it, you might be prompted to run an update. Please follow the prompts to install the update. These updates will patch the version of CPS you are currently running—it will not update you to the latest version of the software. We recommend using the same version of CPS that is installed on the network. Currently we are using CPS 4.

Creating a CPS Database File

It is recommended you make one CPS database file for each course you are teaching with the clickers. When you first open CPS, you will be prompted to create a new file or to open an existing file. You can create a new file at this point if you haven't already.

When you open the program, CPS "remembers" the last database file you had open. The next time you open CPS, you may not be prompted to select a file—it may just open your database file. If you need to open a different database, click File > Open.

It is recommended that you save your database file on the media you will have with you in the classroom. This might be a flash drive, zip disk (100 or 250MB), I drive, etc. Any size should work, just keep in mind it needs to hold your CPS database file and all PowerPoint and accessory files. If you take a laptop to class, you can store your files on the hard drive of the laptop if you like.

CAUTION! Please note, CPS stores all class and lesson data as a database. The file can become rather large and could be corrupted if you save it to a drive that does not have enough space available to hold the file.

Additionally, if you save the file to a network or removable drive (such as a flash drive) and that drive becomes unavailable—in the event of a network outage or the drive is unplugged from the PC—the database may become corrupted. Please make sure to create backups of your CPS database regularly.

Creating a CPS Class via Blackboard

In order to allow students to register their response pads, you need to create a CPS class via Blackboard.

- Log into **eLearning** (<http://elearning.ipfw.edu>)
- Open the appropriate **section or template**
- Go to the **page or learning module** where you want the pad registration to appear. It is recommended you put it on the home page for easy access.
- Click the **Add Content Link** button at the top of the page
- Click the **CPSOnlineRegistration** option
- Click the **Create CPSOnlineRegistration** button
- Enter a **title** for the pad registration icon (for example, **Register your CPS Response pad here**)
- Click the **Register Class** button
- Choose **Indiana Purdue Ft Wayne** from the drop-down list
- Enter a **class end date**
- If you are new to CPS, you can enter a **username and password** for the eInstruction/CPSONline system. If you have used CPS before and already have a username and password, enter them in the Existing CPSONline users area. If you have forgotten your CPS username and password you can retrieve it at www.einstruction.com.
- Click the **Register Class** button and fill in the required information.
- Click the **Finish Registration** button.
- You will need your CPS username and password to import your students into your CPS roster. This may be different from your current IPFW username and password.

Once you have filled this information out, you may only be prompted for the class end date the next time you follow these steps—Blackboard may "remember" your CPS username and password for you.

IMPORTANT! You must still remember your username and password for CPS to import your class list in the CPS software.

Importing an Existing Class Roster into a New CPS File

After creating your class in Blackboard, you will need to import it into your CPS database file.

1. Open **CPS**
2. Open or create your **CPS database file**
3. Click the **Classes** tab
4. Click the **Import** button
5. Choose WebCT (not Blackboard) and click **Next**



6. Enter your **CPS username** and **password** and choose **Indiana Purdue Ft Wayne** from the Choose your Higher Ed Institution drop down box and click **Next**
7. A list of your existing classes should appear. If you created your class in Blackboard, a name will have been assigned based on your section or template name.
8. **Check the box(es)** next to the class(es) you want to import and click **Next**
9. Enter your Blackboard username and password when prompted (this is your IPFW username and password)
10. Click **Done** when the import is complete
11. Your class roster should now appear. As students register their pad in your class (via Blackboard) your roster will synch and their names will appear in the list.

Getting Your Students Enrolled in Your Class

Obtain a copy of the Student Classroom Performance System guide from the IT Services web site and distribute to your students. You can do their either electronically or you can print the file as an in-class handout.

Your students will need to purchase a response pad from the bookstore and follow the steps on the student guide to enroll in your class. The response pad costs around \$20 and that one pad can be used by the student in all their classes each semester.

The steps your students will follow are to log into Blackboard and enter their response pad serial number using the icon you created.

Using CPS in Your Courses

There are many different reasons use CPS in your classes. For more information about how you can use CPS in your classes, contact CELT. It's important to determine ahead of time what you will use CPS for and how often you will use it in class in order to manage your students' expectations.

Once you have determined the "why," you need to determine "how". There are at least 3 different ways to deliver questions in CPS.

PowerPoint Presentations

You can deliver questions via a PowerPoint presentation. This is especially easy if you already use PowerPoint to deliver your lecture. You would just add a slide here and there with a multiple choice, true/false, yes/no, etc. question in it. During your lecture, when you hit a slide with a question in it, you can pose the question to the class and have them vote using their response pad.

Building Questions in CPS

The CPS software has a question builder inside it where you can create questions to deliver to the class during your lecture. This is a good option if you do not use PowerPoint in class and don't want to create presentations just to ask questions. For information on creating lessons and questions in CPS, refer to the CPS User Guide available on the CELT web site.


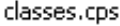

Asking Questions on the Fly

If you prefer a more spontaneous form of asking questions in class, you can use the "Verbal Questions" option and pose questions in class or have students enter their answers from a paper quiz.

For more information on any method of using CPS in class, contact CELT. Documentation is also available online from the CELT web site.

Getting Started in the Classroom

Use these steps in class to begin using CPS in your classroom. Once you have used CPS a few times, this will become a quick and easy process.

1. **Log into the computer** if it is not already logged in. You can use your own username or you can use the LRC accounts, lrcfloat and lrcclass.
2. **Open your CPS file** by double-clicking the My Computer icon on the desktop and opening the drive you have your files on. Double-click your CPS file. Your file should look like the CPS icon to the right.
3. CPS should open to your file. You may get a warning first that your file is stored on a removable drive. Click OK on this dialog box. If you have your classes to synch with CPSOnline, it may also check for additions to your roster before opening your file. 
4. **Plug in your CPS receiver** if you have one. Some stations already have a receiver so check the IT Services web site for a list of stations that have a receiver attached permanently.
5. Once you have the CPS software open and the receiver plugged in, click **Settings > Delivery Options** and click the **Receiver** tab. Click the “**Detect CPS Receiver**” button. You will receive an acknowledgement window (right) once the unit has been detected. Click **OK**.
6. While you are in the Delivery Options settings, it is a good idea to make sure **Show Pads That Have Responded** is checked on the Teacher Managed tab. This will allow the students to verify they have voted by turning their pad number blue on screen. If you want the histogram to appear automatically after each question, check **Auto Show Histogram** also. Click OK.
7. You are now ready to begin using the system in class. **Click the Lessons** tab if it is not already selected. **Click once on your lesson or PowerPoint file**. Click the **Engage Lesson** button.
8. You only need to adjust settings on the Session Settings window if you want scores reported in the CPS grade book or are running special reports. Otherwise, click **Start**. For more information on these settings, consult the CPS help file under “Engaging a Lesson”.
9. When you deliver your first question, your students will be asked to join and then they will see the question.



Once students have joined, it is **not recommended that you exit CPS until the class is over**. Exiting CPS in the middle of class will cause unexpected problems. If you do need to exit CPS, it is recommended you unplug your receiver, power the computer off and then turn it back on to begin the process from scratch.

Tip: If your students do not know what their pad number is, click the Classes tab **before engaging your lesson**, and select your class from the list. Sort the list by last name (click the Last Name column header) so they can find their name and pad number.

If you would like a representative of CELT or IT Services to come to your classroom the first time you try using it, please contact CELT. Make sure most of your students have registered their pads in your class before having someone come to your classroom.

Troubleshooting

Problem Installing Receiver — When I plug in the receiver, I am told I don’t have administrative privileges or there is a problem with the installation of the hardware.

- If it is urgent, please contact the Help Desk, 1-6030. They will attempt to send someone over immediately to look at the PC.
- If it is not urgent, contact the Help Desk to have someone look at the PC when it is next available.

Receiver Won’t Detect—I clicked Detect CPS Receiver and the receiver isn’t detected.

- Make sure the receiver is plugged into the PC.

- If it is plugged in, try plugging it into a different USB port.
- Make sure you are using CPS version 4.x (Help > About).
- Unplug the receiver, reboot the station and when you are logged back in, plug the receiver back in. Try detecting again.

Pad Won't Turn On—The lights on a student's clicker won't turn on.

- Make sure the student is pressing and holding the power button for a few seconds. Both red and green lights should turn on.
- If it won't, make sure batteries are inserted properly.
- Try new batteries if it still won't turn on.

Missing Student in Roster—A student does not see their name in my class roster.

- Verify they went to <http://elearning.ipfw.edu> to enroll in your class

Cannot Open File—When I click my PowerPoint presentation, I get a "Cannot Open File" error.

- This means CPS cannot locate the file. This usually means the PowerPoint file is not on the same disk as your CPS file. You must have your CPS database file and all accessory files in the same location.

Error Engaging Lesson—I get an error when engaging lesson or using the Take Attendance feature.

- Make sure your receiver is plugged into the PC.
- If it is already plugged in, close CPS, unplug the receiver, power the PC off, power the PC on and proceed as you normally would.

Cannot Join Class—A student cannot join the class using the channel.

- Make sure the pad is turned on—there should be lights flashing on the pad.
- When joining, make sure to press each button firmly and press clear button, marked as "C", between each attempt.
- Verify the student is in your roster in CPS and that they have the correct serial number entered. A serial number will be something like r000123 or r0001B7 and appears on a sticker in the battery compartment.
- If the student is in your roster with the correct serial number and they are joining correctly, your CPS database may be corrupted. This is especially true if multiple students cannot get joined. You will need to create a new CPS database file (pg. 2) and import your existing class roster into it (pg. 2).

Join Counter Doesn't Increment—Students are getting joined (their pad is flashing green) but the # joined on screen does not increment.

- Your CPS database file may be corrupted. You will need to create a new CPS database file (pg. 2) and import your existing class roster into it (pg. 2).

Student Cannot Vote—A student can't vote/answer questions in class.

- Verify their pad is turned on.
- Verify they are joined—they will have a dimly flashing green light on their pad.
- Make sure to press the buttons firmly.
- Verify the student is in your roster and knows what their pad number is.

No Join Channel Screen—When I ask my first question, the join screen with the channel number doesn't appear.

- Make sure the receiver is plugged in.
- If it is plugged in, try unplugging it and plugging it back into a different USB port.
- Unplug the receiver, power the PC off and then back on and proceed as you normally would.