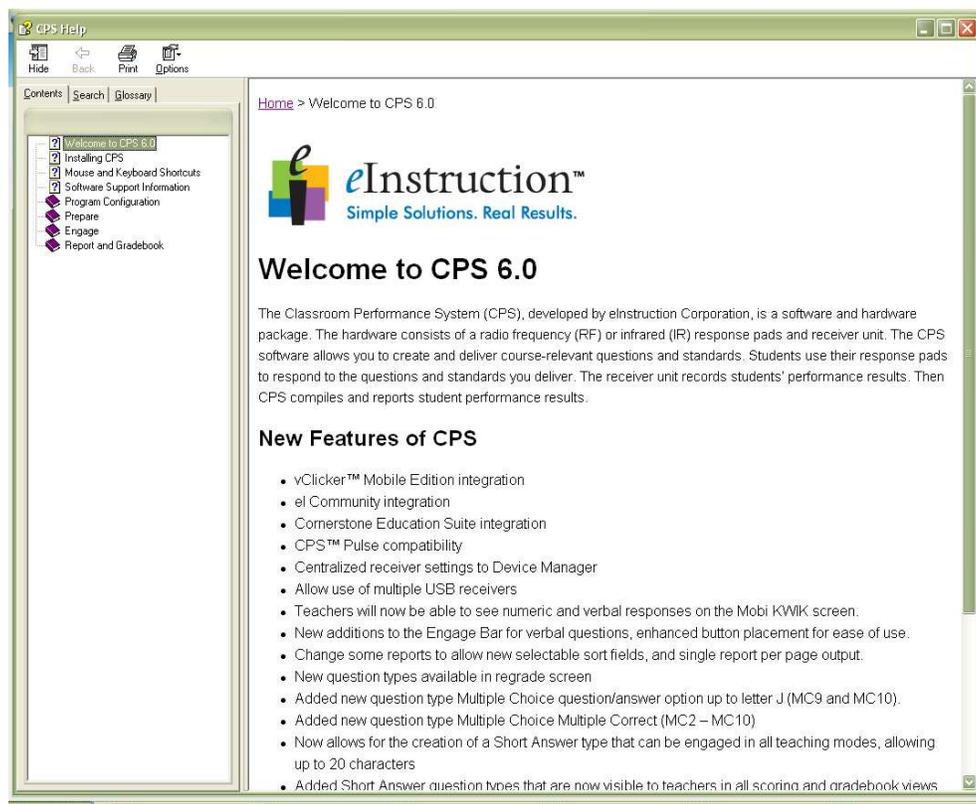This is intended to be a quick overview of the CPS 6.0 software. Please remember that tutorials are available for the 5.6 version at http://einstruction.com/support_downloads/training/cps_k12.html and further support is available at http://kannapolis.wikispaces.com/CPS+Clickers


When you first start the CPS program, you will most likely get an introduction box that looks like the one above. There is some basic tutorial information within this section, and when you are finished reading it, just close the box. It is not integral to running the program and is just a "welcome" type screen.
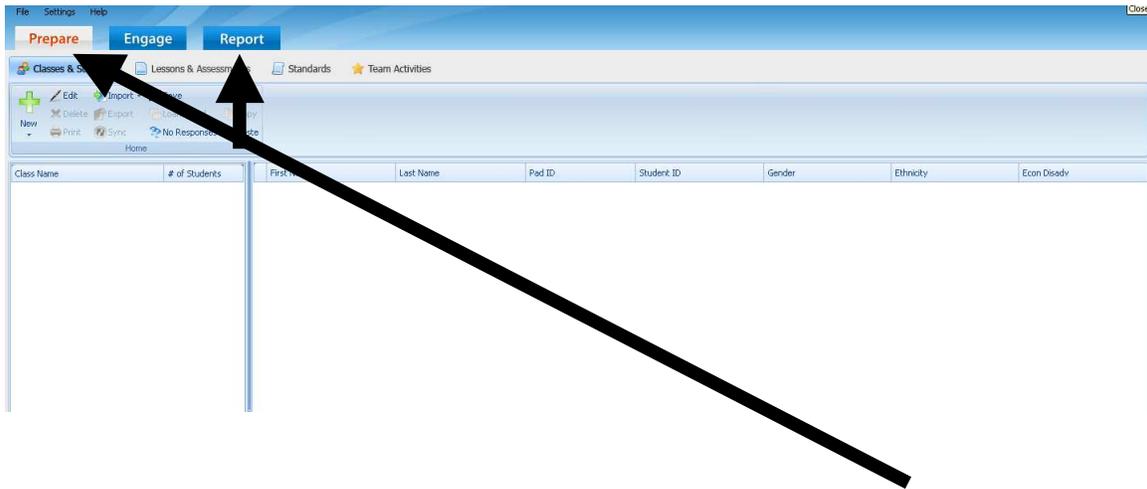
When you first open the program, it will look like this, with three main tabs across the top: PREPARE, ENGAGE, and REPORT.

- The PREPARE tab is what you will do BEFORE the students arrive: put in classes, put in lessons and questions, import Examview tests, import standards and build Team Activities.

- The ENGAGE tab is what you will do DURING the time the students are with you: Engage Lessons and Assessments, Engage Team Activities, and Take Attendance.

- The REPORT tab is what you will do AFTER the students leave you: run reports and/or add information to your gradebook.

At this point as well, if you haven't been prompted to do so, you will need to create and save your initial database. The initial database is where you will house all of your lessons and assessments, which can be nested in individual folders based on content, grade level, subject, or any other organizational system you would like to use.
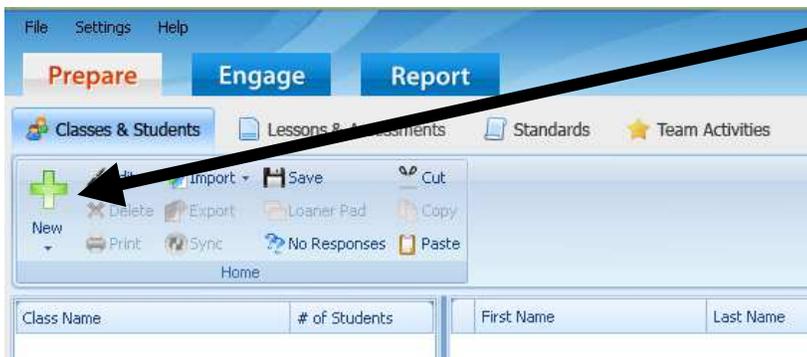
Use the NEW button to create new classes and to add new students. Be sure that you are on the "CLASSES and STUDENTS" sub-tab under the main PREPARE tab when entering classes and students.

When you are working on the sub-tab for Lessons and Assessments, you will use the NEW button to add folders, lessons, and questions. Choosing to create a new question will open the question editor allowing you to manipulate all facets of the questions you want to ask including type of question, font, size, answer choices, etc. Note that DATABASE is always at the top of your list in the left hand menu.
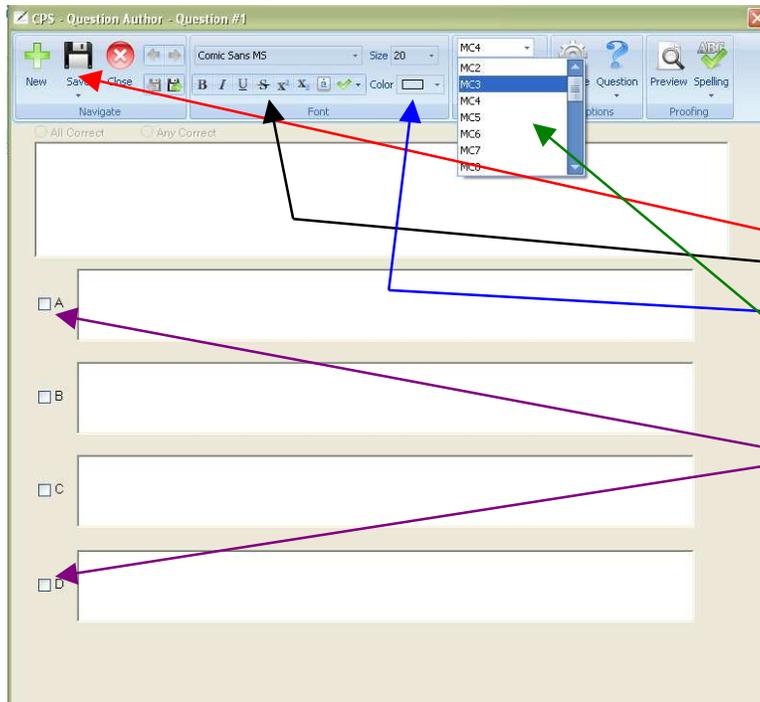
When you've created a question within your lesson, the question editor opens with the following options:

- Saving
- Bold, Italics Underlining, Fonts, etc.
- Size and Color
- Type of question (Multiple Choice, T/F, Rank Order, specific word, or specific number response.)
- Also note that you must tell the system which answer or answers are correct, unless you are doing a survey question that doesn't require a correct answer.

Additionally, you have several other options on the question editor screen:

- Note that a short answer or numeric question requires a specific word or numeral answer.
- You can change the template for your question and add graphics to the question, the answer, or both.
- You can attach standards and choose a difficulty level if you choose.
- You can preview the question as it would look for your students and enable spell check if you'd like.
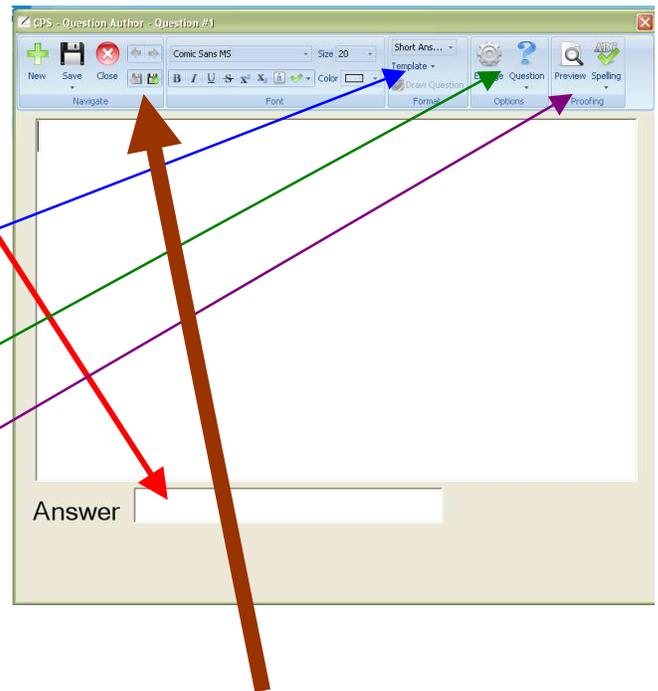
When you finish each question, you will need to "SAVE AND MOVE FORWARD."   You can change any aspect of subsequent questions, meaning that from question to question, you do not have to use the same template or style. When you finish entering all of your questions, click the main SAVE button before you close just to be safe.

The next handout will show you how to engage the questions so that students can click in their answers.