



## Manage Class Rosters with CPSOnline

You can use CPS to create classes in CPSOnline. Use CPS in the classroom to engage your students and receive instant feedback, and then connect your class with CPSOnline so that students can access information from home.

The setup process is divided into two steps:


- Create your CPSOnline class in CPS\*
- Sync your class with CPS

\*If you have already created a CPSOnline class, you may import it into a new database using the class import function, covered at the end of this section.

### Create a CPSOnline Class

A Higher Ed class is a roster of students using serial response pads. Students typically purchase their response pads from their school bookstore and enroll their response pads into the class through eInstruction's CPSOnline. CPSOnline then sends student information to your CPS class when you sync, and CPS creates your class roster.

1. Click the **Prepare > Classes and Students** tab.

2. Select **Class** from the **New**  drop-down button. The Class Wizard appears.

3. Choose **Higher Education** and click **Next**.

4. If you have used CPSOnline before, choose **Yes**, click **Next**.

- Enter your CPSOnline username and password.
- Select your institution from the list of available schools and click **Next**.



*Institution Type section*





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- If you have not used CPSONline before, choose **No** and click **Next**.
  - Enter your **Instructor Setup Code**. You can get your Instructor Setup Code from your eC, your book representative, or from eInstruction. If you do not have an Instructor Setup Code, please contact eInstruction at 888.333.4988. Click **Next**.
  - Select your institution** from the list of available schools and click **Next**.
  - Create a unique **username** and **password** and click **Next**.
  - Enter your **instructor information** and click **Next**.
- Enter your class information. Please note that the *Class Name*, *Class start date*, and *Class end date* are required fields. Click **Next**.

- Class start date:** This date is the first day that students can register for the class.
- Class end date:** This is the last day of class.
- Notification date:** A checkmark automatically appears next to this option. The date next to this option indicates the first day on which you will begin to receive notification emails each time a student registers for your class. You may want to set this date the same as the class start date. If you do not want to receive notification emails, click the box next to the option so that the checkmark disappears.

Higher Ed Class Information  
Please enter the following information about your class.

\*Instructor jamie roddy  
\*Class Name Poetry  
Class Designation  
Office Hours  
\*Class Start Date 6/12/2007  
\*Class End Date 6/12/2007  
Notification Date 6/12/2007  
 Enable Notification Date  
Attendance Options  
 Display new attendance sessions in the Reports tab  
 Display new attendance sessions as Absent/Present in the Class Info area of the Gradebook tab

*Class Information section*

- Choose your Online Class Options.
  - CPSONline Study Guide:**
  - Sync Options:** Choose whether or not you'd like to sync your CPSONline class roster upon starting CPS.
- Click **Next** to create your class, or click **Back** to return to previous steps and edit your information.
- Click **Done** to exit the CPS Class Wizard and return to the **Classes** section. Your class appears in the class side of the **Classes** section. Students will join the class using the information in the Student Resources section located at the end of this module.

Online Class Options  
Please change any of the options below for your class.

CPSONline Study Guide  
 Show study guide for uploaded sessions.  
 Ask me for each session I upload.

Sync Options  
 Automatically sync class when CPS starts.

*Online Class Options*



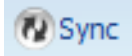


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## Sync a CPSOnline Class

You can sync your CPS class with CPSOnline to upload grades and maintain an updated class roster. *By default, CPS will automatically sync every time CPS is started, but you may choose to sync the class while CPS is running.*

1. Connect your computer to the internet.
2. Click the **Prepare>Classes and Students** tab.
3. Highlight the class you would like to sync with CPSOnline and click **Sync** button

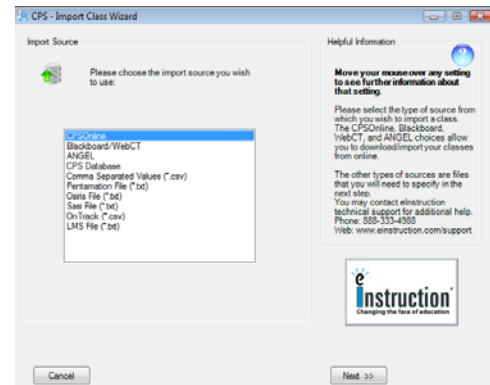


from the menu options. The CPSOnline Connection window will appear and the class will sync.

## Import a CPSOnline Class

You can import an existing CPSOnline class to your CPS database. To import a CPSOnline class, you must first connect your computer to the Internet.

1. Click the **Prepare>Classes and Students** tab.
2. Click **Import**. The CPS Import Class Wizard appears.
3. Choose **CPSOnline** and click **Next**.
4. Choose **Higher Education** and click **Next**.
5. Enter your CPSOnline **username** and **password**, select your institution type, and click **Next**.



*Import Class wizard*

6. Select individual classes by clicking the box beside each name. You can also choose to import all of the available classes by clicking the **Select All** option.
7. Click **Next**. Depending on the class size and the speed of your processor, this import may take some time. The imported classes appear in the **Classes** section when the import finishes.
8. Click **Done** to close the CPS Import Class Wizard.

