



CPS Quick Step Guide

Manage Class Rosters with Blackboard Vista (WebCT)

Now you can use CPS with your Blackboard Vista (WebCT) classes, you can use CPS in the classroom to engage your students and receive instant feedback, and then connect your class with Blackboard so that students can access information from home.

The setup process is divided into three steps:

- Link your Blackboard Vista (WebCT) class to CPS
- Import your class to CPS
- Sync your class with CPS

Note: Some options may differ when using different versions of Vista such as Vista 3, 4 or CE6. CPS does not integrate with Blackboard Vista/CE versions other than Vista 3, 4, and Campus Edition 6.

Link a Blackboard Vista (WebCT) class to CPS

To enable your Blackboard Vista (WebCT) class to use communicate with CPS, follow the steps below:

1. **Log on** to your Blackboard Instructor's account.

Course List

[History 101 - Section 1](#)

Section Instructor: TW WCTTeacher

Course List section

2. **Select the link** for your Blackboard Course Section that you would like to create in CPS.

3. Go to the **Build Tab** and make sure you are in **Basic View** if that tab is available in your version.

4. Click on **More Tools, Tools**, or the Tools/Toolbox icon in the left hand column. These options may vary by version and according to customizations by your WebCT Administrator.

5. Choose **Add CPS Response Pads**. The Create Add CPS Response Pads window appears.

Create Add CPS Response Pads

* Title:

* Required field

Create Add CPS Response Pads window

6. In the next screen, you will need to choose a title for the button your students will use to enroll their response pads Enter "**Enroll Your Pad in <classname>**"

7. Identify your campus. The My Instructor Courses window appears.





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In the **My Instructor Courses** screen, you will be able to enable courses for use with CPS.

My Instructor Courses

Your courses must be enabled before students can add their response pads to the course. To enable a course for response pad use, click 'Enable'.

| | Course Name | Course Start Date | Course End Date | Role * |
|------------------------|---------------------------------------|-------------------|-----------------|---------|
| Enable | Exam/View Test Course | 03/18/08 | 00/00/00 | Teacher |
| Enable | History 101 | 04/1/08 | 00/00/00 | Teacher |

* Only instructors and course builders have the ability to enable courses.

My Instructor Courses page

8. On the CPSONline Account screen, fill in the required information.

- If you **have used CPS** before, you will enter your CPS instructor username and password.
- If you **have not used CPS** before, you will need to create a CPS username and password.

Do You Have a CPSONline Account?

If you have created a CPSONline class before, you already have a CPSONline account. If you are new to CPSONline you will need to setup a new account.

- I have never created a CPSONline class before, I need to create a new account.
- I already have a CPSONline account. ([What is CPSONline?](#))

CPSONline Username:

CPSONline Password:

[What if I can't remember my username or password?](#)

Cancel

Continue

Create a CPSONline Account

Before enabling this course you must create a CPSONline account. This account is separate from your Blackboard account. The CPSONline account is used to verify that your students' pads have been activated.

Create a username:

Create a password:

Confirm password:

Email:

Security Question:

Answer:

Your privacy is important to instruction. Read the [online privacy statement](#).

Cancel

Submit

CPSONline Account screen





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After filling out the form, click **Continue** or **Submit**. The Enable screen will appear.

9. **Fill out the form** on the Enable screen.
10. When you are finished entering your information, click **Submit**. The Course Enabled screen will appear.
11. When you are ready to proceed, click **OK**.

Course Enabled

Thank you for enabling your course for response pad use. Your students may now begin adding response pads to your course.

| | |
|-----------------------|-------------|
| Course Title | History 101 |
| Class Start Date | 04/30/08 |
| Class End Date | 06/30/08 |
| Instructor Setup Code | ***** |
| Response Pad Status | Enabled |

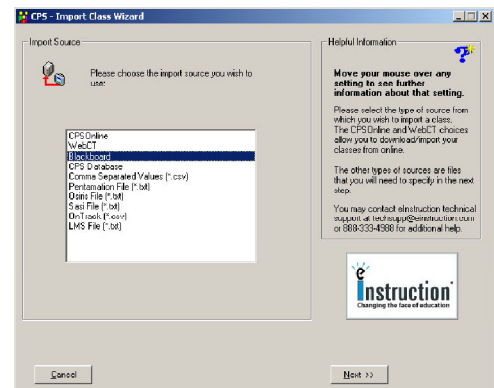
Course Enabled screen

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Import your Blackboard Vista (WebCT) class into CPS

Now that you've linked your Blackboard class to CPS, you will need to import your class roster.

1. Open CPS to the **Classes** tab.
2. Click the **Classes & Students** button.
3. Click on the **Import** icon. The Import Class Wizard appears.
4. Choose **Blackboard** from the list of class types and click **Next**.
5. Enter your **Blackboard Vista (WebCT) Connection Username** and **Password**. This is the username and password created when linking your class to CPS.
6. **Choose your institution** from the drop-down menu. Click **Next** to continue.
7. **Select the class** you wish to import from the list of available classes. To select all classes, click box next to the **Select All** option so that a checkmark appears.
8. Click **Next** to continue.
9. Enter your **Blackboard Vista (WebCT) username** and **password**. CPS imports your Blackboard class roster.
10. Click **Done**.



UPDATE!!!!

Import Class Wizard window



