



Manage Class Rosters with Blackboard

Now you can use CPS with your Blackboard 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.

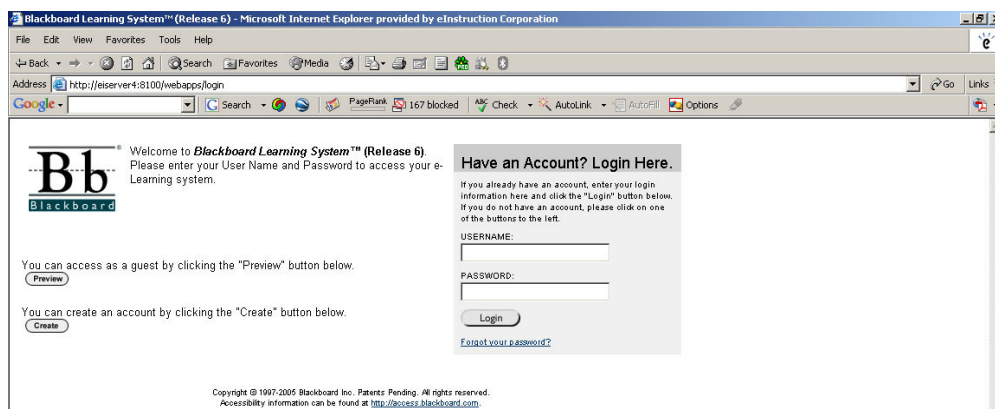
The setup process is divided into three steps:

- Link your Blackboard class to CPS
- Import your class to CPS
- Sync your class with CPS

Link a Blackboard class to CPS

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

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



Blackboard Instructor Login page

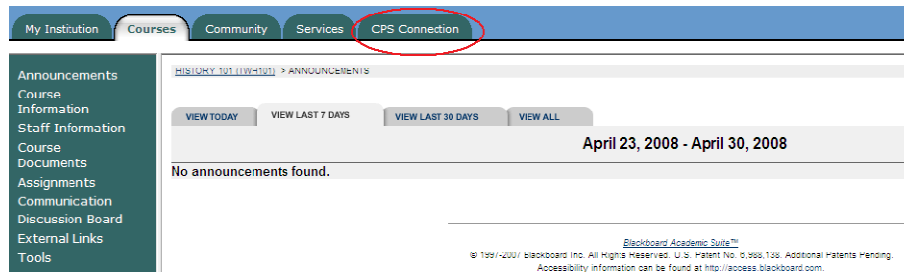
2. **Select the link** for your Blackboard course that you would like to create in CPS.





CPS Quick Step Guide

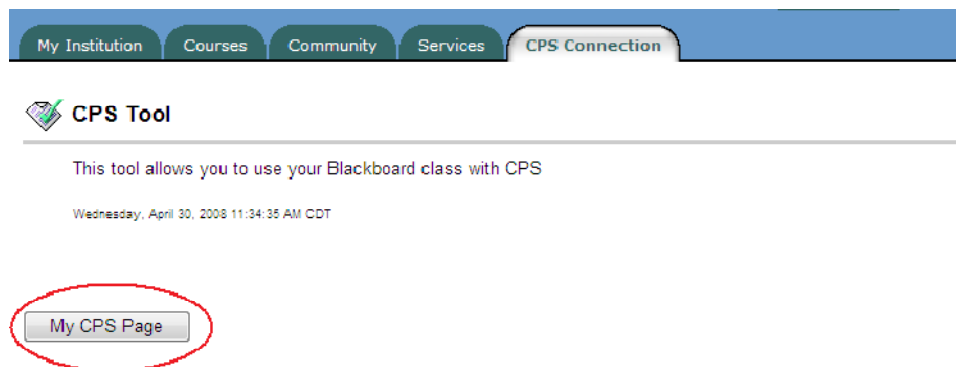
3. Choose the **CPS Connection** tab.



CPS Connection tab

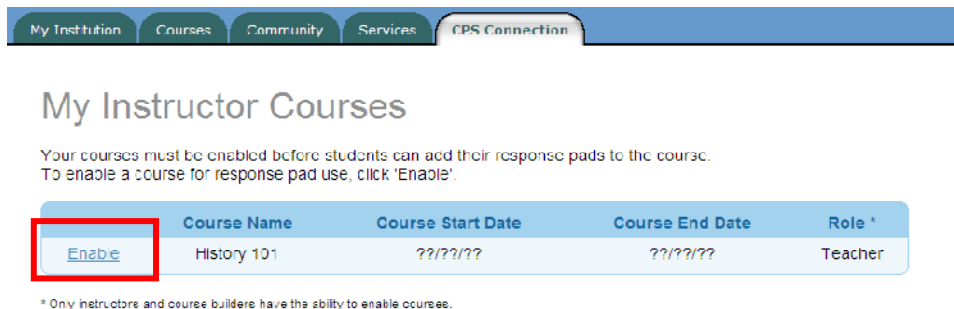
Note: If the **CPS Connection** option is unavailable, please contact your IT Administrator and ask them to install the CPS Connection. They can obtain the CPS Connection Building Block by contacting elnstruction at bb@einstruction.com.

4. Click the **My CPS Page** button.



My CPS Page button

5. You will now see the **My Instructor Courses** page. Click the **Enable** link to integrate your Blackboard course with CPS so students can add their response pads to the course.



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

My Instructor Courses





CPS Quick Step Guide

- 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?](#)

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](#).

CPSONline Account screen

- After filling out the form, click **Continue** or **Submit**. The Enable screen will appear.
- Fill out the form** on the Enable screen.
- When you are finished entering your information, click **Submit**. The Course Enabled screen will appear.
- When you are ready to proceed, click **OK**.



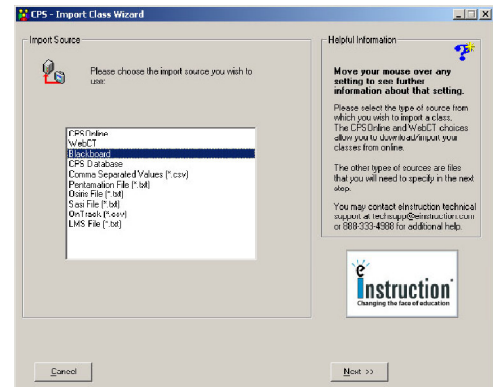


CPS Quick Step Guide

Import your Blackboard 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 Connection Username** and **Password** and **choose your institution** from the drop-down menu.



UPDATE!!!!!!!

Import Class Wizard window

6. **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.
7. Click **Next** to continue.
8. Enter your **Blackboard username** and **password**. CPS imports your Blackboard class roster.
9. Click **Done**.

Sync CPS With Blackboard

You can sync your CPS class with Blackboard to upload grades and maintain an updated class roster. By default, *the class rosters 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. Open CPS to the **Classes** tab.
3. **Right-click on the class** you would like to sync with Blackboard. A pop-up menu appears.
4. Choose **Update roster from Blackboard server**.
5. Enter your **Blackboard username** and **password**. CPS uploads student data and downloads the latest roster from Blackboard.

