



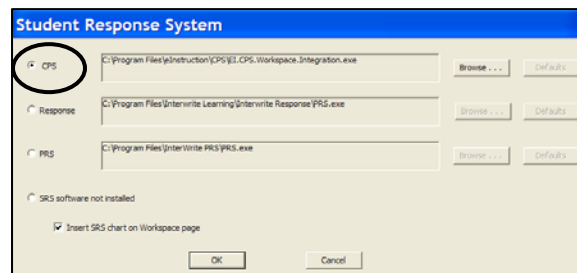
# CPS Quick Step Guide

## Integrate CPS Questions into Workspace

CPS gives you many delivery options when using real time assessment. However, you may also want to embed CPS questions directly in your Workspace document; or you may want to ask a question on the fly during your Workspace lesson using CPS response pads. Workspace gives you the tools to use your CPS system within Workspace. Your data will be saved as a CPS session which you can later review, grade, or create a report.

### Enable CPS in Workspace


1. Click on the **Workspace Menu** button from the toolbar, then choose **Student Response System**.
2. Choose the **CPS radio button**. Use the Browse button to find the .exe file if it does not appear in the window.

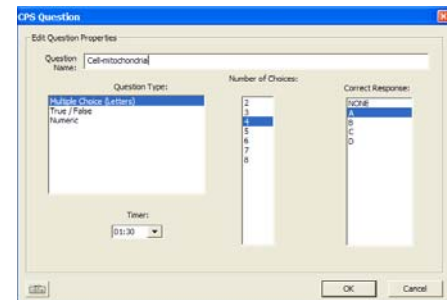


*Note:* There is a check box at the bottom of the option that will enable the response chart to be embedded on the Workspace page. **Click on the box** if you would like to have that feature enabled, then click **OK**.

### Create CPS Questions in a Workspace Lesson

Use this feature if you are creating a Workspace lesson and would like to embed a CPS question into your Workspace pages.

1. Create a **new Workspace page**.
2. Use various **tools to create a question**.
3. Click on the **SRS button**  in the toolbar.
4. Click on **Create Question**.




5. Select the **parameters** for your question and then click **OK**. The eInstruction icon will appear on the upper left hand corner of your screen. This will enable the response bar to appear on the page when you are ready to ask the question.

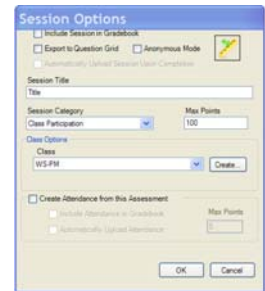




# CPS Quick Step Guide


## Engage CPS Questions in Workspace

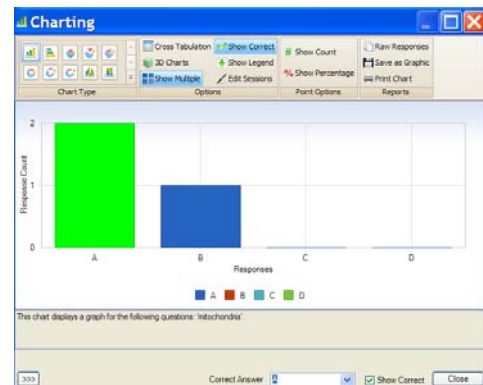
1. When you are ready to poll the questions with the students, click on the **SRS button**  from the toolbar, then choose **Start CPS**. Select the desired **Session Options**, then click **OK**.
2. The **Engage toolbar** will appear so you can ask your question. Click **Start** to collect responses.



3. When you are finished with your question, click the **End** button.



4. When the question is over, a chart will appear showing student response data. Click **Close** when you are done reviewing the chart.
5. To move onto the next Workspace page, **exit out of the Engage toolbar**, then use the **navigation tools** to go on to your **next Workspace page**.
6. When you are finished with your Workspace lesson, click on the **SRS button** , but this time **choose End Session**.
7. You can also view your session data in CPS using the reports tab.






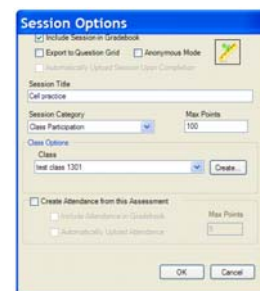
# CPS Quick Step Guide

## Create CPS Questions On Demand in a Workspace Lesson

Use this feature if you would like to create a CPS question on-the-fly

1. Create a **new Workspace page**.
2. Use various tools to create a question.
3. Click on the **SRS button**  in the toolbar.
4. Click on **Ask Question**.

5. Select the parameters for your question and then click **OK**. Since the question options are displayed you may choose not to set a correct answer.
6. The **Session Options** window will appear. Give your session a **title** and then select your desired options and then click **OK**.



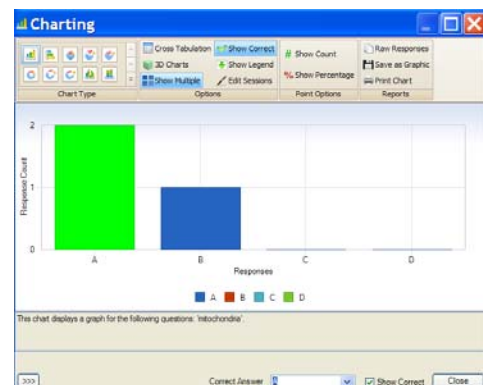
8. The **Engage toolbar** will appear so you can ask your question. Click **Start to collect responses**.



9. When you are finished with your question, click the **End** button.



10. When the question is over, a chart will appear showing student response data. Click **Close** when you are done reviewing the chart.
11. To move onto the next Workspace page, **exit out of the Engage toolbar**, then use the **navigation tools** to go on to your **next Workspace page**.




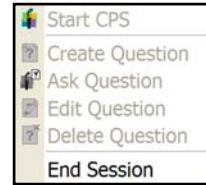


# CPS Quick Step Guide

You can also view your session data in CPS using the reports tab. If you would like to ask additional questions follow steps 4-9 for each question.

12. When you are finished with your Workspace lesson, click on the

**SRS button**  , but this time **choose End Session.**



## Check for Understanding

Describe when you would use the Create Question option instead of Ask Question option.

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## Notes

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