


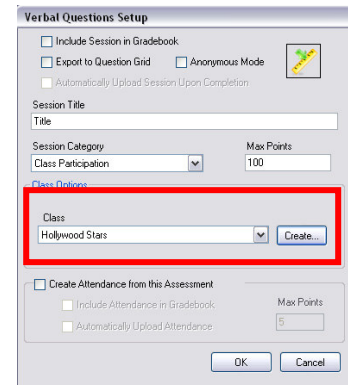


CPS Quick Step Guide

Create a Quick Class

The Class Wizard lets you quickly create a class as you deliver a session. This on-the-fly class contains the pad ID values specific to the number of students participating in the session. The Class Wizard saves any class generated during a delivery session into the database you have open.

1. Click the **Engage>Lessons and Assessments** tab.
2. Click the **Engage** button  in the Verbal group.
3. Click the **Create** button in the Class section. The CPS Create Class window appears.
4. Type in a **Class Title**.
5. Use the **Lower Range** and **Upper Range** boxes to indicate the number of response pads you are using in this delivery session, as well as designating the response pad ID values in use. (For example, if you are using 5 response pads with a response pad ID value range from 11 to 15, then type 11 in the Lower Range box and 15 in the Upper Range box.)
6. Click **OK**.



Verbal Questions Setup

Include Session in Gradebook
 Export to Question Grid Anonymous Mode
 Automatically Upload Session Upon Completion

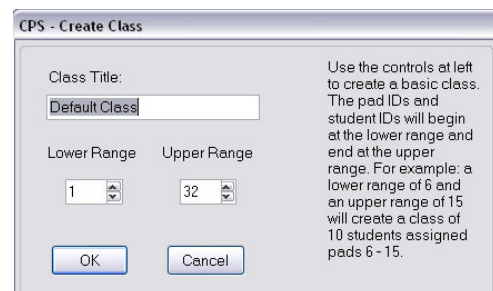
Session Title
Title

Session Category: Class Participation Max Points: 100

Class Options

Class: Hollywood Stars

Create Attendance from this Assessment
 Include Attendance in Gradebook Max Points: 5
 Automatically Upload Attendance



CPS - Create Class

Class Title: Default Class

Lower Range: 1 Upper Range: 32

Use the controls at left to create a basic class. The pad IDs and student IDs will begin at the lower range and end at the upper range. For example: a lower range of 6 and an upper range of 15 will create a class of 10 students assigned pads 6 - 15.

