




CPS Quick Step Guide

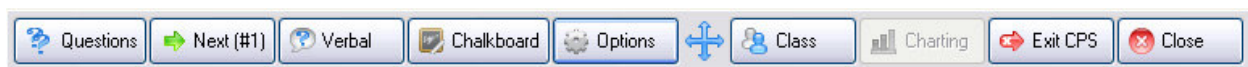
Engage Standard Mode and Change Delivery Options

The Standard mode lets the teacher control the pace and progress of students through the questions. CPS will automatically engage a lesson in the Standard mode by default.

Engage Standard Mode

1. Click the **Engage > Lessons and Assessments** tab.
2. **Select the lesson** you want to engage by clicking in the check box before the lesson name.
3. Type a **title**, choose a **session type** and **select a class** in the Engage Options group

4. Click **Engage**  in the Teach group. The Engage toolbar appears.



Engage Toolbar

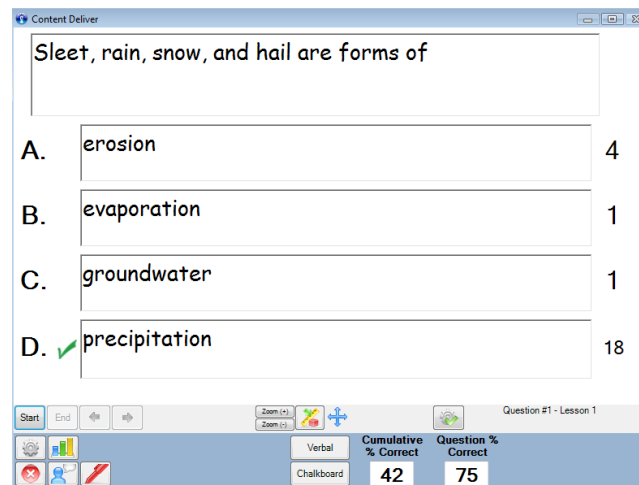
- **Questions:** Choose any of the pre-written questions in your lesson.
 - **Next (#1):** This constantly changing menu button indicates which question number is next in chronological order. Click here to display the next question.
 - **Verbal:** Choose from a drop-down menu of question types to ask questions on-the-fly and record performance data.
 - **Chalkboard:** Upload and draw images while delivering on-the-fly questions.
 - **Options:** Opens the Delivery Options window to select options.
 - **Engage Toolbar Handle:** Click and drag on this icon to move the Engage toolbar anywhere on your screen.
 - **Class:** Randomly select a student from your active class list or take attendance.
 - **Charting window:** View performance data in a chart.
 - **Exit CPS:** Save your results up to this point and shut down CPS entirely.
 - **Close:** End the delivery session and return to the main CPS window.
5. From the Engage toolbar choose which question you want to begin with by clicking **Next** or by selecting from the list of questions under **Questions**.





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6. Click **Start** to begin the response cycle. When students respond their respective boxes will flash blue when a student answers for the first time, green when an answer is verified, and yellow to show an answer has changed.
7. Click **End** to end the response cycle.
 - a. The **correct answer** is indicated by the green check mark.
 - b. The **answer distribution** is displayed to the right of each answer choice.
 - c. The **cumulative percent correct** and **question percent correct** are displayed at the bottom of the screen.



8. Click the green **Forward Arrow** button  to advance to the next question.

9. Click **Close**  to return to the Engage toolbar.

10. On the Engage toolbar, click **Close** to end the delivery session and return to the main CPS window or click **Exit CPS** to save your results up to this point and shut down CPS entirely.



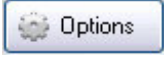

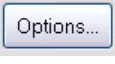


Delivery Options

Each delivery mode has specific features that you can change within CPS. You can make these changes through the CPS Delivery Options window.

Accessing Delivery Options

Choose any of the following ways to access the Delivery Options Window:

1. In the **Settings Menu** go to Delivery Options.
2. On the **Engage toolbar** click Options .
3. In the **Standard mode** engage window click the Options button .
4. In the **Teacher Led** engage window click Options .
5. In the **Challenge Board** engage window click the Options menu.

Teacher Managed Delivery Options

CPS - Delivery Options

Teacher Managed | Student Managed | Receiver | Feedback Grid | Team Activities

Options

- Show Pads That Have Responded
- Show Cumulative Percent Correct
- Show Answer Distribution
- Detach Narrative (Imported Narratives)
- Auto Show Detached Feedback Grid
- Show Large Screen
- Show Percent Correct
- Show Correct Answer
- Auto Start the Timer
- Auto Start the Question
- Auto Show Charting

Timer Length: 60 | Timer Increment: 4

Gen2 RF Only

- Auto-send Alphabetic Response
- Mask Response on Pad
- Indicate Correct Alphabetic Response on Pad

Verbal Questions

- Show Large Screen
- Auto Show Charting

Time Based

- Auto Move to Next Question

Timer Length: 60 | Timer Increment: 10

Results

Last Question...

Helpful Information

Move your mouse over any setting to see further information about that setting.

Allows you to deliver timed tests automatically. Your questions can be displayed for 10 minutes, one second, or any one-second increment in between.

You may contact einstruction technical support for additional help.
Phone: 888-333-4988
Web: www.einstruction.com/support

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OK | Cancel



Options

- **Show Pads That Have Responded:** Alters the on-screen appearance of the response pad numbers during the response cycle to either remain displayed in blue or just flash when the answer is sent and then remain white.
- **Show Cumulative Percent Correct:** Displays the cumulative percent of correct answers for the session in the Feedback Grid after the response cycle ends.
- **Show Answer Distribution:** Displays the number of students who responded to each answer choice for a question after the response cycle ends.
- **Detached Narrative:** Creates a button on the Feedback Grid for questions with narratives imported from **Exam View** so the user can choose whether or not to show the associated Narrative with the question in the Content Delivery window.
- **Auto Show Detached Feedback Grid:** Detaches the Feedback Grid from the Content Delivery window during a response cycle.
- **Show Large Screen:** Displays questions in the Content Delivery window. The Content Delivery window contains the questions and answer choices for each question.
- **Show Percent Correct:** Displays the percentage of students who correctly answered the question after the response cycle ends.
- **Show Correct Answer:** Displays the correct answer to the question as a green check mark in the Content Delivery window after the response cycle ends.
- **Auto Start the Timer:** Automatically begins the question timer when you start the response cycle.
- **Auto Start the Question:** Automatically starts the question, so that you do not need to press the Start button to begin the response cycle.
- **Auto Show Charting:** Automatically displays the Charting window after the response cycle ends.
- **Timer Length:** Changes the default length of time displayed in the Content Delivery window during a response cycle.
- **Timer Increment:** Changes the default increment of time change when using the + and - sign displayed in the Content Delivery window during a response cycle.

Gen2 RF Only

- **Auto Send Alphabetic Response:** Automatically sends student responses for alphabetic answer choices.
- **Indicate Correct Alphabetic Response on Pad:** Indicates the correct answer with a check and incorrect answer with an X on the LCD screen after the response cycle ends. The correct answer appears only for multiple-choice questions.
- **Mask Response on Pad:** Shows the response as an * on the LCD screen.

Verbal Questions

- **Show Large Screen:** Displays the Content Delivery window when you engage a verbal question to type in a question and answers so they are recorded.
- **Auto Show Charting:** Automatically displays the Charting window after the response cycle ends.

Time Based

- **Auto Move to Next Question:** Automatically advances to the next question after the response cycle ends.
- **Timer Length:** Changes the length of time a question is displayed in the Content Delivery window during a response cycle before automatically moving to the next question.
- **Timer Increment:** Changes the increment of time change when using the + and - sign displayed in the Content Delivery window during an automatic advance response cycle.

Results - Last Question: Show the results of the last question asked.

