



Engage Standard Mode and Change ExamView Settings

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.

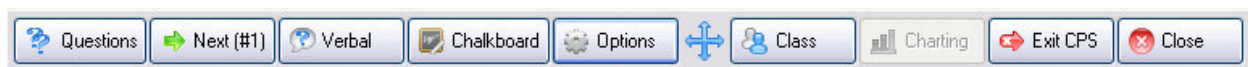
Engage Standard Mode

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

Engage Options



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



- **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 put up 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**.




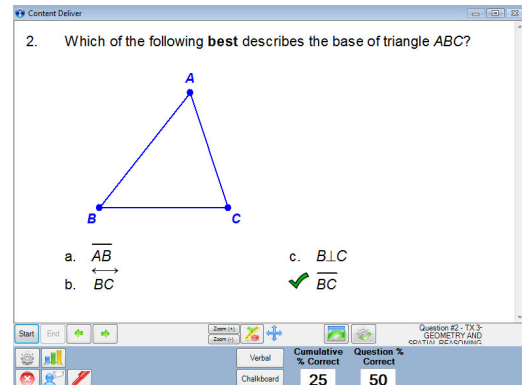


CPS Quick Step Guide

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.

- The **correct answer** is indicated by the green check mark.
- The **answer distribution** is located in the charting window .
- 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.

Exam View Buttons

When you engage an **Exam View** lesson in CPS, you have access to three special **Exam View** buttons in the Feedback Grid. (*Note:* All buttons will not be available on all questions.)



Zoom Button: Change the magnification of your question in the CPS Content Delivery window.



Narrative Button: Hide or show an associated Narrative on the CPS Content Delivery window.



Recalculate Button: Change the answer to a question and deliver that one question multiple times. This button works with Preview mode.





ExamView Settings

When you import **Exam View** lessons into CPS, you can alter the **Exam View** options to filter out certain question types, change your state standards, and change the magnification on **Exam View** questions.

1. From the **Settings** menu, choose **Exam View Settings**.
2. **Change the options** in the **Exam View** Options window that appears.
 - a. **Question Types:** Select the question types you would like to display in CPS. Any question types with checkmarks will be available in CPS; CPS will filter out unchecked question types.
 - b. **Restore Default:** Click this button to restore the default question types.
 - c. **Standards:** Choose your state from the State pull-down menu to set the standards to which CPS associates your questions.
 - d. **Zoom:** Set the magnification level of the question in the CPS Content Delivery window.
3. Click **OK** to save your changes and return to CPS.

Note: If you import a numeric question with more than 12 characters into CPS, CPS automatically changes the question type to subjective.

ExamView Options

Question Types

Select the ExamView question types you would like displayed in CPS. The checked question types will be displayed in the Lessons list view on the Lessons tab. The unchecked types will be filtered out.

<input checked="" type="checkbox"/> True/False	<input type="checkbox"/> Matching*
<input checked="" type="checkbox"/> Modified True/False	<input type="checkbox"/> Short Answer*
<input checked="" type="checkbox"/> Multiple Choice	<input type="checkbox"/> Problem*
<input checked="" type="checkbox"/> BiModal	<input type="checkbox"/> Essay*
<input checked="" type="checkbox"/> Yes/No	<input type="checkbox"/> Case*
<input checked="" type="checkbox"/> Numeric Response***	<input type="checkbox"/> Other*
<input type="checkbox"/> Completion*	<input type="checkbox"/> Select All

*Delivered as "Verbal MC5" in TMA mode.

***Delivered as "Verbal MC5" in TMA mode or Numeric with CPS RF pads.

Standards

State: TX

Zoom

Initial %: 100

OK Cancel Restore Default

Exam View Options Window

