



CPS Quick Step Guide

CPS Software: Import and Engage PowerPoint Files

If you want to use PowerPoint presentations with CPS you can either use the original CPS software or CPS for PowerPoint.


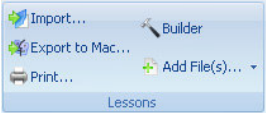
With the **CPS software** you import PowerPoint presentations into any folder or lesson in your CPS database to engage as a lesson. All of the data is stored in the CPS database where you imported the PowerPoint file.

You can download **CPS for PowerPoint** from the www.einstruction.com web site and install it on your computer. Running this software adds a CPS toolbar to PowerPoint so you can add interactive slides to a PowerPoint presentation and engage those questions through the Engage toolbar while viewing a slideshow.

CPS Software

Import PowerPoint Files

1. Click the **Prepare>Lessons and Assessments** tab.
2. **Select the folder or lesson** you want to import a PowerPoint presentation into.

3. Click **Add Files**  in the Lessons group . The Add Files window opens.

4. Navigate your computer to **select the PowerPoint file** you want to add. (*Note:* To limit which files are displayed, click the arrow in the Files of type: box, and select the PowerPoint [* .pps, *.ppt, *.pptx] option.)

1. Click **Open**.
2. The PowerPoint file appears in the folder or lesson you selected.





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Standard Mode

To engage a PowerPoint presentation within CPS, use the Standard mode which 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 PowerPoint presentation** 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 presentation will appear with the CPS engage toolbar at the bottom of the screen.

Radio Frequency Response Pad



- Turn the pad on with the **PWR/Join** button
- The **left and right arrow buttons** are directional arrows
- The **Jump/Search button** is a question search function
- The **A and B buttons** are used to answer True/False and Yes/No questions



5. Press any key on your keyboard to begin your presentation.
6. Use the **Verbal or Chalkboard** buttons on the Engage toolbar to ask questions. (See module two for additional information on this delivery mode.)
7. Click **Close** on the Engage toolbar after you have finished your presentation.

