



CPS Quick Step Guide

Edit a Challenge Board

1. Click the **Prepare>Team Activities** tab.

2. Click **Challenge** .

3. Click **Edit**  in the Activity group . The CPS Challenge Board window appears.

4. Go to **File > Edit Challenge Board attributes** command to edit the board or category titles.

5. **Add questions** using the methods previously described.

6. **Delete questions** by double-clicking any of the colored value buttons that contain questions to open the Category window. Click **Delete** to remove the question or click **Delete All** to remove all the questions. Click **OK** when the Confirmation dialog box appears. Click **Close** to exit the Category window.

