



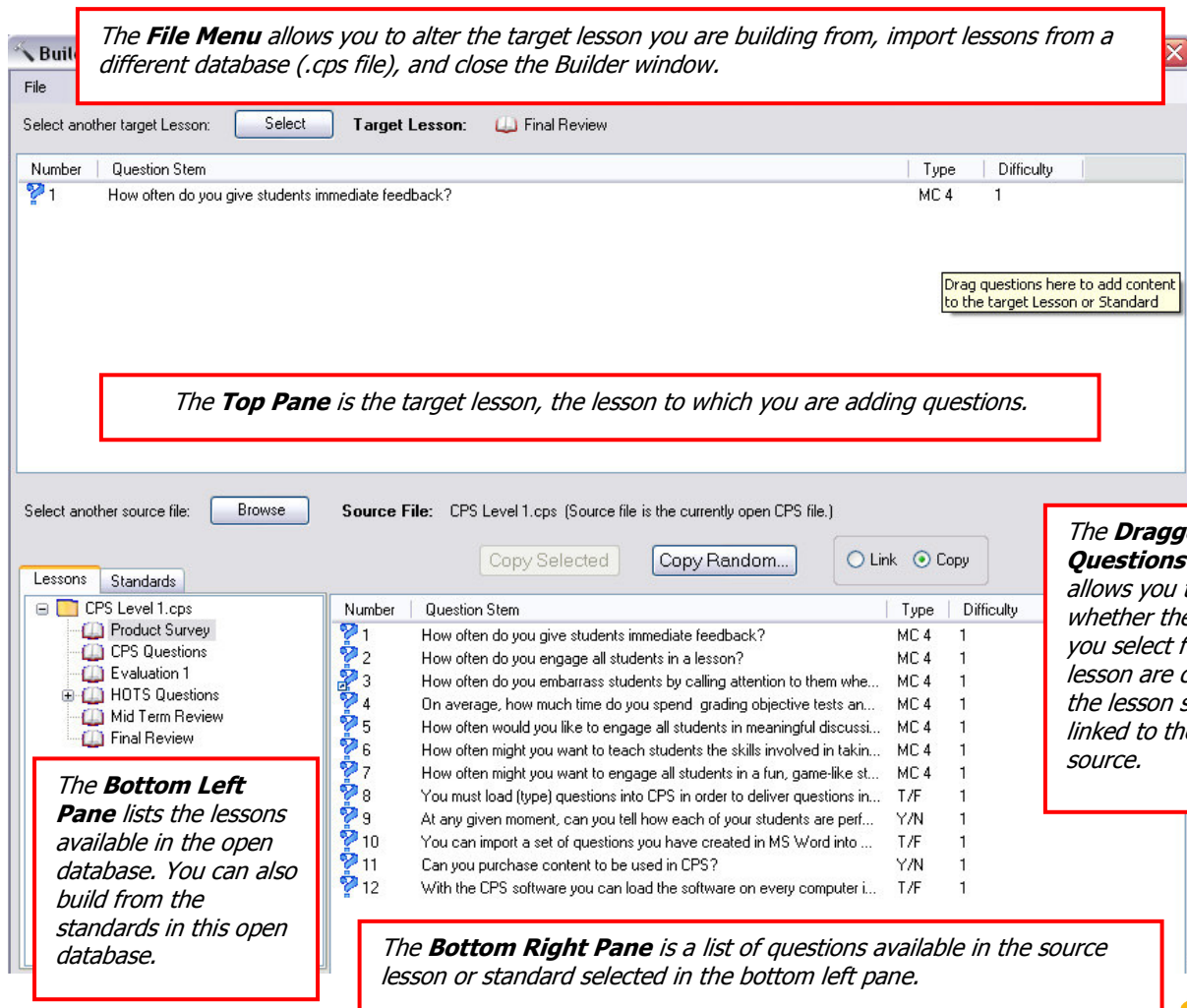
CPS Quick Step Guide

Lesson Builder

When you use the Lessons Builder function, you can build one lesson of questions from several pre-existing lessons. For example, if a Language Arts database has 32 lessons in it, each lesson representing a chapter from a text, you can create a mid-term exam from the first six lessons (chapters) without re-typing all the questions. You can also create a lesson from multiple databases.

1. Click the **Prepare > Lessons and Assessments** tab.
2. **Select a lesson** from the lesson side of the screen or **create a new lesson**.

3. Click **Builder**  in the Lessons group . The Builder window opens showing the features listed below.



*The **File Menu** allows you to alter the target lesson you are building from, import lessons from a different database (.cps file), and close the Builder window.*

*The **Top Pane** is the target lesson, the lesson to which you are adding questions.*

*The **Bottom Left Pane** lists the lessons available in the open database. You can also build from the standards in this open database.*

*The **Bottom Right Pane** is a list of questions available in the source lesson or standard selected in the bottom left pane.*



*The **Dragged Questions Section** allows you to choose whether the questions you select for the target lesson are copied from the lesson source or linked to the lesson source.*

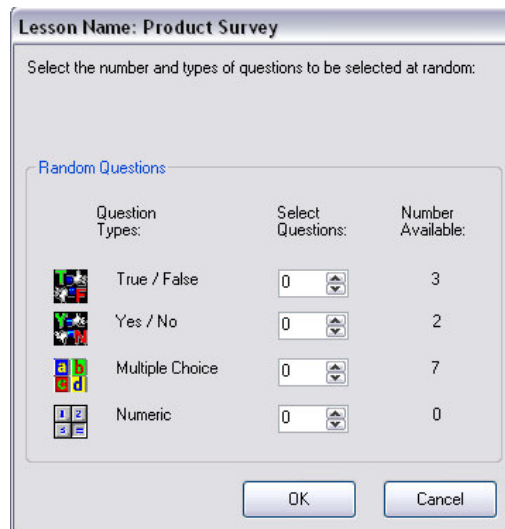
Number	Question Stem	Type	Difficulty
1	How often do you give students immediate feedback?	MC 4	1
2	How often do you engage all students in a lesson?	MC 4	1
3	How often do you embarrass students by calling attention to them whe...	MC 4	1
4	On average, how much time do you spend grading objective tests an...	MC 4	1
5	How often would you like to engage all students in meaningful discus...	MC 4	1
6	How often might you want to teach students the skills involved in takin...	MC 4	1
7	How often might you want to engage all students in a fun, game-like st...	MC 4	1
8	You must load (type) questions into CPS in order to deliver questions in...	T/F	1
9	At any given moment, can you tell how each of your students are perf...	Y/N	1
10	You can import a set of questions you have created in MS Word into ...	T/F	1
11	Can you purchase content to be used in CPS?	Y/N	1
12	With the CPS software you can load the software on every computer i...	T/F	1









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- Select a lesson** from the database open in the bottom left pane. (*Note:* You can choose to build from Standards questions by clicking the Standards tab.) Questions for the selected lesson or standard display in the bottom right pane.
- Choose whether you want to **Link or Copy** the questions by clicking the circle in front of your choice .
 - Link:** Creates a link to the original question so if any changes are made to the original question, those same changes are applied in the lesson created with Builder.
 - Copy:** Copies the question from the source so they are independent of one another.
- Select questions** from the bottom right pane and **click and drag** them to the target lesson in the top pane. (*Tip:* Use the Ctrl key to select multiple questions simultaneously.)
- Click the **Copy Random** button  to choose the number of specific question types you want to include in the target lesson. Click the OK button to complete this random selection from the lesson selected.



Question Types:	Select Questions:	Number Available:
 True / False	0	3
 Yes / No	0	2
 Multiple Choice	0	7
 Numeric	0	0

Copy Random Window

- Close** the Lesson Builder to return to the *Prepare>Lessons and Assessments* tab and view your lesson on the lesson side of the window.

