

University of Northern Colorado
Frequently Asked Questions regarding the Classroom Performance System (CPS)

Technical questions

What are the technical requirements for using the eInstruction system?

| Requirements for PC | Requirements for Mac |
|---|---|
| <ul style="list-style-type: none">• Pentium II or faster processor• One available USB port• 256 MB of RAM, minimum• Microsoft® Windows® 2000 with Service Pack 4 or Windows XP Professional or Home Edition with Service Pack 1 or Windows XP Professional or Home Edition with Service Pack 2 | <ul style="list-style-type: none">• Mac OS 10.3.9 or higher, PowerPC G3 300 MHz or better processor, including Intel• 256 MB of physical RAM (512 MB recommended)• 200 MB of free hard disk space• One available USB port• 800 x 600 display, thousands of colors or better |

Does CPS require the use of proprietary hardware or cabling, especially between the receiver(s) and the computer, and how is the system configured?

- The RF system uses one USB receiver to support up to 1000 response pads and can receive 1000 responses in less than 10 seconds. No classroom wiring necessary.
- The IR system uses a wired USB receiver and can support up to 60 response pads. It requires a direct line of sight between response pad and receiver, so it is best used in an average sized classroom. Large auditoriums may be better suited for the RF system.

Can CPS be put on a network?

The CPS program is not a client/server or network software application therefore each user must have CPS installed on their own computer. CPS databases may be stored on a network so that multiple CPS users can share lessons by importing them into their own database. Please review the Import instructions in the CPS User's Guide, which can be downloaded from www.einstruction.com, or accessed through the CETL website.

Caution: While it is a common practice to store your CPS database on a network drive or flash drive, you should never RUN it directly from either of these locations. Please follow the procedure below before using a database stored remotely, to avoid possible database corruption and/or loss of data. The file and folder names are just examples – you don't have to name them this way. It assumes that you typically prepare for class on an office computer, and teach from a classroom computer:

- When you initially create your CPS database (for example, called CPS DBASE) on your office computer, place it in its own folder (for example, one called CPS MASTER).

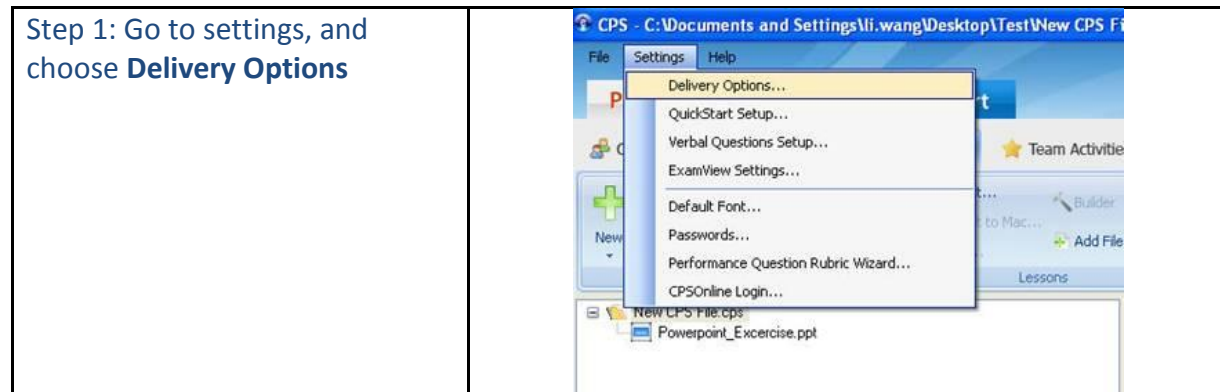
- After creating classes, lessons, etc, close CPS which will automatically save your database with all this information inside it in the CPS DBASE, which is stored in the CPS MASTER folder.
- To use the database on another computer(for example a classroom computer), drag the WHOLE FOLDER (called CPS MASTER above) to your network drive or flash drive.
- When you arrive at the classroom computer, open your remote drive (network or flash drive) – then drag your CPS MASTER folder to the desktop. Then open the folder, double click on your CPS database (called CPS DBASE), and CPS will open your database on that computer. You will be running from the desktop copy of your database, not your remote drive location. Note that the CPS software must already have been installed on that classroom computer beforehand.
- When you are done using CPS on the classroom computer, close the CPS software. Then, drag the CPS MASTER folder back to your remote location (network drive or flash drive).
- When you go back to your office computer, open that remote location again and drag the entire CPS MASTER folder back to its original location on your computer’s hard drive. You will be asked if you want to replace it – you do. When it has been copied back there, open the CPS MASTER folder on your original computer, double click on CPS DBASE to again access that database, which includes any data you collected in the classroom.
- If you would like to link PowerPoint files to your CPS database, it is not necessary to put them inside a certain folder UNLESS you plan to use your CPS database on multiple computers! If you will be using multiple computers, you’ll need to include a copy of the PowerPoint inside that CPS MASTER folder that you’ll be transporting to the classroom computer. If you do NOT this, you will probably encounter a missing file problem when trying to engage your CPS & PowerPoint together on the classroom computer. Here’s how:
 - Create a subfolder called MISC **inside** the one named CPS MASTER above.
 - When you are preparing for your class, decide which PowerPoint you want to run through CPS, and copy them to the MISC folder.
 - Add a link to these PowerPoint files in your CPS database (instructions found below in another question). As you are doing this, be sure to link them to the copy of the file that is in CPS MASTER folder location. So, when you transport that entire folder to the classroom computer (using a network drive or a flash drive) you will always have the PowerPoint available.
 - Remember to make any changes needed to your original PowerPoint and also on the version that is in your MISC folder. When you do the “add file” function in CPS, it will pick up the most current version of the file in the specific location where you have linked it from. In our case above, the link is to the file which is in the MISC folder, which is in the CPS MASTER folder.
 - You don’t need to worry about losing copies of images that you have imbedded into questions in CPS. As you remember from above, you CPS database should reside in its own folder. As you create questions with images in them, a copy of that image will be dropped into the folder where the CPS database is – so if you always move the entire folder containing the CPS database, you will never lose your linked pictures.

- Again, to emphasize: ALWAYS RUN CPS OFF YOUR HARD DRIVE, NOT A REMOTE DEVICE SUCH AS A FLASH DRIVE OR NETWORK DRIVE.

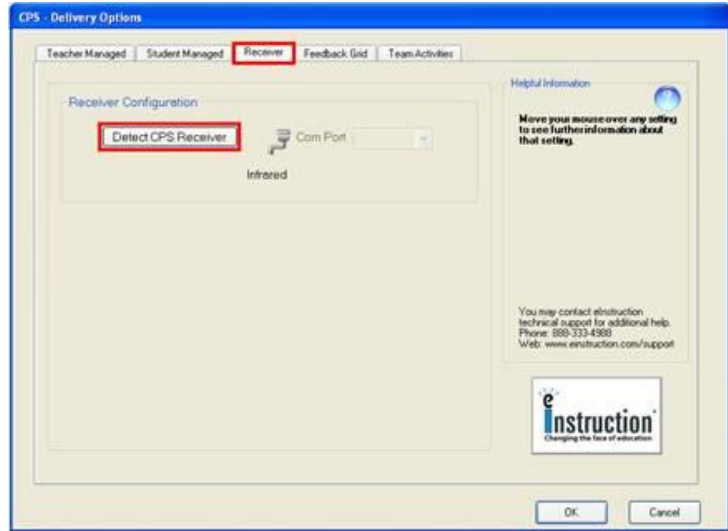
Note also that CPS databases may only be opened by one user at any one time. Multiple user access to a database may cause both users' information to not be recorded and may also corrupt the database.

Why doesn't the receiver recognize the clickers?

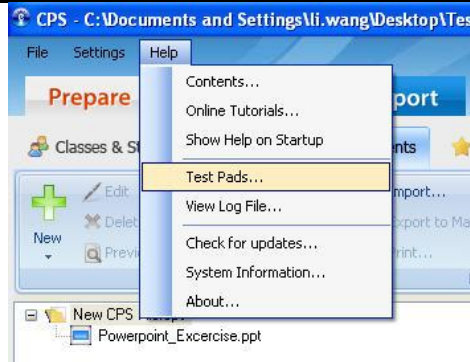
1. You may have asked the students to power on their clickers before you connect the receiver with your computer and run CPS program. The correct sequence is
 - a. Plug in the receiver to the USB port on the computer
 - b. Start CPS software
 - c. Turn on pads
 - d. Engage lesson
2. Receiver and clickers may be set to different channels. This is rare in higher Education applications, because the pads automatically set themselves for the correct channel based on their registration in that class. If this should happen, please contact tech support at 888.333.4988
3. The student has an unregistered pad



Step 2: When Delivery Options window pops out, choose **Receiver** tab and click on **Detect CPS receiver**.



Step 3: Go to Help section in CPS and choose **test pads**.



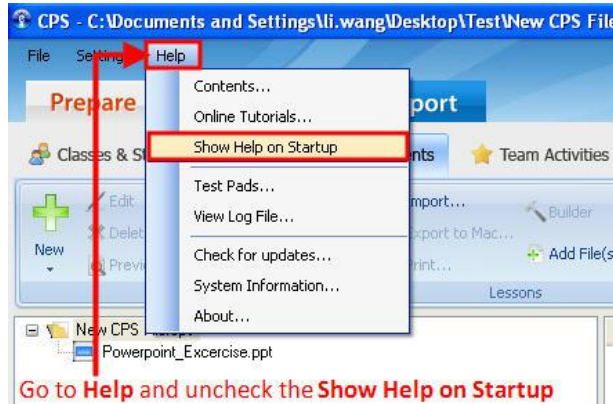
Step 4: You will have this window.



Step 5: ask your students to **power off their response pads first** and then ask them to press the two arrow keys circled in red together on the clickers, and you should be able to see some results coming up in the window included in step 4.



Can I turn off the startup/help window whenever I open CPS program?



Why is eInstruction/CPS freezing when I try to open a student roster?

At some point, the program did not close properly and eInstruction thinks it is still in use. Try closing all programs, giving the computer a minute to reset & trying to open CPS again. If this does not work, re-start your computer.

I have registered the clicker correctly, but the receiver is still not recognizing my clicker.

When you registered, you may have entered the serial number incorrectly. Contact Li Wang at CETL for the accuracy of the information you have provided.