

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

Procedures

Describe how CPS software integrates with PowerPoint.

You can import any PowerPoint file into CPS.

Import file as is: You will not need to convert or modify the PowerPoint file. Unlike —PowerPoint Plug-ins, you can import your file directly into CPS without worrying about modifying your file to make room for the student response grid or insert timers. The procedure is:

- Open your CPS database
- Select the Prepare tab
- Click once on your database name
- Right click
- Select Add file
- Browse to where your PowerPoint file is stored and select it, then click on Open
- You will see your PowerPoint in the list of Lessons; a link to it has been created so that you can now engage it through CPS.
- To engage the Powerpoint, just place a checkmark beside it while in the Engage tab, and then Engage it as you would any CPS lesson

Organize your presentations: Instructors can organize their presentations, along with lessons, class rosters, attendance reports, grades, and student response reports, all within CPS. Folders can be added to organize further.

How do I use my eInstruction CPS pad?

- Press any button to turn on the pad.
- Enter your response and press SEND. Your instructor may set the system so that it will automatically SEND without pressing the button. However, you must always press SEND after entering a numeric response. You can change your answer as many times as you want until the professor ends the question.
- When using Student Paced mode, you will enter your response to each question, which is designated as Q1 (question 1), Q2 (question 2), etc. You can skip around using your arrow right and left keys. If you want to change an answer, use the arrow key to go to that question, then delete your previous answer using the CLEAR key, then enter your new answer and press SEND.
- The response pad will join the class automatically when CPS is running; there is no need to “join” manually as was required before.

Where is my eInstruction response pad serial number?



Press the power button circled in red to activate the Gen2 response pad and note the seven character serial number at the lower-left corner of the LCD screen. The serial number always begins with the letter "r".

Can I use CPS to grade my tests?

Yes. Using Student-Managed Assessment, a teacher can deliver a single or multiple tests simultaneously. Students can advance through the test at their own pace. After the teacher ends the session, the grades are immediately compiled and scored. eInstruction has a patent pending on this hardware/software interface.

What happens to my current CPS databases when I upgrade to a new version of the CPS software?

Upgrading CPS to the latest version of the software (version 5.0 on the PC side) will convert all databases created in earlier versions to allow the newer version to open them.

It is important to make sure that CPS users run the SAME version of CPS for sharing files over a network. If ignored, some CPS database files created in earlier versions of CPS, could become inaccessible to some users if they are opened up in a later version of CPS.

Why am I told to create only one CPS database?

Users often think they need to create a database for every class or subject they teach, when it is best to instead create one CPS database and organize lessons in folders for different classes and subjects. Folders are helpful and can be added using the New button in the Prepare tab. Lessons and folders can be reorganized using standard drag-and-drop. It is less confusing than trying to remember which database various lessons and data results the desired information resides. Many times a user will think he has lost lessons or data when in fact they are just in another database. The solution...just have one that is easily searchable quickly.

What is FastGrade? How do I use it?

The CPS FastGrade feature is ideal for use with existing hardcopies of course material. FastGrade lets you make an answer key of the hardcopy material. Then you can hand out the hardcopy or present the data in some other format and still use the CPS response system to record performance. Not only is FastGrade an excellent way to grade tests students take in class, it is also an easy way to grade homework.

1. Open CPS to the Lessons tab.
2. Highlight one of your Chapter Lessons (such as Chapter 1 - Addition).
3. Click the **Tools** button.
4. Select the **FastGrade** command from the dropdown list. The FastGrade Lessons Attributes window appears.
5. Give a lesson title to your homework, test, or set of questions (Description and Unique Identifier are optional).
6. Click OK. The FastGrade window appears.
7. Click on the answer button for the first question. Make sure you are using the correct question template: **MC8, MC7, MC6, MC5, MC4, MC3, MC2, True/False, Yes/No, Numeric, Performance, or Other** (used for essay or short answer questions). *NOTE: After you click on the answer for Question #1, the Current Question # counter automatically changes to Question #2.*
8. Click **OK** when you are finished inputting the answers.

CPS will create your answer key as a lesson. Then you can have your students look at their paper tests and click in the answers to them. They will be immediately graded based on your answer key and you will spend NO time at all grading tests.

Can I share my clicker with another student?

No, clickers can only be registered to one student at a time.

Can I change my eInstruction username or password?

The eInstruction account is not tied to any account at UNC and can only be reset by that company.

Can you import questions from other (non-CPS) databases?

Currently, you have to copy and paste the questions in manually. While, you can import databases from one CPS database to another, there is not a direct import capability in the system right now.

With what formats can test/quiz questions be imported or exported?

- You can import test/quiz questions into CPS from Microsoft PowerPoint, ExamView, XML, and Microsoft Word (RTF format).
- You can export test/quiz questions into Excel, Word, XML, PDF, HTML, and TXT.

Does CPS software limit the number of answers per question in tests or quizzes? If it does, what is the maximum question limit?

Students can enter only one answer per question. However, instructors can create questions with up to 8 multiple-choice answers on PC and up to 5 multiple-choice answers on the Mac.

Since each response pad is assigned to a specific student, how can I use the Team Activities (Games) in my class? I would like to group my students into 5-6 teams and have each team use one clicker to respond after collaborating on the answer they want to choose.

Option 1: Group the teams around the first four pads listed in the class roster. No new class would be made, and the teams would each use one pad. I recommend the first four pads so that it will be easier to locate them on a Challenge Board or Feedback Grid.

Option 2: Another option that may or may not be possible does involve creating a new class, but the instructor would also need access to four demo-pads. Typically, instructors only receive one pad with a lifetime demo code, but sometimes they come across other pads over the years (from students who lost them, or donated them to the class). If the instructor wishing to create these Team Activities has enough demo pads, they could potentially set them up as a 4 student class just for team activities. If additional demo codes are needed to enroll these pads, they will need to contact eInstruction representatives.