

Registering CPS response pads

Information for the Instructors and Students for University of Northern Colorado

	When Instructors DO NOT use Blackboard	when Instructors use Blackboard
To the Instructor	<p>If you do not use Blackboard, your students will register for your class using CPS via CPSOnline, using the attached instructions. In order for your students to enroll in your CPS class, you should provide your students with</p> <ul style="list-style-type: none"> • a copy of Student Registration Instructions below • your CPSOnline class key. <p>You received CPSOnline class key when you set up your class via CPSOnline. If you teach multiple sections of a class, be sure to provide students with the correct class key for their individual section. If you need help finding a class key, follow these instructions to retrieve it:</p> <ol style="list-style-type: none"> 1. Click on the Prepare tab in CPS, then click on Classes and Students. 2. Select your CPSOnline class. 3. Click Edit in the Home group. The 	<p>If you do use Blackboard, your students will register for your CPS class using these instructions. Please provide your students with a copy of these instructions for enrolling in your class through the Blackboard system.</p>

	<p>CPS Class Information window appears.</p> <p>4. Click on the Class Information tab; Class Key is shown here.</p>	
To the Students	<p>On the first day of class:</p> <ol style="list-style-type: none"> 1. Register clickers for your class using CPSOnline. Do NOT do it through Blackboard. 2. provide the following information when they self-enroll into your CPSOnline class: <ul style="list-style-type: none"> • Class key • Response pad • Method of payment (You may use a credit card, personal check, or an enrollment code/coupon code.) • Follow the instruction here. 	<p>On the first day of class:</p> <ol style="list-style-type: none"> 1. Register their clickers for your class using Blackboard. Do NOT do it through CPSOnline. 2. Prepare the following items to enroll in a class: <ul style="list-style-type: none"> • Response pad • Method of payment (You may use a credit card, personal check, or an enrollment code/coupon code.) • Follow the instruction here.
<p>Student Instructions that you may print out and/or include on your website for your students.</p>		