

# Instructions for Enrolling Your Response Pad through Blackboard

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Class Name: \_\_\_\_\_

This document instructs you how to enroll your response pad through Blackboard. This document contains the following sections:

- What items do I need to enroll my response pad?
- How do I enroll my response pad through Blackboard?
- How do I enroll my response pad in more than one Blackboard class?
- If I lost my original response pad, how do I enroll a replacement response pad?
- Where do I locate my response pad's serial number?
- How do I use my CPS<sub>RF</sub> response pad?
- How do I contact an eInstruction Technical Support Agent?

## *What items do I need to enroll my response pad?*

You will need the following items to enroll in a class:

- Response pad
- Internet connection
- Method of payment (You may use a credit card, personal check, or an enrollment code/coupon code.)

## *How do I enroll my response pad through Blackboard?*

To enroll your response pad through Blackboard, follow these directions:

1. Log on to your Blackboard account. Your university will provide you with your Blackboard username and password.



Have an Account? Login Here.

If you already have an account, enter your login information here and click the "Login" button below. If you do not have an account, please click on one of the buttons to the left.

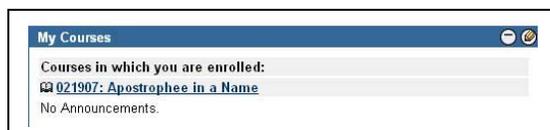
USERNAME:

PASSWORD:

Login

[Forgot your password?](#)

2. Click the **Courses** tab  at the top of the screen.
3. Click the name of the class you want to enroll your response pad in.



My Courses

Courses in which you are enrolled:

 021907: Apostrophe in a Name

No Announcements.



Course List

Courses in which you are enrolled:

 Apostrophe in a Name

Course ID: 021907  
Instructor(s): Cole Sauter

4. Click **CPS Connection**  [CPS Connection](#) . If you do not see **CPS Connection**, click **Tools** to locate the **CPS Connection**.
5. Click the **Register Clicker OR Update Your Serial Number**  button.
6. Enter your response pad's **serial number** on the **Welcome to CPS-Blackboard Registration** page.
7. Enter your **enrollment code** or **coupon code**. If you do not have an enrollment code or coupon code, leave the enrollment code field blank.
  -  **NOTE:** If you enter an enrollment code or coupon code and receive a message similar to, "Enrollment code already in use", try proceeding with the enrollment code field blank.
8. Read the **Student Refund Policy**. You can access the **Student Refund Policy** by clicking the **Student Refund Policy** link.
9. Select the **I have read and agree with the Student Refund Policy** box.
10. Enter your **CPSONline username and password** in the appropriate box. Blackboard offers two boxes for you to choose from: **I have used a CPS response pad before**, and **I have never used a CPS response pad before**.
  - a. **I have used a CPS response pad before** - *If, at anytime, you have created a CPSONline account, enter your CPSONline username and password in this box. This will automatically link your information, including your payment history, from CPSONline to your Blackboard class. If you forgot your CPSONline username and password, please contact eInstruction Technical Support at [www.einstruction.com/support](http://www.einstruction.com/support) to retrieve your CPSONline username and password.*
  - b. **I have never used a CPS response pad before** - If you have *never* created a CPSONline account, you must create a CPSONline username and password in this box. Write down your CPSONline username and password because you will refer to your CPSONline username and password in the future. *If, at anytime, you have created a CPSONline account, do not create a new CPSONline username and password in this box. If you forgot your CPSONline username and password then please contact eInstruction Technical Support at [www.einstruction.com/support](http://www.einstruction.com/support) to retrieve your CPSONline username and password.*
11. Click **Continue**.

**Welcome To CPS-Blackboard Registration:**  
Thank you for purchasing a CPS Response Pad.  
To register your pad with Blackboard, enter your information in the form fields that apply to you.

Institution:

STEP 1 CPS Response Pad Serial Number:  [Help! Where is my serial number?](#)

STEP 2 Enrollment/Coupon Code (optional):  [Enrollment Code info](#)

STEP 3  I have read and agree with the [Student Refund Policy](#).

STEP 4

**I Have Used a CPS Response Pad before:**  
To ensure that you pay the minimum amount for registering your pad, please use the username and password associated with your pad. This will allow us to consider your payment history.

Username:

Password:

If you need help remembering your username and password, please contact [Technical Support](#).

OR

**I Have Never Used a CPS Response Pad before:**  
If you have never used a CPS Response Pad before, you will need to create a username/password combination that you will use every time you enroll with this pad.

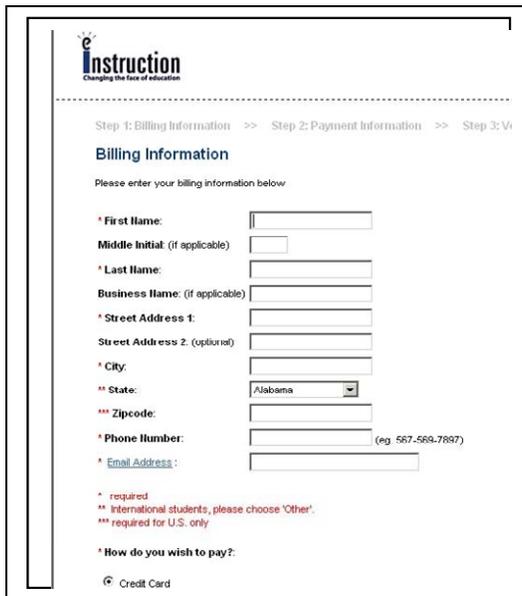
Username:

Password:

Confirm Password:

STEP 5

12. Fill in your payment information, if a **Payment Screen** appears. If a **Payment Screen** does not appear then proceed to step 14.
13. Click the **Continue** button.



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Step 1: Billing Information >> Step 2: Payment Information >> Step 3: Vi

**Billing Information**

Please enter your billing information below.

\* First Name:

Middle Initial (if applicable)

\* Last Name:

Business Name: (if applicable)

\* Street Address 1:

Street Address 2: (optional)

\* City:

\*\* State:

\*\*\* Zipcode:

\* Phone Number:  (eg. 567.569.7887)

\* Email Address:

\* required  
\*\* International students, please choose 'Other'.  
\*\*\* required for U.S. only

\* How do you wish to pay?:  
 Credit Card

14. Write down your Pad ID because you will need to refer to your Pad ID in your class.

**Your PAD Number for this class is 3. Please write this number down as you will need it in class.**

## *How do I enroll my response pad in more than one Blackboard class?*

To enroll your response pad in more than one Blackboard class, follow these directions:

1. Repeat steps 1-6 in the “How do I enroll my response pad through blackboard” section.
2. Leave the **enrollment code** field blank if you
  - Used a one-term enrollment code to register in your first class.
  - Used a life-time enrollment code to register in your first class.
  - Do not have an enrollment code

If you used a one-class enrollment code to register in your first class, you may enter a different one-class enrollment code, one-term enrollment code, or life-time enrollment code in the **enrollment code** field.

3. Select the **I have read and agree with the Student Refund Policy** box.
4. Click **Continue**.

5. Fill in your payment information, if a **Payment Screen** appears. If a **Payment Screen** does not appear then proceed to step 6.

Step 1: Billing Information >> Step 2: Payment Information >> Step 3: Vi

**Billing Information**

Please enter your billing information below

\* First Name:

Middle Initial (if applicable)

\* Last Name:

Business Name: (if applicable)

\* Street Address 1:

Street Address 2: (optional)

\* City:

\*\* State:

\*\*\* Zipcode:

\* Phone Number:  (eg. 567-569-7897)

\* Email Address:

\* required  
 \*\* International students, please choose 'Other'.  
 \*\*\* required for U.S. only

\* How do you wish to pay?:

Credit Card

6. Write down your Pad ID because you will need to refer to your Pad ID in your class.

**Your PAD Number for this class is 3. Please write this number down as you will need it in class.**

### *If I lost my original response pad, how do I enroll a replacement response pad?*

If you lost your original response pad and need to enroll a replacement response pad, follow these directions:

1. Repeat steps 1-6 in the “How do I enroll my response pad through blackboard” section.
2. Click the **Submit** button. You will receive the following message:

Thanks for updating your information.  
 Your serial number is stored as '333333'.  
 If you would like to change this, type in a serial number and hit send.

Serial Number:  [Help! Where is my serial number?]

Send

**NOTE:** You successfully enrolled your replacement response pad if you receive this message. You *do not* need to enter your serial number again in the **Serial Number** field displayed in this message.

## Where do I locate my response pad's serial number?

Please refer to this diagram to locate your response pad's serial number.



## How do I use my CPS<sub>RF</sub> response pad?

The eInstruction response pad is easy to use with CPS. Use the information below to learn how to use the buttons on your Gen2 RF response pad.



Key	Action
<b>0-9</b>	Tap the button - Enters selected value for numeric questions into the response pad.
<b>A-H</b>	Tap the button – Enters selected answer for multiple choice questions into the response pad.
<b>Positive and Negative</b> (+ -)	Tap the button - Makes the current response positive (+) or negative (-). <b>Negative Answer</b> - The LCD displays a “-” symbol in the first character of the answer. <b>Positive Answer</b> - The LCD <i>does not</i> show a “-” symbol in the first character of the answer.
<b>Sym</b>	Tap the button - Create equations by entering symbols into your response pad. You can include the following symbols: X, Y, Equal (=), Parenthesis (()), Decimal (.), Plus (+), Minus (-), Division (/),

	Multiplication (*), and Space ( ).
<b>Clear</b>	<p>Tap the button - Clears immediate previous character.</p> <p>Press and hold the button – clears multiple previous characters (similar to the backspace button on a keyboard).</p>
<b>Jump/Search</b>	<p>Tap the button - Goes to any question within range. In SMA mode you must select a question number.</p> <p>Press and hold the button – searches for the next unanswered question.</p>
<b>Power/Join</b>	Tap the button – turns on response pad.
<b>Send</b>	Tap the button – sends the students’ response to the receiver.
<b>Arrow Keys (&lt; &gt;)</b>	<p>Tap the button – In SMA mode, the current question number is decreased and/or increased on the LCD screen.</p> <ul style="list-style-type: none"> <li>• &lt; LCD screen displays a descending question number. This means the question number is decreasing. (e.g., Q: 23, Q: 22. Q: 21)</li> <li>• &gt; LCD screen displays an increasing question number. This means the question number is increasing. (e.g., Q: 21, Q: 22. Q: 23)</li> </ul> <p><b>Adjust LCD Screen Contrast</b></p> <p><b>Higher Ed Pad</b></p> <ol style="list-style-type: none"> <li>1. Press the &gt; button while your response pad’s LCD screen displays your response pad’s serial number.</li> <li>2. Use the <b>A1</b> button to decrease the contrast and the <b>C3</b> button to increase contrast. <ul style="list-style-type: none"> <li>• This feature becomes disabled after you engage a lesson.</li> </ul> </li> </ol> <p><b>K-12 Pad</b></p> <ol style="list-style-type: none"> <li>1. Turn off the pad.</li> <li>2. Press <b>Power/Join</b> button and the &gt; button at the same time. You will notice the LCD screen displays the pad serial number.</li> <li>3. Release the <b>Power/Join</b> button and the &gt; button.</li> <li>4. Press the &gt; button again. This brings you to the contrast screen.</li> </ol>

	5. Use the <b>A1</b> button to decrease the contrast and the <b>C3</b> button to increase the contrast.
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### *How do I contact an eInstruction Technical Support Agent?*

Log on to [www.einstruction.com/support](http://www.einstruction.com/support) to contact a Technical Support Agent. Technical Support Agents are available to assist you Monday-Thursday: 7 A.M to 6 P.M. CST and Friday 7 A.M. to 5 P.M. CST.