

# CPSOnline Higher Ed Instructor Setup Guide

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CPS 5



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## *Introduction and Overview*

Welcome to the Classroom Performance System (CPS) family. eInstruction is delighted to offer you a creative and interactive method of class participation, test preparation, presentation, and complete performance reporting.

There are some required processes that you and your students must complete before you can start using CPS in your classroom(s). Some processes are instructor oriented and others are student oriented. Please refer to the coordinating sections of each process:

- Have your school bookstore order response pads (Instructor)
- Install CPS from the CPS Installation CD (Instructor)
- Create a database (Instructor)
- Create a Higher Ed CPSOnline class (Instructor)
- Purchase a response pad at the bookstore (Student)
- Register a response pad in a CPSOnline class (Student, Instructor)
- Assign a loaner pad to a Higher Ed student (Instructor)
- Import PowerPoint presentations (Instructor)
- Engage PowerPoint presentations with CPS (Instructor)
- Use your CPSOnline class for following semesters (Instructor)



**NOTE:** Students will have to either purchase access or present an enrollment code when registering their response pads online.

## *System Requirements*

- Intel Pentium III or higher microprocessor
- At least one open serial port or USB port
- A minimum of 512 MB RAM required
- At least 120 MB of RAM for CPS software; databases may require more room
- Windows 2000 operating system or higher
- Screen resolution of 800x600 or better


We recommend using a projection system, such as a projector, LCD, or TV, but a projection system is *not* required to use CPS.


## *Test Kit*

As part of your adoption of CPS, you should receive a test kit that contains 1 response pad, 1 enrollment code, and 1 CPS receiver unit. You can use the receiver unit, response pad, and enrollment code to test the student enrollment process. We recommend setting up the test kit on your office computer. This will allow you to get comfortable using the system, and if you choose, provide a place where students can test their pads during your office hours.

To test the system, please do the following:

1. Connect the CPS receiver unit to your computer and install CPS. The installation CD is packaged in a CPS for Higher Education booklet.
2. Use the *Create a Database* instructions to create your CPS database.
3. Use the *Create a Higher Ed CPSOnline Class* instructions to create a CPSOnline class.
4. Use the *Student Instructions for Enrolling a Response Pad in a CPSOnline Class* in this document to enroll a sample student.

 **NOTE:** To use CPS in your class(es), you will need to install CPS on the classroom computer. Once your students have enrolled in your CPSOnline class, you can download your class roster to that computer. Some instructors choose to download their class roster in their office and bring it to class on removable media such as a USB drive.

 **NOTE:** You can use the enrollment code in your test kit only once. If you choose to test the system before your next semester, please email <http://www.einstruction.com/support> or call us at 888.333.4988 at that time.

## *Have your School Bookstore Order Response Pads*

Before a school term begins, have the bookstore order the appropriate number of student response pads, per your class enrollment.

eInstruction will create your school's CPSOnline site. After we have created your school's CPSOnline site, you will be ready to create your CPSOnline virtual classroom using the CPS Class Wizard. If your school's site is not yet available, please contact eInstruction at 888.707.6819 and ask for the Administrator for Web-Based Initiatives so that we may set it up for you.

## Install CPS from the CPS Installation CD

1. Insert the CPS Installation CD into your CD-ROM drive. The Install window appears with the following options:
  - **Install CPS:** Click this button to begin the CPS installation process.
  - **Content:** Click this button to access links for downloading standards, downloading Image Library, and going to McGraw-Hill textbook list.
  - **Training:** Click this button to access links for Webinar training and training videos.
  - **Other Products:** Click this button to access links for other great CPS products, such as: CPS Chalkboard, REAP, ExamView Assessment Suite, and ExamView Learning Series.
  - **Contact Us:** Click this button to contact eInstruction and eInstruction's Technical Support.
2. Click the **Install CPS** button to install CPS. If the installation process does not start in two minutes:
  - a) Click the **Start** button from your Windows taskbar.
  - b) Click the **Run** command. A pop-up window appears. Type CD-ROM drive “:\install.exe in the pop-up window. *For example:* d:\install.exe.
  - c) Click **OK**.
3. Click **I Agree** and **Continue** in the License Agreement dialog box. If you do not agree, the installation process stops.
4. Follow the Install Wizard prompts to finish installing CPS.

## Create a Database

A CPS database is a file that is created by CPS and has a file extension of \*.cps. This file contains your class rosters, lesson questions, and all the reports of student performance. A CPS database may contain lessons, class rosters, team activities, student performance data, and attendance records.

The following steps assume you have never used CPS on your computer. If you are a current CPS user and would like to create a new database, simply use the **File** menu in CPS and choose **New Database**.

To create a database, follow these directions:


1. Open CPS from your desktop icon. The Open or Create New Database window appears.
2. Choose **Create a new CPS database**. The New CPS file window appears.
3. In the **File name** box, title your database.
4. Click **Save**. The new database will have a file extension of \*.cps. CPS will open your new database to the *Prepare>Lessons and Assessments* tab.

You can add lessons, questions, and team activities to your database once you create it.

## Create a Higher Ed CPSONline Class

Once you've created your database, you will need to create a class. A CPS class consists of a roster of the students' names, response pad ID numbers, and may also contain student ID numbers, gender, ethnicity, and economic disadvantage status. When you engage a lesson, students answer the questions using their response pads, and CPS saves performance data for each student.

Students typically purchase their response pads from their school bookstore and enroll their response pads into the class through eInstruction's CPSONline. CPSONline then sends student information to your CPS class when you sync, and CPS creates your class roster. When you sync your class with CPSONline, you can make student grades, class lessons, and class performance results available online.

 **NOTE:** If you teach multiple sections of a class, you must create a separate CPSONline class for each section.

The following directions are divided into two sections:

- **I do not have a CPSONline Username and Password** - If this is your first time creating a CPSONline class, please follow the directions in this section.
- **I do have a CPSONline username and password** - If you have created a CPSONline class in the past and have a CPSONline username and password, please follow the directions in this section.

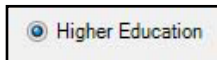
### I do *not* have a CPSONline Username and Password

To create a Higher Ed class, follow these directions:

1. Click the **Prepare>Classes and Students** tab.



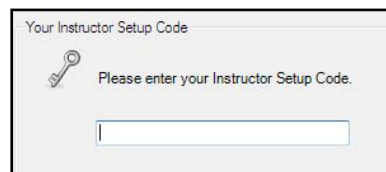
2. Click **New** in the **Home** group. The CPS New Class Wizard appears.



3. Choose **Higher Ed** as your institution type.
4. Click **Next**.



5. Click **No** to indicate you do not have a CPSONline username and password.
6. Click **Next**.
7. Enter your **Instructor Setup Code**. If you do not have one, please contact eInstruction at 888.333.4988.
8. Click **Next**.
9. Select your institution from the list.
10. Click **Next**.

A screenshot of a form titled "Your Instructor Setup Code". It contains a key icon, the text "Please enter your Instructor Setup Code.", and an empty text input field.

*Enter your Instructor Setup Code*

11. Create your CPSONline username and password.
12. Click **Next**.
13. Enter your account information.
14. Click **Next**.
15. Enter your Higher Ed Class information and click **Next**.

- **Class Name:** A class name is required.
- **Class Designation:** Entering a class designation is optional.
- **Office Hours:** Entering your office hours is optional.
- **Class Start Date:** A class start date is required. The class start date is the first day students can enroll in this class.
- **Class End Date:** A class end date is required. The class end date is the last date of the class.
- **Notification Date:** The notification date is optional. You will receive an email notifying you when a change to your roster occurs, beginning on the notification date you enter.
- **Enable Notification Date box:** Select the **Enable Notification Date** box to enable the notification date option. A checkmark will appear when you select the box.
- **Attendance Options:** This is the location where you store your attendance records in CPS. You can choose to view the attendance as a grade in the

Account Information  
Please enter the following account information.

Title  (Ms., Prof., Dr., etc.)

\*First Name

\*Last Name

\*Email Address

Phone  Ext.

Teacher Code

*Enter your Account information*

- **Assessments area of the *Report>Gradebook* tab or choose to view the attendance as Absent/Present in the Class Info area of the *Report>Gradebook* tab.**

Higher Ed Class Information  
Please enter the following information about your class.

\*Instructor

\*Class Name

Class Designation

Office Hours

\*Class Start Date

\*Class End Date

Notification Date

Enable Notification Date

Attendance Options

Display new attendance sessions in the Reports tab

Display new attendance sessions as Absent/Present in the Class Info area of the Gradebook tab

*Enter your Higher Ed Class Information*

16. Enter your Online Class Options. Click **Next**.

- **Online Study Guide:** This option allows you to change the Online Study Guide options. You can choose to automatically show a study guide online for each assessment you upload, or you can have CPS prompt you to show the study guide after you upload each assessment.

**NOTE:** You must be in compliance with FERPA (Family Education Rights and Privacy Act) laws before showing study guides online.

- **Sync Options:** This option allows you to choose whether or not you automatically sync your class information with CPSONline each time you open your database.

Online Class Options  
Please change any of the options below for your class.

CPSONline Study Guide

Show study guide for uploaded sessions.


Ask me for each session I upload.

Sync Options

Automatically sync class when CPS starts.

*Enter your account information*

17. Click **Next** to create your class or click **Back** to edit your class information.
18. Select Print Options.

 **NOTE:** Please note the class key. Your students will need the class key to enroll in this CPSONline class.

19. Click **Done** to close the CPS New Class Wizard and return to the **Prepare>Classes and Students** tab, or create another class by clicking the box in front of the **I want to make another class** option.

CPS will sync your class with CPSONline and create your class. You will have access to your CPSONline class through CPS.

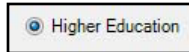
## I have a CPSONline Username and Password

To create a CPSONline class, follow these directions:

1. Click the **Prepare>Classes and Students** tab.

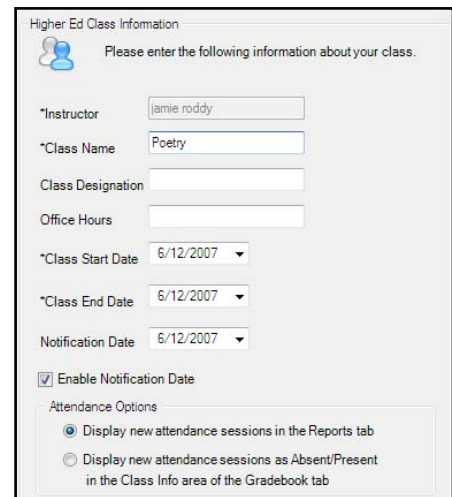


2. Click **New** in the **Home** group. The CPS New Class Wizard appears.



3. Choose **Higher Ed** as your institution type.
4. Click **Next**.
5. Click **Existing User** to indicate you do have a CPSONline username and password.
6. Click **Next**.
7. Enter your CPSONline username and password.
8. Select your Higher Ed institution from the drop-down menu.
9. Click **Next**.
10. Enter your Higher Ed Class information and click **Next**.

- **Class Name:** A class name is required.
- **Class Designation:** Entering a class designation is optional.
- **Office Hours:** Entering your office hours is optional.
- **Class Start Date:** A class start date is required. The class start date is the first day students can enroll in this class.
- **Class End Date:** A class end date is required. The class end date is the last date of the class.
- **Notification Date:** The notification date is optional. You will receive an email notifying you when a change to your roster occurs, beginning on the notification date you enter.
- **Enable Notification Date** box: Select the **Enable Notification Date** box to enable the notification date option. A checkmark will appear when you select the box.
- **Attendance Options:** This is the location where you store your attendance records in CPS. You can choose to view the attendance as a grade in the Assessments area of the **Report>Gradebook** tab or choose to view the attendance as Absent/Present in the Class Info area of the **Report>Gradebook** tab.

A screenshot of a web form titled "Higher Ed Class Information". The form contains several input fields: "Instructor" (text box with "jamie roddy"), "Class Name" (text box with "Poetry"), "Class Designation" (text box), "Office Hours" (text box), "Class Start Date" (dropdown menu with "6/12/2007"), "Class End Date" (dropdown menu with "6/12/2007"), and "Notification Date" (dropdown menu with "6/12/2007"). There is a checked checkbox for "Enable Notification Date". Under "Attendance Options", there are two radio buttons: "Display new attendance sessions in the Reports tab" (selected) and "Display new attendance sessions as Absent/Present in the Class Info area of the Gradebook tab".

*Enter your Higher Ed class information*



11. Enter your Online Class Options. Click **Next**.

- **Online Study Guide:** This option allows you to change the Online Study Guide options. You can choose to automatically show a study guide online for each assessment you upload, or you can have CPS prompt you to show the study guide after you upload each assessment.

*Enter your online class options*

**NOTE:** You must be in compliance with FERPA (Family Education Rights and Privacy Act) laws before showing study guides online.

- **Sync Options:** This option allows you to choose whether or not you automatically sync your class information with CPSOnline each time you open your database.

12. Click **Next** to create your class or click **Back** to edit your class information.

13. Select Print Options.

**NOTE:** Please note the class key. Your students will need the class key to enroll in this CPSOnline class.

14. Click **Done** to close the CPS New Class Wizard and return to the **Prepare>Classes and Students** tab, or create another class by clicking the box in front of the **I want to make another class** option.

## *Purchase a Response Pad at the Bookstore*

Each of your enrolled students must purchase a student response pad through the bookstore (much like a text book). They will use the response pad for one or more classes each term.

The student will receive the following:

- Student response pad
- Directions for enrolling in your CPSOnline class

**NOTE:** After the semester is over, the students may sell their pads back to the bookstore, to another student, or they may keep their pads. The next student to use the response pad will be required to enroll in CPSOnline to use the pad the next semester.

## *Using a CPS Response Pad "Out of the Box"*

Pads purchased during or after Fall 2008 can be used directly "Out of the Box" and online enrollment can be delayed for a short time (21 days from the class start date.) The following

information applies to the use of CPS OOTB. Please also see information below on registering a response pad online.

### Using a CPS Pad “Out of the Box”

1. Power on your response pad.
2. The pad LCD display will tell you that the pad is **Searching...**
3. The pad will begin a search to see if your serial number is already listed in the class roster. If the serial number is not found, the pad will prompt you to **Enter Class Channel # and press SEND.**
4. Press the keys to enter the class’s base unit channel number. You will see **Searching...15** on the LCD display if you have entered the class’s base unit channel number as 15.

**Note:** If you enter an incorrect channel number or there is a connection problem, the search process will take several moments as the pad will not be able to find a receiver. The pad will power down eventually if it fails to find a receiver with the correct channel number. If this happens:

- ✓ Double-check your connections and make sure that you are entering the exact channel number on your base unit.
- ✓ At least one pad must be enrolled online in the course before an OOTB pad can be used.
- ✓ Ask your instructor to make sure that at least one registered student appears in the roster.

5. If you have entered the correct channel number for your base unit and you have a good connection, the pad will display “Connected to Channel: 03” where the channel number matches your base unit. Then the pad will report **Received.** The pad is now joined. The pad will show up in the instructor roster as “Unregistered” with a temporary pad ID number.


6. You can now use your pad normally for class and your responses will be recorded. Grades and data for unregistered students remain stored in CPS. When the instructor synchronizes, the data for registered students (those who have already enrolled the pad in an LMS or CPSONline) will be uploaded to student accounts as always. For unregistered students, the grades and data will remain in CPS and will not be uploaded since CPS does not yet have account information for unregistered students. As soon as possible, you should still register your pad online so you can manage your pads and view grades online. Once you register online, the next time the instructor syncs the CPS roster it will automatically update with the account information. The stored data will be automatically uploaded and become viewable in the student account. Unregistered pads *must be registered within 21 days from the class start date*. After 21 days (from class start date) the unregistered pads will no longer join in class.

## *Register Response Pads in a CPSONline Class*

Students must register pads online in order to using them in class during the entire term. Students using older pads will need to register their pads right away, while students using pads purchased Fall 2008 or later can use pads in class for a short time (21 days from class start date) prior to registration. See information above on using pads right “Out of the Box.” In order for your students to enroll in your CPSONline class, provide your students with a copy of the Student Instructions in this guide along with your CPSONline class key.


- Students may also retrieve these instructions by visiting eInstruction.com, clicking the **Students** button, and clicking the **Instructions for Enrolling Your Response Pad through CPSONline** link on the left-hand side of the screen.

If you are using the test kit, use the Enrollment code included with your Test Kit.

 **NOTE:** If you teach multiple sections of a class, be sure to provide students the correct class key for their individual section.

## Locate Your Class Key

To find your class key, follow the steps below:

1. Click on the **Prepare>Classes and Students** tab of CPS.
2. Select your CPSONline class.
3. Click **Edit** in the **Home** group . The CPS Class Information window appears.
4. Click on the **Class Information** tab. The Class Key is located in the **Class Information** tab.

## Required Information for Students

Each student is required to provide the following information when they self-enroll into your CPSONline class:

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

## Student's Guide to CPS "Out of the Box"

If a student buys a new pad that is programmed for "Out of the Box" they can go right into class to use the pad without first registering the pad.

The student can participate in a class session in every way and their grades and data are stored in CPS. When the instructor next syncs the class the CPS software will continue to hold the session data for non-registered students. CPS will not upload the data to an online account for OOTB students since the pad has not yet been registered online. Once the OOTB (Out of the Box) student gets online and registers their pad in the usual way, a CPS account is created. The next time the instructor syncs the class or uploads grades the grades and data will be sent to the new CPS account and the student can continue to use the pad in class and also have access to their data online in the LMS (i.e. Blackboard) or CPSONline. *Students must register pads within 21 days. After 21 days a non-registered pad will no longer work in class.*



### You will need:

- A response pad with firmware version 50 or higher. You can check this on your pad by powering it on. If it immediately begins a search process, it has been updated. If it does not immediately begin a search process, press the left arrow key (<) and view the Rev number. The number should be 50 or above. If your revision number is lower than 50, your pad is not programmed for "Out of the Box" use. If the pad immediately begins to search for a receiver or prompts you for a channel number, the pad is "Out of the Box" ready.
- The channel number of the classroom receiver. Ask your instructor for help if you do not know the channel number.
- The instructor must have a Higher Ed lesson engaged before the response pad will be able to automatically join.

### Getting Started in Class

1. Power on your response pad.
2. The pad LCD display will tell you that the pad is **Searching...**
3. The pad will begin a search to see if your serial number is already listed in the class roster. If the serial number is not found, the pad will prompt you to **Enter Class Channel # and press SEND.**
4. Press the keys to enter the class's base unit channel number. You will see **Searching...15** on the LCD display if you have entered the class's base unit channel number as 15.

**Note:** If you enter an incorrect channel number or there is a connection problem, the search process will take several moments as the pad will not be able to find a receiver. The pad will power down eventually if it fails to find a receiver with the correct channel number. If this happens:

- ✓ Double-check your connections and make sure that you are entering the exact channel number on your base unit.
  - ✓ At least one pad must be enrolled online in the course before an OOTB pad can be used.
  - ✓ Ask your instructor to make sure that at least one registered student appears in the roster.
5. If you have entered the correct channel number for your base unit and you have a good connection, the pad will display "Connected to Channel: 03" where the channel number matches your base unit. Then the pad will report **Received.** The pad is now joined. The pad will show up in the instructor roster as "Unregistered" with a temporary pad ID number.
  6. You can now use your pad normally for class and your responses will be recorded. Grades and data for unregistered students remain stored in CPS.

When the instructor synchronizes, the data for registered students (those who have already enrolled the pad in an LMS or CPSONline) will be uploaded to student accounts as always. For unregistered students, the grades and data will remain in CPS and will not be uploaded since CPS does not yet have account information for unregistered students. As soon as possible, you should still register your pad online so you can manage your pads and view grades online. Once you register online, the next time the instructor syncs the CPS roster it will automatically update with the account information. The stored data will be automatically uploaded and become viewable in the student account.

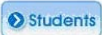
Unregistered pads *must be registered within 21 days.* After 21 days the unregistered pads will no longer join in class.

# Student Instructions for Enrolling a Response Pad in a CPSONline Class

You need to create a CPSONline account before you enroll your response pad through CPSONline.

## Create your CPSONline account

To create your CPSONline account, follow these directions:

1. Go to [www.einstruction.com](http://www.einstruction.com).
2. Click the **Students** button .
3. Select your school or university from the drop-down menu.
4. Click the **Choose Site** button.



A screenshot of a web interface showing a dropdown menu with 'International College' selected. Below the dropdown is a button labeled 'Choose Site'.


Select your school or university and click Choose Site

5. Enter your response pad's serial number in the space provided on the **Welcome to CPSONline** page, if this is your first time to use CPSONline. If you have previously used CPSONline, click the [Already have an account? Sign In Here](#) link to log in to your existing CPSONline account.
6. Click the **Create Your Account** button.
7. Type in your account information on the **Create Your Account** page. Enter your first name and last name as they appear in official university records.

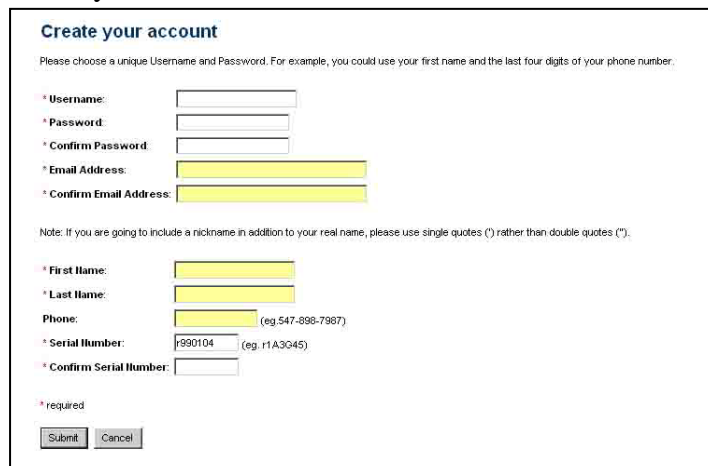


A screenshot of a web page titled 'Are you new to CPSONline?'. It asks if the user has ever used CPSONline before. If not, it prompts to create an account by entering a serial number. There is a text input field for the serial number and a 'Create Your Account' button. A link for 'Already have an account? Sign In Here' is also present.

Enter the serial number

 **NOTE:** Please note your CPSONline username and password. You will use your CPSONline username and password to login to CPSONline. If you include your email address, eInstruction will send you an email with your CPSONline username and password information.

8. Click the **Submit** button.



A screenshot of the 'Create your account' page. It includes a note about choosing a unique username and password. The form has several fields: Username, Password, Confirm Password, Email Address, Confirm Email Address, First Name, Last Name, Phone (with a note about nicknames), Serial Number, and Confirm Serial Number. A 'Submit' button and a 'Cancel' button are at the bottom.

Enter your account information

You have created a CPSONline account. You are now ready to enroll your response pad in a CPSONline class.

## Enroll Your Response Pad in a CPSONline Class


The following directions continue from the above step 8.

To enroll your response pad in a CPSONline class, follow these directions:

9. Click the **Yes** button, on the **Account Confirmation** page, to immediately enroll in your class.


The screenshot shows a box titled "Enroll in a class". Below the title, it says: "If you need to register for your class(es) please choose 'Yes' below. If you wish to enroll later, you can log back into your account and choose 'Enroll In a Class'." At the bottom, there are two buttons: "Yes" and "No".

*Click the Yes button to enroll in your class*

10. Enter the **class key** your instructor gave you on the **Enroll in a Class** page.
  11. Confirm your **class key**.
  12. Enter your **enrollment code** or **coupon code**. If you do not have an enrollment code or coupon code, leave the code field blank.
  13. Read the **Student Refund Policy**. You can access the **Student Refund Policy** by clicking the [Student Refund Policy](#) link.
  14. Select the **I have read and agree with the Student Refund Policy** box.
  15. Click the **Next** button.
-  **NOTE:** If you entered an enrollment code or coupon code, proceed to step 22.

The screenshot shows a form titled "Enroll in a class". It asks for the following information: "Class Key", "Confirm Class Key", "Serial Number" (with a dropdown menu showing "R990104"), and "Student ID". Below this, it says: "If you have an enrollment code or a coupon code, please enter it below. These codes can be found in McGraw-Hill text books or may be purchased through your campus bookstore." There is a "Code (optional)" field. At the bottom, there is a checkbox labeled "I have read and agree with the Student Refund Policy". Below the checkbox, it says "\* required". At the very bottom, there are two buttons: "Next >>" and "Back to Account Information".

*Enter information in the Enroll in a Class screen*

16. Choose a payment option on the **Payment Options** page.
-  **NOTE:** Payment options may vary.
17. Click the **Next** button.

The screenshot shows a form titled "Payment Options". It says: "Please choose a payment option below." Below this, it says: "You can choose to pay:" followed by two radio button options: "\$15.00 for access to all your CPSONline classes for this term only." and "SPECIAL OFFER \$50.00 for a discounted Lifetime Subscription to CPSONline. This is your only chance to purchase a Lifetime Subscription for a discounted price." At the bottom, there are two buttons: "Next >>" and "Cancel Enrollment".

*Choose a payment option*

18. Enter your billing information on the **Billing Information** page.
19. Click the **Next** button.
20. Enter your payment information on the **Payment Information** page.
21. Click the **Next** button.
22. Click the **Enter the Class** button, or click the **Account Information** button on the **Enrollment Complete** page.
  - Click the **Enter the Class** button to view options for your specific CPSOnline class.
  - Click the **Account Information** button to manage your CPSOnline account information and enroll in additional CPSOnline classes. *If you enroll in more*

**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  
 Check

Enter your payment information

*than one CPSOnline class, your response pad may have a different assigned ID for each class. Your professors will need this information; therefore, you should note your response pad's assigned ID for each class. You can use the reminder emails from eInstruction to keep track of your information.*

**Enrollment Complete**

Your enrollment is complete. Do you wish to enter your class now or view your user account information?

Click Enter the Class button, or click Account Information button

23. Once you finish enrolling your response pad in all of your CPSOnline classes, click the **Log Out** button.

## How Do I Manage My CPSOnline Account?

When you log on to CPSOnline, your homepage displays a list of the classes you enrolled in. Your homepage displays links for managing your CPSOnline account under this list of classes.

The following links allow you to manage your CPSOnline account:

- **Update My Profile:** Update your profile, including your student ID number.
- **Manage My Pads:** Add, remove, and change response pads' serial numbers.
- **Enroll in a Class:** Enroll in additional CPSOnline classes.
- **Logout** link: Logout from your CPSOnline account.

**Account Information**

**My Current Classes**

Choose your class below to login. If you need to enroll into a class, click on 'Enroll In A Class' below.

Class Name	Online Class Ends	Pad ID	Pad Serial Number	Student ID
<a href="#">SERM.2540.002</a>	12/16/2005	1	10093F7 <a href="#">change</a>	<a href="#">change</a>
<a href="#">SERM.4200.001</a>	12/11/2005	1	10093F7 <a href="#">change</a>	<a href="#">change</a>

[Update My Profile](#) | [Manage My Pads](#) | [Enroll In A Class](#) | [Logout](#)

List of classes

Links for managing your CPSOnline account.


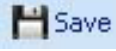
Manage your account



## Assign a Loaner Pad to a Higher Ed Student

You may utilize CPS' loaner pad feature to assign a loaner pad to a student who forgot his or her response pad. The loaner pad feature allows you to change the serial number for the student's regular response pad to the loaner pad's serial number. The student may then use the loaner pad through class. The next time you sync your class to CPSOnline, the student's response pad serial number will automatically sync to the response pad's regular serial number. The loaner pad is then available for you to assign to a different student.

To assign a loaner pad to a Higher Ed student, follow these directions:

1. Open CPS from your desktop icon.
2. Click the **Prepare>Class and Student** tab.
3. Click the name of your Higher Ed CPSOnline on the classes side (left or top window) of the screen.
4. Click the student's information on the students side (right or bottom window) of the screen.
5. Click **Loaner Pad** in the **Students** group .
6. Enter the loaner pad's serial number into the Serial Number data field.
7. Click **Save** in the **Students** group .

## Import PowerPoint Presentations

You can import PowerPoint presentation into CPS to engage as a lesson. A new feature of CPS 5 is that you can import PowerPoint presentations into any folder within your database. You are not limited to importing PowerPoint presentations strictly to a PowerPoint folder. Therefore, if you have a History folder you want to import a PowerPoint presentation into, you can! You can also create a folder, title the folder PowerPoint, and import PowerPoint presentations into your PowerPoint folder.

You may also be interested in the CPS for PowerPoint add-in which offers 100% integration with Microsoft® PowerPoint®. It is an especially effective tool in higher education for professors that are most comfortable using PowerPoint to present lectures. To download the CPS for PowerPoint add-in, go to [www.einstruction.com/downloads](http://www.einstruction.com/downloads) and choose CPS for PowerPoint.

To continue using standard CPS with PowerPoint:

To import a PowerPoint presentation, follow these directions:

1. Click the **Prepare>Lessons and Assessments** tab.
2. Click on the folder, in the lesson side (left or top window), you want to import a PowerPoint presentation into.
3. Click **Add Files** in the **Lessons** group



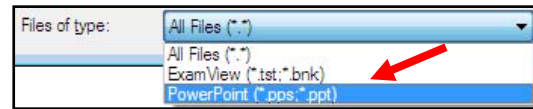
The Add Files window



Use the **Look in:** box to locate the PowerPoint presentation you would like to import

opens.

4. Use the **Look in:** box to locate the PowerPoint presentation you would like to import.
5. Click the arrow in the **Files of Type:** box, and select the PowerPoint [\* .pps, \*.ppt] option.
6. Click **Open**.



Select the PowerPoint [\* .pps, \*.ppt] option from the **Files of type:** box

The PowerPoint presentation appears in the folder you selected in the **Prepare>Lessons and Assessments** tab and the **Engage>Lessons and Assessments** tab.

## Engage PowerPoint Presentations with CPS

You can engage a PowerPoint presentation within CPS. You will use the Standard delivery mode to engage a PowerPoint presentation.

- ☞ For more information on Standard mode, please see the CPS Help file or the CPS 5 User's Guide.

This section will instruct you how to

- Engage a PowerPoint presentation
- Engage CPS lessons with a PowerPoint presentation

## Engage a PowerPoint Presentation


To engage a PowerPoint presentation, follow these directions:

1. Open CPS to the **Engage>Lessons and Assessments** tab.
2. Double-click on the folder that contains the PowerPoint presentation you want to engage.
3. Select the PowerPoint presentation you want to engage. A checkmark will appear in the box in front of the selected PowerPoint presentation.
4. Click **Engage** in the



**Teach** group. Your presentation will appear with the CPS Engage toolbar at the bottom of the screen.

5. Press any key on your keyboard to begin your presentation.

 **NOTE:** If you would like to ask a Verbal



- Question, click the Chalkboard button on the CPS Engage toolbar. If you would like to select a random student, click the **Class** button on the CPS Engage toolbar.
- Click the **Close** button on the CPS Engage toolbar after you have finished your presentation.



*PowerPoint presentation with the CPS Engage toolbar*

## Engage CPS

### Lessons with a PowerPoint Presentation

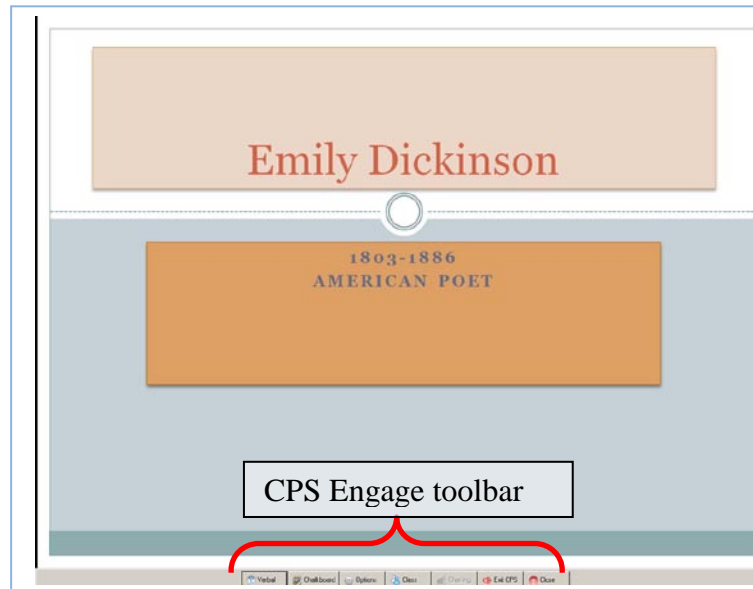
You can engage a PowerPoint presentation with a CPS lessons, FastGrade lessons, or ExamView lessons. You may only engage one PowerPoint presentation at a time.


To engage CPS lessons with a PowerPoint presentation, follow these directions:

- Open CPS to the **Engage>Lessons and Assessments** tab.
- Double-click on the folder that contains the PowerPoint presentation you want to engage.
- Select the PowerPoint presentation, from the lesson side (left or top window) of the screen, you want to engage. A checkmark will appear in the box in front of the selected PowerPoint presentation.
- Select the lesson, from the lesson side (left or top window) of the screen, you want to engage with the PowerPoint presentation. A checkmark will appear in the box in front of the selected lesson.



- Click **Engage** in the **Teach** group. Your presentation will appear with the CPS Engage toolbar at the bottom of the screen.
- Use the CPS Engage toolbar to engage your lesson.
- Use the buttons on the PowerPoint screen to move through the PowerPoint presentation. These buttons are located on the bottom left corner of the PowerPoint screen. They are transparent until you roll your mouse over them.




- Click **Close**  to end the session and return to the **Engage>Lessons and Assessments** tab.

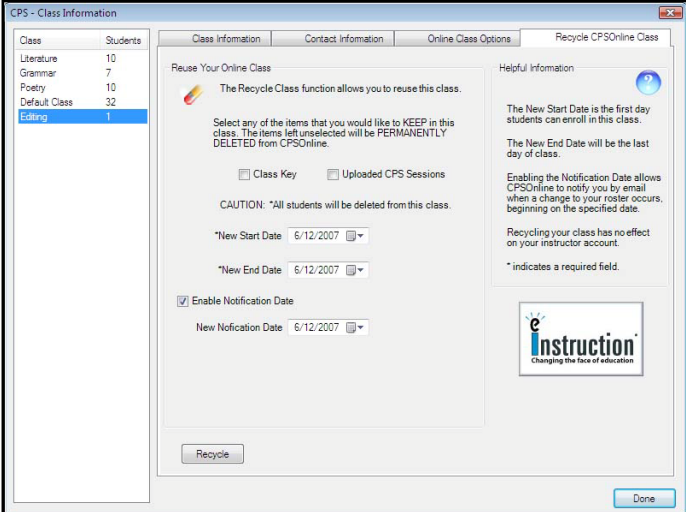
*PowerPoint presentation with the CPS Engage toolbar*

## Use Your CPSONline Class for Following Semesters

Once a semester term ends, you may want to reuse the class's online site and stored class information for a new semester with a new set of students.

To recycle a Higher Ed class, follow these directions:

1. Open CPS from your desktop icon.
2. Click the **Prepare>Classes and Students** tab.
3. From the class side (left or top window), select the class you wish to recycle.
4. Click **Edit** in the **Home** group . The CPS Class Information window appears.
5. Click the **Recycle CPSONline Class** tab.
6. Select your Recycle CPSONline Class options.
  - **Class Key:** Click the box next to the **Class Key** option so that a checkmark appears. When a checkmark appears next to the **Class Key** option, your Class Key from the previous semester will be retained for the next semester.
  - **Uploaded CPS Sessions:** Click the box next to the **Uploaded CPS Sessions** option so that a checkmark appears. When a checkmark appears next to the **Uploaded CPS Sessions** option, your recycled CPSONline class will still contain your uploaded CPS sessions from the previous semester.
  - **New Start Date:** Use the pull-down menu to view a pop-up calendar. Select a new class start date. Remember: students cannot register for your class until the start date.
  - **New End Date:** Use the pull-down menu to view a pop-up calendar. Select a new end date for the class.
  - **Enable Notification Date:** Click the box next to the **Enable Notification Date** option to remove the checkmark. If the checkmark is there, you will receive an email from eInstruction regarding every student who registers for your class after the notification date. For example, some instructors use this function to notify them when students enroll after regular enrollment dates.



Class	Students
Literature	10
Grammar	7
Poetry	10
Default Class	32
Editing	1

**Recycle CPSONline Class**

Reuse Your Online Class

The Recycle Class function allows you to reuse this class.

Select any of the items that you would like to KEEP in this class. The items left unselected will be PERMANENTLY DELETED from CPSONline.

Class Key     Uploaded CPS Sessions

CAUTION: \*All students will be deleted from this class.

\*New Start Date: 6/12/2007

\*New End Date: 6/12/2007

Enable Notification Date

New Notification Date: 6/12/2007

Recycle

Done

**Helpful Information**


The New Start Date is the first day students can enroll in this class.

The New End Date will be the last day of class.

Enabling the Notification Date allows CPSONline to notify you by email when a change to your roster occurs, beginning on the specified date.

Recycling your class has no effect on your instructor account.

\* indicates a required field.



Recycle your HE CPSONline class

- **New Notification Date:** Use the pull-down menu to view a pop-up calendar. Set your new notification date.
7. Click **Recycle** to recycle your CPSONline class. An **Are you sure you wish to proceed?** warning box appears.
    - **NOTE:** If you recycle your class then CPS will delete all the students within the class. Recycling your class has no effect on your instructor account.
  8. Click **Yes** to recycle your class, or click **No** to cancel the action.
  9. Click **Done** to close the CPS Class Information window and return to the *Prepare>Classes and Students* tab.

## Troubleshooting

- If you are having trouble syncing your class with CPSONline Blackboard, WebCT Vista, or ANGEL be sure you are connected to the Internet. You can verify this by trying to connect to other sites, such as [www.eInstruction.com](http://www.eInstruction.com) or [www.yahoo.com](http://www.yahoo.com)
- Print your username and password. Put them a safe place for reference. You can print them from your Welcome Email by clicking **File** and then **Print** from your Internet browser menu.
- If you cannot find your school's site from the list of available CPSONline schools, please contact eInstruction at 888.707.6819 so that we may create the site for you.

## CPSONline Higher Ed FAQ

**Describe the scalability of your system, from small classes (20 or 30 students) to large auditorium classes (500+).**

**i** The RF system can scale to support up to 1000 students with one USB receiver and can receive 1000 responses in less than 10 seconds (no wiring of classrooms necessary). The IR system can handle classes up to 60 students.

**Is your system proprietary as far as the handheld device and the operating system software?**

**i** Yes. By providing a total solution, the university has a single source for software, hardware, support, and training. If technical issues arise, we never want to put our customers in a scenario where the issues are someone else's problem.

**i** If a license agreement exists between eInstruction and third party systems, you can connect our receivers to other systems. All eInstruction hardware is encrypted, so as part of the license agreement, eInstruction would provide decryption capability.

**Does your system use infrared or radio frequency transmission? If it uses radio frequency, please describe what type (802.XX, FM,).**

**i** We have both IR and RF systems. The RF system is an FCC approved 2.4 GHz system that uses frequency hopping to eliminate interference with other 2.4 GHz devices such as 802.11 networks. The RF system conforms to the 2.4 GHz FCC specifications.

**What is the usual process for students to register their response pad for a course? Please list all of the possible ways a student could register their response pad.**

**i** Students can register their response pads through registration portals such as Blackboard, Blackboard-WebCT, CPSONline and ANGEL. A student enters his or her unique serial number from the response pad. Students can also enter other information such as their campus student ID, if required by the university or instructor. These registration portals make class registration duties much easier for the instructor. The instructor simply opens CPS and syncs his or her class with CPSONline to automatically download the class roster. The class roster data are imported from CPSONline using 128/1024-bit public key private key encryption.

**What is CPS “Out of the Box” (OOTB)? How long can a student use an OOTB pad before registering online?**

**i** Response pads purchased after fall 2008 may be used in class immediately without having to register online before class. Students must register within 21 days (from the class start date) to continue using the pad in class.

**Once a student purchases a response pad, can the student use it for as long as a student is enrolled in classes? Can students purchase response pads through their campus bookstore? Once a student purchases a response pad, is he or she able to transfer ownership when finished with it?**

**i** Any eInstruction response pad can be activated for lifetime use; however, if a student is only going to use their pad for a single class or for a single semester, it can be registered (at a lower cost) for that period of time.

**i** Students can purchase and activate their response pads directly through the campus bookstore.

**i** Students can transfer a response pad from one student to another at the end of a semester without going through the bookstore.

**Will your operating software integrate with other standard database formats? If so, please list which ones.**

**i** CPS currently uses MS Access as its database. You can import data into CPS from

- Other CPS databases
- XML
- CSV
- ExamView
- MS Word documents or documents from other word processors.

However, we do not allow applications to access to our CPS files directly. As we continue to develop CPS, the format and structure of the application changes. Because CPS changes, we want to avoid burdening institutions and third parties by requiring constant upgrades.

**Please describe the support levels you provide. If you offer maintenance agreements, please describe what is covered.**

**i** eInstruction provides free technical support for students and instructors. We have a large call center subdivided into two different groups: an instructor group and a student group. Access to these groups is available from 7AM to 6PM CST via a toll-free number, email, and text chat. Instructors and students can access Technical Support information and a Knowledge Base through the Tech Support website: <http://www.einstruction.com/support>.

**What measures does your company take to ensure student data privacy? Is your system in compliance with FERPA?**

**i** CPS/CPSOnline does not require any student-specific information. Specific student information can be collected if desired and made available in a number of different formats. CPS/CPSOnline uses 128/1024-bit encryption and all-user access can be username/password protected.

**i** Please see the eInstruction Privacy Statement available from <http://www.einstruction.com/downloads>. CPS also provides an Anonymous Mode feature so that no student data is collected via the response pads. This feature can be turned on and off at the instructor's discretion.

**i** CPS and CPSOnline comply with FERPA guidelines. To access detailed information regarding how CPS and CPSOnline comply with FERPA, please visit eInstruction's Knowledge Base at [kb.einstruction.com](http://kb.einstruction.com) and type FERPA in the Knowledge Base search engine. Select the "How eInstruction complies with FERPA" link.

**What personal data does your company collect on students and for what purpose? Is it shared or sold to others? How is it protected?**

**i** eInstruction never provides or sells data to third parties.

**i** Students have the option to input their name, SMS student ID, and email address.

**i** If students are registering their pad via WebCT/Blackboard/ANGEL, student data is not required to be housed in CPSOnline, but can be if desired by the institution.

**i** eInstruction provides options for students to purchase access via credit card or personal check, or with their response pad via the college bookstore. If students choose the credit card/personal check option (less expensive because there is no bookstore markup), eInstruction does not maintain any credit card or personal check data after the transaction.

**i** All transactions are secured by 128/1024-bit bank level encryption.

**i** You can download the eInstruction Privacy Statement from <http://www.einstruction.com/downloads>.

**Do any of your business partners collect personal information about students that use your technology?**

**i** No, eInstruction business partners do not collect any personal information about students.

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

**i** You can import test/quiz questions into CPS from Microsoft PowerPoint, ExamView, XML, and Microsoft Word (RTF format).

**i** You can export test/quiz questions into Excel, Word, XML, PDF, HTML, and TXT.

**Is your system both Windows and Macintosh compatible? If so, please list the operating system versions with which it is compatible.**

**i** CPS is compatible with both Windows and Macintosh. We support Windows 2000 and higher and Mac OS X (10.3.9) and higher.

**i**

**Does your system require the use of proprietary hardware or cabling, especially between the receiver(s) and the computer? Please describe how your system is configured.**

**i** 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.

**i** The IR system uses one wireless or wired receiver and can support up to 60 students.

**Do you offer either purchase or leasing of your systems?**

**i** Upon standardization, eInstruction will provide all adopting instructors with a USB RF receiver free of charge. No additional hardware is necessary for classrooms up to 1000 students.

**i** Students purchase their response pads through the bookstore.

**i** Universities can also purchase stand-alone systems.

**Does your software have any integration with course management systems such as WebCT, Blackboard or ANGEL? If so, please describe how.**

**i** All data collected with CPS can be exported to WebCT, Blackboard, and any system that can import .csv formats.

**i** CPS is currently dynamically connected to Blackboard, Blackboard-WebCT, ANGEL and CPSONline.

**Describe how your software integrates with PowerPoint.**

**i** 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.
- **Choose to use a student response grid:** If you use our CPS RF system, you can choose whether or not to use a student response grid.
- **Organize your presentations:** Instructors can organize all of your presentations, along with your lessons, class rosters, attendance reports, grades, and student response reports, all within CPS.



**How does your company address disability accommodation for your product?**

**i** All RF pads have Braille “bumps” capability on the pads.

**i** In the fall of 2007, eInstruction will release an ADA compliant response application. The ADA compliant response application will run on a desktop; this will allow the response application to utilize screen readers, have audio capabilities, etc.

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

**i** 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.

**Does your software provide for integrating multimedia (video/audio) files? If so, please list the file format types supported.**

**i** CPS can support any audio/video multimedia that is supported on the computer running CPS.

**What has been your historic schedule for software releases and what pricing mechanism do you make available to your clients for upgrading?**

**i** We formally release CPS each June. All upgrades are free. We release multiple beta versions of CPS during a development cycle so that all released software in classroom tested.

**Please describe your response pads.**

**i** We have an 8 button alpha IR pad.

**i** We have an 18 button alpha-numeric RF pad.

**i** We have an 18 button alpha-numeric LCD RF pad.

**What is the average life span of a battery in your response pad and what battery type does it take?**

**i** Battery life span for both the IR and RF pads lasts at least one year with normal use.

**i** IR pads use two AAA batteries.

**i** RF pads use two AA batteries.

**Does your system automatically save the class file upon shutdown?**

**i** CPS files are saved as changes/edits are made.

**i** CPS saves the class data at the end of each question in Standard mode (instructional use).

**i** CPS saves the class data at the end of a test in SMA mode (assessment use).

**Describe the hardware necessary for a system for 200 students and provide a cost for each item.**

**i** The classroom would need one USB RF receiver unit – no charge when the instructor adopts CPS.

**i** Students would purchase their RF pads from the bookstore.

**If your system is radio frequency based, what frequency spectrum does it operate in? If the system operates in the 2.4 – 2.5 GHz spectrum, have you tested it to ensure that cell phones, wireless PDAs, laptops, and 2.4 GHz wireless phones do not affect your system? If so, what are the results of those tests?**

**i** The RF system is an FCC approved system that meets all frequency hopping requirements to avoid interfering with other 2.4 GHz devices. We have thoroughly tested it with cell phones, wireless keyboards, PDAs, and multiple 802.11 wireless networks with no interference. Again, the system is FCC approved, so it has to abide by the guidelines for approval.