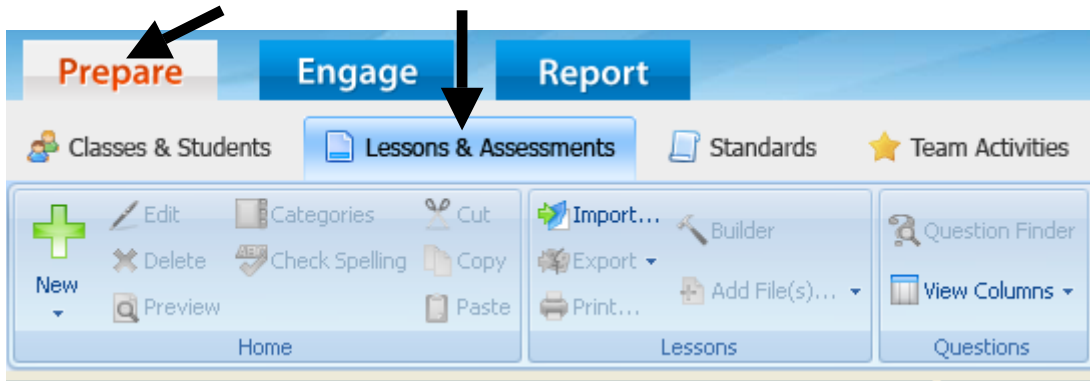


How to give your students a paper assignment using the CPS Clickers (Self-Paced/FastGrade Lesson Creation)

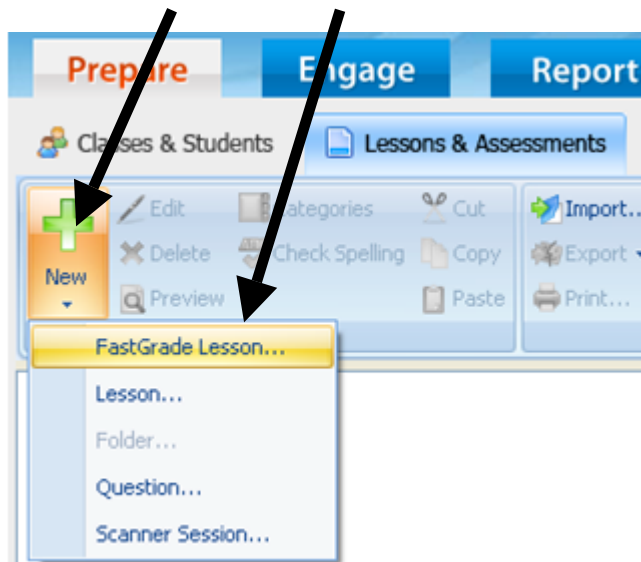
1. Gather the assignment you would like to give the students. This could be a test, an activity sheet, an end of the chapter assignment in the book, etc.
2. You **must** have your classes setup to do this activity.
3. Click on CPS to open



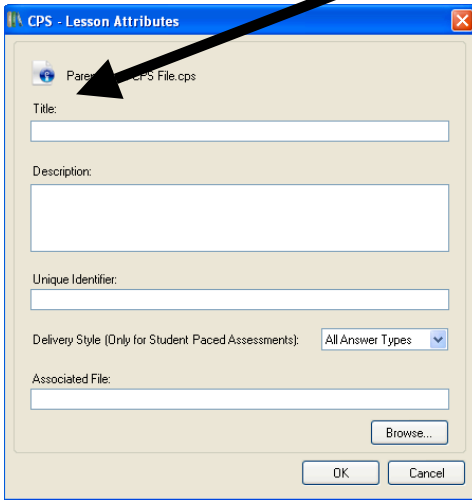
4. Click on **Prepare > Lessons & Assessments**



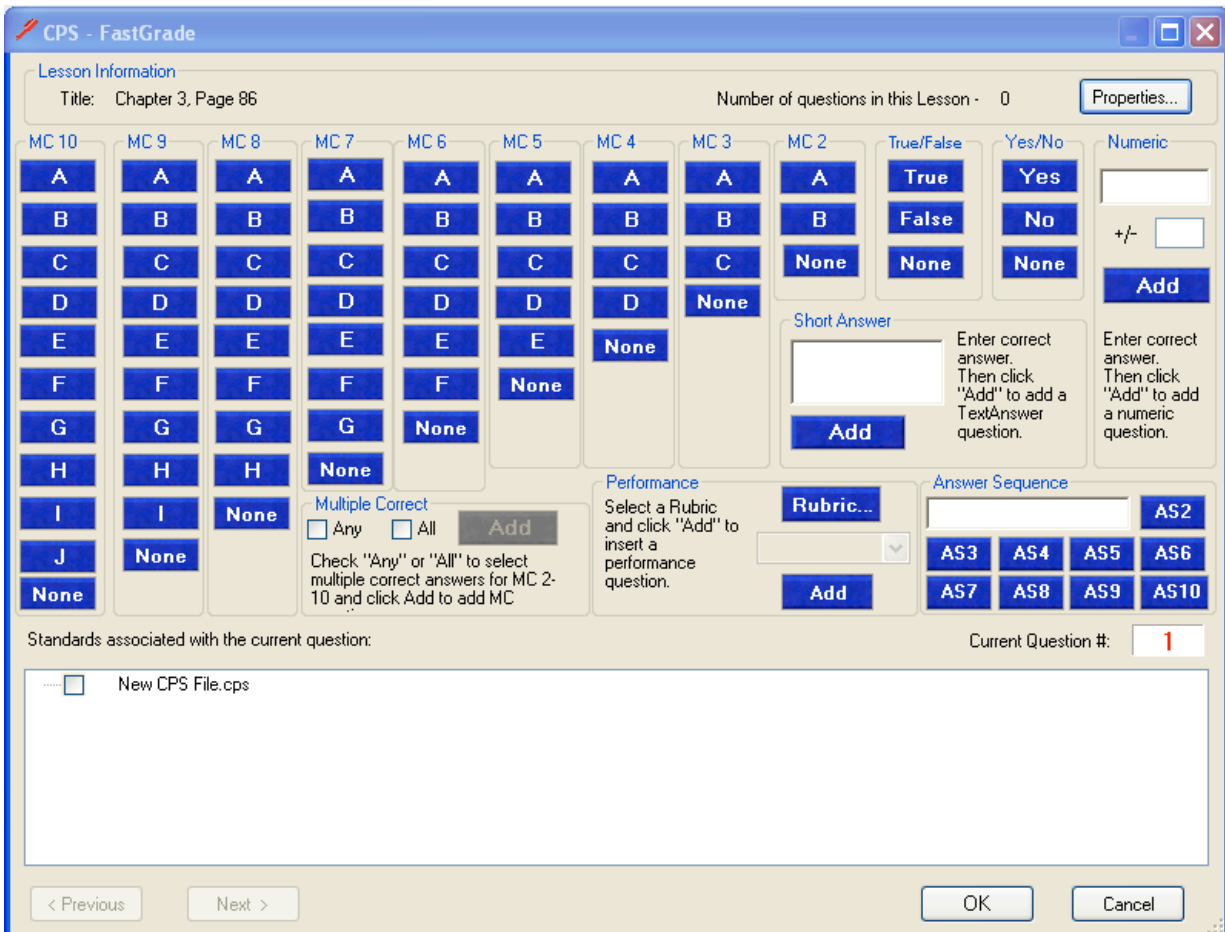
5. Click on **New > FastGrade Lesson**



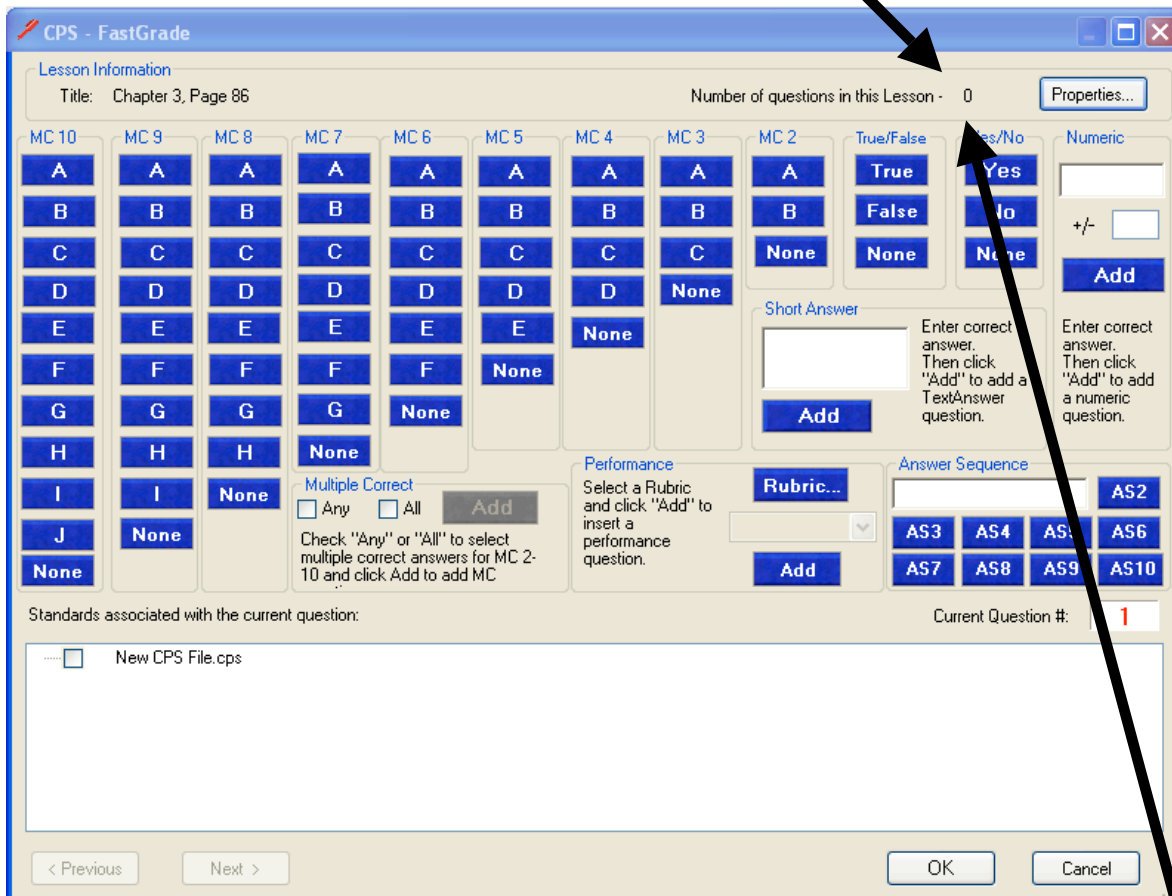
6. Give your Assignment a **Title**. The other items are optional. Click **OK**.



7. Once you click on OK, you will see this page. Don't be scared! It's very easy. Let's get started!



8. Right now you do not have any questions, see this number is 0.

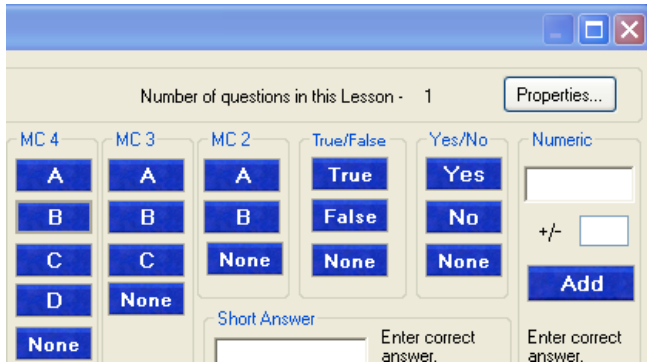


9. Have your answer key laying right next you as you work. Look at the type question you are asking – **ABCD** or **ABCDE** or **ABCD/FGHJ** or **short answer** or **numeric**. You will choose an answer for each question you have on your assignment. As you click the answers, the **Number of Questions in this Lesson** goes up.

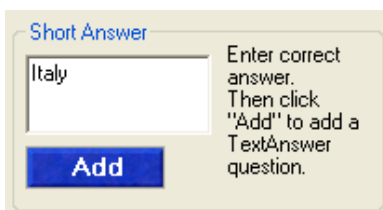
You will keep clicking the answers until you have completed the assignment. Once you are done, click **OK**.

Types of Questions

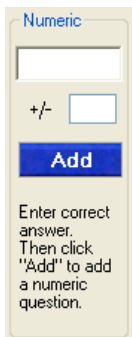
- **ABCD Questions** – Look at the column that says MC4, this means there are 4 multiple choice answers. Click on the answer to the first question. You will choose either A, B, C or D. Watch what happens to your question number. It will reflect that you have entered an answer for one question.



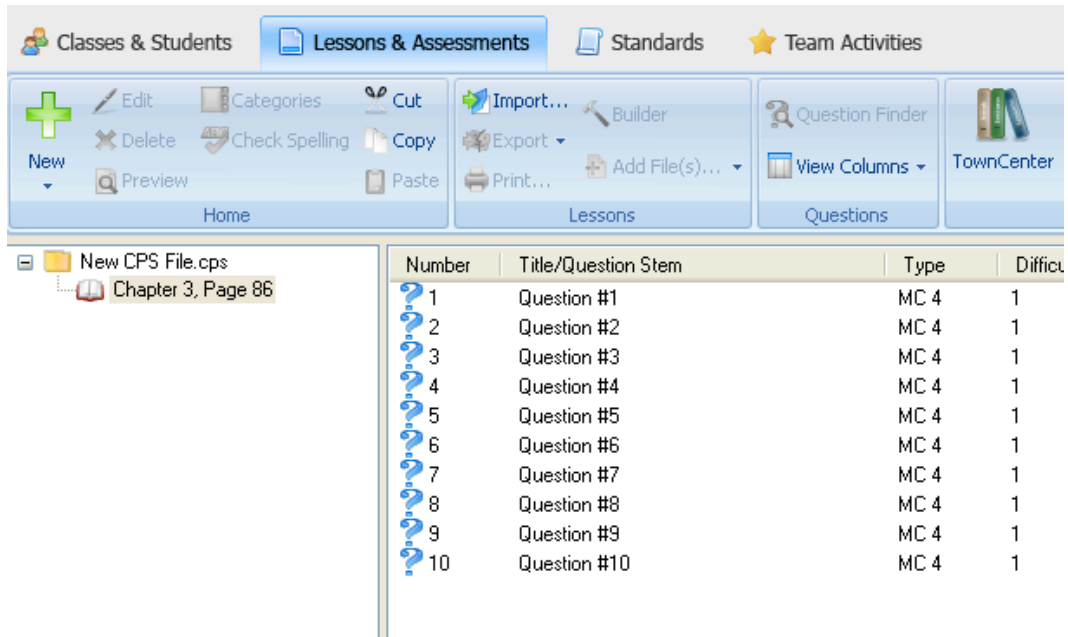
- **ABCDE Questions** – You will do the same process as the ABCD questions except you will select your answers from the MC5 column since you have 5 multiple choice answers.
- **ABCD/FGHJ Questions** – You will select your answers for MC10 since you have multiple answer types. Just don't choose the "I" since you don't have that as a choice.
- **Short Answer** – Enter the answer you would accept in the short answer block and click **Add**



- **Numeric** – Enter the numeric answer in the small box and click **Add**.



10. Once you click **OK**, you will see this screen.



11. All of your questions should be listed here. *You can choose to actually enter the questions if you like by double clicking the words "Question #1, Question #2," etc. but it is not necessary.*

12. You have now completed the creation of your assignment. The next step will be to have your students use their clickers to complete the assignment using the **Self Paced** portion of CPS.

Students and a Self Paced Lesson

1. Login to CPS



2. Click on the **Engage** tab and **choose** the lesson you would like for the students to complete

The screenshot shows the 'Engage' tab selected in a software interface. At the top, there are three tabs: 'Prepare', 'Engage' (highlighted in red), and 'Report'. Below these are three main sections: 'Lessons & Assessments', 'Team Activities', and 'Attendance'. The 'Lessons & Assessments' section is active, showing a search bar with a question mark icon and a 'Verbal' button. The main content area displays lesson details: Title: Chapter 3, Page 86; Type: Class Participation; Class: Technology. To the right, there are buttons for 'Advanced', 'Assessment Setup', and 'Engage'. Below this is a table of questions:

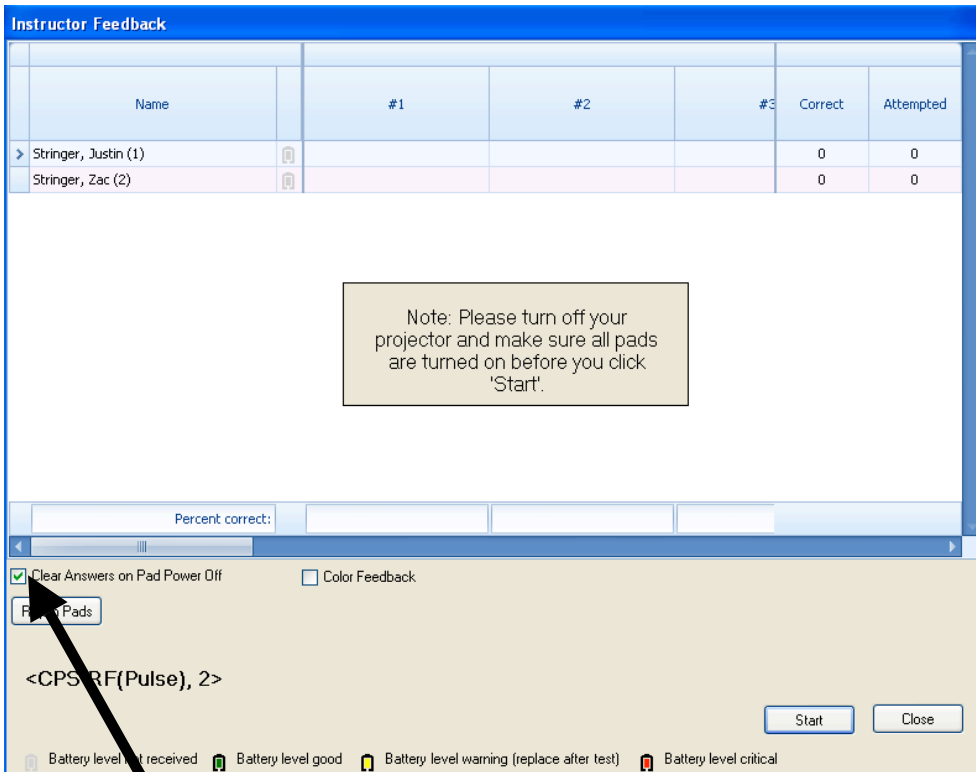
Number	Title/Question Stem
1	Question #1
2	Question #2
3	Question #3
4	Question #4
5	Question #5

3. Make sure you have the correct **class** selected.

This screenshot shows the 'Engage Options' menu. The 'Type' dropdown is set to 'Class Participation' and the 'Class' dropdown is set to 'Technology'. The 'Assessment Setup' button is highlighted in orange. To its right, there are three options: 'Teacher Led', 'Student Paced' (highlighted in orange), and 'Student Practice'. At the bottom right, there is an 'Engage' button with a green play icon and an 'Assessment' button. Arrows point from the text below to the 'Assessment Setup', 'Student Paced', and 'Engage' buttons.

Click on **Assessment Setup** > **Student Paced** > **Engage**.

4. Once you click on **Engage**, you will see this screen.



TURN OFF YOUR PROJECTOR, the other kids will be able to see the answers if you do not do this step.

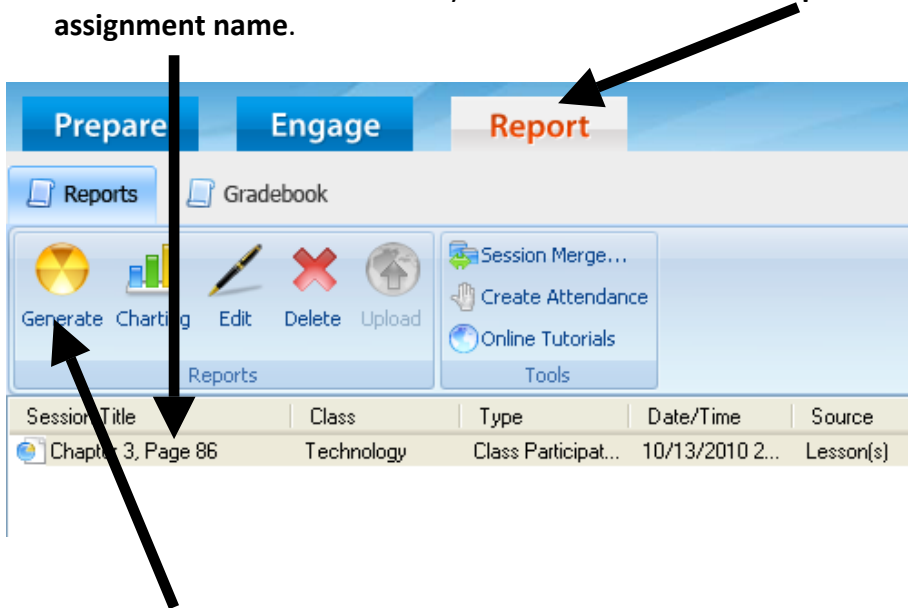
5. Uncheck this **button** so that your answers will not go away if the clicker turns itself off.
6. You can put a check in the box by Color Feedback to see the students progression. Answers in RED are wrong, Answers in GREEN are correct.

Instructor Feedback					
Name	#1	#2	#3	#4	
> Stringer, Justin (1)	A	B	D		
Stringer, Zac (2)	C	C	D	B	

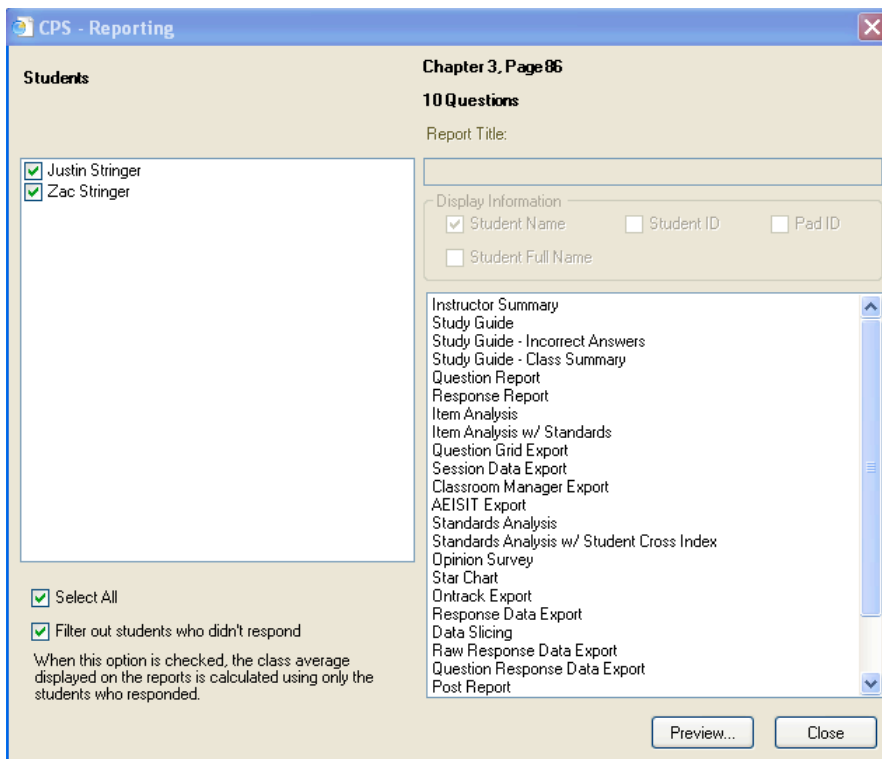
7. Click on **Start** when you are ready for them to begin. You will be able to monitor the entire test while sitting at your computer if you like.

NOTE: Directions for how the student enters answers on the clicker are included in this packet.

- To stop the assignment, click on **End** . It will ask you “Are you sure?” Click **Yes**.
- To view the results of the test you will need to click on **Reports** tab and the **assignment name**.



- Click on **Generate** to begin the reporting process
- You now have the option to run many types of reports for the entire class, one student or just a few students.



12. Double-click on the report name and the program will generate a report.

- **Instructor Summary** – Tells the scores
- **Question Report** – Tells how each student answered each question.
- **Response Report** – Tells how the class answered on each question
- **Item Analysis Report** - Tells how the class answered on each question
- **Question Grid Export** – Exports each child's score and answer choices to Excel

How the students answer the questions with the CPS clickers

1. Give the students their assigned clicker.
2. Have them turn on the **power**
3. The clicker will automatically connect with the CPS system
4. The student should see on their screen Q01: _
5. The student should select the answer to Question 1 and hit the **Enter** key on the clicker
6. The clicker will automatically advance to the next question
7. If a student should need to change an answer, they can scroll through the questions by clicking the **forward** and **back** buttons.
8. The student should repeat this process until their assignment is complete.

