STRATEGIES FOR USING THE CPS

Team Strand - Assessment and Use of Data
Digital Citizenship - Privacy and Security

USES

1. Instructional Tool – using the Verbal Questions function
2. Assessment Tool – using the FastGrade function
3. Evaluation tool – using the percent correct
4. Review tool – using Team Activities
5. Testing tool – using the Student Managed Assessment, Student Managed Practice or the Teachers Managed Assessment functions

HARDWARE NEEDED

1. Teacher Computer w/CPS installed
2. Projector or TV
3. Response receiver unit
4. Student response pads (clickers)
5. Interwrite Pad or Remote mouse (not a requirement)

ACTIVITY #1 – Creating a New CPS Database

1. Start CPS.
2. Choose **Create a new CPS database**.
3. Click OK.
4. Use the **Save in** drop-down list to locate your home directory (example: leonardl:H).
5. In the **File Name**, type your name (last name, first initial) of the CPS database.
   NOTE: The **Save as type** should say **CPS Database**.
6. Click **Save**.
7. "CPS Database on Remote Drive" – click **Yes**.

ACTIVITY #2 – Creating a New Class

1. Click the **Prepare** tab.
2. Choose *Classes & Students.*
3. Click the down arrow under **New** (+ icon).
4. Choose **Class**.
5. Choose **K-12**.
6. Click **Next**.
7. CPS Online, choose **NO**.
8. Click **Next**.
9. Type **First name, last name,** and **email address**.
10. Click **Next**.
11. Enter **Class name**.
12. Click **Next**.
13. Click **Next**.
14. Click **Done**.

ACTIVITY #3 – Adding Students to a CPS Class(you may also just hit enter the number of times you have student and give them an assigned numbered clicker)
1. Choose **Student**.
2. Type First name, tab
3. Type Last name, enter
4. Continue this until all students are entered.
NOTE: They are automatically assigned a pad #.

To delete a class name or a student, highlight the "item" and click the "delete" or "Edit" icons.

ACTIVITY #4 – Creating FastGrade Lessons

1. Obtain a hardcopy of your answer sheet from the test/quiz.
2. Click the *Lessons & Assessments* tab.
3. Click the down arrow under **New (+ icon)**.
4. Choose **Fastgrade lesson**.
5. Enter title of test.
6. Click **OK**.
7. Choose the answer for each question by clicking on the appropriate button. Notice the Question # changes after each selection.
8. Click **OK**.

ACTIVITY #5 – Using ExamView Tests.

1. Click on the *Lessons & Assignments* tab in the **Prepare** tab.
2. Click on the database name to select it.
3. Click on the down arrow under **Add file**.
4. Choose **ExamView File**.
5. Locate the Exam View test to be added or imported.
   Courses (I) > Examview > Tests > Classes (your folder)

NOTE: The test must first be created in Exam View Pro and saved to your teacher folder in **TESTS>Classes**.

ACTIVITY #6 – Engaging a Lesson

1. First detect the receiver by clicking on **Settings** from the menu bar.
2. Click **Delivery options**.
3. Click the **receiver** tab.
4. Click **Detect receiver**.

NOTE: Using the newest version of Interwrite Workspace (v8.1) will have **Show Device Manager** button.

5. Click the **Engage** tab.
6. Select the test to engage – click on the box in front of the test.
7. Click **Assessment setup** to choose *teacher led, student pace, or student practice.* The default is teacher led with viewing questions.
8. Click **Engage**.
9. Click **Start** to begin lesson.
10. When everyone has entered their answers, click **End**.
11. Click **close** when all questions have been answered.

ACTIVITY #7- Using Verbal Lessons with online items

1. Open any webpage that offers ABC choice answers.
2. Open CPS
3. Under the engage tab click the engage button
4. Fill out a name for your test

5. Once small box in upper corner loads use the drop down to choose possible answer choices.
6. Click the start button.

ACTIVITY #8 – Reporting Data

1. Click on **Reports** tab.
2. Choose the test report to review.
3. There are many types of reports to view.
4. Instructor summary just give score.

Extension

ACTIVITY #9 – Creating a New Lesson (from scratch)

1. Click the down arrow under **New (+ icon)**.
2. Choose **Lesson**.
3. Enter Title of CPS lesson (test).
4. Click **OK**.
5. Right-click on CPS lesson, click **new**.
6. Click **question**.
7. Type your question and answer in the spaces provided.
8. Click the **save and next** icon.
9. Continue typing in questions and answers and saving after each question until entire lesson is completed.

NOTE: Changing the type of questions and adding graphics and/or media/notes are done in this screen.