DIRECTIONS FOR MAKING A FAST GRADE TEST IN CPS WITH ATTACHED STANDARDS AND PRINTING AN EXCEL REPORT WITH STANDARDS CROSS INDEXED BY STUDENT
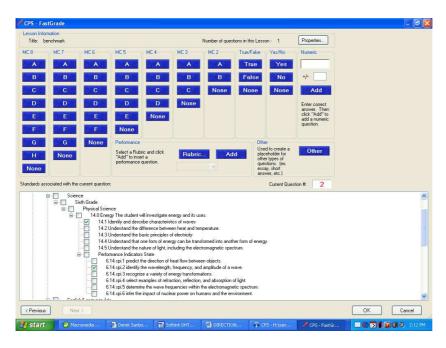
The first step when making a fast grade test in CPS is to have a hard copy test that will be given to the students to take. This will insure that the student can write their answers on paper before they click their answers into CPS.

Open CPS and move to your database. (Do not create a new database. You create one the first time you open CPS and never again.)

Now you are ready to create a fast grade. You need to have the answer key for your test and the standard that goes with each question.

Create a FastGrade Test

1. Click on the lesson and assessments tab
2. Click the new button and select new fast grade.
3. Give the fastgrade lesson a name and click ok.
4. The screen below is where you put in your answers. Choose which # of multiple choice you will be using and click the correct answer choice. You will see the current question number change as you put in each answer.

After you have repeated this for all the questions, you may save and close the fastgrade lesson.

If you would like to share the fastgrade test you created follow these steps:
1. Right click on the test which you wish to share with another
2. Select export from the menu
3. give the file a name and save it to my documents
4. You can then email this file to someone else

Please follow these steps when opening up a cxm file sent to you by email.
1. right click on the attachment and select "save target as"
2. choose a location to save to and check the "save as type" box at the bottom and make sure it has "all files" selected. (for some reason it will default to text files)
3. Open your CPS database and select the lessons tab and select import.
4. Click on browse
5. Change the "files of type" box to .cxm files and navigate to the location you saved the cxm file and then click open
6. The fastgrade test will now be in your database.

To give the Test

You are now ready to give the test.
1. Click on the engage tab at the top.
2. Select your fastgrade test that you made and then click the assessment setup button next to engage. Be sure to select student paced and you may engage the assessment.
3. Start the assessment and when all students complete, you may close and the data will automatically be written to the report section.