



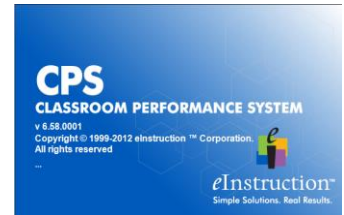
Clickers (CPS) - Engage Lesson in Verbal Mode



1. Open CPS from your desktop icon.

Note: If you do not see the CPS icon, you will need to contact the Help Desk to install CPS. Once it is installed, you will see the icon on the desktop.

2. Double click the CPS icon and CPS will open.




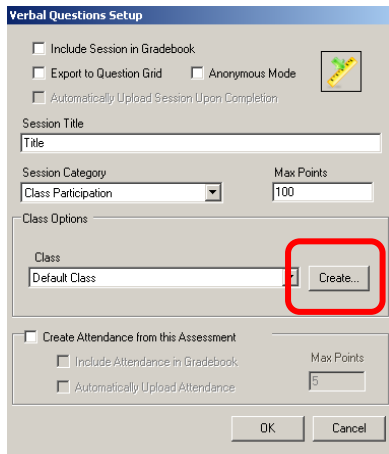
Note: If you have you have never used CPS before, you will need to create a new CPS database file. To do this:

- a. Click Create New CPS Database
- b. Save the new database in a new folder on the C Drive:
 1. Open This PC
 2. Click the button for new folder
 3. Name the New Folder "CPS"

3. Click the **Engage > Lessons & Assessments** tab.



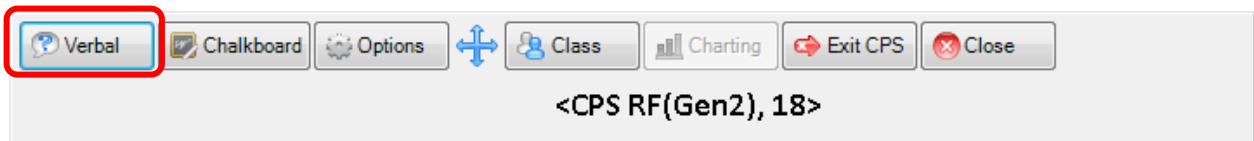
4. Click  and the *Verbal Questions Setup* window displays as shown below.



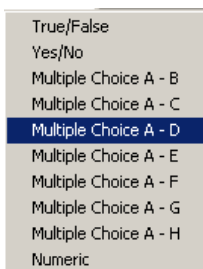
5. Click **Create** to create a Default Class – The class size must match the highest number of clickers, not the number of students you have in the room.

6. Click **OK**

7. *The following toolbar displays.*



8. Click **Verbal** and the question type window will display as shown below.



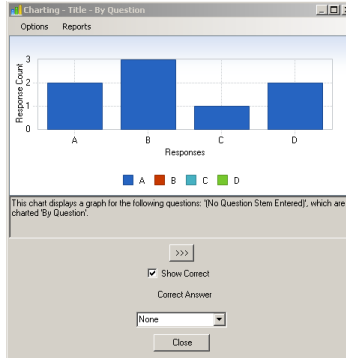
9. Select the type of question that you are going to ask (ex. A-B, A-C, A-D...).

10. At this point, a grid displays and the students select an answer by making their selection and pressing the **Send** button on their keypad. The grid will indicate when the students have voted by turning a darker shade of blue for each student as shown below.

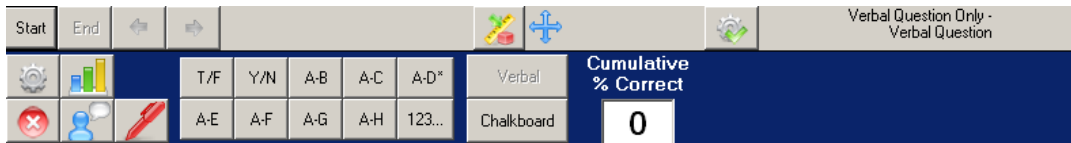


11. Click **End** to stop the voting process.

12. A graph will display indicating the answer distribution as shown below. Since these questions were not prepared in CPS, the instructor will need to know the correct answer.


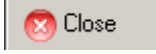


13. Click **Close** and then make your selection from the grid below.



14. Select the question type (ex. A-D) and then click **Start**.

15. Repeat the steps for all of your questions.

16. When you have completed the review, click  and then click the  button from the toolbar.

17. You will be asked if you are sure that this is what you want to do. Click **Yes**. You can now exit out of CPS.