

CPS Level 1

Training Workbook for Higher Ed



Module 5

Interactive PowerPoint Presentations

CPS Level 1 Training Workbook

Contact Information

In addition to this training guide and the CPS software help menu, following are other resources available to support your implementation of CPS.

Sales Support:	800.530.0527
Technical Support:	888.333.4988
Customer Support Home Page:	www.einstruction.com/support
Downloadable Files/Videos:	www.einstruction.com/downloads
Online Training Information:	www.einstruction.com/training/onlinetraining
Online Training Videos:	www.einstruction.com/training/videos
Quick Course Guide:	www.einstruction.com/downloads
User Community:	www.einstruction.com/qdforums
User's Guide:	www.einstruction.com/downloads

Software Versions

This workbook is for the following software:

- CPS for PC 5.4
- **Exam View** 6.2
- Workspace 7.6



Module 5: Interactive PowerPoint® Presentations



Overview

This session is designed for the beginner who has completed module one to set up a database and classes as well as module two on Verbal and Chalkboard question delivery. Participants will learn how to engage questions while viewing a PowerPoint slideshow in CPS or through CPS for PowerPoint.

Objectives

After completing this module, participants will be able to:

- Import PowerPoint files into CPS
- Engage PowerPoint files in CPS Standard mode
- Create CPS question slides for delivery with CPS for PowerPoint
- Open a CPS database in CPS for PowerPoint
- Engage CPS and Verbal questions during a PowerPoint presentation
- Change delivery options to achieve different goals when displaying data - Optional

PowerPoint Options

If you want to use PowerPoint presentations with CPS you can either use the original CPS software or CPS for PowerPoint.

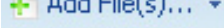
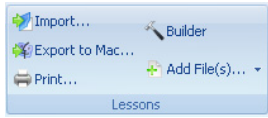
With the **CPS software** you import PowerPoint presentations into any folder or lesson in your CPS database to engage as a lesson. All of the data is stored in the CPS database where you imported the PowerPoint file.

You can download **CPS for PowerPoint** from the www.einstruction.com web site and install it on your computer. Running this software adds a CPS toolbar to PowerPoint so you can add interactive slides to a PowerPoint presentation and engage those questions through the Engage toolbar while viewing a slideshow.

CPS Software

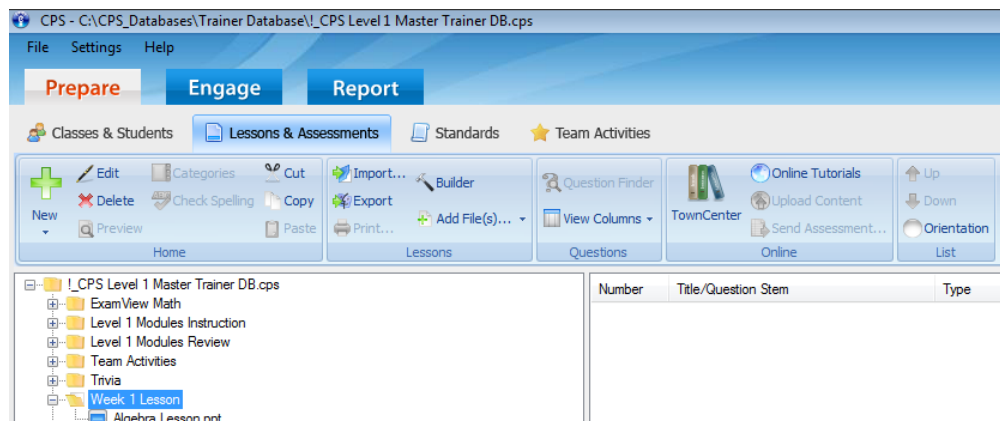
Import PowerPoint Files

1. Click the **Prepare > Lessons and Assessments** tab.
2. **Select the folder or lesson** you want to import a PowerPoint presentation into.

3. Click **Add Files**  in the Lessons group . The Add Files window opens.

4. Navigate your computer to **select the PowerPoint file** you want to add. (*Note:* To limit which files are displayed, click the arrow in the Files of type: box, and select the PowerPoint [* .pps, * .ppt, * .pptx] option.)

1. Click **Open**.
2. The PowerPoint file appears in the folder or lesson you selected.




CPS for PowerPoint

CPS for PowerPoint is compatible only with Microsoft PowerPoint 2003 or 2007.

Open CPS for PowerPoint



1. **Open CPS for PowerPoint** by double-clicking the icon  on your desktop.
2. This launches PowerPoint with a CPS toolbar.

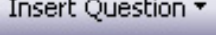


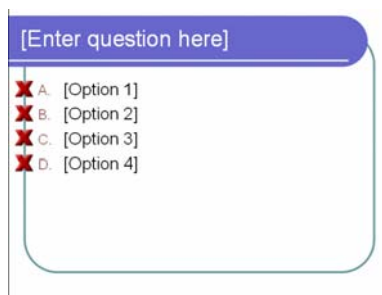
CPS Toolbar

3. Go to **File > New** to create a new PowerPoint presentation or to **File > Open** to open an existing PowerPoint presentation. (*Note: If you are making a new presentation be sure to save the file.*)
4. Typical PowerPoint slides can be created using the PowerPoint software to add new slides, change slide layouts, format slide designs, and add animation.

Create a CPS Slide



To insert a slide into a presentation that will allow participants to respond using their CPS response pads follow these steps:

1. Click the **Insert Question** button  on the CPS toolbar.
2. **Select a question template** from the drop-down menu.
3. A CPS slide appears in your presentation.




CPS Slide

4. **Type your question** in the "Enter question here" text box.
5. **Type your answer choices** in the "Options" text boxes.

6. Click the red X symbol  next to the answer choice you would like to mark as correct, so that the symbol changes to a green check .
7. Continue creating either typical PowerPoint slides or CPS Questions slides until you finish your presentation.
8. **Save** your changes.

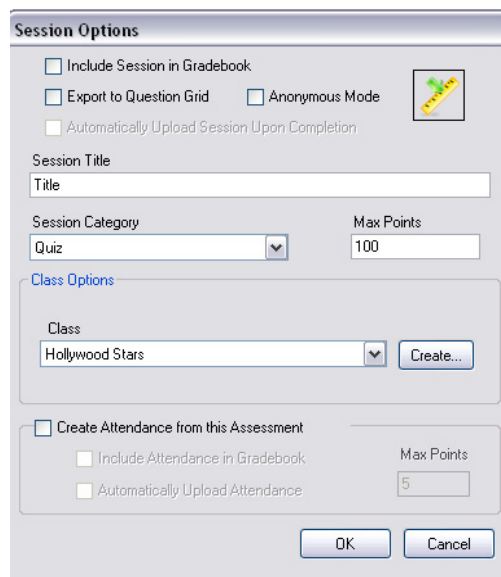
Open a CPS Database

A CPS database is a file with a file extension of .cps. This file is where you save your class information and student performance data for sessions already administered. You must have a CPS database open to engage CPS slides during a presentation.

1. Click the **Open CPS Database** button  on the CPS toolbar and choose **Open Database**. The Open CPS File window appears.
2. Navigate your computer to **select the database** you created in module one from the location where it is saved.
3. Click **Open**.

Engage CPS for PowerPoint

1. Go to **Slide Show > View Show** to engage the PowerPoint presentation.
2. Choose from the **Session Options** and click **OK**.



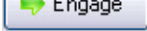
Session Options Window

3. The CPS Engage toolbar appears with your presentation on the bottom of the screen.



- **Engage:** This button only appears on CPS slides and is used to engage CPS response pads.
- **Verbal:** Choose from a drop-down menu of question types to ask questions on-the-fly and record performance data.
- **Chalkboard:** Upload and draw images while delivering on-the-fly questions.
- **Options:** Opens the Delivery Options window to select options.
- **Class:** Randomly select a student from your active class list or take attendance.
- **Charting window:** View performance data in a chart.
- **Close:** End the delivery session and return to the CPS for PowerPoint window.

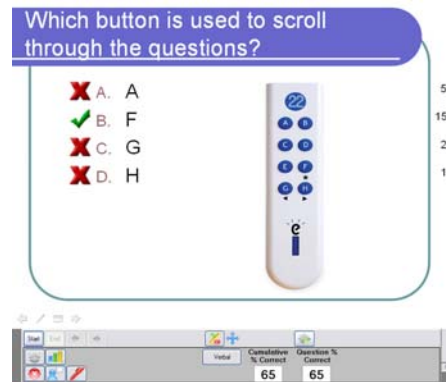
4. Deliver your presentation as you normally would.

5. When you reach a CPS slide, click the **Engage** button  on the Engage toolbar. The Feedback Grid appears.

6. Click **Start** to begin the response cycle. When students respond their respective boxes will flash blue when a student answers for the first time, green when an answer is verified, and yellow to show an answer has changed.

7. Click **End** to end the response cycle.

- a. The **correct answer** is indicated by the green check mark.
- b. The **answer distribution** is displayed to the right of each answer choice.
- c. The **cumulative percent correct** and **question percent correct** are displayed at the bottom of the screen.





8. Click **Close**  to return to your presentation.

9. **Verbal** and **Chalkboard** questions can also be used throughout your PowerPoint presentation using the buttons on the Engage toolbar. (See module two for additional information on this delivery mode.)

Delivery Options

Each delivery mode has specific features that you can change within CPS. You can make these changes through the CPS Delivery Options window.

Accessing Delivery Options

1. To access delivery options before engaging your PowerPoint presentation, click on the **Delivery Options** button  on the CPS toolbar.
2. To access delivery options while engaging your PowerPoint presentation, click the **Options** button  on the Engage toolbar.

Teacher Managed Delivery Options

CPS - Delivery Options

Teacher Managed | Student Managed | Receiver | Feedback Grid | Team Activities

Options

Show Pads That Have Responded Show Large Screen

Show Cumulative Percent Correct Show Percent Correct

Show Answer Distribution Show Correct Answer

Detach Narrative (Imported Narratives) Auto Start the Timer

Auto Show Detached Feedback Grid Auto Start the Question

Auto Show Charting

Timer Length: 60 Timer Increment: 4

Gen2 RF Only

Auto-send Alphabetic Response Mask Response on Pad

Indicate Correct Alphabetic Response on Pad

Verbal Questions

Show Large Screen Auto Show Charting

Results

Last Question...

Time Based

Auto Move to Next Question


Timer Length: 60 Timer Increment: 10

Helpful Information

Move your mouse over any setting to see further information about that setting.

Allows you to deliver timed tests automatically. Your questions can be displayed for 10 minutes, one second, or any one-second increment in between.

You may contact eInstruction technical support for additional help.
Phone: 888-333-4988
Web: www.einstruction.com/support



OK Cancel

Options

- **Show Pads That Have Responded:** Alters the on-screen appearance of the response pad numbers during the response cycle to either remain displayed in blue or just flash when the answer is sent and then remain white.
- **Show Cumulative Percent Correct:** Displays the cumulative percent of correct answers for the session in the Feedback Grid after the response cycle ends.
- **Show Answer Distribution:** Displays the number of students who responded to each answer choice for a question after the response cycle ends.
- **Detached Narrative:** Creates a button on the Feedback Grid for questions with narratives imported from *Exam View* so the user can choose whether or not to show the associated Narrative with the question in the Content Delivery window.
- **Auto Show Detached Feedback Grid:** Detaches the Feedback Grid from the Content Delivery window during a response cycle.
- **Show Large Screen:** Displays questions in the Content Delivery window. The Content Delivery window contains the questions and answer choices for each question.
- **Show Percent Correct:** Displays the percentage of students who correctly answered the question after the response cycle ends.
- **Show Correct Answer:** Displays the correct answer to the question as a green check mark in the Content Delivery window after the response cycle ends.
- **Auto Start the Timer:** Automatically begins the question timer when you start the response cycle.
- **Auto Start the Question:** Automatically starts the question, so that you do not need to press the Start button to begin the response cycle.
- **Auto Show Charting:** Automatically displays the Charting window after the response cycle ends.
- **Timer Length:** Changes the default length of time displayed in the Content Delivery window during a response cycle.
- **Timer Increment:** Changes the default increment of time change when using the + and - sign displayed in the Content Delivery window during a response cycle.

Gen2 RF Only

- **Auto Send Alphabetic Response:** Automatically sends student responses for alphabetic answer choices.
- **Indicate Correct Alphabetic Response on Pad:** Indicates the correct answer with a check and incorrect answer with an X on the LCD screen after the response cycle ends. The correct answer appears only for multiple-choice questions.
- **Mask Response on Pad:** Shows the response as an * on the LCD screen.

Verbal Questions

- **Show Large Screen:** Displays the Content Delivery window when you engage a verbal question to type in a question and answers so they are recorded.
- **Auto Show Charting:** Automatically displays the Charting window after the response cycle ends.

Time Based

- **Auto Move to Next Question:** Automatically advances to the next question after the response cycle ends.
- **Timer Length:** Changes the length of time a question is displayed in the Content Delivery window during a response cycle before automatically moving to the next question.
- **Timer Increment:** Changes the increment of time change when using the + and - sign displayed in the Content Delivery window during an automatic advance response cycle.

Results

- **Last Question:** Show the results of the last question asked.