



Classroom Performance System



Target Pre-Survey

Create Lessons

1. Launch CPS, create a new database, name it Survey and click the **Lessons** tab:
 - a. Click the **Tools** icon and select **New Lesson** from the drop-down menu
 - b. When the **Lessons Attributes** window opens, enter the lesson **Title, Survey** (required), Description (Pre-Survey) and Unique Identifier (optional).
 - c. Click **OK**
2. Select your lesson (on the left side of your screen).
3. Click the **Tools** icon and select **New Question** from the drop-down list.
4. When the **Question Author** window opens, select type of question from the **Template** drop-down list:
 - a. Enter question
 - b. Enter answer choices
 - c. This is a survey. Do not select a “correct” answer.
5. Click **Save** before moving to the next question.
6. Click on the **X** in the upper right corner to close the **Question Author** window.

Presenting the Survey

1. Launch CPS and open the Survey Database.
2. Select the Pre-survey and Engage.
3. At Session Set-Up choose Teacher Managed Assessment
4. Choose the Session Category.
5. Select the correct class
6. Click Start.
7. Click Options for changes for a survey and then Click OK
8. Click Next to begin the Survey.
9. Give students time to answer a question before ending and moving to another question.
10. Click on Close two times to return to CPS

Reporting the Results

1. Click on the Reports tab
2. Click on the Survey to select
3. Click on the Generate icon
4. On the left side of the Report Window, choose Select all students. Decide if you want to filter out students who did not respond.
5. On the right side of the Report Window, choose Response Report
6. Click on Preview to see results
7. If no adjustments need to be made, then:
 - a. Print the report and/or:
 - b. Export the file to one of the six types of reports.



Crickets Turn a Deaf Ear

Create Lesson: Crickets Turn a Deaf Ear

1. Launch CPS, open your database and click the **Lessons** tab:
 - a. Click the **Tools** icon and select **New Lesson** from the drop-down menu
 - b. When the **Lessons Attributes** window opens, enter the lesson **Title, Crickets Turn a Deaf Ear**, Description (optional) and Unique Identifier (optional).
 - c. Click **OK**
2. Select your lesson (on the left side of your screen).
3. Click the **Tools** icon and select **New Question** from the drop-down list.
4. When the **Question Author** window opens, select type of question from the **Template** drop-down list:
 - a. Enter question
 - b. Enter answer choices
 - c. Select correct answer
5. Correlate TEKS/TAKS standards to your question (optional).
6. Click **Save** before moving to the next question.
7. Click on the **X** in the upper right corner to close the **Question Author** window.

Using CPS in the Classroom

1. Connect computer to data projector.
2. Connect CPS Receiver Unit to your computer.
3. Give each student his/her assigned CPS Response Pad.
4. Launch CPS on your computer:
 - a. Select your lesson.
 - b. Click the **Engage Lesson** icon.
5. When the **Session Setup** window appears:
 - a. Select lesson **Crickets Turn a Deaf Ear**,
 - b. Select **Mode**
 - c. Select **Session Category**
 - d. Select **Class**
 - e. Click **Start**
6. When the **Engage Taskbar** appears:
 - a. Click **Options** button
 - b. Select Options and click **OK**
 - c. Click **Next** button to present lesson
7. When the **Lesson Window** appears, click **Start**.
8. Students use Response Pads to answer question #1.
9. When students respond, click **End** and click the arrow to move to question #2.

Note: You can set a timer to set response time and automatically advance questions.



10. When you complete the lesson, click the **Close** icon (looks like a Stop sign).
11. When the **Engage Taskbar** appears, click the **Close** button to return to CPS.

*Note: Clicking the **Exit** button quits CPS.*