



# CPS Quick Step Guide

## Create Questions

After you create a lesson or folder, you can populate the lesson or folder by adding questions. You create questions by using the CPS Question Author window.

### Default Font

Before creating a question, set the default font to apply a font style and size of your choosing to current and future questions.

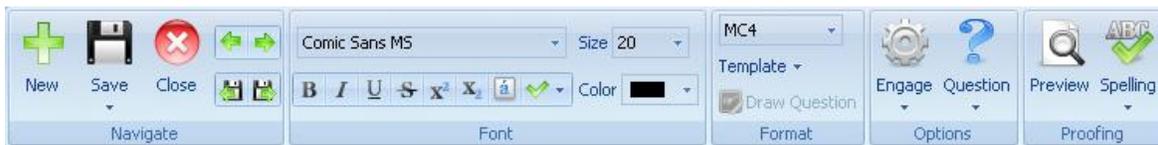
1. Click the **Settings Menu** and choose **Default Font**.
2. **Choose the font, style, and size** you want the font in your questions to appear by default.
3. Click **OK**.

### Question Author Window

1. Click the **Prepare>Lessons and Assessments** tab.
2. **Select the lesson or folder** in which you want the question to appear.

3. Click **New**  in the Home group  to show a drop-down menu.

4. Select the **Question** menu item. The Question Author window opens.



Use the main ribbon in the Question Author window to complete the following tasks:

- **Navigate Group:**
  - **New:** Create a new question.
  - **Save:** Save the question and remain in the Question Author window.
  - **Close:** Close the Question Author window.
  - **Green Arrows:** Move to the previous or next question in the lesson without saving.
  - **Save Arrows:** Save the current question and move to the previous or next question in the lesson.



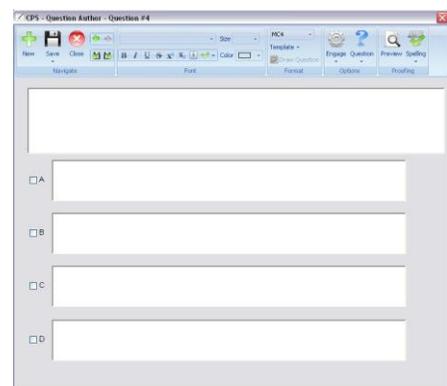


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- **Font Group:**
  - Utilize the following buttons within the Font group to change the text options for a question: Font, Font Size, Bold, Italic, Underline, Strikethrough, Superscript, Subscript, Character Map, Select Stems, and Font Color
- **Format Group:**
  - **Question Type:** Select from the following question types: MC2-MC10, Numeric (RF/Pulse only), True/False, Yes/No, Short Answer (Pulse only), Answer Sequence (Pulse only), and Performance Questions.
  - **Template Style:** Select from the following template styles: Chalkboard, No Graphics, and Add Graphics.
- **Options Group:**
  - **Engage:** Choose from the following delivery options:
    - Show question image after response
    - Show image full screen
    - Exclude question from self-paced and practice assessments
    - Engage as freeform
  - **Question:** Choose from the following question options:
    - *Standards:* Associate the question with a standard
    - *Categories:* Assign a category to a question
    - *Notes and Media:* Include notes and media with a question
    - *Difficulty:* Assign a difficulty level to the question
- **Proofing Group:**
  - **Preview:** Preview the question in Standard Mode.
  - **Spelling:** Choose from the following spelling options:
    - Check spelling now
    - Check spelling upon saving the question
    - Select check spelling options

## Create Questions

1. Choose a **Question Type** in the Format group.
2. **Type the question** in the question box of the question template you selected.
3. **Type the answers** in the answer boxes of the question template you selected.
4. **Select the correct answer** by clicking in the checkbox beside that answer so that a checkmark appears.
5. Click **Save and Move to Next Question**.
6. Repeat steps 1-5 to add additional questions to the lesson.





7. When you are finished adding questions, click **Save** and then **Close** in the Navigate group.

## Question-Authoring Templates

### Multiple Choice

You have the option of choosing from two to eight answer stems in a multiple choice formatted question by using the templates named MC2-MC8. If you are using the CPSir pads, please note that MC6-8 cannot be used in Student Paced or Student Practice modes since those answer buttons take on different functions on the clicker.

### Numeric

This is a template, for use with CPSrf, that allows you to pose a question with a numeric answer (with or without symbols) as opposed to multiple choice. This option is not available with the CPSir clickers.

### True/False

Choosing this option will automatically place the word "True" in the A answer stem and "False" in the B answer stem.

### Yes/No

Choosing this option will automatically place the word "Yes" in the A answer stem and "No" in the B answer stem.

### Chalkboard

The chalkboard template gives you the opportunity to draw or load images into the area provided while asking questions for students to engage in during delivery.

1. Choose a **Question Type**  in the Format group (i.e. MC, Numeric, T/F, Y/N).
2. Click the blue arrow in the **Template** drop-down menu  in the Format group and select **Chalkboard** from the list of question templates.
3. The Chalkboard question template appears. Use the Chalkboard toolbar, on the left-hand side of the CPS Question Author window, to add images, draw on the screen, or alter the pen settings.





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