




Verbal Questions and Delivery Options

Verbal questions are “on the fly” questions that you can use to engage students. Use this feature to ask questions during a lesson in coordination with existing questions from a textbook, multimedia presentation, or made up on the spot.

Engage Verbal Questions

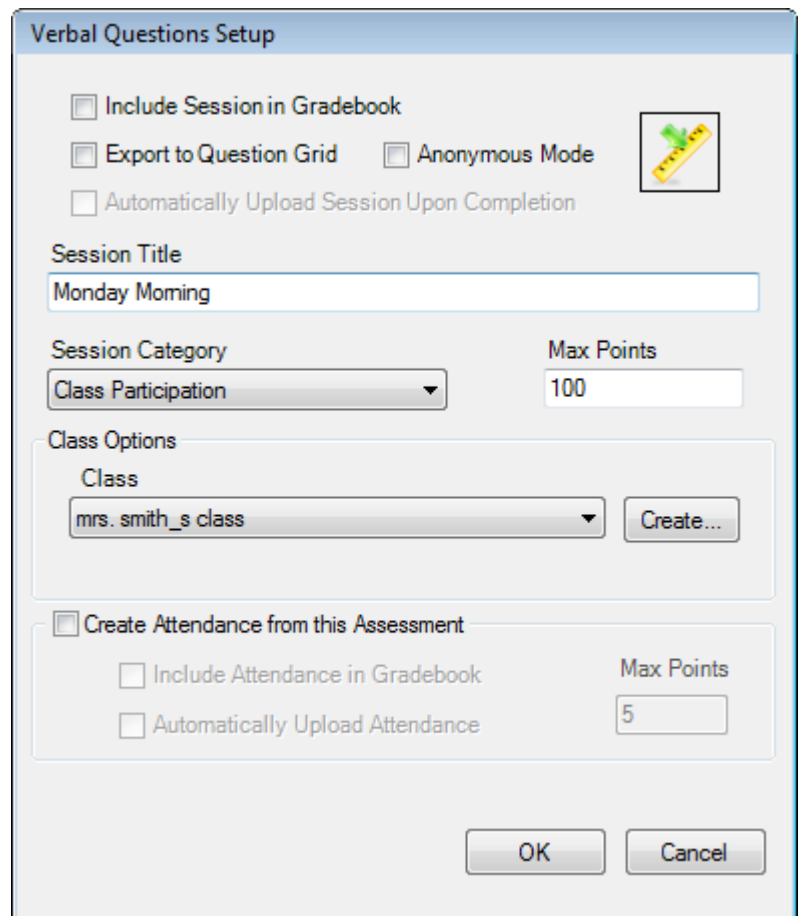
1. Click the **Engage > Lessons and Assessments** tab.



2. Click **Engage**  in the Verbal group. The CPS Verbal Question Setup window appears.

3. *Optional:* Change your session options.

- **Include Session in Gradebook:** Records grades in the Gradebook.
- **Export to Question Grid:** Creates Question Grid Report as an Excel file to display results.
- **Anonymous Mode:** Will ensure answers are not associated with specific students.
- **Automatically Upload Session Upon Completion:** Automatically uploads performance data to CPSONline, ANGEL, Blackboard, WebCT, or REAP.
- **Session Title:** Type the name of your session.
- **Session Category:** Select a category for the lesson.
- **Max Points:** Choose your Max Points. This field will default to 100.
- **Class Options:** Assign a pre-generated class to the lesson from the drop-down menu, or create a default class by clicking Create.



The screenshot shows the 'Verbal Questions Setup' dialog box. It contains several sections: 'Include Session in Gradebook' with a checkbox, 'Export to Question Grid' and 'Anonymous Mode' with checkboxes, and 'Automatically Upload Session Upon Completion' with a checkbox. Below these is a 'Session Title' text field containing 'Monday Morning'. The 'Session Category' is a dropdown menu set to 'Class Participation', and 'Max Points' is a text field set to '100'. The 'Class Options' section has a 'Class' dropdown menu set to 'mrs. smith_s class' and a 'Create...' button. At the bottom, there is a 'Create Attendance from this Assessment' checkbox, and below it, 'Include Attendance in Gradebook' and 'Automatically Upload Attendance' checkboxes, with 'Max Points' set to '5'. 'OK' and 'Cancel' buttons are at the bottom right.





CPS Quick Step Guide

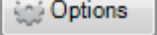
- **Create Attendance from this Assessment:** Select this option to generate an attendance assessment for your session. You can choose to track the attendance in the Gradebook, and if you use CPSOnline, you can automatically upload attendance after your session. Make sure you also have your class attendance options set to show attendance as assessments.

4. Click **OK**. The Verbal Engage toolbar appears.



Verbal Engage Toolbar

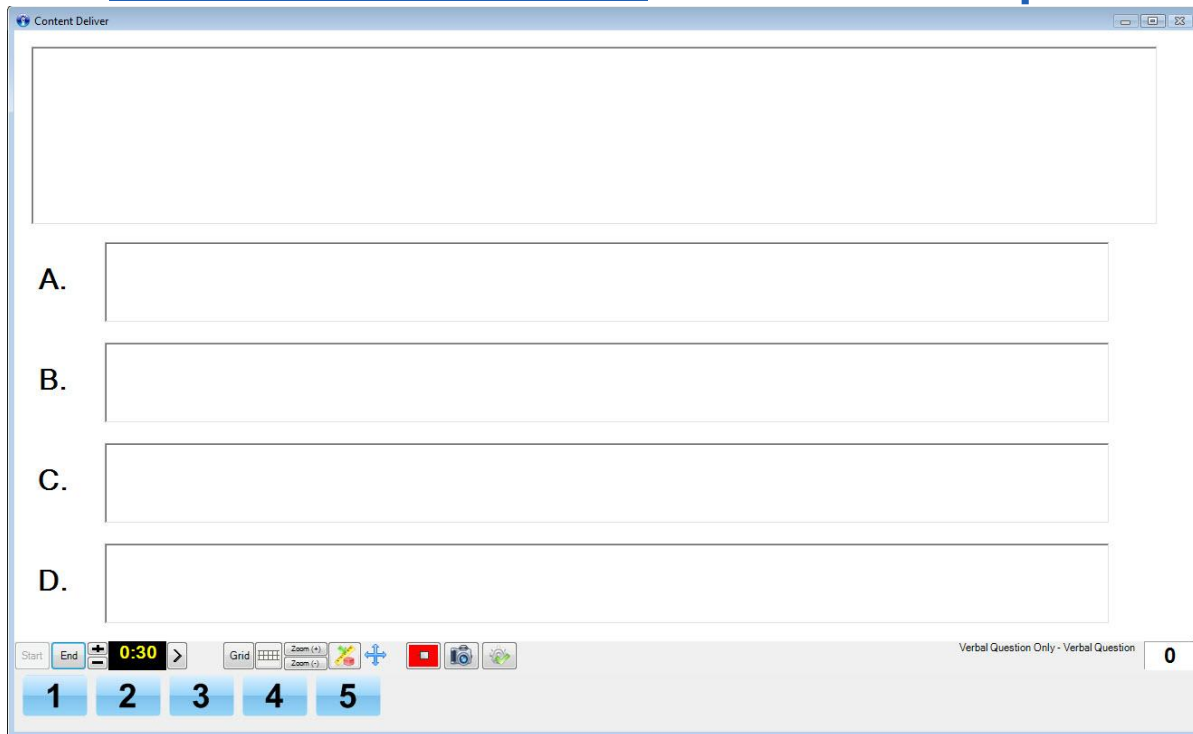
- **Verbal:** Choose from a drop-down menu of question types to ask questions on the fly and record performance data.
- **Chalkboard:** Upload and draw images while delivering on the fly questions.
- **Options:** Opens the Delivery Options window to select options like show large screen for Verbal mode.
- **Engage Toolbar Handle:** Click and drag on this icon to move the Engage toolbar anywhere on your screen.
- **Class:** Randomly select a student from your active class list or take attendance.
- **Charting window:** View performance data in a chart.
- **Exit CPS:** Save your results up to this point and shut down CPS entirely.
- **Close:** End the delivery session and return to the main CPS window.

5. Click **Options**  to turn "Show Large Screen" on or off.





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Verbal question with large screen ON

You may resize the window by clicking the edge of the window and dragging it to the desired size.



Verbal question with large screen OFF

6. Click **Verbal** .
7. Select a question type from the drop-down menu.
8. **Ask** your question.
 - a. If the Show Large Screen option is turned on, type your question in the Question Box and type the answer choices in the Answer Boxes.
 - b. If the Show Large Screen option is turned off, ask your question aloud. Clicking on the **Snapshot** button will take a picture of whatever is being displayed on the screen. The image is stored in the same location as the CPS database and





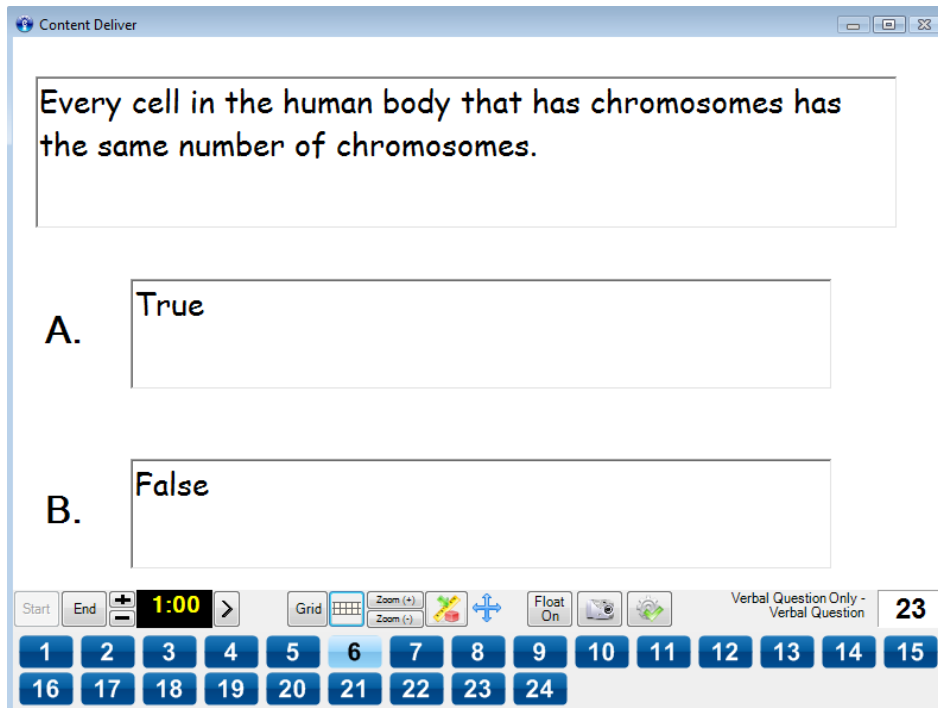
CPS Quick Step Guide

displayed in various CPS reports.



Snapshot button

9. Click **Start** to begin the response cycle.



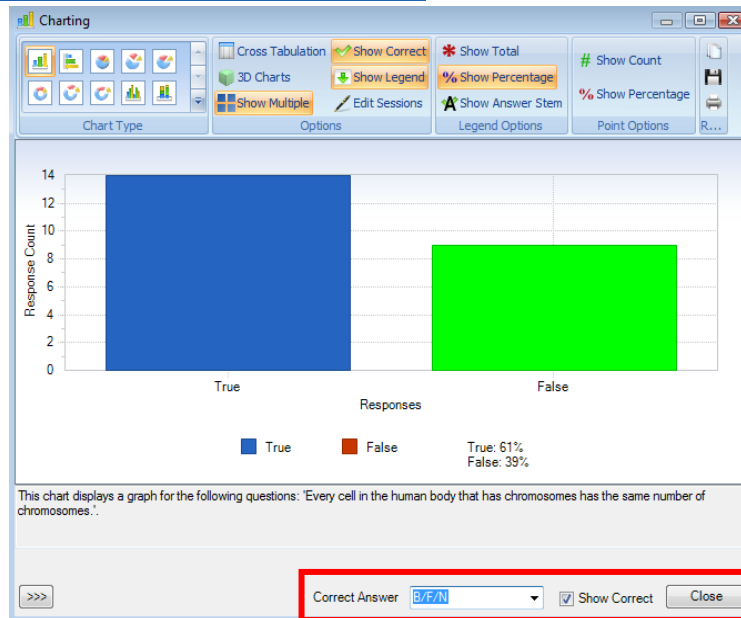
Verbal question with large screen on

10. Click **End** to end the response cycle. The Charting Window will appear with the answer responses.





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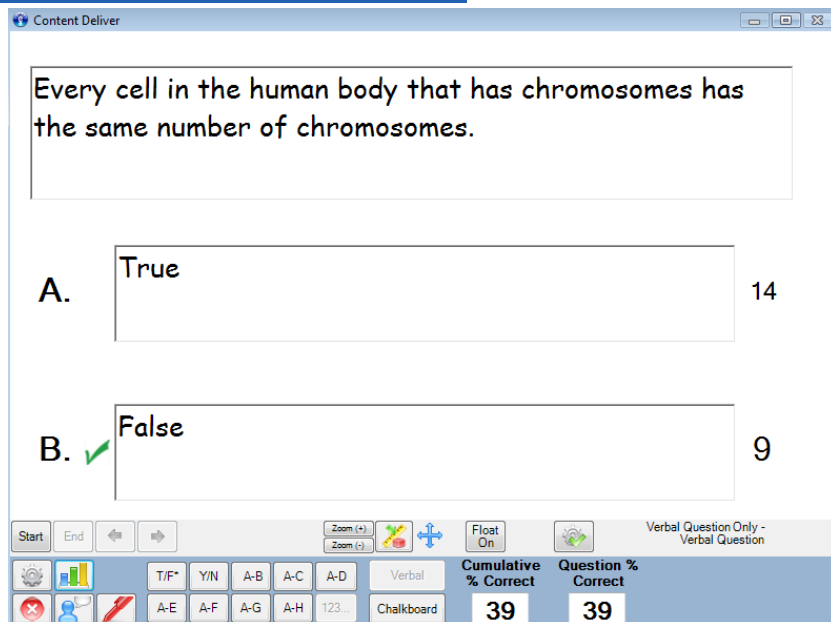
Charting Window

11. *Optional:* To **define the correct answer**, click in the box before “Show Correct” and then choose the Correct Answer from the drop-down menu.
12. Click **Close** to exit the Charting Window.
13. When you return to the CPS Content Delivery window you will see:
 - 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.



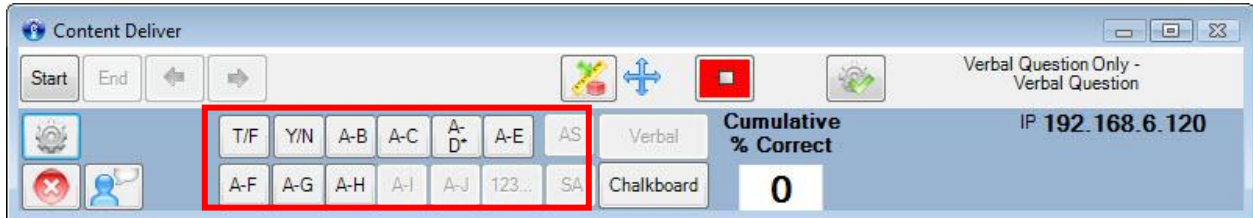


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CPS Content Delivery Window

14. You can ask additional Verbal questions by utilizing the Verbal Question buttons at the bottom of the screen.



Verbal Question Buttons

T/F	True/False
Y/N	Yes/No
A-B	Multiple Choice – 2 answers
A-C	Multiple Choice – 3 answers
A-D	Multiple Choice – 4 answers
A-E	Multiple Choice – 5 answers
A-F	Multiple Choice – 6 answers
A-G	Multiple Choice – 7 answers
A-H	Multiple Choice – 8 answers
A-J	Multiple Choice – 10 answers
AS	Answer Sequence





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- 123...** Numeric (only available with RF pads)
 - SA** Short Answer (up to 20 characters)

