



# CPS Quick Step Guide

## CPS for PowerPoint: Create a CPS Slide

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.

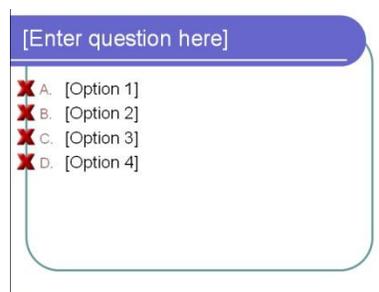


3. Go to **File > New** to create a new PowerPoint presentation or to **File > Open** to open an existing PowerPoint presentation. (*Note: If you are making a new presentation be sure to save the file.*)
4. Typical PowerPoint slides can be created using the PowerPoint software to add new slides, change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





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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 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**.





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## 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**

Include Session in Gradebook

Export to Question Grid     Anonymous Mode

Automatically Upload Session Upon Completion

Session Title  
Title

Session Category    Max Points  
Quiz    100

Class Options

Class  
Hollywood Stars    Create...

Create Attendance from this Assessment

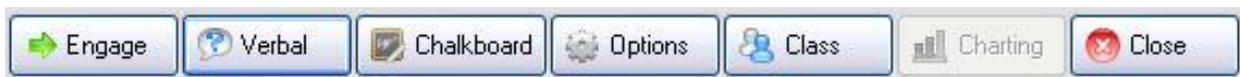
Include Attendance in Gradebook    Max Points

Automatically Upload Attendance    5

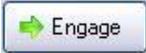
OK    Cancel

*Session Options Window*

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



*Engage Toolbar*

- **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.



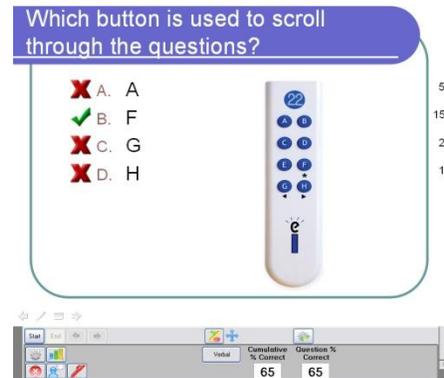


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6. Click **Start** to begin the response cycle. When students respond their respective boxes will flash blue when a student answers for the first time, green when an answer is verified, and yellow to show an answer has changed.

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

- The **correct answer** is indicated by the green check mark.
- The **answer distribution** is displayed to the right of each answer choice.
- 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.)

