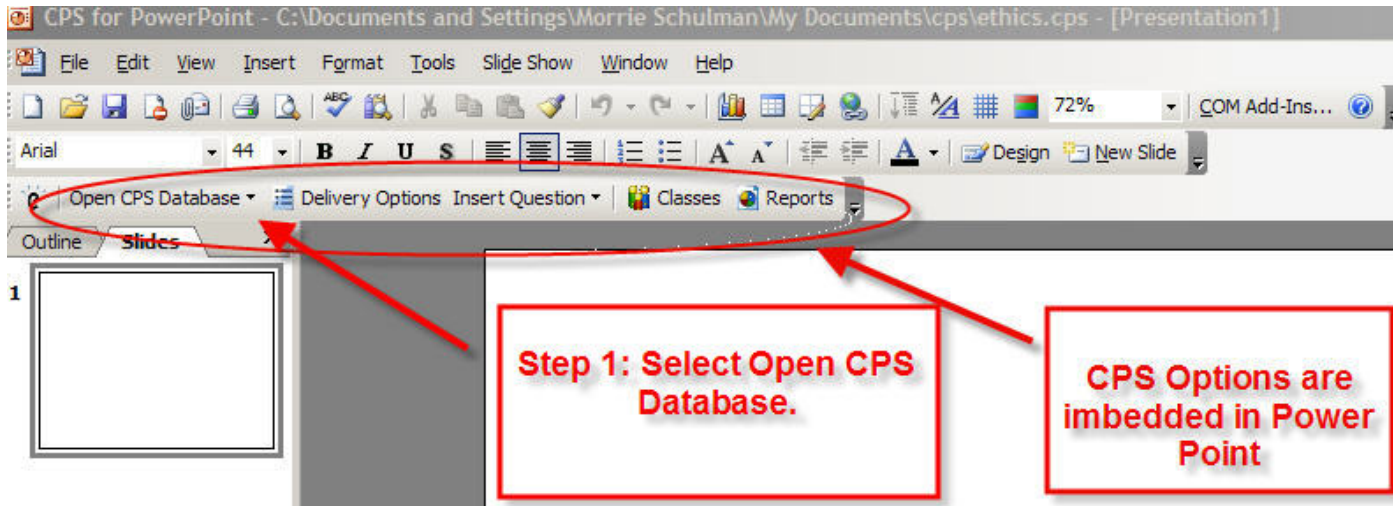


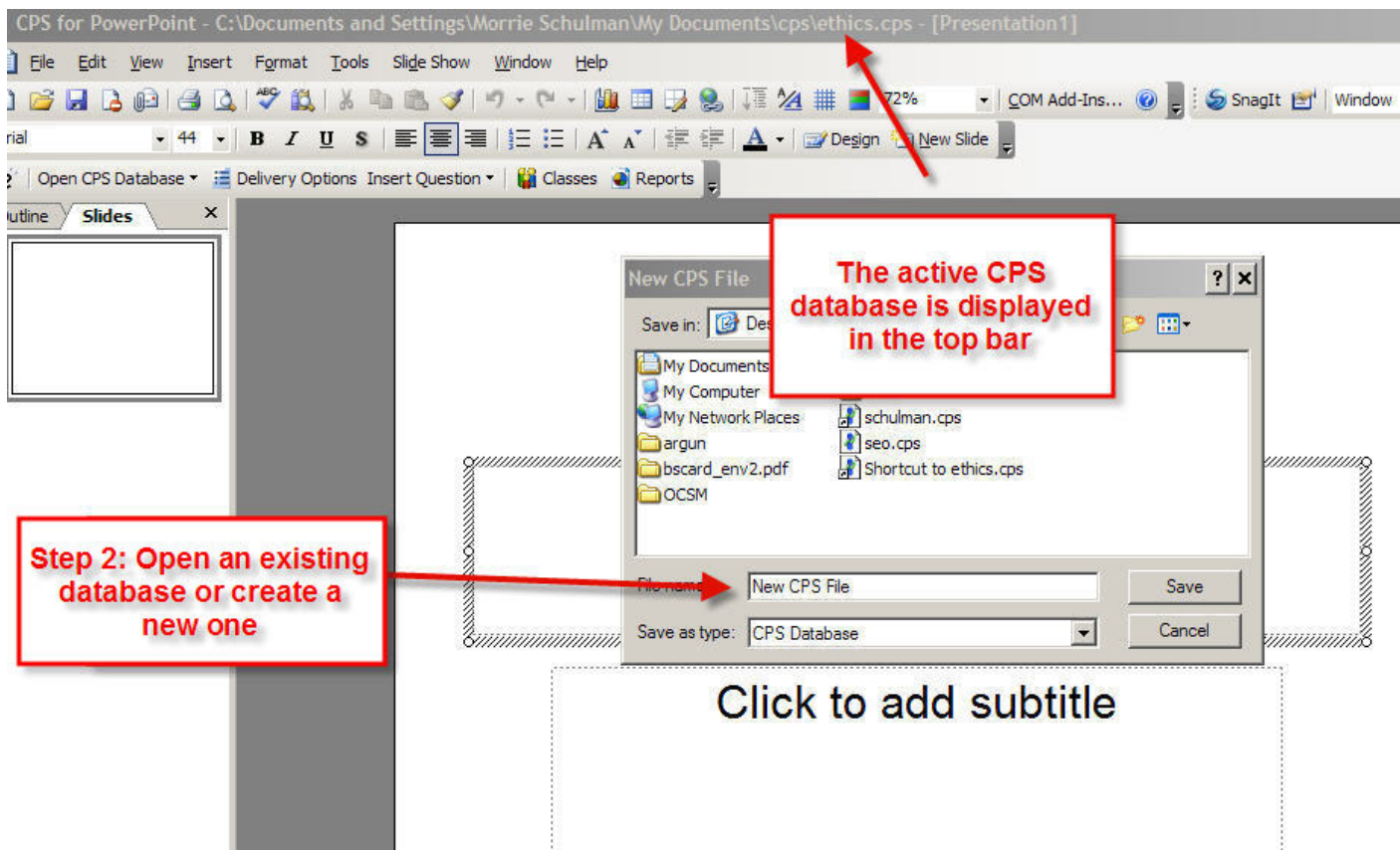
CPS for PowerPoint

In this tutorial you will learn how to use CPS for Power Point to create or open your database, make CPS slides, and engage a session. You will need to [download](#) and install the application from the [eInstruction](#) site. You will also need to create a CPS user name and password

1. Select "Open CPS Database".



2. Open an existing CPS database or create a new one if you are using the system for the first time. CPS databases have a .cps extension and contain lessons, class rosters, settings, and reports for all of your classes using CPS.



2(B): Select the class tab and click on the "Import" icon.

The screenshot shows a software application window titled "CPS - C:\Documents and Settings\Morie Sc...". The "Classes" tab is active, displaying a table with two rows of class information. A red callout box with a white background and a red border contains the text: "Step 2B: Add your class roster to your database by selecting the classes tab and clicking on 'Import'. Skip to step 3 if your class has already been added." Two red arrows point from the callout box to the "Classes" tab and the "Import..." button in the toolbar.

Class	Students
07SP LAW, LEGITIMACY, AND CONTROL...	1
07SP LIFE AND DEATH DECISIONS (46122)	1

First Name	Last Name	Pad ID
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2(C): Import your class from CPS Online.

The image shows a screenshot of a software interface with a dialog box titled "CPS - Import Class Wizard". The dialog box has a tab labeled "Import Source" and contains a list of import options. A red callout box with white text and a red border is positioned over the list, containing the text "Step 2C: Select CPS Online and click 'Next'". A red arrow points from the callout box to the "CPSOnline" option in the list. Another red arrow points from the callout box to the "Next >>" button at the bottom right of the dialog box. The background shows a presentation slide titled "The first Inmaculada UT Aus in was Pig Belmonk a lan and vble Englishstler" and a "Classes" panel with two entries: "07SP LAW, LE" and "07SP LIFE AND".

Step 2C: Select CPS Online and click "Next"

Import Source

Please choose the import source you wish to use:

- CPSOnline
- WebCT
- Blackboard
- CPS Database
- Comma Separated Values
- Pentamation File (*.txt)
- Osiris File (*.txt)
- Sasi File (*.txt)
- DnTrack (*.csv)
- LMS File (*.txt)

Helpful Information

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

You may contact einstruction technical support at techsupp@einstruction.com or 888-333-4988 for additional help.

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Cancel Next >>

2 (D): Enter the username and password

CPS - Import Class Wizard

Username and Password

Please enter your username and password for your CPS - Blackboard Connection account and choose your Institution.

*Username

*Password

*Choose your Higher Ed Institution

- University of Texas
- University of Texas**
- University of Texas - Pan American
- University of Texas Arlington
- University of Texas at San Antonio
- University of Texas El Paso
- University of Texas Permian Basin
- University of the Incarnate Word
- University of the Sciences in Philadelphia

Helpful Information

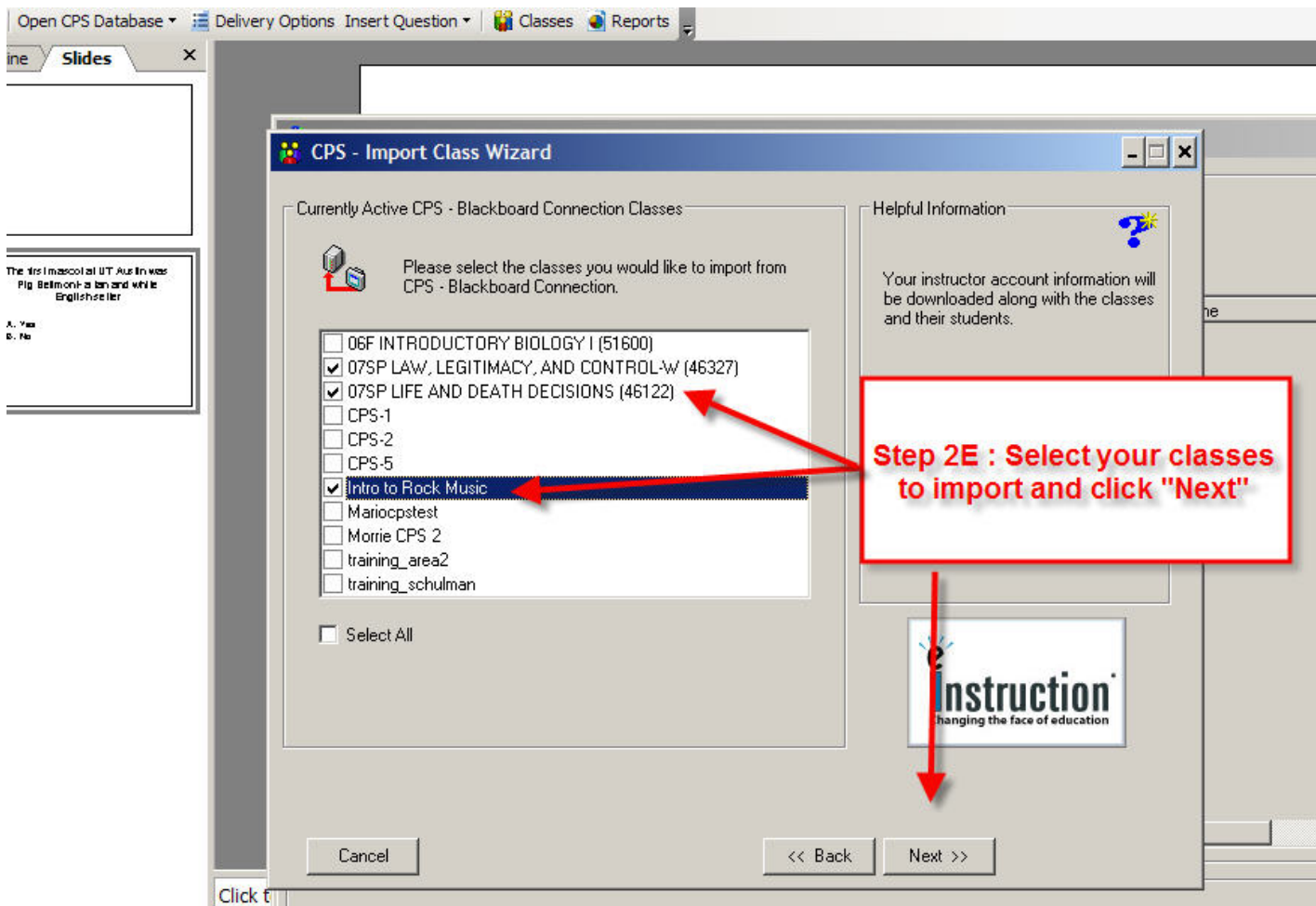
If you need help with your username and password, please contact

Step 2D: Enter the username and password you created for your CPS class. Select Albany Law School from the pull-down menu

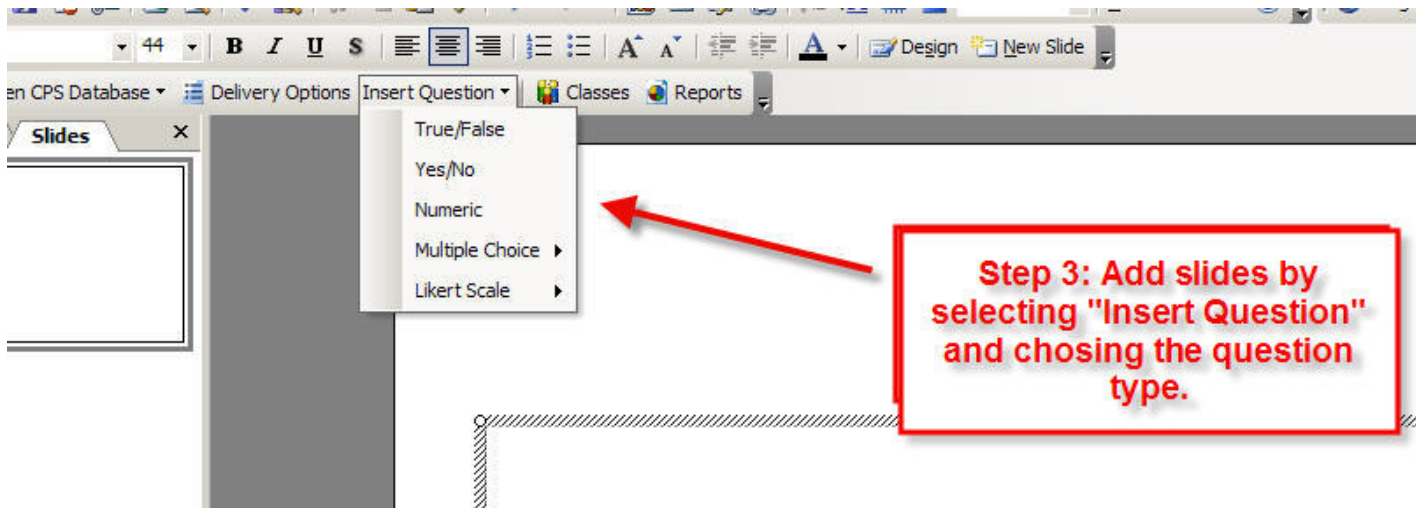
Cancel << Back Next >>

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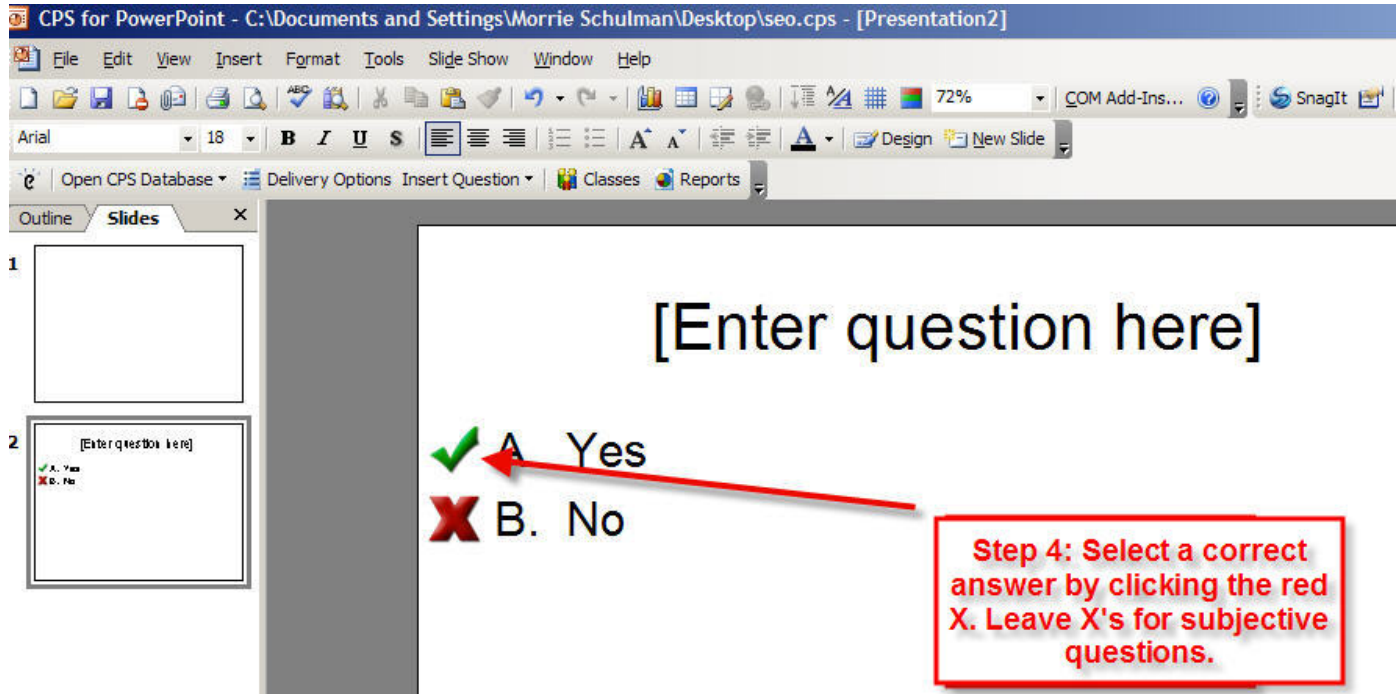
2 (E): Select classes to import into CPS.



3: Adding questions with CPS for Power Point must be done through the "Insert Question" tab in the CPS tool bar. You can add content Power Point slides from the "Insert" pull-down menu.



4: Identify the correct answer if you want to upload a grade for the session into CPS Online.



The screenshot shows a PowerPoint application window titled "CPS for PowerPoint - C:\Documents and Settings\Morrie Schulman\Desktop\seo.cps - [Presentation2]". The main slide area displays the text "[Enter question here]" at the top. Below this, there are two options: "A. Yes" with a green checkmark icon to its left, and "B. No" with a red X icon to its left. A red arrow points from a red-bordered box on the right towards the "A. Yes" option. The red-bordered box contains the text: "Step 4: Select a correct answer by clicking the red X. Leave X's for subjective questions." On the left side of the slide, there is a "Slides" pane showing two slide thumbnails. The first thumbnail is empty, and the second thumbnail shows the question and options with the "A. Yes" option selected.

5: Replace "Enter question here" with your question.

The screenshot shows the 'CPS for PowerPoint' application window. The main slide area contains a large text box with the placeholder '[Enter question here]'. Below this are two options: 'A. Yes' with a green checkmark icon and 'B. No' with a red X icon. A red arrow points from the text box to the question placeholder. A red box contains the text: 'Step 5: Select "Enter question here" and type your question'. Another red box contains the text: 'Step 6: Begin your slide show after adding your slides. Click the icon to start your presentation. Slides with CPS questions engage CPS for polling.' A red arrow points from this box to a small icon in the bottom-left corner of the slide area. The software interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help), a toolbar with various icons, and a status bar at the bottom with the text 'Click to add notes'.

Step 5: Select "Enter question here" and type your question

Step 6: Begin your slide show after adding your slides. Click the icon to start your presentation. Slides with CPS questions engage CPS for polling.

6-7: A box will appear after you start the slide show. Enter a session title and select the class you are polling.

The first mascot at UT Austin was
Pig Belmont- a tan and white
English setter

- A. Yes
- B. No

Step 7: Title your session and select your class.

Session Options

Include Session in Gradebook

Export to Question Grid Anonymous Mode

Automatically Upload Session Upon Completion

Session Title
Title

Session Category Max Points
Class Participation 100

Class Options

Class
07SP LAW, LEGITIMACY, AND CONTROL-W (463) Create...

Create Attendance from this Assessment

Include Attendance in Gradebook Max Points
 Automatically Upload Attendance 5

OK Cancel

8: Begin your session by selecting the "Engage".

9: You must click "Start" to begin polling.

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A. Yes

B. No

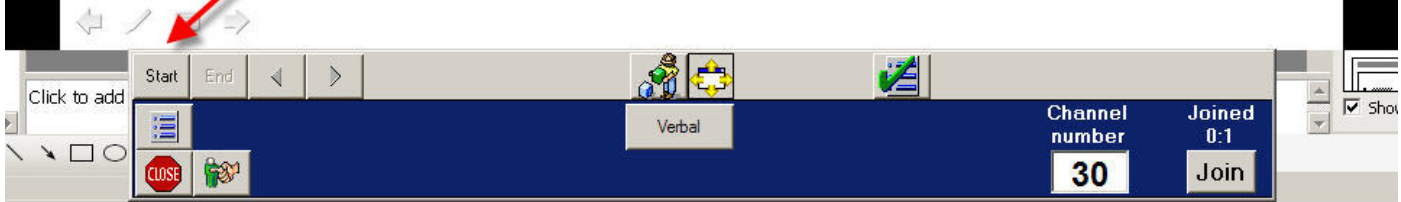
**Step 8: Select "Engage" from the
CPS Button Bar to begin a question
session.**



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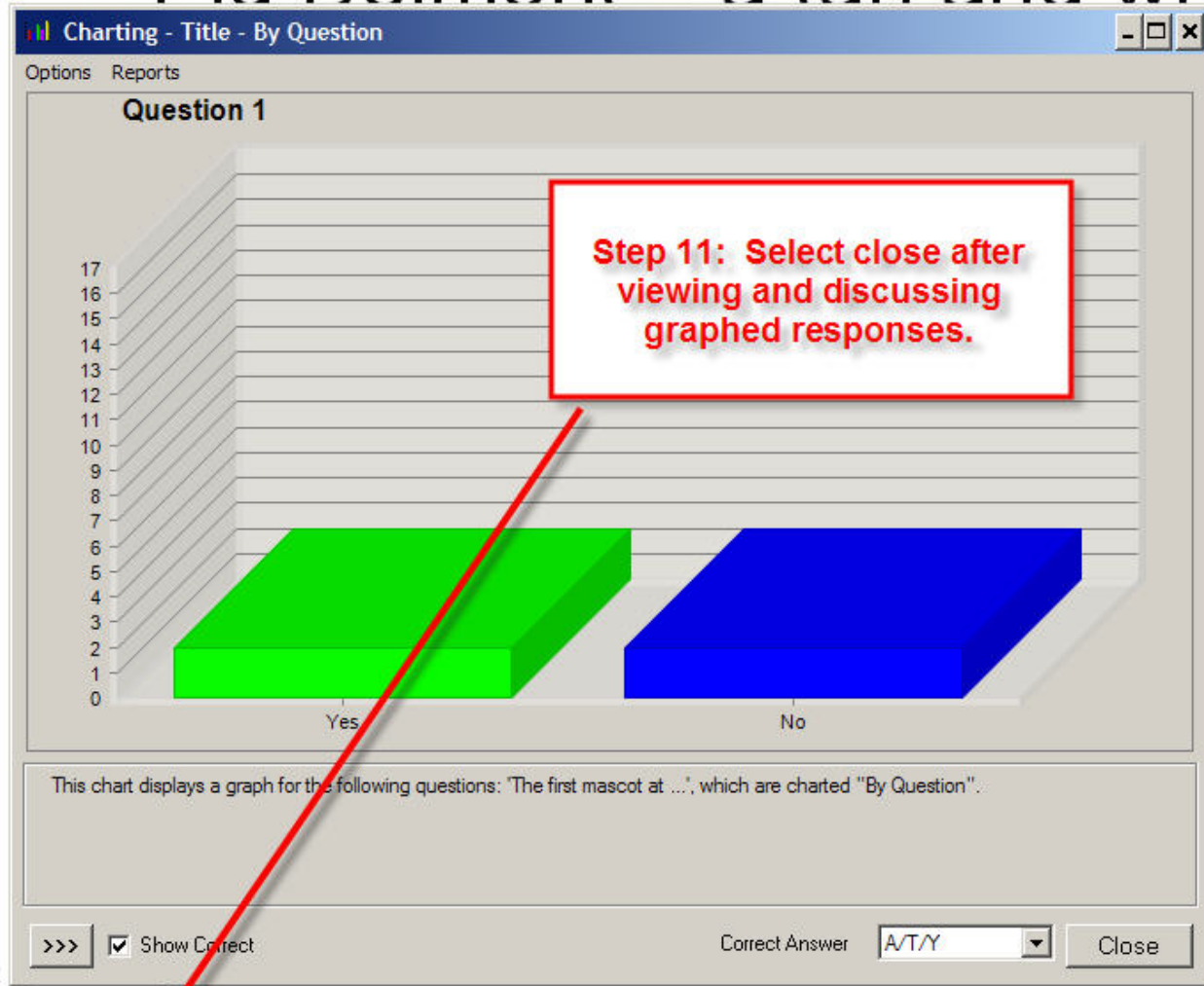
- A. Yes
- B. No

Step 9: Select "Start"



11: A graph of responses is displayed. You can change the setting to automatically show the graph.

Pig Belmont – a tan and white



The screenshot shows a presentation control bar. It includes a "Start" button, an "End" button, left and right navigation arrows, a "Verbal" button with a person icon, and a "Channel number" display showing "29". There are also icons for a list, a bar chart, a "CLOSE" button, and a red arrow icon. A red arrow points from the "CLOSE" button in the control bar to the "Close" button in the charting window above.

12: Select "End". Click the screen to advance to the next slide and click "Engage" to re-start the questioning process.