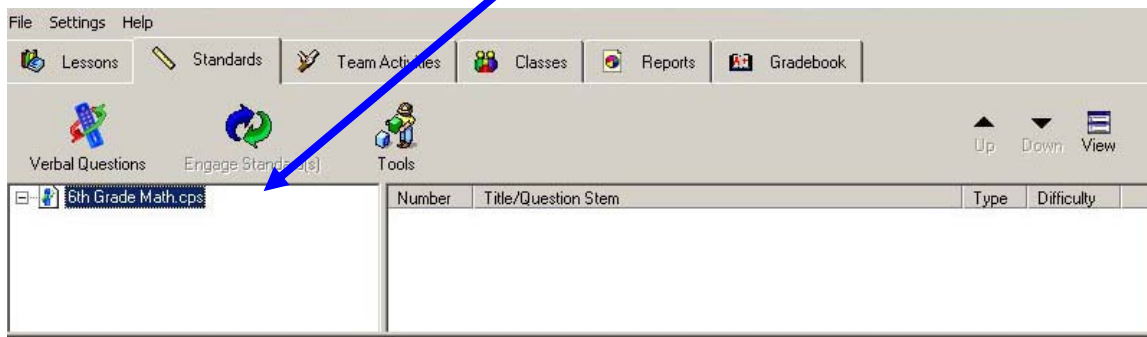


USING CPS IN THE CLASSROOM (verbal mode)

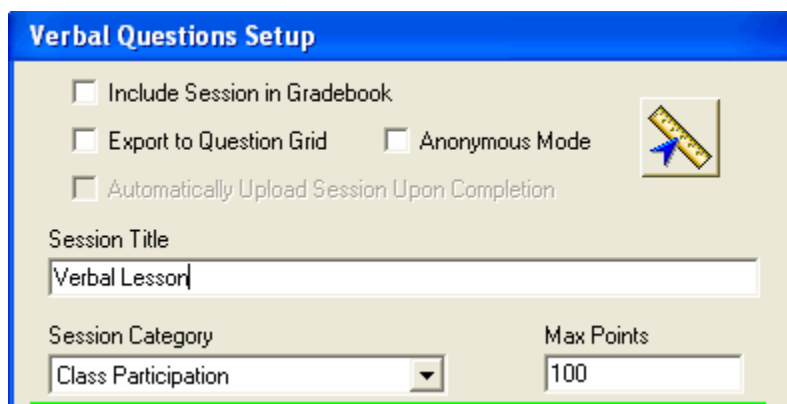
1. First **plug the receiver** into the USB port of your laptop.
2. **Open CPS** from the desktop icon on your laptop. CPS will automatically open with your database in the **Lessons** tab.



3. Have your paper copy of questions and answers ready. Have students take out their clickers and their homework.
4. To start a verbal question, select the **Verbal Questions** button.



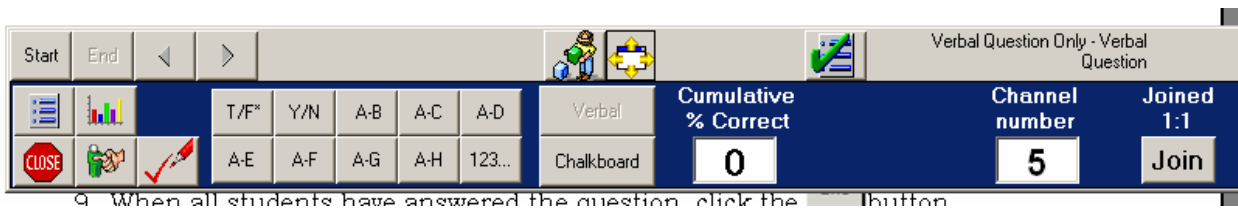
5. A pop-up window will appear to set up your verbal session. **Title** your lesson (hour 1) **category** (homework), **class** (criminal law), indicate the max **number of pts** (# of questions), check “**Include Session in Gradebook**” and click OK.




6. The CPS screen will hide itself, and you will see the smaller Engage toolbar. Click the **VERBAL** button.

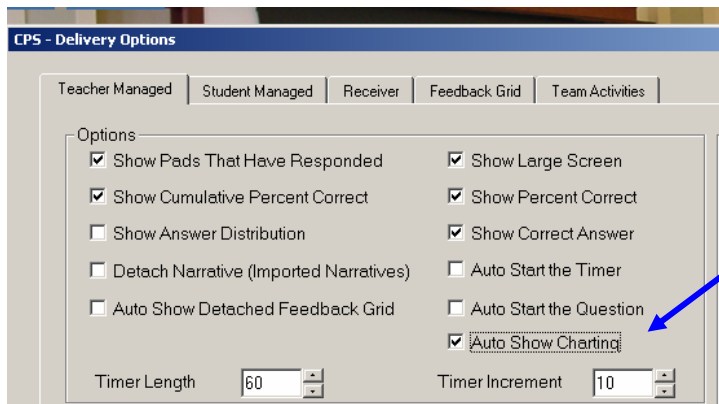


7. Choose your **question type** (T/F, Y/N, multiple choice, etc). The feedback toolbar will appear




8. Have students power up their clickers (press JOIN and SEND).

9. When all students have answered the question, click the  button.




From the Engage menu, you can select the delivery options that you want, such as "Auto Show Charting"


10. A graph showing the distribution of answers will appear. Select the **Correct Answer** to highlight the number of correct responses in a different color. (Close the chart when done with it)

11. Select the  button to go to the next question (if it is the same question type) and continue using steps 8-9.

12. For a new question type, choose the new **question type** on the feedback toolbar



13. Select the  button when you are ready for students to begin responding.

14. When all students have answered the question, click the  button to end the question. Continue with the previous steps until all questions in this session are answered

15. To end your session, click the  button on the feedback toolbar and then click the  button on the engage toolbar.