

CPSOnline Instructor's Guide

Welcome to the Classroom Performance System (CPS) family. eInstruction is delighted to offer you a creative and interactive method of class participation, test preparation, presentation, and complete performance reporting.

There are some required processes that you and your students must complete before you can start using CPS in your classroom(s). Some processes are instructor oriented and others are student oriented. Please refer to the coordinating sections of each process:

1. Have your school bookstore order response pads (Instructor)
2. Install the Classroom Performance System desktop software (Instructor)
3. Create a CPS Database (Instructor)
4. Create a CPSOnline class using the Class Creation Wizard (Instructor)
5. Purchase a response pad at the bookstore (Student)
6. Register a response pad in a CPSOnline class (Student, Instructor)
7. Create and deliver CPS lessons in class (Instructor, Students)
8. Upload performance sessions to a CPSOnline class (Instructor)
9. Review student performance results online (Instructor, Students)



NOTE: Students will have to either purchase access or present an enrollment code when registering their response pads online.

System Requirements

- Intel Pentium II or higher microprocessor
- At least one open serial port or USB port
- A minimum of 256 MB RAM required
- At least 120 MB of RAM for CPS software; databases may require more room
- Windows 2000 operating system or higher
- Screen resolution of 800x600 or better

We recommend using a projection system, such as a projector, LCD, or TV, but a projection system is *not* required to use CPS.


Test Kit


As part of your adoption of CPS, you should receive a test kit that contains 1 response pad, 1 enrollment code, and 1 CPS receiver unit. You can use the receiver unit, response pad, and enrollment code to test the student enrollment process. We recommend setting up the test kit on your office computer. This will allow you to get comfortable using the system, and if you choose, provide a place where students can test their pads during your office hours.

To test the system, please do the following:

1. Install CPS on to your computer.

2. Connect the CPS receiver unit to your computer and install CPS. The installation CD is packaged in a CPS for Higher Education booklet that contains your installation instructions.
3. Use the *Create a CPS Database* instructions to create your CPS database.
4. Use the *Create a CPSOnline Class* instructions to create a CPSOnline class.
5. Use the *Student Instructions* in this document to enroll a sample student.



 **NOTE:** To use CPS in your class(es), you will need to install CPS on the classroom computer. Once your students have enrolled in your CPSOnline class, you can download your class roster to that computer. Some instructors choose to download their class roster in their office and bring it to class on removable media such as a Zip drive or USB drive.

 **NOTE:** You can use the enrollment code in your test kit only once. If you choose to test the system before your next semester, please email <http://www.einstruction.com/support> or call us at 888.333.4988 at that time.

Assign a Loaner Pad to a Higher Ed Student

You may utilize CPS' loaner pad feature to assign a loaner pad to a student who forgot their response pad. The loaner pad feature allows you to change the serial number for the student's regular response pad to the loaner pad's serial number. The student may then use the loaner pad through class. The next time you sync your class to CPSOnline, the student's response pad serial number will automatically sync to the response pad's regular serial number, leaving the loaner pad available for a different student.

To assign a loaner pad to a Higher Ed student, follow these directions:

1. Open CPS from your desktop icon.
2. Click the **Prepare>Class and Student** tab.
3. Click the name of your Higher Ed CPSOnline, on the classes side (left or top window) of the screen.
4. Click the student's information, on the students side (right or bottom window) of the screen.
5. Click **Loaner Pad** in the **Students** group .
6. Enter the loaner pad's serial number into the Serial Number data field.
7. Click **Save** in the **Students** group .

Have your School Bookstore Order Response Pads

Before a school term begins, have the bookstore order the appropriate number of student response pads, per your class enrollment.

eInstruction will create your school's CPSOnline site. After we have created your school's CPSOnline site, you will be ready to create your CPSOnline virtual classroom using the CPS Class Wizard. If your school's site is not yet available, please contact eInstruction at 888.707.6819 and ask for the Administrator for Web-Based Initiatives so that we may set it up for you.

Install the Classroom Performance System desktop software

When you insert the CPS Installation CD into your CD-ROM drive, the Setup Wizard should automatically appear. Use the Setup Wizard to install CPS onto your computer. If the Setup Wizard does not automatically appear, follow these directions:

1. Click the **Start** button on your Windows Taskbar. A menu appears.
2. Choose **Run...** A Run window appears.
3. Type in '**your CD-ROM drive letter**':**install.exe**. For example: *d:\install.exe*
4. Click **OK**.
5. Click **Install CPS** from the first window.
6. Follow all onscreen prompts and restart your computer if necessary.
7. Click **Finish**. After CPS is installed on your computer, you will have a folder in your **Program Files** directory named **eInstruction**. Inside the **eInstruction** folder is the **CPS** folder, where your CPS.exe file is located. You will also be able to run CPS from the icon installed on your Desktop.

Create a Database

A CPS database is a file that is created by CPS and has a file extension of *.cps. This file contains your class rosters, lesson questions, and all the reports of student performance. A CPS database may contain lessons, class rosters, team activities, student performance data (reports), and attendance records.

The following steps assume you have never used CPS on your computer. If you are a current CPS user and would like to create a new database, simply use the **File** menu in CPS and choose **New Database....**

To create a database, follow these directions:


1. Open CPS from your desktop icon. The Open or Create New Database window appears.
2. Choose **Create a new CPS database**. The New CPS file window appears.
3. In the **File name** box, title your database. In the example to the right, the database name is British Literature.
4. Click **Save**. The new database will have a file extension of *.cps. CPS will open your new database to the *Prepare>Lessons and Assessments* tab.

You can add lessons, questions, and team activities to your database once you have created it.

Create a CPSOnline Class

Once you've created your database, you will need to create a class. A CPS class consists of a roster of the students' names and pad ID numbers and may also contain student ID numbers. When you engage a lesson, students answer the questions using the response pads, and CPS saves performance data for each student.

When you sync your class with CPSOnline, you can make student grades, class lessons, and class performance results available online.

 **NOTE:** If you teach multiple sections of a class, you must create a separate CPSOnline class for each section.

Create a Higher Ed CPSOnline Class

A Higher Ed class is a roster of students using serial response pads. Students typically purchase their response pads from their school bookstore and enroll their response pads into the class through eInstruction's CPSOnline. CPSOnline then sends student information to your CPS class when you sync, and CPS creates your class roster. The following directions are divided into two sections:

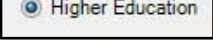
- **I do not have a CPSOnline Username and Password** - If this is your first time creating a CPSOnline class, please follow the directions in this section.
- **I do have a CPSOnline username and password** - If you have created a CPSOnline class in the past and have a CPSOnline username and password, please follow the directions in this section.

I do not have a CPSOnline Username and Password


To create a Higher Ed class, follow these directions:

1. Click the *Prepare>Classes and Students* tab.

2. Click **New** in the **Home** group . The CPS New Class Wizard appears.

3. Choose **Higher Ed** as your institution type .

4. Click **Next**.

5. Click **No**  to indicate you do not have a CPSOnline username and password.
6. Click **Next**.
7. Enter your **Instructor Setup Code**. If you do not have one, please contact eInstruction at 888.333.4988.
8. Click **Next**.

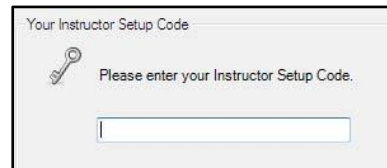


Figure 1: Enter your Instructor Setup Code


9. Select your institution from the list.

10. Click **Next**.
11. Create your CPSOnline username and password.
12. Click **Next**.
13. Enter your account information.
14. Click **Next**.
15. Enter your Higher Ed Class information and click **Next**.
 - **Class Name:** A class name is required.
 - **Class Designation:** Entering a class designation is optional.
 - **Office Hours:** Entering your office hours is optional.
 - **Class Start Date:** A class start date is required. The class start date is the first day students can enroll in this class.
 - **Class End Date:** A class end date is required. The class end date is the last date of the class.
 - **Notification Date:** The notification date is optional. You will receive an email notifying you when a change to your roster occurs, beginning on the notification date you enter.
 - **Enable Notification Date** box: Select the **Enable Notification Date** box to enable the notification date option. A checkmark will appear when you select the box.
 - **Attendance Options:** This is the location where you store your attendance records in CPS. You can choose to view the attendance as a grade in the Assessments area of the **Report>Gradebook** tab or choose to view the attendance as Absent/Present in the Class Info area of the **Report>Gradebook** tab.
16. Enter your Online Class Options. Click **Next**.
 - **Online Study Guide:** This option allows you to change the Online Study Guide options. You can choose to automatically show a study guide online for each assessment you upload, or you can have CPS prompt you to show the study guide after you upload each assessment.
 - **Sync Options:** This option allows you to choose whether or not you automatically sync your class information with CPSOnline each time you open your database.
17. Click **Next** to create your class or click **Back** to edit your class information.
18. Select Print Options.

Figure 2: Enter your Account information


Figure 3: Enter your Higher Ed Class Information

Figure 4: Enter your account information

 **NOTE:** Please note the class key. Your students will need the class key to enroll in this CPSOnline class.

- Click **Done** to close the CPS New Class Wizard and return to the **Prepare>Classes and Students** tab, or create another class by clicking the box in front of the **I want to make another class** option.

CPS will sync your class with CPSOnline and create your class. You will have access to your CPSOnline class through CPS.

-  Please refer to the CPS Help file or CPS 5.0 User's Guide for more information on recycling a Higher Ed class.

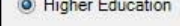
I have a CPSOnline Username and Password

To create a CPSOnline class, follow these directions:

- Click the **Prepare>Classes and Students** tab.



- Click **New** in the **Home** group. The CPS New Class Wizard appears.

- Choose **Higher Ed** as your institution type. 

- Click **Next**.

- Click **Existing User** to indicate you do have a CPSOnline username and password.

- Click **Next**.

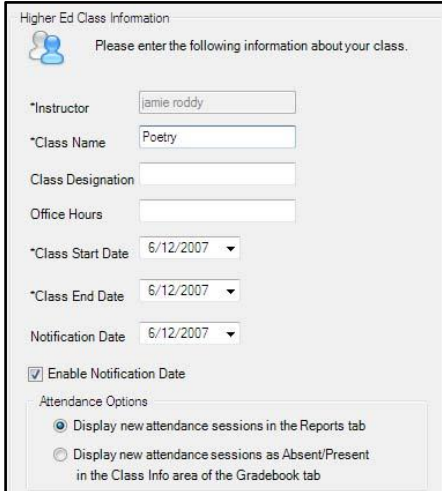
- Enter your CPSOnline username and password.

- Select your Higher Ed institution from the drop-down menu.

- Click **Next**.

- Enter your Higher Ed Class information and click **Next**.

- **Class Name:** A class name is required.
- **Class Designation:** Entering a class designation is optional.
- **Office Hours:** Entering your office hours is optional.
- **Class Start Date:** A class start date is required. The class start date is the first day students can enroll in this class.
- **Class End Date:** A class end date is required. The class end date is the last date of the class.
- **Notification Date:** The notification date is optional. You will receive an email notifying you when a change to your roster occurs, beginning on the notification date you enter.
- **Enable Notification Date** box: Select the **Enable Notification Date** box to enable the notification date option. A check mark will appear when you select the box.



Higher Ed Class Information
Please enter the following information about your class.

*Instructor:

*Class Name:

Class Designation:

Office Hours:

*Class Start Date:

*Class End Date:

Notification Date:


Enable Notification Date

Attendance Options

Display new attendance sessions in the Reports tab

Display new attendance sessions as Absent/Present in the Class Info area of the Gradebook tab

Figure 5: Enter your Higher Ed class information

- **Attendance Options**: This is the location where you store your attendance records in CPS. You can choose to view the attendance as a grade in the Assessments area of the **Report>Gradebook** tab or choose to view the attendance as Absent/Present in the Class Info area of the **Report>Gradebook** tab.
11. Enter your Online Class Options. Click **Next**.
 - **Online Study Guide**: This option allows you to change the Online Study Guide options. You can choose to automatically show a study guide online for each assessment you upload, or you can have CPS prompt you to show the study guide after you upload each assessment.
 - **Sync Options**: This option allows you to choose whether or not you automatically sync your class information with CPSOnline each time you open your database.
 12. Click **Next** to create your class or click **Back** to edit your class information.
 16. Select Print Options.
-  **NOTE**: Please note the class key. Your students will need the class key to enroll in this CPSOnline class.
17. Click **Done** to close the CPS New Class Wizard and return to the **Prepare>Classes and Students** tab, or create another class by clicking the box in front of the **I want to make another class** option.

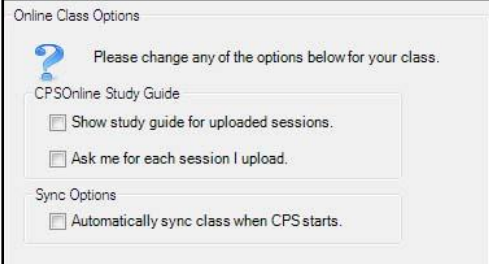



Figure 6: Enter your online class options

Purchase a Response Pad at the Bookstore

Each of your enrolled students must purchase a student response pad through the bookstore (much like a text book). They will use the response pad for one or more classes each term.

The student will receive the following:

- Student response pad
- Directions for enrolling in your CPSOnline class


 **NOTE**: After the semester is over, the students may sell their pads back to the bookstore, to another student, or they may keep their pads. The next student to use the response pad will be required to enroll in CPSOnline to use the pad the next semester.

Register Response Pads

In order for your students to enroll in your CPSOnline class, provide your students with a copy of the Student Instructions in this guide, along with your CPSOnline class key.


- Students may also retrieve these instructions by visiting eInstruction.com, clicking the **Students** button, and clicking the **Instructions for Enrolling Your Response Pad through CPSOnline** link on the left-hand side of the screen.

If you are using the test kit, use the Enrollment code included with your Test Kit.

 **NOTE:** If you teach multiple sections of a class, be sure to provide students the correct class key for their individual section.

Locate Your Class Key

To find your class key, follow the steps below:

1. Click on the **Prepare>Classes and Students** tab of CPS.
2. Select your CPSOnline class.
3. Click **Edit** in the **Home** group . The CPS Class Information window appears.
4. Click on the **Class Information** tab. The Class Key is located in the **Class Information** tab.

Required Information for Students

Each student is required to provide the following information when they self-enroll into your CPSOnline class:

- Class key
- Response pad
- Internet connection
- Method of payment (You may use a credit card, personal check, or an enrollment code/coupon code.)

Student Instructions for Enrolling a Response Pad in a CPSOnline Class

You need to create a CPSOnline account before you enroll your response pad through CPSOnline.

Create your CPSOnline account

To create your CPSOnline account, follow these directions:

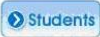
1. Go to www.einstruction.com.
2. Click the **Students** button .
3. Select your school or university from the drop-down menu.
4. Click the **Choose Site** button.



Figure 7: Select your school or university and click Choose Site


5. Enter your response pad's serial number in the space provided on the **Welcome to CPSOnline** page, if this is your first time to use CPSOnline. If you have previously used CPSOnline, click the [Already have an account? Sign In Here](#) link to log in to your existing CPSOnline account.



Figure 8: Enter the serial number

6. Click the **Create Your Account** button.
7. Type in your account information on the **Create**

Your Account page. Enter your first name and last name as they appear in official university records.

 **NOTE:** Please note your CPSOnline username and password. You will use your CPSOnline username and password to login to CPSOnline. You will also use your CPSOnline username and password for WebCT and Blackboard accounts. If you include your email address, eInstruction will send you an email with your CPSOnline username and password information.

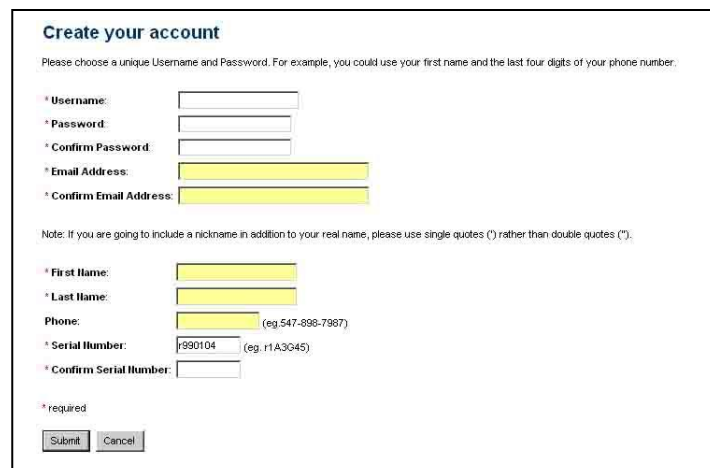


Figure 16: Enter your account information

8. Click the **Submit** button.

You have created a CPSOnline account. You are now ready to enroll your response pad in a CPSOnline class.

Enroll your response pad in a CPSOnline class

To enroll your response pad in a CPSOnline class, follow these directions: The following directions continue from the step 8 in the “Create your CPSOnline account”.

9. Click the **Yes** button, on the **Account Confirmation** page, to immediately enroll in your class.

Figure 17: Click the Yes button to enroll in your class

10. Enter the **class key**, your instructor gave you, on the **Enroll in a Class** page.
11. Confirm your **class key**.
12. Enter your **enrollment code** or **coupon code**. If you do not have an enrollment code or coupon code, leave the code field blank.
13. Read the **Student Refund Policy**. You can access the **Student Refund Policy** by clicking the [Student Refund Policy](#) link.
14. Select the **I have read and agree with the Student Refund Policy** box.
15. Click the **Next** button.


 **NOTE:** If you entered an enrollment code or coupon code, proceed to step 13.

Figure 18: Enter information in the Enroll in a Class screen

16. Choose a payment option on the **Payment Options** page.
17. Click the **Next** button.

 **NOTE:** Payment options may vary.

Figure 12: Choose a payment option

18. Enter your billing information on the **Billing Information** page.
19. Click the **Next** button.
20. Enter your payment information on the **Payment Information** page.

Figure 13: Enter your billing information

21. Click the **Enter the Class** button, or click the **Account Information** button on the **Enrollment Complete** page.

Figure 19: Click Enter the Class button, or click Account Information button

- Click the **Enter the Class** button to view options for your specific CPSOnline class.
 - Click the **Account Information** button to manage your CPSOnline account information and enroll in additional CPSOnline classes. *If you enroll in more than one CPSOnline class, your response pad may have a different assigned ID for each class. Your professors will need this information; therefore, you should note your response pad's assigned ID for each class. You can use the reminder emails from eInstruction to keep track of your information.*
22. Once you finish enrolling your response pad in all of your CPSOnline classes, click the **Log Out** button.

How do I manage my CPSOnline account?

When you log on to CPSOnline, your homepage displays a list of the classes you enrolled in. Your homepage displays links for managing your CPSOnline account under this list of classes.

The following links allow you to manage your CPSOnline account:

- **Update My Profile**: Update your profile, including your student ID number.
- **Manage My Pads**: Add, remove, and change response pads' serial numbers.
- **Enroll in a Class**: Enroll in additional CPSOnline classes.
- **Logout** link: Logout from your CPSOnline account.

Class Name	Online Class Ends	Pad ID	Pad Serial Number	Student ID
GERM12540.002	12/16/2005	1	r0093F7 change	change
GERM12500.001	12/11/2005	1	r0093F7 change	change

List of classes

Links for managing your CPSOnline account.

Figure 20: Manage your account

Import and Engage PowerPoint Presentations

You can import PowerPoint presentation into CPS to engage as a lesson. A new feature of CPS 5.0 is that you can import PowerPoint presentations into any folder within your database. You are not limited to importing PowerPoint presentations strictly to a PowerPoint folder. Therefore, if you have a History folder you want to import a PowerPoint presentation into, you can! You can also create a folder, title the folder PowerPoint, and import PowerPoint presentations into your PowerPoint folder.

To import a PowerPoint presentation, follow these directions:

1. Click the **Prepare>Lessons and Assessments** tab.
2. Click on the folder, in the lesson side (left or top window), you want to import
3. a PowerPoint presentation into.
4. Click **Add Files** in the **Lessons** group

Add Files... The Add Files window opens.

5. Use the **Look in:** box to locate the
6. PowerPoint presentation you would like to import.
7. Click the arrow in the **Files of Type:** box, and select the PowerPoint [* .pps, *.ppt] option.
8. Click **Open**.



Figure 21: Use the **Look in:** box to locate the PowerPoint presentation you would like to import

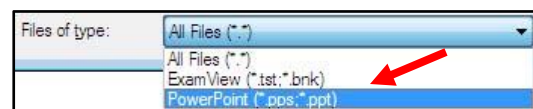


Figure 22: Select the PowerPoint [* .pps, *.ppt] option from the **Files of type:** box

The PowerPoint presentation appears in the folder you selected in the *Prepare>Lessons and Assessments* tab and the *Engage>Lessons and Assessments* tab.

Engage PowerPoint Presentations

You can engage a PowerPoint presentation within CPS. You will use the Standard delivery mode to engage a PowerPoint presentation.

For more information on Standard Mode, please see the CPS Help file or the CPS 5.0 User's Guide.

This section will instruct you how to

- Engage a PowerPoint presentation
- Engage CPS lessons with a PowerPoint presentation

To engage a PowerPoint presentation, follow these directions:

1. Open CPS to the *Engage>Lessons and Assessments* tab.
2. Double-click on the folder that contains the PowerPoint presentation you want to engage.
3. Select the PowerPoint presentation you want to engage. A checkmark will appear in the box in front of the selected PowerPoint presentation.



4. Click **Engage** in the **Teach** group. Your presentation will appear with the CPS Engage toolbar at the bottom of the screen.
5. Press any key on your keyboard to begin your presentation.

NOTE: If you would like to ask a Verbal Question, click the Chalkboard button on the CPS Engage toolbar. If you would like to select a random student, click the **Class** button on the CPS Engage toolbar.

6. Click the **Close** button on the CPS Engage toolbar after you have finished your presentation.

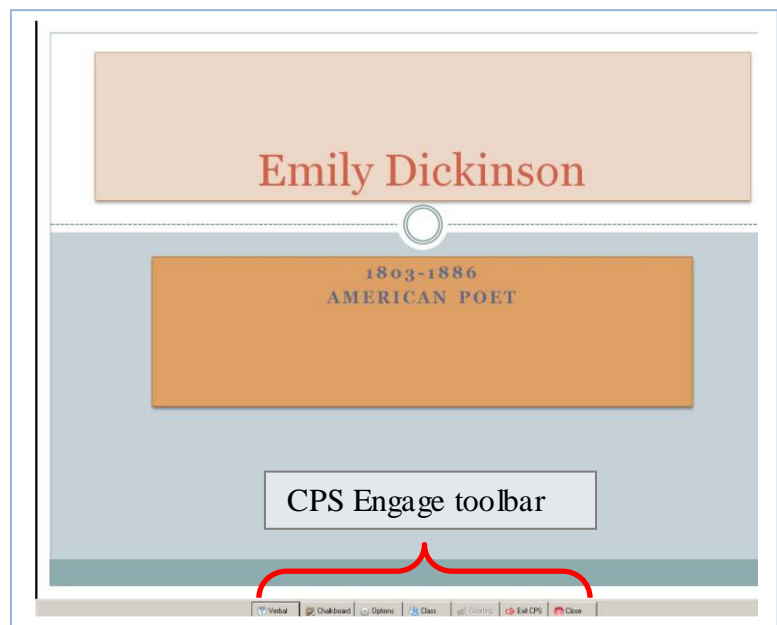


Figure 23: PowerPoint presentation with the CPS Engage toolbar

Engage Lessons with a PowerPoint Presentation

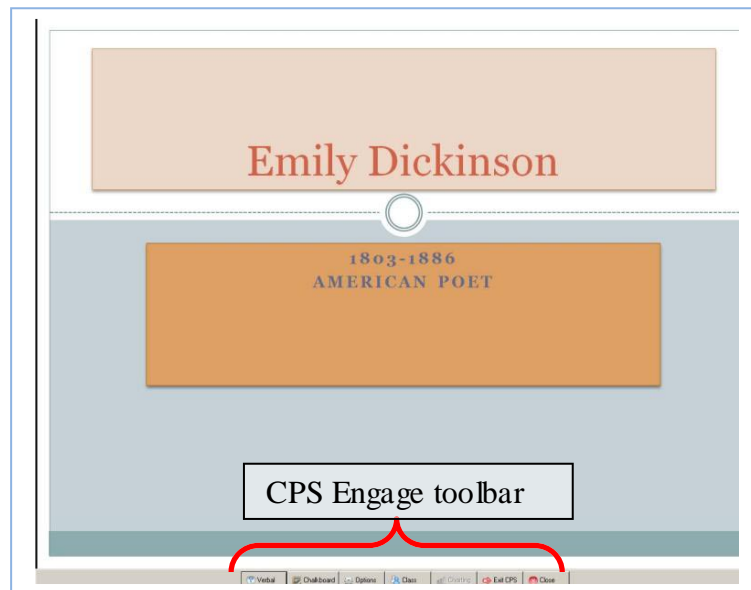
You can engage a PowerPoint presentation with a CPS lessons, FastGrade lessons, or ExamView lessons. You may only engage one PowerPoint presentation at a time.

To engage CPS lessons with a PowerPoint presentation, follow these directions:

1. Open CPS to the **Engage>Lessons and Assessments** tab.
2. Double-click on the folder that contains the PowerPoint presentation you want to engage.
3. Select the PowerPoint presentation, from the lesson side (left or top window) of the screen, you want to engage. A checkmark will appear in the box in front of the selected PowerPoint presentation.
4. Select the lesson, from the lesson side (left or top window) of the screen, you want to engage with the PowerPoint presentation. A checkmark will appear in the box in front of the selected lesson.



5. Click **Engage** in the **Teach** group . Your presentation will appear with the CPS Engage toolbar at the bottom of the screen.
6. Use the CPS Engage toolbar to engage your lesson.
7. Use the buttons on the PowerPoint screen to move through the PowerPoint presentation. These buttons are located on the bottom left corner of the PowerPoint screen. They are transparent until you roll your mouse over them.





8. Click **Close**  to end the session and return to the **Engage>Lessons and Assessments** tab.

Figure 24: PowerPoint presentation with the CPS Engage toolbar

Use Your CPSONline Class for Following Semesters

Once a class's semester term has ended, you may want to reuse the class's online site and stored class information for a new semester with a new set of students.

To recycle a Higher Ed class, follow these directions:

1. Open CPS from your desktop icon.
2. Click the **Prepare>Classes and Students** tab.
3. From the class side (left or top window), select the class you wish to recycle.
4. Click **Edit** in the **Home** group . The CPS Class Information window appears.
5. Click the **Recycle CPSONline Class** tab.
6. Select your Recycle CPSONline Class options.
 - **Class Key:** Click the box next to the **Class Key** option so that a checkmark appears.

When a checkmark appears next to the **Class Key** option, your Class Key from the previous semester will be retained for the next semester.

- **Uploaded CPS Sessions:** Click the box next to the **Uploaded CPS Sessions** option so that a checkmark appears. When a checkmark appears next to the **Uploaded CPS Sessions** option, your recycled CPSONline class will still contain your uploaded CPS sessions from the previous semester.
- **New Start Date:** Use the pull-down menu to view a pop-up calendar. Select a new class start date. Remember: Students cannot register for your class until the start date.
- **New End Date:** Use the pull-down menu to view a pop-up calendar. Select a new end date for the class.
- **Enable Notification Date:** Click the box next to the Enable Notification Date option to remove the checkmark. If the checkmark is there, you will receive an email from eInstruction regarding every student who registers for your class after the notification date. For example, some instructors use this function to notify them when students enroll after regular enrollment dates.
- **New Notification Date:** Use the pull-down menu to view a pop-up calendar. Set your new notification date.

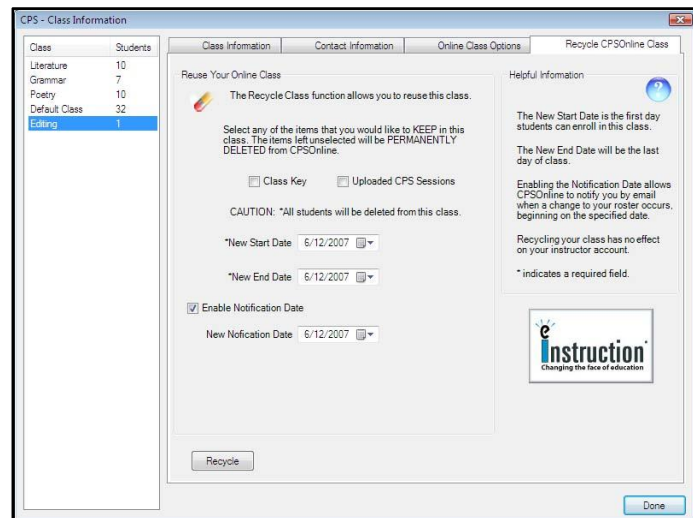



Figure 25: Recycle your HE CPSONline class

7. Click **Recycle** to recycle your CPSONline class. An **Are you sure you wish to proceed?** warning box appears.

 **NOTE:** If you recycle your class, CPS will delete all the students within the class. Recycling your class has no effect on your instructor account.

8. Click **Yes** to recycle your class, or click **No** to cancel the action.
9. Click **Done** to close the CPS Class Information window and return to the *Prepare>Classes and Students* tab.

Troubleshooting

- If you are having trouble syncing your class with CPSOnline Blackboard, or WebCT Vista, be sure you are connected to the Internet. You can verify this by trying to connect to other sites, such as www.eInstruction.com or www.yahoo.com
- Print your username and password, and put them a safe place for reference. You can print them from your Welcome Email by clicking **File** and then **Print** from your Internet browser menu.
- If you cannot find your school's site from the list of available CPSOnline schools, please contact eInstruction at 888.707.6819 so that we may create the site for you.

CPSOnline Higher Ed FAQ

Describe the scalability of your system, from small classes (20 or 30 students) to large auditorium classes (500+).

i The RF system can scale to support up to 1000 students with one USB receiver and can receive 1000 responses in less than 10 seconds (no wiring of classrooms necessary). The IR system can handle classes up to 60 students.

Is your system proprietary as far as the handheld device and the operating system software?

i Yes. By providing a total solution, the university has a single source for software, hardware, support, and training. If technical issues arise, we never want to put our customers in a scenario where the issues are someone else's problem.

i If a license agreement exists between eInstruction and third party systems, you can connect our receivers to other systems. All eInstruction hardware is encrypted, so as part of the license agreement, eInstruction would provide decryption capability.

Does your system use infrared or radio frequency transmission? If it uses radio frequency, please describe what type (802.XX, FM,).

i We have both IR and RF systems. The RF system is an FCC approved 2.4 GHz system that uses frequency hopping to eliminate interference with other 2.4 GHz devices such as 802.11 networks. The RF system conforms to the 2.4 GHz FCC specifications.

What is the usual process for students to register their response pad for a course? Please list all of the possible ways a student could register their response pad.

i Students can register their response pads through registration portals such as WebCT, CPSOnline and Blackboard. A student enters his or her unique serial number from the

response pad. Students can also enter other information such as their campus student ID, if required by the university or instructor. These registration portals make class registration duties much easier for the instructor. The instructor simply opens CPS and syncs his or her class with CPSOnline to automatically download the class roster. The class roster data are imported from CPSOnline using 128/1024-bit public key private key encryption.

Once a student purchases a response pad, can the student use it for as long as a student is enrolled in classes? Can students purchase response pads through their campus bookstore? Once a student purchases a response pad, is he or she able to transfer ownership when finished with it?

- i** Any eInstruction response pad can be activated for lifetime use; however, if a student is only going to use their pad for a single class or for a single semester, it can be registered (at a lower cost) for that period of time.
- i** Students can purchase and activate their response pads directly through the campus bookstore.
- i** Students can transfer a response pad from one student to another at the end of a semester without going through the bookstore.

Will your operating software integrate with other standard database formats? If so, please list which ones.

- i** CPS currently uses MS Access as its database. You can import data into CPS from
 - Other CPS databases
 - XML
 - CSV
 - ExamView
 - MS Word documents or documents from other word processors.

However, we do not allow applications to access to our CPS files directly. As we continue to develop CPS, the format and structure of the application changes. Because CPS changes, we want to avoid burdening institutions and third parties by requiring constant upgrades.

Please describe the support levels you provide. If you offer maintenance agreements, please describe what is covered.

- i** eInstruction provides free technical support for students and instructors. We have a large call center subdivided into two different groups: an instructor group and a student group. Access to these groups is available from 7AM to 6PM CST via a toll-free number, email, and text chat. Instructors and students can access Technical Support information and a Knowledge Base through the Tech Support website: <http://www.einstruction.com/support>.

What is your company's history in providing this type of technology? Please provide a client list, especially higher education clients.

- i** eInstruction leads the industry with over 1.4 million response pads in the marketplace for K-12, Higher Ed, and corporate training. eInstruction also leads the market in Higher Ed with

over 700 universities using CPS at various levels and two dozen universities that have standardized on eInstruction's technology (August 2005).

i eInstruction has been in business since 1981 and has worked with response technology since 1989.

What measures does your company take to ensure student data privacy? Is your system in compliance with FERPA?

i CPS/CPSOnline does not require any student-specific information. Specific student information can be collected if desired and made available in a number of different formats. CPS/CPSOnline uses 128/1024-bit encryption and all-user access can be username/password protected.

i Please see the eInstruction Privacy Statement available from <http://www.einstruction.com/downloads>. CPS also provides an Anonymous Mode feature so that no student data is collected via the response pads. This feature can be turned on and off at the instructor's discretion.

i CPS and CPSOnline comply with FERPA guidelines. To access detailed information regarding how CPS and CPSOnline comply with FERPA, please visit eInstruction's Knowledge Base at kb.einstruction.com and type FERPA in the Knowledge Base search engine. Select the "How eInstruction complies with FERPA" link.

What personal data does your company collect on students and for what purpose? Is it shared or sold to others? How is it protected?

i eInstruction never provides or sells data to third parties.

i Students have the option to input their name, SMS student ID, and email address.

i If students are registering their pad via WebCT/Blackboard, student data is not required to be housed in CPSOnline, but can be if desired by the institution.

i eInstruction provides options for students to purchase access via credit card or personal check, or with their response pad via the college bookstore. If students choose the credit card/personal check option (less expensive because there is no bookstore markup), eInstruction does not maintain any credit card or personal check data after the transaction.

i All transactions are secured by 128/1024-bit bank level encryption.

i You can download the eInstruction Privacy Statement from <http://www.einstruction.com/downloads>.

Do any of your business partners collect personal information about students that use your technology?

i No, eInstruction business partners do not collect any personal information about students.

With what formats can test/quiz questions be imported or exported?

i You can import test/quiz questions into CPS from Microsoft PowerPoint, ExamView, XML, and Microsoft Word (RTF format).

i You can export test/quiz questions into Excel, Word, XML, PDF, HTML, and TXT.

Is your system both Windows and Macintosh compatible? If so, please list the operating system versions with which it is compatible.

i CPS is compatible with both Windows and Macintosh. We support Windows 2000 and higher and Mac OS X (10.3.9) and higher.

i

Does your system require the use of proprietary hardware or cabling, especially between the receiver(s) and the computer? Please describe how your system is configured.

i The RF system uses one USB receiver to support up to 1000 response pads and can receive 1000 responses in under 10 seconds. No classroom wiring necessary.

i The IR system uses one wireless or wired receiver and can support up to 60 students.

Do you offer either purchase or leasing of your systems?

i Upon standardization, eInstruction will provide all adopting instructors with a USB RF receiver free of charge. No additional hardware is necessary for classrooms up to 1000 students.

i Students purchase their response pads through the bookstore.

i Universities can also purchase stand-alone systems.

Does your software have any integration with course management systems such as WebCT or Blackboard? If so, please describe how.

i All data collected with CPS can be exported to WebCT, Blackboard, and any system that can import .csv formats.

i CPS is currently dynamically connected to WebCT, Blackboard, and CPSOnline.

Describe how your software integrates with PowerPoint.

i You can import any PowerPoint file into CPS.

- **Import file as is:** You will not need to convert or modify the PowerPoint file. Unlike “PowerPoint Plug-ins,” you can import your file directly into CPS without worrying about modifying your file to make room for the student response grid or insert timers.
- **Choose to use a student response grid:** If you use our CPS RF system, you can choose whether or not to use a student response grid.
- **Organize your presentations:** Instructors can organize all of your presentations, along with your lessons, class rosters, attendance reports, grades, and student response reports, all within CPS.

How does your company address disability accommodation for your product?

i All RF pads have Braille “bumps” capability on the pads.

i In the fall of 2007, eInstruction will release an ADA compliant response application. The ADA compliant response application will run on a desktop; this will allow the response application to utilize screen readers, have audio capabilities, etc.

Does your software limit the number of answers per question in tests or quizzes? If it does, what is the maximum question limit?

i Students can enter only one answer per question. However, instructors can create questions with up to 8 multiple-choice answers on PC and up to 5 multiple-choice answers on the Mac.

Does your software provide for integrating multimedia (video/audio) files? If so, please list the file format types supported.

i CPS can support any audio/video multimedia that is supported on the computer running CPS.

What has been your historic schedule for software releases and what pricing mechanism do you make available to your clients for upgrading?

i We formally release CPS each June. All upgrades are free. We release multiple beta versions of CPS during a development cycle so that all released software in classroom tested.

Please describe your response pads.

i We have an 8 button alpha IR pad.

i We have an 18 button alpha-numeric RF pad.

i We have an 18 button alpha-numeric LCD RF pad.

What is the average life span of a battery in your response pad and what battery type does it take?

i Battery life span for both the IR and RF pads lasts at least one year with normal use.

i IR pads use two AAA batteries.

i RF pads use two AA batteries.

Does your system automatically save the class file upon shutdown?

i CPS files are saved as changes/edits are made.

i CPS saves the class data at the end of each question in Standard mode (instructional use).

i CPS saves the class data at the end of a test in SMA mode (assessment use).

Please describe your pricing model for your systems.

i IR pads cost \$5 net to the bookstore.

i RF pads cost \$16 net to the bookstore.

i Students have a variety of options to activate their pad from single class activation (bundled with a McGraw-Hill Higher Ed textbook): single semester, multiple semester, 2 year, and lifetime. We can provide university wide pricing upon request.

Describe the hardware necessary for a system for 200 students and provide a cost for each item.

i The classroom would need one USB RF receiver unit – no charge when the instructor adopts CPS.

i Students would purchase their RF pads from the bookstore.

If your system is radio frequency based, what frequency spectrum does it operate in? If the system operates in the 2.4 – 2.5 GHz spectrum, have you tested it to ensure that cell phones, wireless PDAs, laptops, and 2.4 GHz wireless phones do not affect your system? If so, what are the results of those tests?

i The RF system is an FCC approved system that meets all frequency hopping requirements to avoid interfering with other 2.4 GHz devices. We have thoroughly tested it with cell phones, wireless keyboards, PDAs, and multiple 802.11 wireless networks with no interference. Again, the system is FCC approved, so it has to abide by the guidelines for approval.