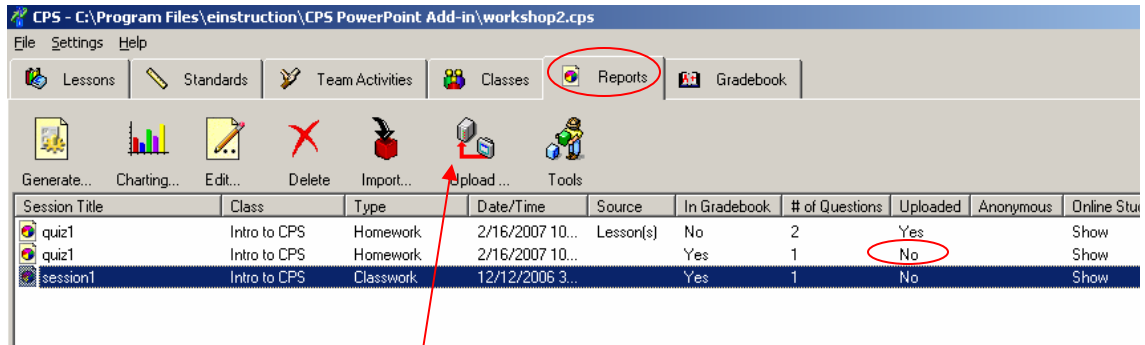


Uploading each session to CPSOnline



The screenshot shows the CPS software interface. The 'Reports' tab is selected and circled in red. Below the menu bar, there is a toolbar with icons for 'Generate...', 'Charting...', 'Edit...', 'Delete', 'Import...', 'Upload...', and 'Tools'. The 'Upload...' icon is circled in red. Below the toolbar is a table with the following data:

Session Title	Class	Type	Date/Time	Source	In Gradebook	# of Questions	Uploaded	Anonymous	Online Stu
quiz1	Intro to CPS	Homework	2/16/2007 10...	Lesson(s)	No	2	Yes		Show
quiz1	Intro to CPS	Homework	2/16/2007 10...		Yes	1	No		Show
session1	Intro to CPS	Classwork	12/12/2006 3...		Yes	1	No		Show

- **Open CPS**
- **Click on the Reports Tab**
- **Select the session that has No under the column Uploaded**
- **Click on the Upload icon and the No will change to Yes**