# CPS for PowerPoint 2007 Cheat Sheet

CPS for PowerPoint makes it easier to run a CPS session. It enables the user to run a PowerPoint presentation seamlessly within the CPS program. It has all the functionality of PowerPoint, with an additional plug-in to make PowerPoint run within CPS.

The screen shot below provides an example of what CPS for PowerPoint looks like when opened. Notice the additional toolbar:  Make sure you don't have the regular PowerPoint up and running.

Screen shot is from PowerPoint 2007
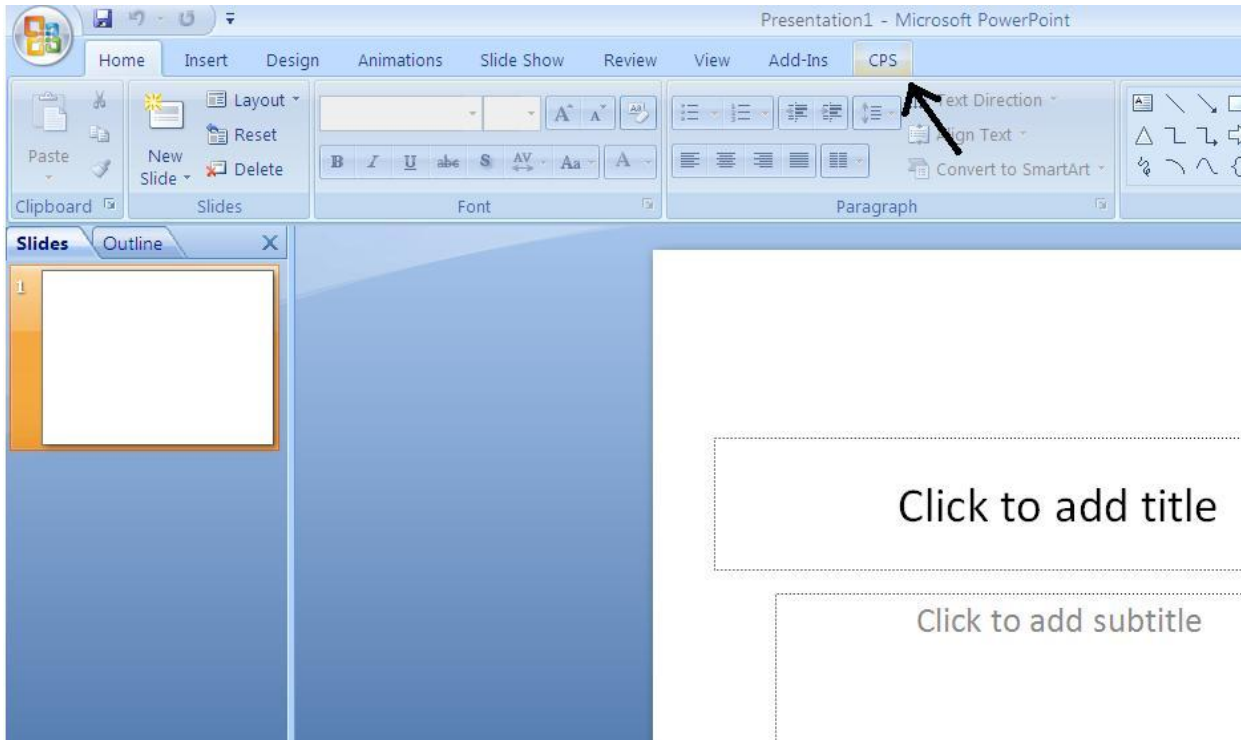


CPS for PowerPoint also enables the user to input the correct answers for each question on the slide itself (this will not be visible to students.) This new function will now eliminate the need to choose the correct answer during the CPS session itself.

The following instructions will guide you through the process of creating a CPS session using CPS for PowerPoint.

**STEPS TO CREATING A CPS SESSION USING 'CPS FOR POWERPOINT'**

1. Open CPS for PowerPoint

2. Type in a title for your CPS session.

3. Using the CPS toolbar, Click on "CPS" and select the option '**Insert Question**.'
4. From the '**Insert Question**' drop down menu, select the type of question to include such as yes/no, multiple choice, true/false etc.)
5. On the new slide, click inside the text box that says '**Enter Question Here**.' Type in your question.
6.  Click inside the box with the answer choices.  Type in the choices
7. Click on the red X next to the CORRECT choice. The red X should change to a green check mark (indicating that the choice is the correct answer).
     ** Note:  The X's and Check Mark will not appear to your students when running the CPS session.
8. Repeat steps 4-7 until you have entered all the questions.
9. Save work.

Before the CPS session is ready, student names must be brought into the CPS session using the "Classes" option in the CPS for PowerPoint toolbar

**Running a CPS for PowerPoint Session**

Once your class(es) have been imported into CPS and your PowerPoint is complete, you are ready to run your CPS session.

1. Connect the CPS receiver to the USB port of the computer.
2. Open **CPS for PowerPoint** and locate where you saved the file and open it
3. Click on the 'Delivery Options' button in the CPS toolbar.
4. Click on the 'Receiver' tab.
5. Click the 'Detect CPS Receiver' button. Wait until the receiver has been detected
6. Run your PowerPoint slides
7. A new window will open. Make sure the area next to the word 'Class' is displaying the correct class just in case you are have set up multiple classes.
8. Click OK.
9. Click on the 'Class' button at the bottom of your PowerPoint and select 'Take Attendance.'  Taking attendance is a good check to see if the clickers are working and responding.
10. In Attendance mode click the "Start" button and direct students to press A on their Clickers (using the CPS Pulse clicker you will have to turn on the units)
11. Once attendance has been taken, you can begin administering the session.
12. Click the 'Verbal' button and choose from the options that which meets the criteria of your first question (i.e. True/false, multiple choice etc.)

****NOTE: After each question, you must click 'End' to the question and then click 'Close' to officially close that question. You will not be able to advance to the next slide if you do not click both buttons following each question.
13. Click 'Engage' to begin each additional question.