



eInstruction®

Resource Guide

**CPS Response Quick Reference
Examview Test Generator Instructions
General Reference & Instructions**

**eInstruction Tech Support/Help Desk
1-888-333-4988**

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CPS Clickers

CPS IR Clickers

The IR pads can answer true/false, yes/no, and multiple-choice questions (up to 8 answer choices depending on the delivery mode).

Fill in the blanks:

1. Use the _____ and _____ buttons to answer True/False or Yes/No questions.

The A button is used for true or yes. The B button is used for false or no.

2. The _____ button is a question scrolling function.

Students can use this during the Student Paced and Student Practice delivery modes. Press the F button to advance through each question at an interval of less than a second. Press any button to stop the scrolling. This is a great function if students want to answer questions 1-5, skip questions 6-11, and go on to questions 12-20. They can also browse back to the skipped questions.

3. The _____ and _____ buttons are directional arrows.

Students may use this function during Student Paced and Student Practice delivery modes. This function allows students to move backward or forward to questions, check their answers, or answer any skipped questions.



IR Clicker

Instructional Application

What classroom management strategies will you employ to hand out student clickers or when students need to achieve line of sight with their clickers?

CPS Response Quick Reference Guide



1. **First Step! Create and Organize your CPS Database to store your Class Rosters, Tests and Results.**
 - a. When opening CPS for the first time select **“Create a New Database”** radio button and Click **OK**. On the next screen in the **SAVE IN: text box** navigate to show **“My Documents”** in that text box. This database must be saved as a local copy on the hard-drive of your classroom computer. **Do not save the database on the network.**
 - b. **In the FILE NAME: text box** - Name your database such as Lucy’s CPS Database > **Save**
 - c. When your CPS Home Page appears, Click > Prepare > Lessons & Assessments to show the database name.
2. **Database Home Screen has 3 Main Tabs – Prepare** (Creating), **Engage** (Testing), **Reports** (Results)
Sub Tabs – Classes & Students (Class Rosters), **Lessons & Assessments** (Creating Tests & Answer Keys)
Standards (Import State Standards), **Team Challenge** (Team Assessment Game).
Dashboard – Below the Sub Tabs are several helpful action areas that differ based on the Main Tab activated.
3. **Create Folders, under your database name, in which to store and easily find your different assessments.**
 - a. Prepare > Lessons & Assessments > Click on and **Highlight** the Name of your database > Click on **New** (Green Plus Sign) > Click on **“Folder”** > Name the folder for the test that will be stored there > **OK**
 - b. Repeat these steps to name as many folders as you need to classify and store your tests. Such as Science 1, Examview, Fast Grade, General, Period 1, Period 2, etc.
4. **Create a Class Roster** – Create as many rosters as you have different groups of students to be measured.
 - a. Prepare > Classes & Students > **New** (Click on the Green Plus Sign) > **Class**
 - b. **Name this class** with a distinct name that will call to mind the kids in the class > **Next** > **Next** > **Done**.
 - c. **Highlight the new Class Name** > **Click on New** (Green Plus Sign) > **Student**.
 - d. Type the first name in the first column and the last name in the second column then click Enter to drop down to the next student. Continue assigning students to pad numbers until the class roster is finished. Repeat these steps to create more than one class roster. (The additional columns are for non-required information).
5. **Manual Detection of your CPS Receiver if needed. (CPS receivers are auto detected in versions 6.0 +)**
 - a. Receivers should be automatically detected by the eInstruction Device Manager when plugged in. However, it is a good idea to manually check the detection by Clicking on the eInstruction logo in the Systems Tray in the bottom right corner of the screen. Select “eInstruction Device Manager” from the list. You should see a picture of your IR or RF receiver with a green check mark. If not then Click on Options > Discover Devices. Picture & green check mark appears when detected. (If database is being run from the network the receiver will not detect).
6. **Engage Verbal - The “Verbal Question” mode for asking questions on the fly or quick review.**
 - a. Click on the Engage tab, > Engage - Verbal on the left side of the dash board.
 - b. Name your test in the Session Title box > Select the correct Class > OK.
 - c. If you have not previously created a specific class roster then Click on the “Create” button create a Default Class and enter the range of Pad #'s > OK.
 - d. The Engagement Toolbar floats over any content that you would like to display (websites, PowerPoint, Word, etc.) on your desktop.
 - e. Click the Verbal button on the Toolbar and select the type of question from the pull-down menu (i.e.: Multiple Choice A-D). Next the receiver is scanned for connection and the pad numbers appear. Responses can be received.
 - f. Ask your question and Click End to stop receiving responses.
 - g. Next select the correct answer by using the Correct Answer pull-down menu at the bottom of the charting screen.
 - h. Click Close to return to the Tool Bar and select another format or start another Verbal Question.
7. **Engage Teach – The Teacher Managed Mode (One Question at a time) to run Custom Built CPS Tests or Examview Built Tests.**
 - a. Engage > Open the folder holding the assessment. > Enter a check mark in the box next to the assessment.
 - b. **In the Dashboard** – Verify the correct Name of the Test is showing in the Title Box.
 - c. **In the Dashboard** – Verify that the correct Class you want to measure is named in the Class Box.
 - d. If you need to change classes – Click on the class drop down arrow and select from the list.
 - e. Click Engage Teach > receiver is scanned > Select Next in the Tool Bar for your first question.
 - f. Click **End** to end a question and reveal the correct answer > Click green arrow to move to next question.

8. **Create “FastGrade” Answer Keys to match paper tests being delivered in Student-Paced mode.**
Fast Grade answer keys input correct answers into the CPS software and automatically grade your tests!
 - a. Click **Prepare** > **Lessons & Assessments** > New (arrow) > “Fast Grade Lesson”
 - b. Name the Fast Grade key the same title as your Paper Test or Verbal Test that has been written previously.
 - c. Note the “Current Question #” Box on the right side of the screen. **Red Number**
 - d. Only Click Once on Multiple Choice, T/F or Y/N answers. For Numeric & Short Answer Text click ADD. A/S Answer Sequence click the sequence number.
 - e. Each time you select an answer you will auto advance to the next question.
 - f. Click on the Previous Button to review your answers > Click OK when done.

9. **Engage Assessment – The Student Paced Mode to use when delivering Printed Paper Assessments with an accompanying Fast Grade Answer Key.**
 - a. Click **Engage Tab**. Click on a Folder to reveal the Fast Grade Answer Key that matches the paper tests being given. **Check the box next to the answer key.**
 - b. **In the dashboard Click Assessment Set Up > Click Student Paced > Click Engage/Assessment.**
 - c. The **Clicker Bar** shows the pad number above & the question number below.
 - d. **Instructor must Click START button** to begin receiving responses.
 - e. With CPS-IR students will have to manually advance to the next question using the scroll arrows on the pad. With CPS Pulse the questions auto advance when answered or can be manually scrolled back and forth.
 - f. **Click on End** to end the test when all students have responded to all questions.
 - g. **TIP:** When giving a paper test have students answer all questions on the paper first and then click in their answers. The test is more orderly this way.

6. **Create Custom Assessments in CPS using the Lesson - Question Author process.**
 - a. **Click on and highlight** the Folder where you want to store your **Lesson** (Test).
 - b. Click **New** (small down arrow) > **Lesson** > Name your Lesson (Test) > Click **OK**.
 - c. Next click on and highlight your new Lesson name. Select **New** (small down arrow) > **Question**. The Question Author screen will appear for creating formatted questions.
 - d. **Formating Questions** – See **FORMAT** box on the Dashboard, Click down arrow > select the Format. (IR – MC,T/F,Y/N) (Pulse – MC, Short Answer Text, Essay, Numeric, A/S Answer Sequence, T/F, Y/N).
 - e. Type in your question and choices or **Cut and Paste from a Word document** by highlighting and copying the selected text > then return to the Question Author and **Click on Control>V to paste text in the selected box.**
 - f. **Select the correct answer** by putting a check mark in the appropriate box.
 - g. **Note: If creating more than one question** in a Lesson then click on the “Small Green Save” arrow to save the current question and advance to the next question. When finished Click on Big Save > Save & Close.
 - h. **Adding Graphics** – (Format) **Formulate** > **Add Graphics** > select the appropriate Graphics display from the list. **Right Click** inside the graphics box > **Click Browse** to search. **Double click** on the graphic to import.
Hint: The graphic must exist in on the same level as the CPS database. Such as both being in “My Documents”.

10. **Using “Add File” to Add ExamView Assessments or Power Points into CPS Software**
 - a. **Select Prepare** Tab > **Lessons & Assessments** > **Highlight the Folder** where the ExamView Test or Power Point is to be stored. In the Dash Board **Select Add File (Do not use Import!)**
 - b. When the **Add File** box opens Browse your hard drive to find the ExamView file or PPT file you would like to add into CPS. Double Click on the file and it will be automatically loaded into your designated Folder.
 - c. **Tip: Create a folder on your hard drive called “Examview”** in which to store your Examview tests for easy retrieval and Adding into CPS. Do not store your tests in Examview Test Generator – You will never find them.

11. **REPORTS – Access, View, Export and Print performance data recorded during an assessment session.**
 - a. **To view a report of a session** select the **Reports Tab** – Find the session you want to view and double click to open the *CPS Reporting Window* or Highlight the session and Click on Generate to open the *Reporting Window*.
 - b. **CPS Reporting Window** - Displays the participating students and Report Types. *Select the students* for whom you want to generate a report. *Double click on the desired report* to view the response data from the session.
 - c. *“Instructor Summary”* is the report that displays *Your Graded Test*, or the test score for all selected students.
 - d. *Output Reports* – While viewing a report, Click on *Output* in the top left corner to view choices.

12. **Load CPS for Power Point from the CD** – This will add a CPS tab in Power Point for creating response slides. Launch CPS for Power Point when using a PPT that has response slides included. Do not use regular CPS.
13. **NEED OPERATION HELP! Call the Tech Support/Help Desk Toll Free (1)-(888)-333-4988. 8am to 7pm.**



Building Assessments with Test Generator

Getting Started

First install the Examview Text Book or Learning Series Assessment Suite and Content software. When you open the software for the first time enter the basic information and click OK.

- **Before You Start:** Create an "Examview" folder in My Documents where you will save your tests for easy retrieval and "Add File" into CPS.

ExamView Test Generator

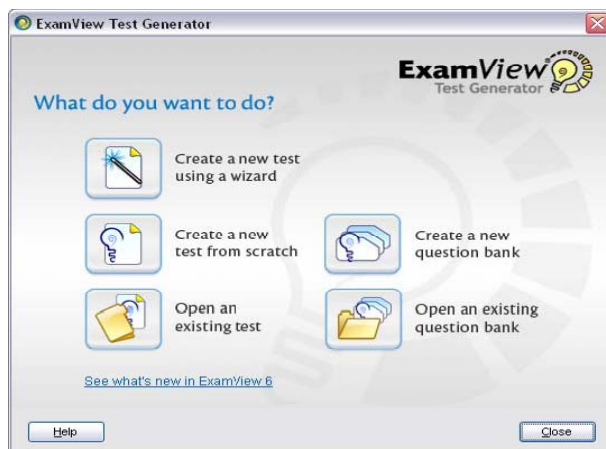


1. **Windows:** Click the ExamView Test Generator shortcut on your desktop. If you do not have a shortcut, click the Start button. Highlight the Programs menu and locate the ExamView Pro Test Generator folder. Select the ExamView Test Generator option.

Macintosh: Locate the ExamView Pro folder on your hard drive and double-click the ExamView Test Generator icon.

2. The first time you run the software, the program prompts you to enter your name, school/institution name, and city/state. Enter the requested information.

3. Choose one of the options in the **Welcome Screen**. Each time you run the ExamView Test Generator program, the program displays the **Welcome Screen**. You can choose to create a test using the Test Builder or enter your own questions using the Question Bank Editor.



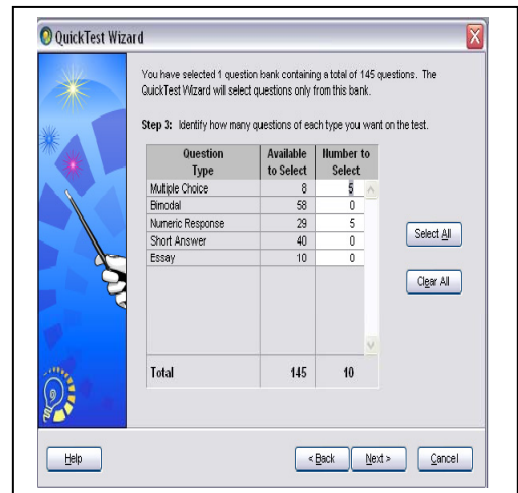
Building an Examview Test - Question Selection Methods

QuickTest Wizard



The QuickTest Wizard is the fastest and easiest of the seven methods available for building a test in **ExamView** Test Generator. To create a test, quiz, or worksheet, choose questions from selected question banks according to the question type and they will be randomly selected to create a test.

1. **Start ExamView** Test Generator by double-clicking the desktop icon.
2. Select **Create a new test using a wizard** . (Note: If you are Already in **ExamView** Test Generator, choose **File > QuickTest Wizard**.)
3. **Enter a test title** and click **Next**.
4. **Select the folder and question banks** from which to choose the test questions by clicking on the question bank and clicking **Select**. (Note: This process can be repeated several times to add, additional questions to your test. There is a maximum of 250 questions per test.)
5. Click **Next**.
6. **Identify the number of questions** for each question type.
7. Click **Next** to review the summary.
8. Click **Finish** to build the test.
9. Go to **File > Save As > My Documents > Examview Folder**.



Select Randomly

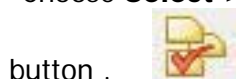
Select Randomly is similar to the QuickTest Wizard in that it randomly chooses questions from the question banks loaded on your computer based on the number of questions you choose for each question type (i.e. multiple choice, numeric, etc.).

1. **Start ExamView** Test Generator by double-clicking the desktop icon.



2. Select **Create a new test from scratch** . (Note: If you are already in **ExamView** Test Generator, choose **File > New Test**.)

3. **Enter a test title** and click **OK**.
4. Choose **Select > Randomly** from the menu options or click the Select Randomly



button . Select Questions Randomly window opens.

5. **Select the folder and question banks** from which to choose the test questions by clicking on the question bank and clicking **Select**. (Note: This process can be repeated several times to add, additional questions to your test. There is a maximum of 250 questions per test.)
6. Click **Next**.
8. **Identify the number of questions** for each question type.
9. Click **Finish** to build the test > Go to **File > Save As > My Documents > Examview**

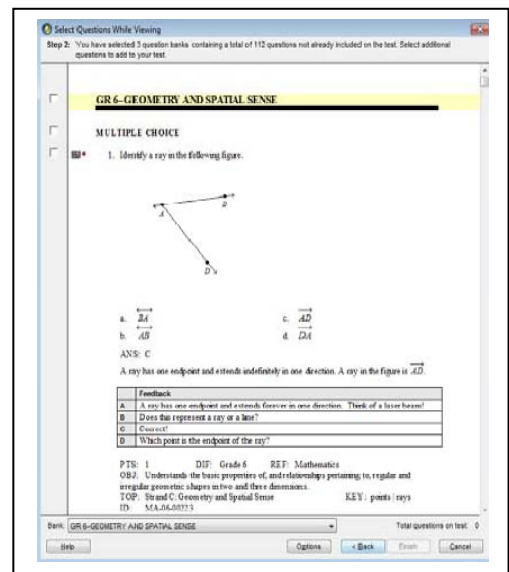


Select While Viewing

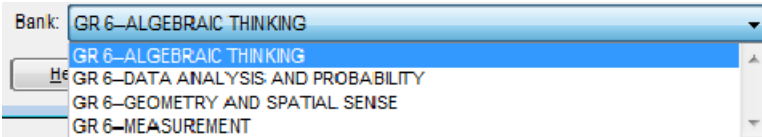
The Select While Viewing question selection method lets you view the questions on the screen and choose which ones you want to include on a test. As a result, you can preview questions easily before you add them to a test.

1. **Start ExamView Test Generator** by double-clicking the desktop icon.
2. Select **“Create a new test from scratch ”**. (Note: If you have already created a test and are still in **ExamView Test Generator**, choose **File > New Test**.)
3. **Enter a test title** and click **OK**.
4. Choose **Select > While Viewing** from the menu options or click the Select While Viewing button . The Select Questions While Viewing window opens.
5. **Select the folder and question banks** from which to choose the test questions by clicking on the question bank and clicking **Select**. (Note: This process can be repeated several times to add, additional questions to your test. There is a maximum of 250 questions per test.)
6. Click **Next**.
7. **Select the questions** to include on the test by clicking in the checkbox before each question you want added.

- a. **Bank Name:** Checking this box selects all of the Questions available in the identified question bank.
- b. **Question Type:** Checking this box selects all of the questions available for the identified question type.
- c. **Question:** Checking this box selects the question identified.



7. If multiple question banks were selected in the previous step, use the bank drop-down box to view the remaining question banks.



8. Click **Finish** to build the test > go to **File > Save As > My Documents > Examview**.

Select By Standard

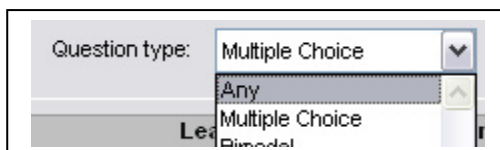


The Select By Standard question selection method is a powerful tool that allows you to quickly create “benchmark tests” to help you determine which objectives students have mastered and which objectives they still need to study and practice. If aligned in the question bank, it lets you choose questions based on learning objective, national, state, or local standard.

1. **Start ExamView Test Generator** by double-clicking the desktop icon.
2. Select **Create a new test from scratch** . (Note: If you have already created a test and are still in **ExamView Test Generator**, choose **File > New Test**.)
3. **Enter a test title** and click **OK**.
4. Choose **Edit > Preferences** to set the state which corresponds with the standards that are aligned to the question banks, and click **OK**.
5. Choose **Select > By Standard** from the menu options or click the Select By Standard button . The Select Questions By Standard window opens.
6. **Select the folder and question banks** from which to choose the test questions by clicking on the question bank and clicking **Select**. (Note: This process can be repeated several times to add, additional questions to your test. There is a maximum of 250 questions per test.)

6. Click **Next**.

8. **Select the number of questions** for each standard. (Optional: Change the viewing method by selecting an alternate standard from the drop-down menu. Narrow your choices by selecting a question type from the drop-down menu.)



Step 2: Select a question type and type of standard. For each different standard, enter the number of questions to include on the test. Then click the Select button. You may repeat this step multiple times. Click Close when you finish selecting questions.

Question type: Any Standard type: Learning Objective

Learning Objective	Already Selected	Number Remaining	Additional Selections	Total
Analyze how the U.S. Constitution reflects the principles of limited government, republicanism, checks and balances, federalism, separation of powers, popular sovereignty, and individual rights.	0	34	5	5
Analyze the arguments of the Federalists and Anti-Federalists, including those of Alexander Hamilton, Patrick Henry, James Madison, and George Mason.	0	16	1	1
Describe historical conflicts arising over the issue of states' rights.				
Total	0	171	0	0

Total questions on test: 0

Buttons: Help, < Back, Select, Close

9. Click **Select** to add the selected questions to the test.
10. Click **Finish** to build the test.
11. Go to **File > Save As** to save the test > **My Documents > Examview Folder**

Using Classroom Performance System with Study Island

The following instructions were provided by Study Island on March 12, 2009. as a courtesy to our mutual customers. Here are some main points to consider before running Study Island with CPS.

- Study Island CPS does not integrate with CPS for Mac
- eInstruction CPS software should NOT be running at the same time as Study Island CPS.
- Teachers can find detailed instructions by clicking on the Help tab.
- Schools must already have the newest version of eInstruction CPS software installed.
- *Schools will need to have Java 1.6 or above*
- The stats will automatically import into Study Island's School Stats area when a teacher clicks 'End Session'
- Teachers can see reports with the questions divided by topic, then can click the student's name to see question info, then can click the question info to see the actual question and answers
- Teachers can do CPS with their classes or 'No Owner' classes only.

To have an Interactive CPS Session in Study Island perform the following steps:

1. Make sure the eInstruction CPS software is installed and the receiver is connected.
2. *CPS software must NOT be open when logging on to Study Island.*
3. Log into Study Island
4. Select the **appropriate grade** from the programs area in the left column on the screen.
5. Select the **appropriate subject**.
6. Select the topic(s) you wish to export. > Click '**Start Studying**'.
7. In the Session Type drop down, select '**Classroom Response System**'.
8. Select **eInstruction Classroom Performance System (CPS) on the left**.
9. Select the number of questions. > Click '**Next**'.
10. Select the appropriate class.
11. Assign the pads to the appropriate students. > Click '**Next**'.
12. Select the appropriate mode (*Teacher Led or Student Paced*) > Click '**Start Voting**'.

Integrating Study Island with eInstruction CPS through File Import and Export (Advanced)

To export a class from Study Island and import it into CPS perform the following steps:

1. Log into Study Island.
2. Click the 'Class Manager' link in the upper left portion of the screen.
3. In the '**My Existing Classes**' area, click the '**Edit Class**' link to the right of the appropriate class, then click '**Export Class**' at the bottom of the page.
4. **Save** the file to an accessible location on your hard drive. (*A Folder in My Documents*)
5. **Open CPS.**
6. Select '**Prepare Classes & Students**' > Click '**Import**'.
7. Select '**Comma Separated Values (*.csv)**' > Click '**Next**'.
8. Click '**Browse**' > Select the export file from Step 4 .
10. Select the classroom > Click '**Next**' . > Click '**Done**'.

To export a lesson from Study Island and import it into CPS perform the following steps:

1. **Log into Study Island.**
2. Select the *appropriate grade* from the programs area in the left column on the screen.
3. Select the *appropriate subject*.
4. Select the topic(s) you wish to export. > Click '**Start Studying**'.
6. In the Session Type drop down, select '**CPS Session**'.
7. Select the number of questions. > Click '**Next**'.
9. Click the '**CPS Export**' link in the left portion of the screen.
10. Click '**Printable Worksheet**'.
11. Click '**Print**'. This document should be given to each participating student.
12. Click '**Download XML File**'.
13. **Save** the file to an accessible location on your hard drive. (*Folder in My Documents*)
14. In CPS, select 'prepare | Lessons & Assessments'. > Click '**Import**'.
16. Click '**Browse**'.
17. In the selection for file type, select '**XML Files**'.
18. Locate the exported file and click 'Open'. > Click '**OK**'.

To import student response data into Study Island perform the following steps:

1. In CPS, on the 'Report | Reports' tab, choose the session you wish to export from CPS.
2. Click '**Generate**'.
3. A list of students will appear in the left window. Select the students that you would like to export.
4. In the right window, select '**Raw Response Data Export**'.
5. Save the file to an accessible location on your hard drive. (My Documents)
6. Log into Study Island.
7. Click the '**Class Manager**' link in the upper left portion of the screen.
8. In the '**My Existing Classes**' area, click the '**Edit Class**' link to the right of the appropriate class, then click '**Import CPS Results**'.
9. Click '**Browse**' and locate the file on your hard drive. > Click '**Next**'.

Study Island Contact information:

Study Island Support: 800-419-3191

Email: info@studyisland.com

More information can be found at: www.studyisland.com

eInstruction Tech Support: 1-888-333-4988

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