

# Table of Contents

## Overview of CPS and MAP

Objectives of the CPS training course.....	1
What CPS can do for you!.....	1
<i>CPS as an Instructional Tool</i> .....	1
<i>CPS as an Assessment Tool</i> .....	2
<i>CPS as an Evaluation Tool</i> .....	3
<i>CPS as a Review Tool</i> .....	4
<i>CPS as a Testing Tool</i> .....	4
Elements of CPS.....	5
System Requirements.....	5
<i>Hardware</i> .....	5
<i>Software</i> .....	6

## Daily Instructional Activities

Daily Instructional Activities.....	8
The CPS Database.....	10
<i>Open an Existing CPS File</i> .....	10
<i>Create a New CPS Database</i> .....	11
The CPS Classes Tab.....	12
<i>Create a New Class</i> .....	12
<i>Add Students to a CPS Class</i> .....	13
The Standards Tab.....	14
<i>Install State Standards</i> .....	15
<i>Import Standards into Your CPS Database</i> .....	15
<i>Dynamic Standards</i> .....	17
The CPS Lessons Tab.....	18
<i>Ask Verbal Questions during Your Class</i> .....	18
<i>Chalkboard</i> .....	20
<i>Lesson Organization on the Lessons Tab</i> .....	22
<i>Create Lesson Names</i> .....	22
Develop Questions inside a CPS Lesson.....	24
Adding Graphics to Questions.....	26
Audio/Video Notes.....	28
Associate Standards to Question.....	29
<i>Deliver CPS Questions with Reports</i> .....	30
Other Options of the CPS Engage toolbar.....	32
PowerPoint and ExamView.....	34
<i>Making your PowerPoint presentations accessible</i> .....	35
<i>Engaging a lesson with a PowerPoint presentation</i> .....	35
<i>Making your ExamView files accessible</i> .....	35
<i>Question Control Buttons</i> .....	35
<i>ExamView Options Window</i> .....	36
<i>Engage PowerPoint and ExamView Lesson with Quick List Feature</i> .....	36
Import from Word.....	38
<i>CPS Import from Word Format</i> .....	38
<i>Additional Rules for Formatting and Importing</i> .....	39

## Bi-weekly and Weekly Instructional Activities

Sample Questions.....	41
Create a Team Roster in the Classes Tab.....	49
FastGrade Lessons.....	49
<i>Associating Standards with a FastGrade Lesson</i> .....	51
<i>Printed Material and CPS Work Together</i> .....	51
Team Activities.....	51

<i>Top Score</i> .....	52
<i>There it is! Delivery</i> .....	53
Student Managed Practice .....	56
<i>How Student Managed Practice Mode Works</i> .....	56
<i>Session Setup for Student Managed Practice</i> .....	57

## **Bi-monthly Instructional Activities**

Sample Questions .....	58
FastGrade Multiple Versions of a Lesson .....	65
Student Managed Assessment .....	65
<i>Session Setup for Student Managed Assessment</i> .....	65
<i>How Student Managed Assessment Mode Works</i> .....	68
Teacher-Led Student Managed Mode .....	70
<i>How Teacher-Led Student Managed Assessment Mode Works</i> .....	70

## **Accessing Report Data with CPS**

The CPS Reports Tab .....	72
The Reporting System .....	72
<i>Activating the Reporting System</i> .....	72
<i>Session Merge</i> .....	73
<i>Re-Grade Questions</i> .....	75
<i>Re-Grade Students</i> .....	76
Report Types .....	77
<i>Generate a Report</i> .....	77
<i>Selecting Reports</i> .....	78
<i>Upload Reports</i> .....	83
<i>Delete Reports</i> .....	83
The Gradebook Tab.....	83
<i>Gradebook Setup</i> .....	84
<i>Assessment Category Buttons</i> .....	88
<i>Assessment Options</i> .....	88
Grading Periods .....	91
<i>Create Grading Periods</i> .....	91
<i>Use Grading Periods</i> .....	91
<i>View Data by Calendar Function</i> .....	92
<i>Class Info Options</i> .....	92
Attendance.....	93
<i>Report Options</i> .....	94

## **Appendix**

CPS RF.....	96
<i>Setting up CPSRF</i> .....	96
<i>Using CPSRF</i> .....	96
Rubric Question.....	98
<i>Creating a Rubric</i> .....	98
<i>Engaging and grading a lesson with a rubric question</i> .....	99
Keyboard Shortcuts (Hot Keys) for Windows .....	101
Import Classes .....	101
<i>Import Class Information from .csv files</i> .....	101
<i>Import Existing CPS Lessons</i> .....	102
Lesson Builder.....	103
Attendance Feature.....	104
<i>Taking Attendance from the Engage toolbar</i> .....	104
<i>Taking Attendance while Delivering a Lesson</i> .....	106
Graphics and CPS.....	106
<i>Graphics Basics</i> .....	106

<i>Dimensions</i> .....	106
<i>Locating Graphics</i> .....	107
<i>Enlarging Graphics in Engage</i> .....	108
<i>Deleting Graphics from Questions</i> .....	108
<b>CPS Challenge Board</b> .....	108
<i>Create Challenge Boards</i> .....	108
<i>Challenge Board Delivery</i> .....	110
<i>Edit Challenge Boards</i> .....	112
<i>Add Questions to An Existing Challenge Board</i> .....	112
<i>Delete Question from an Existing Challenge Board</i> .....	113
<i>Edit the Challenge Board Name and Category Names</i> .....	113
<i>Delete Challenge Boards</i> .....	114
Answer Key to Sample Questions .....	115
Contact Information .....	116
<b>Index</b> .....	<b>117</b>

## Legend



When you see this icon, you will be able to view a training video for that section. The video install can be found at [www.einstruction.com/downloads/](http://www.einstruction.com/downloads/). *Some videos may not currently be available for you to view. eInstruction will post them on our website as they become available.*



This icon denotes a new CPS feature.