



CPS Tasks



Session	Task	Tab in Manual	Manual Pages	What to Do	Tab in CPS	✓
A	1	Daily Instructional Activities	11	Create a New CPS Database Name it Your Name.cps (for example, Amy Jones.cps)	Lessons	<input type="checkbox"/>
	2	Daily Instructional Activities	12—14	Click on the Classes Tab. Create a Class and Roster with at least five students. Importing can be done from a .csv or SASI file. Copy student names to another class. Take Attendance with your clickers.	Classes	<input type="checkbox"/>
	3	Daily Instructional Activities	15—17	Click on Standards Tab. Check to see if state standards have been installed from install disk. Import Idaho or Utah State Standards. (Tools, Import, Browse to C: CPS_Databases/State Standards)	Standards	<input type="checkbox"/>
	4	Daily Instructional Activities	18—22	Click on Lessons Tab. Initiate a Verbal session using the Dynamic Standards. Include in grade book and name it “My First CPS Session”. If you don’t have a receiver, observe another participant. Initiate a Chalkboard question.	Lessons	<input type="checkbox"/>
	5	Daily Instructional Activities	22—24	Organize Lesson Structure to include two parent lessons with two sub-lessons under each lesson. (Tools)	Lessons	<input type="checkbox"/>
	6	Daily Instructional Activities	24—30	First Two Sub-Lesson: Create 3 questions for each exploring the features of: note, audio, video, different template, add a standard, change font, color and size of text. Add a graphic, use the character map and explore the Save and Move To Next Question features. Try the Rubric Template for one question. (p. 98)	Lessons	<input type="checkbox"/>
	7	Daily Instructional Activities	30—34	Engage one of the lessons, use your clickers to answer. Explore and change delivery options.	Lessons	<input type="checkbox"/>
	8	*****		Learn how to Print Questions from CPS. (Tools)	Lessons	<input type="checkbox"/>
	9	Daily Instructional Activities	34—35	Add an ExamView file and PowerPoint file.	Lessons	<input type="checkbox"/>
	10	Daily Instructional Activities	36—37	Engage PowerPoint and ExamView together using “Show” after clicking Engage.	Lessons	<input type="checkbox"/>
		Daily Instructional Activities	38—40	Import a Word (RTF) document lesson into CPS. Engage Lesson.	Lessons	<input type="checkbox"/>
	11	Accessing Report Data	72—83	Click on the Reports Tab. View a few of your reports if you have a receiver connected. Watch my screen if you didn’t. Try: Instructor Summary, Question Report, Response Report and Study Guide. Explore output options and regrade a question.	Reports	<input type="checkbox"/>
B	12	Bi-Weekly/Weekly	12—14	Click on the Classes Tab. Create a Team Roster with 4 teams. (Just like a Class Roster, but student names might be: Vikings, Thunder Chickens...)	Classes	<input type="checkbox"/>
	13		49—51	Click on the Lessons Tab. Create a FastGrade Lesson (41—48—Answer Key on p. 115) and learn how to edit one after it’s done.	Lessons	<input type="checkbox"/>
	14		52—58	Click on the Lessons Tab and engage lesson as Teacher Managed Assessment using Top Score. Click on the Team Activities Tab. Engage as There It IS! and then Click on the Lessons Tab and engage as a Student Managed Practice activity. If time repeat with your materials.	Lessons & Team Activities	<input type="checkbox"/>
C	15	Bi-Monthly	49—51	Click on the Lessons Tab. Create a Fast Grade Lesson with Multiple Versions from either pp. 59—61 or pp. 62 - 64. (Answer keys on page 115.)	Lessons	<input type="checkbox"/>
	16		65—69	Engage as Student Managed Assessment with multiple versions	Lessons	<input type="checkbox"/>
			70—71	Engage as Teacher-Led Student Managed Mode	Lessons	<input type="checkbox"/>
	17	Accessing Report Data	72—83	Click on the Reports Tab. View Reports and Grade Book again...	Reports/GB	<input type="checkbox"/>
	18	Appendix	103—104	Click on the Lessons Tab. Use Lesson Builder and Import features to create a new lesson from existing questions.	Lessons	<input type="checkbox"/>
	19	Appendix	108—114	Click on the Team Activities Tab. Set up a Challenge Board with ISAT or Exam View Questions	Team Activities	<input type="checkbox"/>
	20		34	Click on the Lessons Tab. Set up Auto Advance Feature with ISAT or ExamView Questions	Lessons	<input type="checkbox"/>
D	21	Appendix	83—95	Click on the Gradebook Tab. Develop the Grade book for one of your classes	Gradebook	<input type="checkbox"/>