

- LH CPS Guide

1. Open flash (thumb, USB, etc.) drive
2. Copy (CPS database) folder to desktop
3. Start CPS
4. Open file (from desktop)
5. Select Engage tab (Prepare-Engage-Report line)
6. Check box for today's lesson
7. Click Engage/Teach Button
8. Join window appears-Students turn on clickers
9. Click Close – CPS control bar will appear
10. Click Engage (prepared question) or Verbal
11. Click Start (if necessary) – students begin responding
12. Click End
13. Close question window (red X in bottom left toolbar to end this question)
14. Click Exit CPS -when done completely
15. Copy folder back to flash drive
16. Click Safely Remove Hardware button
17. Remove flash drive.

Expanded version

- Create a folder on your computer and use the CPS software to create your database inside that folder for use with courses. (A good practice would be to create a new folder/database each semester.)
- Open the CPS software, open the database you created, and “import” your CPS course roster(s) into that database. (Rosters were created when the course was registered through Blackboard.)
- If you are using CPS in the lecture halls with the lecture hall computer, copy the folder onto a “flash” drive for easy transport. (If you are taking your own computer, there is no need to copy the folder to a “flash” drive.)
- Very important: Upon arriving in the lecture hall, copy the folder from the “flash” drive to the computer desktop for use during the class.
- Start the CPS software and open the database inside the copied folder on the desktop. (This will allow you to save the class clicker responses to your database for later retrieval.)
- Conduct your class.
- At the completion of your class, you will see the software automatically upload the clicker response data to your database. When that process has completed, close the CPS software and

copy the database back onto your “flash” drive. You now have a copy of all responses.

- When you return to your office, copy that folder back onto your office computer for safe keeping and easy access.
- Running a CPS database directly off the flash drive can result in data loss or upload errors. Use the flash drive for file transport and backup purposes.

If you have questions or concerns about anything mentioned here, please feel free to contact Bob Armstrong (rarmstro@umbc.edu or ext. 5-3885) or Steve Anderson (sanderso@umbc.edu or ext. 5-3680).