

## CPS Clickers - Using Clickers in the Lecture Halls

**NOTE:** The following procedures highlight how to set up and use the CPS clicker system in the UMBC lecture halls. The procedures should be accurate regardless of which lecture hall you are in.

If you have questions or concerns, please contact Steve Anderson ([sanderso@umbc.edu](mailto:sanderso@umbc.edu) - ext. 5-3680), or Bob Armstrong ([rarmstro@umbc.edu](mailto:rarmstro@umbc.edu) - ext. 5-3885).

### Using the Lecture Hall Computer

1. Log into lecture hall computer as "administrator" using password from [AV Services](#). (CPS software works best from this mode.)
2. Connect your "flash" drive with database from your office computer. (This is required to save the data from your session.)
3. If you are using [CPS](#) for Powerpoint:

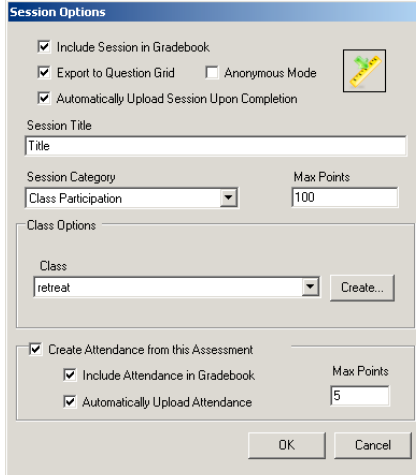
- Open the CPS for PowerPoint  software on the desktop.

- Click "Open Database"  and select the appropriate database on your "flash" drive.

- Open prepared PowerPoint with CPS questions. If you don't have any questions in

prepared show, you can add them by clicking on the "Insert Question"

 button.



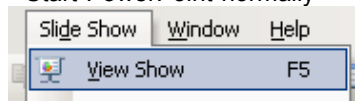
The "Session Options" dialog box contains the following settings:

- Include Session in Gradebook
- Export to Question Grid  Anonymous Mode
- Automatically Upload Session Upon Completion
- Session Title: [Title]
- Session Category: [Class Participation] Max Points: [100]
- Class Options:
  - Class: [retreat] [Create...]
- Create Attendance from this Assessment
  - Include Attendance in Gradebook Max Points: [5]
  - Automatically Upload Attendance

Buttons: OK, Cancel

Options Screen

- Start PowerPoint normally



- When CPS "Session Options" (See right) screen comes up, check ALL boxes and assign appropriate points for questions/attendance. (Make sure "Class" and "Session Category" are correct.) Click "OK".

- The "CPS - Join" screen (See right) will come up. Leave it up until your students have joined the session or you are ready to start class. (Number at the top reflects how many have joined.)

- Conduct class as normal. At the end of class, stop your PowerPoint session and wait 1-2 minutes for the database to upload (See right) to CPS and save the data. Remember to wait until this process is complete so that all data is placed properly.

- Close PowerPoint, remove "Flash" drive properly and log out of the computer.

4. If you are using the CPS software to deliver questions:



- Open CPS software on computer.

- Click on the "Prepare" **Prepare** tab at the top and "Import" your class "Lesson" from your database (Create a new one using "+New" if you don't have questions prepared.)

- Click on the "Engage" **Engage** tab at the top, check the box next to the appropriate question(s) to select the correct question set.

- Select the appropriate Title, Type, and Class (See right).

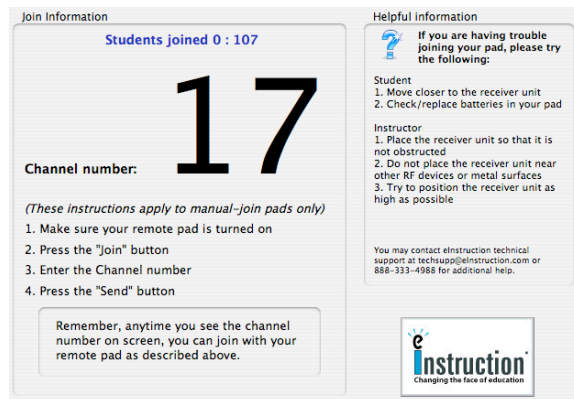
- Click "Advanced" (See right) link. When CPS "Advanced Engage Options" screen comes up, check ALL boxes and assign appropriate points for questions/attendance. (Make sure "Class" and "Session Category" are correct.) Click "OK".



- Click on the button to start the session.

- When CPS "Session Options" (See right) screen comes up, check ALL boxes and assign appropriate points for questions/attendance. (Make sure "Class" and "Session Category" are correct.) Click "OK".

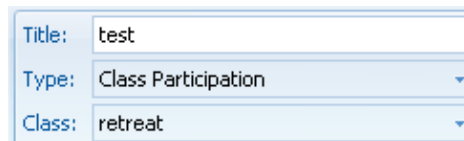
- Conduct class using questions.



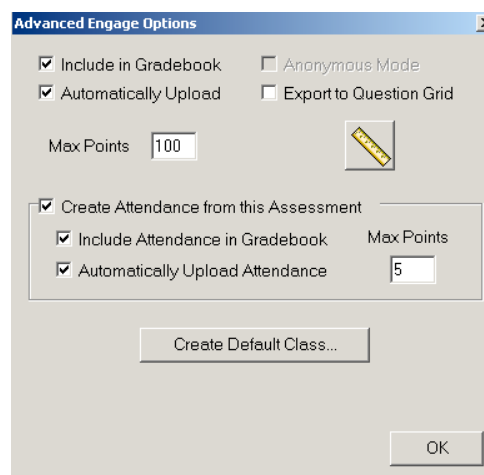
Join Screen



Data Upload Screen



Set-up screen



Advanced Options

- When you are finished with the class, wait 1-2 minutes for the database to update/download (See right) and all data to be processed.
- Close CPS and log out of the computer.

[Download PDF version of these instructions.](#)

### *Using Your Own Laptop*

1. Log into lecture hall computer as "administrator" using password from [AV Services](#). ( CPS software works best from this mode.)
2. Connect your "computer to the projector using the provided data cable. (Note: your computer must be online in order for the results to update into Blackboard.)
3. Follow all of the directions in the previous section with the exception of removing the "Flash" drive and logging into the lecture hall computer.

If you have any questions, please feel free to contact Bob Armstrong at 410.455.3885 or [rarmstro@umbc.edu](mailto:rarmstro@umbc.edu) or [blackboard@umbc.edu](mailto:blackboard@umbc.edu).

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