

Getting Started Using Clickers at Seneca College



IMPORTANT: You must bring the lessons database (Lessons.cps file) and Powerpoint presentation to class in a folder on a USB key.

This guide is divided into five sections:

1. Downloading and Installing the Software and Database on your computer
 2. Running the software on your computer
 3. Creating and saving your presentation
 4. Running you presentation in the classroom
 5. Viewing the results of your class responses
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Section One

How to Download and Install the Software and Lessons file on your office or home computer:

- **Create a folder** (e.g. 'Clickers') on your computer.
 - **Download clicker software** from the *Important Downloads* box on the [Library Clicker Site](#) into this new folder. This file will appear as *CPS.full.release. v6.70.0942*)
 - **Download the clicker database** into your new folder from the above site. This file (Lessons.cps) currently contains a *Class* for each set of Seneca clickers. The name of the class is written on the clicker case (e.g. King 1 or Markham 2).
 - **Install the software on your hard drive** by double clicking on the install file (*CPS.full.release. v6.70.0942*) that appears in your new folder.
 - Click on *Next* through the InstallShieldWizard process then *Install* until the wizard indicates the install is completed. Click on *Finish*.
 - The installed program files are now located in: *Program Files\Instruction* on your hard drive and an icon called CPS should appear on your desktop.
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Section Two

To run the CPS program on your computer:

- Once you have loaded the software, double-click on the *Lessons.cps* file that you downloaded into your new folder.
- Close any help screens that pop up (titled QuickStartGuide).
- Choose the *Prepare* tab. Your database file name (*Lessons.cps*) should appear on the left side of the screen (followed by an empty folder for your *Powerpoint* presentations and another empty folder called *Examview*). If *Lessons.cps* does not appear just above these folder names, choose *File* in the menu at the top of the screen then *Open Database* and find and choose the downloaded *Lessons.cps* database file in your new folder.

Suggested Settings (do once when first developing your clicker presentation):

- Choose *Settings* from the menu bar at the top of the screen then *Delivery Options* then under the *Teacher Managed* tab click (check) the following under *Options*:
 - ✓ Show Pads That Have Responded (when a clicker records an answer its square is marked in blue)
 - ✓ Show Answer Distribution (shows how many gave each answer)
 - ✓ Auto Show Detached Feedback Grid (shows all clickers waiting response)
 - ✓ Auto Show Charting (shows graph of answers)

CPS - Delivery Options

Teacher Managed | Student Managed | Receiver | Feedback Grid | KWIK Screen | Team Activities

Options

- Show Pads That Have Responded
- Show Cumulative Percent Correct
- Show Answer Distribution
- Detach Narrative (Imported Narratives)
- Auto Show Detached Feedback Grid
- Show Window Title Bar
- Show Large Screen
- Show Percent Correct
- Show Correct Answer
- Auto Start the Timer
- Auto Start the Question
- Auto Show Charting

Timer Length: 60 | Timer Increment: 10

Gen2 RF Only

- Auto-send Alphabetic Response
- Mask Response on Pad
- Indicate Correct Alphabetic Response on Pad

Verbal Questions

- Show Large Screen
- Auto Show Charting

Results

Last Question...

Time Based

- Auto Move to Next Question

Timer Length: 60 | Timer Increment: 10

Helpful Information

Move your mouse over any setting to see further information about that setting.

You may contact eInstruction technical support for additional help.
Phone: 888-333-4988
Web: www.einstruction.com/support

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OK | Cancel

- Choose *Settings* again from the menu bar at the top of the screen then *Verbal Questions Setup*. Click (check) the following to have the results of your classes stored in reports:
- ✓ Export to Question Grid

You can also enter the course code, section and date under *Session Title* at the beginning of each class.

- ✓ Click *OK*.

Section Three

Creating and saving your PowerPoint file:

Create and save your PowerPoint presentation as you normally would with True/False or multiple choice questions on some or all of the slides. You do not need a separate slide showing the correct answer, you can choose to reveal it on the answer graph.

- Double-click on the *Lessons.cps* file that you downloaded into your new folder.
- Click on the *Prepare* tab.
- Click on the *Lessons.cps* directory.
- Click on the *PowerPoint* directory.
- Now Right-click to bring up a small menu. Choose *Add file ...* then find and double click on the PowerPoint file on your computer that you wish to use. It should appear in the PowerPoint directory on your screen.

IMPORTANT: Make sure that your *Lessons.cps* file and your Powerpoint Presentation are saved in the same folder on a USB drive that you can bring to class.

Section Four

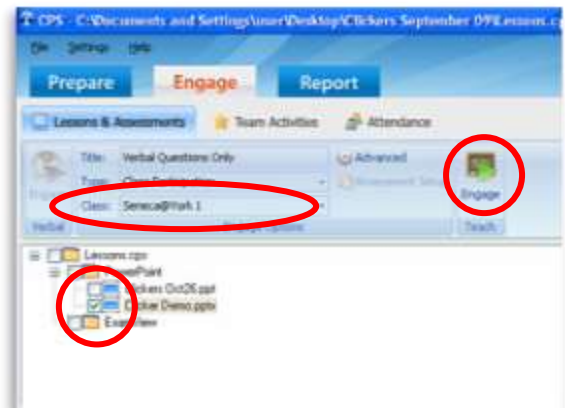
Running your presentation in the classroom:



Firstly, plug the receiver into a USB port on your computer. The receiver looks like a slightly larger clicker with a cable attached. Plug the receiver into a USB port on your computer.

Next, transfer the folder containing the *Lessons.cps* file and your Powerpoint Presentation from your USB drive to the desktop of the classroom computer. Any reports or gradebooks created while you are running CPS in the classroom will be stored

- Double-click on the *Lessons.cps* file
- Click on the *Engage* tab.
- Check the box next to your presentation.
- **Select your set of Clickers** (e.g. Newnham 2, Seneca@York 2) from the *Class* menu in the section above
- Click on the *Engage* button with the green arrow.



- The presentation should now be running with a CPS bar at the bottom of the screen. You can run through your presentation as you normally would using PowerPoint.

- **Turning on the clickers:** students should press the Power button on the bottom of the clicker until the screen display is on.
- **Turning off the clickers:** students hold down the Power button on the bottom of the clicker until the screen displays *Powering Down*.



To ask a question and show the responses:

- When you get to a slide with a question you would like to ask the students, click *Verbal Question* in the CPS bar at the bottom of the screen. Then choose the *type of question* you are asking - e.g. *True/False* or *Multiple Choice A-C, A-D, A-E*, etc. Note that you may also ask questions in which students will have a numeric answer (e.g. "What is the sum of 3.4 and 6.8?") with the clickers.
- **To answer, participants must select their answer (e.g. A, B, 3, 4), and press *Send*.**
- **Arranging the clicker numbers on the screen:** The 'Ballot Grid' window appears containing the numbers of all of the clickers. This window and the window in which the Powerpoint presentation is playing should be resized and moved around the screen just as you would resize and move any window in MS Windows. Once the screen is arranged to your satisfaction, this setting will continue for all future questions in this and any future Powerpoint sessions that are run in your Lessons database.



- **Verifying Responses:** When an answer is submitted the clicker number will turn blue. If the same answer is submitted again to verify it will flash green. If the same clicker changes their answer it will flash yellow. An invalid answer (e.g. "H": on an A-E question), will flash red.
- The number of clickers that have submitted an answer appears in the right corner of the bar at the bottom of the screen.

- **Distribution of Responses:** When you are satisfied with the number of answers submitted, click *End*. A window will appear that shows the distribution of answers.

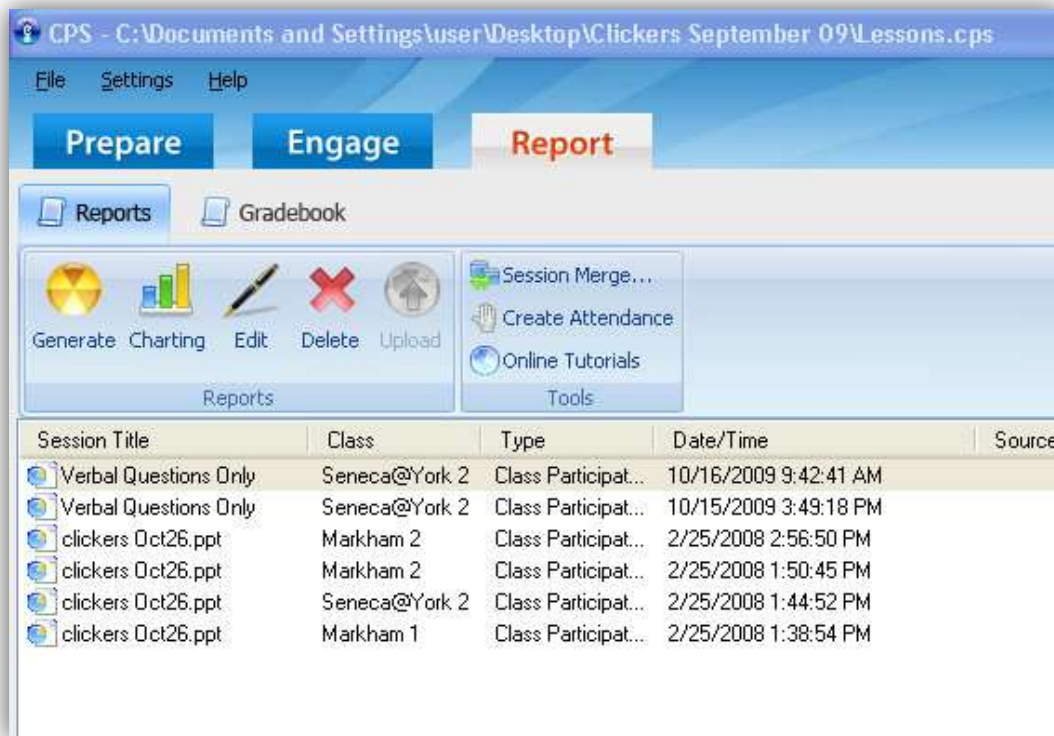


- You indicate the correct answer on your chart of answers by clicking *Correct Answer*, then choosing the correct answer in the pull-down menu that appears.
- Click *Close* to return to your presentation.
- To ask another question click on the type of question in the menu at the bottom of the screen (e.g. MC4- Multiple Choice a-d). Alternatively, if the question is the same format as the previous one, just click *Start* to ask the question.
- Click *Close* on the menus at the bottom of the screen to return to the main menu.

Section Five

To view the results of your class responses:

- Click on the *Reports* tab at the top of the screen in the main CPS menu (beside the Classes tab and near the Lessons tab).



- Double-click on the name of the lesson (as specified in *Sessions Title* in the *Verbal Questions Setup* under *Settings* in the top menu bar of the main CPS menu).
- A list of types of reports is displayed. Each report shows each slide containing a question asked and:
 - *Response report* shows the % of responses of each possible answer to each question.
 - *Question report* shows the responses (by clicker #) to each question.
 - *Instructor report* shows each students' responses to each question
 - *Item analysis* shows the overall responses to each question.
 - *Reports that indicate 'Export'* will copy the requested report to an excel file on your computer or removable drive.

