

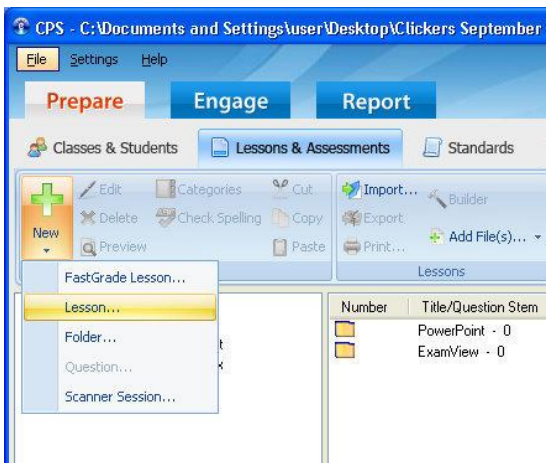
Other Ways to Use Clickers

In addition to as using Powerpoint, you can also incorporate Clickers into presentations in the following ways:

- Entering your questions and graphics directly into the CPS software
- Importing questions and answers from a Word document
- Playing a game in the style of Jeopardy

Entering your questions and graphics directly into the CPS software:

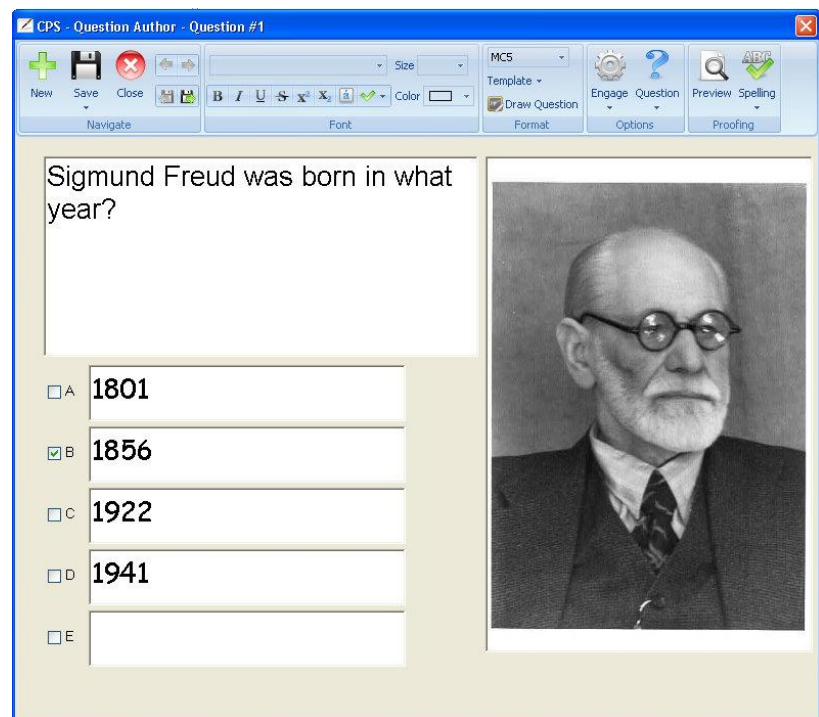
Rather than using Powerpoint you can enter your questions directly into the CPS database and run them without a Powerpoint presentation. When running CPS you will not have to identify the type of question (e.g. T/F) nor the correct answer.



To enter your own questions in a lesson:

- Double-click on the *Lessons.cps* file
- Click the *Prepare* tab.
- Choose *Tools* in the menu bar then *New* and *Lesson*.
- Enter the *Title* of the lesson and *OK*

- Click on the title of the new lesson that appears. Choose *Tools* then *New* then *Question*.
- Choose *Question* in the menu bar then *New Question*.
- In the Question Author window change the template to the type of question (e.g. *True/False*) and type of layouts (e.g. you can use graphics with the questions or to illustrate each answer).
- Enter the question, any images and the possible answers. Check mark the correct answer.
- Choose *Save Question* from the menu bar. Then choose *New Question* from the same bar and enter your next question. When done choose *Question* from the top menu bar then *Save and Close*.
- Back in the files screen click on the lesson title on the left then double click any question on the right to change it.



To import Questions in a Word document into a Lesson:

- Open your Word document and format with a lesson title at the top of the file as follows:

Title: New Class

- Then each question must be formatted as follows:

Multiple Choice

1. The sum of 11 and 5 is

- a. 15
- b. 16
- c. 12
- d. 7

ANS: B or

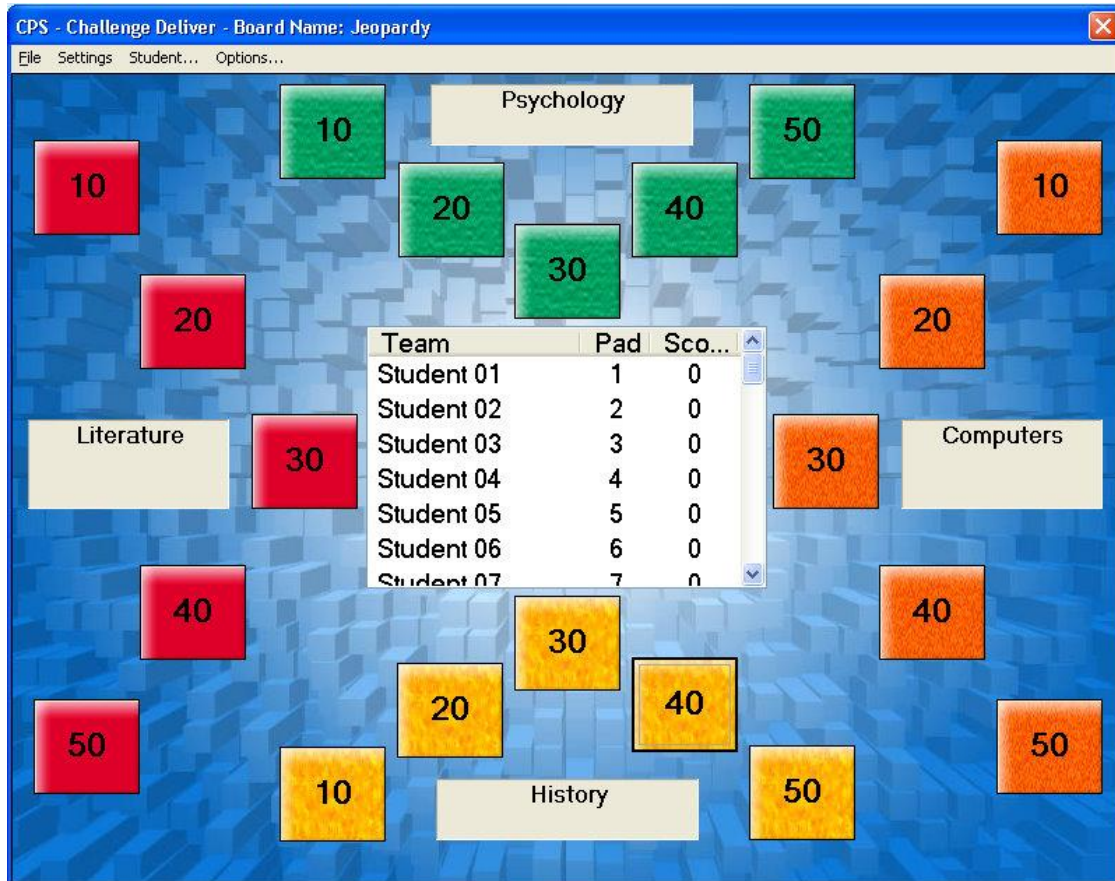
True/False

2. Four plus seven equals twelve.

ANS: F

- **Title** need only appear once at the top of the file and the **Question Type** need only appear once at the start of a block of questions all of the same question type.
 - Store as an RTF file (Rich Text Format).
 - Click on the *Lessons* tab then *Tools* then *Import*. Click on *Browse* then change *Files of Type* to *RTF Files* then find and double click on the RTF file you created.
-

To play the Jeopardy game for a review class:



- Choose *Prepare* tab and in the menu below the tab, choose *Team Activities*
- Click on *New* (the large green “+” icon)
- Give your game a *title* (e.g. Accounting Review) and enter 4 *categories* of questions (e.g. Financial Statements, General Ledger, Inventories and Transactional Accounting).
- Choose the *Lessons* tab in the Challenge Board window.
- Click on the lesson that contains the questions for the game.
- Click on each question you wish to put in the game and drag the question over to the appropriate points box (10, 20, 30, 40 or 50) in the category in which the question belongs. Note that tougher questions are usually assigned higher points in Jeopardy.
- Choose *File* in the Challenge Board window then *Close*.
- Click on your game title (e.g. Accounting Review) that appears on the right side of the screen then *Engage* then *Start*.
- Note: To show or hide the scores on the screen achieved by each student/clicker, choose *Settings* then click on *Show Score*.
- To play, ask a student to choose a category and points (e.g. ‘General Ledger for 40’) then click on the requested box to run the question.
- To finish choose *File* then *Close*.

