CPS ("Clicker") Use:

<u>Enrolling Students into Clicker Use</u>

1. To organize a course using CPS, go to <u>www.einstruction.com</u>, Higher Education, Login, Higher Ed Instructors, select Texas A&M University, and follow instructions from there. After setting up the course, you will receive a class key to tell your students so that they can enroll their clickers in the course. For this, follow the instructions on my website.

2. Each course has a different class key. Make sure students know which course they are in. To see which students have enrolled their clickers, log into CPS from the Desktop icon, go to File and Open the database. The list of students enrolled should show. You can insert student IDs in the appropriate column if students have failed to do so or entered the wrong number.

<u>To set up a class in CPS</u>

Before class (at home): go through the procedure you will use in the classroom:

1. Log into CPS from the Desktop icon; open the database from your thumb drive
2. Open "Prepare: classes & students"; switch to "Lessons and Assignments"
3. Go to Prepare, click on Lessons, click on your database (e.g., Clicker Use.cps); double click
4. Go to Add Files and open your PowerPoint class for the day
5. While in Prepare, click New, FastGrade Lesson, enter quiz title (date quiz), enter answers

In the classroom, go to File and open the database.

6. Go to Engage, double click on cps file; click (check mark) PowerPoint file and Quiz file
7. See that the title is your quiz title, choose the Type (Quiz) and Class (e.g., Clicker Class)
8. Open "Advanced" and select "Include in Gradebook," "auto upload," select Max points (4)
9. Click on the Engage Teach button. That should show your connected channel. At this point tell students to press the join button on their pads; they should see the channel on their screen. They will be able to send answers when you open the question.

That should open the PowerPoint. From here, double click to start the PowerPoint presentation and advance it as usual.

10. When you reach a non-graded question, click on the "Verbal" button on the bottom and select from the list of question formats (T/F, MC). Click on Grid if you want it moved to the side. Set the time and start the clock (the arrow). When the clock stops, the graph will appear with the answer distribution. Because this question is non-graded, do not fill in an answer. After discussion, click on the red X button and go back to PowerPoint.
11. When you reach a graded question, click on "Next" (e.g., Next #1), hit Start, set the time and click on the arrow to start the clock. When the clock stops, the graph will appear with the correct answer and distribution. Click on the red X button to record the grades and return to PowerPoint.
12. After the last slide or question, hit the red X and close the session.
13. Remind students to turn off their clickers by holding down the Power/Join button.

To see grades, go to Report, report, double click quiz #, then hit Instructor Summary, double click, then click on Output, then click on Excel spreadsheet.

Handout given to students:

Our class is large (180 students), so we will be using "clickers" in Monday and Wednesday sessions to provide each student a chance to engage personally in discussions and get immediate feedback regarding the material. The clickers (also known as CPS-RF units) look like cell phones and can be purchased at bookstores for $20 and used in other courses in the University. You have to set up an account with the clicker company (einstruction.com) only once, but you have to enroll separately in each clicker course. Normally, clicker enrollment costs $13 per course, but students who purchase our textbook (*Problems from Philosophy* by James Rachels) in a plastic wrapper will find therein a $7 discount coupon off the $13 enrollment charge. After a student spends $39 for such enrollments, he or she will have no charges for subsequent enrollments.

For this semester, this is what you need to do:

1. Get a clicker (specifically, the 18-button "RF" version); make sure it has batteries
2. Go to www.einstruction.com to create an account online. Click on the **Students** button at the top left of the window, select **Texas A&M University**, click **Choose Site**
3. If this is your first time to use CPSOnline, enter the serial number that appears on your clicker's screen when you turn on your pad; then click **Create Your Account**. If you have used CPSOnline before, sign in on the left.
4. Create a CPSOnline Username and Password and fill in your contact information using your first and last names as they are listed in Texas A&M University records. Your username and password should be the same as those you use to access your WebVista account. Click **Submit** to create your account.

You've now created a CPSOnline account. You can use your CPSOnline username and password to login anytime to CPSOnline. Now you can enroll your pad in your Intro to Philosophy class.

1. Click **Yes** to enroll immediately in your class.
2. Enter your Philosophy **Class Key** (**I32378C317**) in the space provided. (Note: that is an "I" at the beginning of the key, not a 1.) If you have a McGraw-Hill code for the $7 discount, enter it in the **Code** box. If you do not have a discount code, you can still enroll (for $13 or for free if you have already paid $39 for previous course enrollments).
3. Read the Student Refund Policy and check the box indicating that you agree with the policy.
4. Click **Submit** and choose your payment options (credit card or check). Click **Continue**.
5. Fill in your billing information and click **Continue**.
6. To join an additional CPSOnline class, click the **Enroll in a class** button from the main menu.
7. Once you have finished enrolling in all of your classes, click **Log Out**. *So that CPSOnline properly records your information, log out of CPSOnline.*

NOTE: *If you enroll in more than one class using CPS, your response pad may have a different assigned number for each class.* Note your assigned response pad number after you enroll for each class, and use the reminder emails from eInstruction to keep track of your information. In the case of Introduction to Philosophy, your assigned number will be between 1 and 200.