

Setting Up Your Class for Using Clickers



This handout is intended to be a “Quick Start” guide to using the e-Instruction Clickers. More detailed information and an on-line tutorial is available at: <http://www.einstruction.com/Training/index.cfm> Before beginning, it is assumed that you have installed the software on your computer.

Know that you can use the clickers without entering all of your student names, etc. by using generic names like student 1, student 2, student 3, etc. However, if you want to track student answers and assign clickers to students, you may want to consider following the steps below to enter the student names.

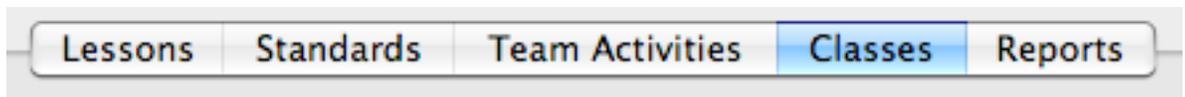
Two Options for Entering Student Names and Setting Up Classes:

1. **Manually enter the student names**
2. **Import the names from another database**—SIMS, PowerSchool, etc. using a .csv file works well.

Manual Set-Up:

Step #1: Open the CPS Software (under All Programs-WIN or Applications—MAC) or as a shortcut on your desktop on on the dock--MAC)

Step #2: Select the **Classes Tab** from those



located along the top of the CPS Software window and select the **NEW CLASS ICON**.

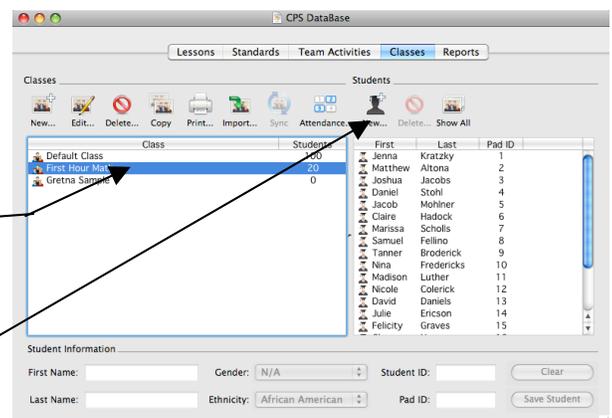


Step #3: The **NEW CLASS WIZARD** prompt window will open, where you will make the following selections:

- A. Prompt 1: Select K-12 as the Institution Type
- B. Prompt 2: Enter teacher name and class name (required). You may fill the other fields as desired.
- C. Prompt 3: Click CONTINUE twice
- D. Prompt 4: Click DONE

Step #4: Begin adding students to your class.

- A. Select your class along the left side
- B. Click the **NEW STUDENT** icon
- C. Enter the information for the student at the bottom of the window.
- D. Click the **NEW STUDENT** icon to continue adding more names.



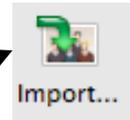
Importing Names Set-Up: This way will save you the time of typing all the student names into the CPS system. District tech coordinators can help you export a .csv file from another database that you can use to import all your students by class.

Step #1: Contact your district technology contact and ask them to export your class lists from the student database as a .csv file. They can download these files in minutes and e-mail them to you as attachments. Once they send you the files, you will want to open them (they open with MS Excel and add a row at the top with the following titles: LAST, FIRST, STUDENTID

	A	B	C
1	LAST	FIRST	STUDENTID
2	ALCALA	TROY	
3	ALFARO	RYAN	
4	ANDERSON	KELSEY	
5	BALAJI	ANAND	
6	BOEX	COLIN	
7	BOLTON	TIMOTHY	

Step #2: Open the CPS Software (under All Programs in the start menu, or as a shortcut on your desktop)

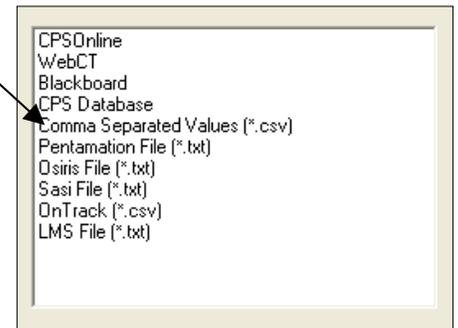
Step #3: Select the **Classes Tab** from those located along the top of the CPS Software window and select the **IMPORT ICON**.



Step #4: From the Import Class Wizard window that opens, select Comma Separated Values (.csv) from the list given and then Click **NEXT** in the lower right corner.

Step #5: You will be prompted to **BROWSE** to locate the file that was downloaded from SIMS. Once you find it and open it, the name should show up in the title box—put a check in the box by clicking and then click **NEXT**.

Title	Course	Section	Session
<input checked="" type="checkbox"/> 5th_hr			



Step #6: You should get a message indicating that your import was successful and you simply click **DONE**. If you have trouble importing---my best guess is that you forgot to open the file in step #1 and add the row 1 titles: Last, First and StudentID

**All of the students on your class list should appear now and automatically are assigned a clicker number alphabetically by last name.