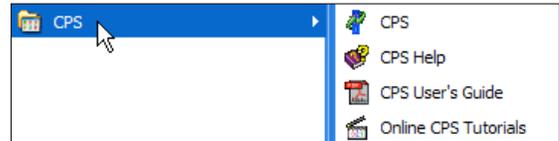# e-Instruction Creating Your Own Questions

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 and set-up a class.

Teacher Created Questions: used this option if you want to create a list of questions that you can type and save for use in your classes in the teacher managed mode.

1. **Open the CPS Software**: You will either have a shortcut on your desktop, or you will need to open the
    program from the
    - Win: START MENU→All Programs→CPS
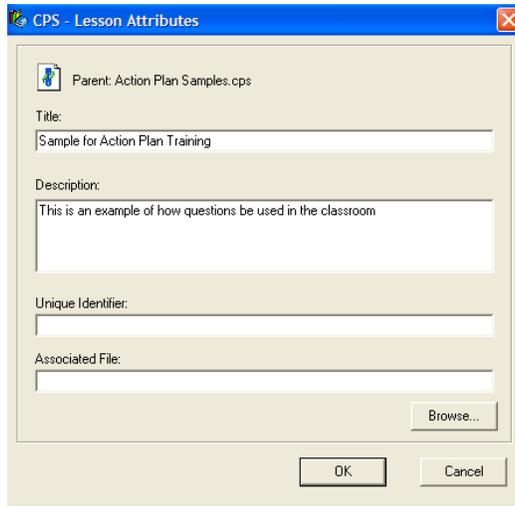   - Mac: APPLICATIONS→CPS→CPS

2. When the CPS Program opens, Click on the Lessons Tab and then you can eiter highlight an existing lesson on the left side of the screen (if you have created one before) or you can select the **TOOLS** icon and **"NEW LESSON"** from the choices given.
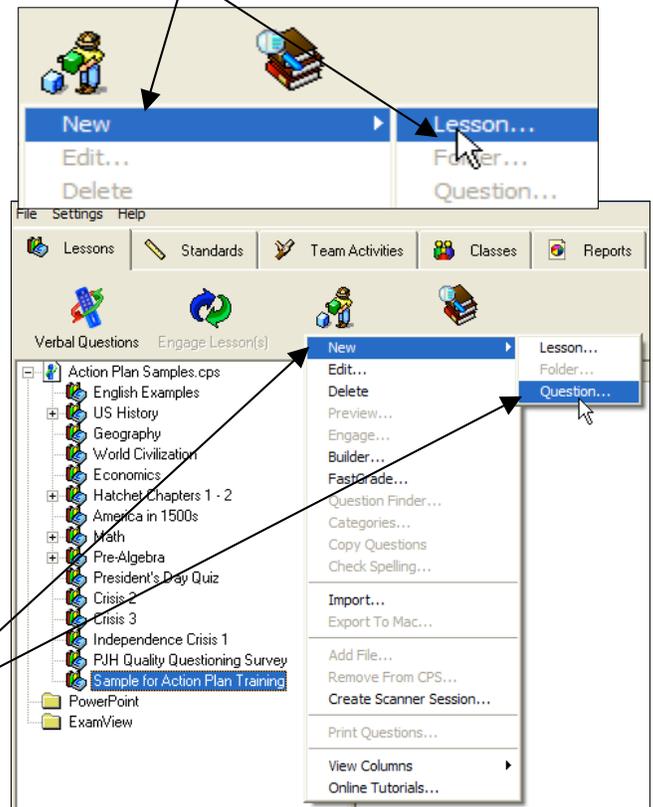
3. Title your Lesson in the prompt box that will open and include a description if you would like. Click **OK** when you lesson is titled and described.
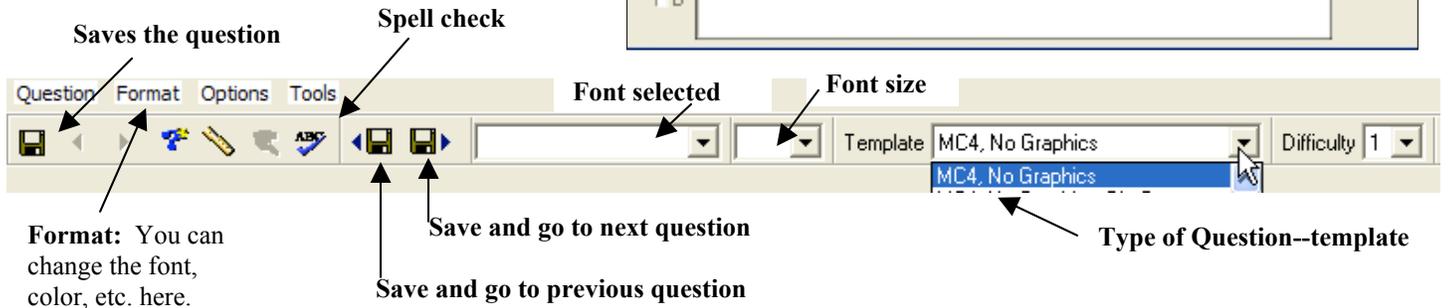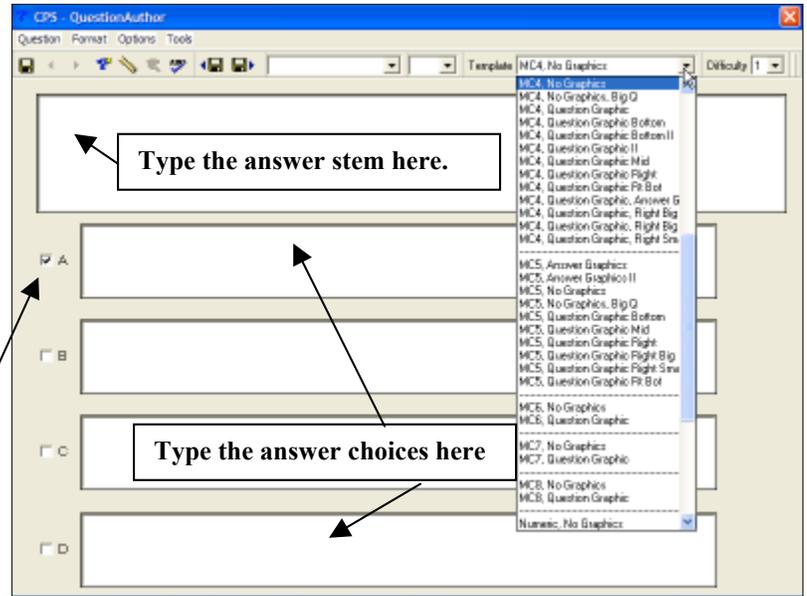
4. Adding Questions: Now that you have created a lesson, you are ready to begin adding your questions. Questions are added by Clicking the Tools Icon and selecting NEW→QUESTION.
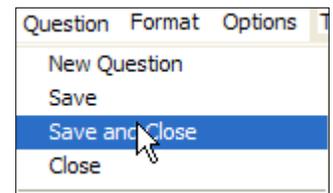
5. Question stems and answers are added to the question prompt box that opens. From the Template drop down menu, you can select the type of question (T/F, MC3, MC4, etc.) along with whether you want to include a graphic in the question stem or the answer stems. At this point you simply type the questions and answers (make sure you check the box next to the correct answer if you have answers with correct answers)
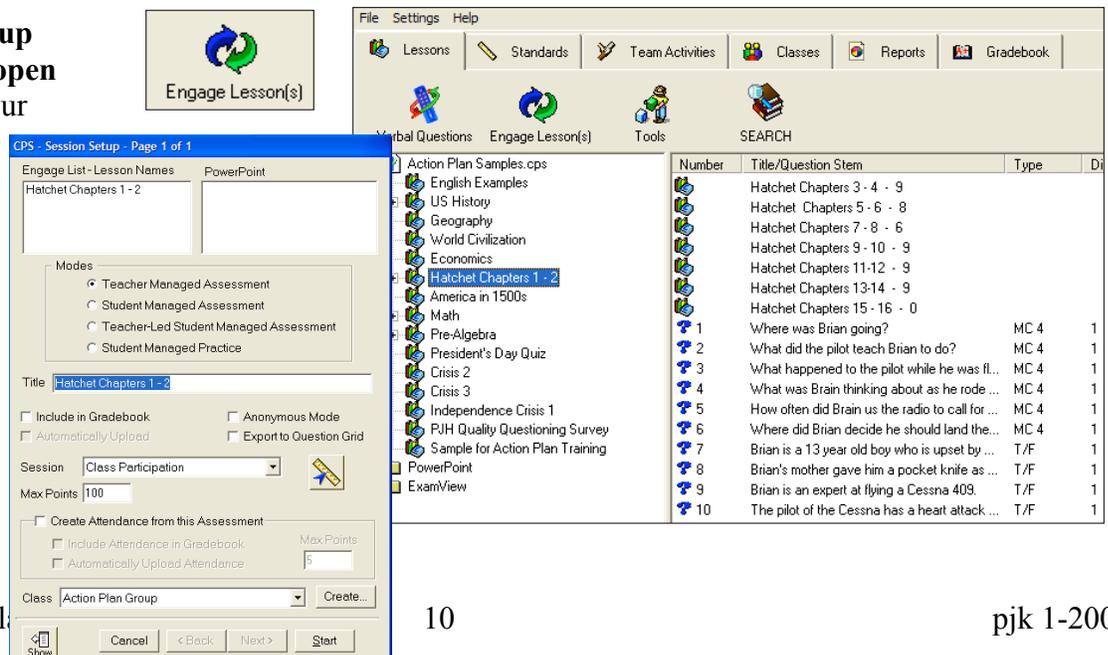
Type the answer stem here.

Check the correct answer choice

Type the answer choices here

Saves the question

Spell check

Font selected

Font size

Question   Format   Options   Tools

Template   MC4, No Graphics

MC4, No Graphics

Difficulty 1

Format: You can change the font, color, etc. here.

Save and go to next question

Save and go to previous question

Type of Question--template

6. Once you have finished the first question, click the SAVE and GO TO NEXT QUESTION icon 🖫▶ **and continue typing your questions until you are done. Once you finish, select SAVE and CLOSE from the Question menu.**

Question   Format   Options   T
New Question
Save
Save and Close
Close

7. Use the lesson/question mode with students. You are ready to engage the teacher managed mode. To do this, select the lesson along the left side and then click the ENGAGE LESSON(s) button.
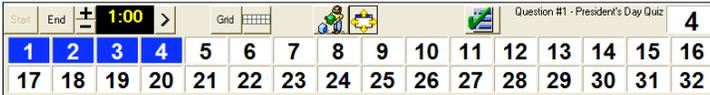
8. A CPS Session Set-up Prompt Window will open where you can make your selections. Notice that you can **select the class.** You will want to select **"Teacher Managed Assessment"** from the Modes that are given. Click **Start** to begin with the students.

Engage Lesson(s)

File   Settings   Help

Lessons   Standards   Team Activities   Classes   Reports   Gradebook

Verbal Questions   Engage Lesson(s)   Tools   SEARCH

CPS - Session Setup - Page 1 of 1

Engage List - Lesson Names
Hatchet Chapters 1 - 2

PowerPoint

Modes
● Teacher Managed Assessment
○ Student Managed Assessment
○ Teacher-Led Student Managed Assessment
○ Student Managed Practice

Title Hatchet Chapters 1 - 2

☐ Include in Gradebook   ☐ Anonymous Mode
☐ Automatically Upload   ☐ Export to Question Grid

Session   Class Participation
Max Points 100

☐ Create Attendance from this Assessment
  ☐ Include Attendance in Gradebook   Max Points
  ☐ Automatically Upload Attendance   5

Class   Action Plan Group   Create...

Show   Cancel   < Back   Next >   Start

	Number	Title/Question Stem	Type	Di
Action Plan Samples.cps				
English Examples		Hatchet Chapters 3 - 4 - 9		
US History		Hatchet Chapters 5 - 6 - 8		
Geography		Hatchet Chapters 7 - 8 - 6		
World Civilization		Hatchet Chapters 9 - 10 - 9		
Economics		Hatchet Chapters 11-12 - 9		
Hatchet Chapters 1 - 2		Hatchet Chapters 13-14 - 9		
America in 1500s		Hatchet Chapters 15 - 16 - 0		
Math	1	Where was Brian going?	MC 4	1
Pre-Algebra	2	What did the pilot teach Brian to do?	MC 4	1
President's Day Quiz	3	What happened to the pilot while he was fl...	MC 4	1
Crisis 2	4	What was Brain thinking about as he rode ...	MC 4	1
Crisis 3	5	How often did Brain us the radio to call for ...	MC 4	1
Independence Crisis 1	6	Where did Brian decide he should land the...	MC 4	1
PJH Quality Questioning Survey	7	Brian is a 13 year old boy who is upset by ...	T/F	1
Sample for Action Plan Training	8	Brian's mother gave him a pocket knife as ...	T/F	1
PowerPoint	9	Brian is an expert at flying a Cessna 409.	T/F	1
ExamView	10	The pilot of the Cessna has a heart attack ...	T/F	1

9. From the CPS menubar, select and the first question will appear.
To allow students to begin "clicking in" with their answers you must click the "start" button.

10. Students can begin "clicking in" their answer choices and their numbers will "light up" across the bottom of the screen when they have answered.

Who is considered the author of the Declaration of Independence?

A.   George Washington

B.   Thomas Jefferson

C.   John Adams

11. You can use the 1:00 clock if you would like (start with the >, add time with the +, subtract time with the -), or click **END** to manually "lock out" or "call time."
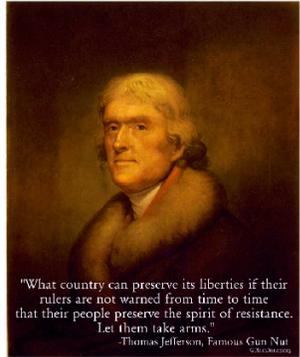
12. With the example used for this demo, the correct answer, a picture and the distribution is shown. At any time,

A. you can view the "chart" by clicking the charting tool

B. see the top scores by clicking the red checkmark

C. Change the delivery options by clicking the associated icon

Who is considered the author of the Declaration of Independence?

A.   George Washington   1

B. ✔ Thomas Jefferson   3

C.   John Adams   0

"What country can preserve its liberties if their rulers are not warned from time to time that their people preserve the spirit of resistance. Let them take arms."
-Thomas Jefferson, Famous Gun Nut

13. To navigate to the next question, simply click the right arrow in the lower left navigation buttons.