

Faculty Instructions

Setting up your class through Blackboard

1. Log on to your Blackboard account.
2. Under 'My Courses', select the course in which you would like to use CPS.
3. Click on the 'Course Tools' link in the left-side navigation menu.
4. Click on 'CPS Connection'.
5. Click on the 'Register Class' button.
6. Enter the 'End Date' for your course. The 'Instructor Setup Code' should already be completed. If it is not, enter 'MSch4716918'. Then press 'Register Class'. The first time you setup your courses in Blackboard, it will ask you to create a Username and Password for CPS registration. You may want to make this the same as your Blackboard Username and Password for ease of use.
7. Click on 'Finish Registration'. At this point, you may have to refresh the page or open a new browser window as some browsers will appear to 'freeze up'.
8. Repeat these steps for each course in which you would like to use CPS.
9. Now your students can login to Blackboard and register their clickers.

Synchronizing CPS with Blackboard

1. Now that you have your courses setup in Blackboard, open the CPS program on your computer.
2. Click on the 'Prepare' tab and then on 'Classes & Students'.
3. Click on the 'Import' button.
4. Select 'Blackboard' in the Import Class Wizard window.
5. Enter your Username and Password you created when setting up your course in Blackboard. Then select *Baylor University* from the Higher Ed drop down list and click 'Next'.
6. Select the course you want to import from Blackboard (i.e.- the courses you are using CPS in). Click 'Next'.
7. You will now see your courses listed in CPS under the 'Classes & Students' tab.
8. As students register their clickers through Blackboard their information will become available to you in the CPS software. To see who has registered their clickers, simply select the 'Classes' tab. Now, right-click on the class you would like to update. Select the 'Update roster from Blackboard server' option. You will now see those names of students who have registered their clickers. You can update this as frequently as you would like. As the semester begins, it may be a good idea to do this more frequently as students add or drop courses.