

Student Instructions

You will need:

- ❖ Internet Connection
- ❖ Bear ID and password
- ❖ Method of payment (Check or credit card)

Enrolling through Blackboard

1. Log on to your Blackboard account.
2. Select the course for which you would like to register your CPS response pad.
3. Click on the '**Course Tools**' link in the left-side navigation menu.
4. Click on '**CPS Connection**'.
5. Click on the '**Register Clicker**' button.
6. Enter the serial number in the space provided. You can find your serial number on the LCD screen of your clicker when you turn the pad on. If you have used CPS before and remember your Username and Password, enter it in the space provided. If you have never used CPS before, create a CPS Online Username and Password and click '**Continue**' to create your account or login.
7. Select which payment option you would prefer; either a one semester subscription or a lifetime subscription. Click '**Continue**'.
8. Enter your payment and contact information in the spaces provided and click '**Submit**'.
9. Your clicker will now be registered for your course and you will be given a pad ID number. This number will be your clicker ID in your course. It will appear in the upper left corner of your LCD screen when you are connected in the classroom.

Using CPS in class

The CPS response pad is easy to use in your class. When you arrive to your class, press the '**Power/Join**' button. Your response pad will automatically detect the receiver in the classroom and will synch your pad with the classroom computer. When answering questions using your response pad, you will select the most appropriate response and then press '**send**'. To turn off your response pad, hold down the '**Power/Join**' button for 3 seconds.

Use the following information to learn how to use other buttons on your response pad.

- ❖ **Negative Numbers**- use the '+ -' button to make a numeric response positive or negative
- ❖ **Enter Equations**- create equations by entering symbols into your response pad with the '**sym**' button.
- ❖ **Adjust the contrast of the LCD screen**- turn on your response pad and press the '>' button. Use the '**A1**' button to decrease the contrast and the '**C3**' button to increase the contrast.