

Getting Started with Clickers: Basic Steps

Note: These steps are elaborated at http://clicker.sdsu.edu/faculty_start.html

1. Make the decision to use clickers, allowing time to
 - plan how to integrate them into your course
 - get comfortable with creating clicker questions
 - practice the delivery of clicker questions
2. Notify others of your intent to use clickers
 - eInstruction: Fill out the online form (linked from step #1 on the website above) so that you will receive the CPS hardware and software. ITS also gets a copy of this and will follow up with you.
 - Bookstore: Notify course materials folks of your intention to use clickers so they can order in the correct amount and add clickers to your required course materials list.
 - Students: As semester approaches, send email via Bb; add syllabus statement; discuss clicker registration/use/expectations right away.
3. Make key decisions about how you plan to use CPS
 - Mac or PC, PPT or standalone, laptop or classroom computer, CPSOnline or Blackboard
 - What are the “sweet spots” for starting with clickers (testing is probably not the first sweet spot)
4. Install CPS software on the computer you will use to develop questions
 - The latest software is freely available from http://einstruction.com/support_downloads/downloads.html
 - Note, you may need help from your college tech support to install new software
5. Begin your learning about how to use CPS
 - Connect with peer faculty already using CPS (clicker-fac@mailman.sdsu.edu listserv, clicker lunches)
 - Utilize training resources from eInstruction:
 - Videos: http://www.einstruction.com/support_downloads/training/cps_hed.html
 - Documentation: http://www.einstruction.com/support_downloads/assessment/cps/
 - Get 1-1 support from ITS (Charles Hurley: churley@mail.sdsu.edu, 594-0483)
6. Register your course via Blackboard or CPSOnline. (see flip side)
7. Import your course into CPS on your computer and create your CPS database. (see flip side)
8. Begin creating questions – process varies for standalone or PPT.
9. Practice, play, experiment, practice
 - Bb users: have Terri Linman (tlinman@mail.sdsu.edu, 594-3485) set up a “fake student” Bb account for you to register your clicker into your course (also: Jon can set up a development course for you if necessary)
 - CPSOnline users: create your own “fake student” account and enroll it in your course

Registering your course via Blackboard or CPSOnline

When registering your course, you will need to specify a **class end date**. Please specify a date at or beyond the final date for turning in course grades at SDSU.

The first time you register a course, you will need to enter the **Instructor Setup Code** which you should have received in an email from einstruction. You will also create a **CPS username and password**. Please remember these for future use (when importing your class into the CPS software, and when registering other courses).

For Blackboard, you can find the CPS Connection in the Tools area of your Blackboard course.

To have the CPS Connection button readily available in your Blackboard course, the easiest thing for you and your students is to make that one of the main buttons on your course menu. You can do that following these steps:

1. Enter your Blackboard course and click on the Control Panel link at left.
2. Click on "Manage Course Menu" under the Course Options area.
3. Click on "Tool Link" in the Add box at the top.
4. On the pull-down list for Area Type, select CPS Connection
5. Type "CPS Connection" into the Area name box.
6. Click submit

Once you have found the CPS Connection button in your course, you can click it to register the course via Blackboard. See the separate CPS Connection Instructor's Guide for details on this process.

Once you have registered the course for CPS and made your Blackboard course available, your students (and you – see step 9 on the other side) should be able to register their clickers by clicking that same CPS Connection button.

If you are using CPSOnline and not Bb, visit the CPS website (www.cpsonlinehe.einstruction.com) to register your class. Be sure to keep track of your assigned "class key" as you will need to share that with your students in order for them to register their clickers.

Import your course into CPS on your computer

This step synchronizes the online course roster kept within Blackboard or CPSOnline with your CPS database. Once you complete this step, CPS will automatically update your local CPS roster by checking the online clicker registrations each time you open your CPS database (which occurs automatically when you start the CPS program). Completing this step also enables you to upload results from clicker sessions back into the Blackboard course gradebook or to CPSOnline.

1. Open the CPS software (either standalone or CPS for PPT).
2. If this is the first time you have opened CPS, you will create a CPS database file to use with your classes throughout the semester. This stores your class roster and data from each class session.
3. Otherwise, just be sure that CPS has opened the database file you plan to use with your classes.
4. Go to the Classes area of CPS and click on the Import icon.
5. Follow the directions in the Import Class Wizard to create a link between the course in Blackboard or CPSOnline and your own CPS database.