

CPS – Verbal Engage

Verbal questions are “on the fly” questions that you can use to engage students. Use this feature to ask questions during a lesson in coordination with existing questions from a textbook, multimedia presentation, or made up on the spot.

1. Open the CPS software and plug in the USB receiver.
2. Pass the responders out to the kids. All students need to do is turn the responders on. The responder software automatically assigns responders in alphabetical order of student last name to the number on the responder. (Example: Responder 1 will be John Adams, Responder 2 will be James Buchanan, Responder 3 will be Grover Cleveland, etc.)
2. Back in the CPS software, click the Engage tab, then Lesson and Assessments tab.
3. Click the Engage button. The Verbal Question Setup window appears.
4. Change or add any session options you want.

Include Session in Gradebook: Records grades in the CPS Gradebook.

Export to Question Grid: Creates Question Grid Report as an Excel file to display results.

Anonymous Mode: Will ensure answers are not associated with specific students.

Automatically Upload Session Upon Completion:

Automatically uploads performance data to devices Center does not have.

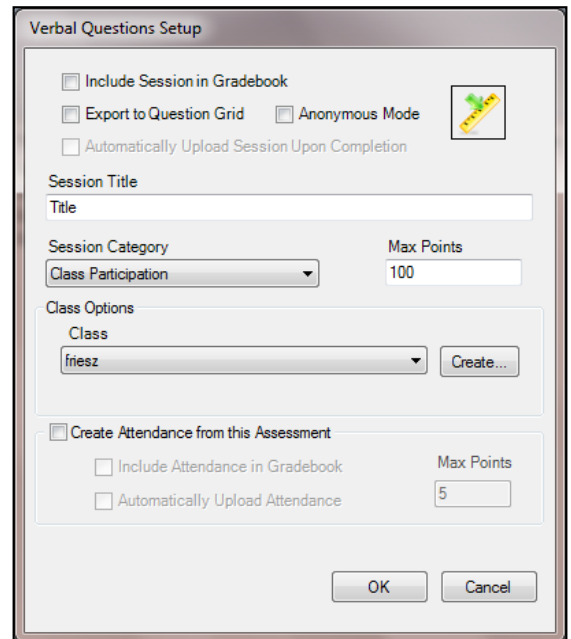
Session Title: Type the name of your session.

Session Category: Select a category for the lesson.

Max Points: Choose your Max Points. This field will default to 100.

Class Options: Assign a pre-generated class to the lesson from the drop-down menu, or create a default class by clicking Create.

Create Attendance from this Assessment: Select this option to generate an attendance assessment for your session. You can choose to track the attendance in the Gradebook, and if you use CPSOnline, you can automatically upload attendance after your session. Make sure you also have your class attendance options set to show attendance as assessments.



The screenshot shows the 'Verbal Questions Setup' dialog box. It contains several sections: 'Include Session in Gradebook' (checkbox), 'Export to Question Grid' (checkbox), 'Anonymous Mode' (checkbox), and 'Automatically Upload Session Upon Completion' (checkbox). Below these is a 'Session Title' field with a 'Title' label. The 'Session Category' is set to 'Class Participation' in a dropdown menu, and 'Max Points' is set to '100'. The 'Class Options' section has a 'Class' dropdown menu with 'friesz' selected and a 'Create...' button. At the bottom, there is a 'Create Attendance from this Assessment' checkbox, with sub-options 'Include Attendance in Gradebook' (checkbox) and 'Automatically Upload Attendance' (checkbox), and a 'Max Points' field set to '5'. 'OK' and 'Cancel' buttons are at the bottom right.

5. Click OK and the Verbal Engage Toolbar appears



Toolbar options:

Verbal: Choose from a drop-down menu of question types to ask questions on the fly and record performance data.

Chalkboard: Upload and draw images while delivering on the fly questions.

Options: Opens the Delivery Options window to select options like show large screen for Verbal mode.

Engage Toolbar Handle: Click and drag on this icon to move the Engage toolbar anywhere on your screen.

Class: Randomly select a student from your active class list.

Charting window: View performance data in a chart.

Exit CPS: Save your results up to this point and shut down CPS entirely.

Close: End the delivery session and return to the main CPS window.

6. Click Verbal, then select a question type from the drop down menu.
7. Ask your question or display it for the kids. (So if you are doing something from Buckle Down, open the Notebook file. If this is in response to questions in a book, turn to that page.)
8. The first time you launch Verbal, the session will automatically start the response cycle. In other words, your kids will be ready to enter their answers right at this point. As kids enter answers, their assigned responder number will turn blue.

The screenshot shows the 'Content Deliver' software interface. At the top, there is a toolbar with buttons for 'Start', 'End', a timer set to '1:00', and a 'Grid' button. Below the toolbar is a row of numbered buttons from 1 to 17. A 'Charting' window is open in the foreground, displaying a bar chart. The chart has a vertical axis labeled 'Responder Count' ranging from 0 to 1. The horizontal axis is labeled 'Responses' and has four categories: A, B, C, and D. Bar A is green and reaches a count of 1. Bar B is blue and reaches a count of 1. Bars C and D are not visible. The charting window has a menu bar with options like 'Cross Tabulation', 'Show Correct', 'Show Count', 'Raw Responses', '3D Charts', 'Show Legend', 'Save as Graphic', 'Show Multiple', 'Edit Sessions', 'Show Percentage', and 'Print Chart'. At the bottom of the charting window, there is a 'Correct Answer' dropdown menu set to 'A', a 'Show Correct' checkbox, and a 'Close' button.

10. Click end to end the response cycle. A charting window will appear with the answer responses.

As an option, to define the correct answer, click the box before Show Correct and then choose the correct answer from the drop down menu. This is what gives you an instant view of the percent of students who selected which answer.

11. Click Close to exit the charting window.
12. Now you're ready for the next question. If the question type is different for this question, select the question type, then click Start.
13. Display the next question. Students will enter their answer. Stop the question for the display of the chart.