

STUDENT-RESPONSE KEYPAD INSTRUCTIONS

If you have difficulties, call eInstruction's toll-free technical-support phone number: **1 (888) 333-7532**


PART I: ENROLLING THROUGH CPS-ONLINE

1ST: CREATE AN ACCOUNT

You will need:

1. Your **CLASS KEY** for **PLS 203-120 (Fall 2006)** is **I21148L852**.
2. Internet connection
3. Method of payment:
 - a. a credit card or personal check from a U.S. bank. [Since our course uses another publisher's textbook, you will need to pay by this method]
 - or
 - b. an enrollment code (on a coupon from a new McGraw-Hill textbook or your school bookstore)

Then you will:

1. Go to <https://cpsonline.einstruction.com/>.
 2. Click the **STUDENTS** button.
 - a. Select your school from the drop-down menu and click the **CHOOSE SITE** button.
 - b. Click the **CHOOSE COURSE** button.
 - i. Enter your serial pad number in the space provided [open the cover to the battery compartment on the back side of your keypad; the serial number is visible in the white box near the bottom of the keypad] and then click the **CREATE YOUR ACCOUNT** button.
- 
- ii. Enter your CPS-Online username and password
 - (1) If you haven't used CPS-Online before, create your username and password in the space provided.
 - (2) If you include your email address, [I recommend this.] eInstruction will send you a reminder email that contains your username and password.
3. Click the **SUBMIT** button.
 - a. You will be asked if you would like to enroll in a class now.
 - i. Click **YES** to enroll or
 - ii. Click **NO** to view your account information and log out.

2ND: ENROLL IN OUR CLASS

1. Enter your **CLASS KEY**, **SERIAL NUMBER**, and **STUDENT ID** in the spaces provided.
2. Click the **I HAVE READ AND AGREE TO THE STUDENT REFUND POLICY** button.
3. Since you do not have an **ENROLLMENT CODE**, go to the next step by clicking the **NEXT** button..
4. Choose from the following:
 - a. access for this class only,
 - b. access to all classes for a semester,
 - c. two-year subscription, or
 - d. lifetime subscription.
5. Click the **CONTINUE** button.
 - a. Fill in your billing information and
 - b. click **CONTINUE**.
6. To join an additional CPS-Online class, click the **ENROLL IN A CLASS** button from the **MAIN MENU**.
7. Once you have finished enrolling in all of your classes, click the **LOG OUT** button.
 - a. So that CPS-Online properly records your information, log out of CPS-Online.
 - b. NOTE: If you enroll in more than one class using CPS, your response pad may have a different assigned number for each class. Note your assigned response pad number after you enroll for each class, and use the reminder emails to keep track of your information.

PART II: USING YOUR STUDENT-RESPONSE KEYPAD

Use the following table and button descriptions for help operating your response pad.

USER ACTIONS	KEYPAD LIGHTS
<p>Turn on your response pad:</p> <ul style="list-style-type: none"> • by holding down the POWER button. 	<ul style="list-style-type: none"> • Both lights blink once when the pad is on. • The red light continues to blink until you join the class [see the next row].
<p>Join your class:</p> <ul style="list-style-type: none"> • by pressing the JOIN button, • your class' CHANNEL NUMBER [you'll see this number on the display screen at the front of the classroom], • and the SEND button. 	<ul style="list-style-type: none"> • When you press JOIN, the red light will stay on. • The red light flashes after each digit you press. • When you press SEND, the red light will blink quickly until CPS detects your response. • Once CPS detects your response and you join the class, the green light will be solid for 5 seconds and then faintly pulse.
<p>Respond to a question:</p> <ul style="list-style-type: none"> • by entering your answer and • pressing SEND. 	<ul style="list-style-type: none"> • The red light, which blinks each time you press a key. • After you press the SEND button, the green and red lights blink simultaneously until CPS receives your response, then the green light will be solid for 5 seconds.
<p>Confirm an answer (optional):</p> <ul style="list-style-type: none"> • by reentering your answer and • pressing SEND. 	<ul style="list-style-type: none"> • If your confirmation answer is the same as your original answer, the green light will be solid for 5 seconds. • If your response differs, the red light will be solid for 5 seconds. • [In the Student-Managed-Assessment mode; use your keypad number (displayed in the onscreen feedback grid) to confirm your responses. In this mode, students answer questions at their own pace, generally from a hard-copy document while progress for each student is tracked onscreen. We may use this mode for our quizzes.]
<p>Turn your pad off:</p> <ul style="list-style-type: none"> • by holding the POWER button down for at least 4 seconds. 	<ul style="list-style-type: none"> • As you hold the POWER button down, both lights will stay on for a few seconds and then go off. • The pad will turn off automatically if it is out of range of the receiver for 5 minutes.

KEYPAD BUTTONS	PURPOSE
<p>0-9 A-J</p>	<ul style="list-style-type: none"> • Alphanumeric buttons are used to perform various functions including answering multiple-choice and numeric questions.
<p>*</p>	<ul style="list-style-type: none"> • Press the asterisk button followed by the SEND button in SMA to scroll through the questions in your lesson. • Press ◀ or ▶ to stop scrolling.
<p>+/-</p>	<ul style="list-style-type: none"> • Press the plus/minus button to make a response negative. • If you press this button twice, your answer will be out of the acceptable range of answers and you have to reenter your answer.
<p>C</p>	<ul style="list-style-type: none"> • Press the Clear button [to the right of the asterisk button] to clear your answer and start again. • Pressing this button will not affect answers that have already been sent.
<p>.</p>	<ul style="list-style-type: none"> • Use the bullet button to add decimals to numeric answers.
<p>◀ or ▶</p>	<ul style="list-style-type: none"> • Use these arrow buttons in SMA mode to move to the previous or next question.