

**Class Name: PLS 401 (Spring 2009)**

**Class Key: J47036N441**

**You will need:**

- ✦ Class Key **J47036N441**
- ✦ Connection to the Internet
- ✦ Enrollment Code/coupon (from your *new* McGraw Hill textbook or your school bookstore) **or**
- ✦ Method of Payment (Credit card or personal check)

### ***Enrolling through CPSONline***

#### **I. Create an Account**

1. Go to [www.einstruction.com](http://www.einstruction.com).
2. Click on the **Students** link at the top left of the window.
3. Select your school or university from the drop-down menu.
4. Click **Choose Site**.
5. Enter your serial number in the space provided. You can find your serial number on your LCD screen when you turn on your pad: if your pad does not have an LCD screen, your serial number is on the back of the pad, under the battery cover.
6. Click **Create Your Account**.
7. Create a CPSONline Username and Password and fill in your contact information. Click **Submit** to create your account.

#### **II. Enroll in a Class**

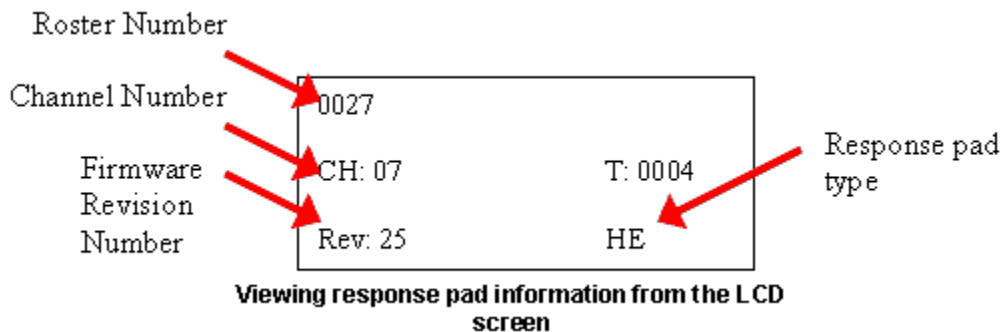
1. Click **Yes** to enroll immediately in your class.
2. Enter your **Class Key** in the space provided. If you have a Code, enter it in the **Code** box. Note that a Code is not required.
3. Click **Submit** and choose your payment options. Click **Continue**.
4. Fill in your billing information and click **Continue**.
5. To join an additional CPSONline class, click the **Enroll in a class** button from the main menu.
6. Once you have finished enrolling in all of your classes, click **Log Out**. *So that CPSONline properly records your information, log out of CPSONline.*

**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 from eInstruction to keep track of your information.*

## Using CPS<sub>RF</sub> in your class

If you have any questions, log onto [www.einstruction.com](http://www.einstruction.com) and use the **Customer Support** menu option. Type in your name and enter the live chat room for immediate help. You can also reach Technical Support at (888) 333-7532.

- ✦ **Power** – turn the response pad on or off by pressing the **PWR/JOIN** button.
- ✦ **Join** – the response pads automatically search for a class roster to join whenever you turn on the pad.
  - **Initiate Join** – to have the response pad begin searching for a class roster to join, turn on the response pad and press the **PWR/JOIN** button.
  - **Manually Join** – to manually join a class, turn on the response pad and press the **PWR/JOIN** button twice. *Join:* appears on the LCD screen. Type in the channel number for the class roster you would like to join, and press **Send**.
- ✦ **Use Negative Numbers** – make a numeric response positive or negative by pressing the **+/-** button.
- ✦ **Enter Equations** – create equations by entering symbols into your response with the **Sym** button. You can include the following symbols: X, Y, =, ( ), . (decimal), + (plus operator), - (minus operator), / (division operator), \* (multiplication operator), (space)
- ✦ **View Response Pad Information** – to view the response pad channel, roster number, and firmware version, turn the pad on and press the **<** button.



- ✦ **View Serial Number** – to view the serial number for your response pad, simply press the **PWR/Join** button to turn on the response pad. The serial number displays in the LCD screen as your response pad searches for a class roster to join. Your serial number will begin with "r1...".
- ✦ **Adjust LCD Screen Contrast** – to adjust the LCD screen contrast, press the **>** button. Use the **A1** button to decrease the contrast and the **C3** button to increase contrast.