



Manage CPS Class Rosters with ANGEL

Now you can use CPS with your ANGEL classes, you can use CPS in the classroom to engage your students and receive instant feedback, and then connect your class with ANGEL so that students can access information from home.

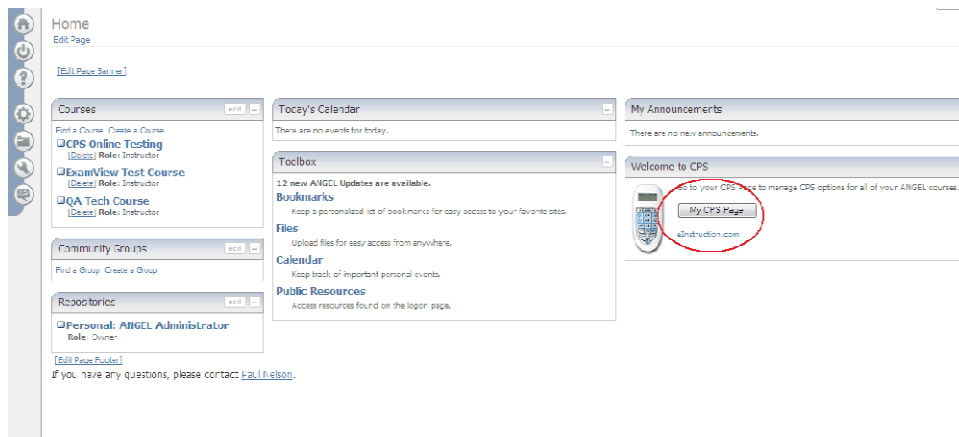
The setup process is divided into three steps:

- Link your ANGEL class to CPS
- Import your class to CPS
- Sync your class with CPS

Link an ANGEL class to CPS

To enable your ANGEL class to use communicate with CPS, follow the steps below:

1. **Log on** to your ANGEL Instructor's account. Your Home page will appear.



ANGEL Instructor Home page

Notes





CPS Quick Step Guide

On the CPSONline Account screen, fill in the required information.

- If you **have used CPS** before, you will enter your CPS instructor username and password.
- If you **have not used CPS** before, you will need to create a CPS username and password.

Do You Have a CPSONline Account?

If you have created a CPSONline class before, you already have a CPSONline account. If you are new to CPSONline you will need to setup a new account.

I have never created a CPSONline class before, I need to create a new account.
 I already have a CPSONline account. ([What is CPSONline?](#))

CPSONline Username:

CPSONline Password:

[What if I can't remember my username or password?](#)

Create a CPSONline Account

Before enabling this course you must create a CPSONline account. This account is separate from your Blackboard account. The CPSONline account is used to verify that your students' pads have been activated.

Create a username:
 Create a password:
 Confirm password:
 Email:
 Security Question:
 Answer:

Your privacy is important to instruction. Read the [online privacy statement](#).

CPSONline Account screen

5. After filling out the form, click **Continue** or **Submit**. The Enable screen will appear.

6. **Fill out the form** on the Enable screen.

Course Enabled

Thank you for enabling your course for response pad use. Your students may now begin adding response pads to your course.

Course Title	History 101
Class Start Date	04/30/00
Class End Date	06/30/08
Instructor Setup Code	*****
Response Pad Status	Enabled

Course Enabled screen



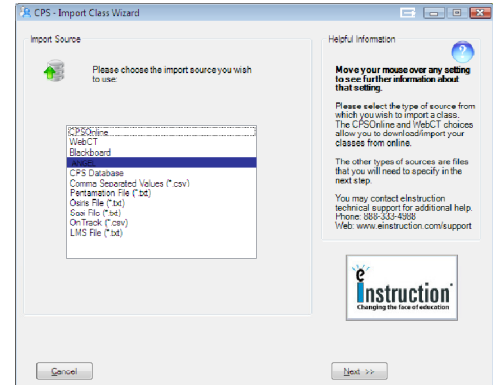


CPS Quick Step Guide

Import your ANGEL class to CPS

Now that you've linked your ANGEL class to CPS, you will need to import your class roster.

1. Open CPS to the **Classes** tab.
2. Click the **Classes & Students** button.
3. Click on the **Import** icon. The Import Class Wizard appears.
4. Choose **ANGEL** from the list of class types and click **Next**.
5. Enter your **ANGEL Connection Username** and **Password** and **choose your institution** from the drop-down menu.
6. **Select the class** you wish to import from the list of available classes. To select all classes, click box next to the **Select All** option so that a checkmark appears.
7. Click **Next** to continue.
8. Enter your **ANGEL username** and **password**. CPS imports your Blackboard class roster.
9. Click **Done**.



Import Class Wizard window

Sync CPS with ANGEL

You can sync your CPS class with ANGEL to upload grades and maintain an updated class roster. *By default, CPS will automatically sync every time CPS is started*, but you may choose to sync the class while CPS is running.

1. Connect your computer to the internet.
2. Open CPS to the **Classes** tab.
3. **Right-click on the class** you would like to sync with ANGEL. A pop-up menu appears.
4. Choose **Update roster from ANGEL server**.
5. Enter your **ANGEL username** and **password**. CPS uploads student data and downloads the latest roster from ANGEL.

