



Engage Standard Mode

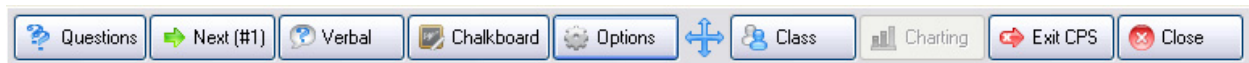
The Standard mode lets the teacher control the pace and progress of students through the questions. CPS will automatically engage a lesson in the Standard mode by default.

Engage Standard Mode

1. Click the **Engage>Lessons and Assessments** tab.
2. **Select the Exam View lesson** you want to engage by clicking in the check box before the file name.
3. Type a **title**, choose a **session type** and **select a class** in the Engage Options group

Engage Options

4. Click **Engage** in the Teach group. The Engage toolbar appears.



- **Questions:** Choose any of the pre-written questions in your lesson.
 - **Next (#1):** This constantly changing menu button indicates which question number is next in chronological order. Click here to put up the next question.
 - **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.
 - **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 or take attendance.
 - **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.
5. From the Engage toolbar choose which question you want to begin with by clicking **Next** or by selecting from the list of questions under **Questions**.




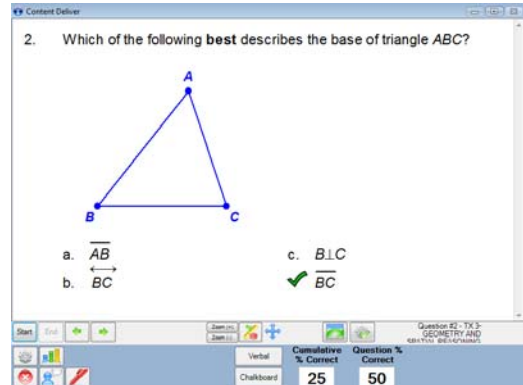


CPS Quick Step Guide

6. Click **Start** to begin the response cycle. When students respond their respective boxes will flash blue when a student answers for the first time, green when an answer is verified, and yellow to show an answer has changed.

7. Click **End** to end the response cycle.

- The **correct answer** is indicated by the green check mark.
- The **answer distribution** is located in the charting window .
- The **cumulative percent correct** and **question percent correct** are displayed at the bottom of the screen.



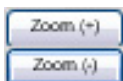
8. Click the green **Forward Arrow** button  to advance to the next question.

9. Click **Close**  to return to the Engage toolbar.

10. On the Engage toolbar, click **Close** to end the delivery session and return to the main CPS window or click **Exit CPS** to save your results up to this point and shut down CPS entirely.

Exam View Buttons

When you engage an **Exam View** lesson in CPS, you have access to three special **Exam View** buttons in the Feedback Grid. (*Note:* All buttons will not be available on all questions.)



Zoom Button: Change the magnification of your question in the CPS Content Delivery window.



Narrative Button: Hide or show an associated Narrative on the CPS Content Delivery window.



Recalculate Button: Change the answer to a question and deliver that one question multiple times. This button works with Preview mode.

