

## CLASSROOM PARTICIPATION SYSTEMS (CPS)

### Instructions for Students

#### I. Getting started

You must purchase a **CPS remote** and you must **register online through Blackboard (UT-Direct using your UTEID)** to enroll into the CPS-system for Bio 206L for Spring 2008.

#### A. The Remote:

You can purchase the "**Generation-2 Radio Frequency**" CPS remote (if you don't have one already) at the textbook Department of University-Coop (2244 Guadalupe; phone 512.476.7211).

If you have a Radio Frequency Remote from a **previous semester**, you may use it during the current semester but you will need to complete the online CPS-registration for the current semester (see next step) and it is recommended that you replace the batteries.

#### B. Online CPS-Registration: Also referred to as CPS-enrollment.

To complete the online CPS-registration, you must **EITHER** pay a **fee of \$13.00 using a personal credit card** OR purchase an "**Access Code**" from the University-Coop for a somewhat higher price.

The first opportunity to try your CPS will be Monday Jan 28th Note: you typically must register at least 24 hours prior to using the CPS remote.

1. Log on to your Blackboard account using your UTEID.

You must register your CPS remote for **BOTH** the Monday **LECTURE TIME** and the **LABORATORY SECTION** for which you are OFFICIALLY ENROLLED.

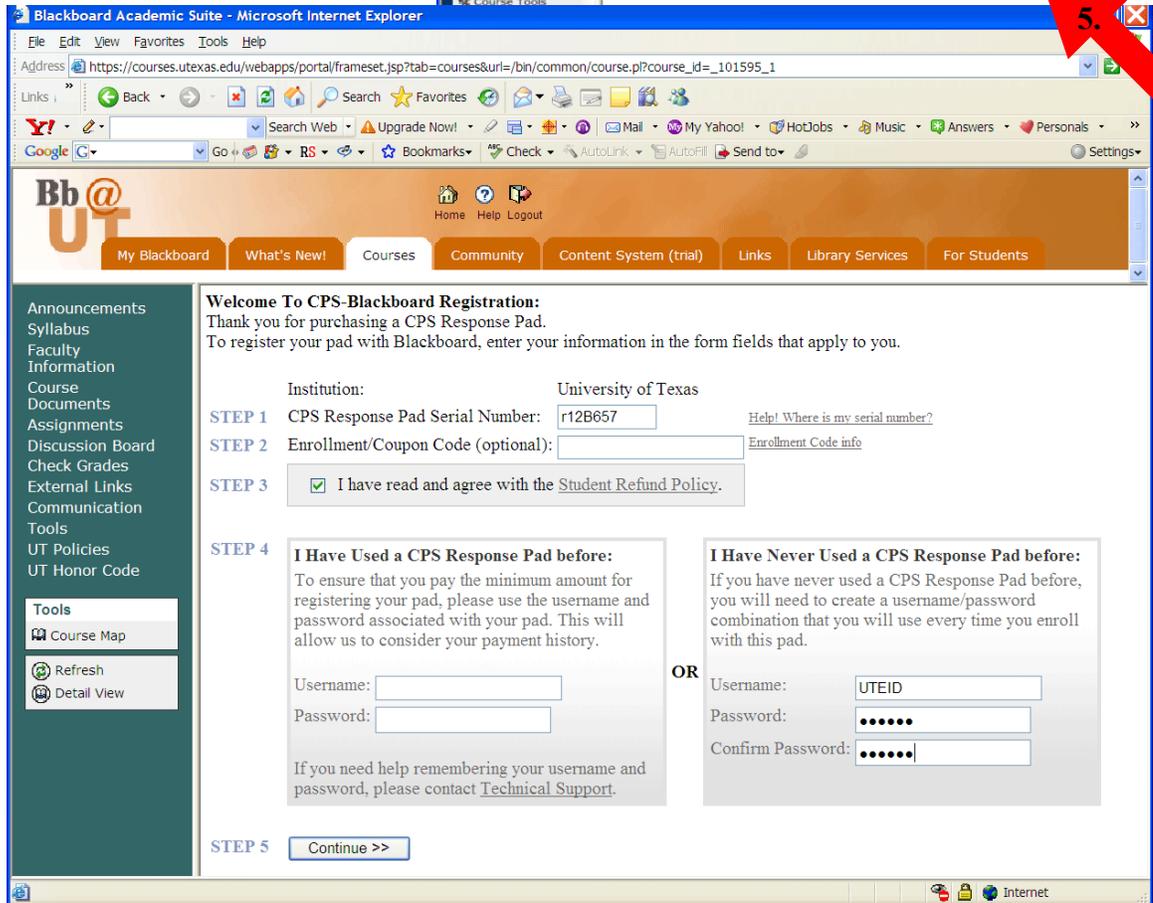
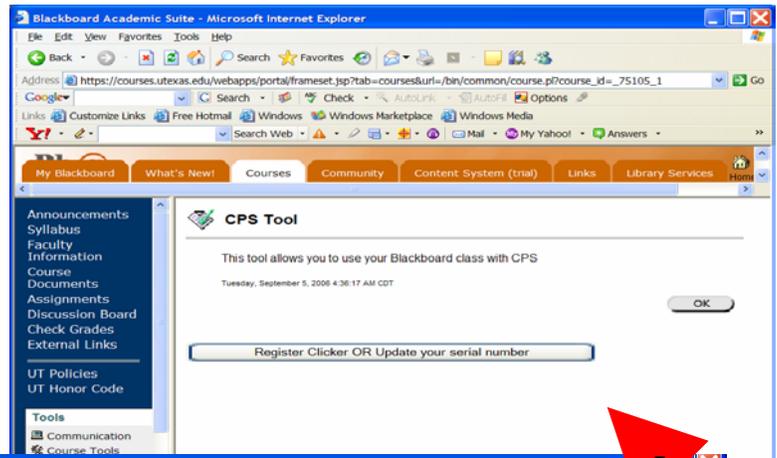
2. In Blackboard, from the "My Courses" menu, click on the listing corresponding to your **Bio206L LECTURE TIME**.
3. This brings you to the "Course" tab. Then, click the "Tools" link, in the frame on the left hand side.
4. This brings up the "Tools" in a new frame. From it, click "**CPS Connection**."
5. This brings up the "CPS Tool" in a new frame. Click the button "**Register Clicker OR Update your serial number**". (Do NOT click the "OK" button as this just brings you back one step.)
6. This brings up the frame "Welcome To CPS-Blackboard Registration"

The image contains two screenshots of the Blackboard Academic Suite interface. The top screenshot shows the 'My Courses' page with a red arrow pointing to the 'Bio206L Lecture 8am' course listing (labeled '1.') and another red arrow pointing to the 'Bio206L Lecture 9am' course listing (labeled '2.'). The bottom screenshot shows the 'Tools' menu on the left side of a course page, with a red arrow pointing to the 'CPS Connection' link (labeled '3.') and another red arrow pointing to the 'CPS Connection' link in the main content area (labeled '4.').

6a. Enter your "CPS Response Pad Serial Number" in the space provided.

Turn on your Gen-2 remote. The serial number will appear on the LCD screen.

Be sure to include the small letter "r" when you enter your "serial number" to register.



6b. Read the Student Refund Policy and **click** the box.

6c. The left-side of the screen is for any student who already has an "account" registered for the current semester (e.g., for another UT class using CPS).

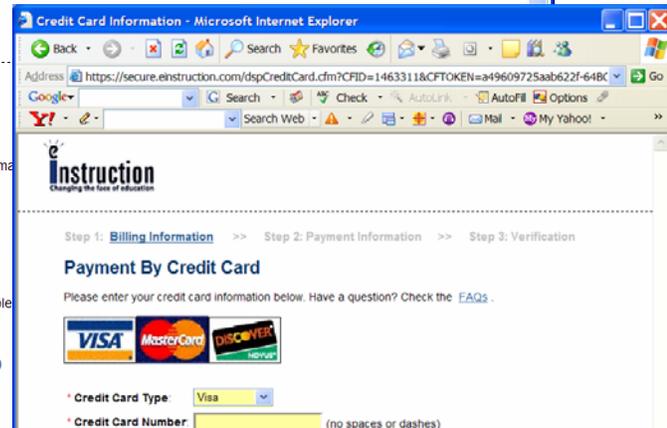
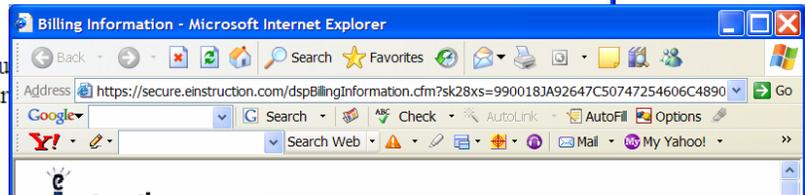
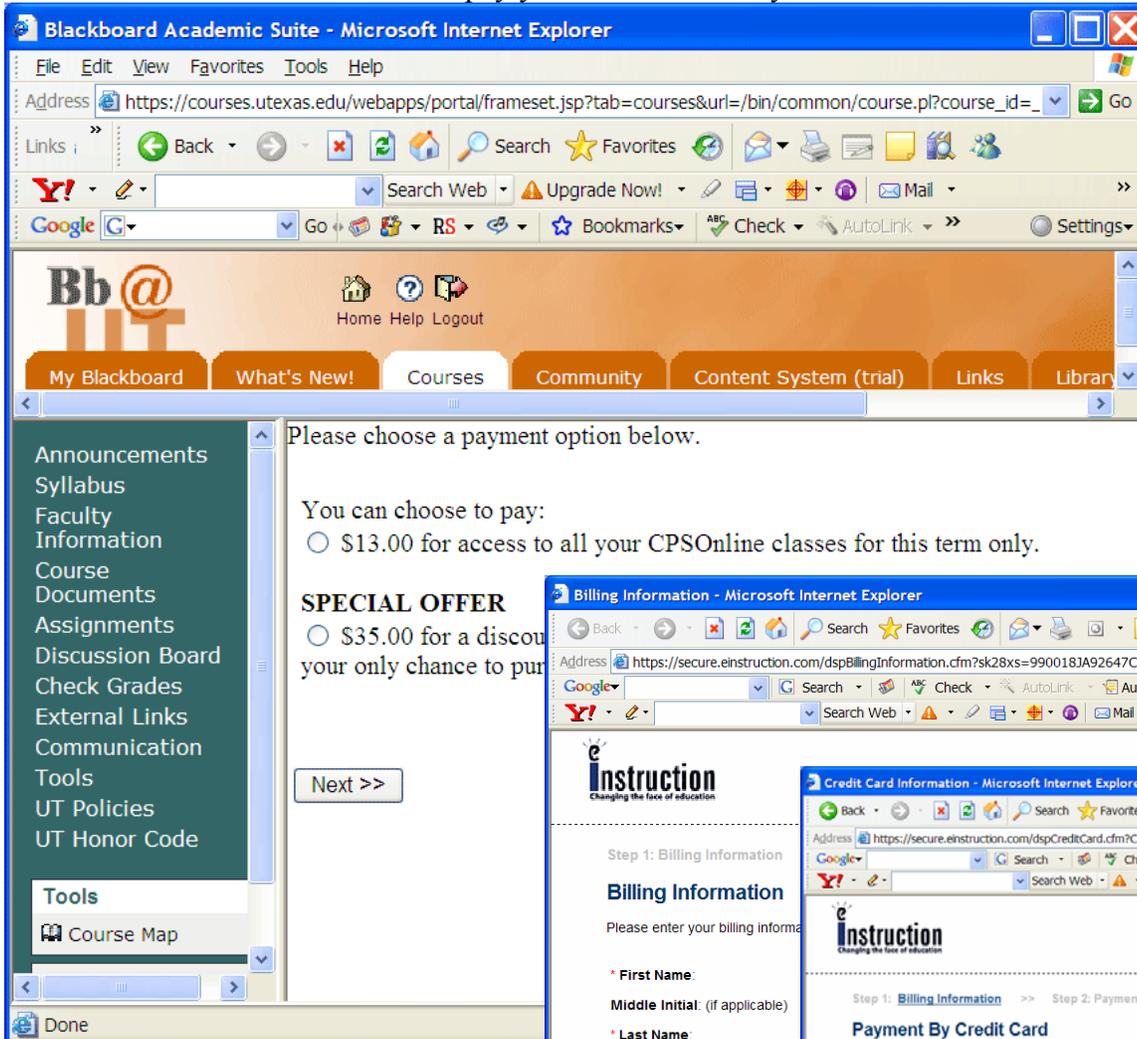
If you have "**Registered** a CPS Response Pad **before**", enter your old "Username" and "Password" in the space provided. One only needs to complete the CPS-registration and "purchase access" **once per semester** for any and all courses using CPS at UT.

The right-side of the screen is for a "**new-user**". The term "new-user" refers to anyone who has never done CPS-registration before or anyone who has not yet registered for the current semester (Sp 2008). **Most Bio 206L students** will likely use this "new-user" left-side of the screen for their CPS-registration.

For security reasons USE A DIFFERENT USERNAME AND PASSWORD from your UTEID PASSWORD. Keep this username and password in a safe place. Fill in your contact information.

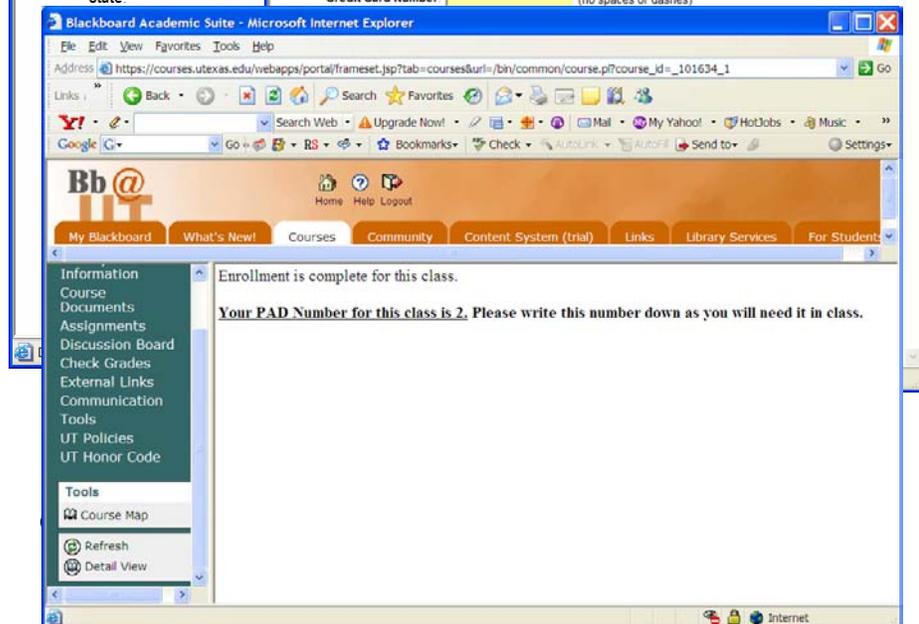
6d. Click "Submit" to create your account or login.

Follow the screens to pay your fee and create your account.



7. When completed, you should receive a registration confirmation with an assigned response "PAD number" specific to your remote in the **Bio206L LECTURE**. Print out your CPS enrollment information on the screen so you have a hard copy.

**Be sure to record your LECTURE response number** that has been specifically assigned to you because it corresponds to the **response number box** which is your "identity" as you participate in the CPS-sessions (see below) during all **Bio206L LECTURE sessions** throughout the semester.



Now you are a "**registered-user**" for the current semester, Spring 2008.

- Click the "My Courses" menu tab at the top of the screen. (Note: if you click the "Return" button an error "The page cannot be displayed" may appear -simply ignore this.)

This second time, you will register your remote for your laboratory section by its unique number.

You do NOT need to pay a second fee -You only need to pay once per semester for ALL your UT classes that use CPS.

- From the "My Courses" menu, click on the listing corresponding to the UNIQUE NUMBER for your OFFICIALLY ENROLLED LABORATORY SECTION.

- As before, click the "Tools" link. Then, click "CPS Connection" link.

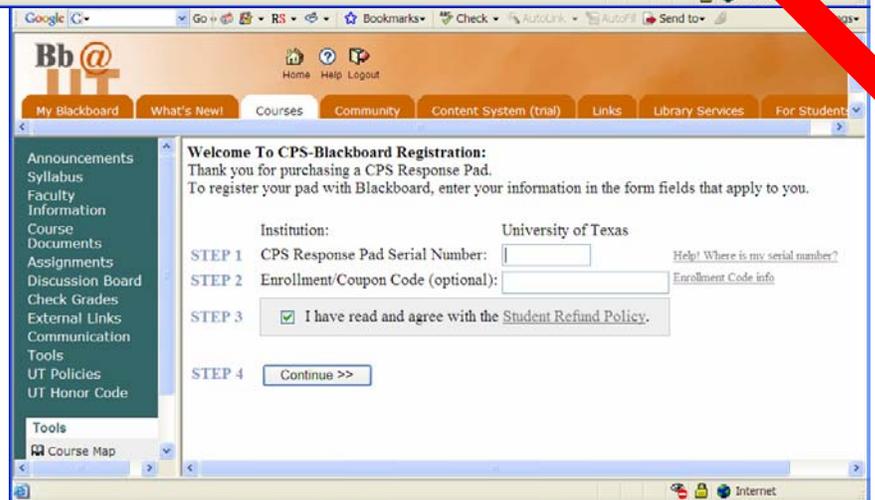
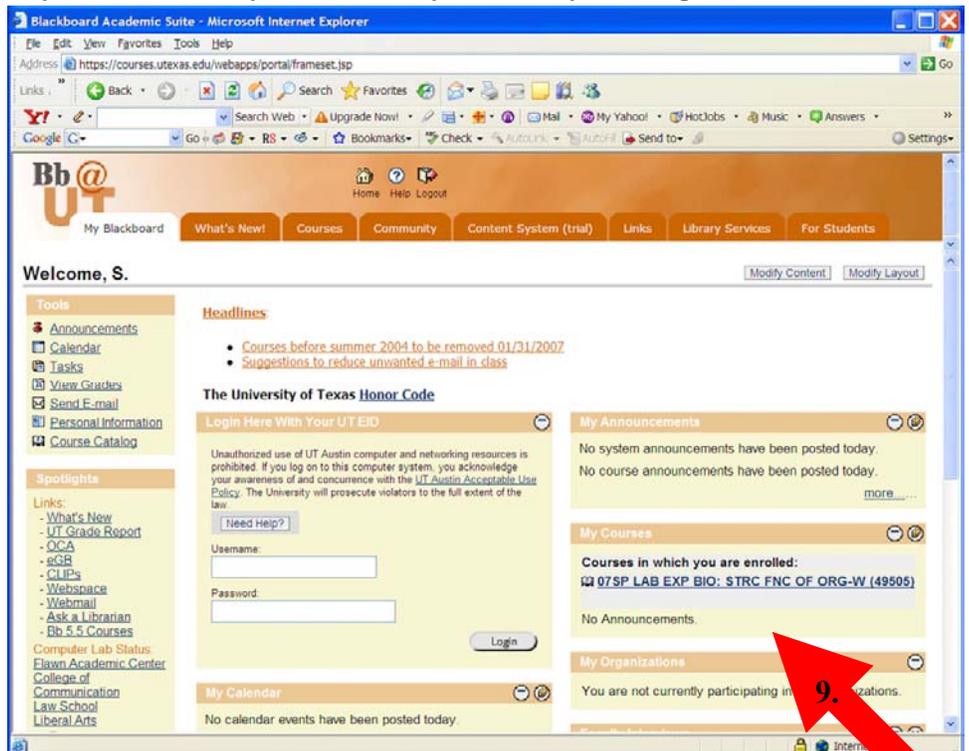
- Click the button "Register Clicker OR Update your serial number". (Do NOT click the "OK" button as this just brings you back one step.)

- This brings up a new "Welcome To CPS-Blackboard Registration" window. In the space provided, complete "STEP 1 CPS Response Pad Serial Number." "STEP 2" leave blank. "STEP 3" click the "Student Refund Policy" box. "STEP 4" click the "Continue" button.

- You should receive a second registration confirmation with an assigned response "PAD number" specific to your remote for your **Bio206L LAB unique**. Print out your CPS enrollment information on the screen so you have a hard copy.

**Be sure to record your LAB response number** that has been specifically assigned to you because it corresponds to the **response number box** which is your "identity" as you participate in the CPS-sessions (see below) during **all Bio 206L LAB sessions** throughout the semester.

- Once you have an response "PAD number" specific to your assigned **Bio206L LECTURE** AND a different, independent response "PAD number" specific to your assigned **Bio206L LAB unique**, you have successfully completed your CPS registration and you may **Logout** of Blackboard.



## II. Using CPS with your remote during lecture

When you registered for CPS online, you were assigned a response **PAD number** as a specific “identity” for Bio206L for the entire current semester (Spring 2008). The Instructor of Record will ask several questions during each lecture class period and you will receive points for partial or total participation depending on your presence and use of your CPS remote. For more information concerning CPS-Lecture scores see Part III below. Your CPS-Lecture lecture scores will be totaled and normalized to count for 10% of your final grade.

**You must bring your CPS remote to EVERY Monday lecture and EVERY lab period.** It is your responsibility to have a functioning remote and an extra set of working batteries. Before the start of class, press the Power/Join “i” button to turn on your Gen-2 remote. Press the Power/Join “i” button again to join the session. If the receiver does not detect your remote, it will continue to say “Joining...” until the receiver detects your remote. Once detected, your assigned response **PAD number** will be displayed in the upper-left corner of your remote.

During the lecture when a CPS question is asked, a large grid with all response PAD numbers will be displayed via one of the overhead projectors. You should select the button (A, B, C, D, or E) that corresponds to the correct answer. Your assigned response **PAD number** in one of the small boxes **turn blue** after the receiver has detected the signal from your remote, indicating your answer has been recorded. You may change your answer up until the time when the instructor “ends” the response period for that question (typically about 10-15 seconds). To change your answer push the button twice that corresponds to the answer you now believe to be correct. Be sure to look at your remote as it displays “sending” and “received” answers as well as other information that indicate its proper functioning.

## III. Viewing your grades online

Grades and CPS scores can **ONLY** be viewed online using eGradebook (part of UT Direct). **YOU CANNOT** view grades or CPS scores at eINSTRUCTION nor via Blackboard.

## IV. Technical support

For any question related to your CPS-online registration or difficulties with your remote, please contact technical support at eInstruction (1-888-333-7532).

One of the most effective ways to get help, is complete the online “**CPS problem form**” available on the Bio206L course website: <http://www.bio.utexas.edu/courses/bio206/>

Also, the CPS-TA has office hours on Mondays 3-4pm in PAI 1.22.

**Depending on the nature of the problem, seek technical support ONLY from:**

- **eInstruction for operational problems with CPS remote**
- **UT-ITS for internet or web issues**
- **Bio206L website online “CPS problem form” to report grade disputes**
- **the CPS-TA for all other concerns**

**Please note, Bio206L Instructors of Record and individual Laboratory Instructors (TA ) are *NOT* responsible for any technical difficulties you may experience with the CPS system. You will be respectful of your instructors’ time and your efforts will be more effective and efficient use of your time, if you resolve any difficulties with the CPS system as described above.**

## V. Rules for CPS Use

1. Cheating will not be tolerated. Each remote must be used only by the student officially registered for use of that remote. We will respond to violations in accordance with UT's policy. Penalties will be strictly enforced. More information regarding UT's standard of academic integrity is available online: < <http://deanofstudents.utexas.edu/sjs/> >
2. You must attend the lecture and laboratory section for which you are officially registered, otherwise your remote will not work and a zero score in eGradebook will automatically be recorded.
3. During Monday lectures
  - a. **Until the start of lecture, the Attendance Roster will be displayed. This allows you to "join" the session so MAKE SURE TO TURN ON your remote AS SOON AS YOU ARRIVE TO CLASS. During lecture your remote will not have time to both "join" and answer to receive credit. Points will not be returned for questions missed because your remote failed to "join" on time.**
  - b. During the last few minutes of lecture, the Response Number Screen may be displayed and you must ring in any answer to receive full attendance points for the lecture. Keep your CPS remotes handy until the end of the class period to receive these final attendance points. **Make sure your remote stays ON and "JOINED" during the entire lecture.** Points will not be returned for failing to "rejoin" in time to answer a question.
  - c. There are NO make-up CPS-Lecture questions. An absence from lecture means a zero on the CPS-Lecture score for that day.
  - d. The two lowest scores CPS scores will be dropped for each student at the end of the semester to account for zeros that are incurred through legitimate or illegitimate circumstances (illness, absence, lost/stolen CPS remote, dead batteries, improper online registration, and any other excuses).
4. CPS scores and difficulties with the system will *NOT* be discussed at any time during or immediately following the lecture period. You may discuss CPS scores and any difficulties you experience regarding the CPS system with the CPS-TA during office hours Mondays 3-4pm in PAI 1.22.

All disputed grades must be given in writing via the online "**CPS problem form**" available on the Bio206L course website: <http://www.bio.utexas.edu/courses/bio206/>  
Monday lecture and lab entrance quiz CPS-scores will be uploaded to eGradebook Mondays by 5pm each week. All disputes must be made **within one week** of the score posting on eGradebook; after which, all scores are final and will not be changed for any reason.

**Remember: Bio206L Instructors of Record and individual Laboratory Instructors (TA) are NOT responsible for any technical difficulties you may experience with the CPS system. Seek technical support ONLY from eInstruction, UT-ITS, or the CPS-TA depending on the issue.**

**Now ask yourself:** "Where do I go to find out my grades and CPS scores?"

**Write your answer here:** \_\_\_\_\_ . (Correct Answer? \_\_\_\_\_ TA initials.)

**Now ask yourself:** "What do I do if I need help with my CPS remote or dispute my CPS scores?"

**Write your answer here:** \_\_\_\_\_ . (Correct Answer? \_\_\_\_\_ TA initials.)  
See **Rule #4** regarding concerns you may have about CPS scores or if you have a grade dispute.

**Record your Monday Lecture time and Lecture PAD #** \_\_\_\_\_ .

**Record your Laboratory Unique, day/time/room, and Lab PAD #** \_\_\_\_\_ .

## Bio206L Spring 2008 CPS HANDOUT AGREEMENT

I \_\_\_\_\_ state that  
(Print your name)

I have read CPS Handout Agreement in its entirety and I understand its contents.

I understand that I will earn CPS-Lecture scores **ONLY AFTER** I have correctly done the following:

1. purchased the CPS remote and registered online.
2. signed this CPS HANDOUT AGREEMENT.
3. submitted it to my Laboratory Instructor.

Furthermore, I agree to abide by **ALL** of the rules and regulations stated therein.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Printed Student Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Monday Lecture time and Lecture PAD #**

\_\_\_\_\_  
**Laboratory Unique, day/time/room, and Lab PAD #**

\_\_\_\_\_  
**Laboratory Instructor Name**