

## INSTRUCTIONS:

### Registering Your Classroom Performance System (CPS) Response Pad (or “Clicker”) GEOL 1100 — Spring 2010

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After purchasing your CPS pad at the bookstore (\$24), set up your account at eInstruction.com. To sign up you will need: Class Key: H57105J526; a connection to the internet; method of payment (the three options are (a) enrollment code from a voucher (available at University bookstore), (b) a credit card, or (c) a personal check).

*Creating an account on CPSOnline and enrolling in the course*

1. Go to [www.eInstruction.com](http://www.eInstruction.com)
2. Click on the “CPSOnline Login” link at the top-middle of the page
3. Click the “Higher Ed Students” button
4. Choose **University of Wyoming** from the drop-down list and click **Choose Site**
5. Click the “Create a New Account” link. If you already have an account, skip to step 10, however be sure that the account you use bears your name and WYO number—otherwise we may not be able to record your attendance and quiz grades. **It is your responsibility to ensure that your account is set up so that we can properly log your attendance and performance when you are in class.**
6. Enter your e-mail address, security question, and the serial number of your clicker.
  - a. If you have a newer clicker, you can find your serial number by turning on your pad; the serial number will appear on the LCD screen. [Turn the response pad power on or off by pressing the PWR/JOIN button.]
  - b. If your pad does not have an LCD screen, you’ll find that the serial number is on the back of the pad, under the battery cover.
7. Click **Continue**
  - a. **If your clicker is already registered to another user, you must discontinue the registration of the previous user before adding GEOL 1100. This can be done by Scott Johnson: (307) 766-5288; rm 168 Information Technology Center.**
8. Create a CPSOnline username and password and fill in your contact information, using *your real name*, as it appears on your transcript, and also making sure to **enter your WYO number (without the W) in the student ID box.**

**VERY IMPORTANT:** *If you fail to follow step 8 closely, we may not be able to give you credit for your attendance and participation. It is your responsibility to ensure that your account is set up correctly.*

9. Click **Submit** to create your account. You’ve now created a CPSOnline account. You can use your CPSOnline username and password to login anytime to CPSOnline. Now you can enroll your pad in GEOL 1100.
10. Click **Yes** to enroll immediately
11. Enter **H57105J526** in the space provided for **Class Key**.
12. If you purchased an enrollment voucher at the bookstore enter the code in the **Code** box. If not, skip to step 13.
13. Click **Submit** and choose your payment options. Click **Continue**.
14. Fill in your billing information and click **Continue**. Be sure to take note of **the response pad number** that is assigned to you for GEOL 1100 during the enrollment process.
15. Once you have finished enrolling, click **Log Out**. **To ensure that CPSOnline properly records your information, you should press the log out button before closing your browser.**

*How to use CPS<sub>RF</sub> in your class.* The eInstruction response pad is easy to use. Below is information on how to use the buttons on the pad. If you have any questions, go to

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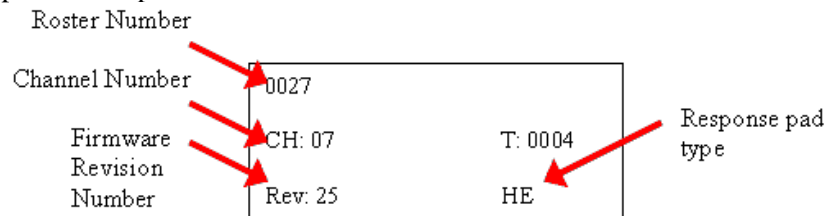
[www.eInstruction.com](http://www.eInstruction.com) and use the **Customer Support** menu option. Type in your name and enter the live chat room for immediate help. You can also reach Technical Support at 888-333-7532.

Join – the response pads automatically search for a class roster to join when you turn them on.

- *Initiate Join* – to make the response pad search 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.

View Response Pad Information – to view the response pad channel, roster number, and firmware version, turn the pad on and press the < button.



**Viewing response pad information from the LCD screen**

View Serial Number – to view the serial number for your response pad, press the **PWR/Join** button to turn on the response pad. The serial number (beginning with “r”) displays in the LCD screen as your response pad searches for a class roster to join.

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.