

Class Key: H17174E543

Student Instructions

You will need:

- Class Key from your instructor
 - Connection to the Internet
 - Method of Payment (Credit card or personal check)
-

Enrolling through CPS Online:

1. Go to www.einstruction.com .
2. Click on the **Students** button at the top of the window.
3. Select *University of Houston* from the drop-down menu then click on the **Choose Course** button.
4. Click **Create Your Account** next to the **Submit** button.
5. Enter your information in the boxes provided.

NOTE: You will need to include your email address so that you can receive an email from eInstruction reminding you of your Username and Password.

6. Click **Submit**. You will be asked if you would like to enroll in a class now.
7. Click **Yes** to enroll now, and **No** to view your account information and log out.

Entering Class Information:

1. Enter your **Class Key** in the space provided.
2. Click **Submit**. Since you do not have an Enrollment Code, you will be presented with the following options: access for this class only, access to all classes for a semester, two year subscription, or lifetime subscription.
3. Choose an option and click **Continue**.
4. Fill in your billing information and click **Continue**.
5. To join an additional CPS Online 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**. *For CPS Online to properly record your information, it is important that you log out of CPS Online as opposed to simply closing the window.*

NOTE: Since the response pad numbers are assigned on a “first-come, first-serve” basis per class, *if you are enrolled in more than one class that uses CPS, the assigned response pad number for each class may be different.* Please make a note of the response pad number assigned to you at the end of the enrollment process for each class and use the email sent to you

as a reminder.

Using CPS_{RF} in your class

If you have any questions, log onto www.einstruction.com and use the **Customer Support** menu option. Type in your name and enter the live test chat room for immediate help.

If you would prefer, feel free to call Technical Support at (888) 333-7532 for assistance.

| User Actions | Lights |
|--|---|
| Turn the response pad on by holding down the Power button. | Both lights blink once when the pad is on. The red light continues to blink until you join the class. |
| Join your class by pressing Join , your class' channel number, and Send . | When you press Join , the red light will stay on. Each digit pressed after Join will be acknowledged by the red light flashing off. When you press Send , the red light will blink quickly until your response is detected. Once your response is detected and you are joined to the class, the green light will be solid for 5 seconds and then pulse faintly as long as you remain joined in the class. |
| Respond to a question by entering your answer and pressing Send . | Watch the red light, which will blink with each key press, to ensure that your answer is entered as intended. The green and red lights blink simultaneously until your response is received. The green light will be solid for 5 seconds when your response is received. |
| Confirm an answer (optional) by reentering your answer and pressing Send . | If your confirmation answer is the same as your original answer, the green light will be solid for 5 seconds. If your response differs, the red light will be solid for 5 seconds. The LED light states for confirming and answer do not apply in SMA* mode. In this mode, watch your pad number on the onscreen feedback grid. Your number will flash green if your confirmation answer is the same as your original answer, and flash yellow if it differs. |
| Turn your pad off by holding the Power button down for at least 4 seconds. | As you hold the Power button down, both lights will stay on for a few seconds and then go off, signifying that the pad is off. The pad will turn off automatically if it is out of range of the receiver for 5 minutes. |

* SMA stands for "student managed assessment." In this mode, students answer questions at their own pace, generally from a hardcopy document while progress for each student is tracked onscreen.

Using the Response Pad Buttons

Alphanumeric: These buttons (0-9 and A-J) are used to perform various functions including answering multiple-choice and numeric questions.

*****: Press this button followed by the **Send** button in SMA to scroll through the questions in your lesson. Press the left or right arrow key to stop scrolling.

+/-: Press this button to make a response negative. If you press this button twice, your answer will be out of the acceptable range of answers and you will have to reenter your answer.

C: Press this button to clear your answer and start again. Pressing this button will not affect answers that have already been sent.

- Use this button to add decimals to numeric answers.

: These buttons are used in SMA mode to move to the previous or next question

Join: Press this button followed by the class channel number and **Send** to join the class.

Send: This button is used to send responses.