Creating Student Managed Assessments: RF Remotes

A student managed assessment is when the student has a paper copy of the test on his or her desk, and the answers are submitted with the CPS system. This method of delivery allows students to work at their own pace. Teachers are required to put the answers into CPS ahead of time. How do you do this?

1. Click the “Prepare” tab and then “Lessons and Assessments”. Click the green “+ New” button and “Fast Grade Lesson”. You will need to give the lesson a title (Example: Math Facts Handout) and click “OK”.

2. You will need to give the lesson a title (Example: Math Chpt.1 lesson 3) and click “OK”.
3. By entering the answers ahead of time, CPS will score the assessment for you. The window that appears allows you to do this.

4. For question one, go to the column that has the correct question format (MC 4, MC 3, True/False, Yes/No, Numeric, etc.) and click the correct answer. (MC 4 = multiple choice with 4 choices; MC 3 = multiple choice with 3 choices, etc.) You will see the “current question” window change to reflect you are now on question “2”. (Note: Numeric will only work with RF remotes. Type in the answer here in the Numeric field for an open-ended question.)

5. Go to the column that has the correct question format (MC 4, MC 3, MC 2, True/False, Yes/No, etc.) and click the correct answer. You will see the “current question” window change to reflect that you are now on question “3”. Repeat this process until you have entered all of the answers.

6. Click “Previous” or “Next” to review the answers after you have entered them.

7. When you are finished, click “OK” at the bottom of the window to save your work.
8. You will see your “Fast Grade” lesson added to your assessments on the “Prepare” tab and the “Engage” tab.
9. To engage the lesson, check the box before your “Fast Grade” lesson in the “Engage” tab.
10. Click “Assessment Setup” from the blue toolbar. Choose “Student Paced”. Click “Engage: Assessment”.

11. A screen will appear asking you to “Turn OFF your projector now and make sure all student pads are turned on before you click Start”.
   a. Turn off your projector. Keep the CPS running on your laptop.
   b. Ask students to turn on their remotes.
   c. Click “Start” to engage the assessment.
12. Students will have all the information they will need to complete the assessment on their remote.
   a. On their remote screen, they will see “Q:1” to indicate they are on Question One. The student will click in their answer (either a letter or a number response) and click the “Send” button.
   b. The remote will now display “Q:2” to indicate they are on Question Two and so on.
   c. If they use their arrow keys at the top of the remote, they can scroll back through the questions to check their answers. For example, if they scroll to question one, which has already been answered, they will see, “Q:1, B, RECV’D”. This indicates that Question One has an answer of “B” and it has been received, or submitted. Students can change their answer on this screen by typing a different answer and clicking “Send”.
13. Meanwhile, this is what the teacher sees on the his/her computer:
1. Indicated student names.
2. Indicates battery life of the student remote.
3. Displays student answers for each question.
4. Shows the number of correct answers and the number of attempted questions.
5. Shows the student percentage for the assessment so far.
6. **Options**: If you click options, and check the box that says, “Color Feedback”, the student answers will turn **green** if it is correct and **red** if it is incorrect. If you choose this option, this is how your screen will appear:

![Instructor Feedback Table](image)

14. When the students are finished, click “**End**”. You will get a window asking you if want to end the session. Click “**Yes**”.
15. Then click “**Close**” to exit the window.

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**Need more help? Do you want to see a video of this process?**

- **http://sites.fcps.org/trt/cps_remotes**
  i. Then scroll down the page and click “**CPS Training Videos - K12** - (Website)”.
  ii. Next to “Module 2: Instant Classroom Interactivity”, click “**View Tutorials**”.
  iii. Click the video for “**Engage Student Paced Mode**”. (Half of the video shows student paced for IR clickers, and the second half shows the video for RF clickers.)
  iv. In addition, you can click the link to “**Download Quick Step Guide**”. This is a different guide from what you are currently reading.