For Classroom Performance System Users

PC and Mac

CPS Gen2 Chalkboard User’s Guide
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**Introduction and Overview**

In addition to the great features available through CPS, you can enhance your lessons by using the CPS Chalkboard. This guide provides information about

- System requirements
- Chalkboard components
- Chalkboard installation
- Chalkboard lessons
- Chalkboard troubleshooting

**System Requirements**

**PC System Requirements**

To use the CPS Chalkboard system on your PC, you will need

- Windows 2000, XP or Vista
- CD-ROM drive (for optional installation of bundled RM Easiteach software)
- USB Port

**Mac System Requirements**

To use the CPS Chalkboard system on your Mac, you will need

- Macintosh OS X
- CD-ROM drive (for optional installation of bundled RM Easiteach software)
- USB Port

**Chalkboard Components**

Your CPS Chalkboard system should include the following items:

- 1 CPS Chalkboard wireless tablet
- 1 Chalkboard pen
- 1 Chalkboard pen tip refill and set of tweezers
- 1 tether
- 1 Chalkboard RF receiver
- 1 AC-DC power adapter
- 2 USB cables (3’ and 6’)
- QuickStart Setup Guide
- EasiTeach software
Use the CPS Chalkboard

Use the CPS Chalkboard out of the box
You can use the Chalkboard immediately out of the box if you wish. Please refer to the Use the CPS Chalkboard with a USB Cable section of this guide for more information.

Connect the Chalkboard Battery
Before you can use the Chalkboard wirelessly, you need to connect the battery.

To connect the battery, follow these directions:
1. Remove the battery cover on the back of the Chalkboard.
2. Remove the battery from the battery slot.
3. Insert the battery’s white connector into the battery connection inside the battery slot.
4. Place the battery back into its slot.
5. Place the battery cover on the Chalkboard.

Charge your CPS Chalkboard
The Chalkboard comes with a rechargeable Lithium-ion (Li-ion) battery.

To charge the battery, follow these directions:
1. Connect the AC charger to the CPS Chalkboard.
2. Plug the AC charger into an outlet.
3. Charge the battery initially for 10 hours before using the Chalkboard wirelessly. The red LED light on the Chalkboard will blink as the Chalkboard charges.

To use the Chalkboard without first charging the battery, you will need to connect the Chalkboard to your computer via a USB cable. Please refer to the Use the CPS Chalkboard with a USB Cable section of this guide for more information.

Synchronize Your CPS Chalkboard and Receiver
When you synchronize your CPS Chalkboard and receiver, you are establishing a connection between your CPS Chalkboard and receiver. This allows your CPS Chalkboard and receiver to communicate with each other. You must connect and charge the CPS Chalkboard’s battery before you can synchronize your CPS Chalkboard and receiver. Please follow steps in this guide to connect and charge your CPS Chalkboard’s battery. After you connect and charge your CPS Chalkboard’s battery, complete the following directions to synchronize your CPS Chalkboard and receiver.

To synchronize your CPS Chalkboard and receiver, follow these directions:
1. Connect the receiver to your computer with the provided USB cable. The green light on the receiver will turn solid green. This indicates the receiver is receiving power from your computer’s USB port.
2. Keep the CPS Chalkboard off to initiate synchronization.
3. Press the Sync button on the receiver. The green light on the receiver will begin to blink.
4. Press the Sync button on the bottom of the CPS Chalkboard. The green light on the receiver will stop blinking and turn solid green.

You may now use your CPS Chalkboard wirelessly. As you use your CPS Chalkboard, you will notice that the solid green light on the receiver turns to solid red when the pen is in use. This indicates your CPS Chalkboard, pen and receiver are all communicating successfully.

**Use the CPS Chalkboard with a USB Cable**

You can use the Chalkboard immediately out of the box, while charging the battery (battery must initially charge for 10 hours).

To use the Chalkboard immediately, follow these directions:
1. Plug in the small end of the USB cable into the Chalkboard.
2. Plug the flat end of the USB cable into an available USB port on your computer.

**Put the CPS Chalkboard in Wake or Sleep Mode**

The Wake/Sleep button is located on the front of the CPS Chalkboard in the upper-left corner. The CPS Chalkboard will automatically go to sleep after 15 minutes of inactivity.

To wake the CPS Chalkboard, press the Wake/Sleep button.
To put the CPS Chalkboard to sleep, press and hold the Wake/Sleep button for about 4-5 seconds (or until its blue light goes out).

**Recharge the CPS Chalkboard’s Li-ion Battery**

You need to recharge the CPS Chalkboard’s Li-ion battery when its battery status indicator flashes red quickly.

⚠️ **NOTE:** If you leave the CPS Chalkboard’s Li-Ion battery at a low or no power condition for prolonged periods of time, you could cause irreversible damage.

To recharge the CPS Chalkboard battery, follow these directions:
1. Use an AC Adaptor or USB cable to recharge the Li-ion battery. The Battery Power Status Light, located directly under the Wake/Sleep button, flashes red to indicate the battery is charging. When this light turns steady green, the CPS Chalkboard’s Li-ion battery is fully charged.
Use the Chalkboard Pen

Activate the Pen Battery
To activate the pen battery, remove the battery insulation insert from the pen’s battery compartment.

Recharge the Pen Battery
To recharge the pen battery, place the pen in the Chalkboard pen cradle with the electrodes facing inward (the blue buttons on the pen facing outward). The pen’s Battery Power Status Light, located under the Chalkboard’s Battery Power Status Light on the face of the Chalkboard, will flash red to indicate the battery is charging. When this light turns steady green, the CPS Chalkboard pen’s NiMH battery is fully charged.

Refill the Pen Tip
Your CPS Chalkboard comes with 1 pen tip refill and a pair of tweezers. The pen tip refill and pair of tweezers are located in a clear, plastic bag.

To replace the pen tip, follow these directions:
1. Use the pair of tweezers to pull out the used pen tip.
2. Insert the pen tip refill into the pen tip slot.
3. Press firmly on the pen tip refill for five seconds until the pen tip refill locks into place.

Engage Lessons with the CPS Chalkboard
You can use the CPS Chalkboard in many different ways. This section will tell you how to
- Use the CPS Chalkboard as a mouse
- Use the Chalkboard feature in CPS

Use the CPS Chalkboard as a Mouse
You can use the CPS Chalkboard as a computer mouse whenever you are engaging a lesson. This is especially helpful when you are teaching a lesson and moving around. From any point in the room, up to 30 feet away from the receiver, you can operate your computer remotely using the CPS Chalkboard.

Point out important information
You can also use the mouse to point out important information within a document or presentation. Just move your pen across the CPS Chalkboard to the point that corresponds with the information you would like to point out on the screen. You can also use the laser, located at the other end of the pen, as a pointer.
Use the Chalkboard with CPS

You can use the CPS Chalkboard to create interactive questions within CPS. CPS provides a Chalkboard question template, within the CPS Question Author window, that is designed for use specifically with the CPS Chalkboard.

Although you can also use this template with your computer mouse, the CPS Chalkboard allows you to create impromptu questions from any point around the classroom, up to 30 feet away from the receiver.

This section explains how to create Chalkboard questions and engage Chalkboard questions in

- CPS for PC
- CPS for Mac
CPS for PC

Create Chalkboard Questions
To create a Chalkboard question in CPS for PC, follow these directions:

1. Open CPS from your desktop
2. Open the Prepare>Lessons and Assessments tab.
3. Click on the lesson, from the lesson side (left or top window) of the screen, you want to add a Chalkboard question to.
5. Click Question from the pop-up menu. The CPS Question Author window opens.
6. Click the blue arrow in the Template drop-down menu in the Format group. A list of question templates appears.
7. Select Chalkboard from the list of question templates. The Chalkboard question template appears.
8. Use the Chalkboard toolbar, on the left-hand side of the CPS Question Author window, to add images, draw on the screen, or alter the pen settings.

- Click the Pencil button to draw on the Chalkboard template.
- Click the Eraser button to erase a portion or all of the drawing on the Chalkboard template.
Click the **Line Tool** button to draw lines on the Chalkboard template.

Click the **Delete** button to erase the Chalkboard template.

Click here to select a color.

Click here to select a line width.

Click the **Answer** button to show the question and answer stem for the question displayed on the Chalkboard template.

Click the **Import Image** button to import an image.

Click the **Reload** button to reload the most recent image file.

Click here to load a previously used image.

9. Use the **Answer** button to select the answer stem for the question. You can choose from Y/N, T/F, MC2, MC3, MC4, MC5, MC6, MC7, MC8, Numeric, or Short Answer.

10. Type the answers into the answer boxes.

11. Click **Save** in the **Navigate** group to save the question.

12. Click **Close** in the **Navigate** group to close the Question Author Window.
**Chalkboard Verbal Questions**

To create a Chalkboard verbal question in CPS for PC, follow these directions:

1. Click the *Engage* > *Lessons and Assessments* tab.

2. Click *Engage* in the *Verbal* group. The CPS Verbal Question Setup window appears.

3. Setup your session options.
   - **Include Session in Gradebook** – Select this option if you want grades recorded in the Gradebook.
   - **Export to Question Grid** - Select this option to send performance results directly to the Question Grid report type.
   - **Automatically Upload Session Upon Completion** - Select this option if you want to automatically upload performance data to CPSOnline, Blackboard, WebCT, or REAP.
   - **Anonymous Mode** - Select this option to ensure answers are not associated with students.
   - **Session Title** – Type the name of your session in the *Session Title* box.
   - **Class Category** – Select a category for the lesson.
   - **Max Points** – Choose your Max Points. This field will default to 100.
   - **Class Options** – Assign a pre-generated class to the lesson from the drop-down menu, or create a default class by clicking *Create*.
   - **Create Attendance from this Assessment** - Select this option to generate an attendance assessment for your session. You can choose to track the attendance in the Gradebook, and if you use CPSOnline, you can automatically upload attendance after your session. Make sure you also have your class attendance options set to show attendance as assessments.

4. Click *OK*. The Verbal CPS Engage toolbar appears.

5. Click *Chalkboard* on the CPS Engage toolbar. The CPS Question Delivery window appears with the Chalkboard template.
6. Use the Chalkboard toolbar to create your question and answer stems.

- Click the **Pencil** button to draw on the Chalkboard template.
- Click the **Eraser** button to erase a portion or all of the drawing on the Chalkboard template.
- Click the **Line Tool** button to draw lines on the Chalkboard template.
- Click the **Delete** button to erase the Chalkboard template.
- Click here to select a color.
- Click here to select a line width.
- Click the **Answer** button to show the question and answer stem for the question displayed on the Chalkboard template.
- Click the **Import Image** button to import an image.
- Click the **Reload** button to reload the most recent image file.
- Click here to load a previously used image.

7. Click **Start** to begin the response cycle.

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

9. Click **Close**. CPS saves performance data. Performance data is available from the **Report>Reports** tab.
CPS for Mac
Create Chalkboard Questions

The Chalkboard template in the CPS Question Author window allows you to create custom images or drawings for your questions. You can access the CPS Question Author window from the Lessons tab, by creating a question.

To create a Chalkboard question in CPS for Mac, follow these directions:

1. Open CPS from your desktop icon.

2. Open the Lessons tab.

3. Right-click on the lesson to which you would like to add a Chalkboard question. If you do not have any lessons, please refer to the Help file in CPS for instructions on creating a lesson. A pop-up menu appears.

4. Choose New… then Question…. The CPS Question Author window appears.

5. Use the Template pull-down menu to select Chalkboard.

6. Use the Chalkboard toolbar, on the left-hand side of the CPS Question Author window, to add images, draw on the screen, or alter the pen settings.

7. Use the buttons at the bottom of the window to set the type of question the students will respond to. You can choose from Y/N, T/F, MC2, MC3, MC4, MC5, MC6, MC7, MC8, Numeric, or Short Answer.

8. Click the Save icon or the Save and Move to Next Question icon to save your question. When you are finished creating questions, close the CPS Question Author window to return to the Lessons tab.
Chalkboard Verbal Questions
You can create impromptu Chalkboard questions during your lessons by using the Engage toolbar.

To create a Chalkboard verbal question in CPS for Mac, follow the steps below.

1. Open CPS to the Lessons tab.

2. Click the Verbal Questions icon. Alternatively, engage an existing lesson from the Lessons tab. The CPS Session Setup window appears.

3. Choose your session options and click Start. The Engage toolbar appears.

4. Click the Chalk… button on the Engage toolbar. The CPS Question Delivery window appears with the Chalkboard template.

5. Use the Chalkboard toolbar and the buttons at the bottom of the CPS Question Delivery window to create your question.

6. Click Start to allow your students to respond to the question, and click End when all students have responded. The Answer Distribution window appears.
From the Answer Distribution window, you can select the correct answer to your question, or if the question was subjective, leave the answer blank. Close the Answer Distribution window to return to the Question Delivery window.

When you have finished administering the questions for your assessment, close the Engage toolbar to return to the Lessons tab in CPS. You can review your assessment results in the Reports tab.
## Troubleshooting the Chalkboard

<table>
<thead>
<tr>
<th>Chalkboard behavior</th>
<th>Possible cause(s)</th>
<th>Possible solution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chalkboard does not appear to be binding correctly (blue light around the Sleep/Wake button does not stay lit)</td>
<td>Chalkboard is not properly synchronized with its wireless receiver.</td>
<td>Refer to the <em>Synchronize Your CPS Chalkboard and Receiver</em> section of the User’s Guide for instructions to properly synchronize the Chalkboard with its wireless receiver.</td>
</tr>
<tr>
<td></td>
<td>Chalkboard is not sufficiently powered.</td>
<td>Connect the Chalkboard to a working electrical outlet using its AC-DC power adapter. If the Chalkboard’s battery is properly connected (refer to the <em>Connect the Chalkboard Battery</em> section of the User’s Guide for more information), it will charge while the Chalkboard is plugged into an electrical outlet via its AC-DC adapter.</td>
</tr>
<tr>
<td>Mouse cursor on the computer screen does not respond to Chalkboard input when operating wirelessly.</td>
<td>Chalkboard is not properly synchronized with its wireless receiver.</td>
<td>Refer to the <em>Synchronize Your CPS Chalkboard and Receiver</em> section of the User’s Guide for instructions to properly synchronize the Chalkboard with its wireless receiver.</td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Wireless receiver is not receiving input from the Chalkboard.</td>
<td>Check the light on the wireless receiver to verify that it is receiving input from the chalkboard. If it changes from solid green to solid red while the pen is in use, it is receiving input and the problem may be with the computer itself. Try synchronizing the chalkboard and its receiver on another computer.</td>
</tr>
</tbody>
</table>
Wireless receiver’s USB cable is malfunctioning. Try another USB cable that has similar connectors (Type A male to Type Mini-B male) and is known to work with other devices.

Chalkboard pen has not been activated/is not sufficiently powered. Make sure the Chalkboard pen has been activated and charged (see the Use the Chalkboard Pen section for more information).

Mouse cursor on the computer screen does not respond to Chalkboard input when connected directly to the computer via its USB cable. Chalkboard’s USB cable is malfunctioning. Try another USB cable that has similar connectors (Type A male to Type Mini-B male) and is known to work with other devices.

Chalkboard pen has not been activated/is not sufficiently powered. Make sure the Chalkboard pen has been activated and charged (see the Use the Chalkboard Pen section for more information).

**Technical Support Contact Information**

eInstruction provides free technical support for all of our products. If you have any questions regarding CPS or the CPS Chalkboard, please don’t hesitate to contact us.

- Chat and Email: [http://www.einstruction.com/support](http://www.einstruction.com/support)
- Phone: 888.333.4988