

Policies and Guidelines for Clicker Use

Welcome to C103! In order to stimulate the learning experience and provide immediate feedback to students and instructors regarding understanding of material, instant response clickers will be used this semester. Each student is required to purchase a single clicker for use in the regular and laboratory lectures. Clickers may be obtained at the University Bookstore for a nominal price and will be unique for each student. Please be certain to purchase the clicker manufactured by **eInstruction**. Over the course of the semester, responses will be collected and used to assess student performance in relation to various topics discussed in the class.

CLICKER POLICIES

Please read and note well the clicker policies that will be in effect for C103 during the Fall 2009 semester:

1. **It is the responsibility of the student to ensure proper clicker operation.** It is strongly advisable to carry a spare set of batteries (the clickers use standard AA batteries that may be purchased at the Union) and to be aware of battery life. Students are required to be familiar with clicker operation and registration – this information is included with your clicker upon purchase.
2. ***Do not lose or damage your clicker!*** *These devices are easily misplaced, so take great care to keep track of its location at all times. In general, the clickers are quite robust and will function properly for a long period of time if treated well. Avoid rough treatment to keep it operating correctly. In the event of loss, the student will be required to obtain another device from the IU Bookstore and register the new clicker via the eInstruction website.*
3. **Students are responsible for correct login procedures.** Answers submitted on alternate channels cannot be collected or graded, and students will NOT be granted credit for these responses after the conclusion of the lecture period for any reason.
Turn your clicker on a few minutes before class begins to allow ample time for your device to properly join.
4. **Responses will be GRADED and posted on CALM.** Questions from each lecture will be graded for correctness – *simply entering a response will not guarantee credit.* Lecture participation points will be posted periodically on the CALM website.
5. **Questions will be TIMED.** Many questions will have a response time limit. Be diligent and aware of time constraints – responses entered after the timer expires will NOT be recorded or graded.
6. **Questions will be posed at EACH lecture.** For this reason, attendance is imperative!
7. **If a clicker malfunctions DURING LECTURE:** A student may submit answers on paper for grading, but ***MUST SHOW ALL WORK*** toward solution of the problem. ***Submissions showing no logical path to the final answer will NOT BE GRADED. This is intended as a stopgap measure and not as a routine procedure spanning the entire semester.*** The student should inform the instructor at the conclusion of the lecture in which the clicker has malfunctioned.
8. **Academic Misconduct applies to clicker use in this class.** Students found to be using multiple clickers will be guilty of academic misconduct and will be dealt with SEVERELY. **Misuse of clickers runs the risk of FAILURE IN THIS COURSE.**

CLICKER REGISTRATION

The following section covers correct registration of the clicker. Be certain to read and follow the steps carefully:

Class Key: L54128B999

Class name: Fall 2009 C103

You will need:

- Class Key (provided above)
- Connection to the Internet
- Enrollment Code/coupon (from your *new* McGraw Hill textbook or your school bookstore)
OR Method of Payment (Credit card)

Enrolling through CPSONline

You will first need to set up a CPSONline account. It is cheaper to register online with a credit card rather than purchase an activation code from the IU Bookstore.

Create an Account


1. Go to www.einstruction.com.
2. Click on the **Students** link at the top left of the window.
3. Select your school or university from the drop-down menu.
4. Click Choose Site.
5. Enter your serial number in the space provided. You can find your serial number on your LCD screen when you turn on your pad: if your pad does not have an LCD screen, your serial number is on the back of the pad, under the battery cover.
6. Click Create Your Account.
7. Create a CPSONline Username (can be anything you wish) and Password and fill in your contact information. 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 your class.

Enroll in a Class

1. Click **Yes** to enroll immediately in your class.
2. Enter your **Class Key** in the space provided. If you have a Code, enter it in the **Code** box. Note that a Code is not required.
3. **IMPORTANT:** The student ID field **MUST** be filled in with your IU username (email address **MINUS** the “@indiana.edu” string). **For example, the student ID for Professor Robinson would be jirobins. DO NOT use your 10 digit IU student ID number!!!**

WHY IS THIS IMPORTANT? This is how we link your clicker grade to the CALM gradebook. Any mistakes you make in not properly entering your IU username will result in you not getting clicker points.

Helpful Information

- » Don't see your pad's serial number? [Add a pad to your account.](#)
- » [Where's my serial number?](#)
- » If you have purchased a new McGraw-Hill textbook for use with CPS, your code will be packaged with your textbook.
- » Coupon and Enrollment Codes appear in your textbook like this ...

- » The ISBN number is not your code.
- » Questions or problems? Please contact [Technical Support.](#)

Enroll in a class

Please enter the following pieces of information:

* **Class Key :**

* **Confirm Class Key:**

* **Serial Number :**

Student ID:

If you have an **enrollment code** or a **coupon code**, please enter it below. These codes can be found in McGraw-Hill text books or may be purchased through your campus bookstore.

Code (optional):

I have read and agree with the [Student Refund Policy](#).

* required

[Back to Account Information](#)

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Note that this IS NOT the 10 digit IU student ID number!!

4. Click **Submit** and choose your payment options. Click **Continue**.
5. Fill in your billing information and click **Continue**.
6. To join an additional CPSOnline class, click the **Enroll in a class** button from the main menu.
7. Once you have joined the class, you should be able to view your enrollment to double check your entries:

Helpful Information

» Questions or problems? Please contact [Technical Support.](#)

Account Information

My Current Classes

Choose your class below to login. If you need to enroll into a class, click on 'Enroll In A Class' below.

(INDIANA UNIVERSITY)

| Class Name | Online Class Ends | Pad ID | Pad Serial Number | Student ID |
|------------|-------------------|--------|--------------------------------|-------------------------------|
| Demo | 08/11/2007 | 1 | r107da7 change | tstone change |

[Update My Profile](#) | [Manage My Pads](#) | [Enroll In a Class](#) | [Change University](#) | [Logout](#)

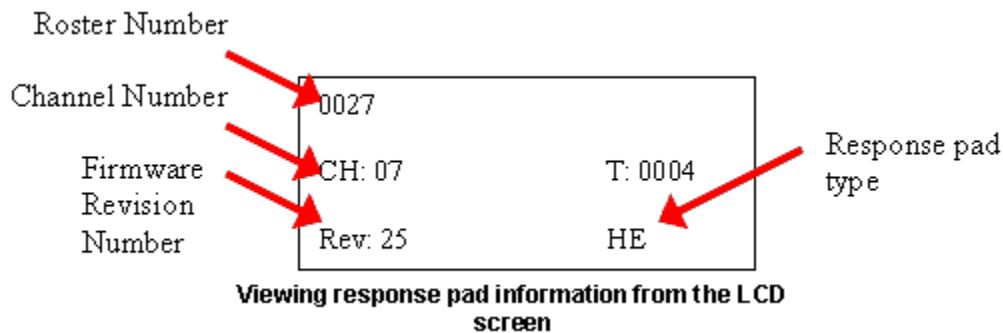
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8. Once you have finished enrolling in all of your classes, click **Log Out**. So that CPSOnline properly records your information, log out of CPSOnline.
NOTE: If you enroll in more than one class using CPS, your response pad may have a different assigned number for each class. Note your assigned response pad number after you enroll for each class, and use the reminder emails from eInstruction to keep track of your information.

Using CPS_{RF} in your class

The eInstruction response pad is easy to use with CPS. Use the information below to learn how to use the buttons on the pad. **Power** – turn the response pad on or off by pressing the **PWR/JOIN** button.

- ✦ **Join** – the response pads automatically search for a class roster to join whenever you turn on the pad.
 - **Initiate Join** – to have the response pad begin searching 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.
- ✦ **Enter Equations** – create equations by entering symbols into your response with the **Sym** button. You can include the following symbols: X, Y, =, (), . (decimal), + (plus operator), - (minus operator), / (division operator), * (multiplication operator), (space)
- ✦ **View Response Pad Information** – to view the response pad channel, roster number, and firmware version, turn the pad on and press the < button.



- ✦ **View Serial Number** – to view the serial number for your response pad, simply press the **PWR/Join** button to turn on the response pad. The serial number displays in the LCD screen as your response pad searches for a class roster to join. Your serial number will begin with “r1...”.
- ✦ **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.

What to do if you have problems with your CPS_{RF} clicker

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 chat room for immediate help.

You can also reach Technical Support at 888.333.7532.