

**Welcome to C117!** In order to stimulate the learning experience and provide immediate feedback to students 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** for C117. 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.

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### **CLICKER POLICIES**

Please read and note well the clicker policies that will be in effect for C117 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 promptly on the CALM website following each class period.
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! The lowest lab participation score will be dropped to allow for a missed lecture or clicker malfunction due to unforeseen circumstances.

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 – NO CREDIT WILL BE GIVEN FOR CLICKER MALFUNCTIONS AFTER THE LECTURE HAS DISMISSED.
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 Name: C117: PRINCIPLES OF CHEMISTRY AND BIOCHEMISTRY FALL 2009**

**Class Key: N54287L197**

#### You will need:

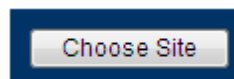
- ✦ Class Key (provided above)
- ✦ Connection to the Internet
- ✦ Enrollment Code/coupon (from your *new* McGraw Hill textbook or your school bookstore)
- OR**
- ✦ Method of Payment (Credit card or personal check)

#### *Enrolling through CPSONline*

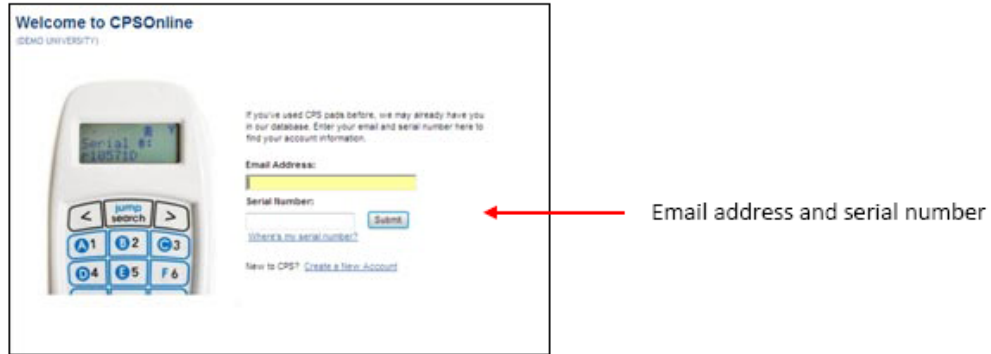
If you enroll through CPSONline, you will first need to set up a CPSONline account. *It is cheaper to register online with a credit card rather than purchase an activation code from the IU Bookstore.*

#### Create an Account

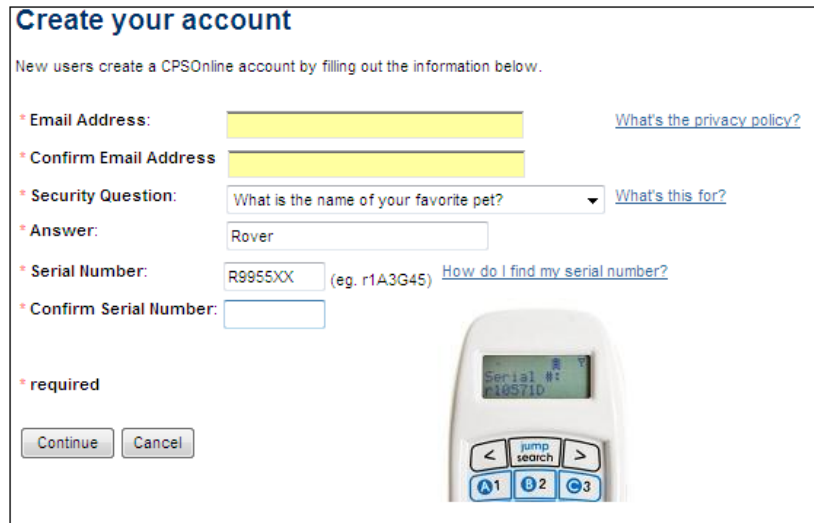
1. Go to [www.einstruction.com](http://www.einstruction.com).
2. Click on the **Students** link at the far right of the window.
3. Select your school or university from the drop-down menu.
4. Click **Choose Site**. *NOTE: If you already have a CPSONline account and you have your account information, you can enter your existing username and password in the upper right-hand corner of the screen:*



5. Enter your email address and serial number in the spaces provided on the Welcome to CPSONline page. 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. CPSONline will check to see if you may already have a CPSONline account. If your email address and serial number provide a match to an existing account, your login information will be emailed to you and you can proceed with enrollment in new courses.
7. If you see a message that states, "Sorry, but the serial number you entered is already in use by a different student: this means that the serial number you entered matches an existing account, but the email address you provided does not match. Try another email address or contact eInstruction Technical Support at [www.einstruction.com/support](http://www.einstruction.com/support).
8. If no matches are found to existing accounts, click on the hyperlink to **Create a New Account**.
9. Type in your account information on the **Create Your Account** page. Your account information will be emailed to the address you provide. You will also create a **Security Question** and **Answer**. Click **Continue** when you are ready to proceed.



- The next **Create Your Account** screen will ask you to create a CPSONline username and password. Please also enter your first name and last name as they appear in official university records. **NOTE:** Please keep a record of your CPSONline username and password to manage your CPS response pads and to access account information in the future.

A screenshot of a web form titled "Create your account". The form contains several input fields: "Username" with the value "studentb08", "Password" and "Confirm Password" both masked with dots, "First Name" with "StudentB08", "Last Name" with "StudentB08", and "Phone" with "888-333-4988". A note below the fields says: "Note: If you are going to include a nickname in addition to your real name, please use single quotes (') rather than double quotes (\"). At the bottom, there are "Submit" and "Cancel" buttons.

- You have now created a CPSONline account.
- You are now ready to enroll your response pad in a CPSONline class. To immediately enroll in a class, click on the **Yes** button.

A screenshot of a confirmation page titled "Account Confirmation". It features a blue heading "Congratulations! You have successfully created your CPSONline Account." Below this, it lists "Username: studentb08" and "Date: March 24, 2008". A line of text says: "Please use this account to enroll into all of your current and future classes." There is a horizontal separator line. Below that is a section titled "Enroll in a class" with instructions: "If you need to register for your class(es) please choose 'Yes' below. If you wish to enroll later, you can log back into your account and choose 'Enroll In a Class'." At the bottom, there are "Yes" and "No" buttons.

- Enter the **Class Key** now and then type it again to confirm it.

14. **IMPORTANT:** The student ID field **MUST** be filled in with your IU email address MINUS the “@indiana.edu” string. For example, the student ID for Professor Stone would be tstone. ***DO NOT use your 10 digit IU student ID number!!!***

**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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15. If you have an **Enrollment Code**, enter it in the space provided. Be *sure* to use it now if you do have one as the code is used to pay for your enrollment. If you do not have an enrollment code, you may leave this field blank and pay for your enrollment using a credit card. ***It is far cheaper to enroll using a credit card than purchasing an enrollment code from the University Bookstore.***
16. Read the **Student Refund Policy** which contains important information regarding payments and enrollment codes.

17. Check the box to confirm that you have read the student refund policy.

**Enroll in a class**

Please enter the following pieces of information:

\* **Class Key:**

\* **Confirm Class Key:**

\* **Serial Number:** R995586

**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

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18. If you entered an enrollment code, you may skip the following steps 19-23 for payment.

19. The **Payment Options** page will offer you current choices.

20. Choose a payment option for your pad activation on the **Payment Options** page. Click **Next**.

**Payment Options**

Please choose a payment option below.

You can choose to pay:

Access to all your CPSONline classes for this term only.

**SPECIAL OFFER**

Access to discounted Lifetime Subscription to CPSONline. This is your only chance to purchase a Lifetime Subscription for a discounted price.

[Cancel Enrollment](#)

21. Enter your billing information on the **Billing Information** page. Click **Next**.

### Billing Information

Please enter your billing information below

\* First Name:

Middle Initial: (if applicable)

\* Last Name:

Business Name: (if applicable)

\* Street Address 1:

Street Address 2: (optional)

\* City:

\*\* State:

\*\*\* Zipcode:

\* Phone Number:  (eg. 567-569-7897)

\* Email Address :

\* required  
\*\* International students, please choose 'Other'.  
\*\*\* required for U.S. only


\* How do you wish to pay?:

Credit Card  
 Check

22. Enter your credit card or check information on the **Payment** page.

### Payment By Credit Card

Please enter your credit card information below. Have a question? Check the [FAQs](#)



\* Credit Card Type:


\* Credit Card Number:  (no spaces or dashes)

\* Expiration Date: Month  Year

\* Security Code

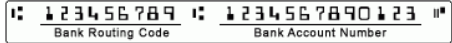
### Payment By Check

Please enter your check information below. Have a question? Check the [FAQs](#)



A First Data Company

Enter the numbers from the bottom of your check as illustrated below.



⑆  ⑆  ⑆

\* Check Number:

\* Date of Birth: Month  Day  Year

\* Drivers License Number: (no dashes)

\* Drivers License State:

23. Verify/Authorize your payment information such as name and address on the **Verify your Billing and Payment** or **Virtual Check Agreement** page.
24. Proceed to manage your classes or enroll in new classes.
25. Once you finish enrolling your response pad in all of your CPSONline classes, you may **Log Out** of your account.

**MANAGING CPSONLINE ACCOUNTS**

When you log into CPSONline, your homepage displays a list of classes you have enrolled in on the **My Current Classes** page.

The following links allow you to manage your CPSONline account:

- **Update My Profile:** Update your profile, including your student ID entry.
- **Manage My Pads:** Add, remove, and change response pad serial numbers.
- **Enroll in a Class:** Enroll in additional CPSONline courses.
- **Logout:** Logout from your CPSONline account.

**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.

(DEMO UNIVERSITY)

Class Name	Online Class Ends	Pad ID	Pad Serial Number	Student ID
<a href="#">History 101</a>	03/30/2015	2	R995586 <a href="#">change</a>	<a href="#">change</a>

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

Class list

Links for Account Management

**HOW TO USE THE CPS<sub>RF</sub> RESPONSE PAD**

The eInstruction response pad is easy to use with CPS. Use the information below to learn how to use the buttons on your Gen2 RF response pad.



Key	Action
<b>0-9</b>	Tap the button - Enters selected value for numeric questions into the response pad.
<b>A-H</b>	Tap the button - Enters selected answer for multiple choice questions into the response pad.
<b>Positive and Negative (+ -)</b>	Tap the button - Makes the current response positive (+) or negative (-). Negative Answer - The LCD displays a “-” symbol in the first character of the answer. Positive Answer - The LCD does not show a “-” symbol in the first character of the answer.

<b>Sym</b>	Tap the button – Create equations by entering symbols into your response pad. You can include the following symbols: X, Y, $\geq$ , $\leq$ , $\sqrt{\quad}$ , Equals (=), Parenthesis (()), Decimal (.), Plus (+), Minus (-), Division (/), Multiplication (*), Space ( ), Greater Than and Less Than (>, <), pipe ( ), and caret (^).
<b>Clear</b>	Tap the button – Clears immediate previous character. Press and hold the button – clears multiple previous characters (similar to the backspace button on a keyboard).
<b>Jump/Search</b>	Tap the button – Goes to any question within range. In SMA mode you must select a question number. Press and hold the button – searches for the next unanswered question.
<b>Power/Join</b>	Tap the button – turns on response pad.
<b>Send</b>	Tap the button – sends the student's response to the receiver.
<b>Arrow Keys</b>	Tap the button – In SMA mode, the current question number is decreased and/or increased on the LCD screen. < LCD screen displays a descending question number. This means the question number is decreasing. (e.g., Q: 23, Q: 22. Q: 21) > LCD screen displays an increasing question number. This means the question number is increasing. (e.g., Q: 21, Q: 22. Q: 23) Adjust LCD Screen Contrast Higher Ed Pad 1. Press the > button while your response pad's LCD screen displays your response pad's serial number. 2. Use the A1 button to decrease the contrast and the C3 button to increase contrast. This feature becomes disabled after you engage a lesson.