

**Class Name:**\_\_\_\_\_ **Class Key: H74354G465**

**You will need:**

- ✦ Class Key (from your instructor)
- ✦ 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 setup a CPSONline account.

**Create an Account**

1. Go to [www.einstruction.com](http://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 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. Click **Submit** and choose your payment options. Click **Continue**.
4. Fill in your billing information and click **Continue**.
5. To join an additional CPSONline 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**. *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.*

## Enrolling through WebCT

1. Log on to WebCT.
2. Select your course from the **Course List**.
3. Click the **Add/Update CPS Serial Number** link.
4. Enter your serial number and Enrollment Code/coupon (if necessary). Click **Continue**. Depending on your school, a payment window may appear. If a payment window does not appear, skip to step 7.
5. Choose which payment option you would like to use. Click **Continue**.
6. Fill in the billing information. Click **Continue**. Your Pad ID for the class will appear.
7. Write down your Pad ID to use in your class.

**NOTE:** If you have a CPSOnline Username and Password from a previous class, enter them to have your information automatically linked to your new class.

## Enrolling through Blackboard

1. Log on to your Blackboard account.
2. Click the **Course** tab and choose **Tools**.
3. Click **CPS Connection**.
4. Click **Register Class**.
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. If you already have a CPSOnline Username and Password, enter it in the space provided. If you've never used CPSOnline before, create a CPSOnline Username and Password and fill in your contact information. Click **Submit** to create your account or login.

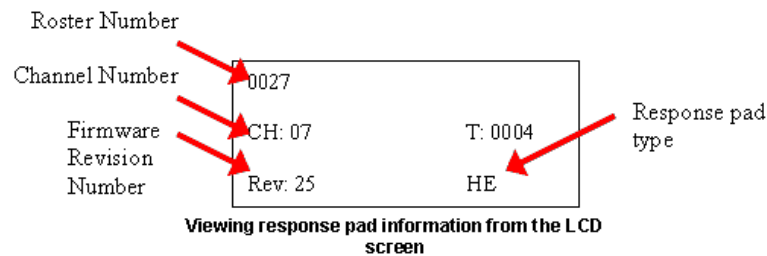
## Using CPS<sub>RF</sub> in your class

The eInstruction response pad is easy to use with CPS. Use the information below to learn how to use the buttons on the pad. If you have any questions, log onto [www.einstruction.com](http://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.

- ✦ **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.

Field Code Changed

- ✦ **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.