



Instructions for Enrolling Your Response Pad through ANGEL

Class Name: _____

This document instructs you on how to enroll your response pad through ANGEL or your school LMS (Learning Management System.) This document will use the terms ANGEL and LMS interchangeably. This document contains the following sections:

- What items do I need to enroll my response pad?
- How do I enroll my response pad through ANGEL?
- Troubleshooting Tips for LMS Enrollment.
- Where do I locate my response pad's serial number?
- How do I use my CPSRF response pad?
- How do I contact an eInstruction Technical Support Agent?

What items do I need to enroll my response pad?

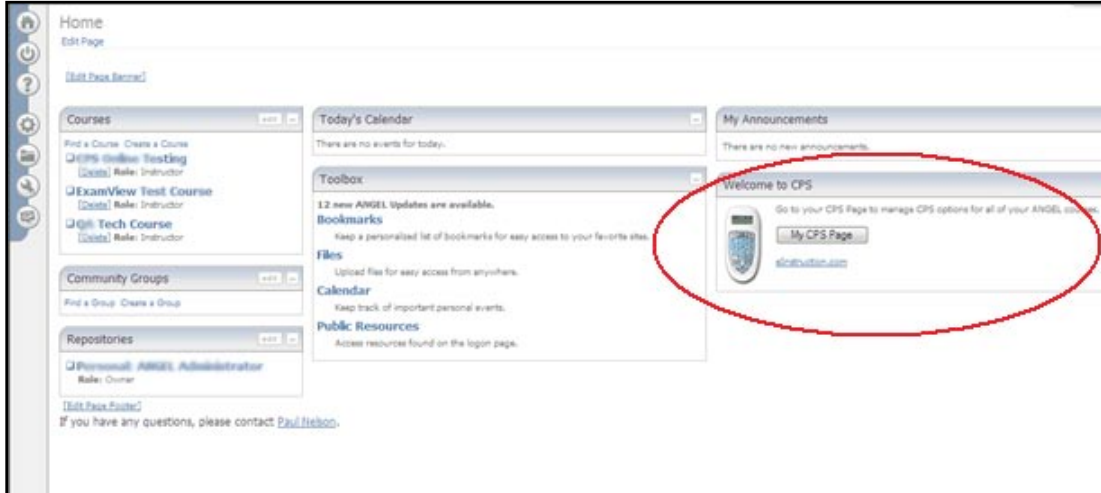
You will need the following items to enroll in a class:

- Response pad
- Internet connection
- Method of payment (You may use a credit card, personal check, or an enrollment code/coupon code.)

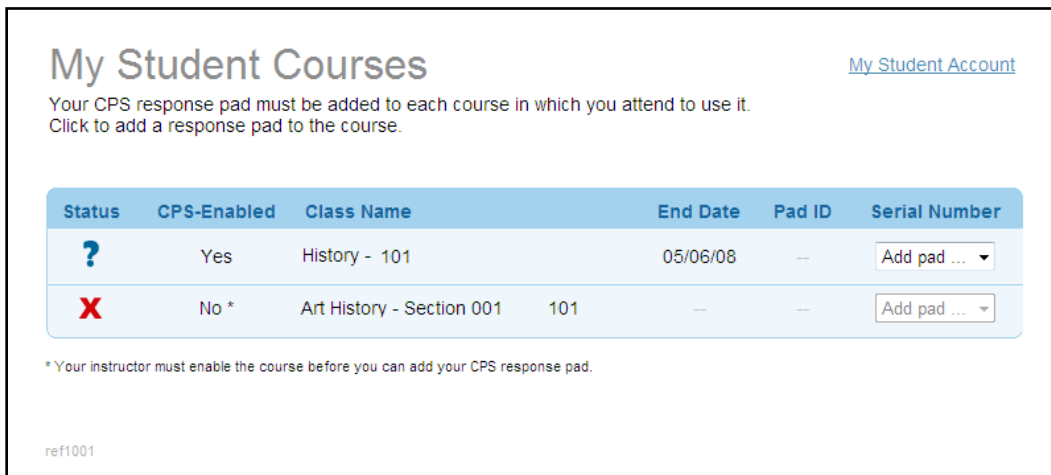
How do I enroll my response pad through ANGEL?

1. Log on to your ANGEL account. Your school will provide you with your ANGEL username and password.

Click on the button for **My CPS Page**.



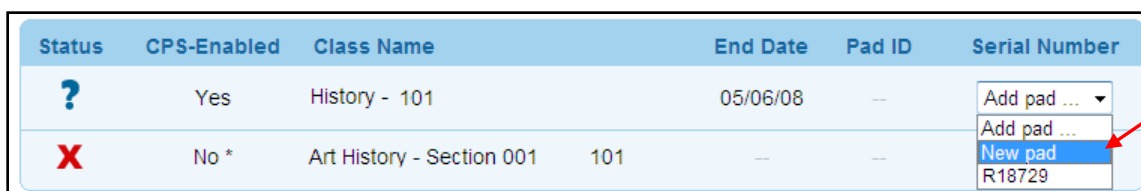
2. On the **My Student Courses** page you will see a list of your courses. In the **CPS-Enabled** column you will see **Yes** for courses that have been set up by your Instructor for use with CPS.



3. On the **My Student Courses** page, locate the course you want to enroll your response pad in.

NOTE: If the course you wish to choose has **NO** under the CPS-Enabled column, please check with your Instructor. Your Instructor must enable the course before you can add your CPS response pad.

4. Select the dropdown box under **Serial Number** to add a new pad. Select **New pad**.



5. Now you are ready to proceed with enrollment and activation. If you have difficulty during the process, you may wish to refer to the **Troubleshooting Tips for LMS Enrollment** which is included after step 12 in this document.

6. On the **Add My CPS Response Pad** screen, enter and confirm your serial number in the spaces provided. Enter and confirm your email address in the spaces provided. Your account information will be emailed to you at the address you provide.

7. Choose a secret security question and answer. This information may be needed to retrieve your account information later.

NOTE: If you do not wish save your email address in CPSONline database you check the box to keep the email address from being stored. **Take care in making your choice.** Your email address is used to allow us to send you information regarding your account when you are no longer able to access the WebCT account.

Add My CPS Response Pad

Follow the steps below to add your response pad to 'History - 101':

Step 1:
Click Power/Join on your response pad

Step 2:
Locate the pad serial number

Step 3:
Enter the serial number below.

Pad Serial Number:

Confirm Pad Serial Number:

Step 4:
Enter your email address. ([Privacy Policy](#))

Email Address:



Confirm Email Address:

Step 5:
Choose a secret security question and answer. ([What's this for?](#))

Security Question:

Answer:

I do not want my email address saved in the CPSONline database.

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8. To activate your response pad, you will need to pay for activation using either an existing CPS account with payment history or an enrollment code/regular payment. If you have an existing CPS account, choose **I have registered a pad before and have a CPSONline account** and fill in your username and password information. You can then skip to step 11. If you have never registered a pad before, choose **I have never registered a CPS response pad before** and continue.

Have You Ever Activated a CPS Pad Before?

If you have activated a CPS response pad before, your payment history needs to be associated with this WebCT account.

I have never registered a CPS response pad before.
 I have registered a pad before and have a CPSONline account ([What is CPSONline?](#))

CPSONline Username:
 CPSONline Password:

[What if I can't remember my username or password?](#)

9. Enter your **enrollment code** or **coupon code** or choose an alternate payment method. For more on enrollment codes, skip to step 10. For more on regular payment, continue with this step.

Activate My CPS Response Pad

Your CPS response pad must be activated before you can add it to this course.

I want to purchase activation.
 I want to activate the pad using my enrollment code. ([What's this?](#))

[How do I get an enrollment code?](#)
[What if I lost my enrollment code?](#)

I already paid for this term using CPSONline. ([What's this?](#))

I have read and agree to the [student refund policy](#).

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- To pay for your activation using a credit card or checking account, choose **I want to purchase activation** from the **Activate My CPS Response Pad** screen. Take care to choose this option only if you do not have an enrollment code as the enrollment code can be used to pay for your activation. Read the **Student Refund Policy** and check the box to verify that you have read the policy.
- To pay for your activation using an enrollment code, choose **I want to activate my pad using my enrollment code**. You can obtain codes from your bookstore or from certain new textbooks. Read the **Student Refund Policy** and check the box to verify that you have read

the policy. If you are choosing to pay with an enrollment code, you can now skip to step 10.

- If you already have a CPSONline account with a current payment and did not enter it on the previous page, you can still do so now by choosing **I already paid for this term using CPSONline**. If you are now choosing to pay with an existing account, you may complete that and skip to step 11.
- Choose a payment option. (Payment Options may vary.)

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.

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- Enter your billing information.

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

- 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.

⑆ 123456789
⑆ 1234567890123
⑆

⑆ ⑆ ⑆

* Check Number:

* Date of Birth: Month Day Year

* Drivers License Number: (no dashes)

* Drivers License State:

- Verify/Authorize your payment information such as name and address on the **Verify your Billing and Payment** or **Virtual Check Agreement** page and then skip to step 11.

10. If you are not using an enrollment code, you may skip to step 11. If you are using an enrollment code, continue with this step.

- Choose **I want to activate the pad using my enrollment code**. You can obtain codes from your bookstore or from certain new textbooks. Read the **Student Refund Policy** and check the box to verify that you have read the policy.

Activate My CPS Response Pad

Your CPS response pad must be activated before you can add it to this course.

I want to purchase activation.

I want to activate the pad using my enrollment code [\(What's this?\)](#)

[How do I get an enrollment code?](#)
[What if I lost my enrollment code?](#)

I have read and agree to the [student refund policy](#).

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11. Once activation is complete and successful, you will be taken to the **Activation Successful** page. Be sure to keep a record of ALL information displayed on the Activation Successful page. It may be necessary to have this information if you need to retrieve information about your account.

WARNING: If you choose not to store your email information with eInstruction, a one-time confirmation code will be emailed to you and your email address will then be removed from the CPSONline system. Remember that if you choose not to keep your email address in the CPSONline database you must take care to take note of your auto-generated confirmation code which is used to identify your payment history. That code will also show up on the **Activation Successful** page if you opted to not store your email address. Please take special care to keep a record of all of your account information.

Activation Successful

Your response pad is now active for this term and has been added to your course. It is recommended that you print this page for your records. A copy of this confirmation has been emailed to you.

WARNING: If you have chosen not to save your email in the CPS database you must keep a record of the confirmation number.

Name:	CPS Student
Course Title:	History 101
Response Pad Serial Number:	r6*****
Response Pad ID:	5
Enrollment Code:	
Enrollment Information:	Enrollment Code Activation
Enrollment Date:	03/25/2008
Confirmation Number:	*****

Print

OK

1 This example may not look exactly like your page.

12. When you return to your homepage upon successful enrollment and activation, you will see that you now have your serial number associated with your course and your Pad ID number is displayed. Write down your Pad ID because you will need to refer to your Pad ID during class.

My Student Courses [My Student Account](#)

Your CPS response pad must be added to each course in which you attend to use it.
Click to add a response pad to the course.

Status	CPS-Enabled	Class Name	End Date	Pad ID	Serial Number
✓	Yes	History - 101	05/06/08	5	R995586
✗	No *	Art History - Section 001	--	--	Add pad ...

* Your instructor must enable the course before you can add your CPS response pad.

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Pad ID number

Serial Number

NOTE: If you need additional information about the enrollment process, locating your serial number on all pad models, and using your Gen2 pad, please refer to the information below.

Troubleshooting Tips for LMS Enrollment

- If you see a message during enrollment that says



ALERT: Your CPSONline account is already associated with another LMS user.

This means that your CPSONline username and password has been associated with another Blackboard/WebCT/ANGEL account. This can happen if you have more than one LMS account. Contact eInstruction technical support at 1-888-333-4988 if you have questions.

- If you see a message during enrollment that says

CPSONline Account Assistance

You're already enrolled in this class. Please contact [Technical Support](#) for assistance or return to the [MyCourses](#) page.

This means that you have already successfully completed your enrollment and pad activation. If you have problems or questions, please contact eInstruction technical support at 1-888-333-4988.

- If you see a message during enrollment that says

An Account With This Email Address Already Exists

The email address you have provided already exists in the CPSONline system. You need to merge this account with your WebCT CPS profile in order to retain you activation credit history.

You may already have a CPSONline account and you can now merge and associate that CPSONline account with your WebCT account. Enter your CPSONline username and password as prompted to complete the process. If you have trouble, you may contact eInstruction technical support at 1-888-333-4988.


For any other messages or problems with the enrollment/activation process, please contact eInstruction technical support at 1-888-333-4988.

Where do I locate my response pad's serial number?

Please refer to this diagram to locate your response pad's serial number.

Where's my serial number?

Possible RF Pad Serial Number Locations
click image to enlarge



The diagram illustrates three methods to locate the serial number on an RF response pad. On the left, two black pads are shown: one with a yellow and blue 'cps' logo on the back, and another with a yellow circle highlighting the serial number on the back cover. In the middle, a black pad is shown with its back cover removed, and a red-bordered inset shows a close-up of the serial number on the battery cover. On the right, a white pad is shown with its screen displaying the serial number. The word 'OR' is placed between the three images.

Turn on your response pad to view the above screen.

How do I use my CPS_{RF} 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
0-9	Tap the button - Enters selected value for numeric questions into the response pad.
A-H	Tap the button – Enters selected answer for multiple choice questions into the response pad.
Positive and Negative (+ -)	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 <i>does not</i> show a “-” symbol in the first character of the answer.
Sym	Tap the button - Create equations by entering symbols into your response pad. You can include the following symbols: X, Y, \geq , \leq , $\sqrt{\quad}$, Equal (=), Parenthesis (()), Decimal (.), Plus (+), Minus (-), Division (/), Multiplication (*), Space (), Greater Than and Less Than (> <), pipe (), and caret (^).
Clear	Tap the button - Clears immediate previous character. Press and hold the button – clears multiple previous characters (similar to the backspace button on a keyboard).
Jump/Search	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.
Power/Join	Tap the button – turns on response pad.
Send	Tap the button – sends the students’ response to the receiver.

<p>Arrow Keys (< >)</p>	<p>Tap the button – In SMA mode, the current question number is decreased and/or increased on the LCD screen.</p> <p style="text-align: center;"><</p> <p>LCD screen displays a descending question number. This means the question number is decreasing. (e.g., Q: 23, Q: 22. Q: 21)</p> <p style="text-align: center;">></p> <p>LCD screen displays an increasing question number. This means the question number is increasing. (e.g., Q: 21, Q: 22. Q: 23)</p> <p>Adjust LCD Screen Contrast</p> <p>Higher Ed Pad</p> <ol style="list-style-type: none"> 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. <p>K-12 Pad</p> <ol style="list-style-type: none"> 1. Turn off the pad. 2. Press Power/Join button and the > button at the same time. <p>You will notice the LCD screen displays the pad serial number.</p> <ol style="list-style-type: none"> 3. Release the Power/Join button and the > button. 4. Press the > button again. This brings you to the contrast screen. 5. Use the A1 button to decrease the contrast and the C3 button to increase the contrast.
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How do I contact an eInstruction Technical Support Agent?

Log on to www.einstruction.com/support to contact a Technical Support Agent. Technical Support Agents are available to assist you Monday-Thursday: 7 A.M to 6 P.M. CST and Friday 7 A.M. to 5 P.M. CST.