

CPS Connection Instructor's Guide

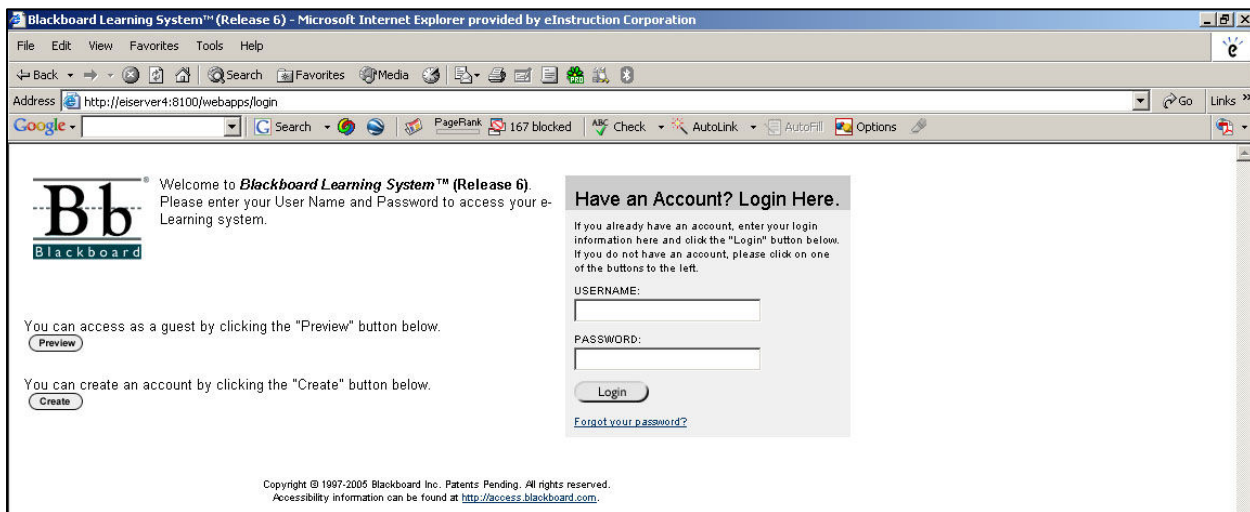
Now you can use CPS with your Blackboard classes. The CPS Connection allows you to create a complete interactive learning experience. You can use CPS in the classroom to engage your students and receive instant feedback, and then connect your class with Blackboard so that students can access information from home. This guide will tell you how to

- ✦ Link your Blackboard class to CPS
- ✦ Import your class to CPS
- ✦ Sync your class with CPS

Link a Blackboard class to CPS

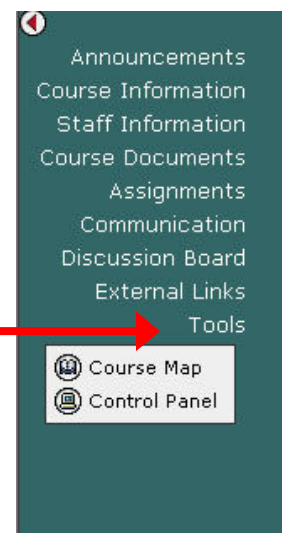
Before you follow the steps below, make sure your IT Administrator has installed the CPS Connection building block onto your institution's server. To connect your class to Blackboard, please follow the steps below:


1. Log on to your Blackboard Instructor's account.



Blackboard Instructor Login page

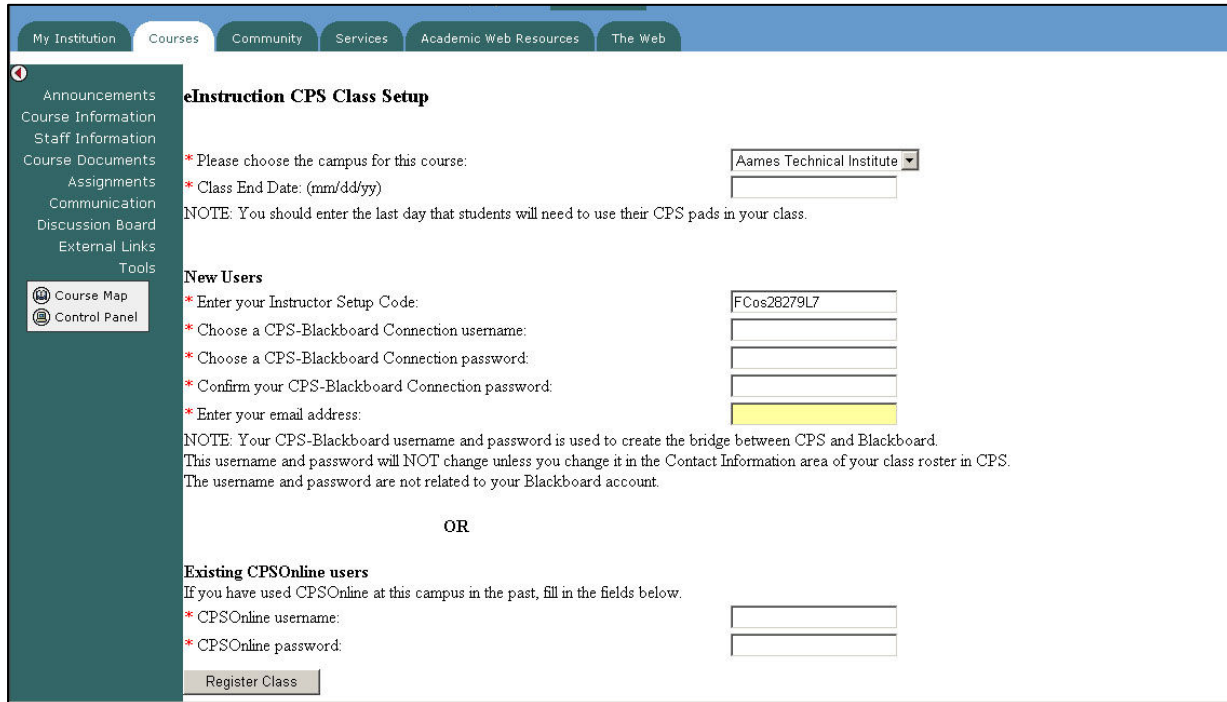
2. Select the link for your Blackboard course that you would like to create in CPS.
3. Click **Tools** from the left-hand menu.
4. Choose **CPS Connection** from the list of online tools. If the CPS Connection option is unavailable from your Tools menu, please contact your IT Administrator and ask them to install the CPS Connection.
5. Click the **Register Class** button.
6. Choose your campus from the pull-down menu.
7. Type in a **Class End Date**.



 **NOTE:** Make sure your class end date is in mm/dd/yy format.

- Enter your **Instructor Setup Code**. If your institution has an exclusivity deal, your eC will provide you with the Instructor Setup Code. If your school does not have an exclusivity deal, you can get your Instructor Setup Code when you create your class in CPS.
- Create a CPS – Blackboard Connection Username and Password. Alternatively, enter your existing CPSOnline Username and Password in the fields provided.

 **NOTE:** If you change your **Blackboard Instructor** Username and Password, your CPS – Blackboard Connection Username and Password *will not* change.



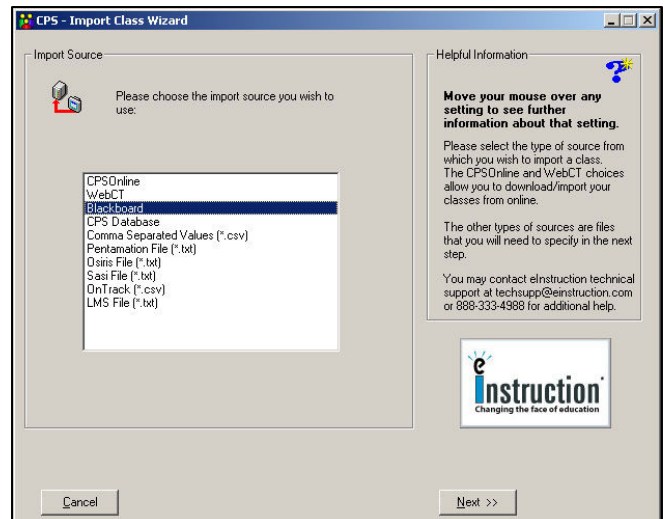
Register your class in Blackboard

- Click **Register Class** to register your class.

Import your Class to CPS

Now that you've linked your Blackboard class to CPS, you will need to import your class roster. Follow the steps below to import your class to CPS:

- Open CPS to the **Classes** tab.
- Click on the **Import** icon. The Import Class Wizard appears.
- Choose **Blackboard** from the list of class types and click **Next**.
- Enter your CPS-Blackboard Connection Username and Password and choose your institution from the drop-down menu.



5. Select the class you wish to import from the list of available classes.
To select all classes, click box next to the **Select All** option so that a checkmark appears.
Click **Next** to continue.
6. Enter your *Blackboard* username and password. CPS imports your Blackboard class roster.
7. Click **Done**.

Sync CPS with Blackboard

You can sync your CPS class with Blackboard to upload grades and maintain an updated class roster. Follow the steps below to sync CPS with Blackboard.

1. Connect your computer to the internet.
2. Open CPS to the *Classes* tab.
3. Right-click on the class you would like to sync with Blackboard. A pop-up menu appears.
4. Choose **Update roster from Blackboard server**.
5. Enter your *Blackboard* username and password. CPS communicates with Blackboard via the CPS Connection Building Block to upload updated CPS data to Blackboard and download the latest roster information from Blackboard to CPS.