

Import PowerPoint Presentations

You can import PowerPoint presentation into CPS to engage as a lesson. A new feature of CPS 5.0 is that you can import PowerPoint presentations into any folder within your database. You are not limited to importing PowerPoint presentations strictly to a PowerPoint folder. Therefore, if you have a History folder you want to import a PowerPoint presentation into, you can! You can also create a folder, title the folder PowerPoint, and import PowerPoint presentations into your PowerPoint folder. To import a PowerPoint presentation, follow these directions:

1. Click the ***Prepare>Lessons and Assessments*** tab.
2. Click on the folder, in the lesson side (left or top window), into which you want to import a PowerPoint presentation.
3. Click **Add Files** in the **Lessons** group. The Add Files

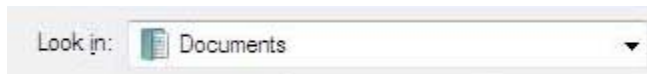
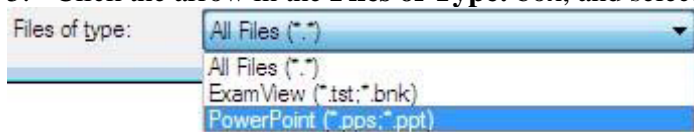


Figure 49: Use the **Look in:** box to locate the PowerPoint presentation you would like to import
Chapter 4: **Engage Functions 71**
window opens.

4. Use the **Look in:** box to locate the PowerPoint presentation you would like to import.
5. Click the arrow in the **Files of Type:** box, and select the PowerPoint [*.pps;*.ppt] option.



6. Click **Open**.

The PowerPoint presentation appears in the folder you selected in the ***Prepare>Lessons and Assessments*** tab and is available in the ***Engage>Lessons and Assessments*** tab.

Engage PowerPoint Presentations

You can engage PowerPoint presentations from CPS. This section will show you how to

- Engage a PowerPoint presentation
- Engage CPS lessons with a PowerPoint presentation


Engage a PowerPoint Presentation

You can engage a PowerPoint presentation within CPS. You will use the Standard delivery mode to engage a PowerPoint presentation.

To engage a PowerPoint presentation, follow these directions:

1. Open CPS to the *Engage>Lessons and Assessments* tab.
2. Double-click on the folder that contains the PowerPoint presentation you want to engage.
3. Select the PowerPoint presentation you want to engage. A checkmark will appear in the box in front of the selected PowerPoint presentation.



4. Click **Engage** in the **Teach** group . Your presentation will appear with the CPS Engage toolbar at the bottom of the screen.
5. Press any key on your keyboard to begin your presentation.

Chapter 4: **Engage Functions**

NOTE: If you would like to ask a Verbal Question, click the Chalkboard button on the CPS Engage toolbar. If you would like to select a random student, click the **Class** button on the CPS Engage toolbar.

6. Click the **Close** button on the CPS Engage toolbar after you have finished your presentation.

The image shows a PowerPoint presentation slide. The top section is a light brown rectangle containing the name "Emily Dickinson" in a dark red, serif font. Below this is a dashed horizontal line with a small white circle in the center. The main body of the slide is a light blue-grey rectangle. Inside this is a smaller orange rectangle containing the text "1803-1886" and "AMERICAN POET" in a dark blue, serif font. At the bottom of the slide is a toolbar with several icons and labels: "Verbal", "Chalkboard", "Options", "Class", "Exit CPS", and "Close".

Figure 177: PowerPoint presentation with the CPS Engage toolbar

Engage Lessons with a PowerPoint Presentation

You can engage a PowerPoint presentation with a CPS lessons, FastGrade lessons, or ExamView lessons. You may only engage one PowerPoint presentation at a time.

1. To engage CPS lessons with a PowerPoint presentation, follow these directions:
2. Open CPS to the *Engage>Lessons and Assessments* tab.
3. Double-click on the folder that contains the PowerPoint presentation you want to engage.
4. Select the PowerPoint presentation, from the lesson side (left or top window) of the screen, you want to engage. A checkmark will appear in the box in front of the selected PowerPoint presentation.
5. Select the lesson, from the lesson side (left or top window) of the screen, you want to engage with the PowerPoint presentation. A CPS Engage toolbar checkmark will appear in the box in front of the selected lesson.

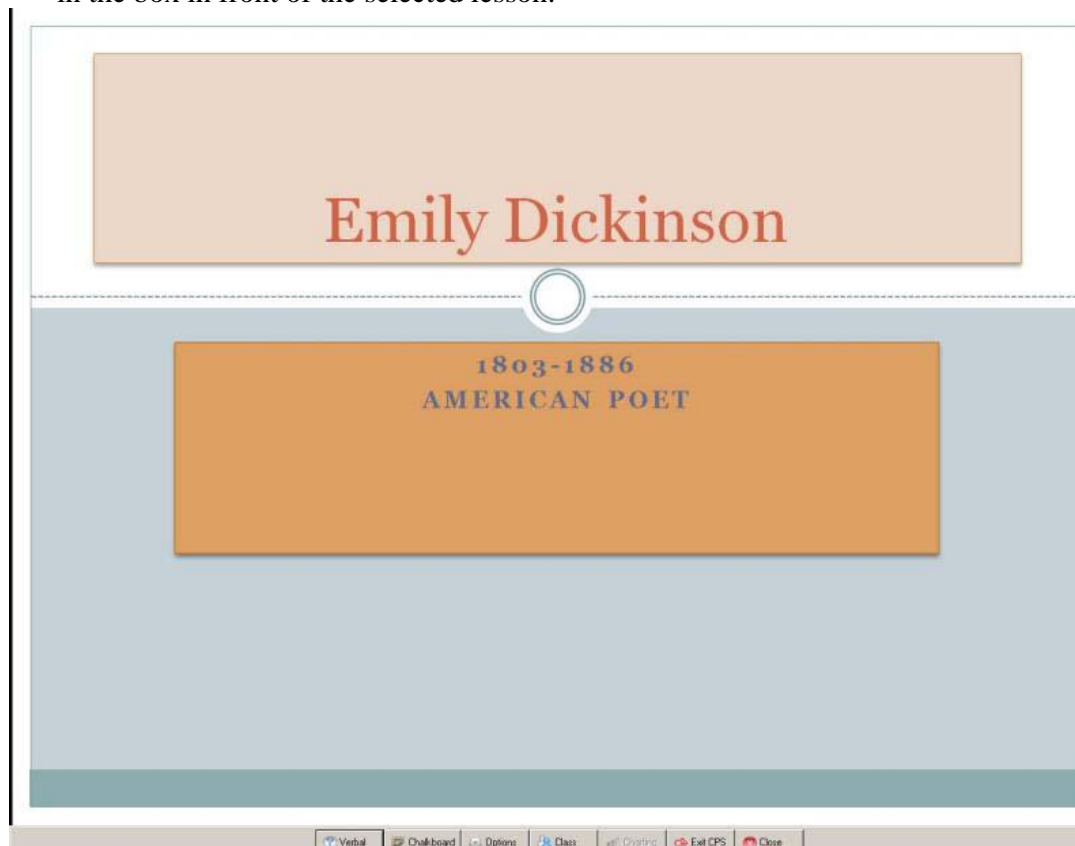



Figure 178: PowerPoint presentation with the CPS Engage toolbar Chapter 4: Engage Functions



6. Click **Engage** in the **Teach** group. Your presentation will appear with the CPS Engage toolbar at the bottom of the screen.

7. Use the CPS Engage toolbar to engage your lesson.
8. Use the buttons on the PowerPoint screen to move through the PowerPoint presentation. These buttons are located on the bottom left corner of the PowerPoint screen. They are transparent until you roll your mouse over them.
9. Click **Close**  to end the session and return to the *Engage>Lessons and Assessments* tab.