

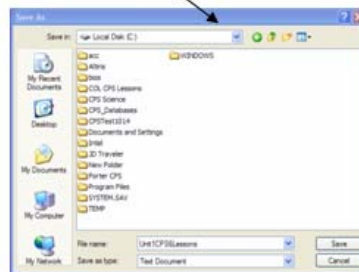
From COL To CPS

*****This will need to be done before you start the process of getting the CPS lessons. In the “C” Drive, create a folder titled – “COL CPS Lessons”. This only needs to be done once.*****

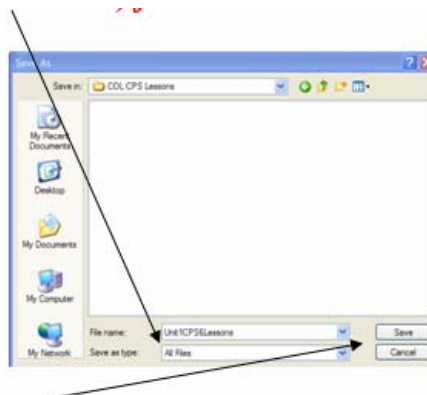
*****Regularly check current version of CPS. Open CPS and click on Help on the menu bar and then select About. At the bottom of the next window you will see: Classroom Performance System v 4.01.1052. If this is not your current version, please close CPS, go to the O drive and open the “CPS Latest Update” folder. Double click install icon to start the install of the latest version. Restart and continue with process.*****

In COL:

1. Instead of double clicking on the CPS lessons icon, right click on the icon.
2. Click on “Save Target As”
3. For the “Save In” box, drag down to the C Drive



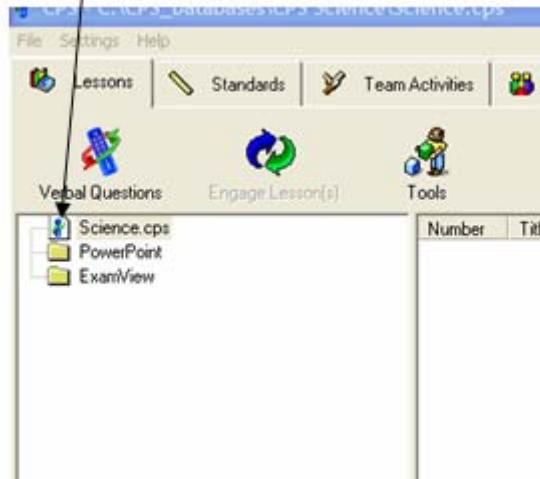
4. Open the “COL CPS Lessons” folder, **change the “Save as type:” (at the bottom) from “Text Document” to “All Files”**



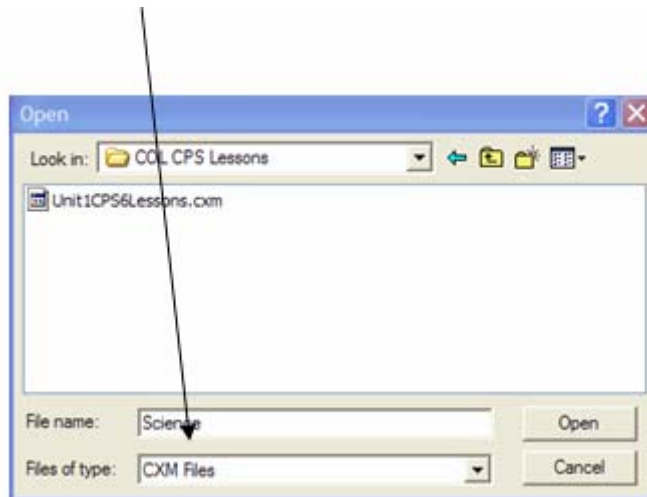
5. Then click “Save” - Go open CPS

In CPS:

1. Right click on CPS Database name, it will be right underneath Verbal Questions and has the CPS remote icon.



2. After completing a Right click, drag down to “Import...”
3. Click the “Browse” button
4. For the “Look In” box, drag down to the C Drive
5. Open the “COL CPS Lessons” folder, *change the “Files of type:” (at the bottom) from “CPS Databases” to “CXM Files”*



6. Click on the unit that was just saved and click “Open”
7. Click “OK” for the box that pops up, your lessons are now listed under the database