



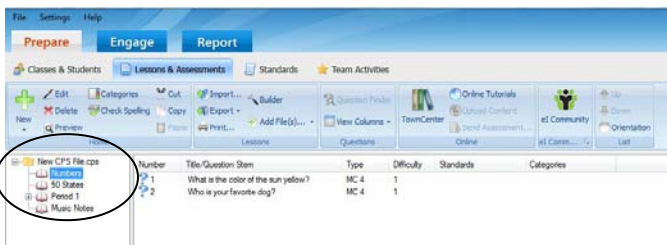
CPS: Sharing Lessons

Introduction

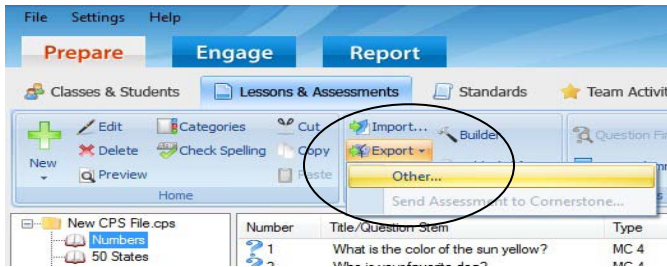
It is easy to copy CPS clicker lessons from one computer to another. This may be useful if you wish to share lessons with your colleagues or create them on a home computer, then send them to school.

Step-by-Step

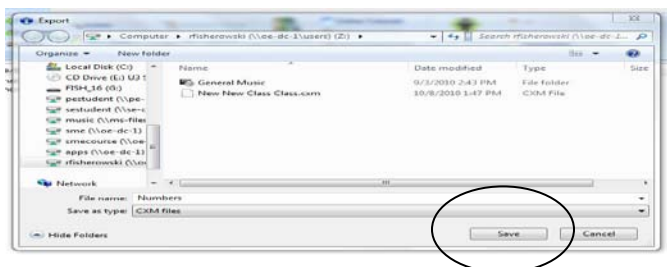
1. Open CPS and locate an existing lesson that you would like to transfer.



2. Highlight the lesson by clicking once on its name.
3. Click the **Export...** button which appears above the list of lessons.
4. Select **Other...** from the menu that appears



5. Type a name for your file. Example: **Chapter 3 Questions.**
6. Select a location to save your file. You'll probably want to save it on the Desktop since that will be an easy place to find it later.
7. Click the **Save** button.

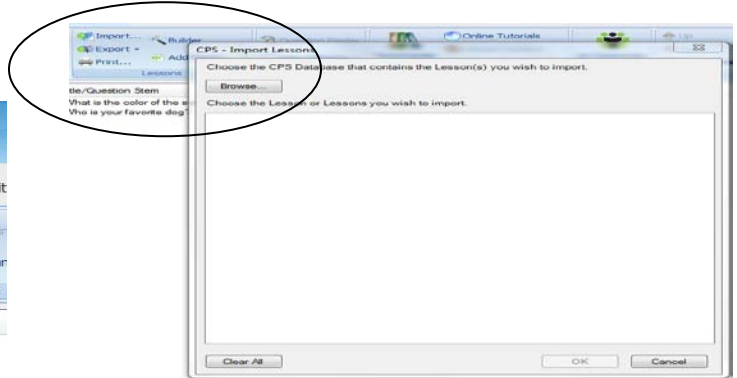


8. Transfer the exported lesson file to the destination computer. You can select from a number of different methods. A few possibilities are...

- Email attachment
- Jump drive
- Burn to CD
- Copy via the files1 server

You may select whichever method is easiest for you.

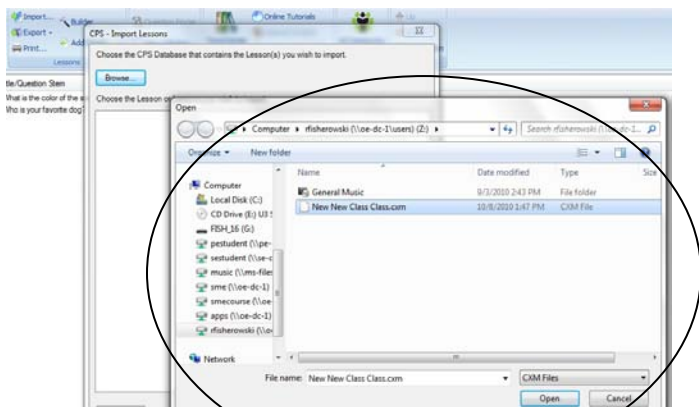
9. Once the file is copied to the second computer, place it on the Desktop so that it's easy to locate later.
10. Open the CPS program on the second computer.
11. Click the **Import...** button that appears directly above the lesson list.
12. Click on **Browse...**



13. Click on **CXM Files...** from the CPS Database dropdown.



14. Locate your file on the Desktop and click the Open button.



15. Your lesson will appear in the list and is ready to be used.



16. You may now delete the temporary lesson file from the Desktops of both computers.