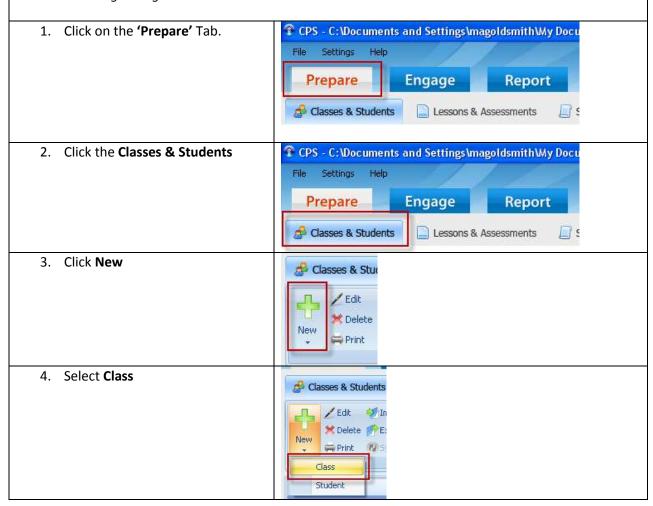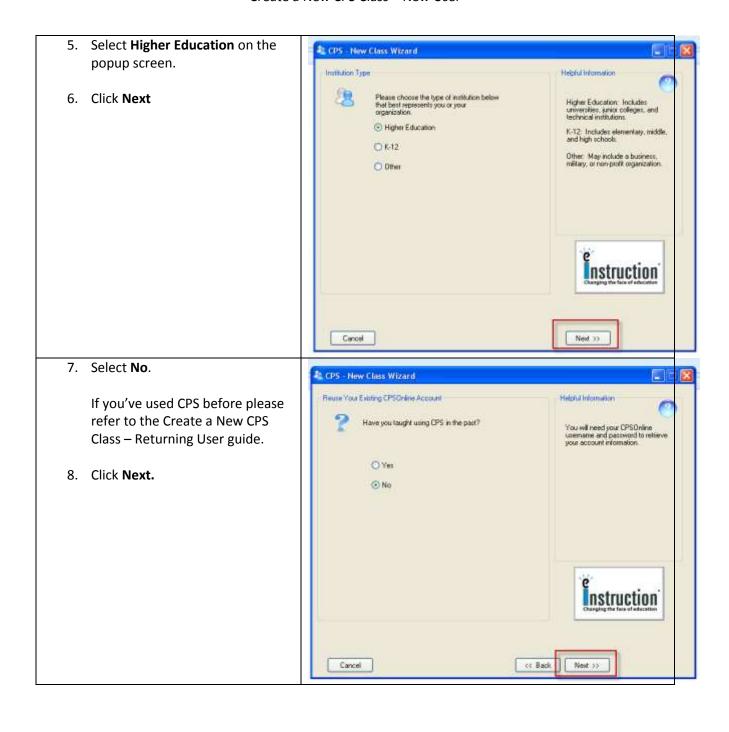After creating your database, you will need to create a class for every class that you are planning on using clickers in.

Each class will contain a class roster and will save the students' performance for reporting purposes.

Note: This guide is for a new user, if you already have an account please refer to the Create a New CPS Class – Returning User guide.

1. Click on the **'Prepare'** Tab.	
2. Click the **Classes & Students**	
3. Click **New**	
4. Select **Class**	

5. Select **Higher Education** on the popup screen. 6. Click **Next**	
7. Select **No**. If you've used CPS before please refer to the Create a New CPS Class – Returning User guide. 8. Click **Next.**	

9. **Enter the Instructor Setup Code – KilNgq4** 10. Click **Next.**	*CPS - New Class Wizard screenshot showing "Your Instructor Setup Code" field with "KilNgq4" entered and Next button highlighted*
11. CPS will update with CPSOnline.	*"Communication in progress" dialog: "Please wait while CPS exchanges data online." with progress bar and Stop button*
12. Make sure the next screen says Berry College. 13. Click **Next.**	*CPS - New Class Wizard screenshot showing "Confirm Your School" with "Berry College" highlighted and Next button highlighted*

14. Create a **username** 15. Create a **password** and confirm the password. 16. Click **Next.**	
17. CPS will update with CPSOnline.	
18. Enter your **first and last names.** 19. Enter your **email**. 20. Click **Next.**	

21. Enter the **name of your class** – for example: PSY 101 or Intro to Psych. 22. Enter the **Start Date** for the course 23. Enter the **End Date** for the course 24. Enter **Notification Date** if you want. By enabling the notification date, you will receive an email when a student enrolls in your course on CPS Online. 25. Click **Next.**	
26. CPS will update with CPSOnline.	
27. Select the Online Class Options you want. The ones shown here are the default options. 28. Click **Next.**	

29. Click **Next** if you are ready to Save the information.	
30. CPS will update with CPSOnline.	
31. The final screen shows your **class key.** 32. If you have another class to create, **check the box** next to 'I want to make another class' **33.** You can also **Print information for your students. Clicking the Print button will create PDFs that you can email to the students.** 34. Click **Done**. You will also receive an email confirmation with your class key and other information.	

For Additional Help:

For issues with eInstruction clickers or CPS software, you can contact eInstruction at **1-888-333-4988**. You can also visit their online support area and chat with an eInstruction representative at http://www.einstruction.com/support_downloads/index.html.

You can also contact the Center for Instructional Technology: Jerry Trammell –
jtrammell@berry.edu – x2680 – 706-290-2680