**Using ExamView with CPS: :D**

1. Click on the **CPS icon** on your desktop. Close the help menu when it appears.

2. Select **“Prepare**” and “**Lessons & Assessments**.”

3. Select the folder (if you have any) you want your ExamView file to go into.

4. Click on the **down arrow** located next to the “**Add Files”** icon and select **ExamView f**ile.

5. Browse for where you saved your file.

6. Select **“Engage**” and check the box located next to the file you imported. Click **Engage** to the left.

7. CPS will now be scanning for receivers (clickers).