

To: Students Enrolled in Econ 101, Section 8 (Tues & Thurs 12:30-1:45 p.m.)  
From: Professor Michael Salemi  
Date: August 17, 2009  
Subj: Enrolling your Response Pad (Clicker)

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You are receiving this memo because you are enrolled in Econ 101, Section 8 for Fall Semester 2009. In the course, you will use a student response pad which is also called a “clicker”. This memo explains how to enroll your clicker for our course. A copy of this memo may be found on the class web page at [www.unc.edu/~salemi](http://www.unc.edu/~salemi).

**Please complete the enrollment process at least two hours before our first class session (Tuesday, August 25, 12:30-1:45) so that your name appears on the “clicker roll” at the beginning of class. Please bring your clicker to class on the first and every class day.**

Before you begin, you will need:

1. The Class Key Number for our course which is M51705J387
2. A CPS response pad (clicker) available from the UNC bookstore.
3. An Internet connection.
4. Prepaid Enrollment Code included in the shrink wrap package with your new textbook. If you did not buy your text from the UNC bookstore, you will need a credit card to pay to enroll your clicker.

**Enrolling your clicker through CPS Online involves two steps.**

#### **First, Create an Account**

1. Go to <http://www.einstruction.com>
2. Click the Students button (found in the Quick Links panel on the right).
3. Select your school from the drop-down menu and click “Choose Site”.
4. Enter your response pad serial number in the space provided. To find your serial number turn on your response pad.
5. Click on “Create Your Account”.
6. Create your username and password in the space provided. If you have used CPSOnline before, enter your username and password.
7. Fill in your contact information.
  - a. Enter your email address to receive an email with your username and password.
  - b. Enter your UNC PID (just the number without blanks or hyphen) in the student ID number field. This is essential for receiving credit for clicker quizzes.
8. Click Submit. You will be asked if you would like to enroll in a class now.
9. Click “Yes” to enroll.

#### **Second, Enroll in Our Class**

1. Enter your Class Key (M51705J387) in the space provided. If you have a prepaid enrollment code, enter it in the Code box. Note that a code is not required.
2. Click Submit. If you entered an Enrollment Code, skip to step 4. If you did not have an Enrollment Code, choose your enrollment option.
3. Fill in your billing information and click Continue.
4. To join an additional CPSOnline class, click the Enroll in a class button from the Main Menu.
5. Once you have finished enrolling in all of your classes, click Log Out so that CPSOnline properly records your information.

NOTE: If you enroll in more than one class using CPS, your response pad may have a different assigned number for each class. Use the reminder emails to keep track of your numbers.

If necessary, you may contact eInstruction Technical Support in two ways:  
Live Chat: [www.einstruction.com](http://www.einstruction.com) and phone: 888.333.7532