The ActivClassroom
by PROMETHEAN

Getting Started with Your ActivClassroom

Inside

- **Getting Started: Connecting the ActivBoard**
- **Calibrating the ActivBoard**
- **ActivInspire Professional**
- **Resources: PrometheanPlanet**
- **ActivExpression: Registration Guide**
- **ActiVote: Registration Guide**

Congratulations on the recent installation of your Promethean ActivClassroom!

The material in this guide is intended to assisst you in getting started with the essential components of your ActivClassroom. It will help you connect and calibrate the ActivBoard, understand ActivInspire Professional software and its main features, connect on the world's largest online resource center for the ActivClassroom digital content - PrometheanPlanet.com, and guide you thorugh the steps of registering ActiVotes and ActivExpressions.

AXI Education Solutions
68361-3 Commercial Way South,
Mandeville, LA 70471

Phone: 888.493.0608
Fax: 985.893.4897
www.axiedu.com

AXI Support
Phone: 888.652.2848

Online Support Ticket:
www.axiedu.com/AXI_Education_Solutions/Ticket

Professional Development Contacts:

Bre Casteix,
Director of Professional Development
985.773.0682
bre@axiedu.com

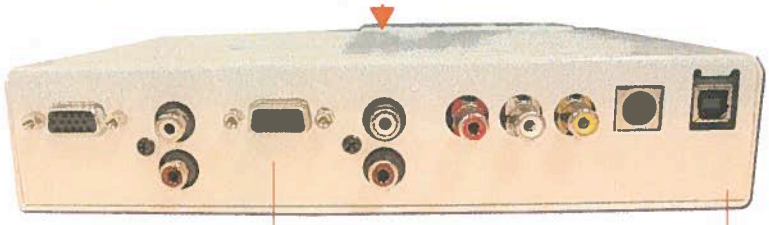
Summer Eubanks,
Teaching and Learning Consultant
985.801.9858
summer@axiedu.com

Caroline McGee,
Teaching and Learning Consultant
985.773.0879
caroline@axiedu.com

Brenda Parker,
Teaching and Learning Consultant
985.276.2448
brenda@axiedu.com

Getting Started: Connecting the ActivBoard

Termination Box



VGA Cable

(from termination box to computer)

- Displays computer image on Promethean Board.

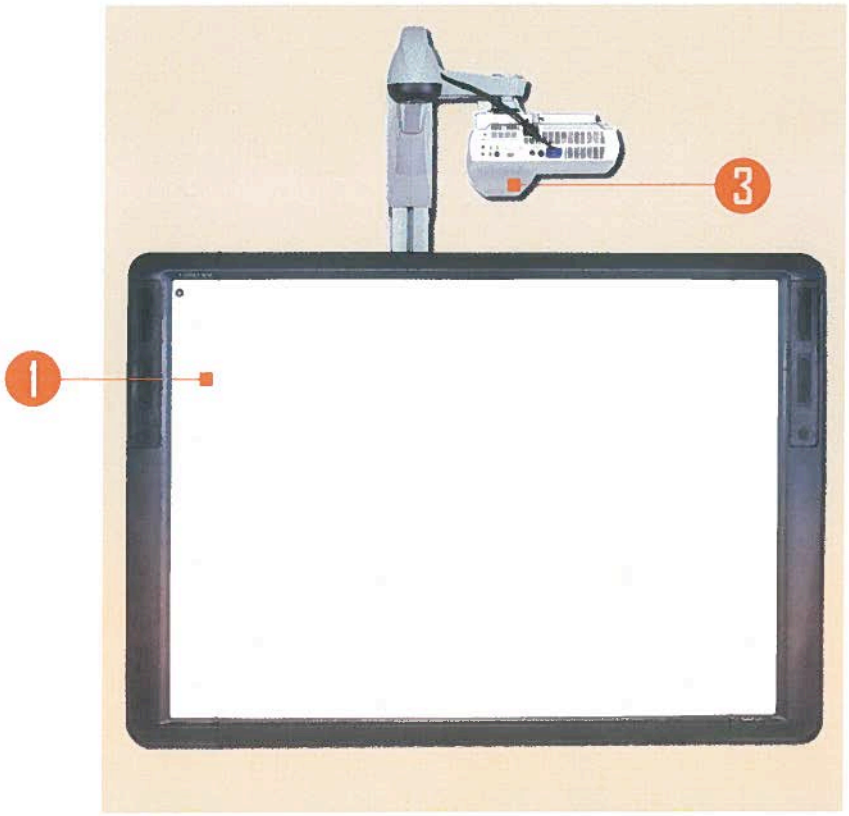
USB Cable

(from termination box to computer)

- Allows communication between ActivPens and Promethean ActivBoard. It also connects sound from computer to ActivBoard.

Connecting the ActivBoard

Once the ActivBoard (1) - is connected and the computer is turned on, use the projector remote (2) to power on the projector. (3)

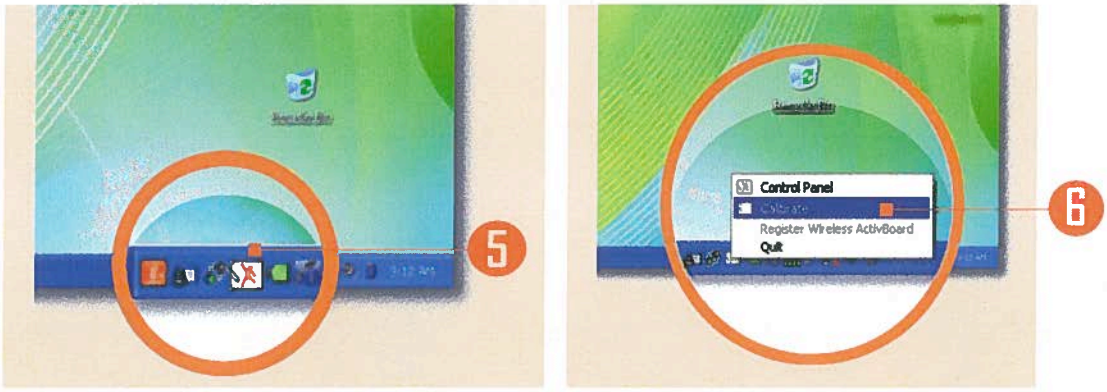


Please note, if you are using a laptop with your Promethean Board, it may be necessary to duplicate your display which can be done by depressing **Fn + F8** (4) on the laptop keyboard.

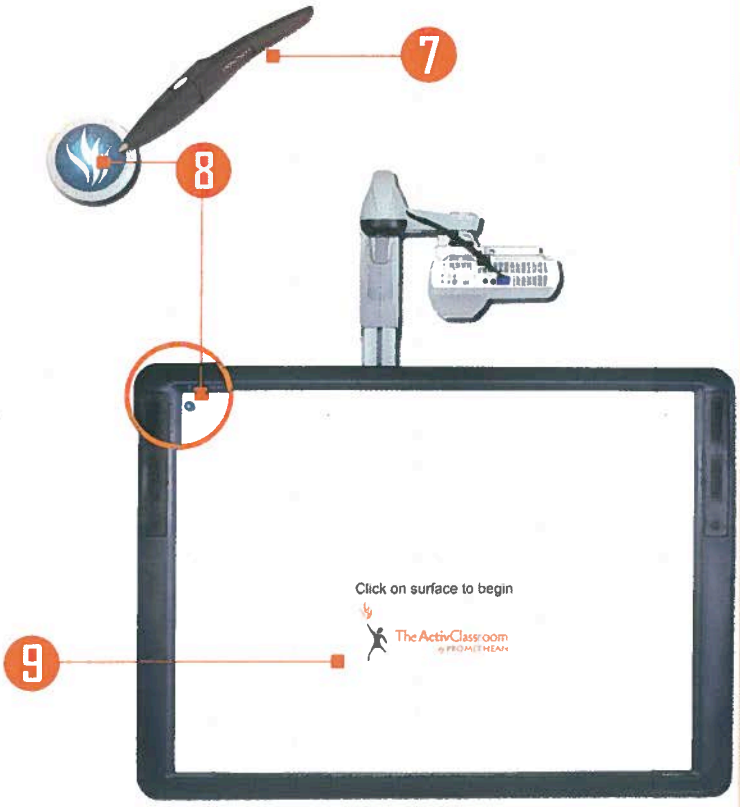
Calibrating the ActivBoard

You can calibrate the board in one of these ways:

Select the ActivBoard icon (5) in the System Tray in the bottom right-hand corner of the computer screen. Select (6).



Hover the ActivPen (7) over the lighted flame icon (8) on the top left corner of the ActivBoard for 2-5 seconds until the calibration screen appears (9). Tap the screen to begin, and then click in the center of each of the five crosses (┼) that appear (10).



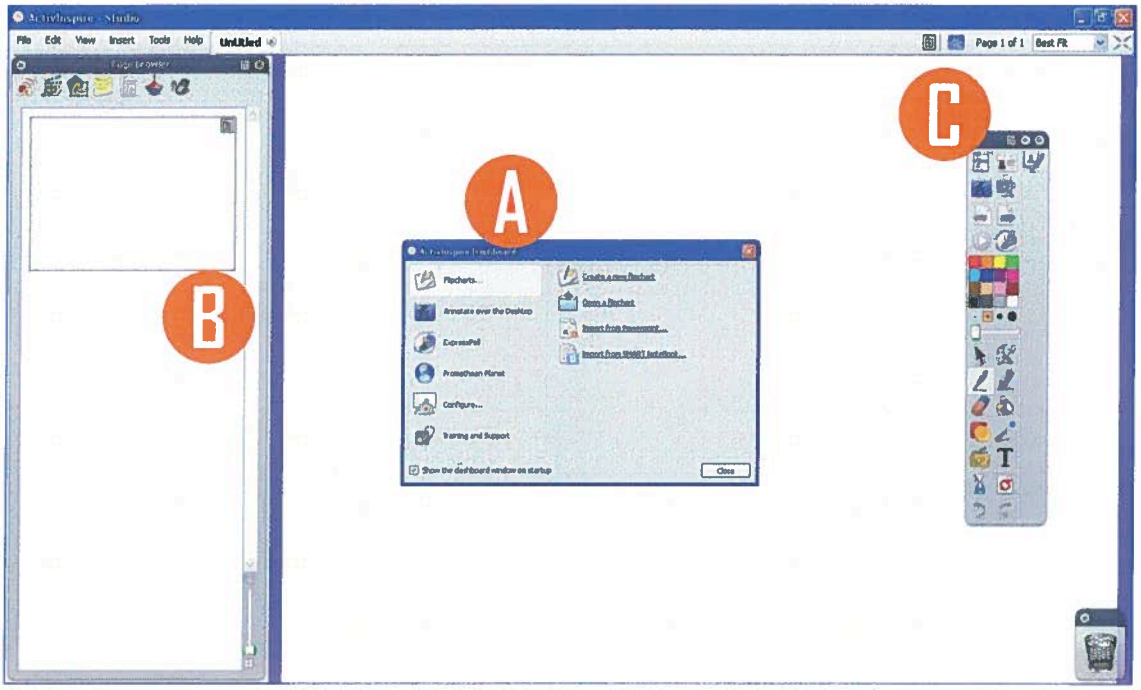
It is important to align your ActivPen with your ActivBoard each time your projector is moved or set up. This aligns the tip of the ActivPen to the cursor on the screen.

ActivInspire Professional

Make sure you visit
http://www.prometheanworld.com/activinspire
for more info on the latest software updates!

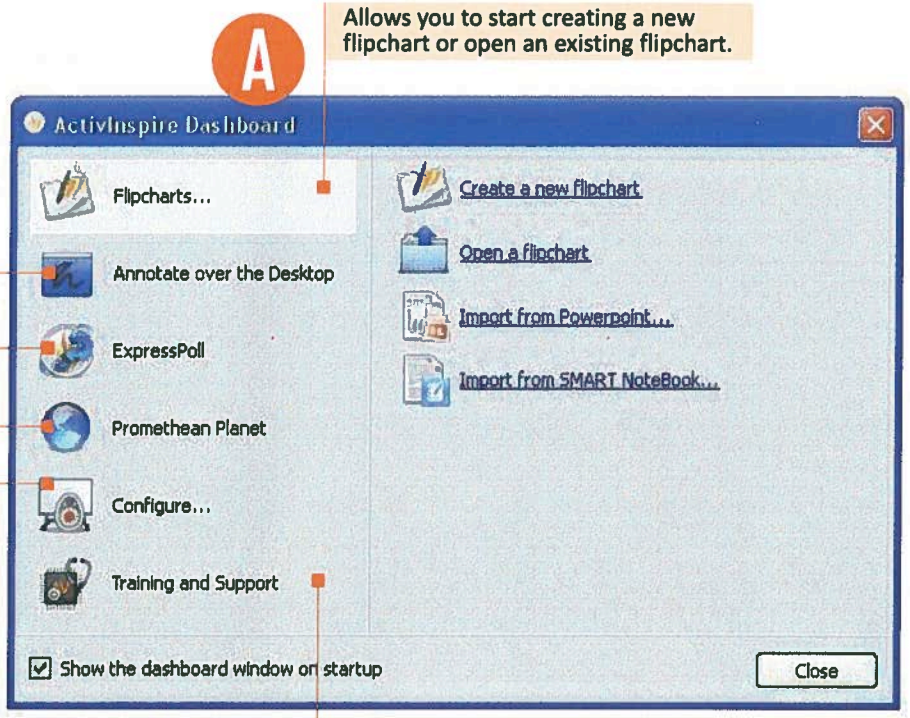
When launched, ActivInspire will display the following items:

A. The Dashboard
B. Browser Panel
C. The Toolbox



A. The Dashboard

The Dashboard (A) appears every time you launch ActivInspire.



Allows you to start creating a new flipchart or open an existing flipchart.

Allows you to use all of ActivInspire's tools on top of any document or software open on your desktop.

Activates your Learner Response System (ActivVotes or ActivExpressions).

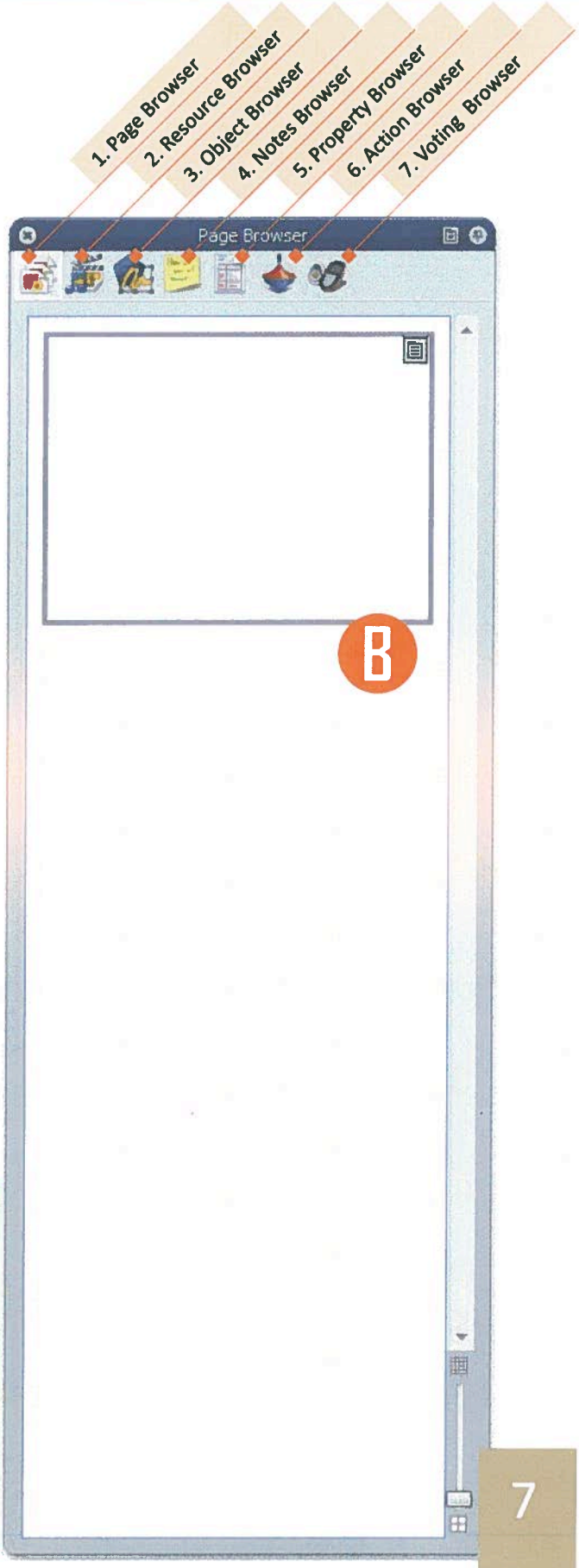
Quick link to www.prometheanplanet.com

- Register your Devices (ActiVotes, ActivExpressions, ActivSlates, ActiViews)
- Manage your Profiles
- Check for Software Updates
- Change from "ActivInspire-Studio" mode to "ActivInspire-Primary" mode

Quick link to *ActivLearning*, Promethean's professional development opportunities and free courses to learn ActivInspire.

B. The Browser Panel

The Browser Panel is located on the left side of your screen in ActivInspire Professional (B), and it contains the following browser tabs:



1. Page Browser
Access any page in your flipchart by using Page Browser. This browser also helps you to:

- View the entire flipchart as page thumbnails
- Navigate flipchart pages
- Set the backgrounds and grids of pages
- Organize your flipchart pages using drag and drop reordering

2. Resource Browser
This Browser is organized by categories, and the categories are further grouped in folders, to make it easy to locate what you are looking for. You can even search for a specific resource by typing in the search bar.

See "Exploring PrometheanPlanet"

3. Object Browser
Allows you to view objects on the page and to manipulate them. It also displays the order and layer of each object.

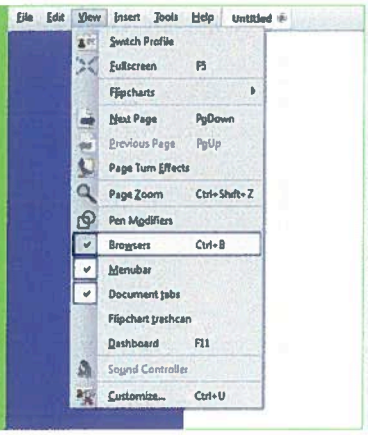
4. Notes Browser
Allows you to attach additional information to each page of your flipchart. Use this to provide helpful information to make the flipchart easy to share and reuse.

5. Property Browser
This Browser helps you to see all of the properties of an object at a glance. It's a powerful tool for quickly adding interactivity to your lessons.

6. Action Browser
Helps you associate an action with an object. For example, selecting the object will display your message, a sound will play, or a flipchart vote will begin, to name just a few possibilities. All actions are clearly categorized, so that you can select actions by type. You can set up any number of actions in your flipchart to make your lesson as varied and interactive as you like.

7. Voting Browser
Helps you manage all aspects of registering your ActivSlate, ActiVote and ActivExpression devices, running your voting sessions, as well as recording, storing and browsing the results of such sessions.

If the Browser Panel (B) is not showing on the main screen of ActivInspire Professional, simply select "View" on the Main Menu bar and go to "Browsers".

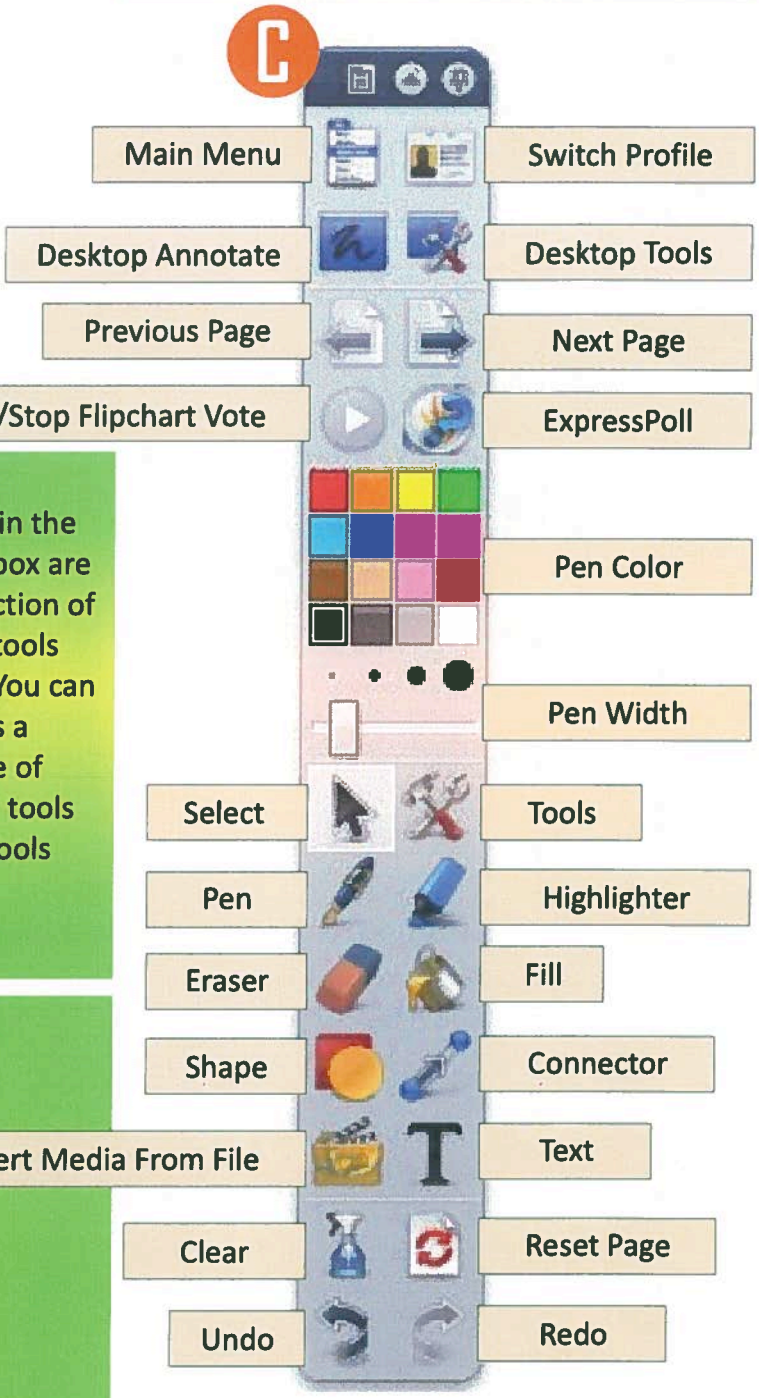


ActivInspire Professional

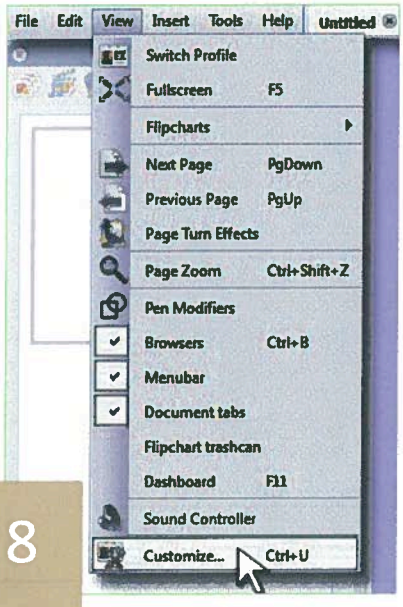
C. Toolbox

The Main Toolbox will be displayed on your screen when you start ActivInspire Professional (C). When you start ActivInspire for the very first time, the toolbox contains a set of the most popular tools. Tools are grouped according to function. Groups are separated by a divider.

The Main Toolbox contains tools that you will need to utilize ActivInspire.



The items in the Main Toolbox are just a selection of the many tools available. You can also access a large range of additional tools from the Tools Menu.



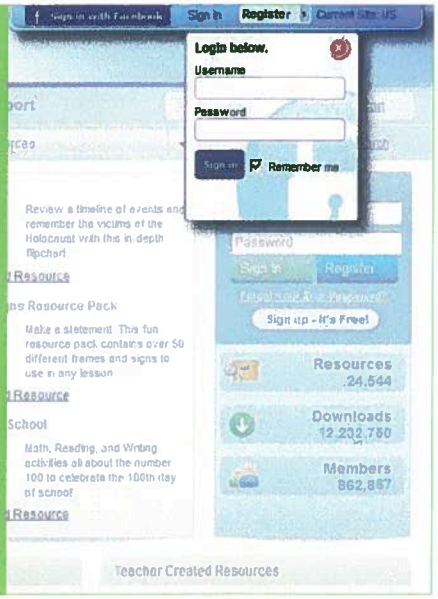
To customize your Main Toolbox, select "View" and "Customize".

Exploring PrometheanPlanet
www.prometheanplanet.com

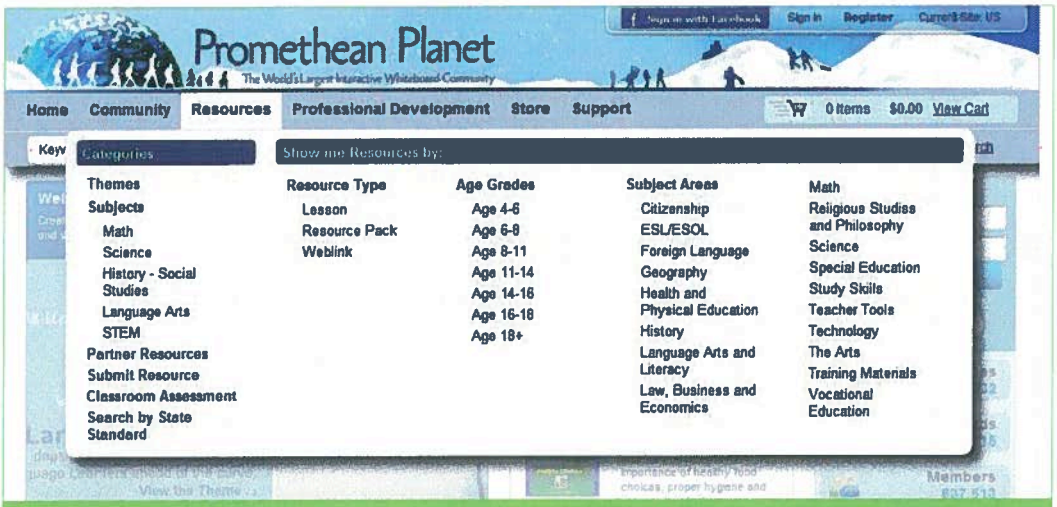
Promethean Planet is the world's largest interactive whiteboard community that allows teachers to share flipcharts and to connect with one another.

Planet membership is free and it gives you instant advantage to:

- Download ready-made resources,
- Save time preparing lessons,
- Learn new tips from a global community of teachers,
- Participate in Professional Development on your own time.
- Share engaging ideas for new lessons and themes for the classroom



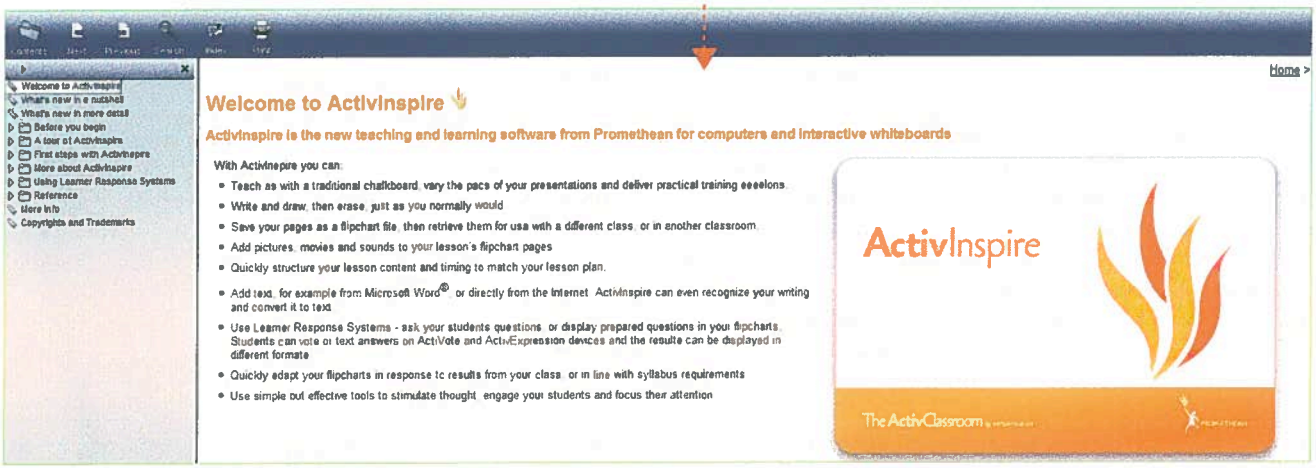
To search for lessons, use the "Search" bar at the top of the home page.



More resource packs for your ActivInspire Professional can be downloaded for free on www.prometheanplanet.com under the "Resources" tab.

Exploring PrometheanPlanet
www.prometheanplanet.com

Choose the "Contents" in your ActivInspire Professional "Help" menu to view your ActivInspire online manual.



Contacts and Support

Visit www.axiedu.com for additional information or to contact a Teaching and Learning Consultant for other questions or concerns.

Bre Casteix
Director of Professional Development
985 773 0682
bre@axiedu.com

Brenda Parker
Teaching and Learning Consultant
985 276 2448
brenda@axiedu.com

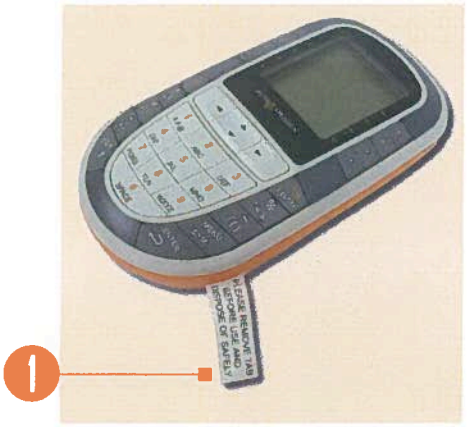
Caroline McGee
Teaching and Learning Consultant
985 773 0879
caroline@axiedu.com

Summer Eubanks
Teaching and Learning Consultant
985 801 9858
summer@axiedu.com

AXI Education Solutions
68361-3 Commercial Way South
Mandeville, LA 70471

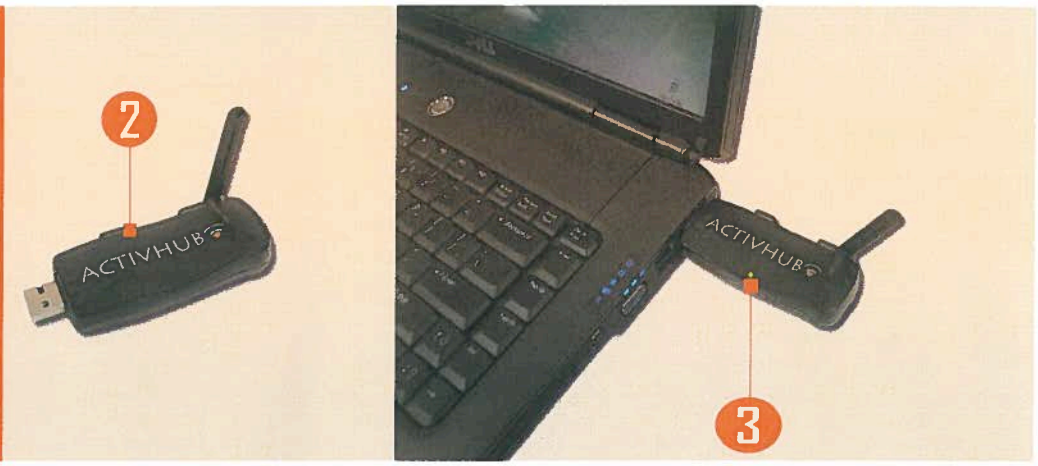
888 493 0608
info@axiedu.com

Take the small, plastic piece out of the bottom of each ActivExpression (1). This will activate the batteries in each device. (Each ActivExpression is powered by 2 AA batteries.)

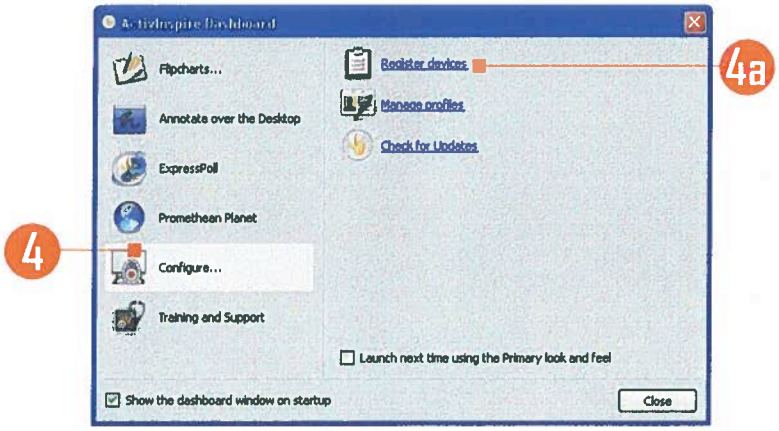


Plug the ActivHub (2) into a USB port (3) on your computer before you open the ActivInspire software.

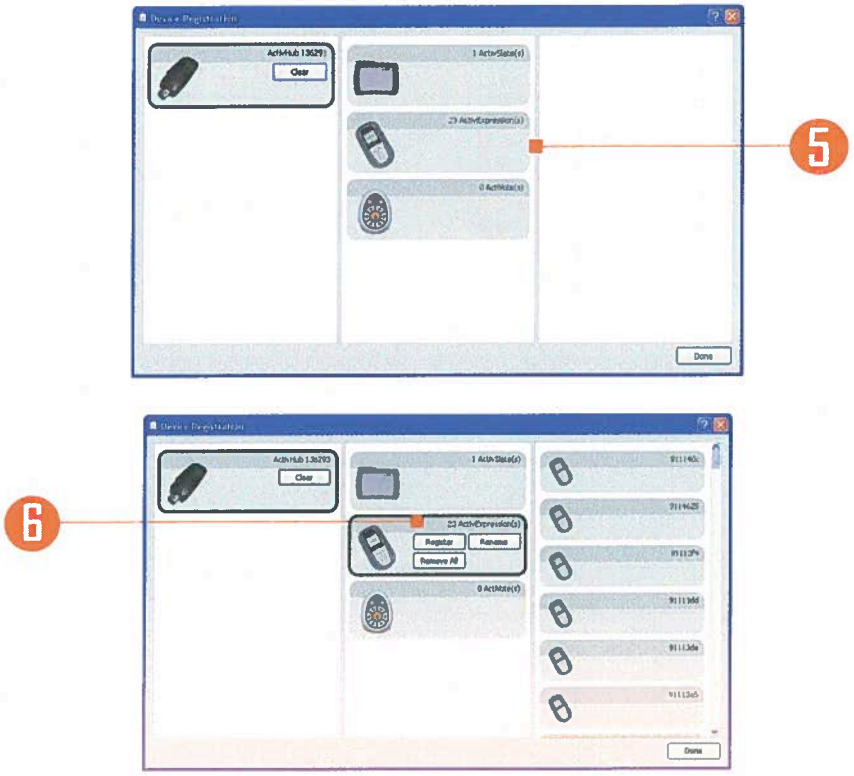
You must have the ActivHub for the products to work. Multiple products can all be registered to ONE ActivHub.



Open ActivInspire. Select "Configure" from the Dashboard (4), and then select "Register devices" (4a).

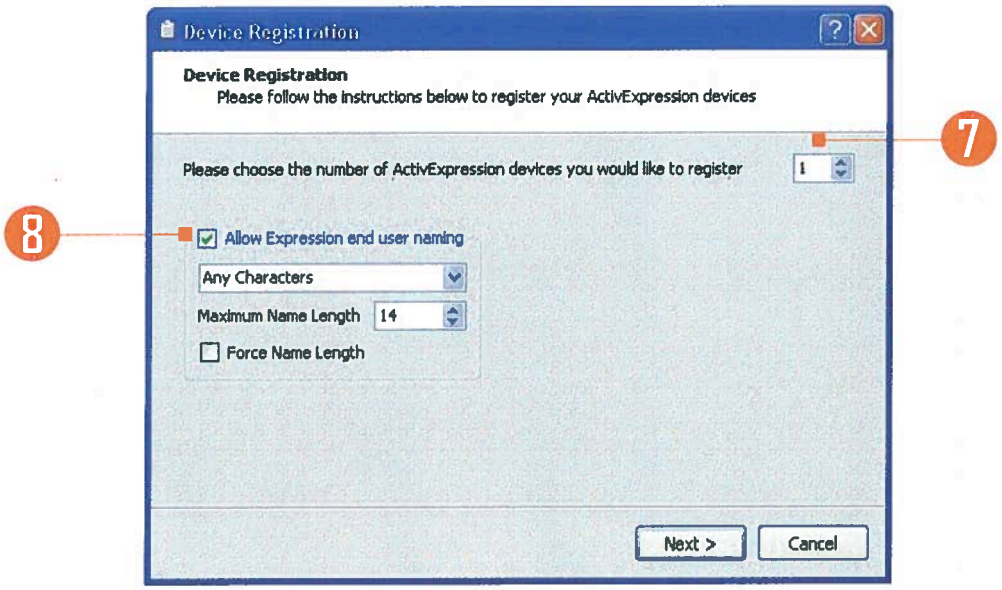


Select "ActivExpression(s)" (5). Select "Register" (6).



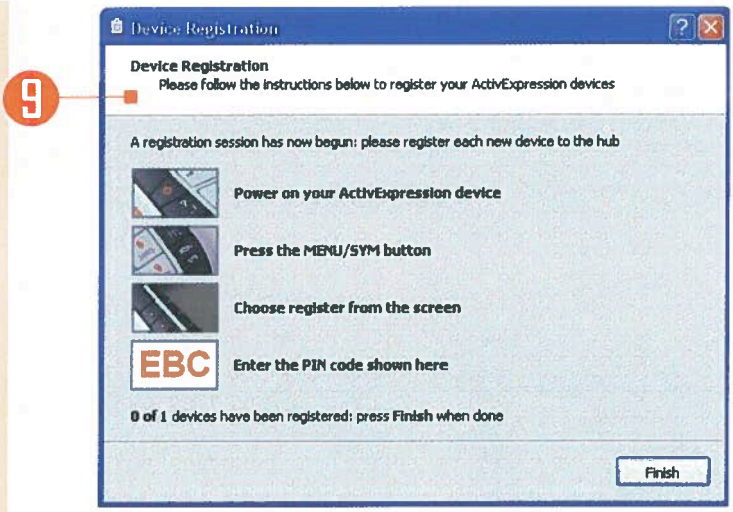
Choose the number of devices you are registering (7).

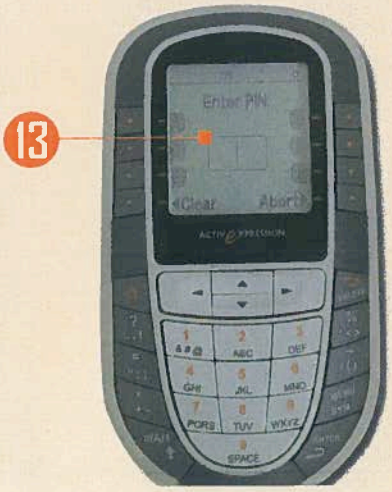
Select "Allow Expression end user naming" (8) so that you can name each device.



Follow the directions on the screen (9).

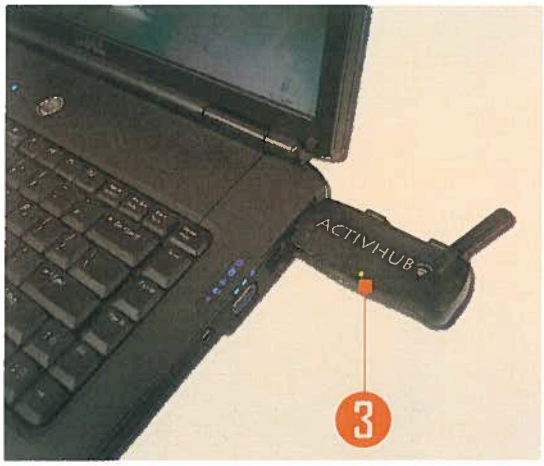
a. Power on each ActivExpression device (10).
b. Press the "Menu/Sym" button (11).
c. Choose "Register" at the top of the screen (12).
d. Type the 3-letter PIN (13) on each device.
e. Input a name or number for each device.
f. When all devices are registered, the "Device Registration" screen (9) will close.



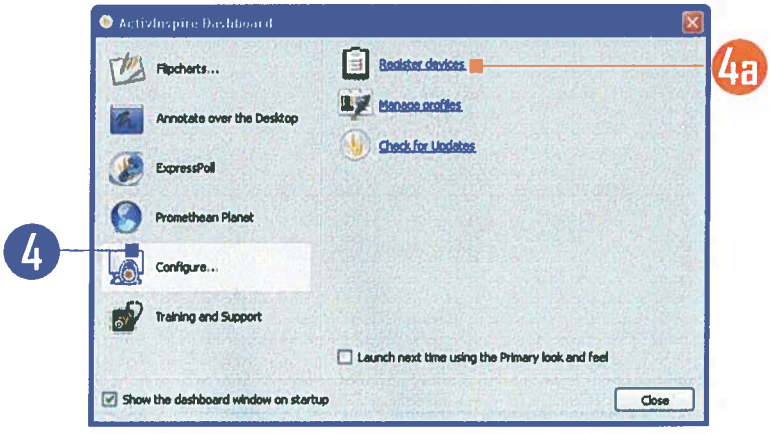


Take the small, plastic piece out of the bottom of each ActiVote (1). This will activate the batteries in each device. (Each ActiVote is powered by 3 AAA batteries.)

Plug the ActivHub (2) into a USB port (3) on your computer before you open the ActivInspire software.

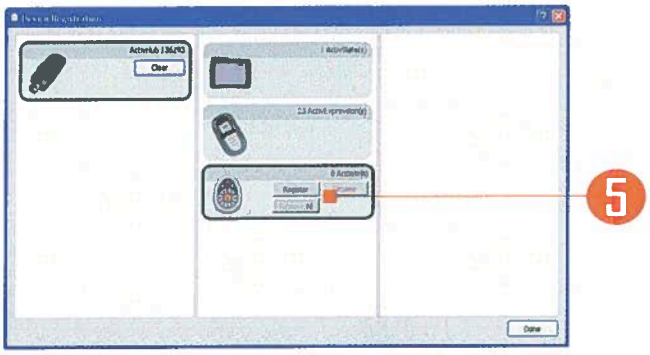


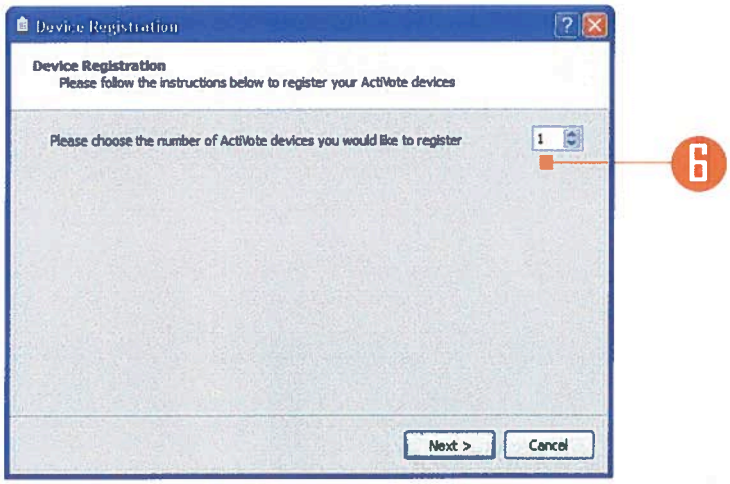
Open ActivInspire. Select "Configure" from the Dashboard (4), and then select "Register devices" (4a).



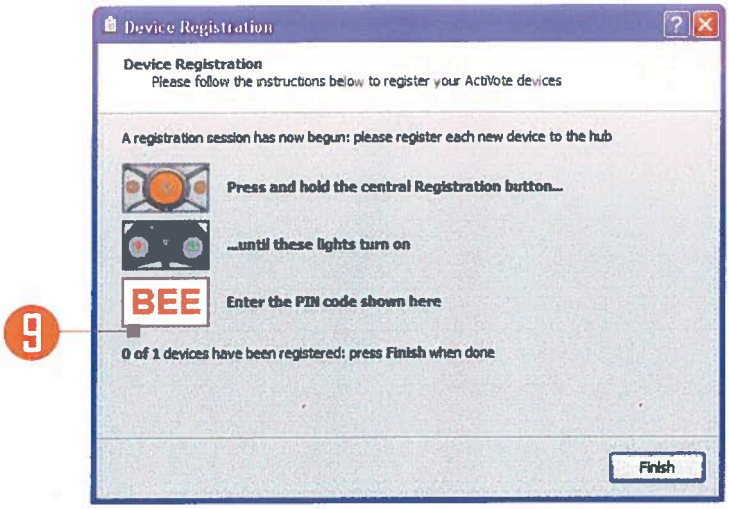
Select "ActiVote (s), and then select "Register" (5).

Choose the number of devices you are registering (6). Select "Next".





Follow the directions on the screen (9).

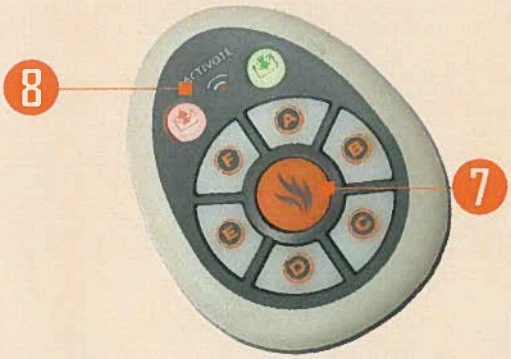


a. Press and hold the central registration button (7).

b. The red and green lights turn on (8).

c. Enter the 3-letter pin code on each device (9).

d. Select "Finish"



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