

Get Inspired!



Welcome to the ActivClassroom by Promethean, where lessons are journeys and education can be the adventure of a lifetime.

ActivInspire Promethean Overview



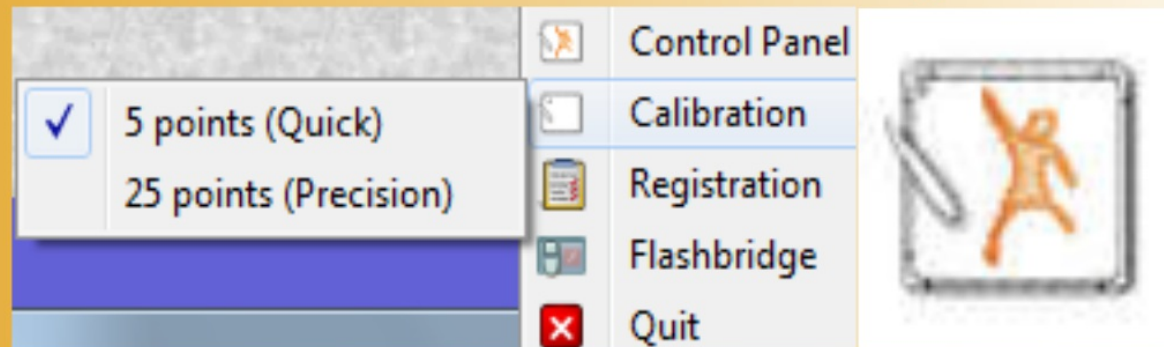
The ActivClassroom by PROMETHEAN



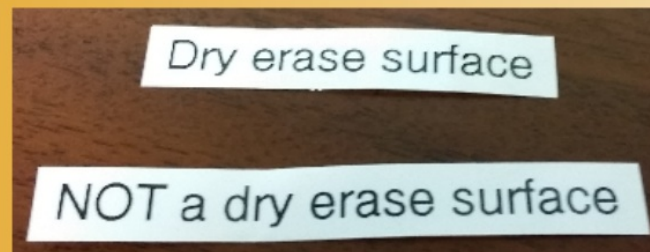
Board Care

1. To clean the board, spray the cloth first with dry erase cleaner then wipe the board. Do not apply cleaner directly to the board.


2. Calibrate the board using the recalibration option in the lower right-hand corner of the board. Click on the ActivManager and select Calibration.



3. Stickers will distinguish between dry erase and non-dry erase surfaces.



Touch Board Tips

1. In order to prevent icons from being moved around on your desktop, lock the computer using the Windows key  + L. Even if the projector is turned off, the icons can still be moved if the board is touched.

2. If not using the board for an extended time, click on ActivManager and select Quit. To reactivate ActivManager, Restart the computer.



3. To Right click with your finger, press and hold your finger (no tapping) for 1 second until a circle appears then the shortcut menu will open.

4. The new pens are magnetic. If attached to the board it will interfere with the functionality of the board if ActivInspire is launched. Do not place magnetic pen on the front of the board for storage purposes. Store it on the back of the board or put away.

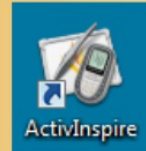
5. Tools to write on the board. Example: Promethean pen, finger, stylus, etc.

ActivInspire, the Software

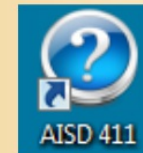
Opening ActivInspire

ActivInspire is the software that works in conjunction with the Promethean board.

To open ActivInspire, double click the icon on the desktop or right click icon and select Open.



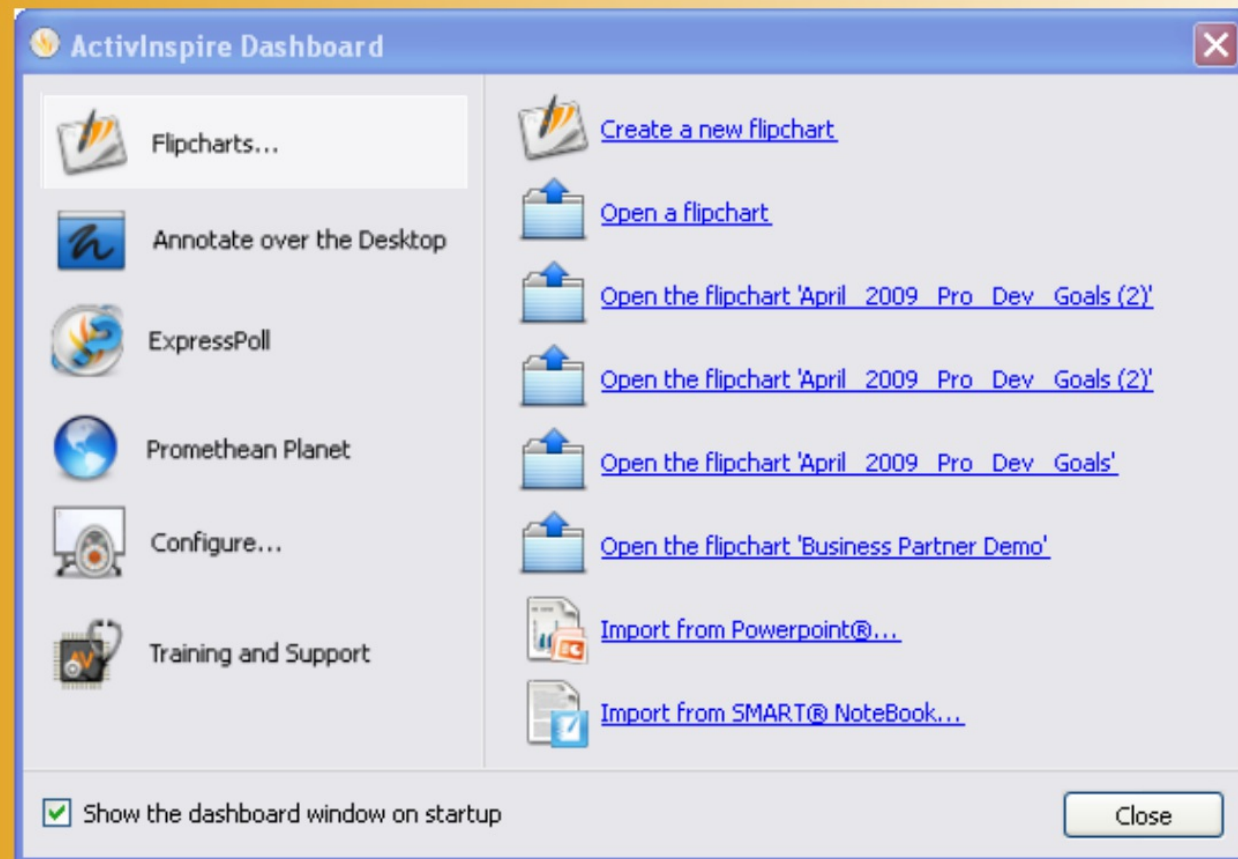
Updating ActivInspire, Software Center



Double click the 411 icon located on desktop.

Click on Software Center, select ActivInspire software. Click install in the lower right-hand corner of the screen.

The Dashboard.....



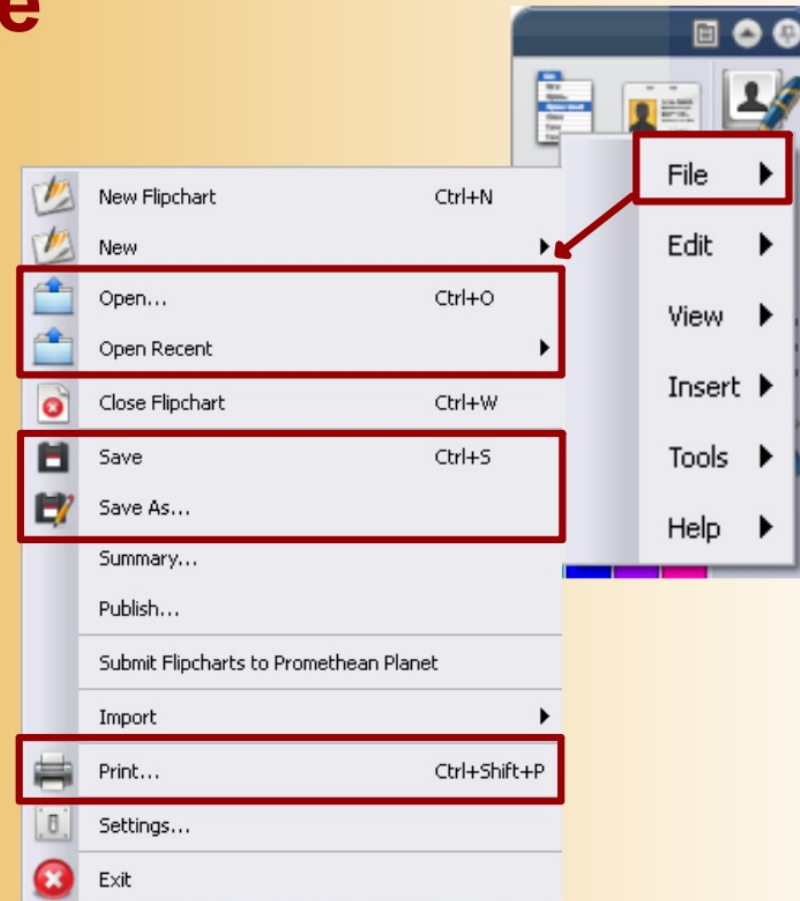
Open, Save, Print a flipchart

Main Menu>File

Open a saved flipchart

Save your flipchart

Print your flipchart



Page Browser

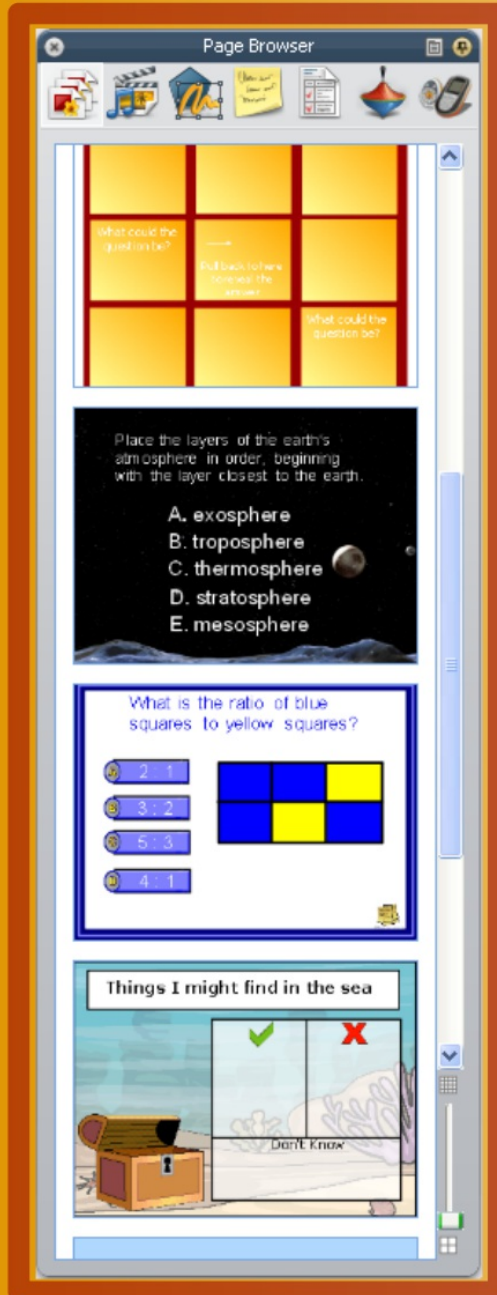
Rearrange the pages of your flipchart

- Navigate through your flipchart

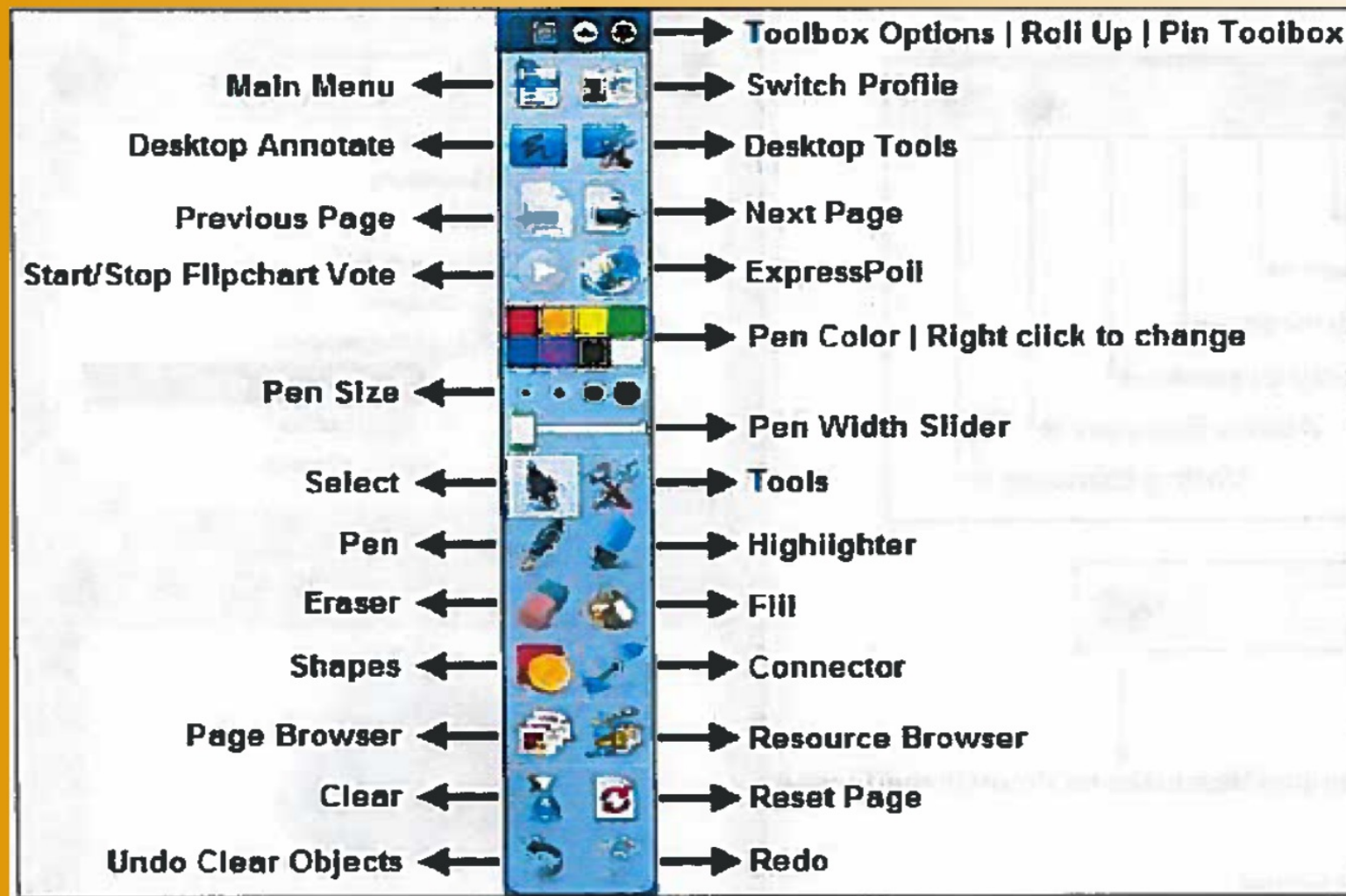
Duplicate pages

Additional Browsers :

- Resource Browser
- Object Browser
- Properties Browser
- Action Browser
- Voting Browser



Main Toolbox




Popular Tools

Annotation Tools:

- Pen 
- Highlighter 
- Eraser 

Other Tools:

- Undo/Redo 
- Clear 

Turning the pages of your flipchart

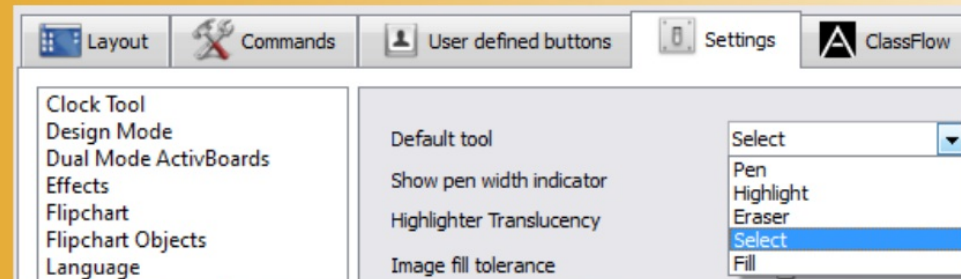
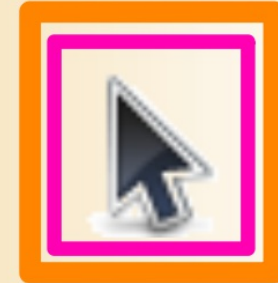


Go to the previous page

Go to the next page



When you are at the end of your flipchart, clicking the "next page" arrow will add a page to the end of your flipchart.



Use the Select Tool to click and drag objects on your page.



To change the default tool to Select: File/Settings/Tools/Default tool/choose Select

Working with text on your page

 Click the  in your Main Toolbox to open the text editing options.

 Click the  then click text on your page to edit your text. (If not grouped; double click.)

Be sure to click the Select Tool to turn off the Text Tool.

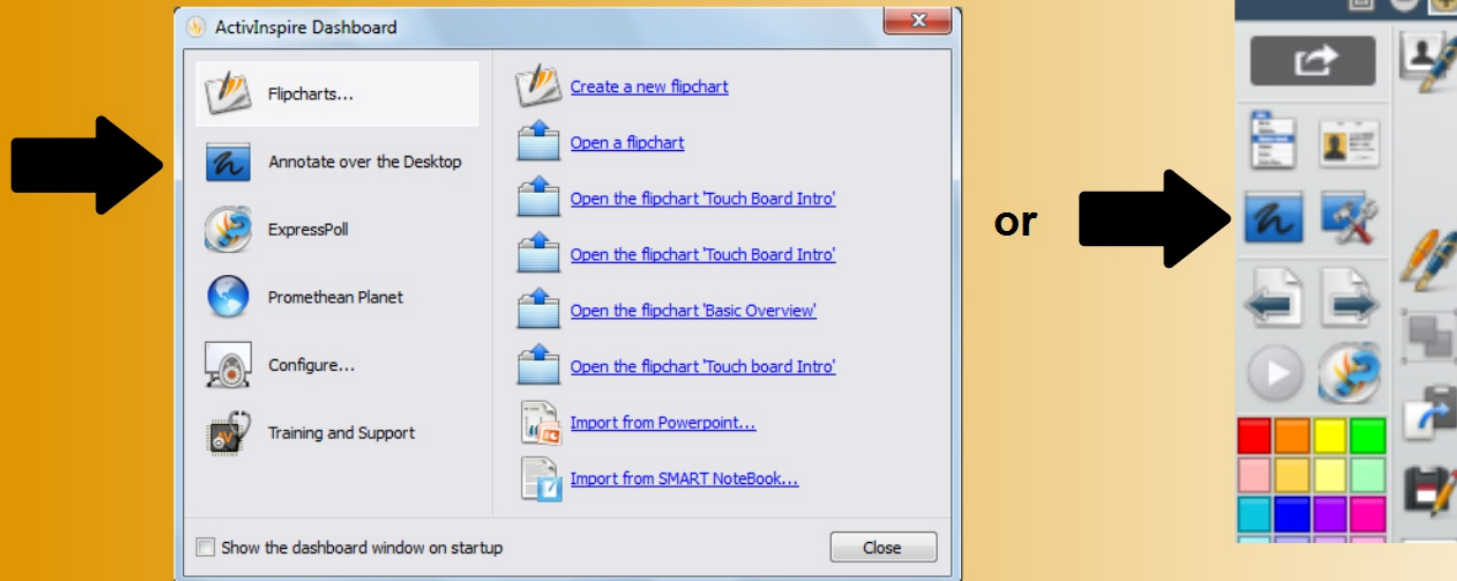
Desktop Annotate

This allows you to write, highlight and draw over an existing document, web pages and PowerPoints.

Two ways to access Desktop Annotate:

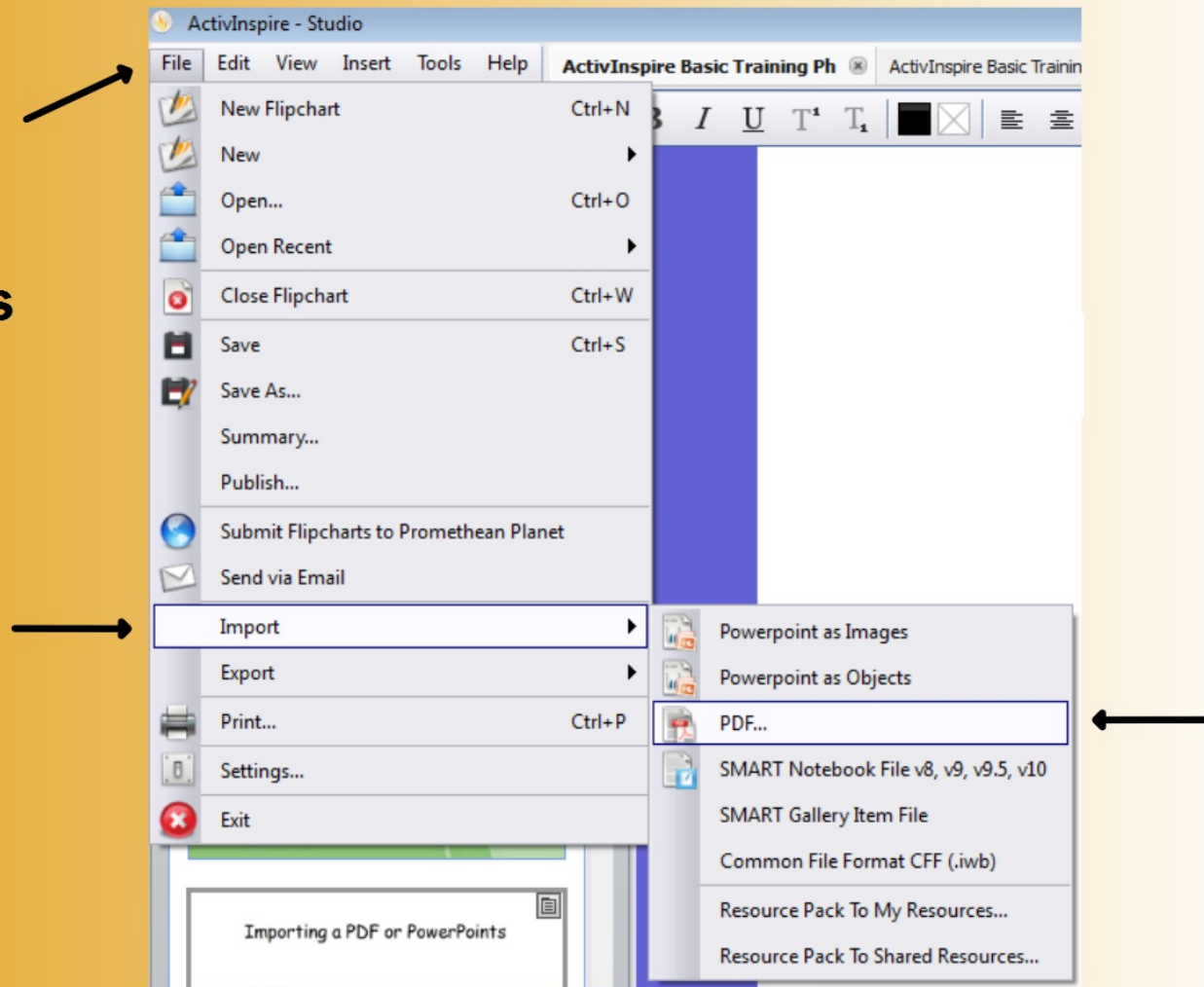
- On Start up window, click Annotate over the Desktop located on the ActivInspire Dashboard or by clicking the View Menu
- Click the Desktop Annotate icon on the Main Toolbox

To return to desktop when finished, click again on the Desktop Annotate icon on the Main Toolbox.



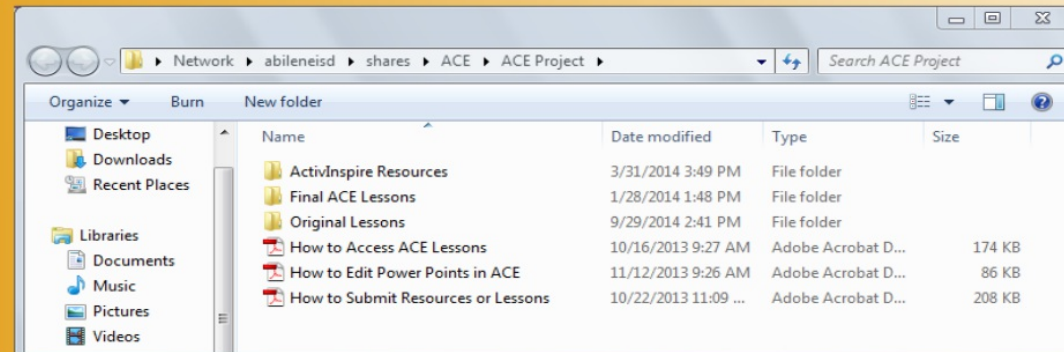
Inserting PDFs or PowerPoints

1. File
2. Import
3. PowerPoint as Images or PDF



Additional resources are below.

ACE Lessons



Promethean Planet



Videos

<https://youtu.be/lkoJYUuTKoU>

https://youtu.be/RbKN_uWBSHg

<https://youtu.be/TlsnPd59npQ>

eCourse

