

Basic Classroom Tools

Promethean Module 1 (ActivInspire)

Section 1: Power On

The Promethean ActivBoard is activated when the power cord is plugged into the wall outlet. The flame icon in the upper right hand corner of the ActivBoard indicates whether the power is on or off. The ActivBoard is connected to the computer via a USB cord. A successful connection is indicated by a small picture of the ActivBoard in the bottom left hand corner of the screen. If it is not connected to the computer, a red "x" appears on the icon.



Flame Icon



Section 2: ActivPen

The ActivPen is similar to a mouse as it controls the computer as it is touched, clicked, and drawn directly on the ActivBoard. Pressing the pen tip firmly to the ActivBoard's surface is equal to the left click on the mouse. Pressing firmly on the ActivBoard's surface and then moving the pen is equal to a left-click while simultaneously moving the mouse—"clicking and dragging."

The right-click button is located on the side of the pen. The pen tip is removable so that it can be replaced if it becomes worn with use.



Tips for Using the ActivPen

1. Moving the Cursor: Hold the pen nib lightly on the ActivBoard; don't push in the pen nib. Move the pen around. The cursor will follow the pen.
2. Left Click: Tap the pen nib firmly but quickly on the whiteboard.
3. Right Click: Hover the pen nib over the whiteboard, less than a quarter of an inch away from the ActivBoard. Press the right click button on the side of the pen.
4. Click and Drag: Click on the object to be moved, hold the pen nib down on the ActivBoard, then move the pen. The object selected will move with the pen.
5. Double Click: Two firm but quick taps with the ActivPen's nib in the same spot on the ActivBoard

Section 2: Calibrating the ActivBoard



Connect the ActivBoard before starting the computer. When both the computer and ActivBoard are running, hold the ActivPen lightly on the ActivBoard without pushing in the nib; the cursor on the ActivBoard should line up with the ActivPen's tip. If it doesn't, the ActivBoard will need to be calibrated.

Calibrating the ActivBoard can be done at any time by performing these steps:

- Hover the ActivPen Nib over the power indicator light in the top-left corner of the ActivBoard
- After a few seconds, a tone will sound, and instructions will appear on the ActivBoard.
- Follow the on screen instructions to calibrate the ActivBoard.

Section 3: Launching ActivInspire

"ActivInspire" is the software necessary to develop FlipCharts (lessons) for the Promethean. To launch the ActivInspire software, double click on the ActivInspire icon on the Desktop.



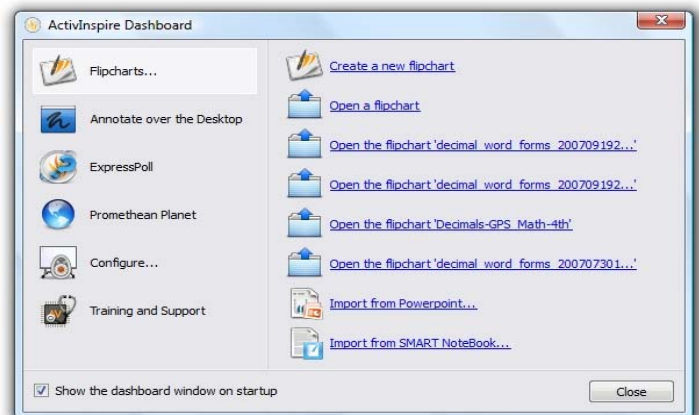
Note: The First Time the Software is Launched:

A pop-up box will appear and ask which type of software the user is used to using, ActivStudio, ActivPrimary, or PowerPoint. The Software will automatically configure to the type of software the user is most familiar with. *The ActivInspire Modules through TPS will be taught using ActivInspire that most resembles ActivStudio.*

When ActivInspire is launched, the **DashBoard** will automatically appear every time.

If the user ever wants to change the profile from "Intermediate" to another level:

- Click on the "Configure" tab on the DashBoard
- Click on the drop-down arrow next to "Select from installed Profiles"
- Select the desired level of user
- *It is highly recommended that the Intermediate setting is used!*



Section 4: The ActivInspire "FlipChart"?

Simply put, it is a lesson. Think of it as being an electronic version of a paper FlipChart on an easel. The advantages over paper are: sounds, videos, interactive activities, web links, images, and other resources can be embedded in the electronic version. The FlipCharts can be saved, printed, and shared with students and/or other teachers.

Section 5: Creating a New FlipChart

When ActivInspire software is opened, a new FlipChart will automatically open; close the DashBoard to begin.

The Main toolbox appears on display along with a blank FlipChart page. To move around the page, move the ActivPen lightly on the ActivBoard without pressing the pen nib. The computer's cursor will follow the movement of the pen nib. When the ActivPen is hovered over one of the tools or buttons on the Main toolbox, a Tool tip will appear. Tool tips remind the user of a button's function.

Section 6: The Main Toolbox

The Main Toolbox contains a wide range of tools for creating, selecting, and manipulating objects in FlipCharts. Additional tools can be added to the Main Toolbox. The Main Toolbox can be minimized or moved around the screen. It also floats on top of other opened Window applications, allowing the user to use the features of ActivInspire in conjunction with other software programs.

See the next page for a diagram and description of the main toolbox.

Create or select a profile.
Allows teachers to create their own profile (e.g. files, favorite tools, shared team resources)
All selected ready to use

Docking Option:
Float or stick to side etc.

Roll up/down roll in/out buttons
Note: Toggle button
Minimise tools to just a title bar

Menu

Annotate and Desktop Tools
Allows you to write over programs e.g. Word or PowerPoint Toggle click to go back to Desktop.

Current profile selected

Pen Colours,
8 16 or 24 available

Pen nib sizes (small)

Select Tool (Marquee select tool)
Use to select, adjust and move everything!!

Sliding Pen nib (Variable large sizes)

Pen (Click to select)
Right Click to get additional line and object menu
See menu on next page →

Tools
Access to extra tools

Eraser
Nib Sizes can be changed
Nib does erase, old eraser now called magnetic ink

Highlighter
Nib Sizes can be changed

Shapes

Fill Colour

Page Browser

Connectors
Draws lines and curves
Use nib size for line thickness

Clear
Clear Text, Graphics, everything!

Resource Browser

Help

Undo and Redo

Design Mode
Allows objects to be edited and changed.
Not by accident

Reset: a useful tool
Resets a saved FlipChart to its saved state
Students can attempt a labelled diagram.
Reset and another student can have a go.

Roll in (See Docking option at top).
Note that the toolbox is rolled out displaying an extra column to show your frequently used tools. You can drag Shapes to this area as well.

Note: There is no Text Tool
Use the select tool move cursor to where you want type and start typing.

The blank area to the right of the tools fills up with the most recently used tools used: Currently Design and Help have been used



Section 7: Basic Tools

Turning Pages



Click on the page arrows to turn the pages of the FlipChart. Pages can also be added to the end of a FlipChart by continuing to click the "forward" arrow once the end of the FlipChart is reached.

Select Tool



The Select Tool lets the user operate the ActivBoard just like a mouse on the FlipChart itself. Objects can be selected and manipulated. Menus can still be operated if the Select Tool is not selected, but FlipChart objects cannot be manipulated.

Pen Tool



To activate the Pen Tool, click on it with the ActivPen. The Active tool will have a gray background around the icon.

Color Palette and Pen Width Selector

To change pen colors, click a color from the color palette. To change the pen width, click on the appropriate dot just below the color palette or use the width slider below the dots to increase the pen width dramatically. With the pen on the slider, a pop-up box indicating the size of the line will appear. Pen sizes range from 1 to 100.



The Eraser Tool



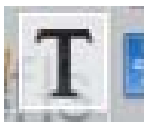
The Eraser Tool will only erase annotations (lines, shapes and words drawn with the pen. (In this new version the eraser actually erases the annotations instead of merely hiding them.) Click the tool and drag the mouse over the selected area. The size of the eraser can be adjusted with the Pen Width dots or slider

Highlighter



The Highlighter Tool turns the cursor into a highlighter pen. The color and size of the highlighter can be adjusted by using the Color Palette and Pen Width Selector.

Text

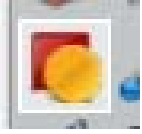


This button does not have to be clicked to engage the Text Tool, but allows more control over where the text appears. Click the button, click on the area of the screen where the text is to appear and begin typing.

When in typing mode a text toolbar appears at the top of the screen. There are many choices including size and style of font, bold, underline, italic, superscript, subscript, font, background color, alignment, spacing, tabs, and bullets. There is also a button to access the onscreen keyboard, to select all text, or to insert special characters not on the standard keyboard.

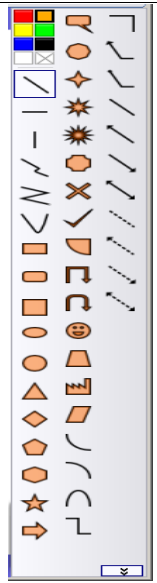


Lines and Shapes

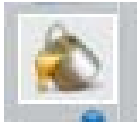


When the shape tool (shown left) is clicked a menu to the right of the FlipChart appears (shown right). The picture shows the Full Shape menu. Click the chevrons at the bottom of the tool bar to access the Full shape menu.

To add a shape, click on the selected shape or line. Click and drag the mouse over the area where the shape is to appear. Click one of the colors at the top of the Full Shape menu to change the fill color of the shape. To manipulate the shape click the **Select Tool**, then right-click the mouse on the shape.



Fill Tool



The Fill Tool allows any enclosed shape to be filled with a color. It can also be used to color the background of a FlipChart page. To fill a shape, click the Fill Tool button, then click a color from the Color Palette, and click anywhere within the selected shape. To fill a background click the tool button, click a color from the Color Palette, and click on any open space on the page.

Connector Tool



The Connector Tool not only draws different kinds of lines, but attaches them to other shapes so that the line and the shape can be moved together. Create a line by clicking the button (far left) and selecting a line style from the menu (to the left; the tool bar will appear to the right of the FlipChart). To attach the lines, click on a line style and scroll the mouse over one of the shapes. Connector boxes will appear around the edges of the shape. Click and drag a line from anywhere within the shape to the desired location.



Section 8: Removing Items from FlipChart

Undo



The Undo tool is used to undo a mistake. The Undo button can be clicked multiple times to undo many steps.

Redo



The Redo tool re-applies an action reversed by the Undo tool.

Clear Annotations



To clear all lines, words, and shapes drawn on the page with the pen, click the button and click "Clear Annotations". "Clear Objects" will remove pictures, clipart and text from the page. "Clear Grids" will remove grid lines, "Clear Background" will remove the background, and "Clear Page" will remove everything from the page.

Trash Can



- To put a group of objects into the Trashcan, select the whole area (as shown above) then click on the Trashcan icon.
- To put parts of pen writing into the Trashcan, just click on the part to be deleted, and then click on the Trashcan. Press firmly on an object and drag it to the Trashcan. Only part of the object may be deleted when this method is used.

Another way to delete an object is through the Object Edit Toolbox.

- Select the Marquee Select tool from the Main Toolbox
- Double click on the object to be deleted. The Object Edit toolbox will open on the page
- Click the Object Edit Menu button (third from the left).
- Now click on the Delete button.

Section 9: Profiles



Profiles are preset customized views and toolbars. One click can bring up all the user's favorite tools, or only show the ones students will be using. Users can use the pre-made profiles, or profiles can be customized. *To edit a profile, be on the Profile you want to edit, go to the main menu > Edit > Profile. Make necessary changes. This will be covered in detail at a later training.*

Section 10: Inserting and Deleting a Page



To insert new pages anywhere in the FlipChart, click the "Menu" button on the Main Toolbox. Scroll the mouse to "Insert > Page." Choose whether the new page is to appear before or after the current page and click. The tool bar at the top of the screen can also be used: Click "Insert," scroll the mouse to "Page," then choose and click whether the new page is to appear before or after the current page.

To delete a page, click the "Menu" button on the Main Toolbox. Scroll the mouse to "Edit > Delete" (also marked by a red "X"). The toolbar at the top of the screen can also be used. Click "Edit > Delete."

Section 11: Saving and Reopening a FlipChart

Click on the Main Menu button on the Main Toolbox. Select "File > Save". An option will be given for a location to save the FlipChart: to My FlipCharts folder, to Shared FlipCharts folder, or to another location.



To reopen a FlipChart click "Main Menu > File > Open". Browse through the menu to find the desired FlipChart. **Open Recent** will show a list of FlipCharts recently opened on the computer. Click on a name to open the file.

FlipCharts may also be opened from the main menu of the Dashboard.

Section 12: Browsers

The browsers (located on the left side of the FlipChart) are menus for various functions. To view the browsers click "Main Menu > View > Browsers"

The **Page Browser**- view, reorder, and deletes multiple pages

The **Resource Browser**- opens the Resource Library

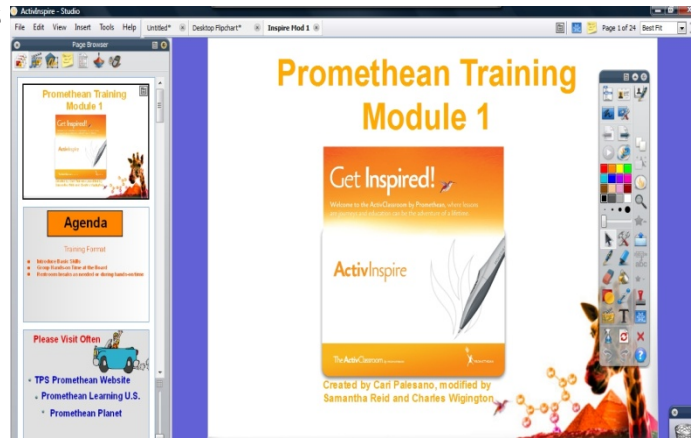
The **Object Browser** -enables the user to select and work with objects on the page, including layering and ordering

The **Notes Browser**- is for writing teacher notations for the FlipChart

The **Properties Browser** -contains many tools for manipulating the page appearance and properties of objects.-

The **Actions Browser**- choose formats, actions, and animations for selected objects and pages

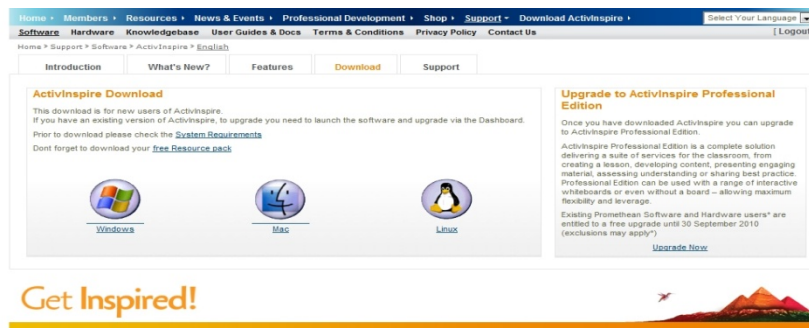
The **Voter Browser**- controls the ActiVotes and ActiExpressions functions of the FlipChart



Section 10: Other Resources

Promethean Planet (located at <http://www.prometheanplanet.com>) is the online resource for Promethean users. Registration is free, and gives access to pre-made FlipCharts lessons, extra art and media, useful websites, help menus, user forums, and the latest software downloads.

The Professional upgrade (with all the teacher tools) for ActivInspire is free to users until September 2010. After logging in click the "Download ActivInspire" button at the top of the website toolbar and follow the direction. When the page below is reached,



Click the "Upgrade Now" link on the right. The next page will require the serial number of either the ActivBoard or the installation disk. You will have to scroll to the bottom of the page to reach the form, as it is not visible at the top of the webpage.

TPS also provides resources for Promethean users at <http://insttech.tulsaschools.org>. For pre-made lesson plans, forums, manuals, and tips for teaching, scroll down the page to the "Interactive Whiteboards" link. Click and follow the thread to the Promethean Page.

Section 11: Board Maintenance Tips

- The surface of your ActivBoard can be cleaned with a Mr. Clean Magic Eraser or baby wipes.
- Don't use any type of abrasive cleaners as these will scratch the surface of the board.
- Marks made on the board with a dry eraser marker can be cleaned with dry erase board cleaner. Spray the cleaner on a rag first, and then clean the board.
- Remove marks made with a permanent marker by first covering the mark with dry erase marker. Then clean with dry eraser board cleaner sprayed on a rag.
- ***Remember: your ActivBoard is designed to be used by students every day!***