





## ActivClassroom Training Series

by Promethean, Inc.

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# Welcome to **Activ**Inspire: A New Look, A New Feel

ActivClassroom by Promethean connects technology to human ingenuity, and teachers to their peers, to students, and to a whole new world of learning.

ActivInspire is at the heart of the Activclassroom, providing a bounty of tools, images and activities that are an inspiration to all. These resources and tools allow teachers to incorporate multiple methods of instruction and assessment, improving the overall performance of all types of learners and student involvement in the classroom.

Key features of ActivInspire, which combines the best of Promethean's software, include:

- Single platform for Mac, PC and Linux
- Both secondary and primary interface included
- Customizable profiles
- Full integration of ActivExpression and ActiVote
- Formatting consistent with standard software products
- Installation and simple licensing available for both single users and enterprise models

ActivInspire brings all the Promethean products, training and resources together to support teacher efforts at developing engaging, interactive and multidimensional lessons and assessments.

Welcome to the new world of ActivInspire!

## ActivInspire in the ActivClassroom

This document has been designed as a companion to the ActivClassroom Series Manual, bridging the content to be applicable for current Promethean ActivClassroom users. ActivInspire is not an upgrade to previous Activsoftware; it is a newly designed software, written in a code base which accommodates Windows, Mac and Linux operating systems. This accounts for the different look and feel of ActivInspire.

The differences in the features, functions and tools of ActivStudio 3.6 and ActivInspire are identified under the heading of each Module. Where a tool, technique or function is not included, the directions and/or information included in the Activclassroom Series Manual remain unchanged.

Flipcharts created in earlier versions of Activsoftware can be opened in ActivInspire. Because some actions and functions of ActivInspire have been changed, it is recommended that flipcharts be saved to the new format using the 'Save as' command from the File Menu. Once a flipchart has been saved with the .flipchart extension (ActivInspire's format), it cannot be opened as a .flp (Activstudio's extension). Before using a flipchart imported from Activstudio to ActivInspire in the classroom, it is advisable to test any actions for functionality.

The information in this document is based on the first release of ActivInspire.

# Module 1

#### Calibrating

There are two ways to calibrate your Activboard with ActivInspire.

From the Activboard , hover the pen over the Calibration light or flame in the top-left hand corner of the board.

To calibrate from the computer:

- On a PC, click on the ActivManager icon in the system tray located on the bottom right-hand corner.
- On a Mac, click on the ActivManager icon near the right hand corner of the Apple menu bar.

Select 'Calibrate.'

After using either method, follow the on-screen directions.

#### Dashboard

The ActivInspire Dashboard has six options on the left side and subheadings for each option are accessed on the right side.



Flipcharts	quick links for working with flipcharts
Annotate over Desktop	clicking this will immediately open a Desktop Flipchart
Express Poll	clicking this will immediately open the ExpressPoll
Promethean Planet	opens Planet with one click
Configure	quick links for Profiles, device registration, updating software
Training and Support	opens Promethean's Web Support site

**Note:** ActivInspire incorporates both ActivInspire Studio and ActivInspire Primary into one piece of software. You can now switch between the two by putting a check in the box at the bottom of the Configure panel on the Dashboard. The switch becomes effective the next time you start ActivInspire.

#### Profiles

ActivInspire has consolidated all aspects of personalizing the profiles available in ActivStudio. This makes moving between the five built-in profiles or customizing one of your own quick and easy.

From the Switch Profiles Button on the Main Toolbox, choose Authoring. The toolset, Flipchart Style, and other profile settings will instantly switch to Authoring. You will no longer need to restart the software.



Design and Presentation Modes continue to work as they did with ActivStudio 3. To switch between Modes, click on the Design Mode Tool or access by clicking the F2 key.

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#### Creating a New Flipchart

It is no longer necessary to choose a size for your flipchart. The default flipchart size is 1024x768. As you will later discover, page size can be altered through settings or by individual page properties.

#### Flipchart Window

You will note several differences in the Flipchart Window. The top left corner displays a number of menu options for working with flipcharts. You will see to the left of these options a Tab for each opened flipchart.

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File	Edit	View	Insert	Tools	Help	tickertape		math tools 🛞

The top right corner will display:

- Design Mode Button
- Page Notes Icon (if a page note is included on the page)
- Page Number
- Page Scale Menu
- Fullscreen Button

You will also have access to the Standard Windows Minimize, Maximize and Close Buttons.



Note: When in fullscreen mode, a Show Desktop Tool will be available.

**Note:** The Windows close box in the top right hand corner of the screen will close the ActivInspire application. To close an individual flipchart, click the Close Button on the flipchart's tab.

ActivInspire offers a Browser Window with view options located as icons across the top. Each icon will open a Browser.

The Browser Window can be pinned in place using the Pin Toolbox Button in the top right corner. Pinning it will keep it displayed and size the flipchart to fit next to it.



Unpinning will cause the page to expand across the window, and the Browser Window will be hidden off the side when using the flipchart page. To view the Browser, the Activpen or computer cursor should be moved toward the side of the flipchart where the Browser is hidden.

The Browser may be closed using the Close Button or through the View Menu.

## ActivStudio Toolboxes

#### Main Toolbox

The Main Toolbox is only displayed when working with a flipchart. This may be a Standard or Desktop Flipchart. Should you minimize the Flipchart Window, the toolbox will minimize as well. Options for accessing tools for use with other applications will be addressed later.

The Main Toolbox no longer has a Show/Hide Button. Flipcharts are now minimized or maximized using the operating system options.

- Tools no longer toggle on and off.
- Shortcut Bar now known as Quick Access Toolbox.
- The Object Edit Toolbox has been replaced with a Marquee Handles Toolbar and continues to reflect options relevant to specific object types.
- The Flipchart Toolstrip is not a feature in ActivInspire. The tools found there are now incorporated within the Main Toolbox, or the new Browser Window.
- The Page Edit Toolbox options are now accessed within a right-click menu or the Page Browser.
- The Quick Select Toolbox is not currently available.

#### **Customizing Toolboxes**

ActivInspire offers the same customizing features found in ActivStudio. To access these, choose Configure>Edit Profiles from the Dashboard. Edit Profiles options allow users to change any of the available built-in profiles as well as to create their own. Some of the options set in this Module that are now available through Edit Profiles are:

- Number of available colors (Layout)
- Size of toolboxes (Layout Icon Size)
- Add/Remove tools (Commands>Add/Remove)
- Move tools (Commands>Move Up/Down)
- Save Profiles
- Settings

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#### **Annotation Tools**

The Pen Modifier Toolbox for Annotation Tools is not currently available.

#### Marquee Select Tool

The tool retains all its features, but is now called the Select Tool. There are some changes in the pickup boxes. The Freely Move, Rotate and Group (when more than one object is selected) Pickup Boxes are now located within the Marquee Handles Toolbar.

#### **Eraser Tool**

The Eraser Tool has been significantly changed in ActivInspire. The tool now deletes annotations. The Eraser Tool applies only to Annotation Objects. Annotations are deleted by the Eraser regardless of the layer properties of the object.



Magic Ink is the way ActivInspire has incorporated the ActivStudio Eraser. The information in Activclassroom Module 1 applicable to the Eraser is now transferred to mean Magic Ink.

#### **Object Edit Toolbox**

This toolbox is now replaced by the Marquee Handles Toolbar.

- One click opens the toolbar and displays pickup boxes.
- Default Authoring Marquee Handles Toolbar requires Cut/Copy/Paste/Delete to be accessed with new Menu Tool. (This menu opens with a right-click as well).
- Freely Move, Rotate, Group Pickup Boxes now in toolbar.
- Backward/Forward buttons replace To Front/To Back (these options available through Menu Tool). The backward/forward options allow objects to be move one step in a stack of objects.
- Some of the familiar tools' icons have a different look. Hovering over each icon will identify the action that will be applied when the tool is chosen.

#### Text Tool

Text edit tools are now located across the top of the flipchart window rather than in a floating toolbox. All text edit options remain available.

#### Page Edit Toolbox

Page Edit Toolbox is no longer needed. Page Edit Tools can be accessed with a right-click on the flipchart page.

#### Saving a Flipchart

The Save To>My Flipcharts, Shared Flipcharts and Other Location options no longer appear. Flipcharts are saved using either File>Save or Save As.

# Module 2

#### **Resource Library**

Changes in the Resource Libraries:

- Resources are now accessed through the Browser Window. Display the Browser Window and choose Resource Browser.
- Category Buttons as they appeared in ActivStudio 3's Resource Library are not part of the Browser. The My Resources/Shared Resources and Other Resources Folder Buttons remain available. The top section of the Resource Browser will display the folders within each of the locations. The bottom section of the Resource Browser will display the contents of the folders.
- My Resources Folders no longer include default Category folders.
- Add objects with a Drag and Drop or choose to Rubber Stamp. The Grow Objects selection isnot available at this time.
- Continue to access any available resources on your computer or network through the Other Resources Folder option.
- Open files displayed in the Resource Browser with a double-click.
- The Search for Resources feature is not currently available.



#### Shape Resources

Shapes can still be added through the Resource folders. You will also find a new tool in ActivInspire that will offer you the opportunity to create special shapes of your own.



Directions for using the new Shape Tool to create Shape Objects are listed below:

- Click on the Shape Tool.
- Choose a shape from the Shapes Menu.
- Choose outline color of the shape from the Color Palette on the Main Toolbox.
- Choose the outline width with the Pen Slider or presets.
- Choose Fill Options (color fill or no fill) from the Color Palette within the Shapes Menu box.
- Move to the flipchart page, press and draw the shape to desired size.





This is a new tool in ActivInspire. The Connector Tool is used to draw connections between objects on the flipchart page. For instance, it could be used to create concept maps. The connecting line adapts automatically when connected objects are moved.

Directions for using the new Connector Tool to create connectors are listed below:

- Click on the Connector Tool.
- Choose a connector style from the Connector Menu.
- Choose line color from the Color Palette on the Main Toolbox.
- Choose the line width with the Pen Slider or presets.
- Move to the flipchart page, press and draw the line from one object to another.



## Grids

The Page Edit Toolbox is not available in ActivInspire. To make changes in a grid:

- Use the Right-click Menu for Hide/Show Grid (Mask) and Snap.
- Change the size of a Grid by opening the Properties Browser.



#### **Enable Actions**

The Enable Actions Button has been replaced by the Design Mode Tool.



- Blue indicates Design Mode is off
- Red indicates Design Mode is on

## Sound Recording and Playing



The Sound Controller and the Sound Recorder have been developed as two separate tools.

When a sound is playing, the Sound Tool will appear at the top of the flipchart page.

Disable the Sound Controller from appearing each time a sound is played in Edit Profiles>Settings>Multimedia and remove the check from Show Sound Controller. Change how Recordings are saved in Edit Profiles>Settings>Recordings. Choose desired option from the Drop Down Menu next to Sound Recording.

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## **Color Picker**

The Color Picker Tool is included as an option anytime you are given color choices. The tool is accessed by right-clicking on a color swatch. It is no longer an option to add as a tool to the toolbox.

#### **Recognition Tools**

The Recognition Tool is now two tools:



- You do not need to be connected to a board to use the recognition tools.
- There is no Recognition Toolbox.
- The formatting of text when the Handwriting Recognition Tool is used is determined by the last format used with the Text Tool. This applies to the color of the text as well.
- The color of the pen will determine the color of the shape object.
- Settings for the wait time are located in Edit Profiles>Settings>User Input.

#### Page Selector/Page Organizer

Page Selector and Page Organizer options are located within the Page Browser.

- Access the Page Browser by clicking on the Page Browser Icon in the Browser Window.
- Use the thumbnails of the displayed pages to move about the flipchart.
- Click and drag pages to change their order.
- Use the slider to change the size of thumbnails.
- Use the menu in the top corner of a selected page's thumbnail to access menu options.



#### Spotlight Tool

You no longer need to hover to move the spotlight. Press and drag outside the revealed area. The spotlight will follow.

- Change the size by clicking on the spotlight's outline and using the sizing arrow to resize.
- Interact with the revealed area of the flipchart using the ActivInspire tools.
- Change the type, take a snapshot, or close using the Spotlight Menu.



#### Revealer

New menu allows users to move the revealer to a point and then save the position. The next time the revealer is used, it will open at the defined position.

To close the revealer, use the Revealer Menu.



#### Page Zoom

The Zoom Tool is now accessed through the View Menu. It is no longer placed as a tool on the Toolbox.

# Module 3





The Desktop Annotate Tool appears on the Main Toolbox.

The Desktop Flipchart in ActivInspire is the same as the Annotate Over Live Desktop (default) flipchart in ActivStudio 3.6.

#### Camera Tool

ActivInspire's Camera Tool continues to offer the features found in previous versions. Should you choose to use the Camera Tool with other applications on a live desktop, you can access it through the Desktop Tools.

#### Desktop Tools



Click the Desktop Tools Icon to open the Desktop Tools Wonderwheel. The Desktop Tools offer tools commonly used with other applications.





To add a customized User Defined Button, click on the Edit User Defined Button on the Quick Access Toolbox. The Edit User Profiles box will open to the User Defined Button Tab.

- Click the Add Button to add a Program or File to the Quick Access Toolbox.
- Browse to the Program/File or type in the Website URL.
- Add a Tooltip.
- Move the User Defined Button to the desired place on your toolbox with the Move Up or Move Down Buttons.
- Click Done.
- The new button will appear on the toolbox.

While in Edit Profiles, click Remove to delete a User Defined Button.

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#### Linked File Hosting

Linked File Hosting is not currently available.

#### Adding Resources to the Shortcut Bar

The Shortcut Bar is also known as the Quick Access Toolbox. You can add objects to this toolbox by clicking and dragging from the flipchart page. To delete the shortcut to these objects, use the Remove option in Edit Profiles>User Defined Buttons.

#### Arrange Windows

Arrange Windows is not available in ActivInspire. To move between open flipcharts, use the tabs at the top of the Flipchart Window.

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File	Edit	View	Insert	Tools	Help	Executive_BranchG12* 🛞	Using Tabs		

Note: If tabs do not show, check the View Menu to be certain they are enabled.

Copy and paste pages between open flipcharts by:

- Using the Page Browser menus to copy/paste.
- Dragging a page from the active flipchart's Page Browser to the receiving flipchart's tab.

#### Deconstruct Text

The term for Deconstruct Text has been changed to Extract Text.

#### **Power Tools**

The tools known as Power Tools in previous versions of Activsoftware are available to be added to the toolbox or can be accessed through the Tools Menu. Tools commonly used for Math are found in the Maths Tools Menu within the Tools Menu.

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-	Desktop Tools	F6		
11	Dual User	F4		
1	ExpressPoll	F3		
1	Pen	Ctrl+P		
2	Highlighter	Ctrl+H		
2	Eraser	Ctrl+E		
1	Eill	Ctrl+F		
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**Note:** The icon for the Tools Menu in ActivInspire is the same as the icon for Power Tools in the Windows version of ActivStudio 3.

Rather than a Math Toolbox to size the Ruler and Protractor, move the Activpen to the outside edge of the tool. When the double-headed arrow appears, press and drag to change the length of the ruler or the size of the protractor.

Close the ruler or protractor using the menu icon located on the tool.

It is possible to open multiple rulers, compasses, protractors and die simultaneously.

#### Ruler

The ruler performs all the functions of previous versions. In addition, you can use the Ruler Menu to set different units of measurement on each side.



#### Protractor

The Protractor's Menu can be used to choose several drawing options: a closed arc, and filled arc, and an open arc.



#### Compass

The size of the Compass Tool is set in Edit Profiles>Tools>Tool Scale.

Close the Compass Tool with the Close Box at the top of the tool.



#### Calculator

The Calculator Tool can be set to use:

- Calculator supplied with ActivInspire (default)
- Calculator supplied with the operating system
- Another calculator installed on the computer

To set the desired calculator choose Edit Profiles>Settings>Tools>Calculator

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#### Clock

The Clock Tool can be added to the toolbox, or accessed through Tools Menu>More Tools.



# Module 4

## **Object Stacking Order**

Object stacking order and flipchart layers remain the same in ActivInspire as in previous versions. An added feature to help with stacking and layering objects is the Object Browser. This browser displays detail of the objects on a flipchart page.

The Object Browser allows a user to view:

- The order and layer of each object
- Hidden objects
- Locked objects



The Object Browser can be used to work with objects:

- Reorder or change the layer of objects by dragging and dropping within the Object Browser.
- Edit objects within the Object Browser by selecting the object and using the Popup Menu to make changes.

#### Locking and Unlocking Objects

Lock Objects using the Marquee Handles Toolbar, Right-Click Menu or the Object Browser.

While a locked object can be edited, it can no longer be selected on the flipchart page with a rightclick. To edit a locked object (including unlock), select the object within the Object Browser and use the menu or activate Design Mode.

#### Locking an Object to the Background

To lock an object to the Background Layer, select the object in the Object Browser and drag it to the background layer.

To unlock the object from the Background Layer, select the object in the Object Browser and drag it to any of the other layers.

## Attaching an Action to an Object

The process for attaching actions remains the same. The Action Properties of an object are found in the Action Browser.



- From the drop down menu in the Current Selection Tab, select the type of action to apply.
- Choose the Action to apply from the list.
- If a target needs to be set or a file is to be opened, use the Browse Button. (Type in the URL of desired Webpages to open).
- Click Apply Changes.

To remove an action from an object:

- Select the object.
- Click the Remove Existing Button in the Action Browser.



Instantly program objects with preset options from the Action Browser.

- Choose the Drag and Drop Tab.
- Click and drag the desired action directly over the object on the flipchart page to be programmed.
- The object will assume the action.

## Inserting Actions

Right-click Menu no longer offers insert file options. These options are applied using either the new Media Tool or the Insert Menu. To quickly insert media:

- Click the Media Tool.
- Choose the file to be inserted.
- File will appear in the flipchart as an icon. (Movie files will play).



To insert media with more options for how the inserted media will display:

- From the Insert Menu, choose Link>File or Website.
- Browse to the desired file or enter the URL.
- In the Insert File Dialog Box, make desired choices.

#### Web Browser

This tool opens the default operating system Web Browser. The previous ActivStudio Web Browser is not a feature in ActivInspire.

#### **Embed File Actions**

File Actions must be embedded when attaching or linking a file. The option to embed all file actions is not currently available.

#### Page Notes

Choose the Notes Browser Icon in the Browser window to create or view page notes.

**Note:** If a note is included for a page, the Page Notes lcon will appear in the top of the flipchart window. To add notes to the flipchart page, select and drag the text onto the page.



#### Fraction Creator

The Fraction Creator is not included in this version of ActivInspire.

#### Tickertape

The tool does not display a menu. When the Tickertape Tool is chosen, the Tickertape Dialog Box opens.



To create a new tickertape, open a saved tickertape, or save the current tickertape, select the desired option from the File Menu in the Tickertape Dialog Box.

#### Notes and Pointers

Notes and Pointers are not available in ActivInspire.

## Flipchart Recorder

The Area Recorder and Flipchart Recorder are not available. Clicking the tool will activate the Full Screen Recorder and open the Screen Recorder Menu Toolbox.

# Module 5

#### **Grid Color**

Use the Properties Browser>Grid Designer to change grid color. Grids may also be edited by clicking on Edit>Grid.

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### **Creating Resources**

Open the Resource Browser to drag resources from a flipchart page to a folder in the browser.

**Note:** By default objects dragged to the Resource Browser will be assigned a generic file name (resource1, resource2, etc). It is suggested to rename the object file for easy access.

To create folders in the Resource Browser:

- Choose the folder within which the new folder is to be created.
- Choose Create New Folder from the Popup Menu.

Use the Popup Menu to Delete, Rename and Export Folders to Resource Packs.



#### **Appearance Properties**

All properties for objects and pages are found in the Property Browser. The selected object's properties will be displayed in the Property Browser and can be edited using the available options. These options, in most cases, remain the same as those offered in previous versions of Activsoftware. An option that previously was set using a check or radio button is now set by choosing either 'True' or 'False' from a popup menu.

Property Browser	2		
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Outline	Scale Factor y 1	Can Contain Nothing 💌	
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#### **Exporting Flipcharts**

Flipchart Export Wizard is not currently available. To export a page as a graphics file:

- Open the Page Browser.
- Select a Page.
- From the Popup Menu choose Export Page.

Users can export a flipchart to PDF by choosing the Print to PDF option in the Print Dialog Box.

Page Turn Effects are not currently available.

Format Painter is not available in this version of ActivInspire.

#### ActivResource Manager

The features of ActivResource Manager are included within ActivInspire. To Import or Export Resource Packs:

- Choose the root folder of the Shared or Personal Resources.
- From the popup menu choose the desired option.
- Imported resources will be imported to the Resource Packs Folder and made available immediately without the need to re-index resource folders.



Flipchart Builder is not currently available.

#### Containers

The procedures for setting containers remain the same as previous versions of Activsoftware. Container properties are displayed in the Properties Browser.

#### Restrictors

The procedures for setting restrictors remain the same as previous versions of Activsoftware. Restrictor properties are displayed in the Properties Browser.

# ActivLearning



# Discover.

Teachers never stop learning—probably because there is always so much more to know, especially when it comes to technology in the classroom. That's why we've created a customizable, creative professional development program designed to help educators unite their curricula and teaching styles with classroom technology. We call it ActivLearning, and it's the best way to get out from behind the desk and into the heart of the digital classroom revolution.

Available online and in person, in your school or at Promethean's facilities, ActivLearning offers educators courses in everything from getting started with ActivInspire, to getting results when training others in their school system. And with a focus on creativity, connectivity and in-depth comprehension, the courses are much like an ActivClassroom lesson themselves—exciting, engaging, personal and everyday functional.

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#### www.PrometheanPlanet.com/ActivLearning

The Activ Classroom by promethean

# **Activ**Learning

#### DETAILS

Free, online introduction courses available from ActivLearning at **Promethean Planet** 

Full range of core lessons from *Getting Started* to *Certified Trainer* 

Mentor-based instruction for creative, connective classes

Mastery focused—with an emphasis on creative application and real learning rather than just how to use the software

#### **FEATURES**

Flexibility—online and in person workshop-style classes, at your place or ours

**Community support** with more than 70,000 educators registered to learn

Customization available for personalized courses, workshops and online modules per school or school system

24/7 availability with online courses; unlike any other interactive whiteboard maker

Train to teach by becoming a Promethean Certified Learning Establishment and instruct others

#### **SAMPLE COURSES**

Introduction to ActivInspire

Migrating to ActivInspire

Core Skills

Advanced Skills Workshop

Curriculum Developer

Training & Resource Developer

**Developing Interactive** Whiteboard (IWB) Pedagogies

The ActivClassroom by Promethean creates successful, 360-degree educational environments by connecting technology to human ingenuity, and teachers to their peers, to students, and to a whole new world of learning.

ActivLearning is only one part of an integrated system of hardware, software, training and resources designed by educators for educators to support teacher efforts at instruction and assessment, improve student participation and strengthen performance for all types of learners.

To learn more, visit www.PrometheanWorld.com or call 1.888.652.2848



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ActivLearning PS 03/09 V1.0 US

# Promethean Planet



#### Once an educator opens the door to the **Activ**Classroom, the **Activ**Classroom is

everywhere. Promethean Planet makes it possible, connecting teachers with their peers and the world through an online community dedicated to sharing, training, and, most importantly, support.

An integral part of the ActivClassroom, Promethean Planet is the world's fastest growing interactive whiteboard community with more than 275,000 international members. It's an ActivClassroom resource library and a proving ground for new tips and tricks that make all our products and solutions even more versatile. It's an open podium where the top names in education research come to share their knowledge, and one giant teachers' lounge where instructors from more than 200 countries come to share theirs. And now, it's even more—an elite club where registered users can purchase and download premium content from partners and the industry's leading publishers and providers to further enrich their ActivClassrooms.

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#### www.PrometheanPlanet.com

The Activ Classroom by promethean

# Promethean Planet

#### DETAILS

Be part of the community and share support and advice with over 275,000 members via our vibrant forum and blog

ActivClassroom training available from ActivLearning at Promethean Planet offers professional development resources to keep you up-to-date

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