



# Promethean ActivInspire 101 Tutorial

Madera Unified School District

**Outline:**

- Dashboard
- Main Toolbar
- Editing Profiles (ToolStore)
- New & Modified Tools
- Browsers
- Layers & Ordering Objects
- Locking Objects

**Dashboard**

Flipchart Options

Annotate over the Desktop:  
Use Inspire tools on PDFs and documents.

Express Poll: Register Devices,  
Begin Voting Session, Assign  
Students to Devices

Promethean Planet: shortcut to  
download already made flipcharts and  
resources.

Configure: Register Devices, Manage Profiles,  
Check for Updates, and Change to Primary look.

Training & Support: Shortcut to Promethean World



## Main Toolbar

### 1) Docking your toolbar:

- Can be docked on the top, bottom, left, and right
- Can be set to floating

### 2) Pinning Toolbar

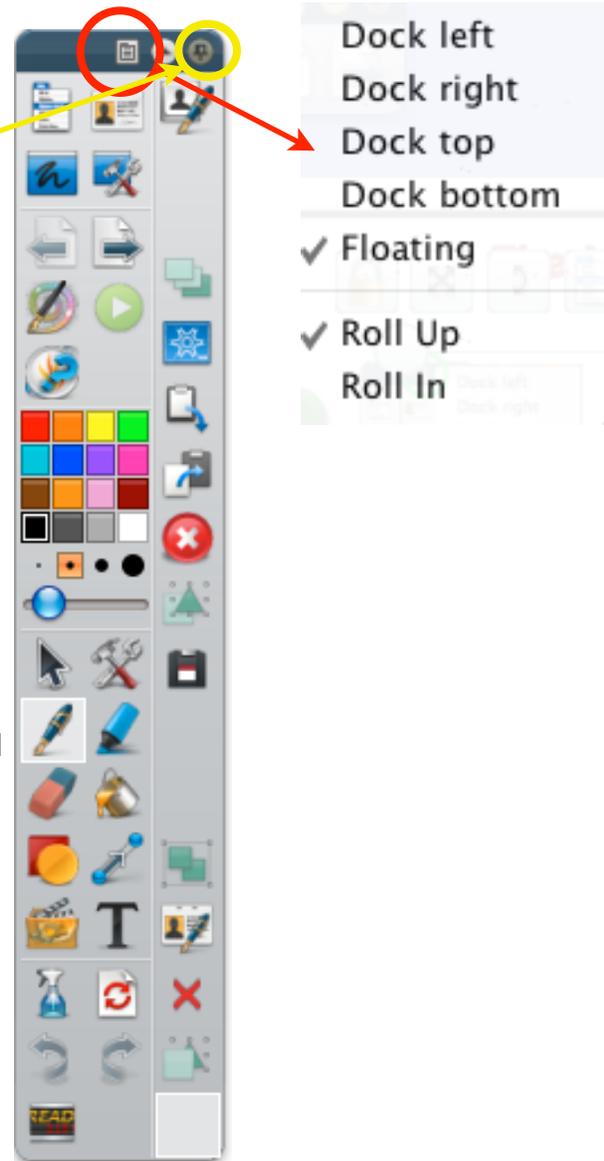
- Can pin toolbar to the right side, when not in use, toolbar will slide off the screen. Simply click on it to bring it back up.

### 3) Page Navigation

- Previous Page / Next Page
- The Navigation Toolbar is no longer on the side on the flipchart screen
  - Other icons such as Resources and Page Organizer can now be found in the Browsers

### 4) Most Recently Used Tools

- When your toolbar is not rolled in, you will see a 3rd column on the right side.
- This column shows your recently used tools.



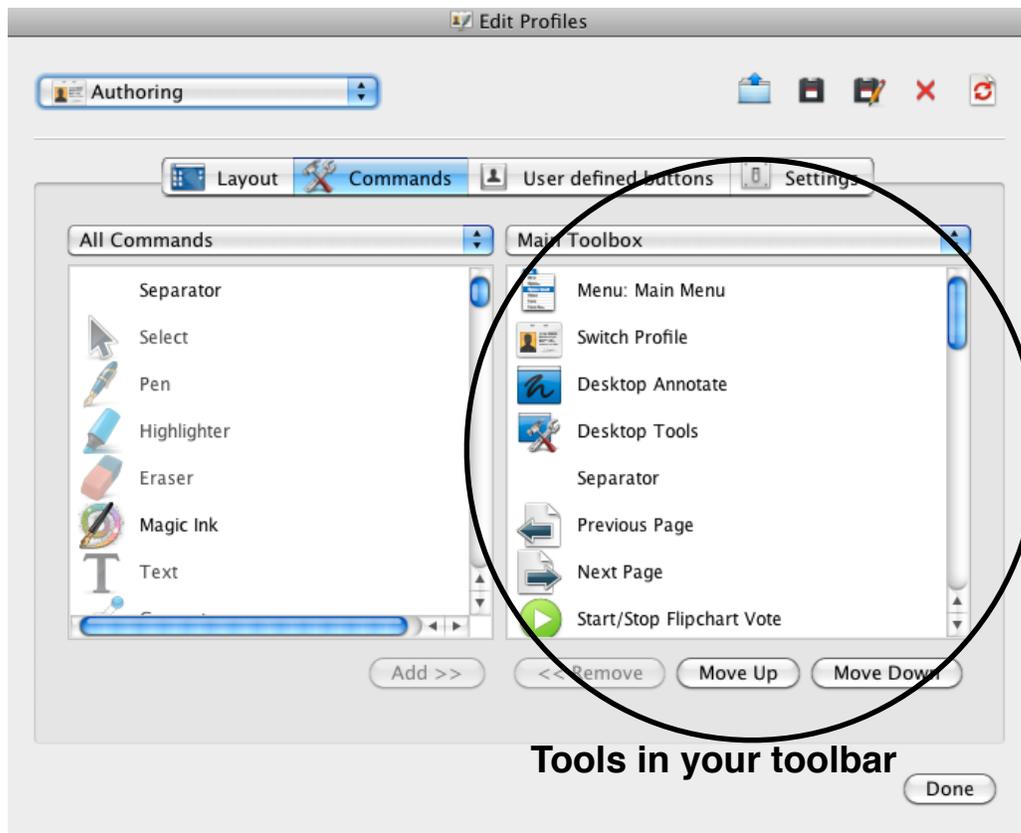
## Editing Profiles

To edit profiles (add tools to your toolbar), go to Main Menu > Edit > Profiles

- Shortcuts to access this:

- Apple + U (Mac)
- Control + U (PC)

- Click on the tool on the left list you want, then click Add.

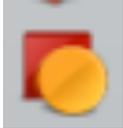


## New & Modified Tools



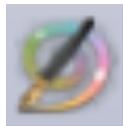
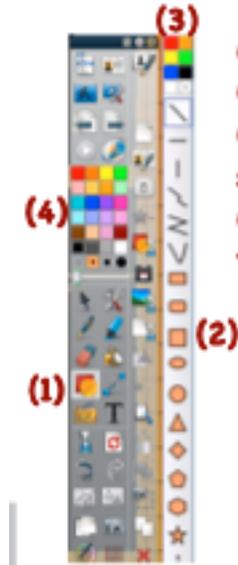
### Eraser Tool:

Permanently erase or break up annotations made with Pen, Highlighter, or Magic Ink.



### Shape Tool:

- 1)Click on the Shape tool in the toolbar
- 2)Click on the shape or line you want to draw
- 3)Click on the fill color you would like the shape to have
- 4)Click on the Outline color you would like your shape to have



### Magic Ink:

Making any “top layer” object invisible so that you can see the objects on the layer beneath the top layer object.



### Connector Tool:

Drawing connectors between objects. This is great for Concept Maps.  
-Create two shapes using the shape tool. Select the connector tool. Hover over the first shape until you get red pick up boxes. Select one connector box and connect it to a connector box on the second shape.

## **Browsers**

### **1) Page Browser**

- See your flipchart pages
- Reorganize your pages
- Copy slides from one flipchart to another

### **2) Resource Browser**

- Where images, backgrounds, objects, and activities are stored.
- When saving or importing resources, always place into MY RESOURCES. Whenever your computer is restored or ActivInspire is reinstalled, the Shared Resources will get installed as well. If you place anything in the Shared Resources, it will be erased with the installed folders.
- You can search for resources using the text box.
- If you click on the Magnifying Glass, that will take you to Promethean Planet where you can download flipchart made by other users as well resources.

### **3) Object Browser**

- See all objects on the page
- Reorder objects on different layers
- Lock down objects
- Hide objects

### **4) Notes Browser**

- Type in your notes of instruction for the page.
- Format your font by clicking on Format Toolbar

### **5) Property Browser**

- Edit the properties on objects.

### **6) Action Browser**

- Set objects to perform an action.
  - Select an action.
  - Select the target (object) that you want to perform the action
  - **Click Apply Changes.**

### **7) Voting Browser**

- Register Devices here
- See Registered Devices
- Disable devices of those students who are absent
- Show voting results

## **Layering Objects**

- To reorder objects on different layer, open up the Object Browser
  - shortcut: Apple + B (Mac) / Control + B (PC)
- Click on the Object in the list on the browser. To change layer, simply drag object to another layer.

## **Locking Objects**

- In the Object Browser, double-click on the white space under the Lock column and change from Unlock to Lock.
- To lock all objects on the page, double-click on the Lock Column Heading. To reverse this, simply double-click on it again.