

# Promethean Training For Beginners

## (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.

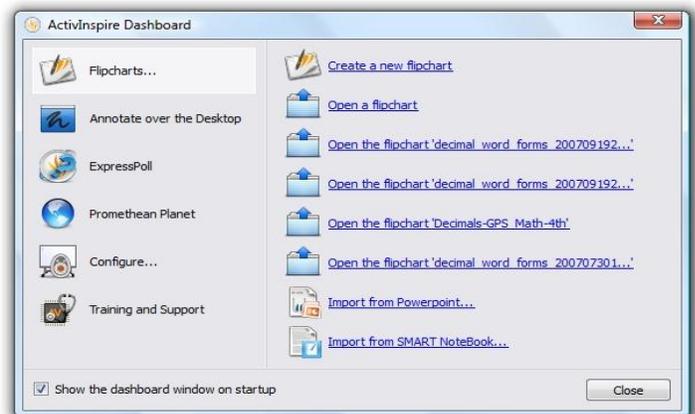


### Note: The First Time the Software is Launched:

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 will be taught using ActivInspire that most resembles ActivStudio.**

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

- All recently opened FlipCharts will be listed on the right
- Import PowerPoint or SMART Notebook files
- Switch to Annotate over the Desktop
- Start your express poll
- Go to Promethean Planet
- Configure settings
- Receive training and support



Since a new FlipChart is open when ActivInspire is started, if none of the above functions are needed, just close the Dashboard by clicking the red X in the upper right had corner of the Dashboard.

#### **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**

**Undo and Redo**

**Help**

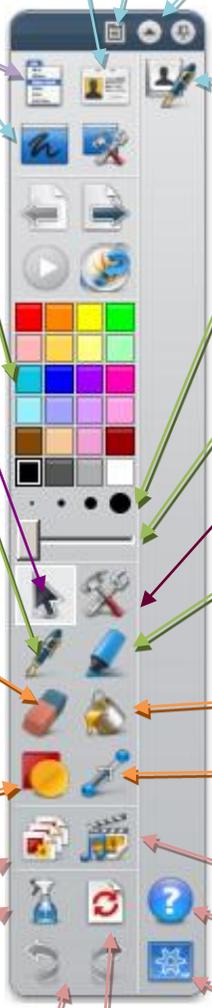
**Reset: a useful tool**  
Resets a saved FlipChart to its saved state  
Students can attempt a labelled diagram.  
Reset and another student can have a go.

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

**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



The **Pen Tool** allows the user to write (annotate) on the ActivBoard. 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.) 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 Tool



The **Text Tool** is used to add text to a FlipChart. Once you click on the text tool, click anywhere on your FlipChart and a text box will appear.

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.



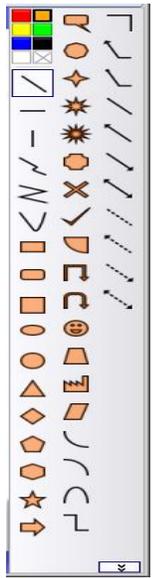
This button does not have to be clicked to engage the **Text Tool**. By clicking anywhere on the FlipChart, and begin to type. A text box will appear.

## Lines and Shapes

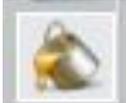


When the **Shape Tool** is clicked, a menu to the right of the FlipChart appears (shown right). The picture shows the full Shape menu. Click the chevrons at the bottom of the tool bar to access the Full shape menu.

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 any shape, click the **Select Tool**, left-click on the shape, and then use the handles to change the size of the shape.



## Fill Tool



The **Fill Tool** allows the user to change the color of ANY annotation, object, shape, text, or background within a FlipChart page. To change the color of any object, text, or shape, click the **Fill Tool** button, click on a color from the **Color Palette**, and then click anywhere within the object you wish to change the color of. To fill a background, click the **Fill 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 **Connector Tool** and selecting a line style from the menu (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 the last action you did on your FlipChart. The Undo button can be clicked multiple times to undo everything done since the last time the FlipChart was saved.

### Redo



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

### Clear Tool



The **Clear Tool** allows you to remove different items from your FlipChart. To clear all items drawn with the pen, highlighter, or magic ink, choose the **Clear Annotations** option. **Clear Objects** will remove pictures, clipart, shapes, 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



Select any annotation, object, text, or image then click the trash can to delete anything from the page. To put a group of objects into the Trashcan, select the whole area then click on the Trashcan icon. Objects can also be drug into the trash but pressing firmly on an object and dragging it to the Trashcan.

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

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

## Section 9: Inserting and Deleting a Page



To insert new pages anywhere in the FlipChart, click the **Menu** button on the Main Toolbox or the tool bar at the top of the screen. Scroll the mouse to **Insert > Page**. Choose 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 10: 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 on the **DashBoard**.

## Section 11: Profiles

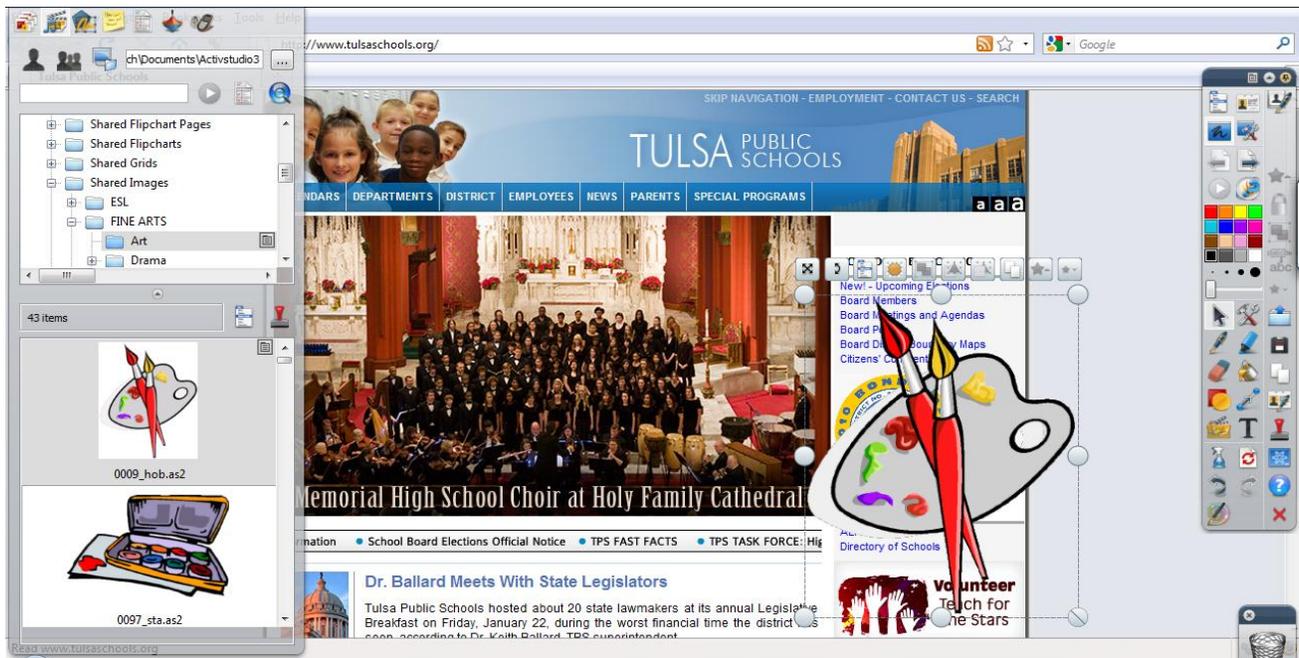


Profiles are preset customized views and toolbars. One click can bring up all the user's favorite tools, or only show the ones students will be using. Users can use the pre-made profiles or profiles can be customized. *To edit a profile, be on the Profile you want to edit, go to the main menu > Edit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

## Section 12: Annotate Over Desktop

All tools in ActivInspire will work on the computer screen, even if a Flipchart is not open. Click **Annotate Over Desktop** button on the Main Toolbar; the Flipchart will be minimized and the desktop will appear. The **Select** tool will operate as the mouse; opening and closing programs, menus, and windows.

When other tools are used, ActivInspire functions as an overlay transparency. An invisible page is opened over the screen application, allowing the user to access the pen and highlighter, the browsers, and any other tool. Clipart and tools can be imported into the page and actions attached. This transparency remains even if the desktop screen is changed, and can be saved and reopened just like any other Flipchart. To deactivate, click the **Annotate Over Desktop** button again.



## Section 13: Desktop Tools



Some tools are accessible without an open Flipchart. From the **Main Toolbar** Click the **Desktop Tools** button. The Flipchart will be minimized, the computer desktop will show, and a small **tool circle** will appear in the center of the screen. Scroll the mouse over the picture to make the tools appear. Choices include the **Camera Tool**, **Screen Recorder**, the **On-Screen Keyboard**, **Express Poll**, **Tickertape**, **Clock**, **Dice**, **Calculator**, **Sound Recorder**, a link to Promethean Planet, and **Return to Flipchart**.



## Section 14: 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 Menu bar underneath the Title Bar opens the different browser windows.

The right side of the Title Bar contains the docking buttons. The first button, on the right, indicates on what portion of the screen the browser will open. The push-pin button allows the option of pinning the browser in place or hiding the browser when working on the flipchart itself. (To bring the browser window back, scroll the mouse to the far left side of the screen).

The **Page Browser**- view, reorder, customize, duplicate, and delete 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 15: Page Browser



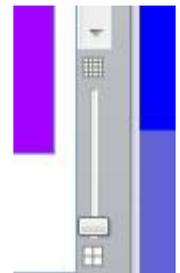
The **Page Browser** allows the user to move, organize, edit, and open pages in the FlipChart. Right-clicking on any thumbnail page will open the Page Edit menu.

This menu allows the user to cut, copy, duplicate, paste, or delete any page; insert a new page anywhere in the flipchart; insert and edit backgrounds and gridlines; export the page as its own document, or copy it to the **Resource Library**; or add and edit questions using ActiExpressions/Votes.

To change the order of a page, click and drag its thumbnail to the desired location (remember to use the thumbnail slider bar if the desired location is not visible).

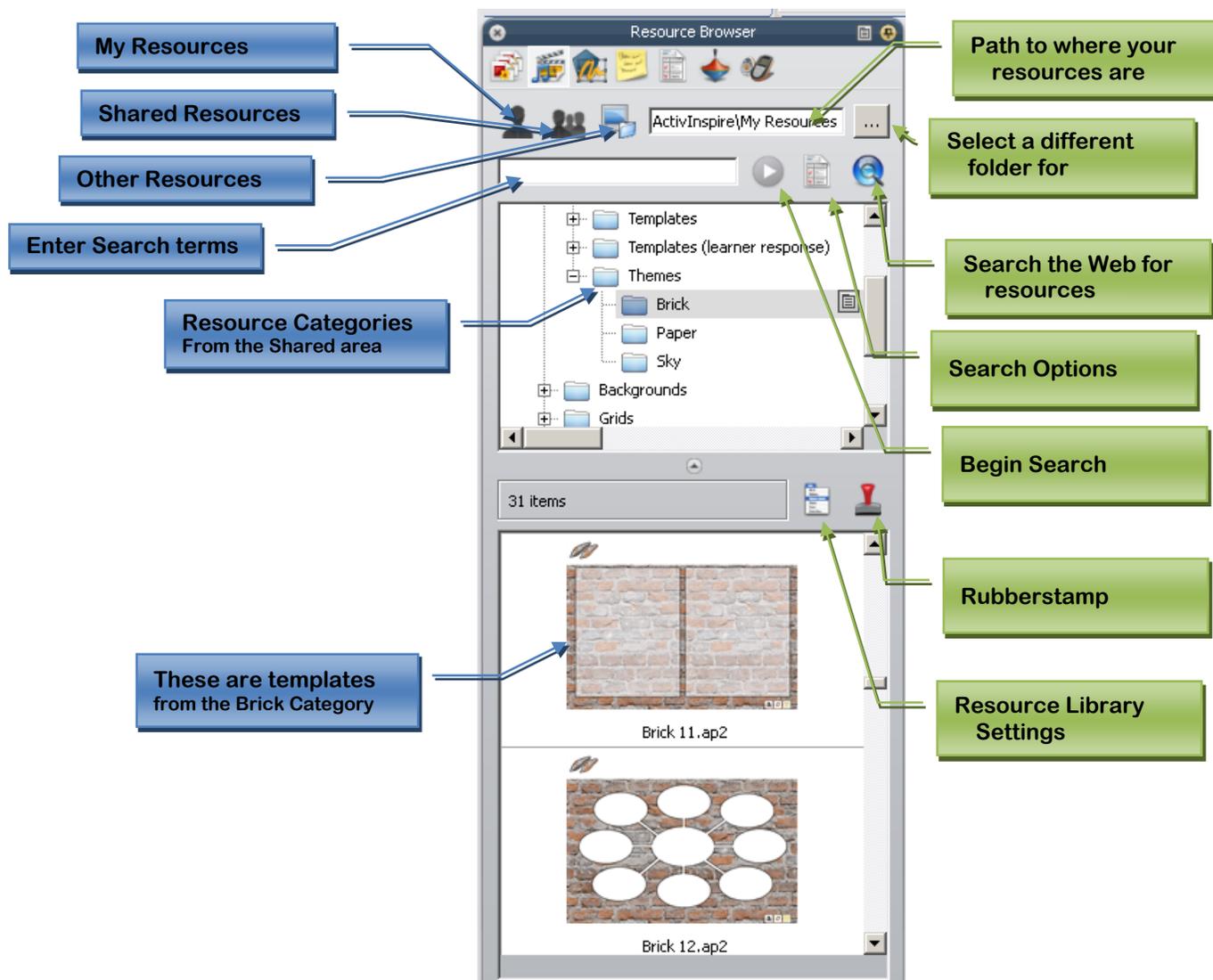
The pictures toward the bottom of the browser are thumbnails of pages, objects, or actions. To select, click and drag the desired choice over to the flipchart screen.

The size of the thumbnails can be adjusted to show more (and smaller) thumbnails or larger (and fewer) thumbnails. Click and drag the slider bar at the bottom right of the browser window to adjust the thumbnail sizes.



## Section 16: Resource Browser

The **Resource Browser** allows the user to open, utilize, and edit the Resource Library.

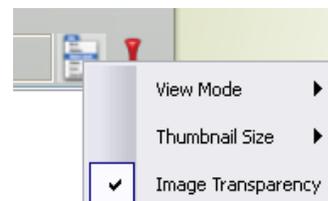


There are two categories for resources. **Shared Resources** are stored on the computer but are available to all users of the computer. **My Resources** are only available to the user currently logged in. Since the My Resources section begins empty, users have found it helpful to copy frequently used items here.

To find an item, (annotation, object, grid, or background) conduct a search or navigate through the folder menu. Choose to search through **My Resources**, **Shared Resources**, **Other Resources** (different locations on the computer, such as the desktop), or the **Web** (goes to Promethean Planet), and begin the search. To insert the item into the flipchart, click and drag it onto the flipchart page. The item can be edited on the page.

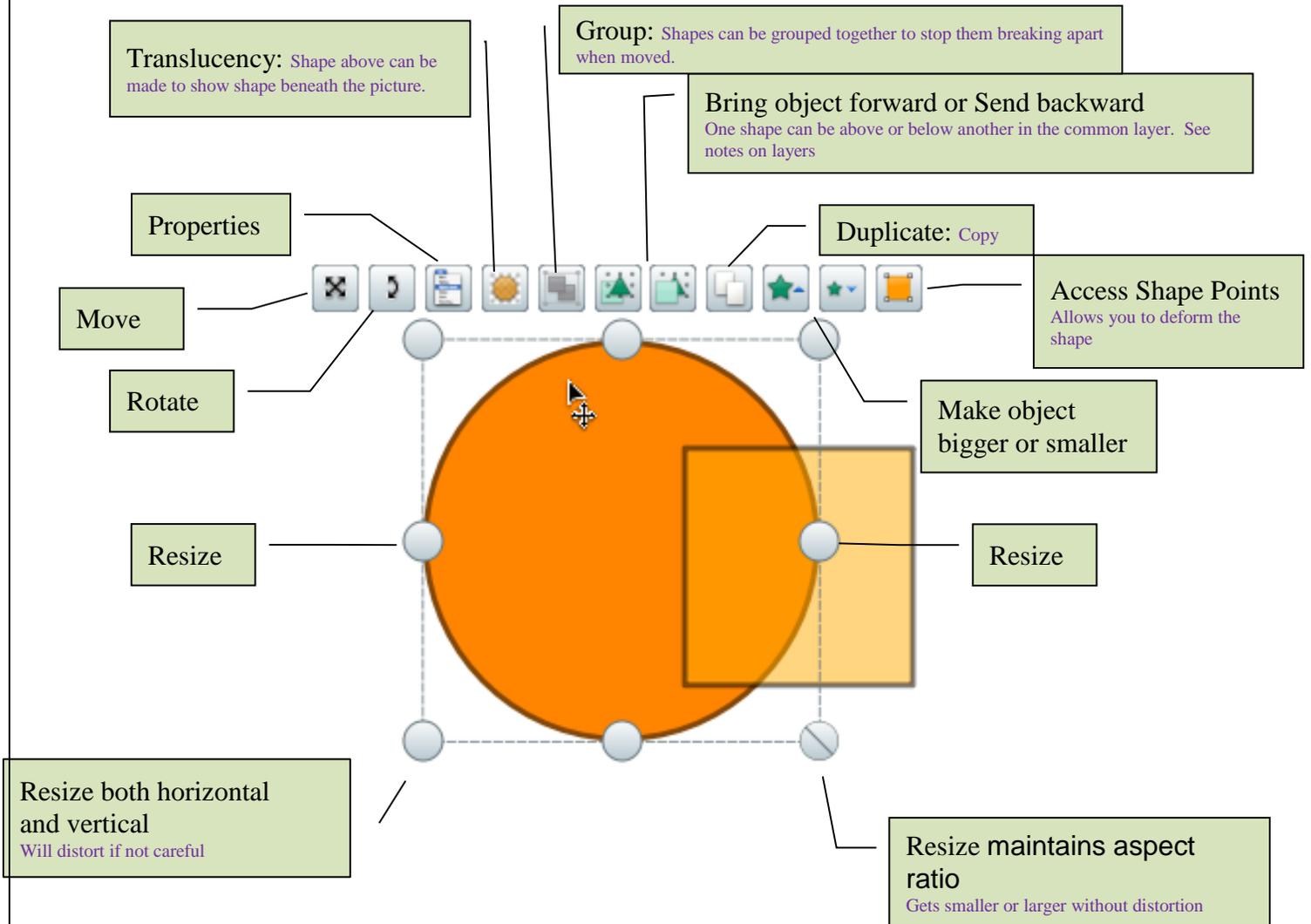
The **Rubberstamp** allows the user to make multiple copies easily. Click the **rubberstamp** button; click the selected item and then click anywhere on the page multiple times. Each click will insert a new object onto the page.

The **Resource Library Settings** button contains options for viewing the library objects. **View Mode** shows the objects as either pictures (thumbnails) or words (list). **Thumbnail Size** adjusts the size of the thumbnails. **Image Transparency** controls whether the white background around the object is invisible or not (the default is for invisibility, and is usually preferred).



## Section 17: Manipulate Objects and Annotations

To manipulate an object or annotation, click the “select” tool and click once on the item. The **Object Edit Box** will appear.



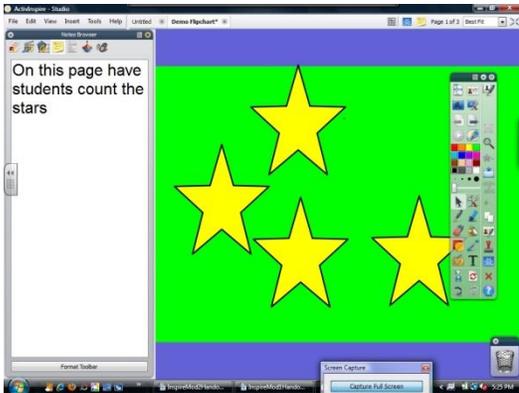
To move the object (or annotation; it works for both), click and drag on the four-way arrow. If the Object Edit Toolbar is not opened first, it is possible to click and drag directly on the object. The four way directional arrows indicates that the **Select Tool** is in move mode.

To resize the object, click and drag on one of the silver circles, or click on the green star buttons located on the toolbar. Keeping the object in its original perspective and ratio can only be guaranteed by using the "green star" buttons or the silver circle located on the bottom right corner of the object.

The **Grouping button** is useful for moving several objects at once and keeping them in the same relative positions. To group objects, click and drag a box around the desired items then click the **Grouping** button. Objects may also be ungrouped by clicking on any one of the items and clicking the **Grouping** button

The Properties command opens a new menu with more options. Commands include cut, copy, paste, duplicate, and delete; transform (size, mirror, flip, and alignment); reorder or assign to another layer; lock it in place, hide it, or drag a copy; attach a link or action; edit the properties; or manipulate the points of the shape.

### Section 3: Notes Browser



When using a FlipChart made by another teacher, it is helpful to have notes on how the lesson is taught or the objectives for the lesson. Notes are attached to individual pages, and their presence is indicated by a note icon in the upper right hand portion of the screen (see example at right). Click on the icon and the Note Browser opens, revealing the FlipCharts creator's instructions.



### Section 13: Other Resources

Promethean Planet (located at <http://www.prometheanplanet.com>) is the online resource for teachers. 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.

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 14: 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!***