

# ACTIVINSPIRE TIPS & TRICKS

## Using Teacher Lock:

Teacher lock allows you to prevent certain tools in ActivInspire from running. This will prevent any changes to the flipchart if you are away from the board.

1. Click **Tools**
2. Click **More Tools**
3. Click **Teacher Lock**
4. Enter the password (default password is 1234)
5. Click **OK**

\*To turn Teacher Lock off, repeat the steps 1-5

## Changing the Teacher Lock password:

1. Click **Tools**
2. Click **More Tools**
3. Click **Teacher Lock**
4. Click **Change Password**
5. Enter the Old Password
6. Enter the New Password
7. Confirm the New Password
8. Click **OK**

\*Write down the new password in a secure location. There is NO password retrieval availability in ActivInspire. The only way to unlock if you forget the password is to uninstall/reinstall ActivInspire.