

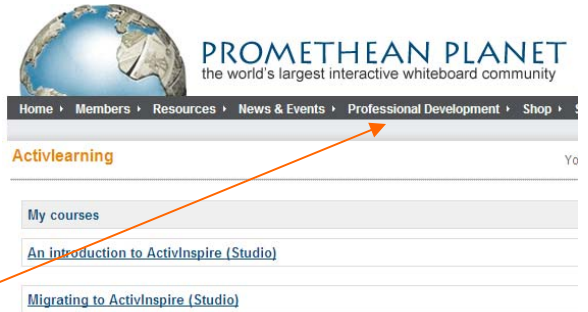
Promethean Tuesday Notes

Week 8
Tuesday, March 10, 2009

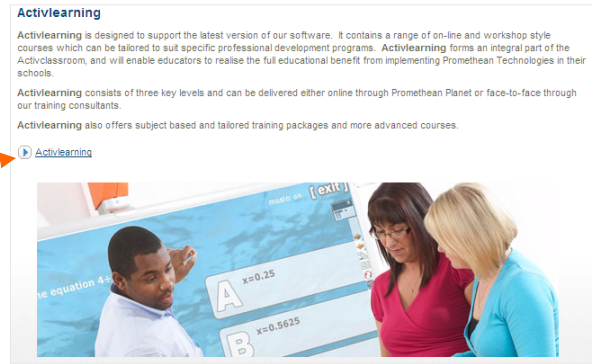
Free ActivInspire Tutorials

Promethean Planet offers free tutorials from their website on the new software. They are very helpful. To enroll, all you need to do is:

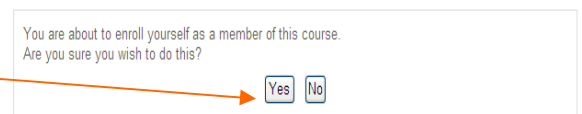
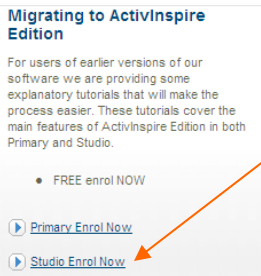
1. Log on to Promethean Planet.
2. Click on the tab that says "Professional Development"
3. Then, choose the "Activlearning" link.



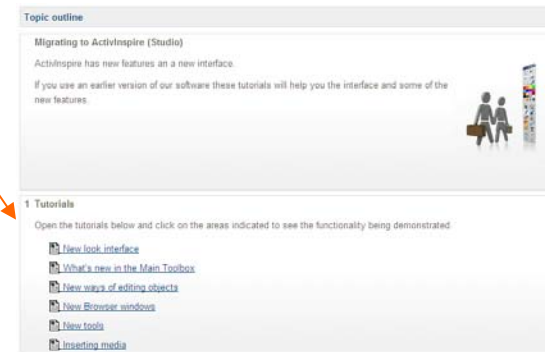
4. You will want to choose "Studio Enrol Now" (unless you are using ActivPrimary)



5. Confirm you want to enroll.

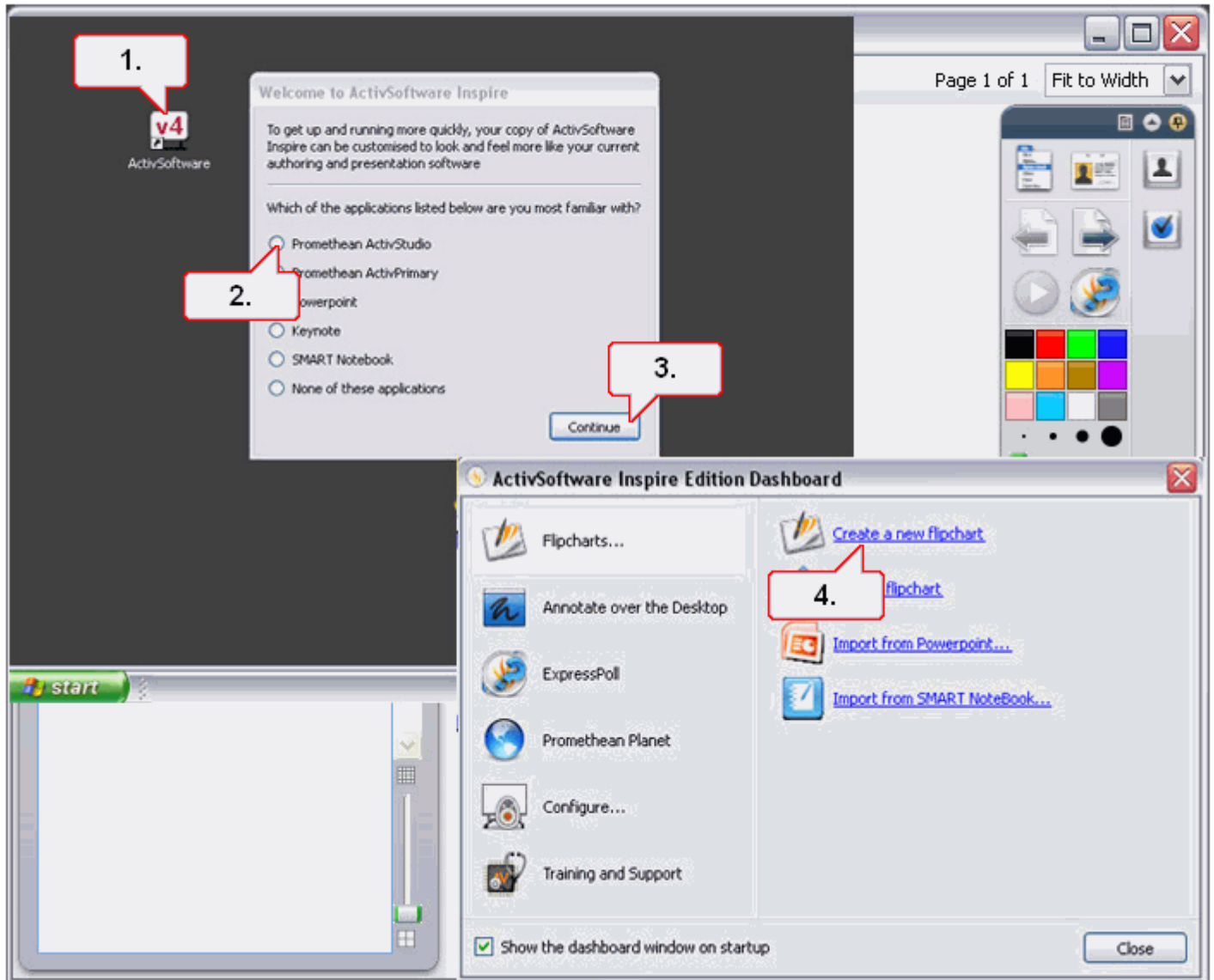


6. The tutorial will then give you a list of topics you can choose. You can use whichever ones you want and skip the ones you don't want. When you are done with the tutorials you want to see, logout of Promethean Planet



Introduction to ActivInspire

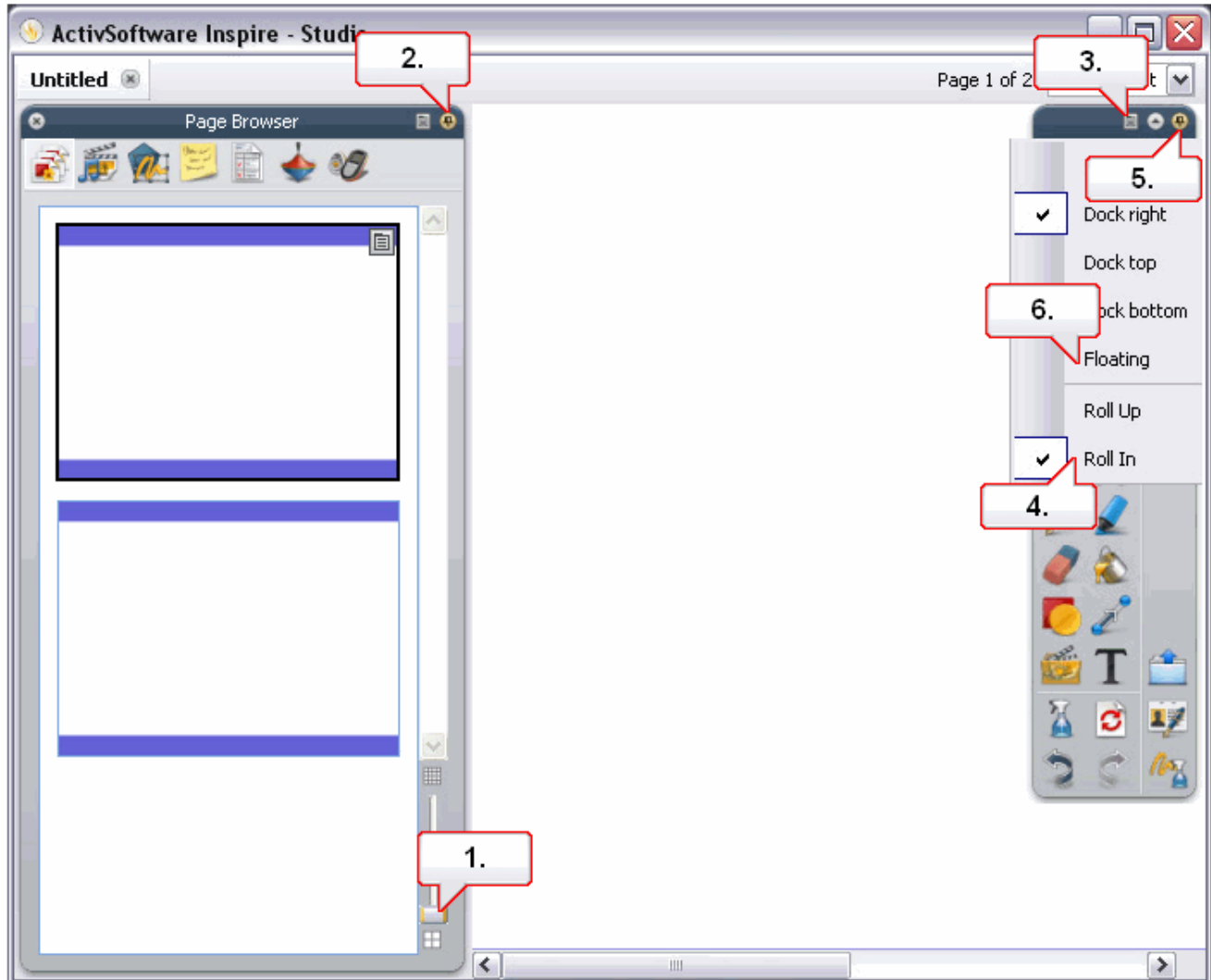
Tutorial 1 - Starting the software



Click on the screen above to begin the tutorial. Follow the instructions, clicking where indicated.

1. Double-click on the program icon.
2. Here you can select the initial look and feel. Choose 'Promethean ActivStudio'.
3. Select 'Continue'.
4. In the 'Dashboard' select 'Create a new flipchart'.

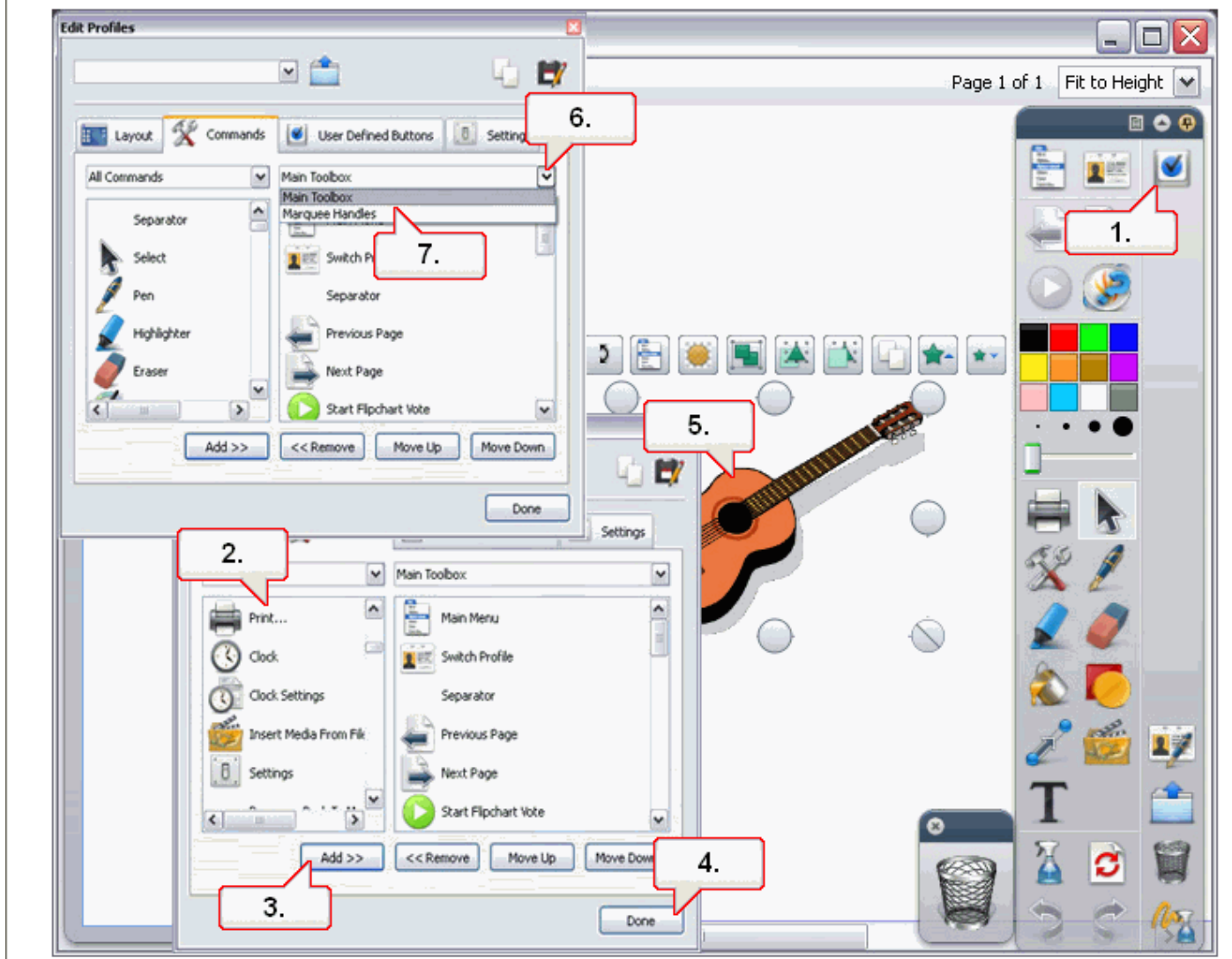
Tutorial 2 - The software interface



Click on the screen above to begin the tutorial. Follow the instructions, clicking where indicated.

1. Click on the thumbnail slider. We will show the 'Smaller Thumbnails'.
2. Unpin the 'Browser'.
3. Select the 'Toolbox Options'.
4. Choose 'Roll In'.
5. Unpin the 'Main Toolbox'.
6. Select 'Floating'. We will demonstrate this function.

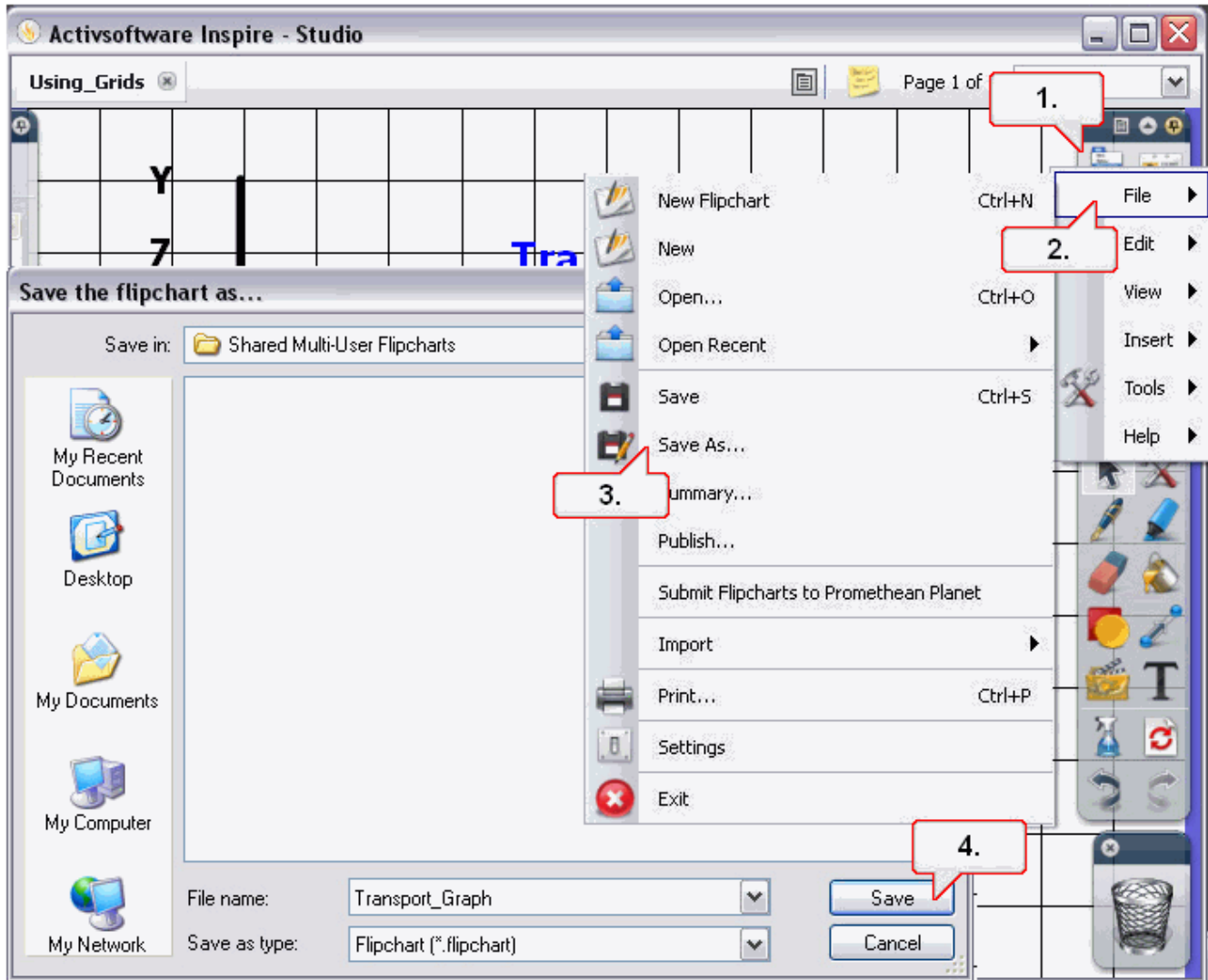
Tutorial 3 - Customising the interface



Click on the screen above to begin the tutorial. Follow the instructions, clicking where indicated.

1. Click on the 'Edit User Defined Buttons...' icon.
2. Choose the 'Print' tool to add it to the 'Main Toolbox'.
3. Select 'Add'.
4. Select 'Done' to close the 'Edit Profiles' window.
5. Click on the image of the guitar to select it.
6. Click on the drop down menu.
7. Select 'Marquee Handles' and we will add 'Delete'.

Make sure you save your flipchart to a location you will be able



to find it. We encourage you to save it to your file server account (H drive)

Click on the screen above to begin the tutorial. Follow the instructions, clicking where indicated.

1. Click on the 'Main Menu' button.
2. Select 'File'.
3. Select 'Save As'.
4. Navigate to the location where you want to save the flipchart, name it and click 'Save'.