

# Introduction to the ACTIVBoard Using Inspire

## Part I: Using Your Promethean Board in the Classroom

There are several 'modes' in which you can utilize your Promethean Board in your classroom:



1. **As a touch sensitive screen** – You can interact with the computer (and any computer program) using the ACTIVpen as your mouse.
  - o **Click:** Tap the nib on the whiteboard
  - o **Double-click:** Quickly tap twice
  - o **Right-click:** Depress the small orange button on the side of the pen before clicking
2. **As an overlay** – You can add annotations to anything on the computer display



- a. The tools you will use most often in this mode will probably be the:



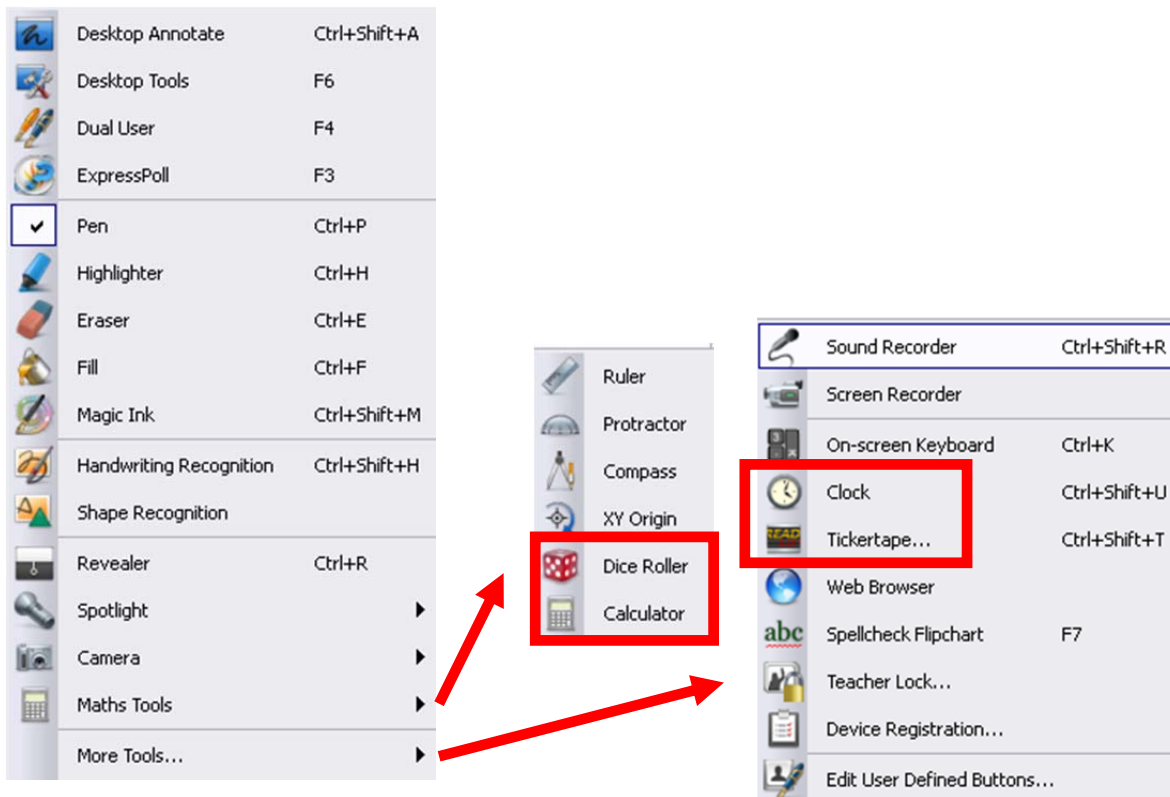
3. **As a multi-paged white board** – You can write on the board as you normally would, but can create new, clean writing space (that can be saved and printed)

- o Create a new, blank flipchart click on  in the toolbar, then **File**, then **New FlipChart**
- o When you need a new, blank page, click on the arrow button on the 



4. **A flipchart presentation device** – You can present previously created flipcharts

5. **Tools** - There are several tools that can be useful in the classroom without incorporating them into a flipchart:  
 You can access these tools by choosing **File**, then **Tools**, then **More Tools** or **Maths Tools**.



## Dual Pen Functionality

If you have one of the newer ActivBoards (shown below) and if you have ActivInspire installed, you can use 2 pens at the same time. Please note that the board comes with a dark grey pen (the teacher pen) and a light grey pen (the student pen). (Actually, you should receive 2 sets of pens. Keep one set as a back-up.)

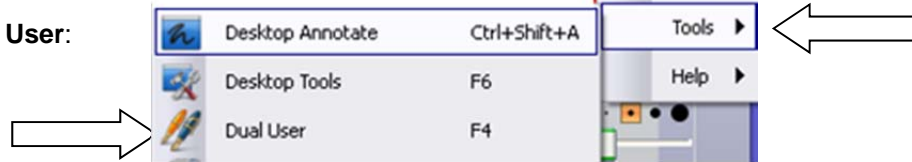


## Activating the Dual Pen Feature

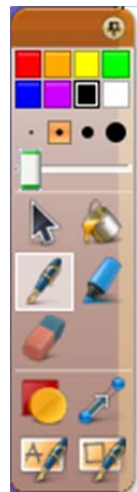
(1.) Click on this button:



(2.) Click on **Tools**, then **Dual User**:



(3.) You should now see two toolbars, one for the **student** and one for the **teacher**. Both pens will be able to write at the same time. However, the teacher pen will always take precedence over the student pen. (For example, the teacher pen can clear the whole page, while the student pen cannot.)



Student



Teacher

## Part II: Additional Features

### ACTIVclassroom Components


ACTIVboard  
 ACTIVpens  
 ACTIVotes  
 ACTIVexpressions  
 ACTIVslate  
 Projector  
 Computer



3 Parts to the system:

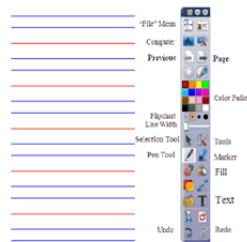
**Promethean Board** → (USB cable) → **computer** → **Projection Device**

To calibrate the system:

Right-click on the ACTIVBoard icon in the notification area  → **Calibrate**

### Basic tools:

- ✓ pens
- ✓ highlighters
- ✓ eraser
- ✓ clear screen
- ✓ undo and re-do



Flipcharts have 4 layers:

**Front** – contains pen, highlighter and eraser object

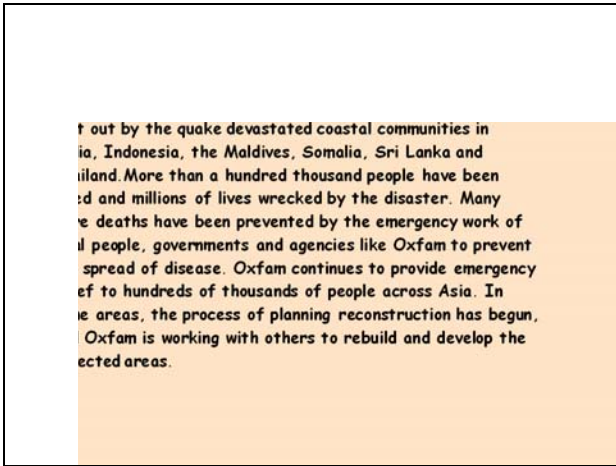
**Middle** – All objects (initially)

**Back** – You can select objects and send to the back layer

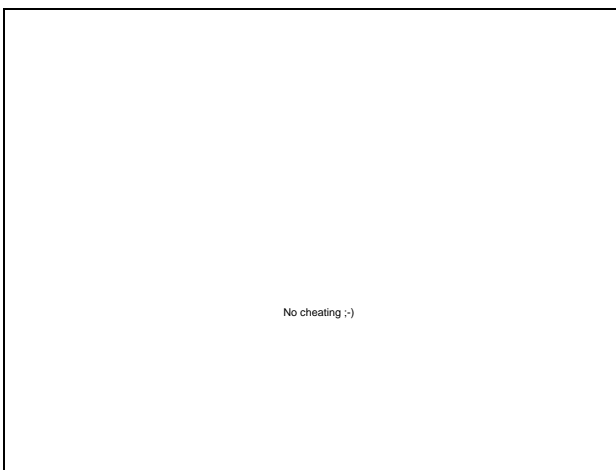
**Background** – background color and grids (from library)

You can also lock and unlock objects

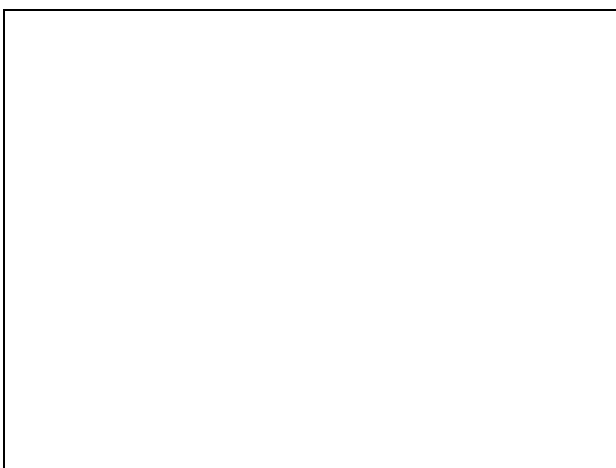
(Left-clicking an object allows you to change properties)




The **fill** tool can fill the background, recognized shapes and text (by word)

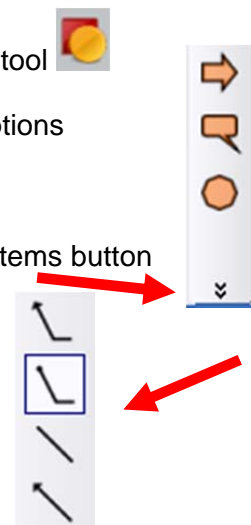


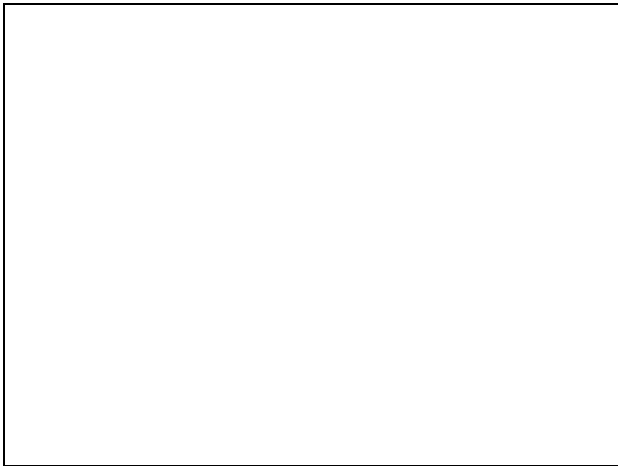
The **revealer** tool can work from any edge



Clicking on the shapes tool  displays the **shapes** options

Click on the additional items button will allow you to access various callouts.





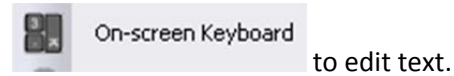
Editing text is not easy (probably easier to delete and try again) but to edit:

Choose the Select tool, Double-click on word.

On the edit object toolbar, choose the **edit text**

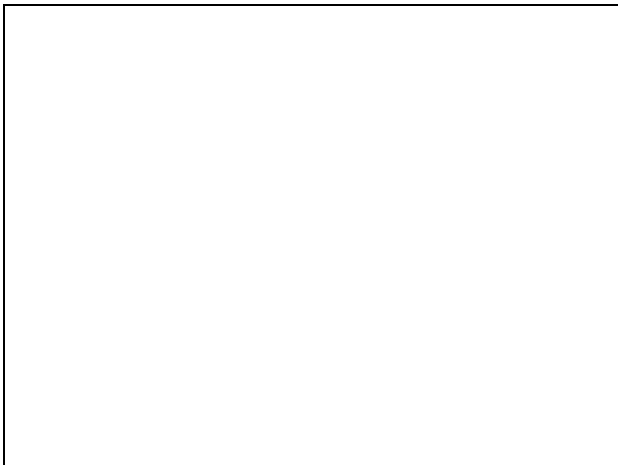


Now select **tools**, then **more tools**, then the



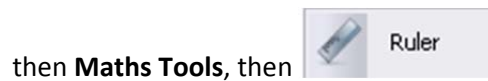
to edit text.

You can also click on then



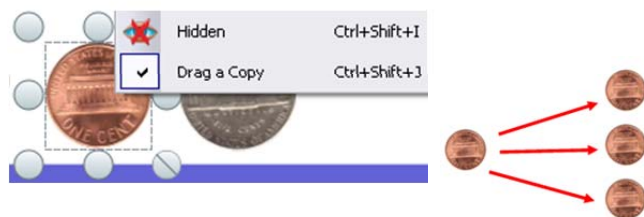
To access the **ruler**, **protractor**, **calculator**, etc.,

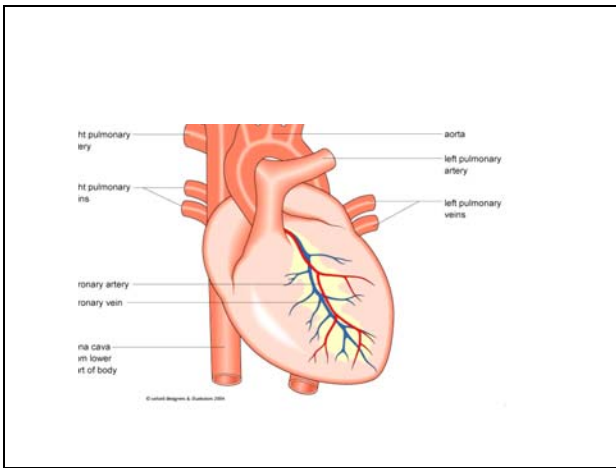
click the **tools** button



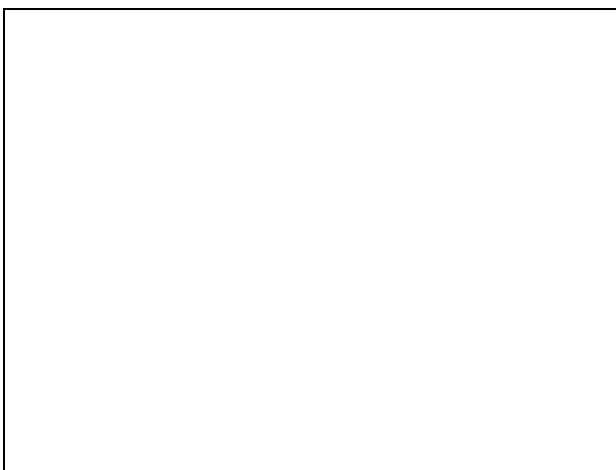
You can use the “drag a copy” feature to drag unlimited copies of an item from one part of the page to another.

**Right** click on an item and select **Drag a Copy** to enable this feature.

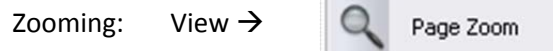
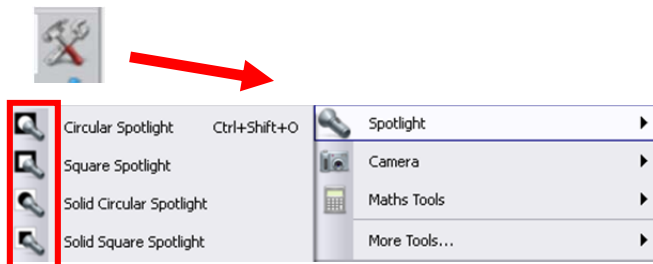




You can use the **pen tool** (very wide) to cover up answers, then drag to trashcan to discard

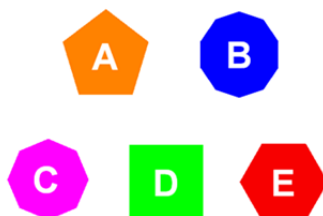


In **spotlight**, hovering will change shape; touching allows you to move the spotlight



Which of these shapes is an octagon?

Using the voting icon, you can ask students to respond to questions on the flipchart pages.

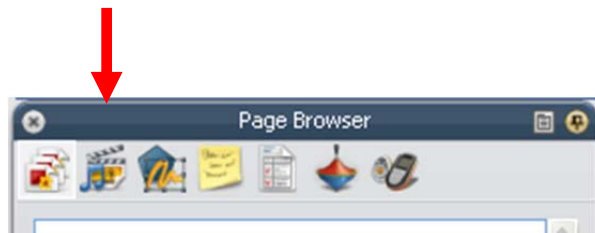
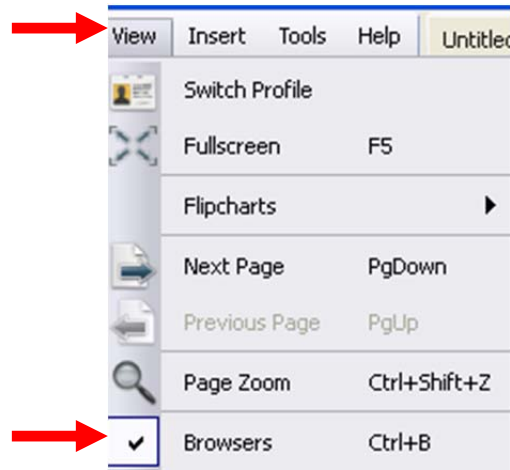
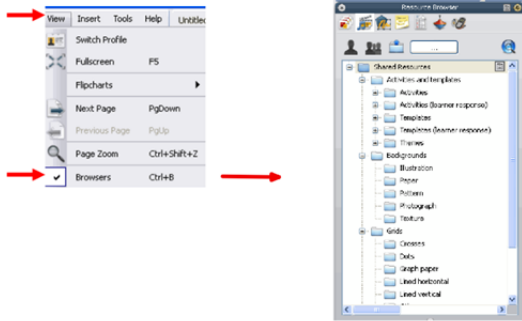


ACTIVotes cost approx. \$1500 for 32 'eggs'

ActivExpressions cost approx \$2400 for 32 units.



### ActivInspire Resources



### ActivInspire Resources



[www.prometheanplanet.com](http://www.prometheanplanet.com)