

Promethean Training 1



Equipment:

1. **ActiveBoard**
2. **ActivePen**- Controls your computer as you draw on the Activboard.
 - Left Click = touching pen to board, touch twice to “double click”
 - Right click = Hover over activeboard and click orange button

Getting Started:

Calibrating

- Use the Activpen to hover over the Blue Flame in the top left corner of the Activboard.
- Then click on the + symbols provided

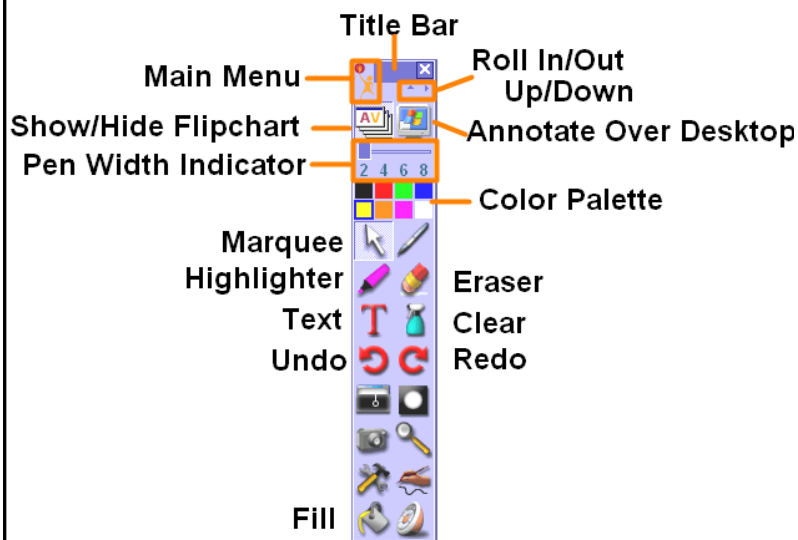
Creating New Flipchart

To create a new Flipchart:

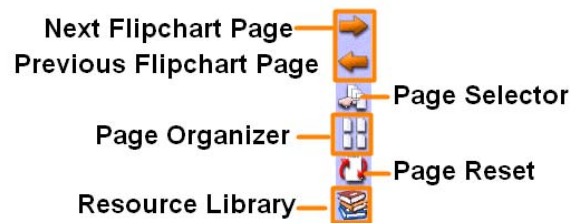
- Launch Activstudio
- From the Main Menu: choose Flipchart > New > Screen Size

ActiveStudio Toolboxes and Tools

Main Toolbox

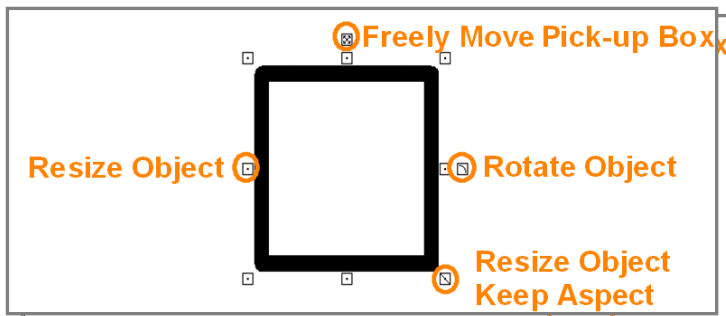


Flipchart Toolstrip



Marquee Select Tools

- Moving, rotating, resize
- Click to select and object and use the handles on the corner to:



Highlighter

-- places a translucent color over items on your flipchart.

Pen Modifier Toolbox

- Right click on the pen icon to open



Undo Redo



Removing Objects

Eraser tool

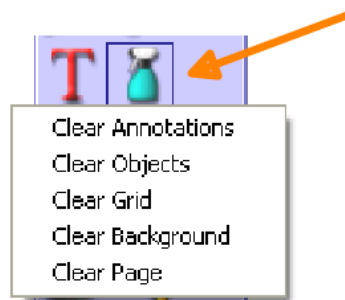
- Puts clear film over writing
- Objects are called annotations

3 ways to remove items:

1. Drag to trashcan
2. Double-click object, opens object edit tools, select trashcan
3. Use clear tool

Clear Tool

- Click on the Clear tool and select an option



Text

Text To add text, place your cursor where you want the text and start typing. The Text tool will be selected automatically. Your text will appear on the page.

Reposition Text

- Click on text
- Drag out or Pull in using the Pick-up boxes

Editing Text — To display the Object Edit toolbox, double click on text you have created.



Select the T to change font style, size, color and alignment.

Flipcharts

New flipchart Page



- — Click the next page button on flipchart toolstrip, a page will be added.
- — Page number will appear at the top of the screen.



- Page organizer allows rearranging of pages



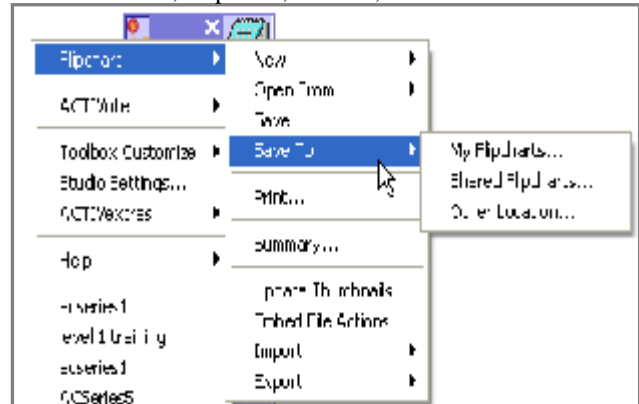
Resource Library



- Click the Stack of books to view the library
- Search and/or select images to insert

Saving a Flipchart

Click: Main Menu, Flipchart, Save to, select the location.



Resources

Promethean Planet is a site that permits teachers to share flipcharts with anyone throughout the world.

<http://www.prometheanplanet.com>

A fantastic wiki created by RRISD employees. Containing flipcharts correlating with Texas TEKS.

<http://rrisd-flipcharts.wikispaces.com>

The district Curriculum Management Tool has a group that was created to permit teachers to share flipchart files and Promethean support files with other teachers within the district. To be invited to this group, contact your campus ITS. <http://grddev/cm/login.aspx>

This TeacherWeb site contains links to Internet Resources that can be utilized with Promethean boards.

<http://teacherweb.com/TX/Berkman/Baker/>