Quick Start with ActivExpressions

Note: There is an instructional video on YouTube, which reviews registering the "Expressions." Please make sure you login to Novell to access YouTube.

What comes with your Activexpressions?

- 🖥 Activhub with holder and cable
- 🖥 Software installation CD
- 🖥 32 Activexpressions
- 🖥 Activexpression Quick Start Guide
- 🖥 Tool to open Activexpressions for battery replacement

These are the first steps needed to get started with Activexpression.

- 🖥 Existing Activprimary or Activstudio users only: update Activstudio or Activprimary. If you purchased your ActiveBoard prior to 2010 you must update the Kernel. The attached article will walk you through that process.
- 🖥 **Update Activstudio or Activprimary**
- 🖥 Plug in the ActivHub
- 🖥 From the dashboard, select the Support tab and click 'Check for Update' or visit www.prometheanworld.com. Select **Support>Software Upgrades**. Follow the instructions on-screen.
- 🖥 **Install the Activexpression software**
  Windows
  - Place the application CD in the CD-ROM drive.
  - The CD-ROM should run automatically, follow the on-screen instructions to install the software. If the CD-ROM does not run automatically, from your desktop select **Start>Run**.
  - In the Run box type the drive letter that contains the CD follow by \menu. exe. For example d:\menu.exe. Click OK.

  Mac
  - Place the application CD in your computer's CD-ROM drive.
  - Double-click the Activsoftware Expression Edition installer icon that appears on your desktop.
  - Double-click the .mpkg file.
  - Follow the on-screen instructions to install the software.
  - The software is installed in Go>Applications>Promethean> Activexpression.
  - You may drag the Activsoftware Expression Edition icon onto the dock.

Plug in the   Activhub

- 🖥 Insert the Activhub into a USB port on your computer (This links the communicate between Activexpression devices and your computer.)
- 🖥 A green light on the Activhub will, if the ActivHub is working.
- 🖥 Both your Activslate and your Activexpressions can be registered to the same Activhub.
- 🖥 Raise the antenna on your Activhub if better reception is needed.

Activexpression Keys

1. **Hot keys.** Use these to select options displayed on screen.

2. **On/Off button.** Press and hold this button to switch the device on or off.

3. **a/A/1.** Toggle between lower case, upper case and number input.

4. **Delete.**

5. **Menu/symbol key.** Use to register the device and to access a range of character symbols.
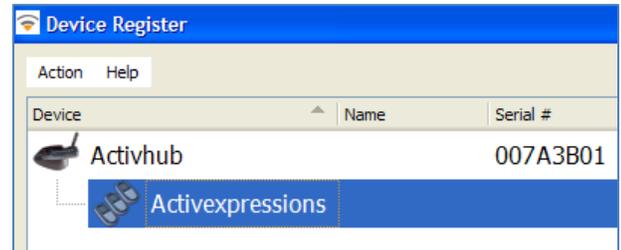
6. **Enter.**

Label your Activexpressions

⌨ **Label the bottom edge of each Activexpression with your assigned letters and numbers 1-32. (Example: A1, A2, A3) That way you can see the numbers in your case, but the students will not be able to see the numbers when the Expressions are being used.**

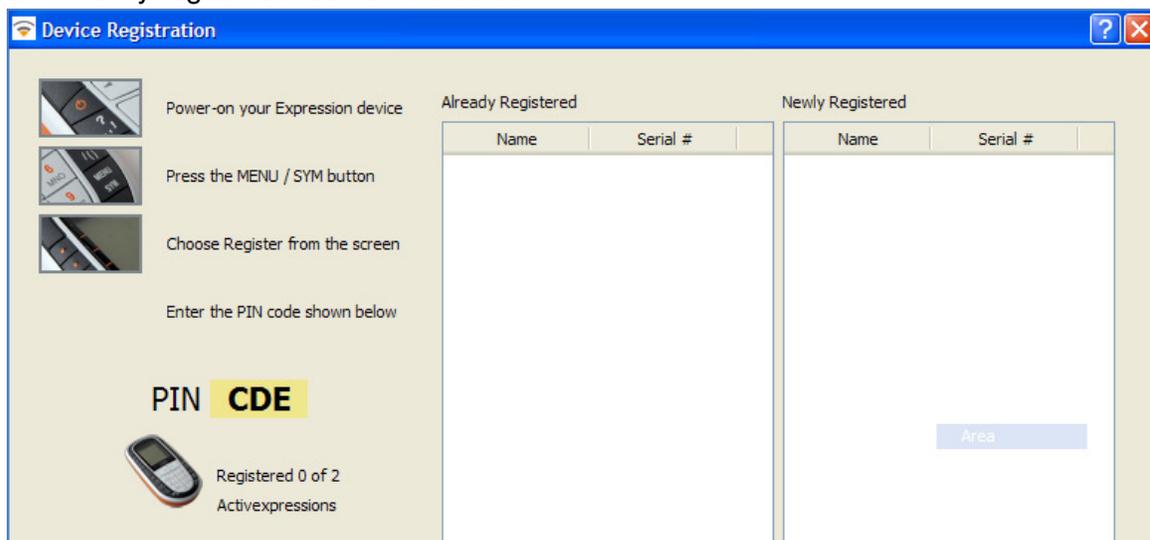| School	Teacher	Expression Numbers
ABC Middle	John Nobody	A1-A32
ABC Middle	Nancy Somebody	B1-B32
ABC Middle	Bruce Almighty	C1-C32
ABC Middle	Shannon Sleepy	D1-D32
ABC Middle	Angie Hands	E1-E32
ABC Middle	Franco Feet	F1-F32
ABC Middle	Darala Heart	G1-G32
ABC Middle	Erika Nose	H1-H32
ABC Middle	Nancy Man	J1-J32

Register a complete set of Activexpressions:

If you registering a full set of devices, deleting any devices you currently have registered.

- 🖥 Open the Activexpression software and click the Registration Button on the toolbar. (make sure the hub is attached to the PC/labtop.
- 🖥 The Device Register box opens. Click 'Activhub' under the 'Device' heading. Click **Action>Full Registration**. If devices are registered, you are told that currently registered devices will be cleared.
- 🖥 Click OK.
- 🖥 A Full Registration box opens.
- 🖥 In the Full Registration box, click the arrows to select the number of devices you want to register.
- 🖥 Select the Named checkbox.
- 🖥 Click OK. You are given the option to limit the name style.
- 🖥 Click OK. A PIN number appears on screen.

- 🖥 The screen below will appear. Turn on your Activexpressions and follow the directions below. Enter the pin for each Activexpressions until all 32 are registered. When all devices are registered, they will appear in "newly registered" box on the screen.
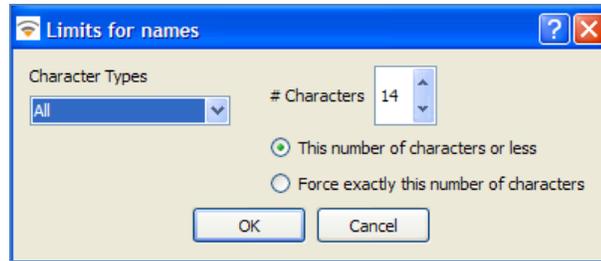
Naming your Devices:

You may want to distribute your devices by number to coincide with the numbers on your class role. If so, your Activexpressions are registered and ready to use. If you wish to rename your devices or allow your students to do so, follow the directions below.

- 🖥 **Allow students to rename devices**
    1. Make sure registered Activexpressions are switched on.

    2. Open the software and select the Device Registration button.

3. Right click on "Activexpressions" and choose select "End User Name." You will see the box below. Choose the preferable character type and number of characters allowable.

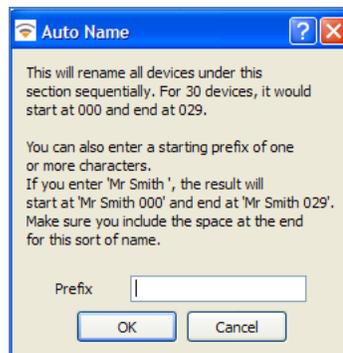4. Students will be prompted on their device to input and send the new name.

🖳 **Automatically rename all devices.**
   1. Make sure registered Activexpressions are switched on.

   2. Open the software and select the Device Registration button.
   3. Right click on "Activexpressions" and select "Auto Name." You will see the box below.

   4. Enter a prefix of up to 12 characters and click OK. Registered device will be given the prefix plus a number. (Example: Spencer1, Spencer2, etc.)

🖳 **Rename an individual device.**

   1. Right click on an individual device in the Device Register box and select "rename."
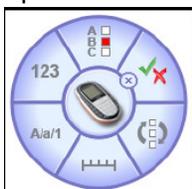   2. Type in the new name and click OK.

Using your Activexpressions for AdHoc (on the spot, instant) responses:

🖳 Open the Activexpression Software.

🖳 Click the Express Poll icon on the toolbox.
🖳 The Express Question Menu (wonder wheel) will appear. You can choose between multiple choice, numeric, true false, sort in order, Likert, or text. Choose your question option and any additional options under each answer type.

- ⌨ When the voting control appears, students will follow the instructions on the Activexpression to send their choices.

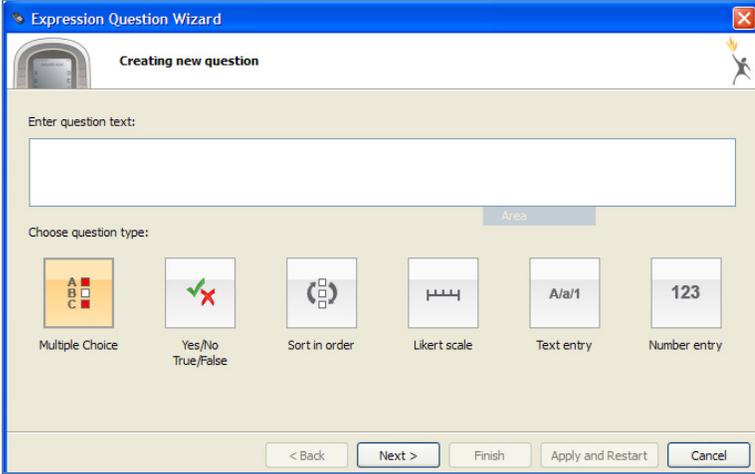- ⌨ When are votes are collected, they will be displayed in the "Vote Results" box.

Use the Express Question Wizard to prepare questions for assessment:

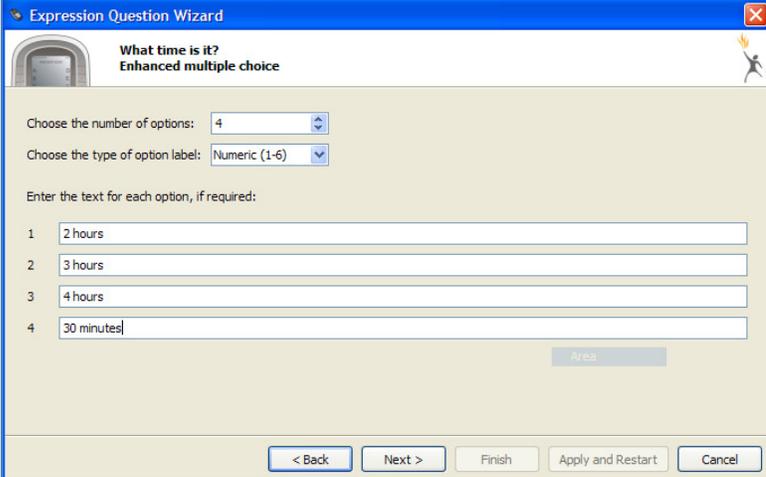- ⌨ Open the Activexpression Software.

- ⌨ Click the flipchart icon to open a new flipchart page.

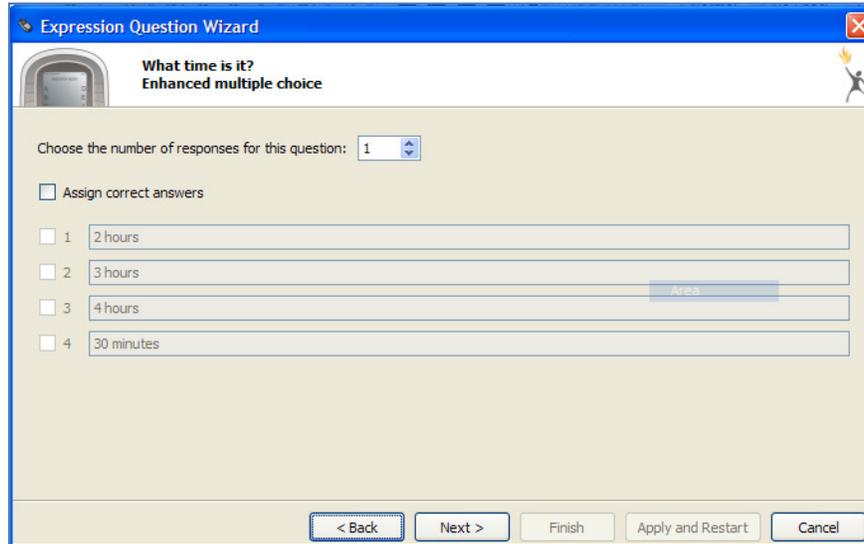- ⌨ Click the Express Question Wizard button on the Flipchart tool strip.
- ⌨ In the Expression Question Wizard box, type in your question and choose the question type that you prefer. Click Next.
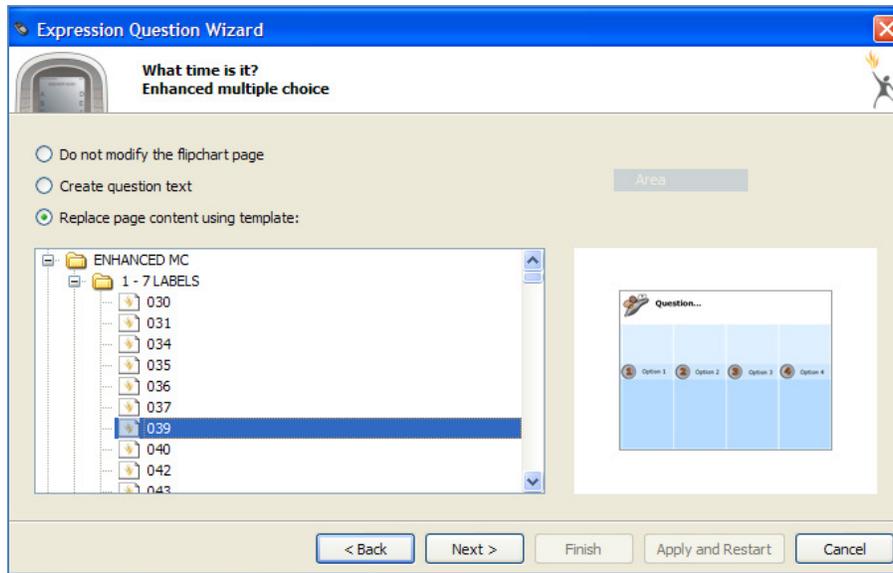

- ⌨ Additional options will be available according to the type of question chosen. The choices below are based on a multiple-choice question. Enter the text for your options and click next.
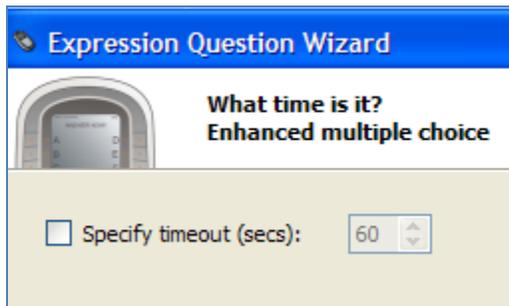
⌨ The next screen will allow you to choose the correct answer. If you choose "assign correct answers," the correct answer will be displayed on the result screen. Make your choices and click next.

⌨ On the next screen, you can choose to ask the question without modifying the flipchart (ad hoc-without adding the text to the flipchart page), add the question to the existing flipchart, or choose a template for the question. Notice that a preview of the available template will be displayed to the right of the selection screen. Make your choices and click next.

⌨ You can assign a time limit for responses if you wish. Click "finish" when your choices are made.

- ⌨ To edit your question, open the page on which the question appears, click the Express Question Wizard button, and edit your choices.
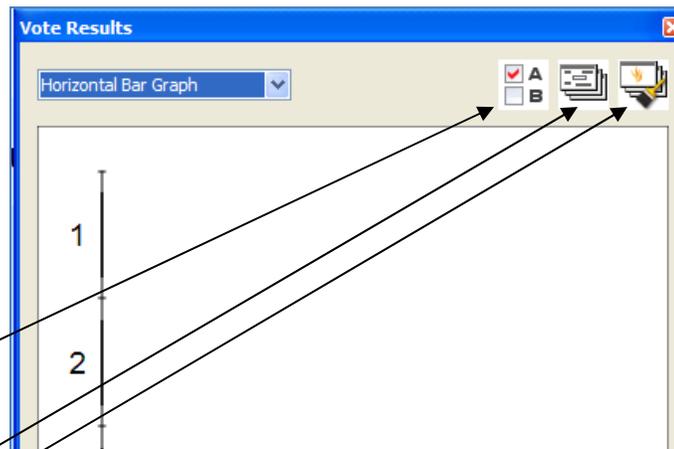- ⌨ To copy your text from any open document, select the text, right click on the selection, choose copy, right click on the text box on the Question Wizard, click paste.

Ask the questions prepared through the wizard:

- ⌨ Open the flipchart page with your question(s).

- ⌨ Click the "Ask questions on current flipchart page" button on the toolbar.
- ⌨ Answer options will appear on the Activexpression. Choose options on the device itself.
- ⌨ When all responses have been sent the vote ends, and the results are displayed. Results will be displayed by horizontal or vertical bar graph, who answered list, who answered graph, pie chart, or text display.

- ⌨ Click "B" to show the correct answers.
- ⌨ Click the "word seed" icon to transfer text or numerical answers directly to a flipchart page.
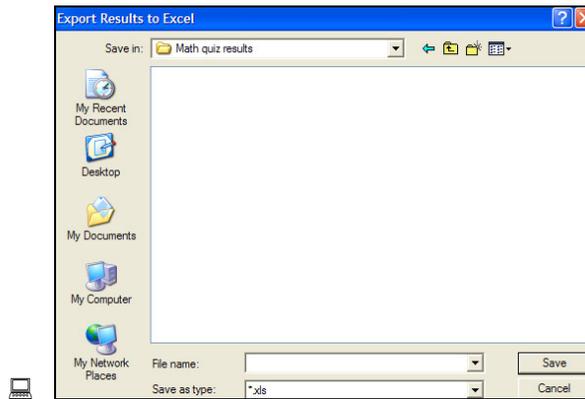- ⌨ Click the "Paste" button to paste the results in the chosen format on the flipchart page.

- ⌨ To review results for the entire flipchart, click the "Vote Results" button on the toolbar.

Export results to an excel document:

- ⌨ Click the export button on your toolbar.
- ⌨ A window will open that allows you to name your spreadsheet and save it to a file on your computer. You could also paste your results on a flipchart page and save the whole flipchart under the date, class period, and assignment
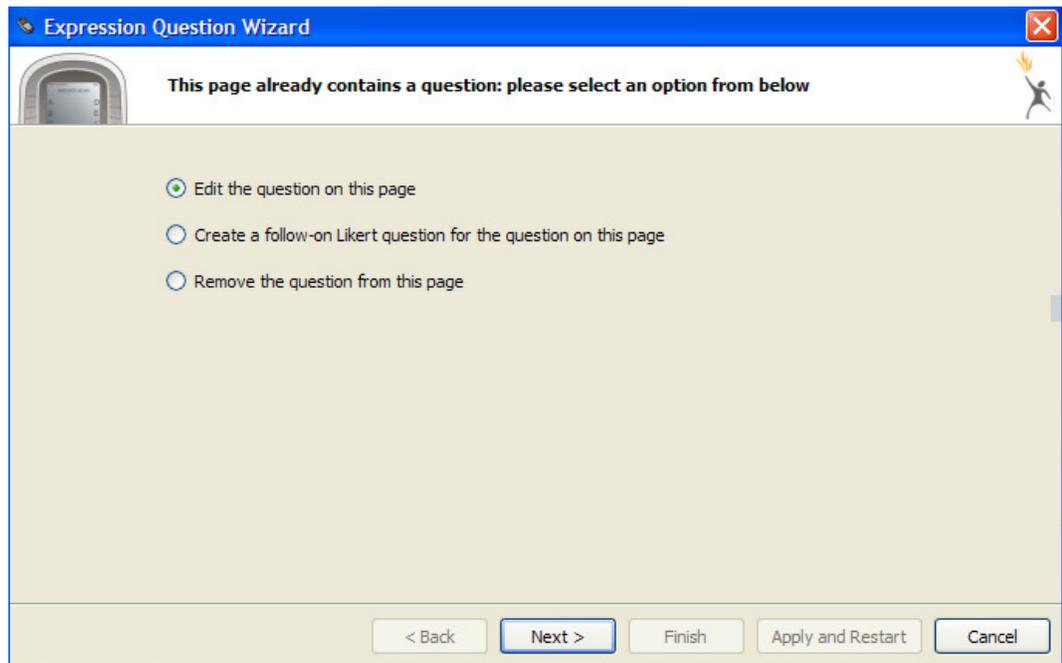
Use an Activstudio flipchart in Activexpression:

- ⌨ Open the Activexpression program and click the menu icon on the toolbar.
- ⌨ Choose "open from" and locate your saved flipchart.
- ⌨ To use the Express Question Wizard to present response options for your Activstudio flipcharts, select "Do not modify flipchart page" when prompted in the wizard instructions.
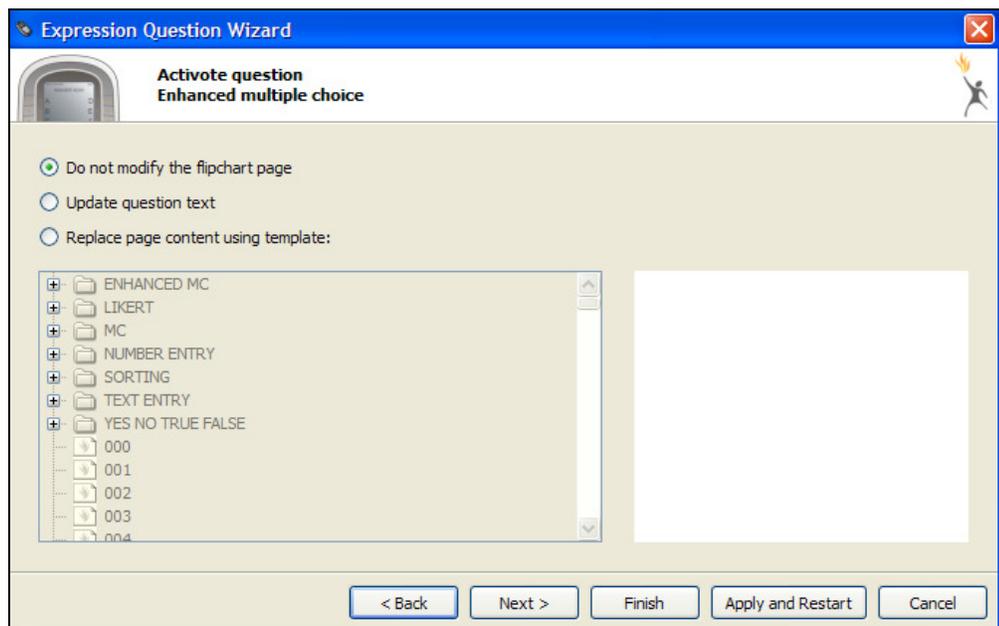
Use Activexpressions with any program.

- ⌨ Open any program.

- ⌨ Click the Express Poll icon on your desktop.

- ⌨ Follow directions onscreen.

Use an Activstudio flipchart in Activexpression.

- ⌨ Select the menu in the Activexpression software.

- ⌨ Choose Open From and choose the Activstudio flipchart that you want to use with your Activexpression.

- ⌨ When you locate a flipchart page containing a question you want to use with your Activexpressions, open the Express Question Wizard.

- ⌨ Choose "edit the question on this page" and click next.

⌨ Enter your Question text and choose the type of question required.

⌨ Enter the number of options, type of option label, and text for each option if it needs to be edited.

⌨ Choose the number of responses and correct answer if it needs to be edited.

⌨ Choose "Do not modify the flipchart page" and click finish.

⌨ Save your Activexpression flipchart to the appropriate location. Notice that it cannot be opened in Activstudio in this format. However, it will not overwrite your original flipchart.

Warning

Please note: Once you save this Flipchart it may only be opened in this application. It cannot be opened in applications such as Activstudio v3.x and Activprimary v3.x.

OK   Cancel