

Training Agenda for Promethean Basics: ActivInspire

Objective: To introduce ActivInspire to teachers who have never seen the software.

Resources: (Amy B will create packets for the staff with these handouts)

- *20 Easy Steps to Using ActivInspire* handout
- *ActivInspire Quick Guide* handout
- *Taking Care of your Promethean Board* handout

Agenda:

- What is a Promethean Board?
 - Promethean boards are a brand of interactive whiteboards. Using the Promethean pen or wand, you can interact with your computer at the board.
- *Taking Care of your Promethean Board* handout:
 - Please read and discuss with your group.
- Explain how to turn on the board.
- Explain the difference between the pen and the wand.

****Before you start lecturing from the handout, show the staff these features of the board:**

- Interact with the desktop (**not** using the desktop tools. Just minimize the software completely, and click around the screen)
- Interact with websites. A few cool interactive ones are listed below and work well with promethean boards:
 - http://www.learner.org/interactives/periodic/periodic_table.html
Interactive site to explore the periodic table
 - <http://www.teacherled.com/resources/symreflect/reflectsymload.html>
Interactive site to explore symmetry
 - <http://www.teacherled.com/resources/cuboidexplode/cuboidexplodeload.html> Interactive site to explore volume
- Open a new flipchart and begin going through the *20 Easy Steps to ActivInspire* handout.
- **Note:** *You may not be able to cover all of this in an hour*, so be selective with the tools you show them. I listed some suggestions below:
 - Calibrate the board
 - Pen

- Highlighter
- Eraser
- Undo and redo
- Clear Tool (spray bottle)
- Fill Tool (paint bucket)
- Text tool
- Annotate Over Desktop
- Desktop Tools
- Resource Browser
- Tools Button (takes you to handwriting recognition, shape recognition, revealer, spotlight)
- Open Another Flipchart and Save a Flipchart
- Switch Profiles
- Additional resources: **Prometheanplanet.com**
 - Explain that this is a site that you have to create free account using your email address. **It is up to each teacher to remember his or her username and password!!** Point out that flipcharts, lesson plans, and resource packs can be downloaded from here.