ACTIVEXPRESSION

Quick Start Guide

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PROMETHEAN
LIGHTING THE FLAME OF LEARNING

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WELCOME TO ACTIVEXPRESSION

Activexpression is the next, exciting development in real-time, voting technology. Use Activexpression to find out what everyone in your audience thinks. Save those responses and you have a record of what your audience thought at a given time.

Each person can:

- Input their thoughts as text, which can be displayed on an Activboard
- Input numbers - the answers can be reviewed in a number of ways
- Answer multiple choice questions
- Answer true/false and yes/no questions
- Sort lists - in numerical or alphabetical order
- Gauge how much individuals agree or disagree; find out how confident they are about a topic

… and this is only the starting point for the ways in which you can use Activexpression.

What is this manual?

This quick start guide takes you through the process of installing Activexpression, registering your Activexpression devices and using the Activexpression program.

What is supplied with Activexpression?

Activhub
Software installation CD
Activexpression devices
Activexpression Quick Start Guide

ACTIVEXPRESSION: FIRST STEPS

These are the first steps needed to get started with Activexpression.
1. Install the software.
2. Plug in the Activhub.

1. Install the software

Windows
Place the application CD in the CD-ROM drive.
If the CD-ROM runs automatically, follow the on-screen instructions to install the software.
If the CD-ROM doesn't 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 Activsoftware Expression Edition CD in your computer's CD-ROM drive.
Double-click on the Activsoftware Expression Edition installer icon which appears on your desktop.
Double-click on the .mpkg file.
Follow the on-screen instructions to install the software.

2. Plug in the Activhub

The Activhub is needed to communicate between Activexpression devices and your computer.
Insert the Activhub into a USB socket on your PC. Use the 1.8m USB extension cable if necessary.

Optional tips for best use of the Activhub
Connect the USB Activhub to the 1.8m cable, place in the holder and position as high as possible.
Mount the Activhub side-on to the users. Raise the antenna to 45 degrees from the ground.
Keep the Activote devices in clear view of the Activhub.

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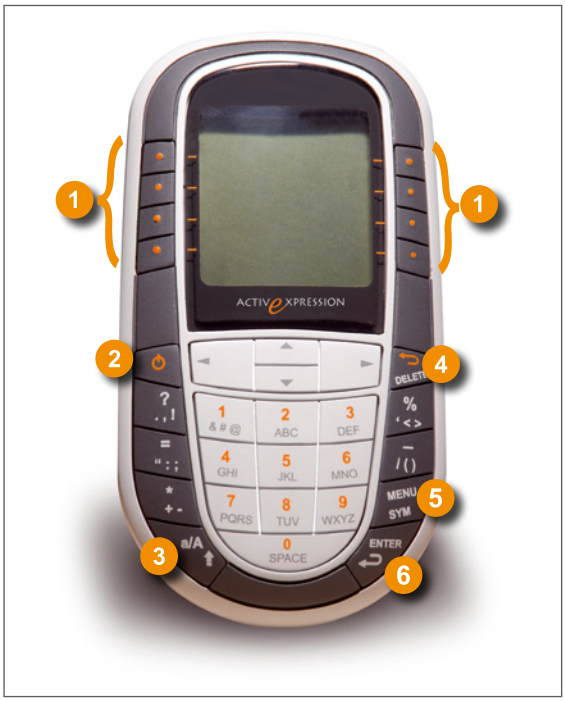
YOUR ACTIVEXPRESSION DEVICE EXPLAINED



1. **Hot keys.** Use these to select options displayed on screen.
2. **On/Off button.**
3. **a/A/1.** Toggle between lower case, upper case and number input.
4. **Backspace.**
5. **Menu system key.** Used, particularly, to register the device.
6. **Carriage return.**

REGISTER THE ACTIVEXPRESSION DEVICES

Here we explain two techniques:
1. Register a complete set of devices
2. Add more Activexpression devices to your current list of devices

1. Register a complete set of devices:

Here we show you how to register a full set of devices, deleting any devices you currently have registered.

Activexpression devices:
Switch on the Activexpression devices, using the on/off button.

Windows computer:
On the desktop, from your Start menu, select **All Programs> Activsoftware>Activexpression>Device Registration**.

Mac computer:
On the menus, click **Go>Applications**.
In the Applications box, select **Promethean>Activexpression>Device Registration**.

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 Top-Up Registration box opens.

In the Activexpressions box, click the arrows to select the number of devices you want to register. Click OK.
A PIN number appears on screen.

Activexpression devices:
Click the Menu button in the bottom right of the device. Options appear on the device's screen. Select the appropriate hot key for the Register option.
Type the PIN number into each device using the hot keys.

When all devices are registered they appear in the Device Registration box.

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2. Add more Activexpression devices to your current list:

If you don't want to delete the currently registered devices, use this method to register more devices.

Switch on the Activexpression devices, using the on/off button.

Windows computer
On the desktop, from your Start menu, select **All Programs> Activsoftware>Activexpression>Device Registration**.

Mac computer:
On the menus, click **Go>Applications**.
In the Applications box, select **Promethean>Activexpression>Device Registration.**

The Device Register box opens.

Click Activexpressions under the Device heading.

Click **Action>Top-Up Registration**.

A Top-Up Registration box opens.

In the Activexpressions box, click the arrows to select the number of devices you want to register. Click OK.

A PIN number appears on screen.

Activexpression devices:
Click the Menu button in the bottom right of the device. Options appear on the device's screen. Select the Register option.
Type the PIN number into each device.

When all devices are registered they appear in the Device Registration box.

NOTE: You have registered the Activexpression devices on the Activhub. You won't have to register these Activexpression devices again if you use the same Activhub on other computers.

ACTIVEXPRESSION VOTES

1. Instant votes

With all the Activexpression devices switched on and registered.

Software:
1. Double-click the Activexpression icon to open the software.
2. Click the Show/Hide Flipchart button to open a flipchart.
3. Click the Pen icon.
4. On the page, write:

'Name one of the planets in the solar system.'

5. Click the Express Poll icon on the Main toolbox.
The Express Question menu appears on screen. Click it.

NOTE: If you select the wrong option, click the central button to go back a step.

6. Select the Text option from the options which appear around the Express Question menu.
7. Click the 'Start vote' when the voting controls appear.

Activexpression devices:
1. Type the answer onto the Activexpression devices. The keypad works just like a mobile phone.
2. When you have typed the answer, click the Send hot key.

NOTE: Explore the Express Poll options for a range of vote types, from multiple choice to Likert scale.

3. When all the answers have been received, the results appear on the computer display.
4. In the results box, click the drop-down arrow to see a range of ways to view the results.
5. Click the Paste button to paste the results on the flipchart.

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2. Create questions in advance

1. Click the Next Page button in the Flipchart toolstrip to the right of the page.
2. Click the Question Builder button in the Flipchart toolstrip.
3. In the box headed 'Enter question text', type '*Put these planets in order, largest to smallest*'.
4. Click the 'Sort in order' icon.
5. Click Next.
6. Input the following:

'Choose the number of options' = 3
'Choose the type of option label' = Alphanumeric (A-F)
A = *Mercury*
B = *Mars*
C = *Jupiter*

7. Click Next.
8. Select the 'Assign a correct order' box.

9. Using the Move Up and Move Down buttons, select the planet and move them into the correct order:
C: Jupiter
B: Mars
A: Mercury
Click Next.

10. Select the option: 'Replace page content using template'. Select one of the templates. Click Next.
11. Select 'Specify timeout (secs)'. Use the arrows to change the time to 20.
12. Click Finish.

NOTE: To create another question, click the Apply and Restart button.

3. Perform the vote

When you have already prepared the voting page, perform the vote in the following way:

Software:
1. Click the Run Flipchart Question button in the Flipchart toolstrip.
2. Click the Start Vote button in the voting controls.

Activexpression devices:
1. The answer options appear on screen. Using the hot keys type the answers in the order you want.
2. Click Send on the device.
3. When all votes are received, the vote ends and the results are displayed.
4. Click the Close button to close the voting box.

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COMPLIANCE:

United States of America
This device complies with Part 15 of the FCC rules. Operation is subject to two conditions:
This device may not cause harmful interference.
This device must accept any interference received, including interference that may cause undesired operation.
Changes or modifications to this equipment, not expressly approved by Promethean, may void the user's authority to operate this equipment.

For non-intentional radio parts, this equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
Reorient or relocate the receiving antenna.
Increase the separation between the equipment and receiver.
Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Canada:
This device complies with RSS-210 of Industry Canada and is subject to the following two conditions:
This device may not cause harmful interference.
This device must accept any interference received, including interference that may cause undesired operation.
Changes or modifications to this equipment not expressly approved by Promethean may void the user's authority to operate this equipment.
This Class B digital apparatus complies with Canadian ICES-003.

Europe:
The radio interface on this product is intended for use with other Promethean radio devices for operation in the following countries:
Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom

Declaration of Conformity statement:
A copy of the Declaration of Conformity is available on the software application CD. Should this not be available, please contact Promethean for a copy.

MAKE THE MOST OF ACTIVEXPRESSION

All-in-one voting
Activexpression is an all-in-one voting device. Make the most of all the voting opions on offer.

Text answers
Take advantage of the ability to input text. You can type up to 120 characters. Your audience can contribute whole text messages using Activexpression.

Explore the range of multiple choice options
Make the most of the wide range of multiple choice answers on offer. Your audience can be asked to give two or more answers at a time, opening up the range of questions you can ask.

Collaborative learning
Combine a group's knowledge by asking them all to suggest one answer to a multi-answer question. For example: name the months of the year in French. See if everyone, together, can give all the answers.

Instant opinion gathering
A group can instantly fill you in on a huge range of topics, from whether they understood a topic to what their favourite food is. You can analyse these results in a number of ways.

Find out what everyone knows
Groups can tell you what they already know about a subject before you even begin a presentation.

Give everyone a voice
Activexpression gives everyone in the room the opportunity to have their say.

Keep records
Save the votes and export them to Excel, so you have a record of how your participants are progressing.

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MORE INFORMATION

Help files:

1. In Activexpression, click the Main Menu button.
2. Select Help.

Technical Support:

Visit http://prometheankb.com for a range of articles.
An online form is available here for further queries.

Technical Support telephone:

UK only 0870 165 2210
German language +49 (0) 201 8561355
France only 0826 621245
French language +44 (0) 1254 290 997
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Spanish language +1-678-762-8100
Asia-Pacific +86 (0) 755 2983 2826

Promethean Planet forum

Promethean Planet is a free online community designed with one goal - supporting teachers.

Visit: http://www.prometheanplanet.com

Promethean Learning

For more training ideas including a free level one online training course, visit Promethean's training website: http://www.prometheanlearning.com.

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