ActivExpression 2

Startup Guide

PROMETHEAN

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About this guide

This guide describes how to set up and use ActivExpression 2 devices in voting sessions with ActivInspire or Promethean ActivOffice. It takes you through setup, device registration, voting sessions from both the teacher's and learner's perspectives, as well as voting results.

The guide is in five parts.

1 — WHAT IS ACTIVEXPRESSION 2?

This section briefly introduces the product and its key features, as well as what's included in the kit and what else you may need.

2 — QUICK START GUIDE

This section is for teachers who want to use ActivExpression 2 devices in the classroom.

This section:

- Provides information on:
    - How to connect the device batteries on new devices
    - How to change device batteries
    - The ActivHub and how to connect it
    - Why it's important to regularly check device firmware and where you can get upgrades
    - How to change the device language to something other than English
- Shows how to register mobile devices in ActivInspire and Promethean ActivOffice.
- Introduces the different types of voting sessions available:
    - ExpressPoll for ad-hoc questions.
    - Prepared questions for structured learning.
    - Self-Paced questions for tests or individual journeys of discovery.
- Briefly describes ways to display voting results.

3 — DEVICE GUIDE

This section is for teachers and learners who want to familiarise themselves with how to enter and send answers with the ActivExpression 2 device.

4 — MORE INFORMATION

This section provides links to additional information, help and support available from Promethean.

5 — COMPLIANCE

This section contains important information about the international standards with which ActivExpression 2 devices and ActivHubs conform.

What is ActivExpression 2?

ActivExpression 2 is the newest addition to the Promethean family of Learner Response System (LRS) devices.

This response device is equally at home in the classroom, boardroom, lecture theatre or workshop.

The device includes all the features you appreciate from earlier ActivExpression devices, plus:

- A contemporary look and ergonomic feel
- A full keypad with European, Cyrillic or Arabic keys
- A new menu system that provides:
  - Cursor keys to navigate menu items
  - Context specific Hotkeys to select an option, send a response, or return to the previous menu
- A 5.5cm x 3.8cm backlit display
- A mathematical equation editor
- The ability to display both questions and answers on the device
- A Multifunction key to switch focus from questions to answers and back, to allow scrolling through longer entries

Users can:

- Send answers of up to 255 characters, or equations that fill the display.
- Express themselves through words, numbers, symbols, Likert scales and more.

Self-Paced Learning functionality allows teachers to enable learners to work at their own pace and level.

ActivExpression 2 allows every student to express themselves in words, phrases, and even natural math equations.

With a new keyboard no message is too complex to communicate.

You can can switch device backlighting on and off, and control length and intensity of lighting from within ActivInspire.

ActivExpression 2

WHAT'S INCLUDED?

ActivExpression 2 devices are available in kits of 32 devices. All devices are supplied with three AA batteries inserted, ready to use.

Your kit includes: *

- ActivExpression 2 devices
- Soft hangable carrying case
- Security screwdriver
- 2.4 GHz ActivHub
- ActivHub holder and 1.8m USB extension cable
- ActivInspire 1.6 Professional Edition International DVD
- Promethean ActivOffice 1.1 DVD
- TP1817 ActivExpression 2 Startup Guide DVD
- TP1803 Compliance statement for ActivExpression 2, ActivExpression , ActiVote and ActivHub

  * Subject to change without notice

Rechargeable batteries are *not recommended* for use with ActivExpression 2 devices.

WHAT ELSE DO YOU NEED?

To run voting session with ActivExpression2 devices, you also need presentation software. ActivExpression 2 devices are compatible with the following:

Promethean products	• ActivInspire Professional Edition * • Promethean ActivOffice • ActivProgress * You need ActivInspire Professional Edition 1.6 or later to use the Equation Editor. The Equation Editor is not currently available in Promethean ActivOffice.
Other products	Any 3rd party software that has been developed for use with Promethean LRS devices.

For details of software and hardware requirements for Promethean products, go to www.promethanworld.com, click Our Solutions and browse for information about the product of your choice.

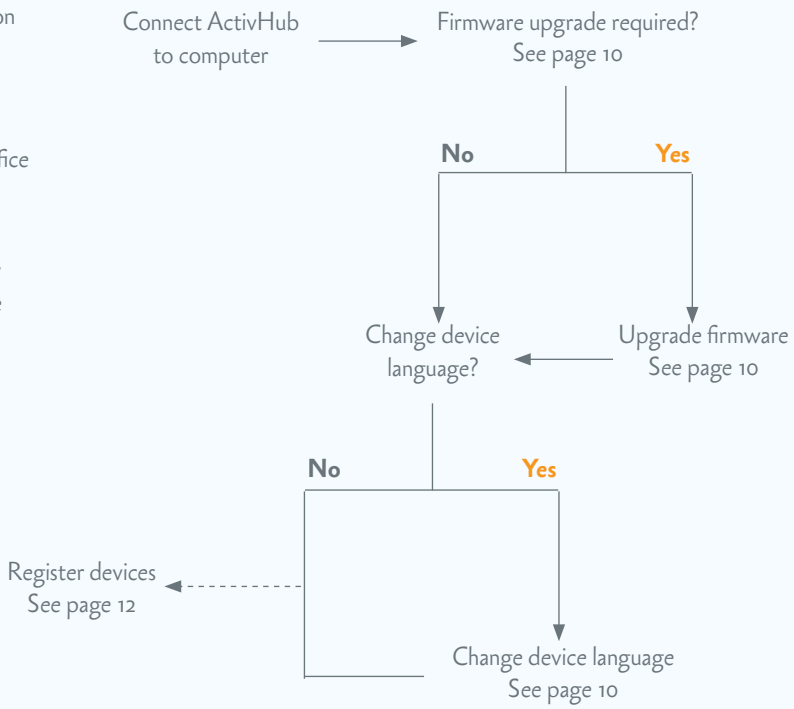
Quick Start Guide

Setup

Although all devices are ready to use when you take them out of the box, we strongly recommend that you check if a firmware upgrade is available.

One of the following has aklready been installed or updated on your computer:

- ActivInspire
- Promethean ActivOffice
- ActivProgress
- Compatible 3rd party presentation software



CONNECT DEVICE BATTERIES

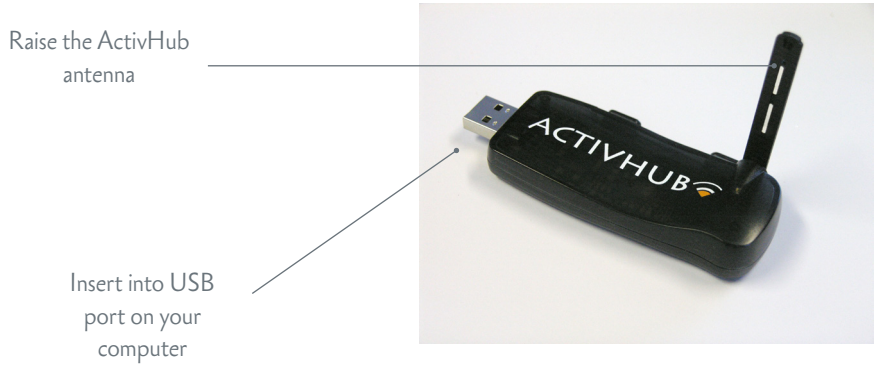
In new devices the batteries are protected by a small plastic tab. Before you use a device for the first time, pull the tab out of the device to allow the batteries to connect.

Need picture of a device with tab in place

CONNECT THE ACTIVHUB

The ActivHub enables LRS devices, your computer and other Promethean products to communicate with each other. Promethean devices are registered on the ActivHub. The ActivHub must be plugged in before you can use any devices.

Use the 1.8m USB extension cable if necessary.



Flashing indicator lights

Red lights up when you first plug in the ActivHub; at any other time it indicates a problem

Green flashes when data is transmitted or received

Devices remember the last ActivHub to which they were registered. If they were last registered to your ActivHub, you can take the ActivHub to another computer, insert it and use the devices without registering them again.

UPGRADE THE DEVICE FIRMWARE

Firmware is a small, permanent program on Promethean devices that controls basic functionality.

To get the most out of your devices, check periodically for firmware upgrades on the Promethean Knowledgebase.

For instructions on how to check which firmware version you are using, and how to upgrade, go to www.prometheankb.com and search for 'firmware'.

CHANGE THE DEVICE LANGUAGE

2. Press **Menu**.

1. **Power On** the device

3. Use the **Cursor Control Key** to scroll to **Setup**.

4. Press the **Select** Hotkey.

Language is already pre-selected.

5. Press the **Select** softkey.

English is the default language.

6. Use the **Cursor Control** Key to scroll to your chosen language.

7. Press the **Select** Hotkey.

8. Press the **Exit** Hotkey twice to return to the default screen.

Change device batteries

Use the security screwdriver included in the kit to unscrew the back of the ActivExpression 2 device. Pull the bottom panel down out of the device. Device batteries must be replaced only with Alkaline batteries.

Caution:

Risk of explosion if batteries are replaced by an incorrect type.

Dispose of used batteries according to the instructions

Please dispose of device batteries responsibly by recycling them.

Recycle or dispose of batteries in accordance with the battery manufacturer's instructions and any local or regional regulations for disposal and recycling.

If in doubt please contact your Promethean reseller.

Registration

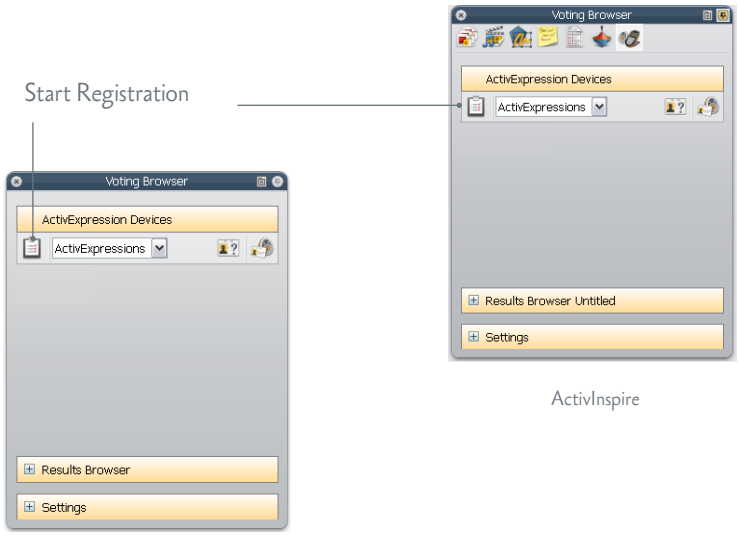
Device registration is the process of telling the ActivHub how many devices there are in the classroom, and their names.

You need to register devices to your ActivHub *before* you begin a voting session.

ON THE COMPUTER

You start registration from the **Voting Browser** in ActivInspire or Promethean ActivOffice.

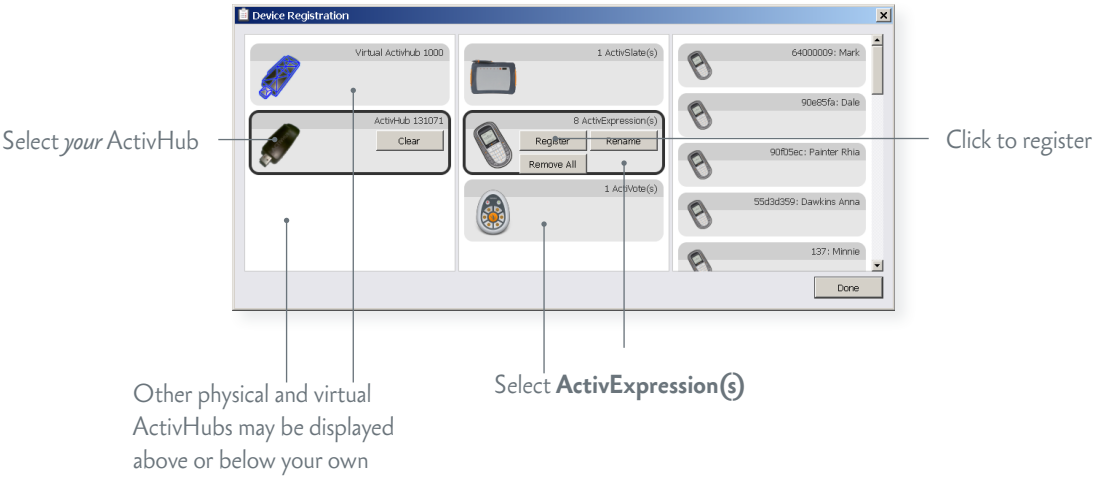
Make sure ActivExpressions is selected.



Promethean ActivOffice

ActivInspire

In Device Registration in ActivInspire or Promethean ActivOffice, make sure that you select your ActivHub, then select **ActivExpression(s)** before you click **Register**.



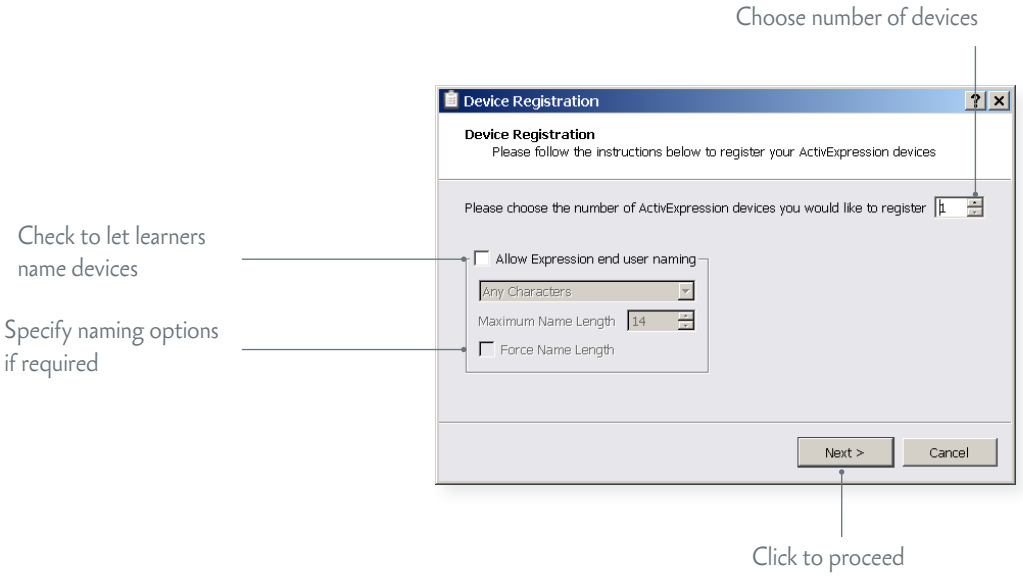
ActivExpression 2

During registration, ActivInspire and Promethean ActivOffice allocate names to devices.

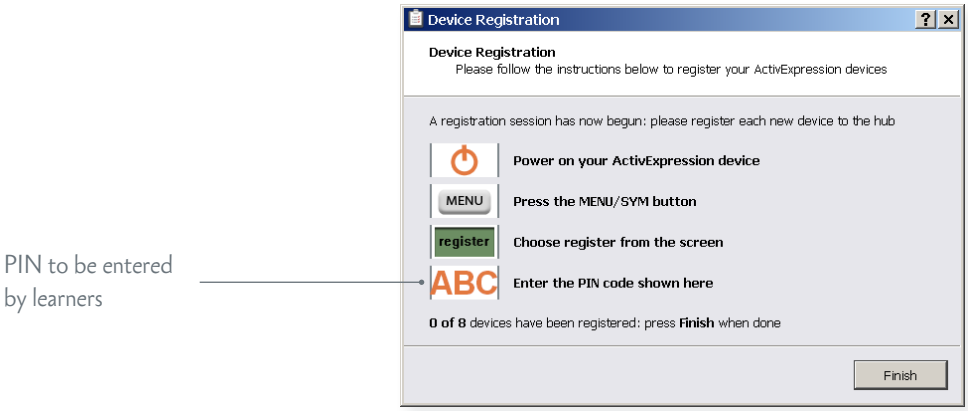
You have two choices at this time:

- The quickest way is to let the software allocate default names during registration.
- Alternatively, you can let your learners name their ActivExpression devices during registration.

Whichever option you choose, devices must be powered on and within transmission range of the ActivHub.



ActivInspire or Promethean ActivOffice displays a 3-letter PIN code. All learners must enter the correct PIN.



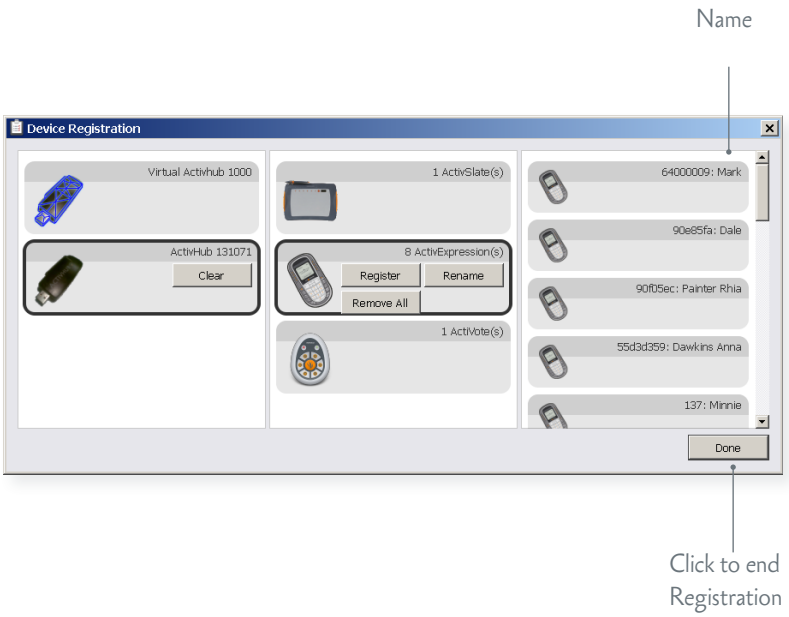
ON THE DEVICES

To register, learners must enter the 3-letter PIN generated in ActivInspire or Promethean ActivOffice on their devices.

ON THE COMPUTER

As soon as all required learners send the correct PIN, Device Registration in ActivInspire or Promethean ActivOffice shows their devices as registered.

Each device name is displayed on the right of the Device Registration dialog.

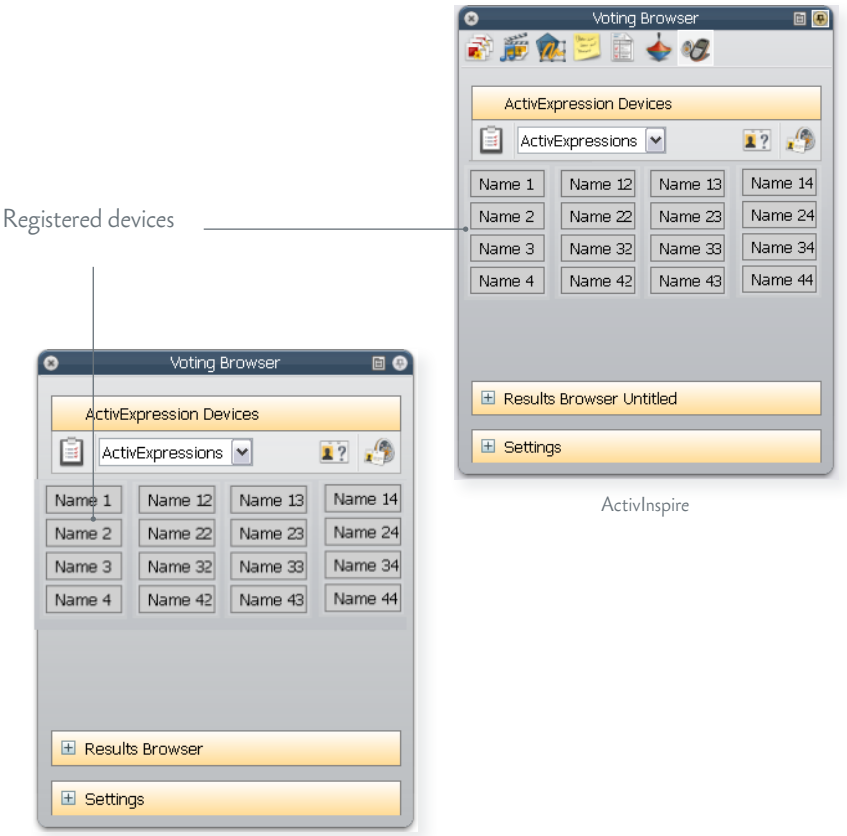


Check the **Voting Browser** in ActivInspire or Promethean ActivOffice at any time to see the list of clients registered to your ActivHub.

You can add more clients to the register as necessary, *but only when there is no voting session in progress*.

Start registration, specify the number of additional devices, then complete the steps as shown before.

ActivExpression 2



ActivInspire

Promethean ActivOffice

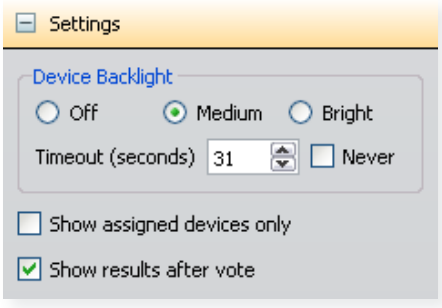
Save energy!

In ActivInspire, you can also control how long registered devices remain powered on when they are not in use, and the intensity of the backlight.

While you have the **Voting Browser** open, why not check and adjust the device settings for the ActivExpression 2 devices you just registered?

In the **Voting Browser**, click **Settings**. Then adjust the timeout and backlighting as appropriate. Any changes becomes effective immediately.

If a device is not powered on when you change a setting, the change becomes effective next time the device is powered on while you run ActivInspire



ActivInspire

Voting

Once learners have registered, they can use their devices to answer questions you ask in ActivInspire or Promethean ActivOffice.

If you have Promethean ActivEngage Mobile or Desktop clients, you can use these in the same voting session as ActivExpression devices.

VOTING SESSIONS

There are three types of voting session.

Session	Description
ExpressPoll	Learners answer a quick or ad hoc question. You can hold an ExpressPoll at any time, even when there is no flipchart or slide show open. For multiple choice questions, ActivExpression devices and Promethean ActivEngage Mobile or Desktop clients can send multiple responses to a single question.
Prepared Questions	Learners answer prepared questions. You can insert one question and an optional follow-on question into each flipchart page or slide. Questions appear on the flipchart page or slide. All learners answer the same question at the same time.
Self-Paced Questions	Questions are sent to each learner's device one question at a time. Each learner works through the question set at their own pace.

QUESTION TYPES

You can choose from the following question types:

- Multiple choice
- Sort in order
- Yes/No
- True/False
- Likert Scale
- Text Entry
- Number Entry

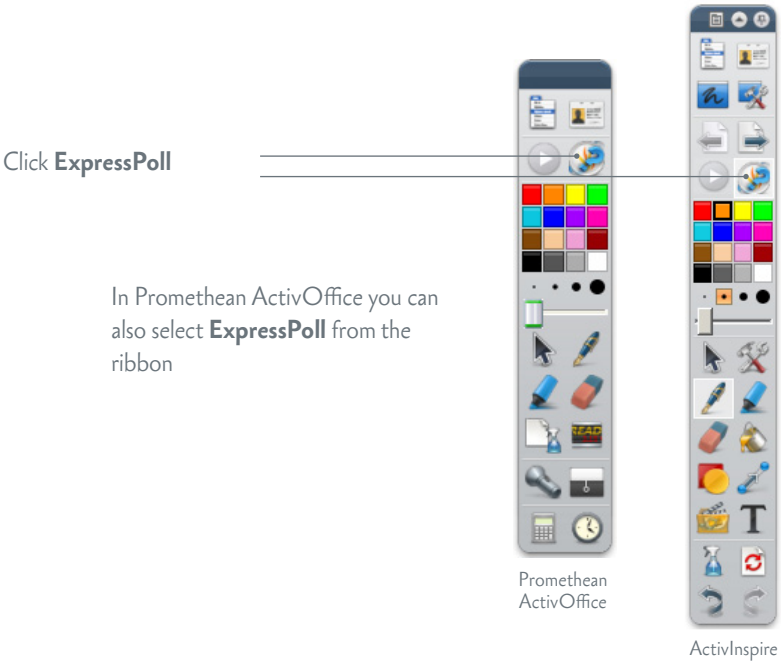
ActivExpression 2

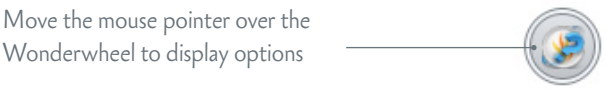
For more information about voting sessions, and how to prepare question pages or slides, see one of the following:

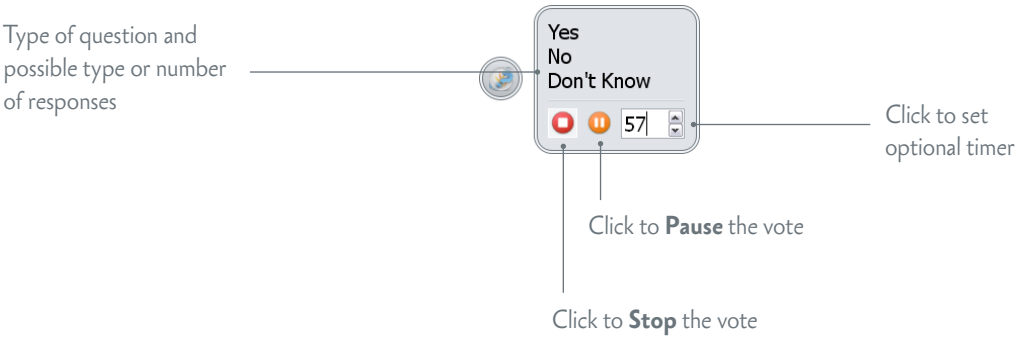
- ActivInspire WebHelp
- Promethean ActivOffice WebHelp

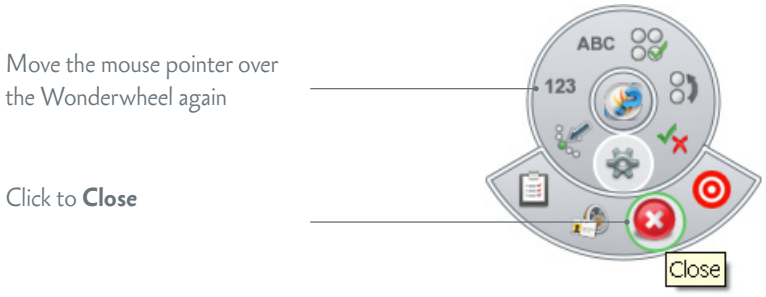
EXPRESSPOLL

Use **ExpressPoll** to quickly ask a question and capture learners' responses. For example, to assess confidence at the start, then to check for changes in perception later.

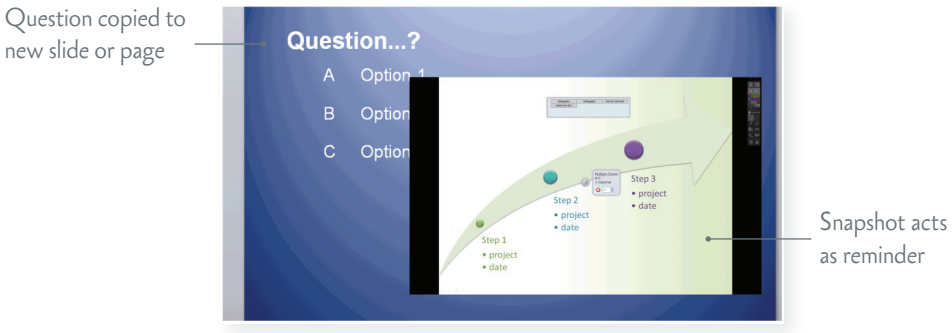








When you ask a question with **ExpressPoll**, the system copies the question data to a new page or slide at the end of the flipchart or show, together with a snapshot of the original page or slide. This gives you the option to use the question in another session. You can edit the question properties with **Question Manager** and format the page or slide.



Promethean ActivOffice

For more information about **ExpressPoll**, see one of the following:

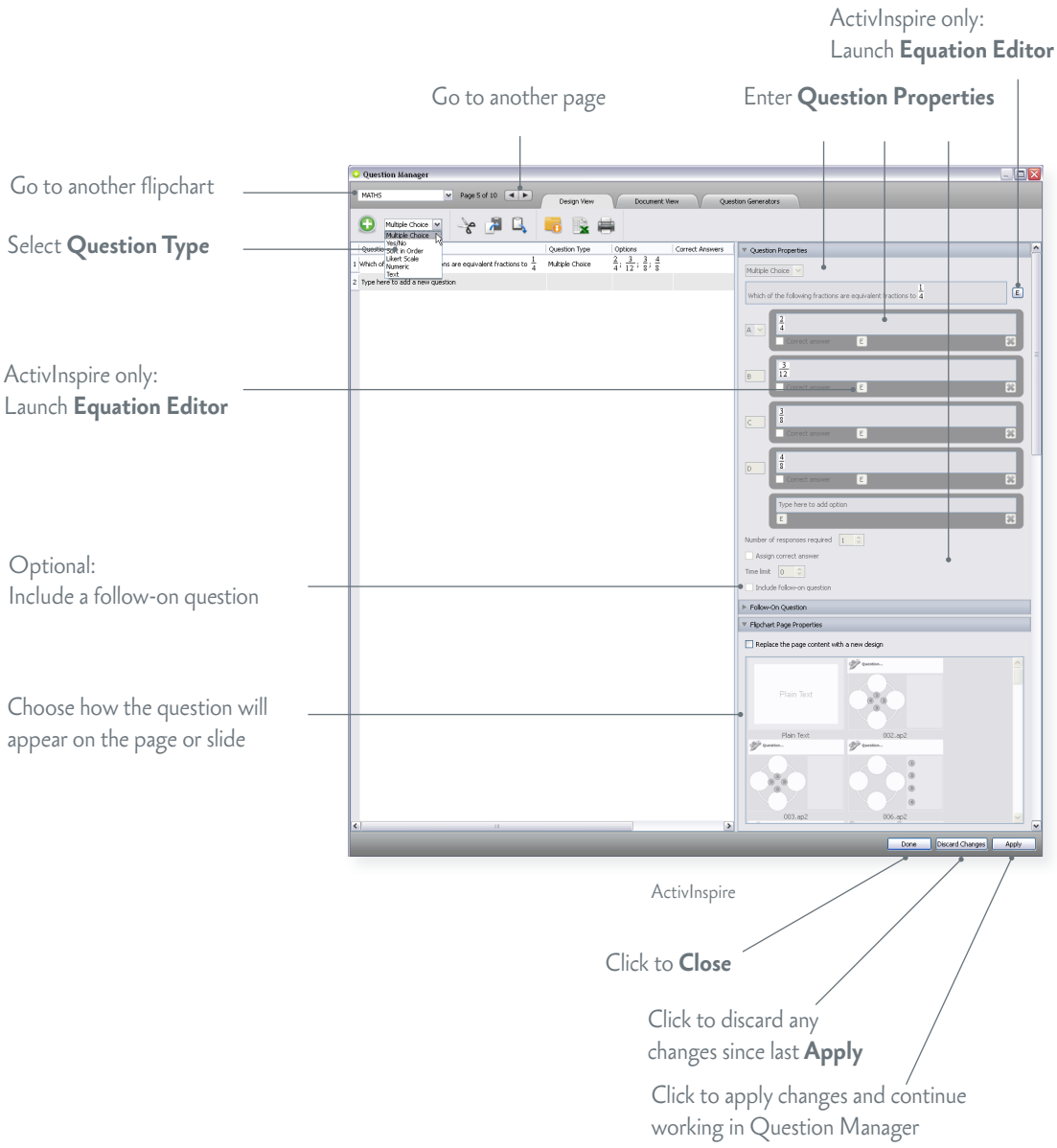
- ActivInspire WebHelp
- Promethean ActivOffice WebHelp

PREPARED QUESTIONS

Use the Question Manager in ActivInspire or Promethean ActivOffice to prepare individual questions in advance. The process is identical in both, although there are some small differences in the layout of the Question Manager screen.

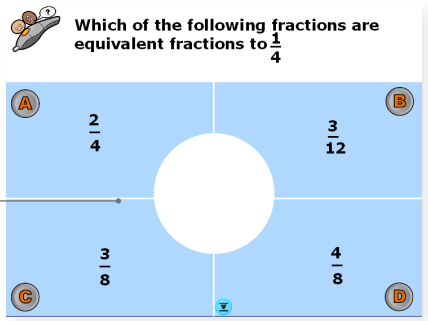
Please note the following:

- In ActivInspire you can insert single questions into different flipchart pages in *multiple flipcharts*.
- In Promethean ActivOffice you can insert single questions into different slides in *a single slide show*.
- In ActivInspire you can also enter mathematical equations and formulae with the Equation Editor.
- In both applications, make sure you only insert *one question* into each slide or page.



Make sure that your learners have powered on their devices.

Navigate to a page or slide that contains a prepared question



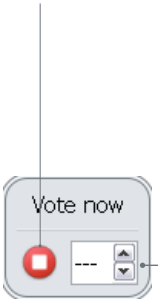
The **Start Vote** button is now enabled.

Click to **Start** the vote

Promethean ActivOffice

ActivInspire

Click to **Stop** the vote



Click to set optional timer

The voting session stops in one of three ways:

- All learners answer the question
- You click **Stop Vote**
- The timeout is reached

For more information about prepared questions see one of the following:

- ActivInspire WebHelp
- Promethean ActivOffice WebHelp

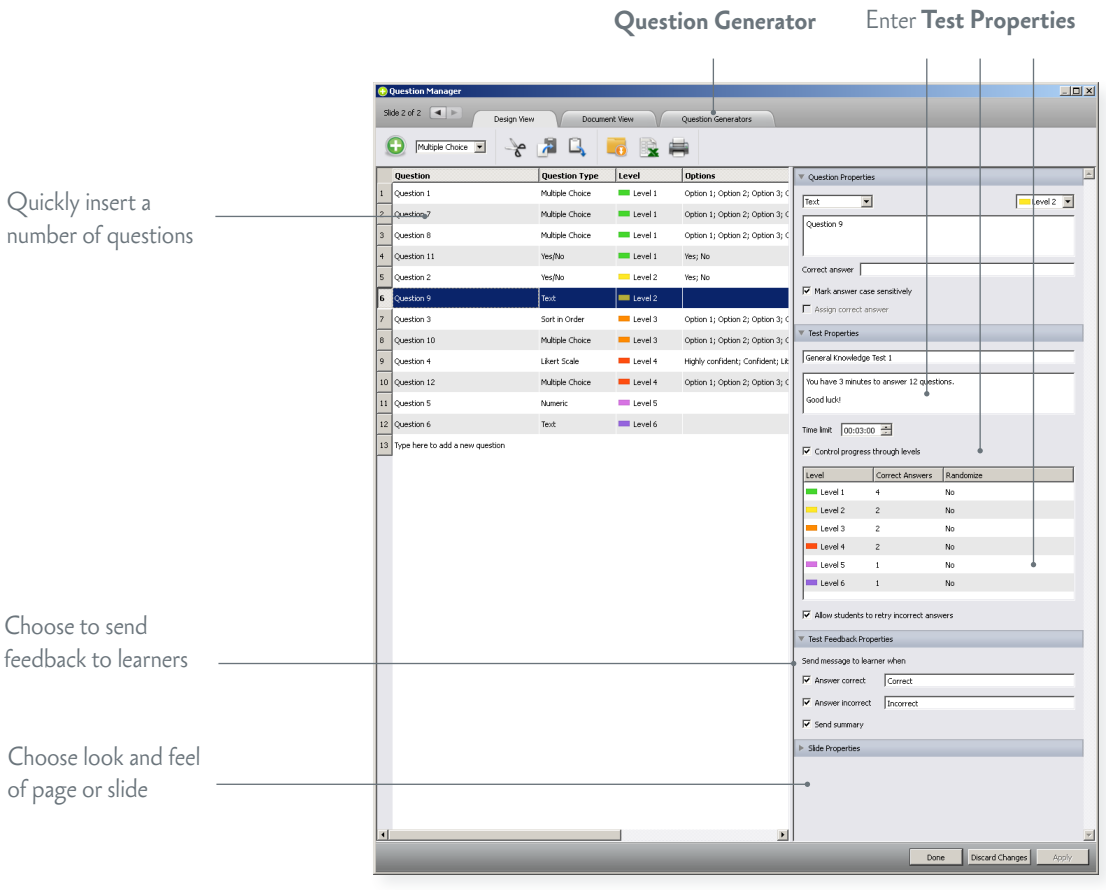
SELF-PACED QUESTION SETS

Unlike prepared questions, where all learners respond at the same time, Self-Paced Question Sets allow individuals to progress at their own pace. During a voting session, questions are *not* displayed on the page or slide. Instead, learners receive each question on their device, one question at a time.

You can:

- Enter as many questions as you wish into a question set.
- Group questions into up to 9 levels of difficulty.
- Choose how many questions each learner must answer correctly before they can progress to the next level.
- Shuffle questions to change their order.
- Randomise questions, so that each learner receives all questions in a different order from the others.
- Auto-generate basic numeracy questions with the Question Generator.

Use the **Question Manager** to prepare Self-Paced Question Sets. The process is almost identical to the process of creating single questions.



Promethean ActivOffice

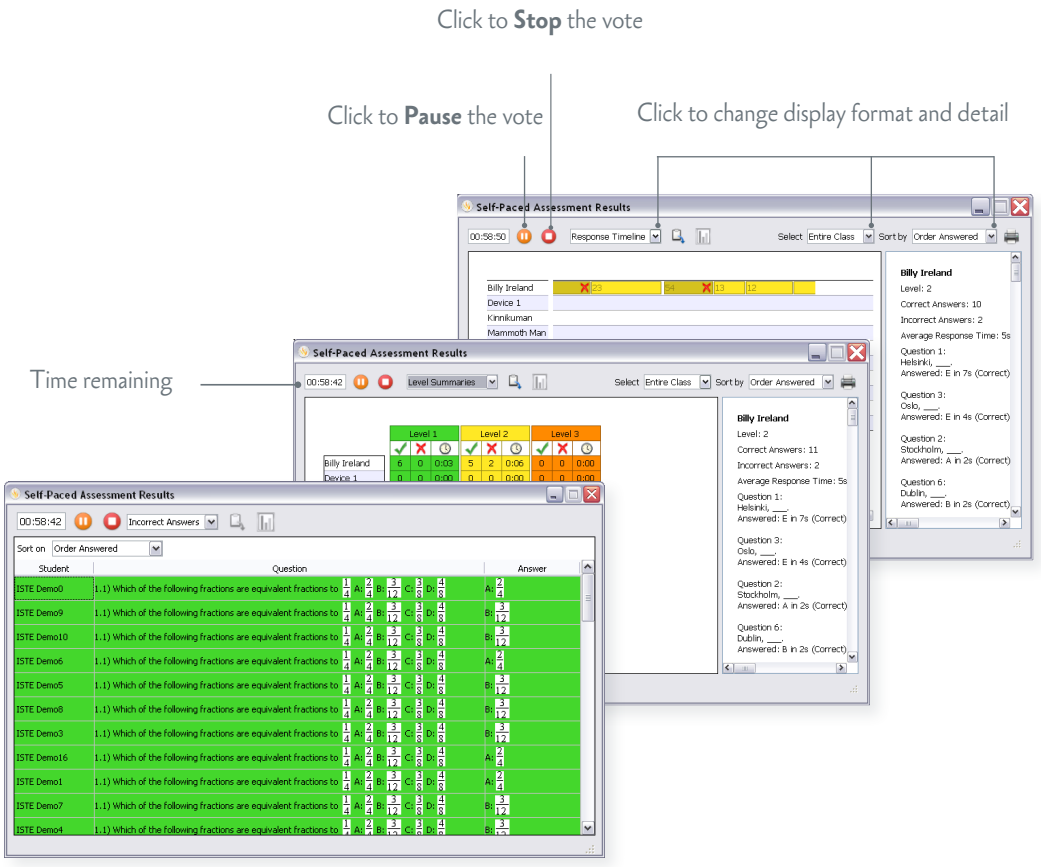
Each response is displayed in ActivInspire or Promethean ActivOffice as soon as it has been sent.

You can choose between three display formats:

- Timeline
- Level Summaries
- Incorrect Answers

These show you at a glance:

- How well learners are doing individually and as a group.
- If anyone is struggling or racing ahead.



You can pause a session at any time to clarify matters, to provide additional information, or to open a discussion.

Learners cannot respond while the vote is paused.

When you resume the vote, the device displays the previous question again.

For more information about Self-Paced Question Sets, see one of the following:

- ActivInspire WebHelp
- Promethean ActivOffice WebHelp

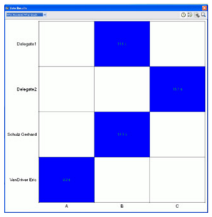
Voting results

You can display voting results at any time from the **Voting Browser**. Results are displayed in pop-up windows in ActivInspire or Promethean ActivOffice.

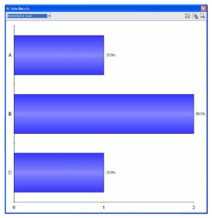
You can:

- Display results in eight different formats
- Paste results into your flipchart or slide show
- Identify correct answers
- Access results later with the **Results Browser**
- Export voting results to Microsoft Excel *

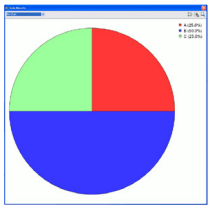
  * ActivInspire users require version 1.4 or later to export Self-Paced Question Set results



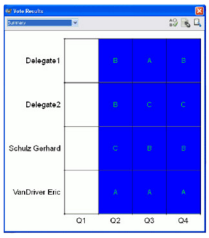
Who Answered What Graph



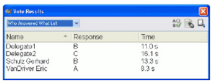
Horizontal Bar Graph



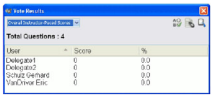
Pie Chart



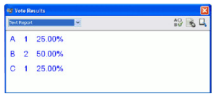
Summary



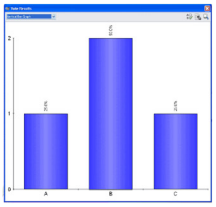
Who Answered What List



Overall Instructor Paced Score



Text Report



Vertical Bar Graph

For more information about voting results and how to display and interpret them, see one of the following:

- ActivInspire WebHelp
- Promethean ActivOffice WebHelp

More information

ACTIVINSPIRE

If you are new to ActivInspire or want to quickly refresh your memory, read Get Started with ActivInspire.

For more detailed information about ActivInspire, and how to prepare questions and run voting sessions with ActivInspire, see the ActivInspire WebHelp.

PROMETHEAN ACTIVOFFICE

If you are new to Promethean ActivOffice or want to quickly refresh your memory, read the Promethean ActivOffice Quick Start Guide.

For more detailed information about Promethean ActivOffice, and how to prepare questions and run voting sessions with Promethean ActivOffice, see the Promethean ActivOffice Webhelp.

ACTIVENGAGE CLIENT AND SERVER EDITIONS

For more information about the ActivEngage Client and Server Editions that are available for different operating systems and devices, go to http://www.prometheanworld.com, select your language and then browse to the ActivEngage page.

ACTIVLEARNING

To take advantage of our FREE online training courses, go to:
http://learning.prometheanplanet.com

TECHNICAL SUPPORT

For online support, self-help solutions and further support contact information, please visit the Promethean Knowledgebase at: www.prometheankb.com

PROMETHEAN PLANET

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Compliance Statements for ActivExpression 2 and ActivHub

United States of America

These devices comply with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1. These devices may not cause harmful interference.
2. These devices 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.
- Consult the dealer or an experienced radio/TV technician for help.

Canada

These devices comply with RSS-210 of Industry Canada and are subject to the following two conditions:

1. These devices may not cause harmful interference.
2. These devices 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

Declaration of Conformity

Promethean hereby declare that the devices are in compliance with the essential requirements of the RTTE directive 1999/5/EC. Please contact Promethean for a copy of the Declaration of Conformity if required.

Radio Interface

The radio interface on these products 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

Waste Electrical and Electronic Equipment (WEEE)

For more information concerning the correct disposal of these products, please contact your Promethean reseller.