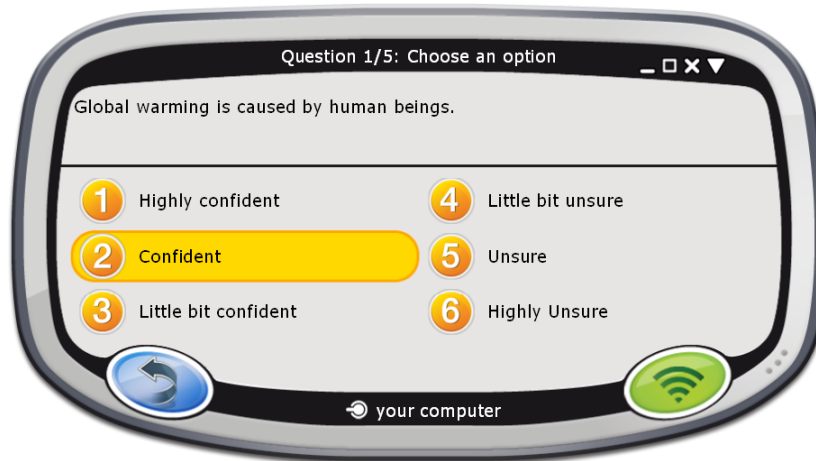


ActivEngage



Quick Start Guide

The **ActivClassroom** by PROMETHEAN



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This Quick Start Guide is about registering ActivEngage clients in ActivInspire, and running voting sessions. The process is identical for ActivInspire Studio and ActivInspire Primary editions. Where appropriate, we show you both interfaces.

This guide assumes that ActivEngage has already been set up. For details of how to set up ActivEngage, see the [ActivEngage Webhelp](#). For other information sources, see [More info](#) on page 17.

What's new?

ActivEngage 1.1 offers enhanced ActivEngage server support. It also includes some exciting new features for:

- Adding pace to lessons.
- Structuring assessment.
- Working in your students' own or another language.

ActivEngage server for Mac

ActivEngage server is now available for both Windows and Mac operating systems.

For details, see the [ActivEngage Webhelp](#).

Improved customer experience

ActivEngage 1.1 includes basic and advanced server installation options. These let you customise installation and setup to suit your circumstances. For details, see the [ActivEngage Webhelp](#).

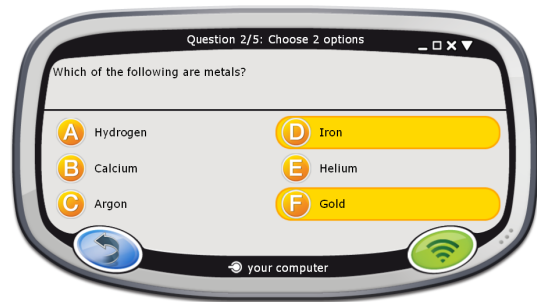


Self-Paced Question Sets

Self-Paced Question Sets let students work through predefined sets of questions at their own pace.

Questions do not appear on the board, they are displayed in the client window on each student's computer.

The intuitive Self-Paced Question Wizard in ActivInspire lets you quickly create question sets for assessment, as exercises or just for fun. For details, see **Self-Paced questions** on page 14.



Languages

The ActivEngage client display now automatically uses the same language settings as the operating system on your students' computers.

The following additional languages are supported:

Portuguese, German, Dutch, French, Spanish, Italian, Russian (Cyrillic), Arabic, Norwegian, Finnish, Swedish, and Danish.

For any other languages, the client display defaults to English.

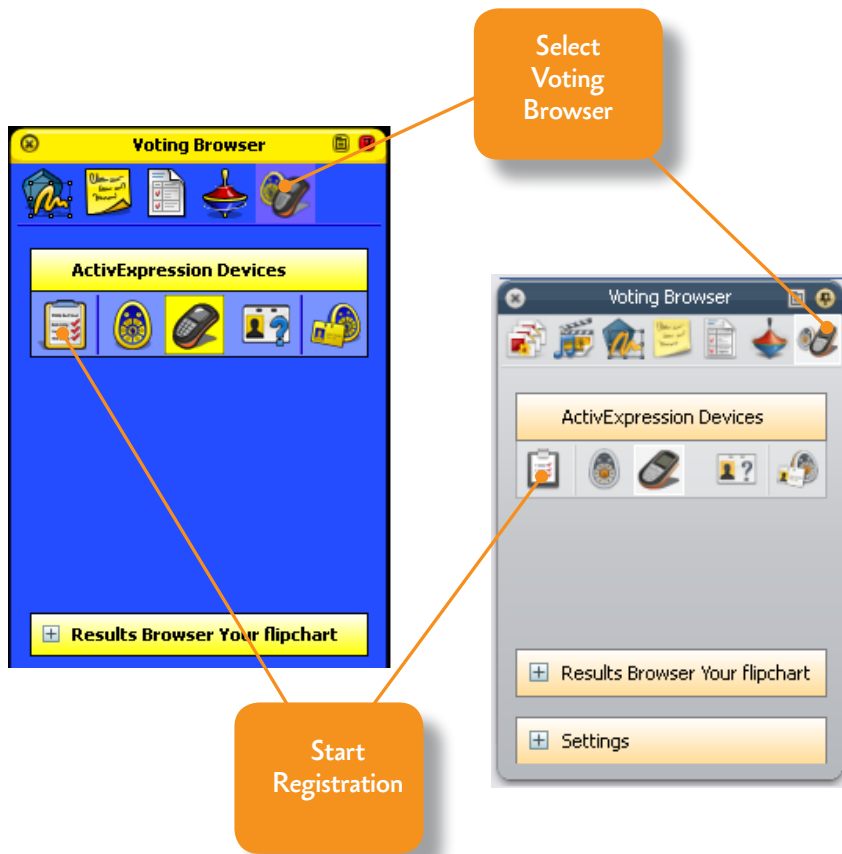
Students can change the display language, for example, for foreign language lessons. For details, see the **ActivEngage Student Sheet**.



Registration



Device registration is the process of telling the ActivHub how many ActivEngage clients there are in the classroom, and their names. You need to register ActivEngage clients before you begin a voting session. You start registration from the Voting Browser in ActivInspire.



ActivInspire

Make sure that your students have started ActivEngage on their computers.



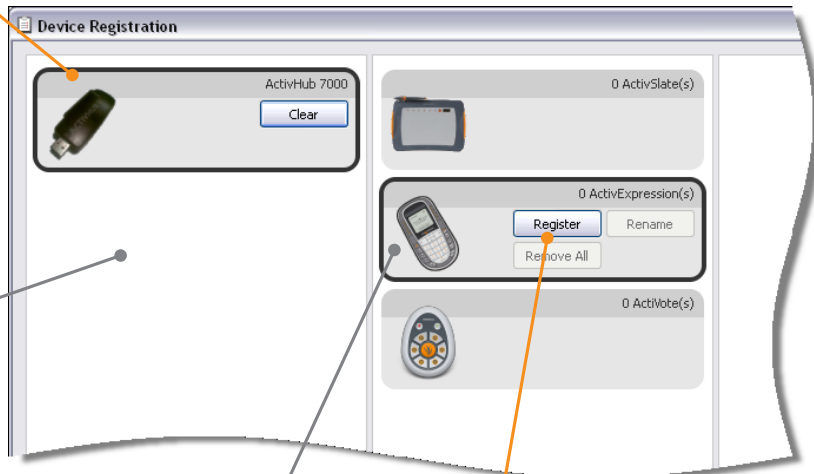
ActivEngage icon



Select your
ActivHub

In Device Registration in ActivInspire, make sure you select your ActivHub, then select **ActivExpression** devices before you click **Register**.

Other ActivHubs
may be displayed
here



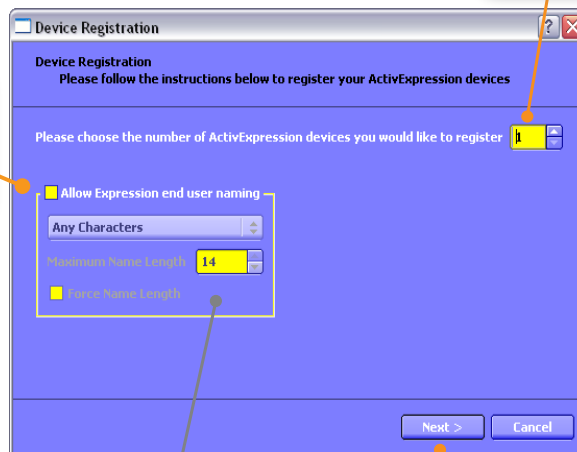
Select ActivExpression
devices

Click
to register

During registration, ActivInspire allocates names to ActivEngage clients. You can let ActivInspire generate these automatically from the computer names, or let students enter a name at the keyboard. You can also rename the clients later.

Choose
number of
devices

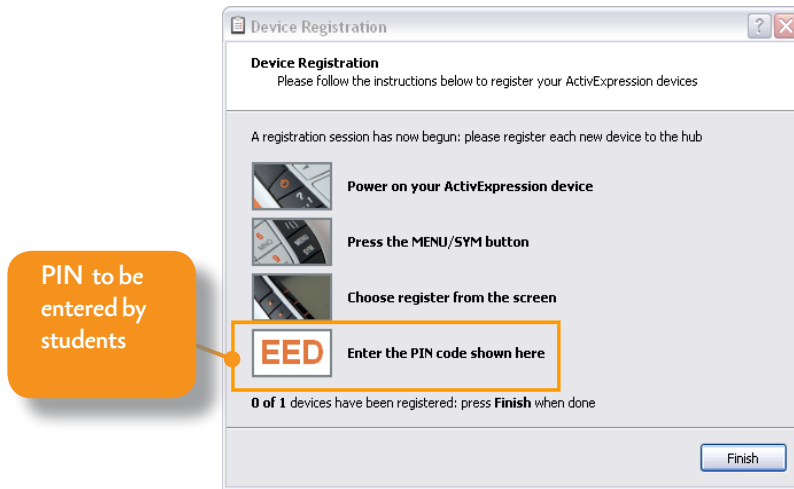
Check to let
students name
devices



Specify naming
options if required

Click
to proceed





To register, students must connect to an ActivHub. The connection method depends on the network setup, and affects what students have to do.

Check the prompt on the students' ActivEngage displays.



Students click Connect, then enter the PIN

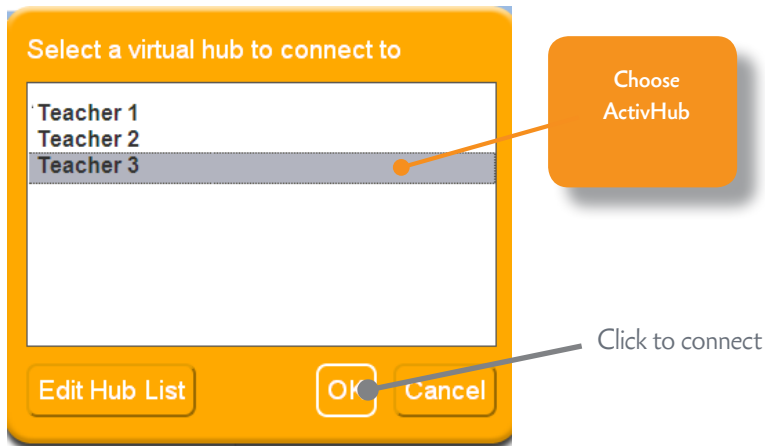
Automatic hub selection

Students click Select a hub, choose a hub from the list, then enter the PIN



Manual hub selection





All students must enter the correct PIN.



If you chose to let students name their ActivEngage clients, they must enter the name now.



The ActivEngage display now shows that the client is registered and connected.



As soon as students send the correct PIN, Device Registration shows their ActivEngage clients as registered.

Each client's name has two parts.

The first part is the prefix which can be generated automatically, or entered by the teacher.



Name entered by student or computer name



ActivEngage

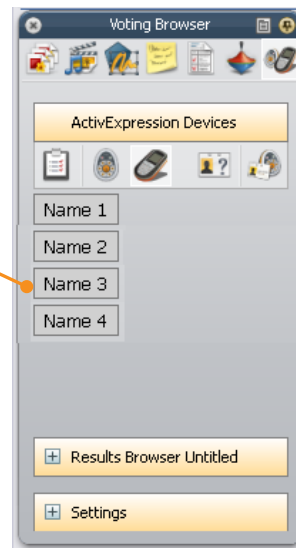
ActivInspire



Check the Voting Browser at any time to see the list of clients registered on your ActivHub.

You can add more clients to the register as necessary. Start registration, specify the number of additional clients, then complete the steps.

Registered clients



Voting

Once your students have registered, and they are connected to the correct ActivHub, they can use ActivEngage to answer questions you ask in ActivInspire.

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 open. For multiple choice questions, ActivExpression devices can send multiple responses to a single question. ActiVote devices can send one response.
Prepared Questions	Learners answer prepared questions. You can insert one question and an optional follow-on question into each flipchart page. Questions appear on the flipchart page. All learners answer the same question at the same time.
Self-Paced Questions	Prepared questions are sent to each learners' device one question at a time. Each learner works through the question set at their own pace.

For more information about voting sessions, and how to prepare question pages, see the

[ActivInspire WebHelp](#).



ExpressPoll

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

Click ExpressPoll

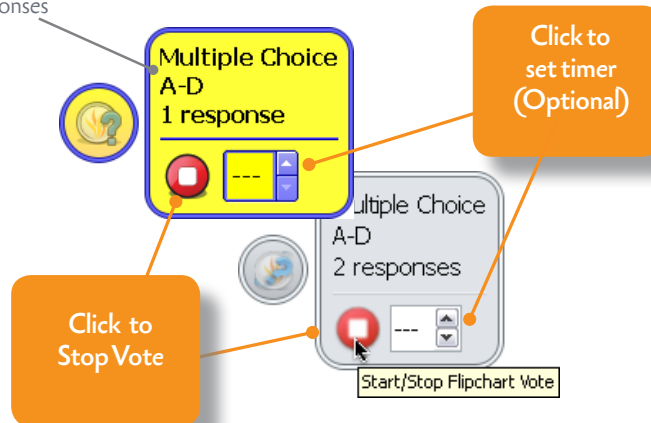
Move mouse pointer over Wonderwheel to display options

Select an option

Multiple Choice A-D: 2 Response



Type of question and number of possible responses



For more detailed information about using ExpressPoll, see the topic **Quick questions and ExpressPoll** in the **ActivInspire Webhelp**.

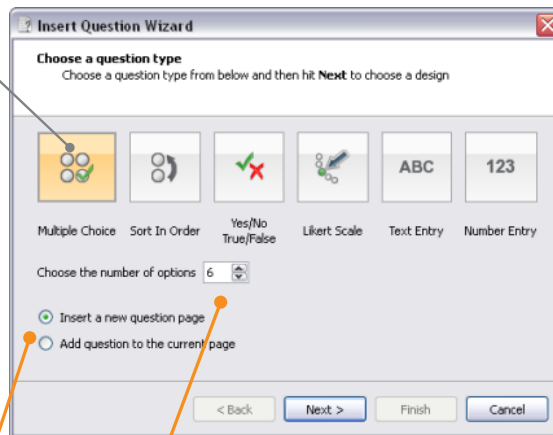


Prepared questions

Use the Question Wizard in ActivInspire to prepare your own question pages in advance.

Choose a question type:

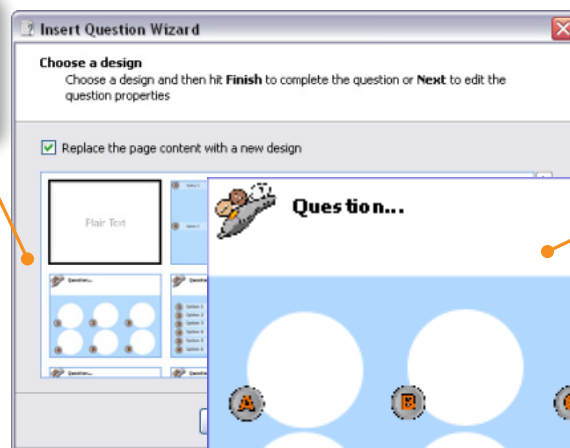
- Multiple Choice
- Sort In Order
- Yes/No
- True/False
- Likert Scale
- Text Entry
- Number Entry



Choose insertion point

Choose from available options

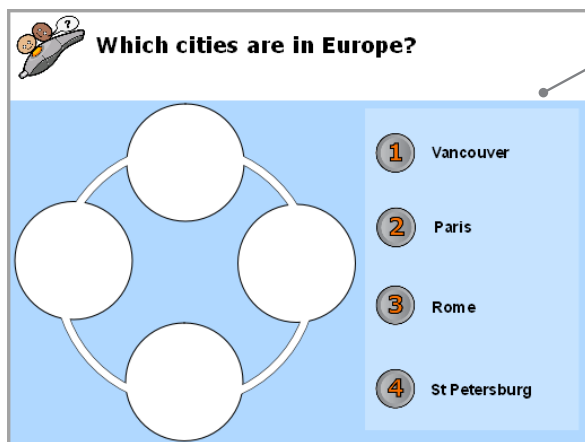
Choose question template



Customise it

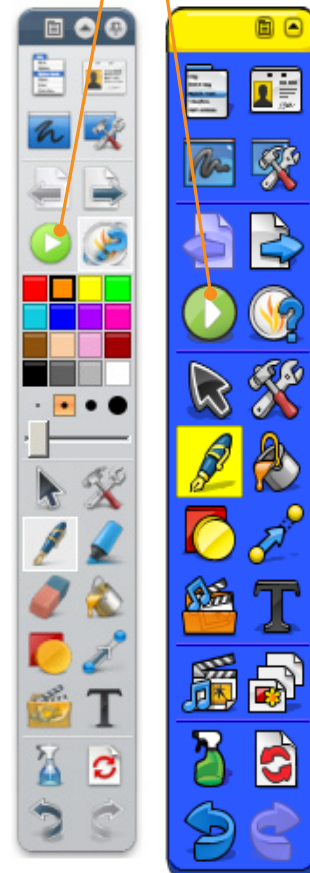
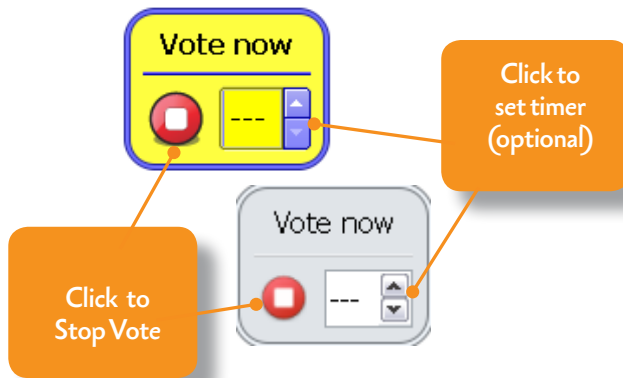


Make sure that your students have started ActivEngage and that they are connected to the correct ActivHub.



Navigate to a flipchart page that contains a prepared question

Click to Start Vote



For more detailed information, see the topic **Prepared questions - Using the Question Wizard** in the **ActivInspire Webhelp**.



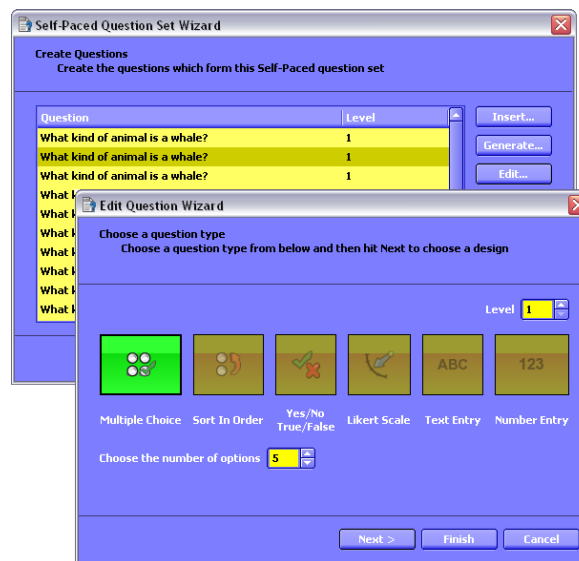
Self-Paced questions

Unlike prepared questions, where all students respond at the same time, Self-Paced Question Sets allow students to progress at their own pace. During a voting session, questions are not displayed on the flipchart page. Instead, students receive and read each question on their ActivEngage display.

You prepare question sets with the Self-Paced Question Wizard which takes you through creating, editing and deleting questions.

You can:

- Choose how many questions to include in a question set.
- Group questions in sets of 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.

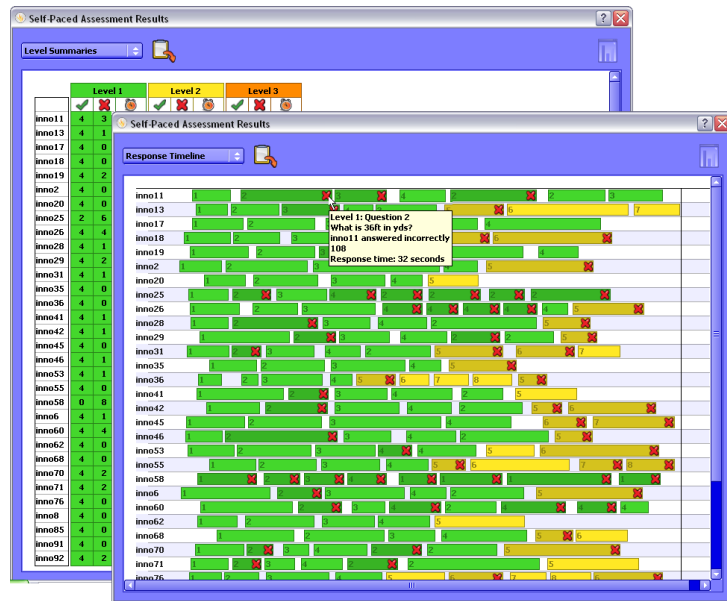


ActivInspire

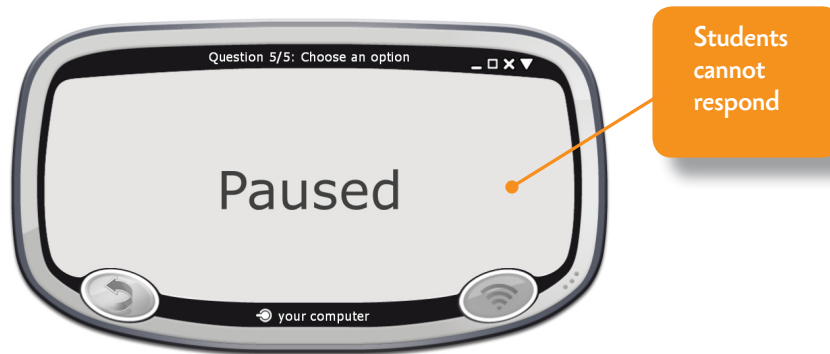
Each response is displayed in ActivInspire as soon as it has been sent, and you can choose from several report formats.

These show you at a glance:

- How well your students are doing as a group.
- If anyone is struggling.



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



For more detailed information on the wizard, and on how to create and use question sets, see the topic [Self-Paced Question Sets](#) in the [ActivInspire Webhelp](#).

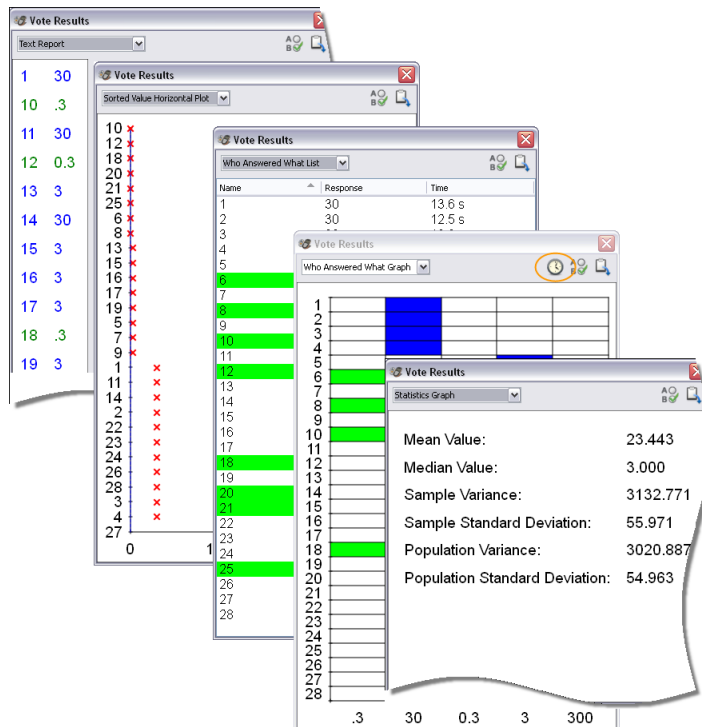


Voting results

Voting results are displayed in pop-up windows in ActivInspire.

You can:

- Display results in different formats
- Paste results into your flipchart
- Identify correct answers
- Access results later with the Results Browser
- Export results from ExpressPoll and Prepared Questions to Microsoft Excel *



* From ActivInspire 1.4 onwards, you can also export Self-Paced Question Set results. For details, see

Exporting files in the **ActivInspire Webhelp**.

For more detailed information on voting results and how to display and interpret them, see the topics under **Learner Response Systems** in the **ActivInspire Webhelp**.



More info

ActivEngage Webhelp

See the ActivEngage Webhelp for detailed information about:

- Network related considerations
- Setting up ActivEngage
- Registration and voting
- Using the ActivEngage client

You can access the ActivEngage Webhelp on Promethean Planet from the ActivEngage homepage:

<http://activengage.prometheanplanet.com>

ActivEngage Student Sheet

The Student Sheet is a graphical overview of how to start ActivEngage and use it to answer questions. Students can access the Student Sheet from the **Menu > Help** option in the ActivEngage client.

ActivInspire Webhelp

For detailed information about voting sessions, and how to prepare question pages, see the ActivInspire WebHelp.



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