



Using ActivGold has 4 main parts for setup:

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*Note: this software is not currently compatible with Apple products

Installing the MBS profile

The MBS profile can be downloaded from www.MBSchicago.net

Once downloaded, the file needs to be copied and pasted to the following location

For Windows 7 and 8:

Part One:

- Click the Start button, then Computer, and follow the path below
C:\Users\your user name\My Documents\Activ Software\ActivInspire\My Resources\My Profiles
- Paste “MBS profile.profile” in with the other profiles



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- Open ActivInspire
- In the top left corner of the screen, click “File,” then “Settings...”
- In the box that will appear, you will see a drop-down box at the top. Click and choose “MBS profile”

Part Two –changing the file path for Win 7/8:

Once you set the MBS profile to work, if clicking the “MBS grade post” icon (far right, second row) does nothing, please change the following.

- In ActivInspire , on the top left corner of the screen, click “File,” then “Settings...”
- In the box that will appear, you will see a drop-down box at the top. Click and choose “MBS profile”
- Select the “user-defined buttons” tab
- Click “MBS grade post”
- On the right side, look at Program/File box
- Highlight and delete the path in the Program/File box
- Insert this path

`C:\Program Files (x86)\Activ Software\CSVExport\extracttest.exe`

*This is where your file should be automatically; if you moved the file please change the path

For other Windows users:

Click the Start button, then Computer, and follow the path below:

`C:\Documents and Settings\your user name\My Documents\Activ Software\ActivInspire\My Resources\My Profiles`



---Using ActivGold---

- Paste “MBS profile.profile” in with the other profiles
- Open ActivInspire
- In the top left corner of the screen, click “File,” then “Settings...”
- In the box that will appear, you will see a drop-down box at the top. Click and choose “MBS profile”

Importing Student Rosters into ActivInspire

Part One – Copying Data from GradeSpeed

For Chicago Public Schools Teachers, you will need to sign in to GradeSpeed through IMPACT or remote access.

The remote access for CPS GradeSpeed is <https://portal.connect.cps.edu>

*Note: You will need Java for this security scan to work. If it is your first time grading from home, it will ask for a security check. You will need to let the installer check your computer and allow cookies to proceed.

When in fully logged-in to GradeSpeed, at the bottom left corner of the screen there is a link that says “Student List”

- Click “Student List”
- Copy all the student data you see, make sure you have copied the students names and IDs. Other data is fine.
- Open an Excel Sheet, Click cell A1 and Paste the data into Excel
- Choose “File,” then “Save As”
- Name the file, possibly with the class subject and grade
- Save the file as a .csv, CSV (comma delimited)
- Make sure you remember where you saved the file
- Close Excel



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*Note: If your computer might ask you some questions, choose all “Yes,” yes you want to save in .csv, yes you might lose some features like hyperlinks.

For all other instructors you will need to find where your online gradebook displays student information in columns.

Part Two – Importing Data to ActivInspire

- Open ActivInspire
- Find your browser, or click “View,” then “Browser”
- Choose the icon farthest right, “Voting Browser”
- Choose “Assign students to devices,” underneath the “Voting Browser” icon
- Select “Edit Database”

- Click “Add class,” name the class in your .csv file
- Click “Submit”
- Click the “Import” button, and select your .csv file with students roster information
- When you see your .csv imported, you will notice “Not Mapped” at the tops of the columns. Click the dropdown to name the column with last names “Last name,” the column with first names “Forename” (it is a British program), and the column with the IDs “Student IDs.” All other columns can stay “Not Mapped”
- Click “Import”



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To add students to classes

- While in Edit Database, click a class once to highlight it
- On the right-hand side, click and drag to select the students you want to add to the class
- Once you have the desired class and students selected, click the << button to add these students to the class

Embedding Questions into ActivInspire

- In ActivInspire, select “Insert” and “Questions”
- Double-click “Type here to add a new question” to add in the text for the question that you want the students to see
- Click the white space underneath your typed question
- Now you can re-click your first question and customize it, or add more questions
- Click the first question again and you will see more options on the right

Important notes for tests properties and options:

- You need at least 3 questions to have test options
- The default under “Test properties” is allow student to retry incorrect answers, leave this unchecked for tests
- Make sure you click the red x to remove Option 5 and Option Six if you only want students to see 4 options
- Choose a correct answer, by checking the box under the correct option



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Registering devices:

- Insert ActivHub
- Open flipchart with embedded Questions
- Open “Voting Browser”
- Click “Assign students to devices”
- Choose “Assign devices by PIN”
- Click the “Top-up registration”
- Select the type of Learner Response System you have, most have ActivExpressions
- Click “Register” and choose the number of devices. This step only happens once with a set of ActivExpressions to link the ActivExpressions to the ActivHub.
- Have students register and enter the PIN, click “Done”. This step only happens once with a set of ActivExpressions to link the ActivExpressions to the ActivHub.

Assigning students to devices:

- When returned to the “Assign devices to students” screen, select “assign devices”
- Students will enter the three number PIN
- Then click “Finish” when students registered are in green
- Close the text box that appears, do not choose anything

Starting the test:

- Click the green play button on your flipchart to send the exam to students
- When finished with the exam, click the stop button



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- Save results
- Save the flipchart before closing it

Importing grades into Online gradebooks

If you are going to convert your results to be uploaded, do not have the file you are converting open.

Uploading grades using MBS grade post in ActivInspire's MBS profile

Create the .csv file to upload

- Open ActivInspire
- Make sure you are in the MBS profile
- Click the icon far right, second column (MBS grade post)
- When the new window appears, click the file folder icon
- Select the flipchart with the data you want to upload
- Click open
- Now you have a .csv file in the same place you have your flipchart

Upload the .csv file with the results to your online gradebook

- Open your online gradebook
- Under the grades tab, scroll to the assignment. This means you will have to add a new assignment if you had not already.
- Click the name of the assignment
- On this page with the pie chart, on the far left towards the bottom, click the "Import" button
- Another window will open, choose "generic"
- Then select your .csv file that is next to your flipchart
- Click upload and you are done!