Loading ActivInspire

You may or may not have ActivInspire automatically loaded on your computer. If you do not have it, there are two methods to help you get it loaded so you are ready to use your board once it is installed. Both methods are described below in brief to help you decide which one is the best for you.

Method 1: Application Catalog through the network

- We have the software loaded on the network, packaged and ready to go. If your computer is on the district's network then this is the easiest way to install the ActivInspire software.

Method 2: Download the software from Promethean Planet

- You can download the ActivInspire software from Promethean Planet (both for school and home use). If you are new to Promethean Planet, you will need to register first. It is highly recommended that you register since there are many resources (lesson, specifically) that are available to you through this online community. We usually take you through this process during training anyway, but now you will have a head start!
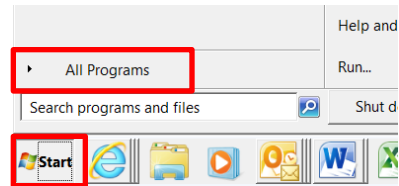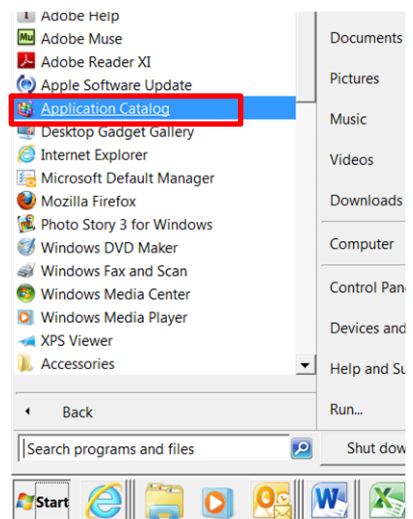
Method 1: Through the WCSD Network

You will need to load three files to complete the installation of ActivInspire. The first is the program itself and the second is the resources (*there are two of them*).

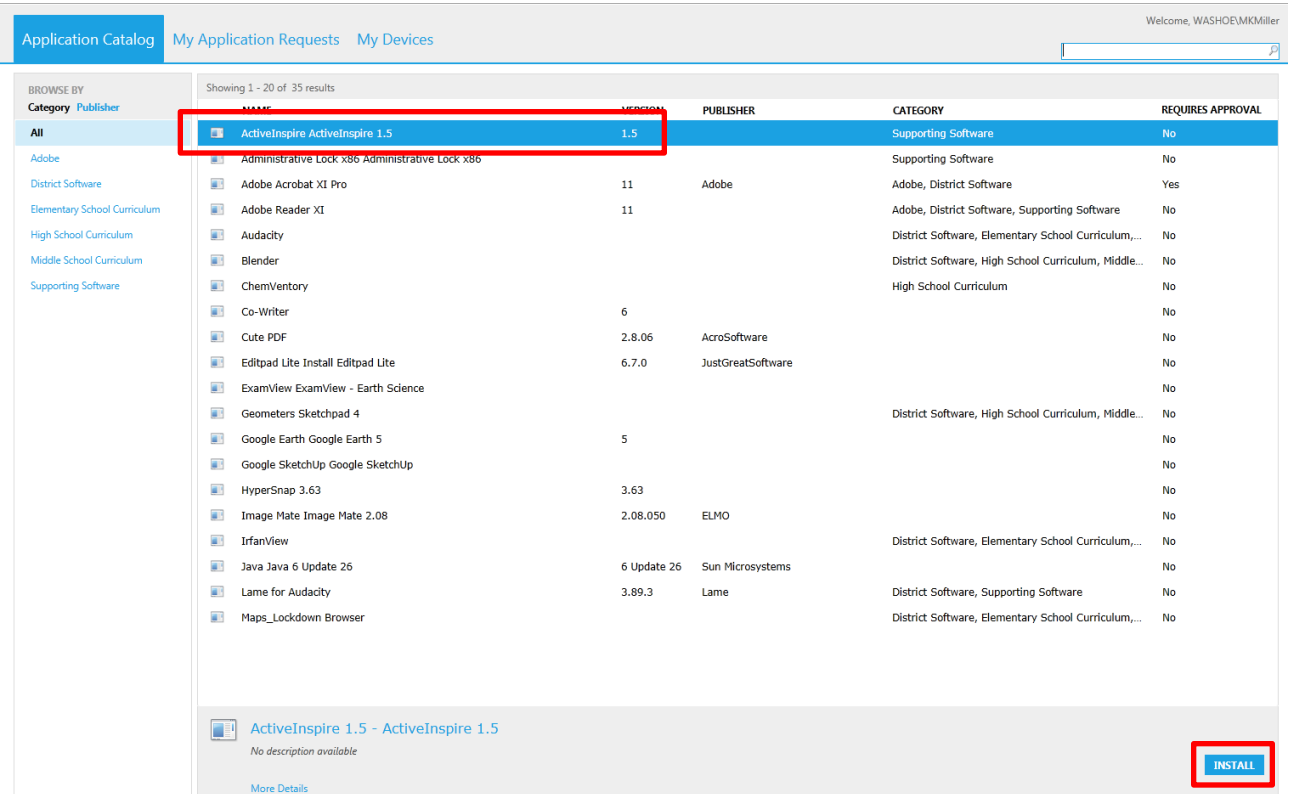Here are the steps for loading the software for the first time:

1. Click the **Start menu**.

2. Select **All Programs**.

3. When all programs are displayed, click on **Applications Catalog**.

4. In the Application Catalog window, highlight **ActivInspire 1.5** and click **Install**.
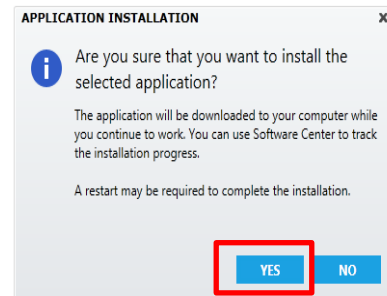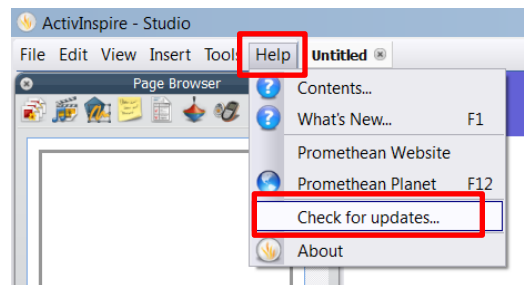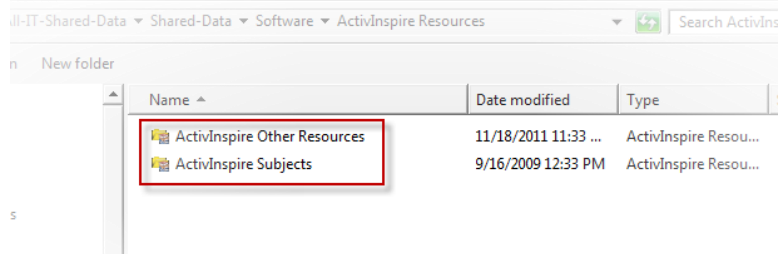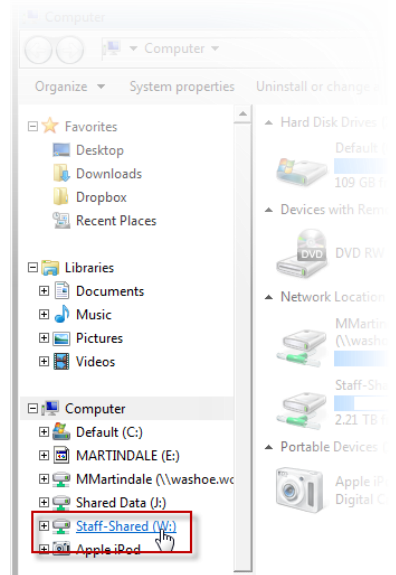

5. In the next window, select **Yes**. This should automatically load the software for you.

6. Open the ActivInspire software from the icon on your desktop. Click on **Help** and **Check for Updates**. The ActivInspire version on the network is not the most current version and you will need to install the updates.

7. To load the resource packs, start by double-clicking the **Computer** icon on your desktop (if you do not have a computer icon double-click on the recycle bin).

8. In the left-hand navigation pane of the window and click **Staff Shared folder**.

9. In that folder, find the **ActivInspire Resources** folder and double-click to open it. Double click the **ActivInspire Other Resources** file. This will open the software and ask where you would like the resources loaded. Choose: **Shared Resources**. Close the software when done (this just makes the next step easier).
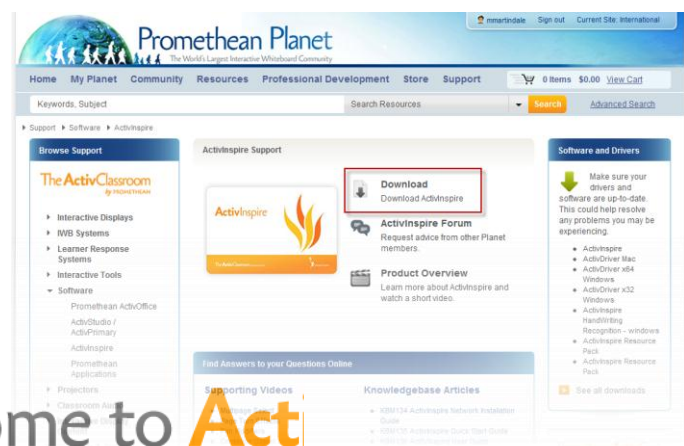
10. The Activboard Resources folder should still be open. Follow this same process with the other resource pack (**ActivInspire Subjects**). <u>NOTE</u>: *If you want to load these at home, please do. Copy them to a flash drive and load them at home*.

11. Congratulations! Your installation is now complete. If you would like more information about how to use the software and Activboard, visit the WCSD Activboard website.

Method 2: Through Promethean Planet

You will need to load two files to complete the installation of ActivInspire. The first is the program itself and the second is the resources. Before you begin, **you will need you activation code** (sticker on the bottom right hand corner of new boards) **or the board serial number** (on the left side of the board by the speaker amplifier on the newer boards or on a tab behind the lower left-hand corner of older boards).

Here are the steps for loading the software for the first time:

1. Click here to navigate to the **Promethean Planet** software page (the main site is www.promethean.com).

2. Select **Download**.

3. Choose **US English**.

4. If you only have your board serial number (no activation code) Scroll down the page before downloading. In the serial format window, click **Hardware Serial Number**. Complete the form with the information on your board. This information is located on the left side of the board by the speaker amplifier on the newer boards or on a tab behind the lower left-hand corner of older boards. Click Validate to get your software serial number (*write this down, but it should be emailed to you as well*).

5. Scroll back up to the top of the page and click **Download**.

6. The site will ask you to login at this point. Click the appropriate choice in the upper right-hand corner of the screen.
   – If you have a current Promethean Planet login, please use it now.
   – If you need to register, you can do that at this time (short, painless process!).

7. Click **Download** again.

8. Finally, scroll down on the page and click download under the appropriate operating system.

9. Complete the short survey to the best of your knowledge.

10. Run the download once it is complete (this process varies based on the browser you are using, but they generally give you an option to run or save as part of the process. Choose run).
    - Having trouble? After the file is downloaded you can find it in your Downloads folder which is usually in My Documents (for Windows XP users) or under Favorites (For Windows 7 users – Double-click your Computer icon on the desktop to display favorites in the left-hand navigation pane).

11. After the program has loaded, you will need to download the resource pack (No. 2 in the screen capture above).

12. Click the icon and download the resource pack. As before select run. This will open the software for the first time. A registration window will open. Complete it with the following information:

    - User Name: **WCSD**
    - Organization: **WCSD**
    - Serial Number: **Use the serial number generated in step four or your activation code located on the bottom right hand corner of new boards.**
    - Accept the terms of the software license
    - Click OK

13. The next window asks you how you would like the software formatted. Retain he default stetting (ActivStudio) and click OK.

14. Finally, the next window will ask where you would like the resources loaded. Choose: **Shared Resources**. Close the software when done or keep it open to explore!

15. Congratulations! Your installation is now complete. If you would like more information about how to use the software and Activboard, visit the WCSD Activboard website.

If you need more information and resources for Activboards and ActivInspire software,
visit the WCSD Interactive Whiteboard Program Web Site: http://sites.google.com/site/wcsdactivboards/