Voting with Promethean ActivExpression Kit

What do you need

1 x Activ Hub - plugged into USB port of your computer

ActivExpression Handsets – one per student

Promethean ActivInspire Software - Installed and running on your presentation computer.

ActivExpression Helpsheet 1 : Registering devices

About Device Registration

Device registration is the process of telling the ActivHub how many devices and device groups there are in the classroom. **You need to register devices before you begin a voting session**.

You start device registration from the Voting Browser. The picture below shows the information you can see in the 'Device Registration' Dialog Box:

•   How many ActivHubs are connected to your computer.
•   Device groups.
•   How many devices are registered with each ActivHub.

Once you have registered them, you can take the devices and the ActivHub with you to another location, plug the ActivHub into another computer with ActivInspire installed and begin voting immediately.

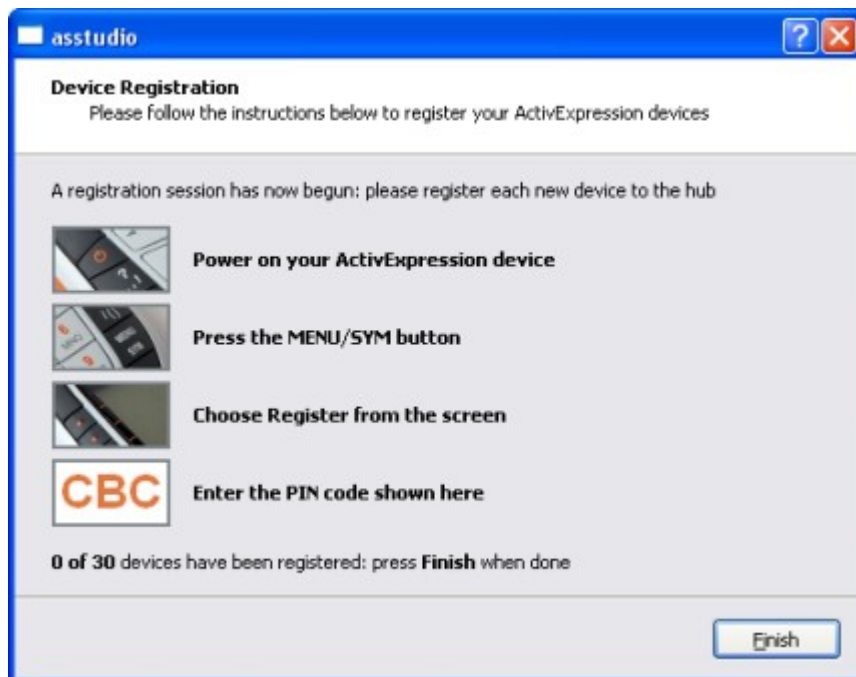Register ActivExpression devices

Before you begin registration:

1.   Start ActivInspire.
2.   Connect an ActivHub model AH2 to your computer.
3.   Distribute ActivExpression devices and ensure that they are switched ON.

To register:

1.   Open the Voting Browser and click on Device Registration   The 'Device Registration' Dialog Box opens.
2.   Select ActivExpressions and click on Register.
3.   Enter the number of devices you want to register (or use the arrows) and click on Next.

The next window shows a PIN code which must be entered on each ActivExpression device to be registered. The window has clear instructions, with photos, so your students can finish the registration (you might like to practise the procedure first!).

If the students are finishing the registration, they have to:

a. Press the MENU / SYM button on the ActivExpression devices.

b. Press the Register option key, indicated on the ActivExpression screen.

c. Enter the PIN code, by pressing the ActivExpression option keys corresponding to the PIN code, as indicated on the screen.

**The PIN code is not entered with the text keys**. You need to use the keys around the handset screen (below)
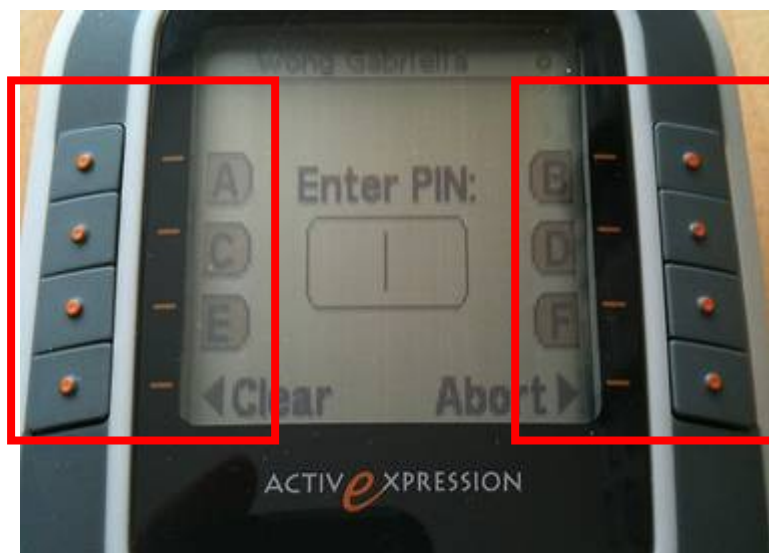
When three letters have been entered, as displayed in the PIN code box on the ActivExpression screen, the letters are transmitted to the ActivHub

ActivExpression Helpsheet 2 - Making Quizzes Using the Question Wizard

You do this within the ActivInspire software. The Question Wizard presents you with series of Dialog Boxes, each with detailed instructions to help you.

From the menu at the top of the screen choose **Insert** and then select **Question**
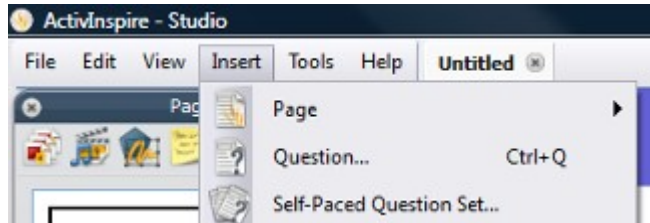
The wizard will then open.

First choose the type of question.

You can select from Multiple Choice, Sorting, Yes/No (or True/False), Text entry, Number entry and a Likert Scale where you rank preferences.
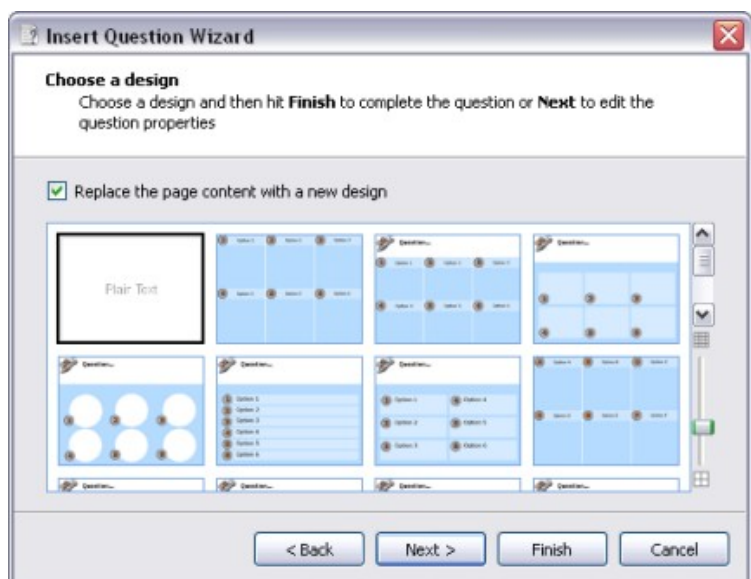
Then click **Next**

Next choose a layout style

This will provide a number of pre-prepared looks for your question page. Or you can just stick with a basic, plain text.

Then click **Next**

Enter text for your question
and answers

Make sure you scroll
down…

Use the scrollbar to see all
the options for this wizard.
It's easy to miss them.

Here you can enter the Text
for each option.

When done, click **Next**.

On the next screen, you can
assign the correct answers.

Tick the boxes next to the
answers that are correct.
There may be more than
one.

If this is a general opinion
question there may not be a
correct answer, so you can
skip this stage.

Click on **Finish** to close the
Question Wizard.

You can then add follow up questions right away. Or just go to another page and repeat the above.

Whenever you navigate to a page with a question on it, the Start Vote button is highlighted green and you can click on the button to start a voting session.
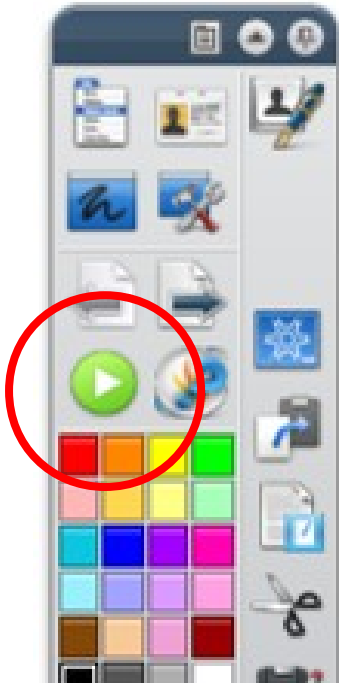
Further important options

Text answers which are nominated 'correct' are case sensitive. Numerical answers which are nominated 'correct' allow a level of error which can be set in the Question Wizard.

Once a poll is active – students can then submit their answer via the ActivExpression handsets.

The screen will show how many students have yet to vote

Quick questions and ExpressPoll

At any time during your lesson, you can ask your students a question and click on ExpressPoll to quickly add a quiz to any page and open it up for voting. This displays the voting 'Wonderwheel'. The Wonderwheel helps you communicate your question clearly, so your students quickly understand how they are expected to answer.	
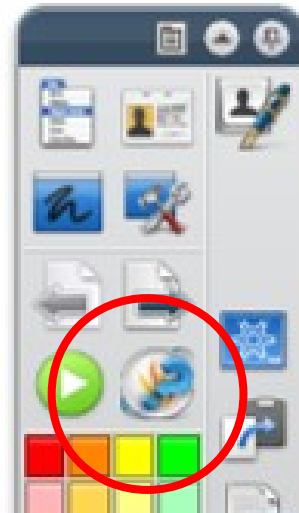
How it works

1.   You hover with the pen over the Wonderwheel and highlight a question style.

2.   Move the pen radially and outward to show the options for the style you just highlighted.

3.   Click to select one of the options.

The picture on the right shows the Wonderwheel for ActiVote devices. The highlighted question style is 'True/False'. This question style has four answering options. The option selected allows the possible answers, 'True', 'False' and 'Don't know'.
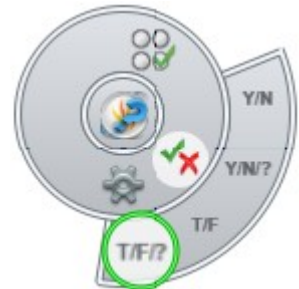
These possible answers are shown in the displayed 'Voting Summary' Box.
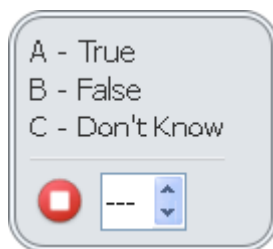
You can set a timeout now, next to the red Stop Vote button, by entering a number or using the arrows.

If your profile already has a timeout set for Express Poll, the countdown starts as soon as the summary box is displayed. When you use a timeout, you also have a Pause Vote button for extra control.

ActivExpression Helpsheet 2 - Rename ActivExpression devices

There are two places where you can rename devices:

•   Rename individual device in the 'Device Registration' Window
•   Rename individual or all devices in the 'ActivExpression Devices Group' Box

Rename individual devices

To rename individual devices in the 'Device Registration' Window:

1.   Select any individual device and click on Rename. The existing device name is displayed in a box which you can edit.
2.   Enter the new name and click on OK. The new name is shown in the 'Device Registration' Dialog Box. This means it is stored on the ActivHub. The ActivExpression device may be switched OFF, but the next time it is switched ON, it communicates with the ActivHub and receives its new name.

To rename individual devices in the 'ActivExpression Devices Group' Box:

1.   Click on Rename. The' Device Naming' Box opens.
2.   Double click on the name and edit it.
3.   Click in the column 'Committed'. The device is renamed as above.

Rename all devices

You can rename all your devices with sequential numbering and a common prefix.

1.   In the ActivExpression Devices Group Box, click on Rename to display the 'Device Naming' Box.
2.   Click in the box 'Rename all of the devices using the prefix' and enter a prefix.
3.   Click on Apply prefix. All ActivExpression devices in the group are renamed on the ActivHub, as described above, with the prefix and numbers, starting with 1. The numbers can be edited separately.

Assigning students to devices

Here we describe the advantages of assigning students to devices and show you how to do so:

•   Why assign students to devices?

•   Assign students to devices

Why assign students to devices?

You don't have to assign students to devices, but to do so can reduce the time you need to collate and process results and can give you an immediate insight into each students' progress.

You can assign student names from database files. You can use existing databases, or you can generate and export a database using ActivInspire.

When you attach an ActivHub to your computer, registered devices are shown in the 'Device Registration' Dialog Box. Depending on the Voting Browser selections, the box shows one of the following:

•   Device Number - Anonymous voting.

•   Device Name - Named voting (students not assigned to devices).

•   Student Name - Named voting (students assigned to devices).

Assign students to devices

In the Voting Browser:

1.   Click on Assign students to devices. The 'Assign students to devices' Dialog Box opens.

The student names and id have to be placed in this Dialog Box from a database file. Names can be imported from a database with the file extension .edb or.csv, or you can generate and export a class database from within ActivInspire.

2.   Click on Edit Student Database. The 'Edit Student Database' Dialog Box opens.

3.   Add a class to box a:

a.   Click on Add Class. The 'Add Class' Dialog Box opens.
b.   Enter Class Name and Teacher Name; Notes are optional.
c.   Click on Submit.

4.   Add students to box b:

a.   Click on Add Student. The 'Student' Dialog Box opens.
b.   Enter Name, Forename, and Student ID.
c.   Click on Submit.

Back in the 'Edit Student Database' Dialog Box:

5.   Highlight the class.

6.   Highlight the student names you want to assign to voting devices.

7.   Click arrows to add or remove students to or from box c.

8.   Click on OK. The 'Edit Student Database' Dialog Box closes, and ActivInspire returns to the 'Assign students to devices' Dialog Box.

Students displayed in this box can be assigned. If the number of students is greater than the number of registered devices, a warning is displayed.

If you want to register more devices before assigning students to devices, select Top-up Registration. The 'Device Registration' Dialog Box opens. For details, see Registering devices.

In the 'Assign students to devices' Dialog Box:

9.   Select Assign Devices - Device PIN numbers appear in the dialog box. On ActivExpression devices, a prompt is also displayed on the screen.

10   Each student has to enter the correct PIN numbers:

•   ActiVote devices – press voting buttons
•   ActivExpression devices – press option buttons

The 'Assign students to devices' Dialog Box shows devices assigned, highlighted in green. Now, when you select Named Voting, the Voting Browser displays student names.