



THE NEW YORK CITY DEPARTMENT OF EDUCATION

DENNIS M. WALCOTT, *Chancellor*

Division of Talent, Labor and Innovations

Crystal Lindsay, *Bronx Borough Technology Innovation Manager, Office of Educational Technology*

1 Fordham Plaza • Bronx, NY 10458

Phone: 718-741-8634 • E-mail clindsay@schools.nyc.gov

**Begin to Inspire with the Promethean Interactive Whiteboard
Bronx Office of Educational Technology
One Fordham Plaza Room 745 Bronx New York 10458
February 13, 2012**

**Laurie Duma, Teaching and Learning Consultant
Promethean Inc.**

**Shelia Graham, Instructional Technology Specialist
Bronx Office of Educational Technology**

AGENDA

- 8:30 - 9:00 Software Installation and Internet Connectivity
Luis Aviles, Instructional Technology Specialist
- 9:00 - 9:30 Welcome, Overview and Introductions
- 9:30 - 10:00 The Promethean Board At A Glance
Laurie Duma, Promethean Teaching and Learning Consultant
Icebreaker "Getting To Know You", Components and Connectivity
Cleaning The Board
- 10:00 - 10:30 The ActivInspire Software
Locating and Opening the Software, Calibrating the Board
Review of the Dash Board, ActivStudio - Elementary Grades and Up
ActivInspire Primary Look and Feel - For Early Childhood Students
Recent Flipcharts, Select Tool (Mouse Pointer), Main Menu
File Menu Review: Save As - Name and Save Your File, Edit, View, (Use View to see or locate possible deleted items) Insert, Questions (Day 3), Links,
Tools: Handwriting Recognition (Review All), Help: Content - Reference - Tools
Help: Software Updates, Import: PowerPoints, SMART Notebook Lessons
Toolbar Dock, Roll Up Toolbar, Push Pin, Page Turning Arrows, Pen Tool, Highlighter,
Eraser: Only erases Pen and Highlighter, Clear Tool: Annotations - Pen and highlighter only
Use Undo Tool to move back to previous edits, Shapes Tool: (Click the Double Arrows for More Shapes)
Shape Inner and Perimeter Color (Use Undo to delete unwanted shapes)
Use the "X" to indicate no color, Text Tool: Font, Size, (36 or higher is recommended) Bold, Italics, Underline,
Color, Background Color, Fill Tool, On Screen Keyboard - (currently only on PC's)
- 10:30 - 10:45 Break
- 10:45 - 12:00 Profiles: At the Board, Authoring, Math, Editing and Changing Profiles, Desktop Annotation: Use to annotate on the desktop, a web page or other documents. Desktop Tools: Camera - Area Snapshot- Adjust handles Around Area - Select Your Image Option, Image Options: Decide where to save, in which resource area Note: Shared Resources are items from Promethean.
Return to Flipchart Tool Enlarge Image on Flipchart page, Marque Handle: Freely Move Image, Rotate Image, Object Edit Menu Bar, Duplicate, Translucency Slider, Insert - Tools - More Tools, Clock - Set Accordingly, View Page Turn Effects, Video Recorder, Cite Your Source
- 12:00 - 1:00 Lunch
- 1:00 - 2:45 Browsers: View – Browsers, Page Browsers, Duplicating a Page, Resource Browser: My Resources Shared Resources, Subjects, Review graphics in the various folders, Drag terms a needed Menu: Enlarge, Flip, Rotate, Transform, Mirror, Notes Browser: Format Toolbar - Adjust font size and type your note. Reset Button, Drag Copy an image, Tools, More Tools, Screen Recorder
- 2:45 - 3:00 Question, Answers, A Glance Ahead, Shelia Graham, Instructional Technology Specialist
Evaluation and Wrap-up