ACTIVOTE

Quick Start Guide

PROMETHEAN
LIGHTING THE FLAME OF LEARNING

CONTENTS

WELCOME TO ACTIVOTE

Activote is Promethean's integrated personal response system. It is designed to encourage whole class participation and enhance learning.

Find out whether students are following a lesson or use Activote as the basis for planned discussion. Activote is a powerful tool which can influence the direction of a lesson or the planning of future work. Just ask your students to make a choice and press a button. The answers can be exported to Excel for record keeping and further analysis.

Flexibility is the key. Plan quizzes in advance using supplied pre-prepared content or the Question Master wizard. Ask unplanned questions as they occur. Activote also works effortlessly over any application or website.

What is this manual?

This quick start guide takes you through the process of setting up and using the Activote devices and its associated programs.

In your Activote set

Activote devices
Activhub
Activhub holder
Activhub cable
Software CD (Activstudio or Activprimary)
Torx screwdriver
Adhesive labels
Quick start guide

SOFTWARE REQUIREMENTS

Windows® requirements
Activstudio version 3.0.110 or later
Activprimary version 3.0.71 or later
Activdriver version 4.1.10 or later

Mac® requirements
Activstudio version 3.0.96 or later
Activprimary version 3.0.96 or later
Activdriver version 2.3.110 or later

If you already have Activstudio or Activprimary installed on your computer, the CD-ROM supplied with your Activote set automatically upgrades the software if necessary.

INSTALL/UPGRADE THE SOFTWARE

Windows®
Place the application CD into the CD-ROM drive.

If the CD-ROM runs automatically, follow the on-screen instructions to install/upgrade the software.

If the CD-ROM doesn't run automatically, from your desktop select **Start>Run**. In the Run box type the drive letter that contains the CD followed by *\menu.exe.* For example *d:\menu.exe*. Click OK.
Install the Resources CD in the same way.

Mac®
Place the application CD into the CD-ROM drive.
A CD icon appears on your desktop.
Double-click on the CD icon.
Double-click on the Software Installer icon and follow the on screen instructions to install/upgrade the software.
Install the Resources CD in the same way.

THE ACTIVHUB

The Activhub is needed to communicate between Activote devices and your PC.

> **NOTE:** In you have a Promethean Activslate model PRM-RS1-01, register and activate it before connecting the Activhub. Your new Activotes (model PRM-AV3-01) cannot be used during the same voting session as version 2 of the Activotes (model PRM-AV2-01).
>
> **MODEL NUMBERS:** Found on the back of the Activslate or on the base of your Activote.

Insert the Activhub into a USB socket on your computer. Use the 1.8m (6ft) USB extension cable if necessary. The function indicator light is red when it has power. The light flashes green when the Activhub is working.

Function indicator:
Red = powered
Flashing green = working

Tips for best use of the Activhub

Keep the Activote devices in clear view of the Activhub. To do this, if necessary, connect the USB Activhub to the 1.8m (6 ft) cable.

Raise the antenna as shown in the photo.

The Activhub and Activote devices should be no more than 75 metres (250 ft) apart.

THE ACTIVOTE DEVICE

1 The central Registration button is only used when registering the device.

2 The A-F buttons are used during votes.

3 The top lights flash when the Activote device communicates with the server.

How to change the Activote devices' batteries

Using the torx screwdriver, unscrew the back of the device.
Pull the bottom panel down out of the device.

THE MENUS EXPLAINED

To find the menus:

Activstudio

On the Main toolbox, click on the Main Menu button. Select Activote.

Activprimary

On the Main toolbox, click on the Teacher Tools Menu button. Click on the Menu button. Select Activote.

Menu options

Session
Opens the Activote Session box where you specify whether you want to perform a named, anonymous or demo vote. The Session window opens before each voting session.

Devices
Use this option to register your Activote devices in the Device Registration program.

Users
Allocate your devices to individual users in the User Registration program.

Question Master
Compile a set of questions for your voting session.

User Database
Prepare and categorise a list of users.

Preferences/Settings
Access options to change how Activote works.

Export Results to Excel
Export Results to Notepad
In Activprimary these options are on the Activote menu. For these options in Activstudio, click the Main Menu button; select **Flipchart> Export>Activote Results**.

VOTING OPTIONS

Anonymous voting
The teacher uses anonymous mode so students don't know who has given which response. If you keep a note of which student has which device, however, you can still trace who has voted which way.

Named voting
Using the User Database and User menus you can associate a student's name to each device. Use Named Mode and the student's names then appear alongside the vote results.

Ad hoc voting
Done either in Anonymous Mode or Named Mode, you can set up a vote instantly with the adhoc voting options.

Pre-prepared voting
Use the Question Master or the pre-prepared voting resources to plan your vote before the lesson begins. Available with anonymous voting or named voting.

REGISTERING AND NAMING DEVICES (WINDOWS®)

Register devices

Before voting devices can be used, the computer needs to know they exist.

In this section we will show you how to use the Device Registration program to resister voting devices. Once devices are registered and named, the Activhub and associated Activote devices can be used with any computer running required versions of Activstudio and Activprimary.

NOTE: Plug the Activhub into your computer before launching Activstudio or Activprimary. The first time you launch the software, you will be asked to input your information and serial number. The serial number is located on your installation CD case.

To launch Activstudio or Activprimary, double-click on the icon on your desktop.

Activstudio:

Click on the Main Menu button. Select **Activote>Devices**.

Activprimary:

Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Devices.**

This opens the Device Registration box.

In the Device Registration box, select Register.

Enter the number of devices to be registered.

A three letter PIN code appears.

Press and hold the Register button - the flame - on your Activote devices until the green and red lights both switch on.
Enter the PIN code displayed on screen using the buttons on each Activote device.

The device will appear in the Registered Devices list.

You can register each device in turn, or register them all at the same time.

If the number of devices registered equals the number you entered at the beginning of the process, the registration process will automatically stop.

> **NOTE:** If you are using a new set of voting devices, you need to name each device electronically using the following technique. You can also change the name of the devices using the technique described next.

Naming the devices

There are two options for naming devices:
Name All: Name all devices at one time with a prefix.
Name: Name each device individually

i. Name All

Click on Name All to automatically allocate codes, with a prefix of your choice.
To do this:

1. Click on Name All.

2. In the Registered Devices box, type a prefix (up to three letters or numbers).

3. Click on a letter on each device, to find out which name is allocated to which device. If you want, write this name on the tab at the base of the Activote device. Click OK.

ii. Name

Click on Name to type in your own code for the device.
To do this:

1. Click on each code under the heading Device Name and give the device a four digit code, comprised of letters and/or numbers.

2. Click Name. All the device names turn yellow.

3. Click on a letter on each device, to find out which name is allocated to which device. The device name will turn red. If you want, write this name on the tab at the base of the Activote device.

4. Click Stop when you have finished.

Ad hoc votes

When you have registered the devices you can perform quick votes:

a. Click on the Activote icon on your Main toolbox.

b. Select Anonymous Mode in the Activote Session box.

c. Click on the drop-down menu and select the number of devices you have registered. Click OK.

d. Ask your question, verbally or on the board.

e. To start the vote, click on the Activote icon.

f. When everyone has voted, click on the Activote icon again.

The results appear on the display.

NOTE: Explore the options here for different views of the results.

VOTING WITH USER NAMES (WINDOWS®)

You can allocate a name to each device, so you can see who answered what.
To do this, firstly you need to add your users' names to Activote's User Database.

Add names to the User Database

Activstudio	Activprimary
Click on the Main Menu button. Select **Activote>User Database**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>User Database**.

In the Activote User Database box, select **User>Add**.

List your users in the Add Users box.

Click OK when you have finished.

> **NOTE:** Lists of names can also be imported using a .csv file, created in Excel®. See the help files for more details.

Allocating user names to devices

When the names have been added to the User Database, There are two ways to allocate user names to devices:

1. Users select any device and register their name against it.
2. Users are allocated specific devices in advance.

1. Users select any device

Activstudio	**Activprimary**
Click on the Main Menu button. Select **Activote>Users**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Users**.

Select 'Allocate devices by requiring all users to enter a three-letter registration code'.

In the Folder drop-down menu, make sure All Users is selected. In this way, you will see any users you added to the User Database. Other names are also included.

Select the name and click on the Add button to add the name to a device.

Click on Allocate Devices when you have finished. The names appear on screen. They are highlighted red and followed by a three letter code.

Each user should enter their three letter code. The user name will become green when the device is correctly allocated.

Choose the Back button when you have finished. Choose Exit.

You can now perform the named vote.

2. Users are allocated specific devices

Activstudio	Activprimary
Click on Activstudio's Main Menu button. Select **Activote>Users**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Users**.

Select 'Allocate named devices to users'.

In the Folder drop-down menu, make sure All Users is selected. In this way you see any users you added to the User Database. Other names are also included.

Select each name and click on the Add button to add the name to a device. Make a note of which device has been assigned which name.

Click on the Exit button when you have finished.

You can now perform the named vote.

Perform the named vote

When your User Database has been created, and your devices have been allocated, you can perform your named vote.

Activstudio	**Activprimary**
Click on the Main Menu button. Select **Activote>Session** to select the type of vote.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Session**.

Select Named Mode. Click OK.

On the Main toolbox, click on the Activote icon to perform the vote.

Click on the Activote icon again when everyone has voted.

The results appear on the display.

VOTE WITH PREPARED QUESTIONS (WINDOWS®)

Question Master

The Question Master program has been created to help generate voting flipcharts.

To open the Question Master program:

Activstudio	**Activprimary**
Click on the Main Menu button. Select **Activote>Question Master**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Question Master**.

The Question Master program opens.

Explore the options here to create a voting flipchart.

See the help files for more details on how the Question Master works.

Right-click options

To turn a page into a prepared voting page:

Activstudio	**Activprimary**
Right-click on the page. Select Activote Question Settings.	In Design Mode, right-click on the page. Select Activote Question Settings.

REGISTERING AND NAMING DEVICES (MAC®)

Register devices

Before voting devices can be used, the computer needs to know they exist.

In this section we will explain how to use the Device Registration program to register voting devices. Once devices are registered and named, the Activhub and associated Activote devices can be used with any computer running required versions of Activstudio and Activprimary.

> **NOTE:** Plug the Activhub into your computer before launching Activstudio or Activprimary. The first time you launch the software, you will be asked to input your information and serial number. The serial number is located on your installation CD case.

To launch Activstudio or Activprimary, double-click on the icon on your desktop.

Activstudio:	**Activprimary:**
Click on the Main Menu button. Select **Activote>Devices**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Devices.**

This opens the Activboard System Preferences box.

Select Register.

Enter a custom PIN code, replacing the default ABC. You can only type upper case A - F characters or use the buttons in the window to create the code.

Enter the total number of devices to be registered by replacing the default of 10. You can register up to 500 devices.

A three letter PIN code appears in the Activboard System Preferences box.

Press and hold the Register button - the flame - on your Activote devices until the green and red lights both switch on.
Enter the PIN code using the buttons on each Activote device.

The device will appear in the Device ID column.

You can register each device in turn, or have class members register them all at the same time.

Choose Done or wait for the process to stop.

> **NOTE:** If you are using a new set of voting devices, you need to name each device electronically using the following technique. You can also change the name of the devices using the technique described next.

Naming the devices

There are two options for naming devices:
Name each device individually.
Name all devices at one time with a prefix.

Select Rename in the Activboard System Preferences box.

Individually name devices

1. Click in the blank space in the New Name column for each device and type in a code of up to four characters, comprised of letters and/or numbers. Do this for each device to be named.

2. Choose Synchronize.

3. On a device, press on a letter (A-F) to assign the name electronically to the device. The new name for each device will move to the left under the Name column. Do this for each device. If you want, insert a label at the base of the Activote device for each device named.

4. Click Stop when you have finished.

Name all devices with the same prefix

Select Rename in the Activboard System Preferences box.

1. In the Activote Rename window, type a prefix (up to three letters or numbers) in the box for Name Prefix.

2. Choose Set to All.

3. Choose the Synchronize button

4. On a device, press a letter (A-F) to assign the name electronically to the device. The new name for each device will move to the left under the Name column. Do this for each device. If you desire, insert a label at the base of the Activote device for each device named.

5. After naming is complete, choose Close.

6. Quit the Activboard System Preferences window.

Ad hoc votes

When you have registered the devices you can perform quick votes:

a. Click on the Activote icon on your Main toolbox.

b. Select Anonymous Mode in the Activote Session box.

c. Click on the drop-down menu and select the number of devices you have registered. Click OK.

d. Ask your question, verbally or on the board.

e. To start the vote, click on the Activote icon.

f. When everyone has voted, click on the Activote icon again.

The results appear on the display.

> **NOTE:** Explore the options here for different views of the results.

VOTING WITH USER NAMES (MAC®)

You can allocate a name to each device, so you can see who answered what.
To do this, firstly you need to add your users' names to Activote's User Database.

Add names to the User Database

Activstudio	Activprimary
Click on the Main Menu button. Select **Activote>User Database**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>User Database.**

There are existing user names in the database.
From the menus at the top of the display, select **User>Add**.
List your users in the Add Users box. Choose 'New User' for each user you add.
Choose Add when you have finished.
Quit the User Database. Select Save.

Allocating user names to devices

When the names have been added to the User Database, There are two ways to allocate user names to devices:

1. Users select any device and register their name against it.
2. Users are allocated specific devices in advance.

1. Users select any device

Activstudio	Activprimary
Click on the Main Menu button. Select **Activote>Users**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Users**.

Select 'Allocate devices by requiring all users to enter a 3 letter registration code'.

Click OK

In the Folder pop-up menu, make sure All Users is selected. In this way, you will see any users you added to the User Database. Other names are also included.

Select the name and click on the Add Users button to add the name to a device.

Click on Allocate Devices when you have finished. The names appear on screen. They are highlighted red and followed by a three letter code.

Each user should enter their three letter code. The user name will become green when the device is correctly allocated.

Choose the Back button when you have finished. Close the Device Allocation box.

You can now perform the named vote.

2. Users are allocated specific devices

Activstudio	Activprimary
Click on Activstudio's Main Menu button. Select **Activote>Users**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Users**.

Select 'Allocate named devices to users'.

In the Folder pop-up menu, make sure All Users is selected. In this way you see any users you added to the User Database. Other names are also included.

Select each name and click on the Add Users button to add the name to a specific device. Make a note of which device has been assigned which name.

Close the Device Registration box when you have finished.

You can now perform the named vote.

Perform the named vote

When your User Database has been created, and your devices have been allocated, you can perform your named vote.

Activstudio	Activprimary
Click on the Main Menu button. Select **Activote>Session** to select the type of vote.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Session**.

Using the Session pop-up menu, select Named Mode. Click OK.
On the Main toolbox, click on the Activote icon to perform the vote.
Click on the Activote icon again when everyone has voted.
The results appear on the display.

VOTE WITH PREPARED QUESTIONS (MAC®)

Question Master

The Question Master program has been created to help generate voting flipcharts.

To open the Question Master program:

Activstudio	Activprimary
Click on the Main Menu button. Select **Activote>Question Master**.	Click on the Teacher Tools Menu button. Select the Menu button. Select **Activote>Question Master**.

The Question Master program opens.

Explore the options here to create a voting flipchart.

See the help files for more details on how the Question Master works.

Right-click options

To turn a page into a prepared voting page:

Activstudio	Activprimary
Right-click on the page. Select **Activote>Question Settings>Show**	In Design Mode, right-click on the page. Select **Activote>Question Settings>Show**.

MORE INFORMATION

Further help

For complete information about using the Activote and its associated programs, refer to the help files. To access the help files, right-click on the Activote icon on Activstudio's Main toolbox.

Technical Support: web/e-mail

http://prometheankb.com
From within your region, select the appropriate language.
For e-mail queries, click on Contact Technical Support at the top of the page and complete the online form.

Technical Support: telephone

UK only: 0870 165 2210
Americas English language: +1-678-762-1800
Asia-Pacific: +86 (0) 755 2983 2826
German language: +49 (0) 201 8561355
France only: 0826 621245
French language: +44 (0) 1254 290 997
Europe, Middle East, Africa: +44 (0) 1254 290 994
Spanish language: +1-678-762-8100

Promethean Planet forum

Join Promethean Planet for news, tips, resources and user forums:
www.prometheanplanet.com

Updates

Please visit the Promethean website frequently to check for updated drivers, software, user guides and flipchart resources.
http://www.prometheanworld.com

COMPLIANCE STATEMENTS FOR THE ACTIVOTE AND ACTIVHUB (UNITED STATES OF AMERICA, CANADA AND EUROPE):

United States of America

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by Promethean may void the user's authority to operate this equipment.

For non-intentional radio parts, this equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna. Increase the separation between the equipment and receiver. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Canada

This device complies with RSS-210 of Industry Canada and is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by Promethean may void the user's authority to operate this equipment.

This Class B digital apparatus complies with Canadian ICES-003.

Europe

The radio interface on this product is intended for use with other Promethean radio devices for operation in the following countries:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom

Declaration of Conformity statement

A copy of the Declaration of Conformity is available on the software application CD. Should this not be available, please contact Promethean for a copy.

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BOARD   PEN   SOFTWARE   SLATE   VOTE   SUPPORT