

# A Subs Guide to Using Technology in the Classroom

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# The Essentials of Logging In at the School:

- Your Login Won't Get You There
- No Local Drives
- No Printing Rights
- Ask If There is a Login for Substitutes at the School
- Try Not to Use the Teacher's Personal Login

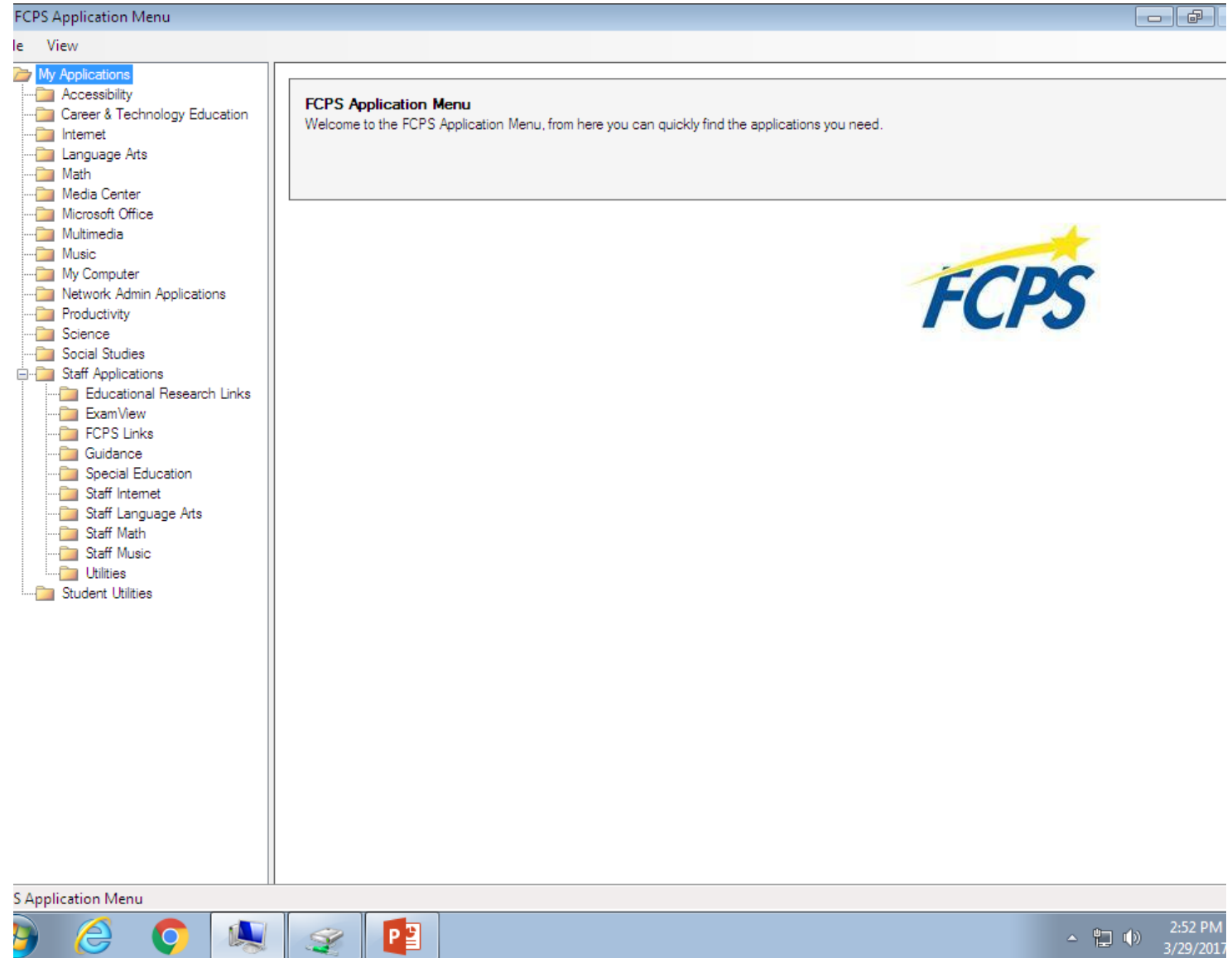
# What is the App Menu?

The Application Menu can be found on Laptops and Desktops – not on Chromebooks

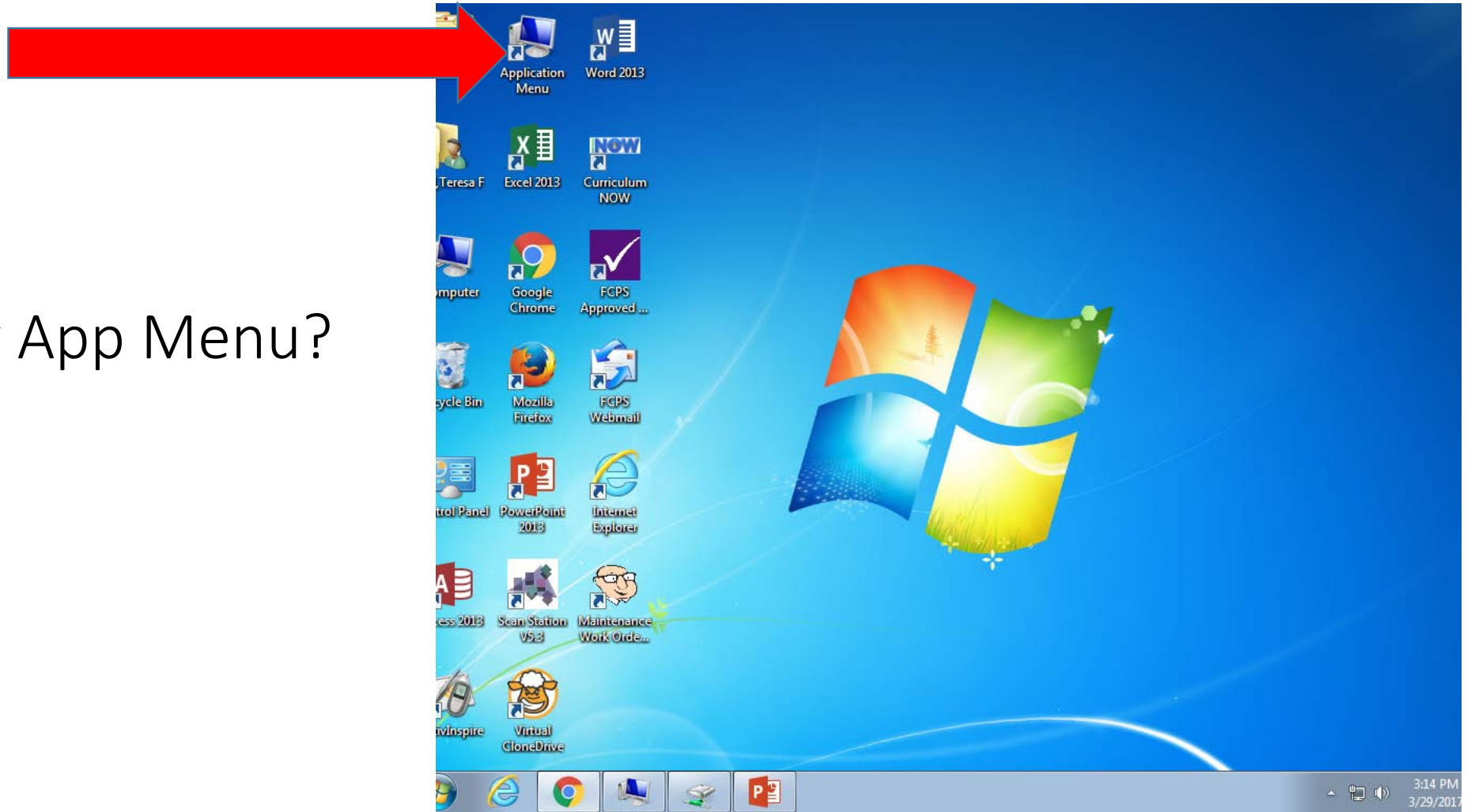
Many resources can be found by opening up any folder on the list

Teachers might leave you links to the lessons on the local school drives (My Computer)

The teacher might leave you a flash drive with the lessons (My Computer)



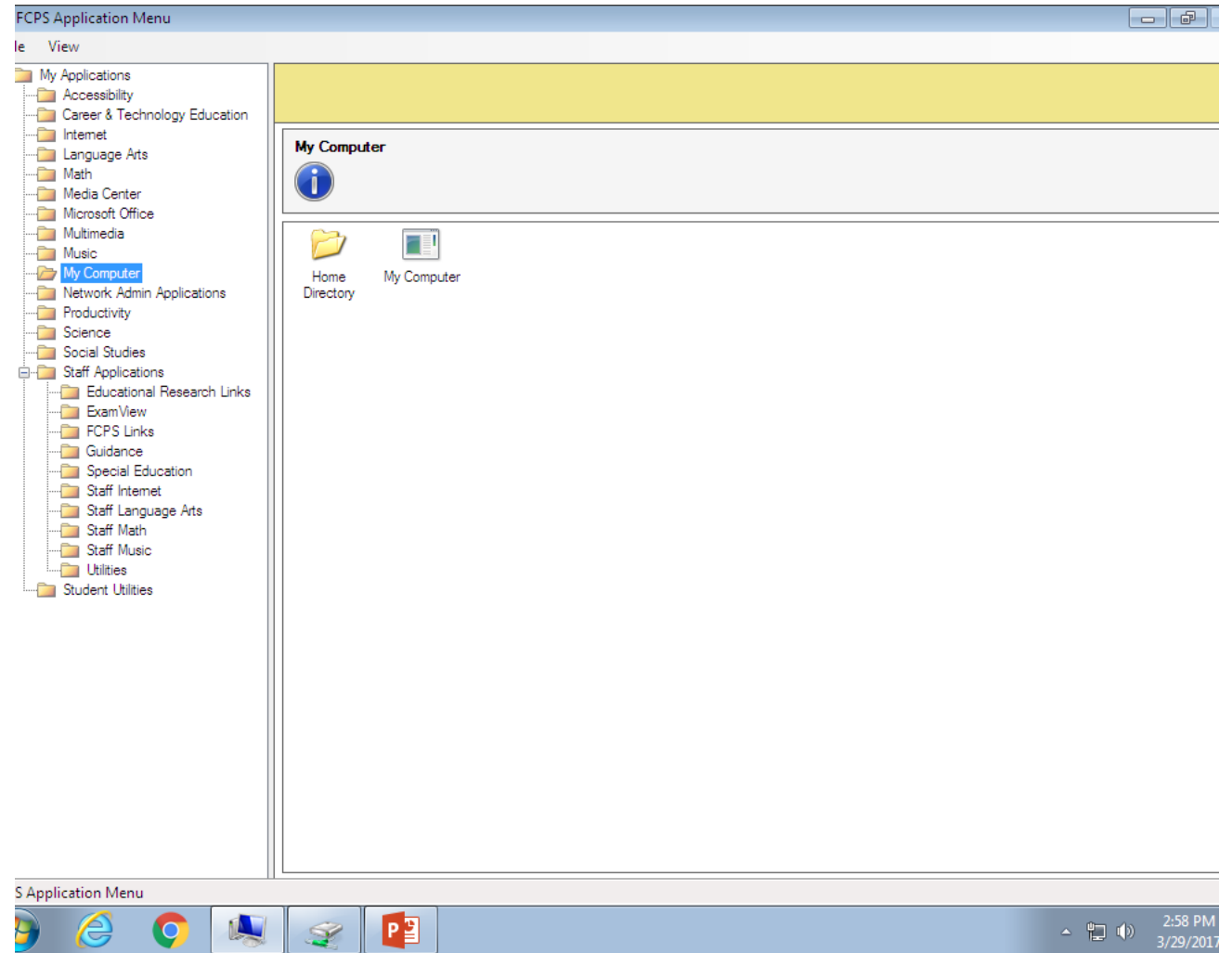
Where is my App Menu?



# To Access Any Drives

Click on My Computer Folder

Click on My Computer Icon



# The Drives!

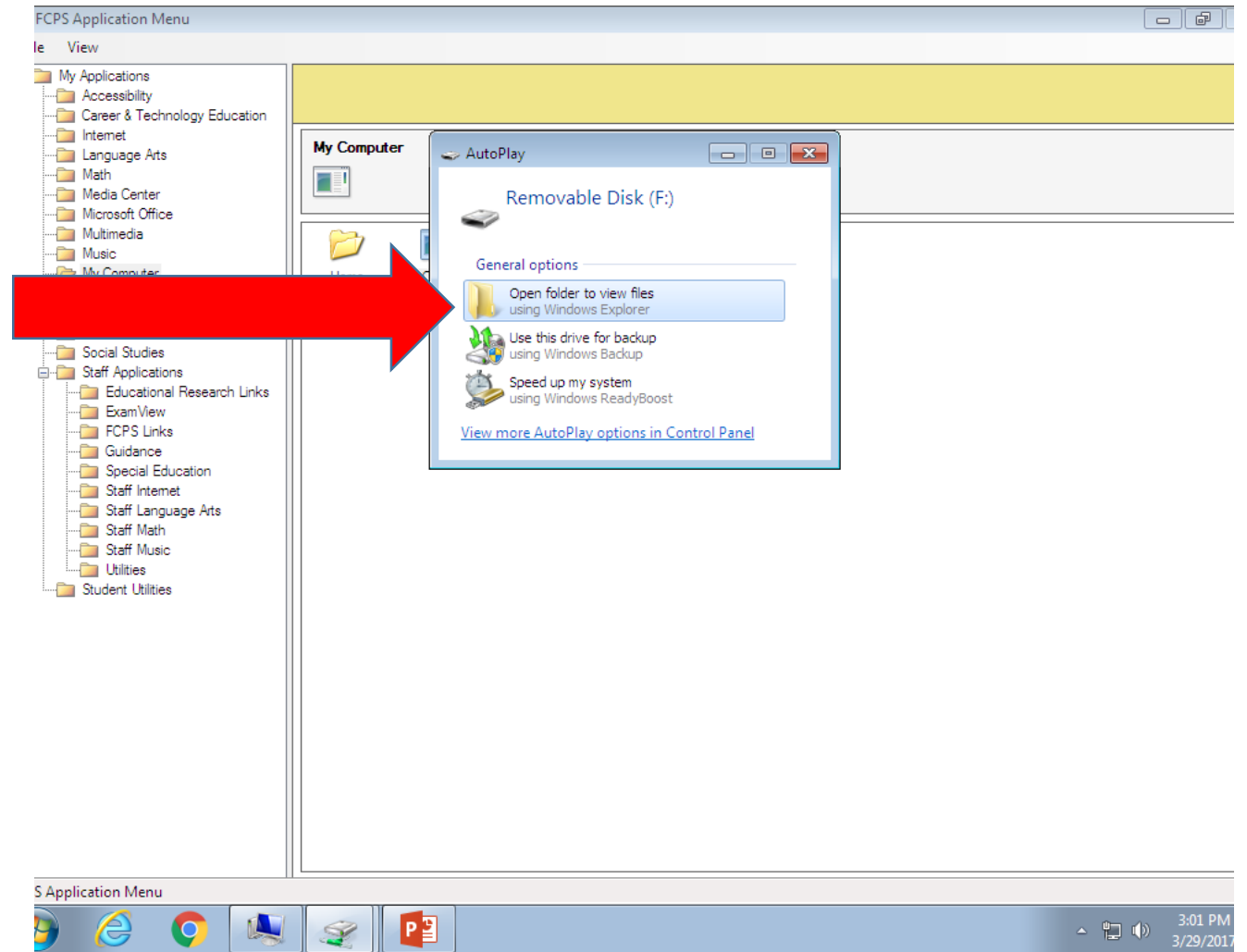
The screenshot displays the Windows 'Computer' window, which provides a detailed overview of the system's storage and network resources. The window is titled 'Computer' and includes a search bar and navigation options like 'Organize', 'System properties', and 'Uninstall or change a program'. The left sidebar shows 'Favorites' (Desktop, Downloads, Recent Places) and 'Libraries' (Documents, Music, Pictures, Videos). The main area is divided into three sections: 'Hard Disk Drives (1)', 'Devices with Removable Storage (2)', and 'Network Location (6)'. The 'Hard Disk Drives' section shows the OS Disk (C:) with 186 GB free of 232 GB. The 'Devices with Removable Storage' section includes a DVD Drive (D:) and a BD-ROM Drive (E:). The 'Network Location' section, highlighted with a red bracket, lists six network drives: Student Share (G:) (22.6 GB free of 50.0 GB), Apps (I:) (756 GB free of 0.99 TB), Staff Share (T:) (9.26 GB free of 50.0 GB), Home Directory (H:) (756 GB free of 0.99 TB), Public Drive (S:) (35.0 GB free of 50.0 GB), and Curriculum (U:) (290 GB free of 1.49 TB). The system tray at the bottom shows the computer name 'UES-CL126-34', domain 'fcps.org', memory '8.00 GB', and processor 'Intel(R) Core(TM) i3-21...'. The taskbar at the bottom includes icons for Internet Explorer, Google Chrome, and Microsoft PowerPoint, along with the system clock showing 2:59 PM on 3/29/2017.

Drive Type	Drive Letter	Free Space	Total Capacity
Hard Disk Drive	C:	186 GB	232 GB
Removable Storage	D:	-	-
Removable Storage	E:	-	-
Network Location	G:	22.6 GB	50.0 GB
Network Location	I:	756 GB	0.99 TB
Network Location	T:	9.26 GB	50.0 GB
Network Location	H:	756 GB	0.99 TB
Network Location	S:	35.0 GB	50.0 GB
Network Location	U:	290 GB	1.49 TB

# Getting to Information from a Flash Drive.

Putting the flash drive into the USB port automatically opens up a dialogue box

Click on “Open folder to view files”

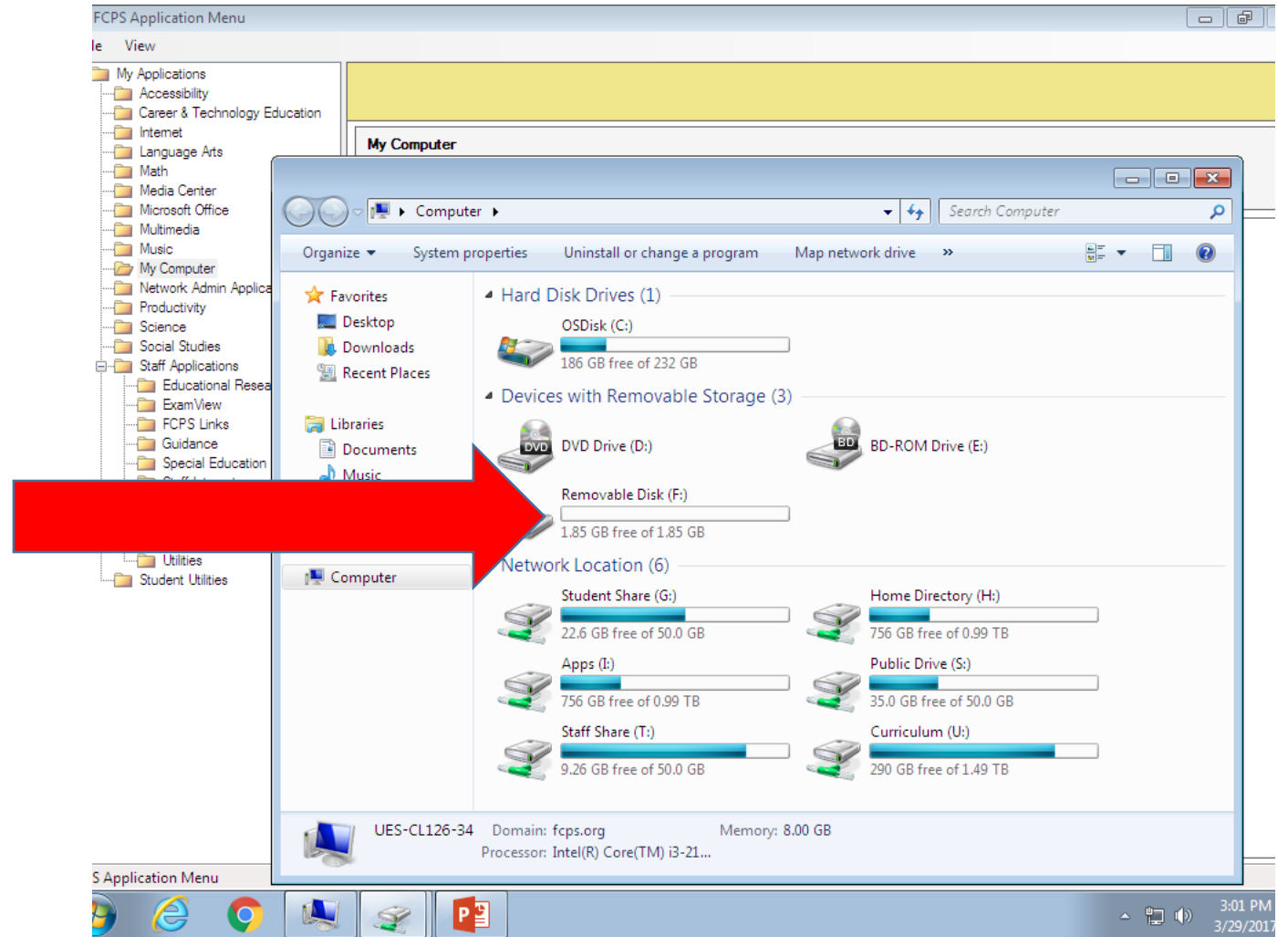


# If No Dialogue Box Then...

Click on My Computer Folder

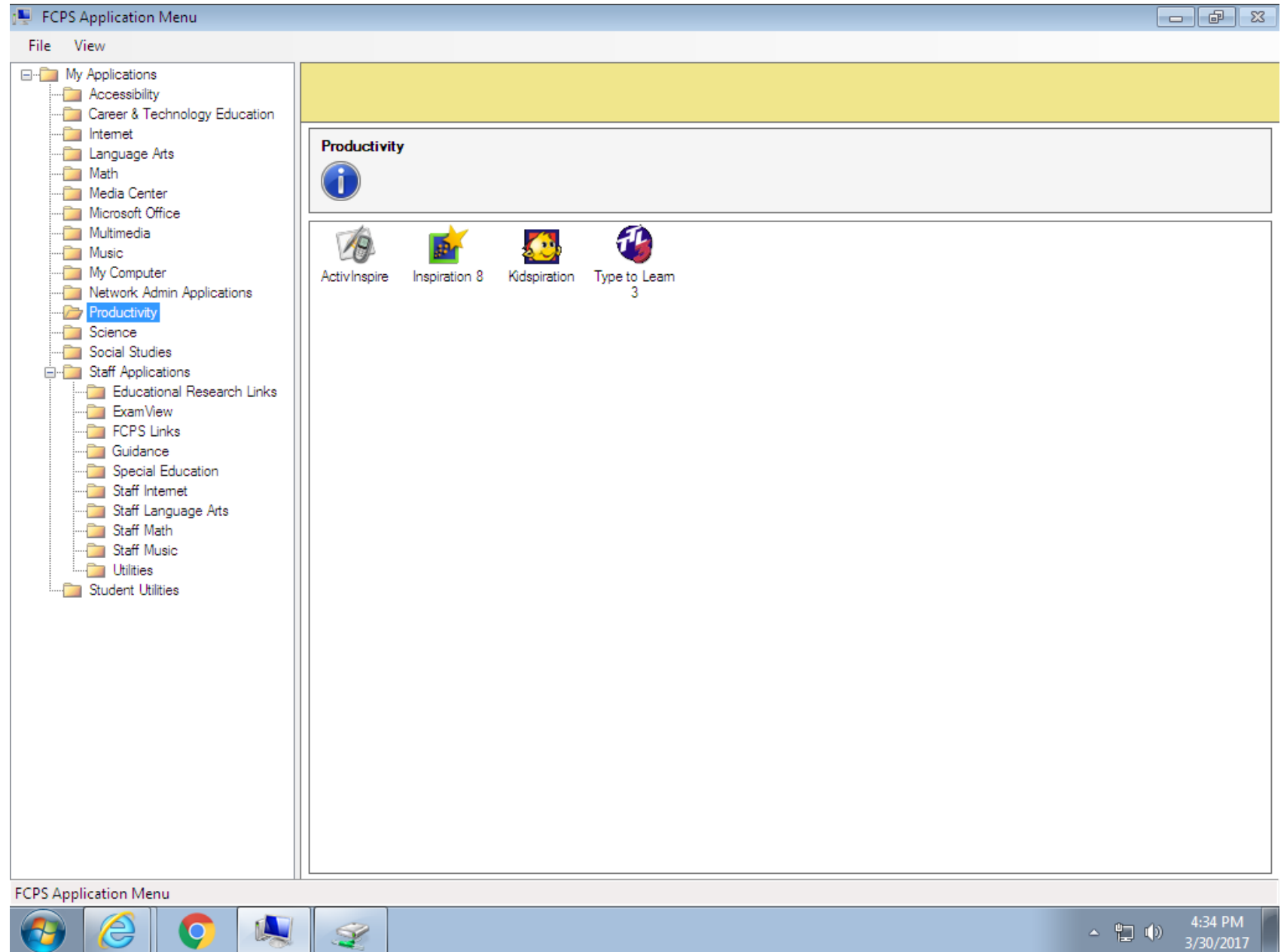
Double Click on My Computer Icon

You Will See a Drive that Says “Removable  
Disk” (Sometimes It’s the Brand Name of the  
Flash Drive, such as, SanDisk, Kingston, or  
Lexur)





# How to Open ActivInspire



File View

- My Applications
  - Accessibility
  - Career & Technology Education
  - Internet
  - Language Arts
  - Math
  - Media Center
  - Microsoft Office
  - Multimedia
  - Music
  - My Computer
  - Network Admin Applications
  - Productivity
  - Science
  - Social Studies
  - Staff Applications
    - Educational Research Links
    - ExamView
    - FCPS Links
    - Guidance
    - Special Education
    - Staff Internet
    - Staff Language Arts
    - Staff Math
    - Staff Music
    - Utilities
  - Student Utilities

**ActivInspire**

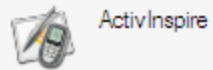


ActivInspire



- My Applications
  - Accessibility
  - Career & Technology Education
  - Internet
  - Language Arts
  - Math
  - Media Center
  - Microsoft Office
  - Multimedia
  - Music
  - My Computer
  - Network Admin Applications
  - Productivity
  - Science
  - Social Studies
  - Staff Applications
    - Educational Research Links
    - ExamView
    - FCPS Links
    - Guidance
    - Special Education
    - Staff Internet
    - Staff Language Arts
    - Staff Math
    - Staff Music
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  - Student Utilities

### ActivInspire



Welcome to ActivInspire

To get up and running more quickly, your copy of ActivInspire can be customized to look and feel more like your current authoring and presentation software

Which of the applications listed below are you most familiar with?

- Promethean ActivStudio
- Promethean ActivPrimary
- Other Applications (such as Powerpoint)

Continue

The ActivClassroom by PROMETHEAN

Page Browser

ActivInspire Dashboard

- Flipcharts...
  - Create a new flipchart
  - Open a flipchart
  - Import from Powerpoint...
  - Import from SMART NoteBook...
- Annotate over the Desktop
- ExpressPoll
- Promethean Planet
- Configure...
- Training and Support

Show the dashboard window on startup

Close

A vertical toolbar on the right side of the application window. It contains various icons for drawing and editing, including a selection tool, a line tool, a rectangle tool, an eraser, a highlighter, a text tool, and a trash can. There is also a color palette with several color swatches and a zoom slider.

# Links to ActivInspire Tutorials

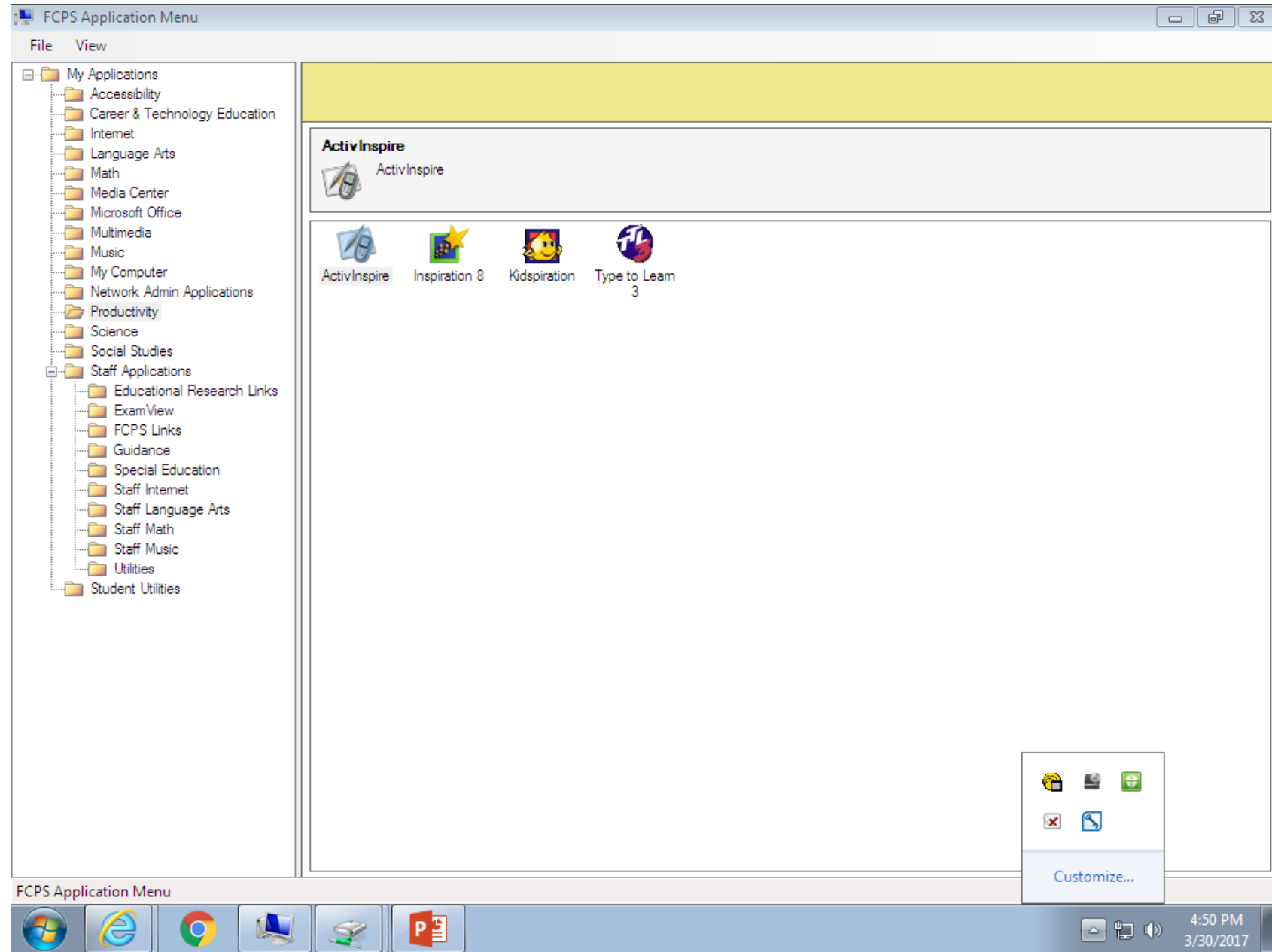
<https://www.youtube.com/watch?v=lkoJYUuTKoU>

<https://www.youtube.com/watch?v=EGsBwOF3kAI>

<https://esmstechnologytoolbox.wikispaces.com/file/view/Promethean+Level+1+Core+Essentials.pdf>

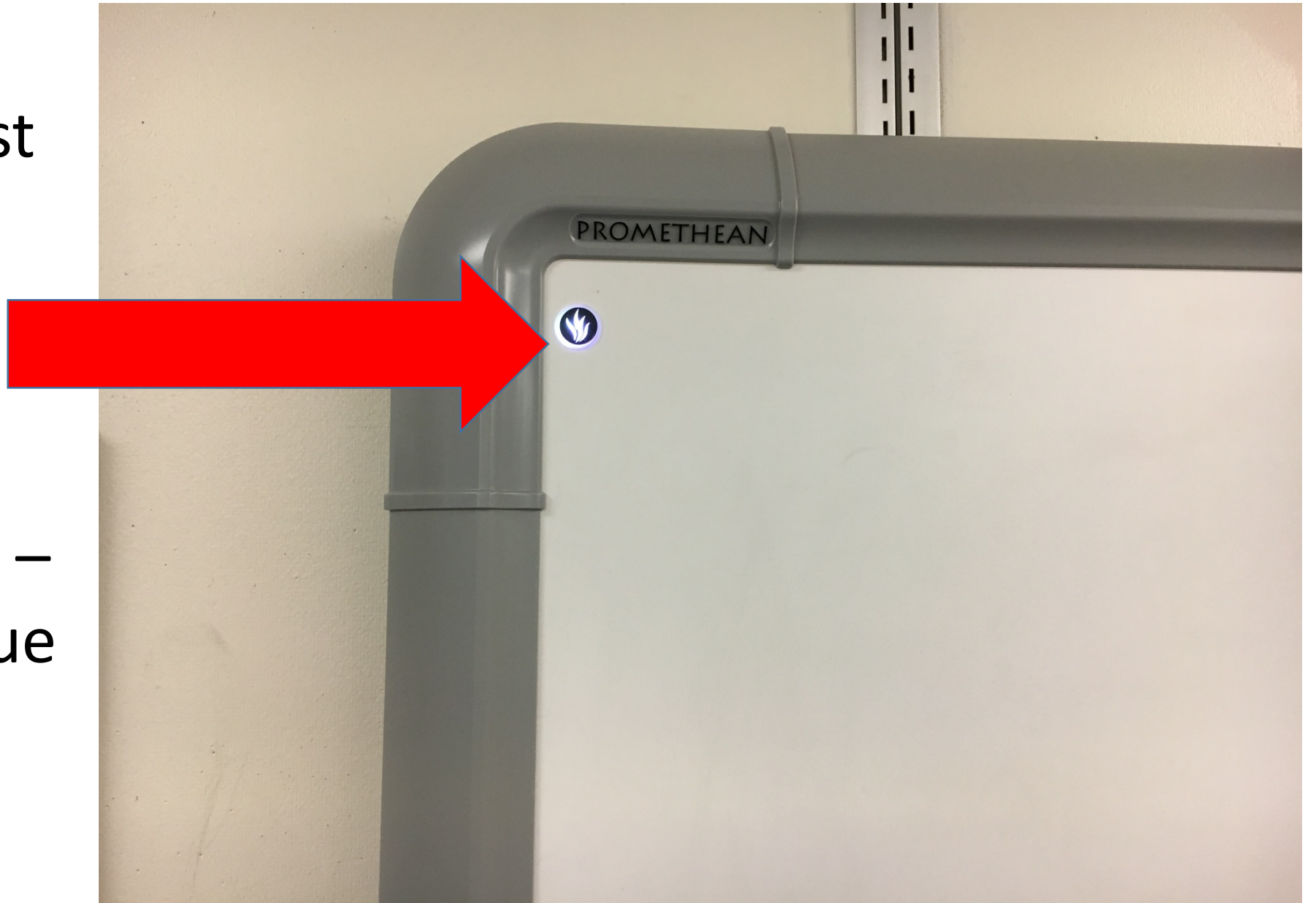
<http://www.amelia.k12.va.us/common/pages/DisplayFile.aspx?itemId=2911029>

# Troubleshooting ActivInspire



The Flame Must  
Be Lit with a  
White Light

If It Is Red,  
Purple, or Blue –  
There Is An Issue







A context menu is displayed over the toolbar area. It has a light gray background and a thin border. The menu items are:

- 5 points (Quick)
- 25 points (Precision)
- Control Panel
- Calibration
- Registration
- Flashbridge
- Quit

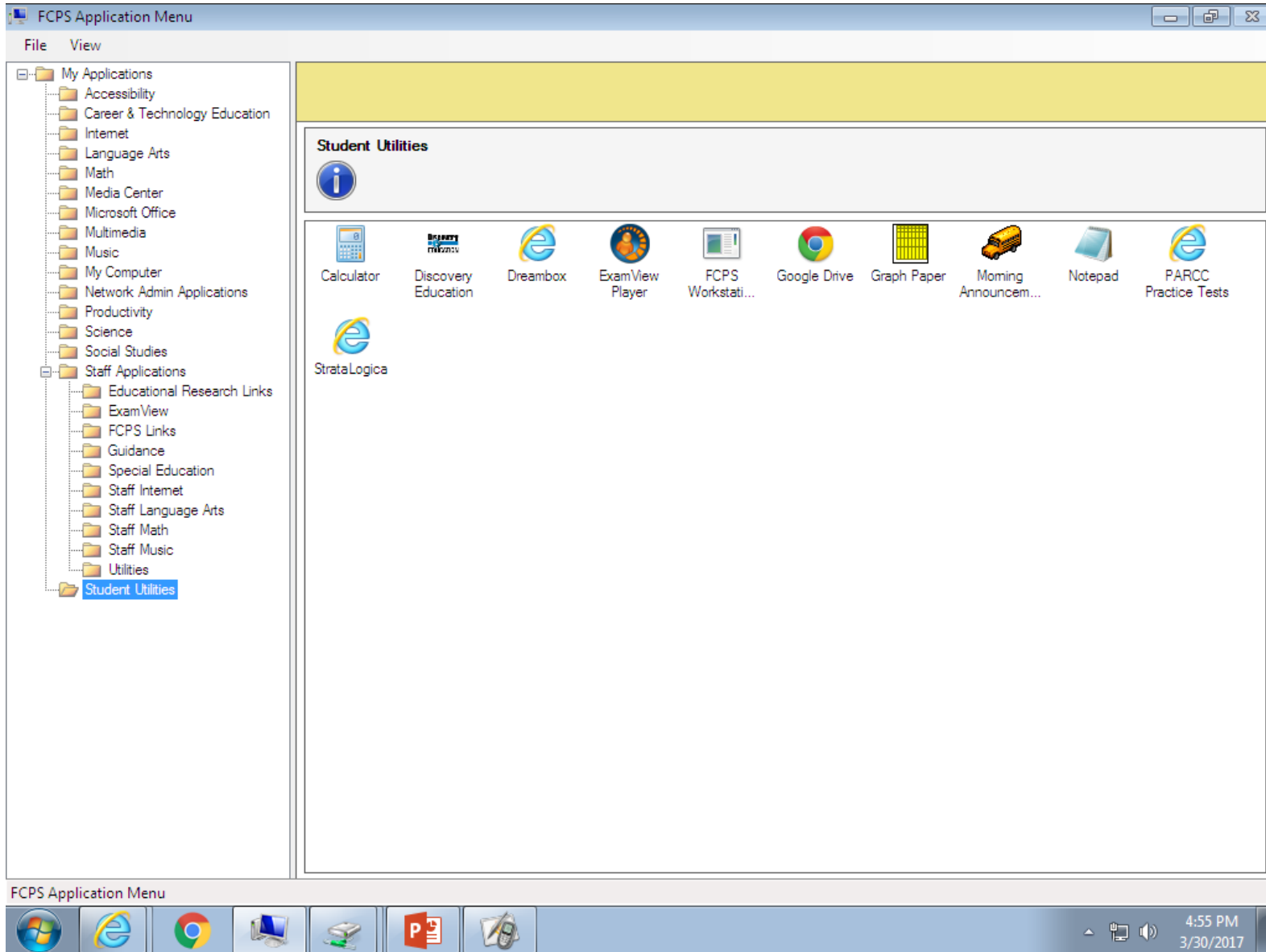
# How To Work with the Document Camera

Cable on right goes to laptop

Cable on Left goes to wall or board



An Example of how  
Morning  
Announcements  
Might be Done at the  
School



# Don't Let the Students Lead You Astray - How to Help Them be Good Digital Citizens

<https://scratch.mit.edu/>

<https://code.org/>

Walk Around – Proximity

Engage Students – Ask Questions

Look at Screens and Tabs

Sites that Sound Educational Might Have Embedded Chat Rooms

Meet the User Support at The School

Questions?