

ActivTable



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The ActivTable Activity Builder gives you the ability to create or modify activities for use on your ActivTable.

The Activity Builder is a web based program, which means it can be accessed from any computer that has internet access.

Currently this application will only run inside the Google Chrome browser. Google Chrome is a free web browser that can be downloaded from www.google.com/chrome. If you do not have Administrator rights on your computer you may need to ask your IT Administrator to install this for you.

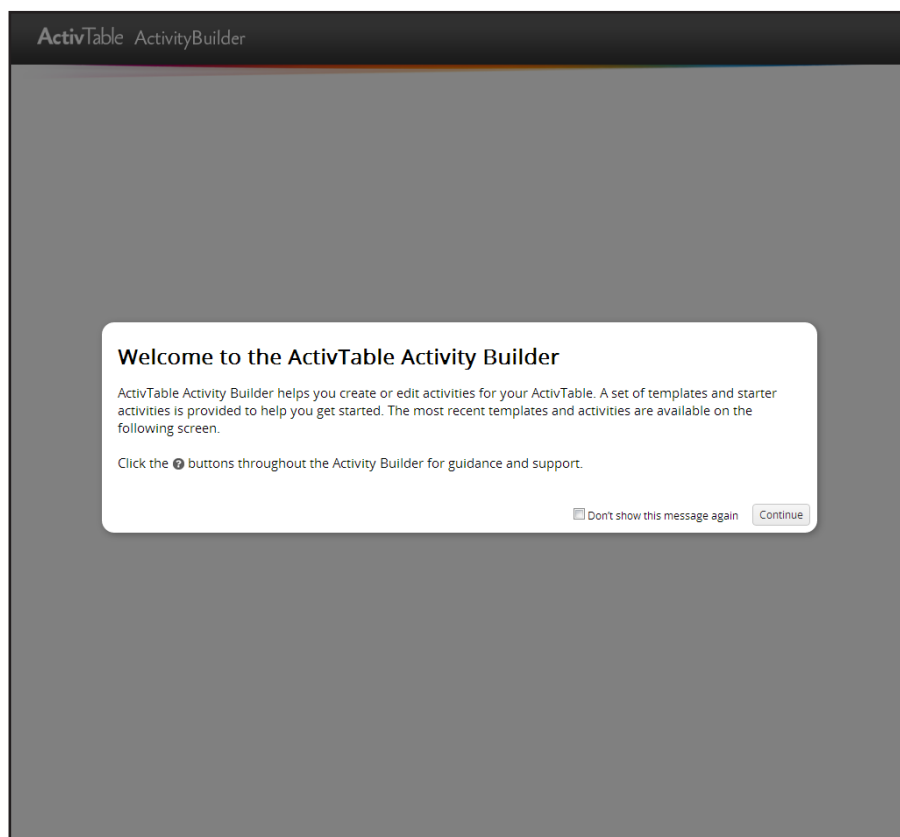
Note: Activities that you create may only be modified on the computer that you created them on. If you clear your browsing data any activities you have created will not be saved, so it is a good idea to download the activity once completed. These issues will be resolved in a future release by providing users with their own login.

For further help and support please go to www.prometheankb.com.

Opening the ActivTable Activity Builder

In the Chrome browser go to www.activtable.com.

The **Welcome** page is displayed.



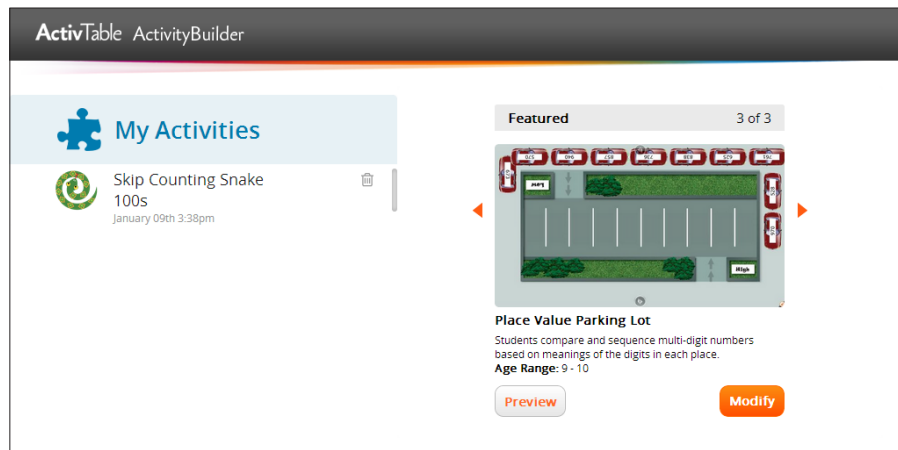
You can choose not to display this page again by checking the 'Don't show this message again' box.

Click on the **Continue** button to begin.

My Activities

This area will populate with activities that you create. You can select an activity to modify it further or delete it by clicking on the delete icon.

Featured Activities are also displayed which you can **Preview** or **Modify**.



Create Activities

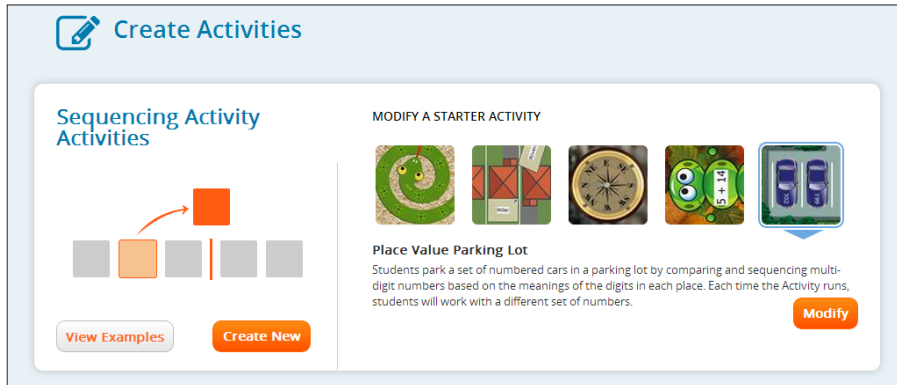
Here you will see a collection of templates grouped by the activity type. In each group you have the option to **View Examples**, **Create New** or **Modify** an activity.



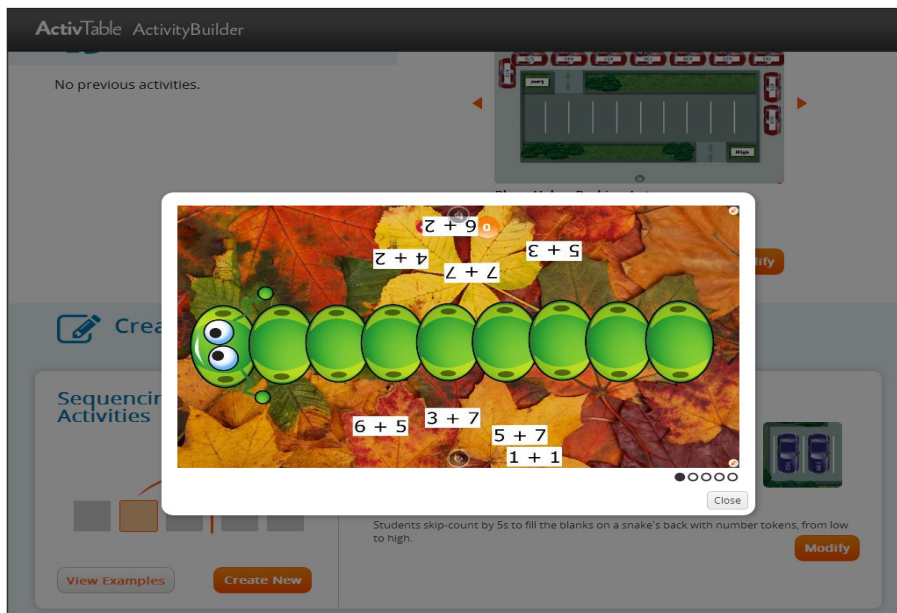
Modifying an existing Activity

You can modify an existing activity to create a new activity of your own.

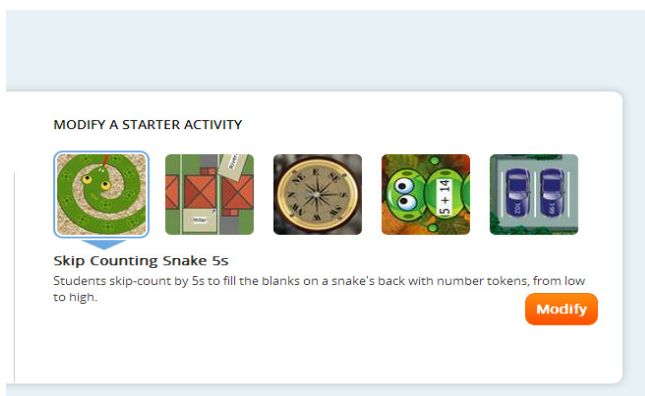
To help you choose which activity you want to modify, in the appropriate activity group click on **View Examples**.



This displays a scrolling preview of the main screen of each **Starter Activity** in that group.



When ready, **Close** this window.



If you hover over the image of a **Starter Activity** you will see a description for that activity.

Hover over the activity you want to modify and with the activity highlighted click on the **Modify** button.

Note: For our example we have chosen a **Sequencing Activity**. The following screens may differ depending on the type of activity you choose.

Activity Information

The **Activity Information** screen contains information relating to the activity. This information will help users find your activity in a **Search** or **Filter** and will also identify your activity in the **Activities and Applications** menu in the ActivTable software.

ActivTable ActivityBuilder

Close

Sequence Items

Activity Information Activity Setup Containers Content Items Feedback Preview and Save

On this screen, you'll create the descriptive information for your Sequencing Activity. This will help you and others find your Activity in a Search or Filter and also identify your Activity in the ActivTable Software Activities and Applications Menu.

Use the ? buttons throughout the Activity Builder for help and guidance.

Title ? Skip Counting Snake 5s

Description ? Students practice skip-counting by 5s. (CCSS.Math.Content.2.NBT.A.2 Count within 1000; skip-count by 5s, 10s, and 100s)

Subjects ? Maths English Science Geography History

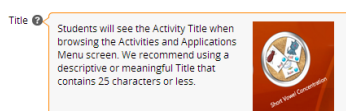
Minimum Age ? 4

Maximum Age ? 5

Activity Icon ? Click to browse

Next

You have the option to keep or edit the existing information.



Hover over the ? buttons for further help and guidance when editing the information.

Title

The Activity **Title** is what users will see in the **Activities and Applications** menu in the ActivTable software. We recommend using a descriptive or meaningful title that contains 25 characters or less.

Description

The **Description** provides general information about the activity and is searchable from the ActivTable software **Search** function. The description will also appear in the activity preview on the **Manage Activities** screen.

Subjects

Select one or more **Subjects** which correlate with your activity. The ActivTable software **Search** function can be used to filter activities by subject.

Minimum Age/Maximum Age

Use the up and down arrows to set an age range for your activity. The ActivTable software **Search** function can be used to filter activities by age.

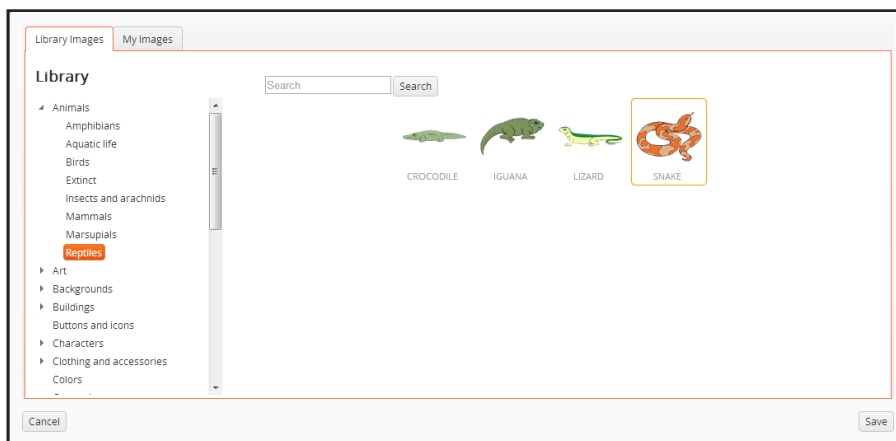
Activity Icon

This icon is the circular button which represents the activity in the ActivTable software. Your activity will automatically be assigned a generic icon but you have the option to change this.

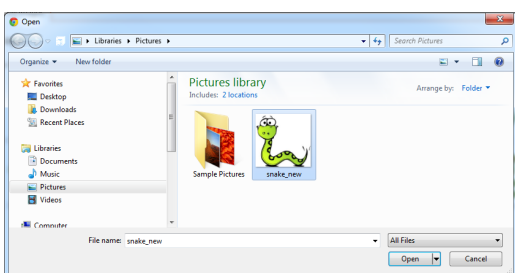
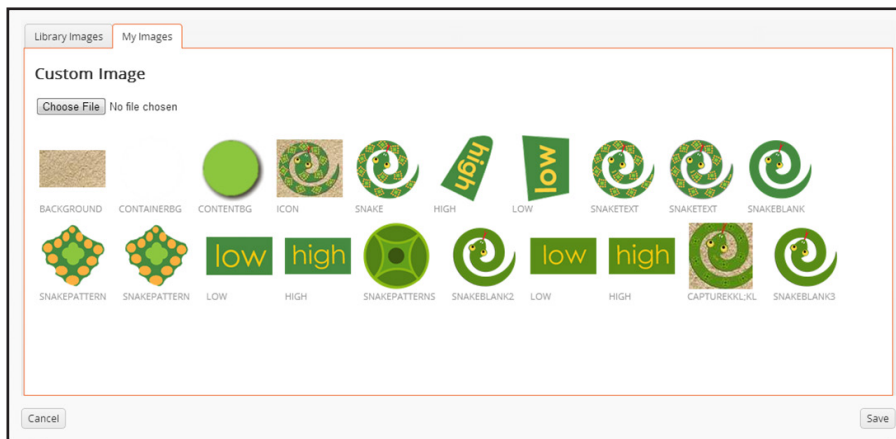
Changing the Activity Icon

Click to browse opens the Activity Builder Library. This window contains two tabs; **Library Images** and **My Images**.

The **Library Images** tab contains images that are supplied with the application. When you navigate to a content folder you will see the images that the folder contains. Select an image and click the **Save** button. This image will become your new activity icon.



The **My Images** tab contains existing images associated with this activity and any images you have uploaded. If you select an image and click the **Save** button this will become your new activity icon.



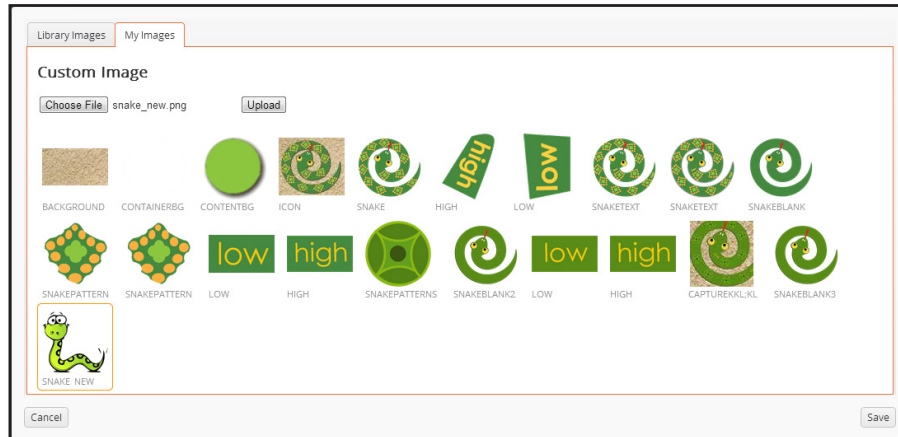
To use one of your own images click **Choose File** and navigate to where the image is stored on your computer.

Select the file and click **Open**.

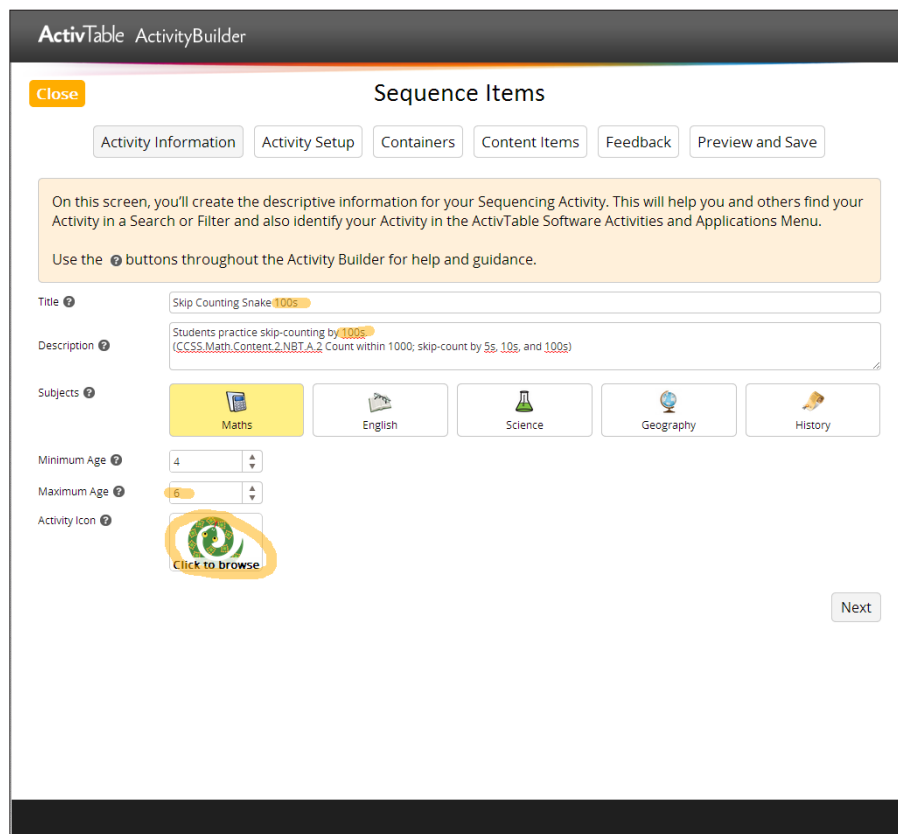
Activity Information

Your filename appears next to **Choose File**. Click on the **Upload** button and your image will appear in the library.

Select your image and click **Save** if you want to make this your new activity icon.



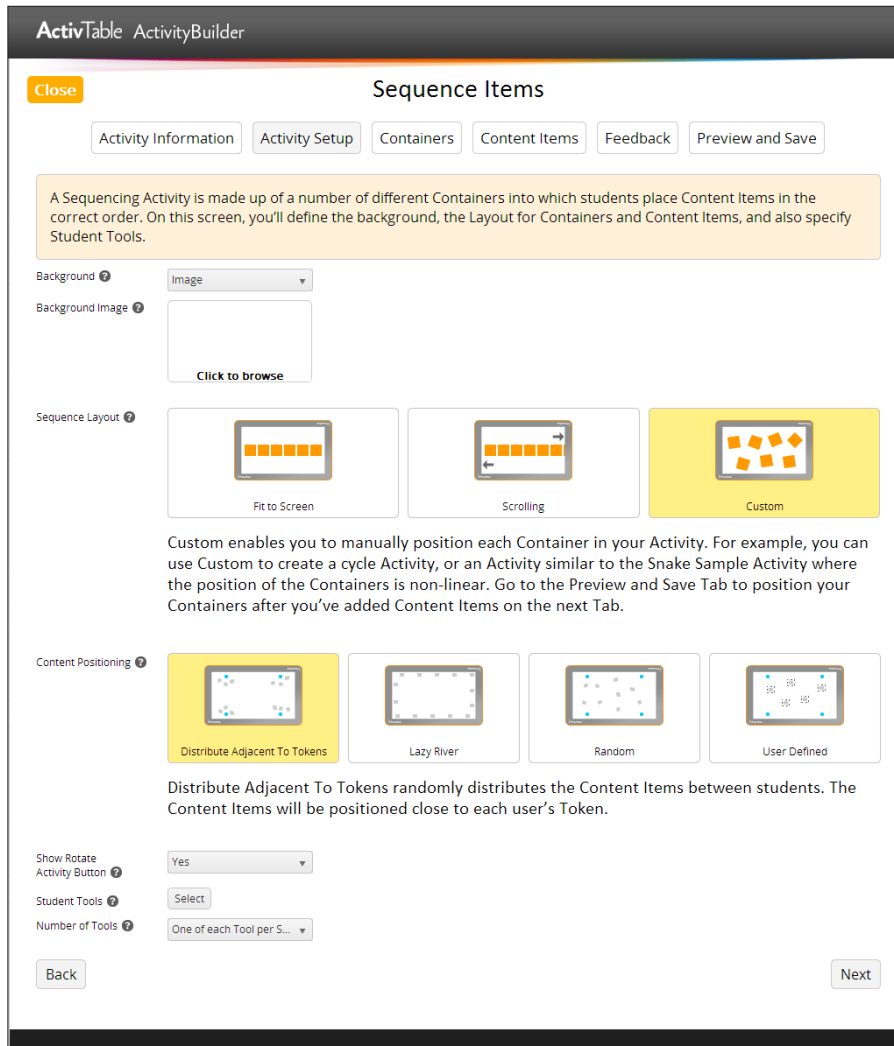
Here you can see the changes that we have made to the **Activity Information**.



When you have completed this information click **Next**.

Note: You can save your changes at any point by going to the **Preview and Save** screen and clicking on the **Save** button.

The **Activity Setup** screen allows you to define the background, the layout for Containers and Content Items, and also specify Student Tools.



You have the option to keep or edit the existing setup. Don't forget to hover over the ? buttons for help and guidance when editing the settings.

Background

To customise the **Background** click on the drop-down menu and select **Solid Colour** or **Image**.

Background colour

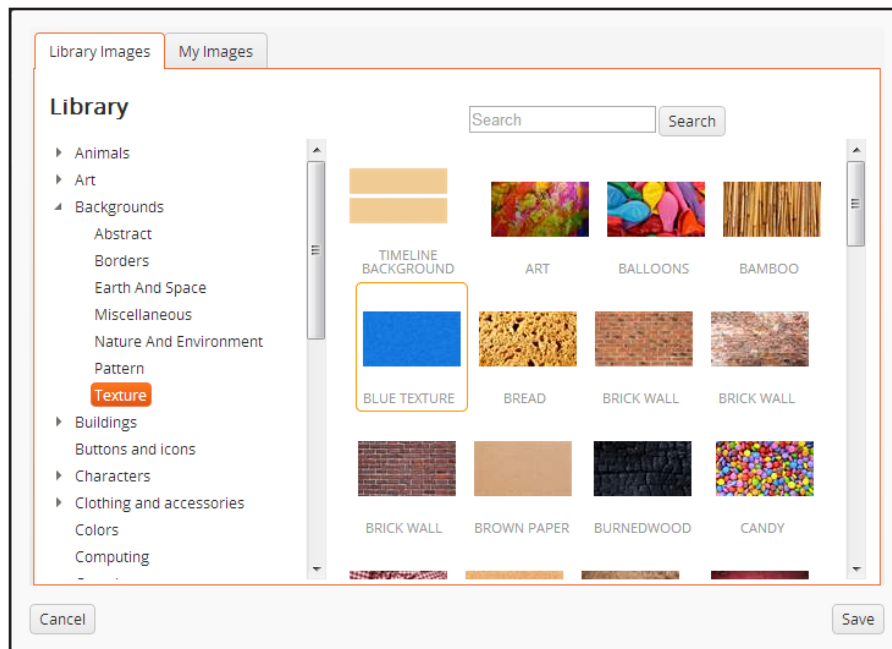


To change the **Background colour** click on the drop-down arrow and use the **Colour Selector Slider** to choose a colour.

When you have selected a colour click on a blank area of the screen to close this box.

Background Image

If you want to use a **Background Image** select **Click to browse**. This opens the Activity Builder Library which contains two tabs; **Library Images** and **My Images**.



Select **Library Images** to select a background image from the Activity Builder Library or **My Images** to locate an image on your computer or USB device.

When you have selected an image click on **Save** to make this your background image.

Sequence layout

This allows you to select the position of your Containers.

Fit to Screen positions all of the Containers into the visible screen area.

Scrolling positions some of the Containers off screen; students will scroll the background to access the whole sequence.

Custom enables you to manually position each Container in your activity.

Click on each layout in the software for more information.

Content Positioning

This allows you to select how the Content Items are first presented to students.

Distribute Adjacent To Tokens randomly distributes the Content Items between students. The Content Items will be positioned close to each user's Token.

Lazy River positions all of the Content Items into a border area around the perimeter of the ActivTable screen. The Lazy River may be static or moving.

Random places all of the Content Items randomly in the activity.

User Defined enables you to select a custom starting position for each Content Item.

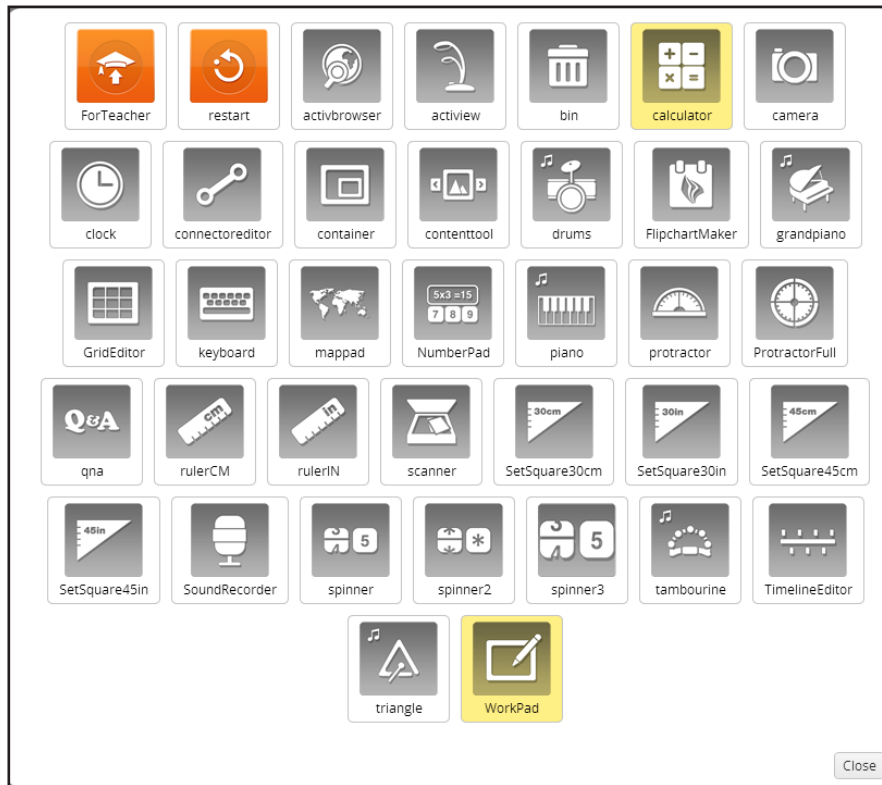
Click on each layout in the software for more information.

Show Rotate Activity Button

Here you have the option to allow students to rotate the activity. If your activity is not multi-orientational, it can be useful to enable this so that students at both sides of the ActivTable can participate.

Student Tools

Here you can add additional tools to the default set. Click on the **Select** button to add the tools that are relevant for the activity.

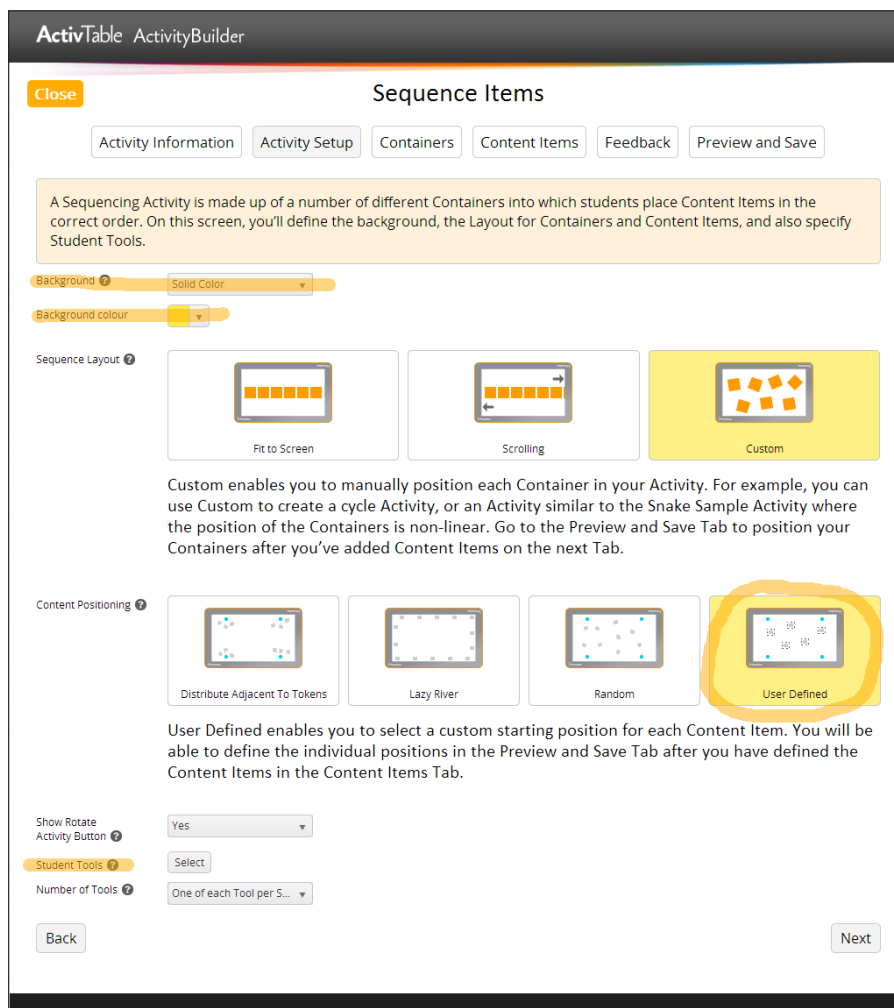


When finished click **Close**.

Number of Tools

The drop-down menu allows you to select **One of each Tool per Student** which means each student will have access to every tool via their Toolstore or **One of each Tool per Activity** which means each tool will appear in the Toolstore of just one student.

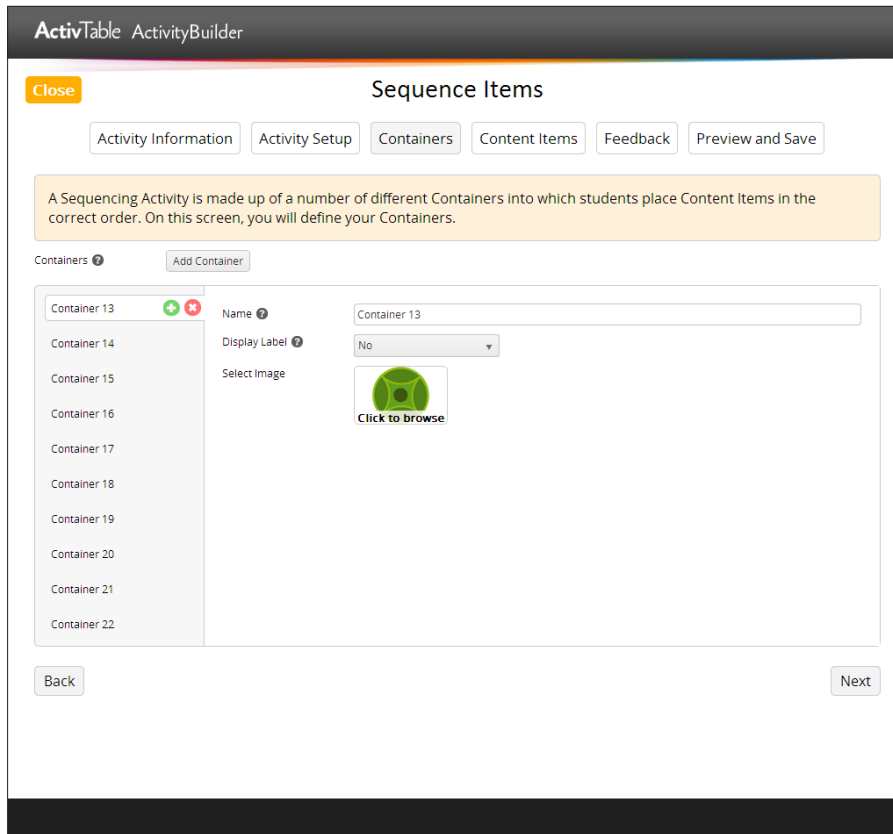
Here you can see the changes that we have made to the **Activity Setup**.



When you have completed this setup information click **Next**.

The **Back** button will take you back to the previous screen and maintains any changes you have made.

A Sequencing Activity is made up of a number of different Containers into which students place Content Items in the correct order. On this screen you will define your Containers.

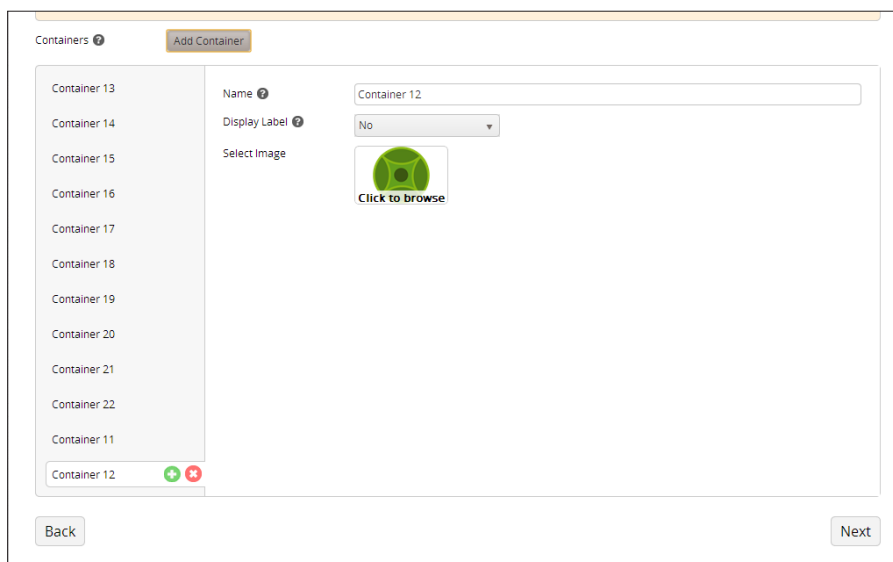


Don't forget to hover over the ? buttons for further help and guidance.

Add Container

Use the **Add Container** button to create the total number of Containers you require in your activity.

You can add or remove Containers by clicking the + and x buttons in the Containers list.



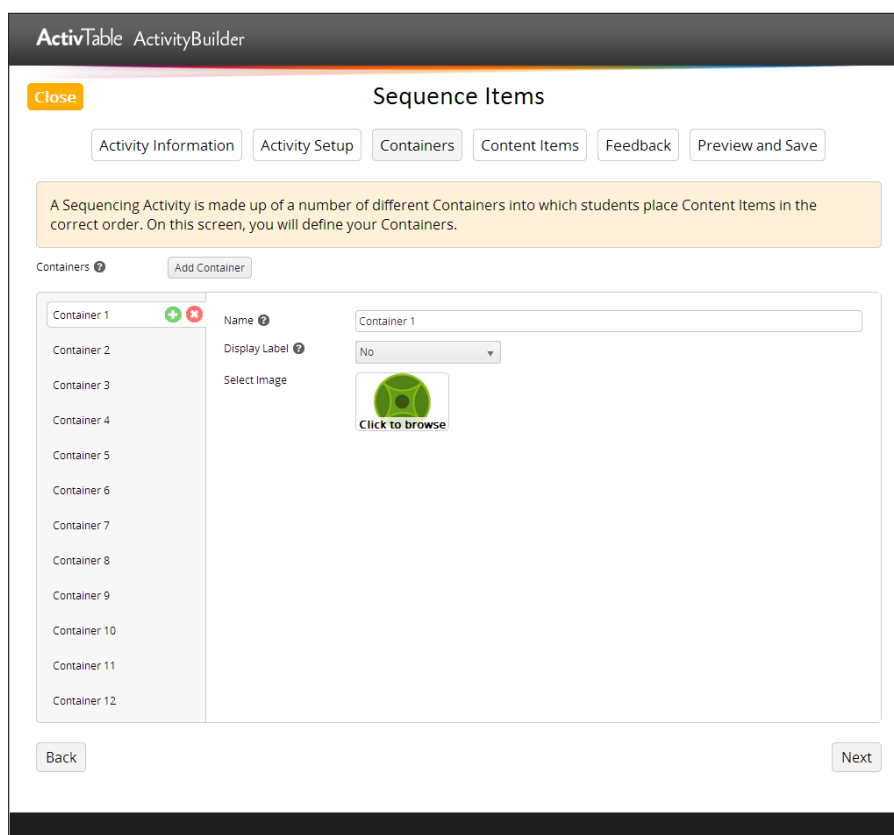
Container Properties

To rename the Container select it from the list and edit the **Name**. Naming each Container can help you to identify individual Containers when positioning them later.

Display Label gives you the option to display the **Name** to students during the activity. For example, in an alphabetical Sequencing Activity you could have an apple image showing an 'apple' label underneath.

Select Image allows you to customise the appearance of the Container. Select **Click to browse** to open the **Activity Builder Library**. Select your image and click **Save** to make this your new Container image. By default, when you have selected an image for the first Container all subsequently added Containers will assume the same style.

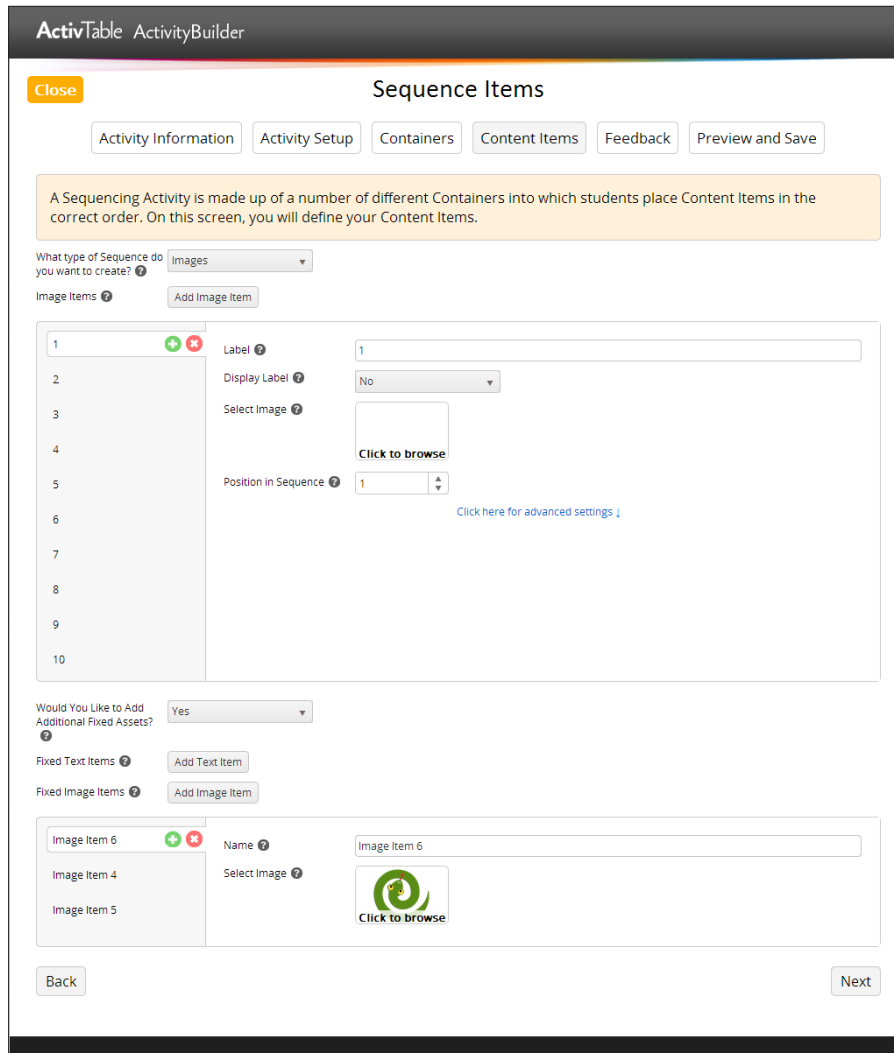
Here you can see the Containers we have set up.



When you have finished setting up the Containers click **Next**.

At this stage you can review or modify the position of your Containers by going to the **Preview and Save** screen and clicking on the **Visual Preview** button. For more information see the **Preview and Save** section.

A **Sequencing Activity** is made up of a number of different Containers into which students place Content Items in the correct order. On this screen you will define your **Content Items**.



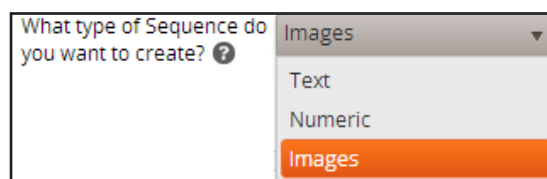
Don't forget to hover over the ? buttons for further help and guidance.

What type of Sequence do you want to create?

Choose **Text** for an activity in which students sequence text, either single words or short sentences.

Choose **Numeric** for an activity in which students sequence numbers. In this type of activity the software will evaluate the numbers in the sequence.

Choose **Images** for an activity in which students sequence images, or images which contain text or numeric labels.



Text Items

Click the **Add Text Item** button to define a set of Text Items from which the sequence will be generated.

You can add or remove Items by clicking the **+** and **x** buttons in the list.

Click on each Item in the list to define the **Text** and to assign it a **Position in the Sequence**.

If you define more Text Items than Containers, the activity will randomly select Text Items from this list when the activity runs.

Click here for advanced settings gives you the option to assign a URL which students will be directed to when they drag the Text Item onto the Web Browser. If you assign a URL remember to add the **ActivBrowser** to the **Student Tools** on the **Activity Setup** screen.

Numeric Items

Select **Specific Number Items** for an activity where you want to specify the exact numbers that can appear in the sequence. Choose this option if the sequence consists of expressions rather than numerals.

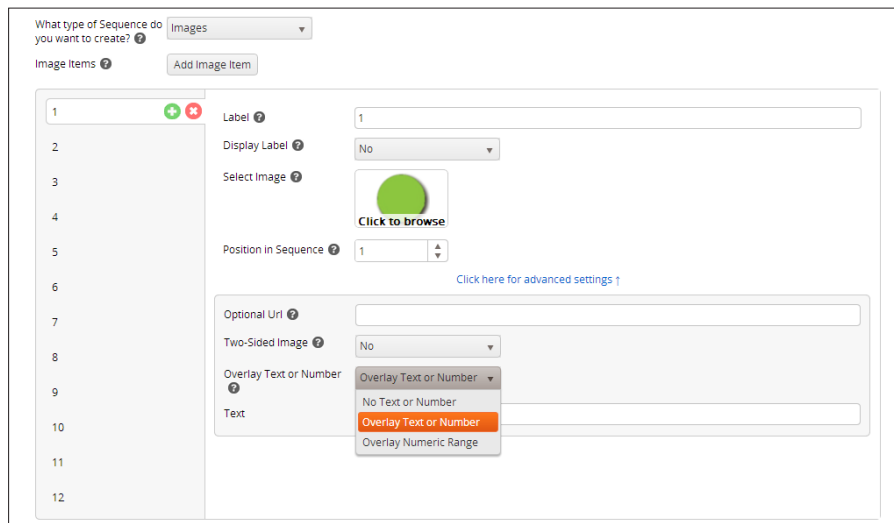
Click the **Add** button to define a set of Numeric Items from which the sequence will be generated. You can add or remove Items by clicking the **+** and **x** buttons in the list. Click on each Item in the list to define its **Value**.

Select **Numeric Range** to randomly populate the Numeric Items in the sequence with numbers from a predefined range each time the activity is run.

Click the **Add Item** button to define a set of Numeric Items from which the sequence will be generated. Click on each Item in the list to define the **Minimum** and **Maximum** number range. The Numeric Item will be populated with random numbers between the set range.

If you define more Numeric Items than Containers, the activity will randomly select Numeric Items from this list when the activity runs.

Image Items



Click the **Add Image Item** button to create a set of Image Items from which the sequence will be generated. You can add or remove Items by clicking the + and x buttons in the list. If you define more Image Items than Containers, the activity will randomly select Image Items from this list when the activity runs.

Click on each Item in the list and define a **Label**. This can help you identify the image when previewing the activity.

Display Label gives you the option to display the label to students during the activity. For example, in an alphabetical Sequencing Activity you could have an apple image showing an 'apple' label underneath.

Select **Click to browse** to select the image you want to use for each item.

For each Image Item assign it a **Position in the Sequence**. For example, in an alphabetic sequence you would assign the apple image a position of 1, the ball image a position of 2 and the cat image a position of 3.

Advanced settings

Select **Overlay Text or Number** to define a specific number or text to appear on each image.

Select **Overlay Numeric Range** to populate each image with a random number from a defined range.

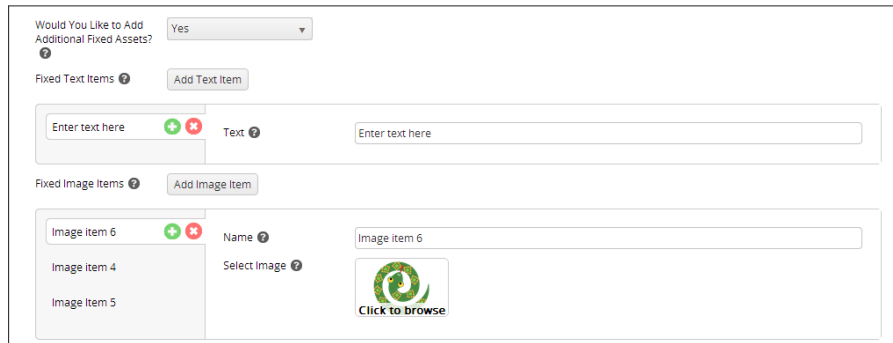
Select **No Text or Number** to have no overlay.

Optional URL allows you to assign a URL to a Text Item which students will be directed to when they drag the Text Item onto the Web Browser. If you assign a URL remember to add the **ActivBrowser** to the **Student Tools** on the **Activity Setup** screen.

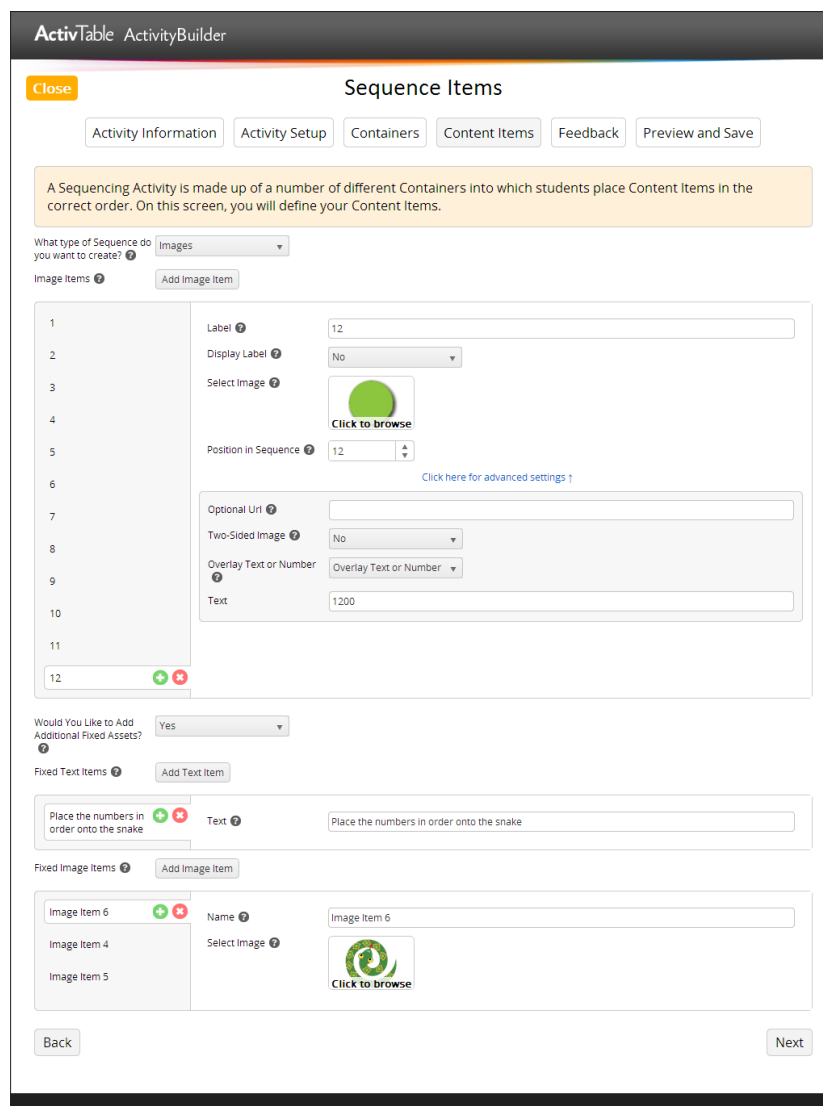
Two-Sided Image gives you the option to define a reverse side for the image. When students select a two-sided image it will flip to reveal its reverse side. For example, you could use this for creating a set of playing cards or flash cards.

Additional Fixed Assets

You can add additional non-interactive text or image items to the activity. For example, labels appearing in a fixed position to identify the start and end of the sequence. You can position these items in the **Visual Preview**.

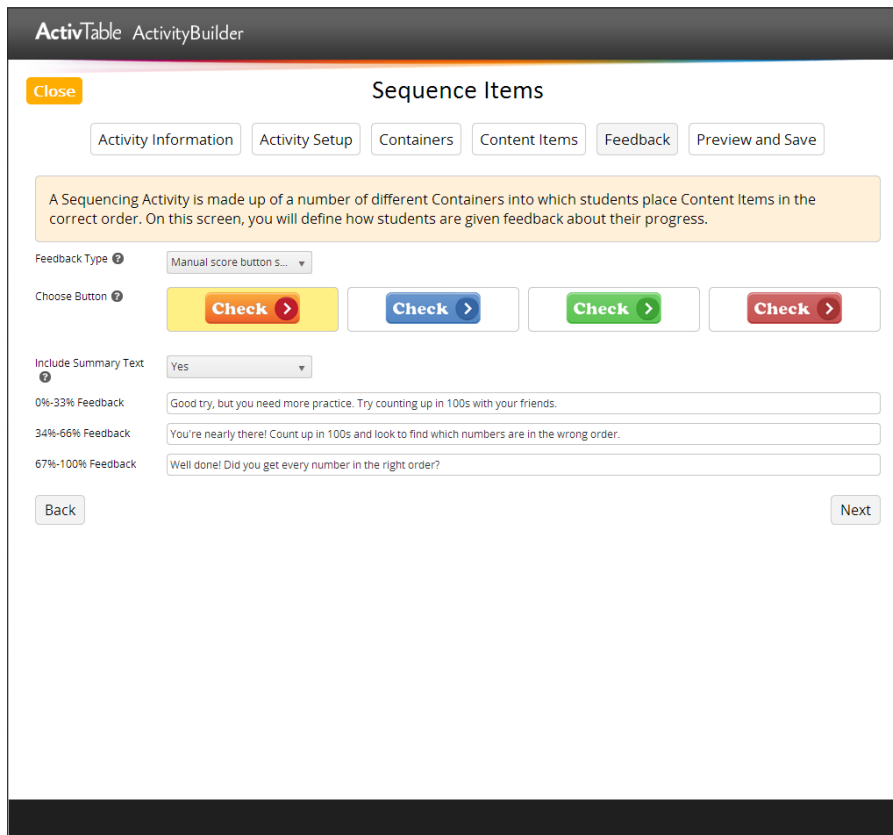


Here you can see the Content Items we have set up.



Click **Next** to continue.

On this screen you will define how students are given feedback about their progress.



Don't forget to hover over the ? buttons for further help and guidance.

Feedback Type gives you the option to include a manual score button which will display once the activity is completed or to have the score calculated automatically once the activity is completed.

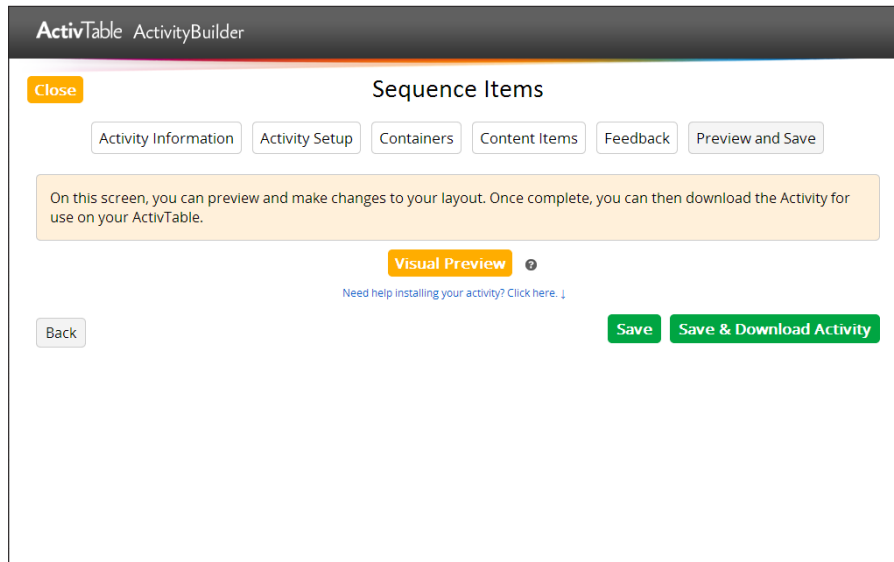
If you select to have a manual score button you can then choose how your button will look.

You also have the option to **Include Summary Text** where you can enter custom text for each of the three score ranges. Students will be presented with the Summary Text alongside their final score.

When you have completed the Feedback click **Next**.

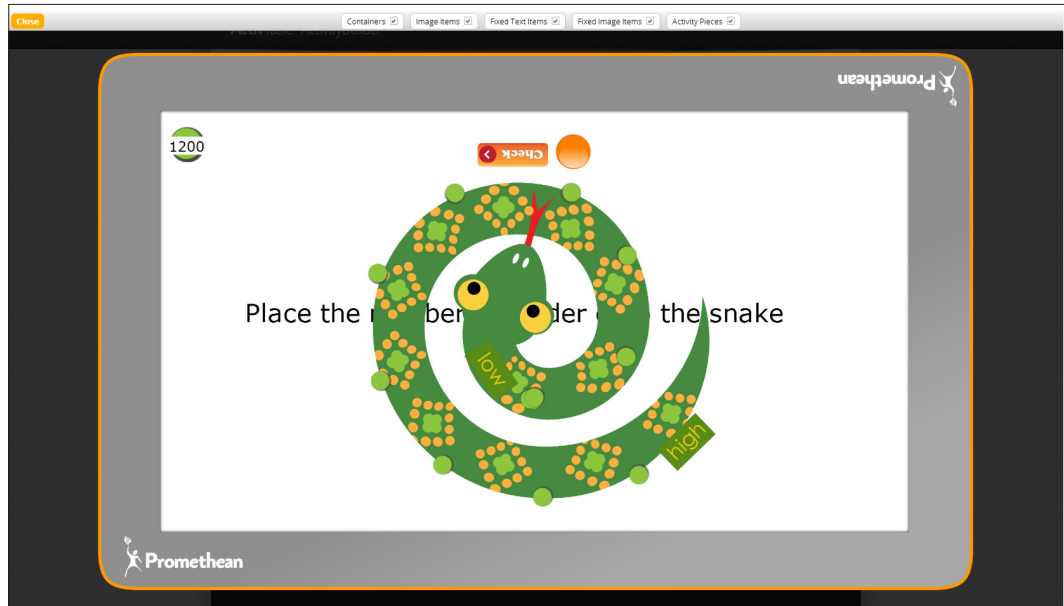
Preview and Save

On this screen you can preview and make changes to the layout of your activity. Once completed, you can download your activity for use on the ActivTable.



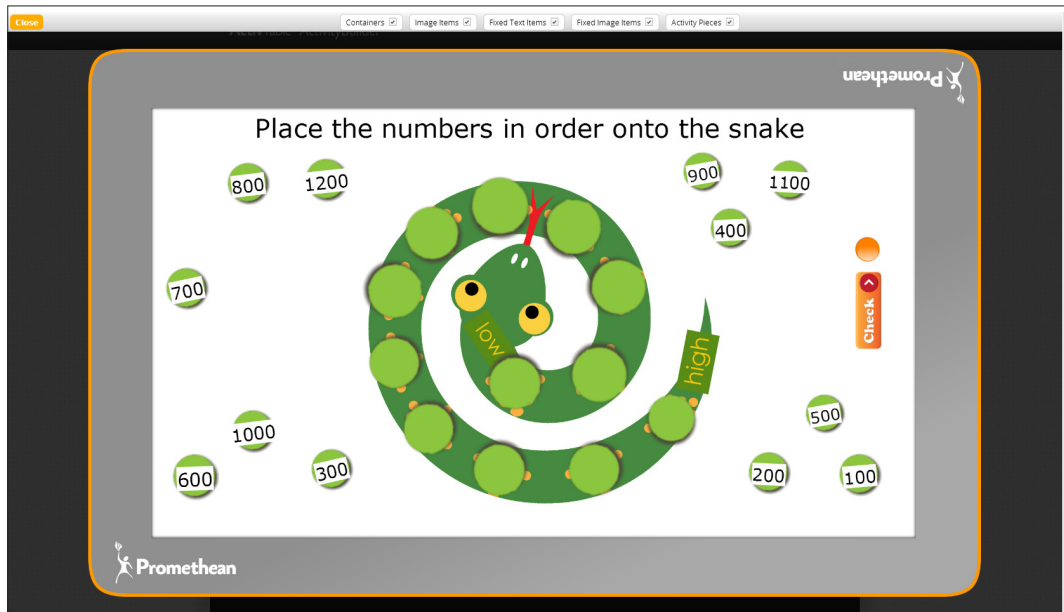
Previewing your Activity

Click on the **Visual Preview** button.



The **Preview** screen displays all the Containers and Items that have been created for your activity. These can be positioned, resized and rotated to how you would like them to appear on the ActivTable. To make this easier, you can show/hide Items by checking/unchecking the boxes at the top of the screen. **Note:** if the Containers you have added are not clearly visible it is possible that they have been placed underneath an existing Container.

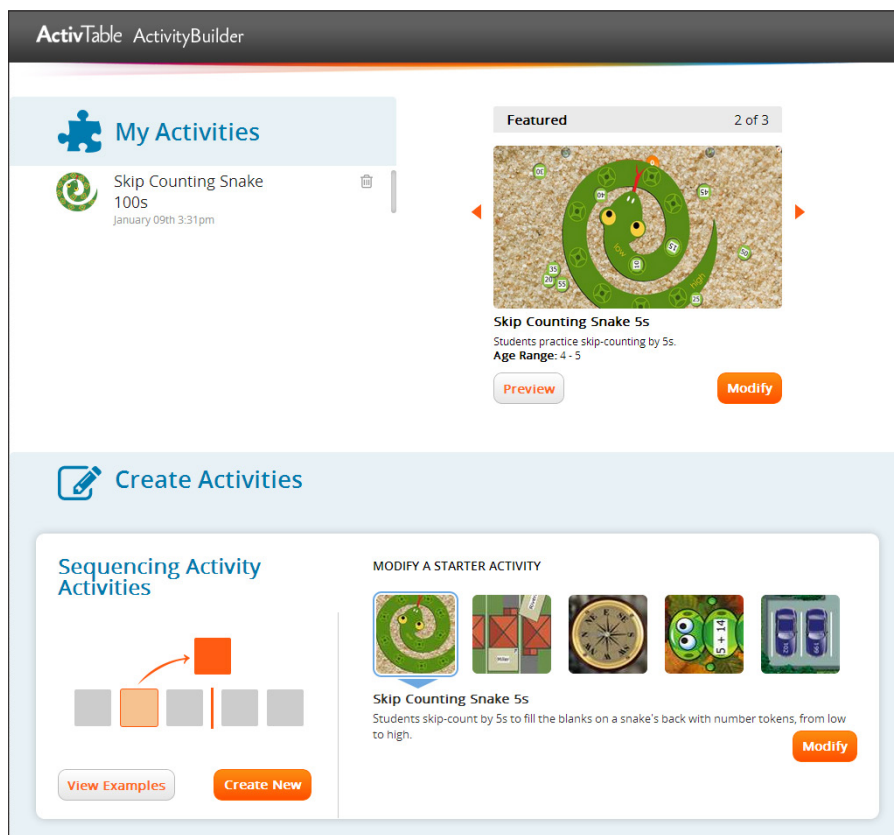
Once you are happy with the layout of your activity **Close** the preview.



Saving your Activity

You can save your activity at any point by clicking on the **Save** button in the **Preview and Save** screen.

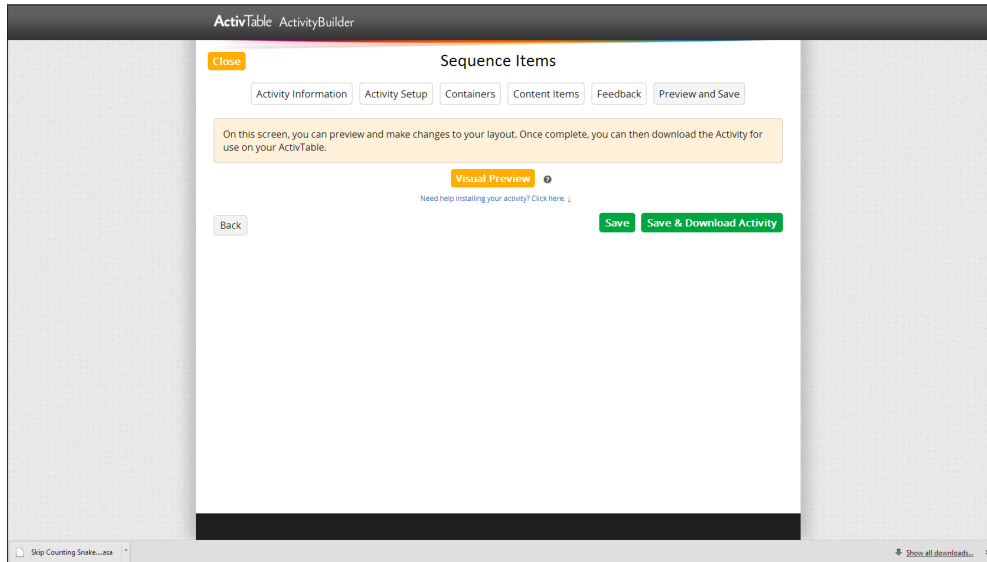
When you **Close** the activity it will appear in the **My Activities** list. Click on this if you want to make any further edits.



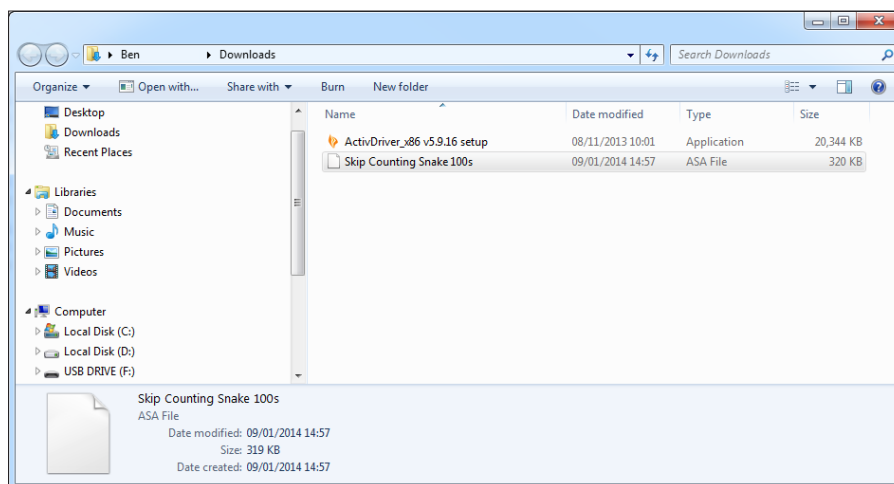
Saving and Downloading your Activity

If you intend to install the activity onto your ActivTable click on the **Save & Download Activity** button.

Note: It is also a good idea to download your activity so that you have a backup of the file.



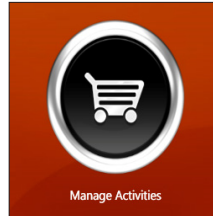
You should see the file downloading at the bottom of your screen. When it has finished downloading open your **Downloads** folder and copy the Activity, shown as an ASA file type onto a USB device.



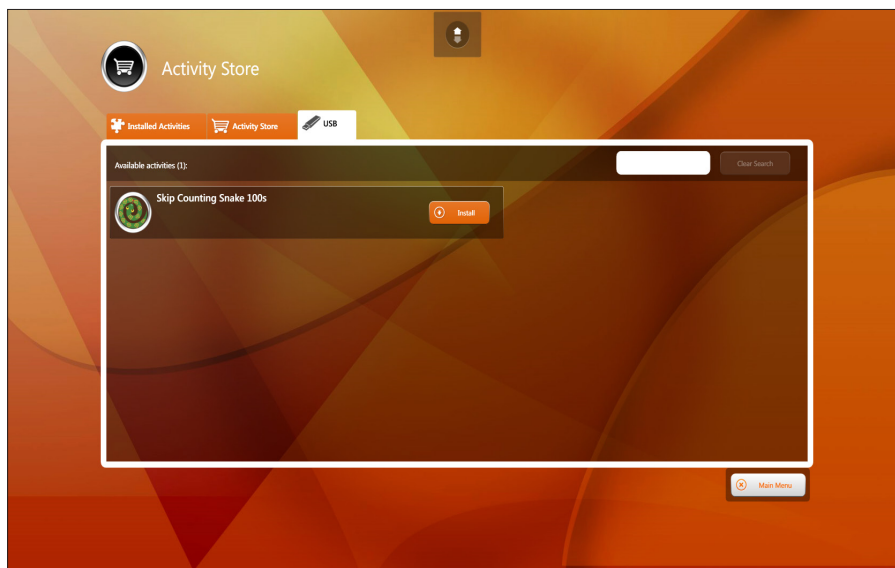
You are now ready to install your activity onto the ActivTable.

Insert your USB drive into the ActivTable USB port.

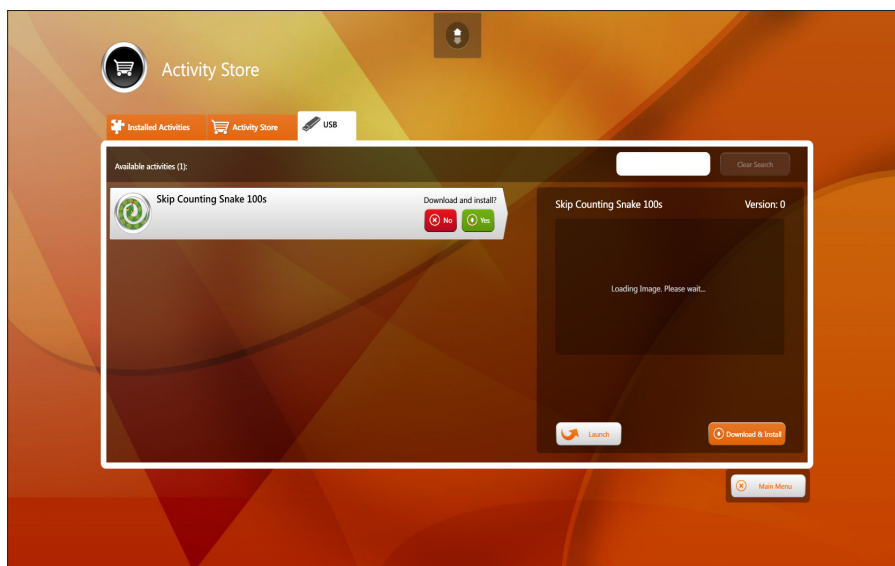
Touch the **Manage Activities** button on the **Main Menu** screen.



Open the **USB** tab and click on the **Install** button next to your activity.

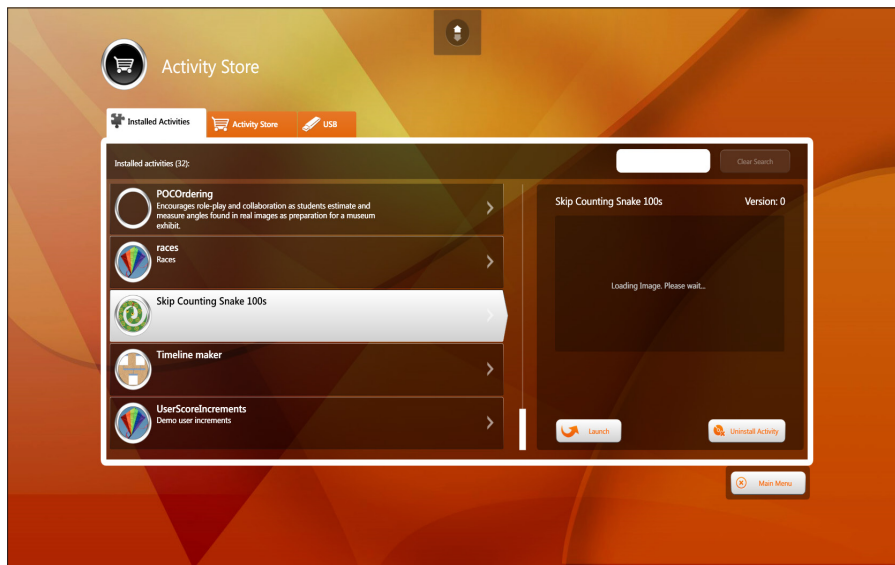


Select **Yes** to install the activity.

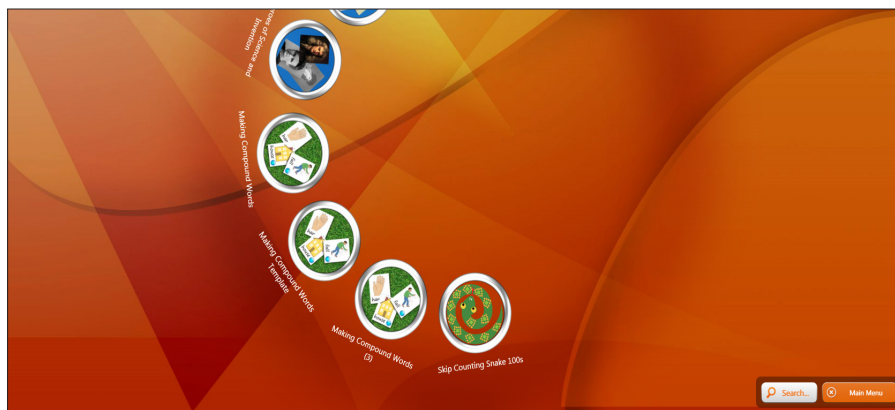


Installing your Activity onto the ActivTable

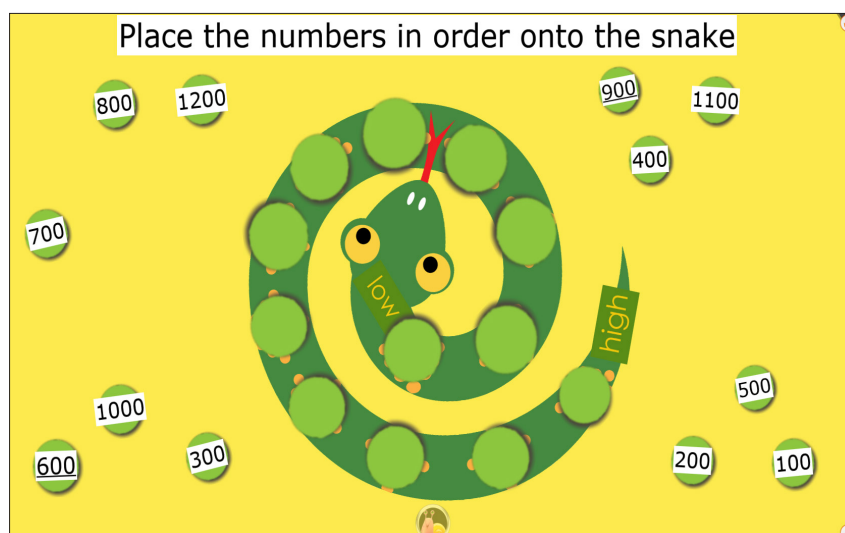
The activity will be displayed under the **Installed Activities** tab.



You can **Launch** the activity from here or from the **Activities and Applications** menu.



Here you can see how the activity we created appears on the ActivTable.



Creating a new Activity

Before you start to create a new activity, it is a good idea to:

- identify the objective of the activity
- create an outline of how you want the activity to look and work
- create/organise all the images you will need into a single folder on your computer
- decide which type of template will be the most appropriate for your activity

Tip: If you use cloud based storage (SkyDrive, Google Drive, Dropbox, Box etc.) you can access both this program (Activity Builder) and your files from any computer with internet access.

Under the type of activity you want to create click **Create New**.

Create Activities

Sequencing Activities

View Examples
Create New

MODIFY A STARTER ACTIVITY

Skip Counting Snake 5s

Students skip-count by 5s to fill the blanks on a snake's back with number tokens, from low to high.

Modify

Sort and Categorize Activities

View Examples
Create New

MODIFY A STARTER ACTIVITY

Know Your Colors

Preschool and SEN activity to practice color matching and fine motor skills. Students drag each toy into the corresponding colored basket. Each time the activity runs, students will work with a different set of toys.

Modify

Labelling Activities

View Examples
Create New

MODIFY A STARTER ACTIVITY

Label the Phases of the Moon

Students label a diagram showing the phases of the moon. Age 8-12

Modify

Timeline Activities

View Examples
Create New

MODIFY A STARTER ACTIVITY

Science & Invention Timeline

Provides students with practice in the skills needed to gather information about a topic; in this instance, people who have made a significant contribution to the fields of science and invention. Age 8-10

Modify

Note: For our example we have chosen a **Labelling Activity** in which we are going to ask students to label parts of a plant. The following screens may differ depending on the type of activity you choose.

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ActivTable Activity Builder

Creating a New Activity

Activity Information

On the **Activity Information** screen you must enter a **Title** and **Description** for your activity.

Select one or more **Subjects** which correlate with the activity and the **Age Range** the activity is aimed at.

You also have the option to change the **Activity Icon**.

ActivTable ActivityBuilder

Close Labeling Items

Activity Information Activity Setup Label Containers Labels Feedback Preview and Save

On this screen, you'll create the descriptive information for your Labeling Activity. This will help you and others find your Activity in a Search or Filter, and also identify your Activity in the ActivTable Activities and Applications Menu.

Use the ? buttons throughout the Activity Builder for help and guidance.

Title ? Enter your title here. ⓘ Title is required


Description ? Enter your description here. ⓘ Description is required

Subjects ?

Math English Language, arts and literacy Science Social Studies Miscellaneous

Minimum Age ? 4

Maximum Age ? 12

Activity Icon ?  Click to browse

Next

For further information please refer to the previous 'Activity Information' section or hover over the ? buttons in the software.

Here you can see the information we have set up.

ActivTable ActivityBuilder

Close Labeling Items

Activity Information Activity Setup Labelling Items & Zones Content Items Feedback Preview and Save

On this screen, you'll create the descriptive information for your Sort & Categorize Activity. This will help you and others find your Activity in a Search or Filter and also identify your Activity in the ActivTable Software Activity Menu.

Use the ? buttons throughout the Activity Builder for help and guidance.

Title ? Parts of a Plant


Description ? Labelling different parts of a plant. Key Stage 2, 5, 6, 8 Living things, animals and plants.

Subjects ?

Maths English Science Geography History

Minimum Age ? 9

Maximum Age ? 10

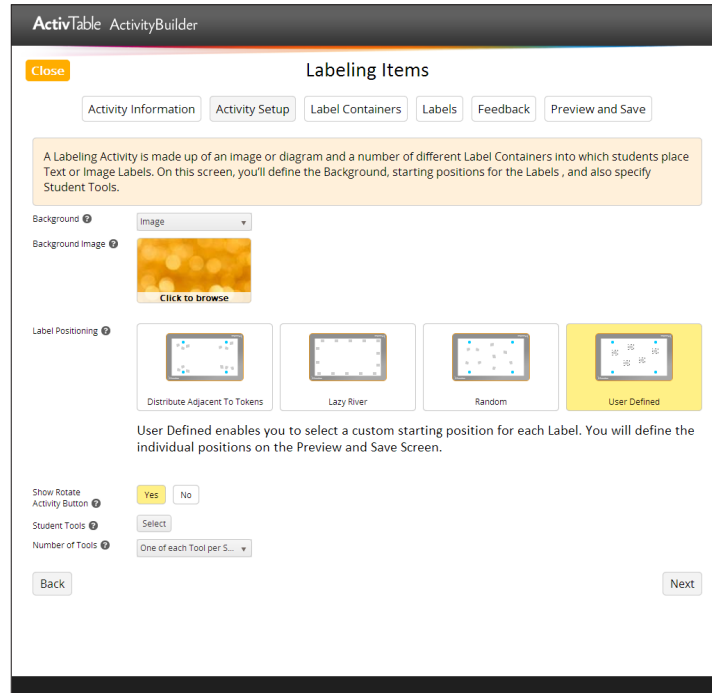
Activity Icon ?  Click to browse

Next

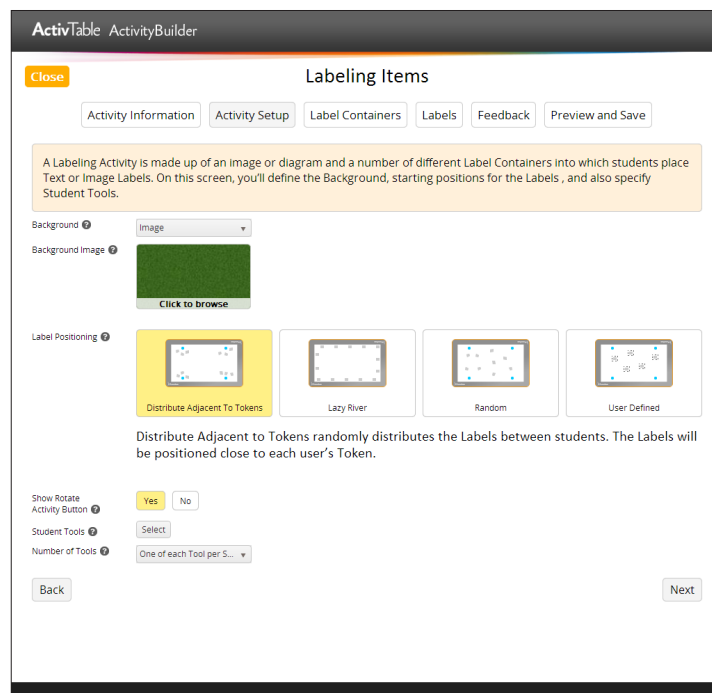
Click **Next** to continue.

Activity Setup

For further information please refer to the previous 'Activity Setup' section or hover over the ? buttons in the software.



Here you can see the changes that we have made to the Activity Setup.



Click **Next** to continue.

Creating a New Activity

Label Containers

A Labeling Activity is made up of an image or diagram and a number of different Label Containers into which students place Text or Image Labels. On this screen, you will define the image or diagram students will label and the Label Containers.

Don't forget to hover over the ? buttons for further help and guidance.

The screenshot shows the 'Labeling Items' configuration screen in the ActivTable ActivityBuilder. At the top, there's a 'Close' button and a title 'Labeling Items'. Below the title are navigation tabs: 'Activity Information', 'Activity Setup', 'Label Containers', 'Labels', 'Feedback', and 'Preview and Save'. A yellow information box explains that a labeling activity consists of an image or diagram and several label containers. The 'Image or diagram' section includes an 'Add Image Item' button and a list with one item named 'Flower'. The 'Label Containers' section includes an 'Add Label Container' button and a list with three items: 'Flower', 'Stem', and 'Leaf'. The 'Root' item has a 'Has Callout' dropdown set to 'Yes'. There are 'Back' and 'Next' buttons at the bottom.

Click **Add Image Item** to define the image(s) or diagram(s) that students will label. You can add or remove Items by clicking the + and x buttons in the list. **Name** the Item(s) and **Click to browse** to choose the image you want to use.

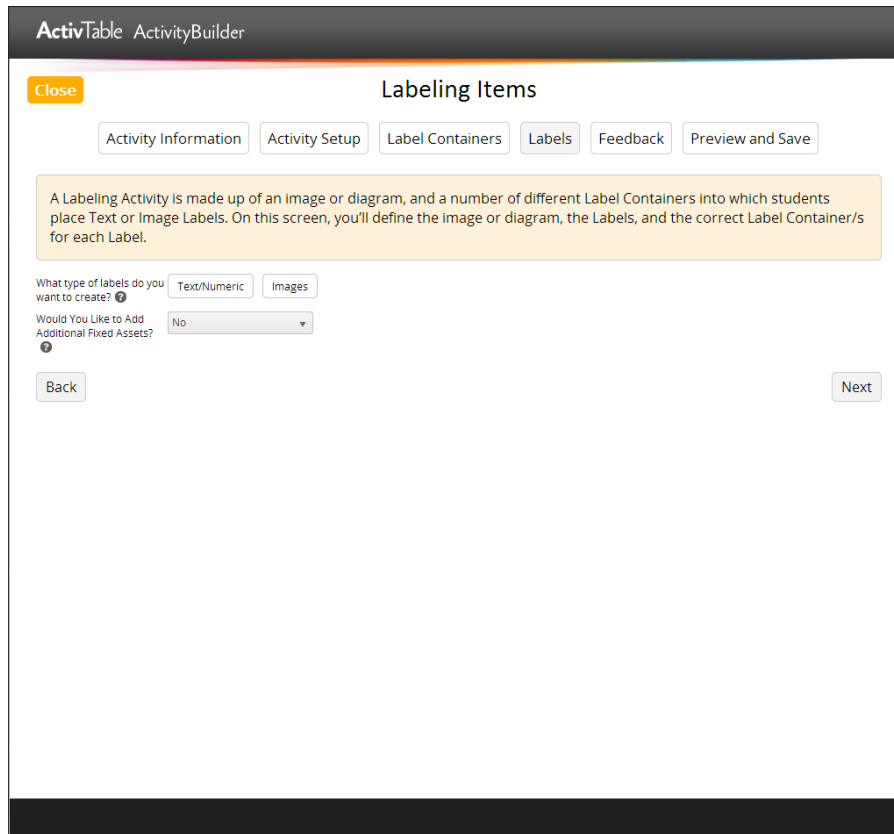
Click **Add Label Container** to create a Container for each label required. You can add or remove Items by clicking the + and x buttons in the list. **Name** each Container and **Click to browse** to choose the image you want to use. By default, when you have selected an image for the first Container all subsequently added Containers will assume the same style. You can position these in the **Preview** screen.

You also have the option to include a **Callout** line to be shown between the Label Container and the matching area on the image or diagram.

Once you have completed this screen click **Next** to continue.

Labels

On this screen you will define the Labels and the correct Label Containers.



Don't forget to hover over the ? buttons for further help and guidance.

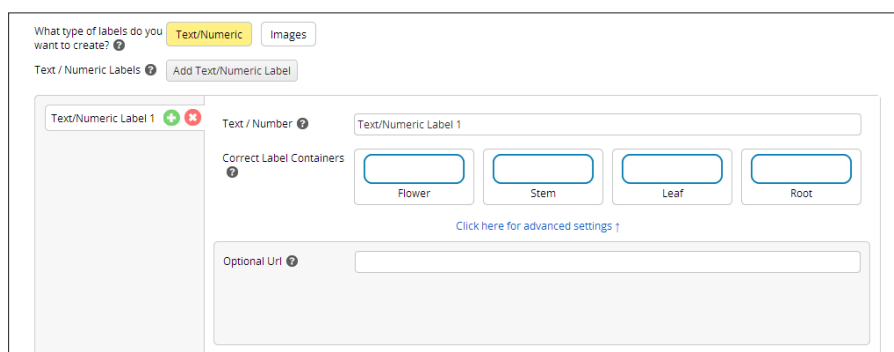
What type of labels do you want to create?

Choose **Text/Numeric** for an activity in which students place Text or Numeric Labels onto an image or diagram.

Choose **Images** for an activity in which students place Image Labels onto an image or diagram. If you select this option, you will also be able to overlay text or numbers onto the images.

Choose **Text/Numeric** and **Images** for an activity in which students place a combination of Labels onto an image or diagram.

Text/Numeric Labels



Creating a New Activity

Click the **Add Text/Numeric Label** button to define each of the Labels you need for the activity. You can add or remove Labels by clicking the + and x buttons in the list.

Click on each Label in the list and type the Label Text or Number into the **Text/Number** field. Then assign the label a **Correct Label Container** by clicking the relevant Container preview image.

Click here for advanced settings gives you the option to assign a URL which students will be directed to when they drag the Label onto the Web Browser. If you assign a URL remember to add the **ActivBrowser** to the **Student Tools** on the **Activity Setup** screen.

Image Labels

The screenshot shows the 'Image Labels' configuration interface. At the top, there are tabs for 'Text/Numeric' and 'Images', with 'Images' selected. Below the tabs is a list of labels, currently containing 'Image Label 1'. To the right of the list is a configuration panel for the selected label. The panel includes the following fields and options:

- Name:** A text input field containing 'Image Label 1'.
- Display Name:** A dropdown menu set to 'No'.
- Select Image:** A placeholder box with a 'Click to browse' button below it.
- Correct Label Containers:** Four preview images labeled 'Flower', 'Stem', 'Leaf', and 'Root'.
- Overlay Text or Number:** A dropdown menu set to 'No Text or Number'.
- Optional Uri:** A text input field.
- Two-Sided Image:** A dropdown menu set to 'No'.

A link 'Click here for advanced settings' is located below the 'Correct Label Containers' section.

Click the **Add Image Label** button to define an image to use as a Label. You can add or remove Items by clicking the + and x buttons in the list. Click on each Label in the list and define a **Name**. This can help you identify the image when previewing the activity.

Display Name gives you the option to display the name to students in the activity if appropriate, in most cases this will not be necessary.

Select **Click to browse** to select the image you want to use for each Label.

Assign the label a **Correct Label Container** by clicking the relevant Container preview image.

Under **Advanced Settings** select **Overlay Text or Number** to define a specific number or text to appear on each image. Select **No Text or Number** to have no overlay.

Optional URL allows you to assign a URL to a Label which students will be directed to when they drag the Label onto the Web Browser. If you assign a URL remember to add the **ActivBrowser** to the **Student Tools** on the **Activity Setup** screen.

Two-Sided Image gives you the option to define a reverse side for the image. When students select a two-sided image it will flip to reveal its reverse side. For example, you could use this for creating a set of playing cards or flash cards.

Text/Numeric and Image Labels

If you select both of these options you will need to define each type of label as described above.

Additional Fixed Assets

You can add additional non-interactive text or image items to the activity. You can position these items in the **Visual Preview**.

Here you can see the Labels we have set up.

Click **Next** to continue.

Creating a New Activity

Feedback

On this screen you will define how students are given feedback about their progress.

The screenshot shows the 'Labeling Items' configuration screen in the ActivTable ActivityBuilder. At the top, there is a 'Close' button and a title 'Labeling Items'. Below the title are navigation tabs: 'Activity Information', 'Activity Setup', 'Label Containers', 'Labels', 'Feedback' (which is active), and 'Preview and Save'. A yellow information box explains that a Labeling Activity consists of an image or diagram and label containers, and that this screen is for defining feedback. The 'Feedback Type' is set to 'Manual score button s...'. Under 'Choose Button', four 'Check' buttons are shown with different colors and arrow directions. The 'Include Summary Text' is set to 'Yes'. Three feedback messages are provided for different score ranges: 0%-33% (Good try, but your labels are not correct...), 34%-66% (Not bad. Take another look...), and 67%-100% (Good job. You have clearly understood...). 'Back' and 'Next' buttons are at the bottom.

Don't forget to hover over the ? buttons for further help and guidance.

Feedback Type gives you the option to include a manual score button which will display once the activity is completed or to have the score calculated automatically once the activity is completed.

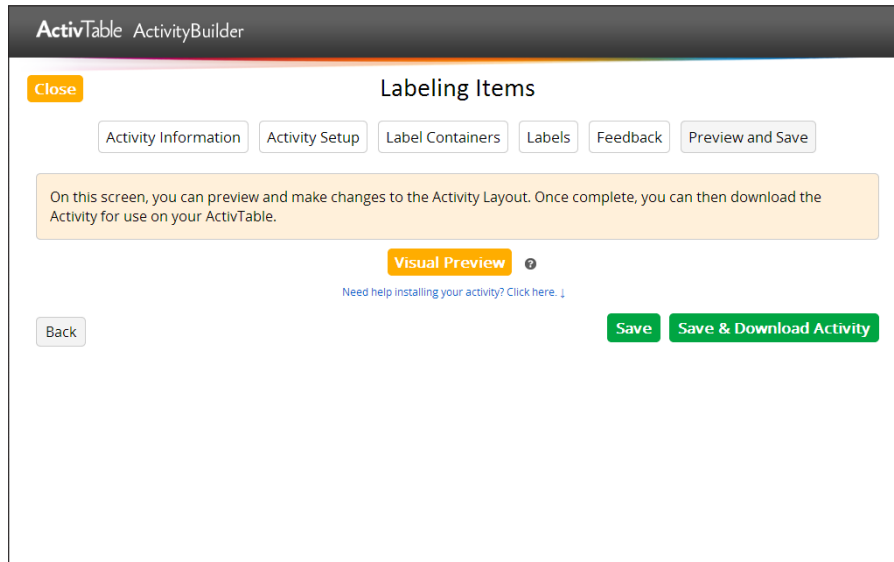
If you select to have a manual score button you can then choose how your button will look.

You also have the option to **Include Summary Text** where you can enter custom text for each of the three score ranges. Students will be presented with the Summary Text alongside their final score.

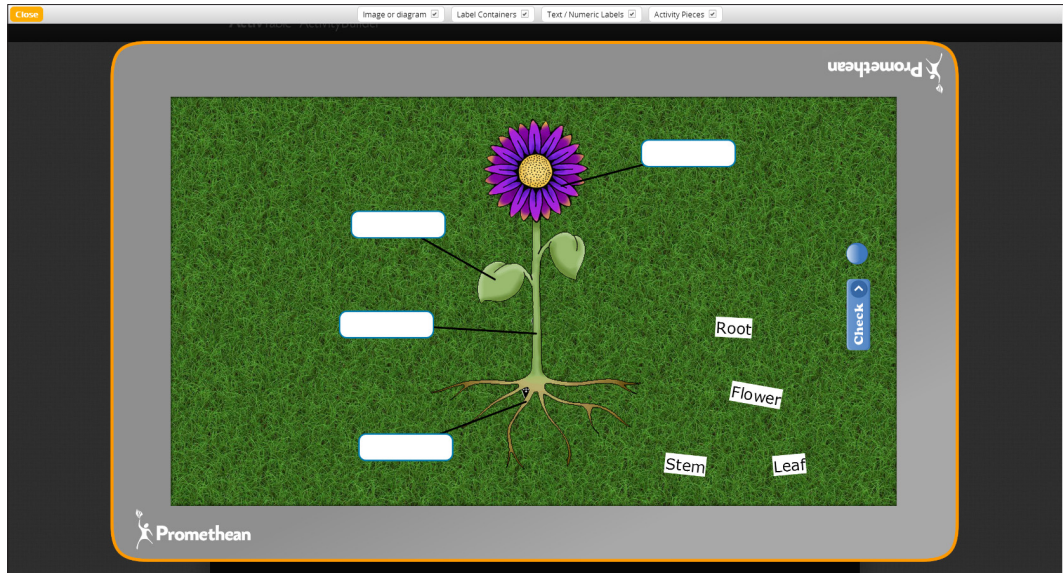
When you have completed the Feedback click **Next**.

Preview and Save

On this screen you can preview and make changes to the layout of your activity. Once completed, you can download your activity for use on the ActivTable.



Click on the **Visual Preview** button to preview your activity and make changes to the layout.



Please refer to the previous ‘**Preview and Save**’ section for more information on previewing, saving and downloading your activity.

To install your activity please refer to the ‘**Installing your Activity onto the ActivTable**’ section.

We hope this guide has provided you with the information you need to go ahead and create your own activities for the ActivTable.

More Information

Technical Support

The Quick Start Guide is available on the ActivTable. Touch the **Training** button on the **Main Menu** screen to access.

Videos showing how to use the Tools are available in the **Activity Tutorials** folder in **Activities and Applications**.

For online support, self-help solutions and further support contact information, please visit the Promethean Knowledgebase at: www.PrometheanKB.com

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