



ACTIVstudio WITH ACTIVote TEACHERS' PACK





1	INTRODUCTION	4
1.1	Background	4
1.2	Document Overview	4
1.3	Document Structure	5
2	FLIPCHART STYLES	7
2.1	Flipcharts	7
2.2	Separate Lessons and Questions	8
2.3	Teacher's Notes	8
2.4	Numbering and Layout of Questions	9
3	STORING AND NAMING	10
3.1	Overview	10
3.2	Storage Area	10
3.3	Naming Conventions (Lessons and Questions)	11
3.4	Naming Conventions (Results)	13
3.5	Controlling Masters	13
4	VOTING PADS	14
4.1	What are Voting Pads?	14
4.2	Generating Questions	15
4.3	Types of Questions	15
4.4	Creating Questions	16
4.5	Registering Voting Pads	19
4.6	Setting Up Database of Users	21
4.7	User Customised Options	22
4.8	Saving Results	24
4.9	Suggested Guidelines for Using Pads	25
5	HINTS AND TIPS	30
5.1	Concepts	30
5.2	Moving Objects	31
5.3	Reveal	31
5.4	Highlighter	32
5.5	Undo and Redo	32
5.6	Camera	33
5.7	Transparency or Removing the Background Colour	34
5.8	Asking Questions	36
5.9	Saving Changes To Flipcharts	37



5.10	Right Click.....	37
5.11	Printing Flipchart Pages to Generate Worksheets.....	37
5.12	On-screen Keyboard	39
5.13	Using Rubout to Reveal.....	39
5.14	Using Different Coloured Backgrounds and Text to Reveal	41
5.15	Using Sound.....	41
5.16	Showing Symmetry, Mirroring and Flipping.....	42
6	SHORTCOMINGS AND WORKAROUNDS	44
6.1	Before Using Vote Pads.....	44
6.2	Calibration	44
6.3	Storing and Exporting Results.....	45
6.4	Using Camera Snapshot	45
6.5	Inserting Text.....	45
6.6	Flood-Filling.....	45
6.7	Adding Images.....	46
6.8	Question types	47
6.9	Fractions and 3-dimension Objects	48
6.10	Building Resources.....	48
6.11	Using ESC Key.....	48
6.12	How to get out of ACTIVstudio When You Get into Difficulty or ACTIVstudio Not Responding	49
6.13	Animated GIF Files.	49
7	CONCLUSIONS AND FINDINGS	50
	APPENDIX A - WORKED EXAMPLES	52
	APPENDIX B - USEFUL EXTRAS.....	60
	APPENDIX C - SUPPLEMENTARY INSTRUCTIONS.....	62
C.1	Making Files Read-Only	62
C.2	Putting Users into Groups.....	63
C.3	Assigning Users to Vote Pads	64
C.4	Adding and Removing Individuals from Database	68



1 INTRODUCTION

1.1 Background

- 1.1.1 In 2004/2005 Neilston Primary School were awarded a grant from FLaT (Future Learning and Teaching) to investigate the use of an interactive computer driven whiteboard to deliver the 5-14 curriculum.
- 1.1.2 The project made use of the existing whiteboard and software (ACTIVstudio V1.9.3 with ACTIVote) already installed in the school ICT Suite.
- 1.1.3 The project purchased additional devices (namely 16 voting pads) to be used with the ACTIVote software to allow pupils to respond to questions set by teachers. The devices also record the pupils' responses and allow the responses to be saved and stored on the school network. The principal part of the project concentrated on the use of the ACTIVote devices (voting pads).

1.2 Document Overview

- 1.2.1 As part of the above project this document was produced to record and pass on information learned. A strong emphasis was put on teachers sharing resources thus reducing duplication of work. It is assumed that the audience of this document has some knowledge of using PCs and ACTIVstudio.
- 1.2.2 This document was designed to help and guide teachers at Neilston Primary to use ACTIVstudio and in particular ACTIVote in a practical teaching environment. To this end, worked examples of flipcharts were created and developed that deliver the 5-14 curriculum.



1.2.3 This document is not a manual. (The three manuals that cover ACTIVstudio and ACTIVote are kept in the cupboard under the projector in the ICT Suite.) This document covers facilities that are not covered in any detail in the manuals but may be useful to the school.

1.3 Document Structure

1.3.1 Section 1 outlines the history of the project and the structure of this document.

1.3.2 Section 2 looks at developing a consistent style for flipcharts so that it is easier to share and use flipcharts with each other.

1.3.3 Section 3 discusses how and where to store flipcharts, question results and resources so there is the ability for any teacher to find and use other teachers' flipcharts. It also covers the naming convention for flipcharts and proposes a policy for updating master copies.

1.3.4 Section 4 covers various aspects of using the voting pads. It details how to generate questions, set up the pads and allocate the pads to particular users. Section 4 also gives instructions on how to perform an ACTIVote session that allows the capturing of the pupils responses to questions. Finally it shows how you store the results from the ACTIVote session.

1.3.5 Section 5 contains some hints and tips on some techniques we used to generate lessons as flipcharts.

1.3.6 During the project we had to overcome a number of "problems". Section 6 details the shortcomings we found and our workarounds.

1.3.7 Section 7 contains conclusions and findings of the project.




- 1.3.8 Appendix A references the flipcharts and questions that were generated by the project.
- 1.3.9 Appendix B lists some facilities in ACTIVstudio that may be used to teach the 5-14 curriculum.
- 1.3.10 Appendix C contains instructions that allow the document to become stand-alone and not require the reader to use additional documents. It also contains instructions that may not be found easily elsewhere.



2 FLIPCHART STYLES

2.1 Flipcharts

- 2.1.1 This section covers how to develop a consistent style for the production of flipcharts thus allowing teachers to share and use flipcharts so that duplication is reduced
- 2.1.2 Flipcharts can be created in various sizes. The size we will use at Neilston Primary is 800 x 600.
- 2.1.3 You can create a flipchart by clicking on **Menu**. Then hover the mouse over **Flipchart, New, 800x600** and then click. This forces the size of the flipchart to be 800x600.
- 2.1.4 The other way to create a flipchart is simply to click on the Show Flipchart icon  on the main ACTIVstudio menu. This creates a flipchart that uses the size of the PC screen to dictate the size of the flipchart. At the time of writing this document all the PC screens in Neilston Primary are the same size and result in a flipchart of 800x600 being created. Please note that if the PC you are using to generate a flipchart is of a different size then you should not use this option to create your flipcharts.



2.2 Separate Lessons and Questions

2.2.1 Flipcharts should be separated into two types: lessons and questions. Although you can have both types in flipcharts ideally we wish to separate the two because of problems we have encountered with ACTIVote and the way it automatically calculates totals. See Section 3 for naming conventions for lessons and questions.

2.3 Teacher's Notes

2.3.1 To allow teachers to share flipcharts it was decided to create a page for notes. Notes may not always be necessary but they are recommended. These notes tell the user how to use the flipchart.

2.3.2 To access the notes a hyperlink should be used on the first page of the flipchart. The hyperlink should have a box round it and have the text "Teacher's Notes" on it. The hyperlink should be on the top right of the page. The last page should contain the notes so the hyperlink should jump to the last page. See below for an example

Teacher's Notes
Click Here


2.3.3 The last page should also have a hyperlink on it so that you can jump back to the first page. Again the hyperlink should have a box round it and have the text "Return" on it. The hyperlink should be on the top right of the page. Again see below for example.


To Return
Click Here

2.3.4 If you find you have two boxes round your hyperlinks then the hyperlink box in your customise menu is set. To remove the setting




click **Menu, Customise, Options, Hyperlinks**. Click on the box **Make Visible**. Click **OK**.

2.3.5 If the hyperlinks do not seem to work then make sure the icon on the right-hand menu does not have a red line through it like so . If it does then click on it and the line should disappear and your hyperlinks should work.

2.3.6 To use hyperlinks then you must have the freehand pen  selected on the ACTIVstudio menu.

2.4 Numbering and Layout of Questions

2.4.1 Flipcharts that contain only questions should have the number of the question on the bottom of each page together with the total number of questions i.e. the text should be in the following form "**Question** <question number> **of** <total number of questions>". This information is very useful when you are asking the pupils the questions, you know how far through the question session you are and you also know when you are at the last question. It is particularly important that you do not go past the last question and

then click on the **Start ACTIVote** icon  because this can cause the totals that are generated automatically to be wrong.

2.4.2 It is also a good idea to leave the top third of each page blank as this area is used to display the pupils' names when the vote pads are used. The amount of space used depends on the number of pupils that will be using the vote pads and how long their names are.



3 STORING AND NAMING

3.1 Overview

3.1.1 This section covers how to organise, store and name flipcharts, questions, results and resources. This section also proposes a policy for maintaining changes to masters.

3.2 Storage Area

3.2.1 An area has been set up on the school network so that flipcharts, questions and results can be stored and shared. All teaching staff have access to this area. It will allow you to access your resources from any PC connected to the network. (At the moment you can only access it from PCs that are connected to whiteboards). This is important because some of you will use different PCs to run your lessons from e.g. ICT Suite and PCs in your classroom. It is important that you DO NOT store your flipcharts on the hard disk of a PC, as you will not be able to access it from any other PC. Another advantage of using the area on the network is that the files you put on it are backed-up (copies are kept) so that if something happens and you lose your files a backup copy can be put back in its place.

3.2.2 The area appears on the PC as the L drive. The area contains three folders MASTER, RESULTS and RESOURCES.

3.2.3 The MASTER folder contains all the master copies of the flipchart lessons and questions. All the files that are stored in this folder will be read-only. It is the responsibility of the author to make the file read-only so that no one can change the contents. The MASTER folder is further divided into MATHS, LANGUAGE, SCIENCE, and TOPIC. The initial idea will be to run the flipcharts from the MASTER folder but it is recognised that the speed of the network may be a limiting factor and it may be that teachers



may have to take copies of flipcharts onto their local PCs. Please note that if it transpires that copies are taken then there may be a problem with informing everyone of changes that are made to the master copies. (See section on Changing Masters for further details)

3.2.4 The RESULTS folder contains the results of the questions from an ACTIVote session. This folder is divided into academic years i.e. 2004/2005, 2005/2006 etc. Each session is further divided into P1, P2, P3, P4, P5, P6 and P7.

3.2.5 The RESOURCES folder contains pictures and sound that may be used as part of flipcharts. In an ideal world these pictures and sounds should have been stored in the shared library areas in ACTIVstudio but because these areas are currently stored on the hard disk of the PC then it is not possible to access them from other PCs. The decision was therefore made to store them on the network area to allow sharing and automatic backup. The resources can also be used for other things other than ACTIVstudio. Therefore it makes sense to store them on an area that is accessible to all staff.

3.3 Naming Conventions (Lessons and Questions)

3.3.1. It is recommended that the filenames for flipchart lessons and questions (assessments) are made up of the items shown in the following list.

- Subject
- Assessment (or questions if applicable)
- Revision Number (R + Number)
- File Type



- 3.3.2 For example, the filename whose name is LivingThings R1.flp is a flipchart lesson. The subject matter is Living Things and the revision number is R1.
- 3.3.3 If there was an assessment associated with the above lesson then the filename would be Living Things Assessment R1.flp. Naming flipcharts this way should mean that when you are looking for flipcharts the assessment for the lesson should be next to the lessons because most PCs are set up to display flipchart names in alphabetical order.
- 3.3.4 The file type will always be .flp for all flipchart lessons and questions.
- 3.3.5 The file should be stored in the MASTER folder under MATHS, LANGUAGE, SCIENCE or TOPIC which ever is appropriate.
- 3.3.6 Both SCIENCE and TOPIC are further divided into P1, P2 ...P7.
- 3.3.7 LANGUAGE is divided into GRAMMAR, LISTENING, READING, SPELLING, TALKING and WRITING. At the moment only WRITING is divided further. It has a folder called PHONICS. As more flipcharts are generated other areas will require to be divided further.
- 3.3.8 MATHS is divided into 5 areas or folders:
- HANDLING DATA
 - MENTAL MATHS
 - NUMBER, MONEY, MEASURE
 - PROBLEM SOLVING
 - SHAPE, POSITION, MOVEMENT
- Some of the above may be divided further.



3.4 Naming Conventions (Results)

3.4.1 Results to questions are stored in EXCEL spreadsheets. The name for the spreadsheets should take the subject part of the question filename. Please note that ACTIVote automatically inserts the path and filename of the question flipchart in the spreadsheet. The spreadsheets should be stored in RESULTS and then under the appropriate Session and Primary folder.

3.4.2 The file type will always be .xls for all results.

3.5 Controlling Masters

3.5.1 All masters should be read-only so that they cannot be overwritten even by mistake. The author is responsible for ensuring that the masters are read-only (See Appendix C for instructions on how to make files read-only) and putting them in the MASTER folder. The ICT Coordinator should resolve any difficulties or conflicts in flipchart names.

3.5.2 If you think that a master requires changing then inform the ICT Coordinator and agree the changes. Make the change by removing the read-only from the file and then make the appropriate change. The filename needs to be changed by increasing the revision number by one. The file should be set back to read-only and the previous master removed from the MASTER folder.





4 VOTING PADS

4.1 What are Voting Pads?

4.1.1 Voting pads are devices that allow pupils to answer questions set by the teacher. Each pupil holds the pad in their hand and presses a button to answer each question. The responses are collected automatically and the teacher controls the question session. The software that handles the pads and gathers the responses is called ACTIVote. Below is a picture of a vote pad.



4.1.2 Each pad has six buttons marked A, B, C, D, E and F and these are used by the children to respond to questions. There is also a large button in the middle that is used when registering the pads. There are two lights at the top of the pad. One light  is red and the other  is green. The meaning of the lights is covered in section 4.9.2.



4.2 Generating Questions

- 4.2.1 There are two ways of generating questions. One is by using the Question Master and the second is by simply creating the questions within the flipchart itself.
- 4.2.2 Initially we tried using the Question Master to generate questions. We found it cumbersome, especially when using images and when we wanted to use a different layout from the six supplied with the Question Master. We therefore opted not to use it as our method of generating questions. However it should be noted that if you use the Question Master, it gives you the ability to store the questions in a library. You could then use this library to access existing questions when setting up a new set of questions.


4.3 Types of Questions

- 4.3.1 There are two types of questions: ad-hoc and pre-prepared. As we encountered various problems with both types of questions we decided to only use pre-prepared questions. (See section on Workarounds and Shortcomings for more details of problems). The reason for choosing pre-prepared is that it caused us the least number of problems.
- 4.3.2 All questions must be multiple-choice. Each question can have from two to six answers. The answers can be YES/NO or TRUE/FALSE or A, B, C, D, E, F. The letters A to F are used because the buttons on the voting pads are labelled this way. The YES/NO and TRUE/FALSE correspond to A and B on the vote pads.

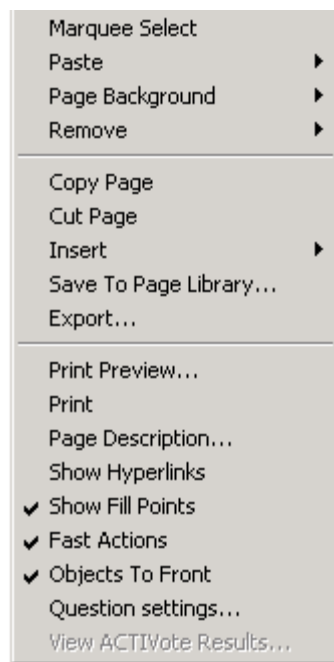


4.4 Creating Questions

4.4.1 Before you can create any questions you need to make sure the

ACTIVote icon  appears in your ACTIVstudio menu. If it does not appear in your menu then see the section on User Customised Options.

4.4.2 To create your questions you type your question and the choice of answers on a page of your flipchart. When you have finished move the mouse to an area on the page with nothing on it (e.g. no menu or text or image) and right-click the mouse. A drop-down menu will appear as follows.





Click **Question settings**.... The following window will appear.

Flipchart Question Page Attributes

Question Page Type: None

Question Type: Yes/No

Correct Answer: n/a

Question Object:

Timeout: 0

Answer Objects:

1)

2)

Cancel OK

4.4.3 Set the question page type as pre-prepared by clicking on **Question Page Type** ▾ and select **Pre-prepared** by clicking on it as shown below.

Flipchart Question Page Attributes

Question Page Type: None

Question Type: Yes/No

Correct Answer: n/a

Question Object:

Timeout: 0


Answer Objects:

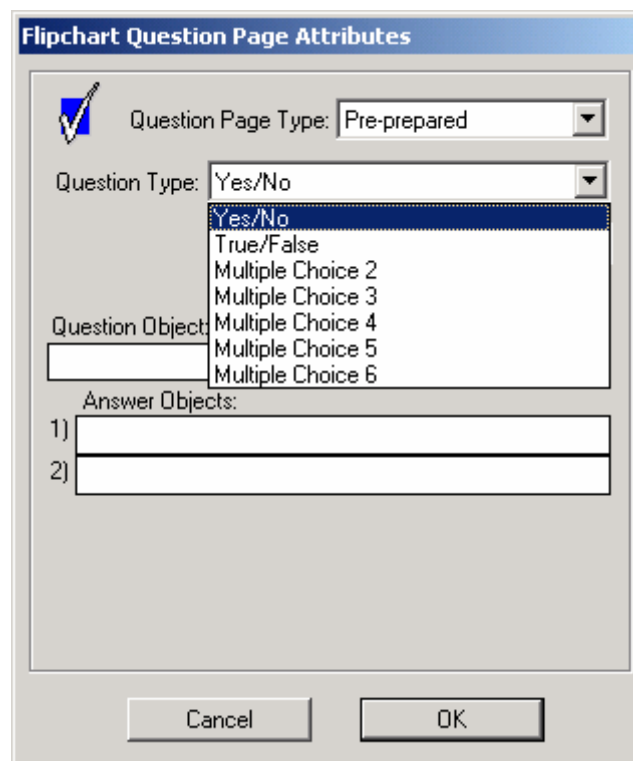
1)

2)

Cancel OK



- 4.4.4 Click on the  for **Question Type** to see the options for the type of question and then select the one you wish by clicking on it. See below for list of options.



Flipchart Question Page Attributes

Question Page Type: Pre-prepared

Question Type: Yes/No

- Yes/No
- True/False
- Multiple Choice 2
- Multiple Choice 3
- Multiple Choice 4
- Multiple Choice 5
- Multiple Choice 6


Question Object:

Answer Objects:

1)

2)

Cancel OK

- 4.4.5 Click on the  for **Correct Answer** and select the appropriate option.
- 4.4.6 Now click the **OK** box. You have now set up that question.
- 4.4.7 Generate the rest of your questions as above. Note that you can have a variety of "Question Type" within your flipchart. We are not aware of any limitations on the number of questions you can have in a flipchart.



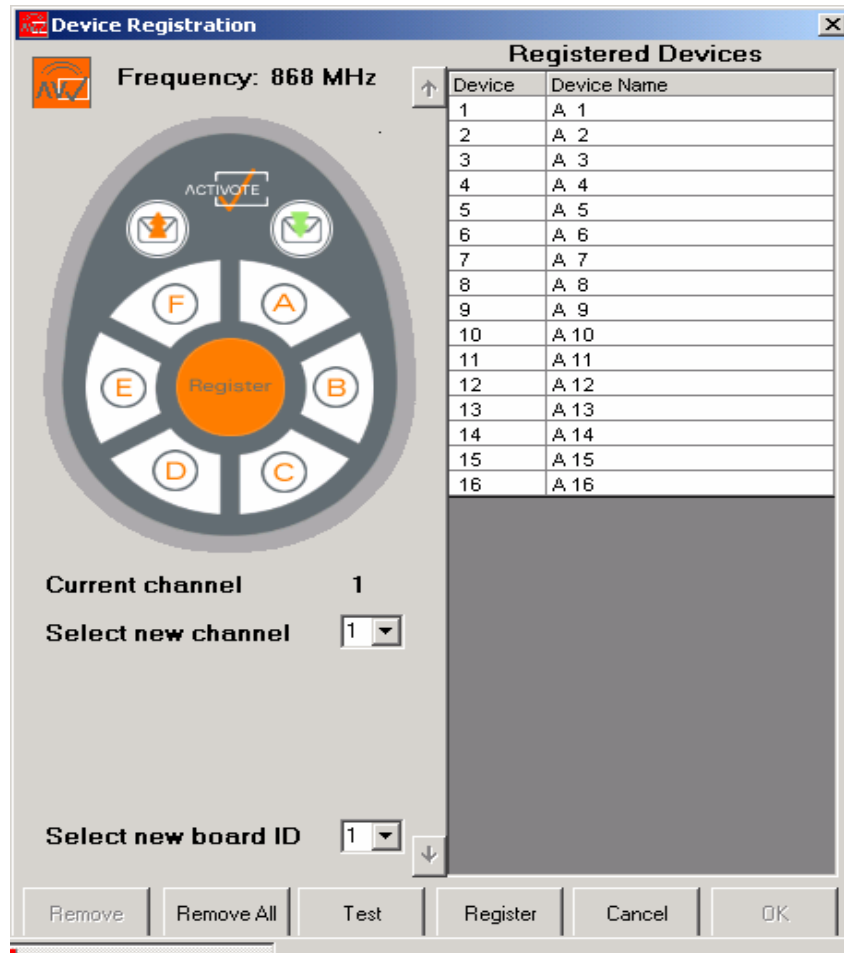
4.5 Registering Voting Pads

4.5.1 Before you can use the vote pads for the very first time you need to register them. This will usually be a once only operation. It will have to be repeated if more devices are purchased.

4.5.2 The pads work by sending and receiving radio signals to and from the ACTIVboard. You therefore have to register the devices with the ACTIVboard before they can be used.



4.5.3 To register the pads you need to go to Device Registration To do this click **Menu** on the ACTIVstudio menu then hover over **ACTIVote** and then click **Devices....** The following window will appear.



4.5.4 From the previous picture you can see that 16 pads have already been allocated. Each device has been given a name and we have put that name on the back of each pad so that we know which pad is which.

4.5.5 If more pads are purchased then they will have to be registered. It is not the intent to cover this in this document. You can find out all the information you need to do this in the manuals in the ICT Suite and also by using the Help facility in ACTIVstudio.



4.5.6 It may be that a pad stops working and you wish to remove /replace it. You will need to use the Device Registration facility to do this. See the HELP facility in ACTIVstudio for details.

4.5.7 Each pad has a small battery in it and over time this will run down. If you think the signal is becoming too weak then you can test the pad using the Device Registration facility. Again see the HELP facility in ACTIVstudio for details.

4.6 Setting Up Database of Users

4.6.1 The pads can be used in two ways, Anonymous and Named. Each time you start a set of questions you can choose between Anonymous and Named. (There is a third option Demo that should be ignored.) Anonymous allows responses to be gathered without knowing which pupil has given the answers. This is only of use when you wish to get an overall feel of how the group as a whole is performing. We have not made much use of this facility. If you wish to record the results for assessment purposes it is suggested that you use Named.

4.6.2 Before you can use Named you need to set up a database with the names of all the pupils who may use the pads. This has already been done for this academic year (2004/2005). At the beginning of each new session the names of all the new Primary 1s will have to be added and existing pupils will need to be moved on to the next primary class. Any pupil that leaves or joins the school during the session can be catered for on an individual basis by simply adding or deleting their details. See Appendix C for further details.

4.6.3 Once you have the names in the database you can assign these names to different groups e.g. Maths groups, class a and b, groups etc. This is helpful, as you will want to use the pads with a certain group of pupils so it is necessary to have these groups set up prior to using the pads. Again it is suggested that these groups are

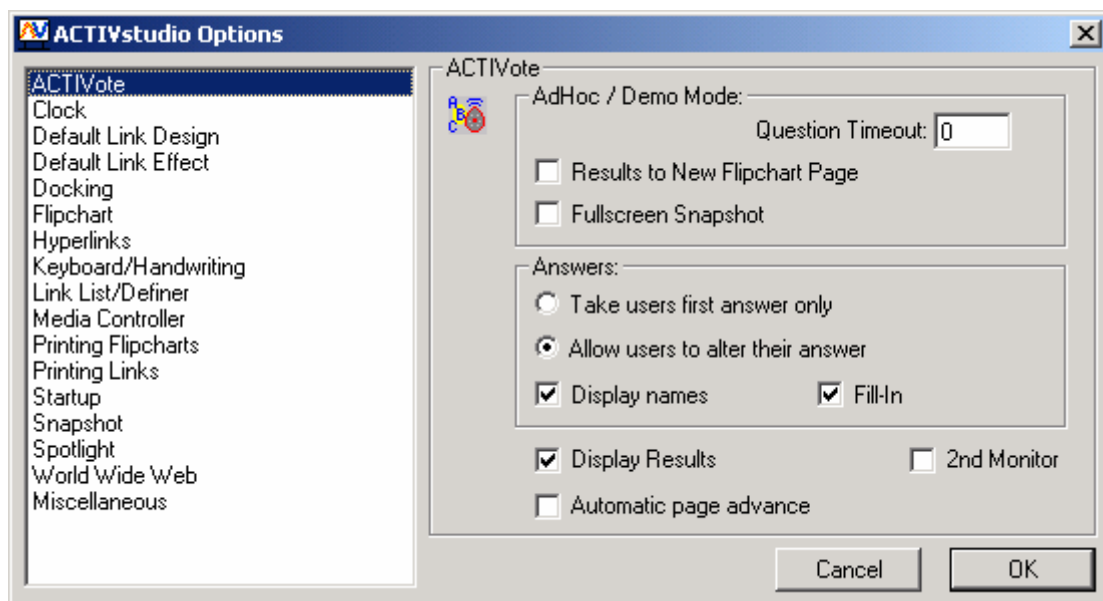


created at the beginning of each new session. See Appendix C for further details.

4.7 User Customised Options

4.7.1 Teachers can change the options for using vote pads by using the Customise Options facility.

4.7.2 To select the above option click **Menu** and then **Customise**. On the next window click the **Options** box and the following window will appear. Make sure you have selected the ACTIVote option on the left-hand part of the window by clicking on it.





4.7.3 The top box AdHoc/Demo Mode on the right-hand side can be ignored. Some of the other options you may wish to change so that you can tailor your answer session. The following table summarises your options.

Options	Selected	Meaning
Take Users first answer only	Yes	Users cannot change their answers
Allow users to alter their answer	Yes	Users can change their answer
Display names	Yes	Displays the names of the users on the top of the screen
	No	Names of the users are not displayed
Fill-in	Yes	Allows users another chance to give an answer
	No	Users are not allowed another chance to answer
Display Results	Yes	After the responses to a question have been received the results are displayed on the screen
	No	After the responses to a question have been received the results are not displayed on the screen but they are still recorded
2 nd Monitor		N/A at Neilston Primary
Automatic page advance	Yes	Automatically moves to the next question
	No	Requires the teacher to move to the next question



4.8 Saving Results

4.8.1 When you have finished asking all your questions and before you move onto another flipchart or close down you can save the results. To do this click **Menu**, hover over **Flipchart**, **Export** and click **ACTIVote Results to Excel**. This starts Excel and displays your results. An example is given below.

User	Total	%	Q1 (C)	Q2 (D)	Q3 (A)	Q4 (E)	Q5 (B)	Q6 (F)	Q7 (B)	Q8 (F)	Q9 (A)	Q10 (B)
Allen, Michael	11	73	C	D	A	E	B	F	E	F	E	B
Anderson, Paul	8	53	E	D	A	B	D	F	E	B	A	D
Burns, Lauren	13	87	C	D	A	E	B	F	E	F	A	B
Connor, Nicola	11	73	C	D	A	B	E	F	B	A	E	B
Gemmell, Louise	11	73	C	D	A	E	B	F	B	A	E	B
Gorman, Alicia	11	73	C	D	A	E	B	F	A	B	E	B
Henderson, Danielle	11	73	C	D	A	E	B	F	E	B	E	B
Ingram, Marcus	9	60	E	D	A	B	C	F	E	A	E	D
Kelly, Dean	11	73	C	D	A	E	B	F	E	F	E	B
Kerrigan, Jamie	12	80	C	D	A	E	B	F	B	F	E	D
McAreavey, Bobby	13	87	C	D	A	E	B	F	B	E	A	B
McEnhill, Paul	6	40	C	D	A	B	E	F	E	A	E	B
McLean, Courtney	10	67	C	D	A	E	F	F	A	B	A	B
McLean, Kerry	14	93	C	D	A	E	B	F	B	F	A	B
McManus, Lyndsey	12	80	C	D	A	E	B	F	E	B	A	B
McMurdo, Nathan	13	87	C	D	A	E	B	F	B	F	A	B

Please note that if you do not wish the pupils to see the results then either the projector needs to be switched off or the pupils should leave the room. Unfortunately there seems to be no other way of saving the results without them being displayed.

4.8.2 To save click **File** and **Save**. Select the area you wish to put the results in namely the shared area (L), RESULTS, current session, and which primary the results relate to. Choose a suitable filename





namely the subject from the question flipchart and click on the OK box. The results have now been stored and you can exit Excel. This brings you back into ACTIVstudio. Please note that because you are doing this on the PC connected to the ACTIVboard the children will see their results on the screen.

4.9 Suggested Guidelines for Using Pads

- 4.9.1 Before the children get to the ICT Suite ensure the pads have been allocated to each individual pupil. Click on **Menu, ACTIVote, Users...** and follow the instructions. Take a note of which devices have been allocated to which pupil. A Classroom Assistant could do this.



4.9.2 The children then go to the ICT Suite and are given their vote pads. Make sure that all the children know how to use the pads e.g. what the lights on the pads mean and when and if they can change their answer. The following table explains the sequence of lights on the vote pad when the child presses a button.

Child's Action	Lights	Meaning
Presses button	 flashes red	Sending child's response to board.
	 flashes green	Acknowledging that the child's response has been received and stored OK. The board will ignore any buttons being pressed until green light has stopped flashing.
Child may press another button and this will replace their previous answer only if you allow it in your Customised Options	No lights flashing	



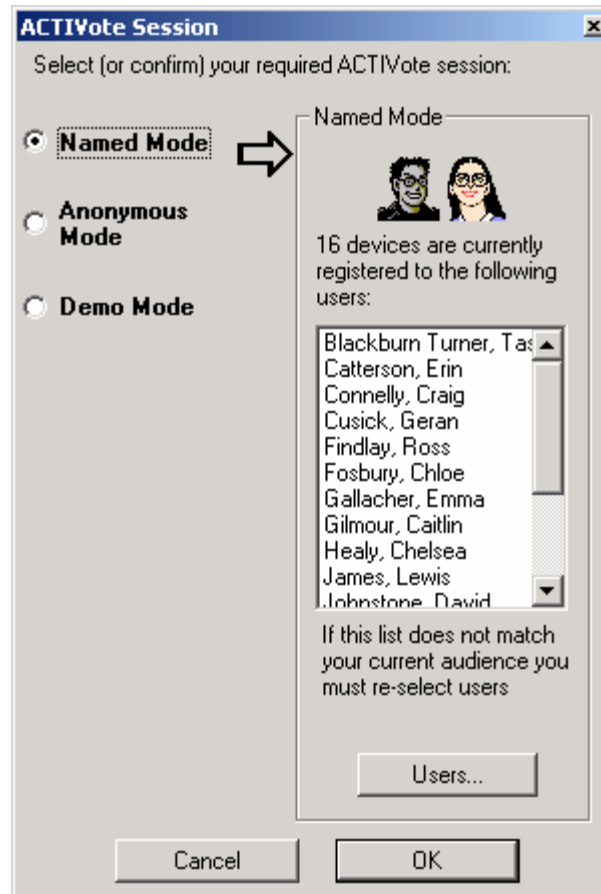
4.9.3 The children should also know what happens on the board when they push buttons. When the child pushes their button, the colour behind their name changes. It is important that the child understands what the colour means. The following table summarises the meaning of the colour displayed on the board when the child pushes their button.

Colour	Meaning
Yellow	Button pushed is in the range of answers. It does not indicate whether it is right or wrong.
Black	Button pushed is out of range. E.g. if it is a multiple choice question with 4 answers and the child presses E or F then the colour displayed will be black.
Grey	No buttons have been pressed.


4.9.4 Before you start asking questions make sure that the children have got the pads they should have by asking them to press their buttons one at a time so that you can see what name lights up. You can do this by using a sample question, which is not part of the flipchart of questions. (If you try to put in a sample question in your flipchart then all the total will be out by one.)



4.9.5 To start the questions click **Menu**, hover over **Flipchart** and click **Open Named**. Select the flipchart you want and click **OK**. The following window will appear.



4.9.6 Ensure **Named Mode** is selected and click **OK**.

4.9.7 The first page of your flipchart is displayed. Move your ACTIVstudio menu so that it is not covering your question or answers. The menu cannot be moved once you start asking the question. You also need to leave the menu folded down, as you need to access the ACTIVote button  to start the question.




4.9.8 Some of what happens next depends on your customised settings for ACTIVote (Section 4.7 refers).

4.9.9 Ask the question and click on the Start ACTIVote icon . This allows the children to start voting by pushing their buttons. Once all the children have voted press  to stop the question.

4.9.10 If you have the **Fill-in** option selected in your customised menu then a window called ACTIVstudio may appear asking the question "One or more users failed to answer or answered 'out of range'. Allow them to retry? **YES** or **NO**. If you click **YES** children who have already answered and answered in range will not be allowed to re-try. This will go round in a loop until everyone returns and answer within range or you answer **NO**.

4.9.11 If the vote results are displayed on the screen then you will need to close this window by clicking on the **x** on to right hand corner of the result window.

4.9.12 Go to the next page by clicking on the next page button  on the right-hand menu.

4.9.13 Now repeat from 4.9.9 until you have gone through all your questions.

4.9.14 When you have gone through all your questions save your results. (Section 4.8 refers.)

4.9.15 Depending on what you do next you will be asked to save. What ACTIVote is trying to do is to save the results of the questions within the flipchart file. It is important that you always click on **Don't Save** as there are currently problems saving results in flipcharts. (See Section 6 for more details)



5 HINTS AND TIPS

5.1 Concepts


- 5.1.1 This section contains some hints and tips we learned when generating various flipcharts for this project. Perhaps a way of understanding some of the things you can do with flipcharts is to look at the examples in Appendix A and see what they do. However it would be a mistake to limit yourself to these techniques alone. You should try to build on them.
- 5.1.2 The main concept is to try not to view the ACTIVboard as just a blackboard or a paper worksheet. Try and think of it in a dynamic way so that you can engage the children and get them to interact more with the lesson. You therefore need to think of different ways of presenting your lessons. Another concept is for teachers to share their flipcharts thus reducing effort and duplication.
- 5.1.3 The flipcharts can be used to generate a stand-alone lesson(s) or they can be used to supplement existing lessons. It should be noted that in certain instances the blackboard is the simpler and more appropriate way of conveying information e.g. if you want to handwrite the homework for the week use the blackboard.
- 5.1.4 On a very simple level the ACTIVboard works exactly the same as a blackboard but offers much more. You can save your work so that you do not have to regenerate it. You can use sound and colourful images, some of which can move. As the ACTIVboard is attached to a networked PC you can access the ERC Intranet and the Internet, which therefore gives you easy access to a plethora of material.
- 5.1.5 As has already been mentioned we wanted to try to involve the children more in the lesson and to try to maintain their interest for a longer period of time. To this end we started to build up a set of resources for the school. These resources currently consist of



moving and still images. Various sounds have also been gathered. See section on Resources. It should be noted that ACTIVstudio also has a set of images and sounds but sometimes we could not find what we needed to deliver the 5-14 curriculum.

5.1.6 This section also contains some ACTIVstudio tools that we found particularly useful.


5.2 Moving Objects

5.2.1 One of the ways of using ACTIVstudio in a more dynamic way is to move objects about. These objects can be pictures or pieces of text. To select an object make sure you have the marquee icon  selected. Move the mouse or pen to the picture or piece of text you want to move. There are two ways of moving objects.

5.2.2 The first way to move an object is by clicking on the object and keeping it selected by not releasing the pen or mouse. An image of a hand should appear and a rectangle should be drawn round the image. Simply put the pen or mouse to wherever you want the image to go and release.

5.2.3 The other way to move an object is to click on the edge of the image you want and drag the pen or mouse to the opposite diagonal of the image.


5.3 Reveal

5.3.1 The Reveal tool is a useful feature that acts like using a piece of paper to hide part of the page. The tool works top to bottom, bottom to top, right to left or left to right. To use it simply click on the reveal icon  and move the pen to the part of the area you wish to reveal first. Once you have started to reveal in a







particular direction you cannot change direction. To stop the reveal click on **Cancel** at the bottom of the screen.

5.4 Highlighter

5.4.1 There is a highlighter pen , which can add another dimension to your lesson. It acts just like an ordinary highlighter pen. You can choose the colour and thickness. Please note that if you choose the same colour as your background colour it will simply look as if you have rubbed out rather than highlighted! If the background is not self-coloured then the colour of highlighter may be affected.


5.5 Undo and Redo

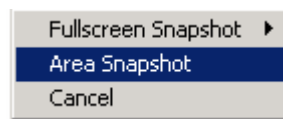
5.5.1 The best way to recover from a mistake or to go back to a known point is to use the undo icon . Clicking on the icon will remove the last thing that you have done. Every time you click it will keep removing what you have done until either you stop clicking or there is no more to undo. Note that the undo only works on the page you are on i.e. if you move to another page and then back again it cannot undo anything. It is better to use undo  rather than the board rubber  or clear annotation layer .

5.5.2 Use the redo icon  to reapply a step if you go back too far using undo.



5.6 Camera

- 5.6.1 The Camera tool  is extremely useful when generating your flipcharts especially if you want to create pages based on other pages that cannot be rubbed out or moved about. When you click on the camera icon you are offered the following menu.

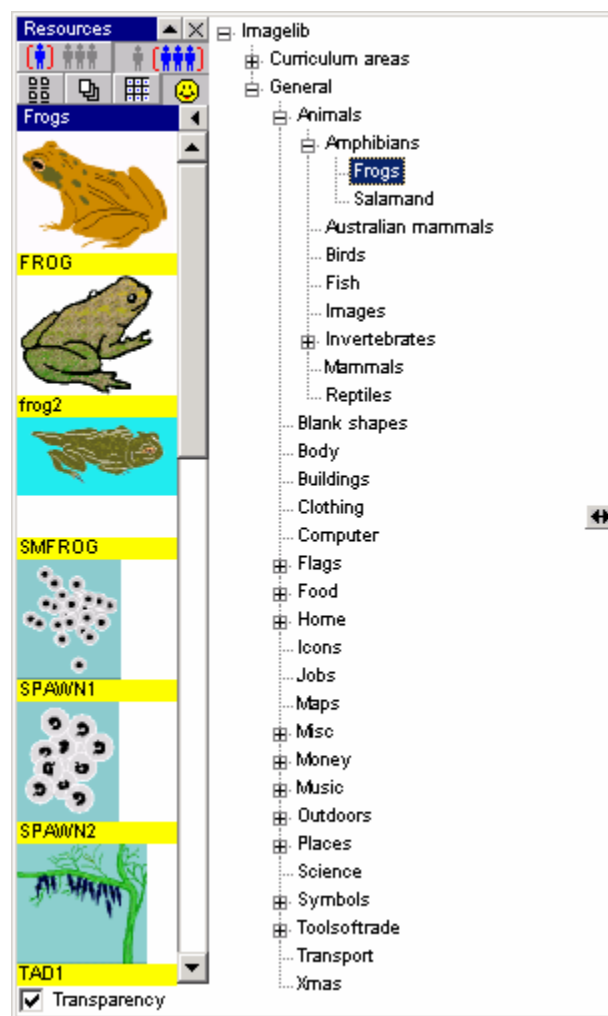


We suggest that you only use the Area Snapshot because if you use the Fullscreen Snapshot you get the page header containing the original page number in it, which does not make a lot of sense when you are creating new pages.



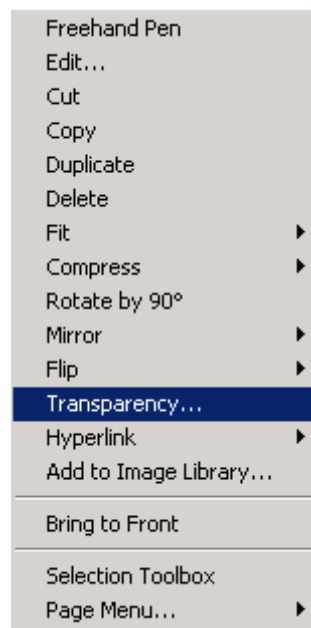
5.7 Transparency or Removing the Background Colour

5.7.1 Sometimes when you are adding an image you wish to remove the background colour of the image. If you are adding an image from the image library then make sure the **Transparency** box at the bottom left of the window is selected before adding the image to the flipchart e.g.

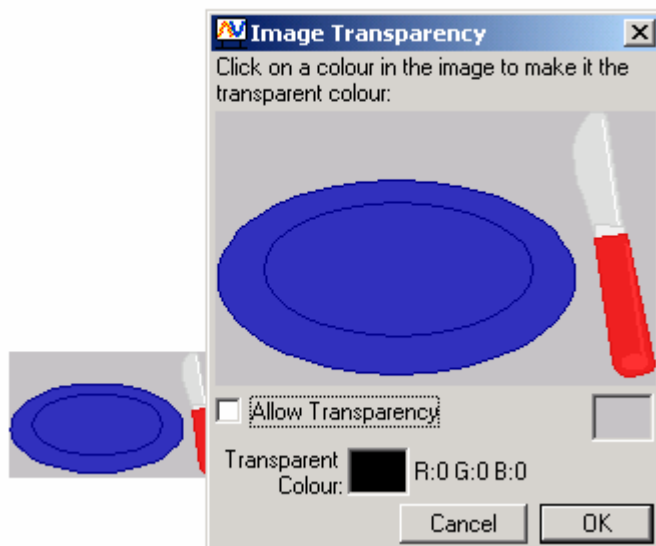




5.7.2 If you are adding an image from disk then add the image, right-click on the image and the following menu will appear.



Click on **Transparency...** and the following window will appear.





Click on the colour in the image that you wish to become transparent. Click on **Allow Transparency** box and click **OK**. The result in this case, if the grey background was selected, would be an image as follows.



5.8 Asking Questions

5.8.1 ACTIVote can only be used with multiple-choice questions. To remove the influence of guessing a question correctly we suggest where possible using the maximum of 6 answers.

5.8.2 When you are starting a session of questions make sure that the ACTIVstudio menu does not cover any part of the question or

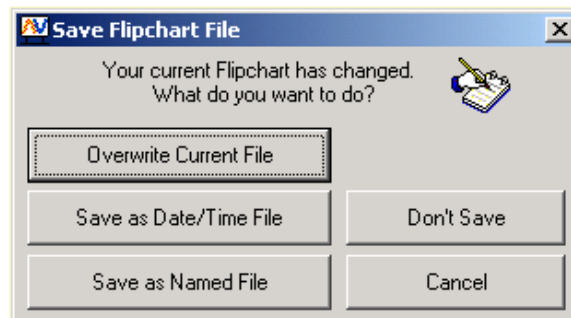
answers before you press the **Start ACTIVote session**  icon. Once you have clicked on the icon you cannot move the menu until

you stop the question by pressing the  icon again.



5.9 Saving Changes To Flipcharts

5.9.1 At various points you will be presented with the following window.



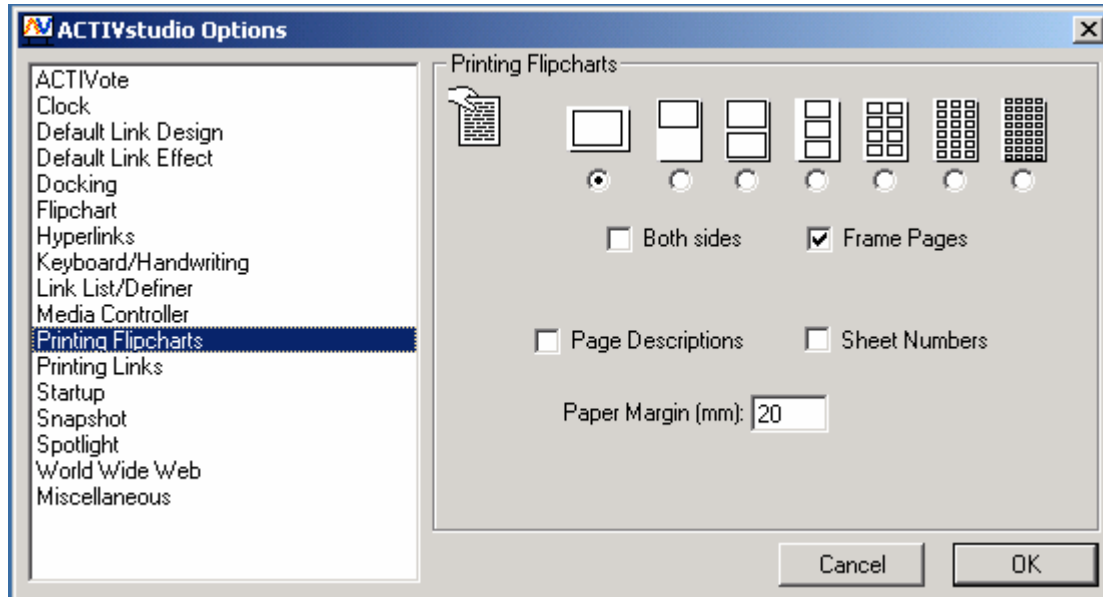
Some of the options may be greyed out if they are not appropriate at the time. Only use **Overwrite Current File** if it is your flipchart i.e. you are the author of it. **NEVER** overwrite ACTIVITY flipcharts click on the box **Don't Save**. We did not find a use for **Save as Date/Time File** and therefore suggest that you use **Save as Named File** when you want to save the file for the first time.

5.10 Right Click

5.10.1 Using the right hand button of the mouse allows quick access to menus. The button on the side of the pen you use with the board works in exactly the same way. It takes a bit of practise to get the button to work. You may find that you need to lift the pen slightly off the board and point it at 45 degrees towards the top of the board.

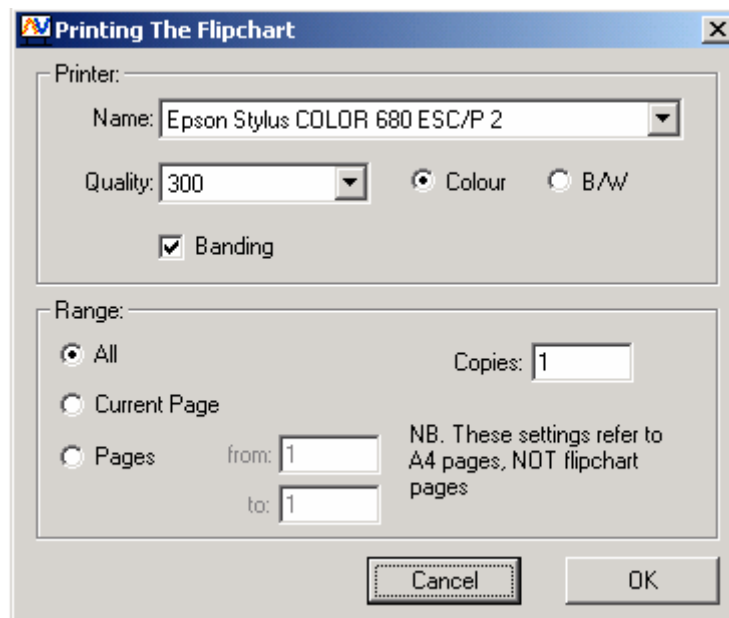
5.11 Printing Flipchart Pages to Generate Worksheets

5.11.1 When we were generating our flipcharts some of our pages could be printed off and used as worksheets in the class or set as homework. You can customise how you wish to print out your pages through the ACTIVstudio menu by clicking on **Menu, Customise, Options** and then **Printing Flipcharts**. The following window will appear.



Select the options you want and then click **OK**.

5.11.2 To print the pages click **Menu**, **Flipchart** and **Print**. The following window will be displayed.

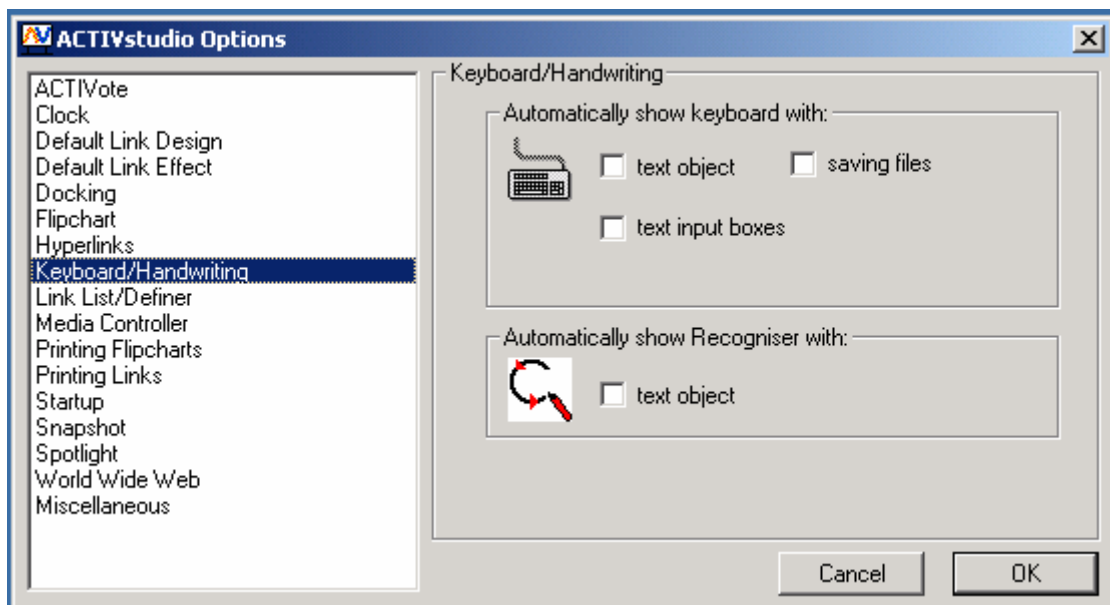




Choose the settings you want and click **OK**. The appropriate pages should print.

5.12 On-screen Keyboard

5.12.1 We found the on-screen keyboard of little use and tended to use the keyboard at the PC, so we recommend that you ensure that it is not displayed by clicking on **Customise, Options, Keyboard/Handwriting** and checking that your settings are as follows.






5.13 Using Rubout to Reveal

5.13.1 To make the lesson more interesting and allow children to interact more we used the following technique to hide the answer.

5.13.2 One-way is to cover the answer with the colour of the background so that it looks as though there is a blank there. This only works if the background is a self-colour. You can either use the **Freehand**



Pen  or the **Highlighter**  to put the colour on. Simply select the **Freehand Pen** or **Highlighter** and then select the colour from the ACTIVstudio menu. To reveal the answer you need to select the **Board Rubber**  and then go to the area where the answer is and rub out.

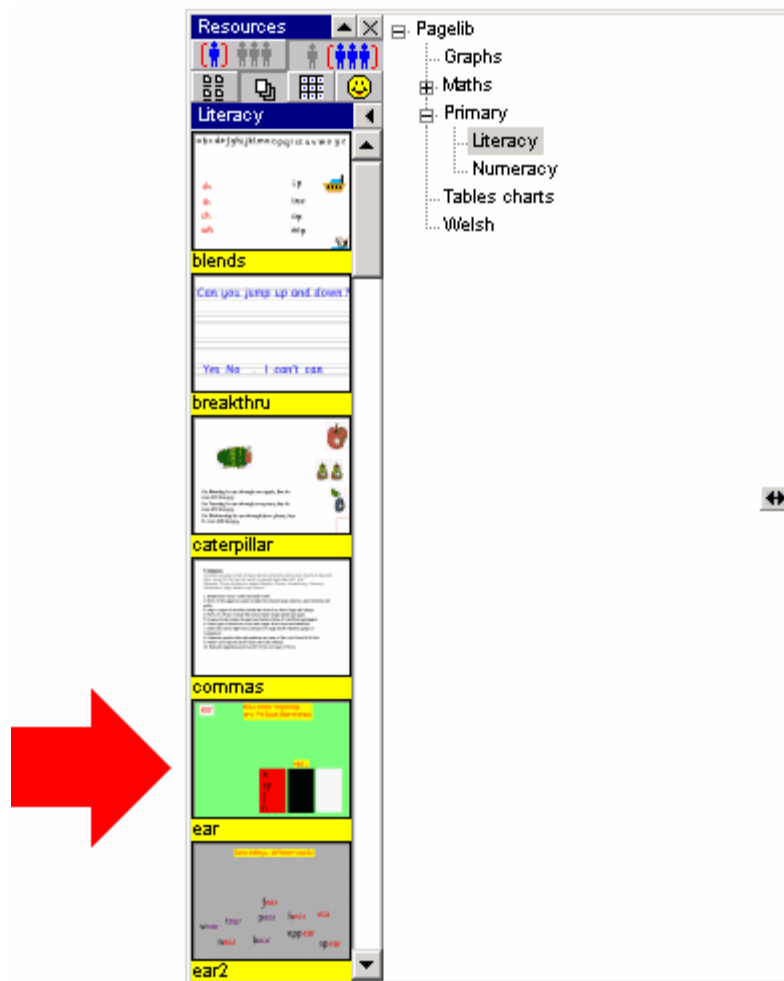
5.13.3 The other way of doing it is to hide the answer more obviously by covering with a colour that stands out. Simply repeat the above with a colour other than the background colour.

5.13.4 In both cases you need to inform the user that there are answers on the page that can be displayed by rubbing out. The instructions can go on the page or in the Teacher's Notes, see Section 2.3.



5.14 Using Different Coloured Backgrounds and Text to Reveal


5.14.1 This is a similar idea to section 5.13 in that you can hide and reveal using different background colours with different text colours. See the page library below for ideas.

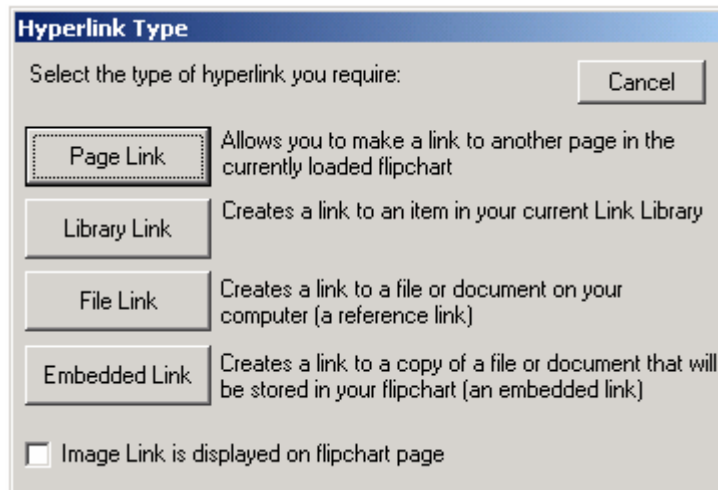


5.15 Using Sound

5.15.1 Again to make the lesson more interesting sound can be included. The easiest way to include sound is to use a hyperlink. Click on the




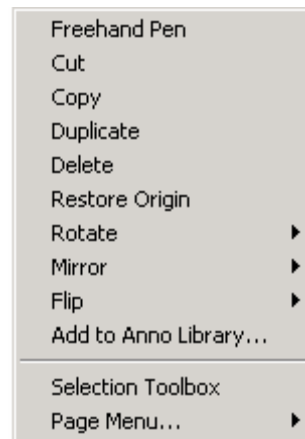
Add **Hyperlink** icon  on the right-hand menu and the following window will be displayed.



5.15.2 Click on **Embedded Link** and follow the instructions.

5.16 Showing Symmetry, Mirroring and Flipping

5.16.1 Mathematical properties of shapes can be easily demonstrated using some of the facilities in ACTIVstudio. If you select a shape (not text) using the **Marquee** icon  and then right click making sure your mouse is inside the selected area the following menu is displayed.





5.16.2 The options **Rotate**, **Mirror** and **Flip** can be used to show mathematical properties. **Rotate** gives you the option to rotate your shape by 30, 45 or 90 degrees. **Mirror** and **Flip** allow you to perform the operation on the shape in the x and y-axis.



6 SHORTCOMINGS AND WORKAROUNDS

6.1 Before Using Vote Pads

- 6.1.1. There is currently a problem using the voting pads. Before you can use the pads with children or before you can allocate different users with the pads or before you register devices you will need to follow the instructions below.
- 6.1.2. When you log onto the PC, your desktop is displayed with an icon called **Shortcut to ACTIVcontrol** on it. Double click on the icon. The icon will appear on the taskbar at the bottom right-hand side of the screen. Right click on the icon on the taskbar. A menu will appear. Left click on **Configure**. A small window called **ACTIVcontrol** will appear. Click on **Stop** and click on **Start** and finally click on **OK**. The window will disappear. You can now start using ACTIVstudio and the vote pads. You will need to repeat the instructions when you log off.
- 6.1.3. A copy of the above instructions can be found in the case that the vote pads are in.

6.2 Calibration

- 6.2.1 There is a problem with the board in the ICT Suite. We think it is because the board is attached to strips of wood, which allow some movement when the pen touches the board and when children touch it. As a result the board needs to be calibrated regularly. We suggest that you calibrate the board every time you are about to use ACTIVstudio. Clicking on the icon Calibrate on your desktop does this. You may also have to calibrate the board during an ACTIVstudio session.



6.3 Storing and Exporting Results

6.3.1 It should be reinforced that results should not be saved in the flipchart file. For details on how to save results without storing them in the flipchart, please refer to Section 4.8.

6.3.2 It should also be noted that you should only export your results to an Excel spreadsheet. There is an option to export results to a text file but we strongly recommend that you **do not do this** because if a child fails to answer a question a gap is not left for an unanswered question. This means that all the subsequent answers are stored against the wrong question.

6.4 Using Camera Snapshot

6.4.1 If you take a camera snapshot of a page in a flipchart and then try to use flood fill on the new page based on the snapshot it does not work.

6.5 Inserting Text


6.5.1 When you insert text you are given a choice of Label Text or Rich Text. We suggest that you only use Label Text as we had problems using Rich Text, in particular when it came to changing and moving text created using Rich Text. We did not find a workaround other than avoiding using Rich Text.

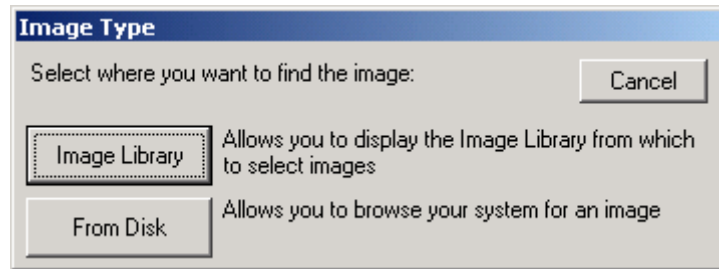
6.6 Flood-Filling

6.6.1 There have been a lot of problems with moving images that have been coloured in using flood-fill. If you try to move the image sometimes the whole screen can get filled. We have not found a workaround to this, as we cannot establish a pattern. You just need to be aware it may happen.



6.7 Adding Images

- 6.7.1 You can add images to your flipchart using the add image icon . When you click on the icon the following window appears.

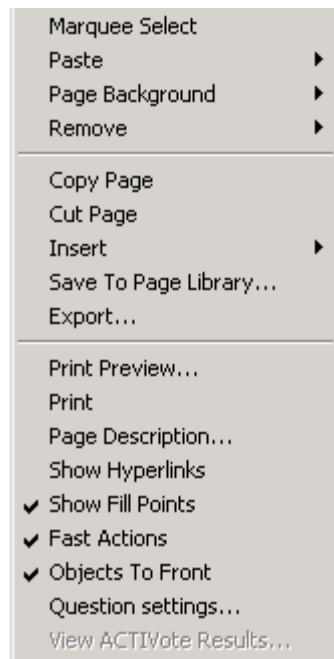


- 6.7.2 If you use the option From Disk you sometimes get the following window appearing and it will not allow you to add your image this way.





In order to get around this problem use e.g. **WORD** or **PAINT** to display the image, select the image and then use **Copy**. This puts a copy of the image into the clipboard. Now go to your flipchart and right click on the page you wish to add your image to. The following menu will appear.



Hover on **Paste** and then click on **Clipboard Image**. The image should now appear on your flipchart page.

6.8 Question types

6.8.1 We have encountered a few problems when generating questions in flipcharts. When using Ad-hoc questions the question settings are overwritten when you save the flipchart file itself. This means that you no longer have the information that tells you which answer is correct, which is of little use. We therefore recommend that you only use Pre-prepared questions. If you have pages that are not questions in your flipchart check that the **Question Page type** in the **Question settings...** is set to **None**. Otherwise the totals for the results will not be correct. Section 4.4.3 refers.



6.9 Fractions and 3-dimension Objects

6.9.1 *Generating fractions and 3-dimensional objects are very difficult. There are no facilities for doing it and we have not found an easy way round it.*

6.10 Building Resources

6.10.1 At Neilston Primary we wish to share resources such as images and sound. The way ACTIVstudio is currently set up it means that if you store your images and sound in the library in ACTIVstudio you can only access them from the PC in the ICT Suite. Currently there are two more PCs with ACTIVboards being set up in other areas of the school. We will want to be able to access these resources via these PCs as well as the one in the ICT Suite. To this end we have decided to build up a set of resources for the whole school on the shared area. We therefore suggest that any resources you use to generate your flipcharts are also stored in the shared area under the folder RESOURCES. You will be able to access this area from any PC that is on the school network.

6.11 Using ESC Key

6.11.1 There is at least one ACTIVITY for example KS1_shapes in ACTIVstudio that you cannot get out of or stop by clicking on EXIT, QUIT or X. To get out of this activity press the ESC key on the top left hand side of the keyboard. You can then click on the X on the top right hand of the screen.



6.12 How to get out of ACTIVstudio When You Get into Difficulty or ACTIVstudio Not Responding

6.12.1 The following instructions cover the situation when you get into difficulty and want to stop using ACTIVstudio or when ACTIVstudio stops responding. Please note that the following instructions may result in you losing changes to your flipchart but at worst you should be able to get back to the state you were in when you started your current session of ACTIVstudio.

6.12.2 To get out of this situation press the three keys **Ctrl**, **Alt** and **Del** at the same time. A window should appear offering a number of choices including **Task Manager** and **Log Off**. If you want to stop completely then select **Log Off**. If you want stay logged on to the PC then select **Task Manager** and click on **Processes** tab. Look at the processes running and select **ACTIVities** if it is there and then click on the box **End Process**. Select the process **ACTIVstudio** and then click on the box **End Process**. Hopefully the PC is now responding and you can start **ACTIVstudio** again. If it cannot stop any of the processes or it is still not responding then select the **Shutdown** tab, which will stop everything and close down the PC.

6.13 Animated GIF Files.

6.13.1 **ACTIVstudio** does not handle animated **GIF** files. The only way we have found to use them is through another software package e.g. **Microsoft PowerPoint**.



7 CONCLUSIONS AND FINDINGS

- 7.1 This section contains the conclusions and findings of the project.
- 7.2 Pupils from P1, P2, P4, P6 and P7 have used the vote pads and all seemed to enjoy the experience. They concentrated well and responded favourably.
- 7.3 Pupils had no problems using the pads and understanding the relationship between the options on the board and the buttons they had to press. The buttons on the pads are in capital letters but some of the options to the questions were given in lowercase. This did not cause them any problems.
- 7.4 During a session with P2 there seemed to be a certain amount of competition going on to see who could answer the quickest. The children could see when they and others had pressed a button because it was displayed on the board. (It does not tell them whether their response is right or wrong only that they have pressed a button that is in the correct range of given answers.) Whether this causes a problem in assessment may need to be addressed as you are looking for correct answers rather than the fastest to answer. Conversely, it was interesting to note that some pupils in P6 were having a competition to see who could be the last to answer questions!
- 7.5 The recording and collating of the results has proved to be very useful. As colour is used to distinguish between right and wrong answers the teacher can quickly see which questions have caused problems and which children need extra help. An overall pattern can be easily seen.
- 7.6 As the results can be saved we have a recording of each child's responses to each question as well as a way of referencing the



questions. This gives a means of providing formative assessment on an individual basis.

- 7.7 The automatically recording and marking of questions saves the teacher time, as they no longer have to do it. The marking is also consistent.
- 7.8 Gathering and storing responses to questions using the 'vote pads' assessed pupils who do not readily respond to traditional methods. We therefore have evidence of their ability, which had previously been difficult to obtain. These pupils now become easier to assess.
- 7.9 As the only way to ask questions is by using multiple-choice, thought will have to be given to the influence of the probability of getting the questions correct by means of guessing! The other drawback of this type of questioning is that there is no way to gather the pupils working on how they arrived at the answer.
- 7.10 Although there have been a number of teething problems workarounds have been found.
- 7.11 In conclusion the vote pads seem to have been well received by both teachers and pupils. They have proved useful and reliable. It is the intent of the school to continue to use these devices for assessment and check-ups. The results will be stored and then assessed by class teachers and the Senior Management Team to confirm and maintain progress of individual pupils or where necessary ensure additional support is put in place.



APPENDIX A - WORKED EXAMPLES

- A.1 This appendix gives an overview of the flipcharts that were generated during the project. It then lists and describes the flipcharts and tells you where to find them.
- A.2 Progress Tests for Mental Maths 6, 8 and 10 were converted into multiple-choice questions and put into three flipcharts, which can be used with the vote pads.
- A.3 A lesson for handling money aimed at P1 to P3 was created.
- A.4 A flipchart of questions based on checking the pupils understanding of money to 50p was created
- A.5 Various flipcharts were created for Primary 2. A number of flipcharts using multiple-choice questions were generated to check each pupil's understanding of language for initial blend, final blends rhyming 3 letter words and magic e. Another flipchart of questions was created to check their understanding of the science topic on materials. Two flipcharts covering money and another flipchart covering weather were also created.
- A.6 A flipchart lesson for topic work on Neilston was created for Primary3.
- A.7 For Primary 4 flipcharts to cover lessons and check-up questions for digital and analogue time were created. A full terms science topic on living things together with a set of questions were generated as flipcharts.
- A.8 Lessons on the water cycle and the teaching of area for rectangle and triangles was created for Primary 5/6. A set of assessment questions for the water cycle was also generated.



- A.9 A lesson and an assessment was created for Primary 7 on Victorian inventions. A Victorian royal family tree was also created.
- A.10 A number of flipcharts were created covering tiling, right angles and 3D shapes. These cover various stages of the curriculum.
- A.11 A weather map for Scotland was also created.
- A.12 The following table tells you where to find the flipcharts i.e. which folder it is in, the filename of the flipchart and a description of the flipcharts contents. Again this table is not complete as there are still a few flipcharts to be entered.



Folder	Filename	Description
L:\MASTER\ MATHS\NUMBER,MONEY,MEASURE\TIME\ EVEL B	digital time R1.flp	Digital time lesson for Primary 4. Check up questions for this lesson are in digital time assessment R1.flp
MATHS\NUMBER,MONEY,MEASURE\TIME\ EVEL B	digital time assessment R1.flp	Check-up questions relating to digital time for Primary 4. Use to check lesson digital time R1.flp
MATHS\NUMBER,MONEY,MEASURE\TIME\ EVEL B	analogue time R1.flp	Analogue time lesson for Primary 4. Check up questions for this lesson are in analogue time assessment R1.flp
MATHS\NUMBER,MONEY,MEASURE\TIME\ EVEL B	analogue time assessment R1.flp	Check-up questions relating to analogue time for Primary 4. Use to check lesson analogue time R1.flp



MATHS\MENTAL MATHS	Mental Maths 6 R1.flp	Questions for Mental Maths. This is a progress test for Primary 2.
MATHS\MENTAL MATHS	Mental Maths 8 R1.flp	Questions for Mental Maths. This is a progress test for Primary 4.
MATHS\MENTAL MATHS	Mental Maths 10 R1.flp	Questions for Mental Maths. This is a progress test for Primary 6.
MATHS\NUMBER,MONEY,MEASURE\TILING	tiling R1.flp	Lesson using tiling patterns starts at P1 and goes through to P7.
MATHS\NUMBER,MONEY,MEASURE\AREA\LEVEL D	Area Level D (rectangles and triangles) R1.flp	Lesson for Level D on calculating area of rectangles and triangles
MATHS\NUMBER,MONEY,MEASURE\RIGHT ANGLES	right angles R1.flp	Lesson for right angles starts at P2 and goes through to P7.
MATHS\NUMBER,MONEY,MEASURE\MONEY\LEVEL B	Level B Money R1.flp	Lesson for Level B Money.



MATHS\NUMBER,MONEY,MEASURE\MONEY	money to 50p R1.flp	Questions to check understanding of money to 50p.
MATHS\NUMBER,MONEY,MEASURE\3D SHAPE	3d shape R1.flp	Lesson covering 3d shapes.
SCIENCE\P4	living things R1.flp	Full term lessons for living things for Primary 4. Check-up questions for these lessons are in living things assessment R1 .flp
SCIENCE\P4	living things assessment R1.flp	Check-up questions for lessons on living things. The lessons are in flipchart living things R1 .flp
SCIENCE\P5	water cycle R1.flp	Lesson for water cycle for Primary 5. Check-up questions for this lesson are in water cycle assessment R1 .flp



SCIENCE\P5	water cycle assessment R1.flp	Check-up questions for lessons on water cycle. The lessons are in flipchart water cycle R1 .flp
SCIENCE\P2	Materials assessment R1.flp	Check-up questions for science topic on materials for Primary2. Currently there is not a flipchart for the lessons on materials.
LANGUAGE\PHONICS	final blends assessment R1.flp	Check-up questions for final blends for Primary2. No flipchart lesson currently exists.
LANGUAGE\PHONICS	initial blends assessment R1.flp	Check-up questions for initial blends for Primary2. No flipchart lesson currently exists.
LANGUAGE\PHONICS	Magic e assessment R1.flp	Check-up questions for magic e for Primary2. No flipchart lesson currently exists.



LANGUAGE\PHONICS	rhyming 3letterwords assessment R1.flp	Check-up questions for finding 3 letter words that rhyme for Primary2.
TOPIC\P2	weather and sound R1.flp	Lesson for weather topic for Primary 2. No question flipchart currently exists.
TOPIC\P3	neilston R1.flp	Lesson for topic work on Neilston for Primary 3. No question flipchart currently exists.
TOPIC\P7	Victorian Inventions R1.flp	Lesson for topic work on Victorian inventions for Primary 7. Check up questions for this are in Victorian Inventions assessment R1 .flp.
TOPIC\P7	Victorian Inventions assessment R1.flp	Check up questions on Victorian Inventions for Primary7. Use to check lesson in Victorian Inventions R1 .flp.



TOPIC\P7	Victorian Royal Family Tree R1.flp	Queen Victoria's Family Tree with pictures.
TOPIC	Weather Map - Scotland R1.flp	Weather map of Scotland.



APPENDIX B - USEFUL EXTRAS

B.1 This appendix identifies some ACTIVities and some page and tile libraries that we think may be used to deliver the 5-14 curriculum. (There are a large number of images we found useful that can be found in the image library. There are too many to mention here.) This is not an exhaustive list this is simply a list of the things that we found during the project.

ACTIVities

Name	Description
ACTIVITY\KS2 MATHS\Measuring Angles	Allows you to measure angles using a protractor
ACTIVITY\KS1 NUMERACY\Rightangles	Recognising right angles aimed at P1 -P3
ACTIVITY\KS1 NUMERACY\KS1_SHAPES	Recognising shapes aimed at P1 - P3
ACTIVITY\KS1 NUMERACY\Teaching Tables	Mental maths multiplication. Sets questions based on multiplication tables 1 to 12 or you can mix the tables used in the questions
ACTIVITY\KS1 NUMERACY\How Many	Counting exercise aimed at P1 or P2
ACTIVITY\KS3 GEOGRAPHY\Label Maps	Allows you to identify places on various maps from UK, Europe, World
ACTIVITY\KS1 Literacy\There their	Exercise on the correct use of there and their
ACTIVITY\KS1 Literacy\Where or were	Exercise on the correct use of where or were
ACTIVITY\KS1 Literacy\Which one is it	Asks simple questions and pupils have to identify which picture it is. Aimed at P1 and P2



Page Library

Name	Description
Pagelib\Maths\Multiplication\tables square	Table that can used to teach multiplication

Tile Library

Name	Description
Tilelib\Maths\CLOCK	20 Blank Clock Faces
Tilelib\Maths\100square_8X6	A square of 100 numbers (use only this one as it is designed for your size of screen. 8X6 means 800 x 600)
Tilelib\Maths\BlueSquares 4	Grid of blue squares. Good for drawing shapes on
Tilelib\Maths\Pegboard2	Good for drawing shapes on



APPENDIX C - SUPPLEMENTARY INSTRUCTIONS

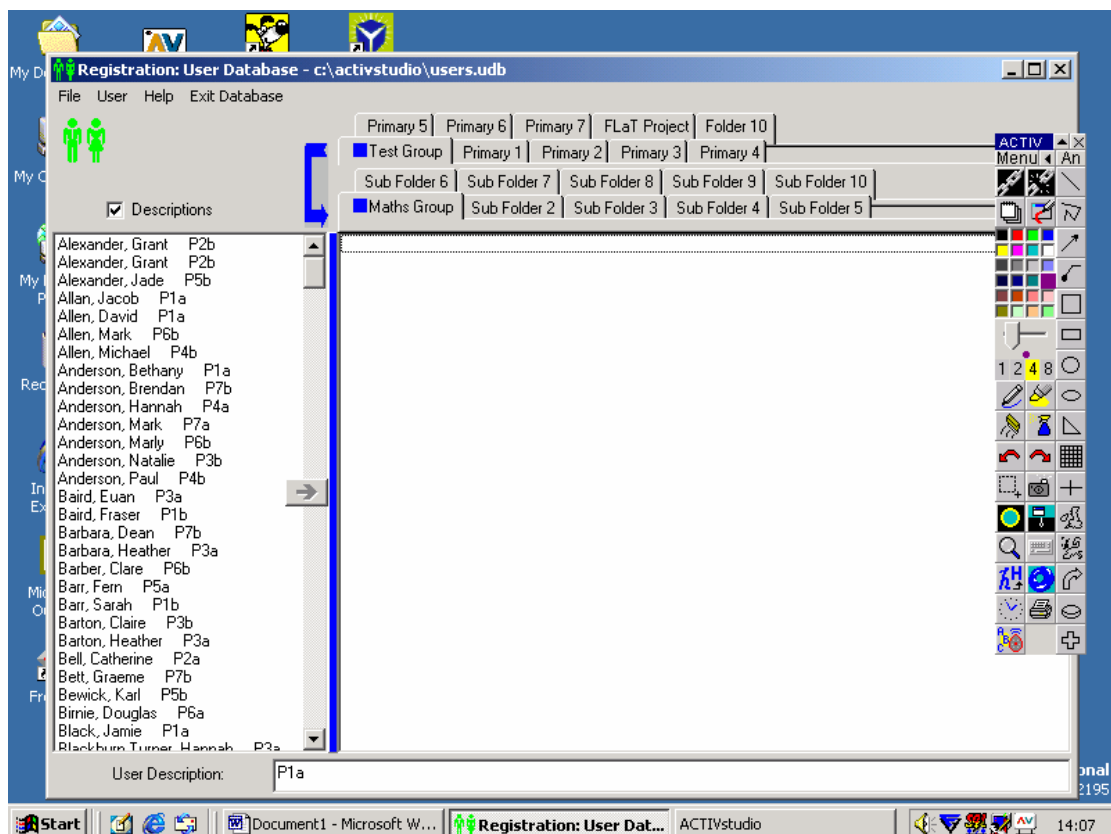
C.1 Making Files Read-Only

C.1.1 To stop flipcharts being changed by accident you can make them read-only. To do this right click on the filename of the flipchart. A menu will appear and you then click on properties. A window called **<filename> Properties** will appear. Click on tab marked **General** and then click the box marked Read-only, click **Apply** and then click **OK**.



C.2 Putting Users into Groups

C.2.1 To put users into groups click **Menu**, hover over **ACTIVote** and then click on **User Database**. The following window will appear.



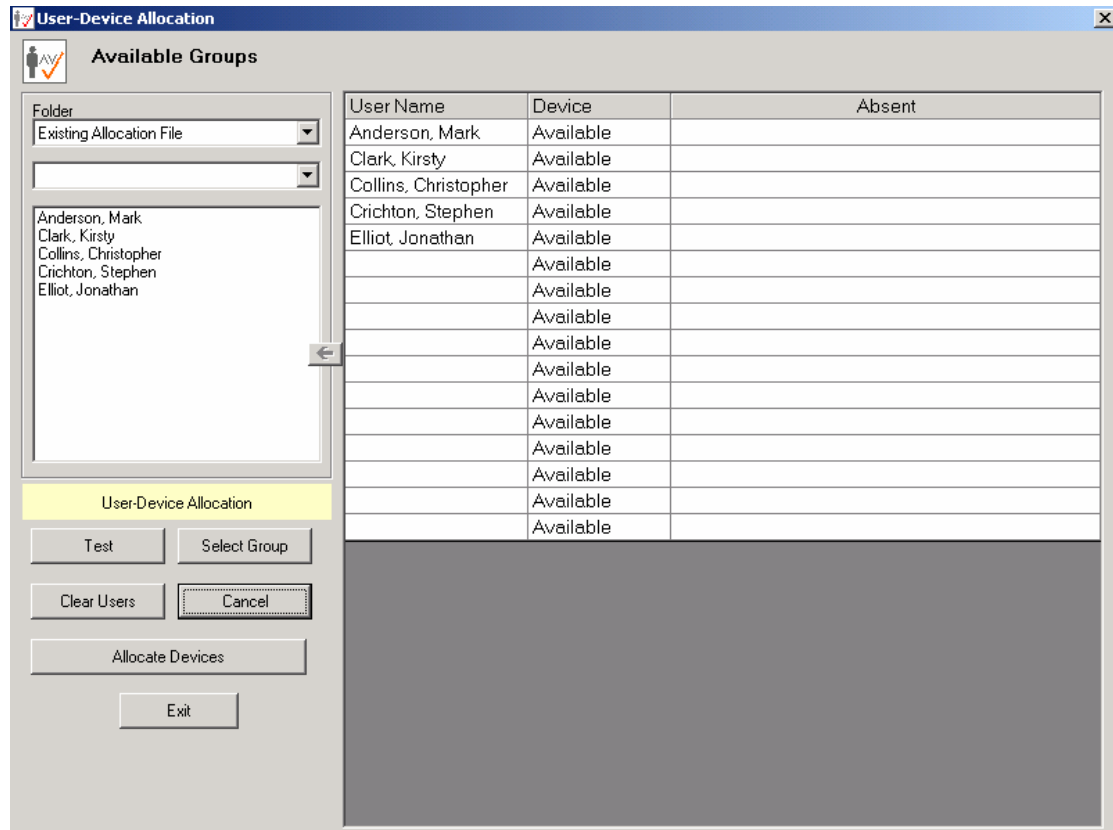
C.2.2 All the users in the database are on the left hand side of the window. To put users into groups click on the tabs on the right hand side of the window. This would usually be the primary class you wanted followed by a sub group e.g. Maths. You will see a blue square on the tabs you have selected.

C.2.3 Click on the user you wish to put into the group and then press the arrow (pointing to the right) to move the user across into the group. You keep repeating these instructions from C.2.3 until all the users are in the group. Now click on **Exit Database**.



C.3 Assigning Users to Vote Pads

C.3.1 To assign users to vote pads click **Menu**, hover over **ACTIVote**, and then click **Users...** . The following window will appear.





C.3.3 Choose the group you want to allocate by selecting from the two lists under **Folder**. The names should appear in the left hand area. To get the group to go to the right hand side click on **Select Group**. The names should have moved across as follows.

User Name	Device	Absent
Allen, David	Available	
Black, Jamie	Available	
Byars, Eilidh	Available	
Byars, Katie	Available	
Cameron, Caitlin	Available	
Campbell, Alexander	Available	
Cuthbertson, Michael	Available	
Dunn, Shannon	Available	
Fensom, Greg	Available	
Goodwin, Cerys	Available	
Harris, Jack	Available	
Hart, Megan	Available	
James, Calum	Available	
Johnstone, Rebekah	Available	
Keir, Cameron	Available	
Keir, Ewan	Available	



C.3.4 You now need to allocate the vote pads to every user on the right hand side. Click on **Allocate Devices** to do this. The following window will be displayed.

Allen, David	DFD	
Black, Jamie	CBF	
Byars, Eilidh	BFD	
Byars, Katie	FBC	
Cameron, Caitlin	BDF	
Campbell, Alexander	FDF	
Cuthbertson, Michael	BCD	
Dunn, Shannon	BDB	
Fensom, Greg	DFC	
Goodwin, Cerys	FBF	
Harris, Jack	DCB	
Hart, Megan	DCD	
James, Calum	CFD	
Johnstone, Rebekah	CDC	
Keir, Cameron	CBC	
Keir, Ewan	BCF	

1) Press and hold the Register button

2) Wait until both the red and green lights turn on

3) Release the Register button and enter your three letter user code by pressing each letter in turn

OK

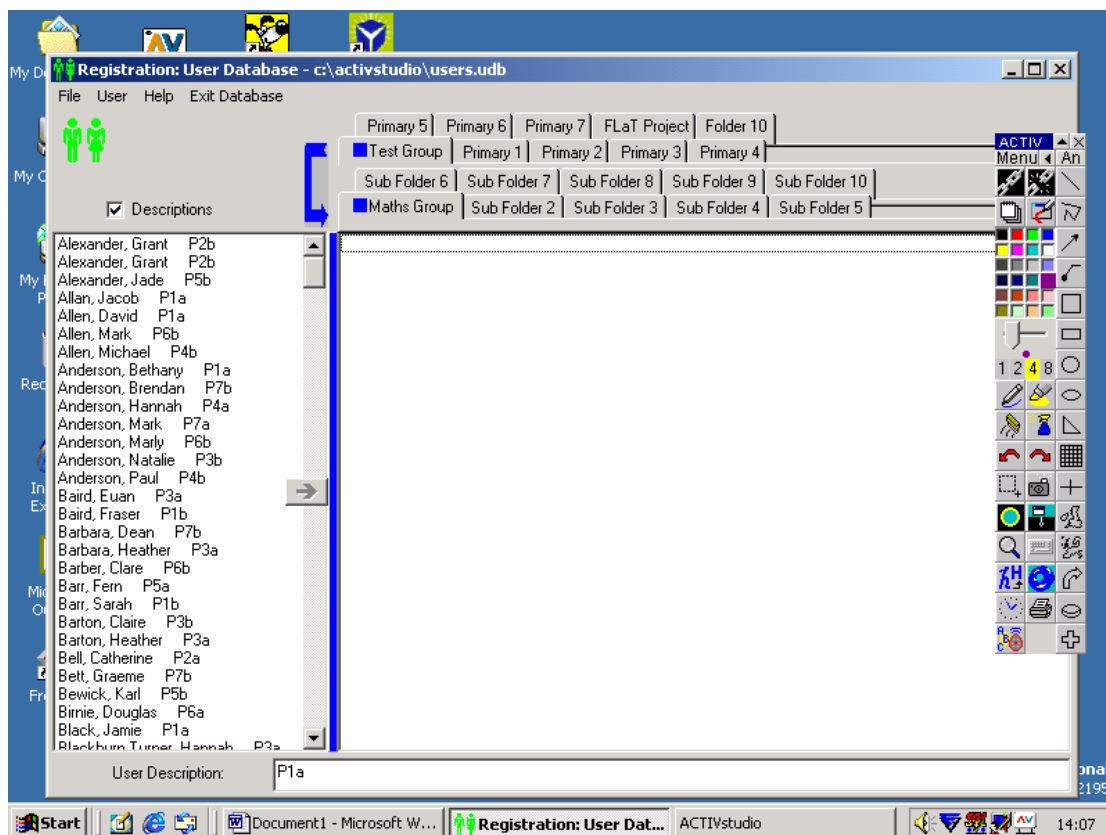
<< Back

C.3.5 Read the instructions. Click on **OK**. Either a member of staff or the pupils themselves can press the appropriate buttons on the vote pads. All the pads can be allocated at the same time. As each pad is allocated the background colour will change from red to green. Click **<<Back** when all the pads have been allocated.



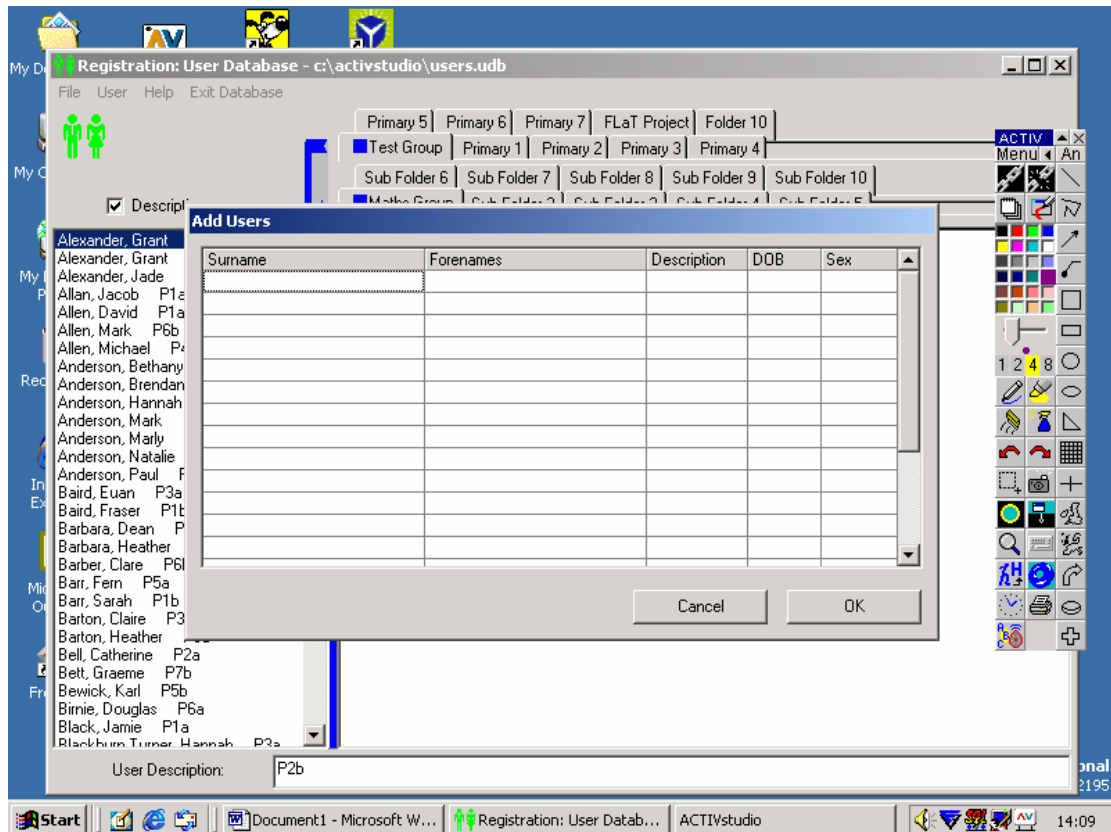
C.4 Adding and Removing Individuals from Database

C.4.1 To add or remove individual users from the database click **Menu**, hover over **ACTIVote** and then click on **User Database**. The following window will appear.





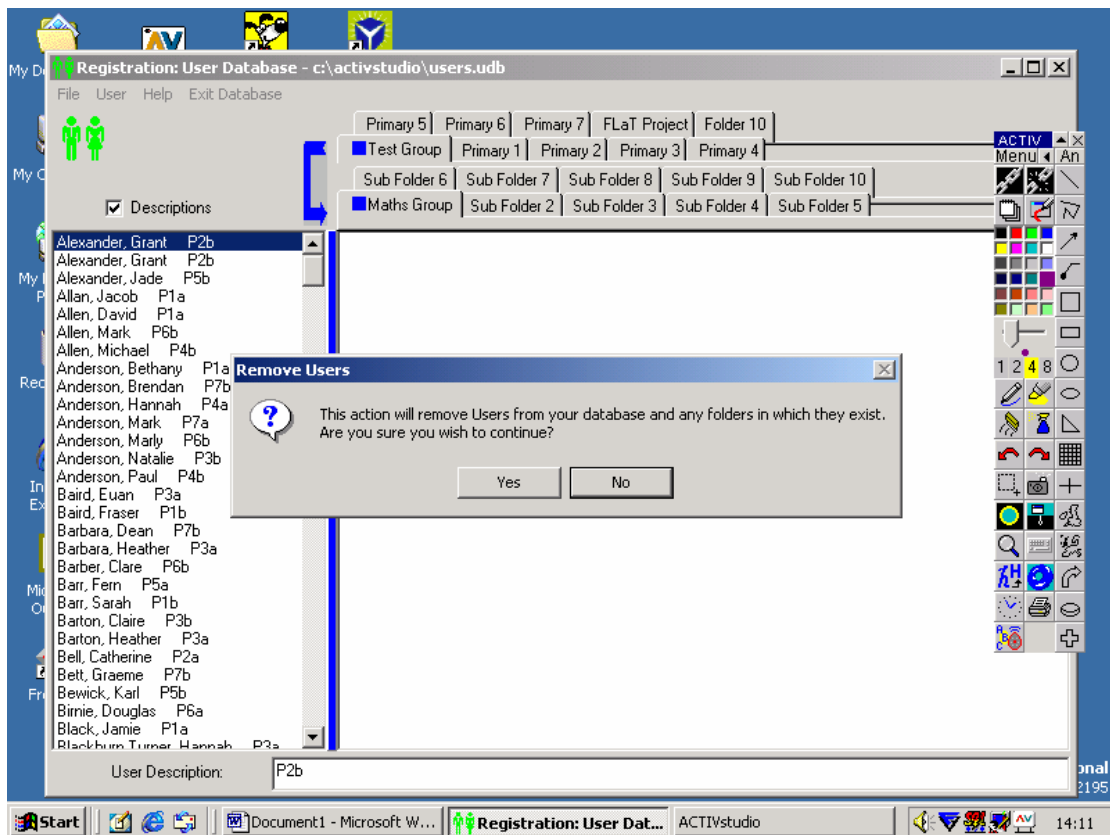
C.4.2 To add a user click on **User** at the top left of the window and then click on **Add**. The following window will appear.



C4.3 Fill in the details of the new user and then click **OK**. The user is now added.



C4.4 To remove a user click on the user name on the left hand side and then click on **User** at the top left of the window and then click on **Remove**. The following window will appear



C4.5 Click on **Yes** and then the user will be removed.