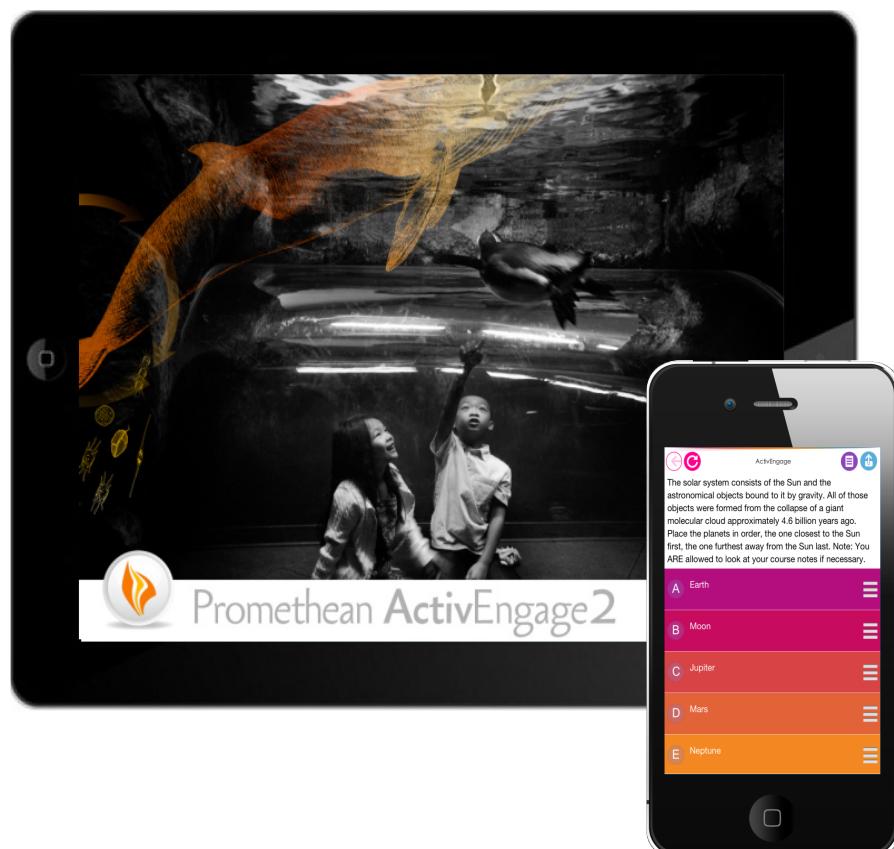


Promethean ActivEngage 2



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Promethean ActivEngage2

About This Guide

This guide describes how to install and set up Promethean ActivEngage2 Server, where to obtain the Promethean ActivEngage2 client apps, and shows how to use Promethean ActivEngage2 with ActivInspire.

Terminology

This guide uses the following terminology:

- 'ActivEngage2' is the collective name for Promethean ActivEngage2
- 'Server computer' is the computer on which the Promethean ActivEngage2 Server software is installed.
- 'Server' is the Promethean ActivEngage2 Server software. The server runs on Windows® or Mac® computers.
- 'Server console' is the Promethean ActivEngage2 Server Console.
- 'Client' is any of the Promethean ActivEngage2 Client app software. The client runs on iOS® and Android™ devices, or in your web browser.
- 'Device' is any device on which the client has been installed.
- 'Web client' is the web version of the client that is installed with the server.
- 'Hub' is a virtual ActivHub.

To answer questions with ActivEngage2 in class, students connect to and register on their teachers' hubs. The information on who is registered on which hub is maintained on the server even if the hub is not present. Whenever a teacher starts ActivInspire, the server creates a hub specific to that teacher. A teacher can only have one hub. Hubs are transient and are available only for the duration of the current ActivInspire session. The teacher can start and stop ActivInspire, and the registration info is maintained. Once they have registered, students can simply reconnect to each teacher's hub as necessary in future lessons.

Content Overview

What Is ActivEngage2?

This section briefly introduces the product and places it in context with other members of the Promethean family of Student Response Systems.

What Is New in ActivEngage2?

This section outlines the key new features and enhancements available in ActivEngage2.

Installing ActivEngage2

This section is for teachers and network administrators who need to install:

- The server and web client on one or more Windows® or Mac® computers.
- Clients on different devices such as laptops, tablets or smartphones.

This section:

- Lists what's included in the software, and draws attention to other items that may be required during installation.
- Contains instructions for installing, updating and uninstalling the server.

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- Provides details of where to obtain the clients.

Using ActivEngage2 in the Classroom

This section is for teachers who want to run voting sessions with ActivEngage2.

This section contains step-by-step instructions for:

- Connecting ActivInspire to the server
- Connecting students to the server.
- Connecting students to your hub.
- Registering clients in ActivInspire.

It also introduces the different types of voting sessions available in ActivInspire:

- ExpressPoll for ad-hoc questions.
- Prepared questions for structured learning.
- Self-Paced questions for tests or individual journeys of discovery.

Finally, it briefly describes ways to display voting results in ActivInspire.

Using the Client to Answer Questions

This section gives a visual overview of how to use the client to answer different types of questions.

Setting up And Managing the Server

This section introduces the ActivEngage2 Server console, and contains step-by-step instructions for:

- Accessing the ActivEngage2 Server console.
- Registering the server license.
- Customizing hub names.

More Information

This section provides links to additional information, help and support available from Promethean.

What Is ActivEngage2?

ActivEngage2 is a software-based Assessment and Student Response System comprising of a Windows® or Mac® server, and client software for laptops, tablets and other handheld devices. It is ideal for use in schools that have invested in handheld devices, and those that have opted into one-to-one schemes, or that support the Bring Your Own Device (BYOD) initiative.

ActivEngage2 maximizes current technology investments and eliminates the need for additional hardware by enabling students to respond to questions with their mobile devices, or their computer's web browser.



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Using Promethean's award-winning ActivInspire software, display a question on the ActivBoard or ask it verbally, and students will respond using the client on their handheld devices, or in their web browser. Assign full quizzes of varying difficulty with ActivEngage2's Self-Paced Learning functionality to encourage students to work at their own pace and level of understanding. Gain instant insight into student comprehension and progress with an intuitive, integrated application that makes the most of existing classroom technology.

Designed to grow with you, ActivEngage2 enables virtual voting across a single classroom, an entire campus and beyond. The system can be managed at a class-level, or centrally on a networked server.

What Is New in ActivEngage2?

New Robust, Scalable Architecture

Now you can grow seamlessly from simple environments of one ActivEngage2 server per classroom to an enterprise-wide central server system spanning one or more campuses.

New Licensing Model Supports Trials, Subscriptions And Perpetual Licenses

Our new licensing system allows you to try before you buy, purchase a license for just the right number of users, scale up as and when necessary, and get either a subscription license for a period of one or more years, or a perpetual license.

What's more, if you have a subscription license, we'll let you know in good time when your license is due for renewal. We'll even give you a grace period if you miss the renewal date for some reason! In other words, we will extend your license for a limited period of time to help you sort it out.

And regardless of the type of your license, we'll also give you a limited overdraft facility if you discover that you need more licenses than you have purchased.

Easy to Install And Deploy

We have streamlined the installation process and made setup simple and transparent.

Setup is now virtually automatic and instead of reserving a list of ports, you just need to keep one port open in both directions. This is the port to which teachers and students will connect, and through which they will communicate.

The default is port 8081, but you can easily change this to another port number if required.

The screenshot shows the 'ActivEngage2 Server Licensing' page. At the top, there are tabs for 'Information', 'Configuration', 'License' (which is selected), and 'About'. A message box states: 'Licensed for infinite hub(s) and infinite client(s). Earliest license expiration is 13:20 UTC on 26/09/2013.' Below this is a 'Registration Information' section with fields for Name, School, Phone, and Email, all set to placeholder values. A 'Save Changes' button is present. Under 'License Keys', there is a table showing three entries:

Date Activated	Status	Max Hubs	Max. Concurrent Connections	Expires
02/26/2013 - 3:29PM	✓	10	100	in 2 months
02/26/2013 - 12:20PM	✓	∞	∞	in 6 months
02/13/2013 - 3:26PM	✓	10	100	in a month

A 'New License' input field and an 'Add' button are at the bottom of this section. The footer of the page includes the text '© Promethean, Inc 2013'.

The screenshot shows the final step of the 'ActivEngage2 Server 2.010.082 Setup Wizard'. The title bar says 'ActivEngage2 Server 2.010.082 Setup' and the sub-title is 'Completing the ActivEngage2 Server 2.010.082 Setup Wizard'. It states: 'ActivEngage2 Server 2.010.082 has been installed on your computer.' There are two checked checkboxes: 'Show User Guide' and 'Create Desktop Shortcut'. At the bottom are buttons for '< Back', 'Finish' (which is highlighted in blue), and 'Cancel'.

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New Web Client

What if some of your students do not have access to mobile phones or tablets? No problem! If they can use an internet browser on your school's network, then they can use the ActivEngage2 web client to send answers to the same types of questions their friends answer on their devices.

Web-based Access to Server Console for Easy Monitoring And Troubleshooting

The new web based ActivEngage2 Server Console puts you completely in control.

Display the login page to let your students know which URL they need to open to launch the new ActivEngage2 web client in their web browser.

Or log into the Server Console, and see at a glance how many clients are engaged in how many different voting sessions.

You can restart the server if necessary, change your admin password, change to another port, update your license details and check for system messages.

A screenshot of the ActivEngage2 web client interface. At the top, there are two circular icons with arrows pointing left and right, followed by a large letter 'C'. To the right are three buttons: a purple one with a list icon, a blue one with an upward arrow, and a green one with a downward arrow. The main area displays a task titled "Put the following in alphabetical order". Below the title is a list of six items, each with a small circular icon and a letter: A (Paris), B (London), C (Arkansas), D (Capetown), E (Paramatta), and F (Zanzibar). Each item has a small downward arrow icon to its right. At the bottom of the list, it says "1 of 6". In the bottom right corner of the main area, there is a decorative illustration of a traditional building with a golden roof and a bird.

A screenshot of the ActivEngage2 Server Console login page. The page has a dark background with a photograph of a child and an adult in a dimly lit room. At the top, it says "ActivEngage2" and shows the URL "http://PCID1891.emea.local:8081". Below the URL is a "Console Login" box with fields for "Username" and "Password" and a "Login" button. To the left of the login box, it says "ActivEngage2 client URL for students" and lists "Alternate URLs": "169.254.95.210", "172.20.6.35", and "172.20.12.27". At the bottom right, it says "© 2013 Promethean, Inc."

New Contemporary Client Interface

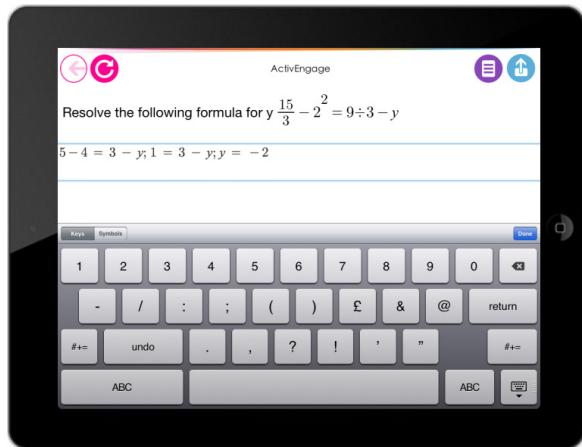
Our new client interface combines intuitive flows with simplicity.

A screenshot of the ActivEngage2 mobile client interface, shown on a tablet screen. The top half of the screen displays a question: "How confident are you that you know what's important to your best friend?" Below the question is a horizontal slider with a central orange circle containing the number '2'. The bottom half of the screen shows the result of the poll: "Confident" with a blue bar indicating the confidence level. Above the result is a small number '3'. At the very bottom, it says "4 of 7". In the bottom right corner, there is a decorative illustration of a cartoon character riding a small vehicle.

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Equation Support

You can add equations to any type of question, for example, to a multiple choice question. You can also ask questions that require an equation as the answer.



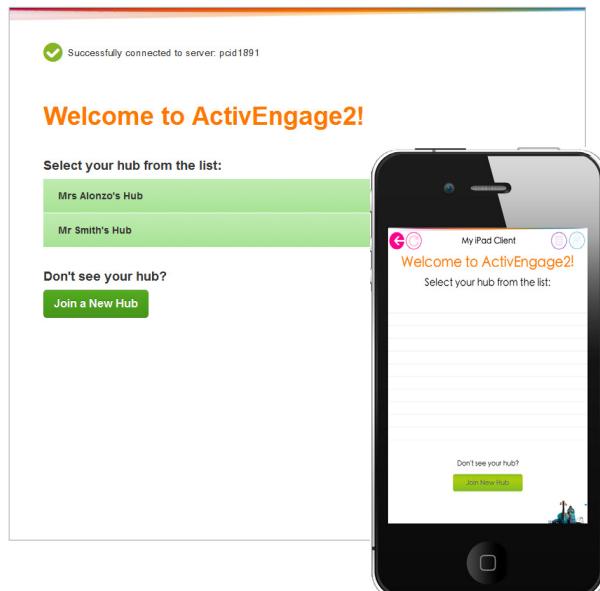
Simple Connection And Client Registration Process

Students complete a couple of simple steps to register on their teacher's hub.

Once registered with each teacher, they can easily change connection from one teacher's hub to another, and respond to questions electronically during a question session.

Interoperability with ActivProgress

With ActivEngage2 you can leverage the power of ActivProgress, Promethean's powerful platform for assessment and collaboration. You can now proctor, that is, conduct assessments, with ActivProgress by connecting through ActivInspire, and allow your students to use the client to send responses from their devices. The process is very similar to that for proctoring with ActivExpression2 devices, and assessment results are instantly available.



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Installing, Updating And Uninstalling ActivEngage2

The server software can be deployed in two simple ways:

- Enterprise Server - the server runs on a single, centralized network server that is accessible across campus
- Classroom Server - the server runs on teachers' individual computers

Both clients and server must be able to access the same TCP/IP network.

Software And Requirements

The software comprises of the following:

- Promethean ActivEngage2 server for Windows® or Mac®
- For Mac® computers, the .dmg file also includes the Mono® Framework SDK. This must be installed on the server computer before the server software.
- Promethean ActivEngage2 web client
- Promethean ActivEngage2 client for iOS or Android™

Server

You can download the server from www.PrometheanPlanet.com/ActivEngage2.

The server is compatible with the following operating system versions or later:

- Windows® XP Pro SP3, Windows 7, Windows 8, Windows Server 2008
- Mac® OS X 10.6 (Snow Leopard)

Web Client

The web client is installed with the server. You can run it in Google Chrome™, Apple Safari®, Firefox® 12 or later, or Internet Explorer® 8 or later.

Client App

The client app is available free of charge from the Apple App, Amazon and Google Play stores:

- The iOS® app is compatible with any device that supports iOS® 4.2.1 or later.
- The Android™ app is compatible with any device that supports Android™ 3.2 or later.

Search for Promethean ActivEngage2, then follow the standard installation process for the device.

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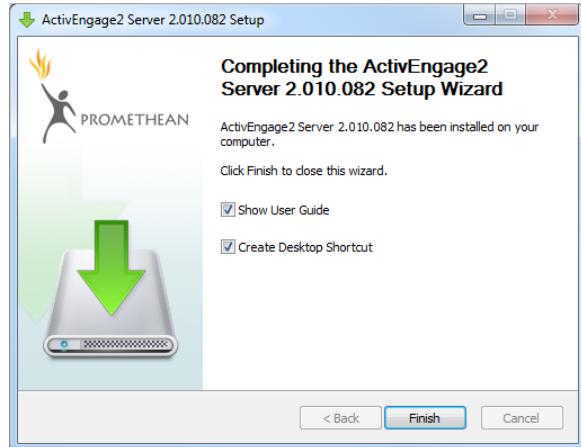
What You May Also Need

Depending on your network configuration, you may also need the following before you install the server software:

- Full admin access to the computers on which you are going to install the software.
- If port 8081 is already in use, you need to find another free port that can be allocated to the server.

Installing the Server on Windows®

1. Launch the Promethean ActivEngage2 server setup program. The Setup Wizard opens.
2. Read the on-screen instructions, and when you are ready, click the **Next >** button. The 'License Agreement' dialog opens.
3. Please review the license terms.
 - If you do not accept the terms, click the **Cancel** button to end the installation and quit the installer.
 - If you accept the terms, select the **Accept** radio button, then click the **Next >** button. The 'Default Server Port' dialog opens. It shows that the default server port is **8081** and the default password for checking and configuring the server is **admin**.
4. If port 8081 is already in use by another application, enter the number of a free port now. Change the password to one you will easily remember, then click the **Install** button. A progress dialog opens.
5. When the installation is almost complete, the 'Completing the ActivEngage2 Server Setup Wizard' dialog opens.
 - If you want to open this user guide after you complete the installation, select the **Show User Guide** check box.
 - If you want to be able to log into the ActivEngage2 Server, or check the URL of the web client, select the **Create Desktop Shortcut** check box.
6. Click the **Finish** button to close the dialog.



Installing the Server on Mac®

Launch the disk image you downloaded from Promethean Planet.

The image contains three items:

- **MonoFramework-MRE...x86.dmg**
- **install.pkg**
- **Uninstall**

To run the ActivEngage2 Server on a Mac® computer, you must install the Mono® Framework SDK *before* you install the server software.

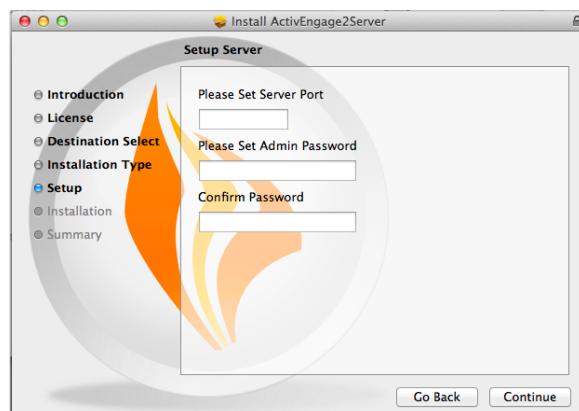
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Mono® Framework

1. Launch the disk image **MonoFramework-MRE...x86.dmg**. The Mono Framework MRE Installer opens.
2. Click the **Continue** button. The README file opens. If desired, print or save this file.
3. When you are ready, click the **Continue** button. The 'Software License Agreement' dialog opens. If desired, print or save the details.
4. Click the **Continue** button.
 - If you do not accept the terms, click the **Disagree** button to end the installation and quit the installer.
 - If you accept the terms, click the **Agree** button.
5. The 'Standard Install on "Macintosh HD" dialog opens. Accept or change the install location, then click the **Install Software** button.
6. When the installation is complete, click the **Close** button.

Server

1. Launch the package **install.pkg**. The 'Welcome to the ActivEngage2 Server Installer' dialog opens.
2. Click the **Continue** button. The 'License Agreement' dialog opens. If desired, print or save the details.
3. When you are ready, click the **Continue** button. The 'Confirmation' dialog opens.
4. Please review the license terms.
 - If you do not accept the terms, click the **Disagree** button to end the installation and quit the installer.
 - If you accept the terms, click the **Agree** button. The 'Standard Install on Macintosh HD' dialog opens.
5. Accept or change the install location, then click the **Install Software** button. The 'Setup Server' dialog opens:
 - Enter the number of the Server Port, for example **8081**.
 - Enter the Admin Password, and enter it again to confirm it.
 - Click the **Continue** button.
6. When the installation is complete, click the **Close** button.



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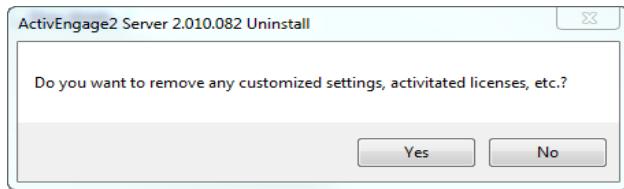
Updating the Server

Before you update the server, software log into the server console to make sure that no voting sessions are in progress. For details of how to access the console, see the section [Setting up And Managing the Server](#).

When you install the server software, an Uninstall program is also installed at the same time.

When you launch the setup program or disk image, the previously installed version of the server is uninstalled before the newer version is installed.

The Uninstall program prompts you if you want to remove any customized settings and activated licenses.



Click the **No** button if you want to preserve existing settings and licenses.

Only click the **Yes** button if you want to start again from scratch, including setting the port number, admin password and entering license details.

Uninstalling the Server on Windows®

In the Windows Control Panel, select the ActivEngage2 Server program and select **Uninstall**. This launches the ActivEngage2 Server Uninstall Wizard which removes the server software and associated files.

Uninstalling the Server on Mac®

Locate and launch the Uninstall program provided in the disk image you downloaded from Promethean Planet.

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Using ActivEngage2 in the Classroom

This section takes you through the steps you and your students need to complete so that you can send questions to clients with ActivInspire, and they can send responses with ActivEngage2.

Before You Begin

We assume that the following have already been completed:

- The server has been set up.
- The client has been installed on the devices.

For information about the above tasks, see the sections [Installing ActivEngage2](#) and [Setting up And Managing the Server](#).

We also assume the following:

- That the clients can connect to the required network via WiFi. Please consult your network administrator for information if you are not sure.
- That you are familiar with using ActivInspire. For details of relevant information sources, see [More Information](#) at the end of this guide.

Connecting ActivInspire to the Server

To enable your students to use their ActivEngage2 clients, you must first connect ActivInspire to the server. Depending on the network configuration in your school, connection is either automatic or manual.

Automatic Connection

You can connect automatically to the server if the server has been installed on the same computer on which you will run voting sessions with ActivInspire.

To connect, all you have to do is launch ActivInspire.

Manual Connection

You need to connect manually on networks where the server has been installed on a central computer that serves many classrooms

To connect manually to the server:

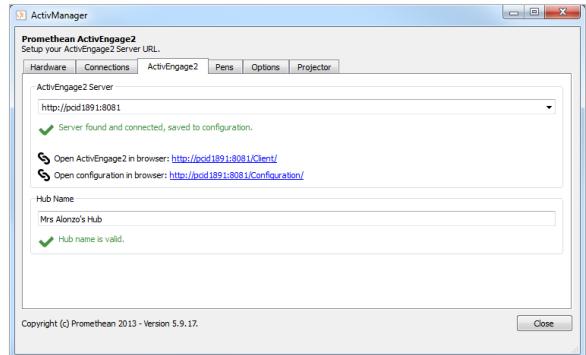
1. Click the **ActivManager** button  or .
2. Select **Control Panel** from the context menu. ActivManager opens.
3. Select the **ActivEngage2** tab.

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- Click in the ActivEngage2 Server **URL** box and replace 'localhost' or the name of your computer with the host name or IP address of the server computer. Press the **Enter** button.

The example shows 'localhost' has been replaced with the computer name 'pcid1891'.

- Click the **Close** button.
- Launch ActivInspire.



Joining Your Class for the First Time

Before students can use the app in your class, they need to complete the following steps:

- Connect to the server.
- Join your hub.
- Register with you in ActivInspire.

During registration, devices must be present and powered on.

Registration can take place either before a lesson, or during a lesson in collaboration with the students. Once their clients are registered, students can easily rejoin your class in future lessons. They do not need to register again unless you have deleted their clients from your hub.

In the following task sequence we assume that you are registering clients in collaboration with your students.

Before starting registration with your students, be aware of the following:

- Registration with the web client is tied to the browser type.
- To take part in quizzes and tests, students must vote with the same browser type they used during registration.
- Each student should have the web client open in only one browser window.

Teacher Task - Provide ActivEngage2 Server URL

Provide your students with the server URL as follows:

http://<host name or IP address of server>:<port number>

for example: **http://SchoolServer:8081**

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To look up the server URL:

1. Click the **ActivManager** button  or .
2. Select **Control Panel** from the context menu.
ActivManager opens.
3. Select the **ActivEngage2** tab.
4. Advise your students of the correct URL for their clients, then click the **Close** button.

Student Task - Connect to the ActivEngage2 Server

1. Launch the app on your device, or launch the web browser on your computer.

Web client users:

2. In the address bar of your browser, enter the server URL provided by your teacher.
3. Press the **Enter** button to connect.

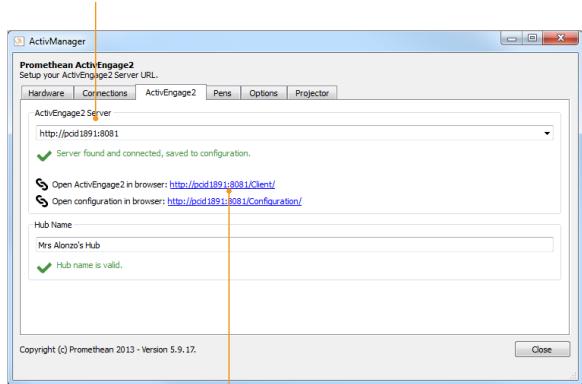
If the server is available, and you got the details right, the 'Welcome to ActivEngage2!' page opens.

App users:

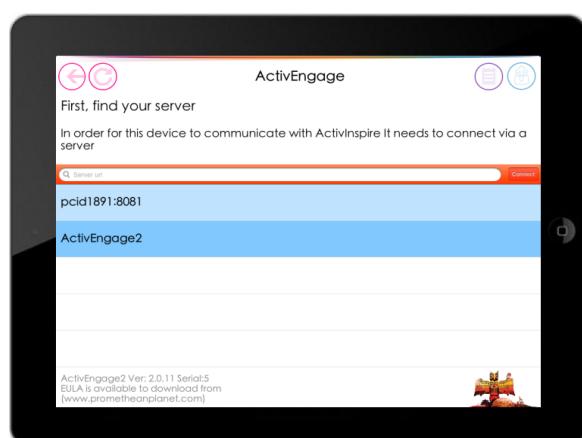
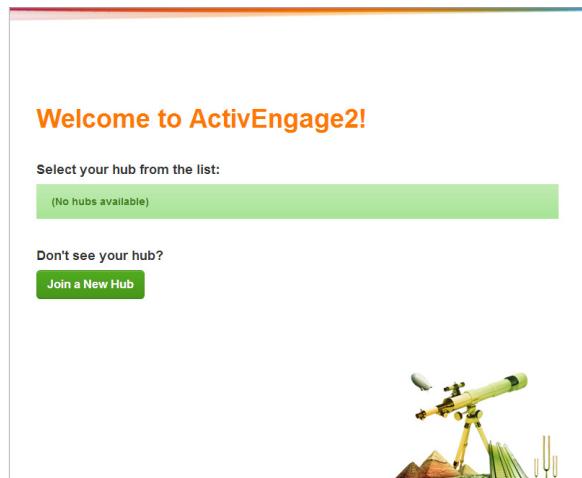
2. In the 'Server Selection' screen, enter the server URL provided by your teacher.

If the server is available and you got the details right, the 'Welcome to ActivEngage2!' screen opens.

URL for iOS and Android clients



URL for web client



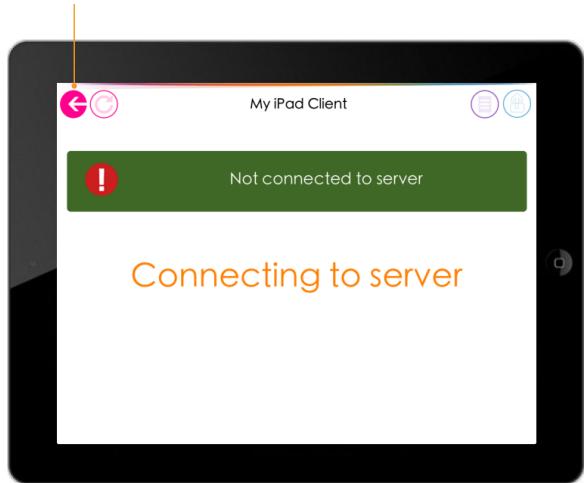
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If you see the screen on the right and nothing happens, tap the **Back** button.

If you are having difficulty connecting to the server, check the details and try again.

If others are also having problems connecting, let your teacher know, in case there is a network problem.

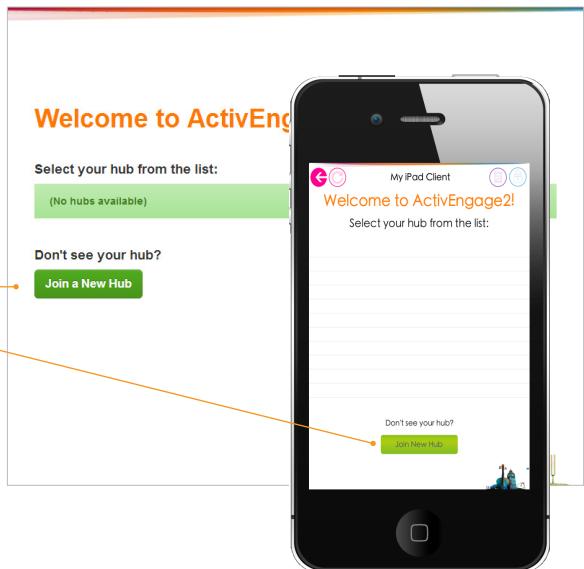
Tap the **Back** button to connect.



Student Task - Join Your Teacher's Hub

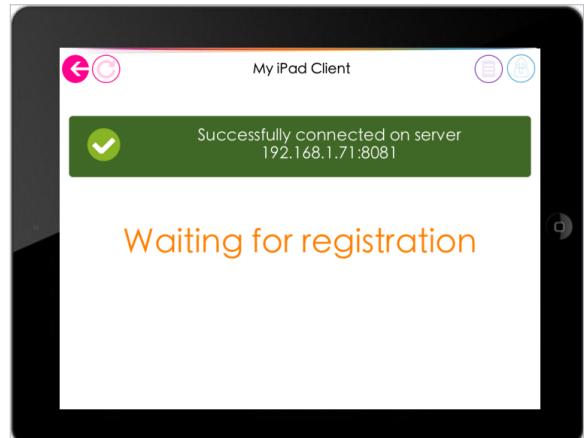
Once you are connected to the server, you are ready to join your teacher's hub:

4. Click or tap the **Join a New Hub** button.



Wait for instructions from your teacher.

Do NOT tap or press any buttons if you see the 'Waiting for registration' screen.

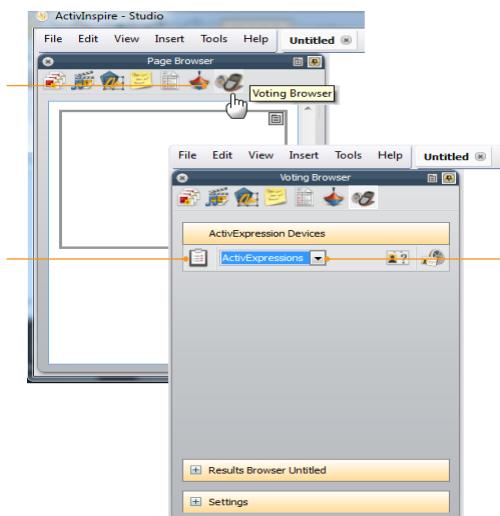


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Teacher Task - Start Registration in ActivInspire

Once your students have pressed or tapped **Join New Hub**, you are ready to begin Registration.

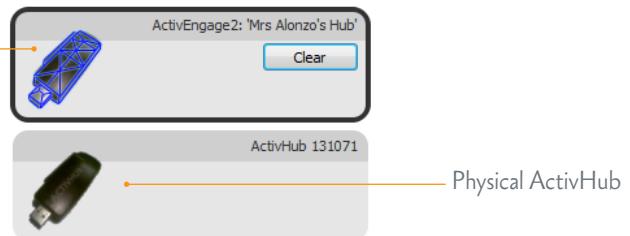
1. Launch the **Voting Browser**.



3. Click to start Registration.

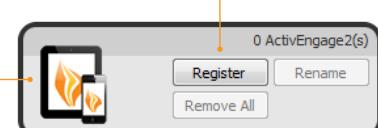
In Device Registration in Activinspire:

4. Select your hub.



If a physical ActivHub is plugged into the computer, this is displayed below your hub.

6. Click the **Register** button.



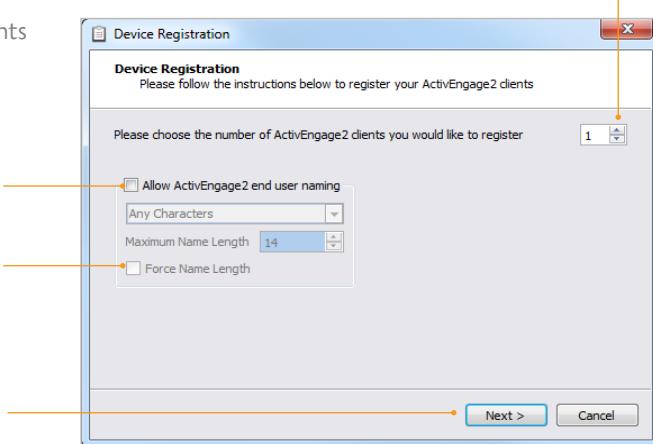
5. Select **ActivEngage2(s)**.

You can optionally allow students to enter a name for their client with the keyboard. You can also rename the clients yourself later, but the devices must be present and the clients running for the change to take effect.

Check if you want to let students name their clients.

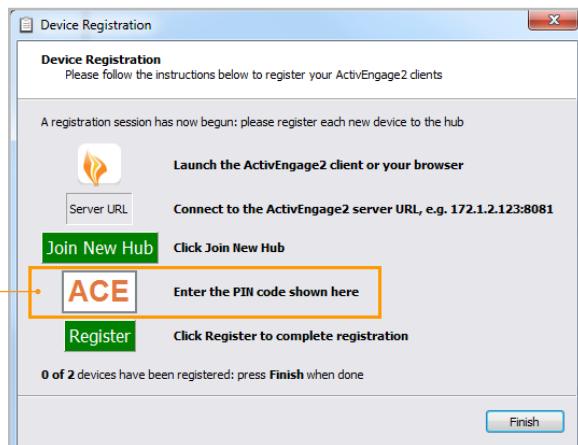
Specify naming options if required.

8. Click to proceed.



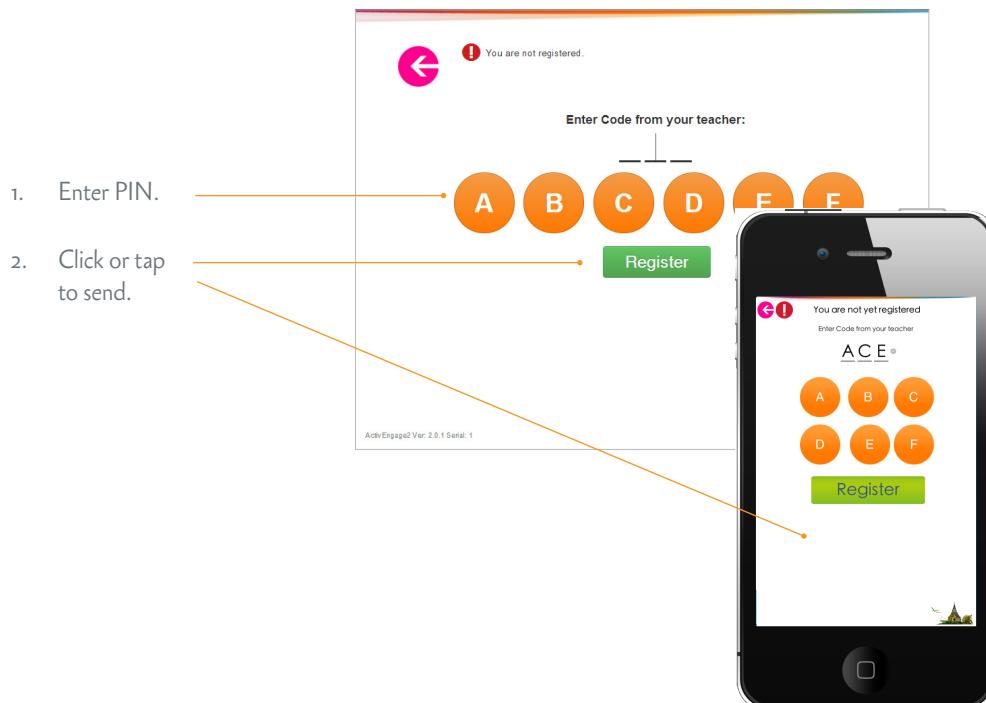
Promethean ActivEngage2

ActivInspire displays a dialog that lists the steps your students need to complete to register.



Students Task - Enter PIN from Your Teacher

Next you need to enter the 3-letter PIN from your teacher.

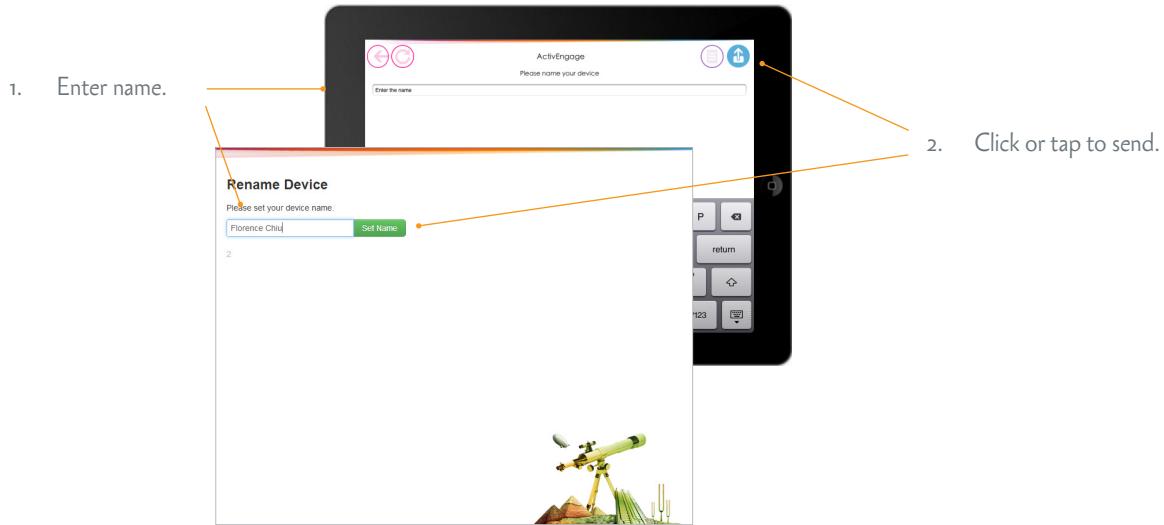


Student Task - Name Your Client

Your teacher can allow you to name your client. The name you enter identifies your client in ActivInspire. This enables your teacher to see who answered what during a question session.

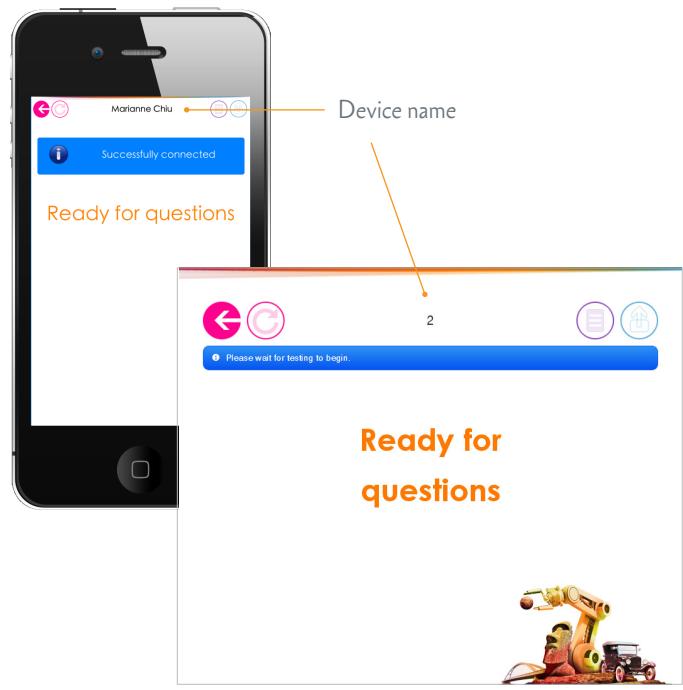
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If your teacher has enabled device naming, enter your name when you see this screen:



The PIN and, if applicable, the name, is sent to ActivInspire.

If you entered the correct PIN, the client displays the device name and goes into waiting mode, ready for questions.

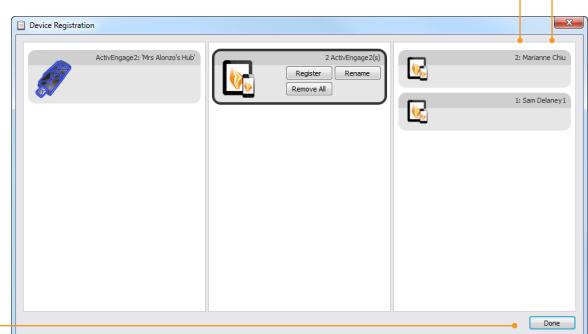


Teacher Task - Complete Registration

As soon as all required students send the correct PIN, Device Registration in ActivInspire shows their clients as registered.

Each client's name and serial is displayed on the right of the Device Registration dialog.

Click to complete Registration.

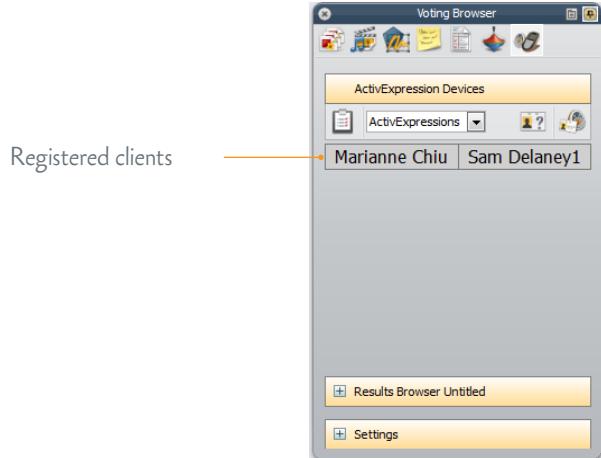


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You can check the **Voting Browser** in ActivInspire at any time to see the list of clients registered to your hub.

You can add more clients to the register as necessary, *but only if there is no voting session in progress*.

Start registration, specify the number of additional clients, then complete the steps as shown before.



Rejoining Your Class

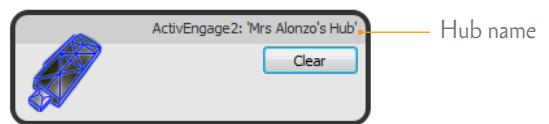
Once students have connected and registered their clients for the first time, server and hub details are stored and accessible on their devices.

Details of all devices registered on a hub are stored so that in future students can either reconnect automatically to that hub, or choose another server and/or hub from a list, depending on the network configuration.

You only need to reregister your students in ActivInspire if you have deleted them from your hub.

Teacher Task - Provide Your Hub Name

To enable your students to rejoin your hub, you need to launch ActivInspire, and provide them with your hub name. This is the name of the hub you chose during Registration in ActivInspire.



Student Task - Reconnect to the ActivEngage2 Server

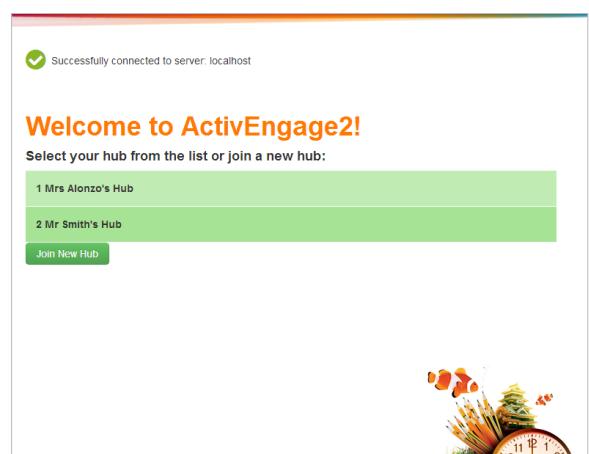
Web client users - make sure you use the same browser you were using when you registered, for example, Chrome or Safari.

1. Launch the client on your devices, or launch the web browser on your computers.
2. If you are automatically connected to the server, go to step 3.

If you are not automatically connected to the server, tap or click to select the server URL previously provided by your teacher. The 'Welcome to ActivEngage2!' screen opens.

3. Tap or click to select the hub to which you want to reconnect.

The example shows two existing hubs, **Mrs Alonzo's Hub** and **Mr Smith's Hub**, as well as the option to join a new hub.



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Student Task - Rejoin Your Teacher's Hub

If the following conditions apply, you can simply select your teacher's hub from the list to rejoin:

- Your teacher is running ActivInspire.
- You have already registered with your teacher.
- They have not cleared your details from their hub.
- If you are using the web client, make sure you use the same browser you were using when you registered, for example, Chrome or Safari.

You can only join a new hub when the teacher who owns that hub runs a registration session.

Voting

Once students have registered, and they are connected to the correct hub, they can use their devices to answer questions you ask in ActivInspire.

If you have ActivExpression devices, you can use these in the same voting session as ActivEngage2 clients.

Voting Sessions

There are three types of voting session.

Session	Description
ExpressPoll	Students answer a quick or ad hoc question. You can hold an ExpressPoll at any time, even when there is no flipchart open.
Prepared Questions	Students answer prepared questions. You can insert one question and an optional follow-on question into each flipchart page. Questions appear on the flipchart page, they are not sent to the devices. All students answer the same question at the same time.
Self-Paced Questions	Questions are sent to each student's device one question at a time. Each student works through the question set at their own pace.

Question Types

You can choose from the following question types:

- Multiple Choice
- Sort in Order
- Yes/No/Don't Know
- True/False/Don't Know
- Likert Scale
- Text Entry
- Number Entry
- Equations (not available in ExpressPoll)

Learn more about voting sessions, and how to prepare question pages, with the [ActivInspire WebHelp](#).

Promethean ActivEngage 2

ExpressPoll

Use **ExpressPoll** to quickly ask a question and capture students' responses.

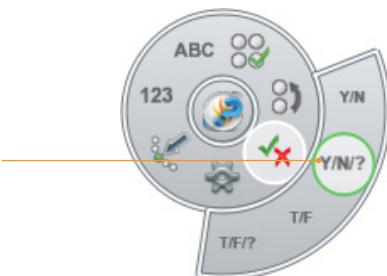
For example, to assess students' confidence at the start, then to check for changes in perception later in the lesson.

2. Move the mouse pointer over the Wonderwheel to display options.

1. Click the **ExpressPoll** button.



3. Select a question type and options.



Type of question and possible type or number of responses.



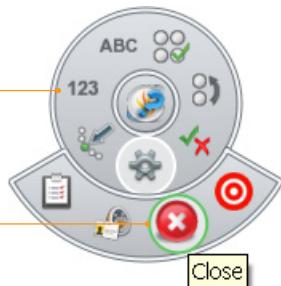
Click to set optional timer.

Click to **Stop** the vote.

Click to **Pause** the vote.

4. Move the mouse pointer over the Wonderwheel again.

5. Click to **Close**.

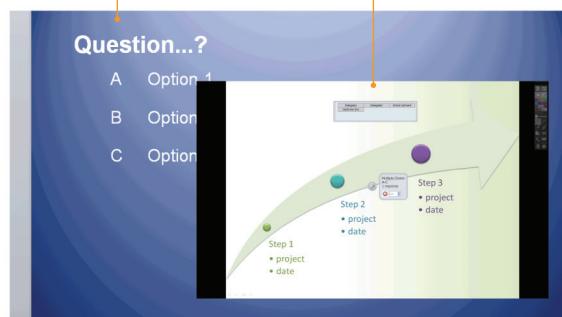


When you ask a question with **ExpressPoll**, the system copies the question data to a new page at the end of the flipchart, together with a snapshot of the original page. This gives you the option to use the question in another session. You can edit the question properties with **Question Manager** and format the page.

Learn more about **ExpressPoll** with the [ActivInspire WebHelp](#).

Question copied to new page

Snapshot acts as reminder



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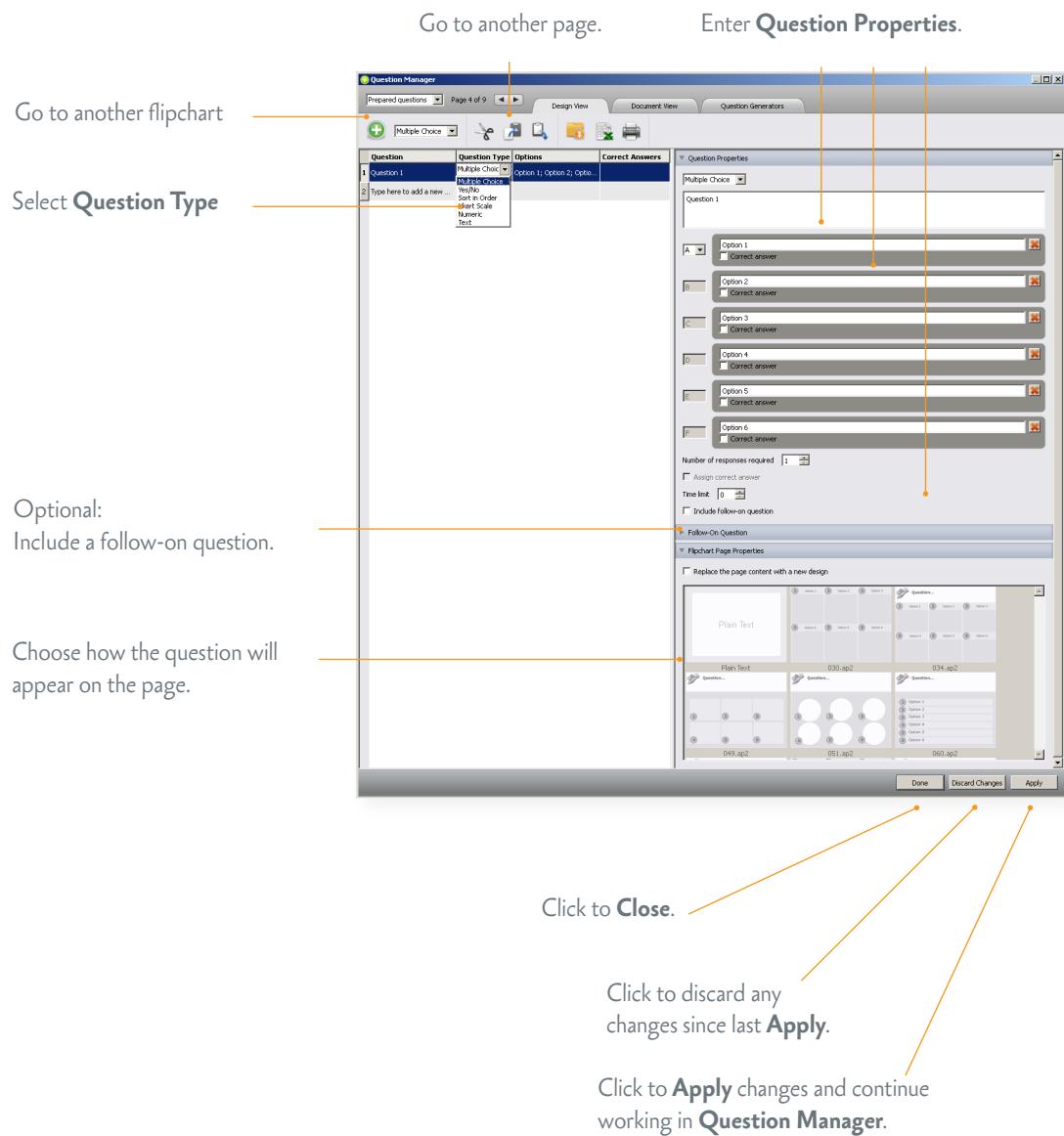
Prepared Questions

Use the **Question Manager** in ActivInspire to prepare individual questions in advance.

You can insert single questions into different flipchart pages in multiple flipcharts.

Make sure you only insert one question, and an optional follow-on question, into each page.

Why only one per page? As soon as you insert more than one question you are creating a Self-Paced Question Set and enter a different world of learning. We introduce Self-Paced Question Sets in the next topic.

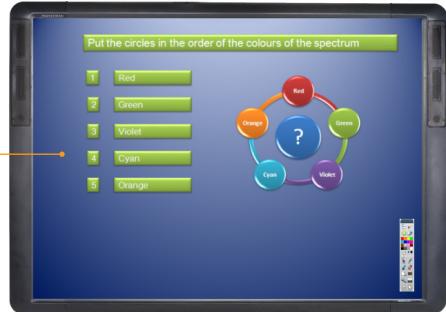


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Make sure that your students have started the client on their devices and that they are connected to the correct hub.

Navigate to a page that contains a previously prepared question.

The **Start Vote**  button is now enabled.



Click to **Start** the vote.



Click to **Stop** the vote.



Click to set optional timer.

The voting session stops in one of three ways:

- All students answer the question.
- You click the **Stop Vote**  button.
- The timeout is reached.

Learn more about creating prepared questions with the [ActivInspire WebHelp](#).

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Self-Paced Question Sets

Unlike prepared questions, where all students respond at the same time, Self-Paced Question Sets allow individuals to progress at their own pace. Questions are *not* displayed on the page. Instead, students receive each question on their device, one question at a time.

You can:

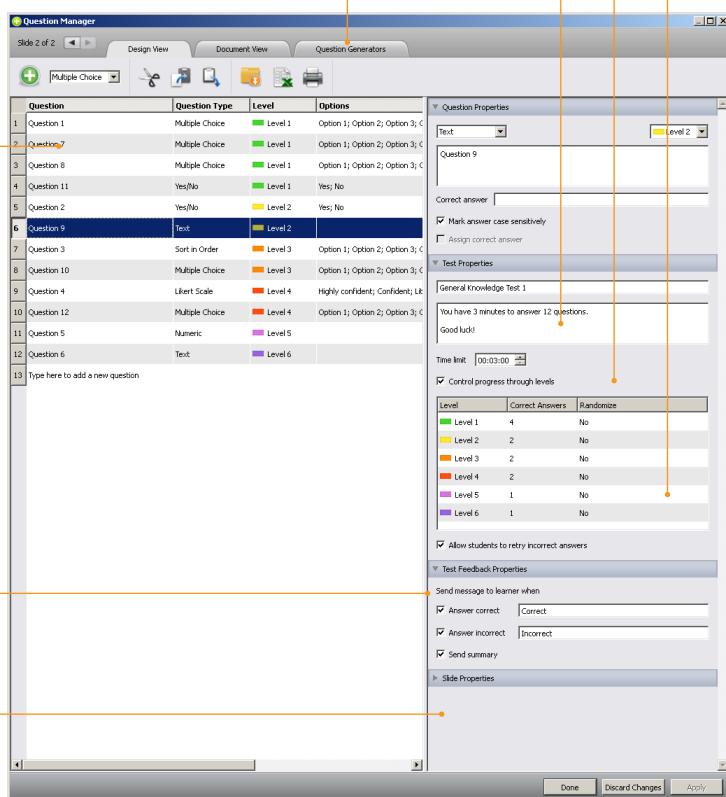
- Enter as many questions as you wish into a question set.
- Group questions into up to 9 levels of difficulty.
- Choose how many questions each student must answer correctly before they can progress to the next level.
- Import questions from QTI/IMS, EXAMVIEW™ and MS Excel®.
- Export questions to Excel®.
- Shuffle questions to change their order.
- Randomize questions, so that each student receives all questions in a different order from the others.
- Format question sets and print them for paper-based exams.
- Auto-generate basic numeracy questions with the **Question Generator**.
- Allow students to navigate the question set, so that they can answer questions in the order that suits them, and check their answers if there is time at the end of the test.
- Add mathematical formulae and equations to questions, and specify if the answer must be in the form of an equation.
- Allow students to retry incorrect answers.
- Automatically provide a summary to each student at the end of a test, with details of the number of correct answers and their ranking in relation to other participants.

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Use the **Question Manager** to prepare Self-Paced Question Sets. The process is almost identical to that of creating single questions. But instead of creating a single question on each page, you just keep going and create as many questions as required.

Quickly insert a number of questions.

Question Generator Enter Test Properties.



Choose to send feedback to students.

Choose look and feel of the page.

Each response is displayed in ActivInspire as soon as it has been sent.

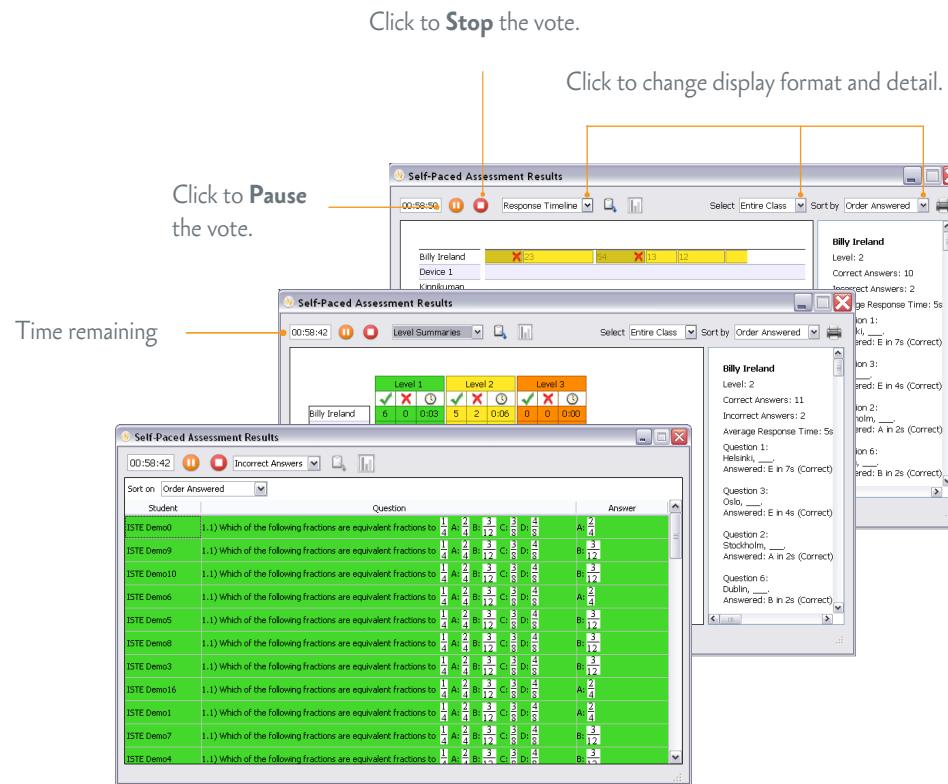
You can choose between three display formats:

- Response Timeline
- Level Summaries
- Incorrect Answers

These real-time reports show you at a glance:

- How well students are doing individually and as a group.
- If anyone is struggling or racing ahead.

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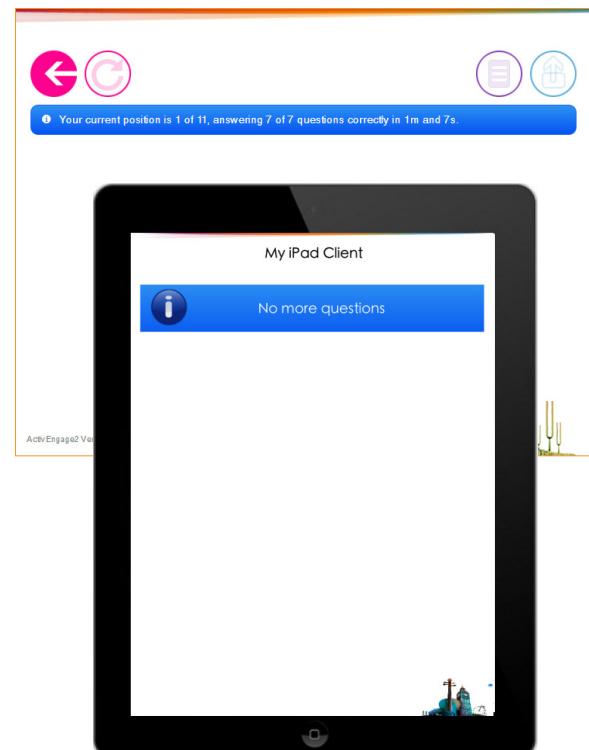
You can pause a session at any time to clarify matters, to provide additional information, or to open a discussion. Students cannot respond while the vote is paused. When you resume the vote, the client displays the previous question again.

If you have chosen to send a summary at the end of the test, each student's device displays a message summarizing their personal result and current position when they have answered all the questions.

If you have chosen *not* to send a summary, the device displays a confirmation message when a student has answered all the questions.

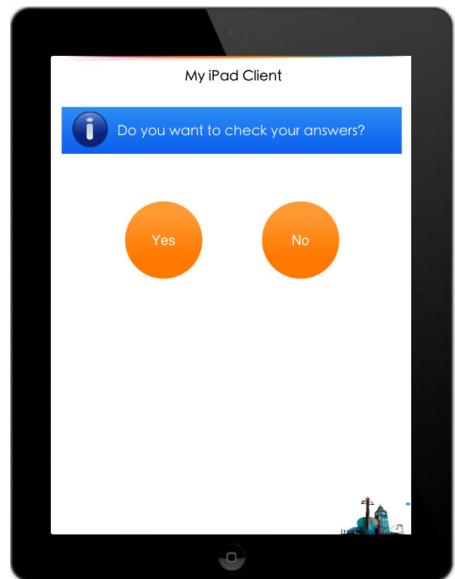
If you stop the vote before the timeout is reached, students cannot send any more responses and all devices display a confirmation message.

Learn more about creating Self-Paced Question Sets with the [ActivInspire WebHelp](#).



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If you have chosen to allow your students to check their answers, each student is prompted to do so after they have answered all the questions.



If students select **Yes** to check their answers, the **Navigation** screen opens. Here they can scroll through the questions and select to display their answers. The text of each question is displayed next to its number in the sequence, and a symbol what type of question it is.

The example shows four questions; two Sort in Order and two Likert questions.

A screenshot of a computer screen showing the 'Questions (6)' screen. The title 'Questions (6)' is at the top. Below it is a table with four rows, each representing a question. Row 1: Question 1, Sort in Order, 'Put the following in alphabetical order'. Row 2: Question 2, Sort in Order, 'Put the following in numerical order, lowest first'. Row 3: Question 3, Likert, 'How confident are you that you understand today's topic?'. Row 4: Question 4, Likert, 'Global warming is caused by people'. Orange arrows point from the text 'Sort in Order questions' to the first two rows, and another arrow points from the text 'Likert questions' to the last two rows. The table has columns for the question number, type, text, status ('Answered'), and a star icon.

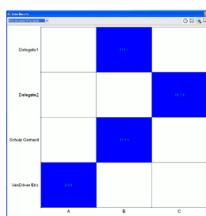
For more information about Navigation, see the section **Navigation**.

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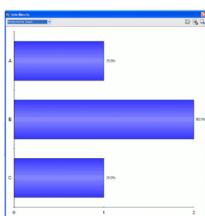
Voting Results

You can display voting results at any time from the **Voting Browser**. Results are displayed in pop-up windows in ActivInspire.

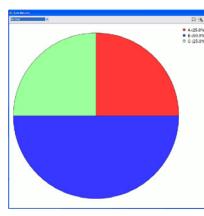
You can display results in eight different formats:



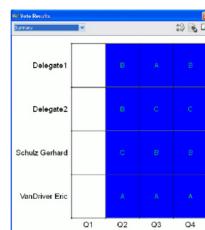
Who Answered
What Graph



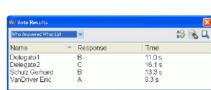
Horizontal
Bar Graph



Pie Chart



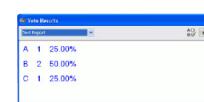
Summary



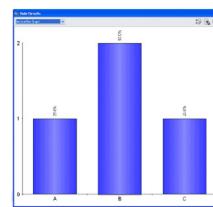
Who Answered
What List



Overall Teacher Paced
Score



Text Report



Vertical Bar Graph

You can also:

- Paste results into your flipchart.
- Access results later with the **Results Browser**.
- Export voting results to Microsoft® Excel®.

Learn more about voting results and how to display and interpret them with the [ActivInspire WebHelp](#).

Using the Client to Answer Questions

This section is for students. It shows you how to use the client to answer individual questions as well as navigate and answer sets of self-paced questions.

Buttons

Buttons are disabled when they are not applicable, or when you have to do something first, like enter an answer or select one or more options. The following buttons are available in most client screens.

Button	Description	Enabled	Disabled
Back	Returns you to the 'Hub Selection' or 'Server Selection' screen.		
Reset	Clears your entry.		
Navigation	Opens the 'Navigation' screen and displays any questions you have already answered, and placeholders for those yet to come. Enables you to navigate the question set, change the order in which you answer questions and review and/or change your answers. For more information, see the section Answering Self-Paced Questions .		
Send	Submits your answer.		

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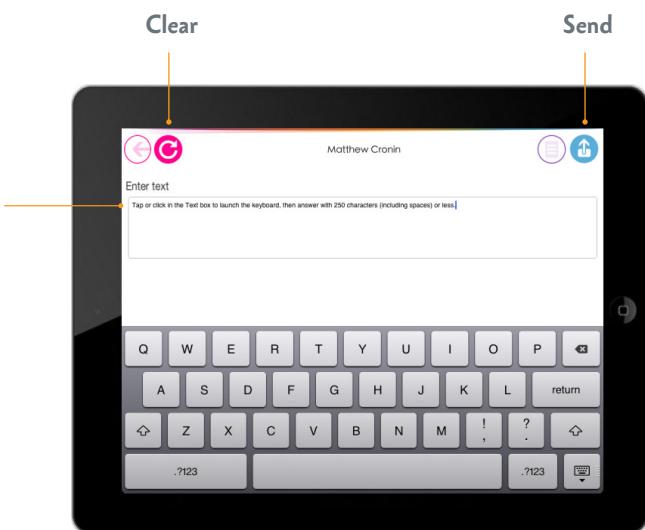
Answering Individual Questions

Your teacher can ask quick questions with ExpressPoll, or prepare questions on individual flipchart pages. When they ask an individual question in ActivInspire, your client automatically displays the answer screen that is appropriate to the type of question.

Individual questions are *not* sent to the client.

Text

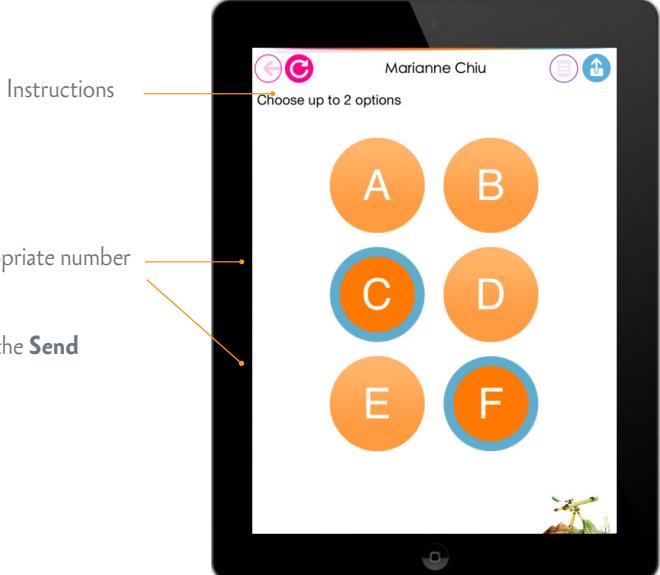
1. Tap or click in text box to display keyboard.
2. Enter up to 250 characters, make any corrections.
3. Tap or click the **Send** button.



Multiple Choice

Your teacher can choose the number of possible responses to a multiple choice question, so be sure to check the instructions.

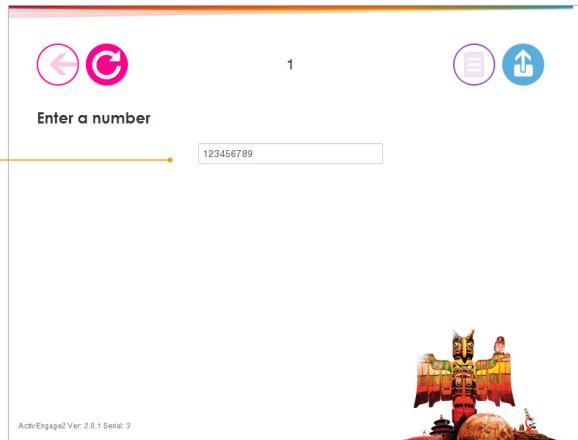
1. Select appropriate number of options.
2. Tap or click the **Send** button.



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Numeric

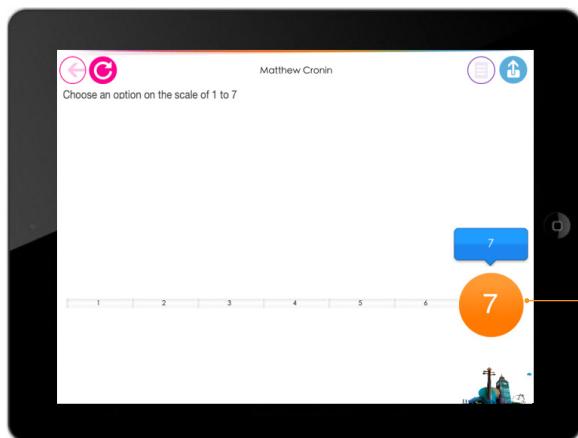
1. Tap or click in the number box.
2. Enter the number, make any corrections.
3. Tap or click the **Send** button.



Likert Scale

In Likert questions, your teacher asks you to rate something, or to indicate your agreement or disagreement on a scale.

Your teacher can choose how many options the scale for each question can contain, so be sure to check the instructions.

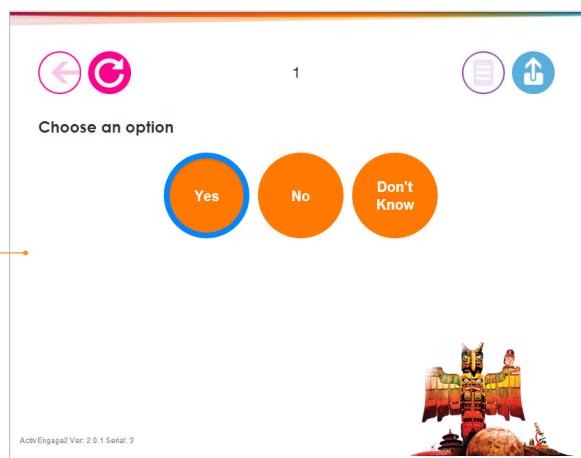


1. Drag slider horizontally to highlight the option of your choice.
2. Tap or click the **Send** button.

Yes. No. Don't Know.

Your teacher can give you the option to say that you don't know the answer. They may also restrict the options to just **Yes** or **No**.

1. Tap or click to select an option.
2. Tap or click the **Send** button.

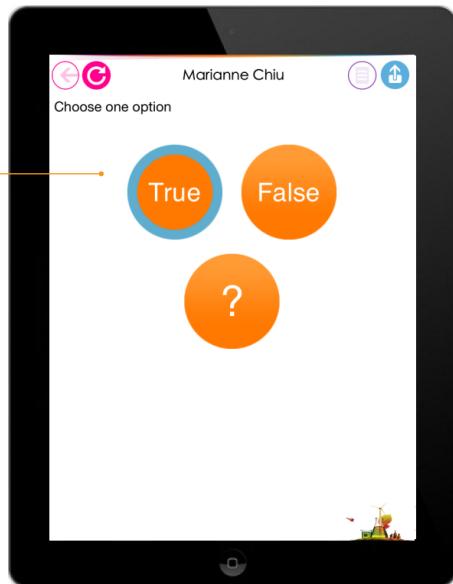


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True. False. Don't Know.

Alternatively, your teacher may ask you if something is **True** or **False**. Again, it is up to them to allow **Don't Know** as an answer.

1. Tap or click to select an option.
2. Tap or click the **Send** button.

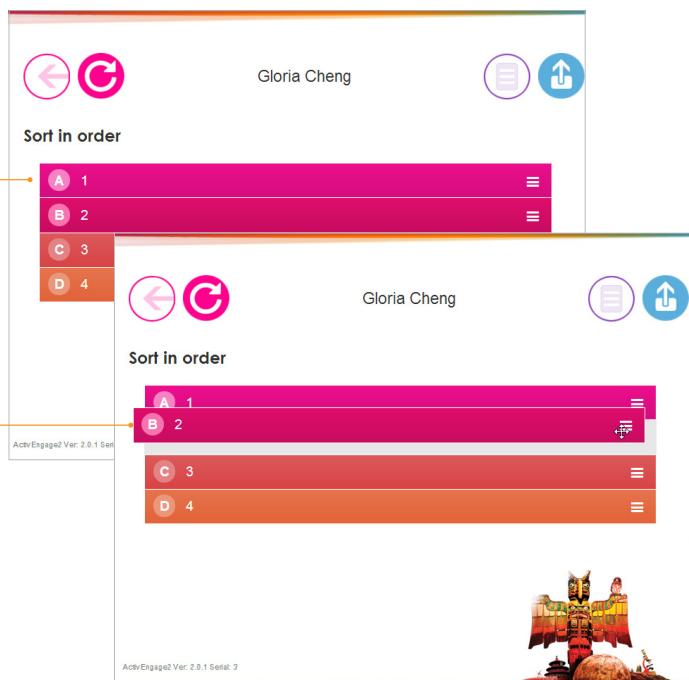


Sort in Order

Sort in order questions can have up to six options. Sorting options into a different order is simple. Just click or tap an option to select it, then drag and drop it in its new position. If you change your mind, select the option again and drop it where you want it. Repeat this until you are happy with the new order, then submit your answer.

Options are color coded according to their place in the ranking.

1. Select one option at a time, and drag and drop it.

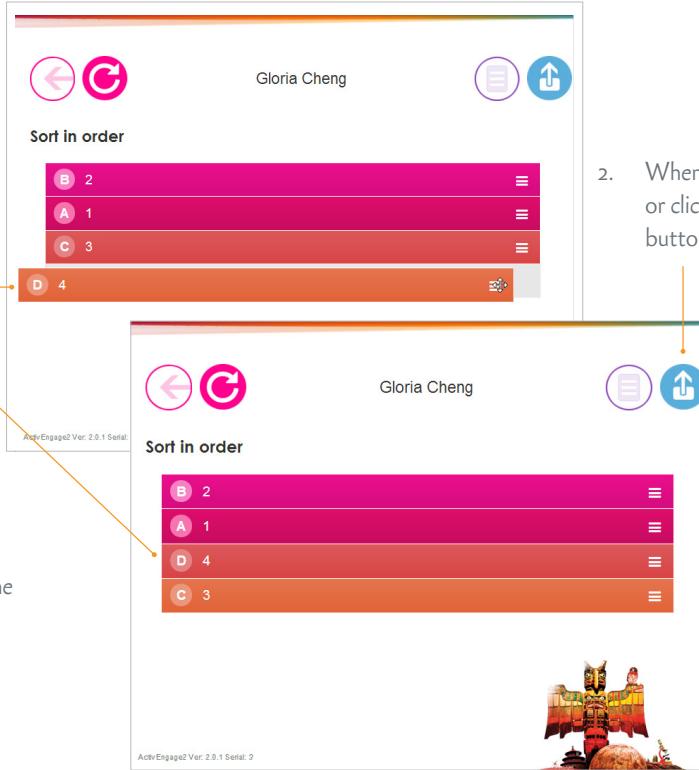


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After you have dropped an option, it takes on the color of its new ranking.

To undo all and start over, tap or click the **Reset** button.

- When done, tap or click the **Send** button.



Equations

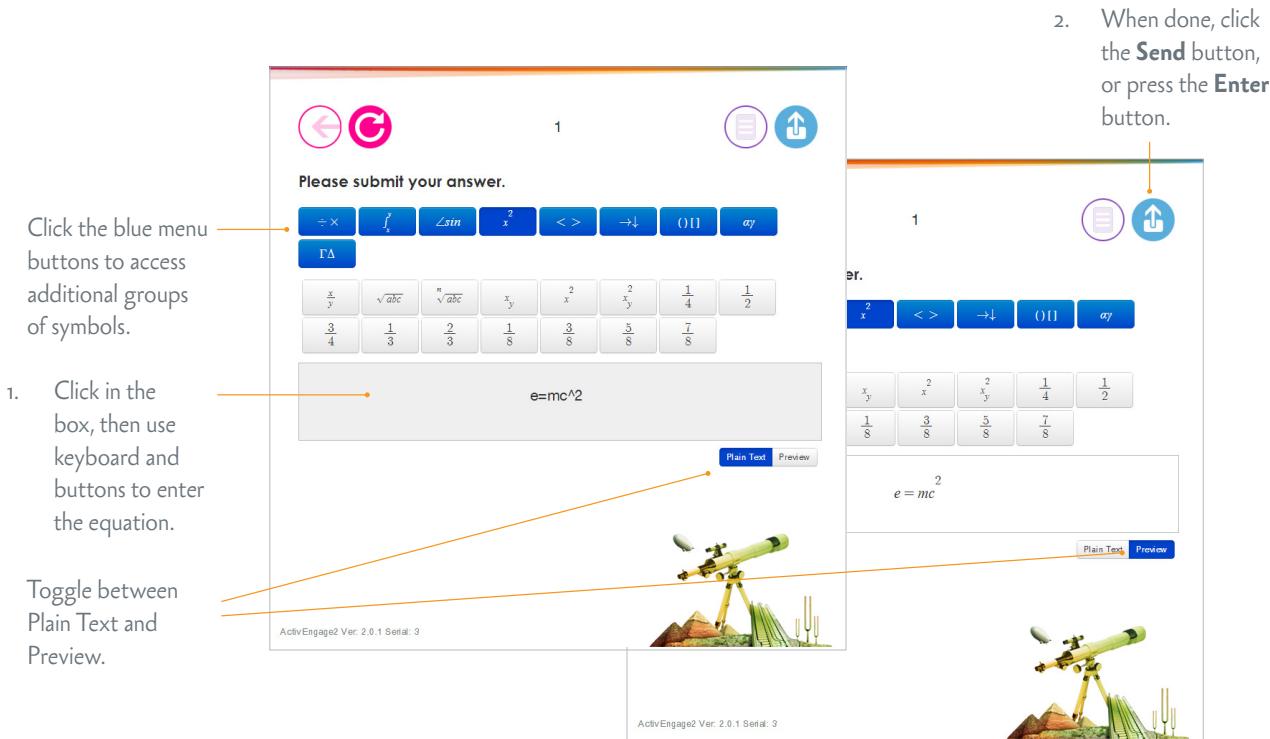
Questions that require an equation as a response are different from simple numeric questions, where the answer is either a positive or negative number. When you answer an equation question, you can select from a full set of mathematical symbols and notation. The way to access the symbols and notation depends on whether you are using the web client or the iOS® app on your mobile device.

Web Client

To enter an equation in the web client, you can use the computer keyboard, click buttons, and use the blue menu buttons to access additional groups of symbols. You can also toggle between Plain Text and Preview. An equation in Plain Text may contain additional characters that are required so that the equation itself displays correctly in Preview.

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Be sure to use Preview, to check what the equation will look like on your teacher's display.



iOS® App

When you enter an equation on an iOS® device, you can toggle the keyboard between displaying Symbols and Keys.

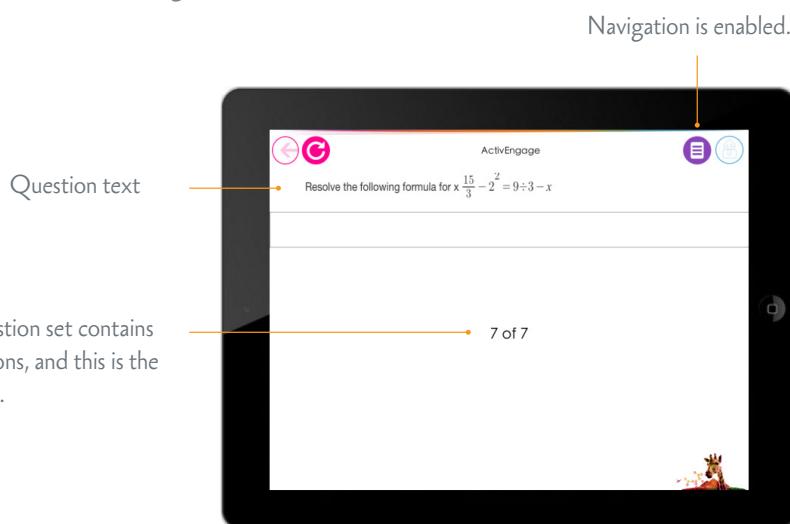


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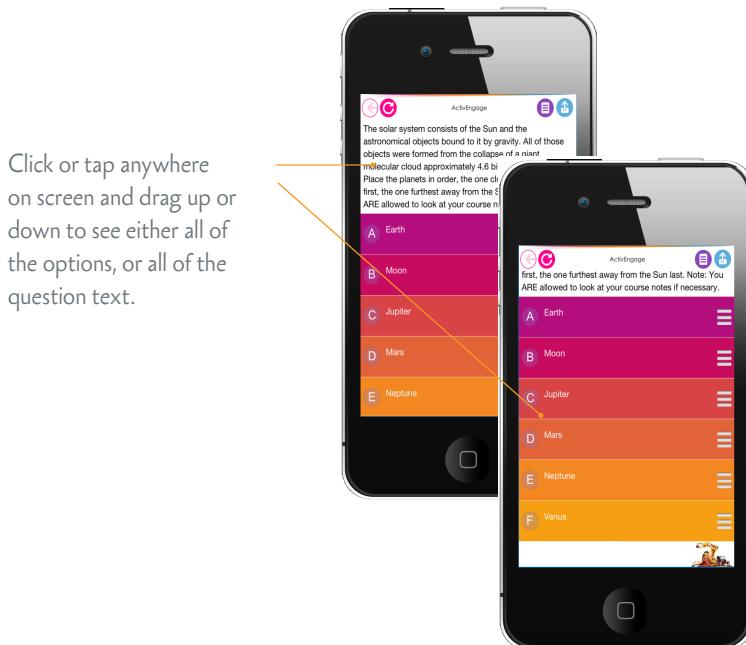
Answering Self-Paced Questions

Your teacher can also run self-paced question sessions. The question types are the same as for individual questions. Unlike individual questions, self-paced questions come in sets, and each set can comprise many questions. Most importantly, self-paced questions *do not appear on the ActivBoard, or on your teacher's computer*. Instead, *you receive both the question text and any options on your device, one question at a time*. The person sitting next to you could be working on a completely different question from you. This could be for a number of reasons; for example, because you are answering questions at a different pace, or because your teacher has enabled Navigation. You can learn more about Navigation in the next topic.

You can tell at a glance how many questions there are in a self-paced question set, what the number of the current question is, and if your teacher has enabled Navigation.



Sometimes, if the question text is very long and there are many options, you may have to scroll up and down to see all the options on your mobile device.



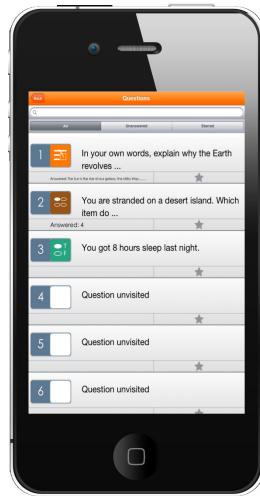
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Navigation

Your teacher can create tests that require you to answer questions in the order in which you receive them, or enable Navigation. When Navigation is enabled, you can load and answer questions in any order, or skip or mark with a star any questions you want to return to later.

Navigation can also help you keep tabs on how much there is left to do. In Navigation, you can toggle between displaying all questions, unanswered questions and those questions you previously marked with a star. You can also see your response to each question, both during the test, and at the end if there is time.

If your teacher has enabled this, you can even amend answers you have already sent.



Navigation lets you choose the test strategy that works best for you. Here are some examples of how Navigation can help you, whatever your preference.

Answer Questions In Order

One approach is to answer every question until you get to the end of the test, while making notes along the way about any answers you want to revisit. Once you have answered the last question, you navigate back to and review those answers you previously noted. After reviewing and perhaps amending your answers, you are done.

Tackle Easy Questions First

Another approach is to look at the questions in the order in which you receive them. You answer the easy questions immediately, and skip the more challenging ones. Once you reach the last question, you go back to the beginning and start answering those questions you skipped earlier.

Review All Questions Before Answering

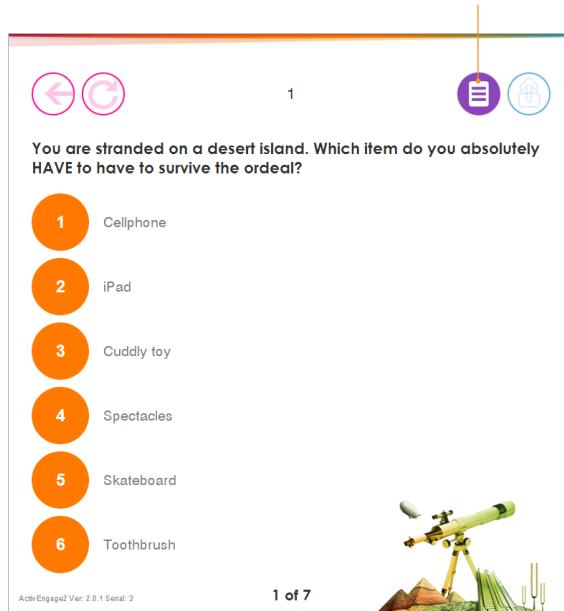
Alternatively, you may prefer to preview and assess all questions before answering any of them. You make notes about each question, and map out the order in which you want to answer them. Then you use Navigation to jump back and forth through the question set to answer the questions in your preferred order.

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Navigating a Question Set

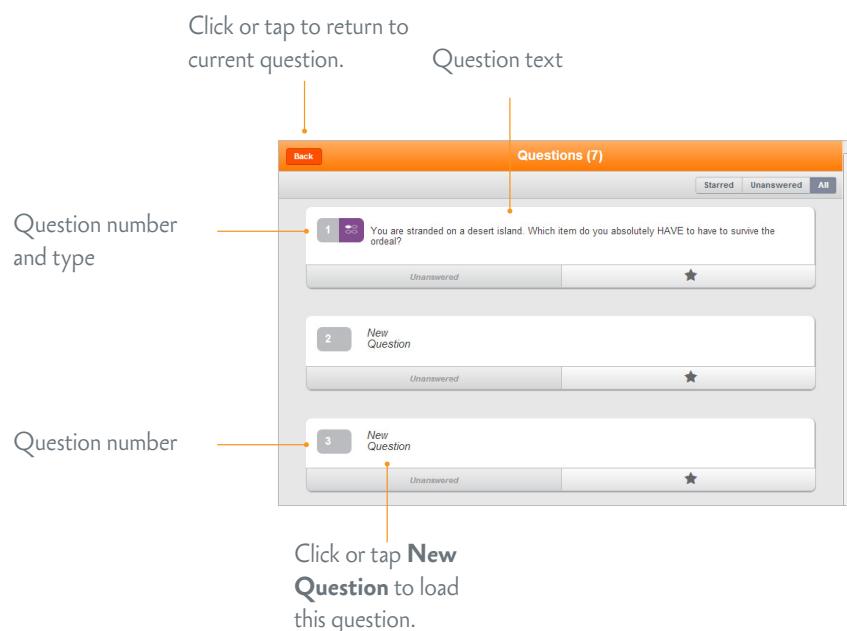
You can navigate a question set as soon as you have received the first question.

Click or tap to begin Navigation.



At this stage, you can only see the number, type and text of the single question you have received. Although there are seven questions in the set, the following example only shows the first three. All of them are unanswered and none of them have been marked with a star.

To load another question, just click on or tap the **New Question** placeholder text.



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Now you can either answer the question, or return to Navigation and load another one.

The screenshot shows a question titled "Put the following in alphabetical order". The question list includes: A Paris, B London, C Arkansas, D Capetown, E Paramatta, and F Zanzibar. Below the question, it says "Question 3 loaded." and "3 of 7". At the bottom right is a telescope icon. The footer reads "ActivEngage2 Ver: 2.0.1 Serial: 3".

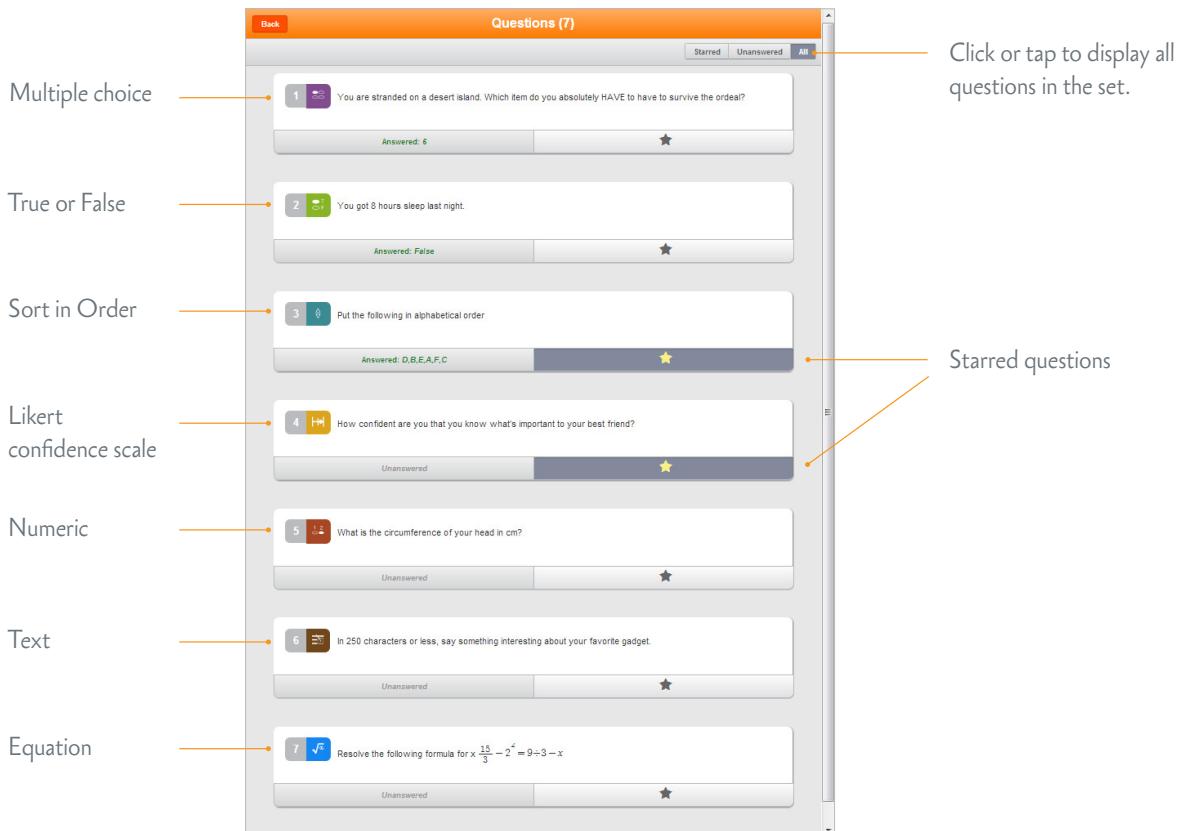
You can also display only the questions you have not answered yet, or those you have marked with a star.

The screenshot shows a list of 7 questions. Question 3 is highlighted with a yellow star and labeled "Answered: D,B,E,A,F,C". Question 4 is also highlighted with a yellow star and labeled "Unanswered". Other questions are listed without stars. Annotations point to these: "Your answer" points to the "Answered" status of Question 3; "Answered starred question" points to Question 3; and "Unanswered starred question" points to Question 4.

The screenshot shows a list of 7 questions. All questions are marked with a yellow star and labeled "Unanswered". An annotation points to the "Unanswered" status of Question 4 with the text "Click or tap to display unanswered questions."

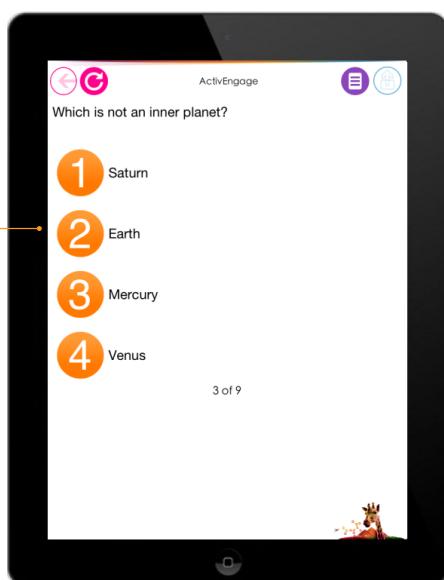
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Once a question has been answered or loaded in Navigation, you can identify its question type by its color and symbol.



Multiple Choice

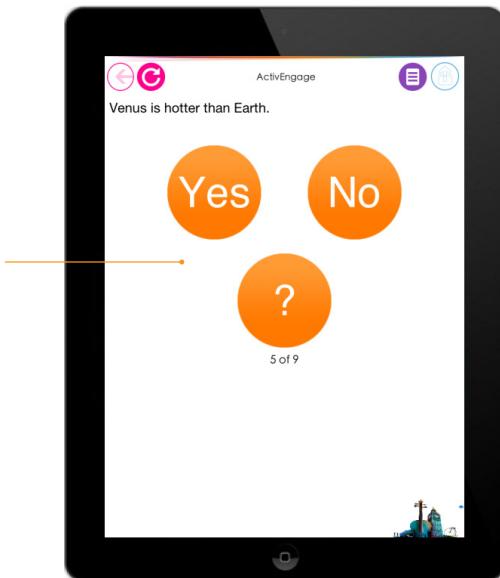
1. Click or tap an option to select or deselect it.
2. When you are happy with the answer, click or tap the **Send** button.



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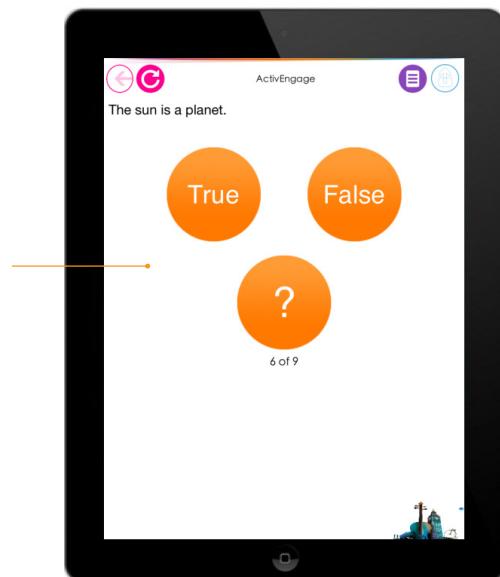
Yes. No. Don't Know.

Click or tap one option, then click or tap the **Send** button.



True. False. Don't Know.

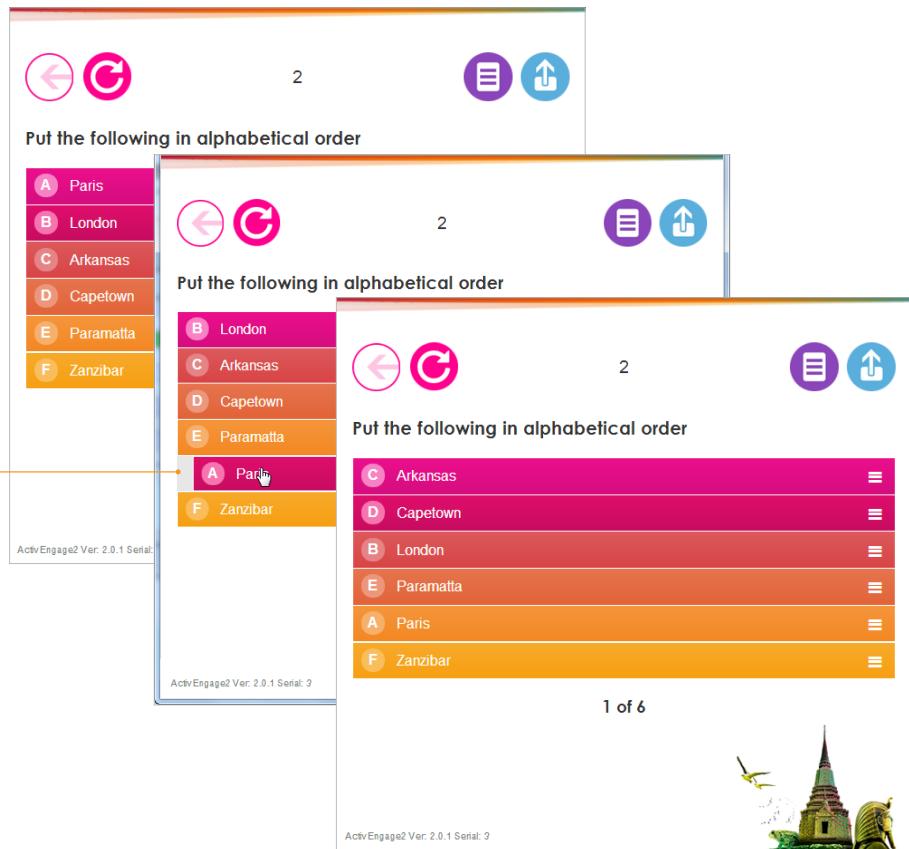
Click or tap one option, then click or tap the **Send** button.



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Sort in Order

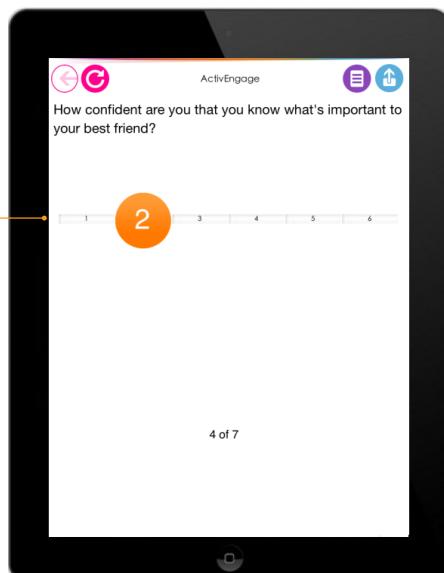
1. Select one option at a time, and drag and drop it.
2. Repeat as appropriate until all options are arranged correctly.
3. Click or tap the **Send** button when you are done.



Likert Scale

These type of questions measure confidence or agreement.

1. Click or tap the slider and drag it to highlight the option that represents your answer.
2. Click or tap the **Send** button.



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Numeric

1. Click or tap in answer box.
2. Enter answer and make any corrections.
3. When done, click or tap the **Send** button.

The screenshot shows a numeric input screen. At the top left are navigation icons: a pink circle with a left arrow and a pink circle with a right arrow. In the center is a small number '3'. On the right are two blue circular icons with white symbols: a list icon and an upward arrow icon. Below these icons is a question: "What is the circumference of the Earth in km to the nearest 1000?". To the right of the question is a text input box containing the number "40000". Below the input box is the text "5 of 7". At the bottom of the screen is a decorative footer featuring a robotic arm and various mechanical components.

Text

1. Tap or click in text box.
2. Enter up to 255 characters, make any corrections.
3. Tap or click the **Send** button.

The screenshot shows a text input screen. At the top left are navigation icons: a pink circle with a left arrow and a pink circle with a right arrow. In the center is a small number '3'. On the right are two blue circular icons with white symbols: a list icon and an upward arrow icon. Below these icons is a question: "In 255 characters or less, say something interesting about your favorite gadget.". To the right of the question is a text input box containing the text "My total favorite of all time is because". Below the input box is the text "186 characters remaining". Below the input box is the text "6 of 7". At the bottom of the screen is a decorative footer featuring a robotic arm and various mechanical components.

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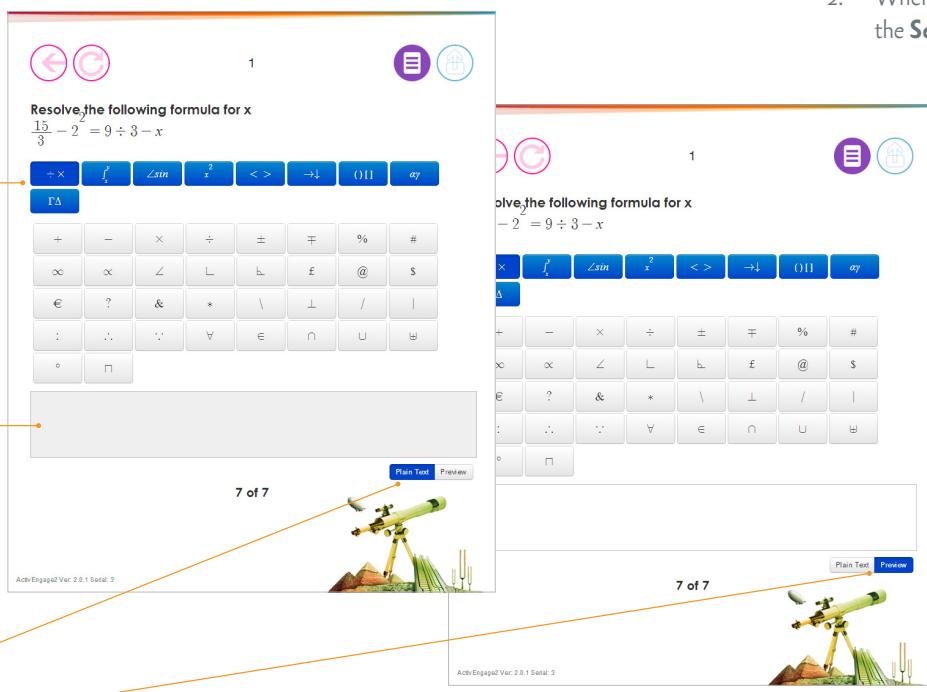
Equations

Web Client

Click the blue menu buttons to access additional groups of symbols.

1. Click in the box, then use keyboard and buttons to enter the equation.

Toggle between Plain Text and Preview.



2. When done, click the **Send** button.

iOS® App

When you enter an equation on an iO®S device, you can toggle the keyboard between displaying Symbols and Keys.

1. Tap in the box, then use the keyboard to enter the equation.

Toggle between Symbols and Keys.

2. When done, tap the **Send** button.



Setting up And Managing the Server

This section is about accessing the server console, navigating the console tabs, registering the server license, and customizing hub names, so students can easily identify which hub they need to connect to.

Before You Begin

We assume that you intend to run the server over an established TCP/IP network, and that you are familiar with its management and configuration.

The software works better if your network uses DNS for hostname lookups.

What You May Also Need

Depending on your network configuration, you may also need the following before you set up the server software:

- Full admin access to the computers on which the software has been installed.
- Host name, network IP address, or Fully Qualified Domain Name of the computer to be set up as the server.
- If port 8081 is already in use, you need to find another free port that can be allocated to the server.
- A valid license key. This is required if you want to run more than three clients and a single hub on your network.

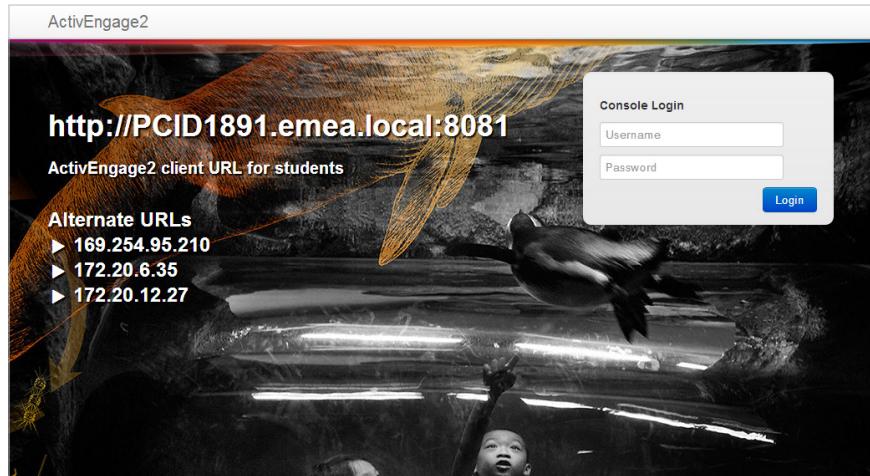
ActivEngage2 Server Console

The ActivEngage2 Server Console enables you to check the status of the ActivEngage2 server, as well as its hubs and clients. You can access the Server Console from the internet browser of any computer on your network.

The 'ActivEngage2 Console Login' page also shows the URL for the web client, as well as any alternate URLs. These are the URLs students can access to use the web client in tests and quizzes.

The web client does not require a password and does not give students access to the Server Console.

Once you are logged in, four tabs provide a 360 degree view of, and control over, your ActivEngage2 system.



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Information Tab

This tab shows the current status at a glance. You can see immediately if there are any problems, which hubs are connected, if there are any tests in progress, and how many students are taking part.

The screenshots illustrate the 'Information' tab of the ActivEngage2 interface across three scenarios:

- Scenario 1 (Top Screenshot):** Shows 'Everything is OK'. The 'Hubs' section indicates 'There are no Hubs currently active.' The 'Messages' section indicates 'You currently have no messages.'
- Scenario 2 (Middle Screenshot):** Shows 'Everything is OK'. The 'Hubs' section lists two hubs: 'Mrs Alonzo's Hub' (Hub ID 1) and 'Mr Smith's Hub' (Hub ID 2), both in 'Idle' status with 0 clients and 0 sessions. The 'Messages' section indicates 'You currently have no messages.'
- Scenario 3 (Bottom Screenshot):** Shows 'Everything is OK'. The 'Hubs' section lists the same two hubs. 'Mrs Alonzo's Hub' is in 'EnhancedSession' status with 4 clients and 4 sessions. 'Mr Smith's Hub' is in 'Idle' status with 2 clients and 0 sessions. The 'Messages' section indicates 'You currently have no messages.'

Annotations for Scenario 1:

- Text: 'There are currently no teachers running ActivInspire.'
- Text: 'There are no messages.'

Annotations for Scenario 2:

- Text: 'Two teachers are running ActivInspire.'
- Text: 'No students have registered their clients on these hubs yet.'

Annotations for Scenario 3:

- Text: 'Four students have registered their clients on Mrs Alonzo's hub.'
- Text: 'All four are participating in the test session.'
- Text: 'Three students have registered their clients on Mr Smith's hub.'
- Text: 'Mrs Alonzo is running a test in ActivInspire.'
- Text: 'Mr Smith is not running a test in ActivInspire.'

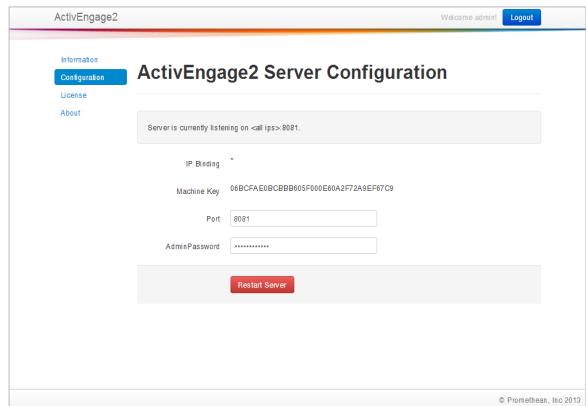
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Configuration Tab

This tab shows the current server configuration. You can see on which port the server is listening for connection requests, and the server's machine key.

Here you can change the port number, as well as the admin password.

You can also restart the server, for example, if you have to change the port number, or if there are connection problems.



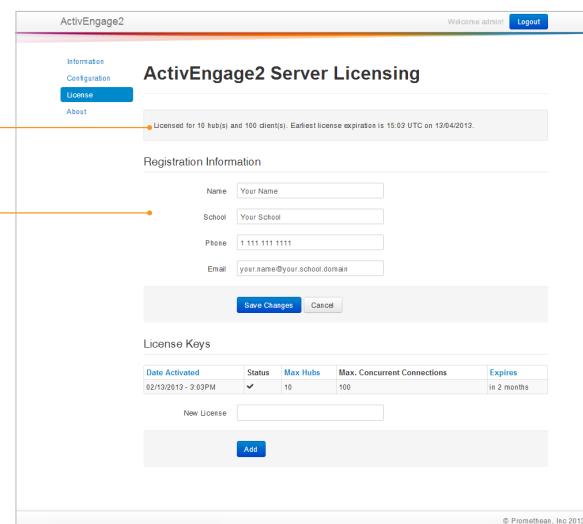
License Tab

This tab shows any license details registered for your organization. All license details must be entered here. If no license details have been entered, you can only use one hub and three clients.

Number of hubs and clients, and date when first license expires.

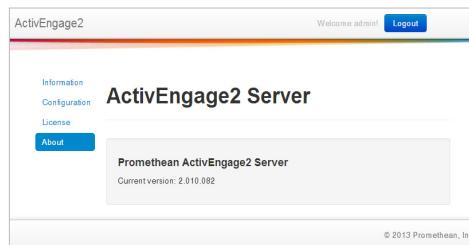
Details of the license holder and organization.

Must be completed before you can enter a license key.



About Tab

This tab shows which version of the ActivEngage2 server is currently installed.



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Accessing the Server Console

You can log into the server console from any computer on your network.

To access the server console, you need to log in as user 'admin', with the password entered during installation. If the password was not changed during installation, log in with the default password 'admin'.

On the Server Computer

1. Do *one* of the following:

- Click the **Configure Engage2 Server** shortcut  if it has been installed.
- Launch the web browser and enter **http://localhost:8081/Configuration** (if applicable, enter another port number) into the browser's address bar.
- If the ActivDriver has been installed on the server computer, click the **ActivManager** button  or . From the context menu, select **Control Panel**. Select the **ActivEngage2** tab.

Click the link **http://localhost:8081/Configuration/**.

The 'ActivEngage2 Console Login' page opens in your web browser.

2. Enter your username and password. The 'Welcome admin!' page opens.

From Another Computer

1. Launch the web browser and enter the server's URL into the address bar, where the URL is composed of the following.
http://<server name> or <IP address>:<port number>/Configuration/

For example:

http://ActivEngage2_Server:8081 /Configuration/ or

http://172.20.6.66:8081 /Configuration/

2. Press the **Enter** button. If you entered the correct details, the 'ActivEngage2 Server Login' page opens in your web browser.
3. Enter your username and password. The 'Welcome admin!' page opens.

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Registering the Server License

Make sure that you have the 20-digit alphabetic license key.

To access the server console, use one of the methods described above.

1. In the 'Welcome admin!' page, click the **License** tab. The 'ActivEngage2 Server Licensing' page opens.
2. First complete the Registration Information with your contact details. Then click the **Save Change** button. A confirmation message is briefly displayed and the page is updated.
3. Click in the **New License** box and enter your license key. Then click the **Add** button to register.
 - If you entered an incorrect key, the 'Invalid License Key' message is displayed. Check the number, then try again.
 - If you entered the correct key, a confirmation message is displayed.

Customizing Hub Names

Hub names are visible to these users:

- Students when they connect to their teacher's hub.
- Teachers when they connect to ActivInspire and during device registration.
- Network administrators when they access ActivEngage2 Server Control.

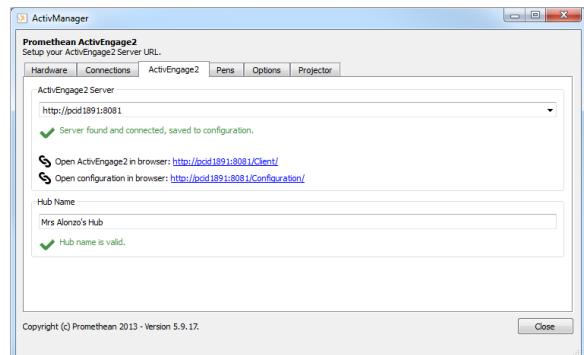
Therefore networks with many hubs benefit from an agreed naming convention, for example where hub names identify teachers, locations, classes or subjects.

To customize a hub name:

1. Open the **ActivEngage2** tab in ActivManager as shown in the topic [Accessing the Server Console](#).
2. Click in the **Hub Name** box and replace the default name with a meaningful nickname.

The example shows a hub that has been renamed to 'Mrs Alonzo's Hub'.

3. Click the **Close** button.



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More Information

This section contains links to other useful sources of information about other ActivClassroom products.

ActivProgress

To find out more about ActivProgress, Promethean's integrated, web-based data management and social learning solution that combines real-time assessment and reporting to enable data-driven decisions and personalized instruction in the classroom, go to www.PrometheanWorld.com.

ActivInspire

If you are new to ActivInspire or want to quickly refresh your memory, read [Get Started with ActivInspire](#).

For more detailed information about ActivInspire, and how to prepare questions and run voting sessions with ActivInspire, see the [ActivInspire Webhelp](#).

ActivLearning

To take advantage of our FREE online training courses, go to:

<http://Learning.PrometheanPlanet.com>

Tech Support

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

To contact US Tech Support (08:30 - 17:30 Local Time), call:

US English		+678 393 1061
US Spanish		+ 678 393 1063

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