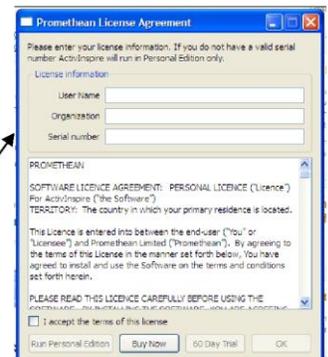


# Install ActivInspire at Home

In order to install ActivInspire at home, login to [www.prometheanplanet.com](http://www.prometheanplanet.com) :

1. Click on the SUPPORT tab.
2. Click on SOFTWARE to the left of the page.
3. Find and CLICK on ActivInspire
4. Click on the Download
5. Choose US English.
6. Click Download again.
7. Click Download again under the WINDOWS heading...see picture (or there is a version for MAC as well if you are a MAC user).
8. Click RUN – this will take a few minutes to download (10-15 min approximately).
9. Click RUN again...
10. Click NEXT...choose FULL INSTALL...click NEXT...click NEXT...click NEXT again...click I ACCEPT...and click NEXT...click INSTALL...
11. Click FINISH...now you must ACTIVATE your software so please follow ahead...
12. Double click the ActivInspire icon located on your desktop...



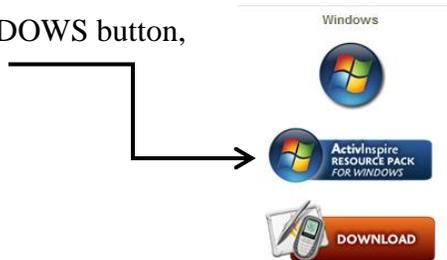
- You MAY or MAY NOT be prompted for the following information:
- In the **username/organization** lines just write your name or BCPS
- If it prompts you for the **serial number**, put in the following serial number: **0015-1192-8158-7056-0251**. (This is okay for EVERYONE to use these numbers as long as you use the equipment at school.) Then just click OKAY - DO NOT click on the TRIAL version or it will look and react differently then what you have and /or you will not be able to use the software after the time limit.
- When it prompts you with the “what you are familiar with” question...say ActivStudio and then hit continue or okay. It will now open the software.
- As it is loading, you obviously will not have a board connected so no big deal when it says no board is found.
- You will have the software, but you will only have a SHARED RESOURCES folder with 6 or 7 other folders (not like ALL of the folders you may have at school). If you would like to know how to import other **RESOURCES such as the SUBJECTS folder and RESOURCE PACKS, please go to the next page to find out more on this information.** ☺
- Now that you have the software at home, you can download flipcharts, manipulate them using the software, and then save them to a flashdrive/external hard drive to bring them to school. Ninety-nine percent of the time the flipcharts are way too big to upload to elocker or email (usually will not happen) so it is best if you just save them and bring them in with you.

## Downloading Flipchart Resources:

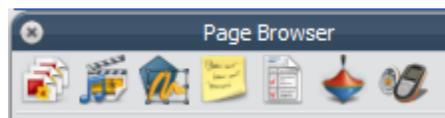
1. Go to [www.prometheanplanet.com](http://www.prometheanplanet.com) and log in.
2. To DOWNLOAD flipcharts – click on Resources tab or hover over the word RESOURCES to get a menu of options. You can also search by Keywords, Subjects, and Grade Level to find some specific flipcharts.
3. Be sure to Preview flipcharts before downloading in order to be sure the flipchart will fully meet your needs.

## Downloading / Uploading Resource Packs:

1. If you want the SUBJECTS resource folder (or any other resource folder) like you have at school, you will need to download that resource pack from Promethean Planet.
2. Follow steps 1-6 above, except this time under the WINDOWS button, click on the **ActivInspire RESOURCE PACK** button.



3. Click on SAVE when the box appears and SAVE to your Desktop so you can easily find the Zip file that will be downloaded.
4. Open up your ActivInspire software.
5. Click on FILE, click on IMPORT, click on *Resource Pack* to Shared Resources.
6. Find the Zip file you saved to your desktop and click OPEN...this will IMPORT the resource pack to the ActivInspire software.
7. To check to see if the Subjects folder is there, inside your ActivInspire software click on VIEW, then Browsers to open up the Resource Browser.



8. If you are not on your resources, click on the second button that has a music symbol. Then, click on the plus sign next to the Subjects Folder to expand the folder and see the resources.
9. If you downloaded another Resource Pack from Promethean Planet, you will find that folder under the "Resource Pack" folder but you upload in the same process for steps 4-7.

If you have any questions or need assistance, please contact your building TIS.