

## Introduction to Promethean Planet

The number of teachers using the Promethean Planet website has just reached 300,000 making it by far the biggest interactive whiteboard community in the world. Promethean planet provides free software updates, technical support news a place for teachers to discuss opinions via the Forum and is the best place for teachers to share interactive whiteboard resources.

### Planet Highlights

#### Members

##### Teacher Feature

Each month read about an outstanding teacher who has developed a new and innovative lesson for use in the Activclassroom. Experience how these teachers deliver their lessons, pick up tips for your own classroom and download their winning flipcharts.

##### Member Stories

Find out how other Promethean Planet members are enjoying success with their Activclassrooms'. Read inspiring stories from educators all around the Planet and share your own story with the world!

##### Forum

Discuss teaching and learning strategies for your Activboard with friendly, enthusiastic teachers from all around the world.

In March 2009 the Promethean Planets Forum had 7,695 threads containing 46,589 posts

##### Blogs

A typical Promethean Planet blog combines text, images, and links to other blogs, Web pages, and other media related to its topic. Blog readers can leave comments in an interactive format.

##### Widgets

You can add a Promethean Planet feed to your school web page or social networking page. If you use iGoogle, Facebook, MySpace or keep a web page or blog, you can keep up to date with all the latest posts from Promethean Planet by adding widgets to your pages.

##### Resources

(the download process is explained on pages 2-3 of this brochure)

##### Themes

Collections of all available resource types, categorized by topic.

##### Lessons

Search thousands of teacher-developed lessons created by Promethean Planet users

##### Resource Packs

Download Promethean developed resource packs, including images, backgrounds, action objects and more.

##### Weblinks

Browse user-submitted weblinks for outstanding lesson ideas, supplementary curriculum and interactive activities.

##### Learner Response

Find out about the exciting Learner Response projects taking place globally and access downloads containing over 5000 pre-prepared assessment questions for use with ActiVote and ActivExpression. These cover a range of subjects such as geography, maths, religious & moral education and design technology.

##### Partner Response

Browse and download free resources developed by Promethean partners such as Scholastic and BrainPOP

##### Submit Resource

The lesson you share today, could be used in Brazil tomorrow!!

### Professional Development

##### ActivLearning

A range of workshop style courses which can be tailored to suit your professional development needs.

##### Tips & Tricks

Download the top 100 Activclassroom teaching tips contributed by our users.

##### Best Practice

Learning how to use your Activclassroom components is the EASY part. Learning how to use them in pedagogically effective ways...now that's a challenge! Find out about the latest research and education theories into teaching and learning from educational experts around the world.



## Downloading Resources

Your FREE registration on Promethean Planet gives you access to all the benefits of this worldwide community – register from the Planet homepage: it will take less than 2 minutes!

### Step 1: Login

Use your Planet ID and Password to log in every time you visit. This allows you to download resources and search the site.

### Step 2: Search

Click the Resources tab, then choose a Category. Alternatively, use the Advanced Search in the upper right corner.

## Basic Search – Resources in a Flash!

Use this for a quick listing of available resources by keyword, subject area and/or grade level/key stage – maximum results with minimal effort!

In the search bar at the top of each Resources page:

### 1. Enter keyword(s), choose subject area and age range

To find resources related to a keyword regardless of Subject Area and Grade Level, simply type in the keyword and leave the other fields blank. You may vary your searches in this way by entering information in one or more fields in the search bar  
eg. If you choose Science in the Subject Area field, but leave the Keyword(s) and Grade Level fields blank, you'll see a listing of all science flipcharts, regardless of Grade Level.

### 2. Choose the type of resource which you'd like to search

(Lessons, Resource Packs or Weblinks), and click on the Search icon.

### New Zealand Content

ACTIVboardNZ has its own unique New Zealand landing page.

[www.prometheanplanet.com/nzteachers](http://www.prometheanplanet.com/nzteachers)

Here you can find:

New Zealand resource packs

Newspapers in Education Flipcharts

Maori Language Packs

Flipcharts uploaded by NZ teachers



## Advanced Search - more options

Find the right resource by narrowing your search.

Choose to see resources submitted within a certain time frame, or those containing audio, video or opportunities for assessing your students. Generate your own customised listing of recent resources using the Advanced Search engine!

You will find the Advanced Search icon in the top right corner of every page in the Resources section.

When you have opened the search box complete the following, to generate your advanced listing:

1. Choose which resource type - top left: (Lessons, Resource Packs, Weblinks)
2. Decide your desired time frame - bottom left "Show me resources submitted within the last". (week, month, 6 months or year).
3. You can also specify: (General Information, Keywords, Subject Area, Age Range / Stage)
4. Additionally you can specify that the search results only display resources that contain: (Assessment opportunity, Audio, Video, Flash)
5. So that your results show the most appropriate content make sure the 'Current Search' is looking for resources from 'UK & ROW'

Once you're happy with your selected criteria, click the Search button in the bottom right portion of the box to view your listing, or click Cancel to close the search box.



## The Preview Window

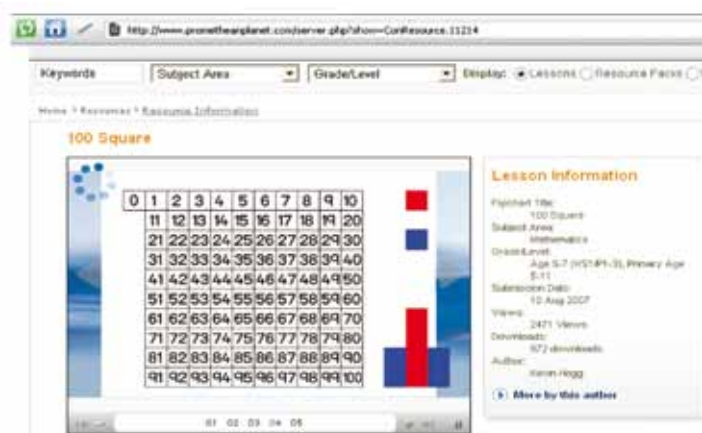
This shows views of the selected flipchart from your search results. You will see a large image of the title page on the left side of the screen, with the title of the resource at the top...

Use the arrows at the bottom or on either side of the preview window to move back and forth between each page of the flipchart. Mouse over any of the page numbers along the bottom of the window to see a thumbnail of that page. Click on the number to see an enlarged image of the page in the preview window.

Around the flipchart preview window, you'll find additional information to help you determine if you'd like to download the flipchart, including:

- flipchart description
- subject and grade/age levels
- number of views and downloads
- author name

Under the preview window you'll see the option "Download Flipchart"



"When we had our training from ACTIVboardNZ I found it really useful that we covered all the aspects of downloading and installing resource packs from Promethean Planet."

Rachel from Titirangi Primary School

## Step Three: Download

When you're ready to save the download to your computer, click on 'Download Flipchart' under the preview window and click 'Save'

Once downloaded, the flipcharts, resource packs or weblinks can be used immediately in your classroom, edited to suit your needs or shared with a colleague.

## Flipcharts

Once you select 'Download' underneath the Preview Window, a separate window will pop up and ask you to specify whether to save or open the flipchart.

NB - You must Save before opening the flipchart

We recommend you put this in...  
'My Documents\ActivSoftware\My Flipcharts\'

## Resource Packs

The download window will ask you where you would like to store the Resource Pack. We recommend saving the pack to your desktop (so it is easy to remember where it is when it comes to installing the pack into your resource library).

To install the pack double-click on the resource pack file once it's fully downloaded onto your desktop.

The ActivSoftware will ask if you want to re-index your shared library. Only do this once you have installed all the resources packs you intend to load.

Re-indexing can take up to 30mins so we recommend it to be done at the end of a session rather than each time a pack is installed.

## Weblinks

When searching for weblinks each of the results will give you the option to click to visit the website.

Once on the webpage, images and text can be copied or photographed into your flipchart or library.



## Top 5 Search Tips

Use keywords and combine different search criteria to ensure that your searches are efficient and effective.

The default keyword search is based on a Boolean AND search : resources that appear in the results listing contain all of the search terms you entered. Read on for more tips!

### 1. Choose specific keywords

Think about exactly what you're looking for before entering your keyword search terms.

For example, instead of entering "algebra" as a keyword, enter "positive numbers", "negative numbers", "variables", etc.

When you are more specific with your terms, your results will be much more meaningful.

### 2. Try a synonym

If the keyword you entered does not generate any results, see if you can think of a different word that describes what you'd like to see. It's possible that the keywords associated with a particular resource do not include all variations of the term for which you are searching.

### 3. Check your spelling

Double check that you've typed your keyword correctly. The search engine will only find exact matches for your keyword, so the term you enter needs to be spelled correctly.

### 4. Ignore the Caps Lock

Don't worry if your Caps Lock is on when entering your keywords. Our searches are not case sensitive, so capital letters won't make a difference in the results generated.

### 5. Mix up your search fields

Use a combination of different field options to vary your results.

## Glossary

**Assessment opportunities** – material that provides an exercise to generate estimation or measurement of your student's understanding.

**Boolean** - A system of logic developed by the mathematician George Boole (1815-64) that allows the user to combine words or phrases representing significant concepts in a keyword search of an online catalog or database.

**Blog** - A contraction of the term weblog, is a type of website, or site application usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. "Blog" can also be used as a verb, meaning to maintain or add content to a blog.

**Desktop** - The main screen in Windows or MacOS where you can put icons that act as shortcuts to various programs.

**Flipcharts** - A Promethean flipchart (flp) is a type of file format like a Microsoft Word : document (doc), Adobe : portable document format (pdf) A flipchart can have a large number of pages containing text, images, video and sound and be made to be interactive so that students /teachers can be involved in activities using flipcharts on the Activboard.

**Forum** - An Internet forum, or message board, is an online discussion site that members can contribute to.

**Keyword** - Words included in a computer search, to find specific related content (via a search engine). Keywords are simply words included in the file name, body text of the flipchart, resource pack or weblinks helping you to find the resources you're looking for.

**Mouse Over** - move the cursor over an item on the computer screen.

**Synonym** - A word or phrase with a meaning that is the same as, or very similar to another.

**Re-indexing** – In ActivSoftware, this means to re-order the resources in the library when new content is added, to update the index in the Resource library.

**Resource packs** – A resource pack is a collection of images, sounds, video and or flipcharts gathered together with other similar materials that can be drawn upon when needed.

**Resource Library** – Folders in the ActivSoftware where materials can be stored by type for easy access to use in the preparation of flipcharts and during classroom sessions.

**ROW** – Stands for 'Rest of the World' outside of UK and US.

**Weblinks** - A navigation element in a document to another section of the same document or to another document. A weblink is a hyperlink to a specific website.

## PROMETHEAN DISTRIBUTOR

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