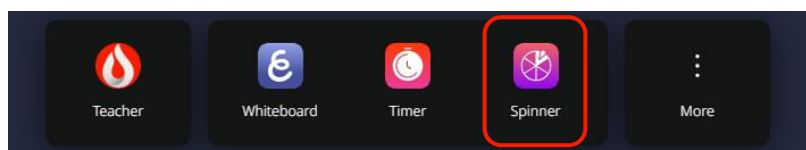
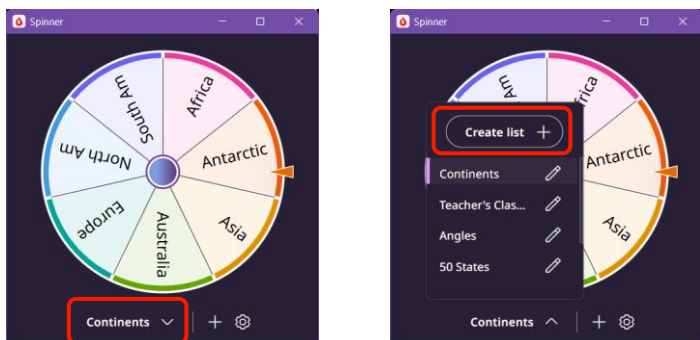


Creating Custom Spinners on Promethean ActivSuite

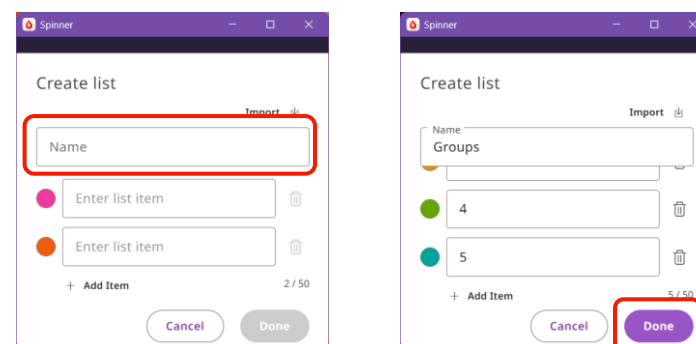
1. To create custom spinners that save to your Promethean account on Promethean ActivSuite, start by [Downloading and Installing Promethean ActivSuite](#).
2. Sign into Promethean ActivSuite. (page 2 of [Downloading and Installing Promethean ActivSuite](#))
3. On your ActivSuite menu, open the **Spinner** app.



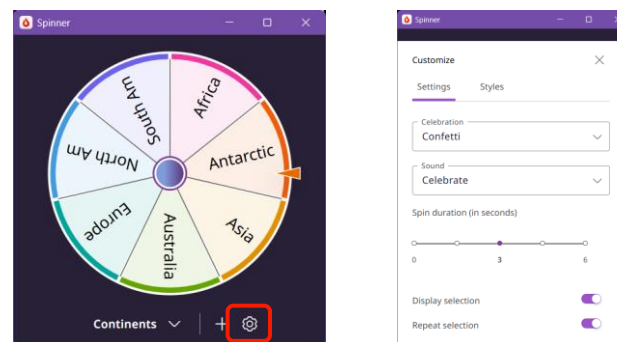
4. Tap on the name of the current spinner to access the preinstalled list of spinners. Then tap on **Create List +**.



5. **Name** the spinner and begin entering the spinner list items. You can also copy and paste a list from another document (Word, Google Doc, spreadsheet). See the next page about creating and importing a csv file. When your list is complete, select **Done**.



6. Customize the settings of your spinner using the gear icon.



-  **Your custom spinner is now available on ActivSuite when you sign in using your Promethean account.**

Creating Custom Spinners Importing a .csv File

“A CSV (comma-separated values) file is a text file that has a specific format which allows data to be saved in a table structured format.” support.google.com

To create a .csv file:

1. Open a new spreadsheet in Microsoft Excel or Google Sheets.
2. Starting in cell A1, list the items for your spinner in their own cell/row.

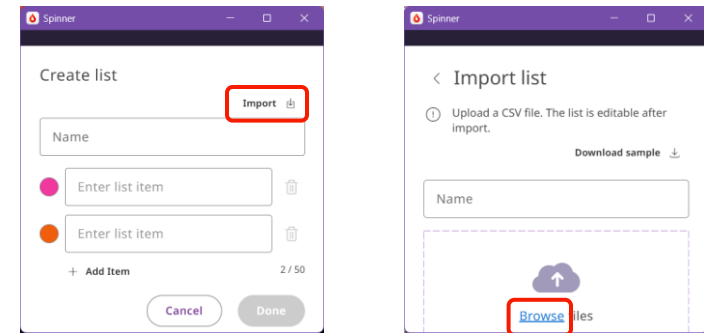
	A
1	A
2	E
3	I
4	O
5	U

3. Save the file as a CSV file:
 - a. Microsoft Excel
File – Save As – Name your file – Save as type: CSV (comma delimited)
 - b. Google Sheets
File – Download – Comma Separated Values (.csv)
4. Save the .csv file to a flash drive and plug the flash drive into the ActivPanel or save to a location on your device.

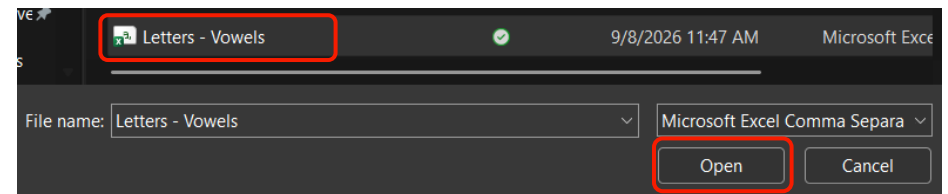
Importing a .csv file in the Spinner app

1. Open the Spinner app.
2. Tap on the name of the current spinner to access the preinstalled list of spinners. Then tap on **Create List +**.

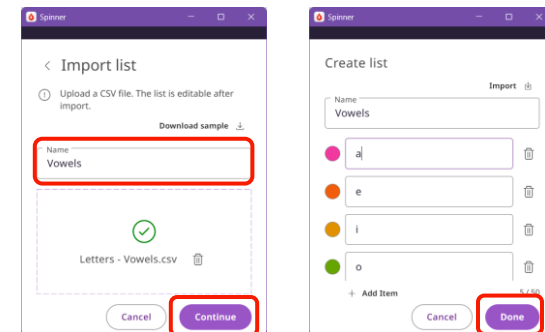
3. Tap on **Import** then **Browse**.



4. Locate the .csv file in its saved location. Select the file.



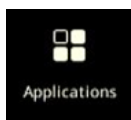
5. Name the list, then click on **Continue** then **Done**.



 Your custom spinner is now available on ActivSuite or any ActivPanel 9 when you sign in using your Promethean account.

Creating Custom Spinners Manually at the ActivPanel 9

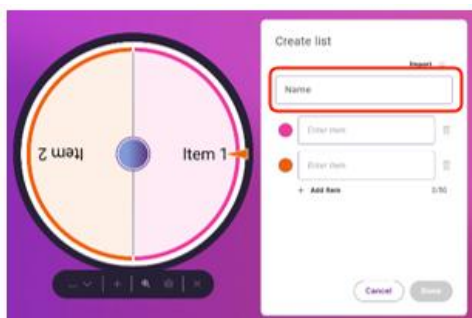
1. To create custom spinners that save to your Promethean roaming profile, start by signing into your ActivPanel 9.
2. Within **Applications**, tap on the **Spinner** app.



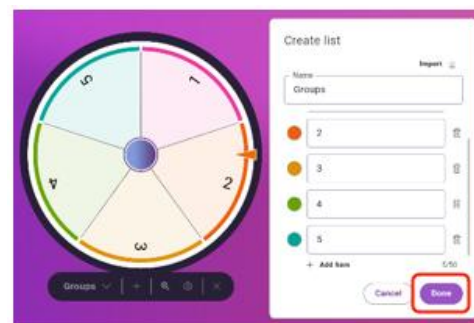
3. Tap on the name of the current spinner to access the preinstalled list of spinners. Then tap on **Create List +**.



4. Tap on **Name** to begin typing using the virtual keyboard.
Tip: Continue typing on the next line by either using the enter/return button on the keyboard or by tapping on the next field where it says **Enter item** or **+ Add Item**.



5. When your list is complete, tap **Done**.



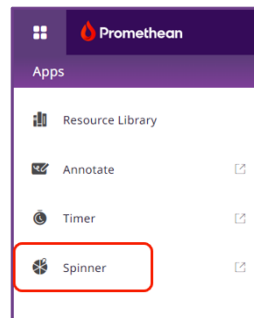
6. Customize the settings of your spinner using the gear icon.



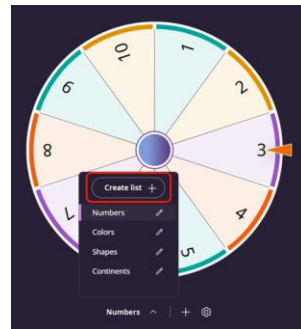
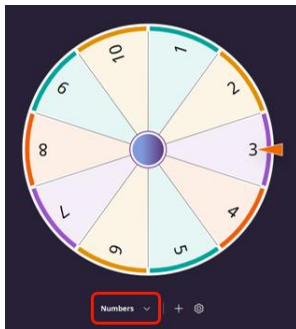
-  Your custom spinner is now available on ActivSuite or any ActivPanel 9 when you sign in using your Promethean account.

Creating Custom Spinners On one.prometheanworld.com

1. Go to one.prometheanworld.com
2. Sign into your Promethean account with your Google, Microsoft, or other email.
3. Click on the  in the upper left corner of the browser window.
4. Select **Spinner**.



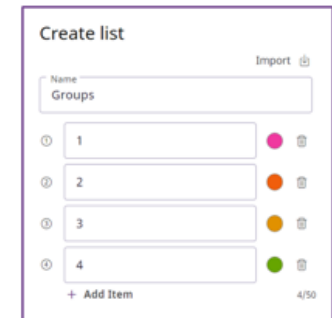
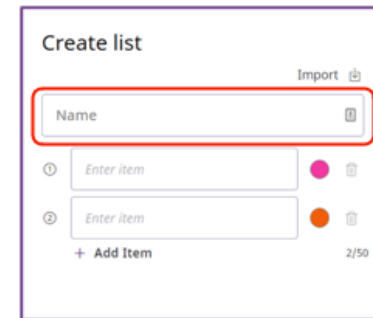
5. Click on the name of the current spinner to access the preinstalled list of spinners. Then click on **Create List +**.



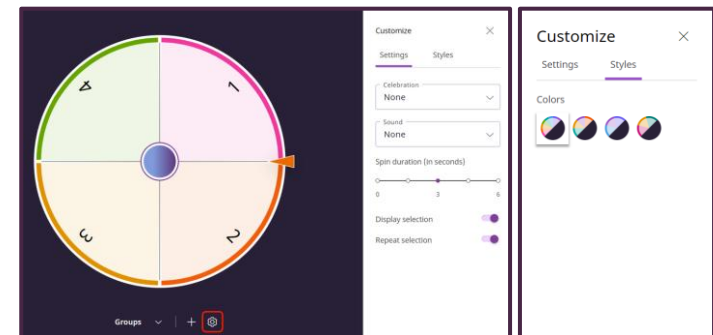
6. Click **Name** to title your spinner and begin entering items for your spinner.

Tip #1: Continue typing on the next line by either using the enter/return button on the keyboard or by clicking on the next field where it says **Enter item** or **+ Add Item**.

Tip #2: You can copy and paste from a list.



7. Click **Done**
8. Customize the settings of your spinner using the gear icon located below the Spinner.



 Your custom spinner is now available on ActivSuite or any ActivPanel 9 when you sign in using your Promethean account.