Promethean

Remote and Hybrid

Learning Guide

![Promethean logo]

At Promethean, we support global education communities with the right tools to keep classrooms connected and students engaged. We have combined the interactive tools of the ActivPanel with our award-winning lesson delivery software to help you create digital resources, connect your classrooms and engage with your students no matter where the physical classroom takes you.

ActivInspire

Record your lessons and share via Google Classroom, Microsoft Teams, Box or any cloud sharing platforms. Have students install the personal version of ActivInspire and share activities for offline interactions.

Download

ClassFlow

Interact with your students via live online lessons and create assignments, playlists, quizzes and activities to keep students connected to their learning with any device.

Create an Account

Preparing Students and Parents for Remote Learning

Message: Provide a clear, calm message of why you are providing remote learning, accessing materials, expectations and how you will communicate and support both parents and students.

Remind: Parents and students should be reminded of the district's acceptable use policy. Post a copy in your mobile learning platform.

Access: Provide or explain how students will access devices. (Either the district will provide, personal devices or if public devices are accessible.)

Internet: Explain how students will connect to the internet on their device. Provide safety tips for students on devices. Ex. Lessons will be 15 min. in length, internet safety and digital citizenship.

Applications: Provide access to applications students will need to view and interact with content.

Communication: Provide "How To" tips for signing in, accessing resources, connecting to the internet, content releases, due dates, how to communicate with the teacher, locating quiz/test scores, support guides.

Demonstrate: Provide videos or live demonstration of how to navigate the mobile environment, how to access content, create products, complete course work, quizzes and tests and how to submit items.

Schedule: Live lessons should be performed at the same time on the same set day. (Ex. The live math lesson will be every Monday and Wednesday at 9:00 am.)

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Teacher Tips for Creating Remote Resources

Microlearning: Create smaller learning units, short learning activities and keep resources organized in units.

Weeding: Remove unnecessary information.

Match Modalities: Showing on-screen animation with narration, audio with reading passages, photos to support content or sound files for pronunciations helps to prevent cognitive overload and assists students with processing.

Signaling: Highlight the information that needs to be processed and bold key words to direct the learner's attention.

Segmenting: Chunk your information to help students process information. Smaller videos (5 min. or less) break points for information and call out information.

Design: Support for all screen sizes – Larger text, easy activities and easy navigation of resources. Games should be single-screen challenges.

Assess: Quiz students often to provide them with feedback and test for documentation of student understanding.

Communicate: Post directions and communicate often on your message board. Create office hours to provide a time when students know you are available to communicate with them.

Award: Provide badges, call outs on the message board or emails to students and parents about whole class or individual success.

Anywhere Content: Content should be created/placed in formats that are accessible on all mobile devices. Ex. PDFs. Choose a platform that has players for your videos and easy upload of content.

Data Access: Access to student data to evaluate and document understanding.

Student Products: Provide resources and applications for students to create and submit.

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Administrator Tips for Remote Learning

Device Agnostic: Browser access for access to learning content and live instructional sessions.

Equitable Platforms: All teachers and students have access and support the classroom workflow in a mobile environment.

Data Security: Ensure that your mobile learning platform is iKeepSafe and compliant with the Family Educational Rights and Privacy Act (FERPA), Student Online Personal Information Protection Act (SOPIPA), and the Children's Online Privacy Protection Act (COPPA). (ClassFlow has no subscription or hidden fees and is FERPA, SOPIPA and COPPA compliant.)

Data Retrieval: Confirm that your mobile learning platform allows you to retrieve your instructional materials and student data.

Professional Development: Learning needs to be online, self-paced and provide certificates and badges. Training materials should be varied and include lesson samples, short "How To" videos, online courses for certifications and orientations and getting started manuals.

Content Materials and Management: Teachers need the ability to access a lesson repository and manage the instructional engagement of the content, assessments and the student workflow in a controlled environment.

Accountability: Assessments and student work samples demonstrate student learning and understandings. Ensure your mobile learning platform has a variety of ways for teachers to assess and gather student work.

Equitable
Access

Online
Safety

Accountability

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Resources for Content and Professional Development

Learn Promethean
Free on-demand training and teaching resources at your fingertips to help you easily get started creating interactive lessons.
learn.prometheanworld.com

Promethean Certified Teacher
Learn the foundational tools of the Promethean classroom and how to integrate these tools into your daily instruction. Showcase your proficiency by taking the exam and earning your Promethean Certified Teacher badge and certificate.
learn.prometheanworld.com

myPromethean>Resource Library
Easily preview, download, and open flipcharts in a few clicks.
mypromethean.com

ClassFlow>Marketplace
Save time with ready-made activities. Choose from lessons, ActivInspire Flipcharts, PPTs, 3D Objects and more.
classflow.com

Record and Share with ActivInspire

Record your ActivInspire flipcharts, desktop and computer applications to create lesson materials to share with your students.

Examples:

- Modeling New Skills
- Digital Storytelling
- Presenting Content
- Instructions/Directions for Tasks
- Science Experiments
- PE Exercises
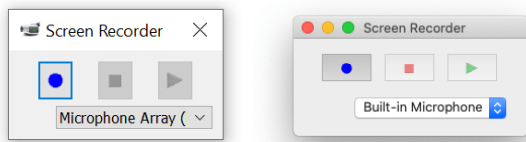- Navigating the Mobile Environment

TIP
- **State the purpose**
- **Get to the point**
- **Keep recordings short**
- **Align recordings with**

ActivInspire Screen Recorder

Open ActivInspire – **Tools**>**More Tools**>S**creen Recorder.**
Choose between **Full Screen Recorder** or **Area Screen Recorder.**

If you choose **Full Screen Recorder**, the recorder will automatically launch. With **Area Screen Recorder**, drag to create the area you wish to record, then click **Launch Recorder**.
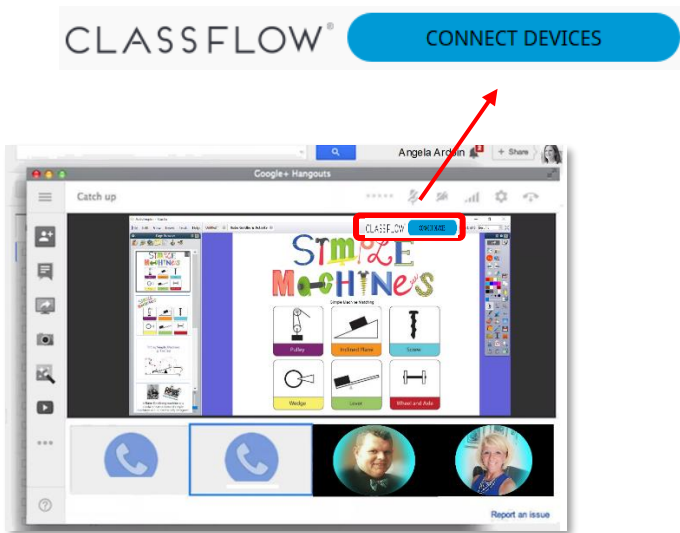
Share to Google Classroom

1. Save your recording to your Google Drive
2. Open Google Classroom
3. Select Share with class>Add>Google Drive >Choose File>Add
4. Assign to Classes

When you are ready to begin, click **Record**. The Save a Recorder File dialog box opens. Choose the location you wish to save the file to, enter a name, and click **Save**.

For Windows, recording is indicated by alternating blue and red flashing dots. For Mac, recording is indicated by a solid blue dot and continues until **Pause** or **Stop** is pressed.

Share to OneNote

1. Save your recording to your computer
2. Open OneNote
3. Select Insert>File>Insert Attachment>Choose File
4. Locate your recording

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ActivInspire and Live Polling

Present your flipcharts through any telecommunication learning platform such as Skype or Google Hangouts and connect students to conduct live polling sessions.

CLASSFLOW® CONNECT DEVICES

Connect

ClassFlow Connect

1. Create a ClassFlow account
2. Select ClassFlow Connect in ActivInspire
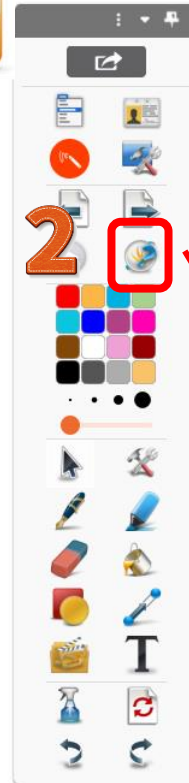3. Sign in with your ClassFlow credentials

Polling in ActivInspire

1. Open ActivInspire.
2. Select the Express Poll.
3. Select the Poll Option.

TIP

- **Guided Reading Questions**
- **Check for Understanding**
- **Building Concept Maps**
- **Fun Games**
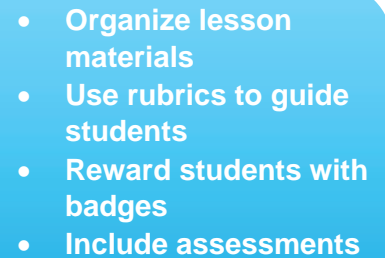- **Use Desktop Annotate during live lessons**

Create and Engage with ClassFlow

Create Assignments, connect students to lessons, quiz and submit student products in an easy online environment that provides
fluid interactions and submissions.

Examples:

- Live Lessons
- Live Polling
- Assessments
- Assignments
- Student Accounts
- Announcements

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- **Organize lesson materials**
- **Use rubrics to guide students**
- **Reward students with badges**
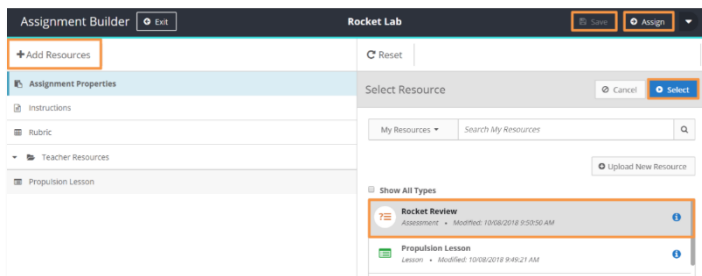- **Include assessments**

Create a Student Assignment

Log into your ClassFlow account.

Create a Class.

Upload your resources (Resources>New>File Upload).

Create an Assignment (Resources>New>Assignment>Title>Save).

Organizing Resources (Add Resources>Select Resource>Select).

Assign (Assign>Choose Class>Deliver).

Google Classroom

1. Add ClassFlow app to G-Suite

2. Lessons, Assessments and Activities stored in Google Drive

3. Assign via Google Classroom
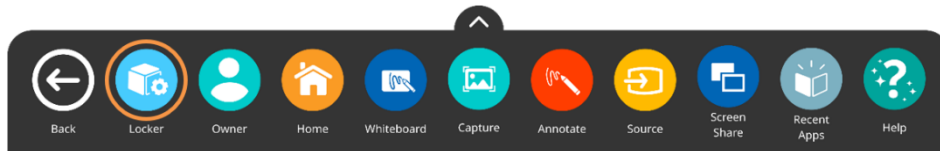

Polling/Assessments

1. Create assessment Resources>New> Assessment

2. Add the assessment to your assignments

ClassFlow Classes

Create a Class

Log into ClassFlow.

Classes>New>Add a Class.

Name Your Class>Student Generated.

- ClassFlow Marketplace
- Import ActivInspire Flipcharts
- Deliver Lessons
- Create badges for standards

TIP

Most Popular

Student Generated Class

We recommend this type of class as it allows for distance learning. Students have their own accounts and you can invite Parents.

Choose and Create

- Share Content
- Assignments
- Student Accounts
- Assessments
- Results History
- Award Badges

Enrolling Students

Log into ClassFlow.

Classes>Chose Your Class>Roster>Class Code>Select Choose.

Students create their account and use the class code to enroll.

Open Class
Connect your students

Q 4 Z W W

Live Polling

1. Deliver Lesson Resources>Choose Lesson>Deliver
2. Connect Students Classflow.com/student
3. 8 Types of Polling Options

Creative   Word Seed
Text   Number
Multiple...   Scale...
True / False   Yes / No

View Polling Results

1. Choose Class>Drop Down
2. Delivered Polls>Lesson
3. Review

Show Names   Scorable Items

Card 6

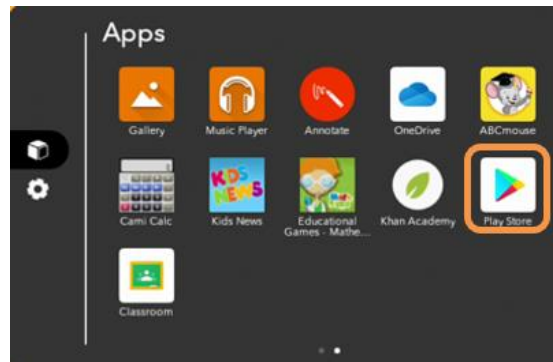|	1	2	3	4	5	6	7
Student 1	●	●					
Student 2							
Student 3							

Video Conferencing on the Promethean Elements Series ActivPanel

Install the district approved video conferencing app from the Promethean store that is preinstalled on your panel. To install apps from the Google Play Store, select the **Unified Menu**, then tap **Locker**.

From the **Apps** tab within the Locker, select **Play Store**.

Locate the video conferencing app you wish to install on your ActivPanel and tap **Install.** You may be prompted to confirm the installation once more.

Installed apps will automatically display within your **Locker** for easy access. If you have more than 15 apps installed, swipe left or right to navigate between pages and locate the newly installed app.

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Video Conferencing with Google Meet

 Starting a video conferencing session with Google Meet, you will need to open the Google Meet app. Select the **Unified Menu**, tap **Locker** and locate the Google Meet app, tap to open it and sign into your account.
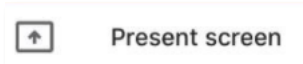
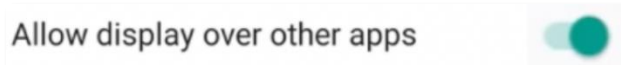Starting a new meeting, select either **New meeting** or **Meeting code**.

After the meeting has begun, tap the **menu** in the top right corner of the screen.

Select **Present screen** from the menu.

The first time you are using the app you will need to toggle the *Allow display over other apps* option **on** and tap **Back**.

You are now presenting your ActivPanel screen, anyone who is logged into the same meeting will see the ActivPanel screen and any navigation that is made on the ActivPanel.

Tips:
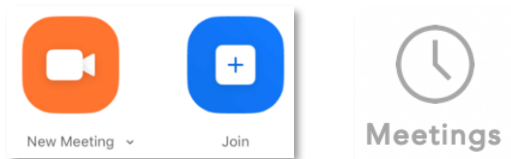Sharing Audio: Connect a microphone or webcam with built in microphone to the ActivPanel.

Side by Side Screen Sharing: Sharing the instructional space and the ActivPanel at the same time. Choose a camera set up (computer with built in camera, webcam, tablet or phone) and direct it at the ActivPanel. Launch the application on your computer and join the session as a participant from you panel.

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Video Conferencing with Zoom

Starting a video conferencing session with Zoom, you will need to open the Zoom app. Select the **Unified Menu**, tap **Locker** and locate the Zoom app, tap to open it and sign into your account.

Starting a New Meeting, Join, or start a previously scheduled meeting from the Meetings icon at the bottom of the screen.
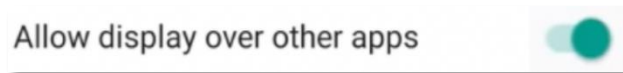
New Meeting   Join   Meetings

Select **Share** and **Screen** from the menu located at the bottom of screen.

Share icon

The first time you are using the app, you will need to toggle the *Allow display over other apps* option **On** and tap **Back**.

Allow display over other apps

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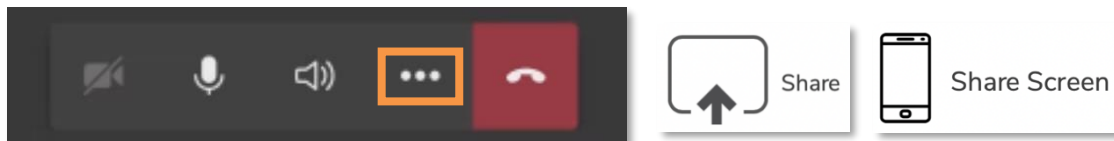
Video Conferencing with Microsoft Teams

 Starting a video conferencing session with Microsoft Teams, you will need to open the Microsoft Teams app. Select the **Unified Menu**, tap **Locker** and locate the Microsoft Teams app, tap to open it and sign into your account.
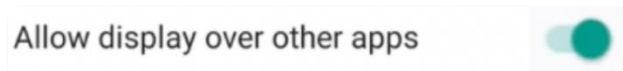
Starting a New Meeting, tap on the **Calendar** icon located at the bottom of the screen and select **Join** to join a previously scheduled meeting, then tap on **Join now**.

To share your screen, tap on **More Actions** located on the menu bar at the bottom center of the screen and tap on **Share** and **Share Screen.**

The first time you are using the app, you will need to toggle the *Allow display over other apps* option **On**, and tap **Back**.

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