



Promethean ActivSuite™ for Chrome devices

License redemption guide



Disclaimer

This step-by-step guide is designed for IT Administrators for the use of Promethean ActivSuite on **Chrome devices only**. If your location does not have an IT Administrator, please appoint someone to be in charge of managing Promethean ActivSuite licenses and share this with them.

We recommend that **new customers** follow steps 1 to 3 ahead of receiving their Promethean ActivSuite redemption codes if possible.

End-users who have already been assigned a license seat and don't have an IT Admin in their location should read the [Self-installing the software](#) section of Step 4 below to download and install the Promethean ActivSuite apps on their Chrome device.

Promethean ActivSuite brings applications from the apps menu of Promethean panels to various operating systems (Windows, macOS and Chrome), allowing users direct access from the computer or modular compute device of their choice.

Read this guide carefully to redeem and manage Promethean ActivSuite licenses. Licenses are required to give Chrome users access to the following tools: Annotate and Screen Share receiver. Other ActivSuite components (Timer, Spinner and Explain Everything) can be accessed as described in [Step 3](#) below.

Table of contents

Step 1 – Creating a Promethean user account and an organization	4
Creating your Promethean account	4
Creating an organization.....	5
Step 2 – Adding users to your organization	7
Step 3 – Downloading Promethean ActivSuite apps	9
Step 4 – Redeeming Promethean ActivSuite licenses	11
Redeeming Codes.....	14
Assigning license seats to users	16
IT Admins.....	17
Self-installing the software	17
Step 5 – Signing in to start using Promethean ActivSuite apps	19

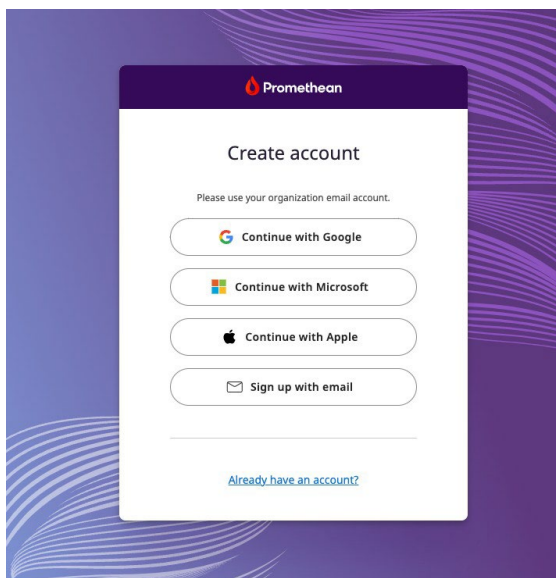
Step 1 – Creating a Promethean user account and an organization in Promethean Web

Promethean Web is Promethean’s device, user, and application management platform.

If your school or district already has an organization in Promethean Web and you have the [role of Organization Administrator](#) (“Org Admin”), please go to [Step 2](#).

If your school or district does not already have an organization in Promethean Web, you will need to create a Promethean user account first, using your school’s email domain. You will then create an organization in Promethean Web. You will be given the [role of Organization Administrator](#). Follow the instructions below.

Creating your Promethean account



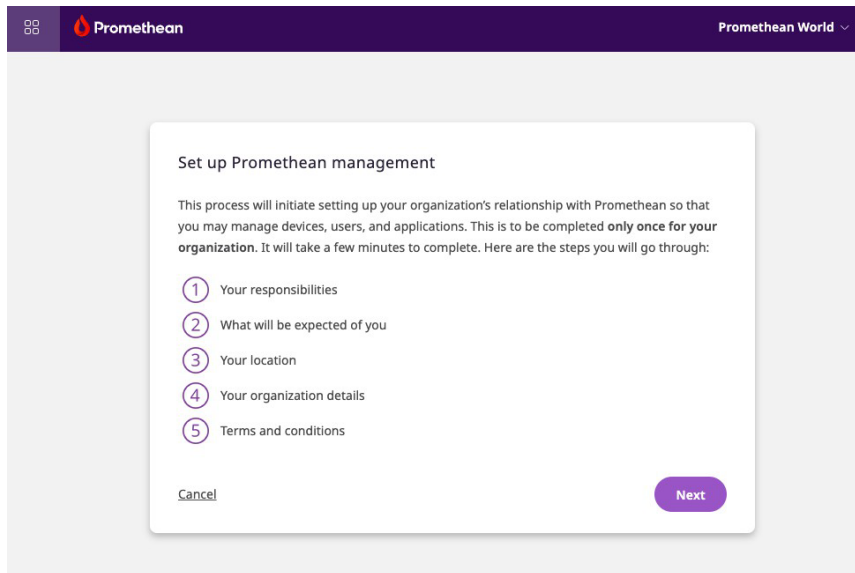
1. Navigate to one.prometheanworld.com.
2. Select **Create your account**.
3. Choose a way to sign up.
 - a. **Option 1: Continue with Google** - Enter your credentials and connect your Google account. Choose “IT Administrator” from the “Job in your organization” dropdown. The next time that you sign in, select **Sign in with Google**.
 - b. **Option 2: Continue with Microsoft** - Enter your credentials and connect your Microsoft Office 365 account. Choose “IT Administrator” from the “Job in your organization” dropdown. The next time that you sign in, select **Sign in with Microsoft**.

- c. **Option 3: Continue with Apple** - Enter your credentials and connect your Apple account. The next time you sign in, select **Sign in with Apple**.
- d. **Option 4: Sign up with email** - Complete the required fields in the form and verify your account. Choose “IT Administrator” from the “Job in your organization” dropdown. The next time that you sign in, select **Sign in with email**.

You’re now ready to create an organization in Promethean Web.

Creating an organization

1. Navigate to one.prometheanworld.com and sign in using the method chosen previously.
2. Make sure that your job title in your account profile is set to “IT Administrator”.
 - a. Click on the profile icon at the top of the page and select **Account**.
 - b. Select **Edit profile** on the Profile page.
 - c. Use the drop-down menu for “Job in your organization” to select **IT Administrator**.
 - d. Click **Save**.
3. Set up Promethean management to create an organization.
 - a. Select **Set up Management** from the home page.
 - b. Follow the onscreen instructions and go through the steps to enter the required information.



Note: Only one person from your organization should complete this process. The person who submits the request form will be assigned the role of Organization Administrator (“Org Admin”).

- i. **Your responsibilities** - Select the option below:
- ii. I am responsible for choosing management solutions for my organization.

- iii. **What will be expected of you** - Check both options below:
 - iv. I agree that I will assume the role of “Organization Administrator”
 - v. I agree that I will grant access to others in my organization
 - vi. **Your location** - Enter your location information to help our team find your organization in our system. All location fields are required except the postal code.
 - vii. **Your organization details** - Enter the preferred name for your organization. If it is a commonly used name, please add other information to the name that will make it unique to you, e.g. “Promethean School District.”
 - If possible, enter the email domain name for your organization and identify whether this domain is used by only one organization.
 - Entering a unique domain ensures that users with this email domain who subsequently register with Promethean are automatically added to your organization.
 - If your organization does not use a unique domain, or if you do not provide a domain on the form, then users will need to be added manually.
 - viii. **Terms and conditions** - View the Terms and Conditions and select the checkbox to confirm that you have read the terms and that you have the authority to request administrator setup on behalf of your organization.
- c. Click **Submit**.
 - d. You will receive an on-screen notification that your Promethean Management setup request was received, as well as an email notification that your request is being processed.
 - e. **Note:** Please be sure to check your spam folder.
 - f. You will receive another email when your setup request is complete.

Step 2 – Adding users to your organization

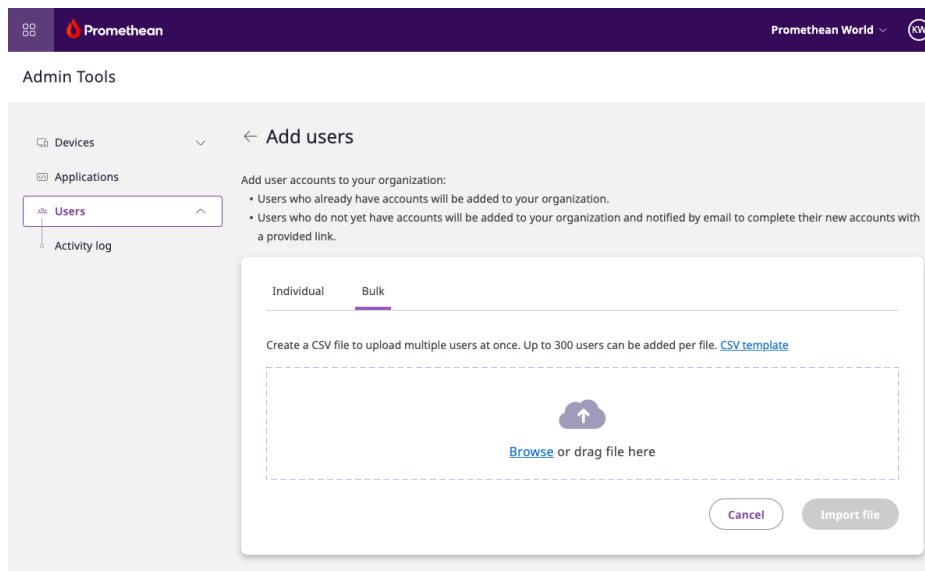
If you have already added all the users to your organization, please go to [Step 3](#).

If you have just created your organization, you will need to add users to it. If your school or district already has an organization set up, you may still need to add users to give them full access to Promethean ActivSuite.

Note: If you provided a domain name for your organization during the organization creation process, users who create accounts using the matching domain will automatically be added to your organization.

Manually add users to your organization

1. Sign in to one.prometheanworld.com.
2. Select **Apps** at the top then **Admin Tools**.
3. Navigate to **Users** in the main navigation, then select **Add**.
4. Select an option for adding your users:
 - a. **Individual:** Enter the email addresses of the user that you would like to add to your organization.
 - b. **Bulk:** Upload a CSV of emails that you would like to add to your organization (you can download a template to ensure the formatting is correct). Watch [this video](#) for instructions on how to bulk-upload users.



5. Submit the list of users you would like to add to your organization.
6. Complete setup of the accounts for new users who do not already have accounts. Select the appropriate values below:
 - a. Country/Region

- b. Language
- c. Account Type (Google, Microsoft, Apple, Email) - This will determine how the user signs in to Promethean Web.

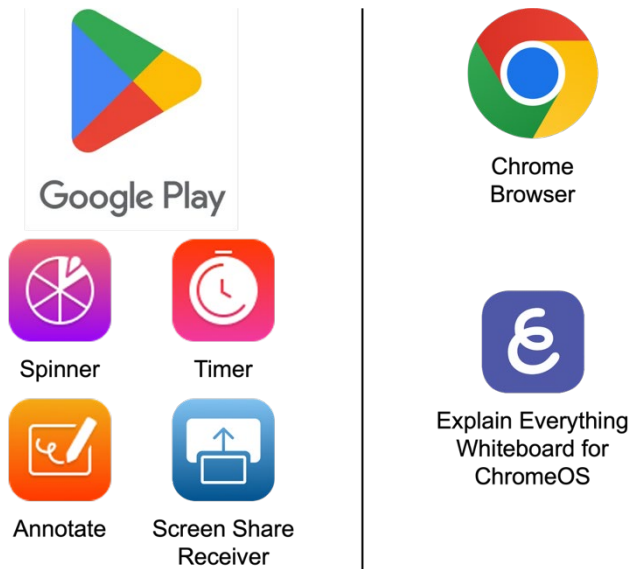
Note: If “Email” was selected as the Account Type, the user will receive a confirmation email to complete their account with a temporary password.

Step 3 – Downloading Prometheus ActivSuite apps and Screen Share receiver

If possible, Org Admins should download all the individual Prometheus ActivSuite apps from Prometheus Web and Google Play at this point, then push them out to the compute devices and user devices using Google Admin Console.

Pushing Prometheus software to user devices ahead of time will save time for those users: they will not need to download and install the apps themselves.

The apps can be found in the following online locations:



- **Spinner, Timer, Annotate and Screen Share receiver:** Download from the [Google Play Store](#). Access requires a licensed seat assigned by the Organization Administrator. Each application will need screen overlay permissions granted before first use, and each application will also need to be signed into.
- **Explain Everything** (free plan): Access by [adding a browser link](#) to the [Explain Everything Whiteboard for ChromeOS](#) and setting it to open in its own browser.
 - **Note:** Explain Everything Whiteboard for ChromeOS will be undergoing changes as Prometheus further develops Prometheus ActivSuite for ChromeOS. The whiteboard link above is temporary and will be removed at a later date.
- **Explain Everything** (subscription plan): Access by [adding a browser link](#) to [Explain Everything Advanced](#), and setting it to open in its own browser.

Note:

The Screen Share **receiver** allows users to display shared screens on their device.

To share a screen to a device with the Screen Share receiver installed, other devices need to have the Screen Share **sender** installed (a separate tool not included with Promethean ActivSuite). [Other methods](#) can also be used in certain cases.

- [Download the Chrome Screen Share sender extension](#)
- [Download the Windows or Mac Screen Share sender app](#)

Install each individual app through Google Admin Console, then push the apps (as well as the Explain Everything browser link) to the users' Chromebox, Chrome OPS, or Chromebook shelf and pin them there.



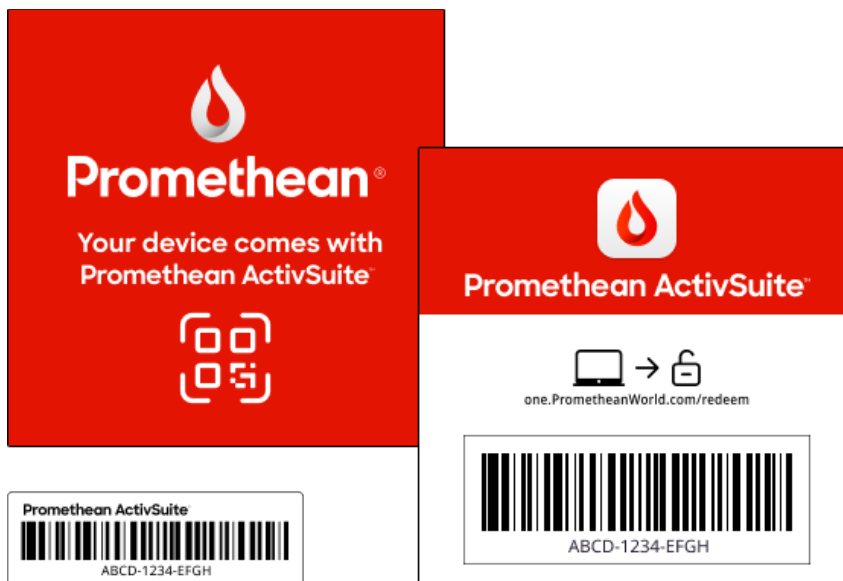
If, in your location, end-users usually need to download and install apps themselves, they can install the Promethean ActivSuite apps on their devices at a later time, once they have been assigned license seats. Please make sure you share the information in the [Self-installing the software](#) section of Step 4 below with them.

Step 4 – Redeeming Prometheus ActivSuite licenses and assigning seats to users

Each ActivPanel 10 comes with a redemption card attached containing a QR code on the front and a barcode on the back.

- The QR code has a link to a webpage with instructions on how to redeem licenses for Prometheus ActivSuite.
- The barcode is a redemption code used to redeem license seats.

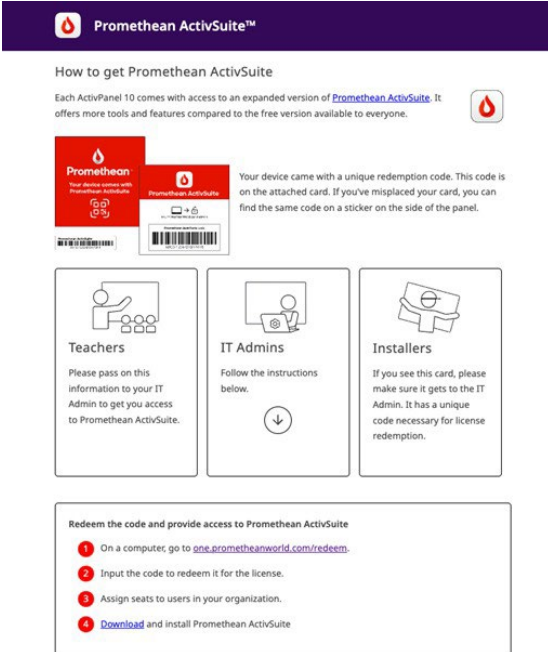
There is also a back-up sticker on the left side of the panel with the same barcode, in case the card is lost.



Note: All the cards should be collected from each ActivPanel 10 purchased and given to the person who will be managing the implementation of Prometheus ActivSuite licenses. For customers who have already created an organization via the Prometheus management setup process (see [Step 1](#)), this is the person with the [role of Organization Administrator](#).

Follow the instructions below to redeem Prometheus ActivSuite licenses and assign license seats to users.

For more information about the redemption process, scan the QR code on the card. This will take you to the [Promethean ActivSuite instructions page](#). This step is optional.



Promethean ActivSuite™

How to get Promethean ActivSuite

Each ActivPanel 10 comes with access to an expanded version of **Promethean ActivSuite**. It offers more tools and features compared to the free version available to everyone.

Your device came with a unique redemption code. This code is on the attached card. If you've misplaced your card, you can find the same code on a sticker on the side of the panel.

Teachers
Please pass on this information to your IT Admin to get you access to Promethean ActivSuite.

IT Admins
Follow the instructions below.

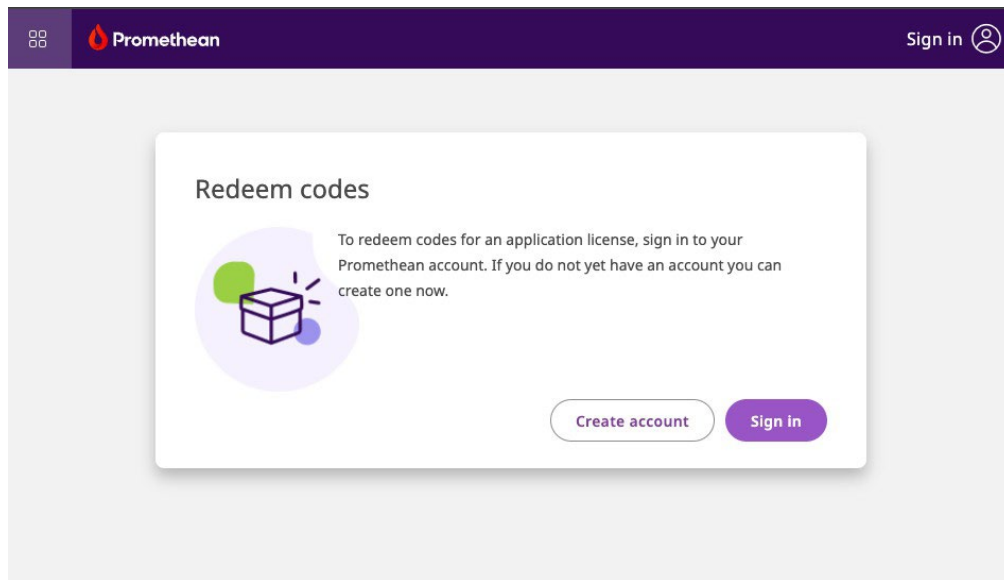
Installers
If you see this card, please make sure it gets to the IT Admin. It has a unique code necessary for license redemption.

Redeem the code and provide access to Promethean ActivSuite

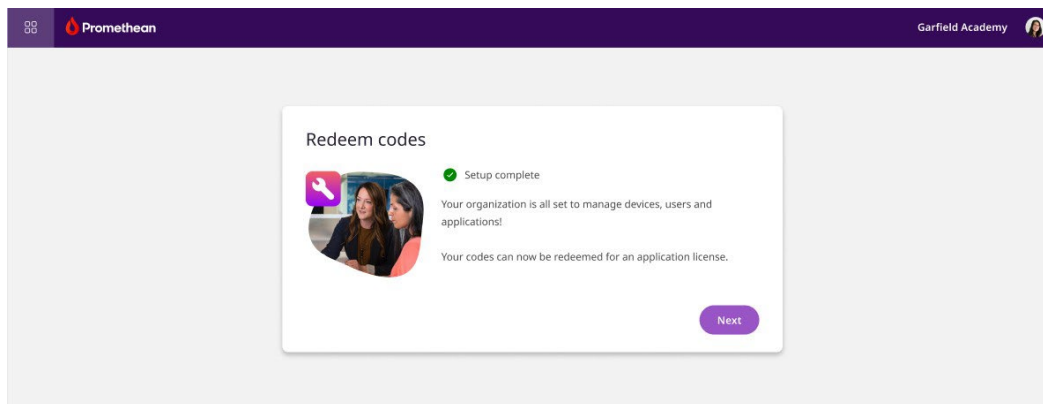
- 1 On a computer, go to one.prometheanworld.com/redeem.
- 2 Input the code to redeem it for the license.
- 3 Assign seats to users in your organization.
- 4 [Download](#) and install Promethean ActivSuite

1. Navigate to one.prometheanworld.com/redeem and sign in with your Organization Administrator account.
 - a. **Note:** Only an [Organization Administrator](#) can redeem software seats for Promethean ActivSuite.
 - b. If you do not have an Org Admin account, or did not go through the Promethean management setup beforehand, you will be prompted to create a Promethean account and an organization at this point. You may also need to then add users to the organization.

- c. **Important:** Only one person from your organization should complete this process. If you are not sure, please first check if there is already an Org Admin in your organization.



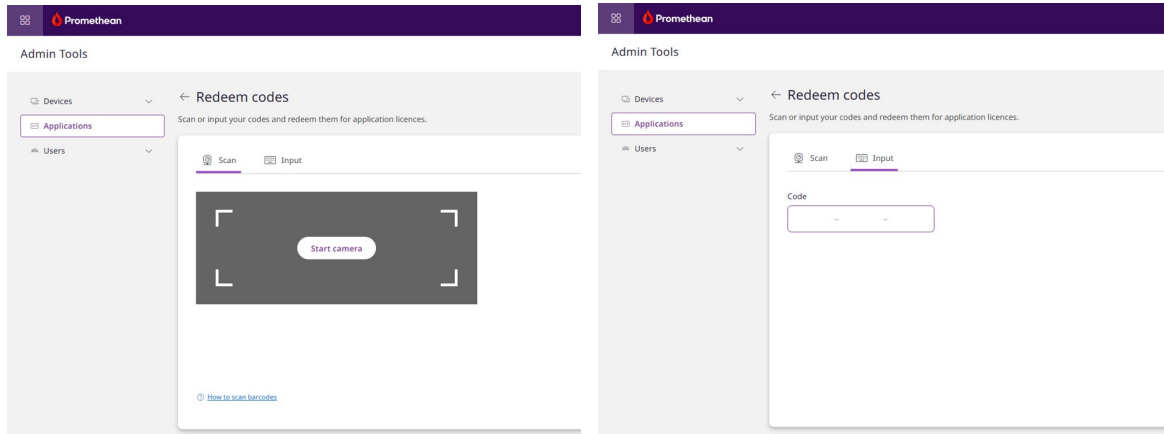
2. Click **Create account** and follow the instructions on screen.
- a. For more information about this process go back to [Step 1](#) and then [Step 2](#) if necessary.
3. Once setup is complete, you will receive an on-screen confirmation that your codes can now be redeemed. Click **Next**.



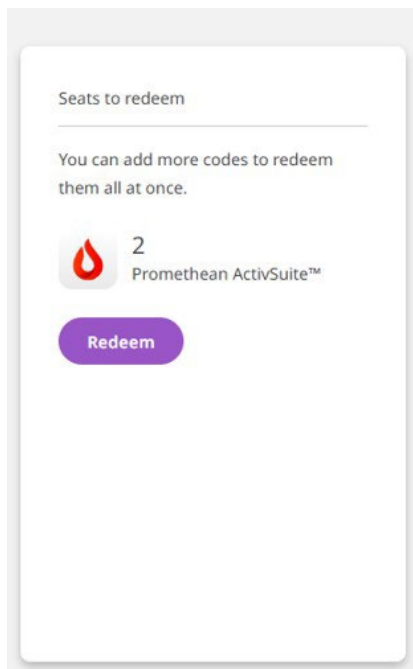
Redeeming Codes

To redeem the codes on the cards, you can either scan the barcodes (“Scan” tab) or enter the codes manually (“Input” tab).

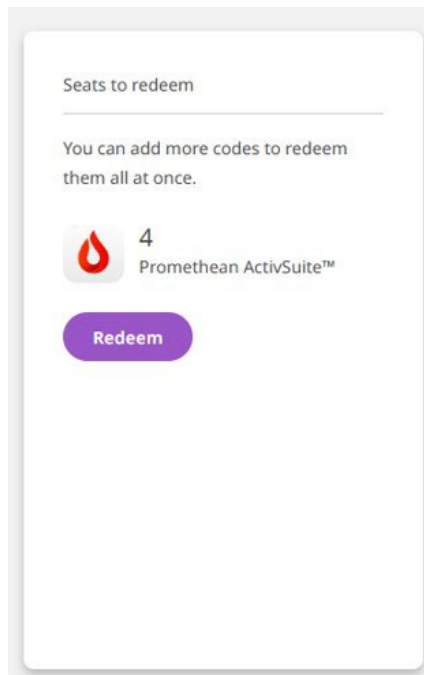
1. Select your preferred method and add a code.



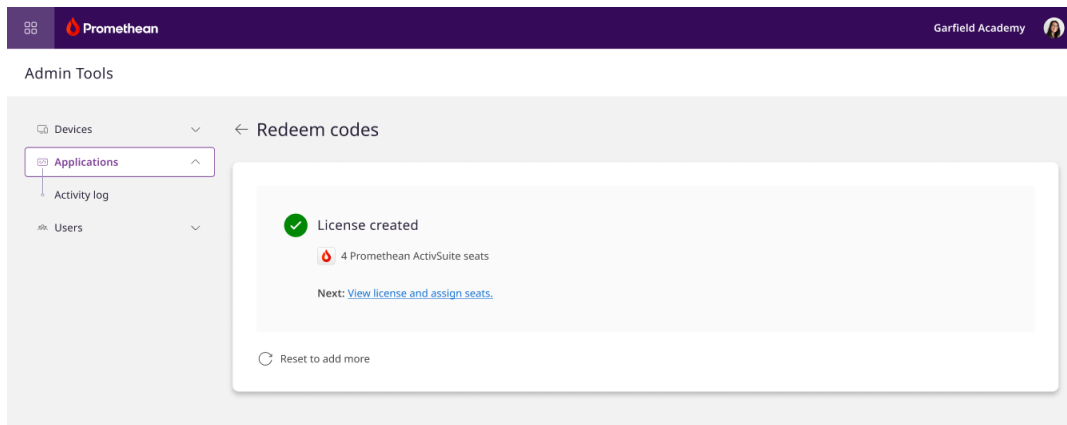
2. The code will be checked for validity.
3. If successful, a message will confirm that two seats have been added for Promethean ActivSuite. The number of seats will also appear on the right.



- a. If you have more than one code, you can continue adding more and redeem them all at once at the end.

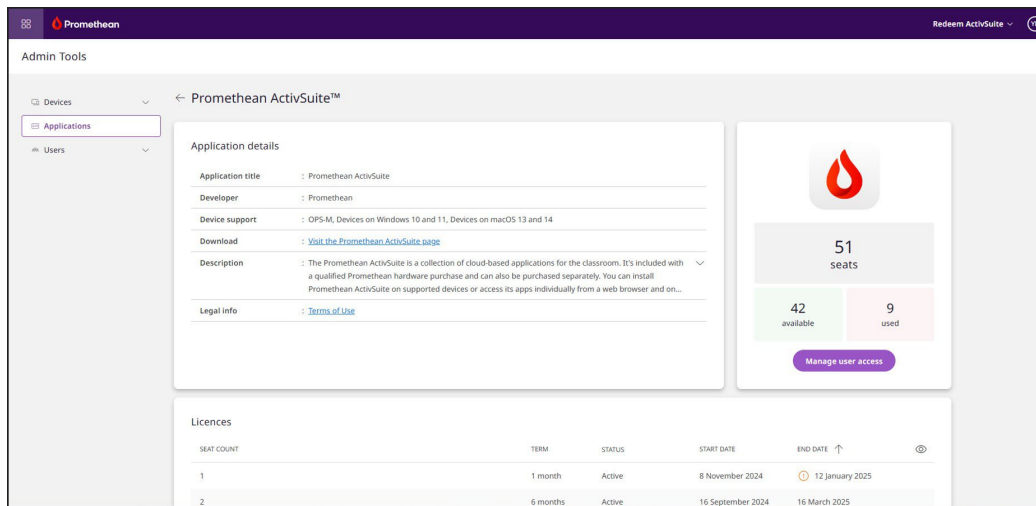


- b. **Note:** If you try to leave the page, a message will pop up. If you select **Leave**, the codes will not be saved and you will need to start again.
4. Once all the codes have been added, click **Redeem**.
5. On the next page, you will see the total number of Promethean ActivSuite seats that have been redeemed.



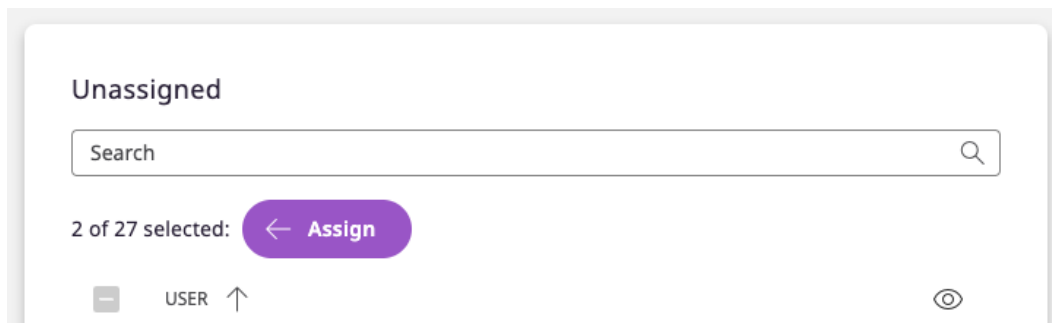
Click the link to view the Promethean ActivSuite application page and start assigning seats to users.

6. On the Promethean ActivSuite application page, click **Manage user access** to start assigning seats to users in your organization.



Assigning license seats to users

1. Select users from the 'Unassigned' column. The 'Assign' button appears at the top.



2. Click **Assign**. The selected users are moved to the 'Assigned' section.
3. Selected users are now given access to the full set of apps in Promethean ActivSuite. We will refer to these users as "assigned users".
4. If you make a mistake of want to unassign certain users in the feature, select users from the 'Assigned' column, then click **Unassign** to remove their access. For each unassigned user, you will receive one license seat back.

Assigned users will receive an automated confirmation email telling them they can now use Promethean ActivSuite apps.

IT Admins

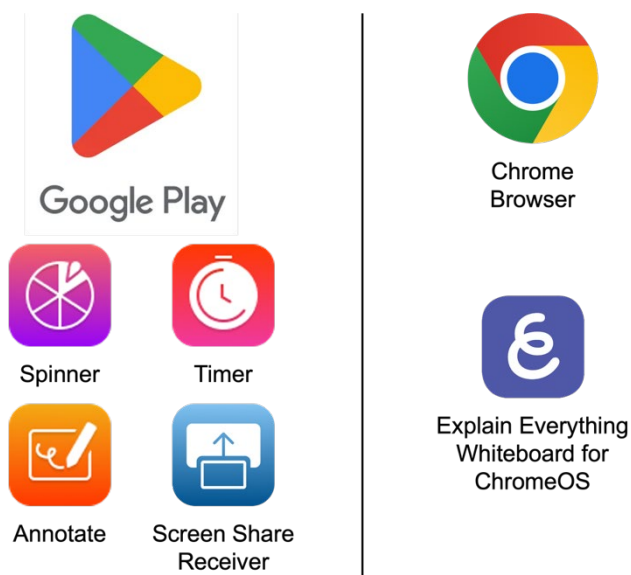
If you have already pushed the individual Promethean ActivSuite apps to user devices and pinned them to their shelf, there is no further action needed from the user.

If you have not yet done so, please follow the instructions in [Step 3](#) to download and push them out to end-user devices now. Once done, users should see each Promethean ActivSuite app on their shelf.

Self-installing the software

For end-users who usually need to download apps themselves, read the information below. Users with assigned seats will be able to install the Promethean ActivSuite apps individually on their Chrome devices and pin them to their shelf.

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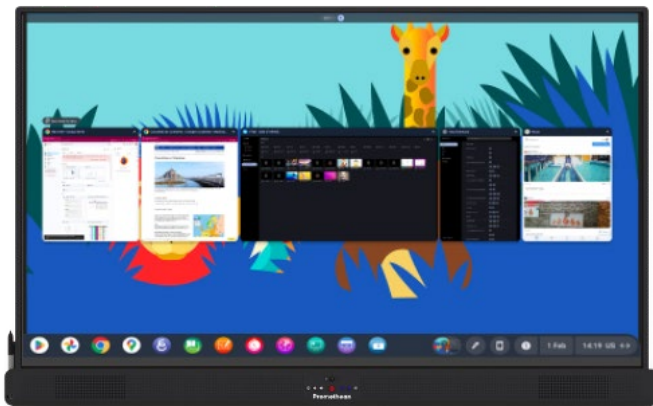
Step 5 – Signing in to start using Promethean ActivSuite apps

Each ActivSuite app is now available from the shelf.



If installed, the Screen Share sender extension is available from the Chrome browser.

In order to use those apps, users will need to sign into their Promethean account on Promethean Web or when prompted upon opening a specific app. **Note:** Only assigned users have access to Annotate and the Screen Share receiver.



Notes:

1. The sign-in method for each user was selected by the Organization Administrator who added users to the organization or by the user themselves if they created their own Promethean account. See [Step 2](#) for more information.
2. Users with an Explain Everything plan (for example Explain Everything Advanced or the Class plan) will need to click on the Explain Everything browser link and sign into their Explain Everything account.