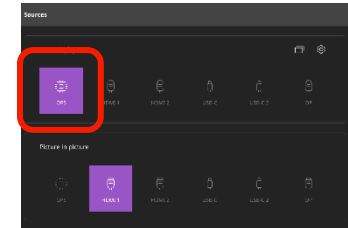


## Guided Practice on Your ActivPanel 10 and OPS-A

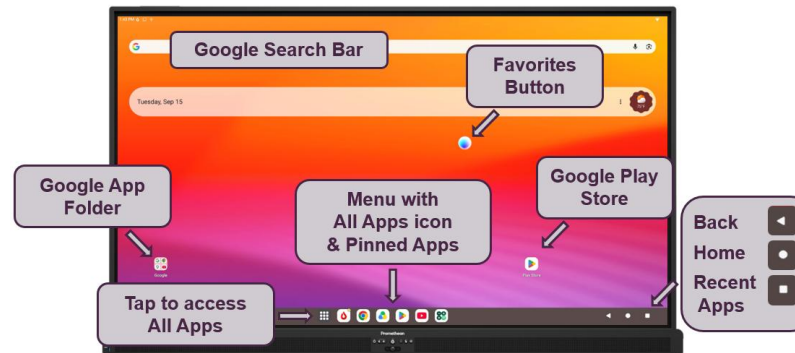
### Power on your ActivPanel 10

- Locate and press the **Power button** on the console.
- If you have multiple sources connected, use the **Source button** to switch to the **OPS** source.
- If the OPS is pin protected, you will need to swipe up and enter the pin/password.



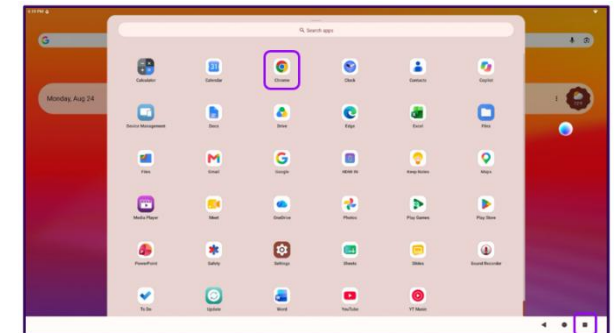
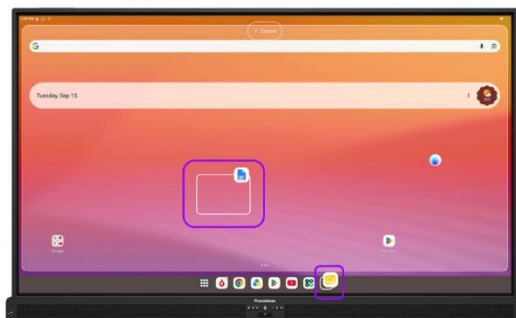
### Home Screen

- Below is an overview of the home screen of the OPS-A device.



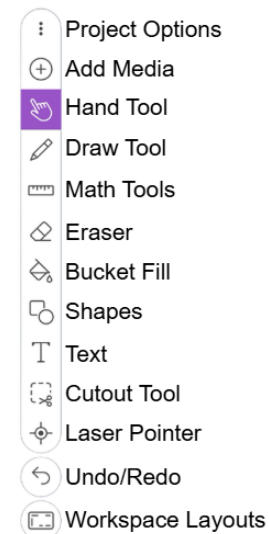
## Applications

- Tap on **Applications** to access the **App Drawer**. 
- Press and hold on the **Chrome** app. Drag it to a spot on the home screen or in an available spot on the menu along the bottom.
- Repeat the process for 2 other apps of your choice.



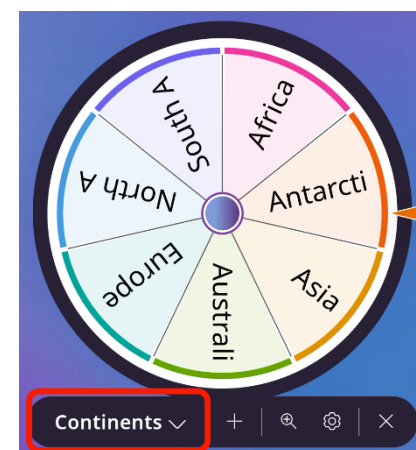
## Explain Everything Whiteboard App

- The **Explain Everything Whiteboard** is located in the Promethean ActivSuite menu which is pinned in the main menu at the bottom of the home screen. 
- Tap on **Explain Everything Whiteboard**. 
- Press the **Home** icon.  Notice you can start with a blank canvas, template, or file. Select **Blank Canvas**.
- Begin writing with multiple points of touch. 
- Switch to the **Hand Tool**  to move or resize (pinch) your annotations.
- Change the **background** (color and/or built-in backgrounds) by *long pressing on the canvas* and selecting **Edit Background**. 
- Select the **Add Media tool**.  Notice all the media you can add!
- Select **Clipart** and add an emoji to the canvas.
- Tap on your emoji to open the **object menu**. Select the **three dots** and **duplicate** your image.
- Select the **Layouts** button and then choose **Split**.   Now you have two whiteboards for ultimate student interaction!
- Open another Blank Canvas by tapping on the **House** in the upper left corner, select **Discard**, then **Blank Canvas**.



## Create Custom Spinners

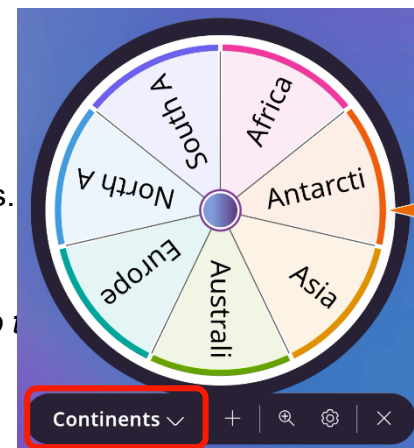
- Swipe up from the bottom of the screen to access the menu.
- Tap on **Promethean ActivSuite**. 
- Tap on the **Spinner** app. 
- Tap the current spinner title and select **Create list +** from the drop-down menu.
- Title spinner **Seasons**.
- Enter the 4 seasons: Fall, Winter, Spring, and Summer.
- Tap **Done**.
- *Optional:* Tap on settings gear  and customize your spinner.
- Move the spinner to the center of the screen.
- Spin your custom spinner by tapping the blue center.
- Create another custom spinner of your choice.
- Tap on the **X** to close the Spinner when you are done.



## Timer

- Swipe up from the bottom of the screen to access the menu.
- Tap on **Promethean ActivSuite**. 
- Tap on the **Timer** app. 
- Tap on the **Gear** icon to customize **Settings** and **Style**.
- Set a 1-minute timer using the up and down arrows above and below the numbers.
- Press play to view your customizations.
- Tap on the **X** to close the Timer when you are done.

*Spinners and timers are a great way to bring friendly competition into the classroom.*



## Annotate and Capture

- Tap on **Applications** to access the **App Drawer**. 
- Locate and tap on the **Chrome** app.
- Search for a beach image. Go to the Images tab in Chrome. Tap on the picture of your choice.
- Open the **Annotate** app  (located in the ActivSuite menu).
- Change the pen color and draw yourself on the beach.
- Capture your artwork by tapping on **Capture** in the Annotate app.
- Crop your image, tap **Done** then **Open**. Your image will open in the Explain Everything Whiteboard app.
- Resize (pinch and zoom using two fingers) the image to make it smaller or bigger.



## Screen Share a Device

### iPhone, iPad, Android Phone or Tablet

- Swipe up from the bottom of the screen to access the menu.
- Tap on **Promethean ActivSuite**. 
- Tap on the **Screen Share** app. 
- On your mobile device, download **Promethean App** from your app store. 
- In mobile app, open the app and tap the white **Screen Share** button.
- Still in mobile app, enter the panel ID shown on the Screen Share app (*on the ActivPanel screen*) and your name.
- Tap **Continue** then **Start Broadcast**.
- On the ActivPanel screen, tap on the people icon that shows the number of people in the waiting room. 
- Select the devices you want to share and tap the purple **Share** button at the bottom of the screen.

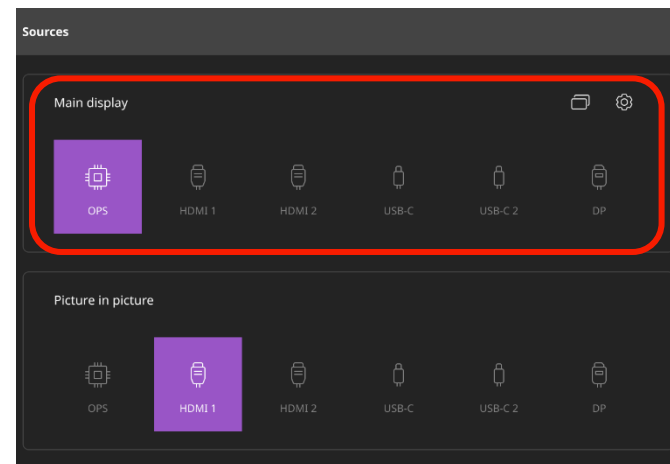
## Screen Share a Device (continued)

### Windows/Mac/Chrome Extension

- Download the **Screen Share app** for Windows or Mac by going to [share.one.prometheanworld.com](https://share.one.prometheanworld.com) or add the Screen Share chrome extension.
- Open the **Screen Share app** on your ActivPanel. 
- On the Screen Share app on your device, enter the panel ID and your name and select **ENTER WAITING ROOM**.
- On the ActivPanel screen, tap on the people icon that shows the number of people in the waiting room. 
- Select the devices you want to share and tap the purple **Share** button at the bottom of the screen.
- When you are finished, tap on the **X** in the black bar along the bottom of the screen and select **Close**.

## Connect another device to your ActivPanel

- Plug the USB-C cable into the side or front port on the panel.  
If you do not have a USB-C cable, use HDMI and USB Touch cables.
- Plug the cable(s) into your computer.  
You may need an adapter if you do not have an HDMI or USB port on your computer.
- Tap the **Source button** on the console.
- Tap on the source you've connected to under **Main display** to change the source.
- Picture in picture:
  - Or you can also tap on the source you just connected to under Picture in picture to utilize 2 touch enabled sources.
  - To get out of Picture in picture, go back to **Source**, and tap the Picture in picture source again to unselect it.



## Resources

- Open the **Chrome** app.
- Navigate to <https://learn.prometheanworld.com/>
- Explore **Online courses**, **Video tutorials**, **Resources**, and **Learning packs** related to the ActivPanel 10 and OPS-A.

