



End of School Recommendations

by Promethean Customer Care

“Help! The janitors waxed the floors over the summer, and I think they threw my cables away!”

“Help! The tech people re-imaged my computer over the summer, and now all of my flipcharts are gone!”

“Help! Today is the first day of school, and my board doesn’t work!!”

Do any of these statements sound familiar? We understand that the beginning of the year can be a very stressful time for you. Let’s face it. You have to redecorate your room, get your lesson plans together, and on top of that you have to learn 25+ more names and faces! Also, being in a technological society, NOW you have to concern yourself with the Activboard in your room that has become the staple of your teaching. We, Promethean’s Customer Care department, do not wish to give you anymore heartburn than you will already have during that time.

Did you know that there are things you can do **now** (the end of school) that will make the start of school less stressful? With that in mind, we would like to present to you a few housekeeping items that you may benefit from upon your return in the fall.

End of School Checklist

- Store pens, power supplies, USB, and any other loose cables in a safe place (i.e. file cabinet, your desk, bundled up near the top of the board, etc.)

NOTE: The custodians may not be familiar with the Actioboard, so they might not recognize the components. They have a job to do, and anything that is in the way might get discarded or misplaced.

- Back-up all your flipcharts, saved images, downloaded resources, etc.

NOTE: While you are away, the technology department still works! Sometimes they will re-image your computer over the summer. This means that they wipe your computer clean by putting a fresh, new image on it. They also may not be familiar with Actiosoftware, so they may not back-up your files for you. Before you leave for the summer, use a USB flash drive or some CD-Rs to save your files.

- Write down your Promethean Planet username and password and store it in a safe place.

NOTE: You should have received a blue name card when you signed up.

- Visit Promethean Planet and the Knowledgebase often to stay abreast of changes that happen over the summer.

NOTE: Stay tuned for updates to ActioInspire!

- Be sure to test your board BEFORE your students arrive.

NOTE: Our support for you will be optimal with the least amount of distractions in the room.

- ☑ Place a note on the Activboard indicating not to use markers on it.

NOTE: Your room may be used for summer school by people who are not familiar with Activboards.

Appendix

File paths for Personal & Shared Resource Libraries

In case you're unfamiliar with where you are saving your flipcharts, here are a few points of reference. If you're not saving your files to a different location, you're most likely to be saving them into the Personal Resource Library. It is located in your My Documents folder under the software name. For Macs, it's in your Documents folder in your home folder under the software name. You will want to save the entire folder.

This is more rare, but in case you save things into the Shared Resource Library, this is the location of that folder:

WINDOWS - C:\ \Documents and Settings\ All Users\Shared Documents\ACTIV Software\

MAC - \ \Hard Drive\Users\Shared\Promethean\Activstudio 3

Open the program's folder and save any files that you placed there. It is not necessary to save the whole folder for two reasons: 1.) it's way too large, and 2.) it will be there when you get back.