



ACTIVdirections

Using ACTIVote Database

Open ACTIVstudio 2 – If you do not see the ACTIVote button on toolbar follow steps 1-2 below or proceed to creating Database

1. From the toolbox menu, select Toolbox Customize > Tool Store.
2. Drag the ACTIVote button from the power tools to the main toolbar and click finish.

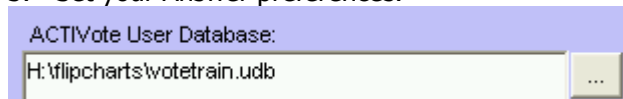
Create Database

1. Open the toolbox menu again by selecting Mr. Prometheus.
2. Select ACTIVote > User Database.
3. In the top left corner of the User Database box, click File→ New
4. At the top, click User→ Add.
5. Fill in Last Name, First Name columns and click OK when you have all your students entered.
6. Double Click the tab that says Folder 1→ type in Homeroom and click OK
7. Repeat with Folders 2-10 as needed for other subjects. (science, social studies, math, extended day)
 - ☐ If you teach multiple sections of Science→ double click Sub Folder 1 in your Science folder→ type in a name for your first group→ double click Sub Folder.
 - ☐ Repeat the process until you have a folder for each section.
8. After your folders are ready you will be moving students from the left into groups at the right.
 - ☐ Highlight names at the left (use Shift or Ctrl to select multiples)→ Click the arrow to move the names into the folder/sub folder on the right.
 - ☐ To move the same list of students into another class, highlight them on the right and click the arrow up, then choose the additional class folder from the list.
 - ☐ To remove a student from a folder (moved, etc) highlight the name at the right and then click the arrow to the left .
9. Click File→ Save as→ Navigate to your H drive→ type a name (classvote, votelist, etc)→ the file will be saved with .udb as the extension
10. Click File→ Exit



Customize Settings

1. Click Prometheus→ ACTIVote→ Settings.
2. Set the number of seconds for your question timeout.
3. Set your Answer preferences.



4. Click OK.

Register the Devices

1. Prometheus→ ACTIVote→ Devices.
2. Click USA in the dropdown box.
3. Click register at the bottom.
4. Have students (one at a time) hold the register button until the red light has flashed and the green light stays on. (should be about 10 seconds)
5. After all Votes are registered click Stop at the bottom.
6. Click OK.

Allocate the Users

1. Prometheus→ ACTIVote→ Users.
2. Use the drop down menus to choose the correct class. (Science, period 1)
3. Highlight the names and click the arrow to the right.
4. Click the Allocate Devices Button.
5. A list will appear with a 3 character code for each user – have each user press and hold their registration button until both red and green lights turn on→ then release the register button and slowly press the 3 letter code→ the name will change to green in the list.
6. Have users make note of the number written on the back of their vote→ They can use this vote every time, without having to reallocate.
7. After all names are green→ Click Exit.

Vote

1. Using choices on a flipchart, click the Vote icon.
2. Click Named Mode→OK.
3. Click Vote icon again and have students make their choice.
4. Proceed to the next page/question and repeat the process.

Export Results

- a. Prometheus→ Flipchart→ Export→ ACTIVote Results→ Excel.
- b. Name the file and press Enter.
- c. Click Start.
- d. Click the check mark to see the results.