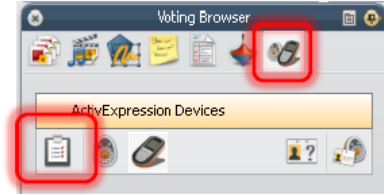


Registering ActiVotes in Inspire

1. Start ActivInspire.
2. Open the Voting Browser and click on **Device Registration**. The 'Device Registration' Dialog Box opens. It shows:
 - A picture of an ActivHub AH1.
 - ActiVote and ActiSlate devices under Device Groups.
4. Select ActiVotes and click on **Register**.
5. Enter the number of devices you want to register (or use the arrows) and click on **Next**.

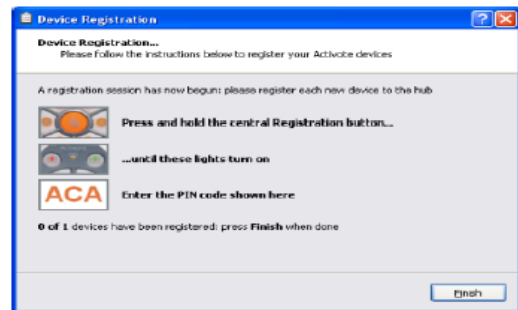


The next Window shows clear instructions, with photos so you or your students can finish the registration.

A three letter PIN code is displayed, which must be entered on each device to be registered.

If the students are finishing the registration, they have to:

- a. Complete this process in numerical order.
- b. Press and hold the central **Registration** button on the ActiVote devices, until both the top lights are illuminated.
- c. Enter the PIN code, pressing the ActiVote device keys.



ActivInspire registers the devices to the ActivHub one by one. You can see the number updated in the window, just below the PIN code.

When this number is equal to the number you entered in Step 3. above, the window closes automatically, because all devices have been registered. If registration fails for any of the devices, the window has to be closed manually.

If a PIN code is entered incorrectly, both steps a. and b. must be repeated, that is, the central button must be pressed and held until both lights are on and the correct PIN code must be entered, for a successful registration.

This procedure can be repeated any number of times, but it should not be necessary - the system is proven to be extremely reliable.

Asking the Questions

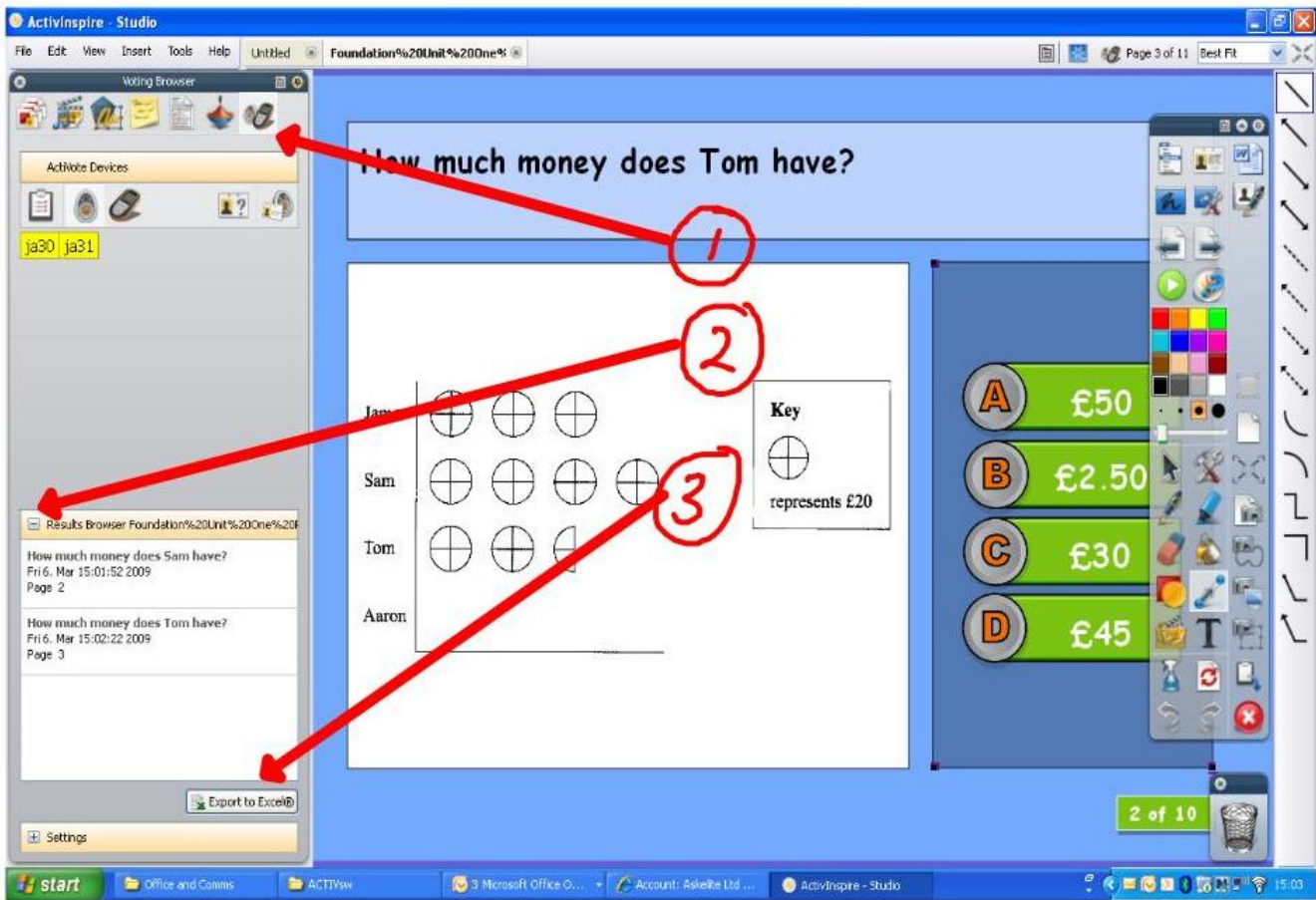
When you are ready to ask the questions to the students you must first insert the ActivHub and switch on the handsets. Open the flipchart file that contains the questions.

To ask a question you must be on the page with the question. From the Toolbox select the 'Start/Stop Flipchart Vote' button:



end the vote by clicking the 'Start/Stop Flipchart Vote' button again. To move on to the next question you can manually flip through the flipchart pages using the 'Previous/Next Page' arrows and click the 'Start/Stop Flipchart Vote' button. This is useful if your questions are spread out through a flipchart and you want to display flipchart pages with no questions in between the votes. However, if all your questions appear in succession then you can select the option to move from the first to the last automatically. To do this, go to 'File' and select 'Settings'. Tick the 'Automatic Page Advance' option in the 'Answers' section.

Exporting Results to Excel



The screenshot shows the ActivInspire Studio interface. The main workspace displays a flipchart page with the question "How much money does Tom have?". Below the question, there are four rows of circles representing votes for different people: James, Sam, Tom, and Aaron. A key indicates that one circle represents £20. On the right side, there are four answer options: A (£50), B (£2.50), C (£30), and D (£45). The Results Browser on the left shows a list of questions and their corresponding pages. The "Export to Excel" button is visible at the bottom of the Results Browser. Red arrows and circles highlight the "Start/Stop Flipchart Vote" button in the Toolbox, the question text, and the "Export to Excel" button.

Option	Value
A	£50
B	£2.50
C	£30
D	£45