

PROMETHEAN BOARD TRAINING SUMMARY

What is a Promethean Board?

Like the Benq Board on the stage in Friendship Hall, the Promethean Boards are Interactive Display Panels designed to enhance teaching and learning experiences in the classroom. All Interactive Display Panels, regardless of their manufacturer are made for the same purpose and are the next generation iteration of the original digital whiteboards used in classrooms as a replacement for standard chalkboards and dry erase whiteboards. The new interactive panels have built in computer systems, and video and audio display capabilities like TV's, as well as WIFI and Wired Internet Access, along with connections for external devices such as a laptop, desktop, or tablet computer, DVD player, USB flash drives or USB hard drives, and other USB connectable digital devices. These devices all have built in Whiteboard Software, as well as a host of downloadable educational applications to use on the display panel. All have Internet access via Wireless or Wired Connections. Some of the display screens contain anti-bacterial protection screen surfaces as well, and some do not. All have multi-touch capabilities meaning that more than one person can work on them at a time. Touch is possible via specialized pens, or with the fingers on your hand. The number of persons who can use the board simultaneously is typically controlled by the size of the board. Since most of our boards are at least 65 inches or better. Theoretically they can handle up to 10 people at a time, but from a practical instruction purpose two or three students is the maximum that should be using the board at any one time. The display can be divided to allow for separate sections for each student.

Why Promethean Boards?

Promethean has been making Interactive Whiteboards, and Display Boards for well over 20 years. They have been used in a wide variety of college and University settings for much of that time, and were first introduced into the K-12 market about 12 years ago. They are used in several Diocesan schools as well as they were here at St. Theresa's school. Because of Promethean's experience and excellent construction, and options for many educational applications, we choose them for our school environment. They were actively used in the school for daily instruction and continue to be a valuable asset for the PreK Program. Their software can be updated fairly easily, including the Android Operating System, and the applications that run under it. When using a laptop, both the Windows and Mac Operating Systems as well as the Linux Operating System and applications can be used with these boards, making them cross platform devices. The Native Android System allows for access to all Google Android applications. All boards also come with access to the Zoom platform as well. Microsoft Meetings, and Apple

Facetime is available when using computers that run those programs. Promethean like Benq allows for students and teachers to connect to the board via Chromebooks, iPads, or Android Tablets, and Smart phones. Ease of use was a primary factor in choosing these boards and most teachers found they were able to use the board features with just two or three hours of practice.

As with any piece of educational technology its power for teaching and learning resides in the choice of software applications provided to the teachers and students and how those applications enhance and expand the teaching and learning experience. These boards are highly engaging since they all come with 4K display which is an excellent screen image quality. Since they provide a direct link to the Internet and do not need an external computer source for that connection, they allow the teacher and students greater convenience in utilizing WEB based resources for instruction and skill practice. Since the boards are on mobile stands they can be moved to any area of the room where external or internal light sources do not diminish the screen image, and can be plugged in to any available power outlet in the classroom for operation. This allows for greater flexibility in classroom use. The mobile stands we use were all custom built by St. Theresa school personnel.

Like any piece of technology used in an educational setting instruction in the use of the device is necessary so that the teacher can pass along proper operating procedures to the students regardless of age. For PreK students this means the following:

1. Only the teacher is to turn the board on and off.
2. Only the teacher is to select the learning application software or WEB content site to be used by the student. These content sites and applications must comply with the Federal CIPA, COPPA, and FERPA guidelines for use in all educational settings. Special attention needs to be paid by the teachers to any WEB content or application that requires student accounts and any WEB content that might contain side ads or content that would be inappropriate for young children to view. Parent permission needs to be obtained in writing prior to the use of any site that requires the student to have an account to use the site or application content.
3. All students must be taught how to use the board properly whether using their fingers or the pens that come with these boards.
4. Students are to be taught the specific operating instructions for each application they may be assigned to use on the board and are to practice those under the instruction and guidance of the teacher before being left to use the applications independently. ***Think of this in the same way you would be teaching your child or grandchild how to use an app on your Smart Phone or Tablet Computer, before allowing them to use your Smart Phone or tablet independently.***

Using the Promethean Board

The board is mounted on a mobile stand allowing it to be positioned anywhere near an outlet in your classroom. The boards all require to be plugged in to an outlet and when possible plugged into a surge protector outlet. There is a power switch on the boards that lets you turn the board on as well as a power switch on the remote control that comes with the board. The remote control is easy to use but do check your batteries to make sure you don't need a battery replacement. We will keep replacement batteries on hand in either the secretary's office or the old principal's office so that you can obtain batteries if you need them for the remote control.

If using the board on its own, once powered on, the board will boot to the Android Operating System and any Educational Apps list you have installed. You can add Educational Apps through the apps feature on the board if you don't see one you would like to use. While not all Educational Apps may be available directly through Promethean, most Android apps can be loaded via a special side loading procedure that the technology coordinator/consultant will have to do for you. If you let him know what app you wish to use, he can make sure it will work with the version of the Android System on your Promethean Board and then download the required software to a flash drive for side loading installation.

To start any application on the board, simply touch the application icon. It may take a few seconds to load the application, but once it is loaded you can use any application as you would on any computer system. Please note, you will need to take the time to familiarize yourself with how an application works before using this with your students. Please review all applications carefully. Make sure all applications are free, and if there is a charge involved, please see Mrs. Fartel first since she will need to obtain permission from Mrs. Cavataio to spend the funds to purchase access to an application. Most teachers have free access to many applications, but some do charge a monthly fee. Please make sure you are screening all "YouTube" videos prior to use, and please make sure you have set the YouTube settings to include no advertisements. If you need help with this, please see the technology consultant. Also it is preferable to only use YouTube Kids instead of the regular YouTube. School Tube and Teacher Tube are also good choices. Go Noddle is a great app for encouraging Kinetic Activity Breaks in the classroom that help with brain function and development in young children.

The Whiteboard app works like any normal dry erase whiteboard with the pens that come with the Promethean Board. The controls for the whiteboard simply make it easier to work with the tools. You can import various types of documents and notate or draw or write comments on them. You can import video clips and audio clips as well. You can import these from files on a flash drive or directly from a laptop, or tablet device connected to the Promethean Board. The whiteboard has eraser tools to remove unwanted marks or if you are using it for a tracing activity for your students, you can use it to erase the students work and then have other students come up and use the board.

When using some apps you will need to have your own login information for the app and you will have to enter that before you can use the app on the Promethean Board. You will need a Zoom account to use the Zoom app on the Promethean Board. If you have this on your computer you can use your computer connected to the Promethean Board, but because the Promethean Board has its own computer built in you really don't need to do that you simply need to know your login information for Zoom.

Promethean provide several pieces of software to work with their boards. Active Inspire is probably the most frequently used, and is designed for creating engaging lessons for your students. There is the primary program, a resource pack and now an option to purchase their Professional Edition. Using the initial program and the resource pack which can be downloaded for free is a great place to start. If you feel you would need new tools then considering purchasing the Professional Edition is always an option that is available. Active Driver is another piece of software which you will want for your laptop since it enables your laptop and attached peripherals to work with the Board. There may be other updates that we need to add to our current boards since these are now two years old. Those will be added when we move the boards to the classroom areas. There is also a new Screen Sharing software that Promethean will be adding soon, to make that process easier for you and your students. You can use the board without using Active Inspire if you are simply using lessons prepared by other providers.

The Promethean Board is a great board for doing WEBinars and Collaboration activities with other PreK programs. The Center for Interactive Learning and Collaboration (CILC) has hundreds of WEBinars and Collaborative learning opportunities available. Field Trip Zoom charges \$49 a year for access to great WEBinars that are archived after presenting so that you can view the archive video at any point in your instructional day. If Mrs. Fartel purchases the annual license for this, the license can be shared among all teachers. If you use your laptop connected to the Promethean board you can do live collaborations using Zoom, Google Meet, Microsoft Meetings, or FaceTime, with Prek programs in other areas.

Buncee and DeckToys are online collaboration apps for classroom use, where the teachers prepare the lesson content that can then be shared to the students via the Promethean Board or directly to their mobile devices. Teacher accounts are free, but there are reasonable monthly costs for more advanced features. Don't forget to consider getting a teacher account on ABCMouse for your classrooms. There is a fee for this, but when you set up a classroom, you can set up access to lessons for all of your students, or you can do whole class instruction using the Promethean Board. Since ABCMouse has an Android App it can be used from the Promethean Board.

Promethean Panel connectivity and Maintenance:

Promethean boards come with a wide variety of cables for connecting devices to the board. Two cables are required when using a laptop to connect to the board. An HDMI or VGA video Cable and a special USB 2.0 cable that allows the laptop and the board to work together in touch mode. To connect audio from your laptop to the board, or audio from any set of external speakers you can use the standard audio cable provided. If connecting a projector to the Promethean Board you will need to use one of the HDMI or VGA connections on the Board. A projector is not a requirement, since the Board's own video display is 4K High Definition and doesn't really require a projector to improve the image. Please understand the connection requirements for all cabling when using a laptop or other device with the Promethean Board. Some cables are grounded and can be plugged in while your laptop is on, other cables are not grounded and can only be connected when your laptop is off. We will review cable use in a separate document.

Other cables are available for connecting the board to other devices and you can use standard USB cables for many of those connections. All of our boards have multiple cables connected so you don't have to worry about having a cable available in most cases. If you do need an extra cable, please let the technology coordinator know and he can obtain one from inventory.

The Promethean board, because it uses finger and hand touch as well as pen touch for activation does require regular daily screen cleaning and cleaning of the pens. To clean the board a soft cloth sprayed with a light spray of a mixture of three parts water to one part white vinegar will clean the board adequately. We will try to provide this or the Windex cleaner that only uses the white vinegar to clean the boards. Your students must wash their hands before using the board and should use hand sanitizer after using the board.

Pens can be cleaned using a disinfecting wipe, and should be cleaned after each student or teacher use.

The board and stand and cables need to be dusted once a week to prevent dust build up that can cause the board not to work properly.

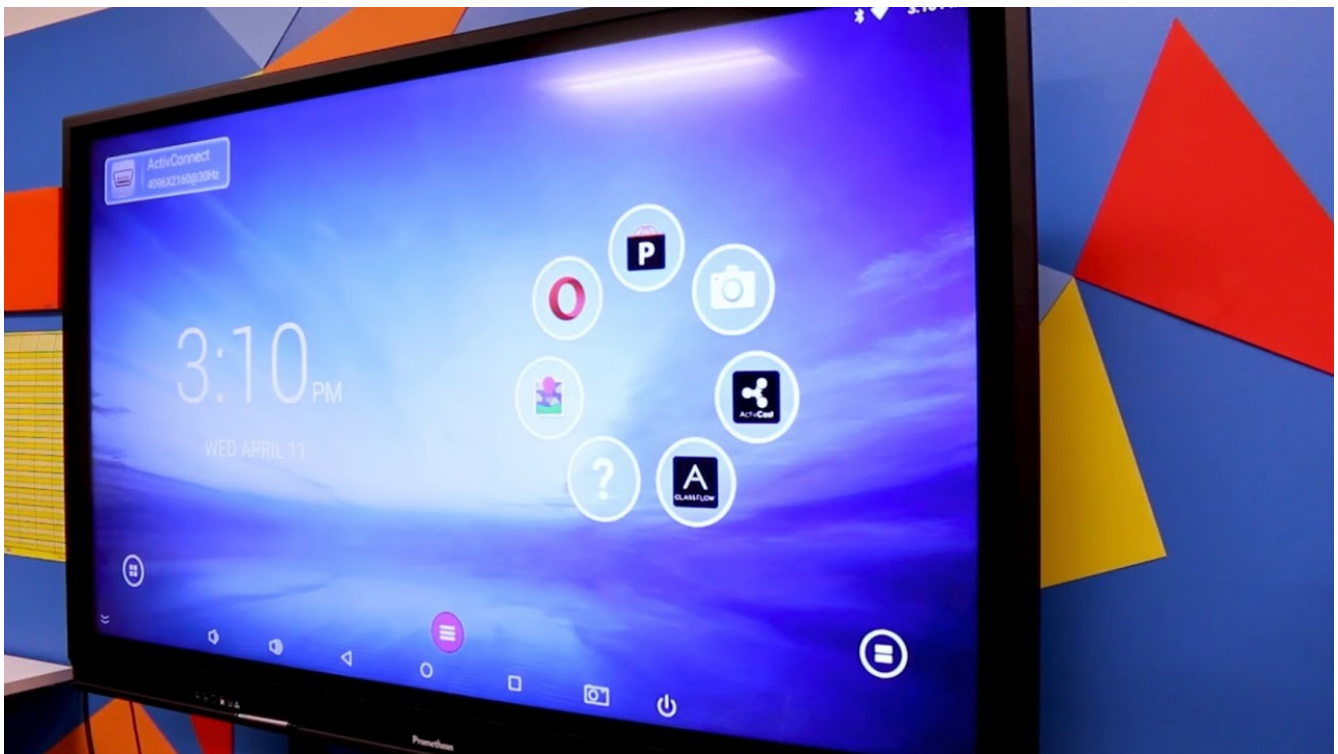
The Board must be turned on and off using the proper controls. The board should be turned off as soon as it is no longer being used and should never be left on all day. Screen damage can occur if the board is not properly managed in this way. Remember the board has an onboard computer system and must be treated carefully to protect that computer system. The board should be unplugged from any outlet it is plugged directly into or the surge protector must be shut off if the board is plugged into one of them at the end of each day.

Please make sure to properly wrap up all cables after their use including the power cable to prevent any tripping hazards and to protect the cables from damage when wrapped improperly.

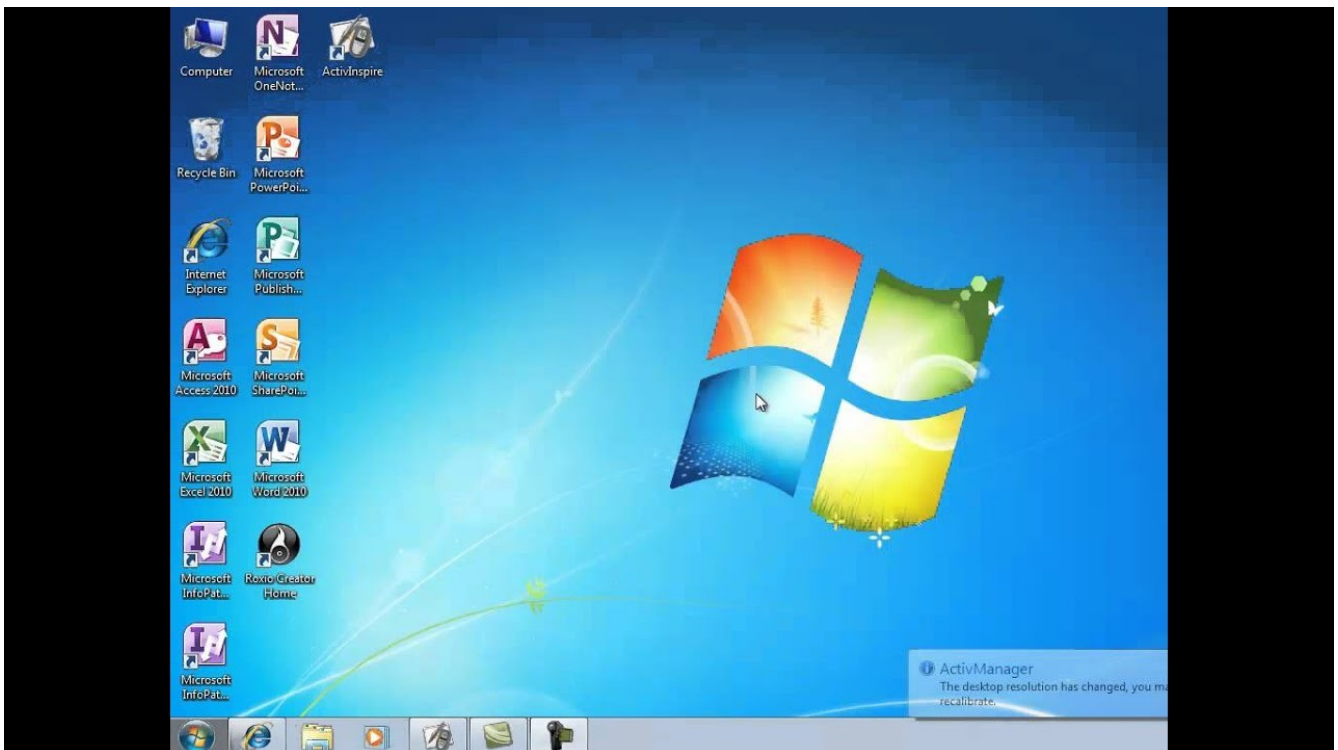
Please remember that these are very expensive devices that are designed to provide an important tool for teaching and learning in the classroom. They are to be handled carefully at all times with teacher supervision. Children should not be playing around these devices when not in use. In some cases you may wish to remove the board to the hallway area when not in use and place it back in your room where it can be locked up at the end of the day. The boards do need to be locked up at the end of each day.

If you need additional training or assistance with these boards after the initial training please see the technology consultant for that training. Training can be scheduled on a flexible time basis.

On the pages below you will find some copies of images I will be using in the training PowerPoint for this training session at the start of the school year. They are placed in this document as reference for you after the training.



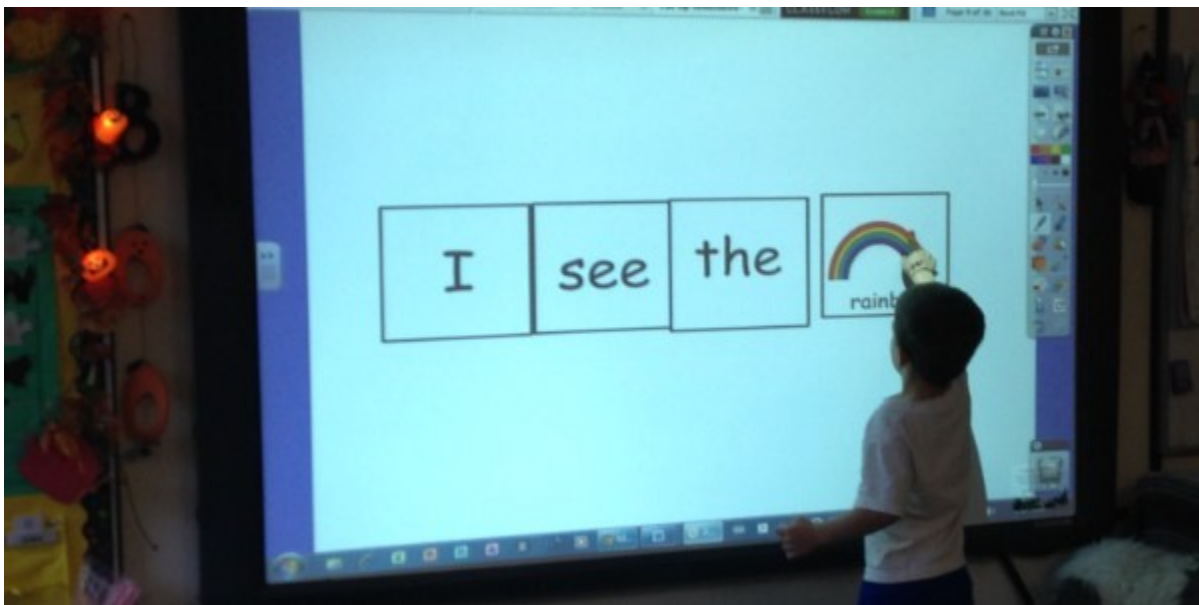
Promethean Board Default Android OS Start Up View



Promethean Board Running Windows OS from a laptop



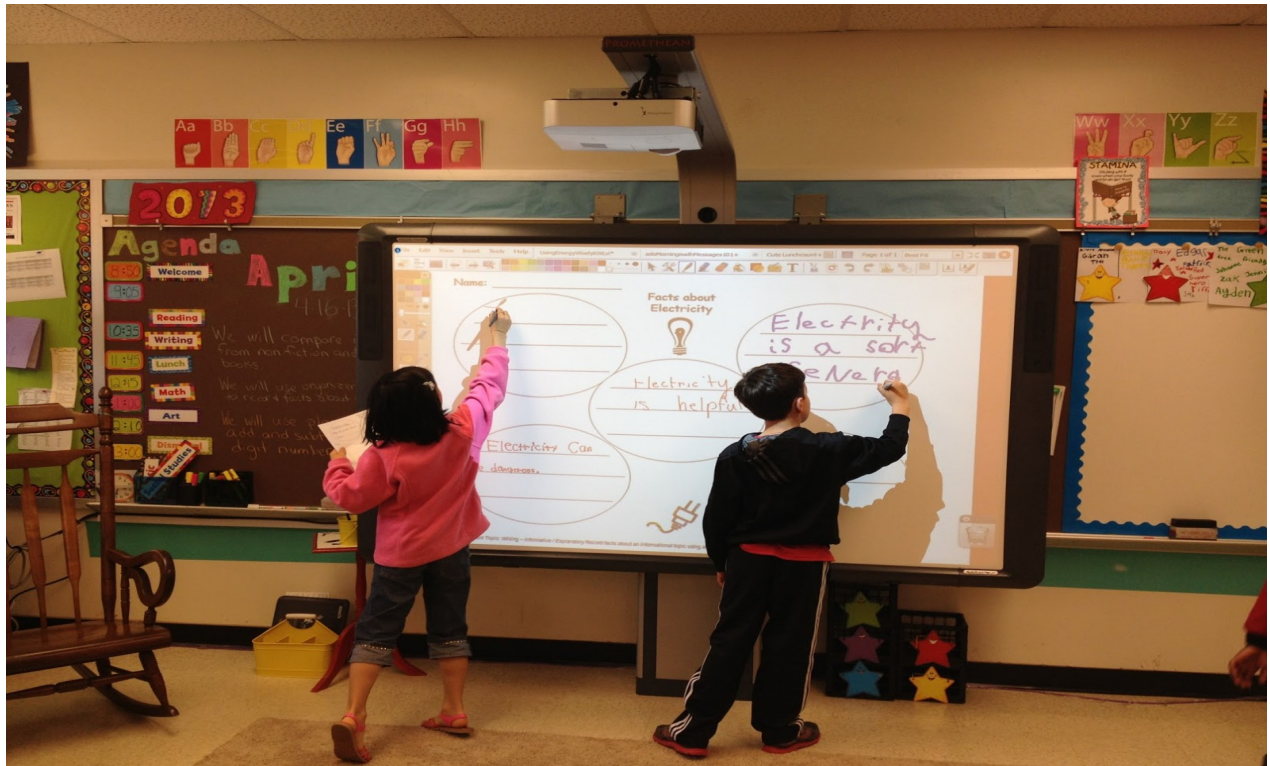
Promethean Board running the Active Inspire Lesson Design and Presentation Software



Promethean Board Running Early Student Learning Lesson in the Whiteboard Software. Lesson Content imported from teacher created file.



Promethean Board running student application software from a connected laptop computer.



Multitouch surface allows multiple students to work on the board simultaneously

Promethean Board Flip Chart



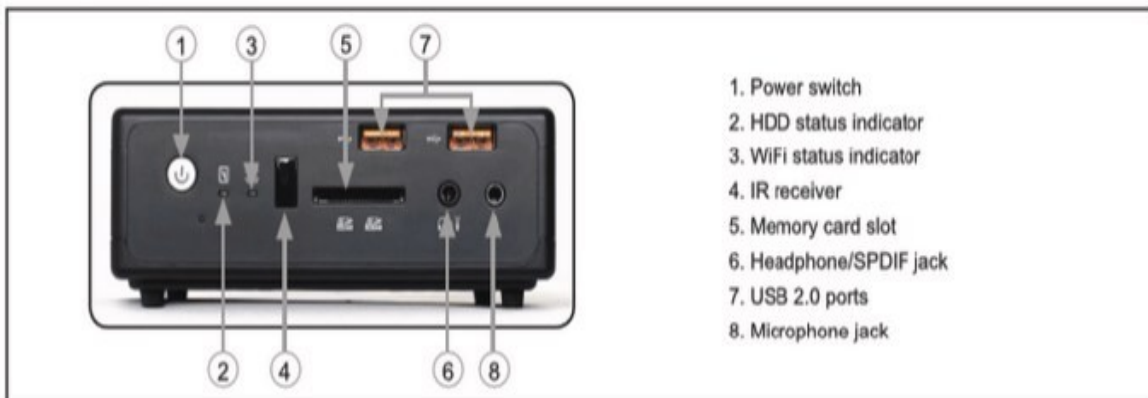
Promethean Board running PreK Stofware app



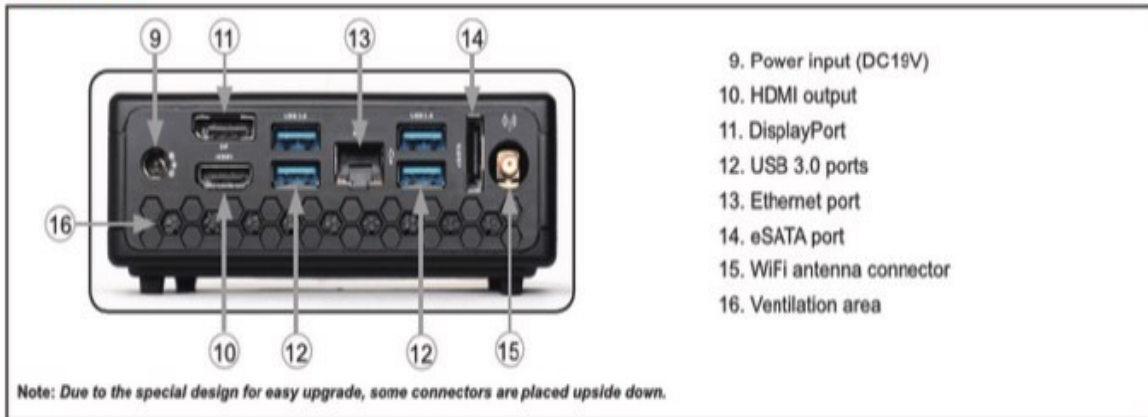
Promethean Front Panel Buttons



Front view



Rear view



Active Connect Computer and Controller Boxes that can be attached to the Promethean Boards or come built into the Promethean Boards.



Several Models of the Promethean Active Panels also have front ports for connecting devices. The HDMI port and the USB A connector (Small USB port) are the most frequently used. The HDMI Port allows you to connect any HDMI projector or the HDMI port from a laptop or tablet computer. The USB A connector is to plug in your Touch Active Connector with a laptop from the front of the display. The USB B port (the first one in the Diagram above is a Powered USB port which means it can power other USB peripheral Devices like document cameras, and touch pads. It can also be used to power or charge devices like smart phones.