Getting Started with
Everyday Mathematics® ePresentations

Overview

The *Everyday Mathematics*® ePresentations™ are interactive whiteboard activities designed to aid in the daily instruction of the core program in Grades 1–6. Examples, art, tables, manipulatives, tools, student pages, and other relevant information from the *Teacher's Lesson Guide* have been adapted and organized into engaging and interactive slides—eliminating the need for overhead transparencies and minimizing advance classroom preparation.

The ePresentations are included with the purchase of the *Everyday Mathematics*® Deluxe eSuite. They can be accessed and downloaded from the ePresentations link on the teacher home page as well as from the calendar view of the ePlanner.

There are two types of ePresentations: Getting Started and Part 1 (Teaching the Lesson). The Getting Started ePresentations are designed to cover the Mental Math and Reflexes, Math Message, and Home or Study Link Follow-Up activities that begin each lesson. The Part 1 ePresentations cover all activities in the Teaching the Lesson section. Two ePresentations have been created for every lesson except for the Progress Check lessons in Grades 1 through 6.

The ePresentations are compatible with both Windows and Macintosh machines, and can be used with all makes and models of interactive whiteboards.

About ePresentations

The ePresentations are intended to be used in tandem with the *Teacher's Lesson Guide* to present each lesson. Additional suggestions and information are available at point of use in the form of Teacher Notes.

Special thought has been given to the contents and layout of the ePresentations in order to provide a faithful translation from the *Teacher's Lesson Guide* to a digital format. At the same time, teachers retain the flexibility to present lessons in the manner that best suits each individual classroom. Every activity in the Getting Started and Part 1 sections of the *Teacher's Lesson Guide* has at least one slide, but it is up to the teacher to decide which activities are best presented with the interactive whiteboard and which should be presented without.

Before You Begin

To open and use the *Everyday Mathematics* ePresentations, you first need to install the free Personal Edition of ActivInspire on your computer. To download the software, go to www.prometheanplanet.com/EverydayMath-Login. You will be asked to register with Promethean Planet, the developer of the ActivInspire software. Once you register and log in, you can download the software to your computer. You do not need a serial number to download or install the software.

On Promethean Planet, you will also have the opportunity to join and connect with fellow *Everyday Mathematics* educators in an exclusive online community where you can discuss using the ePresentations and other aspects of the *Everyday Mathematics* program. New content, best practices, how-to guides, tips and tricks, and other helpful information are always being added to the site so check back often!

If you already have the Personal or Professional edition of ActivInspire software, you do not need to download it again. It is recommended that you keep your ActivInspire software current. Check back with Promethean Planet to download new updates to the software as they become available.

The ePresentations are not compatible with the ActivStudio software.
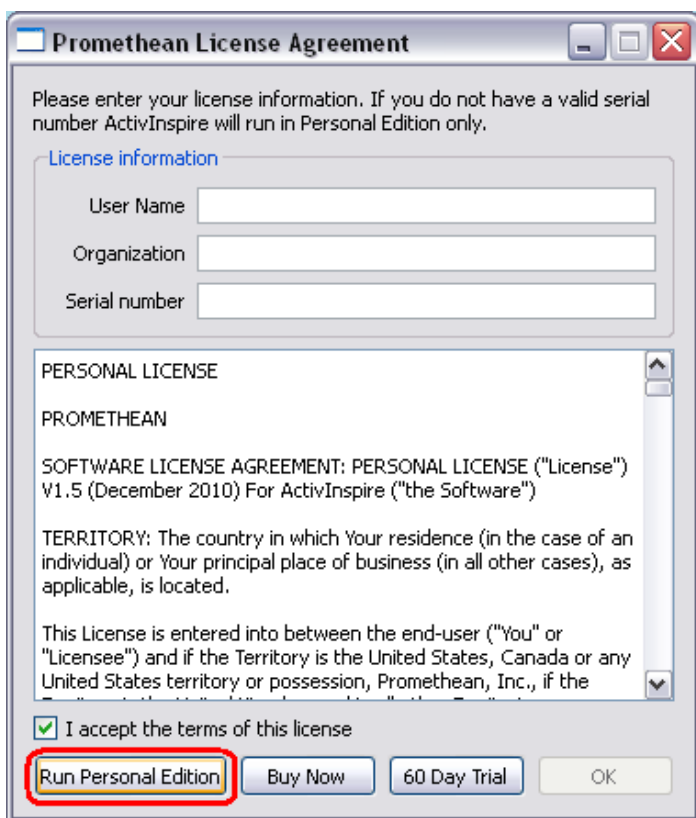
Check System Requirements
Make sure your computer meets the following *minimum* specifications before installing the software:
- Windows: Pentium 4 – 1Ghz (800 MHz for Vista);
  Macintosh: Intel Processors (Universal Binary)
- 512 MB of RAM
- 1024 by 768 resolution
- Windows: 1.5 GB of free disk space;
  Macintosh: 3.0 GB of free disk space

Install and Run ActivInspire
After you download the software, click on the file to begin the installation. Choose the Full Install of ActivInspire, select the file destination, accept the terms of the license agreement, and click Finish to install the software.

You will be asked to accept the license agreement every time you open the free Personal Edition of ActivInspire. In the Promethean License Agreement window, check the box next to "I accept the terms of this license." Then click "Run Personal Edition" as shown below to launch the application.

Running ActivInspire Personal Edition

Adjust Your Display
The ePresentations are optimized for the software-recommended resolution of 1024 by 768 pixels, which is standard for all XGA projectors. Whenever possible, view and display the ePresentations at a scale of 100% and adjust your computer's display settings to 1024 by 768 pixels.

Measurements of Length The ePresentations present a unique learning opportunity with regard to measurements of length. Due to the many variations in individual projectors, the image of a unit of length that is projected on an interactive whiteboard or screen is not factually accurate. In these situations, it is important to introduce or explain the concept of *scale*.

When you display measurement of length, make sure students understand the difference between the projected units and the actual units students are learning about at their desks. During these discussions, you may wish to demonstrate changing the scale by moving the projector toward or away from the whiteboard or screen, or by zooming in or out on the units. You can also use a physical ruler to compare the actual units to the projected units.
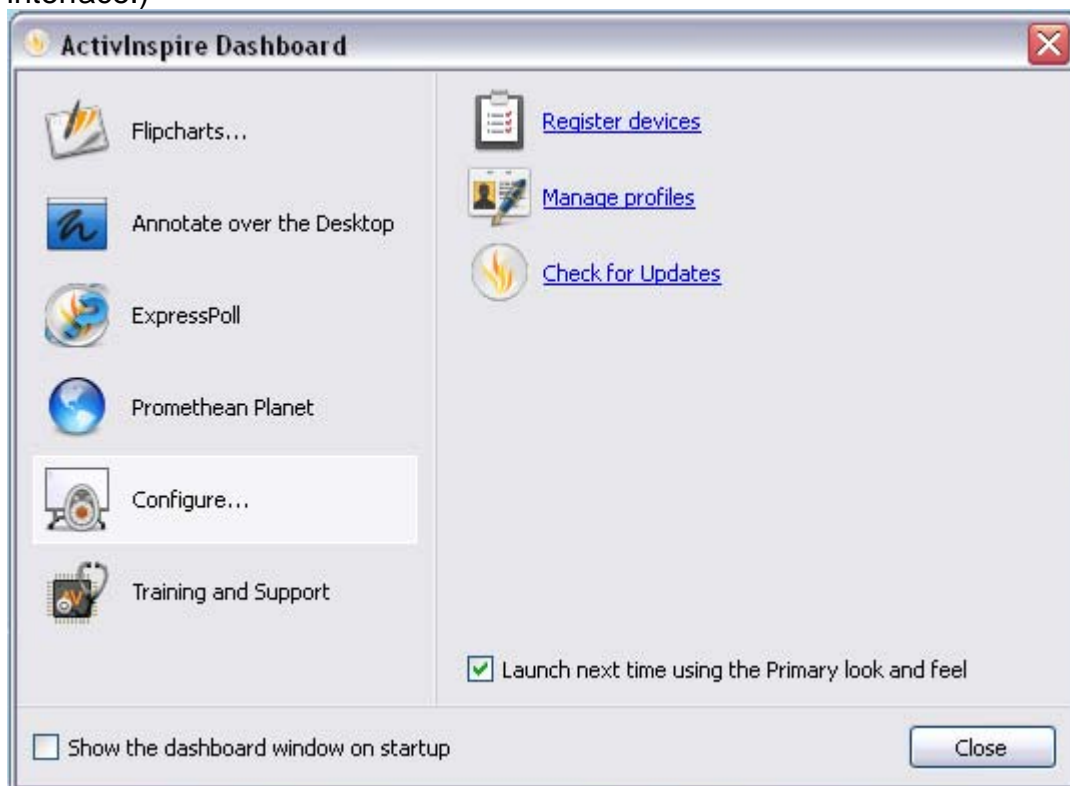
Getting Started with ActivInspire

If you have ever worked with presentation software, you should be familiar with the basic functions and organization of files in ActivInspire.

ActivInspire files are called flipcharts. A flipchart consists of a slide deck made up of any number of individual slides. Each slide can be individually customized with text, images, flash tools, links, and many other features.

Studio versus Primary

ActivInspire offers two different interfaces for the software – the bright and inviting Primary for young learners and the more sophisticated Studio for older learners. When you first install and launch the software, you will be prompted to select an interface. If you decide to switch interfaces later on, follow this procedure:

1. Bring up the dashboard. (Select View>Dashboard or press the F11 key.)
2. Select Configure from the list on the left.
3. In the bottom right, click the box next to Launch next time using the Primary look and feel. (This will say "Studio look and feel" if you currently use the Primary interface.)

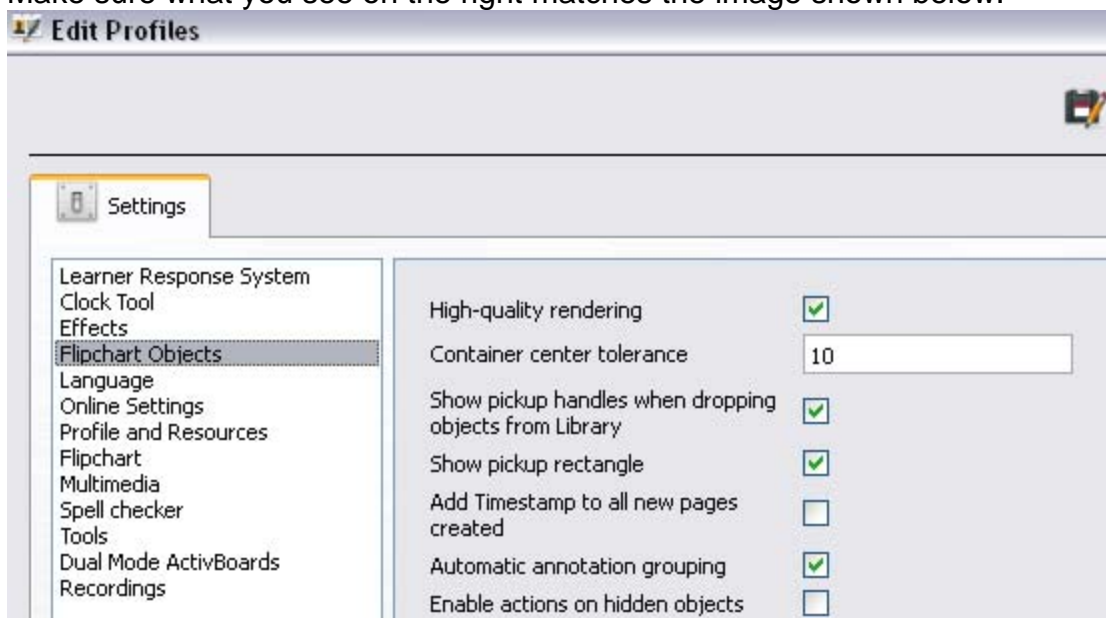4. Click close. Restart the software to view the new interface.

> **Note:** All of the screenshots in this document show the Studio interface, but the steps are the same with the Primary interface.

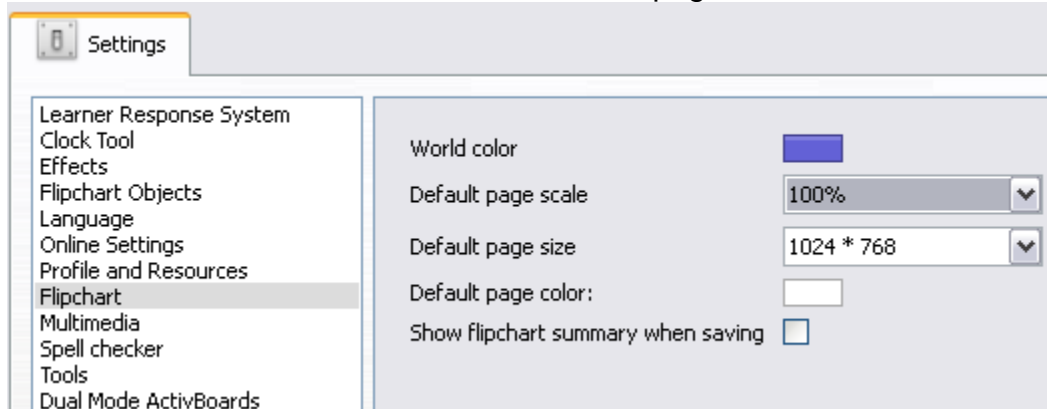## Professional Edition versus Personal Edition

If you have purchased the Professional Edition of ActivInspire from Promethean, you will have access to more features than if you use the free Personal Edition. It is important to note that the ePresentations were created to be fully functional in both and you will experience no loss in quality with the Personal Edition. However, there are tools in the Professional Edition that you may find helpful for your daily instruction. We have provided the recommended settings for both versions of the software for your convenience below.

Basic Settings (Personal Edition)

1. Check and adjust the program layout. Select File>Settings.
2. From the list on the left, select Flipchart Objects.
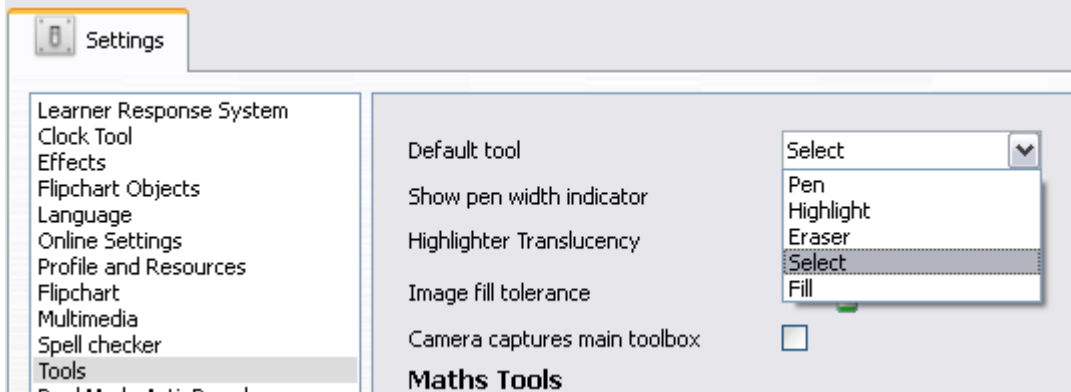3. Make sure what you see on the right matches the image shown below.

4. From the list on the left, select Flipchart.
5. Make sure "100%" is selected next to Default page scale, as shown below.

6. From the list on the left, select Tools.

7. Choose Select from the drop-down menu next to Default tool, shown below. Whenever you use this profile, your default cursor will be the arrow, not the pen.
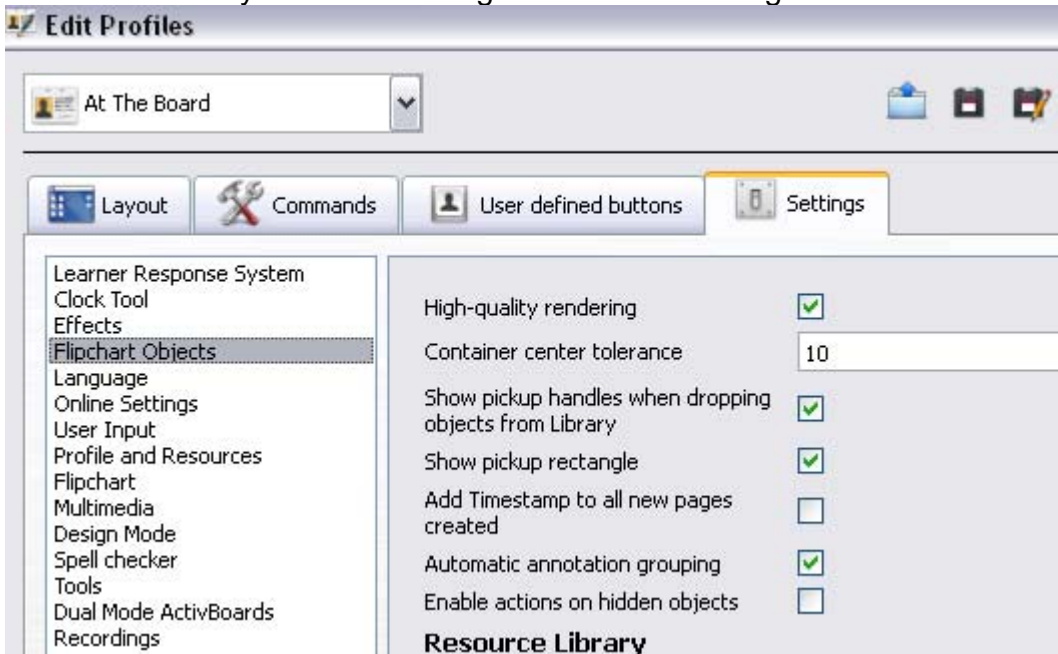

8. Click Done. You are now ready to start using the ePresentations!

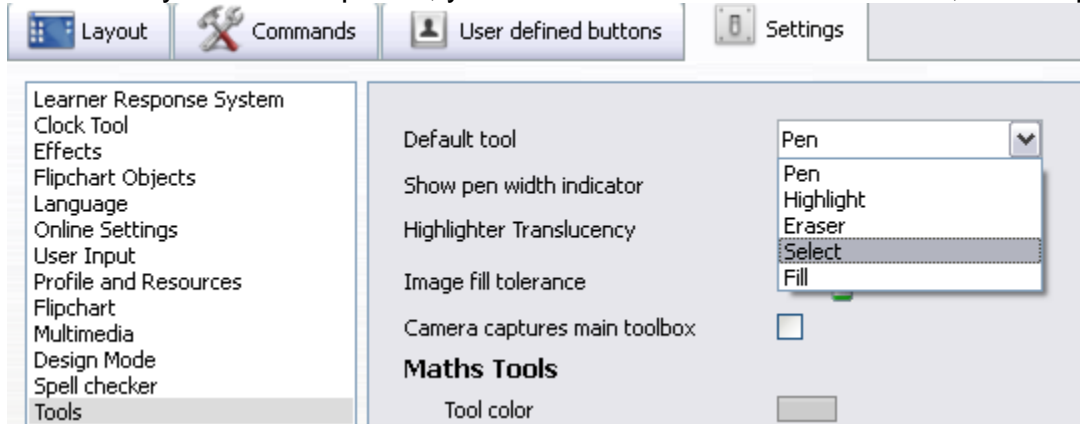### *Customize Profile (Professional Edition)*

ActivInspire Professional offers the ability to maintain ten different profiles (five in the Studio interface and five in the Primary interface), which means you can customize your toolbar setup and program layout for different classroom needs. This section lists the recommended profile setup for the ePresentations.

1. Check and adjust the program layout. Select File>Settings.
2. Select the profile you wish to use for ePresentations from the drop-down menu in the top left corner. In the image below, the "At the Board" profile is being customized. You may also wish to use the "Mathematics" profile.
3. From the list on the left, select Flipchart Objects.
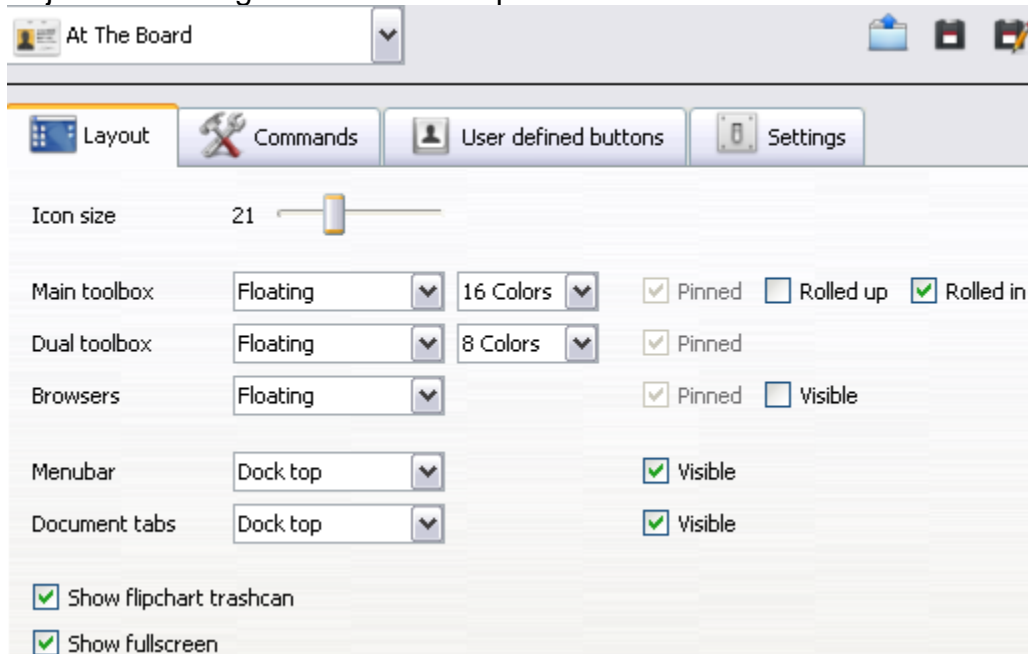4. Make sure what you see on the right matches the image shown below.

5. From the list on the left, select Flipchart.
6. Make sure "100%" is selected next to Default page scale.

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7. From the list on the left, select Tools.
8. Choose Select from the drop-down menu next to Default tool, shown below. Whenever you use this profile, your default cursor will be the arrow, not the pen.

9. Next, click on the Layout tab.
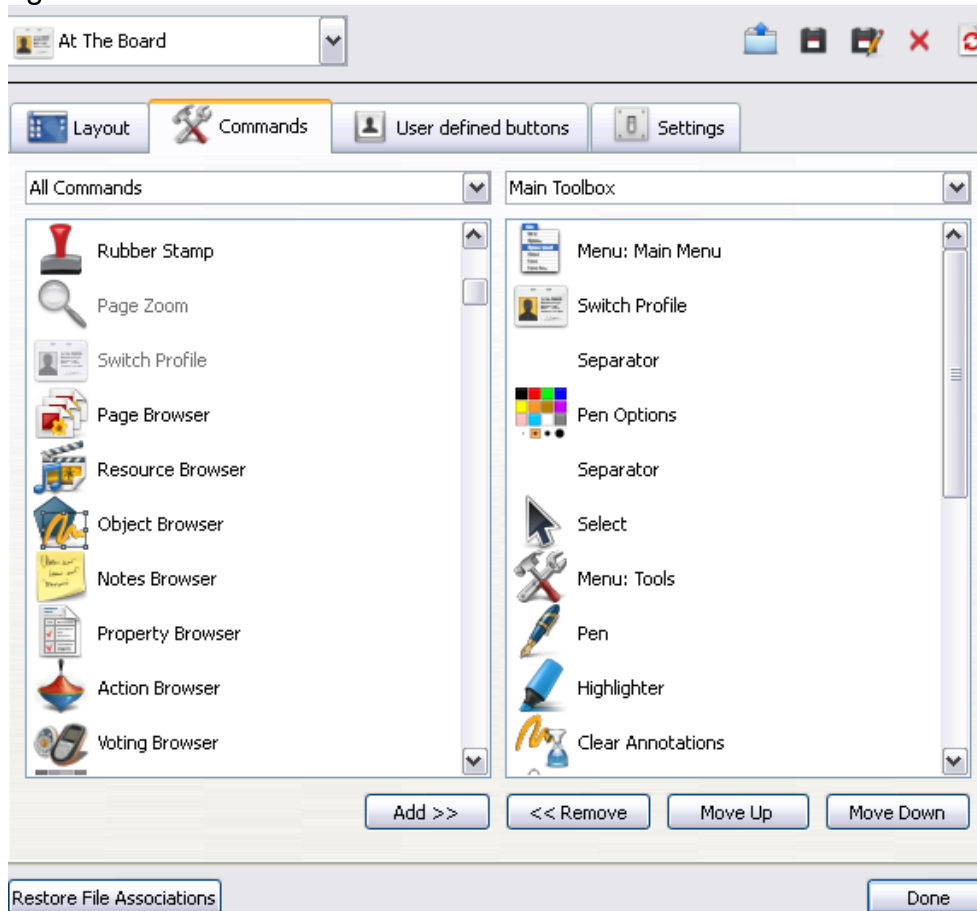10. Adjust the settings to match those pictured below.

> **Note:** In the Primary interface, there is no option to select colors.

11. Click on the Commands tab to customize your toolbar.

> **Note:** The toolbar setup is largely a matter of preference; you should feel free to add or remove items from the toolbar as you see fit. However, because much of the navigation is embedded in the ePresentation slides, it is recommended that you remove the "Next Page" and "Previous Page" from the toolbar.

12. You should see two drop-down menus just below the Commands tab. Select "All Commands" from the menu on the left and "Main Toolbox" from the menu on the right as shown below.

13. Using the buttons at the bottom of the window, add, remove, and arrange the items under "Main Toolbox" until they appear as follows:

a. Menu: Main Menu
b. Switch Profile
c. Separator
d. Pen Options[*]
e. Separator
f. Select
g. Menu: Tools
h. Pen
i. Highlighter
j. Clear Annotations
k. Fill
l. Eraser
m. Magic Ink
n. Shape
o. Connector
p. Page Zoom
q. Revealer
r. Separator
s. Undo
t. Redo

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*In ActivInspire Primary, this item is provided in the Pen Tray, a window that pops up at the bottom of the screen for easy access by shorter learners.

14. Click Done. You are now ready to start using the ePresentations!