Making Your Laptop An ActivHub

The first thing you will need to do in order to start using ActivExpression Desktop is to make your laptop an ActivHub for your classroom. This requires a one-time setup. Once you have selected your classroom as the ActivHub for your room, you will only need to update this when you change classrooms.

1. Click on the triangular shaped ‘Show hidden icons’ icon in the taskbar of your teacher laptop.

2. When you click on the ‘Show hidden icons’ icon, a menu should appear. Click on the ‘ActivManager’ icon. It will either have an orange Promethean man in the center of the rectangle (Option 1) or have a red ‘X’ in the center (Option 2).

3. From the menu that appears, click on ‘Control Panel.’

4. The ‘ActivManager’ window will appear. Click on the ‘Connections’ (1) tab and then click on the ‘Manage Connections’ button (2).
5. The ‘ActivEngage Server Connections’ window will open. You should see a list of all of the classrooms at your school site. Click in the checkbox (1) next to your classroom, and then click ‘Apply’ (2).

6. Once you click ‘Apply,’ the first column should say ‘Connected’ and the room number in the ‘Name’ column should be shaded green. Close this window as well as the ‘ActivManager’ window. Your computer has now been designated as the ActivHub for your classroom.

7. **Disconnecting from a hub:** You may need to disconnect from a hub if you are a roaming teacher or your classroom is changed. To disconnect from a hub, follow the directions for connecting to a hub up through step 4. At step 5, rather than checking a hub, uncheck the hub you want to disconnect from by clicking in the checked box and click ‘Apply.’ You will now be disconnected.

**IMPORTANT NOTE:** Since you select a hub based on your classroom. There may be conflicts for teachers who change rooms because only one teacher can be connected to a hub at a time.

If you are a teacher who changes rooms, your school may want to develop a policy for roaming teachers.

Option 1 – All teachers keep the hub for the classroom they are in at the start of school. (This will be a problem if teachers are not in i21 classrooms at the start of school.)

Option 2 – When a teacher changes rooms, he/she must remember to disconnect from the room they were just in and connect to the hub they have moved to. (This will be a problem if teachers forget to connect and reconnect to hubs.)