

Name: _____

Circle: **MAC WIN**

School/City: _____

Grade: _____

E-Mail: _____

Activstudio Version & Build: _____ [This is shown on the opening splash screen]

Activboard Training Levels

Please complete the following. Mark Column 1 if you are proficient in the skill. Check Column 2 if you wish to learn the skill. Some skills build on others. This information will assist in planning training for your school and/or regional trainings.

Proficient
Want to Learn

Basic – Level 1

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Connecting the board |
| <input type="checkbox"/> | <input type="checkbox"/> | Maintenance of the board |
| <input type="checkbox"/> | <input type="checkbox"/> | Calibrating |
| <input type="checkbox"/> | <input type="checkbox"/> | Dashboard & User Profiles |
| <input type="checkbox"/> | <input type="checkbox"/> | Presentation Mode |
| <input type="checkbox"/> | <input type="checkbox"/> | Intro Design Mode |
| <input type="checkbox"/> | <input type="checkbox"/> | Create & Save a Flipchart |
| <input type="checkbox"/> | <input type="checkbox"/> | Use Toolboxes: Main, Object Edit, Toolstrip, Page Edit, Quick Select, Shortcut Bar |
| <input type="checkbox"/> | <input type="checkbox"/> | Customizing the Toolbar |
| <input type="checkbox"/> | <input type="checkbox"/> | Tools: Pen, Highlighter, Eraser, Pen Modifier |
| <input type="checkbox"/> | <input type="checkbox"/> | Tools: Undo/Redo, Clear, Trashcan |
| <input type="checkbox"/> | <input type="checkbox"/> | Tools: Text, Floating Keyboard, Handwriting Recognition |
| <input type="checkbox"/> | <input type="checkbox"/> | Tools: Fill, Select, Clock |
| <input type="checkbox"/> | <input type="checkbox"/> | Promethean Planet User |

Basic – Level 2

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Open a Saved Flipchart |
| <input type="checkbox"/> | <input type="checkbox"/> | Resource Library: Menu, Shared, My, Other, Search |
| <input type="checkbox"/> | <input type="checkbox"/> | Resource Library Contents: Categories, Drag and Drop, Rubber Stamp, Grow Objects, Transparent |
| <input type="checkbox"/> | <input type="checkbox"/> | Manipulating Objects with Object Edit Toolbar: |
| <input type="checkbox"/> | <input type="checkbox"/> | Cut/Copy/Paste/Duplicate |
| <input type="checkbox"/> | <input type="checkbox"/> | Object Properties |
| <input type="checkbox"/> | <input type="checkbox"/> | Larger/Smaller/Translucency |
| <input type="checkbox"/> | <input type="checkbox"/> | To Front/To Back |
| <input type="checkbox"/> | <input type="checkbox"/> | Manipulating Objects/Control (Right) Click: |
| <input type="checkbox"/> | <input type="checkbox"/> | Fit/Flip/Mirror/Drag Copy/Align |
| <input type="checkbox"/> | <input type="checkbox"/> | Backgrounds: Adding/Changing/Page Edit |
| <input type="checkbox"/> | <input type="checkbox"/> | Incorporate Grids: Increase/Decrease/Snap to Grid/Mask Grid |
| <input type="checkbox"/> | <input type="checkbox"/> | Sounds: Enable Actions/Adjust/Manipulate/Recording |
| <input type="checkbox"/> | <input type="checkbox"/> | Flipchart Pages: Adding Shared Pages/Flipchart Builder |
| <input type="checkbox"/> | <input type="checkbox"/> | Activities: Adding/Using/Gadgets and Widgets |
| <input type="checkbox"/> | <input type="checkbox"/> | Color Picker |
| <input type="checkbox"/> | <input type="checkbox"/> | Page Selector & Page Organizer |
| <input type="checkbox"/> | <input type="checkbox"/> | Focus Tools: Spotlight/Reveal/Zoom/Customizing |

Proficient
Want to Learn

Intermediate – Level 3

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Annotate over Desktop: Desktop Flipchart/Desktop Overlay |
| <input type="checkbox"/> | <input type="checkbox"/> | Camera Tool |
| <input type="checkbox"/> | <input type="checkbox"/> | User Defined Buttons |
| <input type="checkbox"/> | <input type="checkbox"/> | Frequently Used Resources |
| <input type="checkbox"/> | <input type="checkbox"/> | Import from PDF (Mac only)/Import from PowerPoint (WIN only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Arrange Windows |
| <input type="checkbox"/> | <input type="checkbox"/> | Putting Outside Material into Flipcharts |
| <input type="checkbox"/> | <input type="checkbox"/> | Deconstruct Text |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessing Digital Media |
| <input type="checkbox"/> | <input type="checkbox"/> | Fit Objects to Page |
| <input type="checkbox"/> | <input type="checkbox"/> | Power Tools: Ruler/Compass/Protractor/Dice/Calculator/Clock |

Advanced – Level 4

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Object Stacking Order |
| <input type="checkbox"/> | <input type="checkbox"/> | Locking Objects |
| <input type="checkbox"/> | <input type="checkbox"/> | Design Mode |
| <input type="checkbox"/> | <input type="checkbox"/> | Attaching Actions to Objects |
| <input type="checkbox"/> | <input type="checkbox"/> | Show or Hide an Object |
| <input type="checkbox"/> | <input type="checkbox"/> | Inserting Links/Inserting a Placeholder/Web Browser |
| <input type="checkbox"/> | <input type="checkbox"/> | Embed File Actions |
| <input type="checkbox"/> | <input type="checkbox"/> | Page Notes |
| <input type="checkbox"/> | <input type="checkbox"/> | Power Tools: Fraction Creator/Tickertape and Pointers/XY Origin/Video Recorder |

Advanced – Level 5

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Organizing and Creating Resources: New Folders/My Resources/Adding Resources/Adding Flipchart/Pages |
| <input type="checkbox"/> | <input type="checkbox"/> | Layers: Top/Middle/Bottom/Background |
| <input type="checkbox"/> | <input type="checkbox"/> | Magic Revealers |
| <input type="checkbox"/> | <input type="checkbox"/> | Appearance Properties: Layers/Translucency |
| <input type="checkbox"/> | <input type="checkbox"/> | Appearance Properties: Visible/Reflected/Inverted |
| <input type="checkbox"/> | <input type="checkbox"/> | Appearance Properties: Fill Pattern/Background/Outline |
| <input type="checkbox"/> | <input type="checkbox"/> | Appearance Properties: Transparency/Pick Through |
| <input type="checkbox"/> | <input type="checkbox"/> | Activresource Manager |
| <input type="checkbox"/> | <input type="checkbox"/> | Activities Explorer |
| <input type="checkbox"/> | <input type="checkbox"/> | Flipchart Builder |
| <input type="checkbox"/> | <input type="checkbox"/> | Containers/Restrictors |