

## ActivInspire FACE to FACE WORKSHOPS for credit

This document contains essential information for accessing the online course which serves as a required assessment piece for those seeking graduate credit from Seattle Pacific University. If you have not already submitted your registration to SPU, please do so immediately.

### LOGGING IN OR CREATING A NEW ACCOUNT

- Go to: [www.prometheanplanet.com](http://www.prometheanplanet.com)
- Enter your “username” and “password”
- New users must click “Register” and enter the required information.
- **NEW USERS REQUIREMENT:** If you have not already done so, you must first register for a free course, **Introduction to ActivInspire** or **Migrating to ActivInspire** in order to copy your profile from Promethean Planet to the ActivLearning site. (Professional Development > ActivLearning)

### COURSE ACCESS

- Go to: <http://learning.prometheanplanet.com>
- Within **My Courses**, click All Courses > Training for ActivInspire – US > Private Courses > **Face to Face Workshops**, selecting the **name of the workshop** you attended.
- Enter the enrollment key in all lowercase letters based on the following list:
  1. Core Essentials Workshop: **core123**
  2. Beyond the Essentials Workshop: **essentials1**
  3. Advanced Techniques Workshop: **advancedtech**
  4. ActivInstructor (3 Day)Workshop: **instructor3**
  5. ActivInstructor (4 Day)Workshop: **instructor4**
- Click “Enroll me in this course”
- You are now ready to begin the online course
- In order to complete the course and receive full credit from SPU, you are **required to submit a flipchart** within the link in the course.

### ASSESSMENT

Flipcharts will be assessed using a rubric available within the course. Please review the rubric before submitting your flipchart to ensure all required elements are included. Don't forget to return to the course to view your assessment and communicate any questions or concerns.

### TRANSCRIPTS

Transcripts will be released from SPU at the end of quarter after receipt of the final course grade.

### ADDITIONAL SUPPORT

Tina Cusker; Coordinator, ActivLearning Online

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