ACTIVboardNZ

Uploading Resources to Promethean Planet

Promethean Planet is a free online community for educators. The purpose of this website is to support teachers in using their Activboard effectively.

Teachers are encouraged to interact with each other and share ideas using online tools such as forums, blogs and conferencing.

Over the past few years ACTIVboardNZ and Promethean have worked hard to promote and develop the website and encourage the downloading of free teaching resources that can be used on all Activboards.

This website has contributions from kiwi teachers nationwide who have become part of a wider community which now has grown to have over 300,000 members in 140 countries worldwide.

One of the major benefits of having an Activboard is being able to access and use pre-made resources from the internet, as well as being able to download teaching resources from Activboard users all over the globe. Due to the large contribution from New Zealand teachers there is now a specific NZ resource section:

www.prometheanplanet.com/nzteachers

As time goes by this online resource bank will continue to grow, allowing teachers almost instant access to free, subject specific, relevant resources created by other teachers.

Here at the ACTIVboardNZ headquarters we have been working hard to produce a number of extensive resource packs which contain hundreds of New Zealand specific resources, images, backgrounds and sounds.

These resource packs, together with flipcharts produced by Newspapers In Education (NiE) and thousands of flipcharts uploaded by teachers all around the world, mean that any Activboard user in New Zealand has a huge amount of lesson content and resources available at their finger tips.

To maximise the benefits and help each other out we need more teachers to add flipcharts and web links to Promethean Planet. The process for uploading resources is detailed within this brochure.

Below is the procedure for uploading your teaching resources:

1. First you will need to login. Go to the website…

www.prometheanplanet.com

If you are not already a Promethean Planet member click 'Register' underneath the login boxes.
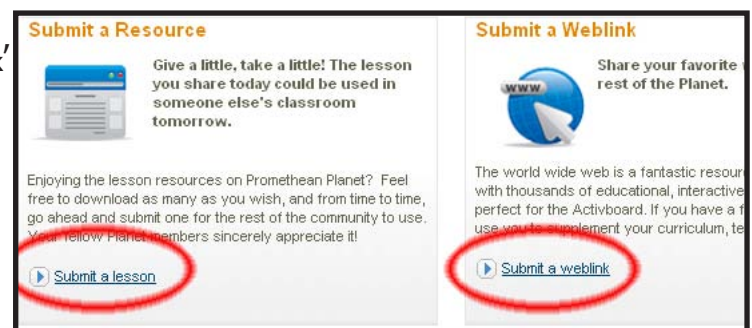
(Enter your details, fill in the boxes and follow the instructions. Once you have registered, each time you visit you'll just need to click on Login and enter the Planet ID and Password that you chose during registration.)

2. To upload a resource, click on 'Resources' from the menu, then 'Submit Resource' from the sub-menu.

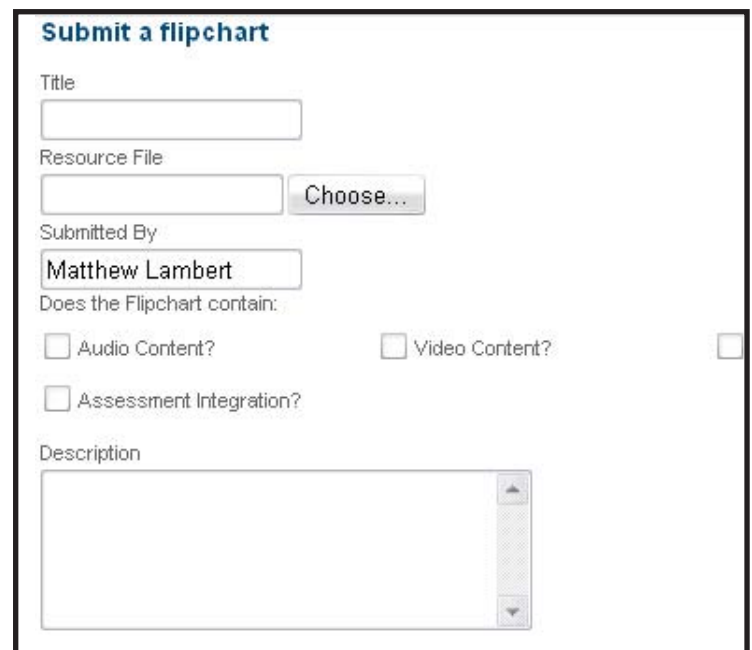3. Choose either 'Submit a lesson' or 'Submit a weblink'

4. Enter the flipchart or weblink title.
(Please give the resource a suitable title so teachers using the site can easily ascertain whether the resource is what they're looking for or not.)

5. Select the resource file you want to share

6. Tick the relevant boxes if the resource contains audio, video or flash content and if the upload contains assessment integration for learner response devices.

7.Enter the description of the item
(Please try to give an adequate description including as much relevant detail as possible)

8. Enter keywords related to your upload (Try to help people searching for content by listing all words that relate to the material and separated each keyword by a comma. The more keywords you enter the easier it will be to find)

NB - <u>For each resource you upload please include the keyword 'NZ'</u>

9. Select which Subject Area the item falls into and tick the relevant boxes

Keywords (separate by comma)

Please tick all that apply:

Subject Area

☐ Art & Design	☐ Backgrounds	☐ Cross Curricular
☐ Design & Technology	☐ Drama	☐ EFL/ESL
☐ English	☐ Geography	☐ History
☐ ICT	☐ Maths	☐ MFL
☐ Music	☐ Other Subject Areas	☐ Physical Education
☐ PSHE/Citizenship	☐ Religious education	☐ Science
☐ Special Needs Education	☐ Teacher Tools	☐ Vocational Skills

10. Select which age range /stage level the flipchart is designed for

Stage Level - Age

☐ Age 3-5/Foundation Stage	☐ Age 5-7/KS1/P1-3	☐ Age 7-11/KS2/P4-7
☐ Age 11-14/KS3/S1-2	☐ Age 14-16/KS4/S3-4	☐ Age 16-18/KS5/S5-6/F

11. Answer the remaining questions as accurately as possible

What best describes the submitted lesson resource?

Please Select ▼

What is the approx learning time that the submitted lesson provides (in minutes)?

Does the lesson include teacher's notes to assist other users in using this resource?

Please Select ▼

Does the lesson include a clear description of the learning goals?

Please Select ▼

Does the lesson include a suitable section to review achievement?

Please Select ▼

Does the lesson include references to specific curriculum or standards objectives?

Please Select ▼

Is the flipchart completely original or an extension of another Planet resource. Please acknowledge

Please Select ▼

Acknowledgements

12. Check the form and click 'Submit'

Submit

Congratulations!
You have just submitted your first shared resource.

Although there is already a huge amount of quality material on Promethean Planet we intend to make sure that new resources from New Zealand continue to be added….

This is where you come in.

In order for this site to continue to be a resounding success we need all teachers to share teaching materials. That means uploading flipcharts you have made, or adding web links you've found useful for teaching, learning or assessment purposes.

If we all contribute to this site there will be a greater variety of resources to choose from. You don't need to upload every single flipchart you ever make! Just make it a goal to upload two quality flipcharts per term if possible.

All flipcharts can be edited and changed once downloaded by a fellow teacher so don't worry if they're not the world's tidiest work. Whoever has downloaded the flipchart can alter it to suit their needs but it will have given the teacher some ideas and a good head start compared to starting from scratch. It is always useful to include flipchart page notes to help other teachers understand your learning objectives for the lesson.

Many teachers tell us that they have learned new techniques for their Activboard simply from trying out other people's flipcharts which they downloaded from Promethean Planet.

You have flipcharts that you use successfully in your class. Why not share them with other teachers?

Promethean Planet provides a way in which New Zealand teachers can help each other to find new ways to get the most out of their Activboards.

Thanks on behalf of all the other ActivClassrooms in the world. Your contribution is appreciated.

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