

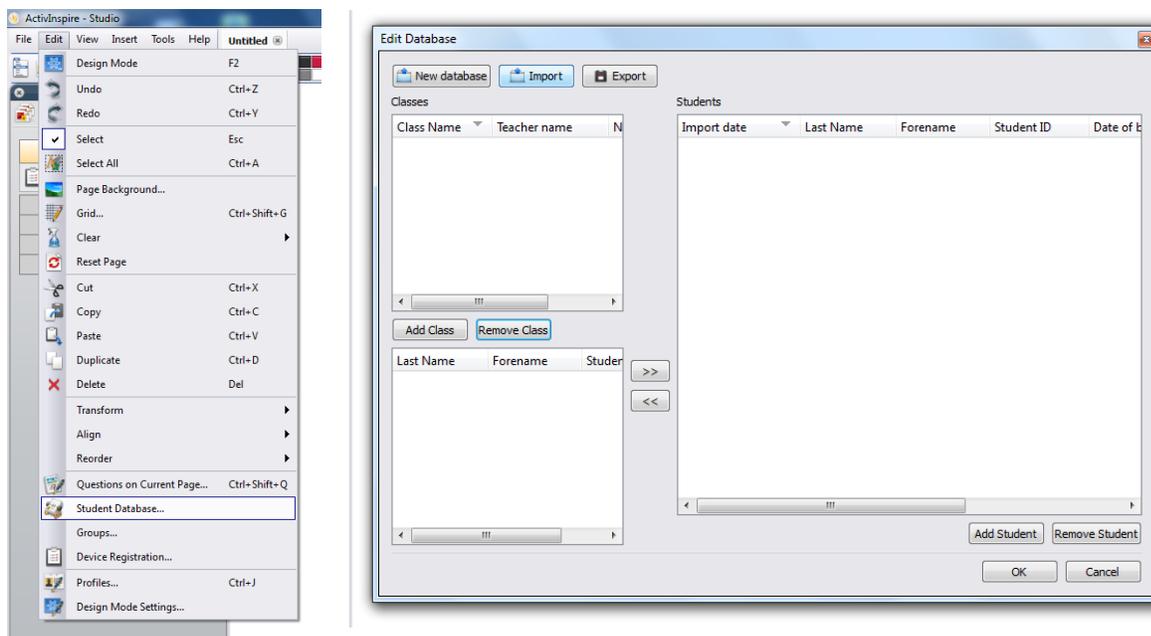
Assigning Students to ActivExpression & ActivEngage Devices



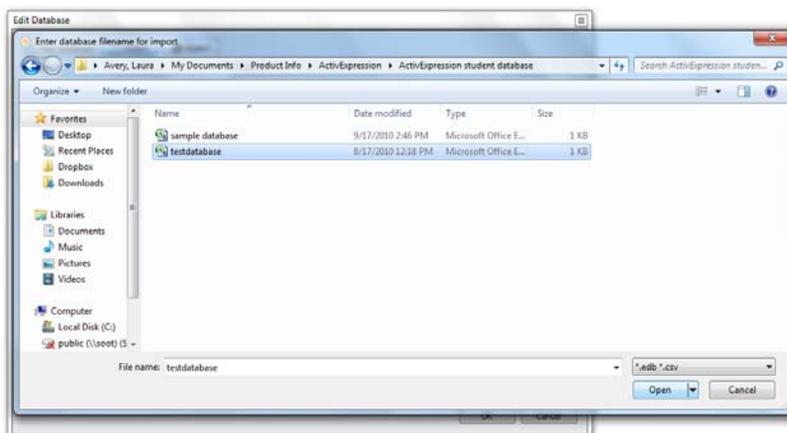
- 1 You will need to create a simple spreadsheet (in Excel, etc.) with student information (first name, last name, student id, and class name) and save it as a .csv file. [Click here to download a sample.](#)

(Note: Don't put an extra row with the headings (first name, last name, student id, and class name) or those will show up as a student as well. Make sure you have a column where you identify the class name/class period so when you import the database, the classes will automatically be populated accordingly. If you don't, you'll have to add each class and then move students into the appropriate class within the database in ActivInspire, so save yourself some time and just include it on the spreadsheet!

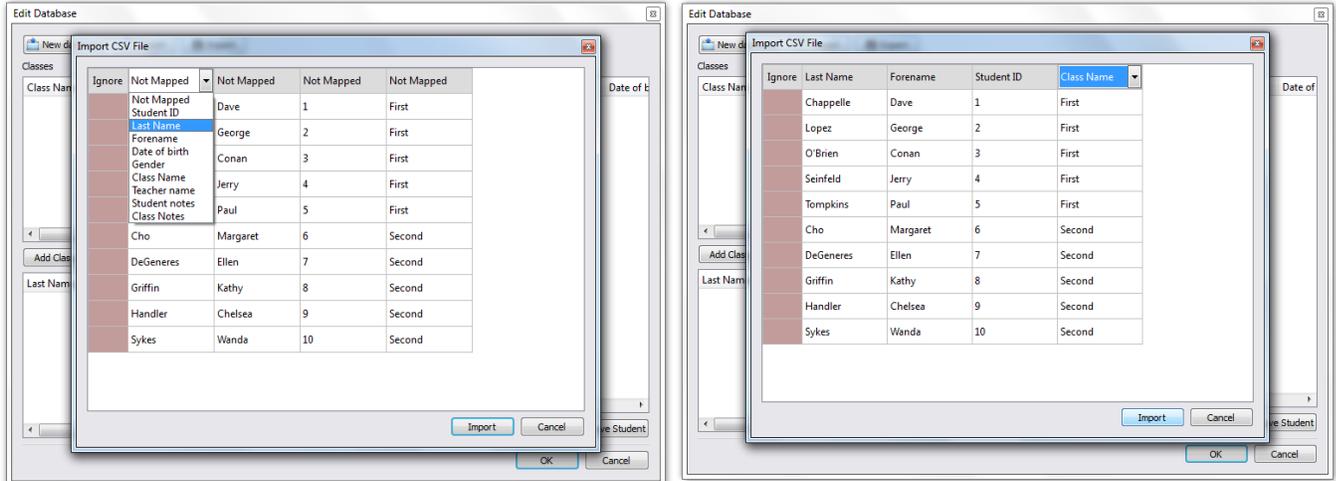
- 2 Open ActivInspire and go to Edit>Student Database and click 'Import'.



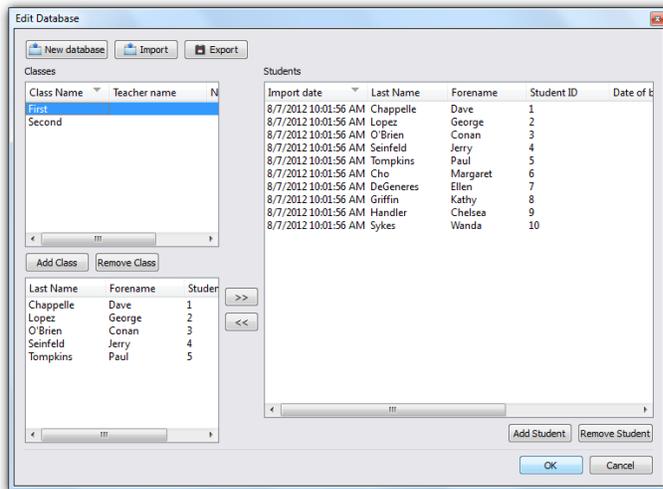
Navigate to your .csv file and click 'Open'.



You will then need to select a name for each column. Click each column header (Not Mapped) and select the appropriate category. Once you've chosen the heading for each column, click 'Import'.

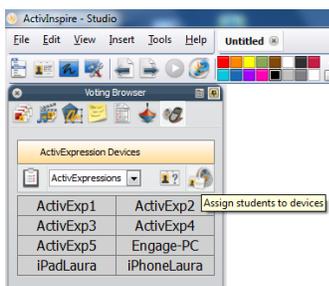


Your ActivInspire student database should have the info in it for each class. If you select a class (on the left side), you should see the students enrolled in that class (down below). Once you've verified that everything looks as it should, click 'Okay'.



3

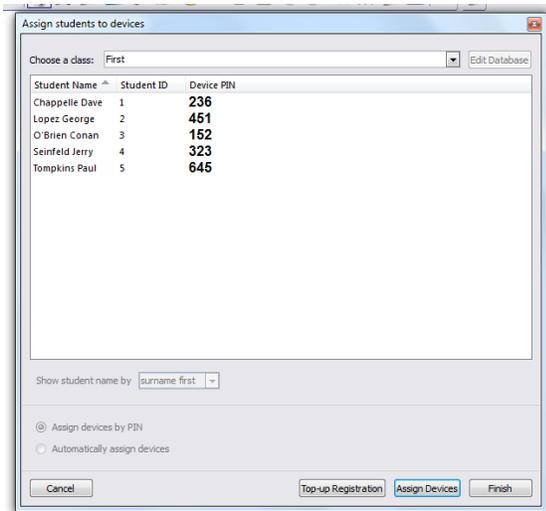
To assign the devices, go into the Voting Browser and select the icon on the far right that says 'Assign students to devices' when you hover over it.



Select a class from the 'Choose a Class' drop down menu (first, second, etc.) and then you have two options:

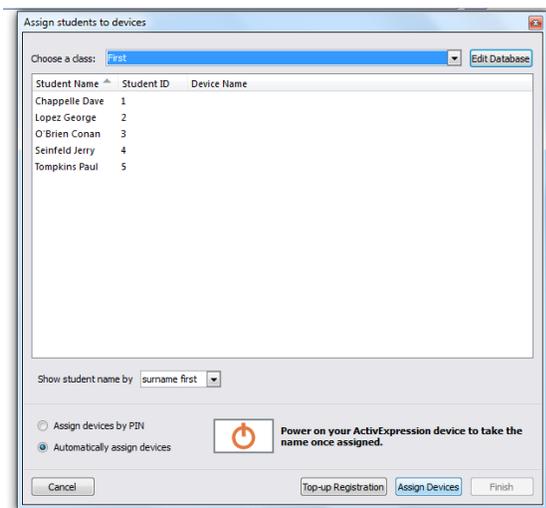
Option 1

'Assign devices by PIN' which enables kids to pick up ANY device, enter their pin (which you'll need to have projected for all to see), and have it populate with their name. To do this, simply select 'assign devices by PIN (bottom left) and then 'Assign devices' (bottom right) to display the pins. Students will be prompted to enter a pin when their device is powered on. Student names will highlight in green once their pin has been entered. Once all devices have been registered, click 'Finish' and device names will change on the device screens automatically.



Option 2

If you don't want to assign devices by PIN, you can simply click 'automatically assign devices' (bottom left) and 'assign devices' (bottom right) and it will do so automatically. Student will then need to power on the devices and find the one with their name.



When a new class comes in and you need to change the device names, simply go back into the voting browser and go through the 'Assign devices to students' (step 3) again.