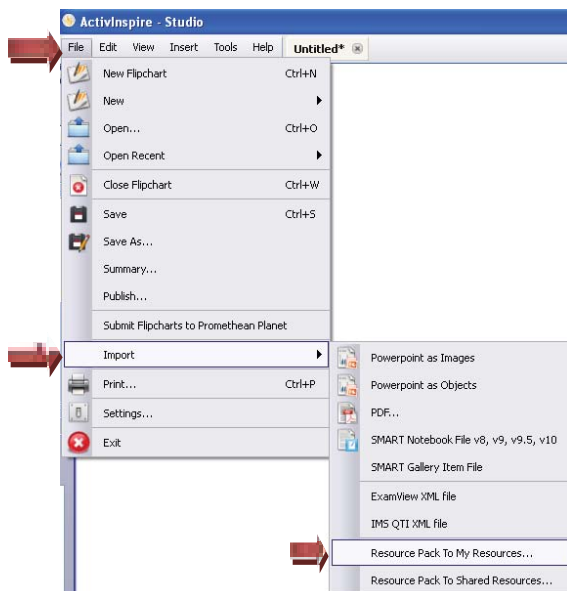


Importing Resource Packs from myMCPS and Promethean Planet into ActivInspire (within MCPS)

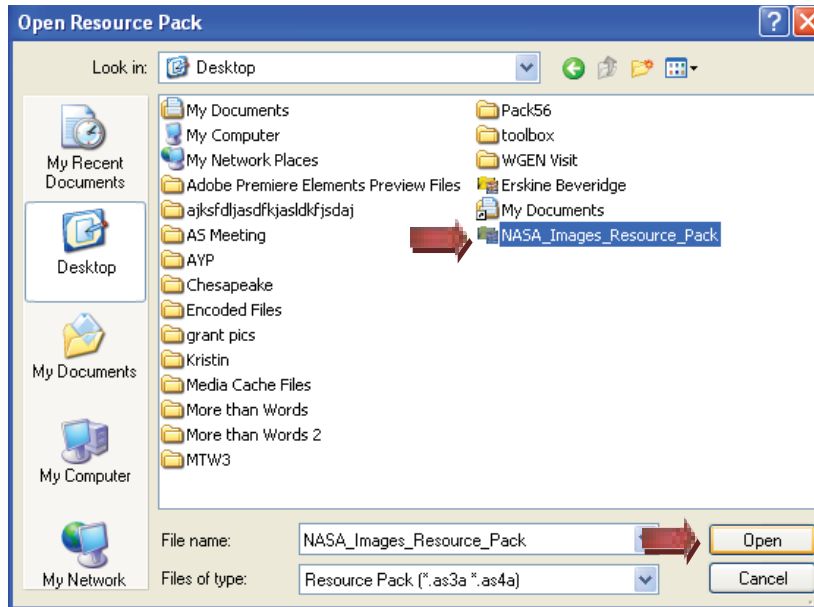
1. Go to myMCPS or Promethean Planet and download a resource pack to your My Documents.



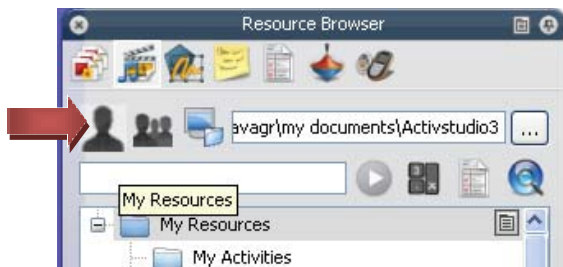
2. Open ActivInspire and go to File>Import>Resource Packs to My Resources.



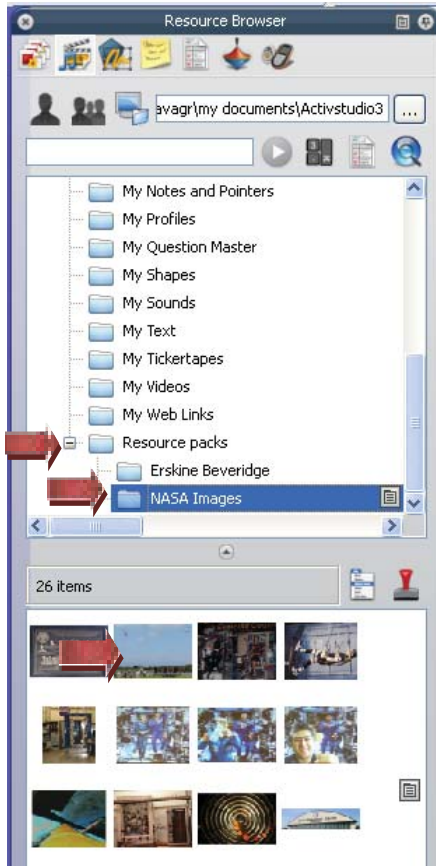
3. A dialogue box will appear, navigate to your My Documents and to the saved resource pack. Click on it and then click Open.



4. This will import the resource pack into the My Resources section of ActivInspire. Next you will need to find the resources you just imported. Go to the Resource Browser of ActivInspire and click on the My Resources (single person silhouette) icon.



5. Within My Resources, scroll down to the Resource Pack category. Click on the “+” sign to open the contents of the Resource Pack category and then click on the resource pack. You will now see the contents displayed underneath. You can use the contents as you would anything else from the Resource Browser.



Notes: Once the resource pack is imported into ActivInspire, you can (and should) delete it from your My Documents. Importing resource packs will take up some of your allotted server space. If you import several, you may eventually need to ask your ITSS for more server space.