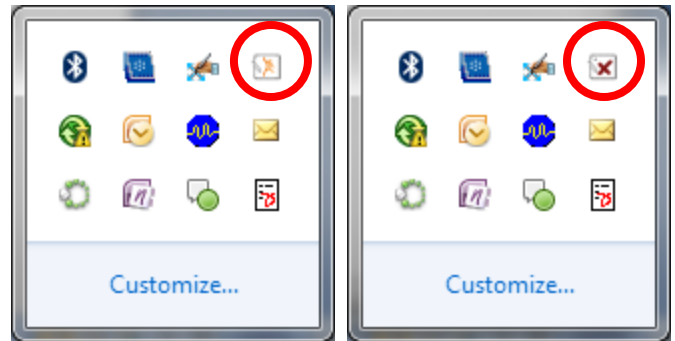# Making Your Laptop An ActivHub

The first thing you will need to do in order to start using ActivExpression Desktop is to make your laptop an **ActivHub** for your classroom. This requires a one-time setup. Once you have selected your classroom as the **ActivHub** for your room, you will only need to update this when you change classrooms.

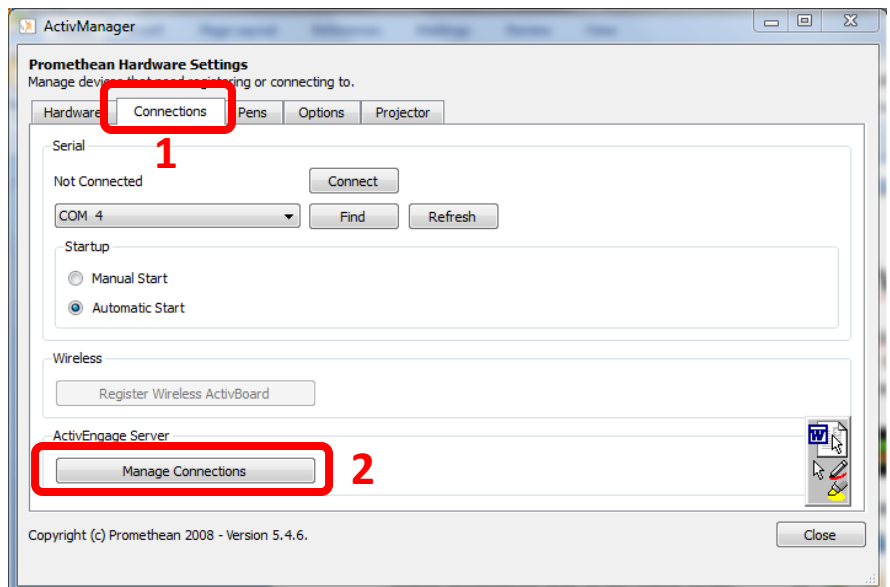1. Click on the triangular shaped '**Show hidden icons**' icon in the taskbar of your teacher laptop.

2. When you click on the '**Show hidden icons**' icon, a menu should appear. Click on the '**ActivManager**' icon. It will either have an orange Promethean man in the center of the rectangle (Option 1) or have a red 'X' in the center (Option 2).
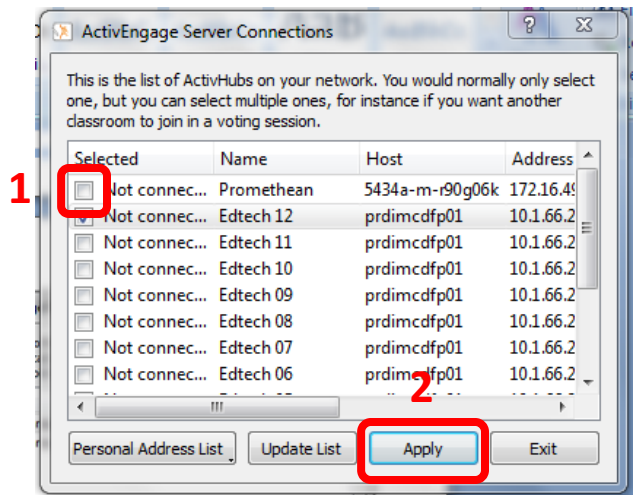

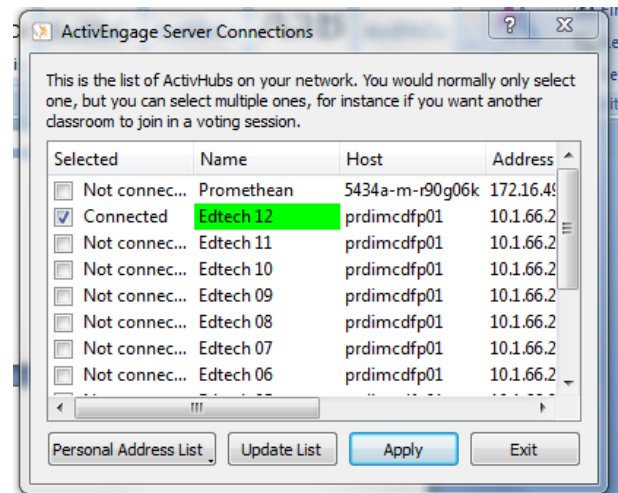**Option 1**   **Option 2**

3. From the menu that appears, click on '**Control Panel**.'

4. The '**ActivManager**' window will appear. Click on the '**Connections**' (1) tab and then click on the '**Manage Connections**' button (2).

5. The '**ActivEngage Server Connections**' window will open. You should see a list of all of the classrooms at your school site. Click in the **checkbox** (1) next to your classroom, and then click '**Apply**' (2).

6. Once you click '**Apply**,' the first column should say '**Connected**' and the room number in the '**Name**' column should be shaded green. Close this window as well as the '**ActivM anager**' window. Your computer has now been designated as the **ActivHub** for your classroom.

7. **Disconnecting from a hub:** You may need to disconnect from a hub if you are a roaming teacher or your classroom is changed. To disconnect from a hub, follow the directions for connecting to a hub up through **step 4**. At **step 5**, rather than checking a hub, **uncheck** the hub you want to disconnect from by clicking in the checked box and click '**Apply**.' You will now be disconnected.

IMPORTANT NOTE: Since you select a hub based on your classroom. There may be conflicts for teachers who change rooms because only one teacher can be connected to a hub at a time.

If you are a teacher who changes rooms, your school may want to develop a policy for roaming teachers.

Option 1 – All teachers keep the hub for the classroom they are in at the start of school. (This will be a problem if teachers are not in i21 classrooms at the start of school.)

Option 2 – When a teacher changes rooms, he/she must remember to disconnect from the room they were just in and connect to the hub they have moved to. (This will be a problem if teachers forget to connect and reconnect to hubs.)