

Participate™

User's Manual



Hands High Software, Inc.

© 2004 Hands High Software, Inc. All Rights Reserved.

Participate™ is for Palm OS handheld computers.

This manual, as well as the software described in it, is furnished under license and may only be used or copied in accordance with the terms of such license. The information in this manual is furnished for informational use only, is subject to change without notice, and should not be construed as a commitment by Hands High Software, Inc. Hands High Software, Inc. assumes no liability for any errors or inaccuracies that may appear in this book.

Except as permitted by such license, no part of the publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means without the prior written permission of Hands High Software, Inc.

Participate is a trademark of Hands High Software, Inc. Hands High and the Hands High logo are registered trademarks of Hands High Software, Inc.

Macintosh is a registered trademark of Apple Computer, Inc. Microsoft is a registered trademark of Microsoft Corporation.

Hands High Software, Inc. makes no warranties, express or implied, including without limitation the implied warranties of merchantability and fitness for a particular purpose, regarding the software. Hands High Software, Inc. does not warrant, guarantee or make any representations regarding the use or the results of the use of the software in terms of its correctness, accuracy, reliability, currentness or otherwise. The entire risk as to the results and performance of the software is assumed by you. The exclusion of implied warranties is not permitted by some states. The above exclusion may not apply to you.

In no event will Hands High Software, its directors, officers, employees or agents be liable to you for any consequential, incidental or indirect damages (including damages for loss of business profits, business interruption, loss of business information, and the like) arising out of the use or inability to use the software, even if Hands High Software has been advised of the possibility of such damages. Because some states do not allow the exclusion or limitation of liability for consequential or incidental damages, the above limitations may not apply to you.

For defense agencies: Restricted Rights Legend. Use, reproduction or disclosure is subject to restrictions set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at 252.227-7013.

For civilian agencies: Restricted Rights Legend. Use, reproduction or disclosure is subject to restrictions set forth in subparagraphs (a) through (d) of the commercial Computer Software Restricted Rights clause at 52.227-19. Unpublished rights reserved under the copyright laws of the United States.

Contents

| | |
|--|-----------|
| INTRODUCTION..... | 4 |
| SYSTEM REQUIREMENTS | 4 |
| SETTING UP..... | 5 |
| CLASS STYLE | 5 |
| STUDENT LIST..... | 5 |
| <i>Importing Students from the Memo Pad.....</i> | <i>6</i> |
| <i>Manual Entry of Students.....</i> | <i>6</i> |
| <i>Class/Subject Screen</i> | <i>7</i> |
| ENROLLMENT..... | 8 |
| USING PARTICIPATE | 11 |
| WHO'S NEXT?..... | 11 |
| EXPORTING STUDENT DATA | 12 |
| CUSTOMIZING THE PARTICIPATE DISPLAY..... | 13 |
| NAME STYLE..... | 13 |
| SORT ORDER | 13 |
| CUSTOMIZE DISPLAY (SEATING CHART) | 13 |
| APPEARANCE | 14 |
| MANAGING STUDENTS AND CLASSES | 15 |
| EDITING THE STUDENT LIST | 15 |
| CHANGING ENROLLMENT IN A CLASS..... | 15 |
| ADDING A NEW CLASS | 16 |

Introduction

Participate allows you to record classroom participation points in one tap. All of your students are right there on the screen, allowing you to listen, observe, and accurately keep track of the points students earn (or lose) during the learning process.

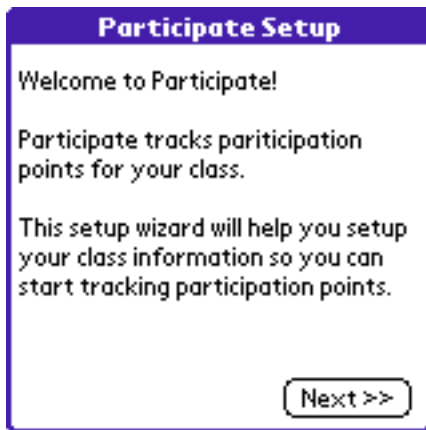
| Participate | Social Studies | Participate | Physics AP |
|----------------|----------------|---------------|----------------|
| 0 Cisneros, S | | 6 Eagle, Tod | 30 Swartz, A |
| 0 Stewart, Al | | 8 Chaka, Kh | 5 Aurelius, M |
| 13 Chaka, Kh | -1 Eagle, Tod | 1 plack, robe | 2 Wallace, Es |
| -1 plack, rob | 0 Stewart, R | 10 shriver, | 2 Lewis, Shal |
| 100 Baggins, | | -3 Tine, Con | |
| 1 shriver, m | 200 Garland, | 1 palmer, ar | 5 Kim, Song |
| 7 palmer, ar | 117 Wallace, | 3 Weaver, D | |
| | 106 Gandy, | -4 bodin, rob | 5 Tyler, Lyn |
| 3 bodin, rob | 7 john, littl | 0 pque, john | |
| 5 Fong, Julia | 8 Balestra, A | 1 Balestra, A | 0 Damon, R |
| 5 Swartz, Ar | 7 Tine, Const | 0 Frampton, | |
| | | 0 Bowers, M | 0 Cisneros, S |
| | | 40 Says, Sin | |
| | | 0 Meyers, | 10 Stewart, Al |
| | | -9 Sanchez, | |
| | | -5 Stewart, | |
| | | 15 Fong, Juli | -15 Baggins, |
| + - 100 4/1/04 | | + - 5 7/18/04 | |

System Requirements

Participate requires a handheld computer running Palm OS version 3.5 or above. It supports expandable screens as well.

Setting Up

When you start the program, you will be presented with the setup wizard, which will guide you through the process of inputting your students and classes.



Class Style

The Class Style page gives you the option of choosing Elementary style, which puts all of your students into every class, or Secondary style, which allows for different students to be in different classes.



In Elementary Style, when you add or remove a student from the master list, you add or remove that student from all classes. Secondary Style requires class-by-class adding and removing. If you are an elementary school teacher, but you do not have one group of students throughout the day, you should choose Secondary style.

Student List

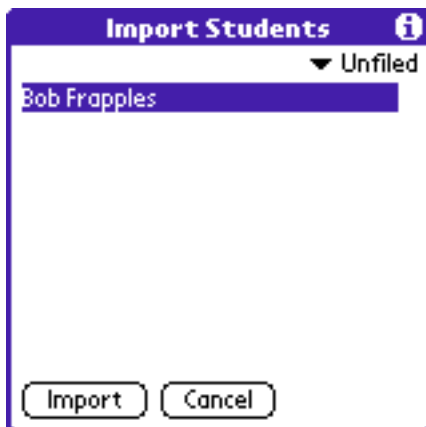
Next is the Student List screen. You can either import your students from the memo pad, or enter them into the program

Importing Students from the Memo Pad

In your Palm OS desktop software, create a list of students in a memo and hit return after each one. This can be last name, comma, first name or first and last name with no comma. Synchronize your handheld device with your desktop computer, and then open Participate.



Tap on the Import button.



Highlight the memo and tap the import button. This will add all the students to your master Participate class list. You will then see the list of students in Participate. Tap the OK button to continue with the wizard.

Hint: Make the first name on the list the actual class name, since the first name will become the class name when importing into Participate

Manual Entry of Students

Tap the next button instead of the Import button.

Edit Students

OK New Edit... Delete

Now tap the New button to create a new student and enter the student's first and last name.

Edit Students

Edit Student

First: Bob

Last: Frapples

OK Cancel

Do this for each student, and then tap the OK button to proceed with the wizard.

Class/Subject Screen

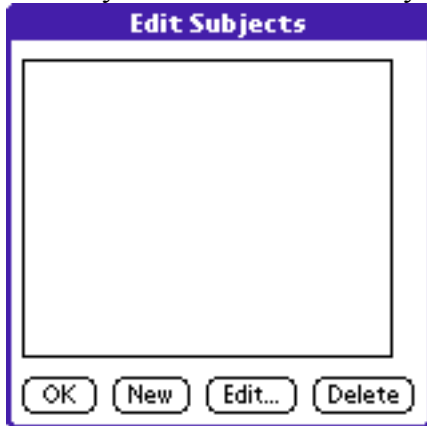
Participate Setup

Class/Subject List

In the next screen, enter
your list of classes or subjects.

<< Previous Next >>

Tap the Next button to go to the Class/Subject screen. If you are in Elementary mode, this will be the list of subjects you teach to your one class. If you are in Secondary mode, this will be your list of classes that you teach to different groups of students.



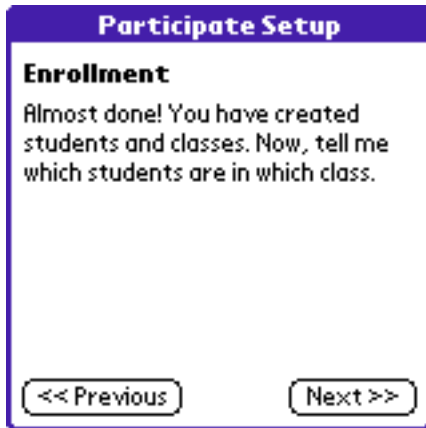
Tap the New button to create a new course or subject.



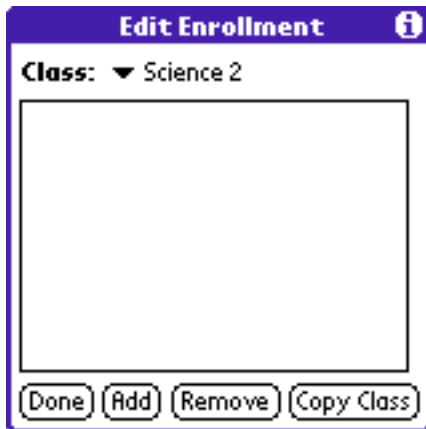
Enter the course name and tap on Done. Keep entering course names until you are finished, and then tap the OK button.

Enrollment

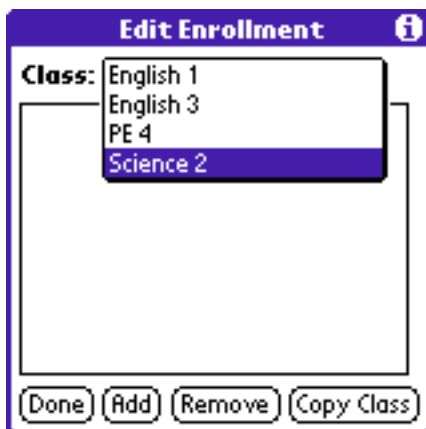
If you are in Secondary Style, you must pick which students are in each class.



Tap the next button to go to the enrollment screen.



First, tap the class popup list at the top of the screen, and pick a class. This will be the list of classes you entered in the previous step.



Next, tap the Add button.



Check off the students that you would like to add to the class, and then tap the OK button.

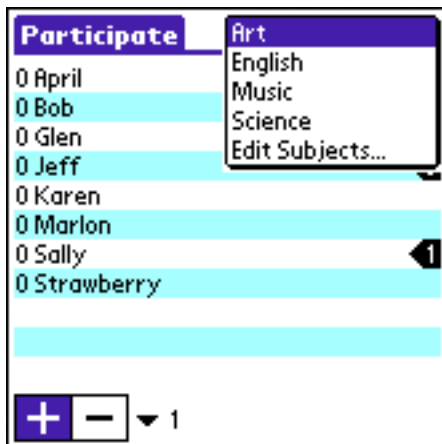


Repeat this process for each of your classes.

Then tap the Done button.

Using Participate

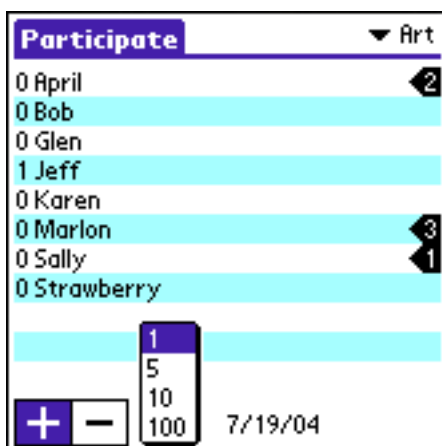
The first step when beginning to record points is to select the course or subject that you want to assess from the popup menu in the top right corner.



Now, when a student participates in a discussion, simply tap the student's name. A point will be added. If you would like to remove points from a student, first tap the minus sign (-) at the bottom of the screen, and then tap the student.

Once you start tapping, a date will appear at the bottom of the screen that will be the first date that points were recorded for this class. This date will remain until you choose Clear from the Edit menu.

To change the number of points that the student receives on each tap, choose the new amount from the popup menu at the bottom.



Who's Next?

You will notice a black arrow with a number in it to the right of some of these students. This shows you which students have gone the longest time without receiving points. You

can use this to determine whom you should call on next. The number indicates the order of the students who should be called on. In other words, the number “2” indicates the student who has gone the second longest amount of time since answering a question.

You do not have to tap on students in order. If that student is absent, or another student answers a question voluntarily, simply tap the other student’s name.

You can decide how many Who’s Next arrows to show by choosing Preferences from the menu. Entering a zero will hide all the arrows and disable this feature.



To change classes, select a new class from the class menu at the top of the screen. The points will be remembered, so that if you go back to that class, they will still be there.

To clear all the points in a class and start over, choose Clear from the Edit menu.

Exporting Student Data

Choose Export from the menu to export the participation data for a particular class to the memo pad.

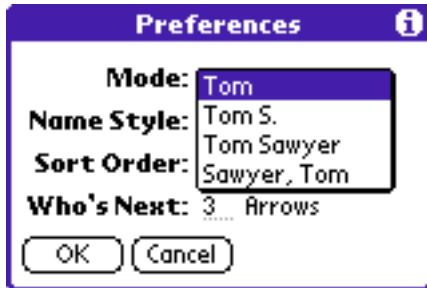


Once the data is in the memo pad, synchronize your handheld device and the data will then be available in your desktop software.

Customizing the Participate Display

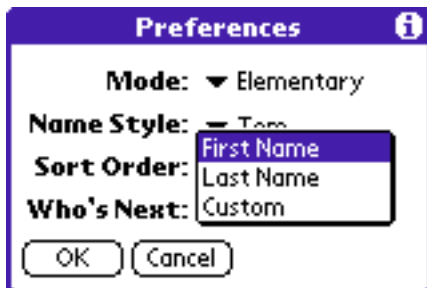
Name Style

Choose Preferences from the menu to control how names are displayed. You can show first name and last name, or last then first, in 4 different styles.



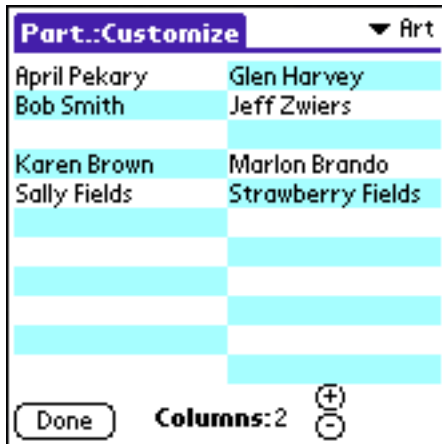
Sort Order

You can choose the way in which Participate sorts the names in the list, tapping on Sort Order. Choices are by last name, first name, or custom. Custom allows you to completely control where students in a particular class appear on the screen, and is described below.



Customize Display (Seating Chart)

By choosing Customize Display from the menu, you can control the number of columns on the screen and you can move students to a new location on the screen. This will allow you to arrange students in a way that resembles how they are sitting in the classroom.



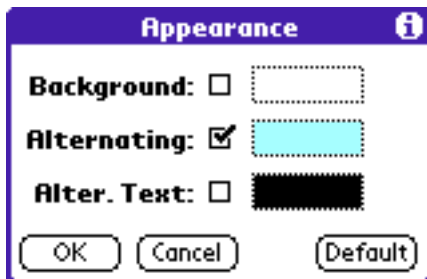
To change the number of columns you want to display, tap on the + or – sign at the bottom of the screen.

To move a student, tap on the student and then tap on the spot (even if occupied) where you want him or her to be. Participate moves the student into the tapped cell. If there was a student already in the new cell, the two names are swapped.

Tap on Done to leave the customize screen.

Appearance

You can choose the color scheme you want by tapping on Appearance from the menu. You can control the background and the text color of alternating cells.



Managing Students and Classes

Editing the Student List

To add or remove students from your master student list, choose Students from the Edit menu.



Tap the New button to add students, or select a student and tap the Delete button to remove a student. To change a student's name, tap the Edit button.

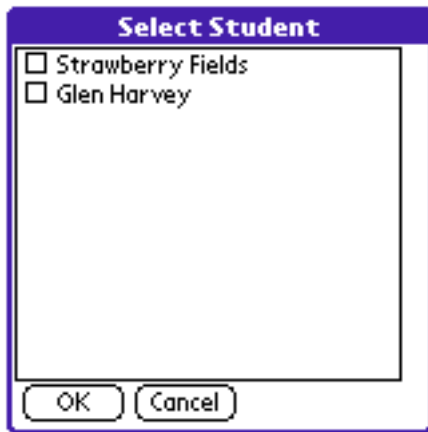
Changing enrollment in a class

To change the enrollment in a class, you must first be in Secondary mode. You also must add the student to your student list, and the class to the class list.

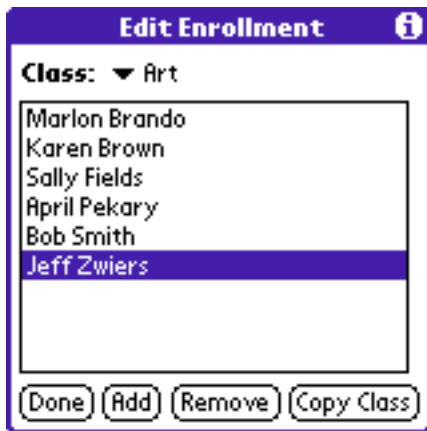
Choose Enrollment from the menu, and then choose the class to edit from the popup menu at the top.



To Add a student, tap the Add button and check off the students you would like to add.



To remove a student, select the student from the list and tap the Remove button.



Adding a new class

To add a new class, tap on the upper right class name and then on Edit classes.





Then tap on New and give the class a name.



Then tap on Enrollment and Add to check off the students from your master list who are in the class. To add new students, again you need to return to the Edit→Students menu item to add students to the master list first.