

Locker Quick Start Guide

Version 1.2

Table of Contents

What is Locker?	1
System Requirements	1
Step-by-Step Instructions	1-7
• Getting Started	1
• Adding a New Assignment	2
• Adding a New Event	4
• Adding a New Note	4
• Viewing and Editing your Locker Items	5
• Archiving your Old Locker Items	5
• Beaming	6
• The Menu Bar	6
Additional Support	8

What is Locker?

Locker is an organizational tool that will help students and teachers manage their busy school schedules. Locker allows you to create, view, edit and archive three types of tasks: Assignments, Events and Notes. You may then beam these locker items as needed.

System Requirements

- Palm OS 3.5 or higher
 - Windows 98 or higher, running Palm Desktop 4.0.1 or higher. (Palm Desktop 4.1 recommended)
 - Macintosh OS 9.x or OSX, running Palm Desktop 4.1.
 - 35 KB memory on handheld.
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Getting Started

1. To open Locker, tap the **Locker** icon.
2. If this is the first time you are using Locker, you are asked to enter your name (Figure 1). Enter your name, then tap **OK**.



Figure 1

3. Tap **Locker** to begin.

Adding a New Assignment

To get good grades, it's important to keep track of your assignments.

1. Once you log in, you arrive at the New Tasks screen. (Figure 2) This is the screen your locker items are listed at once you create them.



Figure 2

2. To create a new Assignment, tap the **New** button.
3. You arrive at the Assignment screen. (Figure 3) Notice that your name appears automatically on the 'From' line.

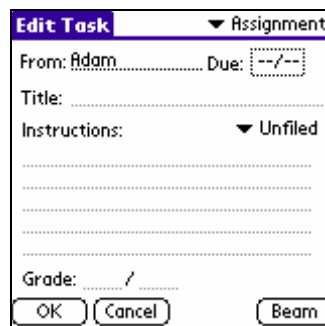


Figure 3

4. In Assignment mode, Locker allows you to set the due date, title, instructions, subject and grade of your assignment.
5. To set the due date, tap on the '--/--' box. You arrive at a calendar. Once you tap a particular day, you are returned to the Assignment screen.
6. To change what subject your Assignment is associated with, tap the **Subject** pull-down menu. (Figure 4)

The screenshot shows the 'Edit Task' interface. At the top, there is a title bar with 'Edit Task' and a dropdown menu set to 'Assignment'. Below this, there are several input fields: 'From: Adam', 'Due: 9/12', 'Title: Culture', 'Instructions: Unfiled', and 'Grade: /'. At the bottom of the screen, there are three buttons: 'OK', 'Cancel', and 'Beam'.

Figure 4

7. If none of these subjects seems quite right, you can make your own. To do so, tap **Add Subject...** A New Subject box appears at the bottom of the screen. Type your new subject name (Figure 5), then tap **OK**.

This screenshot is similar to Figure 4, but with a 'New Subject' dialog box open at the bottom. The dialog box has a title bar 'New Subject' and a text input field labeled 'Enter a Subject Name:' containing the text 'Anthropology'. Below the input field are 'OK' and 'Cancel' buttons. The background 'Edit Task' screen is dimmed.

Figure 5

8. Once you are finished describing your assignment, tap **OK** to add it to your locker.
9. You return to the New Stuff screen (Figure 6), and your new locker item is there. The A stands for Assignment, and the date displayed is the due date.

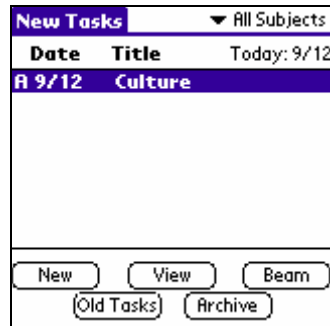


Figure 6

Adding a New Event

It's also important to keep track of important events in your life, whether it be a big exam, soccer practice, or an orchestra concert.

1. To add an Event, click **New** from the **New Tasks** screen.
2. You arrive in Assignment mode. You must change what type of item you'd like to add. To do so, tap the **Assignment** pull-down menu in the upper, right-hand corner of the screen. (Figure 7) Tap **Event**.

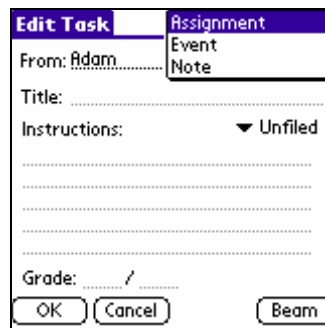


Figure 7

3. The screen changes to Event mode. (Figure 8)

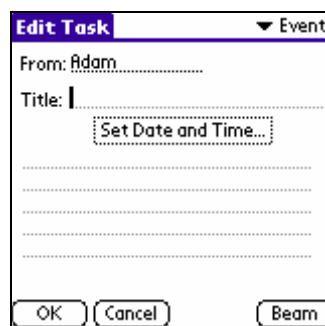


Figure 8

4. Type a title, set the date and time, and describe your event in detail on the lines provided.

5. Once you are finished, tap **OK** to add the Event to your locker.

Adding a New Note

Sometimes, you need take short notes in class, jot down a phone number, or write a short reminder to yourself. Notes are perfect for these kind of tasks.

1. To add a Note, tap **New** from the **New Tasks** screen.
2. Tap the Assignment pull-down menu in the upper, right-hand corner of the screen, and tap **Note**.
3. Type your note on the lines provided. (Figure 9)

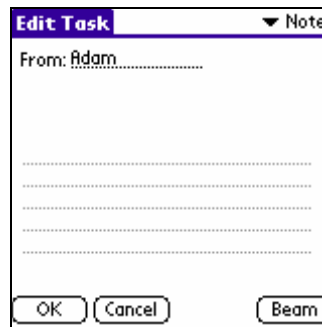


Figure 9

Viewing and Editing your Locker Items

Once you have created a locker item, you may need to re-view it or edit it.

1. To view or edit an existing locker item, select it from the list at the **New Tasks** screen, then tap the **View** button.
2. The item appears in a viewing-only format. (Figure 10)

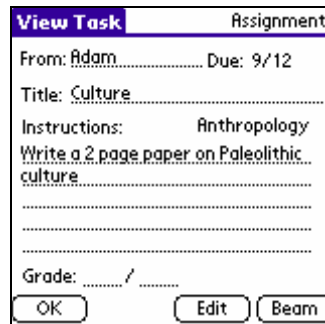


Figure 10

3. To edit it, tap **Edit**.

Archiving and Deleting your Old Locker Items

Once you have accumulated a sizable number of items in your locker, you may want to move the old stuff to the Archive. Note: You may only delete items from the Archive.

1. To archive a locker item, select it from the New Tasks list, then tap **Archive**.
2. The item disappears from your New Tasks list and goes into the Archive.
3. To view your Archive, tap **Old Tasks**.
4. You arrive at the **Old Tasks** screen (Figure 11).

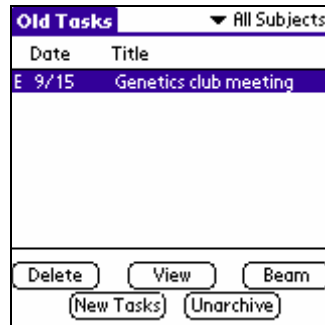


Figure 11

5. To delete an item, select it and tap **Delete**.
6. To return an item to the New Tasks screen, select it and tap **Unarchive**.

Beaming

Beaming allows you to share your locker items with friends or beam rubrics to the class.

1. To beam an item from your locker, whether it be an Assignment, Event, or Note, select the item, align your IR port with a friend's IR port, then tap **Beam**.
2. On the receiving end of the beam, you'll be asked whether or not you wish to accept the item. (Figure 12) Tap **Yes** to accept it.



Figure 12

The Menu Bar

The Menu Bar consists of the Edit menu and the Options menu.

1. The **Edit** menu consists of familiar editing actions (Undo, Cut, Copy, Paste, and Select All) and a bit of Keyboard and Graffiti help.
2. The **Options** menu consists of (Figure 13):

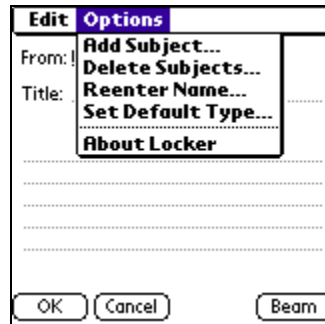


Figure 13

- **Add Subject:** Adds a new subject in Assignment mode.
 - **Delete Subject:** Deletes subjects in Assignment mode.
 - **Reenter Name:** Allows you to change your user name.
 - **Set Default Type:** Sets the default type of locker item you create when you tap New at the New Stuff screen.
 - **About Locker:** Highlights the hard-working programmer.
3. If you find yourself continually using Event or Note mode, and you're tired of having to change from Assignment mode every time you start a new locker item, you may want to change your default type setting. To do so, tap **Set Default Type** from the **Options** menu.
 4. A box appears (Figure 14) with a pull-down menu. Select the desired type of locker item to become your new default, then tap **OK**.

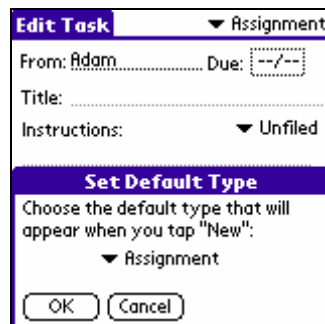


Figure 14

Additional Support

Additional support and user information can be found at <http://www.goknow.com/Support/>.

If you have any questions or concerns, please contact: support@goknow.com.