

Mobile Learning Environment And MyProjects User Guide

Version 2.0 for Windows Mobile



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What is MLE? What is MyProjects?

As the name implies, the **Mobile Learning Environment (MLE)** is an educational environment consisting of students, teachers, mobile devices, and curriculum. The Mobile Learning Environment is designed to accomplish two educational goals: Engage the students (have fun), and keep them Organized (stay focused). Students working on a project in the MLE use **MyProjects** on their mobile devices to access their project home page.

MyProjects enables students to organize multiple resources on one simple screen and encourages students to use a variety of different learning tools— concept maps, animations, tables, paragraphs, slideshows and web resources—to build complex, multiform projects.

MyProjects combines GoKnow!'s Sketchy, PiCoMap, GoKWL, and Stopwatch software with Microsoft's Word, Excel, Calculator, Reader, and Internet Explorer. Top it all off with **GoSync** and **GoManage** for distributing, viewing, and grading projects, and you have a powerful learning tool.

System requirements

Windows Mobile 5 device
798 KB available storage memory

Getting started – logging in

To open MyProjects, tap the MyProjects icon on the main Programs list (Figure 1).



Figure 1

Select your user name from the dropdown box (Figure 2).

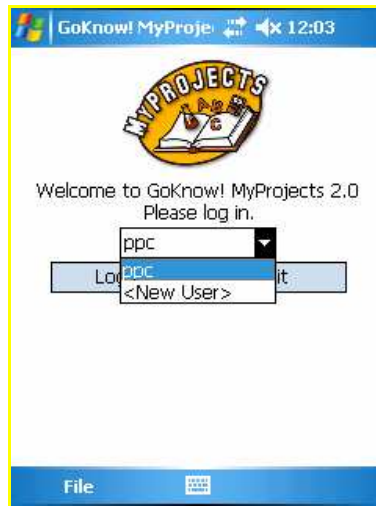



Figure 2

If your user name isn't in the box, you need to create a new one. Tap **<New User>** and write your name in (tap on the keyboard icon  at the bottom of the screen to bring up a keyboard if needed).

Once you have selected a user name, tap "Login."

If you are using an existing user name and had created a password, enter it in the password box that appears. If you just created a new user name, you can create a password at this point or leave the box blank. New users will be prompted to enter their password twice (or leave it blank twice).

When you have entered your password, tap "Ok."

Creating a new project

Once you have logged in with your username, you will see a screen that lists the most recent projects you have worked on (Figure 3). If you have never created a project, you will see a message that says <No Projects>.

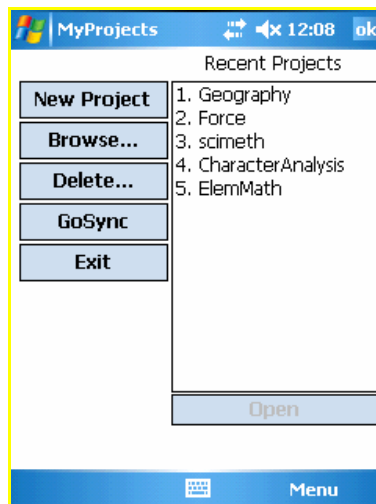


Figure 3

To create a new project, tap “New” from the list on the left of the screen. A box appears asking you to name your project. Give your project a name and tap Create. Welcome to the main MyProjects screen (Figure 4).

★ **NOTE:** Project names as well as resource names must be at least 3 characters long.



Figure 4

The blank space is your canvas. The icons at the bottom of the screen are your resources, or applications. You can use the arrows at the bottom of the screen to scroll through all of the available resources. **Note: If there are no icons at the bottom of the screen, you will need to re-install the GoKnow applications.**

Opening a saved project & deleting a project

If you have already created a project, you can open it when you first log in to MyProjects. Select the project you wish to open from the list, and tap “Open” at the bottom of the screen (Figure 4, previous page).

To delete a project, tap “delete” from the list on the left of the screen. A new screen will appear with a list of available projects. Select the one you wish to delete, then tap “Delete” at the bottom of the screen (Figure 5).

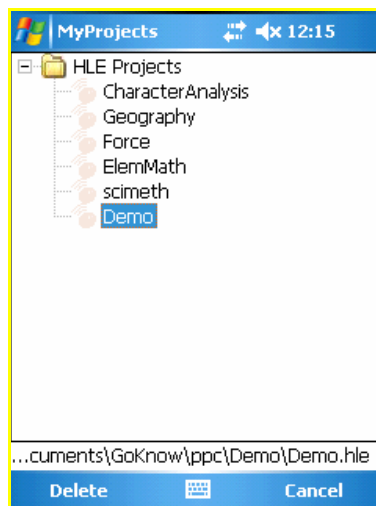


Figure 5

You will be prompted to confirm that you want to delete the project. Tap “Yes” to delete the project. Tap “No” to return to the main Recent Projects screen.

★ **NOTE:** Unless you have backed up your project on GoManage, deleting is permanent! Be careful what you delete. For more information on using GoManage, see the GoManage user guide.

Saving a project with a different name (“Save As”)

Open the project you wish to save with a different name. Tap on the “Menu” button at the bottom of the screen. Tap “File” → “Save As” (Figure 6). You will be prompted to enter a new name for your project. Type the new name and tap “Save.”



Figure 6

Exiting MyProjects

Whenever you are done using MyProjects, tap the **ok** button on the top right corner of your screen. This will automatically save your project and return you to the main Program screen on your handheld.

★ **NOTE:** If you are in an application within MyProjects, you will need to tap the “Ok” button twice.

Resources

The resource bar at the bottom of the screen in MyProjects features all of the programs and tools that MyProjects offers. To see all of the resources tap the arrows to scroll left and right.

The resources are:



PiCoMap



Sketchy



iKWL



Stopwatch



Calculator



Word Mobile



Excel Mobile



Microsoft Reader



Internet Explorer



GoSync



Battery life remaining



Disk space remaining

Using resources

To use any of the resources, simply tap on the icon at the bottom of the screen. You will be prompted to name your resource. Enter a name and tap “Create” (Figure 7).

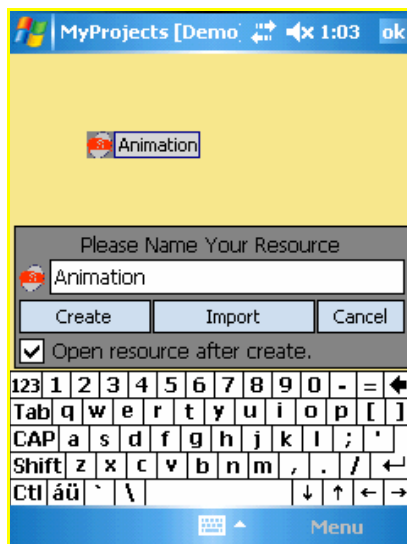


Figure 7

★ **NOTE:** If you leave the box next to “Open resource after create” checked, the resource will open automatically once you tap “Create.” If you uncheck the box, a tile with the name of the resource will be placed in MyProjects, but the actual resource will not open until you tap on it from the MyProjects canvas.

Moving to and from project view

The ease of moving to and from the MyProjects canvas is one of the things that makes MyProjects so powerful. It takes just one tap to work on your resource and one tap to get back to your canvas: To return to MyProjects after you have finished working on your resource, simply tap the “Ok” icon in the top right corner of your screen! If you are using any of GoKnow’s resources, such as Sketchy and PiCoMap, your work will be saved automatically. If you are using a resource such as Word Mobile, you will be prompted to save your work before returning to the main MyProjects canvas.

Moving, renaming, and deleting resources on the canvas

Moving a resource

You may move a resource anywhere on the canvas once it has been created. To move your resource, touch your stylus within the resource’s box, then drag the stylus to the desired location. The resource will move with your stylus movement. Lift your stylus off the screen to place the resource.

If you have a lot of resources in a project, you can move them off the screen and use the navigation buttons on your handheld device to scroll around the canvas (Figure 8).



Figure 8

★ **NOTE:** The location of the navigation buttons may vary depending on the model of your handheld device. See the information provided by the device manufacturer for more details.

Renaming your resource

To rename your resource, tap and hold down the text of the resource you wish to edit. A drop-down menu appears (Figure 9, next page). Tap "Rename." You will be prompted to enter a new name for your resource. When you are done, tap "Rename."



Figure 9

Deleting a resource

To delete a resource, tap and hold within the resource to bring up the drop-down menu (Figure 9, above). Tap “Delete”. Tap “Yes” at the warning prompt to delete the resource. Tap “No” if you don’t want to delete the resource at that time.

★ **NOTE:** Deleting a resource removes it from your canvas, but also deletes the content in the resource permanently. Be careful what you delete!

Importing a resource

Whenever you create a resource in a project, you will notice an option that says “Import” next to the “Create” button in the “New Resource” window (Figure 10). This allows you to import existing resources into your project.

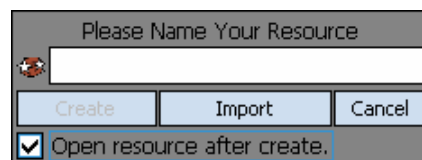


Figure 10

1. In order to import a resource, you must first create the same type of resource as the one you wish to import. For example, if you wish to import a PiCoMap, you must first create a PiCoMap in MyProjects, then tap “Import” in the “New Resource” window. As a reminder: to create a new resource, simply tap on the icon for that resource from the main MyProjects canvas.
2. When you tap “Import,” you will see a list of all the resources of that type that have been created. For example, if you created a PiCoMap resource and tapped “Import,” you would see a list of all of the PiCoMaps currently on the device.

3. Select the resource you wish to import and tap “Open” (Figure 11).

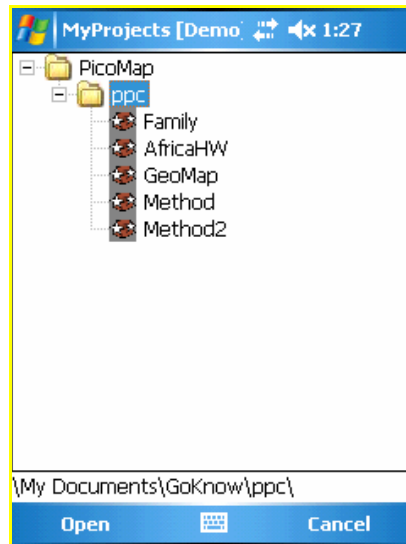


Figure 11

4. The imported resource will open automatically.

★ **NOTE:** When you import a resource, you are creating a copy of the original resource. Any changes you make in the imported version will not affect the original version.

Brief overview of each resource



PiCoMap

PiCoMap is a tool that enables students to create concept maps.

Creating a PiCoMap resource

To create a PiCoMap resource, tap  from the resource bar. Give the resource a name, then tap “Create”. You arrive at a new PiCoMap canvas.

There are two main elements that are used when creating concept maps – concepts and links. A concept is an idea that is contained in a single shape. A link is a line connecting two concepts. To create a new concept, use the stylus to draw an oval on the PiCoMap canvas (Figure 12, next page) – it doesn’t have to be a perfect shape! This shape is often referred to as a “node.”

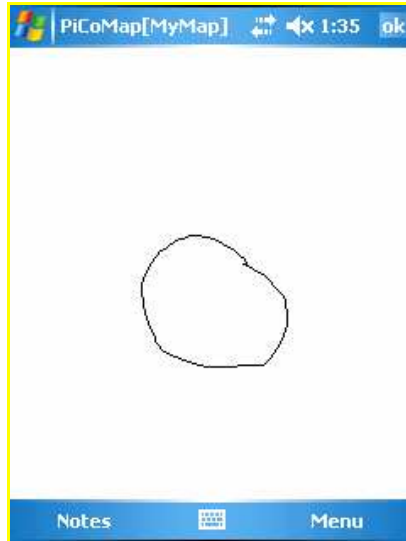


Figure 12

When you release your stylus, you will be taken to a “Create Concept” window (Figure 13).

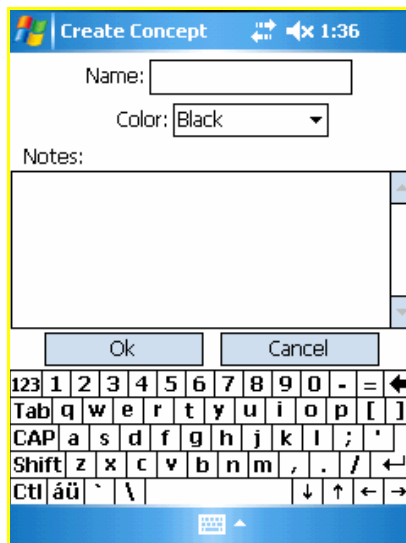


Figure 13

Enter the name of your concept in the box next to “Name.” You can change the color of your node by tapping the arrow next to the color in the “Color” box and tapping on the desired color (Figure 14, next page).

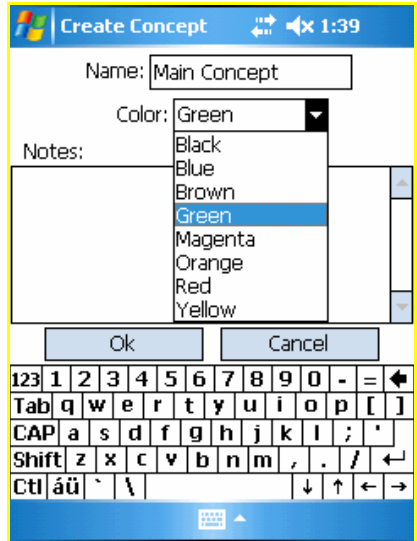


Figure 14

If you wish to add notes to your concept, you can type in the “Notes” box. This can be useful if you want to add supporting details. For example, if your main concept was the name of an important leader, you could include dates of rule, birthday, or other important information in the notes section. Notes will not show up on the main concept map. However, the node will be shaded in gray to indicate that there are notes.

When you have finished creating your concept, tap “Ok” to return to the main PiCoMap canvas.

Your new concept node will appear (Figure 15).

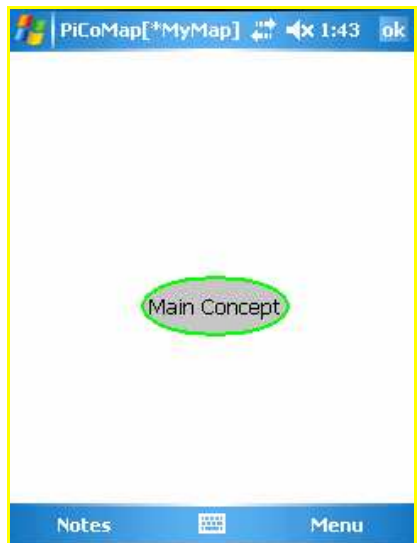


Figure 15

Repeat this process to create as many nodes as you desire. As shown in Figure 16, nodes that do not contain additional notes are not shaded in gray (Sub-concept 1 does not contain notes).

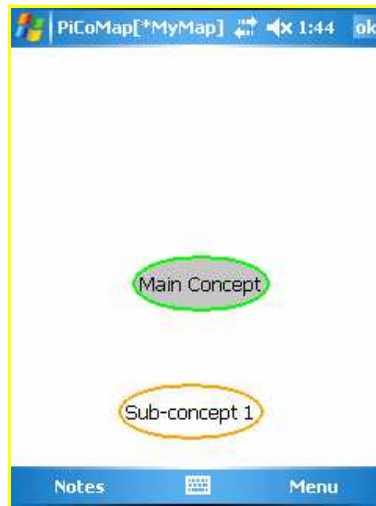


Figure 16

Moving resources and navigating the canvas

To move your concept to a different location on the screen, simply tap inside the shape and drag your stylus across the screen. Release your stylus at the desired location.

★ **NOTE:** As with the main MyProjects canvas, you can use the navigation buttons on your handheld to navigate around the canvas – you can expand your PiCoMap beyond the borders of the original view by using these buttons.

Creating links

Once you have created two or more concepts, you can draw links to connect them. To draw a link, simply use your stylus to draw a line from the middle of one concept to the middle of another (Figure 17).

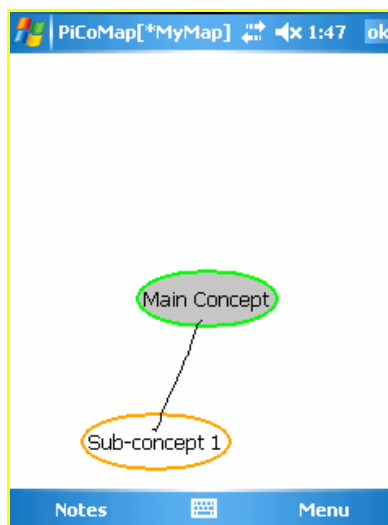


Figure 17

A “Create Link” box will appear (Figure 18).

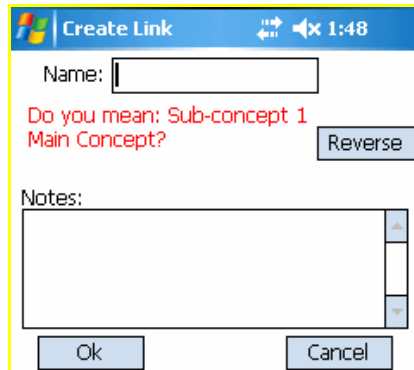


Figure 18

In the box next to “Name,” you can enter text to describe the relationship between two concepts, or you can leave it blank. Notice that below the name box, there is text starting with “Do you mean” (Figure 18, above). This text indicates the directionality of the relationship.

For example, if you created a link between the words “butterfly” and “caterpillar,” and added the text “comes before” in the name box, the “Do you mean” section would say “Do you mean: butterfly comes before caterpillar?” Since you probably meant to say that a caterpillar comes before a butterfly, you can tap the “Reverse” button to change the directionality of the relationship.

You can also add notes to a link, just like with a concept. For example, if you link two people who were married, the notes section would be a good place to add the date of their wedding.

When you are finished, tap “Ok.” You will return to the main PiCoMap screen. As you can see, a link is drawn between the concepts with the text you entered and an arrow indicating directionality (Figure 19). If you entered notes, the text box would be shaded in gray. If you left the name box blank, you would only see the arrow, no text.

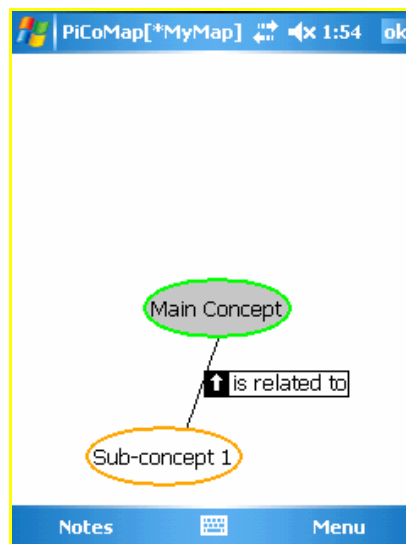


Figure 19

Editing concepts and links

To edit a concept simply tap on the concept to open the “Edit Concept” window (Figure 20). Make your changes, then tap “Ok.”

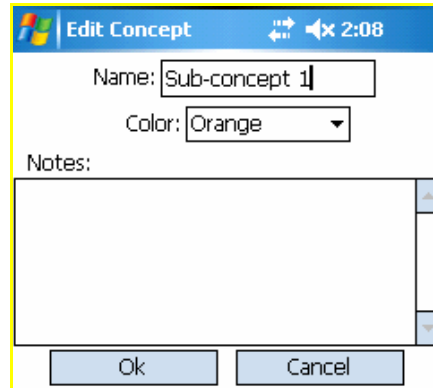


Figure 20

To edit a link, tap the link to open the “Edit Link” window. As with editing concepts, make your changes, then tap “Ok.”

Deleting concepts and links

To delete a link, follow the same steps you used to edit a link (tap on the link to bring up the “Edit Link” window). Then, instead of making changes and tapping “Ok,” simply tap “Delete” instead (Figure 21).

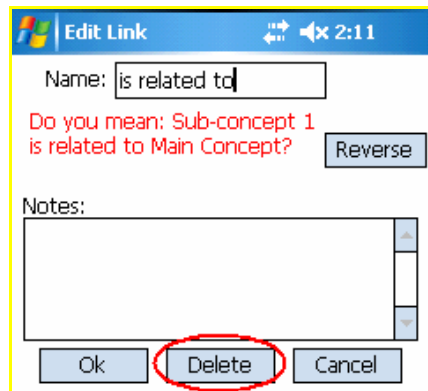


Figure 21

To delete a concept, simply draw a diagonal line through it on the main PiCoMap canvas (Figure 22).

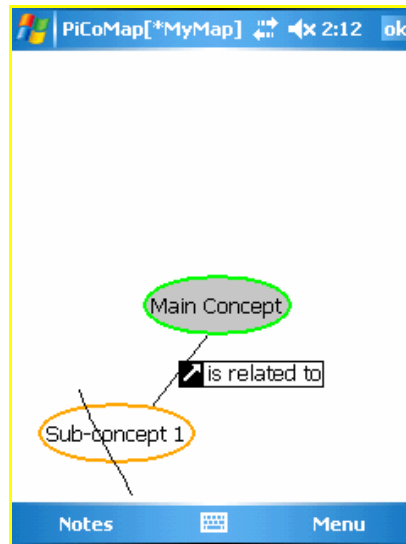


Figure 22

A confirmation window will pop up. Tap “Yes” to delete the concept.

★ **NOTE:** If you delete a concept that is linked to another concept, you will also delete the link. However, if you only delete a link, the concepts will not be deleted.

Adding map notes

You can add notes to your PiCoMap as a whole (in addition to notes added to single concepts or links). To add map notes, tap “Notes” in the bottom left corner of the screen. This will bring up the “Map Notes” window (Figure 23).

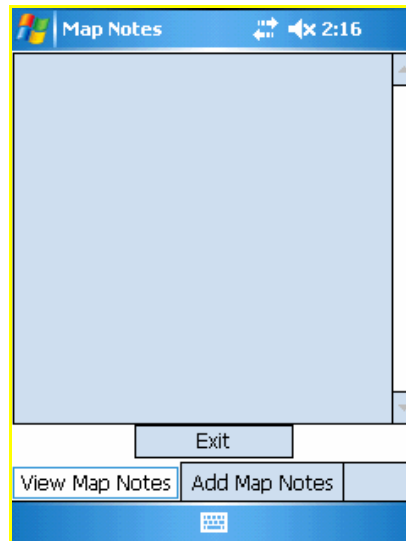


Figure 23

To add notes, tap on the “Add Map Notes” tab at the bottom of the screen. This will open a new window where you can type your notes (Figure 24).

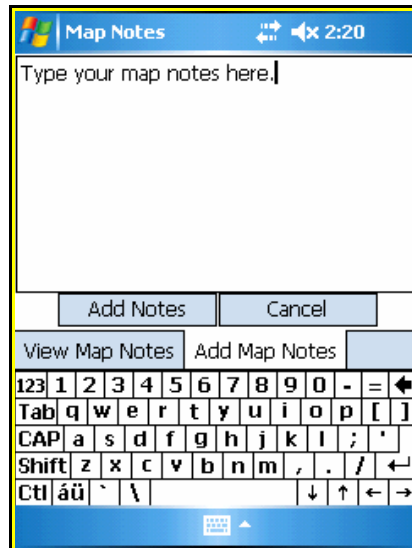


Figure 24

When you are done, tap “Add Notes.” You will return to the “View Map Notes” tab and your note will be displayed. Repeat the add notes process as desired. Under “View Map Notes,” you will see a list of all the notes (Figure 25). When you are done, tap “Exit” to return to the main PiCoMap screen.

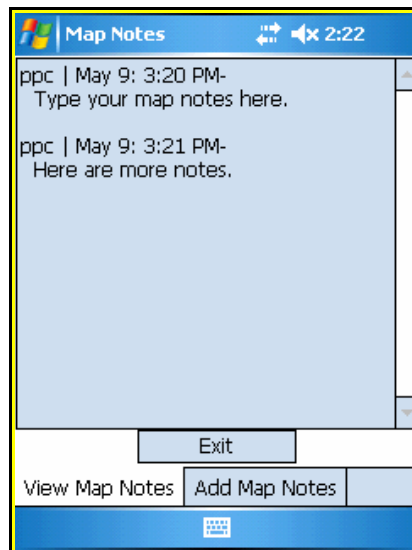


Figure 25

As with any resource, when you are finished creating your PiCoMap, tap “Ok” in the top right corner of the screen to return to the main MyProjects canvas.

Sketchy

Sketchy is a drawing and animation tool. Students create animations using freehand and geometric shapes. Animations can be 999 frames long, and helpful features such as duplicate frame and insert frame enable efficient and easy animation creation. Teachers use Sketchy to have students animate processes, relationships and concepts such as cell development and plant growth.

Creating a Sketchy resource

To create a Sketchy resource, tap  from the resource bar. Give the resource a name, then tap “Create”. You arrive at a new Sketchy canvas.

Basic Sketchy tools

When you first open Sketchy, you will see a blank canvas with a number of small icons across the bottom of the screen (Figure 26). These icons are the tools available in Sketchy. We’ll start with the top row of tools and go through them from left to right. More information about using the tools is in the “Using the tools” section a bit later.

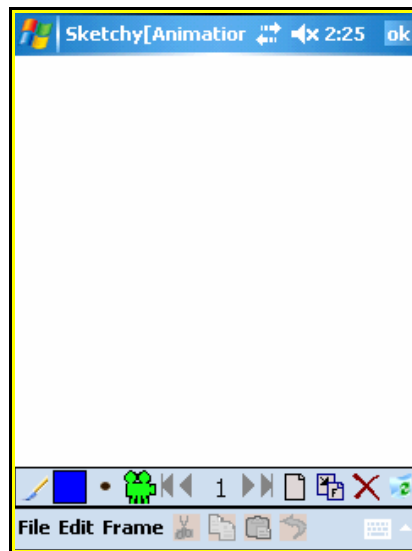


Figure 26













1. Drawing tools

- If you tap on the pencil icon, you will see a popup menu with a variety of drawing tools (Figure 27).



Figure 27

- These tools are:


-  Pencil tool for freehand drawing
-  Eraser
-  Select tool (for selecting areas of a picture)
-  Straight line tool
-  Ribbon drawing tool
-  Text tool for inputting text
-  Filled-in square
-  Filled-in circle
-  Paint bucket (for filling large areas)
-  Square outline
-  Circle outline
-  Color selector tool

2. Color palate (2nd icon from left)

- If you tap on the color palate, you will see a popup menu containing a number of different colors (Figure 28). You can tap on any of these colors prior to using another tool to change the color of the shape/line/text/etc.



Figure 28

3. Pen size tool 
- If you tap on the pen size tool, you will see a popup menu with several options (Figure 29). You can tap on one of the lines to change the thickness of the line drawn using the pencil or straight line tools. This will also change the size of the eraser. Make your selection prior to using another tool.

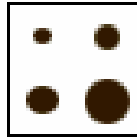

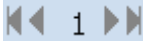









Figure 29

4. Play animation 
- The green camera icon is how you play an animation once it has been created. Tap on it once to play the animation – it will turn red. Tap on the red camera icon to stop the animation.
5. Frame navigation 
- The frame navigation lets you know what frame you are on. When you create a new frame, the number will increase. You can use the arrows to go back and forth between frames.
6. New frame tool 
- If you tap on the new frame tool, you will create a new, blank frame. You will see that the frame number increases and you will automatically be taken to the new frame.
7. Duplicate frame tool 
- For making animations, the duplicate frame tool is one of the most important tools available. If you tap on this duplicate frame icon, you will duplicate the frame you were on. You will see that the frame number increases by 1. After duplicating a frame, you could move something on the 2nd frame, duplicate that frame, and continue that process for several more frames. When you play the animation, you will see movement!
8. Clear screen 
- The red X icon is how you clear a screen. You must be on the frame you wish to clear, then tap this icon. Anything that has been drawn in that frame will be erased. This doesn't delete the actual frame – it only clears the contents.
9. Delete entire frame 
- The small recycling bin icon is how you delete an entire frame. Navigate to the frame you wish to delete, then tap the recycle icon. The frame will be deleted. If there were frames after the one you deleted, you will be taken to the next frame of the series. **IMPORTANT:** you will not be asked to confirm that you want to delete a frame, so be careful!

The second row of tools contains even more options! Again, we'll go through them from left to right.

1. File
 - If you tap on the file menu, you will have the option to save your animation or to exit Sketchy. While Sketchy saves automatically every time you close, using the save option in the file menu allows you to save your work whenever you want, without exiting Sketchy. The exit option takes you back to the main MyProjects canvas. You can also use the “Ok” button in the top right corner of the screen.
2. Edit
 - If you tap on the edit menu, you will see the options to undo, cut, copy, paste, and select all. These tools are useful for copying and moving things from one frame to another or duplicating things on a single frame. For example, you could use the select tool to select a shape, then use copy and paste to paste that same shape in another part of the frame.
3. Frame
 - Tapping on the frame menu pulls up the options to insert before, insert after, duplicate, clear, and delete. The insert before and insert after options allow you to insert a blank frame either before or after the one you are currently viewing. This is useful if you get to the end of an animation and realize you need an extra frame in the middle! The duplicate, clear, and delete options do the same as those icons on the top row of tools.
4. Cut, copy, and paste 
 - Just like the options in the edit menu, these icons allow you to cut, copy, and paste sections of your drawings.
5. Undo tool 
 - If you tap on the undo tool, you will undo the last step of whatever you did (i.e. the last shape you drew). This tool will only undo ONE step, so if you make a mistake, you should use the undo tool right away!
6. Keyboard 
 - If you need to enter text, tap on this icon to bring up the on-screen keyboard.

Using the tools


To draw, simply select a tool from the Tool menu and draw on the screen! Certain tools function slightly differently than others, so here is some additional information:

1. Using the text tool
 - First, choose the color you want your text to be from the color menu. Then, select the text tool from the drawing tools.
 - Tap on the screen to position your cursor.
 - A popup box will appear with a space for you to enter text.
 - Type your desired text.
 - If you want, you can use the drop-down menu under “size” to change the size of the font.
 - When you have finished typing, be sure to tap somewhere else on the screen to make the text permanent.

★ **NOTE:** You can only type a limited number of characters in one line. If you would like to enter more text, simply tap in another position after you finish your first line.

★ **NOTE:** Once you have entered text and tapped somewhere else on the screen, you can no longer edit the text. If you made a mistake, you can erase what you wrote and type it again.

2. Using the select tool

- Choose the select tool from the drawing tools menu 
- Use your stylus to drag a box around the region you want to select. The easiest way to do this is to tap in the top left corner of where you want the selection box to begin, then drag to the bottom right corner of where you want the box to end.
- Release the stylus when you have created the box.
- To move the selected area, tap in the middle and drag it to a new location. Remember, if you don't like where you moved it, tap "undo" before you go on to another step!

3. Using the shapes (square or circle)

- To create a shape, first select the desired color from the color palate on the tool bar. Then, select the shape from the drawing tools menu.
- Tap and hold your stylus down on the screen, then drag your stylus until the shape is the size you want.
- Remember – you can always undo the shape, or select and move it!

Creating an animation in Sketchy

To create an animation in Sketchy, you must first create multiple frames (like you were creating a flipbook). On the next page is an example of a simple Sketchy illustrating one circle orbiting around another (Figure 30, next page). As you can see, the frame number increases every time the smaller circle is moved. This was accomplished by duplicating the frame, then selecting the small circle, moving it slightly, duplicating the new frame, and repeating the process.

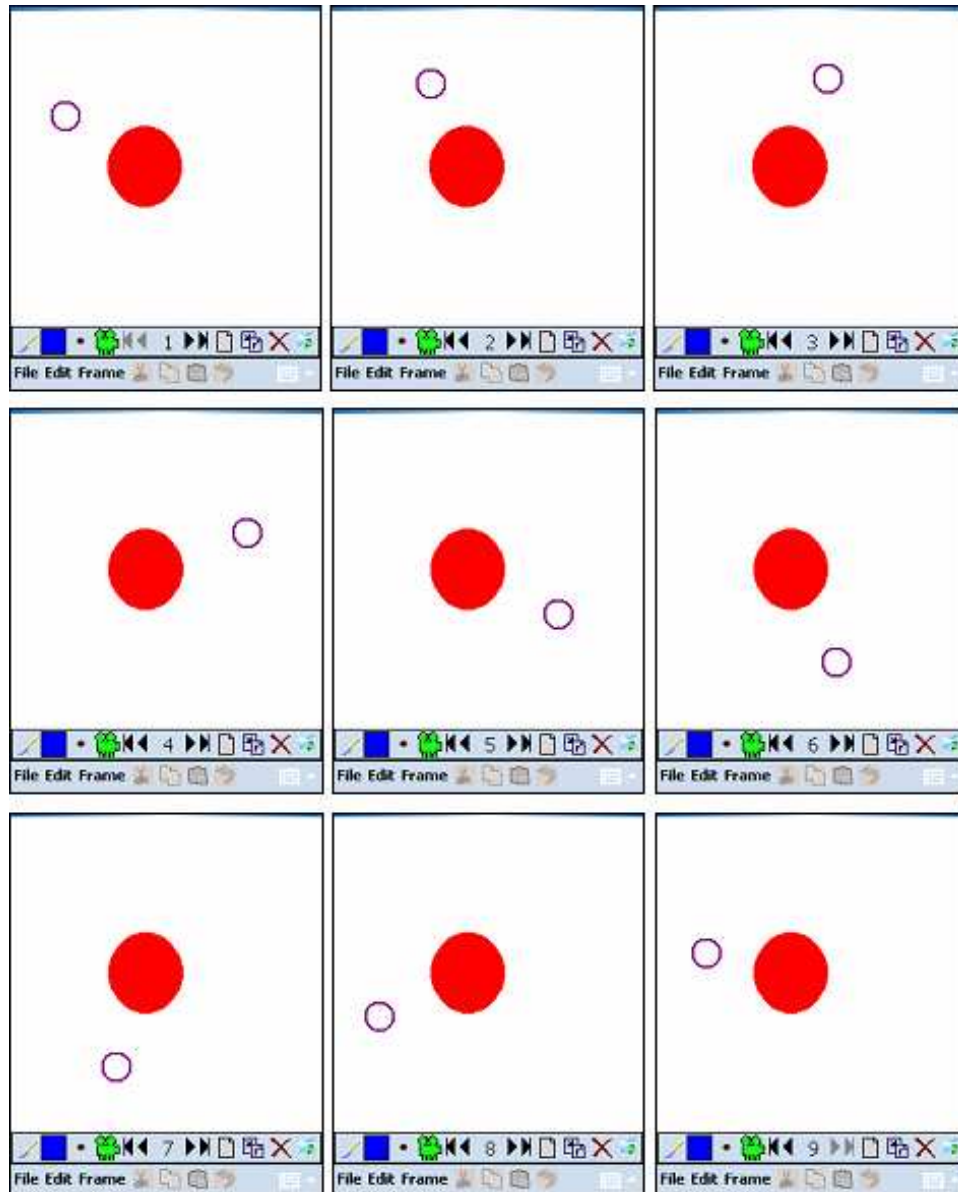


Figure 30



iKWL stands for iKnow, iWonder, iLearned. iKWL is an exercise that guides students through new material. First, students brainstorm a list of words about their subject; they then use these words to construct a list of what they know. Next, they ask and document questions they would like to find out about their subject. After reading and researching their subject to answer these questions, they record the answers into iKnow portion of their project. Work is automatically saved, and can be a very helpful resource for quizzes or tests.

Creating an iKWL resource

To create an iKWL resource, tap  from the resource bar. Give the resource a name, then tap “Create”. You arrive at a new iKWL canvas (Figure 31).

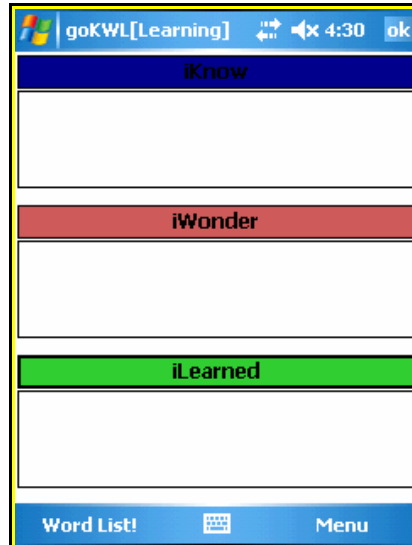


Figure 31

Creating word lists in iKWL

When you first create an iKWL resource, you will want to create a word list. This list will be accessible in all three sections (iKnow, iWonder, and iLearned).

1. To create a word list, tap on the “Word List!” button at the bottom right of the screen.
2. A word list window will appear (Figure 32). Typical question words (who, what, where, etc.) have already been added to the word list.

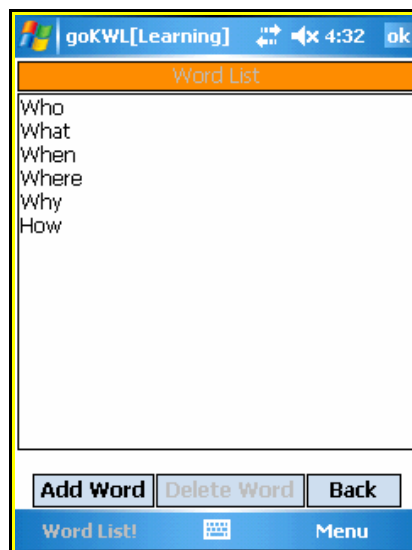


Figure 32

3. To add a word to the list, tap “Add Word.”
4. In the pop-up box that appears, type your new word and tap “Ok” (Figure 33).



Figure 33

5. Your new word will be added to the word list. To add more words, simply repeat the process.
6. If you want to delete a word, simply tap on the word and tap “Delete Word” at the bottom of the screen.
7. When you have added all the words you want, tap “Back” from the bottom of the word list screen. You will return to the main iKWL screen.

iKnow

Students can use the “iKnow” section of iKWL to record things they already know.

1. From the iKWL screen, tap “iKnow,” then tap “New Fact” at the bottom of the screen (Figure 34).

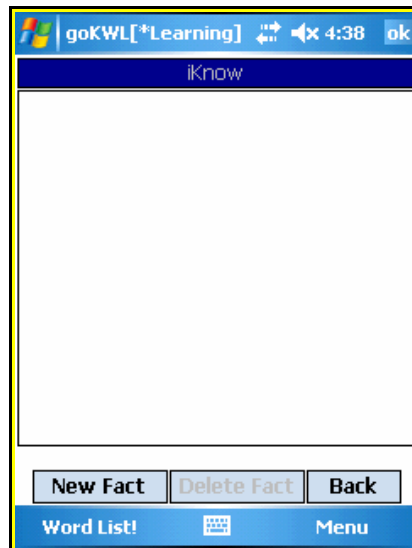


Figure 34

- An “Edit” window will appear (Figure 35).

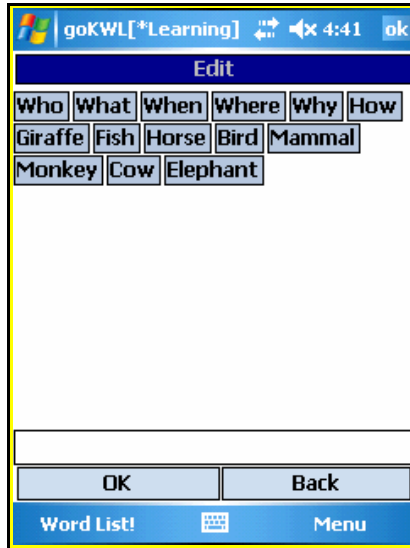


Figure 35

- At the bottom of the “Edit” window, there is a line where you can enter text. You can tap on any of the words from the word bank at the top of the screen to insert the word. You can also enter text without using the words from the word bank.
- When you are finished with your text, tap “Ok.” This will take you back to the iKnow screen. From here, you can add more statements or tap “Back” to return to the main iKWL screen.
- Once you have created an iKnow statement, you can’t edit it. If you make a mistake, you can delete it and write it again. To delete an iKnow statement, tap on the statement in the iKnow window, then tap “Delete” at the bottom of the screen (Figure 36).

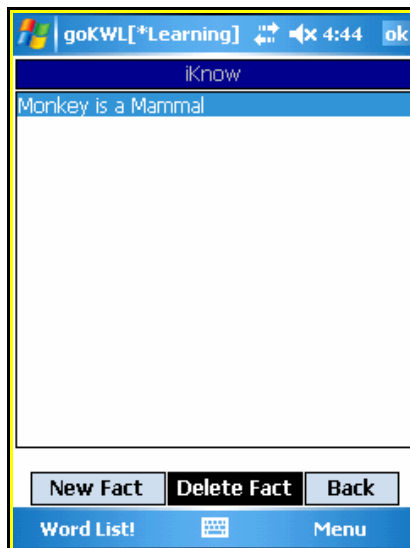


Figure 36

iWonder

Students can use the “iWonder” section of iKWL to write down things they want to find out more about.

1. From the iKWL screen, tap “iWonder,” then tap “New” at the bottom of the screen.
2. An “Edit” window appears (Figure 37).

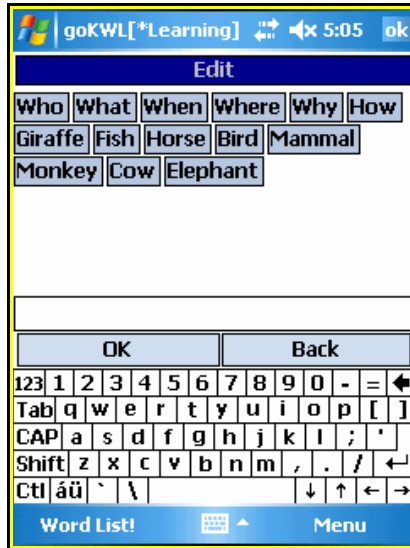


Figure 37

3. To add an item to the iWonder list, follow the same steps as you did for iKnow. You can enter text on the lines at the bottom of the screen. Again, tapping on any of the words at the top will add them to the text.
4. When you are finished, tap “Ok” to return to the main iWonder screen. You can add more questions here, or tap “Back” to go back to the main iKWL screen.

iLearned

Students can use the “iLearned” section of iKWL to record what they learned at the end of an activity or after completing some research.

1. From the iKWL screen, tap “iLearned,” then tap “New” at the bottom of the screen.

- An “Edit” window will appear (figure 38).

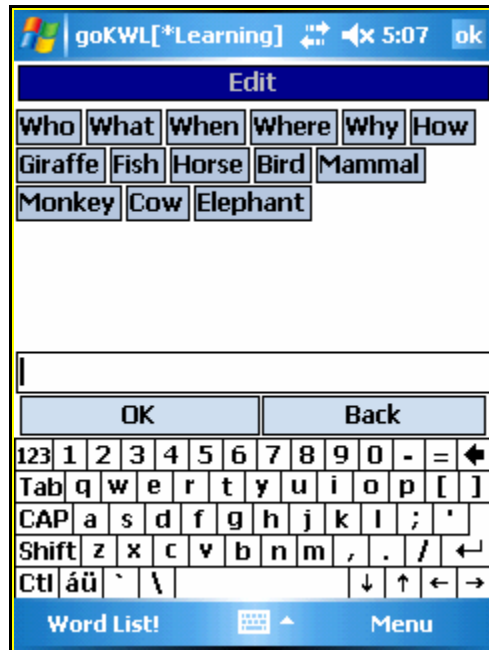


Figure 38

- Just like with the iWonder and iKnow screens, you can enter text by typing or by tapping on words from the word list.
- When you are finished, tap “Ok” to return to the main iLearned screen.
- At the main screen, you can add more items to the iLearned list, or tap “Back” to return to the main iKWL screen.
- When you are finished using iKWL, tap the “Ok” button in the top right corner of the screen to go back to MyProjects.

Stopwatch

Stopwatch is an application that allows students to time events. It also has a countdown feature.

Opening Stopwatch

Unlike other resources in MyProjects, Stopwatch does not get added to the main MyProjects canvas. It can be used as needed, but it doesn’t save anything. If you want students to use Stopwatch, you need to tell them to open it from the resource bar at the bottom of the screen.

Even though Stopwatch doesn’t create a resource, it is still opened in the same way as

the other resources. Simply tap  from the resource bar.

Using Stopwatch

When you open Stopwatch, you will be on the main Stopwatch screen (Figure 39). From here, you can simply tap “Start” to begin timing.

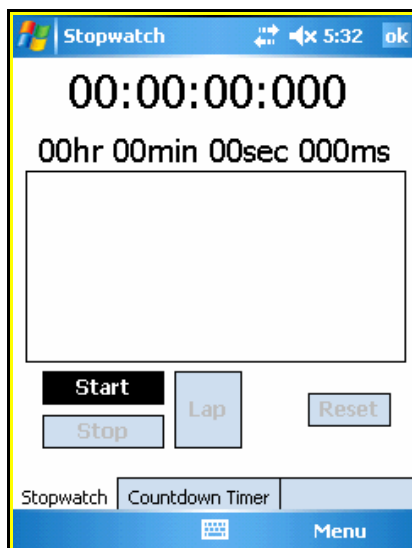


Figure 39

Once you tap “Start,” the numbers at the top of the screen will begin to increase. Tap “Stop” to pause the timer, then tap “Start” again to restart it. When you are done timing something, tap “Reset” to zero the timer.

Stopwatch also has a lap feature. While the timer is running, you can tap “Lap” to record the lap time. Lap time will appear in a list below the timer (Figure 40).



Figure 40

★ **NOTE:** As a reminder, you can’t save anything in Stopwatch, so be sure to write down lap times or other important information before you close Stopwatch!

Using the Countdown Timer

Stopwatch also features a countdown timer. After opening Stopwatch from MyProjects, tap on the Countdown Timer tab at the bottom of the screen (Figure 41).

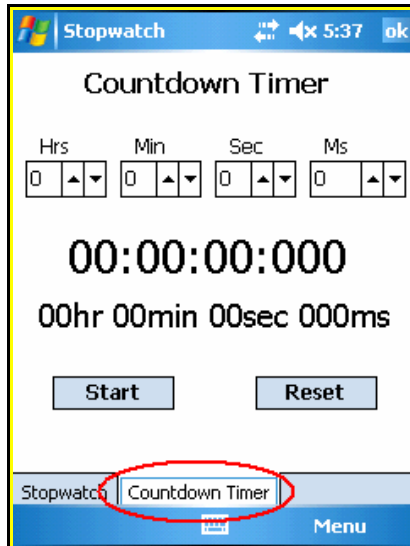


Figure 41

On this screen, you can set a countdown timer by using the arrows under Hrs (hours), Min (minutes), Sec (seconds), and Ms (milliseconds). Set the timer, then tap “Start” to begin the countdown (Figure 42). The clock will countdown from the time you set until it reaches 0. To reset the countdown timer, simply tap “Reset.”



Figure 42

When you are done using Stopwatch, tap “Ok” in the top right corner of the screen to return to MyProjects.

Calculator

Calculator is a basic computation tool. It offers all of the functions of general calculator, including adding, subtracting, and calculating percentages.

Opening Calculator

Like Stopwatch, Calculator does not get added to the main MyProjects canvas. It can be used as needed, but it doesn't save anything. If you want students to use Calculator, you need to tell them to open it from the resource bar at the bottom of the screen.

To open Calculator, simply tap  on the resource bar.

Using Calculator

When you open Calculator, you will notice that it looks much like any basic calculator (Figure 43).

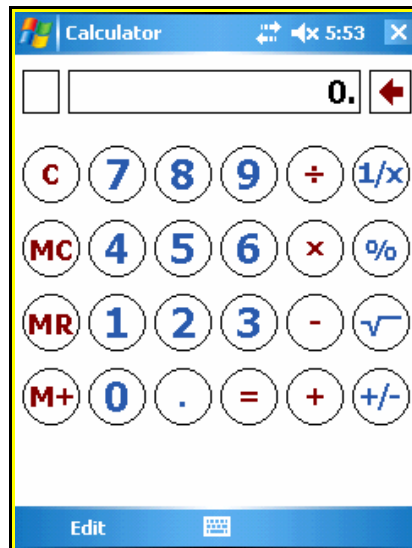






Figure 43





To do a simple calculation:


1. Tap the first number
2. Tap:

-  to divide
-  to multiply
-  to subtract
-  to add

3. Tap  for the result

Other options in Calculator include:

-  Clear
-  Clear memory
-  Recall number stored in memory
-  Store number in memory


When you are done using Calculator, simply tap the  button in the top right corner to return to MyProjects.

★ **NOTE:** As a reminder, you can't save anything in Calculator, so be sure to record any numbers you need before you close Calculator!

Word Mobile

Word Mobile is a Microsoft application similar to Word, but designed to run on handhelds. This mobile version of Word is a word processing application that allows you to type, edit, and work with basic text formatting options.

Creating a Word resource

To create a Word resource, tap  from the resource bar. Give the resource a name, then tap "Create". You arrive at a new Word document.

Basic Word features

When you first open Word, you will arrive at a blank screen (Figure 44).

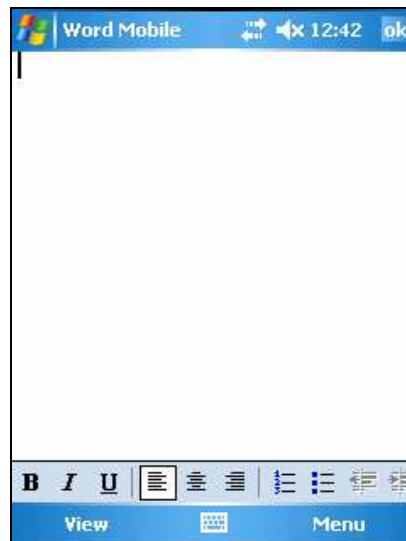









Figure 44

Across the bottom of the screen, you have several basic text formatting options:

- B** **Bold**
- I* *Italic*
- U Underline
-  Left justify text
-  Center justify text
-  Right justify text
-  Numbered list
-  Bulleted list
-  Shift list item left
-  Shift list item right

Word options

View

At the bottom left of the Word screen, you will see a “View” button. Tap on “View” to bring up the View Menu (Figure 45).



Figure 45

You have 3 options in the View menu:

- **Toolbar:** show or hide the formatting toolbar
- **Wrap to Window:** wrap the text to the window size, or allow to expand with a scroll bar for navigation
- **Zoom:** tap on the arrow to the right to bring up options for zooming in or out

Menu

To the right of the “View” button is a “Menu” button. Tap on “Menu” to bring up a list of additional options (Figure 46, next page).



Figure 46

The options on the Menu list are:

- **Undo:** undo the last action
- **Redo:** redo (immediately after undo)
- **Cut:** cut selected text
- **Copy:** copy selected text
- **Paste:** paste text that was cut or copied
- **Edit:** (Figure 47)
 - *Find/Replace:* find and/or replace specific words in the text
 - *Clear:* clear selected text (must select text first)
 - *Select All:* select everything in document

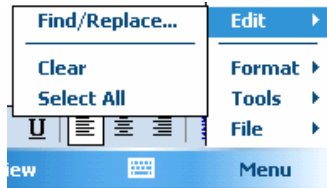


Figure 47

- **Format:** (Figure 48)
 - *Font:* brings up font formatting window where you can change font, color, size, etc.
 - *Paragraph:* brings up paragraph formatting window where you can change indentation and alignment options



Figure 48

- **Tools:** (Figure 49, next page)
 - *Spelling:* checks spelling in document
 - *Word Count:* counts number of words in document
 - *Insert Date:* inserts current date
 - *Options:* brings up options window – DO NOT CHANGE OPTIONS!



Figure 49

- **File:** DO NOT USE OPTIONS IN FILE MENU WHEN WORKING WITH A WORD RESOURCE IN MYPROJECTS!

★ **NOTE:** For more information on using Word Mobile, consult software guides provided by Microsoft.

Excel Mobile

Excel Mobile is a Microsoft application similar to Excel, but designed to run on handhelds. This mobile version of Excel is a spreadsheet application that allows you to manipulate numbers, create graphs, and organize data.

Creating an Excel resource

To create an Excel resource, tap  from the resource bar. Give the resource a name, then tap “Create”. You arrive at a new Excel spreadsheet.

Basic Excel features

When you first open Excel, you will arrive at a blank screen (Figure 50).

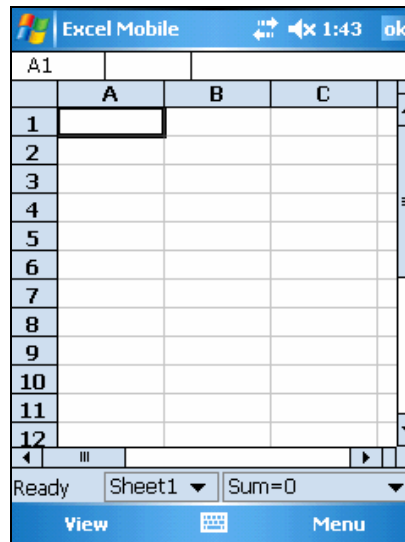



Figure 50

Similar to other spreadsheet applications, you have rows and columns forming cells where you can enter information. Simply tap in a cell and begin typing! When you are done entering information in a cell, tap somewhere else to make the entry permanent.

You can enter a function in a cell by tapping in the cell, then tapping inside the text entry box at the top of the screen, and tapping the  button that appears (Figure 51).

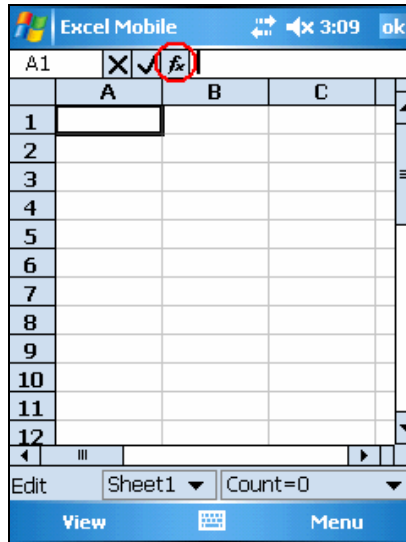



Figure 51

Tapping the  button will bring up an “Insert Function” window. In this window, you can select the category of the function you want as well as the specific function by using the drop-down menus. When you are done, tap “Ok” (Figure 52).

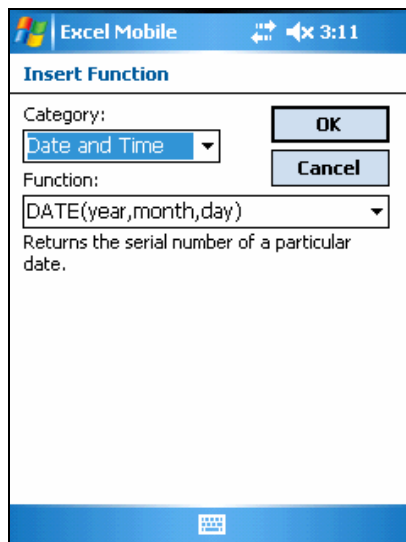


Figure 52

The function will appear in the text input box, with information about the numbers you need to add to complete the function. For example, if you select “Sum” to find the sum of specific numbers, you will be prompted to enter those numbers in the function. When you have entered the numbers, tap in a different cell to finalize the function.

Excel options

As with Word, Excel has two buttons at the bottom of the screen, “View” and “Menu.” However, these buttons bring up different menus than the ones found in Word.

View

Tapping on the “View” button brings up a list of options (Figure 53).

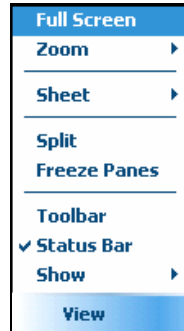


Figure 53

The options on the “View” list are:

- **Full Screen:** hides the column and row labels (tap “Restore” next to the text bar to return to normal view”
- **Zoom:** tap on the arrow to the right to bring up options for zooming in or out
- **Sheet:** tap on the arrow to the right to bring up a list of available sheets in the workbook, use to navigate to other sheets
- **Split:** splits the view of the screen
- **Freeze Panes:** freezes panes based on the cell you are currently in. If you want to freeze a specific row or column (so it doesn’t move when you scroll), highlight that row or column first using the letters/numbers that label the row/column.
- **Toolbar:** show or hide the toolbar (more about the after the menu section)
- **Status Bar:** show or hide the status bar
- **Show:** brings up a list of options for what to show on the screen

Menu

Tapping the “Menu” button brings up a list of additional options (Figure 54).



Figure 54

The options on the “Menu” list are:

- **Undo:** undo the last action
- **Redo:** redo (immediately after undo)
- **Cut:** cut selected cell contents
- **Copy:** copy selected cell contents
- **Paste:** paste cell contents that were cut or copied
- **Edit:** (Figure 55)
 - *Paste special:* after copying cells, tapping this brings up the “Paste Special” window which allows you to paste specific attributes of the copied cells (i.e. just the formatting)
 - *Fill:* allows you to fill down or across based on a specific pattern (i.e. days of the week)
 - *Clear:* clears specific contents of selected cell or cells
 - *All:* clears everything in selected cell(s)
 - *Formats:* clears formatting in selected cell(s)
 - *Contents:* clears contents of selected cell(s), but leaves formatting
 - *Delete Cells:* deletes selected cell(s)
 - *Find/Replace:* find and/or replace specific words or numbers
 - *Go To:* brings up a “Go To” window where you can enter the location of a specific cell (i.e. E5), and you will be taken to that cell
 - *Select All:* select everything in spreadsheet

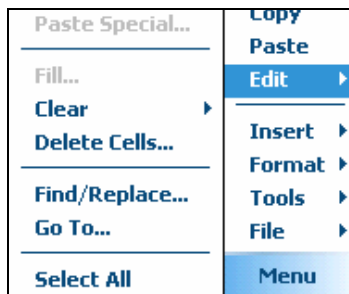


Figure 55

- **Insert:** (Figure 56)
 - *Cells:* brings up an “Insert Cells” window that allows you to shift cells to make room for inserting new cells
 - *Chart:* see chart section below for more details
 - *Symbol:* brings up a window with various symbols that can be added to a cell
 - *Function:* brings up the “Insert Function” window (see “Basic Excel Features, above” for more information on functions)
 - *Define Name:* allows you to define a name for a specific cell or group of cells

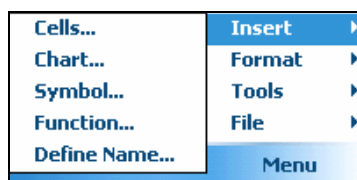


Figure 56

- **Format:** (Figure 57)
 - *Cells*: brings up a formatting window that allows you to modify the size of a cell or cells, the category of the cell (i.e. date, currency, etc.), the font and alignment of the cell contents, and the border and fill of a cell or cells
 - *Chart*: if you have created a chart, allows you to format the titles of the chart and the axes, the scale, type of chart (bar, line, pie, etc.), and the series of information contained in the chart
 - *Row*: hide/unhide a row and auto-fit the row height based on the cell contents
 - *Column*: hide/unhide a column and auto-fit the column width based on the cell contents
 - *Modify Sheets*: allows you to rename a sheet, change the order of sheets contained in a workbook, as well as add and remove sheets



Figure 57

- **Tools:** (Figure 58)
 - *Sort*: brings up a “Sort Cells” window that allows you to sort cells in a column in either ascending or descending order
 - *AutoFilter*: allows you to set specific filters to limit what cells are displayed



Figure 58

- **File:** DO NOT USE OPTIONS IN FILE MENU WHEN WORKING WITH AN EXCEL RESOURCE IN MYPROJECTS!









Toolbar

If you select “Toolbar” from the “View” menu, you will see a toolbar displayed above the View and Menu buttons at the bottom of the screen (Figure 59).



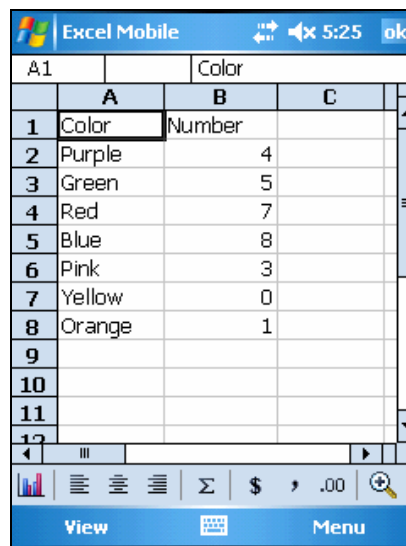
Figure 59

The options in the toolbar are:

-  Chart (makes a chart based on currently selected cells)
-  Left justify cell contents
-  Center justify cell contents
-  Right justify cell contents
-  Inserts sum (will prompt you to enter values)
-  Formats cell contents as currency (i.e. 6 becomes \$6.00)
-  Displays commas and decimal point (i.e. 6000 becomes 6,000.00)
-  Adds .00 to the end of a numerical value (i.e. 6 becomes 6.00)


Creating charts and graphs in Excel

Excel Mobile can create basic charts and graphs based on data you input. In the example below, the data are the results of a class survey of favorite color (Figure 60).



	A	B	C
1	Color	Number	
2	Purple	4	
3	Green	5	
4	Red	7	
5	Blue	8	
6	Pink	3	
7	Yellow	0	
8	Orange	1	
9			
10			
11			
12			

Figure 60

To create a graph based on these data, highlight the desired cells and tap the  button on the toolbar at the bottom left. Alternatively, highlight the desired cells and tap “Menu” → “Insert” → “Chart.”

★ **NOTE:** To highlight multiple cells, tap on one cell, and without lifting the tip of your stylus, drag your stylus until all the cells are highlighted.

1. Once you have tapped on the “Chart” button or have selected it from the menu, a “Chart Type” window will appear (Figure 61).

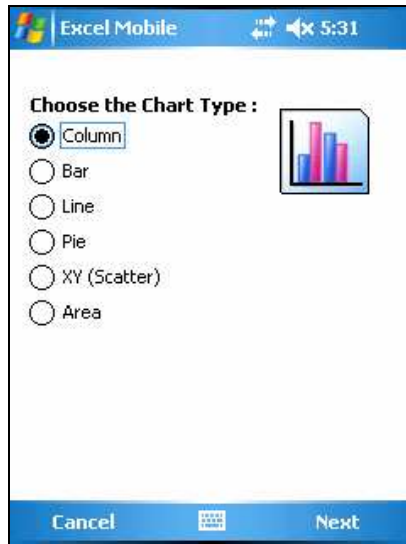


Figure 61

2. Select the type of chart you wish to create by tapping the circle next to the chart type name.
3. Tap “Next’ at the bottom right of the screen.
4. A “Confirm Data Range” window will appear (Figure 62). Assuming you highlighted the correct cells at the beginning, you can ignore this window and just tap “Next” at the bottom right of the screen. (If you think you may have incorrectly highlighted cells, you can enter the cell information here, but it is easier to go back and highlight the cells again)

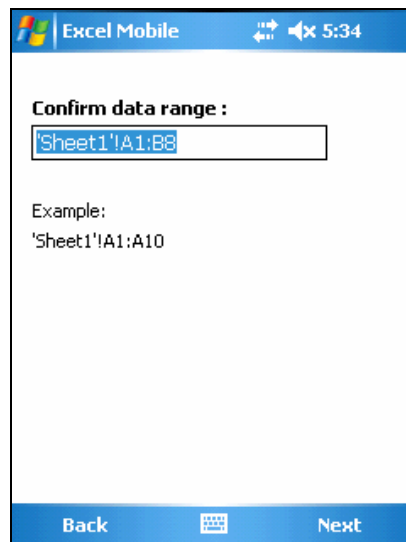


Figure 62

5. A “Choose Data Layout” window appears (Figure 63). Select the layout that reflects the way you set up your data. For this example, the data were arranged in columns. When you have selected the appropriate layout, tap “Next” at the bottom right of the screen.

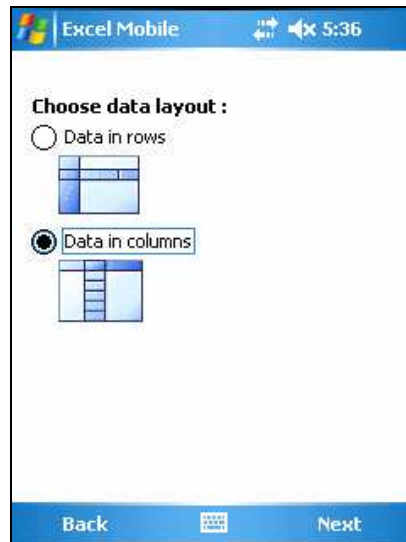


Figure 63

6. Another window pops up asking you to indicate how you labeled your data (Figure 64). In this example, there were labels in both the first row and the first column, so both boxes remain checked. When you have selected the appropriate boxes, tap “Next.”

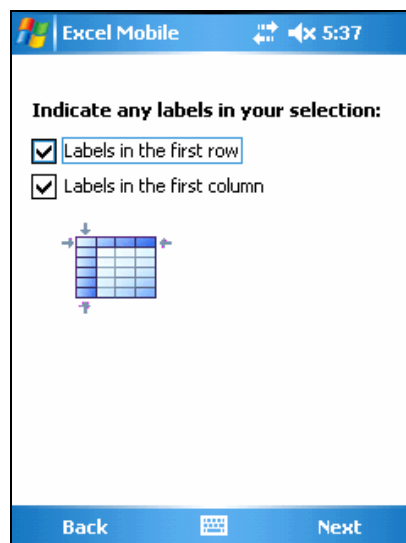


Figure 64

7. Next, you are asked where you would like the chart to go (Figure 65, next page). If you select “A new sheet,” Excel will create a new sheet containing your chart. If you select “An object in the current sheet,” your chart will be inserted into the sheet containing your data. When you have made your selections, tap finish.

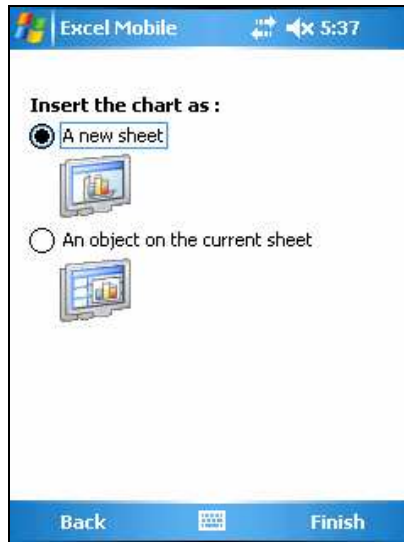


Figure 65

8. Your chart will appear in the location you specified (Figure 66)!

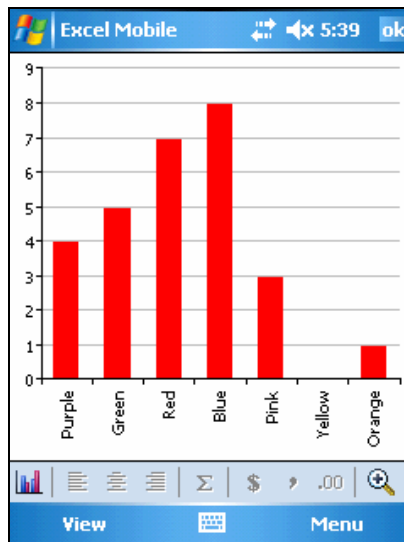


Figure 66

If you inserted the chart in a new sheet, use “View” → “Sheet” → “Sheet #” to return to the sheet where you entered your data. Typically, if you started with a blank Excel sheet, this would be Sheet 1.

★ **NOTE:** For more information on using Excel Mobile, consult software guides provided by Microsoft.

Microsoft Reader 

Microsoft Reader is a free eBook reader. It will open eBooks that are saved with a .lit extension.

Creating a Reader resource



To create a Reader resource, tap from the resource bar. You will be prompted to tap “Import Existing.”

★ **NOTE:** You must have downloaded an eBook prior to creating a Reader resource. For more information on eBooks, see the eBooks guide.

Select the desired eBook from the list, then tap “Open” at the bottom left of the screen. Your eBook opens automatically.

For more information on using Microsoft Reader, see Microsoft’s Reader website:
<http://www.microsoft.com/reader/>

Internet Explorer

Internet Explorer on the handheld is similar to Internet Explorer on a computer. It is an internet browser that allows you to navigate to and view web pages.

★ **NOTE:** You must be connected to the internet to use Internet Explorer. Your handheld device must have internet capabilities. For information on connecting to the internet, you may need to talk to your school administrator or IT specialist. Some schools have specific settings that must be used to access the internet from within the school.

Creating an Internet Explorer resource



To create an Internet Explorer resource, tap from the resource bar. Type a name for your resource and tap “Create.” An Internet Explorer browser window will open. As with Internet Explorer on a computer, enter the address of the website in the navigation bar at the top of the screen and tap the green arrow to the right of the bar (Figure 67). You will be taken to that web page.

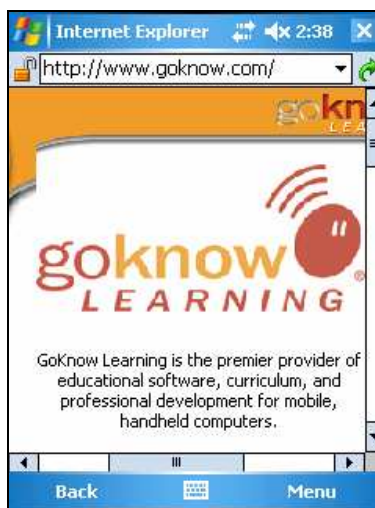


Figure 67

Some websites are not optimized for viewing on handheld screens, so they may appear distorted or the images may not load properly. You may want to test a website on your own handheld before showing it to students!

★ **NOTE:** You cannot save a particular website in MyProjects. You can only place an Internet Explorer resource in a project and tell your students the web address you want them to access. One easy way of providing students with web addresses is to include them in instructions for the project.

★ **NOTE:** For more information on Internet Explorer, consult guides provided by Microsoft.

GoSync

The GoSync icon within MyProjects allows you to synchronize your handheld to GoManage without exiting MyProjects. GoManage is a web-based management system that allows you to do many tasks, such as backing up your work, distributing projects, viewing student work, and sending feedback. More information about GoSync and GoManage is available in the GoManage user guide.

Additional Features

Beaming

If you have a handheld with infrared beaming capabilities, you can beam individual resources to another handheld user.

1. Open the project containing the resource you wish to beam. Have the person receiving the file open the project into which they wish to receive the file.
2. Tap and hold on the name of the resource you wish to beam to bring up a drop-down menu (Figure 68).



Figure 68

- Line up your handheld's infrared port within 6 to 8 inches of another handheld's infrared port (Figure 69).

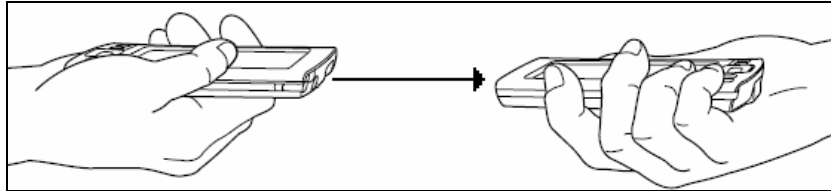


Figure 69

- Tap "beam."
- You will see a "Please Wait" message on your handheld (Figure 70).



Figure 70

- When the file has finished beaming, you will see a "Resource Sent" message on your handheld (Figure 71).

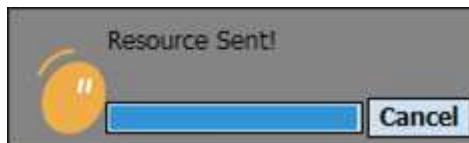


Figure 71

- The handheld receiving the file will display a "File received" message (Figure 72). Tap Ok.



Figure 72

- The beamed file will appear in the project open on the receiving handheld!

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.