

GoManage Teacher's Guide

Version 2.3 for Windows Mobile Devices



Table of Contents

What is GoManage?.....	2
Accessing GoManage from a computer.....	2
Logging in to GoManage	3
Viewing handheld contents.....	3
Adding your handheld to the list.....	3
Viewing projects and files on your handheld	5
Archiving and deleting projects and files.....	6
Archiving.....	7
Deleting	8
Working with groups.....	10
Creating groups and subgroups.....	10
Editing groups.....	13
Deleting groups.....	14
Filters	15
Setting filters.....	16
Clearing filters.....	17
Viewing applications	17
Distributing projects.....	18
Copying projects.....	18
Moving projects.....	20
Providing feedback.....	21
Leaving comments on GoManage	22
Sending feedback to a handheld.....	23
Additional features.....	24
Resetting student passwords	24
Renaming student accounts.....	25
Installing software	25
Logging out of GoManage	26
Sending Feedback Cheat Sheet.....	27
Key GoManage Benefits.....	28

What is GoManage?

GoManage is a web-based management and organization tool. It enables teachers to effectively manage and assess students' documents created on their handheld devices. When students sync their handheld devices, GoManage retrieves their documents from the handhelds and stores them on GoKnow's secure website. From any networked computer, teachers can review and assess student work, distribute assignments and provide feedback, as well as distribute and delete applications. Parents can also review their child's work from their home computer.

GoManage enables teachers to:

- **Organize** and archive student work
- **Print** and view student work
- **Send** feedback to students
- **Distribute** due dates and assignments
- **View** applications installed on student handhelds
- **Install** and delete applications
- **Back up** and restore student work

Accessing GoManage from a computer

To access the GoManage web site, you must first be on a computer connected to the Internet. Then, use a web browser, such as Internet Explorer or Firefox, and type the following URL into the address bar: <http://gomanage.goknow.com/>. Notice that there is no "www" in the URL!

You will arrive at the main GoManage login screen (Figure 1).



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Powerful Learning Tools for Today's Digital Kids

GoManage

Please login to the system.

username:

password:

group:

login

If you are logging in with a teacher or admin account and not a handheld name the group field may be left blank. Student and handheld user names require the name of the group to which they belong.

Each organization is assigned a GoManage group name. Usually the group name is the school's name or a variation of the school's name. For example, Lincoln Middle School's group name might be "lincolms." Your technology director, and other technical staff likely know your group name.

Figure 1


Logging in to GoManage

GoManage user accounts are typically set up by school administrators or instructional technology staff. Prior to logging in to GoManage, you will need to obtain your login information from the appropriate person at your school.

★ **NOTE:** If your school or district is not able to provide you with your login information, please email support@goknow.com. Be sure to include your name, school, position, and site coordinator's name and email address.

1. On the main GoManage login screen, enter your username and password in the appropriate boxes.

★ **NOTE:** Administrators are not able to look up your password. However, they can change it to one you specify if you forget the one that was assigned originally.

2. You do not need to fill in a group name (although there is no problem if you do so).
3. Click the  button.
4. This will bring you to the main GoManage screen (Figure 2).

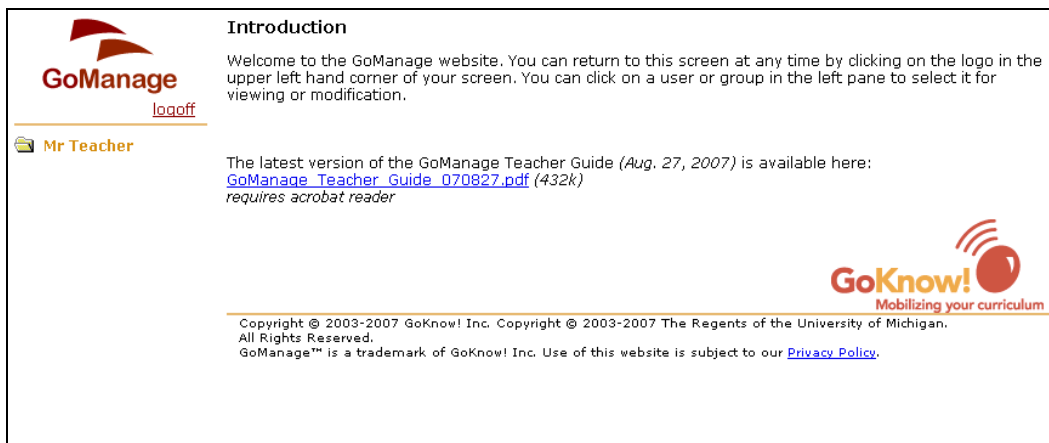


Figure 2

★ **NOTE:** The name of the folder on the left under the GoManage logo will depend on the way the site was set up by your administrator.

Viewing handheld contents

Once you have logged in to GoManage, the first thing you will want to do is add a handheld so that you can view its contents. Later, we will discuss how to set up groups, but for now, we'll start with adding your own handheld device to the list.

★ **NOTE:** Before you can add a handheld to a list in GoManage, you need to sync the handheld first. This will automatically add the handheld to the list of available devices. There are several different ways to sync your handheld. You will need to check with your school or district to determine the best way for you to sync.

Once you have synced, you are ready to add your handheld to the list!

Adding your handheld to the list

1. Click on the name of the folder below the GoManage logo on the left of the screen (Figure 3).

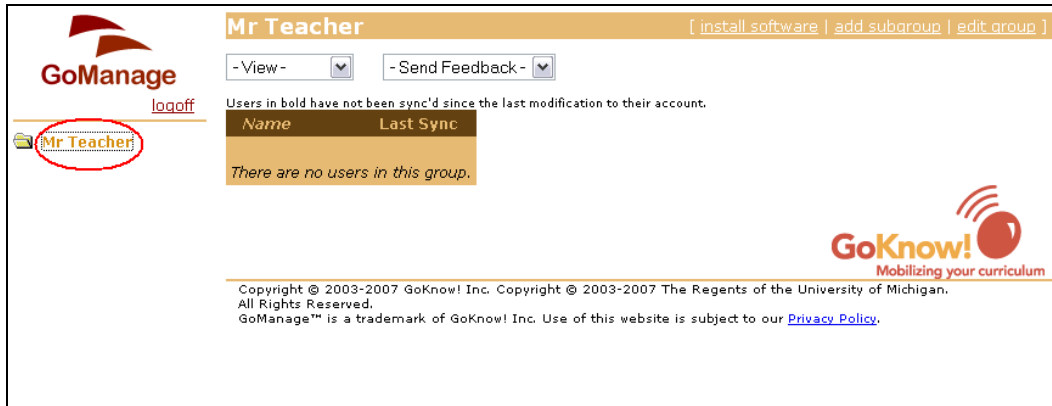


Figure 3

2. The folder is the name of your first group. To add a handheld to the group, click “edit group” on the right of the bar at the top of the screen (Figure 4).



Figure 4

3. A new window will pop up with a list of users (Figure 5). As mentioned previously, these names are automatically added to this list the first time a user syncs. If your name is the only one on the list, that’s because no one else has synced yet!

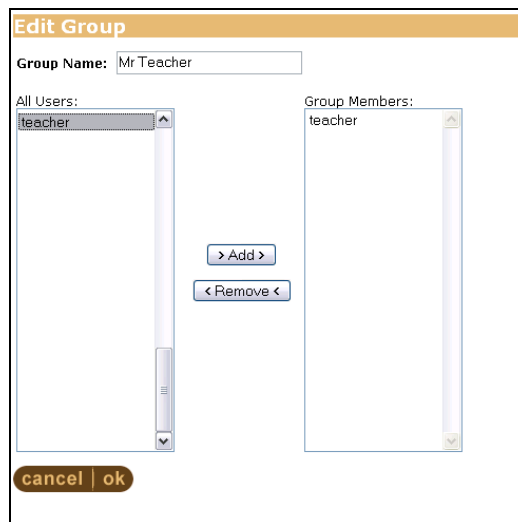


Figure 5

4. Find your handheld on the list and click on it to highlight it. Then click “Add.” For this example, we will use the handheld called “teacher” to represent the teacher’s handheld.
5. Your handheld will be added to the “Group Members” list on the right (Figure 6).

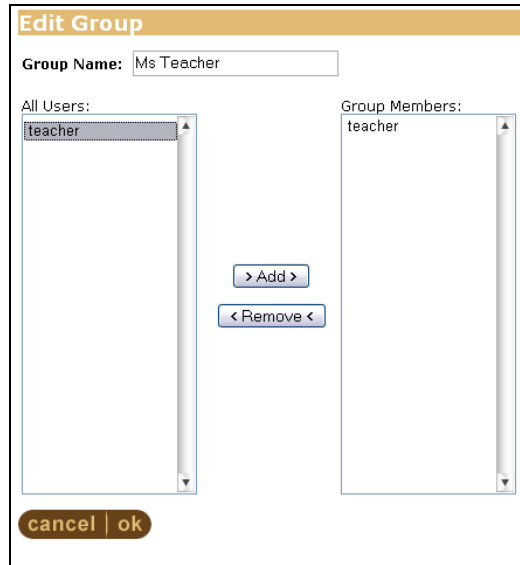


Figure 6

- When you have added your handheld to the “Group Members” list, click “Ok.” The window will close and you will return to the original GoManage window.

Viewing projects and files on your handheld

Once you have added your handheld, it will appear under the folder on the left of the screen. If you click on the name of your handheld, you will be able to view a list of the projects and files on the handheld (Figure 7). Files that are part of a project will be indented and listed below the project name.

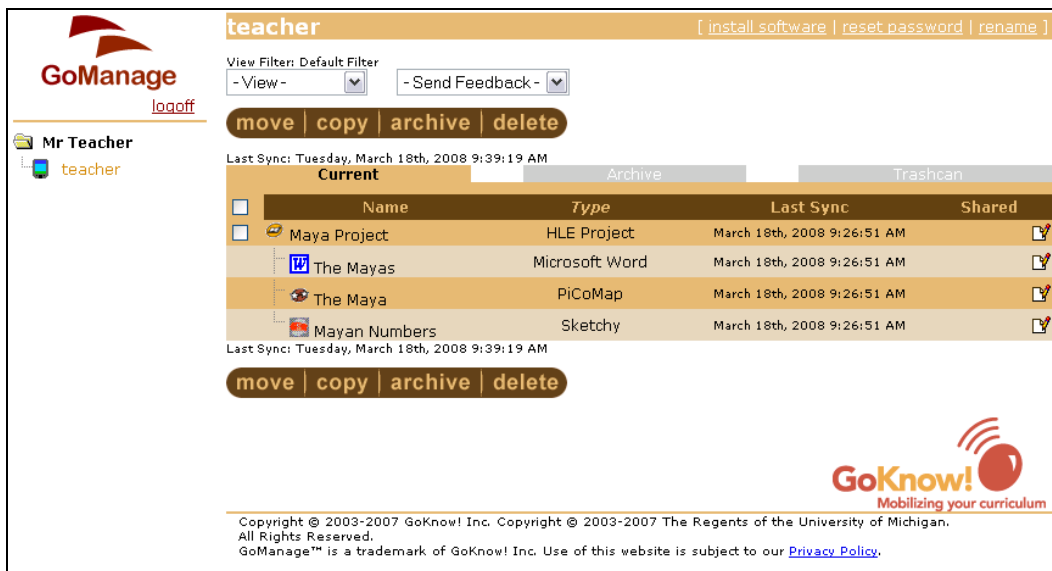


Figure 7

You can view any of the files by clicking on the icon to the left of the file name (to the right of the check box, Figure 8).

<input type="checkbox"/>	Name	Type	Last Sync	Shared
<input type="checkbox"/>	Maya Project	HLE Project	March 18th, 2008 9:26:51 AM	
<input type="checkbox"/>	The Mayas	Microsoft Word	March 18th, 2008 9:26:51 AM	
	The Maya	PiCoMap	March 18th, 2008 9:26:51 AM	
	Mayan Numbers	Sketchy	March 18th, 2008 9:26:51 AM	

Figure 8

This will open the file in a new window (Figure 9). Close the window to return to the original list of files.

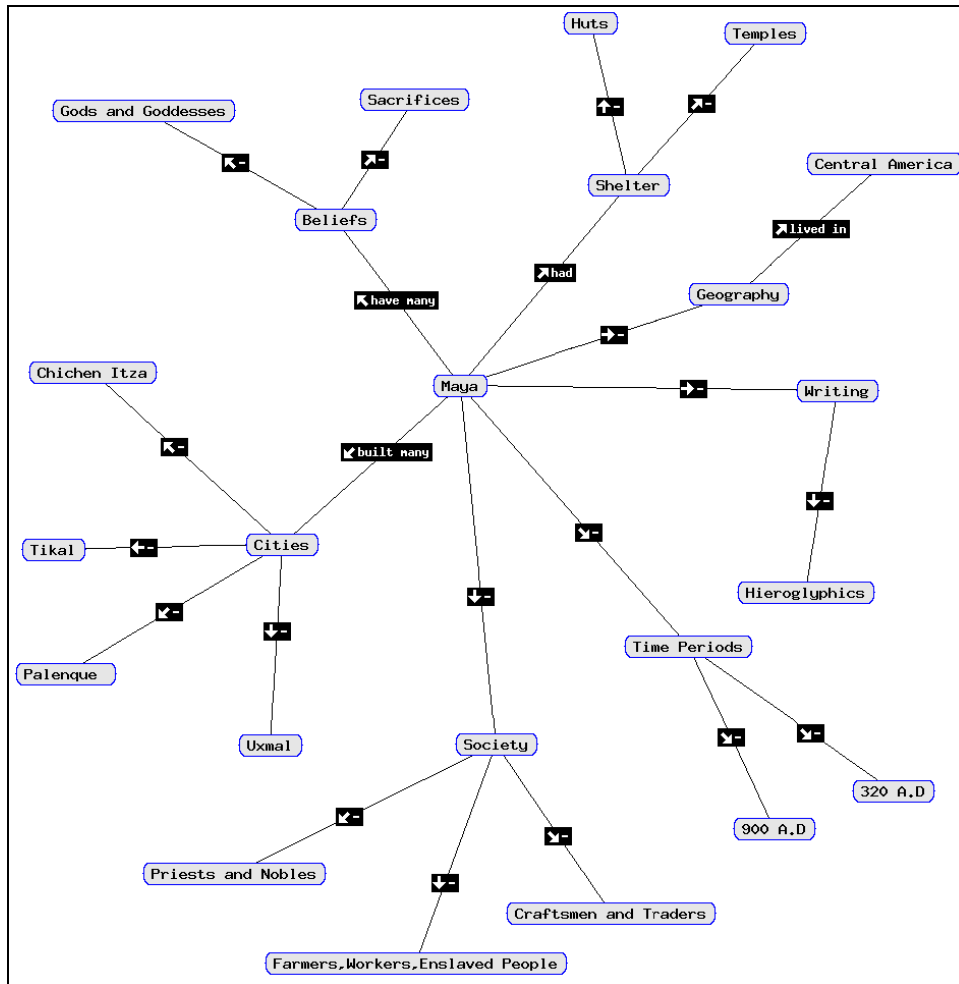


Figure 9

★ **NOTE:** If the window does not appear, check that you did not already have a document open and that the new window is not hidden by the original GoManage window.

Archiving and deleting projects and files

In addition to viewing projects and files, you can also archive them and delete them. Files that are a part of a project can only be archived or deleted if the whole project is archived or deleted.

★ **NOTE:** After archiving or deleting a file or project on GoManage, you must sync your handheld for the changes to be reflected on your device.

Archiving

Archiving projects and files removes them from the handheld, but keeps them on the GoManage server so that you can still access them. Projects and files that are archived are kept under a separate tab from current projects and files. At any time, you can un-archive projects and files and send them back to the handheld.

To archive projects:

1. Click the box next to the project you wish to archive (Figure 10). You can archive multiple projects at one time – just click on the boxes next to each project.

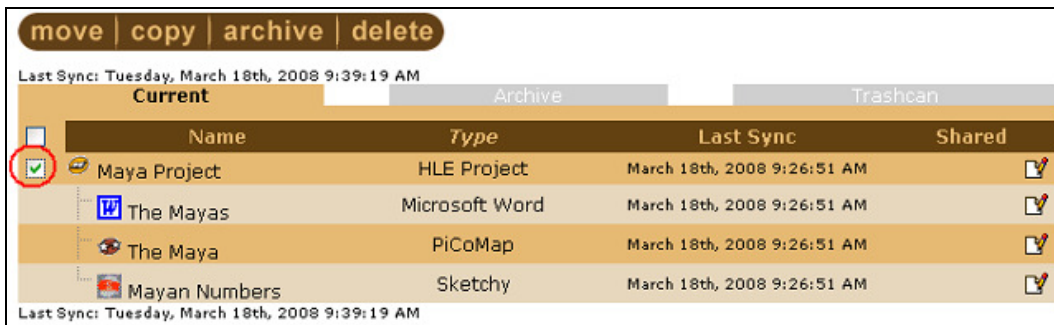


Figure 10

★ **NOTE:** To archive files that are not associated with a project, follow the same steps, but check the box next to the file, not the project.

2. Once you have selected the project(s) you wish to archive, click the “archive” button located above the list of projects and files (Figure 11).

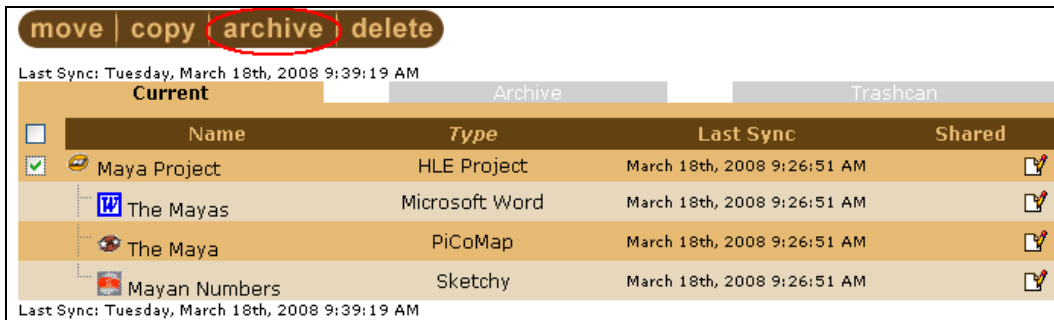


Figure 11

3. The project (or file) you selected will disappear from the list of current files. It has been moved to the archived list.
4. To view archived projects and files, click on the “Archive” tab next to the “Current” tab on the file list (Figure 12). You will see a list of the projects and files in your archive.

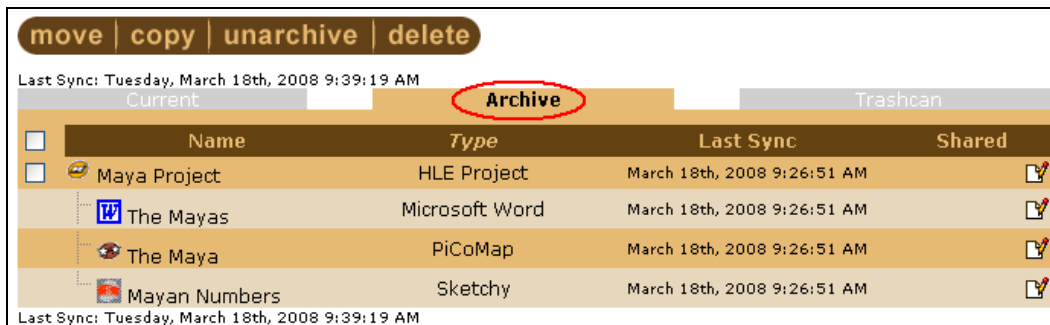


Figure 12

- The next time you sync your handheld, the project (or file) you archived will be automatically removed from the handheld, but will remain in the archive on GoManage.
- If you want to move a project (or file) back to the “Current” list and back to the handheld, simply click the box next to the project (or file) in the archive, and then click “unarchive” (Figure 13). Your project (or file) will be returned to the “Current” list.

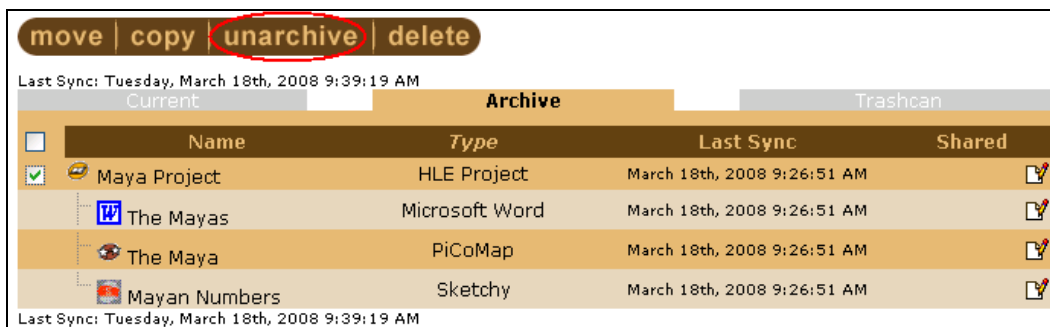


Figure 13

- The next time you sync your handheld, the unarchived project (or file) will be put back on your device.

Deleting

★ **IMPORTANT:** Deleting projects and files is PERMANENT. Make sure you want to do this before you proceed!

To delete projects or files, you follow steps similar to archiving.

- Click the box next to the project (or file) you wish to delete (Figure 13, previous page). You can delete multiple projects or files at one time – just click on the boxes next to each project or file.
- Once you have selected the projects (or files) you wish to delete, click the “delete” button located above the list of projects and files (Figure 14).

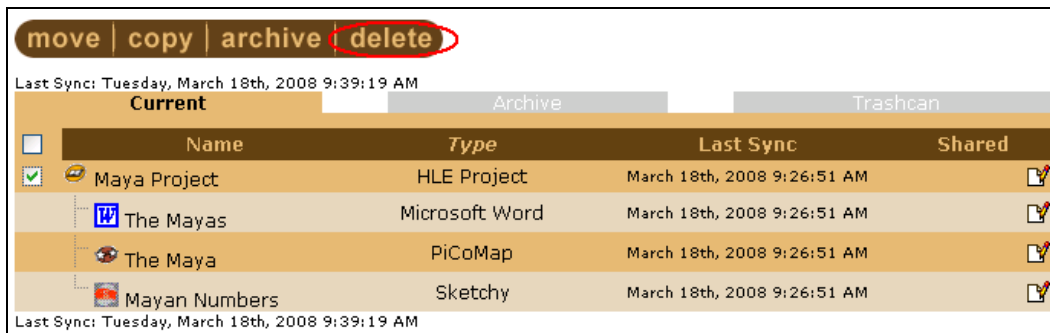


Figure 14

- The project (or file) you selected will disappear from the list of current projects and files. It has been moved to the trashcan.
- To view deleted projects (or files), click on the “Trashcan” tab next to the “Archive” tab on the file list (Figure 15). You will see a list of the files in your Trashcan.

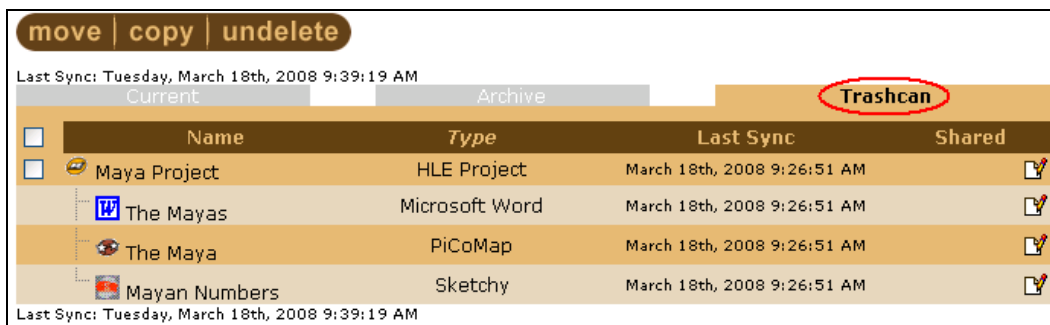


Figure 15

★ **NOTE:** The list of projects and files in your trashcan will remain until the next time the handheld is synced. Once the handheld has been synced, these projects and files will be removed from the list in the trashcan and will be deleted permanently!

- If you do not want to delete a project (or file), you need to undelete them before the next time the handheld is synced. To undelete a project (or file), click on the box next to the project (or files) in the trashcan, and then click “undelete” (Figure 16). Your project (or file) will be returned to the current list and will not be deleted.

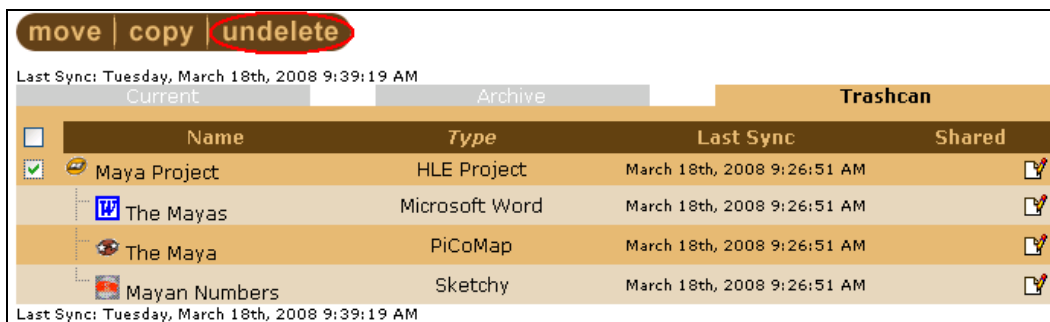


Figure 16

Working with groups

Before using the other features of GoManage, you need to set up groups of students. In this section, you will learn to set up groups and subgroups, add and remove students from groups, and delete groups.

★ **NOTE:** Students can belong to more than one group. For example, a student may be in the groups “Class Period 3” and also in the group “Red Team.” You can add a student to as many groups as you want.

Creating groups and subgroups

GoManage is set up using a hierarchical structure. Groups are listed on the left side of the screen. At the top level is the main group set up by your school administrators. You have already added your handheld to this group. If you click on the name of the group (in this example, Mr Teacher), you will see a list of handhelds in the group (Figure 17). Right now, there is only one handheld.



Figure 17

★ **NOTE:** Remember to have students sync prior to setting up groups – this will add their handhelds to the list of available handhelds.

To create your first group (which will be a subgroup of the main group):

1. Click “add subgroup” on the right side of the bar at the top of the screen (Figure 18).



Figure 18

2. A new window will pop up with a list of users (Figure 19). As mentioned previously, these names are automatically added to this list the first time a user syncs.

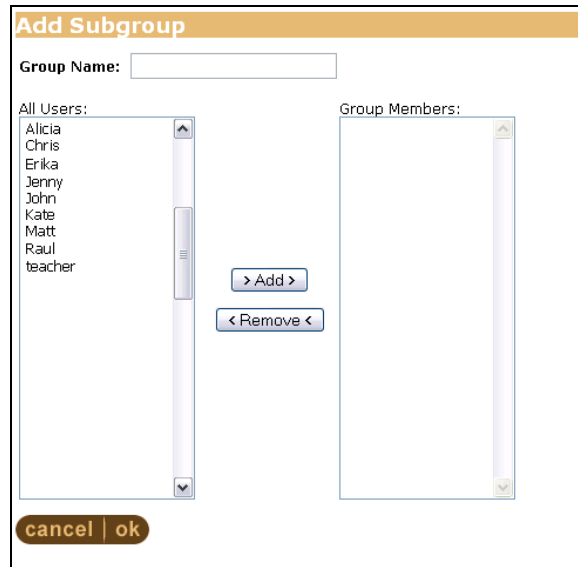


Figure 19

3. Type a name for your group in the box next to "Group Name."
4. Select the students you wish to add to the group by clicking on their names on the left and then clicking "Add." You can select multiple students by holding down the "Ctrl" key on your keyboard while you click on names.
5. The student(s) you selected will be added to the "Group Members" list on the right (Figure 20).

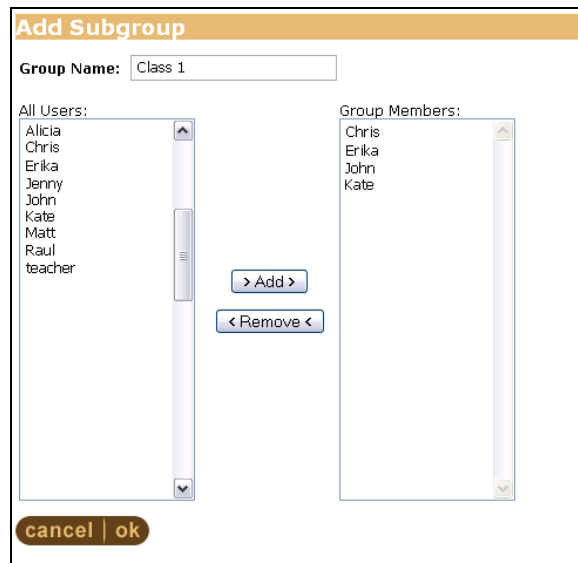


Figure 20

- When you have added the group members you want, click “Ok.” The window will close and you will return to the original GoManage window. You will now see a subgroup listed on the left (Figure 21).

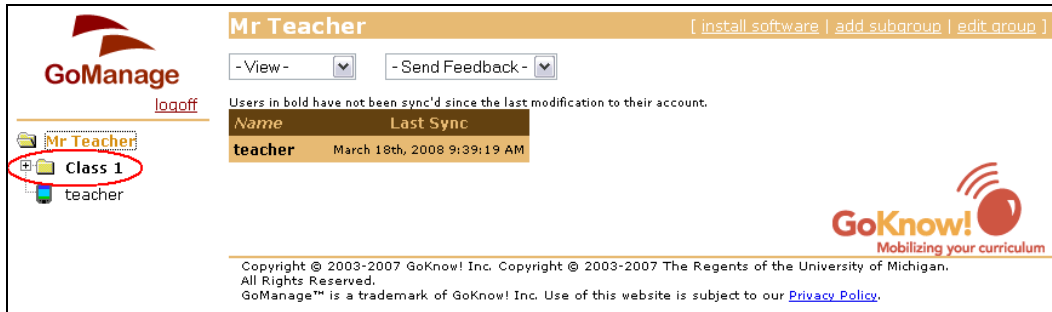


Figure 21

- If you click on the name of the folder (Class 1), you will see a list of students in the group, as well as the last time they synced (Figure 22).

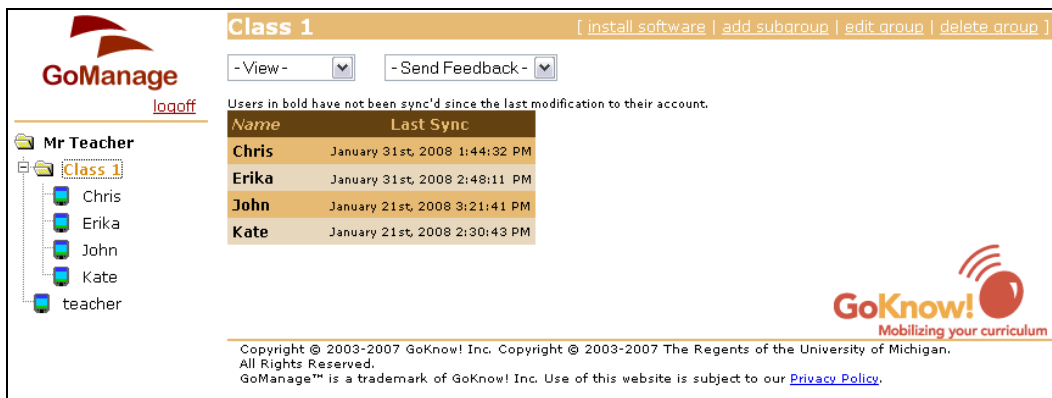


Figure 22

- You can add a subgroup to Class 1 if you want. To do that, make sure you first click on “Class 1” on the left side of the screen. Then click “add subgroup” from the bar at the top of the screen (Figure 23).

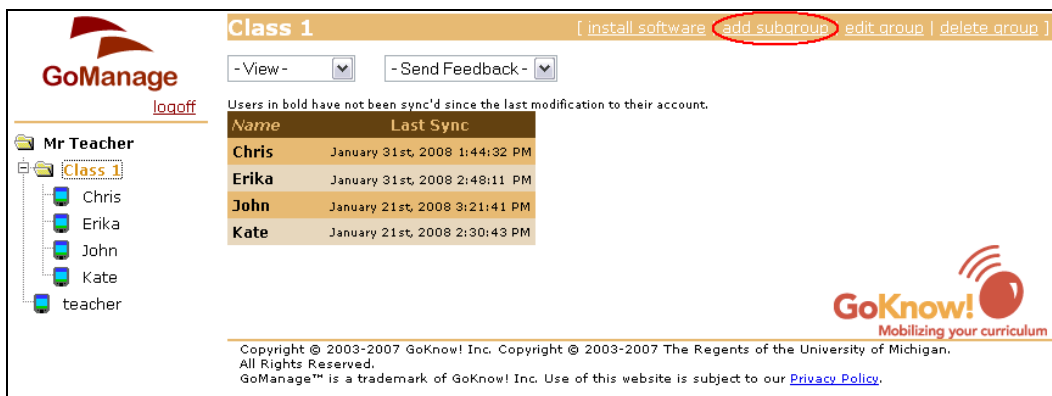


Figure 23

- A window will pop up just like when you created Class 1. Follow the same steps to make your new class subgroup. Remember, students can be in multiple groups!

Figure 24 shows an example of a teacher's groups and subgroups. In this example, the teacher has 2 classes: Class 1 and Class 2. There are 2 groups in Class 1: the Blue Group and the Red Group. There is 1 group in Class 2: the Green Group. This is just one example of a way to set up your groups.

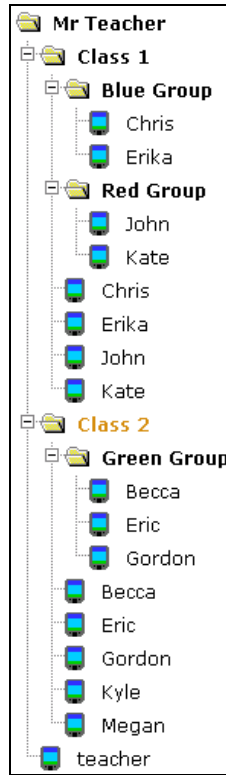


Figure 24

To view student work, click on the handheld icon next to their name, just like when you viewed the work on your own handheld.

Editing groups

Groups can be edited at any time. Students can be added and deleted as needed.

★ **NOTE:** Deleting a student from a group does NOT delete that student's work. To view a student's work, just add them back to a group. Only administrators can delete students from the system entirely.

To edit a group:

1. Click on the name of the group you wish to edit, then click “edit group” on the bar at the top of the screen (Figure 25).

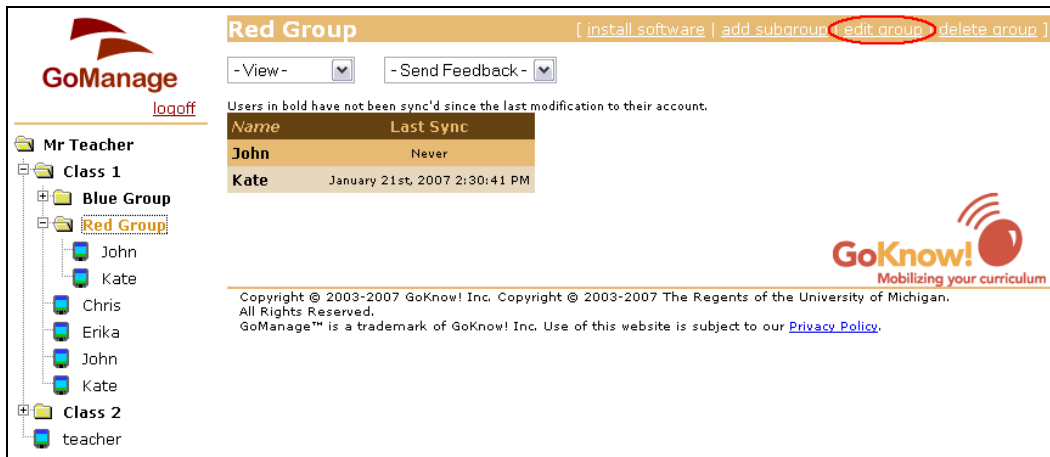


Figure 25

2. A window similar to the one used to create the group will appear (Figure 26). Here, you can change the group name, add new group members, and delete members from the group.

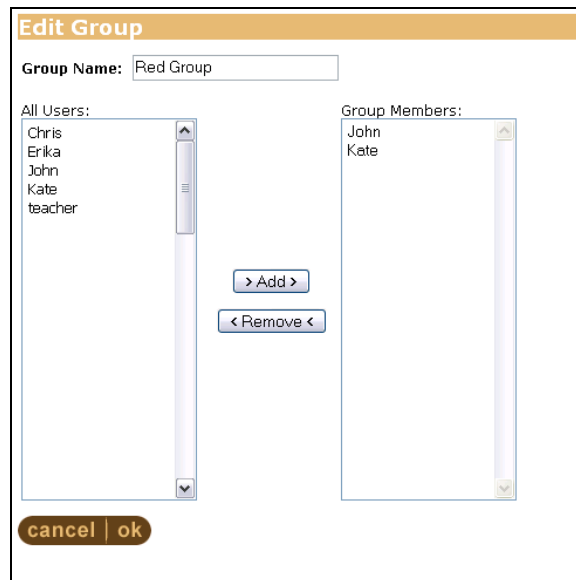


Figure 26

3. To remove a student from the group, select their name in the column on the right, then click “remove.”
4. When you are done making changes to the group, click “ok” at the bottom of the window to return to the original GoManage window.

Deleting groups

Groups can be deleted at any time. You can delete groups at different levels, from the top level down to individual subgroups.

★ **NOTE:** Deleting groups does not delete student work. It only removes the grouping from the list. You can re-create the group at any time if desired.

To delete a group:

1. Click on the name of the group you wish to delete, then click “delete group” on the bar at the top of the screen (Figure 27).

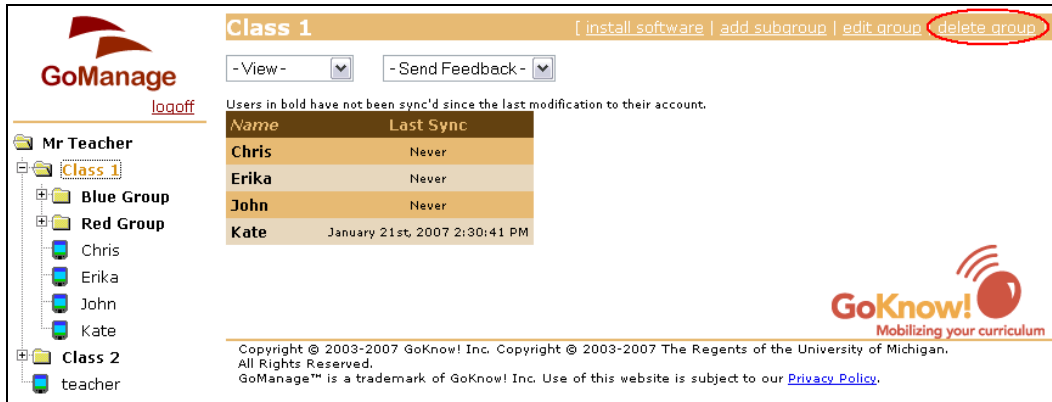


Figure 27

★ **NOTE:** When you click on a group to delete it, you will also delete any subgroups that are a part of the main group. In the example above, if you deleted the group “Class 1,” you would also delete the “Blue Group” and “Red Group” subgroups. If you only wanted to delete the “Blue Group,” then click on the name “Blue Group” before clicking “delete group.”

2. A window will appear, asking you to confirm that you wish to delete the group and any subgroups (Figure 28).

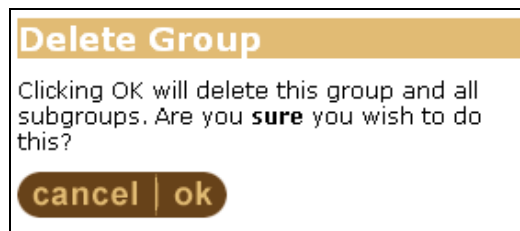


Figure 28

3. Click “ok” to delete the group, or “cancel” if you don’t want to delete the group.

Filters

Now that you have groups set up, there are a number of things you can do! One thing you can do is set filters to view specific files. Filters can be set based on key words in the title of the file.

Filters can be applied to individual handhelds or groups of handhelds. To apply a filter to an individual, first click on the name of the handheld you wish to view. To apply a filter to a group of handhelds, first click on the name of the group.

Setting filters

To set a filter:

1. After selecting the handheld or group of handhelds to which you want to apply the filter, click on the arrow next to “View” at the top of the screen (Figure 29).

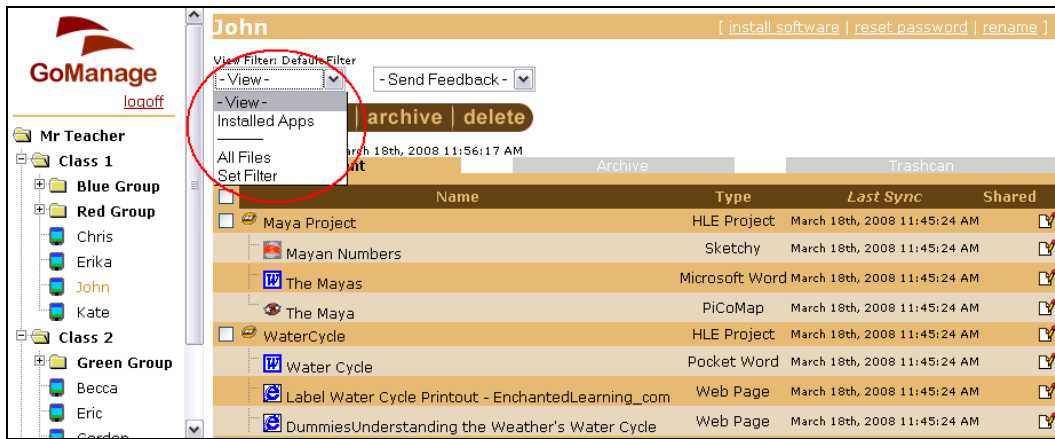


Figure 29

2. Click on “Set Filter” at the bottom of the list.
3. A “View Filter” window will appear (Figure 30).

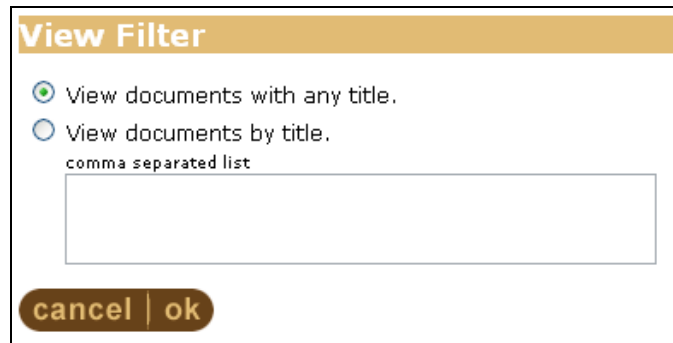


Figure 30

4. In this window, you can create a filter that will limit the files displayed by key words in the document title. Enter the key word or words to filter by, then click “Ok” (Figure 31).

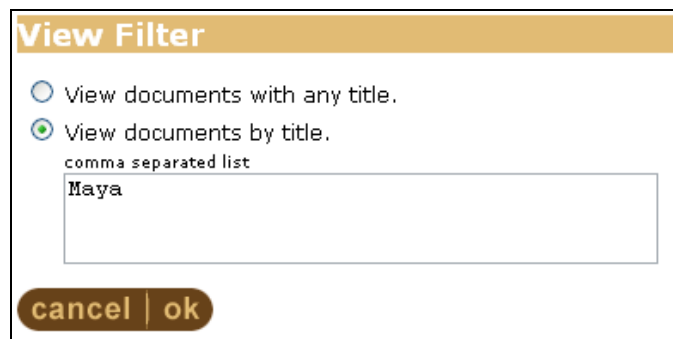


Figure 31

5. Click “Ok” to return to the main GoManage window.
6. You will now see a list of all the files have that key word in their title.

Clearing filters

To clear a filter:

1. Click on the arrow next to “View” at the top of the screen (Figure 32).

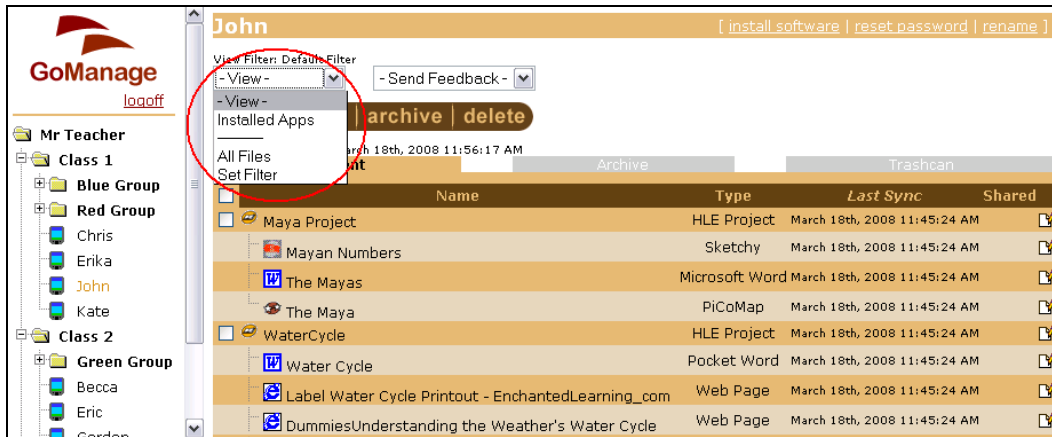


Figure 32

2. Click on “All Files” to clear the filter and display all files again.

Viewing applications

Using the “View” menu, you can also view a list of applications that are installed on a student’s handheld. Under the “View” menu, click on “Installed Apps.” You will see a list of applications and version numbers (Figure 33).

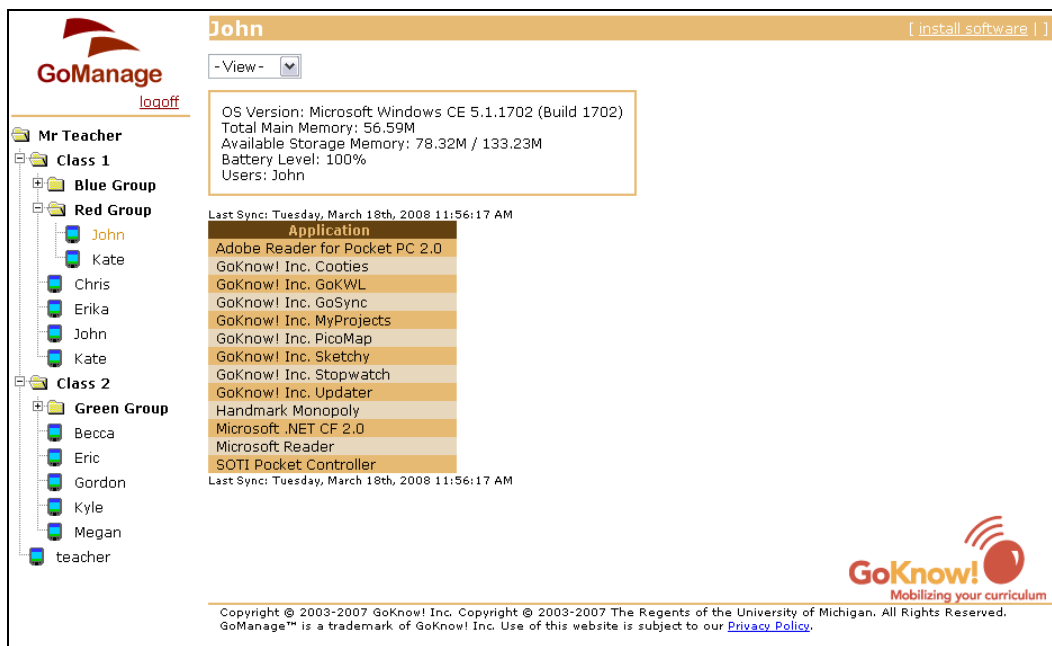


Figure 33

★ **NOTE:** Teachers are not able to remove software from student handhelds. However, administrators can remove any applications.

Distributing projects

Copying projects

GoManage is a great tool for sending projects to your students. For example, if you create a project for your students, you can upload it to GoManage and distribute it through the GoManage website. Then, the next time your students sync, they will receive the project on their handhelds!

The easiest way to distribute project to students is by using the “copy” function.

To copy projects to students:

1. Find your handheld on the list of groups on the left side of the GoManage screen. Click on your handheld.
2. Check the boxes next to the project or projects you wish to distribute to your students (Figure 34).

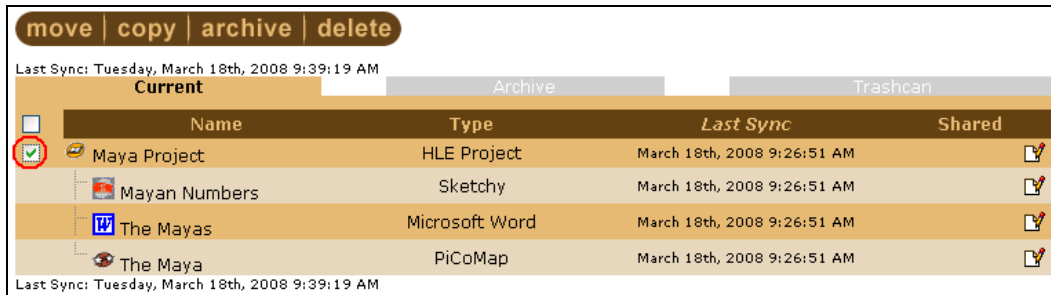


Figure 34

3. Once you have selected the projects you wish to copy, click the “copy” button located above the list of files (Figure 35).

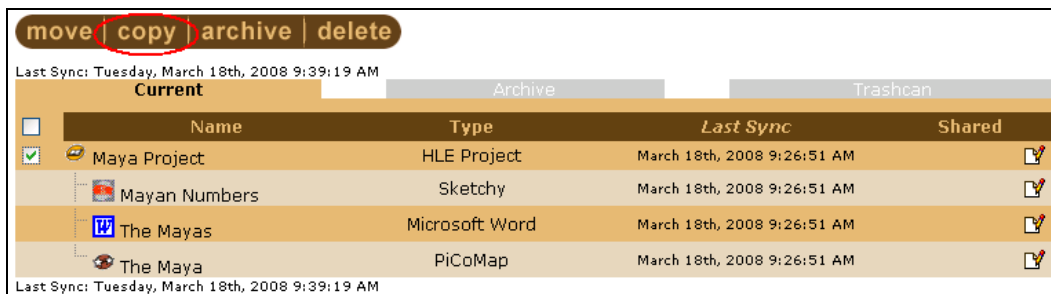


Figure 35

4. A window will appear asking where you would like to copy the projects to (Figure 36). You can copy projects to individuals, groups, and/or subgroups.

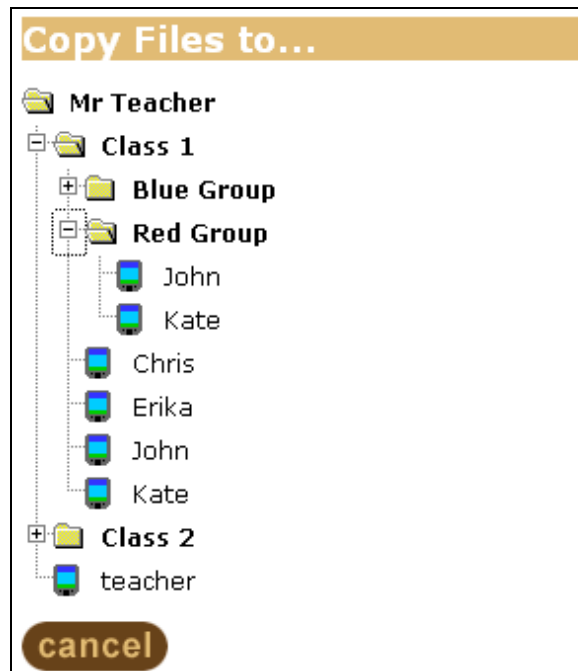


Figure 36

5. To copy projects to an individual, click on their name on the list (i.e. click on “Kate” in the list shown above).
6. To copy projects to a group or subgroup, click on the name of the particular group/subgroup (i.e click on “Blue Group” in the list shown above).

★ **NOTE:** When you are copying projects to a group, projects will be distributed to all students in that group as well as students in any subgroup of the group. In the example above, if projects were copied to “Class 1,” they would be distributed to all students in Class 1 as well as students in the Blue Group and Red Group, which are subgroups of Class 1.

Projects that you have just copied to a student will appear in bold on the list of current projects and files on the student’s handheld (Figure 37). This means that the student has not yet synced to receive these files. Once the student syncs, the files will no long be bold, showing you that the student has received them.

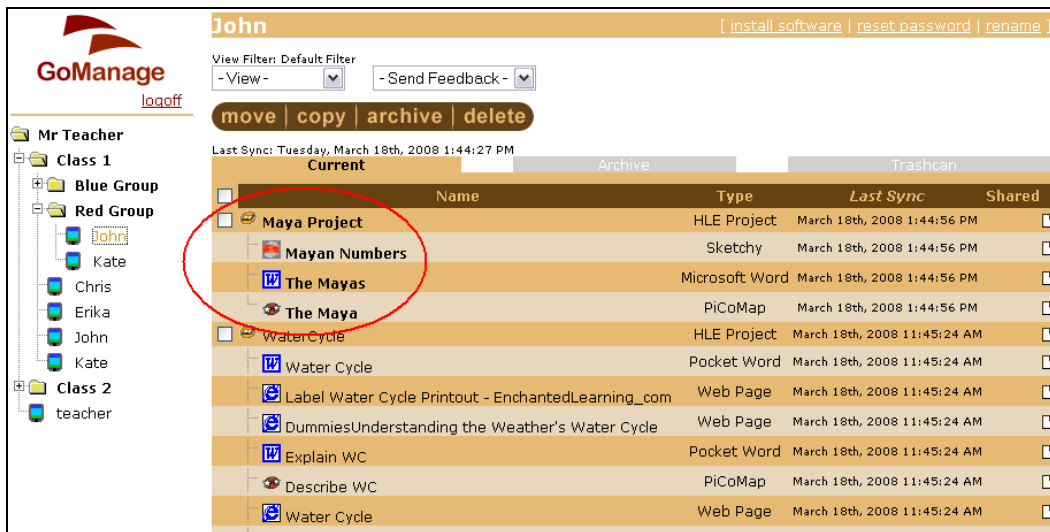


Figure 37

Moving projects

In addition to copying projects to students, you can also move projects. Moving projects is like cutting and pasting. When you **copy** a project, the project is left in the original location and copies are put in the new locations. However, when you **move** a project, it is removed from the original location and moved to the new location. This can be useful if you accidentally copy a project to the wrong student – you can simply move it from one student’s folder to another.

To move a project:

1. Find the project you wish to move by clicking on the appropriate handheld from the list on the left side of the screen. For example, if you want to move a project from your own handheld, click on your handheld from the list.
2. Check the boxes next to the project or projects you wish to move (Figure 38).

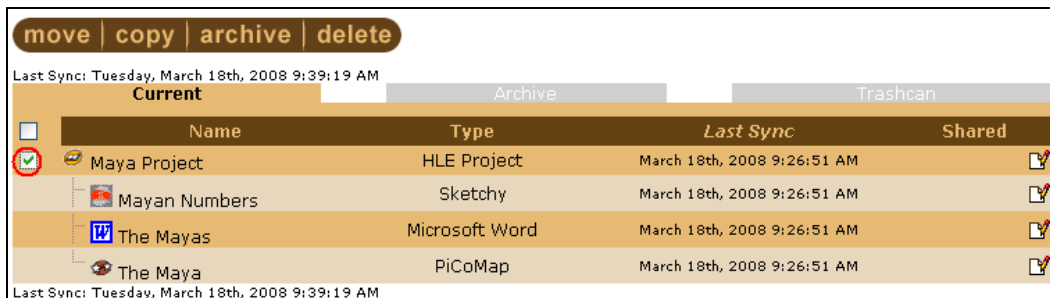


Figure 38

- Once you have selected the project or projects you wish to move, click the “move” button located above the list of projects and files (Figure 39).

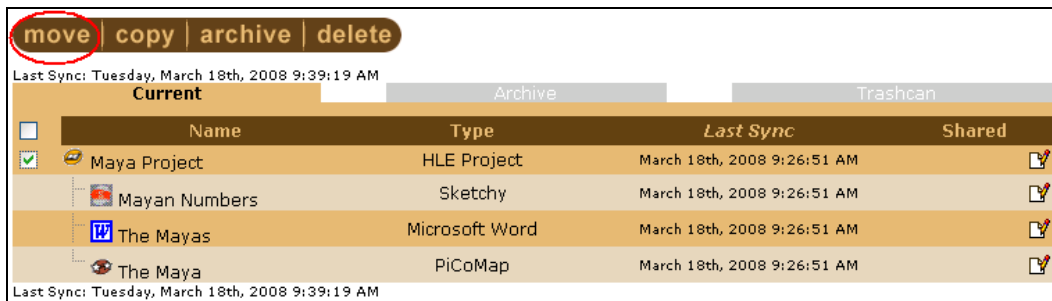


Figure 39

- A window will appear asking where you would like to move the project to (Figure 40). Unlike when you copy projects, you can only move projects to one user, not to whole groups.

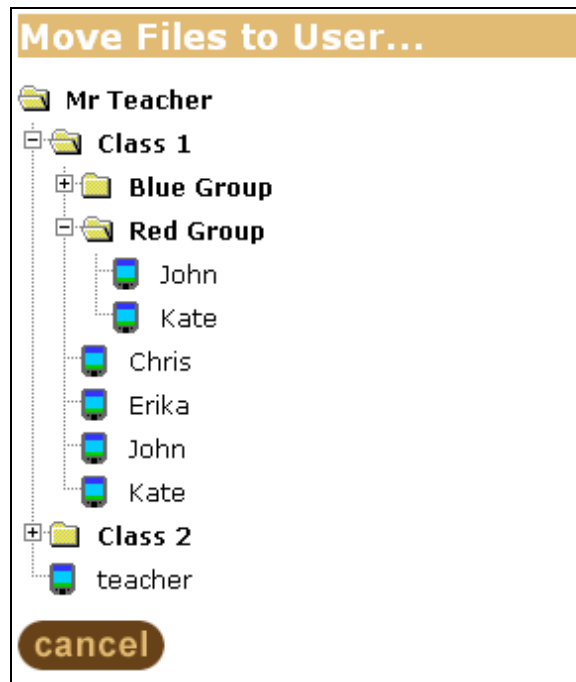


Figure 40

- To move projects to an individual, click on their name on the list (i.e. click on “Kate” in the list shown above).

★ **NOTE:** Just like when you copy projects to a student, projects that you move to a different folder will appear in bold until the person syncs and receives the projects.


Providing feedback

Another feature of GoManage is the ability to send feedback to your students. Feedback can be provided in one of two ways. You can either leave comments on GoManage, which students will see when they log into their own GoManage accounts, or you can send a file containing feedback to a student’s handheld, which they will receive when they sync.

Leaving comments on GoManage

Comments provided on GoManage will be visible to students when they log in to their own GoManage accounts, but will not be sent to their handheld.

To leave comments on GoManage:

1. Select the student for whom you would like to leave the feedback by clicking on their name on the left side of the GoManage screen.
2. Locate the file under which you want to leave the feedback from the list of files in the “current” tab.
3. Click on the icon of the pencil and paper  to the right of the file (Figure 41).

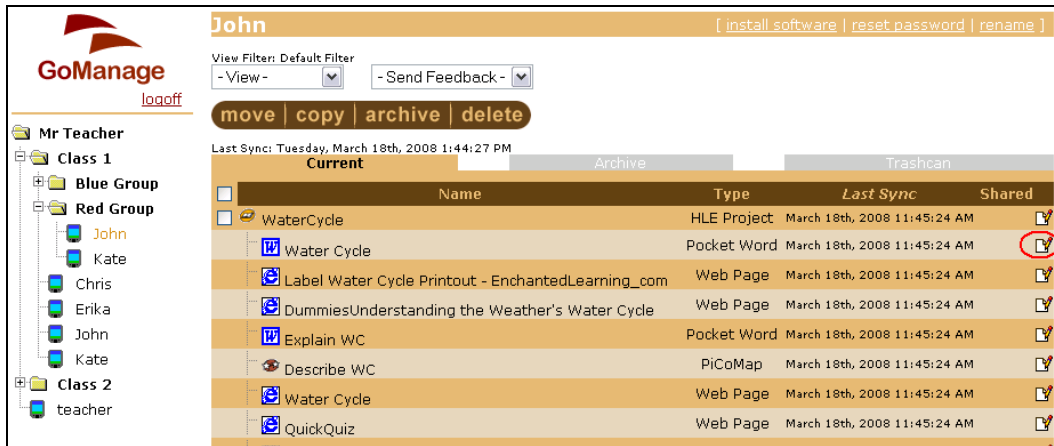


Figure 41

4. An “add comment” window will appear (Figure 42).

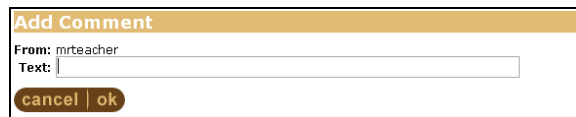


Figure 42

5. Type your comment in the text box, then click “Ok.” Your comment will appear under the file name (Figure 43).

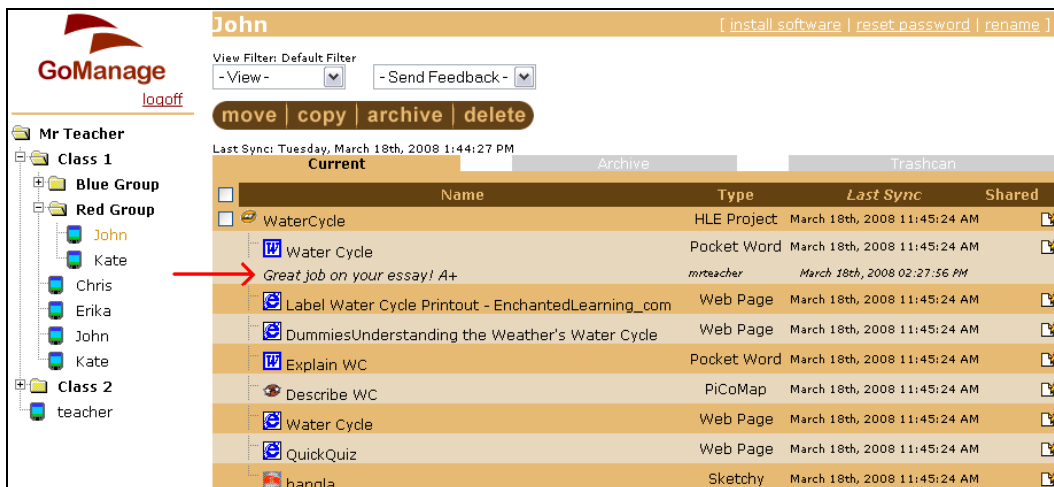


Figure 43

★ **NOTE:** Comments **cannot** be deleted or modified once they have been added.

Sending feedback to a handheld

Feedback sent to a student's handheld via GoManage will be transferred to the handheld the next time the student syncs after the feedback has been generated. This feature can also be used to send files to a student's handheld, such as Word and Excel files.

To send feedback to a handheld:

1. Select the student to whom you would like to send feedback by clicking on their name on the left side of the GoManage screen.
2. Click on the arrow next to the "Send Feedback" dropdown menu at the top of the screen (Figure 44). Click on "Upload File."

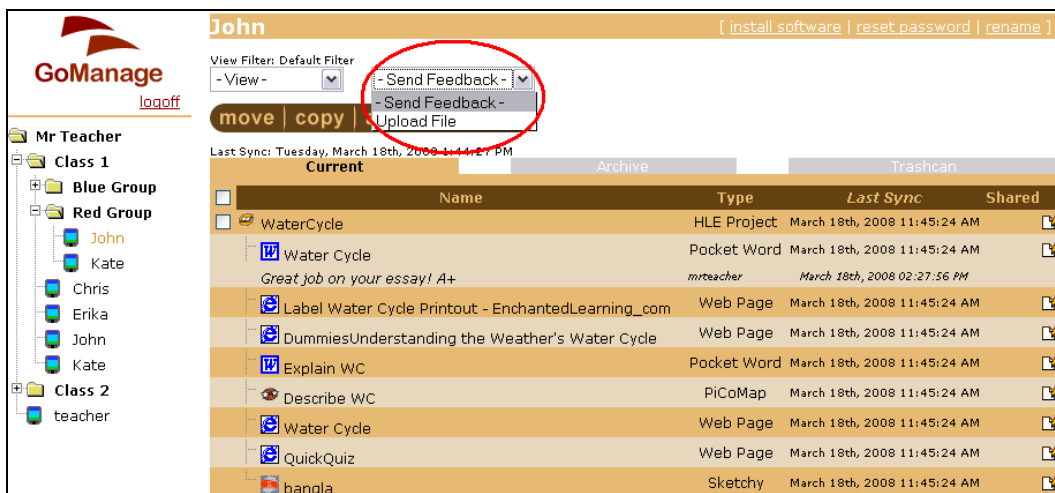


Figure 44

3. A "New File Item" window appears (Figure 45). Click "Browse" to find the desired file on your computer. You can send an existing file, or create a new file first, save it, then upload it.

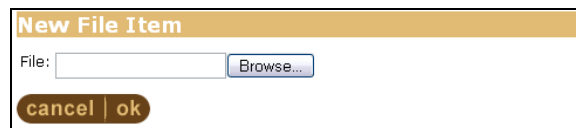


Figure 45

4. Once you have selected the desired file, click "Ok" at the bottom of the window. If you do not want to upload a file, click "cancel" to return to the main GoManage screen.
5. The uploaded file will appear on the student's list of current files in bold (Figure 46, next page). Just like when you copy a file, the student will receive the feedback the next time he or she syncs.

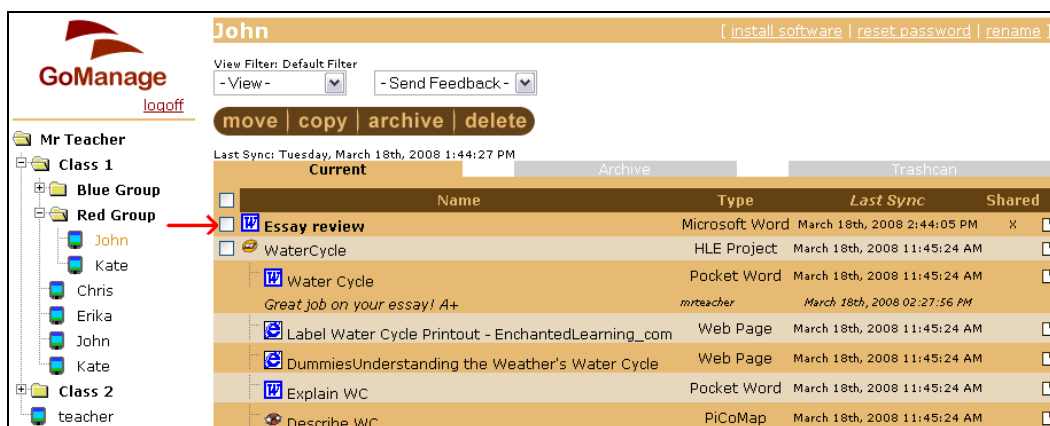


Figure 46

Additional features

Resetting student passwords

Teachers are able to reset a student password if needed. The first time a student syncs, a GoManage account is automatically set up. When students log in to GoManage for the first time, they are prompted to create a new password. If they forget their password, you can clear it and allow them to create a new one, or create a new one for them.

To reset a password:

1. Click on the name of the student whose password you want to reset from the list of handhelds on the left side of the screen.
2. Click on "Reset Password" on the bar at the top of the screen (Figure 47).

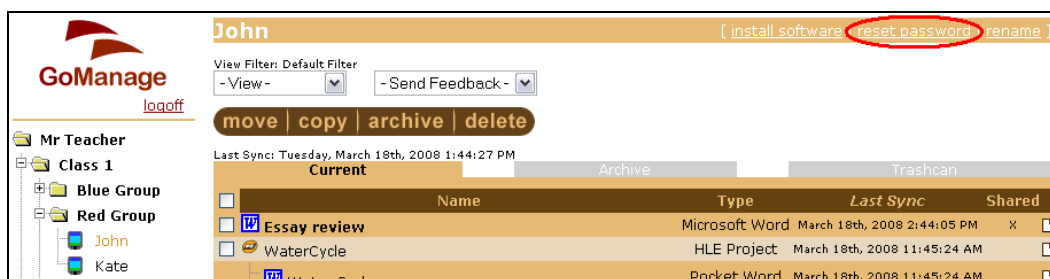


Figure 47

3. A window will appear allowing you to clear the password or set a new one (Figure 48).

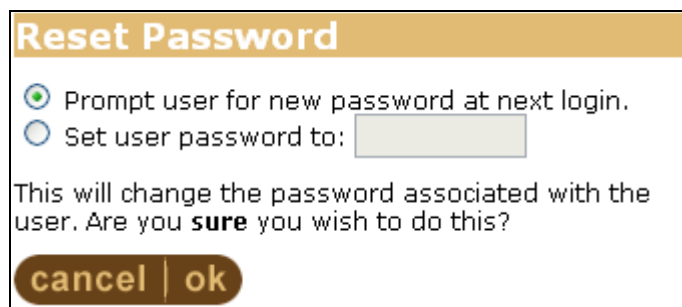


Figure 48

4. To clear the password, click the button next to “Prompt user for new password at next login” and then click “Ok.”
5. To change the password, click the button next to “Set user password to” and enter a new password in the text box, then click “Ok.”
6. Click “Cancel” to do nothing and return to the main GoManage screen.

Renaming student accounts

In addition to resetting student passwords, you can also rename student accounts.

To rename an account:

1. Click on the name of the student whose account you want to rename from the list of handhelds on the left side of the screen.
2. Click on “Rename” on the bar at the top of the screen (Figure 49).

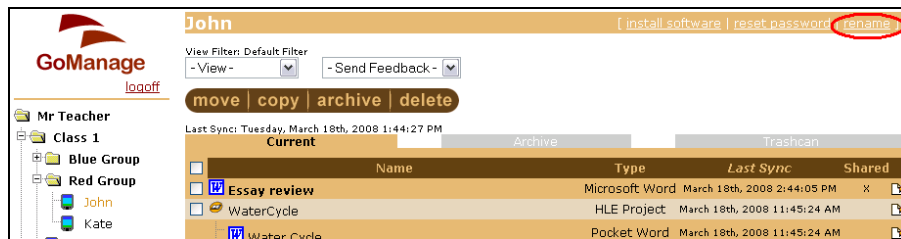


Figure 49

3. A window will appear with a place for you to enter the first and last name of a user (Figure 50).

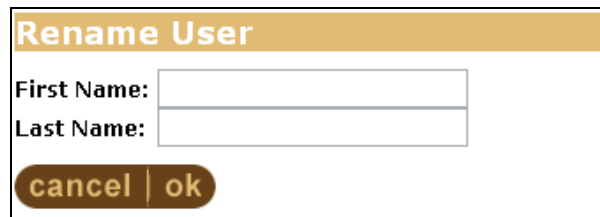


Figure 50

4. Type in the new name for the account, then click “Ok.”

★ **NOTE:** Renaming an account only changes the display name on GoManage. It does not change the name of the handheld.

Installing software

Software can only be uploaded by GoManage administrators. However, teachers are able to install software that administrators upload. Teachers can install software for specific groups, subgroups, or individuals.

To install software:

1. Contact your GoManage administrator to have the desired application/applications uploaded to GoManage.
2. In GoManage, click on the name of the group, subgroup, or individual to which you wish to install the application(s) from the left side of the screen.

- Click on “Install Software” on the bar at the top of the screen (Figure 51).

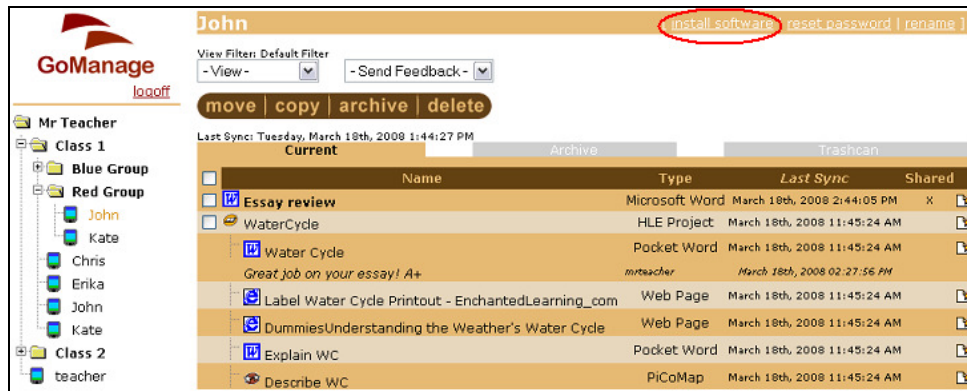


Figure 51

- An “Install Software” window will appear (Figure 52). Select the application or applications you wish to install.

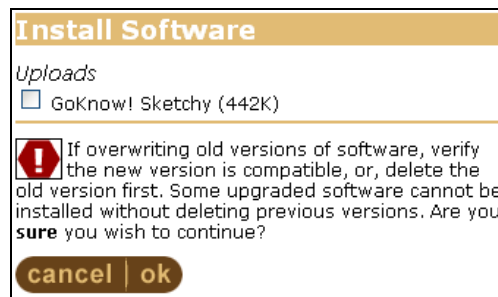


Figure 52

★ **Important:** Be sure to read the warning! Some applications can be harmful if installed over old versions. Also check to see whether or not installing an application over an application that already exists will cause the student to lose work.

- When you are ready to distribute the software, click “Ok.”
- The next time the selected student or group(s) synchronize, the application or applications will be installed on their handhelds.

Logging out of GoManage

When you are finished using GoManage, click the “logoff” button located below the GoManage logo (Figure 53), or simply close your web browser.



Figure 53

★ **NOTE:** GoManage will automatically log you off after one hour of no activity!

Sending Feedback Cheat Sheet

Sending feedback is one of the most useful tools in GoManage. This feature allows you to upload files and send them out to students. When making a project, you can upload files you have on your computer and incorporate them into the project instead of having to retype existing documents!

Uploading a file and incorporating it into a project takes several steps. However, once you do it a few times, it becomes very easy! Below is a “cheat sheet” outlining the steps of uploading a document, incorporating it into a project, and distributing it to students.

Steps:

1. Upload a document
 - a. Click on your device on GoManage
 - b. Click on “send feedback” → “upload file”
 - c. Browse to the document you wish to upload
 - d. Click “OK”
2. Sync your device
3. Open or create project
 - a. Launch MyProjects on your device
 - b. Click on the name of the project into which you want to add the document and click “open”, or click on “new project.”
4. Import document into project
 - a. Click on the type of document you wish to import from the list of resources on the right side of the MyProjects screen (for example, if you uploaded a Word document, click on the Word icon).
 - b. Click “import”
 - c. Navigate to the resource you uploaded on GoManage
 - d. Click on the resource, then click “import.” The document will appear in your project.
5. Sync your device
6. Copy project to students
 - a. On GoManage, check the box next to the name of the project into which you just imported the document.
 - b. Click “Copy”
 - c. Click on the group or student to which you want to distribute the project.
7. Have students sync their devices

★ **NOTE:** You can upload multiple documents before syncing. However, you have to upload them individually – there is no batch uploading.

Key GoManage Benefits

GoManage can perform many functions, and is used in many different ways. Listed below are some of the key benefits teachers, students, administrators, and parents have taken advantage of in the past:

- GoManage restores students work should handhelds lose power, become damaged or fail for some other reason. Of course, for this to happen, students must synchronize to GoManage!
- Teachers and administrators can login to GoManage to ensure student handhelds don't contain inappropriate messages, games, and other software not approved by the school.
- Students access their work from any Internet-equipped computer and can put it into Microsoft Word, PowerPoint, etc.
- Parents can login to keep tabs on their child's learning progress and stay more connected to the school.
- It is easy for students and parents to print work from GoManage on the desktop or laptop computer.
- Instead of beaming to tens or hundreds of students, teachers can distribute due dates and homework through GoManage!
- GoManage enables the creation of a digital portfolio for handhelds. It's useful for tracking student progress and writing improvement over months and potentially, years.
- Instead of carrying mounds of papers back and forth to school, teachers grade work paperlessly at home or wherever they have an Internet-connected computer.

