

Mobile Learning Environment And MyProjects User Guide

Version 2.0 for Palm



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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 includes: PiCoMap, Sketchy, iKWL, Locker, FreeWrite, Cells, ViewPoint, and FlingIt. Top it all off with GoManage for distributing, viewing, and grading projects, and you have a powerful learning tool.

System requirements

- Palm OS 5
- Windows 98 or higher, running Palm Desktop 4.0.1 or higher (Palm Desktop 4.1 recommended)
- Macintosh OS 9.x or OS X, running Palm Desktop 4.1
- 180 KB memory needed for full installation.

Getting started – logging in

Each student has their own unique MyProjects username. This is created the first time they open MyProjects on their Palm.

★ **NOTE:** If you are using MyProjects with GoManage in your classroom, be sure to have students use the same username in MyProjects and GoManage.



To start MyProjects, tap the MyProjects icon on the Applications list: MyProjects
Select your username from the User list (Figure 1). Use the down triangle button to view more names. If your name is not on the list, select “New User” and enter your name. Tap “Login.”



Figure 1

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 2). If you have never created a project, you will see a message that says <No Projects>.

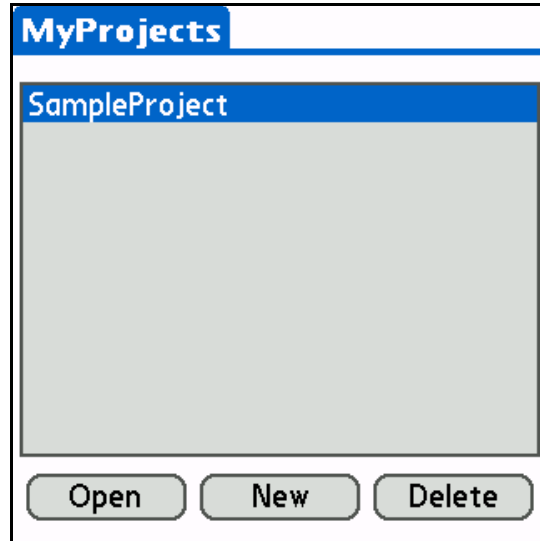


Figure 2

To create a new project, tap “New” at the bottom 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 3).

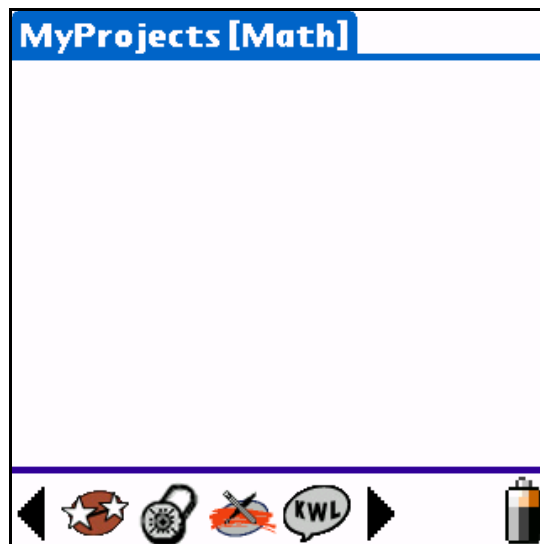


Figure 3

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 2, previous page). Similarly, to delete a project you no longer want, select the project from the list and tap “Delete.”

★ **NOTE:** When you delete a project, you are deleting the organizational structure. However, the files inside the project will still be available to import into other projects.

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

Open the project you wish to save with a different name. Tap on the “MyProjects” tab at the top of the screen. Tap “File” → “Save As” (Figure 4). You will be prompted to enter a new name for your project. Type the new name and tap “Save As.”

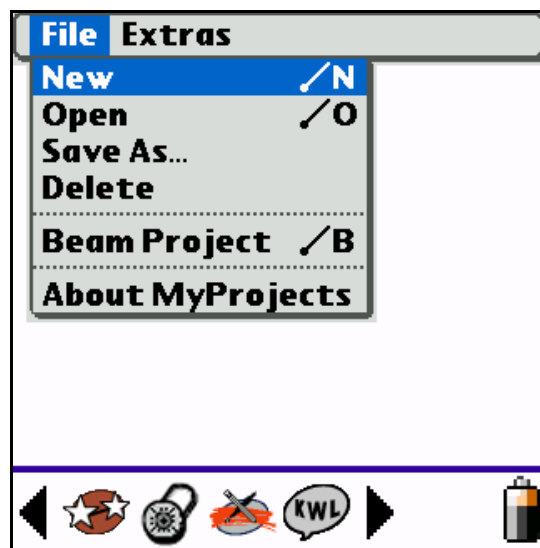


Figure 4

★ **NOTE:** When you save a project with a new name, you are only creating a copy of the structure of the project, not a copy of the resources inside. This means that if you make changes to any of the resources, the changes will be reflected in both the original project and the newly renamed project.






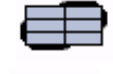



Exiting MyProjects

Whenever you are done using MyProjects, tap the “Home” icon on your screen or use the hard button on your Palm. If you are inside a resource within a project, tapping “Home” once will take you back to your canvas. Tap “Home” a second time to exit MyProjects.

Resources

The resource bar 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 |
|  | Locker |
|  | Sketchy |
|  | iKWL |
|  | FreeWrite |
|  | Cells |
|  | ViewPoint |
|  | FlingIt |
|  | Remaining battery power |

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 5).

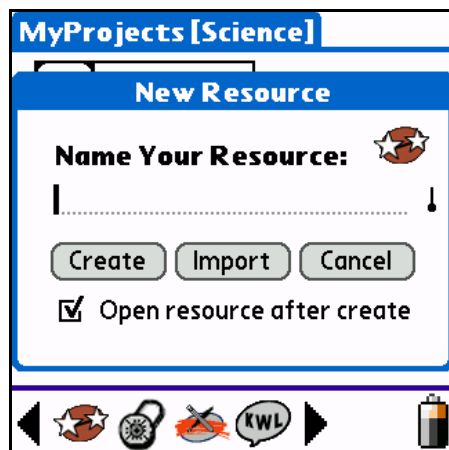


Figure 5

★ **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 “Home” icon at the bottom of your screen, or use the hard “Home” button on your Palm. Your work will be saved automatically!

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 Palm to scroll around the canvas. If you have created a resource and cannot find it, or wish to jump directly to a resource, you can tap on the title of your project, then tap on the drop-down menu for “Extras,” and tap “Content List View” (Figure 6).

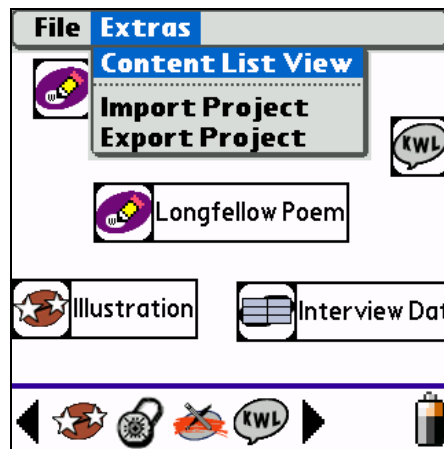


Figure 6

From the content list view, select the resource you wish to view and tap “Show” (Figure 7).

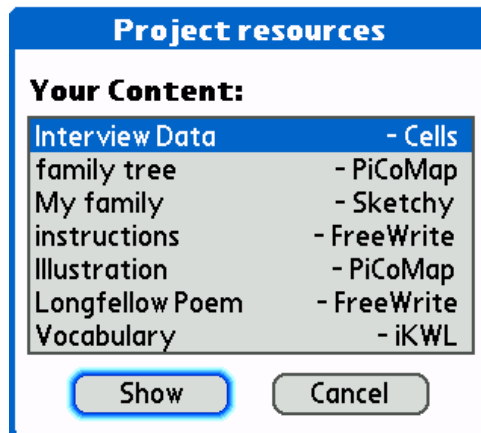


Figure 7

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 8). Tap “Rename.” You will be prompted to enter a new name for your resource. When you are done, tap “Rename.”

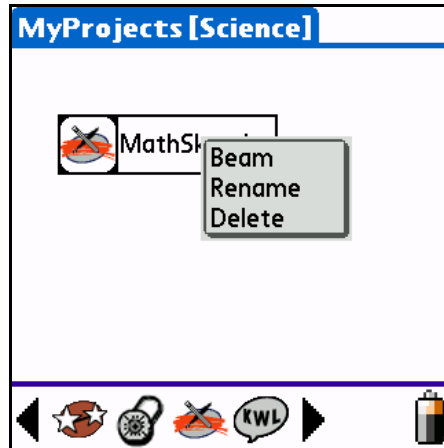


Figure 8

Deleting a resource

To delete a resource, tap and hold within the resource to bring up the context menu (Figure 8, above). Tap “Delete”. Tap “Delete” again at the warning prompt.

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 9). This allows you to import existing resources into your project.

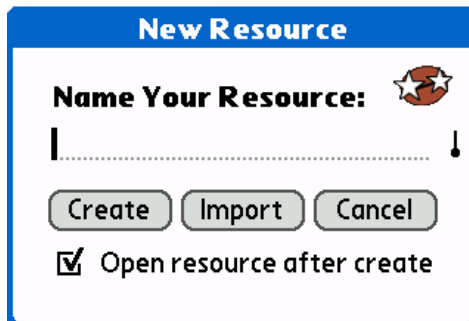


Figure 9

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.
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 "Import" (Figure 10).

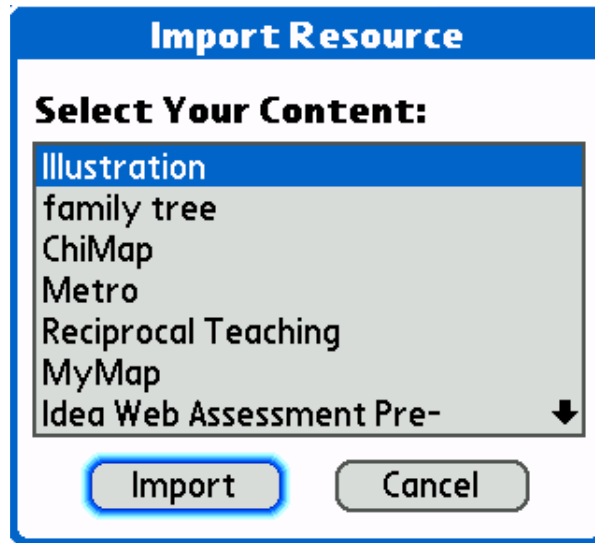



Figure 10

4. The imported resource will open automatically.

★ **NOTE:** When you import a resource, you are only importing a link to the resource. This means that any changes you make to the resource will be reflected in any other places the resource exists. For example, if you import the same PiCoMap into two different projects and make changes to the PiCoMap in one project, when you open it in the other project, you will see the changes there as well.

Additional menus

The main canvas for MyProjects, as well as many of the resources available within MyProjects, contains additional menus with more options.

To access these menus, tap at the top left of the screen, or use the "Menu" button  in the text input panel at the bottom of the screen. You will see more options appear (Figure 11). Use your stylus to navigate through these additional menus. Each resource (such as Sketchy, PiCoMap, etc.) contains different additional menus, so take some time to explore!

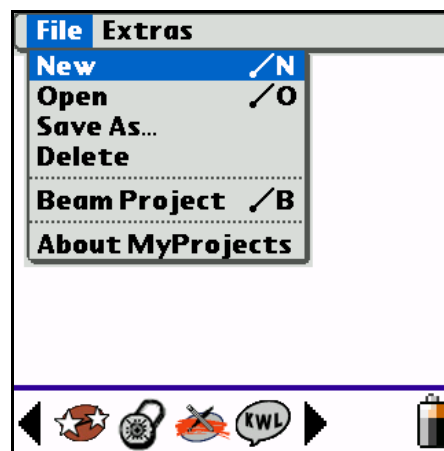



Figure 11

Brief overview of each resource



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) – 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, a rounded rectangular shape will appear automatically (Figure 13). Enter the name of your concept and tap "Ok" at the top of the screen.

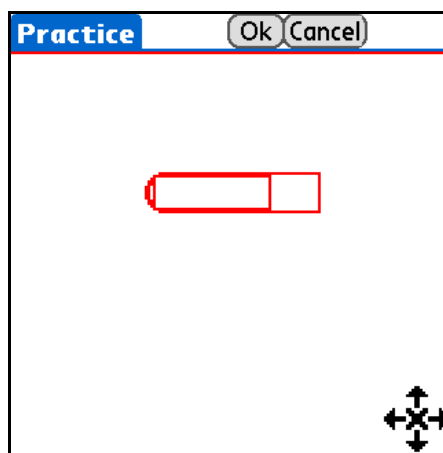


Figure 13

Moving concepts 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:** You can use the arrows in the bottom right corner of the screen to navigate around the canvas – you can expand your PiCoMap beyond the borders of the original view by using these arrows.

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 14).

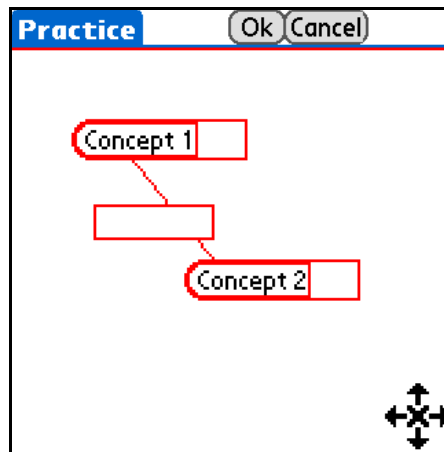


Figure 14

A line will appear with a box. You can use this box to enter a description of the relationship between the two concepts, or you can leave it blank. When you have entered the desired text, tap “Ok” at the top of the screen. You will see an arrow appear showing the directionality of the relationship (Figure 15). The direction of the arrow is based on the direction of the line you drew to make the link. If you wish to reverse the direction of the link, tap on the link and select “Delete” from the top of the screen. Re-draw the link in the desired direction.

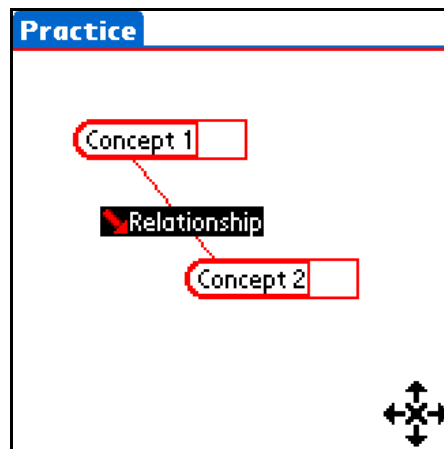


Figure 15

Editing and deleting concepts and links

To edit or delete concepts or links, simply tap on the concept/link and choose “Delete” from the top of the screen. If you delete one concept in a linked pair, the link will also be deleted (however the other concept will remain).

Adding content to concepts

You can also add content to concepts. This is useful when you want to add notes or other resources. For example, if you were doing a PiCoMap about history, you could add in a FreeWrite resource with dates and locations of important historical events,

To add content to a concept, tap in the square box on the right side of the concept shape. A menu will appear. Tap on “Add Content” (Figure 16).

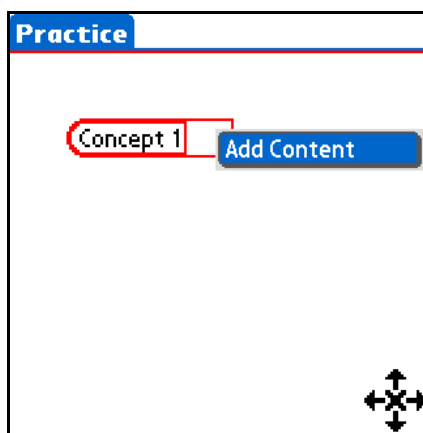


Figure 16

A new window will appear called “Add Node Content” (Figure 17). Use the arrow next to “Document Type” to select the type of content you wish to add (Figure 18).

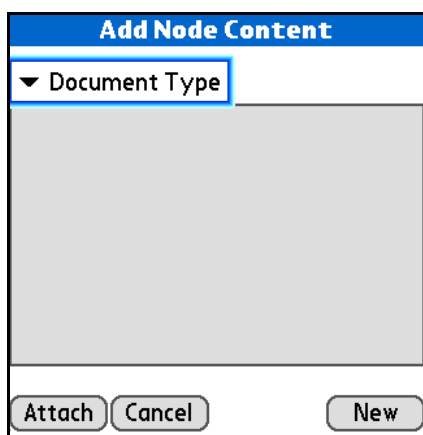


Figure 17

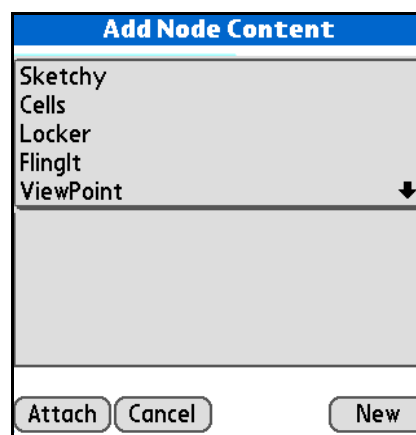
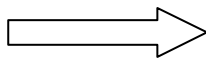


Figure 18

When you have selected the type of content you wish to add, you will see a list of anything else that you have created using that type of resource. For example, if you selected “Sketchy,” you would see a list of all the Sketchys currently on your Palm. You may choose to use an existing resource or create a new one.

To use an existing resource, tap on the name of the item, then tap “Attach” at the bottom of the screen. To create a new resource, select the type of content you wish to add, then tap “New” at the bottom of the screen. If you select “New,” you will be prompted to name your resource. When you have entered the name, tap “Ok,” and the new resource will open. To return to your PiCoMap, tap “Home.”

After you have added content to a PiCoMap node, you will notice that a small icon appears in the box to the right of the concept name (Figure 19). This indicates that there is additional content attached to that node.

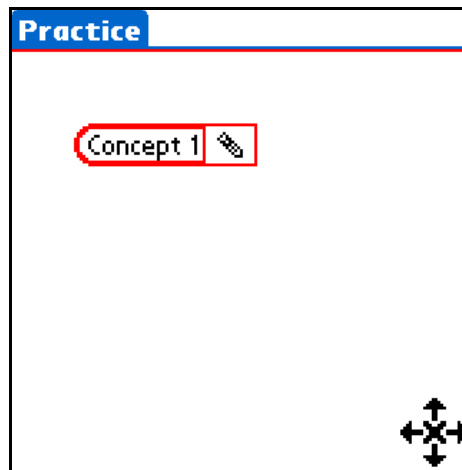


Figure 19
Deleting content from nodes

If you have added content to a node and wish to delete it, tap and hold on the icon to the right of the content name and select “Remove Content” from the drop-down menu (Figure 20).

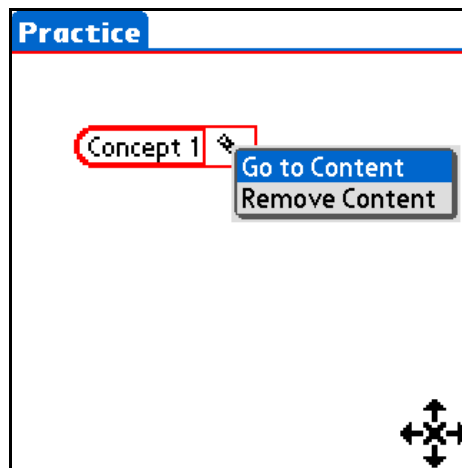


Figure 20




Locker

Locker is an assignment management and agenda tool. You can use it to provide instructions for an assignment, list the due date, give a grade, and track past assignment and agenda items.

Creating a Locker resource

To create a Locker resource, you follow the same steps used to create a PiCoMap resource.

From the main MyProjects canvas, tap on the Locker icon  at the bottom of the screen. A window will pop up asking you to name your resource. Enter a name and tap “Create.” You could also import an existing Locker resource at this point, by tapping “Import” instead of “Create.” When you tap “Create,” a new Locker resource will open (Figure 21).

Edit Task		▼ Assignment
From: Juli	Due: 11/21	
Title: Homework		
Instructions: Unfiled		
Grade: /		
Done	Cancel	Beam

Figure 21

You can enter information about the assignment or agenda item. At the top right corner, you can select the type of item you will be entering. Tap on the arrow next to “Assignment” for a dropdown menu and choose between “Assignment,” “Event,” or “Note.” Assignments allow you to enter instructions, due dates, and grades. Events allow you to enter a date and time, as well as a description of the event. Notes are for information or instructions with no date or time.

Creating assignments

Once you have created a Locker resource, select “Assignment” from the dropdown menu at the top right corner of the screen. You should see a screen that says “Edit Task” (Figure 21, above). Your name will be filled in for you. The title will be the same as the title you gave the resource when you created it. Tap on the gray box next to “Due.” You will see a calendar pop up, which you can use to select the due date for the item (Figure 22). Tap on the date in the calendar, and it will automatically be entered in the due date box.

Enter Due Date						
◀ 2007 ▶						
Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
Cancel		Today				

Figure 22

Next, enter instructions by tapping on the lines below “Instructions” and entering text. For example, you could provide directions for how to complete a homework assignment. If the assignment is to be graded, you could add grade information next to “Grade.” For example, you may want to include only the point value, but not the actual grade, at this time (Figure 23).

The screenshot shows a form titled "Edit Task" with a dropdown menu set to "Assignment". The form contains the following fields and controls:

- From:** Juli
- Due:** 11/21
- Title:** Homework
- Instructions:** Write a 2-page essay on the steps of the scientific method. To the right of this field is a dropdown menu set to "Unfiled".
- Grade:** / 100
- Buttons:** Done, Cancel, and Beam.

Figure 23

To the right of “Instructions,” you will see an arrow next to the word “Unfiled.” If you tap on this arrow, a drop-down menu will appear with a list of academic subjects (Figure 24). You can select one of these subjects or add a new one if desired. This allows students to sort assignments by subject area.

This screenshot is identical to Figure 23, but with the dropdown menu next to the "Instructions" field open. The menu lists the following options:

- English
- Math
- Social Studies
- Science
- Unfiled
- Add Subject...


Figure 24

When you have finished creating your Locker resource, tap “Done” at the bottom of the screen. This will take you back 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 25). These icons are the tools available in Sketchy. More information about using the tools is in the “Using the tools” section a bit later.

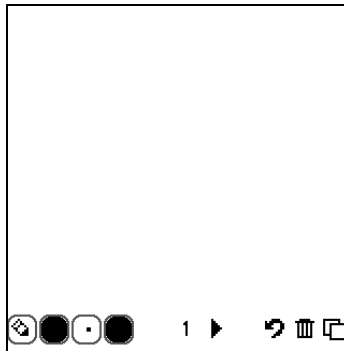


Figure 25











1. Drawing tools

- If you tap on the pencil icon, you will see a popup menu with a variety of drawing tools (Figure 26).



Figure 26

These tools are:

- | | | | |
|---|----------------------------------|---|--|
|  | Pencil tool for freehand drawing |  | Select tool (for selecting areas of a picture) |
|  | Text tool for inputting text |  | Filled-in circle |
|  | Filled-in square |  | Outlined circle |
|  | Outlined square |  | Straight line tool |
|  | Eraser |  | Rounded rectangle |

2. Object fill tool (2nd icon from left)



- If you tap on the object fill tool, you will see a popup menu with a variety of fill options (Figure 27). You can tap on any of these fill options before drawing a filled-in circle, square, or rounded rectangle.



Figure 27

3. Pen size tool



- If you tap on the pen size tool, you will see a popup menu with several options (Figure 28). 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 28

Color palate



- If you tap on the color palate, you will see a popup menu containing a number of different colors (Figure 29). You can tap on any of these colors prior to using another tool to change the color of the shape/line/text/etc. You can also tap on “More” for even more color choices.






Figure 29

4. 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.

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. Delete frame tool 
 - If you tap on the delete frame tool, you will delete whatever frame you are currently on. For example, if you navigate to frame 3 and tap on the delete icon, you will delete frame 3, but not the other frames in the Sketchy.
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!

Sketchy menus

As with the other applications, Sketchy has a number of dropdown menus.

To access these menus, use the dropdown menu button on your handheld.  You will see “Project,” “Edit” and “Frame” menus (Figure 30).

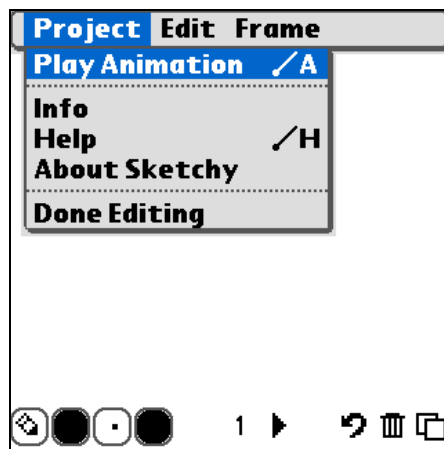


Figure 30

1. “Project” menu: here, you have the option to play your animation. If you have more than one frame in your Sketchy, tapping on “Play Animation” will cause Sketchy to automatically cycle through your frames. When your animation is playing, you will see two buttons at the bottom of the screen: “Pause” and “Exit.” Tapping “Pause” will pause the animation on the current frame. Tapping “Exit” will exit the animation and will return you to your Sketchy.

2. "Edit" menu (Figure 31): this menu allows you to undo the last step (just like the "undo" tool at the bottom of the screen). From here, you can also cut/copy/paste selected items. To use these tools, you would first use the "Select" tool to select a part of a frame, then open this menu to access these options.

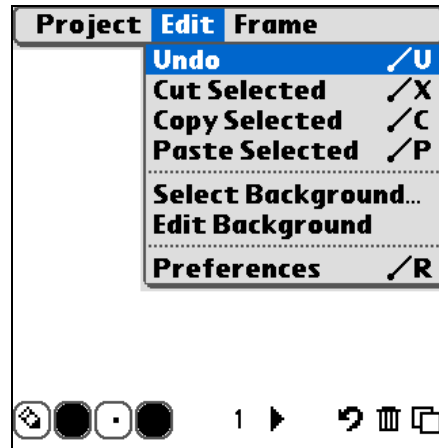


Figure 31

- Undo: Reverses last drawing action.
 - Cut Selected: Removes and stores copy of *selected* drawing.
 - Copy Selected: Stores a copy of *selected* drawing.
 - Paste: Redraws stored copy of cut/copied drawing on the screen; enables you to move the cut/copied selection before pasting it to the screen.
 - Select Background...: Allows you to select a background image for the entire Sketchy animation.
 - Edit Background: Allows you to edit this background image.
 - Preferences: Opens the Preferences box containing animation speed and animation direction options.
3. "Frame" menu (Figure 32): this menu allows you to work with an entire frame. You can cut/copy/paste whole frames, insert frames at specific locations, clear screens, etc. Be sure you are on the frame you wish to edit/move/delete/etc. before using these tools.

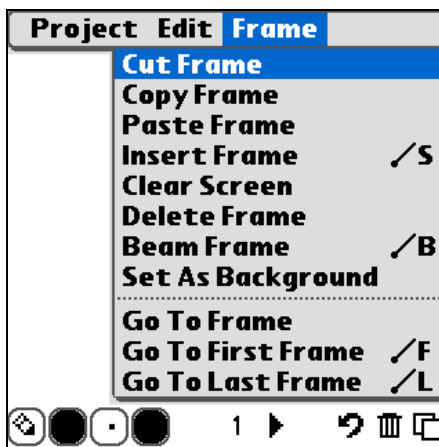


Figure 32

- Cut Frame: Removes and temporarily stores copy of current frame
- Copy Frame: Temporarily stores copy of current frame
- Paste Frame: Inserts cut/copied frame before current frame in animation
- Insert Frame: Inserts blank frame before current frame in animation
- Clear Screen: Erases current drawing (Can be undone)
- Delete Frame: Removes current frame (Cannot be undone)
- Beam Frame: Beams the shown screen into another handheld's animation
- Set As Background: Sets the current frame as the background image (backgrounds are unique in that they can be drawn on top of, but will not be erased by the eraser tool)
- Go To Frame: Allows you to go to any created frame in your animation
- Go To First Frame: Goes to first frame in animation
- Go To Last Frame: Goes to last frame in animation

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 (the cursor will appear wherever you tap).
- When the cursor starts to blink, type your text. 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.
- When you have finished typing, be sure to tap somewhere else on the screen to make the text permanent.

★ **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, circle, rounded rectangle)

- To create a shape, first select the desired color and fill pattern from 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). Below is an example of a simple Sketchy illustrating one circle orbiting around another (Figure 33). 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.

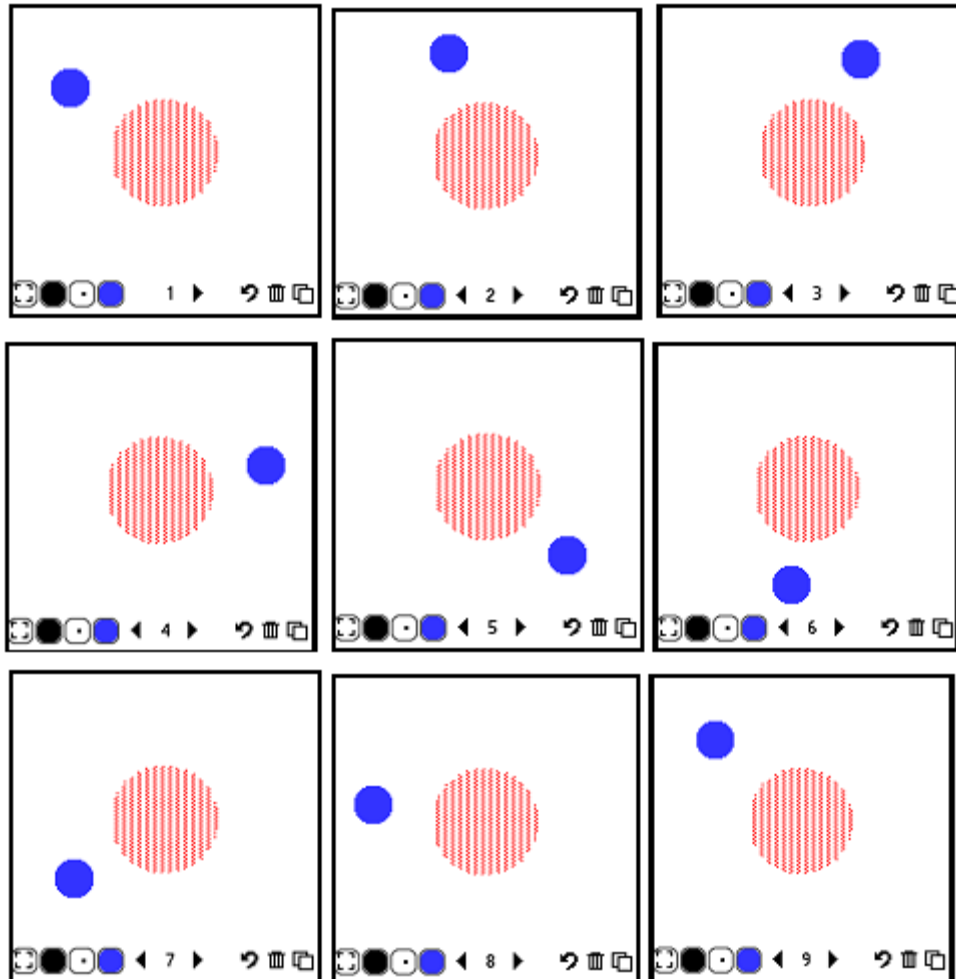


Figure 33

iKWL

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 34).



Figure 34

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 title of your iKWL resource, or tap the dropdown menu icon on your handheld.
2. A dropdown menu will appear (Figure 35).

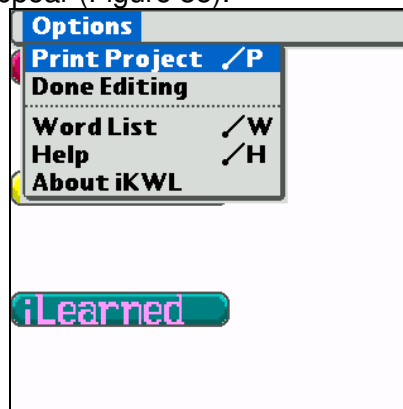


Figure 35

3. From the dropdown menu, tap on “Word List.”

4. A blank “Word List” screen will open (Figure 36).

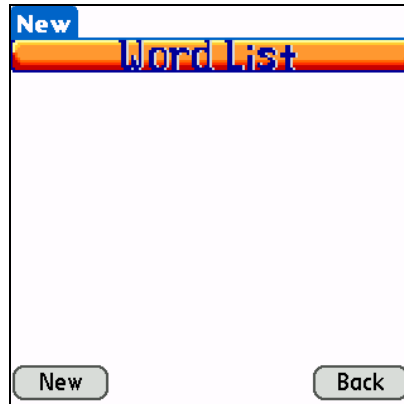


Figure 36

5. To add a word to the list, tap “New.” An “Edit Word” list will pop up (Figure 37). Type the word you want to add, then tap “Ok.” The word will be added to your list. If you want to delete a word, tap on the word on the list, then tap “Delete” in the “Edit Word” window.

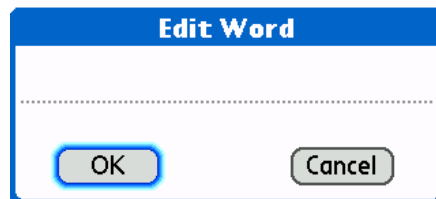


Figure 37

★ **NOTE:** You can only add 10 words in a list. If you want to have more words, you can create more iKWL resources with 10 words in each list.

6. 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” at the bottom of the screen (Figure 38).

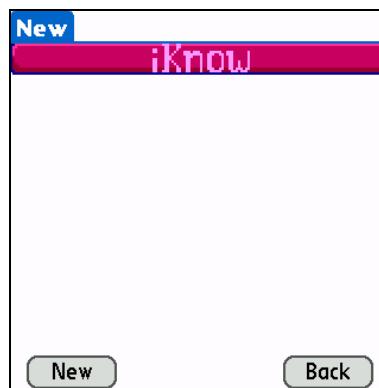


Figure 38

- An “Edit” window will appear (Figure 39).

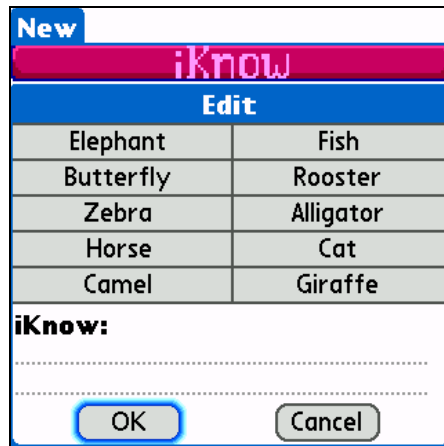


Figure 39

- At the bottom of the “Edit” window, there are 2 lines 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.
 - To edit an iKnow statement, simply tap it on the iKnow screen to open the “Edit” window.
- iWonder*

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

- From the iKWL screen, tap “iWonder,” then tap “New” at the bottom of the screen (Figure 40).

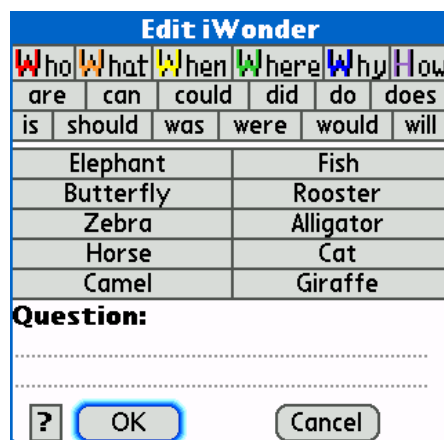


Figure 40

- This screen is slightly different from the iKnow screen. In addition to the word bank, there are also a number of “question” words.

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. Next to "Ok" is a question mark that, when tapped, will insert a question mark wherever the cursor is.
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 (Figure 41). An "Edit" screen will appear.



Figure 41

2. The iLearned "Edit" screen is similar to the iKnow screen. Again, you can enter text at the bottom of the screen.
3. When you are finished, tap "Ok" to return to the main iLearned screen.
4. At the main screen, you can add more items to the iLearned list, or tap "Back" to return to the main iKWL screen.
5. When you are finished using iKWL, tap "Home" to go back to MyProjects.



FreeWrite is a basic word processing program. It includes features such as auto-capitalization and spell check.

Creating a FreeWrite resource

To create a FreeWrite resource, tap  from the resource bar. Give the resource a name, then tap “Create”. You arrive at a blank FreeWrite screen (Figure 42).

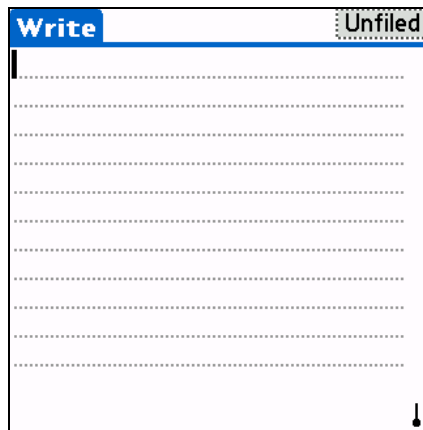


Figure 42

Using FreeWrite

Once you open a FreeWrite resource, you can begin using it immediately just by entering text. In the top right corner of the screen, you will see an “Unfiled” button. If you tap the “Unfiled” button, you will see a dropdown menu with a list of academic subject areas (Figure 43). Students can select a subject area or use “Edit Categories” to create a new one. This helps keep students organized!

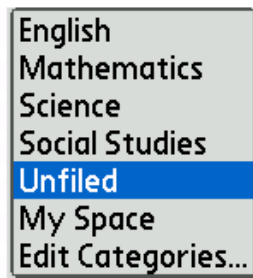


Figure 43

To use features such as spell check or copy/paste, tap on the title of your FreeWrite resource at the top of the screen. You will see “Project,” “Edit,” and “Options” across the top (Figure 44, next page).

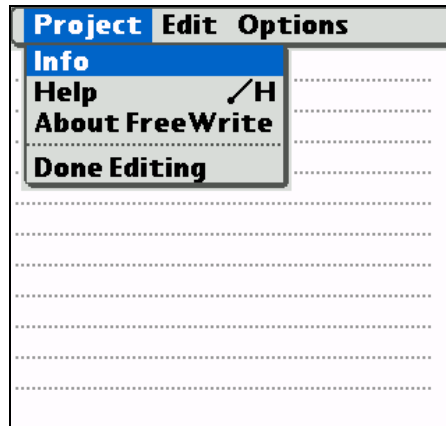


Figure 44

Under “Edit,” you have the options undo, cut, copy, paste, select all, keyboard, and Graffiti help (Figure 45). Undo, cut, copy, paste, and select all function the same way as they do in other word processing applications. “Keyboard” displays the keyboard. “Graffiti help” brings up a screens that shows how to form letters using Graffiti (the Palm handwriting input option).

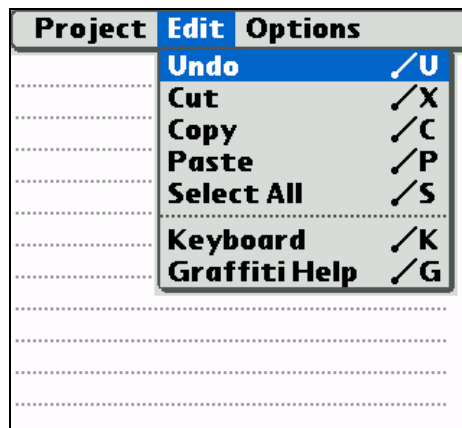


Figure 45

The “Options” dropdown menu is where the Spell Check is located (Figure 46). In addition, you will find the option to “Edit User Dictionary” in this menu. “Edit user dictionary” allows you to input words not recognized by the Spell Check. For example, if you have an unusual spelling of your name, it will likely need to be added to the user dictionary in order to be recognized by the spell check.

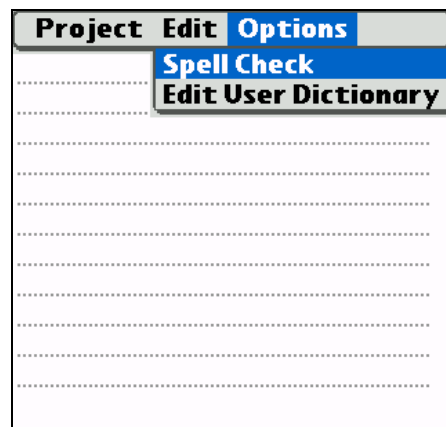



Figure 46

Cells



Cells is a simple spreadsheet application. It offers functions such as calculating averages and sums, as well as finding minimums and maximums. Cells can also be used to graph data.

Creating a Cells resource

To create a Cells resource, tap  from the resource bar. Give the resource a name, then tap “Create”. You arrive at a blank Cells screen (Figure 47).

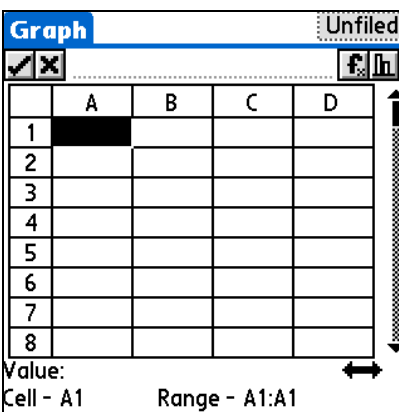


Figure 47

Entering information in Cells

When you first open a Cells resource, the first cell will be highlighted. This cell is A1, meaning it is the first cell in the ‘A’ column. All cells are referred to by the column letter followed by the row number. For example, the cell to the right of the highlighted A1 cell is the B1 cell. Below the highlighted A1 cell is the A2 cell, and so on. Cells can contain words or numbers.

As with FreeWrite resources, Cells resources can be categorized by tapping on the “Unfiled” button at the top right corner of the screen. You can select a subject area or add a new one.

1. To enter information into a cell, you must first tap on the desired cell to highlight it.
2. When you have highlighted the desired cell, tap on the bar at the top of the screen, next to the check mark and the X (Figure 48).



Figure 48

3. When a blinking cursor appears in the box, you can enter text or numbers.
4. When you have finished entering your text or numbers in the cell, you can either tap the check mark to the left of the bar, or tap on a different cell.
5. If you make a mistake while entering information in a cell, tapping the “X” button to the left of the bar will delete any information in that cell.
6. To enter information in a new cell, tap on the cell, then tap on the bar at the top of the screen and repeat the process.

Using functions in Cells

Functions are mathematical operations that can be performed on groups of cells. Cells contains four functions: average (AVG), maximum (MAX), minimum (MIN), and sum (SUM).

To use any of the functions in Cells, you will first need 2 or more cells containing numbers. We will use the Sum function to go through the steps of using functions. The same steps can be used for the other functions.

1. To find the sum of two or more cells, you must first choose an empty cell to contain the calculated sum. Tap on any empty cell (Figure 49). In this example, cell A6 will be used.

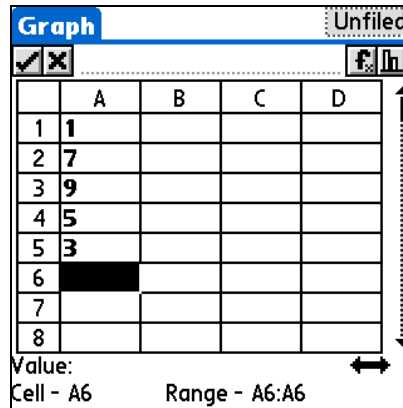


Figure 49

2. When you have selected an empty cell, tap on the f_x button to the right of the text entry bar. Tap on "SUM."
3. A formula will appear in the text entry bar, highlighted in yellow (Figure 50).

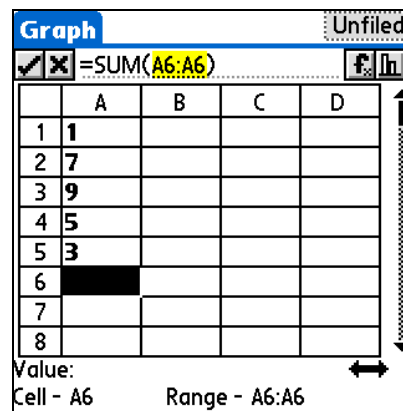


Figure 50

4. Tap and drag to select the cells you want to sum, then tap to the left of the text entry bar. You can also manually enter the cells you wish to sum (in this example, you would change A6:A6 to A1:A5). Make sure you do not include the empty cell where you would like the sum to be!
5. The sum will appear in the empty box you first selected.
6. Follow the same steps to calculate minimum, maximum, and average (select the appropriate function from the f_x dropdown menu).

Inserting and deleting rows and columns

You can insert blank rows and columns in Cells. This is useful if you have already entered information and you don't want to move it, but need to add something before what you have entered.

1. To insert a blank row or column, first highlight the row or column immediately below (for rows) or to the right (for columns) of where you want to insert the new row/column. To highlight a row or column, tap the letter or number at the top/left of the row/column.
2. Tap on the title of your Cells resource (at the top of the screen) to access the menus. Tap "Edit," then tap "Insert" (Figure 51).

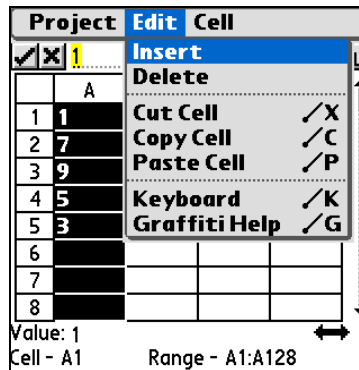


Figure 51

3. A new row or column will appear above (for rows) or to the left (for columns) of the highlighted row/column!
4. To delete rows or columns, highlight the row or column you wish to delete (by tapping the letter or number at the right/top of the row or column).
5. Tap on the title of the project and go to the "Edit" menu.
6. Tap "Delete" from the edit menu. Your row or column will be deleted!

★ **NOTE:** Inserting or deleting rows/columns can interfere with functions that you have already created. For example, if you used the SUM function to find the sum of numbers in column B, and then you insert a column to the left of column B, what was previously column B will become column C. You may need to update your functions accordingly.

Resizing cells

Sometimes cells will contain large numbers or text that exceeds the size of the column. You can make columns larger or smaller.

1. To change the size of a column, tap on the letter at the top of the column you wish to resize.
2. Tap on the title of your Cells resource at the top of the screen to open the drop-down menus.
3. Tap on "Cell," then tap "Resize"
4. A "Select Size" window will open (Figure 52, next page). You have the option of $\frac{1}{2}$ (half of the original size), 1 (the original size), 2 (double the original size), and 3 (triple the original size).

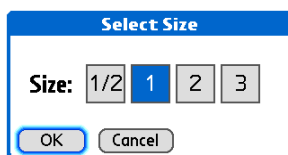


Figure 52

5. Tap on the desired size, then tap “Ok.”

Graphing with Cells

Cells has a basic graphing function that allows students to make bar and line graphs. To make a graph, you must first set up a spreadsheet with the information you wish to graph. The first line is considered the title line, and the following lines are the data.


★ **NOTE:** You may only graph up to 5 lines and 20 columns of data at a time. Because the first line is considered the title line, you can enter data in rows 2-6.

To create a graph, enter the information into a Cells spreadsheet (Figure 53).

Graph			Unfiled
	A	B	C
1	Season	Temperature	
2	Fall	50	
3	Winter	20	
4	Spring	60	
5	Summ..	80	
6			
7			
8			

Value: Cell - C8 Range - C8:C8

Figure 53

1. When you have finished entering your data, highlight the cells you wish to use for your graph and tap the graph button  to the right of the text entry box. Select either “Bar” or “Line” depending on the type of graph you wish to create.
2. Enter a title for your graph and tap “Ok.” Your graph will be created (Figure 54)!

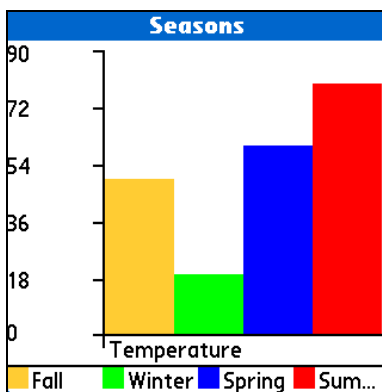



Figure 54

3. To return to your original Cells resource, tap the title at the top of the screen and select “Exit” from the “Graph” menu.

ViewPoint

ViewPoint is a basic presentation application. Similar to PowerPoint, you can use ViewPoint to create slides which can then be viewed in a slideshow format. Slides contain headings as well as bulleted lists, allowing you to focus on the content in each slide, without worrying about the formatting.

Creating a ViewPoint resource

To create a ViewPoint resource, tap  from the resource bar. Give the resource a name, then tap “Create”. You arrive at a ViewPoint screen with the title of your resource as the title of the first slide (Figure 55).

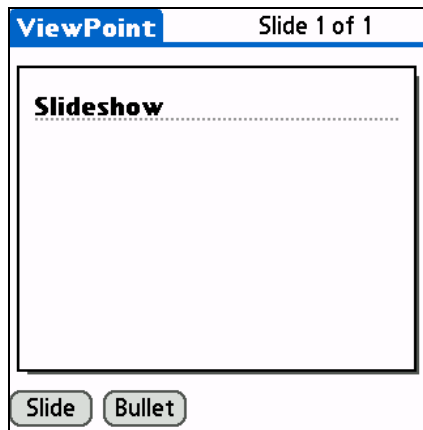


Figure 55

Creating slides

1. To create a slide in ViewPoint, first enter the title by tapping above the dotted line until a cursor appears, then enter your text.
2. Once you have titled your slide, tap “Bullet” at the bottom of the screen to create a bulleted list on your slide (Figure 56).

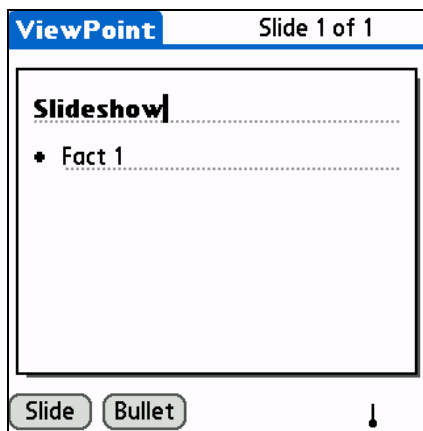


Figure 56

3. After typing your first item in the bulleted list, tap “Bullet” again to make your second bullet. If you hit “Enter” you will move to a new line, without creating a new bullet point.

- To delete a bullet, delete all the text contained in that bullet point and the bullet will be deleted automatically.

★ **NOTE:** Slides can only contain a limited number of bullet points due to screen size. If necessary, multiple slides can be used to contain all necessary information.

- When you have completed your slide, you can add another slide by tapping the “Slide” button (next to the “Bullet” button) at the bottom of the screen.
- When you have added a new slide, you will see navigation arrows appear at the bottom right corner of the screen and the top of the screen will tell you which slide you are currently viewing (i.e. slide 2 of 2) (Figure 57).

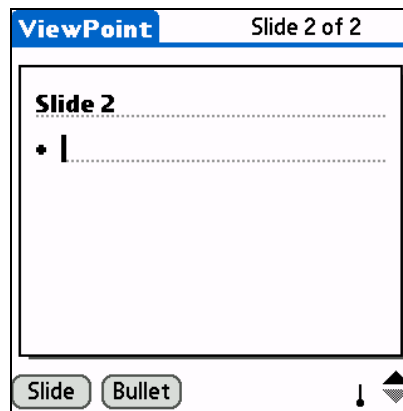


Figure 57

- You can use the arrows to scroll through the slides you have created.

★ **NOTE:** When you tap the “Slide” button, it will always add a slide after the slide you were viewing. For example, if you have 4 slides in your presentation and you are viewing slide 2, tapping “Slide” will insert a new slide between slides 2 and 3.

Inserting and deleting slides

- To insert a slide before or after the current slide, use the drop-down menus at the top of the screen (as with other applications, you can access these by tapping the title of your resource at the top of the screen).
- From the drop-down menus, tap “Slide,” then select “Add Before” or “Add After” (Figure 58).

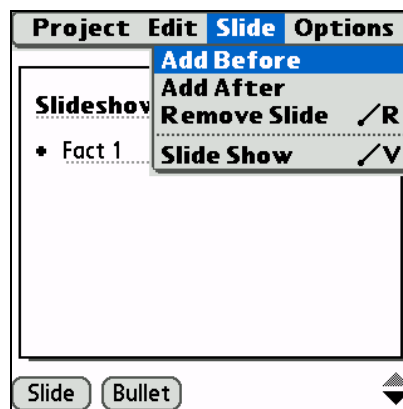


Figure 58

3. Your new slide will be added (either before or after the slide you were viewing). You will automatically be taken to the slide you just created.
4. To remove a slide, you must first navigate to the slide you wish to delete. As with inserting a slide, open the drop-down menu and select "Slide."
5. Tap "Remove Slide" from the "Slide" menu.

★ **NOTE:** When you tap "Remove Slide," you will NOT be prompted to confirm deleting the slide! Make sure you are on the slide you wish to remove before tapping "Remove Slide!" If you accidentally delete a slide, you can always add a new one and retype the text.

Viewing a slide show

You may view a slideshow of your presentation at any time.

1. To view a slideshow, tap the title of your ViewPoint resource to open the drop down menus. Tap on "Slide," then tap "Slide Show" at the bottom of the list (Figure 58, above).
2. The first slide of your slideshow will appear. Notice that the buttons at the bottom of the screen as well as the frame around the slide have disappeared. This gives you the maximum screen space to display your presentation (Figure 59).

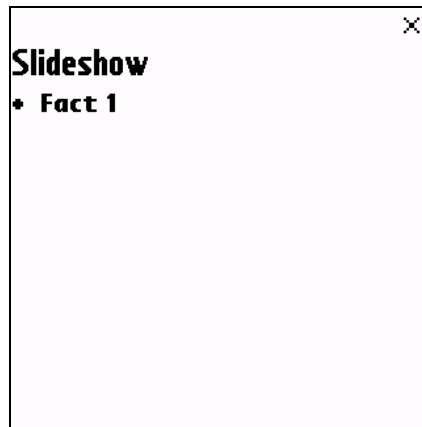


Figure 59

3. To move from one slide to the next, simply tap on the screen. You will automatically advance by one slide.
4. When you have finished showing your presentation, tap the X in the upper right corner of the screen to return to your original ViewPoint resource.



FlingIt is an application that allows teachers to save web pages as text and "fling" these websites to students so that they may view the web pages without having to access the internet. FlingIt requires the installation of software on the computer that is used to "fling" web pages.

More information about FlingIt is available in a separate FlingIt Quick Start Guide.

Additional features

Beaming

Beaming allows you to send projects or resources from one Palm to another using infrared. In order to beam, two Palms must be placed within 6-8 inches of each other, with their infrared ports lined up (Figure 60).

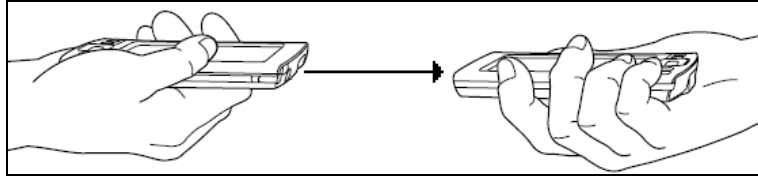


Figure 60

Beaming projects

1. To beam a project, both users should open MyProjects on their Palms and log in.
2. The person wishing to send a project should then open the project they want to give to the other person.
3. Line up the infrared ports. An easy way of doing this is to set them on a table so they don't move during beaming.
4. The person sending the project should tap the MyProjects title bar at the top of the screen to access the drop down menus.
5. Under file, tap "Beam" (Figure 61).

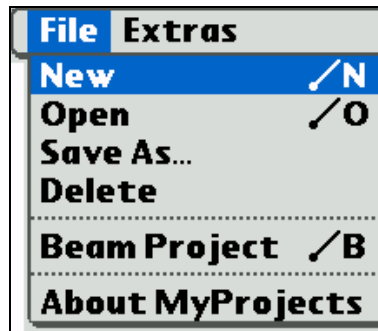


Figure 61

6. A beaming window will pop up telling you the status of the beam (Figure 62).



Figure 62

7. The Palm receiving the project will display a window asking if the user would like to accept the project (Figure 63).

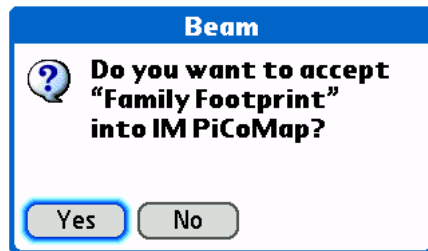


Figure 63

8. Tap “Yes” to accept the project.
9. The beamed project will now appear in the list of projects on the receiver’s Palm.

Beaming resources

Sometimes, you may want to beam a part of a project, such as a Sketchy or a PiCoMap, without beaming the whole project. The steps are slightly different for beaming resources instead of whole projects.

1. To beam a resource, both users should open MyProjects. The user who will be receiving the resource should open the specific project in which he or she wants the resource to appear. The user who will beam the resource should open the project that contains the resource he or she wishes to send.
2. Line up the infrared ports of the two Palms.
3. The user beaming the resource should tap on the text of the resource that will be beamed. For example, if a user wants to send a Sketchy named “Picture,” tap on the word “Picture” next to the Sketchy icon (Figure 64).

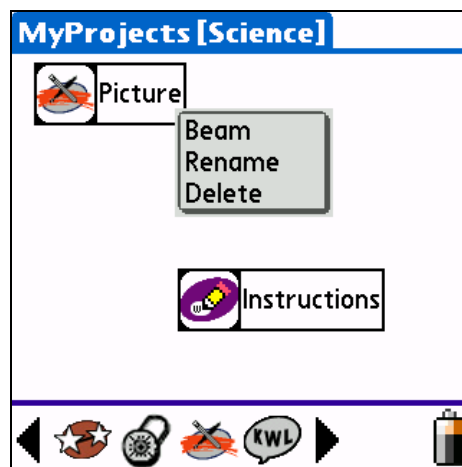


Figure 64

4. The person sending the resource should tap “Beam” from the dropdown menu (Figure 64, above).

5. A beaming window will pop up telling you the status of the beam (Figure 65).

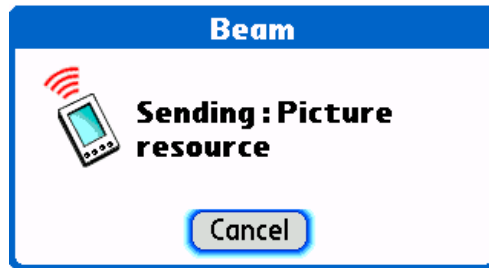


Figure 65

6. The Palm receiving the project will display a window asking if the user would like to accept the project (Figure 66).

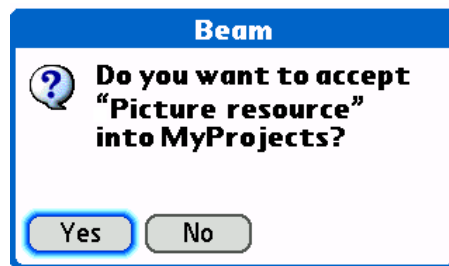


Figure 66

7. Tap "Yes" to accept the resource.
8. The beamed resource will now appear in the project that was open during the beam.

Importing and exporting whole projects

You may notice under the "Extras" drop-down menu in a project that you have the options to "Import Project" and "Export Project." These options are new features that are still being developed by the programmers at GoKnow! For that reason, these options are not fully functional and will not be discussed in this guide until a new version of the software is released.

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.