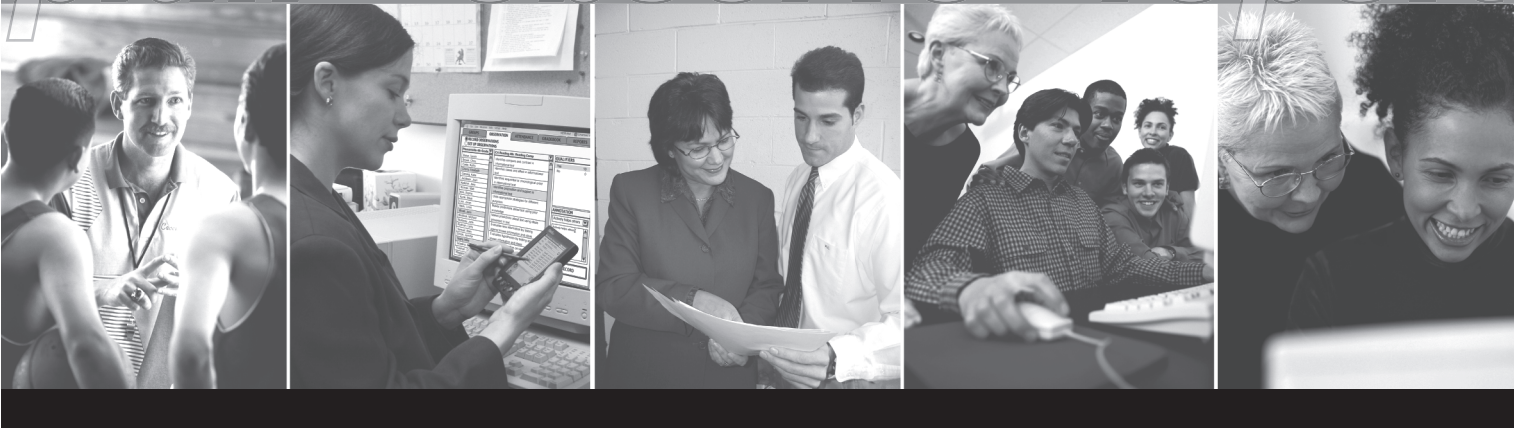


 **Learner**
Profile™ to Go 3.0
User's Guide

plan observe report



Macintosh®/
Windows®
CD-ROM

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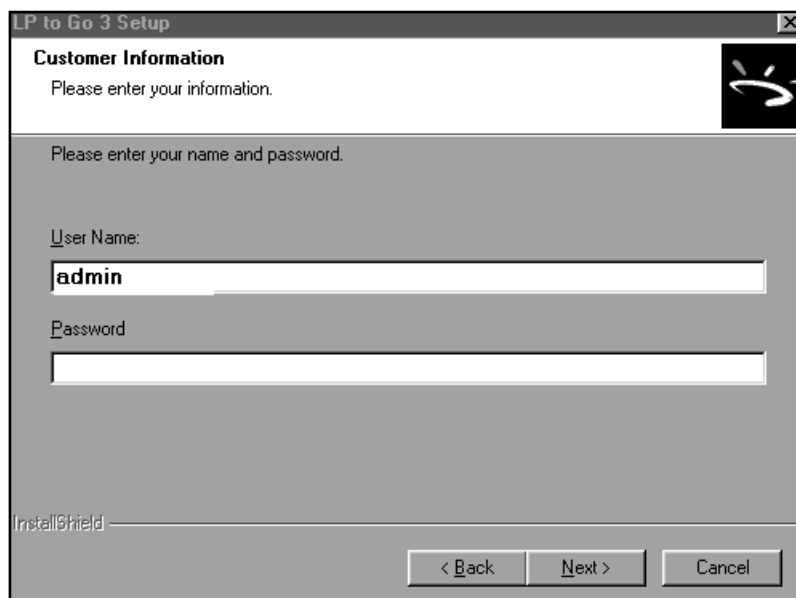
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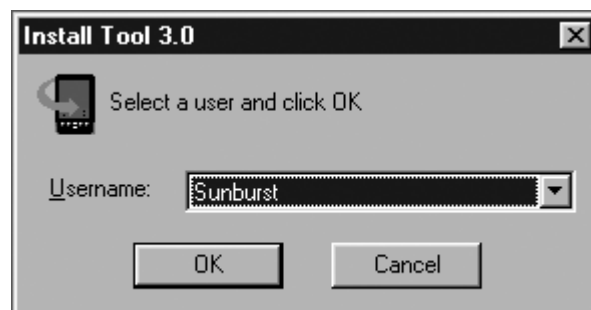
Software Installation

To install *Learner Profile to Go 3.0* on your Palm™-based handheld device you must have the Palm Desktop software installed on your computer. This software can be downloaded from WWW.PALM.COM for no cost.

Insert the *LP 3 to Go* CD-ROM into your desktop computer, find the setup application on the disc, and double-click it. When prompted, enter the User Name **admin** and leave the Password field empty. This will allow you to transfer admin data from the desktop version of *Learner Profile 3.0* to your PDA.

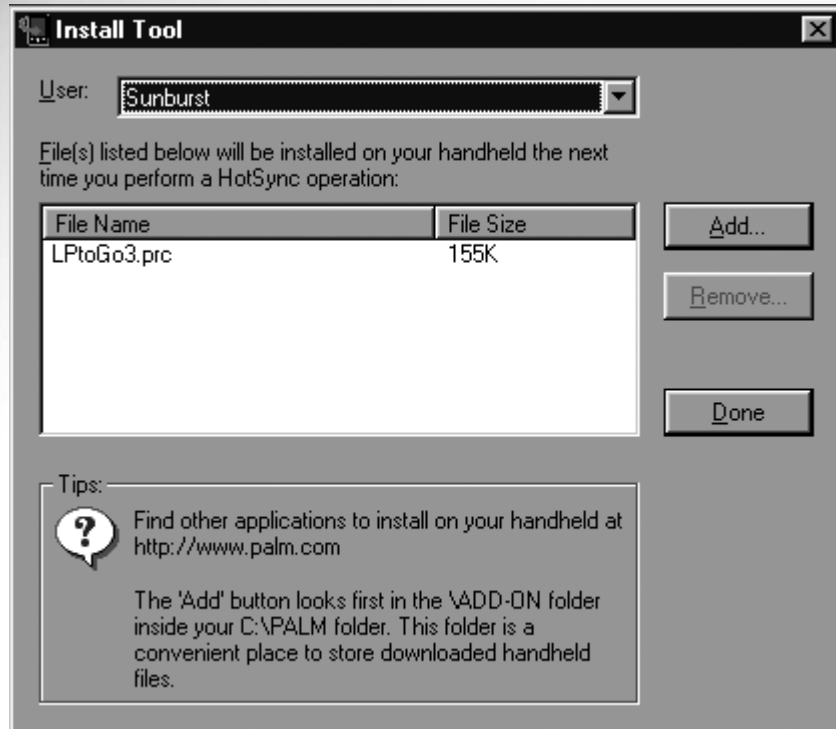


After the installation is complete, the Install Tool, which is a component of the Palm Desktop software, will launch. You will be prompted to indicate the name of the user for whom you want to install *Learner Profile to Go 3.0*.



After you select the user, you will be prompted with the following dialog reminding you that the next time you perform a HotSync® operation, *Learner Profile to Go 3.0* will be installed on your PDA.

Software Installation



If **LPToGo3.prc** does not appear in the space beneath the heading File Name, click **Add** and navigate to the *LP3* folder on your hard drive and locate the *LP to Go* folder within it. Open the *LP to Go* folder, select **LPToGo3.prc**, and click **OPEN**.

Click **DONE** on the Install Tool dialog. Put your PDA in its cradle, and HotSync with your desktop.

You will know you are successful if you see the following icon on your PDA:



If you create additional users in the desktop version of the software and wish to transfer data from a new user to your PDA, open the HotSync manager, select Custom, select the *Learner Profile to Go* Conduit and click **CHANGE**. Enter the User Name and Password for the user whose information you would like to transfer from the desktop version of *Learner Profile 3.0* to the PDA.

MULTIPLE USERS PERFORMING A HOTSYNC® OPERATION FROM THE SAME PC

If you plan for more than one user to perform a HotSync operation from the same Windows computer, please follow these important installation instructions:

1. The first user runs the installer in the usual manner (as described in this guide), and performs a HotSync operation to the Palm.
2. Each additional user should follow these steps to install the program:
 - a. If the user already has a Palm user identity on this computer (i.e., has previously used this computer to HotSync to a Palm), go to step c. Install the **LPtoGo3.prc** on the Palm. There are two ways to do this: either navigate to the location the **.prc** was installed (the installation directory chosen when the install program was run—by default this is **c:\LP3\LP3 to Go**) and double-click the **.prc** to run the install tool, or launch the install tool from the *Palm Desktop* folder, click **Add**, and then choose the **.prc** in the install directory.
 - b. If the user has never used this Palm on this computer, a user identity needs to be created: Run the Desktop software, choose **TOOLS, USERS, New**, and then enter a Palm user identity.
 - c. Next, the user needs to set his or her *Learner Profile* user name and password in the conduit settings: Right-click the **HOTSYNC** Icon in the Start Menu, choose **CUSTOM**, and choose the Palm user identity. Select the *Learner Profile* conduit and click **CHANGE**, then enter the *Learner Profile* Desktop user name and password.
 - d. HotSync. Depending on the version of the Palm Desktop software, the user may need to HotSync twice - once to install the *Learner Profile to Go 3.0* application, and once to synchronize with *Learner Profile 3.0* Desktop (newer versions of the software perform both operations in a single HotSync). This completes the install process.

Users will need to remember to select their Palm user identity before performing future HotSync operations.

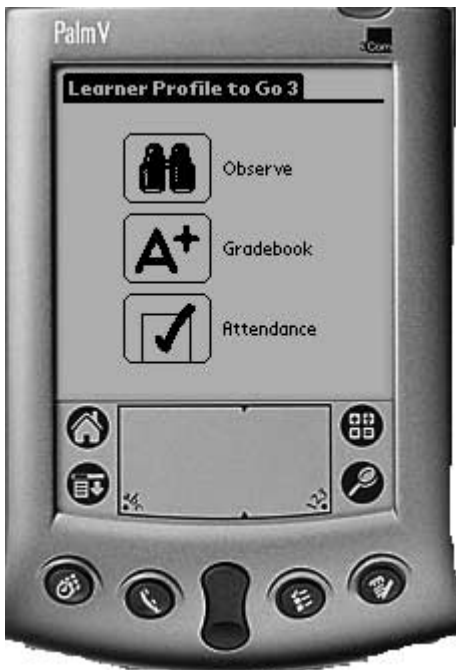
A NOTE ABOUT MAC OS 8.0 AND PALM DESKTOP SOFTWARE 2.6.3

Users running both Mac OS 8.0 and Palm Desktop Software 2.6.3 may experience conflicts with *Learner Profile to Go 3.0*. The problem with this configuration is that *Learner Profile to Go 3.0* relies on some of the features of Palm Desktop 2.6.3 that do not function properly when used with Mac OS 8.0. The bug actually lies with the Palm Desktop software. We suggest updating to Mac OS 8.1, which can be downloaded free from Apple's Web site, or using Palm Desktop Software 2.6.1.

Using Learner Profile to Go 3.0

Home Screen

When you open up your *Learner Profile to Go 3.0* application on your PDA you will see the following Home screen:




Clicking on the  takes you to the Observe mode.

Clicking on the  takes you to the Gradebook.

Clicking on the  takes you to Attendance.

Within the program, these icons will appear at the top right-hand corner of your screen. To navigate to another part of the program, click on the appropriate icon.

You may click on the  to return to the Home screen.



Observe Mode—

Recording Observations

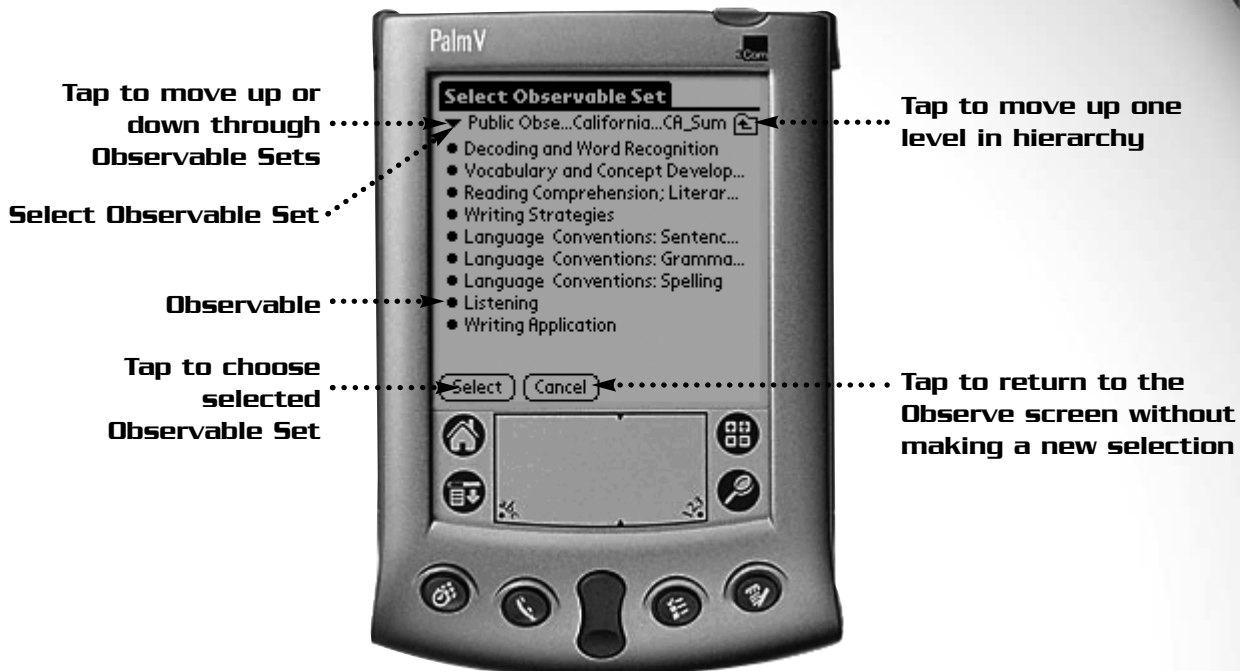
Click on the **BINOCULARS** on the Home screen to go to the Observe mode.

The image shows a Palm V handheld device screen displaying the 'Observe' mode interface. The screen content includes: a title bar with 'Observe' and navigation icons; a list of settings: 'Set: Public Obs... Californi... CA_Sum', 'Group: csc0', and 'Student: AARON ROUGEUX'; a list of subject areas with expandable arrows: 'Decoding and Word Re...', 'Vocabulary and Conce...', 'Reading Comprehensio...', 'Writing Strategies', 'Language Convention...', 'Language Convention...', and 'Language Convention...'; a 'Record' button; and a bottom navigation bar with icons for Home, Back, and Search. Annotations with dotted lines point to various elements: 'Buttons navigate to other modes' points to the top icons; 'Scroll to other students' points to the student name; 'Select qualifier here' points to the subject area list; 'Tap to record observation(s)' points to the Record button; 'Choose between Observe and Review modes' points to the 'Observe' option at the bottom of the list; 'Observed in selected Observable Set' points to the subject area list; 'Selected Student' points to the student name; 'Selected Group' points to the group name; and 'Selected Observable Set' points to the set name.

Observe Mode: Observe Screen

SELECT THE OBSERVABLE SET

To select or change the observable set on the Observe screen, click on the field to the right of "Set" label. This will take you to the Select Observable Set screen.



Observe Mode: Selecting Observable Set

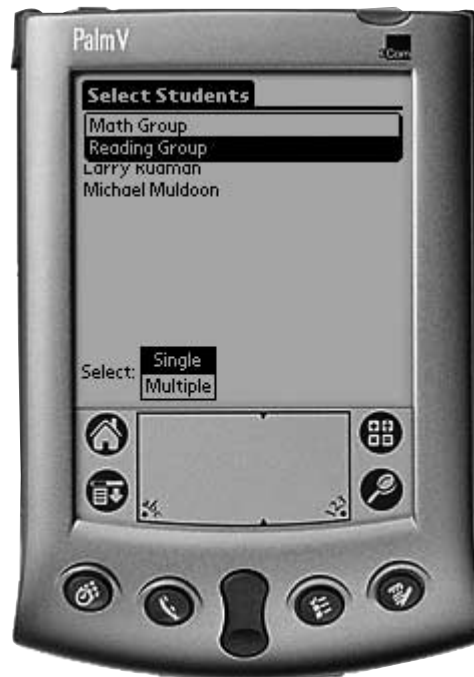
As in *Learner Profile 3.0*, your observable sets may be nested in other observable sets. Click on an observable set to determine what other observable sets and/or observables are located in that set. Observable sets are indicated by a folder icon. Observables, which are listed but not selectable, are indicated by a bullet point.

Click on either the drop-down **ARROW** or the folder with the **UP ARROW** to navigate through the hierarchy of nested folders until you locate the folder containing the observable set you wish to view.

To select the observable set, click on the **FOLDER** icon next to the set, then click **SELECT**. The observable set will be selected and you will return to the Observe screen.

SELECT A GROUP

To select or change the group you are currently observing at the Observe screen, click on the field next to the Group label on the Observe screen. This will take you to the Select Students screen. Click on the drop-down **ARROW** at the top of this screen and select the new group on which you wish to make observations. Click on one of the students to return to the Observe screen.



Observe Mode: Selecting Group

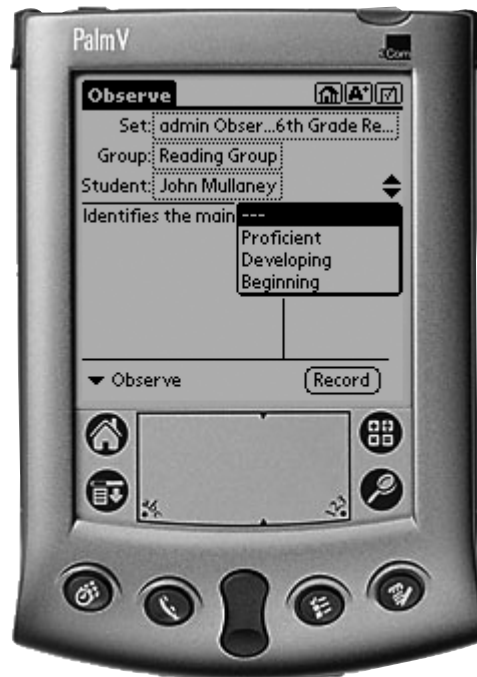
SELECT STUDENTS

1. Click the **UP** and **DOWN ARROWS** next to the student's name on the Observe screen.
2. Click on the field to the right of the "Student" label on the Observe screen. This will take you to the Select Students screen. If Single is highlighted in the Select menu at the bottom of the screen, clicking on a student will put that student's name in the student field on the Observe screen.

RECORDING OBSERVATIONS

Once you have selected an observable set and a student from a group, you can record observations:

1. Select a qualifier for an observable by clicking on the drop-down **ARROW** next to the observable. The qualifier you choose should best reflect the selected student's ability to perform the observable.
2. Repeat Step 1 for additional observables you may want to assess with the selected student at this time.
3. Click the **RECORD** button to save your observations (you will be prompted to record observations if you attempt to navigate to another screen without clicking Record).
4. To record observations for a different student in the group, click the **UP** and **DOWN ARROWS** to select another student and go to Step 1.



Observe Mode: Choosing a qualifier

RECORDING AN OBSERVATION FOR MULTIPLE STUDENTS

To save time, you can record observations for several students at once—useful if you may want to give a group of students working on the same project the same grade. Here's how:

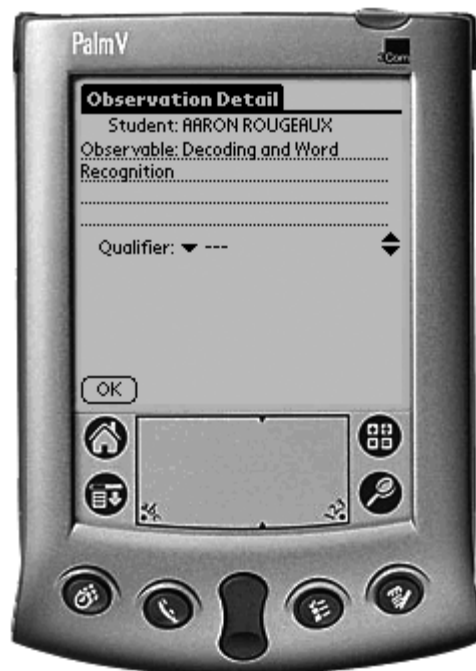
1. Click on the field to the right of the Student label on the Observe screen. You will be taken to the Select Students screen.
2. Click **MULTIPLE** next to the word Select at the bottom of the screen.
3. Tick the checkboxes next to the students you wish to include in this observation. If you want to select all the students in the group, tap the menu button on your PDA, choose the Observe menu, then tap **SELECT ALL** (see page 10 for a complete description of the menu items). Once you have chosen your students, tap the **SELECT** button. You will be taken back to the Observe screen.
4. Notice that the number of students you have selected is shown in parenthesis in the Student field, along with the names of the first few students. Record observations as you would if you were observing a single student. The qualifier you choose for an observable will be recorded for all selected students, along with the annotation you may add.



Observe Mode: Selecting Multiple Students

SEEING THE FULL OBSERVABLE

If you find it difficult remembering the observables and consequently making observations because the observables are truncated on the Observe screen, click on an observable in the list. This will take you to the Observation Detail screen. At this screen, you can review the observable in its entirety and select a qualifier that matches student performance. You may also click on the **UP** and **DOWN** arrows to scroll through the list of observables in greater detail and make observations for that student. If you want to select a different student you will need to return to the Observe screen. After clicking **OK**, you will return to the Observe screen. Remember to click **RECORD** on the Observe screen to record your observation.



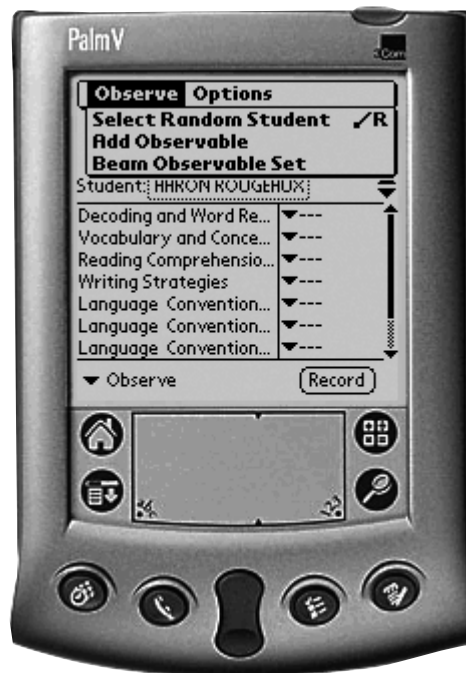
Observe Mode: Observation Detail

Observe Mode Menu Items

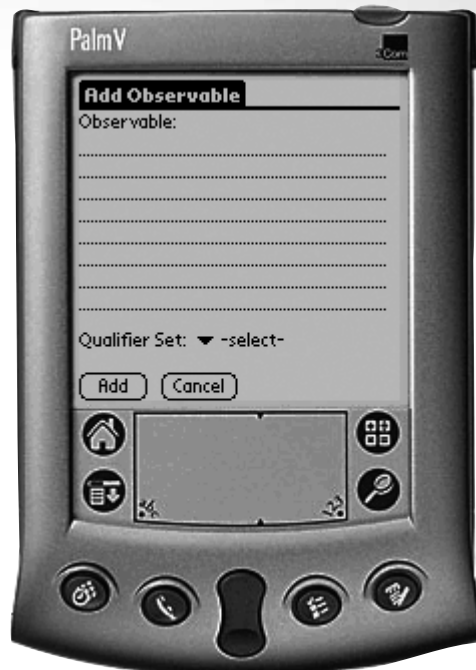
At the Observe screen, if you tap the **MENU** icon on your Palm-based handheld device, you will see the Observe and Options Menu bar. To access either of these menus, click on the word **OBSERVE** or **OPTIONS** at the top of the screen.

OBSERVE MENU

There are 3 menu items under this menu.



- **SELECT RANDOM STUDENT** – Chooses a random student in the current group for you to observe.
- **ADD OBSERVABLE** – Enables you to add a new observable to the selected observable set. After choosing this action from the menu, you will see the Add Observable screen. Here, you can enter a new observable in the text space provided. To select a qualifier set to use with your observable, tap the drop-down menu next to the words "Qualifier Set." To save your new observable, tap the **ADD** button. The observable will be added to the currently selected observable set (the observable will appear last in the list of observables).



Observe Mode: Add Observable Screen

- **BEAM OBSERVABLE SET** – click this to beam the selected observable set to another *Learner Profile to Go 3.0* user. (See the handbook that came with your PDA for more information about beaming.)

OPTIONS MENU

There are three options in this menu accessible from any screen.

- **PREFERENCES** – this screen allows you to choose how you want
 - your observables represented on the Palm-based handheld
 - the synchronization of observables to work between the handheld and the desktop (see *Synchronizing Data* for a detailed explanation)
- **PASSWORD SETUP** – allows you to password-protect your *Learner Profile to Go 3.0* application
- **ABOUT LP TO GO** – displays copyright information about *Learner Profile to Go 3.0*



Reviewing Information

REVIEW BY STUDENT

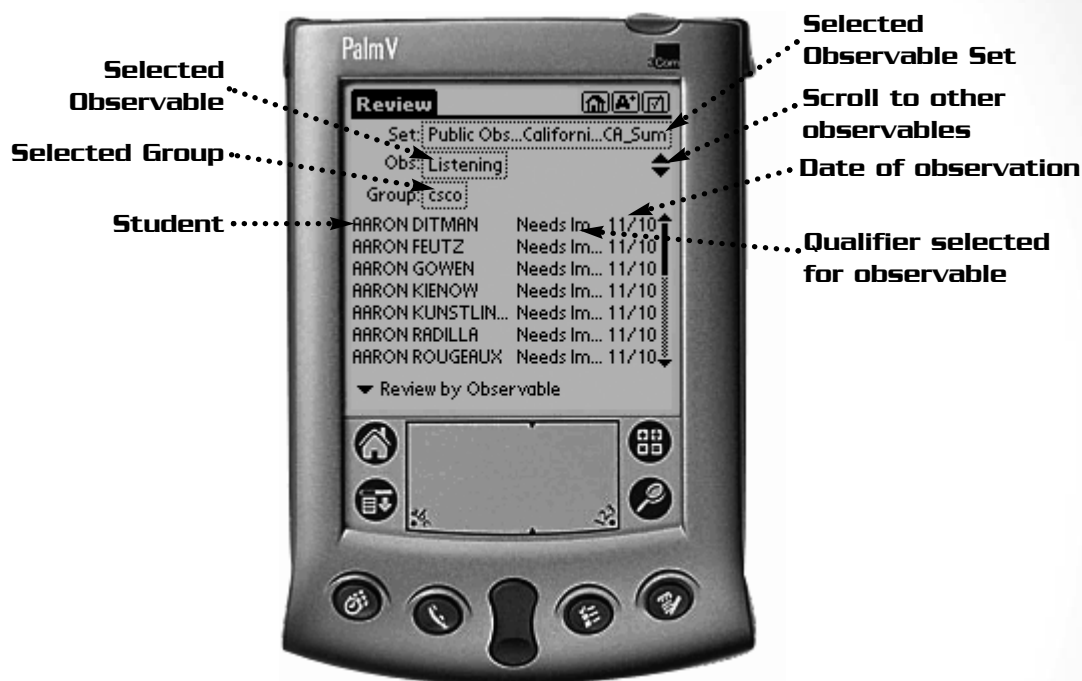


Observe Mode: Review Observations by Student

After you have recorded several observations, you may wish to review or edit the observations you have recorded for the students you have observed. To do this, tap the drop-down menu in the lower-left corner of the Observe screen and select **REVIEW BY STUDENT**. You will be taken to a screen displaying a list of observations (each line representing an observable, the qualifier recorded, and date the observation was made) for the selected student and observable set. You can click on any observation to view its details or to edit it. You can choose to review the observations of another student by tapping the **UP** and **DOWN ARROWS**, or you can review the observations of another observable set or group by selecting it from the respective field on the screen.

REVIEW BY OBSERVABLE

You can also review the observations you have recorded by observable, rather than student, enabling you to see how a group of students has been assessed for a particular observable. To do this, tap the drop-down menu in the lower-left corner of the Observe screen and select **REVIEW BY OBSERVABLE**. You will be taken to a screen displaying a list of the students in the selected group, along with the qualifier recorded for the selected observable and the date the observation was made. You can click on a student to view the details of the observation or to edit it. You can choose to view the results of another observable by tapping the **UP** and **DOWN ARROWS**, or you can review the observations of another group or observable set by selecting it from the respective field on the screen.



Observe Mode: Review by Observable

SORTING OBSERVATIONS

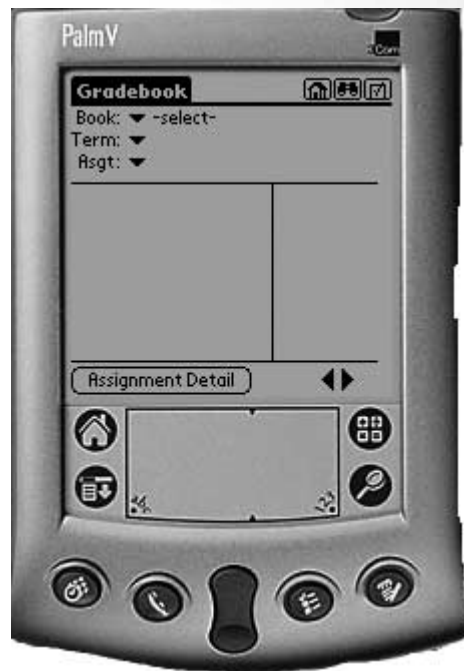
On the Review by Observable screen, you can sort the observations you are viewing by tapping the **MENU** icon on your PDA, then choosing **OBSERVE** from the menu bar. You have three sorting options:

- Sort by Student
- Sort by Date
- Sort by Qualifier

OBSERVATION PREFERENCES

From any screen in the Observe mode, you can access the following options by tapping on the menu bar and selecting **PREFERENCES...** from the Options menu:

- **SHORTENING OBSERVABLE:** Lets you choose to show the beginning of the observable, the end of the observable, or a small part of the beginning and a small part of the end.
- **DURATION FOR KEEPING OBSERVATIONS ON PDA:** To help you maintain the data that is stored on your PDA, you can set the number of days before the PDA will automatically clear recorded observations.
- **CLEAR ALL OBSERVATIONS:** If you have a limited amount of free memory on your PDA, you may wish to clear all observations on the device after you have performed a HotSync operation. Tap this button to perform that action.



Gradebook Mode: Main Screen

You can navigate to the Gradebook mode in two ways:

- Click on the **A+** from the Home screen
- Click on the **A+** in the upper-right corner of any screen in the Observe or Attendance modes

At the Main screen, click the drop-down **ARROW** next to the word Book to select the Gradebook in which you would like to record grades. Choose a term by tapping the drop-down **ARROW** next to "Term." You can select an assignment by choosing it from the drop-down arrow next to "Asgt." You can also tap the left and right arrows in the lower part of the screen to scroll through the assignments in the selected gradebook.

RECORDING GRADES

Recording grades on the PDA is similar to recording grades on the desktop component of the software. You can click in the field next to a student's name for a particular assignment and write in a numeric score. You can also click on the drop-down menu next to the student name to select a predefined grade.

ADDING ASSIGNMENTS

You may add assignments to a gradebook by tapping on top of the screen to access the Menu, clicking on the **GRADEBOOK** Menu, and selecting **ADD ASSIGNMENT**....

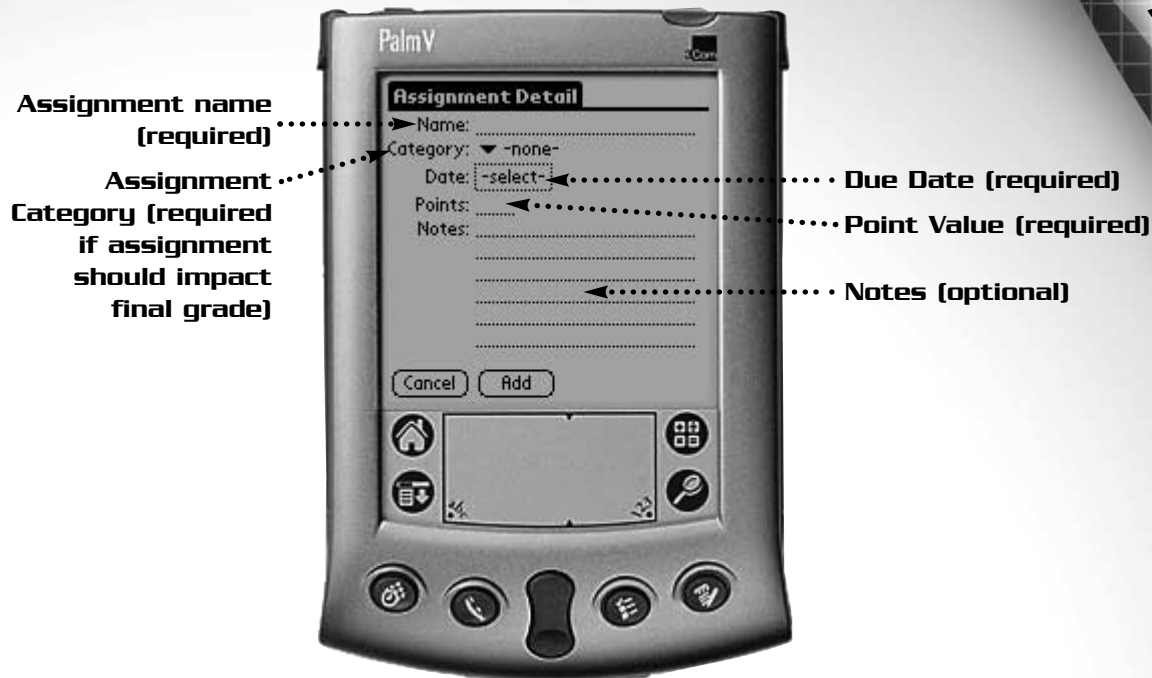
Assignment name

Tap here to choose a grade from the drop-down menu

Tap here to view additional information about the assignment

Point value of assignment

Tap here to enter a numeric score



Gradebook Mode: Assignment Detail Screen

In order to create an assignment, you will need to provide a name and a point value. In order for the assignment to impact the students' final grade, you will need to associate it with a category that is used in making this calculation. Optionally, you can include a due date and notes with the assignment. Tap **Add** to save this assignment to your gradebook.

When you perform a HotSync operation between *Learner Profile to Go 3.0* and your desktop, gradebook information, including assignments you may have scored or created, are saved to the desktop version of *Learner Profile 3.0*.

Attendance

You can navigate to the Attendance mode in two ways:

- Click on the ✓ from the Home screen
- Click on the ✓ in the upper-right corner of any screen in the Observe or Gradebook modes



Attendance: Main Screen Mode

On the attendance main screen you will see a number of fields:

- **BOOK:** Displays the selected gradebook with which you can take attendance or view attendance records. To change gradebooks, click on the drop-down **ARROW** next to the gradebook name.
- **TERM:** Displays the selected term for the gradebook. To change terms, click on the drop-down **ARROW** next to the term name.
- **DATE:** Displays the selected date. Attendance records from that day are shown below. To change dates, click on the date itself, or use the left and right **ARROWS** to scroll one day at a time.

The students in the selected gradebook are displayed on this screen. The number of times that student has been absent and tardy is shown to the right of the name (absent/tardy). To the right of the absent/tardy statistic, is a pull-down arrow used to select attendance codes for students who are not present.

TAKING ATTENDANCE

To take attendance, be sure you have selected the correct gradebook, term, and date at the top of the screen. By default, all students are present and there is no need to take any action next to their names. If a student is not present, click on the drop-down **ARROW** next to the name and select the attendance code that best represents the student's status:

ABSENT – Ex: Excused absence

ABSENT: Unexcused absence

TARDY – Ex (TIME): Excused lateness (with time stamp)

TARDY (TIME): Unexcused lateness (with time stamp)

SUSP: Absence due to suspension

MED: Absence due to medical reasons



If a student is marked "Tardy – Ex" or "Tardy," a time stamp will appear next to the attendance code. The time stamp is generated by the system time of the PDA. If the time stamp is not accurate, you can edit it by clicking directly on the time stamp. A window will appear enabling you to edit the time stamp.

REVIEWING ATTENDANCE

By choosing a date within the span of the selected term, you can review the attendance report for that day. You can also edit attendance for any of these days in the same manner that you take attendance.

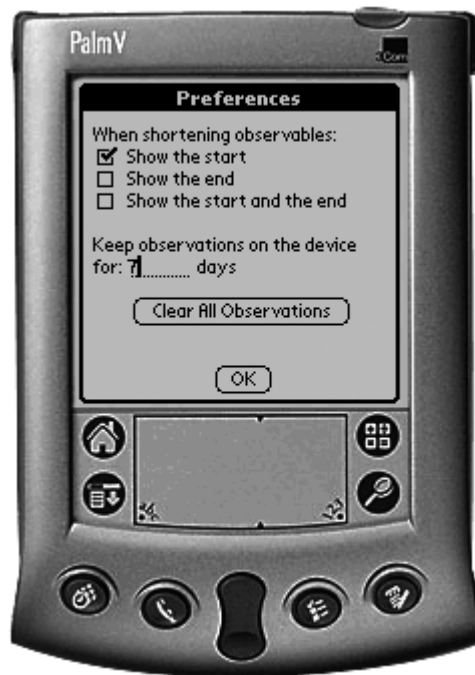
ATTENDANCE PREFERENCES

Choose **PREFERENCES...** from the menu bar in Attendance mode to access the following options:

- Whether to display the absent/tardy column (default is ON)
- Whether to display non-school days and days off (default is ON)

Synchronizing Data with the Desktop

When you have finished taking observations on your PDA, you can send this data back to be synchronized with your desktop version of *Learner Profile 3.0*. Remember that "HotSyncing" synchronizes the data on your PDA with your desktop, ensuring that both *Learner Profile to Go 3.0* and *Learner Profile 3.0* are up-to-date.*



Observe Mode: Preferences

*This is an important distinction for former *Learner Profile 2.0* users. With *Learner Profile 2.0*, when you sent data back from your desktop computer to your Palm-based handheld device, the desktop overwrote the contents of your handheld. It did not synchronize information.



Purging Data from the PDA

How much data you wish to retain on your PDA is your choice. The amount of available memory varies widely from one PDA to another, and it may not be practical for you to store all of your *Learner Profile* data on your PDA. If you are pressed for space, it's a good idea to clear your observations once you have recorded them and performed a HotSync operation. To do this, go to the Observe mode and choose **PREFERENCES...** from the menu bar. Tap the **CLEAR ALL OBSERVABLES** button to remove all of the observations on the PDA—but remember to perform a HotSync operation before doing this!

**Using Learner
Profile to Go 3.0**