

PAAM Administrator's Guide

PAAM version 3.0

This document will help you:

- Install PAAM on desktop computers
- Create and edit groups
- Create and modify teacher accounts
- Permanently delete handheld data and accounts
- Change Syncing parameters for which programs do and do not synchronize to PAAM
- Determine default filters for faster viewing
- Upload licensed software into PAAM for easy distribution (Admin account only)
- Find installed software on any/all handhelds (Admin account only)
- Delete handheld software remotely (Admin account only)

An Appendix is also included in this document which will help if you are training teachers and staff in the use of PAAM:

- Tips for naming handhelds
- At-a-Glance sheet, "How does PAAM Work?"
- At-a-Glance sheet, "Key Benefits to PAAM"
- At-a-Glance sheet, "Logging into PAAM: Teacher and Student Guide"

Prior to Accessing PAAM

Before you can begin any of the operations detailed in this document, you need to know the following:

- Your group name assigned by GoKnow
- Your login assigned by GoKnow
- Your password assigned by GoKnow
- Your school's proxy number (if used) for Internet access

Before Installing PAAM

1. Palm Desktop™ software must be installed on the desktop computer prior to installing PAAM. We recommend installing the latest version of Palm Desktop

included with your newest handhelds or download at:
<http://www.palmone.com/us/support/>.

Obtaining the PAAM Install File.

1. The PAAM install file can be downloaded from a URL sent to the site coordinator or found on the HLE CD shipped to your school. (GoKnow is moving away from the CD process to a 100% digital distribution process to facilitate faster service, and efficient updates.)
2. You are free to copy the PAAM install file to:
 - a. Additional CD's for your site.
 - b. Network drives at your site.
 - c. Other media to enable quicker installation at your site.
3. You are not allowed to:
 - a. Distribute the PAAM installer to any other sites, *even if they have purchased HLE through GoKnow.*

Launching the Installer

1. To initiate the install process, double-click the install file. The initial screen should look like Figure 1.

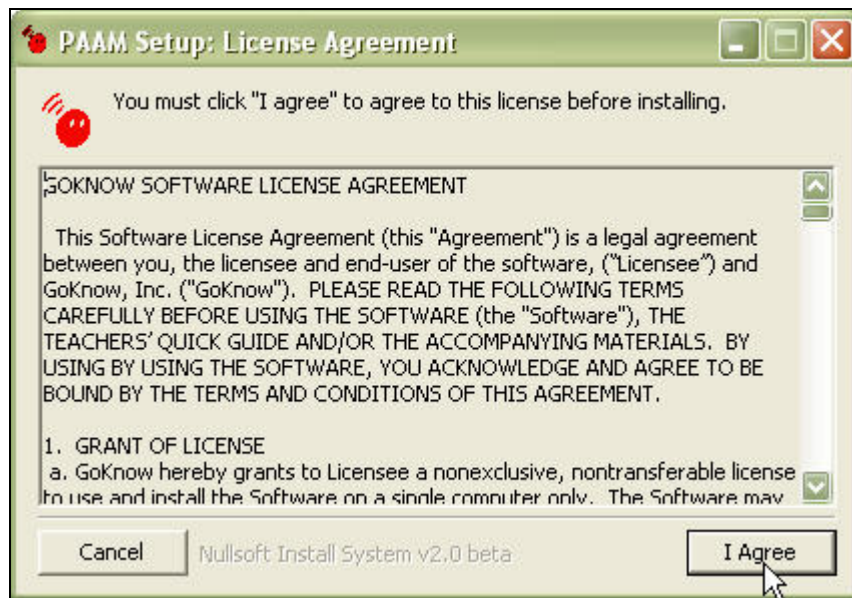


Figure 1

2. Click "I Agree" to agree to the terms provided and continue with installation.

Choosing the Installation Directory

1. As shown in Figure 2, the default directory for the installation of PAAM on Windows machines is on the desktop in a folder named **Go-Know**.

2. To choose a different installation directory, click **Browse** and navigate to the desired folder.

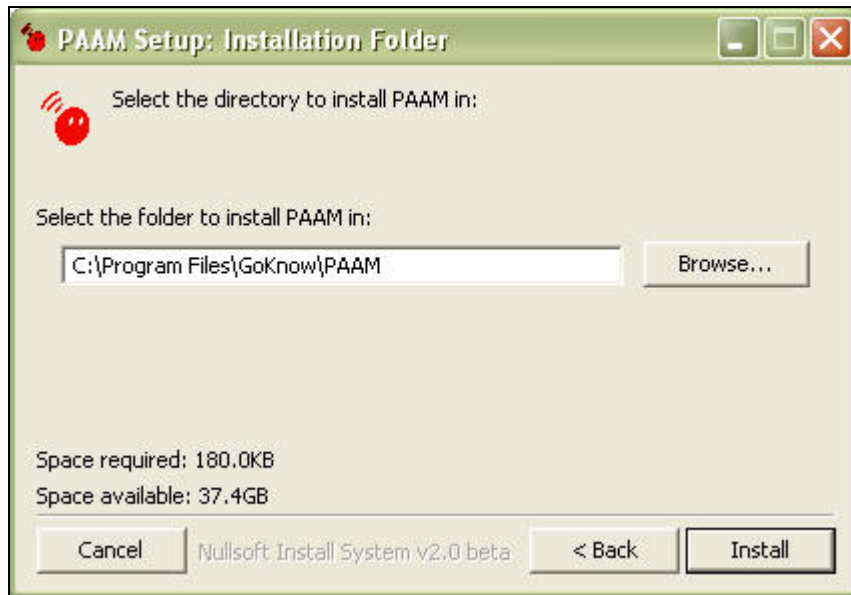


Figure 2

3. When the installation folder is satisfactory, click the **Install** button.

Setting the Account Parameters

1. The screen shown in Figure 3 is comprised of two main sections.
2. Some of the information might be filled in by PAAM automatically.

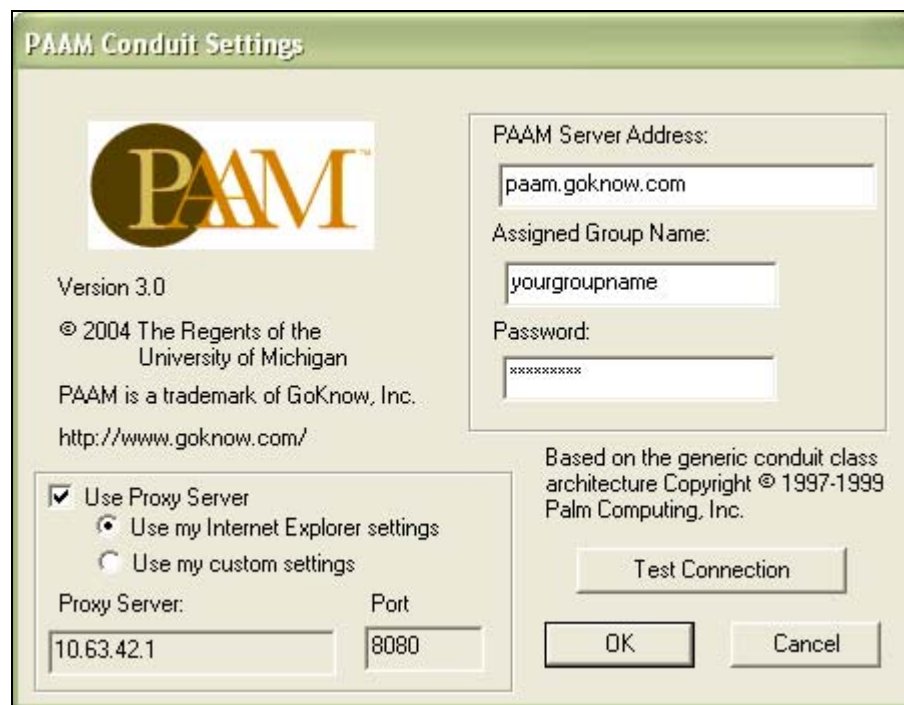


Figure 3

- Each school or district is assigned a **Group Name**, and **Password** upon the purchase of PAAM. Your site administrator will provide you with the correct group name and password. Carefully enter this information in the appropriate fields as shown in figure 4. The "Server IP Address" is always **paam.goknow.com**.



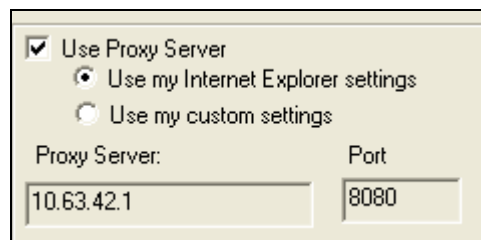
Server IP Address:
paam.goknow.com

Assigned Group Name:
yourgroupname

Password:
xxxxxxxxxx

Figure 4

- If the computer on which PAAM is being installed operates behind a proxy server, check the box (if needed) shown in Figure 5. Most schools simply use the proxy server used by Internet Explorer. Before trying custom settings, let use PAAM's suggested defaults. In some schools you may have to contact your site administrator to learn proxy information.



Use Proxy Server

Use my Internet Explorer settings

Use my custom settings

Proxy Server: 10.63.42.1 Port: 8080

Figure 5

- Click **Test Connection** (Figure 3) and a window similar to Figure 5 will appear. PAAM will perform a quick test to see if groupname, password and proxy information is correct. Make sure your computer is connected to the Internet! If unsuccessful, there will be a short error message with some possible suggestions. The error can be copied into an email to support@goknow.com if you are unable to resolve the issue.

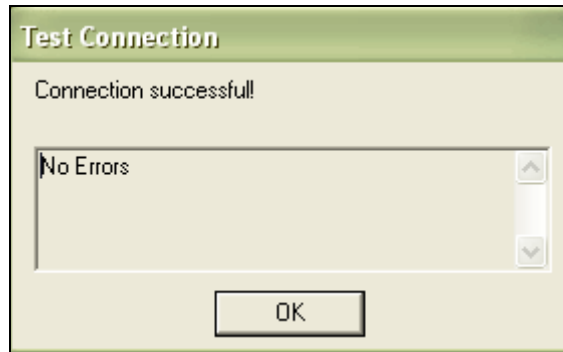


Figure 5

6. Click **OK** to close the **Test Connection** Window. And Click **OK** in the main window to complete the installation.
7. If you do not choose to test the connection, you will be prompted with a reminder, (Figure 6) which you can choose to ignore if you wish. Clicking **Yes** will complete the installation.

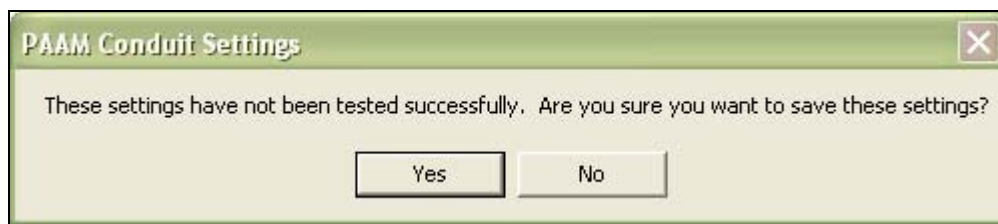


Figure 6

Testing for Verification

1. It is a good idea to synchronize at least one Palm OS computer to ensure that the installation was successful, and that all settings were entered correctly.
2. The best way to verify is to examine the HotSync Log for errors and confirm that data was uploaded to the PAAM server.
3. To verify that work was uploaded to PAAM, first create a small document on the handheld. Next, synchronize the handheld. Finally, log into PAAM, add your testing handheld to a group (one-time event) and click on the handheld to locate the new file.
4. Once you have verified one or two desktop computers and achieved success, examining the HotSync Log is usually enough for the rest of the site installation.

Important:

When synchronizing to "new" desktop machines, two synchronizations are required. The first synchronization creates the user on the desktop, and the second synchronization creates the handheld account in PAAM. Therefore, depending on where you are installing PAAM, synching once may not upload the data to PAAM.

Understanding the Difference between Teacher Accounts and Student (handheld) Accounts

There are two types of accounts in PAAM—those that are created automatically, and have no administrative power (student), and those that are set up by an administrator with advanced privileges (teacher, staff).

Note that it is entirely possible for a teacher to have two accounts—one that is generated automatically for their handheld, and one created by the administrator for managing students and student work.

The following table helps to illustrate the two types of accounts:

	Teacher Account	Student (handheld) Account
How created?	On-site PAAM Administrator Sets up account manually	Automatically created by synchronizing handheld to PAAM
Guaranteed privileges	<ul style="list-style-type: none"> • View all student work • Send Feedback to all handhelds • Attach comments to work • See entire classes • Copy files • Reset student passwords • Create groups and subgroups • Delete groups 	<ul style="list-style-type: none"> • View THEIR handheld's work only • Send Feedback to their handheld • Attach comments to work
Possible additional privileges	<ul style="list-style-type: none"> • PAAM administrator can raise access level by allowing user to view additional groups (e.g. entire school instead of just their classroom.) 	<ul style="list-style-type: none"> • None
Login Name?	Name can be anything the PAAM administrator or teacher requests	Login MUST be the name of the handheld
Choosing Password	Password can be anything the PAAM administrator assigns or teacher requests.	Password is first blank, and upon logging into PAAM for the first time, teacher or student chooses/assigns password
New / Forgotten Password	PAAM administrator is the only person who can reassign	Any teacher account can reset a student password to

	a forgotten password.	'blank', allowing the student to login and re-assign password.
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PAAM administrator accounts can perform all of the abilities listed in the above table and in addition:

- Create teacher accounts
- Permanently delete users from PAAM
- Specify synchronization settings—what data does or does not go to PAAM
- Change teacher passwords

Important: If a PAAM administrator forgets their password or login, only GoKnow's PAAM technician can reset it. (support@goknow.com)

Groups in PAAM

Definition of Group

- A "group" is a collection of handheld accounts consisting of one or more users.
- Groups can be organized in such a way that access to specific groups of users can be controlled by the administrator.
- Having access to a group automatically grants the user access to all subgroups.
- A group can contain an infinite number of handhelds, and a student can belong to an infinite number of groups.
- Traditionally, schools create groups in a hierarchal form starting with:
 1. school
 - a. grade level
 - i. teacher
 - class period.

Having GoKnow Create Initial Groups

For large scale implementations of PAAM, GoKnow can set up groups automatically based on your specifications. All that is needed is a spreadsheet with groups listed in columns, a column of teacher logins, a column of teacher passwords, and a column of desired access for each teacher account. Contact GoKnow (support@goknow.com) for a spreadsheet template.

Creating Groups Manually

If groups have not been set up by GoKnow beforehand, you will have only one root (top-level) group—likely a variation of your school or district's name. In this situation, you will create the sub-groups manually.

Regardless, at some point you will need to set up your own groups, or modify groups. Examples include: new teachers hired, new buildings constructed, more students using handhelds. You do **not** have to set up all groups! One nice thing about PAAM is that each level has the ability to add groups beneath it. So, all you must do is set up the school-level groups and communicate with each building. However, in many cases, the administrators find it easier to set up all the groups to the teacher level.

1. Login to PAAM (<http://paam.goknow.com>) with your admin login, group name, and password assigned by GoKnow.
2. The left side of the screen will contain a vertical frame listing the groups (if any) See Figure 7 for an example of a district with a few middle schools and two high schools.

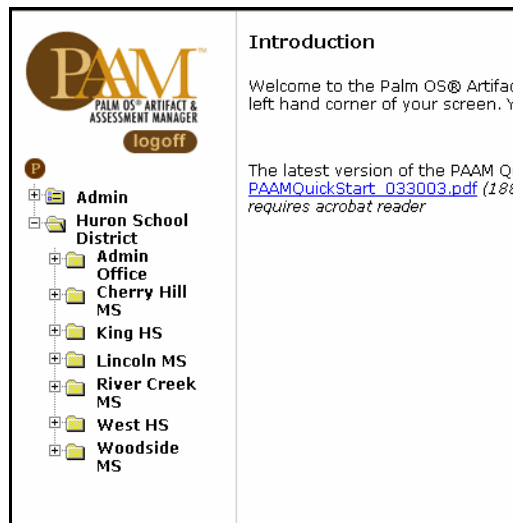


Figure 7

3. Notice in the left column, Huron School District is the highest level group. Underneath, the administrator has added middle school and high school groups. Groups are listed in alphabetical order. There is no way to reorder the groups.
4. Now the administrator wants to add an elementary school that has obtained some handhelds and paid for PAAM.
5. First, use the mouse to select the group *immediately above* where you wish the new group to be. In this example, click **Huron School District**. (Figure 8) The group name should appear in the horizontal orange bar at the top of the screen.

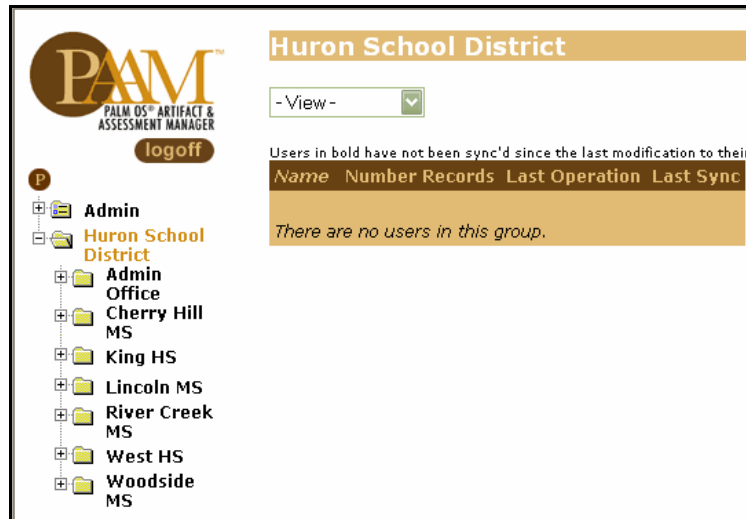


Figure 8

- Next, click on **add subgroup** located at the far right of the orange horizontal bar. (Figure 9)



Figure 9

- A window similar to Figure 10 will appear. Name the group as you please. (Here the administrator has named it "Perry Elementary.") If you wish to add users to the group, highlight the users in the left column and click, **add**. When you are finished, click **OK**.

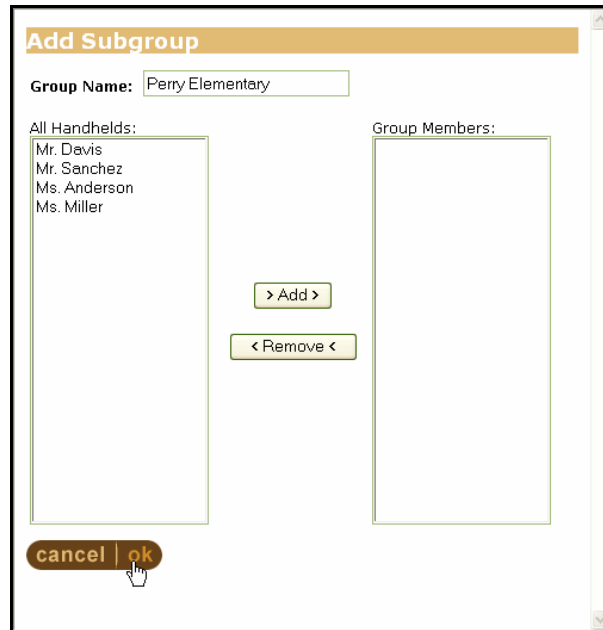


Figure 10

8. Groups do not need handhelds (users) in them in order to exist. In fact, in most cases when setting up PAAM for other schools there aren't any users yet.
9. The left column of handhelds is populated automatically when handhelds synchronize to PAAM. There is no need to do any sort of setup or entering of handhelds. The accounts are created automatically based on the HotSync name of the handheld. The handhelds that appear in the left column depend on one's level of access. Therefore, an administrator will see the entire PAAM account, a principal might only see their school, and a teacher would only see his or her grade level.
10. In this example, a few handhelds have populated the list. Mr. Davis, Ms. Sanchez, etc. are people who work in the technology coordinator's office. It makes good sense to include them in PAAM so they can collect and distribute handheld files.
11. Repeat steps 6 – 10 to create as many groups as needed. Remember to always click on the group directly *above* the group you wish to create.

Editing a Group

1. To edit, use the mouse to click on the group desired.
2. Click on **edit group** located at the far right of the horizontal orange bar at the top of the screen. A window similar to Figure 11 will appear.

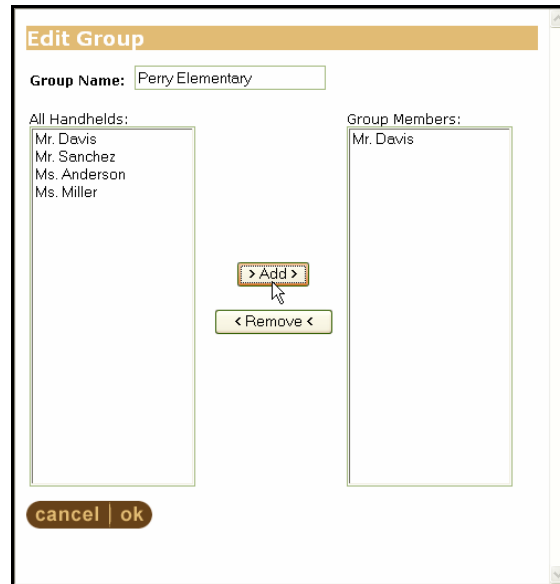


Figure 11

3. Use edit for changing the name of a group or adding and removing users.

Deleting a Group

1. To delete a group, use the mouse to click on the group desired.
2. Click on **delete group** located at the far right of the horizontal orange bar at the top of the screen. A window similar to Figure 12 will appear.

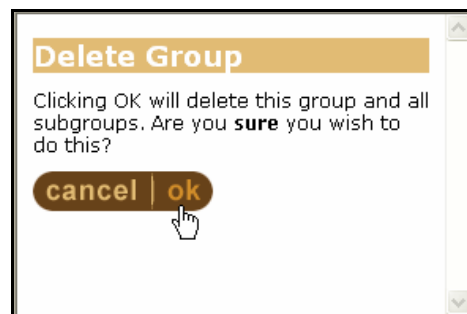


Figure 12

3. Note that deleting a group does *not* delete the handheld data in the group. The handhelds are still stored in the master list available in the left column as shown in figure 11.

Creating Teacher and Principal Accounts

1. First click on **Accounts** located under the **Admin** folder at the top of the left column. (Figure 13)

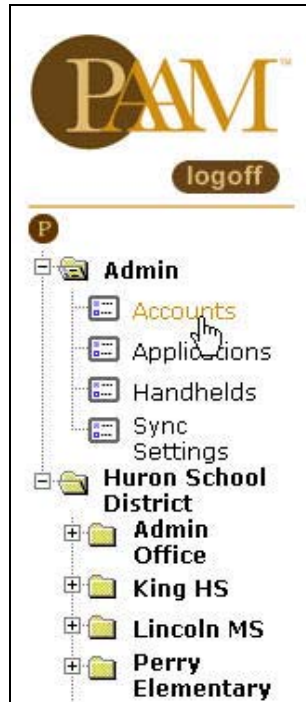


Figure 13

2. A list of all existing accounts will appear in the main window. Unless GoKnow has set up numerous accounts for you, it is likely yours will be the only account.
3. Click **new account** located at the far right of the orange horizontal bar at the top of the screen. Doing so will cause a window similar to Figure 14 to appear.

Edit Account

First Name:

Last Name:

E-mail:

Login:

Password:

Group:

Huron School District

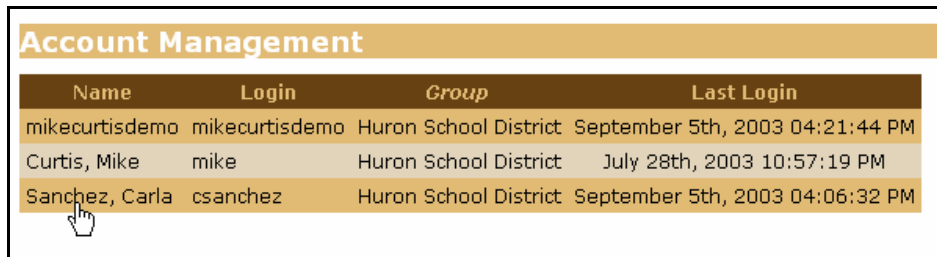
- Admin Office
- Cherry Hill MS
- King HS
- Lincoln MS
- Perry Elementary
- River Creek MS
- West HS
- Woodside MS

Figure 14

4. Fill out the first and last name and email address. These fields are important for your reference, but hold no relevance to the operation of PAAM. Carefully enter the login, password and group. These are critical for PAAM to work properly.
5. **Important**—set the group by clicking on the folders found below the text-entry fields. The name of the group that appears in the group box will determine the user's level of access! This means that you must take care to make certain the right people have access to the correct groups.
6. When you are finished creating the new account, click **ok**.

Changing Account Information (passwords, access level, etc.)

1. Using your administrative login, group and password assigned by GoKnow, login to PAAM and click on **Accounts** located under **Admin** at the top of the left frame.
2. Next, click on the name of the account you wish to change. (Figure 15)



The screenshot shows a window titled "Account Management" with a table of user accounts. A mouse cursor is pointing at the name "Sanchez, Carla" in the third row.

Name	Login	Group	Last Login
mikecurtisdemo	mikecurtisdemo	Huron School District	September 5th, 2003 04:21:44 PM
Curtis, Mike	mike	Huron School District	July 28th, 2003 10:57:19 PM
Sanchez, Carla	csanchez	Huron School District	September 5th, 2003 04:06:32 PM

Figure 15

3. A window, similar to figure 14 will appear.
4. Make the changes desired, and click **ok** when finished.

Permanently Deleting a Handheld Account

1. Only the highest level administrators have the ability to delete a handheld account. This is intentional, to prevent accidental deletion of students by teachers and other staff.
2. Deleting handheld accounts is something that will rarely be necessary. Instead, you can always move handhelds out of existing groups and they will continue to be stored in the master list. However, you may wish to delete handheld information if you start to approach or exceed your site license with GoKnow. Another reason you may wish to delete a handheld is if someone accidentally synchronizes their personal handheld to PAAM and does not want their information in PAAM.
3. To delete a handheld, the handheld must first belong to a group. In Figure 16, four handhelds belong to the **Admin Office** group.

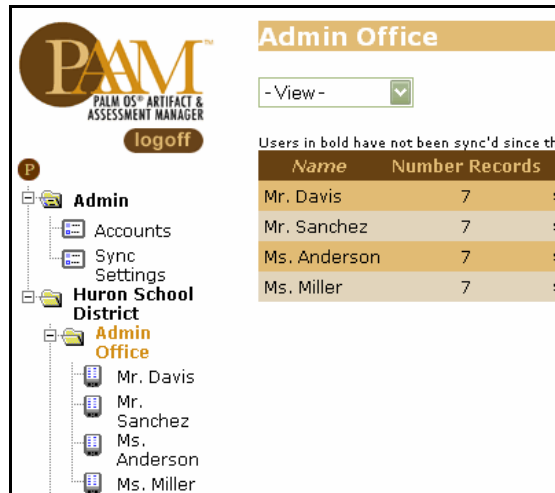


Figure 16

4. Click on the name of the handheld you wish to delete. In this example, we've clicked Ms. Davis. Perhaps she has moved out of the district.
5. The contents of the handheld will appear in the main window. Note that in the far right of the orange horizontal bar at the top of the screen is the word **delete**. (Figure 17) Click **delete**.

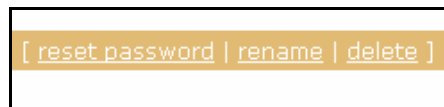


Figure 17

6. A prompting window (Figure 18) appears to verify that you do indeed wish to delete the user. Click **ok** to delete the user and their data.

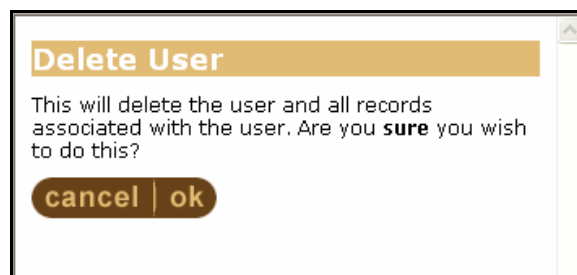


Figure 18

7. Should there be an accident, or Ms. Davis comes back to the district, just synchronize the handheld to PAAM, and add the user back into the correct group(s). Notice that while the user will be able to use PAAM again, they will not have access to any previous data that was deleted.

Deciding Which Programs Synchronize to PAAM

1. By default, all supported programs will synchronize to PAAM. However, administrators may wish to turn some of the conduits “off.” One of the most common examples is that some buildings would prefer if the Date Book and Address Book did *not* go to PAAM.
2. To modify the PAAM synchronization settings, start by logging into PAAM with your administrator account.
3. Next, in the left column, click Admin and then Sync Settings. (Figure 19)

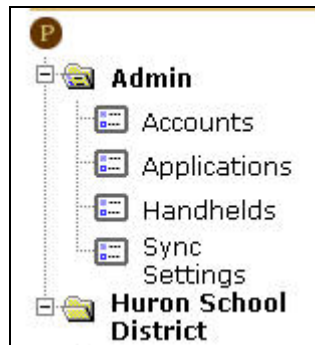


Figure 19

4. Click the group you wish to modify. Note that except for very large implementations, this will be a district level setting. You cannot, for example, change individual teachers and classrooms.
5. After clicking the group, a window similar to Figure 20 will appear. Leaving a box checked means that the data *will* go back and forth between PAAM upon synchronization.

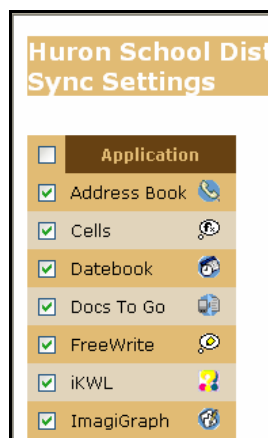


Figure 20

Setting Up Default Filters

1. Conceivably, thousands of dates, addresses and other types of files can be synchronized to PAAM. Most teachers do not like to see non-academically-related material when they view student handhelds in PAAM.
2. Administrators and teachers can setup a default filter that can automatically hide Date book, Address book, and any other programs desired. (Most people filter the Date book and Address book)
3. Creating a default viewer can speed up Web-page load times. Students and teachers can still view filtered files if desired.
4. To set up a default filter, first login to PAAM. On the main screen is a link shown in Figure 21.



Figure 21

5. Notice that underneath the link, there is a list of file types that are currently hidden.
6. Once you click the Default Filter link, a window similar to Figure 22 appears. Left-click programs to highlight them and have their files displayed by default in PAAM. You can hold down the 'ctrl' key and left-click with the mouse to select multiple programs. In the example below, files from the Address book, Date book, Note Pad and Zire 71 photos will be hidden (filtered) by default.

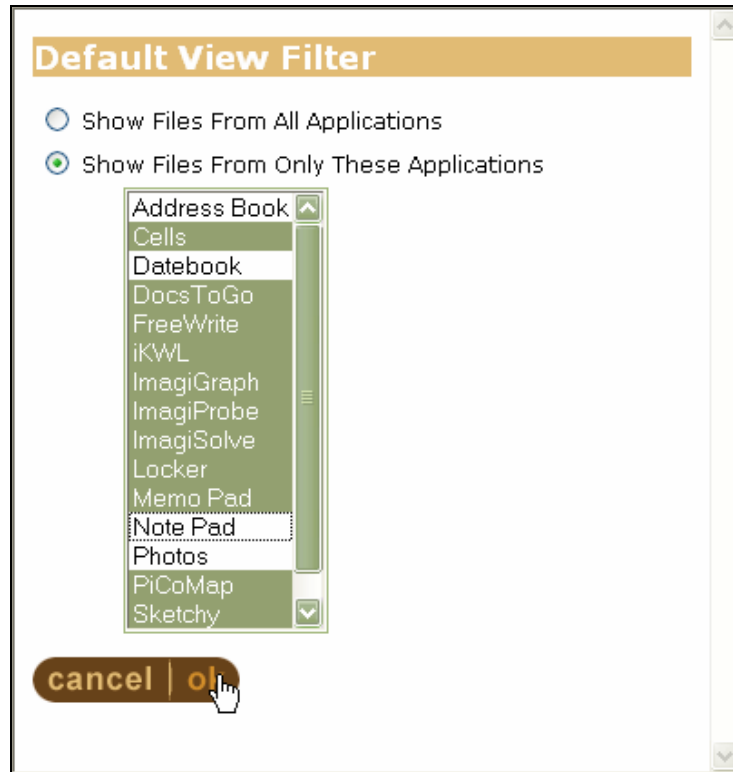


Figure 22

Uploading Handheld Files to PAAM for Distribution

1. PAAM 3.0 has the ability to queue software for installation. Using PAAM to distribute software means you can be certain that students will receive a particular piece of software and will use the correct version the next time they perform a HotSync operation.
2. **Note:** Only Admin accounts (not teacher or student accounts) can perform this function.
3. Under your **Admin** folder, click **Applications**. (Figure 23)

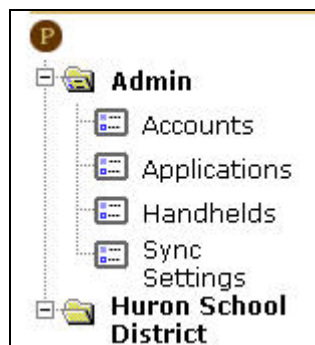


Figure 23

4. A window similar to figure 24 appears. Note that with the purchase of HLE, all HLE applications are already loaded into PAAM. The top section is filled with software you have purchased separately or freeware which could be useful for students.

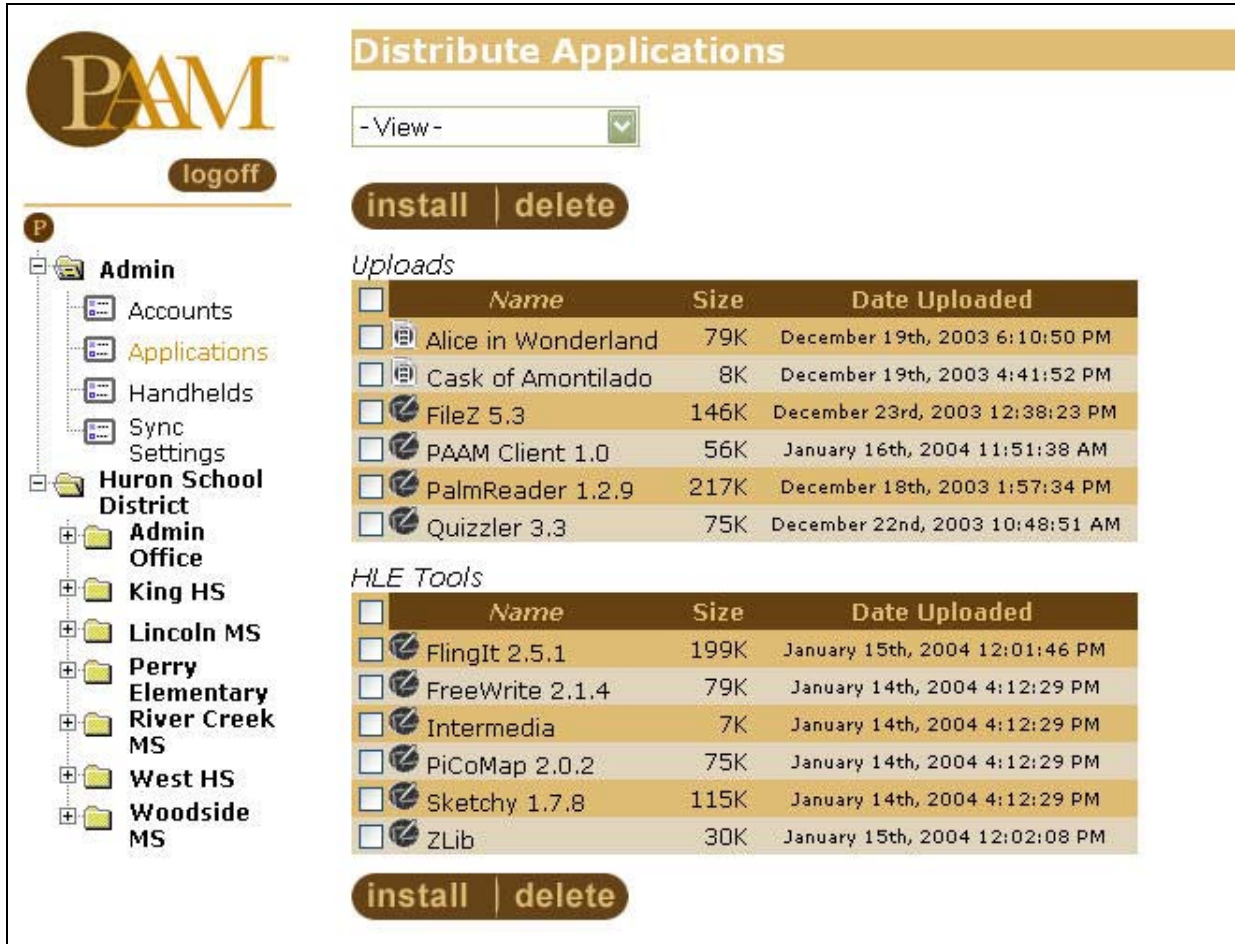


Figure 24

5. Notice the two types of icons to the left of the applications. The darker icon represents a program, and the lighter icon is that of a filing cabinet. It represents a database. In this example, we have two eBooks uploaded to PAAM that are available for distribution.
6. Note: To upload your OWN registered and licensed software, click the **upload** link located at the top rightmost corner of the screen in the orange horizontal bar. (Figure 25)



Figure 25

7. Clicking the upload link will bring up an interface similar to Figure 26, which lets you browse to your desktop computer, find the correct file and upload it to PAAM. Once in PAAM, the handheld file can be distributed to all individuals in a particular school building from any Internet-equipped computer.

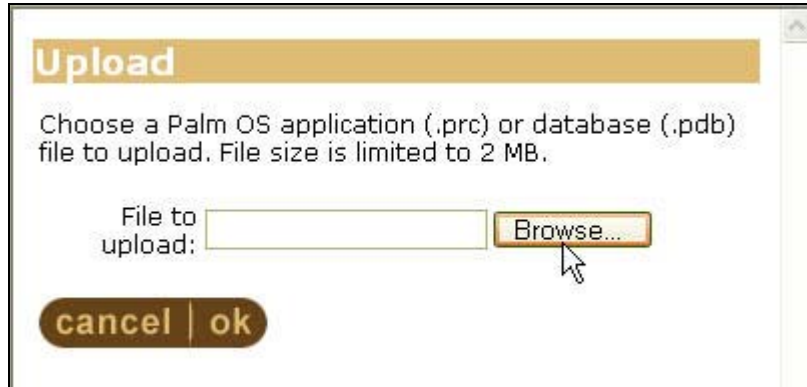


Figure 26

Installing Applications to Handhelds

1. Once desired files are uploaded into PAAM, distributing them is quite easy. First put a check in the box(es) next to the files that you would like students to have.
2. Then, Click **install**. (Figure 27)

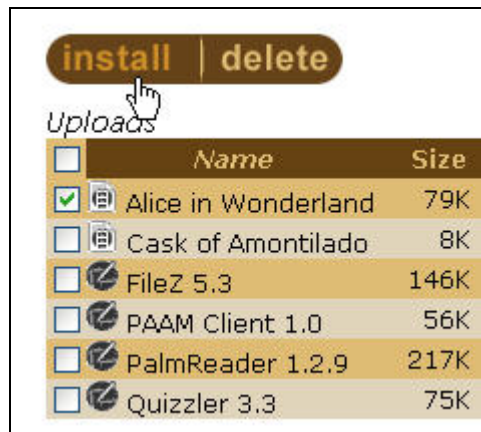


Figure 27

3. A window appears, prompting you to select the proper groups. Notice (Figure 28) that an administrator cannot currently pick particular students or teachers for distribution. Distribution is on a school or district-wide basis, depending on your PAAM licensing.

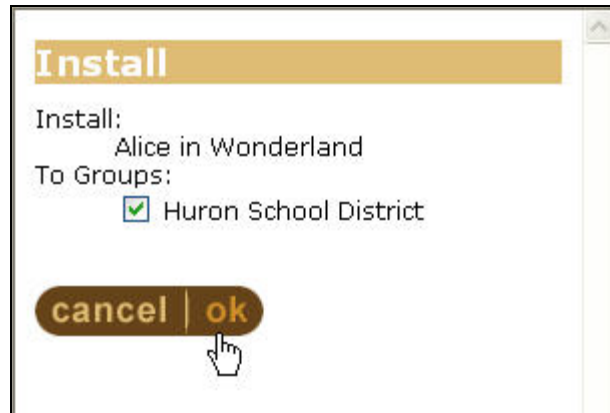


Figure 28

4. The next time students synchronize, the queued files will be installed upon the handheld.
5. **Important note:** Clicking **delete** from this screen does NOT delete the files from the handheld, it deletes the file from PAAM's upload library.
6. **Important note:** Some applications can be harmful if installed over former versions. Before performing a mass-upgrade, be sure to test the outcome with one or two of your own test handhelds (just synchronize the handheld locally.) Also check to see whether or not installing an application over an application that already exists will cause the student to lose work.

Viewing Applications on Handhelds

1. There will be many times when you will want to be able to quickly learn how many copies of licensed software are installed on the handhelds in your school. You may also receive a report of some inappropriate software on some of the handhelds. Finally, there may be students and teachers with incompatible versions of educational software. PAAM makes it easy to view what software is installed on school-owned handhelds.
2. **Important note:** Teacher accounts can also see all software on student handhelds, but they are limited to looking at their own students one-by-one. Admin accounts can perform district level searches for particular software.
3. Under the Admin Folder, click on Applications. (Figure 23)
4. Click the pull-down as shown in Figure 29, and select **Installed Apps**.

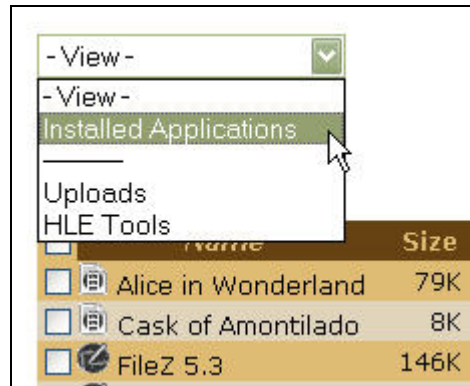


Figure 29

5. Doing so will bring up a sophisticated filtering window. (Figure 30)

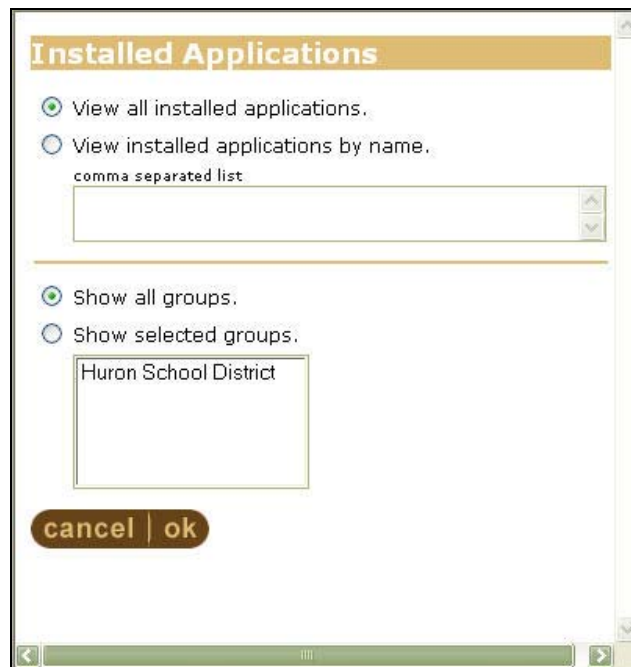


Figure 30

5. If you are aware of particular pieces of software that you are looking for, you may enter the name in the text box, using a comma to separate. Tip: Truncated names will pull up all software that meets the minimum requirement. For example, writing, "Teal" will return TealPaint, TealPrint, TealMagnify, etc.
6. If you chose to view all installed applications, PAAM will go through every handheld in the selected group and make a list of all software installed on handhelds.
7. The summary table lists each application, and the number of handhelds the application is installed upon. Columns may be sorted by clicking the top of the column.

8. Figure 31 shows an administrator who has discovered that 5 handhelds have a program “Filez” installed. Filez is a program that can change the way programs operate on the handheld, and is not a good program for students to have.

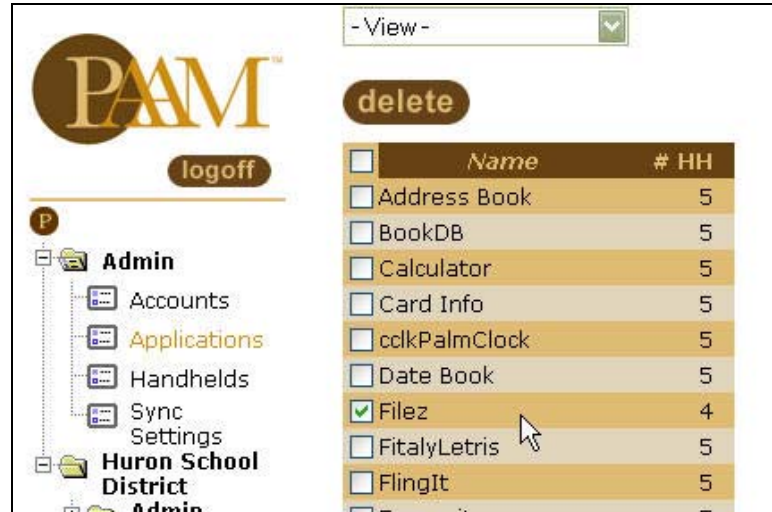


Figure 31

9. The administrator can put a check in the box and then click **delete**. Doing so would delete the program from the handhelds the next time they are synchronized.
10. However, first, the administrator should check to see *whose* handhelds have Filez installed.
11. Use the mouse to click on the name of the software. You are taken to a screen similar to Figure 32.



Figure 32

12. Clicking on the name of the application brings up a list of all the handhelds with the software installed. Now the administrator can see what version people have, as well as make a list of students if there is a violation of a handheld software policy. In addition, the administrator can delete the applications individually, leaving intact those handhelds that should have the specific software.

Managing Handhelds with PAAM

1. PAAM 3.0 makes it easy to pull up specific student handhelds quickly. (Administrator accounts only.)
2. Click **Handhelds** under the **Admin** folder. (Figure 33)

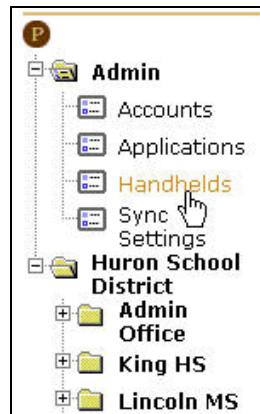


Figure 33

3. A window similar to figure 34 should appear.



Figure 34

4. As an administrator, you can see all handhelds that have synchronized your PAAM account, or you can pull up specific handhelds if you know their HotSync name.
5. Similar to other filters in PAAM, a truncated word will return all words that contain the specified string of letters.
6. This is a great way to pull up sets of handhelds if they are named in a logical way in terms of grade level, home room, building, etc. In the example in Figure 34, we've typed a piece of two student names. After clicking **ok**, a screen similar to Figure 35 appears.

Manage Handhelds

View Filter: by name

Users in bold have not been sync'd since the last modification to their account.

Name	Bytes	Last Operation	Last Sync
MartensJ	34K	January 19th, 2004 4:07:10 PM	January 19th, 2004 4:07:10 PM
TromblyO	34K	January 19th, 2004 4:08:20 PM	January 19th, 2004 4:08:20 PM

Figure 35

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.

Tips for Naming Handhelds

- All handheld accounts in PAAM are based upon the HotSync name of the handheld
- No two handhelds may have the same name
- Handheld names that incorporate student names make it easier for teachers to find desired handhelds
- Handhelds will appear alphabetically in PAAM. Handhelds that start with a numeral come before handhelds that begin with a letter
- HotSync names may be up to 20 characters in length
- HotSync names are created upon the first synchronization (or if you use *SD Assign!* by Grant Street Software)

Good example of handheld name:

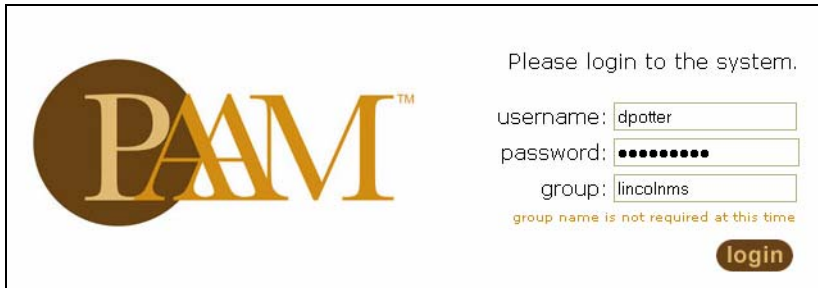
06SmithL458521

This "name" is composed of 4 parts.

- The "06" represents the grade level of the student. (Placing a zero in front of single digit numbers ensures that the handhelds will be ordered sequentially.)
- "Smith" is the student's last name.
- The "L" represents the student's first name.
- The last set of digits is the student's ID number, or handheld serial number and guarantees that no two handhelds will have the same name.

Logging into PAAM: Teacher and Student Guide

Option One: Enter your group name into the field provided. (See Figure 1)



The screenshot shows the PAAM login interface. On the left is the PAAM logo. To the right, the text reads "Please login to the system." Below this are three input fields: "username:" with the value "dpotter", "password:" with masked characters, and "group:" with the value "lincolnms". A note below the group field states "group name is not required at this time". A "login" button is located at the bottom right of the form area.

Figure 1: Enter group name manually

- Step 1: In your favorite Internet Browser such as Internet Explorer, enter the address: <http://paam.goknow.com>
- Step 2: Enter your login
- Step 3: Enter your password
- Step 4: Enter your group name
- Step 5: Press "Enter" on the keyboard, or click "Login"

Option Two: Bookmark your group-specific Website. (See Figure 2)

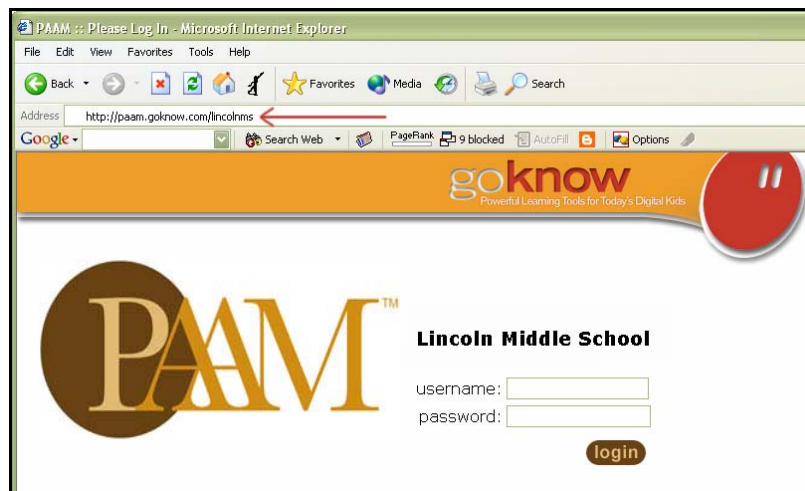


Figure 2: Add your group to the URL and Bookmark the site.

- Step 1: Append a slash "/" at the end of the PAAM URL followed by your group name. For example, Lincoln Middle School might look like this: <http://paam.goknow.com/lincolnms> (see left of arrow in Figure 2.)
- Step 2: Enter your login
- Step 3: Enter your password
- Step 4: Press "Enter" on the keyboard, or click "Login"

Key Benefits to PAAM

PAAM 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:

- PAAM 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 PAAM!
- Students can synchronize from any “PAAM Computer.” This means they aren’t tied down to just one or two computers.
- Teachers and administrators can login to PAAM 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 PAAM on the desktop or laptop computer.
- Instead of beaming to tens or hundreds of students, teachers can distribute due dates and homework through PAAM!
- PAAM 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.

What is one way you think you will use PAAM?

How does PAAM Work?

1. First, you need a desktop or laptop computer connected to the Internet with Palm Desktop software installed.



2. Next install PAAM. (The Palm OS Archive and Application Manager). PAAM is a small file that modifies Palm Desktop and is customized for your site. If your school uses a proxy server, you may have to enter this number during the installation process.



3. That's it! Repeat to make additional computers "PAAM-enabled."
4. Now you can synchronize handhelds and work will go BOTH to the desktop, AND to the PAAM Web site. How does it get there? Just press the HotSync button as if you were performing a traditional HotSync operation. As long as the computer is connected to the Internet, handheld files will be transferred back and forth to PAAM.



Students do work on their handhelds, then synchronize to a "PAAM-enabled" desktop or laptop. Work is then available on the PAAM Web site for student, teacher, and parent alike!