

Quick Start Guide:
PAAM™-Palm OS
Artifact and
Assessment Manager

Comments/Questions?
Email: goknow@goknow.com.

Accessing the PAAM Web Site

1. To access the PAAM web site, you must first be on a computer connected to the Internet. Once you are on a computer connected to the Internet, use a web browser, such as Internet Explorer or Netscape, and type the following URL into the address bar: <http://paam.goknow.com>. Notice that there is no “www” in front of the URL!



Login to PAAM

1. Enter your username into the username field. If you've forgotten your username, remember: all individual handheld accounts are exactly the same as the handheld's HotSync name. If you have an administrator account your login and password should have been sent to your site coordinator.
2. If you cannot find your login and password, please email levy@goknow.com. Please include your school, name, position, and site coordinator's name and email address.
3. Enter your password in the password field. Important note for you first-time users out there: an individual handheld account is created with no password. This means you should leave the password field empty for the first login to your individual handheld account. You will be brought to a special screen that asks you to create your own password.
4. Click the 'login' button.

A screenshot of the PAAM login page. On the left is the PAAM logo, which consists of the letters "PAAM" in a large, stylized font, with "PALM OS® ARTIFACT & ASSESSMENT MANAGER" written below it. To the right of the logo, the text "Please login to the system." is displayed. Below this text are two input fields: "username:" followed by a text box, and "password:" followed by a text box. At the bottom right of the form is a brown button with the word "login" in white text.

Overview of the Main Screen



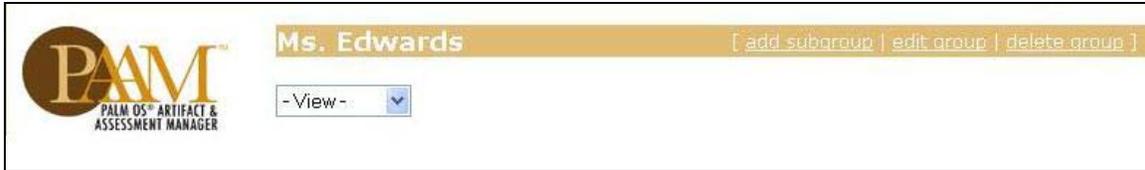
1. The screen is divided into two main frames. The left frame is the navigation frame, containing the folders we call groups. Inside these groups reside your students' individual handheld accounts, cutely represented by tiny handheld logos.
2. The right frame is the larger frame, and contains group summaries or the contents of individual handhelds (displayed above).
3. Upon logging in for the first time you might be dismayed to see that you either don't have a group created or the group is empty!
4. This is perfectly normal, and setting up your group(s) is a one-time, relatively easy process.
5. Before creating your group, have all students synchronize their handhelds to PAAM. This will add their handhelds to PAAM's master list from which you will draw from in the steps ahead.

Working with Groups

PAAM operates with two main thoughts in her head: groups and individuals. PAAM works best if you think just like her. Group thoughts consist of how to create subgroups, adding individual handhelds to particular groups, deleting groups, and viewing assignments within a group.

Creating Subgroups

1. To create a subgroup, make sure you are in Group View. You will know you are in Group View if the tan bar at the top of your screen lists 'add subgroup.'



Another easy way to know you are in Group View is to look to the navigation frame (the left frame). Anytime you have a highlighted folder, you are in Group View. If an individual account is highlighted, you are in Individual View.

2. To view a group, click the folder icon next to that group's name in the left frame.
3. The subgroup you create will be located in the group that you highlight, so make sure you select the correct group.
4. Click the 'add subgroup' button.



5. Enter the name of the new group in the 'Group Name' box.
6. PAAM has improvements. You may now add users to this new group in one step. To add users to this new group, click on an individual account in the 'All Handhelds' box, and click '> Add >.' The student's account appears in the 'Group Members' box. If you wish to remove them from this group, click on their account in the 'Group Members' box, and click '< Remove <.' Click 'ok' to see your results. Click 'cancel' to return to your previous screen without any change.
6. The newly-created group appears below the group you had originally selected.



Adding Individual Handhelds to Groups

*Another PAAM improvement: Students may now be in more than one group.

1. To move users to a group, first select the group you would like to add users to.
2. To select a group, click the yellow folder icon of your choice in the left frame.
3. Click 'edit group.'
4. A replica of the 'add subgroup' window appears, except now it is called 'edit group.'
5. To add a user, click their account from the 'All Handhelds' box, and click '> Add >.' Their name appears in the 'Group Members' box. To remove a user from the group, click their account from the 'Group Members' box, and click '< Remove <.'
6. When you have finished your editing, click 'Ok' to return to the Main Screen. To return to your previous screen without any changes, click 'Cancel.'

Deleting Groups

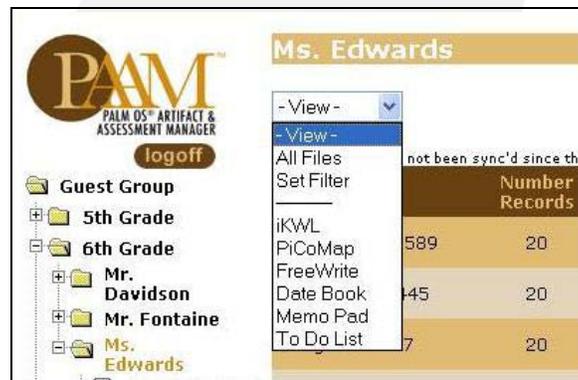
1. To delete a group, select the group you would like to delete. Click this folder icon of choice in the left frame.
2. Click the delete group button, on the right side of the top tan bar.
3. Proceed with caution! You will delete the selected group and all groups beneath it!
4. A dialogue box appears, asking if you are certain you want to delete the group. Click 'Ok' to delete, or 'Cancel' to return to your previous screen without any changes.



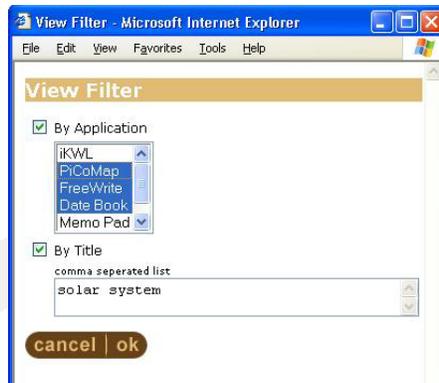
Viewing Assignments within a Group

You may wish to view one particular assignment for each of your students. Instead of going through each individual account and tracking down the correct file, which might take hours, depending on how much homework you give, PAAM allows you to filter out the unwanted material.

1. Click the group (folder icon) that contains the work you wish to view.
2. To set your filter settings, click the white '-View-' box with the drop-down blue arrow, located below the top tan bar in the right frame.



3. A drop-down menu displays your filter options. To select one particular program, for instance, if you want to see all the PiCoMap files your class has done, click on 'PiCoMap.'
4. To see all the files, click 'All Files.'
5. To set an advanced filter, click 'Set Filter.'



6. A new window called 'View Filter' appears. You may now set your filter to a number of different programs, or even to a particular set of titles.
7. To filter by application, click the small box to the left of 'By Application.' Notice a green check appears. Select the applications you wish to see. To select multiple applications, hold down the 'ctrl' key on Windows-based machines, or the 'command' key on Macintosh computers while left-clicking the mouse.
8. To filter by title, click the small box to the left of 'By Title.' Notice a green check appears. Type in the title of the work you wish to see. If your word or words appear anywhere in your student's work, there will be a successful match. For example, if you filtered using 'frog,' and one student named her file, 'Frog-legs' and another, 'Frogger is a great game and I hope I own a car someday,' both would show up. Also notice that you can search for multiple titles. Simply separate the titles by commas.
9. Now, if you select to filter by both application and title, you will be looking for particular applications with those titles.
10. Once you have set your filters, click 'ok' to see the results. To return to your previous screen without any changes, click 'cancel.'
11. Notice that your filter is displayed immediately above the '-View-' drop-down menu.
12. To return to default filter settings, click 'Group Members' from this drop-down menu.

Working with Individuals

Your students are unique individuals. Sometimes you must wonder if all their idiosyncrasies allow them to be a part of the same species. Don't worry: they are. Let's skip the logic and investigate how PAAM deals with individual accounts.

Selecting an Individual Handheld Account

1. Identify which group you need to open to get to the desired account.
2. Click on the folder icon to display the cute handheld icons.
3. To select an individual, click on either the handheld icon or the account's name. Notice that the account name becomes highlighted when you select it.

4. Note: in order to do the tasks listed below, select an individual account.

Viewing an Individual's File

1. To view a file, click on the icon to the left of the file's title and to the right of the checkbox.



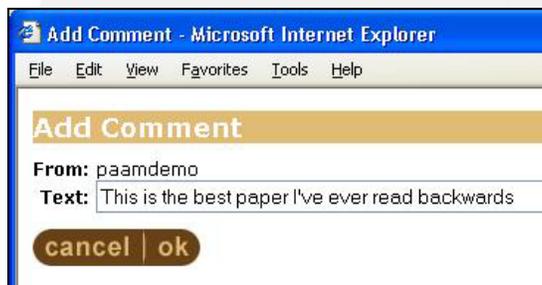
2. The file will appear in its own pop-up window.

3. If a window does not appear, check to verify that you did not already have a document open and that the new window is not hidden by the PAAM interface.

Adding a Comment to an Assignment Online

1. To add an online comment to an assignment, click the pencil and paper icon on the far right side of that particular assignment.

2. A pop-up window appears with a text box, ready for a grade, a comment, a suggestion, a note home, etc.



3. Enter the desired text. Click 'ok' to add the comment. Click 'cancel' to return to your previous screen without adding a comment.

4. The comment appears directly under the assignment in italics.

5. Students or parents can login to their individual accounts and reply to the message. Their reply appears below the original comment

6. Note: comments cannot be deleted or modified once they've been added.

Archiving Files

1. Archiving files saves handheld work in a special place on PAAM. The work is removed from the handheld, but still stored on the PAAM server, and can be restored at a later date if needed. Archiving files is a great way to free the clutter on your handheld.
2. To archive a file, check the box to the left of the assignment you wish to archive. You may archive multiple files at one time.
3. Once you've selected the assignment(s) you wish to archive, click the 'archive button,' located on the dark brown strip just below the '-View-' drop-menu.
4. A new window appears, notifying you of archival success. Click 'ok' to return to your main window. If you have problems archiving a file, drop us an e-mail (goknow@goknow.com) and we'll be happy to get you back on track.
5. To view your archived files, click on the capitalized 'Archive' button, a gray button between the 'Current' and 'Trashcan' buttons.



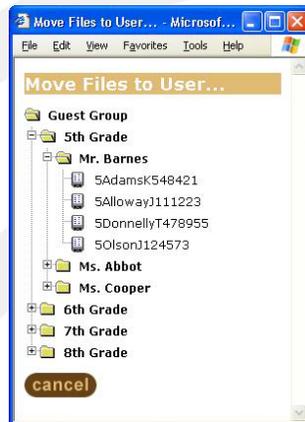
6. When you arrive in Archive mode, the 'Current' button dims to gray, and the 'Archive' button brightens to tan. Also notice the new 'unarchive' button. This button will return a file back to the handheld from that special spot on PAAM.
7. To unarchive a file, check the box to the left of the file you wish to unarchive, and click the small-lettered 'unarchive' button, located on the brown strip.

Deleting Files

1. To delete a file, check the box to the left of the file you wish to delete.
2. Click the 'delete' button located on the brown strip.
3. A pop-up window appears, delivering the good news of your deletion.
4. Not good news? If you didn't want to delete the file you just deleted, fear not. Trashcan mode is here to save the day. To enter Trashcan mode, click the 'Trashcan' button, a gray button to the right of the 'Archive' button.
5. To undelete a file from the Trashcan, check the box next to the file's name, and click 'undelete.'
6. Semi-Comforting Note: Files are spared permanent deletion until the handheld has been synchronized. This means, don't delete unless you're absolutely sure it's the right thing to do. Deleted files are removed from PAAM and the handheld computer!

Moving Files

1. Need to move files from one individual account to another? No problem! Just mark it and move it on out. To mark a file to be moved, check the box to the left of that file. Repeat as necessary to mark numerous files.
2. Click the 'move' button located on the brown strip.
3. A pop-up window appears, listing the available individual accounts.



4. Click the individual account you wish to move the file(s) to. There is no 'ok' button to click. Once you click the individual account you want, the move begins. To return to your previous screen without moving any files, click 'cancel.'
5. Note: moving files removes files from the handheld account from which the move was initiated.

Copying Files

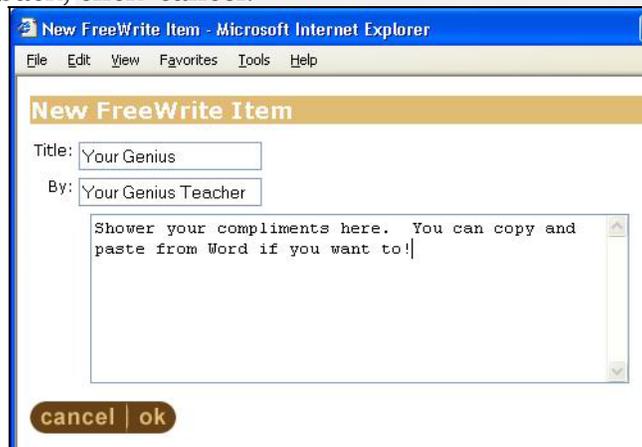
1. Need to copy files from one individual account to another? No problem! Need to copy files from one individual account to every account in your class? No problem! To copy one or more files, check the box to the left of file you wish to copy.
2. Click the 'copy' button, located on the brown strip.
3. A pop-up window similar to 'Move Files to User ...' appears, listing the available group and individual accounts. This window is called 'Copy Files to User ...'
4. Click the group or individual account you wish to copy the file(s) to. If you are copying to an entire group, a pop-up menu prompts you with the consequences of your action.



5. If this sounds like exactly what you're intending to do, click 'ok.' To return to your previous screen without copying any files to a group, click 'cancel.'
6. If you are copying to an individual account, there is no 'ok' button to click. Once you click the individual account you want to copy to, the copying begins. To return to your previous screen without copying any files, click 'cancel.'
7. Copying files such as letters home, rubrics, due dates, directions, etc. is an excellent way to distribute files to all students quickly.

Sending Feedback Directly to a Handheld

1. To send feedback directly to a handheld computer, select an individual account from the left frame.
2. Click the '-Send Feedback-' drop-down menu, located near the top of the screen.
3. Select either 'FreeWrite' or 'MemoPad' from the pull down menu.
4. If you select FreeWrite as your feedback fodder of choice, the pop-up window 'New FreeWrite Item' appears. Enter the title, an author and a message.
5. To send this feedback, click 'ok.' To return to your previous screen without sending this feedback, click 'cancel.'



6. Notice that this type of feedback appears in bold in the user's account.

This signifies that this file will be transferred to the handheld the next time the student synchronizes his/her handheld computer.

7. If you select MemoPad as your feedback folder of choice, the pop-up window 'New Memo Pad Item' appears. Enter a message.

8. To send this feedback, click 'ok.' To return to your previous screen, without sending this feedback, click 'cancel.'

Reset Password

1. To reset a user's password, click the 'reset password' button on the upper left hand side of the larger panel.

2. A pop-up window appears, asking you if you are sure you want to do this. If so, click 'ok.' To return to your previous screen, without resetting a password, click 'cancel.'

Rename Individual Account

1. To rename a user's account, click the 'rename' button on the upper left hand side of the larger panel.

2. A pop-up window appears, asking for a first and last name. Enter the desired name, and click 'ok' to make the change. To return to your previous screen without renaming the account, click 'cancel.'

Logging off PAAM

1. To log off PAAM, click the small logoff button located at the top of the far left frame, just beneath the PAAM logo.

Administrator Mode

This is the 'Administrators Only' section of our Quick Start Guide. If you do NOT have an Administrator Account, you may retire into the night for a chat on PAAM's beauty. If you do, however, have an Administrator Account, or will at some point acquire one, stick close. This is going to be a private lesson for you.

Running the Show

1. Login the same. Use your username and password. Notice the 'Admin' folder on the left frame. This is where your unique power lies.

2. Click the 'Admin' folder.

3. Click the 'Accounts' logo to arrive at the Account Management page.

4. To create a new account, click the 'new account' button on the upper right side of the tan bar.

5. A pop-up menu appears, titled 'Edit Account.' Enter a First Name, a Last Name, an E-mail address, a Login Username, and a Password. Also select which group to place this new account into. To select a group, click on the folder icons until you find the correct location.

6. Click 'ok' to create this new account. Click 'cancel' to return to your previous screen without making any changes.

7. To edit existing accounts, click on the name of the desired account.

Name	Login	Group	Last Login
paamdemo	paamdemo	Guest Group	February 11th, 2003 06:43:21 PM
Gramling, Adam	adamg	Guest Group	February 11th, 2003 06:44:57 PM

Account Management [new account]

PAM PALM OSSM ARTIFACT & ASSESSMENT MANAGER

logoff

- Admin
- Accounts
- Guest Group