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Participate™

User's Manual

Hands High Software, Inc.

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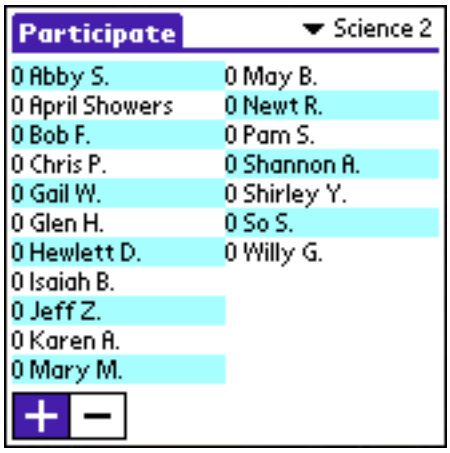
Introduction

Participate allows you to record classroom participation points in one tap. All of your students are right there on the screen, allowing you to listen, observe, and accurately keep track of the points students earn (or lose) during the learning process.



System Requirements

Participate requires a handheld computer running Palm OS version 3.5 or above.

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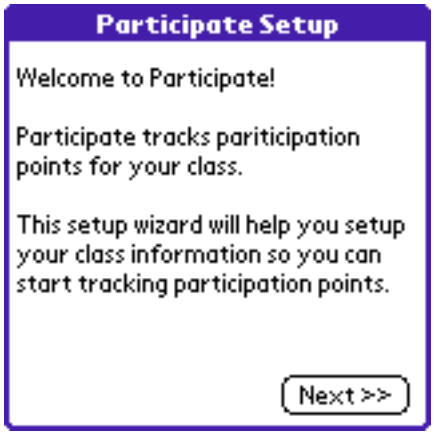
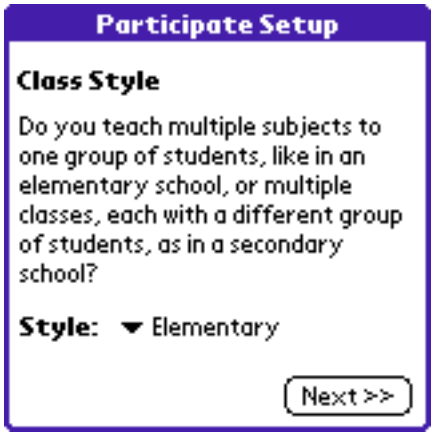
Setting Up

When you start the program, you will be presented with the setup wizard, which will guide you through the process of inputting your students and classes.



Class Style

The Class Style page gives you the option of choosing Elementary style, which puts all of your students into each class, or Secondary style, which allows for different students to be in different classes.



In Elementary Style, when you add or remove a student from the master list, you add or remove that student from all classes. Secondary Style requires class-by-class adding and removing. If you are an elementary school teacher, but you do not have one group of students throughout the day, you should choose Secondary style.

Student List

Next is the Student List screen. You can either import your students from the memo pad, or enter them into the program

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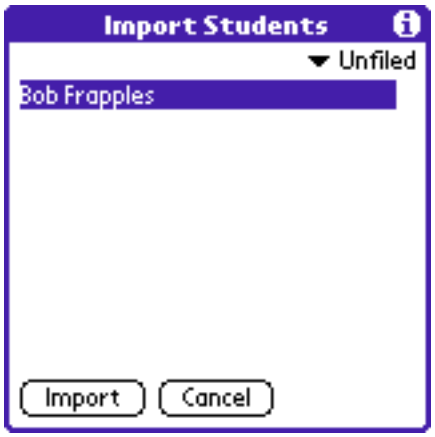
Importing Students from the Memo Pad
In your Palm OS desktop software, create a list of students in a memo and hit return after each one. This can be last name, comma, first name or first and last name with no comma. Synchronize your handheld device with your desktop computer, and then open Participate.

Tap on the Import button.



Highlight the memo and tap the import button. This will add all the students to your master Participate class list. You will then see the list of students in Participate. Tap the OK button to continue with the wizard.

Manual Entry of Students
Tap the next button instead of the Import button.

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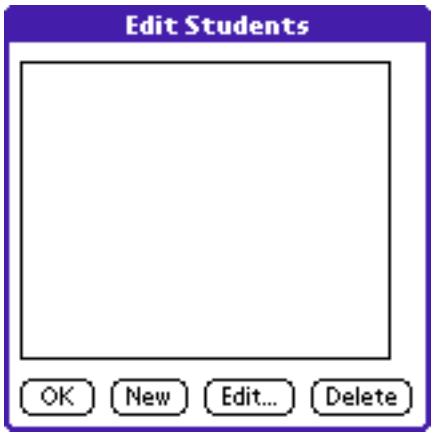

Now tap the New button to create a new student and enter the student's first and last name.

Do this for each student, and then tap the OK button to proceed with the wizard.

Class/Subject Screen

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Tap the Next button to go to the Class/Subject screen. If you are in Elementary mode, this will be the list of subjects you teach to your one class. If you are in Secondary mode, this will be your list of classes that you teach to different groups of students.

Tap the New button to create a new course or subject.

Enter the course name and tap on Done. Keep entering course names until you are finished, and then tap the OK button.

Enrollment

If you are in Secondary Style, you must pick which students are in each class.

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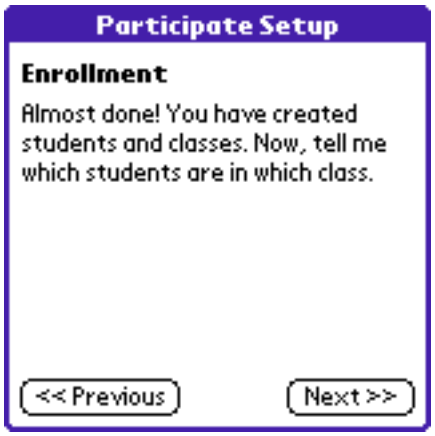
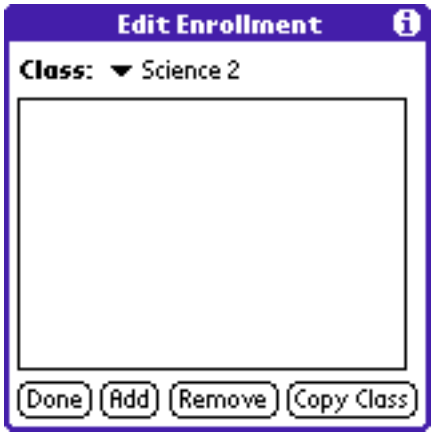
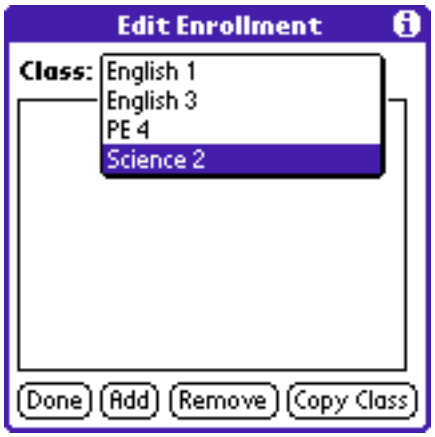


Tap the next button to go to the enrollment screen.



First, tap the class popup list at the top of the screen, and pick a class. This will be the list of classes you entered in the previous step.



Next, tap the Add button.

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Check off the students that you would like to add to the class, and then tap the OK button.

Repeat this process for each of your classes.

Then tap the Done button.

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Using Participate

Once Participate is set up, its real easy to use. First, select the course or subject that you want to assess from the popup menu in the top right corner.

Then,when a student participates in a discussion, simply tap the student's name. A point will be added.

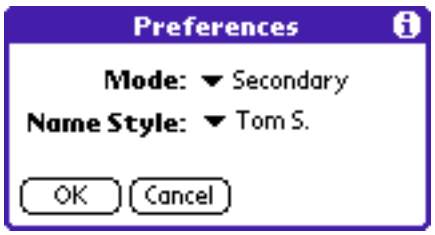
If you would like to remove points from a student, first tap the – sign, and then tap the student.

To change classes, select a new class from the class menu at the top of the screen. The points will be remembered, so that if you go back to that class, they will still be there.

To clear all the points in a class and start over, choose Clear from the Edit menu.

Preferences

Choose Preferences from the menu to display the Preferences screen.



From here, you can change between the Elementary and Secondary class style. You can also choose to show the names differently. You can show first name, and then last name, or last, then first, in 4 different styles.

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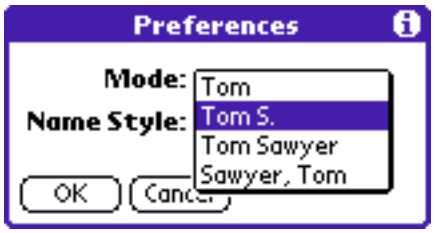

Editing the Student List

To add or remove students, choose Students from the Edit menu.

Tap the New button to add students, or select a student and tap the Delete button to remove a student. To change a student's name, tap the Edit button.

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