

# HANDCASE

## HANDCLASS USER MANUAL

This manual is intuitive as our software, is enough to observe the images to understand as to use best of and the more efficient form. The screens follow the logical order of the presentation them tools in the interface of each software.

### HandClass

Suite of 5 integrated tools in a single interface for teachers manage their classes. For schools, colleges and universities serve as a mobile administrative complement. You can organize classes, students, evaluations, advices, presence. It more a notepad.

#### 1.0 - PALM OS 3.5 or superior (ram 83 KB)

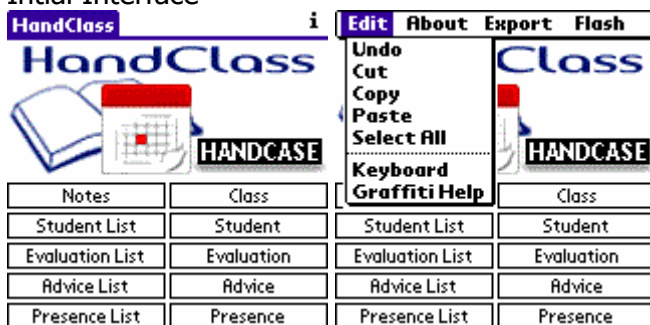
### Install

Just unpacking the zip on the desktop and give a double click the file **handclass.prc** the tool installation of your Palm will open showing the file being synchronized, synchronize and ready.



You recognize by the icon on the side.

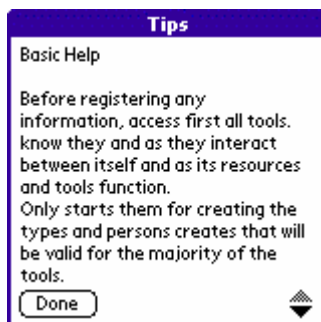
### Initial Interface



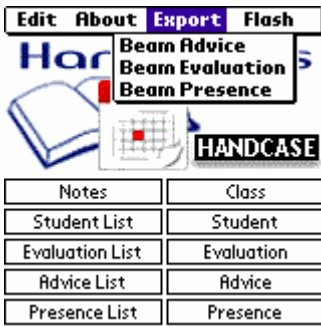
Here you choose tool for use.

Here as in the screens of other tools you choose the option from the menu of action it deems necessary.

**Note:** You may copy of Memos from his Palm all the information and put in HANDCLASS and copy and paste it to use Memos from the Palm Desktop.



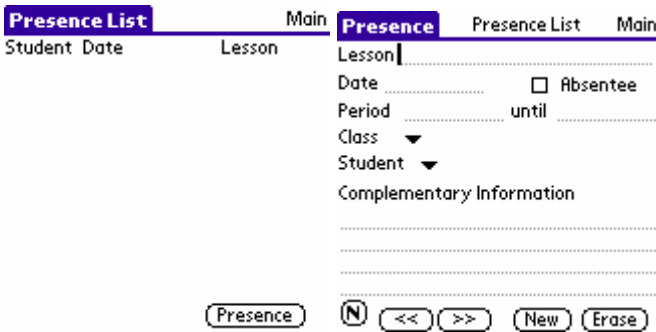
The Basic Help you access by clicking the (i) at the top of the home screen.



Here you can transfer to other palm which possesses the HandClass and share advices, evaluations and presence with other colleagues.



Here you access the palm standard tools and return directly to the HandClass. Very useful if you need to see a calendar, or copy and paste information from memopad and vice versa.



Here you register and list the presence.



Here you register and list the advices.

**Evaluation List** Main **Evaluation** Evaluation List Main

Student Date Notes

Date ..... Presence

Class ▾

Student ▾

Notes .....

Evaluation .....

.....

.....

.....

Warn .....  Concluded

Here you register and list the evaluations.

**Student List** Main **Student** Evaluation Presence Main

For Edit select from the list

Add how many students are needed, they are available on tools:

**Presence and Evaluation**

Student

Additional Information .....

.....

.....

Here you register and list the students.

**Class** Evaluation Presence Main

Add as many classes you need.

These classes are available on tools:

**Evaluation and Presence**

Class | .....

Complementary Information .....

.....

.....

Here you register the classes that will be available on tools presence and evaluations. Through the pull-down menus.

**Notes** Presence Evaluation Main

Subject | .....

Date .....

.....

.....

.....

.....

Here you make your notes. In other tools you can access your notes directly through the button **N**.

Any problem with the Software please contact HANDCASE suporte@handycase.com

**Access:** www.handycase.com

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