

HANDCASE

TEACHER 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.

Descriptive

Suite of 10 tools integrated in an only interface, gathering in only one program Lesson Plan, News, Projects, Works, Notes, Students, Sketches, Diary, Goals and Schools. With him it is possible to organize all the information, that to judge useful or important, for your work as Teacher.

1.5 - PALM OS 3.5 or superior (ram 125 KB)

Install

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

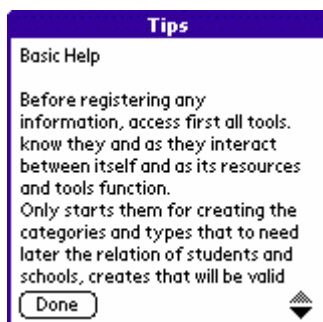


You recognize by the icon on the side.

Initial Interface



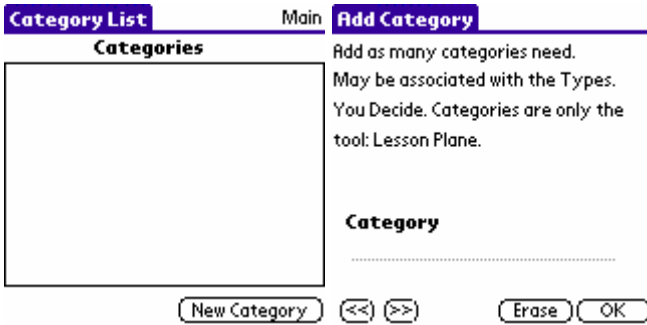
Here you choose the tool you want.



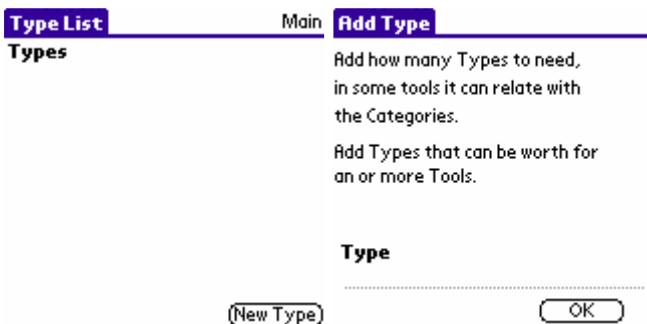
Here you access Basic Help by "i" icon on top of the main screen.



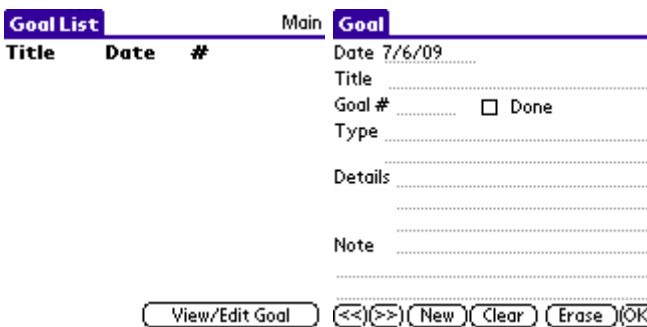
Standard menu, just copy the other tools (memopad, To Do, Datebook) and paste in Teacher, information, and vice versa.



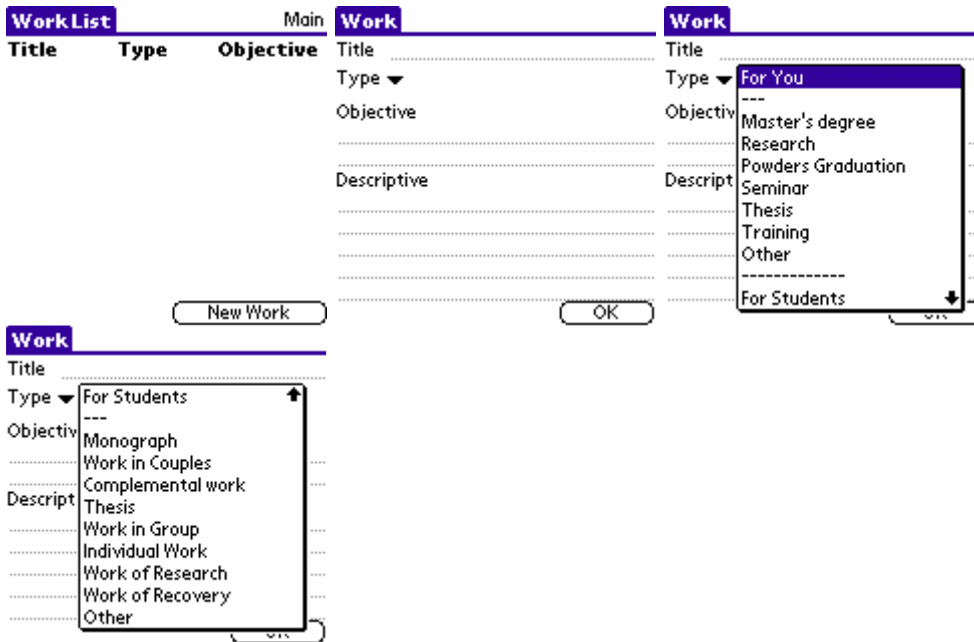
Here you add the categories that will be available in the tool Lesson Plan. In some cases may even join with Type created.



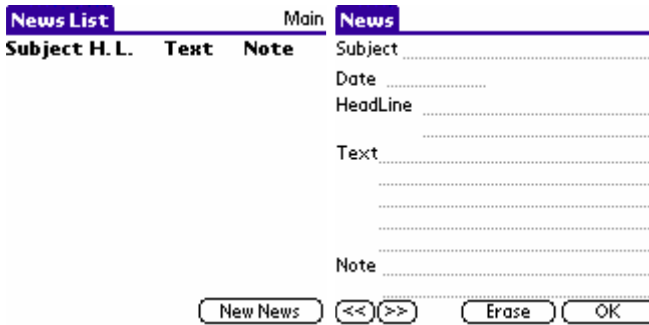
Here you add the types that worth to several tools.



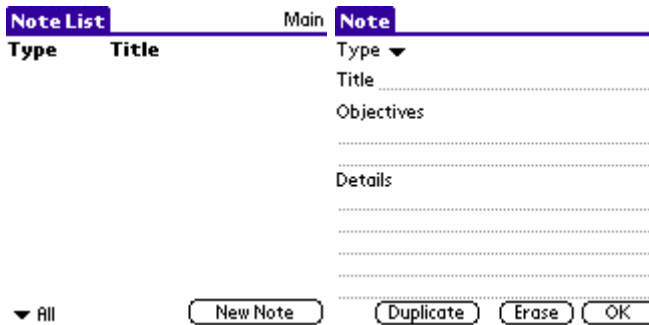
Here you organize your goals, personal and professional.



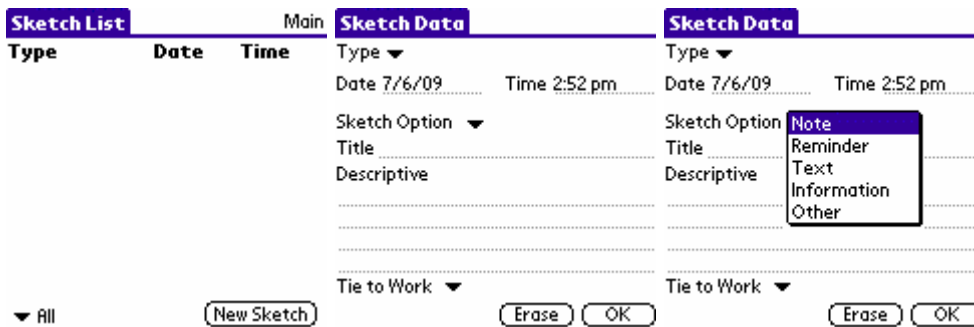
Here you organize your work, and for their students, too.



Here you organize, you saw the news, read or heard and try to save.



Here you organize your notes.



In these screens above you organize sketches, which may be of projects, or any other use, as it deems necessary to organize. Set details on the various screens, the contents of additional sketches.

Student List	Main	Informations Type List	Add Informations Type
Name			Add the Type of Information that to need, as notes, proves, works, seminar, presence, or other, to associate each student. Note - Name of the Student or still Presence - Student, will be enough to choose in the suspended menu, in the screen Student.
			Information Type
<input type="button" value="Information Type"/>	<input type="button" value="New Student"/>	<input type="button" value="Students"/>	<input type="button" value="New Information Type"/>
		<input type="button" value="<<"/>	<input type="button" value=">>"/>
		<input type="button" value="Erase"/>	<input type="button" value="OK"/>

Student

Type ▼

Name

.....

Informations and Note

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Here you organize information for their students.

School List	Main	School Type List	Add School Type
Date School Type Hourly load			Add Types of School linking the tool Schools which are registered.
			E.g. Harvard University, Community College, High School JFK etc
			School Type
		
	<input type="button" value="School T.L."/>	<input type="button" value="Schools"/>	<input type="button" value="New School Type"/>
		<input type="button" value="<<"/>	<input type="button" value=">>"/>
		<input type="button" value="Erase"/>	<input type="button" value="OK"/>

School

Type ▼

Date 7/6/09

School Type ▼

Hourly load Hours

Name

Address

Remember

Lesson

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In the screens above, you organize all the information of schools, courses, colleges and universities, where you teaches.

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

Access: www.handycase.com/eng