

## ***The Portable Lesson Planner***

### **A Suite of Two Programs**

One for Pocket PC

One for Windows PC 95 and Up

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*The Portable Lesson Planner* is actually two programs: *The Portable Lesson Planner PPC* for Windows Pocket PC's and *The Portable Lesson Planner DSK* for Windows PC's. Both programs can be a boon to the busy teacher who has to keep track of daily lessons for himself and for his supervisors. In this hectic day of education teachers are constantly being asked to account for what they are doing in their classrooms, so they are often called upon to show some kind of plan that follows state and local regulations and gives a pretty good picture of what they are doing to fulfill the curriculum.

Regular lesson plan books are fine, but they do have their quirks. Usually the space allotted is too small and several blocks of information are cramped on single pages. If you decide to make a change in the plan, the whole book ends up looking like wall of third-rate graffiti. We developed *The Portable Lesson Planner* system to overcome these problems, allow for other electronic features, and make the whole process. . . well, portable.

Using our programs on the Windows PC or on the Pocket PC, teachers can design their lesson plans a day at a time or a week at a time and then easily synchronize the work with the other machine. If you type your plans on the Windows PC, for example, you can then simply place your Pocket PC in the cradle (attached to the PC) and the files will automatically transfer over to the handheld device, making them available for viewing or editing. The reverse is also possible, but we find it easier to design our plans on the bigger machine and then use the handheld to carry around and to make changes in the plan, if necessary.

With version 2.0 you will also find some other new features. We have included the option to Import files from our premier lesson planning program called *Instant Lesson Planner 2000 Plus*. You can also Import files you have created with our popular *Mapping Curriculum* program. Both of these are available from us at Baggetta\_Ware Teacher Tech [www.baggetta.com](http://www.baggetta.com). In addition we have also included a handy program attachment called Meeting Notes. You will find this handy to keep track of meetings and events you are required to attend. You can enter important information like who was in charge of the meeting, some of the topics covered at the meeting – and you can even set up a list of common topics discussed so that they are available to click and enter in your notes. Finally, we have also included our popular GraderCalc which you will find handy when you have to quickly calculate grades for a student, on the fly.

## The Portable Lesson Planner PPC

- For All Pocket PC's (Processors: Arms, Sh3, MIPS)
- Windows PC required with an attachment of the Pocket PC via ActiveSync
- A synchronized folder should be established on the PC using ActiveSync



This documentation will use the sample lessons included with the program download to illustrate its use. You will find these lesson in the My Documents folder in the synchronized folder on your desktop and on you device after you have installed the program

Tap *The Portable Lesson Planner PPC* icon on the device Programs menu to get the program running. The first screen you will see is the splash screen announcing the program. Give it a few moments and you will be taken to the main work screen, illustrated here.

The main work screen is similar to what you will see in the Windows PC version of the program. At the top of the screen are three boxes labeled "Class," "Period," and "Date," respectively. If you are creating a new lesson, start by tapping the "New" button and then tap inside the "Class" box. You can call up the miniature keyboard to type in the name of the class you are writing for. You can do the same for the

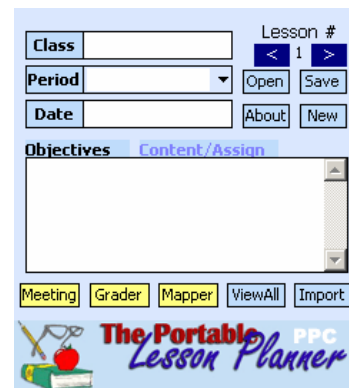


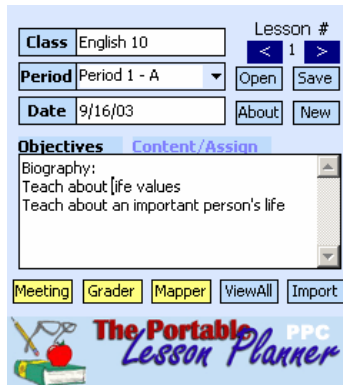
"Period," but you can also choose to use our built in periods by tapping the dropdown arrow and

choosing one of the periods from the list. The class and period information will be retained throughout the 15 lessons allowed in this plan sequence. To enter a date for the lesson, tap the Date textbox and then type in a date. You can use any format you like, but

you should be consistent. If you prefer, you can use the built in calendar by tapping the "Date" label. A small calendar appears (similar to the one shown here) and you can tap a date you would like to enter. The calendar only enters dates in the short form mm/dd/yy. You can close the calendar by tapping the "Date" label, when you are finished.

Notice the two arrows < > to the left of these boxes. You can use these arrows to move backward and forward through the lessons. The first lesson in the set is number one. Tap the right arrow > and you move to lesson number 2 and so on. You are allowed 15 lessons in a set, more than enough to complete a week or two or a short unit, if that is the way you want to handle your lesson planning. The default of the program places the arrows on the right side of the

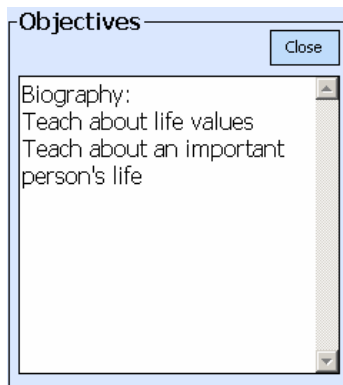




screen. For lefties, we have built in a position shifter. Tap the label above these arrows, “Lesson #.” This will shift the navigation arrows, information boxes, and obstructing buttons to the opposite side of the screen. This option is a toggle switch, so you can change it any time and as often as you like.

One window in the center of the screen serves two purposes. By default it starts as the “Objectives” window. This is where you will list all of your objectives and materials for the lesson on view. You can even paste your appropriate state standards in this box as long as it is pure text

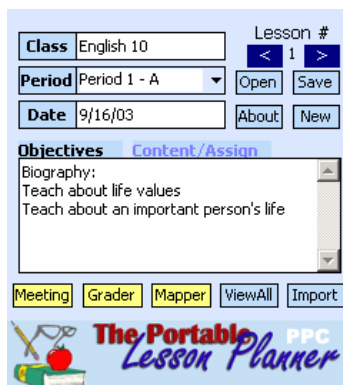
without formatting or graphics. Notice that the title is in bold black letters. To the right of it is another title “Content/Assign.” This is faded and in the background. When you tap this title the Content/Assign window alternately darkens, and this is where you will enter the activities and assignments you have designed for this lesson – the activities that will fulfill the objectives. To use these windows, tap the heading you want and then use the miniature keyboard to type in your assignment information.



To use these windows, tap the heading you want and then use the miniature keyboard to type in your assignment information.

The Pocket PC doesn’t allow much real estate to work with, so these windows are a bit cramped, even though they can be scrolled for quick viewing. To make the view a bit more comfortable we allow the expansion of both Objectives and Content windows. To open the window to its fullest, double tap it. The full sized window can be scrolled as well, if you need to view a large amount of information. Close these windows by tapping the OK button. The expanded

windows don’t allow editing, so return to the smaller format if you need to make changes.

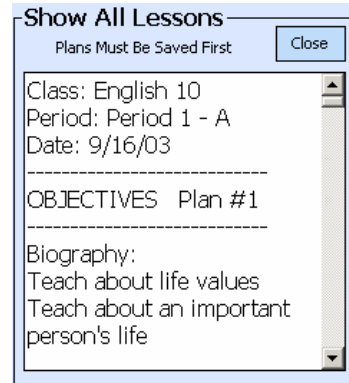


If you examine the screen you will notice that there are several other option buttons available. Use the OPEN button to open a file you have already created and saved, either with the Pocket PC or the Desktop version of the program. Upon opening, the information fills the windows immediately. Once you have the data opened, you can view it or modify it and save it using the SAVE option button. It is a good idea to keep all of your files in the My Documents folder so that they will be accessible to the Windows PC version of the program for further updating and printing.

If you want to start a new lesson plan while in *The Portable Lesson Planner PPC*, simply tap the NEW option button. You will be warned whenever a destructive action is about to be taken, so read the warning dialogs to prevent

any accidental loss of data. You can find out more about Baggetta\_Ware by tapping the About option.

The “View All” button will allow you to scroll through all of the lessons (completed or incomplete) stored in this file. If you use this option, you will see the data in a larger format, and you won’t have to use the right and left arrows on the main screen. This option is for viewing only. If plans are empty, they will be displayed in that format, but your completed plans will be formatted in sequence for you to browse at any time. Click the OK button when you are done perusing, and you will be returned to the main work screen.



The “Import” button might or might not be of use to you. This will allow you to import lesson plans you created with our other stand-alone lesson planning software entitled *Instant Lesson Planner*



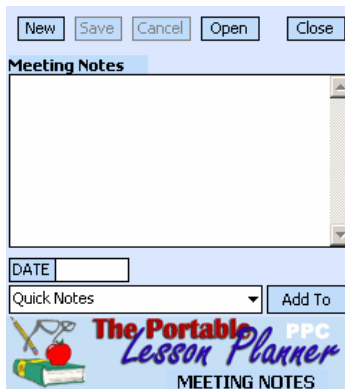
*2000 Plus*. You won’t be able to modify these files in the portable planner, but it will allow you to view these files on the fly. To import a file of this type, tap the button and wait for the Open dialog to appear. If you have any ILP2000 plans on your device (these will have an .lpn extender), you will see them in the list. Do not attempt to open other files with this import option. Such action could cause your program to crash. Only open files created with ILP2000 and have an extender of .lpn. Files that have been imported for viewing will look similar to the one illustrated here – with a slight

change in the top of the interface.

The yellow buttons are links to the peripheral programs that accompany this software. “Meeting” opens the *Meeting Notes* program, “Grader” opens the *GraderCalc* program, and “Mapper” opens the *Curriculum Map Viewer*. Let’s take a look at how each of these programs look and operate.

### **Meeting Notes**

*Meeting Notes* is a handy little program that will allow you to record notes from any special meetings you might have to attend. You can enter the information through the miniature keyboard for detail, but you can also set up a list of common events that occur at some of the more redundant meetings (and how many of those have you attended?).



Upon opening, the *Meeting Notes* screen shows a series of buttons similar to those on the lesson planner screen: “New” is used to start a new set of notes. “Save” is used to store the notes you have recorded, using the miniature keyboard. “Cancel” brings you back to the start, without saving any data you may have entered. It is an escape key. “Open” is used to open a note file you have saved to your device. “Close” will return you to the main lesson planner screen.

If you “Open” an old file, the information will fill the “Meeting Notes” window area. This is scrollable, so you might have to use the scroll arrow to work your way down the contents. You can also enter a date for the notes by typing the date in the “Date” box, or by tapping the “Date” label to bring up the calendar. After selecting a date from the calendar, tap the “Date” label again to close the calendar.

In our experience, we have come upon many meeting which cover the same topics over and over *ad infinitum*. To make entry easy, we have included the “Quick Notes” dropdown list. From this list you can tap a particular activity, instruction, or rule and then tap the “Add To” button to add it to your notes in the above window. This also comes in handy for quickly entering names, rooms, etc.

To use “Quick Notes,” you will have to create a text file that will be recognized by the program, when you place it in the My Documents folder (either on the device or in the synchronized folder). There is a sample “Quick Notes” file in your synchronized folder, when you finish the program installation. It is called QN.txt. If you open it in Notepad (or any text editor) you will see how simple the structure is. Each instruction or idea is typed on each line. Hit the Enter key to drop to the next line you want to enter. You should make each instruction short, so that it can be recognized in the list. After you create your own list, save it to the synchronized folder. Be sure it has the name QN.txt or it will not appear in the dropdown in “Meeting Notes.” Here’s an outline of what a three note file might look like:

Note one on this line  
 Note two on this line  
 Note three on this line

Now save this as QN.txt in the synchronized folder. The next time you sync your device it will be transferred. If you don’t create a list of your own, a simple built-in list will be used instead. You can create this list and alter it any time.



## GRADER CALC

If you tap the “Grader” button, you will open the *GraderCalc* program. *GraderCalc* is a handy little program that teachers (and anyone else who deals in averages) will find very useful. Students often come to us wanting to know where they stand in the grade standing race for their class. We could probably give them a ballpark figure, but it is much more impressive to enter their grades in real time and churn out a quick average that they can see, up front. *GraderCalc* does this on your Pocket PC device, so it’s always handy when you are cornered by that desperate student.

### Using *GraderCalc* PPC

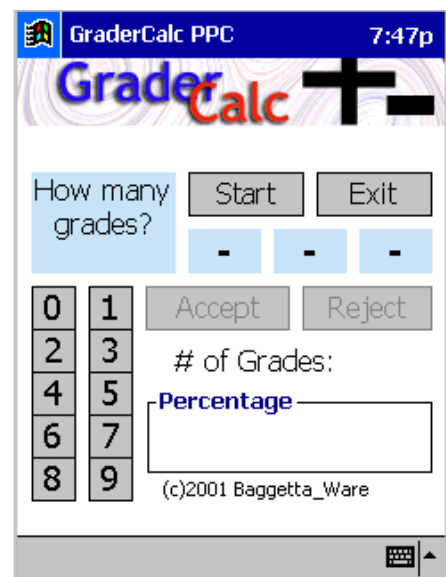
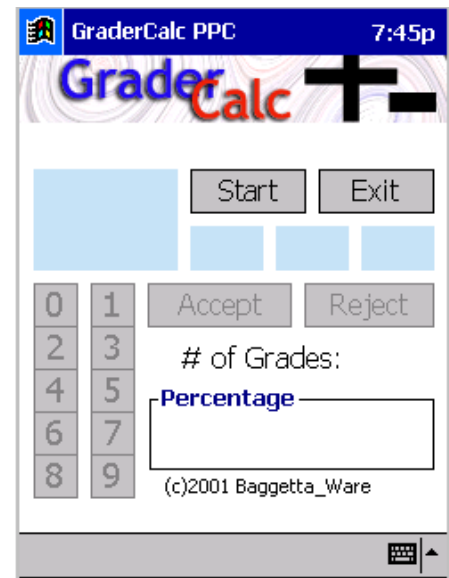
*GraderCalc* PPC installs on your device Programs menu. You should see the icon and label sitting there. Simply tap the icon to bring up the program running. The main screen looks like the illustration here.

*GraderCalc* PPC is now ready and waiting for you to enter up to 20 grades to average. The procedure for grade entry is as follows:

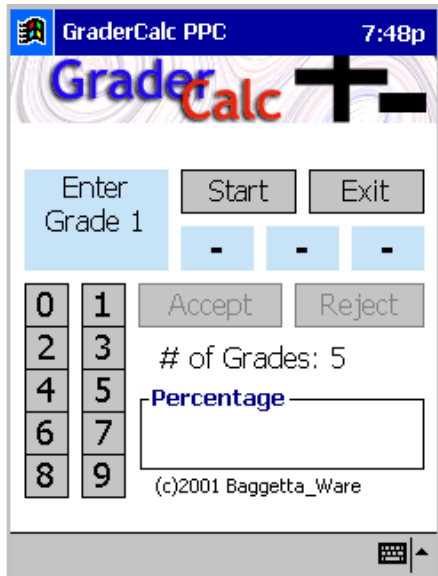
1. First enter the number of scores you will want to average (5 quizzes or 8 tests or 3 compositions, etc.). Use zeros to fill in grades with less than three digits (example: 024 or 003 or 098).
2. Enter each grade sequentially, one at a time – accepting or rejecting each grade as you progress.
3. The program will recognize when you have finished entering the requested number of grades and immediately give you an average.

Let’s enter some grades as example, to get a feel for the program interface. Let’s say your student James Bond asks you to average his quiz grades so far in class. He has the following five grades on record: 85%, 34%, 76%, 55%, and 92%. Tap the Start button.

The program inquires: **How many grades?** you want to calculate.



We want to average five grades, so on the number keys we enter the number 5 as a three-digit number: 005. The digits register as you tap. After you have entered the number, the Accept and Reject controls light up. They will not become active unless you type in three digits.

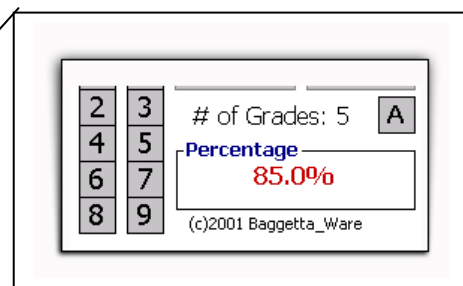
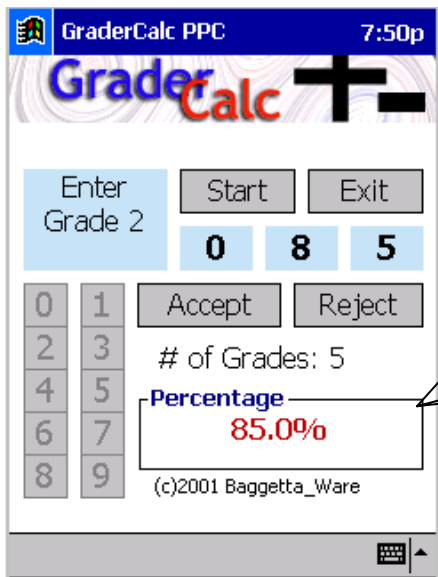


If you have mistakenly entered 500 or some other outrageous combination, you can tap the Reject control to start over again. If you entered the number correctly, the program shows the number of grades to calculate in the display and sets up to receive the first of the five grades, as the illustration shows.

Individual grades to average are entered the same way the total number of grades was entered. Each grade is entered separately as a 3-digit number (leading zeros), Accept or Reject is tapped and the accumulating percentage is displayed in the Percentage window.

Let's enter the first grade to see how this works. The first grade was an 85%, so tap 085 on the number keys, to enter this score. Notice that each digit appears at the top of the display as you enter it. When you tap the last digit, the score is recorded as the first in the average, and the current average appears in the Percentage window.

After you make the last entry, a dialog box will pop up on screen telling you the final average for the grades you entered. It will look like the illustration here.



The average appears and is updated in the Percentage window after each number is entered.

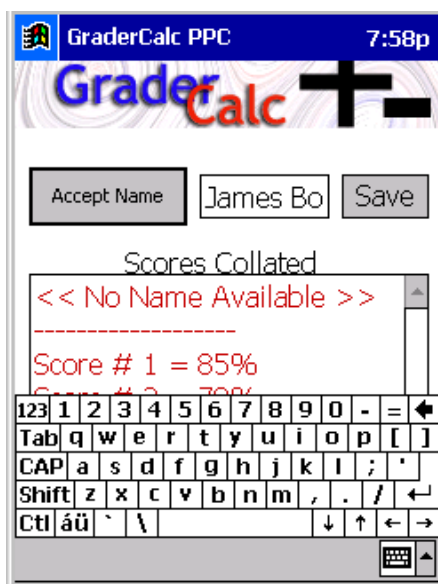
To calculate the rest of the grades, simply continue typing them in and tapping the Accept control to figure the average. Remember, if you make a mistake in entry, simply complete the entry (even with a false number) and then tap the Reject control to start the number entry again.

When you finish entering all of the scores, a dialog will appear announcing the final average. At this point you will be given the opportunity to save the information and later print it, if you like.

If you want to just continue on with some more entries or end the program, simply tap the No control. This will bring you back to the main screen where you may enter another set of scores or tap Exit to end the program.

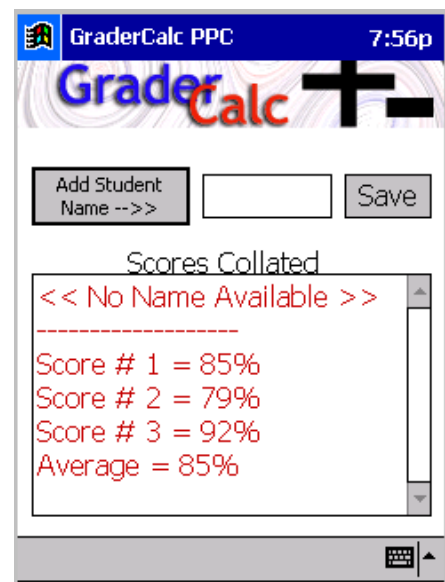
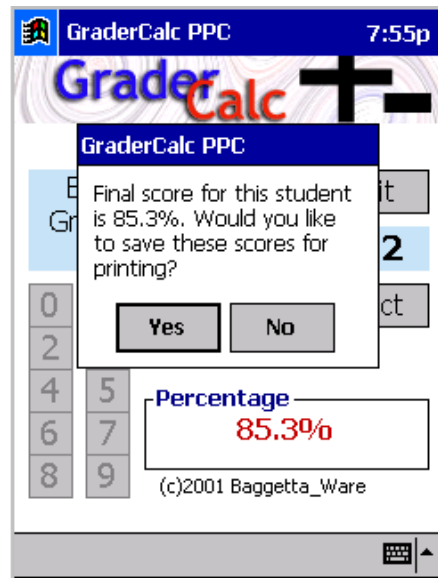
If you answer Yes to this dialog, you will be brought to another screen which will allow you to save and ultimately print from your desktop. For this instructional demonstration, we will elect to save our data. So we tap the Yes control and it brings us to the screen illustrated here.

Notice that all of the scores we entered are collated for us in the Scores Collated window. This window has a scroll bar on the right side, in case the list is too long to fit in one window, as it is in this case. If you scroll down, you will see that the average is at the very bottom of the list.

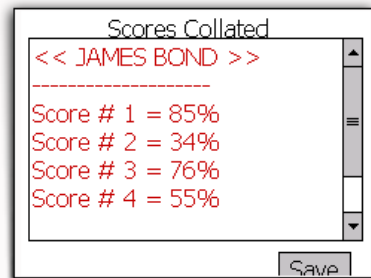


This screen also gives you the option of adding a name for the student, if you want to save this information for future reference. To add a name, simply tap on the Add Student Name control at the top of the screen. A flashing cursor will appear in the window next to the control, and the system keyboard will pop up so that you can enter the name of the student, as we have done in the illustration here.

Once you have typed the name (don't worry about case, since it will all be saved in



upper case), tap the Accept Name control to enter the name at the top of the score list. You can also close the keyboard to get a better view of the final results.



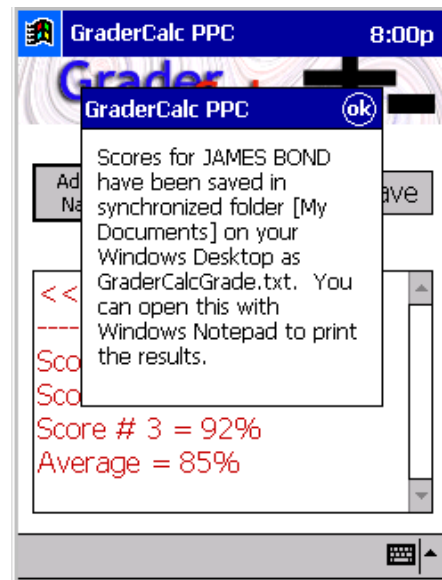
Now we are ready to save our data. Saving the data will store all of the information from this screen in a file called GraderCalcGrade.txt, in you're my Documents folder on the device. If you have set up a Synchronized folder on your desktop (see the instructions that came with your device and ActiveSync), you will find the same file saved in that folder, after you dock your device and sync with your computer. From there, you can access the information with any word processor or text editor to manipulate, store, and print the information.

When you tap the Save control, a final screen alerts you to the fact that all of your information is going to be saved. It looks something like the illustration here. To complete the save and return to the main calculation screen, tap the "ok" control on the dialog.

The main screen returns, and you may do another calculation or end by tapping the Exit control.

### Viewing and Printing the Data

As indicated above, if you have a Synchronized folder on your desktop, and you sync with your computer using ActiveSync, you will find a copy of the saved file in that folder.

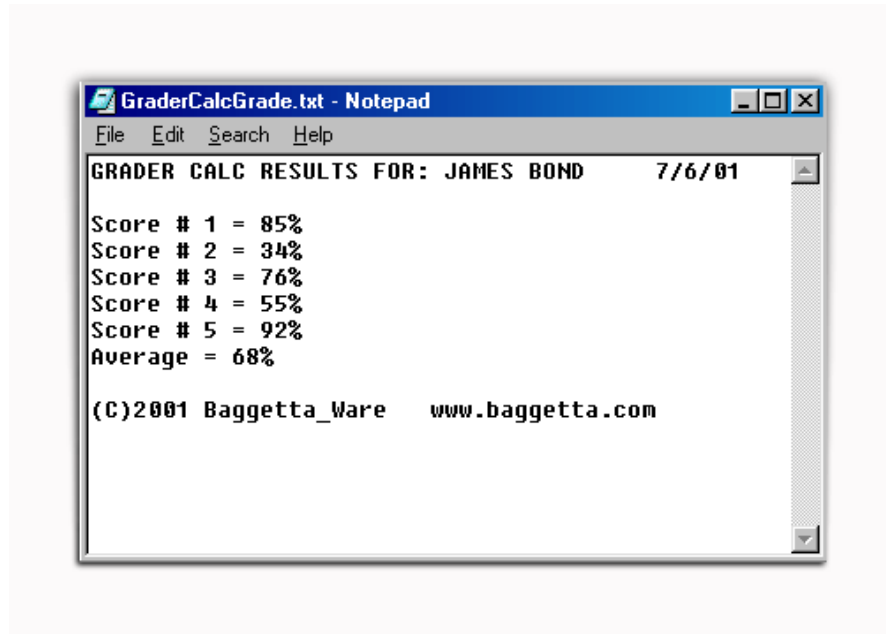


**IMPORTANT: The file that is saved is called GraderCalcGrade.txt, and it is replaced every time you do a save from the device and sync with the desktop. If you want to preserve the information, you should remove the file from the synchronized folder on the desktop and store it in another folder – preferably under a different name.**

If you want to print the information to give to the student, present to a parent, or simply keep as part of your documentation, you can use the Windows

Notepad to open this file, for example. As mentioned above, it is located in the Synchronized folder on your desktop (sync folder names vary, but it probably has the same name you gave to your device when you set it up).

The illustration below shows what the printout will look like when it is opened in Windows Notepad and then printed.

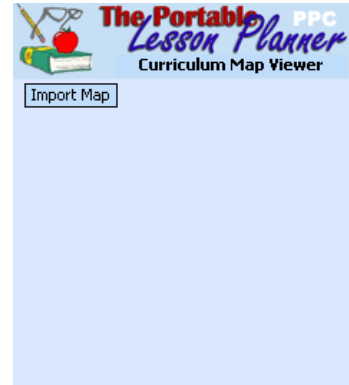


*GraderCalc PPC* is not a full scale grading program, but it does help out in the busy classroom scheme of things. Use the program for a while, and it becomes quite intuitive. Your students will enjoy it, your supervisors will be greatly impressed at your innovative use of technology, and it will relieve you from just one of many demands made upon the teacher.

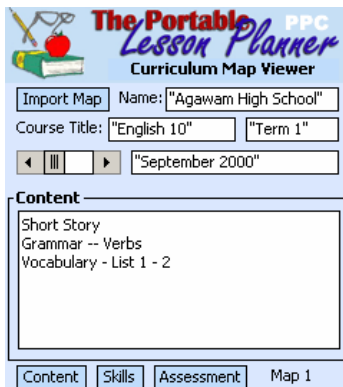
## Curriculum Map Viewer

A few years ago, we invented a program called **Mapping Curriculum**, for the Windows PC. With this full-featured program, you can outline a curriculum according to Content, Skills, and Assessment, for just about any subject you encounter. We thought it might be helpful for users of **Mapping Curriculum** to have a portable viewing program that would allow them to consult their department's curriculum on the fly, right from The Portable Lesson Planner. So we have included a viewer in this suite. You can't alter the files, but you can open any file that has been created with the master program. You start the program by tapping the "Mapper" button at the bottom of the planner screen.

This will open the viewing screen that looks like the illustration here. Not much to see here until you open a map. Before attempting to import a map into *Curriculum Map Viewer*, you should make sure you have it copied to the synchronized folder and then sync to the device. This will make the map available for import. When you are ready to import, just tap the "Import Map" button and you will get an Open dialog box. Select the map you want and it will open in the windows (it might take a few moments if the map is very



long). We've opened the sample map that comes with the installation, to show you what the screen will look like.



If you are familiar with *Curriculum Mapper* for the Windows PC, you will recognize the structure of the screen here. At the top you have the Name of the School, The Course Title, Term, and Date of this Map. The buttons at the bottom of the screen allow you to see the Content, Skills, and Assessment for each map. Of course you can flip through the maps in this file by using the scroll bar to the left of the

date.

When you are done viewing, you can import another map, or close the Map Viewer by using the X close button, to return to *The Portable Lesson Planner PPC*.

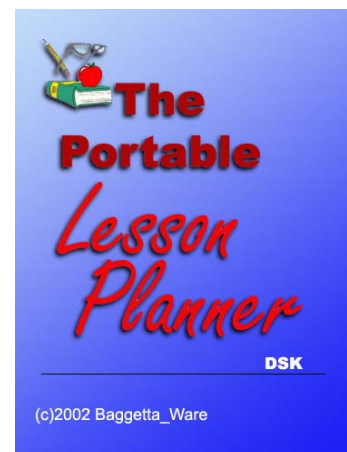
### ***The Portable Lesson Planner DSK***

- For All Windows PC running Windows 95 and up
- Pocket PC required with an attachment to Windows PC via ActiveSync
- A synchronized folder should be established on the PC using ActiveSync

This documentation will use the sample lessons included with the program download to illustrate its use.

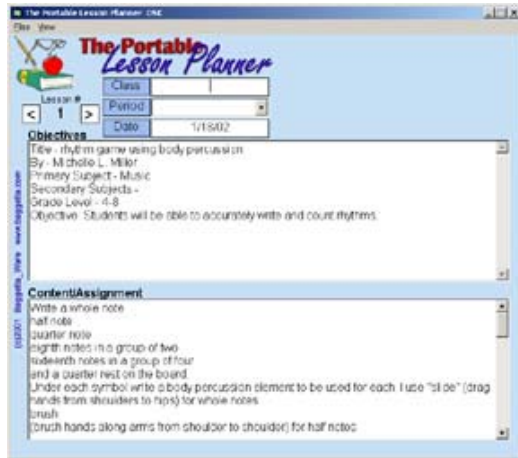
(This desktop utility does is not used in conjunction with Meeting Notes, GraderCalc, or Curriculum Map Viewer)

You will be able to create, view, and modify your lesson plans in both the Pocket PC and PC versions of this program, however, you might find it more convenient to design the plans on your larger computers, so we have developed this desktop



version of the program to work with the handheld version.

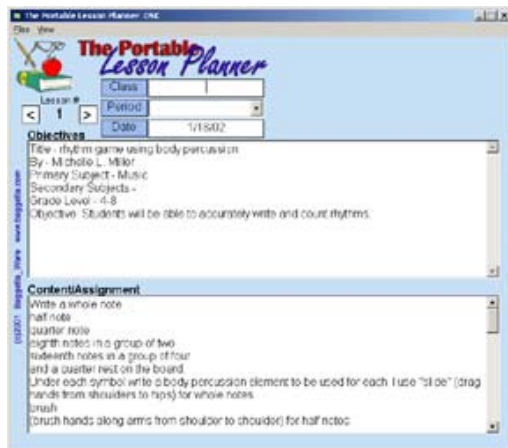
You will notice that the interface is very similar in both versions with a couple of exceptions. These will be highlighted as we explore the use of *The Portable Lesson Planner DSK* (desktop version for Windows PC's).



Click *The Portable Lesson Planner DSK* icon on the Windows desktop to get the program running. The first screen you will see is the splash screen (above) announcing the program. Give it a few moments, and you will be taken to the main work screen.

At the top of the screen are three boxes labeled "Class," "Period," and "Date," respectively. If you are creating a lesson, start by clicking the "Class" box and use the keyboard to type in the name of the class you are writing for. You can do the same for the "Period,"

but you can also choose to use our built in periods by clicking the dropdown arrow and choosing one of the periods from the list. The class and period information will be retained throughout the 10 lessons allowed in this plan sequence. To enter a date for the lesson, click the Date textbox and then type in a date. You can use any format you like, but you should be consistent. If you prefer, you can use the built in calendar by clicking the "Date" label. A small calendar appears (similar to the one shown here), and you can click a date you would like to enter. The calendar only enters dates in the short form mm/dd/yy. You can close the calendar by clicking the "Date" label, when you are finished. Of course, you can enter the date manually, if you prefer.



Notice the two arrows < > to the left of these boxes. You can use these arrows to move backward and forward through the lessons. The first lesson in the set is number one. Click the right arrow > and you move to lesson number 2 and so on. You are allowed 10 lessons in a set, more than enough to complete a week or short unit, if that is the way you want to handle your lesson planning.

There are two category windows: (the Pocket PC uses one window for both purposes) Objectives and

Content/Assignments. Objectives can be viewed or typed in the Objective window, but other instructions can be included as well, such as state framework items or strands. Your activities and assignments for the lesson can be typed in

the Content/Assignments window. These windows do not expand as they do on the smaller handheld device, since there is plenty of reading room.

At the top of the main screen there is a menubar with two options visible “File” and “View.” Let’s look at the File menu. Click it to bring up the menu list. There are five options on this menu: OPEN, SAVE, NEW, PRINT, and ABOUT. Use the OPEN option to open a file you have already created and saved, either with the Pocket PC or the Desktop version of the program. Upon opening, the information fills the windows immediately. Once you have the data opened, you can view it or modify it and save it using the SAVE option. It is a good idea to keep all of your files in the synchronized My Documents folder in so that they will be accessible to the Pocket PC version of the program for further updating and printing.

If you want to start a new lesson plan while in *The Portable Lesson Planner DSK* simply click the NEW button. You will be warned whenever a destructive action is about to be taken, so read the warning dialogs to prevent any accidental loss of data.

The most distinctive difference between the desktop program and the handheld is the Print function, available on the Files menu. It is much easier to print from the desktop, so we have built in a simple print feature. After you finish typing your lesson (or Open a lesson), click the Print option to send it out to your printer. This is handy for classroom use, conferences with your department head, and assorted meetings where you might have to have a copy of your plan available.

There is one other option that is quite handy, and it is located on the View menu. Tap the “Show All Lessons” option, and you will get another screen with a scrolling window. This window will display all of the lessons available in the set of plans, 1 – 10. If plans are empty, they will be displayed in that format, but your completed plans will be formatted in sequence for you to browse at any time. Click the OK button when you are done perusing, and you will be returned to the main work screen.

If you want to find out more about Baggetta\_Ware or need to contact us, click the About button. When you are finished using the program, simply click the X close button to exit.

### Caveat

We have tested these program on several machines with no difficulties, however, given the nature of computers and computer software, there is always the inherent possibility of a bug occurring and therefore Baggetta\_Ware cannot be held responsible for any damage to hardware or software on your machines,



due to misuse or unforeseeable problems. If you find these terms unacceptable, please do not use this software. Otherwise, please report any bugs to us at Baggetta\_Ware [www.baggetta.com](http://www.baggetta.com) [baggetta@baggetta.com](mailto:baggetta@baggetta.com)

Thank You

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