

SUBSTITUTE TEACHER JOURNAL Version 1.2

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Substitute Teacher Journal - This program is for Substitute Teachers to record information about each of their teaching assignments. Keep important information about each of the School Districts that you work with. Keep a record of all your teaching assignment. This is a easy to use program for your PDA, take the information anyplace and enter information during each assignment. Have a bad student you need to report, just enter it in the Notes field. Track whether you have been paid yet? Enter all this information and more. This is a must have program if you are a substitute.

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Installation:

This program is contained in the self extracting archive called "Substitute Teacher Install.prc". This archive is a platform independent archive and can be installed on any PDA using the Palm OS 3.1 or above, from any desktop computer, whether its Windows, Mac, Linus or some other operating system. Move the above archive (Substitute Teacher Install.prc) to your PDA. Once you have it on you device, locate it in the Unfilled Category. Find the icon called ST-Install and tap on it. This will activate the archive and will install all required files. If you get any messages that there is another copy of a required file already on your device, make sure that the file being copied is the same or newer than what is on your device. When its complete, this archive will automatically be deleted. To run the program, tap on the icon called SubTeacher, again in the unfilled category. You may move this icon to any category. You may even move it to a storage card, but the databases must stay in RAM and not reside on the card.

Manual:

There is no manual, except for this document. None is needed. On every screen within the program if you do need additional information, select Help from the menu-bar or enter the shortcut key /H. This will display a Help screen that will give general information about the purpose of the screen and what should be entered.

How to Register:

After purchasing this application, you will receive a registration code via email within 24-48 hrs of purchase confirmation. This email will contain a registration code. To register, start the program and on the Welcome (first screen shown) screen tap the Register button. Enter the Registration code exactly as sent. These are case-sensitive. Once registered successfully , all features will be available.

To purchase this title, you can go to: (copy the following URL into the address bar in your browser, copy the whole line.)

<http://www.handango.com/affiliate/PlatformProductDetail.jsp?siteId=1&platformId=1&productType=2&productId=64178§ionId=0&catalog=1&affiliateId=134&programId=19>

Notes:

This new release has added the ability to export a particular day to the Palm Memo Pad. When you enter information for a teaching assignment, you may opt to send a report of this days activites to the Palm Memo Pad. To export, you select Export from the menu bar on the School Days screen or tap the button called "Export" on the School Days Notes screen. This will only export 1 day to a memo.

You may also export all School Day records. To export all, select the Records menu option on the Welcome screen and select Export. This will export all records to a PALM DOC format in a CSV format. A CSV format is a text format where each record in on one line and there is a comma between each field. This is a common format for importing into spreadsheet programs. The file created when you export is doc_OSSTDay.pdb. If you export multiple times, the file will be overwritten. In order to view this file on your Palm you will need a program that can read the PALM DOC format. One such utility is CspotRun. You can find this a <http://www.handango.com/> with the product id of 300. When you perform a HotSync © with you desktop, this file will be put in the Palm backup directory (C:\PALM<userid>\backup). In order to view it on your Palm you need a Document Reader. A good free utility is called DocReader, available at <http://mpickering.homeip.net/phpwiki/index.php/DocReader>. There are others available. With a reader you may view, print and /or copy and paste the data into a spreadsheet program such as Microsoft Excel.

If you have any questions, comments or suggestion, please send an email to OmegaSoftware@jbonin.com.

History:

1.2 – Added Export functions

1.0 – Initial Release