

# ThoughtManager for Education Supplemental Guide



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#### ThoughtManager for Education Supplemental Guide

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# Introduction

Welcome to ThoughtManager for Education! ThoughtManager for Education will help you create lesson plans, outline thoughts, make task lists, assess student progress, and lots more. ThoughtManager for Education is also an excellent tool for communicating your ideas and plans to your colleagues and students. If you know how to make a basic outline, you can begin using the ThoughtManager for Education immediately to help you in your teaching.

This manual is a supplement to the ThoughtManager users guide. If you are not familiar with using ThoughtManager, take a few minutes to glance through the ThoughtManager users manual to familiarize yourself with the program. This manual will show you how to use some of the outlines included with ThoughtManager for Education, and give you ideas for creating resources for your own classroom, or to share with others.

While reading through the manual, think not only about how ThoughtManager can organize your professional life, but also how it can benefit you in the rest of your life (if there is a “rest” for teachers and students).

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## Organizational Features

**Templates**—Outlines that you can save and reuse over and over

**Sorting & Columns**—Outlines can be sorted alphabetically, by category, creation date, modification date, or even manually by dragging and dropping them where you want them in the list.

**Hiding & Deleting Checked Items**—You can hide checked items or delete them to focus only on the parts of an outline or project that have not yet been completed.

**Notes & Drawings**—You can attach a note or drawing to an individual item in an outline.

**Storage Folder**—You can drag items directly into and out of the folder list. The contents of the folder is universal to the program, so you can drag an item from one outline and put it into the folder, then go to a different outline and drag it out.

**Duplicate & Delete**—Duplicate or delete an item using a menu option.

**Keyboard**—ThoughtManager includes support for the Palm Keyboard. ThoughtManager combined with a Palm Keyboard is a portable, compact tool for taking notes at meetings, in class, during brainstorming sessions, etc.

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## Collaboration Features

**Beaming**—Transmit your ideas and plans to other ThoughtManager users.

**Backup Files**—Each outline is now stored in your backup directory. You can give copies of these outline files to others to install into their own Palm devices. Your outlines can be emailed, or even posted on the Web for others to use..

**Export & Import**—will now transfer more than one memo's worth of information to and from the Memo pad for editing on your desktop.

# Teacher Uses

With ThoughtManager for Education, your handheld computer will help you do the work of organizing the myriad of ideas and tasks of teaching and learning. This section covers the principle ways in which teachers are utilizing its power.

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## Lesson Plans

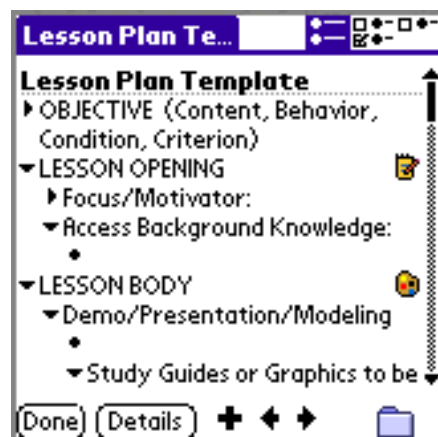
Create your own lesson plan templates (or use the ones provided). Wherever you are (e.g., boring faculty meetings), you can develop your lesson plans. First, refer to the “Lesson Plan Creating” outline to get you started. Then you can refer to other resource outlines, such as:

BEFORE Reading Activities  
DURING Reading Activities  
AFTER Reading Activities  
Higher-Order Thinking Skills  
Graphic Organizers  
Vocabulary Development  
Designing Performance Tasks

Multiple Intelligence Theory  
Fortifying Curriculum w/ Literacy  
Cooperative Group Ideas  
Writing Ideas & Activities  
Mini-lesson Format & Ideas  
Study Guide Creating  
SDAIE Strategies

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## Creating Lesson Plans:



1. You can begin 3 different ways:
  - Tap on “New” from the ThoughtManager for Education list screen to create a new outline/template for your lessons
  - Tap on the menu then “New from Template” and choose a template that you have created or the Lesson Plan Outline template included in the application.
  - Tap on an old outline (one that you don’t mind changing) and enter the new lesson information. It will overwrite the previous information.
2. Modify the outline items to make a template that you will use over and over. (You can edit it when you need to.)
3. Tap on the menu, then tap Save as Template
4. Now from the opening screen of ThoughtManager, tap the menu and then “New from Template.” Choose the template that you saved you can start a new outline of a lesson plan.
5. Put the title and date of the new lesson plan in place of the title (i.e., erase your generic lesson plan template title)
6. Fill in the items using your textbook, curriculum notes, and/or the outlines mentioned above, etc.
7. Before tapping “Done” to exit, tap on “Details” and place the lesson plan in the file you prefer (e.g., English Lesson Plans) for easier retrieval.



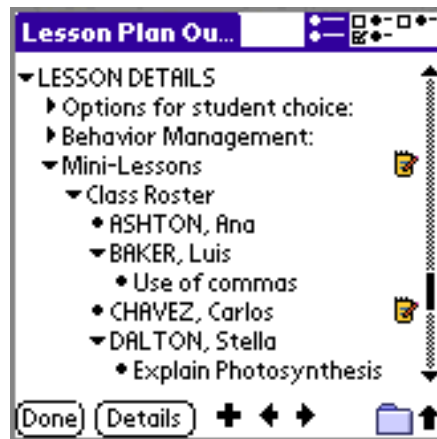

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## Differentiating Instruction

Students have a wide variety of individual needs. Teachers are bombarded by thoughts such as: “He needs to learn how to...; she needs to learn why...” With ThoughtManager for Education, even in the busy midst of teaching today’s lesson, you can quickly record “spur the moment” ideas and individual student information into tomorrow’s lesson plan (e.g., teach Luis the use of commas).

1. Just open ThoughtManager on you Palm device

2. Tap on the outline “Lesson Plan for English (date),”
3. Open the “Individual class needs” item that has a class roster in it (or open a “Mini-lesson” item),



4. Next to the student’s name, write the specific details that you want to teach to that student or small group the next day (or whenever).
5. You can even have an ongoing outline called “Individual Class Needs” that is always evolving.

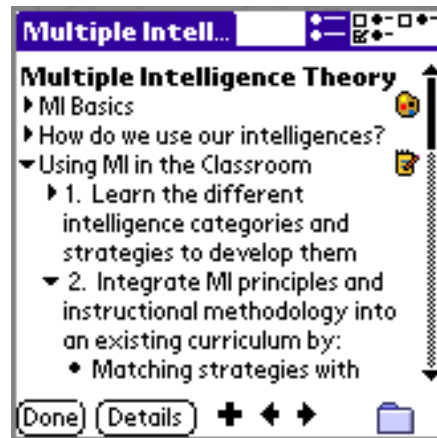
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## Multiple Intelligences & Learning Styles

The outline “Multiple Intelligences” offers a brief description of the ways in which students can differ in how they learn. A student may learn the elements of story better through music or drama than by just reading it. He or she may learn science concepts better through cooperative or even kinesthetic methods. You can use ThoughtManager to assess and keep track of how students learn best. Moreover, you can record ideas for modifying instruction to meet the needs of those students who have “intelligences” that are typically not as valued or tapped in our schools. If developed and used, these intelligences can magnify student learning in amazing ways.

For example, under the student file, “Individual Student Data,” one item may be “•MI & Learning Styles,” under which you would note your observations on your MI assessments of a student and continue to record your other observations as she works on projects and with peers.





## Organizing Tasks & Ideas

Teachers' and students' "To Do" lists are so long and chaotic (& often lost) that things don't get done and we get further stressed by keeping it all in our heads. ThoughtManager for Education eases the mental burden by grouping ideas and tasks in logical ways. Examples:

**Lists & Priorities** are changing all the time and ThoughtManager allows you to add & delete new items, and you can move new priorities to the top of the list in an instant by simply dragging.



**Parent Contacts** are vital, yet many teachers may have more than 150 students (often multiplied by 2 parents or guardians), creating the need for a system to keep track of the contacts.



**Materials & Supplies:** Use ThoughtManager to keep track of supplies and costs, along with lists of items and money that students may have borrowed or owe (e.g., books, CD's, etc.)

**Curriculum and instruction ideas** often come to you at the least convenient times. A handheld computer with ThoughtManager makes recording ideas more convenient—and more likely to be retrieved & used. Create an outline with different categories of curriculum & instruction.



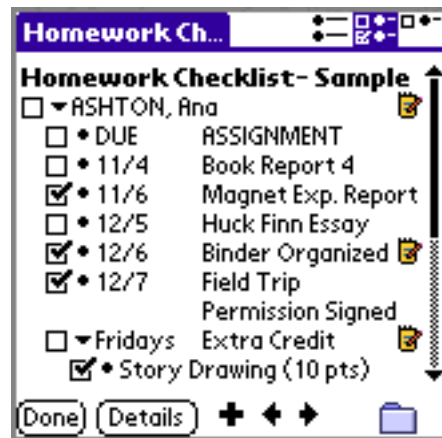
**Class Variations:** Teachers who teach “the same class” more than once a day know that it is often not the same class at all. Students can be very different and discussions can be all over the map. What you taught in 5<sup>th</sup> period may be slightly different from 3<sup>rd</sup> period, which was different from 1<sup>st</sup>. Use ThoughtManager to jot down how classes may have differed so you cover what you need to cover and don't repeat material. For example, you could have an item for notes on each period at the beginning of the lesson plan outline

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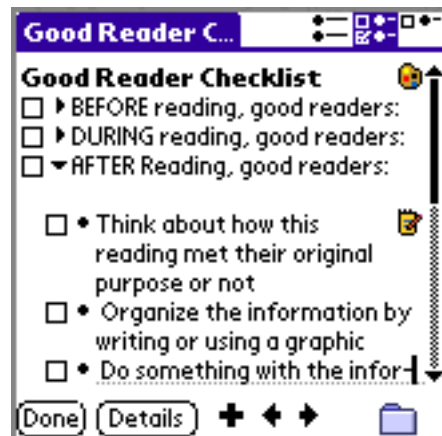
## Student Assessment & Evaluation

ThoughtManager for Education will help you authentically assess students and find out what they know and can do—as they do it. Checklists, rubrics, and anecdotal records are literally in the palm of your hand.

**Homework Data**—Go around the room and check off who did their homework and how well. You can use the “Homework Checklist” or “Data Calendar 2002-03” outlines as guides. With the Data Calendar 2002-03 you can have an entire year of homework data, behavior codes, absences, tardies, and comments for each student in the palm of your hand.

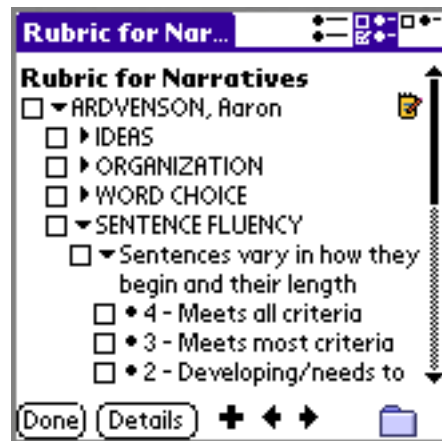


**Checklists**—Turn any outline into a checklist that covers all that you want your students to know and do. (You can also use the ThoughtManager for Education outlines that are based on the standards from various states.) Use the checklists *while* learning is happening, not after. One example is the “Good Reader Checklist” on the right. Remember, you can copy and paste items from other outlines to create exactly what you want.



**Rubrics**—Develop the rubric that best shows a student’s progress toward the standards and objectives established. (Or use and modify the rubrics included

in ThoughtManager for Education) Start by looking at a sample rubric, “Rubric for Narratives” on the right.



**Anecdotes**—Of course, teacher observation is the most powerful assessment. Use ThoughtManager for Education to write short comments on how students are learning and progressing. These notes can be attached to any student on any outline.

**Class Rosters**—Simply start a new outline “Class Roster”, hit the plus (Return) and label the bullet item *Class List*, then hit plus again and the right arrow to start your list of students. Close the arrow and duplicate the item. Put the duplicated item in the lower right-hand folder for placement in other outlines. See also “Creating Student Files” below.

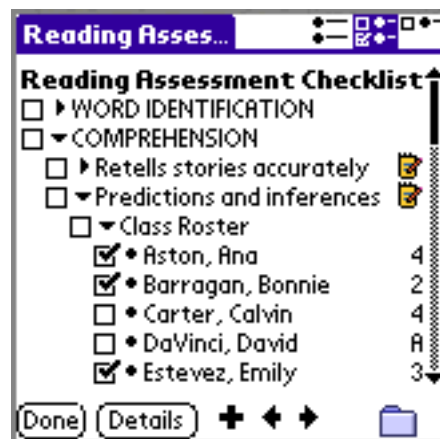
# Creating Student Files

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## Roster Under

**Roster Under** is a list of items, such as behaviors or assignments, with a class list under each item.

Roster Under List



1. The easiest way to create these files is to title the new outline and label the first item.
2. Take the copy of your Class List item from the folder (see Class Rosters in the previous section) and put the class list underneath, indented, the first item.
3. Close the arrow on the first item, select it (so that you see a line under it) and from the item menu, duplicate it.
4. Simply change the label of each item as you duplicate it and you will have your class list under each one.
5. When you use the lists in the classroom, you can use the checkbox feature or you can enter numbers to the right of the names

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## Master Roster

Master Roster is a list of students with other items underneath, such as homework assignments, test scores, reading behaviors, etc.

Master Roster



1. The best way to create Master Roster lists is to label the first item with the first student's name (e.g., Ashton, Ana)
2. Then indent underneath (“+” then the right arrow) to create the first item (Social Studies) then indent again if you want child items under that heading (Projects), etc.
3. After you are done with that student, close the arrow, and select that student's item (dotted line will show). Go to the Item menu and duplicate it by the number of students you have. All child items will be duplicated as well.
4. Then replace the first student's name with the names of the rest of the class down the line.
5. When you use the lists in the classroom, you can use the checkbox feature or you can enter numbers to the right of the items

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## Student Outline

Student Outline is a separate outline for each student, which you can store in the class folder (e.g., Period 4).

Student Outline



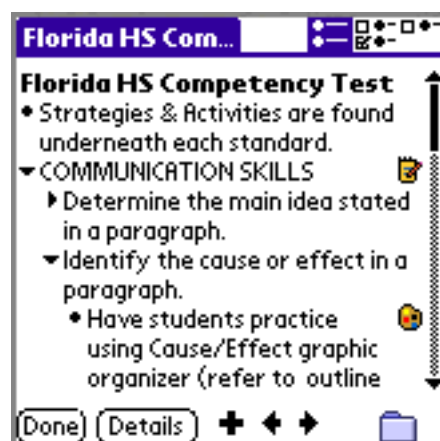
1. Simply begin ThoughtManager, tap New and enter the student's last name and first name.
2. Enter the important information in items such as: Contact Information, Special Needs, Favorite books and topics, Multiple Intelligences & learning styles, Behavior and Attitude, Homework, Projects, etc.
3. Remember, if you want to start with the same outline for each student, create the one for the first student, save it as a template, then start each time from the template, simply change the names and hit Done each time to save the new student outlines.

# Standards-based Curriculum Design

Of course, “standards-based curriculum design” is too large a topic to cover in a user guide that accompanies a handheld computer software package, but ThoughtManager does offer a start. The outline format is ideal for accessing and using the standards on a handheld computer. The activities and strategies that directly support each standard can be placed underneath, along with web site references and assessments. Refer to the outline, “Standards-based Curriculum Design” for additional help.



Refer to the outline “CAHSEE Reading Standards.” Add your own ideas from your curriculum and resource materials and add them wherever you are: in trainings, at stoplights, or during commercials.





# Educational Outline Descriptions

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## K-12

**Administrator**—Teacher schedules, after-school events, testing materials, staff development, work orders, etc.

**AFTER Reading Activities**—List of activities and ideas for extending and remembering what students have read

**BEFORE Reading Activities**—List of pre-reading ideas for activating prior knowledge and preparing students for reading.

**Controversial Topics**—A list of controversial topics for generating writing ideas or debates.

**Cooperative Groupwork Ideas**—List of groupwork projects and explanations of how to manage cooperative activities to maximize learning.

**DURING Reading Activities**—List of activities for strengthening reading: monitoring comprehension, making inferences, organizing information, & figuring out words in context

**ESL Reading**—Strategies for teaching reading to English learners: features of print, language in context, guided & independent reading

**ELD Curriculum**—List of English acquisition activities for bridging information gaps and building fluency

**Graphic Organizers**—Examples of graphic organizers, along with why and when to use them.

**Higher-Order Thinking Skills**—List of thinking skills needed to comprehend challenging academic concepts.

**Lesson Plan Creating**—Steps for creating the lesson objective, opening, body, practice, assessment, etc.

**Lesson Plan Outline**—Outline skeleton for the teacher to fill in different steps of effective standards-based lessons

**Mini-lesson Format & Ideas**—Description of mini-lessons, sample format, and ideas for implementation

**Multicultural Curriculum**—Summary of ideas on approaching teaching and learning from a multicultural perspective

**Multiple Intelligence Theory**—Synopsis of MI theory and how to meet diverse needs of students who are smart in a variety of ways

**SDAIE Strategies - 8 Keys**—Describes 8 key points for effective Specially Designed Academic Instruction in English for teaching English Learners in all content areas

**Questions of the Day**—A list of philosophical and moral questions to prompt writing or discussion

**Planning for Specific Student Problems**—Lesson ideas for encouraging motivation, attention, organization, study skills, etc.

**Study Guide Creating**—Steps for creating effective study guides for assessing and scaffolding reading of challenging texts

**Text Discussion Questions**—List of possible questions for use in discussing narrative texts in groups or whole-class discussions

**Vocabulary Development**—Outline of vocabulary teaching: do's and don'ts, activities, strategies, teaching word parts, steps for figuring out a word, etc.

**Writing Ideas**—Long list of prompts and activities for getting students to write and enjoy it.

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## Assessment and Standards

**How to Create Student Files**—Steps for creating 3 types of student database outlines on your handheld for assessment, participation, homework, and more.

**Designing Performance Tasks**—Instructions and tips for creating performance-based assessment tasks, also known as “authentic assessments.”

**Good Reader Checklist**—Checklist of Before, During, & After behaviors necessary for effective reading comprehension

**Group Reading Inventory**—Guidelines for developing a reading assessment tool to be used with larger groups of students in all content areas

**Homework Checklist**—Sample checklist for teacher to quickly check off finished work, as well as see what homework is not yet done

**CAHSEE Standards (CA)**—A handy list of the most important reading standards for passing the test

**Master Student List**—Sample student checklist for tracking student work, grades, attendance, etc.

**Portfolio Essentials**—The basics of using portfolios to assess and evaluate student progress

**Reading Assessment Basics**—Brief summary of current reading assessment techniques, with resource lists

**Reading Assessment Checklist**—Checklist for assessing word recognition, comprehension, and monitoring understanding; with sample class lists and rubric-type scoring

**Reading Problems & Solutions**—A long list of common reading problems accompanied by strategies for solving them; includes: Beginning Reading, Word Recognition, Comprehension, Attitudes, and Writing

**Rubric for Narratives**—Modifiable rubric for assessing the key components of narrative writing.

**Sight Word List**—The 200 most important words for building automaticity and fluency when learning to read

**Standards Based Curriculum Design**—Mini-guide and reminders for creating a curriculum based on content and performance standards.

**Writing Process Assessment**—A method of assessing and assisting students during the writing process.

**Writing Rubric**—Rubric for assessing the key traits of quality composition

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## Higher Education

**Create Student Files**—Steps for creating 3 types of student database outlines on your handheld for assessment, participation, HW, and more.

**Language Instruction Basics**—The key points of learning a second language: communication, comprehensible input, low-stress environment, and more

**Complex Thinking Outline**—A succinct list of important thinking skills for college level classes

**Course Syllabus Template**—A template example for organizing a college class

**Degree Requirements**—An outline checklist to remind students what is needed to graduate

**Department Schedule**—Sample of how to use outlines to organize college departments

**Dissertation Overview**—A sample checklist for students to complete the dissertation process

**Famous Quotations**—A set of semi-inspirational quotations under several themes

**Lecture Notes Template**—A template for preparing for a college level class

**My Research & Publications**—A way to keep tracking of many university responsibilities

**OUR University Overview**—A sample guide for incoming students with most pertinent info on the university

**Presentation Tips**—Tips and outline for presenting information to a large group of people

**Professor Evaluations**—A sample checklist rubric for evaluating untenured faculty

**Sample Class Notes**—A sample of how TM can create class notes outlines for distribution

**Spanish sayings**—Famous cliches and quotations in Spanish

**350 SAT-GRE Study Words**—350 of the most salient and erudite words that might appear on the SAT and GRE exams

**My Vocabulary Collection**—A template for storing and studying vocabulary taken from the texts

**How to Search the Web**—Time-saving tips for finding what you want on the internet for learning.

**Controversial Topics**—A list of controversial topics for generating writing ideas or debates.

**Expository Reading Checklist**—A checklist for students to improve strategies for before, during and after reading nonfiction texts

**Grade Tracker**—Helps to keep track of scores on tests, quizzes, and homework

**Higher-Order Thinking Skills**—List of thinking skills needed to comprehend challenging academic concepts.

**Homework Due**—Record for finished work, scores, as well as see what assignments are not yet done

**Multiple Meaning Words**—A list of the most common words that tend to have two or more meanings

**Prefixes, Suffixes, Roots**—The most common prefixes, suffixes, and roots, and their meanings for figuring out words

**Questions of the Day**—A list of philosophical and moral questions to prompt writing or discussion

**Reciprocal Reading Basics**—Outlines how to implement cooperative Reciprocal Reading groups to reinforce the key strategies of reading

**Research Paper Template**—A sample outline for creating a research paper

**Text Discussion Questions**—List of possible questions for use in discussing narrative texts in groups or whole-class discussions

**Good Reader Checklist**—Checklist of Before, During, & After behaviors necessary for effective reading comprehension

**Writing Ideas**—List of prompts and activities for getting students to write and enjoy it.

**Proofreading Checklist**—Checklist for identifying the ways in which to perfect your writing.

**Research Paper Template**—A sample outline for creating a research paper

**Spanish Tutorial**—Grammar and conversation basics of Spanish.

**How to Succeed in School**—Tips for students on how to study and get organized

**How to Summarize**—Steps for identifying the main idea and important supporting details in a text

**Punctuation Tips**—A brief list of tips for using correct punctuation in writing

**Test-taking Skills**—List of what teachers and students can do to prepare for the demands of standardized tests

**Textbook Reading Tips**—List of reading strategies for better understanding textbook concepts: note-taking, graphics, etc.

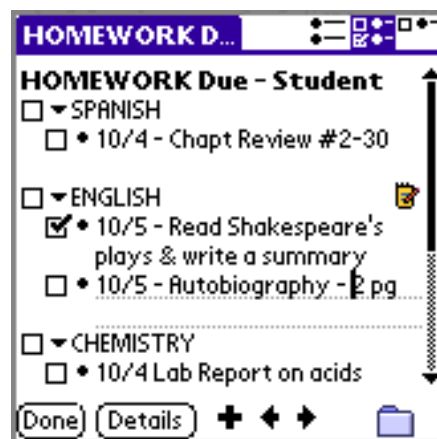
**Web Sites for Students**—Popular educational sites, download sites for literature and software, online libraries, and more

**The Writing Process**—Handy summary of the five steps of writing along with a brief synopsis of writing and rationale

# Student Uses for ThoughtManager

Take advantage of the many additional uses of ThoughtManager for Education when students have access to the handheld devices.

**Homework & Project Organization**—Most students could be more organized. By creating and using outlines, students can track their assignments, scores, grades, group project tasks, lab details, etc.



**Note-taking**—Teach students note-taking with ThoughtManager, which may even make outlining a fun activity. Beam students an outline of what they need to learn/do and they fill in the specifics.

**Reading**—Build the habits & strategies of reading with self-monitoring “Good Reader” checklists. Students check off the strategies they are using, such as prediction, and they can even enter the prediction on an attached note.

**Writing**—Students can check off the various steps of writing on the handheld. Simple checklists and directions can be beamed to students by the teacher to save paper (particularly handy when the copier is broken)

**Research**—Students can enter information, especially if they have a portable keyboard, into a research paper outline. Refer to the Research Paper Template outlines for more ideas. The outline can then be synched to the desktop for editing.

# Higher Education Applications

ThoughtManager can handle the myriad of information processing demands of post-secondary education.

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## Assessment & Evaluation

Professors can keep track of student attendance, participation, scores, and other ongoing progress indicators. See assessment outlines for examples. Simply create your template for information about your class and students on the desktop, synch it to your handheld and modify it as you go.

You can download the specific standards and requirements for student knowledge and skills and create assessments based on them.

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## Syllabi and Class outlines

You can always have your course syllabi on your handheld--and the students can too (no purchase necessary for ThoughtManager Reader). Simply create your syllabus in ThoughtManager Desktop (or import it from MS Word) and synch it to your handheld. You can then create a separate .pdb file to email to your students (or beam it for smaller numbers of students).

You can create study guide outlines for students to fill out during class and you can create your own lesson plan outline for each class. See Lecture Notes Template as an example.

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## Information Dissemination & References

Your school may have checklists (e.g., for dissertations), resources, timelines, and other genres of information that you would like to remain at student and faculty fingertips at all (most) times. With the free ThoughtManager Reader version, users would not need to purchase anything and they would still have access to the information. All students with an email account and a Palm OS handheld could have the information at all times

**References** - Another very practical use is the creation of specific references that have multiple levels of details and subheadings. Most reference books, web sites, and textbooks are organized in this way. Images and notes can be added to ThoughtManager for extra organization.