

Hotsyncing Operations

Instructional Management of One-to-One Computing with Handhelds

A teacher needs to set up an efficient system for managing the use of handhelds for learning. As students begin to use their handhelds for many types of learning activities the files that they create are used for review and assessment of the content topics. Those who use handhelds know that they are susceptible to fatal exception errors or a battery drain which causes a hard reset of the device. All files in RAM memory are lost including those student word processing files, memos, to do list items, slide shows and spreadsheets. Also gone are the learning applications that were installed as extras. To prevent the loss of student work a teacher needs to organize a plan to minimize the effect of a hard reset for a student handheld. One very simple solution that teachers have used is to have students beam any important files to a "teacher" handheld. The teacher performs a single hotsync operation with this device and all files are backed up on the computer. While this solution works, as more and more activities and work is created by the student there comes a time for classroom practice to ensure that all student handheld devices perform a hotsync operation. This handout addresses hotsync operations for archiving student files, moving student files to a technology center for manipulation with corresponding computer applications and installing handheld applications to the handheld to help teachers and students manage their classroom handheld use.

Performing a HotSync Operation

Connect the computer and handheld via a USB cable. HotSync Manager should be active in the System Tray. If open Palm Desktop to activate the HotSync Manager. From the Handheld select HotSync. A prompt will ask for a user created HotSync ID or User.



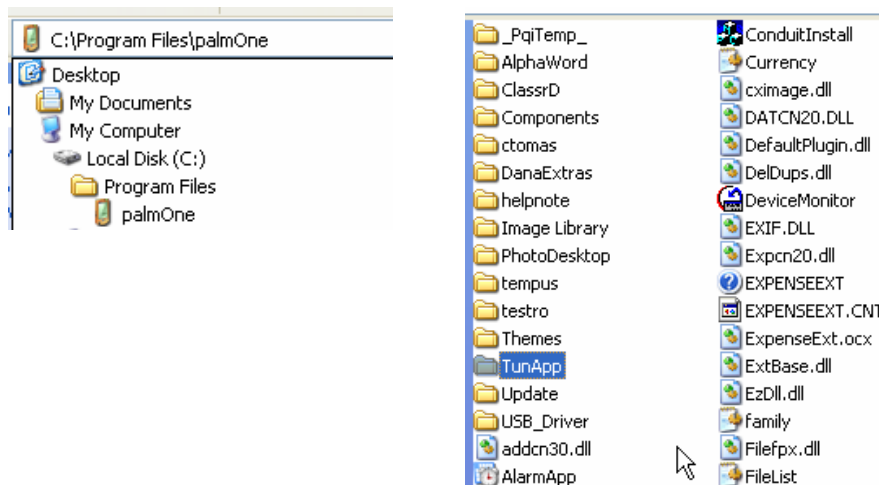
HotSync

Archiving Student Files

After a Hotsync operation all files will be backed up on the computer.

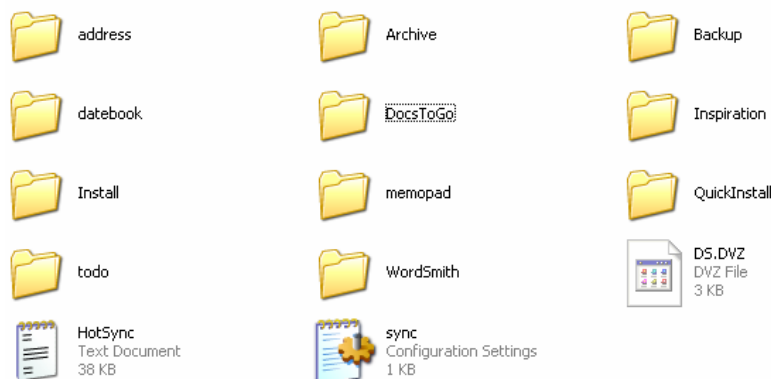
Locating the User folder

The User folder is located on the hard drive in the Palm or palmOne folder.



Getting Familiar with the User's Folder Contents

The User folder has other folders inside depending on the software installed with the handheld. Each folder is the archive for that software. Note: Some applications that are on the handheld do not have a conduit to bring the handheld files over to the computer. Also, POSE (Palm OS operating system applications) files are compressed in a specific format and are only readable on the computer by the Palm Desktop Software. Other files for software like Docs to Go are found in the identified exchange folder set up in the software preferences.



Backup Folder



What is in this folder? This is the archive of everything from the handheld. During a Hotsync operation these files are synchronized with the handheld files. If you delete a file or application from the handheld it will be removed from the Backup folder.

Note: The .pdb files in the backup folder are the database files associated with each application. For software with no computer conduit to exchange files between the computer and handheld, the .pdb is the file with all the data. There is not a computer program to read these files but at least the .pdb file in the Backup folder will be synchronized with the handheld if the file is lost or deleted on the handheld.

For Emulator Users: When you find the .pdb file associated with an application you can copy this to use with the Emulator to show student work.

Archive Folder



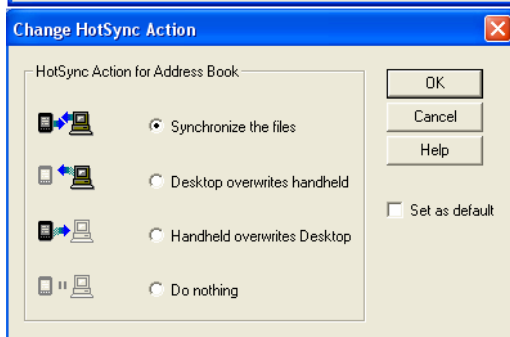
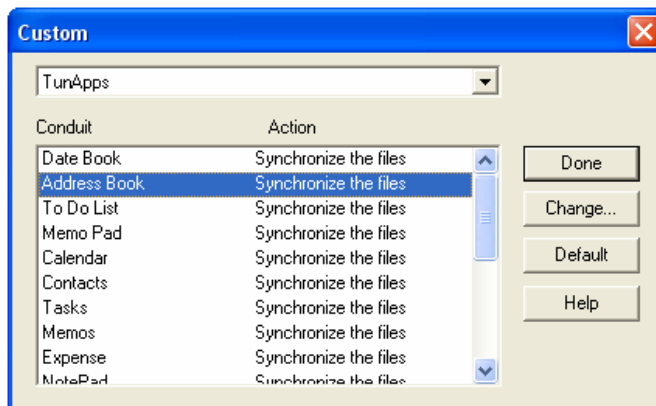
What is it used for? This folder works with the Backup Folder to record what files have ever been on the handheld for this User. For example, if a file or application is deleted from the handheld, during the next Hotsync operation the file is removed from the Backup folder and placed in the Archive folder.

Note: I have found many earlier applications in this folder that I cannot locate on my hard drive or off on the Internet. These files stay until the User for Palm Desktop is deleted.

Managing the Hotsync Conduit

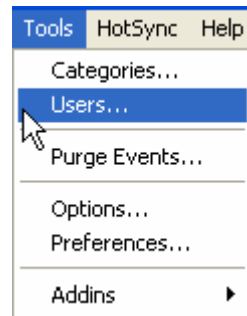
Why do I need to know about this? Restoring a handheld with all the files and applications after a Hard Reset can take considerable time. Other Hotsync operations can be customized for time by determining the conduits functions during a Hotsync operation. For instance: Setting those application which are not used to Do Nothing during the hotsync will save valuable time.

To manage the conduits, from the Hotsync Menu select Custom.



Creating a Hotsync Profile to Load Software to a Hard Reset Handheld

From the Tools Menu select Users in Palm Desktop

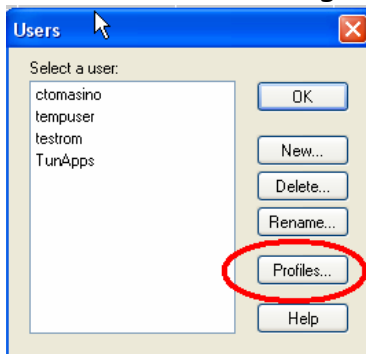


Reloading Software on the Handheld

There are many options to load software back on the handheld after a Hard Reset. If a User has already been identified in Palm Desktop perform a Hotsync Operation and all software and data files will be restored.

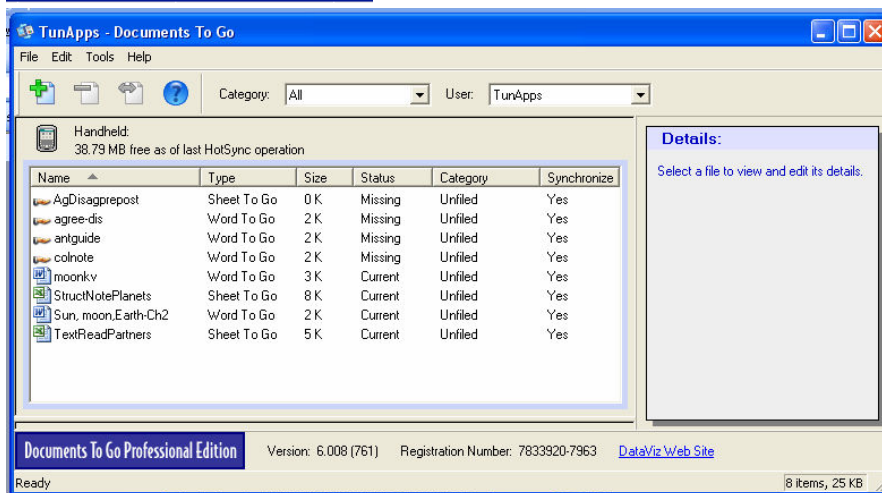
Installing Software to a Handheld Without a User

From the Users dialog select Profiles. Create a profile name for your



software install. Add the .prcs and .pdb files for any of the software for the handheld.

Note: During a Hotsync operation of a Profile the files are sent to the handheld but are not deleted from the install tool for the Profile, therefore you only need to prepare this Profile one time. It is then always available to move software to the handheld.

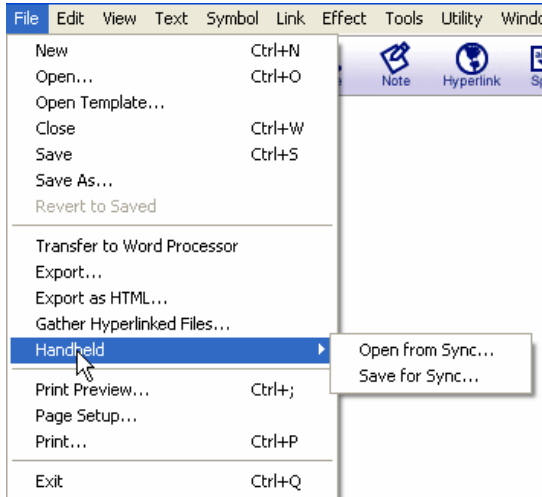


Moving Files to the Computer For Extended Production or Use

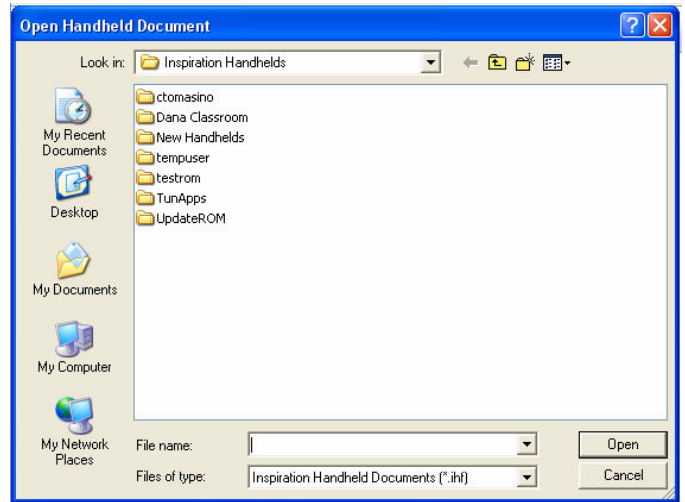
Inspiration

To move an Inspiration file to the computer from the handheld Perform a

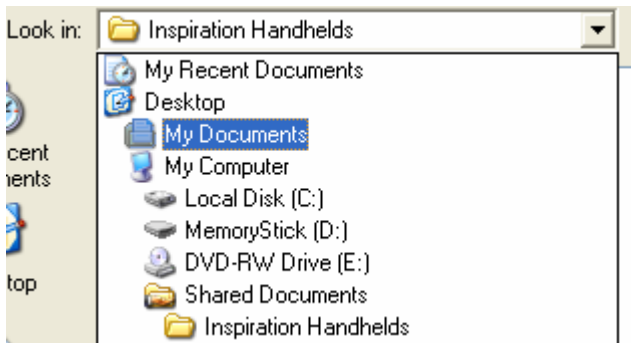
Hotsync operation. From the Inspiration software File Menu select Handheld and then Open from Sync.



Select the User and locate the file to be opened.



The actual Inspiration file from the handheld is located in a Shared Folder on the computer. It is just as easy to open the files from within the software however.



Docs to Go

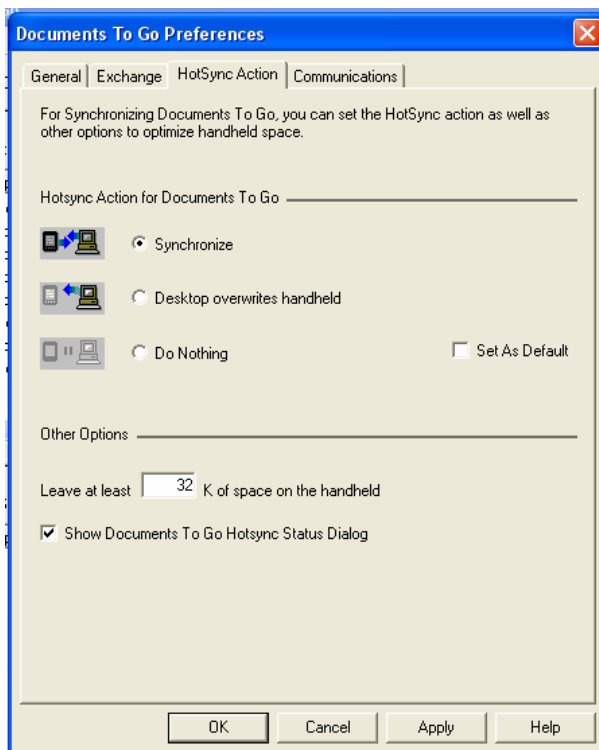
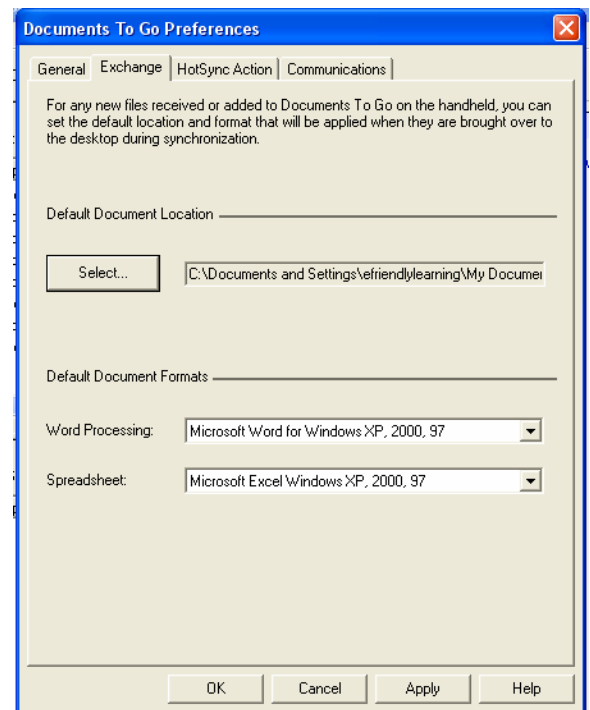
Docs to Go can be customized to place files transferred between the handheld and computer in user-defined folders. A teacher could have one folder where all student work goes (Naming structure for file names identifies the author), or a separate folder can be created for each student handheld and the work from Docs to Go apps can be moved to that folder during the Hotsync Operation. Each User defines the folder location for files.

Setting the Exchange Folder

From the Menu select Preferences. On the Exchange tab select the folder location for the documents.

Modifying the Hotsync Operation

From the Hotsync tab customize the Hotsync operation for your use. One time saver is to uncheck the box for showing Docs to Go dialog box during hotsyncing.



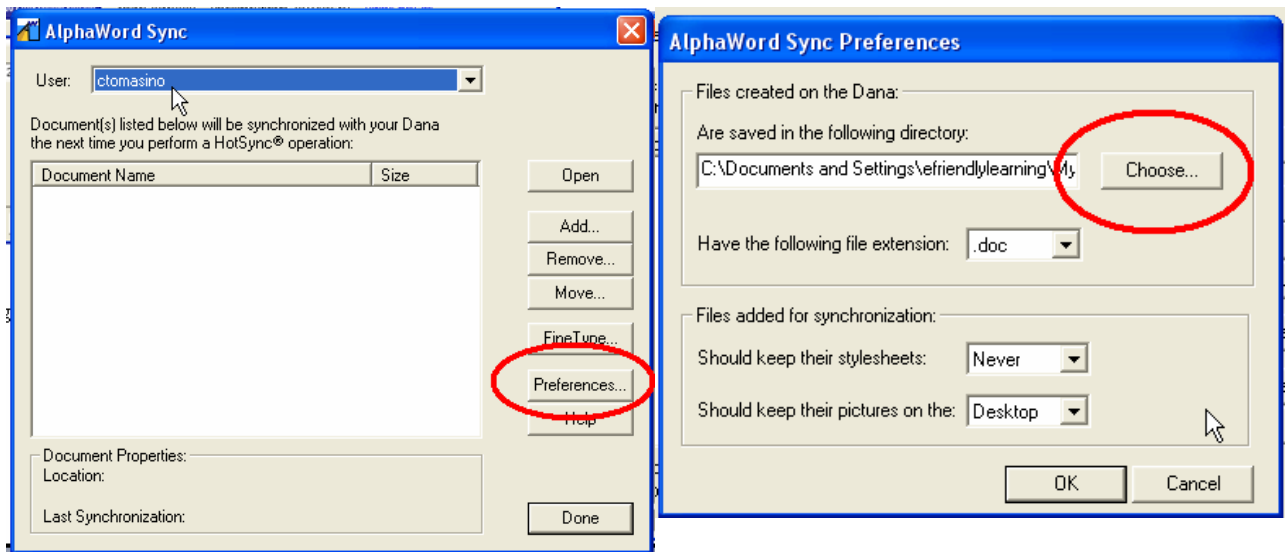
Adding Files, Moving, Opening, Removing Files

Open Docs to Go on the computer. From the Help select Topics. Docs to Go help outlines ways to make the software useful for your technology center.

AlphaWord Sync

AlphaWord's conduit, AlphaWord Sync can be customized with a user-defined folder for receiving handheld files during the Hotsync operation.

Open AlphaWord Sync. Select the User and click on Preferences.



Note: One folder can be designated for all handheld work from multiple students and the file naming structure will identify individual work or each user can define a folder for storing files during the hotsync operation.

Instructional Management Hotsync Operation Questions

The questions I NEED answered:

1.

Follow up:

2.

Follow up:

3.

Follow up:

4.

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