

Florida Professional Development System Protocol Review Self-Assessment Application for Palm OS Handheld Computers

Installation and Use Instructions

Note: The Palm Desktop software should be installed on your computer.

1. Launch the Palm Desktop application.
2. Click on “Quick Install” located on the left-hand side of the Palm Desktop application window.

Note: Mac users select “Install Handheld Files...” from the HotSync® menu.

3. A dialog box will pop up. Click on “Add”.

To Install the District Level self-assessment application:

- A. Browse to the file “FL PD District.prc” on your computer and double-click on it.
- B. Click on “Add” again.
- C. Repeat step A to add the following files to the list:
 - District Planning_HDF.pdb
 - District Delivery_HDF.pdb
 - District Follow-up_HDF.pdb
 - District Evaluation_HDF.pdb

To Install the School Level self-assessment application:

- A. Browse to the file “FL PD School.prc” on your computer and double-click on it.
- B. Click on “Add” again.
- C. Repeat step A to add the following files to the list:
 - School Planning_HDF.pdb
 - School Delivery_HDF.pdb
 - School Follow-up_HDF.pdb
 - School Evaluation_HDF.pdb

To Install the Faculty Level self-assessment application:

- A. Browse to the file “FL PD District.prc” on your computer and double-click on it.
- B. Click on “Add” again.
- C. Repeat step A to add the following files to the list:
 - Faculty Planning_HDF.pdb
 - Faculty Delivery_HDF.pdb
 - Faculty Follow-up_HDF.pdb
 - Faculty Evaluation_HDF.pdb

4. Perform a HotSync® operation.
5. Launch the FL PD District/School/Faculty self-assessment application.
The District/School/Faculty Checklist list view screen is displayed.
6. View an existing checklist by selecting it or tap the “New” button to begin a new review.

7. Tap “Start Review” to begin review. Enter information in the form and then select “Next”.

8. Select a strand on the District/School/Faculty Checklist/Select Strand screen to begin review.

9. Tap the “New” button or an existing checklist name.

Note: Do not create more than one entry in the strand list view. Only the data from the first entry will be displayed on the checklist list view screen.

10. Enter notes and ratings for the standards in the strand.

The Rating screen contains a pop-up list to select a rating number for the standard.

(List) takes you to standards list screen.

(Done) takes you to the strand list view screen.

(Next) take you to the next screen.

(Back) Takes you back one screen.

11. To skip to a specific standard, tap the “List” button and select the desired standard on the standards list screen.

12. When you have completed the strand you will be returned to the strand list view. Tap the “Back” button to return to the District/School/Faculty Checklist/Select Strand screen.

Note: You can also return to the District/School/Faculty Checklist/Select Strand screen by tapping the “List” button on any screen and then tapping “Done” on the standards list screen.

13. Select the next strand from the list.

14. When you have completed the strand checklists, tap “Done” on the District Checklist/Select Strand screen.

The ratings are displayed by strand on the list view screen. Select the strand ratings displayed using the pull-down menu on the upper right of the District/School/Faculty Checklist list view screen.

