STUDENT GUIDE FOR HP IPAQ POCKET PC

You will be using the HP IPAQ Pocket PCs in this class to respond to instructor's questions and to send your own comments to the instructor about things that you do not understand. It is important that you participate in this classroom activity. This document provides you with step-by-step instructions on how to use these devices.

Step 0: Picking up the Pocket PC

➢ Please pick up the Pocket PC from the front of the class. You will be working in pairs, so one person in each pair of students should pick up a Pocket PC.

➢ Please leave your Student ID card or Driver's License in the Pocket PC holder when you pick up a pocket PC.

➢ Please make a note of the number inscribed on the Pocket PC that you pick up, (which is also the number on the label on the label of the Pocket PC holder)

➢ At the end of class, please be sure to return the Pocket PC in the same holder where you picked it up from, and collect your Student ID card or Driver's License. Please do not leave the room with the Pocket PC.
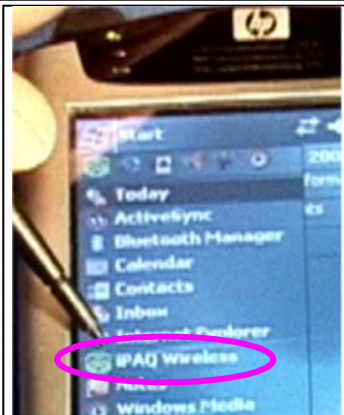
Fig.1-1: Getting the stylus

Step 1: Getting Started

➢ You will need a stylus to use the Pocket PC. This is analogous to the mouse that you use on a computer screen. Only, you will use this to tap the screen, rather than double click. Push the stylus that is inside the Pocket PC, by pushing it in a bit on the top right edge of the device (Fig .1-1).

Fig. 1-2: Turning it on

➢ If the screen of your Pocket PC is black, you need to turn in on. Gently press the round button at the top right corner of the Pocket PC (Fig. 1-2). You may need to keep it pressed for a couple of seconds before it comes on. If the Pocket PC screen turns off periodically press this button down to turn it on.

Fig. 2-1: Tap **Start** in top menu

Step 2: Setting up the Wireless Connection

➢ Your Pocket PC should automatically connect to the wireless network. But it is a good idea to do make sure that you are connected. On the screen, use the stylus to tap the **Start** on the menu close to the top left of the screen. (Fig. 2-1)

➢ In pull down menu, click on **IPAQ Wireless** (Fig. 2-2). A new screen appears.

➢ In the new **Wireless Control** screen (Fig. 2-3). Tap the **WLAN** icon until so that it is green (on) and the **Bluetooth** icon so that it is brown [off] (Fig.2-4). Then tap the X at the top right corner of the screen to go back (Fig. 2-5)
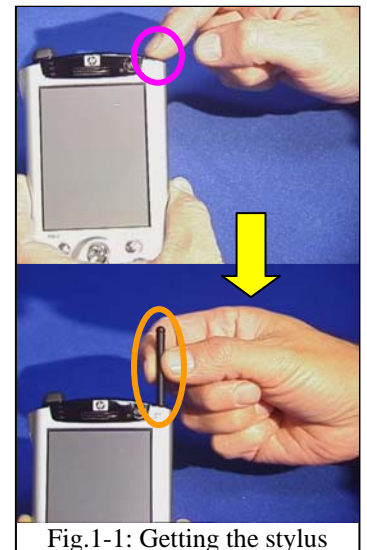
Fig. 2-2: Go to **IPAQ Wireless**, in pull-down menu

Fig. 2-3: The **Wireless Control** screen

Brown (off)
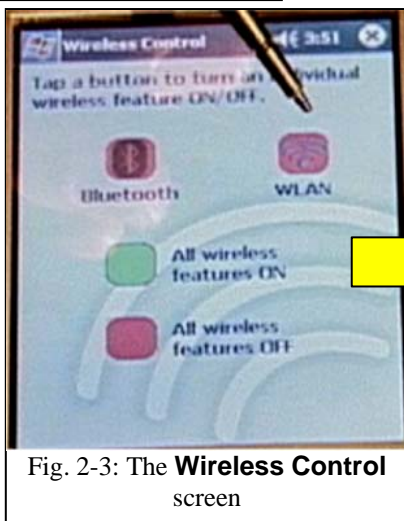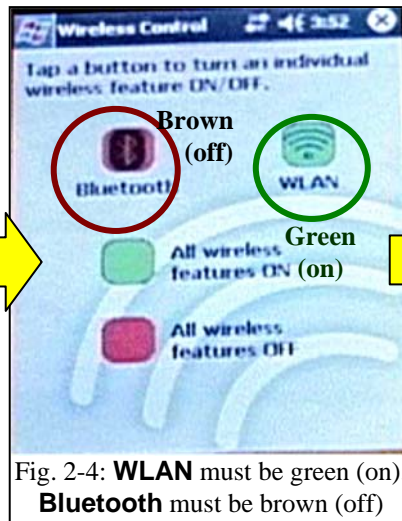
Green (on)

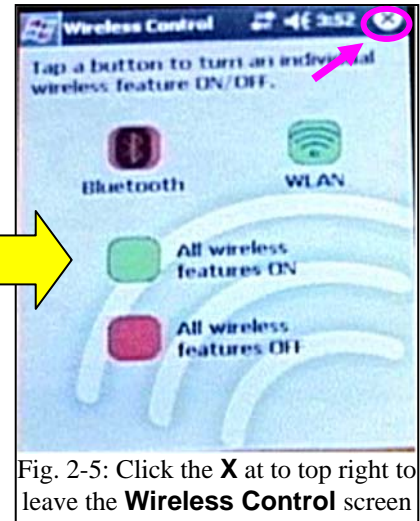Fig. 2-4: **WLAN** must be green (on). **Bluetooth** must be brown (off)

Fig. 2-5: Click the **X** at to top right to leave the **Wireless Control** screen

Step 3: Restarting your Pocket PC

➢ To make sure that you are connected to the wireless network, it is a good idea to restart your Pocket PC. To do so, use the stylus and insert it in the little hole that is at the bottom right of the Pocket PC (Fig.3-1). This should cause your pocket PC to reboot and the display should change as in (Fig. 3-2).
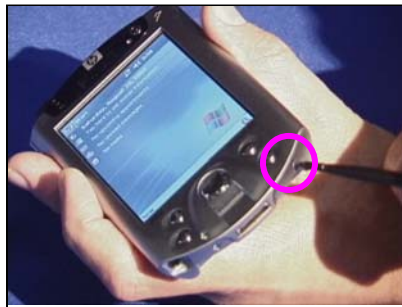
Fig. 3-1: Using stylus to restart

Fig. 3-2: Restarting screen

Step 4: Starting the Software

➢ On the screen, use the stylus to tap the **Start** on the menu close to the top left of the screen. (Fig. 4-1).

➢ In pull down menu that appears, click on the **Internet Explorer** (Fig. 4-2). The Internet Explorer will open in whatever Web page the last user left it. This may not be the page you want to get to.

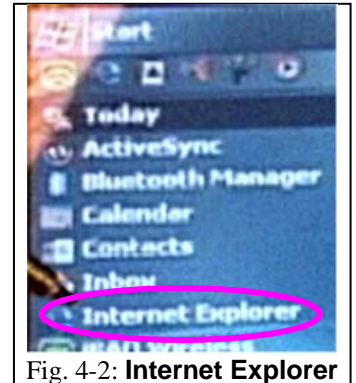➢ To get to the right page, tap the 'home' icon at the bottom of the Internet Explorer (Fig. 4-3).

Fig. 4-1: Tap **Start** in top menu
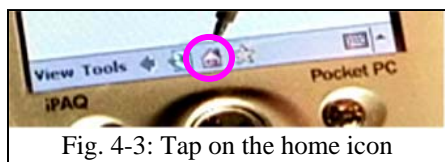
Fig. 4-2: **Internet Explorer**

Fig. 4-3: Tap on the home icon

➢ In the home page that appears (Fig. 4-4), tap on the link that says '**Tap here to continue**'.

➢ Internet Explorer should now take you to the next screen (Fig. 4-5), which is titled **K-State InCass**. Here you will logon to the system.
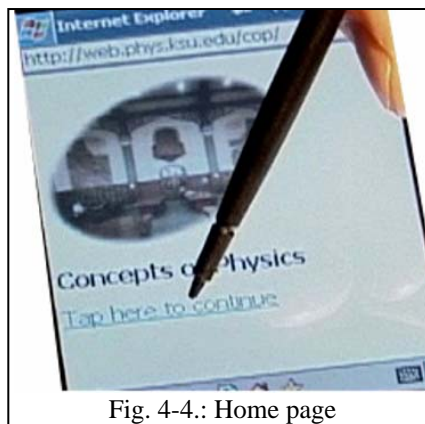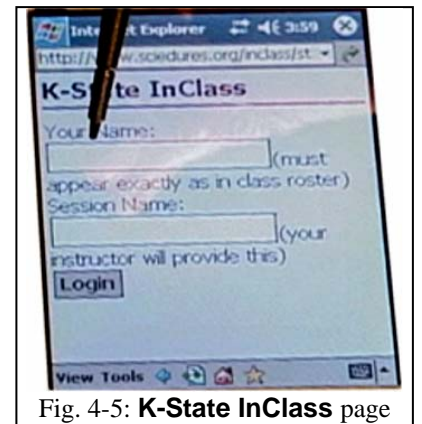
Fig. 4-4.: Home page

Fig. 4-5: **K-State InClass** page
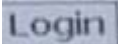
Step 5: Logging On to K-State InClass

➢ In the **K-State InCass** screen that opens, please tap in the textbox labeled Your Name (Fig 5-1) and a keyboard should appear at the bottom of your screen. You can tap with your stylus to type in your name into the box. Your name should be identical to the roster, which means it should be your first initial followed by your last name – all lower case. (e.g. If your name in the K-State Online roster is "Paula T. Nelson", please type in pnelson) If your name has an apostrophe e.g. O'Brien, then leave out the apostrophe and simply type in obrien.

Fig. 5-1: Typing in your name

Fig. 5-2: Typing in Session Name

➢ Next you can type in the Session Name (Fig.5-2). You may need to scroll down. <u>Your Session Name will be provided to you by the instructor for each class</u>. Next, tap Login on the screen to log into the system.
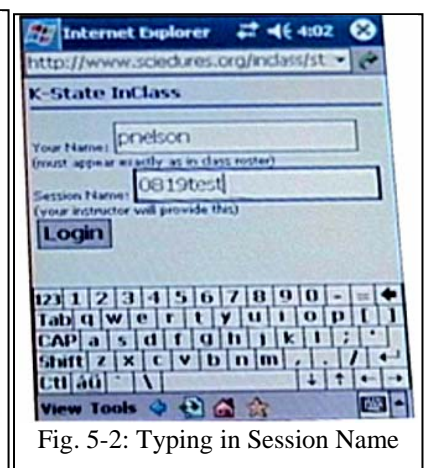
Step 6: Logging in your partner

➢ You can login another student who is sharing the Pocket PC with you. To do so, type in your partners name in the textbox shown, (Fig 6-1) and then click the ⬚ Add Student button.
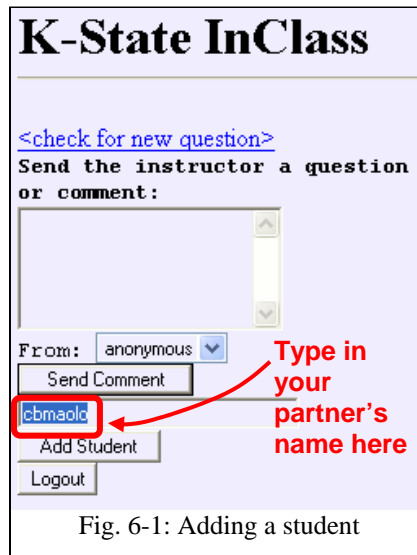
Step 7: Sending a comment or question to the instructor

➢ At any time during class, you can type in a comment or question in the space provided (Fig 7-1). You can choose to either remain anonymous (which is the default) or select your name from the pull-down menu and click the ⬚ Send Comment
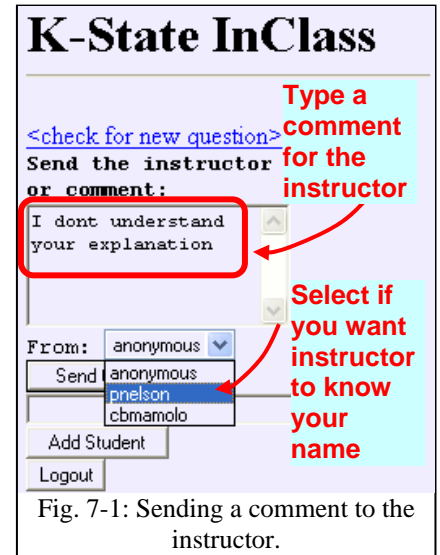
Fig. 6-1: Adding a student

Fig. 7-1: Sending a comment to the instructor.

button to transmit the comment to the instructor. A **Comment sent!** message should appear close to the top of the screen to indicate that the instructor has received this comment. All through the class, the instructor will regularly look for any comments or questions that you might transmit and address them in class.

Step 8: Answering a single question posed by the Instructor

➢ When the instructor transmits a question and tells you about it, click on the <check for new question> link toward the top of the window, and a question should appear on the screen. Several question types are possible:

- o Multiple choice question (Fig. 8-1), where you just tap one of the circular radio buttons to select your choice.
- o Open ended question, where you have to type in your answer (Fig. 8-2)
- o Ranking question where you have to rate group of statements (Fig. 8-3) on a numerical scale
- o Other questions types might also be implemented, but they will be variations of these.
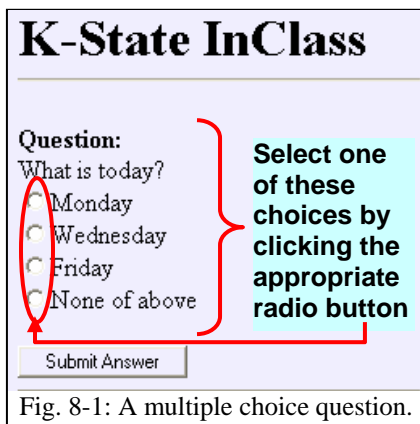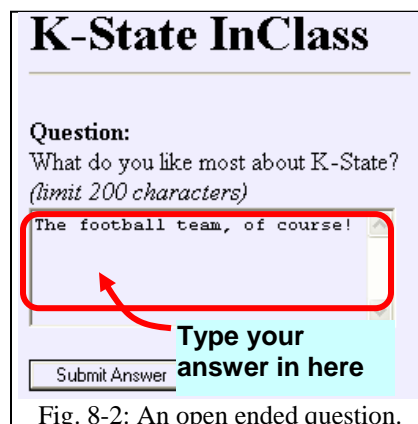
Fig. 8-1: A multiple choice question.

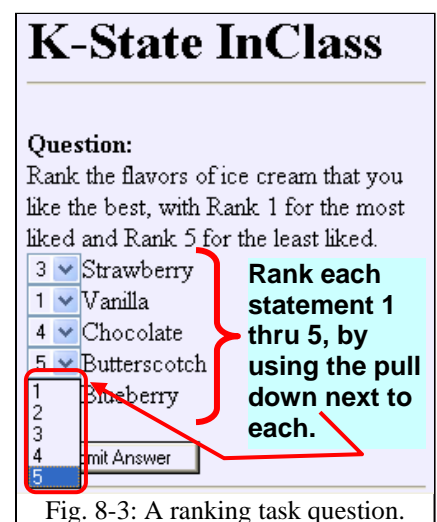**Fig. 8-2: An open ended question.**

Fig. 8-3: A ranking task question.

➢ Before responding to the question, make sure you discuss it with your partner and reach a consensus. The system records a single answer for you and your partners that are all logged onto the same machine.

➢ After you have entered your response, click the ⬚ Submit Answer button, and a message similar to Fig. 8-4. This is a confirmation that the response to the question was recorded for you and your partners.

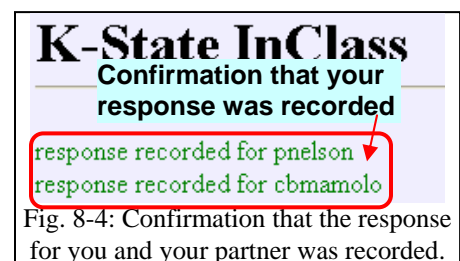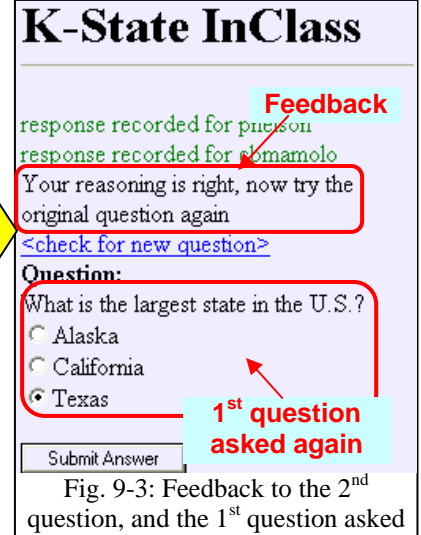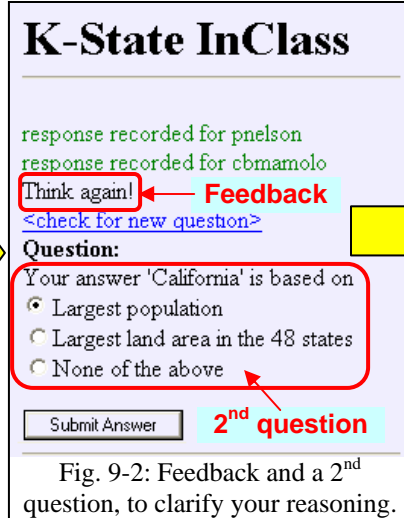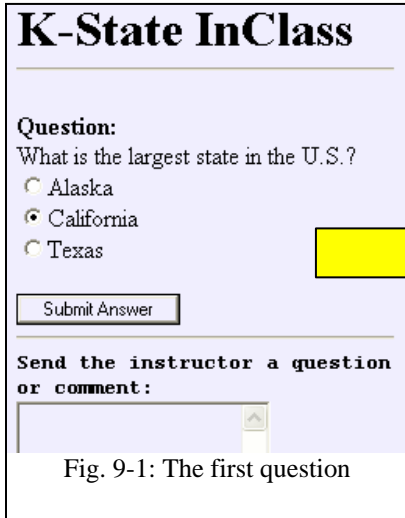Sometimes after responding to a particular question, you might get other questions. This is discussed in the next step.

Fig. 8-4: Confirmation that the response for you and your partner was recorded.
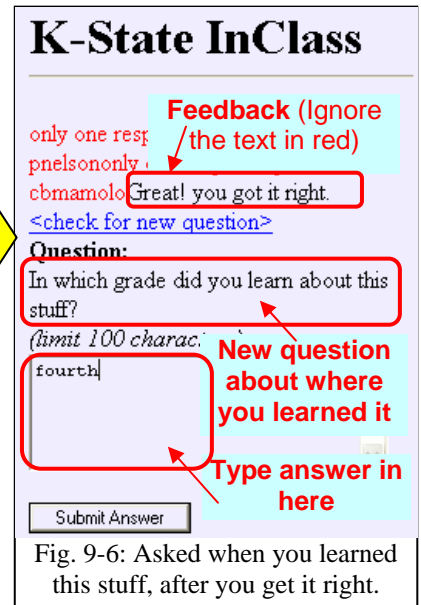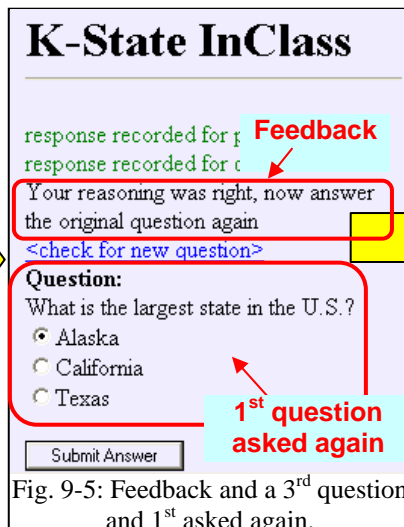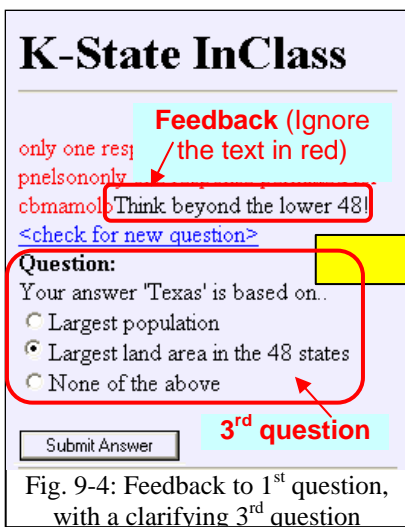
Step 9: Answering a set of questions posed by your instructor

Sometimes you will be sent not just one question, but a set of questions, so that the 2nd question might depend upon your answer to the 1st question, and the 3rd question on the 2nd and so on. After you click the submit button you will receive feedback on your answer, and the next question and so on. Below is an example:

o The 1st question asks the largest U.S. state. You select 'California' and submit your answer. (Fig. 9-1)
o You are asked to 'Think again!' but your answer is perhaps a simple mistake confusing population with land area, so you are asked what your answer was based upon. (Fig. 9-2) You recognize that California has the largest population and so you select 'Largest population' and submit your answer. (Fig. 9-2).
o You are told that your reasoning is correct, and presented with the original question again. This time you select 'Texas' and submit your answer (Fig. 9-3).

Fig. 9-1: The first question

Fig. 9-2: Feedback and a 2nd question, to clarify your reasoning.

Fig. 9-3: Feedback to the 2nd question, and the 1st question asked

o You are asked to 'Think again!' Your answer is a simple mistake of focusing only on the lower 48 states, so you are asked what your answer was based upon. (Fig. 9-4) You recognize that Texas is the largest only among the lower 48 states and you select 'Largest land area in the 48 states' and submit (Fig. 9-4).
o You are told that your reasoning is correct, and presented with the original question again. This time you select 'Alaska' and submit your answer (Fig. 9-5).
o You are told 'Great, you got it right!' and asked an open ended question, about where you learned this stuff. You respond 'fourth' grade, and submit your answer. (Fig. 9-6).

Fig. 9-4: Feedback to 1st question, with a clarifying 3rd question

Fig. 9-5: Feedback and a 3rd question and 1st asked again.

Fig. 9-6: Asked when you learned this stuff, after you get it right.

o This concludes this sequence of questions and you are now ready for the next question.

Step 10: At the end of class

Remember to logout from your session by tapping the [Logout] button. Return your Pocket PC in the same holder from which you picked it up. The holder is marked with the Pocket PC number inscribed on the top left.