

Dana Admin User's Guide

version 1.2



AlphaSmart Sales and Technical Support

For AlphaSmart sales and technical support contact information, see page 21 or visit the AlphaSmart web site at

www.alphasmart.com (United States)

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Dana Admin

Dana Admin is a Palm OS application from AlphaSmart, Inc. that lets you control particular settings on student Danas, including which applications students can see on their devices. You can control potentially disruptive experiences in the classroom by disabling features such as sound effects and beaming (to discourage electronic note passing, for example). You can also prevent students from changing the date and time settings on Danas or deleting applications. To keep students focused on their assignments, you can also hide any applications they don't need to complete their work.

Installing Admin

Before you begin using Admin, you must first install it on your computer and transfer it to your Danas. How you transfer Admin, by HotSyncing or beaming, depends on your Danas' ROM version:

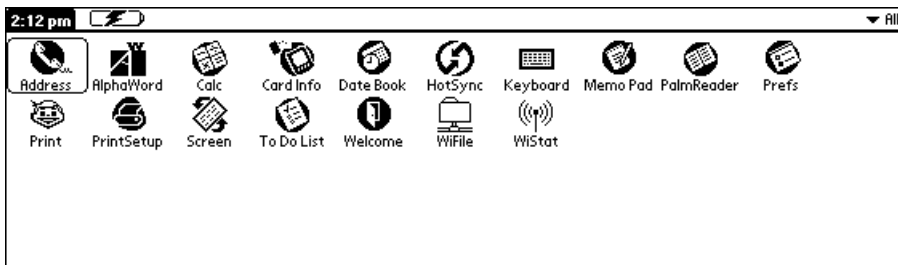
- If your Danas are using ROM version 1.5, you HotSync Admin from your computer to a single Dana, then beam Admin to the rest of your Danas.
- If your Danas are using ROM version 1.2.1 or earlier, you need to remove any existing versions of Admin from your Danas (if they have it), set up Admin to install in Palm Desktop, then HotSync Admin and a supporting application (AlphaSpell.prc) to each Dana.

Tip! If you have AlphaSmart Manager for Dana and an AlphaHub®, you don't need to install Admin separately on your computer, nor do you need to beam it to your classroom Danas. AlphaSmart Manager for Dana will install Admin on Danas connected to the AlphaHub when you select any Admin settings to send. If you choose to install Admin using AlphaSmart Manager for Dana, you can skip the installation instructions described here and use the rest of the guide (beginning on page 11) to learn about how to use Admin and its settings.

Checking the ROM version on your Danas

How you install Admin on your Danas depends on what ROM version your Danas are using.

The quickest way to check the ROM version is to note how the Applications Launcher looks. If the Applications Launcher uses a wide-screen view, you can assume that the Dana is running ROM version 1.5. The wide-screen view isn't available on ROM versions prior to 1.5.



Wide-screen view of the Applications Launcher

If the Applications Launcher uses a centered view, you'll need to perform some additional steps.

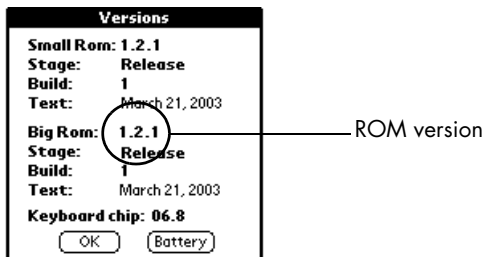


Centered view of the Applications Launcher

To check the ROM version:

1. From the Applications Launcher, press **menu**, then choose App > Info.
2. Tap Version, then press **function + I**.

3. In the Versions screen that appears, note the version number of the Big Rom field.



4. Tap OK when you're through, then tap Done to return to the Applications Launcher.

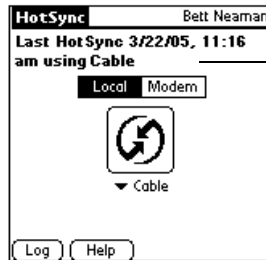
If you've determined that your Danas are using ROM version 1.2.1 or earlier, you should do one of the following:

- If your 1.2.1 or earlier Danas don't have a version of Admin installed, set up Admin to install in Palm Desktop, as described in "Setting up Admin to install in Palm Desktop" on page 4.
- If your 1.2.1 or earlier Danas contain an existing version of Admin, you should remove the application from each device by following the steps described in "Deleting Admin from your Dana" on page 18. Once the Danas no longer have Admin on them, set up Admin to install in Palm Desktop, as described in the following section.

Setting up Admin to install in Palm Desktop

How you set up Admin for installation in Palm Desktop depends on whether your classroom Danas have been in use already:

- If each Dana has a individual user name associated with it (each device has been HotSynced before), you'll need to set up files in Palm Desktop's Install tool for each individual user. To check whether a Dana has been HotSynced, tap the HotSync application in the Applications Launcher and view the HotSync screen.

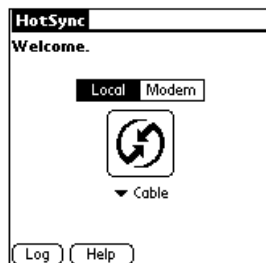


User name and information about the last HotSync show this Dana has been HotSynced.

You'll need to set up files for each individual user in Palm Desktop to install Admin.

With a user, Palm Desktop keeps the files in the Install Tool only until the first time you HotSync that user name with a device. Afterward, the files in the Install Tool disappear because Palm Desktop assumes you no longer need them.

- If the Danas don't have user names associated with them (that is, the devices have never been HotSynced), you'll need to create a profile in Palm Desktop, and set up files for that profile.



No user name or HotSync message shows this Dana has *not* been HotSynced.

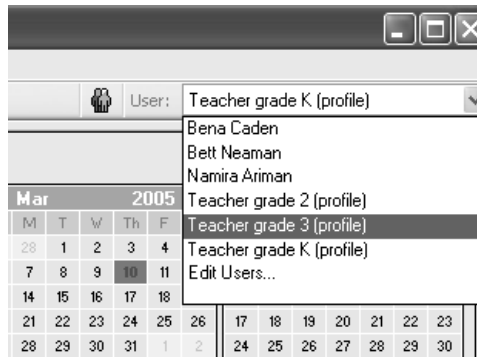
You can set up files for a single profile in Palm Desktop to install Admin.

With a profile, Palm Desktop retains the files in the Install Tool no matter how many times you HotSync that profile to devices.

Because each 1.2.1 or earlier ROM Dana will require HotSyncing to install Admin, it's ideal if you can set up a special profile in Palm Desktop because you only add the file(s) in the Install Tool once. However, if you have to set up Admin for each user, the task is repetitive but doesn't take much extra time.

To set up a profile in Palm Desktop:

1. In the Palm Desktop application on your computer, create a new profile by choosing Edit Users from the User list in the upper right corner of the application.



2. In the dialog box that appears, do one of the following:
 - Macintosh: Click New Profile, type a name for the profile and click OK.
 - PC: Click Profiles, then click New, type a name for the user profile, click OK, and click OK.
3. Go on to install the Admin files on your computer, described in “Installing Admin on a PC (Windows)” on page 6 and “Installing Admin on a Macintosh” on page 8.

Installing Admin on a PC (Windows)

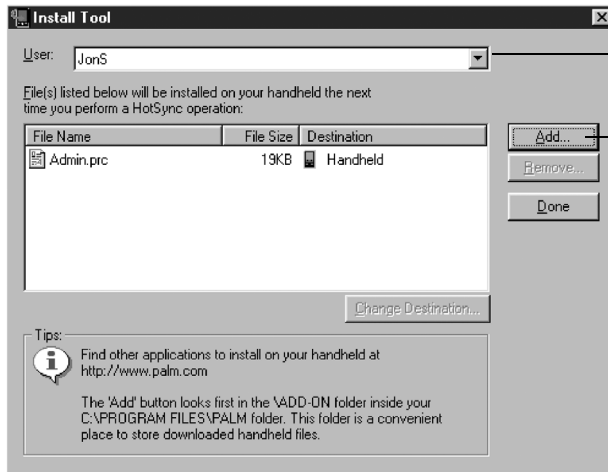
If you're *not* using AlphaSmart Manager for Dana and an AlphaHub, you need to install Admin on your computer first, then HotSync it to the Danas you're using.

To install Admin on a PC:

1. Insert the Dana Admin CD-ROM into the CD-ROM drive.
2. Using Windows Explorer or My Computer, locate the Admin.prc file on the CD.
3. Do one of the following:
 - If your Danas are using ROM version 1.5 (see page 2), select the Admin.prc file and copy it (choose File > Copy, or right-click and choose Copy).
 - If your Danas are using ROM version 1.2.1 or earlier (see page 2), select the Admin.prc file *and* the AlphaSpell.prc file and copy them (choose File > Copy, or right-click and choose Copy).
4. Locate the Palm\Add-on folder on your computer (usually C:\Program Files\Palm\Add-on).
5. Select the folder and paste the file(s) into the Add-on folder (choose File > Paste, or right-click and choose Paste).
6. Start the Palm Desktop application on your computer by double-clicking the Palm Desktop icon on your desktop (or by choosing Start > Programs > Palm Desktop > Palm Desktop).
7. Click the Install icon. The Install Tool dialog box appears.

Tip! You can also start the Install Tool from the Palm Desktop program group.
8. Select your profile or user name from the User list.

9. Click Add.



Click here to select your profile or user name

Click Add to select the Admin application

10. When the Open dialog box appears, do one of the following:

- If your Danas are using ROM version 1.5, select Admin.prc and click Open.
- If your Danas are using ROM version 1.2.1 or earlier, select Admin.prc and AlphaSpell.prc (Ctrl-click to select both files) and click Open.

11. If you're installing with a user name, repeat steps 8–10 for each additional user name. If you're installing with a profile, skip this step.

12. Click Done to close the Install Tool window.

13. Connect a Dana to your computer with a USB cable, then press **function-sync** on your Dana to HotSync Admin to it.

14. Do one of the following:

- For a Dana using ROM version 1.5, beam Admin to the rest of the Danas in your classroom. (See "Beaming settings to another Dana" on page 15.)
- For Danas using ROM version 1.2.1 or earlier, HotSync the remaining Danas in your classroom.

Installing Admin on a Macintosh

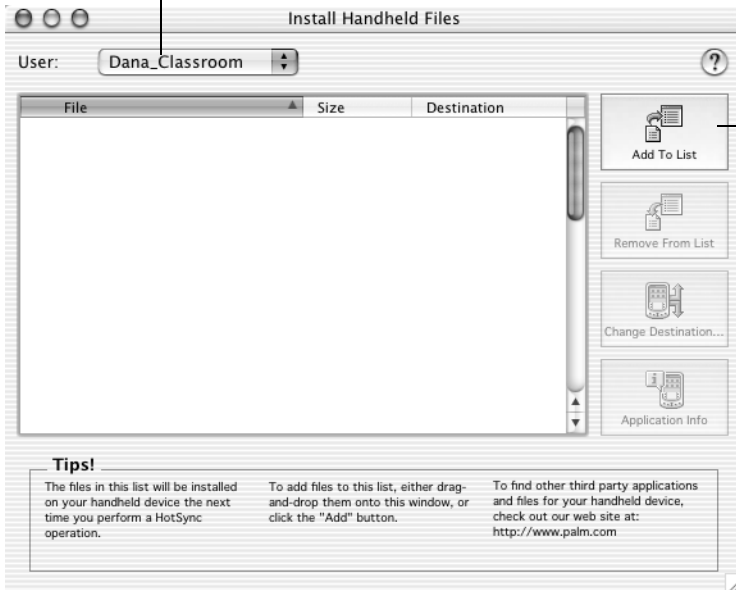
If you're not using AlphaSmart Manager for Dana and an AlphaHub, you need to install Admin on your computer first, then HotSync it to the Danas you're using.

To install Admin on a Macintosh:

1. Insert the Dana Admin CD-ROM into the CD-ROM drive.
2. Double-click the Dana Admin CD icon on your desktop.
3. In the Dana Admin window that appears, locate the Admin.prc file.
4. Do one of the following:
 - If your Danas are using ROM version 1.5 (see page 2), select the Admin.prc file.
 - If your Danas are using ROM version 1.2.1 or earlier (see page 2), select the Admin.prc file *and* the AlphaSpell.prc file. (Cmd-click to select both files.)
5. Open the Palm/DanaExtras folder on your computer.
6. Drag the file(s) from the Dana Admin CD window into the DanaExtras folder.
7. Start the Palm Desktop application by double-clicking the Palm desktop icon, located either on the Desktop or in the Applications/Palm folder.
8. Choose HotSync > Install Handheld Files. The Install Handheld Files dialog box appears.
9. Select your profile or user name from the User pop-up menu.

10. Click Add to List.

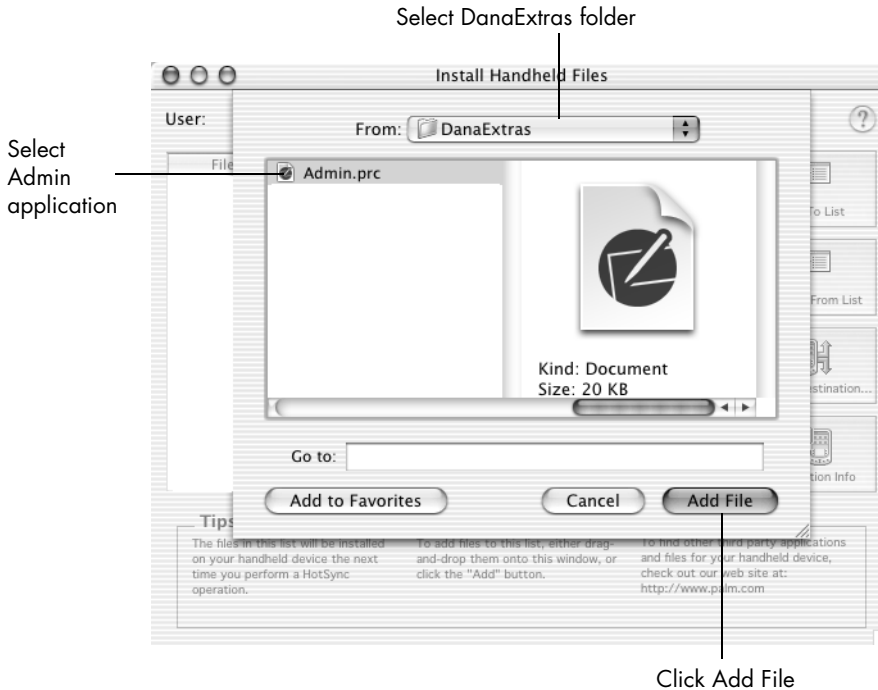
User pop-up menu



Click Add to List to select the Admin application

Installing Admin

11. When the Add dialog box appears, select the DanaExtras folder from the pop-up menu and do one of the following:
 - If your Danas are using ROM version 1.5, select Admin.prc and click Add File.
 - If your Danas are using ROM version 1.2.1 or earlier, select Admin.prc and AlphaSpell.prc (Cmd-click to select both files) and click Add File.



12. Close the Install Handheld Files window.
13. Connect a Dana to your computer with a USB cable, then press **function-sync** on your Dana to HotSync Admin to it.

14. Do one of the following:

- For a Dana using ROM version 1.5, beam Admin to the rest of the Danas in your classroom. (See “Beaming settings to another Dana” on page 15.)
- For Danas using ROM version 1.2.1 earlier, HotSync the remaining Danas in your classroom.

Setting up Admin on your Dana

When you start Admin for the first time on your Dana, you’ll be asked to create a password.

Note: If you have AlphaSmart Manager for Dana and an AlphaHub, you can use AlphaSmart Manager for Dana to configure Admin settings—including an Admin password—on your computer and send them to connected Danas simultaneously.

To set up Admin on your Dana:

1. On your Dana, press **apps** until you see All in the top right corner of the Applications Launcher.

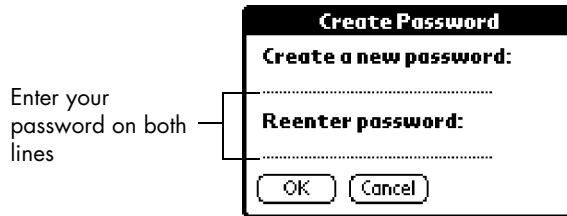


When the Applications Launcher displays All in this corner, every application on the device is listed

2. Tap the Admin icon.



3. In the Create a new password field, type a password between two and eight alphanumeric characters long.



Important: The password you enter here will also be the password for Admin on each student's Dana, so choose an appropriately secure password. (Don't use easy to guess passwords such as names of significant others, pets, and so on.) At the same time, make sure it's a password that's not difficult for you to remember—if you forget it, you'll need to contact Technical Support.

4. Press **tab** or tap the Reenter password field and type the same password you chose in step 3.
5. Tap OK.

You're now ready to select the settings you want in Admin.

Selecting settings

Using Admin, you can enable or disable the following settings on Danas:

- **Turn Off Sounds:** Turns off Dana's sound so no system, alarm, or game sounds can be heard.
- **Turn Off Beaming:** Disables the infrared port so no data can be sent or received.
Note: When you disable beaming, you can't beam data between Danas, nor can you beam text to an IR printer.
- **Prevent Date/Time Changes:** Locks the date and time settings, which is convenient for timed tests.

- **Prevent Application Deletion:** Prevents students from removing applications from Dana.
- **Hide Applications:** Lets you choose which applications appear in the Applications Launcher.
- **Turn Off Spell Check/Thesaurus:** Lets you disable spell check and the thesaurus (AlphaWord™ only) so that students must correct their own spelling errors and cannot look up synonyms and antonyms.
- **Cannot Add Words to Dictionary:** Prevents students from adding words to the spell check dictionary.

To prevent unauthorized access, Admin asks you to enter your password each time you launch it.

Important: If you don't know the Admin password, you'll need to contact Technical Support for assistance (see page 21).

To enable or disable settings:

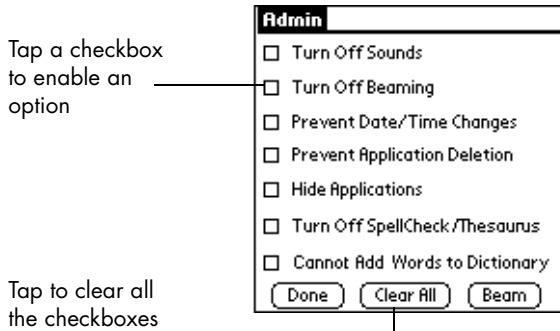
1. Press **apps** until you see All in the top right corner of the Applications Launcher.
2. Tap the Admin icon.
3. Type your password and tap OK.



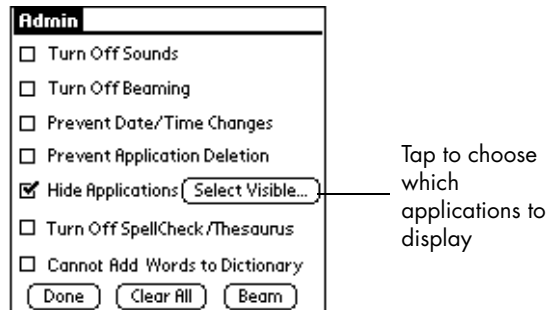


Selecting settings

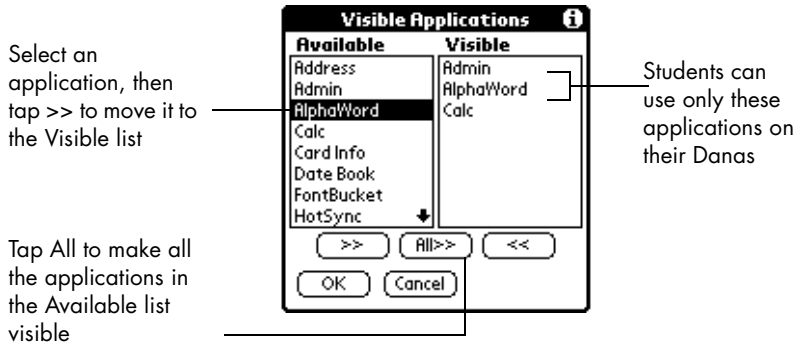
4. Tap the checkbox next to the option you want to enable. To clear the checkbox, simply tap again.



5. To control the applications students can see on their Danas, tap the Hide Applications checkbox, then tap the Select Visible button.



- To make an application available to students, tap its name in the Available list, then tap >> to move it to the Visible list.



- To remove a visible application and make it unavailable to students, tap its name in the Visible list, then tap <<.

Note: You can't remove Admin from the Visible list. It always remains visible.

- Tap OK, then tap Done.

Beaming settings to another Dana

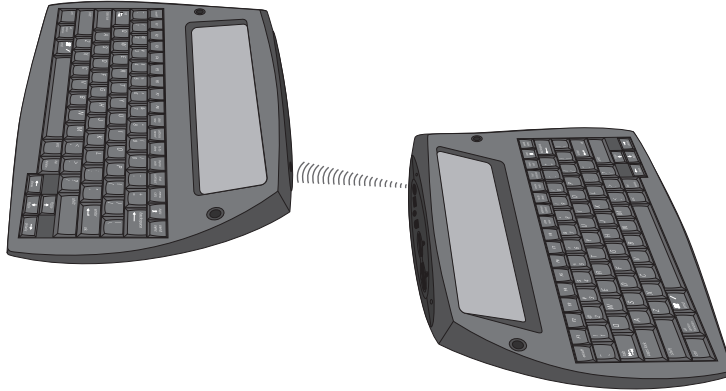
Once you've chosen the Admin settings you want on one Dana, you can easily beam the settings and the Admin application to the other classroom Danas, which lets you rapidly standardize a classroom.

Note: If Admin is not already installed on a receiving Dana, Admin installs the application along with the settings when you beam it.

Beaming settings to another Dana

To beam Admin and your Admin settings to another Dana:

1. Place two Danas with their back panels facing each other about a foot apart.



2. Tap the Admin icon on the Dana whose Admin settings you want to beam.
3. Enter your password (described on page 11).
4. On the receiving Dana, if beaming has been turned off in Admin, start Admin and enter your password. If beaming is turned on, or if the device doesn't have Admin on it, you don't have to do anything just yet.
5. On the sending Dana, tap Beam. A message appears on the receiving Dana that says it's receiving Admin, and asks whether it's OK to receive it.
6. On the receiving Dana, tap OK.

The receiving Dana automatically performs a soft reset and is now ready to use. Features that you chose to restrict are no longer available.

Changing your password

There might be times when you want to change your password to ensure continued security.

To change your password:

1. Press **apps** until you see All in the top right corner of the Applications Launcher.
2. Tap the Admin icon.
3. Type your password and tap OK.
4. Press **menu**, then choose Options > Change Password.
5. Type your current password in the Enter Password field.
6. Type your new password in both the Create a new password and Reenter password fields and tap OK.
7. Tap OK again, then tap Done.

Tip! If you have AlphaSmart Manager for Dana and an AlphaHub, you can use AlphaSmart Manager for Dana to change your password and send it to connected Danas simultaneously.

Clearing your password

The might be times when you want to clear your password. For example, you might want to clear your password at the end of a school year or if you share Danas with other classrooms and teachers. When you clear your password, you also clear any Admin settings you've set.

To clear your password:

1. Press **apps** until you see All in the top right corner of the Applications Launcher.
2. Tap the Admin icon.
3. Type your password and tap OK.

Deleting Admin from your Dana

4. Press **menu**, then choose Options > Clear Password. The Clear Password dialog box appears.



5. Tap OK.
6. Type your password at the Enter Password prompt, and tap OK.

Your password has now been cleared. The next time you start Admin, you'll be prompted to enter a new password.

Deleting Admin from your Dana

If you find you no longer have need of Admin, you can delete it from your Dana. You can delete it on the Dana itself, or you can delete it from a group of Danas using AlphaSmart Manager for Dana and an AlphaHub. (Deleting applications using AlphaSmart Manager for Dana is described in the *AlphaSmart Manager for Dana User's Guide*.)

To delete Admin from a Dana:

1. On your Dana, launch Admin, if it isn't already running.
2. Tap Admin in the title bar in the upper left corner of the application, then choose Clear Password.



Note: You can't delete Admin if you've set a password for it, so you must first clear the password.

3. Tap OK to confirm that you want to clear the password.
4. Enter the password and press **enter**. Dana returns you to the Applications Launcher.
5. Press **menu**, then tap Delete.





Deleting Admin from your Dana

6. In the screen that appears, tap to select Admin in the list, then tap Delete.



7. Tap Yes to confirm that you want to delete Admin.
8. Tap Done to exit the Delete screen and return to the Applications Launcher.

Contact Information

The AlphaSmart web site is a good source of information about products, sales, support, community forums, and latest news. Visit the AlphaSmart web site at

www.alphasmart.com (United States)

www.alphasmart.co.uk (United Kingdom)

www.alphasmart.com/international (all other countries)

If you can't find the information you're looking for on the web site, use the contact information listed in this appendix.

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Technical questions or problems:	Phone: (530) 528-7200 Email: support@alphasmart.com Web: www.alphasmart.com/supportinfo
Purchase AlphaSmart products:	Online store: www.alphasmart.com Phone: (888) 274-0680
General information or sales questions:	Phone: (888) 274-0680 Email: info@alphasmart.com

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Technical questions or problems:	Phone: 0870 120 0718 Email: UK-help@alphasmart.com
Latest support information:	www.alphasmart.co.uk/support
Purchase AlphaSmart products:	www.alphasmart.co.uk/ (This url also provides a list of resellers and AlphaSmart contacts.)

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Latest support information:	www.alphasmart.com/international/support Select your country or region.
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Asia/Pacific, Canada, Latin America

Technical questions or problems:	Contact your local reseller. If you do not have a local reseller, email Technical Support at support@alphasmart.com .
Latest support information:	www.alphasmart.com/international/support Select your country or region.
Purchase AlphaSmart products:	www.alphasmart.com/international (This url also provides a list of resellers and AlphaSmart contacts.)