

Technology Tools for Administrators

PDA's Uses

- Evaluation
- Organization
- Documentation

Staff Evaluation

mVal Professional

Modifying a Set of Standards

- Existing Appraisal Sets for all Employee Groups
 - Built-in
 - Sharing through import and export options
- Identify Necessary Performance Areas
- Add Performance Subcategories
- Ability to Add, Preview, and Spell Check
- View and Sort by Performance Areas
- Create Sets & Standards

Using & Creating Rubrics and Checklists

- Use or modify existing rubrics
- Create new rubrics aligned to performance areas and standards
- Ability to edit, spell check and preview your entries
- Create checklists for observational as well as other tracking needs

Staff Data

- First & Last Names
- Employee ID number
- Gender
- Years of Experience
- E-Mail
- Position
- Certification
- Tenure Status
- Sort Filters by Position,
Tenure, and Certification

Appraisals

- Select staff member for evaluation
- Chooses handheld or desktop format
- Identify set, performance areas and checklist to be used
- Ability to view and edit evaluation before printing

Instant Reports

- Unedited rubric statements only
- Unedited rubric statements with “look for” checklists
- Edited comments

Analyzing Data

- Setup - PDA or laptop via hotsync
- Aggregate Data
 - Standards by site and individual
 - Performance areas by site and individual
 - Performance and standards for mean levels of achievement
 - Checklist summary for individual and site

Organization

- **Daily Planner**

Repeating Date

- Enter appointment
- Details-repeat
- Select time frame, type & end

Categories in address book

- Select name
- Edit then Details
- Use category dragdown
- Enter item
- Adjusts priorities

Dual Date Program

Organizational Shortcuts

- Short cuts
 - Homepage
 - Preferences
 - Menu -- Shortcuts
 - Enter 2-3symbol name then text
- Search
 - Magnifying glass enter term to search
- Cut and paste
 - Highlight text
 - Diagonal upslash from left to right
 - Scissors=cut; Clipboard=paste

Documentation

- Documents to go-main computer
 - Create document on desktop
 - Save in docs to go
 - hotsync
 - edit using palm
 - hotsync changes
- Office Staff

Outlook, Shared folders, subs, calendar, detention/ISS lists, Agendas, Discussion points, day schedule for various buildings, passwords
- Photos

References and Contacts

- John McDonald
jmcdonald@pequotlakes.k12.mn.us
- Kevin Wellen
kwellen@wha.k12.mn.us
- www.palmgear.com accessories
- www.media-x.com m-Val
- www.palm.com home page
- www.dataviz.com documents to go