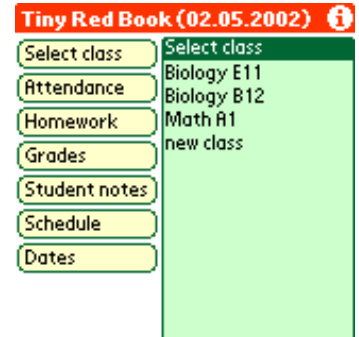


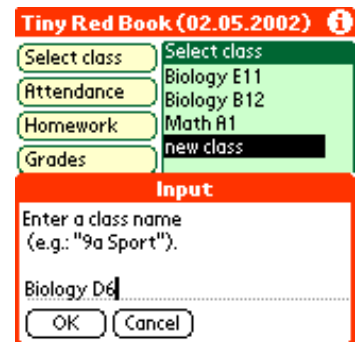
# Manual Tiny Red Book

Please register **Tiny Red Book** at:  
[www.tiny-red-book.com](http://www.tiny-red-book.com)

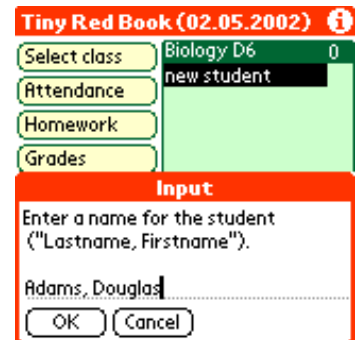
Startscreen. Select a class or



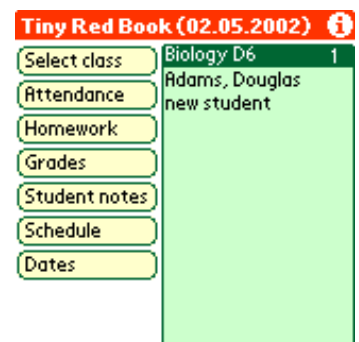
enter a new class.



There are no students in the new class! Tap on "new student"



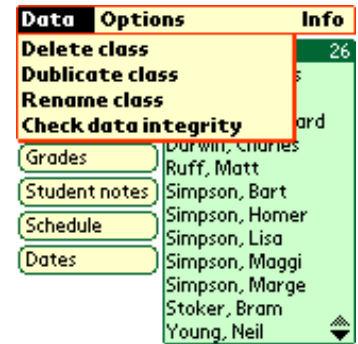
and enter the names of your students. (Alternatively you can do this at your computer using the Palm-Desktop-Software.)



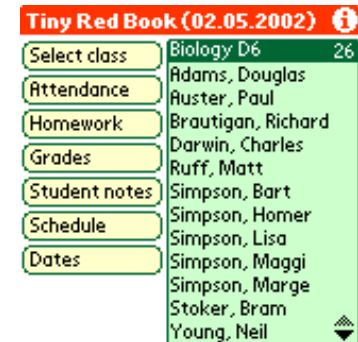
By tapping on the Menu-Icon



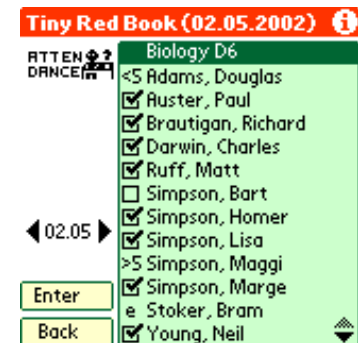
you open the "Data Menu". You can delete a class, duplicate a class (just the student names - not the data, especially when a new semester starts) and check the data integrity.



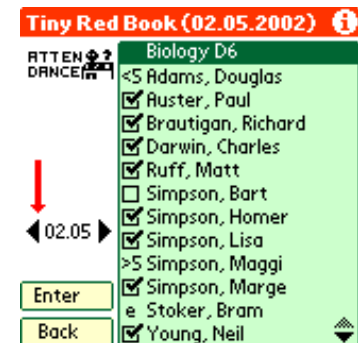
After your class is complete you can proceed with selecting data.



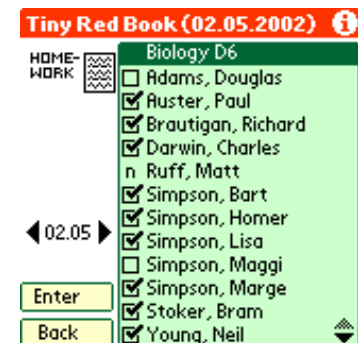
By means of the attendance-button you can track attendance of your students. Students not attending your lesson can be de-checked by means of tapping the checkboxes. Tapping twice will mark a student as being late (" $<5$ "), tapping three times will mark him as being very late (" $>5$ "). Tapping four times will enter "e" (excused).



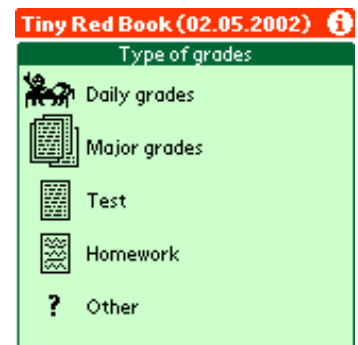
Previously collected data can be reviewed by tapping on the left arrow. You can change previously collected data by means of tapping on the change button.



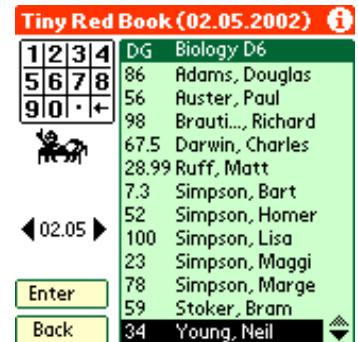
The same applies for tracking homework ("n" is for homework repeated from the other day).



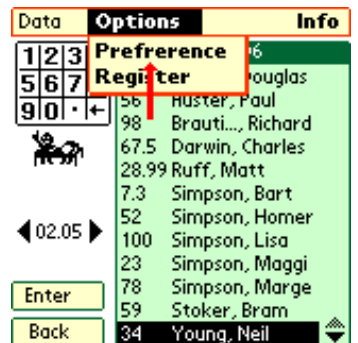
To track grades you first can determine the type of grades.



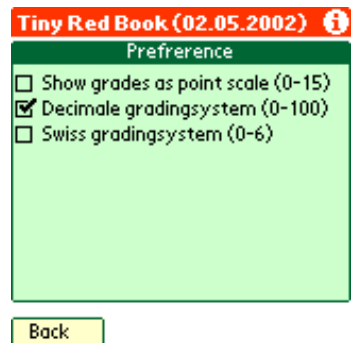
Different grading types have different symbols shown in the list. After selecting a student you can assign a grade.



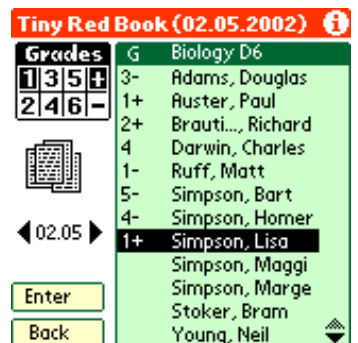
In the preference menu



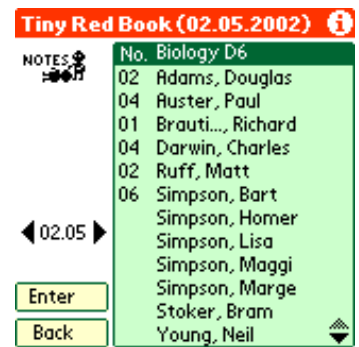
you can select different grading systems. (A decimal grading system ranging from 0 to 100 is predefined. Additionally you can select a german grading system ranging from 15 to 0 points and a swiss grading system ranging from 0 to 6.)



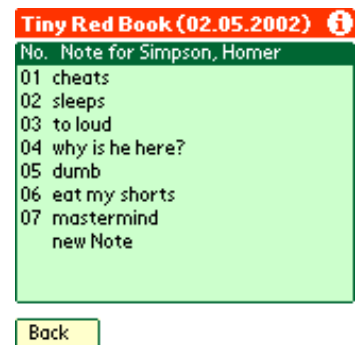
Selecting none of the grading systems will result in german grading system for primary school with grades from 1+(best), 1, 1-, 2+, ..., 6(worst).



You can assign student notes by selecting a student



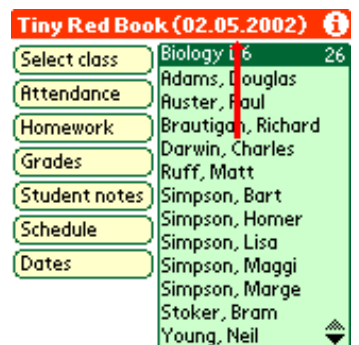
and assign a note either already in the list or



a new note. The list is not predefined. You can collect your own set of up to 50 notes.



You can change the date by tapping on the data in the titlebar.



You can edit up to 5 different schedules. In basic view you see an overview of your schedule.

**Tiny Red Book (02.05.2002)** ⓘ

	Mo	Tu	We	Th	Fr
1	BioA11		MaA5	MaC2	BioB5
2	BioA11	MaC2	MaC2		MaC2
3	MaA5	MaC2	BioA11		
4	MaA5	ChA11		MaA5	
5		ChA11		ChA11	
6	BioB5				BioA11
7	BioB5				BioA11
8				BioB5	
9					

Back Schedule No: 1 2 3 4 5

Startime and endtime of the lessons can be edited by tapping on the lesson number.

**Tiny Red Book (02.05.2002)** ⓘ

	Mo	Tu	We	Th	Fr
1	<del>BioA11</del>		MaA5	MaC2	BioB5
2	BioA11	MaC2	MaC2		MaC2
3	MaA5	MaC2	BioA11		
4	MaA5	ChA11		MaA5	
5		ChA11		ChA11	
6	BioB5				BioA11
7	BioB5				BioA11
8				BioB5	
9					

Back Schedule No: 1 2 3 4 5

You can enter new starttime and endtime.

**Tiny Red Book (02.05.2002)** ⓘ

	Mo	Tu	We	Th	Fr
1	BioA11		MaA5	MaC2	BioB5
2	BioA11	MaC2	MaC2		MaC2
3	MaA5	MaC2	BioA11		
4	MaA5	ChA11		MaA5	
5		ChA11		ChA11	

**Start of 1 hour?**

8 : 00 ⬆️⬆️

OK Abbrechen

By tapping on a timeslot you open a detailed view of the lesson.

**Tiny Red Book (02.05.2002)** ⓘ

	Mo	Tu	We	Th	Fr
1	BioA11		MaA5	MaC2	BioB5
2	BioA11	MaC2	MaC2		MaC2
3	MaA5	MaC2	<del>BioA11</del>		
4	MaA5	ChA11		MaA5	
5		ChA11		ChA11	
6	BioB5				BioA11
7	BioB5				BioA11
8				BioB5	
9					

Back Schedule No: 1 2 3 4 5

In detail-view you see and edit all relevant information.

**Tiny Red Book (02.05.2002)** ⓘ

We, 3 hour

Start : 9:50  
End : 10:35

Room : 123  
Class : A11 Biology  
Shortcut : BioA11  
Other : new building

Back

If you have lessons on weekends or in the late evening

**Tiny Red Book (02.05.2002)**

	Mo	Tu	We	Th	Fr
1	BioA11		MaA5	MaC2	BioB5
2	BioA11	MaC2	MaC2		MaC2
3	MaA5	MaC2	BioA11		
4	MaA5	ChA11		MaA5	
5		ChA11		ChA11	
6	BioB5				BioA11
7	BioB5				BioA11
8				BioB5	
9					

Back Schedule No: 1 2 3 4 5

By tapping on the arrow-field at top left

**Tiny Red Book (13.04.2002)**

	Mo	Di	Mi	Do	Fr
1			12Sgk	8cB	11Bgk
2	5bB	8cB	12Sgk	9cB	11Bgk
3	8cB	12Sgk	5bB	11Bgk	11Sgk
4	9cB	12Sgk	5bB		11Sgk
5	LdL	5bB	8cB	5bB	9cB
6			11Sgk		
7				11o.12	
8				11o.12	
9					

Zurück Stundenplan Nr.: 1 2 3 4 5

you can change the main-view of the schedule.

**Tiny Red Book (02.05.2002)**

	We	Th	Fr	Sa	Su
10					
11	NP				
12	NP				
13					
14				Bio AG	
15				Bio AG	
16					
17					
18					

Back Schedule No: 1 2 3 4 5

Appointments relevant for school can be viewed out of the Palm Datebook directly in **Tiny Red Book**. By tapping on "details" you open the

**Tiny Red Book (02.05.2002)**

Dates (4 Weeks)

02.05: excursion (10:00-19:00)  
 03.05: workshop (\*)  
 10.05: parents day (\*)

Back New Date

detail-view.

**Tiny Red Book (02.05.2002)**

Details

Date : Th,02.05 (today)  
 From : 10:00  
 To : 19:00  
 Text : excursion

Back

By means of tapping on "New date" you can enter a new date in your Datebook.

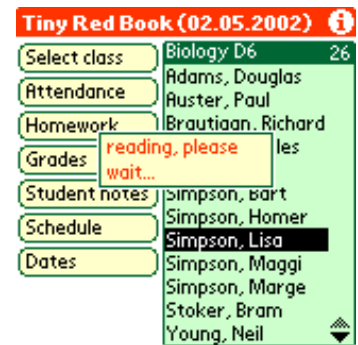


**Tiny Red Book** saves dates directly to the palm datebook database.

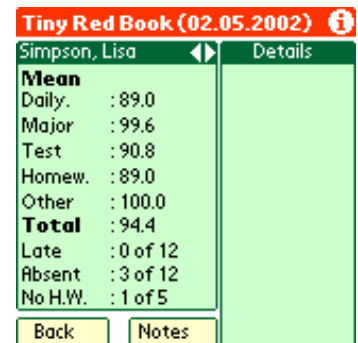
The first character is " ° " ( ° in graffiti). If you manually set ° as the first character of entries in your datebook these will be shown in **Tiny Red Book**, too.



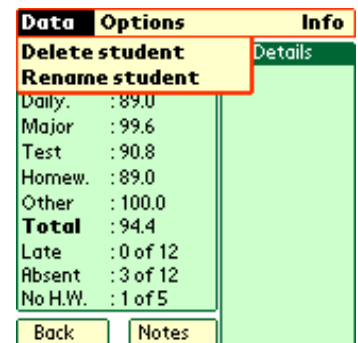
All data collected for any student can be viewed by tapping on the student.



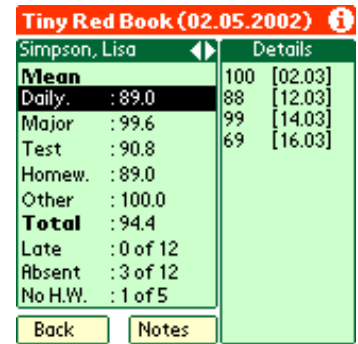
Data overview:



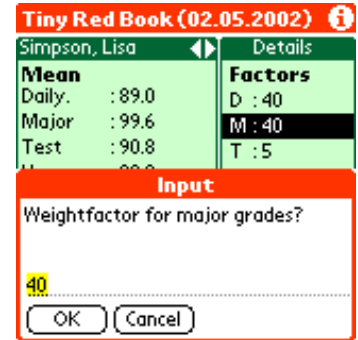
If you want to delete a student you can tap on the menu icon and select "delete student".



By tapping on the categories you can review all data you have collected. The total grade is calculated by weightfactors assigned to the different grade categories.



Weightfactors can be viewed by tapping on "total". You can change weightfactors by tapping on the desired factor.



Notes can be reviewed by tapping on the "notes button".



An online help is available by tapping on the info icon.

