

HanDBase

Behavior Notes Database

www.ddhsoftware.com/handbase.html

learninginhand.com

HanDBase

- Create custom databases
- 30-day free demo from DDH Software
- Manage data effectively and efficiently
- Extensive collection of free database downloads
- Teachers can quickly record anecdotal notes about behaviors, assessment, and academics.

HanDBase

Custom Database Example

Reading ▼ Default View

| Name | Date | Behavior | Re |
|---------|---------|----------------|-------------------------------------|
| Juan | 4/11/04 | Rereads | <input type="checkbox"/> |
| Allison | 4/11/04 | Indicates com | <input checked="" type="checkbox"/> |
| Enrique | 4/11/04 | Self-corrects | <input type="checkbox"/> |
| Sophia | 4/11/04 | Participates i | <input type="checkbox"/> |
| Enrique | 4/11/04 | Looks for ma | <input type="checkbox"/> |
| Mark | 4/11/04 | Uses meanin | <input type="checkbox"/> |
| Erica | 4/11/04 | Uses fluency | <input checked="" type="checkbox"/> |
| Todd | 4/11/04 | Connects to p | <input checked="" type="checkbox"/> |
| Tucker | 4/11/04 | Uses meanin | <input type="checkbox"/> |
| Enrique | 4/10/04 | Participates i | <input type="checkbox"/> |

Home New Tools Find Again

List View

Edit Record +

▼Name Juan

▼Date 4/11/04

▼Time 9:59 pm

▼Behavior Rereads

▼Observation Independent

▼Notes Read to figure out the meaning of "scowl"

Retaught ☐

OK Cancel Details New

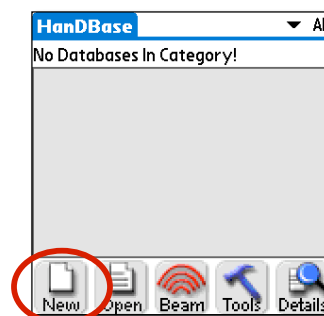
Record View

HanDBase

Start a New Database



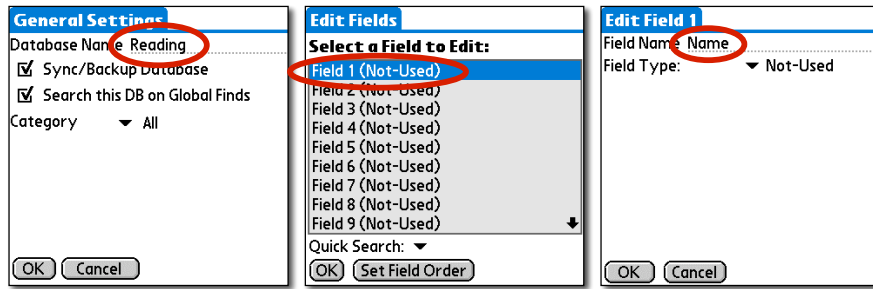
Launch **HanDBase**.



Tap **New**.

HanDBase

Reading Database Set-up



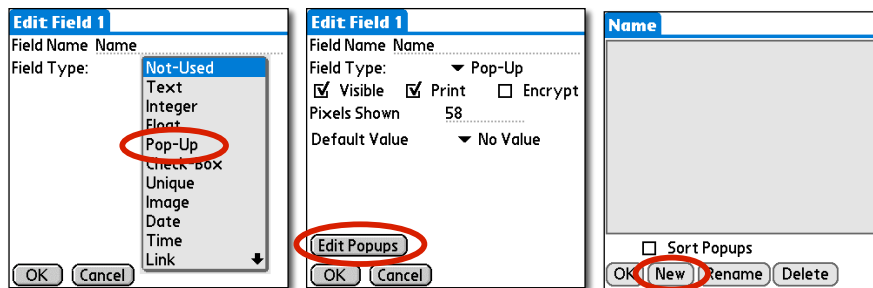
Enter "Reading"
for **Database
Name** and tap **OK**.

Tap **Field 1** and
tap **OK**.

Enter "Name" for
Field Name.

HanDBase

Name Field



Tap **Field Type**
and select **Pop-
Up**.

Tap **Edit Popups**.

Tap **New**.

HanDBase Name Field

The first screenshot shows an empty 'Name' field with an 'Edit Popup' dialog box. The dialog box has a title bar 'Edit Popup', a label 'Enter New Popup Value:', a text input field containing 'Tucker', and two buttons: 'OK' and 'Cancel'.

The second screenshot shows the 'Name' field containing 'Tucker'. Below the field is a list of actions: 'New', 'Rename', and 'Delete'. A checkbox labeled 'Sort Popups' is also present.

The third screenshot shows the 'Name' field containing 'Tucker'. The 'Edit Popup' dialog box is open, showing the 'Enter New Popup Value:' label and a text input field containing 'Allison'. The 'OK' and 'Cancel' buttons are at the bottom.

Enter a student name and tap **OK**.

Tap **New** to enter another student name.

Enter the name and tap **OK**.

HanDBase Name Field

The first screenshot shows the 'Name' field containing a list of names: 'Tucker', 'Allison', 'Mark', 'Erica', 'Juan', 'Todd', 'Enrique', and 'Sophia'. The 'Sort Popups' checkbox is unchecked. The 'New', 'Rename', and 'Delete' buttons are at the bottom.

The second screenshot shows the same list of names. The 'Sort Popups' checkbox is now checked. The 'OK' button is highlighted with a red circle.

The third screenshot shows the same list of names. The 'Sort Popups' checkbox is checked. The 'OK' button is highlighted with a red circle.

Tap **New** and enter more names.

Tap the box next to **Sort Popups** to alphabetize the list of names.

Tap **OK**.

HandBase Name Field

Edit Field 1

Field Name: Name

Field Type: ▼ Pop-Up

☒ Visible ☒ Print ☐ Encrypt

Pixels Shown: 58

Default Value: ▼ No Value

Edit Popups

OK **Cancel**

Tap **OK** again.

HandBase Date Field

Edit Fields

Select a Field to Edit:

- Name (Pop-Up)
- Field 2 (Not-Used)**
- Field 3 (Not-Used)
- Field 4 (Not-Used)
- Field 5 (Not-Used)
- Field 6 (Not-Used)
- Field 7 (Not-Used)
- Field 8 (Not-Used)
- Field 9 (Not-Used)

Quick Search: ▼

OK **Set Field Order**

Edit Field 2

Field Name: Date

Field Type: ▼ Not-Used

OK **Cancel**

Edit Field 2

Field Name: Date

Field Type: ▼ Not-Used

- Text
- Integer
- Float
- Pop-Up
- Check-Box
- Unique
- Image
- Date**
- Time
- Link

OK **Cancel**

Tap **Field 2**.

Enter "Date" for
Field Name.

Tap **Field Type**
and choose **Date**.

HanDBase Date Field

Edit Field 2

Field Name: Date

Field Type: ▼ Date

☒ Visible ☒ Print ☐ Encrypt

Pixels Shown: 58

Behavior: ▼ Date Record Added

OK Cancel

Tap **OK**.

HanDBase Time Field

Edit Fields

Select a Field to Edit:

- Name (Pop-Up)
- Date (Date)
- Field 3 (Not-Used)**
- Field 4 (Not-Used)
- Field 5 (Not-Used)
- Field 6 (Not-Used)
- Field 7 (Not-Used)
- Field 8 (Not-Used)
- Field 9 (Not-Used)

Quick Search: ▼

OK Set Field Order

Edit Field 3

Field Name: **Time**

Field Type: ▼ Not-Used

OK Cancel

Edit Field 3

Field Name: Time

Field Type: ▼ Not-Used

- Text
- Integer
- Float
- Pop-Up
- Check-Box
- Unique
- Image
- Date
- Time**
- Link

OK Cancel

Tap **Field 3**.

Enter “Time” for
Field Name.

Tap **Field Type**
and choose **Time**.

HandDBase

Time Field

Edit Field 3

Field Name Time

Field Type: Time

☒ Visible ☒ Print ☐ Encrypt

Pixels Shown 58

Behavior Time Record Added

OK Cancel

Tap OK.

HandDBase

Behavior Field

Edit Fields

Select a Field to Edit:

- Name (Pop-Up)
- Date (Date)
- Time (Time)
- Field 4 (Not-Used)**
- Field 5 (Not-Used)
- Field 6 (Not-Used)
- Field 7 (Not-Used)
- Field 8 (Not-Used)
- Field 9 (Not-Used)

Quick Search: ▼

OK Set Field Order

Tap Field 4.

Edit Field 4

Field Name Behavior

Field Type: Pop-Up

☒ Visible ☒ Print ☐ Encrypt

Pixels Shown 58

Default Value No Value

Edit Popups

OK Cancel

Enter "Behavior"
for Field Name.

Edit Field 4

Field Name Behavior

Field Type: Not-Used

- Text
- Integer
- Float
- Pop-Up**
- Check-Box
- Unique
- Image
- Date
- Time
- Link

OK Cancel

Tap **Field Type**
and choose **Pop-
Up**.

HanDBase Behavior Field

Edit Field 4
Field Name Behavior
Field Type: ▼ Pop-Up
☒ Visible ☒ Print ☐ Encrypt
Pixels Shown 58
Default Value ▼ No Value
Edit Popups
OK Cancel

Tap **Edit Popups**.

Behavior
☐ Sort Popups
OK **New** Rename Delete

Tap **New**.

Edit Popup
Enter New Popup Value:
Uses meaning cues
OK Cancel

Enter "Uses meaning cues" and tap **OK**.

HanDBase Behavior Field

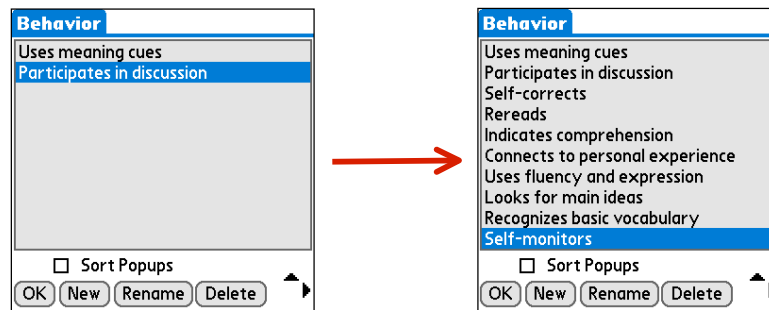
Behavior
Uses meaning cues
☐ Sort Popups
OK **New** Rename Delete

Tap **New**.

Edit Popup
Enter New Popup Value:
Participates in discussion
OK Cancel

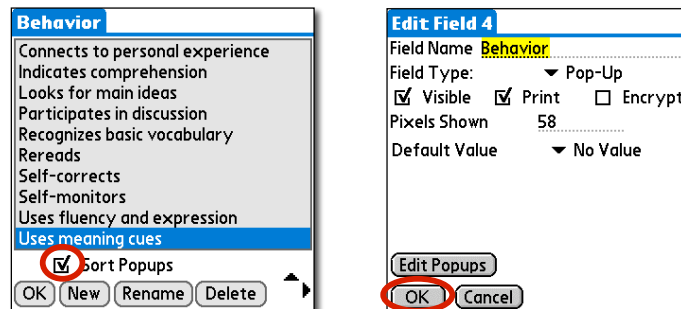
Enter "Participates in discussion" and tap **OK**.

HanDBase Behavior Field



Tap **New** to enter more behaviors.

HanDBase Behavior Field



Tap the box next to
Sort Popups to
alphabetize the list of
behaviors.

Tap **OK**.

HandDBase Observation Field

Tap **Field 5**.

Enter
"Observation" for
Field Name.

Tap **Field Type**
and choose **Pop-Up**.

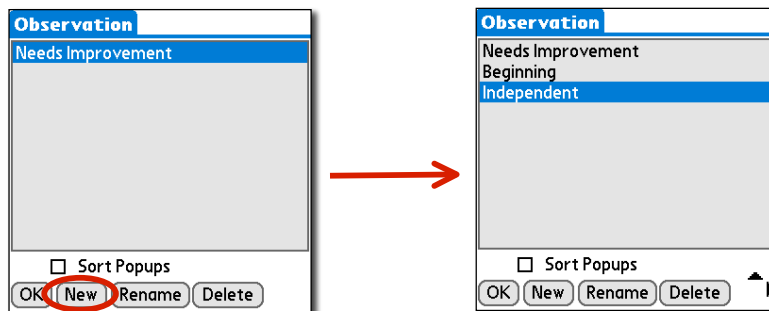
HandDBase Observation Field

Tap **Edit Popups**.

Tap **New**.

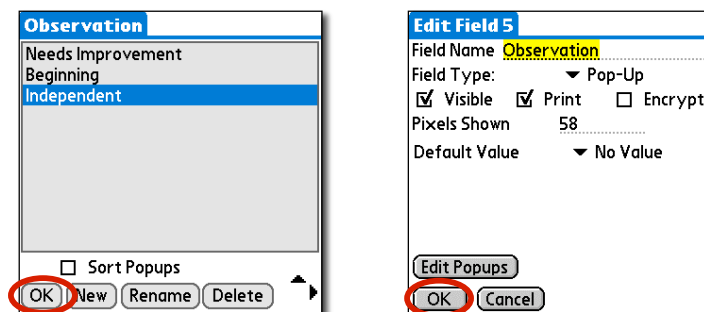
Enter "Needs
Improvement" and
tap **OK**.

HandDBase Observation Field



Enter two more pop-ups items:
“Beginning” and “Independent”.

HandDBase Observation Field



Tap **OK**.

Tap **OK** again.

HandDBase Notes Field

The first screenshot shows the 'Edit Fields' dialog with 'Field 6 (Not-Used)' selected. The second screenshot shows the 'Edit Field 6' dialog with 'Field Name' set to 'Notes' and 'Field Type' set to 'Not-Used'. The third screenshot shows the 'Edit Field 6' dialog with 'Field Type' set to 'Text'.

Tap **Field 6**.

Enter “Notes” for
Field Name.

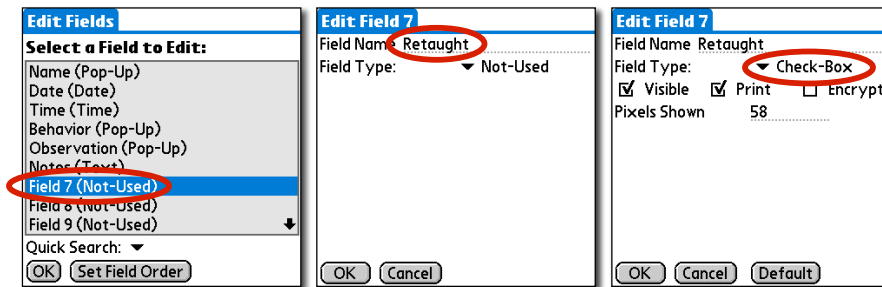
Tap **Field Type**
and choose **Text**.

HandDBase Notes Field

The screenshot shows the 'Edit Field 6' dialog box with 'Field Name' set to 'Notes' and 'Field Type' set to 'Text'. The 'Max Characters' field is set to 80, which is circled in red. Other options like 'Visible', 'Print', 'Encrypt', 'Pixels Shown', 'Edit Popups', and 'Popups Append' are also visible.

Change **Max Characters** to
from “40” to “80”. Tap **OK**.

HandDBase Retaught Field

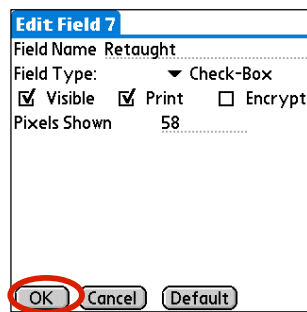


Tap **Field 7**.

Enter “Retaught”
for **Field Name**.

Tap **Field Type**
and choose
Check-Box.

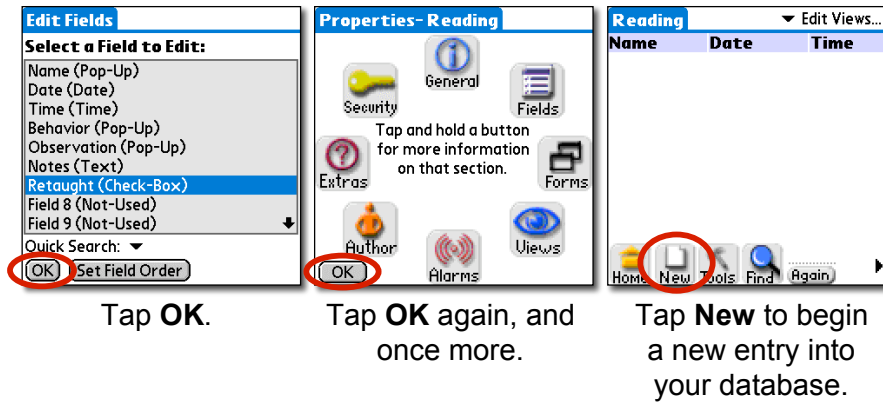
HandDBase Retaught Field



Tap **OK**.

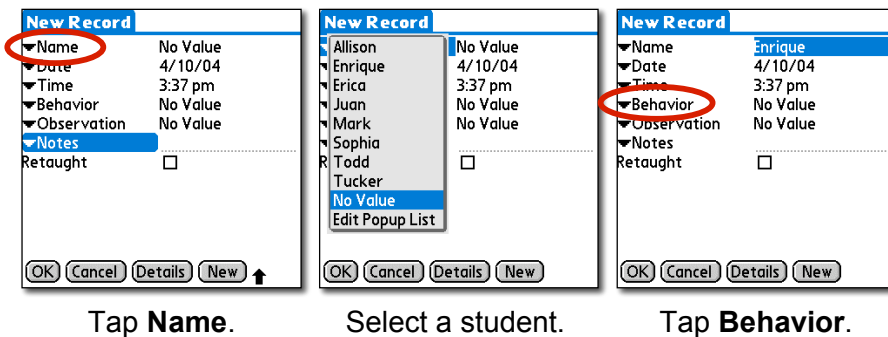
HandDBase

Using Your Database



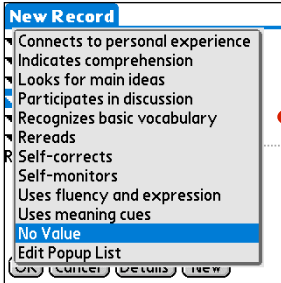
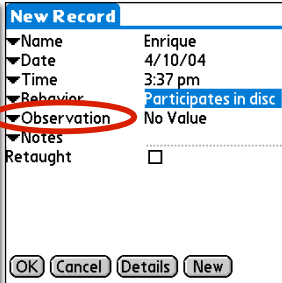
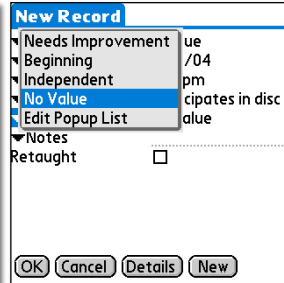
HandDBase

Using Your Database



HandDBase

Using Your Database

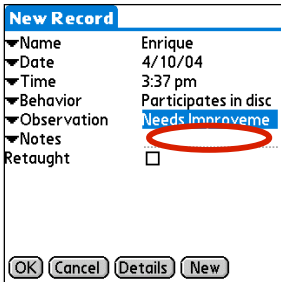
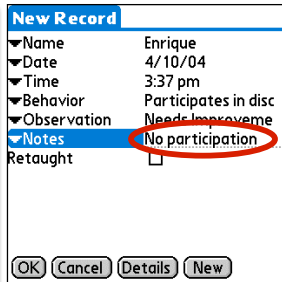
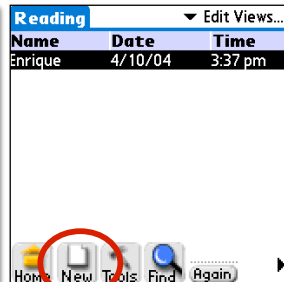
Choose a
behavior.

Tap **Observation**.

Choose an
observation.

HandDBase

Using Your Database

Tap your stylus in
the field next to
Notes.

Enter extra
information. Tap
OK.

Tap **New** for
another entry.

HandDBase Using Your Database

The 'New Record' form is shown in two states. On the left, it contains default or empty values. On the right, after data entry, it contains specific information for a student named Mark. The 'OK' button is highlighted in red in the final state.

Enter information for a new entry.
Tap **OK** when completed.

HandDBase Hiding Fields

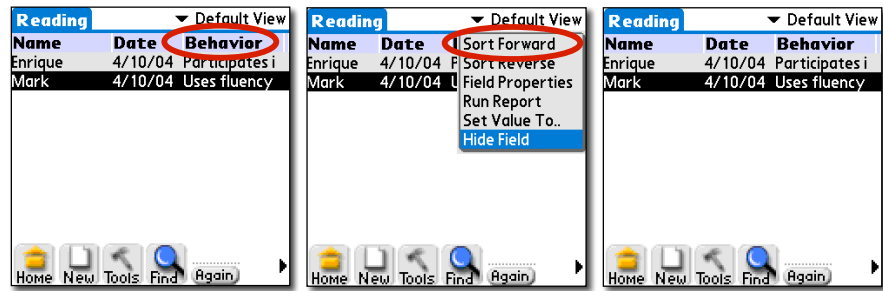
The sequence of three screenshots demonstrates how to hide a field in the 'Reading' table. First, the 'Time' field is selected. Then, the 'Hide Field' option is chosen from the context menu. Finally, the table is shown with the 'Time' field hidden, making the 'Behavior' field visible.

Tap **Time**.

Choose **Hide Field**.

The **Time** field is hidden so the **Behavior** field is viewable.

HandDBase Sorting Fields

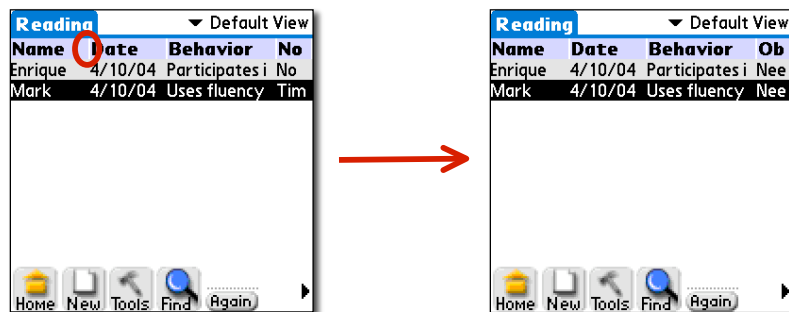


Tap **Behavior**.

Choose **Sort Forward**.

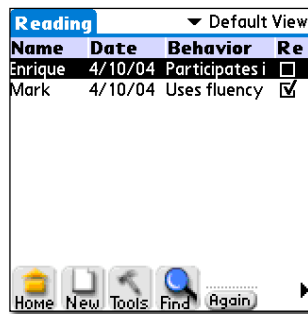
The entries are now listed alphabetically by **Behavior**.

HandDBase Changing a Field's Width



Tap and drag the white bar between fields to make a field's width larger or smaller.

HandDBase List View



You may want to configure your List View so that the “Retaught” check box is visible.

HandDBase

- Use your database to sort students by skill and observation to:
 - Modify instruction based on student needs
 - Create flexible grouping
 - Prepare comments for report cards and parent conferences
 - Make students aware that the teacher is continually assessing

HandDBase Database Gallery



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