



## PAES® 2024 Edition Lab Technology Requirements

### Technology Provided by School

Hardware and Software Requirements: Computers and Tablets Needed for PAES® Lab

**2-4 Tablets: iPads or Android Devices** (see Tech Requirements for PAES® Scan App below)

- (1) Timeclock Tablet
- (1-3) Job Supervisor Tablets (one for each staff working in lab at once)

**3-4 \*Computers:**

- **(2-3) Student Computers** with Internet Access and Windows and Microsoft Word, Excel, Power Point and Paint Installed.
- **(1) Job Supervisor Computer** with internet access and Windows and Microsoft Word, Excel, Power Point and Paint Installed.

**One Printer** (black and white ok, color preferred)

\*PAES® Labs are not required to use a specific operating system; however, PAES Supervisors need to be familiar with how to perform basic computer functions such as downloading files from the Internet and extracting those files to the desktop.

The PAES® Computer Technology - 2024 Edition uses Microsoft Office software. **Each PAES staff member needs to have a basic working knowledge of Microsoft Word, Excel, PowerPoint, and MS Paint software.**

## **PAES® Scan App Tech Requirements/Info Sheet**

Download the app at: <https://apps.apple.com/us/app/paes-scan/id1553993059>

### **Why PAES® Scan was developed:**

- To create a nearly paperless environment.
- To reduce staff training time and make the PAES® Lab easier for staff.
- To guide staff to record assessments with fidelity.
- To help ensure PAES® labs are being run with fidelity according to the validated PAES® rules.
- To allow for assigning jobs and scoring in real time without the need for data entry outside of class.

### **PAES® Scan App tablets provided by the school:**

- Recommend one device per maximum number of PAES® job supervisors that will be working in the PAES® lab at one time.
- You can store up to 100 PAES® employees at a time.
- Each PAES® Job Shift has a maximum of 10 employees per job shift.

### **PAES® Scan App Devices and Requirements:**

- iPad with IOS 13 or above Android Tablet v.5.1 or above Compatible with a 10" screen or larger
- PAES® Scan App Works with either PAES® 2024 edition labs or PAES® 2020 edition labs. There are two app versions available, either PAES® 2024 edition or PAES® 2020 edition (PAES® 9.1 labs and below: some jobs and sub-tasks won't match up exactly in the scan app)

### **PAES® Scan App vs 9.2 Desktop software:**

The difference between the "9.2 Desktop Software" and the PAES® Scan App:

Mobile data collection during class time vs entering scores on a computer when no students are present:

- The 9.2 standalone software is installed on a desktop computer and makes entering data during class time challenging.
- With the 9.2 desktop software, a teacher (PAES® Job Supervisor) collects student data on pieces of paper during class time, and then enters the scores manually into the software after students have gone home. Since there are 5 pieces of data collected on each job, for each student, entering data for many students is tedious and data entry errors are common.
- The PAES® Scan App allows staff (PAES® Job Supervisors) to enter scores in real time while working with students (PAES® Employees) and includes scoring prompts to walk the PAES® job supervisors through the scoring process.

- The report from PAES® Scan includes all of the results and analyses from the standard 9.2 software's report, plus it adds a progress report and other helpful information suggested by early adopter PAES® Lab Job Supervisors.
- The PAES® Scan App includes the PAES® Workplace Skill Evaluation as opposed to using paper forms and booklets.

**What about data privacy?** From the PAES® Author, Life Productions/PAES Productions.

- **Students do not use the app:** First, most data privacy issues center around the student's use of an application. Students do not use our App, other than to scan their badge to "clock in". The App is for the Teacher's use.
- **Only the student's first name is required and can be aliases to further protect privacy.**  
**The other personal data is optional:** We collect very little in the way of personal Student data, which is what data privacy is about. Most of what we collect are scores. The only data that we require for each Student/Employee is their First Name. The rest is up to the Teacher/School to include or not; since its intended purpose is simply to enhance the usefulness of the Application.
- **We go an extra step to keep physical data private:** Meanwhile, the QR Codes that are generated for students (which appear on Work Folders and/or badges or other forms that the Teacher creates) help preserve the student's privacy both within and outside of the electronic environment. The QR code labels only contain the student's First Name and Student ID, so the student's hard copies of work assignments and scores do not include personally identifiable information.
- **Schools are responsible for adhering to their specific rights and requirements:** Our legal arrangement/relationship is with The School/District. The school is responsible for knowing and adhering to their agreements with parents, local privacy laws and policies for student data. By using our Application, Schools agree to our Terms of Use, which prohibit schools from including data that they do not have the legal right to include. So, for instance, a school should only upload student photos to their profile if photo permission forms signed by parents allow it.

**For more information about PAES® Scan App visit [www.paesauthor.com](http://www.paesauthor.com)**

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