



Getting Started with eWalk®

Introductory Guide

2015

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1. Introduction

Thank you for your purchase of an eWalk® licence from Media-X Systems. You are now just steps away from realizing the true power of classroom walkthroughs.

This document will guide you through the process of getting started with eWalk®, creating your first template and completing your first classroom walkthrough with this system.

2. Accessing eWalk®

eWalk® is accessed through mxWeb, our web-based platform, which serves as the base for our product suite of integrated applications. These integrated applications include, among others, **eWalk®**, our video-based coaching system **iCoach™** and the **Marzano Gradebook**. Your mxWeb log-in page will be unique to the geographic region you reside in. You will be given the link to your log-in page upon purchasing a licence. Simply travel to your log-in page, enter your log-in information and you will be able to access all of your purchased Media-X products.



Figure 1 - eWalk's banner within mxWeb

Click on the eWalk® banner, as shown in Figure 1, to access eWalk®.

3. Template Overview

Templates are user-defined data input patterns used to collect data. They can be compared to questionnaires, to which answers must be supplied, or to forms that must be filled.

Each time a questionnaire is answered, data is supplied and collected. One of several possible answers must be selected from a drop-down list or a free format answer may be required. Some questions expect numeric answers, while others expect text. There are questions that require a yes or no answer, namely by checking or leaving unchecked a 'checkbox'.



Each individual data collection session in connection to a template is called a walkthrough.

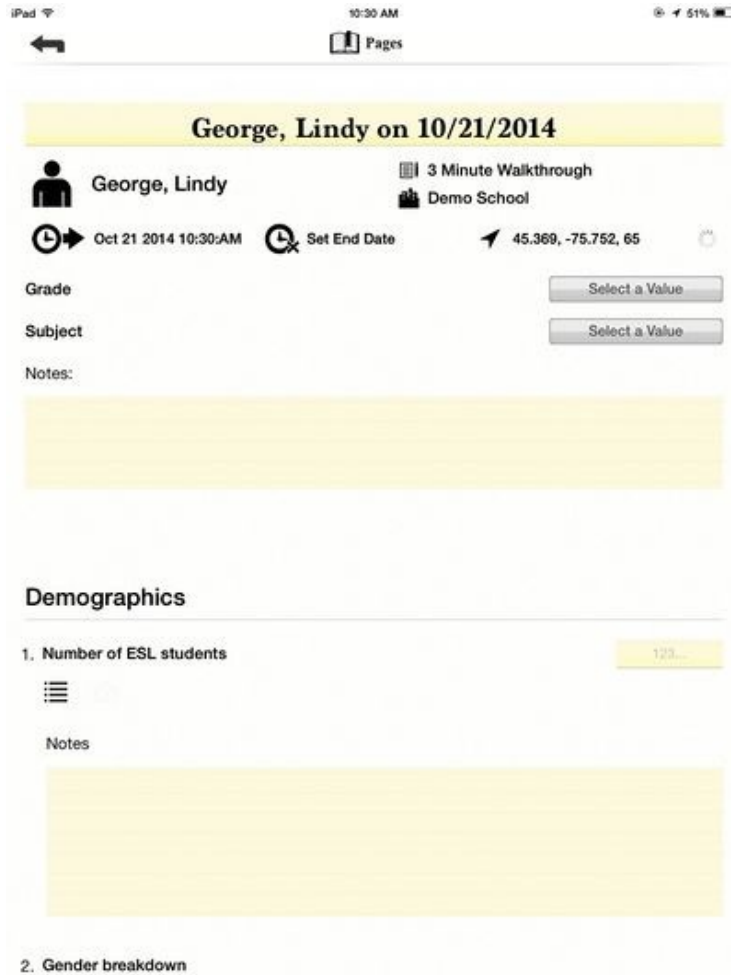


Figure 2 - An example of a basic template as viewed on the eWalk® iOS application

4. Creating a Template

Within the main menu of eWalk®, an example of which is shown below in Figure 3, maneuver the mouse over to the right side of the screen and click on the 'Build' pulldown. Within this pulldown menu (as shown in Figure 4 below), the first option is entitled 'Templates' - click on this to open the 'Template Editor'.

With this editor, you are able to create any form template you require. It is 100% customizable.





Figure 3 - A new main menu of eWalk®. Now customizable

Once in the 'Template Editor', click the 'New' button in the top left corner, directly beneath the 'Templates' tab. Enter a name for the template and select the type of employee your observations will be targeting.

Figure 4 - The pulldown menus. Click on 'Templates'

General Information		Manage Elements	Signatures
<div style="display: flex; justify-content: space-between;"> Save Share Preview Clean Template </div>			
Template Name Connor's Template	Select Form Standard Form	Select Custom Report Report Name	
Template Description A simple beginner's template	Select Default Print Format Standard 2.0 Printing		
	Select Export Type Standard		
Select Subject <input type="radio"/> <none> <input type="radio"/> Administrator <input checked="" type="radio"/> Manager <input type="radio"/> Employee <input type="radio"/> Customer <input type="radio"/> Other	General Settings <input checked="" type="checkbox"/> Allow file attachment to the walk-through		
Filter 1 Value List Name Grade Value List Grade Default Value 1	Filter 2 Value List Name Subject Value List Subject Default Value History	Text Field Use Text Field Name test123 Default Value test123	

Figure 5 - The 'Template Editor'

There are four buttons directly beneath the top header of the Template Editor:

- 'Save', which you will need to click in order to save your template,
- 'Share' to share this template with another user;



- 'Preview' to see what it will look like upon completion and;
- 'Clean Template', this button will remove all of your completed walkthroughs and collected data attached to this template (it is recommended that this button only be used when testing a template).

Create a description for the template, it will appear in the list view of all available templates.

Note: The page you were in when you clicked the 'New' template button earlier is where the created description will appear.

If there is a need to attach an external document or file to a template, click on the box beside 'Allow File Attachment' to the walkthrough under 'General Settings'.

If you need to run a report that cannot be created using one of eWalk®'s standard reports, you can have Media-X create a custom report for you. You can then link your custom report by clicking the 'Select Custom Report' box.

If you require further detail, please refer to our wiki article on *Building Templates*: http://wiki.media-x.com/index.php?title=Building_Templates

5. Performing a Walkthrough

There are many different names for this process, classroom walkthroughs and classroom observations are the two most popular titles in North America, and learning walks in Britain.

eWalk® allows administrators to perform a walkthrough, via the web or via the iOS app.

5.1. On the Web

To perform a walkthrough without using the eWalk® mobile App, open eWalk® through mxWeb.

Setting Up the Walkthrough

In the main menu of eWalk®, select 'Manage' and then 'Views'.



Under Category on the left hand side of the page, select '*Walkthroughs*' and a window will appear on the right.

In the toolbar of this new window, click on '*New*'.

This will open another new window with a list of options for the walkthrough. First, click on the template that will be used in the walkthrough (this will have been an eWalk® Template that was previously created).

Select the employee being observed under '*Subject*' and finally, name this walkthrough. Click '*Create*' to finalize the creation of the walkthrough.

Performing the Walkthrough

The first thing to do is to select the grade and subject as it relates to the teacher being observed. Adjust the start time if incorrect, and begin the walkthrough.

Answer the questions posed in the walkthrough template. When the walkthrough is complete, scroll back to the top and select the '*Now*' button next to '*End Time*' to properly add the time the walkthrough was finished.

Click '*Save & Done*' at the top of the page to finalize the completion of the walkthrough.

For further instructions, view our video on *Performing a Walkthrough on the Web* located at the following link:

<https://www.youtube.com/watch?v=FWDqN-cN8j0>

5.2. Performing a Walkthrough with the eWalk® App

The eWalk 2.0 App for the iOS mobile operating system provides the simplest and most practical source to input data from a walkthrough. An eWalk App for Android and Windows Mobile will be available in the near future.

With an iOS device (iPad, iPhone), load the App and log into your mxWeb account using your login information. Then select the template you wish to conduct the observation with.



Step by Step Process

- Click 'New Walkthrough'
- Scroll down the list that appears, and select a custom-made Template that has been created by the user. Everything is in alphabetical order, and depending on whether or not filters have been used, in sections corresponding to the focus of the walkthrough (i.e. No-subjects walkthrough, teacher walkthroughs etc.)
- If it is an employee specific observation, then select the employee that is to be focused on.
- Finally, users can choose their institution

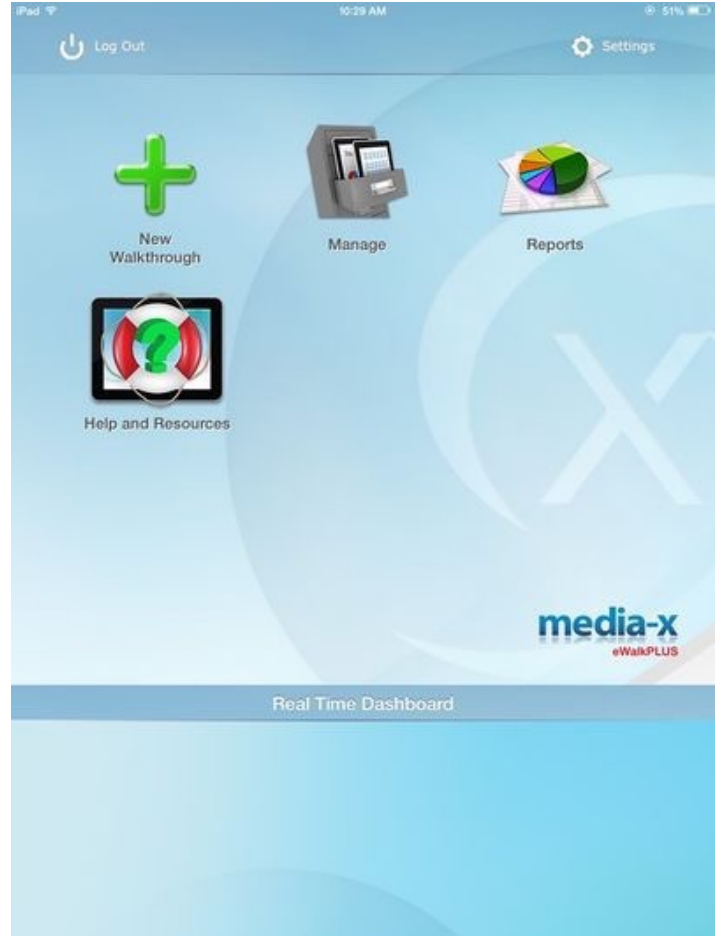


Figure 6 - The main menu of eWalk 2.0 for iOS

The order the elements are displayed on the walkthrough template is in the same order that the user will have put them in with the editor. If they are not in the right place, then users can simply return to the editor on their personal computer and make the necessary adjustments.

Inputting data is easy here, just perform your observation and fill out each of the questions posed. If a note pad has been enabled for some of the elements, then users can feel free to make notes for further analysis.

When users are finished with their observation, and all of the questions posed have been answered or marked as 'Not observed', the next step is to click on the *left pointing arrow* at the top of the screen.



All of the results from the walkthrough will have been automatically saved to the App. Users can now return to the main menu of the App and click on the 'Manage' icon to view all of the recent walkthroughs. Even walkthroughs that were incomplete will be visible in this list.

6. Viewing Walkthrough Reports

To view the results of a completed walkthrough on the web, the user must return to the main menu of eWalk® and select 'Reports'.

This will open a window, Figure 7 displays a representation of what users will see upon entering the reports section. In this section, the user can select the type of report they would like to view from the list.

After the type of report has been selected, the following step will have the user select the template they would like to see this particular report for. After selecting the correct template from the correct school(s), users simply have to select 'Submit' in order to view the entire report.



Figure 7 - The Reports menu

7. Further Information

For additional information on using eWalk®, contact Media-X via e-mail: info@media-x.com, or by telephone: 1-888-722-9990

Media-X has created a continuously updated Help Wiki, which can be accessed here: <http://wiki.media-x.com/index.php?title=eWalk>

Finally, there is a collection of helpful videos on eWalk® located here: <http://www.media-x.com/ewalk-video-tutorial-database/>

