Getting Started with eWalk®

Introductory Guide

2016

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1. Introduction

This document will guide you through the process of getting started with eWalk, towards 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.

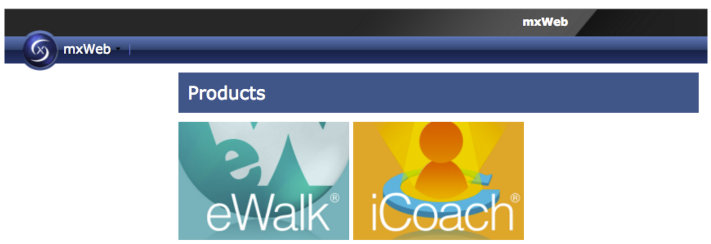

Figure 1 - eWalk's button within mxWeb

Click on the eWalk button, 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, which involves the selection of a '*Checkbox*'. Each individual data collection session, in connection to a template, is called a walkthrough.

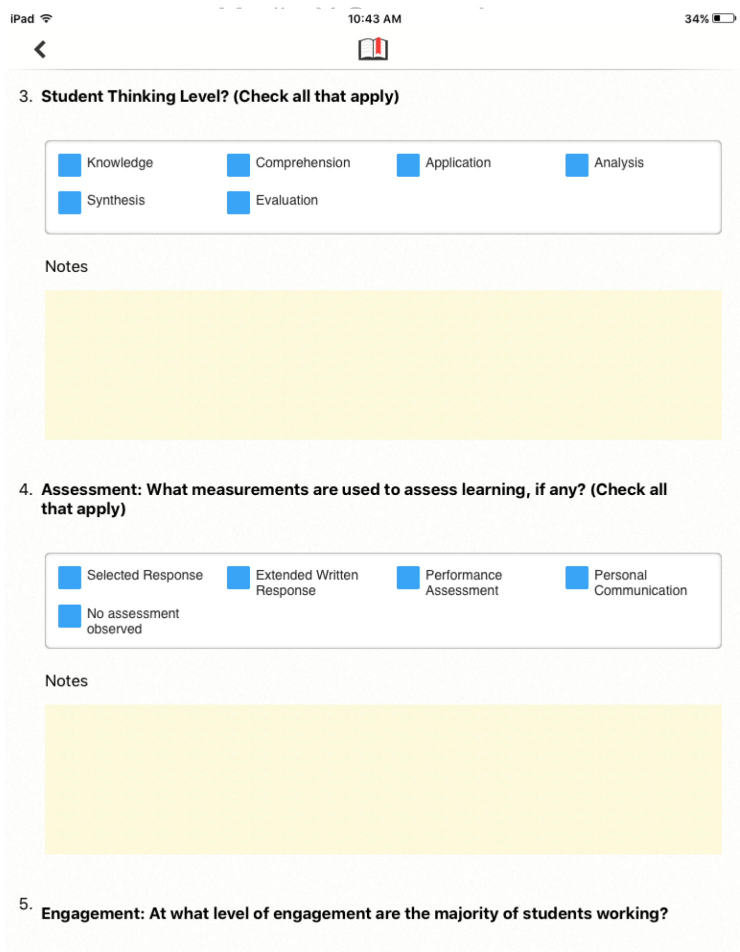

Figure 2 - An example of a basic template as viewed on the eWalk iOS application

4. Creating a Template

Media-X can quickly supply you with several pre-made walkthrough templates. However, eWalk allows you to create your own unique walkthrough template in order to suit your specific needs. If you would like to create your own unique template, simply contact Media-X for assistance (Our contact information is at the end of this document).

5. Performing a Walkthrough

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.

Figure 3 - eWalk's customizable menu. Select 'New' to create a new walkthrough.

Setting Up the Walkthrough

In the main menu of eWalk, select *the 'New'* button (as shown in Figure 3).

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.

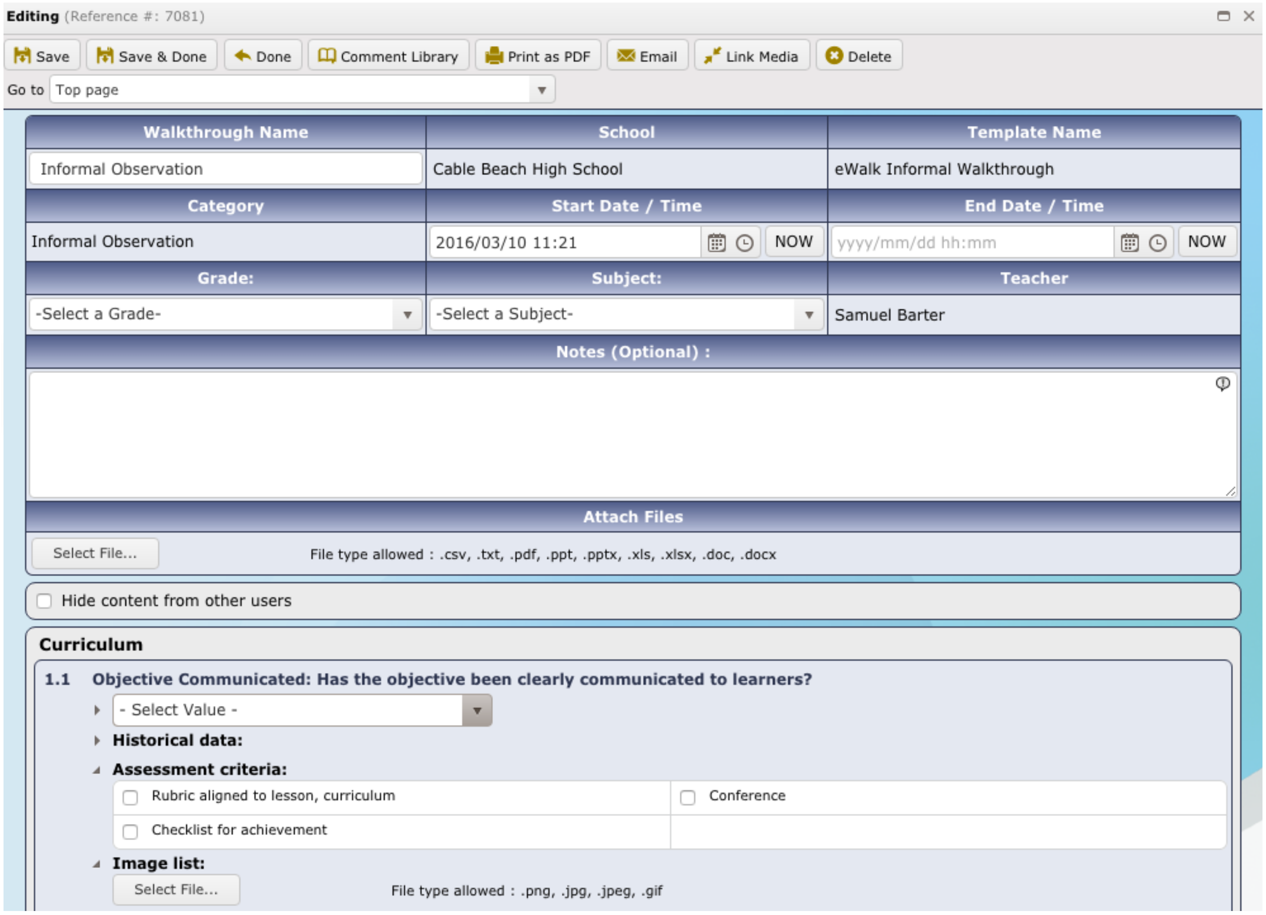

Figure 4 - The top of a walkthrough template

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 via 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

(1) Click *'New Walkthrough'.*
(2) Scroll down the list that appears, and select a the template that is to be used for the walkthrough.
(3) If it is an employee specific observation, then select the employee that is to be focused on.
(4) Finally, users can choose their institution.

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.

Figure 5 - The main menu of eWalk 2.0 for iOS

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. When an internet connection is available, click on the 'Sync' icon to synchronize your data with your online account.

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.

For your first time viewing reports, select the '*Overall Template Report*'. This report will give you a broad view of all the walkthroughs completed with a specific template.

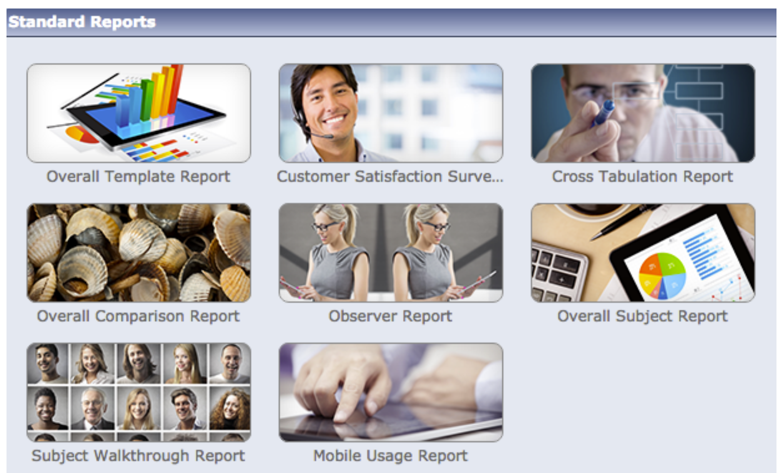

Figure 6 - The Reports menu

The following instructions will guide you through the rest of the report creation process, using the '*Overall Template Report*':

(1) 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 from.

(2) Select the Site (School or district) you would like to see data from.

(3) Select your data type

(4) Select the Report Period dates for the report such as from Jan 1, 2016 to Apr 1, 2016

(5) Select the checkboxes under '*5. Other*' for '*My walkthroughs only*' or '*Add cover page*'. (The default box selection is unchecked)

(6) Select '*Submit Report*' to view your report.

Upon submission of the report you are given the ability to Share, View, or Delete the report under the heading: '*My Reports*' on the left side of the Reports menu.

6.1. Using Filters to Narrow Your Report Information

One of the useful features of eWalk's report system is the ability to utilize filters in order to focus your report on specific aspects.

In order to add filters to your report, first you have to create a report or open a saved report. At the top of the report screen you will see five pulldown menus:

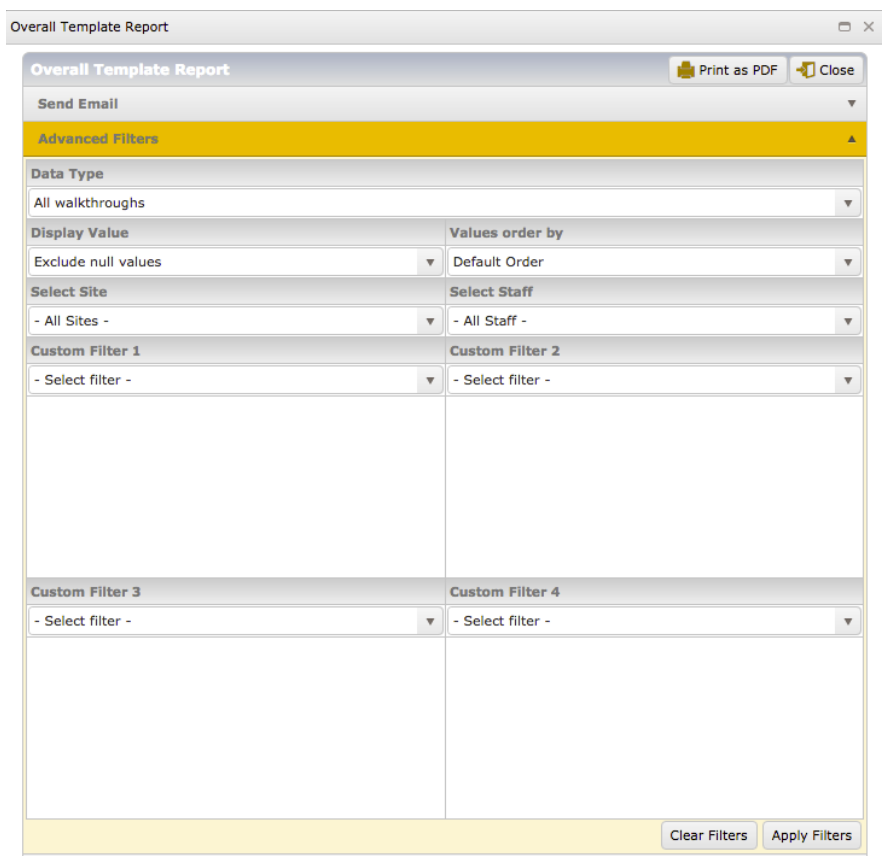

Figure 7 - The Reports menu

(1) **Send Email** (Use this to email the report to any of your colleagues)
(2) **Advanced Filters**
(3) **Display Settings** (Use this to hide specific template fields from the report)
(4) **Element Notes** (Utilize to display or hide your notes within the report)
(5) **Save Report** (This option will save your report for later use)

Select '*Advanced Filters*' to reveal the filter menu as shown in Figure 8.

The following options are available within the filter menu:

Display Value - Use this to show data which includes unselected questionnaire values, or hide them.

Values ordered by - Order the data in your report by highest or lowest values.

Select Site - Choose which schools you want to be included within this report (useful for viewing data from school districts).

Select Staff - Select which staff members you would like to see data from.

Custom Filter 1, 2, 3, 4 - Use these four filters to further narrow your report down to extremely specific data points.

7. Further Information

For additional information on using eWalk, contact Media-X via e-mail: support@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 are a collection of helpful eWalk videos located here: http://www.media-x.com/ewalk-video-tutorial-database/