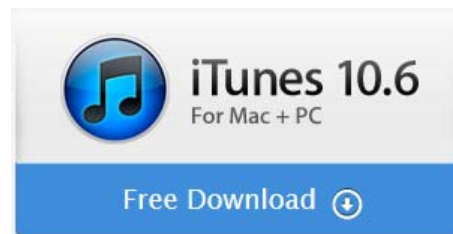![McREL Power Walkthrough logo]

Install McREL's Power Walkthrough 2.0 onto an iPad, iPhone, and iPod Touch

# Tips for using these directions

- *Numbered items are steps*

- *Italicized items are information*

- *Arrows are displayed for clarification*
  - *Black arrows are steps*
  - *Maroon arrows are optional or informational*

Install iTunes

- *If you have not done so already, install iTunes onto your computer and create an iTunes account. If you have a Mac, you already have iTunes. Be sure you have created an account.*
- *Connect your device to your computer to allow iTunes to sync for the first time. Then you can disconnect your handheld from the computer.*
- ***http://www.apple.com/itunes/***

- *If you have forgotten your Apple ID or password, go to:* http://www.apple.com/support/appleid/
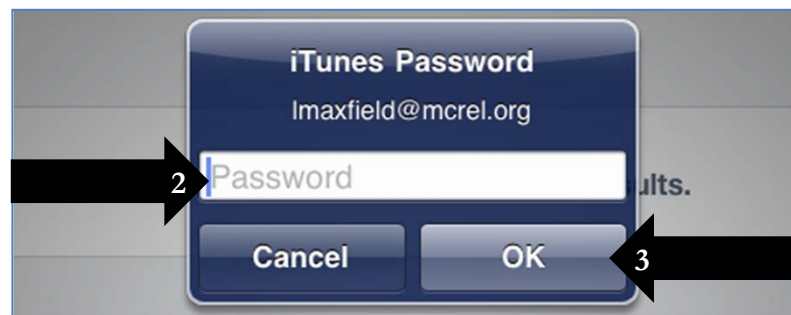- *Click on the links under Forgot your Apple ID or password?*
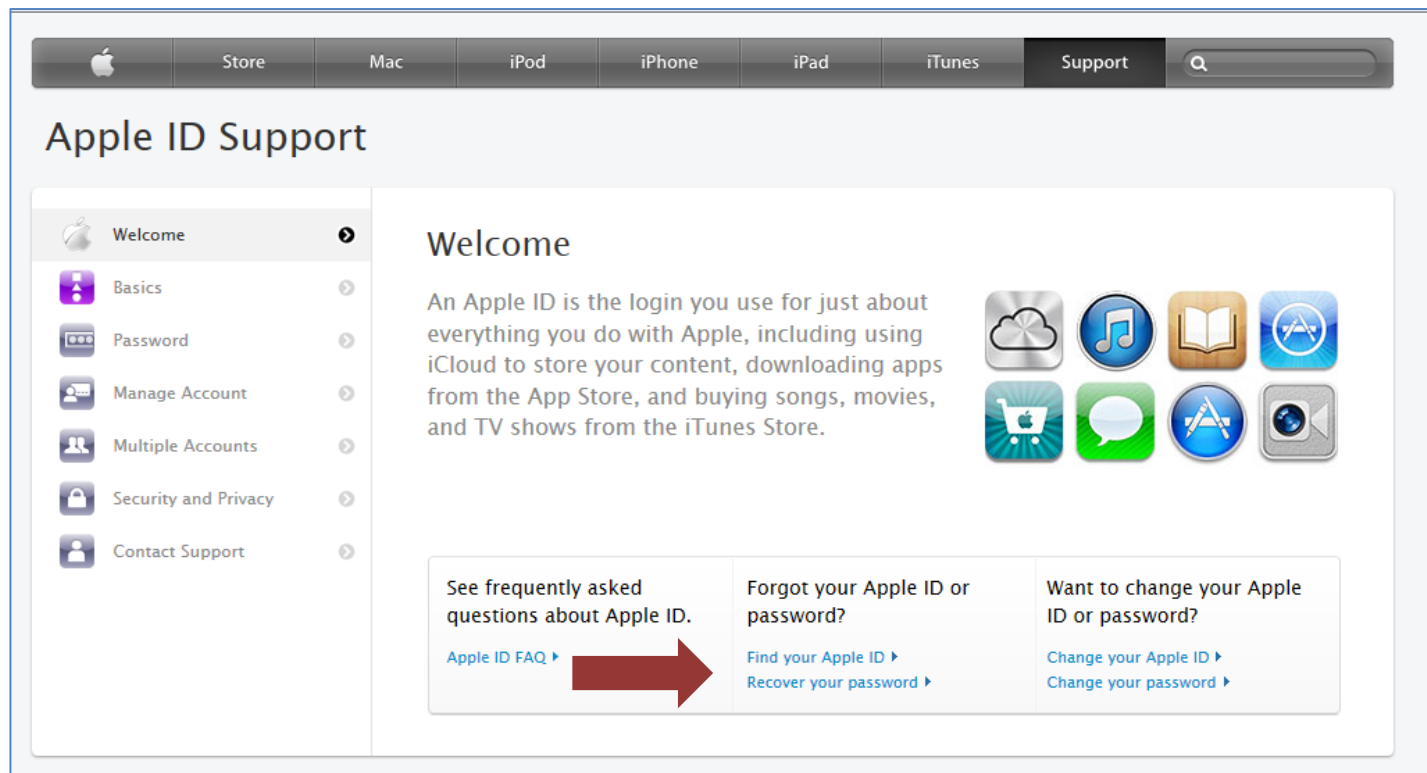
Install the App

1. Search for McREL Power Walkthrough and tap the Cloud icon.

2. Type the iTunes Password if needed.
3. Tap OK.
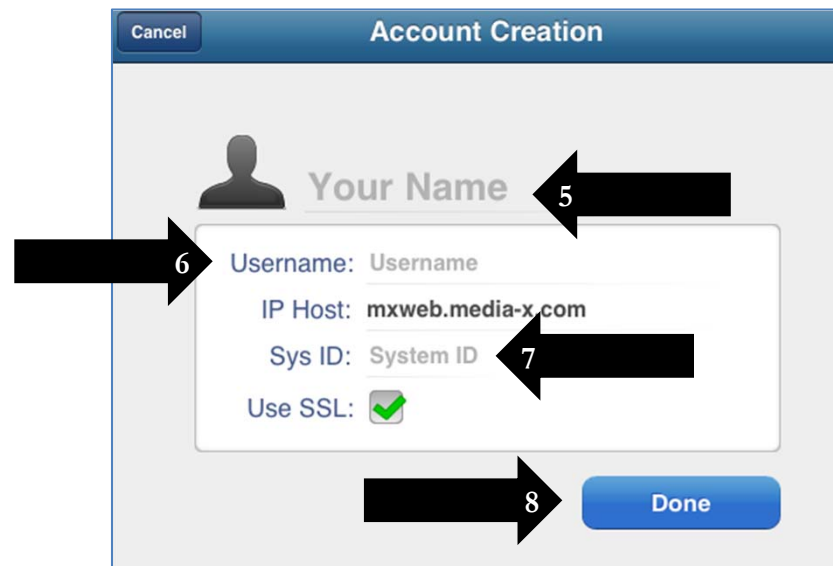
4. Tap the McREL app.

5. Enter Your Name
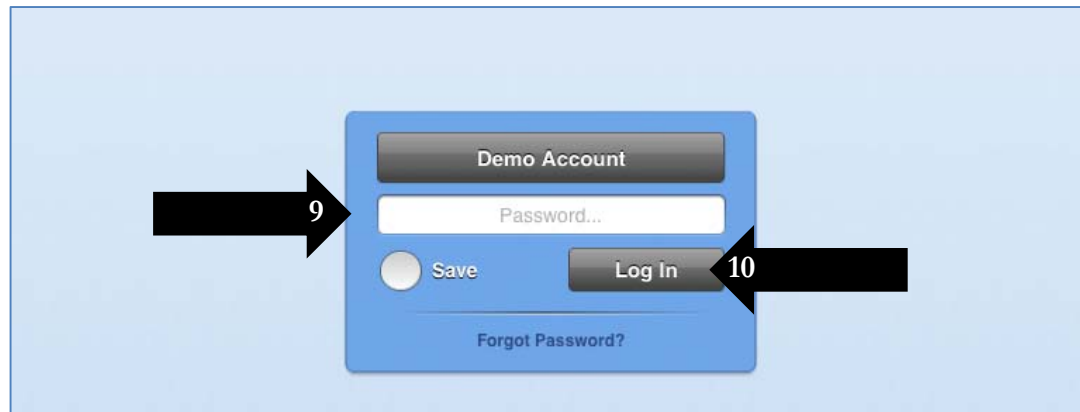6. Enter Username (all lower case; not your e-mail address)
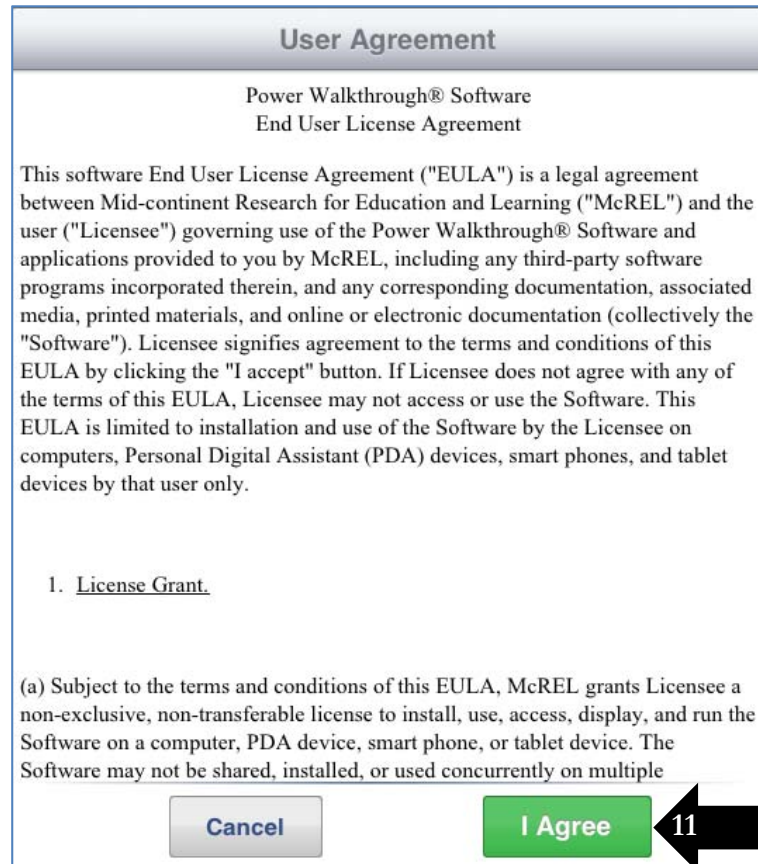7. Enter System ID: 146
8. Tap Done

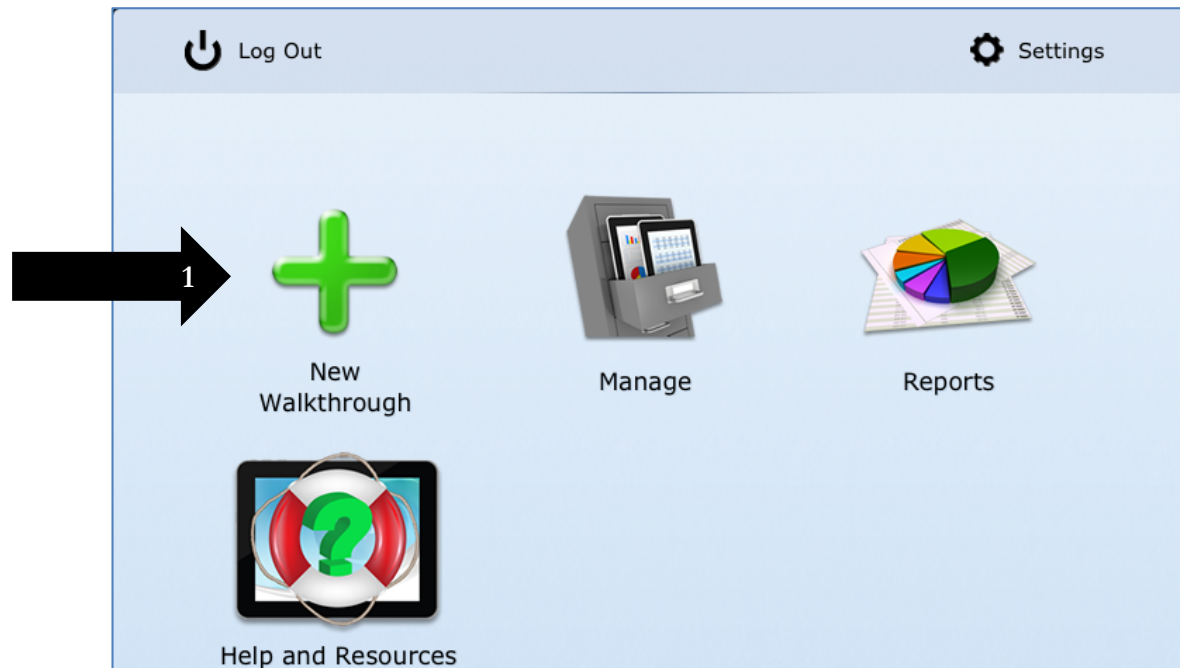9. Enter Password (case sensitive).
10. Tap Log In.

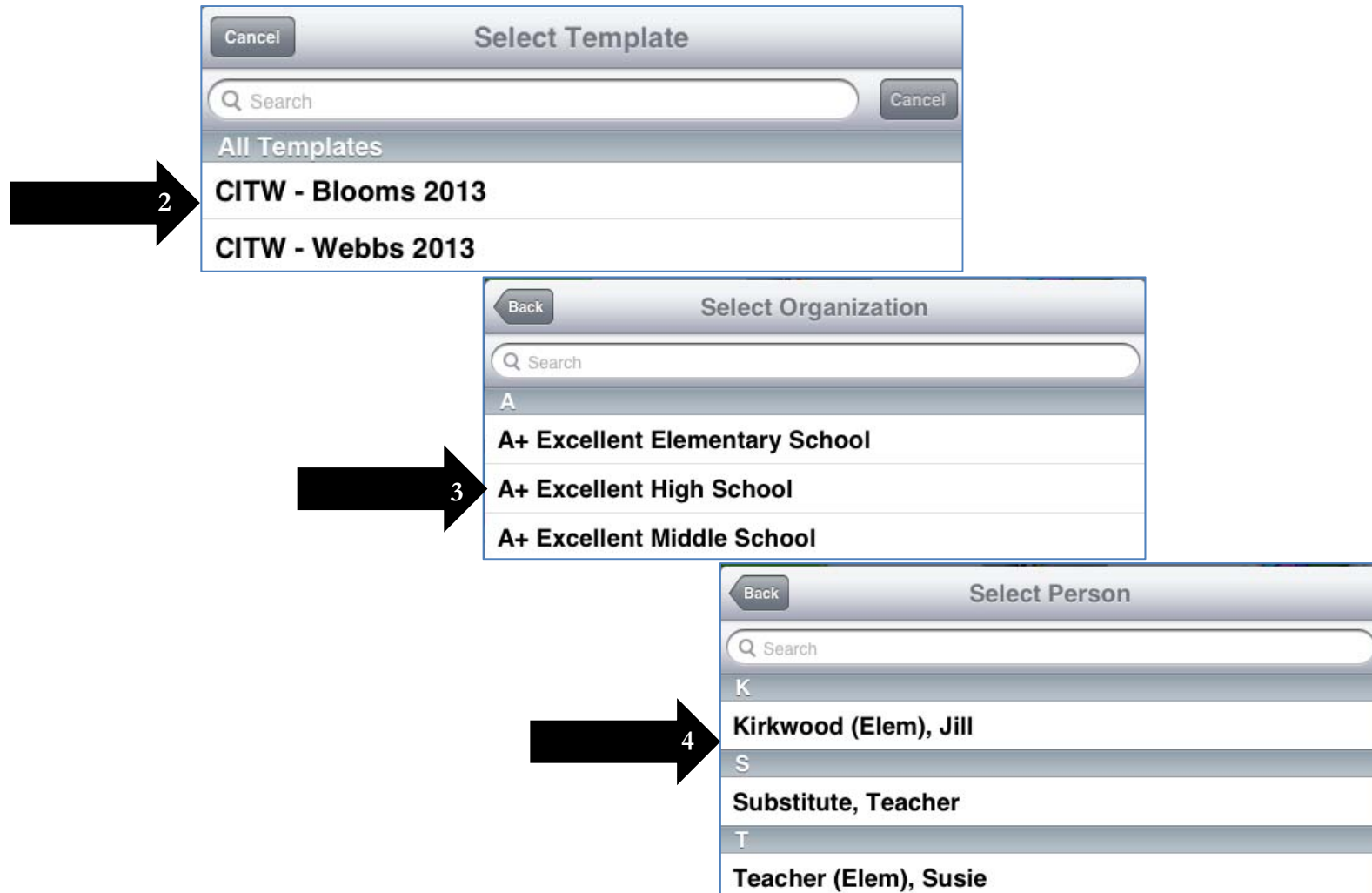11. Read and accept the End User License Agreement (EULA). *This step is completed the first time only.*

Create a New Walkthrough

1. Tap New Walkthrough.

2. Tap the template name.

3. Tap the school name.

4. Tap the teacher's name.

The new template will open.

Tap the "Select Value" box to open the pull-down menus.

Tap the empty box to check a box.

Tap in the large box to type open ended comments.

Grade	2nd Grade
Content	Science

2. **Creating the Environment (Choose ALL that apply)**

☑ Setting Objectives ☐ Providing Feedback ☐ Effort and Recognition

11. **Optional Observations**

Notes

There may be elements that begin with a pull-down menu and then checkboxes are displayed to check.

3. **Primary Instructional Strategy (teacher-intended main strategy):** Generating and.../ Applying) **Choose one from the drop down. If checkboxes appear, check the specific strategy within the category.**

☐ Experimental Inquiry ☐ Investigation ☐ Problem Solving ☐ Systems Analysis
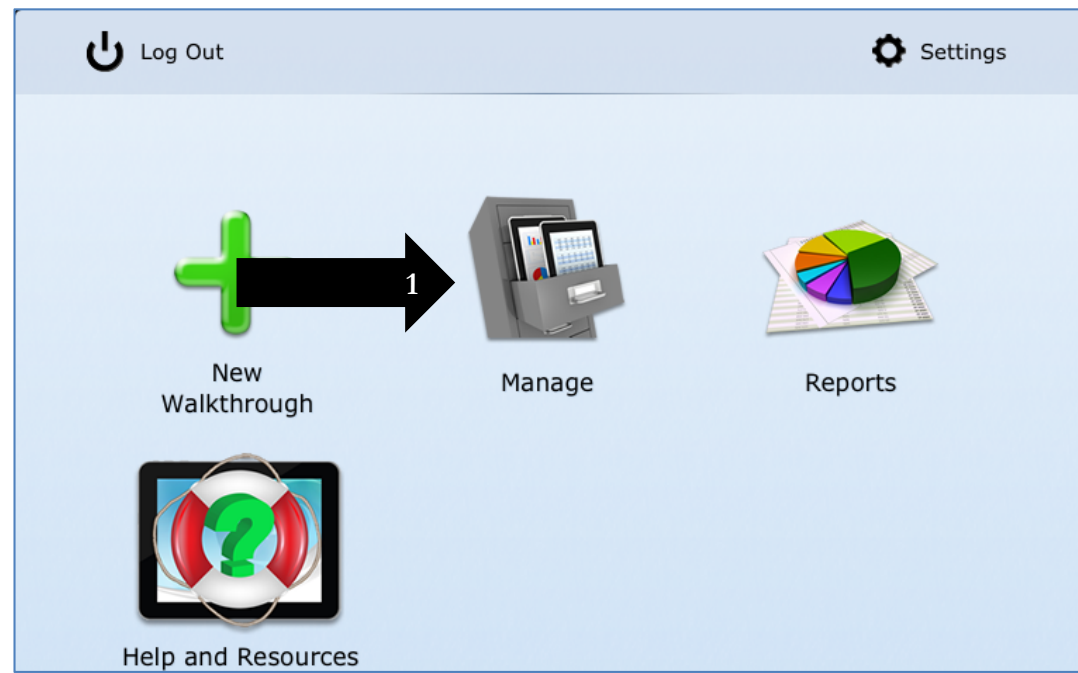
5. After completing the walkthrough, tap the Arrow to save the walkthrough.

5   ←   📖 Pages

The walkthrough has been saved to your device. You must go to the Manage section to upload the walkthrough to the server.

Manage Walkthroughs

1. Tap Manage.

2. Tap the Globe icon (it will gray out).

   The walkthroughs in this view are the ones that have been saved to the device.

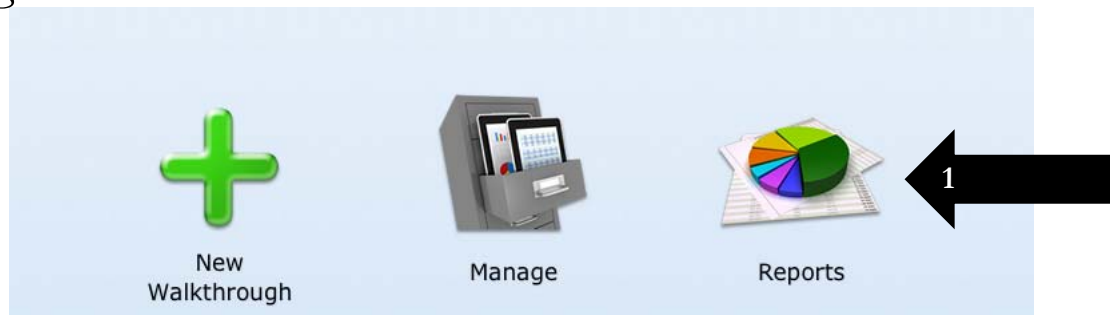3. Tap the Sync icon to upload the walkthroughs to the server.

4. Tap the "square and arrow" icon at the bottom left.
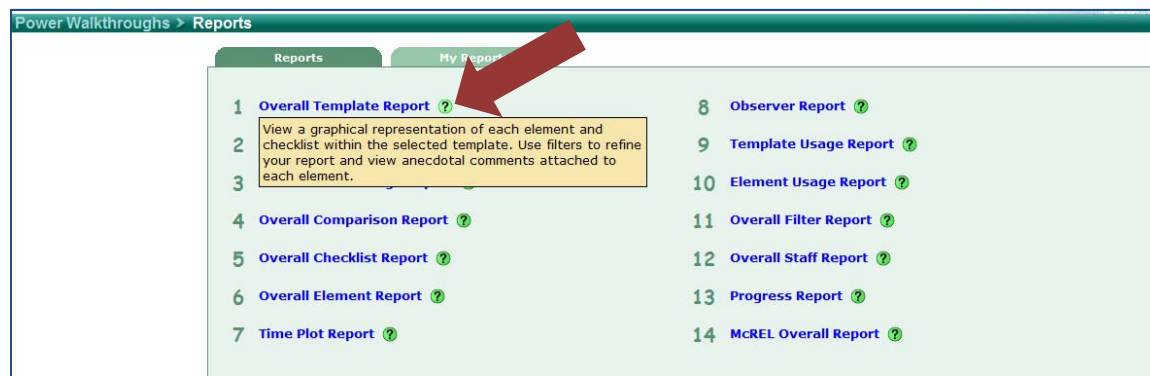
5. Tap Delete Synced Walkthroughs.

Reports

1. Tap Reports.

   You will be directed to the website where reports can be generated and walkthroughs can be e-mailed to teachers.

Tap on the question mark for an explanation of the report.

The following directions show an example report created using the "Overall Template Report."

1. Click on Overall Template Report

2. Select the template

3. Select the school(s) by checking the box(es)

4. Select the start and end dates

5. Click Submit Report

Add a cover page to the report that will give information about the choices made when generating the report by clicking in the box next to "Add cover page."

The report will generate in a new window.

In the Standard Report, drop-down elements will appear in a pie chart and checklists will appear in a bar graph.
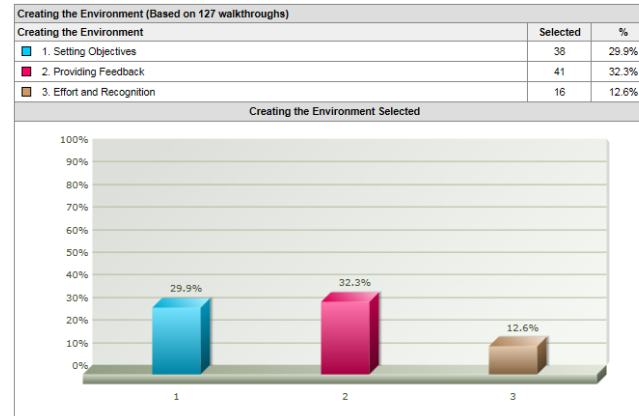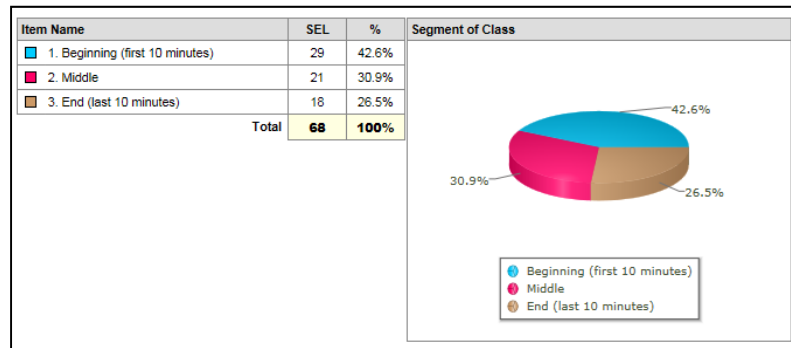
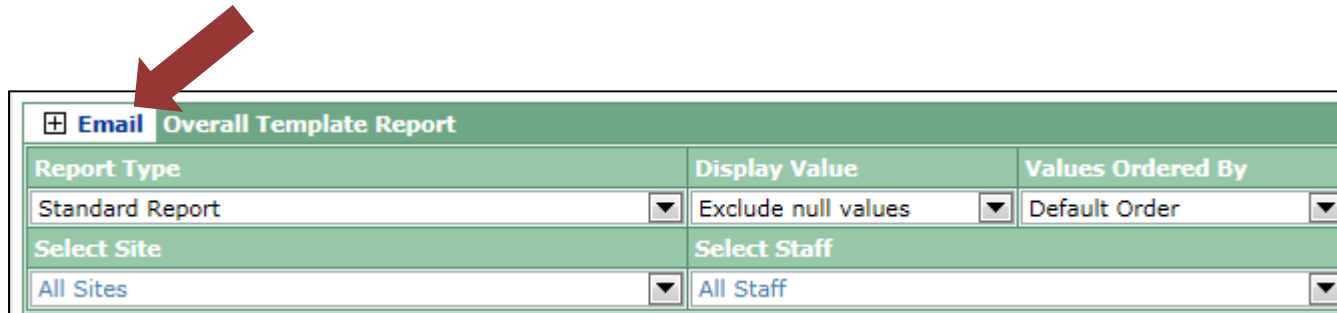*Choose a different report type by using the pull-down menu.*
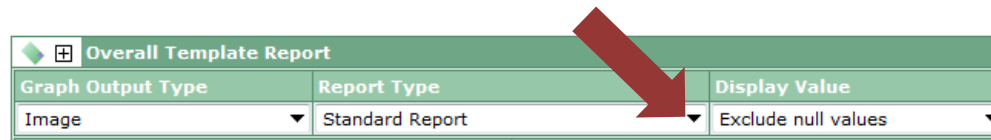
Click on the Book icon to view comments associated with the walkthroughs.
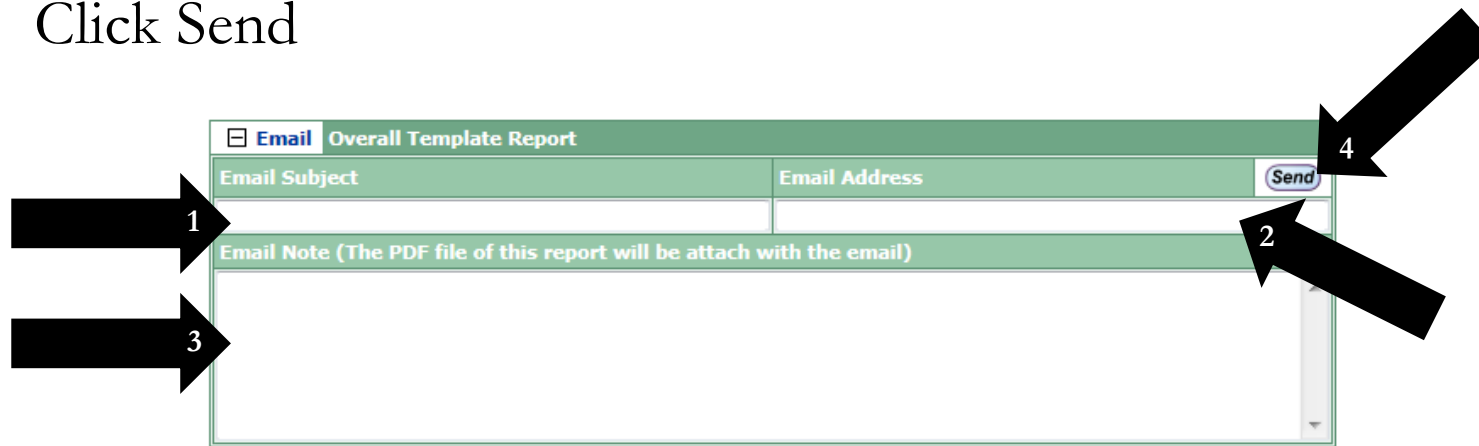
To email a report, click on Email in the top left corner to open the section.

1. Type in the Email Subject box
2. Type in the Email Address box
3. Type in the Email Note box
4. Click Send

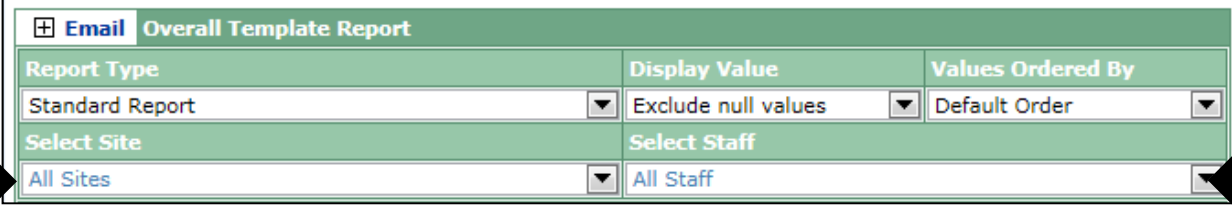*To view walkthroughs for a specific school and/or teacher.*

1. Use the pull-down menu in Select Site to choose the school.
2. Use the pull-down menu in Select Staff to choose the specific teacher.

A new report will generate for the specific school and/or teacher.

There are three filter options: Grade, Content Area, and Element.

1. Click in the box next to the items to be filtered

2. Click Apply Filters

A new report will generate for the specific filters chosen.

There is an option to save a report that has been generated.

1. Type the name in the box to the right of Save As

2. Click Save Report As

Save Report As				
Apply Filters	Clear Filters	Print	Print as PDF	Close
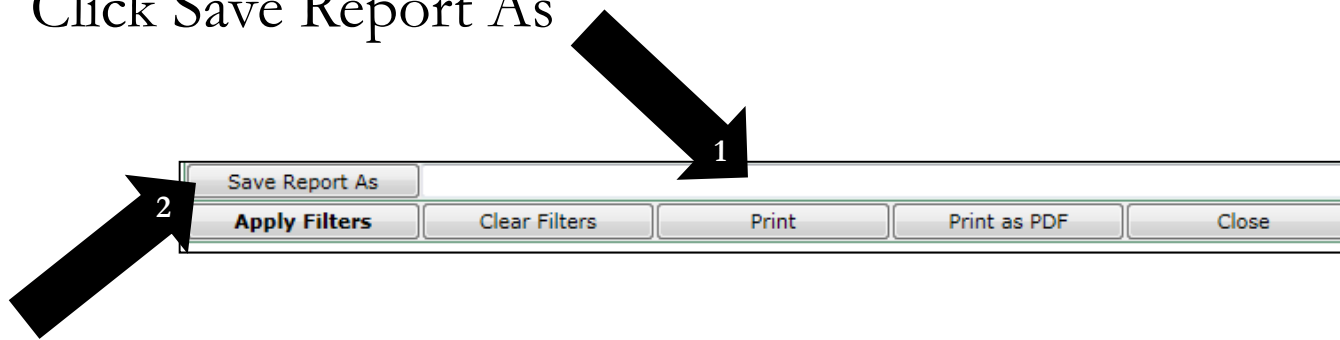
A message will pop up that says the report has been saved in the "My Reports" section.

3. Click OK

http://mxweb.media-x.com

Your report has been saved and you will be able to see it through the section "My reports".

OK

Reports	My Reports	
1 Overall Template Report ❓		8 Observer Report ❓
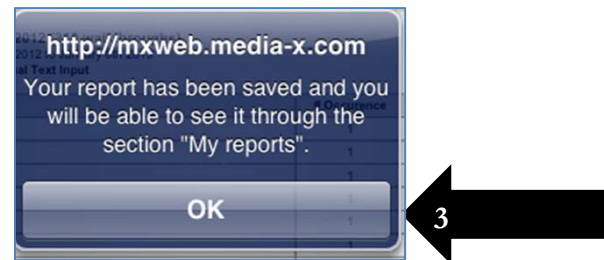
Email a Walkthrough

1. Tap Reports.
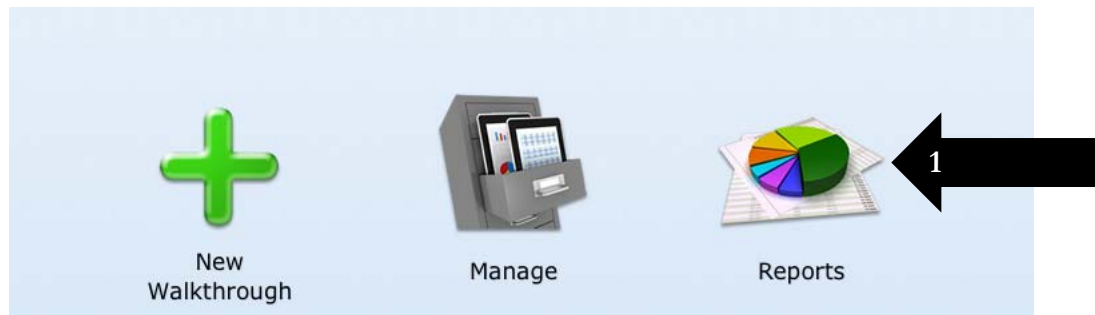
2. Tap on Power Walkthroughs in the green tool bar

3. Tap Walkthrough
4. Tap Manage Walkthroughs (Email, print, edit and delete walkthroughs)

All of the walkthroughs that have been uploaded to the website will be available.

There are three icons next to every walkthrough.
X *icon means delete. If a walkthrough is deleted from the website, it is permanently deleted.*
Pencil *icon means edit. A walkthrough may be edited on the website.*
Printer *icon means print, print as PDF, or email the walkthrough to a teacher.*

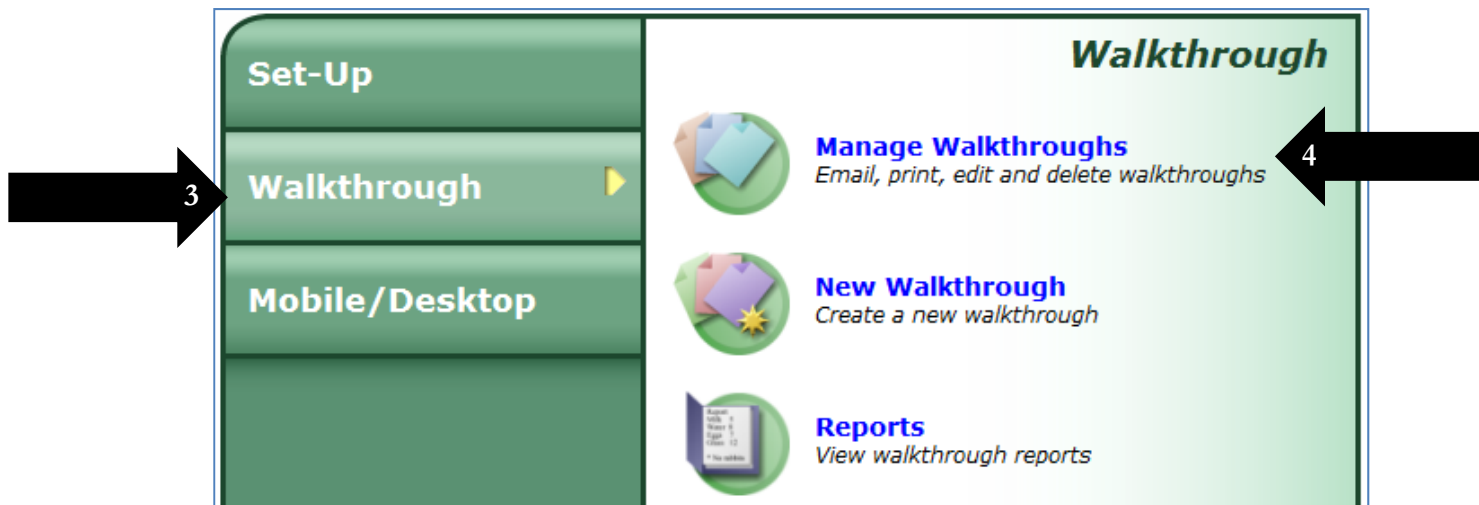|	Walkthrough Name	Template Name	Site Name	Staff	Email	Observer	Date
✕ ✎ 🖨	Demo, Teacher on Aug-2-2012	McREL Template 2012	Excellent Elementary School	Demo , Teacher	✔	User, D.	08/02/2012
✕ ✎ 🖨	Demo, Teacher on Aug-1-2012	McREL Template 2012	Excellent Elementary School	Demo , Teacher		User, D.	08/01/2012
✕ ✎ 🖨	Kirkwood (Elem), Jill on Aug-1-20	McREL Template 2012	Excellent Elementary School	Kirkwood (Elem) , Jill		User, D.	08/01/2012
✕ ✎ 🖨	Walkthrough 1066	McREL Template 2012	Excellent Elementary School	Kirkwood (Elem) , Jill	✔	User, D.	08/01/2012

When viewing a colleague's walkthrough, two of the icons change.
The X icon is grayed out. Only the owner of a walkthrough can delete the walkthrough.
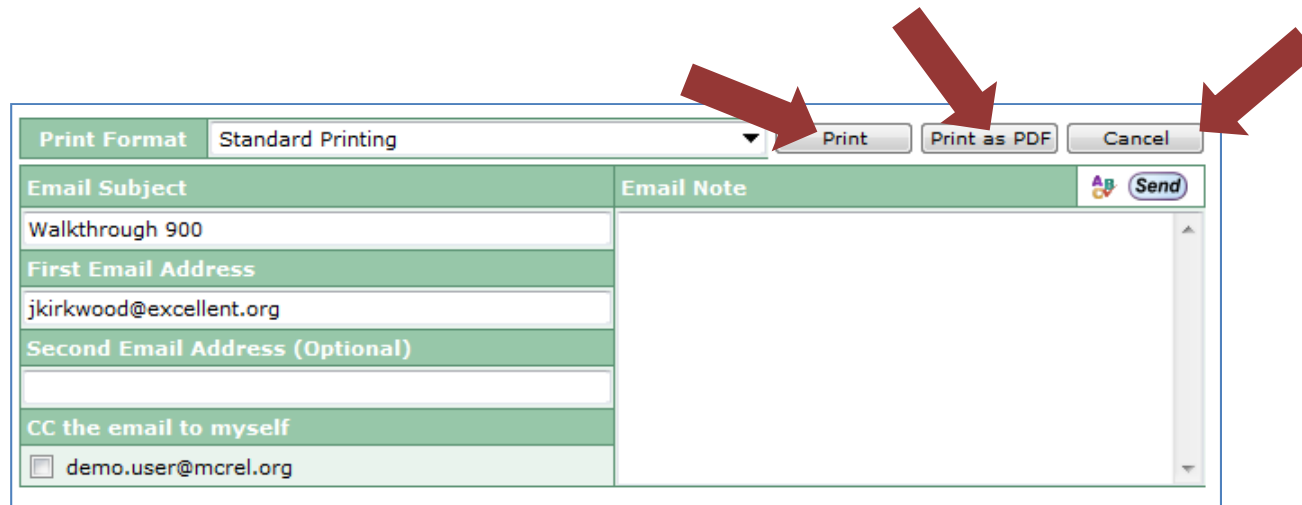*The pencil icon changes to a magnifying glass. Only the owner of a walkthrough can edit the walkthrough.*

✕ 🔍 🖨	TEST	McREL Template 2012	Excellent Elementary School	Kirkwood (Elem) , Jill	777, D.	06/19/2012
✕ ✎ 🖨	Kirkwood (Elem), Jill on Jun-14-2	McREL Template 2012	Excellent Elementary School	Kirkwood (Elem) , Jill	User, D.	06/14/2012

After clicking the Printer icon, a new window will open.

Click the Print button to print the walkthrough.

Click the Print as PDF button to create a PDF of the walkthrough.

*Click the Cancel button to close the window.*

Email a walkthrough to the teacher:

- *The teacher's email address will auto-fill in the First Email Address box.*
- *Type an email address in the Second Email Address (Optional) box to cc another person.*
- *Check the box next to CC the email to myself to receive a copy of the email note and walkthrough.*
- *Type a note in the "Email Note" box.*

5. Click the Send button.
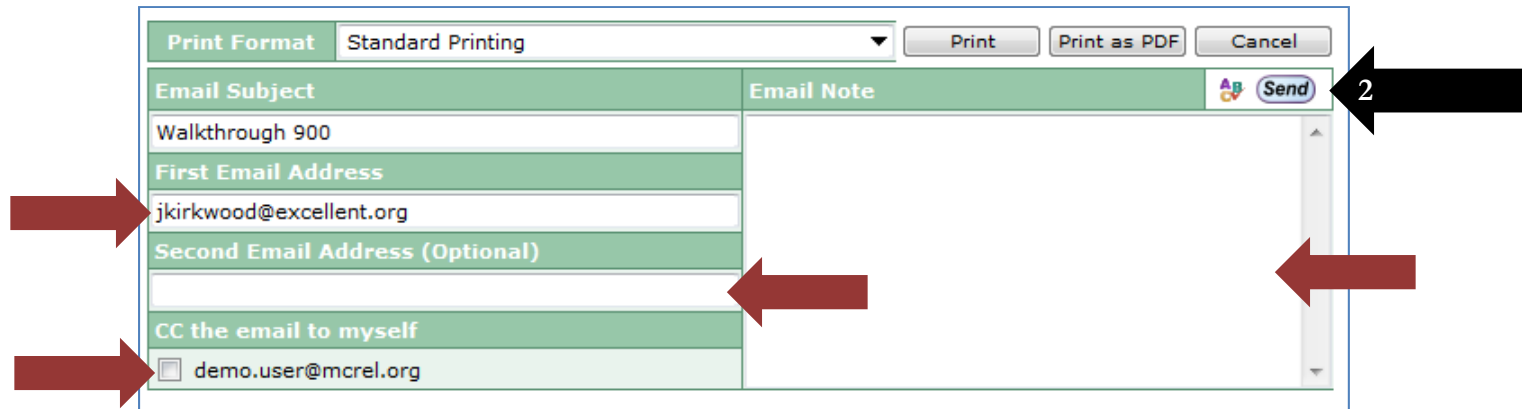
The recipient will receive the walkthrough in the body of the email and will also receive a PDF attachment to the email.

Contact McREL

Lisa Maxfield: lmaxfield@mcrel.org*; 303.632.5561*

Cheryl Mervich: cmervich@mcrel.org*; 303.459.5098*