





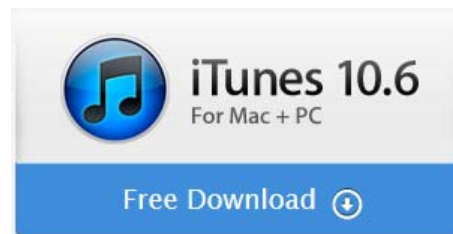
Install McREL's
Power Walkthrough 2.0
onto an iPad, iPhone,
and iPod Touch

Tips for using these directions

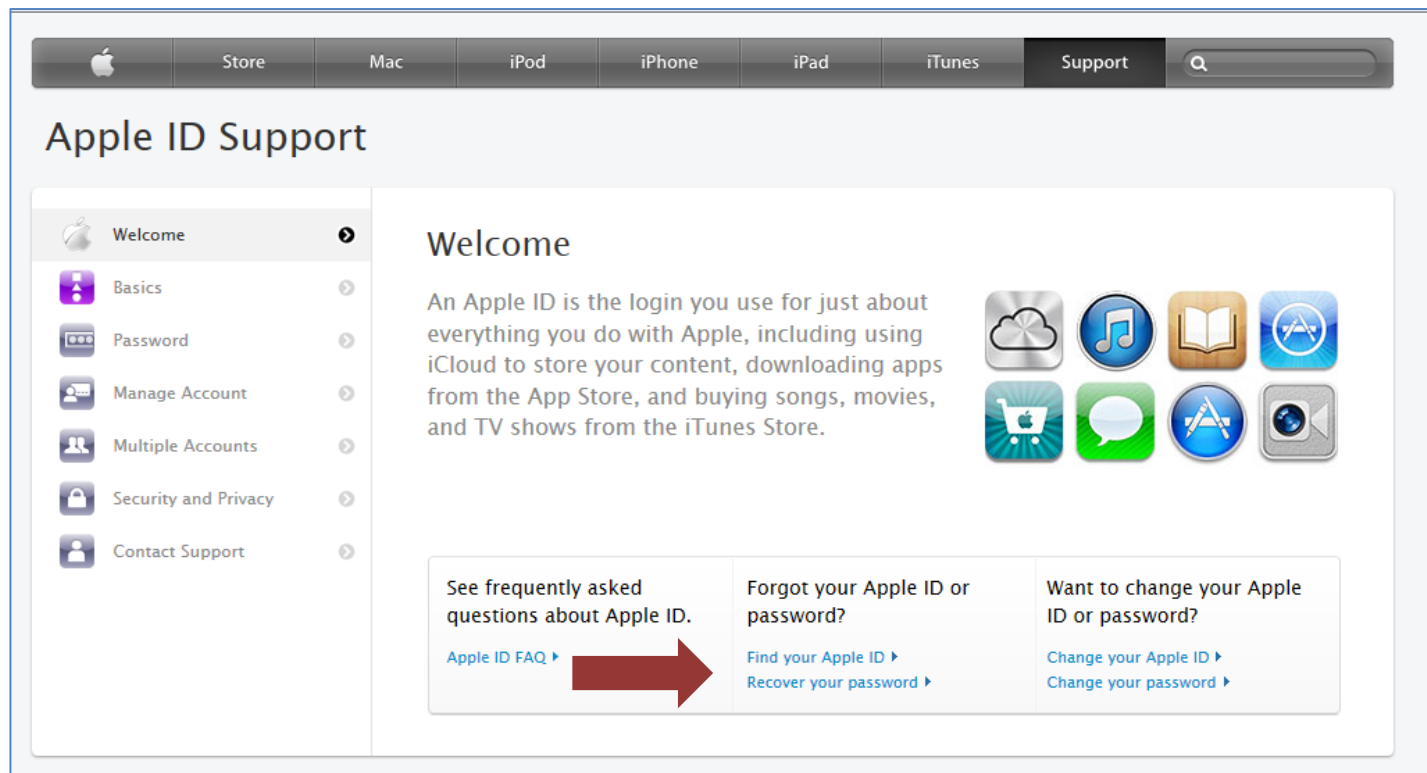
- *Numbered items are steps*
- *Italicized items are information*
- *Arrows are displayed for clarification*
 - *Black arrows are steps* 
 - *Maroon arrows are optional or informational* 

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?*

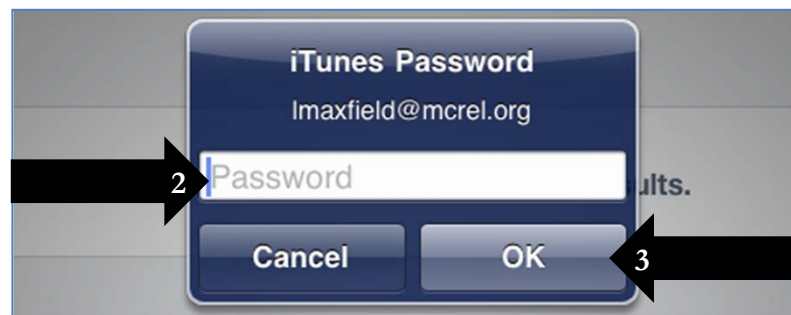


Install the App

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.

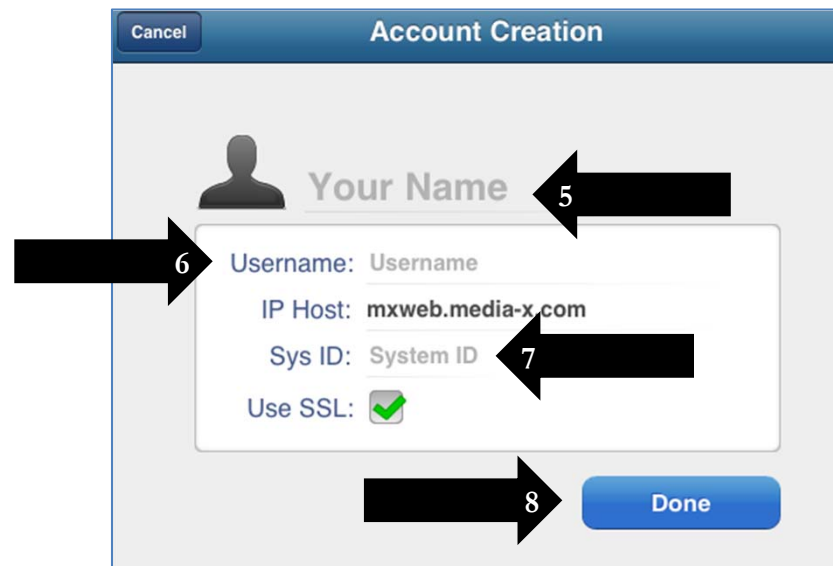


5. Enter Your Name

6. Enter Username (all lower case; not your e-mail address)

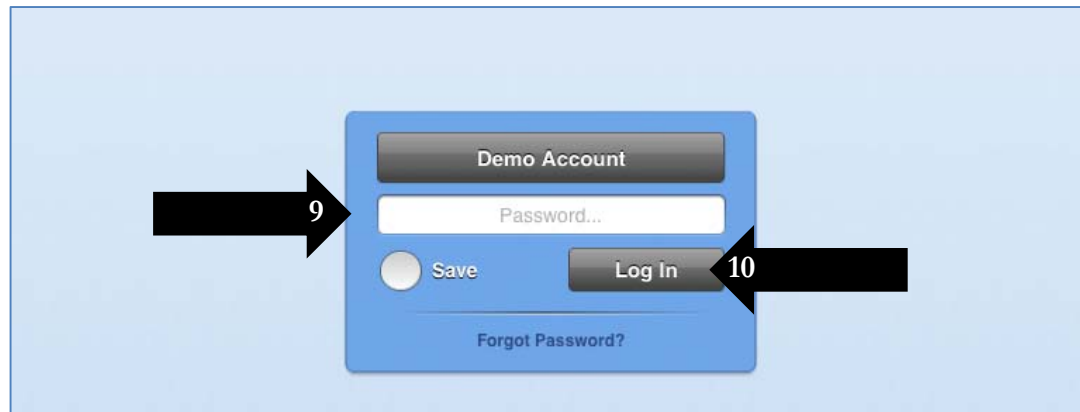
7. Enter System ID: 146

8. Tap Done

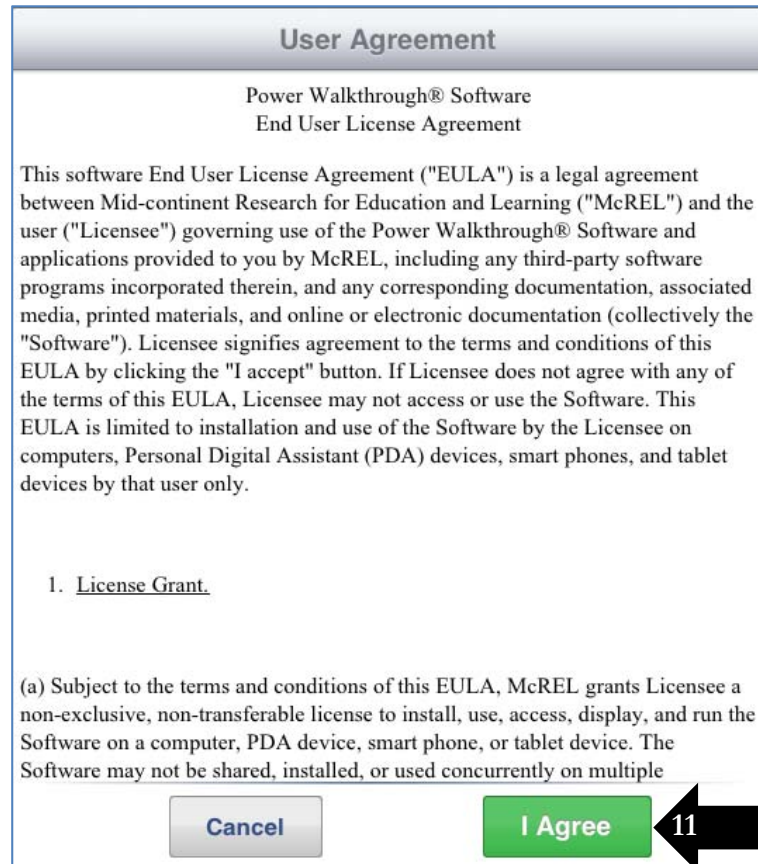


9. Enter Password (case sensitive).

10. Tap Log In.

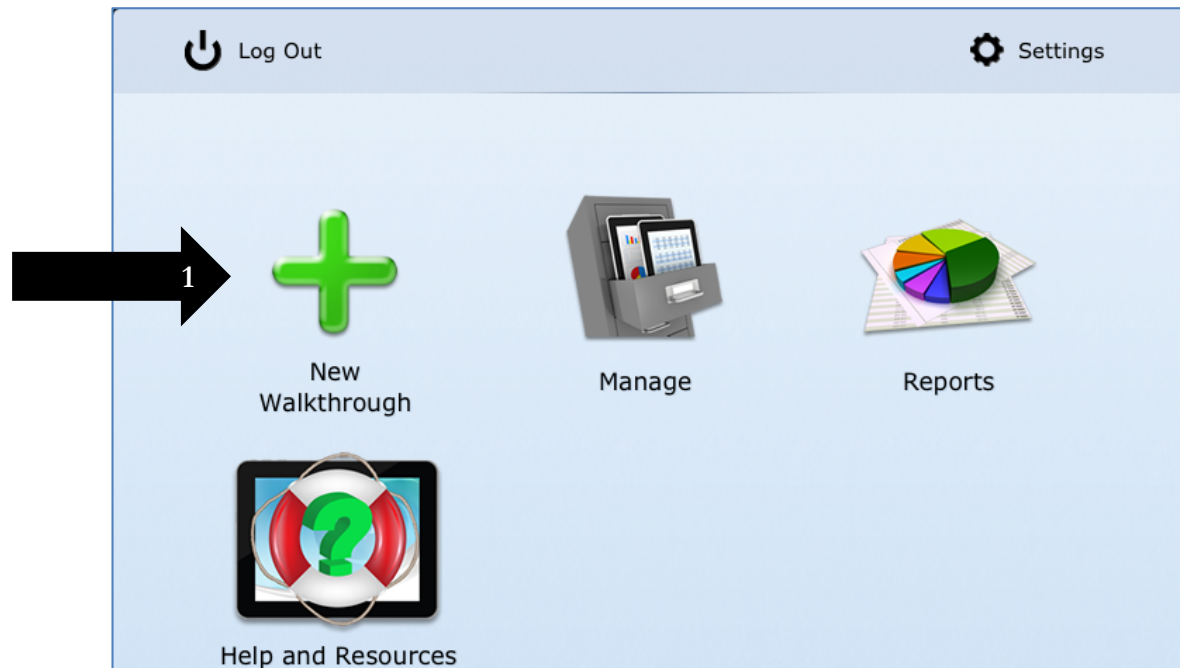


11. Read and accept the End User License Agreement (EULA).
This step is completed the first time only.

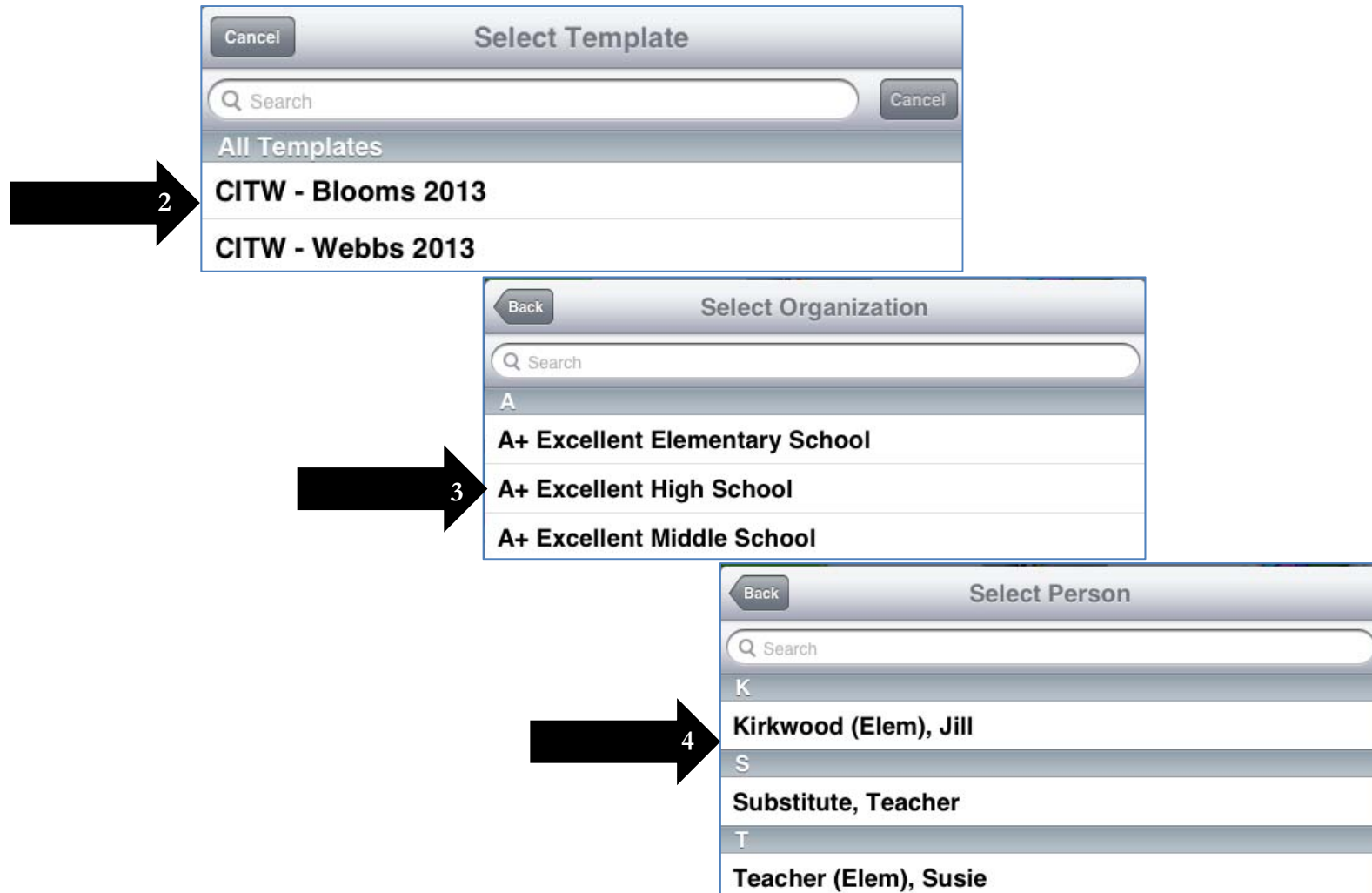


Create a New Walkthrough

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.

← Pages

Kirkwood (Elem), Jill on 30/08/2013

 **Kirkwood (Elem), Jill**  **McREL Template 2012**
 **A+ Excellent Elementary School**


 **Aug 30 2013 1:08:PM**  **Set End Date**  **39.633, -104.894, 65** 

Grade Level

Content Area

Page 1

1. **Segment of Class**



2. **Creating the Environment**

Setting Objectives Providing Feedback Effort and Recognition

3. **Primary Instructional Strategies (teacher-intended main strategy)**

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.

The screenshot shows a form with three distinct sections. The first section, titled 'Grade' and 'Content', contains two pull-down menus. The 'Grade' menu is currently set to '2nd Grade', and the 'Content' menu is set to 'Science'. A red arrow points to the '2nd Grade' button. The second section, titled '2. Creating the Environment (Choose ALL that apply)', contains three checkboxes: 'Setting Objectives' (checked with a green checkmark), 'Providing Feedback', and 'Effort and Recognition'. A red arrow points to the 'Setting Objectives' checkbox. The third section, titled '11. Optional Observations', contains a large yellow text area labeled 'Notes'. A red arrow points to the right side of this text area.

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

The screenshot shows a form section titled '3. Primary Instructional Strategy (teacher-intended main strategy):'. Below the title is a pull-down menu currently showing 'Generating and.../ Applying'. A red arrow points to this menu. Below the menu is a row of four checkboxes: 'Experimental Inquiry', 'Investigation', 'Problem Solving', and 'Systems Analysis'. A red arrow points to the 'Systems Analysis' checkbox. To the left of the checkboxes are icons for a list and a camera.

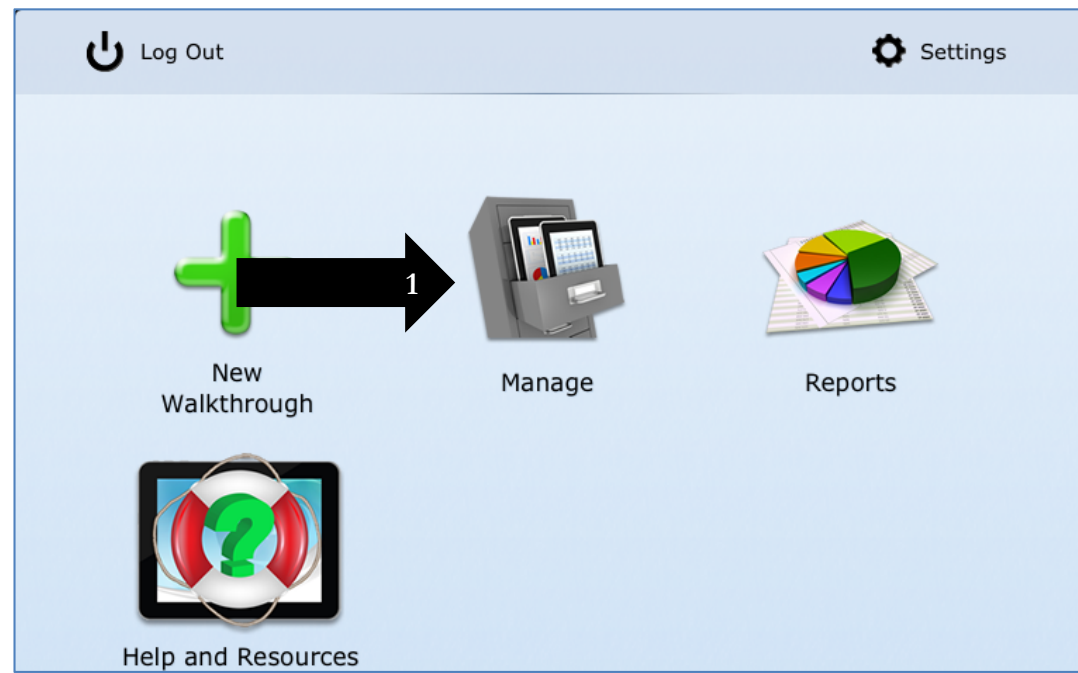
5. After completing the walkthrough, tap the Arrow to save the walkthrough.



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.



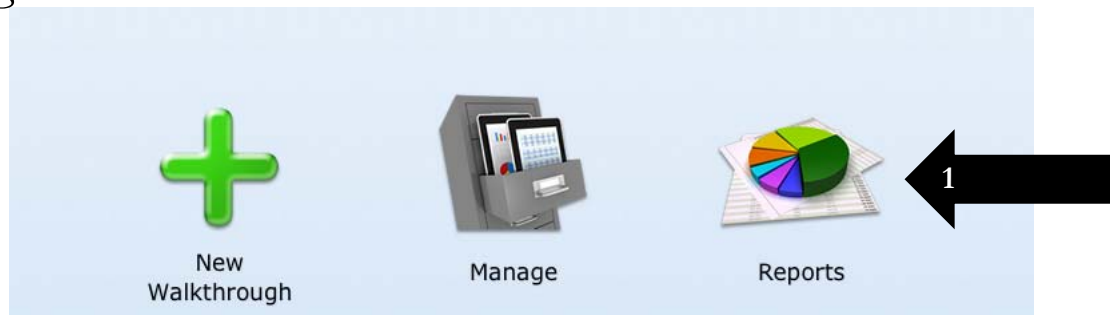
4. Tap the “square and arrow” icon at the bottom left.
5. Tap Delete Synced Walkthroughs.



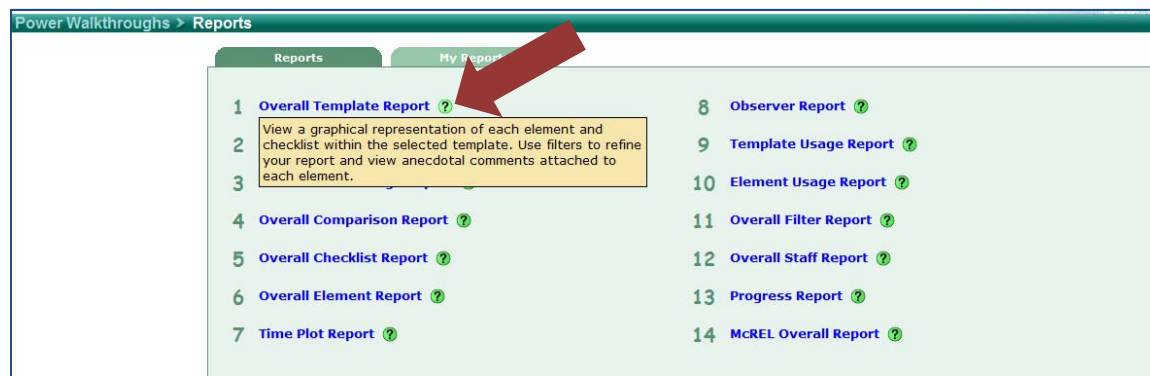
Reports

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

The screenshot shows a web interface for generating a report. It is divided into three main sections:

- 1. Select Template:** A dropdown menu currently shows "McREL Template 2012". A black arrow labeled "2" points to this dropdown.
- 2. Select Sites:** A list of checkboxes for site selection:
 - All Schools
 - Excellent Elementary School
 - Excellent High School
 - Excellent Middle School
 A black arrow labeled "3" points to the "All Schools" checkbox.
- 3. Report Period:** Two calendar pickers for "Report Start Date" and "Report End Date".
 - The start date is set to "Aug. 2012".
 - The end date is set to "Jan. 2013".
 - Below these are two calendar grids. The first grid shows the month of August 2012, with the 1st highlighted. The second grid shows the month of January 2013, with the 3rd highlighted.
 - A black arrow labeled "4" points to the "Report End Date" field.

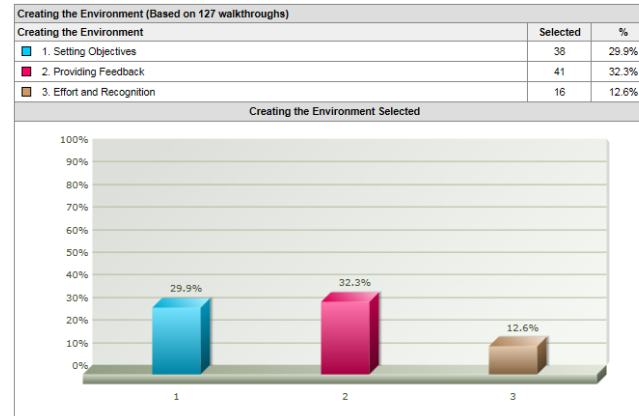
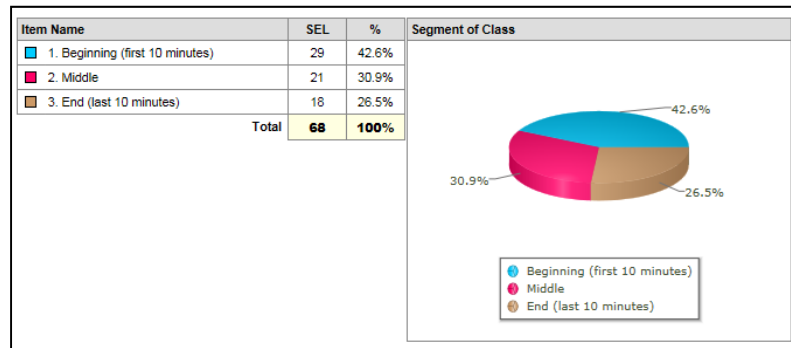
At the bottom of the interface, there are several options and buttons:

- My walkthroughs only
- Add cover page
- Buttons: "Select All Sites", "Deselect Sites", and "Submit Report".
- A red arrow points to the "Add cover page" checkbox.
- A black arrow labeled "5" points to the "Submit Report" button.

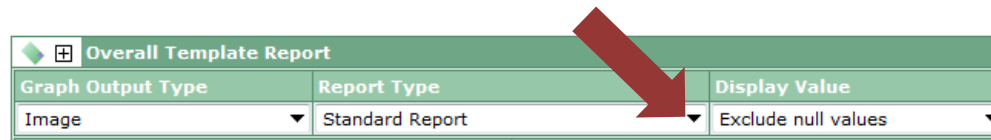
Add a cover page to the report that will give information about the choices made when generating the report by clicking in the box next to “Add cover page.”

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.



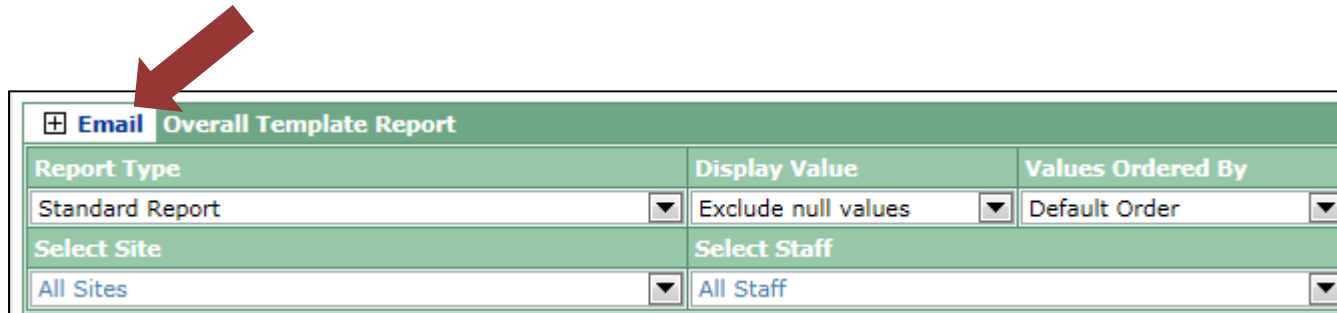
Choose a different report type by using the pull-down menu.



Click on the Book icon to view comments associated with the walkthroughs.

Element Name
Affective Strategies (ongoing and integrated with the primary strategy)
(28) Teacher Directed Technology
(10) Student Centered Technology
Evidence of Learning
(33) Optional Observations

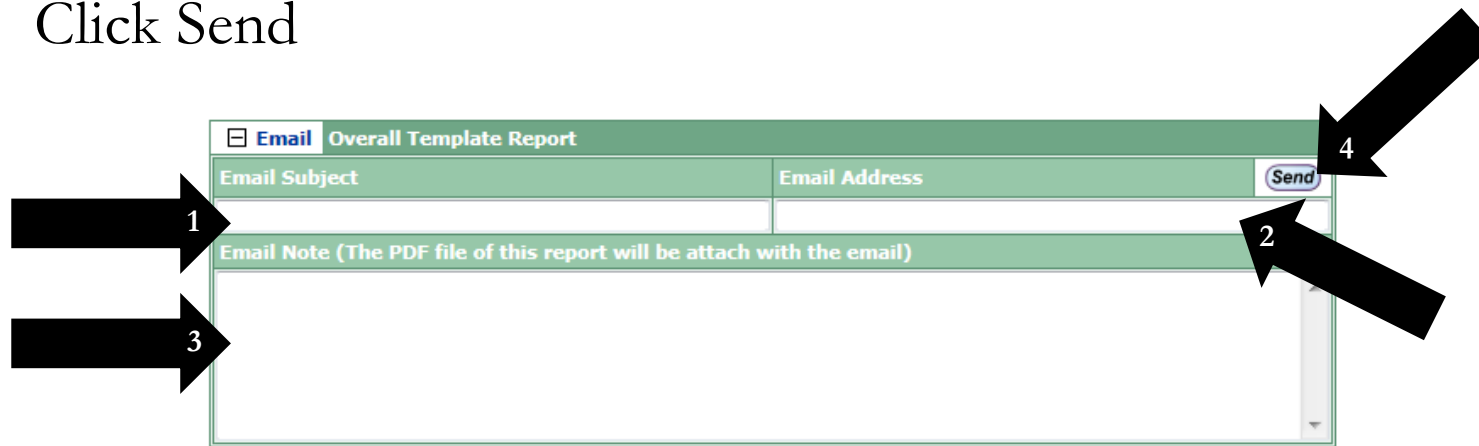
To email a report, click on Email in the top left corner to open the section.



The screenshot shows a web interface for an 'Overall Template Report'. A red arrow points to the 'Email' tab in the top left corner. The form contains several dropdown menus:

Report Type	Display Value	Values Ordered By
Standard Report	Exclude null values	Default Order
Select Site	Select Staff	
All Sites	All Staff	

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

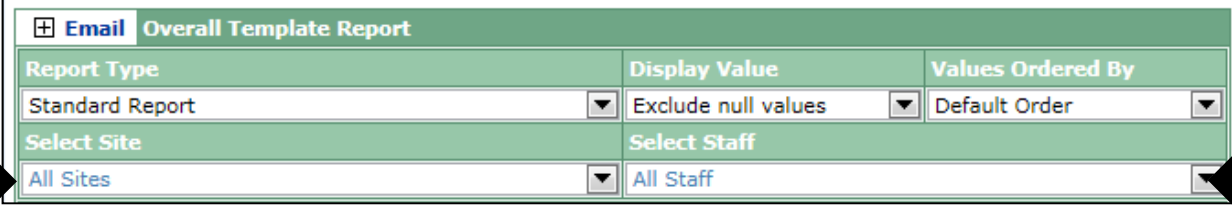


The screenshot shows the same web interface, but now with four numbered black arrows pointing to specific fields:

- Arrow 1 points to the 'Email Subject' input box.
- Arrow 2 points to the 'Email Address' input box.
- Arrow 3 points to the 'Email Note' text area, which contains the text: 'Email Note (The PDF file of this report will be attach with the email)'. Below this is a large empty text area for additional notes.
- Arrow 4 points to the 'Send' button in the top right corner.

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.



The screenshot shows a web interface for an 'Overall Template Report'. It features a table with three columns: 'Report Type', 'Display Value', and 'Values Ordered By'. Below this table are two rows of dropdown menus. The first row contains 'Standard Report', 'Exclude null values', and 'Default Order'. The second row contains 'Select Site' and 'Select Staff'. The 'Select Site' dropdown is currently set to 'All Sites' and is pointed to by a black arrow labeled '1'. The 'Select Staff' dropdown is currently set to 'All Staff' and is pointed to by a black arrow labeled '2'.

Report Type	Display Value	Values Ordered By
Standard Report	Exclude null values	Default Order
Select Site	Select Staff	
All Sites	All Staff	

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

The screenshot shows a filter interface with three columns: "Filter by Grade Level", "Filter by Content Area", and "Filter by Element".

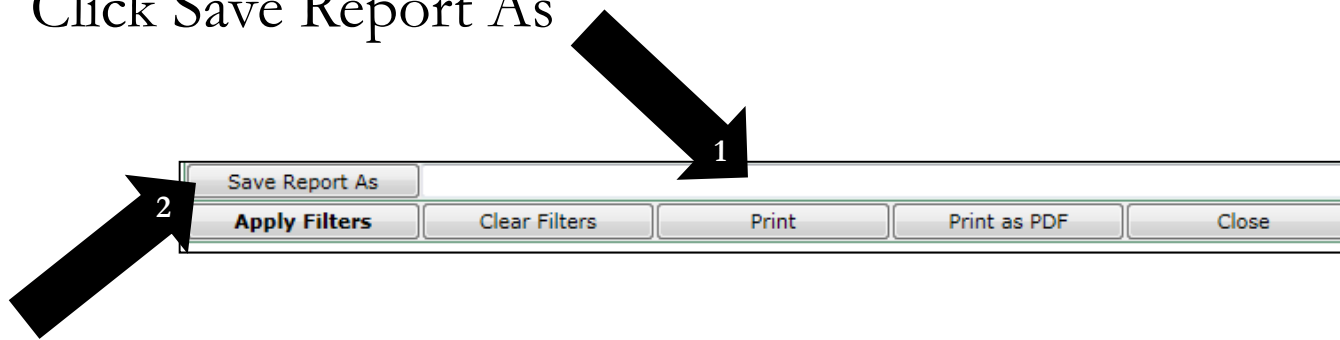
- Filter by Grade Level:** Includes checkboxes for Kindergarten, 1st Grade (checked), 2nd Grade (checked), 3rd Grade, 4th Grade, 5th Grade, 6th Grade, 7th Grade, and 8th Grade. An arrow labeled "1" points to the checkboxes.
- Filter by Content Area:** Includes checkboxes for Language Arts (checked), Math, Science, Social Studies (checked), World Language, Art, Health/PE, Music, and Special Education.
- Filter by Element:** Includes a dropdown menu labeled "Filter by 'Student Interview (what)" and checkboxes for "Articulated Learning Objective..." (checked), "Partially Articulated Learning...", and "Could Not Articulate Learning...".

At the bottom, there is a "Save Report As" button and a row of buttons: "Apply Filters" (with an arrow labeled "2" pointing to it), "Clear Filters", "Print", "Print as PDF", and "Close".

A new report will generate for the specific filters chosen.

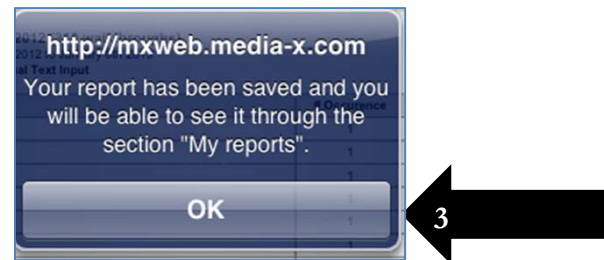
There is an option to save a report that has been generated.

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



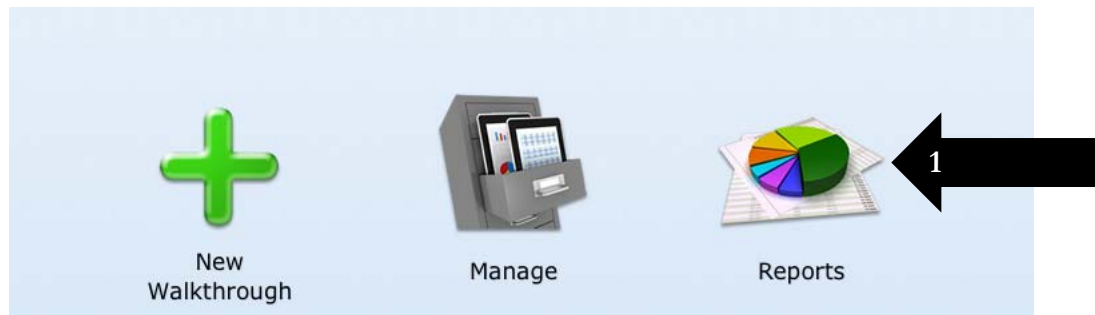
A message will pop up that says the report has been saved in the “My Reports” section.

3. Click OK



Email a Walkthrough

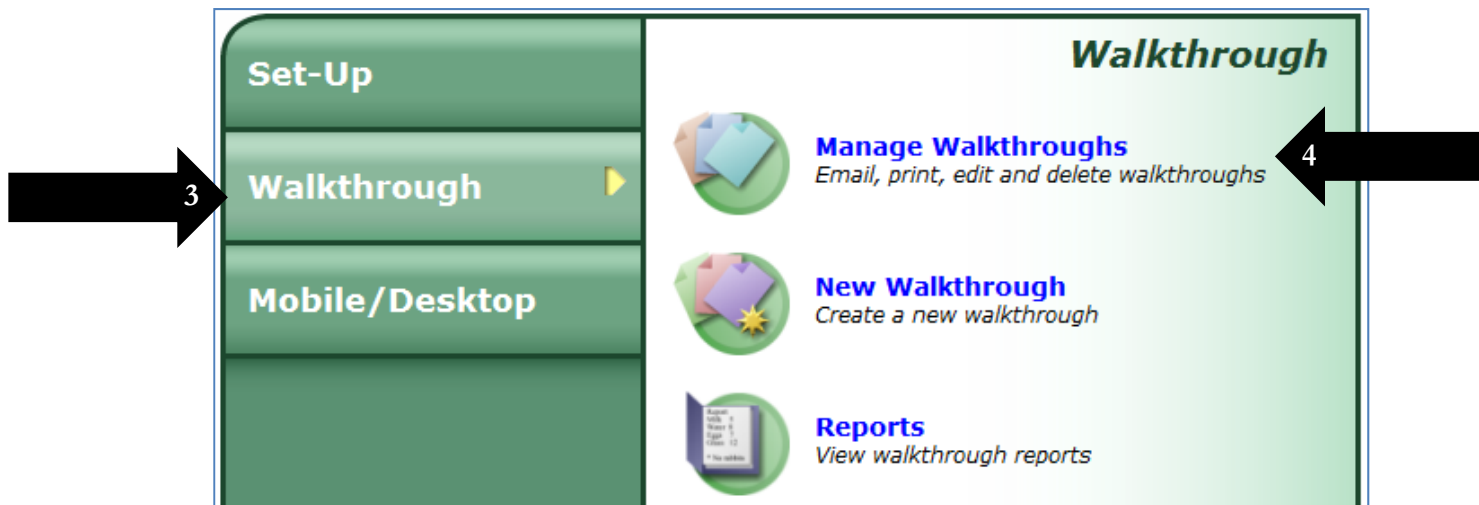
1. Tap Reports.



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.

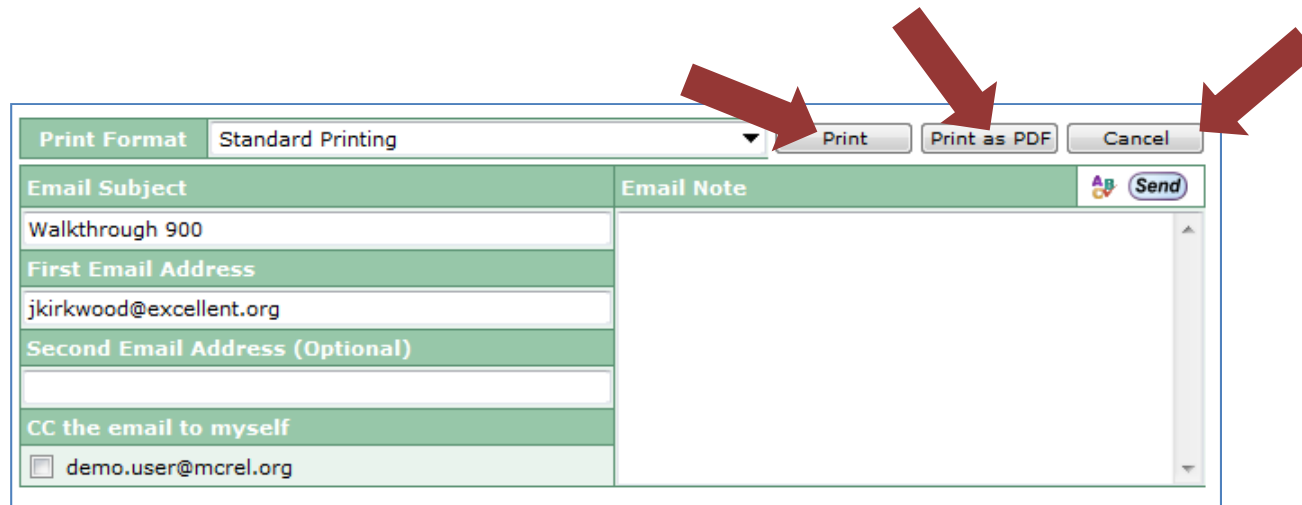
  	TEST	McREL Template 2012	Excellent Elementary School	Kirkwood (Elem) , Jill		777, D.	06/19/2012
  	Kirkwood (Elem), Jill on Jun-14-2012	McREL Template 2012	Excellent Elementary School	Kirkwood (Elem) , Jill		User, D.	06/14/2012

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.

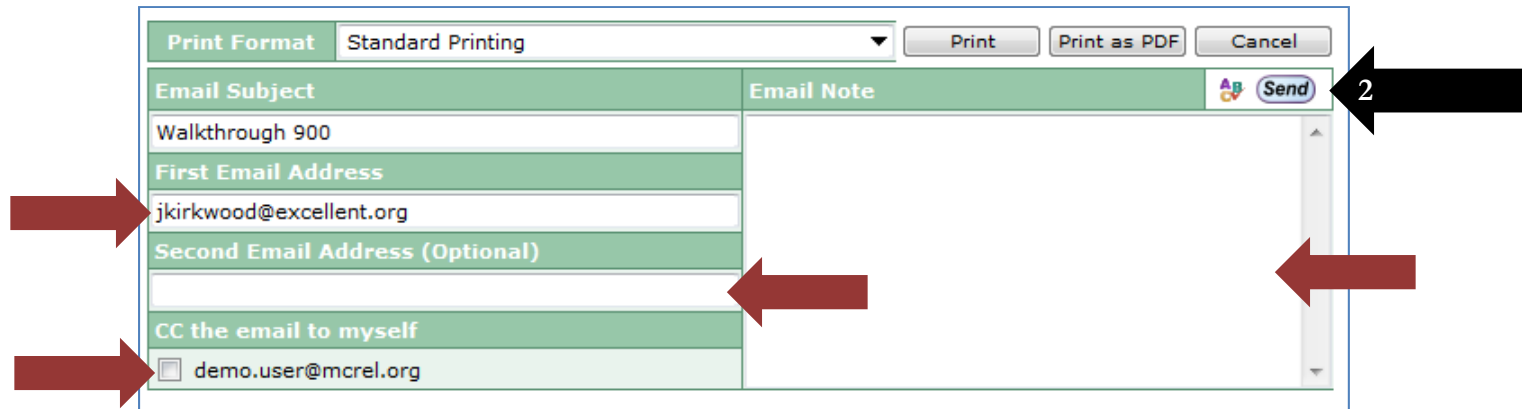


The screenshot shows a print dialog window with a green header bar. The header bar contains a 'Print Format' dropdown menu set to 'Standard Printing', and three buttons: 'Print', 'Print as PDF', and 'Cancel'. Three red arrows point to these buttons. Below the header bar is a table with two columns: 'Email Subject' and 'Email Note'. The 'Email Subject' column contains the following rows: 'Walkthrough 900', 'First Email Address', 'jkirkwood@excellent.org', 'Second Email Address (Optional)', and 'CC the email to myself'. The 'Email Note' column is empty. At the bottom of the table is a checkbox labeled 'demo.user@mcrel.org'. To the right of the table is a 'Send' button with a small icon.

Print Format	Standard Printing	Print	Print as PDF	Cancel
Email Subject	Walkthrough 900			
First Email Address	jkirkwood@excellent.org			
Second Email Address (Optional)				
CC the email to myself	<input type="checkbox"/> demo.user@mcrel.org			

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