

**General Information**

eWalk can be used to record classroom walk-through data through a handheld computer or through the eWalk website. All data for users at a site will be compiled for reports whether they enter walk-throughs on the handheld or at the website.

**Walks**

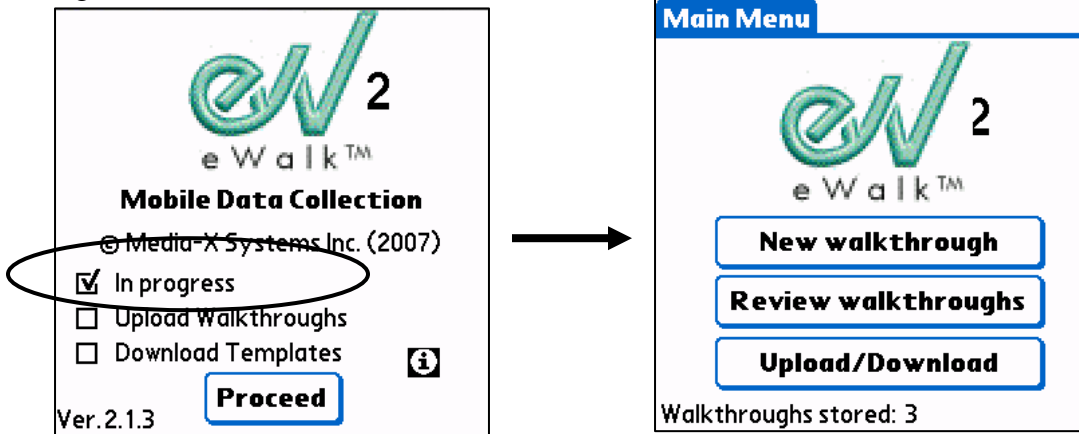
Use the eWalk software on the handheld computer to do walk-throughs by completing the following steps:

**On the handheld**

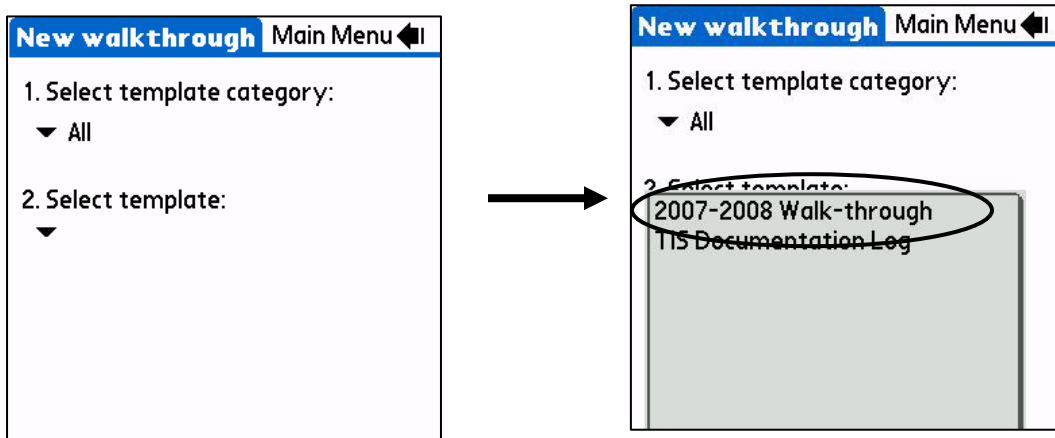
1. Click on the eWalk icon on the handheld.



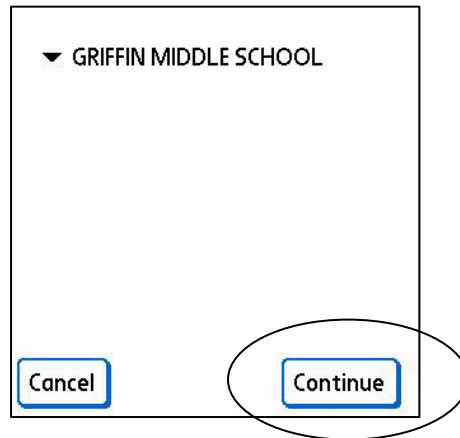
2. You will see one of 2 screens. Select the “In progress” option and then “New Walk-through”.



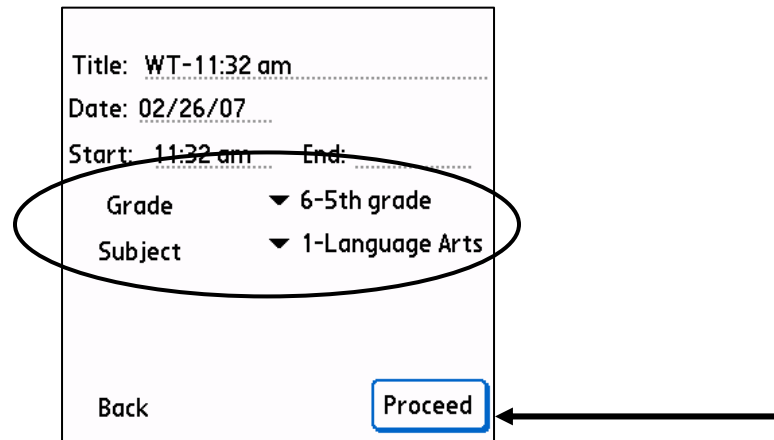
3. Tap the screen to select your choices as you complete walks.



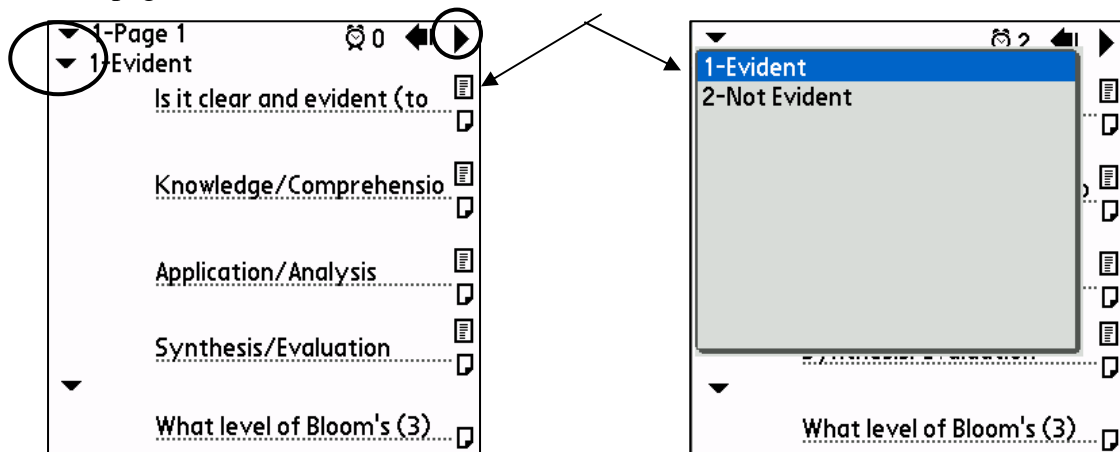
4. \*\*\*\*New Feature – On the next screen, choose the school for which you are doing the walk-through and then tap continue.



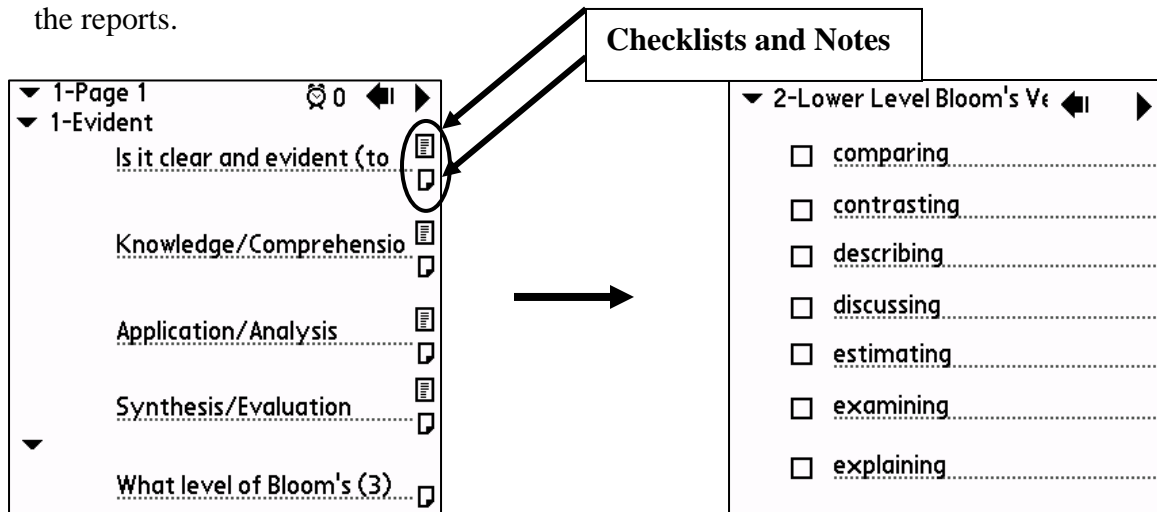
5. The start time of the walk-through will be set when you tap “Proceed”. We suggest that you tap “Proceed” as you are walking into the classroom.



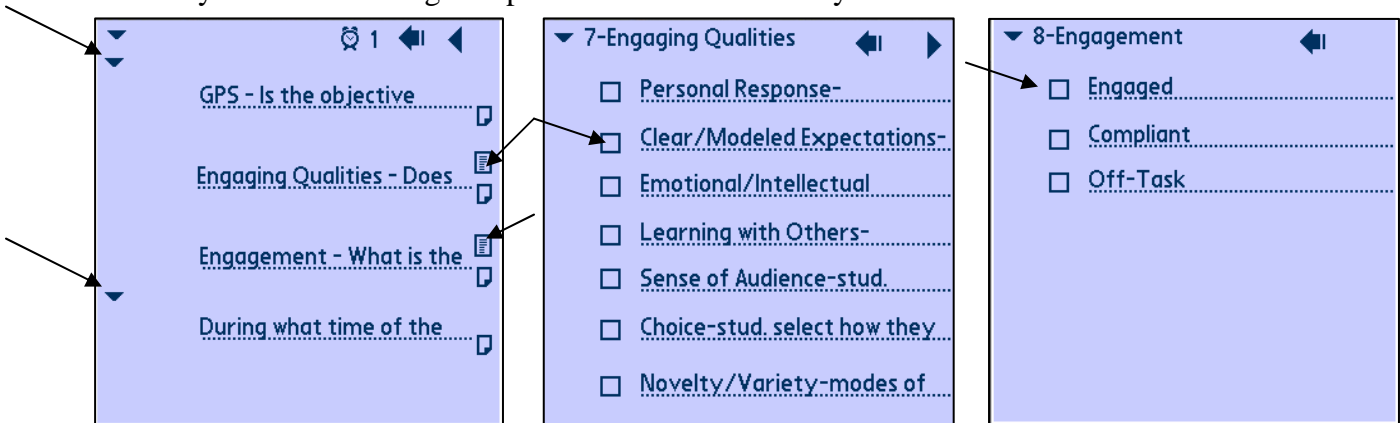
6. Click on the down arrows or the checklist icon (looks like a tiny piece of paper) to answer the walk-through questions. The top right arrow will move your screen to the next page.



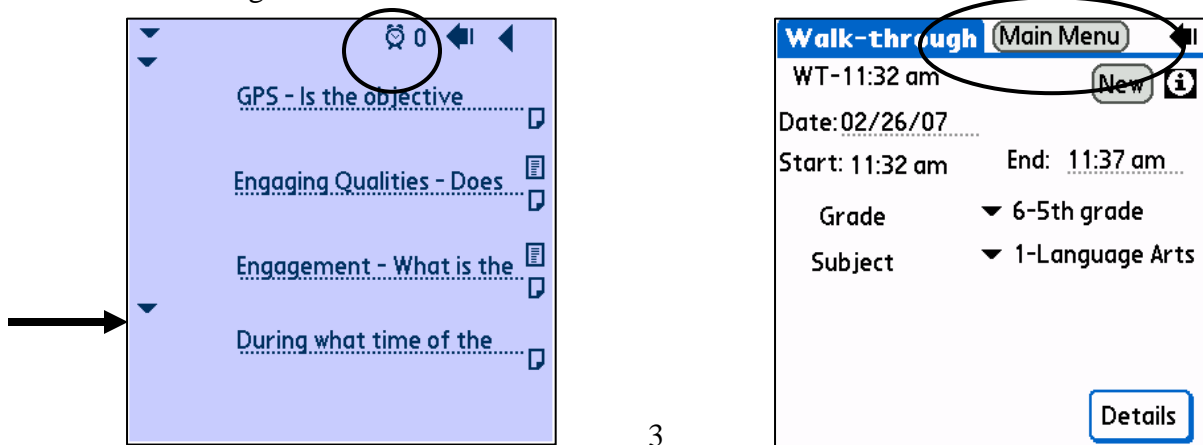
- Continue to tap on drop down arrows and checklist icons. You must tap on the checklist icon (looks like a tiny piece of paper) to reveal the checklist. Tap in the checkbox beside the items you wish to select. The notes icon (looks like blank piece of paper) opens a blank note page. The notes you take here do not appear on any of the reports.



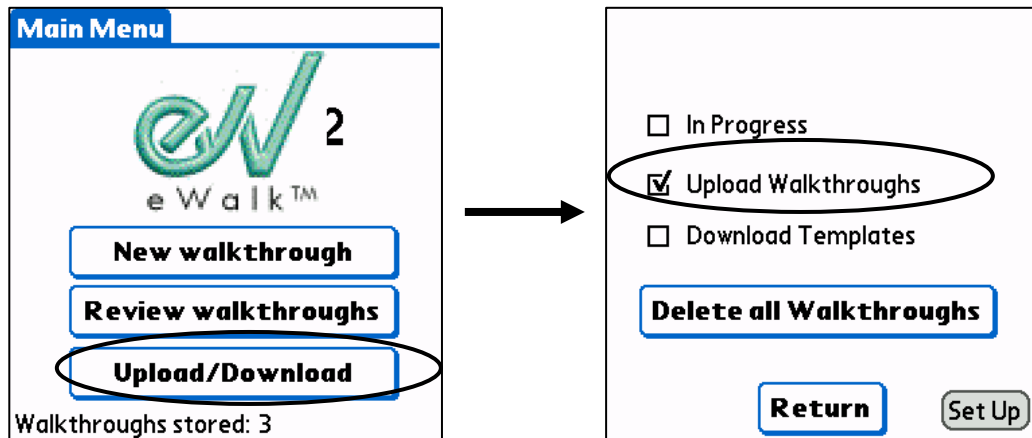
Continue to the next page. The engaging qualities checklist is a new element on this year's walk-through. Tap in the box beside items you wish to select.



- Use the drop down arrow to select the time of the lesson. Tap the alarm clock symbol at the top of the screen when you finish a walk to record the end time. Tap **Main Menu** to get back to the main screen.



9. When you are finished with a round of walks and ready to upload your data, select the “Upload Walk-throughs” option. Connect the sync cable and complete a hot sync. Data for all users at a site (school) is compiled on a web server during the sync.



**On the computer**

10. Log in to the eWalk website at <https://mxweb.media-x.com/home/ccsdga/> to confirm that the data really did sync if you are using handheld, to view and print reports, or to enter walk-throughs via the website. Users names are first initial/last name no spaces. Password is cobb.

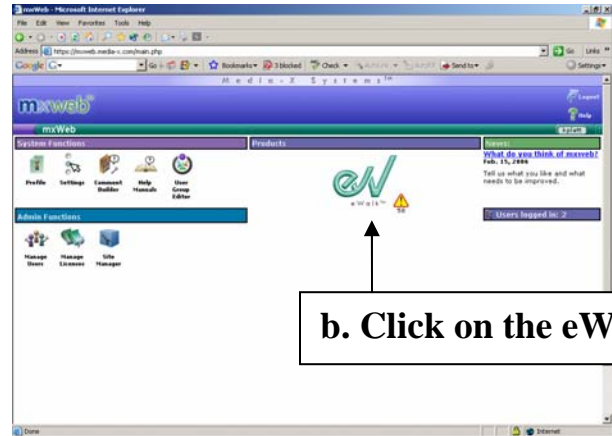


Cobb County School District - GA

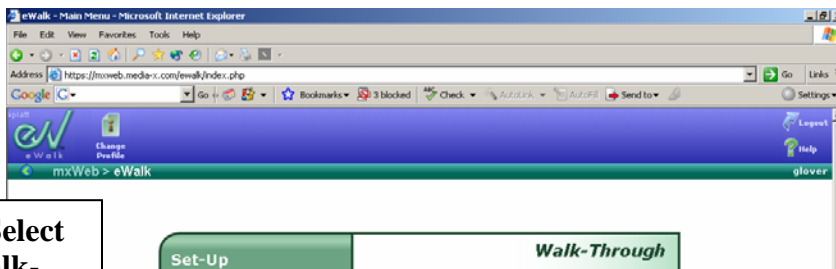
Username:

Password:

**a. Log in**



**b. Click on the eWalk**



**c. Select Walk-Through**

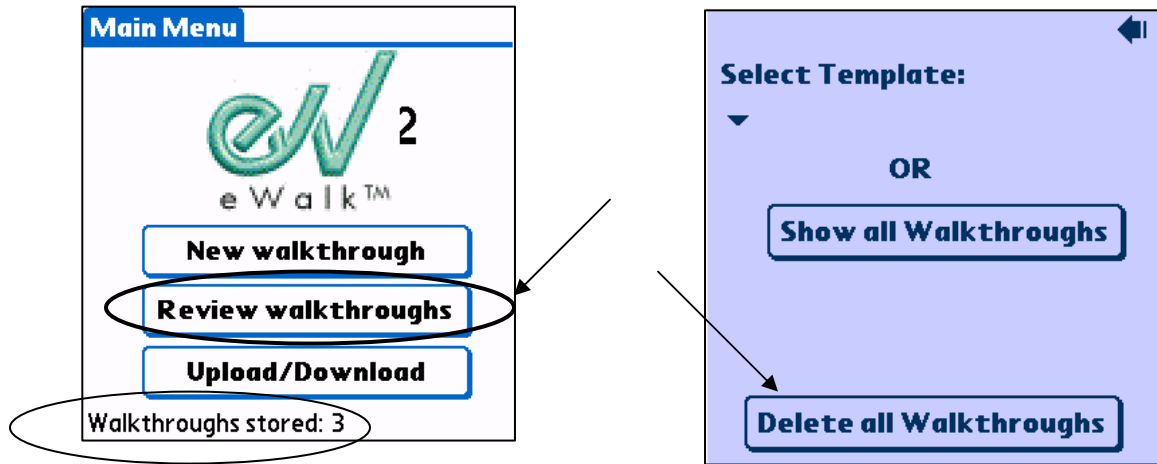
**d. Click New Walk-Through if you have completed walk-throughs with paper/pencil and want to enter them into the website. All data you sync through a handheld, or enter in the website, is compiled for your school.**

**d. Click Walk-Throughs to see your uploaded walks. You can edit, delete, or print any walk info here too.**

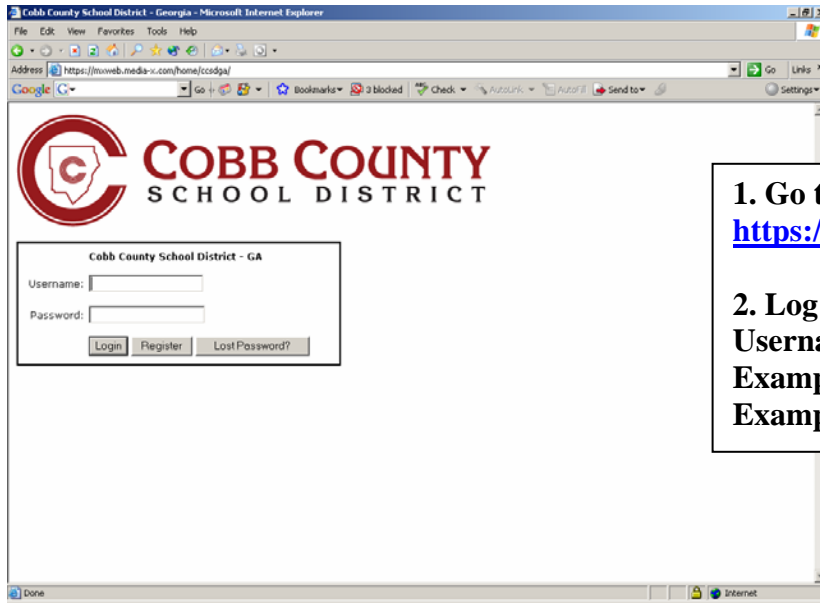
Product		Template		View Walk-Throughs For		
eWalk		All Templates		My walk-throughs only		
Start Date	End Date	Sort By		Subject Type	Member List	
01-01-2007	02-07-2007	Newest		<Not Applicable>	<Not Applicable>	
Show ID	Name	Template	Category	Subject	Start Date	
<input checked="" type="checkbox"/>	WT-10:41 am	Five Point walkthrou...	No categories	No subjects	02/01/2007 10:41 am	
<input checked="" type="checkbox"/>	WT-10:35 am	Five Point walkthrou...	No categories	No subjects	02/01/2007 10:35 am	
<input checked="" type="checkbox"/>	WT-10:29 am	Five Point walkthrou...	No categories	No subjects	02/01/2007 10:29 am	
<input checked="" type="checkbox"/>	WT-10:23 am	Five Point walkthrou...	No categories	No subjects	02/01/2007 10:23 am	

**\*\*\*On the handheld – Important Final Step\*\*\***

11. From the Main Menu, select the “Review Walk-throughs” option on the eWalk software on the handheld and “Delete all Walk-throughs”. The eWalk software on the handheld is now cleaned out and ready for the next round of walk-throughs.



**To view and print reports**



- 1. Go to:  
<https://mxweb.media-x.com/home/ccsdga/>
- 2. Log in:  
Username: first initial/lastname no spaces  
Example User Name: jdoe  
Example Password: cobb

