

Mobile DCT Installation Instructions for BlackBerry Device

This step-by-step guide will allow you to begin using Mobile DCT on your BlackBerry device. Below are the steps you will need to follow.

STEP ONE:
Install Mobile DCT on your BlackBerry device

- A. From your BlackBerry's Internet browser, go to <http://www.teachscape.com/html/cwt3/cwt3.jad>.
- B. Select **Download**.
- C. You may get a warning message about the software not coming from a trusted source. Answer "Yes."
- D. Select "OK" to acknowledge the installation is complete.
- E. Close your browser window.

STEP TWO: Download a survey to your BlackBerry device

- A. Launch **Mobile DCT 3** from your BlackBerry's programs screen and enter your Teachscope login name and password. Then press the "Login" button.
- B. The main screen shows your login name, the number of surveys installed, and the number of entries pending upload (if any). Click on the menu button and **Manage Surveys** with the track ball.
- C. Click on the menu button scroll to **Install New Survey** and click on the track ball. Then click on menu button and "Find" with the track ball.
- D. Select the desired survey from the **Available Surveys** list by pressing menu and "Continue" button. The next screen will display the sites to which you have access. If you are a school administrator, you will probably see only your school site. If you are on the district office staff, you may see a district-level survey and/or school-level surveys.
- E. Use the track ball to select the desired site and click on it with the track ball. Then click on the menu button and **Download**. The survey will download to your device and will return you to the **Available Surveys** screen.
- F. Click on the menu button and **Select** to get the **Sites** screen which displays all the sites to which you have access. A school administrator will see only his/her school site, while district office staff may see one or more sites.
- G. Using the track ball, scroll to the site you would like to survey, click on the menu button, and then scroll and click on **New Entry** with the track ball. Fill in the required sections at the top first (e.g., Subject, Grade Level). You are able to add as much data as you wish by scrolling to your choice with the track ball, then clicking on the menu button and **Enter Section** with the track ball. Scroll to your choice with the track ball; then click on the menu button and **Next** to move through the screens.

** Sections do not need to be filled out completely in order to submit the entry. Click on **Back to Section** at any time to get back to the section menu.
- H. When you have completed your data entry, click on the menu button and click on **Submit Entry** with the track ball. You will see the dialogue, "You have 1 entry pending upload." Use the menu to **Upload Entries, Create New Entry**, or to **Exit**.