

Teachscape Instruction | Desktop | Quick Start Guide

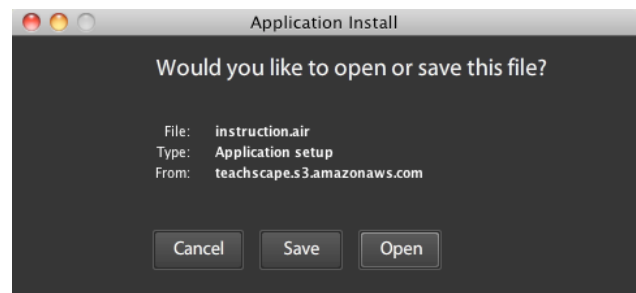
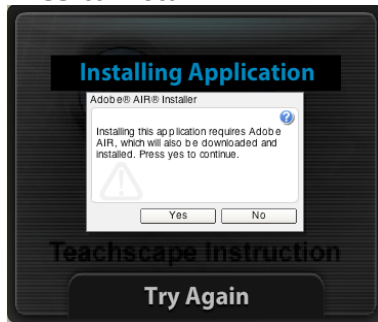
Installing Teachscape Instruction | Desktop

- Point your browser to <http://download.teachscape.com/instruction/>. Note that you may need your computer/Netbook's administrative password to install this application. Your system administrator should be able to provide this password.
- Follow the online directions to install. Or follow the more detailed instructions below.
- If you do not see the left-hand image with **Install Now**, download Adobe Flash Player from the Adobe Web site.

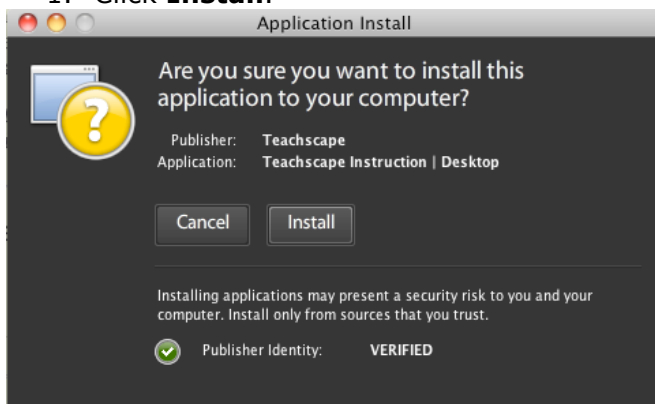


Detailed Installation Instructions

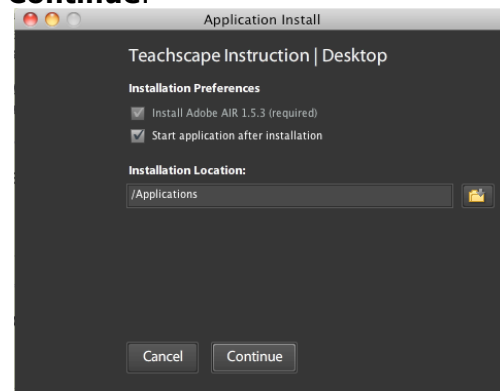
- If prompted to install the application Adobe AIR, click **Yes** to install.
- If you already have Adobe AIR, when prompted to Open or Save, click **Open**.



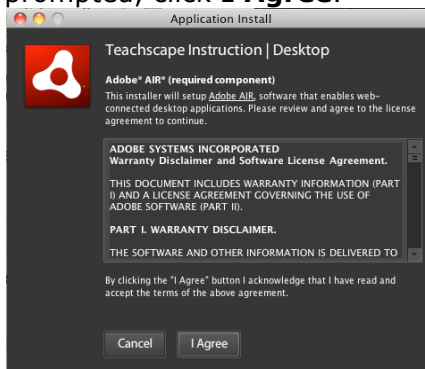
1. Click **Install**.



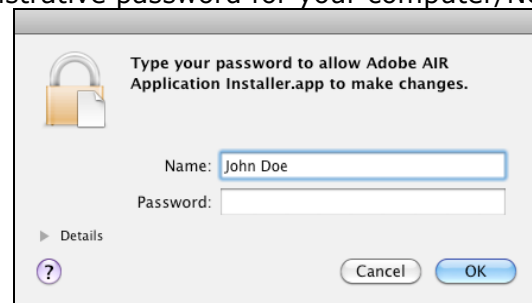
2. Click **Continue**.



3. If prompted, click **I Agree**.



4. If prompted, you may need to enter your administrative password for your computer/Netbook.



For technical support: 1-888-479-7600 (8am-9pm EST M-F) or <http://www.teachscape.com/support>

Using Teachscope Instruction | Desktop

- Enter a valid user name and password and click **Desktop Login**.

Once you have logged in to your account, the application will open to your **My Surveys→Active** page.

Getting Started

The **My Surveys→Active** page shows a list of all survey entries that have been saved but not uploaded to the server. Filter the list by entering a keyword, if necessary (see image below).

- To create a new survey entry, click the **New Survey Entry** button (see **Create a New Survey Entry** section of this document for more information) or choose the "Survey Library" tab in the top navigation bar
- To edit an existing survey entry, select it from the list and double-click to open and edit (see **Enter Data** section of this document for more information)
- To submit a completed survey, select the survey entry and click the **Submit** button to upload to the server

Upon submission, once connected to the Internet, the survey will upload to the server. You may track the status of this on the **My Surveys→Active** page. Once successfully uploaded, a survey entry will move from this list to the **My Surveys→History** page.

Tue Mar 23, 2010 teachscope®
tech.agent [Logout](#)

My Surveys **Survey Library** Internet:

Survey Entries Submit Properties Open Delete

Active History Name contains... X Filter

	Name	Survey	Site	Status
<input type="checkbox"/>	LA 6th 031010	CWT Standard Look Fors	Baker High School	Completed
<input type="checkbox"/>	Math 6th 031810	CWT Standard Look Fors	Baker High School	Completed
<input type="checkbox"/>	Math 6th 031810	CWT Standard Look Fors	Baker High School	Completed
<input type="checkbox"/>	LA 7th 032210	CWT Standard Look Fors	Baker High School	Queued

New Survey Entry

Active Survey Entries

- Filter the list as necessary
- Find the survey entry you need
- Open the survey entry for editing
- Submit a completed survey entry
- Track your survey entry status

Create a New Survey Entry

- After clicking the **New Survey Entry** button, enter a meaningful and unique name for your entry (such as grade and/or subject)
- Select the survey type and site and click the **Create** button

Your survey name will help you manage your active survey entries in this desktop application. Suggested naming convention: *Subj_Grade_Date* (e.g., *Math_5_011810*).

Enter Data

- Enter your data after clicking **Create** in the **New Survey Entry** dialog box or by opening a survey entry on the **My Surveys**→**Active** page. (See example data entry page below.)
- To go to the previous or next item or category, click the **Prev** or **Next** button.
- To navigate to any category, choose a category from the left-hand navigation area. Note that each category may have more than one item (e.g., 1a., 1b., 1c.).
- To save and review the survey entry, click the **Overview** button or the **Exit** button in the upper right-hand corner. To return to data entry, click the **Back To Survey Entry** button.

Review and Submit Your Data Entry

- Review your entered data by clicking the **Overview** button on the data entry page. A green symbol will appear to the right of an item if data are missing.
- To save the entry and leave the Overview page, click the **Done** button in the upper right-hand corner.
- To submit to the server, click **Submit**. (The survey entry will upload to the server when the application is open and an Internet connection is established.)

You may also submit from the **My Survey**→**Active** page by selecting the survey and clicking the **Submit** button. You can verify the status of a survey on the **My Survey**→**Active** or **History** pages.

The screenshot shows the Teachscape web interface. At the top, it displays the date 'Tue Mar 23, 2010' and the user 'tech.agent' with a 'Logout' link. The main navigation bar includes 'My Surveys' and 'Survey Library'. The 'Overview' section is active, showing a list of survey items. On the left, a sidebar lists five categories: '1. Focus on Curriculum', '2. Focus on Instruction', '3. Focus on the Learner', '4. Focus on Classroom Environment', and '5. Focus on the Needs of All Learners'. The main content area displays the following items:

- 1. Focus on Curriculum**
 - [1a. What is the learning objective\(s\) for the lesson?](#)
linear equations
 - [1b. Learning objective\(s\) is evident to the students \(select one\)](#)
Evident
 - [1c. Learning objective\(s\) on target for grade-level standards \(select one\)](#)
Yes
- 2. Focus on Instruction**
 - [2a. Identify instructional practices](#)
Discussion, informal assessment, Lecture
 - [2b. Identify grouping format](#)
Whole group
 - [2c. Identify research-based instructional strategies \(Teacher\)](#)
Summarizing/note-taking
 - [2d. Identify research-based instructional strategies \(Student\)](#)
- 3. Focus on the Learner**
 - [3a. Identify student actions](#)
Listening, Speaking
 - [3b. Identify instructional materials](#)
Overhead/board/flip chart
 - [3c. Determine level\(s\) of student work](#)
 - [3d. Determine level of class engagement \(select one\)](#)
- 4. Focus on Classroom Environment**
 - [4. Focus on Classroom Environment](#)
- 5. Focus on the Needs of All Learners**
 - [5. The teacher is responding to specific learning needs through differentiation of](#)
Learning environment

Buttons for 'Done' and 'Submit' are visible in the top right of the Overview section.

For technical support: 1-888-479-7600 (8am–9pm EST M–F) or <http://www.teachscape.com/support>