

Teachscope Instruction | Mobile | Quick Start Guide

Installing on iPhone, iPod touch & iPad

1. To install the Teachscope Instruction | Mobile application, go to the **App Store** on your iPhone, iPod or iPad. *You may need to enter your iTunes password. (If you do not have an iTunes account, please see the directions in this guide.)*

2. Tap **Search** at the bottom of the screen and enter **Teachscope**. Select **Teachscope** from the list of apps, then the **Free** button, and finally **Install**.

3. The application will download to your device. After download, you will see the **Teachscope icon** on your touch screen. Tap the **Teachscope icon** to launch the application.

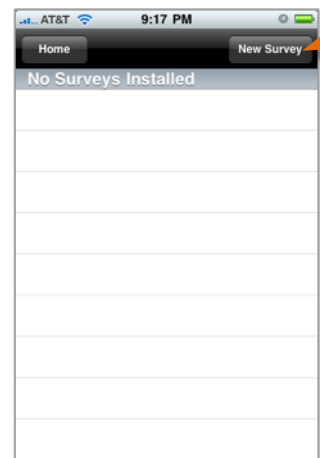
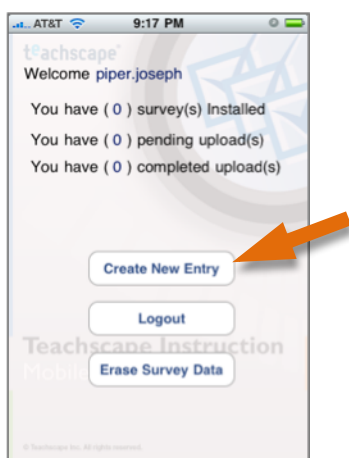


Getting Started

1. After opening the application, enter your Teachscope username and password and tap **Login**.

2. Tap **Create New Entry** on the Welcome screen.

3. Tap **New Survey** in the top menu bar. Select the desired survey(s) from your list of available surveys.



4. Select the desired site(s) from your list of available sites. Tap **Download** in the top menu bar.

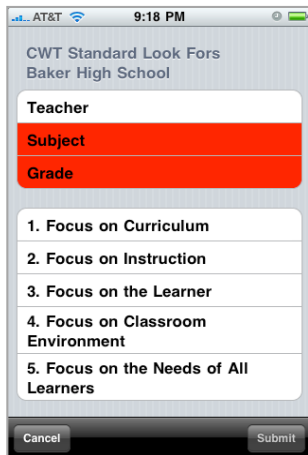
5. Now that you have downloaded the survey(s), select the survey from **Installed Surveys**, then the site name.

6. You are now ready to enter data; follow the directions on the next page of this guide.

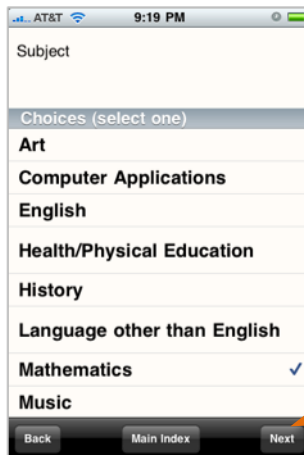
For technical support: 1-888-479-7600 (8am-9pm EST M-F) or <http://www.teachscope.com/support>

Entering Data

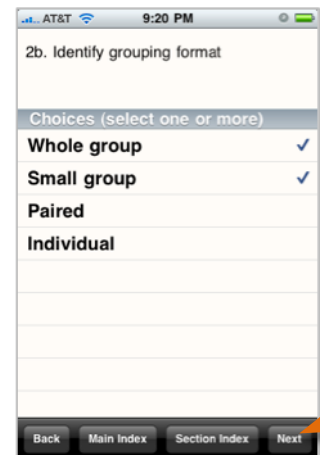
1. Once a survey has been downloaded, it will be available for you to use every time you launch the application.



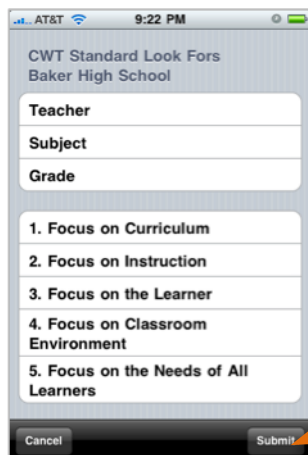
2. First define the entry properties (e.g., Subject, Grade). Use the buttons at the bottom to navigate (usually **Next**).



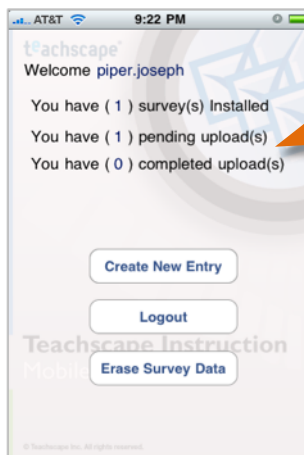
3. Next, select a category and item/question and enter data. A category may have more than one item/question. Use the buttons at the bottom to navigate (usually **Next**).



4. To submit your entry, tap the **Main Index** button and tap **Submit**.



5. After submission, you will be returned to the Welcome screen where you will see the number of entries pending and those having completed upload.



6. Notes

You do not need to enter data for all items/questions. However, you cannot submit until you have completed the *required* fields in red (usually Subject and Grade).

To **save the data entry and not submit**, press the home button on your device to exit the application. Your entry will be saved.

To **cancel the data entry**, tap **Cancel**. You will be prompted with a dialog box to confirm that you want the data deleted.

To **upload**, you must have a wireless or cellular connection to the Internet.

iPod touch Users

- Must have iPhone software version 3.1 or later
- Must be connected to the Internet to complete the initial setup (download and install the application; log in and install a survey)
- After initial installation, an Internet connection is only necessary to upload completed entries to the Teachscope Web site

Creating an iTunes Store Account

You will need an iTunes Store account to install the **Teachscape Instruction | Mobile** application on your device—even though the Teachscape download to your device is free. Follow these directions to set up an account. *Note: If you have an Apple ID or MobileMe account, see directions below.*

Standard Setup

1. Open iTunes (if you do not have iTunes, you can download iTunes)
2. Choose **Store > Create Account**
3. Read through the Terms & Conditions; check the box if you agree to the terms; click **Continue**
4. Complete the form to create your free Apple ID (the login you will use with the iTunes Store)
5. Provide a valid payment method and billing address
6. You now have an iTunes Store account and may download apps to your device

Apple ID or MobileMe Users

To create an iTunes Store account using your MobileMe account or an existing Apple ID, follow these instructions:

1. Open iTunes (if you do not have iTunes, you can download iTunes)
2. Choose **Store > Sign In**
3. Enter your MobileMe account or Apple ID, then click the **Sign In** button
4. You will receive a message stating that the ID you have entered has not been used on the iTunes Store before; click the **Review** button
5. Read through the Terms & Conditions; check the box if you agree to the terms; click **Continue**
6. Provide a valid payment method and billing address
7. You now have an iTunes Store account and may download apps to your device

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