

# The Wizard

The first page you see when you enter the template section is The Wizard. The Wizard details the steps to follow in creating your walk-through templates. Clicking on the steps outlined in the Wizard will take you through the required actions. Icons for the functions you need to create your walk-through are also located at the top of your screen.

The screenshot shows the eWalk Wizard interface. At the top, there is a navigation bar with icons for 'Done', 'Manage Elements', 'New Checklist', 'New List', 'New Template', and 'New Category'. Below this is a breadcrumb trail: 'mxWeb > eWalk > Templates'. The main content area is divided into six steps, each with a title, description, and an example.

**STEP 1 Create Elements** to be in your template.  
An element is an item on which you wish to collect data. There are 11 different element types. Here is an example of a checkbox type element.  
Example : 

1.	<input checked="" type="checkbox"/>	I like eWalk
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**STEP 2 Create Checklist** to attach to your elements.  
A checklist is not required but can save you time and can make choices automatic. A checklist must be attached to an element and can not be used independently. Also a checklist can have different behaviors.  
Example : 

1.	<input checked="" type="checkbox"/>	I like eWalk, if so select why
	<input type="checkbox"/>	It is easy to use
	<input type="checkbox"/>	It is not expensive
	<input type="checkbox"/>	It is doing what I need
	<input type="checkbox"/>	Other

**STEP 3 Create Value List** to attach to a checklist.  
Value lists are not required but they can add another level of flexibility to your checklists. A checklist must be attached to an element and the checklist behavior must be set to a value list. A value list can not be used independently.  
Example : 

1.	<input checked="" type="checkbox"/>	I like eWalk, if so rate each of those (1-4)
	<input type="text" value="1"/>	It is easy to use
	<input type="text" value="2"/>	It is doing what I need
	<input type="text" value="3"/>	It is not expensive
	<input type="text" value="4"/>	Other

**STEP 4 Create Template** with the elements you have created.  
A template is the list of questions that will make up your walk-through.  
Example : 

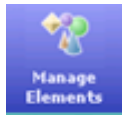
1.	<input checked="" type="checkbox"/>	I like eWalk
2.	<input checked="" type="checkbox"/>	I want to use eWalk
3.	<input checked="" type="checkbox"/>	I am ready to create a walk-through

**STEP 5 Create Category** to categorize templates.  
Categories are not required but can be useful to use if you are creating several templates that focus on similar topics. Here is an example category called "Fruit" being used to group together a number of similar templates.  
Example : 

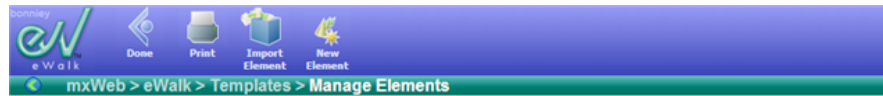
Fruits	
1.	Template about oranges
2.	Template about apples
3.	Template about bananas

**STEP 6 Create Walk-Through** using the template you have been created.  
A walk-through is your completed survey ready to go and gather data.

## Creating Elements for your walkthrough template



To create new questions for your walkthrough templates begin by selecting the manage elements icon in the top toolbar.

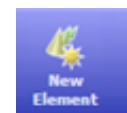


A list view of any elements that you have already will be displayed for you.

A screenshot of the 'Element List' window in the software. The window has a title bar with 'Element List' and 'View All Elements'. It contains a table with 11 rows of elements. Each row has a red 'X' icon, a number, a dropdown menu, and a text description. The elements are: 690 Sub Plan Present, 691 Objective aligned to Grade Lev..., 692 Text/Materials aligned to obje..., 693 Aligned to District Scope and ..., 694 Application, 695 Analysis, 696 Synthesis, 697 Evaluation, 698 Active Engagement, 699 Passive Engagement, 700 Disengaged, 701 Label Learning Environment, 702 Label High Yield Instructional Strat..., 703 Label Other Instructional Strategies, 830 Date Date of walkthrough, and 831 Time Time of walkthrough.

Icon	ID	Type	Description
X	690	Sub Plan Present	Sub Plan Present
X	691	Objective aligned to Grade Lev...	Objective aligned to Grade Lev...
X	692	Text/Materials aligned to obje...	Text/Materials aligned to obje...
X	693	Aligned to District Scope and ...	Aligned to District Scope and ...
X	694	Application	Application
X	695	Analysis	Analysis
X	696	Synthesis	Synthesis
X	697	Evaluation	Evaluation
X	698	Active Engagement	Active Engagement
X	699	Passive Engagement	Passive Engagement
X	700	Disengaged	Disengaged
X	701	Label	Learning Environment
X	702	Label	High Yield Instructional Strat...
X	703	Label	Other Instructional Strategies
X	830	Date	Date of walkthrough
X	831	Time	Time of walkthrough

Click on the New Element icon to create new questions.



## Creating Elements

1. Using the drop down list determine which type of element you need
2. Enter the content
3. Click Save

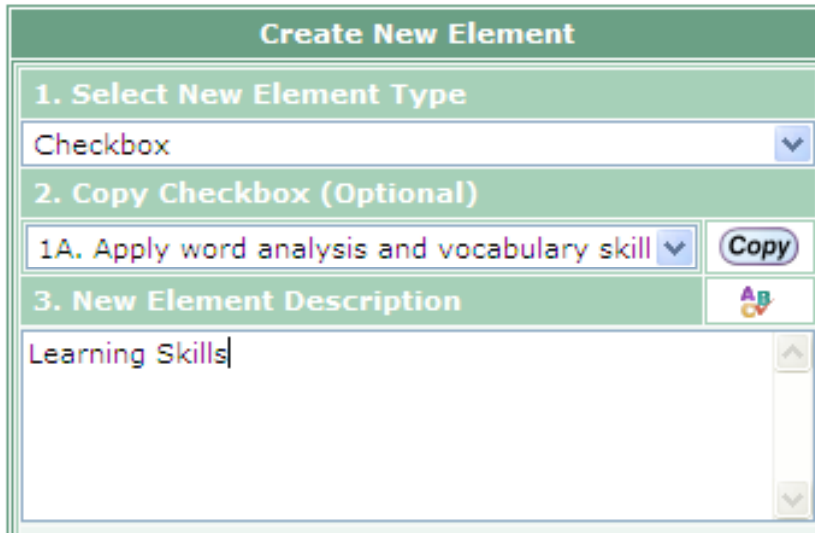


Continue to follow the four steps above to create all elements required in your walk-through.

Once you have completed creating elements click on Done at the top of your screen.

You have 11 different element types to choose from.

## Element Types

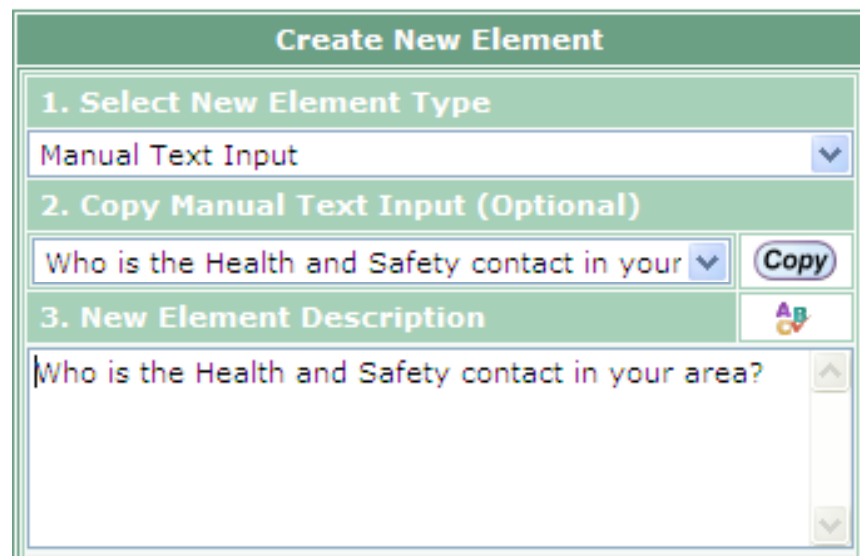


The screenshot shows a dialog box titled "Create New Element" with a green header. It is divided into three main sections:

- 1. Select New Element Type:** A dropdown menu is set to "Checkbox".
- 2. Copy Checkbox (Optional):** A dropdown menu is set to "1A. Apply word analysis and vocabulary skill" with a "Copy" button to its right.
- 3. New Element Description:** A text area containing the text "Learning Skills".

The checkbox element indicates that you are looking for a true/false response

The manual text entry element allows you to manually type in a response using text characters.



The screenshot shows a dialog box titled "Create New Element" with a green header. It is divided into three main sections:

- 1. Select New Element Type:** A dropdown menu is set to "Manual Text Input".
- 2. Copy Manual Text Input (Optional):** A dropdown menu is set to "Who is the Health and Safety contact in your" with a "Copy" button to its right.
- 3. New Element Description:** A text area containing the text "Who is the Health and Safety contact in your area?".

**Create New Element**

**1. Select New Element Type**  
Manual Number Input

**2. Copy Manual Number Input (Optional)**  
1 Copy

**3. New Element Description**  
34

The manual number input element allows you to manually type in a response using numbers.

The drop down list allows you to select one option from a list. You create the element the same way you to others but with the additional step of adding the drop down content.

To add your drop down content use the text box #4, enter your text and click the add button to add them to the list.

You can use the numbers next to each item in your drop down list to rearrange your selections so they will appear in any order you would like.

**Create New Element**

**1. Select New Element Type**  
Drop Down List

**2. Copy Drop Down List (Optional)**  
24 Copy

**3. New Element Description**  
Aligned to District Scope and Sequence

**4. Drop Down List Content**

Add

		1	Yes
		2	No
		3	N/A

**Create New Element**

**1. Select New Element Type**

Date Input ▼

**2. Copy Date Input (Optional)**

1 ▼ Copy

**3. New Element Description** AB  
CV

Date of last evaluation ^  
v

The Date Input element allows you to select a date using your palm calendar.

The Label (no input) element does not gather information itself. This element is most often used with an associated checklist which allows multiple selections or with the notes field to record notes on a particular item..

**Create New Element**

**1. Select New Element Type**

Label (No input) ▼

**2. Copy Label (No input) (Optional)**

1 ▼ Copy

**3. New Element Description** AB  
CV

Classroom Environment ^  
v

**Create New Element**









**1. Select New Element Type**  
 Drop Down List with rubrics

**2. Copy Drop Down List with rubrics (Optional)**  
 Analysis Copy

**3. New Element Description**  
 Copy of Evaluation

**4. Drop Down List with rubrics Content**

Add

			1		present
			2		not present

The Drop Down List with rubrics functions the same way the Drop Down List but includes a rubric statement function.



To add rubrics to your drop down list, click on the link icon.

A new window will open for you to enter your rubric statement.



**present**

Teacher can articulatly express how they came to the assesment conclusions that |

Save Rubric Cancel

The spell check icon will check your spelling and recommend edits.



When rubrics have been created and attached to the items in your drop down list the link icon  will close and look like this 

## Checklists

Once you have created your elements you need to create any associated checklists.

From the Template Wizard screen click on New Checklist on the top menu.

The screenshot displays a software interface for creating a checklist. It is divided into several sections:

- Checklist Name:** A text field containing "Technology in use".
- Checklist Description:** A text area containing "Listing of technology found in use in the classroom".
- Create New Checklist Element:** A text field containing "DVD Player" and an "Add" button.
- Checklist Elements:** A table listing three items:

Order	Item
1	Desktop Computer
2	Laptop Computer
3	Digital Camera

At the bottom of the interface is a "Save" button.

1. Give your checklist a name so you can identify it when building your template.
2. Give it a description if you wish
3. In the New Element box indicate the text for each checklist item
4. Click the Add button after each entry

Repeat steps 1-4 for each item you would like to appear in your checklist

When you have completed your checklist click on the Save button to return to the Wizard screen.

## Creating Value Lists

A value list functions much like a checklist does. However with a value list you can assign a rating to an item rather than simply checking it off. Value lists can also be used as filters on the main page of any walkthrough and can help you refine reporting data.

They are built in a similar manner to the checklists.

On the main wizard screen click on New Value List from your top blue toolbar.

The screenshot shows a software interface for creating a value list. At the top, there is a green header bar labeled 'Value List Name' with a small icon on the right. Below this is a text input field containing 'Level Of Enjoyment'. Underneath is another green header bar labeled 'Create New Value List Item' with an 'Add' button on the right. Below that is a text input field. The main section is titled 'Value List Items' and contains a list of three items. Each item has a red 'X' icon, a small icon, a dropdown menu with a number (1, 2, or 3), a blue double-headed arrow, and a text description. The items are: '1 This is great!', '2 This is ok', and '3 I don't like it so much'. A vertical scrollbar is on the right side of the list.

 Save

1. Give your value list a name
2. Use the text box provided to enter in your value list items
3. Click the Add button to add them to your value list

Repeat steps 1-3 until you have completed your value list.

Click Save to save changes

## Assembling Your Walkthrough

Now that you have created all of the pieces for your walk-through you can now put them together in a template.

From the main Template window click on New Template at the top of the screen.

The template itself is separated into three sections.

Use the General Information page to give your walkthrough template a name and description.

1. Give your template a name so you can identify it.
2. You have the option to enter a description
3. If you are using eWalk to perform formal or informal assessments you can choose a target member, the data will then be tied to a specific student, teacher, principal or administrator.
4. If you have custom forms created for your district or school they will also be available here to attach to your walkthrough.

The screenshot displays the 'Edit Template' window in the eWalk application. The window has a blue header bar with the eWalk logo and navigation icons (Cancel, Save, Share, Preview, Product Links, Elements, Logout, Help). The breadcrumb trail shows 'mxWeb > eWalk > Templates > Edit Template'. The main content area is divided into three tabs: 'General Information', 'Manage Filters', and 'Manage Elements'. The 'General Information' tab is active and contains the following fields:

- Template Name:** Sample Instructional Walkthrough
- Template Description:** (Empty text area)
- Select Form:** Media-x Standard
- Select Subject:** Teacher
- Select Custom Report:** No custom reports available

A 'Save' button is located at the bottom center of the window.

The Manage Filter section of the template builder allows you to create filters for the first page of your walkthrough. These filters will allow you to narrow your data when creating reports.

The screenshot shows the 'Manage Filters' section of the template builder. It contains three main configuration areas:

- Filter 1:** Includes a 'Type' dropdown menu (set to '<Disable Filter>'), a 'Name' text input field, and a 'Default Value' text input field.
- Filter 2:** Includes a 'Type' dropdown menu (set to '<Disable Filter>'), a 'Name' text input field, and a 'Default Value' text input field.
- Text Field:** Includes a 'Status' dropdown menu (set to '<Disable Text Field>'), a 'Name' text input field, and a 'Default Value' text input field.

A 'Save' button is located at the bottom center of the interface.

You have the option of applying up to two filters and one text field to the main page of your walkthrough. Filters can be either a text input (String) or you can use one of your predefined Value Lists. You can also define your own default values. If you don't need the fields you can disable the filters. The String labels have a max input of 100 characters and the Text Label is unlimited.

Use the Manage Elements page to attach your questions (elements) to your walkthrough.

The screenshot shows the 'Manage Elements' section of the template builder. It is divided into two main panels:

- Available Elements:** A list of 28 elements with checkboxes and search icons. The elements include questions like 'Is there garbage in the y...', 'How many kids are on the ...', 'Hallways', 'Are there fire hazards', and various numbered items (1C, 2A, 2B, 3A, 3B, 3C, 4A, 4B, 5A, 5B).
- Template Elements:** A panel for configuring elements on a page. It includes a 'Select Page' dropdown (set to 'Instructional Practices'), a 'Page Name' field, and a '# Elements' counter (set to '2 elements'). It also has options for 'Assign Checklist', 'Checklist Behavior', and 'Element Note'.

A 'Save' button is located at the bottom center of the interface.

Use the drop down box provided navigate to the different pages in your walkthrough. Your walkthrough is limited to 6 pages with 5 elements on each if you intend to use a

PDA device for data collection. If you intend to do all walkthroughs on the web you are unlimited in the length.

You can change the names of your pages from Page 1, Page 2 etc. to a custom entry by using the edit icon next to the Page Name and saving your changes.

A list of all your available questions (elements) can be seen on the right hand side of the window. Use the blue arrows located next to your elements to move them onto your template. Once you have moved elements over you can attach checklists using the plus sign to open the checklist menu.

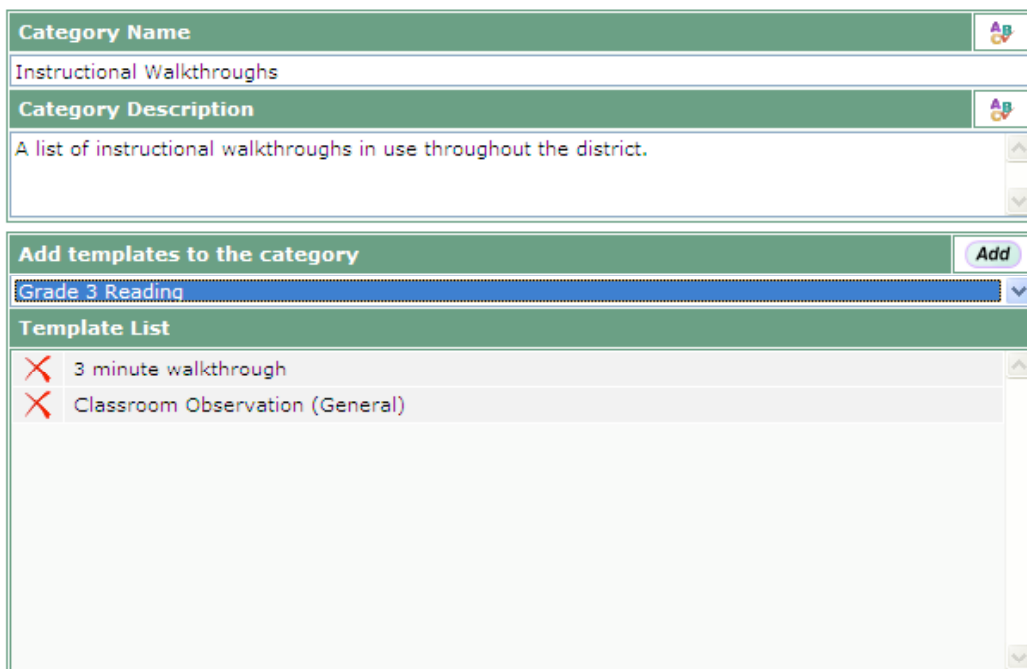
When you have completed your template click Save

## Categories

If you have a variety of templates you can use categories to organize them so it's easier for you to identify what you need when you need it.

Click on the New Category icon in the top toolbar.

1. Give the Category a name
2. Enter a description if you so choose.
3. Use the drop down list provided to locate the templates you wish to use and click add to include them in the group
4. When you are finished click the Save button.



The screenshot displays a user interface for managing categories. It features a form with the following sections:

- Category Name:** A text input field containing "Instructional Walkthroughs".
- Category Description:** A text area containing "A list of instructional walkthroughs in use throughout the district."
- Add templates to the category:** A section with a green header and an "Add" button. Below the header is a dropdown menu currently showing "Grade 3 Reading".
- Template List:** A list of templates with red 'X' icons for removal. The visible items are "3 minute walkthrough" and "Classroom Observation (General)".

## Printing Your Element List

You can generate a print copy of your elements by using the Print icon at the top of your elements screen.

Your element list will open in a new window and you can print the entire list by clicking on the Print Element(s) button.

Print Element(s)

Cancel

Page 1

ID	Type	Description
29	<input checked="" type="checkbox"/>	Is there garbage in the yard
45	<input checked="" type="checkbox"/>	Hallways
67	<input checked="" type="checkbox"/>	1A. Apply word analysis and vocabulary skills to comprehend selections.
68	<input checked="" type="checkbox"/>	1B. Apply reading strategies to improve understanding and fluency.
69	<input checked="" type="checkbox"/>	1C. Comprehend a broad range of reading materials.
70	<input checked="" type="checkbox"/>	2A. Understand how literary elements and techniques are used to convey meaning.
71	<input checked="" type="checkbox"/>	2B. Read and interpret a variety of literary works.
72	<input checked="" type="checkbox"/>	3A. Use correct grammar, spelling, punctuation, capitalization and structure.
73	<input checked="" type="checkbox"/>	3B. Compose well-organized and coherent writing for specific purposes and audiences.
74	<input checked="" type="checkbox"/>	3C. Communicate ideas in writing to accomplish a variety of purposes.
75	<input checked="" type="checkbox"/>	4A. Listen effectively in formal and informal situations.
76	<input checked="" type="checkbox"/>	4B. Speak effectively using language appropriate to the situation and audience.
77	<input checked="" type="checkbox"/>	5A. Locate, organize, and use information from various sources to answer questions, solve problems and communicate ideas.
78	<input checked="" type="checkbox"/>	5B. Analyze and evaluate information acquired from various sources.
79	<input checked="" type="checkbox"/>	5C. Apply acquired information, concepts and ideas to communicate in a variety of formats.
341	<input checked="" type="checkbox"/>	Are the schools safety procedures clearly posted in the classrooms and teacher areas?
403	<input checked="" type="checkbox"/>	The fire drills are posted
534	<input checked="" type="checkbox"/>	The school safety procedures are clearly posted in the classroom and staff areas of the school.