

# **QUICK START GUIDE**

**(For Basic Functions)**

**(Also available In App Dropdown Menu)**

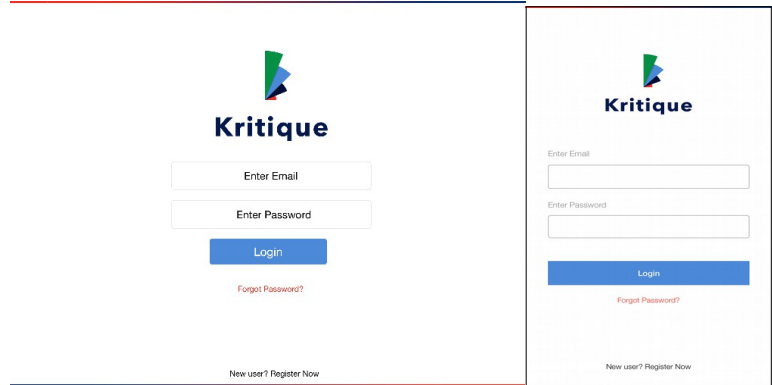
“Want to print a copy? Hit “Share””

**QUICK START UP GUIDE**

**(Send PDF version to your email and print off to assist initial navigation set up)**

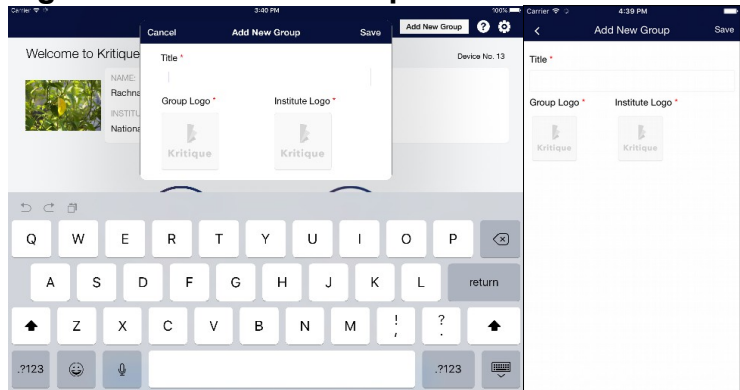
**Step 1: Register/Login** Enter your email address that you intend to use. Enter your password (keep a record of this) and Login

Figure 1.1 Screen Shot



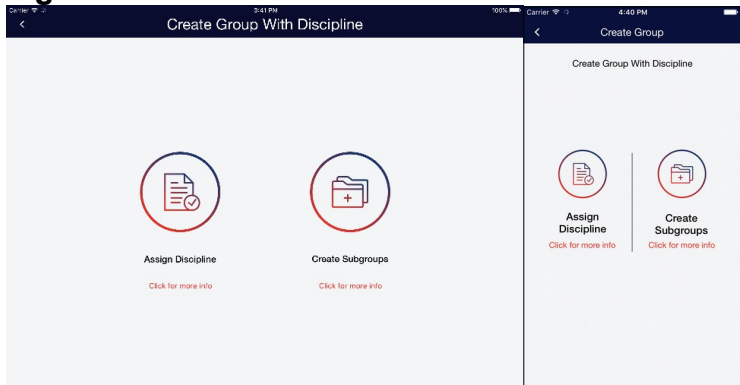
**Step 2: Add New Group** click on Add New Group select option choose Individual or Discipline (choose discipline if not sure). Add title of your group (E.G. English Yr 4 group 3 or team name - U14 Boys Soccer). If you do not have a logo click default and save. Group logos (DAD logo is a default setting) to appear on the profile report and B) Institutional logo. ALL logos can be imported on to your device.

Figure 1.2 Add New Group Screen Shot



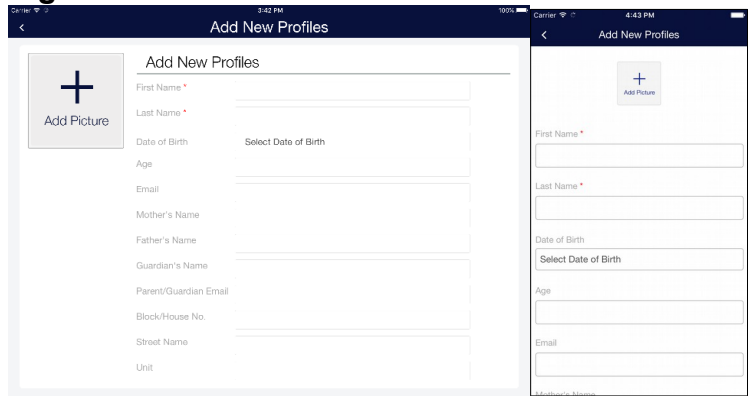
**Step 3: Create Group** click assign Discipline or Sub Group (If unsure click Sub Group). Click add new sub group again add title and logos (If you have them if not click default) and save. Go to Setting 1 Open Class File, 2 Click on Edit Profile, 3 Open Gallery 4 Institute Profile, 3 Click on the required Logo. Once Group and Institutional logo have been loaded move to the Step 4: Add new profile

Figure 1.3 Screen Shot



**Step 4:** To add new profile click group file” tap on add New Profile Button which will bring up the profile form to be completed. 2 options are available here full profile where all fields should be completed or short profile. Complete minimal profile (others fields can be added later) **No 1** First Name, **No 2** Last Name, **No 3** Email address (it is recommended that all generate a gmail address to facilitate video sharing) **No 4** Parent / Guardians email (same as email address so that reports can be sent), **No 5** add photo (open camera and use) **No 6** Add disk from categories select disk by click tick-save **Remember to save** in profile - scroll down the profile and save. Repeat the process until the whole class or group

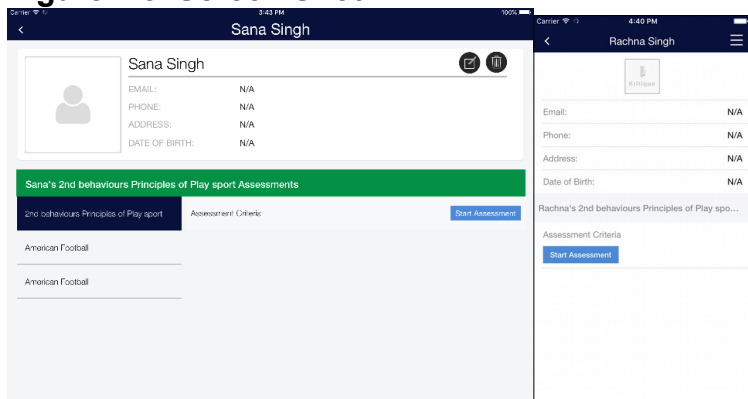
Figure 1.4 Screen Shot



is completed.

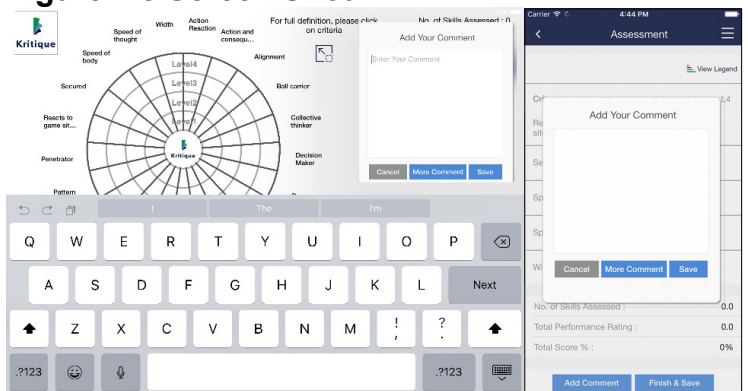
**Step 5:** To assess click on performers name to open profile. **Select the disk** to be used by clicking on **start assessment**. This will bring up assessment criteria to assess draw your finger (or pen if you have big fingers!!) to the level of performance 1-4 (A fullpage assessment page is optional if required). Determine/report the appropriate level as observed (“Enthusiast” Red Level 1 “Emerger” dark blue level 2 “Evolver”Light blue Level 3 “Expert” Green Level 4.) On completing assessment details are saved and automatic an overall rating performance provided

Figure 1.5 Screen Shot



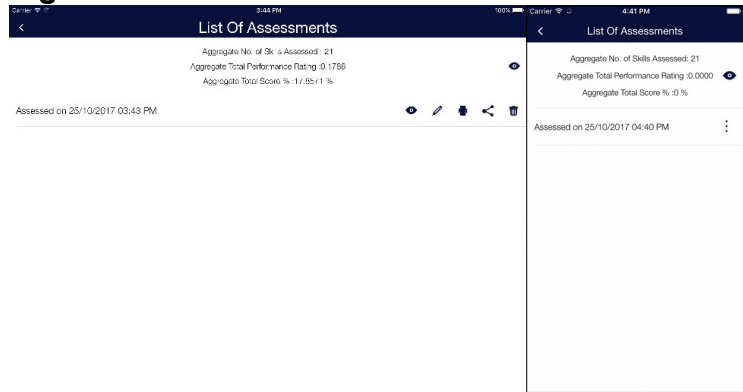
**Step 6:** You may add **assessment comment** (no word limit) or **capture performance** (using video or image (photo) option) either during or post assessment. Video options are 1 min, automatic loop functions (which can be shared via email) or a 30 min capture (which remains in the profile but can't be shared via email). On completing assessment press **Finish and Save**. You will to performers profile to either assess another set of outcomes or prees arrow on the top left side of screen to return to group/colass to assess another performer by repeating the assessment process

Figure 1.8 Screen Shot



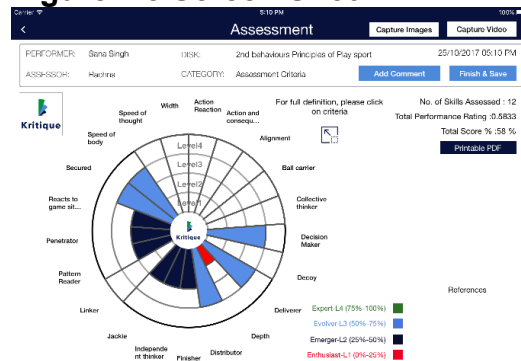
**Step 7:** Once assessment is completed you can **view – amend – print – share - delete the profile** tap on performers profile and then the green date. There are 5 symbols: **1 Eye-view** profile (no changes). **2 Pen-view** and amend profile (changes can be made) **3 Print** generate print assessment. **4 Email** to share report. **5 Trash** to delete report. To return to individual profile tap arrow top left to assess another outcome. If you want to return to group profile to assess another performer tap the arrow at top left of screen

**Figure 1.7 Screen Shot**



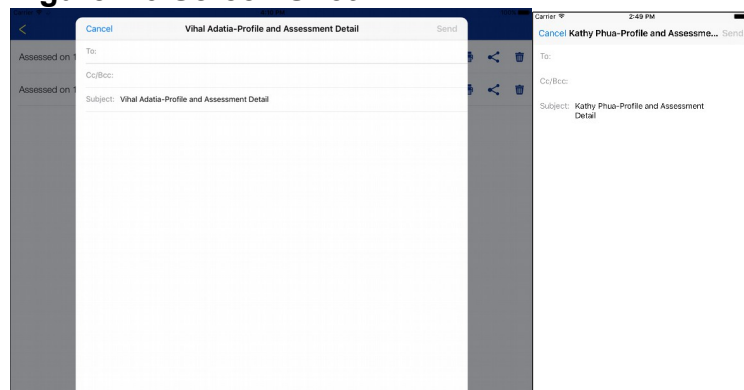
**Step 8:** Repeat the process by tapping arrow on the top left hand corner(Only applicable in iPad)

**Figure 1.8 Screen Shot**



**Step 9:** Assessment data is saved and can be viewed as required by going to **Email** where a PDF version of the report will be available.

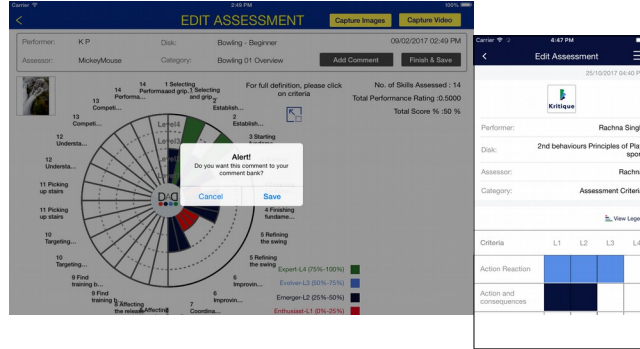
**Figure 1.9 Screen Shot**



**Step 10:** To return to you groups tap yellow arrow at the top left of screen.

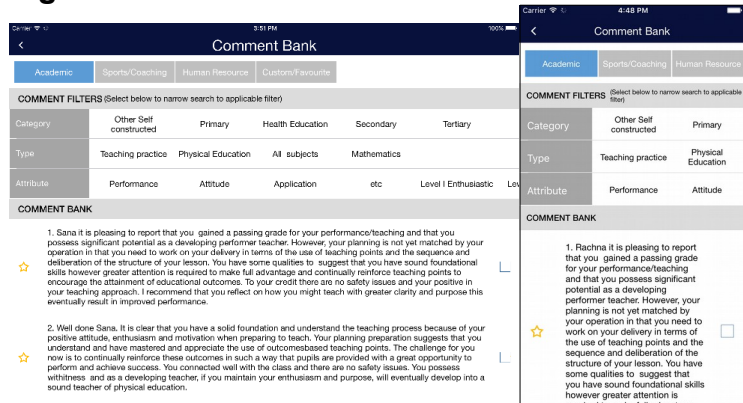
**Step 11:** User can type in the comment and when clicks on save button an alert appears asking user “whether he want to save comment as custom or favourite”.

**Figure 2.0 Screen Shot**



**Step 12:** User can select any particular comment from comment bank listing. Comments are now categorized on the basis of Academic, sports/coaching, human resource and custom/favourite.

**Figure 2.1 Screen Shot**



**End of Quick Start Guide For More Advanced Functions refer to Main Manual**