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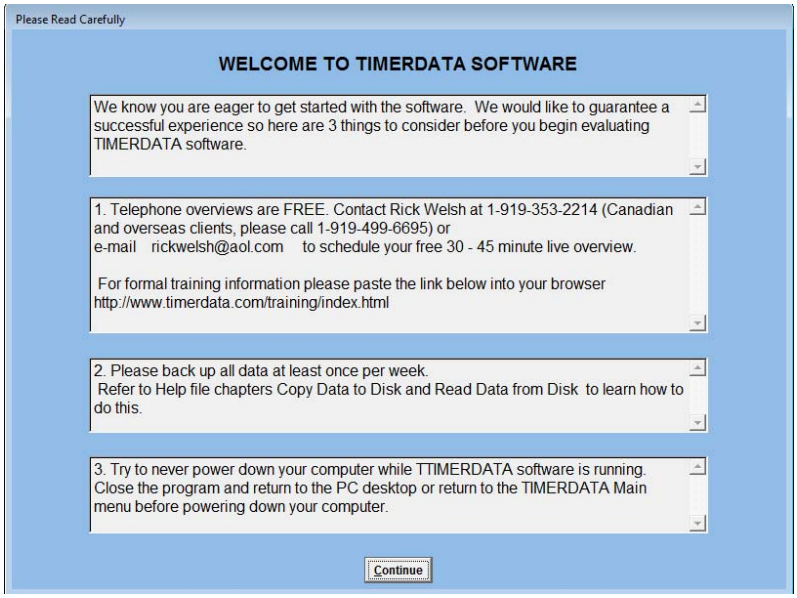
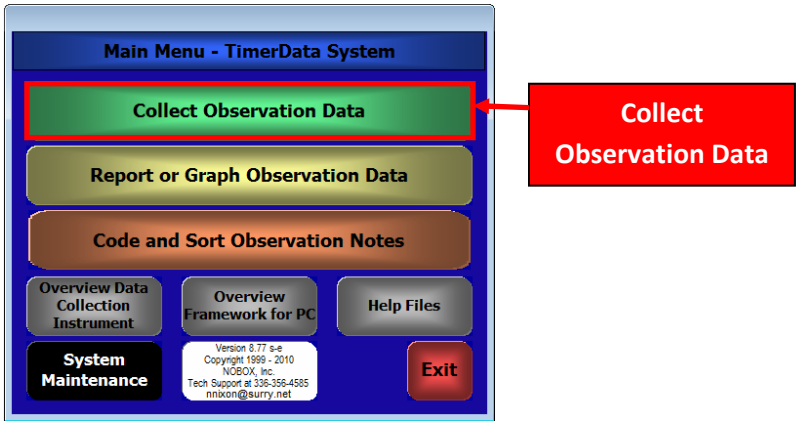
Welcome



The introductory screen provides the user with three important things to consider prior to using the software. **IT IS HIGHLY RECOMMENDED THE USER READ ALL THREE PRIOR TO CONTINUING.**

Collect Observation Data



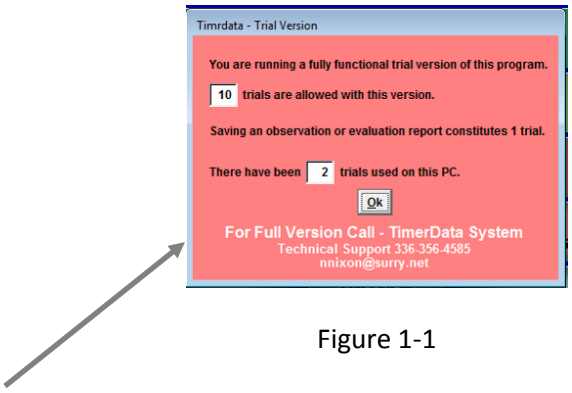


Figure 1-1

The purpose of this screen is to alert the user that they are using a trial version of the software. The trial version will allow **10** trials. Saving or printing a report constitutes **1** trial. When all **10** trials have been utilized, the user has the option to purchase the software that will provide unlimited usage. The contact information for purchasing the software is available on this form.

When you click on the Collect Observation Data tab from the Main Menu, you are alerted of using the Trial Version of TimerData Behavioral Observation Software. This screen provides the information needed to order the full version of the TimerData Behavioral Observation Software system. You may continue using the trial version for up to **10** trials, by left clicking on the OK button. Also note, the software alerts you of the number of trial versions used.

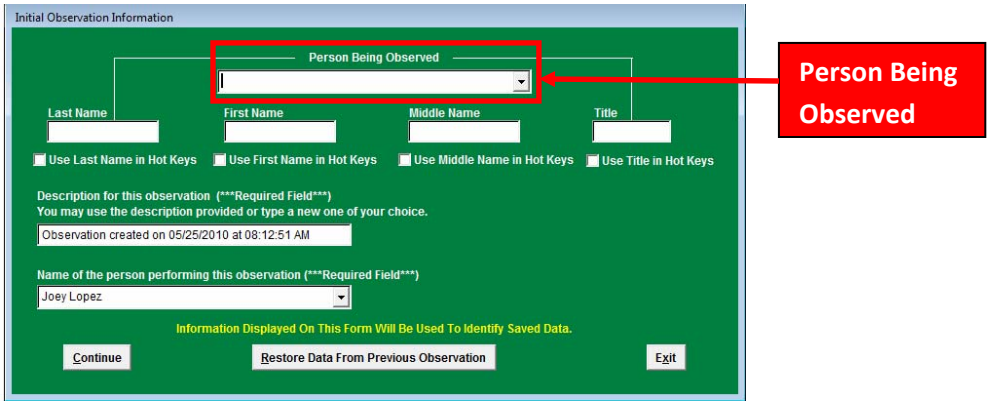


Figure 1-2

The Initial Observation Information screen allows the user to select the name of the person being observed. Left click once on the drop down arrow from the list box. All persons who were previously entered and saved into the system will appear in the list box for the user to select from.

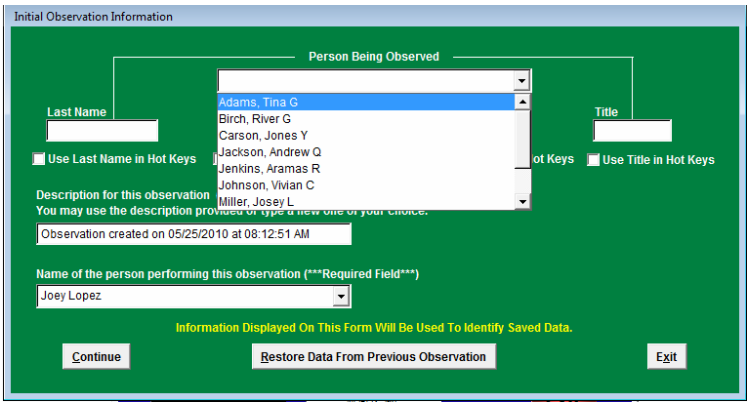


Figure 1-3

The above figure shows an example of how the list of names of those persons who were previously entered and saved into the system appears when the user left clicks on the drop down arrow in the list box. The names appear in alphabetical order according to last name. The last name, first name, and middle initial, appear in the list box. The title does not appear in the list box.

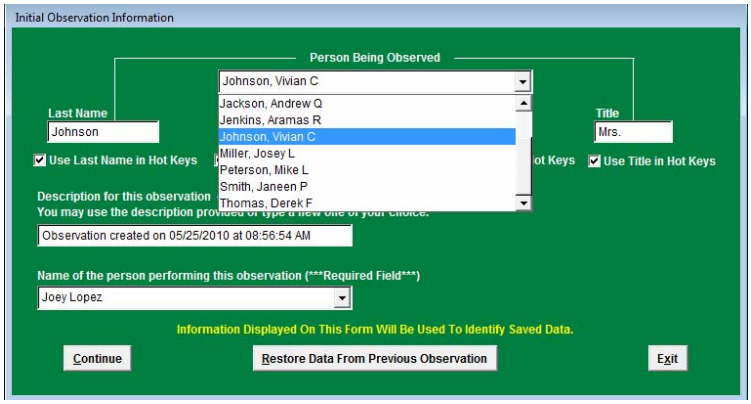


Figure 1-4

This figure shows the process of a selecting a name from the list box. Left clicking on the name of the person highlights that person. Once the selection is made, the information populates the last name, first name, middle initial, AND title fields below. Once the person being observed fields are populated, the user will notice the Observation date and time appear in the Description of Observation field (with current date and time). The field containing the name of the last person performing an observation also populates. All these fields may be edited.

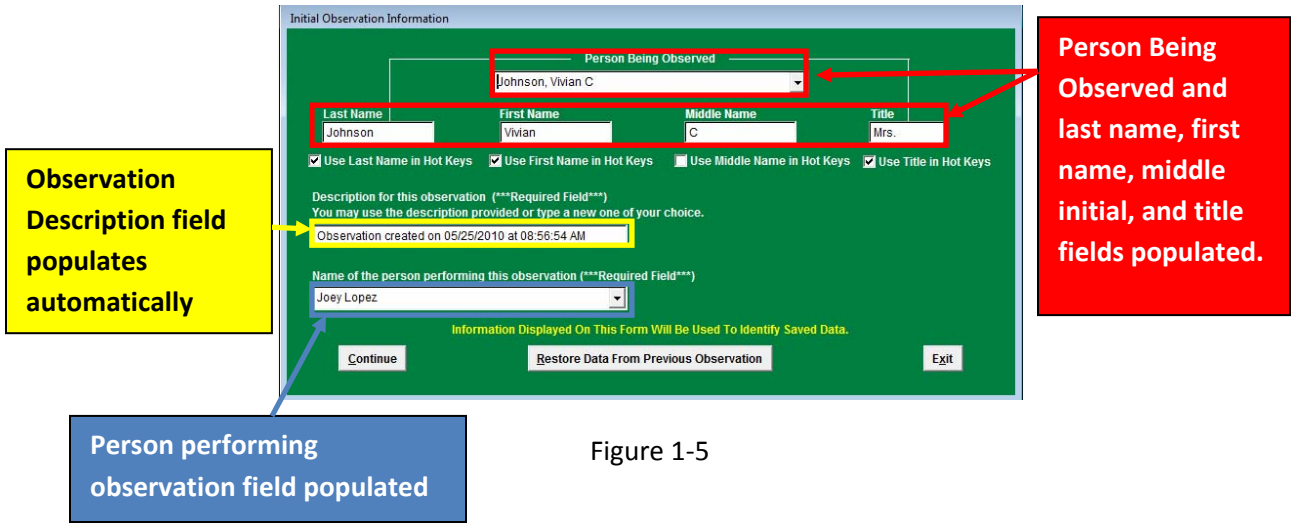


Figure 1-5

In this figure we see the example of selecting the user from the list box, and the populating of all fields on the Observation Information form once that selection is made.

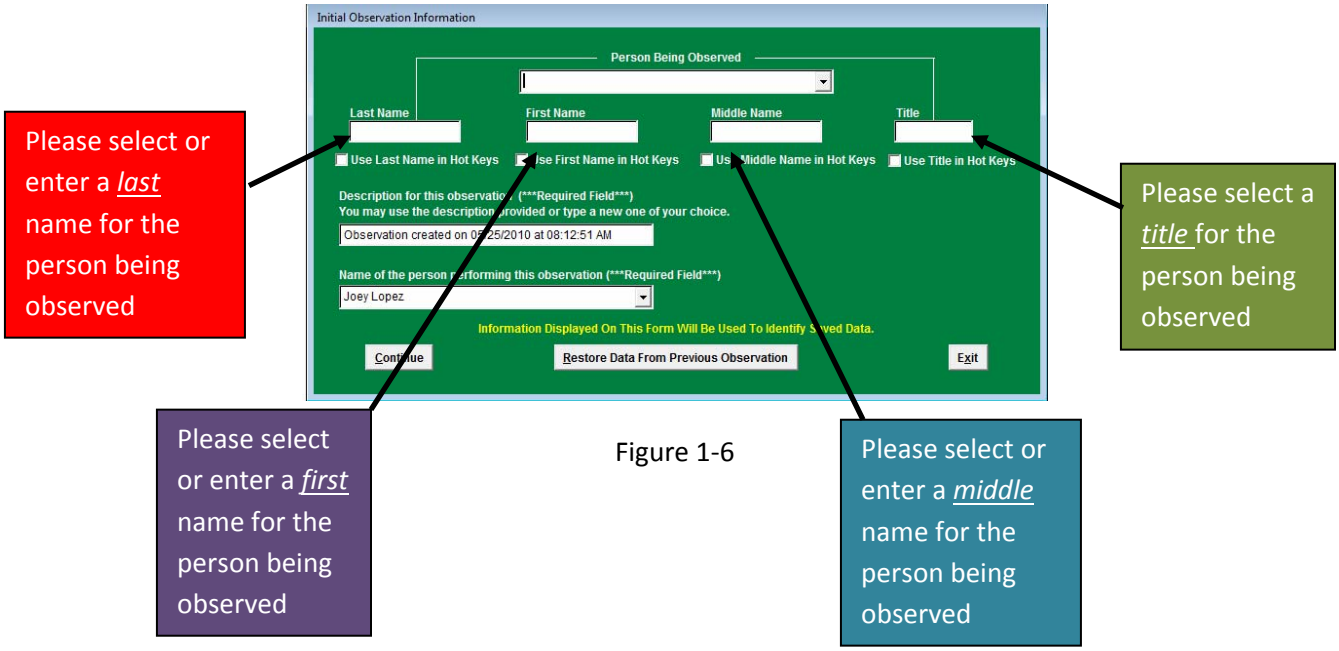


Figure 1-6

If the information already stored in the drop down list does not contain the name of the person being observed the user can enter new information manually in all fields.

This figure shows how to manually enter the last name, first name, middle initial and title of the person being observed. Once saved, this information is then stored in the software. This form also allows the user to provide an alternate description of the observation if so desired and to enter a new name for the person performing the observation.

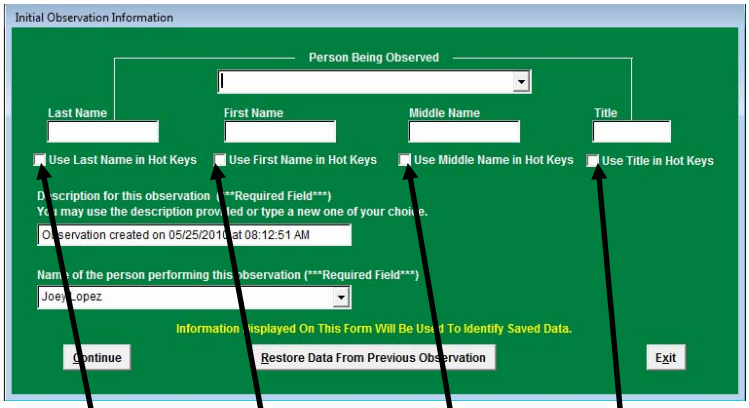


Figure 1-7

Selecting the boxes under *Last Name, First Name, Middle Name,* and *Title* will provide you with the option to refer to this person throughout the observation with the selected option(s). If the person's name was Mr. John Joe Doe and you check all boxes under *Title, First Name, Middle Name,* and *Last Name*, this person would be referred to as Mr. John Joe Doe, in the script. If you check the boxes under *Title* and *Last Name* then the name would appear as Mr. Doe in the observation script. <u>All</u> of the name information entered will be saved and associated with this observation regardless of the boxes that are checked.

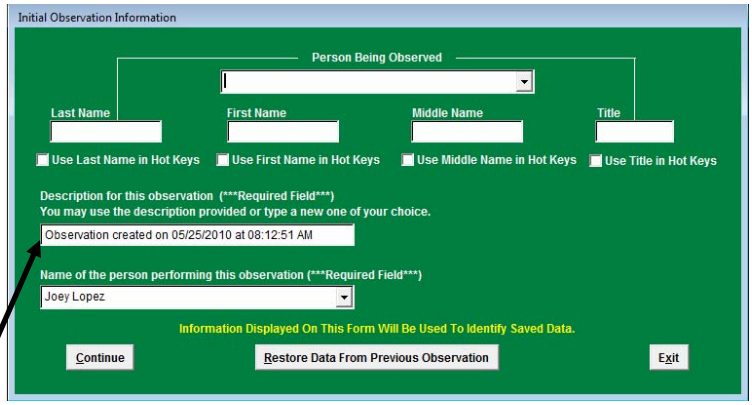


Figure 1-8

The *Observation* date and time will be automatically entered into this form and will be used as the Record ID for this observation. You may enter descriptive information of your choice manually by left clicking on the box and typing the information into the form.

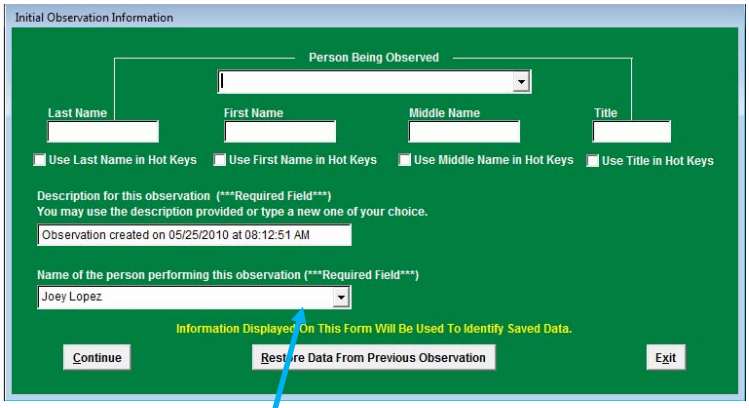


Figure 1-9

Before progressing any further, YOU MUST ENTER the name of the person performing the observation. You can enter this information but left clicking with the mouse on the drop down menu black arrow to select the name of a person existing within the system. If the person observing does not exist in the system, you will be required to manually enter it. Once you have saved an observation this field automatically fills in with the name of the last person who performed an observation

*****PLEASE NOTE*** - THIS IS A REQUIRED FIELD.**

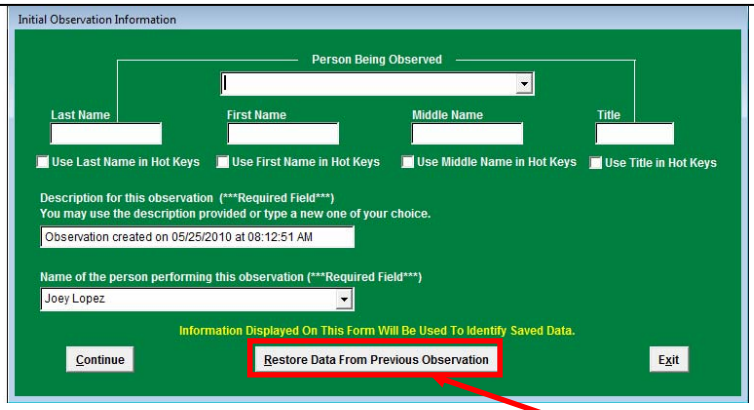


Figure 1-10

If you wish to view data from a previously saved observation, you can left click on the *Restore Data from Previous Observation* button. This will allow you to select the data from a previous observation (see Figure 1-11, below), and restore it into this screen.

To restore data from previous observation:

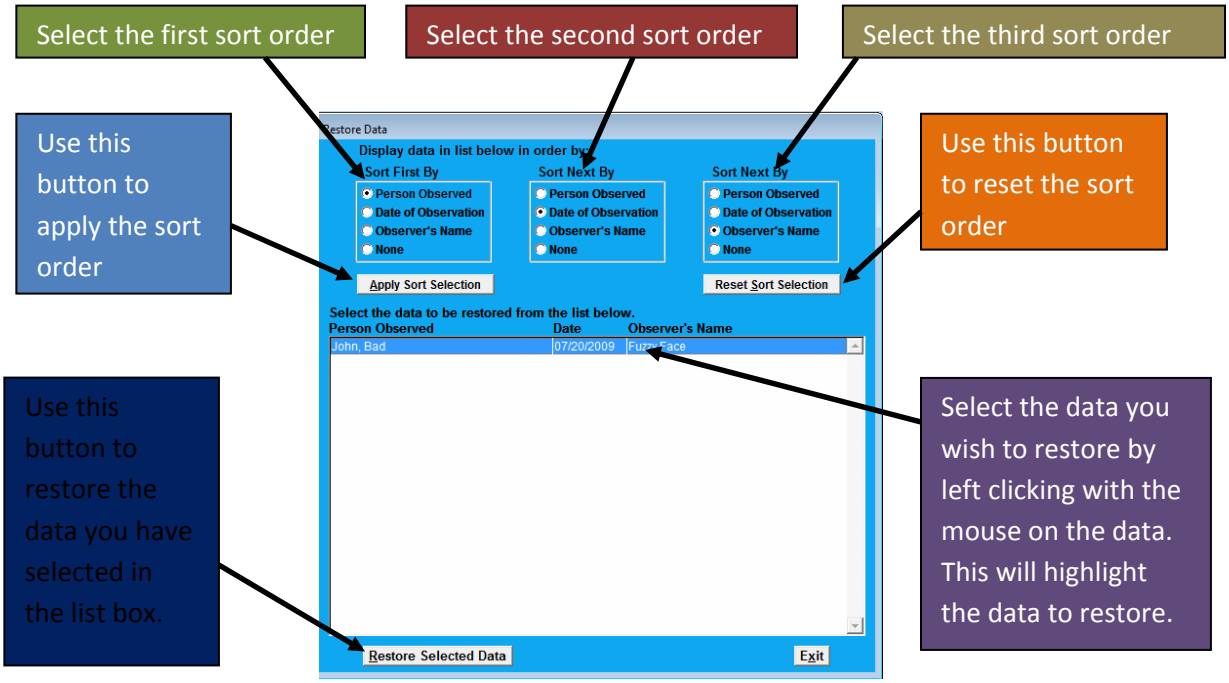


Figure 1-11

This screen allows the user to restore saved data from a previous observation. This is done by clicking on one of the radio buttons (Person observed, Date of Observation, Observer's Name or none) in each of the three sorting order windows. To sort on only two dimensions, click on the radio button labeled as "none" in the third window. To sort on only one dimension, click on the radio button labeled as "none" in the second and third window. This sorting feature allows the user to quickly find and restore the desired dataset. If the user applies the sort order, then notices the observations are not in the order needed, simply reset the sort order and start the process again.

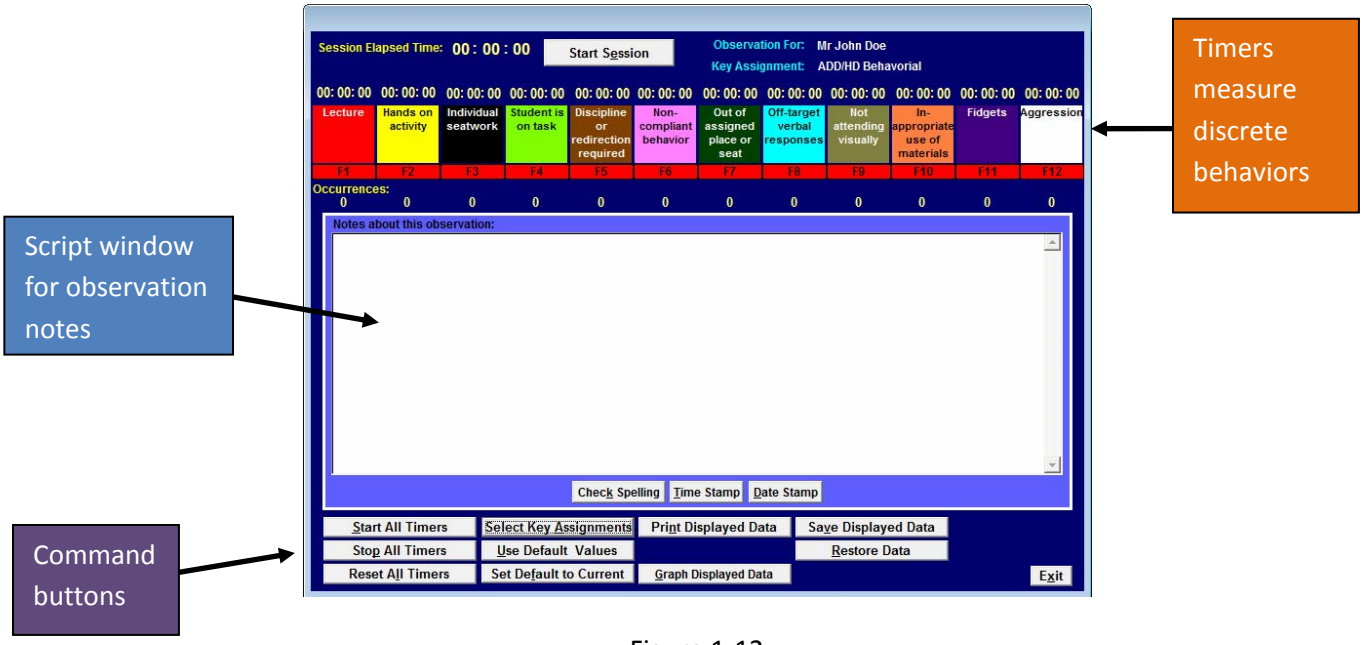


Figure 1-12

Once the user has either manually entered the observation data, or restored selected data, the user will see this “Data Collection” screen. The “Data Collection” screen is divided into three basic sections, Timers, Script window and Command Buttons. It has many features and allows the user to conduct an observation and collect detailed data. In the next several figures, we will go through a step by step procedure of the data collection process.

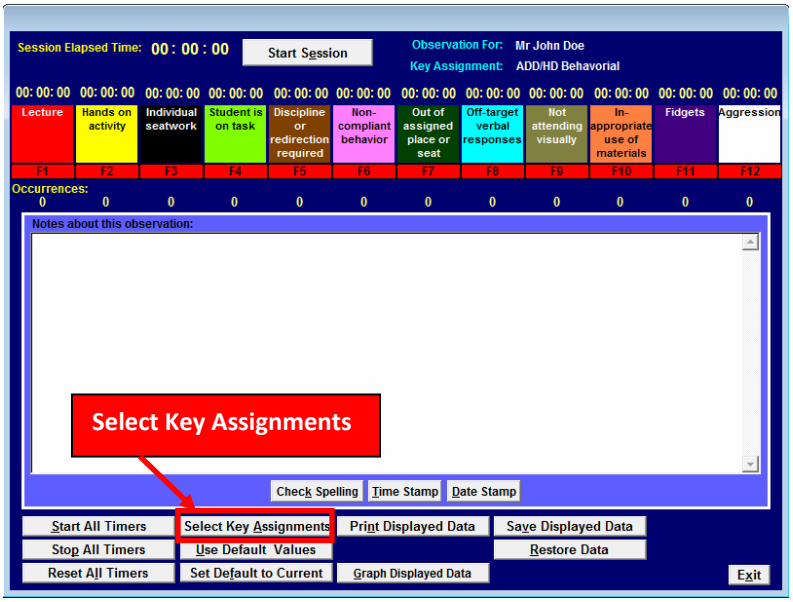


Figure 1-13

The first step in the data collection process is to populate the timers with the desired behaviors. *Select Key Assignments*. To select key assignments, left click once on the *Select Key Assignments* button at the bottom of the screen.

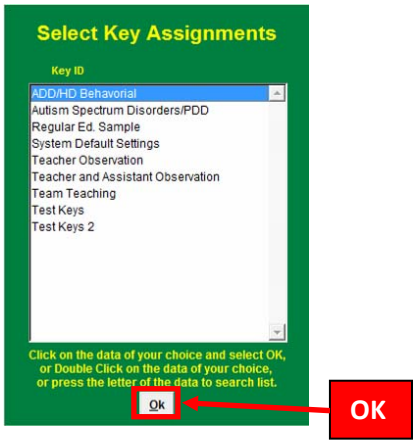


Figure 1-14

When prompted, select a key assignment from the list provided. To select a key assignment, left click once on the desired Key ID, and then click OK. The key assignment selected will be applied, the timers will populate with the desired behaviors and will be associated Function Keys (F1 thru F12) on the keyboard. We will go through the function keys in the following figures.

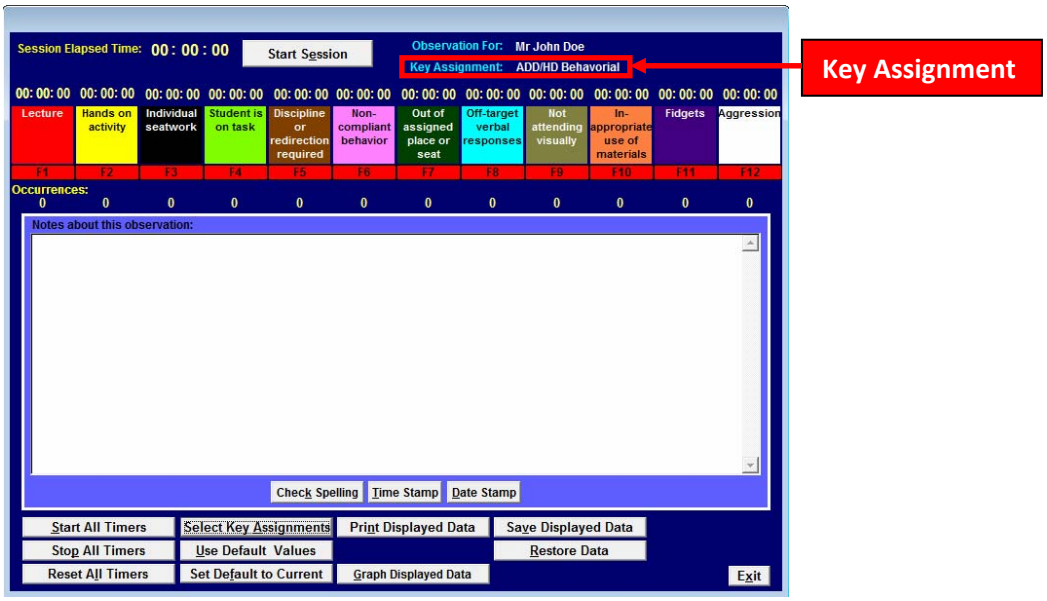


Figure 1-15

When key assignment is selected and the user has clicked OK, the system returns the user to the “Data Collection” screen. The selected Key Assignment ID now appears in the upper right corner of the screen. If the key assignment needs to be changed, repeat the steps in Figures 1-13 and 1-14 to change the key assignment. If changes are made, the updated key assignment will appear in the field as indicated above.

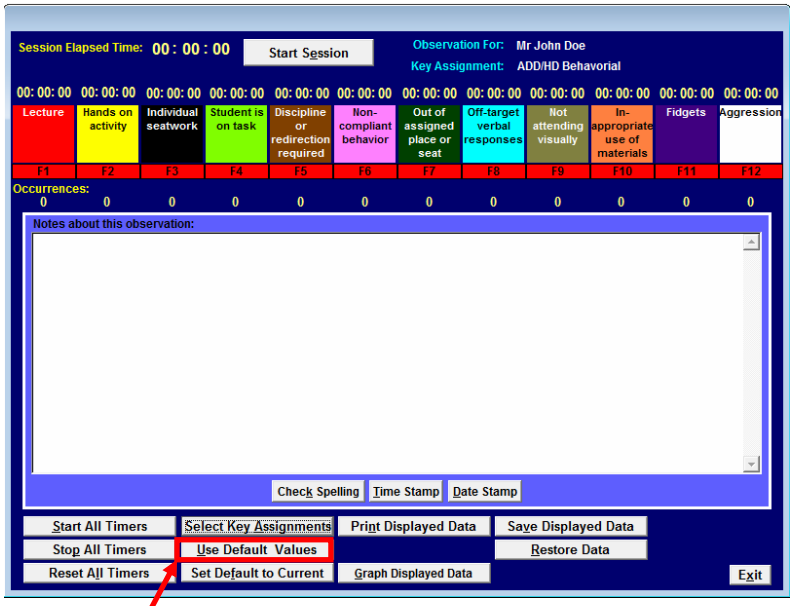


Figure 1-16

Also associated with *Select Key Assignments*, is the button *Use Default Values*. This allows the user to revert back to the default Key Assignment Value with the one left click of the button. The Default Values of the Function Keys can be set by using the *Set Default to Current* button. See Figure 1-17 below. This can also be done under system maintenance, setup key assignments (See Figure 5-13.)

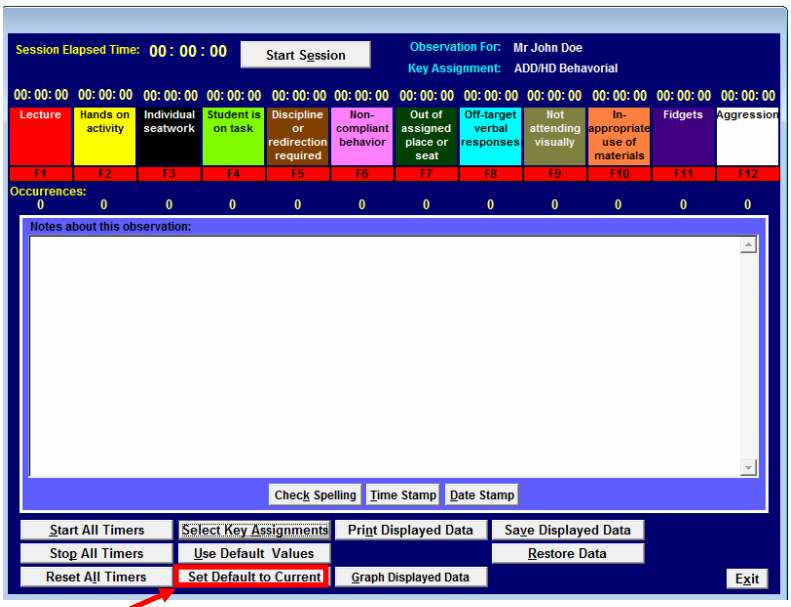


Figure 1-17

Set Default to Current button allows the user to set the current Key Assignment to the default setting. Remember the current key assignment will be the one selected when prompted to by clicking on the *Select Key Assignments*.

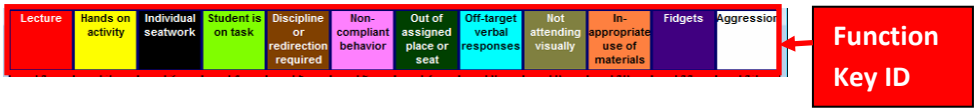


Figure 1-18

Associated with the *Select Key Assignments*, the Function Keys are now assigned an "ID" for the data collection process. The "ID" is the text that appears in the colored boxes. Each function key has its own "ID", which is assigned by selecting the key assignments.

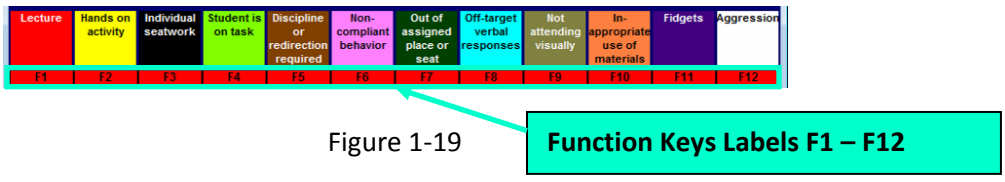


Figure 1-19

When in the off position, the Function Key labels are in black text with a red background. In some Key assignments the function key labels will be yellow. When pressed on the keyboard or when clicked with the mouse, the function key label will turn green (or a different shade of yellow) Elapsed time and/or number of occurrences of the Key ID associated with that Function Key will display above and below the Function key

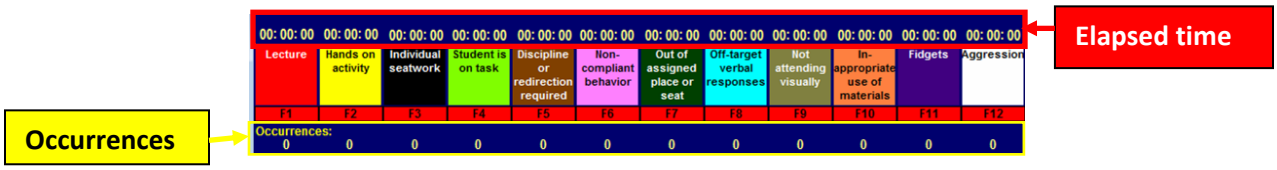


Figure 1-20

Each function key label has a color associated to it based on the type of data the Function key is programmed to collect. In the figure above, all function key labels have the color **RED**. In this software, the color **RED** associated with the function key labels signifies that all function keys (F1 – F12) are both timers and counters. You can see the timer above the Function Key ID, and the counter (Occurrences) below the Function Key Label. Both the timer and the occurrences can be activated by pressing the Function Key associated with the timer or counter.

The timer keeps a running time of the activity associated with the function key. As the user either presses the function key or uses the mouse to activate the timers, the clock located above the Function Key ID will show the elapsed time of that activity. When the clock is running and the user presses the function key or uses the mouse to press the Function Key label, the clock will stop and resume from that point when pressed again.

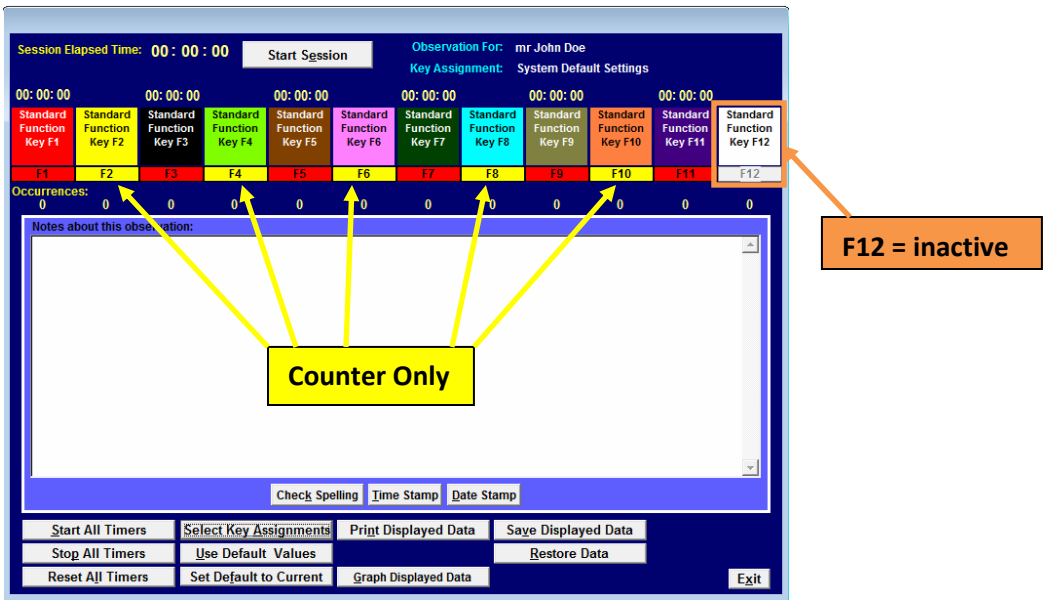


Figure 1-21

In this figure, you will see the Key Assignment has been changed, with a resultant change in the colors of the Function Key labels. In this example we have both **RED** and **YELLOW** function key label colors. As we discussed in Figure 3-14, the color **RED** signifies both timer and counter. The color **YELLOW** signifies counter ONLY. When the function key label color is **YELLOW**, only the counter (occurrences) is activated, the function key will not record elapsed time.

The counter (occurrences) keeps a total amount of times that activity has taken place. As the user either presses the function key or uses the mouse to activate the counters, the number located below the Function Key label will count the number of times that activity takes place.

Also in this figure, we have *F12* as inactive. In this key assignment, *F12* carries does not measure elapsed time or frequency of occurrence and therefore becomes inactive. Function keys that are not programmed to collect data will have gray function key labels.

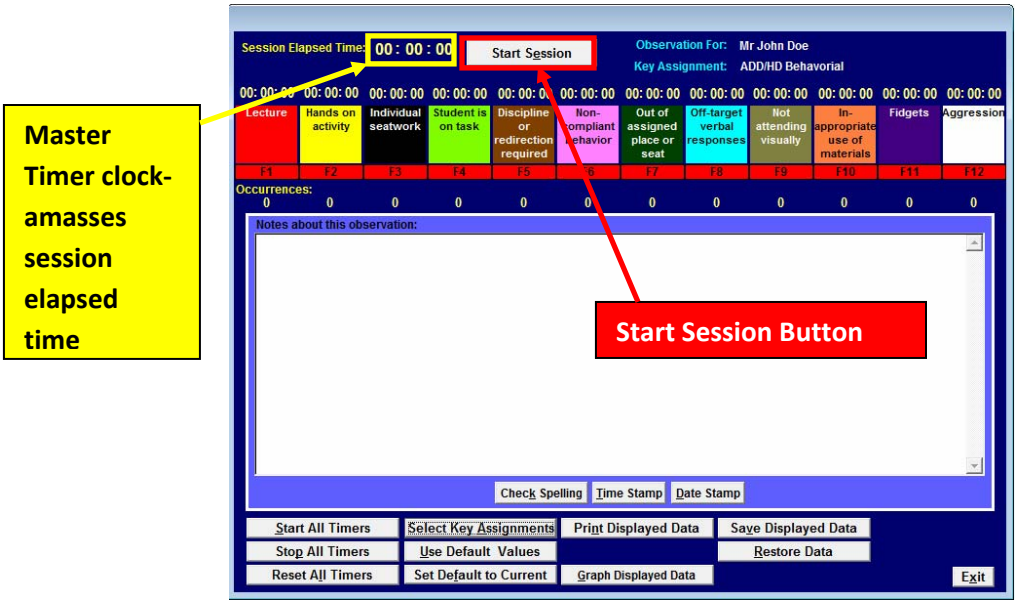


Figure 1-22

To begin collecting data, left click once on the *Start Session* button. The *Start Session* button at the top left-center of the screen can also be referred to as the "Master Timer." By clicking the *Start Session* button, the user has engaged the master timer clock to the left of the button. The master clock is now counting in seconds, minutes and hours – amassing elapsed time for the total observation session.

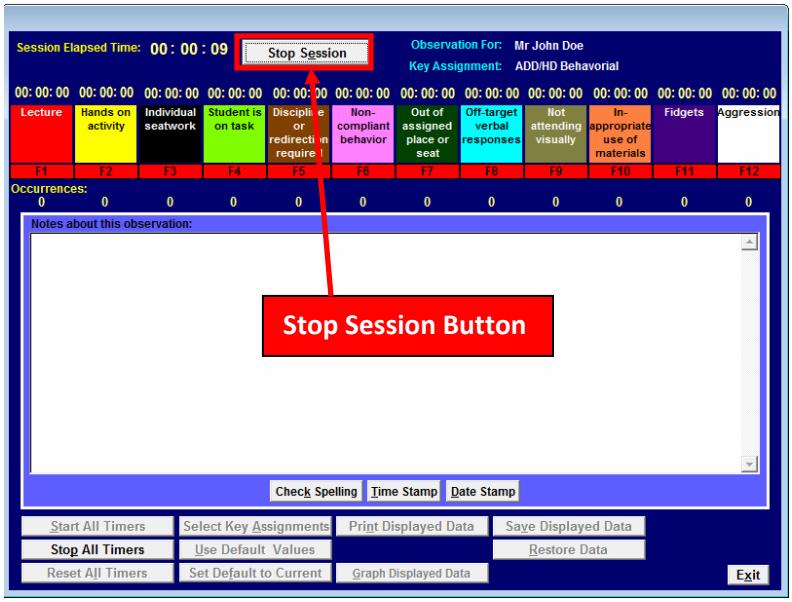


Figure 1-23

Once the session is started, the user will see that the *Start Session* button , which appeared in Figure 1-22, has changed. The button now says *Stop Session*. Clicking this button stops the master timer and the timers associated with the function keys (F1-F12).

Once the session timer has started, it should be noted that all other Command Buttons (except for *Stop All Timers* and *Exit*) on the Data Collection screen are no longer functional. We will detail each command button in figures below.

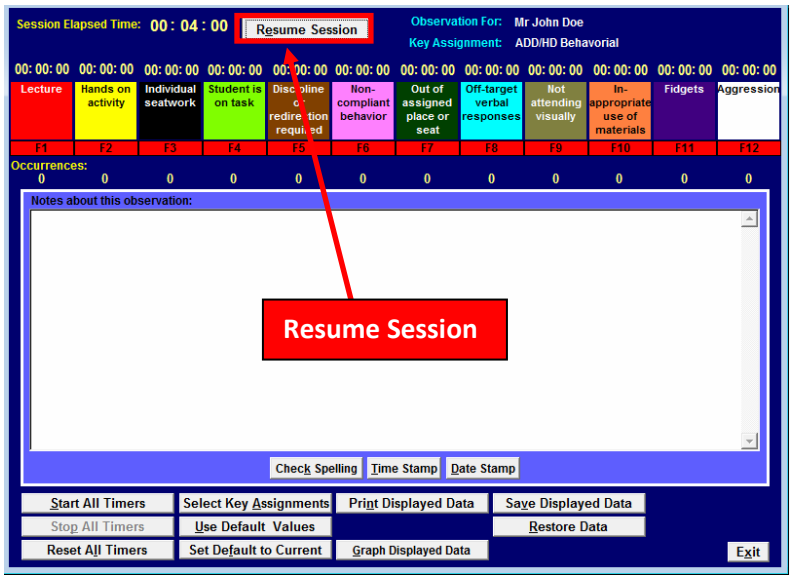


Figure 1-24

Clicking on the ***Stop Session*** button causes the command button to change to ***Resume Session***. This command is acting similar to a Pause button. Once you left click on the ***Resume Session***, several things happen; the button returns to the ***Stop Session*** function. the master timer resumes functioning and the function keys (F1-F12) can be reengaged.

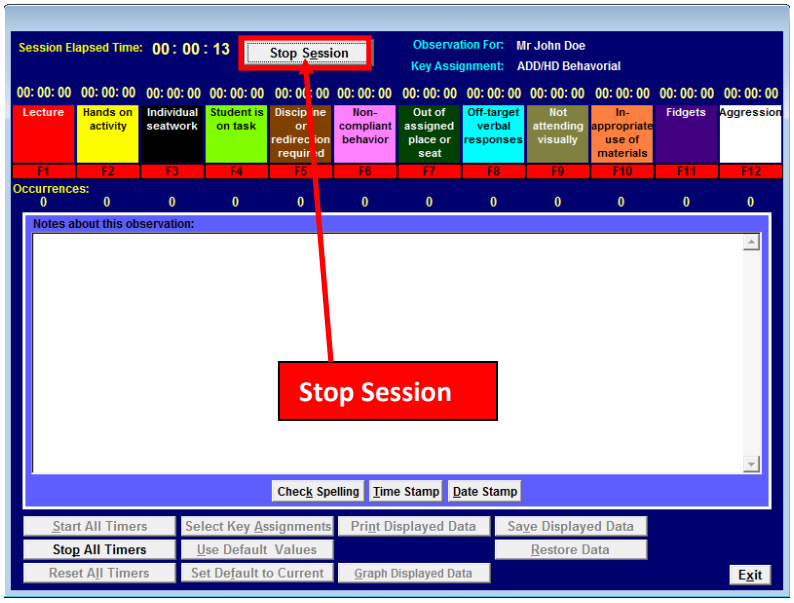


Figure 1-25

Example of the ***Resume Session*** button returning to ***Stop Session*** once clicked.

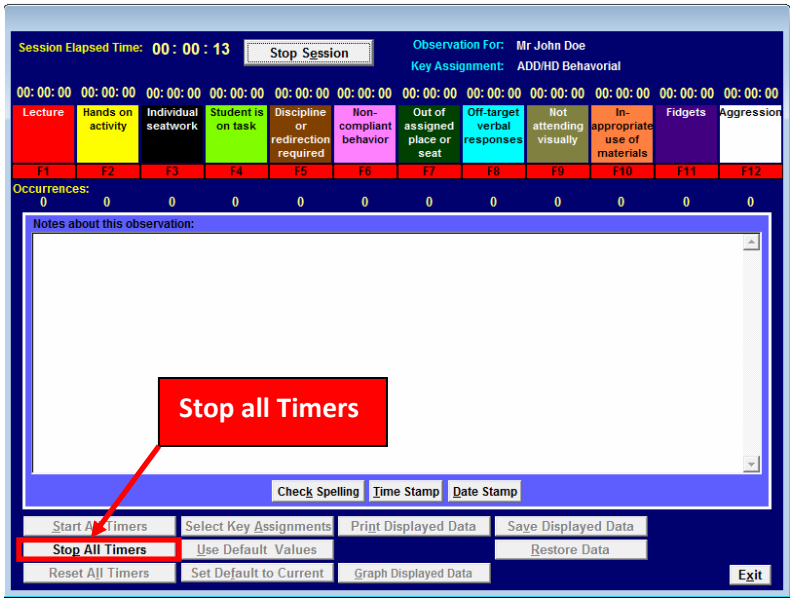


Figure 1-26

You will also notice, while the session is running and the master timer is active, the ***Stop all Timers*** button at the bottom left of the form is active. This button, when left clicked with the mouse, performs the same action as the ***Stop Session*** button at the top of the screen: allowing the user to stop the Master timer clock and all function keys (F1-F12) that are active.

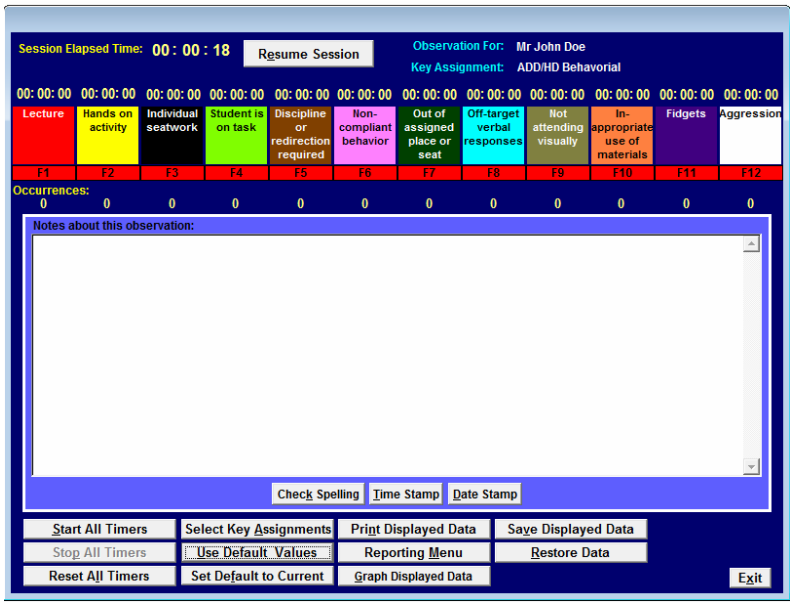


Figure 1-27

In this figure, you will see an example of the user left clicking on the *Stop all Timers* button (Discussed in Figure 1-26). You will see that once the button is clicked, all other command buttons at the bottom except the *Stop all Timers* button of the screen become available, and the *Stop Session* button at the top becomes *Resume Session*.

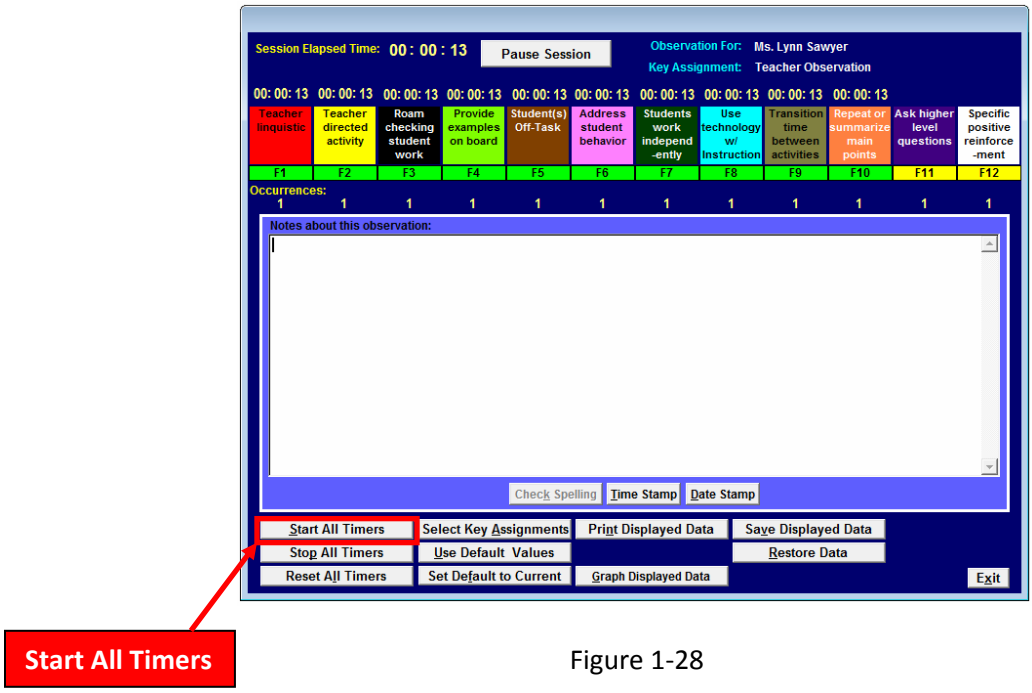


Figure 1-28

By left clicking on the *Start All Timers* button at the bottom left of the screen, ALL TIMERS were started in this data collection session. As you can see the master timer was started and the timers that are associated with Function Keys started. You will see the Function Key labels changed colors from **RED** to **GREEN**. The **GREEN** indicates the timers are activated and show the elapsed time of the function above the Function Key label. This is a quick shortcut to get all timers starting at once.

Caution: Using the *Start All Timers* button will also activate the Function keys that are programmed for counter only (**Yellow** Function Key labels) causing them to register one occurrence. This function should only be used with key assignments that do not employ counter only programming (See Figures 1-31 thru 1-34 below)

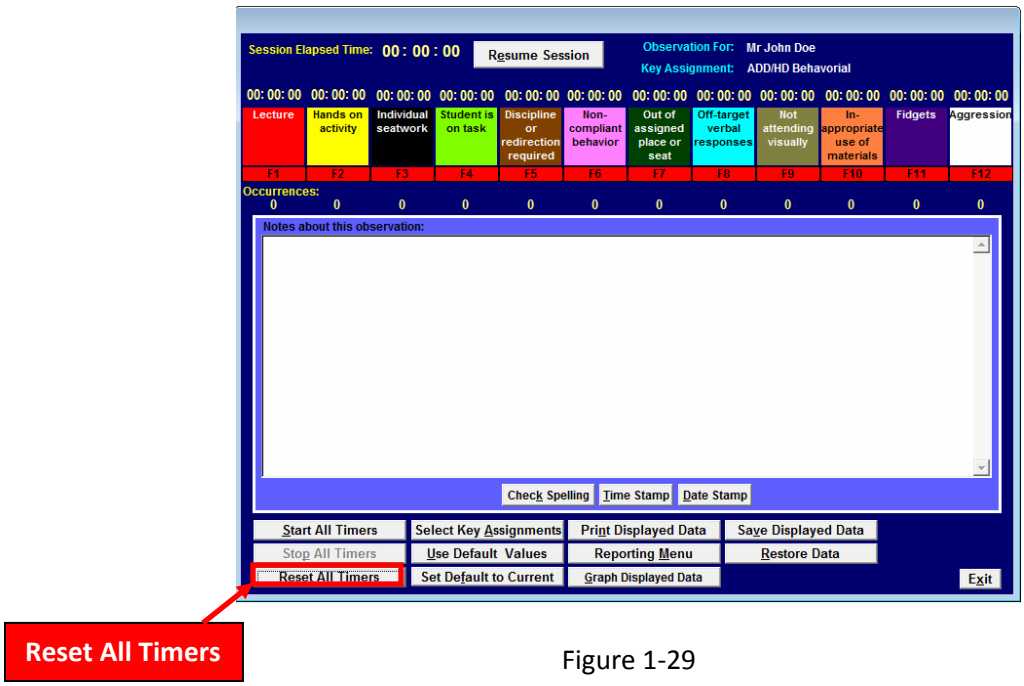


Figure 1-29

Reset All Timers allows the user to reset all active timers with the click of one button. By left clicking on the button at the bottom left of the screen, you can see from the figure above that all timers including the Master timer and the Function Key timers were reset to 00:00:00.

Now that we have discussed the Timers, Counters, Function Keys, and Key Assignments, we will show some examples of using the system with key assignments that use both timers and counters. As you scroll through the next few figures, please note the timer above each function key and the counter below each function key. The examples below will provide detailed description and instructions of what actions were taken to perform the tasks visible to the user in the figures.

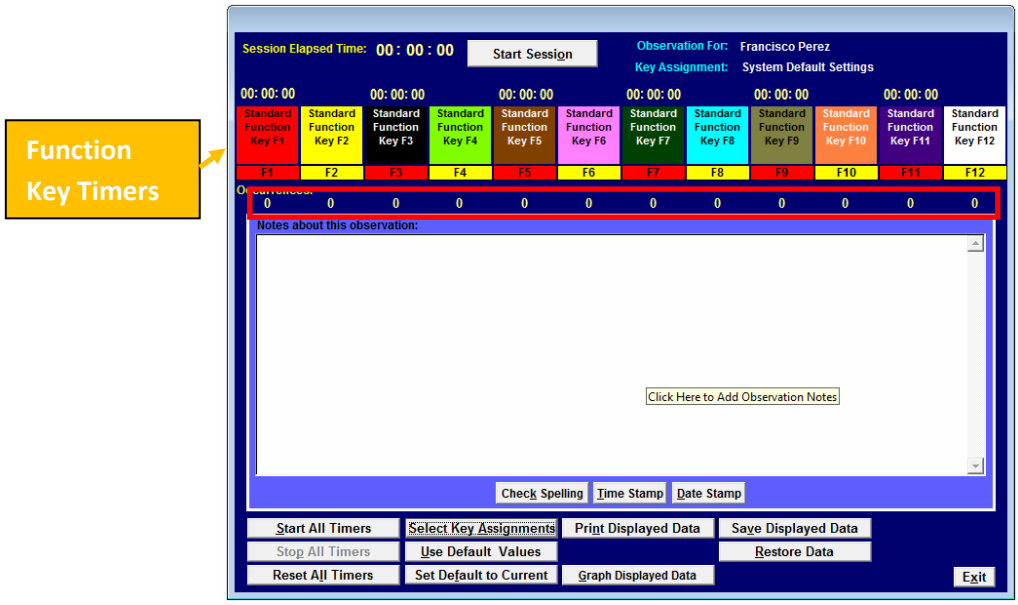


Figure 1-30

In this example, (Figure 1-30) a key assignment was selected that has both timers and counters. Notice that all function key labels are red, which indicates that no timers are currently running.

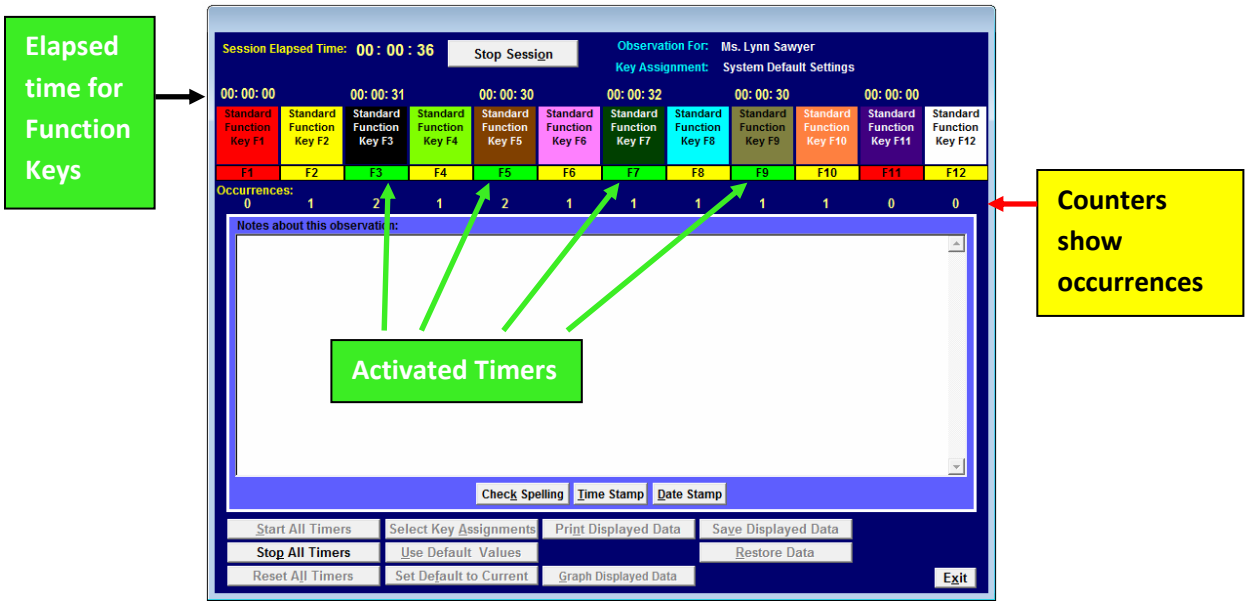


Figure 1-31

The Master Timer for the session was started with the left click of the mouse. After the Master Timer was started, using the keyboard, Function Keys were pressed to collect the type of data associated with the Function Keys. As you can see from example, the timers that were programmed to measure time and record occurrences turn **GREEN** when activated and show the elapsed time. The Master Timer shows the elapsed time of the session. Function keys that were not activated remain **RED** Function keys that were programmed to collect occurrence only **(YELLOW)** show only the number of occurrences for the activity associated with that Function Key.

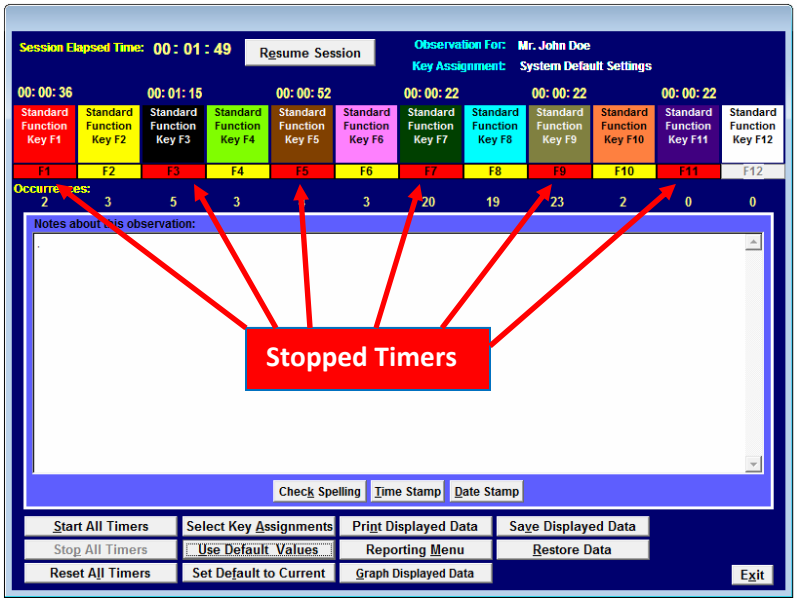


Figure 1-32

When the timers are stopped, the Function Key label color changes from **GREEN** to **RED**.

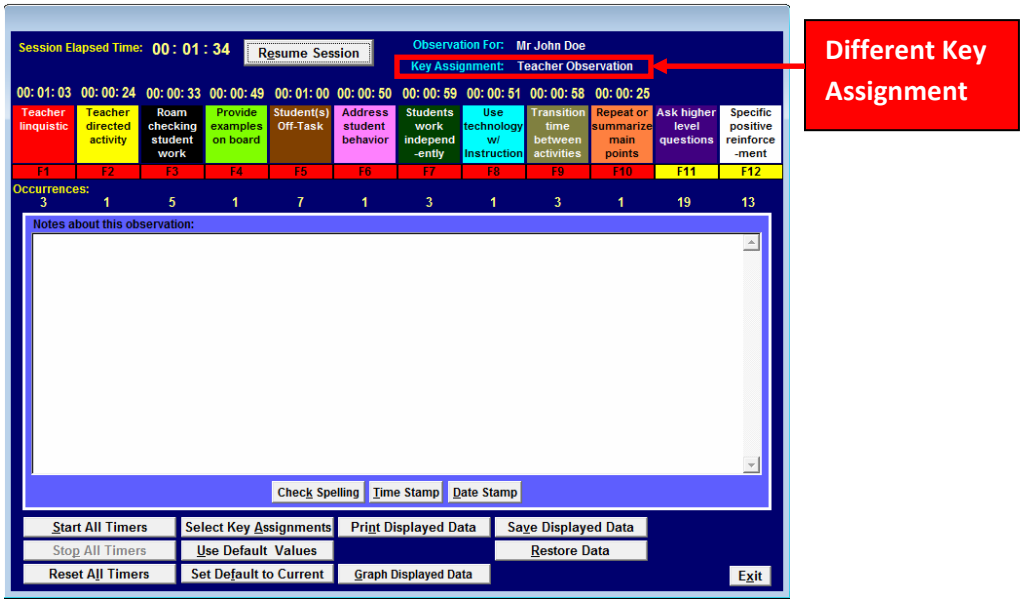


Figure 1-33

In this figure, you will see the Key Assignment was changed to show that Function keys F1 – F10 are timers *and* counters. Function Keys F11 and F12 are counters only. The same process was followed by starting the Master Timer, then pressing the F1-F12 keys on the keyboard associated with the function keys (F1-F12) on the screen. Note that function keys F11 and F12 were pressed frequently to reflect the number of times the person being observed performed the activities described by the Function Key ID. (*Asks higher level questions* and specific positive reinforcement) This is to show the unlimited potential for the counters associated with the function keys.

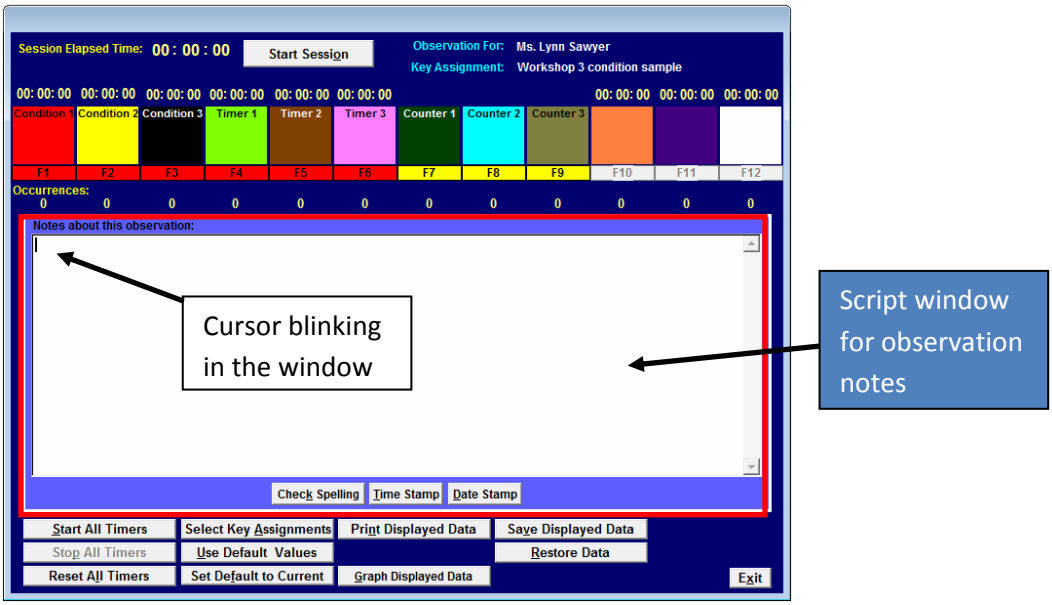


Figure 1-34

We will now show how to record observation notes using the Script window. As you can see, the center of the screen is available to enter information about the observation. There are two ways to enter this information: 1) Manually – by placing the cursor in the memo box and typing the information, and/or 2) Using the 10 hotkeys available for the Notes field. Both of these options can be used during the same observation and are detailed below.

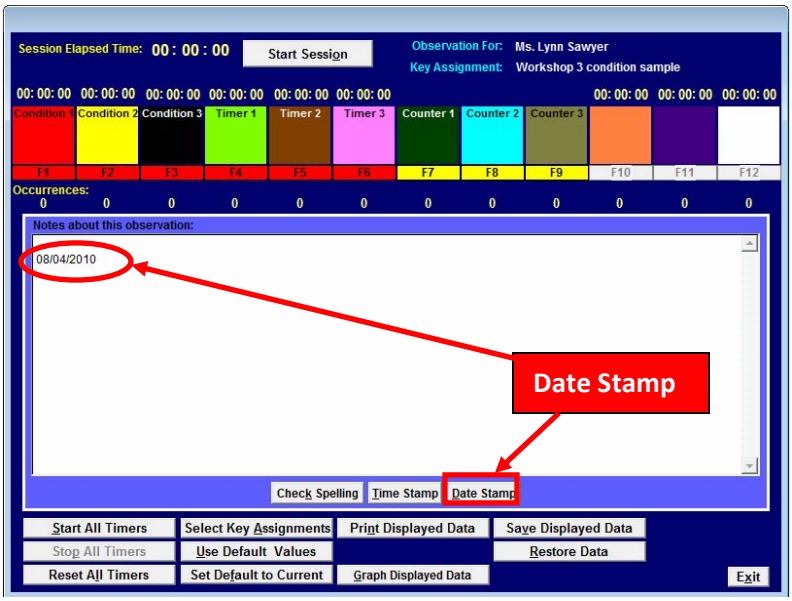


Figure 1-35

A date stamp can be entered into the observation notes. It is a good idea to make this the first entry. It date stamps can be entered by using the ALT + D key combination from the keyboard. You may choose to enter date by clicking the *Date Stamp* button at the bottom center of the form. One left click on the button will provide the date stamp in the Observation Notes field. Note- The ALT + D method is recommended.

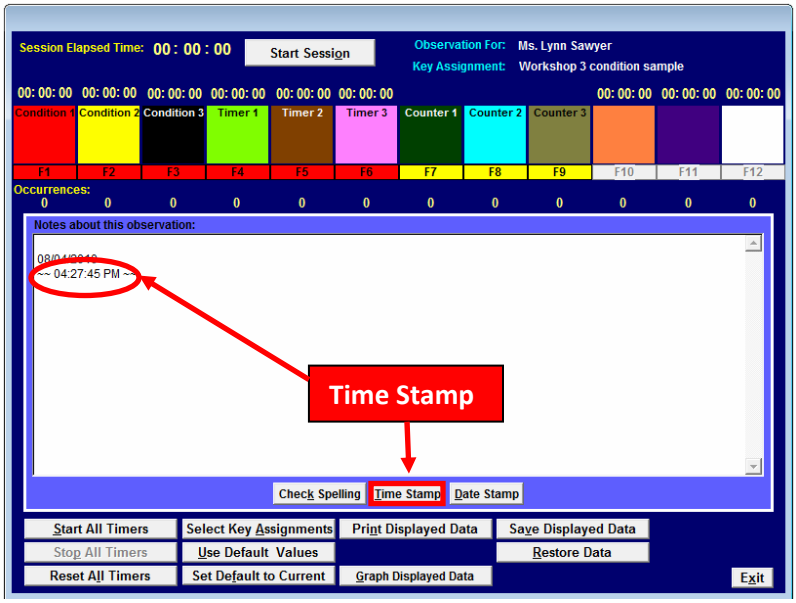


Figure 1-36

A time stamp, accurate to the second, can be entered into the notes. It is highly recommended that the user enter the time stamp by using the ALT + T key combination from the keyboard. However, the user may choose to enter time stamps by clicking the *Time Stamp* button at the bottom center of the form. One left click on the button will provide the time stamp in the script window.

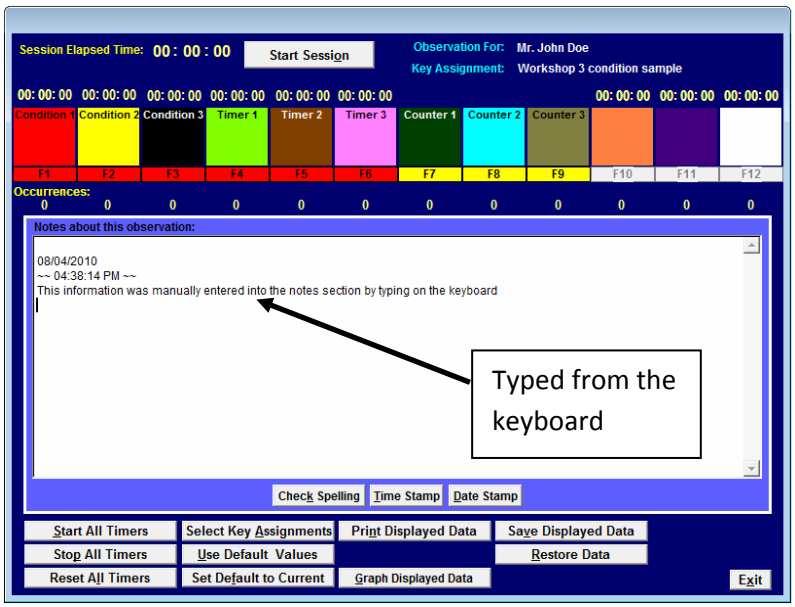


Figure 1-37

Statements can be entered manually into the script window with or without a time stamp. This figure shows notes entered manually into the script window from the keyboard on the PC. The time stamp feature was not used

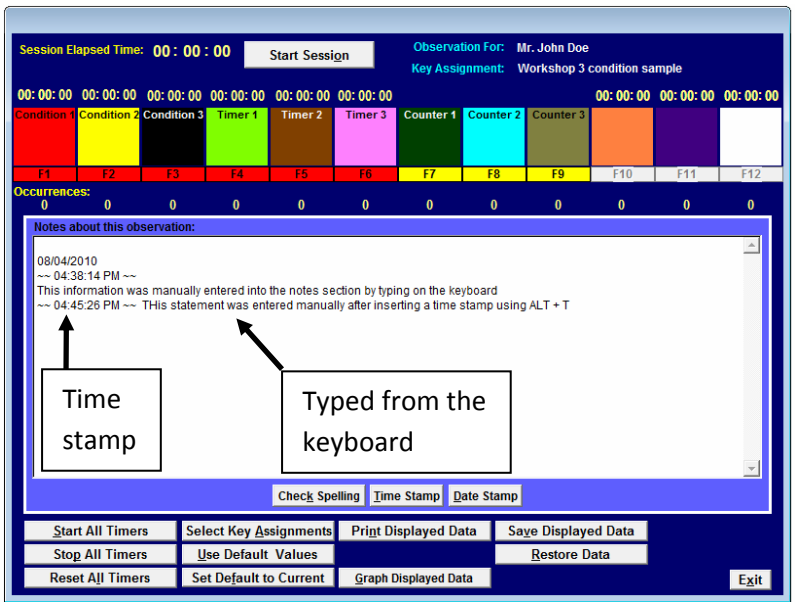


Figure 1-38

To combine a statement with a time stamp, first enter the time stamp and immediately type a statement from the keyboard. DO NOT press the ENTER key on the keyboard after entering the time stamp and the statement will appear on the same line as the time stamp.

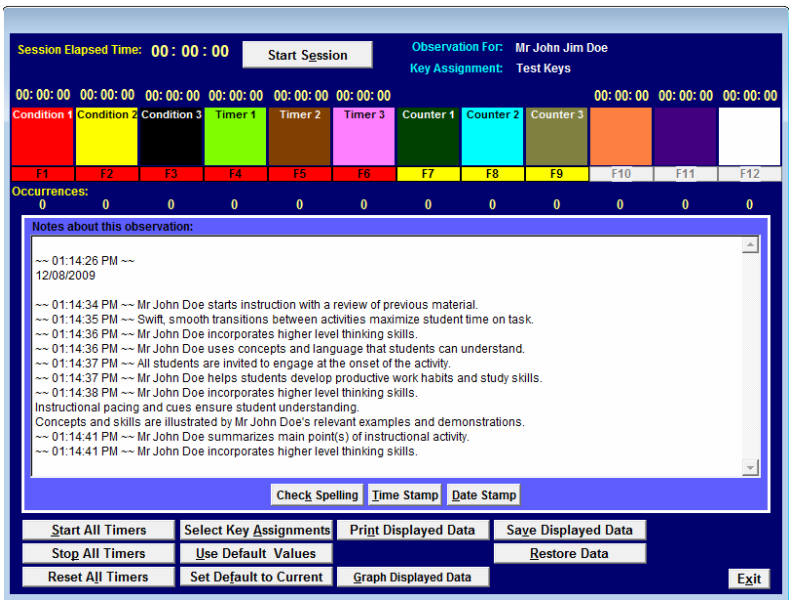


Figure 1-38

There are 10 pre-written statements that are available during scripting. These statements can be edited or rewritten to conform to your needs. When creating the statements, remember that you determine: 1) text of the statement, 2) whether or not to use a timestamp 3) whether or not to insert the person's name in the statement 4) where the name is inserted. Above you will see examples of statements showing all of the variations. Editing and rewriting statements is discussed in SYSTEM MAINTENANCE the section of the help files

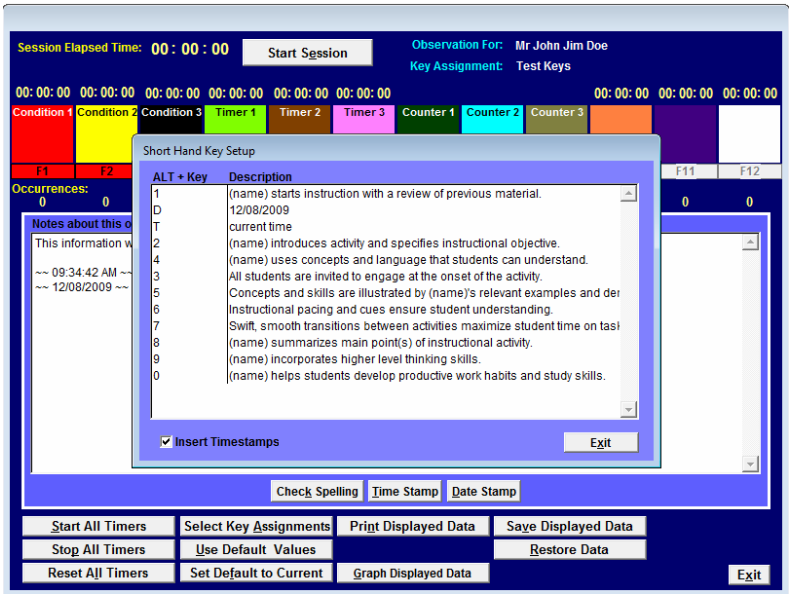


Figure 1-41

As a quick reminder, The *Shorthand Key Setup* reference screen shows you the existing statements available for insertion into the script. The ALT+ Key combinations required and the Description provided when those key combinations are pressed are displayed on this screen. Included in the Description are text of the statement and the position of the name if it is inserted into the statement. To access the *Shorthand Key Setup* reference screen, using your keyboard press the **Ctrl** key and hold it down. While holding down the **Ctrl** press the letter "**O"** on the keyboard. This key combination will provide you with the Shorthand Key setup reference screen, as seen above. This screen will open in a new form window that will appear on top of the *Collect Observation Data* screen.

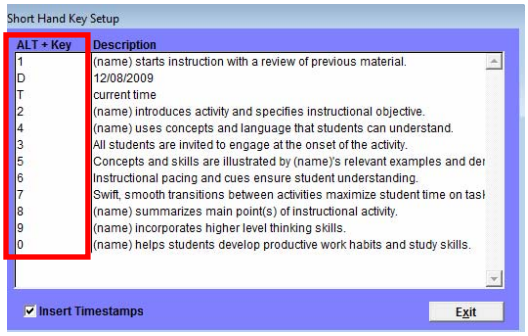


Figure 1-42

The key combinations for the Shorthand keys in the Collect Observation Data screen are described above. All combinations utilize the ALT key. While pressing down the ALT key, the other keystroke should be pressed only once to insert the statement into the script window.

PLEASE NOTE – The Shorthand Key setup can be programmed through the Maintenance Menu, which will be discussed in detail later in the Help Files.

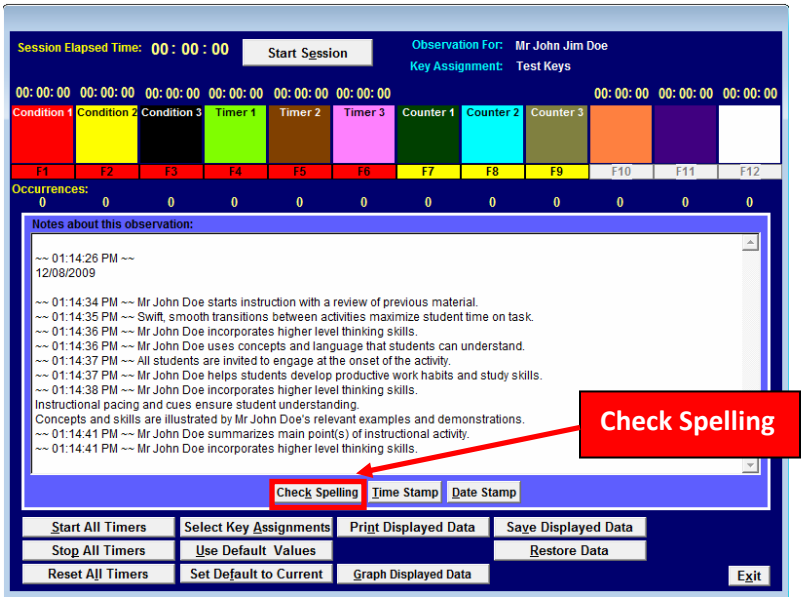


Figure 1-43

Once you have entered all the notes for the observation, there are several options available. The first option available is the *Check Spelling*. This button will check the spelling for the notes in the script window. Once you left click on the Check Spelling button, if you have NOT saved the data, the program will ask you to save the observation data. See Figure 1-44 below.

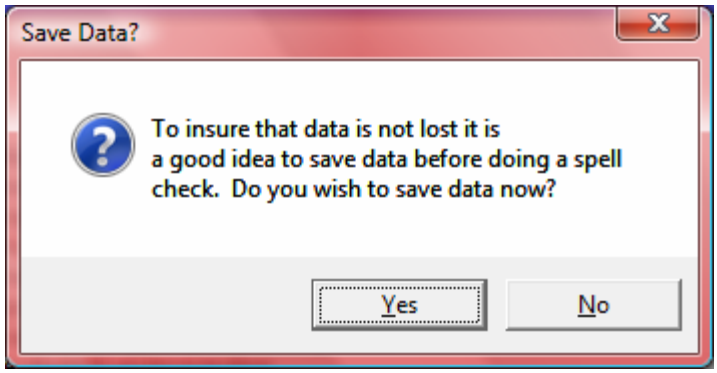


Figure 1-44

This information screen asks you to save the data from the observation. **It is our recommendation that you save the data before performing the spell check**. However, if you elect not to save the data prior to the spell check you can proceed with the spell check. See Figure 1-45.

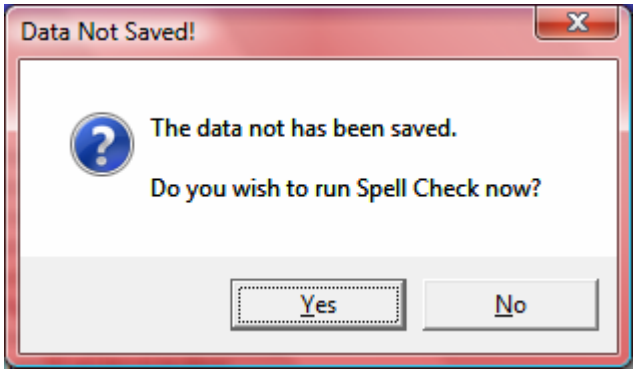


Figure 1-45

If you elect not to save the data, you are informed that the data has not been saved, and you are given an opportunity to perform spell check.

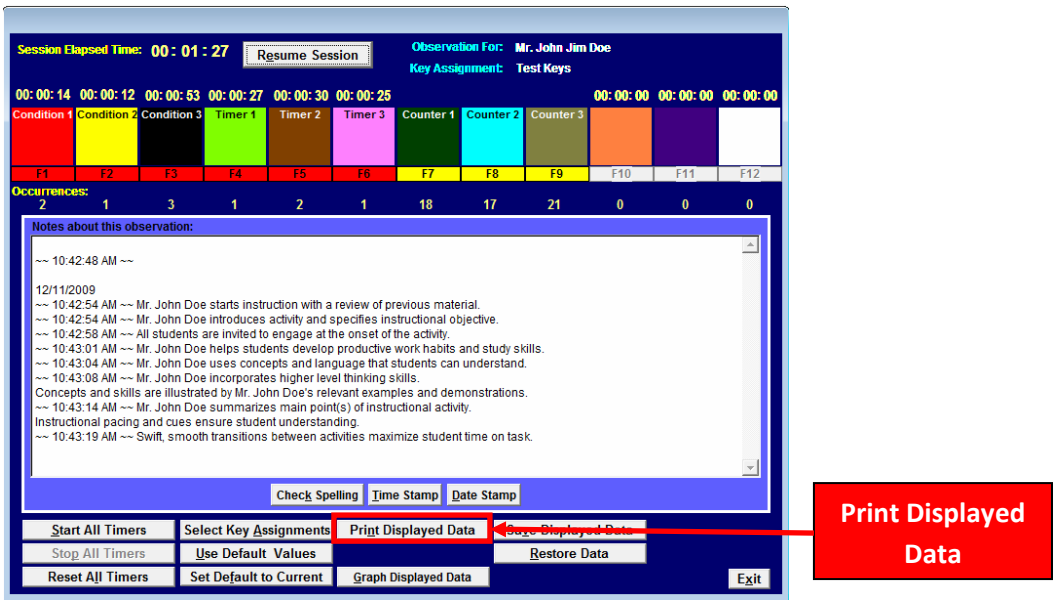


Figure 1-46

Upon completion of the Observation, the user is given the option to *Print Displayed Data*. Clicking the button *Print Displayed Data* will print the script and the data table of the current session or display it on your screen (see 1-47 below).

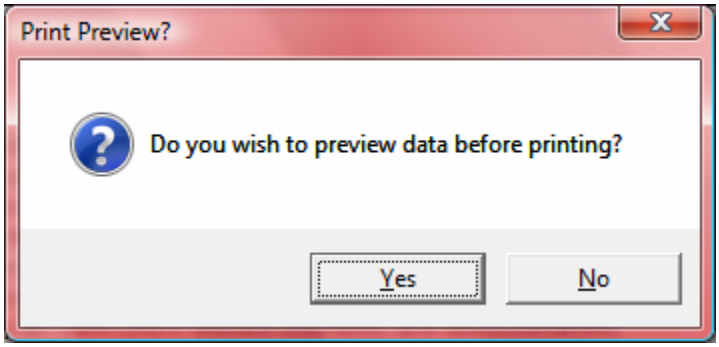


Figure 1-47

Once the user left clicks on the Print Displayed Data button, the user is prompted to preview the data before printing. IT IS HIGHLY RECOMMENDED, the user preview the data prior to printing. If the user selects **Yes**, the user will continue on with the preview opening in a different window (see Figure 1-48 below)

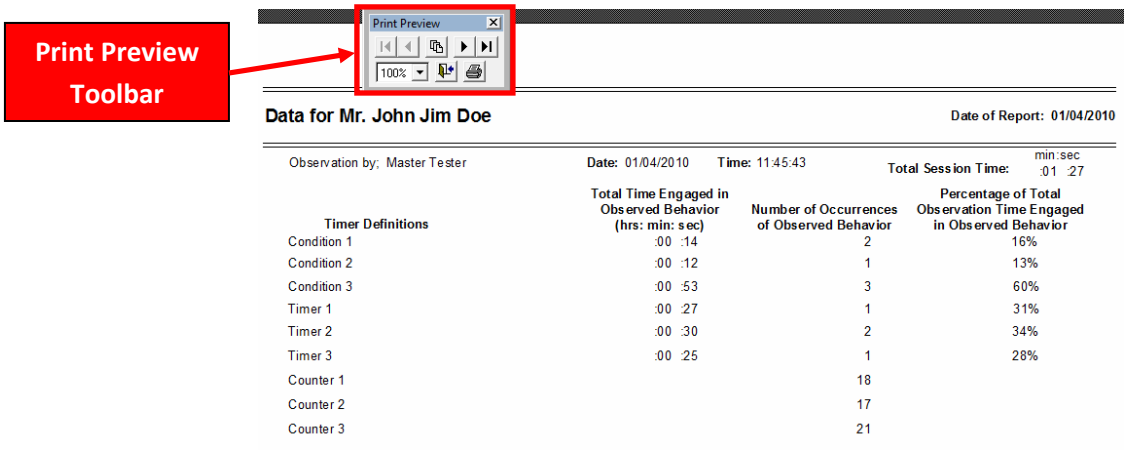


Figure 1-48

This is an example of the Preview provided to the user prior to printing. You will see the Print Preview toolbar in the upper left corner of this figure. **IT IS IMPORTANT FOR THE USER TO USE THE PRINT PREVIEW TOOLBAR TO NAVIGATE THROUGH THE PREVIEW OPTIONS.** In the next series of figures we will go through step by step the Print Preview Toolbar, to provide a full understanding of how to use this resource.

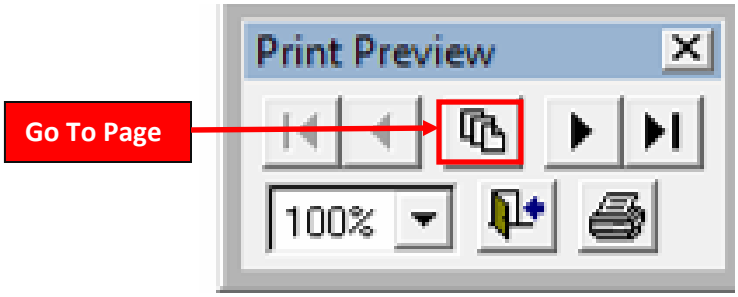


Figure 1-49

To navigate through the preview options, use the Print Preview Toolbar. The Print Preview Toolbar provides several options to choose from. You can mouse over the menu items and the function of the menu item will be displayed. One option is the *Go to Page* menu item. If the document has multiple pages, you can preview a specific page of the document. Left click on the *Go to Page* menu icon and you will be prompted to select the page for preview (see Figure 1-50).

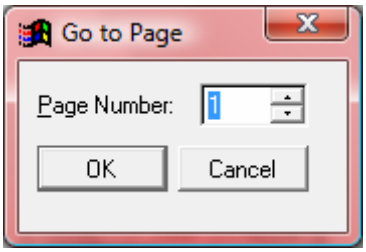


Figure 1-50

You may select the specific page for the preview by manually entering the number or using the up and down arrow keys to select the page number. When selected, that page will appear.

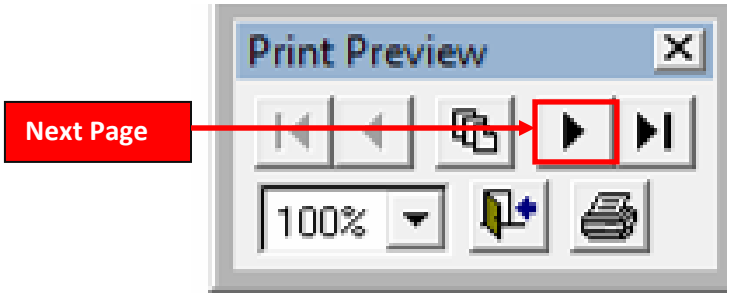


Figure 1-51

The *Next Page* icon allows you to navigate the document page by page.

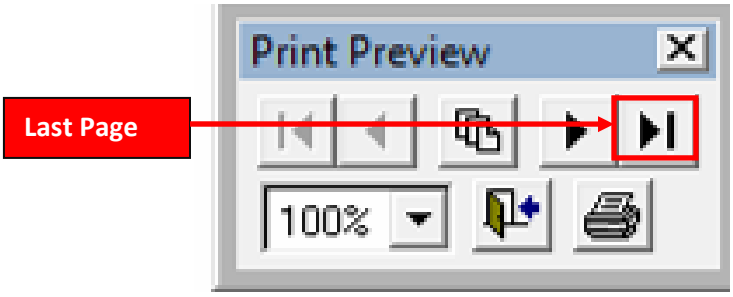


Figure 1-52

The *Last Page* icon allows you to navigate to the last page of the document.

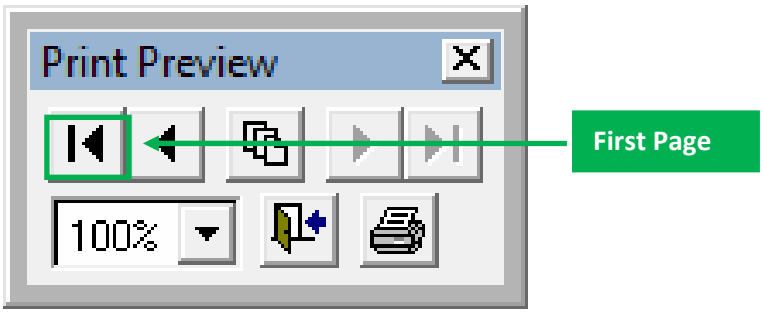


Figure 1-53

The *First Page* icon allows you to navigate to the first page of the document.

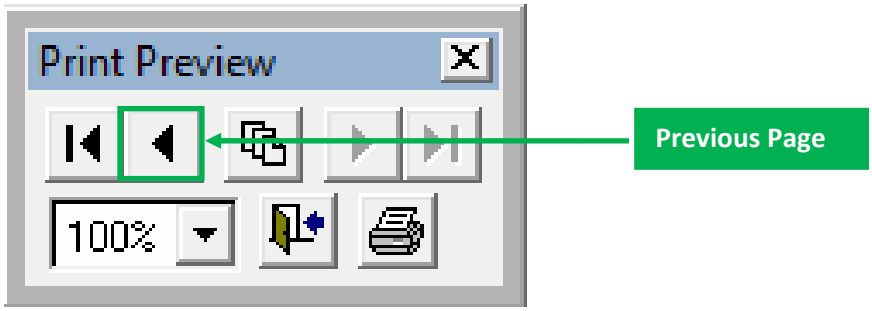


Figure 1-54

The *Previous Page* icon allows you to navigate to the previous page of the document.

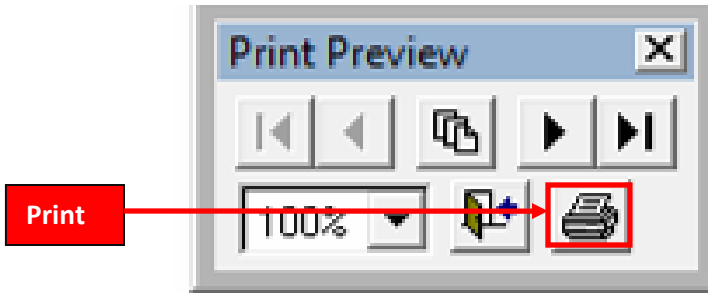


Figure 1-55

The *Print* menu icon allows you to print the selected page or all pages of the document.

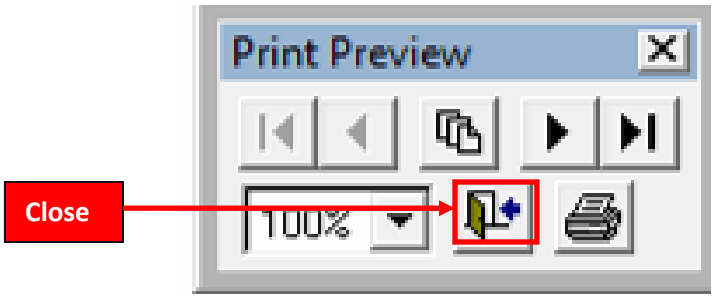


Figure 1-56

The *Close* menu icon allows you to print exit the Print Preview and return to the Collect Observation Form. **WHEN WANTING TO EXIT THE PRINT PREVIEW, PLEASE USE THE CLOSE MENU ICON ON THE PRINT PREVIEW TOOLBAR.**

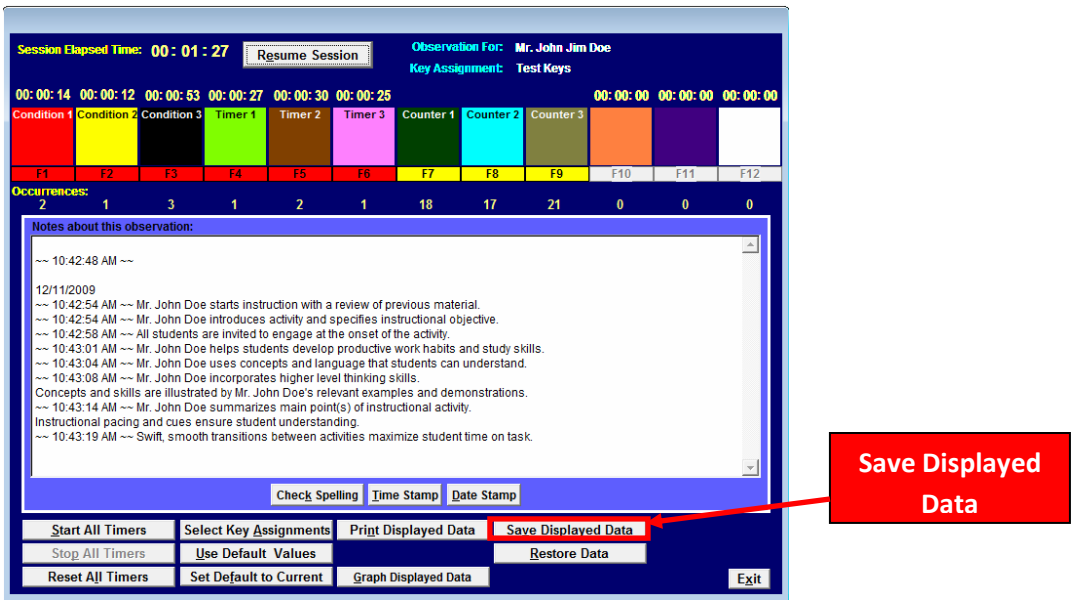


Figure 1-57

It is HIGHLY RECOMMENDED to *Save Displayed Data* prior to completing any additional steps in the data collection process. To *Save Displayed Data*, left click one time on the Save *Displayed Data* button at the bottom right of the form.

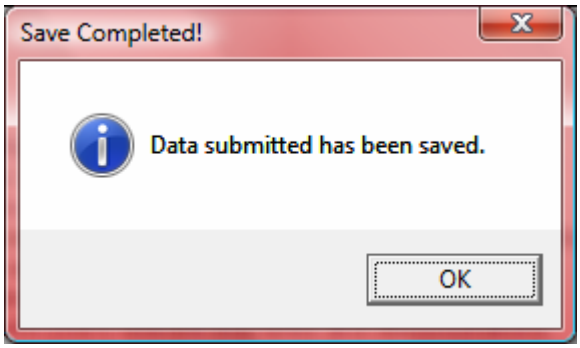


Figure 1-58

Once the save is complete, this information box will appear alerting the user of the Save Complete.

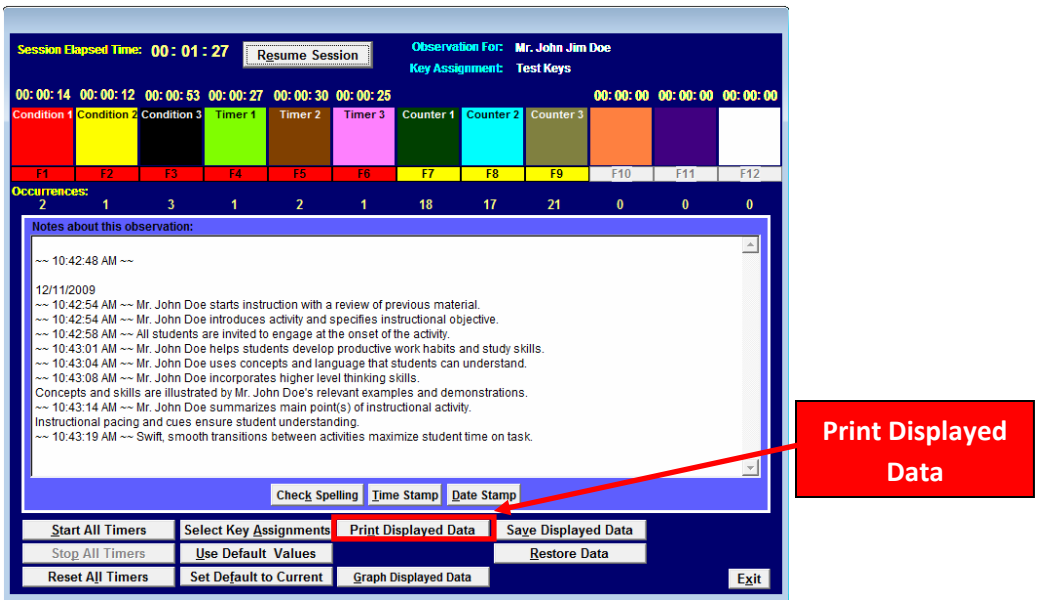


Figure 1-59

You may print your data user to the default printer by left clicking once on the *Print Displayed Data*, command button, or simultaneously press the ALT key and the letter "n". You will receive an information box asking to stop all timers in the session prior to allowing the user to print. This is illustrated in Figure 1-60 below.

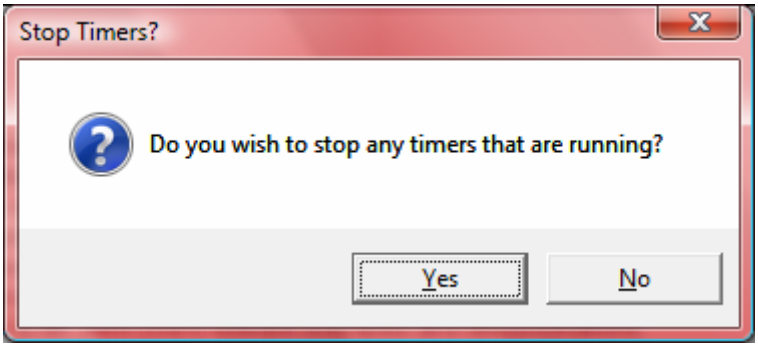


Figure 1-60

This is an example of the information box asking you to stop all timers in session prior to allowing the printing of he document. After selecting "Yes" you will be asked if a Preview is preferred prior to printing. See Figure 1-61 below.

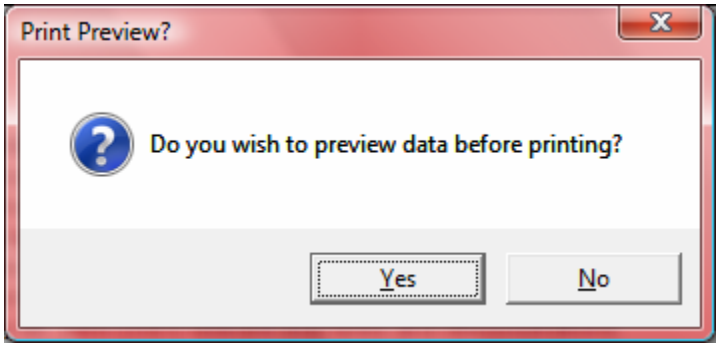


Figure 1-61

This is an example of the information box asking the user for a Preview preference. After selecting "Yes", the software will generate a multiple page report form displaying all the information from the data collection process. See Figure 1-62 and 1-63 below.

Data for Mr. John Jim Doe Date of Report: 12/11/2009

Observation by: Master Tester Date: 12/11/2009 Time: 11:32:02 Total Session Time: min:sec :01 :27

Timer Definitions	Total Time Engaged in Observed Behavior (hrs: min: sec)	Number of Occurrences of Observed Behavior	Percentage of Total Observation Time Engaged in Observed Behavior
Condition 1	:00 :14	2	16%
Condition 2	:00 :12	1	13%
Condition 3	:00 :53	3	60%
Timer 1	:00 :27	1	31%
Timer 2	:00 :30	2	34%
Timer 3	:00 :25	1	28%
Counter 1		18	
Counter 2		17	
Counter 3		21	

Figure 1-62

This is an example of the first page of the report from the data collection process. It shows the information generated by the function keys.

Observation Script Date of Report: 08/04/2010

Time	Statements/Comments

08/04/2010
~~ 06:39:38 PM ~~
This information was manually entered into the notes section by typing on the keyboard
~~ 06:39:53 PM ~~ This statement was entered manually after inserting a time stamp using ALT + T
~~ 06:40:13 PM ~~ Mr. Doe uses concepts and language that students can understand.
Concepts and skills are illustrated by Mr. Doe's relevant examples and demonstrations.
Instructional pacing and cues ensure student understanding.
~~ 06:40:14 PM ~~ Swift, smooth transitions between activities maximize student time on task.
~~ 06:40:15 PM ~~ Mr. Doe summarizes main point(s) of instructional activity.

Figure 1-63

The notes entered into the script window will be displayed on the next page(s) of the report

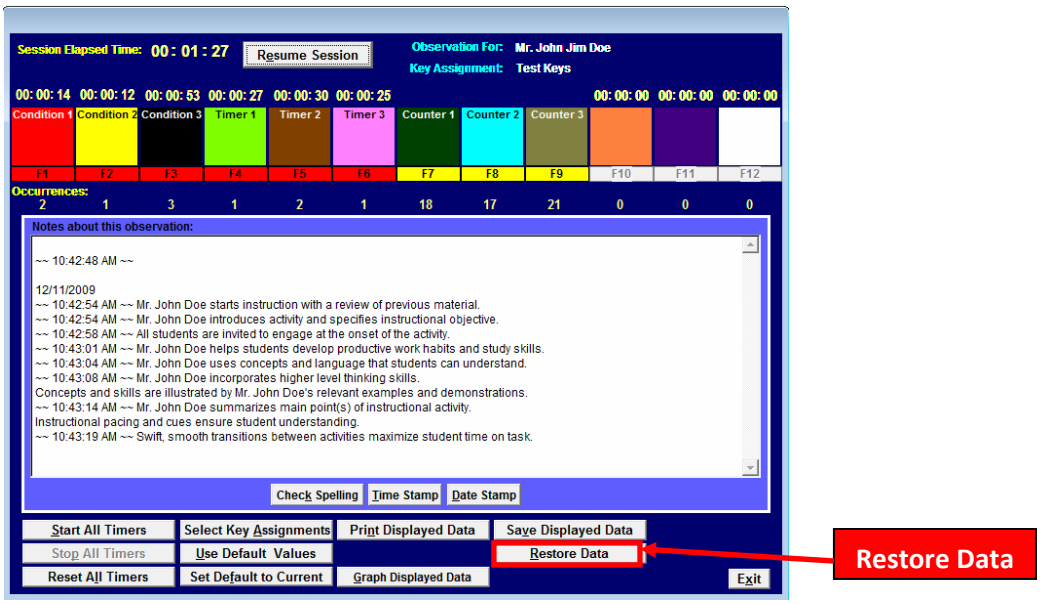


Figure 1-64

The Data Collection Instrument allows you to *Restore Data* from a previous observation. To *Restore Data* from a previous observation, left click once on the *Restore Data* button at the bottom left of the screen. You will be prompted to select Data from a previous observation. See Figure 1-65 below.

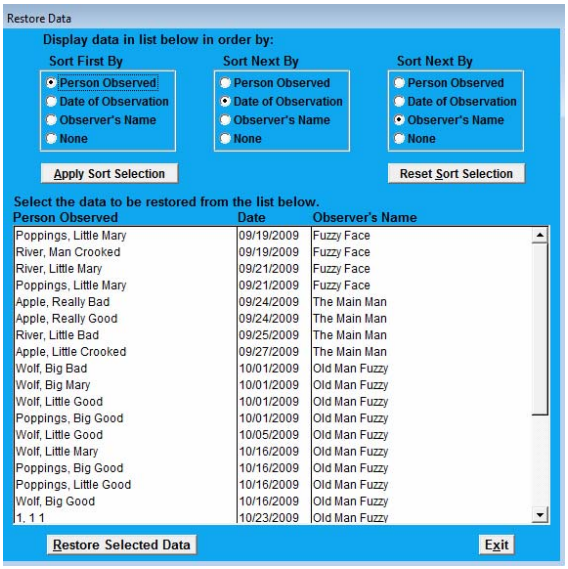


Figure 1-65

This is an example of the Restore Data screen

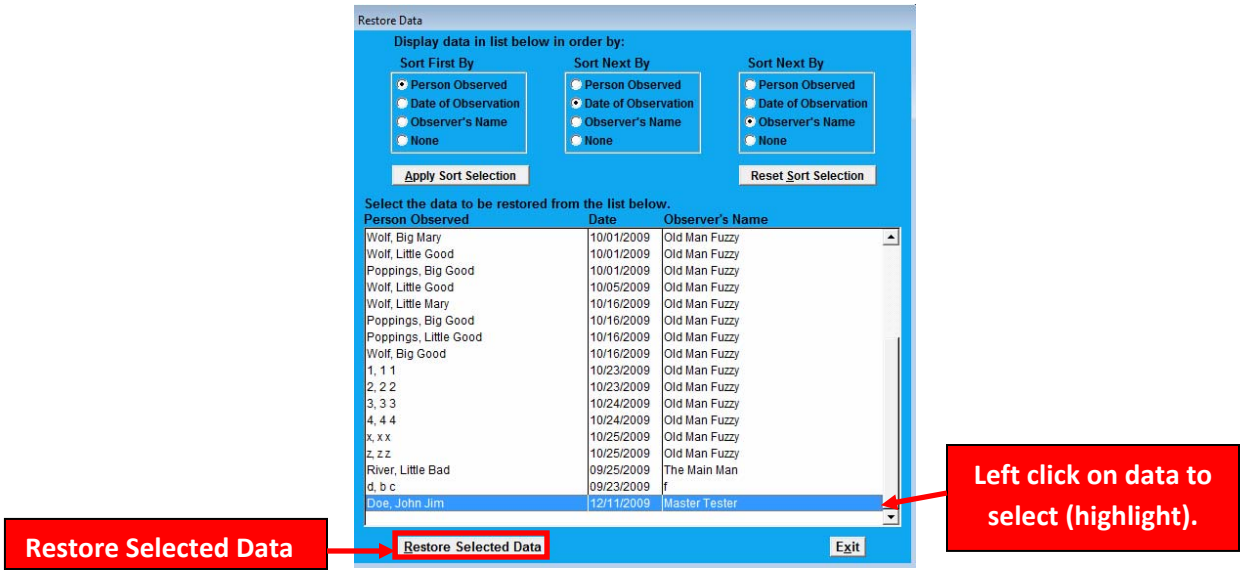


Figure 1-66

To select the data to restore, left click one entry on the list and it will be highlighted. After the data is highlighted, left click on the ***Restore Selected Data*** button one time.

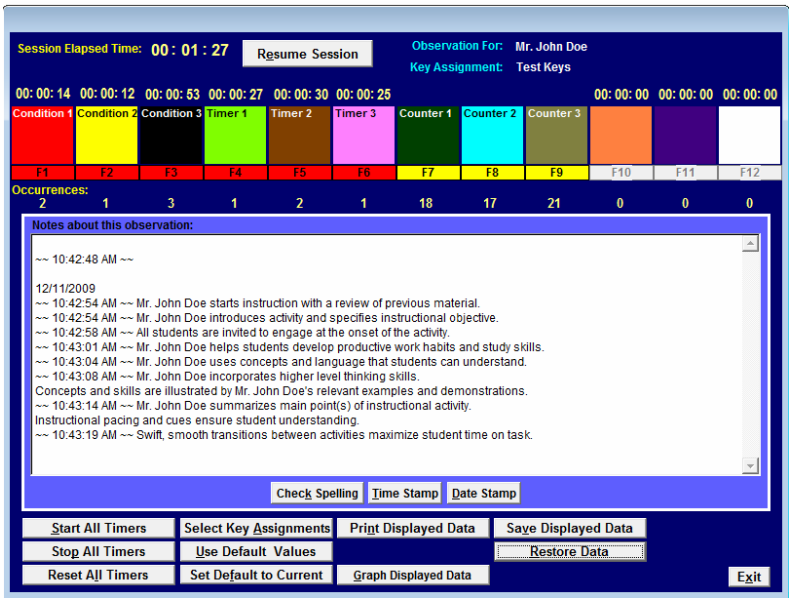


Figure 1-67

Once you select the data to restore and left click on the ***Restore Selected Data*** button, you are returned to the Collect Observation Data screen.

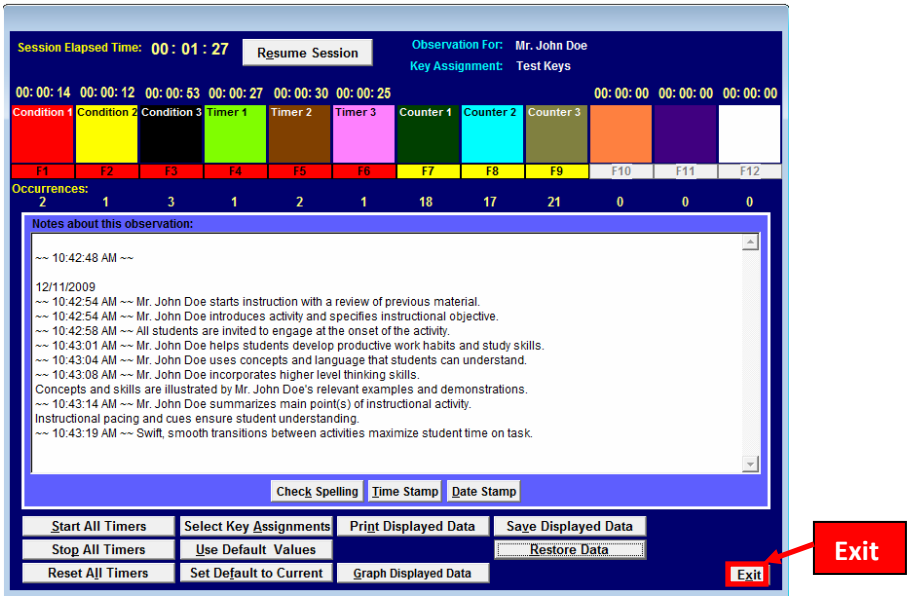


Figure 1-68

At this point, you have several options; you can click on the *Print Displayed Data* button to preview or print the data, you may continue taking observation notes by clicking into the Script window, and/or continue collecting data with the function keys by pressing *Resume Session* button. When finished if you made changes to the data, you should click on the *Save Displayed Data* button, if not, simply click on the *Exit* button to return to the Main Menu.

Report or Graph Observation Data

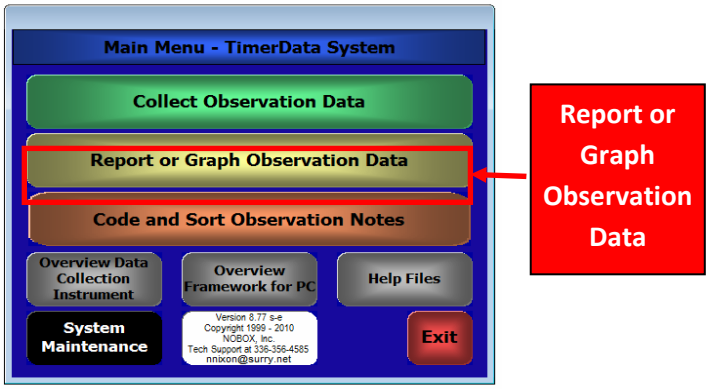


Figure 2-1

To report data from the timers, left click once on *Report or Graph Observation Data* in the main menu.

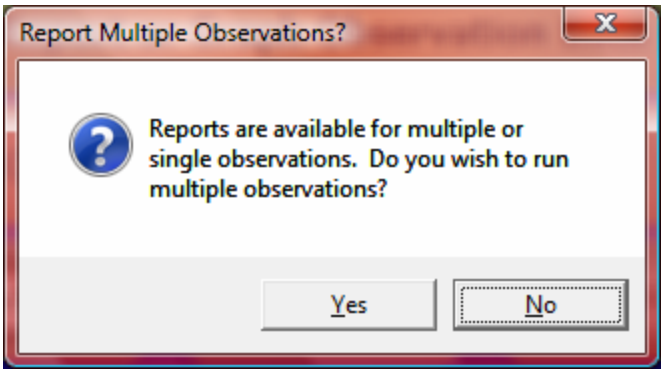


Figure 2-2

Once the user has selected the Report or Graph Observation Data, the software provides the user with a prompt to decide for a single observation or multiple observations. Please make the appropriate selection.

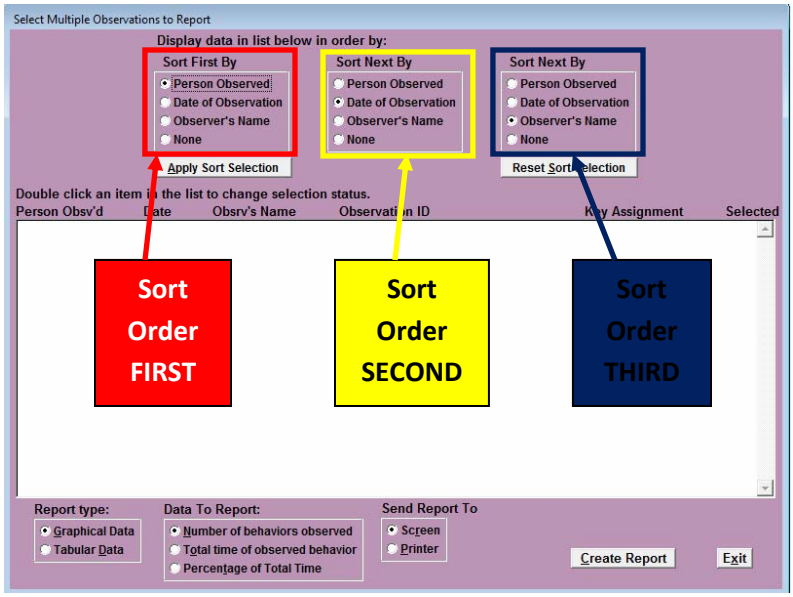


Figure 2-3

When the user selects ***Yes*** to report multiple observations, the Select Multiple Observations to Report form appears. This form allows the user to select multiple observations to report. The first step in making those selections is to select the appropriate order to display the data to be reported. As you will see, the software will allow the user to sort by: *Person Observed*, *Date of Observation*, *Observer's Name*, or *None*. The user will select the desired order by left clicking on the radio buttons beside the sort order. As you will notice, as you make your selections by clicking on the radio buttons, the selection made for the first sort, is no longer available to make for the second and third sort. Once the user has selected the order, to apply the sort order, left click once on **Apply Sort Selection. (See Figure 2-4)**

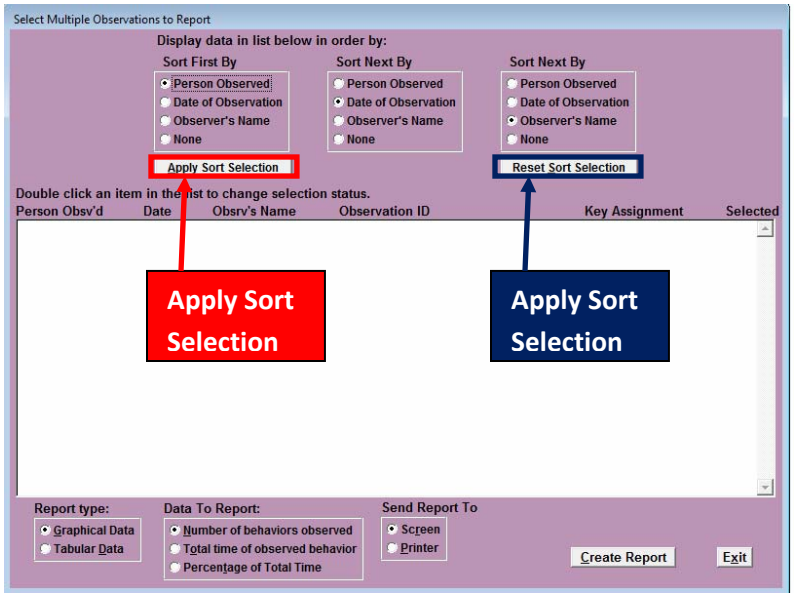


Figure 2-4

To apply the sort selection, left click once on **Apply Sort Selection**. After the sort order selections are made, should the user decide not to use the selected sort orders, left click once on the Reset Sort Selection button to reset the sort selections to the default settings.

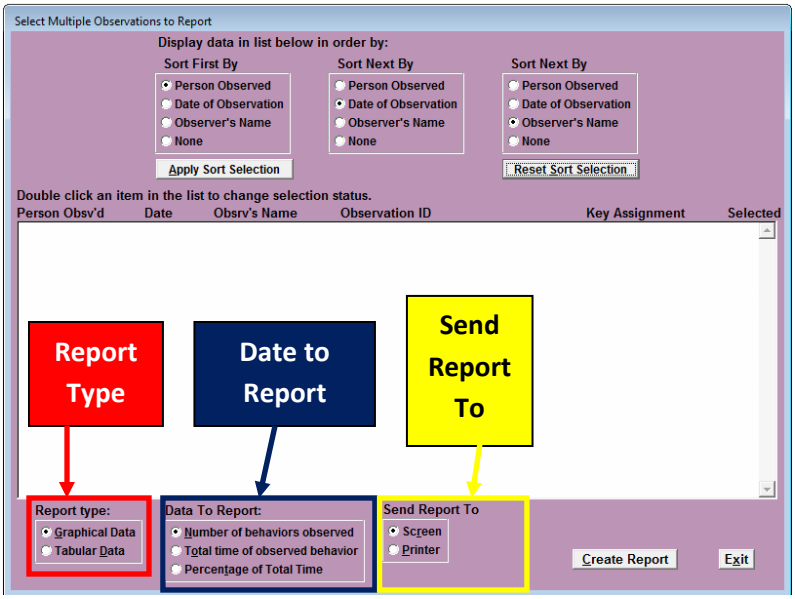


Figure 2-5

The final step of selecting multiple observations to report is the step of selecting the report type, date to report, and the source to send the report to. To make these selections, click the radio buttons pertaining to the **Report Type**, **Date to Report**, and **Send Report To**.

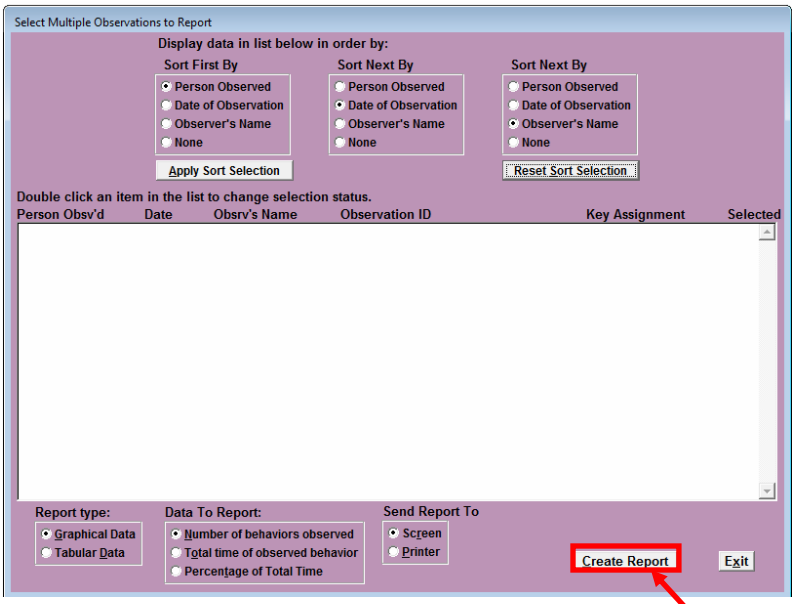


Figure 2-6

Once all selections are made, to Create Report, left click once on the button. The selected reports will now be created to the specified source.

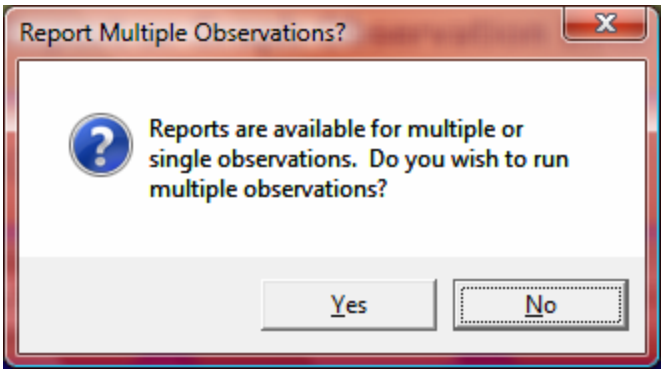


Figure 2-7

If the user desires a single report to run, left click once on the **No** button.

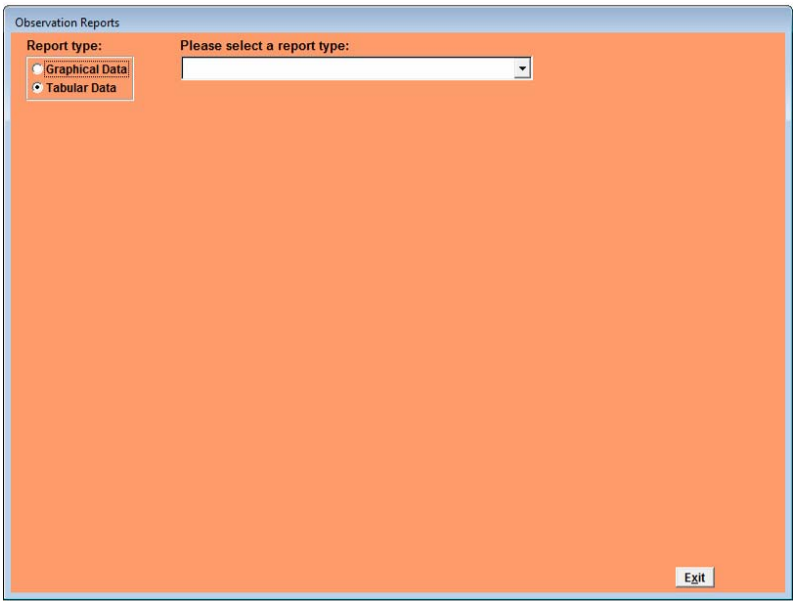


Figure 2-8

The purpose of this form is to allow the user to select the report or graph observation data to be viewed. This form will provide the user to select either graphical data or tabular data to view. Once the selection is made, the user selects a report type from the drop down menu and the report appears.

Using your mouse, select a report type by left clicking on either graphical data or tabular data. Also, using your mouse, left click on the drop down menu black arrow to select the report. This will allow you to select the report from the entered information. The selected report will be highlighted. Once you have selected the report, the next option will appear (Figure 2-9).

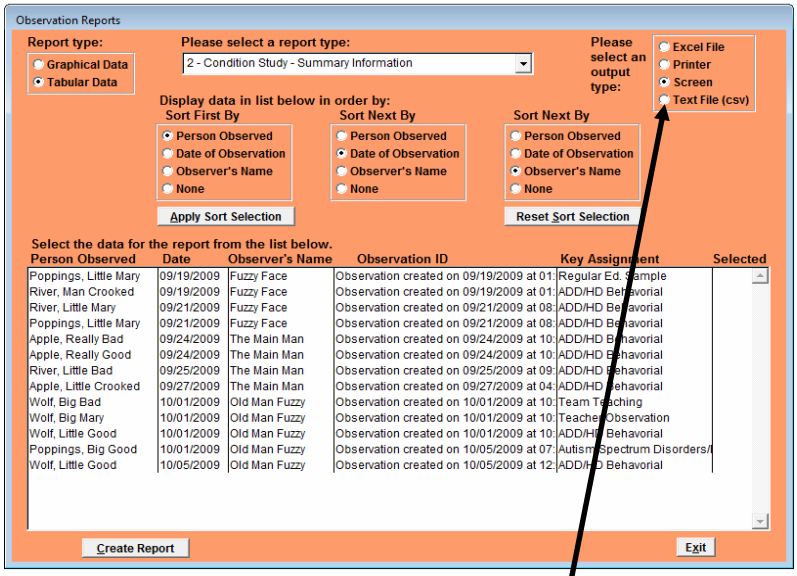


Figure 2-9

After selecting the report, the next step is to select the *output type*. You have four options to select from: Excel File, Printer, Screen, and Text File. Please note, if you select text file, the report will appear in a ".csv" format.

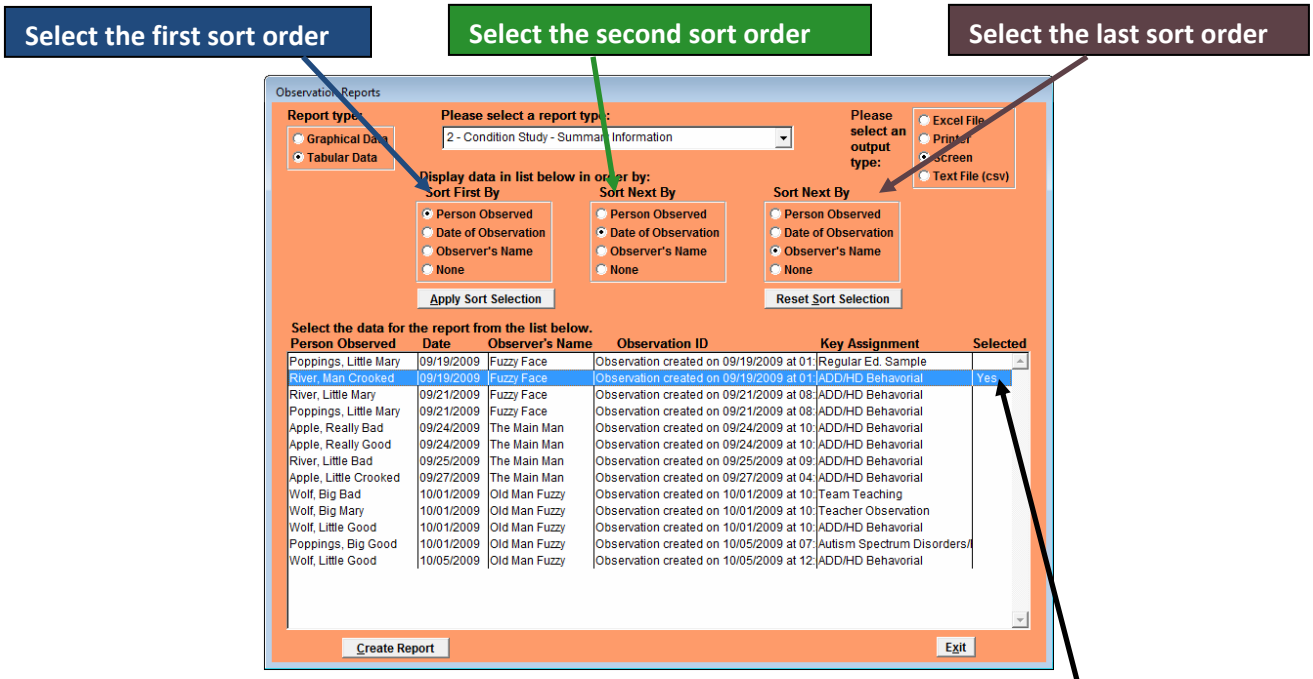


Figure 2-10

Double click on the data you wish to select. You will see the word ***"Yes"*** appears in the **selected** column of the data you have selected. This data is now ready to create the report.

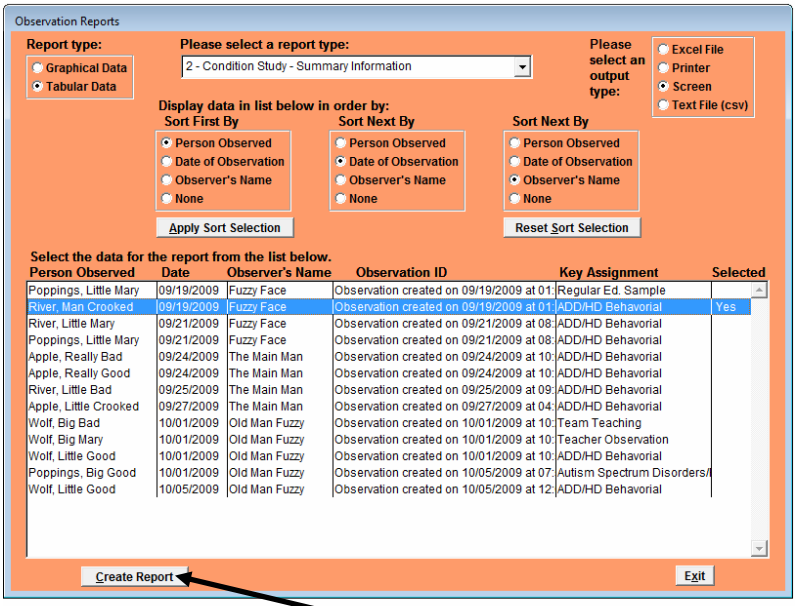
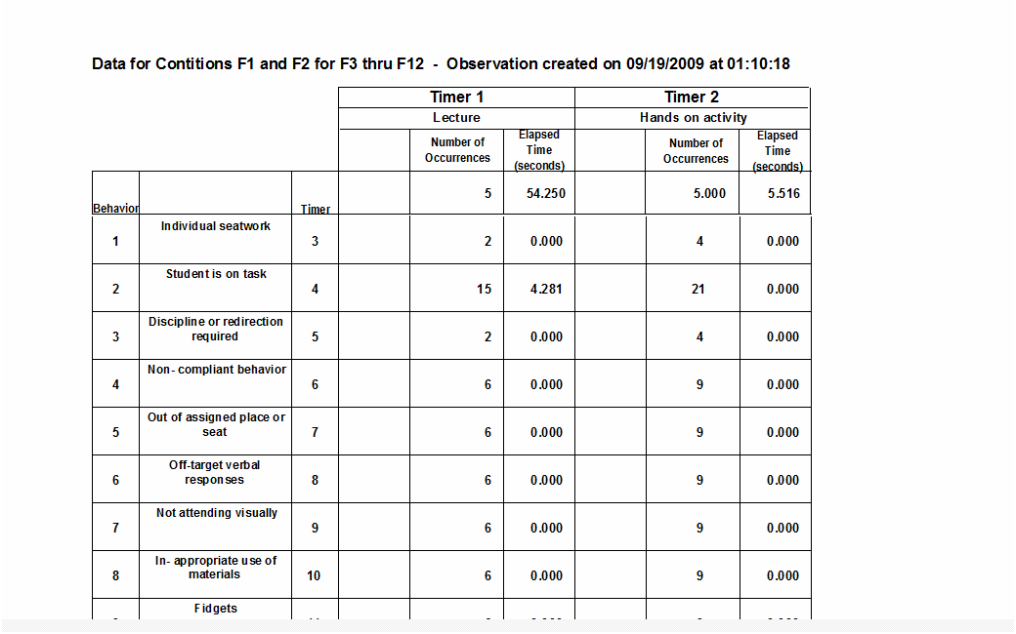


Figure 2-11

Once you have selected the report to send, use your mouse and left click on the ***Create Report*** button to create the selected report to the selected output source.



Data for Contitions F1 and F2 for F3 thru F12 - Observation created on 09/19/2009 at 01:10:18

			Timer 1			Timer 2		
			Lecture			Hands on activity		
				Number of Occurrences	Elapsed Time (seconds)		Number of Occurrences	Elapsed Time (seconds)
Behavior		Timer		5	54.250		5.000	5.516
1	Individual seatwork	3		2	0.000		4	0.000
2	Student is on task	4		15	4.281		21	0.000
3	Discipline or redirection required	5		2	0.000		4	0.000
4	Non- compliant behavior	6		6	0.000		9	0.000
5	Out of assigned place or seat	7		6	0.000		9	0.000
6	Off-target verbal responses	8		6	0.000		9	0.000
7	Not attending visually	9		6	0.000		9	0.000
8	In- appropriate use of materials	10		6	0.000		9	0.000
	Fidgets							

Figure 2-12

This is an example of tabular data. The tabular data selection was made and after clicking the create report, this report opened in a separate window on screen, which follows the selections made from the observation report screen.

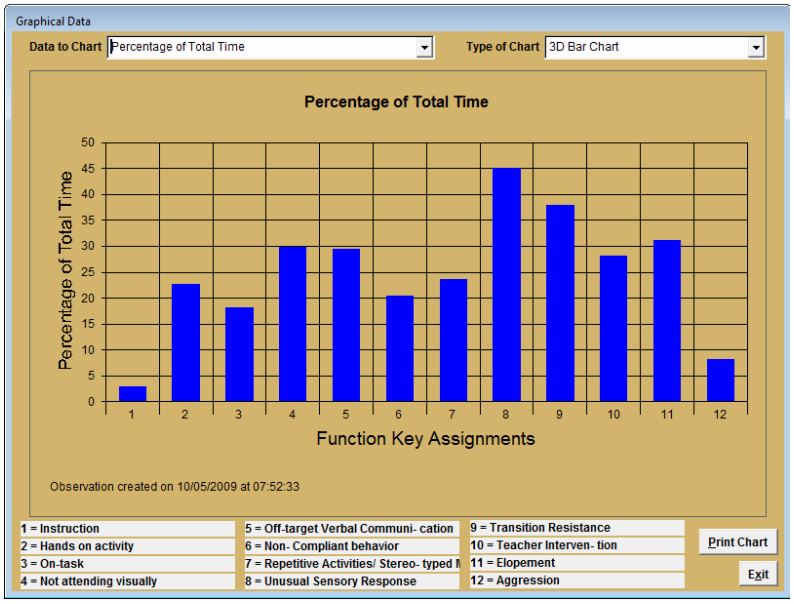


Figure 2-13

This is an example of graphical data. The graphical data selection was made and after clicking the create report, this report opened in a separate window on screen, which follows the selections made from the observation report screen. From this report, you have three options to select which data to chart.

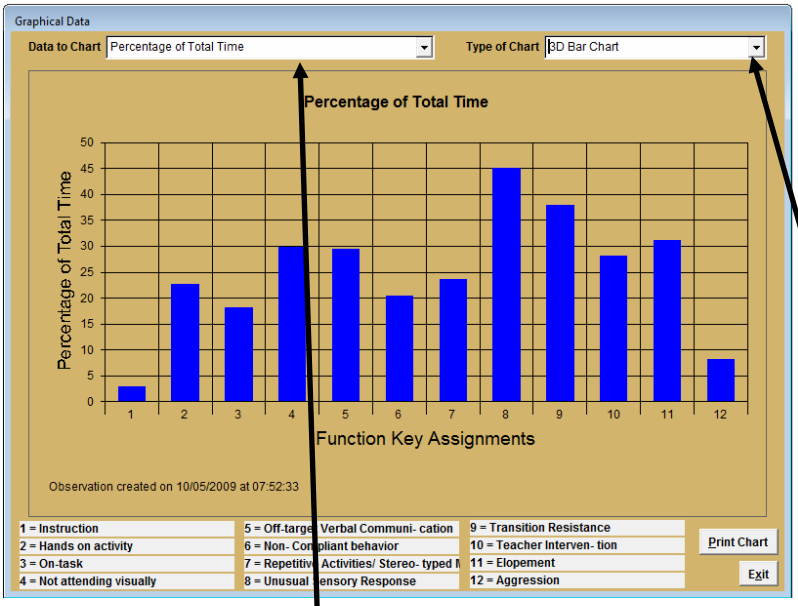


Figure 2-14

This form allows the user to choose which data to chart. The user has three options to choose from: Percentage of total time, Number of Occurrences of Behavior, and Time in Behavior. The user may select the data by left clicking on the drop down menu. The user also has the option to choose the type of chart to view. The user has eleven options to choose from: 3D Bar Chart (shown here), 2D Bar Chart, 3D Line Chart, 2D Line Chart, 3D Area Chart, 2D Area Chart, 3D Step Chart, 2D Step Chart, 3D Combination Chart, 2D Combination Chart, and 2D Pie Chart. The user may select the data by left clicking on the drop down menu.

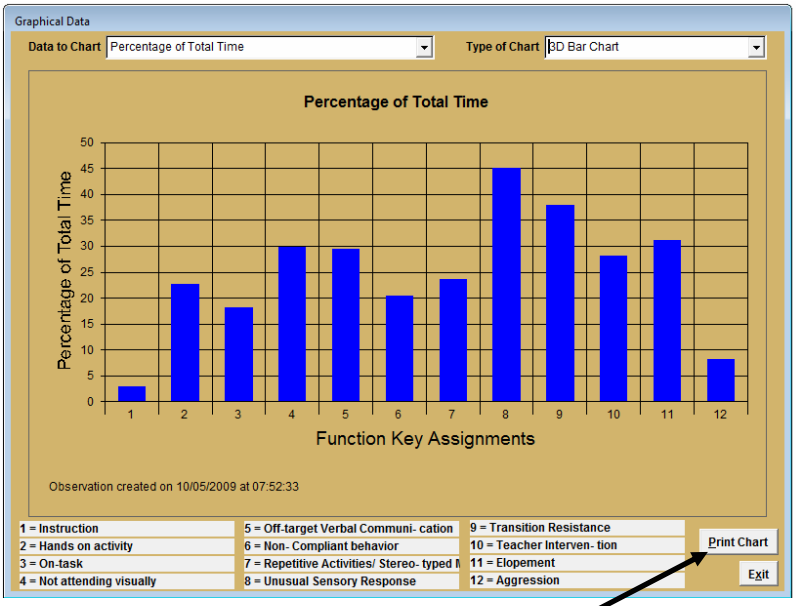


Figure 2-15

Once the selections are made, left click on the ***Print Chart*** button. This will send the selected data to the local printer.

Code and Sort Observation Notes

To begin coding and sorting your notes taken during an observation, click on *Code and Sort Observation Notes* in the Main Menu

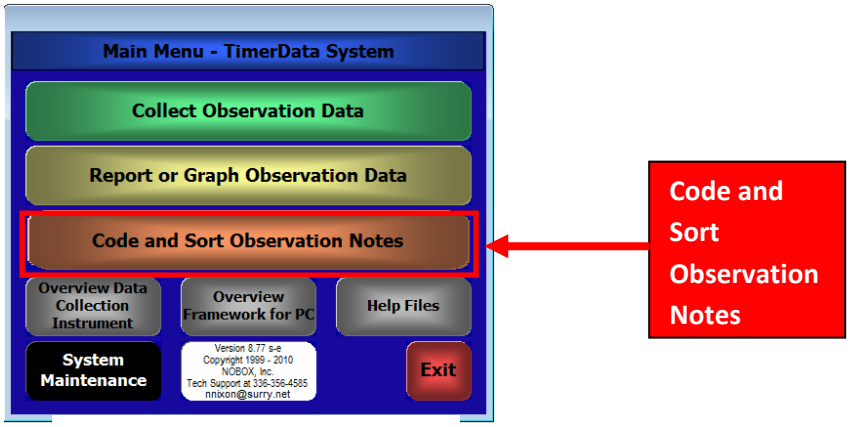


Figure 3-1

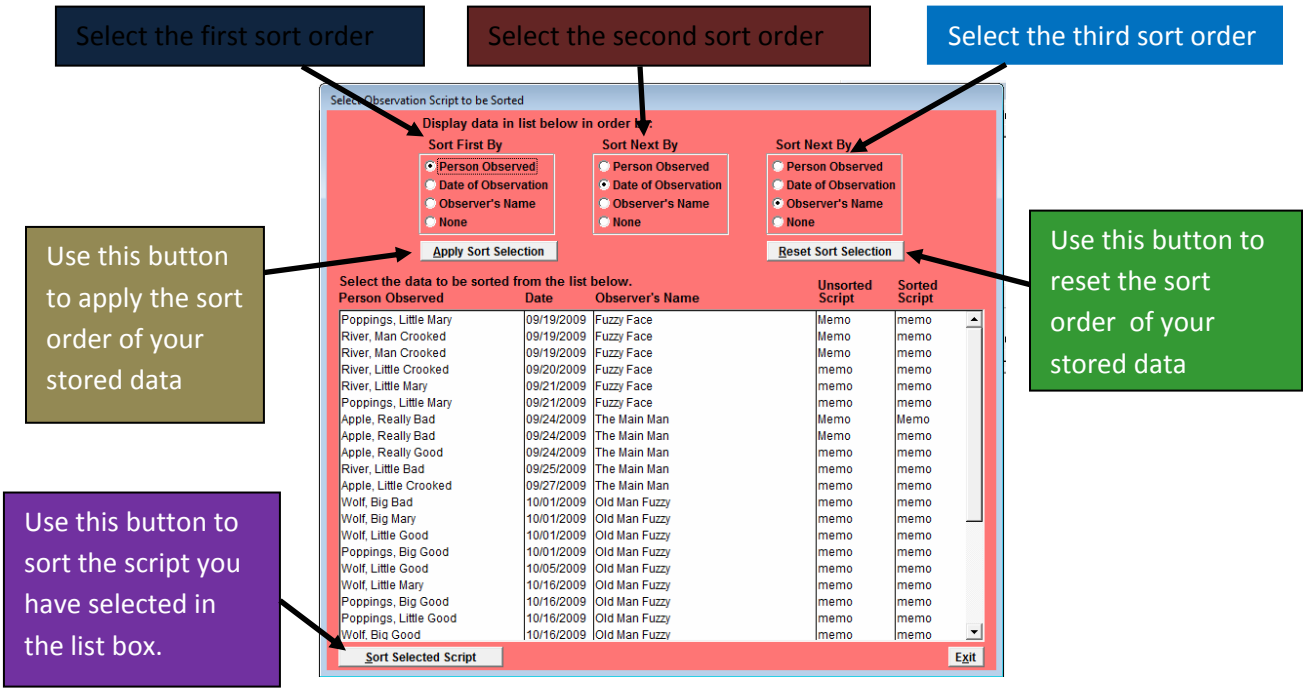


Figure 3-2

You will then see this screen which lets you choose a saved observation script to be associated with pre-determined observable components and then sorted by those components. All scripts that have been saved can be quickly sorted and accessed from the menu above. If the list of scripts is not in the order you need, you may reset the sort order and rearrange the list of scripts.

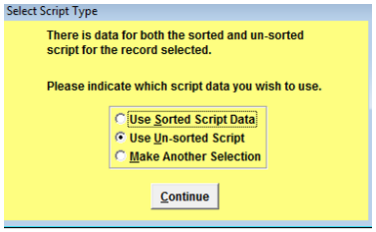


Figure 3-3

This screen informs you that there are different script types available to use with the data. This screen will ONLY appear if you have both a sorted and unsorted version of the same script.

Select either the sorted or unsorted script type. A third option allows you to return the previous screen and select a different observation script. Once you have made your selection, press the continue button. This will display the screens shown in figure 3-4.

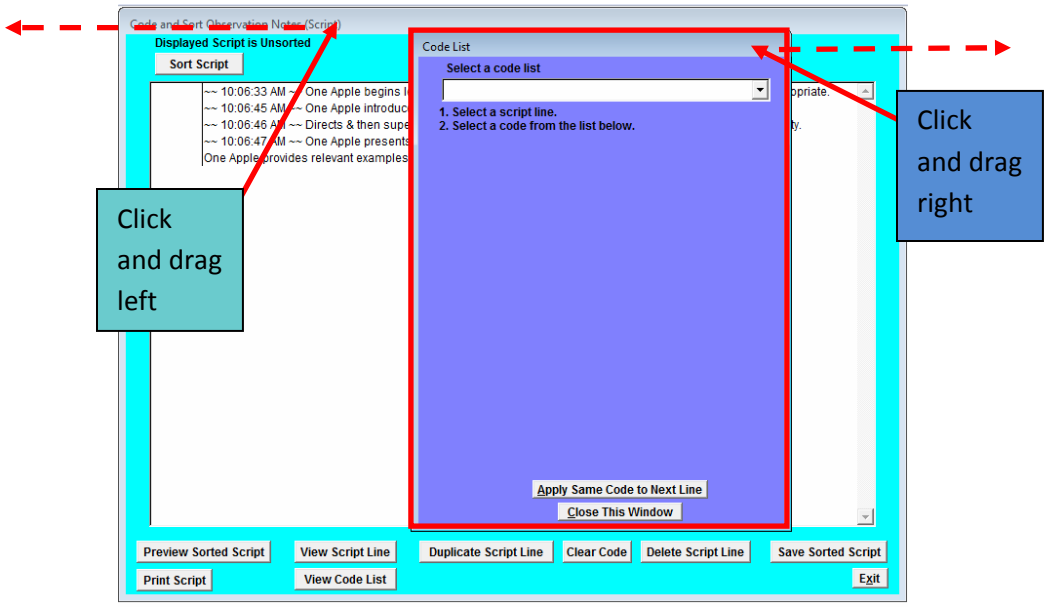


Figure 3-4

To begin the code and sort process, left click on the top section of the *Code List* window with the mouse and while holding the left button down, drag the code list box to the right of the screen to avoid the overlapping of the two forms. Then the user should repeat the process with the code and sort Observation Notes window. This will allow you to see the both the script and code list boxes, as well as work with the two screens at once. When you have relocated the 2 screens, they should appear as in Figure 3-5.

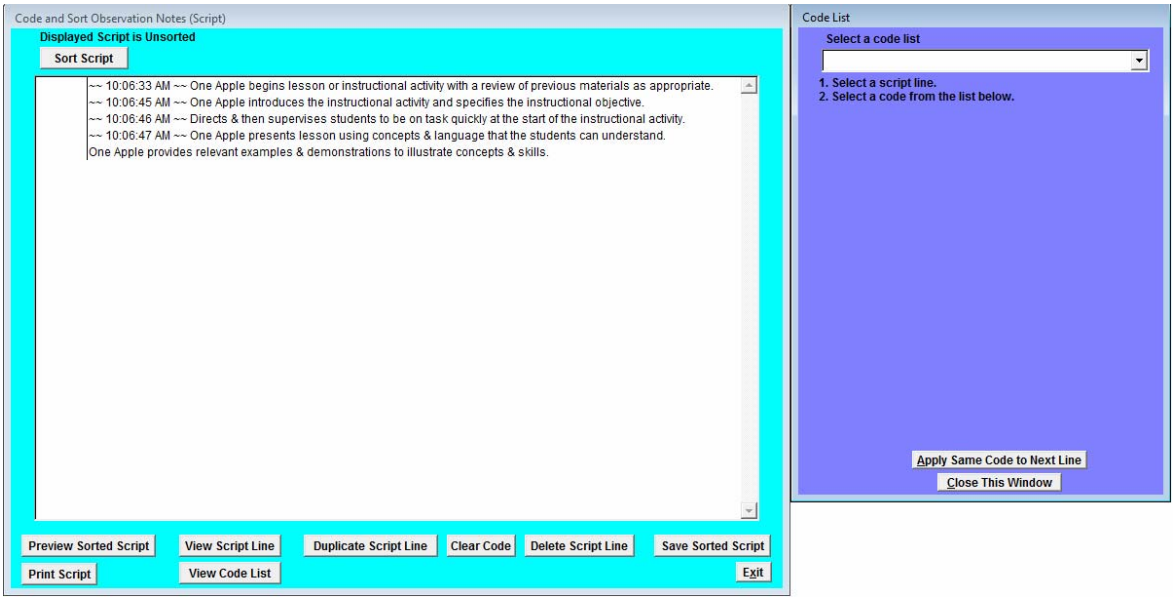


Figure 3-5

The *Code and Sort Observation Notes* feature allows you to associate any or all lines of the script entered during an observation session with codes listed in the Code List window. The desired code list (a list of observable components or classes of behavior) is selected from the Code list drop down menu. It is important to follow the below steps to ensure the Code and Sort functions are best utilized.

Figure 3-6

To view the available code lists , left click with the mouse on the black down arrow key located at the top right of the Code list screen.

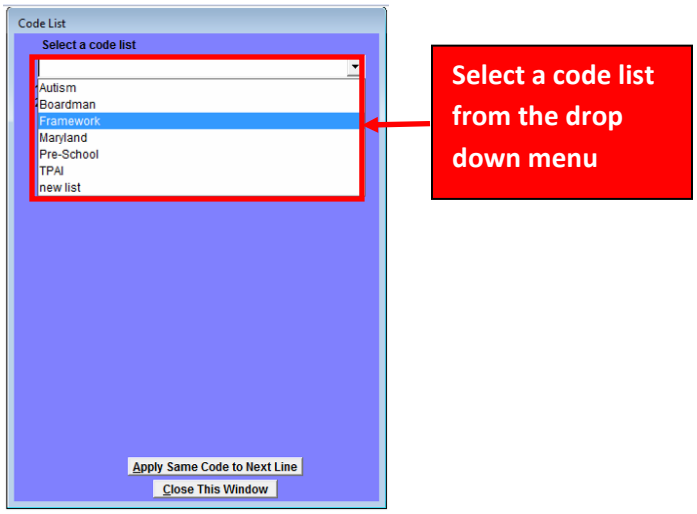


Figure 3-7

Click on the desired code list and the observable components (codes) from that list will appear.

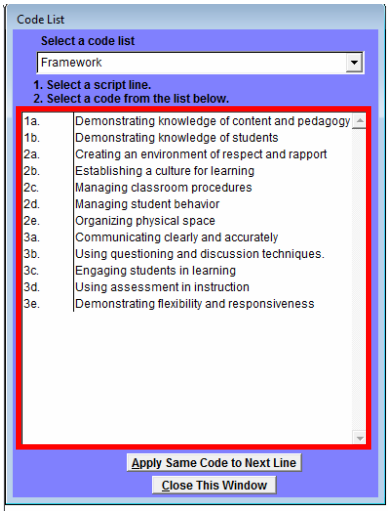


Figure 3-8

For this example, we are using the Framework code list. You will notice, when we selected Framework from the code list, a list of 12 codes appeared in the list box below the drop down menu. The codes are sorted from 1a to 3e. Depending on the nature of the code list or the needs of the user, codes can be listed in numerical or alphabetical order.

When a script line is highlighted and a code is selected from the code list window, the selected code is then associated with the selected line of script. You determine which lines to code. All lines do not need to be coded. When you have finished coding, the software will generate a report. (SEE FIGURE 3-27)

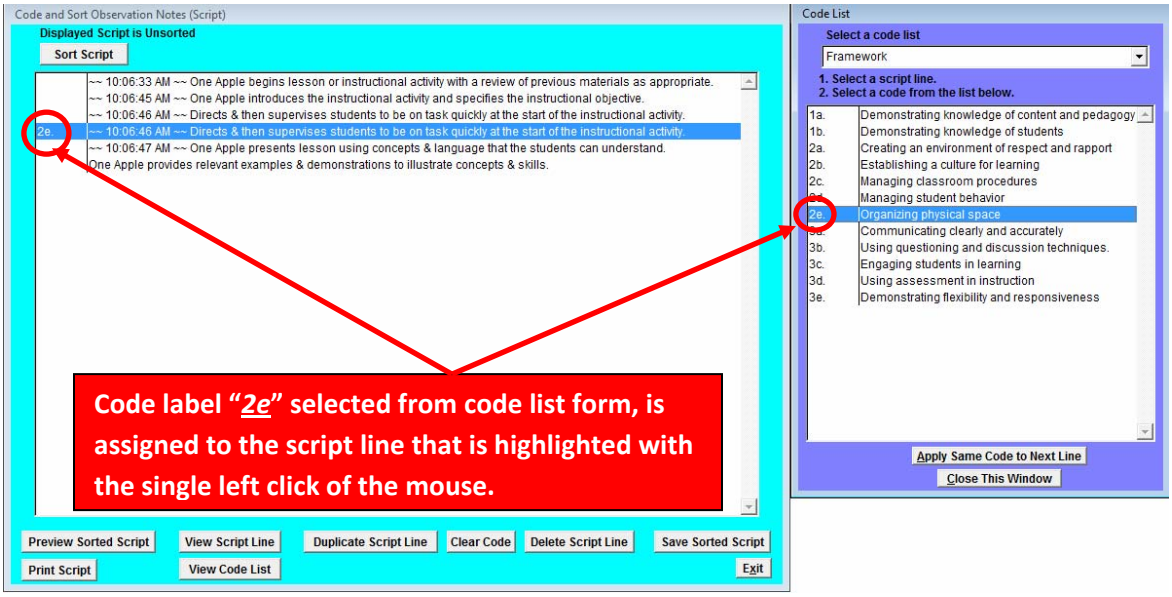


Figure 3-9

First, select a line of script to be coded by left clicking on the line once with the mouse. That script line will be highlighted. Then select a code to associate with the script line by left clicking once on the code in the code list window. Once the code is selected from the code list form (with a single left click of the mouse), the same numerical and/or alphabetical label will appear in the highlighted script line in the Code and Sort Observation Notes screen. You will see in this example the code labeled *"2e. Organizing physical space"* was selected from the code list screen and appears to the left of the script line. The script line and the code are now associated.

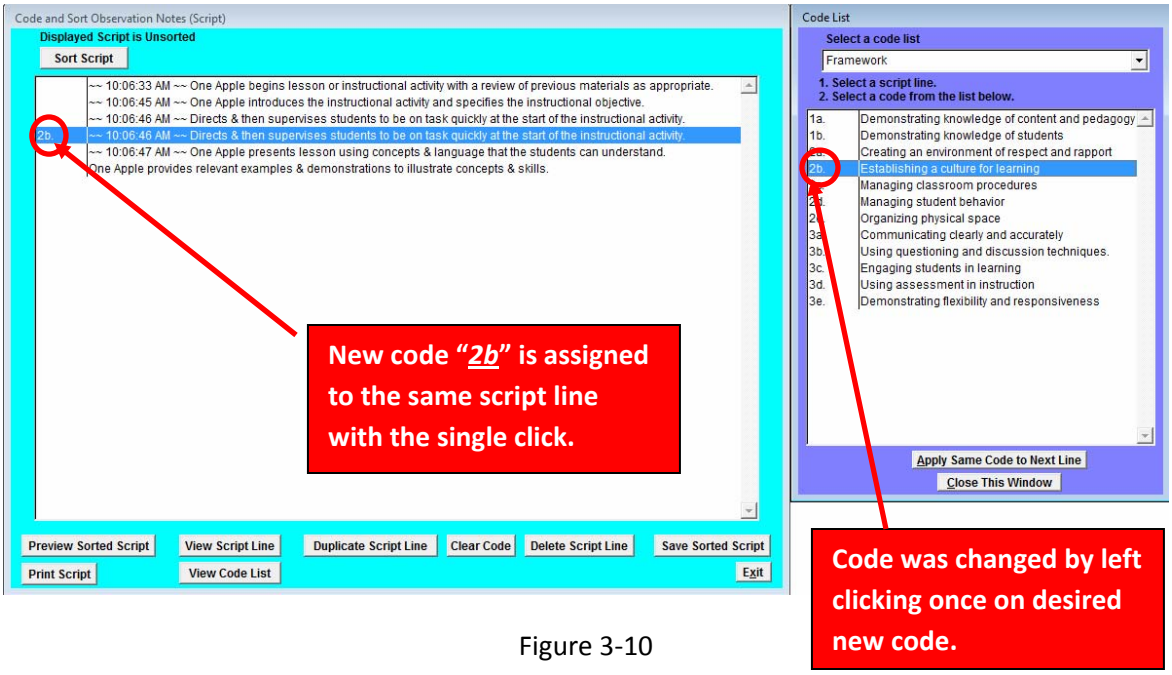


Figure 3-10

Once a script line is associated with a code, you may decide to change or remove the code. To change a code that has been associated with a script line, click on the script line to make sure it is highlighted and then left click on a different code in the code list screen. In the example above, the code was changed from "*2e*" (Figure 3-9) to "*2b*" by left clicking on the "*2b*" code from the code list screen. For directions on how to clear codes SEE FIGURES 3-22 and 3-23

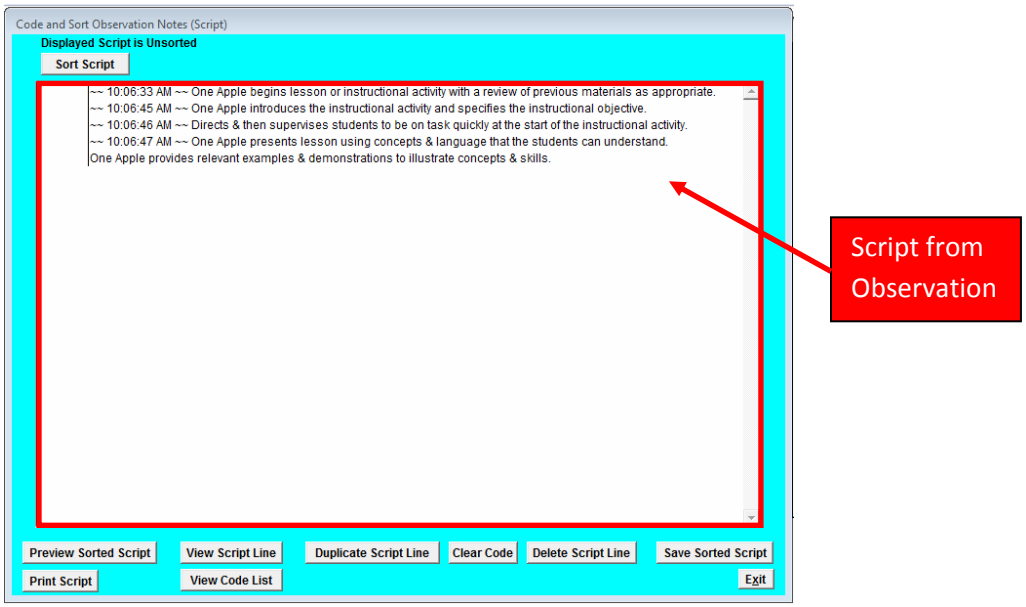


Figure 3-11

Let's take a look at the Code and Sort Observation Notes screen. You will see that the script from the Observation appears in the text box above. The text of the script lines in the Code and Sort Observation Notes Form cannot be edited in this screen, however any or all lines can be deleted. It is important to remember, while working within the Code and Sort Observation Notes screen; you are using a ***COPY*** of the Observation script. The original script remains in the system, unchanged. If mistakes are made, you may exit the Code and Sort Observation screen without saving. No changes are ever made to the original script. See below for instructions on how to use all the buttons on this screen.

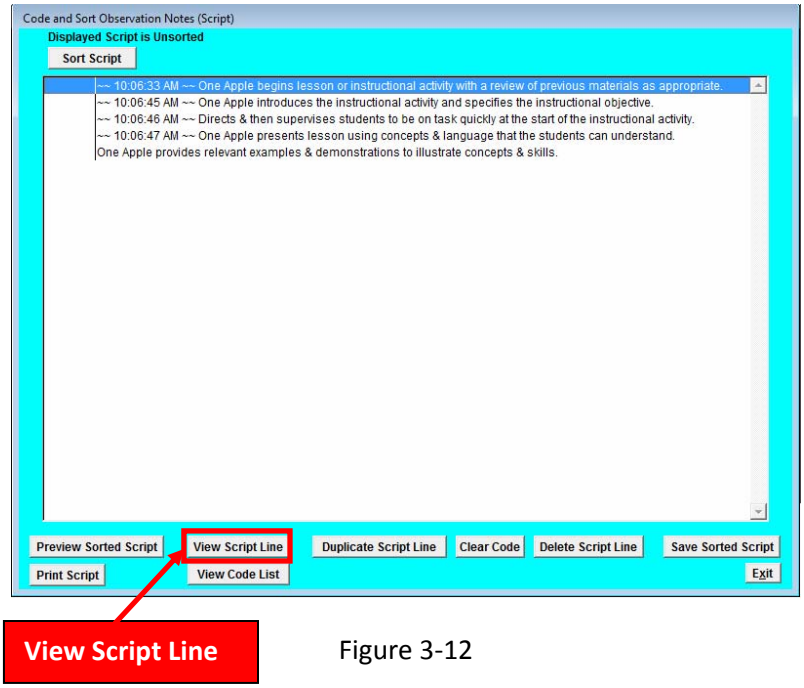


Figure 3-12

The *View Script Line* button is used when a script line is too long to be fully viewed on this screen. To use this feature, click on the script line and then left click once on *View Script Line* button. The full text of the line appears in a separate window. You may select only one line at a time to view in Full Text format.

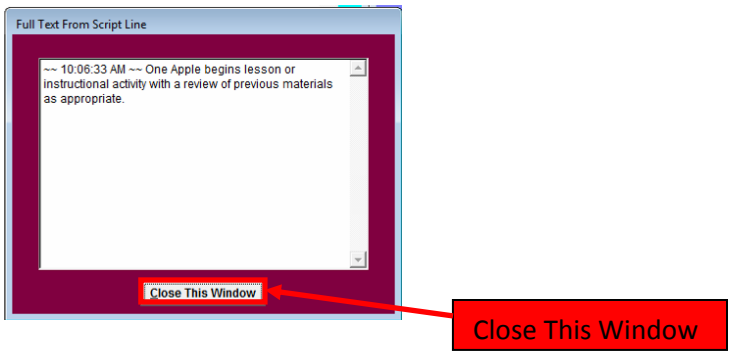


Figure 3-13

This is an example of Full Text of the entire script line in a separate window. To exit this window, left click once on the *Close This Window* button.

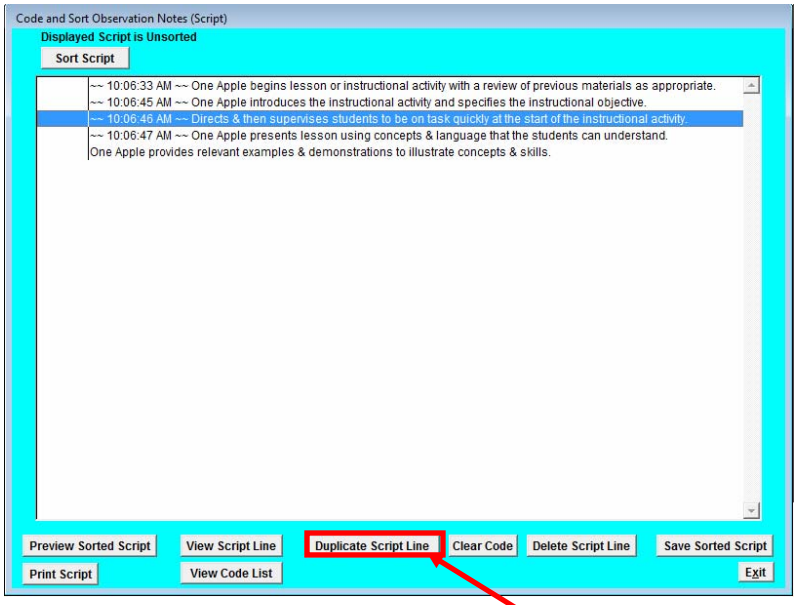


Figure 3-14

If you need to apply more than one code to a particular line of script the *Duplicate Script Line* function can be used. First, highlight the line of script to be duplicated, then left click once on the *Duplicate Script Line* button at the bottom center of the form. The line of script and its duplicate will now be displayed and each can be coded differently. If you need more than one copy of the line click the button again. In Figure 3-14 (above), the highlighted script has the time stamp of 10:06:46 AM. By left clicking on the *Duplicate Script Line* button, the highlighted script line is duplicated and placed in a newly created script line below the highlighted script line. See Figure 3-15 (below).

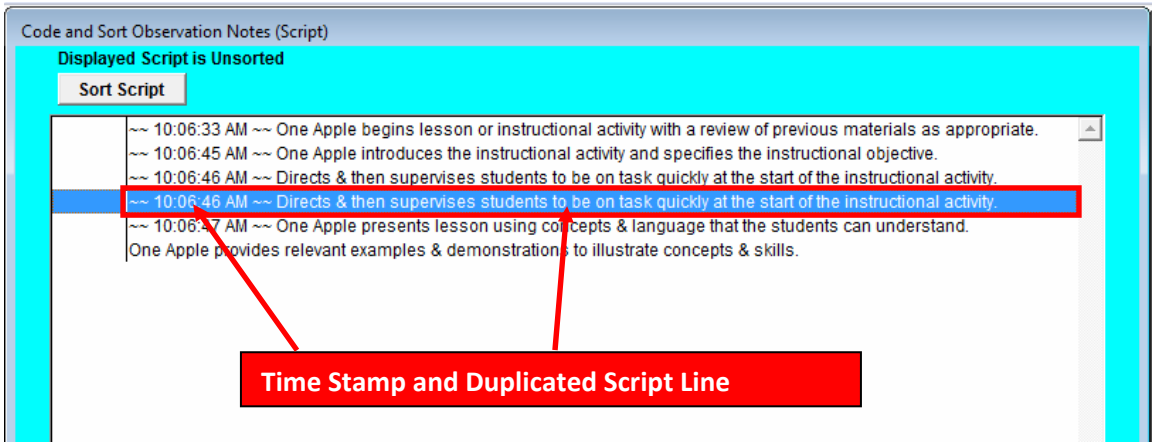


Figure 3-15

The duplicate line is now highlighted and the original line of script is located directly above. The original time stamp of 10:06:46 AM was also duplicated.

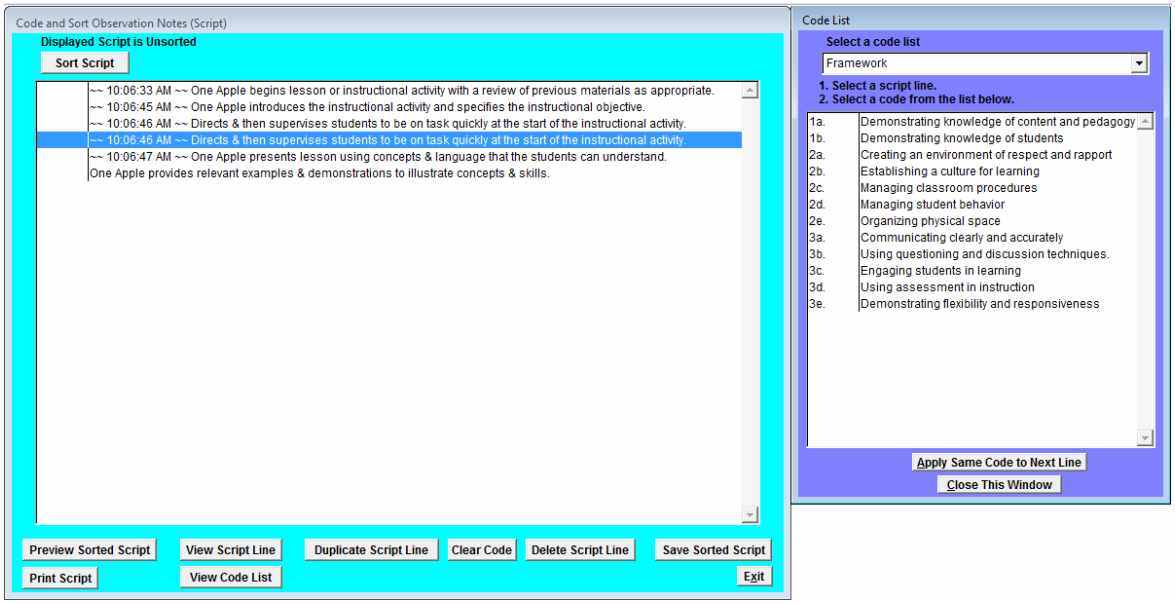


Figure 3-16

The next step to assign a code to the duplicated script line is to select a code from the code list. For this example we are using the Framework code list. Select the code you wish to apply to the duplicate script line by left clicking once on the code. See Figure 3-17 below to see the example of assigning a code to the duplicated script line.

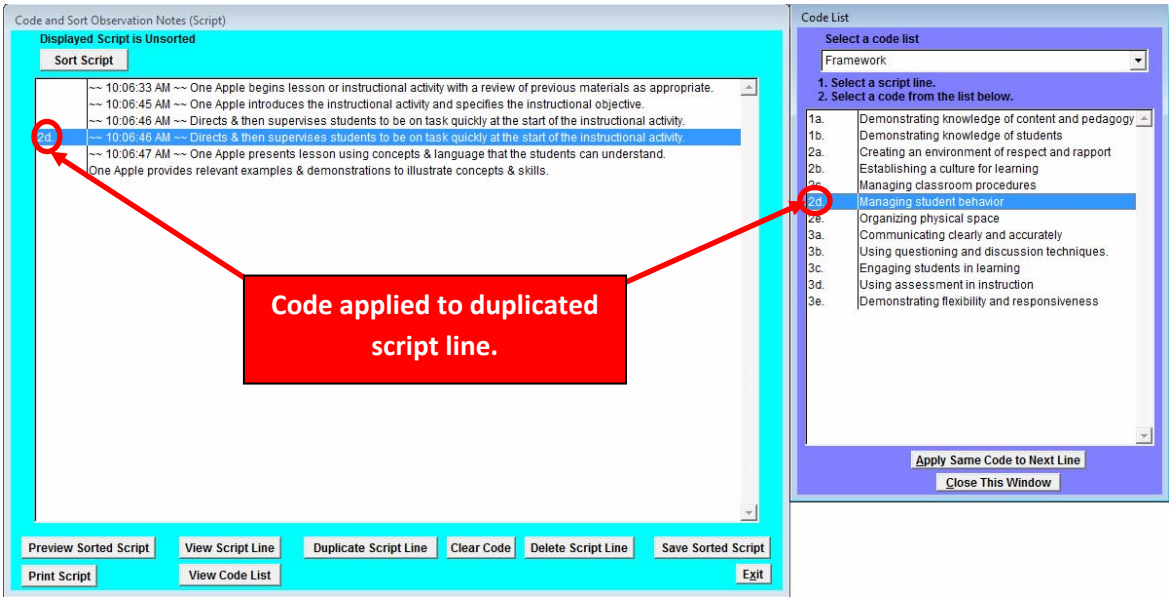


Figure 3-17

The code selected for the duplicated script line was 2d. You will see that code was applied to the duplicated script line by left clicking once on the code. To assign a code to the original line simply click on the original line and then select a different code from the code list.

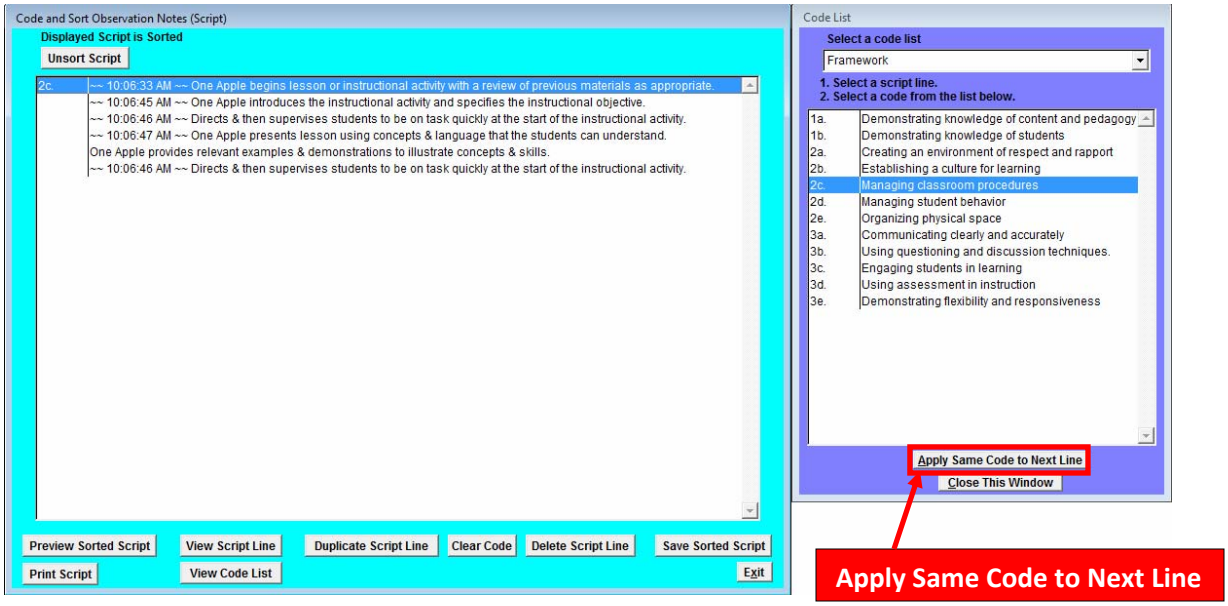


Figure 3-18

If you find that several consecutive lines of script can be associated with the same code, the *Apply Same Code to Next Line* feature can be used. This is shortcut saves the user the effort of clicking back and forth between the 2 windows. By left clicking on the *Apply Same Code to Next Line*, the same highlighted code will be applied to the line below the highlighted line on the Code and Sort Observation Notes form. See Figure 3-18 for example.

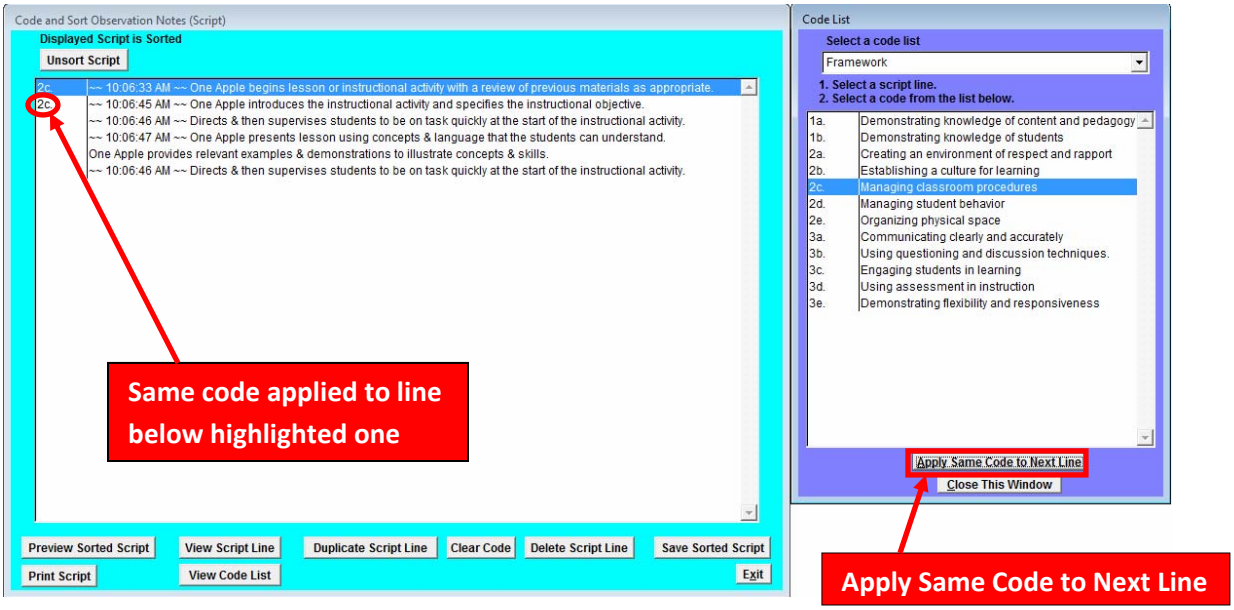


Figure 3-19

This is an example of *Apply Same Code to Next Line*. As you can see, the same code (2c) was applied to the next line (below the highlighted line) in the Code and Sort Observation Notes Form.

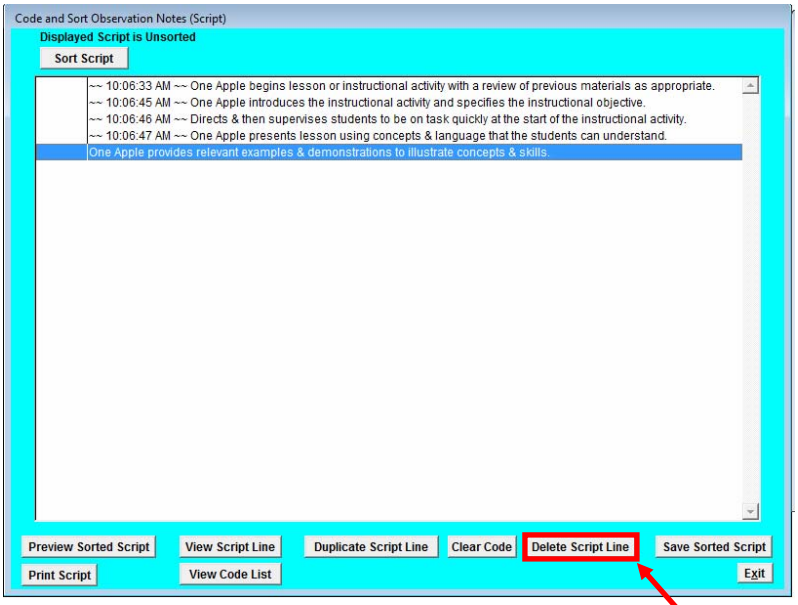


Figure 3-20

If you do not want a line of script to appear in the final report, the *Delete Script Line* feature can be used. In this example for clarity, we are going to delete the script that is *not* Time stamped. As you can see, the script that is *not* Time stamped is highlighted. The script line was highlighted by left clicking once with the mouse on the script line. To delete this line of script, using your mouse, left click once on the *Delete Script Line* button at the bottom of the form.

*****PLEASE NOTE*****

Once the script line is deleted from this form it cannot be retrieved in this form. The script line can only be retrieved by closing the CODE and SORT module and starting the CODE and SORT process again, using the original unsorted saved script.

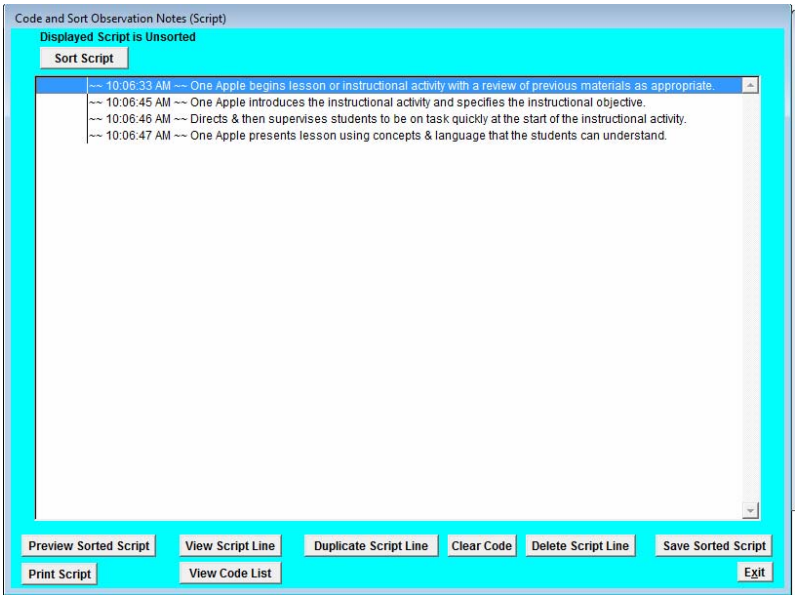


Figure 3-21

This screen shows that the script line referred to in Figure 3-20 has been deleted. You will notice, once the *Delete Script Line* is clicked, the script line highlighted is deleted, the default setting takes you back to the top of the screen to the first line of the script highlighted. Be careful to click the *Delete Script Line* only **ONCE**. If you click multiple times you may delete script lines you do not want to delete.

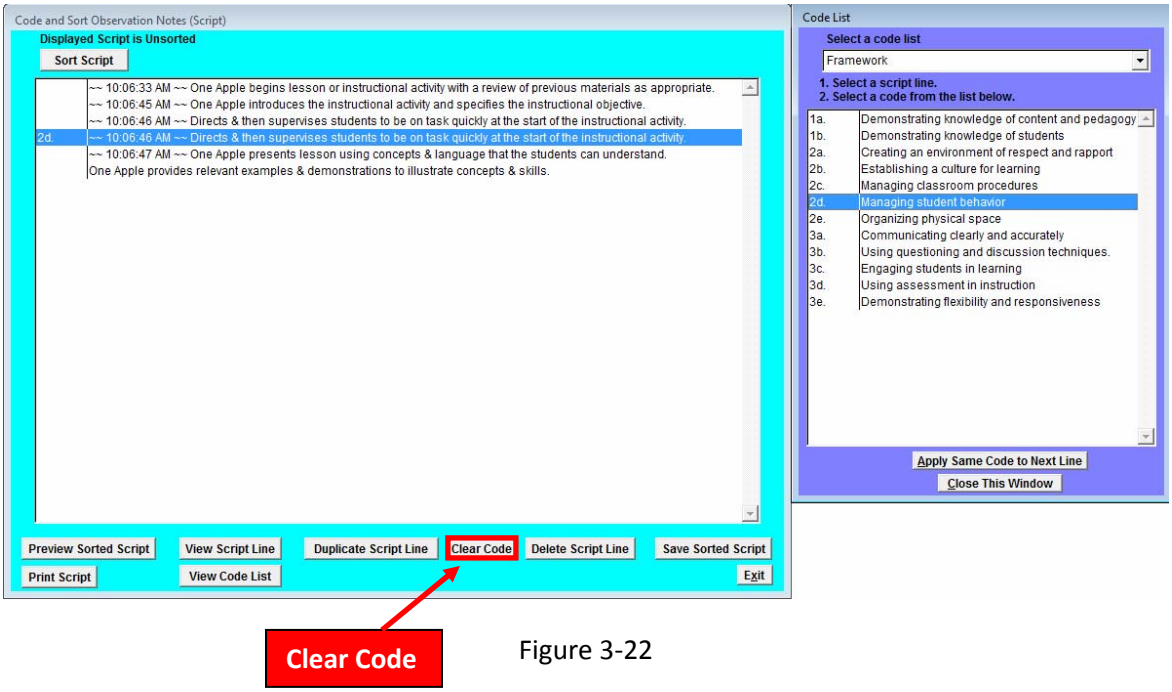


Figure 3-22

If you code a line and then decide to remove the code, highlight the coded line of script and left click once on the *Clear Code* button at the bottom of the screen. The code will no longer be displayed. SEE FIGURE 23 below.

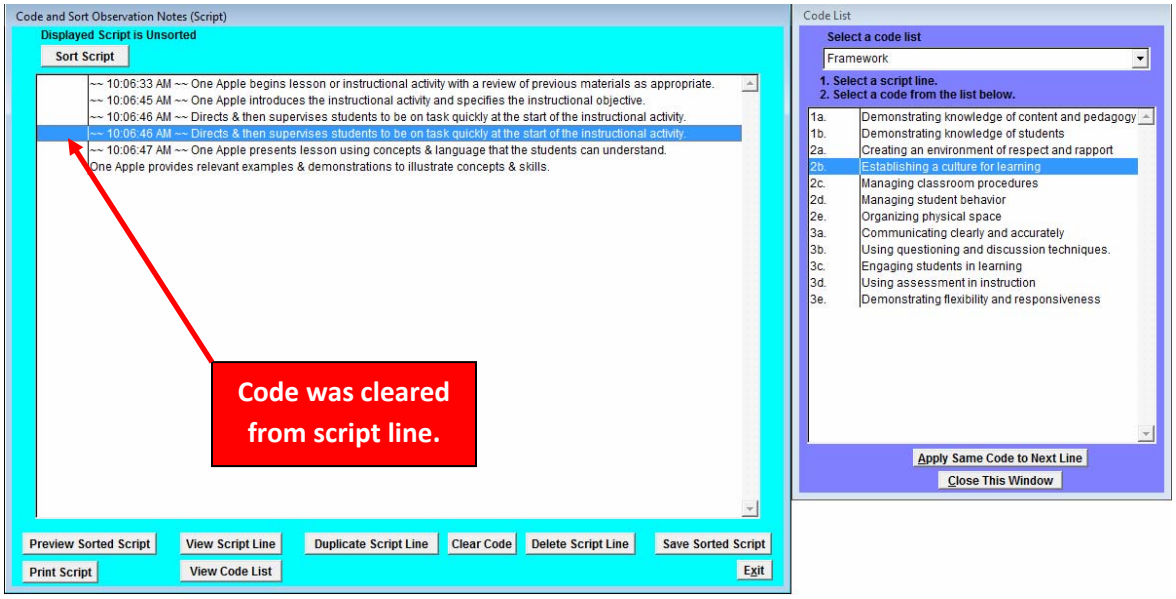


Figure 3-23

The code that was displayed in Figure 3-22 is no longer displayed.

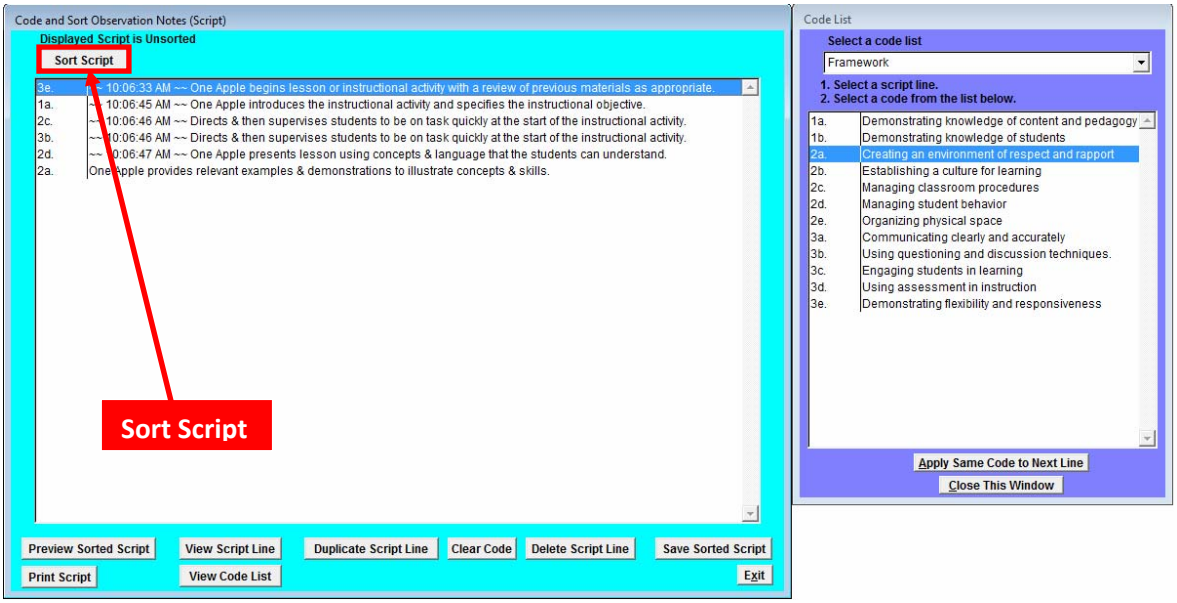


Figure 3-24

In this short sample script, all remaining script lines have been associated with a code. The code order of the script lines are as follows: *3e, 1a, 2c, 3b, 2d, 2a.* To organize the script by codes, click on the *Sort Script* button, which is located at the top left of the Code and Sort Observation Notes screen. This will sort the coded script lines in numerical and alphabetical order, based on the code label.

An example of the sorted script is shown in Figure 3-25.

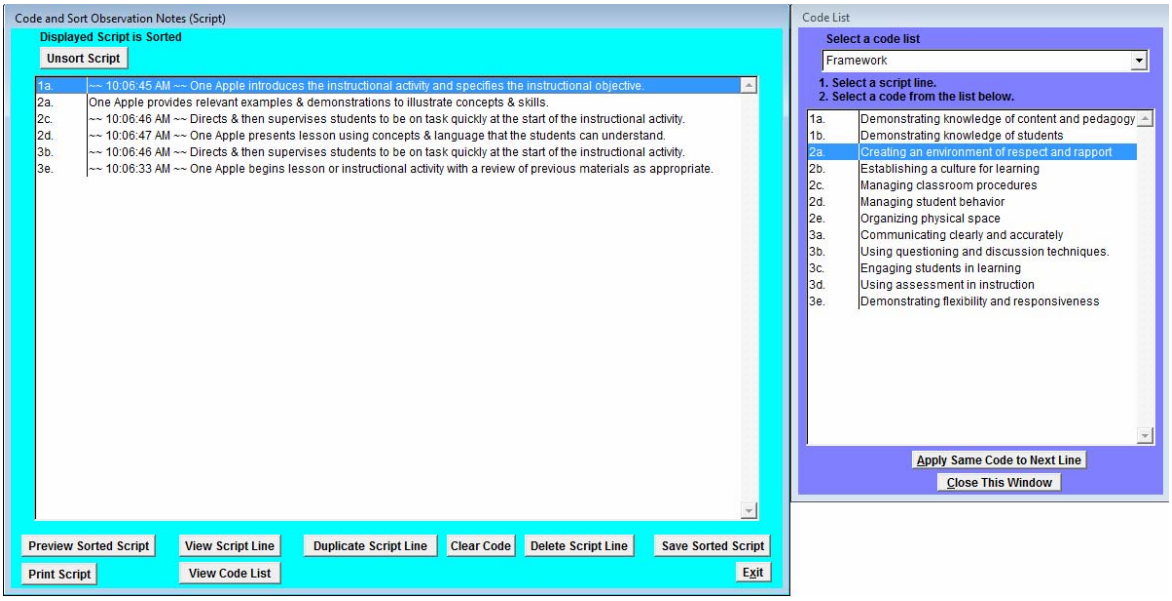


Figure 3-25

This is an example of script that has been coded and sorted. As you see, the script is now arranged according to the sequence of code labels: *1a, 2a, 2c, 2d, 3b, 3e.*

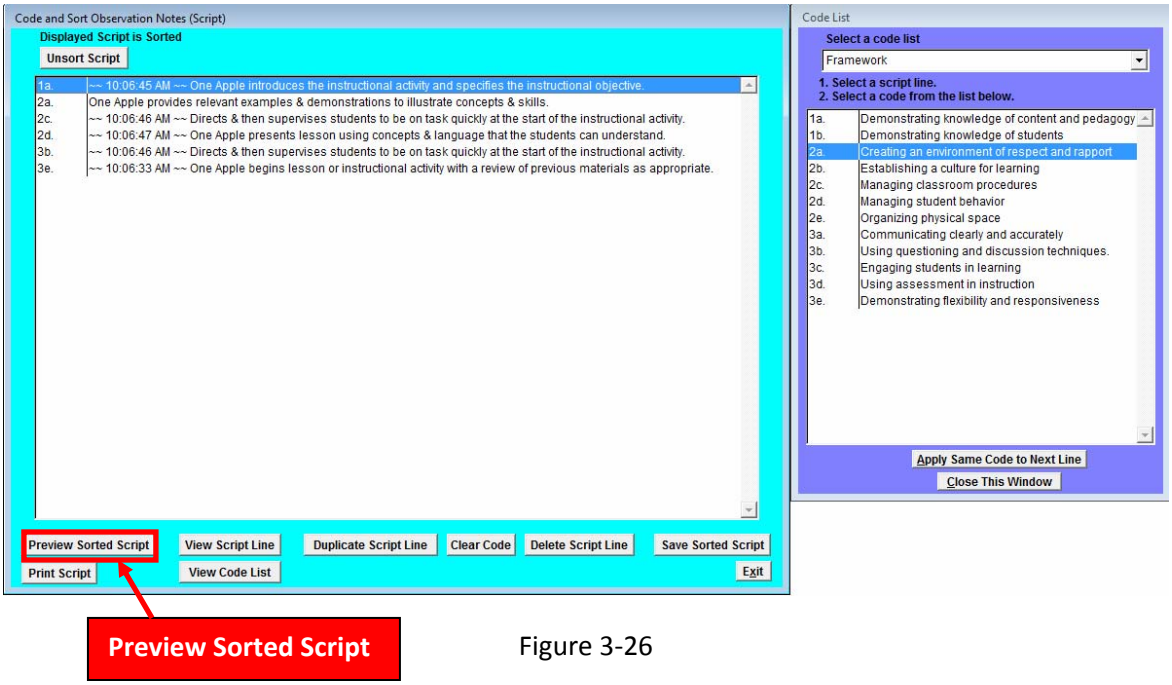


Figure 3-26

The *Preview Sorted Script* allows you to see the sorted script in a report format. The report opens in a separate window. Figure 3-26 shows an example of the *Preview Sorted Script* report.

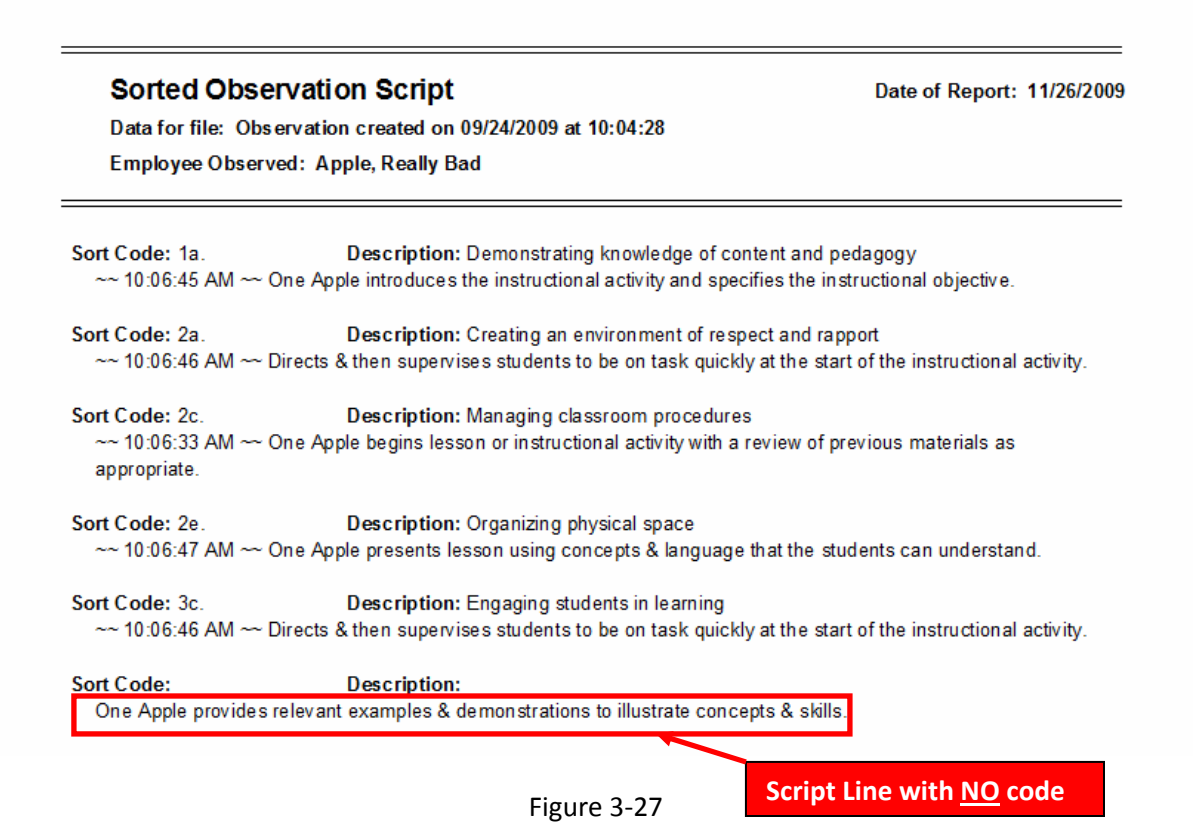


Figure 3-27

This is an example of the Report Form generated by clicking on the *Preview Sorted Script* button. The code labels and descriptors serve as headings for the report and the script lines with which they are associated are listed under the headings. Please note – any script lines which do not have a code assignment and which were not deleted will appear at the bottom of the report.

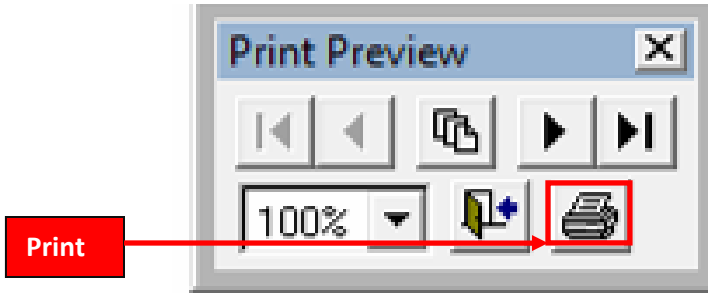


Figure 3-28

The *Print* menu icon allows the user to print the selected page or all pages of the document.

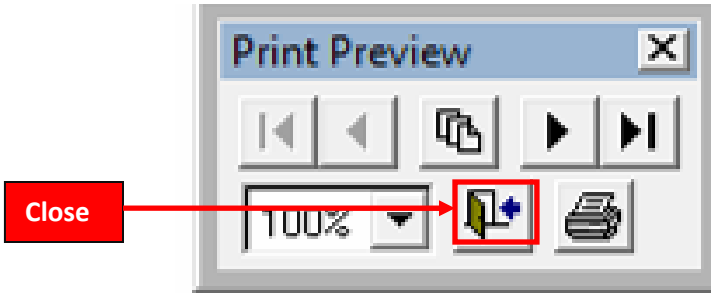


Figure 3-29

The *Close* menu item allows the user to exit the Print Preview and return to the Collect Observation Form. **WHEN EXITING THE PRINT PREVIEW, PLEASE USE THE CLOSE MENU ICON ON THE PRINT PREVIEW TOOLBAR.**

For a complete tutorial on the Print Preview Toolbar, please go to section 1 and SEE FIGURES 1-49 thru 1-56.

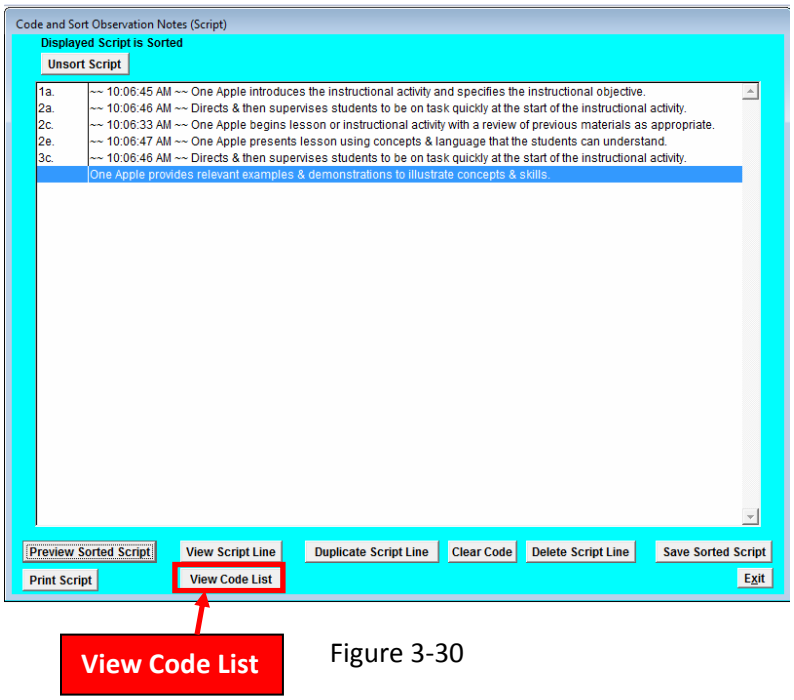


Figure 3-30

After closing the sorted script report and returning to the Code and Sort Observation Notes screen, you will notice the Code List screen is missing. Do not be alarmed. To restore the Code List screen, left click once on the *View Code List* button at the bottom of the Code and Sort Observation Notes screen.

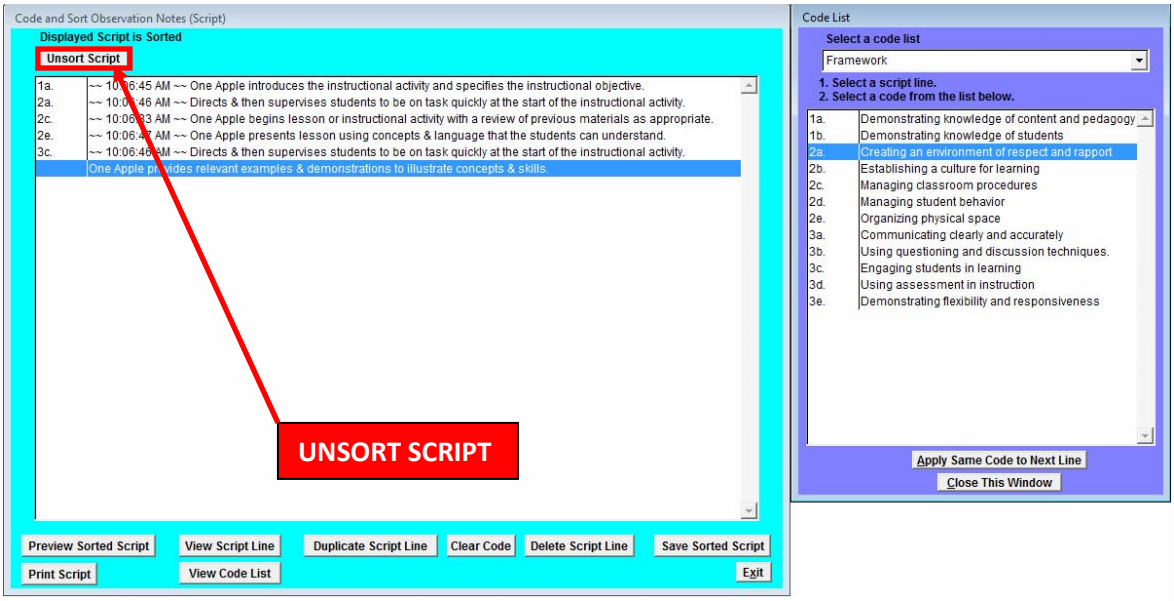


Figure 3-31

Once you have reviewed the report form and retrieved the Code List form, you may see some changes that are necessary. Before making any changes, left click once on the ***Unsort Script*** button at the top of the screen.

*****PLEASE NOTE – IF CHANGES ARE NECESSARY, YOU MUST UNSORT THE SCRIPT BEFORE ANY CHANGES CAN BE MADE. *****

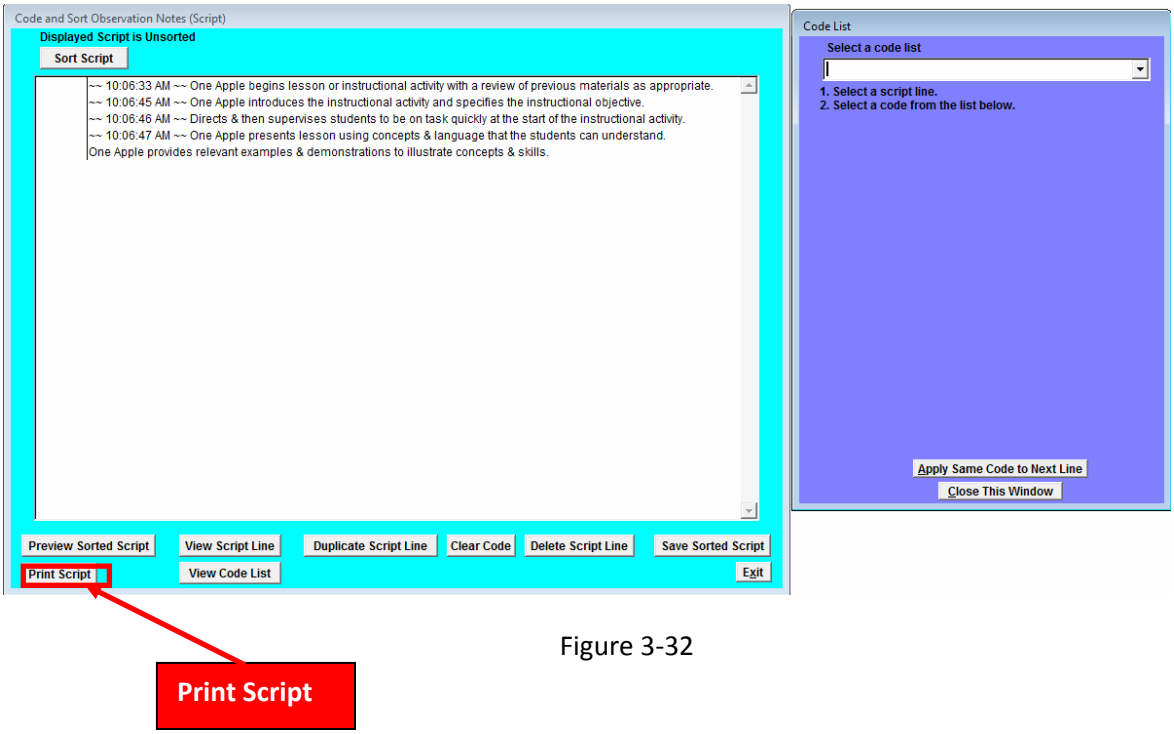


Figure 3-32

To print the script from the Code and Sort Observation Notes screen, left click once on the *Print Script* button. This function will send the script (either sorted or unsorted) to the selected printer.

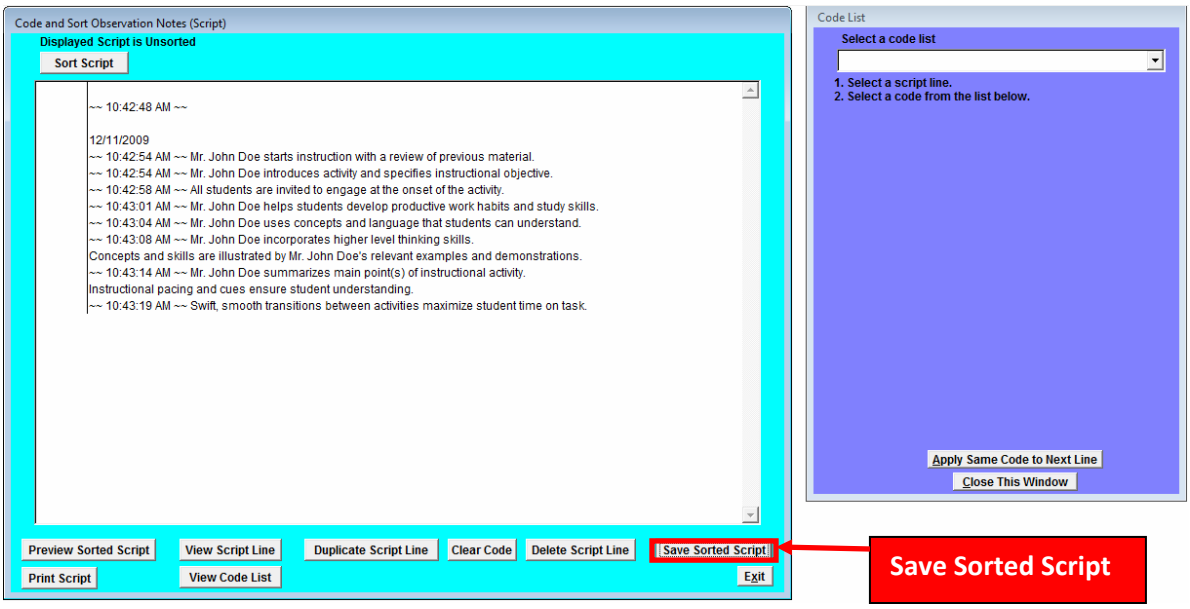


Figure 3-33

The last step in the Code and Sort Observation Notes process is to *Save Sorted Script*. To save the sorted script, left click once on the *Save Sorted Script* button.

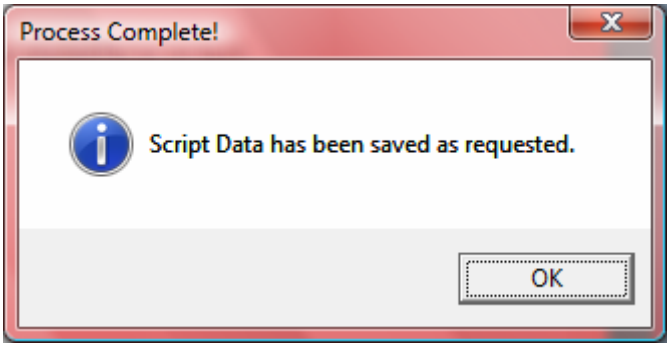


Figure 3-34

Once the user has saved the sorted script, this information box alerts the user of the save process completed.

******CAUTION: ONCE YOU HAVE SAVED THE CODED AND SORTED SCRIPT, YOU CANNOT MAKE ANY CHANGES TO IT. IF YOU WANT TO MAKE CHANGES, YOU MUST RETURN TO THE UNSORTED SCRIPT AND BEGIN THE PROCESS FROM STEP 1.******

Common Edit Buttons

To customize your software click once on *System Maintenance* button in the *Main Menu*.

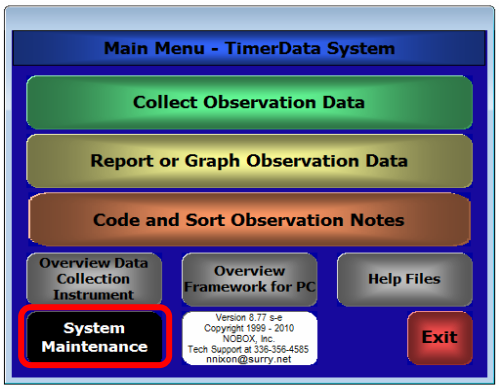


Figure 4-1

By left clicking once on the *System Maintenance* button in the Main Menu you reach the System Maintenance Menu (SEE FIGURE 4-2 below)

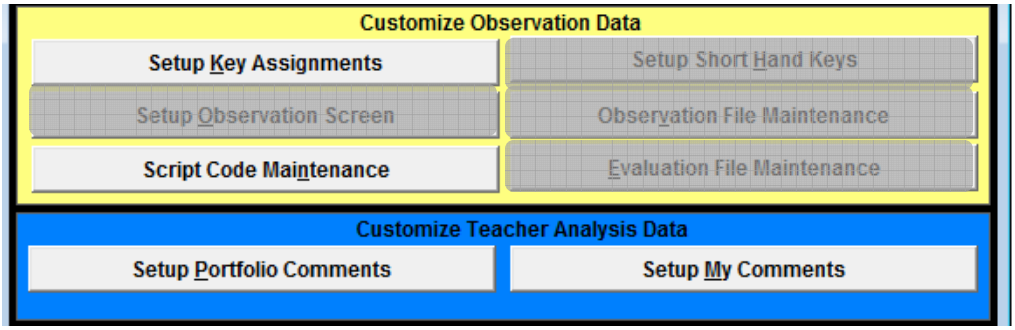


Figure 4-2

Figure 4-2 shows a partial view of the System Maintenance Menu displaying the following modules:

Yellow field - *Setup Key Assignments*, *Script Code Maintenance*, (Timerdata *and* Framework for PC software)

Blue field - *Set-up Portfolio Comments*, *Set up My Comments* (Framework for PC software *only*) .

Left clicking once on any of those modules buttons will display the set of common edit buttons which are explained below. When customizing your software, you will encounter a standardized arrangement of Edit Buttons. The common edit buttons allow you to easily navigate through the records in the software. These Edit buttons control the following modules in System Maintenance:

Figure 4-3

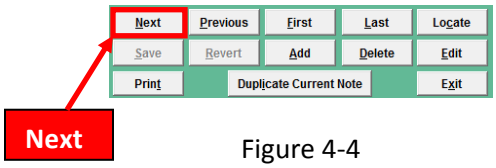


Figure 4-4

. By left clicking on the *Next* command button, the software will advance to the next record.

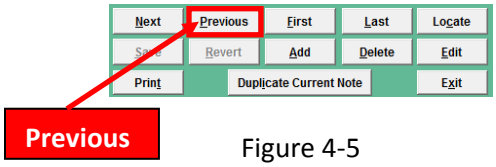


Figure 4-5

The *Previous* command button returns to the previous record. If the software is on the first record, there will be no previous record for review.

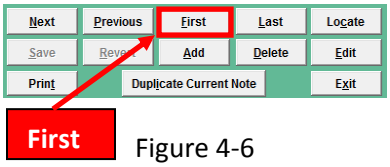


Figure 4-6

The *First* command button navigates to the first record.

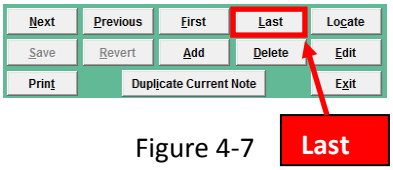


Figure 4-7

The *Last* command button navigates to the last record.

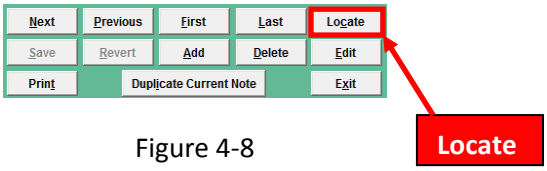


Figure 4-8

The *Locate* command button allows you to locate a specific record in the list. A locate window will appear and a list of records will appear. You can navigate through the list of records to locate the desired record.

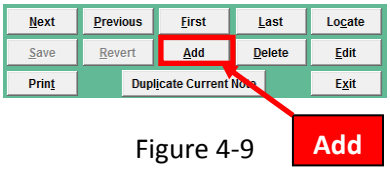


Figure 4-9

The *Add* command button allows you to add a new record to the list. And also activates the *Save* *Revert* and *Duplicate Current Note* command buttons.

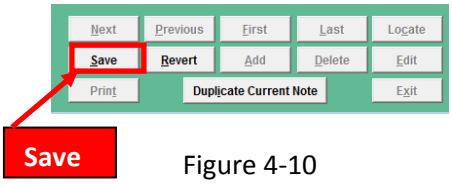


Figure 4-10

Clicking on the *Save* command button saves the new record to the list.

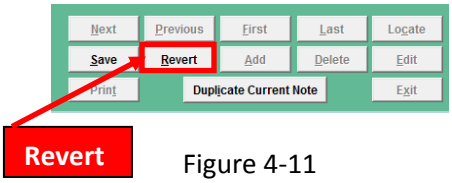


Figure 4-11

Clicking on the *Revert* command button takes you back one step in the program and undoes any action taken.

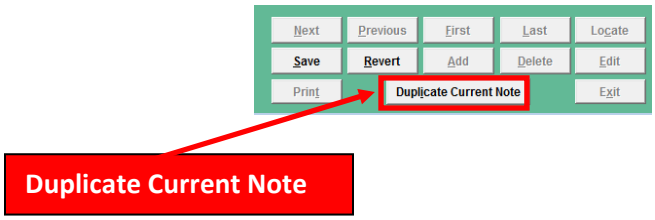


Figure 4-12

Clicking on the *Duplicate Current Note* command makes a copy of the current item displayed which can be edited without changing the original entry.

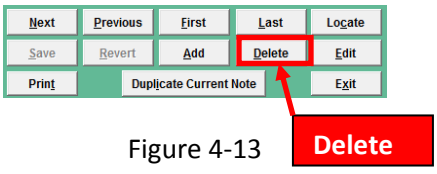


Figure 4-13

The *Delete* command button allows you to delete an existing record from the list.

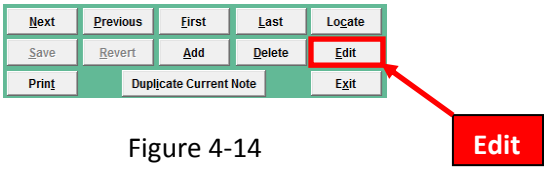


Figure 4-14

After selecting a record, the *Edit* command button allows you to edit an existing record.

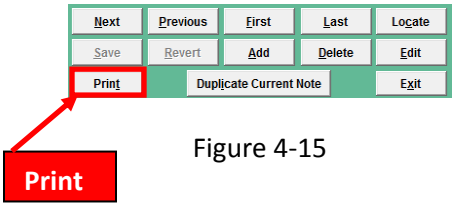


Figure 4-15

The *Print* command button allows you to print the selected record. Left clicking on the *Print* button will provide you the option to either preview the record or print the document.

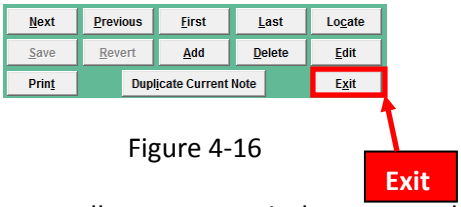


Figure 4-16

The *Exit* command button allows you to exit the command button menu.

Setup Key Assignments

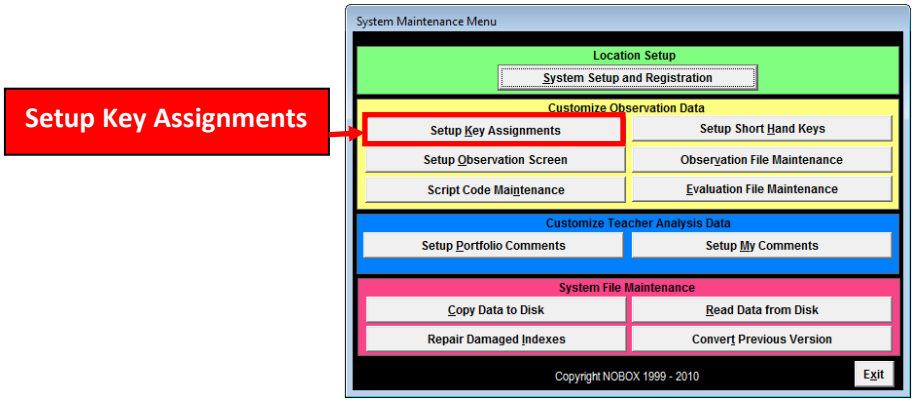


Figure 5-1

To view, edit or create text or functionality for the F1 through F12 timer keys, left click once on the *Setup Key Assignments* button on the System Maintenance menu.

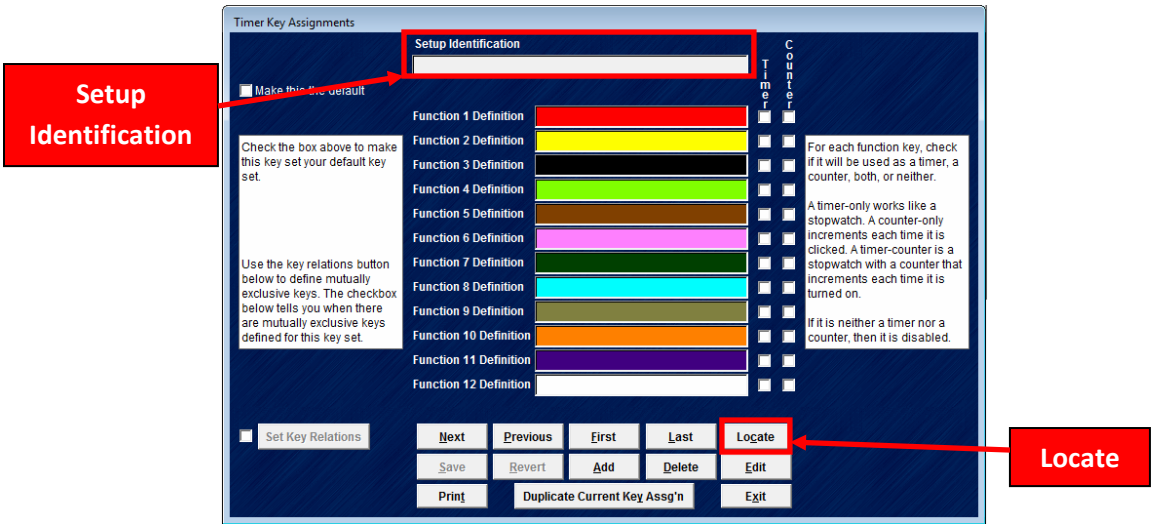


Figure 5-2

You are now viewing the *Timer Key Assignment* screen. To view the list of existing key assignments, click on the *Locate* command button

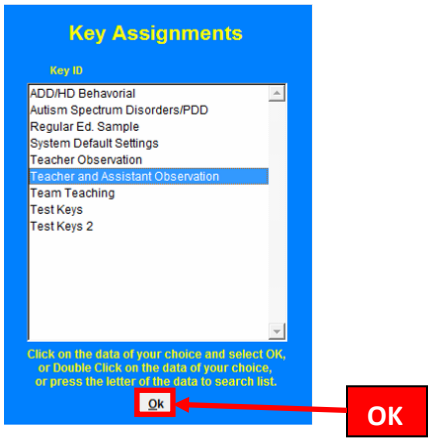


Figure 5-3

A list of existing Key Assignments will appear for you to choose from. To select an existing Key Assignment, left click it with your mouse to highlight. Once you have made a selection, left click on the *OK* button at the bottom of the screen.

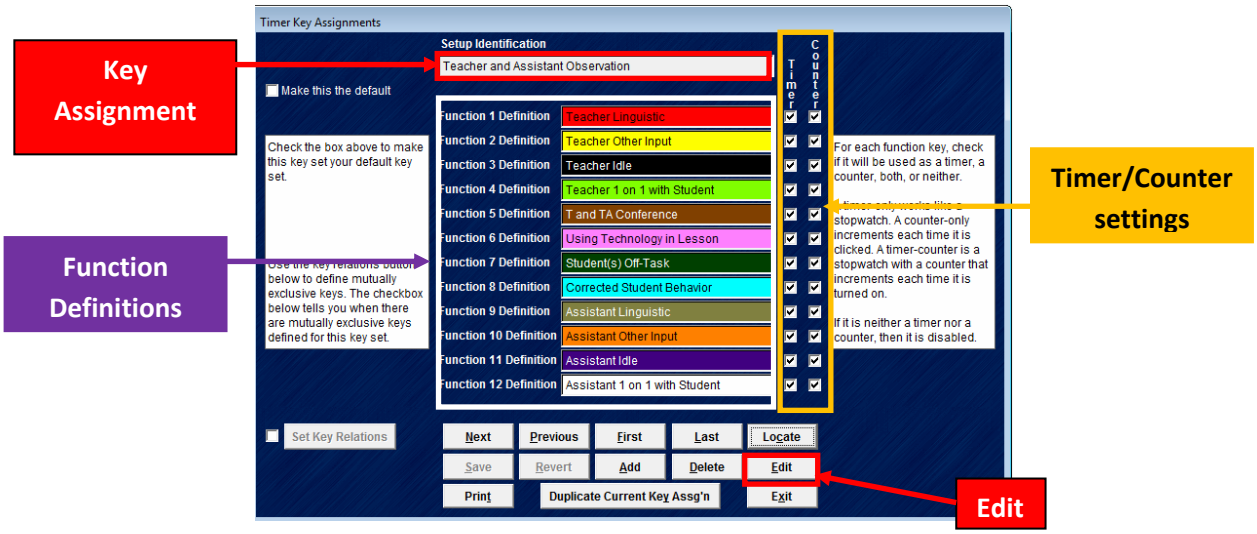


Figure 5-4

You are returned to the Timer Key Assignments screen. The Key Assignment selected is displayed in the Setup Identification field and the values for each of the 12 timer keys are displayed vertically in the Function Definitions fields.

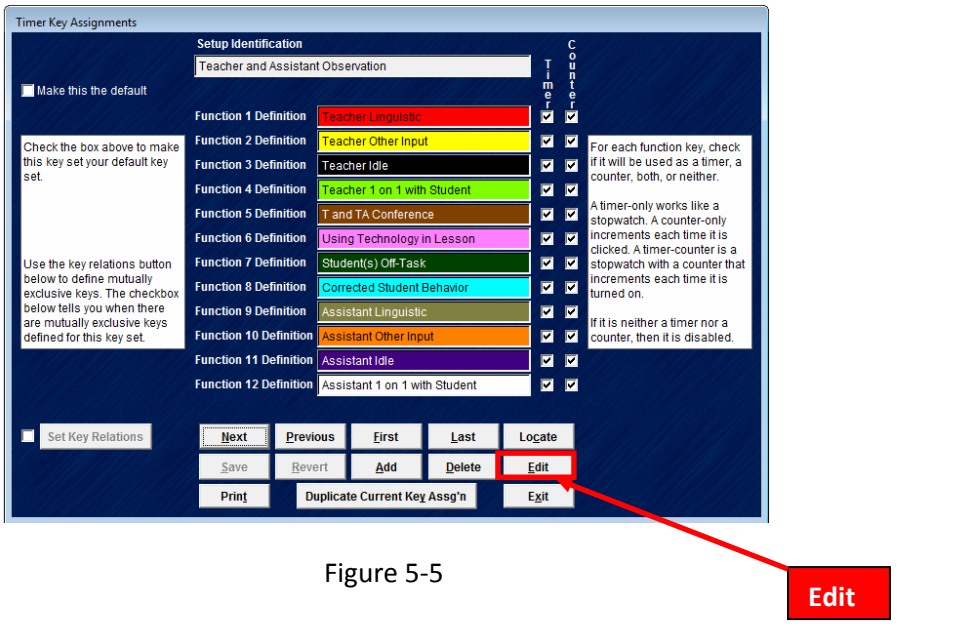


Figure 5-5

To make any changes to a key assignment, click on the ***Edit*** control button. To type over text, left click into any field and drag to highlight the text or triple left click. Once all of the text in the field is highlighted enter the new information from the keyboard and it will replace the old text.

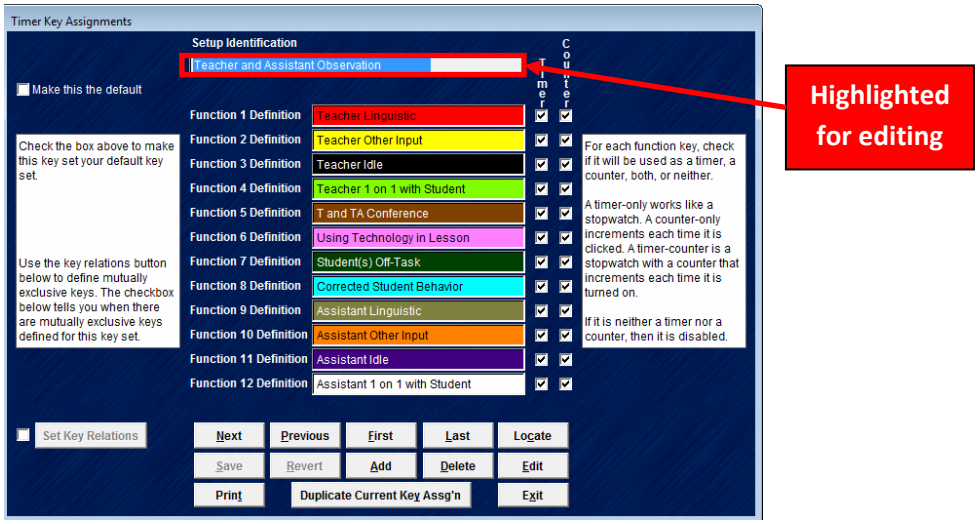


Figure 5-6

In this example, the Setup Identification field is highlighted and can now be edited.

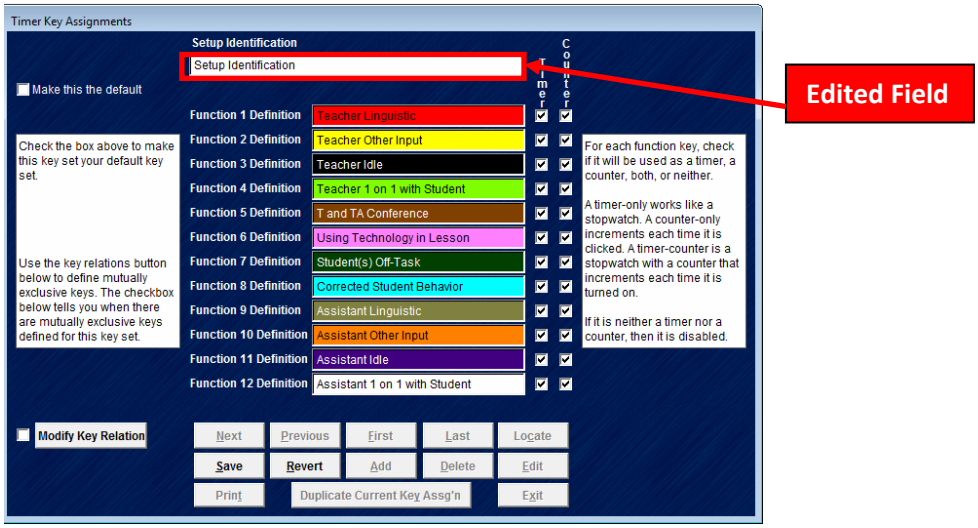


Figure 5-7

This figure shows the Setup Identification field was edited.

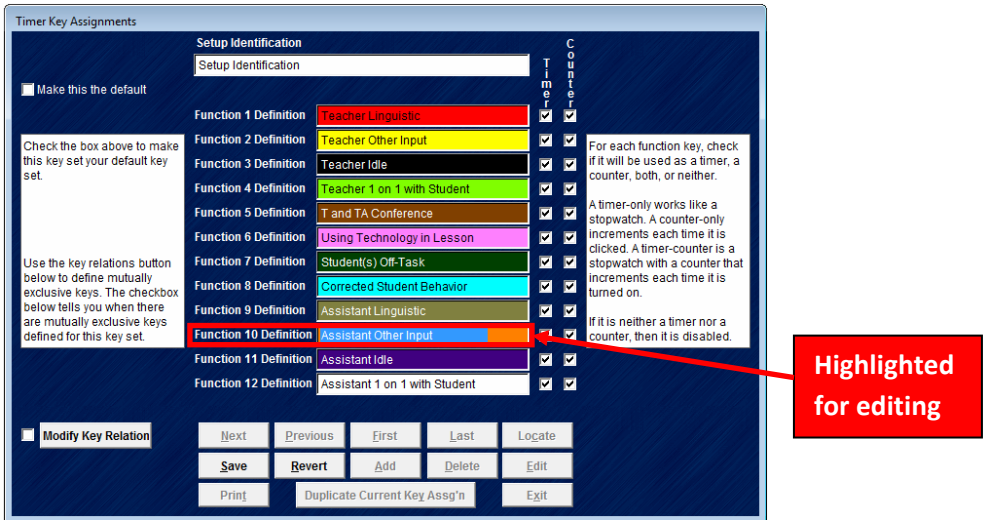


Figure 5-8

This figure shows the Function 10 Description highlighted for editing purposes.

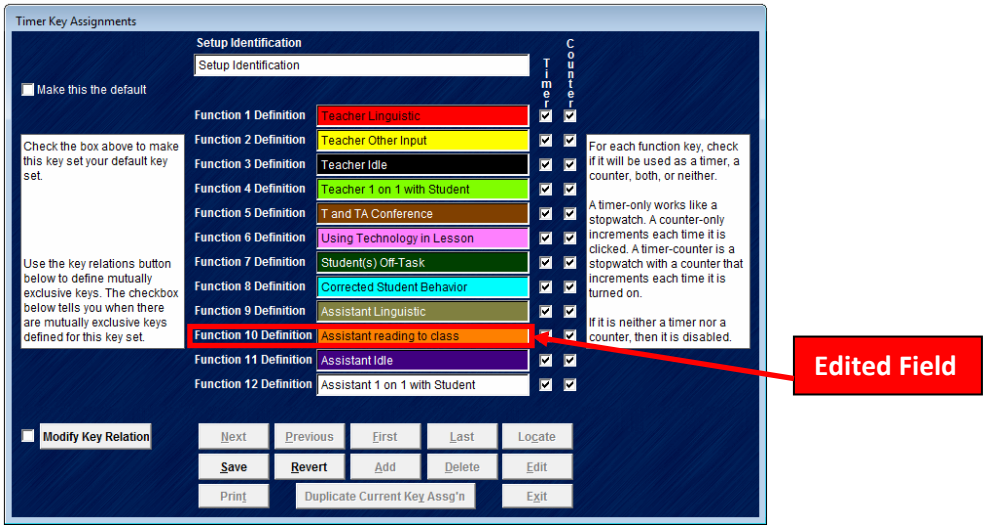


Figure 5-9

This figure show the Function 10 Description edited.

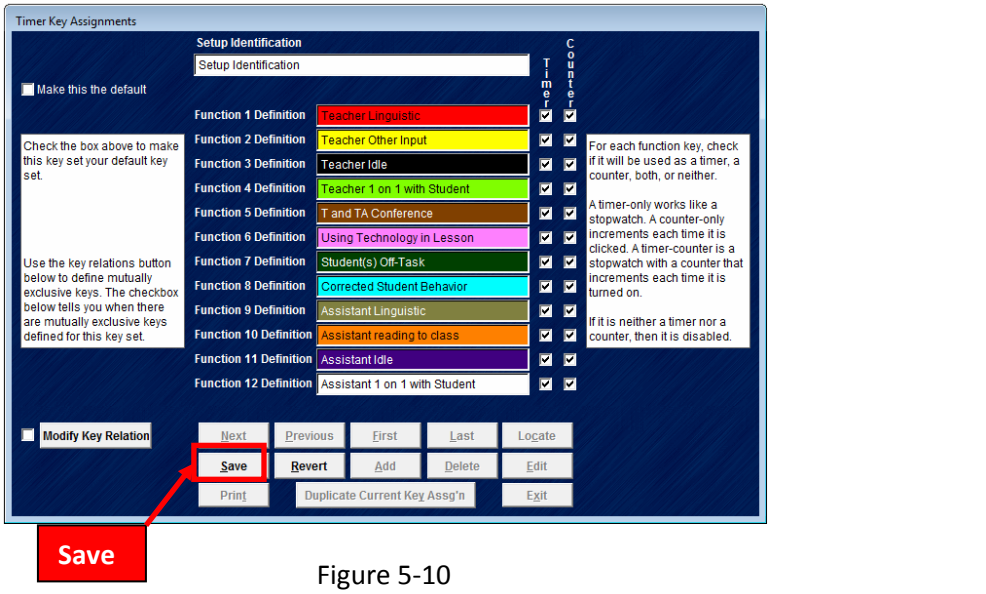


Figure 5-10

To save the changes made in the Setup Identification and the Function Key Definitions click once on the *Save* button

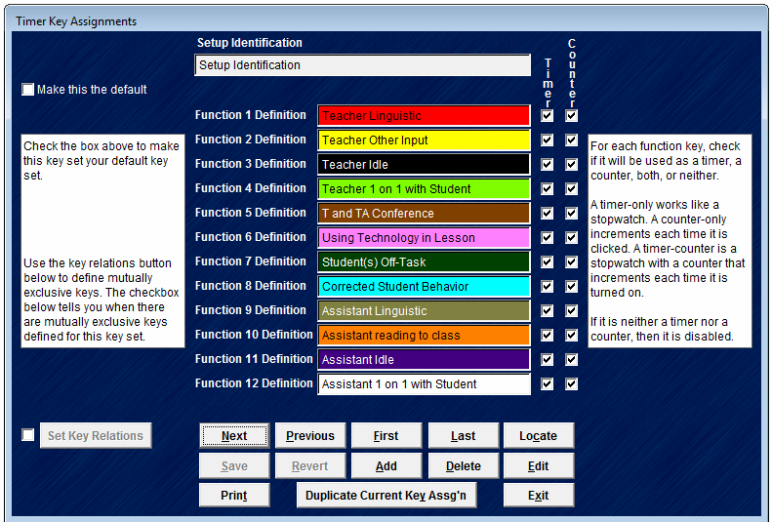


Figure 5-11

Once you have clicked the *Save* button, you are returned to the Timer Key Assignments screen.

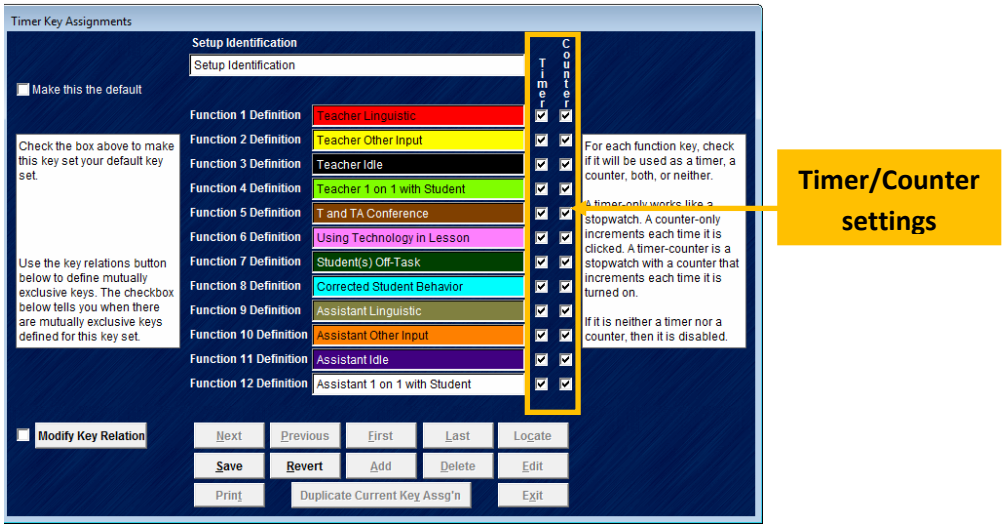


Figure 5-12

Each Function Key F1 – F12) is given an assignment of Timer only, Counter only, Timer and Counter, or neither Timer nor Counter. These settings can be edited by left clicking in the check boxes to the right of the Function Definitions. When you are satisfied with your changes click on the *Save* control button (SEE FIGURE 5-10 above)

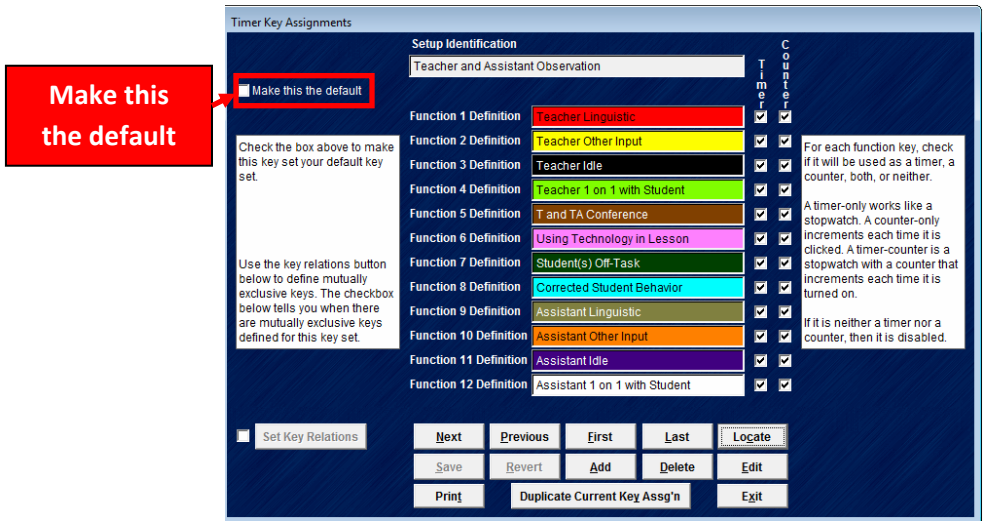


Figure 5-13

If the Key Assignment currently displayed is the one you would like to use most frequently during your observations, you can make the selected setup identification the default setting. To make this Key assignment your default setting, left click in the *Make this the Default* check box at the upper left of the screen.

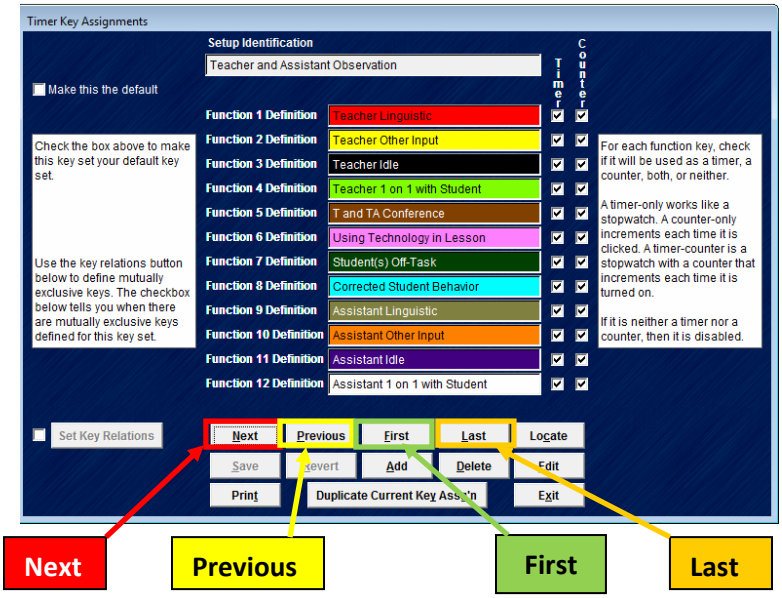


Figure 5-14

You may use any of the buttons at the bottom center of the form to navigate through the list of Timer Key assignments. The *Next* button allows you to go to the next Timer Key assignment on the list and populates all fields with the information associated with that Timer Key assignment The *Previous* button allows you to back up to the previous Timer Key assignment. The *First* button allows you to skip from the current Timer Key assignment to the first in the list. The *Last* button allows you to skip from the current Timer Key assignment to the last in the list.

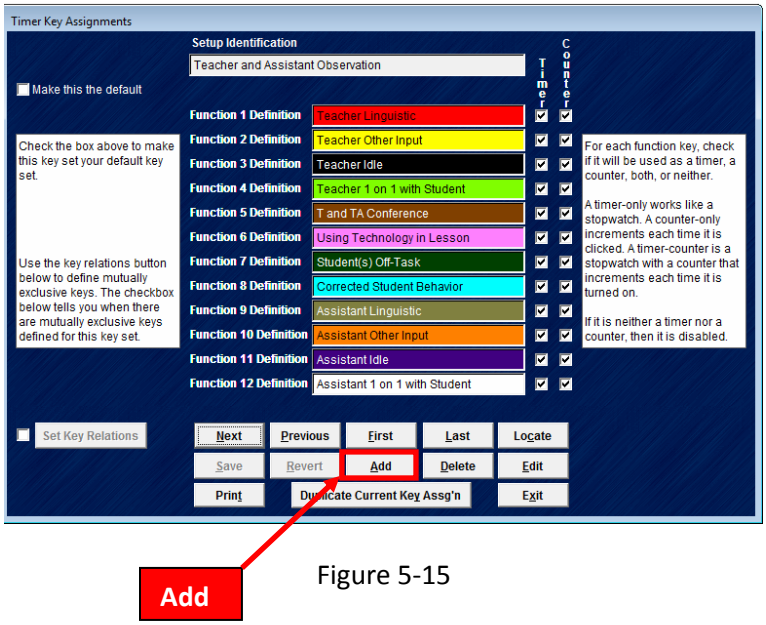


Figure 5-15

The *Add* button allows you to add a new Timer Key assignment. Once you left click on the Add button, a new blank form will appear for you to add the information associated with the new Timer Key assignment (see Figure 5-12).

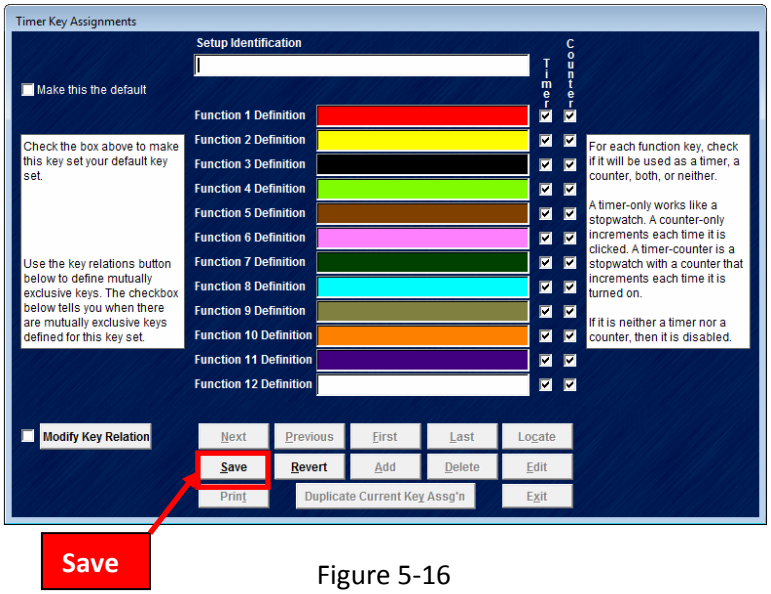


Figure 5-16

This is a blank form, which will appear, when you left click on the Add button. You can now add a Setup Identification and Key Assignments to each function key, F1 – F12. As well as check or uncheck the Timer and Counter boxes. Once the changes are complete, click *Save* to save the Timer Key Assignment.

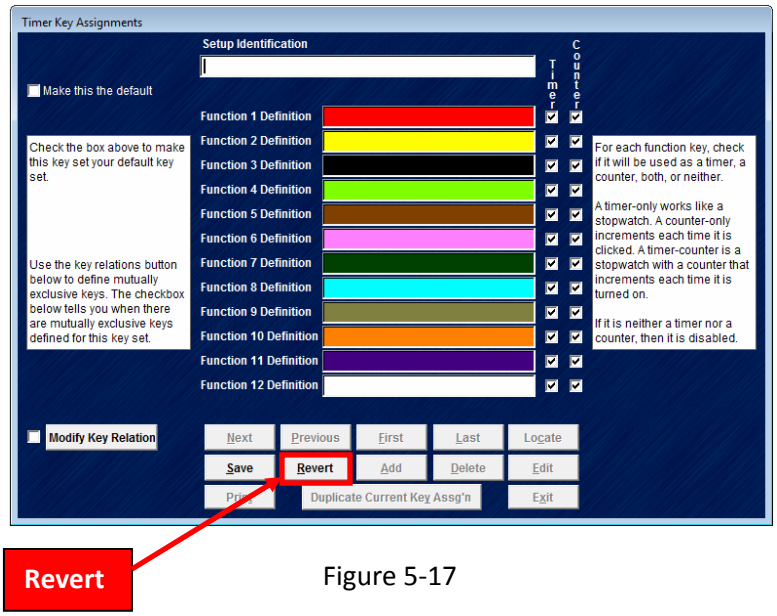


Figure 5-17

If you are in add or edit mode and want to undo an action, left click once on the ***Revert*** button prior to finalizing a change with a press of the ENTER key. The ***Revert*** button allows you to "go back" one step in programming without the changes taking place.

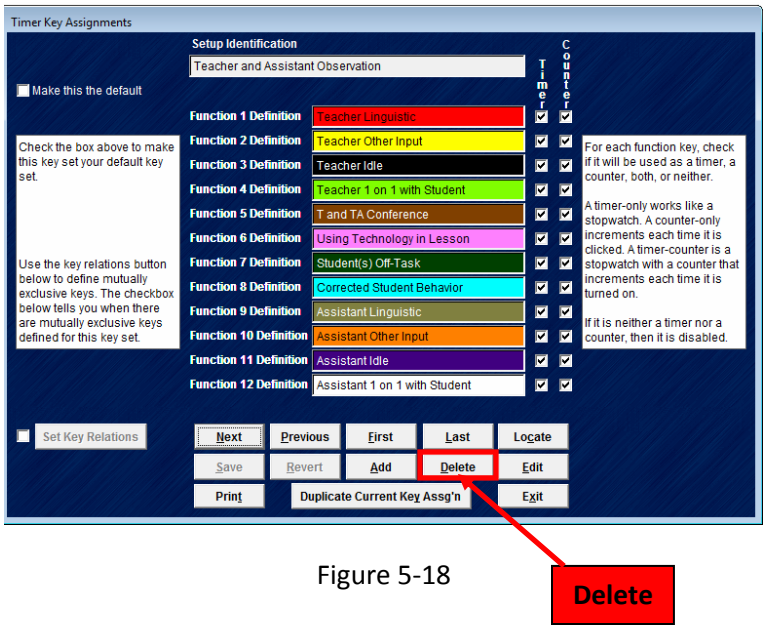


Figure 5-18

To delete a key assignment, left click once on the ***Delete*** button. Once the Delete button is selected, you will be prompted to confirm the deletion of this record (see Figure 5-19).

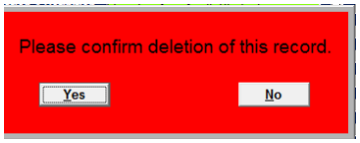


Figure 5-19

The system will ask for confirmation of the deletion. If you want to confirm and continue with the deletion, click the *Yes* button. Once you make the selection, the software returns you to the Setup Key Assignments maintenance screen.

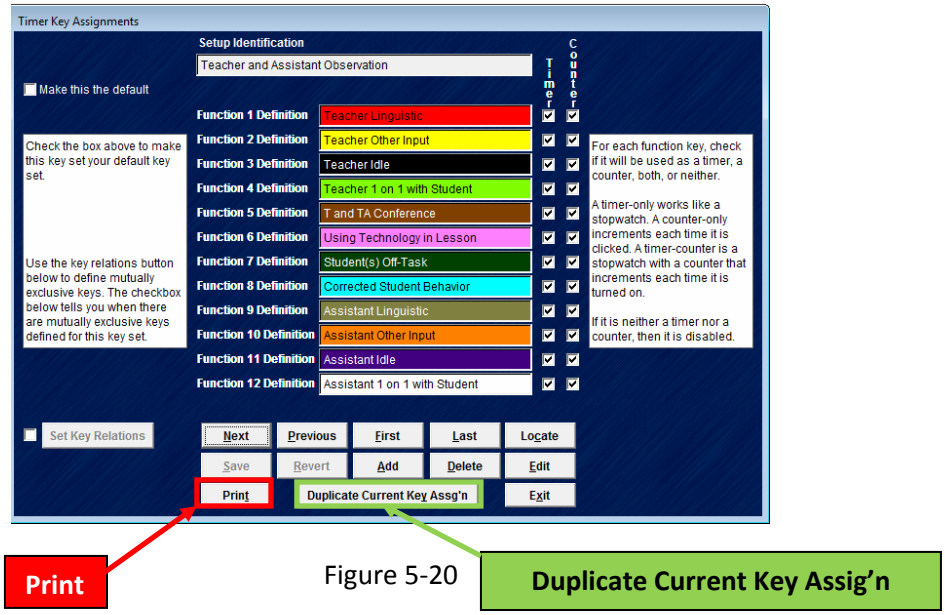


Figure 5-20

The *Print* button allows you to print the screen form with the Setup Identification information to the local printer. The *Duplicate Current Key Assig'n* button allows you to "copy" the Key Assignments that appear on screen and "paste" them into a new Setup Identification, which can be edited and renamed. (see Figure 5-21).

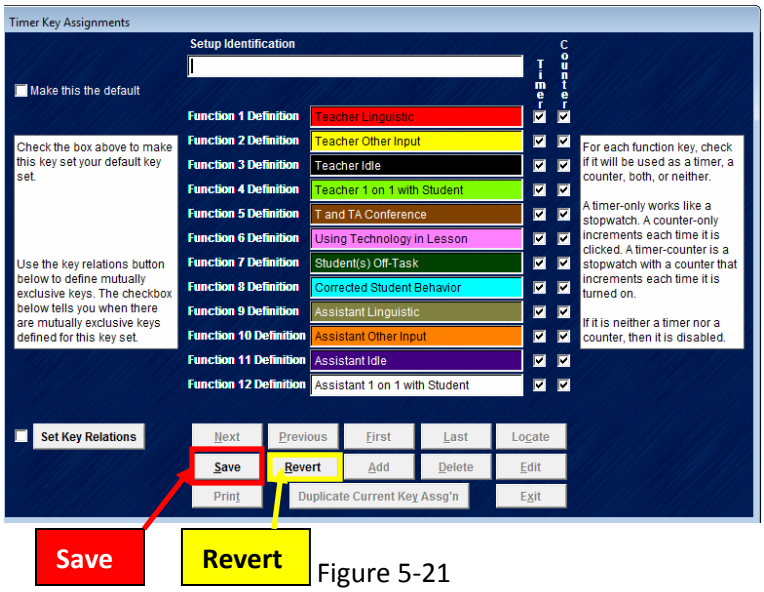


Figure 5-21

When clicking *Duplicate Current Key Assig'n* the software takes the Key Definitions and "copies" them to the "new" form to be edited. The Setup Identification field is blank and can be renamed to reflect the function of the new Timer Key Assignment

The selection of *Duplicate Current Key Assig'n* activates the *Save* and *Revert* buttons at the bottom left of the form. The Save button allows the user to save the changes that were made in the Setup Identification. The Revert button allows the user to "go back" to the original setting without the changes taking place.

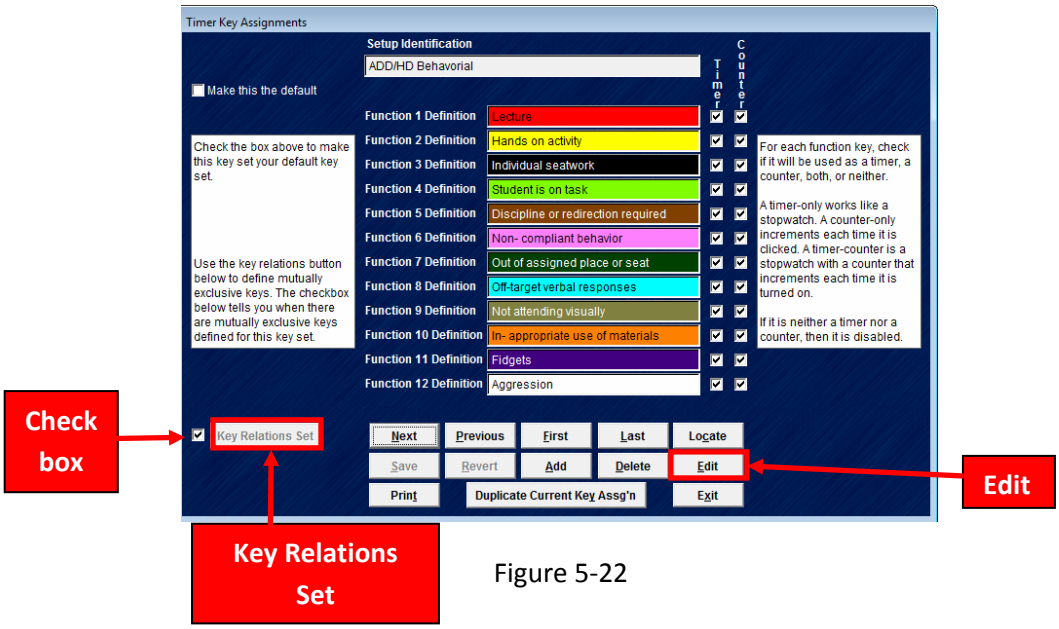


Figure 5-22

The Timer Keys (F1-F12) can be programmed to turn off automatically in response to each other. This feature is called Mutual Exclusivity. The *Key Relations Set* button is used to control the programming of mutually exclusive Timer Keys. A filled in check box indicates that there are mutually exclusive keys defined in this Timer Key Assignment. The view or program mutually exclusive keys, click on the *Edit* button, which will activate the *Key Relations Set* button.

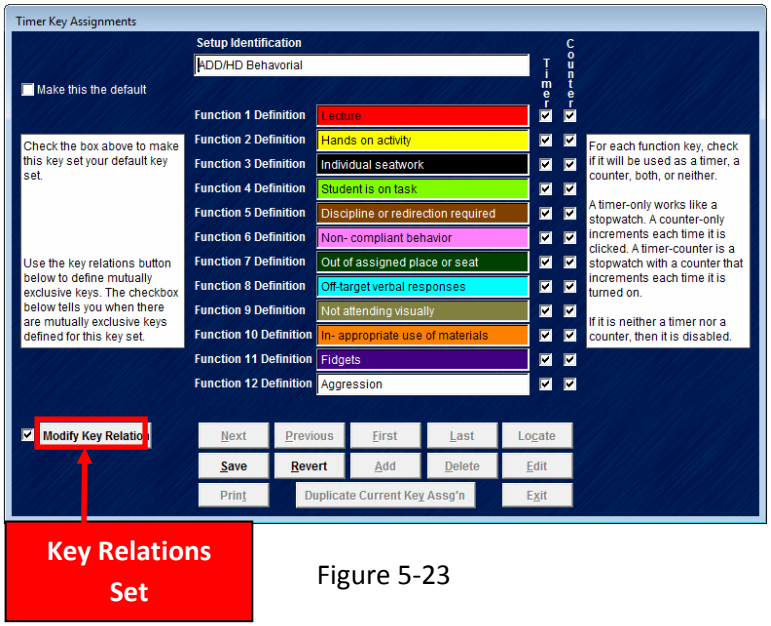


Figure 5-23

Left click on the *Modify Key Relations* button to edit (or create) mutually exclusive keys.

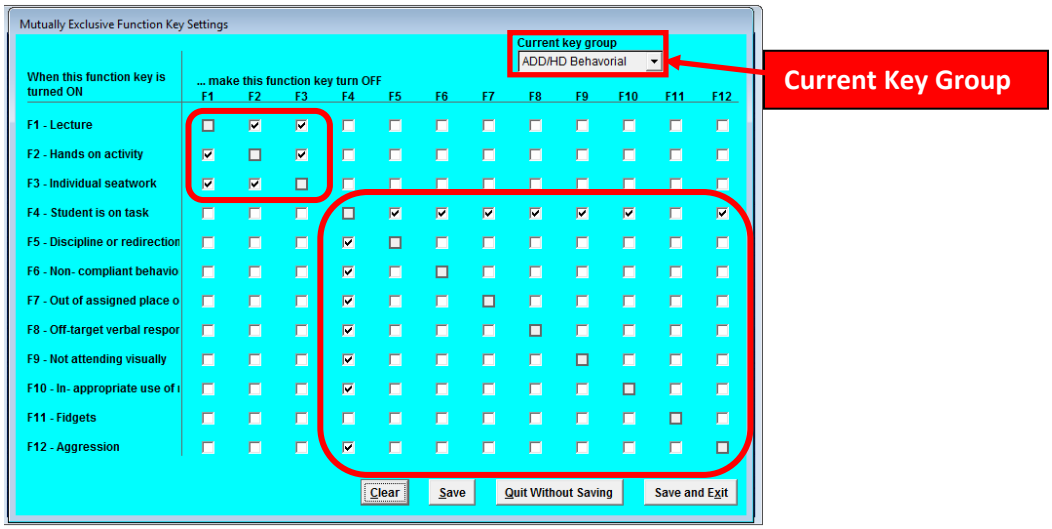


Figure 5-24

The Mutually Exclusive Function Key Settings matrix displays the function keys (F1 – F12) and their description. The description for the function keys is based on the *Current key group* (Timer Key Assignment)

Look at the upper left hand section of the matrix. Timer Keys F1, F2 and F3 are said to be mutually exclusive. When F1 is turned ON, F2 and F3 will switch OFF. F1 and F3 will be forced to turn OFF when F2 is turned on. Turning F3 ON will cause F1 and F2 to turn OFF

Now look at the lower right hand portion of the matrix. Turning F4 ON will force F5, F6, F7, F8, F9, F10 and F 12 to turn OFF. Conversely, Turning F5, F6, F7, F8, F9, F10 or F 12 ON will force F4 to turn OFF. Note that F11 is not affected by the mutual exclusivity feature.

The settings for the mutually exclusive function key setting can be edited by left clicking the mouse on the desired OFF setting.

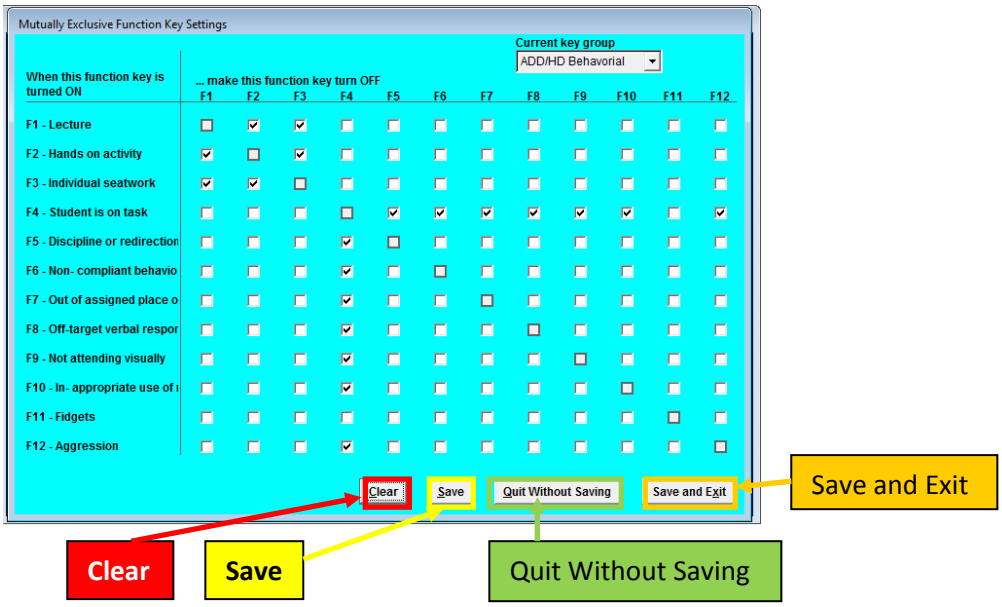


Figure 5-25

After creating or making the desired changes to the mutually exclusive function key OFF settings, save the changes by clicking the ***Save*** button. Please note – clicking the ***Save*** button will not exit the form. If to save the changes and exit the form, click the ***Save and Exit*** button. To quit without saving the changes, left click on the ***Quit Without Saving*** button and the software returns to the Setup Key Assignments form. To clear all existing settings, click the ***Clear*** button and all mutually exclusive function key OFF settings are cleared.

System Setup and Registration

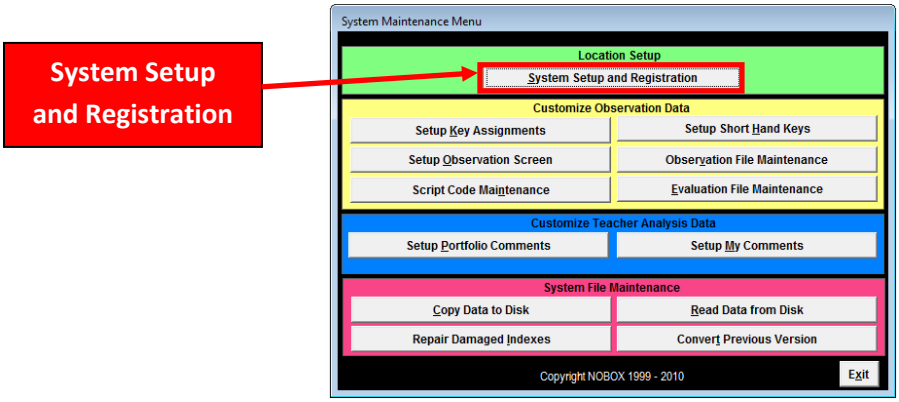


Figure 6-1

The *System Setup and Registration* button is used to convert trial software to full use software as well as to set some basic parameters for usage. After left clicking on the button, you are prompted to enter your personal information into the system. (see Figure 6-2).

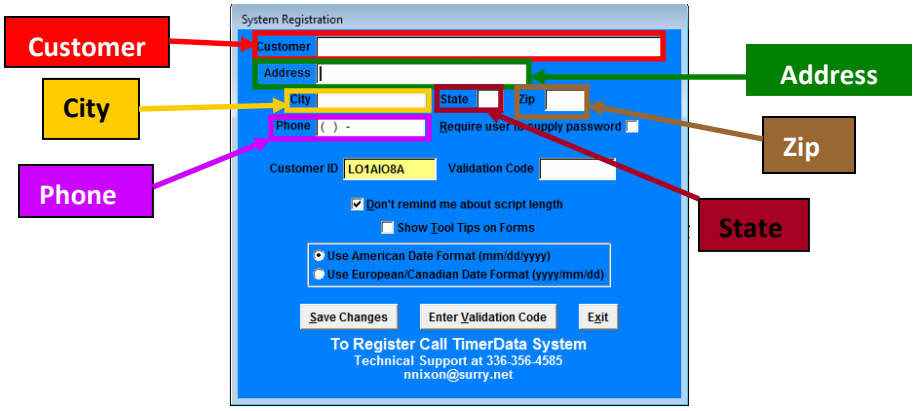


Figure 6-2

The system registration form asks for Customer Name, Address, City, State, Zip, and Phone. The other information on the System Registration form is discussed below in Figure 6-3.

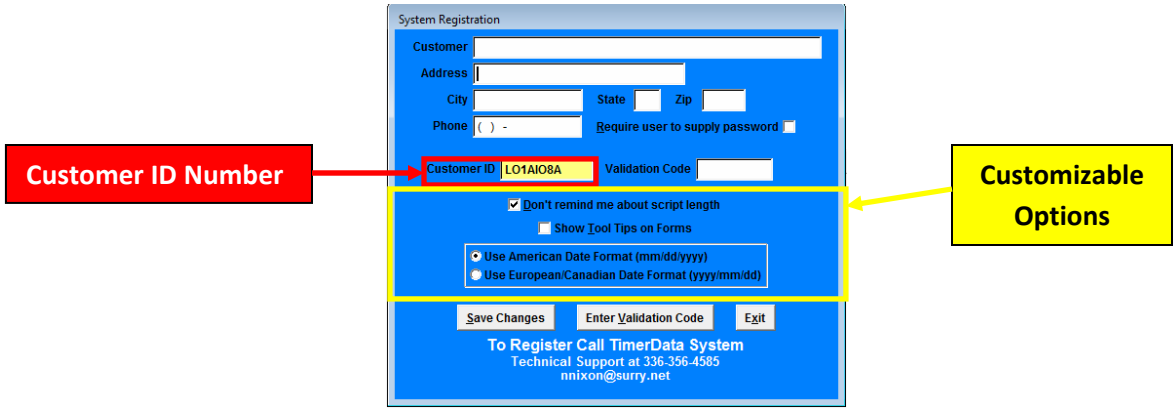


Figure 6-3

Along with the information discussed in Figure 6-2, the System Registration screen shows other important information about the software. A customer ID number is assigned to each machine that uses the software. A valid Customer ID is required to convert a trial version of the software into unlimited use software. If you use the software on several machines, you will have a different Customer ID for each machine. The Customer ID changes every time you open the software. This number cannot be changed by the user.

There are also some customization options on this screen you may choose *Show Tool Tips on Forms* and *Don't remind me about script length* options. If you select the *Show Tool Tips on Forms*, the software will display tips on how to use the software as you are working with the software. If the user selects *Don't remind me about script length*, the software will NOT remind you to limit length of script lines to 254 characters while working with the Collect Observation Data screen.

The System Registration form also allows you to customize the date format, as it appears on the software. The default setting is the American Date Format (mm/dd/yyyy) with the other option being the European/Canadian Date Format (yyyy/mm/dd). Select the Date Format by left clicking on the radio button to the left of the desired format.

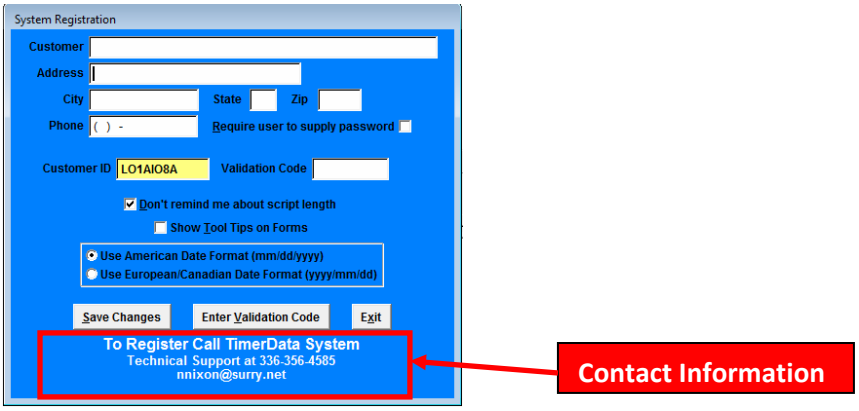


Figure 6-4

Unless your IT administrator has been given the key to unlock trial versions of the software, you will need to contact our organization to convert trial software to full use software. NOTE- If you have purchased an individual or building license, each machine that uses the software will need a code to convert the software. School systems that have purchased System licenses should not see the trial screen on their software and therefore will not have to contact us for codes. The contact information for receiving the unlock code is listed at the bottom of the screen. When you purchased your software you may have been given other contact numbers to call as well.

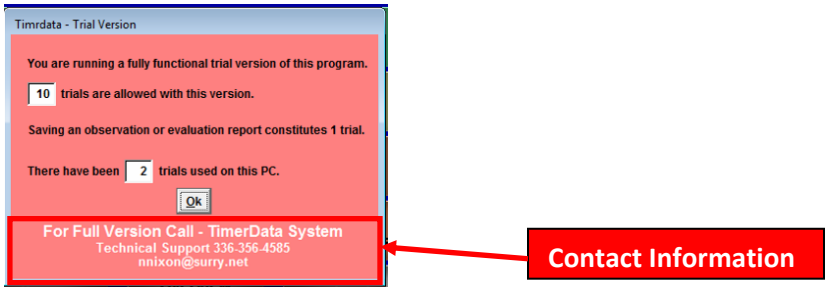


Figure 6-5

As you recall, the trial version allows the user **10** trials. To gain access to the full version of the software with unlimited observation or evaluation reports, please use the contact information above to contact TimerData technical support.

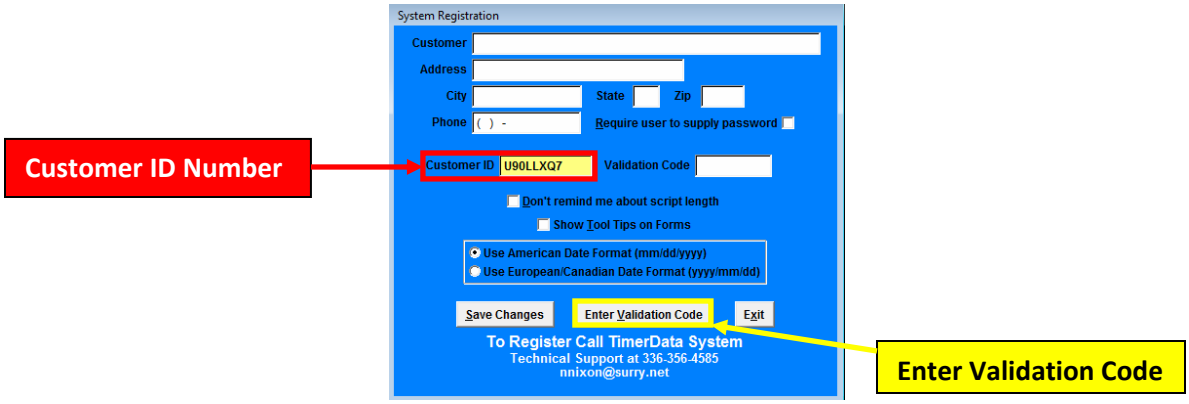


Figure 6-6

Please have the software running when you make the call. Technical Support will ask you for the 8 character customer ID. When you relay that information to Technical Support, you will be given a *Validation Code* and directions for entering the validation code. If the Validation Code field is not visible, left click once on the *Enter Validation Code* button at the bottom center of the form.

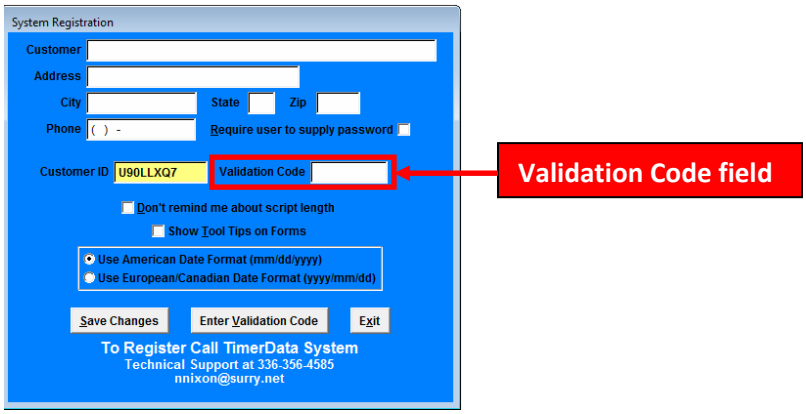


Figure 6-7

Once you have received your validation code from Technical Support type it into the *Enter Validation Code* field and then click on *Save Changes.*

.

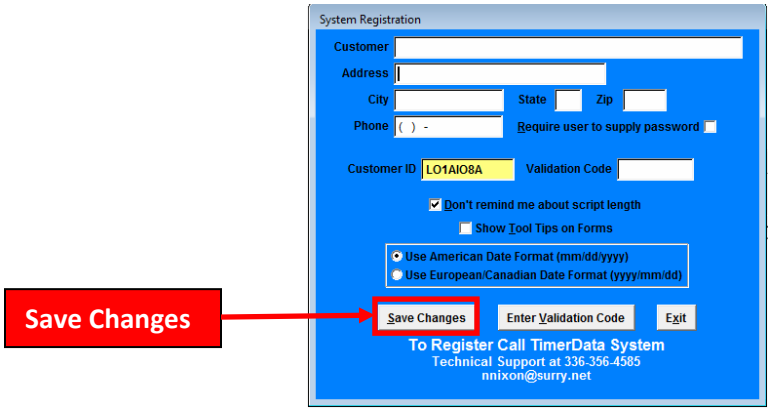


Figure 6-8

If your code is accepted you will be informed that the information entered into the System Registration form has been saved (see Figure 6-9).

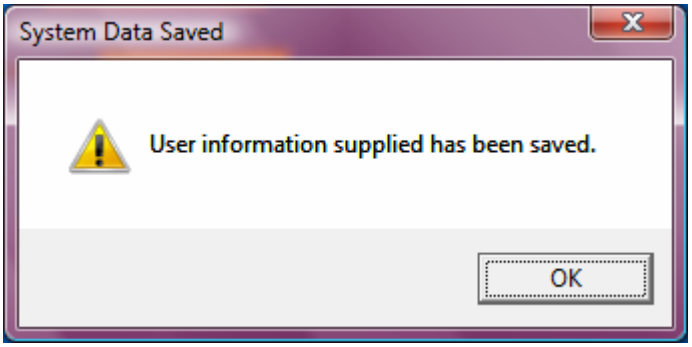


Figure 6-9

This is an example of the notification you will receive after left clicking on the *Save Changes* button. To acknowledge the notification press the *OK* button.

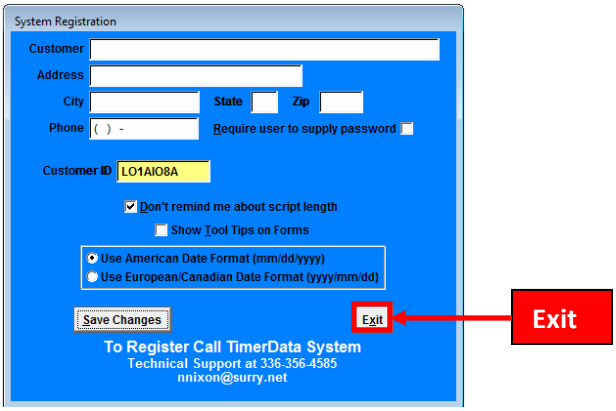


Figure 6-10

Once you have returned to the System Registration screen, return to the System Maintenance Menu, by pressing the *Exit* button at the bottom right of the screen.

Setup Short Hand Keys

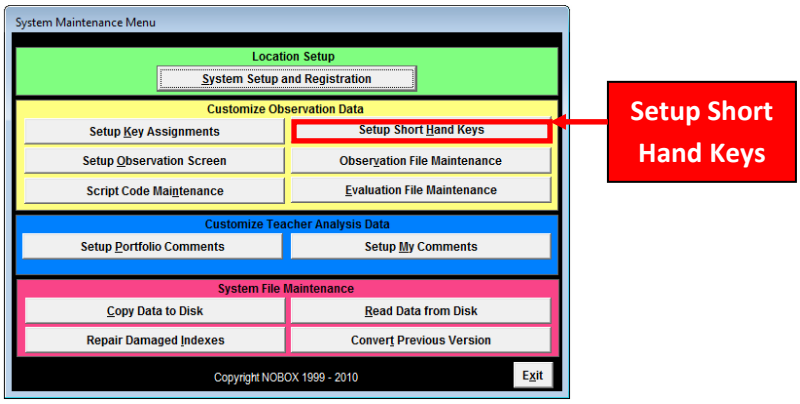


Figure 7-1

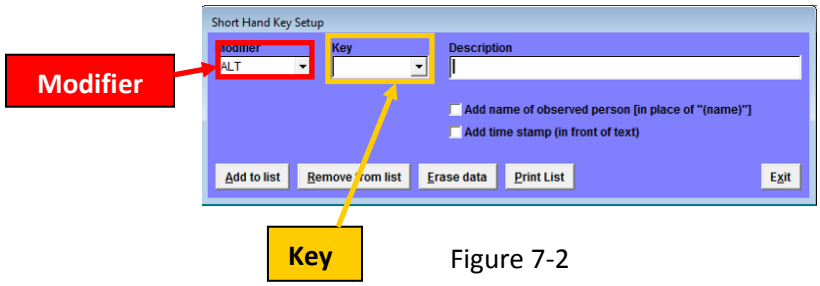


Figure 7-2

The *Setup Short Hand Key* function is used to edit or create statements that will appear on demand in the script window of the Observation Data Collection Screen. From the *System Maintenance* menu, left click once on the *Setup Short Hand Keys* button. The *Short Hand Key Setup* screen will open and three fields will be displayed. The first 2 fields, *Modifier* and *Key* cannot be edited. The *Modifier* field shows the ALT key as the setting.

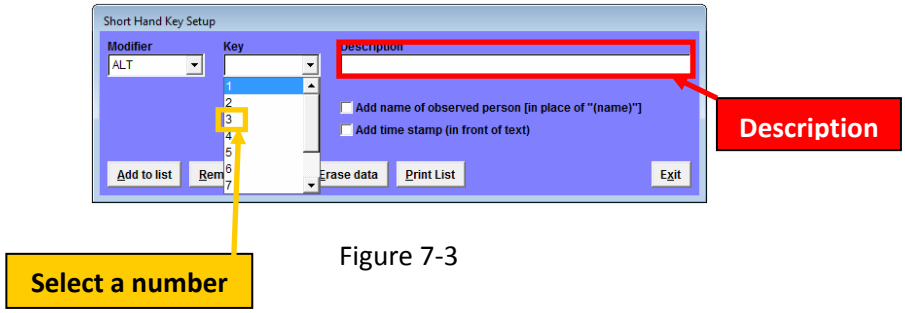


Figure 7-3

Left click once on the drop down arrow in the *Key* field and the numbers 1 through 0 will display. Left click on a number to select a statement to edit or create.

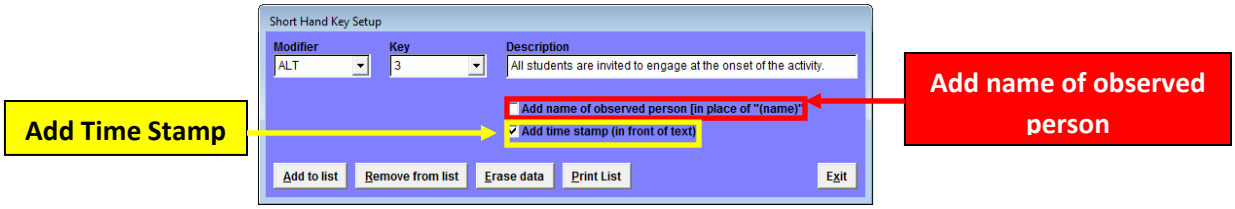


Figure 7-4

The text for the ALT + number hot key combination will be displayed in the *Description* field. Options (time stamp and name inclusion) are indicated in the check boxes below the *Description* field. To edit or create a description, place the cursor in the description field and enter the information manually. After entering text in the Description field, have the option to *Add name of observed person*, and *Add time stamp* to the short hand key. Left click the checkbox to activate or deactivate these options.

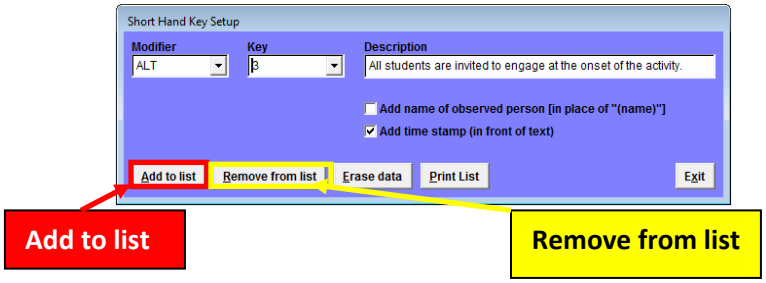


Figure 7-5

Once you have completed the description and selected or deselected options, Left click once on the *Add to list* button. This updates the list of statements that are available for insertion into the script window of the collect observation data screen.

Remove from list remove the visible short hand key description from the existing list. If the user removes it from the list, the data is no longer available are available for insertion into the script window of the collect observation data screen.

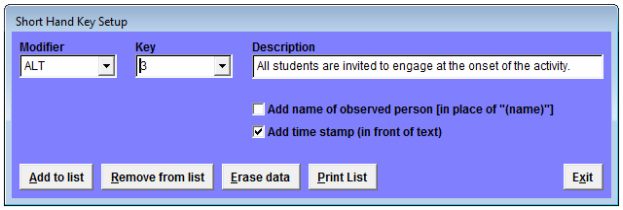


Figure 7-6

Erase Data will erase only the data on the screen form. **IT DOES NOT ERASE DATA FROM THE SYSTEM.** *Print List* allows you to preview the data prior to printing. This preview is identical to the preview discussed earlier in this document (see Figure 7-8).

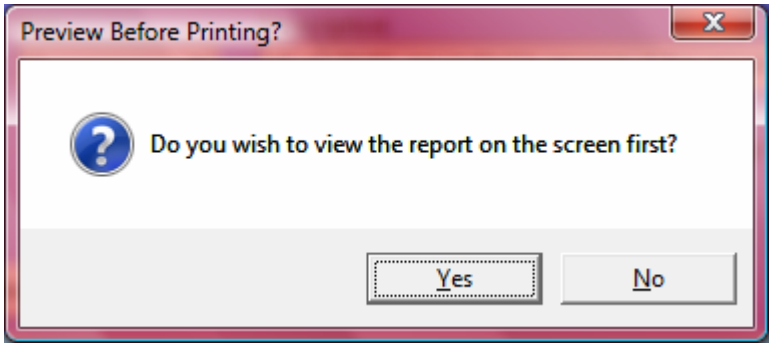


Figure 7-7

You are prompted to preview the report before printing. It is our recommendation to preview this report prior to printing, so you can edit the report if needed.

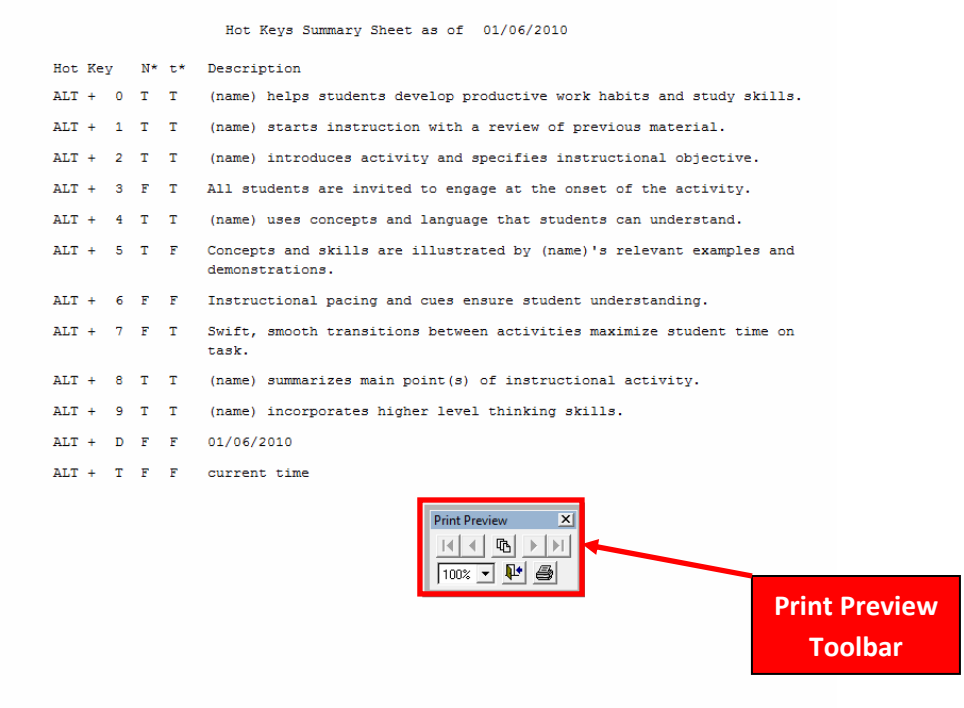


Figure 7-8

This is an example of the Short Hand Key Setup report preview. As you can see, the report has a title bar on it that has a date stamp for user convenience. **IT IS IMPORTANT FOR THE USER TO USE THE PRINT PREVIEW TOOLBAR TO NAVIGATE WITHIN THE REPORT PREVIEW**. The controls for the print preview toolbar are identical to the print preview toolbar discussed earlier in this document.

Copy Data to Disk

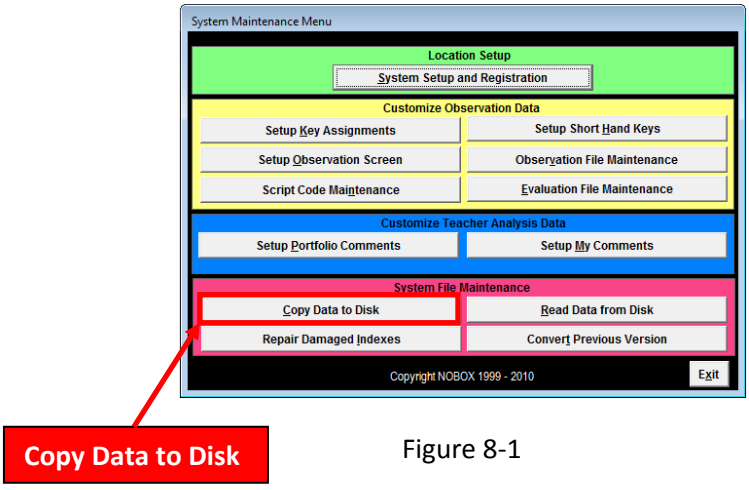


Figure 8-1

Copy Data to Disk allows the user to copy all data that is stored in the system to an external media. Left click on the *Copy Data to Disk* button from the System Maintenance Menu to begin the process.

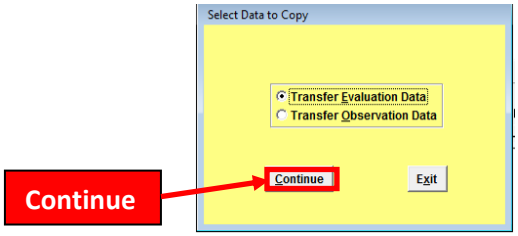


Figure 8-2

To begin the process, the user is prompted to select which data to transfer. You may transfer Evaluation Data, Observation Data, or both. The system allows a single transfer at a time, so if the user wants to transfer both the Evaluation Data and Observation Data, the user must complete two transfers. You may select the data to transfer by left clicking on the button which will outline the selection. Once the selection is made, click the *Continue* button.

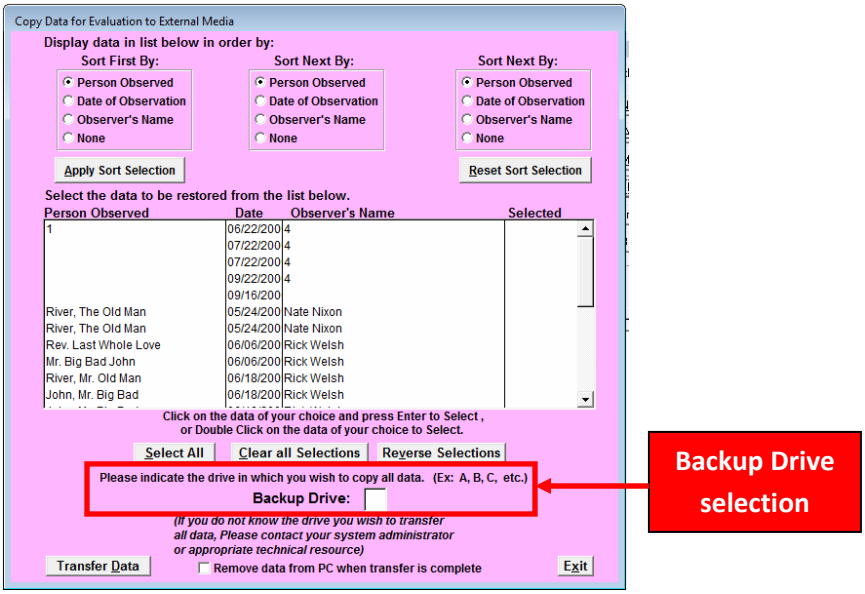


Figure 8-3

The user is now prompted to select the data to transfer. The data may be sorted and displayed by sorted order in the listbox. To select the data from the listbox, click on the data of your choice and press enter, or double click on the data of your choice. Once the data selection has been made, please indicate the drive in which you wish to copy all data. *If you do not know the drive you wish to transfer all data, please contact your system administrator or appropriate techincal resource*.

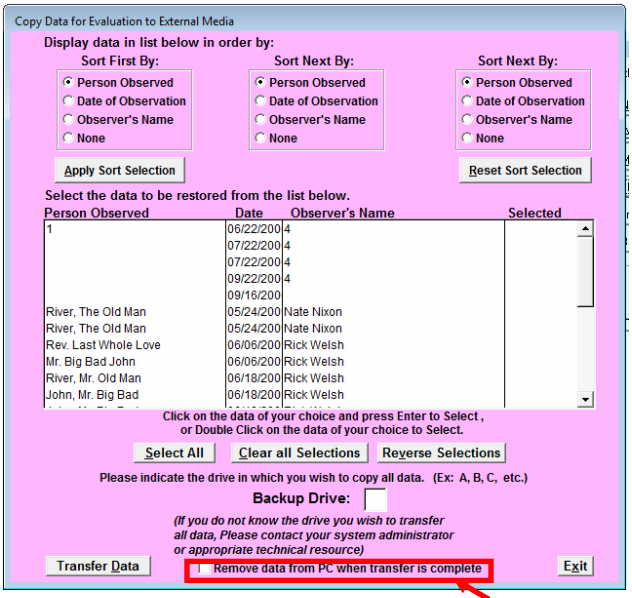


Figure 8-4

After the data selection and external media selection has been made, the user has the option to Remove data from PC when transfer is complete. If this checkbox is not activated, the data will be transferred to the external media but not removed from the PC.

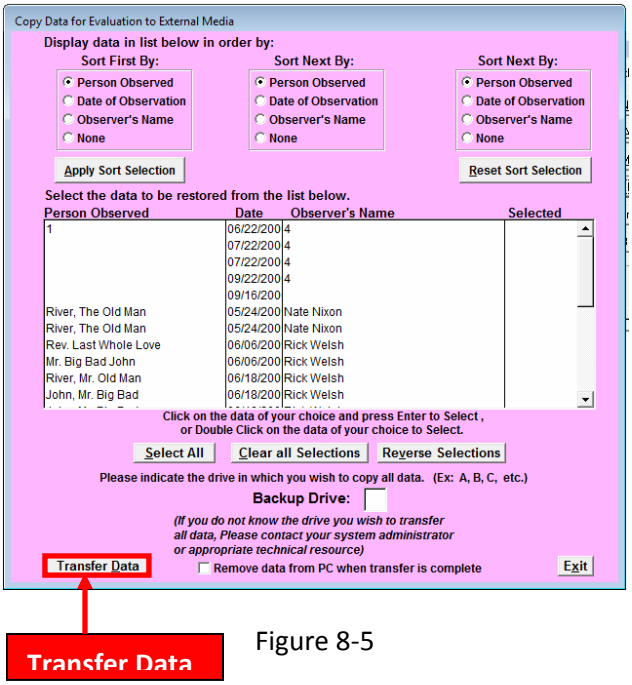


Figure 8-5

To transfer data, left click on the *Transfer Data* button at the bottom left of the screen form.

Read Data from Disk

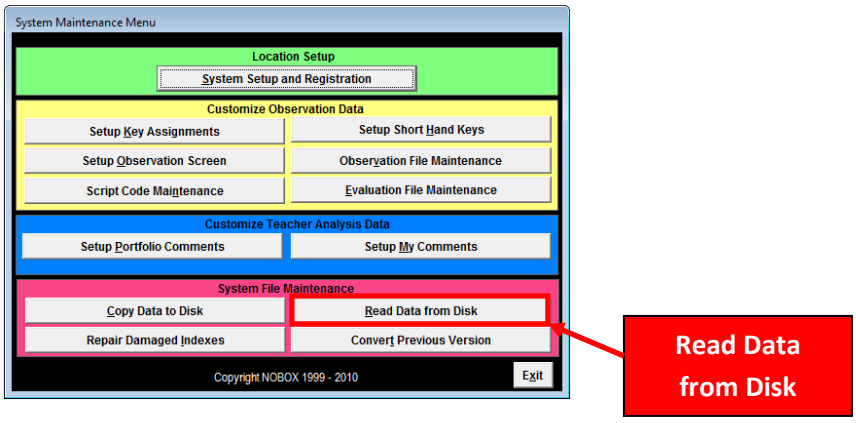


Figure 9-1

Read Data from Disk allows the user to copy all data that is stored in the system to an external media. Left click on the *Read Data from Disk* button from the System Maintenance Menu to begin the process.

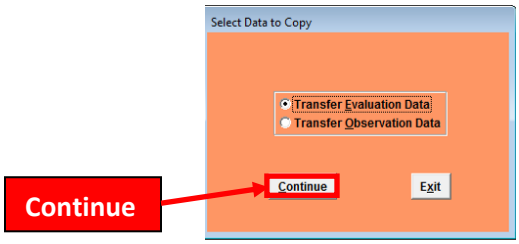


Figure 9-2

To begin the process, the user is prompted to select which data to transfer. You may transfer Evaluation Data, Observation Data, or both. The system allows a single transfer at a time, so if the user wants to transfer both the Evaluation Data and Observation Data, the user must complete two transfers. You may select the data to transfer by left clicking on the button which will outline the selection. Once the selection is made, click the *Continue* button.

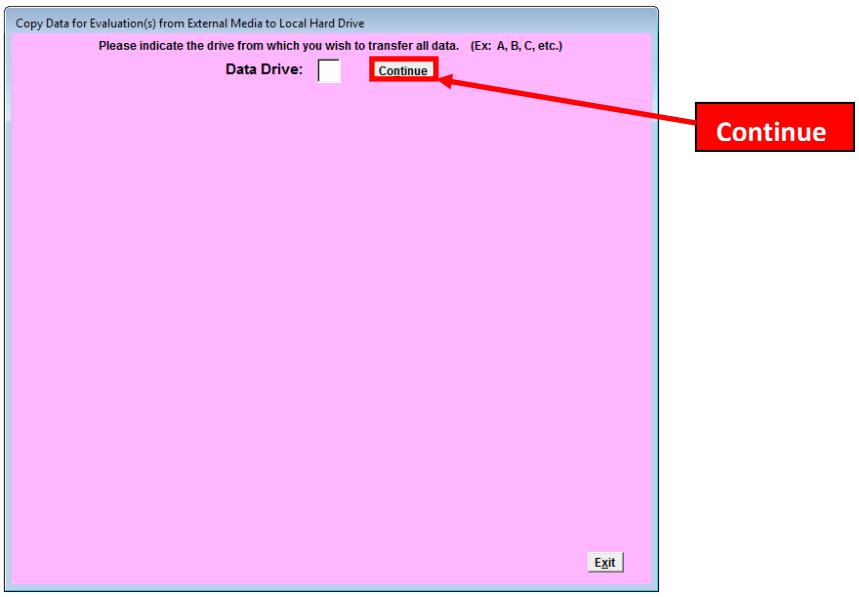


Figure 9-3

To begin the process, the user is prompted to indicate the drive from which you wish to transfer. *If the user does not know the drive in which to transfer all data, please contact your system administrator or appropriate technical resource.* To continue with the process, click *Continue*.

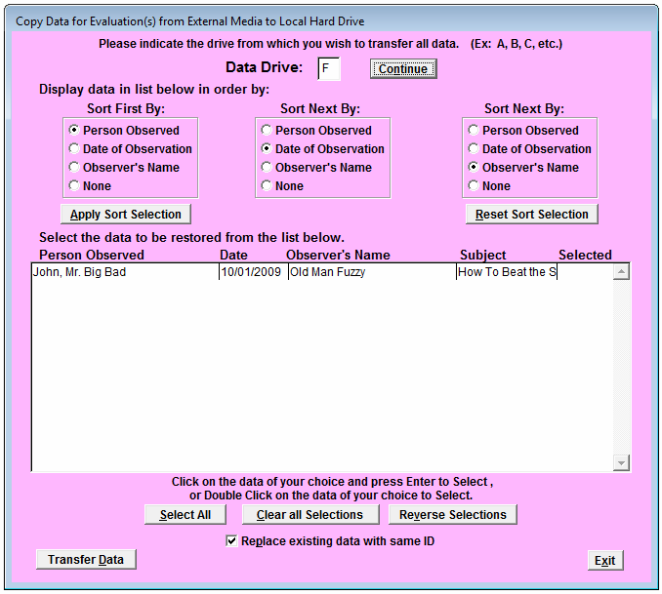


Figure 9-4

Once the user has clicked *Continue* the remainder of the form becomes visible and active. The next step is to select the data to transfer from external media to the hard drive of the PC. Click on the data of your choice and click Enter to select, or Double click on the data of your choice to Select.

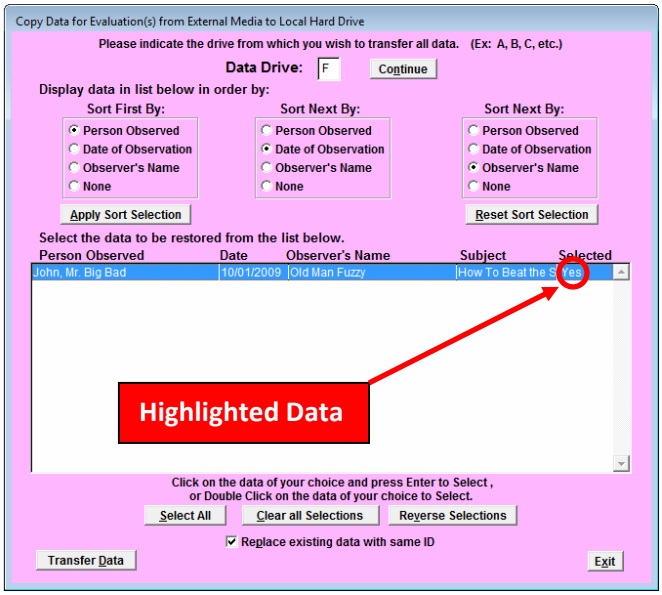


Figure 9-5

The selected data to transfer is highlighted and the work YES appears in the selected column.

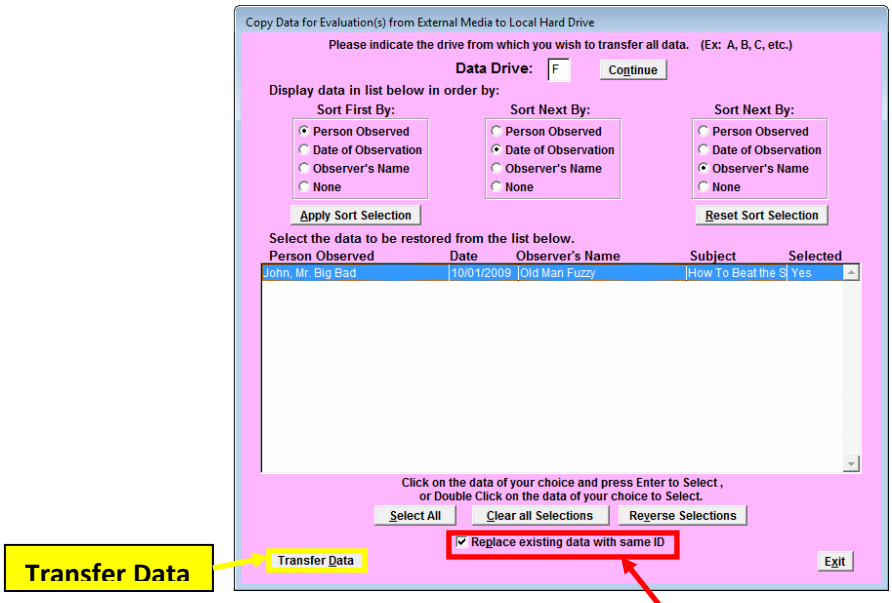


Figure 9-6

The user has the option to *Replace existing data with same ID.* This action will take the transfer data and replace any existing data on the PC with the same ID. PLEASE NOTE – THE DEFAULT SETTING IS FOR THE REPLACING OF THE EXISTING DATA TO OCCUR. IF THE USER DOES NOT WANT THE DATA TO REPLACE THE EXISTING, THE USER MUST DISABLE THIS ACTION. Once all settings are at their desired settings, click on *Transfer Data* to continue.

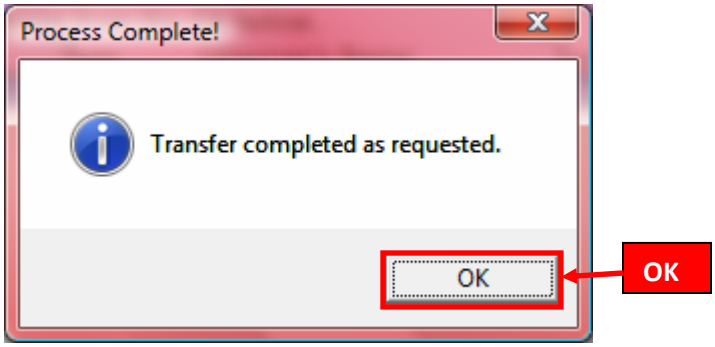


Figure 9-7

This information box is to confirm the process of data transfer is complete. To exit, click ***OK***

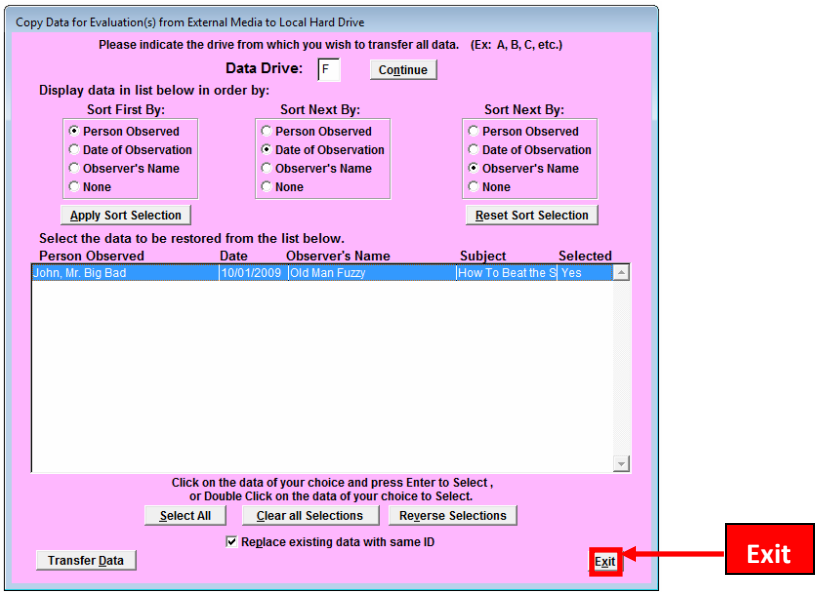


Figure 9-8

Once the transfer is complete click ***Exit*** to return to the System Maintenance Menu

Repair Damaged Indexes

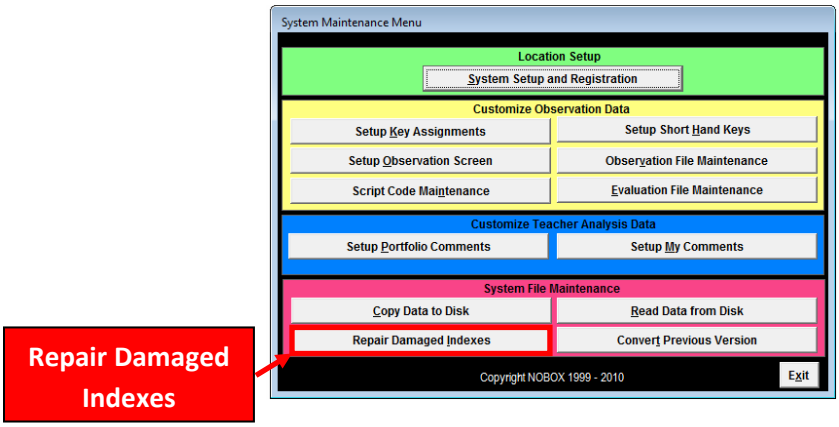


Figure 10-1

Figure 10-2

If an error message like this or it may also display a notice that a table or one of the index files has been damaged, please repair the damaged file. **See Figure 10-3** on instructions of repairing the damaged index file.

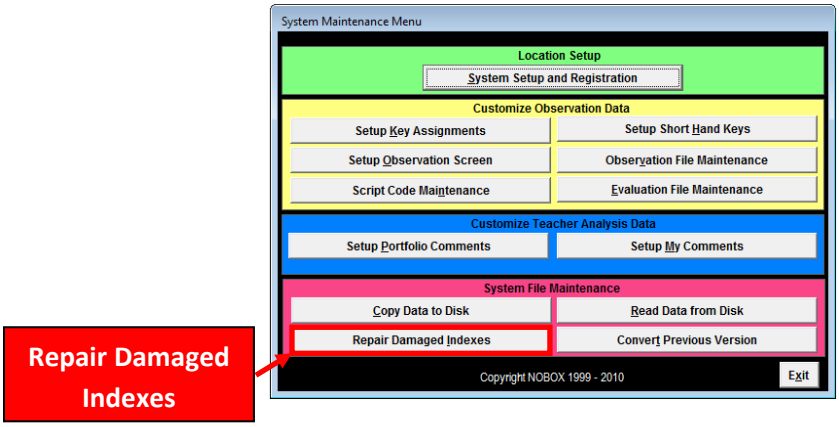


Figure 10-3

To Repair Damaged Indexes, left click once on the button above.

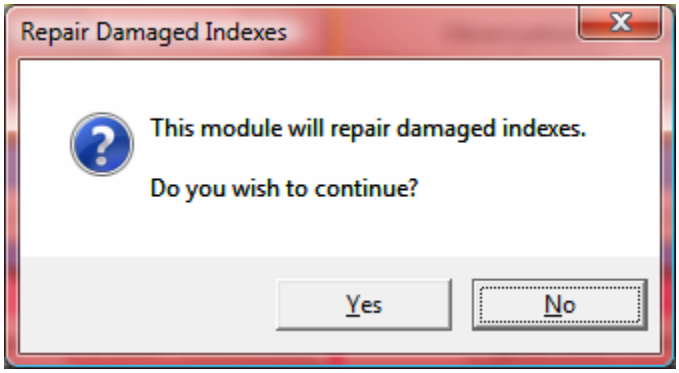


Figure 10-4

The software will prompt the user to confirm the repair of damaged indexes. PLEASE NOTE – THE DEFAULT SETTING IS NO. To change the setting, use the mouse or tab key. Once the user selects **YES**, the software begins the process of repairing the damaged indexes.

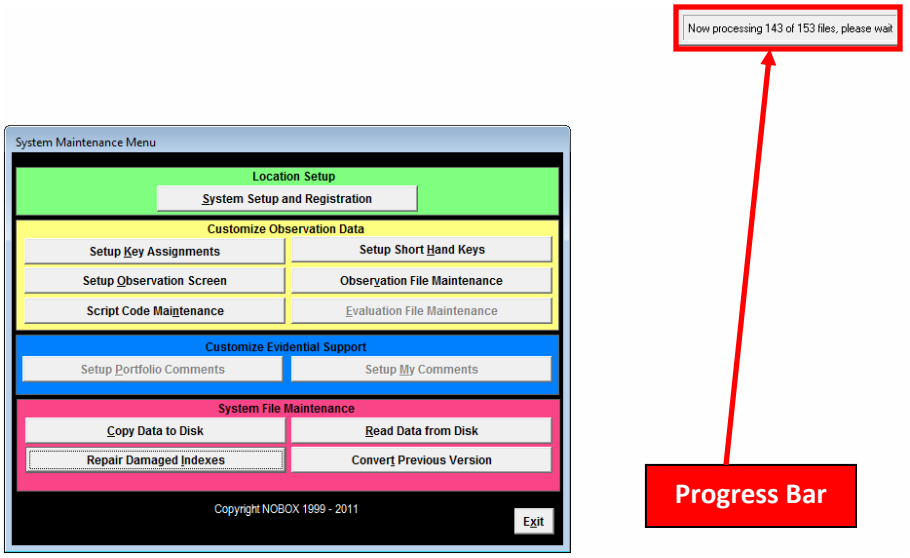


Figure 10-5

When the user selects Yes, the software will begin the process of repairing the damaged index files. You can see the progress bar in the top right of the screen (as it appears here) that displays the progress of the repair process.

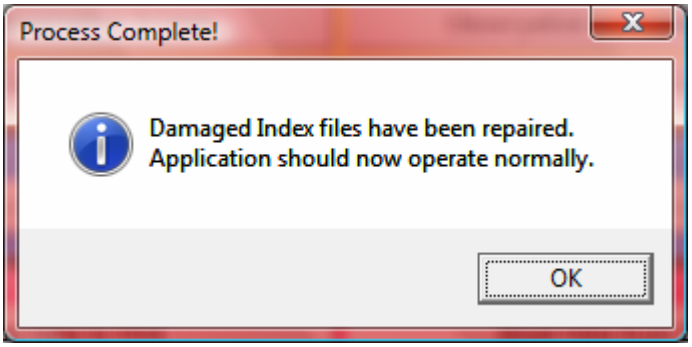


Figure 10-6

Once the damaged index files have been repaired, the information box above will appear for the user to continue using the software with normal operation.

If you receive an error message referring to Index Problems:

Please contact TimerData or Framework for PC Technical Support to receive repair file.

Nate Nixon

(336)386-3336 or

(336)356-4585

and

nnixon@surry.net

Or

Rick Welsh

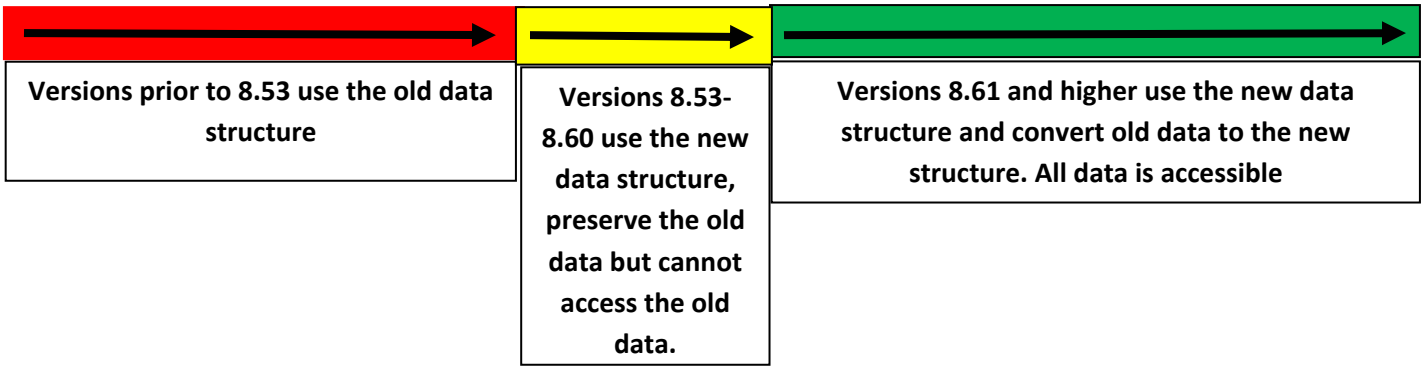
(919) 352-2214 or

(919) 499-6695

And

rickwelsh@aol.com

Convert Previous Version



Beginning with version 8.53, Framework for PC employed a different data structure for all records. Users who upgraded their software to Versions 5.53 through 8.60 were not able to access pre-existing data.

Beginning with Version 8.61, Framework for PC software will convert any data from versions earlier than 8.53 to the new data structure. It will also back up the old data. Users of older versions of Framework for PC who download versions 8.61 and higher can run the conversion process from the System Maintenance Menu.

Should there be any problems, call tech support at 336-386-3336 or 386-356-4585 and ask for Nate Nixon. You may also contact Nate Nixon via e-mail at nnixon@surry.net. If you cannot reach Nate, please call Rick Welsh at 919-499-6695 or e-mail Rick at rickwelsh@aol.com.

Here is a step by step description of the process**.**

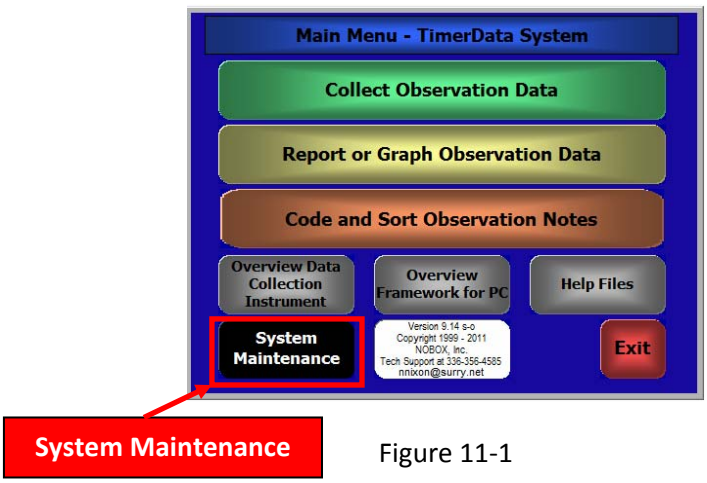


Figure 11-1

From the Main Menu, click on *System Maintenance*.

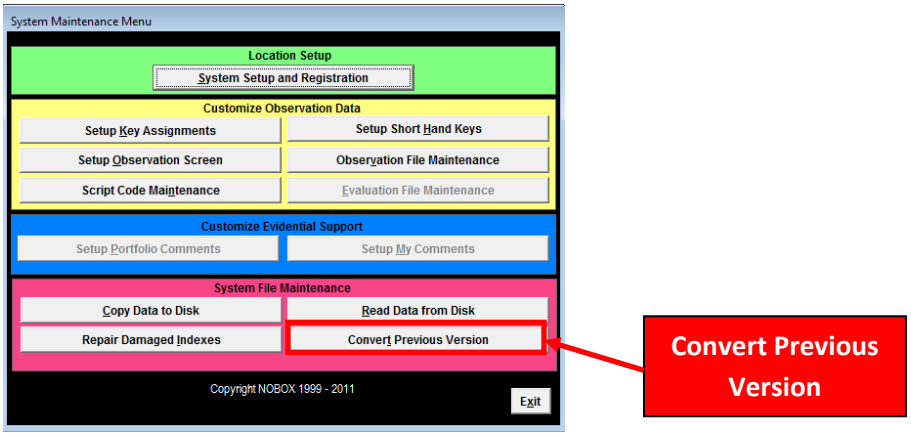


Figure 11-2

From the System Maintenance Menu, left click once on *Convert Previous Data* in the pink section.

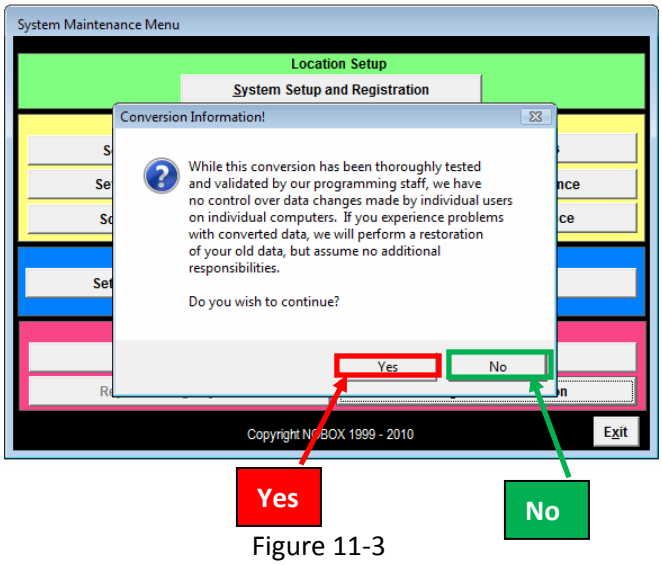


Figure 11-3

This screen displays the terms of agreement statement for the conversion process. It explains that changes made by users, or changes made in the software over time, especially key assignments, may not be recognized by the new software. However, all collected data will restore properly. If there are any problems, we can will your old data. Left click on the *Yes* button to continue. Click on the *No* button to cancel the process.

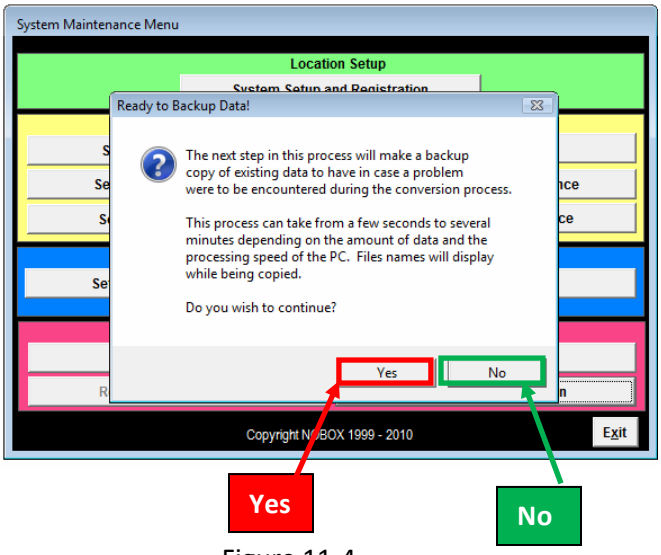


Figure 11-4

You will then see this screen, which explains that left clicking the *Yes* button will begin the backup process. The software will create backups of your data files. Left Clicking on the *No* button will cancel the process.

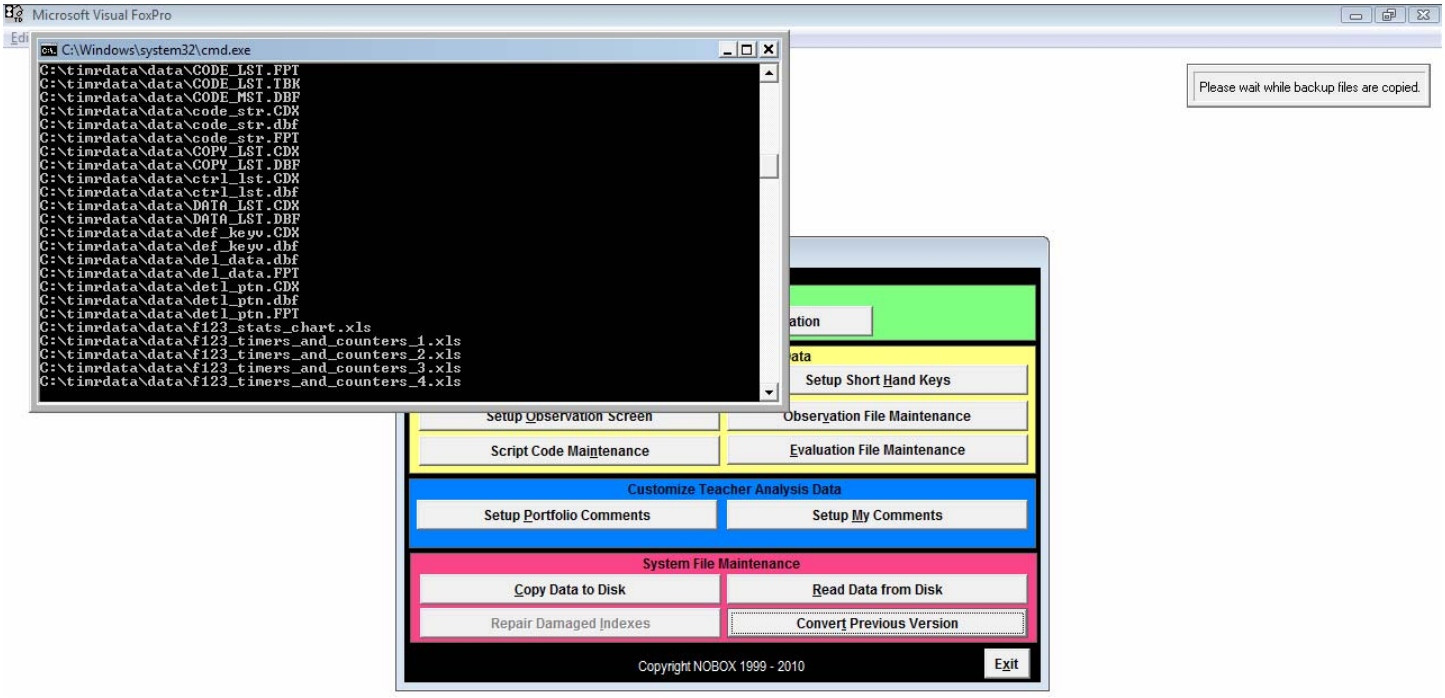


Figure 11-5

When you left click on the *Yes* button the software will begin making a backup copy of your old data. The gray box in the upper right hand corner explains what is happening and asks you to wait while files are being copied.

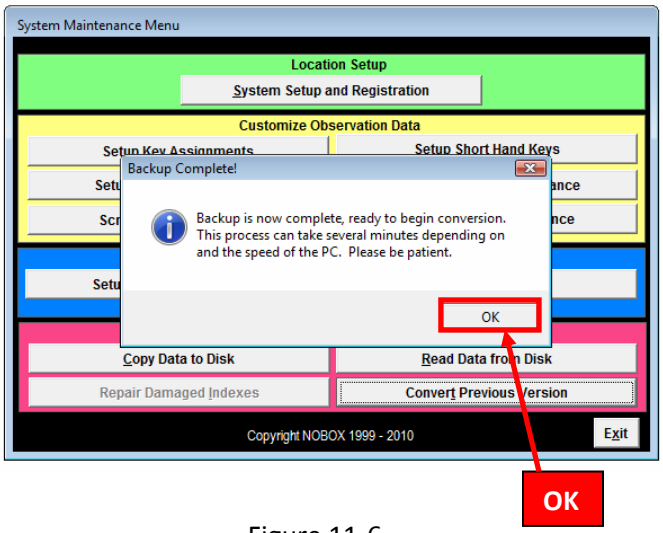


Figure 11-6

Once the backup process is complete, the software will ask you to begin the data conversion process. Left click on the *OK* button to continue.

Figure 11-7

A gray dialogue box in the upper right-hand corner informs you that the conversion process is taking place. The duration of the process will vary in length, depending on the amount of data being converted.

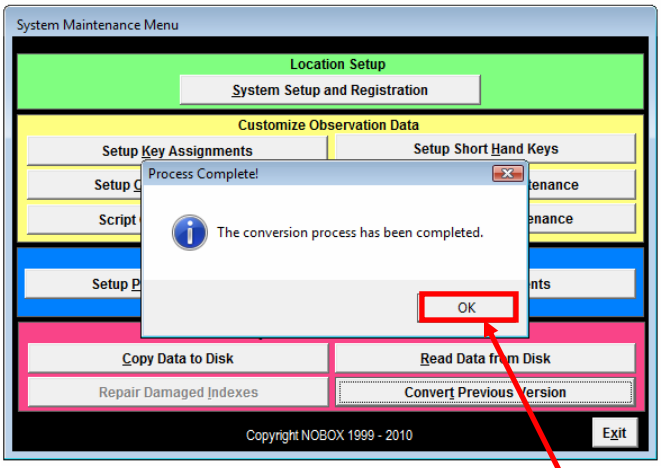


Figure 11-8

Once the conversion process is completed, you will be notified. Clicking on **OK** returns you to the System Maintenance Menu. From there you can exit to the Main Menu and begin using the upgraded software. You will have access to all data created in the old version of the software.

ONLY DO THIS PROCESS ONCE!

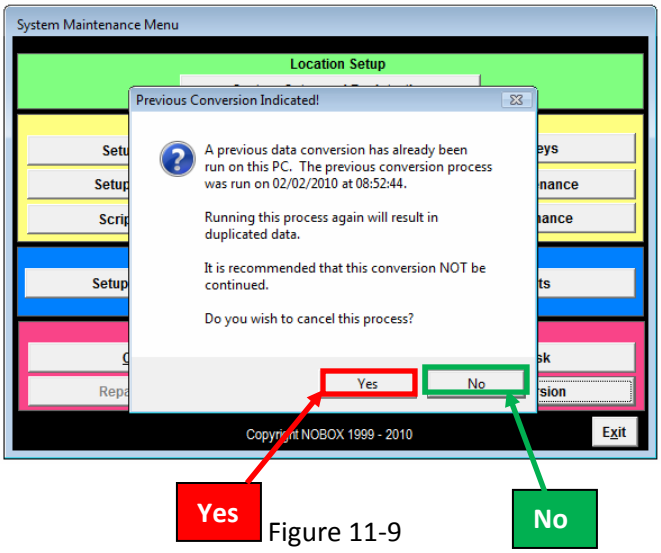


Figure 11-9

The process should only be run once on any machine. Running the process again will result in duplicating data. If you accidently engage the Convert Previous Data module, you will receive a warning screen. The software suggests that you cancel the process.

Clicking on *No* will allow the conversion process to continue. If you see the advisory screen, we recommend canceling the process by clicking on *Yes* to cancel the process.

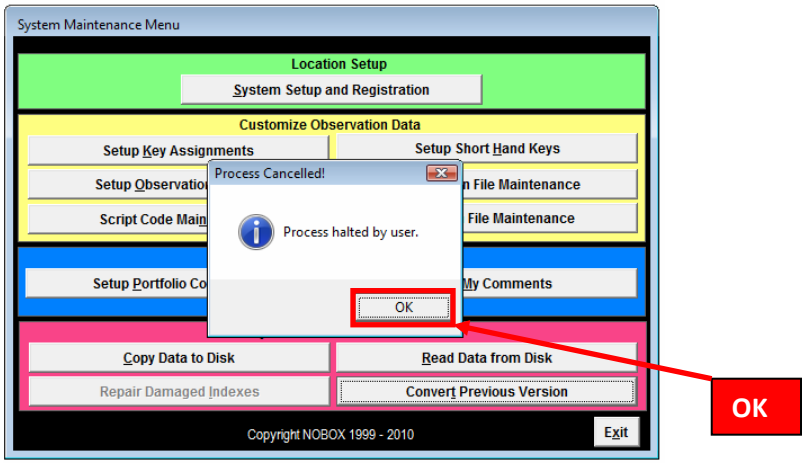


Figure 11-10

Clicking the *Yes* button will cancel the process and you will see the following screen. Click on *OK* and you return to the System Maintenance Menu. From there you can exit to the Main Menu and continue using the software.

THE CONVERSION PROCESS IS NOT ALWAYS REQUIRED.

If you are running a version of Framework for PC for which there is no need for data Conversion process and you engage the Convert Previous Data Module, you will receive the following advisory.

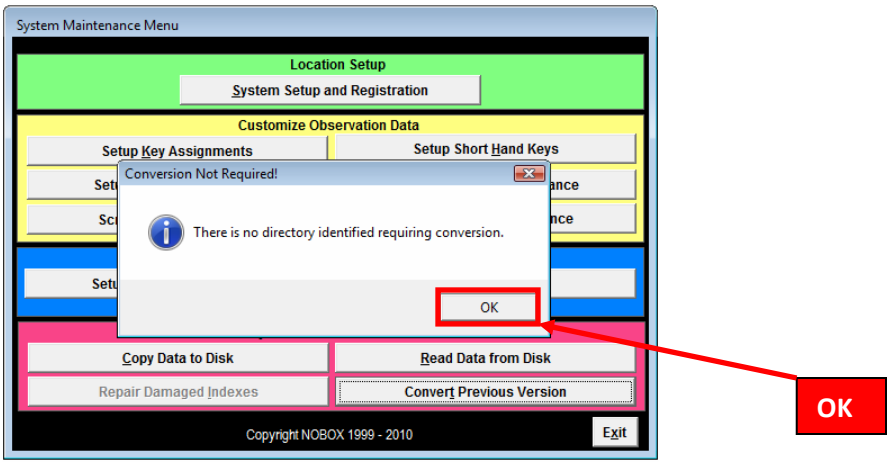


Figure 11-11

Clicking *OK* will cancel the process and return you to the System Maintenance Menu. From there you can exit to the Main Menu and continue using the software.