

Mobile DCT Installation Instructions for PCSSD PDA devices

This step-by-step guide will allow you to begin using Mobile DCT on your handheld device. Below are the steps you will need to follow.

1. Install DCT 3 on your Windows Mobile Device:

- A. Establish a WiFi connection on your PDA (office area of school).
- B. Find the purple **Midlet HQ** or **Midlet Manager** icon and launch the application.
- C. Install **Mobile DCT 3** by typing the following URL:
<http://www.teachscape.com/html/cwt3/cwt3.jad> (say "Yes" to all prompts).
- D. When installation is complete, you will see a screen called **Midlet List**. If you have been using CWT Mobile, you will see two midlets in the Midlet List. Highlight **DCT Midlet Suite – 3.0.5**, then click on the "Launch" button and proceed to next step.

2. Download the school survey tool on your Windows Mobile Device:

- A. Enter your Teachscape login name and password. Press the "Login" button and accept the prompt to "use air time." If not at the login screen, navigate to **Midlet HQ** to bring up the Midlet List. Highlight **DCT Midlet Suite** and select **Launch** from the **Actions** menu.
- B. The main CWT screen shows the number of tools currently configured and the number of entries pending upload (if any). Click on the "Manage Surveys" button at the bottom of the screen to install a new survey.
- C. Choose "Install New Survey" from the **Actions** menu; then click on the "Find" button at the bottom of the screen.
- D. Select the Arkansas CWT Standard Survey from the list and press the "Continue" button. The next screen will display the sites to which you have access. If you are a school administrator, you will probably see only your school site. If you are on the district office staff, you may see a district-level survey and/or school-level surveys.
- E. Select the desired site and click on the "Download" button. The survey will download to your device and will return you to the **Available Surveys** screen. Highlight the survey(s) you wish to use and click on the "Select" button.
- F. The **Sites** screen displays all the sites to which you have access. A school administrator will see only his/her school site, while a district office staff member may see one or more sites.

3. Create CWT entries

- A. Launch the DCT 3.05 survey tool for your school. Click on **New Entry** and fill in the required sections at the top first (e.g., Subject, Grade Level); then go on to enter as much data as you wish. Sections do not need to be filled out completely in order to submit the entry. Click on **Back to Section** at any time to get back to the section menu.
- B. When you have completed the required sections and have returned to the **Section** screen, you will see **Submit Entry** in the menu (you will also see a

Submit Entry button after you complete the last question in the survey). After selecting **Submit Entry**, you will be returned to the main screen and will see the dialogue, "You have 1 entry pending upload." Continue to add entries in the same manner.

- C. From the school office area (proximity to wireless access point), use the **Actions** menu to **Upload Entries**
- D. Always use **Actions Exit** to leave the application. (Do not exit the program by using the **X** to close the window.)

Note: you can delete the **CWT 2.0.6** tool from the Midlet list.