

Datability Direct Import Setup

For additional setup options, please see Manual Import Document

1. Make sure you are within wifi range
2. Download and setup your cloud storage service. We recommend Google drive
3. Select the “New Account” Link
4. Input your information . PLEASE WRITE DOWN INFO IN A SAFE PLACE. You will need it if you forget your login.
5. On your iPad using the **SAFARI Browser**, navigate to IEP Direct and select the **Listings** tab on the right.
6. Scroll down to the custom listing that your district has created, select it, and hit **Process** in the right hand corner. Select the prompts for School year and Responsibility, then hit **Next**
7. Select the GREEN XLS file tab on the right.
8. When the goals show up on your screen, tap screen and select **More**. This will give you the option to save the file to your Google Drive. Please don't rename the file. Select **Upload**
9. Open Datability and select **Import Data**.
10. Select **Locations** in the upper right hand corner and select Google Drive
11. Select your account and scroll down to the file. Select the file and it will automatically upload the file.
12. Please note, Datability must be opened within wifi range once every 5 days to make sure the data backs up.