

**Datability Web is a web-based program that can be accessed on all devices (PC, Mac, Phone, Tablet) at [www.DatabilityWeb.com](http://www.DatabilityWeb.com).** On mobile devices, use the “Add to Home Screen” function for quick access. Users must have access to the internet to use Datability Web.

**Please note, Datability Web is not compatible with the iOS versions of Datability.**

**Upon initial login, you will automatically be subscribed to a 2-week free trial. Once the trial is up you must select a 1 or 2-year subscription.**

**1. How do I create an Individual Account?**

- a. Select “New Account”
- b. Select “Individual”
- c. Fill in the information
- d. Log in and select your subscription type in the **Profile** section in the upper corner. Within this section, users can also update their email address, password, and school.

**2. How do I create a Company Account?**

- a. Select “New Account”
- b. Select “Company”
- c. Fill in the information
- d. Log in and choose your subscription type in the **Profile** section located in the upper right-hand corner. In addition to credit card payments, we accept purchase orders. To set up your account via purchase order, contact us at [Dembryllc@gmail.com](mailto:Dembryllc@gmail.com) or call (516)-298-4079
- e. Input the email addresses of the individuals you’d like to give access to Datability Web. The Datability Admin can add or delete email addresses in this section.
- f. The users will receive an email that they have been added to Datability Web and will be prompted to set up their account.

**3. How do I add students to my roster manually?**

- a. Select “Add Student” and fill in the information
- b. You can also create a class to add the student to. These classes can be managed from the home screen by selecting the **Gear** icon next to the class section

**4. How do I add Goals to my students manually?**

- a. Select a student the select the **Plus** icon.
- b. Fill in the information.
- c. The goal **Schedule** will dictate when Datability will send the user pending updates.
- d. You can identify when you would like to start receiving notifications using the **Notification Date & Time section**.

## 5. How do I upload roster and goals using the Import Goals function?

- a. The district administrator can create a permanent listing in IEP direct and name it Datability. When users log in they can select the listing.
- b. Log in to IEP direct (or your district's IEP service)
- c. Go to the **Listing** tab and select Create **New**
- d. Add the following criteria to your listing:
  - i. Student Last Name
  - ii. Student First Name
  - iii. Area
  - iv. Student Goal
  - v. Goal Criteria
  - vi. Goal Criteria Period
  - vii. Goal Procedure
  - viii. Goal Schedule-This will dictate when the user will receive pending updates
  - ix. Goal Responsibility
  - x. Add Prompt for school year.
  - xi. Add prompt Responsibility "Includes". Doing this will allow users to only see the goals assigned to them.
- e. The user selects the student that they want to upload (leaving all students unselected will produce a listing of all students).
- f. Go to **Listing** tab
- g. Select Datability
- h. Select Process
- i. Save as an XLS file (Using the green tab next to the listing)
- j. In Datability, select **Import Goals** tab

## 6. How do I edit goals?

- a. Once a goal is created, it can be edited.
  - i. Select the student
  - ii. Select the **Pencil** icon next to the goal.
  - iii. Goals can be deleted by selecting the **X** icon next to the goal.

## 7. How do I add students to a class?

- a. Students can be organized into classes. When the class is selected, only students in that class are visible.
- b. Select **Add Class** and create a class name
- c. Select a student, then edit the student by selecting the gear icon on the right,
- d. Select the class from the drop down.

## 8. How do I delete a class from the list?

- a. Select a class from the drop down menu
- b. Select the gear icon, then select delete class

## 9. How do I collect data?

- a. Data can be collect 2 ways; from the goals list or the pending updates section. Users can input percentages, trials, pictures, notes, prompt levels, and indicate if the student made progress.
- b. To collect data from the **goals list**:
  - i. Select the student
  - ii. Select the middle gear icon
  - iii. Input data. On mobile/tablet, pictures can be taken with the camera or accessed through the camera roll. On computer, pictures can be uploaded through local storage or cloud service (Google drive, dropbox etc.)
  - iv. Datability **Only Accepts Pictures**
  - v. Data will time stamped for the date the information is reported.
- c. Based on the the goal schedule, the user will receive **Pending Updates** will can be accessed by email and the **Pending Updates** tab.
  - i. Select **Pending Updates** tab
  - ii. Select the **Gear** icon next to the update you wish to record.
  - iii. Data will be time stamped for the date listed next to the pending update.

#### 10. How do I view my data?

- a. To quickly view data for an individual goal:
  - i. Select the student, then select the goal. A PDF version of the individual goal report can be emailed by inputting the desired email address and selecting send.
- b. To view a report of all of an individual student's goals:
  - i. Select the student
  - ii. Select the **Gear** icon to the right.
  - iii. Select **Export All Goals** and input the desired email address.
- c. To view a report of the goals from all the students in a class:
  - i. Select the class from the drop down menu
  - ii. Select the **Gear** icon next to the class list
  - iii. Select **Export All Goals** and input the desired email address.
- d. To view data collected within a specific time frame, use the date selector before completing the previous steps.

#### Contact Info

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