

Datability Web is a web-based program that can be accessed on all devices (PC, Mac, Phone, Tablet) at 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 support@databilityweb.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 the school year.
 - xi. Add prompt Responsibility "Includes" or "Contains". 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.
 - iv. Editing a goal will drop a dotted line on the students graph.
 - v. You can view all of your goal edits by selecting the **pencil**. Goal edits will be on the top of the edit section.

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 collected 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 **accepts jpegs and PDFs.**
 - v. Data will be time stamped for the date the information is reported.
- c. Based on 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.

11. How do I create assessments?

- a. Select the student goal
 - i. Select **Add Assessment.**
 - ii. You can create assessments with a combination of written responses, multiple choice, and checklist questions.
 - iii. Select **Send To Student.**

- iv. The student will receive the assessment in their email. Once they've answered the questions and hit **Submit**, the assessment can be viewed by selecting the student goal, then selecting the assessment.
- b. Linking the assessment to a data point.
 - i. Open the data collection module.
 - ii. Select the desired assessment from the dropdown menu.

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