



A Tool for Capturing and Reflecting on Instruction in your Science Classroom

## User Guide

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# 1. Getting Started

## 1.1 Tips for Using an Android Tablet: Figure 1.1 shows the Android tablet “home screen”

- Pull down the menu at the center top of the screen ONCE to access notifications. Pull down TWICE to see the Blue tooth, Wi-Fi, and additional settings.
- The white circle icon with six dots at the center bottom lists all the apps installed on the tablet (including the eQIS portfolio app).
- The bottom of the screen shows three buttons:
  - (a) The back arrow returns to the previous page within an app,
  - (b) The center circle returns to the home screen page shown in Figure 1.1
  - (c) The square shows a list of open apps. Select an app to use, or close it by tapping the “x” at the upper right corner or swiping left. **Use this method to close the e-QIS app if it freezes at any point.**

## 1.2 Wireless internet connectivity (wi-Fi)

- a) To connect to a wi-Fi network please go to settings using the pull down menu at the top of your tablet and click on *Wi-Fi*. Choose the network you want to connect to and enter your password.
- b) If you do not see the name of your network in the list, click on the three dots on the top right corner and click on add network. Click save and enter the password when prompted.
- c) Check that you are connected by looking for the network icon on the top right of the tablet. Check that you are connected to the right network using the pull down menu at the top. Look for the name of the network under the *wi-fi* icon.

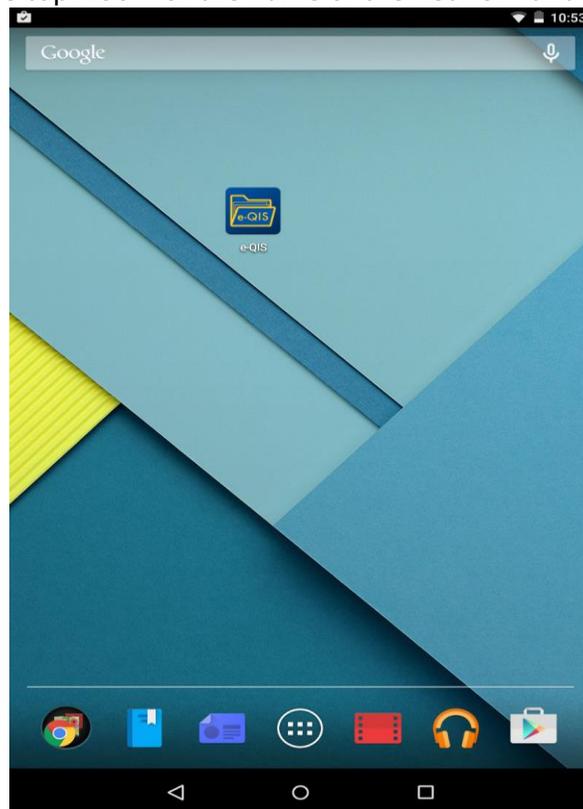


Figure 1.1: Home screen of the Android Tablet



1.3 Installing the e-QIS Application (app)

1.3.1 Your tablet was delivered with the e-QIS app pre-installed. If needed, the eQIS application can be downloaded and installed from the google play store onto any Android device. To do this, please go to the main menu and click on Play store. Type e-QIS in the search bar on top and click on install.

1.4 Launching the eQIS app

1.4.1 To open the e-QIS app tap on the e-QIS portfolio logo on your home screen, or in the android app menu (white circle with six dots at center bottom of screen)

1.4.2 The first time you open the app you will see the e-QIS login page (Figure 1.2). Please login using the username and password credentials provided to you. You will be able to change your password once you are inside the app.

**NOTE:** Your tablet needs to be connected to a wi-fi network at the time of login.

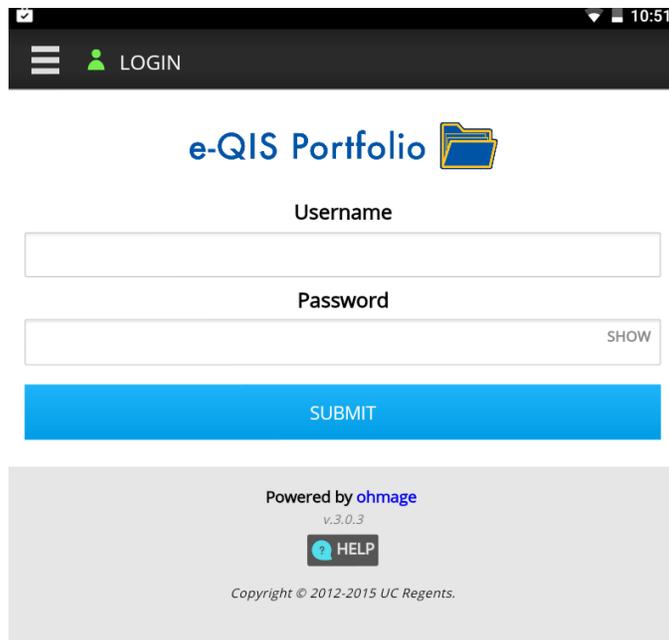


Figure 1.2: Login page for the e-QIS application

1.5 Password reset

1.5.1 If you forget your password and are unable to login to your account please contact us at [egis@ucla.edu](mailto:egis@ucla.edu). You will receive a new password within 24 hours.



## 2. Managing the eQIS Portfolio

### 2.1 Installing portfolios

- 2.1.1 Tap on the upper left corner of the app to open the menu, and select “Portfolios” (see Figure 2.1.1a).
- 2.1.2 You will see a list of available portfolios. Select the download icon on the left of the Portfolio you want to download (Figure 2.1.1b)
- 2.1.3 If desired you may delete the portfolio by selecting the trashcan icon as shown in Figure 2.1.2.

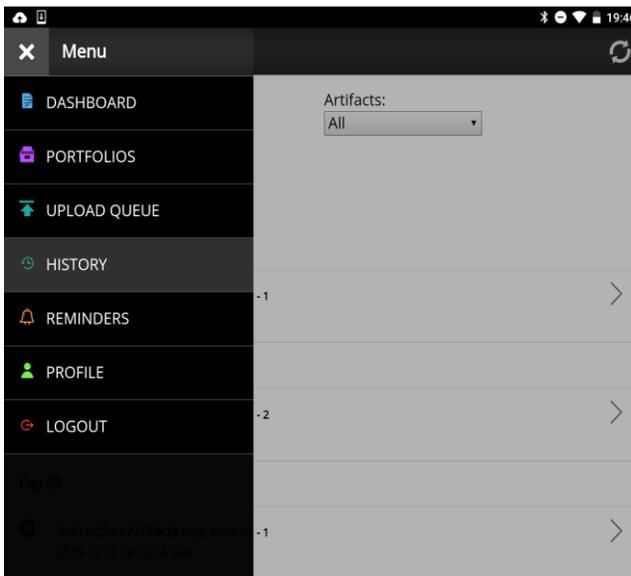


Figure 2.1.1a: The main menu

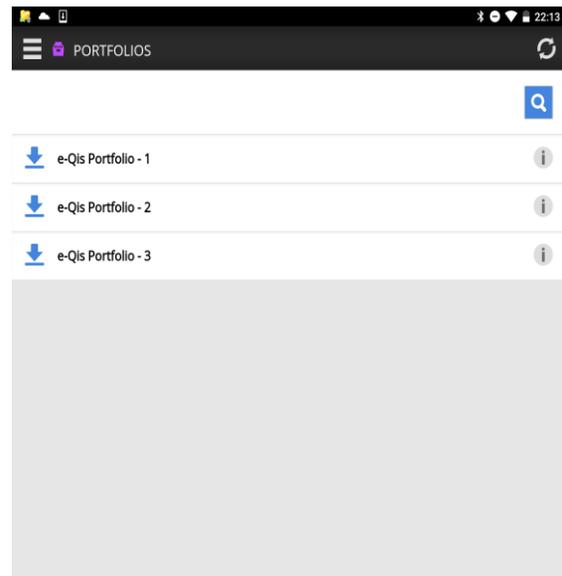


Figure 2.1.1b: Portfolio download



Figure 2.1.2 : Deleting a portfolio

**NOTE:** Your tablet needs to be connected to a wi-fi network to add a new portfolio.



### 3. The e-QIS dashboard: collecting and monitoring artifacts

3.1 The e-QIS Dashboard: The dashboard is the e-QIS “home page”, it allows users to collect all information and artifacts needed in the portfolio, and displays an updated count of artifacts of each kind compiled (see Figure 3.1.1.)

3.1.1 You can access the Dashboard from anywhere in the e-QIS app by using the main menu in the upper left (see Figure 2.1.1a.), and selecting “Dashboard”

3.1.1.1 To collect initial reflections and artifacts, tap on the plus icon  at the top right of the list.

3.1.1.2 To collect daily artifacts tap on the Instruction  or Assessment  icons for the corresponding day of the 10-day unit.

3.1.1.3 Finally, to collect concluding reflections and artifacts, tap on the plus icon at the bottom right of the list .

3.1.2 At each step, answer all questions before you click “next”. You will see an error message if you leave any questions unanswered.

3.1.3 When you finish collecting an artifact (see Figures 3.1.3a 3.1.3b) you will automatically go back to the Dashboard page which will show an updated artifact count.

**NOTE:** Skip any non-instructional days, or days when a lesson is canceled or interrupted (assemblies, testing, fire drill, etc). Continue until you have 10 days of instruction for your target class (or equivalent for block schedules). You may collect additional artifacts not captured in this period in the concluding folder.



Folder	Collected	Artifacts
INITIAL	0	[+]
DAY 1	4	[E=MG] [Ar]
DAY 2	3	[E=MG] [Ar]
DAY 3	1	[E=MG] [Ar]
DAY 4	2	[E=MG] [Ar]
DAY 5	1	[E=MG] [Ar]
DAY 6	2	[E=MG] [Ar]
DAY 7	1	[E=MG] [Ar]
DAY 8	0	[E=MG] [Ar]
DAY 9	1	[E=MG] [Ar]
DAY 10	0	[E=MG] [Ar]
CONCLUDING	0	[+]

Figure 3.1.1: Dashboard

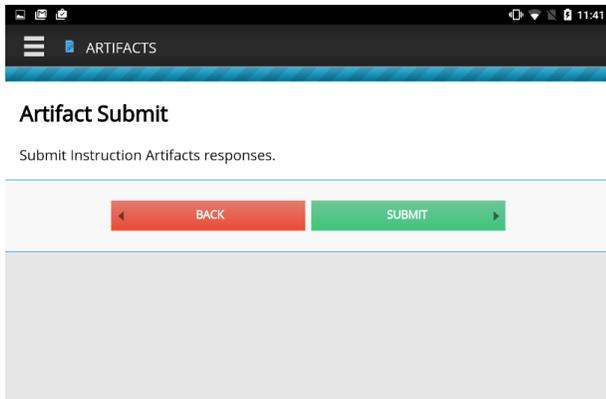


Figure 3.1.3a: To submit an artifact

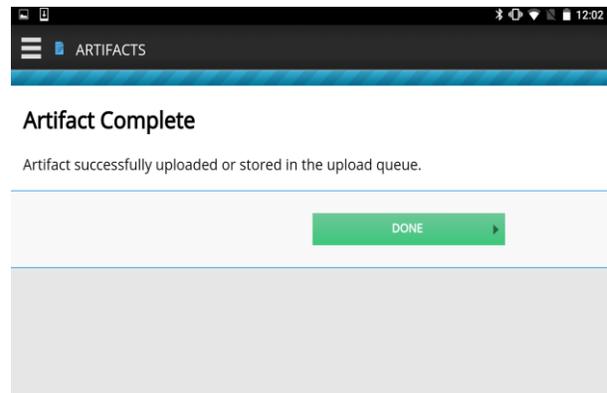


Figure 3.1.3b: Submitted artifact

3.2 Types of artifacts: To fully reflect different aspects of instruction and assessment in your science classroom, the e-QIS tablet portfolio allows you to capture three types of artifacts: Images, Documents, or Videos (see Figure 3.3)

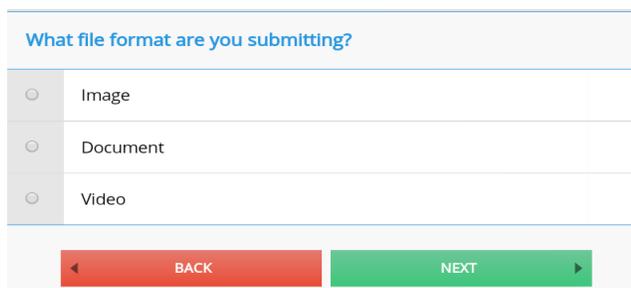


Figure 3.3 Selecting type of artifact to be submitted

3.2.1 Images: You may collect pictures of paper materials (e.g. lab sheet, assignment), student work (e.g. quiz, writing sample), or *physical* aspects of classroom practice (e.g. seat arrangement, whiteboard work, science project). After you select “Image” you will be prompted to either “Take a Photo” if you wish to take one at that moment from within the app, or “Select from Library” if you previously took a photo with the tablet camera app (see Figure 3.3.1)

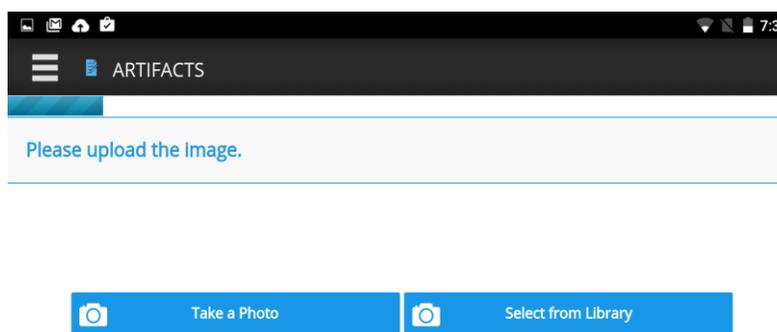


Figure 3.3.1: Uploading an image

3.2.2 Documents: You may collect documents stored on your tablet, or network drive (google, dropbox). You will be prompted to “Select a Document – Get File” (see Figure 3.3.2). Select the document file you wish to upload from the relevant location on your tablet or network drive.

**NOTE:** Please upload only documents in this section. Images and videos are not valid input options and will trigger an error message.

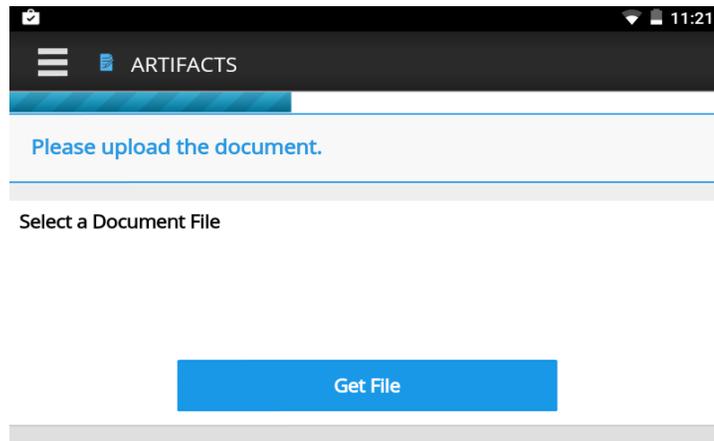


Figure 3.3.2: Uploading a Document

3.2.3 Video: You may capture short video clips (1 to 3 minutes) exemplifying live aspects of instruction or assessment not appropriately reflected by documents or still images (e.g. Q&A, student group work, a key part of a lecture). You will be prompted to “Record a video” if you wish to capture one at that moment from within the app, or “Select from Library” if you previously recorded a video (see Figure 3.3.3). \*\*

\*\* IF YOU WERE PROVIDED A swivl Robot you may also select videos recorded with the swivl. To access these videos please follow these steps, as they are stored in the tablet’s internal storage:

Internal storage → android → data → com.swivl.android (go to the bottom of the page) → files → choose your video

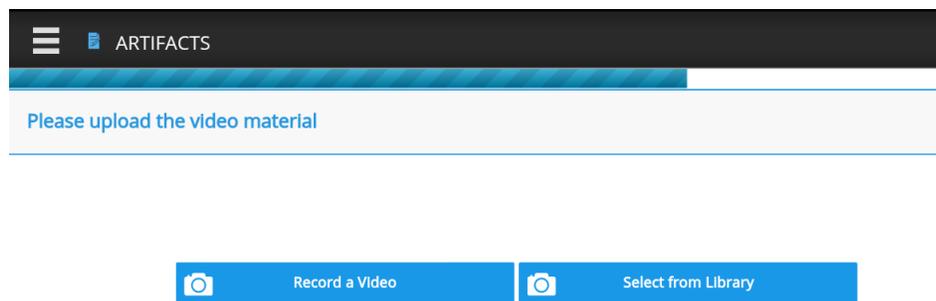


Figure 3.3.3: Uploading a Video Clip

3.3 Collecting multiple artifacts: Some artifacts may encompass more than one image (e.g. a multi-page quiz or lab sheet) or document (e.g. an assessment task comprising two files).

After capturing or selecting the first image you will be prompted to upload another (up to five) or continue (see Figure 3.4.). NOTE: Additional artifacts must be of the same type as the first—for example, if you uploaded an image, you can only upload additional images.

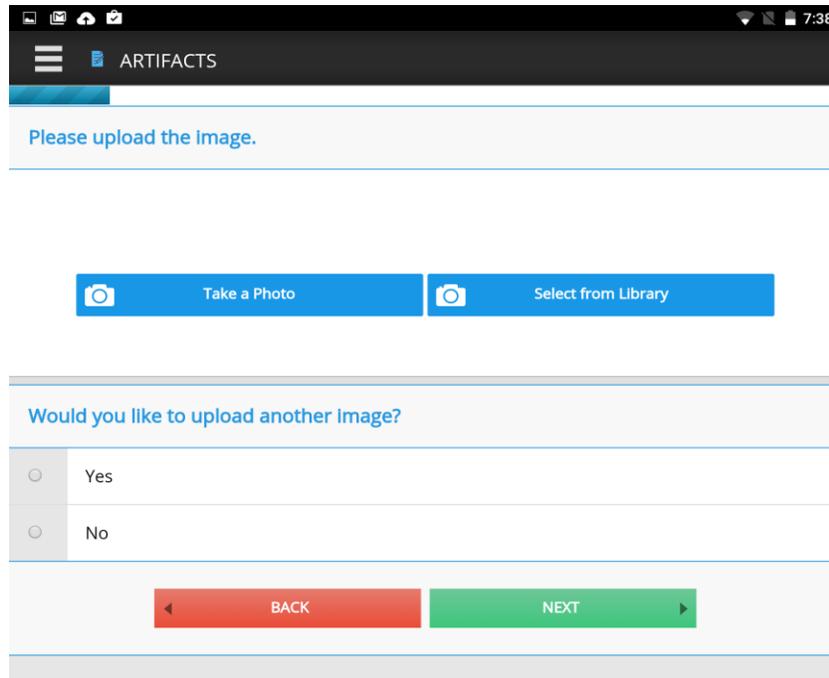


Figure 3.4: Uploading multiple images

**NOTE:** Once an artifact is submitted, it cannot be edited or modified. You will need to delete the artifact and re-submit with the desired changes. Details for deleting artifacts are discussed below.



## 4. e-QIS History: Viewing Collected artifacts

### 4.1 Accessing collected artifacts

- 4.1.1 You can reach the history to view collected artifacts by either clicking on a folder in the “collected” column on the Dashboard (see figure 3.1.1) or by selecting “History” from the main menu (see Figure 2.1.1a.)
- 4.1.2 The main History page shows all artifacts collected over the 10-day portfolio period. Each entry lists date of collection and artifact title
- 4.1.3 The filters at the top of the page allow you to restrict the artifacts shown by Portfolio, days, and type of Artifacts (see Figure 4.1.2)

### 4.2 Viewing artifacts

- 4.2.1 To view detailed information for previously collected artifacts, tap on an item from the list as shown in Figure 4.1.2. You will see all annotations for that particular artifact, along with the media files that were uploaded.
- 4.2.2 Use the “Previous” and “Next” buttons to see details for all artifacts collected. A count displays the number of the artifact out of the total collected for the portfolio or specific filter (eg: 1 out of 3; see Figure 4.2.2.).
- 4.2.3 To close this summary view click on the grey cross on the top right corner, as shown in Figure 4.2.2, this will take you back to the previous page listing all the artifacts—retaining any filters applied.
- 4.2.4 To delete an artifact, click on the trashcan icon and confirm (see Figure 4.2.2.).

**NOTE: Deleting an artifact from the history will permanently delete it from the server. This action cannot be undone.**

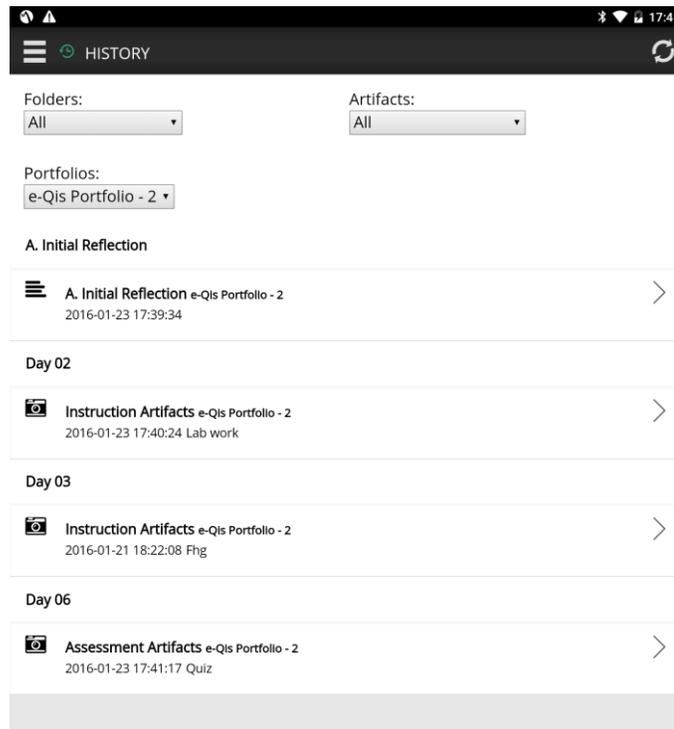


Figure 4.1.2 : History page with filters

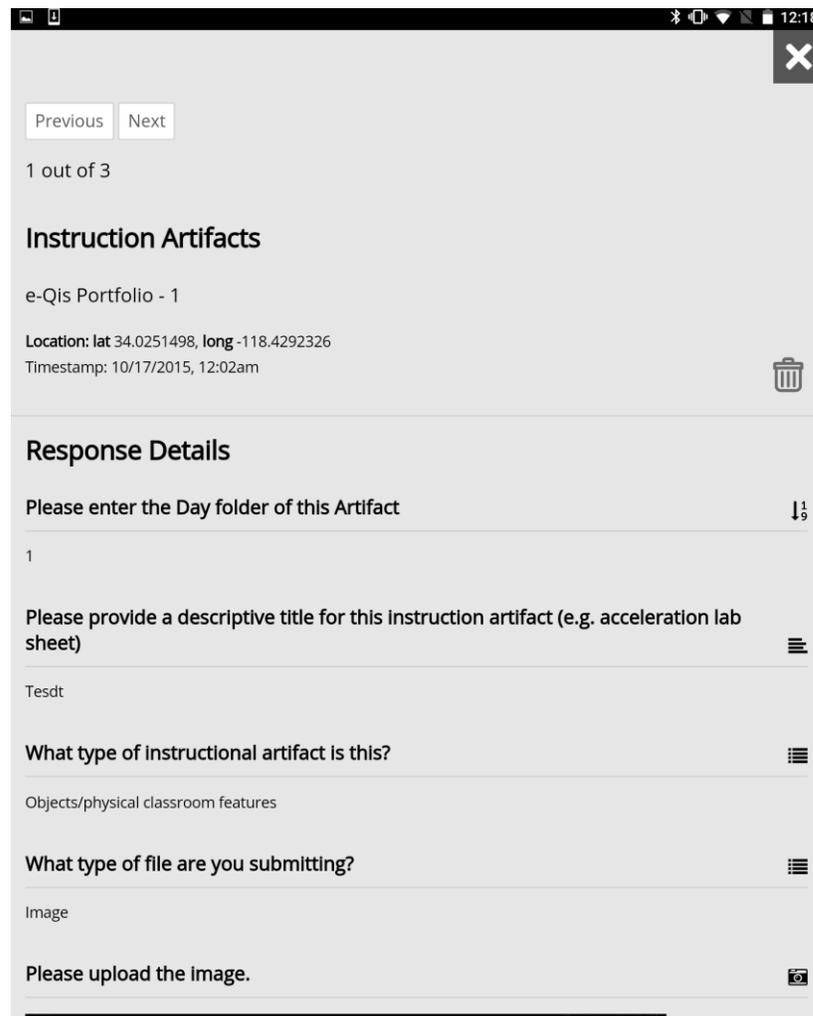


Figure 4.2.2: Closing history summary page

### 4.3 Editing the uploaded artifacts

- 4.3.1 In order to edit an already uploaded artifact you may go to the history page, select the artifact you wish to edit and tap on the edit icon () , which is above the trash can (as shown in Figure 4.3.1).
- 4.3.2 After tapping on the edit icon you will receive a warning message, stating the changes will be saved only after the artifact is resubmitted. Select OK to continue editing the artifact.
- 4.3.3 Selecting the OK option will take you to your artifacts to edit it. After the required edits are made, you may submit the artifact.
- 4.3.4 Please note that once an artifact is edited and submitted, it updates the old artifact with the new responses.

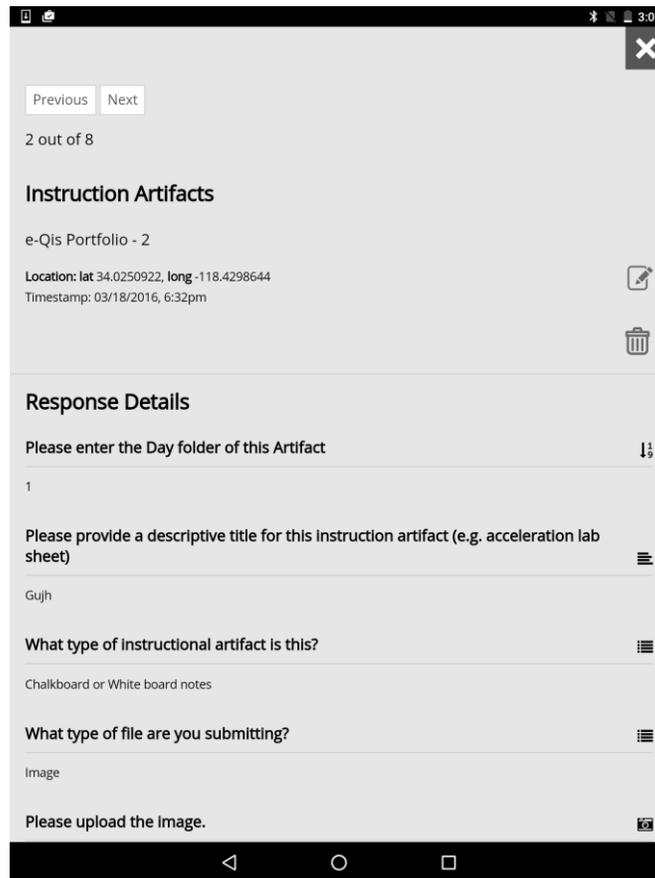


Figure 4.3.1. Edit option in the history page

## 5. Managing Upload Queue

### 5.1 Submitting artifacts without a wi-fi network connection

- 5.1.1 Artifacts submitted when the tablet is not connected to a wi-fi network cannot be uploaded to the server. These artifacts will be saved to the upload queue.
- 5.1.2 To view the artifacts saved in the queue select “Upload Queue” from the main menu. The menu shows the number of artifacts saved in queue.
- 5.1.3 When network connectivity is restored you may access the queue to upload pending artifacts. You may upload individual artifacts by tapping the upload icon on the left of each artifact, or upload all artifacts at once using the “upload all” icon on the upper right corner (see Figure 5.1.2).



Figure 5.1.2: Artifacts in upload queue

## 5.2 Viewing and deleting artifacts in Upload queue

- 5.2.1 To review an artifact before uploading to the server, click on the artifact name and you will see a page as shown in Figure 5.2.1.
- 5.2.2 After reviewing the artifact, you may upload the artifact using the blue upload arrow at the top right.
- 5.2.3 You may also delete the artifact using the trash can icon in Figure 5.2.1. A warning message will ask you to confirm if you want to delete the artifact.

**NOTE: If you LOG OUT from the e-QIS app, any artifacts not uploaded to the server will be erased from the upload queue and will be lost .**

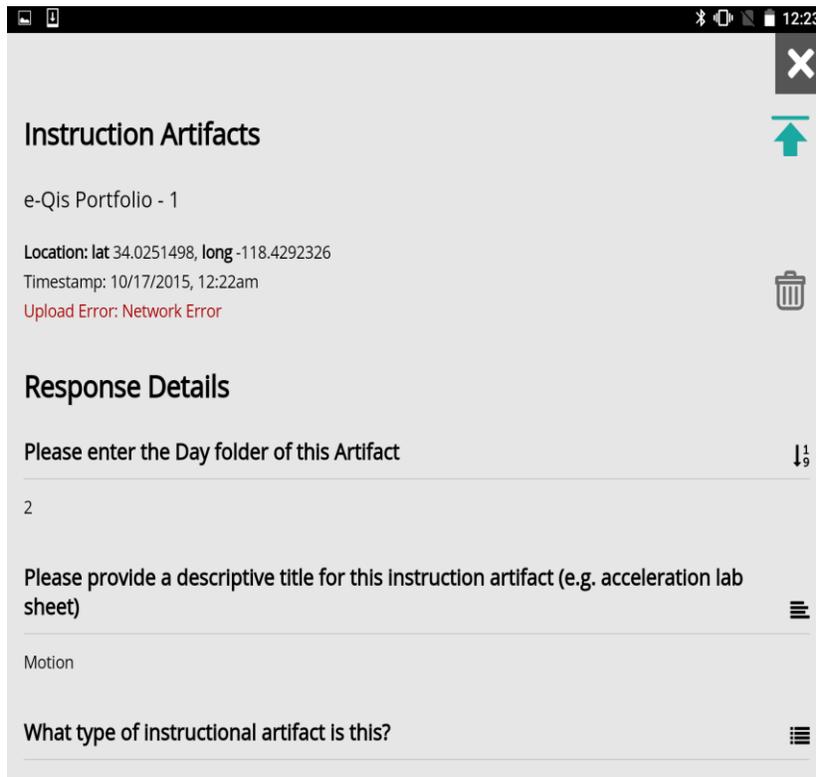


Figure 5.2.1: Summary view of the artifact in upload queue

## 6. Reminders

### 6.1 Setting up Artifact reminders

- 6.1.1 Reminders have been pre-set on your tablet from Monday to Friday at 6 am. You may change the reminders to a different time that is convenient for you.
- 6.1.2 Open the main menu shown in Figure 3.1.1, then select Reminders. Tap the “+” icon on the upper right corner. Select the artifact name by tapping onto the dropdown list as shown in Figure 6.1.1.
- 6.1.3 The ‘Repeat’ box allows you to set a daily reminder. Select the time by tapping onto the time field, then select “Save”.

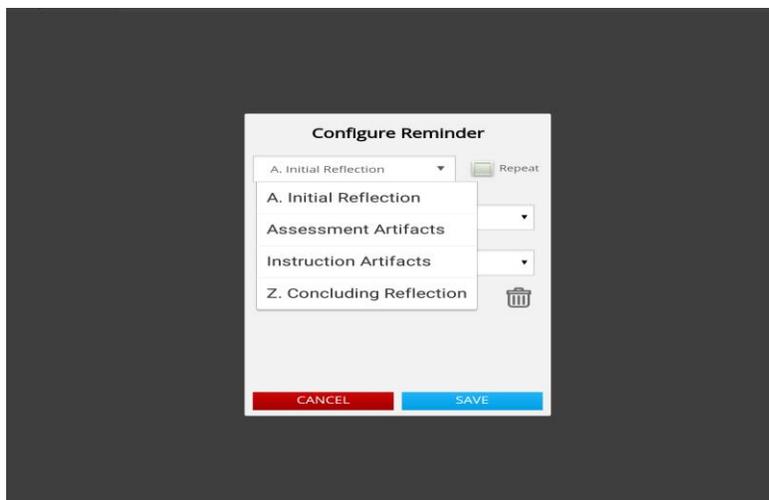


Figure 6.1.1: Setting up a new reminder

## 6.2 Viewing the reminders

- 6.2.1 A bell icon will appear on the upper left corner of your tablet device to notify about a new reminder (see Figure 6.2.1.) Swipe down from the top of the screen to access the notifications and tap on the reminder to collect your artifacts for the day.

NOTE: When you tap on a reminder to collect an artifact you will need to specify the *portfolio day* the instruction or assessment artifact is being collected (1-10). This is not necessary when collecting artifacts from the dashboard because you tap on a specific day.

- 6.2.2 Reminders activated while the device was closed will show up on the screen when the device is activated.



Figure 6.2.1: Reminder notification

## 7. Profile

### 7.1 Changing Password

- 7.1.1 Open the main menu, select Profile and select “Change Password”. Enter the old and new password then confirm the new password. Select “Change password” button. (see figure 7.1.1)
- 7.1.2 In the event that you forget your password please contact us at [eqis@ucla.edu](mailto:eqis@ucla.edu) for assistance.
- 7.1.3 Please make sure that “Wi-Fi only uploads” is set to ON.

### 7.2 HELP

- 7.2.1 The help menu can be accessed by clicking on the help menu in Figure 7.1.1. This page will lead to a wiki page or you can access it here. [wiki.eqis.io/app/eqis](http://wiki.eqis.io/app/eqis)
- 7.2.2 The pdf of the manual and the training videos are available on the home screen of the tablet on a folder labeled eQIS HELP.

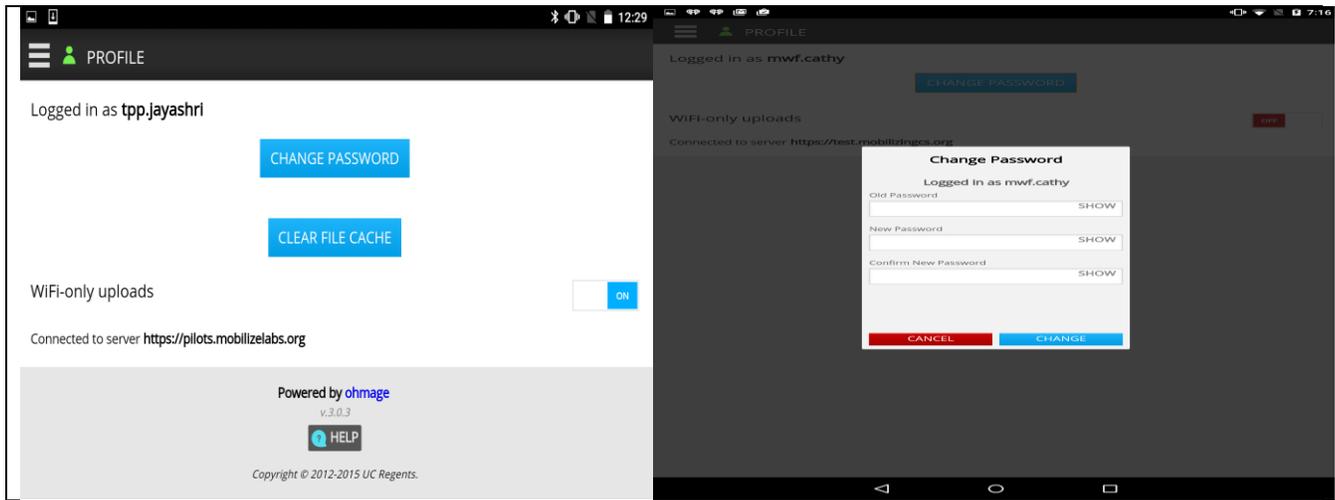


Figure 7.1.1 : Change password

## 8. Accessing your portfolio contents via Web

- 8.1 The web portfolio interface allows viewing and printing collected artifacts. To access visit <https://pilots.mobilizelabs.org> and login using the same credentials used on your tablet.
- 8.2 Click on “Campaign Manager” and look for the portfolio by scrolling through the list or by entering the name in the Search box. (See figure 8.1)
- 8.3 Click the “Responses” button as shown in Figure 8.2a.
- 8.4 To open one artifact, click the name under “Survey” column. To open all artifacts click the “+” icon on upper left as shown in Figure 8.3 and use the web browser’s “Print” function.



### Mobilize Web Tools select a tool to get started

#### Campaign Manager



Manage and create campaigns

#### Survey Taking



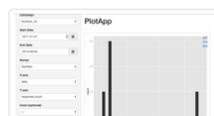
Browser-based survey taking

#### Dashboard



Interactive data exploration. Also available: [Public board](#)

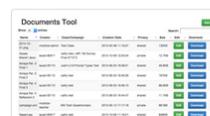
#### Plot App



#### Campaign Monitor



#### Documents





**Login**

Username

Password

**LOG IN**

[Create Account](#) | [Forgot Password?](#)

Figure 8.1 : Web version and login page

Mobilize Campaigns Surveys Explore Documents Classes Help

## Campaign Manager

[Create New Campaign](#)

All Classes From To

Search:  Show 25 entries

Title	Created	Status	Shared	Total	
e-Qis Portfolio v4	2015-08-06 12:55:32	running	0	70	<a href="#">Responses</a>

Showing 1 to 1 of 1 entries (filtered from 313 total entries) Previous 1 Next

Figure 8.2 : Campaign Manager

Mobilize Campaigns Surveys Explore Documents Classes Help

## Response Manager e-Qis Portfolio v4

Expand All Rows

[Actions](#)

From To

Search:

Show 25 entries

Survey	Owner	Date	Shared	Location
<input type="checkbox"/> Instruction Artifacts	mwf.cathy	2015-08-21 11:23:41	private	📍
<input type="checkbox"/> Instruction Artifacts	mwf.cathy	2015-08-21 11:22:13	private	📍
<input type="checkbox"/> Instruction Artifacts	tpp.brian	2015-08-21 10:49:55	private	📍
<input type="checkbox"/> Instruction Artifacts	mwf.wrenr	2015-08-14 13:03:08	private	📍
<input type="checkbox"/> Instruction Artifacts	mwf.wrenr	2015-08-14 13:02:07	private	📍
<input type="checkbox"/> Instruction Artifacts	mwf.wrenr	2015-08-14 13:01:23	private	📍
<input type="checkbox"/> Instruction Artifacts	mwf.wrenr	2015-08-14 13:00:39	private	📍
<input type="checkbox"/> Instruction Artifacts	tpp.jayashri	2015-08-14 10:18:21	private	📍
<input type="checkbox"/> Instruction Artifacts	tpp.felipe	2015-08-13 12:18:57	private	📍

Figure 8.2b : Campaign Manager

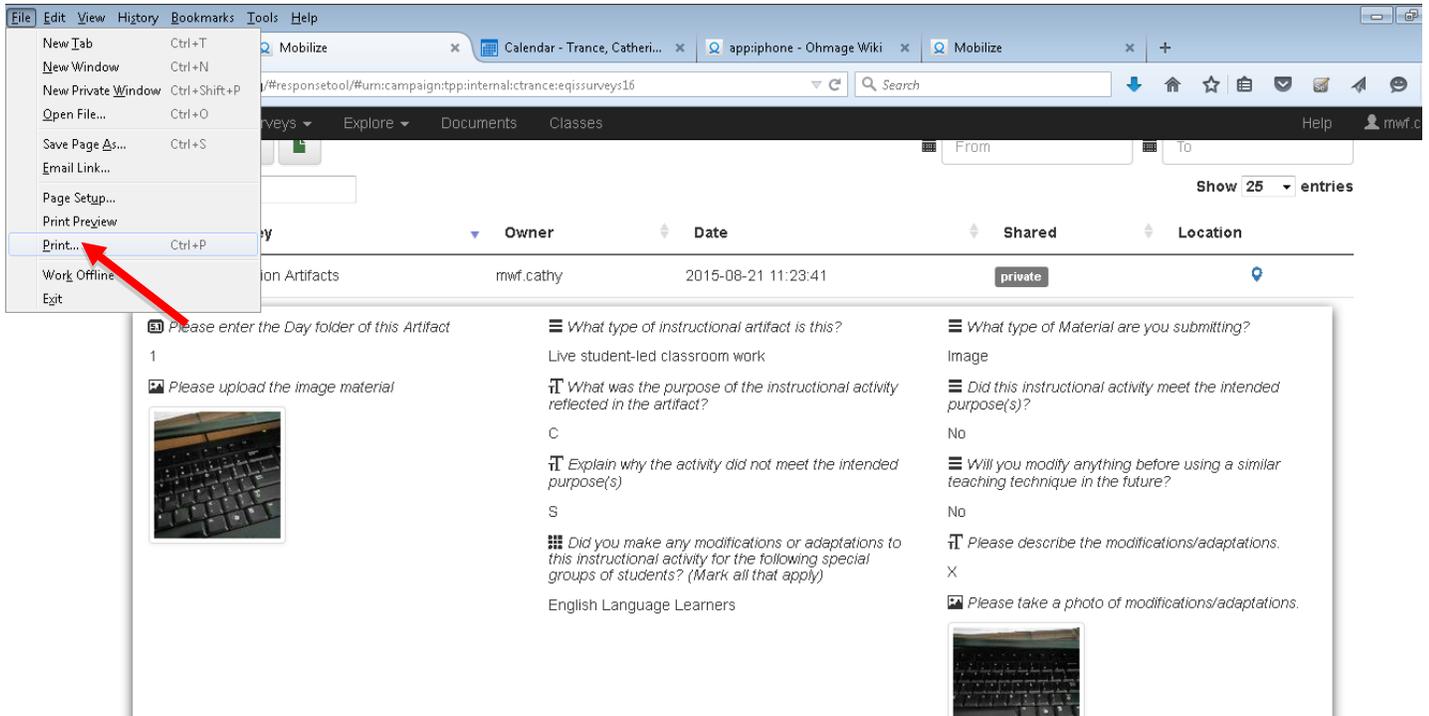


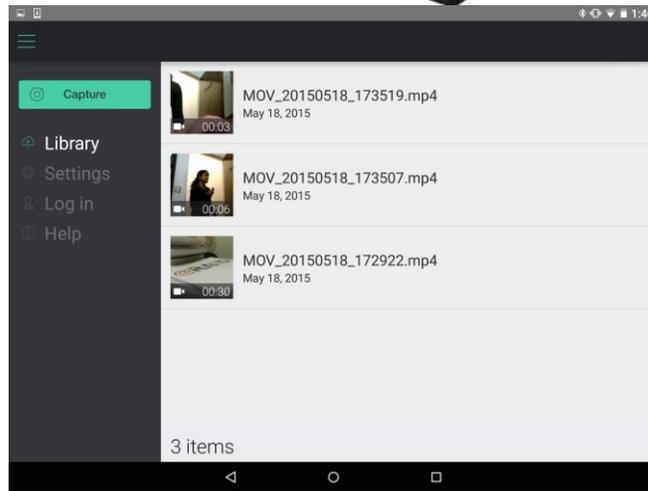
Figure 8.3: Printing an artifact

## 9. Capturing video using Swivl \*\* (If provided)

9.1 Setup the Swivl Robot in a convenient location in your classroom.

- 9.1.1 Before connecting the swivl robot to the tablet please make sure that the Bluetooth on the tablet is ON and connected to the swivl.
- 9.1.2 Press the power button on front right to turn on the Swivl Robot (Make sure it is connected or fully charged)
- 9.1.3 Press the power button on the swivl remote marker
- 9.1.4 Press the “pair” button on front left to connect the Swivl robot and tablet.
- 9.1.3. Find the swivl icon (S) and access the app on your tablet
- 9.1.5 Select Capture inside the swivl app

9.2 Press the power button on the swivl control/microphone. To begin recording press the record (red) button on the control. To stop recording press the button again.





## 10. Troubleshooting

### NEED HELP?

You may access the technical manual from the “profile” section on your app (see section 7) or by visiting [wiki.eqis.io/app/eqis](http://wiki.eqis.io/app/eqis).

If you have any questions, or are experiencing technical issues during portfolio collection, contact us at [eqis@ucla.edu](mailto:eqis@ucla.edu). Please leave a phone number where we can reach you and a good time to call you. A member of the research team will get back to you as soon as possible, typically within 24 hours.

### 10.1. Troubleshooting

If you cannot find the eQIS app, please look for it in main menu with all the other apps. If you do not find it please download from google play store (see section 1.3)

#### Portfolios

1. Portfolio does not appear

- Tap the refresh icon on the upper right corner of portfolio menu (Figure 2.1.1b.)
- 2. Portfolio will not download, or Network error when refreshing the list of portfolios
- Check that your device is connected to wi-fi, then retry.

#### Dashboard

3. Dashboard page is blank even after downloading the portfolio

- You should be able to see a page as seen in Figure 3.1.1, if you cannot please tap the refresh icon on the upper right corner of Figure 2.1.1a.

4. Collected value is incorrect

- Tap the refresh icon on the upper right corner.

5. Network error message when refreshing the dashboard page

- Check that your device is connected to wi-fi, then retry.

6. Installed portfolio is not the correct one

- Make sure you downloaded the latest/correct portfolio.

#### Artifacts

7. Cannot submit the artifact or network error when submitting an artifact

- Check that your device is connected to wi-fi. Artifacts captured without wi-fi connection will be placed in the upload queue for later upload.

#### History

8. History does not reflect all artifacts uploaded

- Tap the refresh icon on the upper right corner of history (Figure 4.1.2a).

9. Network error message when refreshing the history list

- Check that your device is connected to wi-fi, then retry.



## Reminders

10. Did not generate notification for the artifact.

- Make sure a reminder is activated for the particular type of artifact in the Reminders page.

## 10.2 Issues related to tablet/Android device

### 10.2.1 External keyboard not working

- Make sure the external Bluetooth keyboard is charged
- Swipe the menu at the center top of the screen down TWICE to access the tablet settings, and check that Bluetooth is ON.
- Press keyboard power button ON until you see a blue blinking light come on. The tablet Bluetooth settings must show “nexus keyboard” connected.

### 10.2.2 Screen keyboard not showing up

- Pair the Bluetooth with the nexus keyboard should say "connected " in Bluetooth settings or when you pull down the settings on main screen you will see "Nexus keyboard" in place of "Bluetooth".
- Go to settings --> language and input --> current keyboard --> turn on"Hardware" --> then click choose keyboards --> physical keyboards --> set up keyboard layouts and choose english[US].

### 10.2.1 If app freezes

If the app freezes, click on the square button on the main screen and close the apps either by swiping left or clicking on the “x” on top right.