Setup Instructions for MySO App

Summary

This document contains step-by-step instructions for configuring the MySO app to record Student Observations. You will need to follow these steps before doing an observation.

Settings

By tapping on the "**Adjust My Settings**" button on the home screen, or the "**Settings**" tab located at the bottom of every other screen, the user will be taken to a list of options that they may adjust to best fit their needs. This is a requirement when the app is first installed and can be modified later.

List of Setting Options

1. **Engagement Codes**
   This section displays a list of Engagement Codes that the user has created. These codes will be used to record what the student is currently *engaged in*, such as reading or taking a test, during a specific time interval of the observation.
   > **Note:** The list of Engagement Codes will be used to create an identical list pertaining to the **Comparison Codes**, which will be used to record the Engagement activities of the *Control Student* that will be used in comparing with the primary subject of the Observation.

2. **Intervention Codes**
   For this section, the list of Intervention Codes that the user has created. These codes will be used to record for whenever a teacher or moderator must interact with the student that is the primary subject of the observation or the Comparison Student, such as scolding or assisting the student(s).

3. **Add/Remove Students**

    In this section, there will be a list of one or more students that the user has observed, or will be observed.

4. **Add/Remove Classes**

    This section will list all the classes that the observed student(s) will be or has been in as the environment for the observation.

5. **Default Email Address**

    Users may utilize this section to save their email address as the "Default User Address" in order to more easily send their Student Observation reports to themselves. **To use this feature is entirely optional.**
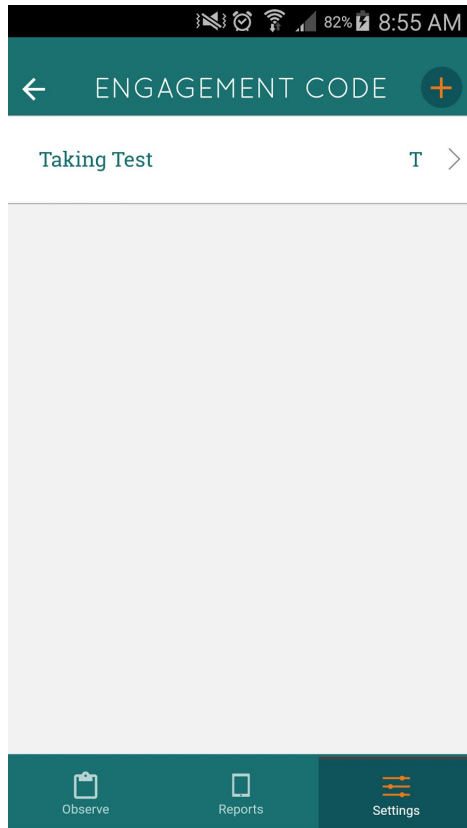
6. **About MySO**

    This section displays the copyright information, the MySO version number (used for debugging purposes), and a link to the MySo website, www.StudentObservations.com, that will contain additional information to further assist the user.

Observation Recorder Setup

In order to utilize this feature, the user must have the following things already configured in **Settings**, or else s/he will be unable to execute the Observation Recorder.

1. **Create One or More Engagement Codes AND Intervention Codes**

    Click the **plus sign icon** on the top right-hand corner of the page, which will take the user to a form that will need to be filled out.

The Form Contains the Following Fields:

I. **Engagement/Intervention Code**
   This is just a short string of text that abbreviates the actual name of the code for the reports.
   Note: Doing this will allow psychologist/tester to better adhere to HIPAA requirements by being able to better protect their privacy this way by not having the actual names for these codes on the report.

II. **Engagement/Intervention Name**
   The actual name of the code, such as Reading or Writing, to help remind the user what the code represents.

III. **Engagement/Intervention Description** *(Optional)*
   The description of the Engagement/Intervention Code.

2. Create the Student that the User Wishes to Observe

Click the **plus sign icon** on the top right-hand corner of the page, which will take the user to a form that will need to be filled out.

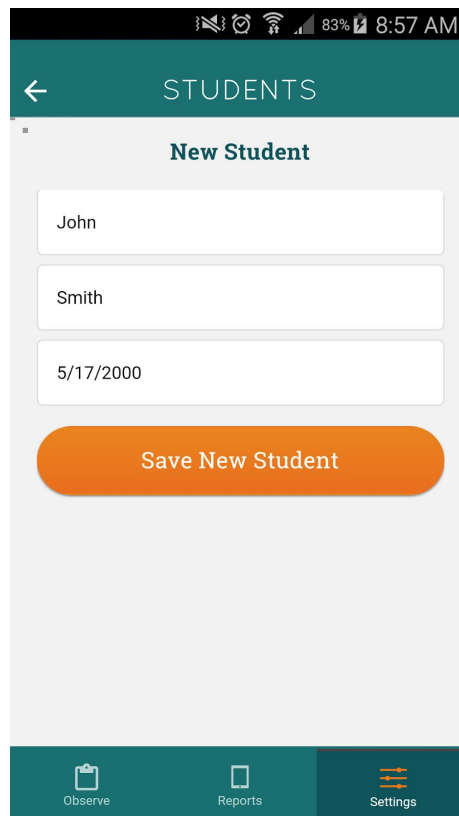**The Form Contains the Following Fields:**

I. **First Name**

The first name of the student to be observed.

II. **Last Name**

The last name of the student to be observed.

III. **Date of Birth**

Once this field is selected, a date picker will pop up, showing a calendar where the user can select the student's date of birth.
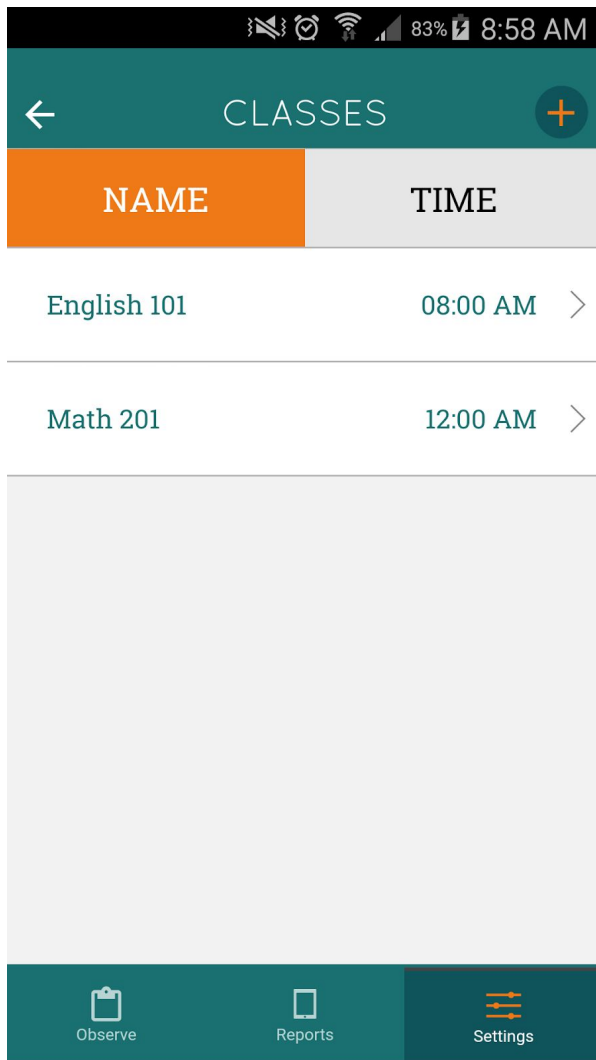

3. **Create the Class to Establish the Observation Environment**

Click the **plus sign icon** on the top right-hand corner of the page, which will take the user to a form that will need to be filled out.

The Form Contains the Following Fields:

I. **Class Name**
    The name of the class/course that the observed student will be attending.
II. **Class Time**
    When this field is selected, a time picker will pop up where the user can select the time that the class/course starts.
III. **Class Description** *(Optional)*
    The description of the observed student's class/course.

Observations and Reporting

If the user has followed these instructions and was able to complete all these tasks successfully, s/he should now be able to conduct their first observation of a student and start collecting data.

Observations can be made over a configurable period of time, for one student and one comparison student.   For example, a 30 minute session with observation data recorded at 60 seconds intervals for the students in question. We recommend a one or two minute interval. The overall observation length should be evenly divisible by the interval length.

While the session will end in exactly 30 minutes, the recording of observation data during the specified intervals is up to the person doing the observation. There will be a reminder alert at the end of each interval to let the observer know that that interval has expired. This alert is a reminder that you should have recorded your data by this point in the process. There is nothing in the system that will force you to record at least once per interval or to prevent you from recording more than one observation per interval. Additionally, at the end of the session, there will be no way to change or add to the data recorded for that session.

Once the observation is completed, you will have the option to save the recorded data. The data will then be stored securely on your device. It is not recorded anywhere else as a security measure. Depending on what apps you have installed, there will be various options for "sharing" the report, eg via Google Drive or email, from the Submit Report option on the Home screen. Typically, you would "share" it with yourself.