



Quick Reference Guide

Deciding on Elements

<i>What I Want ...</i>	<i>Element</i>
a box for yes/no.....	Checkbox
to write in the box.....	Manual Text Input
to write a number in the box.....	Manual Number Input
to pick ONE item from a list.....	Dropdown List
to put in the date.....	Date Input
to put in the time.....	Time input
to pick TWO or more items from a list	Label + Checklist
criteria set in a rubric and to pick the performance level	Dropdown List with Rubric
to automatically record time or a count.....	Timer/Counter



Good initial planning leads to easier template creation.

Kentucky's eWalk Website:
<https://mxweb.media-x.com/home/kdeusa/>

Click on the menu headings in the green bar after the words mxWeb to toggle between the menu items.

Where can I find the place to create new elements in eWalk?

Log into Kentucky's eWalk website
Click on the "eWalk" symbol
Click on "Set Up"
Click on "Templates"
Click on "Manage Elements" at the top to create new elements

MAKING A LABEL + CHECKLIST

This requires two steps

Step One

- ◆ Click on "New Element"
- ◆ Select a Label
- ◆ Make the Label the title for your checklist (example: Learning Styles Addressed)
- ◆ Save

Step Two

- ◆ Click on "New Checklist"
- ◆ Make title of the checklist the same as label (example: Learning Styles Addressed)
- ◆ Add items for checklist
- ◆ Save

You can associate the checklist with the label when you create the new template.



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When starting a new template:

- ✓ Always select the form: Media-x Standard
- ✓ Be sure to select the subject (if you will be observing teachers, then select "teacher")
- ✓ Template Description is optional, but may be helpful if you plan on sharing templates.
- ✓ You can copy from a previous template and make minor changes.



Checklists do not count as elements, but labels do.

Symbols



Click to add the element



Click to add a checklist



Click to edit



Click to delete



Click for help

Need to reorder the position of the elements?



Click on this symbol to reorder the elements.



You can only place 5 elements on a page. You only have 6 pages. 5 elements X 6 pages = 30 elements.

On the Kentucky eWalk website, type in "Template" for the username and 1234 for the password to view templates that have been shared.

Tired of "Page 1"

You can click the edit symbol beside the page name to re-name the page.

Before you can make a template, create the new elements you need.



Time Saver

You can reuse elements and checklists for different templates. You might consider creating elements that are general enough to be used more than once.



Click this icon to share your template