

ECOVE ON THE PDA GETTING STARTED

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ECOVE SOFTWARE

THE FOUR PHASES

1

DOWNLOAD AND RUN THE PDA
INSTALLER OF YOUR CHOICE

2

DOWNLOAD AND RUN THE
MATCHING LAPTOP INSTALLER

3

SYNC ECOVE BETWEEN THE
PDA AND COMPUTER TO SET
UP THE OBSERVATIONS

4

GATHER DATA WITH THE PDA
AND SYNC TO COMPUTER FOR
UPDATES AND REPORTS

SEE THE ECOVE PDA MANUAL FOR ALL THE
FEATURES IN THE PDA ADVANCED EDITIONS

HERE ARE THE EASY STEPS

I wish it were fewer steps, but that's the nature of pda syncing to database software.

1. **COMPUTER:** LOCATE YOUR IP ADDRESS AND WRITE IT DOWN BELOW

⇒PAGE 3 (WINDOWS) OR PAGE 4 (MACINTOSH)⇐

MY IP ADDRESS IS

←--WRITE IT DOWN

2. **COMPUTER:** DOWNLOAD & INSTALL THE PDA EDITION OF YOUR CHOICE; SYNC WITH YOUR COMPUTER AS YOU NORMALLY WOULD TO SYNCHRONIZE CALENDARS, ETC. THIS WILL INSTALL ECOVE ON THE PDA

⇒PAGE 5⇐

3. **COMPUTER:** DOWNLOAD AND RUN THE MATCHING LAPTOP EDITION; ENTER REGISTRATION INFORMATION AND CLICK 'CONTINUE'

⇒PAGE 9⇐

4. **PDA:** RUN ECOVE; TAP 'SETTINGS BUTTON'; ENTER IP ADDRESS AND SYNC PORT

⇒PAGE 10⇐

5. **PDA:** CONNECT TO COMPUTER WITH CRADLE OR CABLE AND PRESS SYNC BUTTON IN ECOVE; CHOOSE [SYNC]; TAP 'YES'

⇒PAGE 11⇐

6. **COMPUTER:** ENTER PDA TRIAL VERSION REGISTRATION INFORMATION; CLICK 'CONTINUE'. SYNC SHOULD PROCEED (BE PATIENT THIS FIRST TIME)

⇒PAGE 11⇐

7. **PDA:** CHECK TO SEE THAT YOU NOW HAVE CLASSROOMS, TEACHERS AND STUDENTS, TOOLS AND TOOLSETS. EXPLORE ECOVE BY DOING PRACTICE OBSERVATIONS ON THE SAMPLE CLASSES OF SAMPLE STUDENTS.

8. **COMPUTER:** CREATE NEW ROOMS MANUALLY OR BY IMPORTING SET UP FILES; ADD STUDENTS TO ROOMS AS DESIRED. DELETE THE TWO 'TEST CLASS' ROOMS.

⇒PAGE 13⇐

9. **PDA:** WITH ECOVE RUNNING ON THE COMPUTER AND CONNECTED WITH CRADLE OR CABLE, TAP THE 'SYNC' BUTTON ON PDA ECOVE. TRANSFER OF THE NEW ROOMS AND TEACHERS/STUDENTS WILL PROCEED.

⇒BACK TO PAGE 11⇐

10. **PDA:** CHECK TO SEE THAT YOUR NEW ROOMS AND PEOPLE HAVE TRANSFERRED SUCCESSFULLY. IF SO, YOU ARE READY TO GATHER DATA IN THE CLASSROOM

STEP 1

FINDING THE WINDOWS IP ADDRESS

FINDING YOUR IP ADDRESS ON A WINDOWS COMPUTER

1

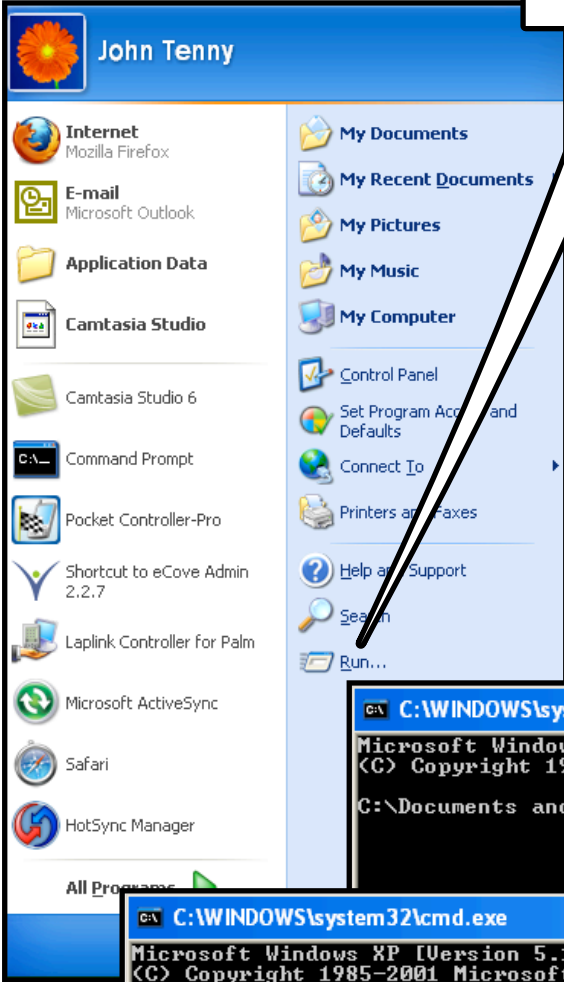
START WITH THE START MENU

2

AND CLICK 'RUN'

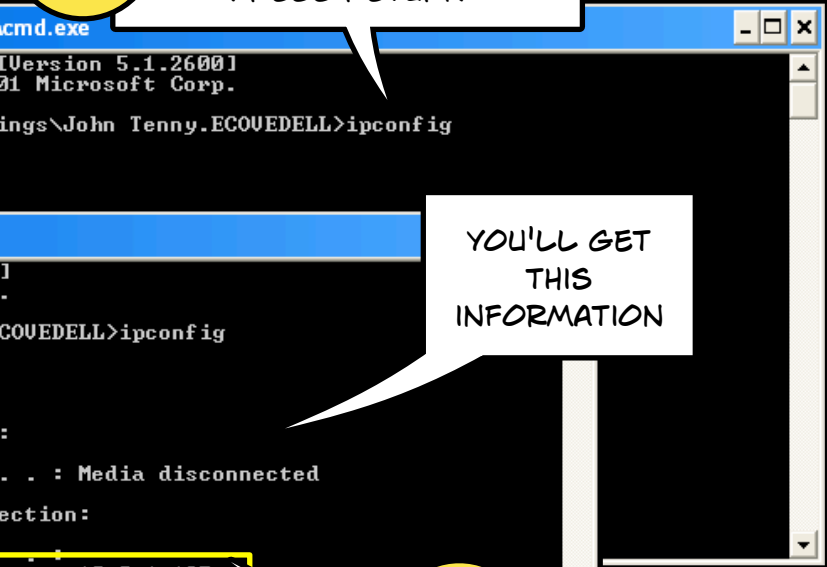
3

TYPE 'CMD' AND CLICK 'OK'



4

TYPE 'IPCONFIG' AND PRESS RETURN



YOU'LL GET THIS INFORMATION

5

THIS IS THE NUMBER YOU'RE AFTER. WRITE IT DOWN.

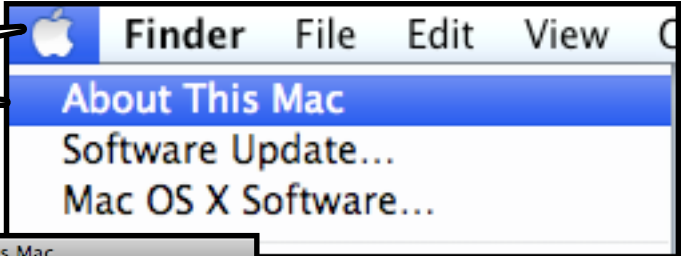
STEP 1

FINDING THE MAC IP ADDRESS

FINDING YOUR IP ADDRESS ON A MACINTOSH

1

CLICK THE APPLE, THEN 'ABOUT THIS MAC'



2

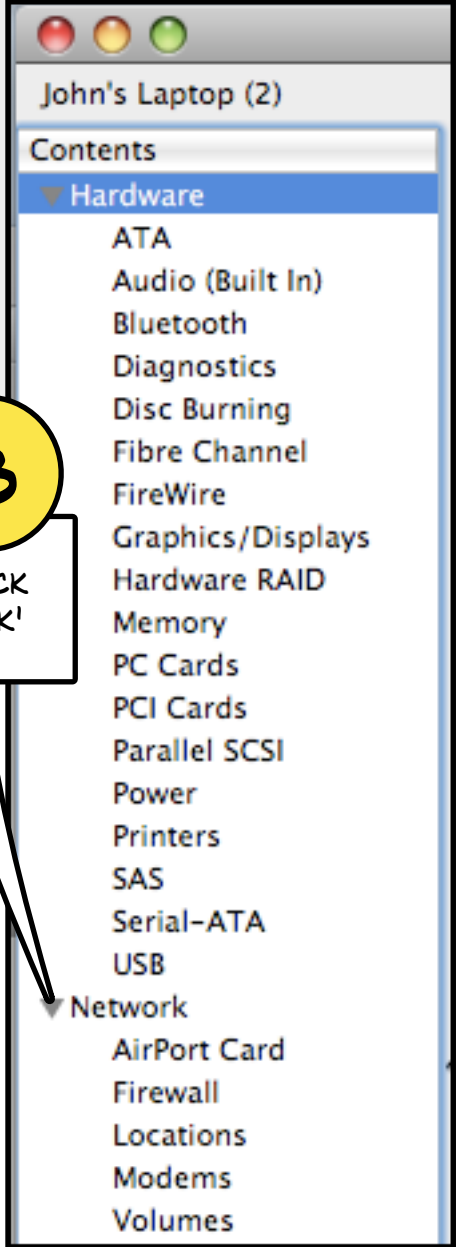
THEN CLICK 'MORE INFO...'



THERE ARE TWO IMPORTANT NUMBERS THAT YOU'LL NEED: THE SYNC IP ADDRESS AND THE SYNC PORT (TRY 8009 FIRST - IT WILL PROBABLY WORK)

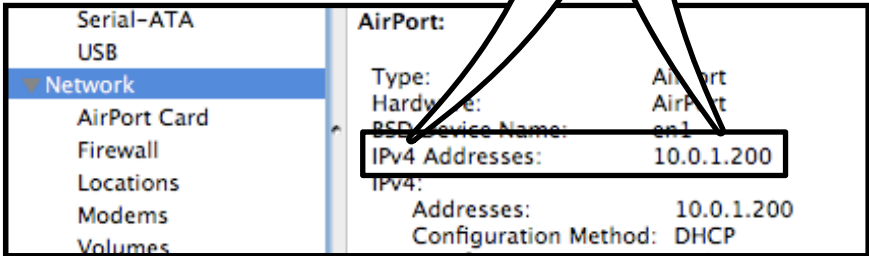
3

THEN CLICK 'NETWORK'



4

...TO GET THIS NUMBER. WRITE IT DOWN.



MACINTOSH INFO

STEP 2

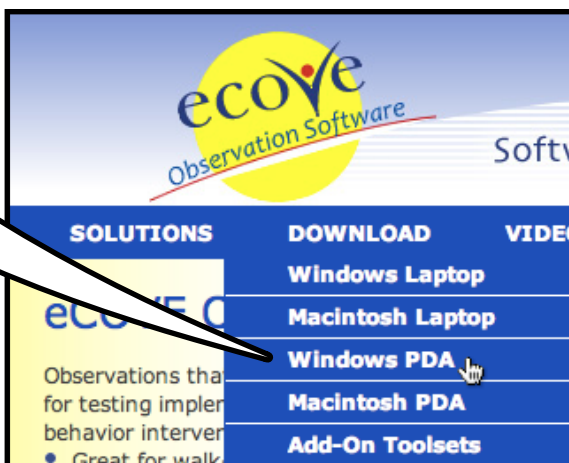
DOWNLOAD AND RUN THE PDA INSTALLER OF YOUR CHOICE

THERE IS A DIFFERENT ECOVE PDA INSTALLER FOR EACH EDITION

YOU'LL NEED THE REGULAR PDA SYNCING SOFTWARE ON THE COMPUTER - ACTIVE SYNC (POCKET PC) OR HOT SYNC (PALM)

EACH INSTALLER INCLUDES BOTH PALM AND POCKET PC

START AT WWW.ECOVE.NET AND CLICK THE DOWNLOAD/WINDOWS PDA LINK



Windows PDA

[Windows Administrator PDA Edition 2.3](#)
[Download Installation File \(17 MB\)](#)

The Administrator PDA Edition includes 25 tools of interest to school administrators.

[Installation instructions \(PDF\)](#)

This PDA Edition runs on Palm and PocketPC Handhelds (Microsoft Mobile OS). iPhone coming soon.

FIND THE EDITION YOU WANT AND CLICK THE DOWNLOAD LINK

THESE ARE THE INSTRUCTIONS YOU ARE READING

STEP 2

...CONTINUED

DOWNLOAD AND RUN THE PDA INSTALLER OF YOUR CHOICE

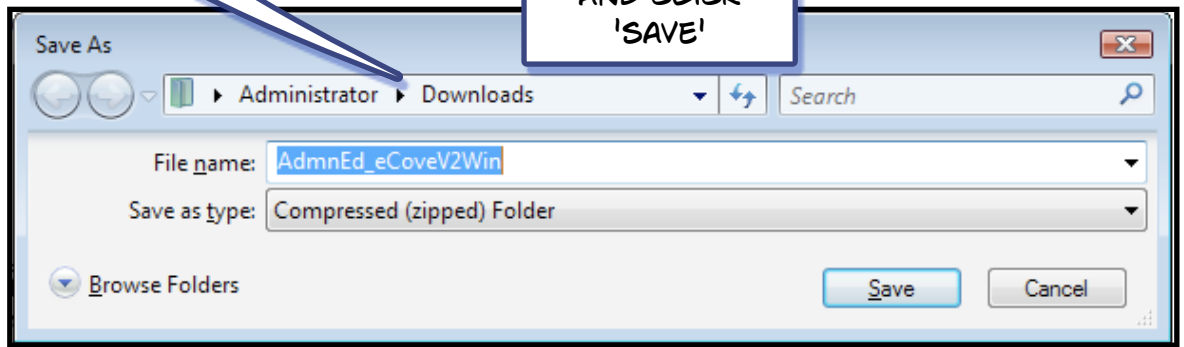
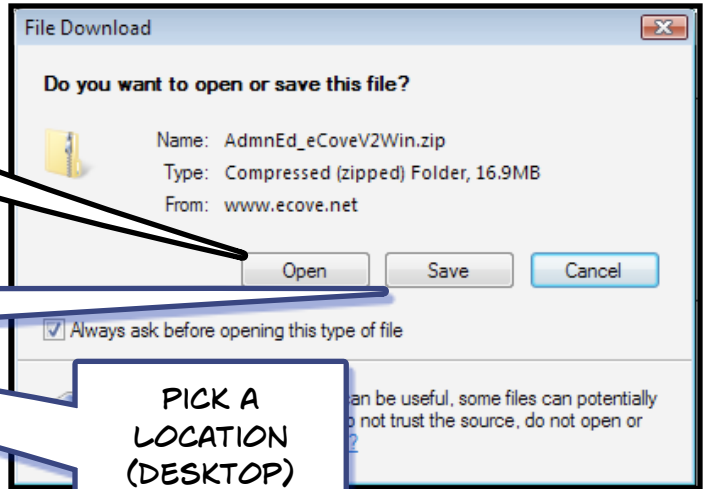
THE TASK IS TO DOWNLOAD THE ZIP FILE, EXTRACT THE INSTALLER, AND RUN IT.

THE DOWNLOAD IS A ZIP (COMPRESSED) FILE, AND YOU'LL GET THE USUAL WARNINGS.

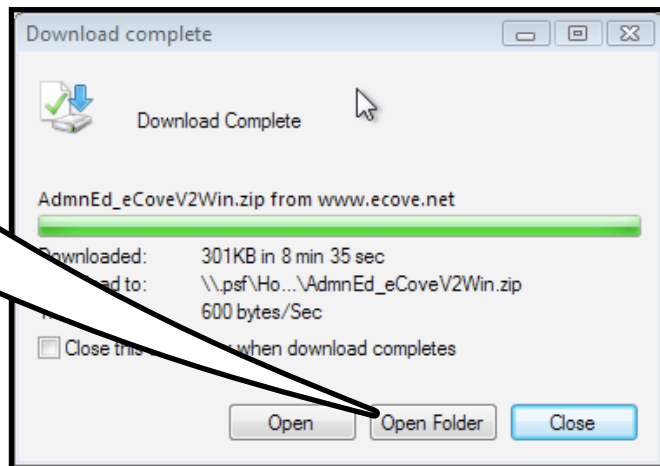
IF YOU ARE SURE THAT YOU HAVE AN UNZIP PROGRAM, CLICK OPEN

IF NOT SURE, SAVE THE FILE

PICK A LOCATION (DESKTOP) AND CLICK 'SAVE'



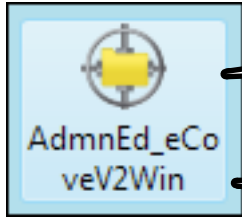
ONCE THE ZIP FILE DOWNLOAD IS COMPLETE, CLICK OPEN FOLDER



STEP 2

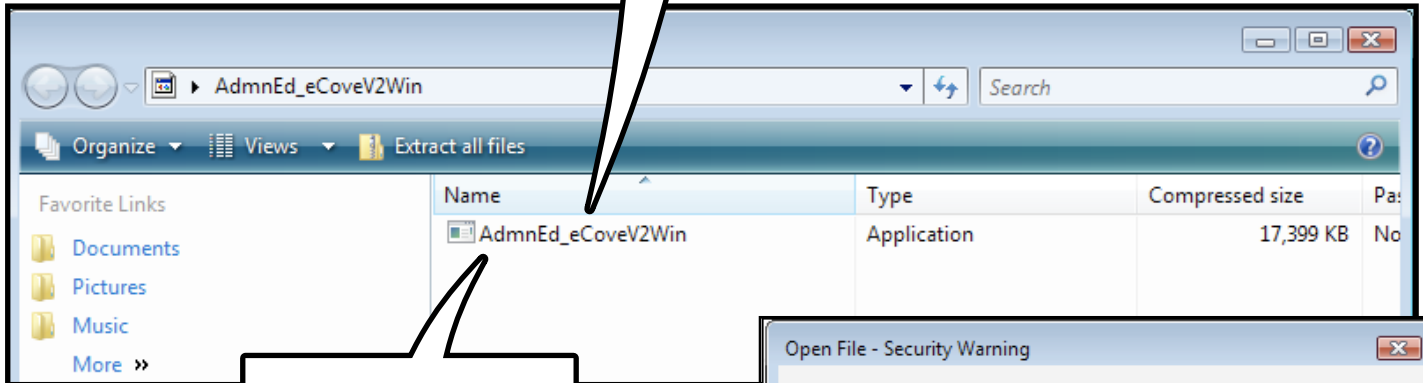
...CONTINUED

DOWNLOAD AND RUN THE PDA
INSTALLER OF YOUR CHOICE

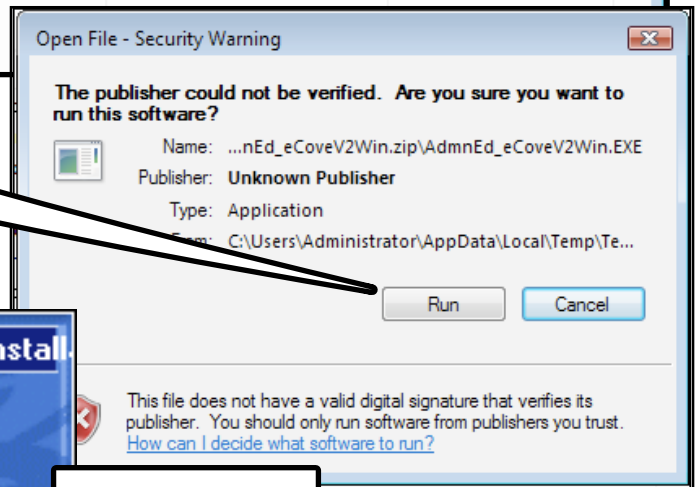


FIND THE DOWNLOADED ZIPPED FILE.
[THE ICON MAY LOOK DIFFERENT ON
YOUR COMPUTER]

DOUBLE CLICK
TO OPEN A
DIRECTORY



DOUBLE CLICK
THEN CLICK 'RUN'



FOLLOW THE
STEPS IN THE
INSTALLER.

CHOOSE
YOUR PDA
TYPE ALONG
THE WAY

eCove for Windows v2 Administrator Edition Install

Initializing Wise Installation Wizard...

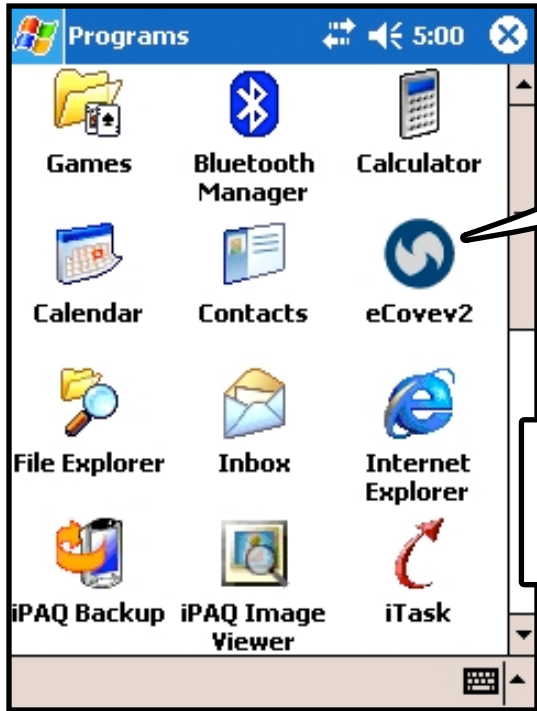
- Setup eCove Mobile for Palm OS
- Setup eCove Mobile for PPC

THE LAST STEP IS TO SYNC YOUR PDA AS YOU NORMALLY DO TO SYNC
YOUR CALENDAR, ETC. ECOVE WILL BE INSTALLED IN THE PROCESS

STEP 2
...CONTINUED

SYNC ECOVE BETWEEN THE PDA AND COMPUTER TO SET UP THE OBSERVATIONS

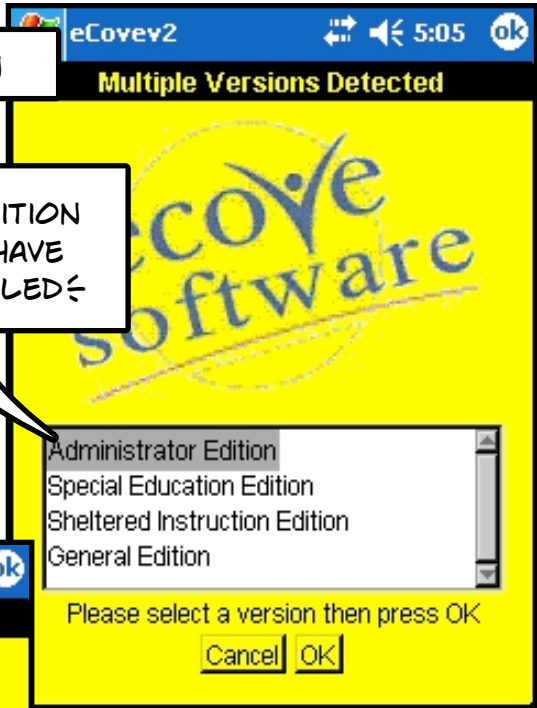
THIS WORKS BEST WITH POCKET PC HANDHELDS (HP, DELL, ETC). PALM USERS SEE BELOW.



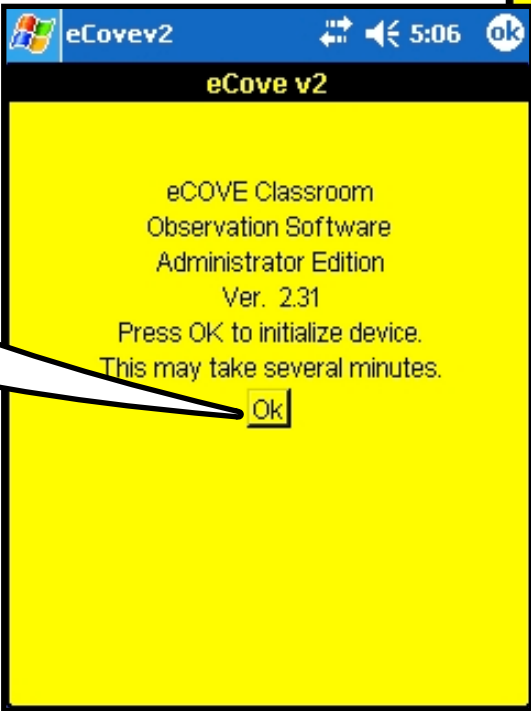
FIND ECOVE V2 IN YOUR PROGRAMS DIRECTORY

TAP TO RUN

CHOOSE YOUR EDITION
→ OF COURSE I HAVE THEM ALL INSTALLED ←



YOU'LL SEE THIS THE FIRST TIME YOU RUN ECOVE



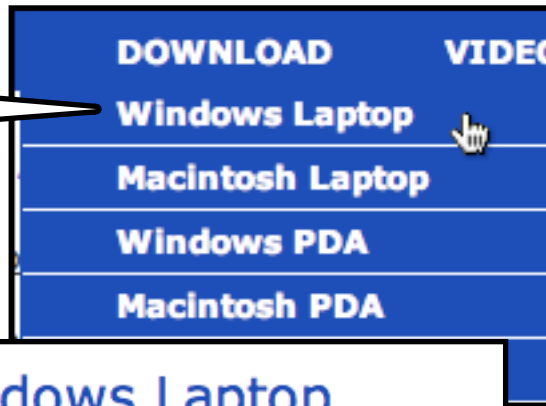
palm

LIFE IS A LOT EASIER IF YOU USE A PROGRAM CALLED 'SOFTICK' TO SYNC ECOVE. CONTACT US AND WE'LL GET IT TO YOU.

STEP 3

DOWNLOAD AND RUN THE MATCHING LAPTOP INSTALLER

RETURN TO THE WEBSITE'S DOWNLOAD / WINDOWS LAPTOP

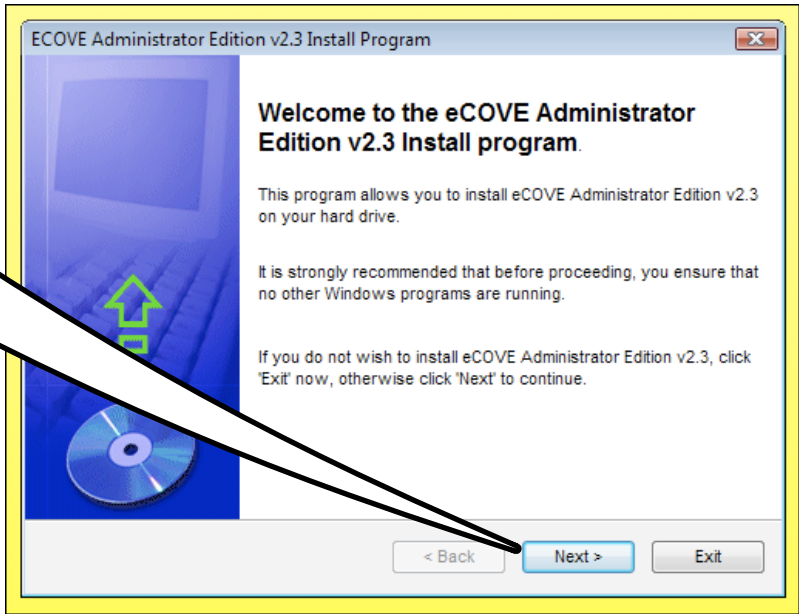


CHOOSE THE EDITION THAT MATCHES WHAT YOU JUST DOWNLOADED FOR THE PDA



REPEAT THE SAME STEPS AS YOU DID WITH THE PDA DOWNLOAD.

THE INSTALLER WILL BEGIN. JUST FOLLOW THE STEPS.



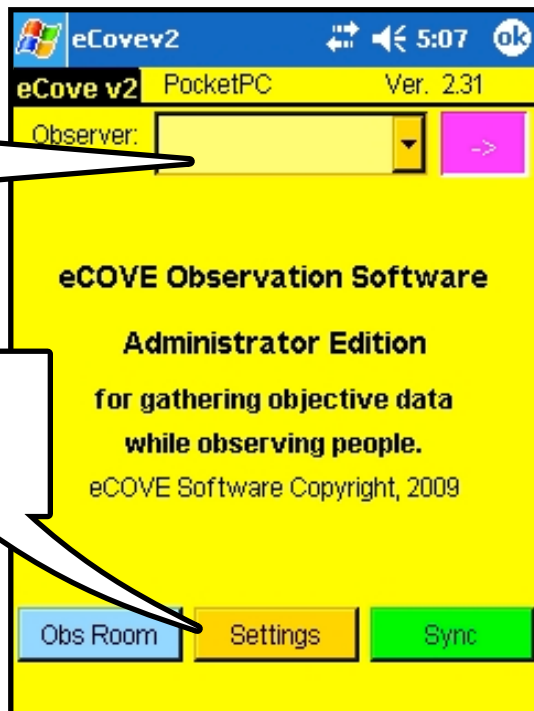
STEP 4

ENTER IP ADDRESS AND SYNC PORT

RUN ECOVE ON PDA

ECOVE WILL OPEN, BUT WITH NO OBSERVER, TOOLS, OR OBSERVEES.

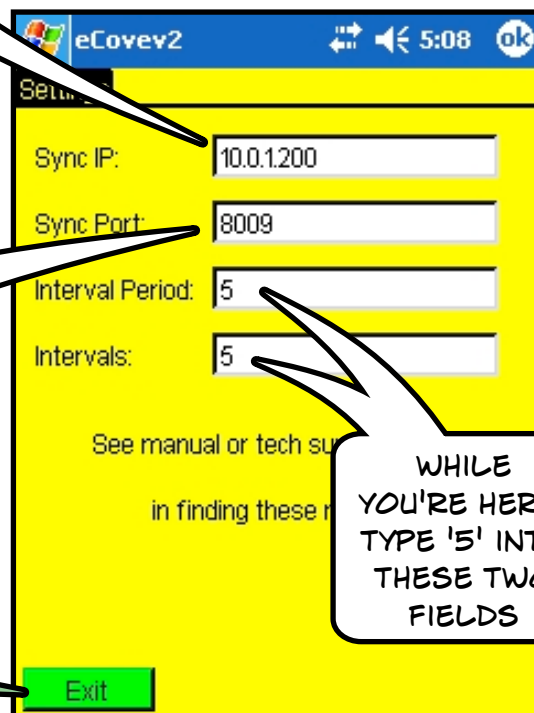
CLICK THE 'SETTINGS' BUTTON



ENTER THE IP ADDRESS YOU HAVE WRITTEN DOWN

IF YOU CHANGE SYNC LOCATIONS, YOU'LL NEED TO FIND AND RE-ENTER A NEW IP ADDRESS

TYPE 8009 INTO THE SYNC PORT



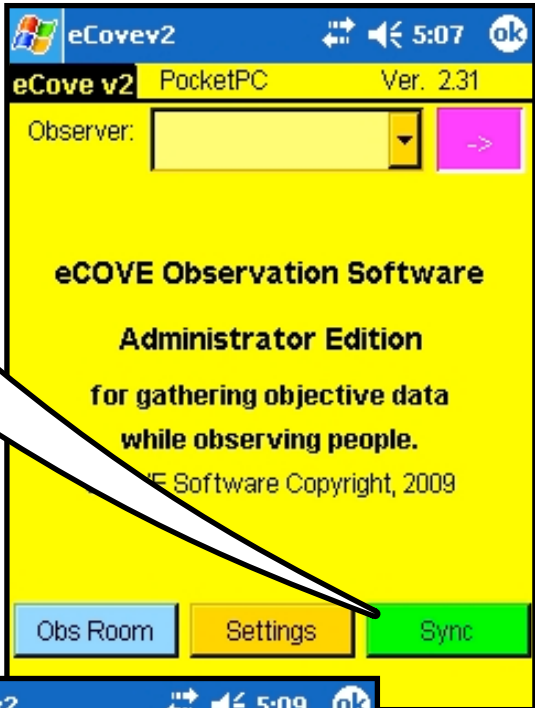
WHILE YOU'RE HERE, TYPE '5' INTO THESE TWO FIELDS

EXIT WHEN FINISHED

STEP 5, 6, 9

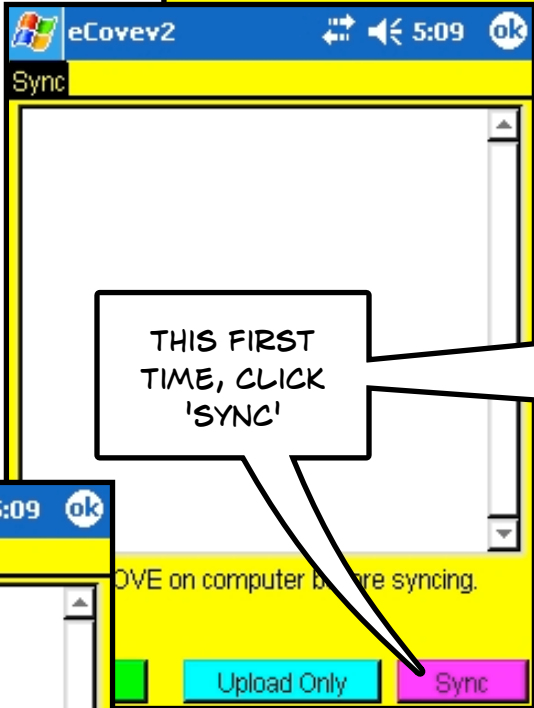
SYNC ECOVE BETWEEN THE PDA AND COMPUTER TO SET UP THE OBSERVATIONS

WE'RE ON THE HOME SCREEN
CLICK SYNC



NOTE:
THE SYNC BUTTON WILL MOVE THINGS BOTH FROM THE PDA TO THE COMPUTER, AND FROM THE COMPUTER TO THE PDA. THIS 'FULL SYNC' IS USED TO SET UP OR MAKE CHANGES ON THE PDA.

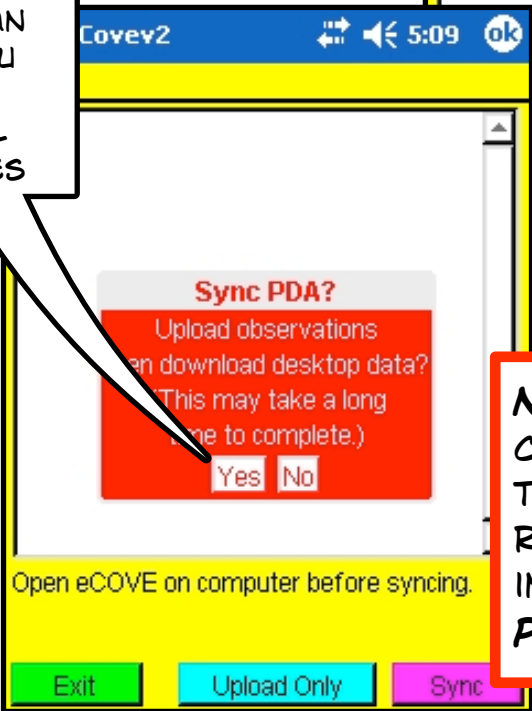
THE UPLOAD ONLY BUTTON WILL MOVE OBSERVATION DATA FROM THE PDA TO THE COMPUTER. THIS 'UPLOAD' IS USED AFTER YOUR OBSERVATIONS.



THIS FIRST TIME, CLICK 'SYNC'

AND ANYTIME YOU HAVE MADE CHANGES TO ECOVE ON THE COMPUTER

THIS IS AN 'ARE YOU SURE?' NOTICE. CLICK YES



STEP 6, 9

NOW LOOK ON THE COMPUTER. YOU NEED TO ENTER THE REGISTRATION INFORMATION FOR THE PDA TRIAL VERSION

STEP 6, 9

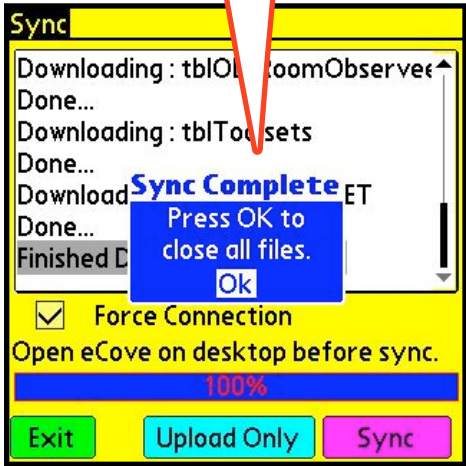
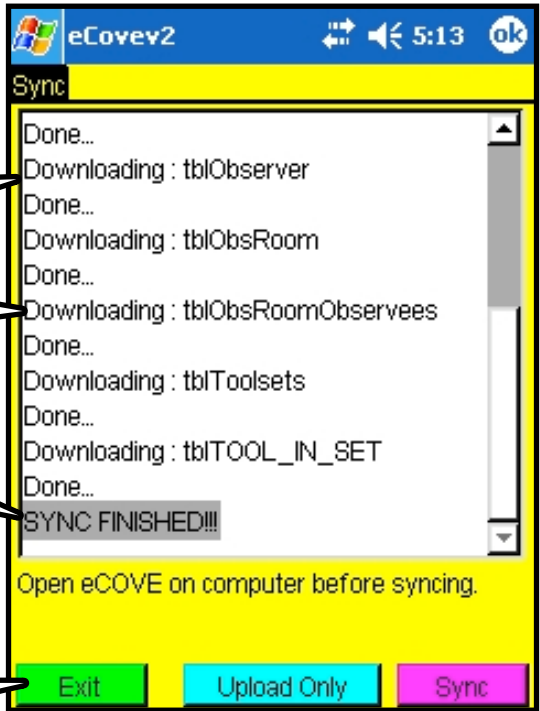
...CONTINUED

SYNC ECOVE BETWEEN THE PDA AND COMPUTER TO SET UP THE OBSERVATIONS

PALM USERS

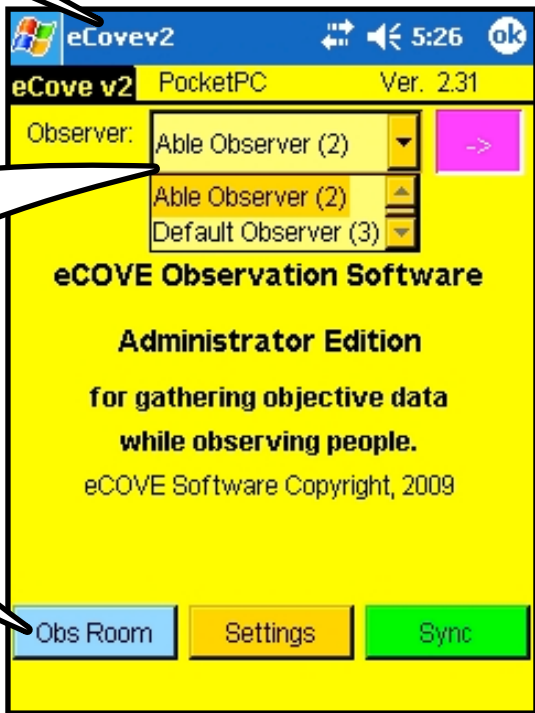
ON PALM HANDHELDS, YOU'LL NEED TO RESTART ECOVE AFTER A FULL SYNC

YOU'LL SEE A LOT HAPPENING AS THE COMPUTER SETS UP YOUR PDA



EXIT BACK TO THE HOME SCREEN

CHOOSE YOUR NAME FROM THE DROPDOWN LIST. THEN CLICK THE 'OBSERVATION ROOM' BUTTON AND START GATHERING DATA



YOU'VE GOT THE SYNC WORKING! SET UP YOUR ROOMS AND STUDENTS ON THE COMPUTER, AND DO ANOTHER FULL SYNC

SEE THE PDA ADVANCED EDITION MANUAL FOR THE DETAILS OF EACH SCREEN IN THE PROGRAM.

STEP 8

CREATE NEW ROOMS MANUALLY, ADD OBSERVER AND TEACHERS/STUDENTS

RUN THE COMPUTER VERSION OF ECOVE

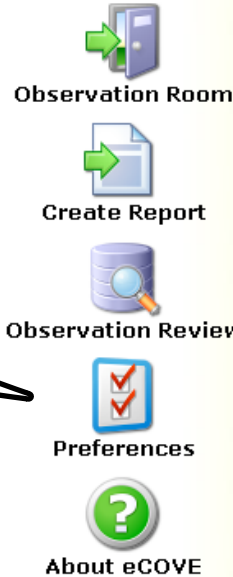


ENTER THE REGISTRATION INFO, CLICK 'CONTINUE TRIAL'

THEN CLICK 'PREFERENCES' ON THE HOME SCREEN

CLICK 'MANAGE OBSERVERS'

WE'RE GOING TO ADD YOU AS AN OBSERVER



SEE THE ECOVE PDA MANUAL FOR INSTRUCTIONS ON HOW TO SET UP CLASSROOM FILES OF STUDENT TO IMPORT.

THIS IS THE GETTING STARTED MANUAL



CLICK 'NEW OBSERVER' AND ENTER YOUR INFORMATION

THIS INFO WILL APPEAR IN THE PRINTED REPORTS

eCove - Observer information

Observer information

Name: Able Observer

Details: Assistant Principal

Address: Central High School
Central City, Oregon

Email: Able@centralsd.edu

Phone: 123-123-1234

Buttons: New Observer, Delete Observer, Cancel, OK

CLICK 'OK' WHEN FINISHED

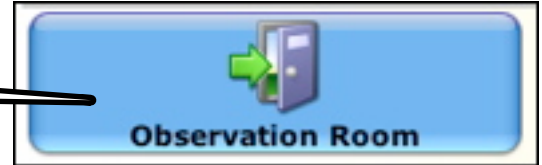
STEP 8

SETTING UP NEW ROOMS MANUALLY

...CONTINUED

STEP ONE: CREATE A CLASSROOM

ON THE ECOVE HOME PAGE, CLICK ON THIS BUTTON



AT THE BOTTOM OF THE OBSERVATION ROOM, CLICK ON THE 'NEW ROOM' BUTTON



ENTER A ROOM NAME

ENTER A TEACHER NAME

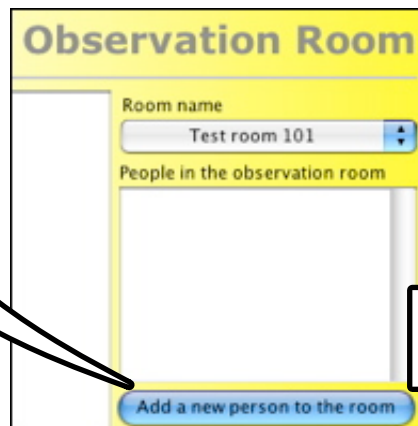
ENTER NOTES TEXT

CLICK 'OK'

A form titled "Location information" with fields for "Room:" (containing "Test Room 101"), "Teacher name:" (containing "Tom Jones"), and "Notes:" (containing "This is a test classroom"). There are "Cancel" and "OK" buttons at the bottom.

STEP TWO: ADD STUDENTS TO THE ROOM

CLICK THIS BUTTON IN THE OBSERVATION ROOM



NAME THE STUDENT

PICK GENDER

ASSIGN AN ID NUMBER

CLICK THE 'OK' BUTTON

REPEAT FOR THE OTHER STUDENTS

OK