



Work 
Sampling
and
 **Ounce**

App User's Guide

v1.2

PEARSON

For inquiries and reordering:

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Great, you've got the App!

Now you have a great way to capture spontaneous demonstrations of behaviors as evidence. You need a network connection the first time you sign into the app. After you submit your observations, they upload when network connection (Wi-Fi) is available. If you have any edits after your observations have been uploaded, you need to make them in the Work Sampling or Ounce Online program. When you're done using the app, be sure to log out.

Security Practices

- Don't share your User name and/or password.
- Password-protect the device.
- Log out of the app when you're done.

Security Statement

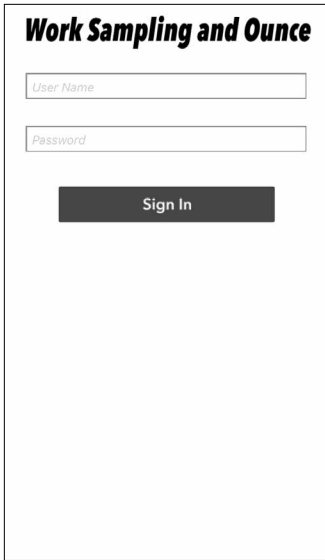
Any observation captured while logged into the Work Sampling and Ounce app is available only within the app. Photos, videos, or recordings created with the app are not stored on the device. A photo or video from the camera roll used in the app stays on the camera roll. After the observation is uploaded, the observation is automatically deleted within 30 days. The User can delete all uploaded observations in "History" any time prior to automatic deletion.

Sign In and Get Started

You must be a Teacher or assigned the Teacher Role to access the app. You will not be granted access to the app if you are not a Teacher or assigned a Teacher Role. You must be assigned to a Class in order to upload an observation to Work Sampling or Ounce. Contact your License Manager or Administrator if you are not granted access. Enter the same user name and password for the app that you use for the Work Sampling or Ounce Online program and tap Sign In. The *first time* you sign in, you need to be connected to the network. After you successfully sign in the first time, you don't need to be connected to the network for subsequent sign-ins. If you have trouble signing in, it could be for one of the following reasons:

- wrong user name or password
- misspelled user name or password
- expired product license
- expired password

If your password has expired, go back to the online program to change it. Any changes you need to make to your profile must be done in the online program, not in the app.



Work Sampling and Ounce

User Name

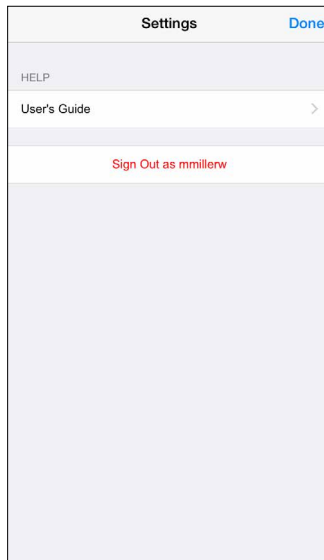
Password

Sign In

If you are unable to sign in or your product license has expired, contact your License Manager or Pearson Technical Support at 1-800-874-0914, Monday–Friday, 7:00 a.m.–6:00 p.m., Central Standard Time, or email support@schoolsuccess.net.

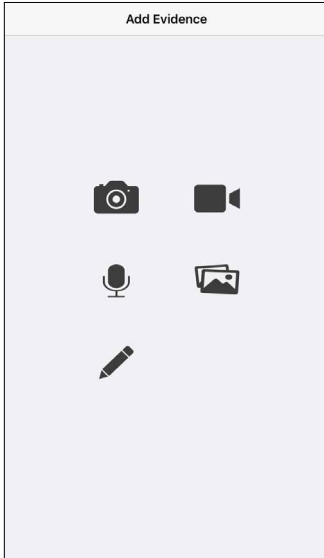
The Observations (Home) Screen

After you sign in, you arrive at the Observations/home screen. This is where your observations are listed, and where you access the New Observation (+), Edit Observations, and Submitted Observations screens. Tap Settings in the bottom right corner to access the User’s Guide or sign out of the app.








Create a New Observation

On the Observations screen, Tap + to go to the Add Evidence screen and choose the type of evidence you want to create. Tap the tool (photo, video, audio, camera roll, or text) you want to use to capture evidence. Tap Cancel if you want to return to the Observations screen.

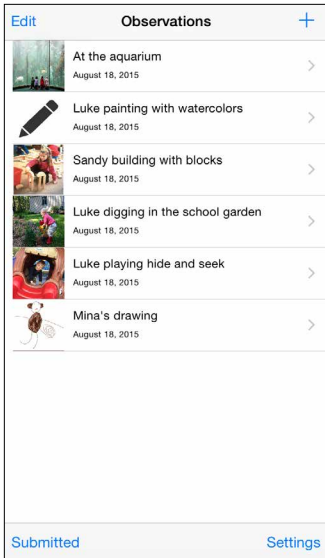


Your Evidence Collection Tools

Select	To
 Photo	Take a photo or a sequence of photos. When you're ready, you can choose which one(s) to include in the observation. The photos you don't choose are discarded.
 Video	Record a video.
 Audio	Record audio.
 Camera Roll	Access the camera roll/gallery of photos and video clips. Add one or more pictures or videos into an observation.
 Text	Enter text.

If you capture evidence that is unusable (e.g., blurry photos, poor audio or video quality), touch Cancel to return to the Observations (home) screen without saving it. For video, you can retake it.

When you're done capturing usable evidence, tap Save to save the evidence and return to the Observations screen. Your observations are listed there in chronological order with the most recent entry at the top.



Submitted changes to blue, yellow, or red to indicate the following:

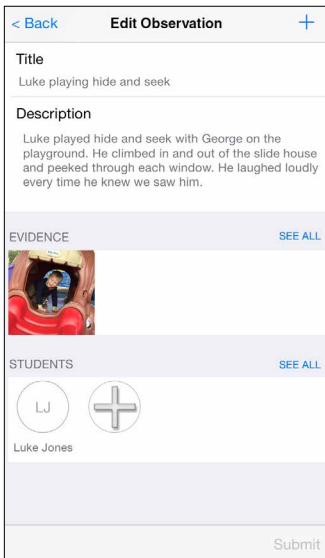
Submitted = observations are in the process of being uploaded.

Submitted = upload was paused.

Submitted = problem with an upload.

Edit an Individual Observation

On the Observations screen, each observation has an arrow to the right of it. Touch the arrow to go to the Edit Observation screen to add the title, description, any additional evidence, and students. After you complete the observation information, touch Back to return to the Observations screen. You must enter a title and select at least one student to submit an observation for upload.



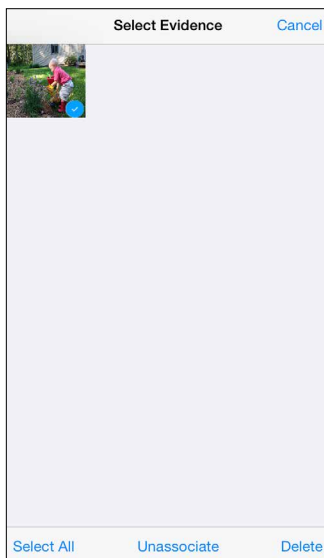
- The system automatically populates the date field. (This can't be changed.)
- If you are using Work Sampling, the app fills in the Period, but you should make sure it's correct.
- Tap Title to enter a title (50 characters max.) that accurately reflects the behavior you observed.
- Tap Description to enter specific details (2,000 characters max.) of the behavior.
- Tap + in the upper right corner to add more Evidence to the observation.
- Tap SEE ALL to add or remove Evidence or Students in the respective sections.
- Tap Back to return to the Observations home screen. The EVIDENCE and STUDENTS rows scroll horizontally. You can tap the + in the STUDENTS row to add more students.

Edit Evidence

In the EVIDENCE section, tap SEE ALL to go to the Evidence screen and edit the evidence you've added to the observation. You can also add evidence via this screen.

At the Evidence screen, tap + to add more evidence or tap Edit to go to the Select Evidence screen.

- To Delete a piece of evidence, tap it and then tap Delete. Delete removes the element from the observation and makes it unavailable to the app.
- To Unassociate a piece of evidence from the observation, tap it and then tap Unassociate at the bottom of the screen. Unassociated observations become new observations.
- Tap Select All and then tap Delete to delete all the evidence associated with the observation.
- Tap Done to return to the Observation screen.

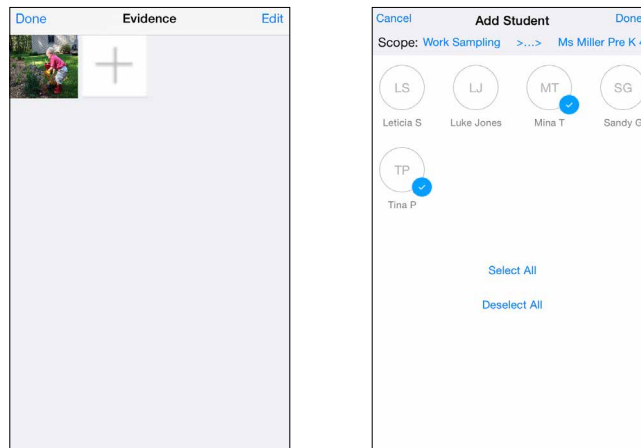


Remove Students

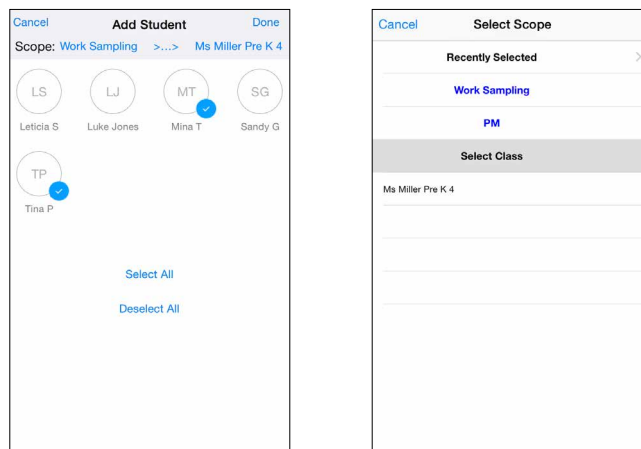
Your classes and students in the online program are populated in the app and can be linked to an observation. If you are assigned to only one class, your class and students are displayed. If you have multiple classes, you can change the scope to a different class and the list of students in the new class is displayed.

The STUDENTS section of the Edit Observation screen shows the students or children you've linked to the observation.

- Touch and hold a button with a student's initials to remove that student from the observation.
- Tap SEE ALL to review all students or children associated with the observation without scrolling.
- Tap the + to go to the Add Students screen. Tap the circles above the names of the students you want to add. Then, tap Done to apply the changes and return to the Edit Observation screen.

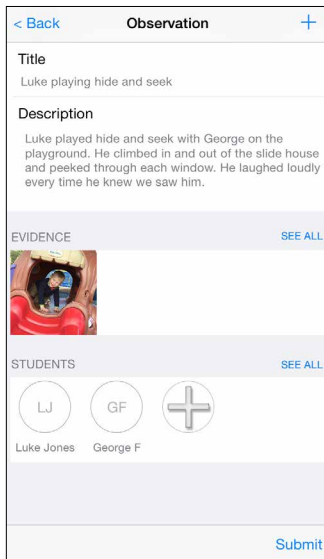


- ▲ The Add Students screen also is where you can change the class scope. To change an element in the scope hierarchy, tap Site or Class. The options that appear depend on the classes you are assigned to. When you choose a new class, you return to the Add Students screen.



- Tap Cancel to return to the Add Students screen without saving your changes to the scope.

Submit Your Observations



In the Edit Observation screen, click EVIDENCE or STUDENTS, and do a final review of all Evidence or Students associated with an individual observation before you submit it.

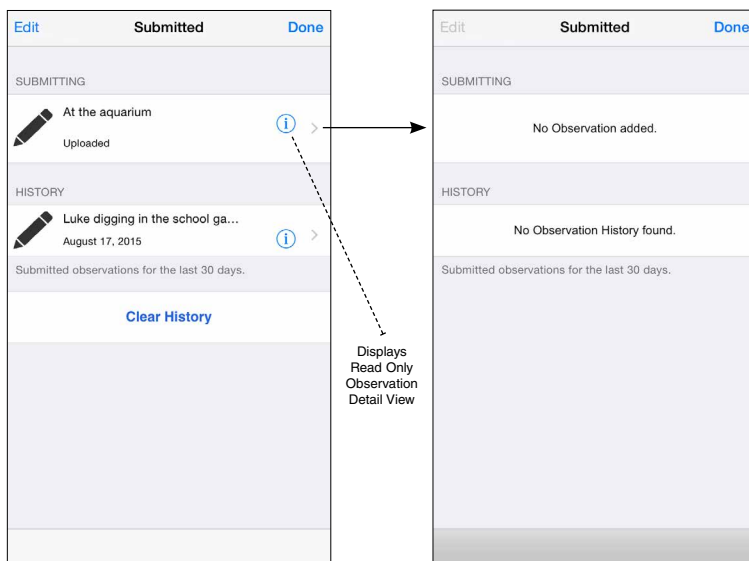
The Submit button at the bottom of the screen is enabled when you have added enough information to an observation to be uploaded. Tap Submit to submit your observation. You can submit a series of observations without network access, but they won't upload until you're in a Wi-Fi hot spot or connected to a network. After your observation is successfully uploaded, it is moved to History.

After You Submit Your Observations

After you submit your observations for uploading, you return to the Observations home screen. Tap Submitted at the bottom of the screen to see the list of observations submitted. Tap the arrow (>) to the right of an observation to go to the Submission screen and check the upload status of an observation:

- Progress (actively uploading, paused, ready to be uploaded, or preparing for upload),
- Submittal date and time, and
- Number of evidence files attached to it.

At the Submitted screen, tap the info icon ⓘ to review the Observation details in *read-only* mode. You cannot change information in an observation that has already been submitted.



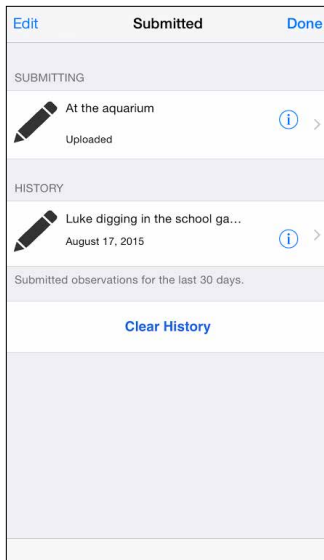
Pause or Cancel a Submitted Observation

When you submit your observations, the speed of the transfer depends on the amount of observation data and your Internet connection speed. When you aren't connected to the network, you can Pause or Cancel an observation by selecting either option at the bottom of your screen. Pause is a toggle. Tap it to Pause an observation you've submitted and tap it again to "unpause" or release it for submission. You can't do anything with an observation while you have paused it.

Housekeeping—Deleting Observations

The storage capacity for evidence is determined by the internal storage capacity of your device. After you confirm that your submitted observations have been uploaded, you may want to clear the history to make room for new evidence. After 30 days, the submitted observations will automatically be deleted/removed.

The HISTORY section at the bottom of the Submitted screen shows observations that were submitted in the last 30 days. Tap CLEAR HISTORY to delete them.



Contact Us

Share your ideas, feedback, and comments so that we can continue to provide you with new and useful features.

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Email us at support@schoolsuccess.net.