

## Data Gathering Tool

### iPad Installation Instructions

Please follow the below instructions **before** downloading the DGT icon for your iPad.

1. From the App Store on your iPad, download the free app **Filemaker Go 12**. Please be sure it is version 12. Check the App Store frequently for any updates for Filemaker Go 12.
2. Make sure your iPad OS is up-to-date. You can check this under **Settings** and **Software Update**.



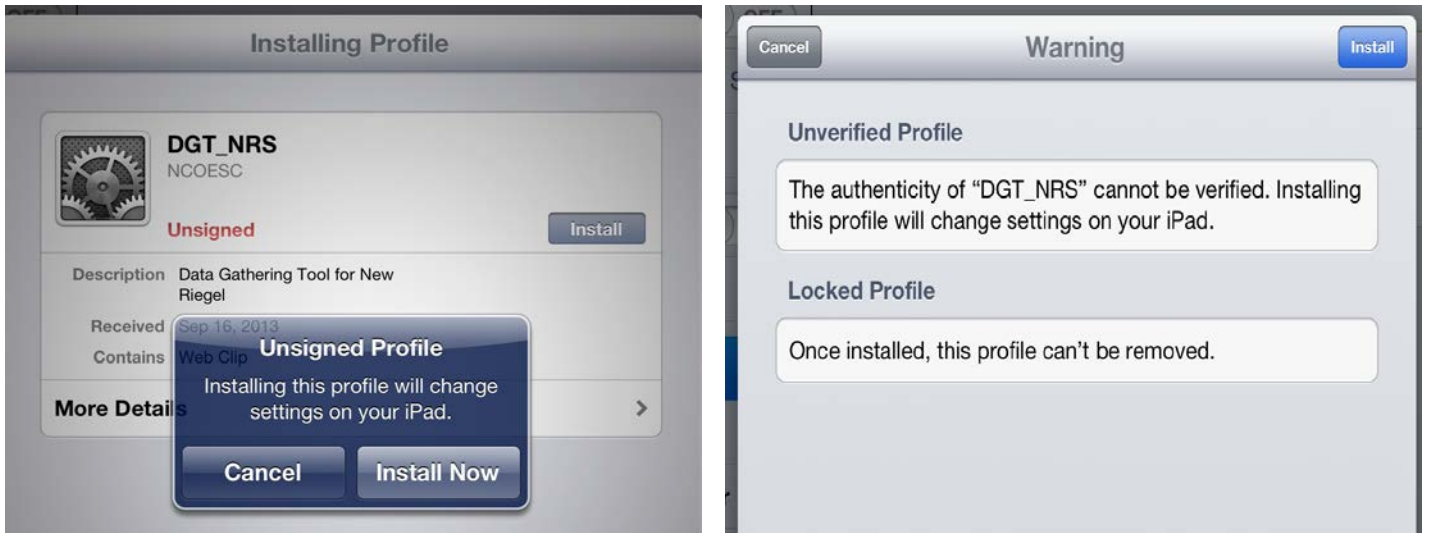
We have found that the sending attached PDF documents via email feature doesn't always work without the OS being current.

3. From your iPad go open the Safari browser and go to the below webpage:

<http://dgt.ncoesc.org/dgt.html>

Click on your district's link to download a file that ends with .mobileconfig. This will start the download process to your iPad. Remember, you are doing this step from your iPad using the Safari browser.

4. A window will come up showing you possible below messages. The message may say **Unsigned Profile** or **Unverified Profile**. This is expected with the installation of an icon to open a Filemaker Go solution. Click on **Install Now or Install**.



5. This process will install an app icon on your iPad that is customized for your district but is similar to the below icon.



When you click on the installed icon the application Filemaker Go will launch and you will see the login window to your customized DGT. Enter your provided username and password.



If you see the below home screen you have successfully accessed the Data Gathering Tool. Your name and school district should appear above the NCOESC logo.

iPad 8:24 PM 42%


DGT\_NR (DGT\_FM12)

Logout

**Data Gathering Tool** *aligned to the OTES Rubric* New Riegel Local School District

Home Buildings Teachers ODE OTES Information Ohio Content Standards SLO Information Third Grade Guarantee IIS SAFE/STARS

**DGT designed for David Rombach at New Riegel Local School District**



The Data Gathering Tool (DGT) is a product of the North Central Ohio Educational Service Center. The DGT is licensed to individuals and is available for Mac or WIN computers and iPads. A server hosted version is also available in order to do district-level data collection and analysis.

For more information, please contact Kathleen Mohr at [kmohr@ncoesc.org](mailto:kmohr@ncoesc.org).

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**Using the Data Gathering Tool (DGT):**

**Step 1:** Enter your District and Name to the left.  
Using the tabs above,

**Step 2:** Enter the Building(s) in which you will use the DGT.

**Step 3:** Enter the Teachers assigned to the appropriate building

Using the teacher list you created, select the View DGT Data button to start a new rubric record or view existing records for a teacher.

When using the rubric you will be able to

- Select criteria from the OTES rubric
- Document evidence
- Reference professional goals and student learning objectives if provided by the teacher
- Attach documents to the record for reference (lesson plans, handouts, professional plans, etc.)
- Video or audio record lessons using the iPad version
- Generate PDF documents of the walkthrough or observation

**Resources:**

The ODE OTES Information tab above navigates directly to the ODE website for current process information, with available internet.

Change Password

Please be sure to keep your password secure. You may change your password at any time using the **Change Password** button on the lower-left corner of the home screen.

**Note:** If the DGT icon is removed from your iPad you can access your Data Gathering Tool by clicking on the Filemaker Go icon and opening your DGT application in the right column.

For further assistance please contact:

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