

## ***Datability Manual Setup***

1. Make sure you are within wifi range
2. Select the “New Account” Link
3. Input your information . PLEASE WRITE DOWN INFO IN A SAFE PLACE. You will need it if you forget your login.
4. Select the “Students” icon then the ***add student icon*** (picture of the person with the plus sign in the upper left hand corner.)
5. Add student info. You may add the student to a class by selecting the “New Class” icon. Once you have created a class you may add future students to the class by selecting the class from the dropdown menu on the left side
6. To edit student info, select the ***Pencil*** symbol next to the name
7. To erase the student, select the ***Cross*** symbol next to the name
8. Select the ***Flag*** symbol to add a goal. Once the Goal module opens, you may select the arrow in the upper right hand corner to open a web browser where you can access your IEP program. Input all information and hit submit.
9. Please note, Datability must be opened within wifi range once every 5 days to make sure the data backs up.