Launching Tangerine and Starting Assessment

To start, press the single black button on the side of the Nexus. Swipe the screen to unlock the device. If the device had been shut down completely, you will need to wait for it to power on.

Power button: Tap once to 'wake' the tablet, ⟶   **Power Button** ⟵
Tap once to put the tablet to 'sleep.'
Press and hold the Power button to turn the tablet off completely
or to turn it on if it has been powered off.

o   Go to the 'Applications' menu by clicking the (:::) symbol on the main page. Click on the Tangerine icon to launch the app.

o   Login: Your username should be the first letter of your first name, followed by your complete surname. If you are Greg Banda, your username will then be: gbanda. Choose a password that is easy to remember. Keep the password in a safe place that will be easy for you to access.

o   To begin an assessment or survey, click on the run icon located to the left of the correct item.

o   Use your finger or the pen (stylus) to mark the test/activate items. You do not need to use much force when pressing on the screen.

o   Some screens may take a few moments to load fully.

o   If you have selected the incorrect assessment or questionnaire item, Click on the Tangerine Icon, to return to the TANGERINE HOME SCREEN and select again.
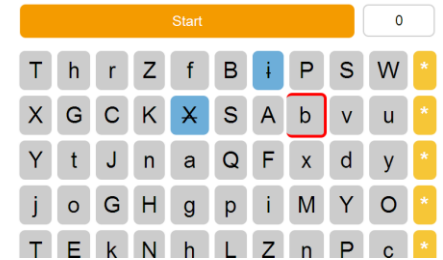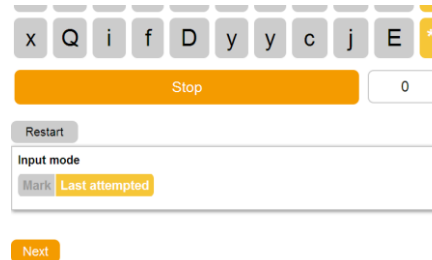
Using Tangerine

o For timed exercises (like the ones pictured below), Press **START** when the child begins. If the child takes the entire minute, the clock will stop automatically and the grid will freeze. **In these cases, you do not need to press STOP**. Tangerine will ask you to mark the last item attempted by the child (a red bracket will be placed around that item – see item 'b' with red bracket). If the child finishes all items before the minute is complete, press stop and mark the last grid item. **DO NOT PRESS START or STOP MORE THAN ONCE.**

o On timed exercises, touch the items which are <u>**incorrect.**</u> If the child self-corrects, or if you have clicked by mistake, touch the item again to change its status back to **correct**. Incorrect items will appear in blue with a line through them (see item 'X' on the grid pictured to the right). The red bracket indicates the last item attempted.

o <u>**ONLY**</u> change the Input Mode if you absolutely must change an item after the test time has stopped. In these cases, after the timer has stopped and you have marked the last letter, change the Input Mode to «<u>Mark</u>» and then adjust the grid items as necessary. Go back to «<u>Last attempted</u>», then hit **Next** to go on.

o The screen will flash red when the time is up OR when Tangerine's autostop feature has been activated.

o For all assessment screens and survey questions, remember to check that all of the information you've entered is correct before tapping 'Next' – <u>**you cannot go backwards in Tangerine.**</u>

To upload your data to the Tangerine server:

1. Connect the Nexus to the Internet (through WiFi network or mobile network).
2. In Tangerine, go to the Home Screen. Click the button 'Universal Upload' at the bottom of the list of assessments.
3. Wait for the message, "Results synced to cloud successfully" to appear before doing anything.

Important Reminders

o If you notice that you've made a mistake entering the school location information, **ALWAYS PRESS THE 'CLEAR' BUTTON which appears below 'School Location' and RE-SELECT the correct school:**

School Location

Clear

o **STAY IN TANGERINE.** NEVER click on any of the buttons in black at the very top or very bottom of the screen during an assessment – doing so can bring the user to the Home Screen of the Nexus and abort ongoing processes in Tangerine. While conducting a test, YOU CANNOT navigate pages using the "back" button ⬅ at the bottom of the screen. The other Android buttons present should also be avoided during assessments: ⬜ ⬛.

o **RESUME ALL ASSESSMENTS.** If you have left an assessment by accident, always follow these steps to RESUME the assessment; DO NOT begin a new assessment with the same pupil.
   1. Launch Tangerine by tapping the (:::) button show all apps. Click on the Tangerine icon to launch the application.
   2. Once you are back in Tangerine, tap the results icon next to the assessment or survey you were working on.
   3. Near the bottom of the screen, look under 'Results' and find the most recent assessment by the times noted there.
   4. Identify the assessment you were working on. Tap the button labeled **'Details'** and then the button labeled '**Resume**.'

o **COMPLETE AND SAVE EACH RESULT.** At the end of each test make sure to click 'Save Results' on the **Results** screen.

Fig. 1: Not saved yet: **Fig. 2: Saved**

Assessment complete   **Assessment complete**

Result Not saved yet   **Result** saved

o **POWER OFF YOUR DEVICE.** At the end of each day's data collection, be sure you have fully powered off your tablet. Hold down the power button located on the side of your device until you see the option **'Power off'** appear. If you have not seen the screen with an option to select **'Power off'** then you have not **fully** powered off your device.

Technical Troubleshooting: Nexus

Issue	Solution	Issue	Solution
1. Tablet will not power on	Ensure that it is fully charged. You can also re-set the tablet by holding the Power On/Off switch down for 30 seconds.	**4. No Tangerine found on tablet**	**Tap** the apps button on the home screen (:::) and look for the Tangerine icon: If you do not see this icon, contact your supervisor.
2. Slow log-in	Sometimes you will have logged in but the instruments take time to load. DO NOT press the login button again; just wait until the instrument appears.	**5. Tapped 'Back' or 'Home' buttons by mistake**	If you've tapped the 'Back' button you will see this message, "Confirm: Assessment not finished. Continue to main screen?" **Tap** 'Cancel', and you will be able to resume the assessment. If you have tapped 'Ok' by mistake or if you have tapped the 'Home' button, refer to the previous page of these instructions to 'Resume.'
3. Password error / forgot password	If you get a message "This version could not be saved. Document update conflict": You have probably mistyped your password. Try again. If you have lost (or forgotten) your password, inform your supervisor. Login with a new username using the first **two** letters of your first name and your family name (e.g. for 'John Smith' , the username = josmith). Enter a password that is easier for you to remember. Write down the new password and keep it in a safe place.	**6. Tapped by mistake** the 'Recent Apps' button:	**Tap** the small window where you can see the assessment you were working on. If you tap anywhere else by mistake, follow steps to 'Resume' that same assessment.
		7. Screen keeps going black	The screen is timing out from inactivity. Restart by **tapping** the Power On/Off button again. You can also try to avoid this during data collection by tapping the screen every once in a while.
		8. Frozen / unresponsive screen	**Tap** the Tangerine icon at the top left of the screen. When asked to confirm if you want to leave the assessment, **tap** 'Ok.' Follow the steps from the previous page of these instructions to 'Resume.' If screen is still unresponsive, contact your supervisor.