Handout 6.2: Samsung Tablet Reference Sheet
E-data Capture Nuts and Bolts

Launching Tangerine and Starting an Assessment

To start, press the single black button on the side of the Samsung. 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,
- 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.
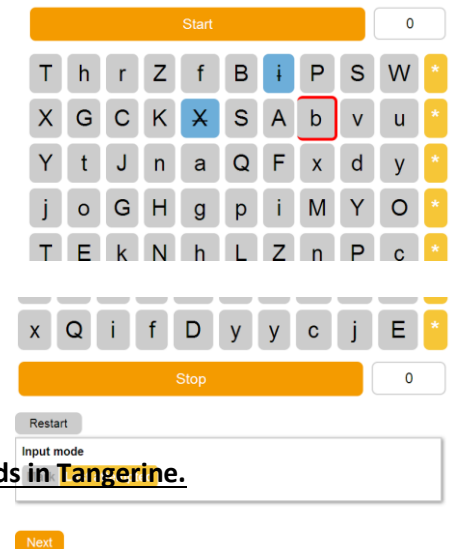
Power Button

o **Start Tangerine:** Click on the Tangerine icon to start the program.

o **Sign up/Login:** The first time you use Tangerine on a specific tablet, sign up as a user. Hit the "Sign up" tab and enter your "Enumerator Name" and a password. The "Enumerator Name" 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 and write it down in a place you can easily access. Once registered, you will need to enter only your Enumerator Name and password upon login. Tangerine will help you remember your username and provide suggestions as you begin to type. You can also tab the username "reminder" icon to review past users of Tangerine on that specific tablet to avoid double sign-ups.

o **To begin an assessment or questionnaire:** Tap the run icon located to the left of the instrument you would like to administer.

o Use the stylus or your fingers to record responses, mark items, or to select items. You do not need to use much force when pressing on the screen. Some screens may take a few moments to fully appear, so be patient.

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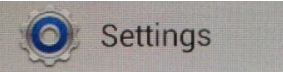
Using Tangerine

- o For timed exercises (like the ones pictured below), tap **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 tapped an item 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. If the child skips a line, tap the star button at the end of the row and all items will be marked incorrect.

- o If you made a mistake when marking a response, change wait until the timer has stopped. Then change the Input Mode, located at the bottom of the screen. Tap **MARK** and then adjust your marking of the item as necessary. Then tap **Last attempted.**

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

- o After the subtask is over, click NEXT to move to the next subtask.

- o 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 tablet to the Internet through a WiFi network. To verify that you are connected to Wi-Fi, scroll down from the top of the tablet (the black area) until the drop-down menu appears. If you are connected to wireless, the icon will be green.

2. Click on 'Settings' in the top right corner. It looks somewhat like this:

3. You will then see another menu. On the right is the list of wireless networks. Select the wireless network from the list. Click on "EGRA" and then "connect". Type in the password: 00001111.

4. Click on the "home" icon at the bottom of your tablet. Then tap the Tangerine icon.

5. Tap "universal upload" at the bottom of the list of assessments. Wait until you see the message "Results synced to cloud successfully." (Be patient, as it may take a few minutes for it to appear.) Once the message appears, tap to close it.

Important Reminders

○ 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

○ **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 and abort ongoing processes in Tangerine. While conducting a test, YOU CANNOT navigate pages using the "back" button at the bottom of the screen. Also avoid touching these buttons during the assessment: .

○ **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. 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 questionnaire you were working on.
   3. Near the bottom of the screen, look under 'Results' and find the most recent assessment by the times listed next to each assessment.
   4. Identify the assessment you were working on by the time stamp. Tap the button labeled **'Details'** and then the button labeled '**Resume**.'

○ **COMPLETE AND SAVE EACH ASSESSMENT.** At the end of each test or questionnaire, make sure to click 'Save Results' on the **Results** screen. Watch the tablet until you see the message "Results successfully synced to cloud." This indicates that the results have been saved. Be patient, as it may take a few minutes for this message to appear.

Fig. 1: Not saved yet:

Assessment complete

Result | Not saved yet |

Fig. 2: Saved

Assessment complete

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.

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 icon 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 login	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, follow the steps on the previous page of these instructions to 'Resume.'
3. Username error / password error / forgot password	If you get a message "User does not exist", you have probably mistyped your Tangerine Enumerator name. Try again. You can also see a list of previous users on that tablet if you hit the Enumerator Name history icon: If you have lost (or forgotten) your password, inform your supervisor. Login with a new username using the first <u>two</u> 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 in 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.