

Setting Up Kindle Fire Tablets for Survey Administration

These guidelines are based on the ACT for Youth's experience in setting up the tablets. With software updates and other modifications, the exact steps you need to take may differ slightly. The goals of this process are to:

- Download and set up the Qualtrics Offline Survey app
- Minimize access to other apps
- Enact parental controls

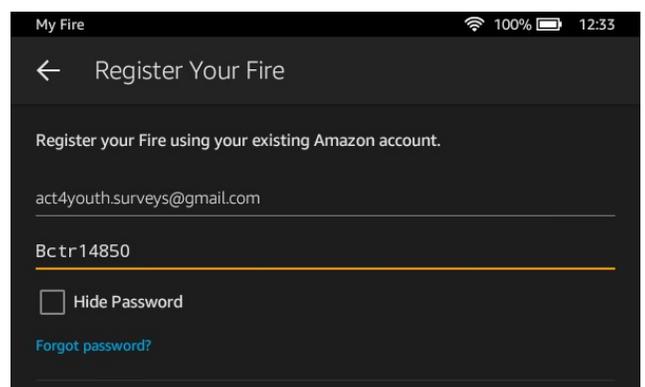
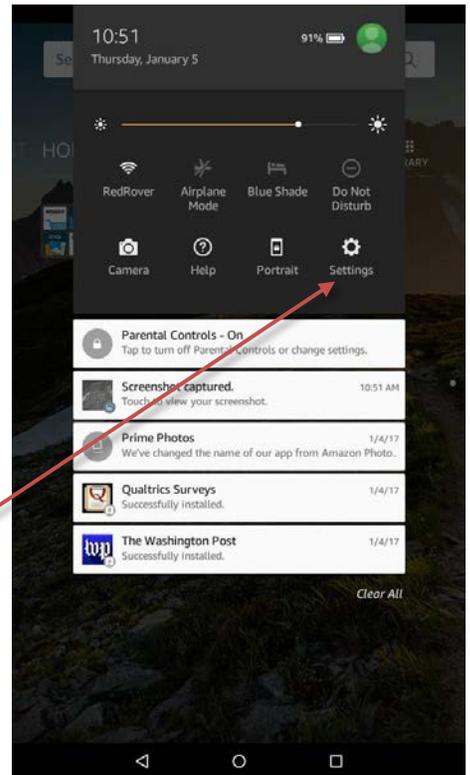
Each tablet set-up takes about 10 minutes, depending on how long it takes to connect to Wi-Fi. But set up only needs to be done once, and you can set up multiple tablets at the same time.

Be sure to allocate the appropriate amount of time to prepare each tablet for use.

1. Hold down the power button (top of device, towards the right) to turn on the tablet.
2. Swipe up on the bottom of the screen to unlock and reveal the home screen.
3. Swipe down from the top of the screen to access the tablet's settings.
4. Connect the tablet to Wi-Fi.

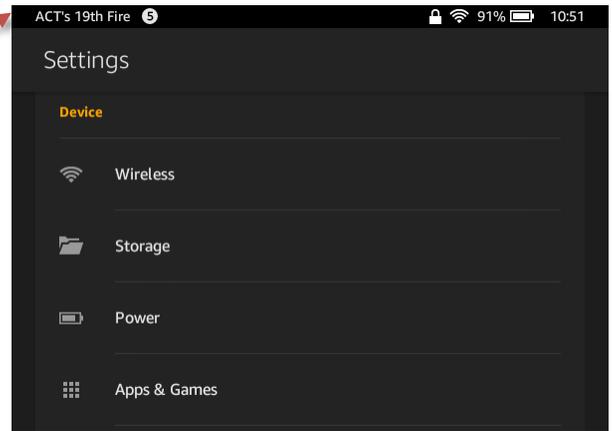
You will need to do this in order to register the tablet, download the Qualtrics App, and download the survey. You will be prompted to enter the login information for your organization's Wi-Fi.

5. Once the tablet is connected to Wi - Fi, it can be registered in the "My Account" tab in the settings. Contact your evaluation team support person or Amanda Purington (ald17@cornell.edu) for Amazon Account registration information.



6. When the tablet is registered, it will say “[your registered name’s] [# of tablet] Fire” in the top left of the screen. (This number is not needed for survey administration.)

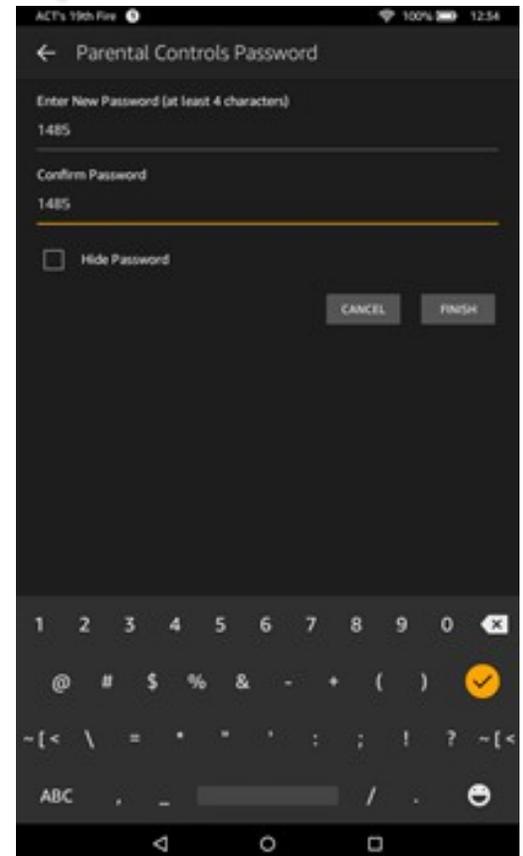
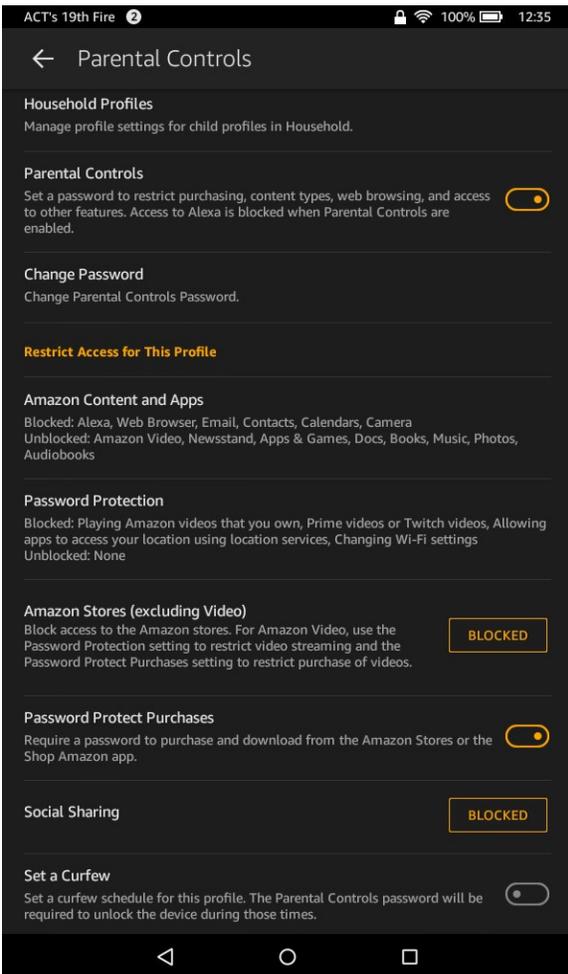
7. Download the Qualtrics Offline Survey app from the App Store



8. Access the **Parental Controls** tab in **Settings**. We suggest setting the parental control password to 1485, but you can choose any password that you’d like.

In the Parental Controls tab, **make sure that Social Sharing and Amazon Stores are both blocked.**

Turn on Password Protect Services.



9. Move all apps on the home screen into one folder.
This can be done by pressing and holding down on each app until they begin to shake, then simply place one over another to create a folder.
10. Launch the Qualtrics app “Offline Surveys” by clicking on the icon with the large red Q.
11. Log into Qualtrics (this log-in information will be unique to your organization and will be provided by the ACT for Youth. Contact Amanda Purington: ald17@cornell.edu)
12. Select and download each survey on the list: Once you tap on a survey, press the button that says “Download Survey.”

The tablet is now ready for use! Repeat steps until all tablets are ready.