CVICONNECT

Let's Get Started!

CViConnect PRO Quick Guide

Welcome to the CViConnect PRO Quick Guide. This guide contains instructional videos and steps to help you get started with the app. We are excited to have you onboard! If you have questions, please visit our **Contact Us page** to get in touch.

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8. FAQ

What are CViConnect and CViConnect PRO

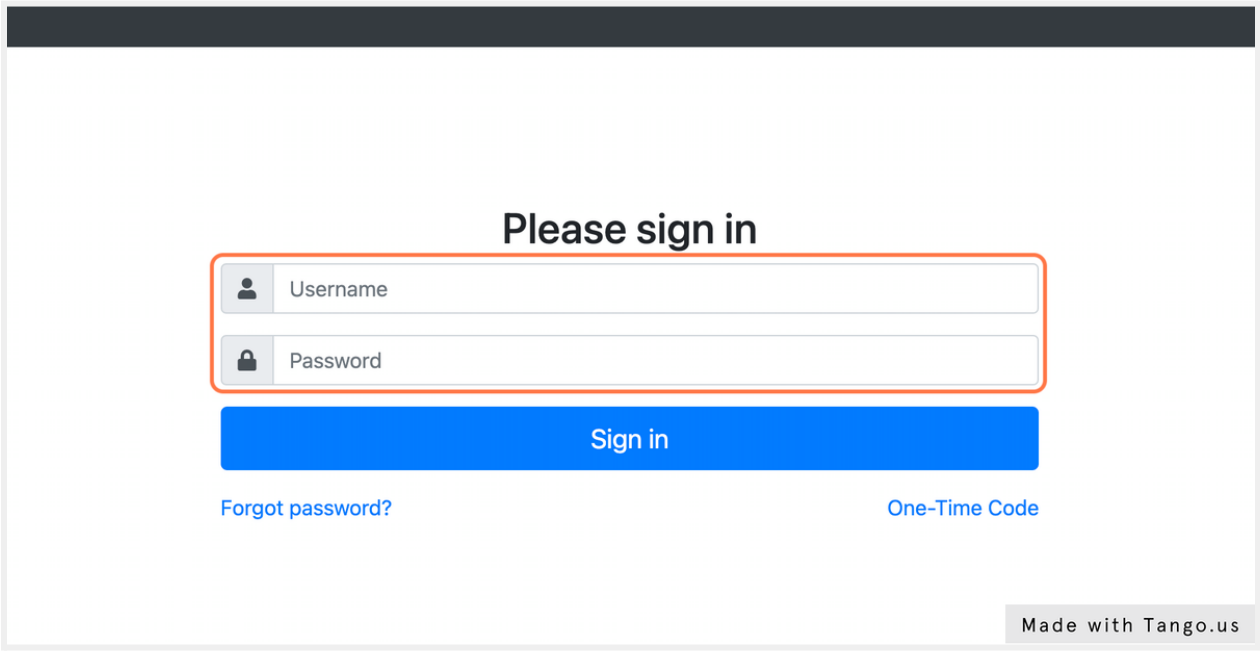
The CViConnect Professional Edition is designed to allow a student's educational team to work collaboratively in order to provide a consistent approach at school and home. The application runs on an iPad, although many features can be accessed through a standard web browser.

Subscribe Today!

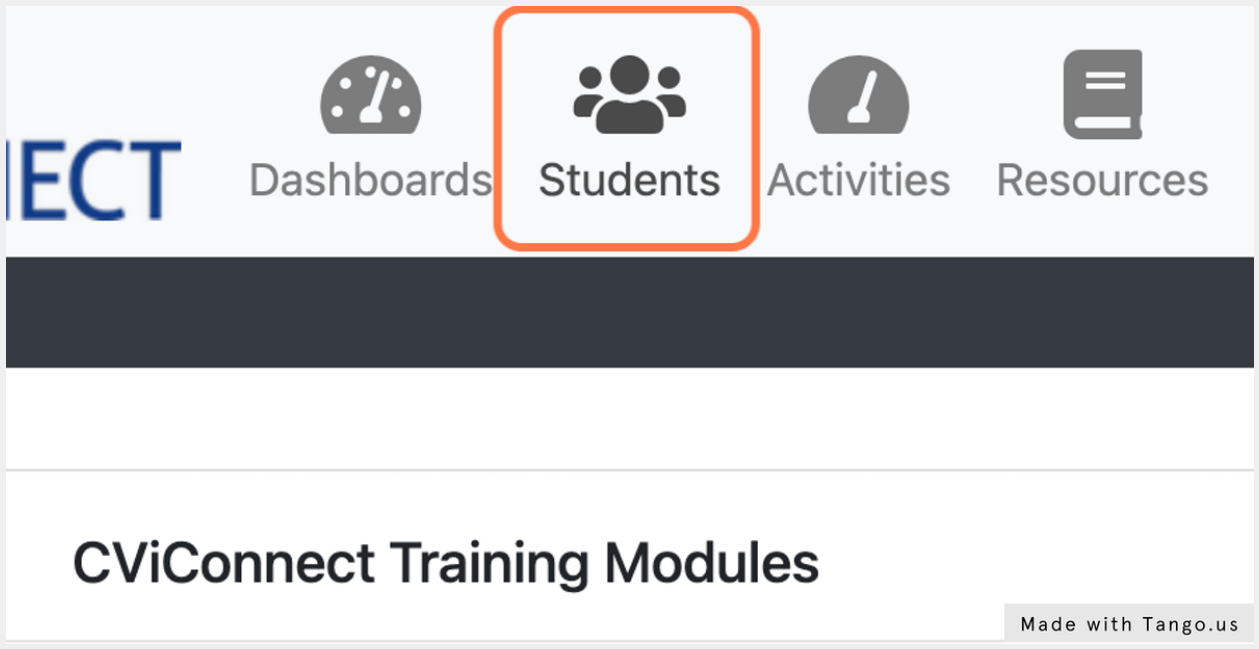
Student Enrollment

The CViConnect Professional provides professionals a secure dashboard to collect each of their student's data. To begin their unique CVI experience, begin by enrolling them in your educational agency's CViConnect PRO department.

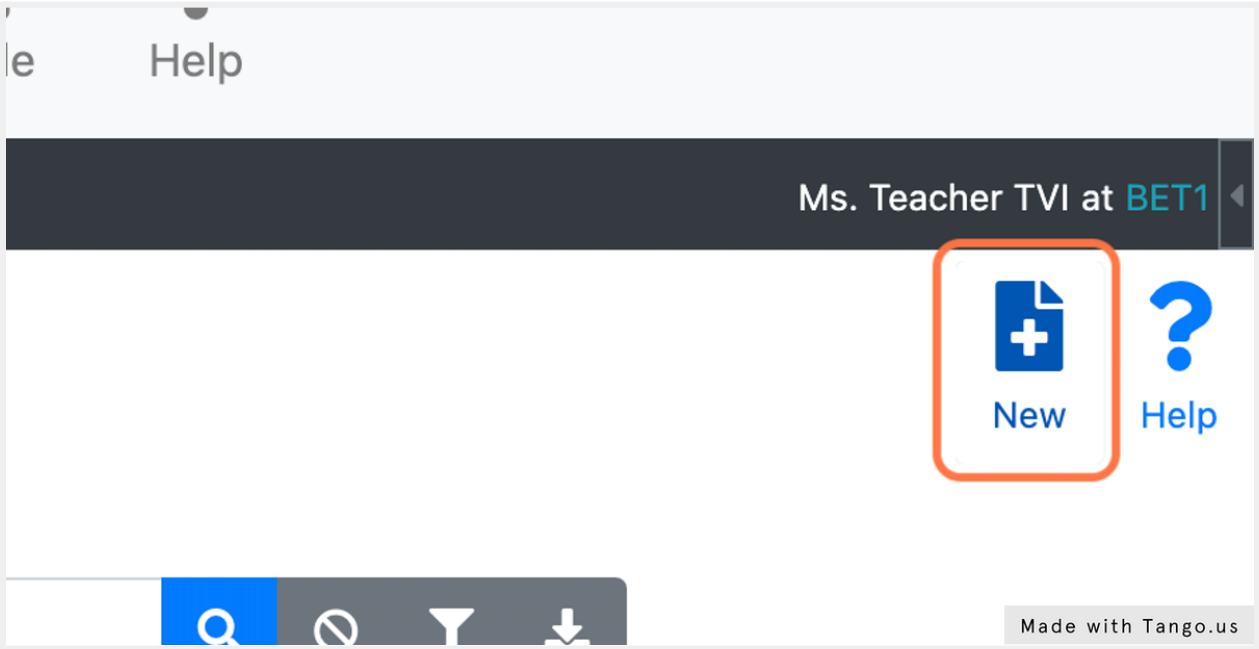
1. **Go to CViConnect PRO Dashboard**
2. **Login using your unique ID and password**



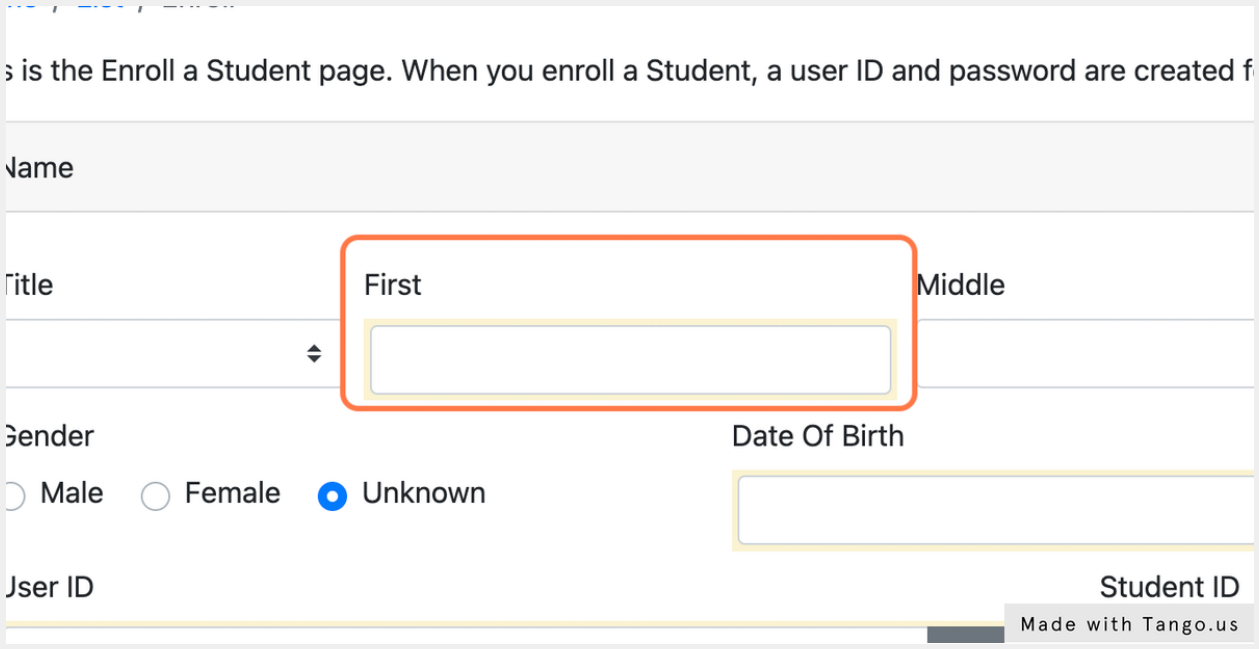
3. Click on Students



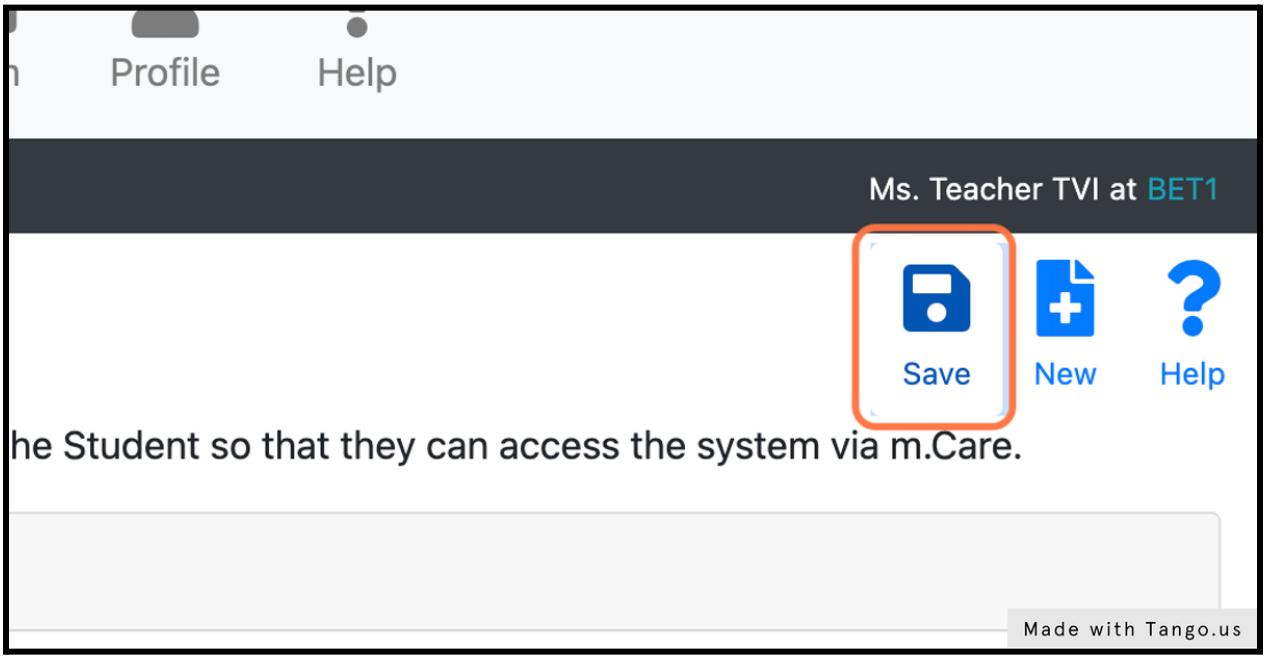
4. Click on New



5. Fill in the student demographic information.



6. Click on Save

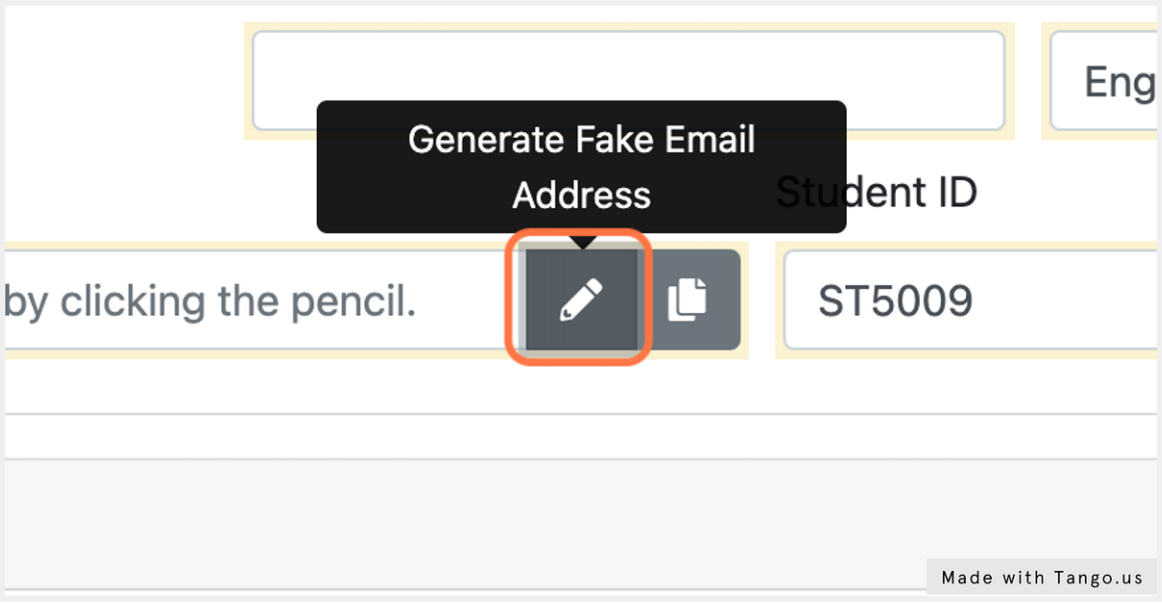


FAQ: *Enrolling a Team Member*

Blurb about FAQ

1. **What if my student does not have an email address?**
   If the family would like, you can use a parent's email. If the student and family do not have an email address, click the 'Generate Fake Email Address' that looks like a pencil.

   This fake email address should be written somewhere secure for the family to utilize when signing in to the CViConnect Home application.



FAQ: Enrolling a Student

2. Can I use my own email to enroll a student?

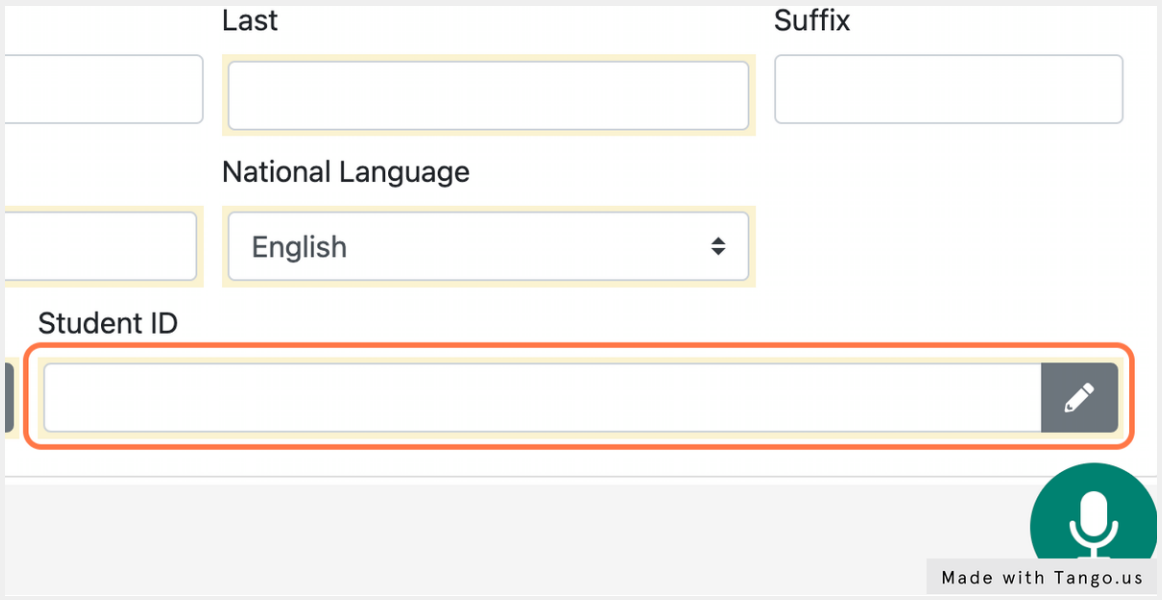
No. Do not use your teacher or personal email addresses to enroll a student. Each student's email and Student ID are their unique identifiers. Each user (teacher and student) needs their own unique user ID.

3. Can I use a parent email to enroll a student?

If you have permission from the family, you are welcome to use a parent or guardian email to enroll a student. Alternatively, you can also use our generate fake email address option if the student does not have an email address.

4. What is the Student ID?

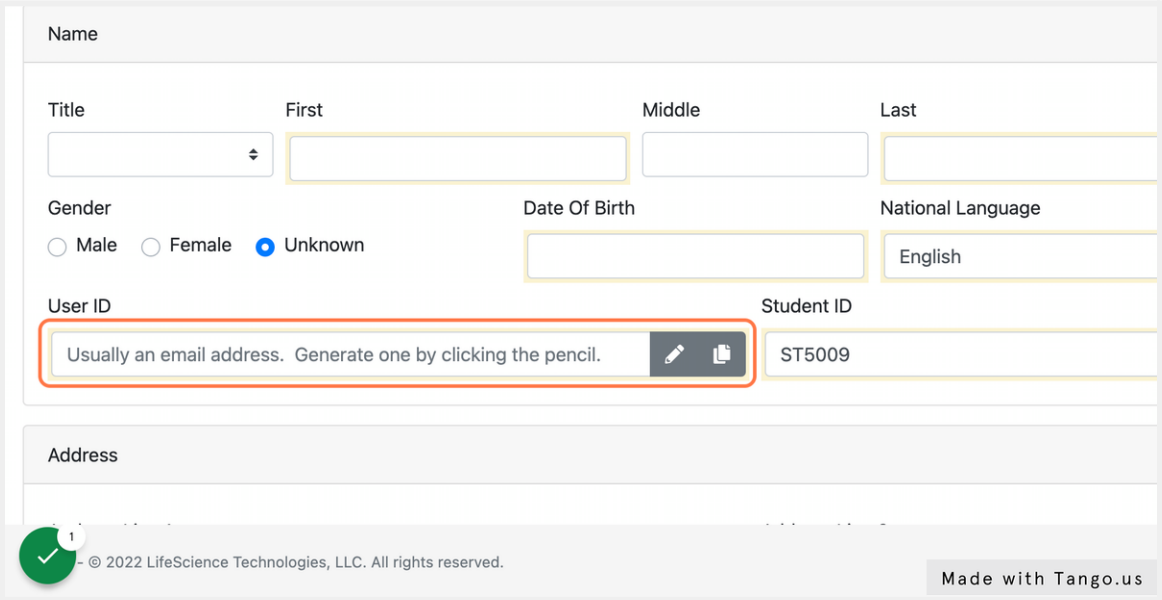
As part of maintaining our HIPAA compliant, each user has a User ID and a Student ID. These can be ID's the school already has assigned or a randomly assigned ID from the CViConnect system.



5. Why does my student need a user ID?

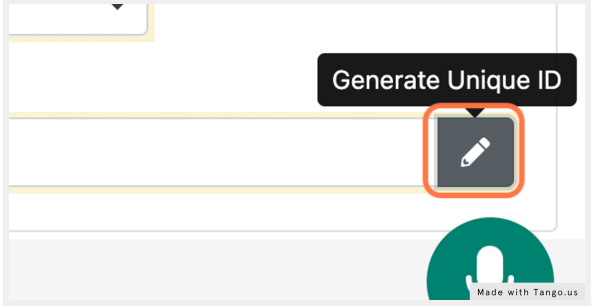
As part of maintaining our HIPAA compliant, each user has a User ID and a Student ID. These can be ID's the school already has assigned or a randomly assigned ID from the CViConnect system.

A student's user ID is utilized for login to the CViConnect Home iPad application. Most commonly, this is the student's or a family member's email address.



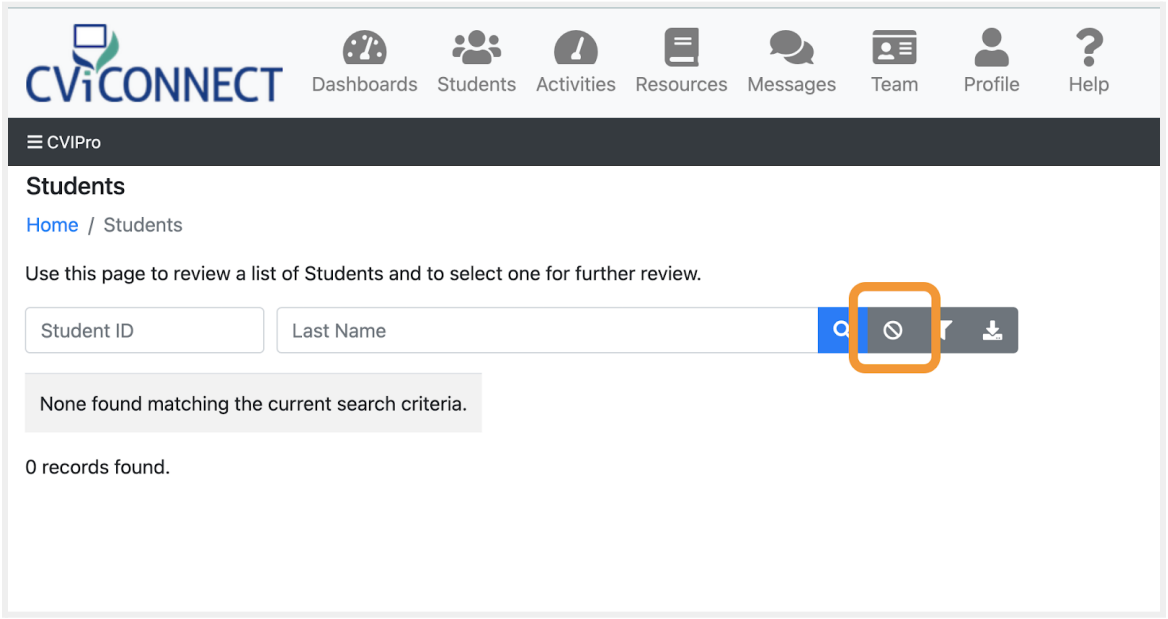
6. What can I do if my student does not have a Student ID?

If your student does not have a student ID or your school does not want to use their assigned ID, you can click the 'Generate Unique ID' icon to the right of the text box. (The icon looks like a pencil.)



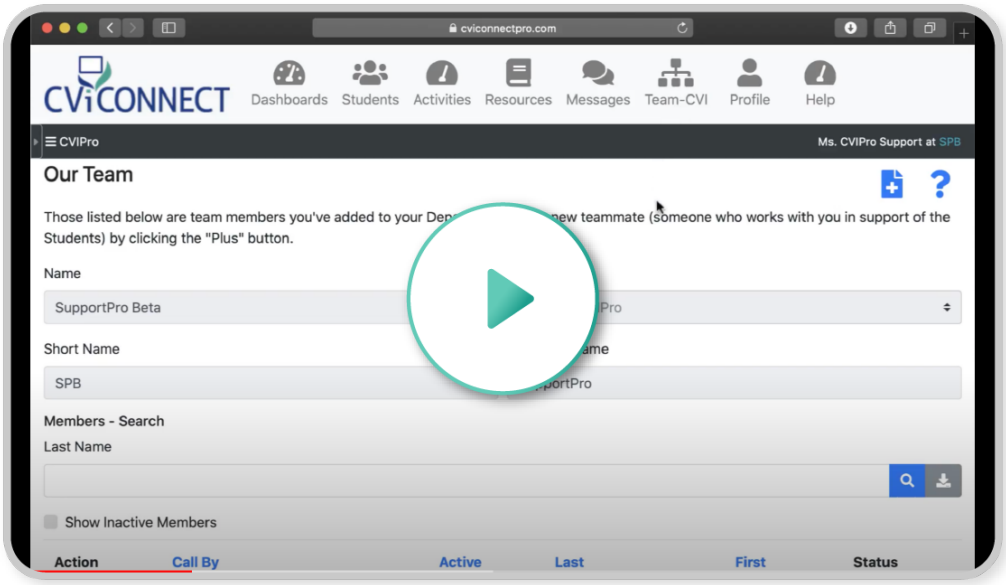
7. I added a new student, but I do not see them listed.

To the right of the search bar, click the cancel icon. This will set the search criteria back to default. Follow this by clicking the blue search icon. You should now be able to view all of your students.



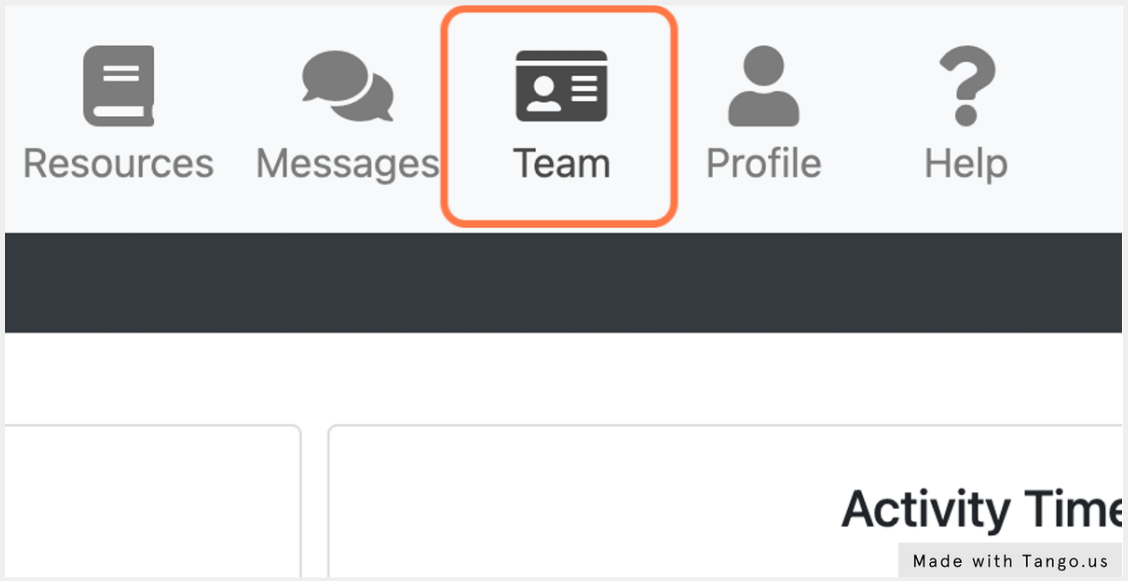
Team Enrollment

The CViConnect Professional Edition supports interdisciplinary collaboration to provide a consistent approach at school and home. Each subscription supports an unlimited number of professionals who service the learner with CVI.

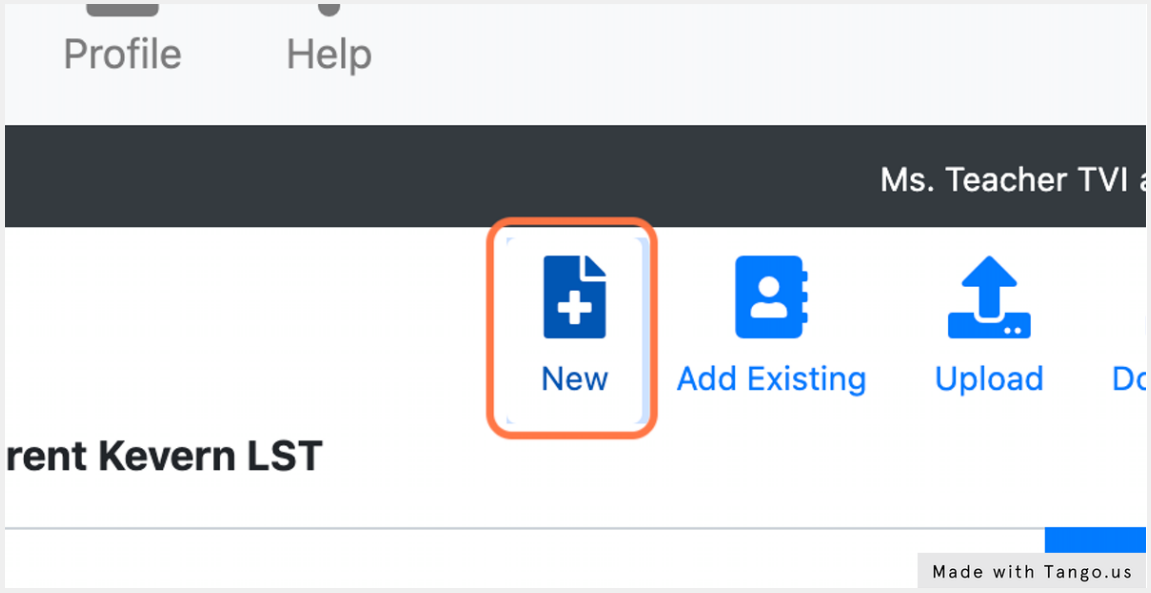


Enrolling a Team Member

1. **Login To [CViConnect PRO Dashboard]**
2. **Click on Team**

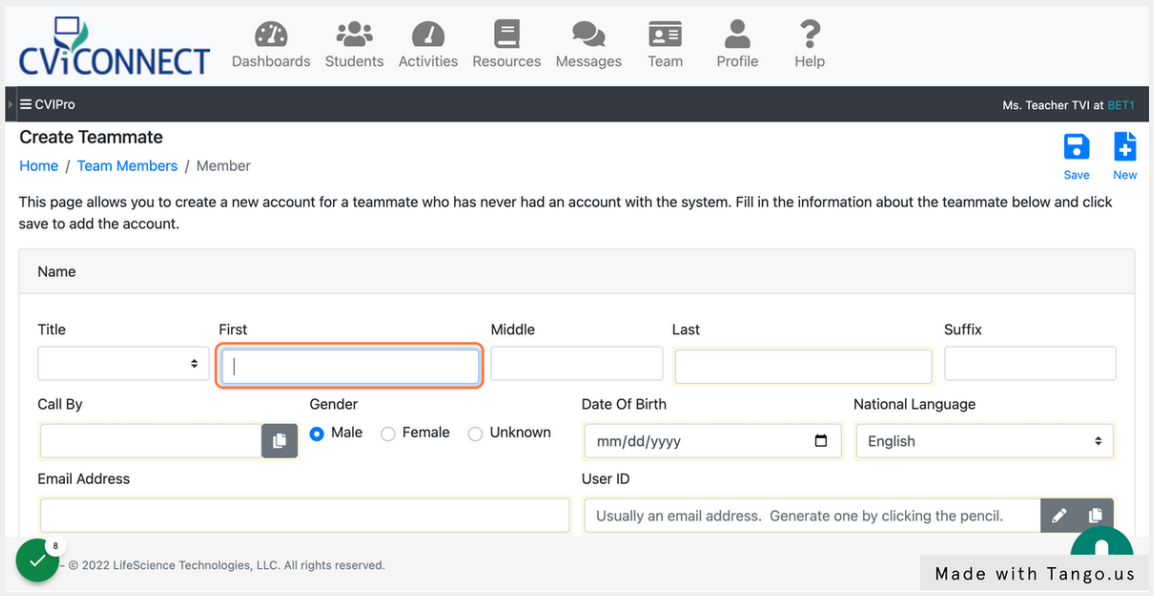


3. **Click on Add New**



Enrolling a Team Member

4. Fill in demographics form

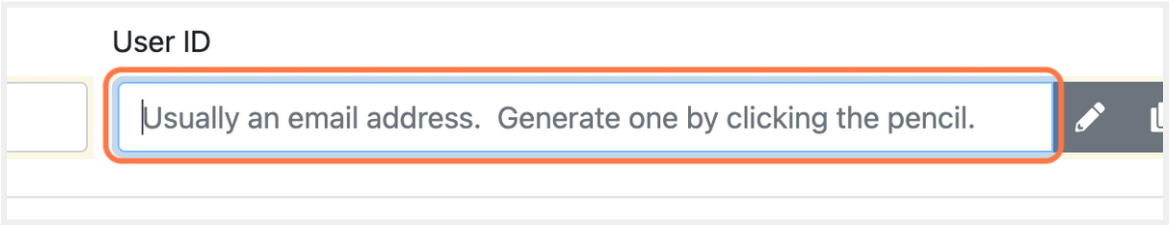


5. User ID

This user ID will be used for the team member to sign in to the CViConnect PRO Dashboard. This is usually the team member's email address.

If it is the same email previously entered in the 'email' text field, the copy icon can be used. This will automatically copy the email into this User ID field.

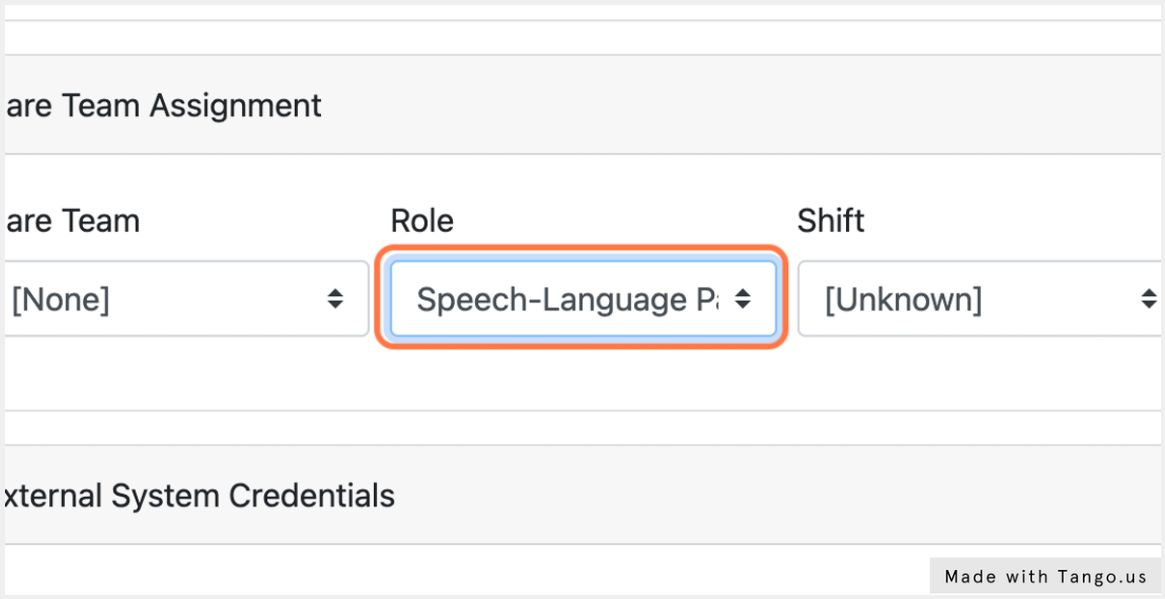
If needed, the system can generate a user ID by clicking the pencil icon.



Enrolling a Team Member

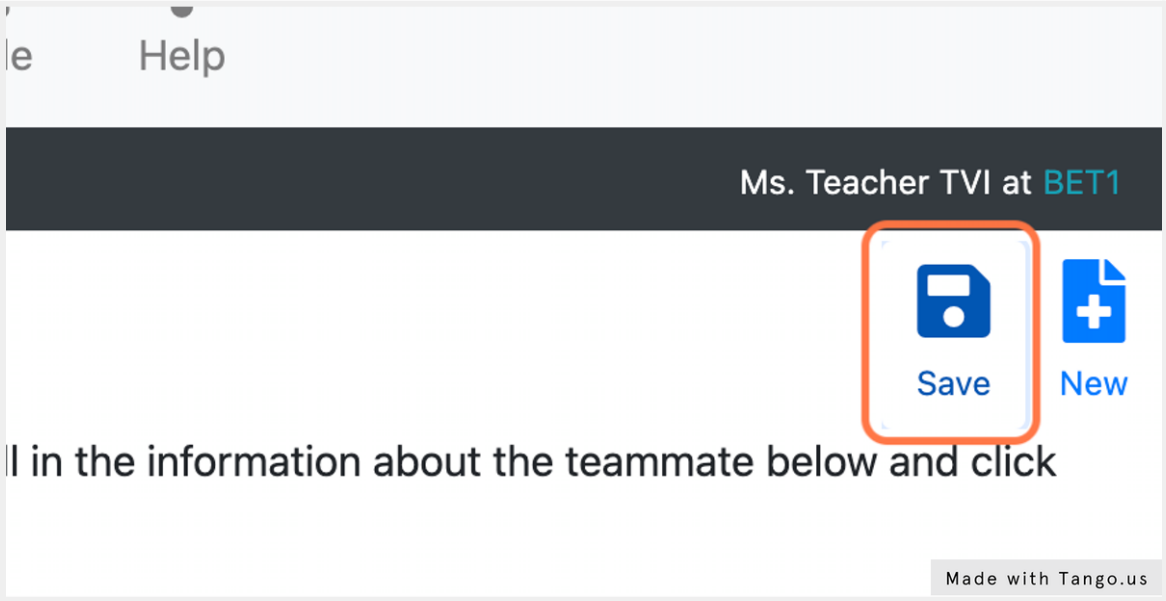
6. Select Role

After all demographic information has been entered, scroll to the bottom of the form. Click the 'Role' drop down menu. Select this team member's role with the learner with CVI.



7. Click on Save

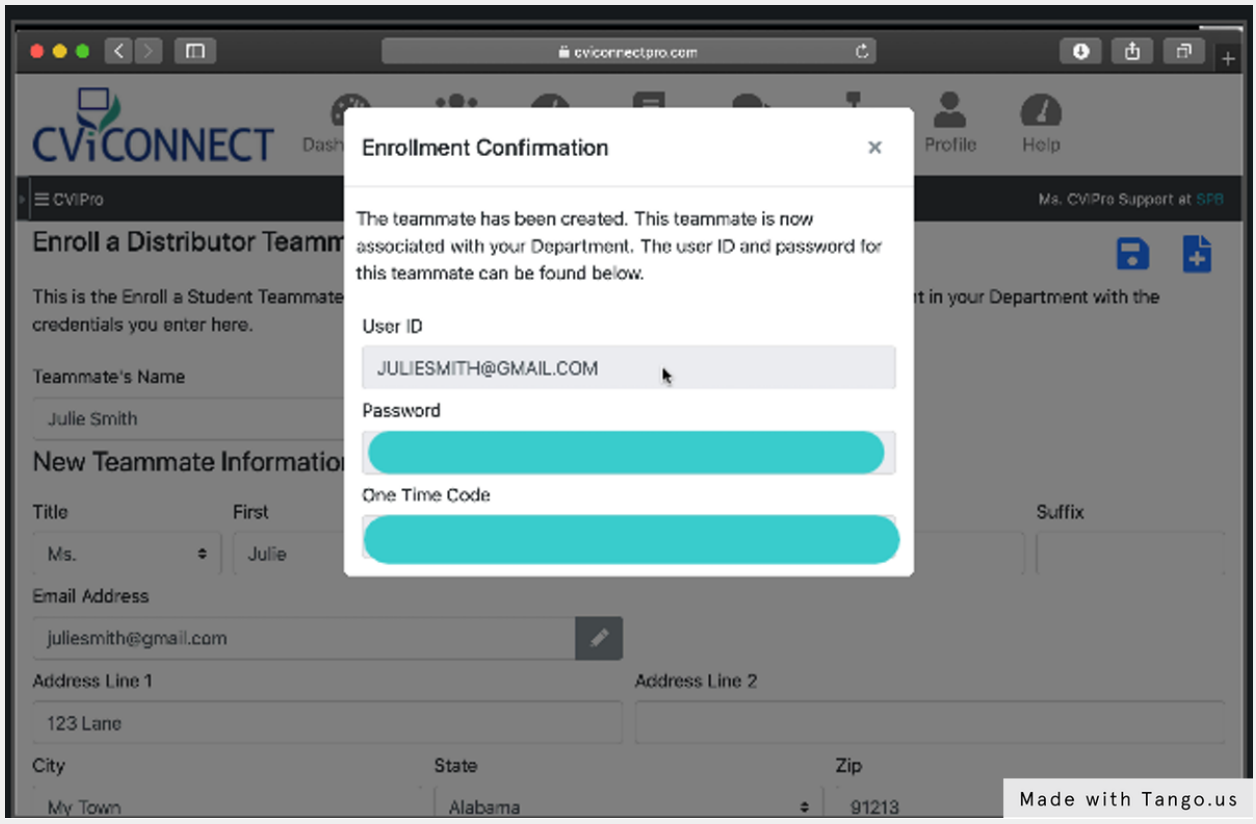
Scroll back to the top of the form. Click Save.



Enrolling a Team Member

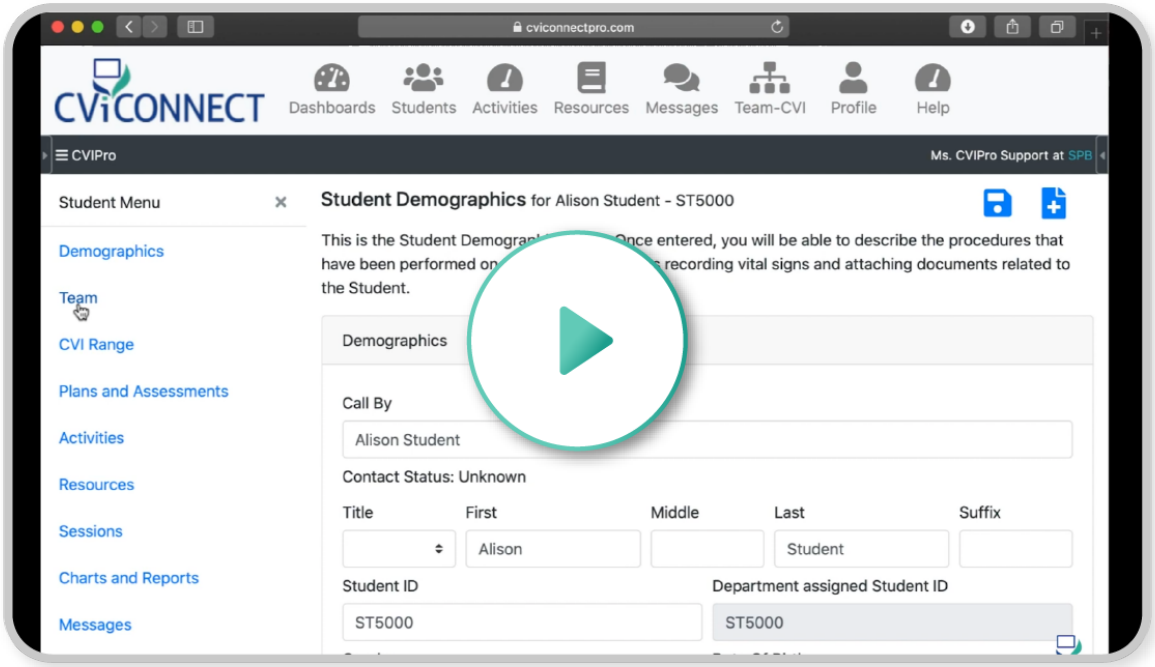
8. Enrollment Confirmation

Upon successfully adding a team member, an enrollment confirmation will pop up on the screen. This pop up contains the new user's ID and password. Additionally, the new team member will receive an email with their unique user ID and password.



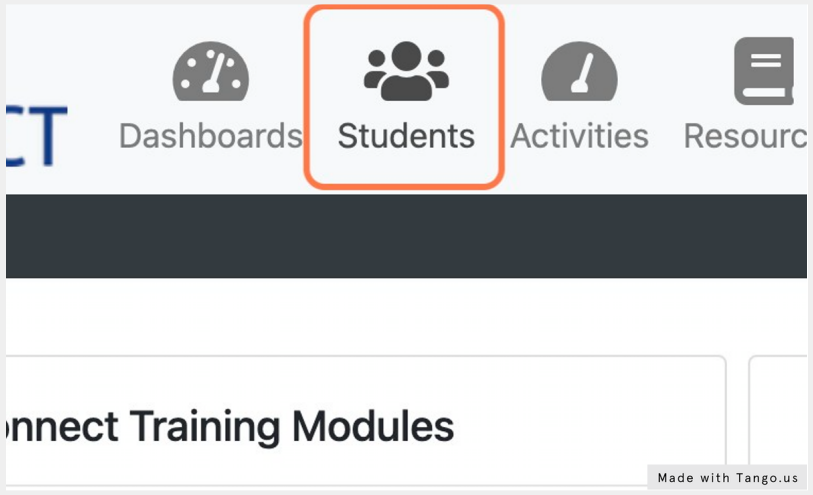
Assign a Team Member

The CViConnect Professional Edition supports interdisciplinary collaboration to provide a consistent approach at school and home. Using their unique user ID and password, each team member will only be able to view the learners they have been assigned to work with. This allows our system to remain HIPAA-Compliant.

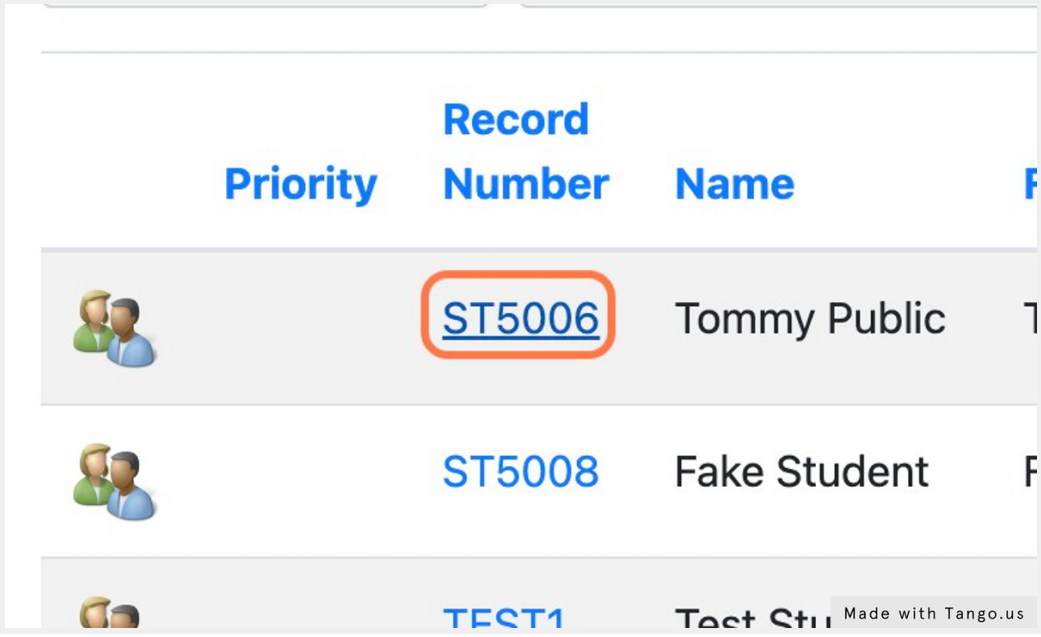


Assigning a Team Member to a Student

1. Go to cviconnectpro.com and log in
2. Click Students

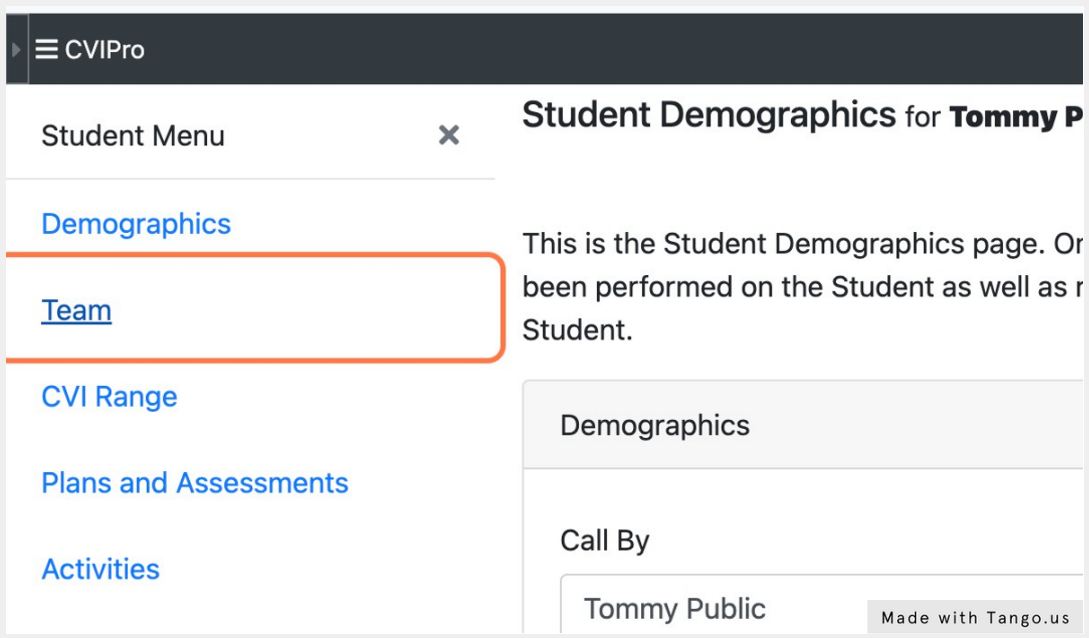


3. Select the student you wish to work with

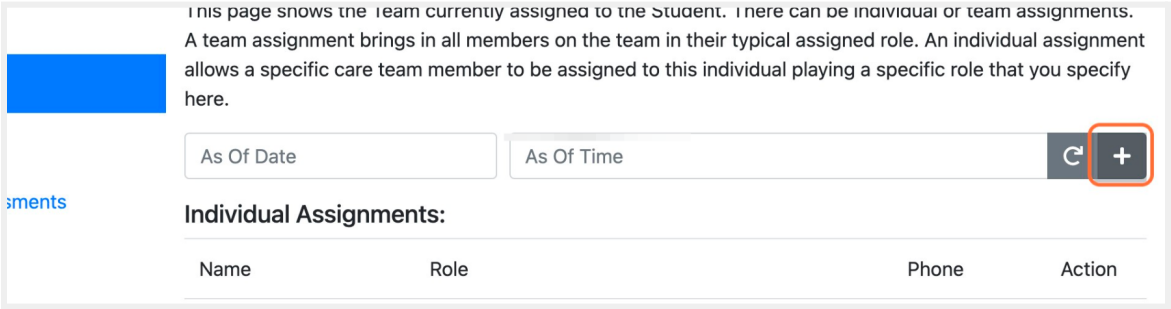


Assigning a Team Member to a Student

4. From the Student Menu, select Team.

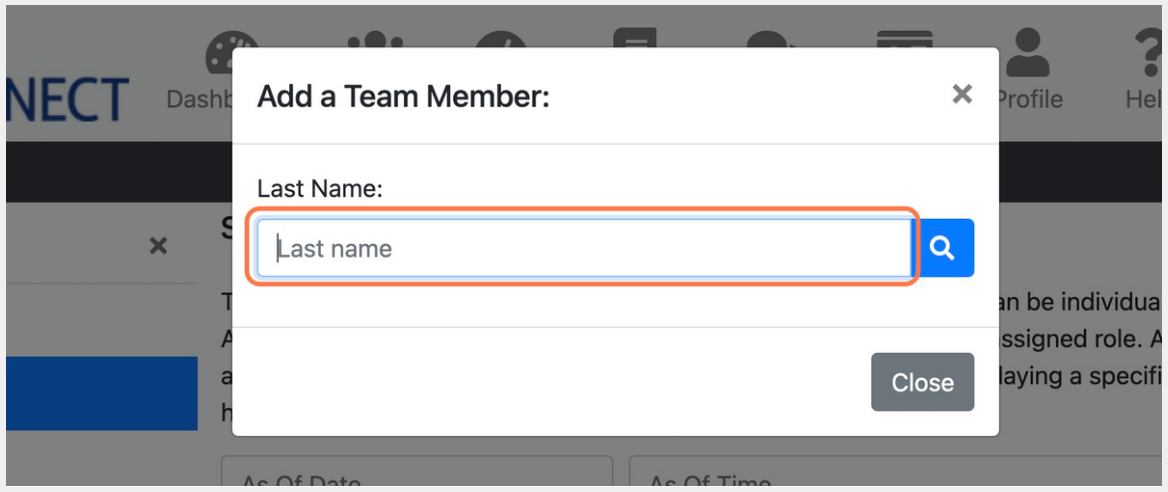


5. Click on Add New Individual Assignment

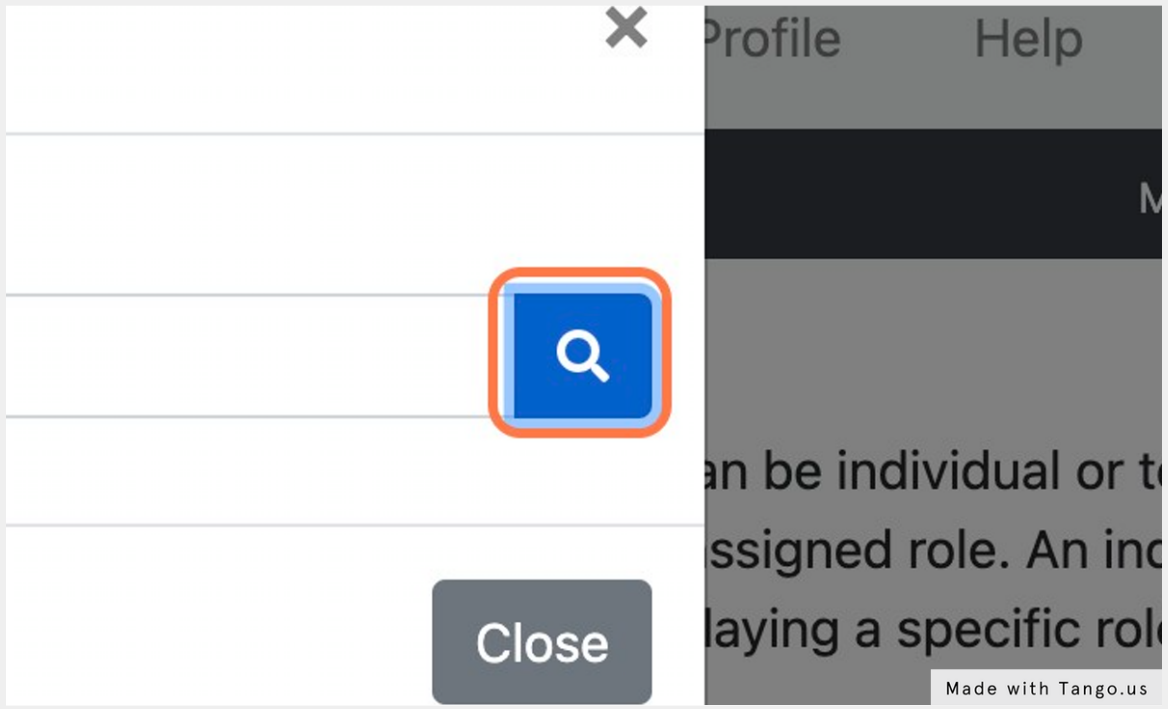


Assigning a Team Member to a Student

6. Enter the team member's Last Name



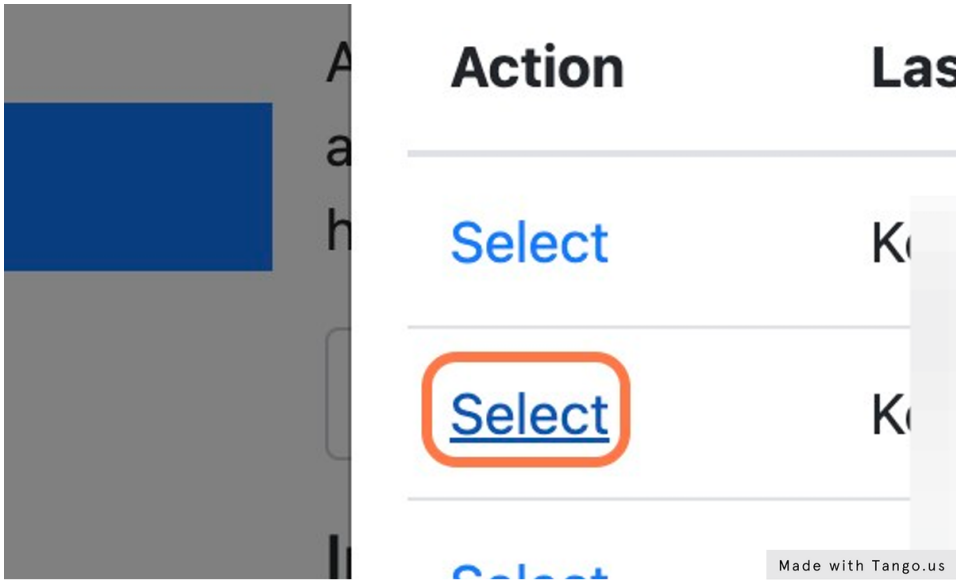
7. Click on Search



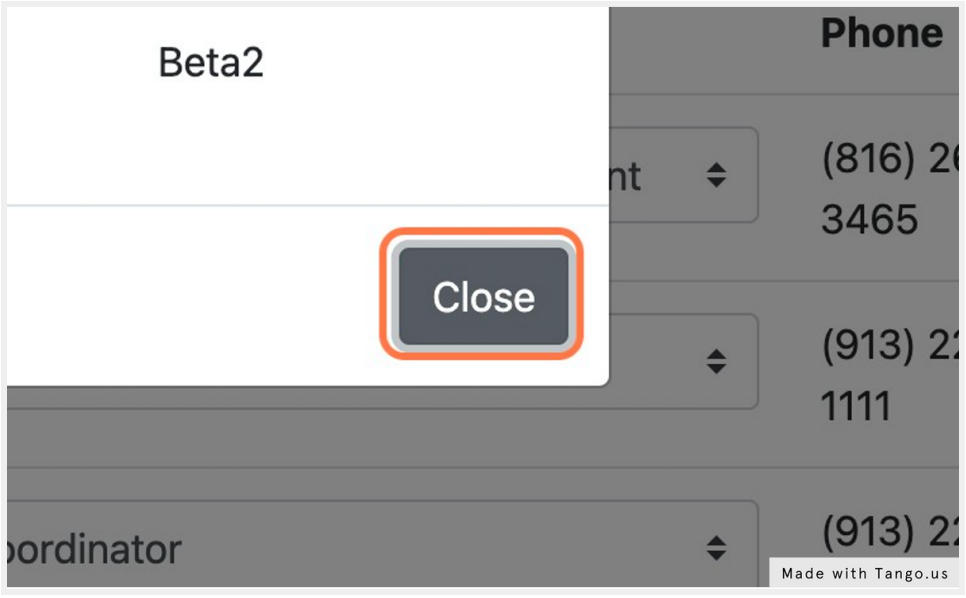
Assigning a Team Member to a Student

8. Click on Select

To the left of each team member's name, select the desired team members that should have access to the student's account.

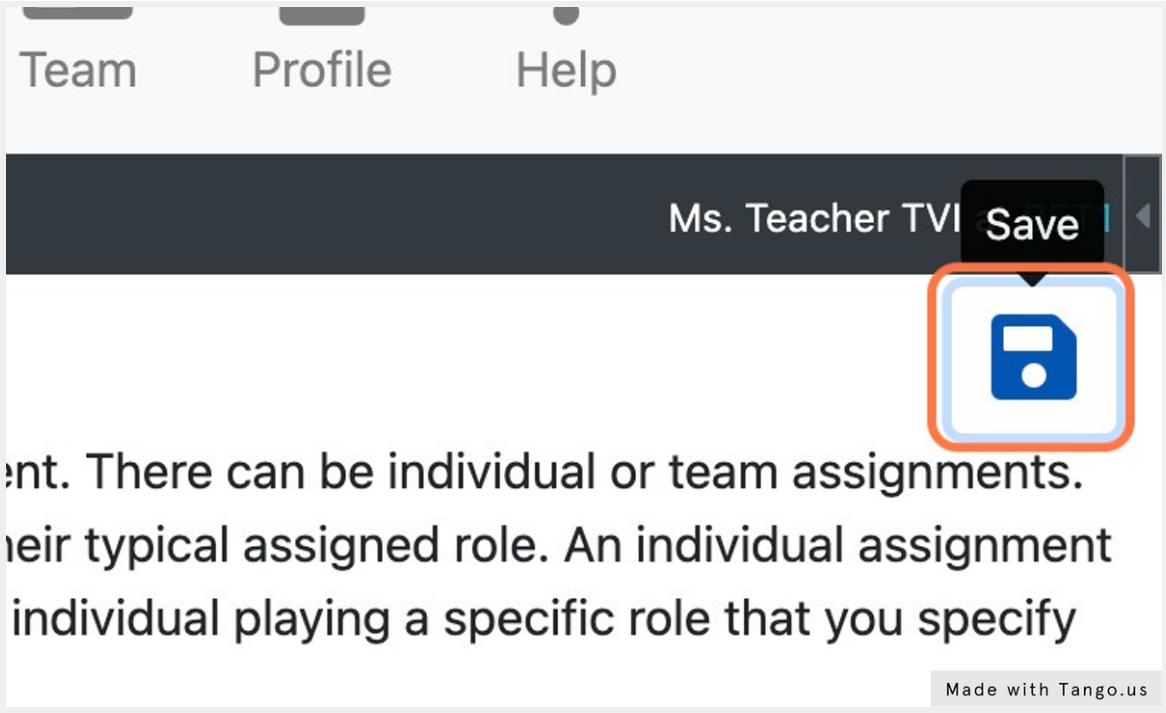


9. After selecting all necessary team members, click close.



Assigning a Team Member to a Student

10. Click on Save

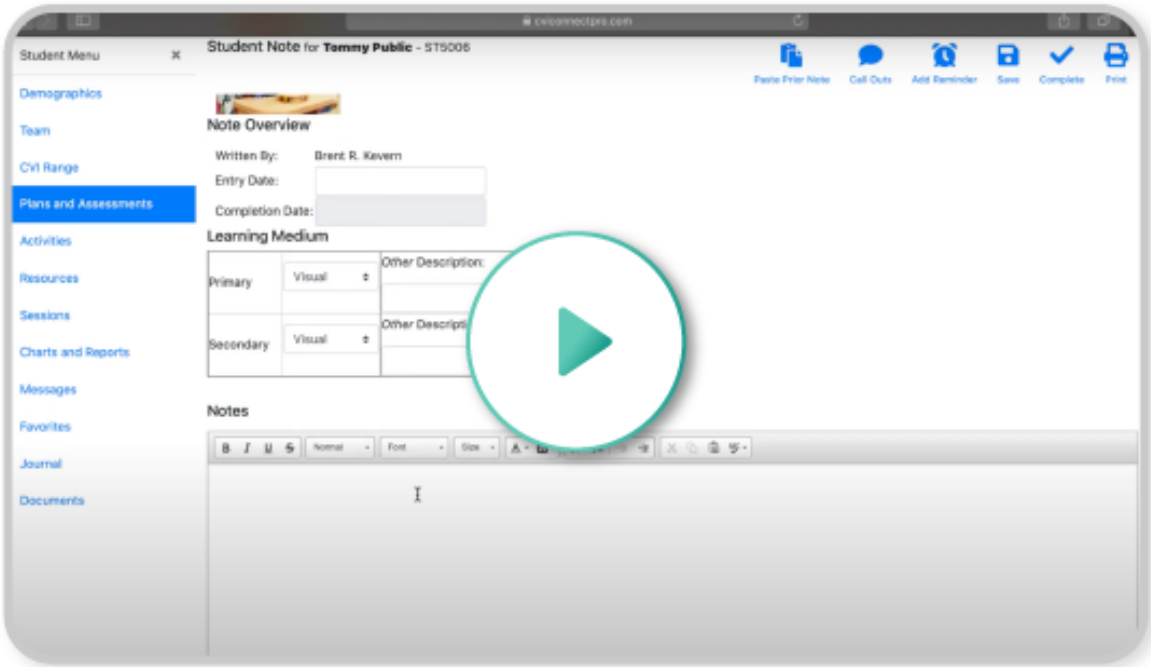


Entering Baseline Data

(Functional Vision Evaluation, Learning Media Assessment, etc.)

CViConnect PRO: Plans and Assessments

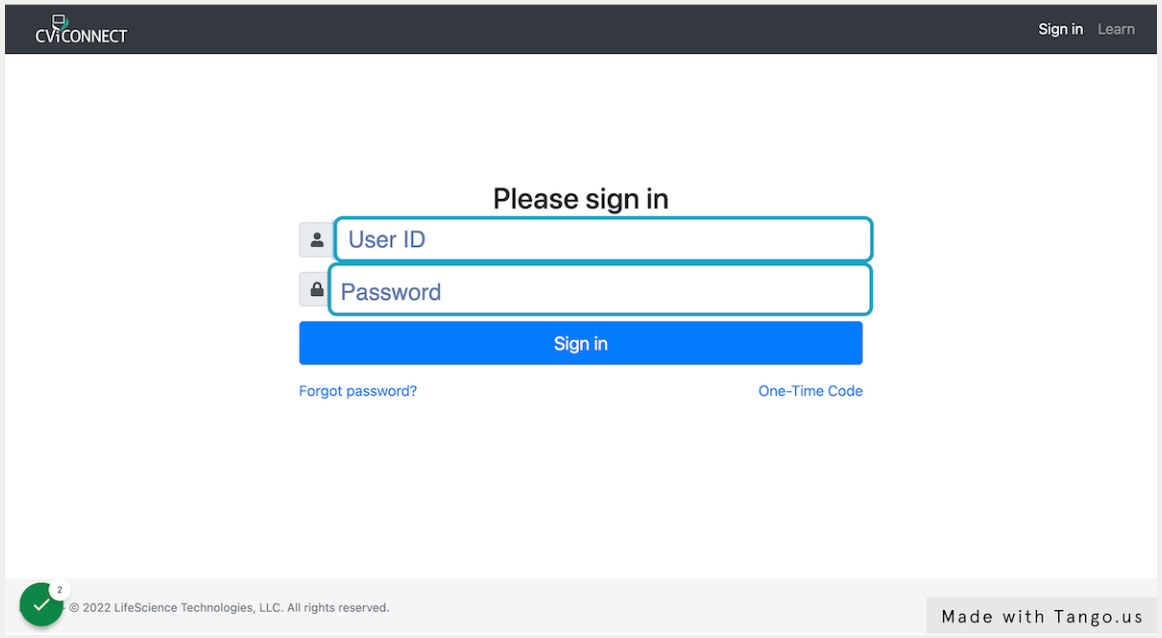
CViConnect's Plans and Assessments tab is located within the student notebook. Here you have the option to create Activity notes and store your student's assessment records. For example, an 'Activity Note' could be utilized to save student data when alternate lesson plans are completed.



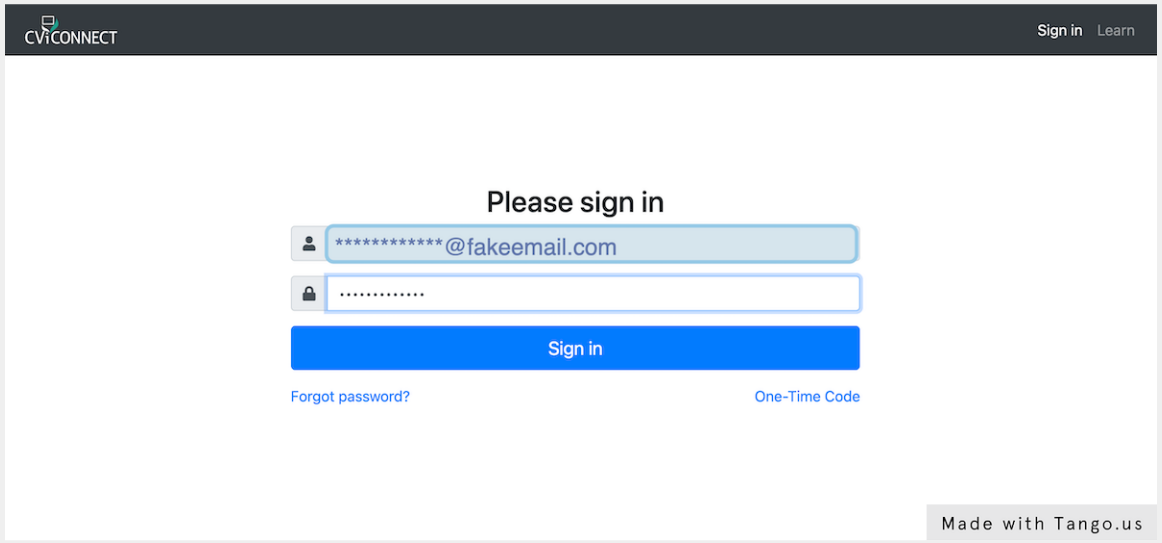
Entering Baseline Data

1. [Go to CViConnect PRO Login]

2. Enter you unique user ID and password



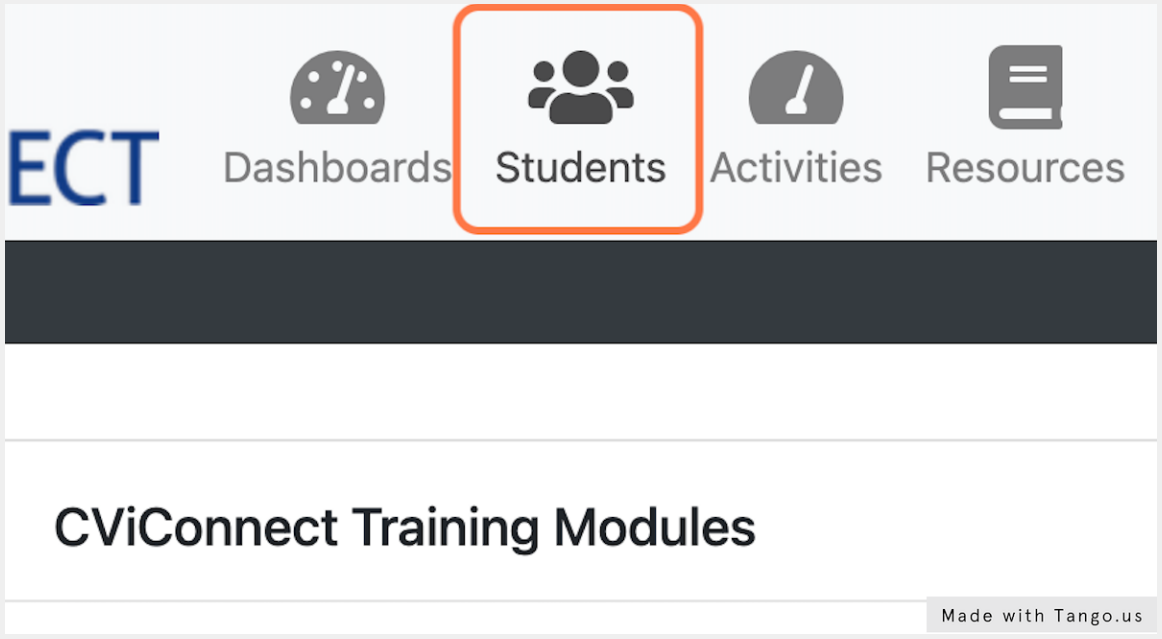
3. Click the 'Sign In' button



Entering Baseline Data

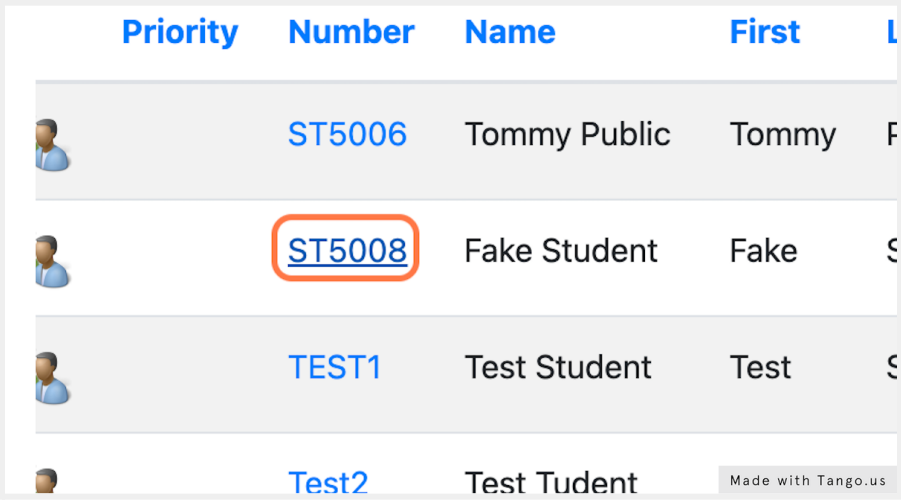
4. Click on 'Students'

From the main menu across the top of the page, select the 'Students' menu.



5. Select your student

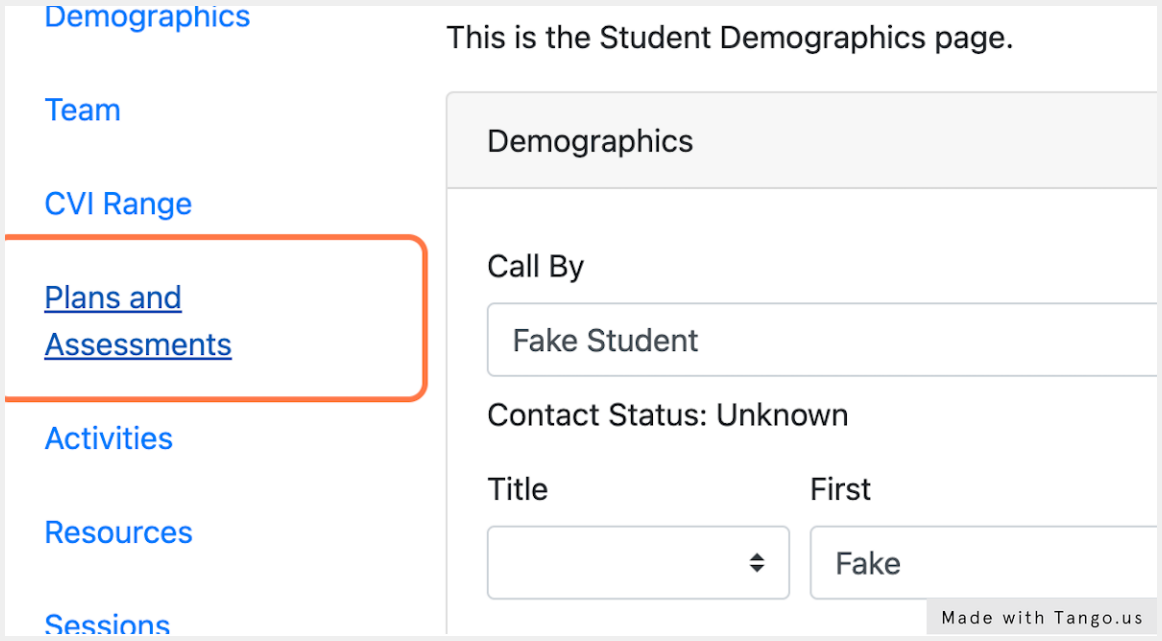
From your list of students, select a student.



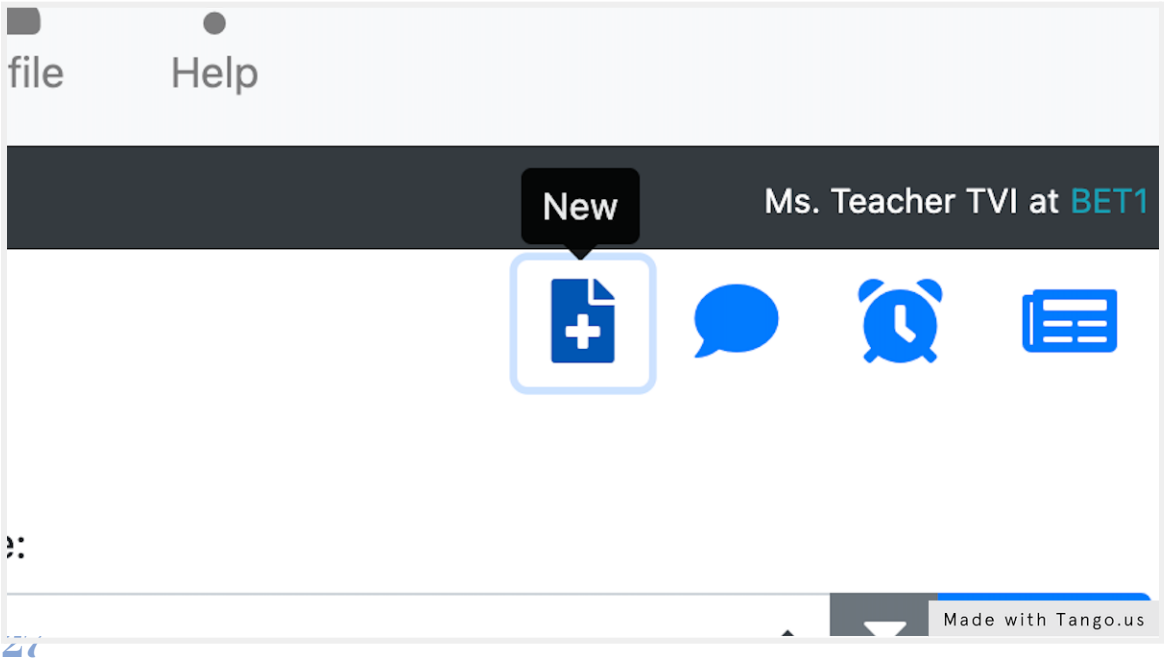
Entering Baseline Data

6. Click on Plans and Assessments

Using the 'Student Menu' on the left hand side of your screen, select 'Plans and Assessments'.



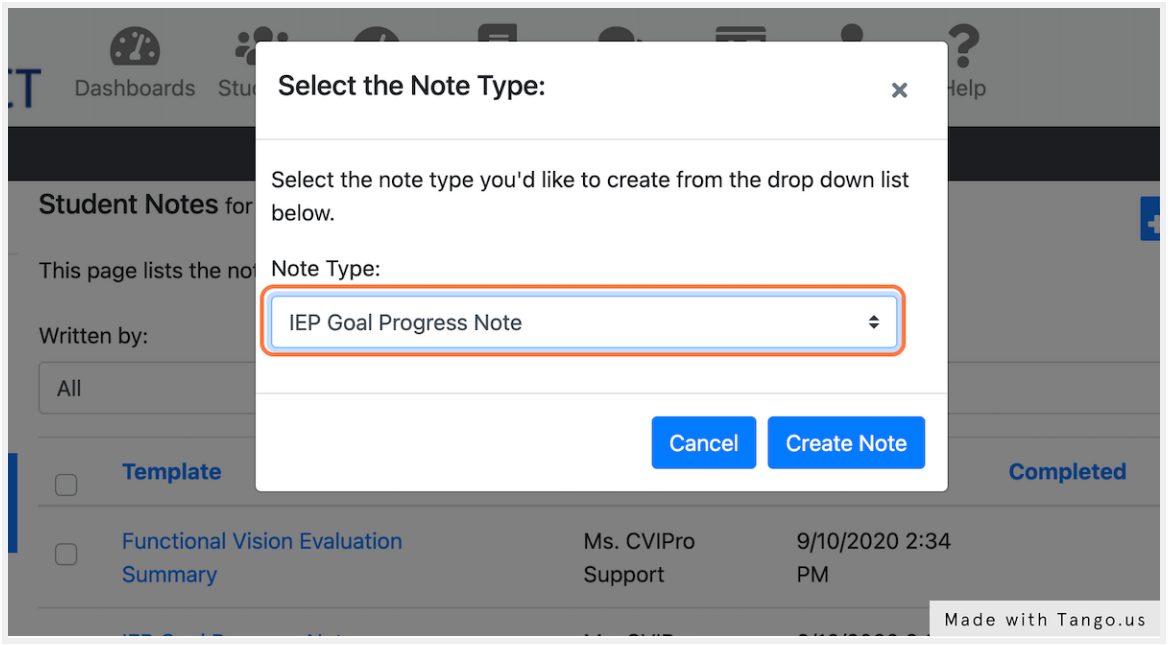
7. Click 'Add New'



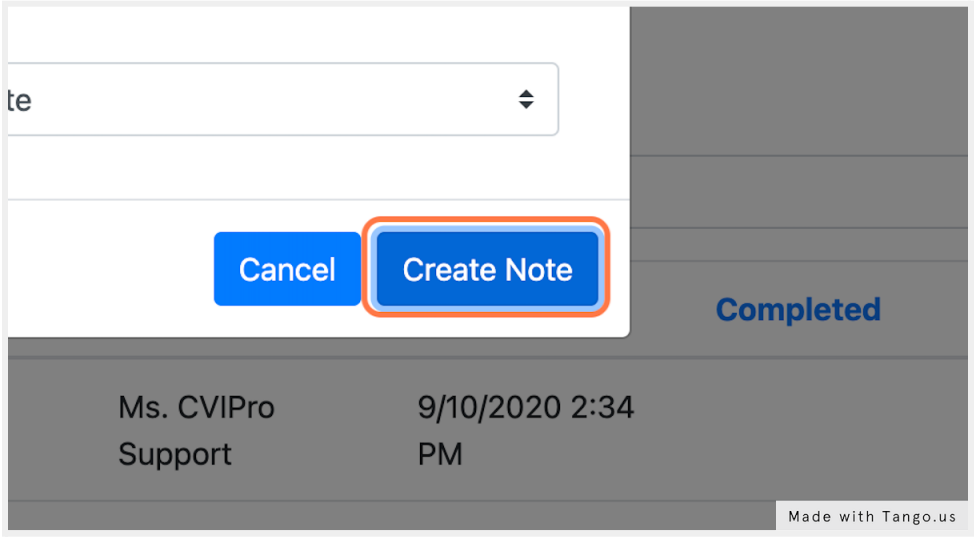
Entering Baseline Data

8. Select the Note Type

A pop-box will appear. Select the desired Note Type from the drop down menu provided.

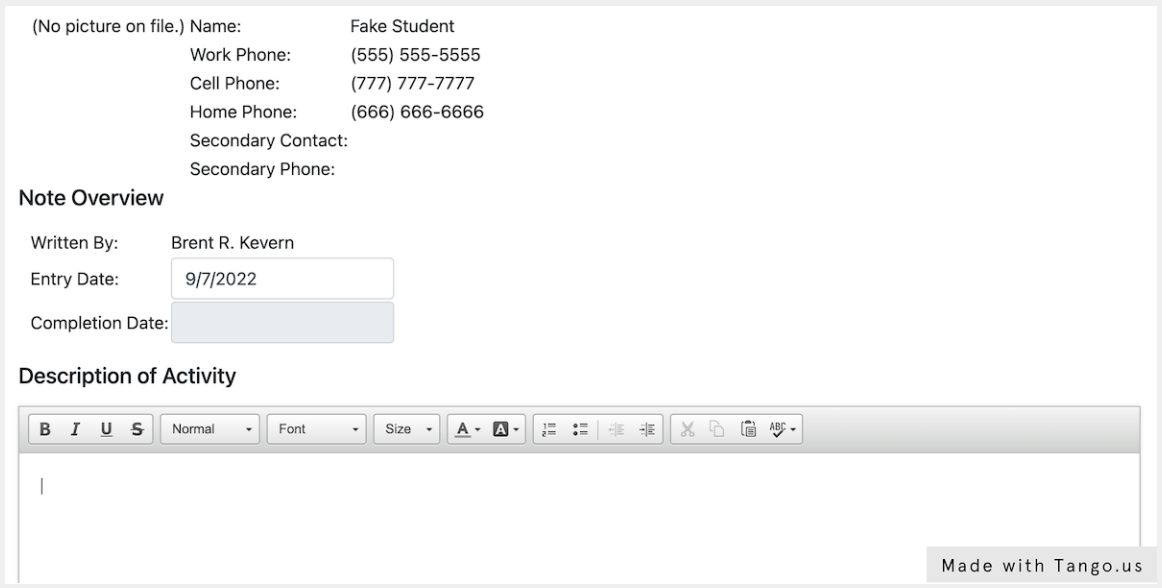


9. Click the 'Create Note' button



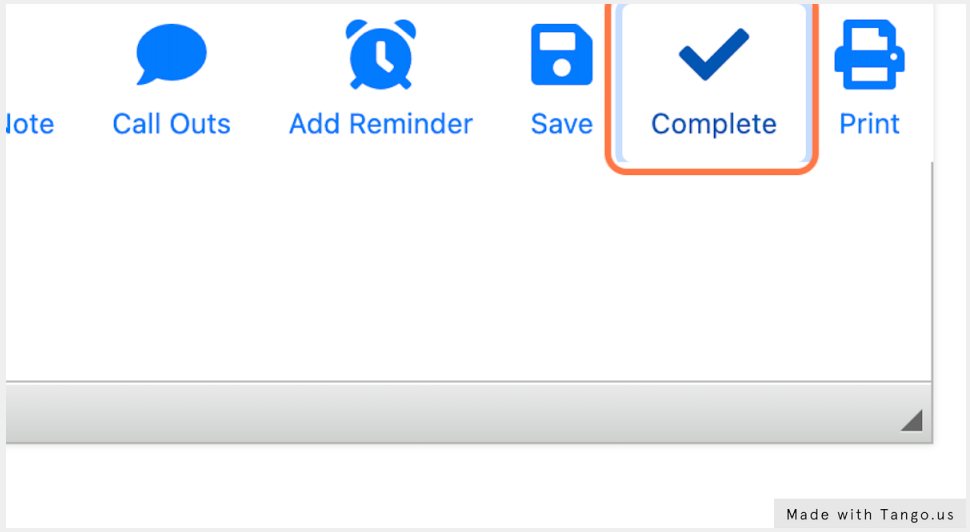
10. Add notes to the template provided

Each note type will provide you with various text fields. Fill out the information accordingly for your student.



11. Click on 'Complete'

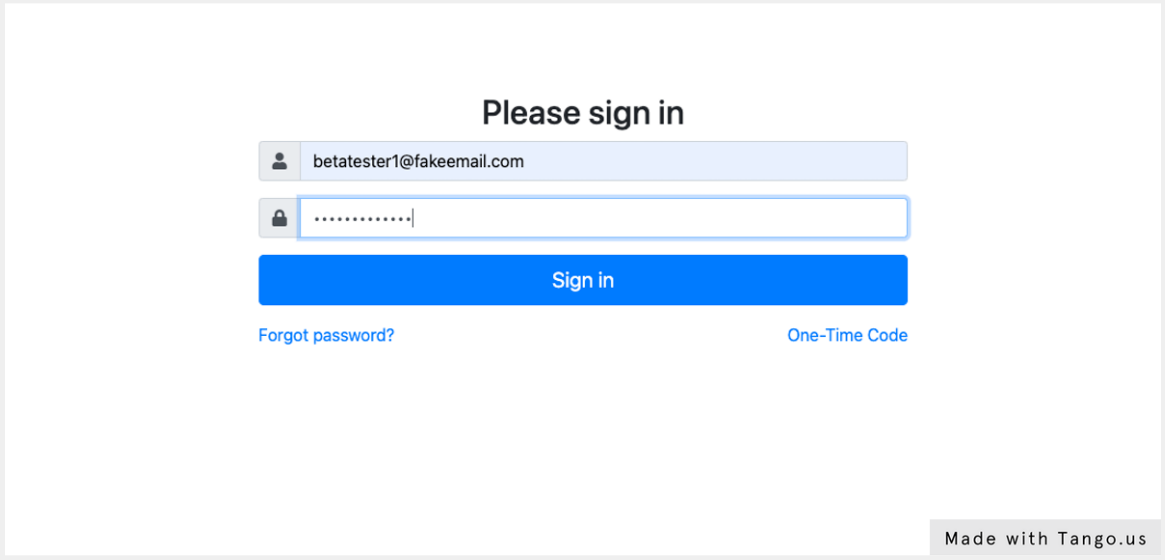
Once the note is complete, scroll back to the top of the page and click the 'Complete' icon.



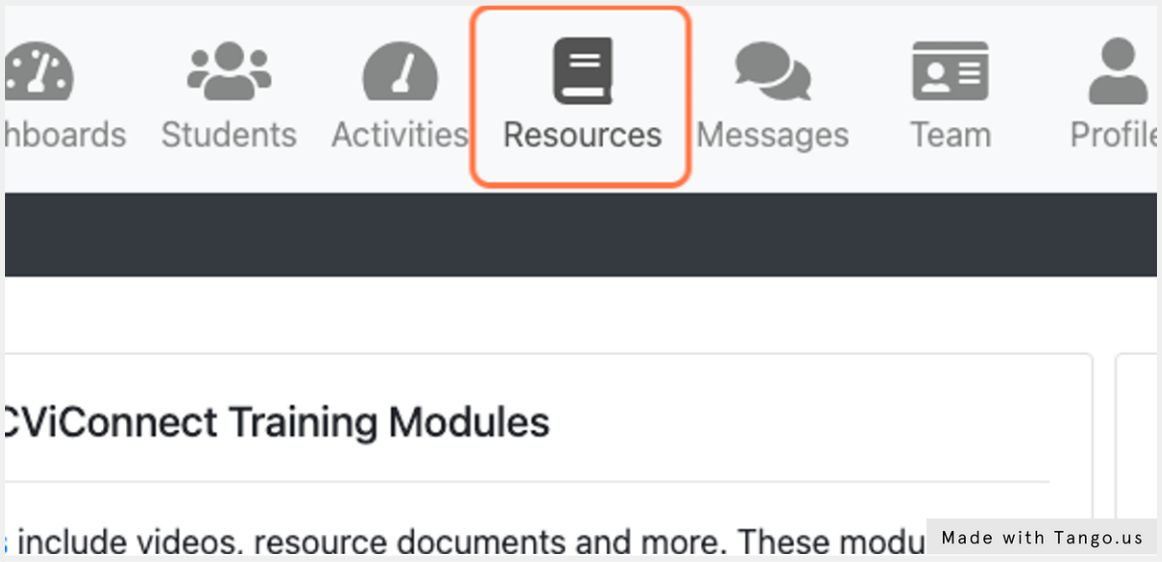
Sharing Resources

Blurb about Sharing Resources

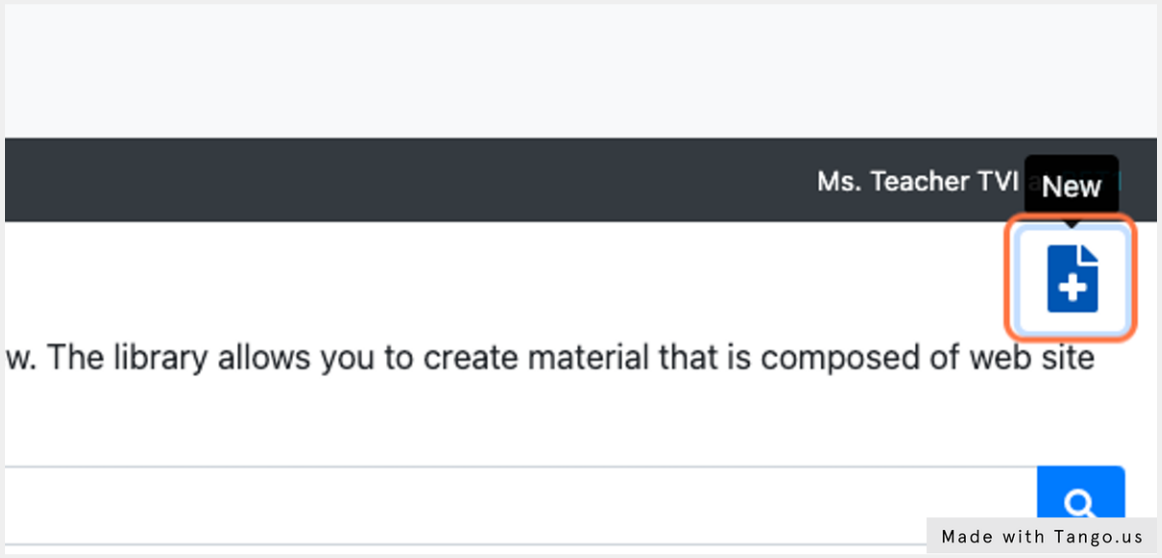
1. **Go to CViConnect PRO Dashboard Login**
2. **Sign in**
   Use your assigned user ID and password to sign in to your account.



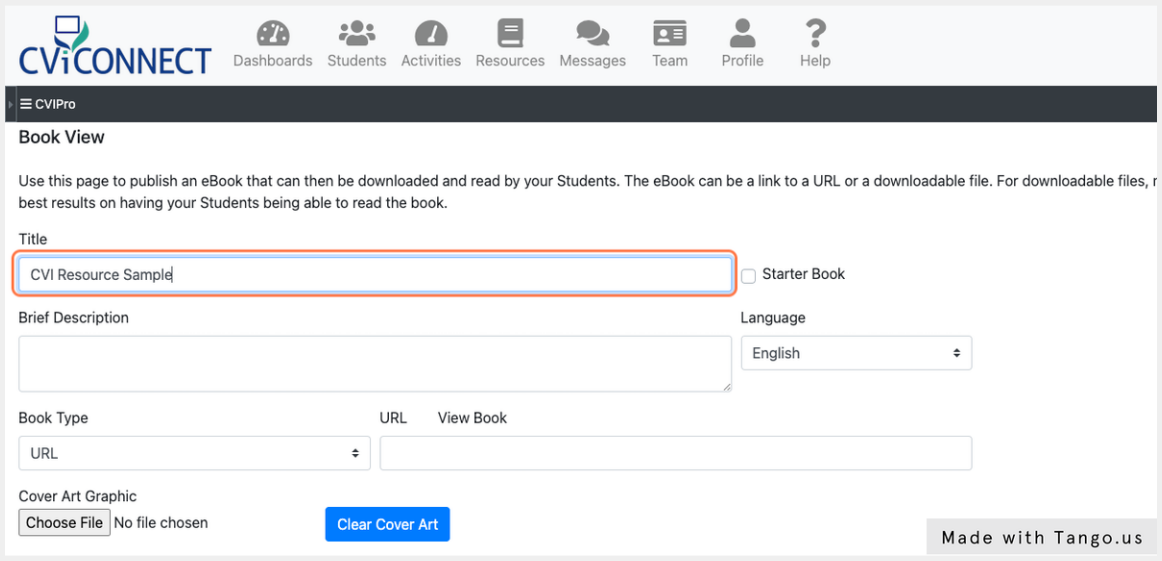
3. Click on Resources



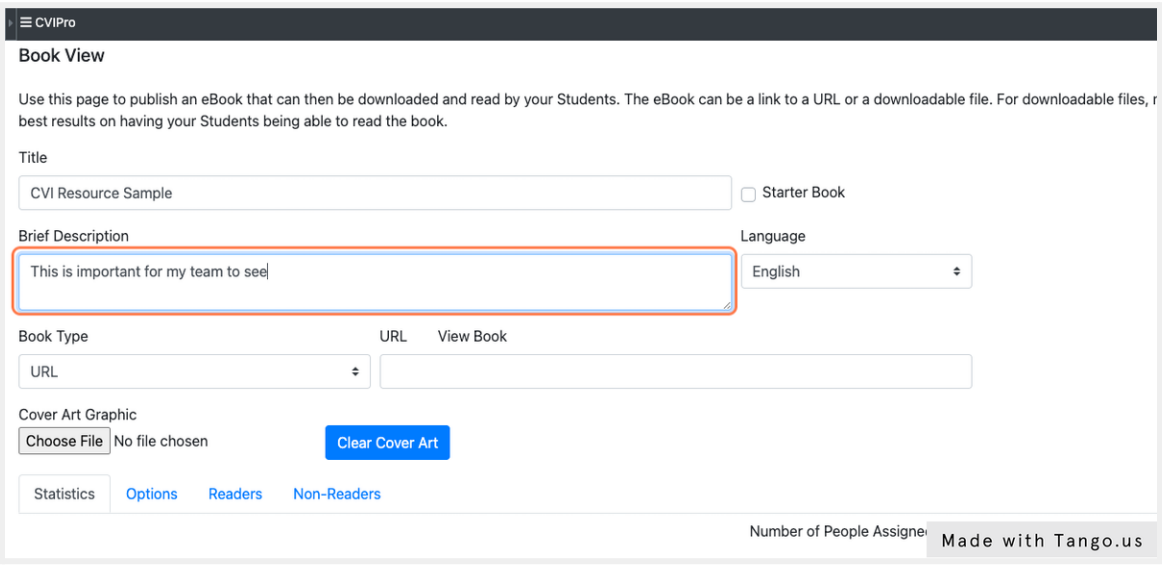
4. Click on Add New



5. Fill in the resource form provided beginning with the Title

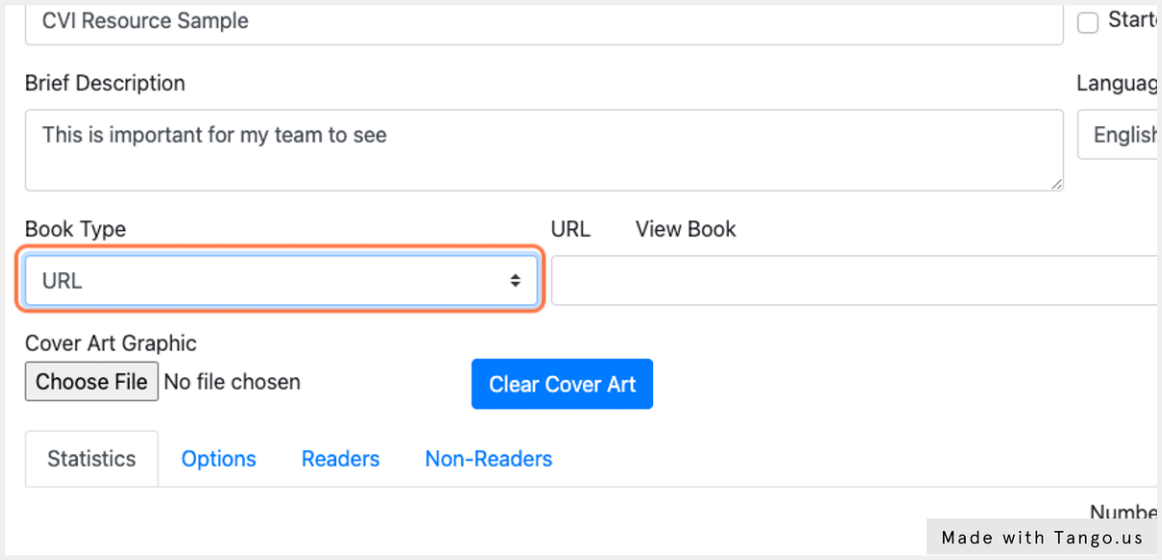


6. Enter a brief description



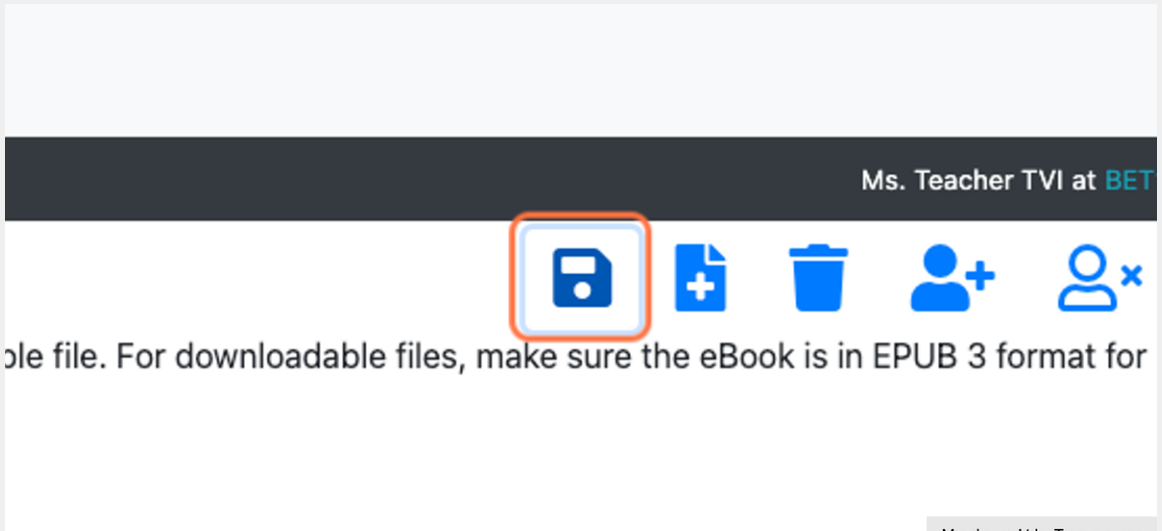
7. Use the drop down menu labeled 'Book Type' to select either URL or Downloadable File

The field to the right will automatically update to match your selection. After you select the 'Book Type' either add the URL or choose the file to upload.

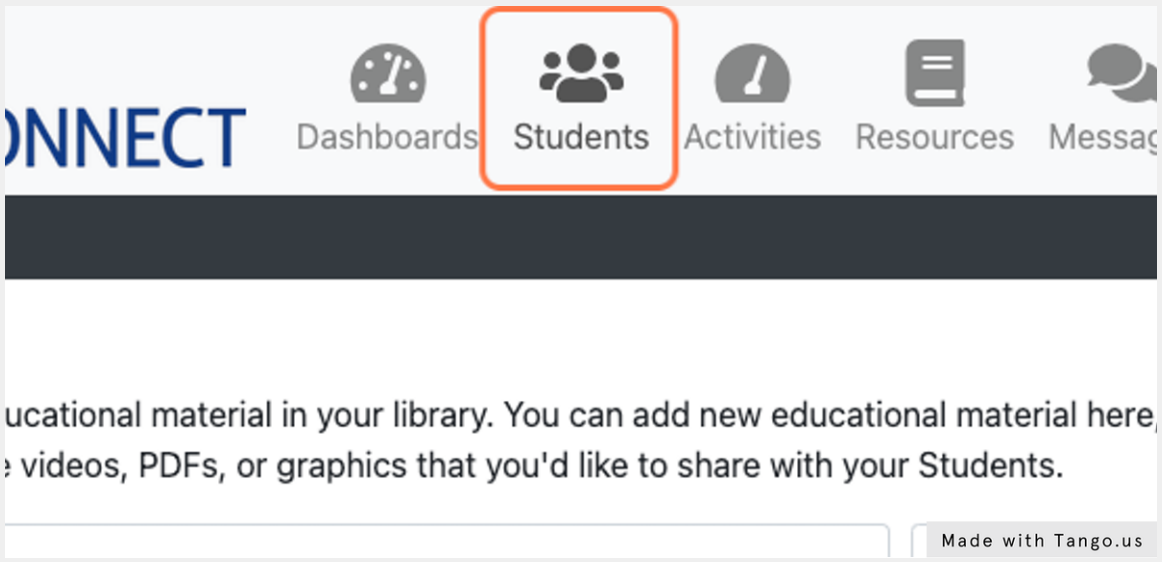


8. Click Save

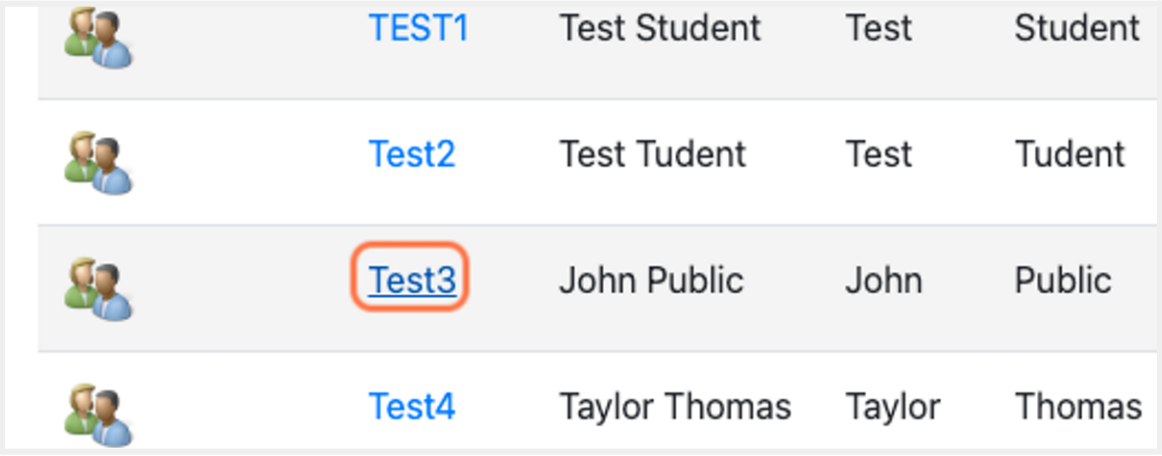
After all the desired information has been added to your resource, use the save icon at the top of the form.



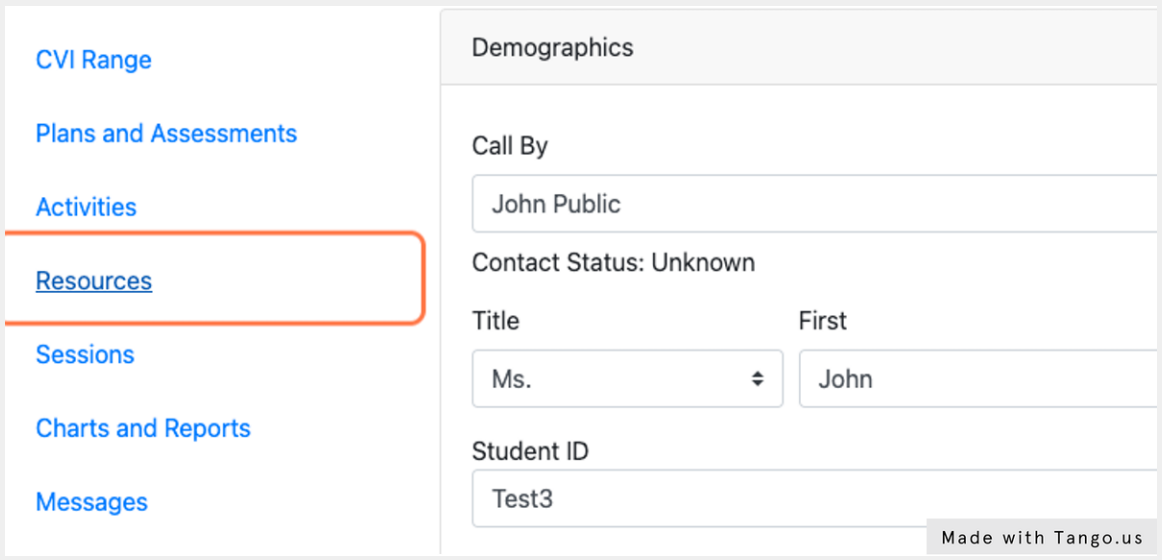
9. Click on Students



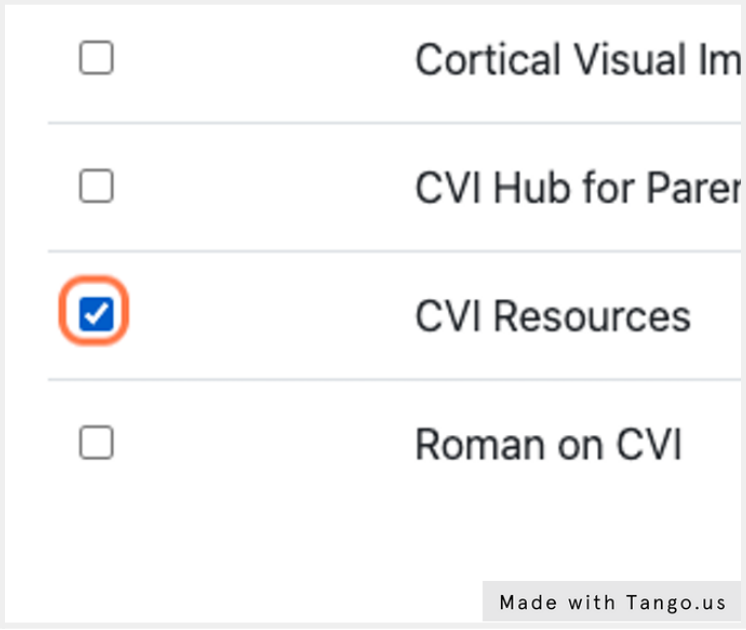
10. Select the student you wish to share your new resource with



11. Click on Resources from the student menu

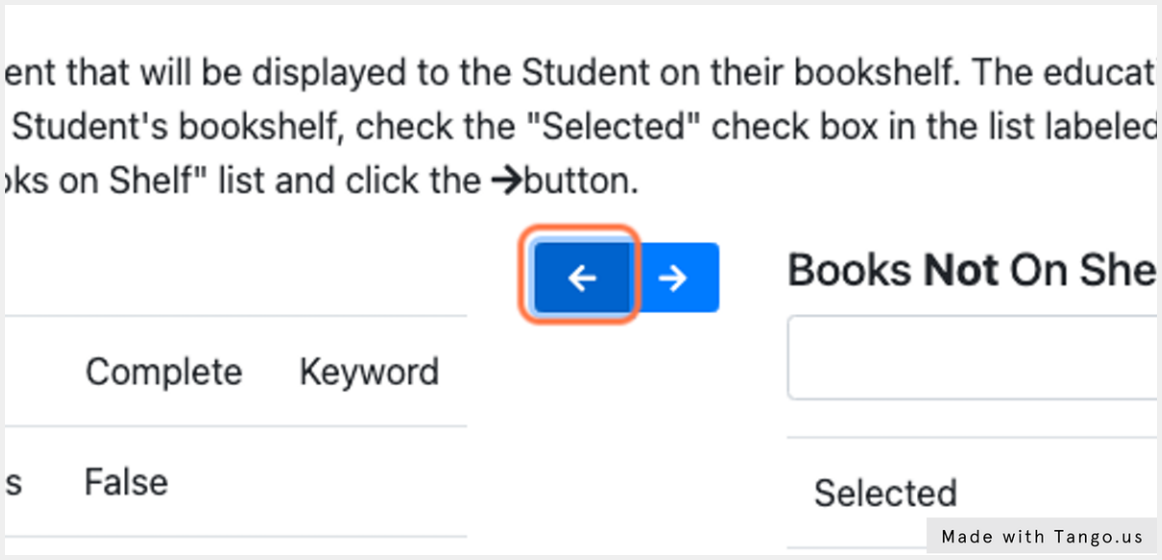


12. Click the checkbox to select your resource



13. Click on left arrow

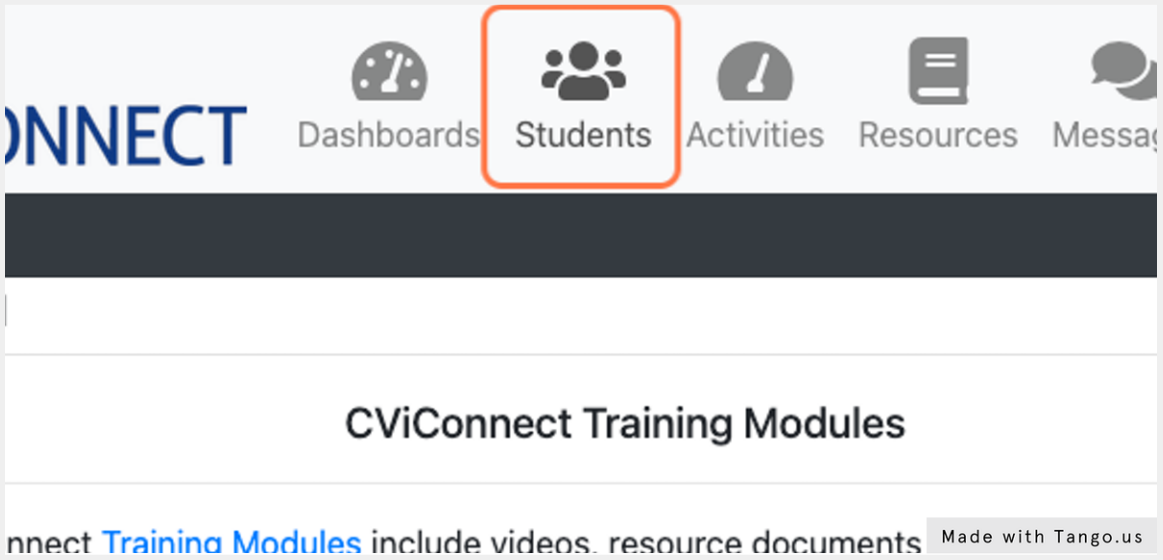
The left arrow moves selected books to the user's bookshelf for their team to view. The right arrow moves selected books off the user's bookshelf.



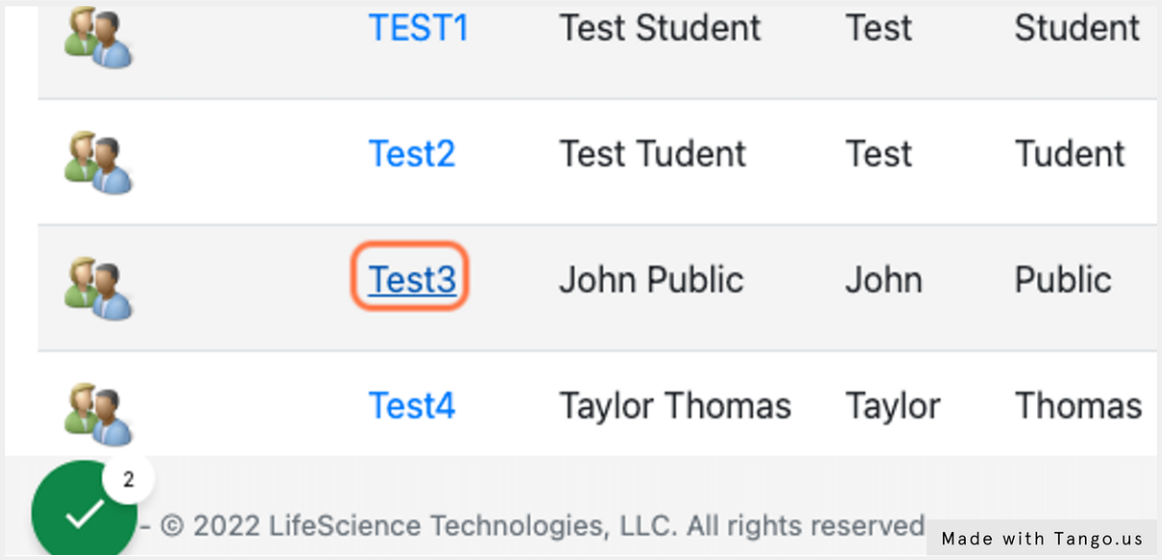
Messages

Blurb about Messages

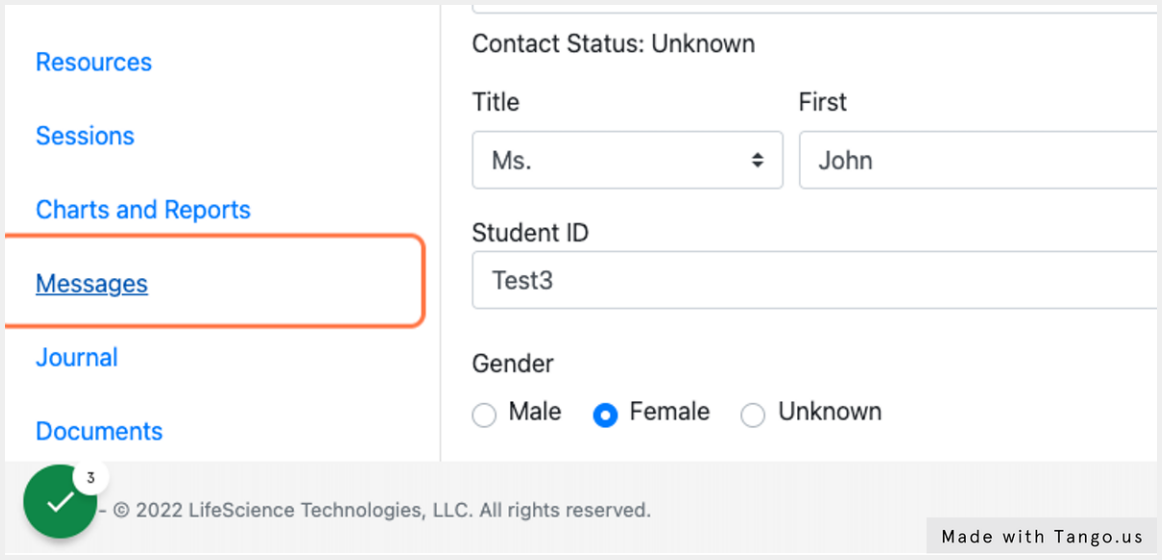
1. Login to the CViConnect PRO Dashboard
2. Click on Students



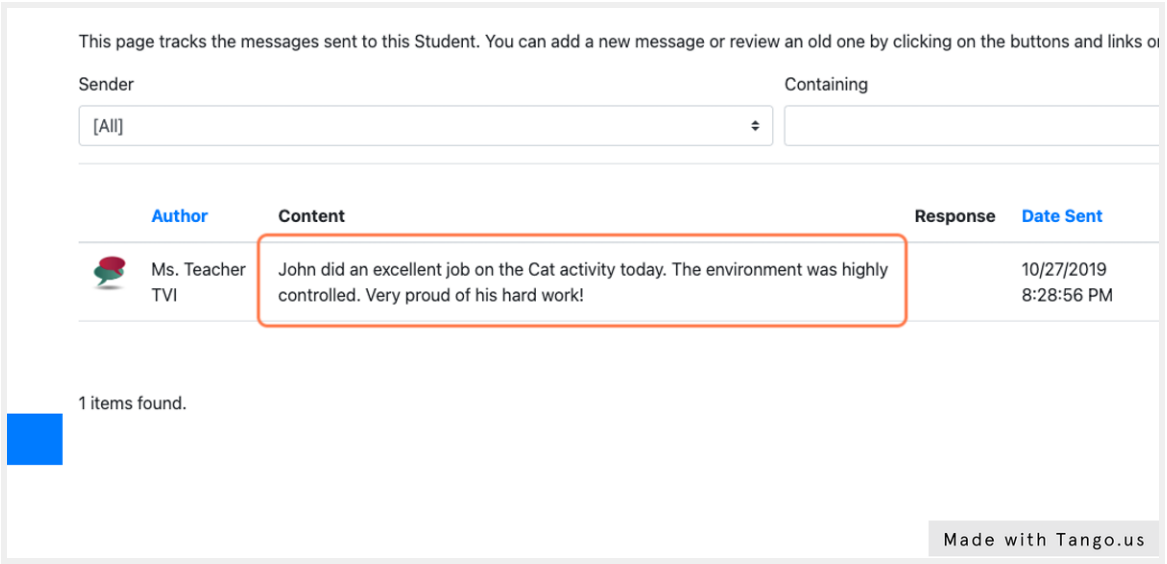
3. Select the student you plan to work with



4. Click on Messages from the student menu

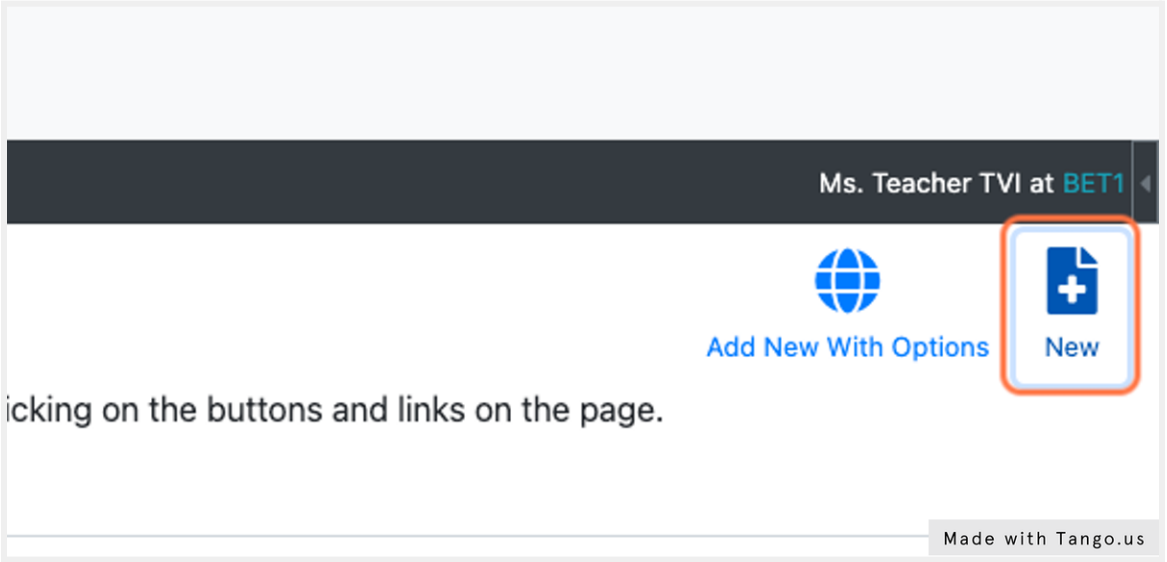


5. Read any existing messages from other team members

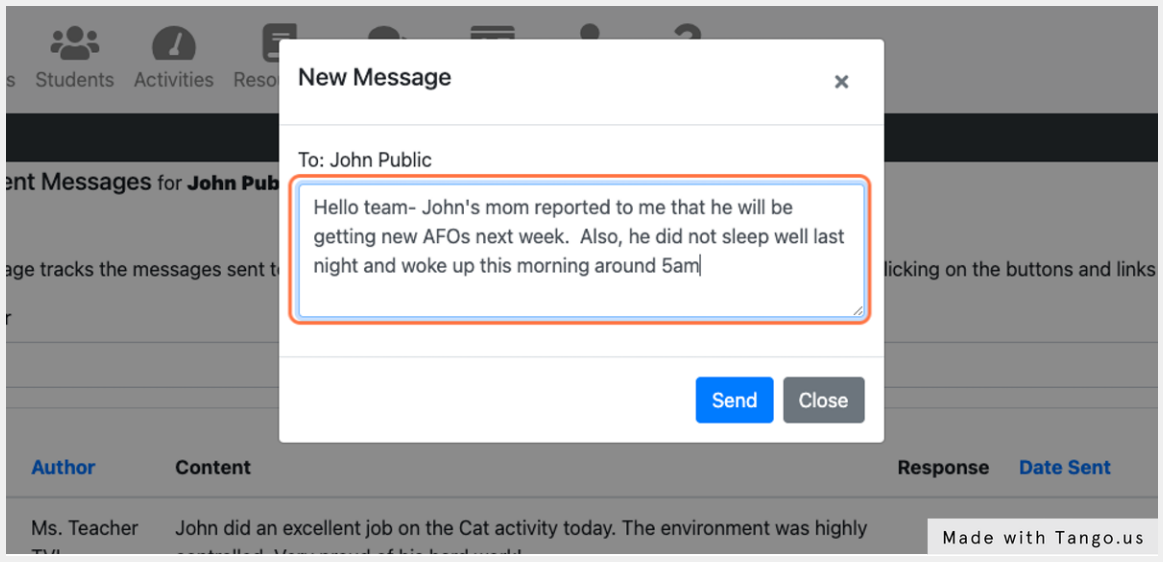
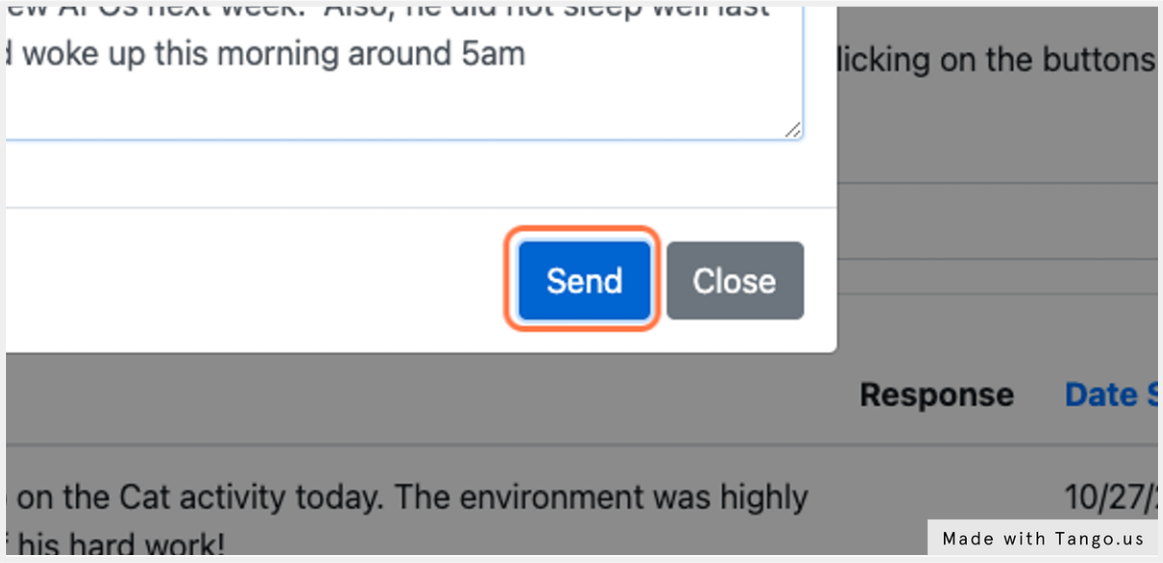


6. Click on New

To write a new note, click new



7. Type your message to the team



8. Click Send