



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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COMING SOON

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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.

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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**

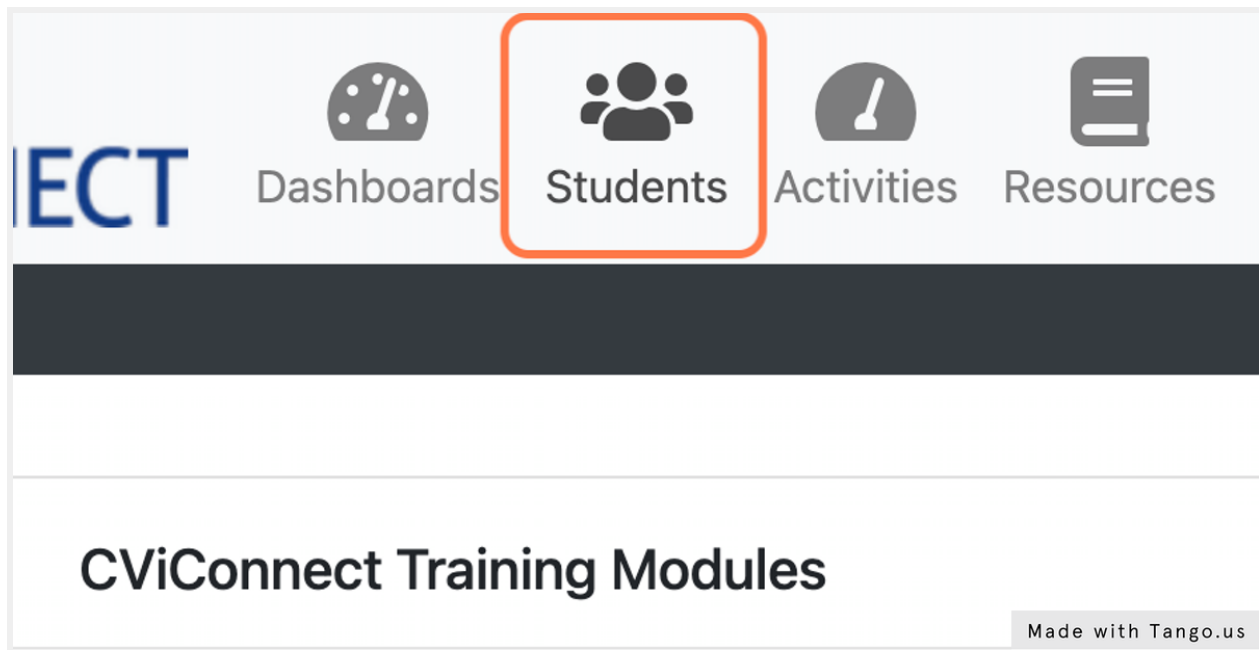
Please sign in

Sign in

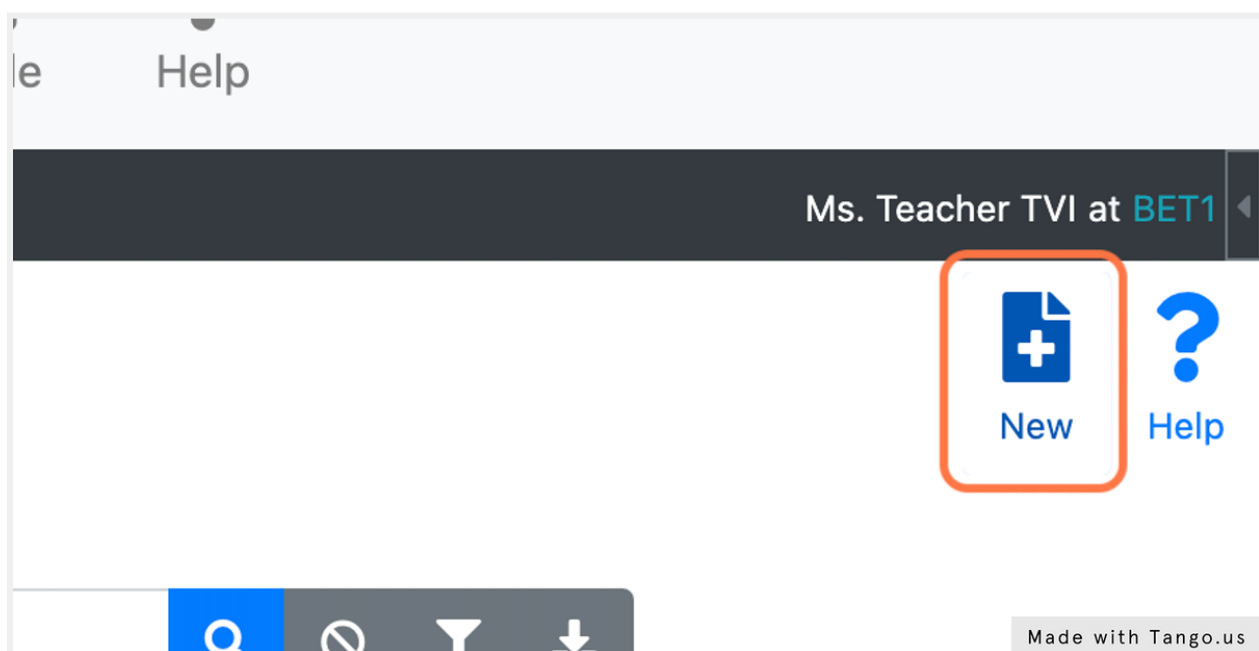
[Forgot password?](#) [One-Time Code](#)

Made with Tango.us

3. Click on Students



4. Click on New



5. Fill in the student demographic information.

This is the Enroll a Student page. When you enroll a Student, a user ID and password are created for the student.

Name

Title Middle

Gender ☐ Male ☐ Female ☒ Unknown Date Of Birth

User ID Student ID

Made with Tango.us

6. Click on Save

Profile Help

Ms. Teacher TVI at BET1

The Student so that they can access the system via m.Care.

Made with Tango.us



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.

The screenshot shows a web form for enrolling a student. At the top, there is a text input field and a button labeled 'Eng'. Below these, there is a section with a black callout box that says 'Generate Fake Email Address'. Underneath the callout box, there is a row of three buttons: a pencil icon (highlighted with a red circle), a document icon, and a button labeled 'Student ID'. Below this row, there is a text input field containing 'ST5009'. At the bottom right of the form, there is a small text label 'Made with Tango.us'.

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

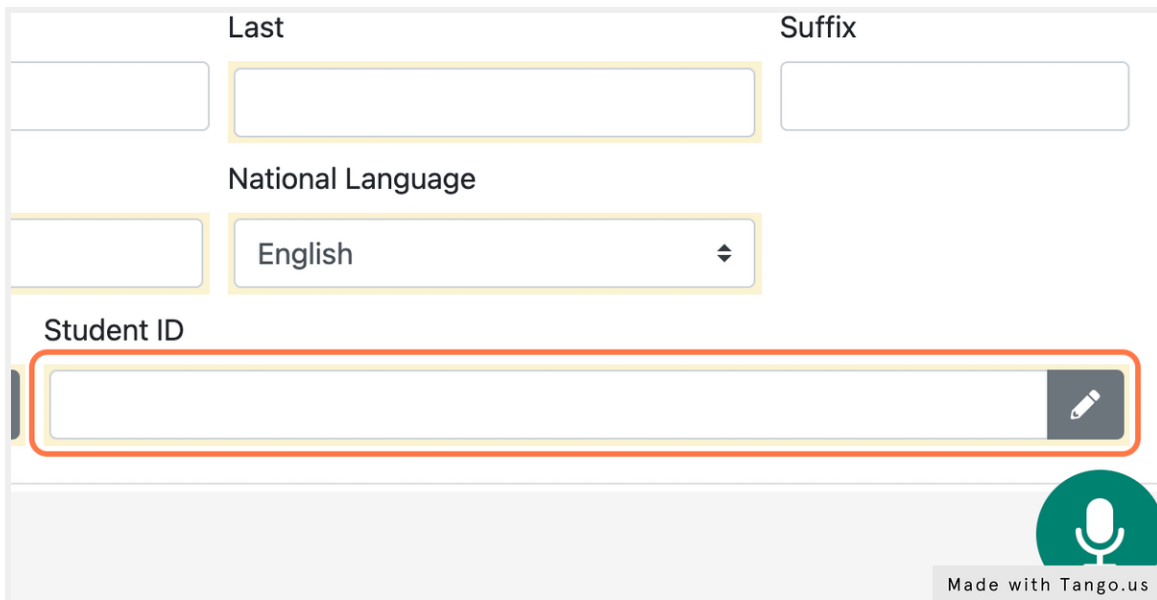
No. Do not use your teacher or personal email addresses to enroll a student. Each student's email and Student ID are their unique identifiers. Each user (teacher and student) needs their own unique user ID.

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.



The screenshot shows a form with the following fields:

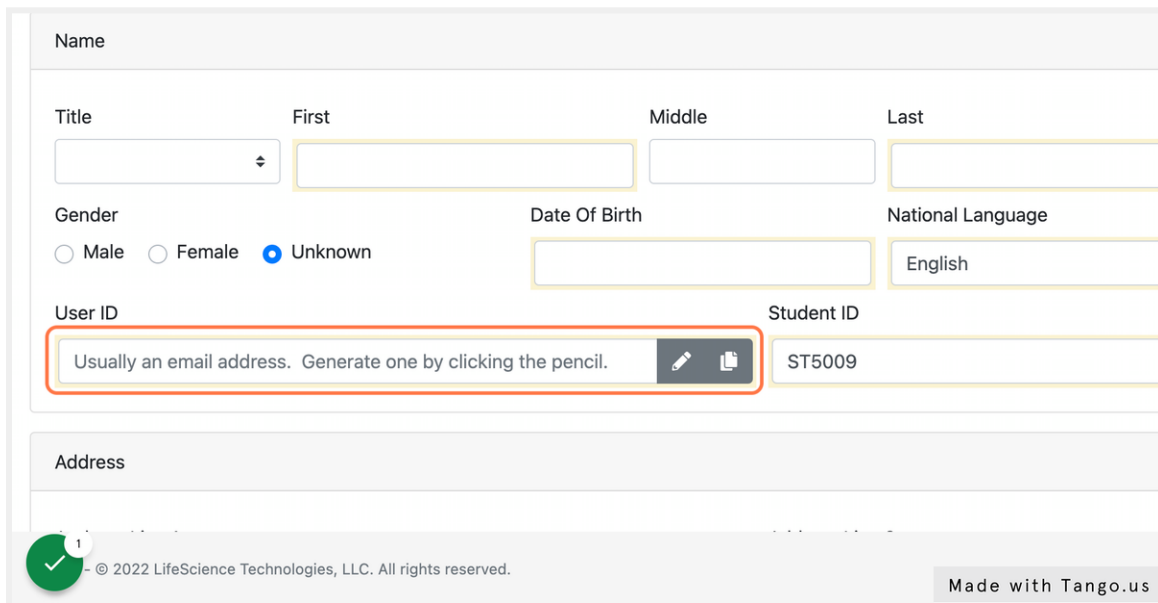
- Last**: A text input field.
- Suffix**: A text input field.
- National Language**: A dropdown menu currently showing "English".
- Student ID**: A text input field with a red border, indicating it is the focus of the question. It includes a small edit icon (pencil) on the right.

At the bottom right of the form, there is a green circular microphone icon and the text "Made with Tango.us".

5. Why does my student need a user ID?

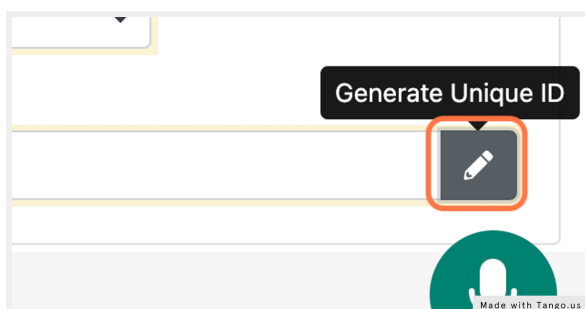
As part of maintaining our HIPAA compliant, each user has a User ID and a Student ID. These can be ID's the school already has assigned or a randomly assigned ID from the CViConnect system.

A student's **U**ser 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.



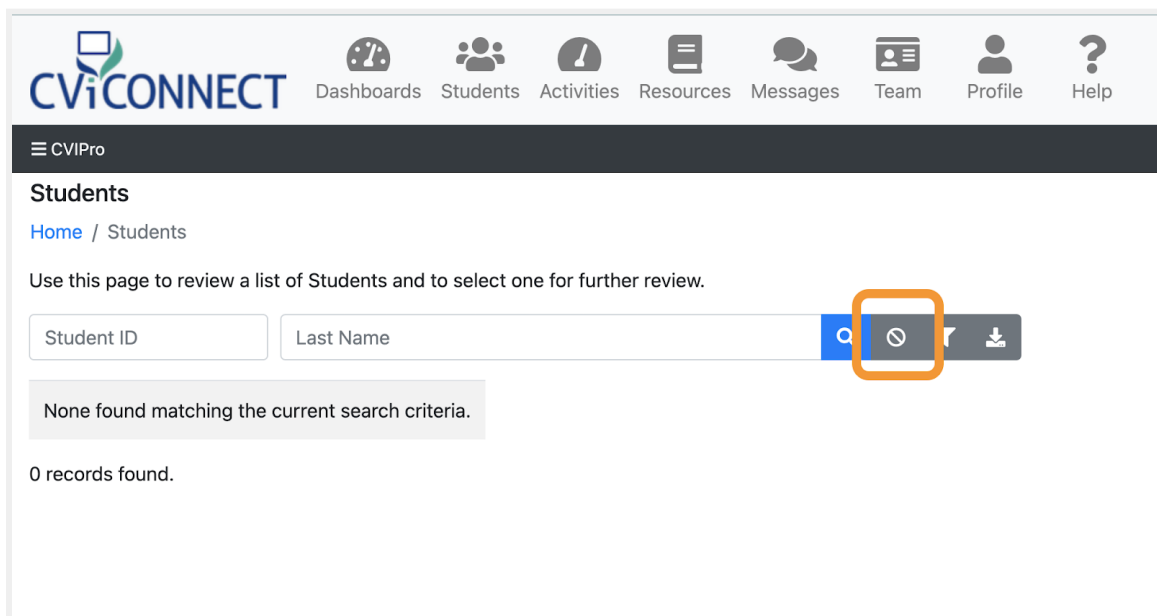
6. What can I do if my student does not have a Student ID?

If your student does not have a **S**tudent 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.

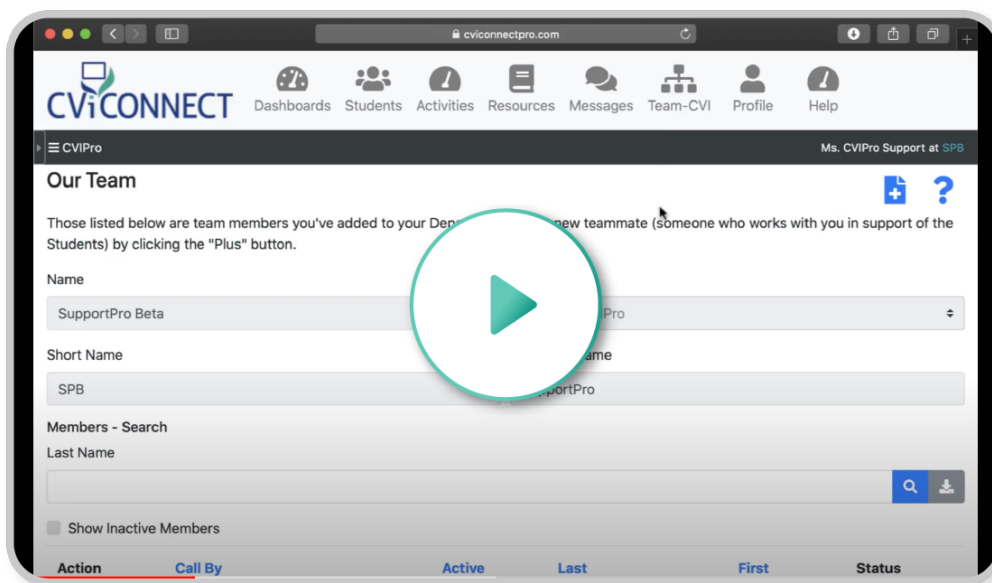
To the right of the search bar, click the cancel icon. This will set the search criteria back to default. Follow this by clicking the blue search icon. You should now be able to view all of your students.





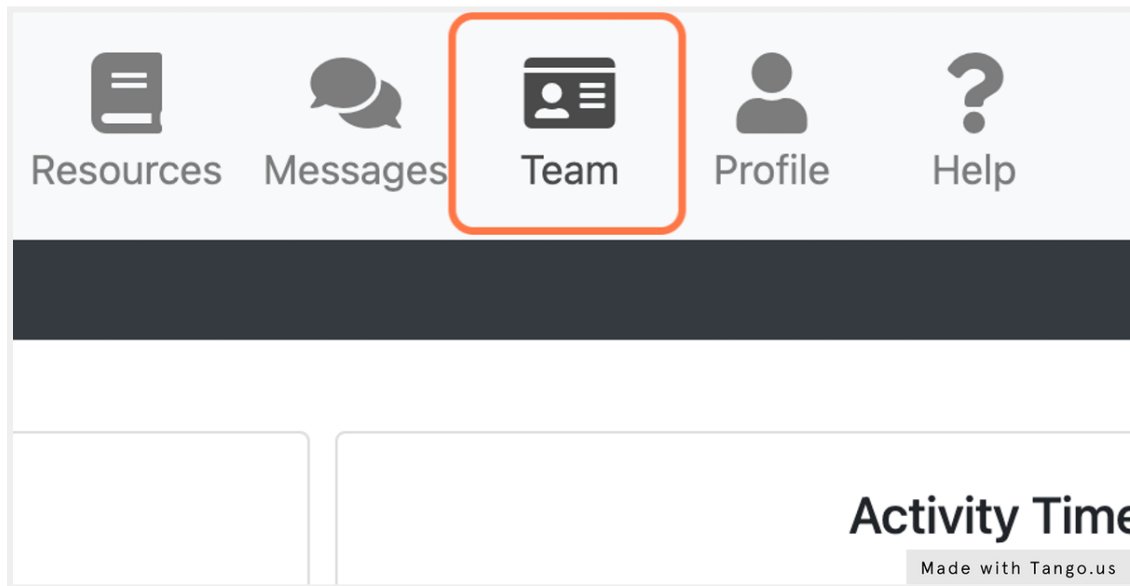
Team Enrollment

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.

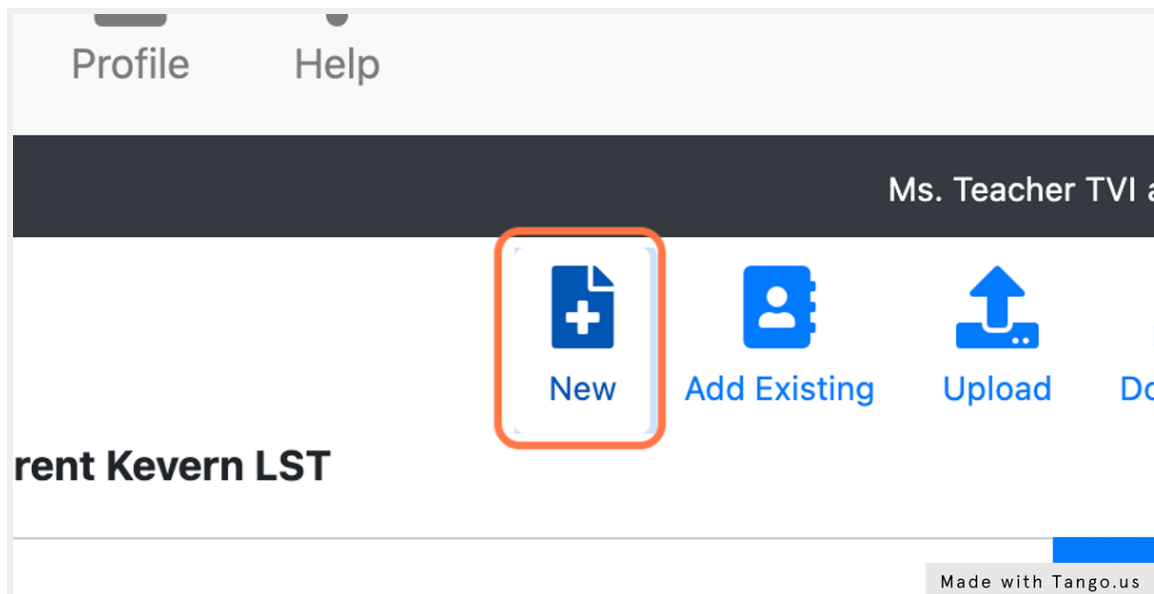


1. Login To CViConnect PRO Dashboard

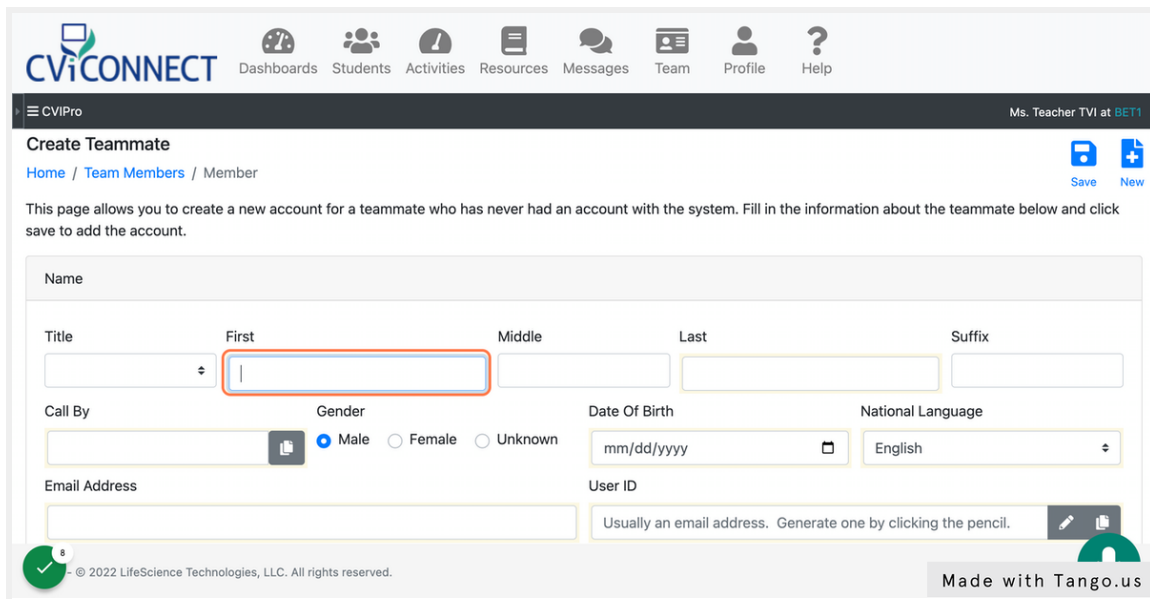
2. Click on Team



3. Click on Add New



4. Fill in demographics form



Create Teammate

Home / Team Members / Member

This page allows you to create a new account for a teammate who has never had an account with the system. Fill in the information about the teammate below and click save to add the account.

Name

Title First Middle Last Suffix

Call By Gender Date Of Birth National Language

Male Female Unknown mm/dd/yyyy English

Email Address User ID

Usually an email address. Generate one by clicking the pencil.

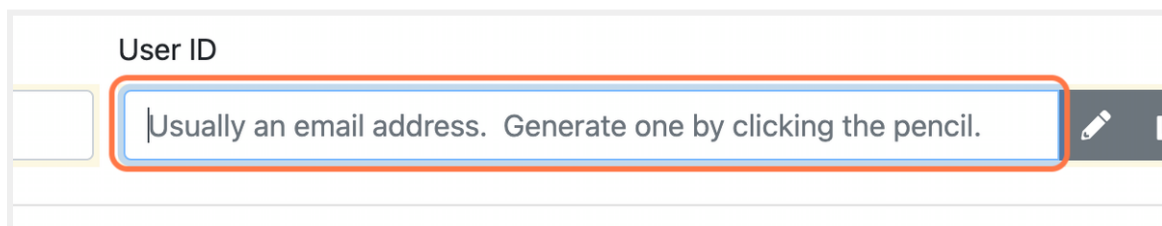
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5. User ID

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.



User ID

Usually an email address. Generate one by clicking the pencil.

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.

The screenshot shows a form titled 'Team Assignment'. It contains three dropdown menus: 'Team' (set to '[None]'), 'Role' (set to 'Speech-Language P.'), and 'Shift' (set to '[Unknown]'). The 'Role' dropdown is highlighted with a red border. Below the form is a section for 'External System Credentials' and a 'Made with Tango.us' watermark.

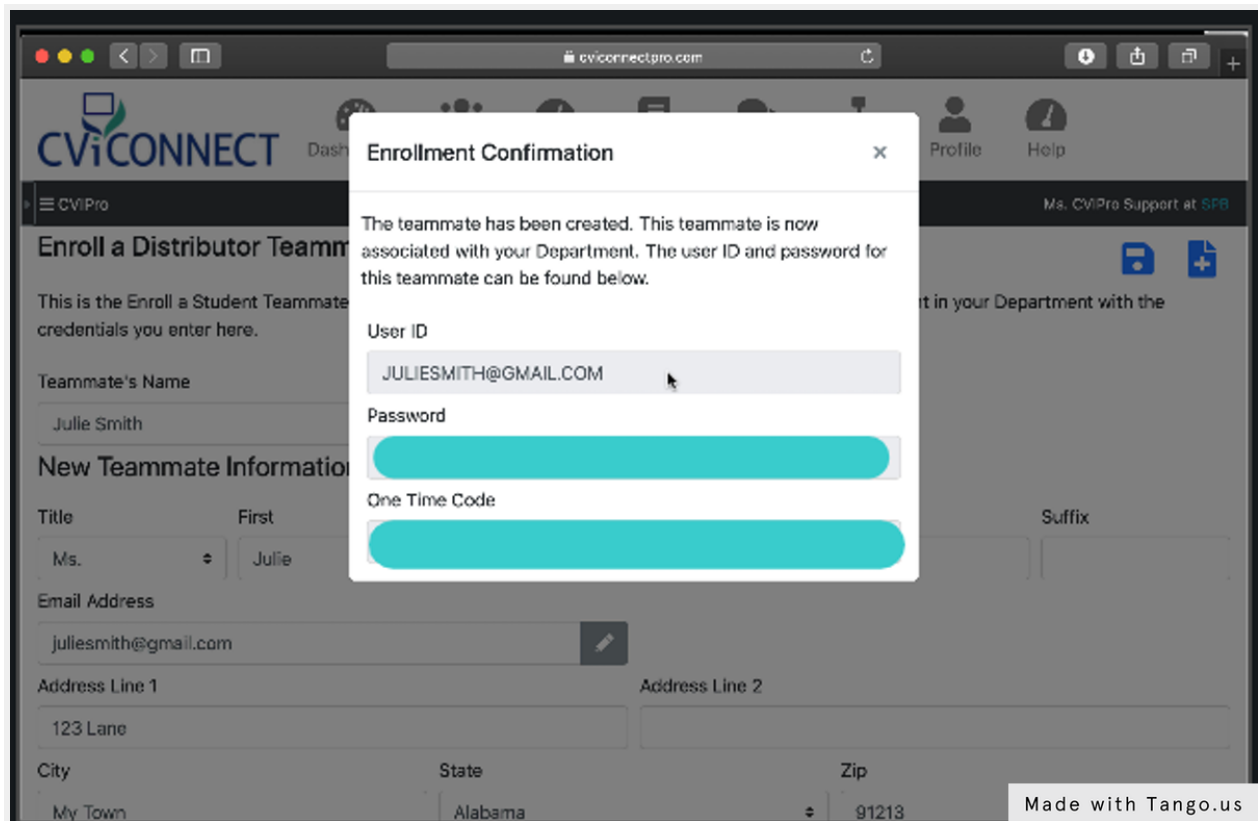
7. Click on Save

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

The screenshot shows the top of the form with a 'Help' link. Below it is a dark bar with the text 'Ms. Teacher TVI at BET1'. At the bottom right, there are two buttons: 'Save' (with a floppy disk icon) and 'New' (with a plus icon). The 'Save' button is highlighted with a red border. Below the buttons is a section for 'Information about the teammate below and click' and a 'Made with Tango.us' watermark.

8. Enrollment Confirmation

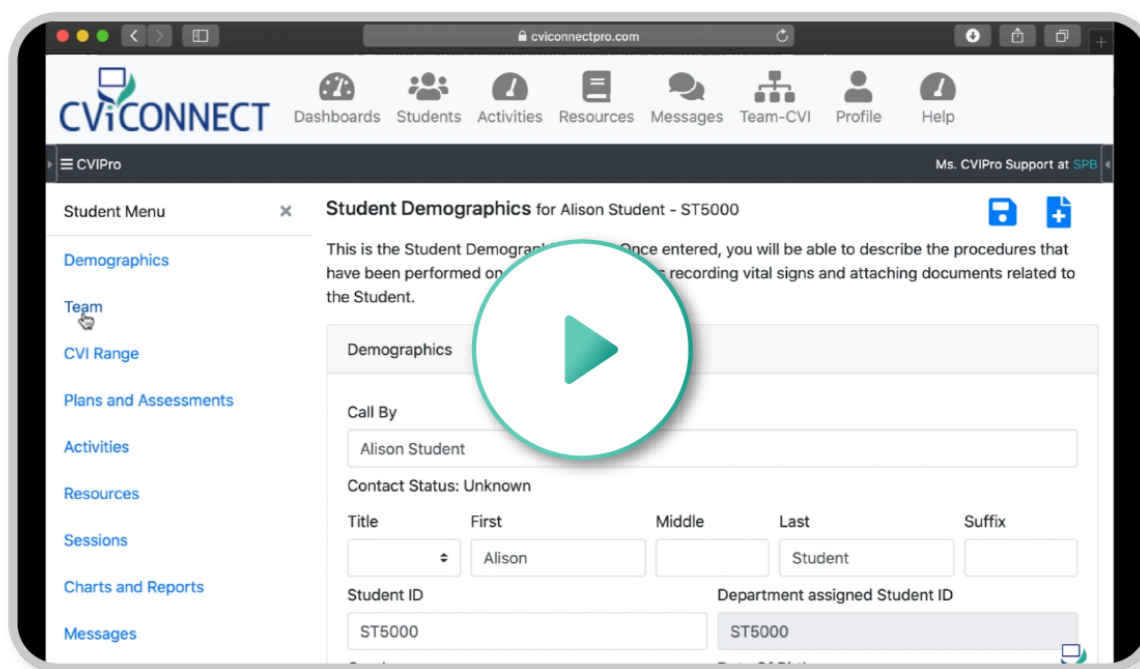
Upon successfully adding a team member, an enrollment confirmation will pop up on the screen. This pop up contains the new user's ID and password. Additionally, the new team member will receive an email with their unique user ID and password.



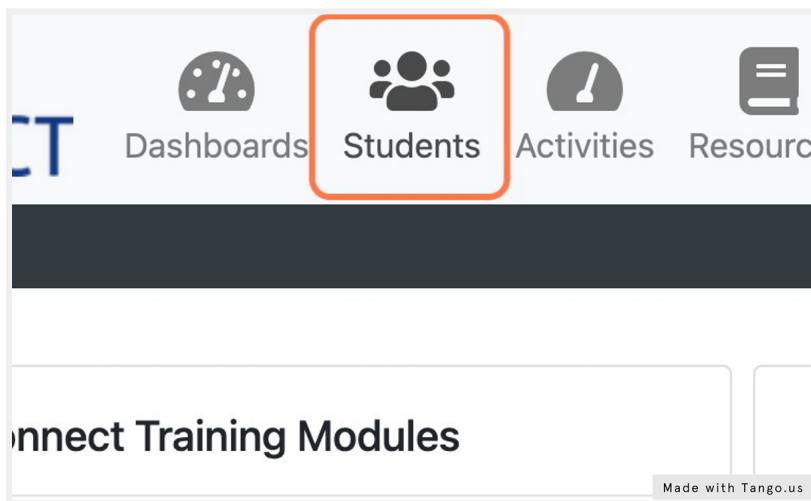


Assign a Team Member




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.



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

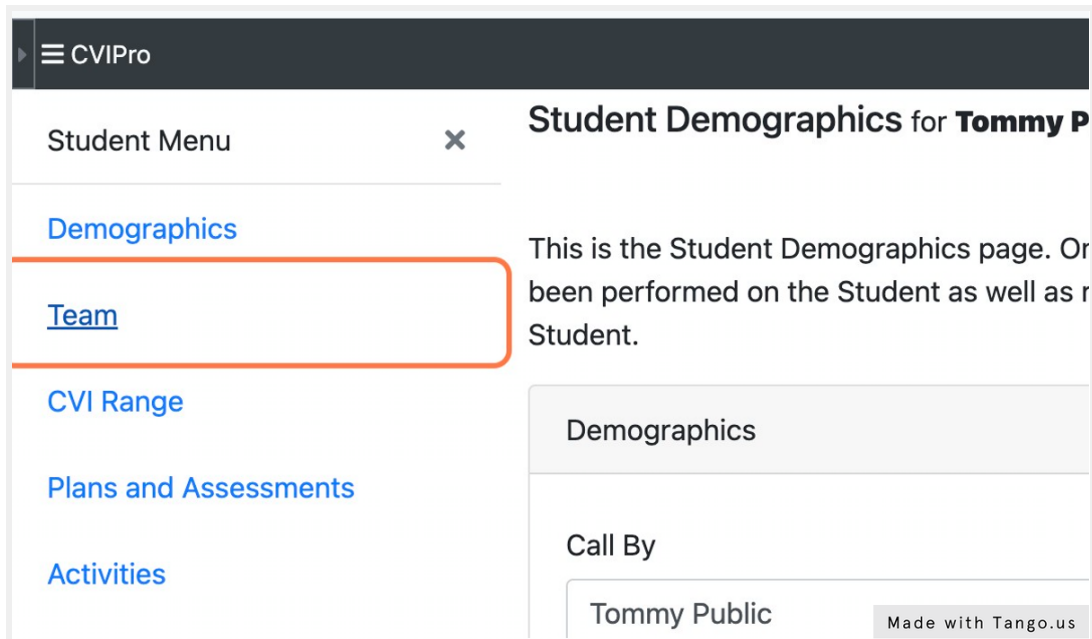


3. Select the student you wish to work with

	Record		
Priority	Number	Name	
	<u>ST5006</u>	Tommy Public	1
	ST5008	Fake Student	F
	TEST1	Test Stu	

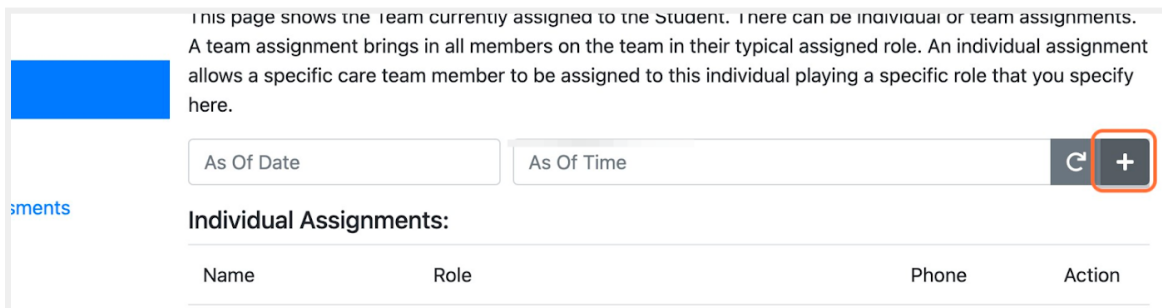
Made with Tango.us

4. From the Student Menu, select Team.



The screenshot shows the CViPro interface. On the left is a 'Student Menu' sidebar with options: Demographics, Team (highlighted with an orange box), CVI Range, Plans and Assessments, and Activities. The main area is titled 'Student Demographics for Tommy P'. It contains a text block: 'This is the Student Demographics page. Or been performed on the Student as well as r Student.' Below this is a 'Demographics' section with a 'Call By' field containing 'Tommy Public'. A 'Made with Tango.us' watermark is visible in the bottom right.

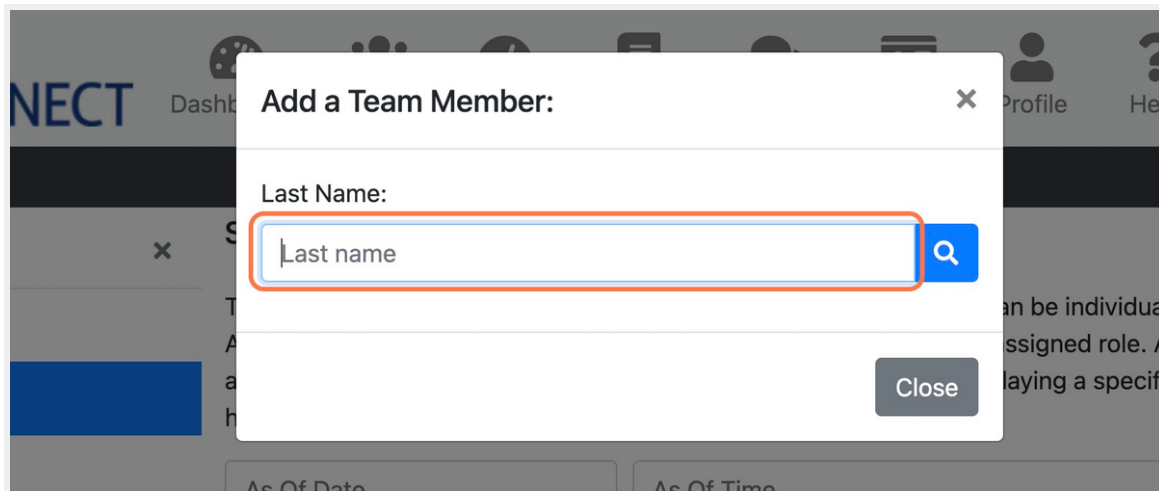
5. Click on Add New Individual Assignment



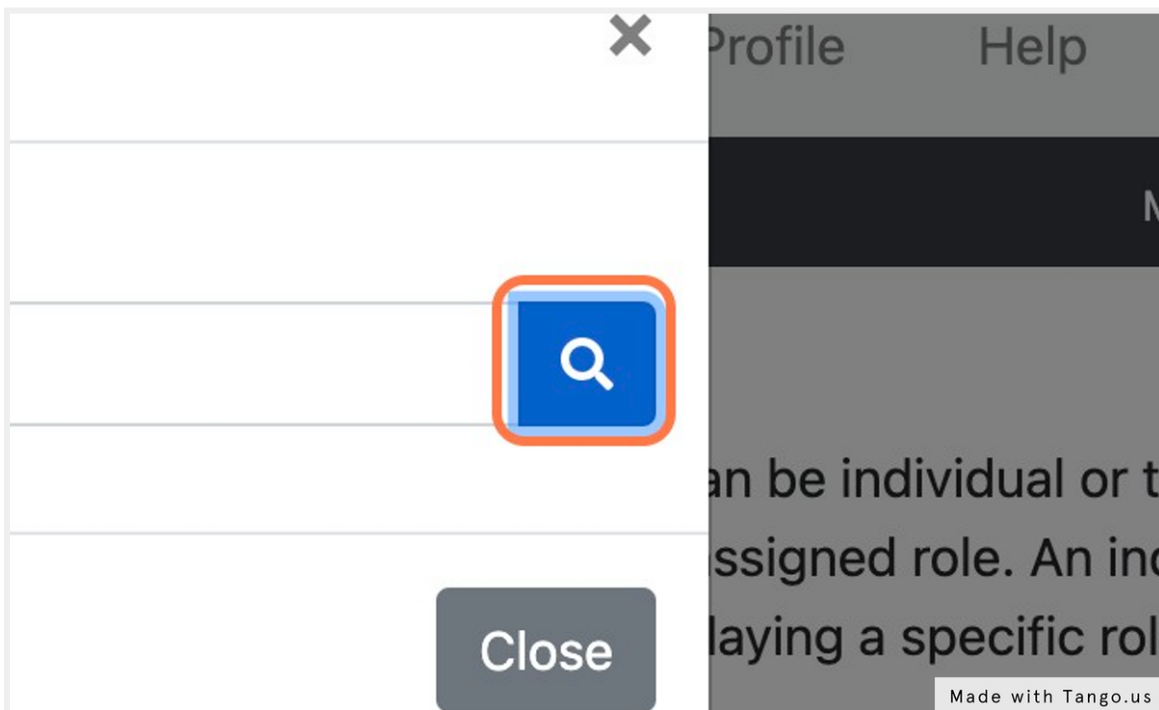
The screenshot shows the 'Individual Assignments' page. At the top, a text block explains: 'This page shows the team currently assigned to the Student. There can be individual or team assignments. A team assignment brings in all members on the team in their typical assigned role. An individual assignment allows a specific care team member to be assigned to this individual playing a specific role that you specify here.' Below this are two input fields: 'As Of Date' and 'As Of Time', followed by a refresh icon and an 'Add' button (a square with a plus sign) highlighted with an orange box. Below the inputs is the heading 'Individual Assignments:' followed by a table with columns: Name, Role, Phone, and Action.

Name	Role	Phone	Action
------	------	-------	--------

6. Enter the team member's Last Name

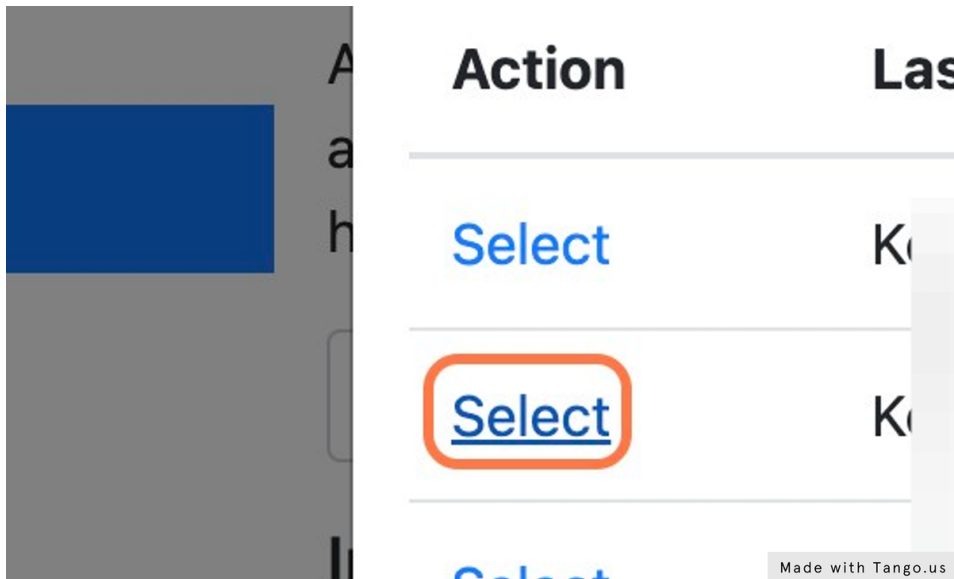


7. Click on Search

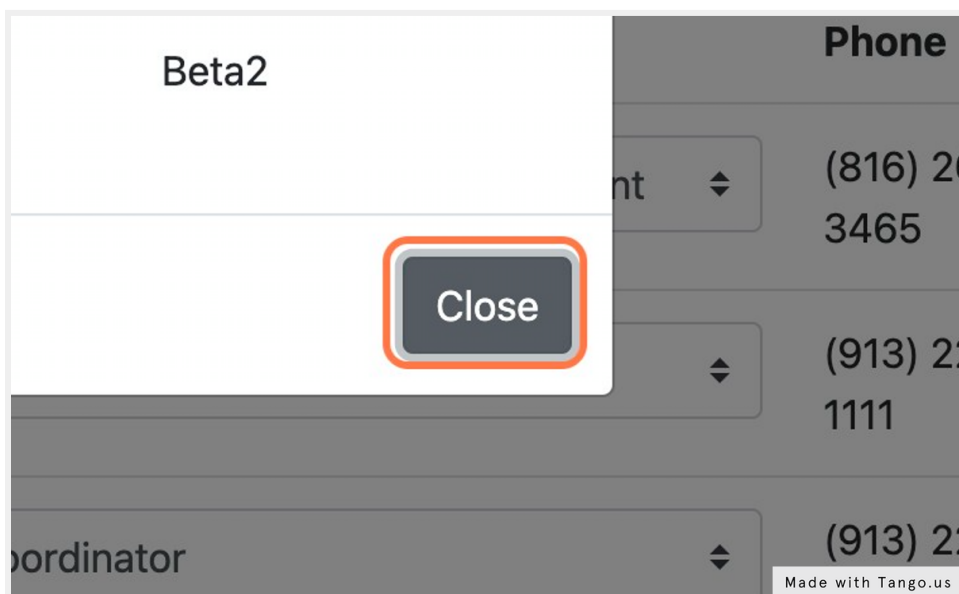


8. Click on Select

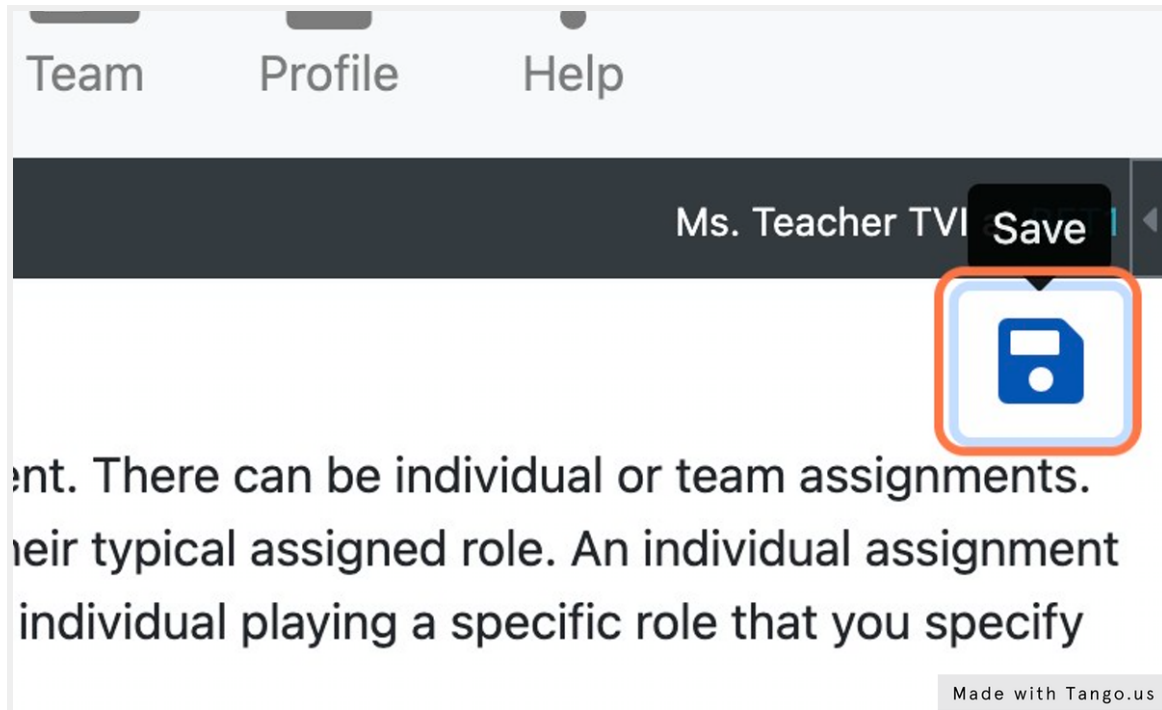
To the left of each team member's name, select the desired team members that should have access to the student's account.



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



10. Click on Save



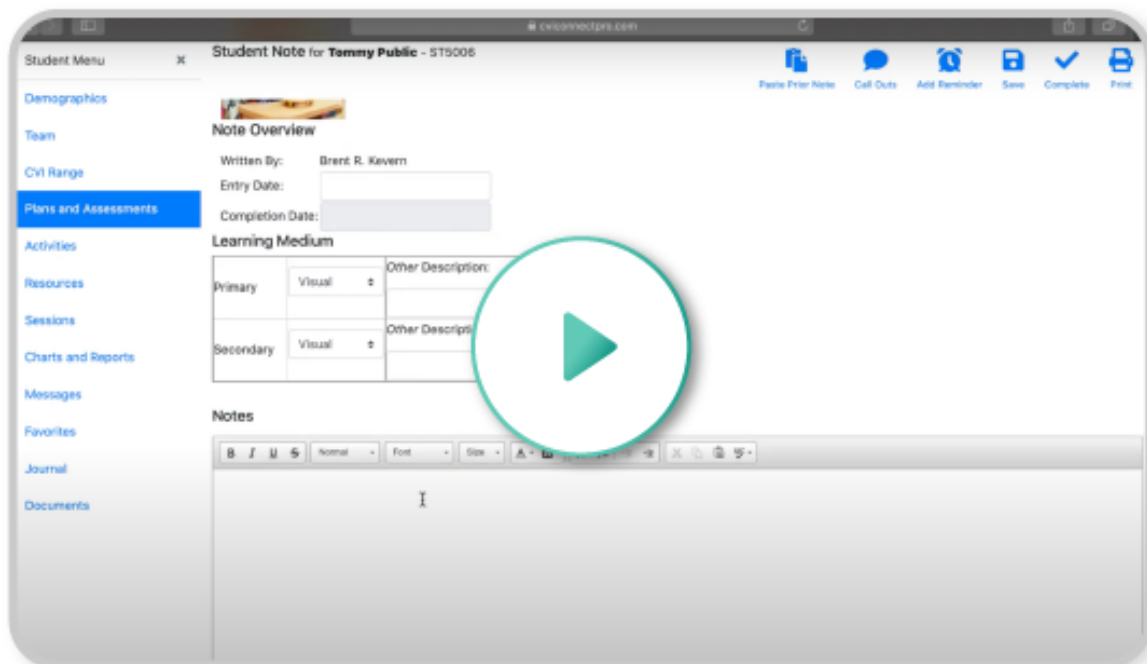


Entering Baseline Data

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

CViConnect PRO: Plans and Assessments

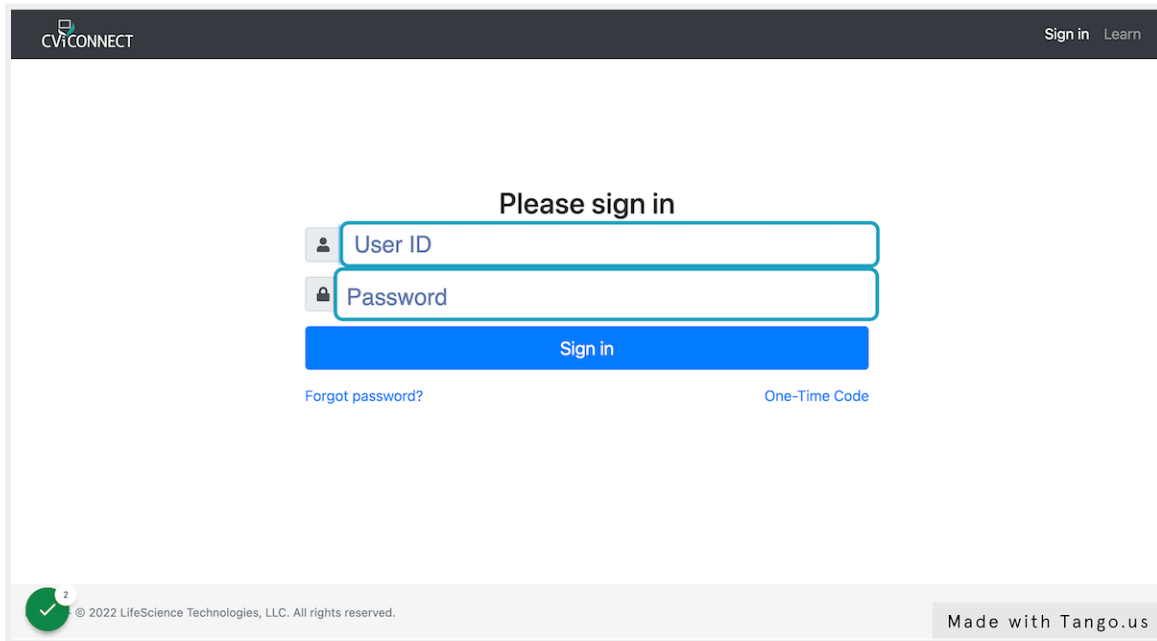
CViConnect's Plans and Assessments tab is located within the student notebook. Here you have the option to create Activity notes and store your student's assessment records. For example, an 'Activity Note' could be utilized to save student data when alternate lesson plans are completed.



The screenshot displays the CViConnect PRO web application interface. On the left is a 'Student Menu' sidebar with options: Demographics, Team, CVI Range, Plans and Assessments (highlighted), Activities, Resources, Sessions, Charts and Reports, Messages, Favorites, Journal, and Documents. The main area is titled 'Student Note for Tommy Public - ST5005'. At the top right of the main area is a toolbar with icons for 'Paste Prior Note', 'Call Out', 'Add Reminder', 'Save', 'Complete', and 'Print'. Below the title is a 'Note Overview' section with fields for 'Written By: Brent R. Kavern', 'Entry Date:', and 'Completion Date:'. Underneath is a 'Learning Medium' table with two rows: 'Primary' and 'Secondary'. Each row has columns for 'Visual', 'Other Description:', and a small 'e' icon. The 'Notes' section at the bottom features a rich text editor with a toolbar containing bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, font color, background color, text color, and a text box icon. A large green play button icon is overlaid on the center of the screenshot.

1. [Go to CViConnect PRO Login](#)

2. Enter you unique user ID and password



CViCONNECT Sign in Learn

Please sign in

User ID

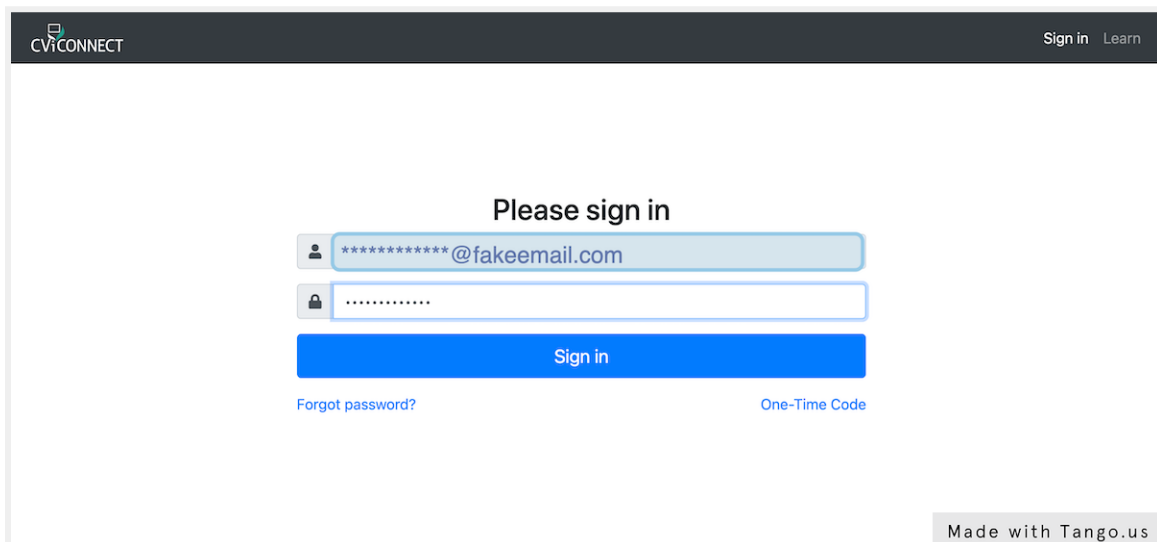
Password

Sign in

[Forgot password?](#) [One-Time Code](#)

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3. Click the 'Sign In' button



CViCONNECT Sign in Learn

Please sign in

*****@fakeemail.com

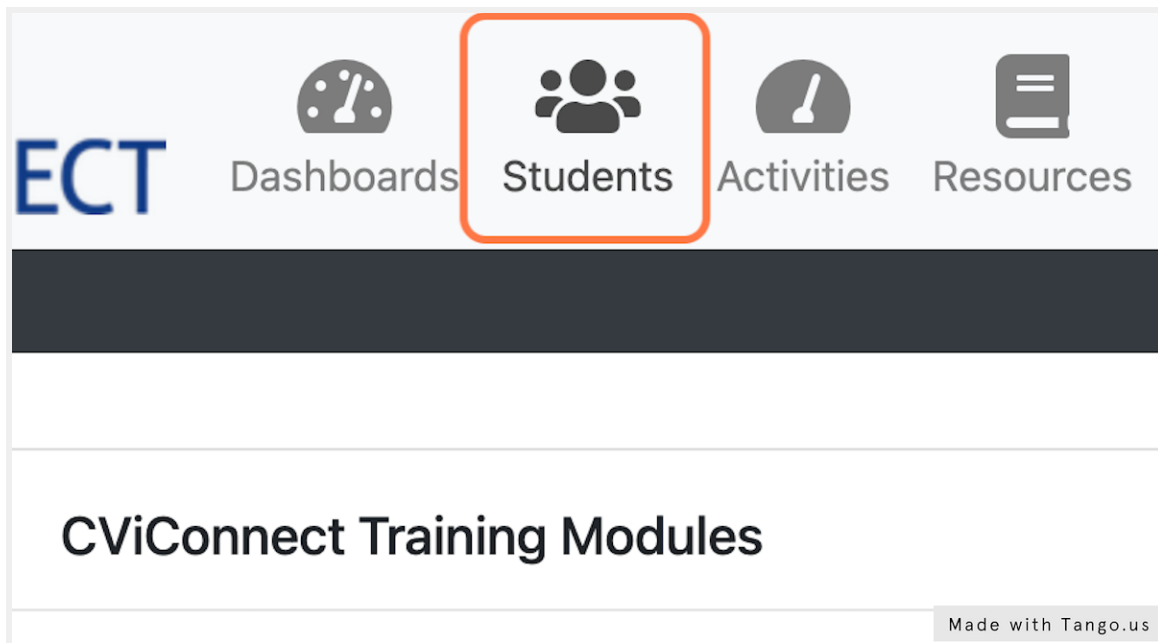
Sign in

[Forgot password?](#) [One-Time Code](#)

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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.

Priority	Number	Name	First	L
	ST5006	Tommy Public	Tommy	F
	<u>ST5008</u>	Fake Student	Fake	S
	TEST1	Test Student	Test	S
	Test2	Test Tudent		

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6. Click on Plans and Assessments

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

Demographics

This is the Student Demographics page.

Team

CVI Range

Plans and Assessments

Activities

Resources

Sessions

Demographics

Call By

Fake Student

Contact Status: Unknown

Title First

Fake

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7. Click 'Add New'

file Help

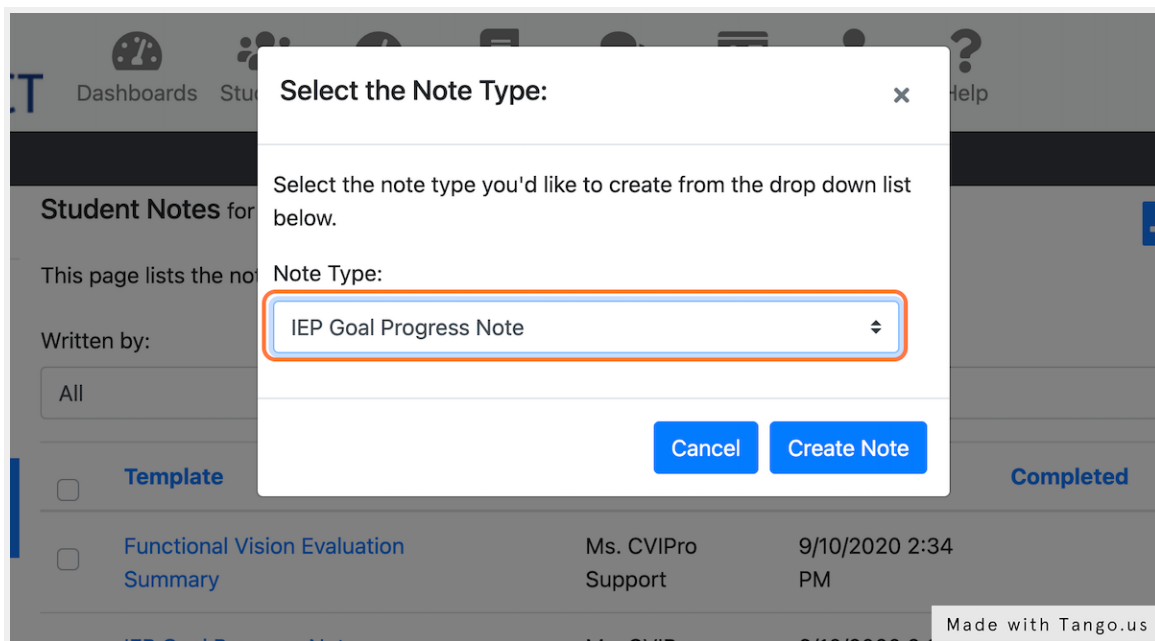
New Ms. Teacher TVI at BET1

+

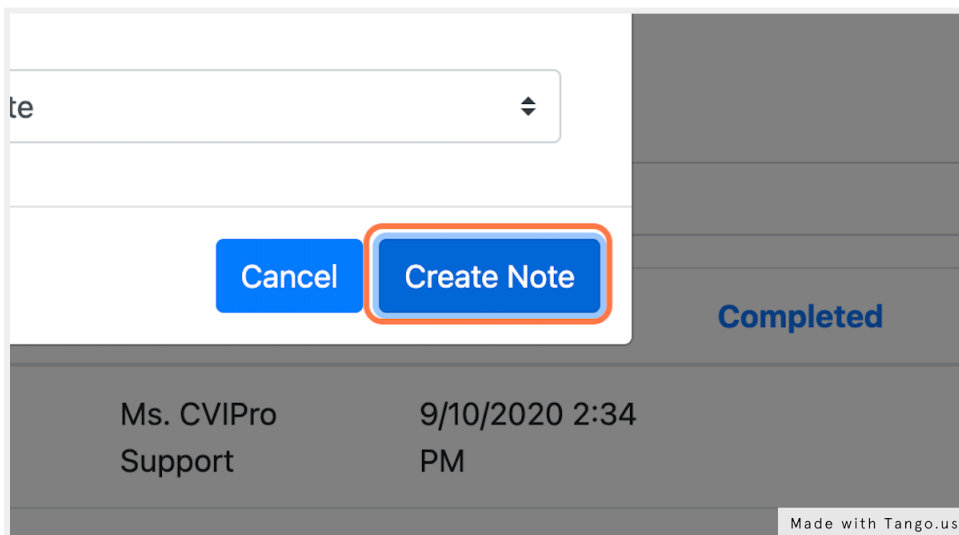
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8. Select the Note Type

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.

(No picture on file.) Name: Fake Student

Work Phone: (555) 555-5555

Cell Phone: (777) 777-7777

Home Phone: (666) 666-6666

Secondary Contact:

Secondary Phone:

Note Overview

Written By: Brent R. Kevern

Entry Date: 9/7/2022

Completion Date:

Description of Activity

B I U S
Normal
Font
Size
A A

|

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11. Click on 'Complete'

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

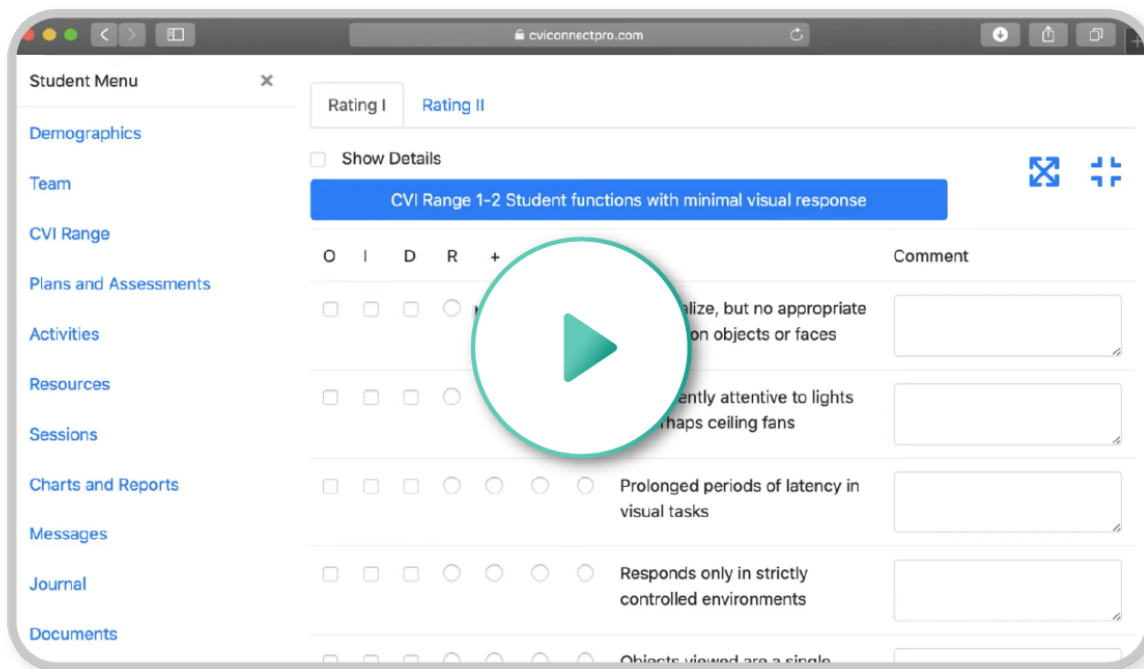
Note
Call Outs
Add Reminder
Save
Complete
Print

Made with Tango.us



CVI Range Scoring Forms

Watch the video tutorial [HERE](#).



The screenshot shows the CViCONNECT Pro web application interface. On the left is a 'Student Menu' with links to Demographics, Team, CVI Range, Plans and Assessments, Activities, Resources, Sessions, Charts and Reports, Messages, Journal, and Documents. The main area displays the 'CVI Range 1-2 Student functions with minimal visual response' form. The form has tabs for 'Rating I' and 'Rating II', and a 'Show Details' checkbox. Below the title bar, there are columns for 'O', 'I', 'D', 'R', and '+'. The form contains several rows of checkboxes and text descriptions, each followed by a 'Comment' field. A large play button icon is overlaid on the form.

O	I	D	R	+	Comment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recognize, but no appropriate response on objects or faces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not consistently attentive to lights or perhaps ceiling fans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prolonged periods of latency in visual tasks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Responds only in strictly controlled environments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Objects viewed are a single

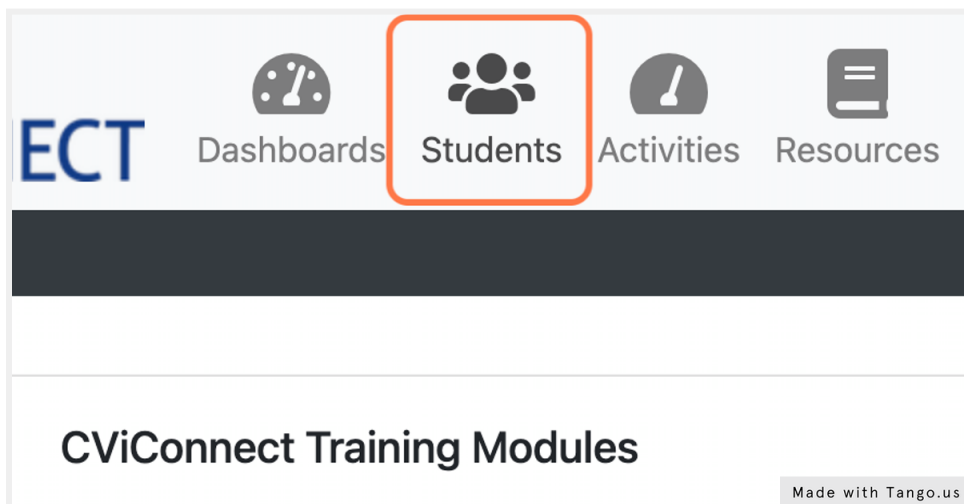


Assigning Activities

1. Go to Dashboard




Sign in to the CViConnect PRO Dashboard with your unique user ID and password.

2. Click on Students



3. Select the student you wish to work with

Click the link associated with the your student's account

	Priority	Record Number	Name	First
		ST5006	Tommy Public	Tommy
		ST5008	Fake Student	Fake
		TEST1	Test Student	

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4. Click on Activities

Located in the Student Menu on the left side of your dashboard.

[Team](#)
[CVI Range](#)
[Plans and Assessments](#)
[Activities](#)
[Resources](#)
[Sessions](#)
[Charts and Reports](#)

Demographics

Call By
Tommy Public

Contact Status: Unknown

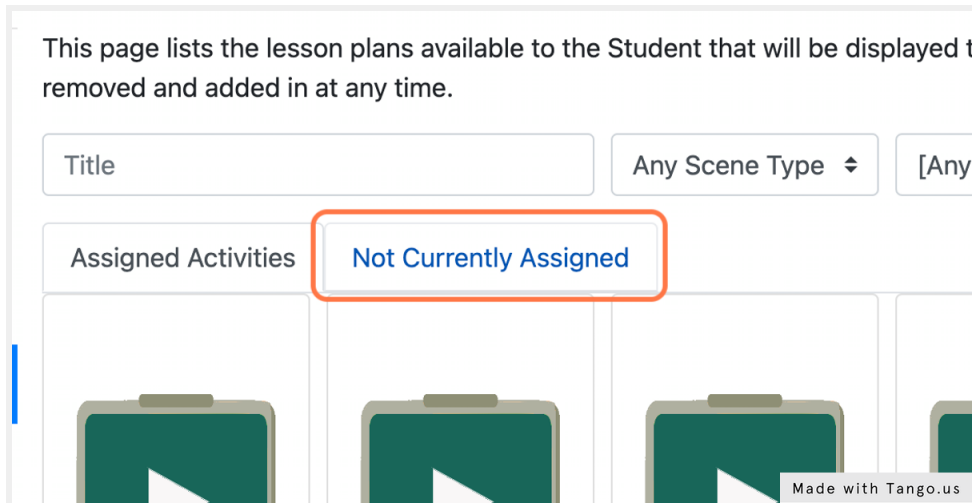
Title

◆

First
Tommy

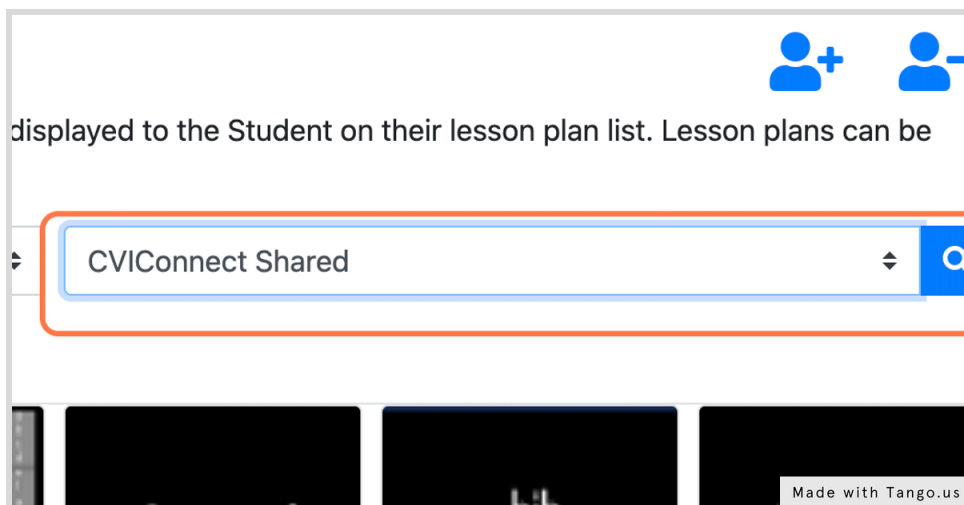
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5. Click on Not Currently Assigned



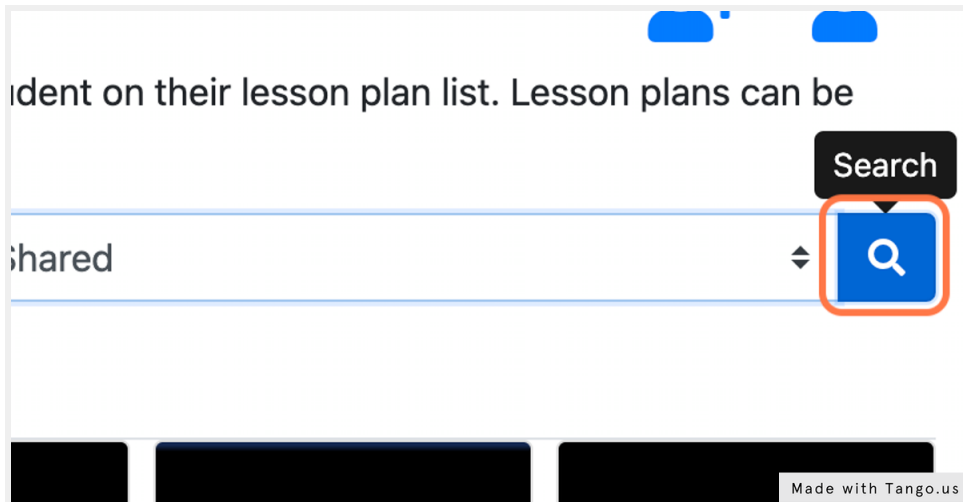
6. Select the Activity library

Using the dropdown menu, select the library. With your CViConnect Subscription, you have access to our CViConnect Shared Activity Library. If you or another member of your subscription has created the Activity, it will be saved in your subscription owner's library.



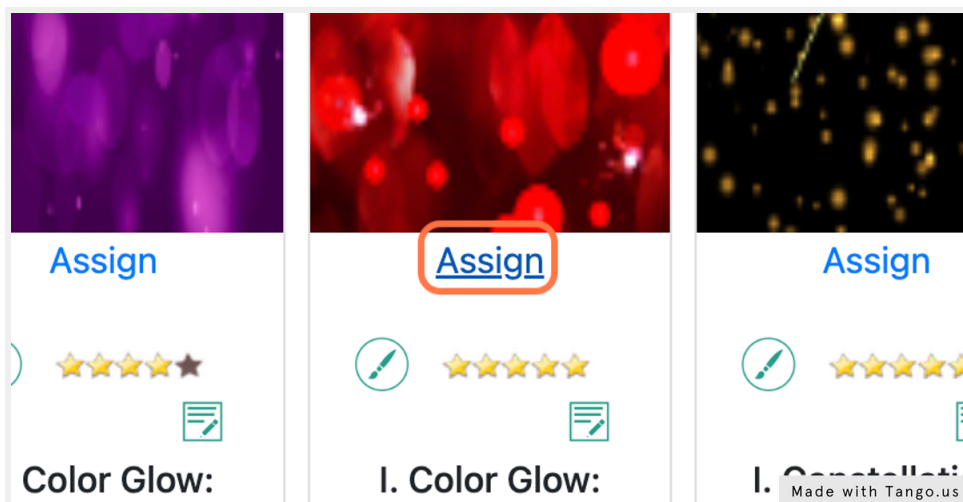
7. Search

Search for Activities within the library you selected. For a more specific search, you can add keywords in the text box provided to the left prior to clicking the search icon.



8. Click on Assign

Find the Activity most suitable for your learner. Click the 'Assign' link for each Activity you wish to assign for your learner.

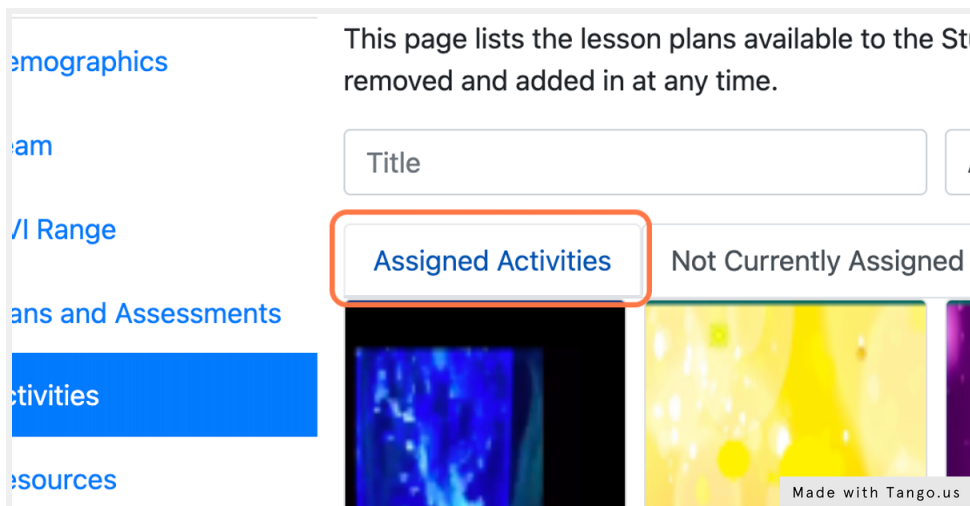


Remove Activities

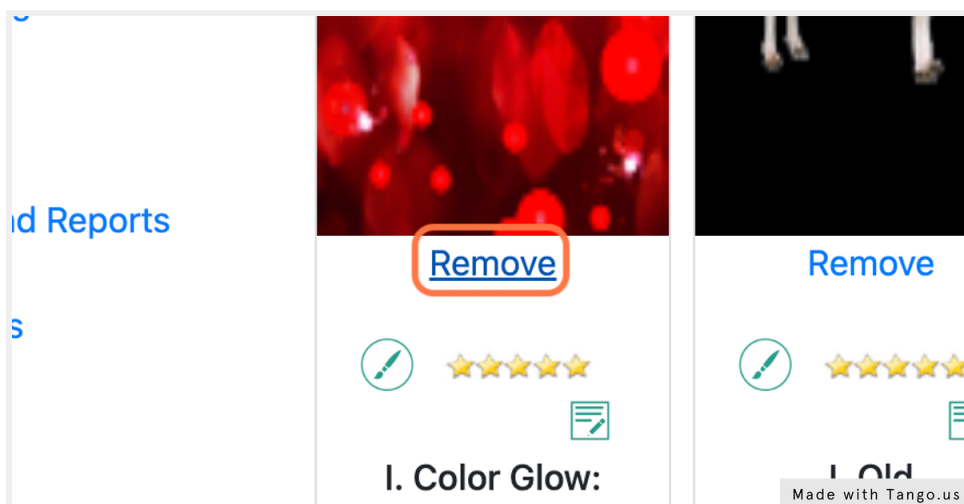
If you assigned the wrong Activity or no longer need one, you can remove the Activities from their account.

9. Click on Assigned Activities

Use this tab to view the Activities you have assigned for your learner.



10. Click on Remove





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.

Please sign in

 betatester1@fakeemail.com

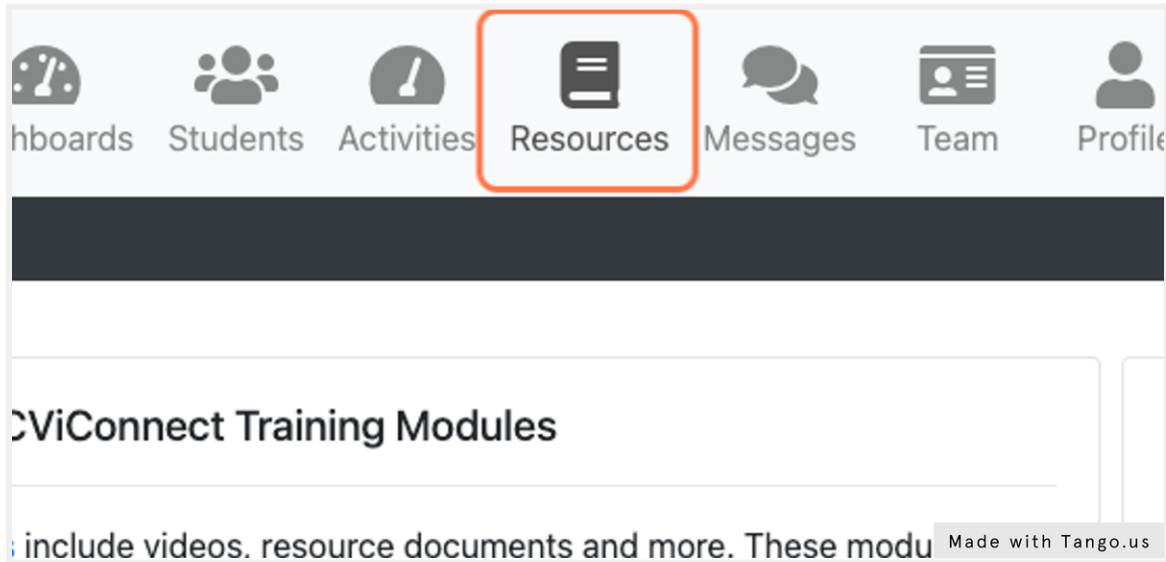


Sign in

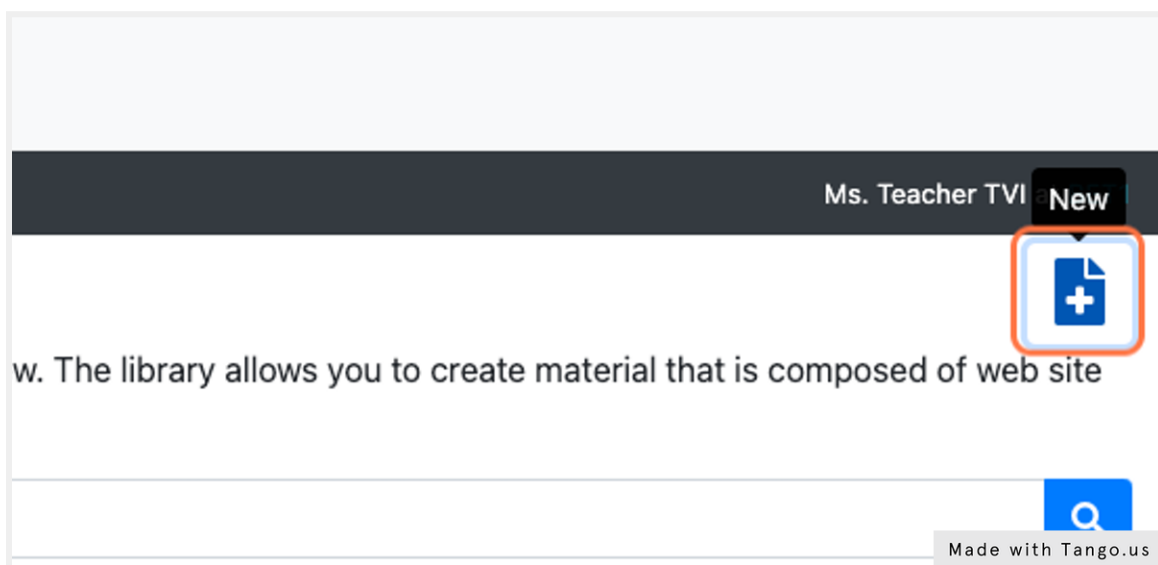
[Forgot password?](#)[One-Time Code](#)

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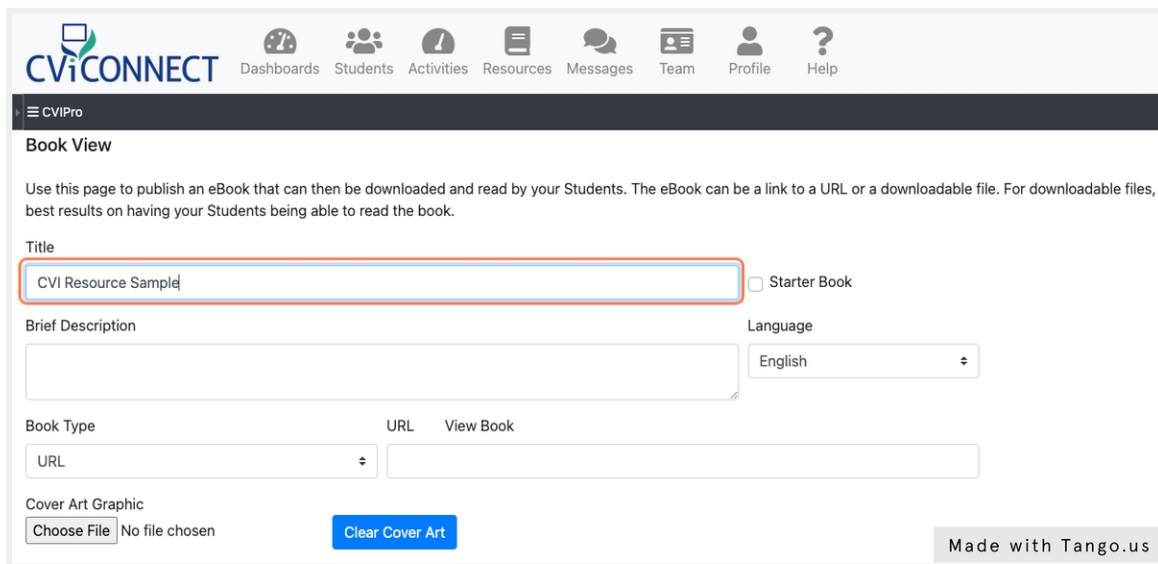
3. Click on Resources



4. Click on Add New



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



CViCONNECT Dashboards Students Activities Resources Messages Team Profile Help

CViPro

Book View

Use this page to publish an eBook that can then be downloaded and read by your Students. The eBook can be a link to a URL or a downloadable file. For downloadable files, the best results on having your Students being able to read the book.

Title
CVI Resource Sample ☐ Starter Book

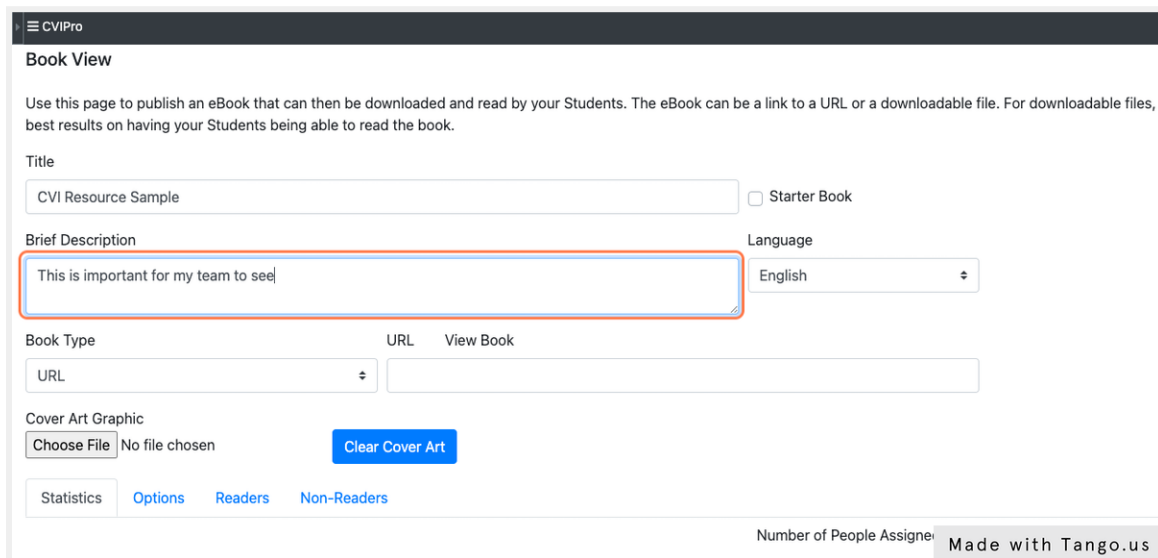
Brief Description Language English

Book Type URL View Book
URL

Cover Art Graphic
Choose File No file chosen

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6. Enter a brief description



CViCONNECT Dashboards Students Activities Resources Messages Team Profile Help

CViPro

Book View

Use this page to publish an eBook that can then be downloaded and read by your Students. The eBook can be a link to a URL or a downloadable file. For downloadable files, the best results on having your Students being able to read the book.

Title
CVI Resource Sample ☐ Starter Book

Brief Description This is important for my team to see Language English

Book Type URL View Book
URL

Cover Art Graphic
Choose File No file chosen

Statistics Options Readers Non-Readers

Number of People Assigned Made with Tango.us

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.

CVI Resource Sample ☐ Start

Brief Description Language

This is important for my team to see English

Book Type URL View Book

Cover Art Graphic

No file chosen

[Options](#) [Readers](#) [Non-Readers](#)

Number
Made with Tango.us

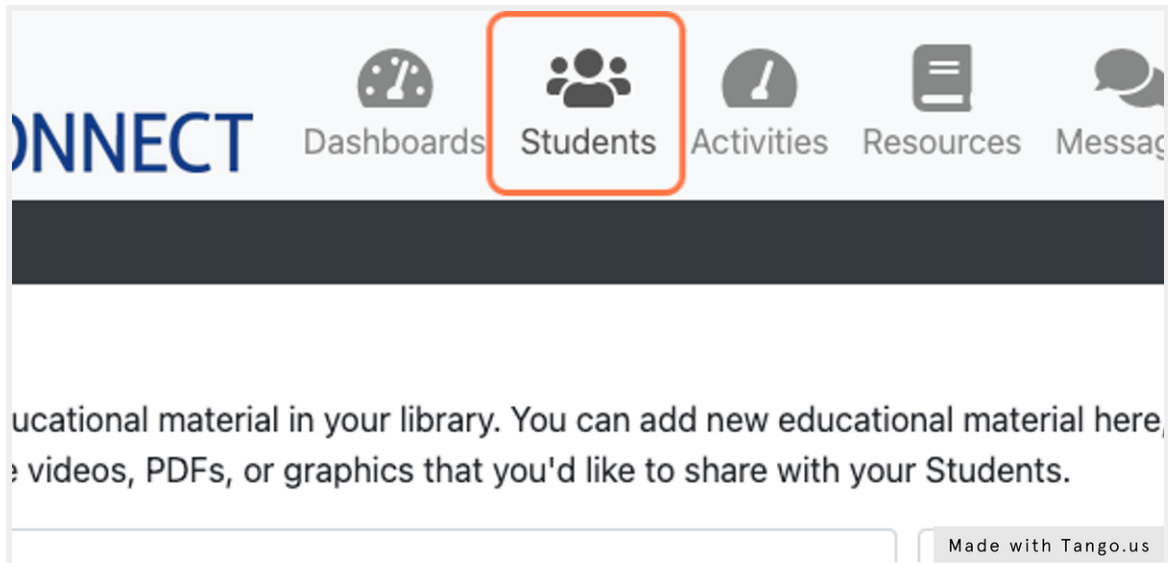
8. Click Save

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





Ms. Teacher TVI at BET

ole file. For downloadable files, make sure the eBook is in EPUB 3 format for

9. Click on Students



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

	TEST1	Test Student	Test	Student
	Test2	Test Tudent	Test	Tudent
	Test3	John Public	John	Public
	Test4	Taylor Thomas	Taylor	Thomas

11. Click on Resources from the student menu

CVI Range	Demographics	
Plans and Assessments	Call By	
Activities	John Public	
Resources	Contact Status: Unknown	
Sessions	Title	First
Charts and Reports	Ms.	John
Messages	Student ID	
	Test3	

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12. Click the checkbox to select your resource

<input type="checkbox"/>	Cortical Visual Im
<input type="checkbox"/>	CVI Hub for Parer
<input checked="" type="checkbox"/>	CVI Resources
<input type="checkbox"/>	Roman on CVI

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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.

ent that will be displayed to the Student on their bookshelf. The educat
Student's bookshelf, check the "Selected" check box in the list labeled
oks on Shelf" list and click the →button.

←

→

Books Not On She

Selected

Complete Keyword

s False

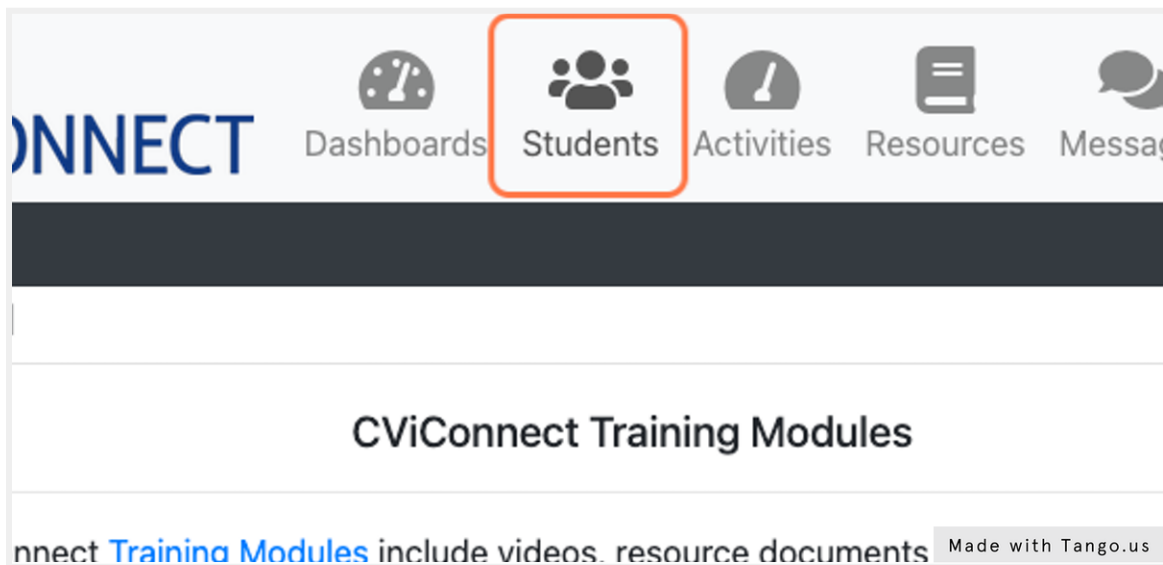
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Messages

Blurb about Messages

1. [Login to the CViConnect PRO Dashboard](#)
2. **Click on Students**



3. Select the student you plan to work with

	TEST1	Test Student	Test	Student
	Test2	Test Tudent	Test	Tudent
	<u>Test3</u>	John Public	John	Public
	Test4	Taylor Thomas	Taylor	Thomas

2

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4. Click on Messages from the student menu

Resources

Sessions

Charts and Reports

Messages

Journal

Documents

Contact Status: Unknown

Title First

Ms. John

Student ID

Test3

Gender

☐ Male ☒ Female ☐ Unknown


3

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5. Read any existing messages from other team members

This page tracks the messages sent to this Student. You can add a new message or review an old one by clicking on the buttons and links on the page.

Sender Containing

Author	Content	Response	Date Sent
 Ms. Teacher TVI	John did an excellent job on the Cat activity today. The environment was highly controlled. Very proud of his hard work!		10/27/2019 8:28:56 PM


1 items found.


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6. Click on New

To write a new note, click new

Ms. Teacher TVI at BET1

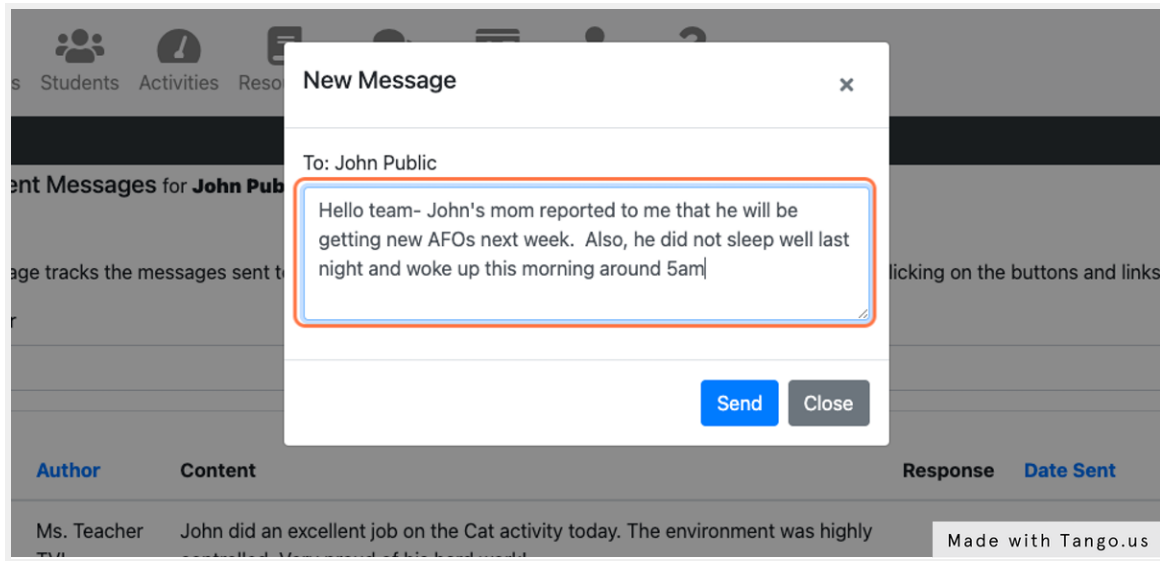
 Add New With Options

 New

Clicking on the buttons and links on the page.

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7. Type your message to the team



8. Click Send

