



# 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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- b. Enrolling a Team Member
- c. Assigning a Team Member to a Student
- d. Entering Baseline Data (Functional Vision Evaluation, Learning Media Assessment, etc.)
- e. CVI Range Scoring Forms
- f. Assigning Activities
- g. Sharing Resources
- h. Messages

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**COMING SOON**

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- b. Signing in to the CViConnect PRO application
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### Designer

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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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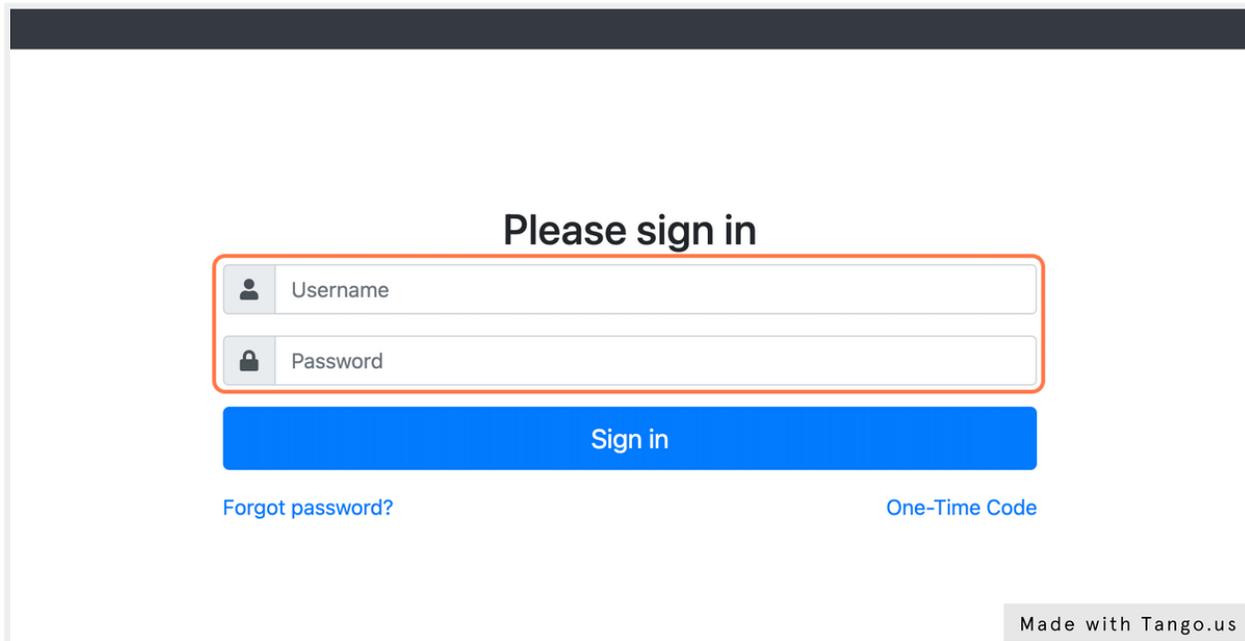


## Student Enrollment

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**

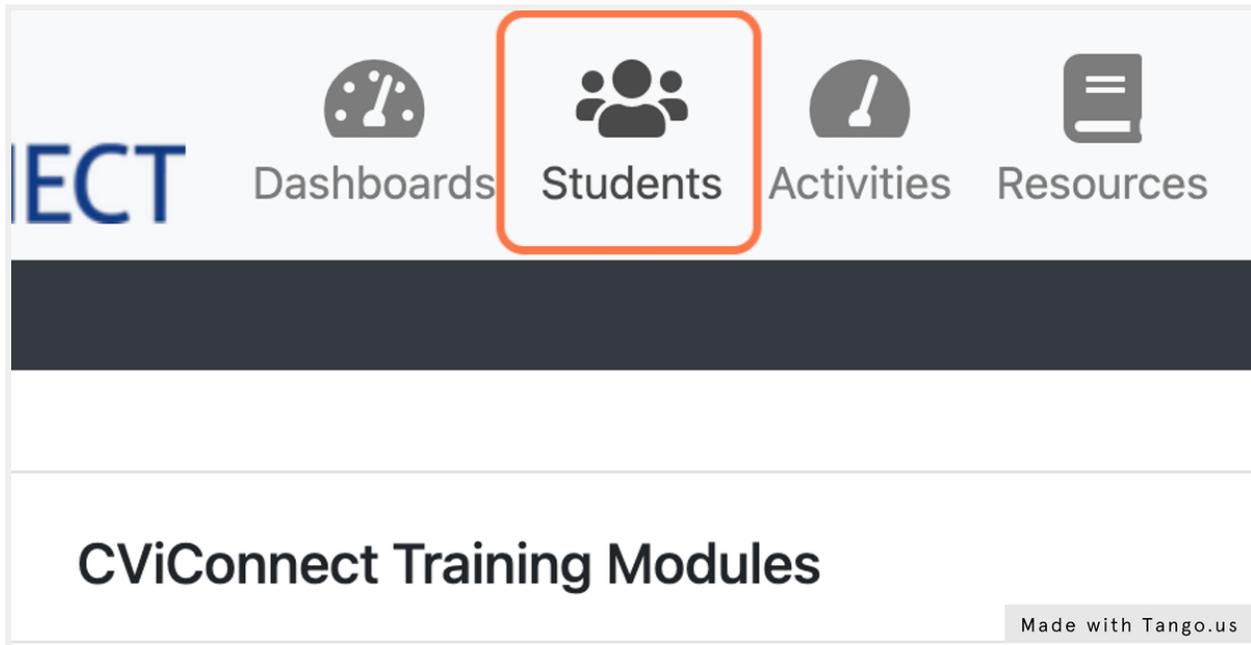
### **2. Login using your unique ID and password**



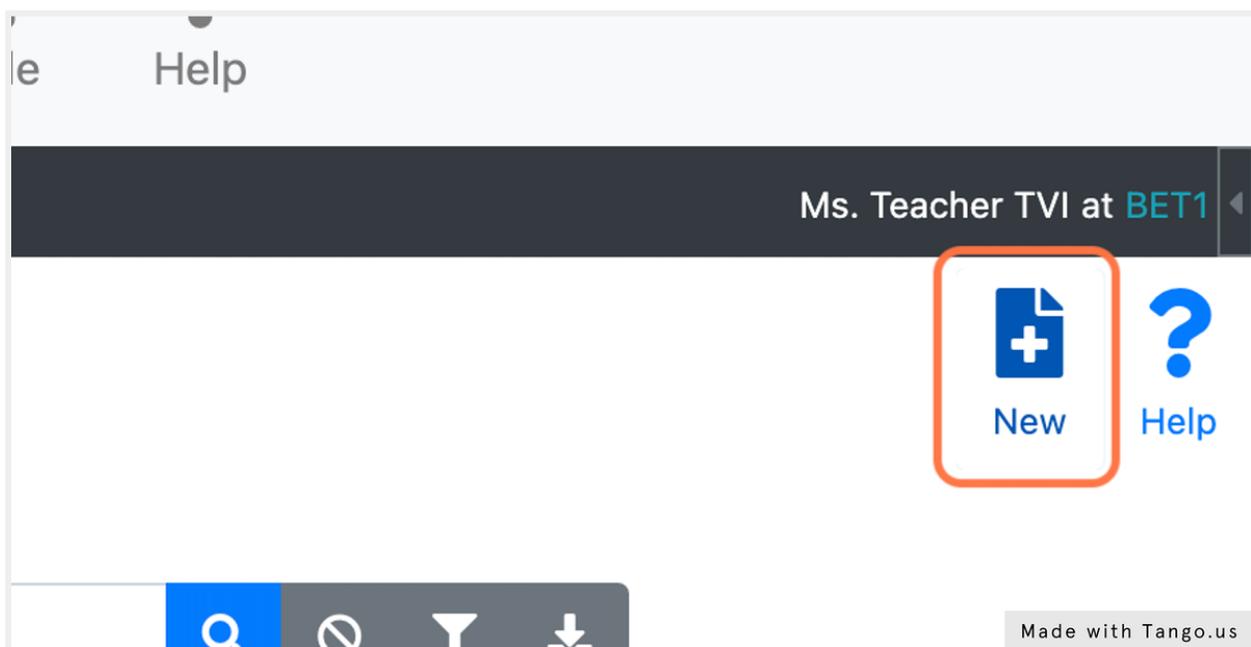
The screenshot shows a login interface with the following elements:

- Please sign in** (centered heading)
- Username (with a person icon)
- Password (with a lock icon)
- Sign in** (blue button)
- [Forgot password?](#) (blue text)
- [One-Time Code](#) (blue text)
- Made with Tango.us (bottom right corner)

### 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

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



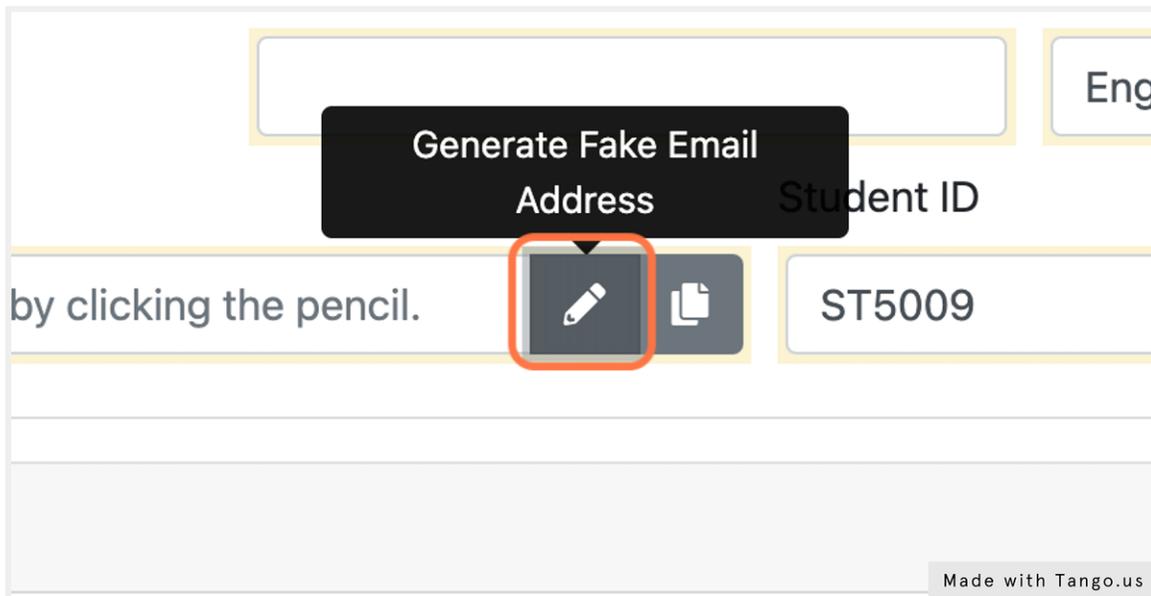
## FAQ: *Enrolling a Team Member*

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 form interface with several fields and buttons. A callout box with a black background and white text reads "Generate Fake Email Address" and points to a button with a pencil icon. The button is highlighted with a red circle. Other elements include a text input field, a "Student ID" field containing "ST5009", and a language dropdown menu set to "Eng". The text "by clicking the pencil." is visible to the left of the button. A footer at the bottom right says "Made with Tango.us".

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

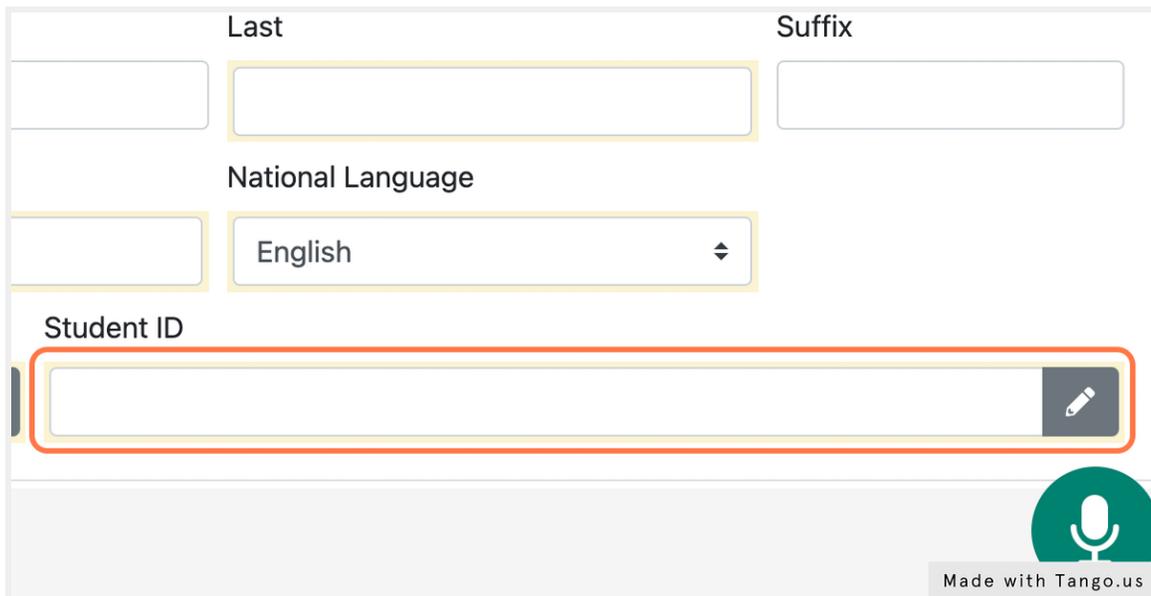
**No.** Do not use your teacher or personal email addresses to enroll a student. Each student's email and Student ID are their unique identifiers. Each user (teacher and student) needs their own unique user ID.

## 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 compliance, each user has a User ID and a Student ID. This can be an ID the school already has assigned or a randomly assigned ID from the CViConnect system.



The screenshot shows a form with the following fields:

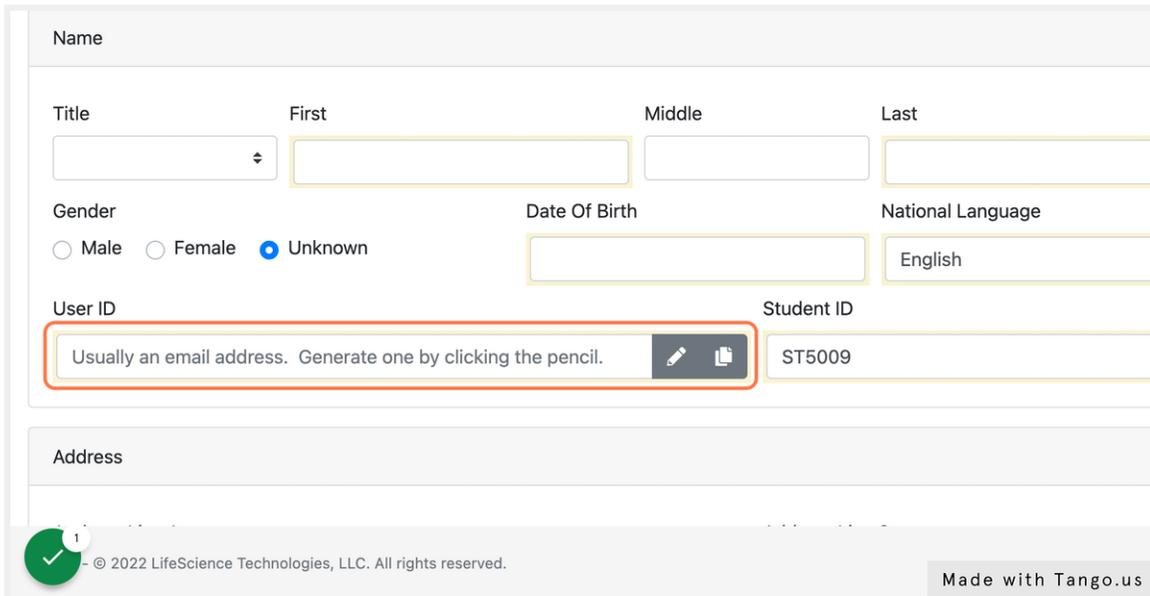
- Last**: A text input field.
- Suffix**: A text input field.
- National Language**: A dropdown menu with "English" selected.
- Student ID**: A text input field with a pencil icon on the right, highlighted with a red border.

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

## 5. Why does my student need a user ID?

As part of maintaining our HIPAA compliance, each user has a User ID and a Student ID. This can be an ID 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.



Name

Title First Middle Last

Gender  Male  Female  Unknown Date Of Birth National Language English

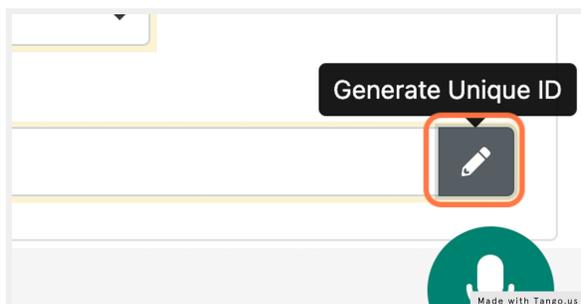
User ID Usually an email address. Generate one by clicking the pencil. Student ID ST5009

Address

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## 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.)

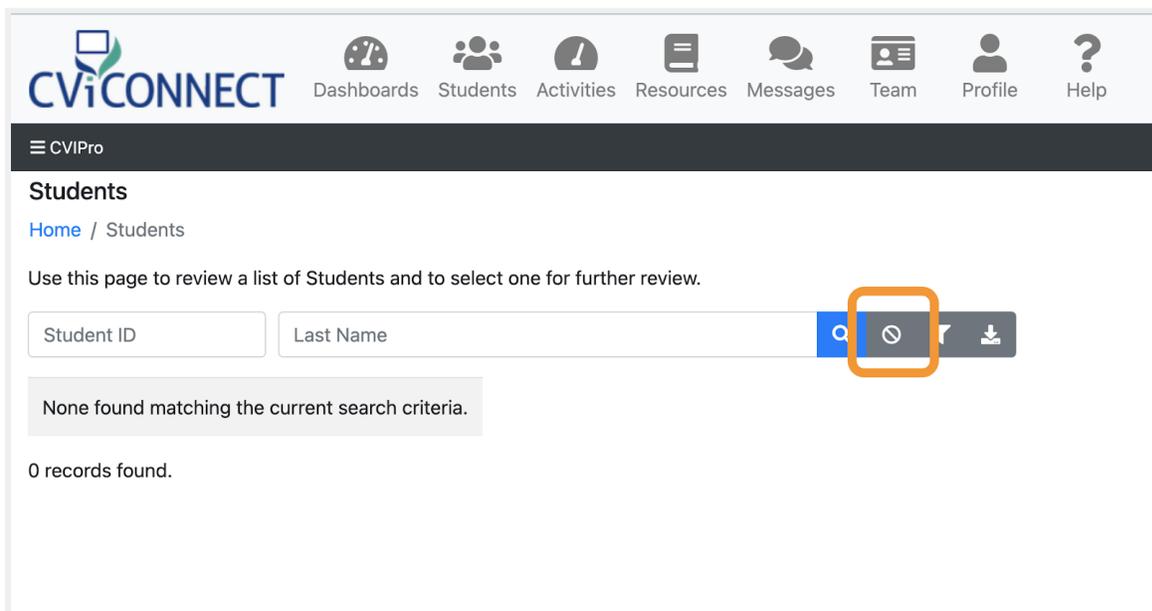


Generate Unique ID

Made with Tango.us

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

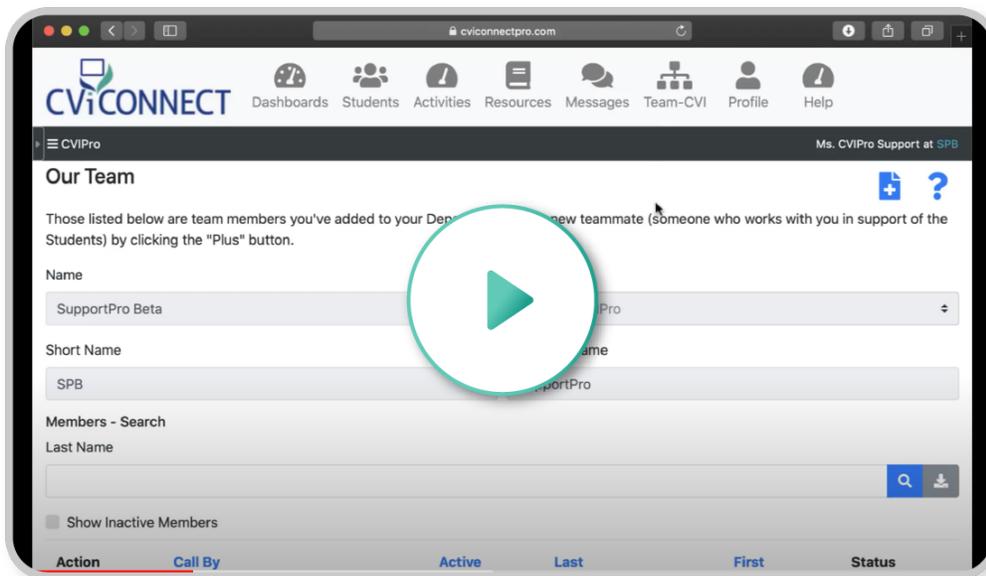
To the right of the search bar, click the cancel icon. This will set the search criteria back to default. Follow this by clicking the blue search icon. You should now be able to view all of your students.





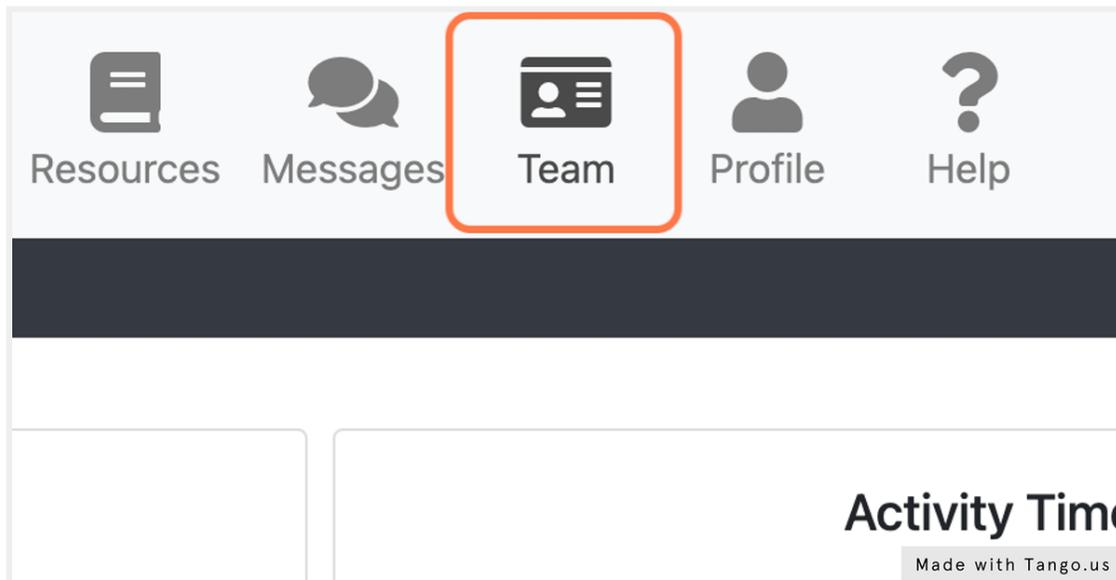
## Team Enrollment

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.

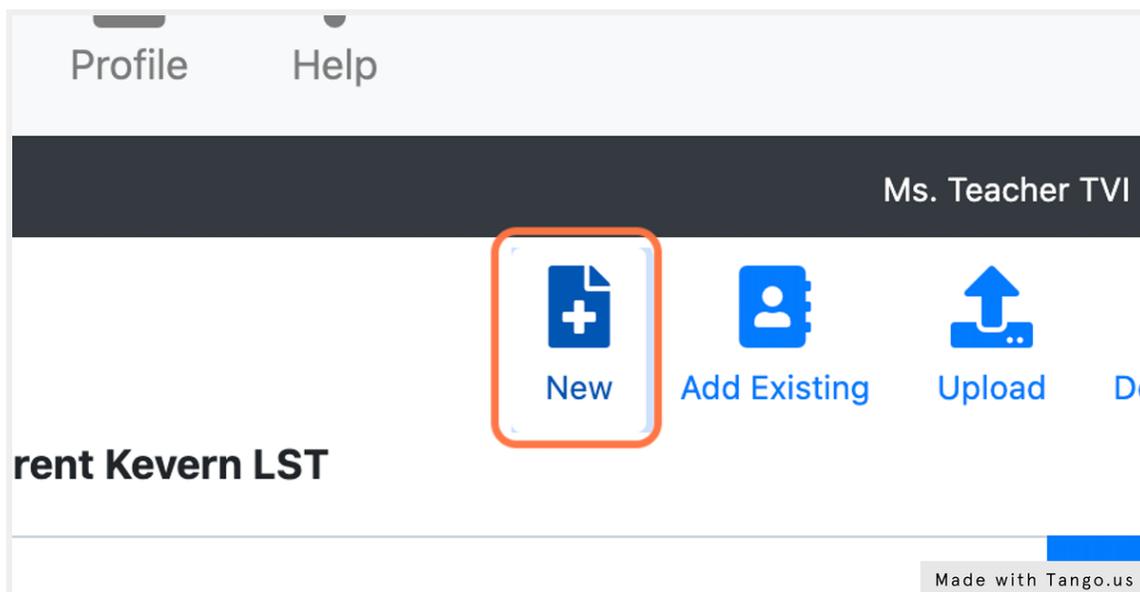


## 1. Login To CViConnect PRO Dashboard

## 2. Click on Team



## 3. Click on Add New



## 4. Fill in demographics form

**CViCONNECT** Dashboards Students Activities Resources Messages Team Profile Help

CViPro Ms. Teacher TVI at BET1

### 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.

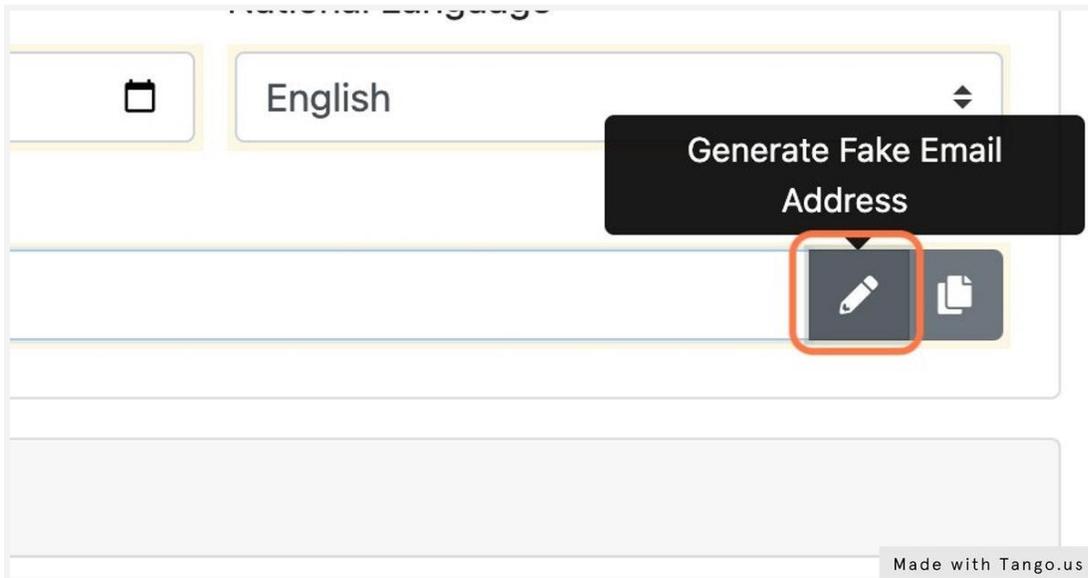
If it is the same email previously entered in the 'email' text field, the copy icon can be used. This will automatically copy the email into this User ID field.

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.

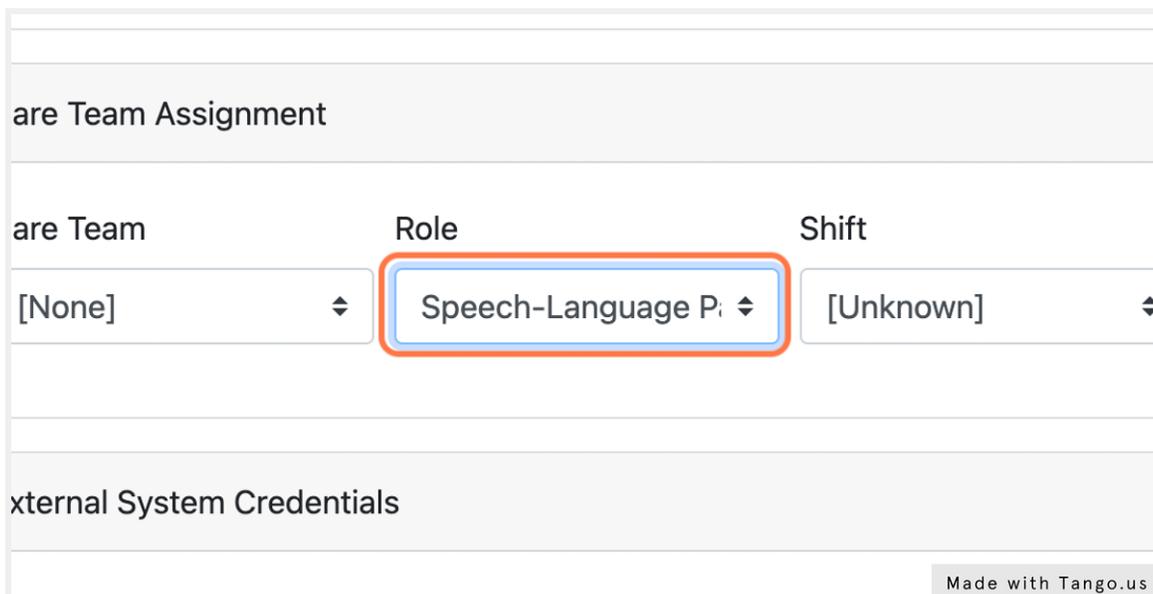
If individual does not have an email address Click on 'Generate Fake Email Address'



The screenshot shows a form with a 'National Language' dropdown menu set to 'English'. A black callout box with the text 'Generate Fake Email Address' points to a pencil icon in a grey button, which is highlighted with an orange circle. A document icon is also visible in the same button. A 'Made with Tango.us' watermark is present in the bottom right corner.

## 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.

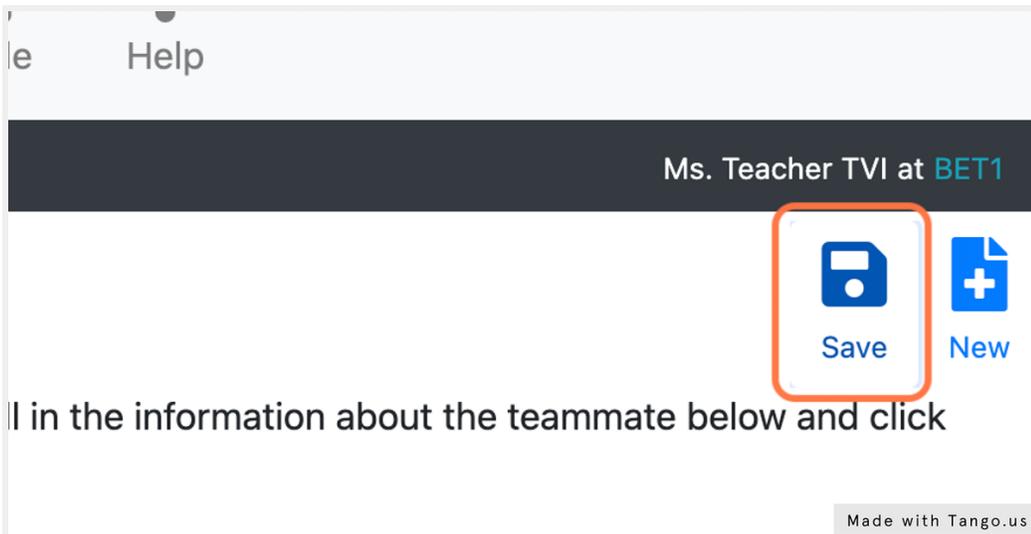


The screenshot shows a table with columns for 'are Team', 'Role', and 'Shift'. The 'Role' dropdown menu is highlighted with an orange circle and contains the text 'Speech-Language P:'. The 'are Team' dropdown is set to '[None]' and the 'Shift' dropdown is set to '[Unknown]'. Below the table is a section for 'External System Credentials'. A 'Made with Tango.us' watermark is present in the bottom right corner.

are Team	Role	Shift
[None] ▾	Speech-Language P: ▾	[Unknown] ▾

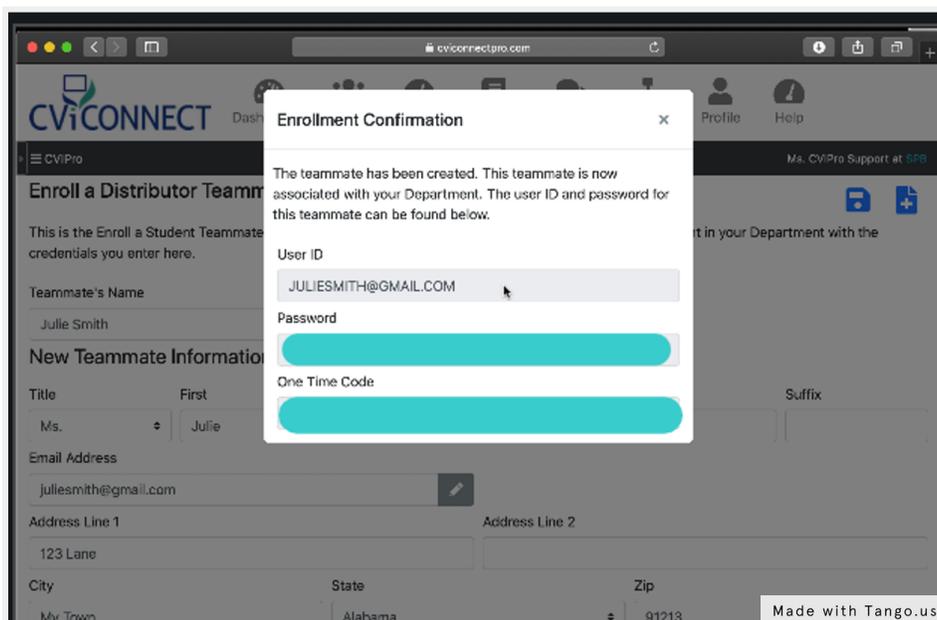
## 7. Click on Save

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

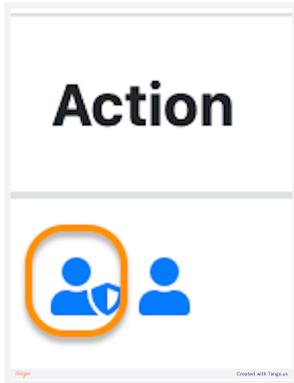


## 8. Enrollment Confirmation

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.

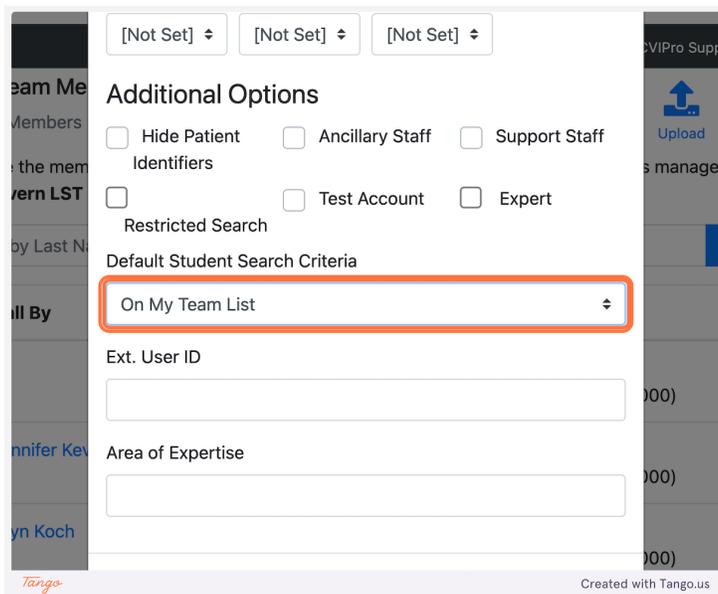


## 9. Click on Edit Authorizations

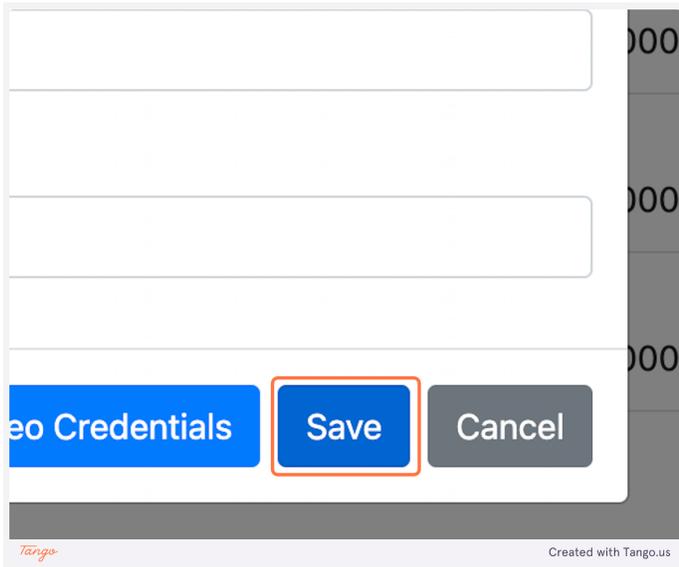


## 10. Click on Edit Authorizations

Upon opening this page scroll down to find the box labeled 'Default Search Criteria.' Use this drop down menu to select 'On My Team List.' This option is what ensures your new team member can only view the students on their team, ensuring student data is properly secure. Only account managers should have access to all students within their CViConnect PRO account.



## II. Click on Save

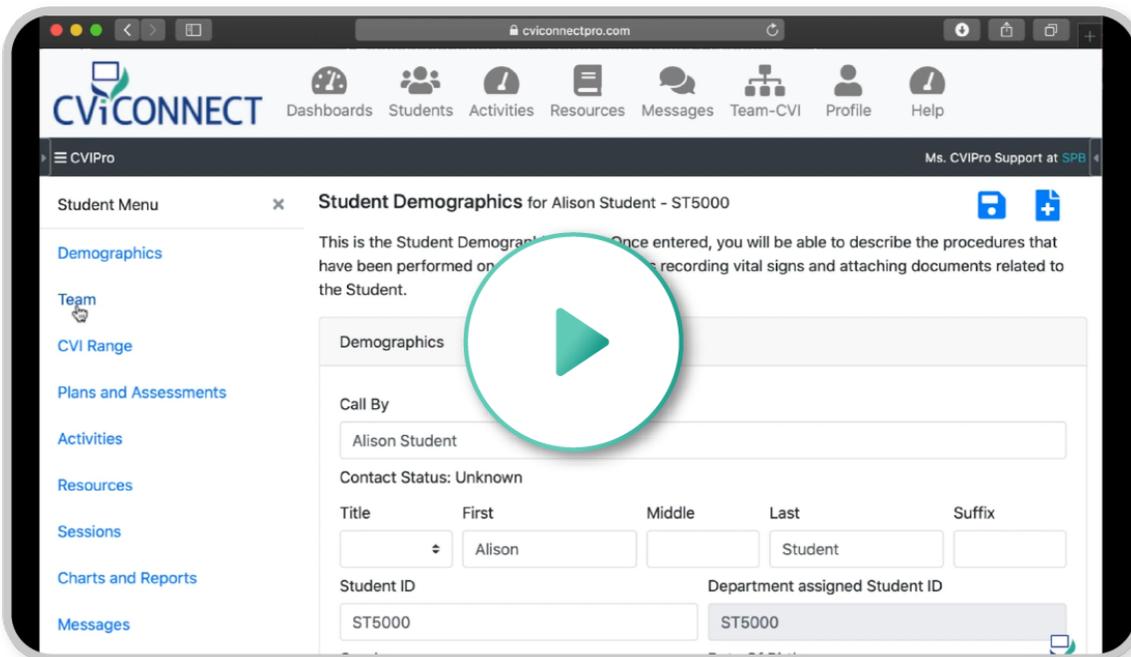


A screenshot of a web form with three empty input fields. Below the fields are three buttons: "Geo Credentials" (blue), "Save" (blue with an orange border), and "Cancel" (grey). The "Save" button is highlighted with an orange border. The background shows a vertical scale with "000" markings. At the bottom left is the "Tango" logo and at the bottom right is the text "Created with Tango.us".



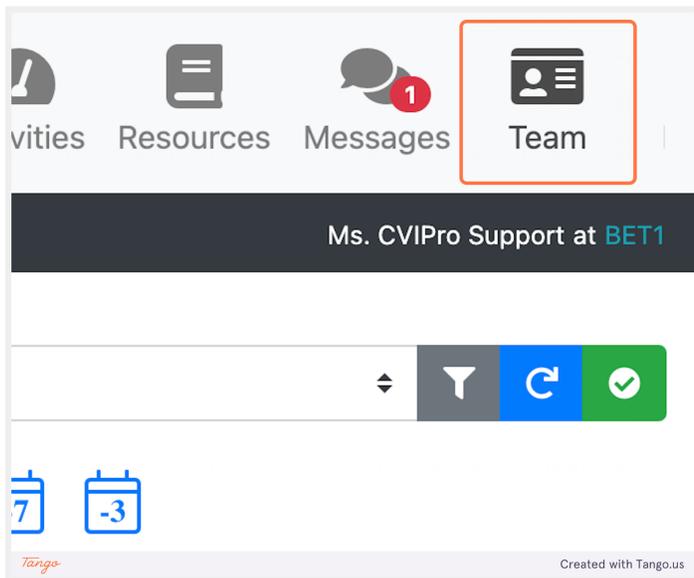
## Assign a Team Member

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.

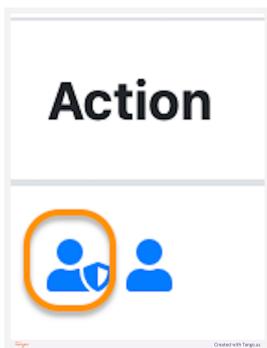


**1. Go to [cviconnectpro.com](https://cviconnectpro.com) and log in**

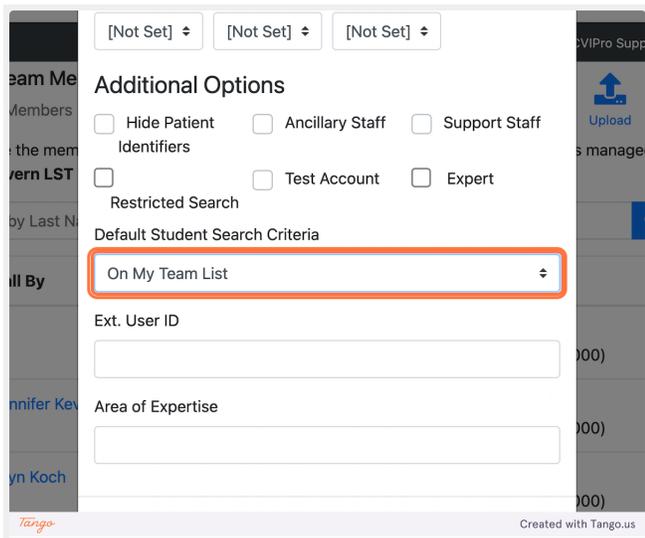
**2. Click on Team**



**3. Click on Edit Authorizations**

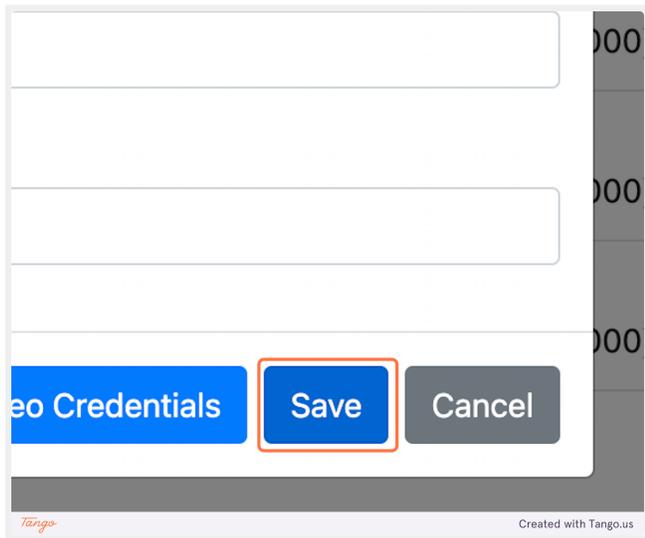


## 4. Select On My Team List from Default Student Search Criteria



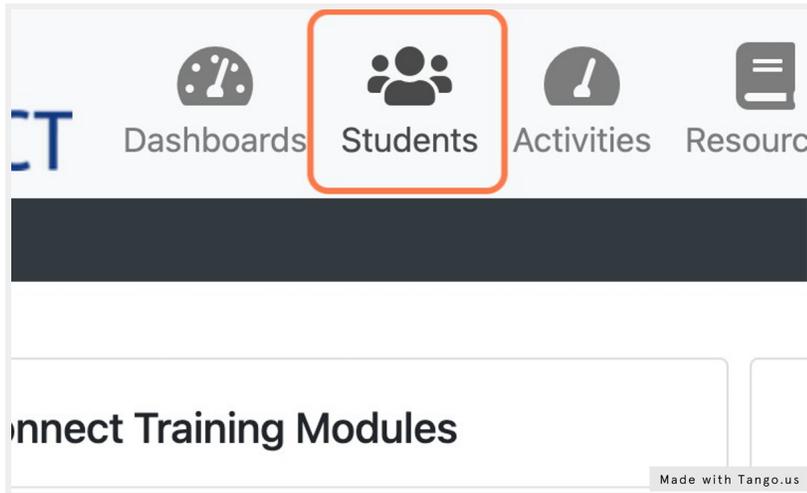
The screenshot shows a web form with several sections. At the top, there are three dropdown menus, each containing the text "[Not Set]". Below these is the "Additional Options" section, which includes several checkboxes: "Hide Patient Identifiers", "Ancillary Staff", "Support Staff", "Restricted Search", "Test Account", and "Expert". The "Default Student Search Criteria" section contains a dropdown menu with "On My Team List" selected and highlighted by an orange border. Below this are two text input fields labeled "Ext. User ID" and "Area of Expertise". The form is watermarked with "Tango" and "Created with Tango.us".

## 5. Click on Save



The screenshot shows the bottom portion of the form. It features three buttons: "Geo Credentials", "Save", and "Cancel". The "Save" button is highlighted with an orange border. The form is watermarked with "Tango" and "Created with Tango.us".

## 6. Click Students

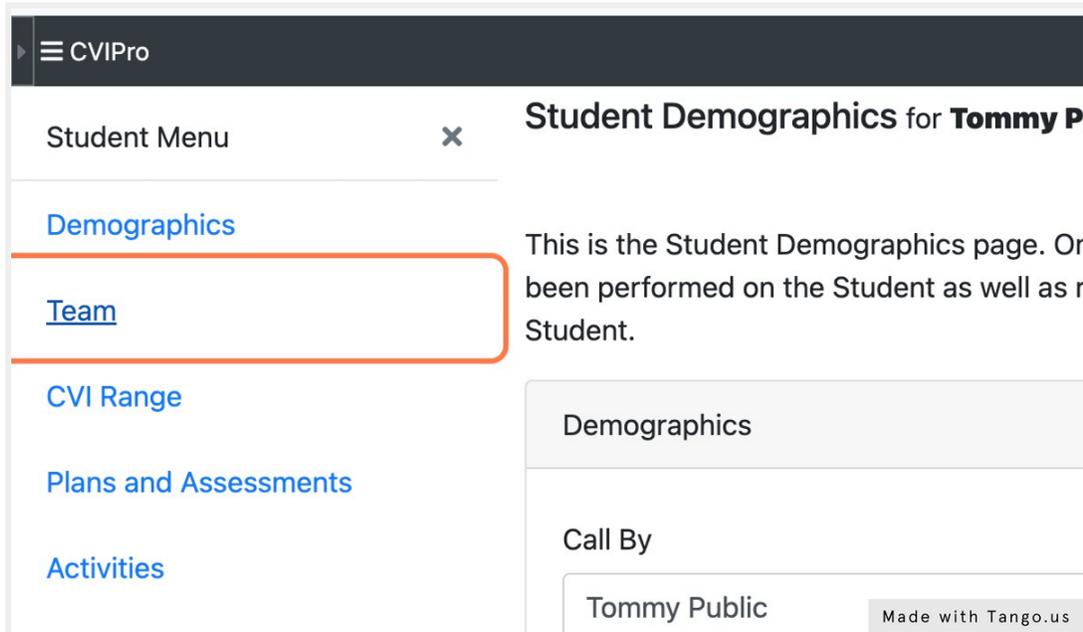


## 7. Select the student you wish to work with

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

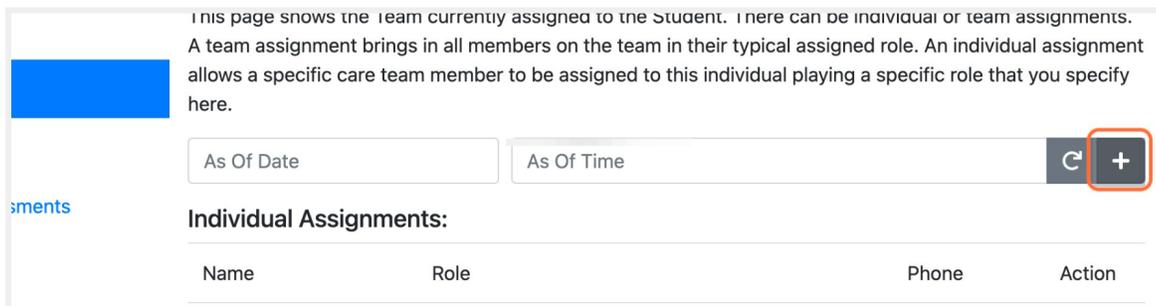
Made with Tango.us

## 8. From the Student Menu, select Team.



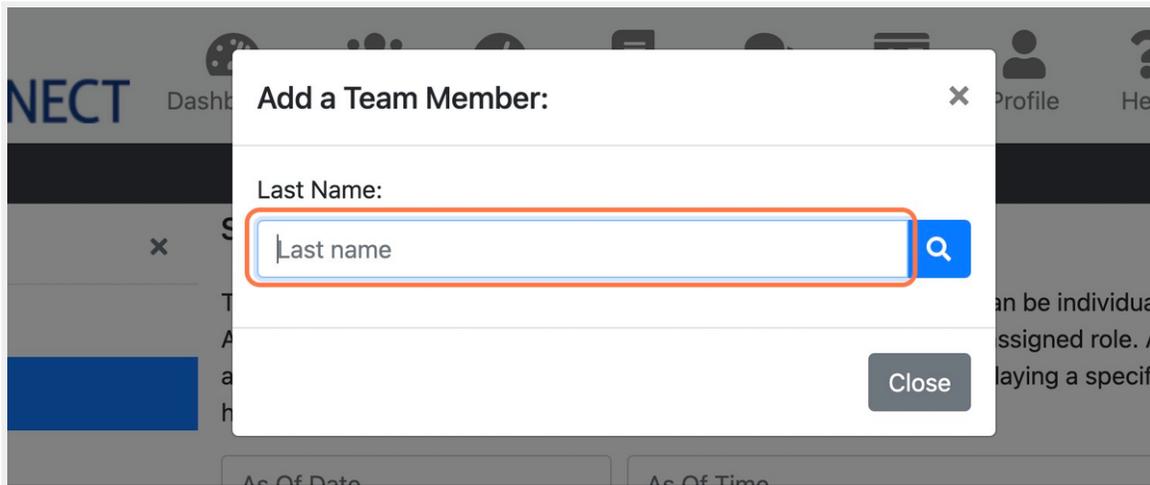
The screenshot shows the CViPro interface. At the top left, there is a hamburger menu icon and the text 'CViPro'. Below this is a 'Student Menu' tab with a close button (x). The main content area is titled 'Student Demographics for Tommy P'. On the left side, there is a list of menu items: 'Demographics', 'Team', 'CVI Range', 'Plans and Assessments', and 'Activities'. The 'Team' item is highlighted with an orange border. To the right of the menu, there is a text box that says 'This is the Student Demographics page. Or been performed on the Student as well as Student.' Below this, there is a 'Demographics' section with a 'Call By' field containing the name 'Tommy Public'. At the bottom right, there is a small grey box that says 'Made with Tango.us'.

## 9. Click on Add New Individual Assignment

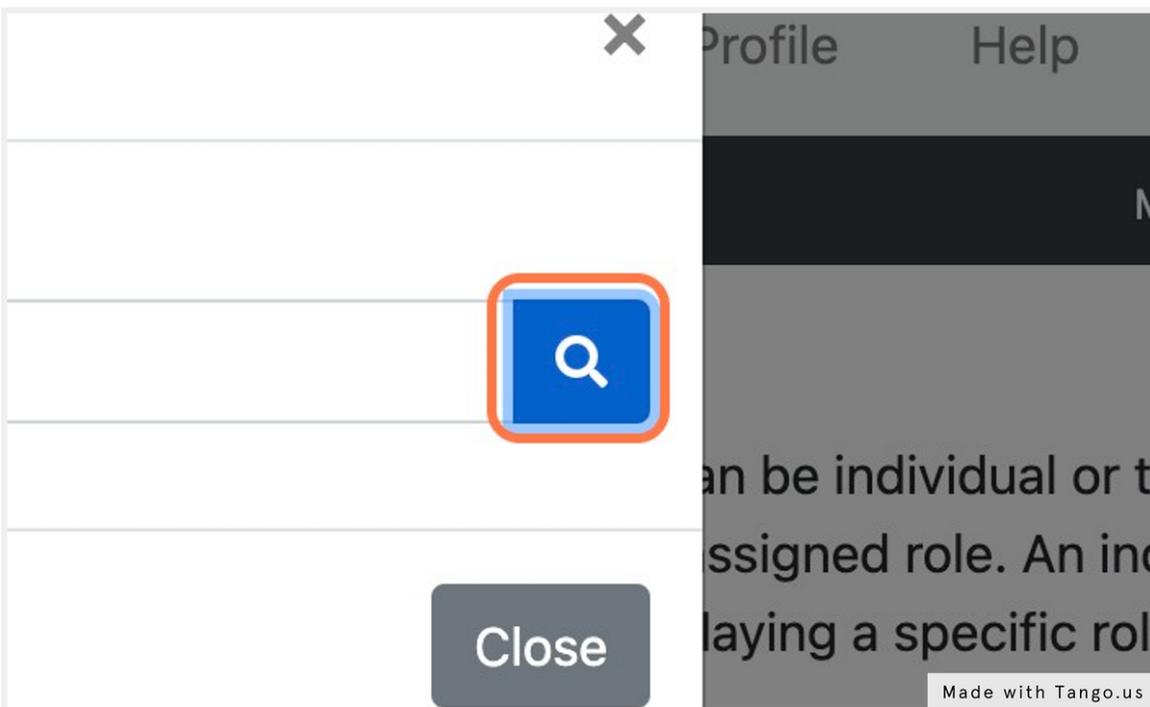


The screenshot shows the 'Individual Assignments' page. At the top, there is a blue header bar. Below it, there is a text box that says 'This page shows the team currently assigned to the student. There can be individual or team assignments. A team assignment brings in all members on the team in their 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 the text, there are two input fields: 'As Of Date' and 'As Of Time'. To the right of the 'As Of Time' field, there is a refresh icon (circular arrow) and a plus sign (+) button, which is highlighted with an orange border. Below the input fields, there is a section titled 'Individual Assignments:' followed by a table with the following columns: 'Name', 'Role', 'Phone', and 'Action'.

## 10. Enter the team member's Last Name

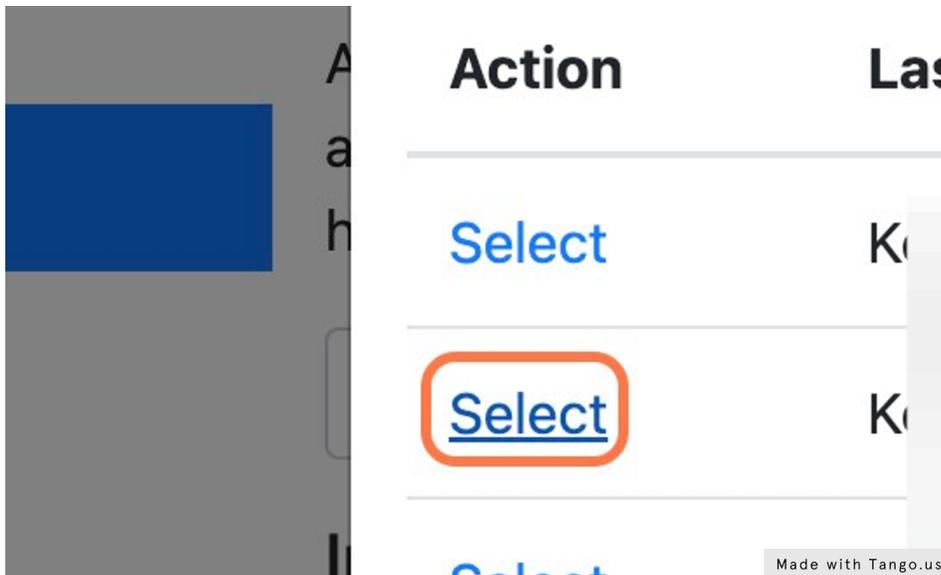


## 11. Click on Search

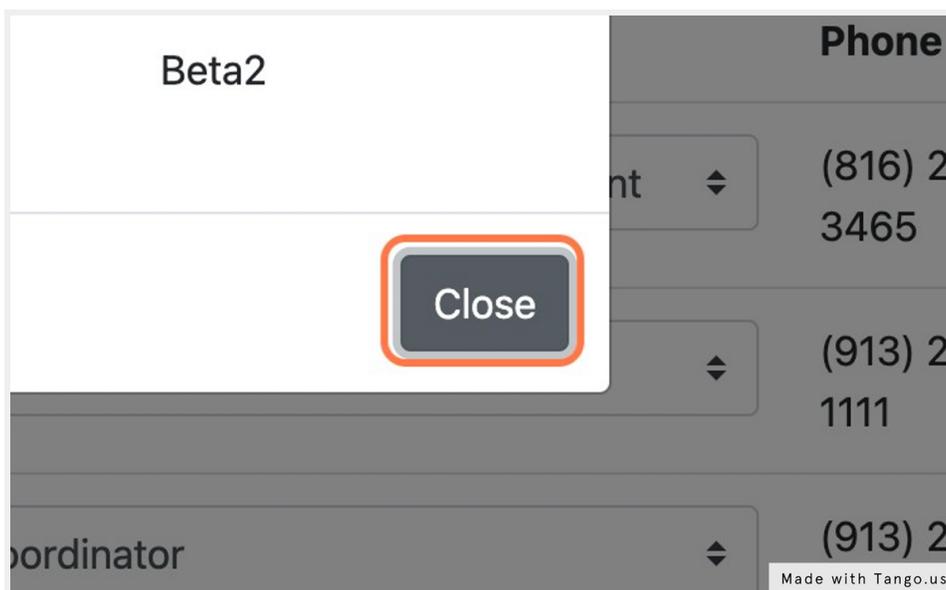


## 12. Click on Select

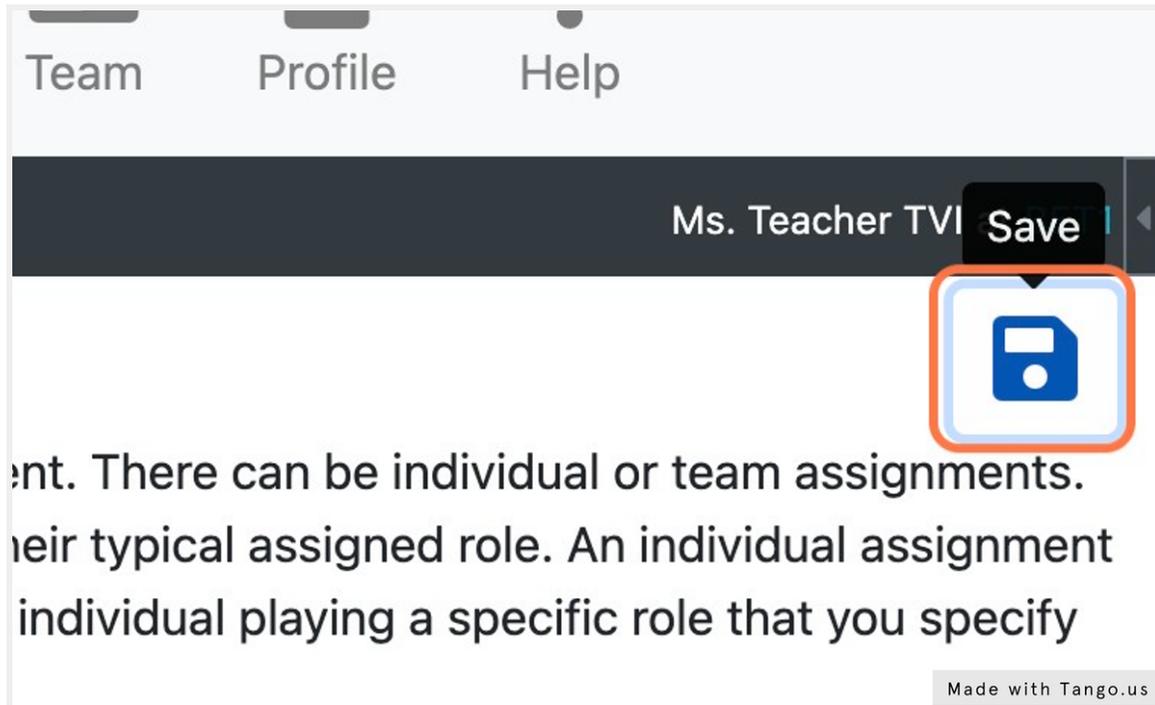
To the left of each team member's name, select the desired team members that should have access to the student's account.



## 13. After selecting all necessary team members, click close.



## 14. Click on Save



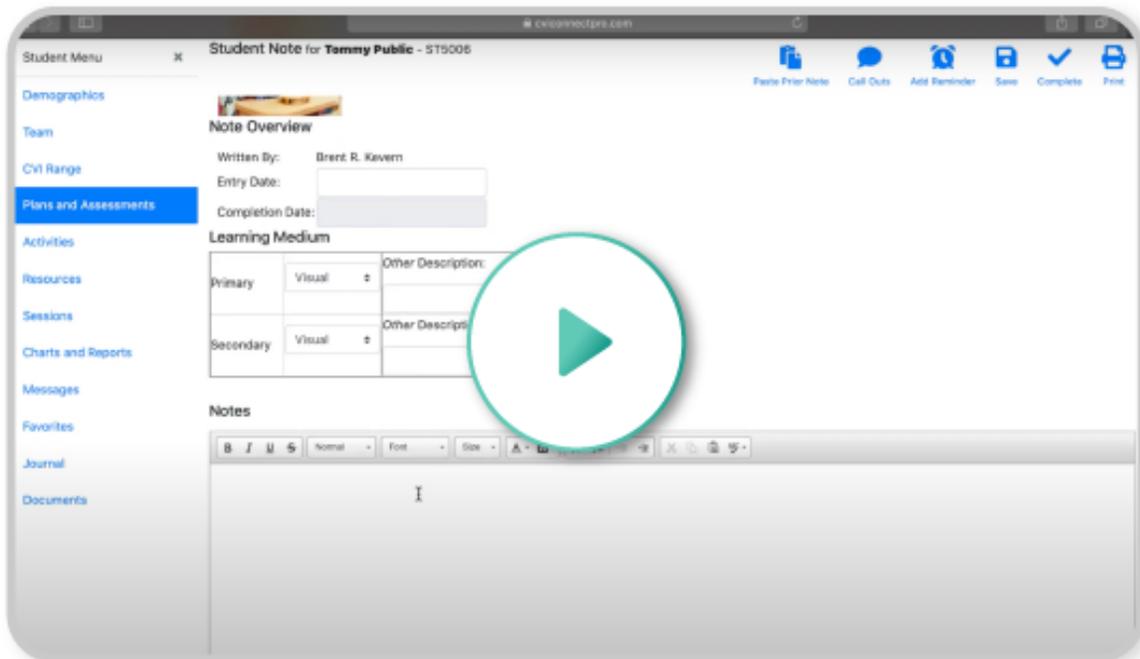


## Entering Baseline Data

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

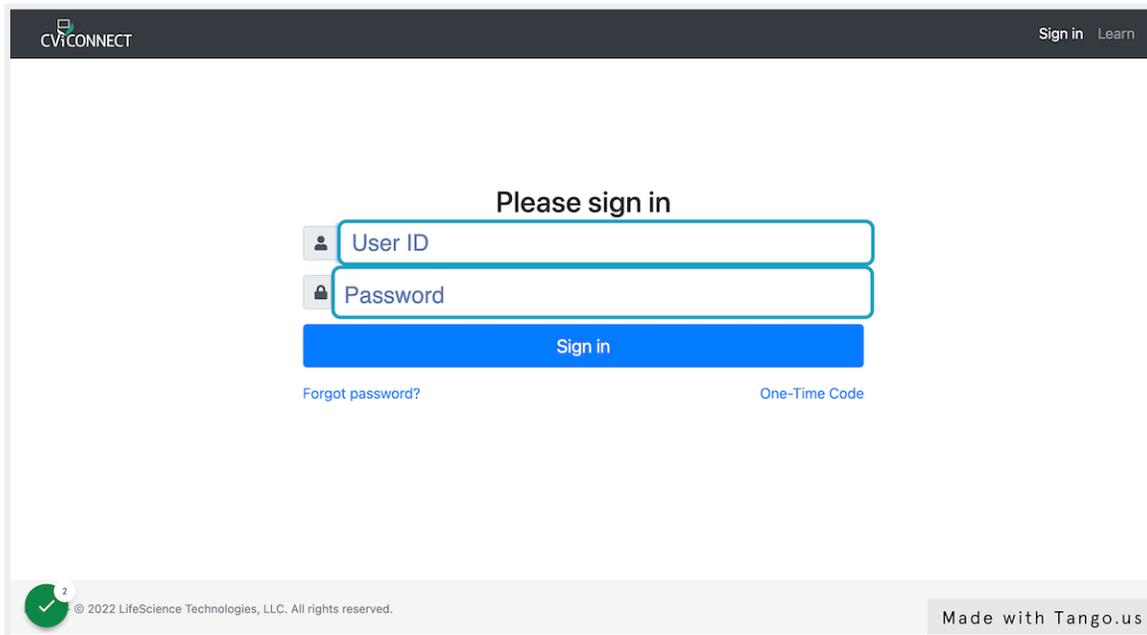
### CViConnect PRO: Plans and Assessments

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.



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

## 2. Enter you unique user ID and password



CViCONNECT Sign in Learn

Please sign in

User ID

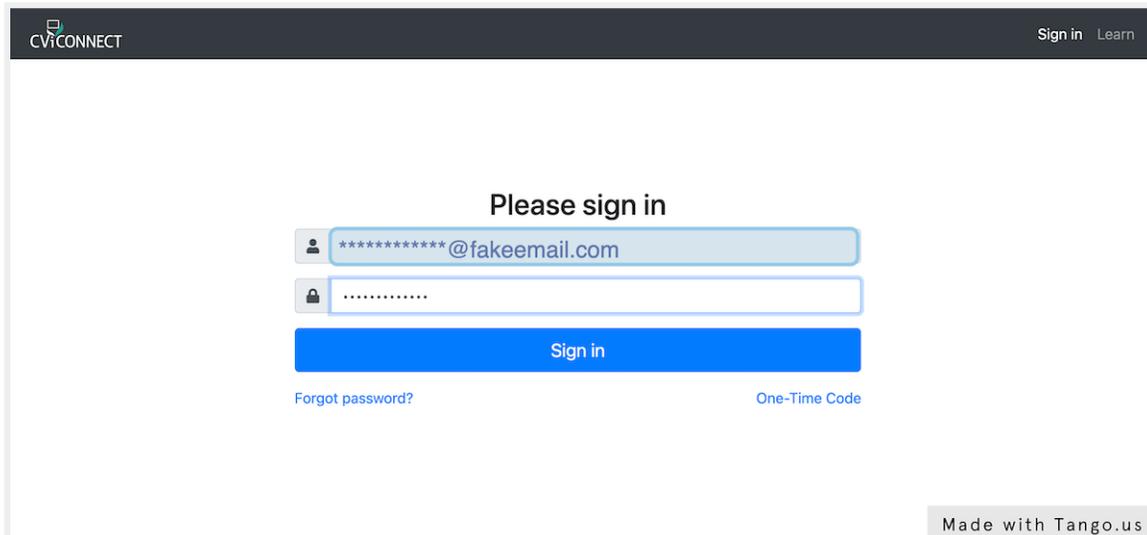
Password

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

.....

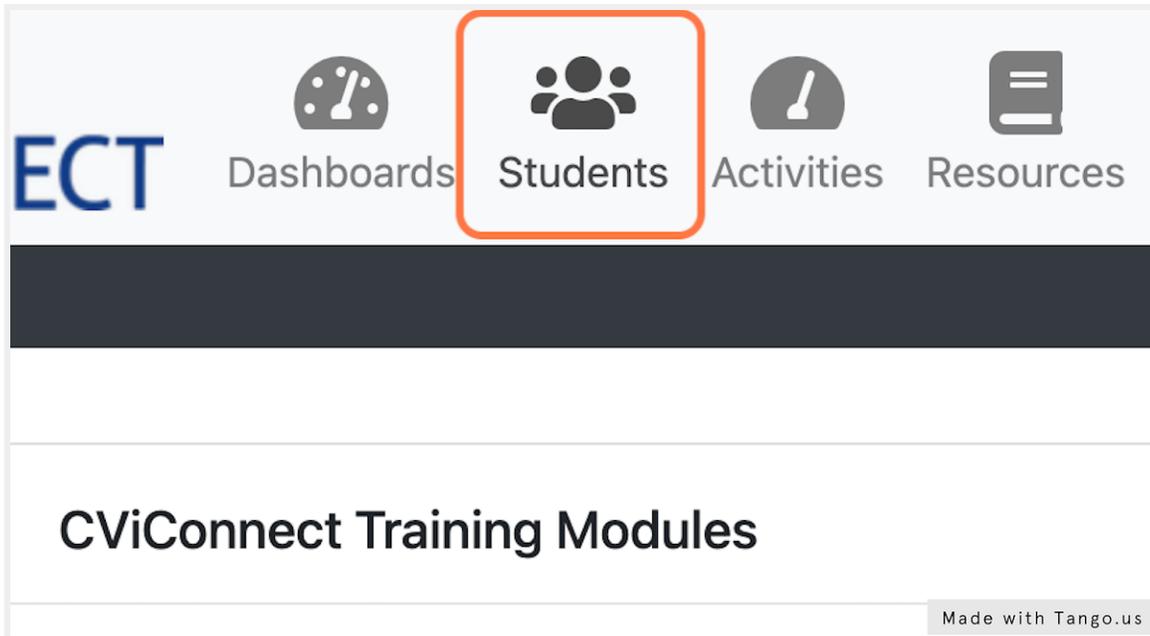
Sign in

[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

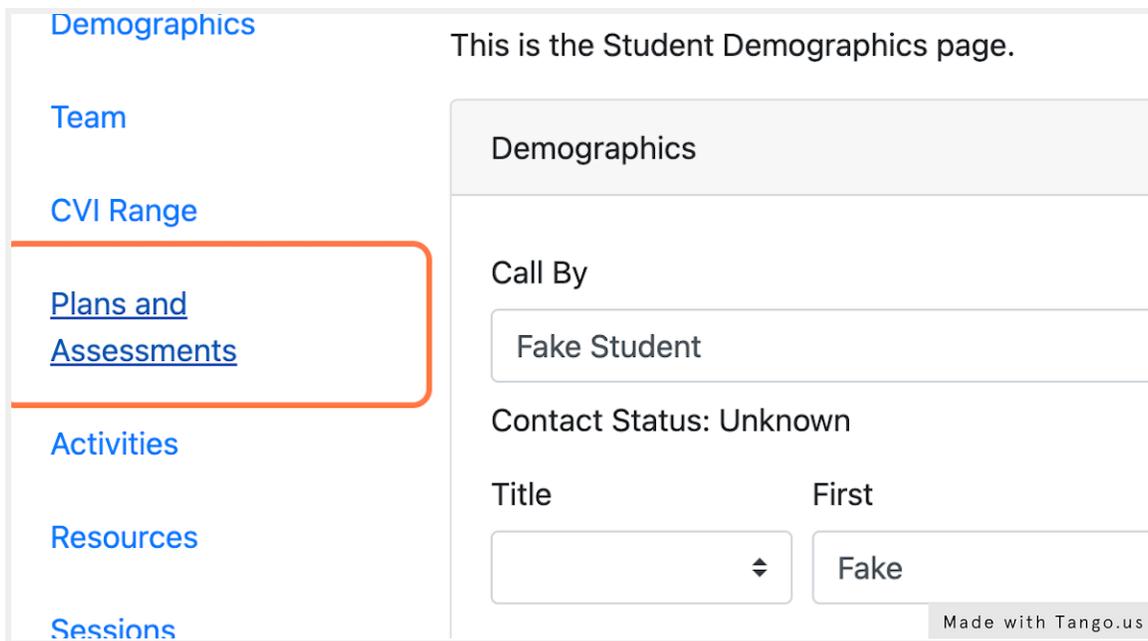
From your list of students, select a student.

	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		

Made with Tango.us

## 6. Click on Plans and Assessments

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



This is the Student Demographics page.

**Demographics**

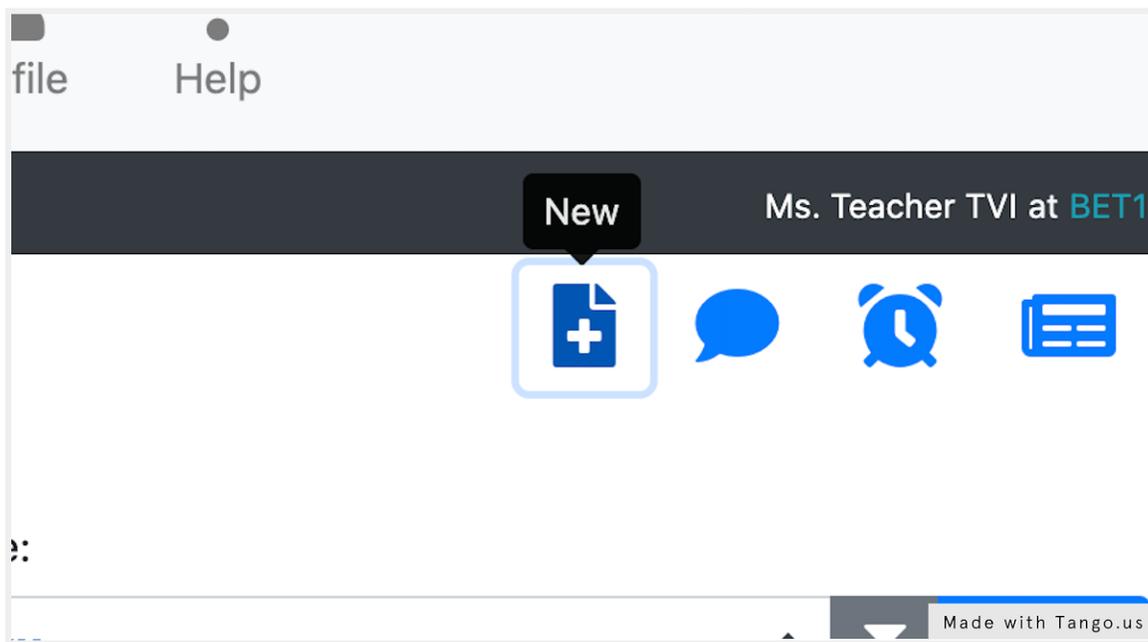
Call By  
Fake Student

Contact Status: Unknown

Title First  
Fake

Made with Tango.us

## 7. Click 'Add New'



file Help

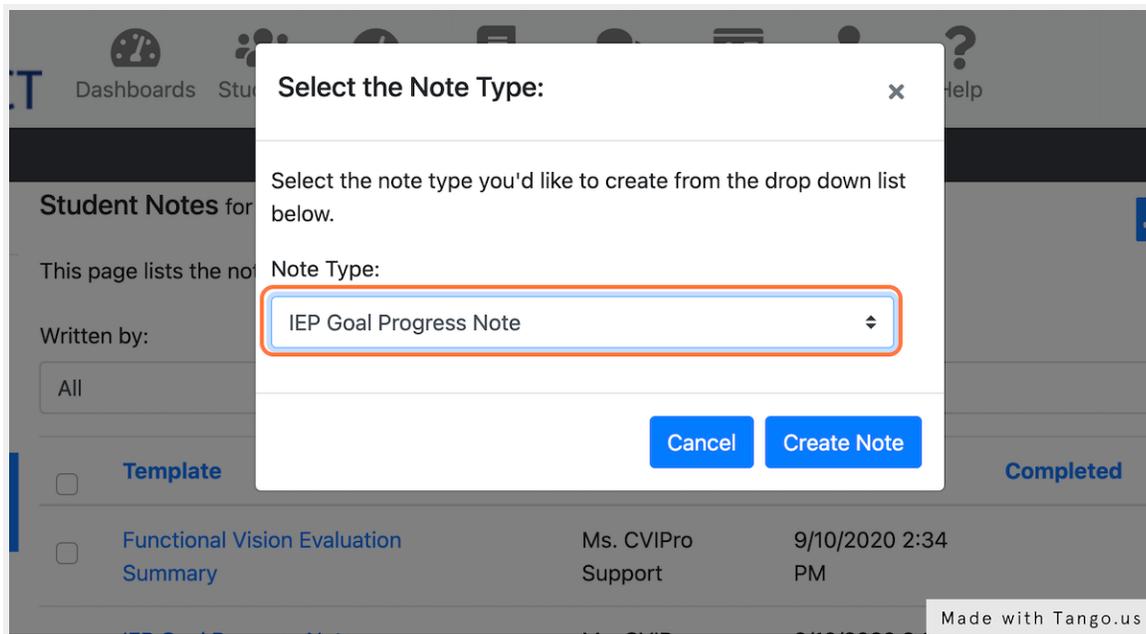
New Ms. Teacher TVI at BET1

+

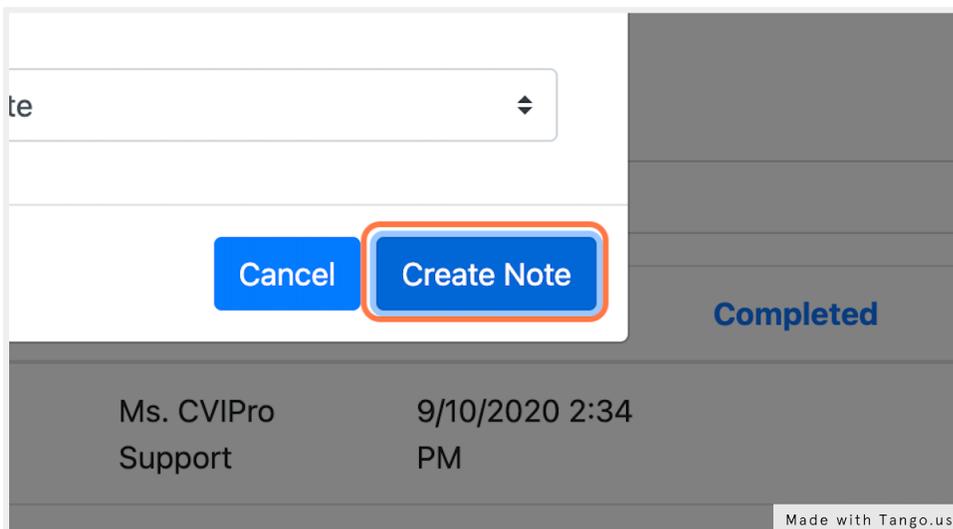
Made with Tango.us

## 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:   
 Completion Date:

**Description of Activity**

B I U S
Normal
Font
Size
A - A
☰ ☱ ☲ ☳
✂
📄
🗑
ABC

Made with Tango.us

## 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

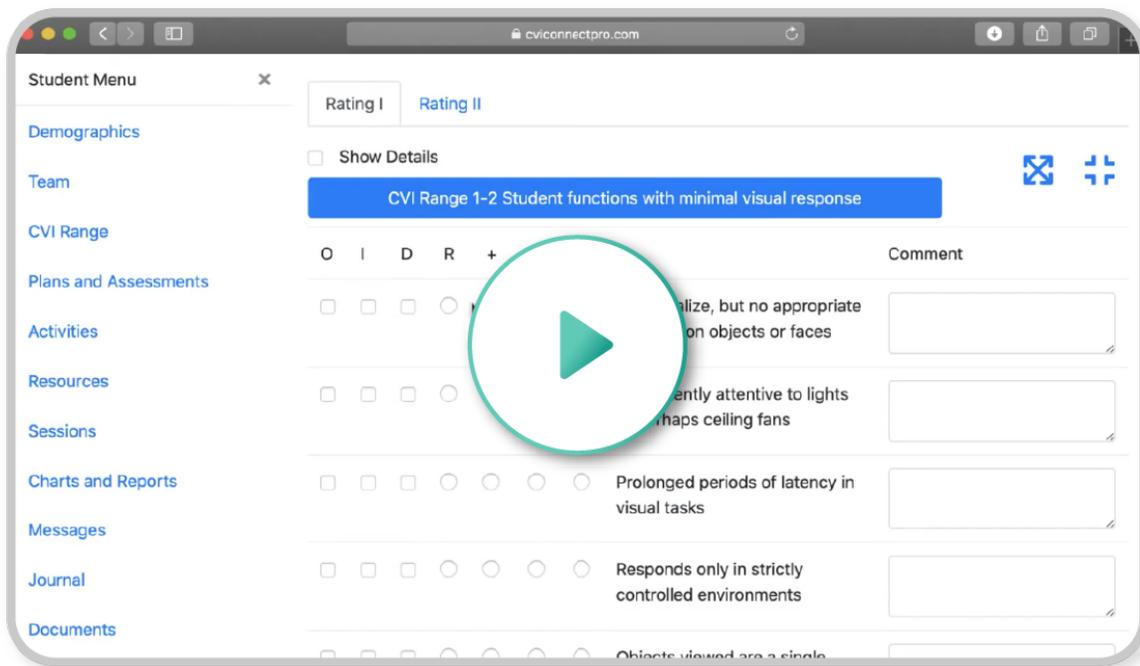
  
 Print

Made with Tango.us



## CVI Range Scoring Forms

Watch the video tutorial [HERE](#).



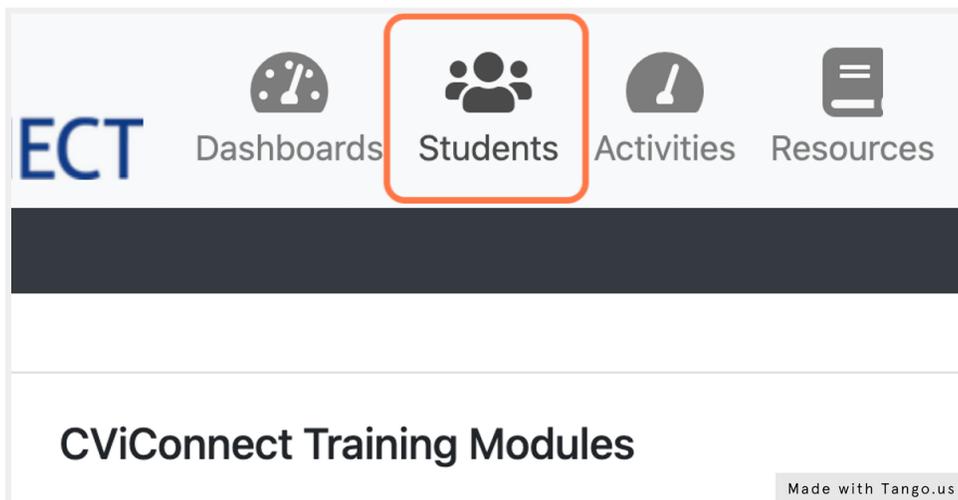


## Assigning Activities

### 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
		<a href="#">ST5006</a>	Tommy Public	Tommy
		ST5008	Fake Student	Fake
		TEST1	Test Student	

Made with Tango.us

### 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

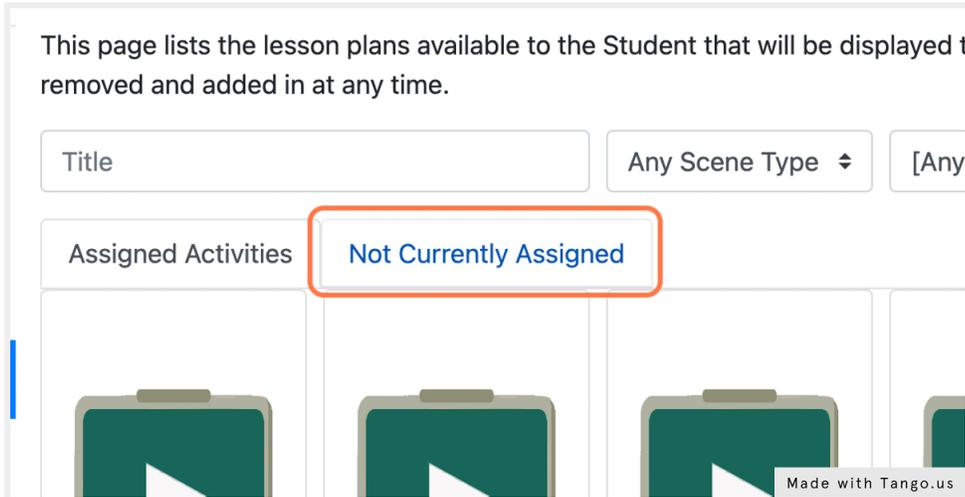
Title First

Title  
▼

Tommy

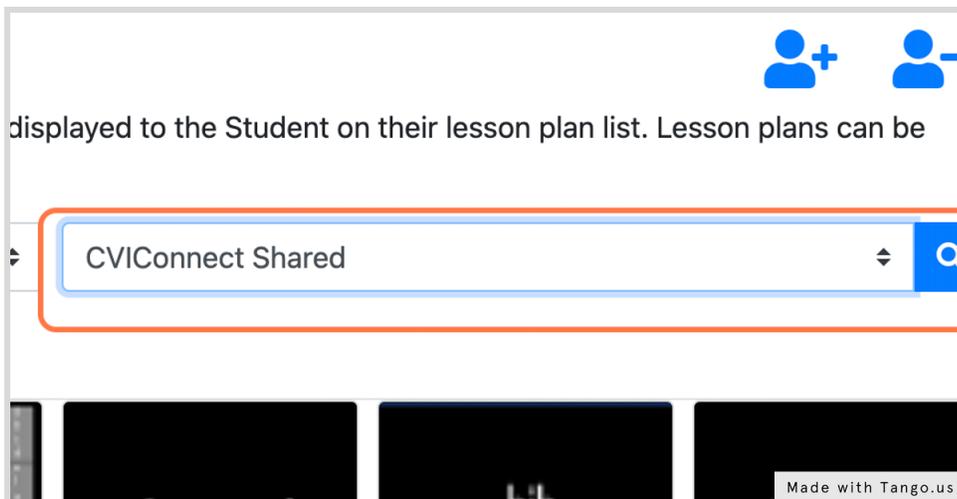
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## 5. Click on Not Currently Assigned



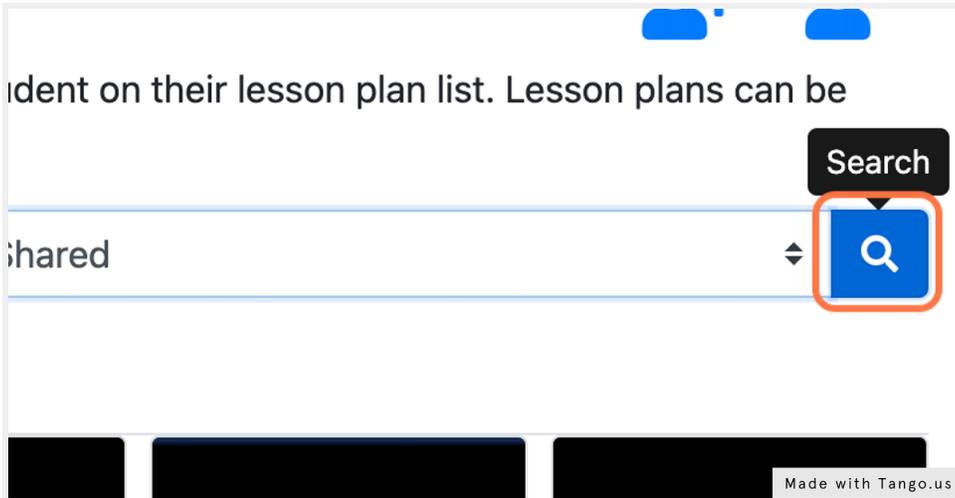
## 6. Select the Activity library

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.



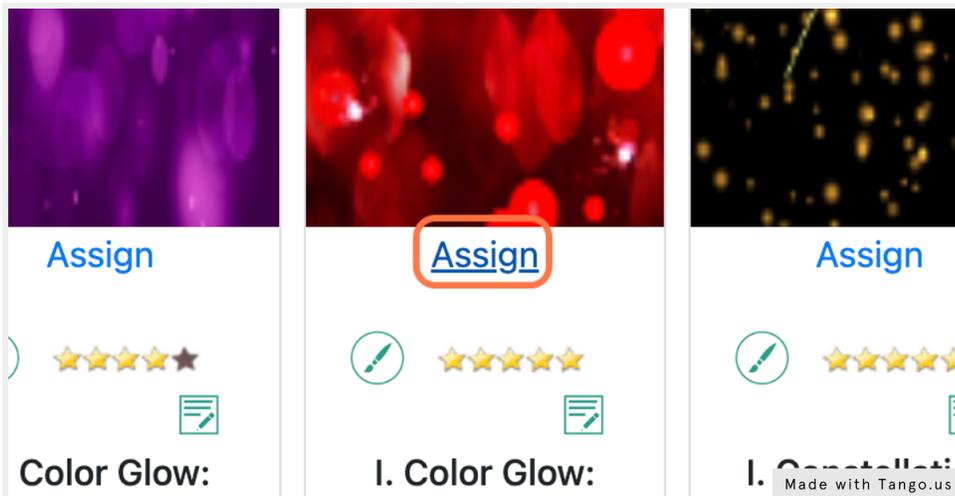
## 7. Search

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.

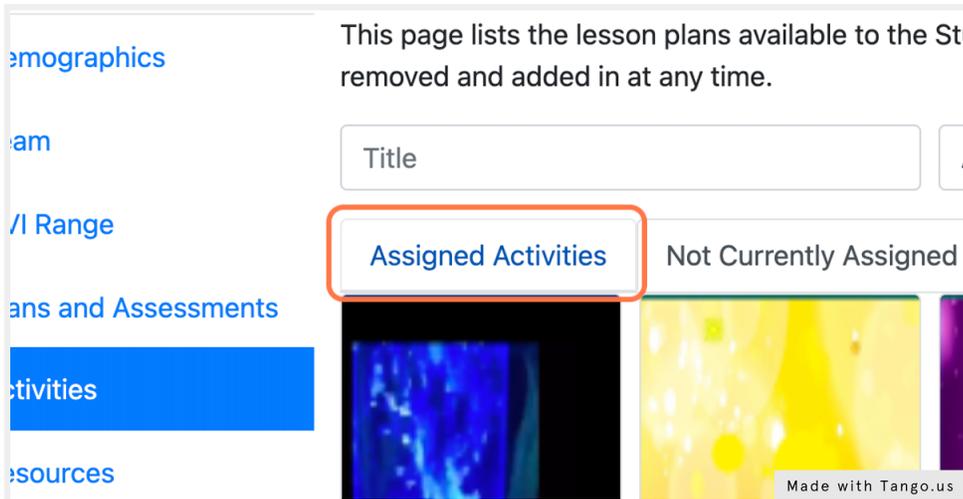


## Remove Activities

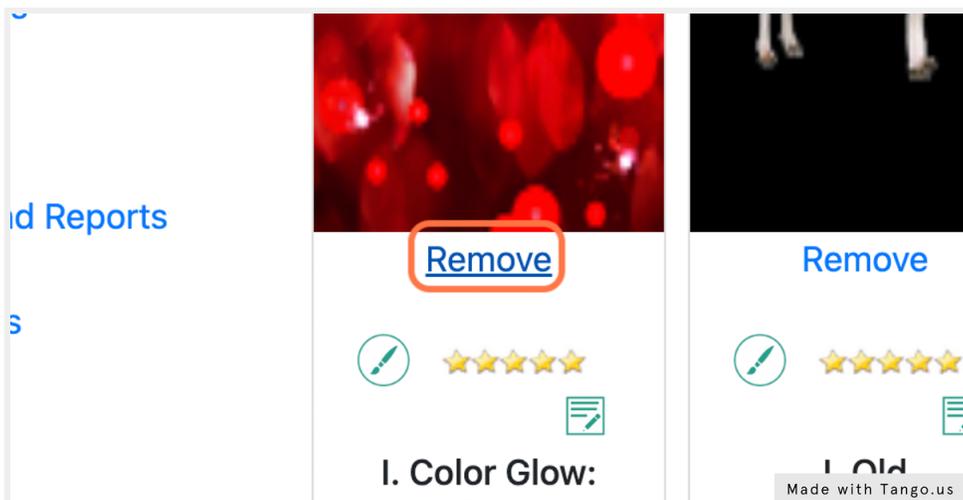
If you assigned the wrong Activity or no longer need one, you can remove the Activities from their account.

### 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.

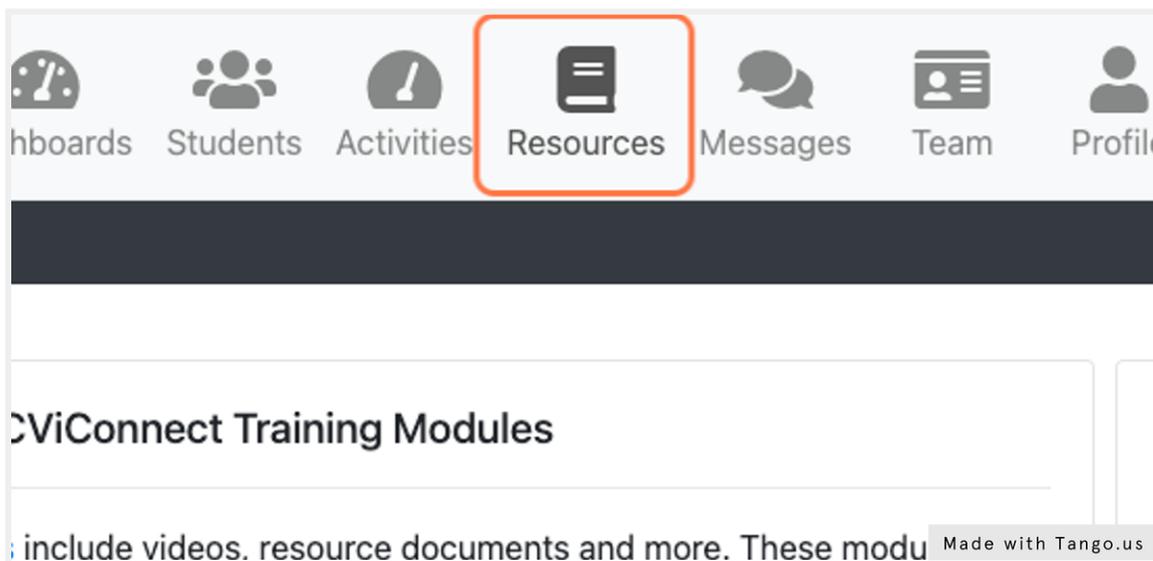
Please sign in

[Sign in](#)

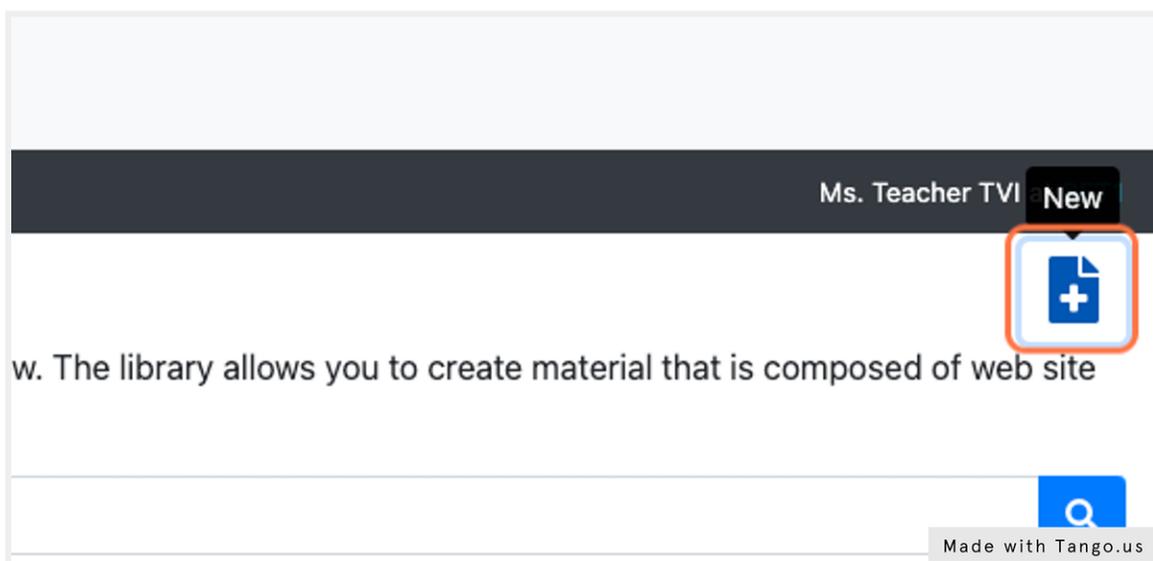
[Forgot password?](#) [One-Time Code](#)

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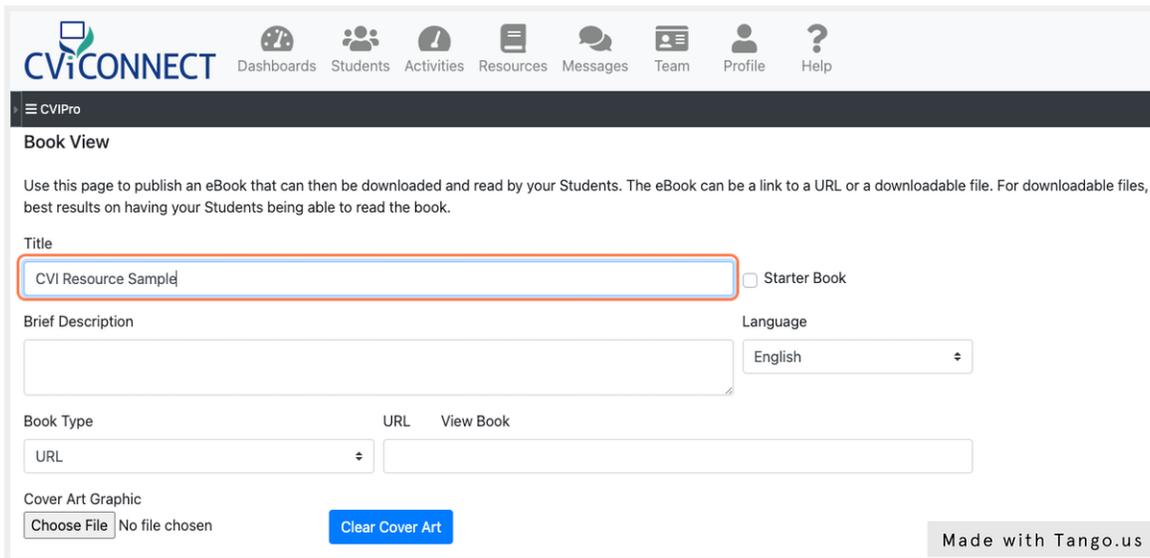
### 3. Click on Resources



### 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  
  Starter Book

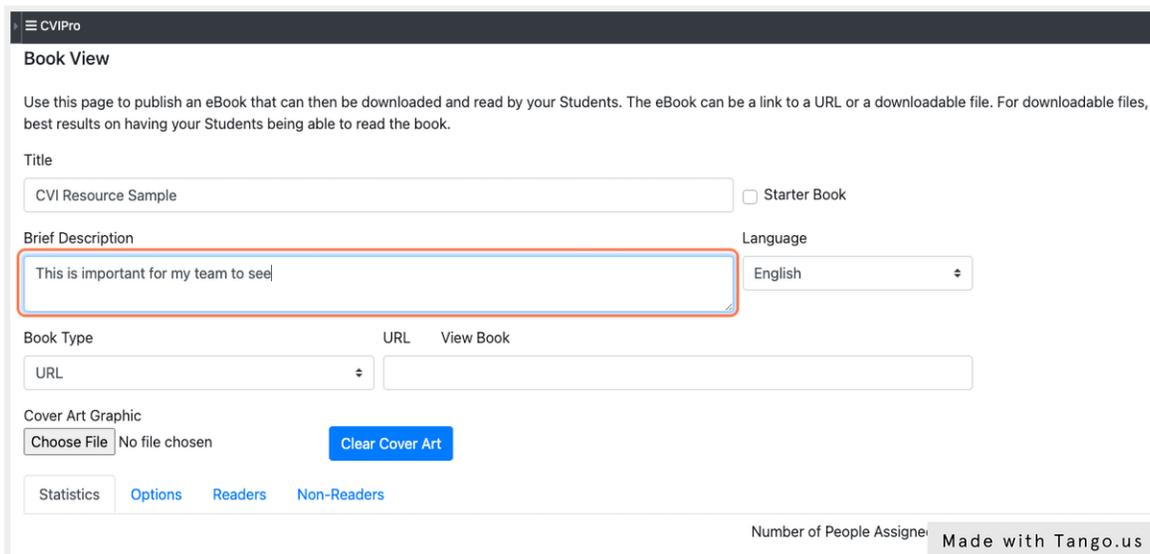
Brief Description  Language

Book Type  URL  View Book

Cover Art Graphic  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  
  Starter Book

Brief Description  Language

Book Type  URL  View Book

Cover Art Graphic  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

Book Type  URL View Book

Cover Art Graphic  No file chosen

Number  
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## 8. Click Save

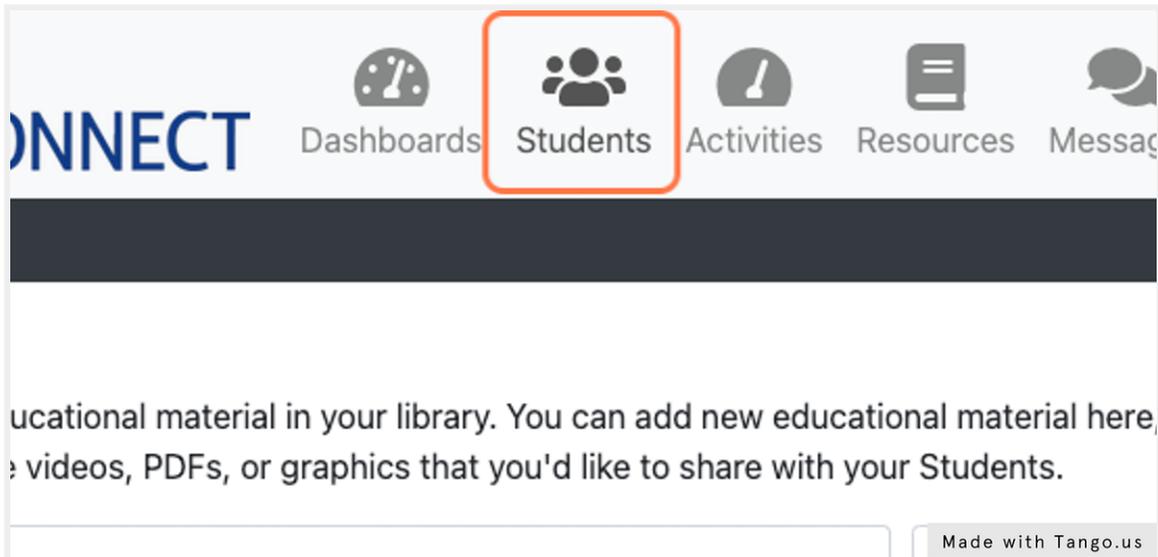
After all the desired information has been added to your resource, use the save icon at the top of the form.

Ms. Teacher TVI at BET

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

Number  
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## 9. Click on Students



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

	<a href="#">TEST1</a>	Test Student	Test	Student
	<a href="#">Test2</a>	Test Tudent	Test	Tudent
	<a href="#">Test3</a>	John Public	John	Public
	<a href="#">Test4</a>	Taylor Thomas	Taylor	Thomas

## 11. Click on Resources from the student menu

<p>CVI Range</p> <p>Plans and Assessments</p> <p>Activities</p> <p><b>Resources</b></p> <p>Sessions</p> <p>Charts and Reports</p> <p>Messages</p>	<p>Demographics</p> <hr/> <p>Call By</p> <p>John Public</p> <p>Contact Status: Unknown</p> <p>Title First</p> <p>Ms. John</p> <p>Student ID</p> <p>Test3</p>
---	--

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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  
 books on Shelf" list and click the →button.

Complete    Keyword

---

s    False




**Books Not On She**

---

Selected

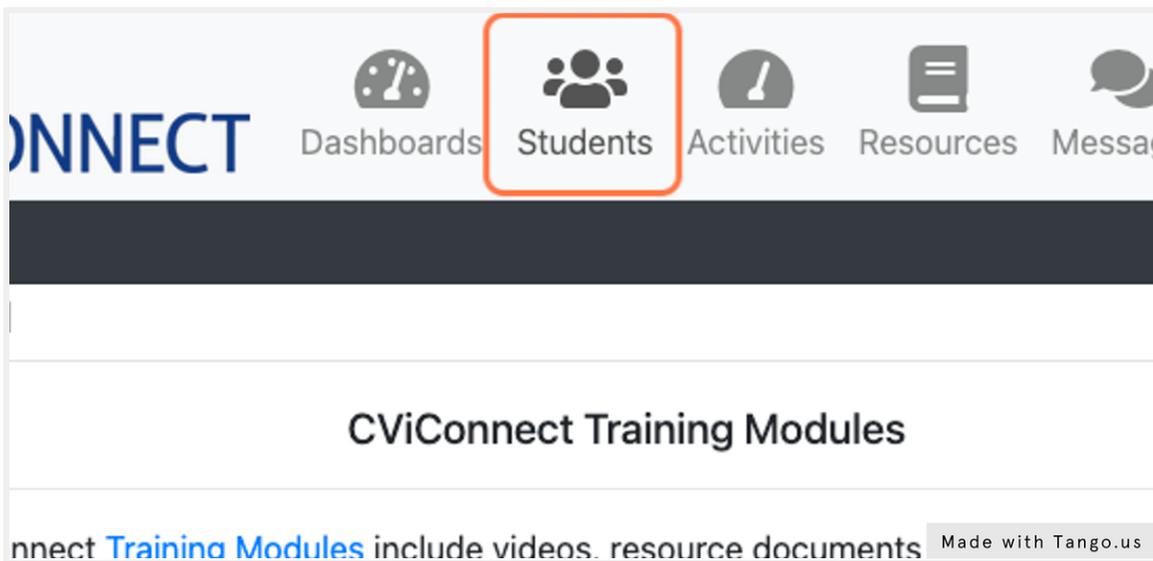
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## Messages

Blurb about Messages

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



### 3. Select the student you plan to work with

	<a href="#">TEST1</a>	Test Student	Test	Student
	<a href="#">Test2</a>	Test Tudent	Test	Tudent
	<a href="#">Test3</a>	John Public	John	Public
	<a href="#">Test4</a>	Taylor Thomas	Taylor	Thomas


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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


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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: [All]      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

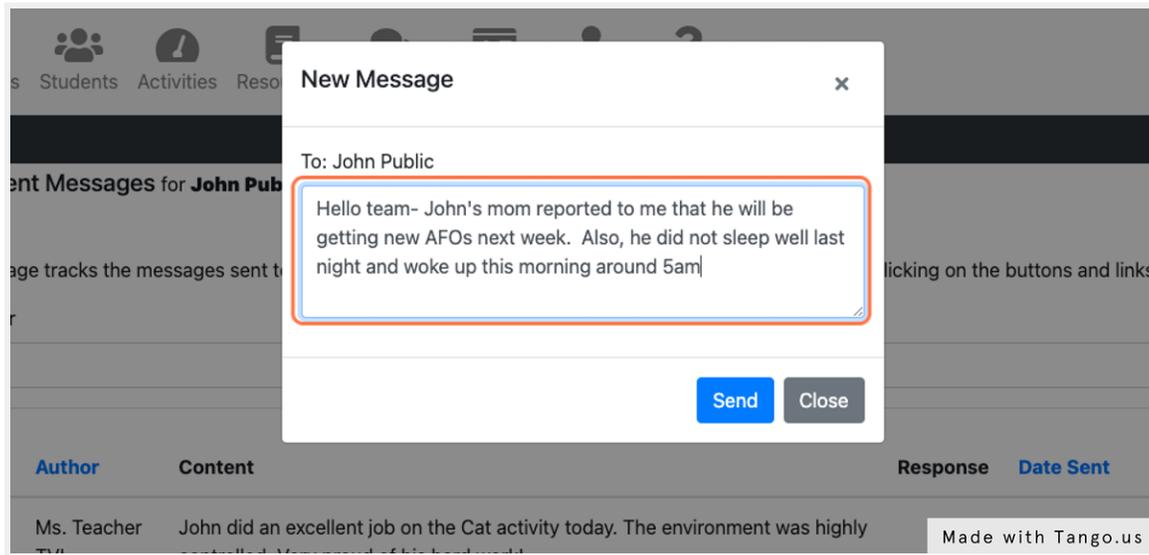
Ms. Teacher TVI at BET1

 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

