

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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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!





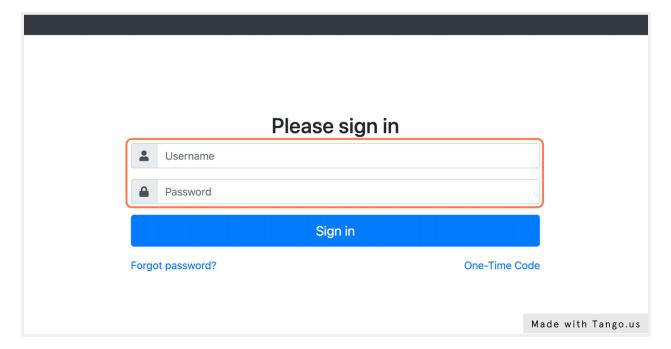
Enrolling a Student



Student Enrollment (watch video)

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.

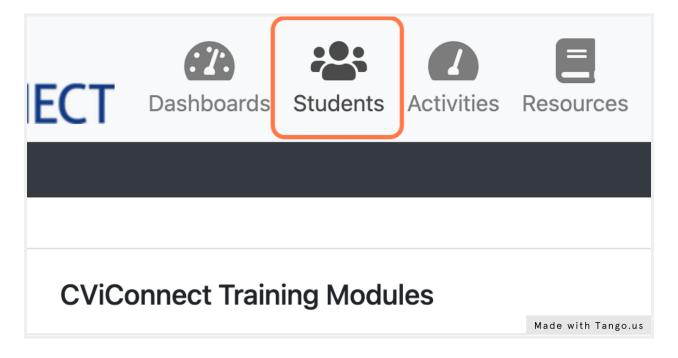
- 1. Go to CViConnect PRO Dashboard
- 2. Login using your unique ID and password



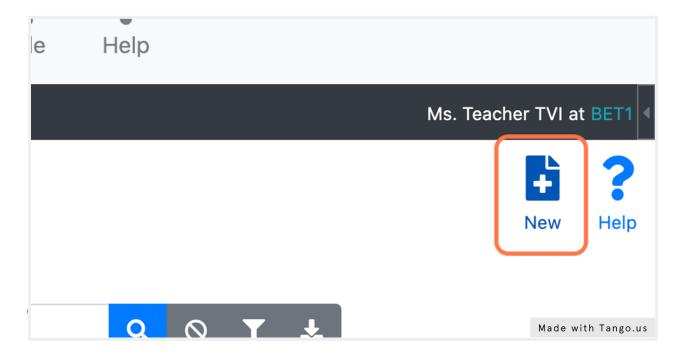


Enrolling a Student

3. Click on Students



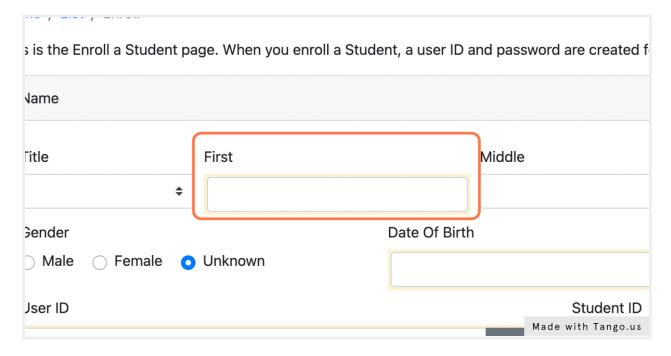
4. Click on New



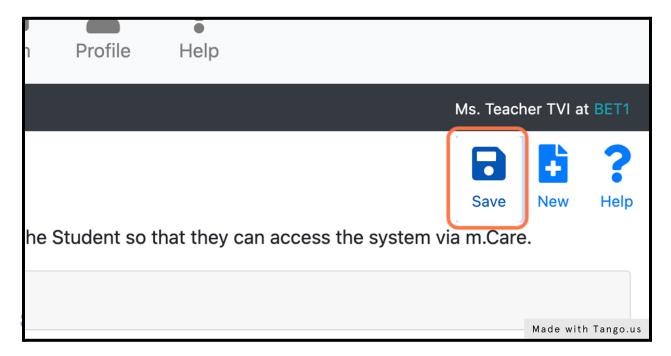


Enrolling a Student

5. Fill in the student demographic information.



6. Click on Sav



FAQ: Enrolling a Student

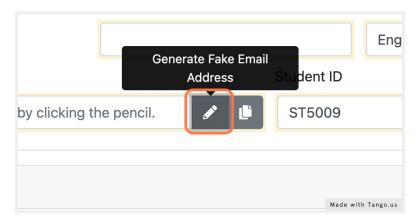


FAQ: Student Enrollment

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.



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.

FAQ: Enrolling a Student

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?

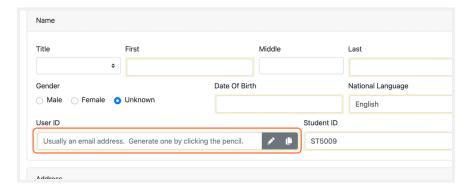
As part of maintaining our HIPAA compliant, each user has a User ID and a Student ID. These can be ID's the school already has assigned or a randomly assigned ID from the CViConnect system.



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

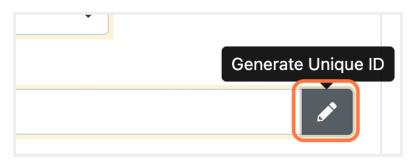
A student's user ID is utilized for login to the CViConnect Home iPad application. Most commonly, this is the student's or a family member's email address. email address.



FAQ: Enrolling a Student

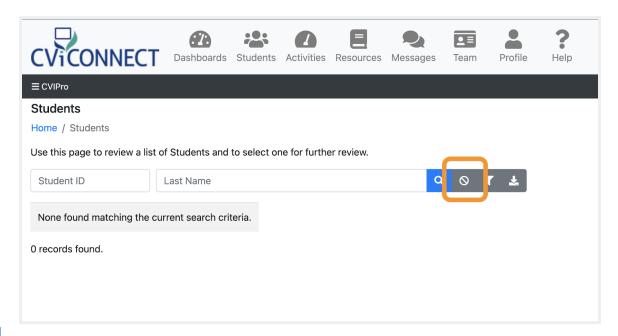
6. What can I do if my student does not have a Student ID?

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.

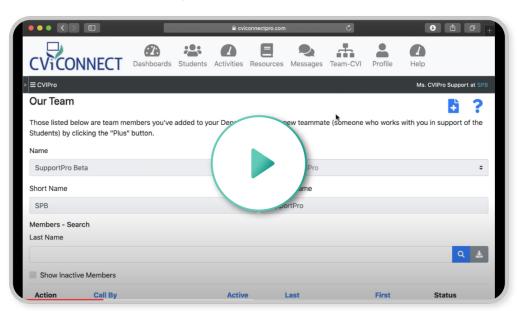






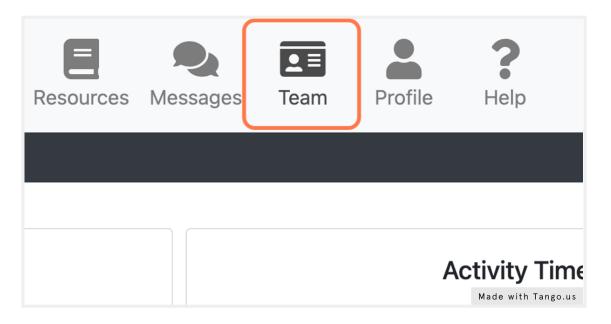
Team Enrollment

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.

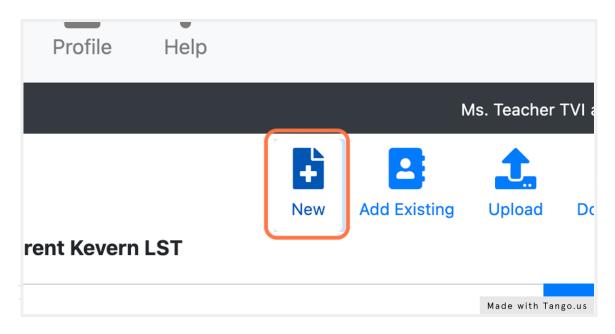




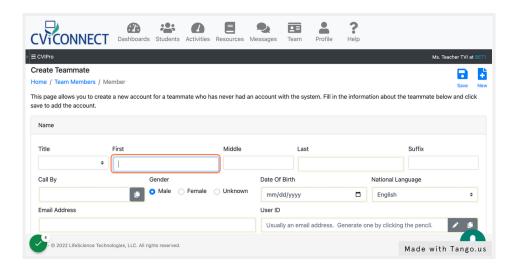
- 1. Login To CViConnect PRO Dashboard
- 2. Click on Team



3. Click on Add New



4. Fill in demographics form

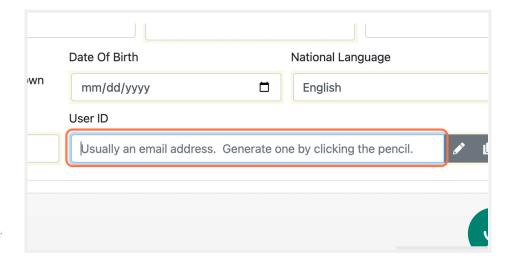


5. User ID

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.

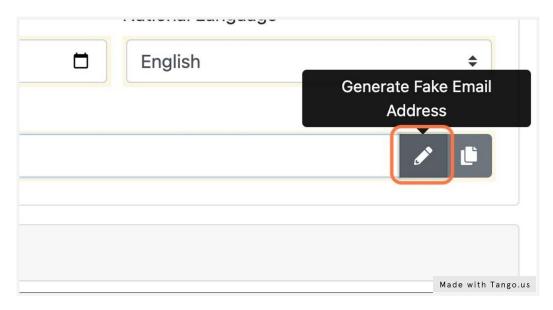
If it is the same email previously entered in the 'email' text field, the copy icon can be used. This will automatically copy the email into this User ID field.

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





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



6. Select Role

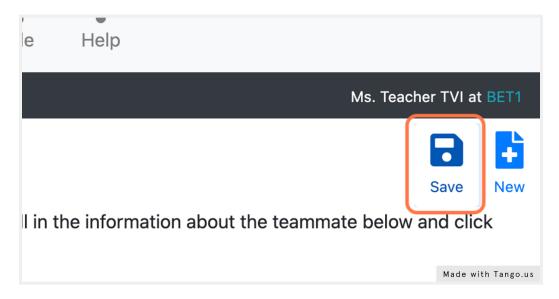
After all demographic information has been entered, scroll to the bottom of the form. Click the 'Role' drop down menu. Select this team member's role with the learner with CVI.

are Team		Role	Shift		
[None]	\$	Speech-Language P: \$	[Unkn	nown]	\$



7. Click on Save

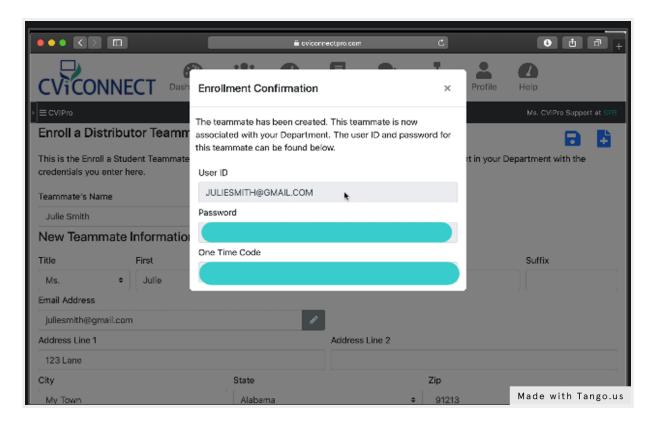
Scroll back to the top of the form. Click Save.





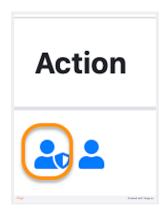
8. Enrollment Confirmation

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.



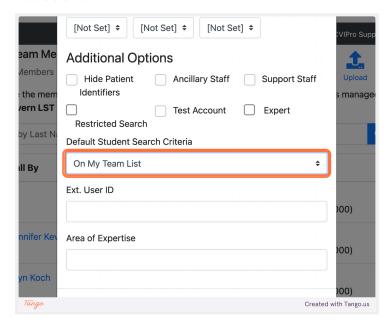


9. Click on Edit Authorizations



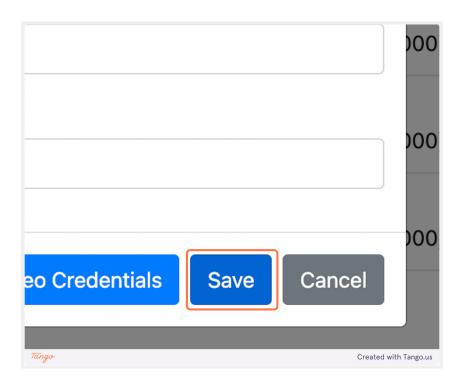
10. Select On My Team List from Default Student Search Criteria

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.





11. Click on Save

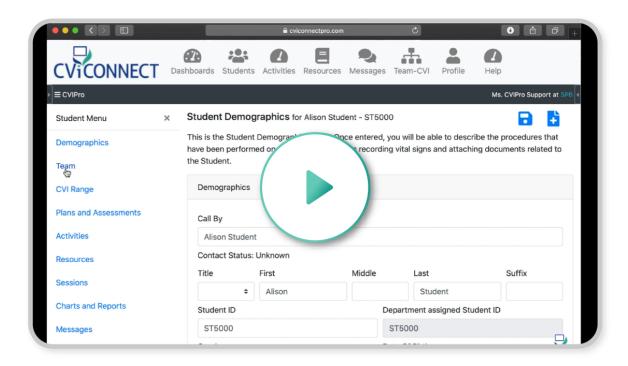






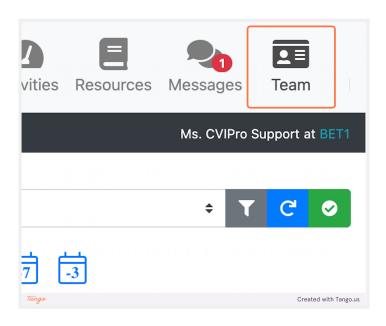
Assign a Team Member

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.

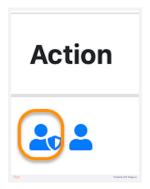




- 1. Go to <u>cviconnectpro.com</u> and log in
- 2. Click on Team

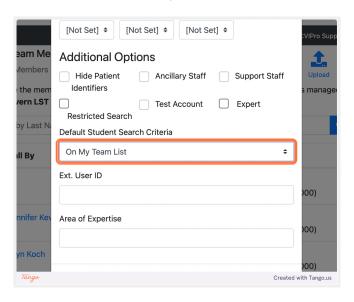


3. Click on Edit Authorizations

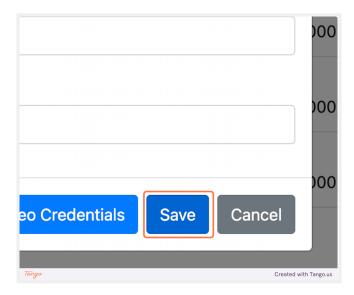




4. Select On My Team List from Default Student Search Criteria

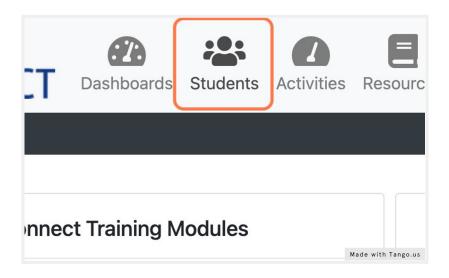


5. Click on Save

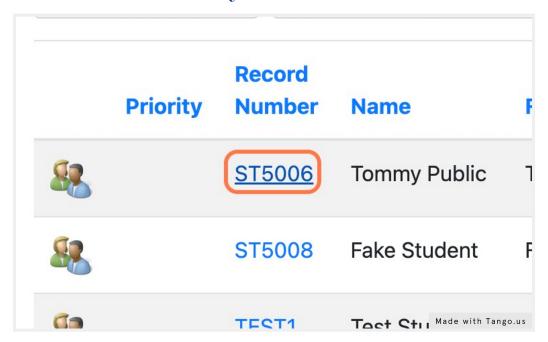




6. Click Students

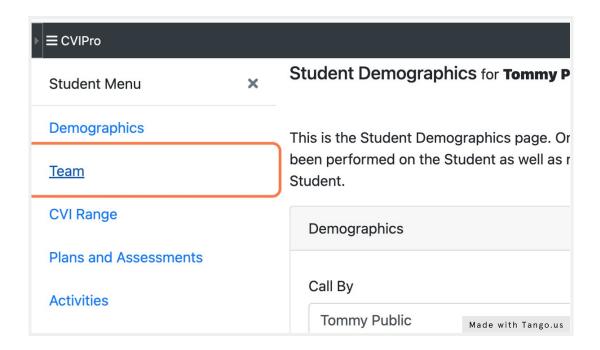


7. Select the student you wish to work with

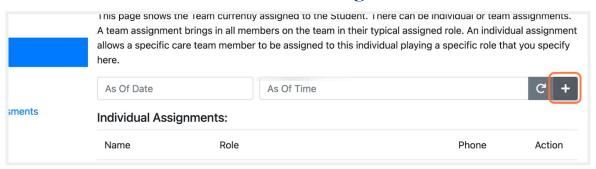




8. From the Student Menu, select Team

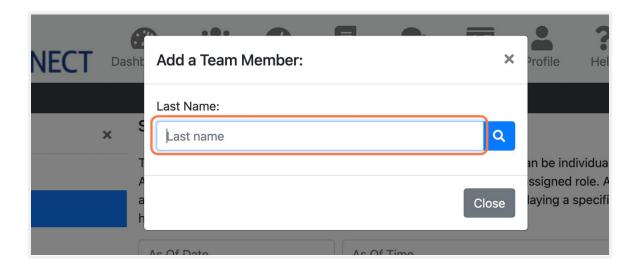


9. Click on Add New Individual Assignment

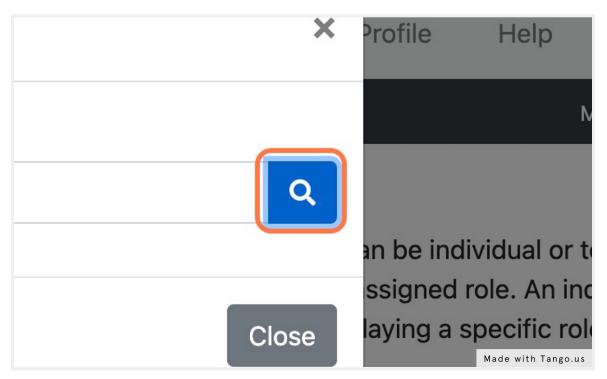




10. Enter the team member's Last Name



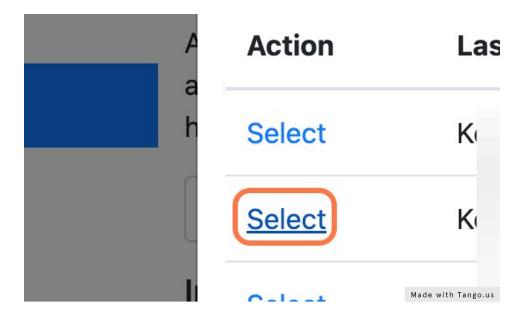
11. Click on Search



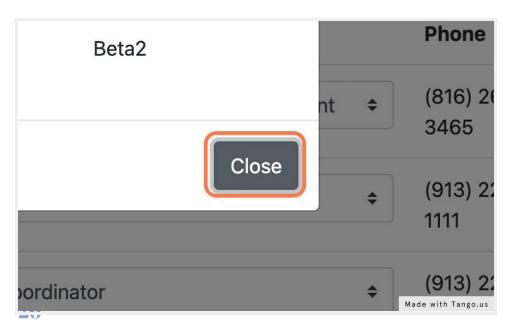


12. Click on Select

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

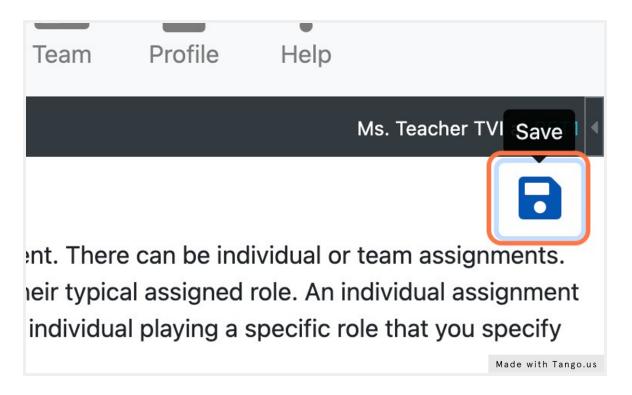


13. After selecting all necessary team members, click close.





14. Click on Save





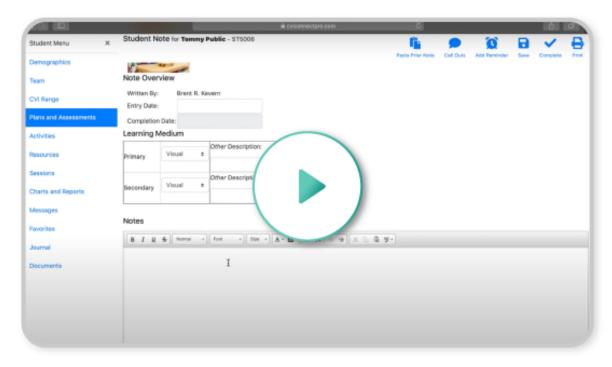




(Functional Vision Evaluation, Learning Media Assessment, etc.)

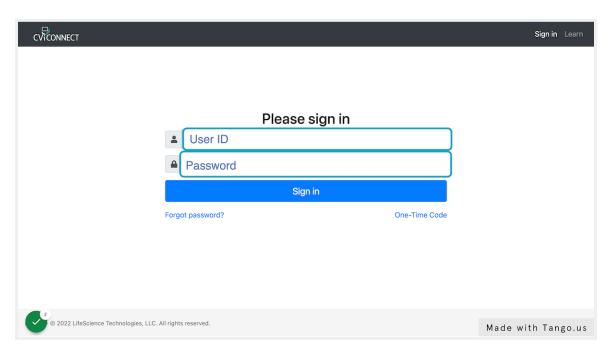
CViConnect PRO: Plans and Assessments

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.

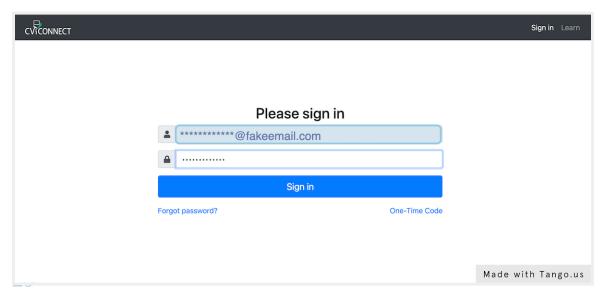




- 1. Go to CViConnect PRO Login
- 2. Enter you unique user ID and password



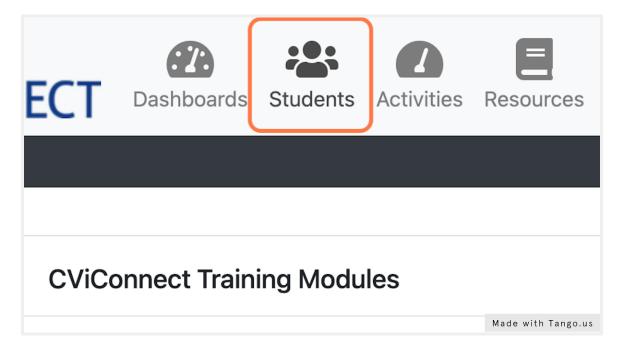
3. Click the 'Sign In' button





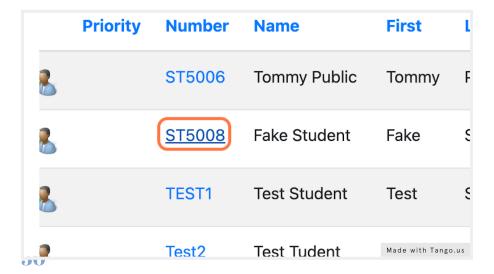
4. Click on 'Students'

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



5. Select your student

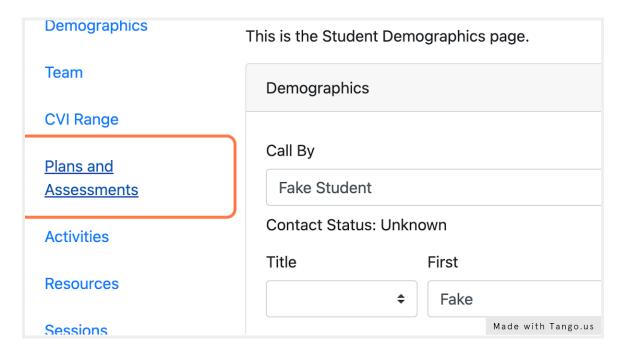
From your list of students, select a student.



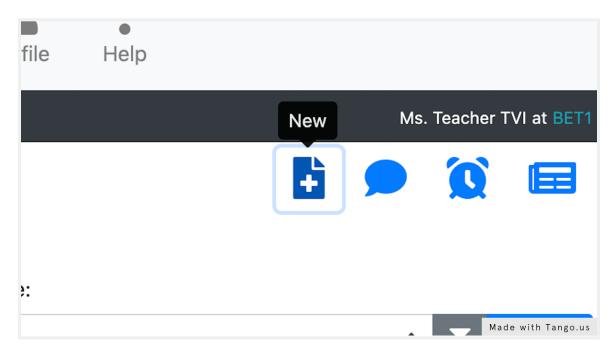


6. Click on Plans and Assessments

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



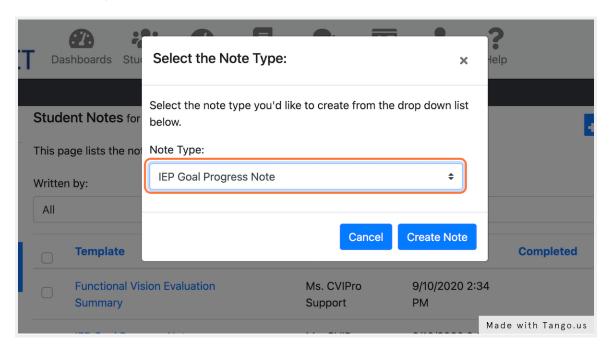
7. Click 'Add New'



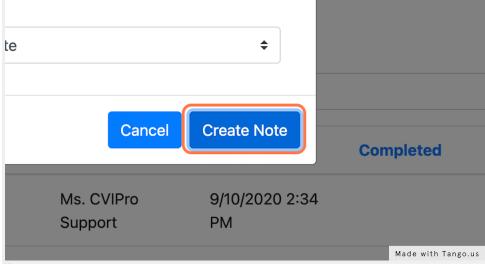


8. Select the Note Type

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



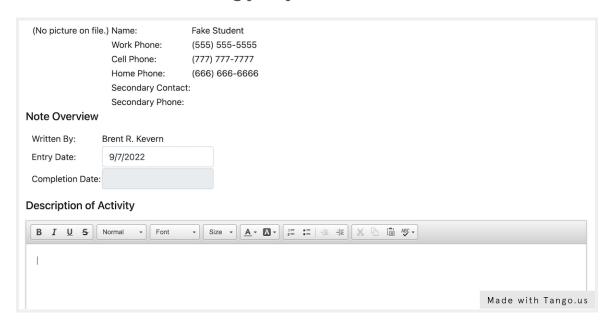
9. Click the 'Create Note' button





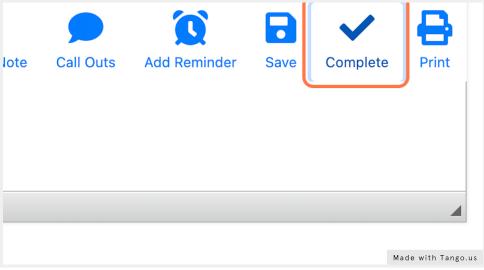
10. Add notes to the template provided

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.



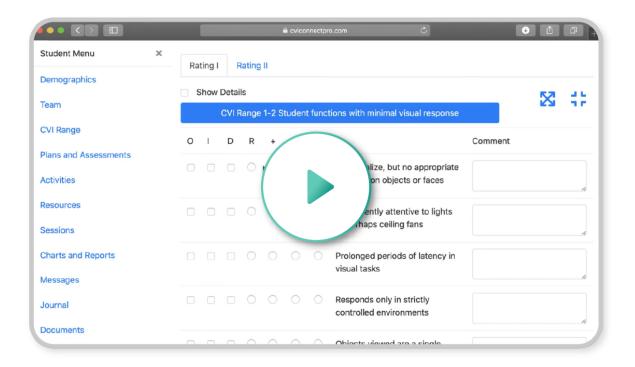


CVI Range Scoring Forms



Inputting the CVI Range (watch video)

Dr. Christine Roman-Lantzy's CVI Range tool is available in your CViConnect PRO dashboard. The following steps explain how to complete the CVI Range online.

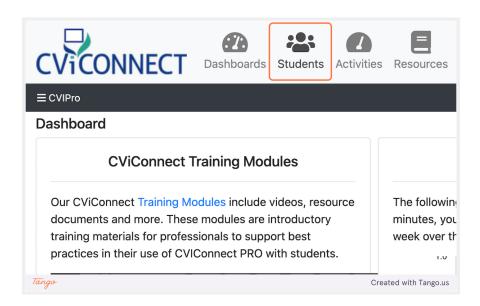


1. <u>Sign in to your CViConnect PRO dashboard at cviconnectpro.com</u>



CVI Range Scoring Forms

2. Click on Students



3. Select the student you plan to work with.

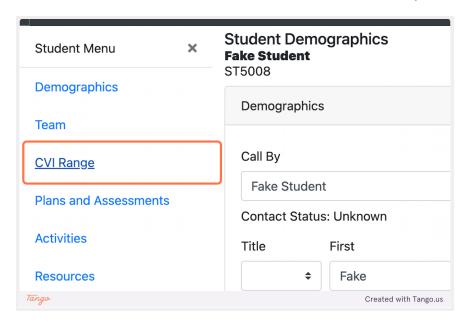
Nui	mber	First	Last
ST5	5006	Tommy	Public
STE	5008	Fake	Student
Tes	t3	John	Public
Tango			Created with Tango.us



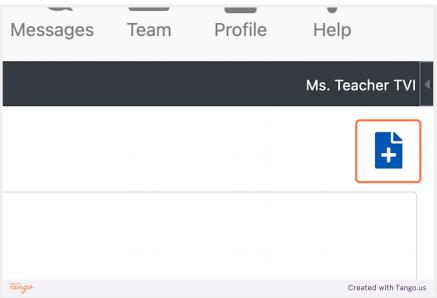
CVI Range Scoring Forms

4. Click on CVI Range

From the 'Student Menu' on the left-hand side, select the 'CVI Range'



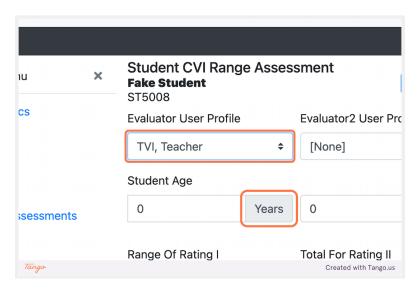
5. Click add new



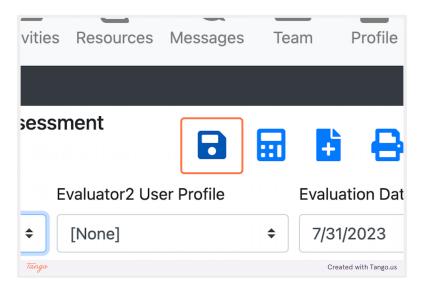


6. Edit assessment information

Record the name of the evaluator, the student's age, date, and even comment where the assessment was completed.



7. Click Save

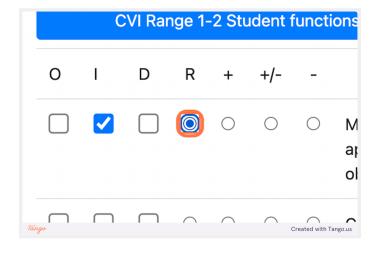




8. Complete Rating I scoring. Check the O (Observation), I (Indirect), and D (Direct) assessments to score each statement accordingly with either R, +, +/-, or -.

For more information on scoring the CVI Range, hear from Dr. Christine Roman-Lantzy PH.D herself. https://youtu.be/rembt5MrIns

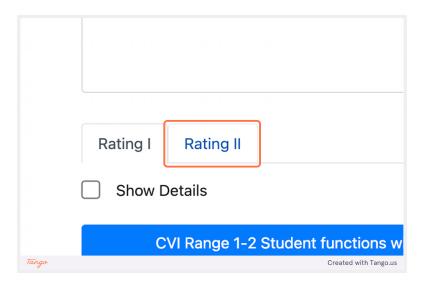




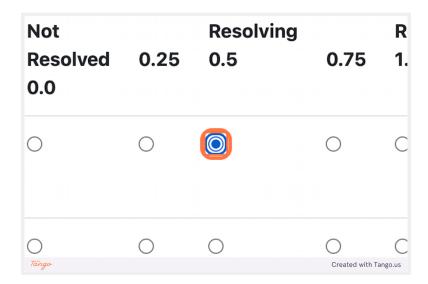


9. Click on Rating II

When complete, move on to scoring Rating II.

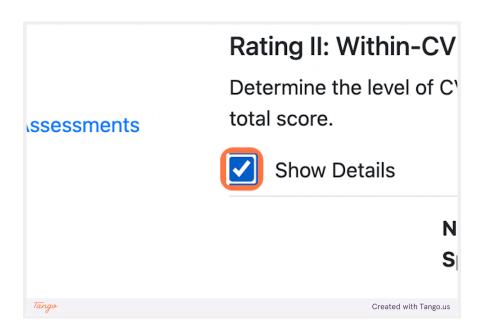


10. Select the Rating Score (0.0, 0.25, 0.5, 0.75, or 1.0)

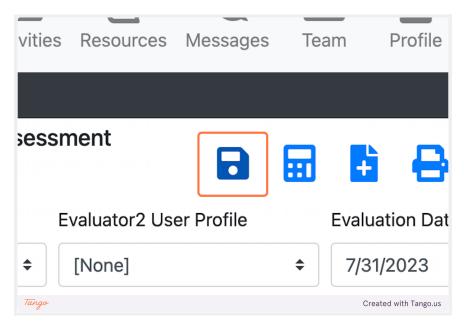




11. If you need scoring criteria, check the Show Details box.



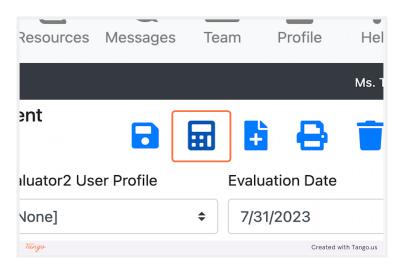
12. Save your work



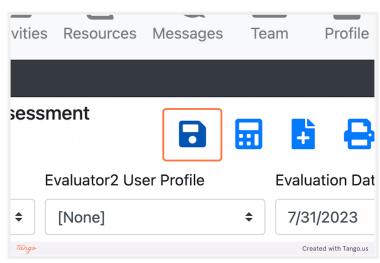


13. Click the 'Calculate' button

You can score on your own, or allow the computer to calculate the student's CVI Range score based on your input below. Please note that during testing we found this feature to be accurate and helpful. It is highly encouraged all evaluators double check the score given and confirm it matches your expectations based on the child you are evaluating.



14. Click on Save

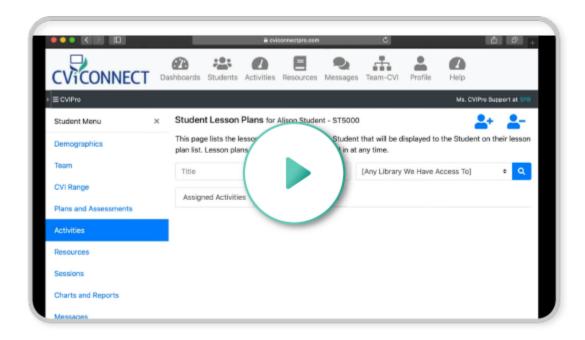








Assigning Activities (watch video)

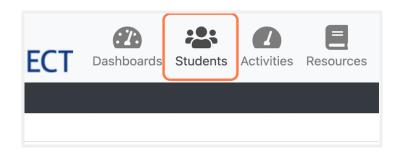


1. Go to Dashboard

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

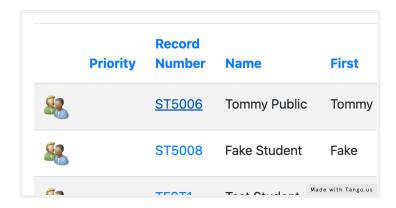


2. Click on Students



3. Select the student you wish to work with

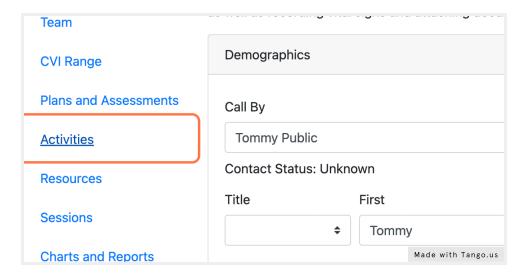
Click the link associated with the your student's account



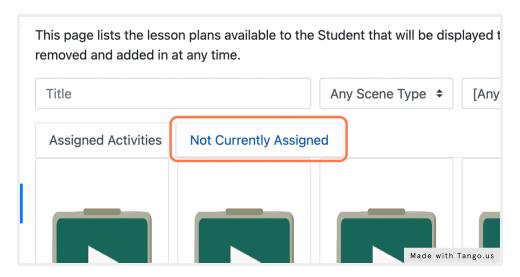


4. Click on Activities

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

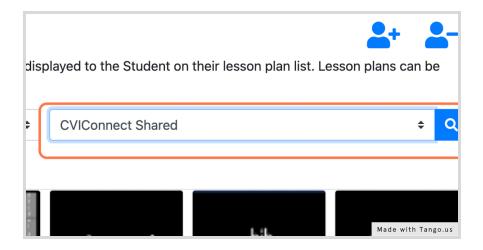


5. Click on Not Currently Assigned



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

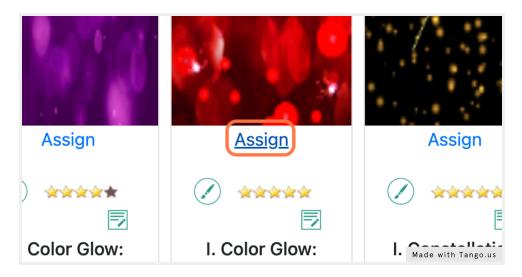
Search for Activities within the library you selected. For a more specific search, you can add keywords in the text box provided to the left prior to clicking the search icon.

	-	
dent on their lesson plan list. Lesson plan	s can l	be
		Search
hared	\$	Q
	Ма	de with Tango.us



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.



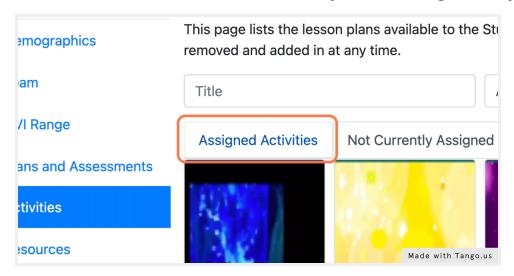
Remove Activities

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

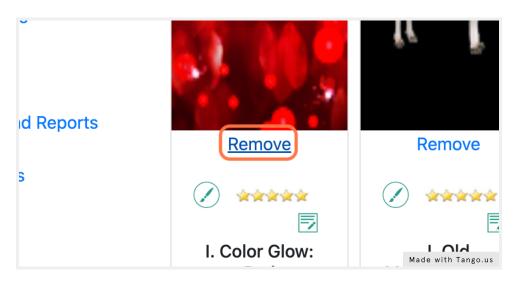


9. Click on Assigned Activities

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



10. Click on Remove



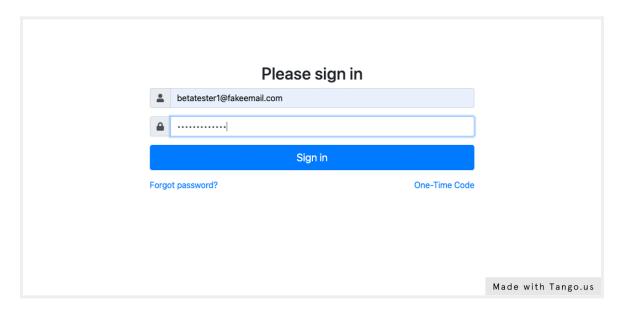




Sharing Resources (watch video)

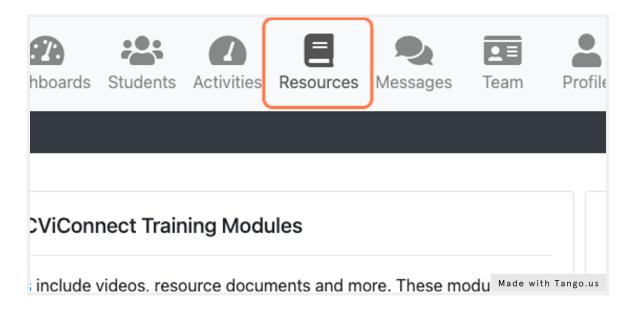
- 1. Go to CViConnect PRO Dashboard Login
- 2. Sign in

Use your assigned user ID and password to sign in to your account.

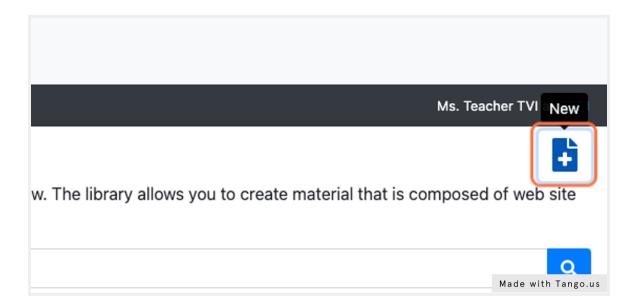




3. Click on Resources

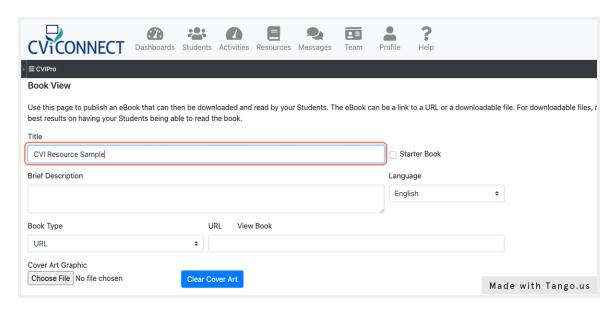


4. Click on Add New

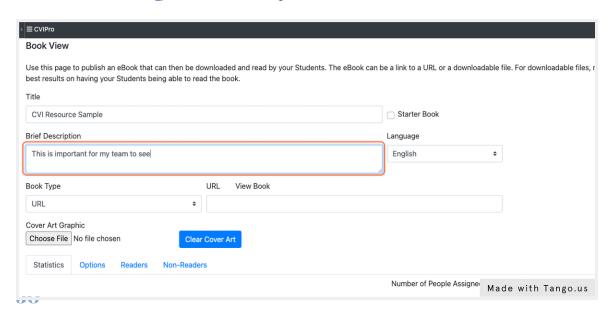




5. Fill in the resource form provided beginning with the Title



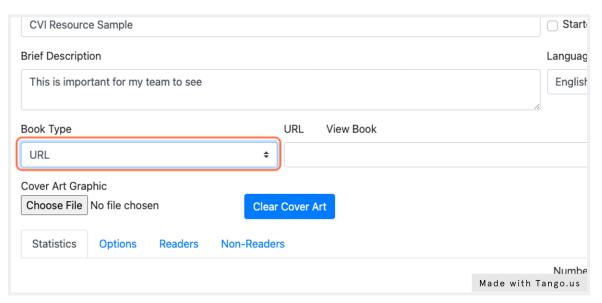
6. This is important for my team to see





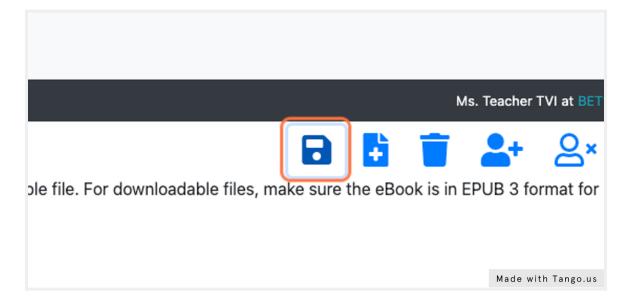
7. Use the drop down menu labeled 'Book Type' to select either URL or Downloadable File

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.



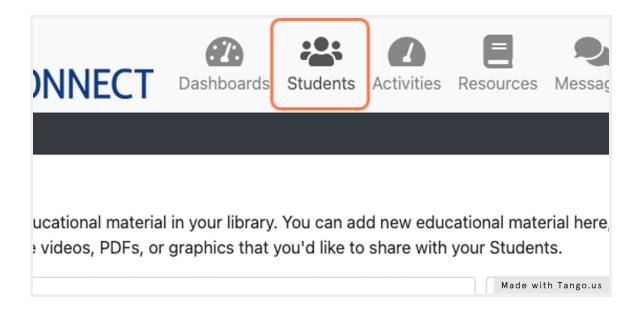
8. Click Save

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

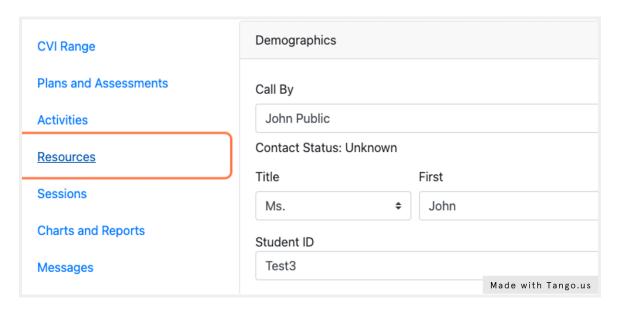


10. Select the student you wish to share your new resource with

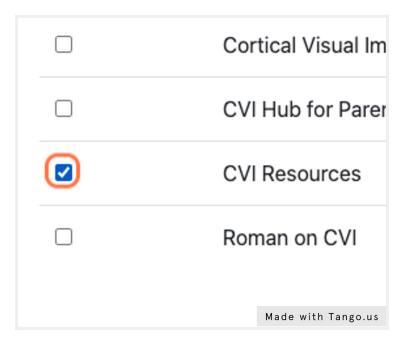
	TEST1	Test Student	Test	Student
<u> </u>	Test2	Test Tudent	Test	Tudent
	Test3	John Public	John	Public
<u>\$2</u>	Test4	Taylor Thomas	Taylor	Thomas



11. Click on Resources from the student menu



12. Click the checkbox to select your resource





13. Click on left arrow

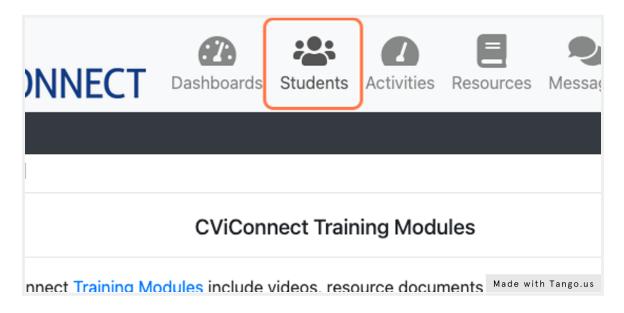
The left arrow moves selected books to the user's bookshelf for their team to view. The right arrow moves selected books off the user's bookshelf.

Stu		shelf, check t	he "Selected" cl	eir bookshelf. The educat neck box in the list labeled
			← →	Books Not On She
	Complete	Keyword		
s	False			Selected Made with Tango.us





- 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
<u> </u>	Test2	Test Tudent	Test	Tudent
	Test3	John Public	John	Public
<u> </u>	Test4	Taylor Thomas	Taylor	Thomas
- © 2022 Li	feScience Techno	ologies, LLC. All rights i	reserved Mac	de with Tango.us

4. Click on Messages from the student menu

Resources	Contact Status: Un	known	
	Title	First	
Sessions	Ms.		
Charts and Reports	Student ID		
<u>Messages</u>	Test3		
Journal	Gender		
Documents	○ Male ⊙ Fema	ale Unknown	
- © 2022 LifeScience Technolo	gies LLC. All rights reserved		
G 2022 Ellescience recilion	gios, LLO. All rights reserved.		Made with Tango.us

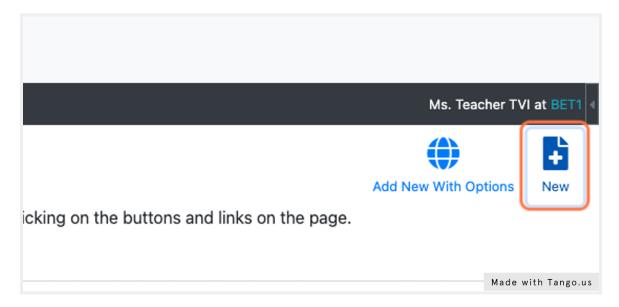


5. Read any existing messages from other team members

Sender [All]		Containing		
	Author	Content	Response	Date Se
#	Ms. Teacher TVI	John did an excellent job on the Cat activity today. The environment was highly controlled. Very proud of his hard work!		10/27/20 8:28:56
1 items	found.			

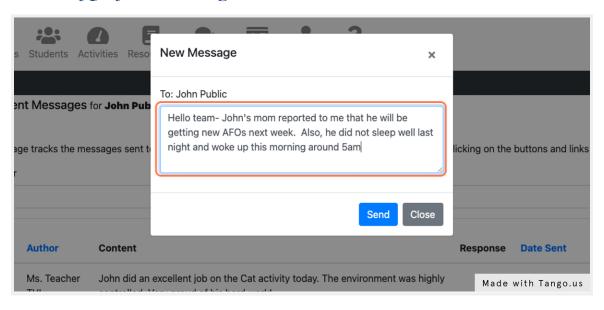
6. Click on New

To write a new note, click new

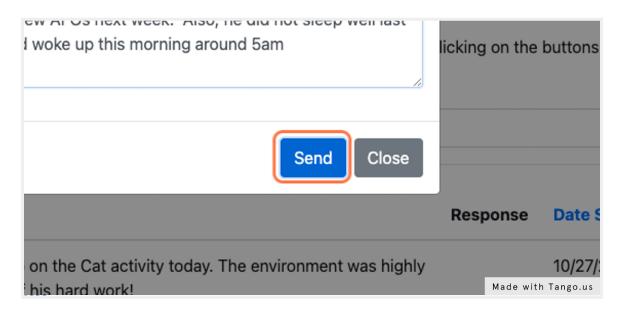




7. Type your message to the team



8. Click Send



Download CViConnect PRO



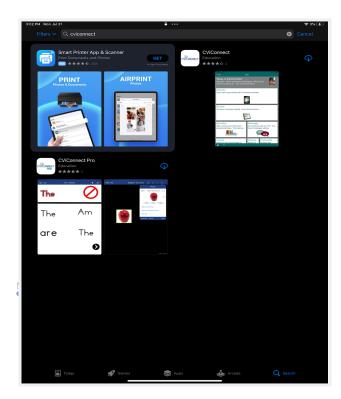
Download CViConnect PRO

1. Open the App store

On your iPad, open the App store



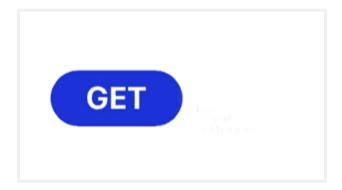
2. Search for CViConnect



Download CViConnect PRO

3. Touch 'Get'

When you touch 'Get,' the CViConnect PRO app will begin to download.



4. Find the CViConnect PRO App from your home screen

Swipe up or touch the home button to return to the home screen.

5. Touch the app to open

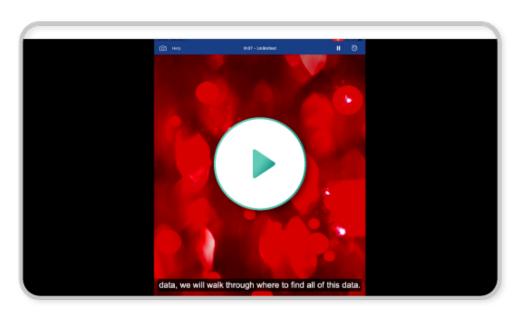
For further support follow our <u>Getting Started with CViConnect PRO</u> Resource Guide.





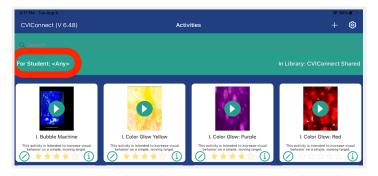


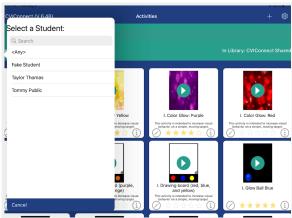
<u>Using the CViConnect PRO iPad</u> <u>Application (watch video)</u>



1. Select your student

Touch the menu on the left labeled 'For Student'. A drop down will appear, select the student you plan to work with.

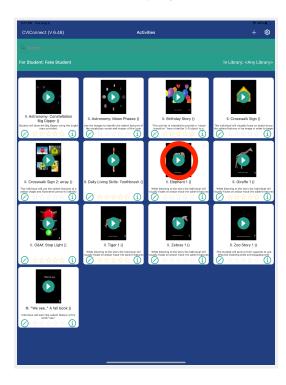






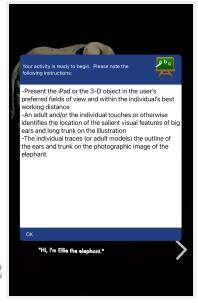
2. Select Activity

After selecting your student, their <u>assigned Activities</u> will load. From this list, select the play icon from the Activity card you wish to use.



3. Instructions

An instruction box will appear. This information can help the CVI moderator support the learner during the Activity. When you have read the information, press Okay.







4. Play

When ready, press play in the upper right hand corner. When you do the Activity will automatically begin collecting look, gaze, and touch detection data. You may be prompted to allow access to recording, camera, and microphone. This is part of the data collection process. For complete data collection, allow all.

Additionally, for the most accurate data collection, we advise the moderator to ensure the student and iPad are set up prior to pressing play. If needed, you can use the <u>preview eye detection view</u> to ensure the iPad's forward facing camera is set at an angle that can see the learner's face, especially their eyes.

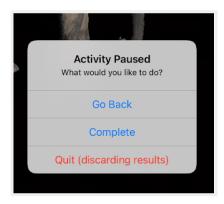




5. Complete

Press the 'Pause' icon from the top menu bar. When you do you will be given three choices.





Go Back: This will return to the Activity you were previously running.

Complete: This will complete the Activity and send all data to the student's web-based dashboard. Depending on the length of the Activity session, it may take some time for the data to complete the sending process. Additionally, a pop-up box will appear allowing you to add any relevant notes regarding your learner's session.

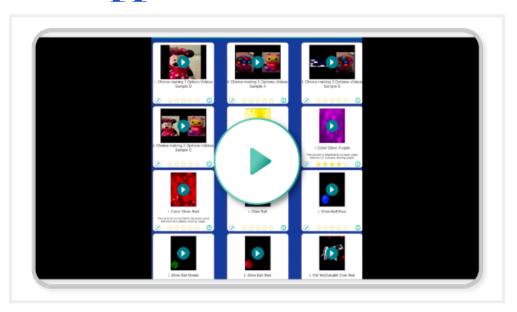
Quit (discarding results): This will quit and return to the main Activity list and will **NOT** save any data.







Navigating between the CViConnect PRO web-based Dashboard and the iPad application (watch video)

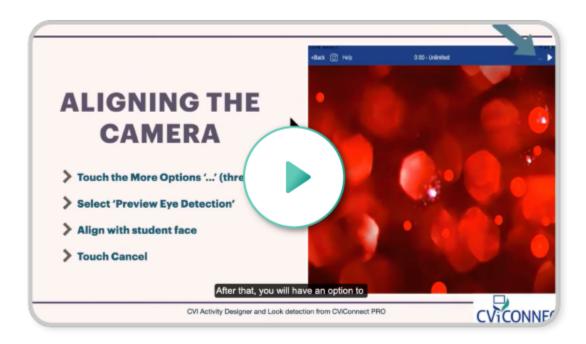






CViConnect PRO iPAD Application: Preview Eye Detection (watch video)

The preview eye detection view allows a moderator to ensure the camera is properly aligned with a student's face prior to beginning your Activity Session with a student.

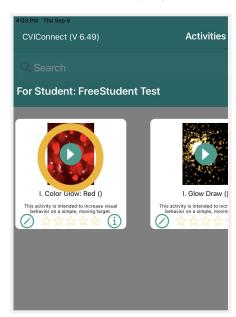




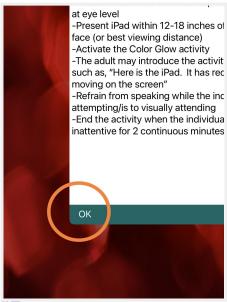
Preview Eye Detection

1. Select an Activity to use with your student

Touch the play icon in the center of the desired Activity.



2. Read the Activity instructions and press 'OK'



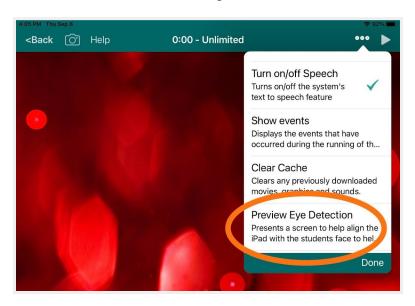


3. Select the 'More Options' icon

In the upper right hand corner, the more options icon looks like three dots.



4. Select 'Preview Eye Detection' from the menu shown



Preview Eye Detection

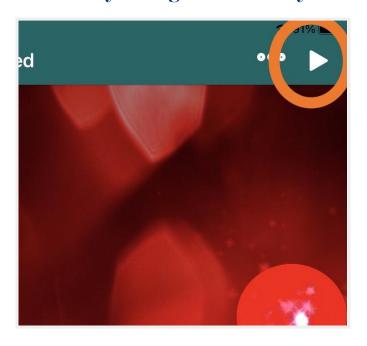
5. Align the student's face within the camera view shown

The iPad's forward facing camera will record more accurate data if the iPad is stabilized through the session. Note, the data collection still works even if the iPad cannot be stabilized.

After you have aligned the camera, be sure to keep the iPad in the same position during the remaining steps.

6. When you are done touch off the screen or touch OK.

7. Press 'Play' to begin the Activity session.







In order for CViConnect to collect the data, each iPad needs to give access to the CViConnect iPad applications. There are two things needed to give full access.

1. Open Settings app

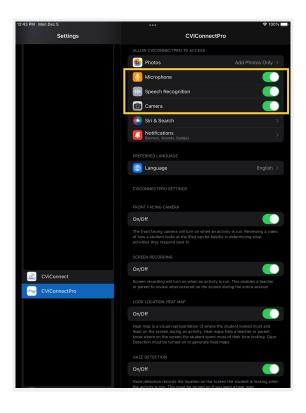
On each iPad running CViConnect or CViConnect PRO, open the iOS settings app.

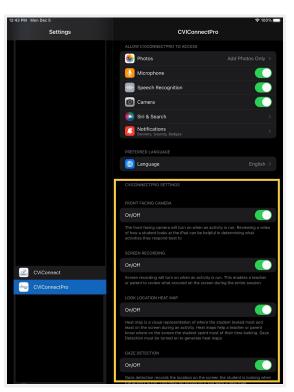




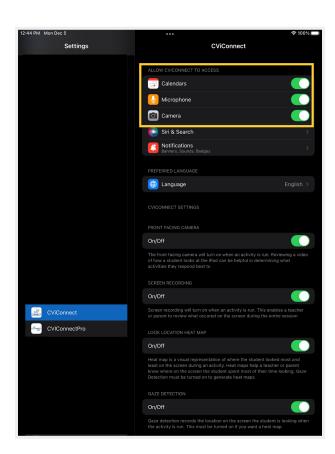
2. Select CViConnect and/or CViConnect PRO

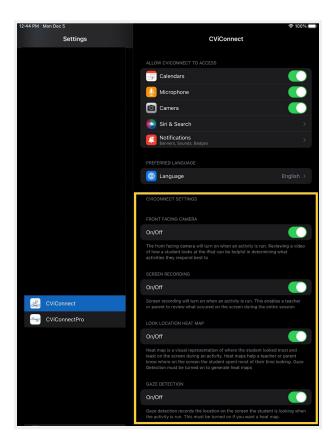
From the left hand side, scroll down and find the CViConnect and CViConnect PRO. Allow the CViConnect app to access the microphone, speech recognition, and camera. Scroll down and toggle on the following CViConnect settings; Front Facing Camera, Screen Recording, Look location heatmap, and Gaze detection. If your iPad has both apps downloaded, both apps need all of these settings toggled on.







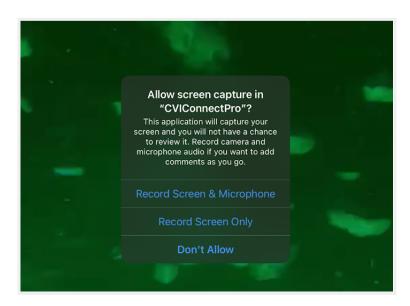






3. Allow record Screen & Microphone.

Once in the CViConnect and/or CViConnect PRO you will select an Activity to run. Upon pressing play, a pop-up will appear asking to allow screen capture in CViConnect. This prompt is required by Apple and will re-appear at various intervals set by Apple's security parameters. When this prompt appears, selecting Record Screen and Microphone will give you all of the data on your CViConnect PRO dashboard. By selecting Record Screen Only or Don't Allow, you may be missing your decibel detection, heat maps, and screen recordings.







FAQ: Basic CViConnect PRO iPad application Navigation

1. Which iPad application do I use?

We suggest families utilize the CViConnect App and professionals use the CViConnect PRO app.

2. I have signed in to the application and my screen is blank.

It is possible you have signed into the wrong app. A student or family needs to use their login credentials for the CViConnect app. Team members need to use the CViConnect PRO app. If you are unsure what kind or login credentials you have, please ask your account manager (or the person who gave you your user credentials).

3. When do I use the app vs when do I use the web-based dashboard?

The CViConnect PRO iPad application is primarily used for running and creating Activities. The CViConnect PRO web-based dashboard is used for teams to update student profiles, enter baseline data, assign Activities, and review all data. The CViConnect app (primarily used at home) is used for families to run Activities, communicate with the IEP team, and access resources.

4. How do I know if the iPad is capturing my learner's looks?

First, you can use the <u>preview eye detection</u> option prior to running an Activity session to ensure the iPad is aligned with your learner's face.



FAQ: Basic CViConnect PRO iPad Application Navigation

5. Where should I place the iPad?

The iPad should always be placed in the learner's preferred field of vision. If you do not have this information yet, you can determine the learner's preferred field of vision by running the same Activity in various fields (one session per field) and comparing the data.

6. How far away should I put the iPad?

First, the iPad should be set at the learner's preferred visual distance. Secondly, you can use the <u>preview eye detection</u> option prior to running an Activity session to ensure the iPad is only seeing your learner's face and not any other peers in the room. Lastly, if you do not know your learner's visual distance, you can use the data collected from various distances to find where your learner does best.