Tobii Dynavox

Introduction to Compass

Training Guide

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Tobii Dynavox Introduction to Compass **Training Guide**

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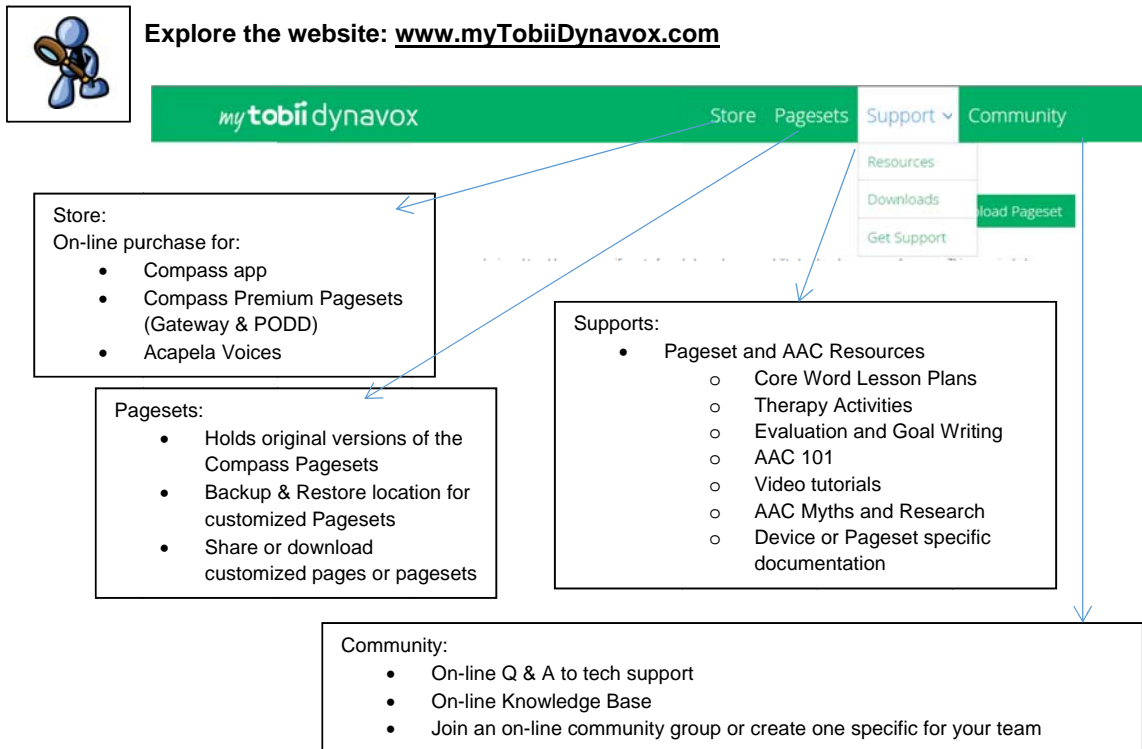
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Introduction to Compass - Table of Contents

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Welcome to Tobii Dynavox!
This training manual will focus on the Compass software on your T-Series device, ISeries or as an app. Compass is communication software that is flexible and robust to empower individuals with complex communication needs with a variety of skills and age ranges.

Let's Get Started! Setting up your "myTobii Dynavox" account

First thing is first! Your "mytobiidynavox" account is your personal website for managing and backing up your communication tools, connecting with your entire communication support team, and sharing communication pages.

Explore the website: www.myTobiiDynavox.com

my **tobii** dynavox   Store   Pagesets   Support ⌄   Community

Resources
Downloads   load Pageset
Get Support

Store:
On-line purchase for:
- Compass app
- Compass Premium Pagesets (Gateway & PODD)
- Acapela Voices

Pagesets:
- Holds original versions of the Compass Pagesets
- Backup & Restore location for customized Pagesets
- Share or download customized pages or pagesets

Supports:
- Pageset and AAC Resources
  - Core Word Lesson Plans
  - Therapy Activities
  - Evaluation and Goal Writing
  - AAC 101
  - Video tutorials
  - AAC Myths and Research
  - Device or Pageset specific documentation

Community:
- On-line Q & A to tech support
- On-line Knowledge Base
- Join an on-line community group or create one specific for your team

List Resources to Revisit:

Note: For more specific information regarding hardware and basic operations of your device, find the **Quick Start Guide** under **Direction and Documentation** in **Resources** on myTobii Dynavox.

II. Compass Pagesets

2A. Overview of Primary Pageset in Compass

Pagesets are a combination of communication pages designed to address a specific set of needs based on age, ability level and access preferences. When you turned on your device for the first time, the Set up Wizard helped guide you to the most appropriate pageset based on the information that you provided.

You have probably already chosen the Pageset that best meets the needs of the AAC user. If you haven't yet chosen a Pageset, the Setup Wizard will walk you through a series of steps to identify the most appropriate option.

There are **8 Pagesets** and **2 Premium Pagesets** available:

- **Master Page**
- **NavBar**
- **Stroke and Brain Injury**
- **Core First**
- **All Access**
- **Navigator**
- **Text-Based**
- **WordPower**
- **PODD***
- **Gateway***

Helpful Tip: A clean copy of each pageset can always be downloaded from myTobiiDynavox.com.

Premium Pagesets (see Addendum)

Additional Supports:

Video resources:
Go to www.mytobiidynavox.com > Support > Resources > Videos and watch short, focused videos to help you learn, use, and personalize your chosen Pageset.

Lesson Plans:

Go to www.mytobiidynavox.com > Support > Resources > Ideas for Therapy for lesson and therapy plans to get started with instruction.

Master Page Pageset uses a traditional master page layout and offers communication tools and an array of topics. The Master Page Pageset supports both large visual scenes and a more traditional grid of messages for each topic**.** It can be can be customized for all ages and ability levels.

Master Page Pageset supports the needs of children and adults who:

• Need to use a keyguard to access buttons on the page
• Use alternative access such as scanning (grid layout only).
• Benefit from symbol-based communication pages
• Are familiar with a traditional master page design

Helpful Tip: Pages can be simplified by decreasing the number of topics that will appear on the Home page. As skills increase, gradually introduce new topics. Make sure to pick topics that are motivating when first introducing the device to the AAC user.

NavBar Pageset offers a unique design that will allow the communicator to access any Topic without switching between pages. In addition, NavBar offers communication tools and array of topics that are accessible from any Topic for ease and efficiency. It can be can be customized for all ages and ability levels.

*NOTE: Both large visual scenes or a more traditional grid are available.

NavBar Pageset supports the needs of children and adults who:

• Benefit from symbol-based communication pages
• Who benefit from having topics available no matter where they are in the system (flat navigation).
• Who are growing language and literacy skills.
• Can benefit from a systematically growing core word strategy.

Helpful Tip: Touching a hotspot within a visual scene will provide access to sub-topic vocabulary on the page.

The **Stroke and Brain Injury Pageset** is the first comprehensive communication Pageset designed to address the unique language needs of individuals with aphasia. Designed through extensive research, field-testing, and customer insight, it provides an unmatched solution for those who have had a stroke, brain injury, or other condition resulting in aphasia.

The Stoke and Brain Injury Pageset supports the needs of adults who:
- Have survived a stroke or other type of brain injury where their communication needs cannot be met using speech alone.
- Can benefit from topic-based communication and tools to support interactive communication in everyday environments.

*The Stoke and Brain Injury Pageset uses a NavBar layout.

Helpful Tip: Use the Communication Needs Assessment to gather information to determine which topics are important to the individual.

The **All Access Pageset** includes a comprehensive vocabulary that can be customized for all ages and ability levels and offers a unique design for choosing/adding topics.   In addition, All Access Pageset supports easy storage of messages on a page, and efficient retrieval and editing of messages previously spoken (e.g., Message History).

The All Access Pageset supports the needs of children and adults who:
- Use direct selection as well as alternative access methods, like scanning, head mouse or eye gaze (I-Series only).
- Can benefit from symbol-based communication pages organized by topics.
- Have difficulty with a swipe motion on a touch screen.

Helpful Tip: Use the Communication Needs Assessment to gather information to determine which topics are important to the individual. Prioritize identified topics to determine what should be added to the "Favorites" area.

The **Navigator Pageset** was designed for a person with ALS in mind, however, anyone who prefers to use a spelling-based AAC system can benefit. It provides a structure to store topic-specific messages and efficiently access and edit previously spoken messages and uses a series of System Levels to introduce new communication tools and other features in a way that promotes easier learning and more successful use.

The Navigator Pageset supports the needs of teens and adults who:
- Have adequate literate skills to compose messages via spelling.
- Have the ability to use a variety of access methods, including a keyboard, scanning, head mouse or eye gaze (I-Series only).
- Can benefit from rate enhancement strategies such as letter, word, and phrase prediction.

Helpful Tip: Message History allows the AAC user to easily retrieve messages that have been created in the past.

The **Text-based Pageset** is designed for literate teenagers and adults and offers communication pages with single words and complete messages organized as Topics, QuickFires, Keyboards, and other Communication Tools.

The Text-based Pageset supports the needs of teens and adults who:
- Prefer to use text-based communication pages.
- Can benefit for topic-based organization of messages.

Helpful Tip: If the AAC user prefers to use a keyboard, consider choosing the keyboard as the home page.

Core First is Tobii Dynavox's own pageset centered around core words. Presented in a variety of layouts to facilitate development and meet access needs, Core First has two key options: the Fitzgerald Key and Keyboard Core. The Fitzgerald Key has two options for core growth – start with a small number of buttons and grow, or start with a complete set of buttons and fill in. The Keyboard Core presents core words that are generated through a keyboard approach.

Fitzgerald Key
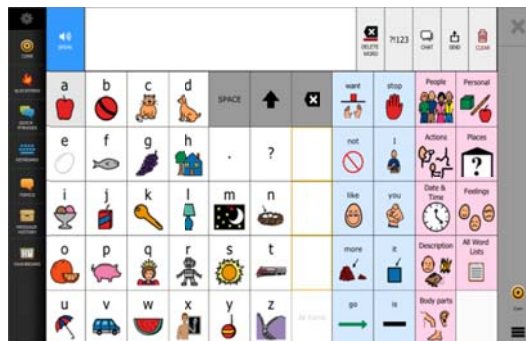
Keyboard Core

Helpful Tip: Go to www.mytobiidynavox.com > Support > Resources > Ideas for Therapy for **Core Word Lesson Plans** – Set 1 & 2.

WordPower is a well-known, core word strategy developed by Nancy Inman M.A.T., CCC-SLP that allows you to combine single words into your own phrases and sentences. WordPower is appropriate for communicators of varying ages and communication ability levels ranging from those who are developing literacy skills to fully literate.
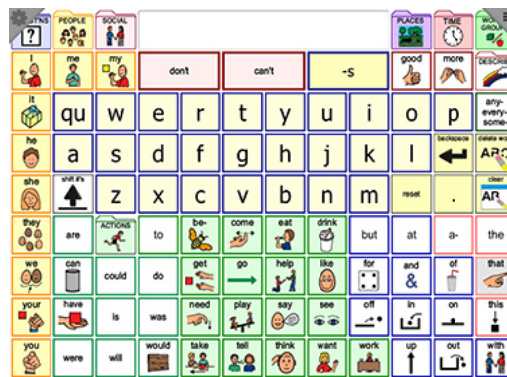
*WordPower is not included with the perpetual app.
*WordPower provides text, symbol-based and scanning layouts in a variety of grid sizes.

Helpful Tips: Find additional therapy materials on Nancy Inman's website:
http://www.inmaninnovations.com or watch her recorded webinar "WordPower for Compass" on the Tobii Dynavox website >Training.

2B. The Pageset Wizard

If you are uncertain of which pageset may be appropriate for the user, the Pageset Wizard is a quick guide to help you narrow down the choices based on the information you provide.

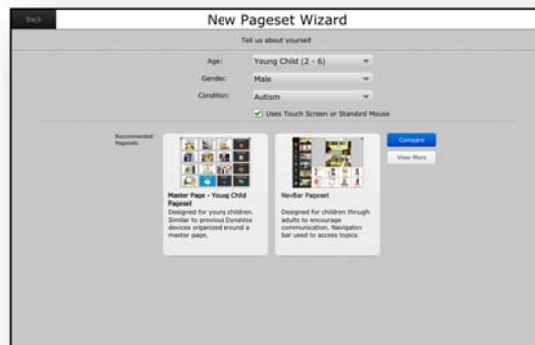***Two ways to find the wizard!***

1. When you first open the Compass icon on your device or app, the Pageset Wizard screen will open. Follow the prompts until you reach the page that asks for the age, gender and diagnosis of the user in dropdown menus. Based on your selections, the Pageset Wizard will present two *recommended* pageset options.

Note: Select the blue **Compare** button to see a more detailed description of each pageset recommendation. Select the **View More** button to view all available pagesets.

Note: You can select the **Back** button at the top left corner of the page to go back and change your selection.

Choose a pageset by selecting its thumbnail on your screen. An **"about"** screen will open providing more specific information on the pageset you have selected. If you decide you want to use this pageset, select the green **Select This Pageset** button.

2. If you are already in a Pageset, you may access the Pageset Wizard at any time. Here are the steps:
    a. Select the **Settings** menu.
    b. Select **Backup/Restore.**
    c. Select the **New Pageset Wizard** button.
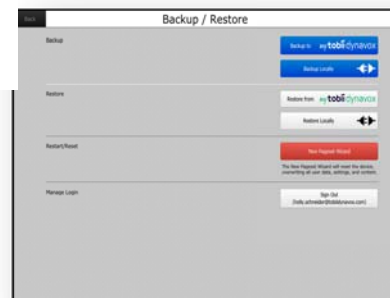
Note: The steps involved in the Pageset Wizard will vary depending on your pageset selection.

> **The Pageset Wizard** helps guide you to an appropriate pageset for the user, choosing a Communication Ability Level within the pageset and basic customization in the pageset.

Are there other settings the Pageset Wizard customizes?

Yes! Depending on the pageset, the Pageset Wizard will help to:
- Choose a layout (grid or visual scene)
- Determine a suggested communication ability level for the user (questionnaire)
- Choose an appropriate access method
- Understand the organization of the pageset and communication tools (on-board video overview)
- Choose pre-programmed Topics of interest to start communicating

 Let's Explore the Pageset Wizard!

Although you may have a specific individual using Compass, let's use a case study just to explore this feature.

1. Go to Settings
2. Select Bakup/Restore
3. Select New Pageset Wizard
4. Continue with New Pageset Wizard option
5. Now use the following information to help narrow down a choice of pagesets:
   - *Nathan is 7 years old. He has Cerebral Palsy.*
   - Choose **All Access** Pageset
     - Note that you can compare the two options

New Pageset Wizard

Customizing Content

Now you can begin to customize some of the page layout ahead of time. You can always change to a different layout once you start without having to reprogram.

Step 1: Levels Questionnaire

Some Compass Pagesets are organized using Communication Ability Levels designed to introduce the right communication tools in the optimal arrangement for the user.

The Ability Levels are:
- Emergent
- Emergent-Transitional
- Context-Dependent
- Transitional-Independent
- Independent
   *See the Communication Ability Level resource in the Addendum
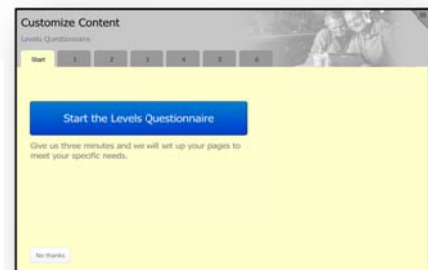
Be sure to watch the **video tutorials** on your device for each Ability Level. They can be found on the Levels Menu from the Dashboard.

Communication Ability Levels help to provide a framework with which to build communication and literacy skills to support growth in both age and ability while always providing content or vocabulary appropriate for the setting from an Emergent to Independent communicator.

Note: A visual of the Communication Tools set at each Ability Level for one of the three pagesets, can be found under Resources > Understanding Compass. These also provide a brief description of each Communication Tool within the pageset.

The following Pagesets incorporate Ability Levels:

- NavBar Pageset
- All Access Pageset
- Master Page Pageset

If you are not using any of these Pagesets, this tab will not appear in the wizard.

Explore the Questionnaire!

These questions help guide you to a suggested starting place or ability level in the Pageset based on the AAC user's communicative strengths and abilities. How would you answer the questions based on the following information for Nathan?

- *Nathan is using a communication book and can request preferred items or activities as well as use symbols to describe things and actions. He still needs help using them consistently as well as navigating to the right page at times. He can talk about familiar topics fairly independently but needs help with new or unfamiliar topics. He definitely can follow complex conversations. He recognizes letters but is not reading independently.*

What Communication Ability Level did the wizard suggest? _____

Based on your answers, you will see a recommendation for a specific level and see screen shots of the layout (number of buttons on the page) for the pageset and level.

You can review other levels at this point by using the pull down menu.

You can change the level now or later, after the user tries it.

Step 2: Access Method Tab

Two of the Compass Pagesets, All Access and Navigator, are specifically designed for individuals using alternative access methods such as scanning. For these Pagesets, an Access Method tab will appear in the wizard to allow you to customize a specific access method and try it out/practice.

This video provides a general overview of the most common access methods

Once you choose an access method, you may customize it here (e.g., set scan pattern, use audio cue or set a hold time)

Use the access method wizard if you are not sure which one is most appropriate for the user.

Use the pull down menu to choose an access method

Practice the access method with fun games such as "Wack-a-mole" or "Matching". Some games can be personalized to increase interest/motivation using the modify button on the bottom right corner.

Step 3: Layout Tab

A layout is recommended based on your answers.
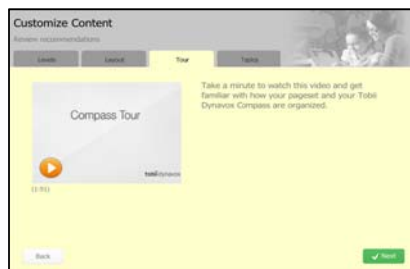You have the option to view other layout options using the
pull down menu.
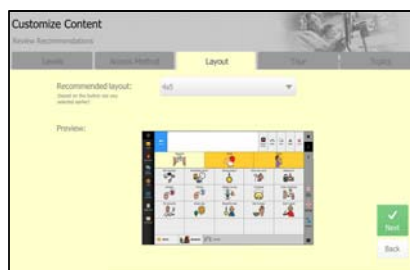
Step 4: Tour Tab

A short video tutorial is provided to give you an overview
of the chosen pageset organization and communication
tools.

Explore!
 Take a few minutes to explore the video tour!

Step 5: Choosing Topics

Topics are how we organize things we say every day. They are the messages routinely or typically
said in a particular situation such as "I like that show" when watching TV. Your Pageset has many
Topics pre-programmed to use as a starting point. Each can be customized once you are in the
Pageset. You may change, create or choose additional Topics at any time so you may think of
choosing a few while in the wizard.

Explore the Topics!
In the All Access Pageset you can choose
topics to go into the Favorites (topics that
are frequently used and/or motivating)
and Topics. Choose Topics for Nathan
based on his schedule and interests.

- **Favorite topics:**
    - About Me
    - Jokes
    - Pets
- **Topics**
    - My Emotions
    - Dressing
    - Breakfast
    - Games
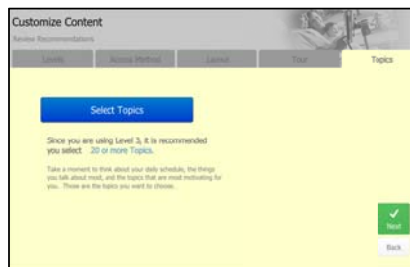
> Filling out a daily schedule may be
> helpful in choosing Topics. Download
> the **Schedule of Daily Activities**
> resource on myTobiiDynavox.com >
> Resources > AAC Goal Writing.

Start Communicating

Once you choose "Next", the video tutorial and links to
the help resources will appear and the final step is to
select "**Start Communicating**"!

**Nathan's All Access
Pageset**
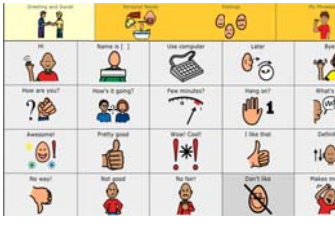
III. Communication Tools – The Common Denominator

The Communication Tools within the Compass pagesets are built upon two core elements we call **Efficiency** and **Precision** that work together to address day-to-day, real-time interaction as well as develop language and literacy skills. In addition, each pageset includes supporting tools specific to the chosen Topic.

3A. Communication Tools for Efficiency

Communication Tools for efficiency encourage successful day-to-day interaction and support fast and efficient communication by making use of reusable words, phrases, and sentences. Examples of these interactions might be greeting the store clerk, commenting about the weather, agreeing or disagreeing about the movie your friend saw or asking a question during dinner.

You will find three different types of *efficiency tools* within the pre-programmed communication pages:

Topic Messages	QuickFires	QuickPhrases
Messages routinely or typically said in a particular context or situation such as: • Breakfast • Caregiver • Cooking • Bubbles	Messages that allow quick interaction in any conversation at any time, and in any place. They include: • Fillers *(yeah, ok)* • Interjections (*Wow! Cool!)* • Generic Comments *(All done. Thank you.)*	Complete thoughts that have a specific purpose and may be used in multiple conversations across contexts. They may include: • Greetings • Personal Needs • Feelings

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Sub-Topic Messages:

In addition to general messages, an individual may go "deeper" into a conversation with sub-topics. For example, when getting dressed you may have a sub-topic of "Closet", "Dresser" or "Mirror".

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3B. Communication Tools for Precision

Communication Tools for Precision facilitate the development and use of higher level language ability, literacy skills and novel message creation (i.e., saying something unique).

These tools help an individual interact in conversations in which they need to ask or provide information that is more specific. For example, explaining why their homework was not finished, telling the doctor what is causing you pain, or sharing good news with a friend.

Each Pageset has three types of *precision tools*:

Core	Word Lists	Keyboard
Core words are words that every communicator uses in every environment. An individual may combine core words to form unique messages or use them in conjunction with Word Lists.	Word lists are organized categorically such as "Places" or "Transportation". Word Lists provides the opportunity to expand a message using a single word or by combining with core words. **Topic Word Lists** are found in each Topic. They are specific words related to that Topic such as "colors" or "clothing items" in the Dressing Topic.	Having access to a keyboard, even if the user is not a proficient speller, provides an opportunity to participate in language and literacy activities and development. There is a variety of keyboard layouts ranging from alphabetical to QWERTY with or without word and phrase prediction options.

For additional background about **Core** and the research foundation for development, download the **Story of Core** from "mytobiidynavox" > Resources > Myths and Research > References.

Video tutorials about the function of each Communication Tool as well as editing can be found on the "mytobiidynavox" website > Resources > Videos.

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Explore QuickFires and QuickPhrases:

Find as many words/phrases/sentences in either QuickFires or QuickPhrases for the following communicative intents. Keep in mind you can also try combining single words together!

	QuickFires	QuickPhrases
What could you say if you wanted to gain someone's attention?		
What could you say if you wanted to make a positive comment?		
What could you say if you wanted to make a negative comment?		
What could you say if you wanted to let someone know you were following the conversation?		
What could you say to let someone know that you need more time to find what you want to say?		
What types of questions could you ask another person quickly?		
What could you say to end a conversation?		

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Explore using Communication Tools together!

The Communication Tools provide a balance to support an AAC user's ability to interact quickly or efficiently as well as precisely. We want to bridge the gap between AAC users and typical peers regarding social interaction. Keep in mind that:

- Not all tools need to be available.
- Tools are gradually introduced in levels.
- Some tools will be used; some won't.

In the next activity, take some time to explore using the different Communication Tools in a pretend conversation. You should still be in Nathan's pageset: **All Access Level 3** (Context-Dependent). Fill in a message you might say in the following conversation about **Getting Dressed** using the Communication Tool indicated in the far right column.

Language Tools:	QuickFires (QF)	QuickPhrases (QP)	Topic Messages (TM)	Topic Word (TW)	Core *Be sure to set layout to 20 words	Keyboard (KB)
Friend:	Hey what's going on?					
You:	Hi! Pretty Good. I need help. Can you help me?				QP (greetings and personal needs)	
Friend:	Sure, what do you need?					
You:					TM	
Friend:	I don't see it in here. Are you sure it is here?					
You:					TM	
Friend:	Is this it?					
You:					QF or QP	
Friend:	Glad we found it! Do you need help getting it on?					
You:					TM (General)	
After you are dressed, you want to ask your friend how you look….						
You:					TM (General)	
Friend:	You look great! Where are you going?					
You:					TW (Places)	
Friend:	Cool – have fun! See you later!					
You:					QF or QP	

3C. Supporting Communication Tools

Supporting Communication Tools are different types of tools that an individual may use to support their ability to express or understand messages. These tools will be found on the Dashboard menu or with a specific Topic.

Tool	Description	Tips! / Types
Whiteboard	The Whiteboard is like a blank piece of paper that your write or draw on with your finger. Use it to write letters, numbers or words or draw pictures to show the communication partner. The communication partner can also use it to help the user better understand a message.	***Tips!*** *The picture or word drawn on the whiteboard can be saved to be used at another time!* *You can add a symbol or image from your media library on to the whiteboard to expand an idea.*
Rating Scale	Use this familiar tool to share your opinion or to describe your pain. The communication partner can use it to share information in return.	***Tips!*** *There are several layouts of rating scales from 1 to 3 or 1 to 10 with text only or with symbols and text. Messages can be modified.*
Behavior Supports	Behavior supports are available in each Topic. These supports help increase independence in a situation or within an activity. They also provide visual representations about what is happening in an environment. Each can be modified or new ones created from templates.	***Types:*** • *Visual Timer* • *Contingency Maps* • *First-Then* • *Checklist Schedules* • *Mini-Schedules* • *Social Stories* • *Video Task Analysis* • *Token Chart*
Scripts	Scripts are a series or sequence of messages to help you communicate in situations that are important to you and/or that may be difficult. The communication partner may also use them to help the user understand a message better. They are located in each Topic and can be easily modified.	***Tips!*** *Monologues to share stories or share information. (simple)* *Dialogues are used in back and forth conversations. (more complex)*

Explore the Supporting Tools!

- Draw your state and city location on the Whiteboard. Save it!
- Open a Topic. Choose Supports and explore the supports for this topic.
- Choose another Topic and explore the Scripts.
- Using the Rating Scale ask your neighbor how they feel about the weather today.

Note: To use the Topic image within the Whiteboard, you must add the Whiteboard as a new button on the Toolbar. Search ***How to Add a Button to the Toolbar*** in the Knowledge Base.

IV. Additional Tools

4A. The Dashboard

The Dashboard is a popup that gives the user quick access to device controls such as volume or access method settings or items they may use frequently without navigating to other pages such as their photo album. You may hide or show any or all of the buttons on the Dashboard.

4B. The Levels Button

The Levels menu enables you to quickly and easily choose among Ability Levels to get the most appropriate tools and content and button size.

The Levels menu also provides access to overview videos and allows you to configure your Communication Tools - Topics, keyboard layouts, Quickfires, etc.
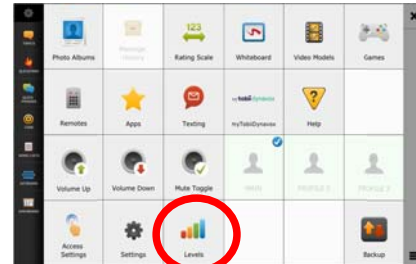
Make global changes to buttons such as font size or symbol location, or changes to the Message Window.
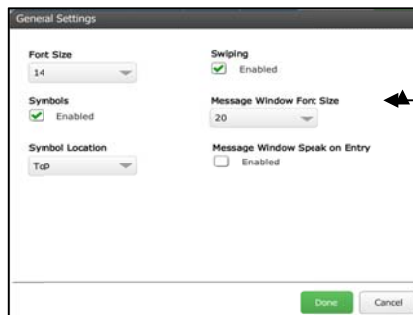
Choose additional Topics, change grid size or page layout. Enable HotSpots or additional supporting Topic tools.
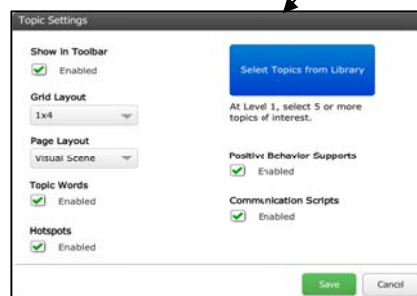
Choose to show tools in the Toolbar or change grid size of some tools.

Tip!
Configuring the Communication Tools allows you to customize the pageset for the user without a lot of programming!

Explore the Ability Level menu!

- Take some time to explore the different setting options in the configuration tools on the menu.
- Watch the video about a specific ability level.
- Change the ability level and see what changes in the pageset (e.g., grid size, Communication Tools in the Toolbar).

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V. The Settings Menu

The Settings menu gives the user access to the Page Browser, Editor, Page Creator, Vocabulary, Interface and Toolbar settings, Voice Settings, Rate Enhancement components, ability level settings, the camera and media library, the Remote Manager, access method settings, and backup and restore functions, as well as links to help documentation and videos.
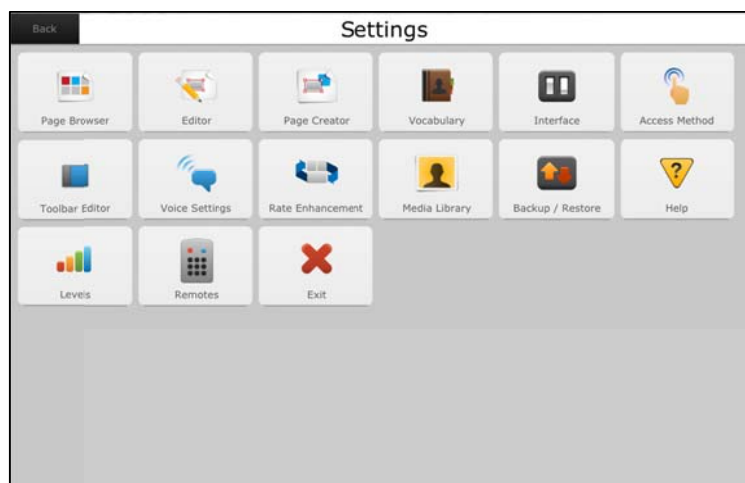
For more detailed information about each setting, download the Compass User Guide under Resources > All Documentation at myTobiiDynavox.com.

Here are a few notables to get started:

5A. <u>Pronunciation Exceptions</u>
The software voices may not always speak words correctly - especially in the case of proper names and some foreign-derived words. You can save alternate text or phonetic spellings of words to correct any pronunciation problems. To create a pronunciation exception:
1. Select **Voice Settings** from the Settings menu
2. Select the **Manage Pronunciations** button
3. Select the **Manage** button at the top right corner of the screen
4. Select either the **New Text Exception** or the **New Phoneme Exception** button. A dialog will open.
5. Enter the correct spelling of the word, and then enter the text (or phoneme) spelling.
6. Select **Save** (or **OK** for phonemes) to close the dialog and save the pronunciation exception.
7. Select **Done, Back, Done** and **Back.**

You may also select a specific pronunciation exception to edit

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5B. Creating a Password

A password will protect page editing and access to the Settings menu. (If you have forgotten your password, enter **DynaVoxCompass**). To set your password:

1. Select the Settings button in the Toolbar (or through Modify button).
2. Select **Interface Features.**
3. Select the **General** tab.
4. Using the onscreen keyboard, enter a password.
5. Select **OK** on the onscreen keyboard.
6. Select the **Done** button in the top right-hand corner of your screen.
   - *To clear the password, go back into Interface Features and clear out the text in Password text box.*

5C. Access Method Settings

The Compass software allows you to choose and refine a selection method that best suits your user's needs. When you make a selection on the Access Method menu, a Settings button will appear. Select the Settings button to open a menu that will enable you to customize the settings for your selection method.
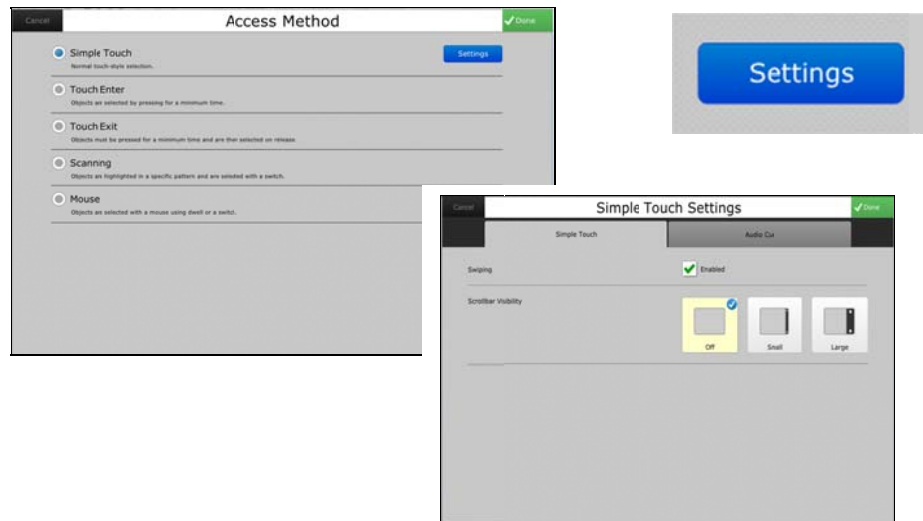
5D. Rate Enhancement

Compass software offers rate enhancement features that can help the user communicate more quickly and efficiently.

Word prediction is a feature in some keyboard layouts. It allows the user to enter only a few letters in the message window and, as the user composes a message, the prediction feature anticipates word choices displaying vocabulary options for quick selection.

You can activate and deactivate prediction features (or set up abbreviation expansions) using the *Rate Enhancement* menu.

For more detailed information about each setting, download the Compass User Guide under Resources > All Documentation at myTobiiDynavox.com.

The keyboard above has word and phrase prediction. The feature **Show Symbols with Predictions** is enabled.

5E. The Page Browser

The *Page Browser* is the quickest way to find a page to open or edit. You can search for a page by name, or look through the folders and see preview images of pages before opening them. Use the arrow button at the upper left of the screen (circled in the illustration below) to move up through the layers of folders. Select a folder to open it and display the pages inside. Select a page and a large thumbnail of the page will open.
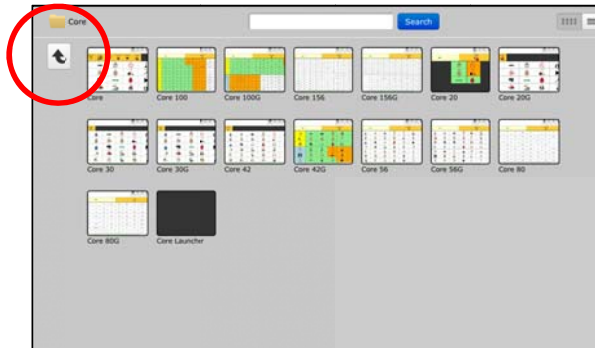
Page Browser showing the Core Folder in this pageset

5F. Interface Features

This menu allows you to adjust or define how certain objects are presented on the pages. Each tab in the Interface Feature menu presents a different group of controls and options, including **general settings**, **message window settings**, and **button settings**.

Options may vary depending on the Pageset you are using. For example, if you are using the NavBar Pageset, you can set which side the Toolbar appears through this menu. If you are using Master Page Pageset, you can set your Home page here.

Other highlights in this menu include:
- Changing the Message Window features such as "Speak on Entry" or using Symbols
- Setting the Keyboard
- Recording button usage
- Enabling symbol animation
- Setting password

5G. Using the Camera and Media Library

Your TSeries device has front and rear facing cameras. Take on the spot pictures to use when editing buttons or take pictures to use later when customizing.
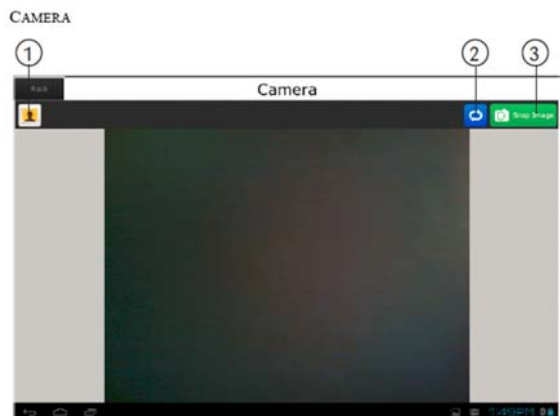
1. Opens your Media Library, and, if an image has been snapped, also saves that image.
2. Switches the camera from rear facing to front facing.
3. Select to snap a photograph. After an image has been snapped, the *Snap Image* button updates to *New Image*. Selecting **New Image** again saves the current image to your Media Library and snaps another image.

The **Media Library** is a viewer for all of your photos and videos. Videos and any photos that you take with your device will be displayed in folders under the *Images* and *Videos* tabs.

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5H. Backup and Restoring Pagesets

As you may know from experience with digital images on a camera or your phone, backing up is one of the most important things to do on a regular basis. A backup file will save customized settings, your edited pages, and data such as vocabulary. You can back up and restore your pageset either locally or to myTobiiDynavox.

To backup to your myTobiiDynavox account:
1. Select Settings
2. Select the **Backup/Restore** icon
3. Select the blue **Backup to myTobiiDynavox** button
4. You will be asked to name your pageset (we suggest to include a date) and description
5. If you are not already signed into your myTobiiDynavox account, you will be prompted to do so. If you are, it will start backing up and uploading into your account (Pagesets).

Note: The amount of time depends on your internet connection and/or how large the file

To backup locally:
You can back up to your local hard drive or to a USB driv
1. Select the **Backup Locally** button.
2. On the screen that opens, select a destination directory (*backups* is the default backup folder). Use the arrow button at the upper left of the screen to move up through the layers of directories.
3. Choose a directory in which to save your backup file or locate your USB drive.
4. Select the green **Select** button in the top right corner of the screen.
5. Enter a name for your backup file in the text box (include the date!).
6. Select **OK.**
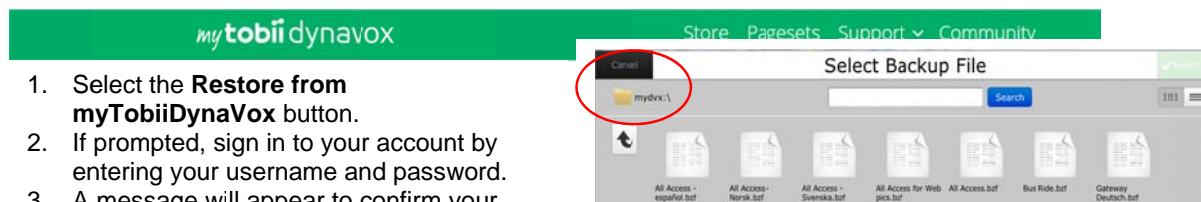
1. Select the **Restore from myTobiiDynaVox** button.
2. If prompted, sign in to your account by entering your username and password.
3. A message will appear to confirm your choice.
4. The *Select Backup File* screen will open.
5. Select the backup file you want to restore.
6. Select the green **Select** button in the top right corner of the screen.
7. Select **OK.** A progress bar will appear.

You can see the folder in the "Select Backup File" is "mydvx:\" indicating is it searching your Pageset files on myTobiiDynavox

To restore locally:
1. Select the **Restore Locally** button. A message will appear to confirm your choice.
2. The *Select Backup File* screen will open, displaying all of the backup files in the *Backups* folder.
3. Locate the file you want to restore. If necessary, use the arrow button at the upper left of the screen to move up through the layers of directories.
4. Select your backup file or locate the file on your USB drive.
5. Select the backup file you want to restore. Then select the green **Select** button in the top right corner of the screen.
6. Select **OK.** A progress bar will appear.

VI. Compass Pagesets – Organization & Basic Editing Tips

6A. The NavBar Pageset

Pageset Highlights
- Flat Navigation – access to Communication Tools are available at all times

Page Organization

Toolbar
Communication Tools

Can be set to be on the right or the left side or the top or bottom of the page area

Supporting Communication Tools
Topic Words, Behavior Supports and Scripts - related to each Topic

Topic Visual Scene with Hotspots
HotSpots have additional messages related to the Topic

Navigation Bar
Topics

Can be set to be on the right or the left side

Vocabulary Grid
Messages related to the Topic

__Grid based layout option has tabs instead of HotSpots__

NavBar Basic Editing

Selecting Additional Topics
1. Select the Dashboard and Select Levels
2. Select the **Topics** button
3. Select **Topics from Library**
4. Select **Manage** at the top right corner of the page
5. Select the as many Topics as you would like
6. Select **Show**
7. Select **Done**
8. Select **Back**
9. Select **Save**
10. Select **Apply**

Select Topics from Library

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Modifying the Content of Buttons

1. Select the Modify button at the top right corner of the screen.

2. Select the button you wish to modify and a Properties Panel will open.

3. Edit the Label by selecting the text box and using the keyboard as needed

4. Edit the Symbol by selecting Browse and choosing a different symbol, typing a new term to search, selecting a saved file on your device, or taking a photo.

5. Edit the spoken Message by selecting the text box. If the message is the same as the label, you can select reset.

6. Select anywhere on the screen to leave modify mode or select the green checkmark in the upper right corner.

The Properties Panel tabs allow you to make additional customizations to the button such as shape, font size, color and the option to hide the button.

Modifying the Thumbnail Image on the NavBar

1. Select the Modify button.
2. Select the topic on the NavBar Topic you want to edit and the NavBar Configuration menu will open.
3. Choose the image (topic) you want to edit.
4. Select Change Thumbnail.
5. Choose a symbol or a saved digital image on your device.
6. Once you have chosen the image, select Save in the top right corner.
7. Select Save.

Add / Modify an Existing Visual Scene

By changing the visual scene to an image that is a part of that Compass users life, is a great way to increase motivation on the part of the AAC user and their team.

Remember when taking a photo for the visual scene make sure you are taking the photo from the perspective of how the Compass user will see that scene. For example, if it's the birthday topic, and you take a picture of someone looking at the camera and smiling, the visual scene won't make as much sense, or be as useful as a scene of the AAC user looking at the cake, with friends and family singing along.

Change Visual Scene

1. Select **Modify** button and then click on the visual scene
2. Select the blue **Select** button
3. Choose the **camera** button to take a picture
4. Or select the **image** or **file** button.
5. Choose the green **Select** button and click/tap anywhere to close modify window

Reposition existing hotspots to fit your new visual scene

1. Select **Settings** button and **Editor**
2. Select each Hotspot one at a time to resize or move
3. Select **Exit** and **Yes** when done

Hide Tabs

If you are using the Grid based layout additional vocabulary are found on tabs. Some Communication Tools like QuickPhrases also have tabs. You have the ability to reduce the number of items (decrease complexity) on the display by hiding tabs.

To Hide Tab

1. Select Tab to Hide
2. Select Modify
3. Select Tab Bar
4. Select Layout Tab
5. Swipe to bottom of screen
6. Select Hidden

Core in NavBar

Core in Compass is our Core Word Strategy, along with the fringe vocabulary found in Word Lists and using the Keyboard. There are two options for a Core layout in the NavBar Pageset.

Option 1: Teaching Core with Core Steps

In the 4x5 grid layout, Core in the NavBar is organized so that you can teach small sets of words at a time (i.e., Core Steps). For example, the first set of 6 words introduced are "like", "not", "want", "more" and "go". These words can be used individually or in combination in a variety of situations. At each "step" words added remain in a relative position, even when new words are added for the first 20 words. Then you would need to change to a higher grid layout to accommodate more words.

To increase to the next set of words:

- Go to the Dashboard and the Levels Button
- Select Core from the configuration tools on the menu
- Select "Layout" and then change the number of words from the pull down menu
- Select "Done" and "Apply"

Option 2: Grid Size

You have the option of selecting a static grid size for Core from 4X5 through 12X13.

6B. The All Access Pageset

Pageset Highlights
- Organization optimal for scanning
- Also see Message History and Profiles in the Addendum

Page Organization

Main Page

Topics
*All Access has two areas on the main page for chosen Topics. "**Favorite**" Topics are placed on the top row. Other Topics are located below.*

There are also two options for the Topic menu "style" – Classic (seen here) or Modern. This can be changed using the Modify button on the bottom right.

Page Bar

Playing Cards Topic Page

Toolbar
Communication Tools

Can be set to be on the right or the left side or the top or bottom of the page area

Exit to Topic Page

Change pages of Topic Messages

Supporting Tools for each Topic

Modify Button

Page Area

Easy return to previous page

Vocabulary Grid
General and Sub-Topic Messages in tabbed row

Notes on organization for scanning:
Although a direct selector may prefer this layout, it was optimized for row/column scanning. The Toolbar scans, then the page area (middle) and then the Page Bar. The vocabulary in the grid flows in rows with questions first, comments, positive comments and negative comments. Also see the "Grouped" option for Core on the following page.
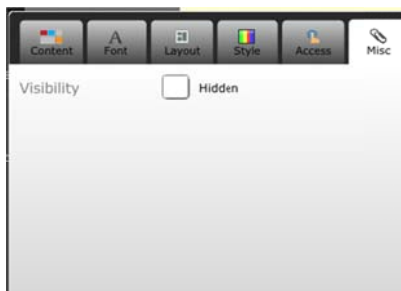
All Access Basic Editing

Selecting Additional Topics

1. Make sure you are on the **Main Page**
2. Select the **Modify** button in the bottom right corner
3. Select the Topics you would like to add
   a. General Topics will be indicated with the "talk" icon and Favorites with a "heart" icon
4. Select **X** at the top right corner of the page to exit

Modifying the Content of Buttons

1. Once you are on the page where you want to make changes, select the Modify button at the bottom right corner of the screen.

2. Select the button you wish to modify and a Properties Panel will open.

3. Edit the Label by selecting the text box and using the keyboard as needed.

4. Edit the Symbol by selecting Browse and choosing a different symbol, typing a new term to search, selecting a saved file on your device, or taking a photo.

5. Edit the spoken Message by selecting the text box. If the message is the same as the label, you can select reset.

6. Select anywhere on the screen to leave modify mode or select the green checkmark in the upper right corner.

The Properties Panel tabs allow you to make additional customizations to the button such as shape, font size, color and the option to hide the button.

Hiding Buttons

1. Select the Modify button at the bottom right corner of the screen.
2. Select the button you want to hide.
3. Select the **Misc** tab.
4. Select the check box next to **Hidden.**
5. Select anywhere on the screen to leave modify mode.
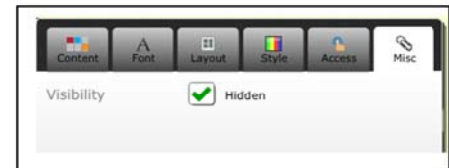
All Access Basic Editing

Hide Tabs
You have the ability to decrease or increase complexity on the display by hiding or showing tabs.

To Hide Tab
1. Select Tab to hide
2. Select Modify
3. Select Tab Bar
4. Select Layout Tab
5. Swipe to bottom of screen
6. Select Hidden

To Unhide Tab
1. Go to Settings and Editor
2. Select the tab you want to unhide (the tab box will turn white and the buttons grayed out)
3. Select the **red** properties button to get the properties panel
4. Select Layout tab
5. Scroll to bottom and uncheck the "tab visibility"
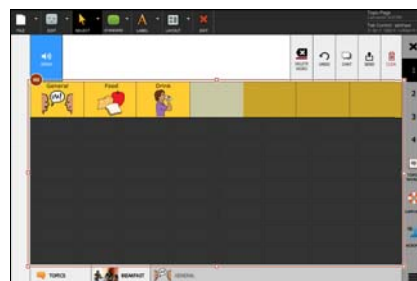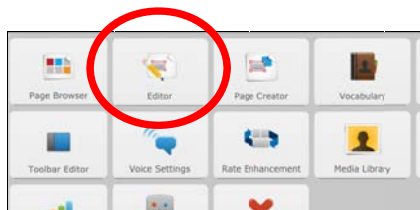
Swapping Buttons

1. Navigate to the page where you want to swap buttons
2. Select **Settings**
3. Select **Editor**
4. Select the button you want to swap
5. Drag and drop into new position
6. Select **EXIT** when done
7. Choose **Yes** to save

Core in All Access
Core in Compass is our Core Word Strategy, along with the fringe vocabulary found in Word Lists and using the Keyboard. There are three options for a Core layout in the All Access Pageset.

Set Grid Size	Match Pageset Layout	Grouped
Core will have a more static layout for the grid size you choose that is most appropriate for the user.

Note that only in the 4X5 grid are you able to introduce small sets of words at a time. | This will match the number of buttons the user has set for their vocabulary grid.

Note the smallest layout option is 12 button grid; however, you can introduce small sets of words at a time. | This will have a static layout for the grid size you choose most appropriate for the user. The parts of speech are grouped for scanning rather than organized in a sentence building format like the other options. |

*See the NavBar Pageset to find more about teaching with Core Steps.

6C. The Master Page Pageset

Pageset Highlights
- Familiar categorical grid-based layout
- Layout optimal for keyguard users

Page Organization

Topics
The number of Topics shown will be based on Ability Level or grid size as well as the number of Topics chosen.

Communication Tools
Communication Tools are on individual buttons that will remain in the same place in each Topic.

Main Page

Pet Topic Page

Vocabulary Grid Tabs
Messages related to the Topic. Each tab represents an additional Sub-Topic.

Behavior Supports
Related to each Topic

Note: There is a **Visual Scene** option in Master Page (see NavBar). You can switch to view the alternative option at any time by:
- Selecting Dashboard
- Selecting Levels button
- Selecting Topics from the configuration tools
- In the Topic Menu, choose either "grid based" or "visual scene" under the Page Layout

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Master Page Basic Editing

Selecting Additional Topics

1. Select the Dashboard from the Home page
2. Select Levels
3. Select the **Topics** button
4. Select **Topics from Library**
5. Check the Topic/s you would like to add
6. Select the "**X**" in the top right corner to close
7. Select **Save**
8. Select **Apply**

Modifying the Content of Buttons

1. Select the Modify button at the top right corner of the screen and then Select Modify again.

2. Select the button you wish to modify and a Properties Panel will open.

3. Edit the Label by selecting the text box and using the keyboard as needed

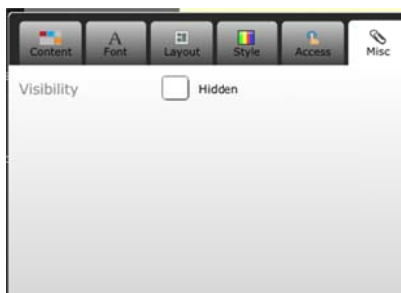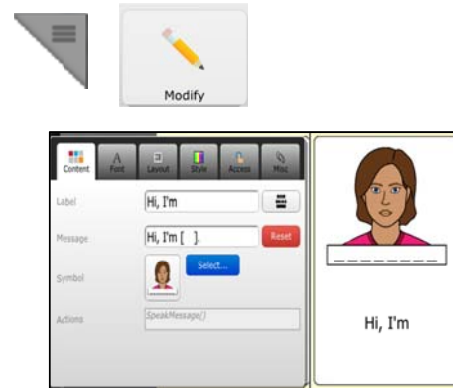4. Edit the Symbol by selecting Browse and choosing a different symbol, typing a new term to search, selecting a saved file on your device, or taking a photo.

5. Edit the spoken Message by selecting the text box. If the message is the same as the label, you can select reset.

6. Select anywhere on the screen to leave modify mode or select the green checkmark in the upper right corner.

The Properties Panel tabs allow you to make additional customizations to the button such as shape, font size, color and the option to hide the button.

Hiding Buttons

1. Select the **Modify** button at the top right corner of the screen.

2. Select **Modify** again.

3. Select the button you want to hide.

4. Select the **Misc** tab.

5. Select the check box next to **Hidden.**

6. Select anywhere on the screen to leave modify mode.

Master Page Basic Editing

<u>**Add / Modify an Existing Visual Scene**</u>
By changing the visual scene to an image that is a part of that Compass users life, is a great way to increase motivation on the part of the AAC user and their team.

Remember when taking a photo for the visual scene, make sure you are taking the photo from the perspective of how the Compass user will see that scene. For example, if it's the birthday topic, and you take a picture of someone looking at the camera and smiling, the visual scene won't make as much sense, or be as useful as a scene of the AAC user looking at the cake, with friends and family singing along.

Change Visual Scene
1. Select **Modify** button and then click on the visual scene
2. Select he blue **Select** button
3. Choose the **camera** button to take a picture
4. Or select the **image** or **file** button
5. Choose the green **Select** button and click/tap anywhere to close modify window

Reposition existing hotspots to fit your new visual scene
1. Select **Settings** button and **Editor**
2. Select each Hotspot one at a time to resize or move
3. Select **Exit** and **Yes** when done

<u>**Swapping Buttons**</u>

1. Navigate to the page where you want to swap buttons
2. Select the Modify button at the top right corner of the screen
3. Select **Settings**
4. Select **Editor**
5. Select the button you want to swap
6. Drag and drop into new position
7. Select **EXIT** when done
8. Choose **Yes** to save
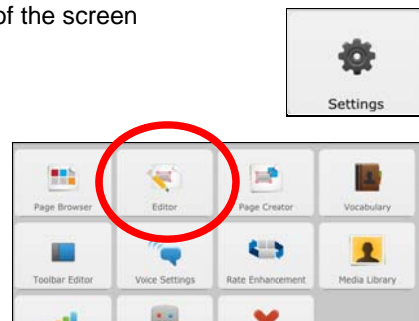
6D. The Stroke & Brain Injury Pageset

Pageset Highlights

- Flat Navigation – access to Communication Tools are available at all times
- Research-based and designed specifically for individuals with Aphasia

Page Organization

Toolbar
Communication Tools

Can be set to be on the right or the left side or the top or bottom of page area

Supporting Communication Tools
Topic Words, Behavior Supports and Scripts - related to each Topic

Topic Visual Scene with Hotspots
HotSpots have additional messages related to the Topic

Navigation Bar
Topics

Can be set to be on the right or the left side

Vocabulary Grid
Messages related to the Topic

*Grid based layout option has tabs instead of HotSpots

Stroke and Brain Injury Basic Editing

Selecting Additional Topics

1. Select the Dashboard and Select Levels
2. Select the **Topics** button
3. Select **Topics from Library**
4. Select **Manage** at the top right corner of the page
5. Select the as many Topics as you would like
6. Select **Show**
7. Select **Done**
8. Select **Back**
9. Select **Save**
10. Select **Apply**

Select Topics from Library

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Stroke and Brain Injury Basic Editing

Modifying the Content of Buttons

1. Select the Modify button at the top right corner of the screen.

2. Select the button you wish to modify and a Properties Panel will open.

3. Edit the Label by selecting the text box and using the keyboard as needed

4. Edit the Symbol by selecting Browse and choosing a different symbol, typing a new term to search, selecting a saved file on your device, or taking a photo.

5. Edit the spoken Message by selecting the text box. If the message is the same as the label, you can select reset.

6. Select anywhere on the screen to leave modify mode or select the green checkmark in the upper right corner.

The Properties Panel tabs allow you to make additional customizations to the button such as shape, font size, color and the option to hide the button.

Modifying the Thumbnail Image on the NavBar

1. Select the Modify button.
2. Select the topic on the NavBar Topic you want to edit and the NavBar Configuration menu will open.
3. Choose the image (topic) you want to edit.
4. Select Change Thumbnail.
5. Choose a symbol or a saved digital image on your device.
6. Once you have chosen the image, select Save in the top right corner.
7. Select Save.

Stroke and Brain Injury Basic Editing

Add / Modify an Existing Visual Scene

By changing the visual scene to an image that is a part of that Compass users life, is a great way to increase motivation on the part of the AAC user and their team.

Remember when taking a photo for the visual scene, make sure you are taking the photo from the perspective of how the Compass user will see that scene. For example, if it's the birthday topic, and you take a picture of someone looking at the camera and smiling, the visual scene won't make as much sense, or be as useful as a scene of the AAC user looking at the cake, with friends and family singing along.

Change Visual Scene

1. Select **Modify** button and then click on the visual scene
2. Select he blue **Select** button
3. Choose the **camera** button to take a picture
4. Or select the **image** or **file**
5. Choose the green **Select** button and click/tap anywhere to close modify window

Reposition existing hotspots to fit your new visual scene

1. Select **Settings** button and **Editor**
2. Select each Hotspot one at a time to resize or move
3. Select **Exit** and **Yes** when done

Using the System Levels

The Stroke & Brain Injury Pageset is organized with System Levels which is a step-by-step system designed to gradually introduce tools for communication and teach you how to use them. There are 5 levels and everyone starts at Level 1. You can progress through the levels at your own pace whether it takes a day, a month, or several months. It is a self-directed system so feel free to stop at the level where you are most comfortable.

Access the System Levels through the Dashboard and the Levels button. Videos about each level are also found here.

💡 **Learning Resources**

This pageset has several supporting learning resources on "myTobiiDynavox":

- Stroke & Brain Injury Video Tutorials
- Stroke & Brain Injury Therapy Plans
  - A series of easy-to-use therapy plans to help you begin using the tools in the pageset
- Stroke & Brain Injury Trial Guide
  - This guide provides activities designed to support you in learning the Communication Tools available in the pageset

6E. Exploring the Core First Pageset

Pageset Highlights
- Includes all elements of core word strategy

- Two Layout Options
  o Fitzgerald Key – core words are grouped together on the page, organized by parts of speech.
  o Keyboard Core (new option)- core words are grouped together by first letter. User selects first letter to see core words associated with that letter.

Fitzgerald Key
Core words are grouped together on the page according to part of speech. This may be a familiar layout and organization.
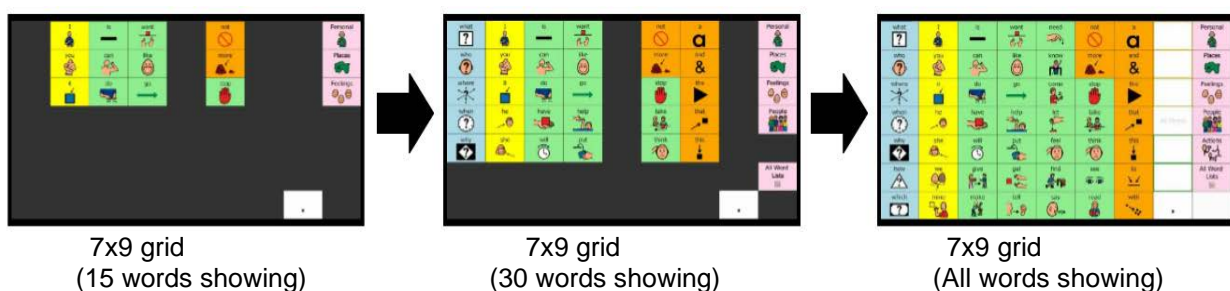
Keyboard Core
Core words are grouped together by first letter. The Communicator selects a letter and is provided core words that start with that letter. This is a new and unique layout.

Core First - Fitzgerald Key Options

Option 1: Start with a smaller grid size filled with core words. Then gradually increase grid size and the number of core. In the example below, you can see a simple progression of grid size and core.

| 3x5 grid | 5x7 grid | 7x9 grid |
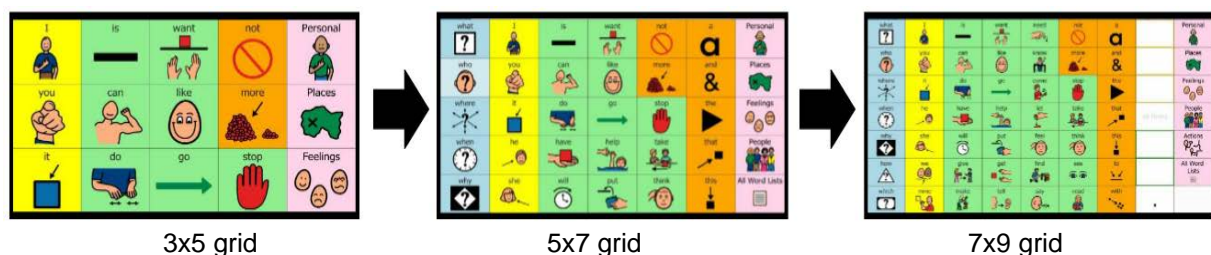
Option 2: Start with a larger grid, and gradually show the words in the grid as the communicator progresses. Grow and show your words.
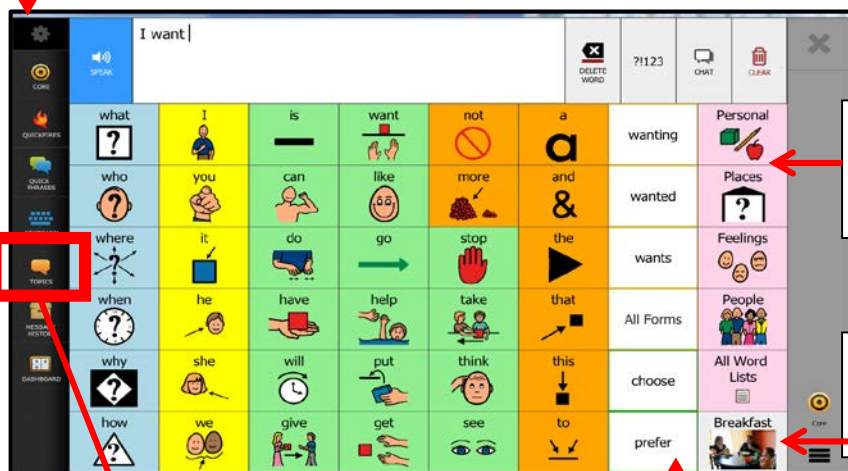
| 7x9 grid (15 words showing) | 7x9 grid (30 words showing) | 7x9 grid (All words showing) |

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Toolbar
Additional Communication Tools .

Word Lists
Word Lists provide vocabulary for specific situations. Notice the personal word list at the top!

Topic Word List
This topic word list button will change based on the last Topic you were using.

Word Forms
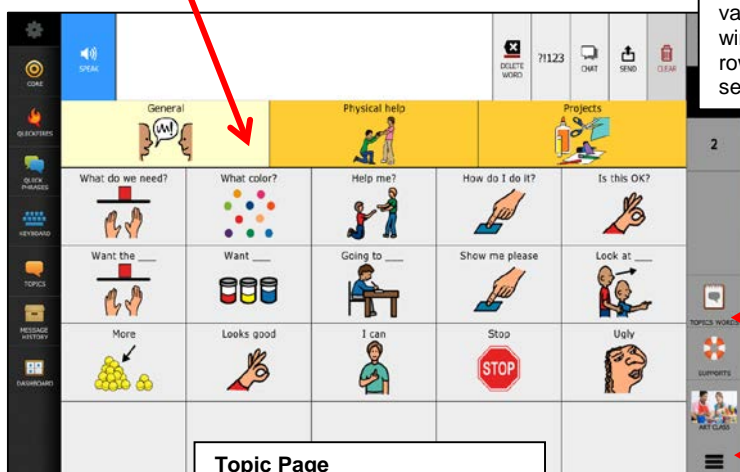These buttons will show the grammatical variations of a word typed into the message window. Note that the final two buttons in this row provide synonyms of the word you selected.

Supporting Communication Tools
Topic Words, Behavior Supports and Scripts - related to each Topic

Modify Button
Quickly modify content of buttons

Topic Page
In addition to core words, you have access to topics and topic related messages for efficient communication.

Fitzgerald Key - Teaching Core Options

Option 1: Using Core Steps
This option gives you the opportunity to introduce small sets of words at a time (i.e., Core Steps). For example, the first set of 6 words introduced are "like", "not", "want", "more" "stop" and "go". Increase sets through the Levels menu core settings. At each "step" words added remain in a relative position. Word Lists are available to expand messages with fringe words.
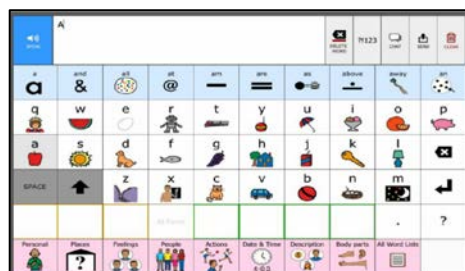
Option 2: Show all words
You may choose to show all words at one time by selecting the "show all words" check box. The number of words will adjust to the grid size chosen.
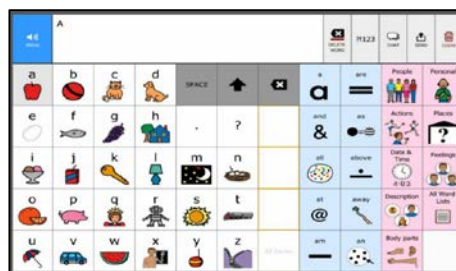

Option 1: Core Steps
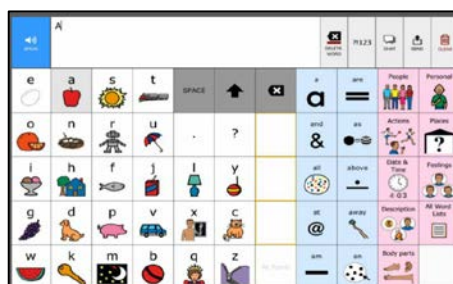
Core First - Keyboard Core Options

When you choose the Keyboard Core Option you will be asked the type of keyboard layout.

QWERTY

ABC

Frequency

Core First - Keyboard Core Layout Organization

Core Word Row
When you type the first letter of the word, look for the core word in this row. This row will also predict parts of speech that may be appropriate to build the sentence. In any layout, this will be the blue highlighted row.

Word Forms
These buttons will show the grammatical variations of a word typed into the message window. Note that the final two buttons in this row provide synonyms of the word you selected.

Modify Button
Quickly modify content of buttons

Toolbar
Additional Communication Tools Note the "Topics" button option as in the Fitzgerald Key Core for topics and related topic messages.

Word Lists
Word Lists provide vocabulary for specific situations. Notice the personal word list at the top!

Topic Word List
This topic word list button will change based on the last Topic you were using.

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Core First Basic Editing and Setting Tips

- **Personal Word List –** Create your own personal word lists in addition to pre-programmed list (e.g., family names, favorite places, favorite music, etc.)

- **Core Row -** The blue row predicts core words based on the letter chosen from the keyboard. The words will always appear in the same place.

- **Word Prediction after 2nd Letter** – When enabled, the "core row" will switch to word prediction buttons after the second letter is selected for expanded sentence construction.

- **Word Lists –** Can be set to reflect a specific ability level (Emergent, Context-Dependent, Independent) which will change the amount of words (or subcategories) displayed in a category.

- **Basic Editing** – Refer to the basic editing of buttons in the NavBar Pageset section

- **Hiding Tabs** – Refer to the steps in the All Access Pageset section

- **Choosing New Topics:**
    1. Open the Topics menu from the Toolbar.
    2. Select the modify button in the bottom right corner.
    3. Select Topics of your choice as general or make them a "favorite" which will put these on the top row of the Topics page.

- **Customization of Tools in Levels Menu:**
    - From the Toolbar, choose the Dashboard.
    - Select the Levels button.
    - Easily switch between the Core Organization options here to compare.
    - Make global customizations to the pageset and specific communication tools from the Levels menu.
    - Be sure to select APPLY to set your changes.
        - Note that you can create up to three different **profiles** (see addendum).
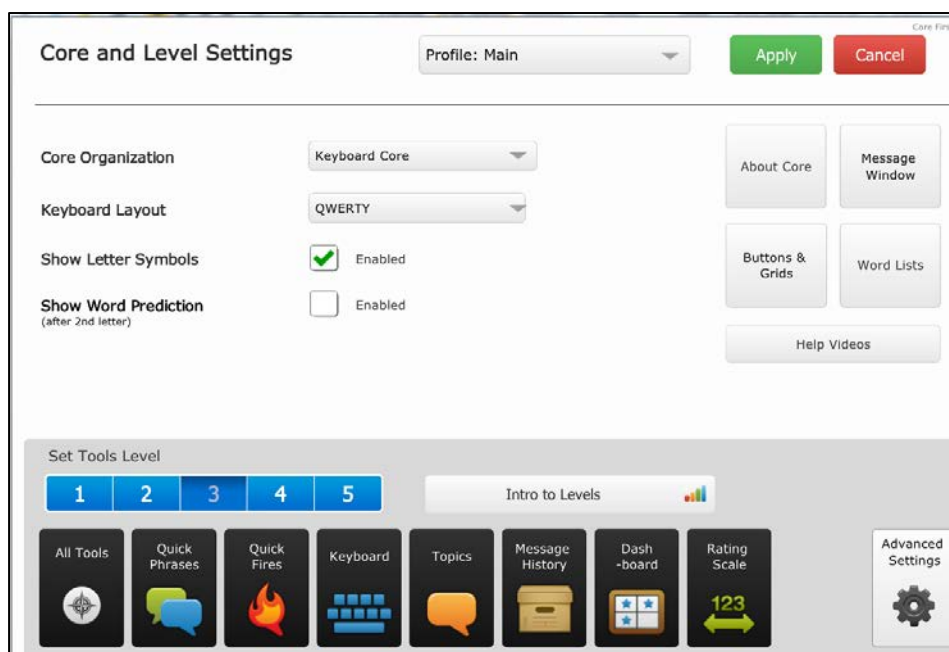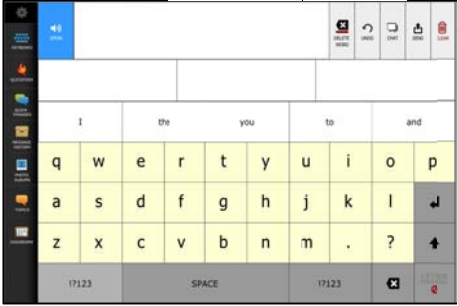
6F. Exploring the Navigator Pageset
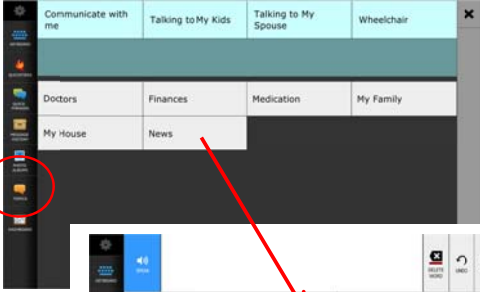
Pageset Highlights
- Keyboard based layout with access to store topic specific messages and edit previously spoken messages
- Also see Message History and Profiles in the Addendum

Page Organization

Main Page

Topics page
Accessed by selecting the Topic button on

Toolbar
Communication Tools

Can be set to be on the right or the left side or top or bottom of the page area

Topic Messages
Messages related to the Topic

Navigator Basic Editing

Selecting Additional Topics

1. Select **Topics** from the Toolbar (Topics appear at Level 5)
2. Select the **Modify** button in the bottom right corner
3. Select the Topics you would like to add
   a. General Topics will be indicated with the "talk" icon and Favorites with a "heart" icon
4. Select **X** at the top right corner of the page to exit

Creating a New Topic

When you want to add a personalized Topic:
1. Select the Topic button from the Toolbar.
2. Select the Modify button.
3. Select **Create New Topic,** type in the name of your Topic in the Keyboard and **Create.**
4. You have the option to start editing messages for the new topic if you choose **Editor.**

Note: Topics added to Toolbar at Level 5.

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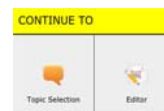
Navigator Basic Editing

Modifying the Content of Buttons

1. Select the Modify button at the bottom right corner of the screen.

2. Select the button you wish to modify and a Properties Panel will open.

3. Edit the Label by selecting the text box and using the keyboard as needed.

4. Edit the spoken Message by selecting the text box. If the message is the same as the label, you can select reset.

5. Select anywhere on the screen to leave modify mode select the green checkmark in the upper right corner.

Saving a Message from the Keyboard to a Button

You can also save a message typed into the Keyboard into a button in a Topic or in QuickPhrases. This allows the user (or caregiver) an easy way to customize their pageset.

To save to a button within a Topic:
1. Type the desired message in the Message Window.
2. Navigate to the Page where you wish to save the message.
3. Select the **Send** button in the Message Window. The "Send to" menu will open.
4. Select **Button.**
5. Select the button to save the message.
6. Choose Yes.
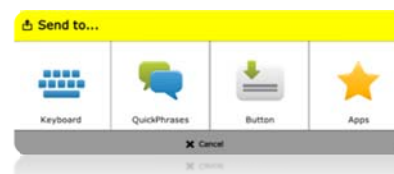
To save to QuickPhrases:
1. Type the desired message in the Message Window.
2. Select the **Send** button in the Message Window. The "Send to" menu will open.
3. Select **QuickPhrases.** QuickPhrases will open the My Phrases tab.
4. Select the button to save the message.
5. Choose Yes.

Using the System Levels

The Navigator Pageset is organized with System Levels which is a step-by-step system designed to gradually introduce tools for communication and teach you how to use them.

Learning Resources

- First Steps with the Navigator Pageset
  - These guides provide several activities designed to support you in learning how to use the tools and are organized by each system level
    - www.mytobiidynavox.com > Resources > Ideas for Everyday Therapy & Use > Lesson Plans
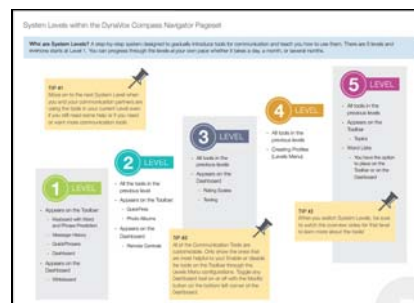
Navigator System Levels

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6G. Exploring the Text-Based Pageset

Pageset Highlights
- Text-only pageset that provides flexible communication message creation
- Relatively static grid display layout

Page Organization

Main Page

Note: *The main page can be set to a keyboard page or a Topic page layout. In either layout, you have access to all the communication tools from the tool buttons*

Topic Menu Popup
List of topic choices

Communication Tools

Set on buttons but remain in same location

Topic Messages
*Messages related to the Topic
Organized in rows of questions, comments, positive statement, negative statement*

Text-Based Basic Editing

Modifying the Content of Buttons

1. Select the Modify button at the top right corner of the screen. Then select Modify from the popup menu.
2. Select the button you wish to modify and a Properties Panel will open.
3. Edit the Label by selecting the text box and using the keyboard as needed.
4. Edit the spoken Message by selecting the text box. If the message is the same as the label, you can select reset.
5. Select anywhere on the screen to leave modify mode or select the green checkmark in the upper right corner.

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## Text-Based Basic Editing

Customizing Messages Using Message History

Message History is a running record of what you entered into your message window. The Message History is used to repeat a message or to send the message to other locations.

When you select the Message History tool, the popup with the list of messages will open. Next to each is the "send to" button.

You now have the option to send the Message to:
- **QuickPhrases**
- **QuickFires**
- The **Last Topic** you opened
- The **Keyboard** so you can edit or use this sentence to expand your ideas or story.
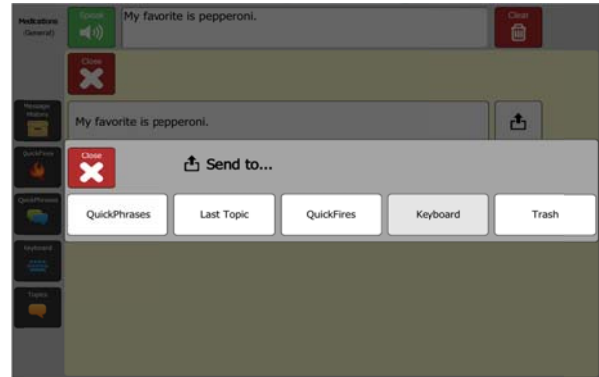
Adding a New Topic

There are several blank new topics that are ready to be easily customized with the blank buttons on the last two rows of the Topic page. To create a new Topic:
1. Be sure you are on the Topic Page.
2. Select the Modify Button.
3. Select a blank button on the bottom row.
4. Change the label to your desired Topic.
    - The action is already set to open the blank template.
5. Select anywhere on the screen to leave modify mode.
6. When you select your new Topic, you will see the blank popup open to add your messages.
    - You may want to try to keep the consistency of the messages as with the pre-programmed ones (questions, comments, positive comment, negative comment) in the perspective rows.

If you want to change the label on the new topic page of messages to the name of your Topic (e.g., You want it to say "Birthday" on the page of messages instead of "New 1"):
1. When on the page to change, select Modify and Modify again.
2. Select the label "New 1" and the properties panel will open.
3. Change the label to your new topic.
4. Select anywhere on the screen to exit Modify.
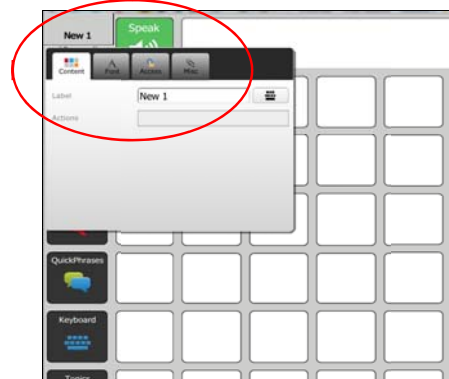
6H. The WordPower Pageset

Pageset Highlights
- Core-word strategy grid layout
- Options for different grid sizes for pages with symbol only, symbol and text or text only

Page Organization
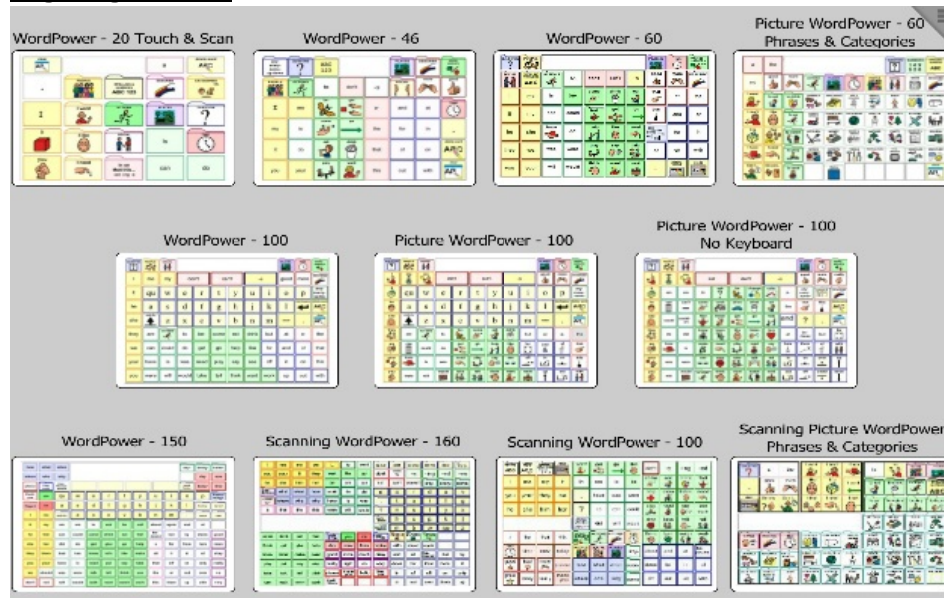
Each Word Power option will give you access to single words that can be combined into sentences (core words) as well as categorical based options for additional vocabulary (E.g., Places, Questions, Social, People).

Word Power 60

Places Category

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WordPower Basic Editing

Modifying the Content of Buttons

1. Select the Modify button at the top right corner of the screen and then Select Modify again.

2. Select the button you wish to modify and a Properties Panel will open.

3. Edit the Label by selecting the text box and using the keyboard as needed

4. Edit the Symbol by selecting Browse and choosing a different symbol, typing a new term to search, selecting a saved file on your device, or taking a photo.

5. Edit the spoken Message by selecting the text box. If the message is the same as the label, you can select reset.

6. Select anywhere on the screen to leave modify mode or select the green checkmark in the upper right corner.

The Properties Panel tabs allow you to make additional customizations to the button such as shape, font size, color and the option to hide the button.

Hiding Buttons

1. Select the **Modify** button at the top right corner of the screen.

2. Select **Modify** again.

3. Select the button you want to hide.

4. Select the **Misc** tab.

5. Select the check box next to **Hidden.**

6. Select anywhere on the screen to leave modify mode or select the green checkmark in the upper right corner.

6l. Exploring the Compass Pagesets

Take some time to explore a pageset!

Explore the Topics

It can save time to use a pre-programmed topic and customize! Look at different Topics in a Pageset of your choice. List several topics for each category below.

Home	Work	Self-care	School	Leisure	Daily Activities

Practice Editing

In the Pageset of your choice, practice making the following edits.

1. Customize the "About Me" Topic
   - Change the image. Use another symbol or take a selfie with the device camera!
   - Change the label or text to include your name.
   - Change a Topic Message and/or symbol such as adding your address, city or state or add a few family members.

2. Add a new Topic to your Pageset.

3. Create a new story in My Photo Album. (This may be found in the Dashboard or on the Toolbar depending on the Pageset).
   - Use the device camera to take pictures around you to write a story (e.g., My classroom, My Home or My Garden).
   - Use symbols instead of digital images to tell a story (e.g., my vacation, my family, my pet or my favorite places).

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Use the Communication Tools!

Communication Tools in Compass give us many ways to say things! For each scenario, find different ways to communicate using a variety of the Communication Tools. You may be able to use a few different tools to give the same or similar response or you may use several tools together to convey your message.

Interaction Scenario	List at least two different ways to respond	Which Communication Tools did you use?
A friend walks into the room and says "Hello!"	*Hey!* *Hi! How's it going?* *Hey or Hi! (name of friend)*	**QF** **QP** **QF or QP and KB** **All KB**
You need to get your friend's attention to help you with something. *(Check out the Asking for Help Topic)*		
You want to tell the doctor you have a really bad head ache. (*Add the Doctor Topic!)*		
Your friend sees you at the coffee shop and brings their friend over to meet you.		
Your friend asks you about a movie you just saw. You want to tell her a few things about why you did or did not like it. *(Check out the Movie or Feelings Topics)*		
Order something from McDonald's, comment on your meal to your friend and ask them a question. *(Look at the Fast Food Topic)*		

Note: All Topics may not be available depending on the pageset.

Communication Tools:

QuickFires QF	QuickPhrases QP	Topic Messages TM	Word Lists WL	Topic Words TW	Core Words CW	Keyboard KB	Whiteboard WB	Rating Scale RS

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VII. Addendum

7A. Message History

Message History is a running record of what you entered into your message window. The Message History is used to repeat a message or to send the message to other locations such as QuickPhrases or to a button in a specific topic. You can choose the amount of time that the Message History will be stored. Depending on the Pageset, it will be located on the Toolbar or on the Dashboard.

Options:
1. Repeating a message saved in Message History
    - Select Message History button and locate the desired message
    - Select the message to repeat it

OR

2. QuickPhrases:
    - Choose the "send to" button next to the message
    - Choose QuickPhrases
    - You can then select the button in the "My Phrases" tab for your personal message

OR

3. Keyboard to topic message
    - Choose Keyboard from the "send to" menu (make any edits)
    - Choose the Topic to add the new message. Your message will still be in the keyboard.
    - Select the "send" button on the keyboard.
    - Select "send to button" and then choose a blank button for your message.

7B. Profiles

The Profiles feature gives you a way to alter access methods, system or user settings and page layouts with one button click.

This feature was primarily intended to meet the need of someone who may require different page layouts or access methods to communicate successfully in any position they are in during the day. For example, at the start of the day, full access to the entire pageset is optional while in the wheelchair, but when in the recliner, a different access method may be used or a layout with larger buttons and more messages may be preferred.

Another way Profiles could be utilized if an individual may be working towards increasing grid sizes or is being introduced to new communication tools in the therapy setting. The individual could have a "therapy" profile to practice skills and then their "main" profile after therapy is over.

From your Dashboard, you can switch up to 3 different access profile settings. This setting is only available in the **All Access Pageset** and **Navigator Pageset.**

7C. Overview of Premium Pagesets

Premium Pagesets bring the solutions an individual may already be familiar and comfortable with to DynaVox Compass at an additional cost. For more information on how to purchase Premium Pagesets, please visit https://www.mydynavox.com/DynaVoxCompass#PremiumPagesets.

Gateway, created by Dr. Joan Bruno, Ph.D., CCC-SLP, is comprised of single words that can be joined together to create longer messages. Gateway has evolved over the years to reflect a variety of developmental levels, types of communicators, and changes in technology.

Helpful Tips: For more information about Gateway watch the recorded webinars on myTobiiDynavox.com or to find lesson plans, visit www.gatewaytolanguageandlearning.com.

PODD, created by speech pathologist Gayle Porter, is a way of organizing whole word and symbol vocabulary to provide immersion and modeling as well as a means to express a range of messages in a variety of environments. There are PODD Pagesets to provide multiple options to suit the communication and language requirements of different individuals.

Helpful Tips: Watch the PODD recorded webinar at myTobiiDynavox.com > Training

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7D. Communication Partner Best Practices

This section was written specifically for those individuals who will be interacting with and supporting the AAC user. We often refer to this group of people as communication partners.

> A **communication partner** is anyone who interacts with the AAC user. Some examples of communication partners might include family members, Speech-Language Pathologist, bus driver, classroom teachers, friends, medical staff, and co-workers.

Helpful tip: The successfulness of a communication interaction is not the sole responsibility of the person using Compass software to communicate. The communication partner is equally responsible for successful interactions.

The communication partner techniques outlined below were selected using the following criteria:
- Evidence supports the positive impact on language and communication skills
- Techniques can be used in a variety of settings (e.g., classroom, home, therapy, etc.)
- Techniques can be applied to individuals using all types of AAC systems
- Techniques require no specialized certification or credentials

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☑ **Tip 1: Create a positive communication environment.**

A positive communication environment encourages successful interaction through the attitudes and actions of the communication partner. A positive communication environment is…

- **a place or situation** (e.g. home, restaurant, talking on the phone, car, etc.)
- **where all types of communication is encouraged** (e.g. pointing, sign language, speech, AAC device, body language, facial expressions, etc.)
- **and help is provided when communication becomes difficult** (e.g. appropriate cueing, partner augmented input, wait time, drawing a picture, etc.)

Activity: List 3 ways that you can support a positive communication environment.

1. _____

2. _____

3. _____

Augmentative Communication News: Communication Partners
http://www.augcominc.com/newsletters/index.cfm/newsletter_22.pdf

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☑ **Tip 2: Support communication through Partner Augmented Input.**

This strategy is most useful for individuals who are learning and growing their language and vocabulary skills. Communication partners should use the device by pointing to the symbols and words on the device while simultaneously talking. Partner augmented input may feel uncomfortable at first, but with practice it will begin to feel more natural an you will be well on your way to better supporting your client or loved one during communication interactions.

Helpful tip: The communication partner must know where the vocabulary is located on the device in order to provide partner augmented input during interaction.

Activity: Choose one motivating activity and think of some ways you can encourage the AAC user to produce messages. Make sure to prepare yourself prior to introducing the activity. Here are some ideas:

- Familiarize yourself with the vocabulary on the device that will be used.
- Decide what kinds of message you are hoping the AAC user will produce.

☑ **Tip 3: Use a least-to-most prompting hierarchy to encourage communication independence.**

You might be tempted to jump in right away and help when an AAC user gets stuck. Before you do, it is important that you give them a little bit of time to process and try to figure things out on their own. This is often called "wait time." You can do this by providing the least directive cue and progressively become more directive, with pauses in between. The end goal would be that the individual would respond with the least amount of cueing possible and independently communicate.

Helpful tip: A least-to-most prompting strategy works best when you have a communication assistant, who is there to help the AAC user and the communication partner who is there to have the conversation.

The chain of cues consists of a five level cuing process:

- Natural Cue (pause)
    o Example: Communication Partner: "Hello John!"
- Indirect Cue (pause)
    o Example: Move closer to John with a look of anticipation on your face.
- Direct Verbal Cue (pause)
    o Example: "John, I just said hello to you."
- Direct Pointer Cue (pause)
    o Example: Navigate to the greetings vocabulary and point to the area that contains the hello button.
- Physical Assistance (pause)
    o Example: Touch the "hello" button for John to show him where it is.

Activity: Practice prompting by choosing a topic to discuss with the AAC user. Initiate the conversation with a comment or question (natural cue), and then pause to see what happens. If they need assistance, provide an indirect cue. Continue through the prompt hierarchy. The more you practice, the better you will get.

Ability Level Continuum*

Use this guide to help provide insight to current and potential target skills and strengths. Mark the statements that best describes an individual's observable communication behaviors. You may not check all of the boxes in any skill area. You may also find that you check boxes in more than one Ability Level.

Ability Level 1: Emergent

Understanding
- ☐ Limited or no understanding that symbols (e.g., pictures, words) represent ideas.
- ☐ Pictures may or may not help increase understanding and expression.
- ☐ Difficult to determine how much he/she understands verbally.

Expression
- ☐ May communicate most successfully using facial expression, body language, gestures, and/or behavior (either socially appropriate or challenging).
- ☐ May indicate acceptance (e.g., smile) or rejection (e.g., turn away) but does not reliably answer other yes/no questions.
- ☐ May desire or try to communicate in familiar and motivating activities.
- ☐ Requires help from communication partner to communicate successfully (e.g., narrowing choices, interpreting gestures/body language/behavior).
- ☐ Sensory behavior is very important for calming (e.g., rocking, mouthing objects) and determining likes and dislikes.

Social Interaction
- ☐ Reacts to familiar people and/or motivating activities.
- ☐ Takes turns in familiar and motivating routines (e.g., "high five" or when someone spreads arms to receive a hug).
- ☐ May respond to close physical interaction by looking, smiling, or reaching.

Literacy Skills
- ☐ May not be interested in reading or book activities.

Other
- ☐ Performance with forms of AAC may be inconsistent.
- ☐ Benefits from help from his/her communication partner as skills are developing.

Ability Level 2: Emergent Transitional

Understanding
- ☐ Responds to common gestures (e.g., come here, go away, greetings).
- ☐ Shows understanding of the use of common objects.
- ☐ Pictures seem to help increase both understanding and expression.
- ☐ May be starting to follow simple directions within familiar routines and activities.

Expression
- ☐ Understands symbols (e.g., objects, pictures) for basic, common or concrete items.
- ☐ Starting to use clear and simple symbols (including objects, photographs and picture symbols) in motivating situations or favorite activities.
- ☐ If using picture symbols, he/she will use one picture at a time to communicate messages.
- ☐ May use gestures, body language, facial expression or behavior intentionally to communicate (e.g., pointing, showing, giving); however, reliability varies from day to day or activity to activity.

Social Interaction
- ☐ Shows clear preference for certain objects, activities, and people.
- ☐ May be starting to show some interest in social interactions, especially in specific situations.
- ☐ May not use symbols to interact socially.

Literacy Skills
- ☐ May demonstrate a beginning interest in participating in shared reading and/or is beginning to engage with books more independently.
- ☐ May be able to identify own name and a few other frequently seen words.

Other
- ☐ Performance with forms of AAC may be inconsistent.
- ☐ Benefits from help from his/her communication partner as skills are developing.

*Adapted from Patricia Dowden, Ph.D., CCC-SLP, University of Washington, Communicative Independence Model.

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Ability Level Continuum

Ability Level 3: Context-Dependent

Understanding
- ☐ Understands photographs or picture symbols representing objects, common actions (e.g., run, paint, eat), people or situations.
- ☐ Starting to understand more abstract picture symbols (e.g., think, big, hot, few).
- ☐ Follows simple instructions in both familiar and unfamiliar routines.
- ☐ Understands and follows general conversations.

Expression
- ☐ Uses a combination of communication methods to express messages (e.g., gestures/pointing, symbols, speech/vocalizations, and device).
- ☐ Uses symbols and objects spontaneously to communicate basic needs and make a variety of requests.
- ☐ Beginning to use symbols to comment and/or ask questions with support.
- ☐ Communicates best in routines, about familiar topics, and with familiar communication partners.
- ☐ Beginning to combine two or more symbols to create longer messages (e.g., uses carrier phrases "I want; I like; I see___").

Social Interaction
- ☐ Initiates conversations and social interactions with familiar communication partners.
- ☐ Benefits from help to take additional turns in conversation.
- ☐ Answers routine questions appropriately with familiar communication partners.

Literacy Skills
- ☐ **Literacy skills growing to include: identifying letters of the alphabet, connecting some letters with corresponding sounds, understanding word boundaries, reading a small number of high frequency sight words, reading and writing name, beginning to spell words but not necessarily with conventional spelling.**

Other
- ☐ May continue to benefit from the help of his/her communication partner to communicate successfully, especially when the topic, partner or environment is unfamiliar.
- ☐ Able to use simple strategies (e.g., repeat) to repair communication when not understood with support from the communication partner.

Ability Level 4: Transitional Independent

Understanding
- ☐ Understands conversations as well as same age peers.
- ☐ Follows simple to complex directions given verbally.

Expression
- ☐ Communicates about a broad range of topics with both familiar and unfamiliar communication partners.
- ☐ Consistently combines 2 or more symbols to create longer, more complex and/or an increased variety of messages for different communicative functions (e.g., comments, questions, or sharing information).
- ☐ Uses a wider variety of vocabulary or communication tools within his/her communication device.

Social Interaction
- ☐ Uses socially appropriate comments/questions to initiate with familiar communication partners.
- ☐ Appropriately answers routine questions with a variety of communication partners.

Literacy Skills
- ☐ Literacy skills growing to include: increased letter-sound awareness, additional sight words, conventional spelling of simple words; adding word endings as appropriate (e.g., past tense "ed", plural "s" or "ing"), and solid understanding of the connection between spoken words and print.
- ☐ May be beginning to utilize word prediction with symbol support.
- ☐ Reads printed material that is somewhat below an age-appropriate level.

Other
- ☐ Strong "mental mapping" of where things are in his/her device including navigational symbols.
- ☐ Able to use a variety of strategies to repair communication when not understood; and, in some cases, with the support of communication partners.
- ☐ Programs content in the communication device when it's desired or missing given support as needed (e.g., add favorite foods in Word List food category).

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Ability Level Continuum

Ability Level 5: **Independent**	
Understanding	☐ Understands communication and directions the same as same-age peers.
Expression	☐ Combines single words, spelling and phrases together to communicate about avariety of subjects as others would at his/her age.
	☐ Able to expand on a thought in conversation.
Social Interaction	☐ Social interaction skills, environments, and activities are similar to other of his/her age.
Literacy Skills	☐ Literacy abilities are on par with same-age peers.
Other	☐ Able to use various strategies to repair communication when he/she is not understood.
	☐ Able to utilize rate enhancement features of the device (e.g., word prediction) though he/she may not choose to do so.
	☐ Able to program desired content (e.g., personal narratives, etc.) into device.

Notes: Additional observations of communication characteristics in each skill area such as strengths, barriers, other communication modes, etc.

Understanding

Expression

Social Interaction

Literacy Skills

Other: (e.g., environment, favorite communication partner/s, motivating activities/topics, behavior, etc.)

ABILITY LEVEL SUMMARY

In the chart below, mark the individual's Ability Level for each skill area to provide you with a "big picture" view.

SKILLS	ABILITY LEVEL					
	Emergent	Emergent Transitional	Context-Dependent	Context-Dependent Transitional	Independent	NOTES:
Understanding						
Expression						
Social Interaction						
Literacy Skills						
Other						

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