

## Vital Set Up Instructions & User Guide

Hello! Thank you for test driving Vital. Below are instructions on how to set up your account and to login to test drive the software, which includes both the web application and mobile application.

### Web Application: Teacher Content Creator

Teachers use the Content Creator to create accessible, digital tactile graphics. The editing software allows uploads of image files (JPEG, PNG and GIF). Once a file is uploaded, teachers add haptic (vibrations), audio and text-to-speech feedback to the image so that the student will be able to hear and feel it on the tablet. This allows a blind or low vision student to explore the tablet screen similar to how they would a paper, tactile graphic.

To access the Content Creator, you must request access from the Vital team. Go to the *Vital Teacher Access Request Form* at <https://www.vital.education/vital-request-access>, and enter your information. Vital's software is integrated with Google Classroom. If you have a Google Classroom account that you would like to use, enter that email. You can use any email address. Vital will grant access within 24 hours, and notify you via the email submitted.

Once you have been notified that you have been granted access, you can register an account with Vital via the web application. Our web application runs best on Google Chrome. We recommend you download [Google Chrome](#) if you do not have it on the computer you will be trialing on. Enter [teacher.vital.education](https://teacher.vital.education) into Google Chrome, and you will be directed to the Vital Content Creator. Register an account with the email you requested access for and login.

The first time you login a guided tutorial will walk through the Content Creator to tell you about the layout and tools. We highly recommend the tutorial. It shouldn't take more than 10 minutes.

### Mobile Application: Teacher and Student App

The [Vital mobile application](#) will be downloaded on the tablet shipped to you. Both teachers and students can login to the mobile application to view the accessible content created with the Content Creator. Teachers will need to create a Vital account for the student who will be testing. Again, accounts can be created with Google Classroom emails or any other email the student already uses.

That's all! For detailed how-to's and more information, please read on, and check out our YouTube Channel at <https://bit.ly/2JcRzfm>. If you have any questions or issues, please reach out:

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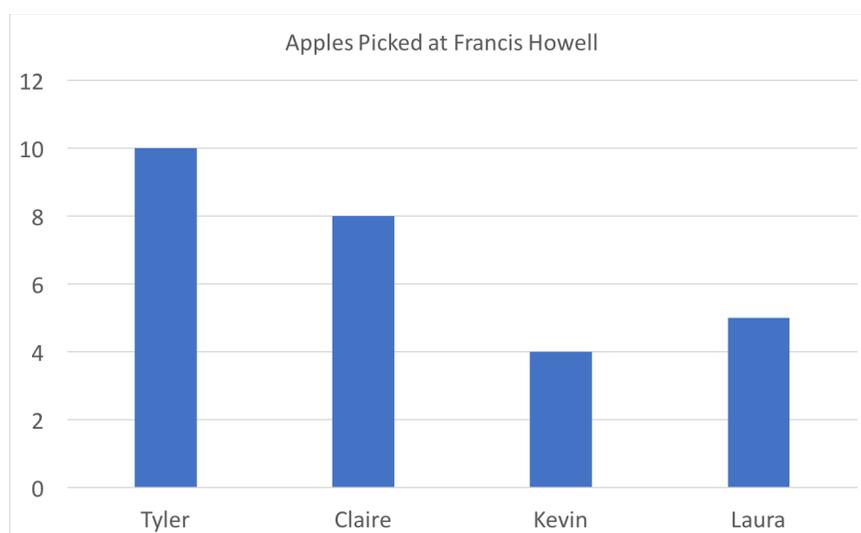
## Vital User Guide

### Managing Your Students and Graphics

1. Click on the 'Manage' tab, which is displayed along the top of the page. You will use this page to manage your content and share it with students.
2. On this page, you will create new courses for your students in the Content Creator. Click 'Create Course' and then name the course. One important note for Google Classroom Users: If you already created courses in Google Classroom, you will see those courses and coursework in the Content Creator. *You cannot edit coursework that was added via Google Classroom here.* You will need to upload any content you would like to edit with our tool into the Content Creator.
3. With the Content Creator, you can manage your students, adding them to courses that they should be enrolled in and sharing coursework. Click on 'Manage Students' and type in a student's email. Then add them to courses by checking the course boxes. *Google Classroom accounts need to accept the invitation through the email invite.*
4. By clicking on the course name, you can expand and contract the view to show or hide the assignments and files that are within a course.
5. To create a new assignment within a course, first expand the course you want to add to. Then click the button 'Add Coursework' in the course header bar.
6. To add files to an assignment, open the assignment by clicking on the name. Then click the '+' symbol in the assignment header bar. A new window will open from which you can select an image from your computer to upload. Coursework is currently limited to image files: JPEG, PNG and GIF. If you have a graphic in a document or textbook, screenshot the graphic, which will convert it to an image file, and then upload.
  1. Once you have the image uploaded that you would like to edit, click the image file name and click the 'Pencil' icon. You can delete images by also clicking on the file name and then the 'Trashcan' icon that appears.
  2. Once you've clicked on the 'Pencil Icon', you will be redirected to the 'Edit' tab, and we're ready to move along!

## Editing Graphics

1. In the 'Edit' tab, you will be adding vibrations, audio sounds, and text-to-speech to the graphic you selected. This feedback is what the student will hear and feel to explore the graphic on the tablet. You are overlaying this feedback on the graphic file. It will not appear visually when viewed on the tablet.
3. Within the 'Edit' tab, there are two main tool kits: (1) Editing tools and (2) Audio, haptic and text-to-speech legends. You will be selecting the audio, haptic and text from the libraries to then add feedback to the graphic with the editing tools.
4. First, identify where you want to apply vibrations and audio sounds to the graphic. Using both audio sounds and haptics are beneficial to the student because it allows them to discriminate between graphic components. For example, on the bar graph below, you can apply audio to the bars and haptics to the horizontal grid lines.



5. Now let's walk through how vibrations, audio sounds and text-to-speech are added to this graphic with our Editing Tools.
  - A. Auto Select. First, click the 'Auto Select' icon, which will allow you to auto-select parts of the graphic based on color. For example, on the bar graph, you can click the 'Auto Select' icon, which looks like a paint bucket, then click on one of the audio choices in the 'Audio Library'. Now, click on one of the bars. The tool will automatically outline all the bars in the graphic.
  - B. Fill: Next, fill the bars in with the 'Fill' tool. Click the 'Fill' icon, and then click within the outline of the bars. Each of these are now solid audio sounds, meaning that anywhere within that bar, the student will hear a constant audio sound.
  - C. Gradient: Alternatively to having constant audio sounds, you can also add gradient audio sounds, which can be applied to fillable shapes. In the bar graph, we can add a gradient to the bars, which will give the student reference for when he/she is at the bottom on the bar by playing a lower pitch sound. As the student moves his/her finger to the top of the bar, the pitch will rise. Apply gradients by first clicking the 'Fill' icon. In the sub menu along the top of the canvas, a set of icons will appear. There are four audio gradients that can be applied: 1) top, 2) bottom, 3) left and 4) right, and each will play the gradient in a different direction. For example, 'top' will play a high tone and gradually decrease to a low tone. The white area of the icon

represents the lower tone, and then fading to a higher tone. The 'Range' slider adjusts the pitch range of the audio gradient. With your chosen gradient selected, click on the fillable object you added to the canvas. You will see the faded fill that is now added to the object. The darker part of the gradient is the lower pitch of the audio, and the sound will get higher as the color fades.

- D. Pencil: The pencil tool can be used to manually draw on the graphic as needed. Click the 'Pencil' icon, and then draw on the graphic.
  - E. Shapes: Another handy tool is 'Shapes'. This can be used to draw quick lines, squares, rectangles, circles, ovals, and triangles. These can also be filled and applied a gradient.
  - F. Selection and Eraser: If you need to erase feedback that was added to the graphic, select the object with the 'Selection' tool by first clicking the 'Selection' icon and then the object. Then click the 'Eraser' icon. You can also multi-select objects with two different functions: (1) hold 'Shift' down on your keyboard and select each of the objects you want to erase, and then click the 'Eraser' icon, or (2) click the selection tool and draw a rectangle over the part of the graphic you want to erase. Do this by clicking down on part of the graphic, and pulling the cursor over the graphic. Then click 'Erase'.
  - G. Undo and Redo: To undo and redo your actions, you can click the 'Undo' and 'Redo' icon.
  - H. Clear: Clear is used to erase all the feedback that has been applied to the haptic, audio, OR text-to-speech layer. This is handy when you want to start over. Make sure you are on the layer you want to clear first. For example, if you want to clear the audio gradients applied to the bars, click the 'Audio' button. Then click the 'Clear' icon.
  - I. Search Text: The 'Search Text' tool is used to find all the text within a graphic. First, navigate to the 'Text' layer by clicking on the 'Text' layer button. Next click the 'Text Tools' icon. Two icons will show in the submenu. The first is the 'Search Text' tool, which runs OCR (optical character recognition) on the graphic. The text that is found in the graphic will appear in the Text Library, and on the graphic, boxes will appear overtop the text. You will want to fill these boxes with the colors that relate to the text on the graphic. For example, click the color associated with the title 'Apples Picked at Francis Howell' in the Text Library, then click the 'Fill' icon, and finally click the box that is overtop the title on the graphic. Now, anytime the student runs their finger over this filled box, he/she will hear the title read aloud. To make this box larger, use the 'Selection' tool and drag the edges of the box. The second icon is 'Compress Text Boxes'. In some graphics, text that you want to be read as a group might be selected as individual words. In this case, you can use the 'Compass Text Boxes' tool to combine the text automatically. First, click the icon, and then draw a square or rectangle around the words you would like combined. Click down on the canvas near the word you would like combined, and you will see a light purple box that can be dragged overtop. Un-click and wa-la!
- **Note:** If all the text is not found automatically, you can also add your own text to the graphic. Do so by first clicking the '+' icon at the bottom of the Text Library. A new window will open. Type the text into the empty text box, and click 'Okay'. Now click the newly created text in the Text Library, and then click the 'Shapes' tool. Draw a shape overtop the text in the graphic that you want to be read aloud to the student. Click the 'Fill' tool, and fill the shape with the text feedback. You can edit any of the text boxes two ways. First, click on the text in the Text Library, and then click the 'Edit Color' along the bottom of the Text Library (Pencil icon). The editing window will open, and once you are done editing the text, click 'Okay'. You can also double click on the text shape on the canvas, and the editing window will open, like a text box. Click the trashcan icon to delete text entries in the library.

- J. Copy, Cut and Paste: Lastly, the 'Copy', 'Cut', and 'Paste' tools can be used as needed. In the bar graph example, you can draw a rectangle with the 'Shapes' tool for the horizontal grid lines, and 'Fill' this with the chosen audio or haptic feedback. Then select the rectangle with the 'Selection' tool, click 'Copy', and then 'Paste'.
6. The graphic is now complete! Your graphics are automatically saved so no need to worry about losing any of your creations.

## **Navigating ViTAL's Tablet App**

### ***Logging into Google Classroom on the Tablet***

To login into ViTAL's app on a tablet, you can either login to your Google Classroom account or other email accounts. Multiple accounts can be saved on the tablet so the tablet can be used by teachers and students. Once you are logged in, you're set!

### ***Familizing the Student with the Tablet***

1. To start, first turn the screen off so that the student can familiarize themselves with the tablet without activating the screen by pressing the power button (leftmost button along the top).
2. Then, place the tablet in front of the student and ask them to:
  - a. Run their fingers around the outside edge of the tablet, finding the headphone jack, speakers, volume buttons, power button and charging port. They may turn the screen on when finding the power button; ask them to press the single button, which is the power button, again to turn the screen off. The volume buttons are connected. The button on the left will turn the volume up and the right, down.
  - b. Run their fingers on the flat top of the screen. Ask the student to find the top, left corner. This is where the student should always start when beginning to explore a graphic. Next, explain the transparent, raised dot overlay on the tablet. The overlay is best explained as a screen protector with rows of sideways braille cells running across the screen. This overlay will help the student to follow the haptic, auditory and text-to-speech that will be felt and heard when the student explores the graphics. Ask the student to find the first sideways braille cell in the top-left corner of the screen, and follow the horizontal row across the screen. Ask the student to stop at the last cell in the first row. Then trace the last column of cells to the bottom of the screen.
  - c. Find the right, middle of the tablet. They should navigate to the buttons that can be seen visually on the tablet. These buttons are used to exit the app and page back in the app, which will be announced to them when activated.
  - d. Next, ask the student if they are familiar with Voice Assistant (previously TalkBack) and if they would like to use it to navigate the tablet themselves. If yes, follow these steps to turn Voice Assistant on: Settings > Device > Accessibility > Vision > Voice Assistant > Switch is in the top-right corner. Then, place the tablet in front of the student and ask them to open the Vital app. If no, open the Vital app for the student.
3. Once logged in, either the student or you should follow these instructions for opening the graphic named 'US Corn and Soybeans Planted Acres Bar Graph'.
  - a. Under Courses, open the Example Course. Only the Courses that the student is enrolled in will appear, and only courses that a teacher has created Vital content for will show on the tablet.

- b. Under Example Course, open Math. When an image is loaded on the screen, 'Complete' will be heard aloud.
  - c. Using one-finger, use the swipe gesture, like turning the page, to flip to the graphic 'US Corn and Soybeans Planted Acres Bar Graph'.
  - d. Now time to explore the graphic! Exploration is currently limited to a single touch, meaning that instead of using two hands to explore the student must use one. We recommend the student uses their dominant hand to explore and place the other hand on the edge of the tablet.
4. Ask the student to listen to the instructions. The instructions are turned on and off with a single finger double-tap. We recommend the student uses a common spot on the screen, like the top-right corner. If the student double taps on any of the feedback, the feedback will play versus the instructions. The instructions will guide the student through the exploration procedure for each graphic.
  5. Once the student is done exploring all of the graphics in the Math folder, have the student exit the folder by using a two-finger swipe down. A two-finger swipe up will log the student out of their account. Students using TalkBack can enable again after exiting the graphic.

**If you have any questions, please don't hesitate to ask!**

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