

Classroom Suite 4 – (Win/Mac) 4.x

Access Settings for Switch Users

Introduction

Classroom Suite 4 is designed to work with Intelliswitch and Intellikeys to give students who require access support a good interface with the program. These switch users may require personalized “Access” settings to best work with documents and activities in Classroom Suite 4.

This tutorial assumes...

- The Classroom Suite 4 program is installed on your computer.
- You know how to locate the “Home Page” in Classroom Suite 4.
- You have a switch-using student.
- You have a switch interface such as IntelliSwitch or IntelliKeys

Learning Objectives

This software may require you to change some of the default settings to enable the optimal access opportunities for your student.

Completion of this tutorial will give you experience with the following:

- Modifying one of the user preferences for switch access to Classroom Suite 4.

Case Study

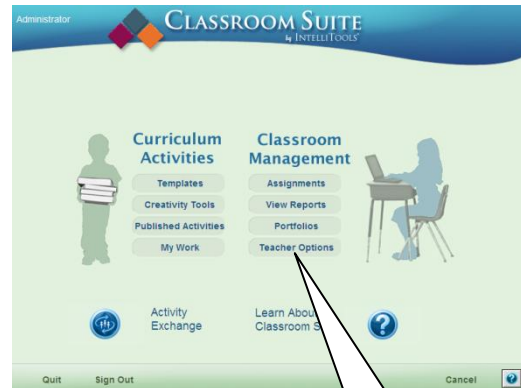
Billy is a grade 3 student who uses a single switch to access Classroom Suite 4. Billy has poor vision and is slow to respond to choices presented by the software. He requires a slow scan speed, auditory prompts and button magnification to best access the software at this time.

User Preferences

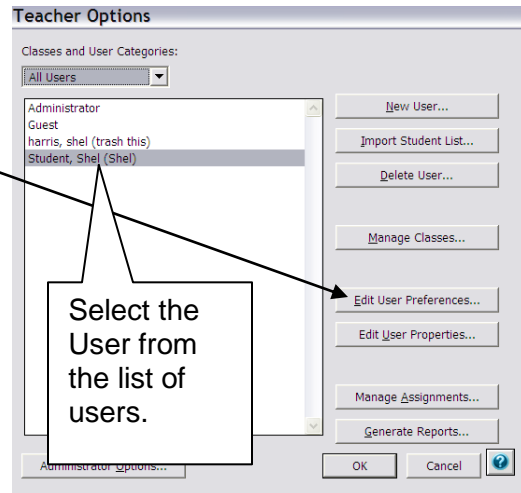
Sign in as a teacher or administrator to adjust **student user preferences**. If you **have not** created users in the program you will automatically be signed in as an administrator when you start up the program. If you have administrator or teacher privileges, you may change **scanning settings** for a user at any time: use the top menu and go to **Options > User Preferences > Access tab**. (To access the hidden menu items when a student is logged in use **Ctrl+M**.)

To access the **User Preferences** screen, from the **Navigation or home screen**,

- Click on the **Teacher Options** button
- Select the **User**
- Then select the **Edit User Preferences...** button

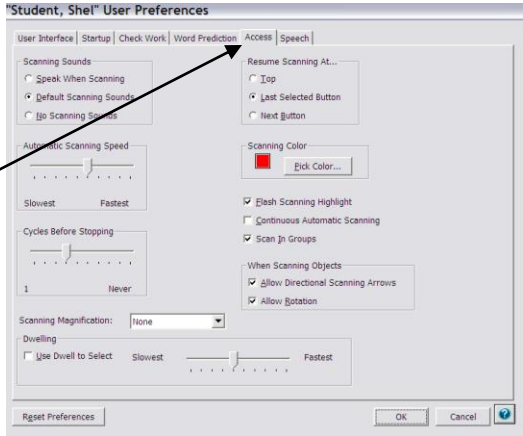
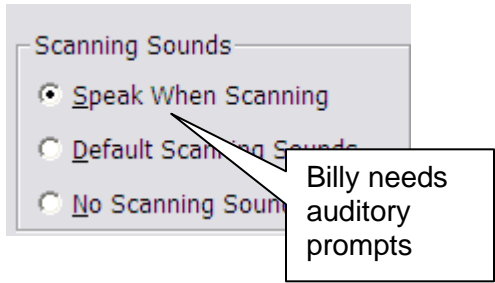
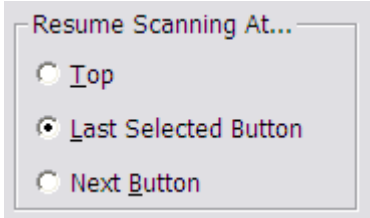


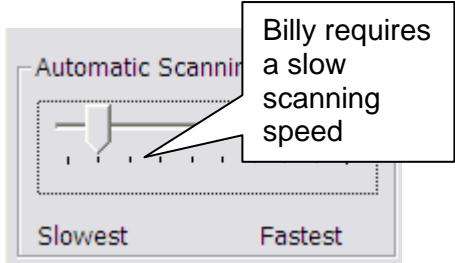
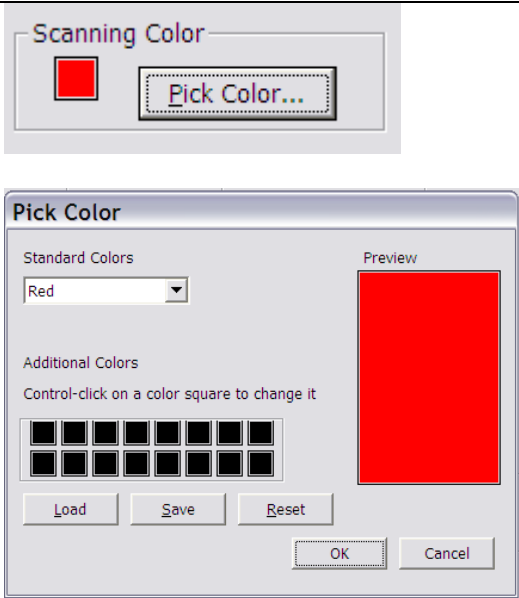
Teacher Options

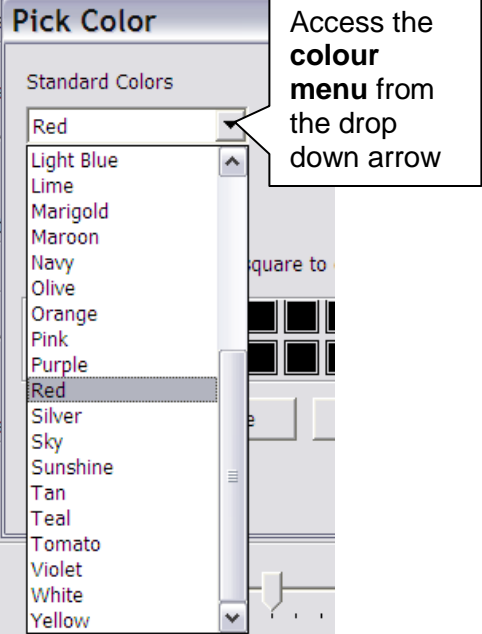
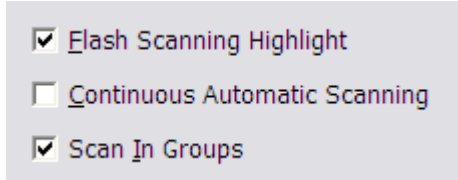


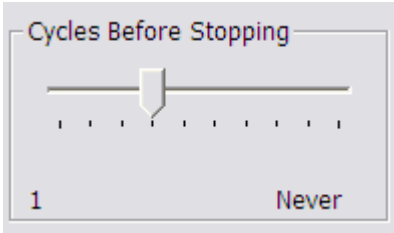
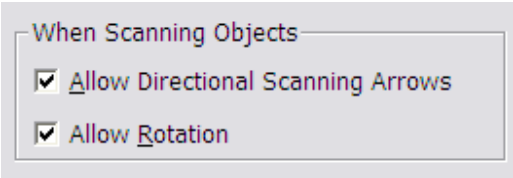
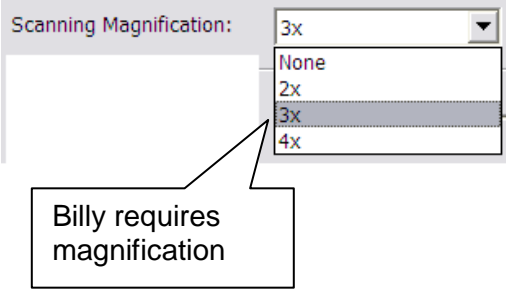

Select the User from the list of users.

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<p>2</p>	<p>There are six User Preferences categories represented by the tabs along the top of the User Preferences dialog box: User Interface, Startup, Check Work, Word Prediction, Access, and Speech.</p> <p>To specify the settings for the Scanning features that your student will use:</p> <ul style="list-style-type: none"> • Select the Access tab in User Preferences 	
<p>2</p>	<p>Some students may require auditory prompts while scanning. To set up auditory prompts for your student:</p> <ul style="list-style-type: none"> • Select Speak When Scanning. This option speaks the names of selections. <p>Descriptions of the other selections:</p> <ul style="list-style-type: none"> • Default Scanning Sounds - the program plays a “Beep” as it scans. • No Scanning Sounds - no sounds are played. 	
<p>3</p>	<p>To determine where the scanning will resume after your student has made a selection, locate the Resume Scanning At area and select the appropriate choice:</p> <ul style="list-style-type: none"> • Top – scanning resumes at the first button • Last Selected Button - scanning resumes at the last button selected. • Next Button –resumes scanning just 	

	<p>after the last button selected.</p>	
<p>4</p>	<p>For students who require a slower scanning speed, adjust the speed from the Automatic Scanning Speed area:</p> <ul style="list-style-type: none"> Adjust the speed at which the scanning highlight moves between buttons by using the slider – to slow the speed, click and drag towards the left; to increase the speed, click and drag towards the right. 	
<p>5</p>	<p>For students who require greater contrast in scanning colour, use the Scanning Color area:</p> <ul style="list-style-type: none"> Click on Pick Color Use the drop-down menu to select a colour 	

		
<p>6</p>	<p>To adjust the way the program scans:</p> <p>Selecting Flash Scanning Highlight:</p> <ul style="list-style-type: none"> Makes the scanning highlight flash as it scans each choice. <p>Selecting Continuous Automatic Scanning:</p> <ul style="list-style-type: none"> Scanning resumes after a selection has been made. <p>Selecting Scan in Groups:</p> <ul style="list-style-type: none"> Groupings (such as entire toolbars,) are scanned first. 	

7	<p>To determine the number of times that choices will be scanned on a page use the Cycles Before Stopping slider.</p> <ul style="list-style-type: none"> • Click and drag to adjust the number of times that choices will be scanned. 	
8	<p>To adjust the way objects on a page are manipulated use the When Scanning Objects area:</p> <ul style="list-style-type: none"> • Allow Directional Scanning Arrows - An object on a page can be moved by a switch user. • Allow Rotation - An object on a page can be rotated by a switch user. 	
9	<p>For students who require magnification of scanned objects use the Scanning Magnification area:</p> <ul style="list-style-type: none"> • Use the drop-down arrow to access the magnification menu. This allows the object to be magnified to the selected amount when it is scanned. 	
10	<p>For students who are using a mouse for access but need help with mouse clicks you can set a Dwell to Select. This allows the student to hover over a toolbar button for a certain period of time with the mouse pointer to select that button:</p> <ul style="list-style-type: none"> • Select Use Dwell to Select • Adjust dwell speed by using the slider. This determines how long the mouse pointer must hover over a toolbar button before that button is selected. 	

Button Properties

Tip...

A **Button** can be excluded from a scan by editing its preferences. **Left Click** on a button, select **Scanning**, uncheck the **Automatic Scan** and/or **Step Scan** options and the item will not be scanned.

Picture | Actions | Atttributes | Sound | Frames | Button Appearance | Scanning

Include In

- Automatic Scan
- Step Scan

