



These “Bite-sized” Training Program guides are designed to help Lifelites Volunteers and champions to train and support hospice staff on the use of the magical Lifelites equipment in small bite-sized chunks.

Introduction to Touchscreen PC, cause and effect, touchscreen software apps and different access methods (switches, rollerball and camera mouse)

1. Introduction – checking previous knowledge

Begin the session by checking if your trainees have used a touchscreen PC or Windows 10 before. Try and get anybody that hasn't used these to get hands on and use the equipment in the session – don't show them yourself – get them to use the equipment.

2. Explain the benefits of the PC, the software and the different access methods

- This is an all-in-one desktop PC with touchscreen, keyboard and mouse, built in webcam and speakers
- Touchscreen games and programs allow children to learn, play and communicate in intuitive ways and are good for young children, those on the autistic spectrum and those with pervasive developmental challenges.
- The touchscreen comes with a variety of software that is designed to suit children of a range of ages and abilities and will promote sensory stimulation, fun and entertainment, choice making, creativity, control and communication and learning and development.
- The touchscreen PC and software can be accessed through a variety of different methods including touch, the traditional mouse and keyboard, switches, rollerball mouse and even camera mouse, thus providing some level of access and control for everyone regardless of their abilities or disabilities.

3. Basic controls and operation

- Turn the PC on (button is normally on the side of the machine – this might seem obvious but don't miss this showing the trainee this step!)
- Once the machine has booted, show how to login (password Life0000) and then how to move around the operating system with the mouse and also with your finger using the touchscreen.
- Volume controls can be controlled via the keyboard.
- Go to the desktop to access the majority of Lifelites software applications and programs
- Click on the windows icon in the bottom left hand corner of the screen to find further applications
- Click on the windows icon and the power icon in the bottom corner and select “shut down” to turn off the machine

4. Keyboard and Mouse

- Show how the keyboard and mouse are connected.

5. Deep Freeze

- Explain briefly that we have installed some special software to prevent programs and virus's being added to the PC and programs deleted by accident. The software is called deep freeze and just ensures that when the machine is rebooted the original programs and settings will be reloaded.
- If you need any programs permanently adding or removing, then the special deep freeze software needs to be unlocked to make those changes. Contact Technical support to help you do this.

6. Setting up switches

- Switches enable users with physical disabilities to operate the PC and play and interact with a range of games and activities. They can also be a fun activity or method of play for other users without physical disabilities. Different switches will suit different users, and switches can be placed and operated by different parts of the body depending on what suits the user best.
- Explain that many of the games on the PC can be played with either a wireless switch or with wired switches:

Red wireless switch:

- a. The switch communicates to the PC via the IT-receiver box that plugs into the PC via USB cable.
- b. The wireless switch needs to be paired to the receiver; to do this press the pair button on the receiver.
- c. Next, press the pair button on the underside of the switch with a pen.
- d. Press the other button (Mode button) on the underside of the switch to change the keyboard control the switch activates.
- e. To change the switch settings on individual games, remember to go into the "settings" or "options" menus of the games.
- f. If you are experiencing problems with the switch working, check the receiver connection to the PC and that the switch is paired to the receiver correctly and also check if the batteries need replacing.
- g. Most of the games and software we have provided will need the switch mode button set to no.7 - space bar, but if you are not sure what the switch mode should be on a game, try playing the game using the keyboard, and once you have established what control make the game work you can program the switch accordingly.

Switch-it games

The Switch-It games are great cause and effect software games with 3 levels of play:

1. **'Flash Cards'** are single images taken from the program's theme. They appear on screen in response to switch presses, with an additional press to hear the accompanying text spoken.

Ask the trainee to come and demonstrate the Flashcards game

2. **'Picture Builds'** create composite pictures piece by piece, in response to switch presses. You can vary the number of presses required in order to build the complete picture. When it is complete, the user is rewarded by lots of exciting animation and sound.

a. **Ask the trainee to come and demonstrate the picture builds**

3. **'Stories'** are stepped, animated sequences that are revealed in response to switch presses. There are pauses between each step, to encourage students to watch and understand the unfolding story. You can use these to discuss what the characters are doing and why.

a. **Ask the trainee to come and show the stories**

To set up the switch settings and other options go to the Options Menu. Here you can change:

- The Subjects included in the activity
- The number of steps to build up a picture or story
- How many switches and what they control
- If you need a delay on the switch before it is activated.
- Switch colours displayed on screen
- Auditory prompts turned on or off.

To set up a second switch you will need to use a wired switch:

Wired Switches:

- a. Connect your Beamz Switch Box to the PC using the USB cable.
- b. Ensure the mode button is NOT highlighted (by pressing it)



- c. The 4 numbered ports have the following functions:

- 1 – Space
 - 2 – Enter
 - 3 – Left click
 - 4 – Right click
- d. Connect a wired switch into the relevant port for the game you wish to play
 - e. Unfortunately there is no universal standard for switch functions and some programs will use space and enter, some left mouse click and right mouse click and others other functions. For most of the games provided you should use 1 – Space if you are using one switch and 2- Enter if you are using 2 switches. If you are not sure what the settings should be, try the game or activity using the mouse or keyboard and see what works. You can then put the switch in the correct port accordingly.
 - f. Try playing a switch-it game with 2 switches – click esc from the game – go to switch access – and select 2 switches. Note the switch appearing on the left hand side corresponds to switch 1 – space bar and the switch on the left will be switch 2 - enter. Point out the option to change the switch colours again so that they correspond with the switches being used.
 - g. If you use 2 switches for scanning menu choices, switch 1 - space bar will move the scanning box and switch 2 - enter, will select.

Introduce different switches you have:

- a. Vibe Light – a wired switch that also lights up and vibrates
- b. Candy corn - a wired switch that is operated by movement sensor above the switch (no actual contact is required)
- c. Smoothie switches - basic different coloured switches.

7. More Games

The following games can all be played with switches and most can also be played using the touchscreen, mouse, keyboard, rollerball mouse or camera mouse as well. Ask delegates to demonstrate an example of each game:

- Switch Skills – a suite of games that develop different aspects of switch skills (e.g. scanning, timing, using 2 switches etc.)
- Counting songs – a massive range of different counting songs and activities
- Big Bang patterns and Big Bang Pictures – very simple cause and effect activities – great for sensory stimulation for young children and those with PMLD
- Lets go to Town/Seaside – a fun exploring and choice making set of games that also develops life skills
- Choose and Tell – a suite of choice making games that allows users to make their own stories, adventures and even cook some favourite recipes.

HKL

HelpKidzlearn is a fantastic online subscription portal that provides over 100 accessible games and activities. The activities cater for a wide range of users with severe and complex needs and learning disabilities, and are accessible by mouse and keyboard, one or two switches, touch and eye gaze.

- To access this, open your web browser and go to:
www.helpkidzlearn.com (you will need internet access/Wi-Fi to access this) or click on the shortcut saved on the desktop
- Click on “Games and Activities” and then click on “Login”
- On the next screen click on “Play Games”
- You will now be asked to enter your user name and password:

Username: LifeLitesShared

Password: password1

Show the different pages of games available and ask delegates to have a go at a few. Show them how to use the options or settings page before playing the games to choose which access method the user is using (e.g. mouse/touchscreen, eyegaze, switches etc.). Remind users to log out when not using the system to ensure the licences are available for other children’s hospice users.

Please refer to the *Bitesize training guide – Introduction to Symwriter2* for Symwriter training

8. Other Access Methods

Roller ball mouse

The wireless rollerball mouse is ideal for those with motor skills difficulties. The mouse works with a receiver unit that connects to the PC via USB cable (the same one as the Red Wireless Mouse). The mouse has a natural hand rest plus left and right and drag lock buttons.

- The mouse communicates to the PC via the IT-receiver box that plugs into the PC via USB cable.
- The wireless switch needs to be paired to the receiver; to do this press the pair button on the receiver.
- Next, press the pair button on the underside of the mouse (under the battery compartment):
- If you are experiencing problems with the rollerball working, check the receiver connection to the PC and that the mouse is paired to the receiver correctly. Also check that the battery doesn’t need replacing.
- Load up Eagle paint and have a go at drawing a picture using the roller ball.

Camera Mouse

Camera Mouse is a free program that enables you to control the mouse pointer on your computer screen just by moving your head.

- Launch the application, select the web camera and then click a spot on your head that will be the anchor point for the camera mouse (a green square will appear there) and under settings select clicking and single click to open windows item (this will give your user the ability to open programs by dwelling on them :
- Launch eagle aliens and have a go at playing with your head – start the game by pressing spacebar or clicking the switch.
- Ensure that you don’t close the camera mouse software if you are still using it as this will shut the program down– minimise the page only.

