SALT Elicitation Program Manual – Virtual Meeting Instructions
Examiner using a Mac and Zoom

Step 1 – Prepare your computer and the SALT elicitation program

- Close any open programs you are running (i.e. email, etc.)
- Open **Chrome**. Using any other browser will result in limited functionality.
- Log into saltsoftware.com and select Online Story Elicitation in the menu bar
- Select the appropriate elicitation program
- Select Begin New Session
- Enter your session ID (any identifier you choose)
- Choose your recording option – select Virtual Session and continue

- This confirms you have chosen to use an alternate recorder.   If you want to use a phone to record the audio of your session, open your recording app and do a test to be sure everything is working properly. This demonstration will use the Zoom recorder. Proceed to Step 2


**Step 2 – Prepare Zoom**

If you have not used Zoom already with the screen share function, we recommend you complete the Zoom setup prior to beginning the meeting with your participant. There are some settings that require you to close down the Zoom app to make the changes.
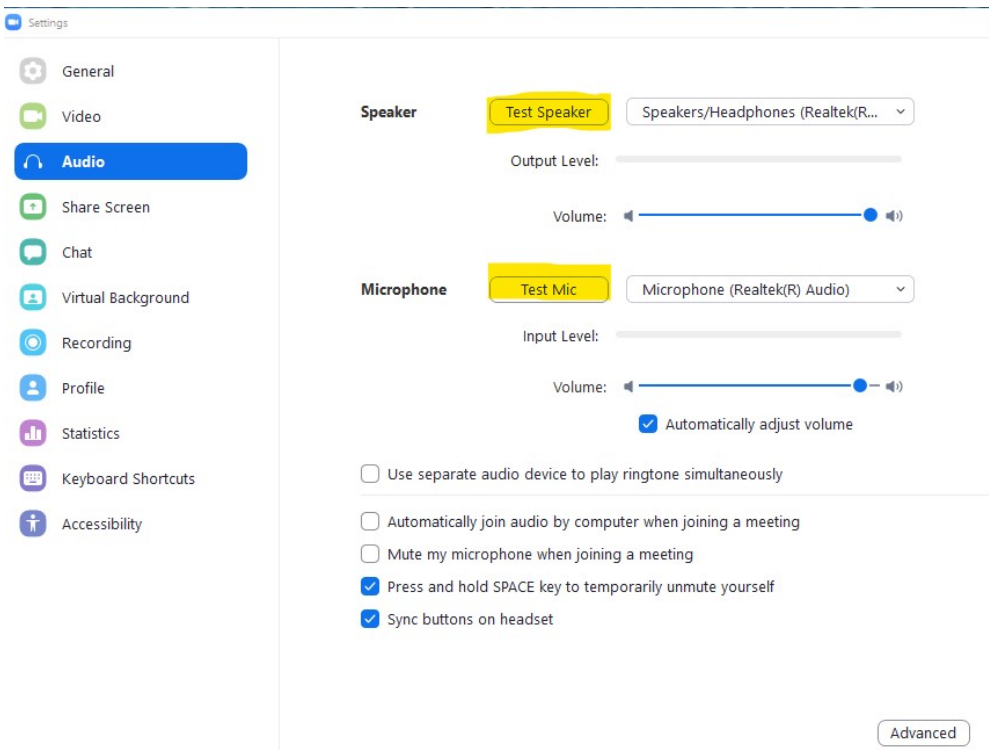
- Open Zoom
- Select New Meeting
- Select Join with Computer Audio
- Move your mouse to the bottom of the video screen to get the menu to appear
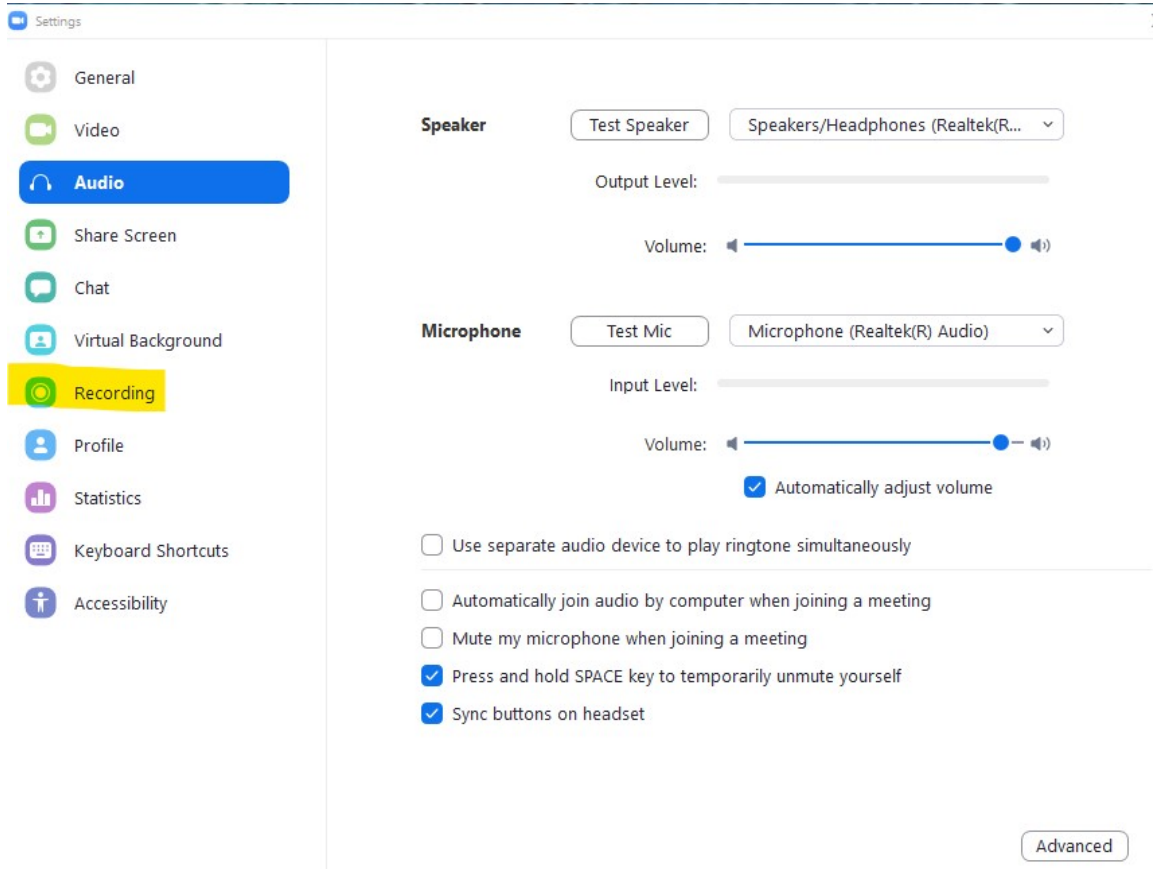- Select the Up arrow next to the Microphone picture
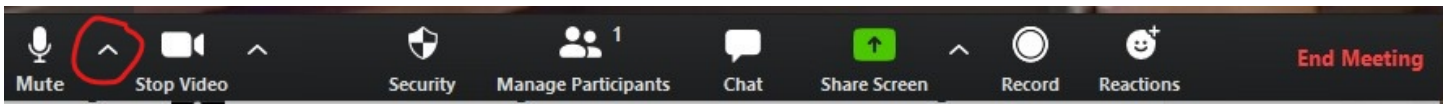
- Select Audio Settings
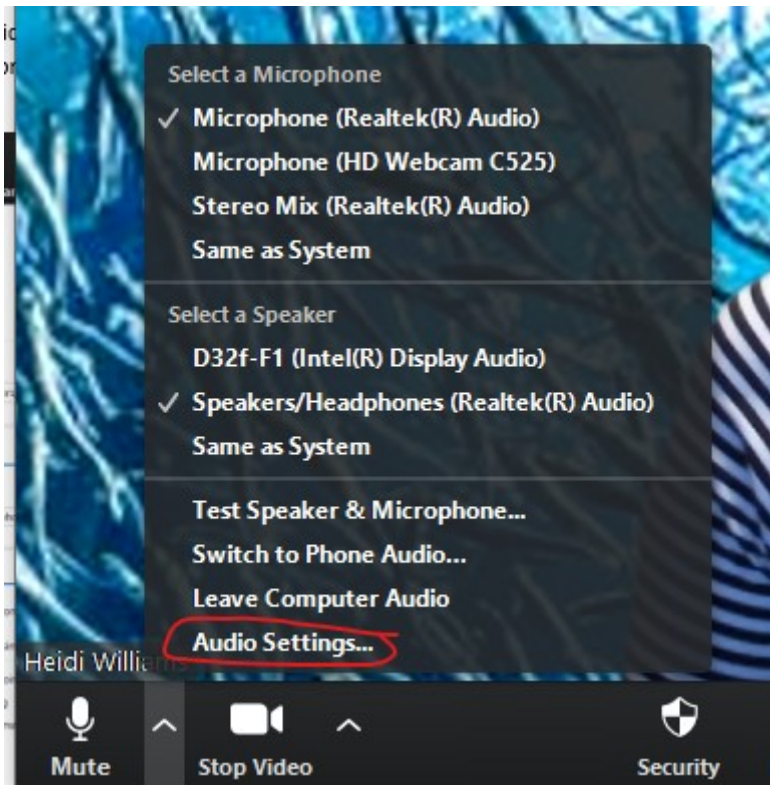
- In the audio settings screen, test your speaker and microphone

- Next, select the Recording menu item

- In the recording menu, choose the location where you want your audio file saved. You may want to create a new folder for all your SALT elicitation audios. This is the place you will go to at the end of your session to find your audio file. Be sure that none of the other options are selected.
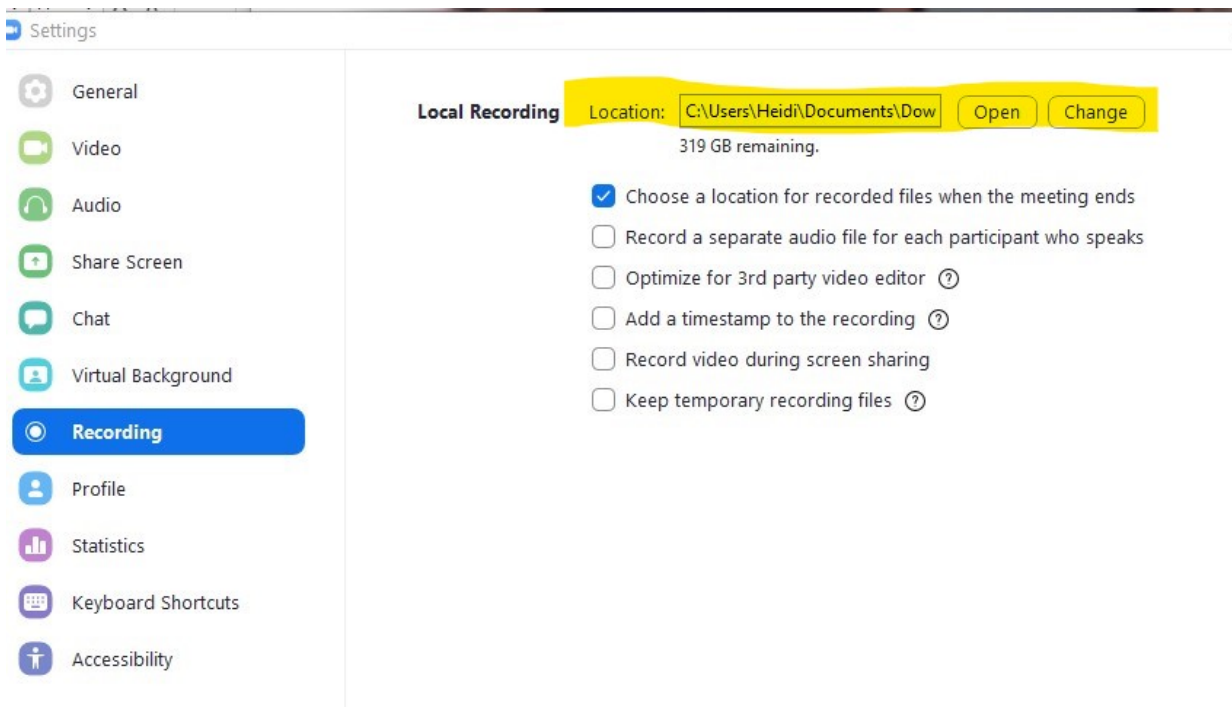
- Close the recording window by clicking the X at the top of the window

- Once your participant has joined the meeting, hover over the bottom of the video screen again, and select Share Screen
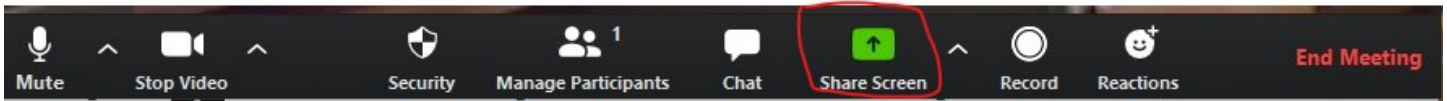
- Be sure the two boxes are checked at the bottom. Choose the window with the SALT elicitation program and select Share.
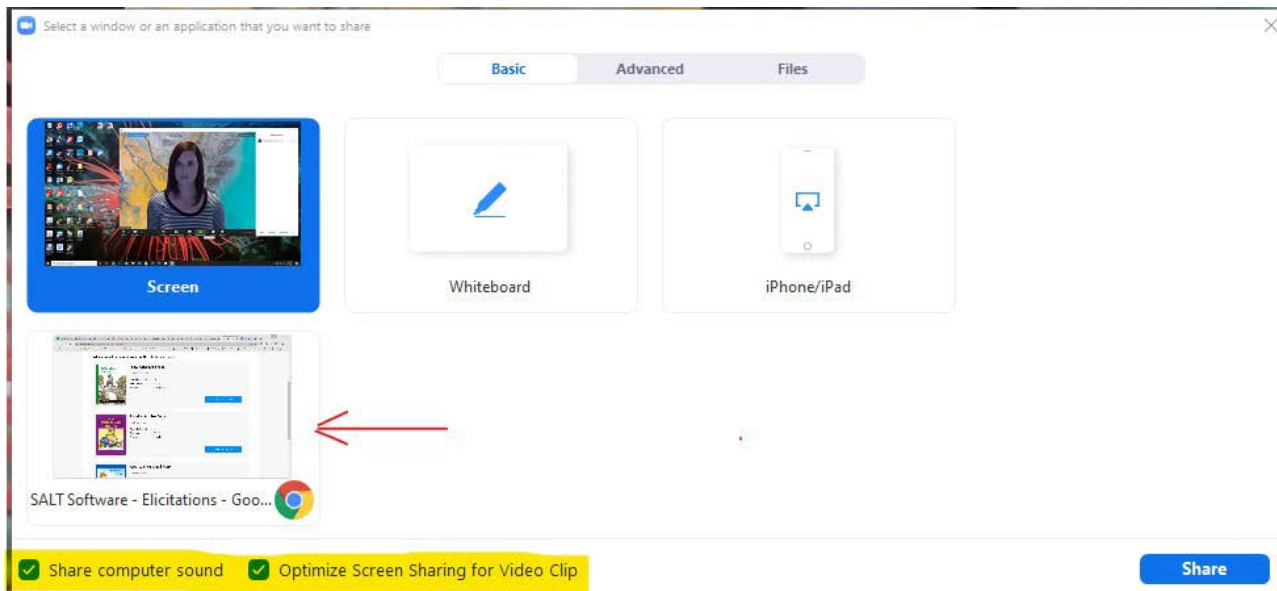
- If you have never done a screen share in Zoom with your Mac before, you will get this message. You need to go into your security preferences to allow Zoom to share your screen. Select Open System Preferences.
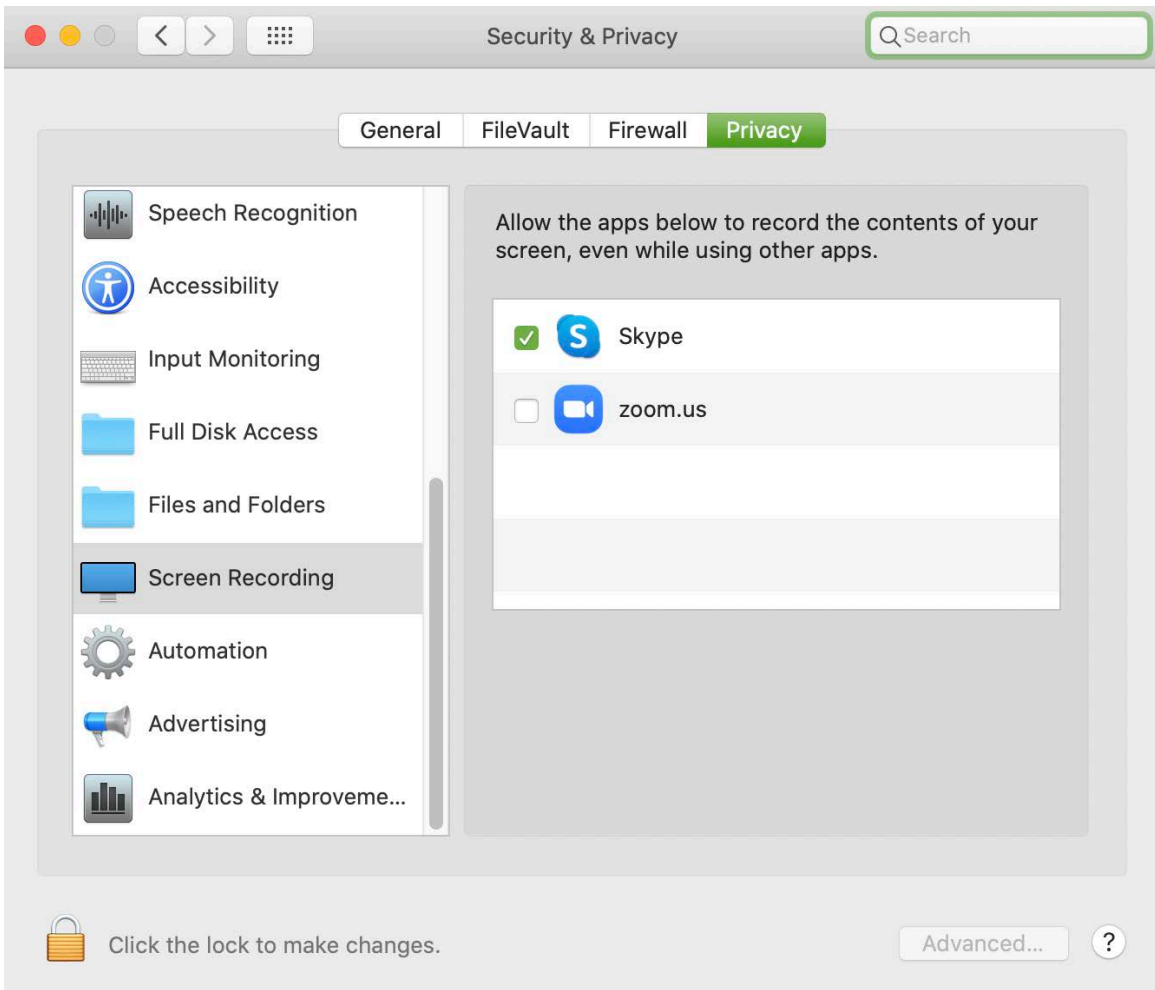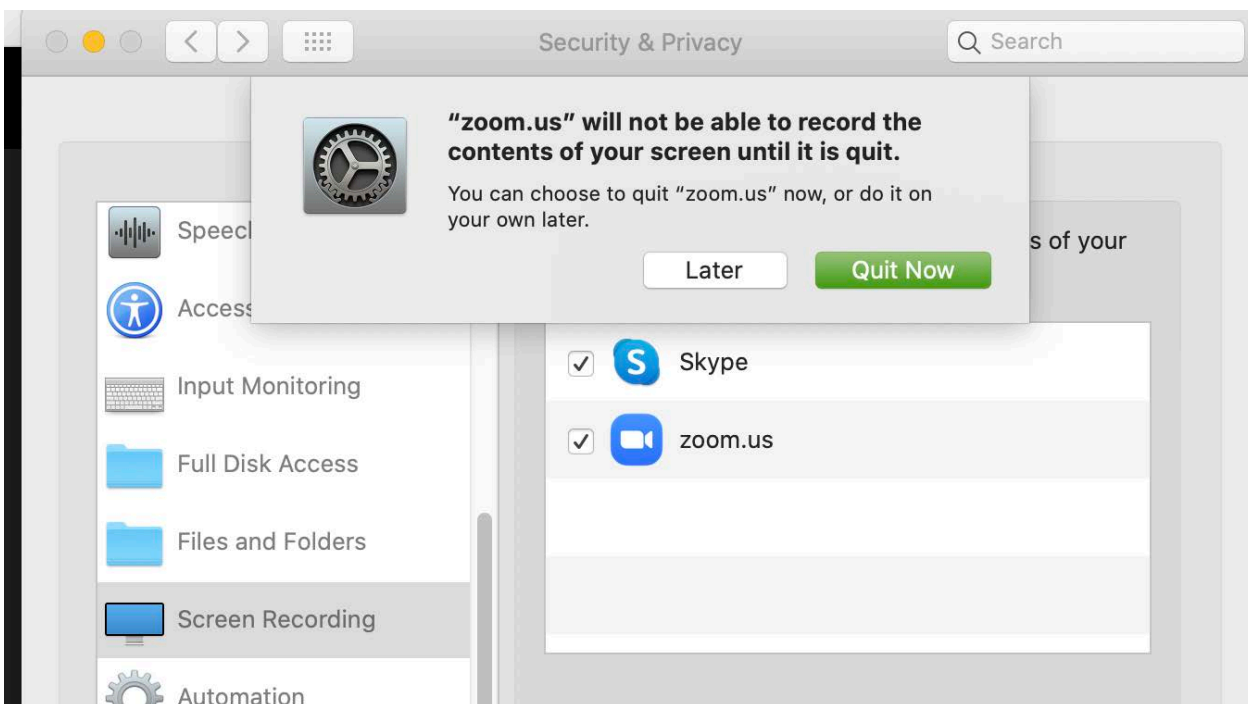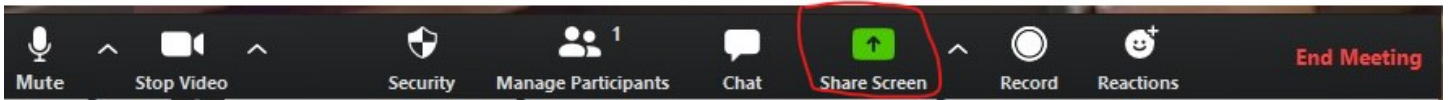
- Select the check box next to zoom.us

- You will then be prompted to quit the Zoom session in order to apply the changes. Select Quit Now.

- End the Zoom meeting to allow the settings to take effect.
- Open Zoom again. Now that the settings are correct, you can go directly to Share Screen

- Be sure the two boxes are checked at the bottom. Choose the window with the SALT elicitation program and select Share.
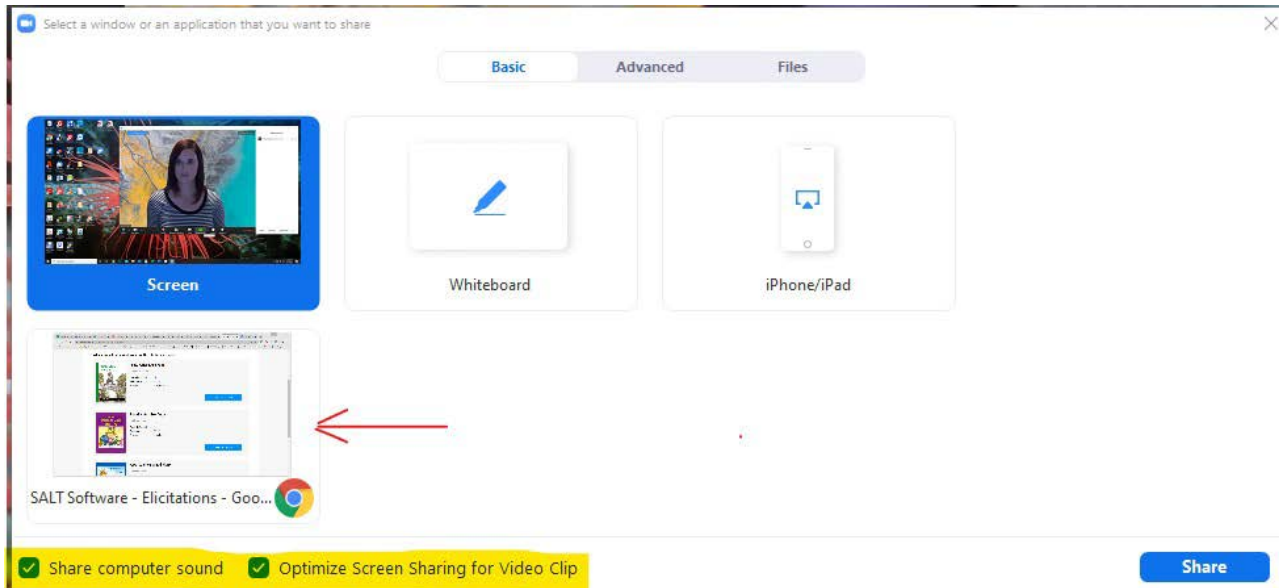
Step 3 – Invite your Audience

- Move your mouse to the bottom of the video screen to get the menu to appear. Then select Manage Participants.

- A window will open. Select Invite.

Participants (1)

Heidi Williams (Host, me)   🎤 📹

Invite   Mute All   Unmute All   ...

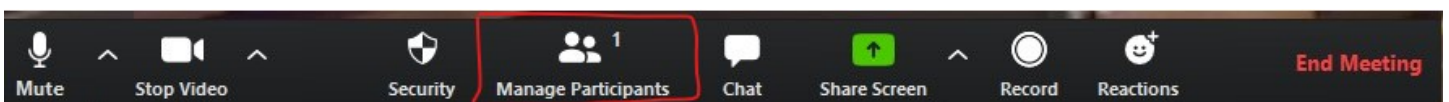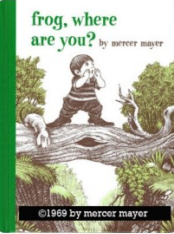- If you have your participant in your contact list, select them. Otherwise, you can copy the URL and send them an invite using your email system.

Invite people to join meeting 740-3891-7829   ✕

| Contacts | Email |

Type to filter

Copy URL   Copy Invitation   Meeting Password: **0z8vv1**   Invite
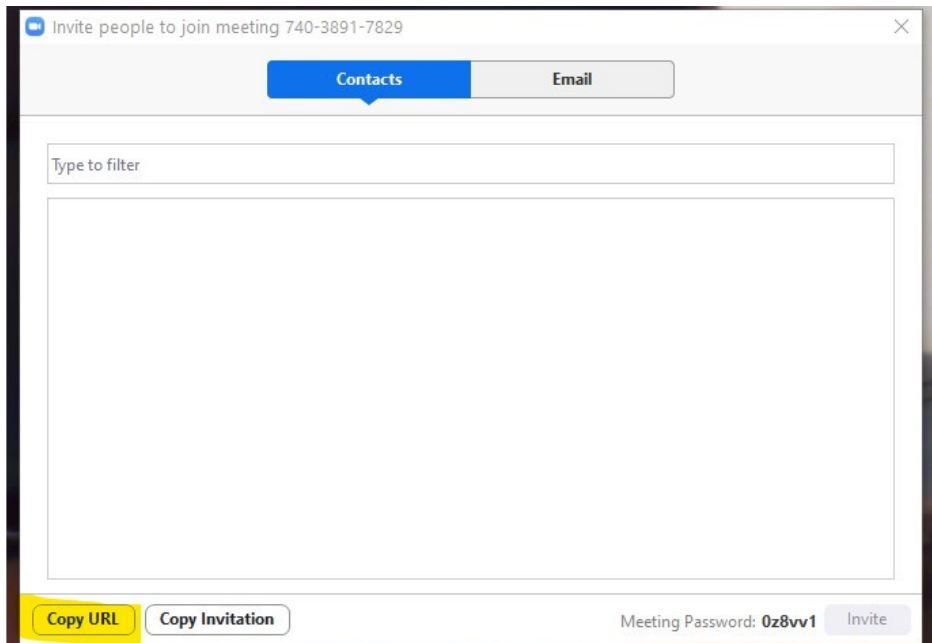
Step 4 – Continue the Elicitation Session

- You should now see the elicitation program on your screen and the message to be sure to check the alternate recorder, which we have just done. Select OKAY.
- Now select the book for this session

Which story do you want to use for this elicitation session?

Frog, Where Are You?

by Mercer Mayer

Grade in School	P, K, 1
Age Range	4;4 – 7;5
Protocol	Story Retell

USE THIS BOOK

Pookins Gets Her Way

by Helen Lester

Grade in School	2
Age Range	7;0 – 8;11
Protocol	Story Retell

USE THIS BOOK

- Choose your book. The introductory video will begin. Let it run for a few seconds. Then pause and confirm with the participant that they can clearly hear and see the video.

Frog, Where Are You?

0:02 / 4:28

- If they cannot, check to see that your settings are correct. Move your mouse to the top of your Zoom screen for the menu to appear. Then select More and make sure the two items are checked.
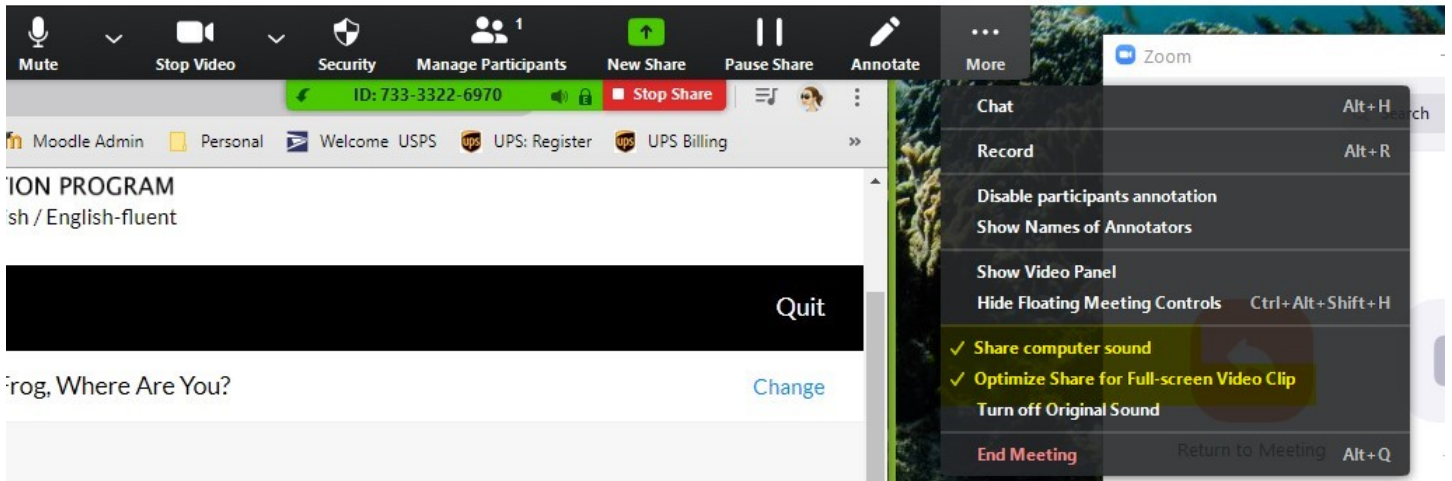
- When you are ready to continue, you can drag the video back to the beginning and play for the participant.

- When the introductory video finishes, the story video with a narrator will automatically begin. The participant will listen to the narrator tell the story while the pages with the pictures are shown.

Frog, Where Are You?

- When the story is finished, you will be prompted to continue

Frog, Where Are You?

▶ 4:28 / 4:28   🔊 ⛶ ⋮

CONTINUE
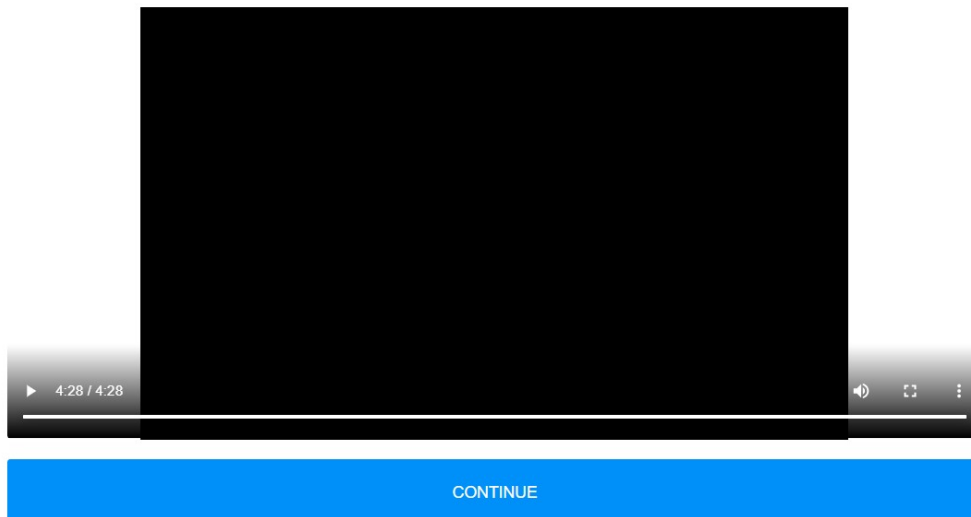
Step 4 – Prepare for the Participant to retell the story

- Once you begin the story again, the child will see the pictures, but there will be no narration. The child will retell the story in their own words. You will turn the pages of the book using the arrows as shown below. Be sure to communicate with the participant before you begin the retell to determine how you will know to turn the pages. Perhaps the participant will give you a "thumbs up" sign or say "turn page".
- This message will pop up

Please turn on your alternate recorder.

Please make sure your **alternate recorder** is turned on and is actively recording.

OKAY

EXTREMELY IMPORTANT - Turn on the recording function within the Zoom meeting now. Hover at the top of your screen to see the Zoom menu. Select More and then Record. When you are finished, select Okay.
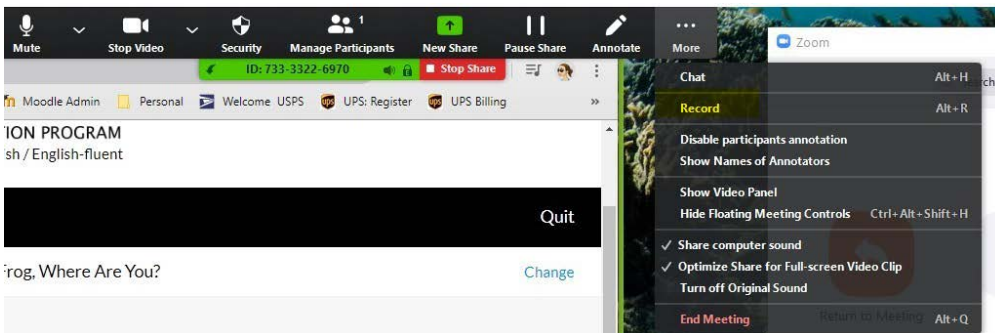
You will see the red indicator that you are now recording the meeting
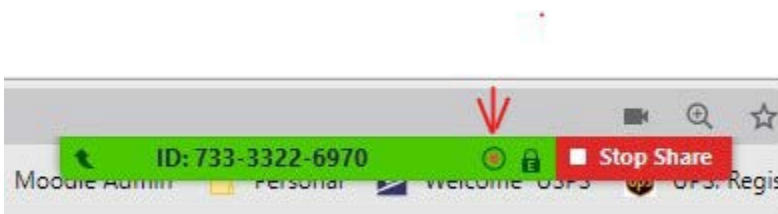
- The child should now begin retelling the story as you turn the pages. The last page will say

Frog, Where Are You?
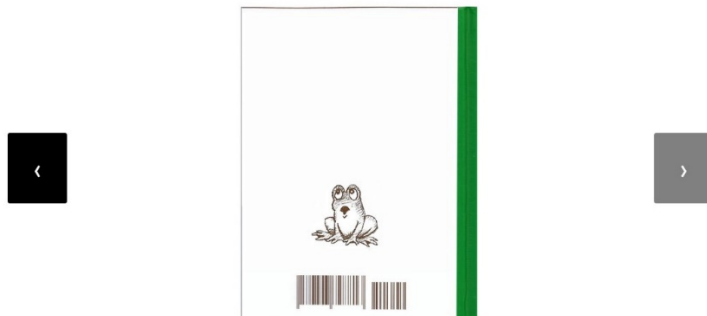
To navigate pages, use the above arrow buttons or the left and right arrow keys on your keyboard.

STOP YOUR RECORDER AND MAKE SURE THE FILE IS SAVED. THEN CLICK HERE TO CONTINUE.

- When child finishes retelling the story, stop the recording
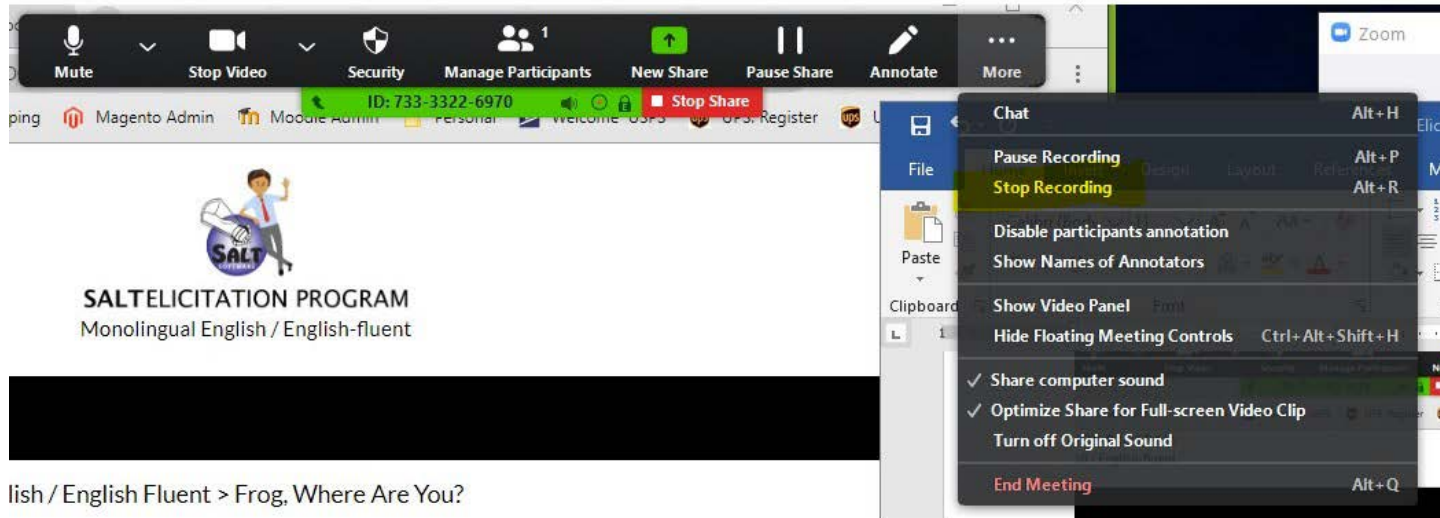
- Close the SALT window. Stop your screen share in Zoom

Step 5 – End the meeting

- Whenever you are ready, say goodbye to your participant and end the meeting. The meeting must be ended to access your audio recording.
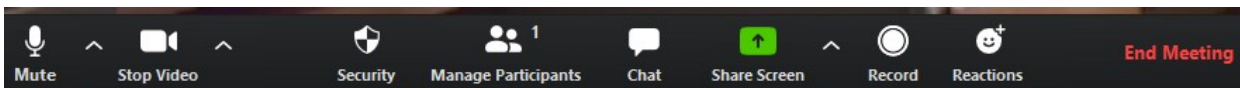
- End the meeting for all.

- The recording conversion process will start automatically when you end the meeting.

- You will be asked to confirm where you want the recordings saved.
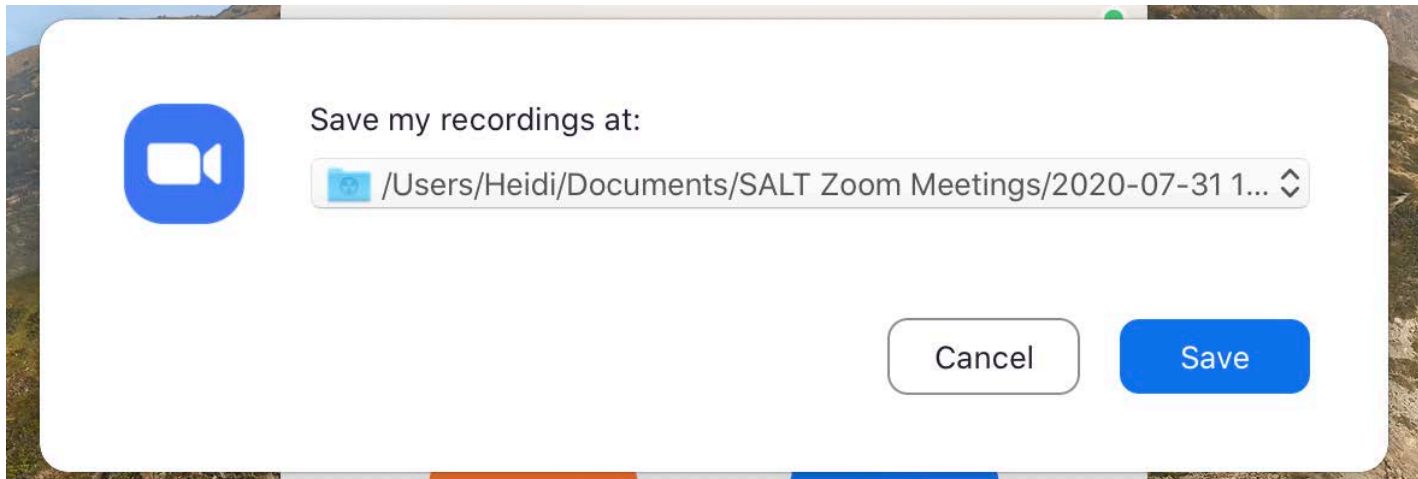
Then the file location will open.
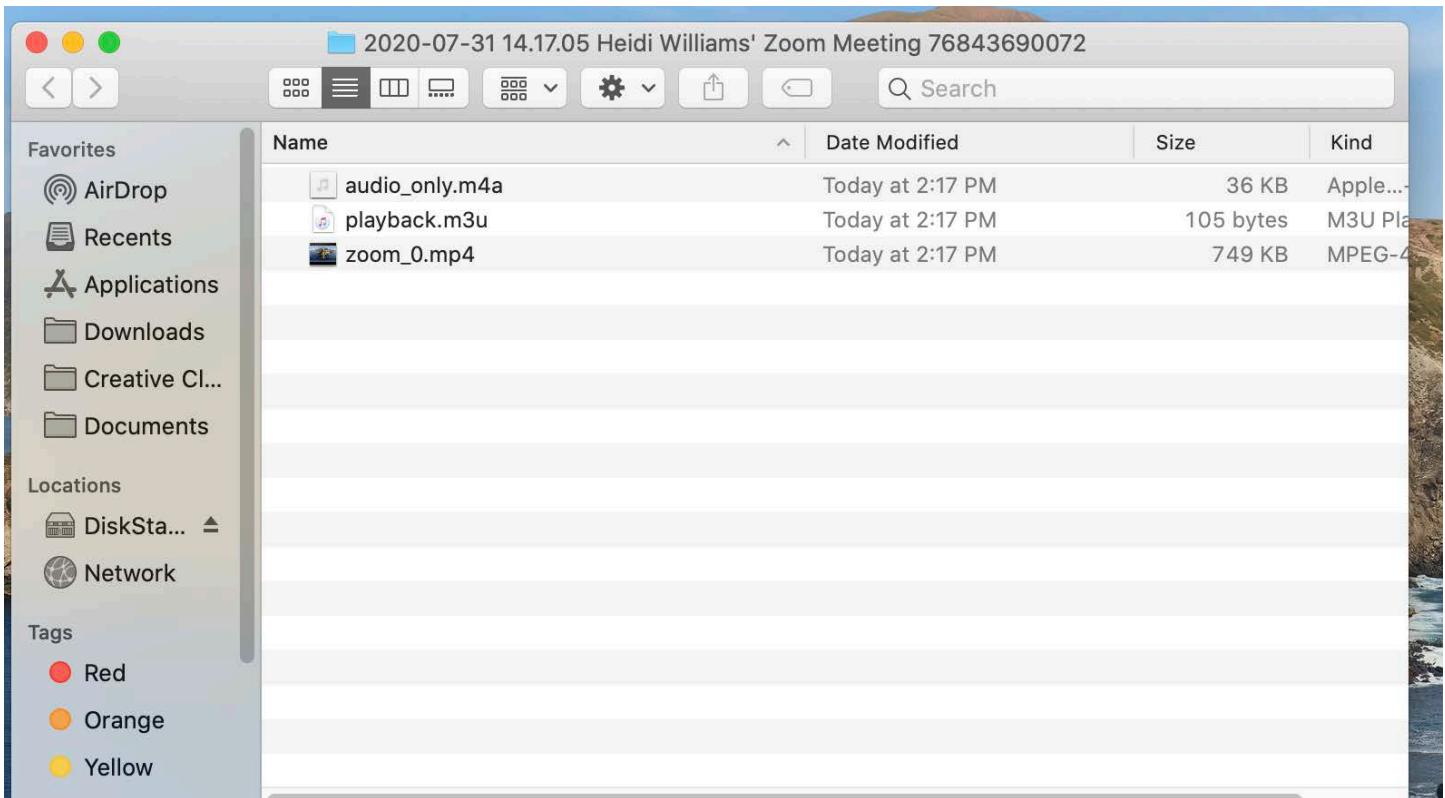
- You should see three files. The file named "audio only" is the one you want. Rename that file something that will help you identify the recording. For example, if it was a FWAY from a child with a school id of 116120, you could name it 116120_FWAY.
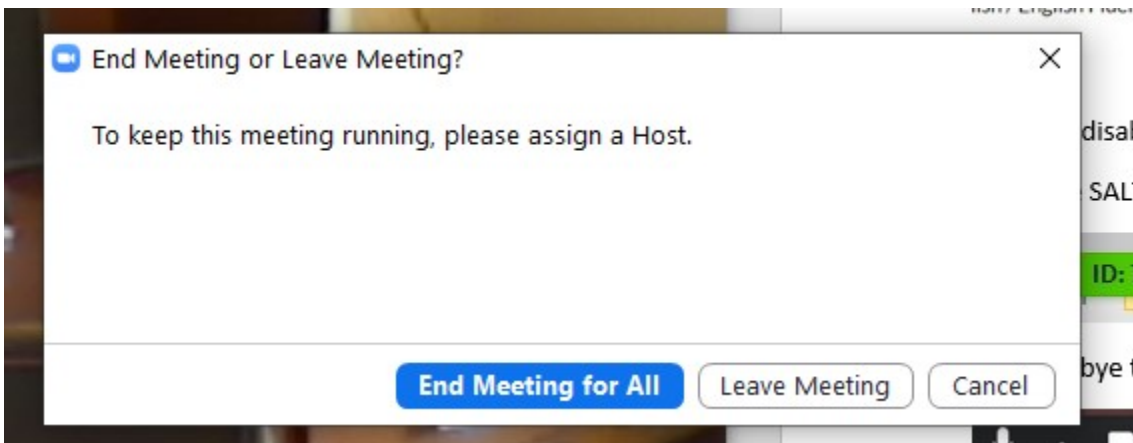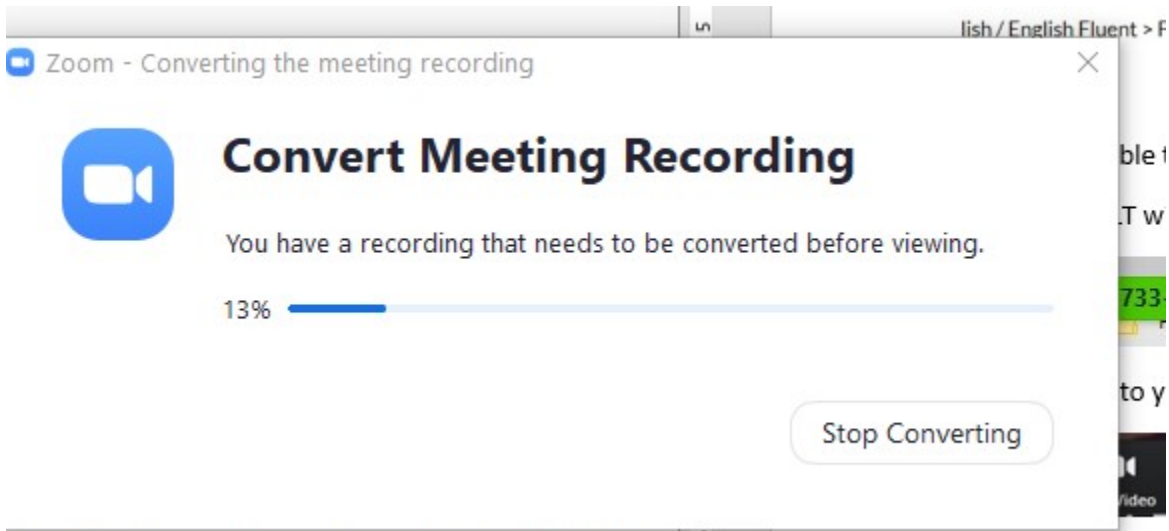- Listen to the file to be sure the audio was recorded.

Step 6 – Determine what to do with your audio file

- You should see this screen

Now that you have completed your elicitation sample recording, we've made it easy for you to send it to SALT for transcription, SALT transcription service are fee based. See prices and policies

No Thanks   Send Sample to SALT Transcription Service
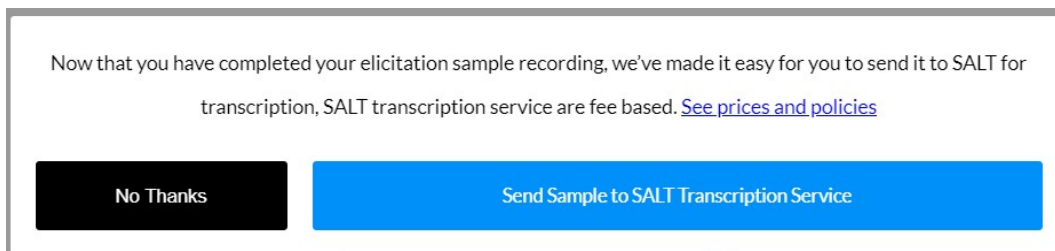
- If you want to transcribe the sample on your own, select No Thanks and Done.

- If you want SALT Transcription Services to transcribe the audio for you, make that selection. Be sure you are familiar with the fees associated with this option. You will see an upload form where you enter information about the sample

Send File

TRANSCRIPT INFORMATION

Sampling Context (required)

(select one)

Additional Scoring:

☐ Subordination Index

Sample ID (required)   Gender   Chronological Age (yy;mm)

Sample ID   (select one)   Chronological Age

Grade   Speaker's First Name   Date of Elicitation (mm/dd/yyyy)

Grade   First Name   Date of Elicitation

- At the bottom of the form, you will attach the audio file from your session. Select Submit Form when you are done.

AUDIO/VIDEO FILE

*Note: for confidentiality purposes, the name of your file should not include the speaker's name or any other identifying information. Click the "Choose File" button below to select your audio or video file from your computer. Please upload only a **valid file type** .*

File to Upload

Choose File   No file chosen

Files may be no larger than 100 MB. Files may need to be compressed depending on how the sample was recorded. Contact us for fee-based compression services.

Comments

Comments

TERMS AND CONDITIONS

☐ I have read the **terms and conditions** and agree to them.

IMPORTANT:

Only click the 'Submit Form' button once. Some large audio/video files can take a long time to upload. **DO NOT** close your browser until you see a confirmation that the upload was successful.

Submit Form

- You will see a confirmation screen when your sample has been successfully submitted. You will also get a confirmation email.

Home » Submit Transcription Success

- **Your sample has been submitted for transcription.**
- **You will receive an email confirmation.**

INFORMATION	PRODUCTS	TRAINING	SUPPORT	MY ACCOUNT
Contact Us	Software	Self-paced online training	Blog	Log in
Ordering	Online elicitation programs	YouTube videos	Ask a question	My Account
Brochures	Elicitation materials		Report a problem	My Downloads
Policies	SALT reference book	TRANSCRIPTION	Service packs	My Classes
Site map	Products used for teaching	Services	Trial versions	My Cart
	Product brochures	Upload site	Resources	
Instructor toolkit	for New Zealand & Australia	Equipment	Contact us	Employee resources

© 2020 Salt Software LLC. All Rights Reserved.

NOW ACCEPTING
PayPal

- When SALT Transcription Services has completed your transcript, it will be sent to you via email, along with an invoice (depending on payment terms listed in the upload form).
- Contact us at support@saltsoftware.com or 608-841-1393 with any questions.