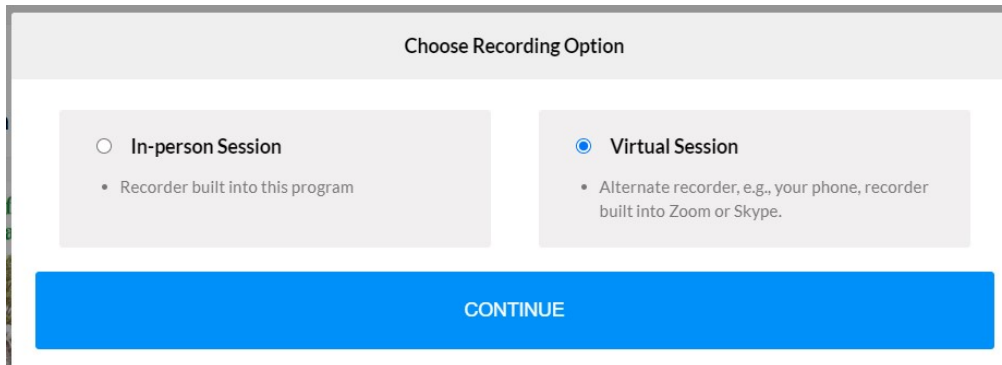


SALT Elicitation Program Manual – Virtual Meeting Instructions

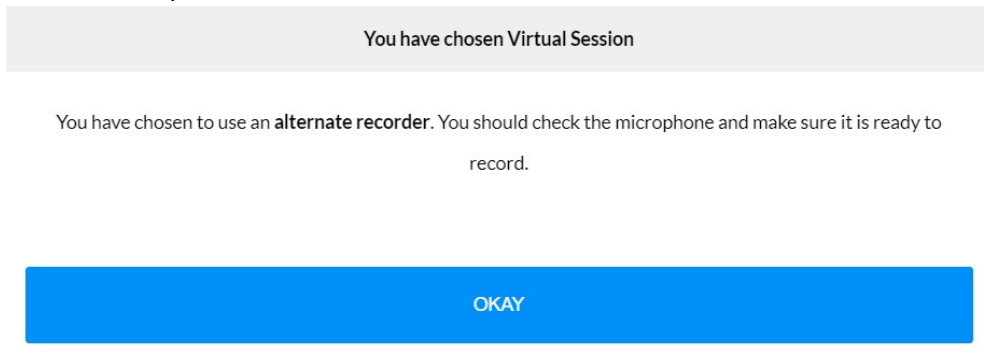
Examiner using a PC and Zoom

Step 1 – Prepare your computer and the SALT elicitation program

- Close any open programs you are running (i.e. email, etc.)
- Open your browser, 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



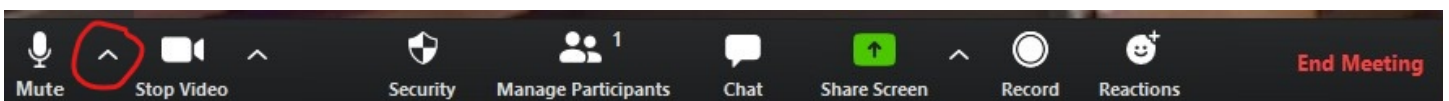
- STOP at this point. DO NOT select OKAY. Move on to STEP 2



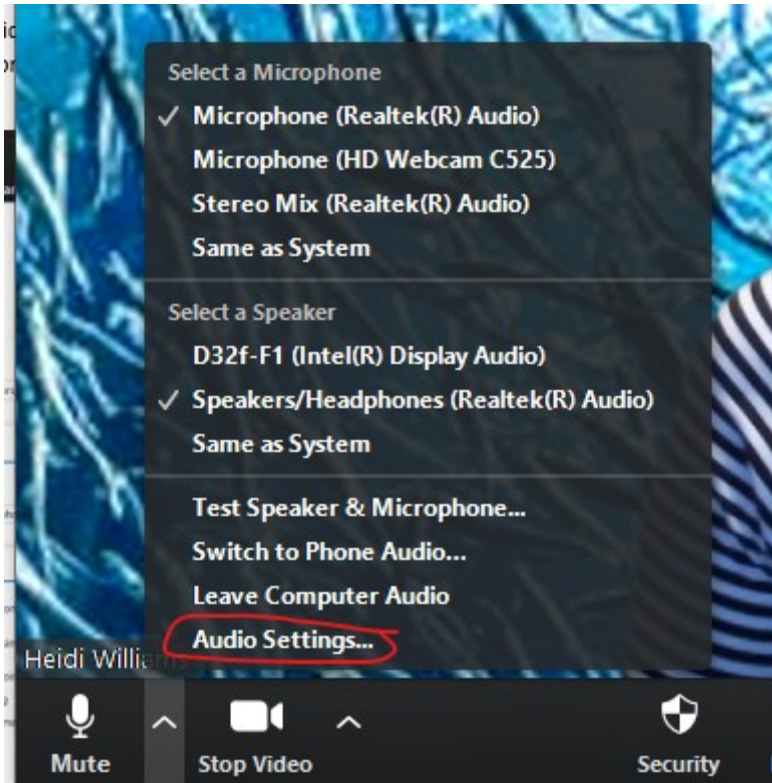
Step 2 – Prepare Zoom

You can use the online story elicitation during an already-in-progress Zoom meeting. Just be sure to have your settings correct so the participant can both see and hear what is playing on your computer.

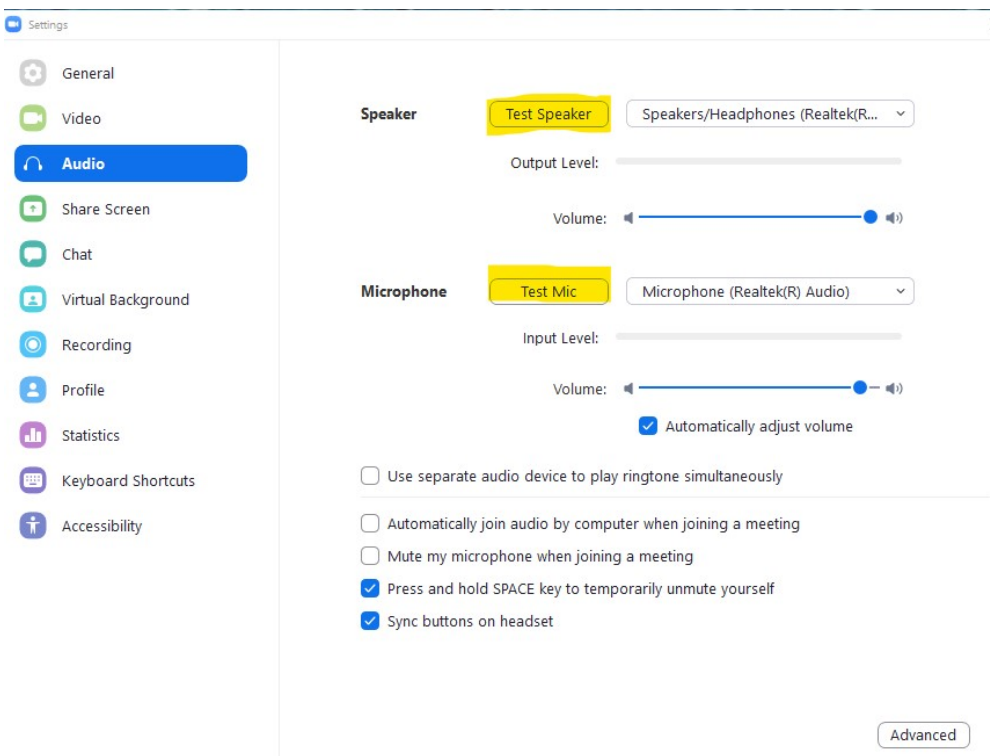
- Open Zoom
- Select New Meeting
- Select Join with Computer Audio
- Move your mouse to the bottom of the video screen to get the menu to appear
- Select the Up arrow next to the Microphone picture



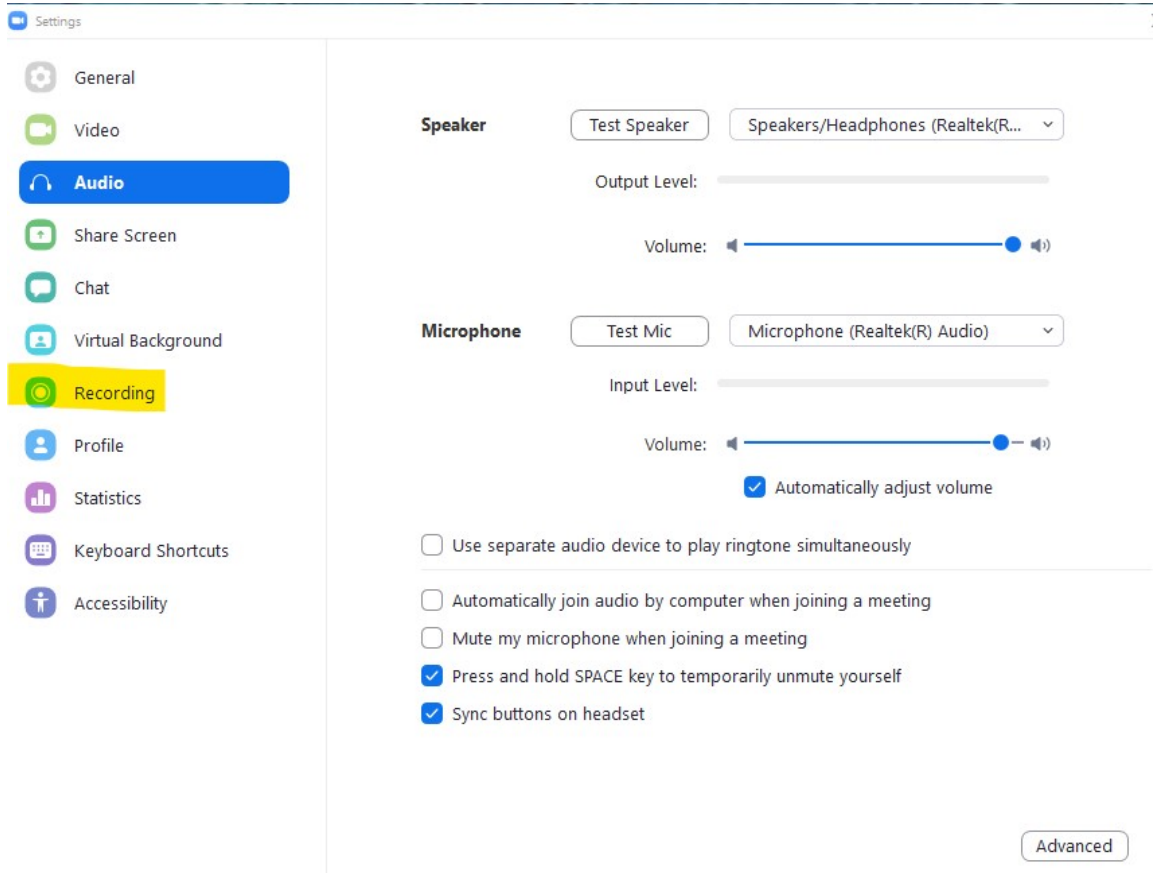
- Select Audio Settings



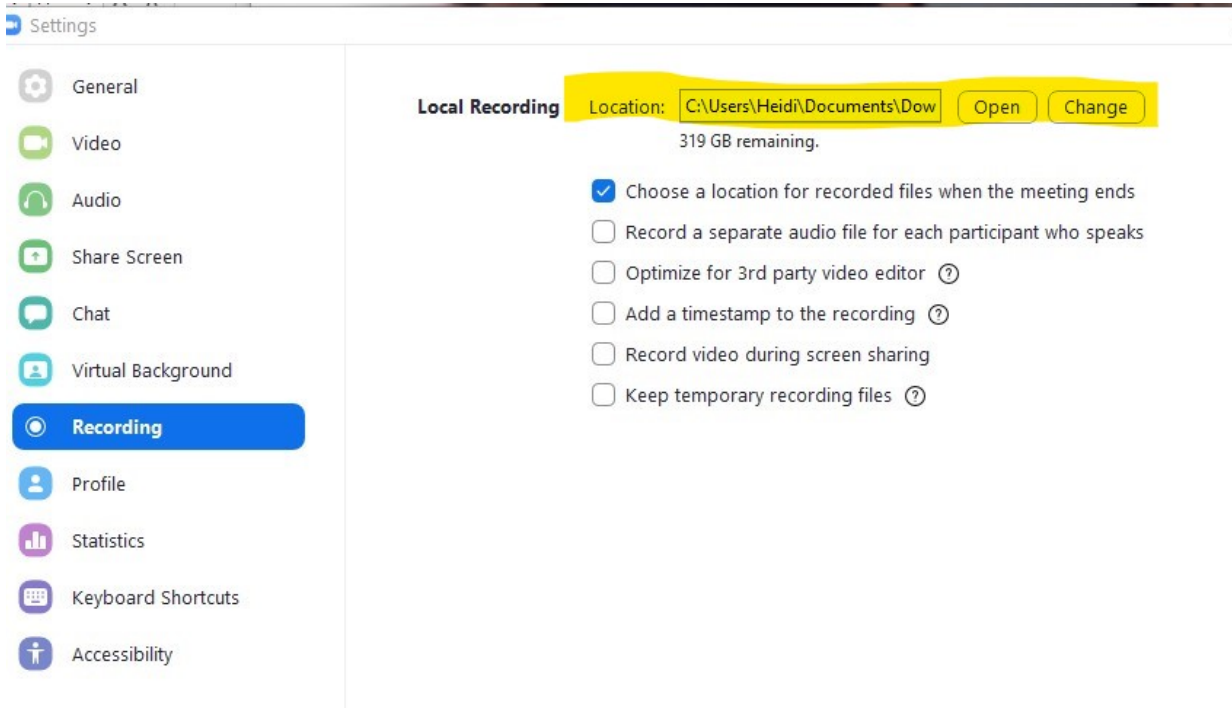
- In the audio settings screen, test you speaker and microphone



- Next, select the Recording menu item



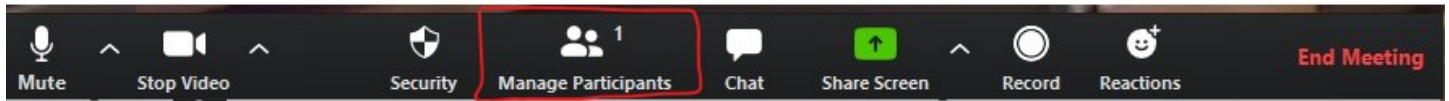
- In the recording menu, choose the location where you want your audio file saved. You may want to create a new folder for all your SALT elicitation audios. This is the place you will go to at the end of your session to find your audio file. Be sure that none of the other options are selected.



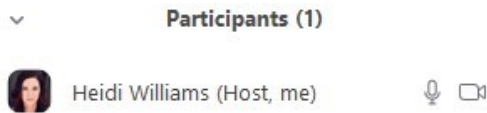
- Close the recording window by clicking the X at the top of the window

Step 3 – Invite your Audience

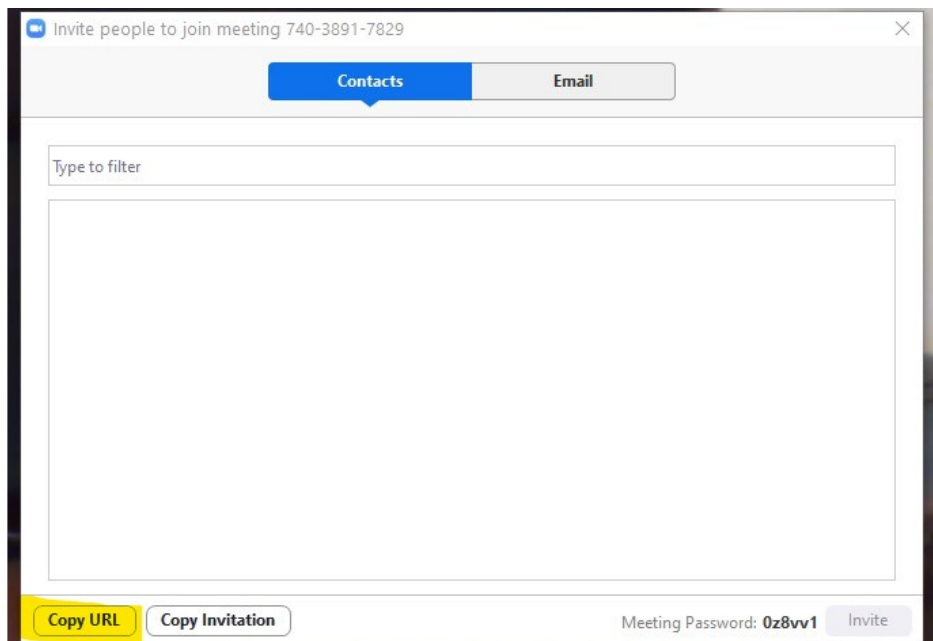
- Move your mouse to the bottom of the video screen to get the menu to appear. Then select Manage Participants.



- A window will open. Select Invite.

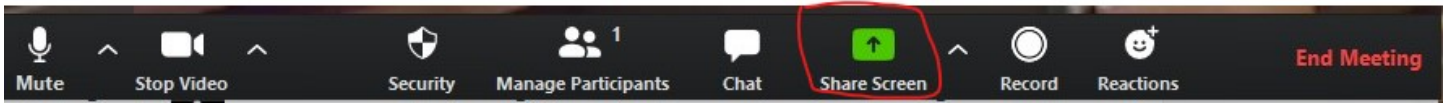


- If you have your participant in your contact list, select them. Otherwise, you can copy the URL and send them an invite using your email system.

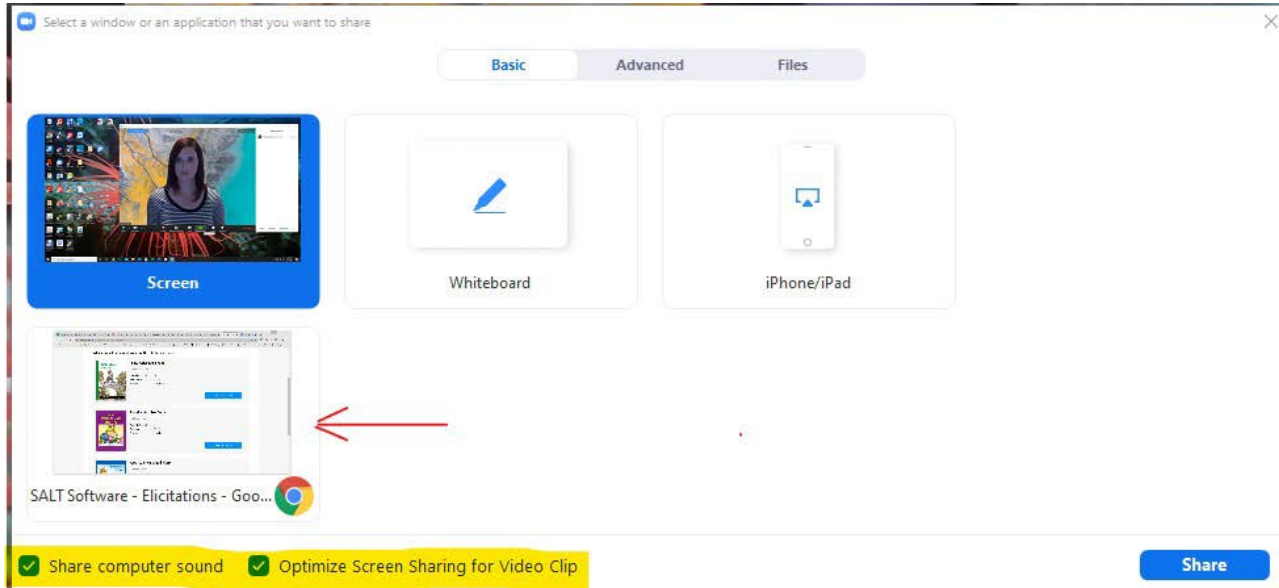


Step 4 – Begin the Zoom Meeting

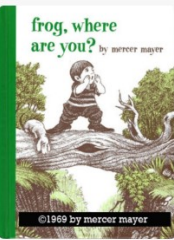
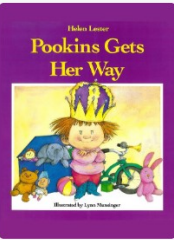
- Once your participant has joined the meeting, hover over the bottom of the video screen again, and select Share Screen



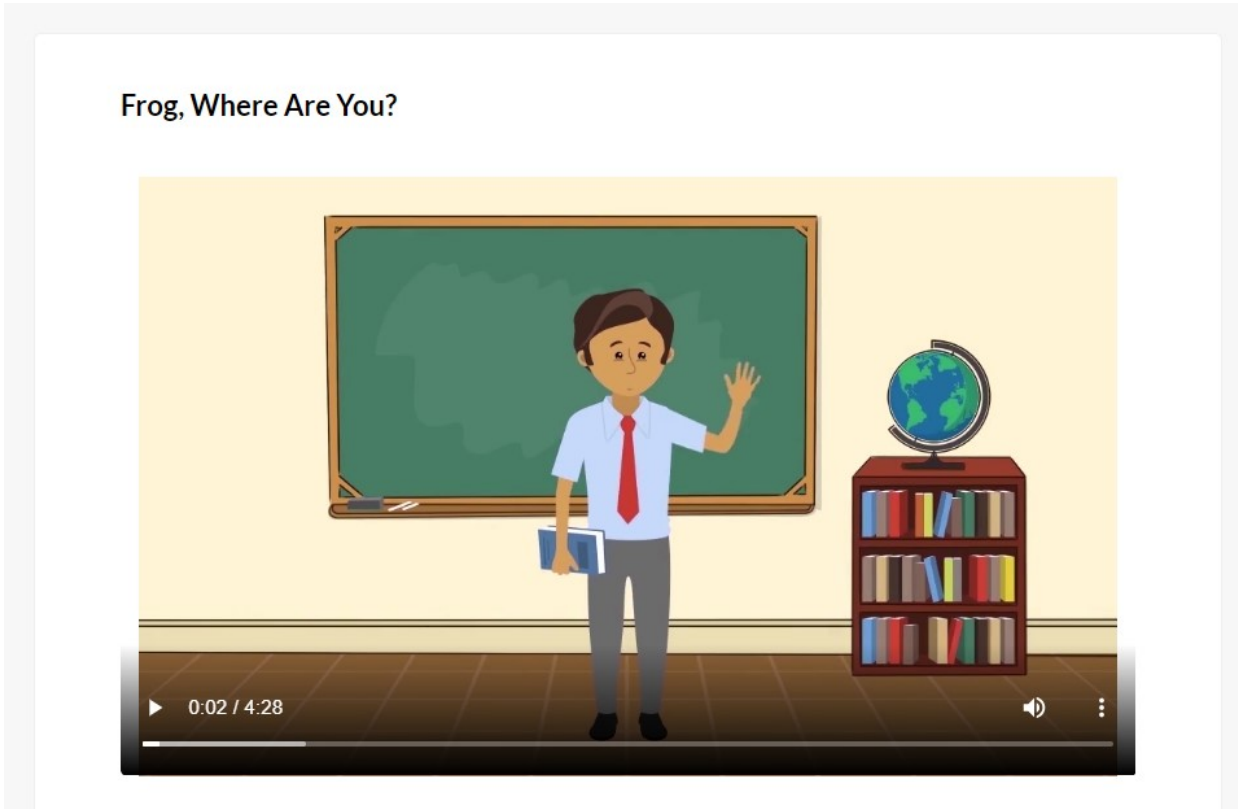
- Be sure the two boxes are checked at the bottom. Choose the window with the SALT elicitation program and select Share.



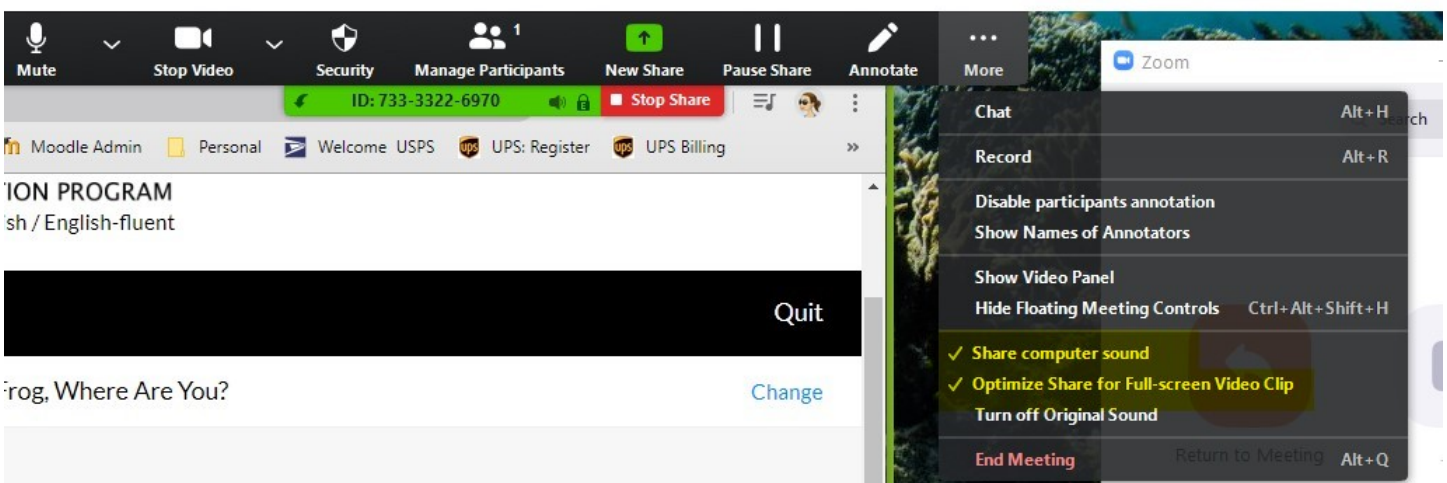
- You should now see the elicitation program on your screen and the message to be sure to check the alternate recorder, which we have just done. Select OKAY.
- Now select the book for this session
Which story do you want to use for this elicitation session?

	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.



- 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.



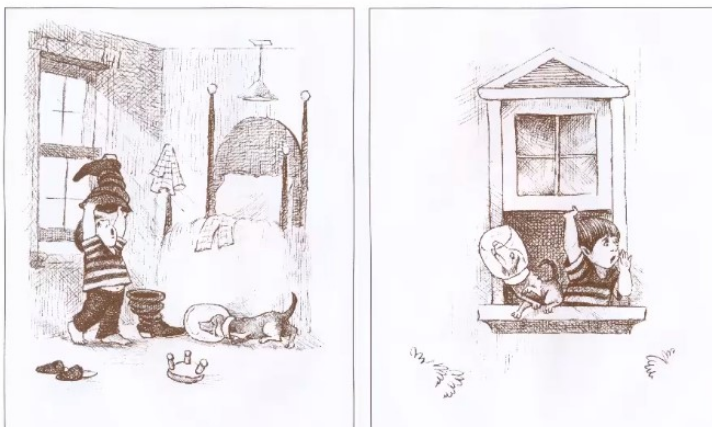
- When you are ready to continue, you can drag the video back to the beginning and play for the participant.

Frog, Where Are You?



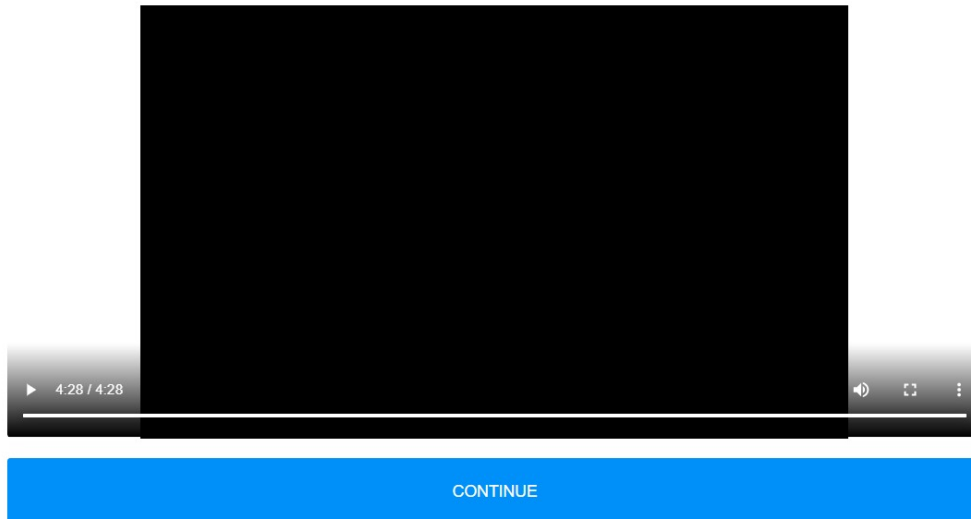
- When the introductory video finishes, the story video with a narrator will automatically begin. The participant will listen to the narrator tell the story while the pages with the picture are shown.

Frog, Where Are You?



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

Frog, Where Are You?



Step 4 – Prepare for the Participant to retell the story

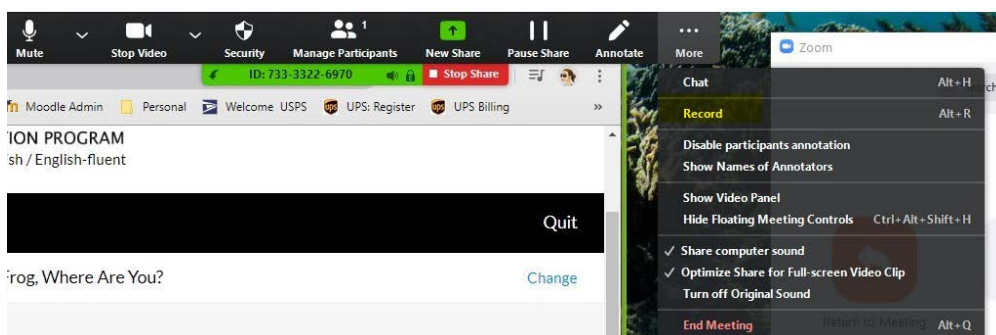
- Once you begin the story again, the child will see the pictures, but there will be no narration. The child will retell the story in their own words. You will turn the pages of the book using the arrows as shown below. Be sure to communicate with the participant before you begin the retell to determine 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.

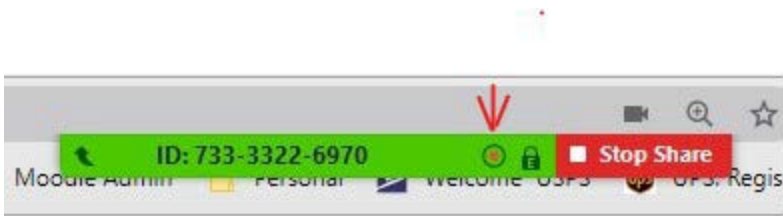
Please make sure your **alternate recorder** is turned on and is actively recording.



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.

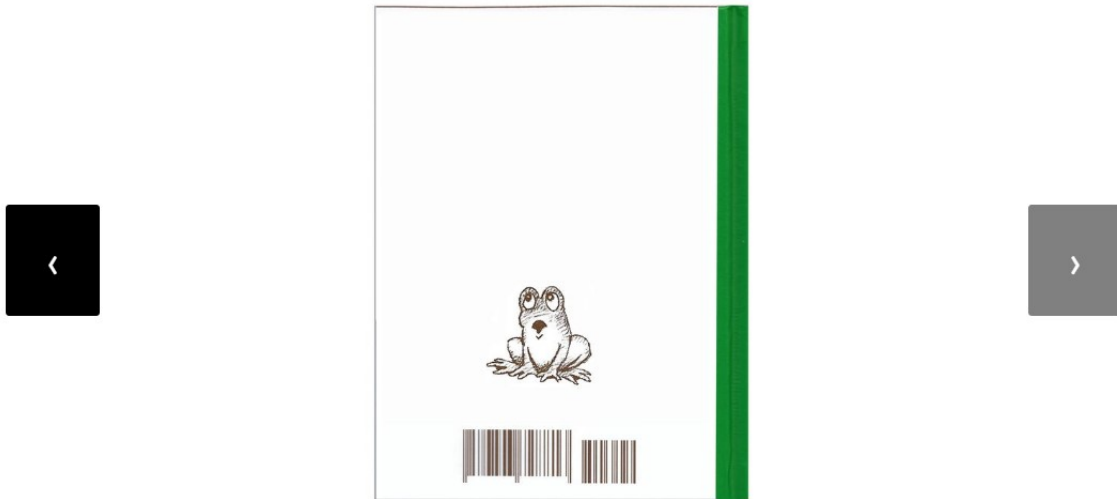


You will see the red indicator that you are now recording the meeting



- The child should now begin retelling the story as you turn the pages. The last page will say

Frog, Where Are You?

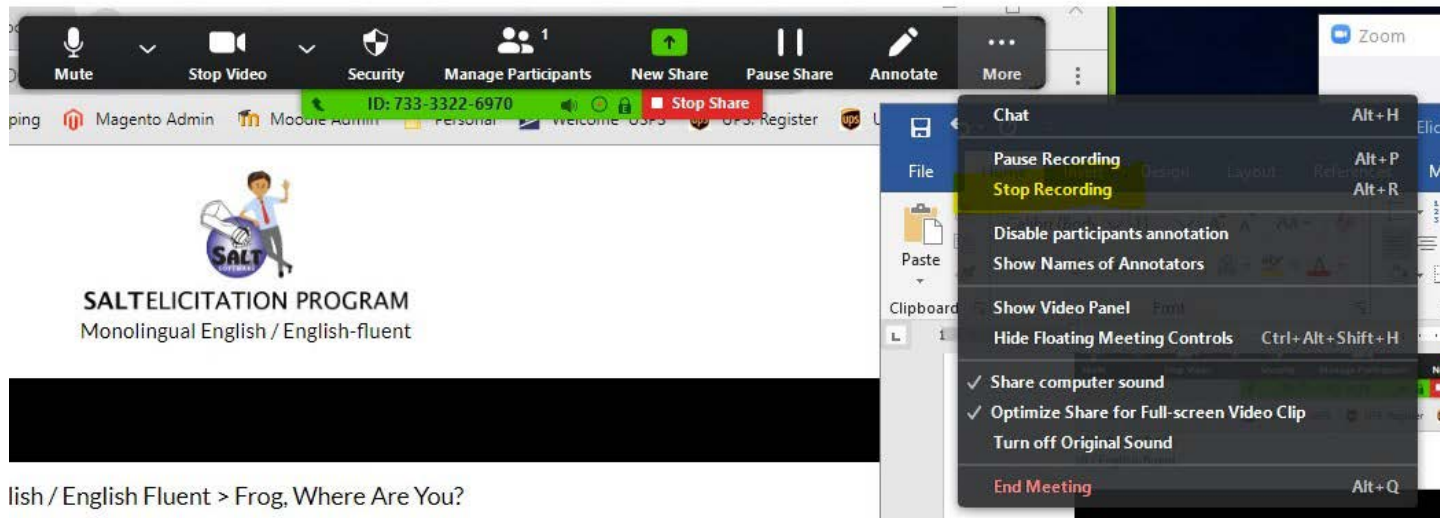


To navigate pages, use the above arrow buttons or the left and right arrow keys on your keyboard.

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

•

- When child finishes retelling the story, stop the recording

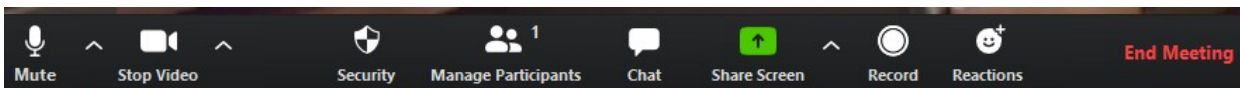


- Close the SALT window. Stop your screen share in Zoom

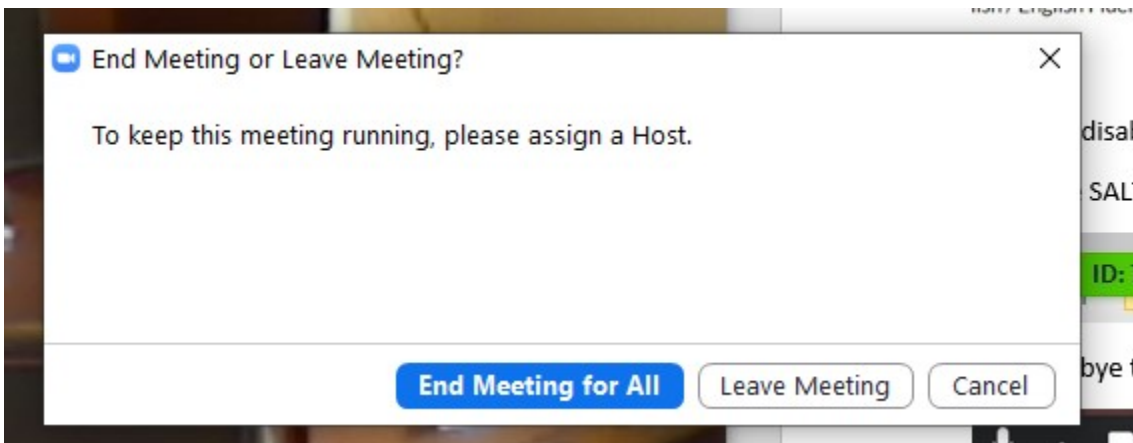


Step 5 – End the meeting

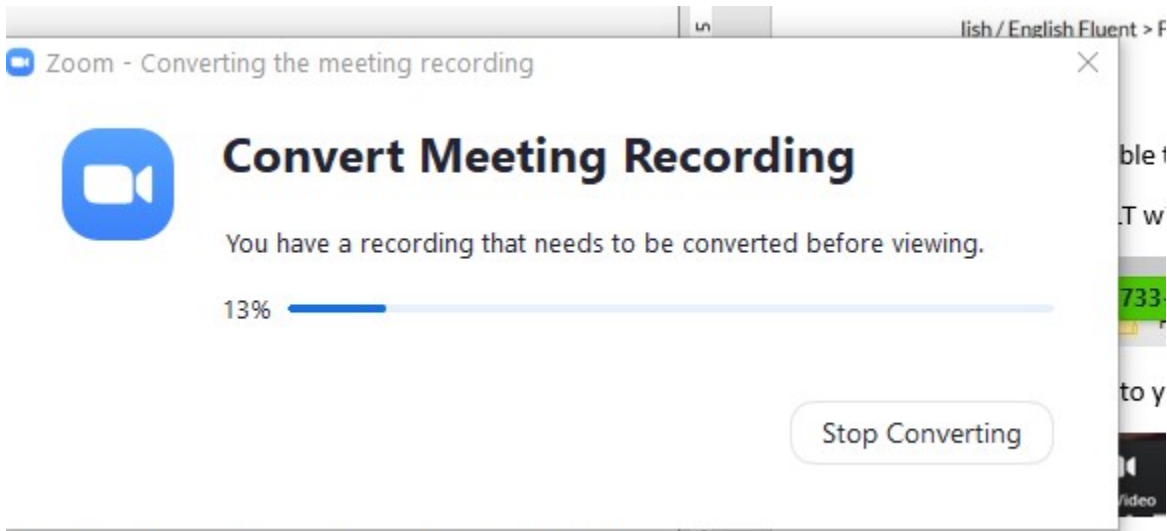
- Whenever you are ready to Say goodbye to your participant and end the meeting. The meeting must be ended to access your audio recording.



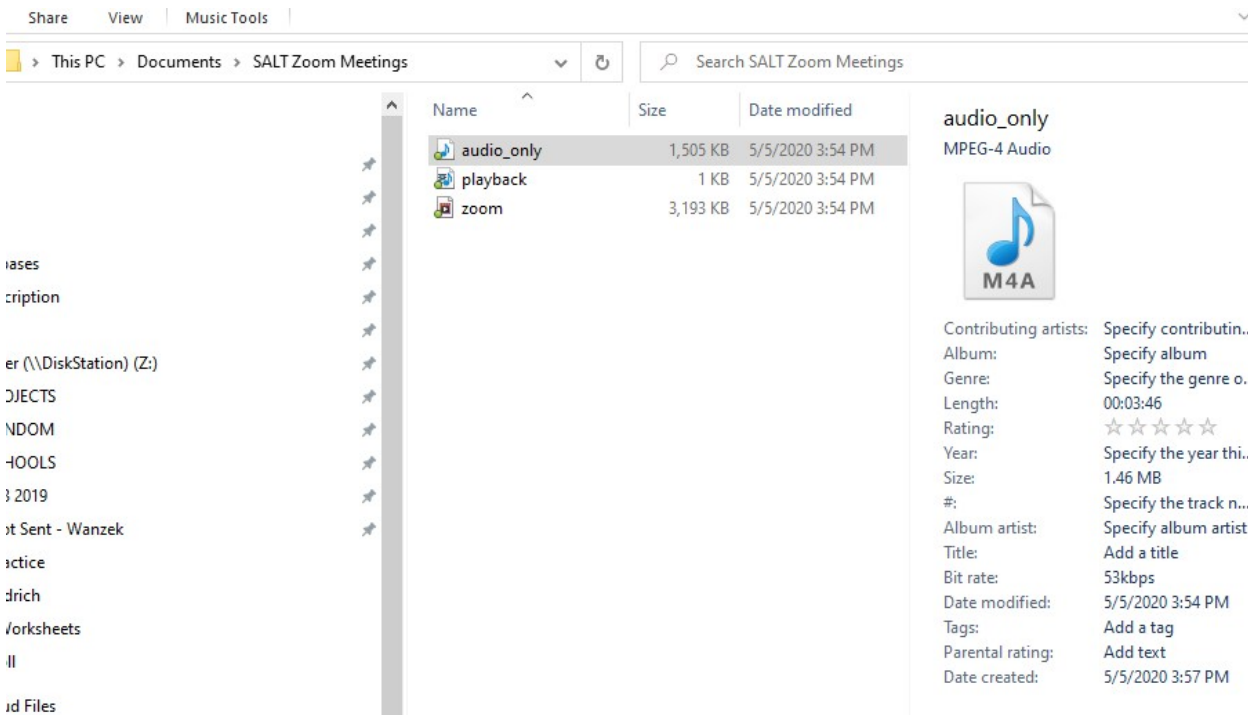
- End the meeting for all.



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



- Now, use your file explorer to open the folder you directed the recording to be save into.



- 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)

Additional Scoring:
 Subordination Index

Sample ID (required) <input type="text" value="Sample ID"/>	Gender <input type="text" value="(select one)"/>	Chronological Age (yy:mm) <input type="text" value="Chronological Age"/>
Grade <input type="text" value="Grade"/>	Speaker's First Name <input type="text" value="First Name"/>	Date of Elicitation (mm/dd/yyyy) <input type="text" value="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
 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

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.

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



- 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).