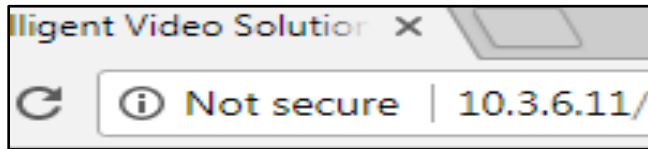


TWCCC VALT System

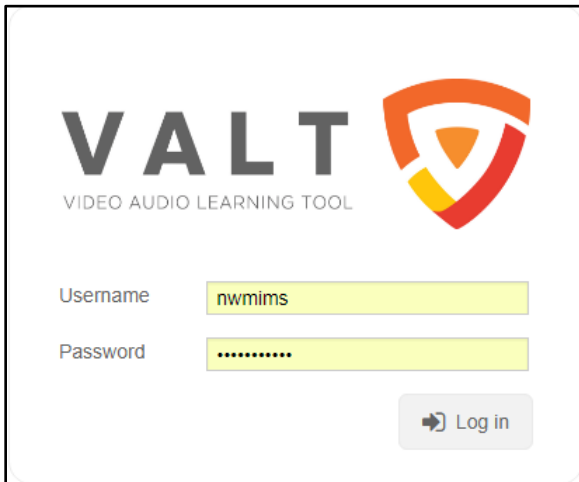
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Log-in

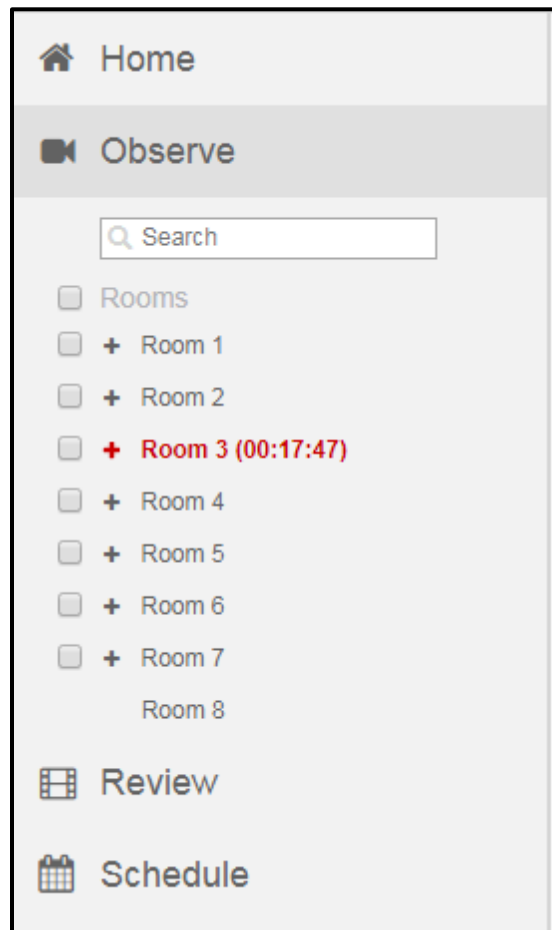
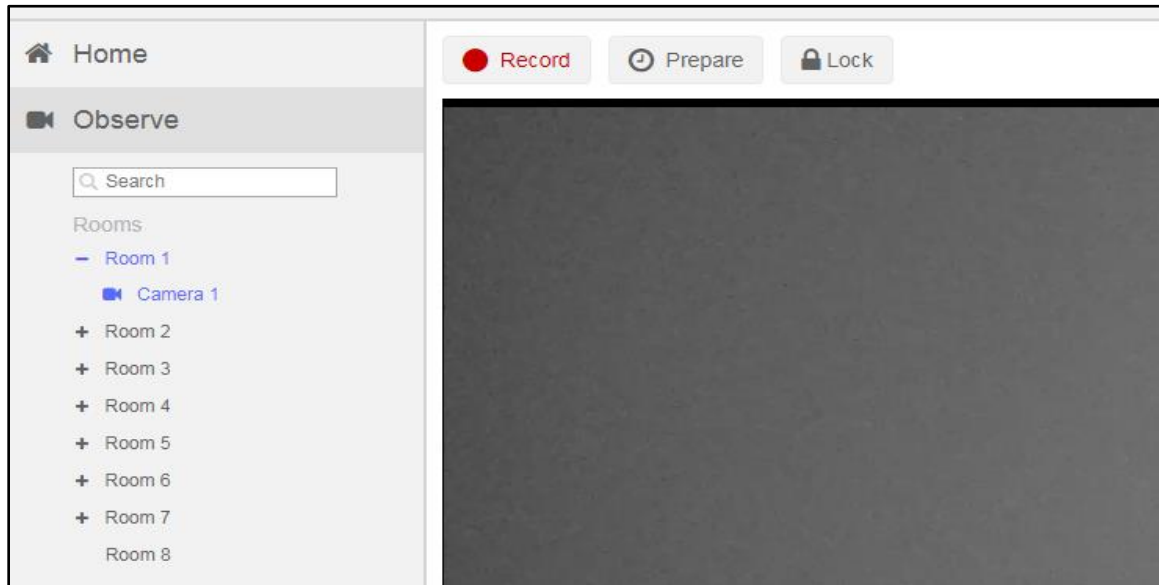


1. Open Google Chrome Browser, type 10.3.6.11 in the URL



2. Use your TXWes ID & password (These are the same log-in credentials you used to log into this computer)
3. First time set-up only
 - a. Enable Flash Player
 - b. Click on the “Not Secure” tab
 - c. Click “Flash”
 - d. Click “Always Allow”

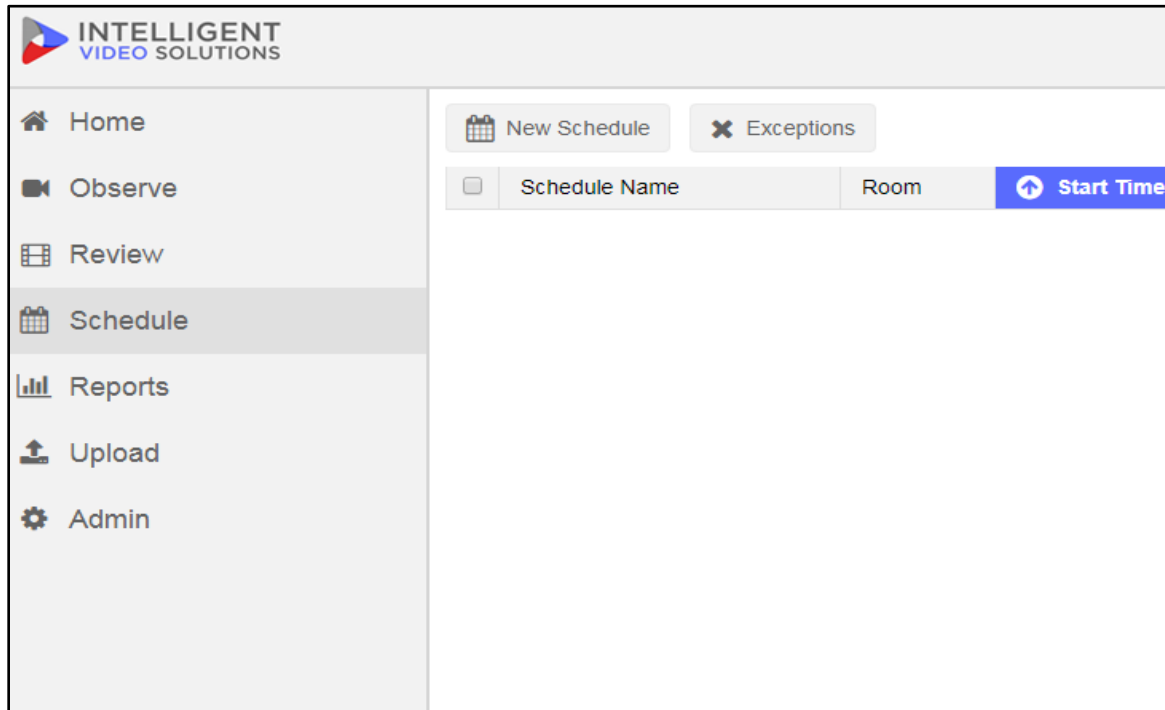
Observe Screen



The Observe Screen allows you to observe a live session.

1. Click on the room/camera you would like to observe and the camera will pull up on the screen.
2. If the outline is red, the session is being recorded.
3. If the camera is black, it is a closed session (Profession or PhD session).

Scheduling Appointments



To schedule an appointment:

1. Click on Schedule
2. Click on New Schedule

The Information screen will appear.

Schedule Information

Information

Room *
Room 4

Counselor Name *
Rob Wesleyan

Client Initials *
XX

Client Type *
Family

New Clients Only *
Wesleyan

Adult / Minor *
Adult

Theoretical Model *
Experiential Therapy

Session Number
12

Primary Complaint
Communication

Diagnostic Impression

- × F90.2 Attention-deficit/hyperactivity disorder. Combined presentation
- × F43.21 Adjustment disorder. With depressed mood
- × Z63.5 Disruption of family by separation or divorce

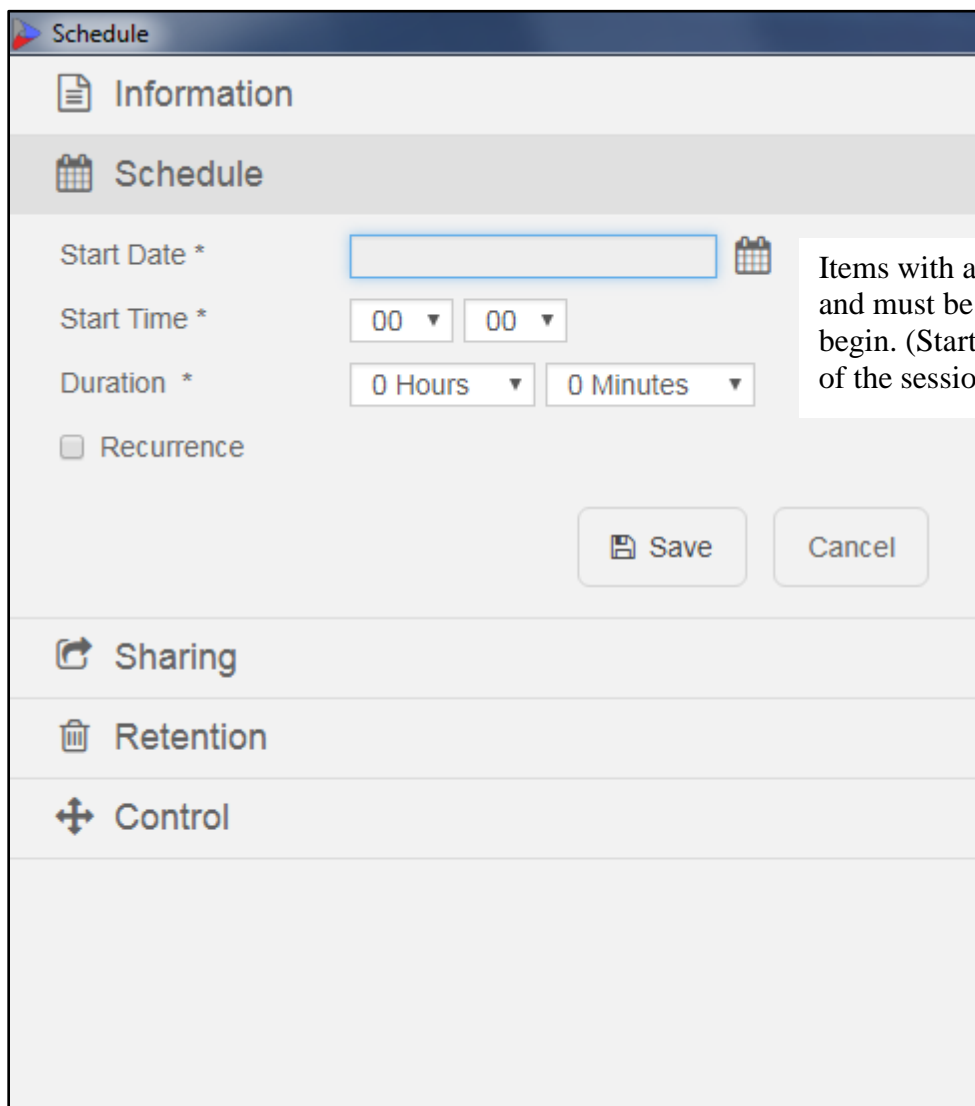
Client Was Not There ←

Items with an asterisk are required fields and must be filled out for recording to begin. Other items may be filled out after the session and are used in search results.

Diagnosis can be searched by number or alphabetically.

If the client does not come to their appointment fill out the "Client Was Not There" field.

Scheduling the Camera



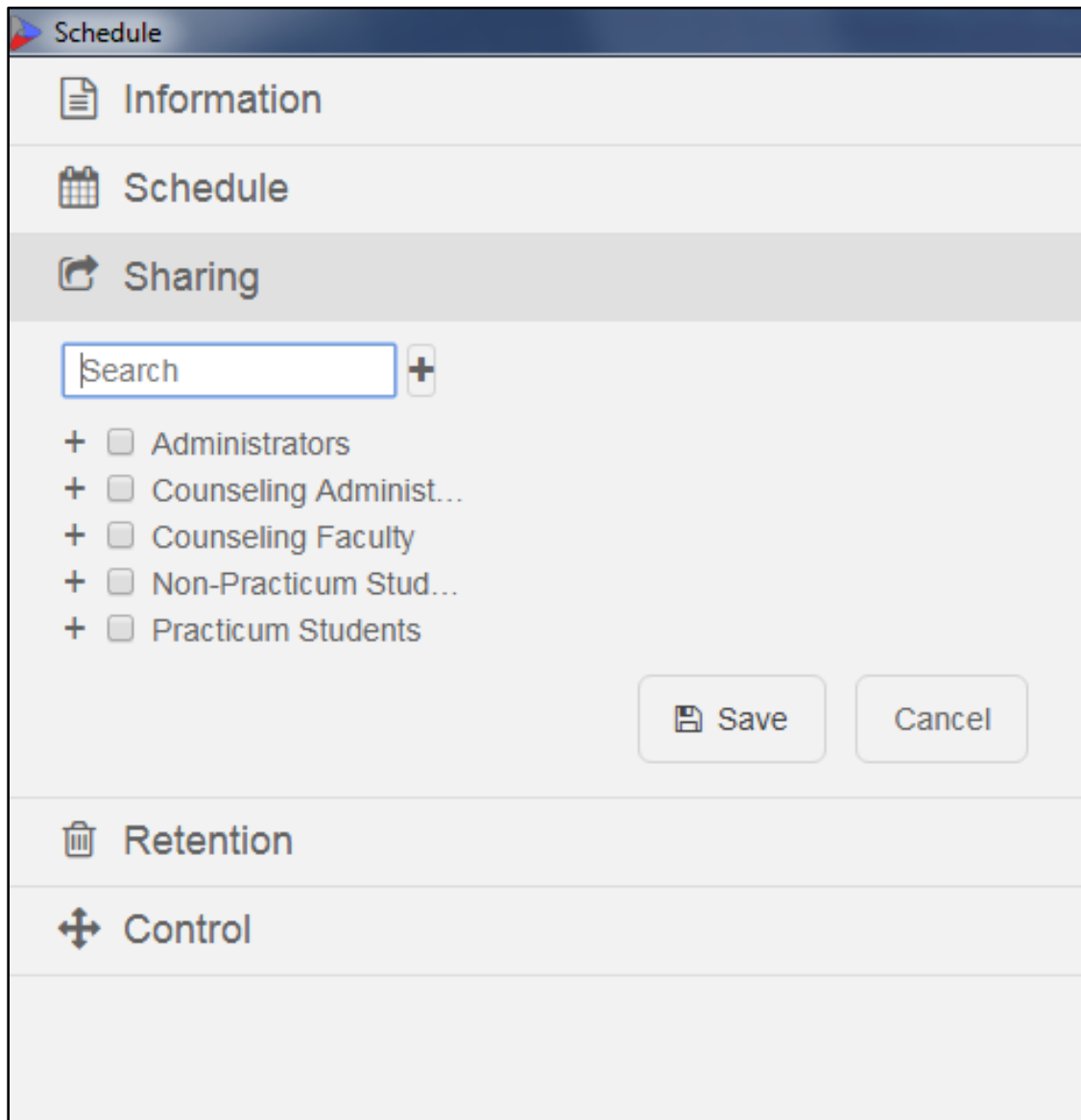
Items with an asterisk are required fields and must be filled out for recording to begin. (Start Date, Start Time, Duration of the session).

The camera will start on the time you have entered and will shut off based on the length of time entered in the Duration field.

Be mindful of the time and end your sessions on time. If your session runs over your scheduled time, expect a knock at the door and a reminder to conclude your session.

NOTE: The VALT system will turn off according to the time you entered and will not continue recording.

Private Sessions (Professors/PhD Students Only)



To allow restricted access to practicum professors:

1. Click on the Group (Counseling Faculty) then
2. Click on the professors name

Review a Recorded Session

The screenshot shows the INTELLIGENT VIDEO SOLUTIONS interface. On the left is a sidebar with navigation options: Home, Observe, Review, Schedule, Reports, Upload, and Admin. The 'Review' tab is highlighted. In the main content area, there are buttons for 'New Schedule' and 'Exceptions', and a table with columns: Schedule Name, Room, and Start Time. Below this, a text box says 'To review a recorded session:' followed by two numbered steps: '1. Click on the Review tab' and '2. Choose the recording you wish to watch'. Arrows point from these steps to the 'Review' tab and a table below. The table has columns: Recording Name, Date & Time, Duration, Marker(s), Room, Author, Container, and Options. The 'Date & Time' column is highlighted in blue.

To review a recorded session:

1. Click on the Review tab
2. Choose the recording you wish to watch

Recording Name	Date & Time	Duration	Marker(s)	Room	Author	Container	Options
----------------	-------------	----------	-----------	------	--------	-----------	---------

You can use the search feature to locate a recording by typing in specific information or search by any of the headers.

Creating Markers

The screenshot shows a software interface for creating markers. At the top, there is a title bar labeled 'Information' with a pin icon on the right. Below this is a section titled 'Marker'. Inside this section, there is a dropdown menu currently showing 'Midterm' with a small arrow pointing down. To the right of the dropdown is a button labeled 'Add New Marker' with a bookmark icon. Below the dropdown is a text input field labeled 'Name *' containing the text 'Midterm'. Underneath that is a larger text area labeled 'Student Notes' containing the text 'Where I showed my Theory the best'. Below the 'Student Notes' area is another larger text area labeled 'Instructors Notes', which is currently empty. At the bottom of the 'Marker' section are three buttons: 'Delete' (with a trash can icon), 'Save' (with a floppy disk icon), and 'Cancel'. Below the 'Marker' section is a section titled 'Tools' with a scissors icon.

Markers are used to tag a specific time(s) in the recording for yourself or your professor.

Comments and questions are also available for communication between students/professors.

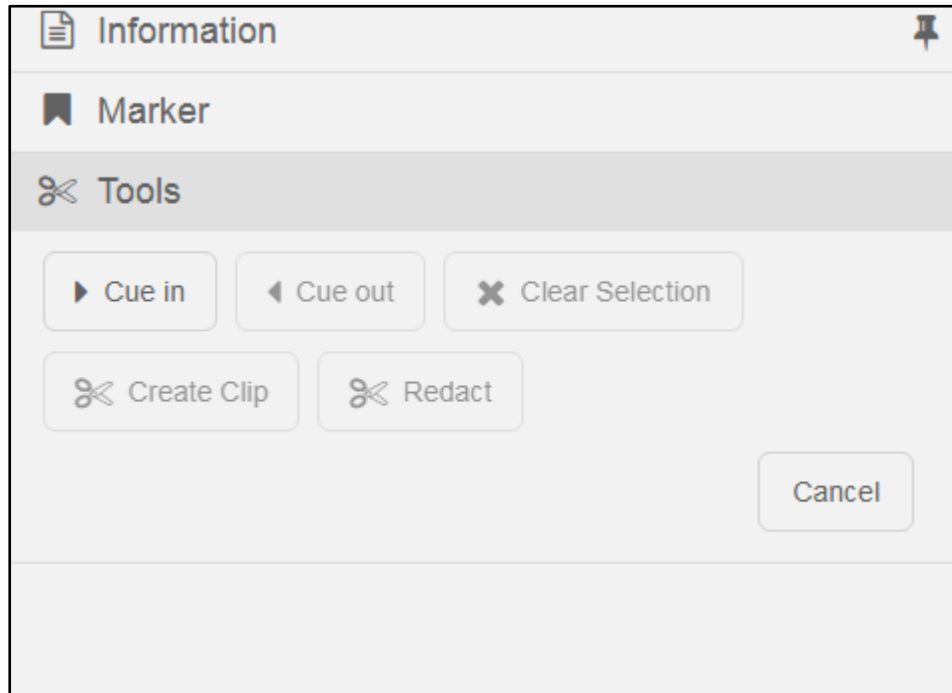
NOTE: Be sure to name your marker (midterm, final, question for class). If you would like your professor to review your video let them know via email. Provide them information about the marker and they will provide secure feedback via the Instructors Notes.



Markers are indicated by a red line at the bottom of the video slide. Clicking directly on the marker will take you to the exact place in the video you would like your instructor to review.

Each additional marker will be a different color, and you can select the various markers from the pull down menu.

Video Clips



If a session ended early or you started late, you can clip that section out for class. You can also redact a section of the video if you took a break or left the room for a consultation with someone in the observation room.

NOTE: Clipping and redacting do not change the original video. These functions make a separate video of what you have selected. Your professors can see the original video in its entirety even if you have clipped/redacted sections for your class.