

Overview

This guide will walk you through how to purchase and allocate digital plate subscriptions for clinicians who are part of your account. It will also explain how to use digital plates when conducting a remote assessment.

Account Administrators

1. Purchasing Digital Plates
2. Managing Clinicians
3. Allocating Subscriptions

Clinicians

4. Using Digital Plates
5. Screen Sharing
6. Sending Plate Viewer Link

Before we get started...

Have you created an ATP Online account?

If you don't have an account, get started by visiting <https://atponline.academictherapy.com>

Don't have an account yet?

Create an Account →

Technical Requirements

- Both the clinician and the examinee must have a **reliable internet connection**. Any disruption to either's internet provider will result in an interruption of the assessment.
- When using screen sharing to deliver plates to the examinee, the clinician will need a computer with **video conferencing software** (and **screen sharing**) such as Zoom.
- When opting to send the plate viewer link directly to the examinee (instead of screen sharing), the examinee will need a recent version of a widely used **browser** such as Google Chrome.
- The examinee **must have access to a computer or tablet** with a screen size that is suitable for viewing digital plates (10 inch screen or larger). A smart phone or iPad mini is not acceptable for this purpose.

1. Purchasing Digital Plates

Paying with a Credit Card

Digital plates can be purchased through ATP Online. Once you have created an account, click on the “Purchase” button on the top bar to find the products you are interested in.



For details about our checkout process and using discount codes, please read our [Quick Start Guide](#).

Speech/Language | [Back to Top](#)

Expressive One-Word Picture Vocabulary Test									
		Scoring Report (EOWPVT-4)	Single Use	Pack of 5	8546-1E	\$1.00	<input type="text"/>		Add to Cart
		Digital Plates (EOWPVT-4)	Subscription / User / Month	1	MO-8545-4	\$3.00	<input type="text" value="30"/>		Add to Cart

Digital plates are currently available as a **subscription** product. This means that you can pay a monthly fee for as long as you need to have access. Subscriptions are allocated to specific users and so you will need to purchase as many subscriptions as you have clinicians who need access.

For example, if you have 3 clinicians who need access for a typical school year, you might purchase 10 months for each clinician, totaling 30 monthly subscriptions.

1. Purchasing Digital Plates (Cont.)

Paying with a Purchase Order

You must create an ATP Online account before submitting a purchase order for ATP Online products.








You may submit a purchase order (PO) by mail, email, or fax. Use only one method to submit your PO, otherwise, it may be duplicated.

Include the email address associated with your ATP Online account on the PO so that ATP Online inventory and subscriptions can be allocated to the correct account.

Submit your PO by one of the following methods:

1. Mail to
Academic Therapy Publications
20 Leveroni Court
Novato, CA 94949-5746
2. Email your PO to PO@academictherapy.com
3. Fax your PO to (888) 287-9975

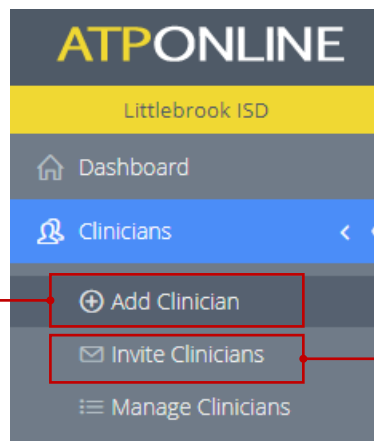
Note: When submitting your PO, include the item numbers (shown below), the quantity of each item, and the total price.

Expressive One-Word Picture Vocabulary Test								
				Scoring Report (EOWPVT-4)	Single Use	Pack of 5	8545-1E	\$1.00
				Digital Plates (EOWPVT-4)	Subscription / User / Month	1	MO-8545-4	\$3.00

2. Managing Clinicians

Adding Clinicians

In order to begin sharing an account, add any clinicians that you would like to invite. Provide a name and an email address along with their role in the account.



Inviting Clinicians

Select the boxes of the clinicians you wish to invite and click the “Invite Users” button. The clinicians you have selected will receive invitation emails, prompting them to accept or decline the invitation.

Note: Some clinicians might choose to have their own ATP Online account or might participate in multiple shared accounts. In those situations, subscriptions and inventory that is purchased in one account can't be shared with any other account.

Add Clinician

First Name

Last Name

Email Address

- Role
- Account Administrator
 - Clinician

- Locations
- Bean Sprouts School
 - Falling Leaves Elementary
 - Hastings Charter School
 - Juniper Elementary
 - Rosewood Elementary
 - Washington Elementary

Submit

It is important that clinicians use the link provided in the email to respond to the invitation.

Invite Clinicians

<input type="checkbox"/> Select All	First Name	Last Name	Email	Last Invite ⓘ
<input checked="" type="checkbox"/>	Tasha	Brown	tbrown@littlebrook.isd	2019-04-05 11:18 AM
<input type="checkbox"/>	Phil	Green	pgreen@littlebrook.isd	2019-04-05 11:18 AM
<input type="checkbox"/>	Jessica	Hampton	jhampton@littlebrook.isd	2019-04-05 11:18 AM
<input checked="" type="checkbox"/>	Brandon	Phillips	bphillips@littlebrook.isd	2019-04-05 11:18 AM
<input type="checkbox"/>	Shawn	Wiggins	swiggins@littlebrook.isd	2019-04-05 11:18 AM

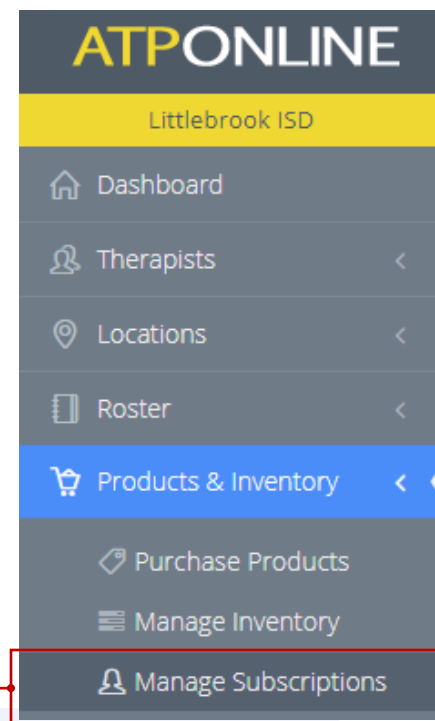
Invite Users ↻

3. Allocating Subscriptions





Account administrators must allocate subscriptions to clinicians associated with your account before they can be used. On the left menu, expand “Products & Inventory” and then select “Manage Subscriptions” to allocate your subscriptions.

Note: Make sure the clinicians have been granted the “Clinician” role in their profile or they will not see the menu option “Digital Plates”

You will be able to view all the products that you own subscriptions for and see how many have been allocated. Click on the “Manage Allocation” button for the assessment that you would like to allocate.



Manage Subscriptions

	SKU	Product	Unallocated	Allocated	
	MO-8545-4	Expressive One-Word Picture Vocabulary Test-4 (EOWPVT-4) - Digital Plates Digital plate user subscription - 1 Month	30	0	Manage Allocation (boxed)
	MO-8549-2	Receptive One-Word Picture Vocabulary Test-4 (ROWPVT-4) - Digital Plates Digital plate user subscription - 1 Month	30	0	Manage Allocation
	MO-2043-5	Test of Visual Perception Skills, 4th Edition (TVPS-4) - Digital Plates Digital plate user subscription - 1 Month	30	0	Manage Allocation
	MO-8964-3	Motor-Free Visual Perception Test (MVPT-4) - Digital Plates Digital plate user subscription - 1 Month	30	0	Manage Allocation

3. Allocating Subscriptions (Cont.)

When managing the allocation for an assessment, you will see a list of clinicians who are part of your account. Check the box next to any clinicians you want to give access to digital plates.



Subscription Allocation

Expressive One-Word Picture Vocabulary Test-4 (EOWPVT-4) - Digital Plates

Subscription Term (1 month)

3

Apply subscriptions to the appropriate clinicians below.

Unallocated

Auto-Renew ?	Clinician	Clinician Qualification
<input checked="" type="checkbox"/> ON	Tasha Brown	B
<input type="checkbox"/> OFF	Phil Green	B
<input type="checkbox"/> OFF	Samantha Green	B
<input type="checkbox"/> OFF	Jessica Hampton	B
<input checked="" type="checkbox"/> ON	Cathy Hernandez	B
<input checked="" type="checkbox"/> ON	Brandon Phillips	B
<input type="checkbox"/> OFF	Shawn Wiggins	B

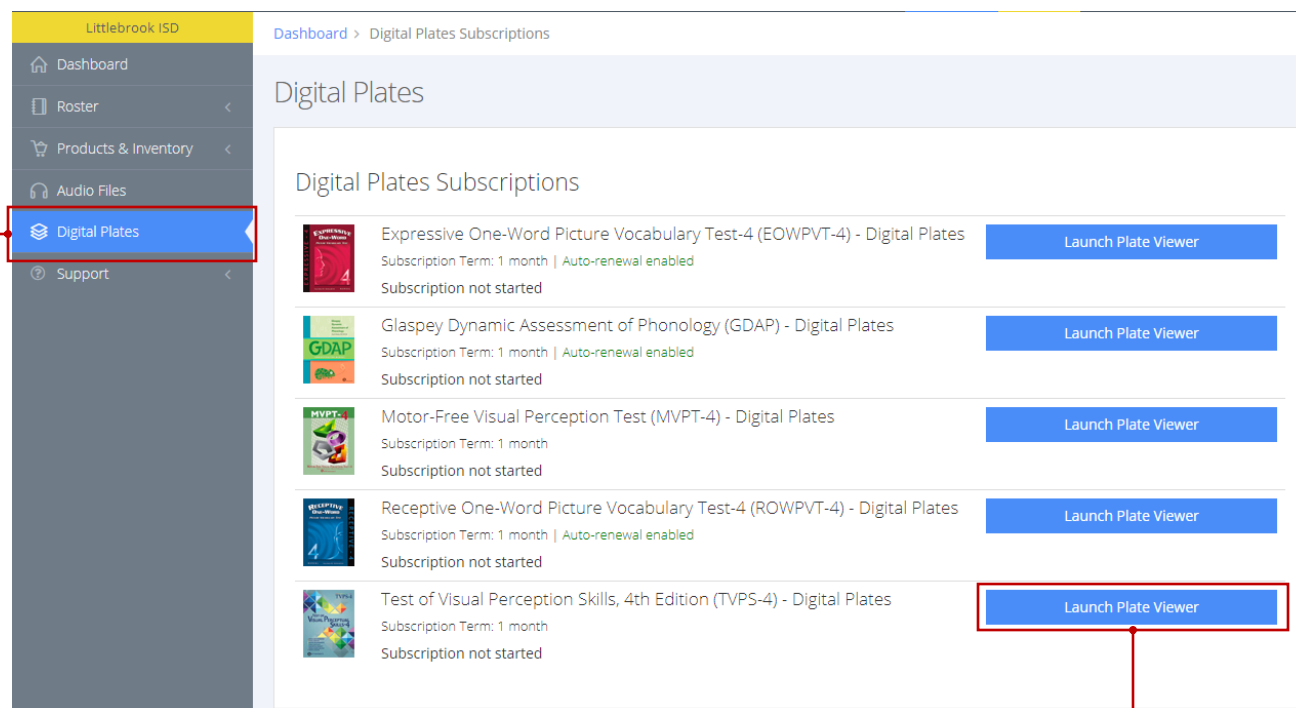
You may optionally allow clinicians to “Auto-Renew” which gives them the ability to continue at the end of the month without having to contact an account administrator.

If you do not turn on the Auto-Renew option, you will need to re-check the box next to their name each month when their subscription expires.

4. Using Digital Plates

All account users who have been given the “Clinician” role by their account administrator will see the “Digital Plates” menu item.

Note: If a clinician reports that they are unable to see the “Digital Plates” menu option, please view their profile and confirm that they have been given the proper “Clinician” role.



After selecting the “Digital Plates” menu item, you will see all of your digital plate subscriptions listed. If you don’t see a digital plates product that you expect, contact your account administrator. To launch the Digital Plates feature, click on the “Launch Plate Viewer” button. Your monthly subscription will begin when you launch the plate viewer for the first time.

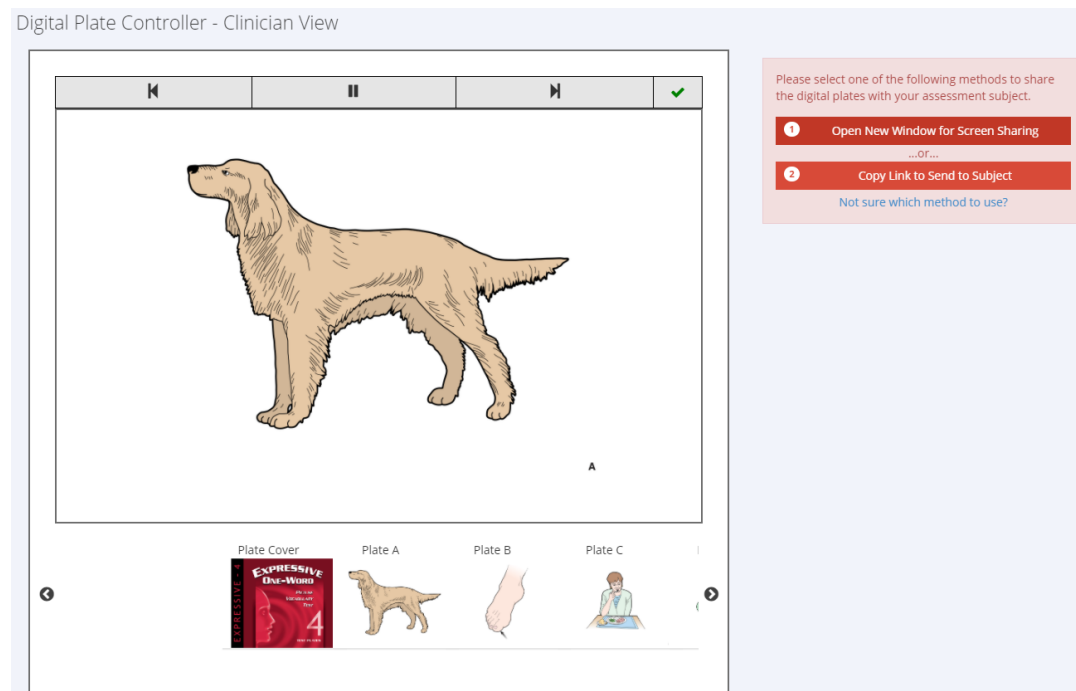
If you have been given the ability to auto-renew, you will see an option to renew when your subscription expires.

4. Using Digital Plates (Cont.)

After launching the digital plates feature, you will see the “Clinician View” that provides the ability to share and control a digital plates session with your examinee.

You can load the plate you would like to present using the play button at the top or by clicking on a plate thumbnail image in the carousel navigation below. You can advance or go backward using the forward and back buttons. Click and drag the carousel images to browse plates without loading image.

When you’re ready to begin sharing the image with the student, you have 2 options.



1. Screen sharing using your preferred video conferencing software

This is a good option if you and the examinee have a strong internet connection and the video conferencing software is running smoothly.

2. Copy link and send directly to the examinee (email/chat/etc.) to load in their own browser

You will still control the link through the “Clinician View,” and the examinee will have view-only access. This is a good option if the internet connection is slow or there are any other problems with the video conferencing software. This method can be used in conjunction with video conferencing or over the phone.

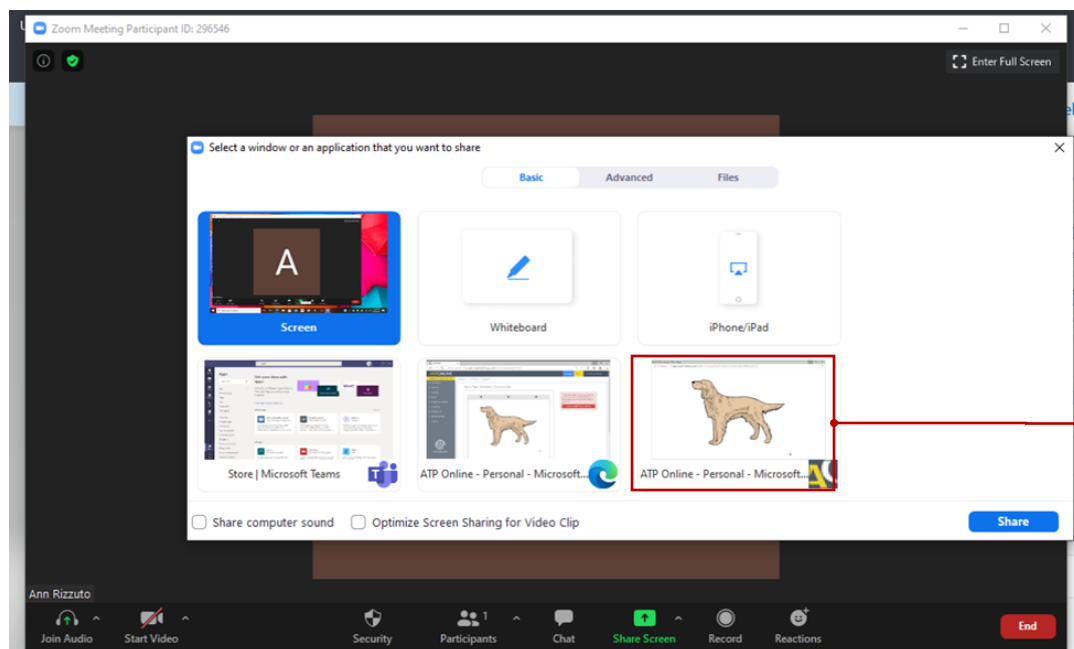
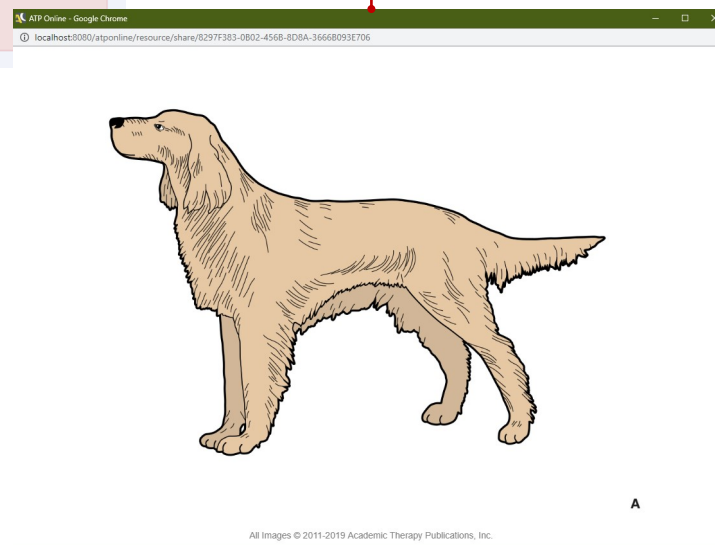
5. Screen Sharing

Clicking on Option 1 will open a new window for sharing with the examinee over video conferencing software, such as Zoom. The image will automatically proceed to the next plate when you click on the image in the “Clinician View.”

Please select one of the following methods to share the digital plates with your assessment subject.

- 1 Open New Window for Screen Sharing
...OT...
- 2 Copy Link to Send to Subject

[Not sure which method to use?](#)



In your video conferencing software, use the screen sharing feature to locate the share window shown above. Select the window and return to the “Clinician View” to begin the assessment.

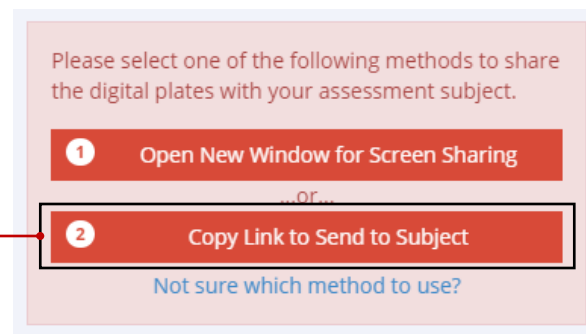
6. Sending Plate Viewer Link

For Option 2, click on the red ‘Copy Link...’ button.

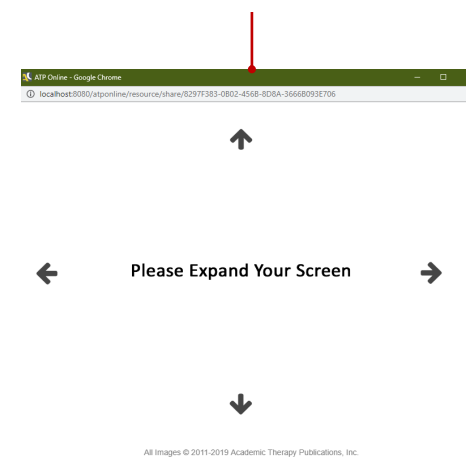
This will copy a link (URL) to your clipboard that you can paste into a video-conferencing chat window or an email to send to the examinee. The examinee can click on the link to open the Plate Viewer in their browser.

After the examinee has loaded the Plate Viewer, go to the Clinician View to begin the assessment. The image will automatically proceed to the next plate when you click on the image in the Clinician View.

You can use this feature in conjunction with video-conferencing software, but it allows you to circumvent bandwidth issues by not sharing your screen. You may also choose to disable video and use only audio through your video-conferencing software or a phone.



Note: The examinee might have their browser window sized too small in which case they will see a message to expand their screen. You will see a red exclamation point in the status indicator area when this happens.



The Clinician View will provide status indicators while the examinee is using the Plate Viewer.

