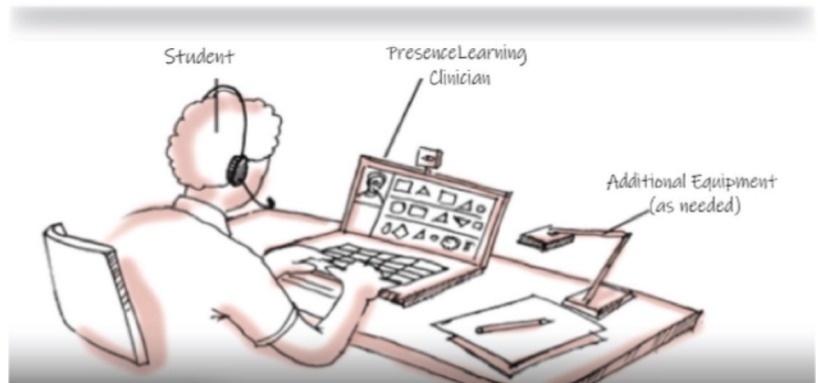


Welcome to Presence Learning Therapy Services!

We are excited to work with your child to reach their therapy goals. Please use this guide to help prepare your child's at-home therapy space for successful telehealth sessions.

Step 1: Prepare for Online Therapy

1. Ensure you have a strong Internet connection.
2. Install [Google Chrome](#).
3. Make sure your Internet [browser](#) is up-to-date.
4. Set up your computer in a well lit and quiet area of your home.



For help at anytime, contact Presence Learning Support Services
844-415-4592, asksupport@presencelearning.com

Step 2: Set Up the Headset

Plug the headset into the computer.



USB Style Headset

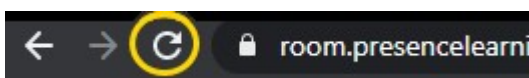


3.5 mm Style Headset

ProTip:

If your headset doesn't work after plugging it in:

1. Open the therapy site, let the therapist admit you, and then click **allow** from the pop-up message that appears.
2. Click the arrow icon in your browser window to refresh the therapy site, as pictured below.



Step 3: Set Up Additional Equipment

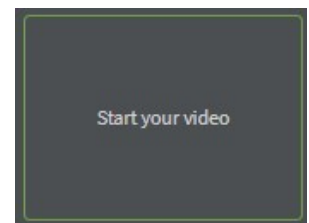
See next page.

Open the Online Therapy & Assessment Site

1. On the day of therapy or the assessment, open Google Chrome.
2. Type the following URL into the address bar: **plwith.me/** followed by the provider's unique name code, typically their first initial and last name.



3. Once the page loads, enter your child's name.
4. Click **Enter Room**.
5. Wait for the provider to admit you. They may be wrapping up another session so please be patient.
6. Once in the Room, click the gray box to turn on your camera so the provider can see your child.
7. If you're using an additional camera, click **start another camera**.



Equipment Setup Guide

Step 3: Set Up Additional Equipment

Psychological Services

Before the testing session, you should receive a document camera and headset from your school. These items are critical for use during testing, and therefore, it's important to set them up and verify they work as intended.

Set Up Document Camera

Verify your equipment package included a document camera as pictured at right.

1. Close all of your Internet windows.
2. Plug the document camera's USB cable into your computer's USB port.
3. Open the Internet using the Chrome browser.
4. Open the Online therapy site (see pg. 1).
5. Click **start your video** (see pg. 1).
6. Click **start another video**.



Document Camera for Psychological Assessments

Occupational Therapy & Students with AAC Devices

Position the wide-angle camera so that it captures your child's movements as directed by their therapist.

Set Up Wide-Angle Camera and Tripod

Verify your equipment package included a wide-angle camera and tripod as pictured at right.

1. Close all of your Internet windows.
2. Screw the camera to the tripod mount.
3. Connect the camera to the computer.
4. Open the Internet using the Chrome browser.
5. Open the Online therapy site (see pg. 1).
6. Click **start your video** (see pg. 1).
7. Click **start another video**.



Wide-Angle Camera



Tripod

ProTip:

If the camera doesn't start automatically, click **allow** if a pop-up message appears in your Internet window and refresh your browser.