



School



Pro



Clinician



AcademicVoice

User Guide — for families, educators, and clinicians

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Information in this guide is subject to change and reflects AcademicVoice v1.01.

AcademicVoice reports and suggestions are decision-support tools generated from your student's recorded communication data. They support — and never replace — the judgment of the student's team and qualified professionals. AcademicVoice is not a medical device and does not provide medical diagnoses. Reports and suggested goals must be reviewed by a qualified professional before use in clinical documentation, IEP proceedings, or treatment planning.

This guide is available in accessible formats. The PDF edition is tagged for screen readers; an HTML edition is published at www.equaaccess.com.

About this guide

This guide is written for the people around an AcademicVoice communicator — families, teachers, aides, and clinicians. No technical background is needed.

It covers all three editions of AcademicVoice. Where something differs by edition, you'll see a chip:

School **Pro** **Clinician** — if a section carries no chip, it applies everywhere.

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Getting Started

Welcome to AcademicVoice. This guide gets you from first launch to a student communicating on the board.

Badges show where behavior differs by edition: **School** · **Pro** · **Clinician**. Where there is no badge, it works the same in every edition.

1. First launch

The first time you open AcademicVoice, it walks you through a short setup:

1. **Simple Start** — a brief welcome that introduces the board.
2. **Guided Setup** — a few questions to prepare the app for your student.
3. **Choose your state** — pick the U.S. state you teach in. This tailors the academic standards shown later. You only do this once.

You can change these choices later in **Settings** (see chapter 05).

2. Set up your staff PIN

A PIN keeps student-facing communication separate from the adult settings and reports.

1. Open **Settings**.
2. Tap **Access & PIN**.
3. Choose **Add** (or the staff-account option), enter a 4-digit PIN, and pick a role.
4. Save.

School **Pro** — **set a PIN (recommended before classroom use):**

- On **School** you can add more than one staff account (a staff roster) — useful when several adults share one iPad.
- On **Pro** there is a single PIN for the one adult who owns the device.
- After a PIN is set, **School** **Pro** ask for it whenever someone opens **Settings** or edits content — so a student tapping around cannot change their own setup.

Clinician: the Clinician edition does not require a PIN to open Settings. It is built for a professional using their own device.

Why this matters: starting an **assessment** always requires a staff PIN, in every edition (see chapter 03). Setting one up now avoids a "can't start" surprise later.

3. Add your students

One iPad can hold **up to 5 students**, each with their own board, vocabulary, and progress.

1. Open **Settings** (enter your PIN if asked).
2. Tap **Student Profile**.
3. Add a student: enter a **name** and a **grade band**.
4. Repeat for each student, up to five.

If you try to add a sixth student, the app will let you know the device is full — remove or move a student first.

Switching between students

- Tap the **student circle** — the small colored circle with the student's initial, near the top of the board.
- **Switching always asks for a staff PIN first.** A student can never open another student's board or records by tapping around. On a Pro family device, your family PIN works; in School and Clinician settings, a Parent/Guardian sign-in can work with their own child but cannot switch the device to a different student.
- Each student keeps their own board layout, vocabulary, mastery progress, access settings, and eye-gaze calibration — switching students switches all of it.

4. Set a student's grade and level

Two settings shape what a student sees. Both live in **Settings** → **Student Profile** and are saved **per student**.

1. **Grade Band** — sets the academic level of vocabulary and units offered.
2. **Vocabulary Access Mode / CCS Level** — how much vocabulary complexity to show. You can override the suggested level if a student needs something different.

If a student uses an alternate-standards level (for example, Florida Access Points), you set that here too — see **Alternate Academic Standards** in chapter 03, because it also changes how assessments are presented.

5. You're ready

At this point a student can open their board and start communicating. Next steps:

- **Chapter 01 — Daily communication:** the board, the sentence strip, and speaking.
- **Chapter 02 — Academic units:** turning on a unit and what it puts on the board.
- **Chapter 04 — Accessibility setup:** switch scanning, eye-gaze, VoiceOver, low vision — set up a student's access method.

Quick reference — what needs a PIN

Action	School	Pro	Clinician
Open Settings	PIN	PIN	no PIN
Edit content / board	PIN	PIN	no PIN
Start an assessment	PIN	PIN	PIN
Add / switch students	PIN (via Settings)	PIN (via Settings)	no PIN

Everyday communication — tapping the board and speaking — never needs a PIN.

Daily Communication

This is the heart of AcademicVoice: a student building and speaking messages. No PIN is needed for everyday communication — the board is always open to the student.

Badges:  ·  ·  (no badge = all editions).

1. The board

The main screen is the student's communication board — a grid of word and picture cells, organized into folders and categories.

- **Tap a cell** to choose that word.
 - **Folders** open to more words; a **Back** tile returns to the previous board.
 - The **category pills** and **top folder row** help move between groups of words. (You can hide these per student in **Settings** → **Board Visibility** if they're distracting — see chapter 05.)
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2. The sentence strip

By default, tapping cells adds words to the **sentence strip** along the top, so the student can build a phrase before speaking.

1. Tap words to add them to the strip.
 2. Tap **Speak** to say the whole strip out loud.
 3. Clear the strip to start a new message.
-

3. Speaking one word at a time (Direct-Speak)

Some students do better speaking each word as they tap it, with no strip to build.

1. Open **Settings** → **Direct-Speak Mode**.
2. Turn it on for this student.

Now each tap speaks immediately. This is a per-student choice, so one student can build sentences while another speaks word-by-word on the same iPad.

4. Switching students

Tap the **student circle** (the small colored circle with the student's initial, near the top of the board) to change students. The app asks for a **staff PIN** every time — that's deliberate, so a student can never wander into another student's board or records. Once you approve the switch, the board, vocabulary, progress, and access settings (including eye-gaze calibration) all change with the student.

If you use a switch or auditory scanning, the student circle is part of the top navigation scan — it announces "Switch student" with the current student's name.

5. Emergency and core words

Six emergency words are **always on the board** — the red **SOS HELP** button plus **STOP, PAIN, BATHROOM, NO,** and **SICK**. They appear in every mode, during lessons and assessments, and **they cannot be hidden or turned off** — a student can always call for help. Tapping **SOS HELP** speaks immediately and opens the full emergency panel with the same words at full size.

Core communication words also stay available to the student at all times — a student can always say yes/no or use their essential vocabulary. In **Settings** → **Board Visibility** you can show or hide the top folder row and the category pills; the emergency words are not part of that setting and always stay visible.

Tips

- Everyday communication never asks for a PIN.
- If the board looks too full for a student, chapter 04 (low vision) and **Settings** → **Cell Layout** and **Board Visibility** let you simplify what's shown.
- Speaking voice and speak-on-tap are set in **Settings** → **Voice & Speech**.

Academic Units

AcademicVoice lets a student take part in academic lessons using their communication board. Academic content is delivered as **units** — themed sets of vocabulary, sentence frames, and activities tied to grade-level standards.

Badges: **School** · **Pro** · **Clinician** (no badge = all editions).

1. Assigning units to a student

Academic vocabulary is **not** on a student's default board — it reaches a student only when an educator turns a unit on for them. This keeps everyday communication uncluttered and puts you in control of what each student works on.

1. Open **Settings** (enter your PIN if asked).
2. Tap **Unit Library**.
3. Choose a **subject**.
4. Turn on the units you want available for this student.

Units are assigned **per student**, so each learner can work on different content on the same iPad.

2. Activating a unit

When a unit is active, its vocabulary and sentence frames become available on the student's academic panel, and that unit becomes the context for related activities and assessments.

- You can make a unit active directly, or link it to a time block in **Settings** → **Schedule** so it turns on during the right class period.
- If several units are active, the app uses the highest-priority one that fits the current schedule.
- Turning a unit off removes its vocabulary from the panel again.

The **Academic Panel** settings (chapter 05) let you filter by grade and subject, show word counts on folders, and choose whether quick answers speak as soon as they're tapped.

3. What the student sees

With a unit active, the student's academic area shows that unit's words and frames alongside their core communication vocabulary. The student can:

- explore the unit's vocabulary in folders,
- build sentences with the unit's frames, and
- answer questions in an assessment for that unit (see chapter 03).

Core communication words remain available the whole time.

4. Guided lessons with the mascot

AcademicVoice includes a friendly mascot who can guide a student through short tutorial lessons.

Choose the mascot's look and behavior in **Settings** → **Mascot & Tutorial**. There are four ways a lesson can start:

1. **The student taps the mascot** on the board — a lesson starts for the active unit. (If no unit is active, the mascot offers a friendly nudge instead.)
 2. **From Staff Tools** — tap the staff icon in the navigation strip (PIN), then **Quick Actions** → **Lumi Lesson**.
 3. **Automatically when a unit starts** — turn on **Auto-start** under the mascot's Lesson Behavior settings, and activating a unit begins its lesson by itself.
 4. **From an assigned lesson** — in **Settings** → **School Panel** → **Lessons**, a facilitator can add a lesson (unit + level) to the student's list; tapping the lesson row starts it. Parent/Guardian and Aide sign-ins don't see this section in School and Clinician settings.
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5. Standards and your state

Units are aligned to academic standards. In **Settings** → **Standards & Location** you can:

- confirm or change your **state**,
- turn on **state-mandated content**, and
- **show standard codes** on units if you want to see them.

The state you chose at first launch determines which standard labels appear.

Assessments

An assessment lets a student answer questions about an academic unit using their board. Assessments are always supervised: starting one requires a staff PIN, in every edition.

Badges: **School** · **Pro** · **Clinician** (no badge = all editions).

1. Before you start: you need a staff account

Starting an assessment requires a clinician/adult PIN. If no staff account exists yet, the app will tell you and the **Start** button stays disabled.

To set one up: **Settings** → **Access & PIN** → **Add**, then enter a 4-digit PIN (see chapter 00).

2. Starting an assessment

1. Open the unit selector and choose the unit to assess.
2. When you tap to begin, the **Authorize Assessment** screen appears.
3. Enter the **clinician PIN** and tap **Start**. (A fresh PIN entry is required each time an assessment starts.)
4. The assessment opens with the first question.

If the PIN is wrong, you'll see "Incorrect PIN. Try again." (and hear it announced with VoiceOver). After several wrong tries the screen locks briefly and shows how many seconds to wait.

If no staff account is set up, the screen explains that and the **Start** button is disabled until you add one.

3. Accommodations: fewer choices and errorless support

How an assessment is presented follows the student's **access level**, set per student.

1. Open **Settings** → **Student Profile**.
2. Open **Alternate Academic Standards**.

3. Turn it on and choose an **Overall Level** (you can also set different levels per subject):

- **Participatory** — the student sees **2** answer choices, the choices are **read aloud automatically**, and the student is supported so they don't end on an error.
- **Supported** (the default) — **3** answer choices, read aloud automatically.
- **Independent** — the full **4** answer choices.

Core communication vocabulary stays available to the student throughout, so they can always ask for help.

These accommodations also connect to switch scanning and auditory announcements — see chapter 04 — so a student who scans and listens can complete an assessment at their own pace.

4. Answer format options

In **Settings** → **Testing Accommodation** you can adjust how answers are presented — for example a five-option (A–E) answer row, an answer-lock behavior so a choice isn't changed accidentally, auditory scanning, and whether the strip clears after speaking.

5. During and after

- The student selects an answer for each question; core vocabulary remains on hand.
- When the assessment finishes, results are shown for review.
- Progress feeds the student's data — see **Settings** → **Data & Logs** (exportable to PDF on **Pro** **Clinician**, and to JSON on **Clinician**).

Quick checklist

1. Staff PIN exists? (Access & PIN)
2. Unit assigned and active for the student? (chapter 02)
3. Student's access level set? (Student Profile → Alternate Academic Standards)
4. Access method ready — touch/switch/gaze/listening? (chapter 04)
5. Start → enter PIN → begin.

Accessibility Setup

AcademicVoice is built for students who reach a board in many different ways — by touch, by switch, by eye gaze, by ear, and with low vision or no vision at all. Setting up a student's access method is a normal, expected part of getting started, not an extra step. This chapter walks you through each method.

Badges: [School](#) · [Pro](#) · [Clinician](#).

Set access options **per student**. When you switch students, each one keeps their own access setup.

1. VoiceOver (spoken navigation)

VoiceOver is Apple's built-in screen reader. AcademicVoice is designed to work alongside it: every button and board cell has a spoken label, and important changes are announced out loud.

- Turn VoiceOver on/off in the iPad's **Settings app** → **Accessibility** → **VoiceOver** (or triple-click the side button if you set that shortcut).
- Inside AcademicVoice, as the student moves focus, each cell speaks its word and role. Opening a folder, changing pages, and starting an assessment are announced.
- **What the student hears is the meaning** — the app never relies on color or an icon alone to carry a word. A colored dot or a picture is always paired with text VoiceOver can read.

There is nothing to switch on inside AcademicVoice for VoiceOver — it responds to the iPad's system setting.

2. Switch scanning

For a student who uses one or two switches, the board can **scan** — highlighting items in turn so the student presses at the right moment.

In-app auditory scanning (no hardware switch needed)

AcademicVoice can scan and speak each item aloud so a student can listen and select. Turn the announcements on in **Settings** → **Vision Accessibility**:

1. Open **Settings** (enter your PIN if asked).
2. Tap **Vision Accessibility**.
3. Turn on the auditory-scan announcements you want:
 - **Announce Category on Entry** — says the category name as scanning enters it.
 - **Announce Folder Contents on Open** — says what's inside a folder.
 - **Audio Cue on Selection** — plays a sound when an item is chosen.
 - **Assessment confirmation** — confirms a choice during assessments.

Setting the scan speed

1. Open **Settings** → **Haptic Feedback**.
2. Find the **Scan Speed** control.
3. Set the seconds each item stays highlighted. Slower gives more reaction time; faster moves quicker.

This speed is saved **per student**, so each learner scans at their own pace.

Using a real switch

Connect the student's switch as you normally would for the iPad. With scanning on, the highlight steps through the board and the student presses their switch to select. Pair this with the auditory announcements above so the student can both see and hear where the scan is.

3. Eye gaze and dwell Pro Clinician

For a student who selects with their eyes, gaze assistance highlights the cell the student is looking at and can select it by **dwell** (holding their gaze).

Set up eye gaze in **Settings** → **Accessibility** → **Eye Gaze Access**:

1. Open **Settings** (enter your PIN if asked) and tap **Accessibility**.
2. Tap **Eye Gaze Access**.
3. Tap **Start Calibration** and walk the student through the 5-point calibration. (Tap **Recalibrate** any time tracking feels off — after the iPad moves to a new mount, for example.)

4. Set the **Dwell time** — how long the student holds their gaze on a cell to make a selection.
5. If the student selects with their eyes alone, turn ON **Activate by dwell**.

Activate by dwell is OFF by default. OFF means gaze highlights the cell and gets the voice ready, but the student (or a partner) still taps to confirm the selection. Turn it ON when dwelling itself should select — no tap needed.

A separate visual aid lives in **Settings** → **Haptic Feedback**: turn on **Show Gaze Indicator** if the student benefits from seeing a marker where their gaze lands. This is an optional indicator only — the setup itself happens in **Eye Gaze Access** above.

Gaze assistance is available on **Pro** and **Clinician**. Word cells support gaze-dwell selection; navigation tiles (like a folder's "Back") are reached by touch.

3½. Bigger targets for head pointers, partners, and every pointing tool

Every access method needs targets the student can actually hit. In **Settings** → **Cell Layout**, pick the student's **Access Method** — the choices include **Direct Touch**, **Head Pointer**, **Switch**, **Eye Gaze**, **Partner**, and two **Auditory** switch options. The board then guarantees a minimum cell size that fits that method: pick **Head Pointer** and the cells never shrink below a size a head-pointer user can land on reliably, no matter how much vocabulary is on the page.

This is a sizing guarantee, not a tracking feature — a student using a physical head pointer (or a partner pointing with them) taps the screen like any touch. For eye tracking, see the eye-gaze section above.

4. Low vision and larger text

For a student with low vision, you can enlarge and adjust the board in **Settings** → **Vision Accessibility**:

1. Open **Settings** → **Vision Accessibility**.
2. Turn on the low-vision options and choose a larger symbol/text scale.
3. The board responds by showing **fewer, larger cells per page** and adding page controls, so nothing is clipped and the student never has to scroll a crowded grid.

You can also raise the system text size in the iPad's **Settings app** → **Accessibility** → **Display & Text Size**; AcademicVoice's text scales with it.

5. Reduce Motion

If moving animations are distracting or uncomfortable for a student, turn on **Settings app** → **Accessibility** → **Motion** → **Reduce Motion** on the iPad. AcademicVoice respects this system setting.

6. Putting it together for one student

A practical order when setting up a new student's access:

1. **Student Profile** — name, grade band, level.
2. Pick the **access method** — touch, switch, gaze, or listening.
3. For switch: set **scan speed** (Haptic Feedback) and **auditory announcements** (Vision Accessibility).
4. For gaze **Pro** **Clinician**: **calibrate** and set **dwell** in **Accessibility** → **Eye Gaze Access**; add the optional **gaze indicator** (Haptic Feedback) if it helps.
5. For low vision: set the **scale** (Vision Accessibility).
6. Confirm with the student on the board, and adjust speed/scale to fit.

Every option here is saved to that student's profile, so it travels with them each time you switch to them on this device.

What differs by edition

Access feature	School	Pro	Clinician
VoiceOver support	✓	✓	✓
Switch scanning + speed	✓	✓	✓
Auditory scan announcements	✓	✓	✓
Low-vision scaling & paging	✓	✓	✓
Reduce Motion (system)	✓	✓	✓
Eye-gaze / dwell assistance	—	✓	✓

Settings Reference

Every setting available in AcademicVoice, what it does, and where it lives. Badges: **School** · **Pro** · **Clinician** (no badge = all editions).

Opening Settings: **School** **Pro** — open Settings and enter your staff PIN if one is set. **Clinician** — tap the gear; no PIN.

- **Per student** — applies only to the current student; switching students switches the setting.
- **Per device** — applies to this iPad for everyone.
- **Per staff** — tied to a staff account/PIN.

Scope tells you how far a change reaches:

Communication & board

Setting	What it does	Scope
Cell Layout	Choose an appearance preset and cell shape, auto-size cells to fill the board, show or hide labels, and preview changes live.	Per student
Navigation Strip	Turn the navigation strip on or off for this student and choose whether school folders show.	Per student
Direct-Speak Mode	When on, tapping a cell speaks it immediately instead of building a sentence in the strip first.	Per student
School Panel	Turn on a simplified school-folder "pop-in" view for this student.	Per student
Board Visibility	Show or hide the top folder row and the category filter pills. (The emergency words are always visible — they are not part of this setting and cannot be hidden.)	Per student
Mascot	Choose the student's mascot.	Per student
Board Creator Pro Clinician	Build and preview boards (cells use emoji, not photos). On Pro it asks for the PIN. School does not include an on-board editor.	Per student

The student

Setting	What it does	Scope
Student Profile	Set grade band, visible grade bands, vocabulary access mode / level, and a student's alternate-standards level (see chapter 03).	Per student
Academic Panel	Filter academic content by grade and subject, show word counts on folders, allow a flat-list view, and choose whether quick answers speak on tap.	Per student
Mastery Criteria	Set how many consecutive sessions count as "mastered" and how mastered words are placed. Controls how a board grows. On School this is view-only.	Per student
Unit Library	Turn academic units on or off for a student — this is how you assign which units a student sees (see chapter 02).	Per student

Voice, language & feedback

Setting	What it does	Scope
Voice & Speech	Choose the speaking voice and whether tapping speaks.	Per student / device
Language	Choose the interface and vocabulary language.	Per student
Haptic Feedback	Turn haptics on/off and set sensitivity; set the Scan Speed ; show the gaze indicator (gaze Pro Clinician).	Per student
Mascot & Tutorial	Choose the mascot's voice and general tutorial behavior, and play the built-in guided lessons (see chapter 02).	Per student

Accessibility

Setting	What it does	Scope
Accessibility	Appearance and interaction options that work with VoiceOver.	Per student / device
Vision Accessibility	Low-vision scaling and paging, plus auditory-scan announcements (announce category, announce folder contents, audio cue on selection, assessment confirmation).	Per student
Testing Accommodation	Set the answer-row format (including a 5-option A–E row), answer-lock behavior, auditory scanning, clear-strip-after-speaking, and phrase text used in assessments.	Per student
Literacy Bridge	Literacy-readiness support options.	Per student

(Full step-by-step access setup is in chapter 04.)

Scheduling & environment

Setting	What it does	Scope
Schedule	Create time/day blocks and link a unit and environment to each.	Per student
Environment	Manually set the current environment or associate it with a network name.	Per student / device
Standards & Location	Auto-detect your state, turn on state-mandated content, and show standard codes on units.	Per student / device
State Education Profile	Review or change the state chosen at first launch.	Per device

Security, data & records

Setting	What it does	Scope
Access & PIN	Create and manage the staff PIN and role. School supports several staff accounts; Pro Clinician use a single sign-in. Also holds the Danger Zone → Factory Reset (erases this device; preserves the sealed audit log). Clinician can also reach Factory Reset and Sign Out from the Clinician Hub → Professional Profile (see chapter 06).	Per staff
Data & Logs	View vocabulary statistics and progress. Export to PDF Pro Clinician ; export to JSON and view the detailed audit log Clinician .	Per student
Backup & Restore	Make and restore a local backup of profiles and progress on this device.	Per device
Session Notes Clinician	Clinical session notes. <i>Available in the Clinician edition.</i>	Per student
Clinical Tools Clinician	Clinical dashboards (analytics, syntax, narrative, fatigue, behavior). <i>Available in the Clinician edition.</i>	Per student
Dual-Device Session	Pair two iPads. On Clinician this device browses for and connects to student devices; on School Pro it pairs <i>with</i> a Clinician device.	Per device

Information

Setting	What it does	Scope
Legal	Terms of service, privacy policy, and support links, plus clinical disclaimers.	Per device
About	Edition, version, and website.	Per device

Notes on edition differences

- **PIN to open Settings:** required on **School** **Pro**; not required on **Clinician**.
- **Custom vocabulary:** **School** does not add custom words; **Pro** up to 100; **Clinician** up to 999.
- **Exports:** none on **School**; PDF on **Pro**; PDF + JSON and the detailed audit log on **Clinician**.
- **Board Creator:** **Pro** **Clinician** only.

- A setting marked **Clinician** appears on other editions only as a locked entry labeled *Available in the Clinician edition* — it has no function there.

Clinician Guide Clinician

This chapter covers workflows specific to the **Clinician** edition. Everything in the other chapters also applies.

The Clinician edition is built for a licensed professional working across a caseload. It does not require a PIN to open Settings, and it unlocks the clinical dashboards, exports, and device pairing described here.

1. Pairing with a student's device

The Clinician iPad can connect to a student's iPad to work together.

1. Open **Settings** → **Dual-Device Session**.
2. On the Clinician device, this opens the pairing screen that **browses for student devices** nearby.
3. Choose the student device to connect.

On a School or Pro device, the same setting instead pairs *with* a Clinician device. Both iPads must be nearby with the app open.

2. Clinical Tools

Settings → **Clinical Tools** opens the clinical dashboards for the current student, including analytics, sentence-structure and narrative tracking, fatigue indicators, and behavior/FCT views. Use these to review a student's progress and patterns over time.

(On School and Pro this entry appears only as a locked item labeled "Available in the Clinician edition.")

3. Session notes

Settings → **Session Notes** lets you record clinical session notes for the current student, kept with that student's record.

4. Data, reports, and exports

Chapter 10 has the full report-by-report guide, including the IEP Goal Progress walkthrough; the notes below cover the clinician-specific surfaces.

Settings → **Data & Logs** shows vocabulary statistics and progress. On the Clinician edition you can:

- **Export to PDF** — formatted reports.
- **Export to JSON** — structured data.
- View the **detailed audit log**.

These support documentation and progress reporting. Choose the export you need from the Data & Logs screen.

5. Mastery and vocabulary

- **Mastery Criteria** is fully editable on Clinician — set how many consecutive sessions count as mastered and how mastered words are placed.
 - You can add custom vocabulary (up to 999 words per student) where the workflow allows it.
 - **Board Creator** is available without a PIN on Clinician (cells use emoji).
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6. Practice scripts and tutorials

The Clinician edition can manage the guided-lesson scripts a student uses with the mascot, so you can tailor tutorials to a student's goals.

7. Signing out (shared devices)

On a shared clinic iPad, sign out when you finish so the next clinician starts fresh and session records are attributed correctly.

1. On the **Clinician Hub**, open the **Professional Profile** section.
2. Tap **Sign Out** (next to Security Settings).
3. Confirm **Sign out of Primary Staff?**

Signing out ends your staff session and returns the app to the **PIN sign-in** screen. **Student data and settings are not affected** — sign-out only clears who is signed in. (The Hub is only shown when you are not connected to a student device, so signing out never interrupts an active pairing.)

8. Factory reset

A factory reset erases this device's data to hand it off or start over. It is a serious, one-way action.

1. On the **Clinician Hub** → **Professional Profile**, tap **Factory Reset**.
2. Read the warning, tap **Continue**, then **type RESET** to confirm.
3. The app wipes all student data, settings, and PINs, then closes. Reopen to begin setup again.

What is erased: all student profiles and progress, all settings, and all PINs on this device, plus local backups. **What is preserved:** the sealed session audit log, kept for IDEA / DVR / HIPAA records integrity. This cannot be undone.

What the Clinician edition adds at a glance

Capability	Included
Open Settings without a PIN	✓
Browse for and pair with student devices	✓
Clinical Tools dashboards	✓
Session notes	✓
PDF and JSON export + detailed audit log	✓
Edit mastery criteria	✓
Custom vocabulary (up to 999/student)	✓
Manage practice scripts	✓

Pro & Families Pro

This chapter covers what the **Pro** edition adds. Everything in the other chapters also applies. Pro is built for an individual professional or a family supporting one student on their own device.

1. One device, one sign-in

Pro uses a single staff PIN (set in **Settings** → **Access & PIN**). That PIN is asked for when opening Settings or editing content, keeping the student's setup safe from accidental changes. Everyday communication never asks for the PIN.

You can still keep up to **5 students** on the device and switch between them (chapter 00).

2. What Pro adds over School

Capability	Where	What it gives you
Custom vocabulary	Student Profile / board tools	Add your own words for a student (up to 100 per student).
Board Creator	Settings → Board Creator (asks for PIN)	Build and preview boards (cells use emoji).
Edit Mastery Criteria	Settings → Mastery Criteria	Set how many sessions count as mastered and how mastered words are placed.
Analytics & progress	Settings → Data & Logs	See progress analytics and export reports to PDF .
Eye-gaze / dwell	Settings → Haptic Feedback	Turn on gaze support for a student who selects with their eyes (chapter 04).

3. Setting up your student at home

A simple path for a family getting started:

1. **First launch** — Simple Start, Guided Setup, choose your state (chapter 00).

2. **Access & PIN** — set your PIN.
 3. **Student Profile** — name, grade band, and level.
 4. **Access method** — set up touch, switch, gaze, or listening (chapter 04).
 5. **Unit Library** — turn on the academic units you want (chapter 02).
 6. Start communicating (chapter 01) and, when ready, run assessments (chapter 03).
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4. Reports you can share

From **Settings** → **Data & Logs**, Pro can generate four reports as **PDFs** — useful for sharing with a student's team at school or in therapy:

- **Parent Communication Summary** — a plain-English overview of what your child communicated.
- **Communication Summary** — totals and patterns from real usage.
- **Vocabulary Growth Report** — new words over time.
- **IEP Goal Progress Report** — how your child is doing against the IEP goal you set up in the student profile, day by day, with a trend. If no goal is set up yet, the report tells you how to add one; if there's no data in the date range, it says so honestly rather than showing zeros.

Every report is generated from your child's actual recorded usage on this iPad. Chapter 10 walks through each report in detail.

The Clinician edition adds clinical dashboards, JSON export, and clinician-to-student device control; see chapter 06.

Troubleshooting

Common situations and what to do. Badges: [School](#) · [Pro](#) · [Clinician](#).

"It's asking for a PIN and I don't have one"

[School](#) [Pro](#) ask for a staff PIN to open Settings and to edit content.

- If a PIN was set, enter it.
 - If you don't know it, whoever set up the device set the PIN in **Settings** → **Access & PIN**. On [School](#), another staff account may also have access.
 - Everyday communication does **not** need a PIN — you can always tap and speak on the board.
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"Incorrect PIN" or the PIN screen is locked

- After a wrong PIN you'll see **"Incorrect PIN. Try again."**
 - After several wrong tries the screen locks for a short time and shows **how many seconds** to wait. Wait for the countdown, then try again.
 - With VoiceOver on, these messages are announced aloud.
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"I can't start an assessment"

Starting an assessment requires a staff PIN.

- If you see a message that **no clinician/staff accounts are set up**, the **Start** button stays disabled. Fix it in **Settings** → **Access & PIN** by adding a staff account with a PIN, then return to the assessment.
 - If a staff account exists, enter its PIN on the **Authorize Assessment** screen. A fresh PIN entry is needed each time an assessment starts.
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"No units are showing for my student"

Academic units are assigned per student and are not on the default board.

1. Open **Settings** → **Unit Library** and confirm the units are turned **on** for this student.
 2. Check the student's **Grade Band** in **Student Profile** — units are offered by grade.
 3. Make sure you're on the right **student** (tap the avatar to confirm).
 4. If you use schedules, confirm a unit is linked to the current time block in **Settings** → **Schedule**.
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"The board is too full / too small for my student"

- Simplify what's shown in **Settings** → **Board Visibility** (hide the folder row, pills, or emergency strip) and **Settings** → **Cell Layout** (fewer, larger cells).
 - For low vision, use **Settings** → **Vision Accessibility** to scale up — the board will show fewer, larger cells per page (chapter 04).
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"Two iPads won't pair"

Pairing needs two devices, both nearby with AcademicVoice open.

- On **Clinician**, open **Settings** → **Dual-Device Session** to scan for the student device.
- On **School** **Pro**, open the same setting to connect to the Clinician device.
- Keep both iPads awake and close together while connecting; if a device isn't found, make sure the other is on the pairing screen too.

If pairing can't start, you'll see a "Pairing problem" message that stays on screen (it is also read aloud with VoiceOver) with steps to fix. Work through these:

1. **Turn Wi-Fi on** on both iPads. Pairing does not work over cellular alone — if the status bar shows only a cellular signal, turn Wi-Fi on.
2. **Allow Local Network access.** Open the iPad's **Settings app** → **Privacy & Security** → **Local Network** and make sure **AcademicVoice** is turned on. (The first time you pair, the iPad may ask for this permission — choose **Allow**.)
3. **Turn off Personal Hotspot.** Pairing doesn't work while an iPad is sharing a **Personal Hotspot**.
4. **Both apps open.** Make sure AcademicVoice is open on both iPads and each is on its pairing screen.

Fix what applies, then tap **Retry** on the message. Tap **Dismiss** to close it.

"The student entered the PIN but the two iPads still didn't connect"

If the connection is started but doesn't finish — for example the student's PIN took a while and the invitation timed out, or Wi-Fi dropped mid-connection — you'll see a **"Pairing problem"** message such as **"The invitation expired — ask the clinician to connect again."** (also read aloud with VoiceOver).

- On the **clinician** iPad, start the connection again.
- On the **student** iPad, tap **Retry**.
- Keep both iPads on Wi-Fi, close together, and awake while connecting.

You can retry right in the app — you do not need to close and reopen AcademicVoice.

"Switch scanning is too fast / too slow"

- Adjust the **scan speed** in **Settings** → **Haptic Feedback** (default 2.0 seconds). This is saved per student.
 - Turn on the auditory-scan announcements in **Settings** → **Vision Accessibility** so the student can hear where the scan is.
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"A setting says 'Available in the Clinician edition'"

Some features — **Session Notes** and **Clinical Tools** — are part of the Clinician edition only. On School and Pro they appear as a locked entry and have no function there.

Legal, privacy, and support

- Terms, privacy, and support links are in **Settings** → **Legal**.
- These open the AcademicVoice website pages.

Board Modes

The board can wear five different "outfits," from two big choices for a brand-new communicator to a full word grid with a keyboard. Picking the right mode for the right student — and the right moment — is one of the most useful things you can do in AcademicVoice.

Badges:  ·  ·  — all five modes are in every edition.

1. Switching modes

Tap the **mode button** in the top navigation strip (it shows the current mode's name with a small arrow). A menu opens with the modes available to your student — tap one and the board changes immediately. The student's vocabulary and progress stay the same; only the layout and interaction style change.

2. The five modes

Simple Choice

Two to four **large buttons** — ideal for a student who is just starting out or any moment that calls for one clear decision ("water or juice?"). Big targets, instant speech, no clutter.

Basic Needs

A dozen essential words — the things a student needs to say most often — on one uncrowded page. A good home base for early communicators who are past two-choice selection but not ready for a full grid.

Core Board

The full communication grid: core words organized by color-coded part of speech, folders for people, places, and things, and the sentence strip on top. This is the "main" board most chapters of this guide describe, and where academic vocabulary appears during lessons.

Text Mode

For students moving from symbols toward spelling and typing. The student composes with text, with word prediction to speed things up — a bridge toward literacy for students who are ready. A clinician or teacher enables Text Mode for a student when the time is right.

Story Builder

A narrative mode for telling what happened — sequencing pictures and words into a story ("first..., then..., last..."). Story Builder switches on automatically for students at higher vocabulary levels; you can adjust this in the student's settings.

3. Which mode for which student?

If the student...	Start with
is making their first selections	Simple Choice
reliably picks from a small set	Basic Needs
combines words into short messages	Core Board
is beginning to spell or type	Text Mode (ask the student's clinician)
is working on retelling and sequencing	Story Builder

Modes are a moment-to-moment tool, not a permanent label — many students use Simple Choice during a noisy transition and their Core Board during class.

Tips

- Mode changes are instant and safe to explore — nothing is deleted or reset when you switch.
- The emergency words stay visible in **every** mode.
- If a mode a student needs doesn't appear in the menu, check with the student's clinician — some modes are enabled per student.

Reports

AcademicVoice turns a student's real, recorded communication into reports you can print, save, or share. Every number in every report comes from what the student actually did on the iPad — and when there's no data for a period, the report says so plainly instead of showing zeros.

Badges: School · Pro · Clinician

1. Where reports live

Open **Settings** → **Data & Logs** (staff PIN required), choose a report and a date range, and tap generate. The report becomes a **PDF** you can save to Files, print, AirDrop, or email — sharing is always something *you* start; the app never sends a report anywhere on its own.

2. Which reports each edition includes

Report	What it shows	School	Pro	Clinician
Parent Communication Summary	A plain-English overview of what the student communicated — no clinical scores.	✓	✓	✓
Communication Summary	Totals and patterns: words, sentences, sessions.		✓	✓
Vocabulary Growth Report	New words over time.		✓	✓
IEP Goal Progress Report	Day-by-day progress against the student's IEP goal, with a trend.		✓	✓
Session Summary	Each session: when, how long, how much communication.			✓
Behavior-Communication Correlation	How behavior events and communication relate across time.			✓
Circadian Communication Patterns	Time-of-day communication patterns — when the student is at their best.			✓
SLP Fluency Report	Annotated session record with IEP goal progress and a signed attestation block.			✓ — generated from its own SLP Fluency tool, not the report picker

3. The IEP Goal Progress report, step by step

1. First, set up the goal: **Settings** → **Student Profile** → **IEP Goals** — the goal statement, the minimum words per message, and the target percentage.
2. Then generate the report from **Data & Logs** for any date range.
3. You'll see: the goal and its criterion, total opportunities, how many met the goal, the percentage against the target, whether the trend is improving — and a day-by-day table.

If no goal is set up yet, the report tells you exactly where to add one. If the date range has no recorded communication, it says that too — honestly, with no invented numbers.

4. Good habits

- **Pick a date range that matches the question.** "How was this quarter?" needs a quarter, not a week.
- Reports are **snapshots** — regenerate after new sessions rather than reusing an old PDF.
- A report is a conversation starter for the student's team, not a verdict. The student's clinician interprets what the numbers mean.

Research and standards attributions

AcademicVoice's design draws on the published research base for augmentative and alternative communication and on state and national academic standards.

Full research and standards attributions: forthcoming at www.equaaccess.com/attributions.

Support

www.equaaccess.com

Support and privacy policy: www.equaaccess.com/support.html · www.equaaccess.com/privacy.html

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