

Software User Guide

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OVERVIEW

Personal Success Software gives instruction on independent living skills for adolescents and adults with developmental disabilities, including autism. There are 31 skills for men and women and four additional skills specifically for women. Personal Success provides an easy-to-navigate interface so students can work independently or in self-directed groups. Each skill category has four activities: Steps, Self-Talk, Movie, and Problem Solving.



Open and Start Personal Success

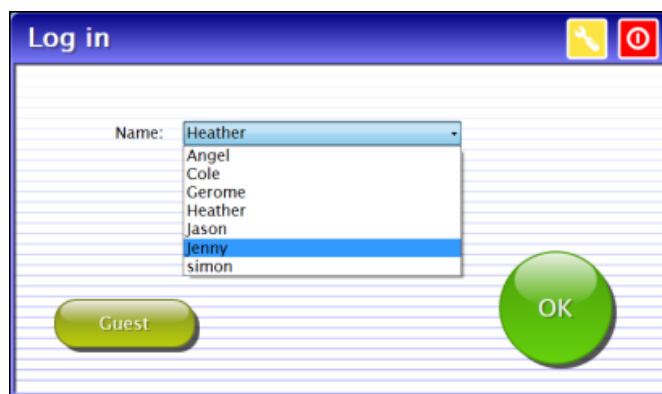
Windows: Go to the Start menu at the bottom left of the screen.

Start—>All Programs—>Attainment Company—>Personal Success

Macs: Go to the menu bar at the top of the screen.

Go—>Applications—>Attainment—>Personal Success

Personal Success will automatically log in users as Guest until one or more user login accounts have been created. Students' answers to comprehension questions are not saved when logged in as Guest. Once accounts are created, the program will open to the Log in window.



At the Log in window four directions are available: log in a student, log in as Guest, go to the program's Options (to add student accounts), or quit the program. To add student names, click on the yellow button with the tool wrench icon to open Options. [Options](#) is where you add student accounts, view student scores, and adjust preferences, including scan settings.

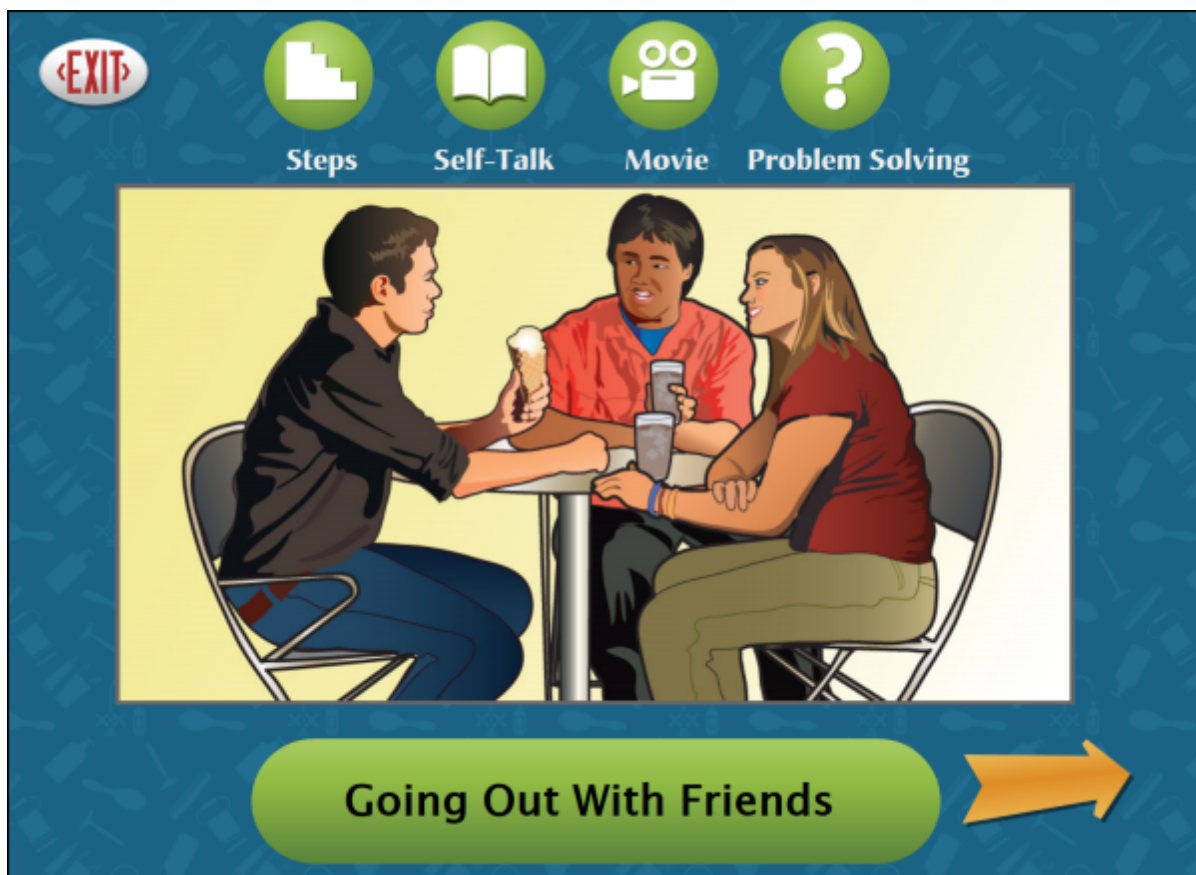
Each student's completed activities will be saved when logged in with their name. Results of their completed activities can be viewed in [Options—Results](#). Results are not stored for the Guest account.

Print the User Guide

A PDF of the user guide is also available for printing from Attainment's website: www.AttainmentCompany.com. Search for and open the Personal Success software product page, scroll toward the bottom of the page, select the Support tab, and then open and print the user guide.

ACTIVITIES

Once a category is opened, skills are presented one at a time. For each skill information is provided through four activities: Steps, Self-Talk, Movie, and Problem Solving. The activity buttons are above the image representing the skill.



Steps

Click on the Steps icon to view important steps within the skill.



Click on the Steps icon again to go back to the first step. Click on the skill icon in the upper right corner to exit Steps and return to the skill's main page.

Self-Talk

Click on the Self-Talk icon to review important information about the skill.



The text will automatically be read aloud unless you turn off this feature in Settings. To hear the page read again, click on the small triangle at the beginning of the first sentence. To hear a single word, click directly on the word.

When there's more than one page of text, use the forward and back arrows to turn the pages. Click on the Self-Talk icon to go back to page one. Click on the skill icon in the upper right corner to exit Self-Talk and return to the skill's main page. Click on the text in the bottom bar to hear the skill read aloud.

Movie

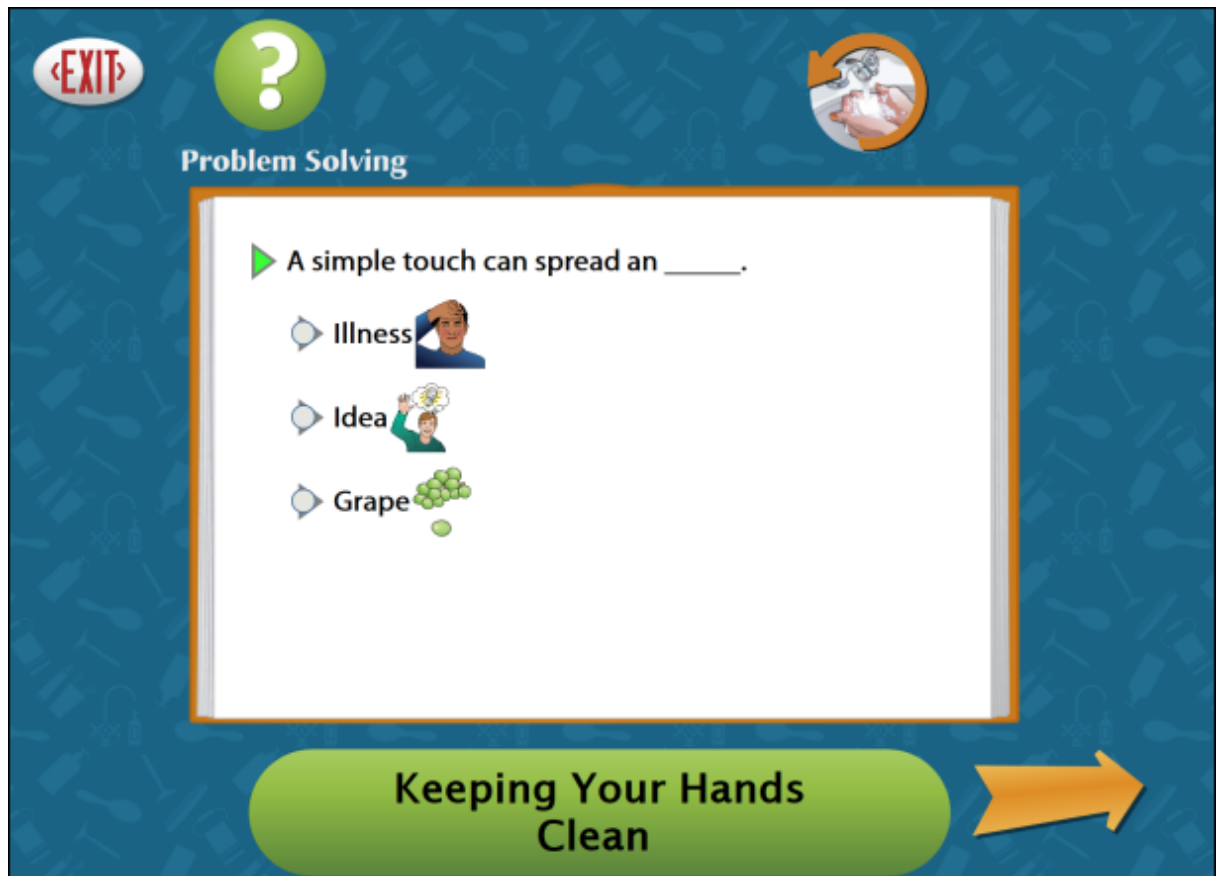
Click on the Movie icon to view a short video that explores the skill.



Click on the Movie icon again to restart the video. Click on the skill icon in the upper right corner to exit Movie and return to the skill's main page. Movie controls (Replay and Play/Pause) are located below the video.

Problem Solving

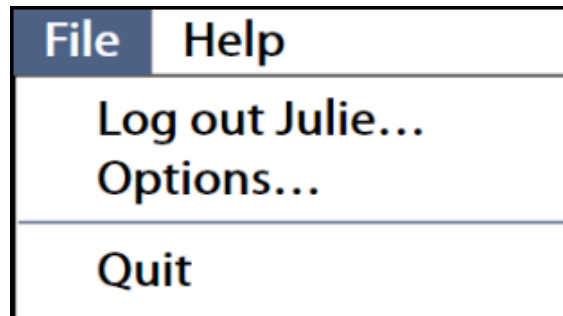
Click on the Problem Solving icon to view questions related to the skill. Each skill includes six questions.



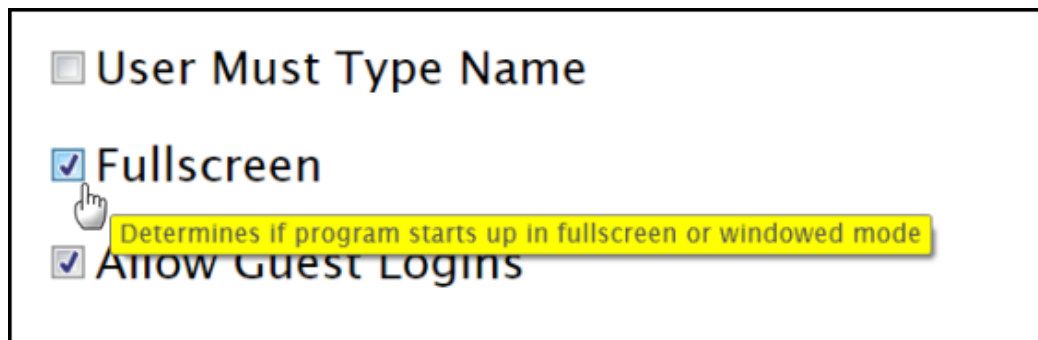
The text will automatically be read aloud unless you turn this feature off. To hear the question read again, click on the small triangle next to the text. To hear a single word, click directly on the word. Click on the Problem Solving icon to go back to the first question. Click on the skill icon in the upper right corner to exit Problem Solving and return to the skill's main page.

OPTIONS-ADD NAMES

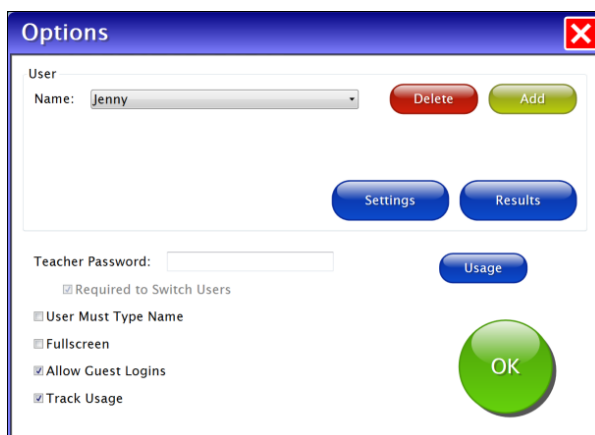
Choose Options to add names (so students' results will be saved), personalize settings, set scanning details, and view or print student results.



From the menu bar at the top of the screen, select File, and then Options. (Note: the menu bar is hidden on Windows computers until you roll the cursor to the top of the screen.) If you added a password, you'll be prompted to type the password to enter Options. As a backup, **Attainment** will always work as a password.



Helpful pop-up descriptions are given for each setting. To view pop-up help, pause the cursor over a setting and a yellow text box that describes the setting will pop up.



General Options

- **Delete and Add:** Delete a user account by selecting the user name from the drop-down list of names and pressing Delete. Create a user account by pressing Add, typing the student's name in the box and press Next. Select student's gender. Add an optional password this student will need to type to log in, or click Skip for no password. An optional picture of the student (or any image) can be added that will be displayed by the student's name on the login menu. Press Skip or press From File to assign a picture. When a web cam is detected, a Web Cam button is also available.
- **Teacher Password** allows you to create an optional password that needs to be typed to enter Options. As a backup, Attainment will always work as a password.
- **Required to Switch Users:** Checked, will extend the password requirement to include switching students from the File pull-down menu.
- **User Must Type Name:** Checked, requires all students to type their login name. Uncheck to show users' names in a drop-down menu for them to select when they log in.
- **Fullscreen:** Checked, the program will fill the monitor screen. Unchecked, the program will run in a resizable window.
- **Allow Guest Logins:** Checked, allows Guest logins. Uncheck to remove Guest as a login option. When a user is logged in as Guest, results are not saved. Guest can be removed as a login choice only after one or more login names have been added.
- **Track Usage:** Checked, will track all users' minutes spent on this program.

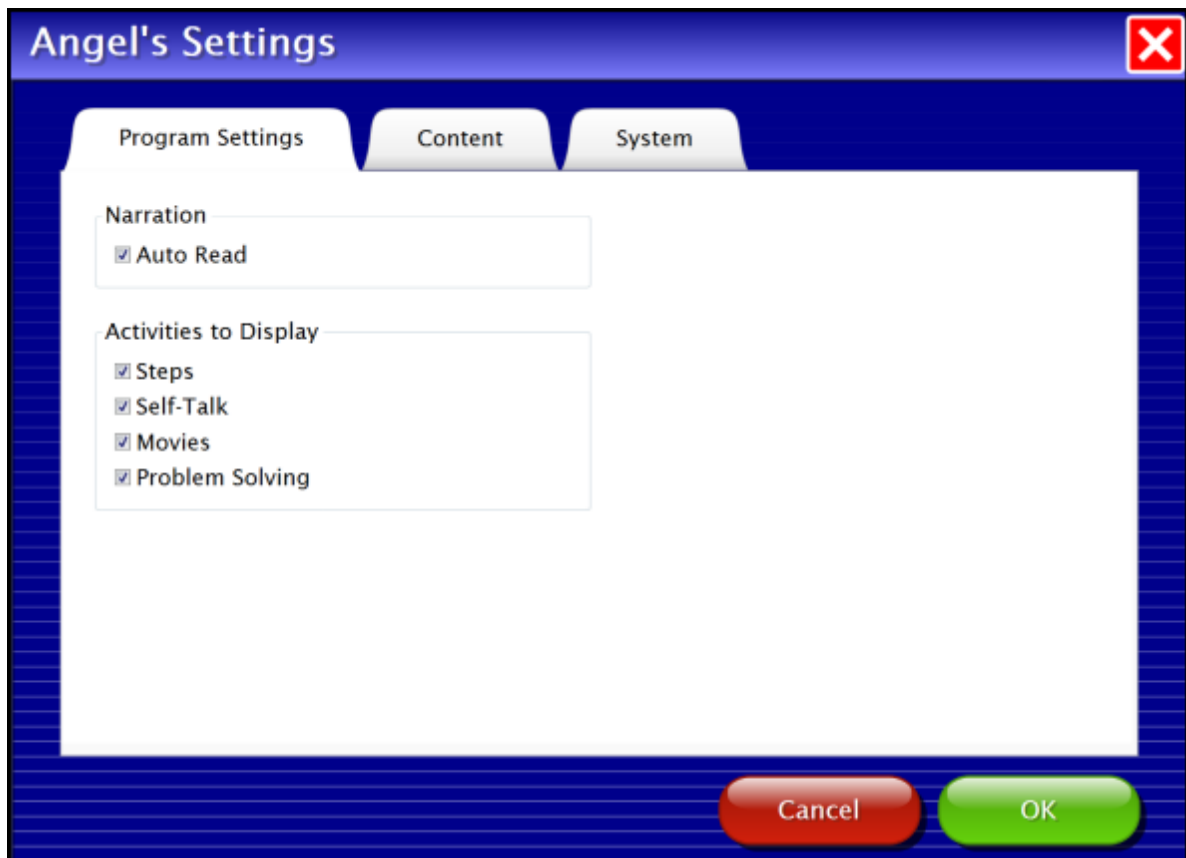
Settings

To adjust a student's settings, select their name from the drop-down menu and then press the Settings button on the main Options screen. There are three tabs with adjustable settings.

Program Settings Tab

Narration-Auto Read: Checked, text pages are read automatically.

Activities to Display - Steps, Self-Talk, Movies, Problem Solving: Checked, the icons are available for the student to select.



The screenshot shows a window titled "Angel's Settings" with a blue header bar and a red close button in the top right corner. Below the header are three tabs: "Program Settings" (selected), "Content", and "System". The "Program Settings" tab contains two sections: "Narration" and "Activities to Display". Under "Narration", the "Auto Read" checkbox is checked. Under "Activities to Display", the checkboxes for "Steps", "Self-Talk", "Movies", and "Problem Solving" are all checked. At the bottom of the window are two buttons: a red "Cancel" button and a green "OK" button.

Content Tab

All gender specific skills are available by default. Uncheck skills to hide them from the student's directory.



System Tab

Alternative Access: Built-in scanning provides program access with switches. To use scanning, select one or two switches. By default, scanning is disabled. Selecting one or two switches enables multiple scan settings such as Highlight color and Auditory Scanning.

Auditory Rollover: Move and pause the cursor over items to hear auditory confirmation.

Password: Enter a password this student will need to log into to the program. No password will be required when left blank.

Sound: Sound components can be turned off.

Icon: Click on Set to select a photo or image the student will see by their name on the Log in window.

The screenshot shows a dialog box titled "female's Settings" with a red close button in the top right corner. The dialog has three tabs: "Program Settings", "Content", and "System", with the "System" tab currently selected. The "System" tab contains two main sections: "Alternative Access" and "Sound".

Alternative Access:

- Scanning:
- Autoscan Delay:
- Scan Next:
- Scan Select:
- Debounce:
- Highlight size:
- Highlight color:
- ☒ Auditory Scanning
- ☐ Auditory Rollover
- Password:

Sound:

- ☒ Music
- ☒ Speech
- ☒ Sound Effects

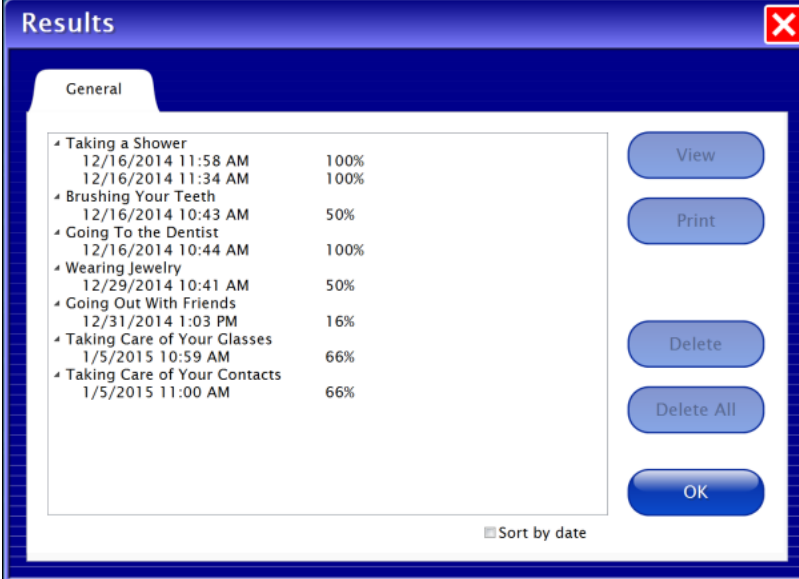
Icon:

Below the "Icon" label is a large rectangular area with a green "Set" button in the bottom right corner.

At the bottom of the dialog are two buttons: "Cancel" (red) and "OK" (green).

Results

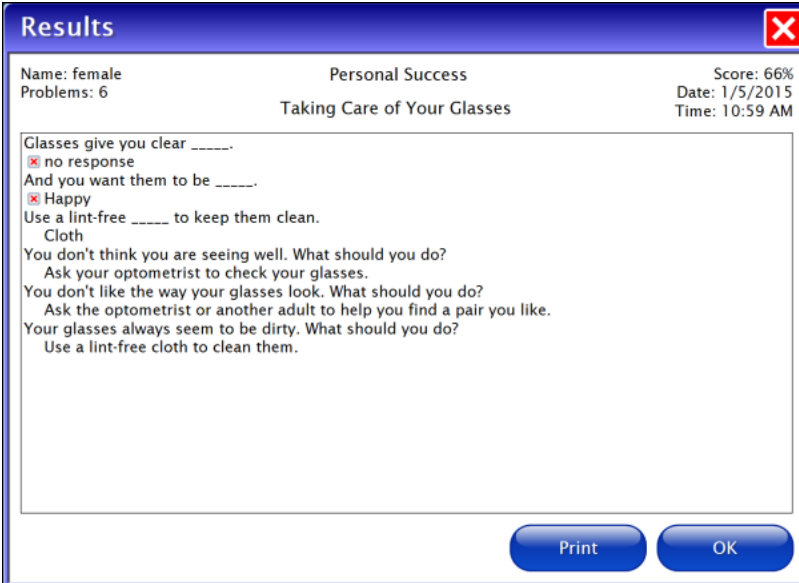
Responses to the problem solving questions are saved when students are logged into their account. To view saved results, open Options and select the Results button. Results are not saved while logged in as Guest.



The 'Results' window displays a list of activities under the 'General' tab. Each activity is preceded by a small triangle icon. The list includes dates and times for each entry. To the right of the list are buttons for 'View', 'Print', 'Delete', 'Delete All', and 'OK'. At the bottom right, there is a checkbox labeled 'Sort by date'.

Activity	Date/Time	Percentage
Taking a Shower	12/16/2014 11:58 AM	100%
	12/16/2014 11:34 AM	100%
Brushing Your Teeth	12/16/2014 10:43 AM	50%
Going To the Dentist	12/16/2014 10:44 AM	100%
Wearing Jewelry	12/29/2014 10:41 AM	50%
Going Out With Friends	12/31/2014 1:03 PM	16%
Taking Care of Your Glasses	1/5/2015 10:59 AM	66%
Taking Care of Your Contacts	1/5/2015 11:00 AM	66%

To view details, highlight an entry date and press View.



The 'Results' window shows detailed information for the entry 'Taking Care of Your Glasses' on 1/5/2015 at 10:59 AM. The score is 66%. The window includes fields for Name (female), Problems (6), and a section for the problem-solving questions and responses. At the bottom are 'Print' and 'OK' buttons.

Name: female
Problems: 6
Personal Success
Taking Care of Your Glasses
Score: 66%
Date: 1/5/2015
Time: 10:59 AM

Glasses give you clear _____.
☒ no response
And you want them to be _____.
☒ Happy
Use a lint-free _____ to keep them clean.
Cloth
You don't think you are seeing well. What should you do?
Ask your optometrist to check your glasses.
You don't like the way your glasses look. What should you do?
Ask the optometrist or another adult to help you find a pair you like.
Your glasses always seem to be dirty. What should you do?
Use a lint-free cloth to clean them.

SYSTEM REQUIREMENTS

Windows

Windows Windows 7, Windows 8

Minimum of 512MB RAM

Microsoft .Net 3.5 SP1

NOTE: During installation from the Autoplay menu, if .Net v3.5 is not detected, you will be prompted to install it. .Net 3.5 SP1 is included on the CD.

Mac

Intel processor

OS 10.7, 10.8, 10.9, or 10.10

Minimum of 512MB RAM

ALTERNATIVE ACCESS

Personal Success is accessible with a mouse, touch screen, interactive whiteboards, and switches. Switch access is built in through the use of scanning. Adjust settings for scanning and switches in [Settings—System](#).

LICENSE AGREEMENT

Attainment offers many options for licensing software. Licenses purchased for multiple computer installation will include a certificate verifying the agreement.

Three Computer License

Attainment Company, Inc. grants the original purchaser a Three Computer License. Under this license, the purchaser may use this software on up to three computers simultaneously. The purchaser may make a copy of this software for backup purposes only. Our Three Computer License may be modified into a multiple computer license. Call Attainment Company for pricing information.

Ownership

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Copyright

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If within 30 days of this software purchase, Attainment Company releases a new version of the software, you may send the enclosed disk to Attainment for a CD containing the new software at no charge. After 30 days, you must pay an upgrade fee.

Warranty

Attainment Company warrants that the enclosed CD is free of defects in materials and workmanship for up to one year after purchase. If you discover a defect, return the enclosed CD to Attainment Company for a free replacement. There is a replacement charge of \$15.00, plus shipping and handling, for products replaced after such warranty expires.

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CONTACT US

Technical Support

If you have a problem running **Personal Success**, please call Attainment Technical Support at the number below. If possible, have the program running with your computer nearby while we discuss solutions. You can speed up the process by collecting some basic information ahead of time:

- Running on Windows or Mac?
- What was the error and type of error message, if any?
- What triggered the problem?
- Can you duplicate the problem?
- What operating system are you running?

Tech Support is available weekdays from 9 am - 5 pm (CST)

Phone: 800-327-4269 or 608-845-7880

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Website: www.AttainmentCompany.com

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