



ATTAINMENT'S



USER GUIDE



To access your software subscription, log into the **Attainment HUB**.

The HUB is found at <https://hub.attainmentcompany.com>

Make Software **Assignments** from the HUB.

Modify **Settings** from the HUB.

For HUB instructions, scan this QR code.

<https://attainmentcompany.com/HUBinstructions>



Contents

| | |
|--|----------|
| Getting Started | 1 |
| About GoManage | .1 |
| Quick Start | .1 |
| Add Student Account | 3 |
| Goal and Self-Monitoring Training | 5 |
| Goal Instruction | 5 |
| Self-Monitoring Instruction | 5 |
| Customized Goals | 5 |
| Rewards and Gamification | 6 |
| Currency-Coins | 6 |
| Teacher Confirmation of Accuracy | 6 |
| Explore | 6 |
| Shop | 6 |
| GoManage Settings | 7 |
| Options | 7 |
| Settings | 7 |
| Program Settings | 7 |
| System Settings | 9 |
| Results | 10 |
| Technical Support | |

Getting Started

ABOUT GOMANAGE

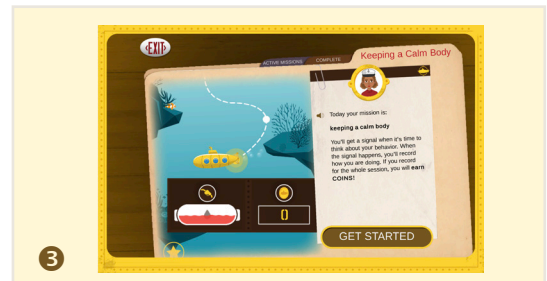
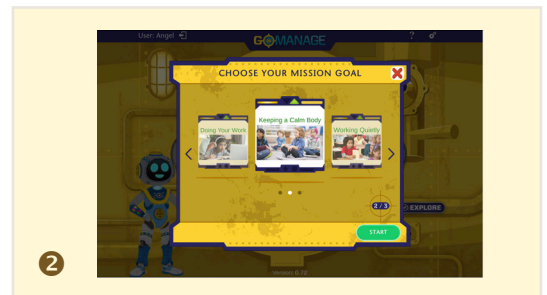
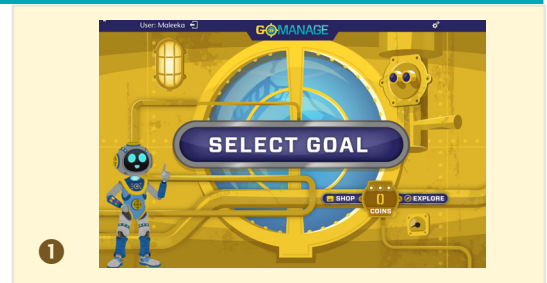
GoManage is for students to learn how to self-manage their behaviors. When students self-manage their behaviors, academic achievement improves.

GoManage has built-in gamification to reward students for their efforts in achieving their personal goals.

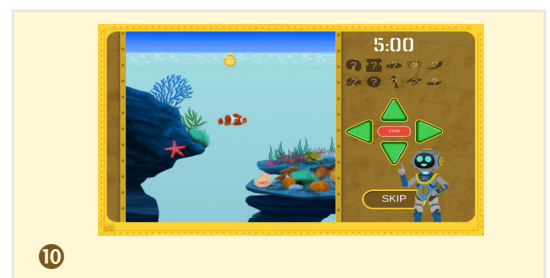
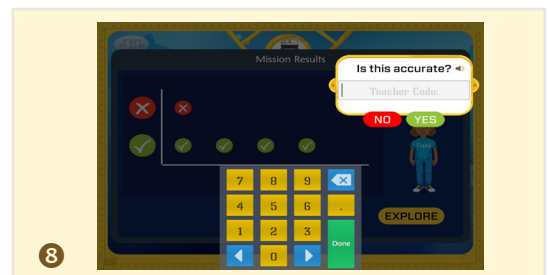
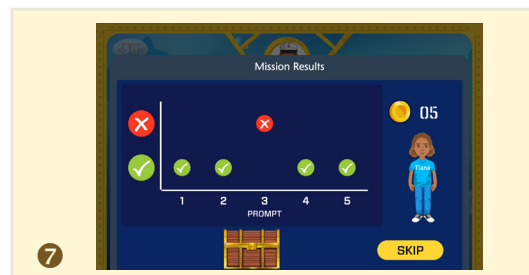
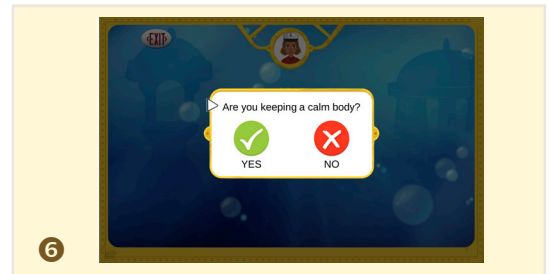
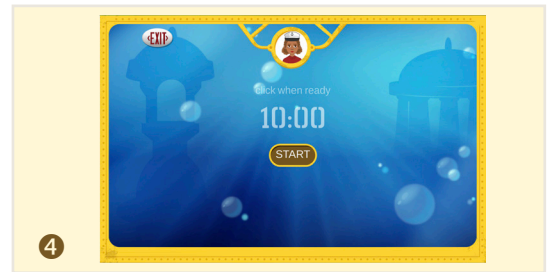
While pre-set goals have been included, your students will thrive with self-management if the goals are customized to match their personal needs.

QUICK START

- 1 On the title screen, select the **SELECT GOAL** button.
- 2 Scroll through available goals using the right and left arrows, then select a goal and **START**.
- 3 Read description of mission. To listen, select the **Speaker** button. Then select the **GET STARTED** button. **NOTE:** The first time a mission is chosen, there is a training session. See page 5.




- 4 Select the **START** button when ready.
- 5 The screen will fade as a cue for the student to focus attention on schoolwork.
- 6 A question generated from the goal will periodically appear. Select **YES** or **NO**.
- 7 After the final **YES** or **NO** selection, the **Mission Results** screen will tally **YES** and **NO** responses, accumulating coins earned.
- 8 Instructor verifies student self-assessment with a **NO** or **YES** after entering the Teacher Code [default 1234] on the keypad.
- 9 Accumulative results across sessions are displayed on the graph, with alerts for New Best Score and Mastery. Select the **EXPLORE** button to continue.
- 10 Select directional arrows to play the submarine game. When finished, select the **SKIP** button, then **CONTINUE**.



ADD STUDENT ACCOUNT

The steps to create student accounts are different for installed apps used offline and for web-based apps connected to the **Attainment HUB**.

To add a student account when the app has been installed and the student will not have a web-based account on the **HUB** online portal:

Select the **Gear** icon  on the **Title** screen. The **Options** window opens.

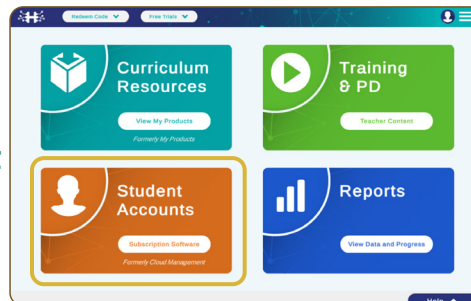
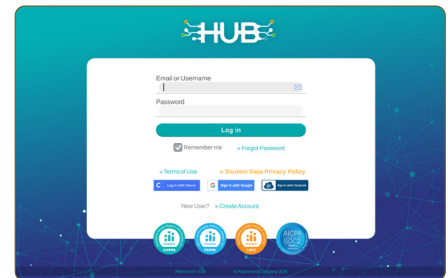
Select the yellow **Add** button. Type the student's name and select **Next**. Choose the avatar that most resembles the student. To modify the avatar's looks, select the yellow **Edit** button. To leave the avatar as shown, select the green **Finish** button.

To add a student account for online use:

Students need to be added via the **Attainment HUB** online portal. Login at hub.attainmentcompany.com. Enter your HUB Teacher login and password.

Select **Student Accounts**.

On the **Student Accounts** screen, select the **+ Add** button at the top. Enter their name and select **Next**. Choose the avatar that most resembles the student. To modify the avatar's looks, select the yellow **Edit** button. When ready, select the green **Finish** button. On the **Student Accounts** screen, from the list of programs, **GoManage** must be turned ON for this student.



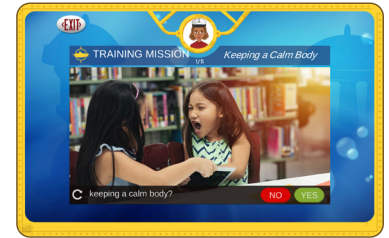
First-time use of the installed app for a student with a **HUB** account, their name may not show as a login choice. Sync the app to the **HUB** to update the login list. Using an installed app does not use the internet except when syncing to the **HUB**. (Note: Syncing will delete students who do not have a HUB account. Syncing updates the login names and sends results to the **HUB**.) To sync, select the **Gear** icon on the **Title** screen of the installed app on the student's device. Select the blue **HUB** button to connect the device to the **HUB**. Enter your **HUB** Teacher login name and password. If their name still isn't on the Login list, check that the app is turned **ON** for this student on the **HUB** in **Cloud Management**.

Goal and Self-Monitoring Training

Goal instruction

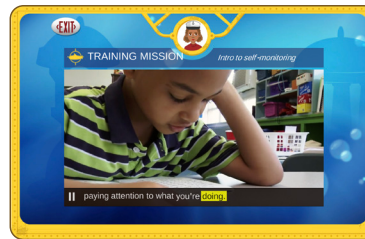
The first time a student chooses a Mission the button at the bottom of the mission description screen will read **BEGIN TRAINING**. The training instructs students on examples and non-examples of the goal behavior. Following instruction, students are quizzed. When

Mastery Level is met, Instruction and Quiz for this goal is turned off. (Pre-set goals have a default of 80% Mastery Level.) Training for this goal will remain off unless re-checked in **Settings**.



Self-monitoring instruction

After the goal quiz, self-monitoring is defined and demonstrated. When Quiz Mastery Level is met, both Goal Instruction and Self-Monitoring Instruction are turned off.



Customized goals

GoManage includes nine pre-set goals, three of which are pre-activated: Doing Your Work, Keeping a Calm Body, and Working Quietly. Instructors can personalize goals by cloning one of the pre-set goals, revising the text and/or images, or by creating a **New** goal with custom text and images. See **Settings** for more information.

Rewards and Gamification

Currency - Coins

Coins reward the student for:

1. Answering during the session when prompted.
2. Teacher agreement with self-assessment.
3. Achieving personal best or goal mastery.

Teacher Confirmation of Accuracy

At the end of a self-monitoring session, the instructor is required to verify the student's self-assessment, with a **YES** or **NO** after entering a code. If unsure, respond with a yes. The default code is **1-2-3-4** and changed in **Settings**.

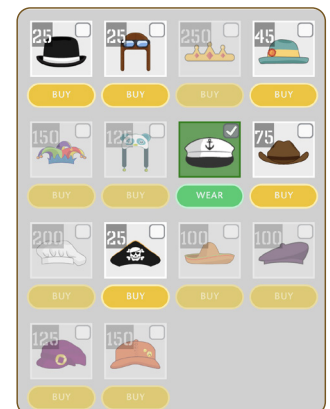
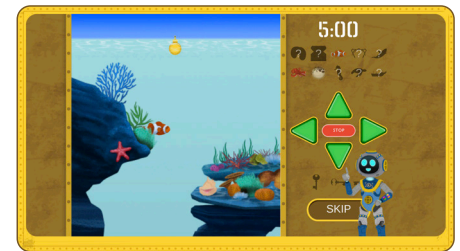
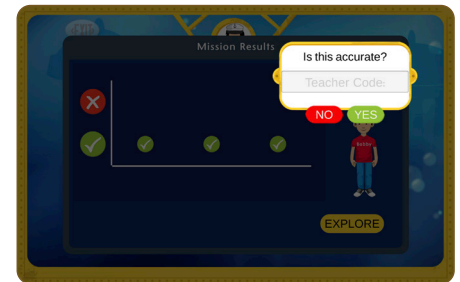
Explore

From the **Results** or **Home** screen, the student has an opportunity to play a submarine game, collecting objects and keys and looking for the "Lost City of Atlantis." The game costs 25 coins to play.


Shop

There are two categories for shopping.

1. Hats to buy for the avatar to wear. The coin value of the hat is listed.
2. Games at 25 coins per play: Pingball, Garden Dash, or Dragon Around.



Settings

To access **Settings**, open the program and select the **Gear** icon  on the **Title** screen. For installed apps, **Options** opens. **Options** are device-specific settings.

Teacher Password: (*optional*) This password is used to limit access to Settings and can be required to switch users. It may contain letters, numerals, or symbols. The default password is **attainment**.

NOTE: The optional Teacher Password is different from the Teacher Code entered after a student's self-management session. The Teacher Code is numerals only and set as **1234** by default. To change the Teacher Code, select the **Settings** button, then the **Program Settings** tab.

User Must Type Name: When checked, all students will need to type their names. The drop-down menu showing students' names will not appear.

Allow Guest Logins: When unchecked, only named students can log in.

Track Usage: When unchecked, usage data is not saved.

PROGRAM SETTINGS

To access **Program Settings**:

- For web-based student accounts, enter your **HUB** Teacher password. **Program Settings** opens.
- For installed apps, on the **Options** screen select the blue **Settings** button.

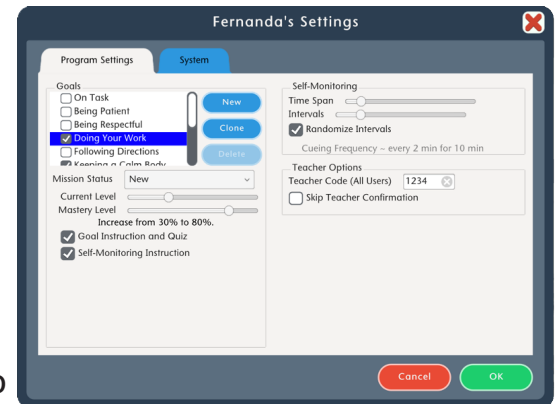
Goals Section

Goal: Select a goal from the list of preset goals to select it for the student. Three of the goals were pre-selected; uncheck to deselect them.

New button: Create a goal. *For process, see Goal Creation on next page.*

Clone button: Choose a preset goal and modify it, usually to personalize for student.

Delete button: Any new and cloned goals can be deleted. Pre-set goals cannot be deleted.



Mission Status: *New* means assigned; *Active* means student has begun; *Done* means 3 times at Mastery level or above. Status is set by the program, but can be overridden by teacher.

Current Level: Move slider to change from default of 30% accuracy.

Mastery Level: Move slider to change from default of 80% accuracy.

Goal Instruction and Quiz: Checked by default, but can be unchecked by teacher. They will automatically uncheck after student has achieved Mastery Level once on the Goal quiz.

Self-Monitoring Instruction: On by default. It will automatically uncheck at the same time as Goal Instruction.

Self-Monitoring Section

Time Span and **Intervals** work together to establish the Cueing Frequency. **Time Span** is the total number of minutes in a session, from 5 minutes minimum to 60 minutes maximum. **Intervals** are the number of times in the session the student is asked to self-monitor, from 2 minimum to 20 maximum. If **Randomize Intervals** is checked, the time between is approximate, if unchecked it is exact.

Teacher Options

Teacher Code: Used in the app to verify a session's results, and to exit in the middle of a session. It can be 1 to 6 numerals long. The default Teacher Code is **1234**.

Skip Teacher Confirmation: When checked, the results will be automatically verified.

Goal Creation

The process is the same for a New goal and a Cloned goal.

Target Behavior: Provide a short student-friendly definition of the goal, typically including a gerund ending in -ing.

For Student: Type in the student's name. When blank, the goal will be given to all students.

Measurement: First prototype: "interval" is the only form of measurement. *[Frequency to be added]*.

The screenshot shows a 'New Goal' form with the following fields and values:

- Target Behaviour: paying attention
- For Student: Marcos
- Measurement: Interval
- Current Level: Slider (set to 30%)
- Mastery Level: Slider (set to 80%)

Summary text: Increase paying attention from 30% to 80%. A 'NEXT' button is located at the bottom right of the form.

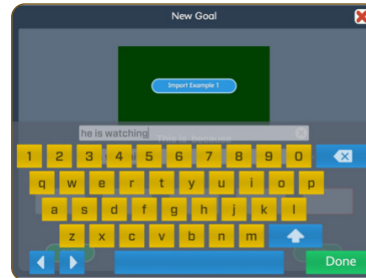
Current Level: The default is 30%. Modify to match Current Level for student.

Mastery Level: The default is 80%. Modify to match Mastery Level for student.

Next button: Advances to screen for setting up goal examples.

Type the goal example text, then select **Import Example 1** to insert an image, either from photo collection* or the Web. To replace the image, select **Change**.

**Tip:* If the Photo roll on the device is not available, check the device (iPad/phone) Settings under the app GoManage to confirm that "All Photos" is checked.



Using photos of the student or class with on-target (example) and off-target (non-example) behaviors personalizes the goal.

Following on-screen directions, insert three example images of the goal target behavior and two non-example images into the five gray boxes. Select or edit the instructional text beneath the image. Select **Save** when done. The new goal will be added to the list and made available to the student(s).

SYSTEM SETTINGS

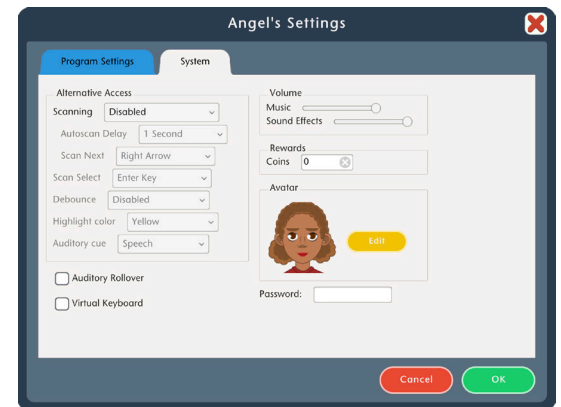
Alternative Access Section

Scanning: Disabled, Single Switch (timed movement), or Double Switch (manual movement).

Autoscan Delay: Select the length of time the cursor dwells on each selection. (Single switch only)

Scan Next: Left Arrow, Right Arrow, Up, Down, Enter Key, Tab Key, Spacebar, Backspace, Numbers 1-3: Keystroke options for going to the next selection. (Double switch only)

Scan Select: Left Arrow, Right Arrow, Up, Down, Enter Key, Tab Key, Spacebar, Backspace, Numbers 1-3: Keystroke options for making a selection.



Device: RJ Cooper Switch, Bluetooth Space/Enter (On the iPad only).

Replaces **Scan Next** and **Scan Select**.

Debounce: The length of time in which repeated switch input is ignored.

Highlight Color: Yellow, Green, Red, Black

Auditory Cue: None, Speech, Sound.

Other System Settings

Auditory Rollover: Descriptive audio is played when the cursor hovers over an interactive button after 1.5 seconds.

Virtual Keyboard: Select for onscreen keyboard.

Volume

Music and Sound Effects can be quieted or muted with the sliders. The spoken directions cannot be turned off.

Rewards

Coins: Modify the automatic coin count by adding or subtracting coins.


Avatar


Select **Edit** to alter the student avatar's appearance.

RESULTS

Student results during online use of the web-based app are saved on the **Attainment HUB**. Student results during the use of the installed app are saved on that device. For students with a **HUB** account, their saved results on the installed app can be sent to the **HUB**.

Student Results on the Installed App

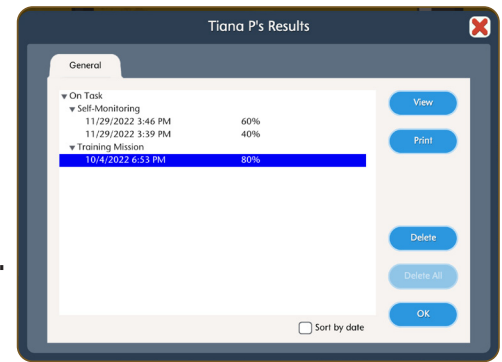
Select the **Gear**  icon on the **Title** screen. Select the student's name from the drop-down menu. Select the blue **Results** button.

To sync results from a device with an installed app to the student's **HUB** account, select the **Gear**  icon on the **Title** screen of the app on the student's device. Select the blue **HUB** button to connect the device to the **HUB**. Enter your **HUB** Teacher login name and password.

Note: Syncing will delete students who do not have a **HUB** account.

To change the view to be sorted by date, select the **Sort by date** box at the bottom of the window.

To view a session's details, select the date, then select the blue **View** button. Individual sessions can also be printed and deleted.



Student Results on the HUB

To view web-based student results, access the **Attainment HUB** with your **HUB** account and select **Reports**. Select a specific result in the list to view, print, or delete the session.

Sorting drop-down menus

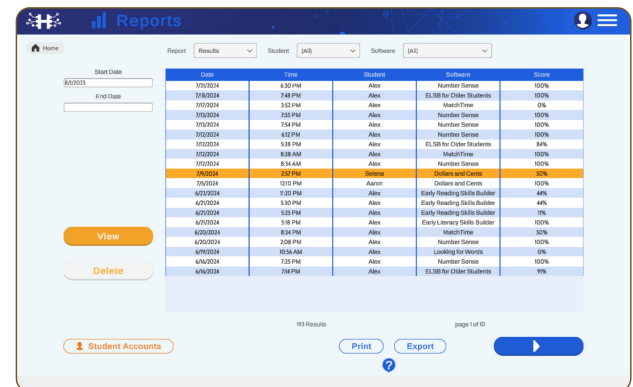
Results can be sorted in a variety of ways.

Report: Results (activity results) or Usage (time spent).

Student: Listed alphabetically by name.

Software: Listed alphabetically.

Sorting Start/End Dates: Narrow the results list by date range.



Technical Support

TECHNICAL SUPPORT is available weekdays from 9 am - 5 pm (CST)

PHONE: 1-800-327-4269 or 1-608-845-7880

EMAIL: techsupport@AttainmentCompany.com

WEBSITE: www.attainmentcompany.com

If there is a problem running **GoManage**, please call or email Attainment Technical Support. If possible, have your device nearby while we discuss solutions.

You can speed the process if you collect some basic information ahead of time:

- Are you using the web-based subscription or the installed app?
—If Web-based, what type of device and which Web browser?
- Are you on Windows, Mac, iOS, Android, or Chromebook?
- What operating system is on your device?
- What is the error message, or what is the problem you are having?
- What triggered the problem?
- Can you duplicate the problem?

Thank you!



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