

# SLP GUIDE TO SPEAKSUITE



# Page of Contents

- 1** What is SpeakSuite
- 2** Adding your patient
- 3** Add patient's caregiver/parent
- 4** Patient record and app settings
- 5** Creating goals
- 6** Practice directly with a patient
- 7** Testing out the Game-App
- 8** Contact Us



# What is SpeakSuite?



**allyson kranz**

MHS, CCC;  
SLP PROGRAM MANAGER

SpeakSuite is an app that helps kids practice speech sounds in a fun and motivating way. It can help your child master speech sounds more effectively by providing opportunities to practice them outside of their direct therapy sessions. Your child will practice using a plan customized by their SLP to address their specific needs. In order to ensure this home practice is working, SpeakSuite will record your child's practice sessions for their SLP to assess. This way, the SLP can monitor your child's progress remotely and adjust their homework plan based on how things are going.

“

*...[SpeakSuite] has been a much-needed tool... It's transformed my son's speech therapy experience”*

*Christine, Parent*

”

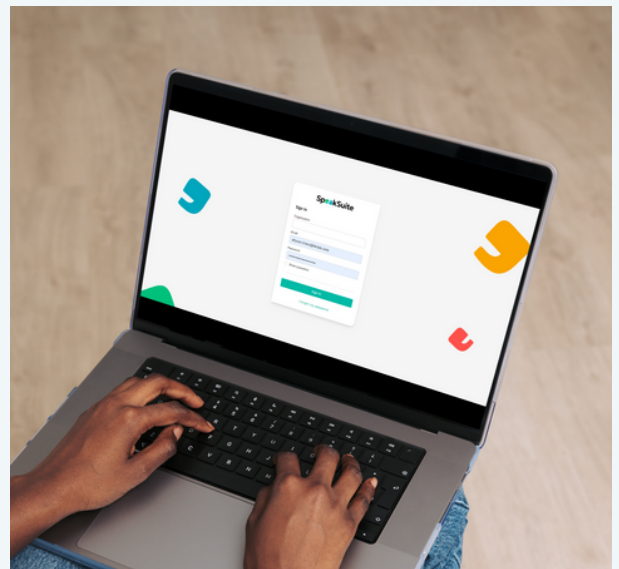
# Getting Started

## **There are two parts to SpeakSuite.**

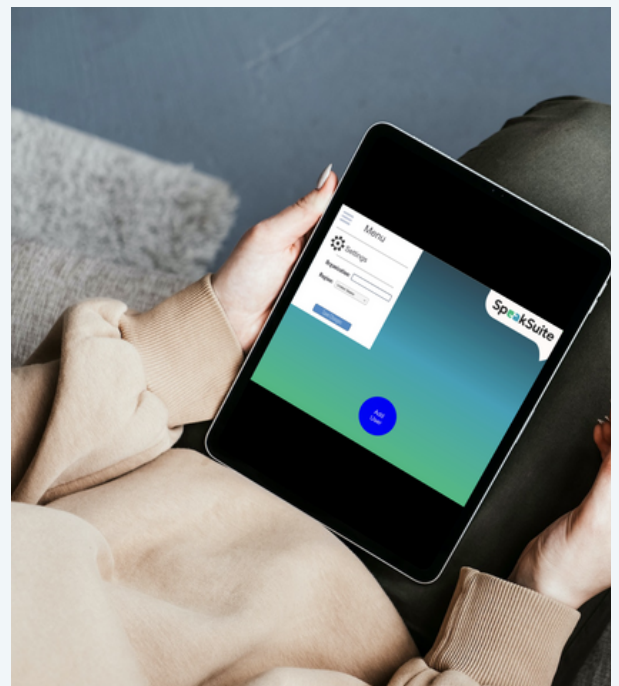
As an SLP, you will need to access the portal to set up SpeakSuite for your patients. However, you may also want to explore the child-facing part of the tool, which is The App. This way, you can see what the child will see, how your programs come to life, and use it in your sessions.

**Part 1 - The Portal:** In the portal, SLPs can log in, set up users (patients and their caregivers), establish goals, and review and rate practice sessions. You should have received a 'Welcome to SpeakSuite' email with instructions to reset your password and get started.

You can log in [here](#)



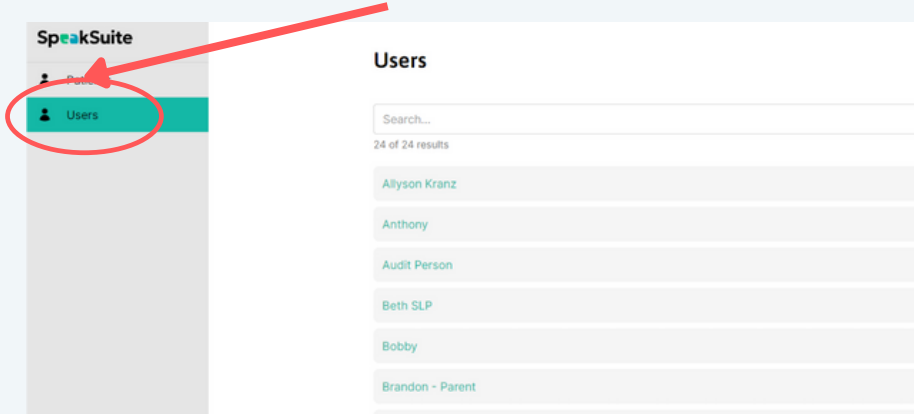
**Part 2 - The App:** This is the patient-facing component where patients practice the goals you've set in the portal. After configuring patients and goals, learn how to use the game app [here](#)





# Part 1 – Portal: add your patients

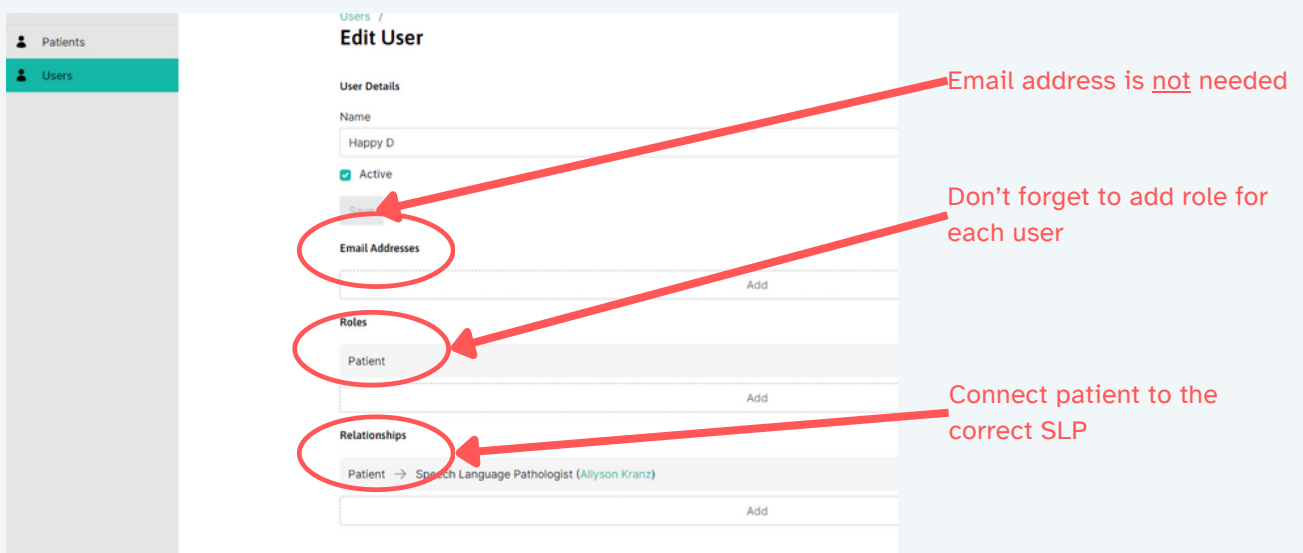
Click “Users” menu



Create users including patients & their caregivers.



Add your patients first and connect to the SLP(s)





# Add patient's caregiver/parent

<https://speaksuite.com/>

## Add the caregiver/parent & select their role

Enter the **caregiver's** email here (Note: They will receive an email with login details automatically).

Tip: You can add the email after setting up goals, but it's necessary for home practice.

Remember to assign a role to each user.

Return to the associated patient. (You cannot establish relationships with caregivers.)

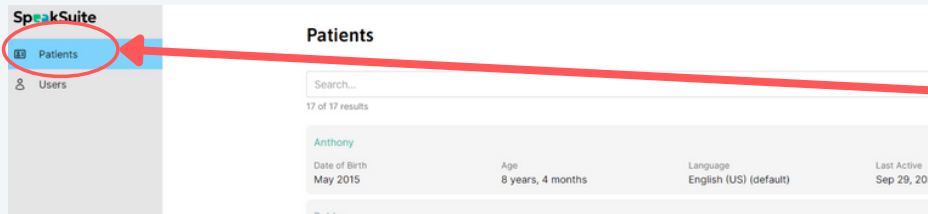
## Go back to patient and add relationship

Tip: Ensure that the "active" box is checked so that all patients and caregivers can access SpeakSuite.

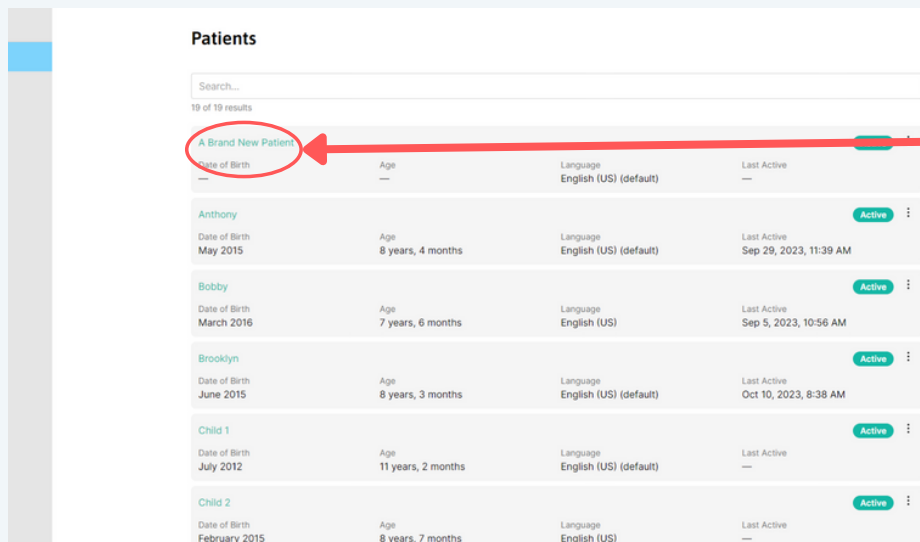
Return to the patient's profile and click "add" to establish relationships with the caregiver(s).

Click the dropdown menu to locate the associated parent/caregiver's name, and then click "submit."

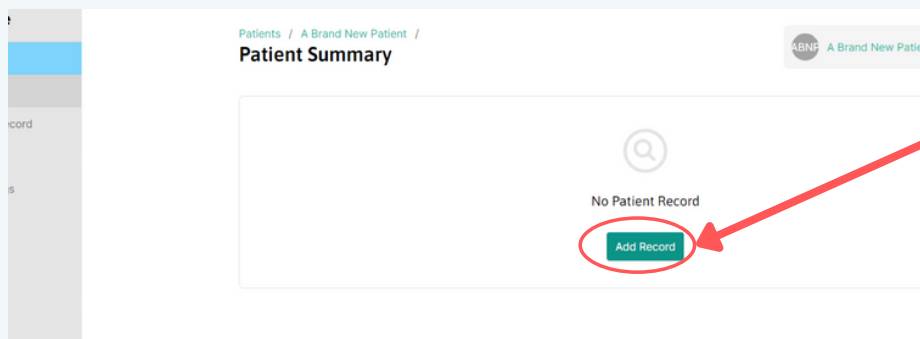
# Patient Record and App Settings



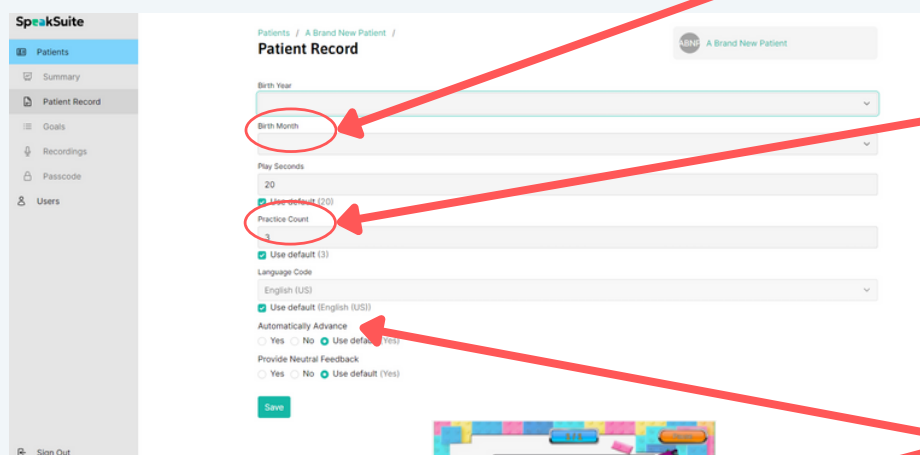
Click the "Patients" menu to view your list of patients who have been connected to you.



Click on your new patient's name to access their patient record and make any necessary adjustments to their client settings.



Click on this option to add their record and adjust the settings.

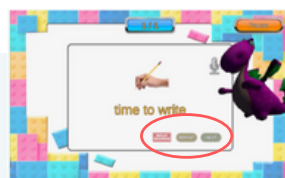


Utilize the drop-down menus to input their birth year and month.

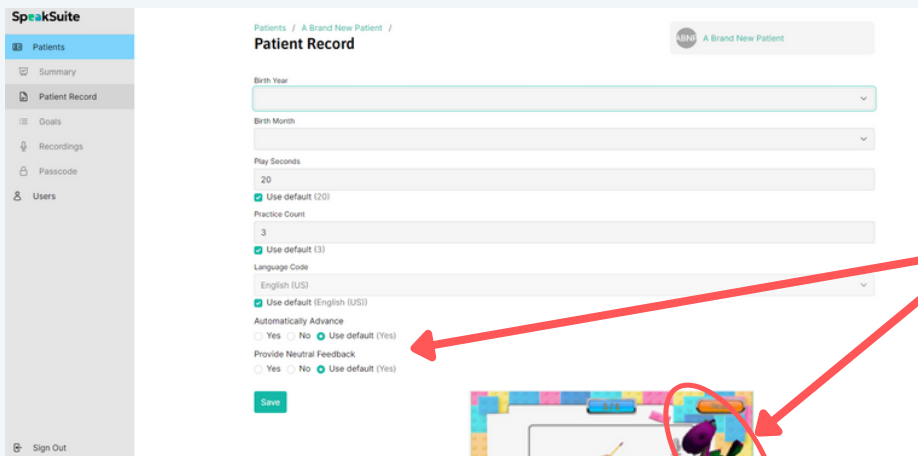
You can customize the game play time (in seconds) and the number of flashcards presented (practice count) to the patient in the app.

**Note:** that you can change these settings at any time to suit the patient's needs.

You have the option to enable or disable the auto-advance feature. If you select "No," the continuation of flashcards will not happen automatically. Instead, the patient will have options to replay the video, repeat production, or click "Next" to continue to the next flashcard.



# Patients Set Up Continued



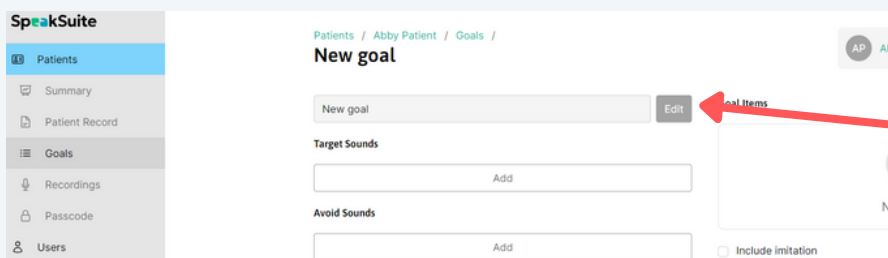
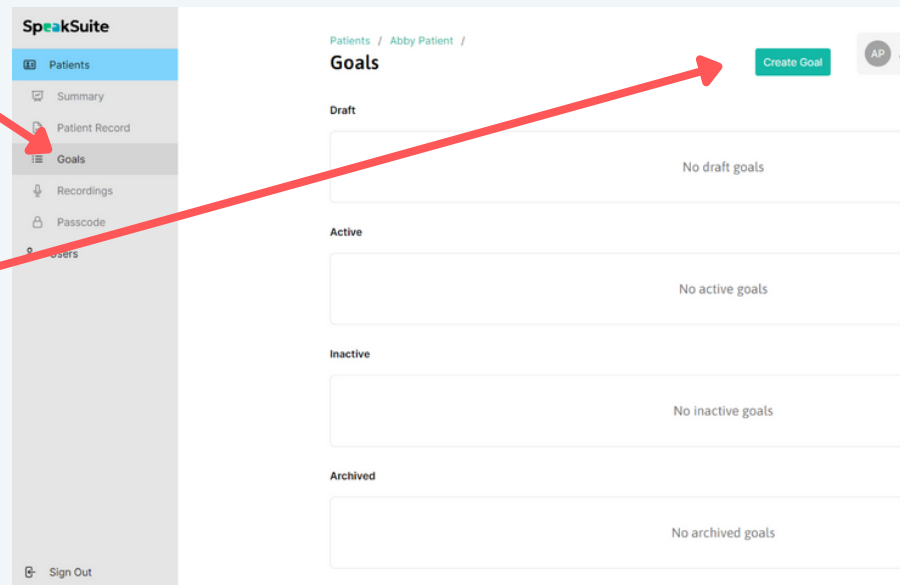
If you want to have the animated dragon provide positive praise for practicing in the app, you should click "Yes." If you prefer to turn off this feature, click "No."



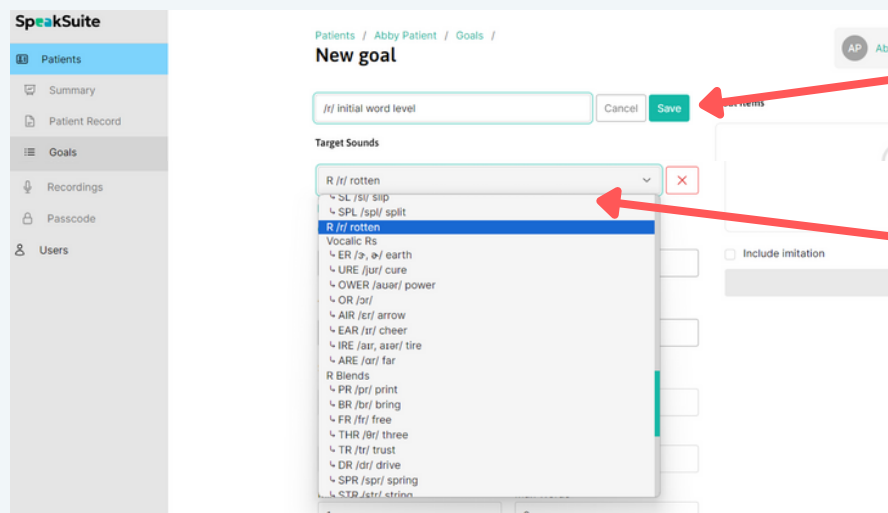
# Creating Goals

Select Goal Page

Create a Goal



Click 'Edit' to change the name of the goal



Save your new goal.

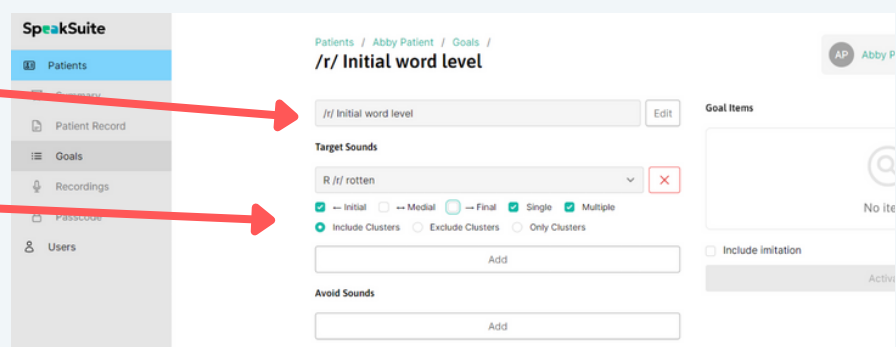
Tip: You can always change the goal name later.

Find the target phoneme in the dropdown menu. Tip: Use the keyboard to search based on the letter.

Select the position(s) (initial, medial, final) within the word.

If working on the phrase/sentence level, select 'single and/or multiple occurrences of that sound in the position you've chosen.'

ex: Single occurrence of /r/ initial: "Almost ready". Multiple: "I found a red ribbon"



# Creating Goals Continued

Clusters include phonemes (that are not vowels) that are adjacent to the target consonant(s).

Example: In the word "barn" /r/ or /ar/ is part of a cluster with /n/. "Bar" does not include clusters.

Select sounds to avoid in target utterances. Click 'add' to include more. **Tip: Use your keyboard to search for sounds faster.**

You can search for words (or the beginning of words) here.

**Tip: Delete your search to return to full list of filtered utterances.**

Adjust Length

Select words, phrases or sentences.

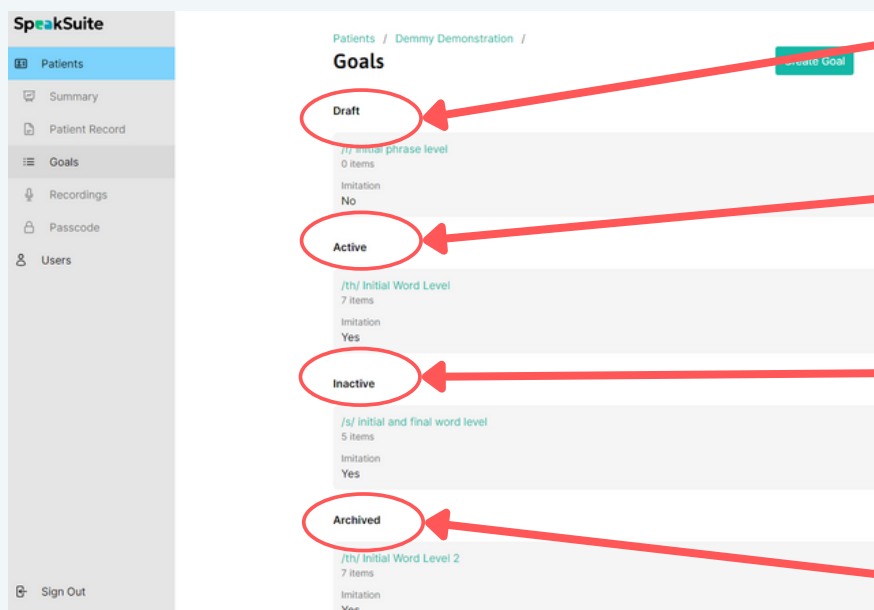
Select specific words, phrases or sentences you would like your child to practice by clicking the check boxes. These will move to the 'goal section on the top right screen.

Click here and hold to drag goal items in the order you want.

Selected: Patient repeats the audio recording. Unselected: Patient names the picture or reads the word(s) presented on the flashcards.

"Activate" when the goal is ready to be sent to the patient. **Tip: Click back into the goal page to save this goal as a "draft" to be edited later.**

# The Goal Page



**Draft goals** are goals in progress. Jump in here to continue. They are auto-saved.

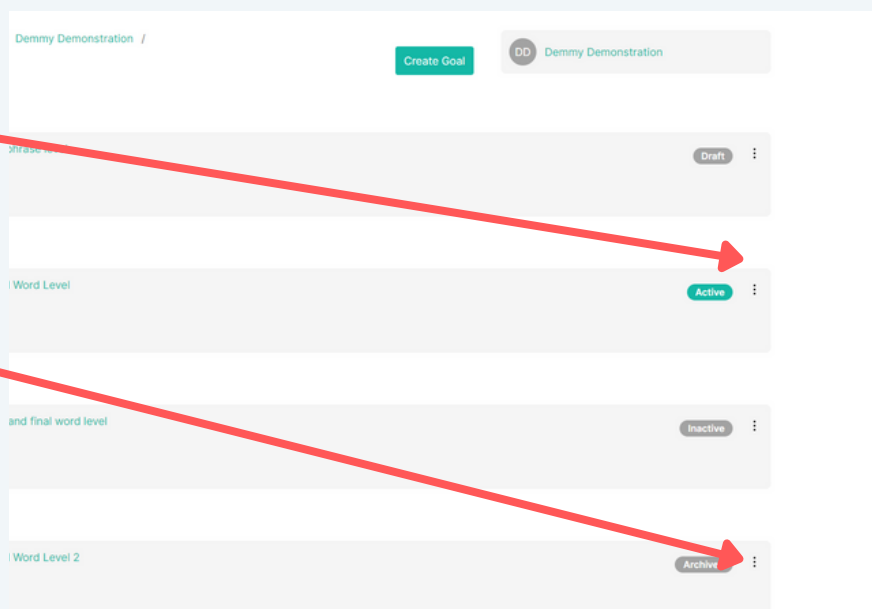
**Active goals** are sent to your patient through the app.

**Inactive goals** are goals that you may be holding for later. These goals can be switched back to active when needed.

**Archived goals** are goals which are 'done' (graduated or deleted). You can always reactive these if needed.

Once active, goals can't be edited, but you can duplicate and modify them.

Click here to reactive your goal or rename it.



## Part 2: Using the Game-App

### Download the SpeakSuite app.

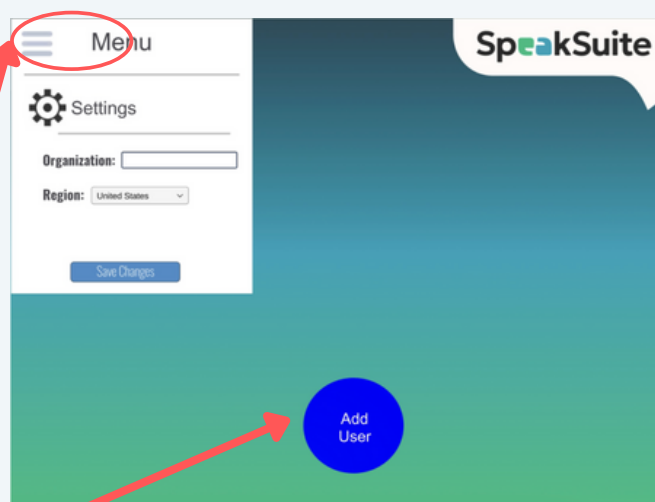
Children practice their customized programs on an iPad, android tablet, or Chromebook. Search for the SpeakSuite app -- available on Google Play and Apple's App Store -- from the device they'll be using and download it.

*Note: At this time, the app is unavailable on phones.*



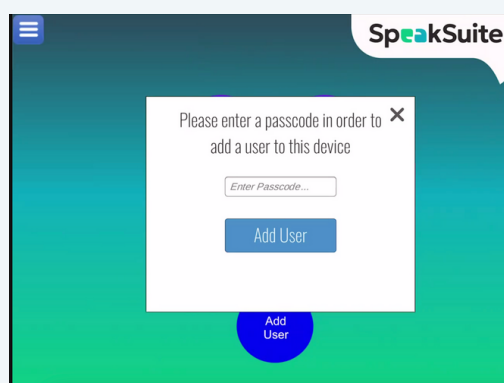
### Enter your Organization

Once you have downloaded and open the app, you will close on the hamburger menu item and add in your organization (You'll find this in the original welcome email)



### Open the users.

Now, using the password that you received on the portal, enter into the game-app to ensure we are linking the two.



You can find your patient's passcode to log into the app by clicking here in the **portal**.



# Starting To Play

## Let's start to play

Your child is now ready to select a game to begin playing and practicing.



## Logging out

Once the child has logged in using the passcode, the login will be saved to that tablet or Chromebook as long as they log in at least once every 7 days and choose to “exit” or close the app.

**Clicking “logout user” from the app or are inactive for over 7 days,** a new passcode needs to be generated (see steps above)





# Contact Us

If you need further support, please reach out.

Description	Email	Booking Link
Anthony Stratis <small>SALES DIRECTOR</small>	Anthony.Stratis@speaksuite.com	<a href="#"><u>Tony's Calendar</u></a>
Allyson Kranz <small>PROGRAM MANAGER</small>	Allyson.Kranz@speaksuite.com	<a href="#"><u>Allyson's Calendar</u></a>
Marketing	contact@speaksuite.com	