SwitchIt!
People
Extra

Credits

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SwitchIt ! People Extra was designed by Rod Boyes with Roger Bates, Ian Bean, Melanie Jones and Nigel Wallace. Graphics by Steve Blower and Chris Thornton. Coding by Chris Dolan, Guillermo Ibanez and Paul Pearce. Sound by Tim Adshead . Documentation by Alison Littlewood and Chris Thornton . Resources by Claudia Gray , Jennette Holden and Chris Thornton.

We welcome your comments on all Inclusive Technology products.

Introduction

Learners who need to use switches to access the computer require a range of software in order to motivate them to develop their ability to use switches. The computer can also give them relative independence in learning new concepts.

The *SwitchIt! Series* from Inclusive Technology Ltd is designed to help switch users develop and demonstrate an understanding of language concepts, as well as develop their ability to use switches.

All of the programs in this series allow access via a single switch, two switches, a touch screen or IntelliKeys as well as a mouse. Each program has lots of options to allow it to be used in many different ways.

Option settings for a particular student or group can be saved for quick access at a later date.

The pictures can also be printed out to make activity cards for use away from the computer.

SwitchIt! People Extra explores the theme of people and the jobs they do. Children learn how different people help us in everyday life and the things they use in their jobs. We learn all about how the nurse, lollipop lady, supermarket checkout assistant, the police force and others carry out their work.

Flash Cards show pictures from the people theme one at a time. Use these to talk about things in isolation.

Picture Builds create composite pictures bit by bit. These animate on completion. Use this to talk about how things interact.

Stories uses the pictures from Picture Builds to play a stepped, animated sequence of events. Use this to talk about what people do and the things they use in their jobs at a deeper level, as well as the importance of these people in our daily lives.

SwitchIt! People Extra comes with a set of printable classroom resources and supplementary computer activities. See the **Resources** section at the back of this guide for details.

Installing SwitchIt! People Extra

Please note: an active internet connection is required

To install *SwitchIt! People Extra*, simply run the following file:

switchit_people_extra.exe

The installer will prompt you to enter your name , email address and activation key (sent to you at the time of purchase). All fields are required.

When the activation key has been successfully validated , the installation will begin.

Running SwitchIt! People Extra

If the *SwitchIt! People Extra* icon is visible on the the desktop, you can double-click it to launch directly into the program.
If there isn't a desktop shortcut , you can find the software in the **Programs** list of your **Start menu / screen**.

Stopping SwitchIt! People Extra

Whilst playing an activity, press the **Esc** key or the **M** key on the computer's keyboard. This will take you to the **Options** screen.

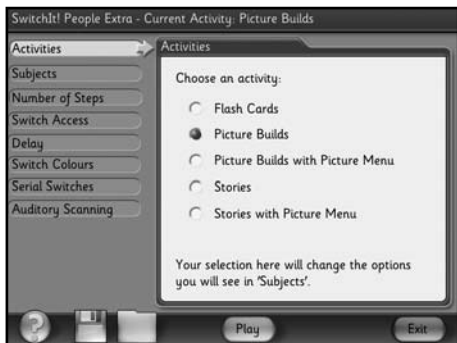To exit the program completely, click on the **Exit** button.

Printing from SwitchIt! People Extra

You can print out a picture from *SwitchIt! People Extra* at any time.

Hold down the **Ctrl** key and press the **P** key. A standard Windows **Print** dialogue box will appear. Click the **Print** button to print.

Activities

When *SwitchIt! People Extra* begins, choose an activity from the title screen. To change the activity, press the **Esc** or **M** key on the keyboard to go to the **Teacher Options**, then select a new activity and click the **Play** button at the bottom of the screen.

In all the activities, a picture of a switch will appear at the bottom of the screen from time to time. You can only click the mouse or press your own switches when this switch picture is displayed on the screen. The pauses in the activities allow time for pointing to and talking about the pictures.

Flash Cards

Click each time the switch picture appears on the screen to bring up a new 'card'. There are 30 **Flash Cards**.

ambulance

Picture Builds

When you access the **Picture Builds** activities, a white screen will be displayed with a picture of a switch at the bottom. Press your switch when you see a switch displayed on the screen.

A scene will be built up bit by bit at each switch press. The number of steps required to complete the scene can be changed in the **Number of Steps** option. There are 15 **Picture Build** subjects.
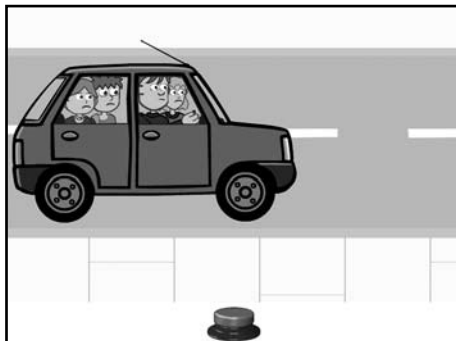
Picture Builds with Picture Menu

This is like **Picture Builds** above, but also provides a pictorial menu of all the subjects. You should select one of these to start a **Picture Build**. Selection can be made using the mouse, touch monitor, interactive whiteboard or using switch scanning).

Stories

When you play the **Stories** activity, a background scene will first be displayed when you press the **Spacebar** or switch.

Each story is made up of a sequence of animations with five or six steps.

To go through the story, click the mouse or press your switch when you see the switch picture displayed at the bottom of the screen. There are 12 **Stories**.

Stories with Picture Menu

This is like **Stories** above, but also provides a pictorial menu of all the subjects. You should select one of these to start a **Picture Build**. Selection can be made using the mouse, touch monitor, interactive whiteboard or using switch scanning.
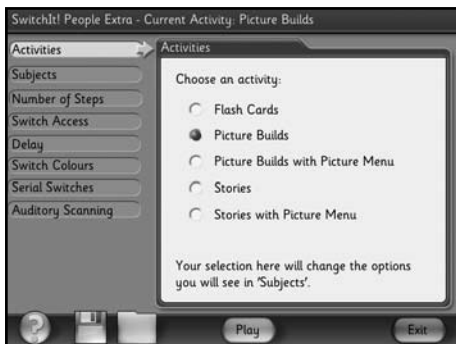
SwitchIt! People Extra Options Menu

When *SwitchIt! People Extra* starts, you can click on the **Options** button to access the **Teacher Options**. When playing a game, press the **Esc** or **M** key to go to the **Options**.

On the left-hand side you will see a column of buttons where different options can be set. Click on these to see the changes you can make.
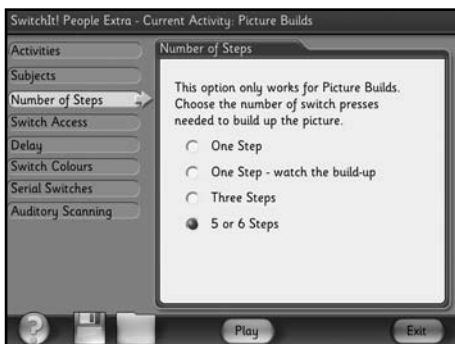
Activities: choose to play with **Flash Cards**, **Picture Builds** or **Stories**.

Subjects: choose the images or story lines you want to be included in your activities. The range that you see here will depend on which activity you have selected (**Flash Cards**, **Picture Builds** or **Stories**). You can also choose here whether the subjects are shown in the sequence as shown here, or in random order.

The **Subjects** option also controls which subjects will appear in the **Picture Menu.**

Number of Steps: this option works only with **Picture Builds**. Select the number of steps it takes to form the complete **Picture Build**.

Switch Access: in this section you can choose to use a mouse, touch monitor or switches. This section is split into two parts, one for playing the activities and one for the **Picture Menu**.

If you are using switches, these should be connected to the computer using a switch interface, such as the Crick Switch Interface or the Quizworks Switch Interface. You can get both of these, and switches, from the Inclusive Technology catalogue or online shop. The switches should be set up to behave like the **Spacebar** and **Return**/**Enter** keys on the computer's keyboard, or like the left and right mouse buttons. See the section **Summary of Access Options** in this guide for further information.

For Activities

- **One switch/Spacebar/touch screen/mouse button**: with this setting, the learner just uses any of these, or a single switch to play.

- **Two Switches, alternate**: with this option, pictures of the switches will appear alternately on the left or right of the screen. Only the correct switch will operate the activity.

- **Two Switches, press as requested**: use this when you want the learner to watch and use the switch indicated on the screen (see the **Switch Colours** option below for easy ways to identify the switches).

For Picture Menu

- **Mouse click/Touch Screen**: with this setting, the learner just clicks or touches one of the pictures to start playing that activity.

- **One switch/Spacebar**: this setting uses single-switch scanning. Press the **Spacebar** or switch to start a scan box moving between the pictures in the Picture Menu. Press the **Spacebar** or switch again when the scan box reaches the activity you want to play. There are 3 speed settings.

- **Two switch scan**: this setting is for two switches which act like the **Spacebar** and **Return** (**Enter**) keys on the computer's keyboard, or like the left and right mouse buttons. Press the first switch (or **Spacebar** or left mouse button) to make the scan box appear. Press it again to move it to the next picture. Keep pressing this switch to take the scan box to the activity you want to play. Now press the second switch (or **Return** /**Enter** key or the right mouse button.)
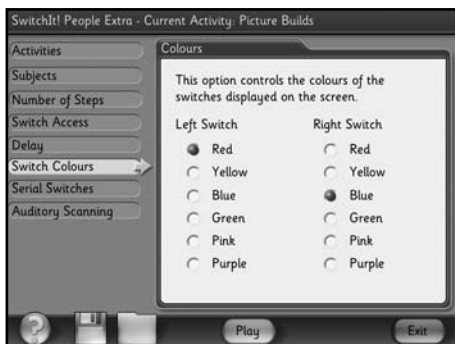
Delay

SwitchIt! People Extra includes a 'pre-acceptance delay' function. This is useful for those students who make brief involuntary switch presses which you don't want the program to recognise. If you set the delay to 0.4 seconds, then the program will only accept switch presses that last longer than 0.4 seconds.

Switch Colours

This option allows you to set the colour of the switch or switches being used. If you wish to use the software with a single switch, select a colour for the 'Left Switch'.

If you are using two switches, the colours can be set to match your own range of switches (or place coloured patches on switches to identify them for the user).

IntelliKeys: if you are using an IntelliKeys keyboard, click on the **IntelliKeys** button. An overlay file will then be sent to your board so that it will operate as two switches (the board is divided vertically for two switch operation). You can also plug switches into the IntelliKeys. If you have one or two switches plugged in, the board will operate correctly.

Auditory Scanning

The Picture Menus in *SwitchIt! People Extra* have auditory scanning built in. If the learner is using the mouse scanning in a Picture Menu, the names of the subjects will be spoken when the mouse pointer is moved over them. If the learner is using switch(es), the names of the subjects will be spoken when the pictures of the subjects are scanned.

The **Auditory Scanning** option allows you to turn this speech off.

Saving Options Settings

You might want to set up *SwitchIt! People Extra* for different learners. The settings you choose can be saved as **Options** files and quickly loaded again later, to save time.

Saving

When you have set up the software for a particular learner, click on the **Save** button at the bottom of the **Options** screen. This looks like a floppy disc. A dialogue box opens where you can type a filename (perhaps the user's name).

Loading

To use a previously saved **Options** file, click on the **Load** button at the bottom of the screen. This looks like a folder.

A dialogue box will appear, showing the files you have already saved.

Select the file you want to load and then click on **Open**. The **Options** screen will now automatically show the options stored in that file.

Summary of Access Options

Mouse, Touch Monitor

If the program is set for mouse access, any of the mouse buttons will operate as a single switch. The mouse can also work as two switches: if the **Two Switches**, **alternate** or the **Two Switches**, **press as requested** options are selected, the left and right mouse buttons will operate as two separate switches.

Touch monitors will work as a single switch. Just touch anywhere on the screen!

Keyboard

If *SwitchIt! People Extra* is set up for single switch operation, the **Spacebar** or **Enter** keys will act as the switch.

If the software is set up for two switch use, **Spacebar** and **Enter** will operate as two separate switches.

IntelliKeys Keyboard

You may wish to use an IntelliKeys keyboard as either a single switch or as two switches, using the left and right sides of the board. The program comes with **Overlay Sender** and an overlay file called **IKeys**.

Go to the **Switch Access** menu screen and click on the **IntelliKeys** button. This will set up the IntelliKeys for use with *SwitchIt! People Extra*.
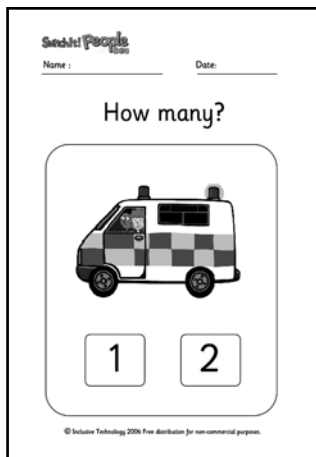
Switches

Switches can be connected to the computer in a variety of ways. As a rule however, *SwitchIt!* programs require interface boxes to act as if the **Spacebar** or **Enter** keys are pressed. The descriptions below will cover many of the options:

SwitchIt! People Extra Resources

To access the worksheets, click on the **worksheets** button on the left-hand side of the screen.
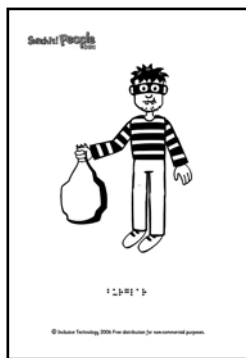

Click on the worksheet you would like to view. This will give you a preview which you can then print as many times as you like.
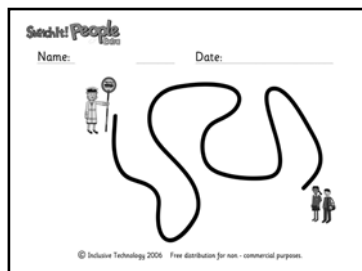

Example of a worksheet.

We have included a range of Braille and tactile activities within the worksheet resources. These can be photocopied onto swell paper and put through a heat machine to make them tactile.
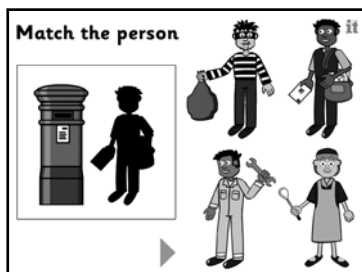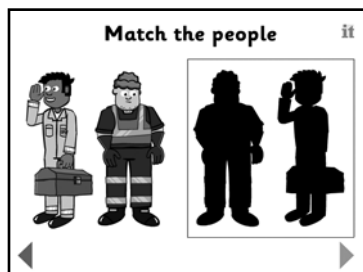

Flash Cards

Tracking

Teacher's Checklist
Print out the Teacher's Checklist to keep track of your students' progress.

Additional on-screen activities
To access additional on-screen activities, click on the **Programs** button. Here you will find a range of drag and drop activities, which can be used on a touch monitor or interactive whiteboard, or used to develop mouse skills. Each activity can be printed out when completed.

Fun activities around the people we see every day! Use a switch, keyboard, mouse, touch monitor or IntelliKeys.

Find out how the lollipop lady, postman and checkout assistant do their jobs. The program also covers emergency services and a big, burly refuse collector. Now with lots of extra worksheets, activities and resources.

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