
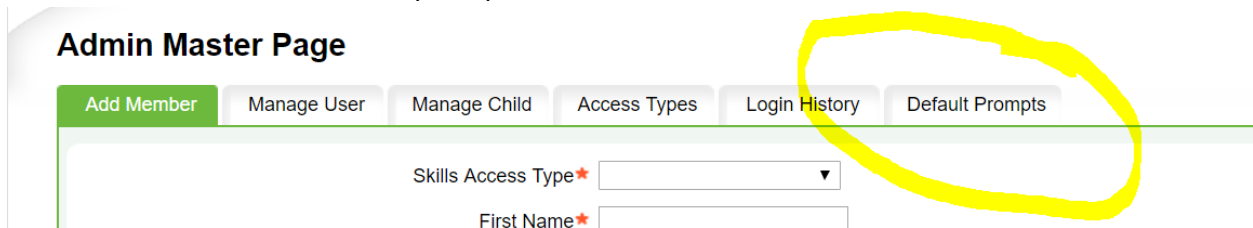


Instructions for Prompt Customization

First, ensure that your LogBook  app is updated to 3.0.0 and allow permission to “edit prompts” in the access types tab of the Admin Page.

Setting Company level prompts:

1. Go to your **Admin Page**, accessible from the dropdown menu under your name in the top right of the Skills® screen. (This feature is only available to admin level users.)
2. Go to the tab labeled: “Default prompts.”



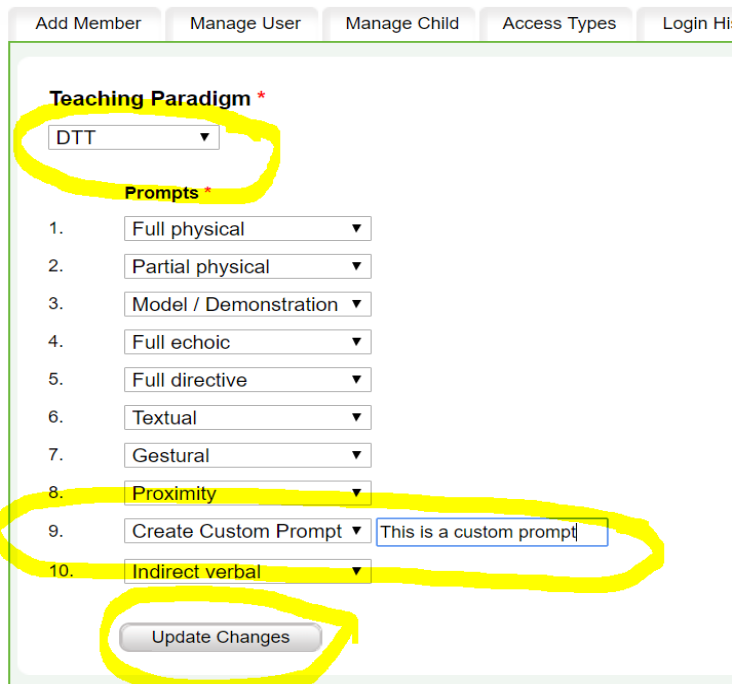
Admin Master Page

Add Member Manage User Manage Child Access Types Login History **Default Prompts**

Skills Access Type*

First Name*

Admin Master Page



Add Member Manage User Manage Child Access Types Login Hi

Teaching Paradigm *

DTT

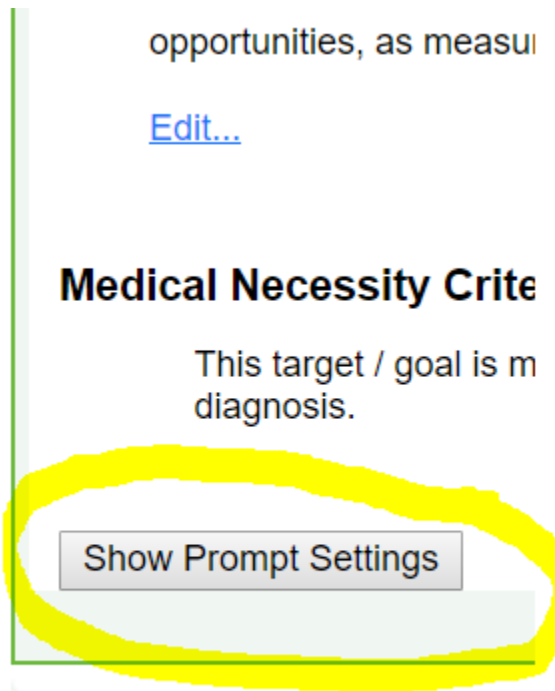
Prompts *

1. Full physical
2. Partial physical
3. Model / Demonstration
4. Full echoic
5. Full directive
6. Textual
7. Gestural
8. Proximity
9. Create Custom Prompt
10. Indirect verbal

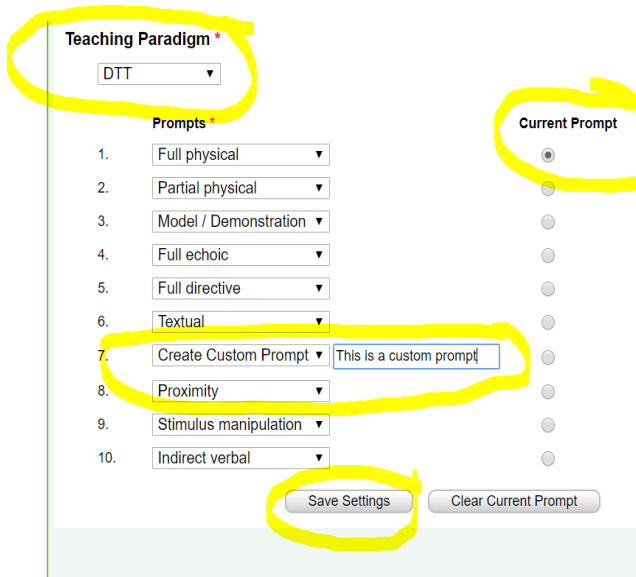
Update Changes

3. Select the teaching paradigm and then select your preferred prompt hierarchy and/or set custom prompt texts. Once you have completed your customization, click “Update Changes” at the bottom of the page. Your changes will apply to all Activities “In Progress” in your organization and will continue to be applied to newly added Activities, unless their prompts are customized individually.

Customizing prompts within an Activity:



1. Go to the “Activity Guide” page for any Activity by clicking on the “In Progress” link to the right of the S^D in Step 4. Scroll to the bottom of the “Details” tab and click on “Show Prompt Settings.”



2. Again, select the teaching paradigm and your preferred prompt hierarchy for this particular Activity. You can set custom prompt text, as well and leave a prompt button blank by selecting “create Custom Prompt” and inserting spaces into the custom field.

In this screen, you can also indicate a current prompt using the associated radio button. That prompt button will appear darker than the others in the LogBook app, but will not restrict the user collecting data from using the other prompts on the data capture screen.

Once you’ve complete customizing, click “Save settings” at the bottom of the screen and these settings will overwrite any organization wide custom prompt settings for this one particular Activity.

**For additional information, please call our implementations department at
877-975-4559 Ext. 1107**