

DeskTop PLAN

Name

Date

Multimedia Timetable

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	



WEEK

Lists



LISTS

New Activities



FAVORITES

ACTIVITY _____

Scenario _____

STEP	TEXT / VOICE	PHOTO/Video
Step 1		
Step 2		
Step 3		
Step 4		
Step 5		
Step 6		
Step 7		
Step 8		
Step 9		
Step 10		
Step 11		
Step 12		
Step 13		

Irish Guide

This Educational Pathway outlines several steps, requirements and observations, aimed to support the implementation of the Mefacilyta Desktop - Skills Teaching Application. This Pathway reflects and considers the results of a process of teaching-learning, developed with different European Partners.

General Goals

Exploiting through Mefacilyta tool the capacities of the people with functional diversity, providing them, with more autonomy and independence, to help them participate in an inclusive way into society, supplying them and enhancing their life quality.

Professional Goals:

- Understanding the use and the tool possibilities as a resource to supporting different types of processes, communicative processes, daily life activities and environmental structure.
- Validating the quality and efficiency of the use of new technology to support the confirmation processes.
- Spread the experience along with others centres, and institutions, that take care of people with functional diversity, inside and outside of the national context.
- Making easier the inclusion experiences into the worker's life.
- Enhance the professional's (working counsellor or similar) for accompanying and counselling when necessary.

Requirements:

1. Human resources in the centre:

Create a profile for the team leaders in each centre.

Forming a commission of workers in each centre. The team should be made up of multi-disciplinary members such as; tutors, supporting teachers, instructors, clinical aides, occupational therapeutics, speech and language therapists, psychologists and social workers.

Professional duties would include creating and manage different types of content.

The team has to have at least ten working hours per week to develop all tool contents.

2. Material resources:

One computer is available for each professional with the internet connection.

One Android smartphone or tablet with internet connection.

3. Structural Resources:

Having at your disposal on each centre, stable WIFI connection, to avoid issues with support performance.

Planning design and development times to attend the user's needs. (10 hours weekly recommended).

4. Resources:

The structure of the tool has three levels: areas, scenarios and activities. (See explanation document, bases on the life-quality model, and it's parameters (Schelock-Verdugo))

Evaluation survey.

- Activity Plan worksheet
- Activity Step by Step Guide
- Support Website with Video Tutorials <http://mefacilytadesktop.eu>
- Group partnership agreements.
- Mefacilyta Desktop tutorial tool.

Pedagogic pathway, how to start using the app

Mefacilyta Desktop tool has two environments:

The first one is a web platform, on which the professional will develop different activities and supports.

The second one is the mobile phone/ tablet application.

Web platform: Initial tasks, to be performed on the web.

To access this platform from a new Entity, any member (already operational) of the community has to create a new professional profile.

An active member has to create a new profile professional for the new Entity.

Once your profile is active; you will use the computer to access the platform through this link: <https://mefacilytadesktop.fundacionvf.es/fachada/>

The team leader of the new Entity has to create the profiles for the rest of the workers that are involved in Mefacilyta Desktop. The web platform has a dropdown menu that allows you to navigate through different options. Pressing the Administration option, we can create the



new profiles. (You should ensure you use a Username and Passwords and keep a record somewhere and that there is a clear plan in place in case passwords go missing.

Each coach will create final users from their profile.

Through this link: <https://mefacilytadesktop.fundacionvf.es/fachada/> each professional has access to their profiles, logging in with the passwords and usernames provided by the team leader.

Creating NEW test user: This task will allow us to have a final profile, where we will test all supportive activities that we created for our final users. Also, it will let us use features like the quick file upload.

Creating final user profiles: (See attached file "Criteria of user selection" Doc.2)

Application Environment: Initial task to be performed on the mobile device.

Downloading the app, from Google Play.. (There's two existing apps called Mefacilyta, but if we are in the European frame, we'll have to download the "Mefacilyta Desktop")

Register the device on the platform (Such platform will have to recognise the ID number of the device (IMEI)).

We can consult this information by pressing the options button that shows when we open the application for the first time in the device (phone or tablet). Afterwards, through the professional web, under the "Administration" option in the menu, we will add the device's IMEI to register such device.

Content sequence and professional skills for the use and of the Mefacilyta Desktop tool.

Previous Requirements

It's important to understand the difference between "Public" and "Personal" (confidential concepts)

Personal (Private) Category : We can save information or material subject to privacy rights (content that can be tagged as sensitive from the user/relatives of the user), therefore, is important to identify which materials are convenient to be stored in a private mode (personal)(only available for the professional assigned and its user/relatives of the user).

Public Category: We can save some information not subject to privacy rights or material that come with the relative's approval. This content will be shared by the community and benefit from it.

Multimedia management(pictures, sound and video)

- ✓ Learning to store confidential/ personal content in Personal category.
- ✓ Learning to store public contents in a Public Category.
- ✓ Learning to create new professional categories to organise in a personal way the different contents that are uploaded to the system. (This category can store private or public information)

The contents placed under the Public or Private category can be replaced by other sub-categories of professional use, that will simplify the management and access to them.

Learning to upload multimedia files

From the PC:

- ✓ Pictures, audios, texts, videos
- ✓ Multiple files upload

From the tablet or phone:

- ✓ Uploading multimedia files. (Pictures, audios, videos)
- ✓ Editing multimedia contents and converting them in public media.
- ✓ Looking up, selecting and placing public media.
- ✓

Learning how to assign public contents to your professional categories.

When we use the Mefacilyta Desktop camera to create new contents, this information will always be stored by the system under the personal category. However, if the professional wants to save these materials in their professional categories, they have to edit and convert them into public content first.

Activities:

We call activities to the group of supports designed with the aim of developing new skills or enhancing the already existing ones. The structured information that the supports or activities provide is built linearly with different multimedia elements that have been previously uploaded to the platform in the different ways already mentioned.

During the Mefacilyta Desktop experience it has been noted that the support use depends on different factors:

1. The activities will be accessible to the cognitive/comprehensive level of the person, and the most adapted resources will be used for their communicative needs.
2. The support will come from the user's interest and motivations. Therefore, It's convenient to involve the user in the support design. (making pictures, videos, asking preferences)
3. In the beginning, we will develop supports for daily activities.
4. The support should be made simple without only relevant information.
5. The skills teaching underpinned by these activities should be evaluated from time to time, trying to adjust the supports to new expertise and circumstances of the person.
6. The access method to execute the support is customizable; therefore it will be another factor to be evaluated. Is it to be expected, that people with more support needs, will use the favourite tool/option. However, people with more autonomy will choose QR code or NFC targets.
7. Specific training in necessary for our users, they have to learn how to navigate through the app, how to press the pictures to hear the audio and make the best of the support application in general.

Development of activities, assignments and management.

Add new Activity:

1. Complete the information on the "header" screen.

- ✓ Descriptive picture of the activity.
- ✓ Text
- ✓ Scope and scenario of the activity.

The system will show this information to the users when they access the activity using favourites. Also, this information is used to help the community to share contents between members inside and outside of their organisations.

2. Complete the information on the "multimedia" screen.

- ✓ Using different multimedia in the activity elaboration (Multimedia, audio, text)
- ✓ Fill out the text in short sentences.

3. Structural options of the activities:

In general, the structure of the supports, is linear, a sequence of different steps in developing a particular task or daily activity. However, we count with two features that allow us to change the structure of the activity, with the aim of favouring the selection process.

- ✓ Jump
- ✓ Conditional.
- ✓ Save activity: fill the form.

4. Management of activities:

Understanding the use of the activity screen (Edit, duplicate, delete, QR code).

Understanding the duplicate option and make adjustments for a particular user.

Setting activities as favourites and assigning them to the users.

Qr code execution.

Execute activities using NFC

Assign activities, to users using the calendar.

Know and use the notifications.

Instant and reminder.

Setting an activity as a template.