

## Screening Preparation

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### Confirm Screening Configuration Option

VisionQuest 20/20 developed three vision screening configuration options: Mass Screening, Classroom Screening, and Health Office Screening. Each option determined a different quantity of supplies delivered to your school for screening. Please confirm intended screening configuration and supply quantity before proceeding with setup according to the instructions below.

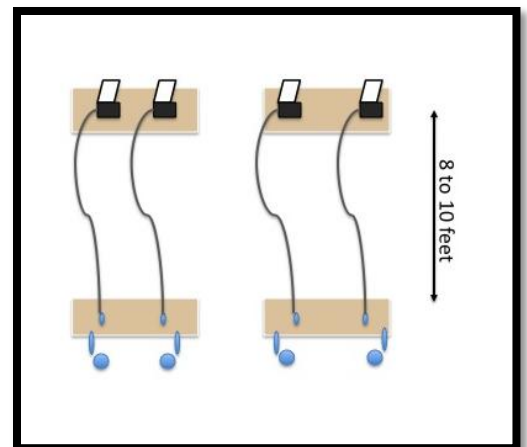
### Prepare Student Information

Before conducting screenings, student information should be pre-entered by either importing data (follow instructions in the Importing Student Data section), or manually entered through the “Select student from list” button found on the main data entry screen. If this is not done, proctors may manually enter data on the day of screening. In order to do so, each proctor must be provided a detailed list with all student information to include: full name, student ID (optional), date of birth, grade level, teacher name, and ethnicity (optional). Vision Screening Administrators may distribute lists to each proctor or individual forms to each student to provide proctor prior to screening.

**Mass Screening – This approach is designed to maximize time and resources to effectively vision screen large numbers of children in rapid fashion. Several computers in a single room can screen an entire rotating schedule of classes in hours. (You can assume a start to finish time of 4 minutes per student per computer. Six computers will screen a class of 24 students in about 16 minutes, or four computers screens 24 students in about 24 minutes, etc.)**

### Unique Setup

- Select a room that is spacious enough to allow proctors and 20+ students to move around easily, can accommodate several chairs and desks or tables, and has multiple electrical outlets (e.g. library, multipurpose room, empty classroom, etc).
- Place computers on tables near available electrical outlets.
- Position parallel tables (or desks) with chairs 10 feet away, facing computers.
- Leave enough space beside each computer and chair so proctors can move around easily without blocking the view of the child playing the game (2 ft).





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## Basic Setup

- Plug mouse extension cords into each computer and plug mouse in at other end. Place mouse in front of each student for game play.
- Tape down the mouse extension cords to the floor to avoid tripping. Also tape mouse cord to table in front of student, allowing plenty of loose cable for the student to easily move the mouse side to side.
- Equip each station with a mouse, a pair of stereo glasses, a roll of eye patches, printed stereo images & printed screen shot of opto types.
- Assign one trained proctor per computer to conduct the screenings.
- Proctors should stand or sit next to the computers and be able to move around to assist students when needed.

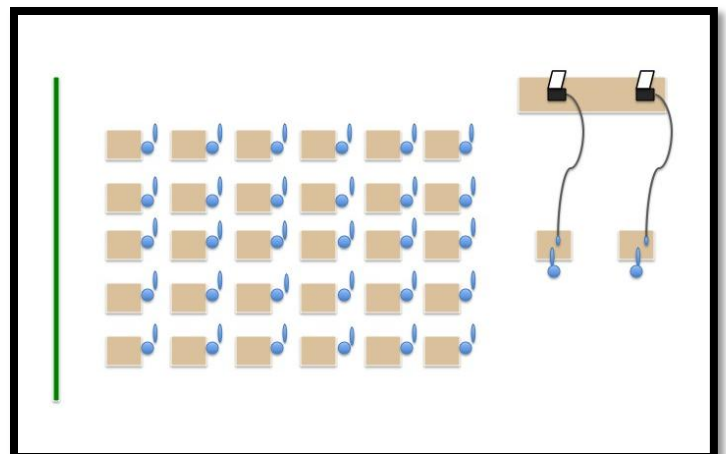
## Basic Process

- Entire classes should enter the vision screening room according to a timed schedule. Students waiting to be screened should sit around the perimeter of the room quietly.
- Proctors may choose to instruct young students (PreK-1<sup>st</sup>) prior to game play, otherwise the majority of students learn simply by watching.
- Instruct proctors with any specific requirements you have regarding notating results on paper, checking student name off list, etc. Otherwise, keep in mind the database retains every vision screening result for your reference & reporting after screenings are completed.
- Print and make available several copies of “Training Proctors” instructions for proctors to reference during screening.

**Classroom Screening – This mode is designed to minimize the disruptions of health screening days by bringing the vision screening to the classroom. Laptops can circulate from room to room and screen a few students at a time while the rest of the class continues learning. Once a classroom is done, the proctor simply packs up and moves to the next classroom.**

## Unique Setup

- In the back of a classroom, set laptop(s) on a desk or table along wall with available electrical outlet.
- Place desk with chair 10 feet away, facing the computer.





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## Basic Setup

- See Basic Setup above

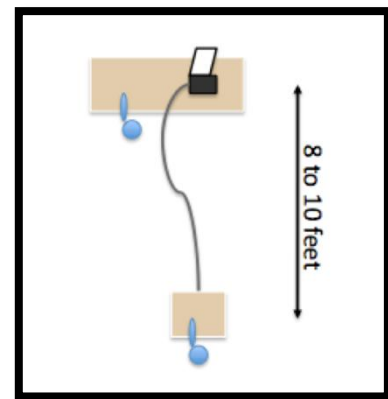
## Unique Process

- Since this mode is designed to function while teachers are delivering a lesson at the front of the classroom, proctors should quietly select students to come back to the computers a few at a time.
- Turn off the sound on the game to avoid disrupting the classroom by sliding the volume bar on the Data Entry Screen all the way to the left.
- Students rotate doing screenings when a computer becomes available. Once all students in the class are finished, the proctor transports equipment to the next classroom.

**Health Office Screening – This screening mode is designed for simplicity and increased personal attention by using one computer for all screenings. Health office personnel only need one set of materials and can store screening data locally on a single computer while delivering one-on-one attention to each child. \*This mode is useful for students with disabilities and very young children.**

## Unique Setup

- Set up a small desk or tray table 8-10 feet away from the computer monitor.
- Run the mouse with extension cable between the computer and the table or desk.
- Be sure to have the screening supplies (stereo glasses, eye patches and printed stereo images) available.



## Unique Process

- Call students into the health office a few at a time at convenient intervals, screening one student at a time.
- If you are connected to a printer, you may print reports upon completion of each screening, or print all reports at the end of the screening period.