

# VIRTUAL CONNECTIONS

Aphasia Recovery Connection  
& Lingraphica

# Virtual Connections Portal Training & Step-by-Step Instructions



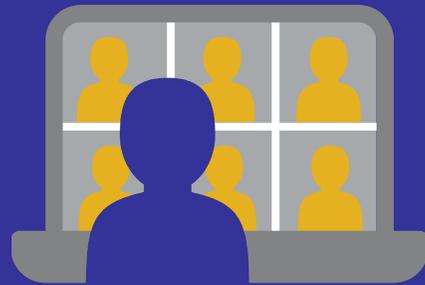
Aphasia Recovery Connection



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- VC Portal Overview
- Getting Started: Logging into an Existing Account
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- Browsing Course Catalog & Searching for Sessions
- Enrolling in a Session
- Joining a Session
- Unenrolling From a Session & Session Waitlist
- Navigate the Account
- VC Calendar Graphics
- Event Calendar





# VIRTUAL CONNECTIONS

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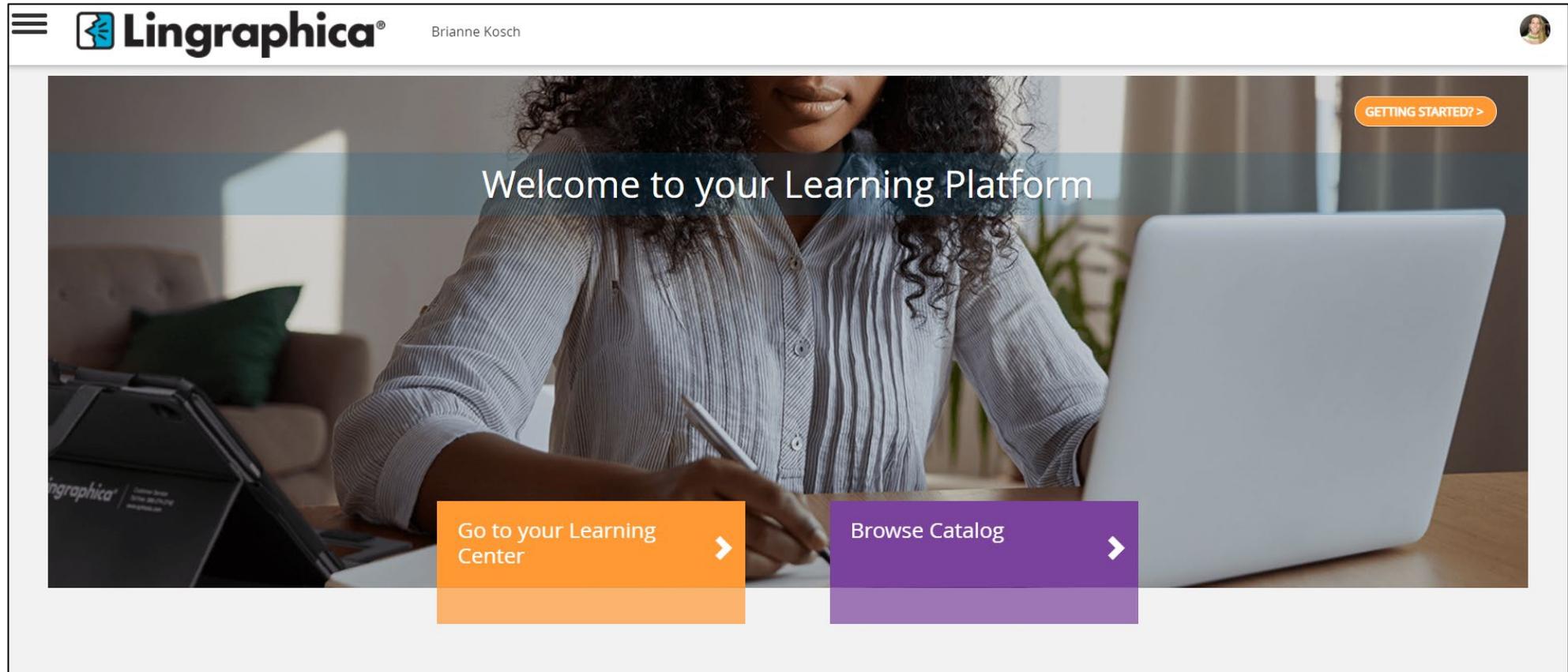
## VC PORTAL OVERVIEW



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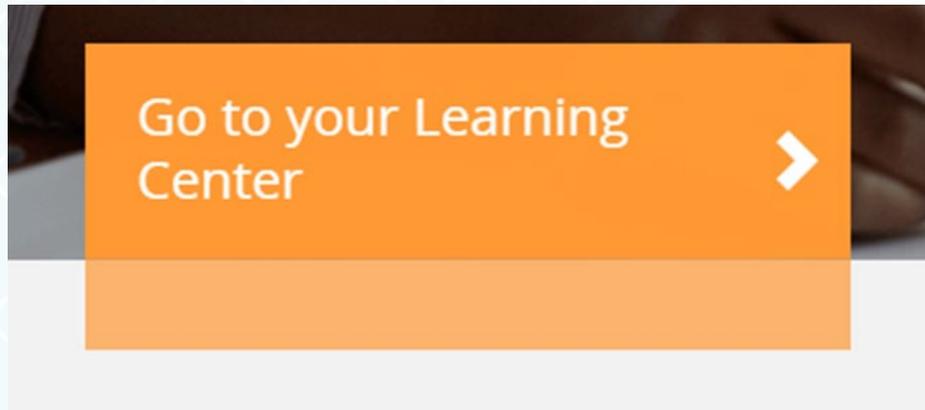


# VC PORTAL HOME PAGE



From the **VC Portal Home Page** you can either  
**GO TO YOUR LEARNING CENTER** or **BROWSE THE CATALOG OF SESSIONS**

# LEARNING CENTER



Learning Center

Current    Completed    Submissions

Search Learning Items

2 Learning Items



**Living With TBI**  
🕒 05/10/2021 2:30 PM - 05/10/2021 3:30 PM  
*America/New\_York*  
Enrolled



**Be Our Tour Guide**  
🕒 05/11/2021 10:00 AM - 05/11/2021 11:00 AM  
*America/New\_York*  
Enrolled

Search Catalog

Events Calendar

Schedule

TODAY    < APR    2021

SU	MO	TU	WE
28	29	30	31
4	5	6	7
11	12	13	14
18	19	20	21

The **LEARNING CENTER** is where you:

- Will find a list of sessions you are enrolled in
- Join a session (on Zoom)
- Unenroll in sessions

# LEARNING CENTER



Brianne Kosch

## Learning Center

Current

Completed

Submissions

Search Learning Items



2 Learning Items



### Living With TBI

🕒 05/10/2021 2:30 PM - 05/10/2021 3:30 PM  
*America/New\_York*

Enrolled

Attend



### Be Our Tour Guide

🕒 05/11/2021 10:00 AM - 05/11/2021 11:00 AM  
*America/New\_York*

Enrolled

Attend

Search Catalog



## Events Calendar

Schedule

Filter



TODAY

APR

2021

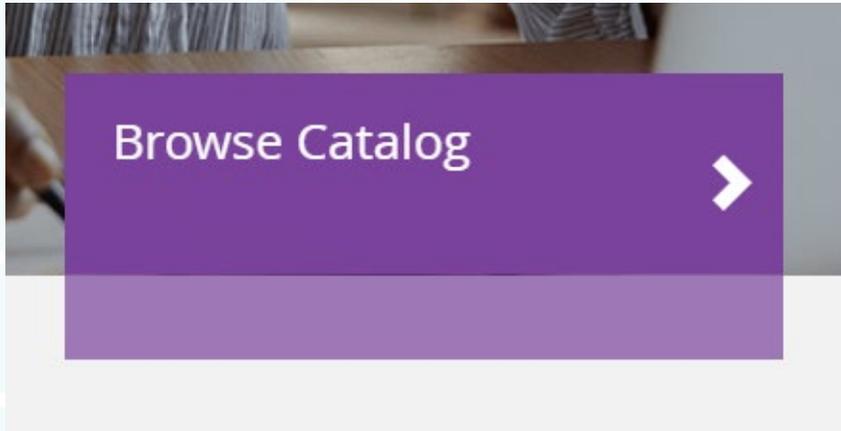
SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Last Updated: 04/27/2021 9:24 AM

[VIEW FULLSCREEN](#)

Featured News

# COURSE CATALOG



A screenshot of a course catalog interface. At the top right is a search bar labeled "Search Catalog" with a magnifying glass icon. Below it are two tabs: "Featured" and "All". The text "Your search returned 4 results" is displayed. On the left, there are filter sections: "Browse by" with a "Category" dropdown showing "Virtual Connections"; "Filter by" with "Activity Type" (Instructor Led (4)) and "Category" (Virtual Connections (4), Español (1), TBI (1), Mystery Guest (1), Travel (1)); and "Date Range". On the right, two course cards are shown. The first is "Be Our Tour Guide" with a globe icon, 5 stars, and an "ENROLL" button. The second is "Living With TBI" with a brain icon, 5 stars, and an "ENROLL" button. Both cards have "INSTRUCTOR LED" labels and category tags like "Virtual Connections" and "Travel".

The **COURSE CATALOG** is where you:

- Will find the list of sessions for that week
- Enroll in sessions

# COURSE CATALOG

Search Catalog



Browse by

Category

Virtual Connections >

Filter by

Activity Type

Instructor Led (4)

Category

- Virtual Connections (4)
  - Español (1)
    - TBI (1)
      - Mystery Guest (1)
      - Travel (1)

Date Range

Earliest Date

04/27/2021



Latest Date

MM/dd/yyyy



Featured

All

Your search returned 4 results

Sort by ↑



Be Our Tour Guide

★ ★ ★ ★ ★ (0)

INSTRUCTOR LED

Virtual Connections

Travel

ENROLL



Living With TBI

★ ★ ★ ★ ★ (0)

INSTRUCTOR LED

Virtual Connections

TBI

ENROLL



Historias Personales

★ ★ ★ ★ ★ (0)

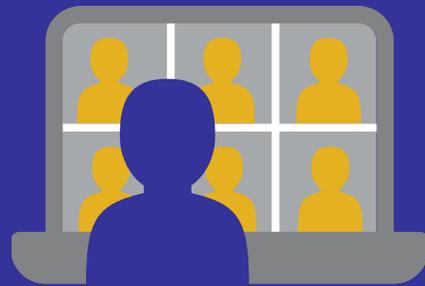
INSTRUCTOR LED

Virtual Connections

Español

ENROLL





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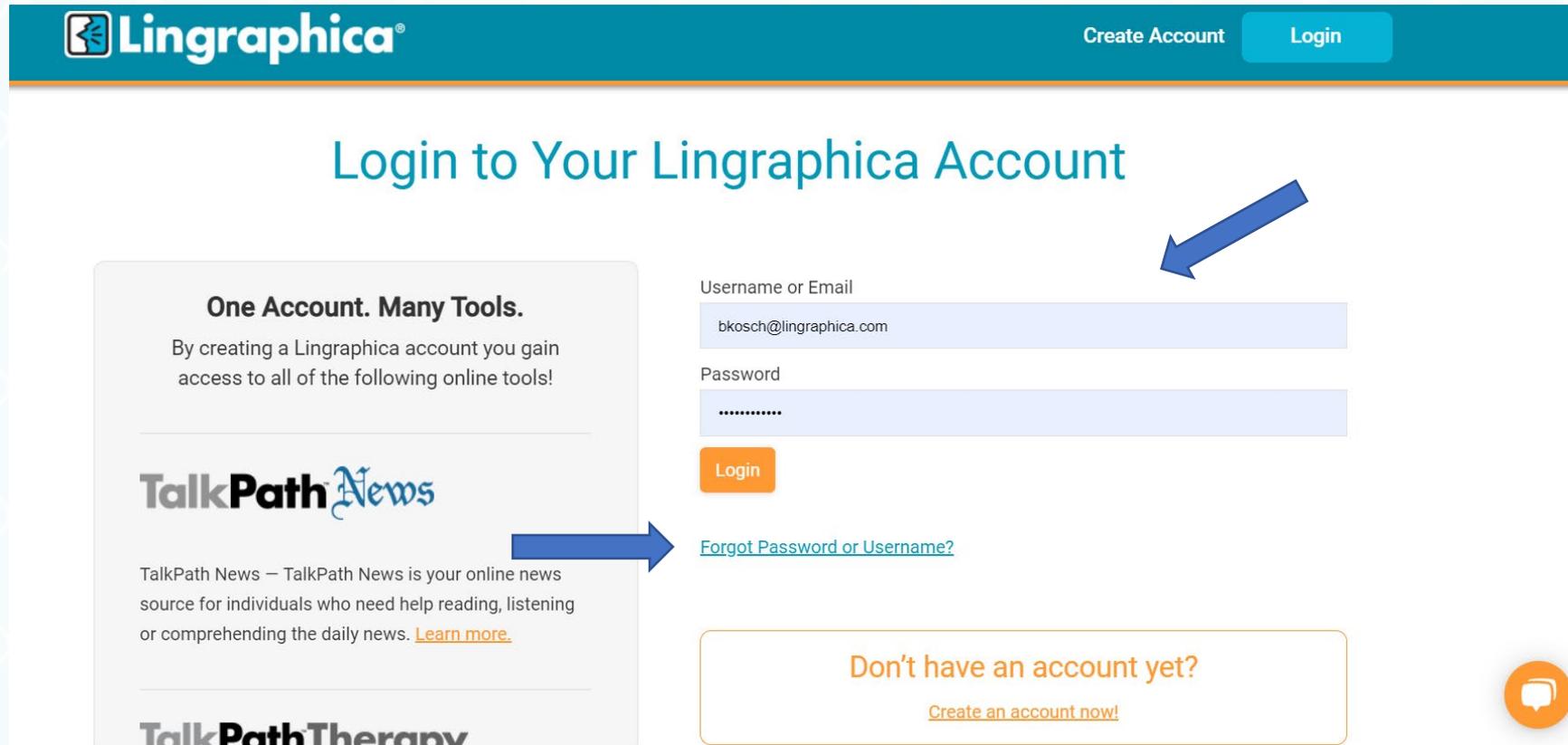
## Getting Started: Logging into an Existing Account



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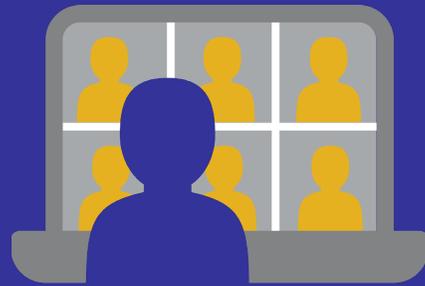


# LOGGING INTO AN EXISTING ACCOUNT



The screenshot shows the Lingraphica website's login page. At the top, there is a teal header with the Lingraphica logo on the left and 'Create Account' and 'Login' buttons on the right. The main heading is 'Login to Your Lingraphica Account'. Below this, there is a promotional box on the left for 'TalkPath News' with the text 'One Account. Many Tools.' and 'By creating a Lingraphica account you gain access to all of the following online tools!'. To the right of this box is a login form with fields for 'Username or Email' (containing 'bkosch@lingraphica.com') and 'Password' (containing '.....'). Below the password field is an orange 'Login' button and a blue link for 'Forgot Password or Username?'. At the bottom right, there is a box with the text 'Don't have an account yet?' and a link 'Create an account now!'. A blue arrow points from the 'Forgot Password or Username?' link to the 'Username or Email' field. Another blue arrow points from the 'TalkPath News' box to the 'Forgot Password or Username?' link. A small orange chat icon is visible in the bottom right corner of the page.

- If you already have an account with Lingraphica, type in your email and password and select **LOGIN**.
- If you get a message that your login info is incorrect, select **“FORGOT PASSWORD OR USERNAME”** and follow the prompts.



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## Getting Started: Creating a New Account



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# CREATING A NEW ACCOUNT

**Lingraphica®** Create Account Login

## Login to Your Lingraphica Account

**One Account. Many Tools.**  
By creating a Lingraphica account you gain access to all of the following online tools!

**TalkPath News**  
TalkPath News — TalkPath News is your online news source for individuals who need help reading, listening or comprehending the daily news. [Learn more.](#)

**TalkPath Therapy**

Username or Email

Password

Login

[Forgot Password or Username?](#)

Don't have an account yet?  
→ [Create an account now!](#)

- The first time you go to enroll in a session, you will be taken to the **LOGIN PAGE**
- If you **DO NOT** have an account, you will select **“CREATE AN ACCOUNT NOW!”**

# CREATING A NEW ACCOUNT

**Lingraphica** Create Account Login

## Create Your Lingraphica Account

**One Account. Many Tools.**  
By creating a Lingraphica account you gain access to all of the following online tools!

**TalkPath News**  
TalkPath News – TalkPath News is your online news source for individuals who need help reading, listening or comprehending the daily news. [Learn more.](#)

**TalkPath Therapy**

Please select \*  
Individual with Aphasia

First Name \*  
John

Last Name \*  
Smith

Email \*  
johnsmith@gmail.com

Choose Username (optional)  
*Unfortunately, special characters (i.e. @, ~, \$, \*, etc.) are NOT allowed.*  
JSmith

You will be brought to the **Create an Account Page** where you will:

- Complete the Information Form
- Select **GET STARTED**

None  
 Other

When introduced to new challenges you feel: \*

**Eager**  
 Comfortable  
 Tentative

Where would you like to improve? (Choose all that apply) \*

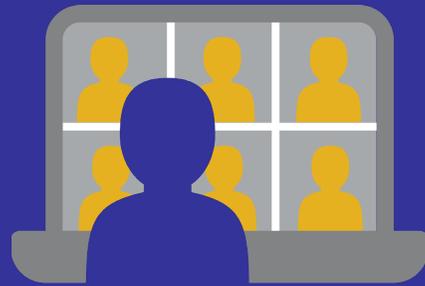
**Reading**  
 **Writing**  
 **Speaking**  
 Swallowing  
 Listening  
 **Memory**  
 Reasoning

**Get Started**

Already have an account? [Login](#)

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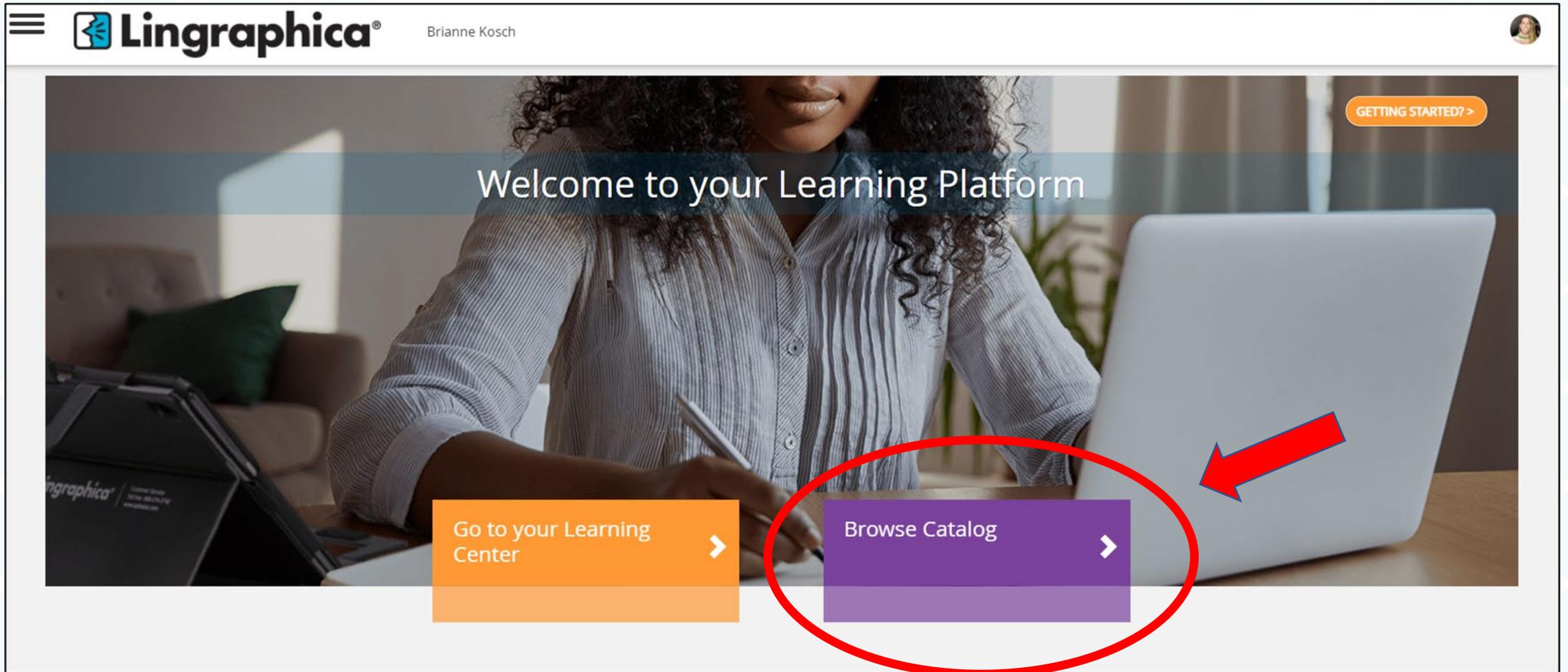
## Browsing Course Catalog & Searching for Sessions



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# COURSE CATALOG



From the HOME PAGE: To view and browse the **COURSE CATALOG** select “**BROWSE CATALOG**”.

# COURSE CATALOG: BROWSE BY CATEGORY

Browse by

Category

Virtual Connections >

Filter by

Activity Type

Instructor Led (4)

Category

- Virtual Connections (4)
  - Español (1)
  - TBI (1)
  - Mystery Guest (1)
  - Travel (1)



Browse by

Category

[← Back to Browse Catalog](#)

- AAC
- Aphasia
- Caregivers
- Español
- Games
- Health & Wellness
- Lingraphica
- Member Spotlight

Filter by

Search Catalog

Featured All

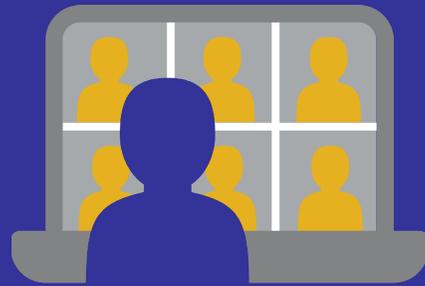
Browse Catalog > Virtual Connections

**Virtual Connections**  
Aphasia Recovery Connection  
Sessions facilitated by speech  
Join sessions to meet others,

Your search returned 4 results

Coping with Isolation with Dr. Audrey  
★★★★★ (0)

In the **COURSE CATALOG**, you can **BROWSE BY** your favorite categories of sessions.



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## Enrolling in a Session



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# ENROLLING IN A SESSION

The screenshot shows the Lingraphica website interface. At the top left, the logo "Lingraphica" and the name "Brienne Kosch" are visible. A search bar labeled "Search Catalog" is at the top center. Below the search bar, there are tabs for "Featured" and "All". The main content area displays search results for "Virtual Connections", showing 4 results. The first result is "Be Our Tour Guide", which is highlighted with a red circle and a red arrow pointing to it. The "ENROLL" button for this session is also circled in red. Other results include "Living With TBI" and "Historias Personales". The left sidebar contains filters for "Browse by" (Category: Virtual Connections) and "Filter by" (Activity Type: Instructor Led (4), Category: Virtual Connections (4), Español (1), TBI (1), Mystery Guest (1), Travel (1), Date Range: Earliest Date: 04/27/2021, Latest Date: MM/dd/yyyy).

**STEP 1:** To enroll in a session, select the orange **“ENROLL”** button to the right of the session.

# ENROLLING IN A SESSION

The screenshot shows a web interface for a course catalog. At the top, there is a search bar labeled "Search Catalog" and a "< Back" button. Below the search bar, there are navigation tabs for "Catalog Home", "Virtual Connections", and "Travel". The main content area features a course card for "Be Our Tour Guide". The card includes a globe icon, the text "Be Our Tour Guide", "ADDED:", a star rating of 0 reviews, and a black badge that says "INSTRUCTOR LED". Below the course card, it says "Select session to attend:" and "1 session available between 05/11/2021 and 05/11/2021". The year "2021" is selected. The session details for "MAY 11" include a clock icon, the time "05/11/2021 10:00 AM - 05/11/2021 11:00 AM", the location "America/New\_York", a "Virtual Activities" badge, "Language: English (US)", "Tuesday", and "No locations or rooms specified". There is also a link to "Add Reminder to External Calendar". On the right side of the session details, there is an orange "Select" button circled in red, with a red arrow pointing to it from the top right. At the bottom of the page, there are three buttons: "Back", "Reset", and "Submit". The "Submit" button is circled in red, with a red arrow pointing to it from the bottom right.

**STEP 2:** Select the orange **“SELECT”** button

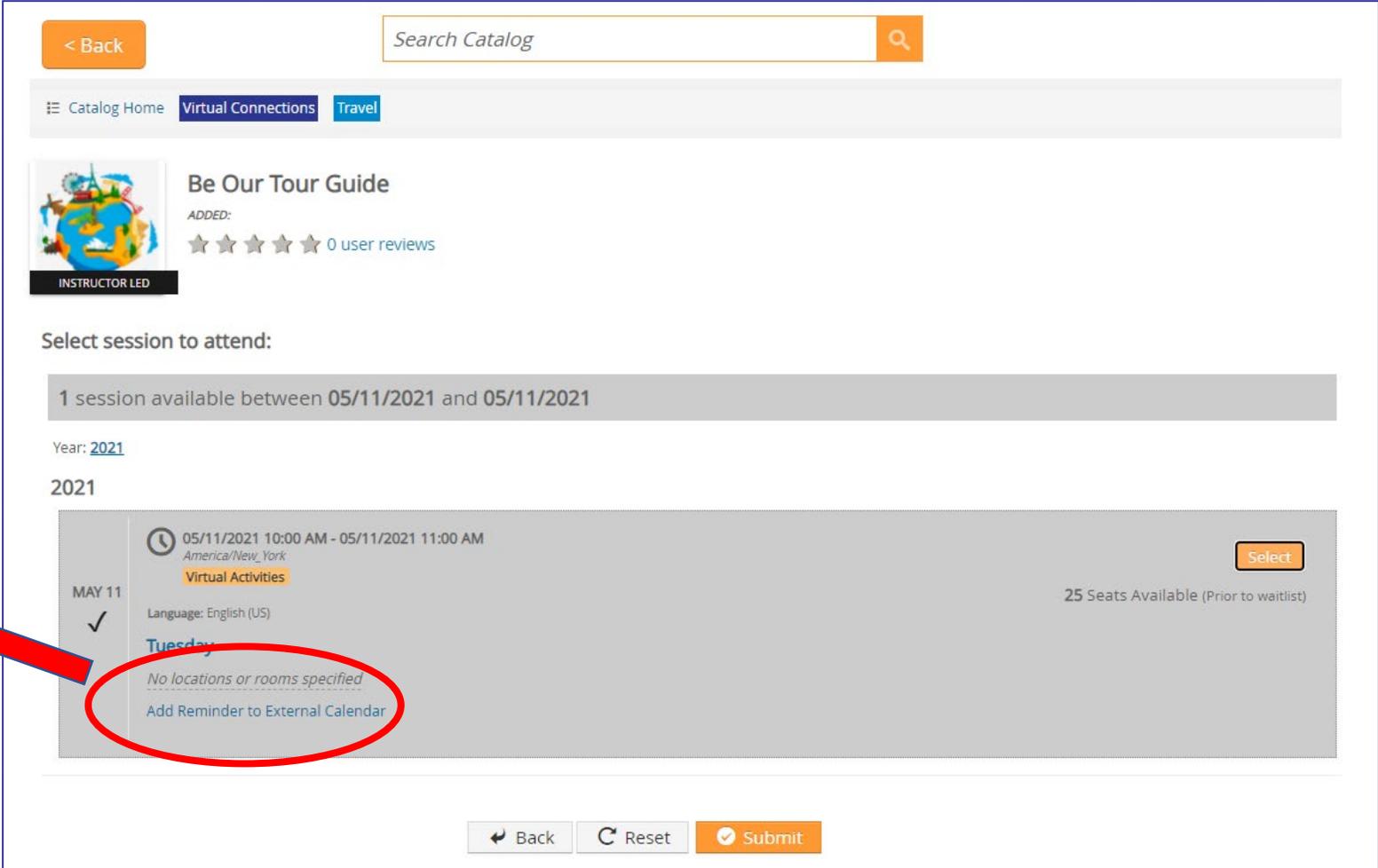
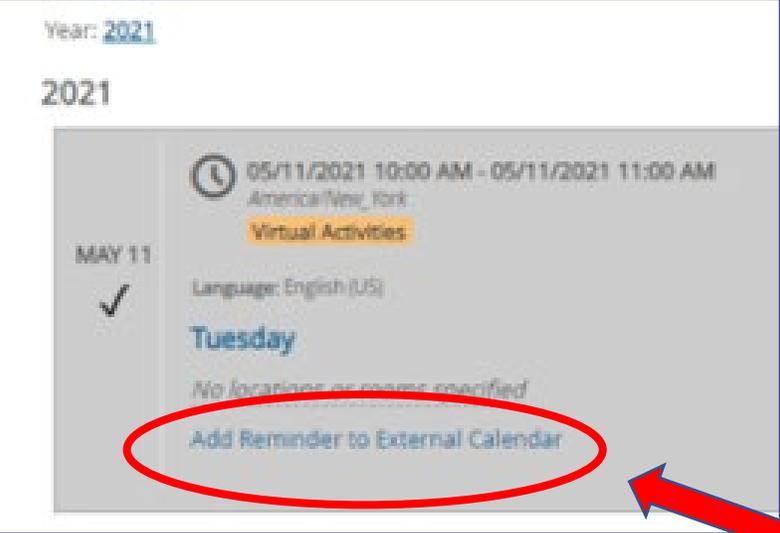
**STEP 3:** Select the orange **“SUBMIT”** button

# ENROLLING IN A SESSION

The screenshot shows the Lingraphica Learning Center interface. At the top, the user is identified as Brianne Kosch. Below the header, there are tabs for 'Current', 'Completed', and 'Submissions'. A search bar for 'Learning Items' is present, showing 2 results. The first result is 'Living With TBI', which is marked as 'Enrolled' and has an 'Attend' button. The second result is 'Be Our Tour Guide', also marked as 'Enrolled' and has an 'Attend' button. A red oval highlights these two items. To the right, there is an 'Events Calendar' showing a schedule for April 2021, with the 27th highlighted. Below the calendar is a 'VIEW FULLSCREEN' link and a 'Featured News' section.

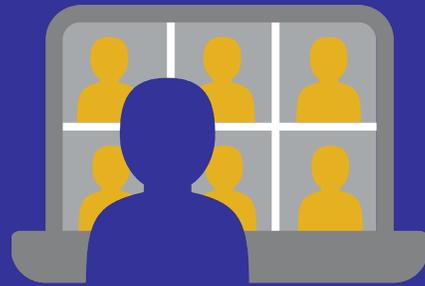
**STEP 4:** Once enrolled, you will see that session listed in your **LEARNING CENTER**

# ADDING REMINDER TO EXTERNAL CALENDAR



To add the session to the **PERSONAL CALENDAR** on your device, select **“ADD REMINDER TO EXTERNAL CALENDAR”**

\* PLEASE NOTE: You will need to do this before you select submit.



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## Joining a Session



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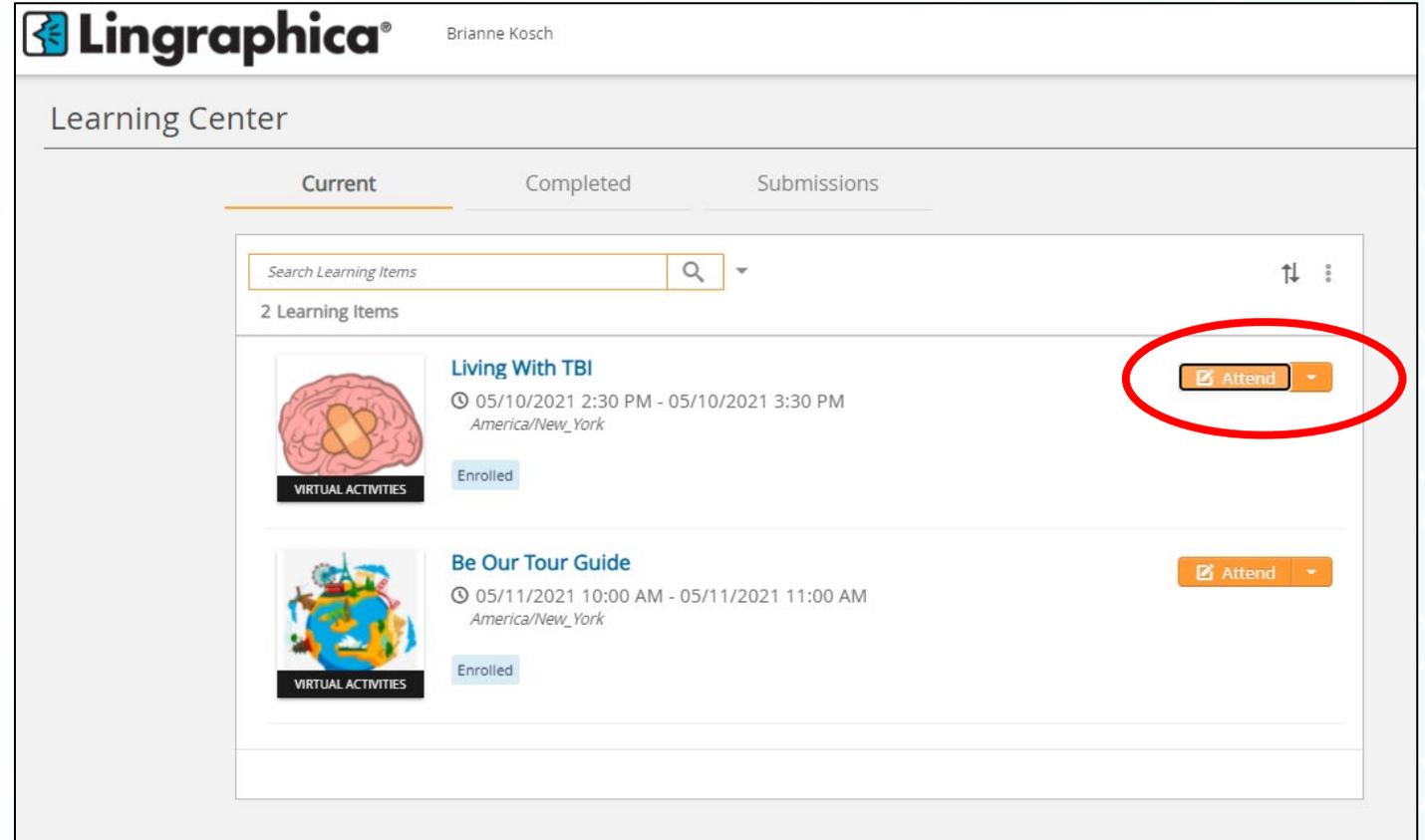
# JOINING A SESSION & SESSION REMINDER EMAILS

You will now **JOIN ALL SESSIONS** from your **LEARNING CENTER**

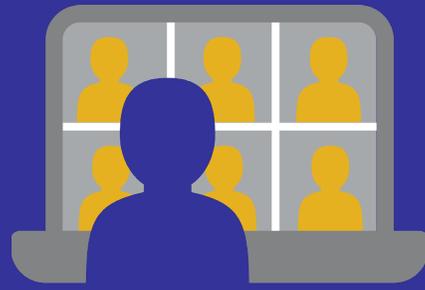
1. Go to **LEARNING CENTER**
2. Select the orange **ATTEND** button

## REMINDER EMAILS:

- You will receive a **REMINDER EMAIL** the morning of each session.
- The **LINK** will take you right into your **LEARNING CENTER**.



The screenshot displays the Lingraphica Learning Center interface for user Brianne Kosch. It features a navigation bar with 'Current', 'Completed', and 'Submissions' tabs. A search bar is present above a list of '2 Learning Items'. The first item, 'Living With TBI', includes a brain icon, a date range of 05/10/2021 2:30 PM - 05/10/2021 3:30 PM, and an 'Attend' button circled in red. The second item, 'Be Our Tour Guide', includes a globe icon, a date range of 05/11/2021 10:00 AM - 05/11/2021 11:00 AM, and an 'Attend' button.



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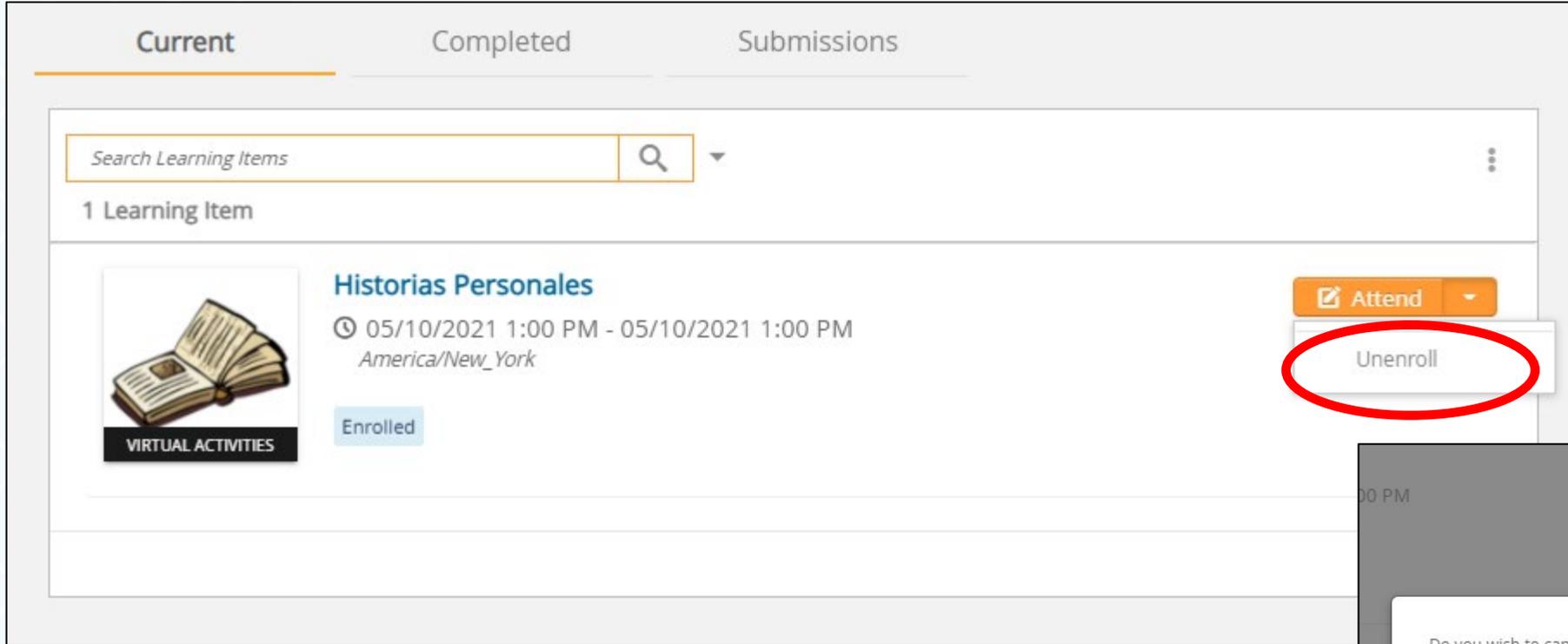
## Unenrolling from a Session & Session Waitlist



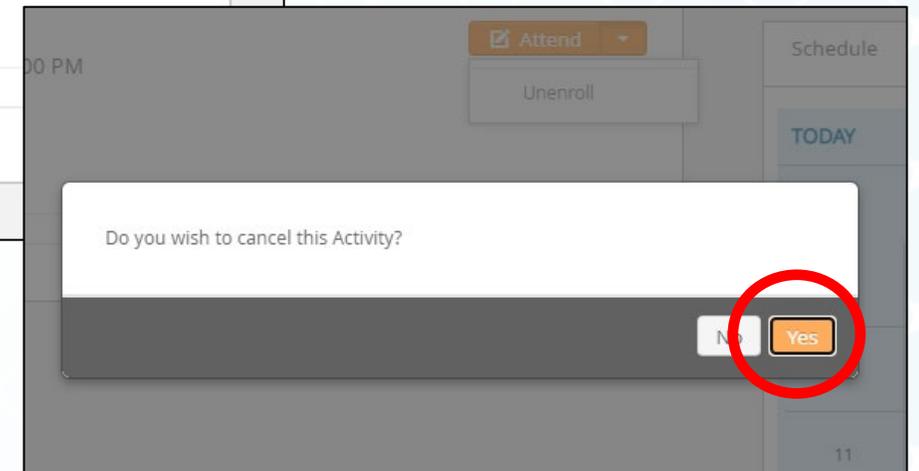
Aphasia Recovery Connection



# UNENROLLING FROM SESSIONS



The screenshot shows a user interface with three tabs: 'Current', 'Completed', and 'Submissions'. Under the 'Current' tab, there is a search bar labeled 'Search Learning Items' and a dropdown arrow. Below the search bar, it says '1 Learning Item'. The item is 'Historias Personales', which is marked as 'Enrolled'. The session details are '05/10/2021 1:00 PM - 05/10/2021 1:00 PM' in the 'America/New\_York' time zone. To the right of the session details is an 'Attend' button with a dropdown arrow. The dropdown menu is open, and the 'Unenroll' option is circled in red. A blue arrow points from this menu to a confirmation dialog box.



The confirmation dialog box is a white rectangle with a dark border. It contains the text 'Do you wish to cancel this Activity?'. At the bottom right, there are two buttons: 'No' and 'Yes'. The 'Yes' button is circled in red.

You can now unenroll yourself from a session!

1. Go to your **LEARNING CENTER**
2. Select the ▼ next to **ATTEND**
3. Select **UNENROLL**
4. Select **YES**

\*\* It is **important** for you to unenroll from a session you can no longer attend, so that another participant can take your spot!

# SESSION FULL: ADDING YOURSELF TO THE WAITLIST

The screenshot shows a course catalog interface. At the top, there is a search bar and navigation links for 'Catalog Home', 'Virtual Connections', and 'Mystery Guest'. The course title 'Mystery Guest' is displayed with a 'Mystery Guest' profile picture, 'INSTRUCTOR LED' status, and '0 user reviews'. Below this, a message states '1 session available between 05/10/2021 and 05/10/2021'. The year is set to '2021'. A session card for 'MAY 10' is shown with the following details: '05/10/2021 11:00 AM - 05/10/2021 12:00 PM', 'America/New\_York', 'Virtual Activities', 'Language: English (US)', 'Monday', and 'No locations or rooms specified'. A red circle highlights the 'Select' button on the session card. A blue arrow points from the 'Select' button to a red text message: 'Enrollment in this class is full. You will be added to the waitlist.' At the bottom of the page, there are three buttons: 'Back', 'Reset', and 'Submit'. The 'Submit' button is circled in red.

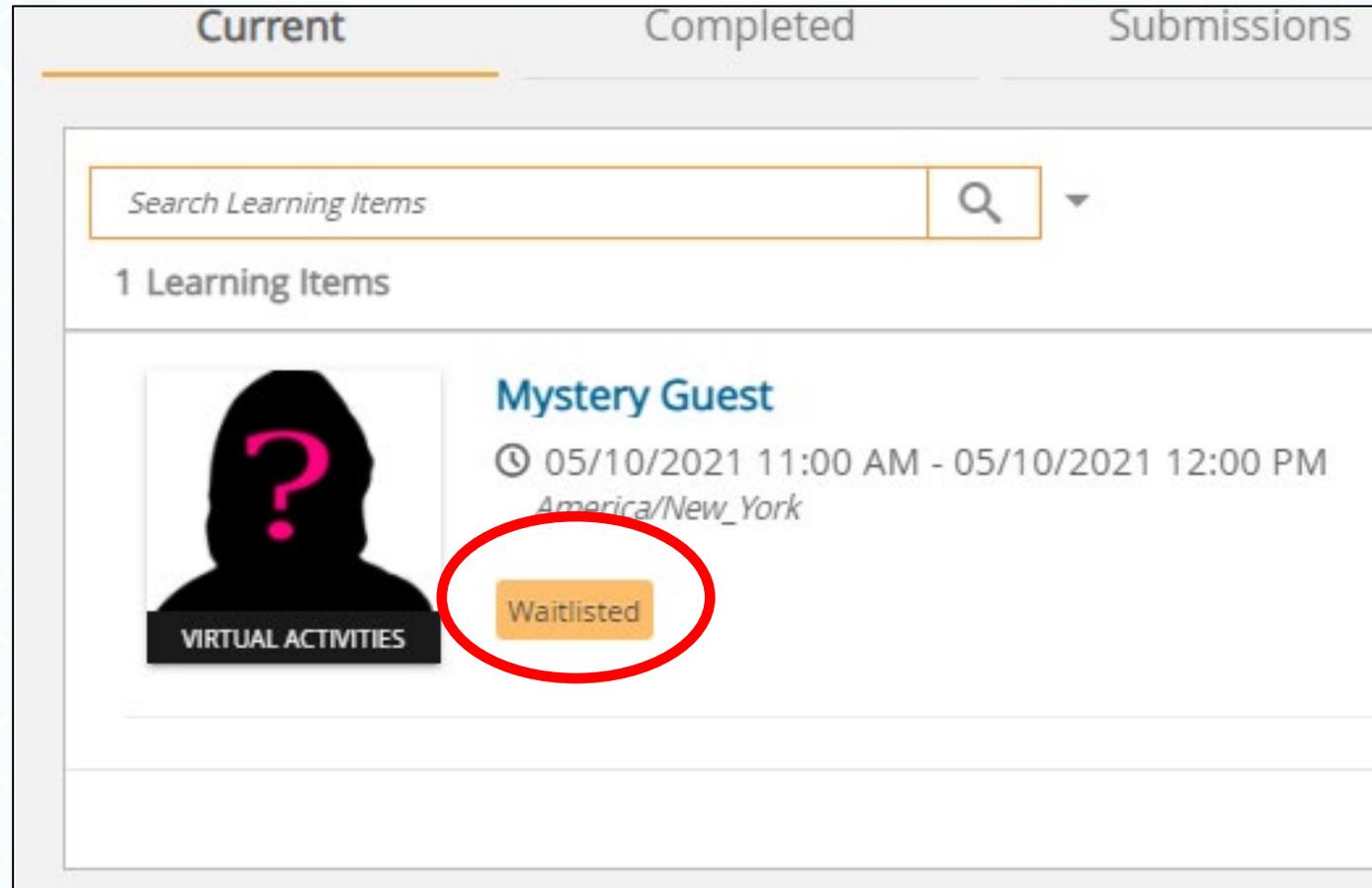
If a session is full, you can be added to the **WAITLIST!**

You will know the session is full because it will say **“ENROLLMENT FOR THIS CLASS IS FULL. YOU WILL BE ADDED TO THE WAITLIST”**

To add yourself to the waitlist:

1. Select the orange **“SELECT”** button
2. Select the orange **“SUBMIT”** button

# SESSION WAITLIST



The screenshot shows a web interface with three tabs: "Current", "Completed", and "Submissions". The "Current" tab is selected. Below the tabs is a search bar labeled "Search Learning Items" with a magnifying glass icon and a dropdown arrow. Below the search bar, it says "1 Learning Items". The item listed is "Mystery Guest" with a profile picture of a black silhouette with a pink question mark. To the right of the profile picture is a clock icon followed by the text "05/10/2021 11:00 AM - 05/10/2021 12:00 PM" and "America/New\_York". Below the session details is an orange button labeled "Waitlisted", which is circled in red. At the bottom of the profile picture area, there is a black bar with the text "VIRTUAL ACTIVITIES".

You will know you are on a waitlist for a session because there will be an orange box that says **“WAITLISTED”** in the session listed in your Learning Center.

# SESSION WAITLIST: WHEN A SPOT OPENS UP

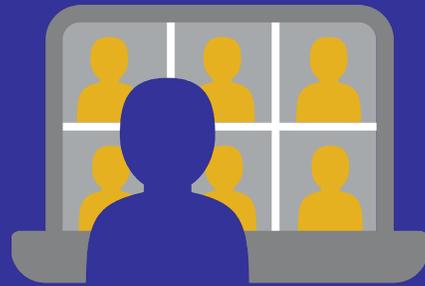
When a session spot opens up, the **NEXT PERSON** on the **WAITLIST**:

1. Is automatically enrolled in the session
2. Receives an **EMAIL**, letting them know

If you no longer can or want to attend that session, you will need to go into your Learning Center and **UNENROLL** from the session.

\* Refer to previous slides on how to enroll from a session

**DO NOT** count any sessions listed as "**WAITLISTED**" as one of your 4 weekly sessions.



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## Navigating the Account



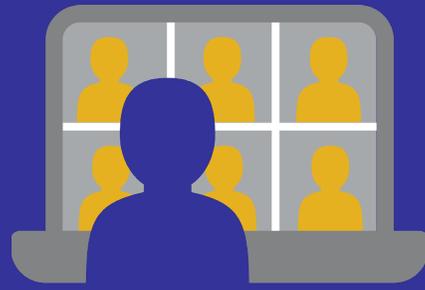
# NAVIGATING THE ACCOUNT

Select the **LINGRAPHICA LOGO** to return to the VC Portal **HOME PAGE**

Use the dark grey **MENU BAR** on the **LEFT** to **NAVIGATE** to the:

- **HOME PAGE**
- **COURSE CATALOG**
- **LEARNING CENTER**

The screenshot shows the Lingraphica web application interface. At the top left, there is a dark grey menu bar with a hamburger icon and the Lingraphica logo. A blue arrow points to the logo with the text 'Select the LINGRAPHICA LOGO to return to the VC Portal HOME PAGE'. Below the logo, the user's name 'Briele Murphy' is displayed. The main content area features a search bar labeled 'Search Catalog', a 'Featured' button, and a 'Virtual Connections' section. On the right, there is a 'Book Club' section with a stack of books icon and a 'Virtual Connections' button. The dark grey menu bar on the left is highlighted with three blue arrows pointing to the 'Home', 'Search Catalog', and 'Learning Center' options.



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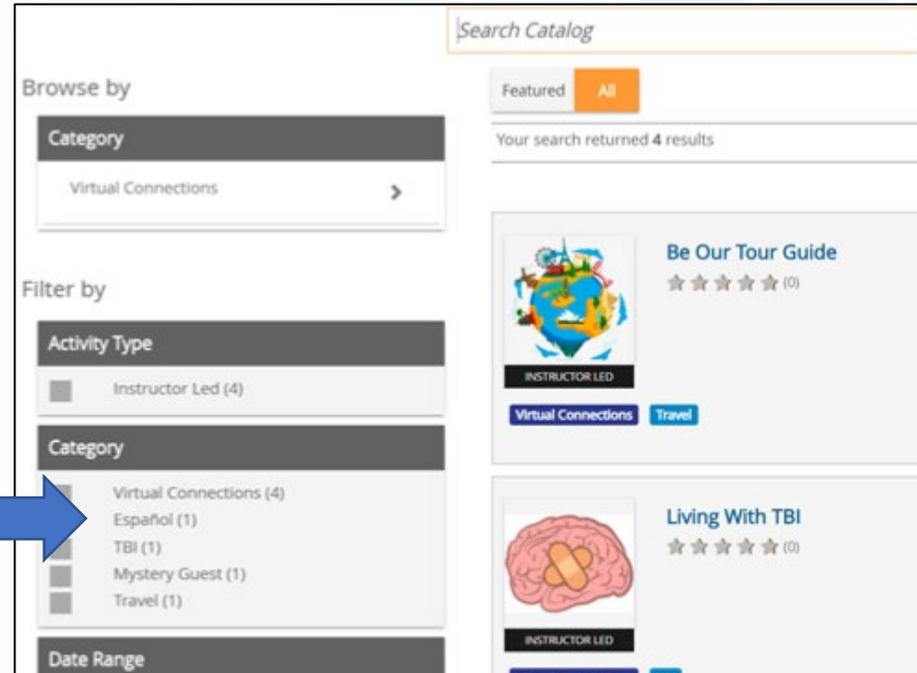
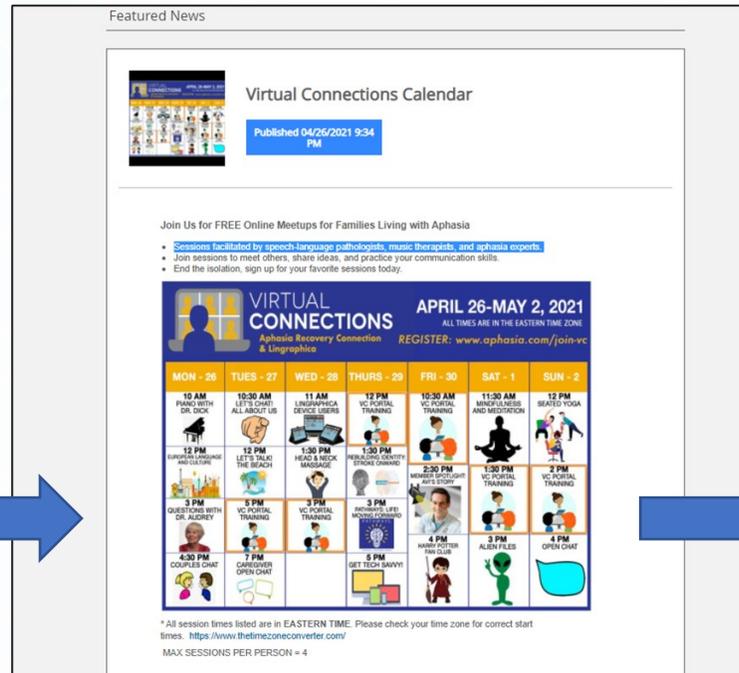
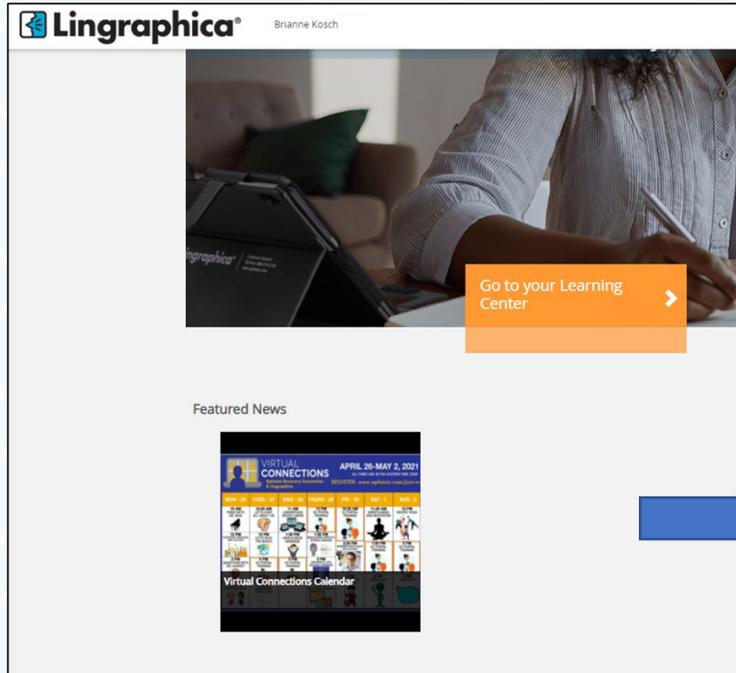
## VC Graphic Calendar



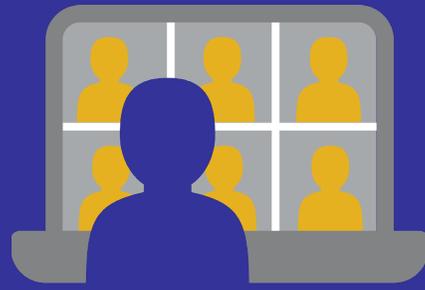
Aphasia Recovery Connection



# FEATURED NEWS: VC GRAPHIC CALENDAR



- You will find the **VC GRAPHIC CALENDAR** on the **HOME PAGE** under **FEATURED NEWS**
- When you select the calendar, it will open to a large page
- When you select anywhere on the calendar, it will bring you to the **COURSE CATALOG**
- If you find the calendar graphic helpful, **we recommend you print it out each week**



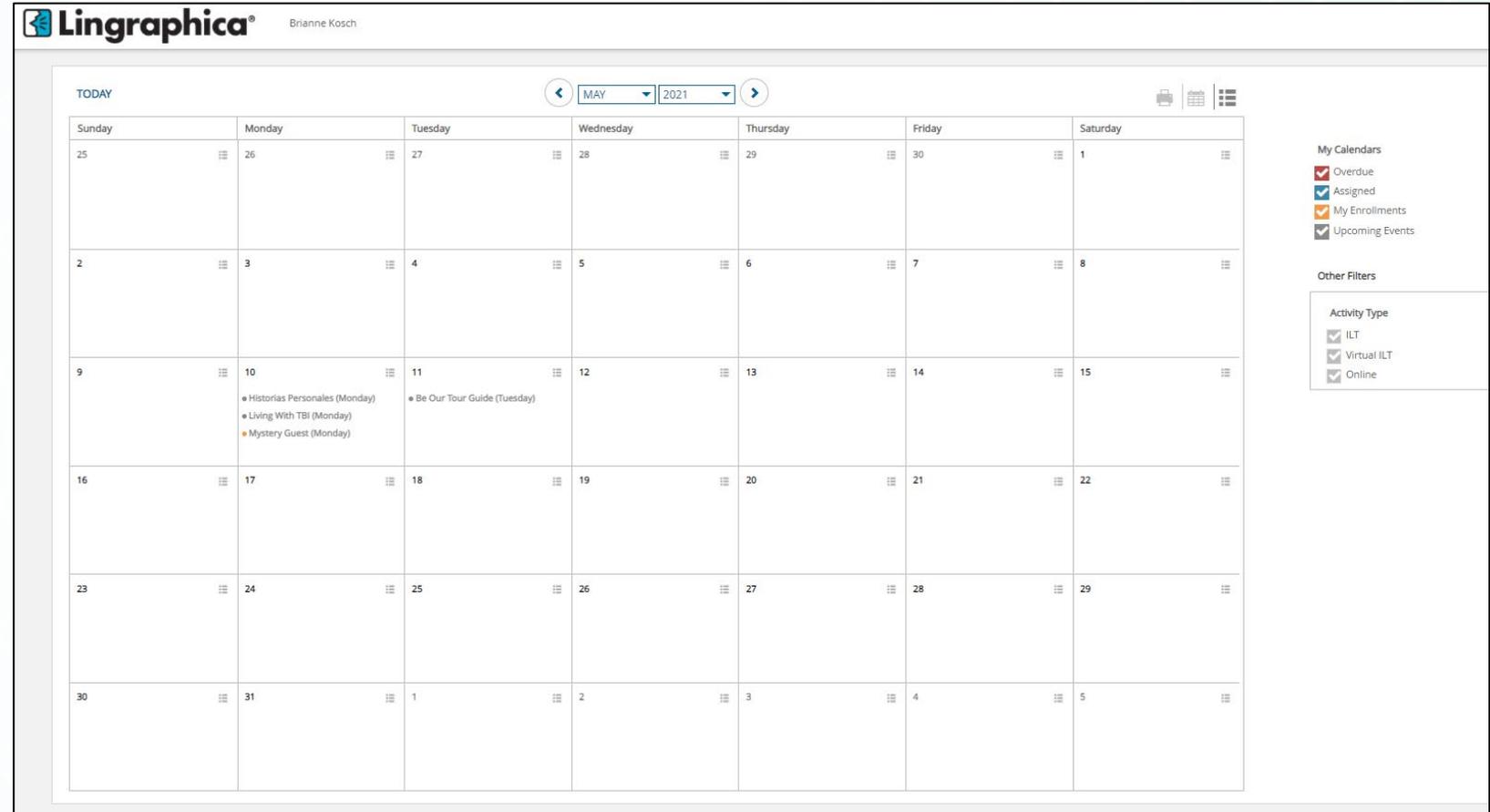
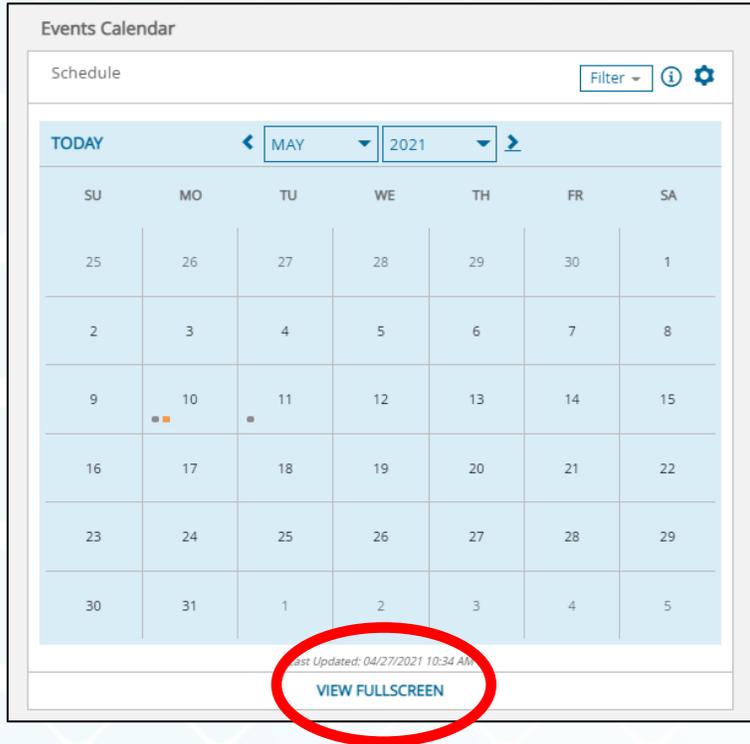
# VIRTUAL CONNECTIONS

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## Events Calendar



# EVENTS CALENDAR



- There is an **EVENTS CALENDAR** on the left of the page
- Select **VIEW FULLSCREEN** to enlarge the calendar

# EVENTS CALENDAR

The screenshot shows a calendar interface with a modal window open for a session titled "Living With TBI (Monday)". The modal window displays the following details:

- Title:** Living With TBI (Monday)
- Date:** Sunday, May 10th
- Time:** 2:30 PM - 3:30 PM
- Description:** This session is for Survivors of Traumatic Brain Injury (TBI). Recovery and aphasia after a Traumatic Brain Injury can be very different from that of a stroke. Join us to meet other TBI survivors and to chat about the ways in which your lives have changed following your TBI, the obstacles you've encountered, and the lessons you've learned.
- Action:** Course

The sidebar on the right contains the following filters:

- My Calendars:**
  - Overdue
  - Assigned
  - My Enrollments
  - Upcoming Events
- Other Filters:**
- Activity Type:**
  - ILT
  - Virtual ILT
  - Online

When the **EVENTS CALENDAR** is in full screen, you can see:

- All sessions for listed for that week
- Sessions you are enrolled in

When you select a session, a box with the session details will open.

# EVENTS CALENDAR

A screenshot of a calendar interface. A pop-up window titled "Living With TBI (Monday)" is open, showing the date "Sunday, May 10th" and the time "2:30 PM - 3:30 PM". The description reads: "This session is for Survivors of Traumatic Brain Injury (TBI). Recovery and aphasia after a Traumatic Brain Injury can be very different from that of a stroke. Join us to meet other TBI survivors and to chat about the ways in which your lives have changed following your TBI, the obstacles you've encountered, and the lessons you've learned." At the bottom of the pop-up, there is an orange button labeled "Course" which is circled in red. A blue arrow points from this button to the right-hand screenshot.

A screenshot of the session information page for "Living With TBI". The page features a large illustration of a brain with a bandage on it. Below the illustration are social media sharing icons and the text "INSTRUCTOR LED". The session title "Living With TBI" is displayed, along with the date "ADDED: 04/21/2021" and "0 user reviews". At the top right, there is an orange "ENROLL" button with a checkmark icon, which is circled in red. Below the main content, there is a section titled "About this item" with a description: "This session is for Survivors of Traumatic Brain Injury (TBI). Recovery and aphasia after a Traumatic Brain Injury can be very different from that of a stroke. Join us to meet other TBI survivors and to chat about the ways in which your lives have changed following your TBI, the obstacles you've encountered, and the lessons you've learned." On the right side, there is a "Recently Added Items" section with three items, each with a small profile picture and the text "INSTRUCTOR LED".

- When you select on the orange **“COURSE”** button, you will be brought to the session information page, where you can **ENROLL** in the session.

The background features three tablets or smartphones arranged in a slightly overlapping, perspective view. Each device's screen displays a grid of colorful icons, likely representing a software interface or a collection of digital assets. The overall color scheme is a warm, light orange or peach hue.

# **THANK YOU!**

**Have questions or need help?  
Please call our Tech Support Team at  
1-888-274-2742, Option 5**

**For International Callers  
+ 001-888-274-2742, Option 5**