TWCCC
VALT System
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Log-in

1. Open Google Chrome Browser, type 10.3.6.11 in the URL

2. Use your TXWes ID & password (These are the same log-in credentials you used to log into this computer)

3. First time set-up only
   a. Enable Flash Player
   b. Click on the “Not Secure” tab
   c. Click “Flash”
   d. Click “Always Allow”
Observe Screen

The Observe Screen allows you to observe a live session.

1. Click on the room/camera you would like to observe and the camera will pull up on the screen.

2. If the outline is red, the session is being recorded.

3. If the camera is black, it is a closed session (Profession or PhD session).
Scheduling Appointments

To schedule an appointment:

1. Click on Schedule
2. Click on New Schedule

The Information screen will appear.
**Schedule Information**

Items with an asterisk are required fields and must be filled out for recording to begin. Other items may be filled out after the session and are used in search results.

Diagnosis can be searched by number or alphabetically.

If the client does not come to their appointment fill out the “Client Was Not There” field.

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>Room 4</td>
</tr>
<tr>
<td>Counselor Name</td>
<td>Rob Wesleyan</td>
</tr>
<tr>
<td>Client Initials</td>
<td>XX</td>
</tr>
<tr>
<td>Client Type</td>
<td>Family</td>
</tr>
<tr>
<td>New Clients Only</td>
<td>Wesleyan</td>
</tr>
<tr>
<td>Adult / Minor</td>
<td>Adult</td>
</tr>
<tr>
<td>Theoretical Model</td>
<td>Experiential Therapy</td>
</tr>
<tr>
<td>Session Number</td>
<td>12</td>
</tr>
<tr>
<td>Primary Complaint</td>
<td>Communication</td>
</tr>
<tr>
<td>Diagnostic Impression</td>
<td></td>
</tr>
<tr>
<td>F90.2 Attention-deficit/hyperactivity disorder. Combined presentation</td>
<td>x</td>
</tr>
<tr>
<td>F43.21 Adjustment disorder. With depressed mood</td>
<td>x</td>
</tr>
<tr>
<td>Z63.5 Disruption of family by separation or divorce</td>
<td>x</td>
</tr>
</tbody>
</table>
Scheduling the Camera

The camera will start on the time you have entered and will shut off based on the length of time entered in the Duration field.

Be mindful of the time and end your sessions on time. If your session runs over your scheduled time, expect a knock at the door and a reminder to conclude your session.

NOTE: The VALT system will turn off according to the time you entered and will not continue recording.
Private Sessions (Professors/PhD Students Only)

To allow restricted access to practicum professors:

1. Click on the Group (Counseling Faculty) then
2. Click on the professors name
Review a Recorded Session

To review a recorded session:

1. Click on the Review tab
2. Choose the recording you wish to watch

You can use the search feature to locate a recording by typing in specific information or search by any of the headers.
Creating Markers

Markers are used to tag a specific time(s) in the recording for yourself or your professor.

Comments and questions are also available for communication between students/professors.

**NOTE:** Be sure to name your marker (midterm, final, question for class). If you would like your professor to review your video let them know via email. Provide them information about the marker and they will provide secure feedback via the Instructors Notes.
Markers are indicated by a red line at the bottom of the video slide. Clicking directly on the marker will take you to the exact place in the video you would like your instructor to review.

Each additional marker will be a different color, and you can select the various markers from the pull down menu.
Video Clips

If a session ended early or you started late, you can clip that section out for class. You can also redact a section of the video if you took a break or left the room for a consultation with someone in the observation room.

NOTE: Clipping and redacting do not change the original video. These functions make a separate video of what you have selected. Your professors can see the original video in its entirety even if you have clipped/redacted sections for your class.