**Recording Frequent Communication Partner’s (FCP’s) Speech**

1st Open any major Internet browser. Chrome is recommended.

Type [www.clearworks4ears.com](http://www.clearworks4ears.com) into your search engine or address bar.

2nd Click on the Sign Up/Login box in the upper-right hand corner of the screen.

3rd Enter your email address and password then click on the Log on button.

**General Information**

* Every patient may choose up to five FCPs to record training stimuli.
* Each FCP has the option of recording three types of training stimuli:
  + Stimuli for Word Games: There are 17 lists, with each list containing 25 words.
  + Sentences for ShakespEARe: There are 3 lists, with each list containing 40 sentences.
  + Phrases for pEARl Crunch: There are 16 lists, with each list containing 16 phrases.
* Audio Management: Located on the sidebar on the left side of the FCP page. By clicking this tab, you and the FCP can see what stimuli have been recorded and which stimuli remain to be recorded. This tab also will allow you to delete and re-record stimuli. For example, if a patient discovers that an FCP stumbled while recording a word, the FCP can replace the word.
* Activities and Tips: Located along the top of the FCP’s Dashboard screen. This tab provides FCPs with more information about hearing loss. It also offers suggestions when speaking with an individual who has a hearing loss, and repair strategies that can be utilized if a communication breakdown does occur.

**Step 1: Create an Account (2 Options)**

* 1. Option 1: The HHP invites the FCP to create an account. On the HHP’s Dashboard, there is a tab titled “Invite FCPs.” Enter the FCP’s full name, email address, and an optional message. Click ‘Send Invite.’
  2. Option 2: The User invites the FCP to create an account. On the HHP’s Dashboard, there is a tab titled “Invite FCPs.” Enter the FCP’s full name, email address, and an optional message. Click ‘Send Invite.’

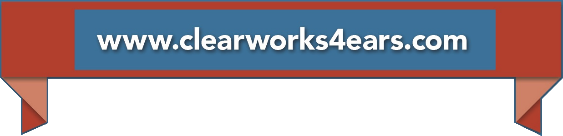
**Step 2: Recording**

1. Recording should occur in a quiet room. This room may be in the home or clinic. If recording in the clinic, a staff member might be nearby or even in the room to monitor and assist with the recordings.
2. Choose which stimuli you would like to record (i.e., Word Games, Sentences, or Phrases), then choose which specific list you would like to record.

*Note: Use the color-coded system on the screen to determine which lists still need to be recorded and which lists have been recorded.*

1. Review the Recording Instructions before beginning. These instructions will pop-up before you begin and can also be found below.

**Tips & Tricks for the FCP While Recording**

* Feel free to stop and resume recording at any time that is convenient for you.
* The word or phrase you’re recording will appear in a red box. Once the box turns green, you may begin speaking.
* Say the word or phrase in a normal voice, as if the listener were across the table from you.
* To listen to your recording once it’s completed, select the ‘Listen’ button on the display.
* If you are unhappy with the recording and would like to redo it, select the ‘Reject’ button to rerecord that word or phrase.
* Reasons to reject your recording:
  + You stumbled on a word when speaking.
  + The waveform (graphic display of your recording) didn’t completely fit into the display box.
  + An extraneous sound occurred while you were recording (i.e., your dog barked).
* If you are happy with the recording, select ‘Accept’ to move on to the next word or phrase in the list.