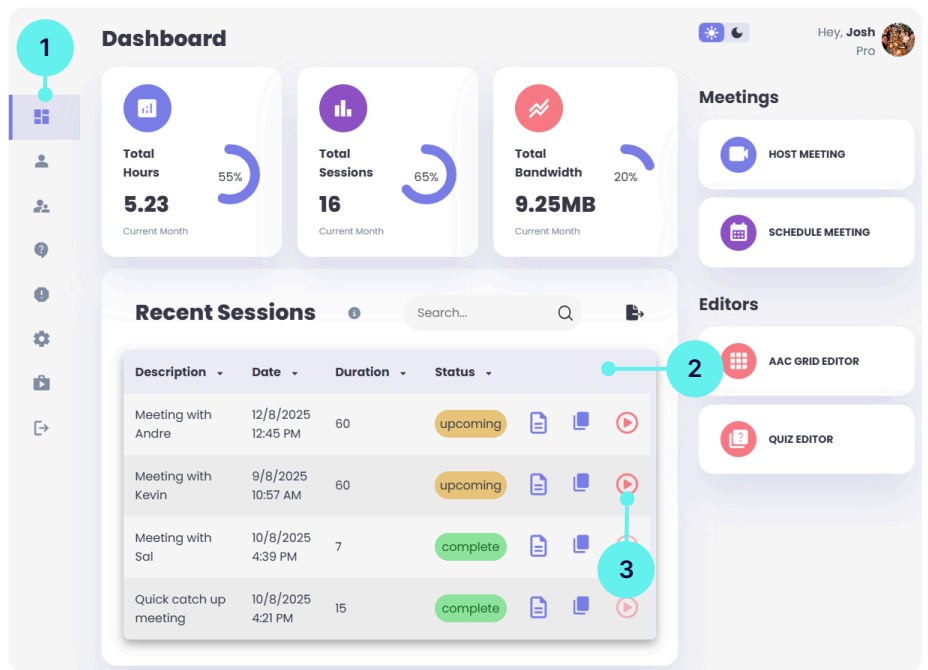




User Guide

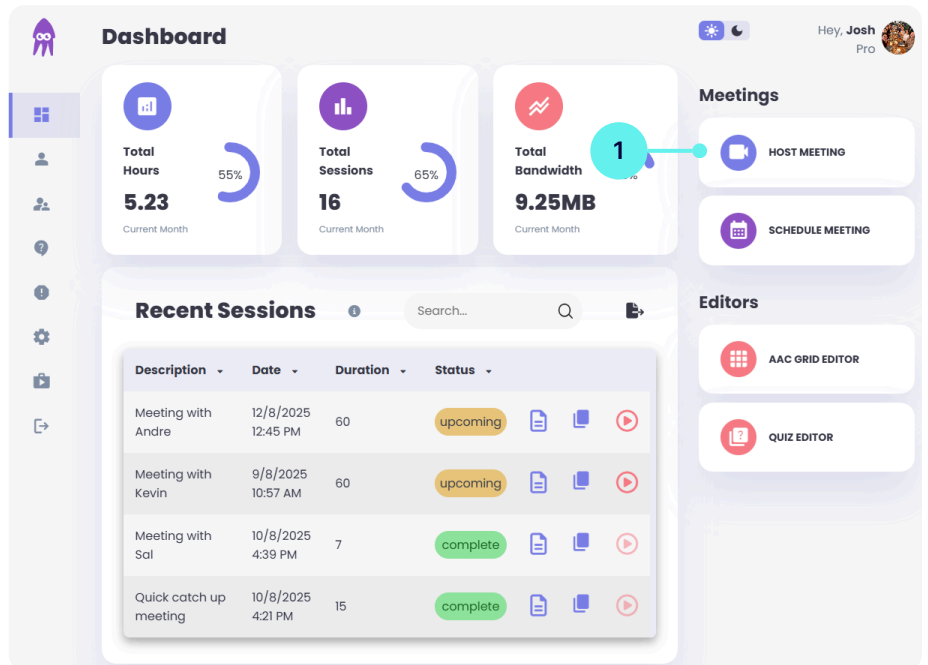
Start a Scheduled Meeting

- 1 Tap the Dashboard icon in the menu bar.
- 2 Find your scheduled meeting in Recent Sessions.
- 3 Tap the red play button to start the meeting.



Start an Instant Meeting

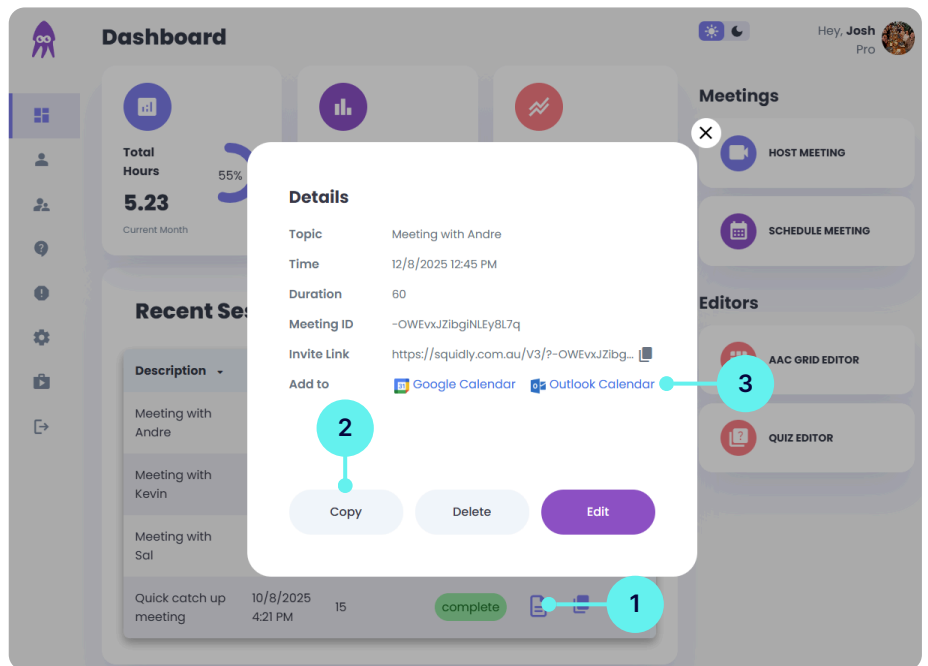
- 1 Tap Host Meeting in the Console to start an instant meeting.



Share & Edit Meetings

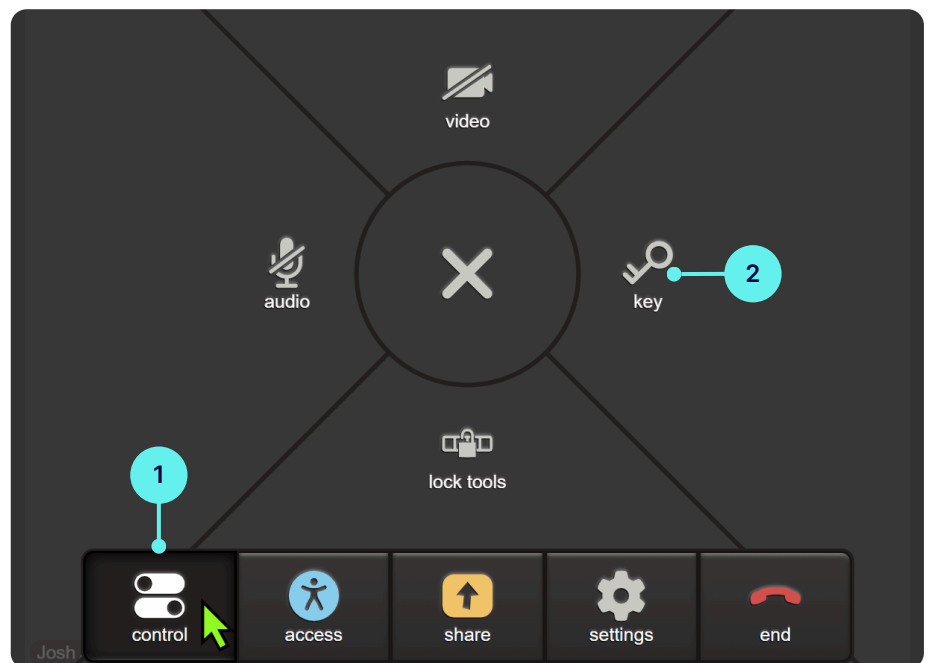
- 1 Tap the **Details** icon.
- 2 Copy the secure invite link and meeting details.
- 3 Add the meeting to your calendar.

Participants simply join by opening the shared meeting link in their web browser - no download or sign-in is required.



Invite when in a Meeting

- 1 Tap **control** in the menu.
- 2 Tap the key icon to copy the meeting ID to your clipboard.



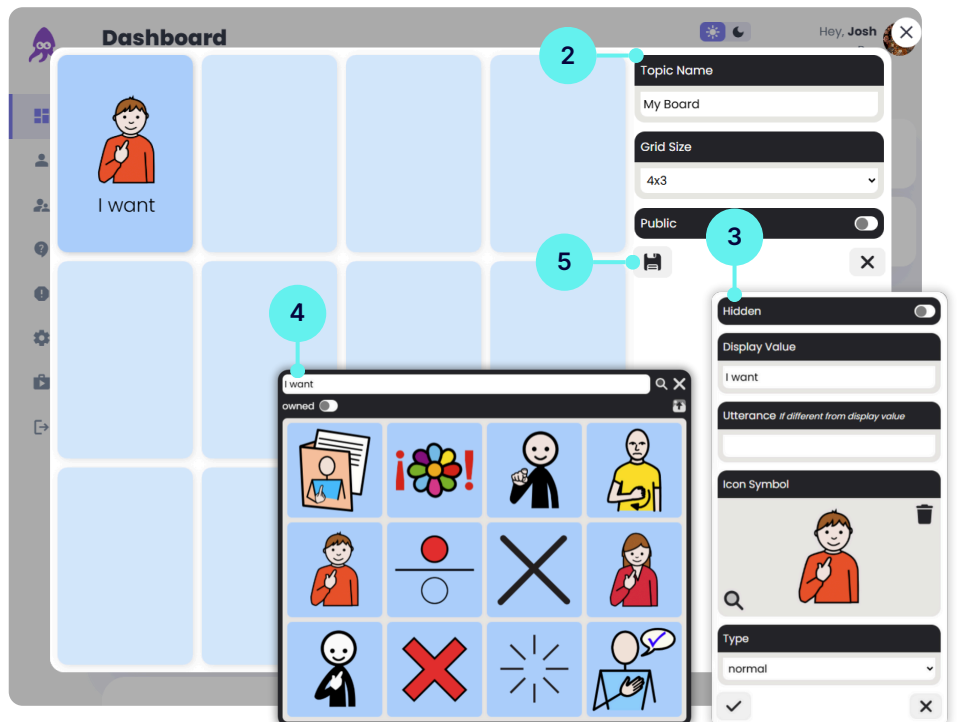
Create & Edit AAC Grid Boards

Tap AAC Grid Editor in the Console to open the aac grid editor.

- 1 Tap on the '+' to create a grid board, or copy or edit an existing one - either your own or from the Squidly public library.



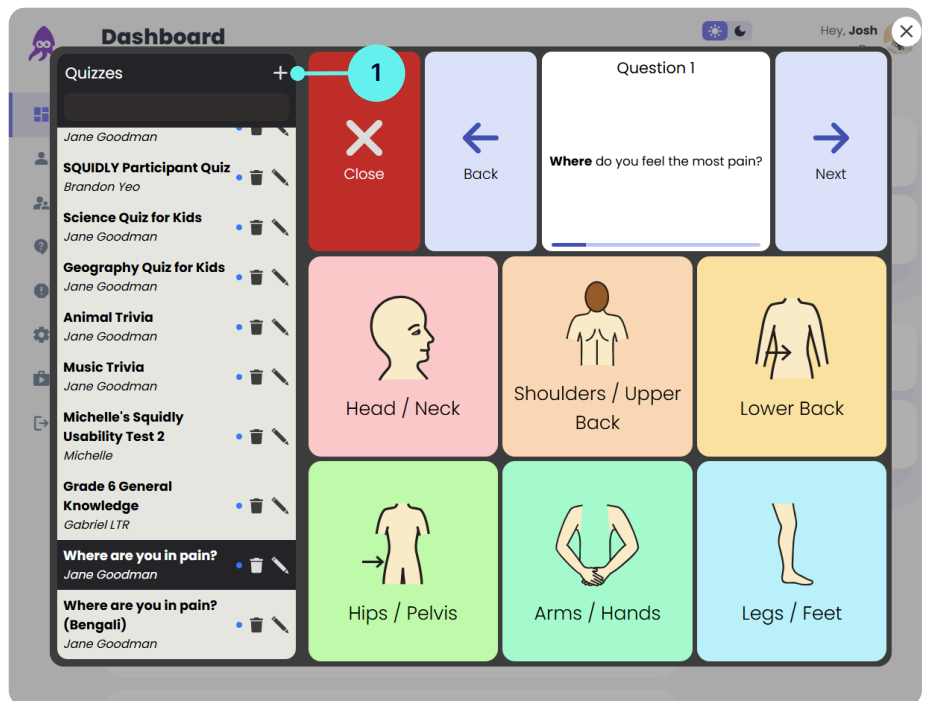
- 2 Give your board a topic name, grid size and set it to public or private.
- 3 Tap on each cell to edit its display value, utterance, symbol and colour.
- 4 Upload your own symbol, or search from our AAC symbol catalogue.
- 5 Tap save once you're done.



Create & Edit Quizzes

Tap Quiz Editor in the Console to open up the quiz editor.

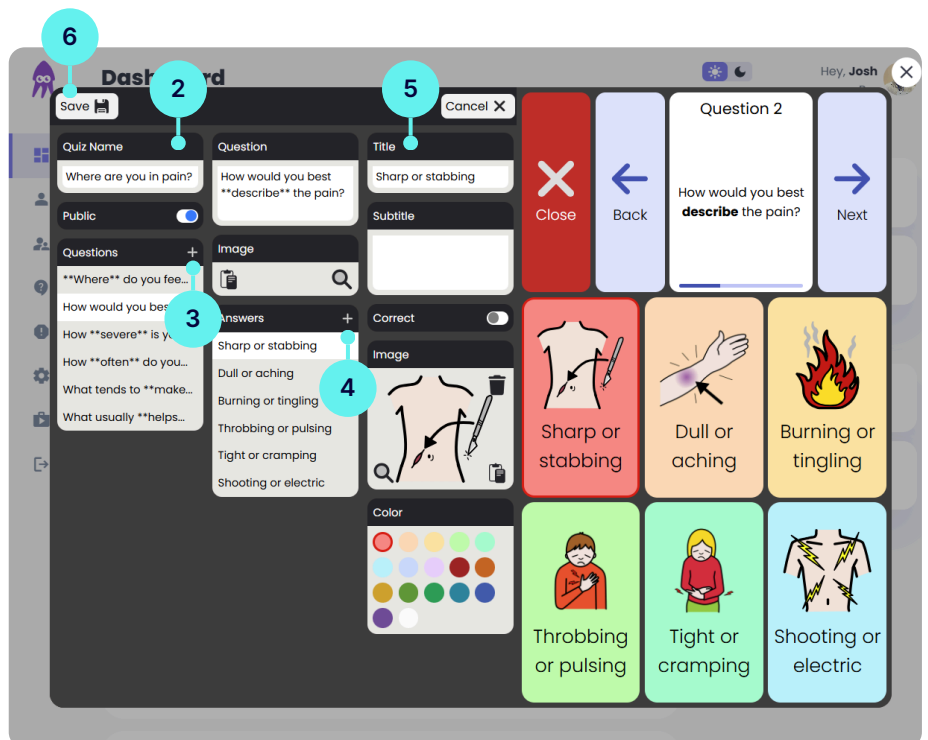
- 1 Tap on the '+' to create a quiz, or copy or edit an existing one - either your own or from the Squidly public library.



- 2 Give your quiz a name, and set it to public or private.
- 3 Tap on the '+' to add a question.
- 4 Tap on the '+' to add up to 10 answers per question.
- 5 Provide each answer with a title, and optional subtitle, image, and colour.

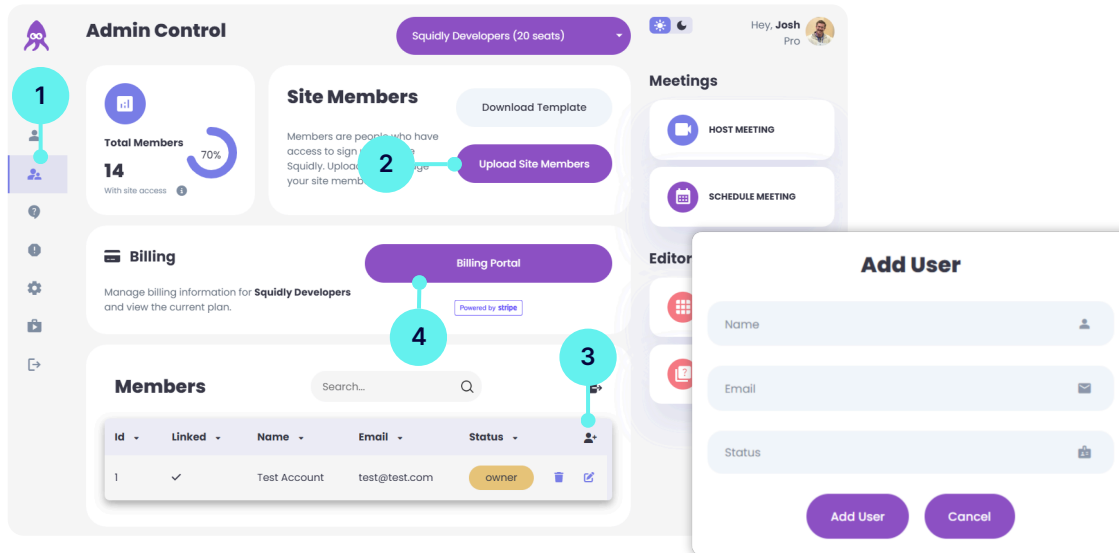
Each question can have either zero, one, or multiple correct answers.

- 6 Tap save once you're done.



Adding site members to your team

- 1 Tap the **Admin Control** icon in the menu bar.
- 2 Upload a batch of site members using the template csv; or
- 3 Add a site member individually and select their status.
- 4 Change number of site members and account details in the **Billing Portal**.



There are three tiers of user privileges within Squidly paid accounts: **Owners, Admin, and Staff**.

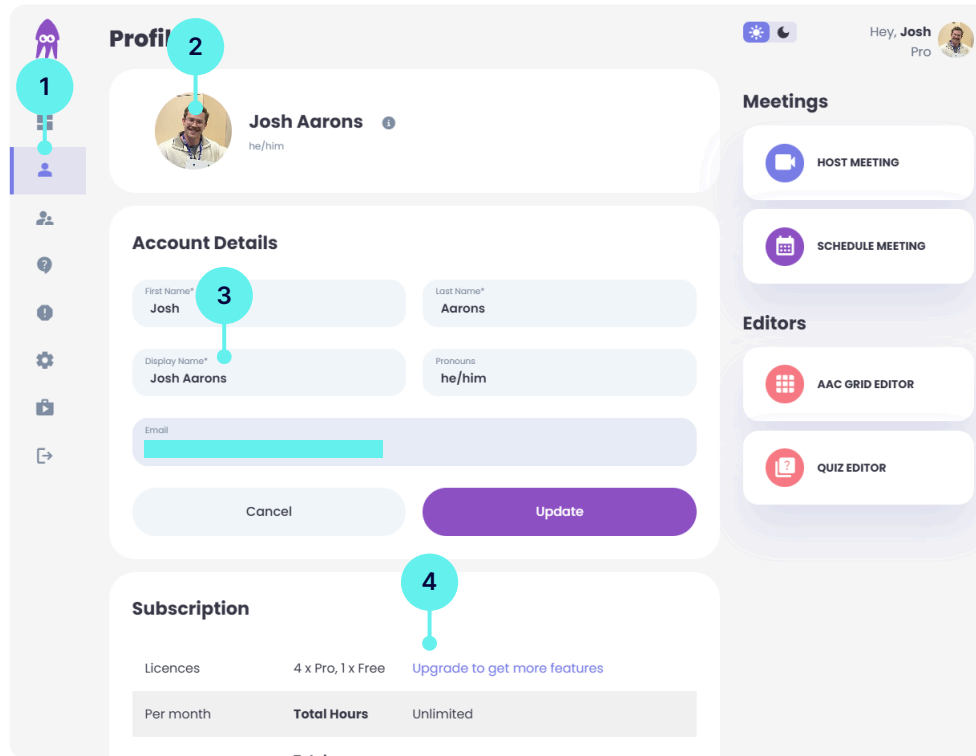
- 1 **Owners** have full access, including the billing portal and all administrative control.
- 2 **Admins** have access to admin controls including adding/removing site members.
- 3 **Staff** do not have view access of either billing or admin settings.

Owners and Admins can only add or manage members with equal or lower privileges than their own role.

Squidly free accounts do not enable you to add or create site member teams.

Personalise your account

- 1 Tap the **Profile** icon in the menu bar.
- 2 Tap on the image icon and upload a display profile.
- 3 Add a display name that will appear during sessions.
- 4 Upgrade your account to get more features or usage.



If you reach your monthly account limits for hours, sessions, or storage, you can upgrade your account at any time to continue using Squidly without interruption. You can track your monthly account usage from the **Dashboard**.

