

Accommodation Options

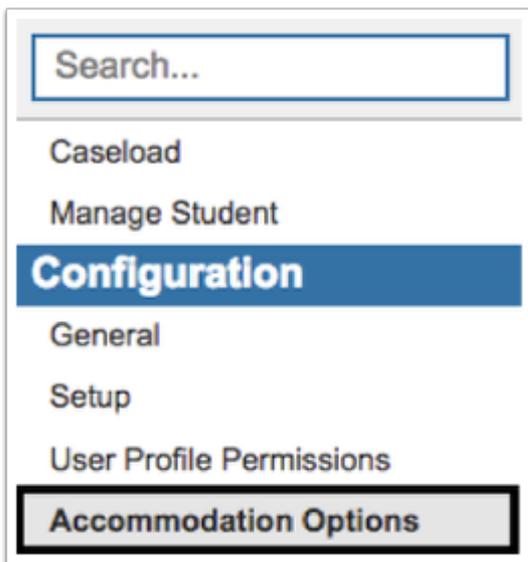
The Accommodation Options screen is used to set up the accommodation categories and specific accommodations for the Accommodations/Modifications custom screen in the IEP and/or 504 events. Access to this menu option is profile based.

i Florida Statewide Assessments only allows existing accommodations for the instructional setting. Please be mindful of this if adding new accommodations.

Setting Up Categories

The Categories tab is where accommodation categories are set up. These categories house accommodations offered to students within certain SSS IEP and/or 504 events.

1. In the **SSS** menu, click **Accommodation Options**.



The Categories tab is displayed.

| Categories | | Accommodations | |
|---|-------------------|----------------|--|
| Title ↓ | | Sort Order ↓ | |
|  | Presentation | 1 | |
|  | Response | 2 | |
|  | Setting | 3 | |
|  | Scheduling | 4 | |
|  | Assistive Devices | 5 | |

2. Type in the category **Title**.

| | |
|----------------|--|
| Title ↓ | |
| Category Title | |

3. Enter the **Sort Order** to identify the order in which the category will appear on the Accommodations table in an event.

| | |
|--------------|--|
| Sort Order ↓ | |
| 1 | |

4. Press **Enter** to save changes.

5. Click the red minus sign to delete any unwanted accommodation categories.

| Title ↓ | | Sort Order ↓ | |
|--|----------------|--------------|--|
|  | Category Title | 1 | |
|  | Presentation | 1 | |

6. In the pop-up message, click **OK** to delete or click **Cancel** to return to the Categories screen without deleting.

livedemo.focusschoolsoftware.com says

Are you sure you want to delete this record?

Setting Up Accommodations

The Accommodations tab is where accommodations within the category are set up. These are accommodations offered to the student within certain SSS IEP and/or 504 events.

1. Click the **Accommodations** tab.

| Category | Receives State Funding | Short Description | Long Description |
|-------------------|-------------------------------------|--------------------------------|--|
| Assistive Devices | <input type="checkbox"/> | | |
| Presentation | <input checked="" type="checkbox"/> | Paper Test Reg Print Req | Paper-Based Test Regular Print required. |
| Presentation | <input checked="" type="checkbox"/> | Large Print Visual Impair Only | Large print version of the test may be requested for |
| Presentation | <input checked="" type="checkbox"/> | Braille Contracted | Braille (Contracted) versions. Some test items may I |
| Presentation | <input checked="" type="checkbox"/> | Braille Uncontracted | Braille (Uncontracted) versions. Some test items ma |
| Presentation | <input checked="" type="checkbox"/> | Reading Passage Booklet | Reading Passage Booklet |

2. Select a **Category** from the drop-down.

Category

Assistive Devices

Filter

Assistive Devices

Presentation

Response

Scheduling

Setting

3. Select the check box if this accommodation **Receives State Funding**.

Receives State Funding

4. Enter a **Short Description** of the accommodation.

Short Description ▾

English Sign Dictionary

5. Enter a **Long Description** of the accommodation.

Long Description ▾

Students who use sign language as their primary means of communication may use an English / sign or sign / English translation dictionary. Dictionary must be similar to one used in instructional setting and may NOT contain definitions of words. Dictionary may contain the sign picture, the word, synonyms, and an index. Use of electronic dictionaries is strictly prohibited and may be cause for invalidation.

6. Click out of the Long Description text box and press **Enter** to save.

7. Click the red minus sign in the row to delete an accommodation.

| Category ▾ | Receives State Funding ▾ | Short Description ▾ | Long Description ▾ |
|--|-------------------------------------|---|---|
| Assistive Devices ▾ | <input type="checkbox"/> | | |
|  Assistive Devices ▾ | <input checked="" type="checkbox"/> | English Sign Dictionary | Students who use sign language as their primary m |
|  Assistive Devices ▾ | <input checked="" type="checkbox"/> | Visual Magnification/Auditory Amplification | Visual magnification and auditory amplification devic |

8. In the pop-up message, click **OK** to delete the accommodation or click **Cancel** to return to the Accommodations screen without deleting.

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Are you sure you want to delete this record?

Cancel **OK**

9. To edit an accommodation, turn on the **Filters**.

Categories Accommodations

◀ Prev Page: 1 / 3 Next ▶ **Filters ON**

+

10. Type in the **Category** for editing.

Filters: ON

| Category ↓ | Receives State Funding ↓ | Short Description ↓ | Long Description ↓ |
|------------|-------------------------------------|-----------------------------------|---|
| Setting | <input type="checkbox"/> | | |
| Setting | <input checked="" type="checkbox"/> | Administer Test in Familiar Place | Administer test in a familiar place with a test proctor |
| Setting | <input checked="" type="checkbox"/> | Individually/Small Group | Student may be administered a test individually or in a |
| Setting | <input checked="" type="checkbox"/> | Separate Setting | If student requires accommodation that may disturb |
| Setting | <input checked="" type="checkbox"/> | Special Lighting | A student may use special lighting. |
| Setting | <input checked="" type="checkbox"/> | Adaptive or Social Furniture | A student may use adaptive or special furniture. |

11. Click the field that needs to be edited.

| Category ↓ | Receives State Funding ↓ | Short Description ↓ | Long Description ↓ |
|------------|-------------------------------------|-----------------------------------|---|
| Setting | <input type="checkbox"/> | | |
| Setting | <input checked="" type="checkbox"/> | Administer Test in Familiar Place | Administer test in a familiar place with a test proctor |
| Setting | <input checked="" type="checkbox"/> | | Student may be administered a test individually or in a |
| Setting | <input checked="" type="checkbox"/> | | If student requires accommodation that may disturb |
| Setting | <input checked="" type="checkbox"/> | | A student may use special lighting. |
| Setting | <input checked="" type="checkbox"/> | | A student may use adaptive or special furniture. |

12. Make changes.

| Category ↓ | Receives State Funding ↓ | Short Description ↓ | Long Description ↓ |
|------------|-------------------------------------|---|---|
| Setting | <input type="checkbox"/> | | |
| Setting | <input checked="" type="checkbox"/> | Administer Test in Familiar Place with Familiar Staff | Administer test in a familiar place with a test proctor |
| Setting | <input checked="" type="checkbox"/> | | Student may be administered a test individually or in a |
| Setting | <input checked="" type="checkbox"/> | | If student requires accommodation that may disturb |
| Setting | <input checked="" type="checkbox"/> | | A student may use special lighting. |
| Setting | <input checked="" type="checkbox"/> | | A student may use adaptive or special furniture. |

13. Click out of the field and the system will auto-save the changes.

| | | | |
|---------|-------------------------------------|---|---|
| Setting | <input checked="" type="checkbox"/> | Administer Test in Familiar Place with Familiar Staff | Administer test in a familiar place with a test proctor |
|---------|-------------------------------------|---|---|