

### Accommodations Assignment Reference Guide

For students with accommodations to receive the correct test and accessibility features, they must be tagged with the appropriate accommodations. Some customers have multiple accommodation profiles. This allows for text-to-speech and other accommodations to be allowed for some subjects only. In this instance, students need to be assigned to each accommodation profile tied to a tested subject.

This document covers:

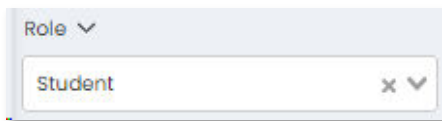
- How to bulk import accommodations
- How to modify accommodations for a single student

### How to Bulk Import Accommodations

Rather than individually edit student accounts to indicate needed accommodations, users enabled to do so can modify and upload a file to ADAM for a selected group of students.

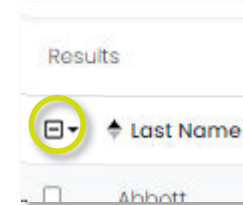
To upload an accommodations registration file:

1. In the left navigation column, go to **Rostering > Users**
2. For Role, filter 'Students'

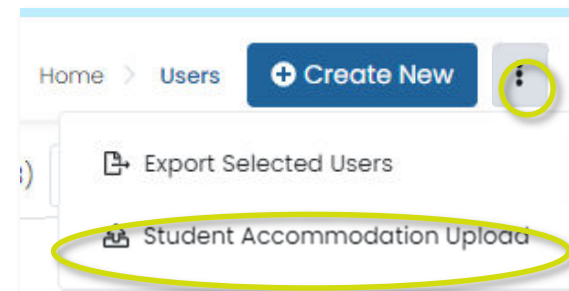


3. Depending on your user permissions, Org may default to one school or multiple; if multiple, you can filter to one school if desired or upload across schools
4. Select the students to be in the template; although you could individually select only the students who need an

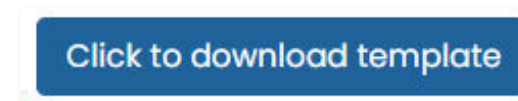
accommodation, it will be much faster to select all students here using the checkbox at the top



5. Click the ellipses in the upper right and select **Student Accommodation Upload**



6. Review the instructions on the 'Student Accommodation and Update Student via CSV' page
7. Click the blue button to download the template



8. Open and save the file

Note: The SourcedID in the first column is computer-generated. It is used as a unique identifier in ADAM and should not be changed. **Do not edit any information in**

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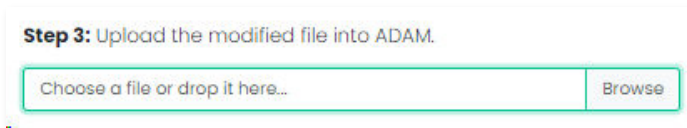
columns A-K as any changes will be overwritten by the student demographic information data feed.

- Set the accommodation values, noting the following:
  - Add a '1' to any accommodation cell to enable that accommodation for that student and subject
  - Any cell with 'NA' does not apply and should not be changed; any changes made to the values in those columns will be ignored in the upload
  - Remove the '1' from any accommodation cell to disable an existing accommodation
  - Tip: To quickly make all column header text visible, select all text (CTRL + A or Command + A), and then double-click any boundary between two column headings

	K	L	M	
3	profileName	Frequent Breaks	Small Group Testing	Br
7	ELA/L	1		
7	Mathematics			
7	Science	1		

Note that each student has a row per subject

- Save the completed file; the format defaults to CSV; do not change to Excel
- On the Student Accommodation Upload page in ADAM, click inside the outlined green area to open the file selector

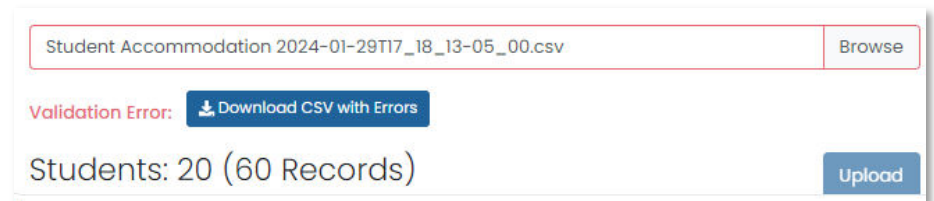


- Navigate to the file you created and open it
- Click **Upload**

A temporary message will appear in the bottom right of the screen to confirm success uploading.

## Troubleshooting

If the upload fails, no students are modified. Click the blue button, **Download CSV with Errors**, to see a copy of the file with an extra column that explains the issue(s). You can fix this version, delete the Errors column and upload again.



## How to Modify Accommodations for a Single Student

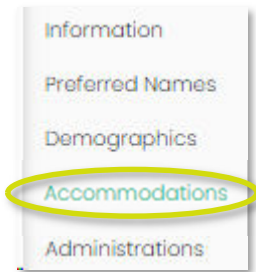
If you need to make changes for only one or a few students, it will be faster to edit individual student accounts. Do not make any changes to fields other than for accommodations.

*To add or remove accommodations for one student:*

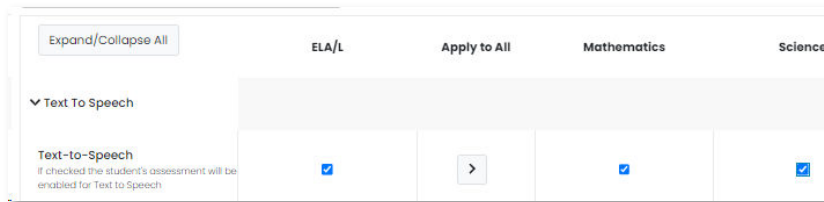
- Navigate to **Rostering > Users**
- Search for a student by first or last name
- In the Action column click the **Edit** (✎) icon for the student

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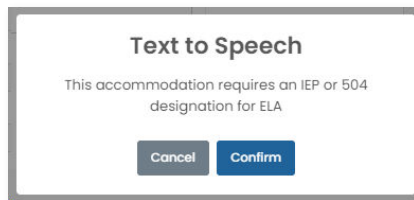
4. Click **Accommodations**



5. Select each accommodation to apply to a student under the appropriate subject(s)



If adding a Unique or Temporary accommodation, enter a '1' in the textbox. For some accommodations you will receive a pop-up message to confirm.



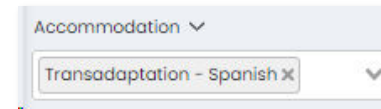
6. Scroll down and click **Save**
7. Click **Back to Users**

## Confirm Counts or Export a List of Students

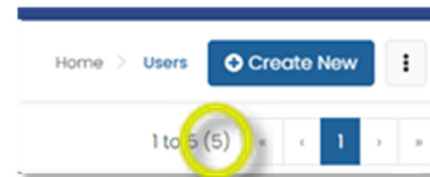
To confirm that accommodations are assigned correctly, users with access to the Rostering section of ADAM can filter on all students who have a specific accommodation. If you know how many students need a Spanish test, for example, you can use this feature to confirm the number matches in ADAM.

*To search by accommodation:*

1. Navigate to **Rostering > Users**
2. Select an Accommodation



3. This number indicates how many matching students appear in the list



4. You can export the list of users meeting the filter criteria

