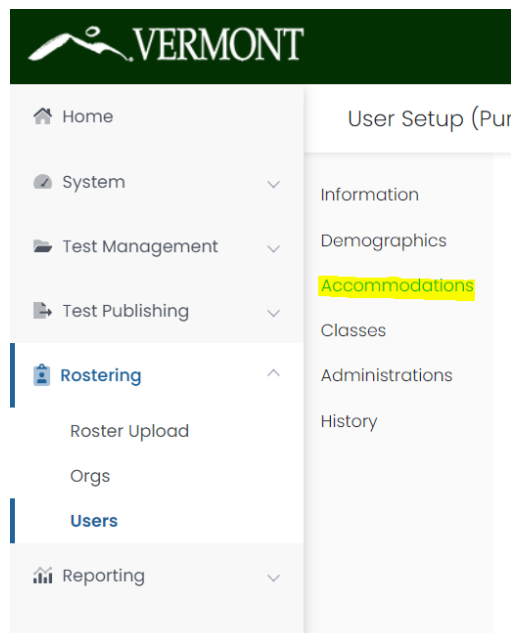


Identification of paper testers

Option 1: Individual Student Selection

1. Log into ADAM.
2. Select “Rostering” from the menu on the left-hand side of your screen.
3. Next, select the “Users”.
4. Find the student you would like to order paper materials for.
5. To the right of that student’s name, select the pencil/paper icon to edit the student’s record.
6. Under User Setup, select “Accommodations”.



7. Scroll down until you see the Large Print and Paper accommodations. Select the one that is appropriate.

Large Print
If checked the student will receive Large Print assessment delivery

Paper
If checked the student will receive Paper assessment delivery

8. Click on the blue “Save” button at the bottom of the screen - **DON’T FORGET THIS STEP!** *Otherwise, the information will not be updated.*

IMPORTANT: Although the district upload/current window is open until 4/12/2023, we are encouraging **this process to be complete by 5:00 PM on Wednesday 3/8/2023** in order to ensure on time delivery of materials. If you miss this window paper materials can be ordered during the additional materials window by calling the Vermont Service Desk at 1-800-215-8975. That window to order materials is from 3/29/2023 – 5/25/2023.

Option 2: Bulk Upload Pre-ID file

- Please refer to Updating Accommodations Student Upload video on the [Help and Support site](#) for instructions.

IMPORTANT: Although the district upload/current window is open until 4/12/2023, we are encouraging **this process to be complete by 5:00 PM on Wednesday 3/8/2023** in order to ensure on time delivery of materials. If you miss this window paper materials can be ordered during the additional materials window by calling the Vermont Service Desk at 1-800-215-8975. That window to order materials is from 3/29/2023 – 5/25/2023.

What happens if I cannot complete this process by March 8?

If you miss this window paper materials can be ordered during the additional materials window by calling the Vermont Service Desk at 1-800-215-8975. That window to order materials is from 3/29/2023 – 5/25/2023.