

Adding and Editing Student Accommodations

Once students are enrolled in ADAM, accommodations can be added to the student profile using the Student Accommodations Upload or manually within the student profile. This document outlines both processes for adding and editing accommodations. For additional information on available accommodations, review the *Accessibility and Accommodations Guidelines* manual available on the [Vermont Help & Support website](#).

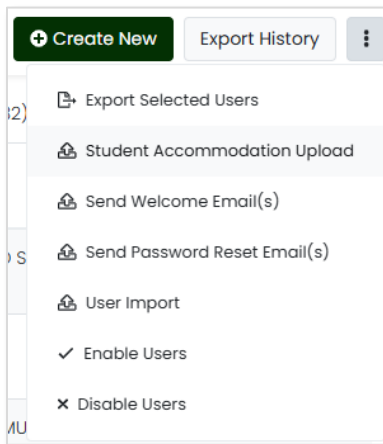
Uploading Student Accommodations

1. Download the student accommodation upload template.

- a. In ADAM, use the navigation bar on the left-hand side to navigate to Rostering > Users.



- b. On the User Config page, select all students you would like to add accommodations for.
- c. Click the ellipsis in the upper right and select Student Accommodation Upload from the drop-down menu.

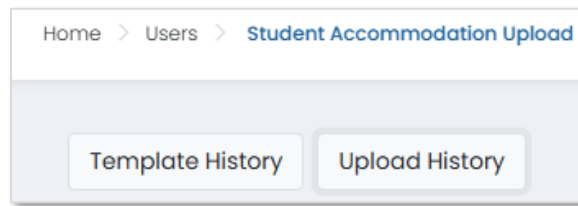


- d. This will bring you to the Student Accommodation Upload page. This page includes detailed instructions on how to complete the upload, including the available values for each accommodation. Click the Click to create template button.

Click to create template

When your template has been created it can be downloaded from the Template History Button at the top of the page. The template is named using the format Template_<<uuid>>.csv (e.g., Template_9f7a5376-3f32-4ff6-92bf-f0351565c38c.csv)

- e. Click the Template History button in the upper right to access the downloaded template.



Click the download icon next to the first record to download the most recent template.



2. Complete the student accommodation template with the appropriate accommodations for your students and save a copy.

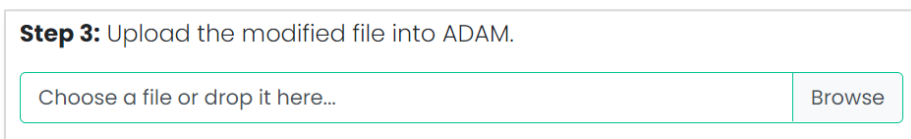
- a. Open the downloaded template in Excel, Sheets, or Numbers. This file should include all the students you selected in the previous step, along with their information and current accommodation settings.
 - i. **IMPORTANT:** There will be one row for each possible accommodation profile. The row used to enter the data is dependent on the student’s assigned tests.

| | A | B | C | D | E | F | G | H | I | J |
|---|-----------|-----------|------------|------------|-----------|------------|--------|-------------|--------------|------------|
| 1 | sourcedId | orgName | identifier | familyName | givenName | middleName | grades | profileName | 100s | Num Abacus |
| 2 | 0 | Cognia De | 0 | Student | Demo | | | 2 | MATH/SCIENCE | |
| 3 | 0 | Cognia De | 0 | Student | Demo | | | 2 | ELA | |
| 4 | ed17ef7a- | Cognia De | 1234567 | Upload | Test | | | 4 | MATH/SCIENCE | |
| 5 | ed17ef7a- | Cognia De | 1234567 | Upload | Test | | | 4 | ELA | |
| 6 | | | | | | | | | | |

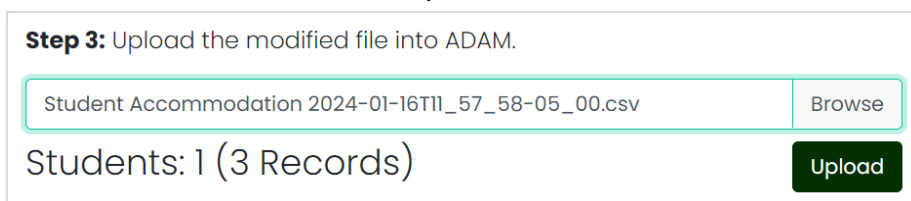
- ii. Accommodations used in mathematics and science should be indicated in the row for MATH/SCIENCE.
 - iii. Accommodations used in English language arts should be indicated in the row for ELA.
- b. Add a 1 to the column for any accommodation that should be applied to that student’s profile.
 - i. **Note:** Speech to Text should be indicated in the Enable Extensions column of the accommodations upload.
- c. Save a copy of the accommodations upload file to your computer as a .csv.

3. Upload the new accommodations file to ADAM.

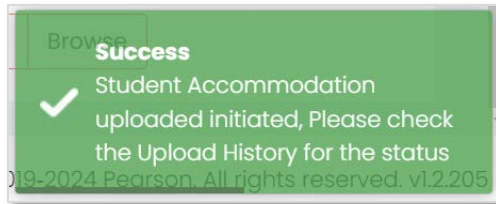
- a. On the Student Accommodation Upload page, navigate to Step 3 at the bottom of the screen.
- b. Click Browse to select the updated file you saved on your computer.



- c. Once the file has been added, click Upload.



- d. If your upload was successful, you will see a Success pop up in the bottom right.



If your upload was unsuccessful, an error message will display. Click Download CSV with Errors to see what errors occurred and proceed to Step 4.

Step 3: Upload the modified file into ADAM.

Validation Criteria

Template_29de0d67-b26e-4ae7-991f-2be821990667.csv [Browse](#)

Validation Error: [Download CSV with Errors](#)

Students: 1 (4 Records) [Upload](#)

4. If needed, correct any errors and reupload.

- a. Download the error file and make any necessary edits. When saving a new copy of your accommodations upload file, be sure to remove the Error column.
- b. Repeat Step 3 to upload the corrected file.

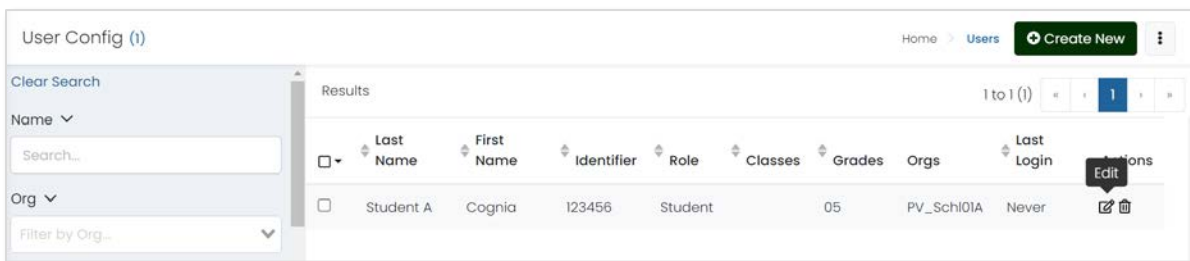
Adding/Editing Student Accommodations Manually

1. Navigate to the accommodations page within the student profile.

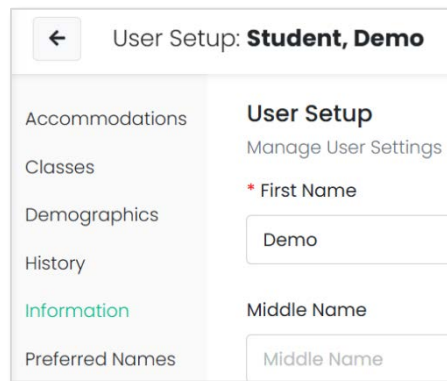
- a. In ADAM, use the navigation bar on the left-hand side to navigate to Rostering > Users.



- b. On the User Config screen, locate the student in the Users list, and click the edit icon on the right-hand side of the screen.

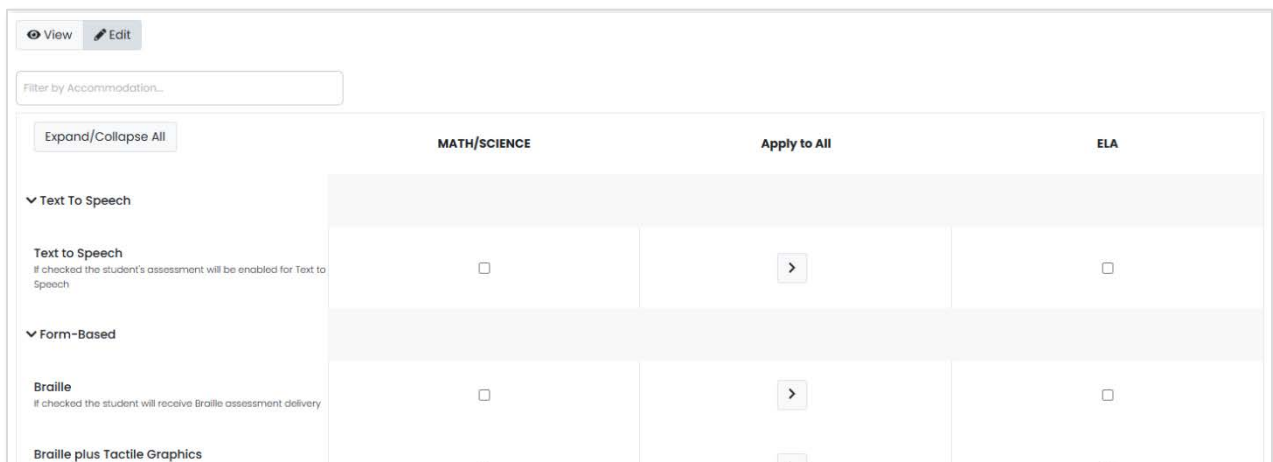


- c. This will bring you to the User Setup page. Select Accommodations from the menu on the left.



2. Update the student accommodations.

- a. On the Accommodations tab of the student profile, there are three columns – MATH/SCIENCE, Apply to All, and ELA.



- b. Complete the form by selecting the checkbox next to the appropriate accommodations for the student. The column you will use depends on the student's assigned tests.
 - i. Accommodations used on the mathematics and science assessments will be indicated in the MATH/SCIENCE column.
 - ii. Accommodations used on the ELA assessments will be indicated in the ELA column.
 - iii. If the student requires the accommodation in all content areas, you can indicate this in the MATH/SCIENCE column, then click the Apply to All button to copy over to ELA.
- c. Once you have selected all accommodations for that student, click Save in the bottom right-hand corner.



Accommodations and Designated Supports

This section outlines whether an accommodation in ADAM is considered an accommodation or designated support for the VTCAP. Additional information about these accommodations can be found in the *Accessibility and Accommodations Guidelines* manual on the [Vermont Help & Support website](#).

Embedded Accommodations

- American Sign Language (ASL)
- Closed captioning
- Color contrast
- Screen Reader
- Speech-to-Text (ELA and Science; mark as Enable Extensions)
- Text to Speech (ELA)

Non-embedded Accommodations

- 100's number table
- Abacus
- Alternate response options
- Handheld calculator (talking or braille)
- Multiplication table
- Print-based forms (standard print, large print, braille)
- Read aloud/human reader
- Scribe
- Speech-to-Text (Math)

Embedded Designated Supports

- Text to Speech (Math and Science)
- Translations (Math and Science)

Non-embedded Designated Supports

- Amplification
- Bilingual dictionary (Math, Science, Writing)
- Color overlays
- Magnification
- Medical device
- Noise buffer
- Separate setting
- Simplified test directions