

Introduction to: Special Services Logs



Special Services Logs

- Overview
- Special Services Base Data Setup
- Admin Special Services Log
- Registration SDI by Student
- SDI by Student
- Special Services Log by Course
- Special Services Log by Student
- Special Services Log Reports



Special Services Logs

Overview

The Special Services Log paid add-on functionality allows users to track all interactions and/or interventions for all students. The Special Services team can select specially designed instructions (SDI's) from a student's IEP and allow teachers to easily take note of any SDI's a student may have. The Special Services Log functionality cannot be used until the required Special Services Base Data has been setup in ClassMate.



Special Services Logs

Special Services Base Data Setup

The purpose of this one-time setup step is to enter various codes, pre-defined comments, and SDI's in the ClassMate system. This allows Special Services teachers and aides to create intervention logs.

Double Click **Modules** > Double click **Special Population Options** > Click **Special Services Base Data**

For detailed instruction setting up the base data in this module please refer to the Introduction to Special Services Base Data Guide available on our website at: <http://www.classmate.net>



Special Services Logs

- Admin Special Services Log
 - Module Overview
 - Viewing Students
 - Assign Specially Designed Instruction (SDI's) to students
 - Creating Interventions (Logs)
 - Viewing Interventions (Logs)
 - Deleting an Intervention (Log)
 - Assign Intervention (Log) to multiple students



Special Services Logs

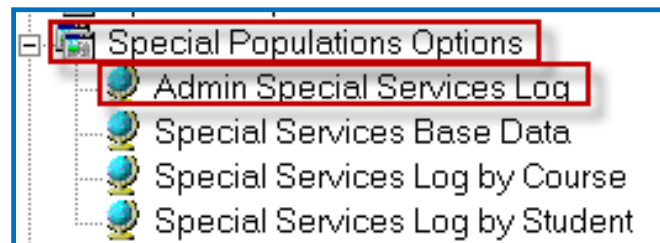
Admin Special Services Log

This module allows administrators to view student demographics, Marking Period grades, Enrollment history and Special Services history. Administrators can also add/view interventions (logs), as well as mark SDI's a student may have. Using this module administrators can also assign an individual action and comment to multiple students at once using the Multiple Student Assignment feature.

Administrators must assign SDI's to students before the SDI's can be seen by the Special Services Staff in the Special Services Log by Course or by Student modules and before the SDI's can be seen by instructors in the Student Contacts / SDI module.

Getting Started:

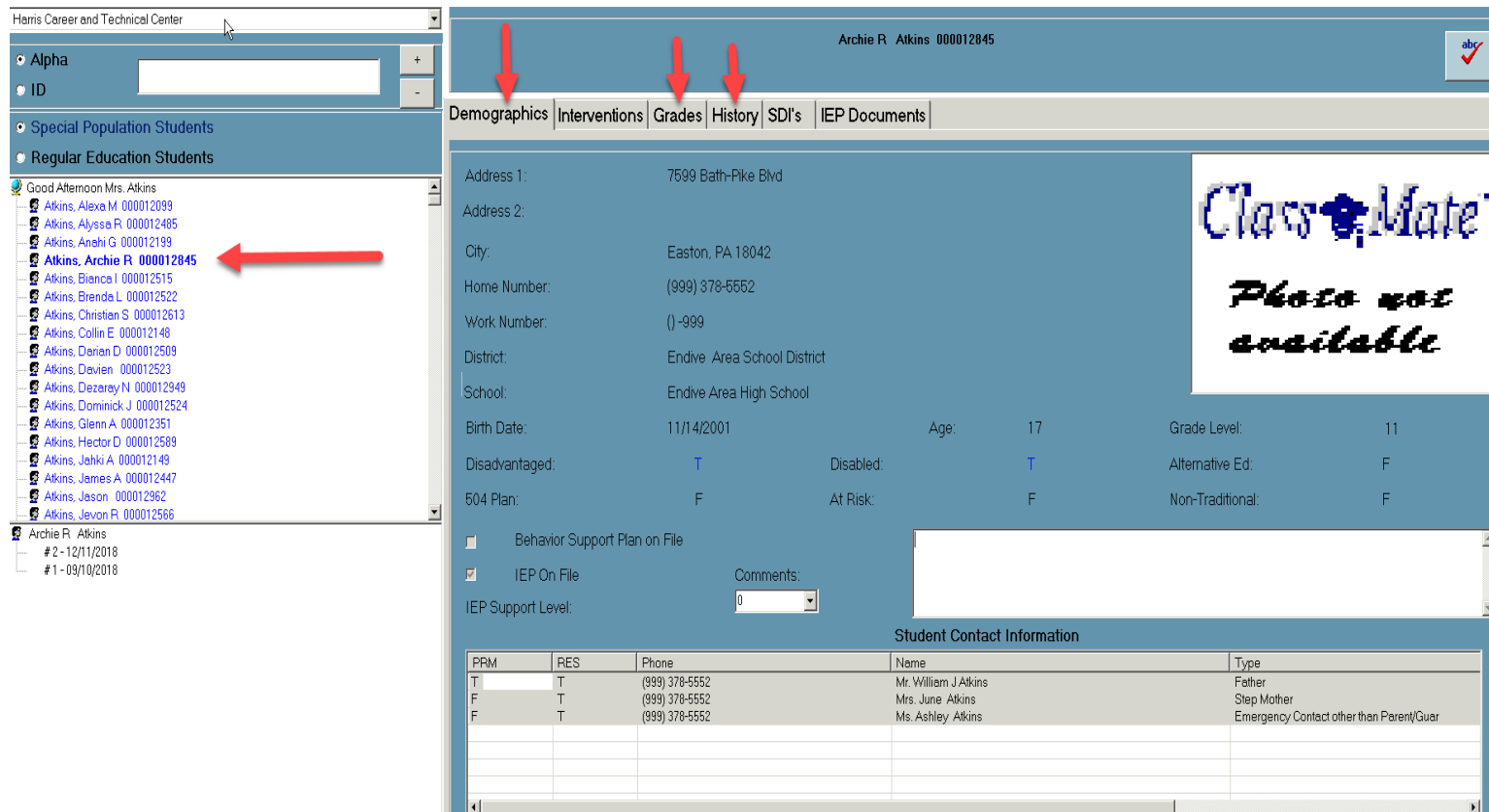
Double Click **Modules** > Double click **Special Population Options** > Click **Admin Special Services Logs**



Special Services Log

Module Overview

Using the Admin Special Services Log module administrators have access to view all Special Population Students and all Regular Education Students. To select a student, choose the student's name on the left. To view Demographics, Grades, or History, select the corresponding tab.



Harris Career and Technical Center

Alpha [] +
ID [] -

Special Population Students
Regular Education Students

Good Afternoon Mrs. Atkins

- Atkins, Alexa M 000012099
- Atkins, Alyssa R 000012405
- Atkins, Anahi G 000012199
- Atkins, Archie R 000012845**
- Atkins, Bianca I 000012515
- Atkins, Brenda L 000012522
- Atkins, Christian S 000012613
- Atkins, Collin E 000012148
- Atkins, Derian D 000012509
- Atkins, Davien 000012523
- Atkins, Dezarey N 000012949
- Atkins, Dominick J 000012524
- Atkins, Glenn A 000012351
- Atkins, Hector D 000012509
- Atkins, Jahki A 000012149
- Atkins, James A 000012447
- Atkins, Jason 000012962
- Atkins, Levon R 000012566

Archie R. Atkins
2 - 12/11/2018
1 - 09/10/2018

Archie R. Atkins 000012845

Demographics | Interventions | Grades | History | SDI's | IEP Documents

Address 1: 7599 Bath-Pike Blvd
Address 2:
City: Easton, PA 18042
Home Number: (999) 378-5552
Work Number: () -999
District: Endive Area School District
School: Endive Area High School
Birth Date: 11/14/2001 Age: 17 Grade Level: 11
Disadvantaged: T Disabled: T Alternative Ed: F
504 Plan: F At Risk: F Non-Traditional: F

ClassMater
Photo not available

Behavior Support Plan on File
 IEP On File
IEP Support Level: 0

Student Contact Information

PRM	RES	Phone	Name	Type
T	T	(999) 378-5552	Mr. William J Atkins	Father
F	T	(999) 378-5552	Mrs. June Atkins	Step Mother
F	T	(999) 378-5552	Ms. Ashley Atkins	Emergency Contact other than Parent/Guar



Special Services Log


Module Overview

The Demographics tab will provide details about the student such as the students photo, address, phone number, district/school, age, birthdate, grade level, special population information, and parent/guardian contact information.

Alexander P Akian 000003412 abc ✓

Demographics | Interventions | Grades | History | SDI's

Address 1: 1200 Harbor Boulevard
 Address 2:
 City: Oswego, NY 13126
 Home Number: (999) 342-3359
 Work Number: ()-999
 District: Oswego City School District
 School: Oswego High School


Photo not available

Birth Date: 01/30/1996 Age: 16 Grade Level: 11
 Disadvantaged: T Disabled: F Alternative Ed: F
 504 Plan: F At Risk: F Non-Traditional: F

Behavior Support Plan on File
 IEP On File Comments:
 IEP Support Level:

Student Contact Information

PRM	RES	Phone	Name	Type
F	T	(999) 342-3359	Ms. Jennifer L Frank	Mother
F	T	(999) 342-3359	Mr. Anthony P Akian	Father
F	F	()-999	Mrs. Marcy J Cooper	** Emergency Contact other

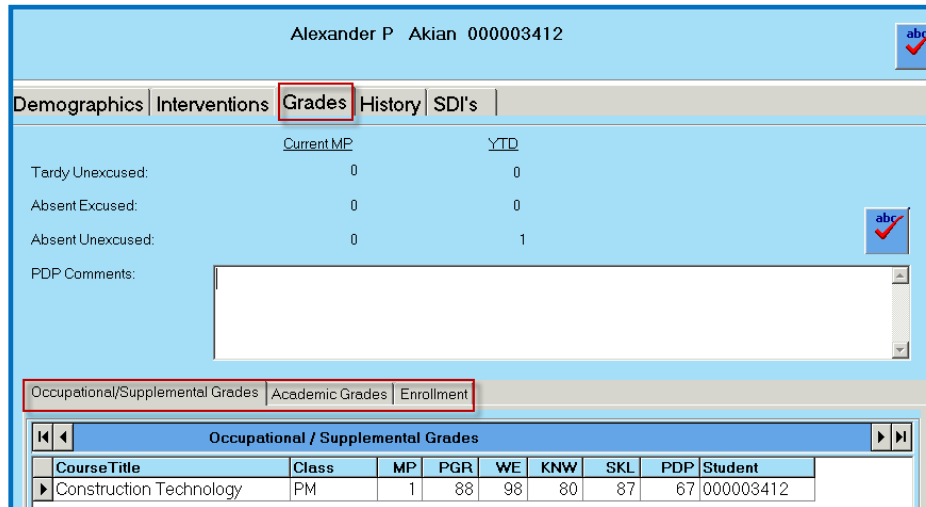


Special Services Log

Module Overview

The Grades tab will provide information about the students attendance both for the current MP and year to date. To view grades click on the Occupational/Supplemental tab to see the students grades for their Occupational (CTE) & Supplemental classes. To see Academic classes click on the Academic Grade tab. In order for grade information to appear the marking period must be closed. For example if you look at the Grades tab during Marking Period 2 you will see grade information for Marking Period 1 only, then once Marking Period 2 is closed the Marking Period 2 grades will appear. The Enrollment tab will show the courses and classes the student is in with start & end dates.

The PDP comment box on the Grades tab is an optional field. Your site can determine what information the Special Services Staff is to enter into this comment box. Sites that offer Professional Development curriculum utilize this field to have the Special Services Staff enter comments in related to this curriculum.




CourseTitle	Class	MP	PGR	WE	KNW	SKL	PDP	Student
Construction Technology	PM	1	88	98	80	87	67	000003412



Special Services Log

Module Overview

The History tab will display a list of all interventions (logs) created for the student.

Alisa Akian 000003043 			
Demographics Interventions Grades History SDI's			
#	Date	Action	Comments
19	11/14/2012	M	Alisa was working on the sanitation part in the kitchen. She was preparing
18	11/13/2012	SA	CSQ = Staff Development Day
17	11/09/2012	M	Alisa was in the computer lab working on a research project for Culinary. S
16	11/08/2012	CO	Reviewed Alisa's 1st quarter grade = 78 Congratulated her on a job well
15	11/07/2012	T	Alisa reviewed/completed the Chapter 6 Culinary Test
14	11/05/2012	T	Alisa completed defining vocabulary words and a test review for Chapter 1
13	11/02/2012	M	Checked on Alisa to see how she was doing with her packet on stocks.sc
12	11/01/2012	M	Checked on Alisa in her Culinary class. She is working in a group on a sa
11	10/30/2012	T	Administered test modifications for ServSaf Chapters 1 & 2
10	10/30/2012	T	Alisa used her testing accommodations for a serve-safe test in her culina
9	10/29/2012	T	Alisa completed a science test review.
8	10/16/2012	T	The student took a 40 question multiple choice test on food safety.
7	10/11/2012	CT	I met with, discussed and reviewed the student's IEP with the CTE scienc
6	10/06/2012	PM	I provided the CTE teacher with an outline of things to consider before m
5	10/05/2012	CT	I assisted the teacher in completing a CSE referral form for the student to
4	10/02/2012	SA	Alisa was given a task of locating nutmeg and measuring it out into a bow
3	09/19/2012	T	The student took a 40 question multiple choice test on food safety.
2	09/17/2012	CO	I meant with Alisa today to introduce myself and to let Alisa know I would
1	09/14/2012	CT	I met with, discussed and reviewed the student's IEP with the CTE teach

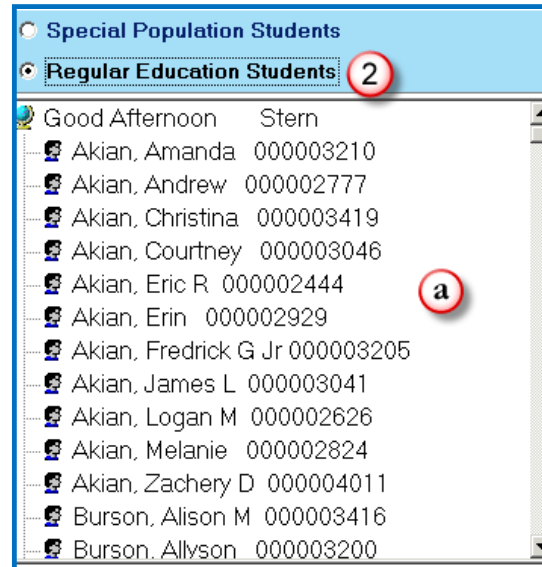
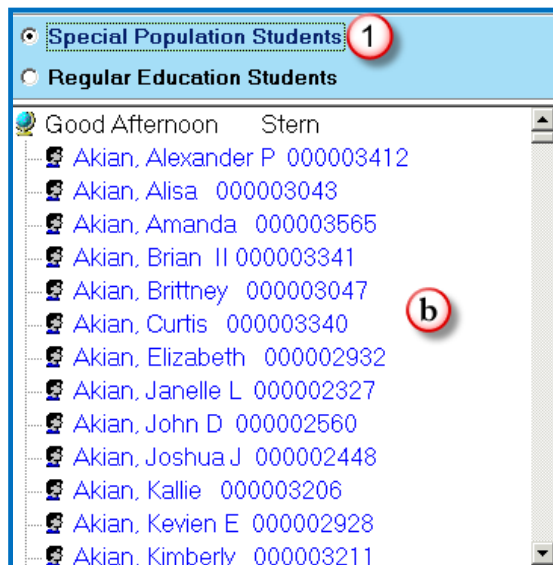


Special Services Log

Viewing Students

The Admin Special Services Log module provides administrators the ability to switch views and see only Special Population Students or see only Regular Education Students.

1. To view Special Population Students click the Special Population Students button
 - a) By default when the modules opens it will default to the Special Population Students
 - b) When clicked on Special Population Students the student names will appear in **Blue**
2. To view Regular Education Students click the Regular Education Students button
 - a) When clicked on Regular Education Students the student names will appear in **Black**



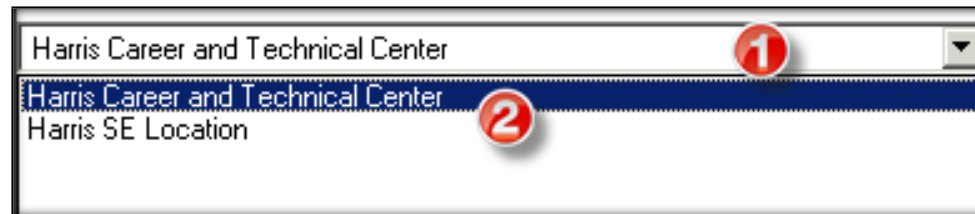
Special Services Log

Viewing Students

The Admin Special Services Log module provides administrators the ability to switch between locations to see students who attend other locations. The module will open to the administrators default location but the administrator can select other locations in this module to work with students as necessary.

To select a different location

1. Click the drop down arrow next to the location – this will display a list of locations
2. Click on the location whose students you want to view



Special Services Log

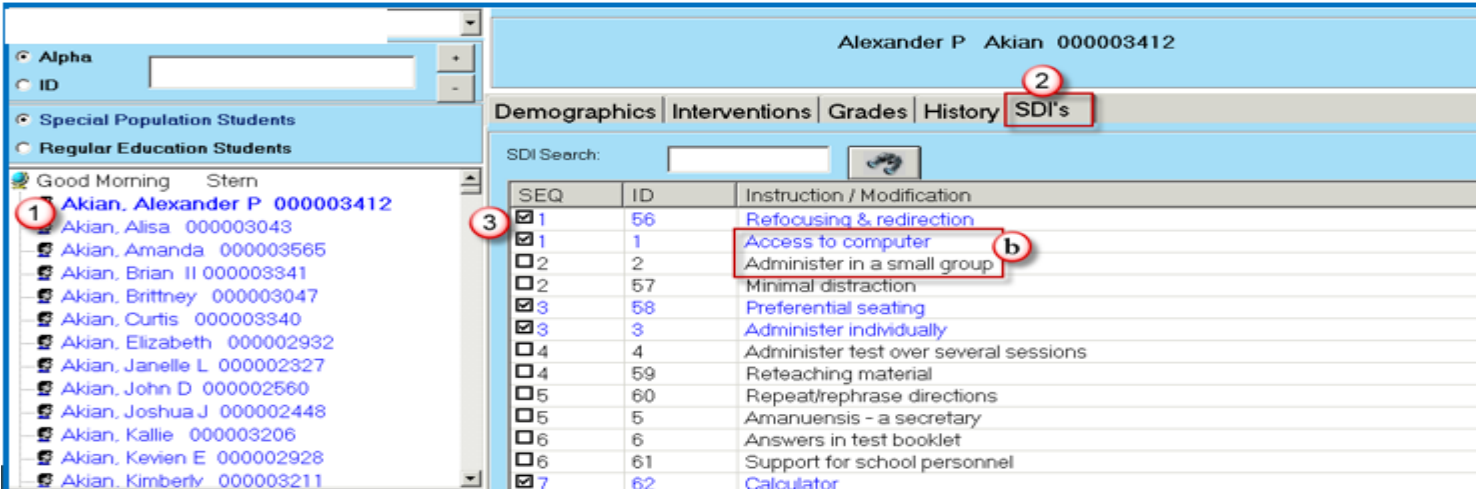
Assigning Specially Designed Instruction (SDI's)

1. Click on a Student Name
2. Click the SDI's tab
3. Click in the check box(es) for each SDI that the student should be assigned
 - a) SDI information should be obtained from the Student's IEP.
 - b) Once a SDI is selected the SDI will turn from **Black** font to a **Blue** font

Notes:

SDI's appear in order by SEQ (Sequence number) this number was entered in the Special Services Base Data module.

Administrators must assign SDI's to students before the SDI's can be seen in the Special Services Log by Course or by Student modules and in the Student Contacts / SDI module (Teacher Module).



The screenshot shows the 'SDI's' tab for student Alexander P. Akian (ID: 000003412). The interface includes a left-hand navigation pane with 'Special Population Students' selected, and a main area with a table of SDI's. Red callouts 1, 2, 3, and 'a' and 'b' highlight specific elements: 1 points to the student name, 2 to the 'SDI's' tab, 3 to a check box, 'a' to the 'Access to computer' instruction, and 'b' to the blue font of the selected instruction.

SEQ	ID	Instruction / Modification
<input checked="" type="checkbox"/>	1	Refocusing & redirection
<input checked="" type="checkbox"/>	1	Access to computer
<input type="checkbox"/>	2	Administer in a small group
<input type="checkbox"/>	2	Minimal distraction
<input checked="" type="checkbox"/>	3	Preferential seating
<input checked="" type="checkbox"/>	3	Administer individually
<input type="checkbox"/>	4	Administer test over several sessions
<input type="checkbox"/>	4	Reteaching material
<input type="checkbox"/>	5	Repeat/rephrase directions
<input type="checkbox"/>	5	Amanuensis - a secretary
<input type="checkbox"/>	6	Answers in test booklet
<input type="checkbox"/>	6	Support for school personnel
<input checked="" type="checkbox"/>	7	Calculator

Special Services Log

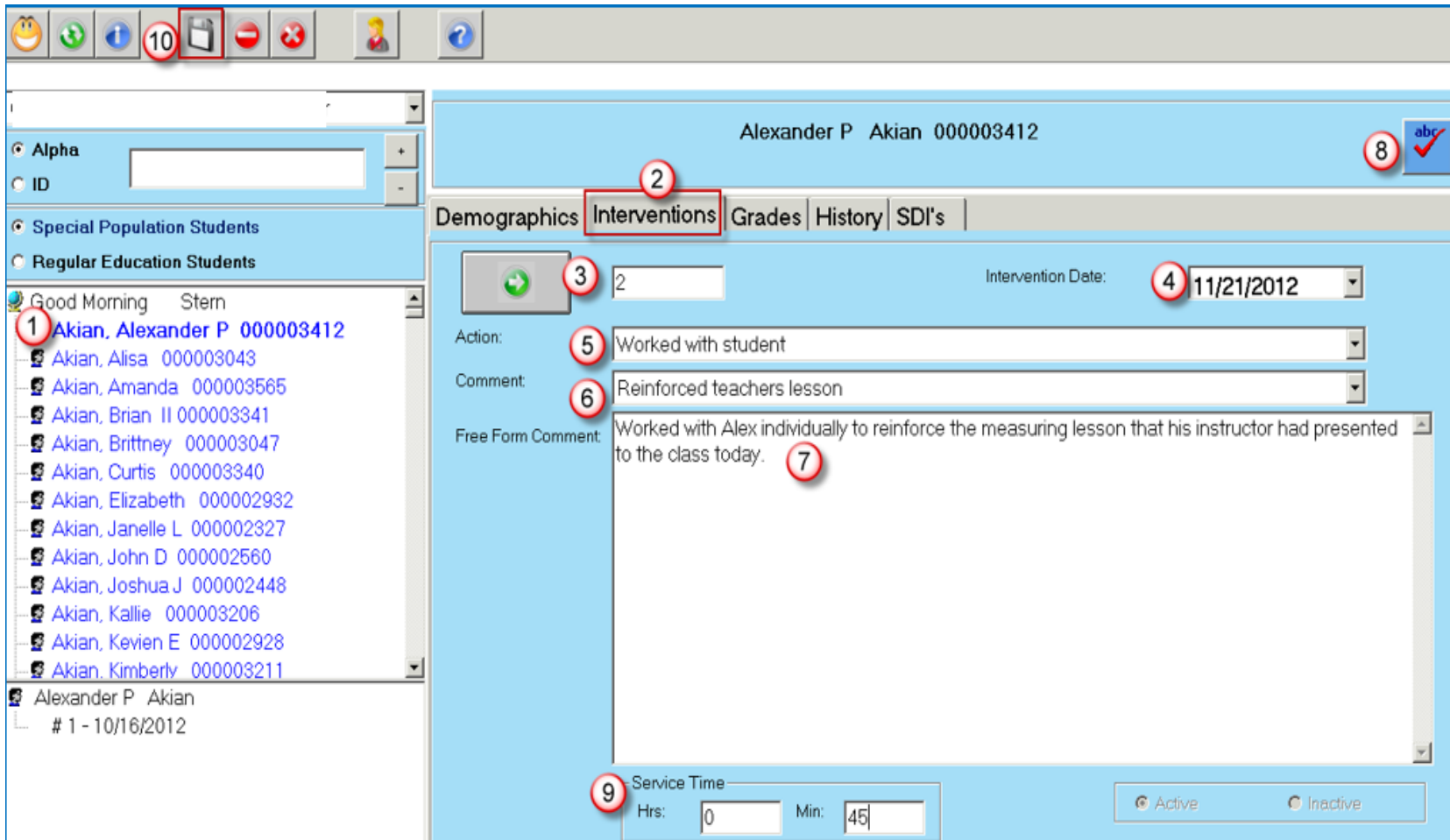
Creating Interventions (Logs)

1. Click on a Student Name
2. Click the Interventions tab
3. Click **Green** Next Number Button to add new intervention
4. Select Intervention Date (defaults to current date) – If entering an intervention for a previous date select the date
5. Select Action from drop-down box – this is populated from the Action Codes entered in the Special Services Base Data module.
6. Select Comment from drop-down box – this is populated from the Pre-defined Comments entered in the Special Services Base Data module.
7. Type in a Free Form Comment in needed – character limitation is 998 characters
8. Click the ABC button to check spelling for the free form comment
9. Enter Service Time Hrs (Hours) & Min (Minutes) – if applicable, this field is not required by ClassMate but might be a requirement by your sites Special Services Administrator.
10. Click Save



Special Services Log

Creating Interventions (Logs)



The screenshot displays the 'Special Services Log' software interface. The main window shows the 'Interventions' tab for student Alexander P Akian (ID: 00003412). The interface includes a toolbar at the top with various icons, a student list on the left, and a form for creating an intervention. The form fields are numbered 1 through 9:

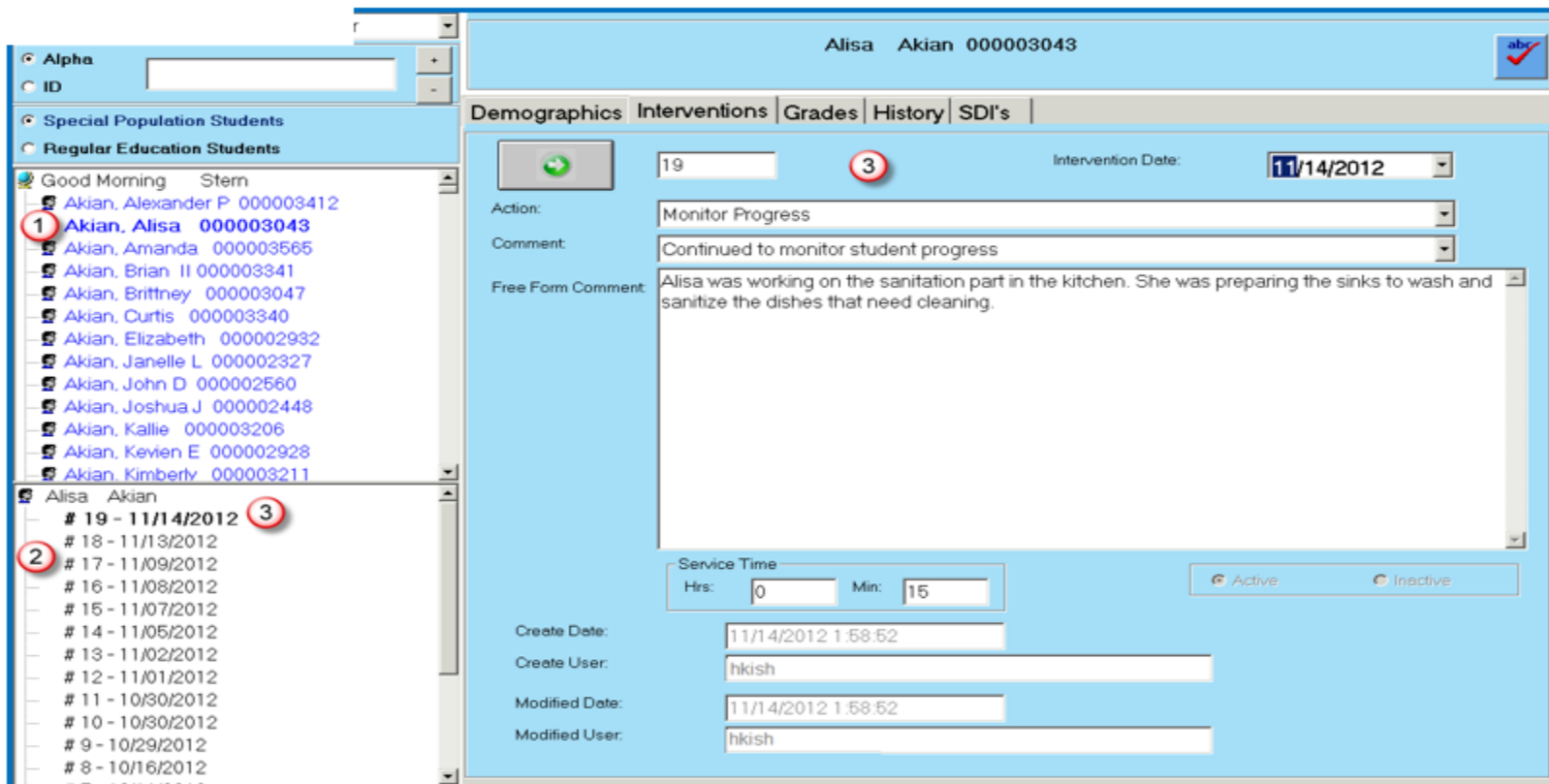
- 1: Student selection (Akian, Alexander P 00003412)
- 2: Intervention ID (2)
- 3: Add button (green arrow)
- 4: Intervention Date (11/21/2012)
- 5: Action (Worked with student)
- 6: Comment (Reinforced teachers lesson)
- 7: Free Form Comment (Worked with Alex individually to reinforce the measuring lesson that his instructor had presented to the class today.)
- 8: Save button (abc)
- 9: Service Time (Hrs: 0, Min: 45)

Additional icons on the right side of the screen include a graduation cap, a fork and spoon, a grid of four squares, and an open book.

Special Services Log

Viewing Interventions (Logs)

1. Click on a Student Name
2. A list of interventions will show on the left
3. Click on the intervention to view and the information will be displayed on the right under the Interventions tab.



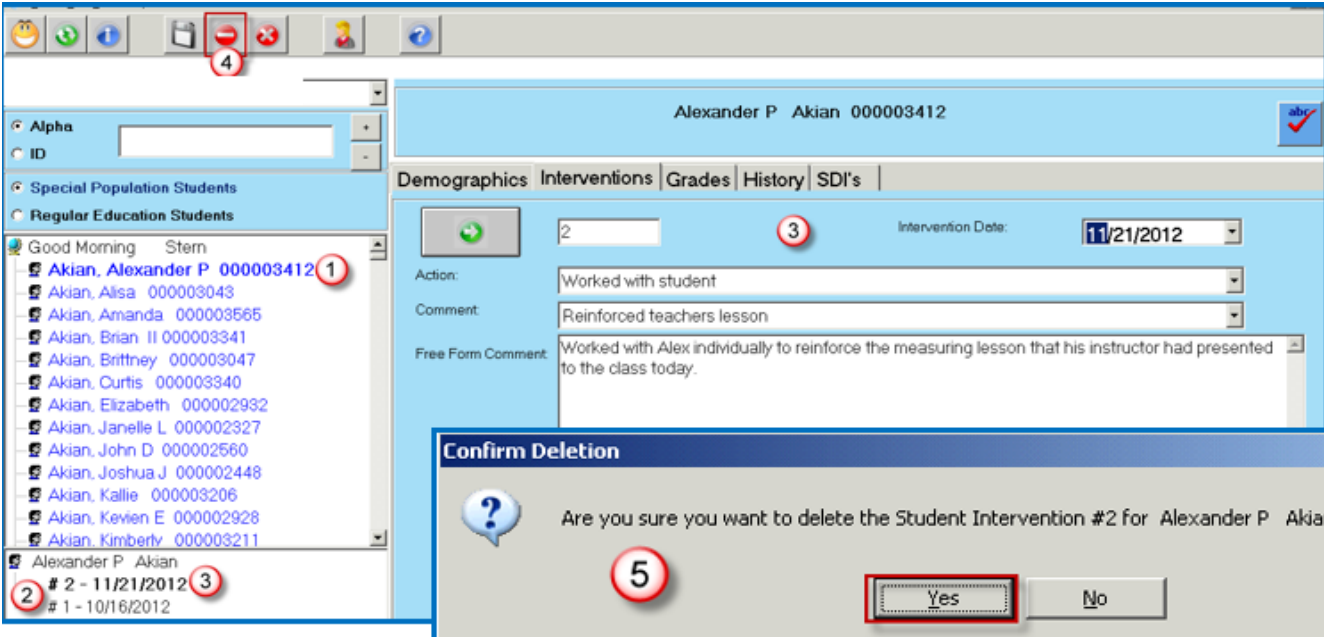
The screenshot displays the Harris School Solutions Special Services Log interface. The main window shows the profile for Alisa Akian (ID: 000003043) with tabs for Demographics, Interventions, Grades, History, and SDI's. The Interventions tab is active, showing a list of interventions on the left and a detailed view of an intervention on the right. The intervention details include: Action: Monitor Progress, Comment: Continued to monitor student progress, Free Form Comment: Alisa was working on the sanitation part in the kitchen. She was preparing the sinks to wash and sanitize the dishes that need cleaning., Service Time: 0 Hrs, 15 Min, and a status of Active. The intervention date is 11/14/2012. The left sidebar shows a list of students, with Alisa Akian selected. The intervention list on the left shows a list of dates, with 11/14/2012 selected.



Special Services Log

Deleting an Intervention (Log)

1. Click on a Student Name
2. A list of interventions will show on the left
3. Click on the intervention you want to delete and the information will be displayed on the right under the Interventions tab.
4. Click the Delete Icon
5. You will be prompted with a confirmation message requiring you to click Yes or No. Click Yes only IF you are sure you want to delete the intervention.



The screenshot displays the Harris School Solutions Special Services Log interface. On the left, a list of students is shown under the 'Regular Education Students' category. The student 'Alexander P Akian 000003412' is selected, indicated by a red circle with the number 1. The main area shows the 'Interventions' tab for this student. A list of interventions is displayed on the left, with the second intervention, '# 2 - 11/21/2012', selected, indicated by a red circle with the number 2. The details for this intervention are shown on the right, including the date '11/21/2012' (indicated by a red circle with the number 3), the action 'Worked with student', and the comment 'Reinforced teachers lesson'. A red box highlights the delete icon (a red circle with a white minus sign) in the top toolbar, with a red circle and the number 4 next to it. A 'Confirm Deletion' dialog box is open in the foreground, asking 'Are you sure you want to delete the Student Intervention #2 for Alexander P Akian 000003412 on 11/21/2012'. The 'Yes' button is highlighted with a red box, and a red circle with the number 5 is next to it. The 'No' button is also visible.



Special Services Log

Assign Intervention (Log) to Multiple Students

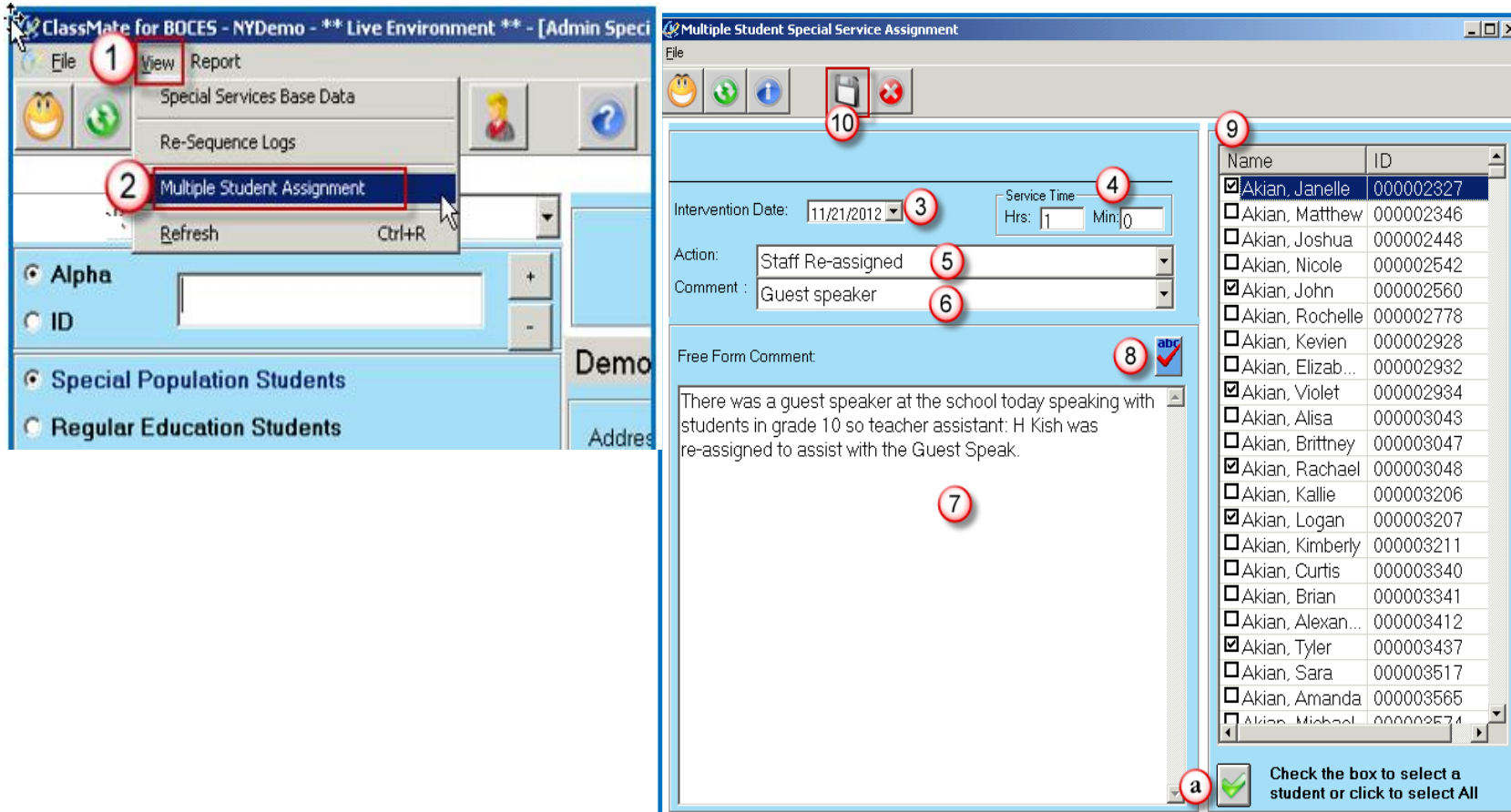
1. Click on View
2. Click on Multiple Student Assignment
3. Select the Intervention Date – will default to today’s date
4. Enter in the Service Time Hrs (Hours) & Min (Minutes) – if applicable, this field is not required by ClassMate but might be a requirement by your sites Special Services Administrator.
5. Select an Action – only Actions that were flagged as Allow Action Assignment in the Special Services Base Data module will appear in the list.
6. Select a Comment – only Comments that were flagged as Allow Comment Assignment in the Special Services Base Data module will appear in the list.
7. Enter a Free-Form Comment
8. Use the ABC button to spell check the free form comment
9. Click in the check box(es) to select the student(s) that are to receive the intervention (Log)
 - a) If the Intervention applies to all students click the Green check mark button
10. Click Save

Note: The Multiple Student Assignment option will only appear if the Multiple Student IEP Assignment option in ClassMate Custom Control is set to True at your school.



Special Services Log

Assign Intervention (Log) to Multiple Students



1 File View Report

Special Services Base Data

Re-Sequence Logs

2 Multiple Student Assignment

Refresh Ctrl+R

Alpha

ID

Special Population Students

Regular Education Students

10 Save icon

Intervention Date: **3** 11/21/2012

Service Time **4** Hrs: 1 Min: 0

Action: **5** Staff Re-assigned

Comment: **6** Guest speaker

Free Form Comment: **8**

7 There was a guest speaker at the school today speaking with students in grade 10 so teacher assistant: H Kish was re-assigned to assist with the Guest Speak.

9

Name	ID
<input checked="" type="checkbox"/> Akian, Janelle	000002327
<input type="checkbox"/> Akian, Matthew	000002346
<input type="checkbox"/> Akian, Joshua	000002448
<input type="checkbox"/> Akian, Nicole	000002542
<input checked="" type="checkbox"/> Akian, John	000002560
<input type="checkbox"/> Akian, Rochelle	000002778
<input type="checkbox"/> Akian, Kevien	000002928
<input type="checkbox"/> Akian, Elizab...	000002932
<input checked="" type="checkbox"/> Akian, Violet	000002934
<input type="checkbox"/> Akian, Alisa	000003043
<input type="checkbox"/> Akian, Brittney	000003047
<input checked="" type="checkbox"/> Akian, Rachael	000003048
<input type="checkbox"/> Akian, Kallie	000003206
<input checked="" type="checkbox"/> Akian, Logan	000003207
<input type="checkbox"/> Akian, Kimberly	000003211
<input type="checkbox"/> Akian, Curtis	000003340
<input type="checkbox"/> Akian, Brian	000003341
<input type="checkbox"/> Akian, Alexan...	000003412
<input checked="" type="checkbox"/> Akian, Tyler	000003437
<input type="checkbox"/> Akian, Sara	000003517
<input type="checkbox"/> Akian, Amanda	000003565
<input type="checkbox"/> Akian, Michael	000003574

a Check the box to select a student or click to select All



Registration SDI by Student

- Registration SDI by Student
 - Module Overview
 - Assigning SDI's
 - Deleting an SDI



Registration SDI by Student

Registration SDI by Student

Module Overview

This module allows Special Services Staff to assign Specially Designed Instruction (SDI)'s to **new** students. Any changes made here will be reflected in the **Admin Special Services Log** and **SDI by Student** modules after roll-over occurs.

Getting Started:

Double Click **Modules** > Double click **Special Population Options** > Click **Registration SDI by Student**



Registration SDI by Student

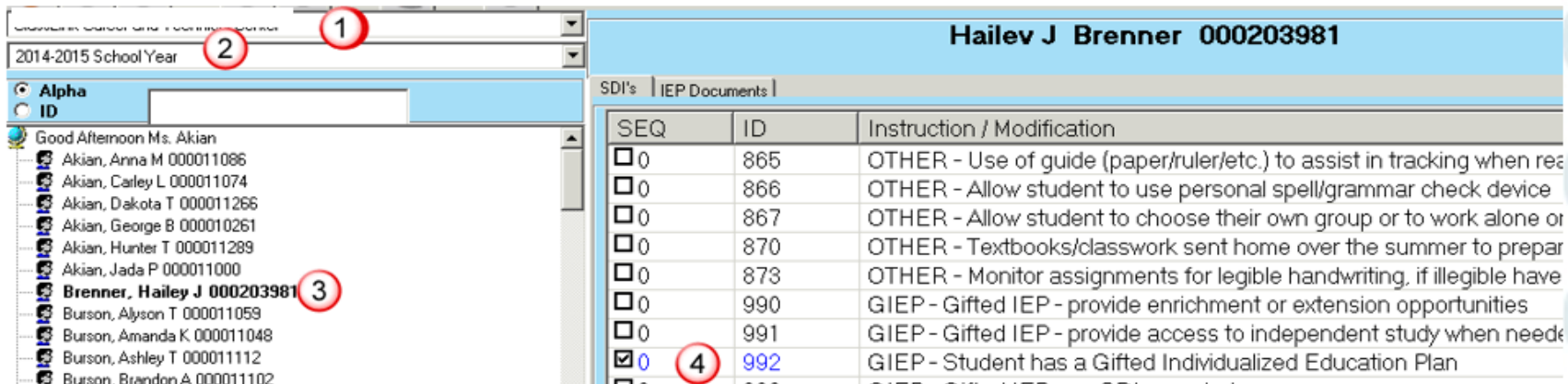
Assigning Specially Designed Instruction (SDI's)

1. Choose the location from the drop down box
2. Choose the School Year from the drop down box.
3. Click on the student's name.
4. Click in the check box(es) for each SDI that the student should be assigned
 - a) SDI information should be obtained from the Student's IEP.
 - b) Once a SDI is selected the SDI will turn from **Black** font to a **Blue** font

Notes:

SDI's appear in order by SEQ (Sequence number) this number was entered in the Special Services Base Data module.

Administrators must assign SDI's to students before the SDI's can be seen in the Special Services Log by Course or by Student modules and in the Student Contacts / SDI module (Teacher Module).



The screenshot shows a software interface for assigning SDI's. On the left, a list of students is displayed under the 'Alpha ID' filter. The student 'Brenner, Hailey J 000203981' is selected, indicated by a red circle with the number 3. The main area shows the student's name 'Hailev J Brenner 000203981' and a table of SDI's. The table has columns for SEQ, ID, and Instruction / Modification. The row with SEQ 0 and ID 992 is selected, indicated by a red circle with the number 4. The instruction for this SDI is 'GIEP - Student has a Gifted Individualized Education Plan'. Other SDI's in the table include 'OTHER - Use of guide (paper/ruler/etc.) to assist in tracking when read', 'OTHER - Allow student to use personal spell/grammar check device', 'OTHER - Allow student to choose their own group or to work alone or', 'OTHER - Textbooks/classwork sent home over the summer to prepar', 'OTHER - Monitor assignments for legible handwriting, if illegible have', 'GIEP - Gifted IEP - provide enrichment or extension opportunities', and 'GIEP - Gifted IEP - provide access to independent study when neede'. The top of the interface shows a dropdown menu for location (1) and a dropdown menu for school year (2014-2015 School Year, 2).

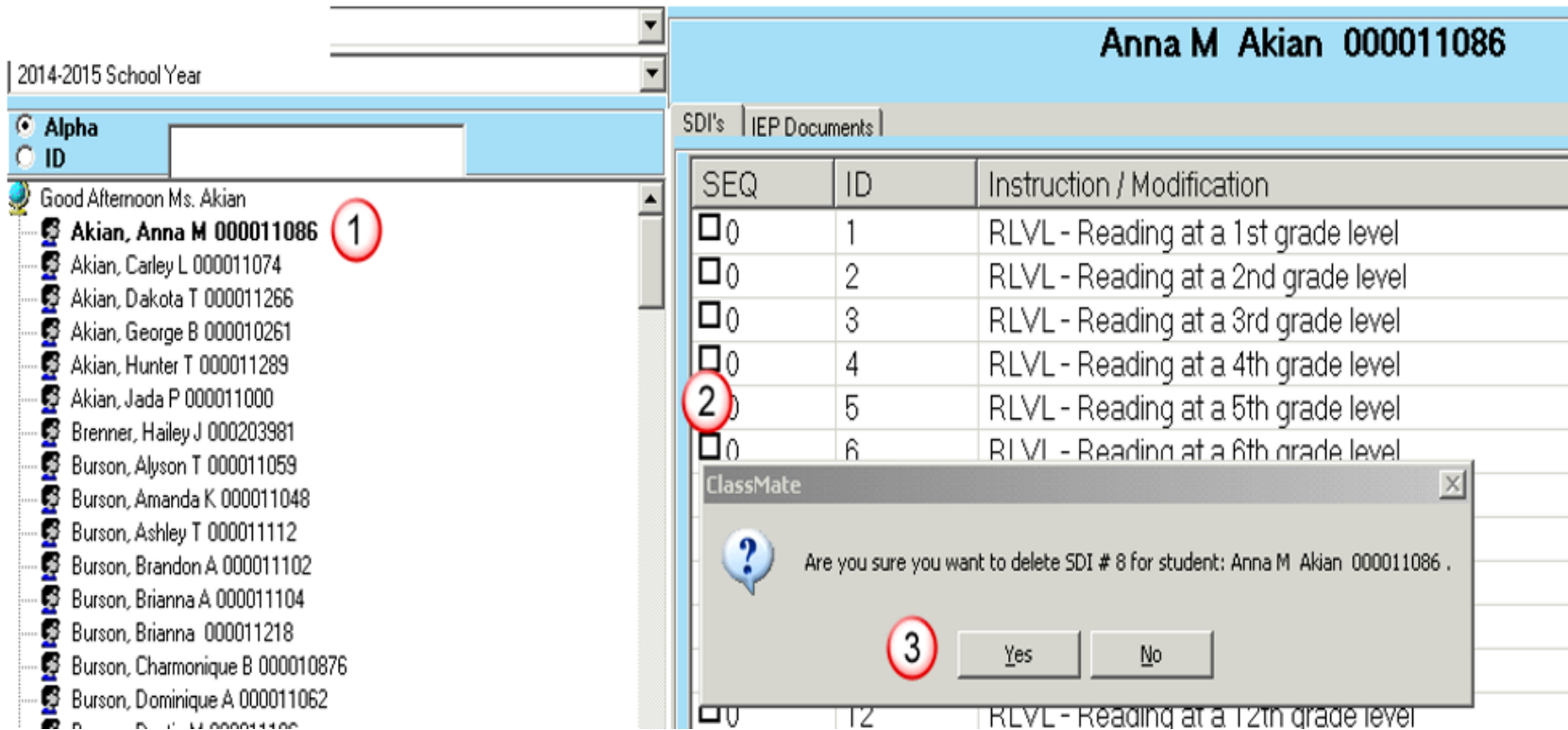
SEQ	ID	Instruction / Modification
<input type="checkbox"/>	865	OTHER - Use of guide (paper/ruler/etc.) to assist in tracking when read
<input type="checkbox"/>	866	OTHER - Allow student to use personal spell/grammar check device
<input type="checkbox"/>	867	OTHER - Allow student to choose their own group or to work alone or
<input type="checkbox"/>	870	OTHER - Textbooks/classwork sent home over the summer to prepar
<input type="checkbox"/>	873	OTHER - Monitor assignments for legible handwriting, if illegible have
<input type="checkbox"/>	990	GIEP - Gifted IEP - provide enrichment or extension opportunities
<input type="checkbox"/>	991	GIEP - Gifted IEP - provide access to independent study when neede
<input checked="" type="checkbox"/>	992	GIEP - Student has a Gifted Individualized Education Plan



Registration SDI by Student

Deleting Specially Designed Instruction (SDI's)

1. Click on a Student Name
2. Click in the check box(es) next to the SDI that needs to be deleted to remove the check mark.
3. Click on "Yes" in the message box to delete the SDI.



The screenshot shows the software interface for deleting SDI. On the left, a list of students is displayed under the 'Alpha' tab. The student 'Akian, Anna M 000011086' is selected, indicated by a red circle with the number '1'. The main window displays the student's name and ID at the top. Below, there are two tabs: 'SDI's' and 'IEP Documents'. The 'SDI's' tab is active, showing a table with columns 'SEQ', 'ID', and 'Instruction / Modification'. The table contains six rows of SDI entries. The checkbox for the entry with ID 8 is selected, indicated by a red circle with the number '2'. A 'ClassMate' dialog box is open in the foreground, asking 'Are you sure you want to delete SDI # 8 for student: Anna M Akian 000011086 .'. The 'Yes' button is highlighted with a red circle and the number '3'.

SEQ	ID	Instruction / Modification	
<input type="checkbox"/>	0	1	RLVL - Reading at a 1st grade level
<input type="checkbox"/>	0	2	RLVL - Reading at a 2nd grade level
<input type="checkbox"/>	0	3	RLVL - Reading at a 3rd grade level
<input type="checkbox"/>	0	4	RLVL - Reading at a 4th grade level
<input checked="" type="checkbox"/>	0	5	RLVL - Reading at a 5th grade level
<input type="checkbox"/>	0	6	RLVL - Reading at a 6th grade level



SDI by Student

- Specially Designed Instruction (SDI) by Student
 - Module Overview
 - Viewing SDI's
 - Assigning SDI's
 - Deleting an SDI



SDI by Student

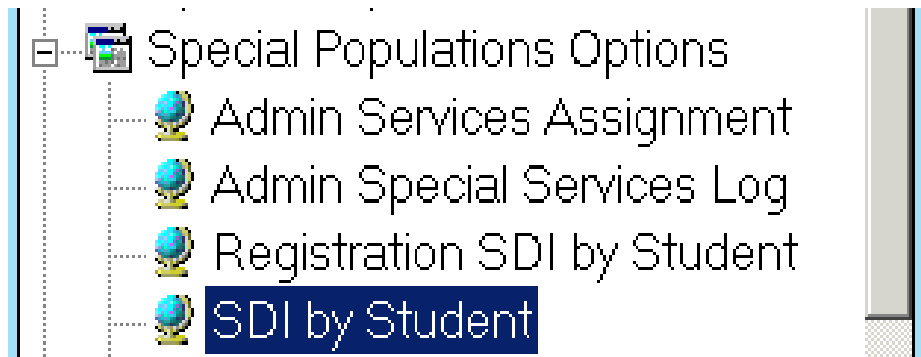
SDI by Student

Module Overview

This module allows Special Services Staff to view, add, or delete Specially Designed Instruction (SDI)'s assigned to students. Any changes made here will be reflected in the **Admin Special Services Log** module also.

Getting Started:

Double Click **Modules** > Double click **Special Population Options** > Click **SDI by Student**



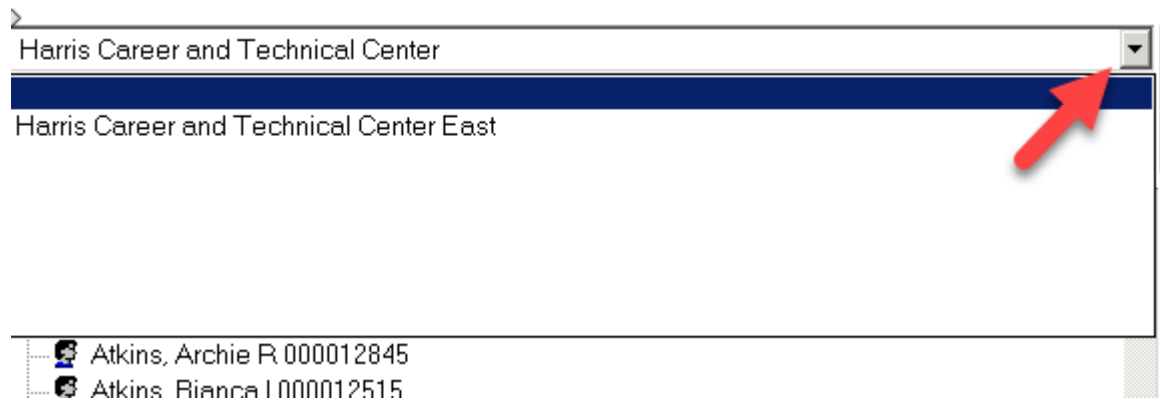
SDI by Student

Viewing Students

The SDI by Student module provides administrators the ability to switch between locations to see students who attend other locations. The module will open to the administrators default location but the administrator can select other locations in this module to work with students as necessary.

To select a different location

1. Click the drop down arrow next to the location – this will display a list of locations
2. Click on the location whose students you want to view



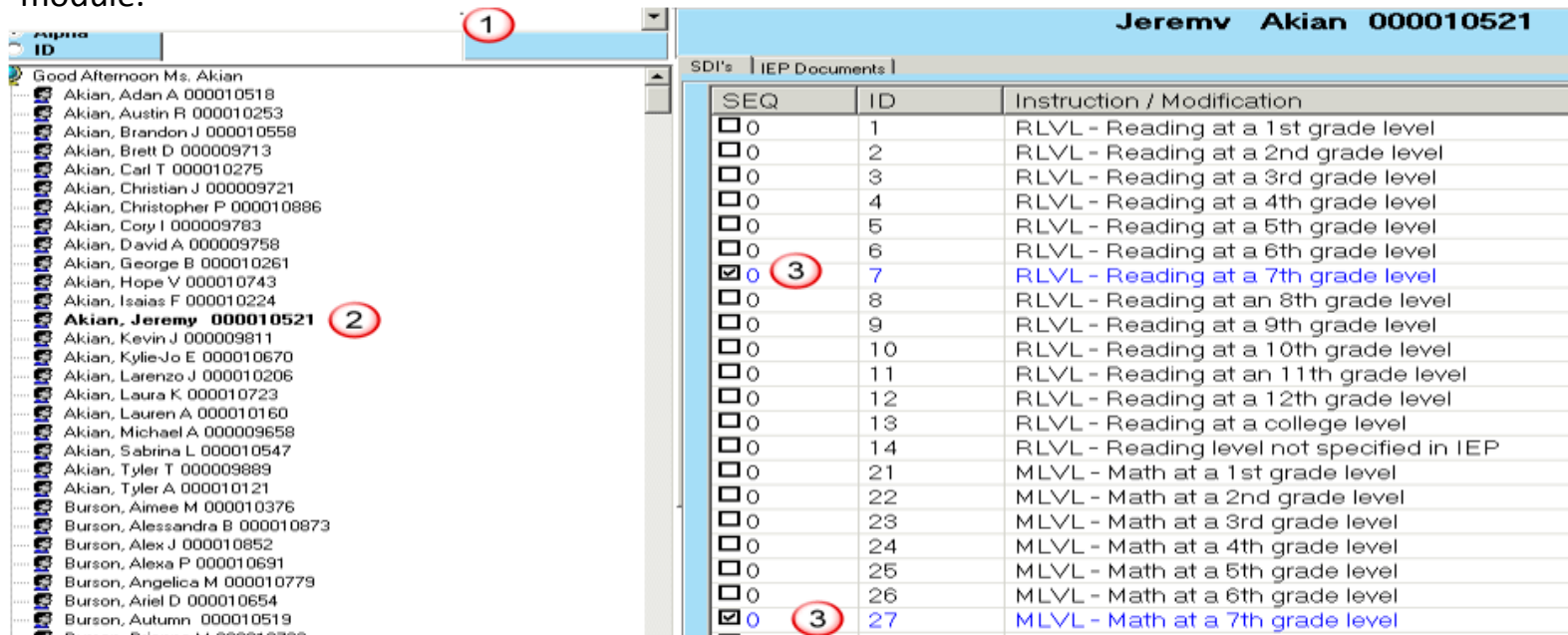
SDI by Student

Viewing Specially Designed Instruction (SDI's)

1. Select your location
2. Click on a student.
3. SDI assigned to the student will appear in a **Blue** font

Notes:

SDI's appear in order by SEQ (Sequence number) this number was entered in the Special Services Base Data module.



The screenshot shows a software interface with a student list on the left and a detailed view of SDI assignments for a selected student on the right. Red circles highlight the student selection process and the blue text of the SDI assignments.

SEQ	ID	Instruction / Modification	
<input type="checkbox"/>	0	1	RLVL - Reading at a 1st grade level
<input type="checkbox"/>	0	2	RLVL - Reading at a 2nd grade level
<input type="checkbox"/>	0	3	RLVL - Reading at a 3rd grade level
<input type="checkbox"/>	0	4	RLVL - Reading at a 4th grade level
<input type="checkbox"/>	0	5	RLVL - Reading at a 5th grade level
<input type="checkbox"/>	0	6	RLVL - Reading at a 6th grade level
<input checked="" type="checkbox"/>	0	7	RLVL - Reading at a 7th grade level
<input type="checkbox"/>	0	8	RLVL - Reading at an 8th grade level
<input type="checkbox"/>	0	9	RLVL - Reading at a 9th grade level
<input type="checkbox"/>	0	10	RLVL - Reading at a 10th grade level
<input type="checkbox"/>	0	11	RLVL - Reading at an 11th grade level
<input type="checkbox"/>	0	12	RLVL - Reading at a 12th grade level
<input type="checkbox"/>	0	13	RLVL - Reading at a college level
<input type="checkbox"/>	0	14	RLVL - Reading level not specified in IEP
<input type="checkbox"/>	0	21	MLVL - Math at a 1st grade level
<input type="checkbox"/>	0	22	MLVL - Math at a 2nd grade level
<input type="checkbox"/>	0	23	MLVL - Math at a 3rd grade level
<input type="checkbox"/>	0	24	MLVL - Math at a 4th grade level
<input type="checkbox"/>	0	25	MLVL - Math at a 5th grade level
<input type="checkbox"/>	0	26	MLVL - Math at a 6th grade level
<input checked="" type="checkbox"/>	0	27	MLVL - Math at a 7th grade level



SDI by Student

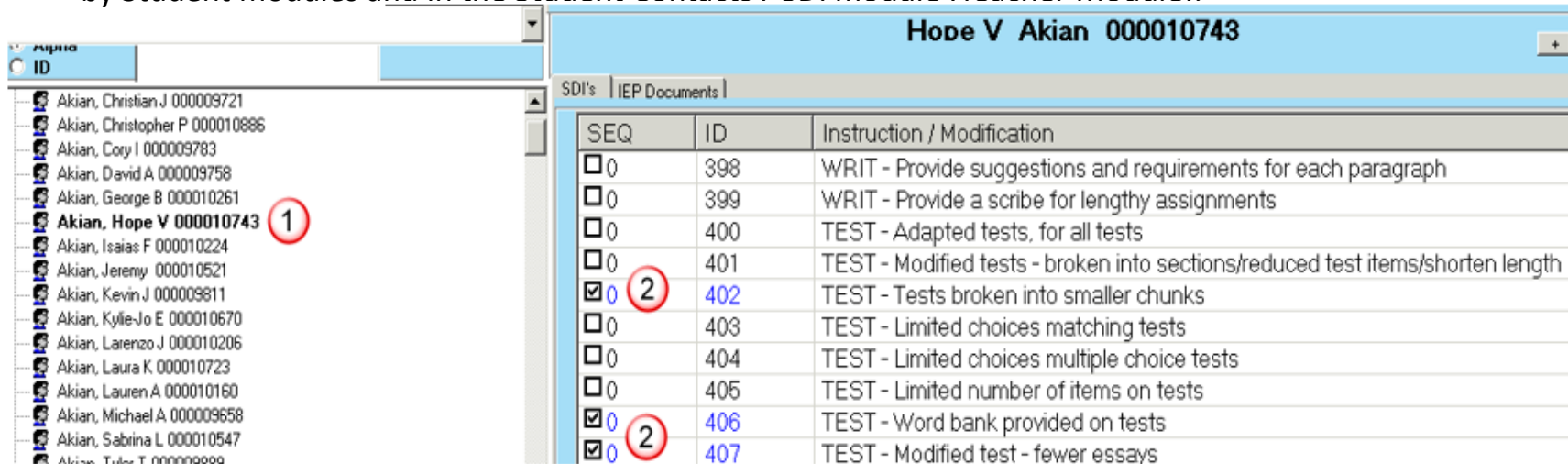
Assigning Specially Designed Instruction (SDI's)

1. Click on a Student Name
2. Click in the check box(es) for each SDI that the student should be assigned
 - a) SDI information should be obtained from the Student's IEP.
 - b) Once a SDI is selected the SDI will turn from **Black** font to a **Blue** font

Notes:

SDI's appear in order by SEQ (Sequence number) this number was entered in the Special Services Base Data module.

Administrators must assign SDI's to students before the SDI's can be seen in the Special Services Log by Course or by Student modules and in the Student Contacts / SDI module (Teacher Module).



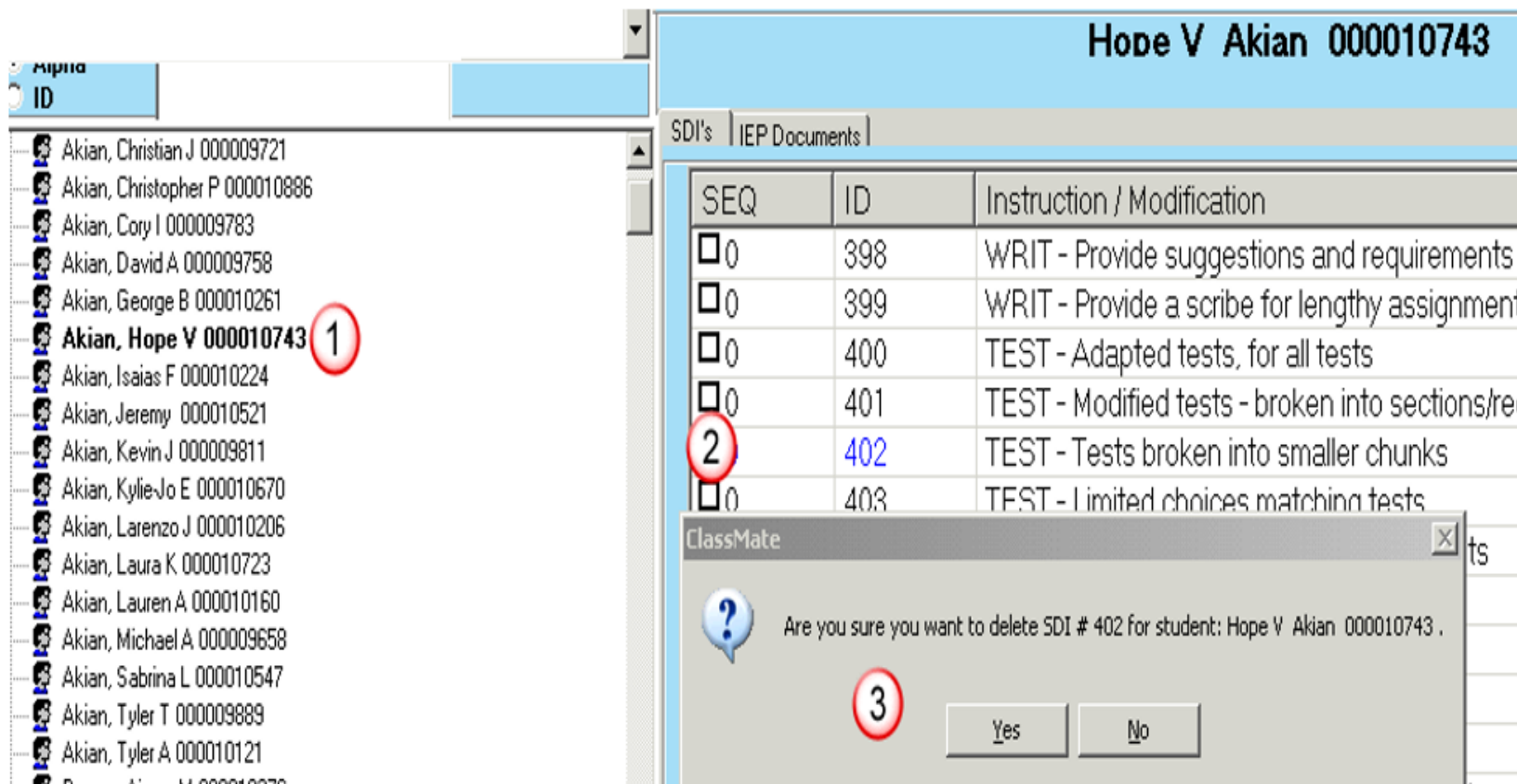
SEQ	ID	Instruction / Modification
<input type="checkbox"/>	398	WRIT - Provide suggestions and requirements for each paragraph
<input type="checkbox"/>	399	WRIT - Provide a scribe for lengthy assignments
<input type="checkbox"/>	400	TEST - Adapted tests, for all tests
<input type="checkbox"/>	401	TEST - Modified tests - broken into sections/reduced test items/shorten length
<input checked="" type="checkbox"/>	402	TEST - Tests broken into smaller chunks
<input type="checkbox"/>	403	TEST - Limited choices matching tests
<input type="checkbox"/>	404	TEST - Limited choices multiple choice tests
<input type="checkbox"/>	405	TEST - Limited number of items on tests
<input checked="" type="checkbox"/>	406	TEST - Word bank provided on tests
<input checked="" type="checkbox"/>	407	TEST - Modified test - fewer essays



SDI by Student

Deleting Specially Designed Instruction (SDI's)

1. Click on a Student Name
2. Click in the check box(es) next to the SDI that needs to be deleted to remove the check mark.
3. Click on "Yes" in the message box to delete the SDI.



The screenshot displays the software interface for deleting Specially Designed Instruction (SDI's). On the left, a list of students is shown, with "Akian, Hope V 000010743" selected and circled in red with the number "1". The main window shows the student's name "Hope V Akian 000010743" and a table of SDI's. The table has columns for "SEQ", "ID", and "Instruction / Modification". The row with ID "402" is selected and circled in red with the number "2". A "ClassMate" dialog box is open, asking "Are you sure you want to delete SDI # 402 for student: Hope V Akian 000010743 .", with the "Yes" button circled in red with the number "3".

SEQ	ID	Instruction / Modification
<input type="checkbox"/> 0	398	WRIT - Provide suggestions and requirements
<input type="checkbox"/> 0	399	WRIT - Provide a scribe for lengthy assignment
<input type="checkbox"/> 0	400	TEST - Adapted tests, for all tests
<input type="checkbox"/> 0	401	TEST - Modified tests - broken into sections/re
<input checked="" type="checkbox"/> 2	402	TEST - Tests broken into smaller chunks
<input type="checkbox"/> 0	403	TEST - Limited choices matching tests



Special Services Logs

- Special Services Log by Course
 - Module Overview
 - Creating Interventions (Logs)
 - Viewing Interventions (Logs)
 - Deleting an Intervention (Log)
 - Assign Intervention (Log) to multiple students



Special Services Logs

Special Services Log by Course

This module allows Special Services Staff to see demographics, Marking Period grades, Enrollment history and Special Services history for students in the classes that the staff members are assigned. Special Services staff can also add/view interventions (logs), as well as view SDI's the students may have. Using this module Special Services Staff can also assign an individual action and comment to multiple students at once using the Multiple Student Assignment feature.

Getting Started:

Double Click **Modules** > Double click **Special Population Options** > Click **Special Services Log by Course**



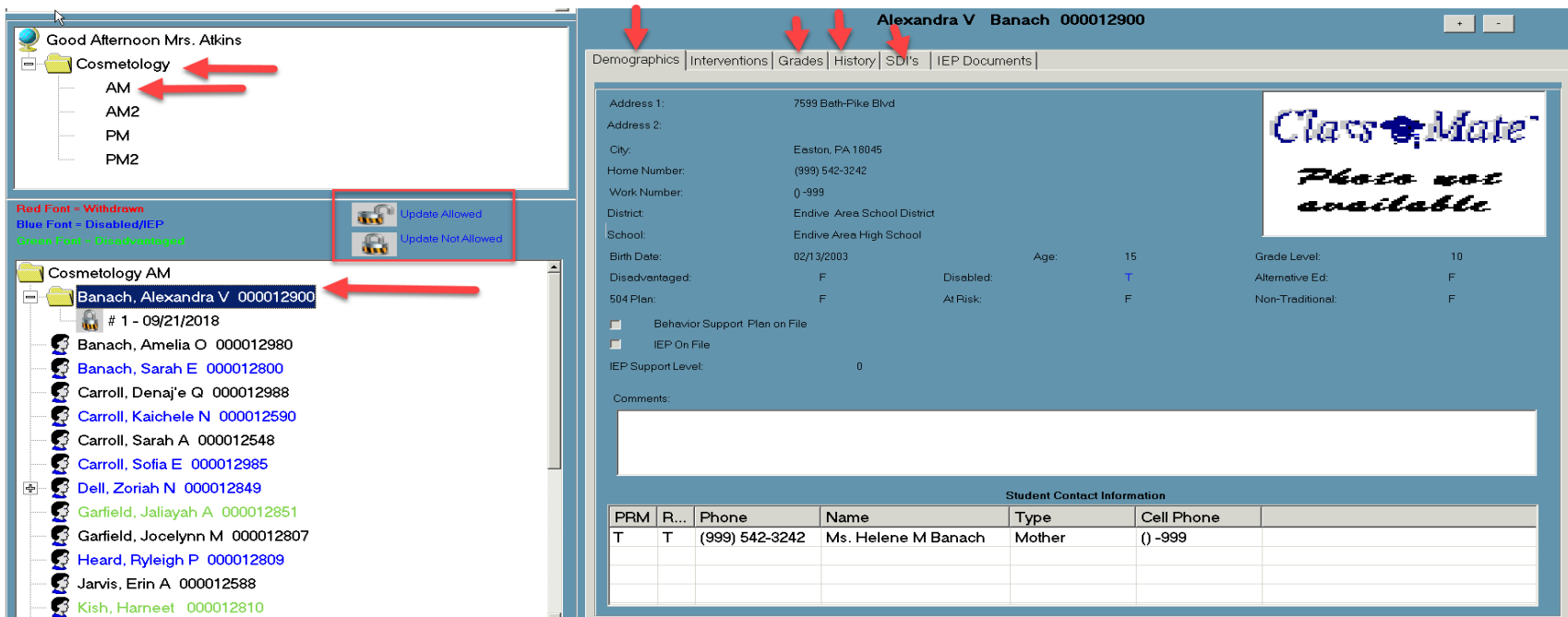
Special Services Log

Module Overview

Using the Special Services Log by Course module Special Services Staff have access to view the students in the classes the staff members are assigned. To select a student, choose the course the student is in, choose the class the student is in, and then click on a student's name on the left. To view Demographics, Grades, History or SDI's, select the corresponding tab.

The Update Allowed icon will display next to a student's Intervention if you were the creator and you will be able to update.

The Update Not Allowed icon will display and ClassMate will not allow you to update that Intervention.



Good Afternoon Mrs. Atkins

- Cosmetology
 - AM
 - AM2
 - PM
 - PM2

Red Font - Withdrawn
Blue Font - Disabled/IEP
Green Font - Disadvantaged

- Cosmetology AM
 - Banach, Alexandra V 000012900
 - # 1 - 09/21/2018
 - Banach, Amelia O 000012980
 - Banach, Sarah E 000012800
 - Carroll, Denaj'e Q 000012988
 - Carroll, Kaichele N 000012590
 - Carroll, Sarah A 000012548
 - Carroll, Sofia E 000012985
 - Dell, Zorlah N 000012849
 - Garfield, Jaliayah A 000012851
 - Garfield, Jocelynn M 000012807
 - Heard, Ryleigh P 000012809
 - Jarvis, Erin A 000012588
 - Kish, Hameet 000012810

Alexandra V Banach 000012900

Demographics | Interventions | Grades | History | SDI's | IEP Documents

Address 1: 7599 Bath-Pike Blvd
Address 2:
City: Easton, PA 18045
Home Number: (999) 542-3242
Work Number: () -999
District: Endive Area School District
School: Endive Area High School
Birth Date: 02/13/2003 Age: 15 Grade Level: 10
Disadvantaged: F Disabled: T Alternative Ed: F
504 Plan: F At Risk: F Non-Traditional: F

Behavior Support Plan on File
IEP On File
IEP Support Level: 0

Comments:

ClassMate
Photo not available

Student Contact Information

PRM	R...	Phone	Name	Type	Cell Phone
T	T	(999) 542-3242	Ms. Helene M Banach	Mother	() -999



Special Services Log

Module Overview

The Demographics tab will provide details about the student such as the students photo, address, phone number, district/school, age, birthdate, grade level, special population information, and parent/guardian contact information.

Rochelle Akian 00002778 + -

Demographics | Interventions | Grades | History | SDI's

Address 1: 1200 Harbor Boulevard

Address 2:

City: Pulaski, NY 13142

Home Number: (999) 298-7094

Work Number: () -999

District: Pulaski Academy and Central School

School: Pulaski JR/SR High School

Birth Date: 06/03/1995 Age: 17 Grade Level: 12

Disadvantaged: F Disabled: T Alternative Ed: F

504 Plan: F At Risk: F Non-Traditional: F

Behavior Support Plan on File

IEP On File Comments:

IEP Support Level: 2




Photo not available

Student Contact Information

PRM	RES	Phone	Name	Type	Cell Phone
F	T	(999) 298-7094	Mrs. Christin M Akian	Mother	(999) 532-4008
F	T	(999) 298-7094	Mr. Robert Akian	Father	(999) 532-4009
T	T	(999) 298-7094	Mr. & Mrs. Robert Akian	Parents	() -999
F	T	(999) 298-5895	Mrs. Patricia A Akian	Emergency Con...	() -999

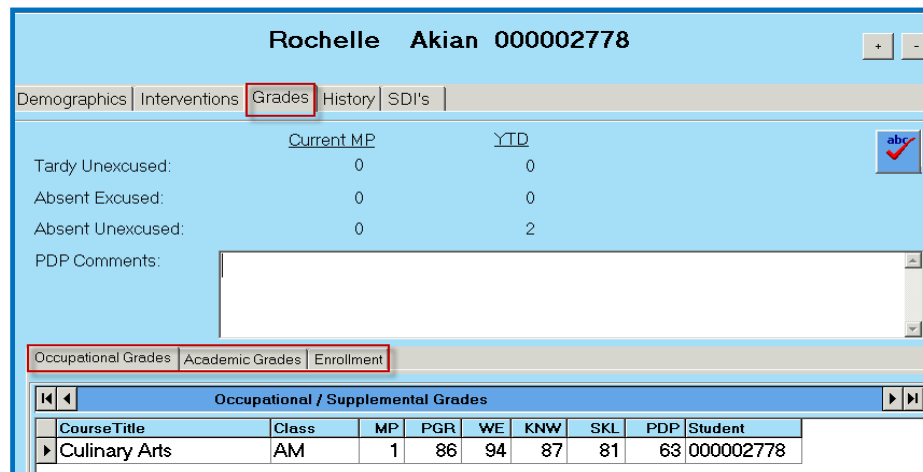


Special Services Log

Module Overview

The Grades tab will provide information about the students attendance both for the current MP and year to date. To view grades click on the Occupational/Supplemental tab to see the students grades for their Occupational (CTE) & Supplemental classes. To see Academic classes click on the Academic Grade tab. In order for grade information to appear the marking period must be closed. For example if you look at the Grades tab during Marking Period 2 you will see grade information for Marking Period 1 only, then once Marking Period 2 is closed the Marking Period 2 grades will appear. The Enrollment tab will show the courses and classes the student is in with start & end dates.

The PDP comment box on the Grades tab is an optional field. Your site can determine what information the Special Services Staff is to enter into this comment box. Sites that offer Professional Development curriculum utilize this field to have the Special Services Staff enter comments in related to this curriculum.



Rochelle Akian 000002778

Demographics | Interventions | **Grades** | History | SDI's

	Current MP	YTD
Tardy Unexcused:	0	0
Absent Excused:	0	0
Absent Unexcused:	0	2

PDP Comments:

Occupational Grades | Academic Grades | Enrollment

Occupational / Supplemental Grades

CourseTitle	Class	MP	PGR	WE	KNW	SKL	PDP	Student
Culinary Arts	AM	1	86	94	87	81	63	000002778



Special Services Log

Module Overview

The History tab will display a list of all interventions (logs) created for the student.

Rochelle Akian 00002778			
Demographics Interventions Grades History SDI's			
#	Date	Action	Comments
27	11/14/2012	C	Rochelle was in the kitchen preparing pies. II She remai...
26	11/13/2012	M	Rochelle missed compter lab time on Friday due to a staf...
25	11/08/2012	CO	Reviewed Rochelle's 1st quarter grade = 87II Congratulat...
24	11/07/2012	T	Rochelle reviewed/completed the Chapter 6 Culinary Test
23	11/05/2012	C	Rochelle worked on vocabulary words and Chapter 6 rev...
22	10/30/2012	T	Reviewed and read Culinary test for Science. I was glad ...
21	10/29/2012	T	Introduced myself to Rochelle as her new CTE Resource...
20	10/28/2012	P	Sent letter to inform parent of change in resource support...
19	10/23/2012	P	Sue Moran will be taking Rochelle's class over and I will ...
18	10/19/2012	M	Rochelle was cleaning the kitchen and following the teac...
17	10/16/2012	M	Rochelle's classwork is current and the teacher reports s...
16	10/12/2012	M	Rochelle's classwork is current and the teacher reports s...
15	10/11/2012	P	Rochelle and her family came to Open House. We discu...
14	10/11/2012	CT	I met with, discussed and reviewed the student's IEP with...
13	10/09/2012	M	Rochelle was in the kitchen peeling the skin off from tom...
12	10/06/2012	PM	I provided the CTE teacher with an outline of things to co...
11	10/05/2012	M	Rochelle was in the kitchen making bread. She is terrific f...
10	10/02/2012	SA	Rochelle's kitchen rotation was dishwashing. She certainl...
9	09/28/2012	M	Rochelle had a class assignment of listing the steps and ...
8	09/25/2012	F	The class took a trip to Ontario Orchards
7	09/24/2012	O	BOCES Superintendent's Day
6	09/19/2012	T	The student took a 40 question multiple choice test on fo...



Special Services Log

Module Overview

The SDI's tab will display a list of all SDI's that are assigned to the student. The SDI's are assigned by Administration using the Admin Special Services Log module and must be assigned before they can be viewed on this tab.

Rochelle Akian 000002778		
Demographics Interventions Grades History SDI's		
S...	ID	Instruction / Modification
3	58	Preferential seating
15	15	Extended time (1.5)
41	41	Tests read
61	116	Taped text



Special Services Log

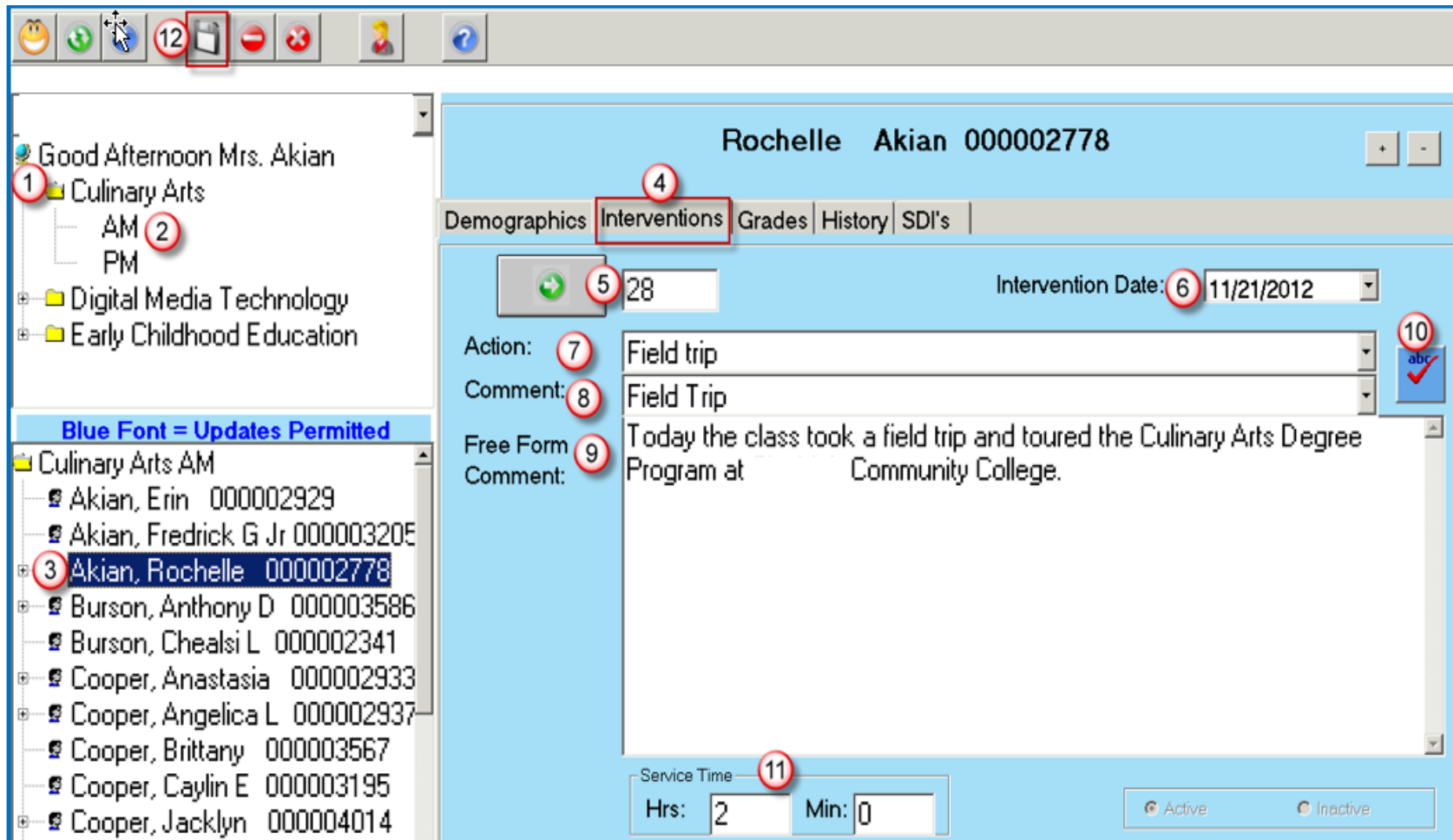
Creating Interventions (Logs)

1. Click on a Course Name
2. Click on a Class
3. Click on a Student Name
4. Click the Interventions tab
5. Click **Green** Next Number Button to add new intervention
6. Select Intervention Date (defaults to current date) – If entering an intervention for a previous date select the date
7. Select Action from drop-down box – this is populated from the Action Codes entered in the Special Services Base Data module.
8. Select Comment from drop-down box – this is populated from the Pre-defined Comments entered in the Special Services Base Data module.
9. Type in a Free Form Comment in needed – character limitation is 998 characters
10. Click the ABC button to check spelling for the free form comment
11. Enter Service Time Hrs (Hours) & Min (Minutes) – if applicable, this field is not required by ClassMate but might be a requirement by your sites Special Services Administrator.
12. Click Save



Special Services Log

Creating Interventions (Logs)



The screenshot displays the 'Special Services Log' software interface. The main window is titled 'Rochelle Akian 000002778'. The interface is divided into several sections:

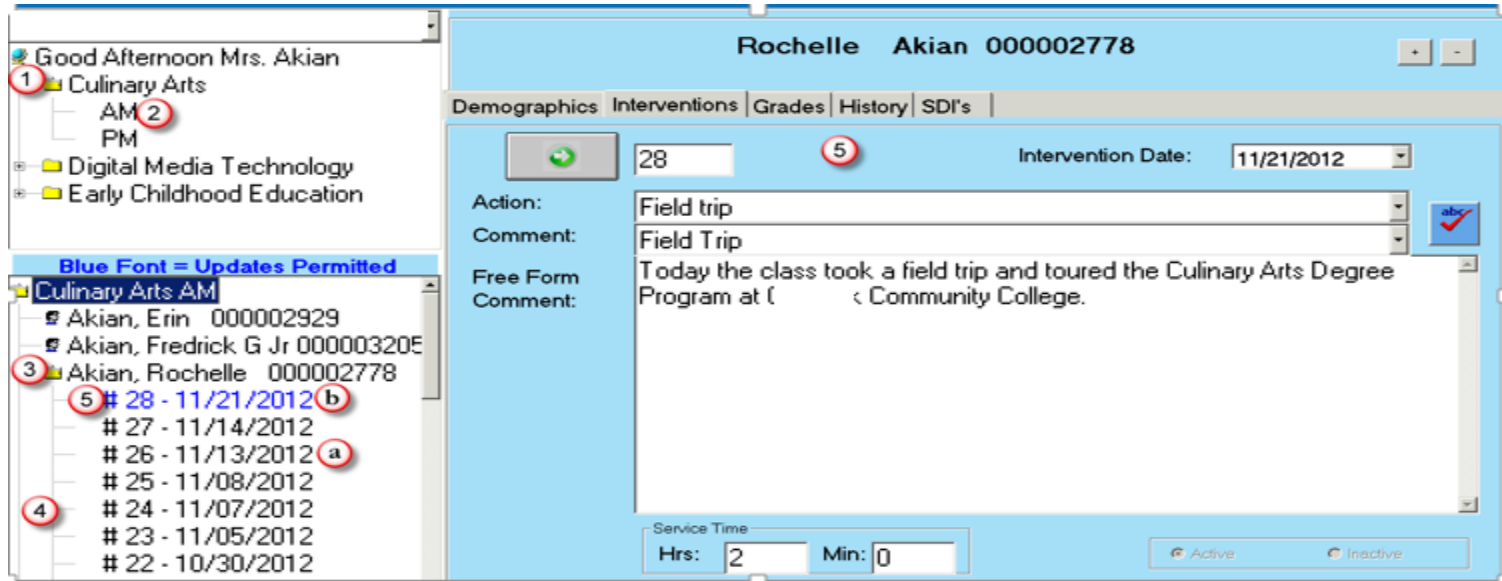
- Top Bar:** Contains a toolbar with icons for help, save, and other functions. A red box highlights the 'Save' icon (12).
- Left Panel:** A tree view showing the user's location: 'Good Afternoon Mrs. Akian' > 'Culinary Arts' (1) > 'AM' (2). Below this, a list of students is shown, with 'Akian, Rochelle 000002778' (3) selected. A blue bar indicates 'Blue Font = Updates Permitted'.
- Right Panel:** The main data entry area for the selected student. It includes tabs for 'Demographics', 'Interventions' (4), 'Grades', 'History', and 'SDI's'.
 - Intervention Date:** A dropdown menu showing '11/21/2012' (6).
 - Action:** A dropdown menu with 'Field trip' selected (7).
 - Comment:** A text area containing 'Field Trip' (8).
 - Free Form Comment:** A larger text area containing 'Today the class took a field trip and toured the Culinary Arts Degree Program at Community College.' (9).
 - Service Time:** A section with 'Hrs: 2' and 'Min: 0' (11).
 - Buttons:** 'Active' and 'Inactive' radio buttons.
 - Additional Icons:** A 'Save' icon (5) and a 'Checkmark' icon (10) are also visible.



Special Services Log

Viewing Interventions (Logs)

1. Click on a Course Name
2. Click on a Class
3. Click on a Student Name
4. A list of interventions will show on the left
 - a) Interventions in **Black** were created by another Special Services Staff member and can only be edited by that person.
 - b) Interventions in **Blue** were created by you and can only be edited by you.
5. Click on the intervention to view and the information will be displayed on the right under the Interventions tab.



The screenshot displays the Harris School Solutions Special Services Log interface. On the left, a tree view shows the course structure: Good Afternoon Mrs. Akian, Culinary Arts (AM 2, PM), Digital Media Technology, and Early Childhood Education. The 'Culinary Arts AM' class is selected, showing a list of interventions for students Akian, Erin; Akian, Fredrick G Jr; Akian, Rochelle; and a list of dates from 10/30/2012 to 11/21/2012. The right pane shows the details for the intervention on 11/21/2012 for student Rochelle Akian (ID 000002778). The intervention is a 'Field trip' with a comment: 'Today the class took a field trip and toured the Culinary Arts Degree Program at [redacted] Community College.' The service time is 2 hours and 0 minutes. The intervention is marked as 'Active'.

Special Services Log

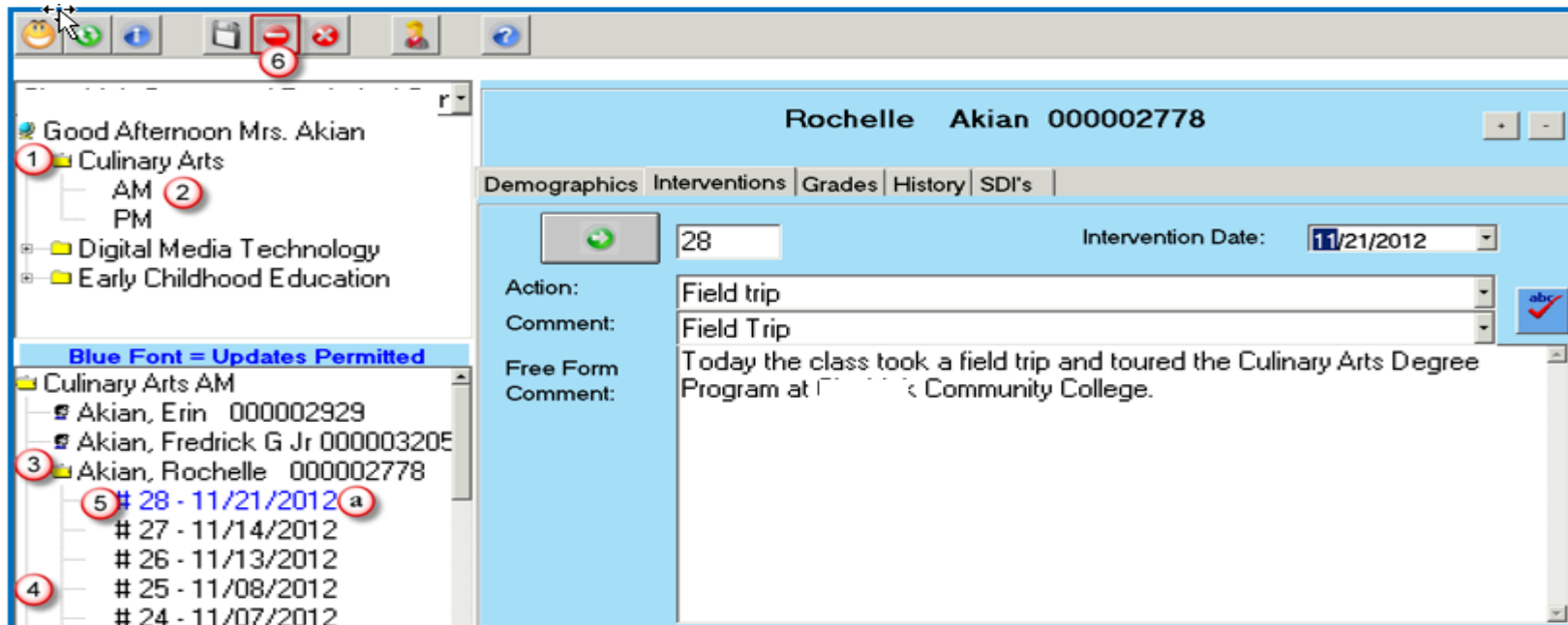
Deleting an Intervention (Log)

1. Click on a Course Name
2. Click on a Class
3. Click on a Student Name
4. A list of interventions will show on the left
5. Click on the intervention you want to delete and the information will be displayed on the right under the Interventions tab.
 - a) Only Interventions that appear in **Blue** font (one's created by you) can be deleted
6. Click the Delete Icon
7. You will be prompted with a confirmation message requiring you to click Yes or No. Click Yes only IF you are sure you want to delete the intervention.



Special Services Log

Deleting an Intervention (Log)



Good Afternoon Mrs. Akian

- 1 Culinary Arts
 - AM 2
 - PM
- Digital Media Technology
- Early Childhood Education

Blue Font = Updates Permitted

- Culinary Arts AM
 - Akian, Erin 000002929
 - Akian, Fredrick G Jr 000003205
 - 3 Akian, Rochelle 000002778
 - 5 # 28 - 11/21/2012 a
 - # 27 - 11/14/2012
 - # 26 - 11/13/2012
 - 4 # 25 - 11/08/2012
 - # 24 - 11/07/2012

Rochelle Akian 000002778

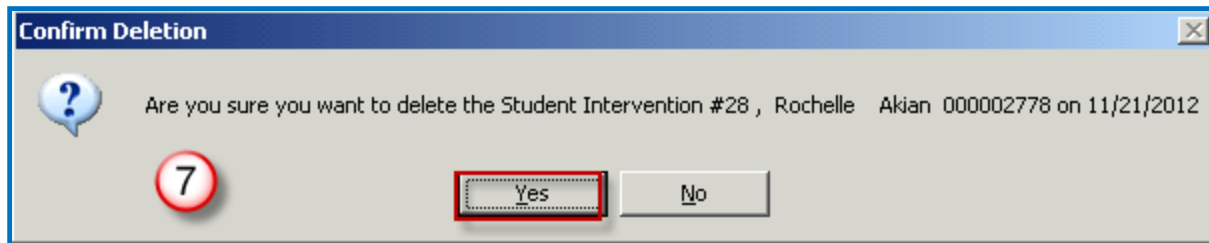
Demographics Interventions Grades History SDI's

28 Intervention Date: 11/21/2012

Action: Field trip

Comment: Field Trip

Free Form Comment: Today the class took a field trip and toured the Culinary Arts Degree Program at [redacted] Community College.



Confirm Deletion

Are you sure you want to delete the Student Intervention #28 , Rochelle Akian 000002778 on 11/21/2012

7

Yes No



Special Services Log

Assign Intervention (Log) to Multiple Students

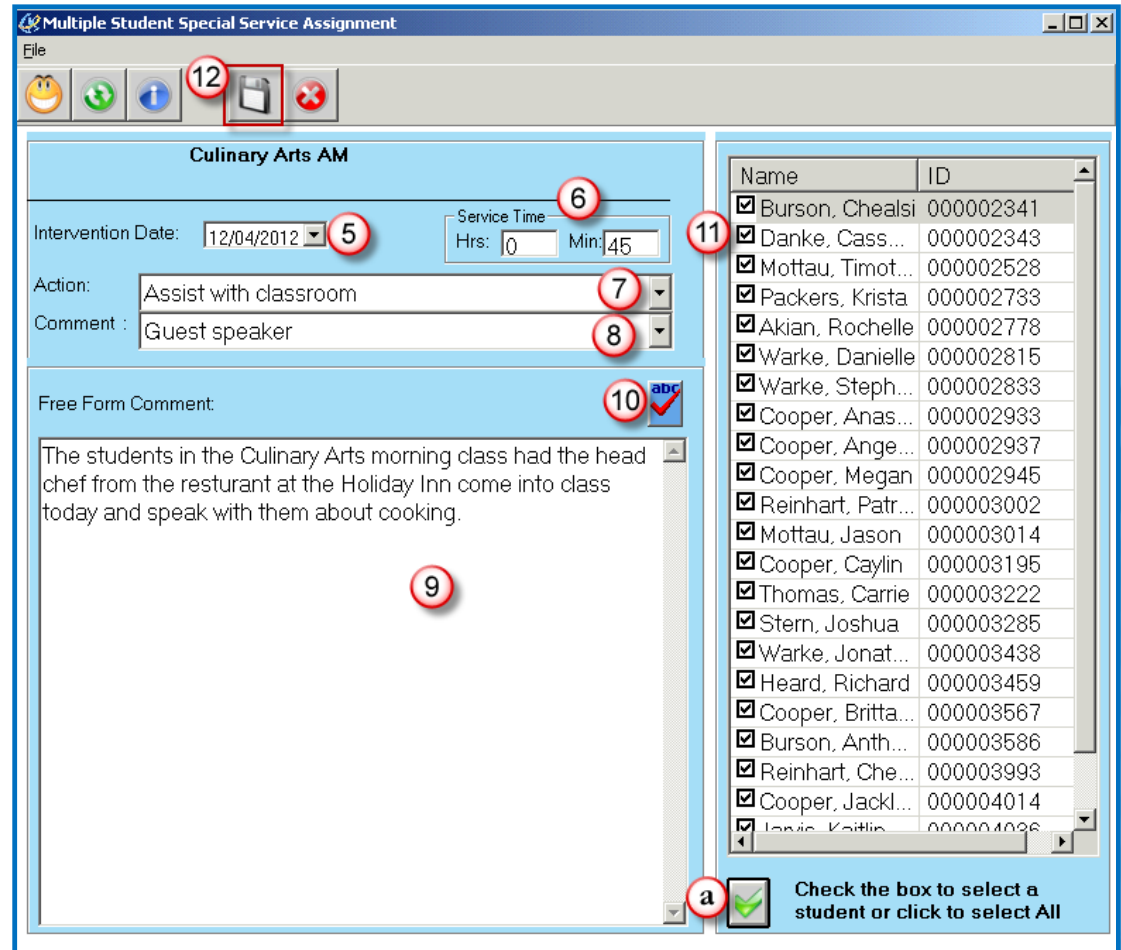
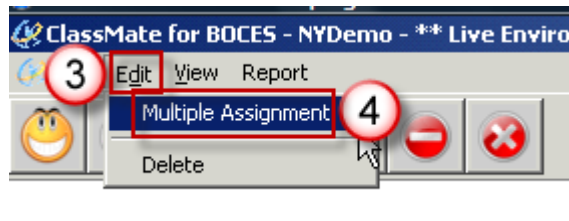
1. Click on a Course Name
2. Click on a Class
3. Click on Edit
4. Click on Multiple Assignment
5. Select the Intervention Date – will default to today's date
6. Enter in the Service Time Hrs (Hours) & Min (Minutes) – if applicable, this field is not required by ClassMate but might be a requirement by your sites Special Services Administrator.
7. Select an Action – only Actions that were flagged as Allow Action Assignment in the Special Services Base Data module will appear in the list.
8. Select a Comment – only Comments that were flagged as Allow Comment Assignment in the Special Services Base Data module will appear in the list.
9. Enter a Free-Form Comment
10. Use the ABC button to spell check the free form comment
11. Click in the check box(es) to select the student(s) that are to receive the intervention (Log)
 - a) If the Intervention applies to all students click the Green check mark button
12. Click Save

Note: The Multiple Student Assignment option will only appear if the Multiple Student IEP Assignment option in ClassMate Custom Control is set to True at your school.



Special Services Log

Assign Intervention (Log) to Multiple Students



Special Services Logs

- Special Services Log by Student
 - Module Overview
 - Creating Interventions (Logs)
 - Viewing Interventions (Logs)
 - Deleting an Intervention (Log)
 - Assign Logs to multiple students
- Special Services Log Reports



Special Services Logs

Special Services Log by Student

This module allows Special Services Staff to see demographics, Marking Period grades, Enrollment history and Special Services history for all students. Special Services staff can also add/view interventions (logs), as well as view SDI's the students may have. Using this module Special Services Staff can also assign an individual action and comment to multiple students at once using the Multiple Student Assignment feature.

Getting Started:

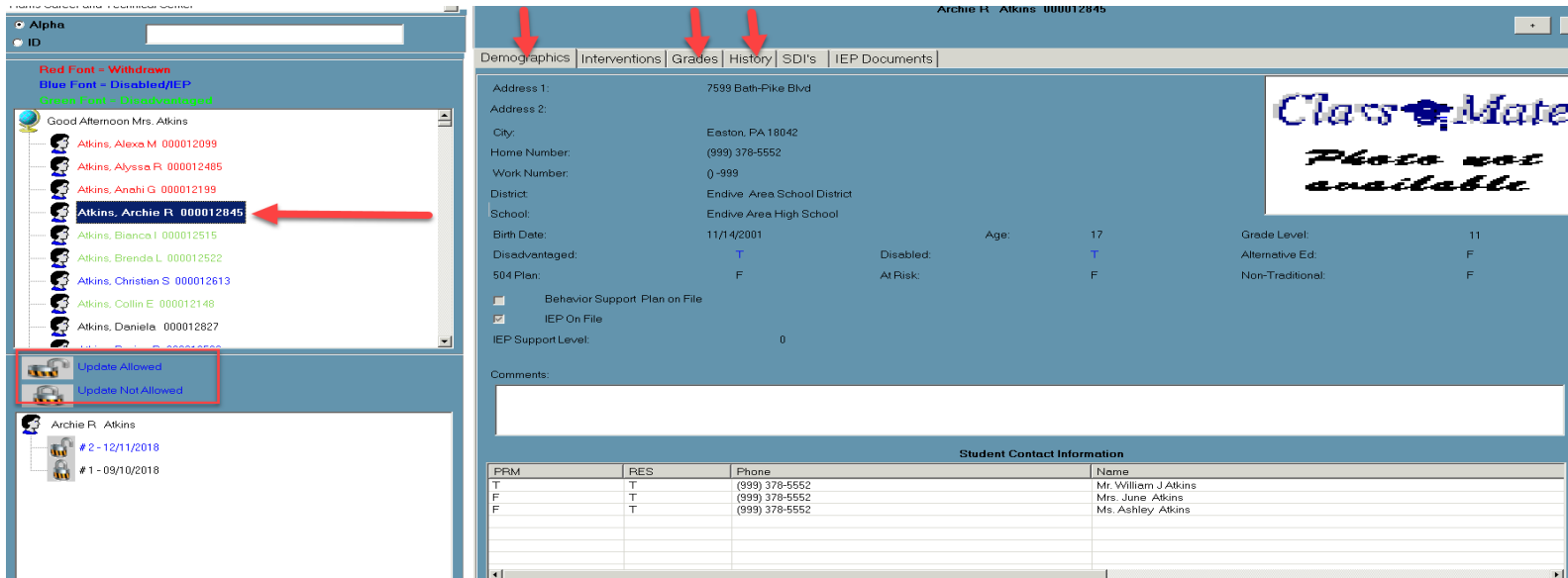
Double Click **Modules** > Double click **Special Population Options** > Click **Special Services Log by Student**



Special Services Log

Module Overview

Using the Special Services Log by Student module Special Services Staff have access to view all students. This module would be beneficial to assign to special services staff so that they can log interventions on other students they work with who might not be in the staff members assigned classes. For example if the staff member is assigned to fill in for another staff member in a different class. To select a student, click on a student's name on the left. To view Demographics, Grades, History or SDI's, select the corresponding tab. The Update Allowed icon will display next to a student's Intervention if you were the creator and will allow the Intervention to be updated. The Update Not Allowed icon will display if you were NOT the creator and you will not be allowed to update that Intervention.



The screenshot displays the Special Services Log interface. On the left, a list of students is shown with color-coded text: red for 'Withdrawn', blue for 'Disabled/IEP', and green for 'Disadvantaged'. The student 'Atkins, Archie R. 000012045' is selected, indicated by a red arrow. Below the list, two icons are shown: 'Update Allowed' (a green checkmark) and 'Update Not Allowed' (a red X). On the right, the student profile for Archie R. Atkins is displayed. The profile includes tabs for 'Demographics', 'Interventions', 'Grades', 'History', 'SDI's', and 'IEP Documents'. Red arrows point to the 'Demographics', 'Grades', and 'History' tabs. The profile shows personal information such as address, city, home number, and birth date. It also includes a 'Classmate' photo placeholder with the text 'Photo not available'. A table at the bottom lists 'Student Contact Information' with columns for PRM, RES, Phone, and Name.

PRM	RES	Phone	Name
T	T	(999) 378-5552	Mr. William J Atkins
F	T	(999) 378-5552	Mrs. June Atkins
F	T	(999) 378-5552	Ms. Ashley Atkins



Special Services Log


Module Overview

The Demographics tab will provide details about the student such as the students photo, address, phone number, district/school, age, birthdate, grade level, special population information, and parent/guardian contact information.

Rochelle Akian 00002778 + -

Demographics | Interventions | Grades | History | SDI's

Address 1: 1200 Harbor Boulevard
 Address 2:
 City: Pulaski, NY 13142
 Home Number: (999) 298-7094
 Work Number: () -999
 District: Pulaski Academy and Central School
 School: Pulaski JR/SR High School


Photo not available

Birth Date: 06/03/1995 Age: 17 Grade Level: 12
 Disadvantaged: F Disabled: T Alternative Ed: F
 504 Plan: F At Risk: F Non-Traditional: F

Behavior Support Plan on File
 IEP On File Comments:
 IEP Support Level: 2

Student Contact Information

PRM	RES	Phone	Name	Type	Cell Phone
F	T	(999) 298-7094	Mrs. Christin M Akian	Mother	(999) 532-4008
F	T	(999) 298-7094	Mr. Robert Akian	Father	(999) 532-4009
T	T	(999) 298-7094	Mr. & Mrs. Robert Akian	Parents	() -999
F	T	(999) 298-5895	Mrs. Patricia A Akian	Emergency Con...	() -999

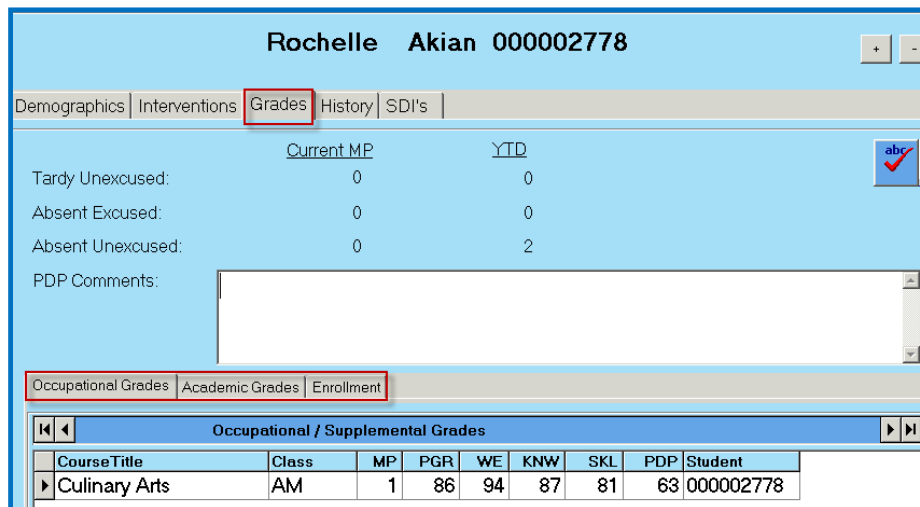


Special Services Log

Module Overview

The Grades tab will provide information about the students attendance both for the current MP and year to date. To view grades click on the Occupational/Supplemental tab to see the students grades for their Occupational (CTE) & Supplemental classes. To see Academic classes click on the Academic Grade tab. In order for grade information to appear the marking period must be closed. For example if you look at the Grades tab during Marking Period 2 you will see grade information for Marking Period 1 only, then once Marking Period 2 is closed the Marking Period 2 grades will appear. The Enrollment tab will show the courses and classes the student is in with start & end dates.

The PDP comment box on the Grades tab is an optional field. Your site can determine what information the Special Services Staff is to enter into this comment box. Sites that offer Professional Development curriculum utilize this field to have the Special Services Staff enter comments in related to this curriculum.



Rochelle Akian 000002778

Demographics | Interventions | **Grades** | History | SDI's

	Current MP	YTD
Tardy Unexcused:	0	0
Absent Excused:	0	0
Absent Unexcused:	0	2

PDP Comments:

Occupational Grades | Academic Grades | Enrollment

Occupational / Supplemental Grades								
CourseTitle	Class	MP	PGR	WE	KNW	SKL	PDP	Student
Culinary Arts	AM	1	86	94	87	81	63	000002778



Special Services Log

Module Overview

The History tab will display a list of all interventions (logs) created for the student.

Rochelle Akian 000002778			
Demographics Interventions Grades History SDI's			
#	Date	Action	Comments
27	11/14/2012	C	Rochelle was in the kitchen preparing pies. II She remai...
26	11/13/2012	M	Rochelle missed compter lab time on Friday due to a staf...
25	11/08/2012	CO	Reviewed Rochelle's 1st quarter grade = 87III Congratulat...
24	11/07/2012	T	Rochelle reviewed/completed the Chapter 6 Culinary Test
23	11/05/2012	C	Rochelle worked on vocabulary words and Chapter 6 rev...
22	10/30/2012	T	Reviewed and read Culinary test for Science. I was glad ...
21	10/29/2012	T	Introduced myself to Rochelle as her new CTE Resource...
20	10/28/2012	P	Sent letter to inform parent of change in resource support...
19	10/23/2012	P	Sue Moran will be taking Rochelle's class over and I will ...
18	10/19/2012	M	Rochelle was cleaning the kitchen and following the teac...
17	10/16/2012	M	Rochelle's classwork is current and the teacher reports s...
16	10/12/2012	M	Rochelle's classwork is current and the teacher reports s...
15	10/11/2012	P	Rochelle and her family came to Open House. We discu...
14	10/11/2012	CT	I met with, discussed and reviewed the student's IEP with...
13	10/09/2012	M	Rochelle was in the kitchen peeling the skin off from tom...
12	10/06/2012	PM	I provided the CTE teacher with an outline of things to co...
11	10/05/2012	M	Rochelle was in the kitchen making bread. She is terrific f...
10	10/02/2012	SA	Rochelle's kitchen rotation was dishwashing. She certainl...
9	09/28/2012	M	Rochelle had a class assignment of listing the steps and ...
8	09/25/2012	F	The class took a trip to Ontario Orchards
7	09/24/2012	O	BOCES Superintendent's Day
6	09/19/2012	T	The student took a 40 question multiple choice test on fo...



Special Services Log

Module Overview

The SDI's tab will display a list of all SDI's that are assigned to the student. The SDI's are assigned by Administration using the Admin Special Services Log module and must be assigned before they can be viewed on this tab.

Rochelle Akian 000002778		
Demographics		
Interventions		
Grades		
History		
SDI's		
S...	ID	Instruction / Modification
3	58	Preferential seating
15	15	Extended time (1.5)
41	41	Tests read
61	116	Taped text



Special Services Log

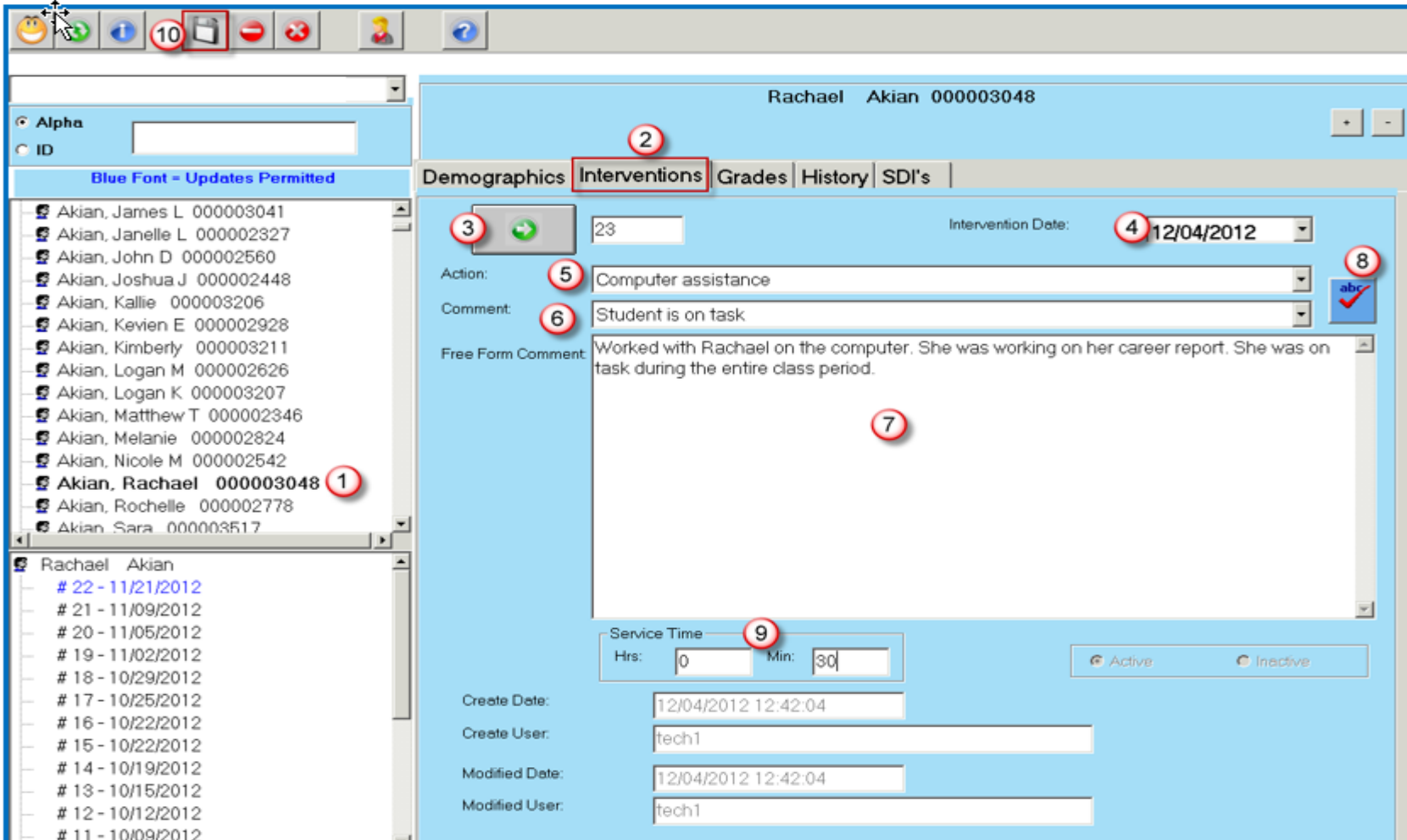
Creating Interventions (Logs)

1. Click on a Student Name
2. Click the Interventions tab
3. Click **Green** Next Number Button to add new intervention
4. Select Intervention Date (defaults to current date) – If entering an intervention for a previous date select the date
5. Select Action from drop-down box – this is populated from the Action Codes entered in the Special Services Base Data module.
6. Select Comment from drop-down box – this is populated from the Pre-defined Comments entered in the Special Services Base Data module.
7. Type in a Free Form Comment in needed – character limitation is 998 characters
8. Click the ABC button to check spelling for the free form comment
9. Enter Service Time Hrs (Hours) & Min (Minutes) – if applicable, this field is not required by ClassMate but might be a requirement by your sites Special Services Administrator.
10. Click Save



Special Services Log

Creating Interventions (Logs)



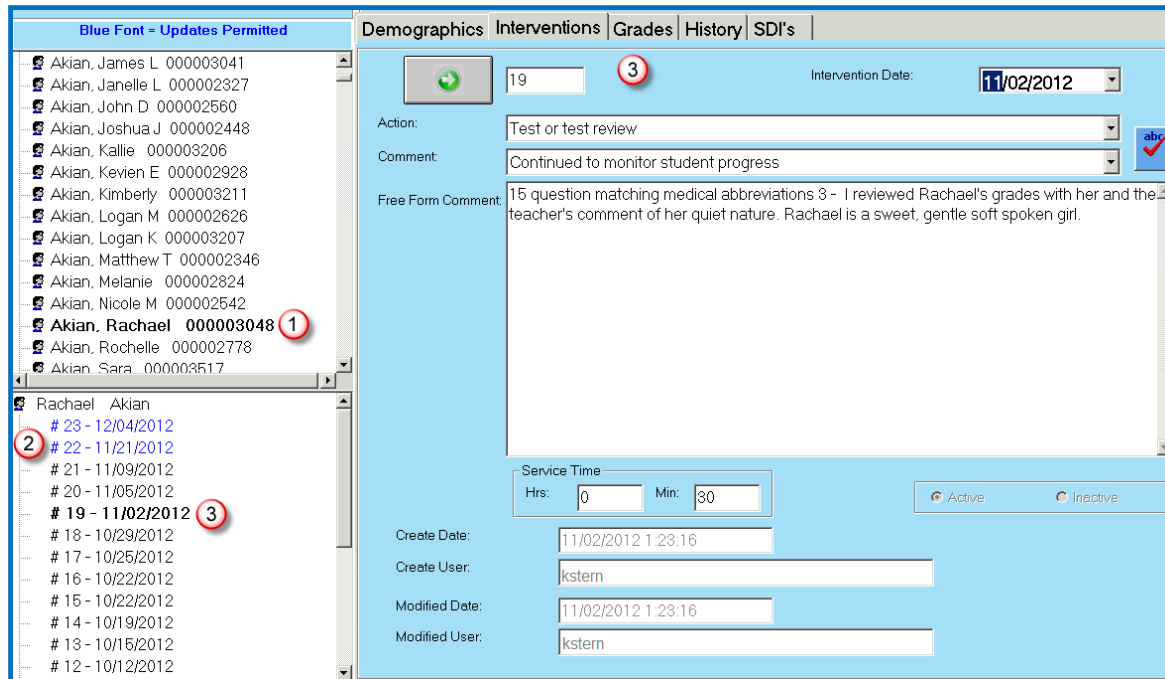
The screenshot displays the 'Special Services Log' software interface. The main window shows the 'Interventions' tab for student Rachael Akian (ID: 000003048). The interface includes a list of students on the left, a main form for creating an intervention, and a sidebar with navigation icons. Red circles with numbers 1-10 highlight key UI elements:

- 1: Student name 'Akian, Rachael 000003048' in the student list.
- 2: 'Interventions' tab selected in the top navigation bar.
- 3: Green arrow button for adding a new intervention.
- 4: 'Intervention Date' dropdown menu set to '12/04/2012'.
- 5: 'Action' dropdown menu set to 'Computer assistance'.
- 6: 'Comment' dropdown menu set to 'Student is on task'.
- 7: 'Free Form Comment' text area containing the text: 'Worked with Rachael on the computer. She was working on her career report. She was on task during the entire class period.'
- 8: Checkmark icon in the top right corner of the form.
- 9: 'Service Time' input fields showing 'Hrs: 0' and 'Min: 30'.
- 10: Save icon in the top toolbar.

Special Services Log

Viewing Interventions (Logs)

1. Click on a Student Name
2. A list of interventions will show on the left
 - a) Interventions in **Black** were created by another Special Services Staff member and can only be edited by that person.
 - b) Interventions in **Blue** were created by you and can only be edited by you.
3. Click on the intervention to view and the information will be displayed on the right under the Interventions tab.



The screenshot displays the 'Special Services Log' interface. On the left, a list of students is shown, with 'Akian, Rachael 000003048' highlighted in blue and marked with a red circle '1'. Below this, a list of interventions for Rachael is shown, with the entry '# 19 - 11/02/2012' highlighted in blue and marked with a red circle '2'. On the right, the 'Interventions' tab is active, showing details for intervention #19. The 'Intervention Date' is '11/02/2012'. The 'Action' is 'Test or test review'. The 'Comment' is 'Continued to monitor student progress'. The 'Free Form Comment' contains the text: '15 question matching medical abbreviations 3 - I reviewed Rachael's grades with her and the teacher's comment of her quiet nature. Rachael is a sweet, gentle soft spoken girl.' The 'Service Time' is set to 0 hours and 30 minutes. The 'Create Date' and 'Modified Date' are both '11/02/2012 1:23:16'. The 'Create User' and 'Modified User' are both 'kstem'.



Special Services Log

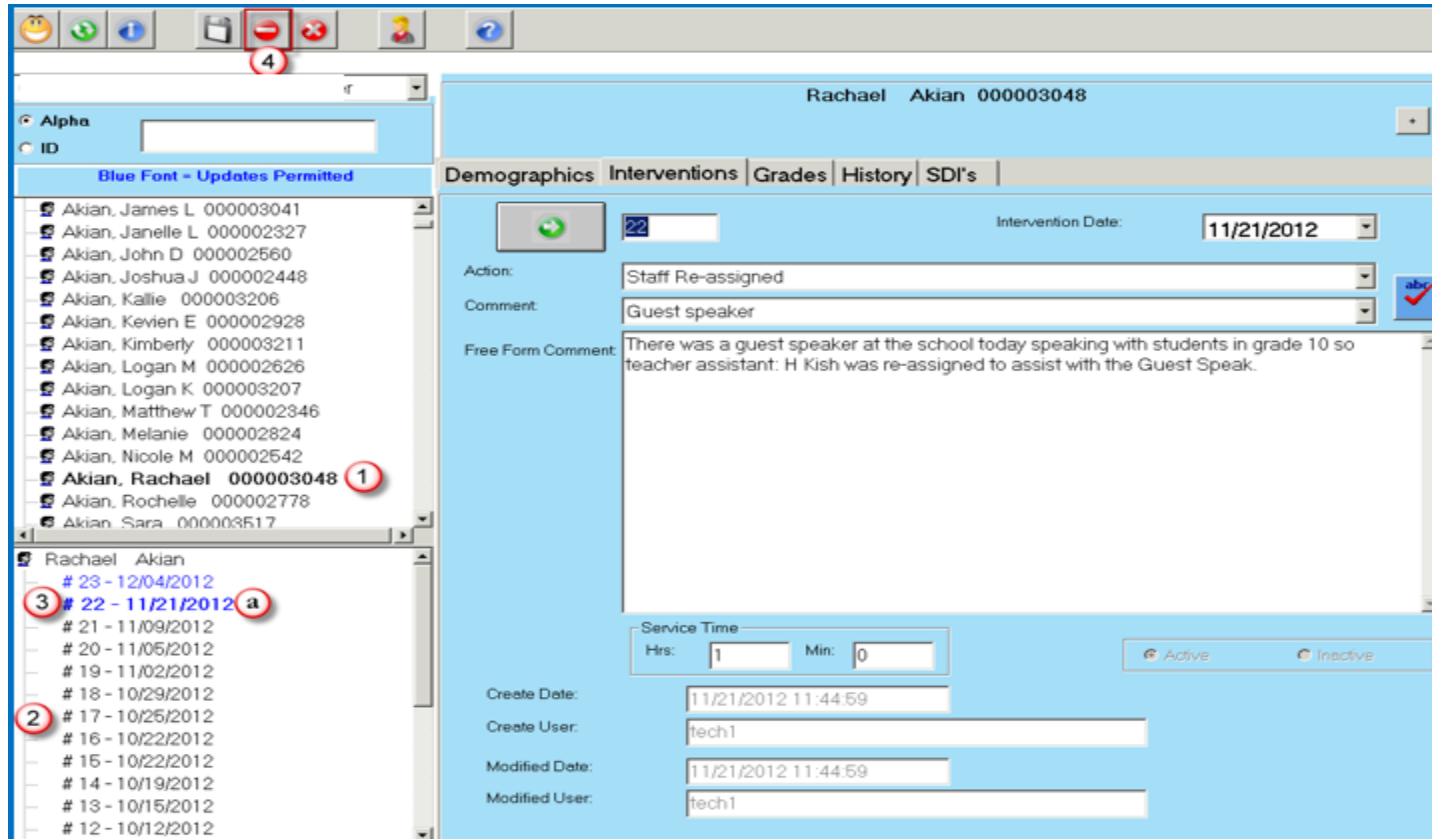
Deleting an Intervention (Log)

1. Click on a Student Name
2. A list of interventions will show on the left
3. Click on the intervention you want to delete and the information will be displayed on the right under the Interventions tab.
 - a) Only Interventions that appear in **Blue** font (one's created by you) can be deleted
4. Click the Delete Icon
5. You will be prompted with a confirmation message requiring you to click Yes or No. Click Yes only IF you are sure you want to delete the intervention.



Special Services Log

Deleting an Intervention (Log)



The screenshot shows the Special Services Log interface. On the left, a list of students is displayed, with Rachael Akian (ID 000003048) selected. The main record view shows details for Rachael Akian, including a list of interventions. The intervention on 11/21/2012 is highlighted. The intervention details show the action "Staff Re-assigned" and the comment "Guest speaker". The Free Form Comment field contains the text: "There was a guest speaker at the school today speaking with students in grade 10 so teacher assistant: H Kish was re-assigned to assist with the Guest Speak." The Service Time field shows 1 hour and 0 minutes. The Create Date and Modified Date are both 11/21/2012 11:44:59. The Create User and Modified User are both tech1. A toolbar at the top contains icons for various actions, with the delete icon highlighted by a red box and a red circle with the number 4. A confirmation dialog box is open at the bottom, asking "Are you sure you want to delete the Student Intervention #22 for Rachael Akian 000003048 on 11/21/2012". The dialog has "Yes" and "No" buttons, with the "Yes" button highlighted by a red box and a red circle with the number 5.



Special Services Log

Assign Intervention (Log) to Multiple Students

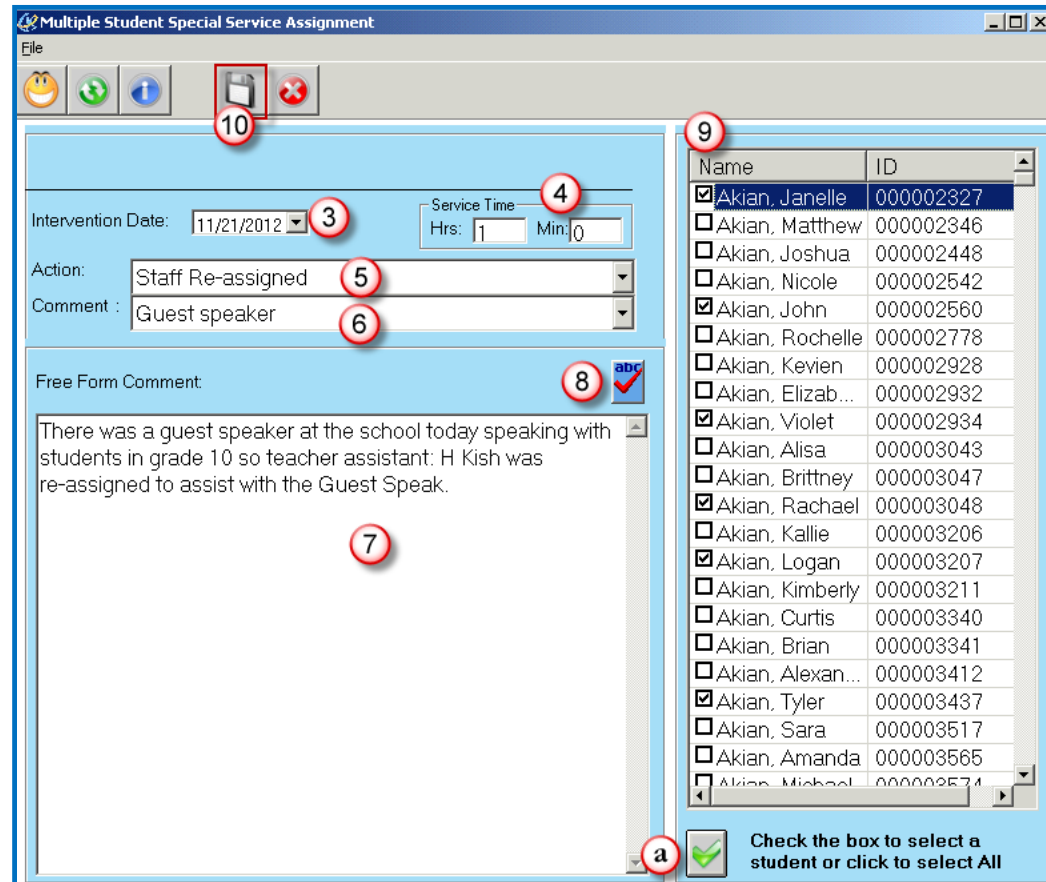
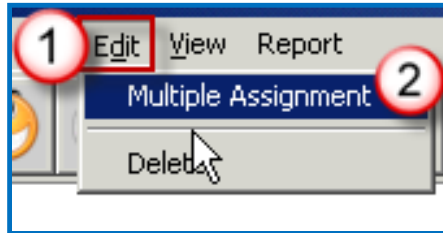
1. Click on Edit
2. Click on Multiple Assignment
3. Select the Intervention Date – will default to today’s date
4. Enter in the Service Time Hrs (Hours) & Min (Minutes) – if applicable, this field is not required by ClassMate but might be a requirement by your sites Special Services Administrator.
5. Select an Action – only Actions that were flagged as Allow Action Assignment in the Special Services Base Data module will appear in the list.
6. Select a Comment – only Comments that were flagged as Allow Comment Assignment in the Special Services Base Data module will appear in the list.
7. Enter a Free-Form Comment
8. Use the ABC button to spell check the free form comment
9. Click in the check box(es) to select the student(s) that are to receive the intervention (Log)
 - a) If the Intervention applies to all students click the Green check mark button
10. Click Save

Note: The Multiple Student Assignment option will only appear if the Multiple Student IEP Assignment option in ClassMate Custom Control is set to True at your school.



Special Services Log

Assign Intervention (Log) to Multiple Students

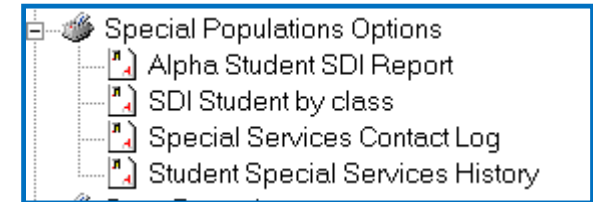


Special Services Log

Special Services Log Reports

Getting Started:

Double Click **Reports** > Double click **Special Population Options**



Reports Overview:

- Alpha Student SDI Report – Displays the student name and the students assigned SDI's
- SDI Student by Class – Displays by Class the SDI and the Student's assigned the SDI.
- Special Services Contact Log – Displays by student in a calendar format the action code abbreviation, Marking Period information is also displayed
- Student Special Services History – Displays by student the intervention/log information.



ClassMate
1660 Valley Central Parkway
Bethlehem, PA 18017

855-984-1228 Help Desk: Option 1
www.classmate.net

