

Introduction to: Special Services Base Data

April 2021



Special Services Base Data

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- Assigning Para-Educators/Teacher Assistants/
Special Services Staff, etc to Sessions
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 - School Educator Assignment by Class
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Special Services Base Data

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.

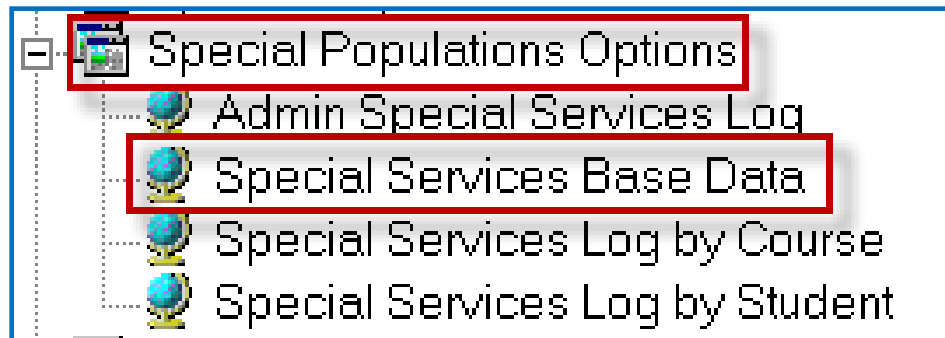


Special Services Base Data

Getting Started

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 aids to create intervention logs.

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



Special Services Base Data

Action Codes

Prior to using Special Services Logs in ClassMate, an Administrator at the school needs to create a list of comments for aides and Special Services teachers to use when entering interventions.

Note: Sample Action Codes are displayed here

- Pre-Defined Comments
- 1 Other
- 2 Absent or not in class
- 3 Assisted in preparing internship
- 4 Assisted with SkillsUSA particip
- 5 Continued to monitor student p
- 6 Employer shared information
- 7 Guest speaker
- 8 Redirection to task
- 9 Reinforced teachers lesson
- 10 Student constantly refused a
- 11 Student does not have prope
- 12 Student does not wear safety
- 13 Student is constantly not prep
- 14 Student is helpful with peers
- 15 Student is not using time wise
- 16 Student is on internship
- 17 Student is on task
- 18 Student is performing well
- 19 Student needs constant redir
- 20 Student declined testing mod
- 21 Student shares that...

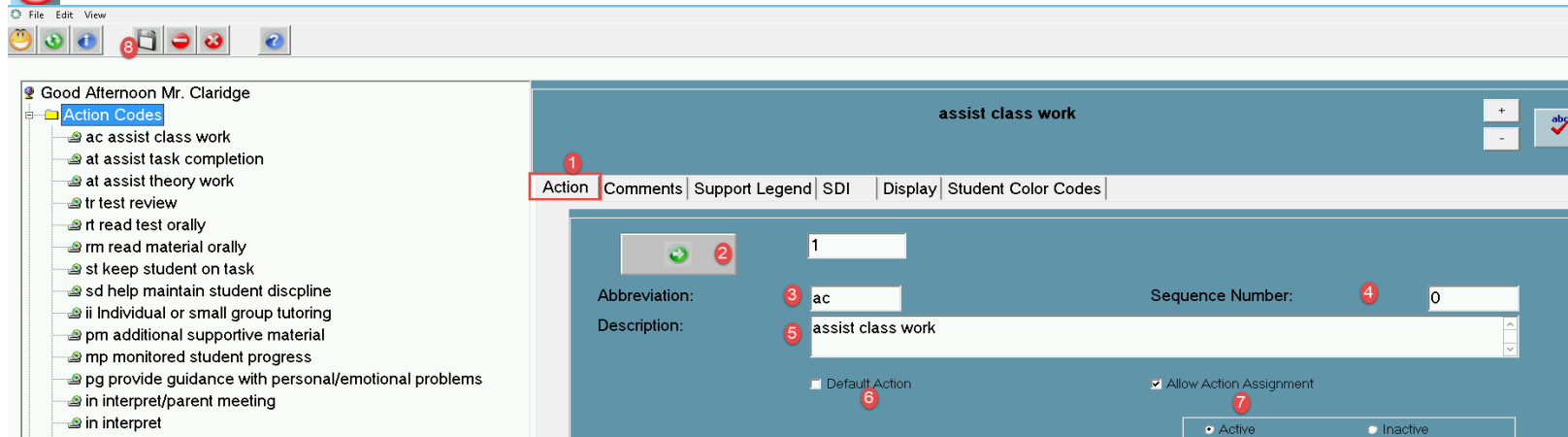
- 24 Student was horse playing in
- 25 Student was removed from st
- 26 Student was sleeping in class
- 27 Student working well at class
- 28 Student working well at hand
- 29 Students works well in group:
- 30 Student's progress is improvir
- 31 Teacher shared information
- 32 Took notes on class lecture
- 33 Worked one on one on shop
- 34 Worked one on one on theor
- 35 Home school not transporting
- 36 Student at clinic
- 37 Administered testing accomm
- 38 Student at work-based site
- 39 Student was using cell phone
- 40 OSHA Support
- 41 BIP Strategy
- 42 Staff Absent Personal
- 43 Staff Absent- Conference/Me
- 44 School Closed
- 45 School Delay
- 46 Field Trip
- 47 Assembly/Guest Speaker
- 48 Testing



Special Services Base Data

Action Codes

- 1 Click the **Action Tab**
- 2 Click **Green** Next Number Button to add a new code
- 3 Enter a unique **Abbreviation** for the new code
 - a) Note: Abbreviation limitation is **2 Characters**
- 4 Enter a **Sequence Number** for the new code
 - a) Note: if no Sequence Number is entered codes will be organized by the ID number
- 5 Type a **Description** for the new code
- 6 Check **Default Action** if you want the new code to be the default
 - a) Note: Only one action can be selected as the default action
- 7 Check **Allow Action Assignment** if you want the new code to be visible in the Multiple Student Assignment drop-down within the Admin Special Services Log module.
- 8 Click **“Save”**

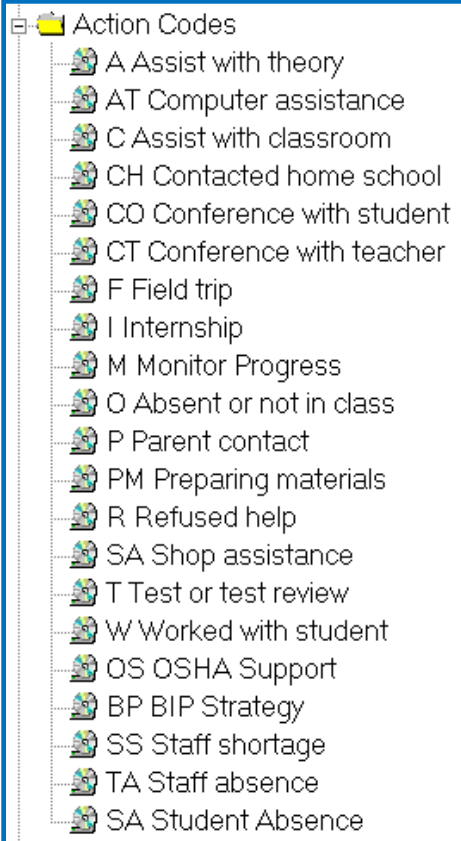


Special Services Base Data

Pre-defined Comments

Prior to using **Special Services Logs** in ClassMate, an Administrator at the school needs to create a list of comments for aides and Special Services teachers to use when entering interventions.

Note: Sample comments are displayed here

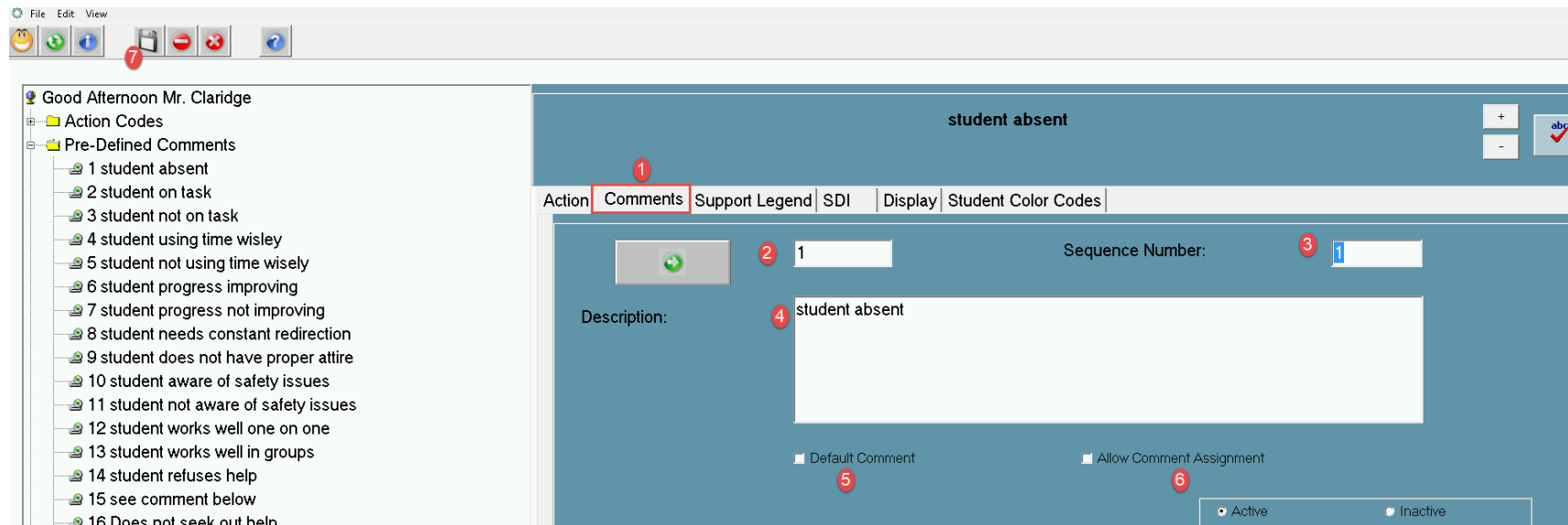
- 
- 📁 Action Codes
 - 👤 A Assist with theory
 - 👤 AT Computer assistance
 - 👤 C Assist with classroom
 - 👤 CH Contacted home school
 - 👤 CO Conference with student
 - 👤 CT Conference with teacher
 - 👤 F Field trip
 - 👤 I Internship
 - 👤 M Monitor Progress
 - 👤 O Absent or not in class
 - 👤 P Parent contact
 - 👤 PM Preparing materials
 - 👤 R Refused help
 - 👤 SA Shop assistance
 - 👤 T Test or test review
 - 👤 W Worked with student
 - 👤 OS OSHA Support
 - 👤 BP BIP Strategy
 - 👤 SS Staff shortage
 - 👤 TA Staff absence
 - 👤 SA Student Absence



Special Services Base Data

Pre-defined Comments

- 1 Click the **Comments Tab**
- 2 Click **Green Next Number Button** to add a new comment
- 3 Enter a **Sequence Number** for the new comment
- 4 Type a **Description** for the new comment
- 5 Check **Default Comment** if you want the new comment to be the default
 - a) Note: Only one action can be selected as the default action
- 6 Check **Allow Comment Assignment** if you want the new comment to be visible in the Multiple Student Assignment drop-down within the Admin Special Services Log module.
- 7 Click **“Save”**



The screenshot displays the software interface for adding a pre-defined comment. On the left, a sidebar lists 16 pre-defined comments, with '1 student absent' selected. The main panel shows the 'Comments' tab active, with a form containing a 'Sequence Number' field (value: 1), a 'Description' text area (value: student absent), and checkboxes for 'Default Comment' and 'Allow Comment Assignment'. The 'Active' radio button is selected. A toolbar at the top contains a 'Save' button, indicated by callout 7.

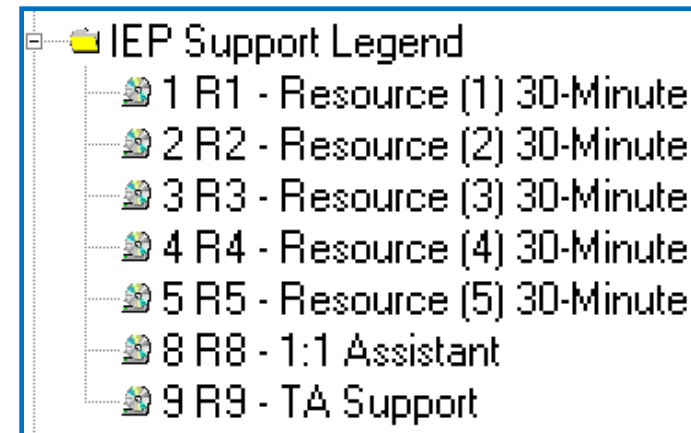


Special Services Base Data

IEP Support Legend

Prior to using Special Services Logs in ClassMate, an Administrator or Special Services Specialist at the school *MAY* want to establish an IEP Support Legend for use in ClassMate. The Support Legend is a method to communicate the support level required for the student. Use of this functionality is optional.

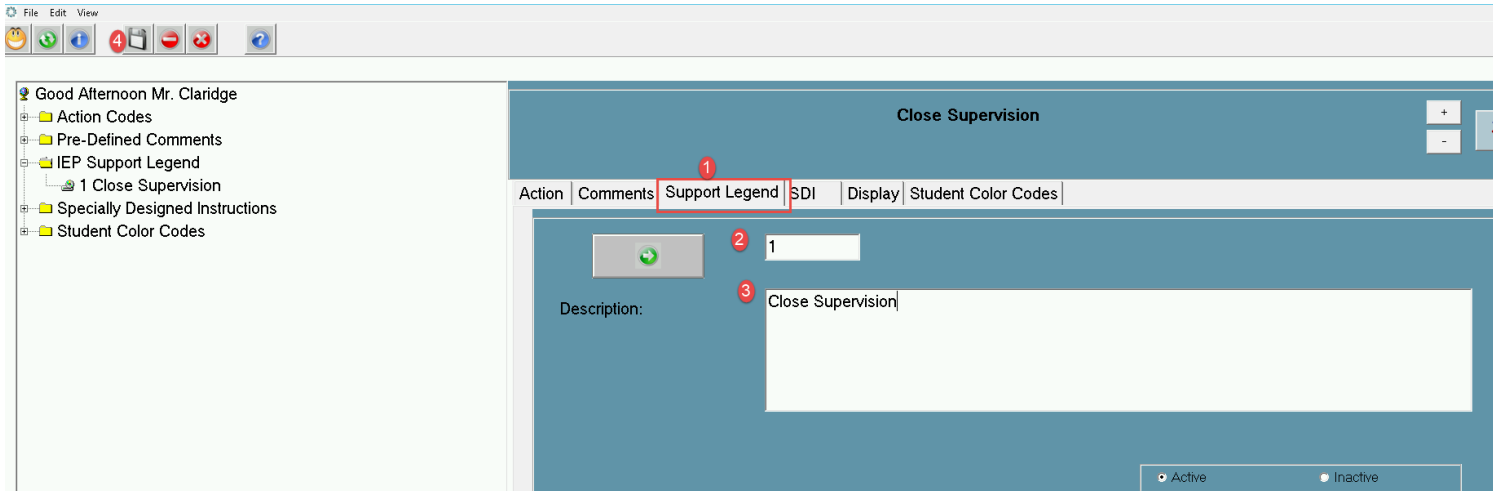
Note: Sample Support Legend is displayed here



Special Services Base Data

IEP Support Legend

- 1 Click the **Support Legend Tab**
- 2 Click **Green** Next Number Button to add a new support legend
- 3 Type a **Description** for the new support legend
- 4 Click **“Save”**



File Edit View

Good Afternoon Mr. Claridge

- Action Codes
- Pre-Defined Comments
- IEP Support Legend
 - 1 Close Supervision
- Specially Designed Instructions
- Student Color Codes

Close Supervision

Support Legend

1

Description: Close Supervision

Active Inactive



Special Services Base Data

Specially Designed Instruction (SDI)

Prior to using Special Services Logs in ClassMate, an Administrator or Special Services Specialist at the school *MAY* want to establish a list SDI's or specially designed instructions for use with ClassMate. The SDI functionality provides a quick method to communicate with teachers, aides, and Special Services teachers regarding student IEP information. Use of this functionality is optional.

Note: Sample SDI's displayed here

- 1 Access to computer
- 2 Administer in a small group
- 3 Administer individually
- 4 Administer test over several se
- 5 Amanuensis - a secretary
- 6 Answers in test booklet
- 7 Answers recorded
- 8 Arithmetic tables
- 9 Auditory amplification device
- 10 Auditory tape of questions
- 11 Braille format
- 12 Directions explained
- 13 Directions read
- 14 Directions signed
- 15 Extended time (1.5)
- 16 Extended time (2.0)
- 17 Extended time (2.5)
- 18 Extended time (3.0)
- 19 Grammer requirements waive

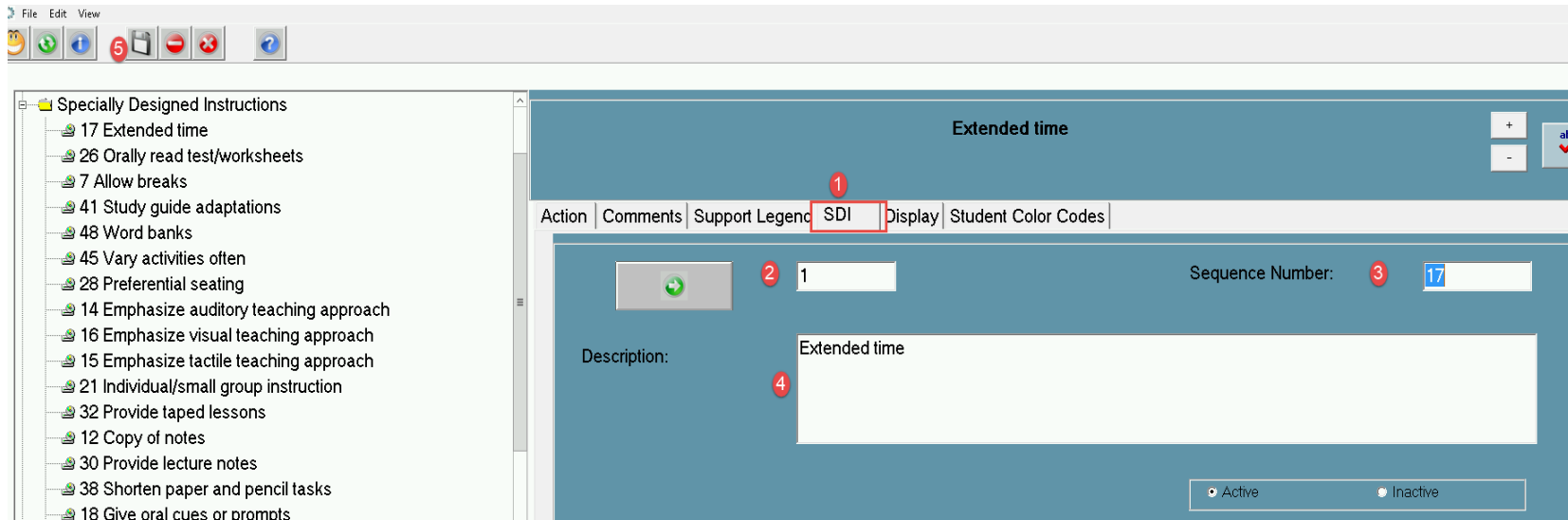
- 21 Large print format
- 22 Masks or markers to maintain
- 23 Minimal distraction
- 24 None required
- 25 Omit questions/pro-rate credi
- 26 Other
- 27 Paragraphing waived
- 28 Passages read
- 29 Provide additional examples
- 30 Provide cues: arrows/stopsig
- 31 Punctuation waived
- 32 Questions read to student
- 33 Reduce number of items per
- 34 Repeat information presentec
- 35 Repeat oral comprehension il
- 36 Revised test directions
- 37 Revised test format
- 38 Simplify language in direction
- 39 Special location
- 40 Spelling requirements waived
- 41 Tests read



Special Services Base Data

SDI

- 1 Click the SDI Tab
- 2 Click **Green** Next Number Button to add a new support legend
- 3 Enter a **Sequence Number**
- 4 Type a **Description** for the new SDI
- 5 Click **“Save”**



The screenshot shows a web application interface for managing Special Services Base Data. On the left is a sidebar with a tree view of 'Specially Designed Instructions' including items like '17 Extended time', '26 Orally read test/worksheets', and '7 Allow breaks'. The main area displays a form for 'Extended time'. At the top, there are '+', '-', and 'abc' buttons. Below is a table with columns: Action, Comments, Support Legend, SDI, Display, Student Color Codes. The 'SDI' column contains a green plus button (labeled 2) and a text input field with '1' (labeled 3). To the right, 'Sequence Number:' is followed by a text input field with '17' (labeled 3). Below the table is a 'Description:' label and a large text area containing 'Extended time' (labeled 4). At the bottom right, there are radio buttons for 'Active' and 'Inactive'.



Special Services Base Data

Display

By default the Special Services Log by Course and Special Services Log by Student modules will display all students, including non-special educations. If your site wants to customize the modules so that only a specific set(s) of students show you may do so using the Display tab. Please note that any selections here will affect which students display in both modules for all users of the two modules.

Note: It is a ClassMate best practice to not check anything on this tab.

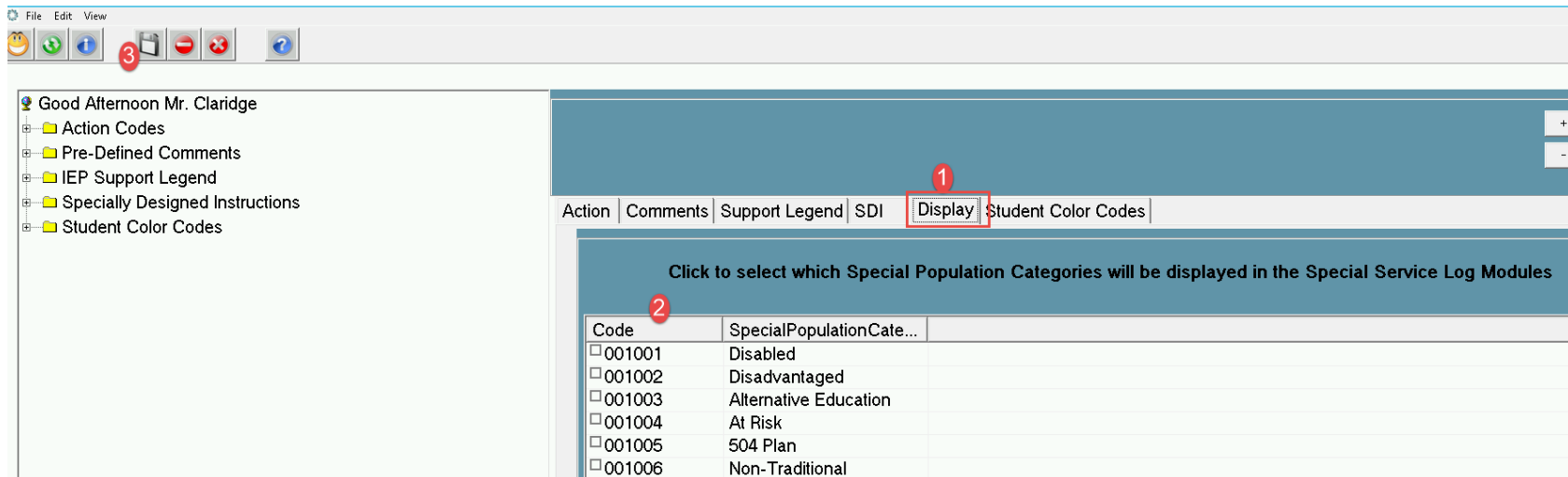


Special Services Base Data

Display

- 1 Click the **Display Tab**
- 2 Click in the box(es) for the student group(s) you want selected
- 3 Click **“Save”**

Note: If you do not check any student groups then **ALL** students including non-special education students will appear in the Special Services Logs by Course & by Student modules.



Code	SpecialPopulationCate...
<input type="checkbox"/> 001001	Disabled
<input type="checkbox"/> 001002	Disadvantaged
<input type="checkbox"/> 001003	Alternative Education
<input type="checkbox"/> 001004	At Risk
<input type="checkbox"/> 001005	504 Plan
<input type="checkbox"/> 001006	Non-Traditional



Special Services Base Data

Student Color Codes Legend

System Administrators can adjust the color of Student Names appearing in different modules throughout ClassMate. By selecting to either assign a color, or to 'clear' the color entirely to make it easier to identify a students group assignments in ClassMate.

1. Click the **Student Color Codes Tab**
2. Click to select a Student Group from the left listing
3. Click **Display Color** to choose a specific color to display
4. Click OK to accept color choice
5. If you do **NOT** want a Student Group to display, click the **Clear Color** button to remove selected Group from displaying as colored grouping in modules
6. Click **"Save"**

The **Color Legend** will then display in certain modules which color coded student names based on Group Assignments in Student Master/Student Special Populations to easily identify if the student is assigned to any of the Groups listed below. The Color Legend also then acts as a Filter when a Group is selected the Student List will Filter to display only Filter selected for easy viewing.

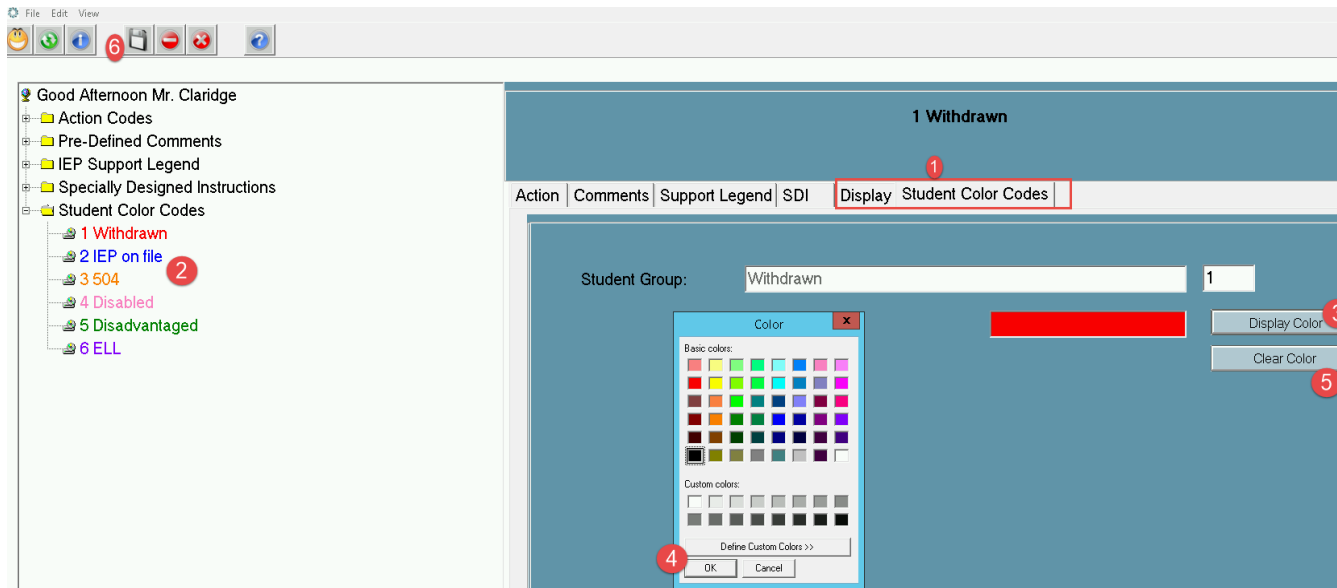
- * Withdrawn
- * Has an IEP on File
- * 504 = T
- * Disabled = T
- * Disadvantaged = T
- * ELL = either assigned 01 Current EL, not LIFE or 06 Current EL, LIFE



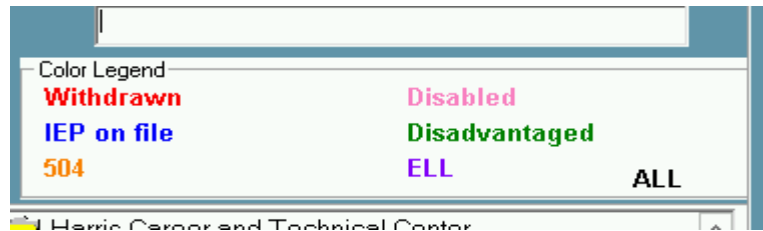
Special Services Base Data

Display

Note: If you do not want coloring to display for specific Student Group, select **Clear Color** and Group will not display in the Color Legend for module viewing.



Note: Sample module Color Legend displayed here



Special Services Base Data

Assigning Para-Educators/Teacher Assistants/Special Services Staff, etc Sessions

There are two ways to assign Para-Educators, Teacher Assistants, Special Services Staff to the sessions so that they can utilize the Special Services Log by Course module and see the class rosters within this module. Which option your sites uses depends on the additional functionality these employees utilize within ClassMate.

Option 1:

Instructional Courses Offerings

Utilize this module option if the user only needs to utilize the Special Services Log by Course module and does not need to perform teacher type functions (ex: taking attendance).

Option 2:

School Educator Assignment by Class

Utilize this module option if the user needs to utilize the Special Services Log by Course module and also perform teacher type functions (example: taking attendance).

This option should also be utilized if more than one special services staff member needs to be able to access the class roster within the Special Services Log by Course module and create logs on the students.

Note: For NY BOCES clients Option 2 must be utilized in order to report the user for SIRS state reporting.



Special Services Base Data

Option 1: Instructional Course Offerings

Getting Started:

Single Location Sites

Double Click **Modules** > Double click **Curriculum Management** > Click **Instructional Course Offerings**

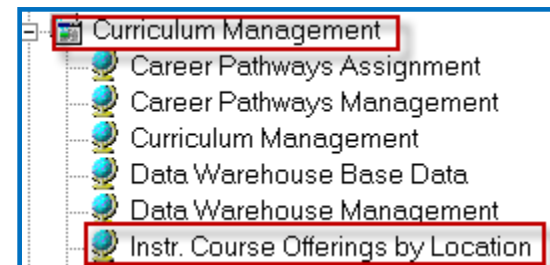
Single Location Site



Multiple Location Sites

Double Click **Modules** > Double click **Curriculum Management** > Click **Instr. Course Offerings by Location**

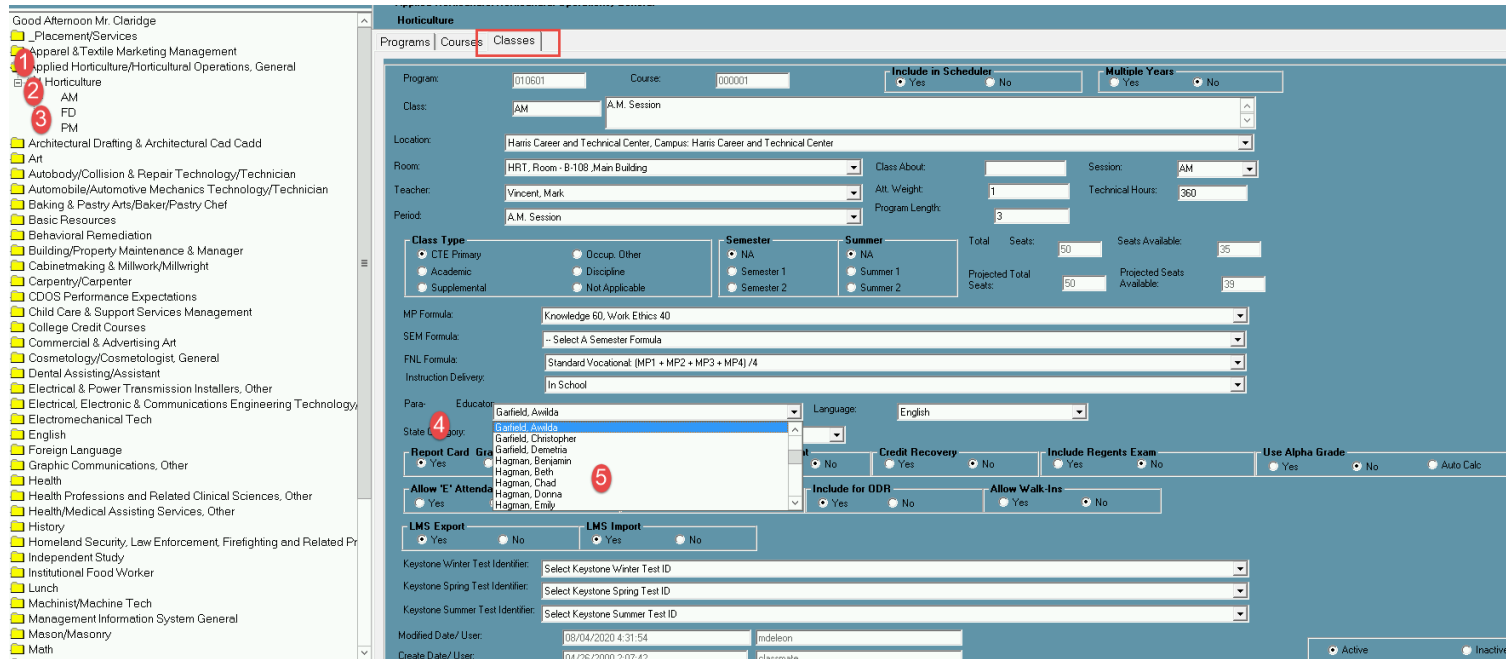
Multiple Location Site



Special Services Base Data

Option 1: Instructional Course Offerings

- 1 Click the plus sign (+) next to a **Program**
- 2 Click the plus sign (+) next to a **Course**
- 3 Click the plus sign (+) next to a **Class**
- 4 Look at the bottom left of the screen for the word **Para-Educator**
- 5 Click the Drop-Down arrow and select the **employee's name**
- 6 Click **"Save"**



The screenshot shows the 'Horticulture' course offering form. On the left, a tree view shows the navigation path: Horticulture > AM > FD > FM. The main form fields are as follows:

- Program:** 010601, **Course:** 000001
- Include in Scheduler:** Yes (selected), No
- Multiple Years:** Yes (selected), No
- Class:** AM, **A.M. Session:** FD
- Location:** Harris Career and Technical Center, Campus: Harris Career and Technical Center
- Room:** HRT, Room: B-108, Main Building
- Teacher:** Vincent, Mark
- Alt. Weight:** 1, **Technical Hours:** 360
- Period:** A.M. Session, **Program Length:** 3
- Class Type:** CTE Primary (selected), Academic, Supplemental, Occupational, Discipline, Not Applicable
- Semester:** NA (selected), Semester 1, Semester 2
- Summer:** NA (selected), Summer 1, Summer 2
- Total Seats:** 50, **Seats Available:** 35
- Projected Total Seats:** 50, **Projected Seats Available:** 39
- MP Formula:** Knowledge 60, Work Ethics 40
- SEM Formula:** -- Select A Semester Formula
- FNL Formula:** Standard Vocational: (MP1 + MP2 + MP3 + MP4) / 4
- Instruction Delivery:** In School
- Para-Educator:** Garfield, Avelida (selected)
- Language:** English
- State:** Garfield, Avelida (selected)
- Report Card Grade:** Yes (selected)
- Allow 'E' Attendance:** Yes (selected)
- Include for DDR:** Yes (selected)
- Allow Walk-Ins:** No
- LMS Export:** No, **LMS Import:** No
- Keystone Winter Test Identifier:** Select Keystone Winter Test ID
- Keystone Spring Test Identifier:** Select Keystone Spring Test ID
- Keystone Summer Test Identifier:** Select Keystone Summer Test ID
- Modified Date/ User:** 08/04/2020 4:31:54, indaleon
- Create Date/ User:** 04/26/2018 2:17:42, fclassmate
- Buttons:** Active (selected), Inactive



Special Services Base Data

Option 2: School Educator Assignment by Class

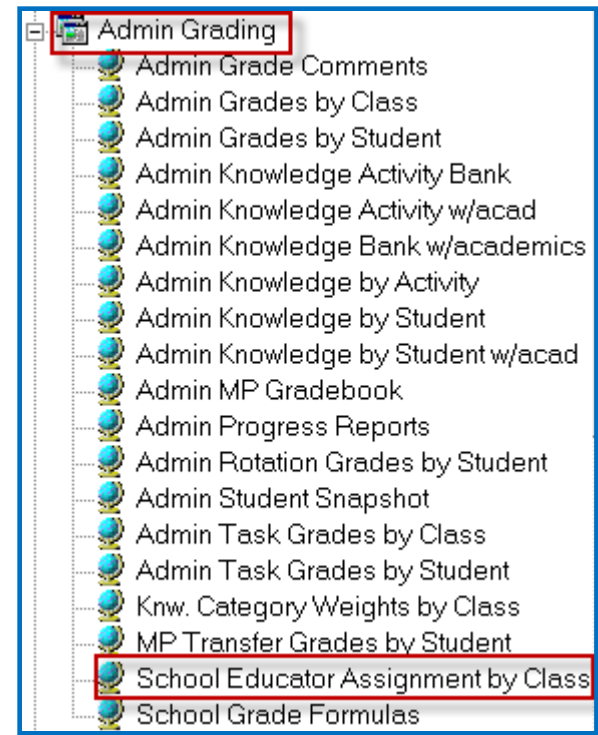
Getting Started:

Single Location Sites

Double Click **Modules** > Double click **Admin Grading** > Click **School Educator Assignment by Class**

For detailed instruction on using this module please refer to the Introduction to School Educator Assignment Guide available on our website at:

<http://www.classmate.net/classmate-user-state-documentation/>



Special Services Base Data

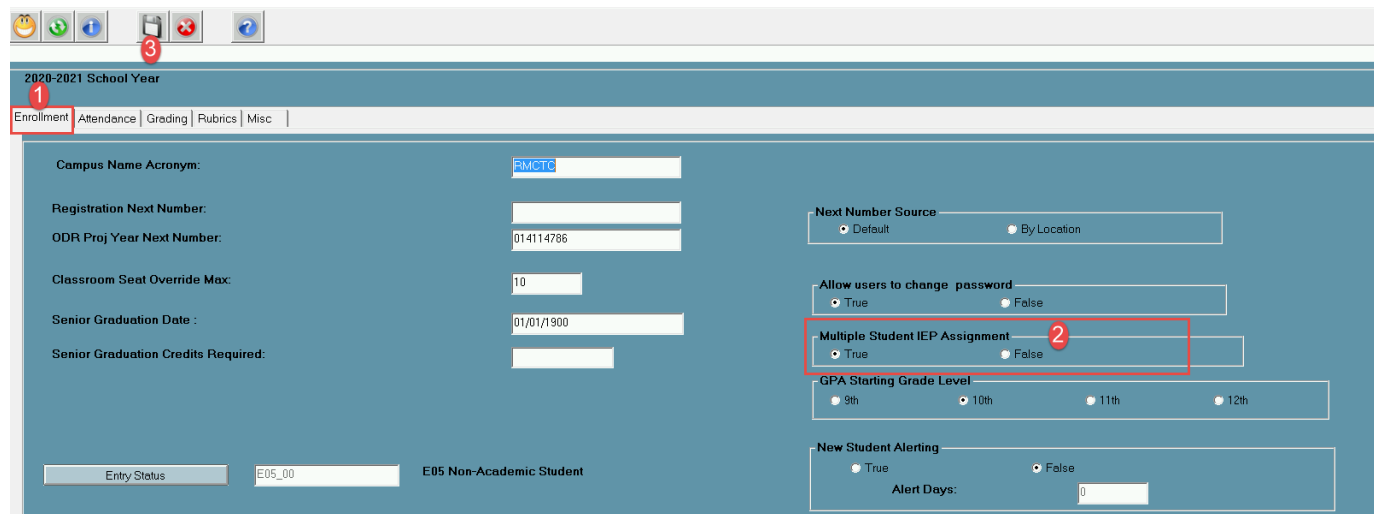
ClassMate Custom Control

ClassMate provides the ability for Special Services Staff to create one intervention (one action, one comment, and one free form comment) and assign it to multiple students. In order for users to be able to utilize this feature the Multiple Student IEP Assignment flag must be set to True on the Enrollment tab in the ClassMate Custom Control module.

Getting Started:

Double Click **Modules** > Double click **System Administrator** > Click **ClassMate Custom Control**

- 1 Click the **Enrollment Tab**
- 2 For **Multiple Student IEP Assignment** click True
- 3 Click “**Save**”



The screenshot shows the ClassMate Custom Control interface for the 2020-2021 School Year. The 'Enrollment' tab is selected and highlighted with a red box and a '1' in a red circle. The 'Multiple Student IEP Assignment' checkbox is checked (True) and highlighted with a red box and a '2' in a red circle. The 'Save' button is highlighted with a red box and a '3' in a red circle. The interface includes fields for Campus Name Acronym (SMCTC), Registration Next Number, ODR Proj Year Next Number (014114786), Classroom Seat Override Max (10), Senior Graduation Date (01/01/1900), and Senior Graduation Credits Required. There are also radio buttons for Next Number Source (Default, By Location), Allow users to change password (True, False), GPA Starting Grade Level (9th, 10th, 11th, 12th), and New Student Alerting (True, False) with an Alert Days field (0).



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