Introduction to:
Special Services Base Data

April 2021

Special Services Base Data

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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 students IEP and allow teachers to easily take note of any SDI's a students may have. The Special Services Log functionality e cannot be used until the required Special Services Base Data has been setup in ClassMate.

Special Populations Options Base Data Setup

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Special Populations Options Training

↓

Special Populations Intervention Log & SDI Use

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**
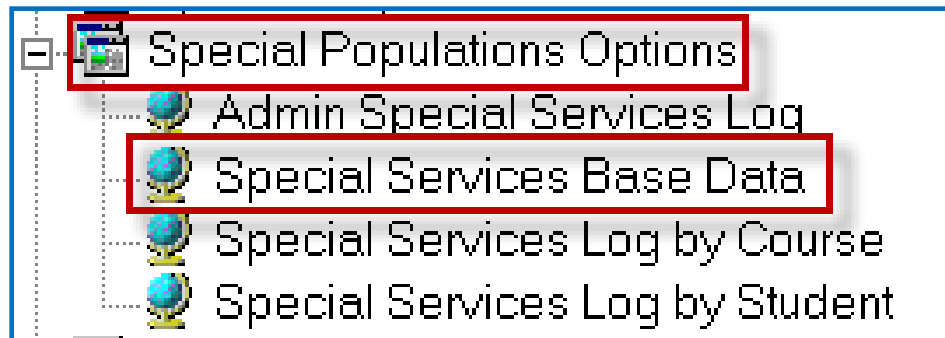
Special Services Base Data

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 partici
- 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
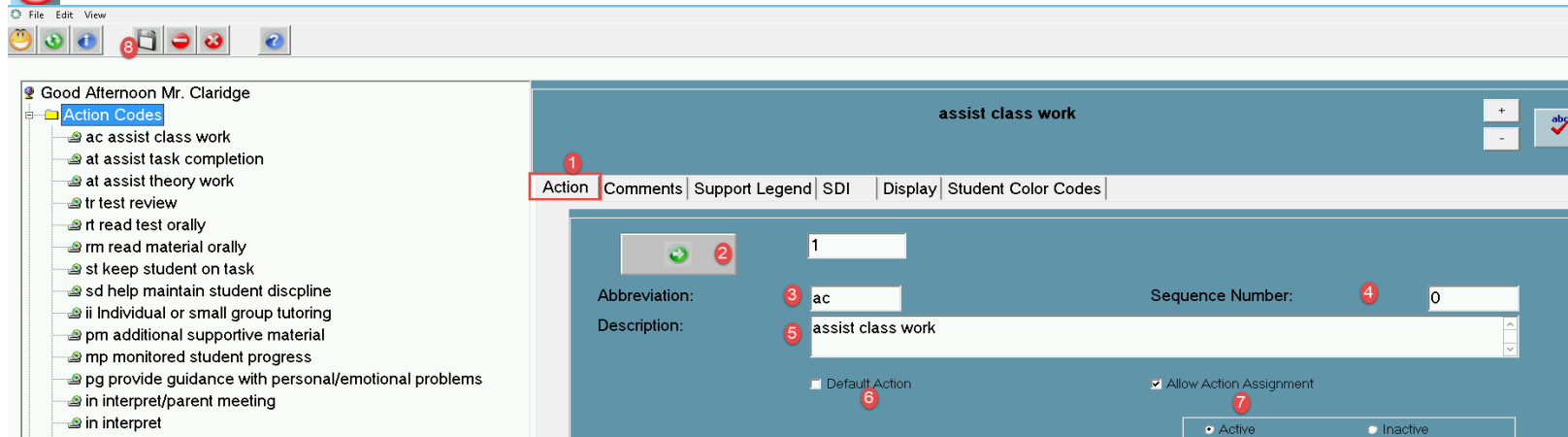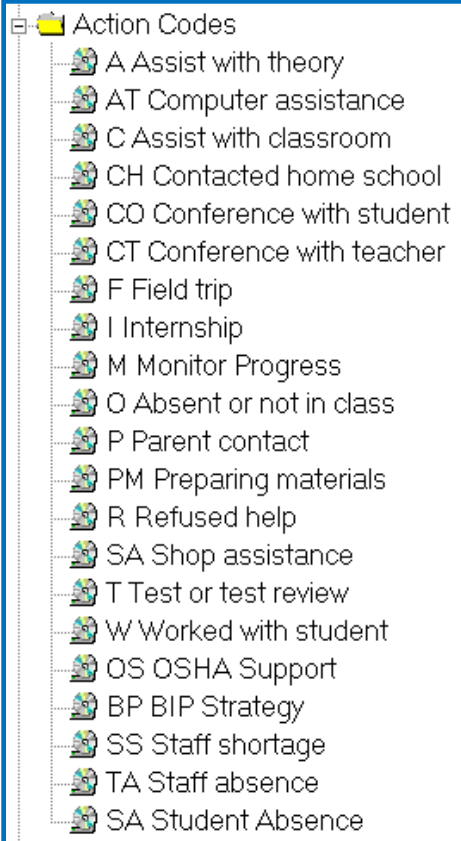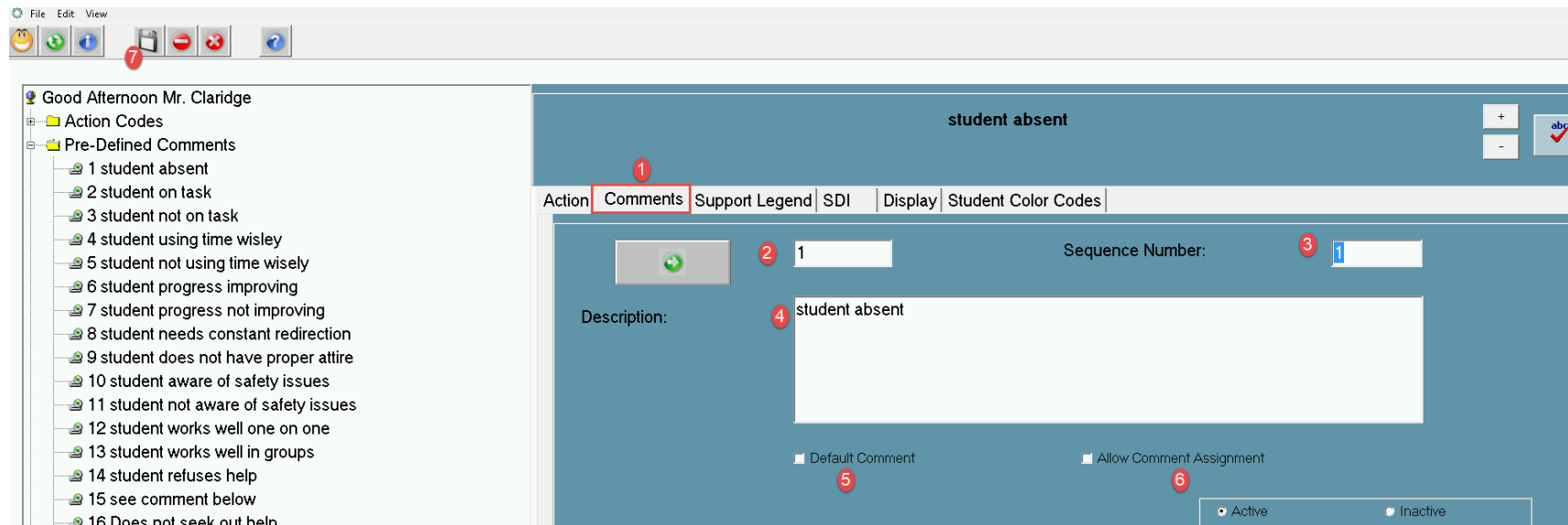- 21 Student shares that....

- 24 Student was horse playing in
- 25 Student was removed from sh
- 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"**

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.
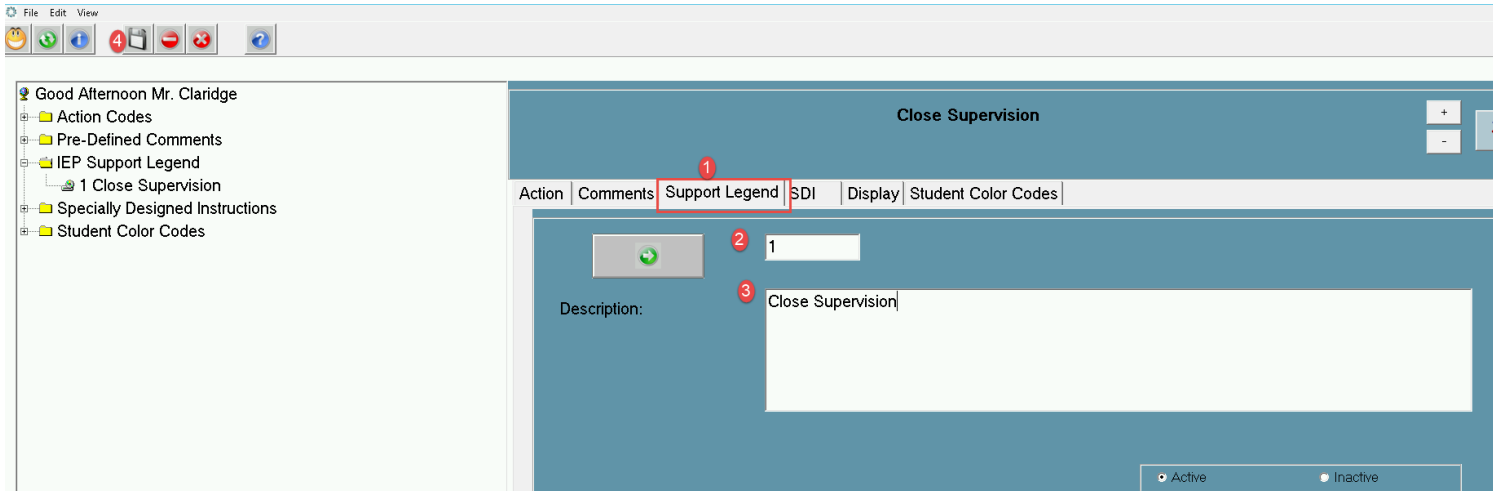
Note: Sample Support Legend is displayed here
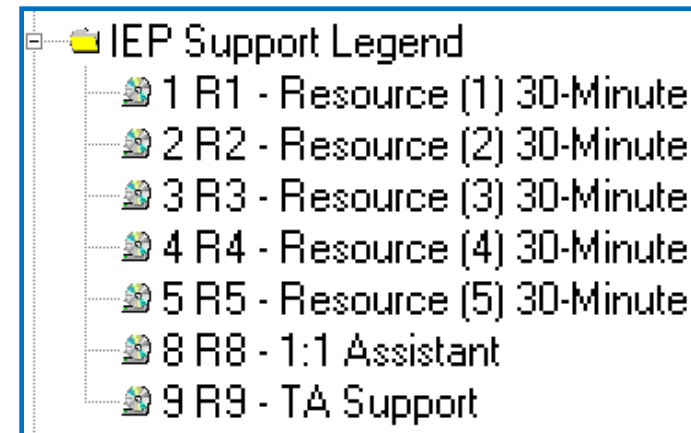
Special Services Base Data

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"**

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

Specially Designed Instructions
- 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
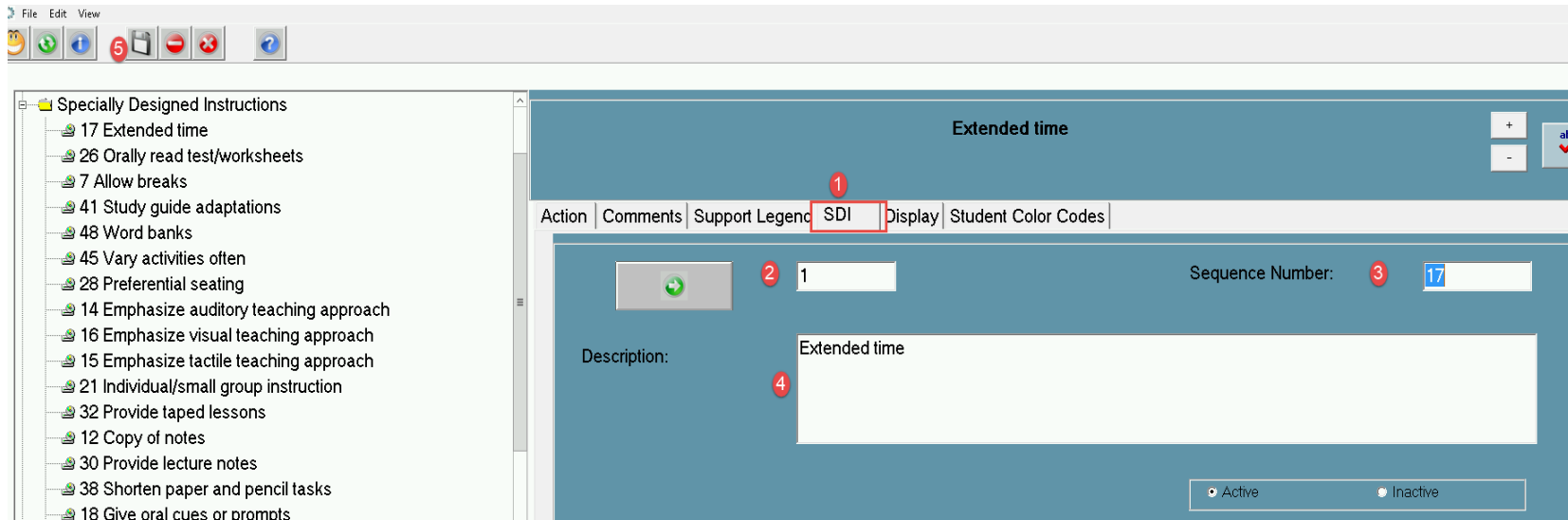
- 21 Large print format
- 22 Masks or markers to maintain
- 23 Minimal distraction
- 24 None required
- 25 Omit questions/pro-rate credi
- 26 Other
- 27 Paragraphing waived
- 28 Passages read
- 29 Provide additional examples
- 30 Provide cues: arrows/stopsig
- 31 Punctuation waived
- 32 Questions read to student
- 33 Reduce number of items per
- 34 Repeat information presented
- 35 Repeat oral comprehension i
- 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"**

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.
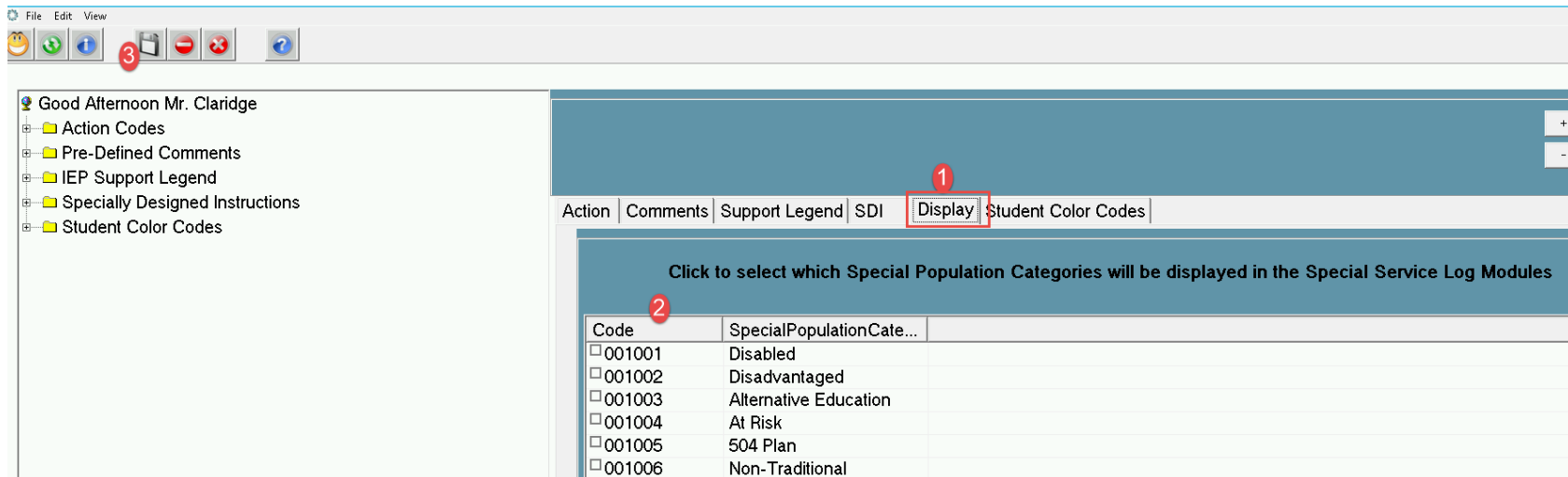
Special Services Base Data

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.

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
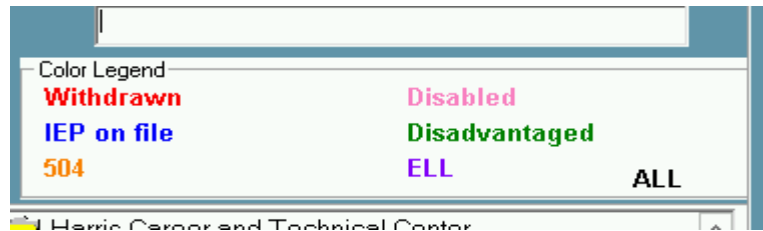* ELL = either assigned 01 Current EL, not LIFE or 06 Current EL, LIFE

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.
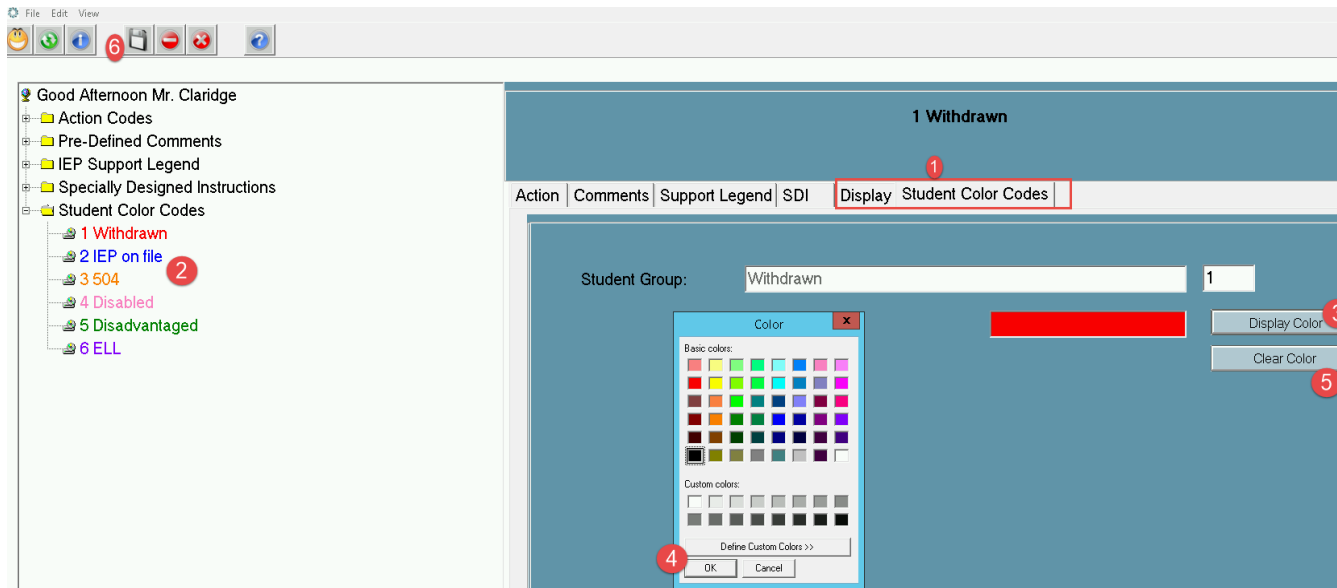
Note: Sample module Color Legend displayed here

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 then 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

Single Location Site

Getting Started:

Single Location Sites
Double Click **Modules** > Double click **Curriculum Management** > Click **Instructional Course Offerings**

Multiple Location Site

Multiple Location Sites
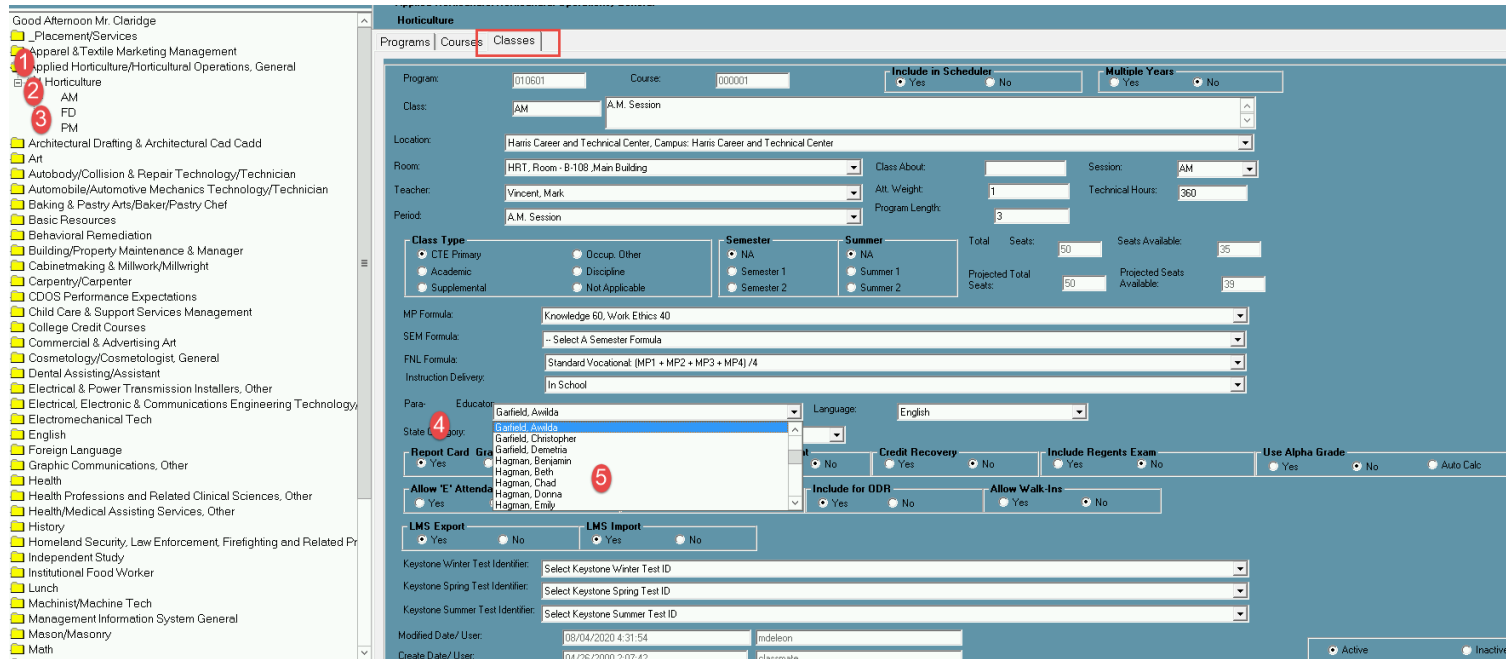Double Click **Modules** > Double click **Curriculum Management** > Click **Instr. Course Offerings by Location**
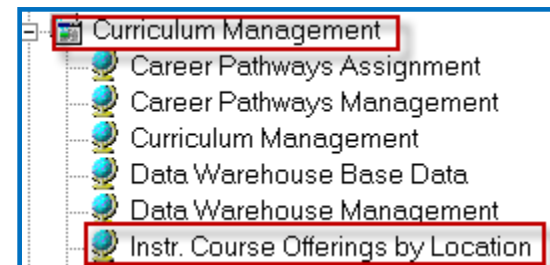
Special Services Base Data

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"**

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/
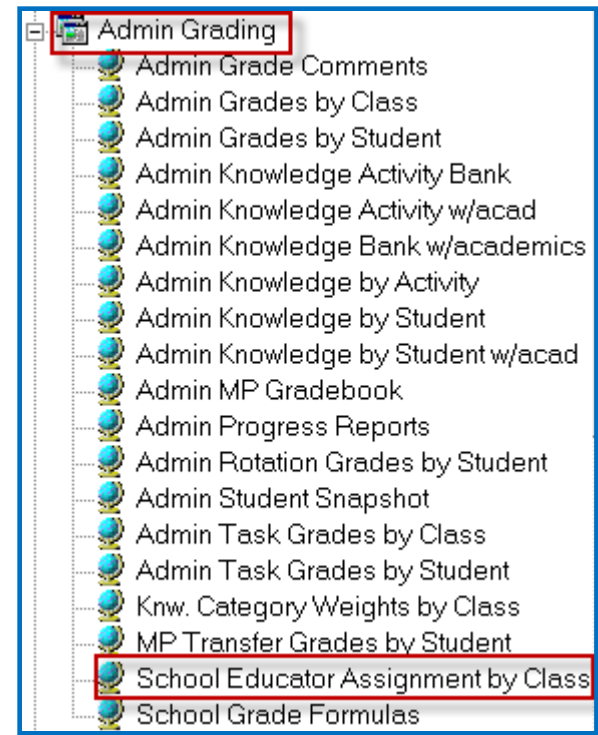
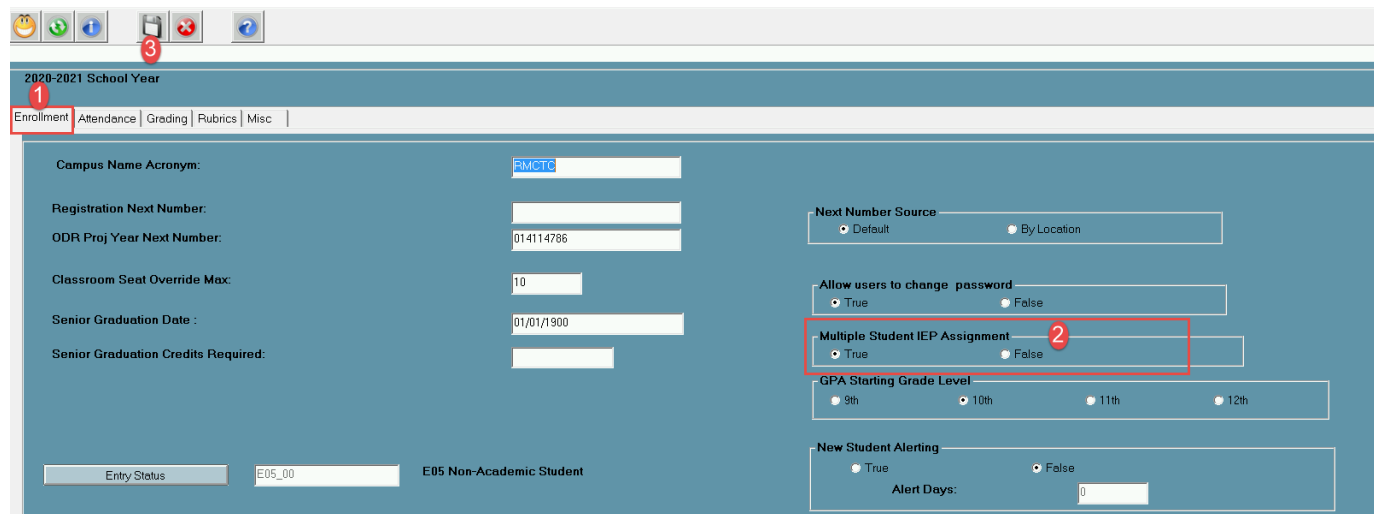# Special Services Base Data

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"**

ClassMate
1660 Valley Central Parkway
Bethlehem, PA 18017

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