

# Individual Student Assessment Accessibility Profile (ISAAP)

## About the Individual Student Assessment Accessibility Profile (ISAAP) Process and the ISAAP Tool

### The ISAAP Process

The ISAAP process represents a thoughtful and systematic approach to addressing student access needs for the Smarter Balanced assessments. The ISAAP process includes preparatory steps, a step for creating the ISAAP itself, and steps that allow educators to check that Designated Supports and Accommodations are entered correctly into the test engine. Optimally, the ISAAP process is a team approach. The overall goal of using the ISAAP process and ISAAP Tool is to provide students with a comfortable testing experience that allows them to demonstrate what they know and can do. For students with Individual Education Programs (IEPs) or 504 plans, ISAAP decisions are determined by the IEP or 504 teams, respectively.

The following seven-step ISAAP process helps to ensure students have the accessibility supports they need for the Smarter Balanced assessments. Schools may organize these steps to fit local resources and needs, adding or collapsing steps as needed:

1. Select key staff members and define roles.
2. Provide training and information to staff, students, and parents.
3. Identify students who will benefit from Designated Supports, Accommodations, or both.
4. Select the appropriate Designated Supports and Accommodations for each student identified.\*
5. Enter Designated Supports and Accommodations into test engine.
6. Perform a pre-administration check of assigned access supports.
7. Check for delivery of assigned Designated Supports and Accommodations at the time of test administration.

\*The ISAAP Tool may be used to facilitate the selection of Designated Supports and Accommodations.

**Federal law—the Family Educational Rights and Privacy Act—prohibits the release of any student’s personally identifiable information. Any printed or electronic materials with student information must be securely stored.**

### The New Web-based ISAAP Tool

The new web-based ISAAP tool is designed to facilitate selection of the Designated Supports and Accommodations that match student access needs for the Smarter Balanced assessments, as supported by the *Smarter Balanced Usability, Accessibility, and Accommodations Guidelines* ([http://www.smarterbalanced.org/wordpress/wp-content/uploads/2014/08/SmarterBalanced\\_Guidelines.pdf](http://www.smarterbalanced.org/wordpress/wp-content/uploads/2014/08/SmarterBalanced_Guidelines.pdf)). The ISAAP Tool should be used in conjunction with the *Smarter Balanced Usability, Accessibility and Accommodations Guidelines* and state regulations and policies related to assessment accessibility as a part of the ISAAP process.

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## Instructions for Use

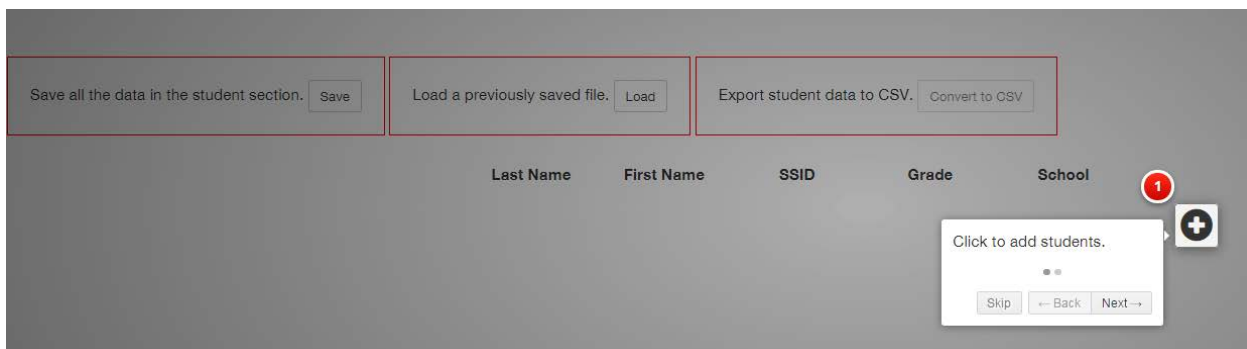
These instructions are a resource to assist users — including IEP and 504 plan teams — in creating an Individual Student Assessment Accessibility Profile (ISAAP) using the web-based ISAAP Tool. The instructions speak to both the content and functionality of the ISAAP Tool.

## Getting Started

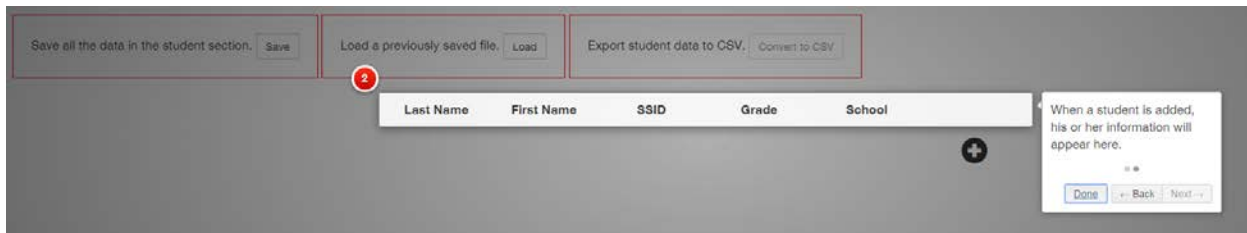
To access the online ISAAP Tool, in a web browser, go to the following web address:

<http://52.11.155.96/static/isaap/index.html>

You will see this quick help screen with Page 1 (Click on the plus sign to add students):



Click the 'Next' button to access the next quick help screen with Page 2 (When a student is added, his or her information will appear here).



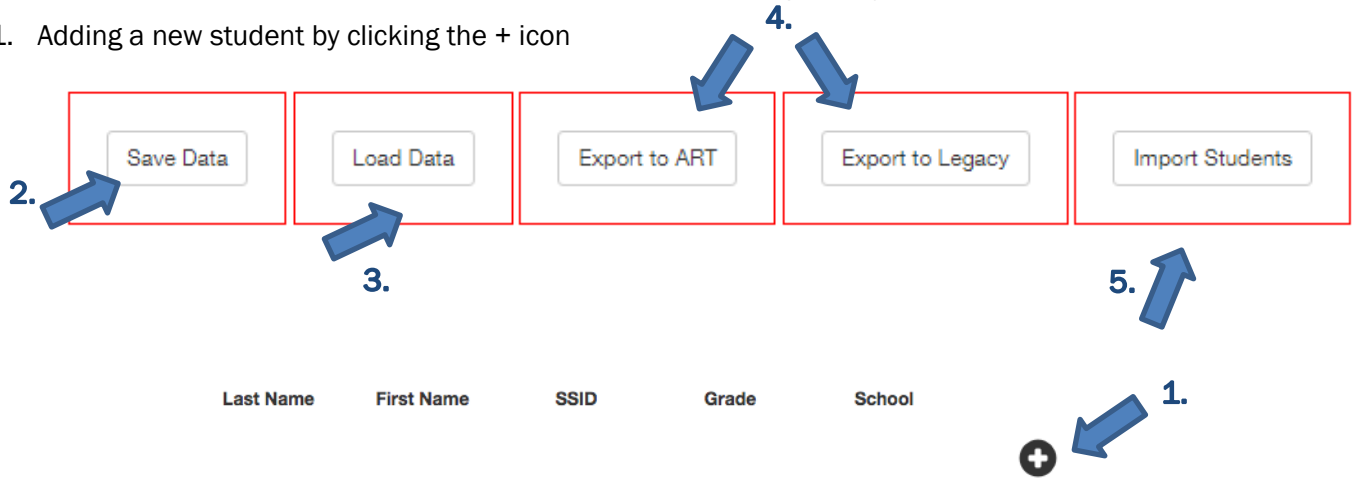
Click anywhere on the 'Done' button or on the shaded part of the screen to go the main page, which allows you to add individual student information.

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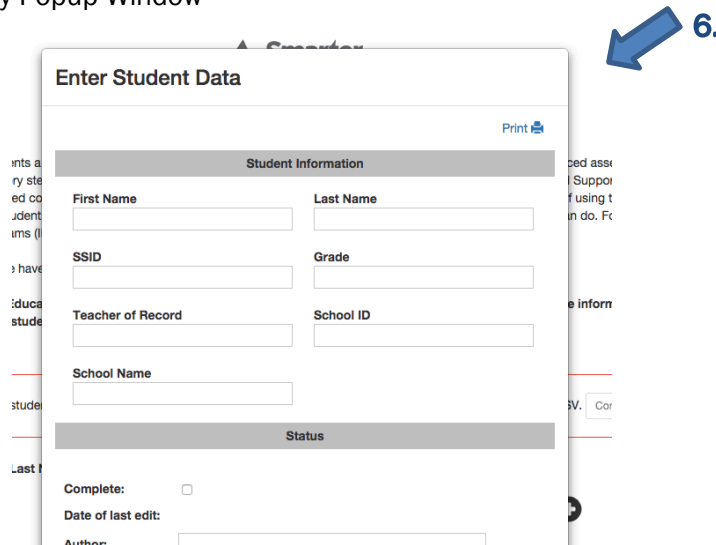
## ISAAP Tool Components

Once you have navigated to the ISAAP main page, you will see the following tool components (Note: The 'How to Create an ISAAP' section will include information on each component):

1. Adding a new student by clicking the + icon



2. Saving a file button
3. Loading a file button
4. Convert to CSV buttons : Export to ART (Open Source System Registration Tool) and Export to Legacy (matches the export of the old Excel ISAAP Tool)
5. Import Students button
6. Student Entry Popup Window



The image shows a 'Student Entry Popup Window' titled 'Enter Student Data'. It has a 'Print' icon in the top right corner. The form is divided into two sections: 'Student Information' and 'Status'. The 'Student Information' section contains the following fields: First Name, Last Name, SSID, Grade, Teacher of Record, and School ID. The 'Status' section contains: Complete (checkbox), Date of last edit, and Author.

## How to Import Students

If you have a fair number of students to enter ISAAP information for, you can import a set of student basic information to start, and then edit their individual ISAAPs afterwards. The comma-separated values (.csv) file should include the fields listed below:

	A	B	C	D	E	F	G	H	I
1	FirstName	LastName	SSID	Grade	TeacherOfRecord	SchoolID	SchoolName	State	Subject
2	John	Doe	321	5	Ms. Taylor	23	George Washington Elementary	CA	MATH
3	Alan	Smith	1234	11	Ms. Taylor	23	Jefferson High School	CA	ELA
4	Ali	Jones	1235	6	Ms. Taylor	23	George Washington Elementary	CA	ELA

Click on the Plus icon to complete the import. Note: This import does not check for duplicates. If you make a mistake, refreshing the page will clear it.

## How to Create an ISAAP

1. Click on the plus sign to add a new student.

Last Name      First Name      SSID      Grade      School

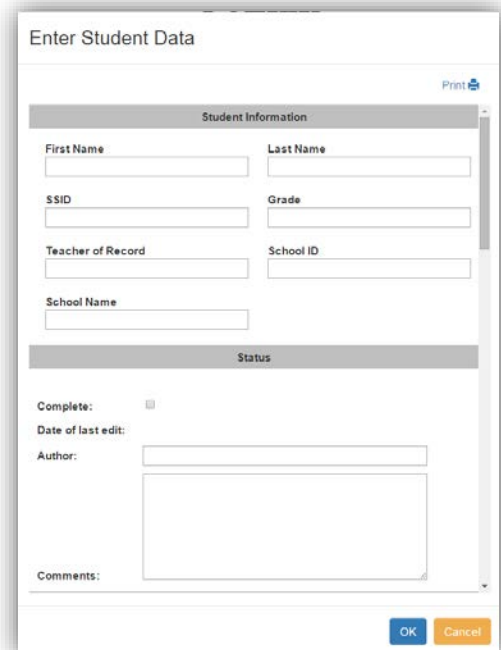


2. **Student Information:**

Enter the student information in the appropriate boxes: First Name, Last Name, SSID, Grade, Teacher of Record, School ID, School Name. All fields are required and should reflect the information captured in the test administration and registration system.

3. **Status:**

Click on the 'Complete' box when you believe all the data has been entered for a given student. Note that this is your determination and not based on how much of the page is filled in. If using a team approach to identify resources for the student, multiple people will provide input about which entries need to be filled out. Use the 'Comments' section to indicate that more input is needed from someone else and leave the complete box unchecked. Note that you must click on the 'Save' button on the ISAAP main page to save your information. You can still edit this information, but it will not be saved unless you click on the Save button. Even after you save, you can still edit the information, but you will need to save again for any new changes to be saved.



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Date of last edit: This gets automatically filled in.

Author: Include the name of the person filling out the ISAAP as author of the requested accessibility resources for this student.

Comments field is available to enter any special instructions or notes.

**Scroll down to see further options using the scroll bar on the right.**

4. **Universal Tools-Embedded/Universal Tools-Non-Embedded:**

Universal Tools, by default, are automatically available for all students. To turn off a Universal Tool, click on the blue box to the left of the tool. Do this for both embedded and non-embedded tools. Hover your mouse over any Universal Tool to access its description.

Note: While the universal tool settings can be saved/printed here, ART currently does not have a way to import the universal tool settings.

5. **Student Need(s):**

Select one or more of the student needs as appropriate for the student. *Note that the available and recommended designated supports that appear in Step 7 will depend on which needs you select.*

6. **Identification of Student Need:**

Select one or more of the methods by which the student need(s) was approved for the student. This section allows you to note if a student has an IEP or 504 plan. As you select the appropriate student need(s) and identification of student need, the best suited designated supports and/or accommodations automatically appear below. *Note that the available and recommended accommodations that appear in Step 8 will depend on which needs you select.*

7. **Designated Supports:**

Select from the list of designated supports using the pulldown menus. Hover your mouse over any Designated Support to access its description. *Note: only one selection can be made per designated support in the dropdown menu; not making a selection is the same as not including that designated support.*

8. **Accommodations IEP or 504 Plan Documentation:**

Select from the list of accommodations or 504 Plan related accessibility resources using the pulldown menus. If the student does not have an IEP or 504 Plan, no accommodation options will appear. Hover your mouse over any Accommodation to access its description.

9. When you are done, click on the 'OK' button.

You will see a new entry in the table on the main page.


Click on 'Edit' to make any changes to an existing student ISAAP (this process is explained below).

10. Repeat Steps 1- 9, as appropriate, for as many students as you need to enter.

## How to Edit an ISAAP

To edit an ISAAP for a given student, click on the Edit button that appears to the right of the student's line in the table. Make changes as needed and click OK. *Note: You can edit any student's information in any order.*

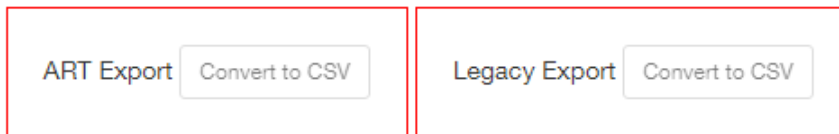
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Last Name	First Name	SSID	Grade	School	
Student	One	1234	9	Elementary School	<div style="display: flex; align-items: center;"> <div style="border: 1px solid blue; padding: 2px 5px; margin-right: 5px;">Edit</div>  </div> <div style="text-align: center; margin-top: 10px;">+</div>

## How to Export an ISAAP to a CSV (comma separated values) file for import into ART

In order to import the ISAAP list into a vendor’s registration system (e.g., ART), you will need to create a .csv (comma-separated values) formatted file. This is one of the most universal ways to import data into a test registration system.

Once you are done with your list, you can convert it to CSV format by clicking on the *Convert to CSV* button for either ART Export or Legacy Export. This will create a file that includes a header row, and the data for the students for which you have created or edited ISAAP’s. The file will be saved with the generic name of data.csv and will increment by number if you save more than once [e.g., data(2).csv].

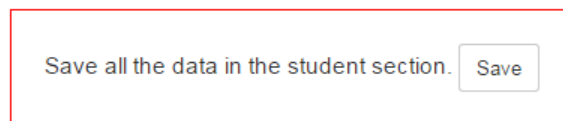


Choosing ART export will export a file that can be imported into the Open Source System Administration and Registration Tool (ART). The Legacy Export will export the same file that would have been exported by the previous Excel version of the ISAAP Tool.

## How to Save all the data in the student section

The data you enter will only persist on a one time basis, so you will want to save the data to a local file, so that you can retrieve at a later time.

Anytime during the process of creating and editing ISAAP’s, you can save the data to a file using the Save button to the right of the *Save all the data in the student section* box.



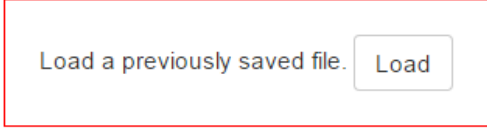
Note that when you click the save button, a file is downloaded to your computer with a filename like ‘save-2015-05-19 13-50-52.json’ This filename has the date and time of the file included in the filename.

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## How to Load a previously saved file

On a later occasion, you may want to pick up where you left off with your work filling in the ISAAPs for multiple students. To do so you must have saved the file using the save command above.

To load a saved file, click on the Load *Save all the data in the student* section box. Navigate to the location on your computer where the saved file is stored. By default this location will be in your downloads folder. [Clicking on the CTRL and J keys will bring up your downloaded files list; click on “Show in folder” to see the location of the file].

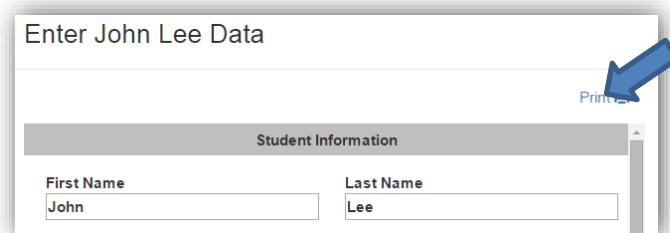


Load a previously saved file.

Note that when you click the Load button, you will need to select the filename like ‘save-2015-05-19 13-50-52.json’. Navigate to the location where the file is saved. This can be on a shared drive or on a local drive. Select the desired file and then click on the *Open* button. You will notice that the main page will be populated with the data from the saved file.

## Printing a list for a student

To print a list of selected and unselected options for a student to discuss with other staff, click on the print icon just below the header “Enter Student Data” at the top of the pop-up for the student of interest. Best to do this once you have filled in student needs and IEP/504 plans.



Enter John Lee Data

Print

Student Information

First Name	Last Name
John	Lee

## Combining data from multiple CSV files into one file

If you have multiple people working on independent files, you may want to combine them into one file for ease of import into the registration system. There are two options for doing this.

**OPTION 1:** If you would like to create a single CSV file for use when importing this data into the test registration system, you will need to do the following:

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1. Open each CSV file in Excel or other spreadsheet or text editor.
2. Copy the data from each CSV file into one CSV file. You will need to delete any additional header rows (or not copy them over). The resulting file should be named appropriately so you know it is the combined CSV file to be used for import into the test registration system.
3. Note: be careful of duplicate information as multiple entries for the same student may likely get overwritten or produce an error depending on how the registration system you are using handles duplicate IDs. Best practice is to sort by student ID and then determine which data is correct. Delete rows that are not correct or most current.
4. Save the file for import into your desired registration system.

**OPTION 2:** For advanced users on a Windows PC you can use this batch script to accomplish the same results (except for Step 3 in OPTION 1), which you will still need to do.

1. The following command will take the header from the first file, but will exclude it from the rest. Copy the following contents into a text file and save as 'run.cmd'.

```
@echo off
ECHO Set working directory
pushd %~dp0
ECHO Deleting existing combined file
del combined.csv
setlocal ENABLEDELAYEDEXPANSION
set cnt=1
for %%i in (*.csv) do (
    if !cnt!==1 (
        for /f "delims=" %%j in ('type "%%i"') do echo %%j >> combined.csv
    ) else if %%i NEQ combined.csv (
        for /f "skip=1 delims=" %%j in ('type "%%i"') do echo %%j >> combined.csv
    )
    set /a cnt+=1
)
```

2. You will need to copy the files you want to combine in a folder with the run.cmd file.
3. Double click on the run.cmd file. The resulting combined.csv file will combine the data from the multiple files. Note that you still will need to open this file in Excel and check for duplicate student IDs. This script also assumes that the header row is the same for each csv file you are combining.