

Friday, September 15, 2017

## Accessing Student IEP and 504 Accommodations

1. **Access Teacher Insight.** Teacher Insight contains the IEP and 504 accommodations for all your students. You can find Insight using the following URL <https://insight.everettsd.org>
2. **Alerts & Accommodations.** Open up Insight by double clicking on the icon. Find the “Alerts & Accommodations” tab near the top of the page.
3. **IEP Accommodations.** (1) Click on the IEP Class Accommodations bar; choose your name in the filters section on the left (Teacher Name field), and click on the “Show Student Details” button. An example of this is shown below for Gustavo Anaya. Gustavo has one student with an IEP. I have circled the relevant clicks below.

The screenshot shows the Teacher Insight interface. At the top, there are tabs for District Assessments, Elem Progress Report, Grades, Gradebook, Graduation, HS Success Indicators, and Post-Secondary. Below these are school level tabs: Elementary School, Middle School, and High School. The 2017-2018 school year is selected. The 'IEP Class Accommodations' tab is active. On the left, the 'Filters' section shows 'School Name' as 'Hm Jackson High' and 'Teacher Name' as 'Anaya, Gustavo'. The 'Show Student Details' button is circled. Below the filters, there are buttons for 'Hold Students', 'Release Students', 'Clear Selections', 'View Photos', and 'Customize Demographics'. The main area displays 'Students with IEP Class Accommodations' with a bar chart showing 1 student for Hm Jackson High. Below this is a table titled 'Student Details - 1 Students'.

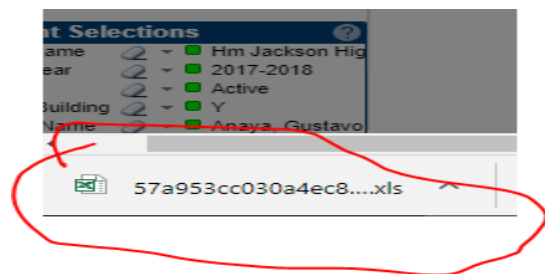
StudentName	Student ID	School	Grade Level	Gender	Ethnicity	SpecialEd	ELL	Section504	Soc Econ Stat
Martin, Samuel	111821	Hm Jackson High	12	M	White	Y	I	N	Y

4. **Printout IEP Accommodations.** You can print out the accommodations in an Excel spreadsheet. Scroll to the right until you get to the right most end of the “Student Details” table. Click on the Excel icon (see picture below).

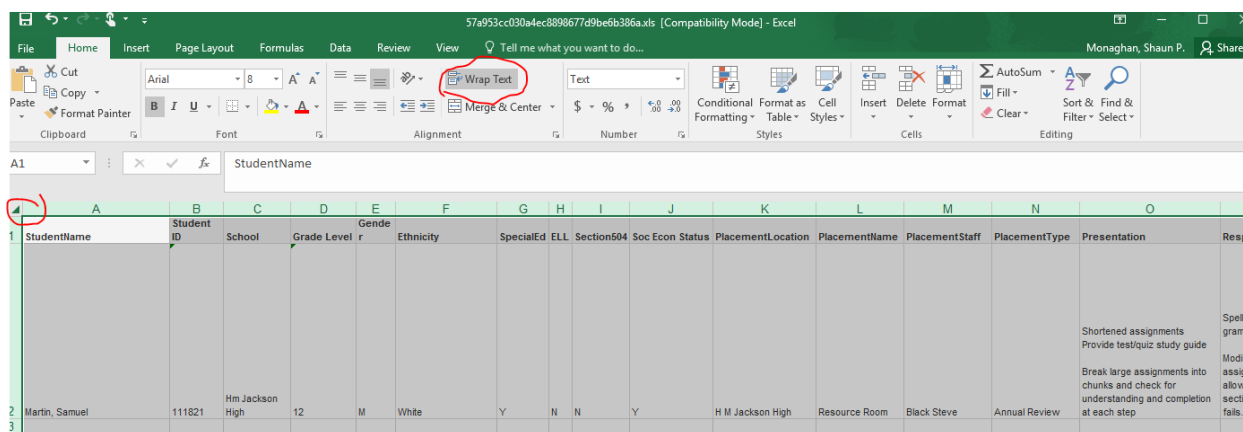
This is a close-up of the right side of the 'Student Details' table. It shows the 'ModifiedGrading' and 'Student Count' columns. The 'ModifiedGrading' cell contains 'Modified grading' and 'Qualifies for S/NC'. The 'Student Count' cell contains '1'. An Excel icon is visible in the top right corner of the table area, with a red arrow pointing to it.

Setting	Timing/Scheduling	ModifiedGrading	Student Count
Provide individualized/small group in...		Modified grading Qualifies for S/NC	1

A dialogue box will appear. Click on the [press here](#). An Excel spreadsheet will be generated. It will appear in the lower left corner of the screen. Click on that spreadsheet to open it.



- Expand the Cells.** You can better view the information in the cells by selecting all the cells (click on the caret in the left upper corner of the table) and choosing “Wrap Text” (see below). You can now easily read what is in the cells. You could also print it out.



- 504 Accommodations.** Repeat steps 3-5, except click on the 504 Accommodations bar. The picture below shows the process for Erin Acheson.

Learning Management Services

Insight

2012-2013 2013-2014 2014-2015 2015-2016 2016-2017 2017-2018

Alerts IEP Class Accommodations **504 Accommodations**

Students with 504 Accommodations

Hide Student Details

Student Details - 4 Students

StudentName	Student ID	School	Grade Level	Gender	Ethnicity	SpecialEd	ELL	Section504	Soc Econ Status	Educational Impact
Allen, Jamie	241339	Hm Jackson High	12	F	White	N	N	Y	N	Jamie has an intense fear of so and performance situations whi significantly impair school performance and attendance.
Back, Skylar	241529	Hm Jackson High	11	M	White	N	N	Y	N	2016-Struggles in English with students in the class. Feels sing out. Great anxiety when trying to present in front of the class. 2017 Continues to struggle, especial English and presentations in fro