

# Quick Reference Guide Special Services



# Special Services

## Special Populations Options

- Special Population Base Data Setup
  - Action Codes
  - Pre-Defined Comments
  - Support Legend
  - Specially Designed Instruction
  - Assigning Para-Educators to Sessions



# Special Services

## Special Populations Options

The **Special Populations Options** module allows users to track all interactions and/or interventions for all students 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 Populations Options** module cannot be used until the required Base Data has been setup in ClassMate.



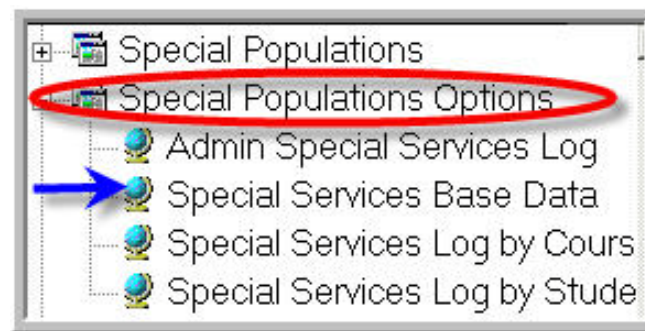
### Special Services Base Data

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

### Getting Started

**(Mandatory Step)**

Double Click on **My Modules** > Double Click **Special Populations Options** > Click **Special Services Base Data**



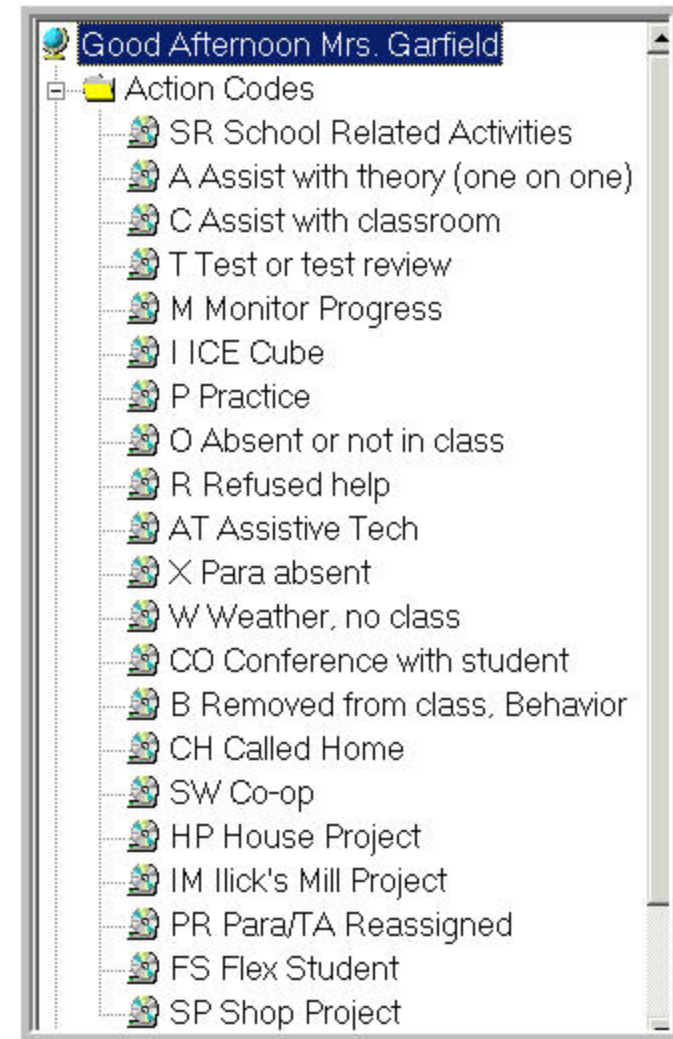
# Special Services

## Base Data Setup – Action Codes

### Action Codes

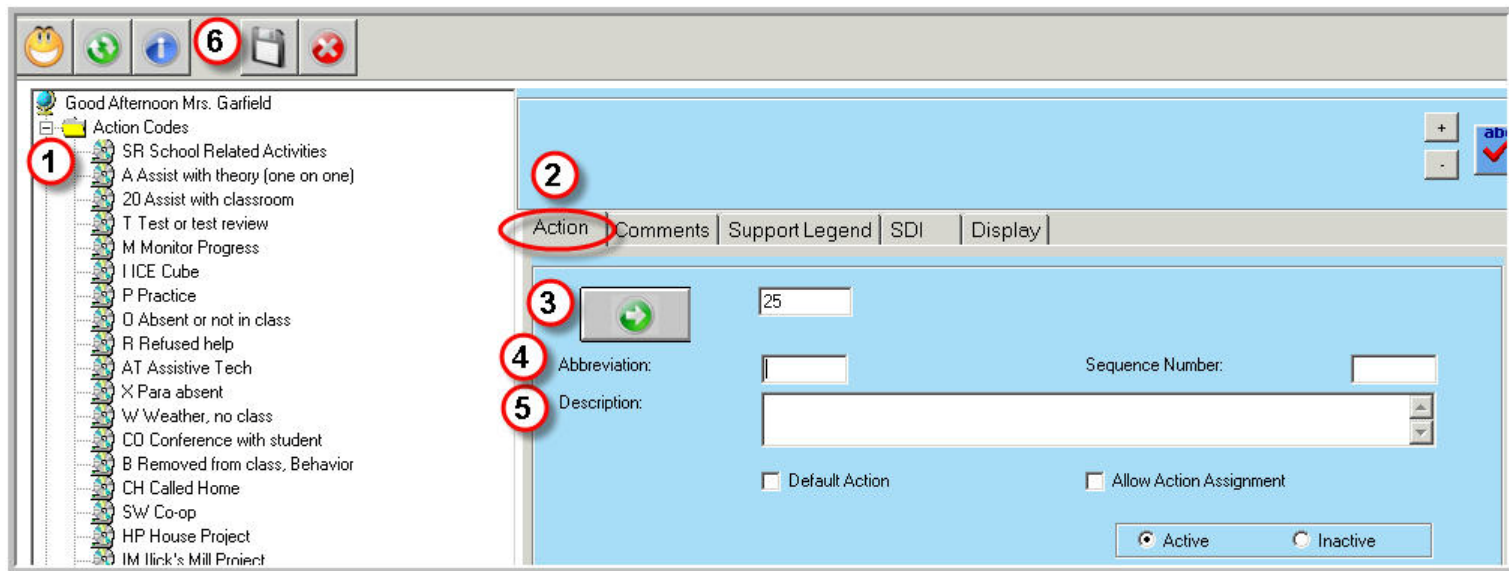
Prior to using **Special Services Logs**, an Administrator or Special Services specialist at the school must create a list of **Action Codes** for aides and Special Services teachers to select from when documenting interventions.

**Note: Sample codes**



### Creating Action Codes

Action Codes can be added at any time during the school year. The codes must be created prior to using the intervention logs.



**1** Select **Action Codes Folder**

**2** Select **Action Codes Tab**

**3** Click **Green Arrow Button** to add a new code

**4** Enter a unique **Abbreviation** for the new code

**5** Type a **Description** for the new code

**6** Click **“Save”**

### 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.

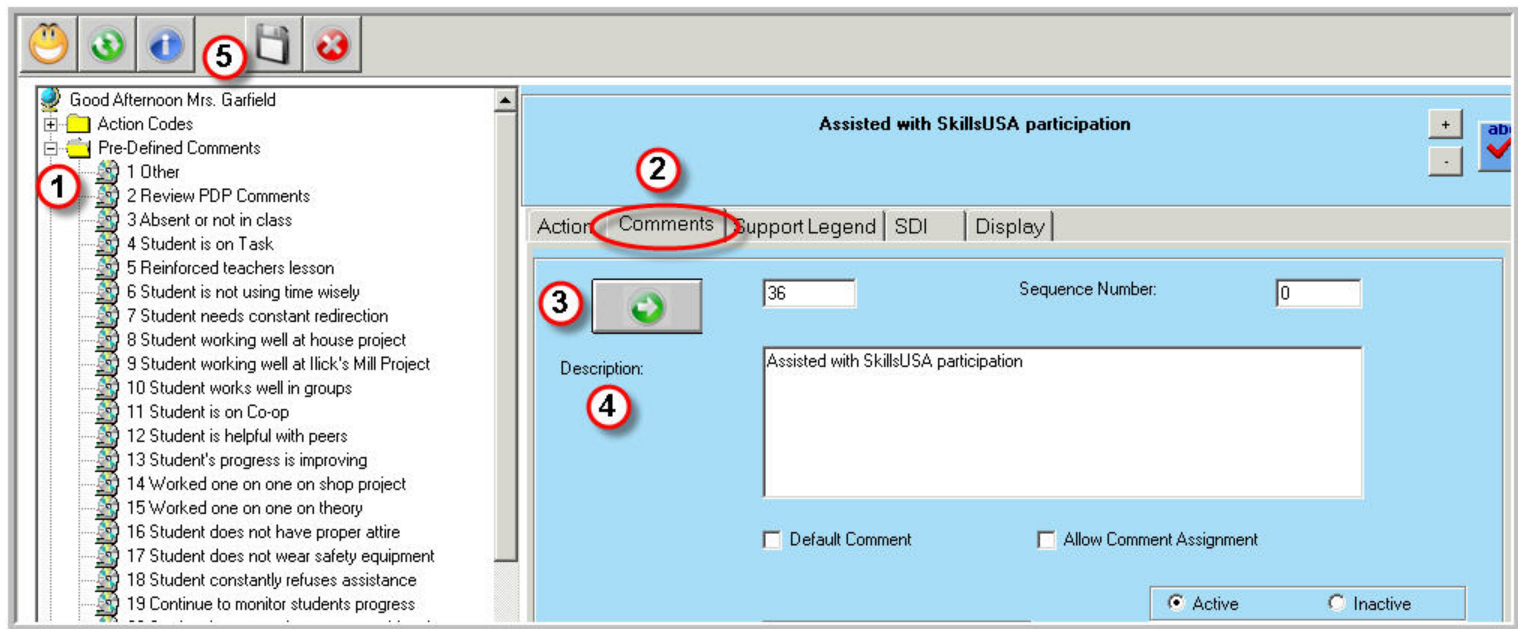
**Note: Sample comments are listed**

- 1 Other
- 2 Review PDP Comments
- 3 Absent or not in class
- 4 Student is on Task
- 5 Reinforced teachers lesson
- 6 Student is not using time wisely
- 7 Student needs constant redirect
- 8 Student working well at house p
- 9 Student working well at Ilick's Mi
- 10 Student works well in groups
- 11 Student is on Co-op
- 12 Student is helpful with peers
- 13 Student's progress is improving
- 14 Worked one on one on shop pr
- 15 Worked one on one on theory
- 16 Student does not have proper
- 17 Student does not wear safety e
- 18 Student constantly refuses ase
- 19 Continue to monitor students p
- 20 Student is constantly not prepa
- 21 Student is performing well
- 22 Student talks excessively

- 22 Student talks excessively
- 23 Student socializes too much
- 24 Student was sleeping in class
- 25 Student was horse playing in class
- 26 Student was removed from shop for c
- 27 Para/TA Reassigned
- 28 Student is Flex. unable to see studer
- 29 Teacher shared information
- 30 Employer shared information
- 31 Co-op Coordinator shared informatio
- 32 Absent from Co-op Meeting
- 33 Redirection to task
- 34 Student shares that...
- 35 Assisted in preparing Co-op paperwo
- 36 Assisted with SkillsUSA participation
- 37 Guest Speaker
- 38 Para/TA Absent
- 39 Co-op Site Visit
- 40 Student attended Co-op Meeting
- 41 Inquiring about Co-op
- EP Support Legend

### Pre-Defined Comments

Comments can be added at any time during the school year. The comments must be created prior to using the intervention logs.



**1** Select **Pre-Defined Comments Folder**

**2** Select **Comments Tab**

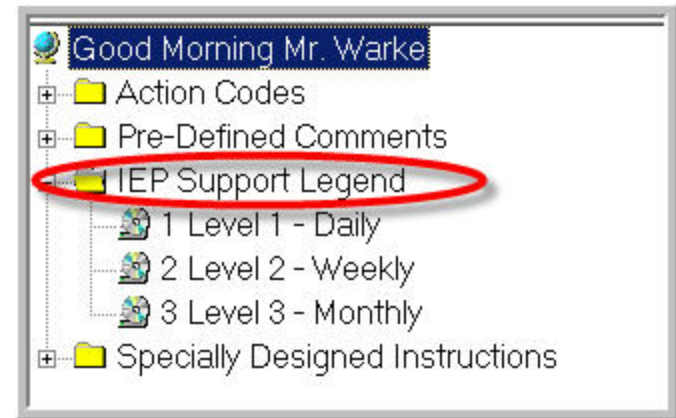
**3** Click **Green Arrow Button** to add new comment

**4** Type a **Description** for the new code

**5** Click **“Save”**

### Support Legend

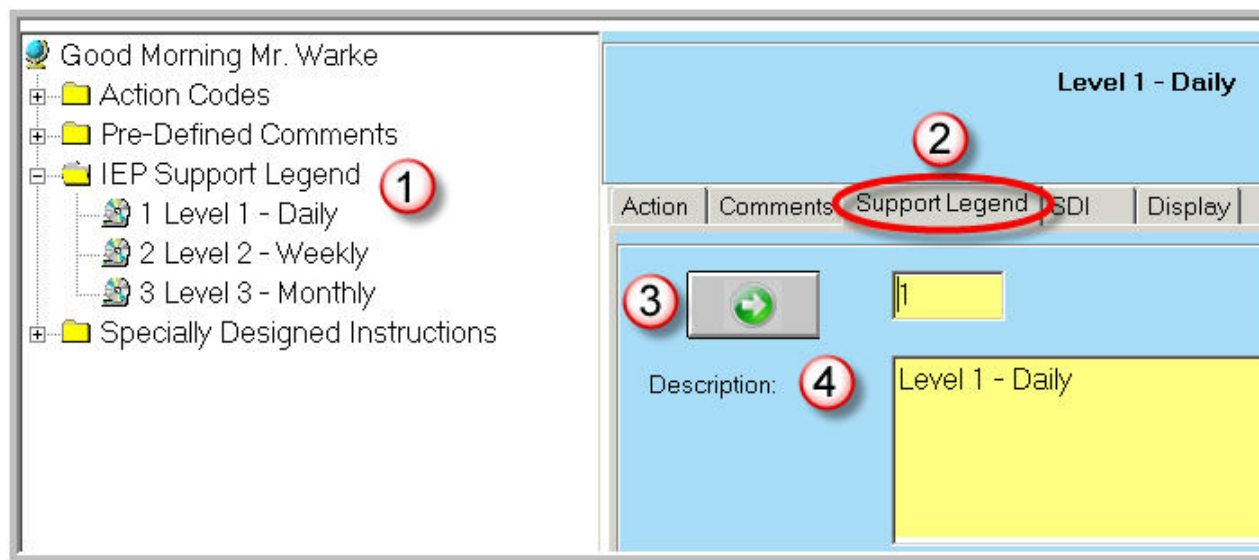
Prior to using **Special Services Logs** in ClassMate, an Administrator or Special Services Specialist at the school **MAY** want to establish an IEP Support Legend for use in ClassMate. The Support Legend is a method to communicate the support level required for the student. Use of this functionality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



**Note: A Sample Legend is provided.**

### IEP Support Legend

The Support Level can be added at any time during the school year. The Support Legend is an Optional function.



**1** Select **IEP Support Legend Folder**

**2** Select **Support Legend Tab**

**3** Click **Green Arrow Button to add new level**

**4** Type a **Description** for the new level

**5** Click **'Save'**



# Special Services

## Base Data Setup – Pre-Defined Comments

### SDI's

#### *Specially Designed Instructions*

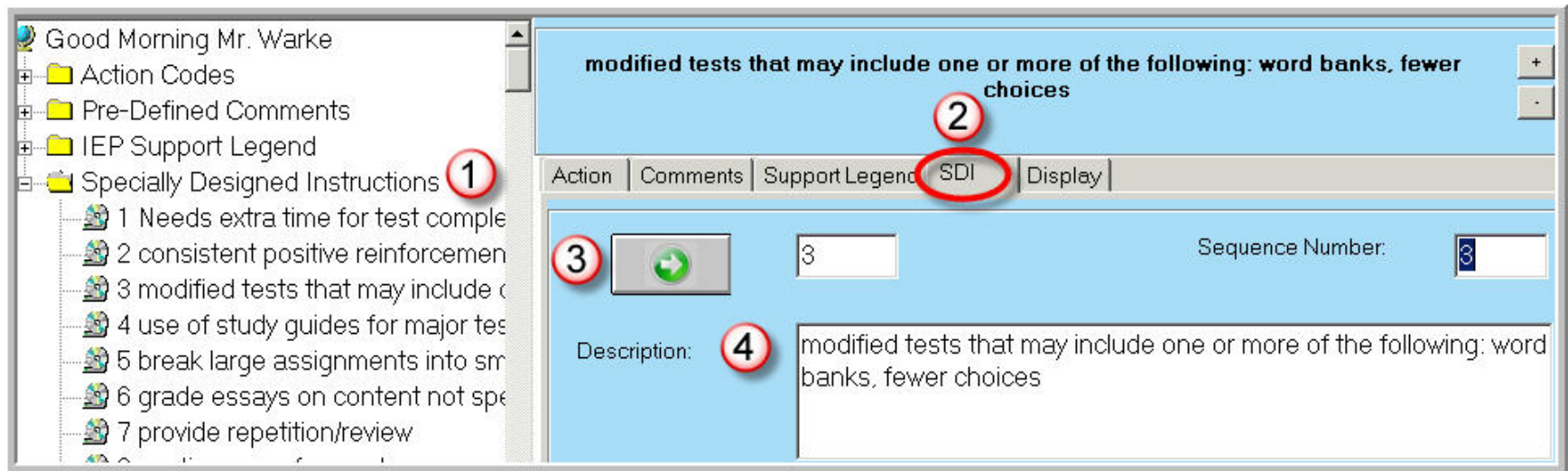
Prior to using **Special Services Logs** in ClassMate, an Administrator or Special Services Specialist at the school **MAY** want to establish a list SDI's or specially designed instructions for use with ClassMate. The SDI functionality provides a quick method to communicate with teachers, aides, and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

**Note: Sample SDI's are listed**

- 1 Needs extra time for test completion
- 2 consistent positive reinforcement
- 3 modified tests that may include one or more
- 4 use of study guides for major tests
- 5 break large assignments into smaller manageable
- 6 grade essays on content not spelling/grammar
- 7 provide repetition/review
- 8 seating away from extrenuous noises
- 9 preferential seating with proximity to the teacher
- 10 verbal clarification of assessment questions
- 11 use of calculator or abacus
- 12 access to support room/support staff for
- 13 use of an assignment book
- 14 use of manipulatives to clarify concepts
- 15 repetition/drill/practice of basic concepts
- 16 modified ice3 project
- 17 read tests/questions
- 18 extra time on assignments
- 19 use of computer and spell check
- 20 access to resource room for test taking
- 21 clear and concise directions
- 22 warning for transition and changes in room
- 23 utilize computer/ audio books

### *SDI's Specially Designed Instruction*

SDI's can be added at any time during the school year. The SDI Tab is an Optional function.



The screenshot displays the ClassMate interface for setting up Specially Designed Instructions (SDI). On the left, a tree view shows the 'Specially Designed Instructions' folder selected, indicated by a red circle with the number 1. The main content area shows a list of instructions, with the 'SDI' tab selected, indicated by a red circle with the number 2. A 'Green Arrow Button' is highlighted with a red circle and the number 3. The 'Description' field is filled with the text 'modified tests that may include one or more of the following: word banks, fewer choices', indicated by a red circle with the number 4. The 'Sequence Number' is set to 3.

**1** Select **Specially Designed Instructions Folder**

**2** Select **SDI Tab**

**3** Click **Green Arrow Button to add new Instruction**

**4** Type a **Description** for the new Instruction

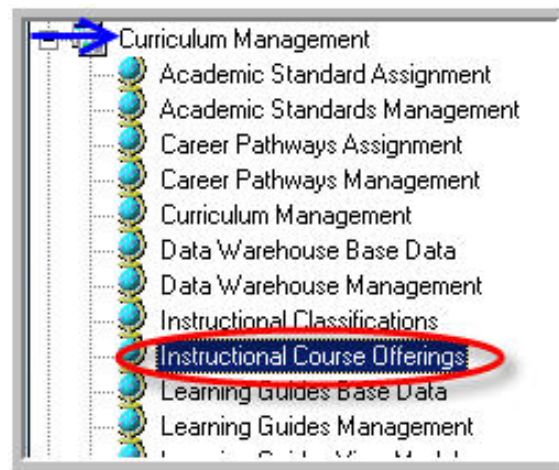
**5** Click **"Save"**

### Assigning Para-Educators to Classes

Para-Educators need to be assigned to classes, to allow them access to specific class rosters and student names. If multiple Para-Educators need to be assigned specific classes, assign one using the Instructional Course Offerings Module. Then assign any additional Para-Educators that need to see the roster using the School Educator Assignment by Class Module located under Modules < Admin Grading.

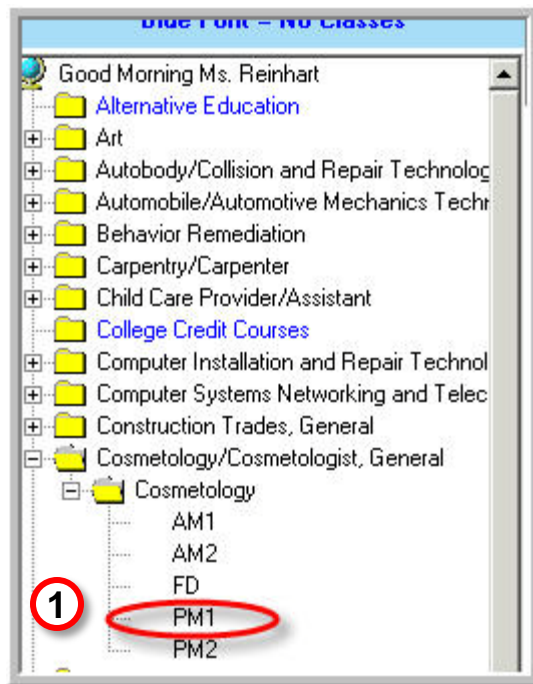
### Getting Started

Double Click on **My Modules** > Double Click **Curriculum Management** > Click **Instructional Course Offerings**

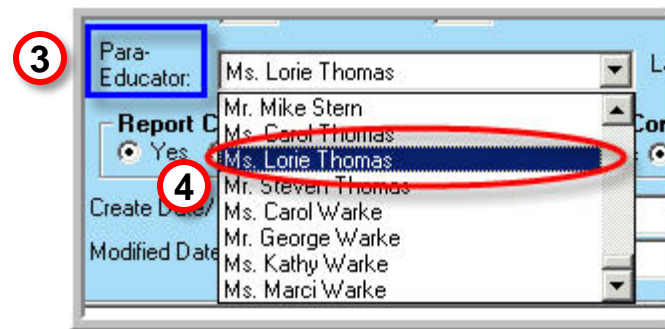


### Assigning Para-Educators to sessions

Para-Educators need to be assigned to specific classes, so that they will have access to student rosters.



- 1 Select a **Session to assign**



- 2 Select the **Classes Tab**
- 3 On bottom left of screen look for **Para-Educator**
- 4 Select the **Para-Educator's name**
- 5 Click "**Save**"



# Thank You for Using ClassMate

**ClassLink**

45 East Madison Ave  
Clifton, NJ 07011

888-963-7550  
[www.ClassLink.com](http://www.ClassLink.com)