



# Accommodations Finder



Create customized accommodation plans to support ambitious learning

## Accommodations Finder: User Manual

Accommodations Finder is a free database of accommodation ideas to help students to attain the Common Core Standards while holding those students to the same learning expectations as peers. Accommodations are grouped under six categories: *Communication, Environment, Instruction, Motivation, Self-Management, and Task*. Teachers can browse the 60+ strategies in this collection to create a custom checklist with ideas suitable for a specific class, small group, or individual student. Each teacher-made accommodations checklist can be saved to a free account for later retrieval--and can also be downloaded or emailed in text or PDF format.

You can access the Accommodations Finder at:  
<http://www.interventioncentral.org/tools/accommodations-finder>

Frequently Asked Questions: This manual provides step-by-step instructions in FAQ format in how to use the Accommodations Finder.

**About the Author:** The *Accommodations Finder* application was created by Jim Wright, a certified school psychologist and school administrator. Jim is a national trainer on Response to Intervention and also created the Intervention Central ([www.interventioncentral.org](http://www.interventioncentral.org)) website, a free source of intervention and assessment resources for schools.

If you are interested in Jim's workshops on academic and behavioral interventions, you can email him at [jim@jimwrightonline.com](mailto:jim@jimwrightonline.com).

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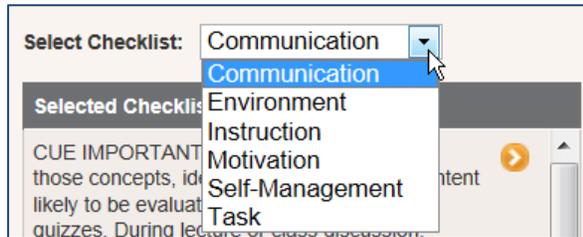
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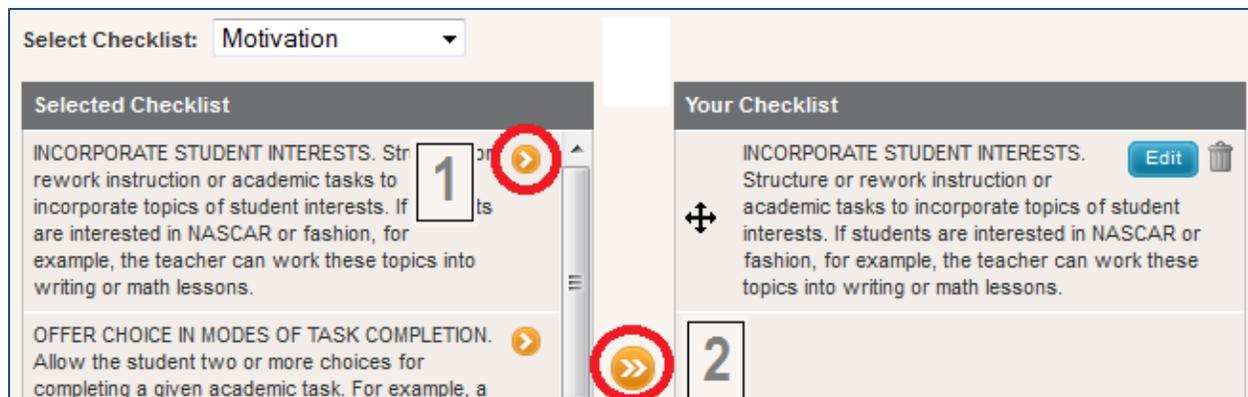
## How Do I Load and View Different Groups of Accommodation Ideas?

You can select various groups of accommodation ideas by selecting any of the 'Select Checklist:' drop-down menu choices. Accommodation ideas will then download from the application data-base into the 'Selected Checklist' box for your review.



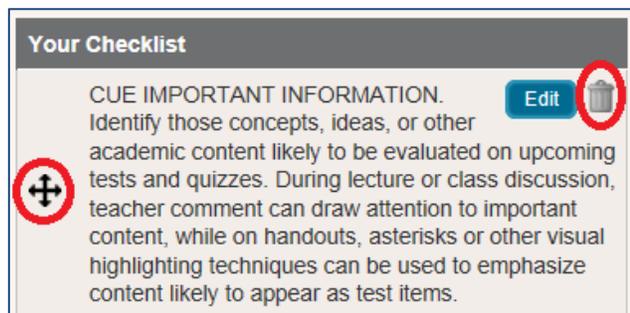
## How Do I Select Specific Ideas for an Accommodation Plan?

You can select an idea for your accommodation plan by clicking on the arrow next to any item in the 'Selected Checklist' box (item 1 in the figure below). The item will then appear in the 'Your Checklist' box, where it will be included in the accommodation plan that you are creating. You can also select ALL of the items in the 'Selected Checklist Box' to load into the 'Your Checklist' box by clicking the double-arrow icon (item 2 in the figure below).



## What Operations Can I Perform on Selected Accommodation Ideas?

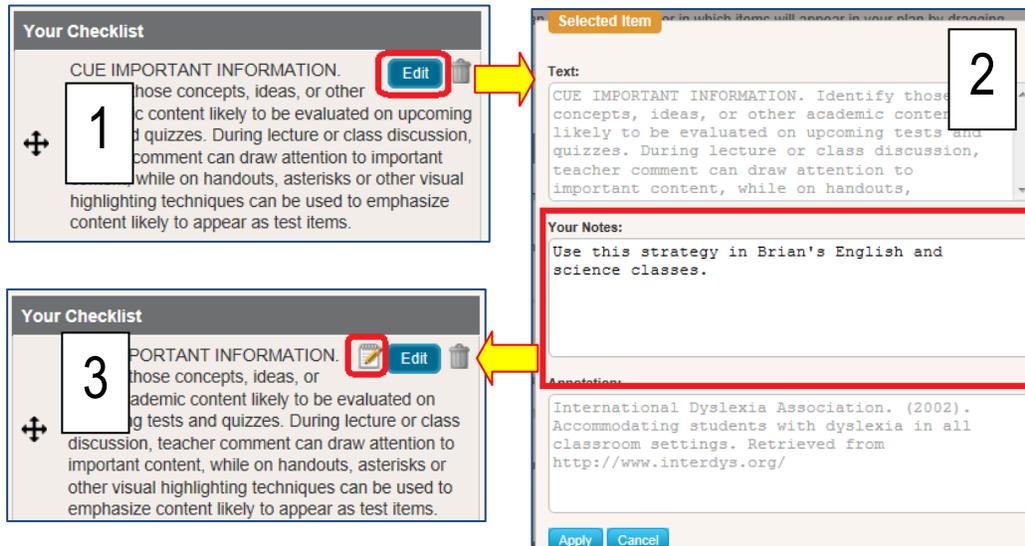
The text of the accommodation ideas in this application cannot be edited. However, you can perform the following operations on selected accommodation ideas: (1) To delete an item from your plan, click on the garbage can icon on the right. (2) To change the position of any items in your plan, drag it up or down in the 'Your Checklist' box using the drag-and-drop control appearing on the left.





## How Do I Add My Own Notes to Selected Accommodation Ideas?

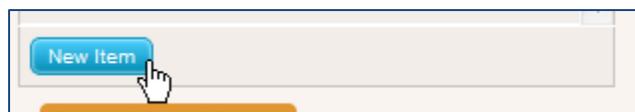
The Accommodations Finder allows you to customize specific accommodation ideas by adding your own notes.



Click on the 'Edit' button next to any accommodation idea in the 'Your Checklist' box (item 1 in the figure above) to open an editing window. You can add any notes you choose to the 'Your Notes' box in this window (item 2). (NOTE: You can view but not edit the accommodation description and research citation(s) appearing in this editing window.) When you click the 'Apply' button, your notes will be saved and the editing window will close. You will then see a 'notepad' icon appear next to the accommodation idea containing your notes (item 3).

## How Can I Add My Own Accommodation Ideas to This Plan?

If you would like to insert a research-based accommodation idea into your plan and do not see it in this application, you can enter your own additional accommodations. Click on the 'New Item' button at the bottom of the 'Your Checklist' box. A window will open into which you can type the text of your strategy. Then click 'Apply' to close the window. Your strategy will then appear as one of the accommodation elements in the 'Your Checklist' box.



## What Formatting Options Are There for 'Bulleting' My Selected Accommodation Ideas?.....

This application gives you several options for formatting the list of accommodations that will appear in your final plan. Just below the 'Your Checklist' box is a set of radio-button choices (see figure at right) that present your bulleting options. You can choose to format your final accommodation list as a series of checkboxes, bullets, a numbered list, or to have no formatting.





## How Do I Create, Save, Email, and Print Reports With This Application?

This application offers several options for creating reports in both PDF (Adobe Acrobat) and Rich Text Format (compatible with Microsoft Word and Google Docs). You create reports in the section 'Printing Options' at the bottom of the screen.

Click on the Tab of Your Preferred Report Format. The several report choices are grouped by tabs, with each report type assigned to its own tab.

All report formats offer these shared features:

**Title Your Report.** You can give your report any title that you choose. Just type that title into the 'Report Title' box (item 1 in figure below). If you do not assign a name to your report, it will be assigned the name of this application.

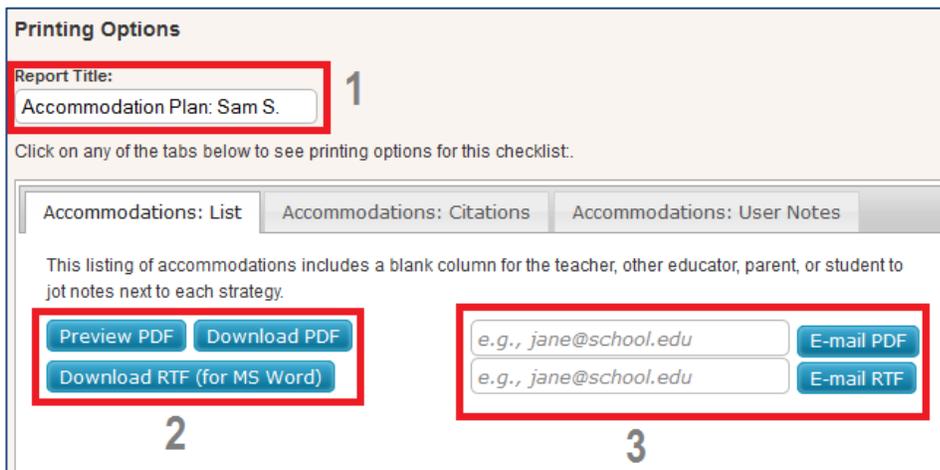
**Preview and Generate Reports.** After clicking on the tab of a particular report format, you will see several options for creating and viewing reports.

*Preview PDF.* This button allows you to preview the report in PDF format within your browser and view it before downloading the document (item 2 in figure below).

*Download PDF.* This button allows you to download your plan in PDF format to save or to print (item 2 in figure below).

*Download RTF.* This button downloads your plan in RTF (Rich Text Format), allowing you to save it as a Microsoft Word- or Google Docs-compatible document (item 2 in figure below). (NOTE: If you want to edit your plan or add notes to it after download, this is an ideal formatting option.)

*Email Report.* You can type in an email address and email a PDF or RTF version of the report to a colleague (item 3 in figure below).



Select the Report that Best Meets Your Needs. You have several report formats in the Accommodations Finder, described in the table below:



## Report Formats: Accommodations Finder

*TAB 1: Accommodations: Citations.* This report lists selected accommodations in one column and research citations for each in the next column. A third column includes a space to write notes.

*TAB 2: Accommodations: List.* This listing of accommodations includes a blank column for the teacher, other educator, parent, or student to jot notes next to each strategy..

*TAB 3: Accommodations: Online Notes.* This report lists accommodations in the first column and online notes added by the user in the second column.

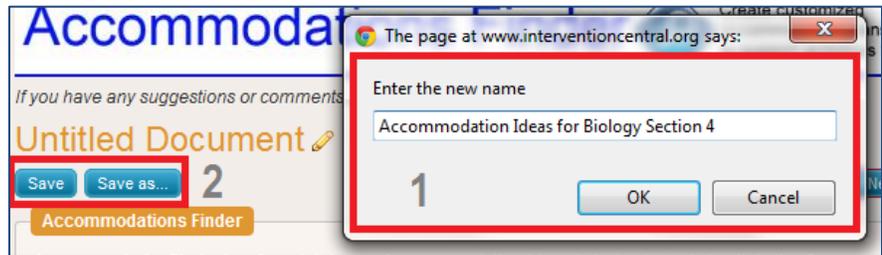
## How Do I Save Online Those Accommodation Plans That I Have Created?

The Intervention Central website that hosts the Accommodations Finder application allows users to create free personal accounts. With an account, you can save accommodation plans that you have created, as well as user-entered report titles and accommodation notes.

For a quick primer on how to create a free Intervention Central account, see the section that appears later in this manual, *A QuickGuide to Creating and Using Your Intervention Central Personal Account.*

If you have created a personal Intervention Central account and are logged into your account while using the Accommodations Finder, you can save your accommodation plans in two steps:

1. Name the Accommodation Plan 'Document'. To name your plan, click on the title 'Untitled Document' that appears at the top of the page. As your cursor



hovers over this title, you will see an edit icon (pencil) appear. Click once on the title and a window will open (item 1 in the figure above) prompting you to 'Enter the new name' of your document. Once you enter the new title and close the window, your document/plan will bear the new name.

2. Click the 'Save' Button. When you click the 'Save' button (item 2 in the figure above), your accommodation plan will be saved to your account, along with its current title, user-selected accommodations, user-entered notes, etc.
3. [Optional] To Make a Copy of a Plan, Click the 'Save as...' Button. If you have created an accommodation plan and wish to create a copy/clone of the plan, use the 'Save as...' button. For example, if you create a plan suitable for a student who presents both defiant and inattentive behaviors, you may wish to 'clone' the plan to use with another student. Simply change the title of the plan to designate the second student and click 'Save as...'. A copy of the plan will then be saved to your account under the new document name.



## How Do I Cite This Application and Manual in a Research Paper?

1. Here is a suggested research citation format for the Accommodations Finder online application:

Wright, J. (2012). *Accommodations Finder* [Online Accommodation Database]. Retrieved on [insert date] from <http://www.interventioncentral.org/tools/accommodations-finder>

2. Here is a suggested research citation format for this user manual:

Wright, J. (2012). *Accommodations Finder: User Manual*. Retrieved on [insert date] from <http://www.interventioncentral.org>



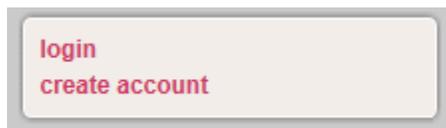
## A QuickGuide to Creating and Using Your Intervention Central Personal Account

The Intervention Central website (<http://www.interventioncentral.org>) now allows users to create free personal accounts where they can save 'documents' created with select online applications.

At present, there are two applications on Intervention Central, the ChartDog GraphMaker and the Behavior Report Card Maker, that allow the users to save unique documents (progress-monitoring graphs and behavior report cards). More applications are under development and will soon be available.

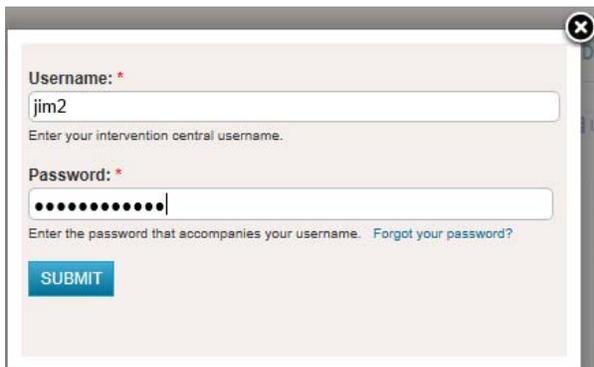
Here are general directions to create and open your personal Intervention Central account and to open documents saved to your account.

1. **Create an Intervention Central Account.** If you have not yet created an account, click on the 'create account' link in the upper right-hand corner of any webpage on the site.



You will be prompted to enter information to establish your account. As required information, you will need to enter a user identification (Username), password, and working email address. There is additional optional information that you can enter if you choose, including your position and school district.

2. **Sign In to Your Account.** If you want to save any data or other student information that you enter into ChartDog GraphMaker or the Behavior Report Card Maker, you must first *have logged in* to your Intervention Central account! So whenever you visit the website, you may want to get into the habit of logging in immediately. To sign in, you simply click on the 'login' link in the upper right-hand corner of any webpage on the site. A login box will appear prompting you for your Username and password:

A screenshot of a login form. It has a title bar with a close button (X). The form contains two input fields: 'Username: \*' with the text 'jim2' and a placeholder 'Enter your intervention central username.'; and 'Password: \*' with masked characters and a placeholder 'Enter the password that accompanies your username. Forgot your password?'. Below the fields is a blue 'SUBMIT' button.

When you are successfully logged in, the links in the upper right-hand corner of web pages on the site change to signal your account information. Your Username is displayed, along with a shaded bar that indicates what percentage of your quota for saved documents you have filled.



NOTE: At present, you are allowed to save up to 40 unique 'documents' (i.e., ChartDog student graphs and/or Behavior Report Cards) to your Intervention Central account.

You can also log out of your account at any time. It is generally a good practice for you to log out of Intervention Central whenever you decide to leave the site.

3. **Opening Saved or New Documents.** If you are logged in and wish to access documents previously saved to your account (e.g., ChartDog student progress-monitoring graphs or Behavior Report Cards), you can view these saved documents in your account by clicking on the link 'my stuff' that appears in the upper right-hand corner of any webpage on the site (see graphic in previous section).

When you click the 'my stuff' link, a box opens that displays in table form all documents that you have saved:

Tool	Title	Date	
Behavior Report Card Maker	Roy's Report Card	11/02/2011	

Tool	Title	Date	
ChartDog Graphmaker	Colin: Letter Identification	10/01/2011	
ChartDog Graphmaker	John: Math Computation Speed	10/06/2011	
ChartDog Graphmaker	Brian Haskins: Rdng Intv	10/07/2011	

- *To Open Saved Documents.* Click on the title of any saved document and that document will automatically load for you to view and update. For example, if the user 'jim2' clicks on the saved ChartDog Graphmaker document 'John: Math Computation Speed' (above), that document will automatically load into ChartDog for the user to update as needed.
  - *To Delete Saved Documents.* If you would like to delete a previously saved document, click on the 'Delete' icon ( ) next to the document. An alert box will open asking you to confirm the delete action.
  - *To Open a New Document.* If you would like to open a new document in the application, click on the name or icon of the application that appears under the 'Create a new tool document' title on the left side of the box listing your saved documents. The selected program will load and you can then enter information, name the document, and save that new document to your account.
4. **Saving a Document to Your Account.** If you are logged in to your account, are using an application that allows you to save documents (e.g., ChartDog GraphMaker, Behavior Report Card Maker), and wish to save a document, simply click on the 'Save Document' button that appears in the application. If you had assigned a name to your document (e.g., by naming your chart in ChartDog), the document will be saved with that name.



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Unnamed documents that you save will be assigned generic names (e.g., an unnamed ChartDog chart will be saved as 'My Chart'; a Behavior Report Card will be saved as 'Untitled Document').