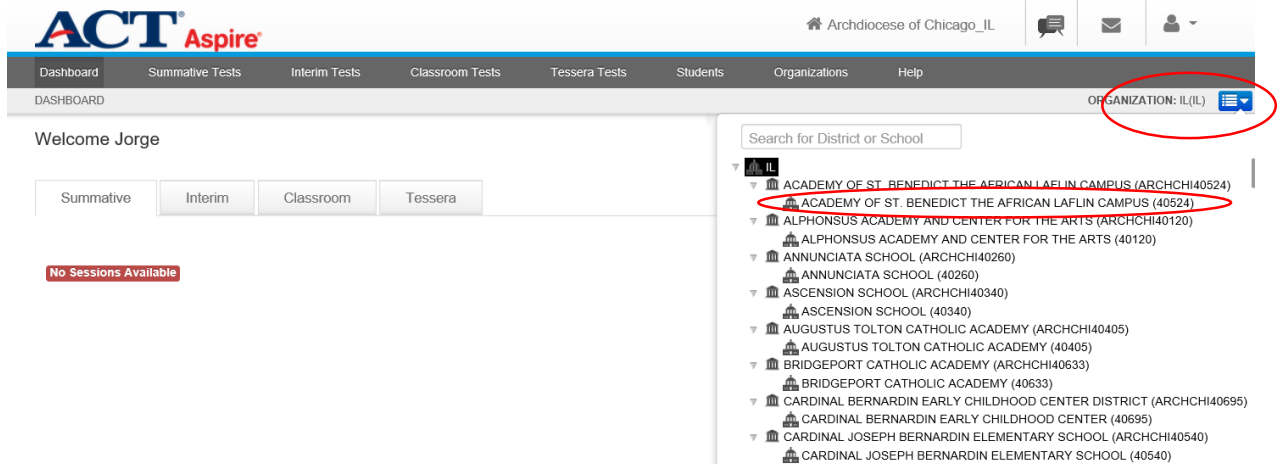


Modify the Test for IEP, ICEP, and 504 Students by Editing their Personal Needs Profile

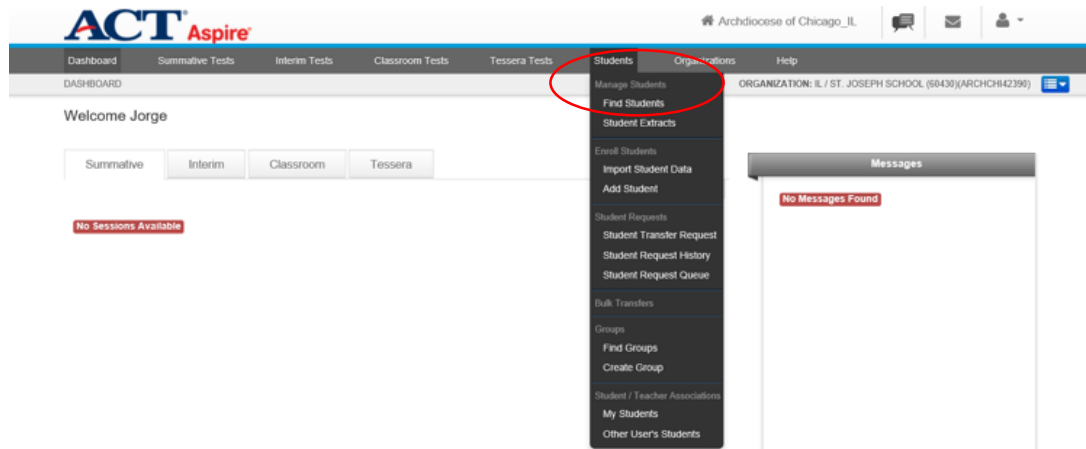
1. Log into the ACT Aspire portal
2. Select the “School Level” by clicking on the blue drop-down icon and click the name of the school that only has the school code in parenthesis.



The screenshot shows the ACT Aspire portal dashboard for the Archdiocese of Chicago_IL. The user is logged in as Jorge. The dashboard includes a search bar for districts or schools and a list of organizations. The organization selected is IL(IL). The list of organizations includes:

- ACADEMY OF ST. BENEDICT THE AFRICAN LAFLIN CAMPUS (ARCHCHI40524)
- ACADEMY OF ST. BENEDICT THE AFRICAN LAFLIN CAMPUS (40524)
- ALPHONSUS ACADEMY AND CENTER FOR THE ARTS (ARCHCHI40120)
- ALPHONSUS ACADEMY AND CENTER FOR THE ARTS (40120)
- ANNUNCIATA SCHOOL (ARCHCHI40260)
- ANNUNCIATA SCHOOL (40260)
- ASCENSION SCHOOL (ARCHCHI40340)
- ASCENSION SCHOOL (40340)
- AUGUSTUS TOLTON CATHOLIC ACADEMY (ARCHCHI40405)
- AUGUSTUS TOLTON CATHOLIC ACADEMY (40405)
- BRIDGEPORT CATHOLIC ACADEMY (ARCHCHI40633)
- BRIDGEPORT CATHOLIC ACADEMY (40633)
- CARDINAL BERNARDIN EARLY CHILDHOOD CENTER DISTRICT (ARCHCHI40695)
- CARDINAL BERNARDIN EARLY CHILDHOOD CENTER (40695)
- CARDINAL JOSEPH BERNARDIN ELEMENTARY SCHOOL (ARCHCHI40540)
- CARDINAL JOSEPH BERNARDIN ELEMENTARY SCHOOL (40540)

3. Hover the mouse over “Students” and click “Find Students.”



The screenshot shows the ACT Aspire portal dashboard for the Archdiocese of Chicago_IL. The user is logged in as Jorge. The dashboard includes a search bar for districts or schools and a list of organizations. The organization selected is IL / ST. JOSEPH SCHOOL (58430)(ARCHCHI42390). The 'Students' dropdown menu is open, showing the following options:

- Manage Students
- Find Students
- Student Extracts
- Enroll Students
- Import Student Data
- Add Student
- Student Requests
- Student Transfer Request
- Student Request History
- Student Request Queue
- Bulk Transfers
- Groups
- Find Groups
- Create Group
- Student / Teacher Associations
- My Students
- Other User's Students

- Click on the “Grade” drop-down menu, click on one grade, and then click on the blue “Search” button.

ACT Aspire

Archdiocese

Dashboard Summative Tests Interim Tests Classroom Tests Tessera Tests Students Organizations

DASHBOARD / FIND STUDENTS

Find Students

Search Clear

By School Details

Student ID 20 characters

Grade Selected : 1

- Select all
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10

By Student Details

First Name starting with

By Teachers

Email ex: tracy@school.com

(will be refreshed when school is selected)

By Groups

Name Search By Group

(will be refreshed when school is selected)

- Click on the student ID number. Scroll down and click on the tab “Personal Needs” and click on the blue “Edit” button.

Test Info Personal Needs Demographics Groups Teachers Grades

Online Test Paper Test

Edit

Presentation Supports

English TTS Audio Text to Speech Intended for user with ability to see graphics Includes 300% extra time - automatically assigned.	WRT Not Specified SCI Not Specified MATH Not Specified	American Sign Language (ASL): Full Translation Locally provided Required: Follow Accessibility User Guide, appendix C This selected support is permitted for WRT, MATH, SCI Only	Not Specified
English TTS Audio + Orienting Description CBT: Text to Speech Includes Orienting Description	WRT Not Specified SCI Not Specified MATH Not Specified	American Sign Language (ASL): Directions Only CBT: Locally provided, Use Room supervisor Manual (CBT)	Not Specified

6. Check-off the appropriate boxes. Then click on the "Save" button.

Test Info Personal Needs Demographics Groups Teachers Grades

Online Test Paper Test **Save** Cancel

Presentation Supports

English TTS Audio Text to Speech Intended for user with ability to see graphics Includes 300% extra time - automatically assigned.	WRT <input checked="" type="checkbox"/> SCI <input type="checkbox"/> MATH <input type="checkbox"/>	American Sign Language (ASL): Full Translation <input type="checkbox"/> Locally provided Required: Follow Accessibility User Guide, appendix C This selected support is permitted for WRT, MATH, SCI Only
English TTS Audio + Orienting Description CBT: Text to Speech Includes Orienting Description	WRT <input type="checkbox"/> SCI <input type="checkbox"/> MATH <input type="checkbox"/>	American Sign Language (ASL): Directions Only <input type="checkbox"/> CBT: Locally provided, Use Room supervisor Manual (CBT)