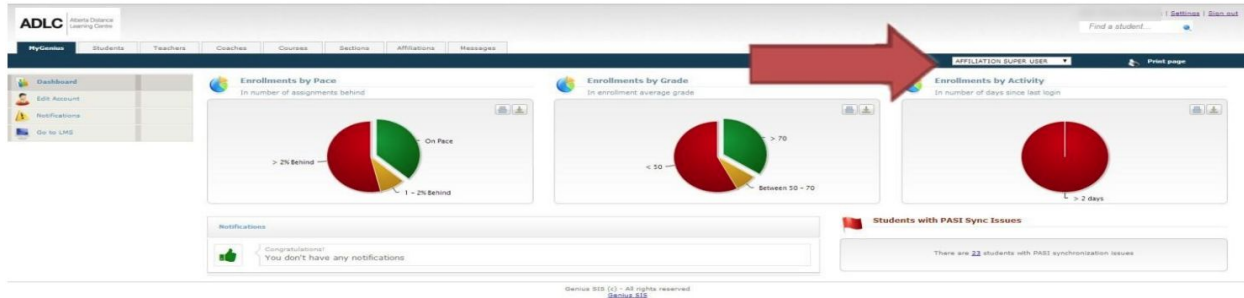


This document is intended to help Super Users add exam accommodations & IPP information to student profiles (for SI enrollments) in the Student Information System (SIS).

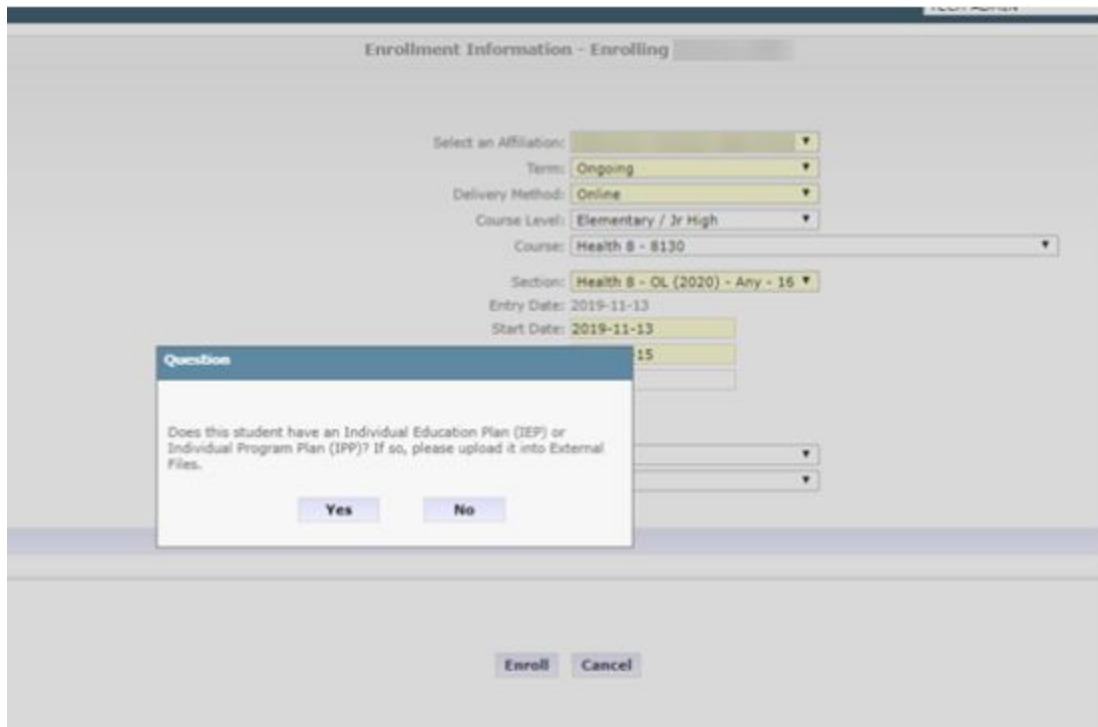
To add Individual Program Plan (IPP) or Accommodation information for a new student or existing student profile, log into the [ADLC Student Information System \(SIS\)](#) and make sure your **Affiliation Super User** role is selected. This can be found in the drop-down menu on the dark blue bar that runs along the top of the screen.



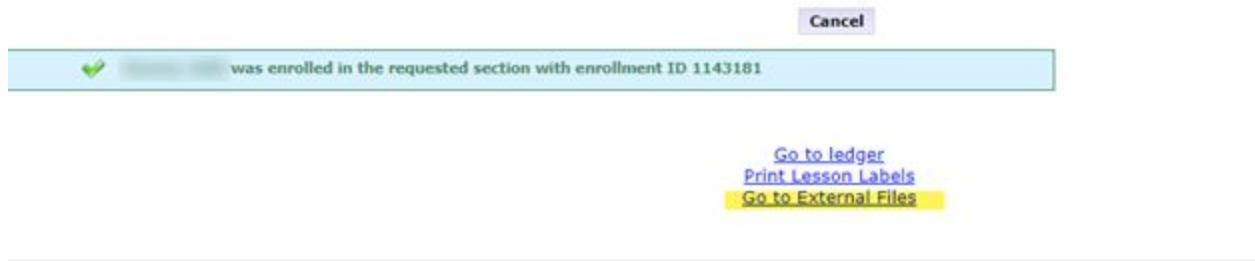
## Individual Program Plans (IPPs)

### Adding IPP Information at Registration

When registering students in Student Instruction (SI) courses, Super Users will be asked if the student has an IPP.



Selecting **Yes** will complete the enrolment, show the registration confirmation screen (example below) where you then select **Go to External Files** to upload the IPP documentation (see steps 4-7 of the 'Adding an IPP for an Enrolled Student' section below for further instructions).



Selecting **No** will complete the enrollment and take you to the registration confirmation screen.

Once a student is flagged with the IPP icon, they will not be asked about having an IPP on any other course registrations.

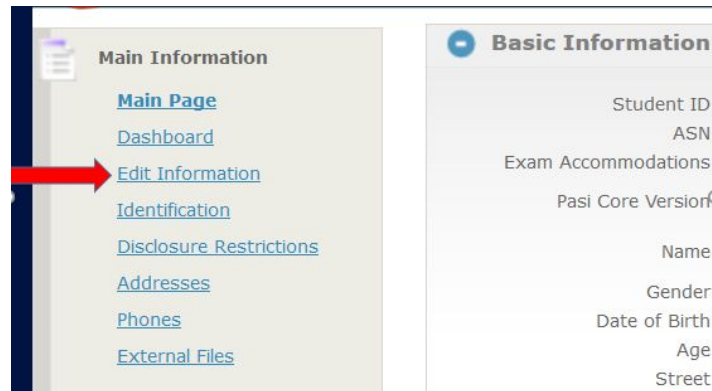
### Adding an IPP for an Enrolled Student

IPP documentation can be added to a student's SIS profile at any time.

1. Find the student, select **Edit Information** in the *Main Information* section on the left side of the screen.
2. In the *Academic* section on the main part of the screen, change the **IEP/IPP** menu option to **Yes** and select **Save** at the bottom of the screen. This will create an IPP icon on the top of the screen in the same bar as the student's name.
3. Select **External Files** in the *Main Information* section on the left side of the screen.
4. Select **Upload new file** to upload the IPP.
5. Choose the required file and fill in the description. Example "**Will Fellows 304487449 - IPP**"
6. Select the checkbox for **IPP**.
7. Select **Upload**.

## Accommodations

1. To add accommodation information to a student's profile in SIS, find your student, then select **Edit Information** in the *Main Information* section on the left side of the screen.



2. In the *Academic* section, select **Yes** in the **Exam Accommodations Required** field and choose the accommodations required from the checkbox list. Select **Save**.

The screenshot shows the 'Academic' section of the SIS interface. It contains several dropdown menus: 'Grade Level' (set to 'Grade 10'), 'Local ID', 'Graduation Path' (set to 'Select...'), and 'Printed Exam Required' (set to 'Select...'). Below these is the 'Exam Accommodations Required' dropdown, which is set to 'Yes'. A red arrow points to this dropdown. Below it is the 'Opt out of scanning' dropdown (set to 'Select...') and a text area for 'Exam Accommodations Notes'. At the bottom is a table of accommodation options, each with a checkbox and a name.

Select	Name
<input type="checkbox"/>	Ambient Noise Audio
<input type="checkbox"/>	Braille version
<input type="checkbox"/>	CD/MP3 version (for learning of physical disability)
<input type="checkbox"/>	CD/MP3 version (for visual impairment)
<input type="checkbox"/>	Coloured Paper
<input type="checkbox"/>	Extra writing time
<input type="checkbox"/>	Franklin Language Master
<input type="checkbox"/>	Frequent breaks
<input type="checkbox"/>	Isolation
<input type="checkbox"/>	Large-print version
<input type="checkbox"/>	Reader
<input type="checkbox"/>	Recorded response
<input type="checkbox"/>	Scribe
<input type="checkbox"/>	Sign-language interpreter
<input type="checkbox"/>	Speech-to-text software
<input type="checkbox"/>	Text-to-speech software
<input type="checkbox"/>	Use of Computer

## Questions?

Give us a call at 1-866-774-5333, ext. 5378 or email [info@adlc.ca](mailto:info@adlc.ca)