



Adding Bank Items to Tasks

Training Guide



ProgressBook®

Special Services

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Lesson *Objective*

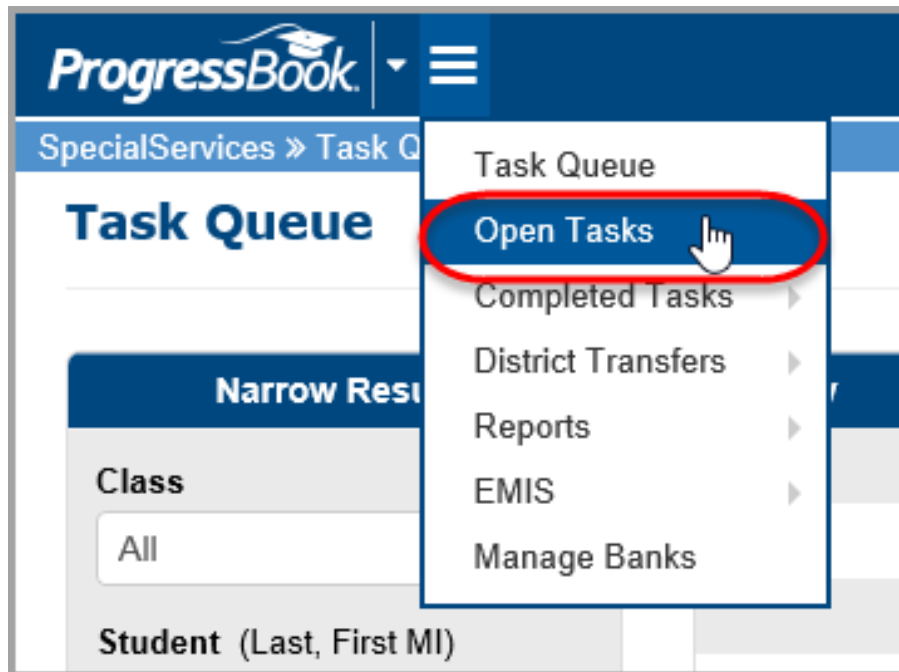
- **Add bank items to an Open Task**

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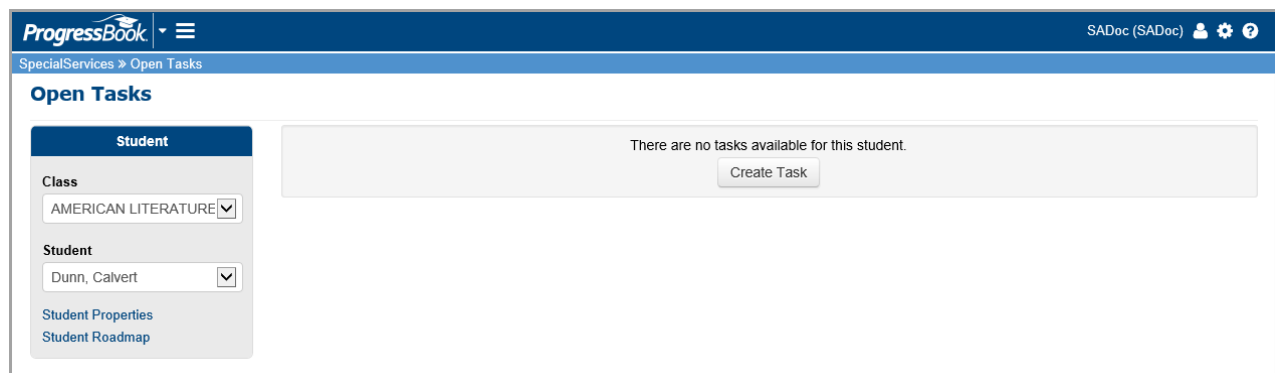


Access & Navigation

Once you are logged in to SpecialServices, click  to access the main menu, and then select **Open Tasks**.



The **Open Tasks** screen displays.





Selecting a Task

On the **Open Tasks** screen, select a **Class** and a **Student** from their respective drop-down lists in the **Student** search area.

ProgressBook | SADoc (SADoc)

SpecialServices » Open Tasks

Open Tasks

Student

Class
AMERICAN LITERATURE

Student
Dunn, Calvert

Student Properties
Student Roadmap

There are no tasks available for this student.

Create Task

All of the tasks associated with that student display. Click on the task to which you want to add bank items.

ProgressBook | SADoc (SADoc)

SpecialServices » Open Tasks

Open Tasks

Student

Class
AMERICAN LITERATURE

Student
Palmer, Simone

Student Properties
Student Roadmap

Task Properties

Due Date 3/7/2017
Start Date 1/29/2017
Task Type IIEP
 Priority Task

IEP Cover Page
Cover Page
IEP 1 Future Planning, 2 Special Factors, 3 Profile
Future Plan, Special Factors, Profile
IEP 6 Measurable Annual Goals
Goal [#]
IEP 7 Specially Designed Services, 8 Transportation as Service
Services
IEP 9 NonAcademic, 10 General Factors, 11 LRE
NonAcademic, General Factors, LRE
IEP 12 Statewide and District Testing
Testing
IEP 13 Meeting Participants



Adding Bank Items to Tasks

Once you have selected the task to which you want to add bank items, the form displays. Click ☰ to expand the **Task Navigation** area if it is not already expanded.

Note: The **Task Navigation** area remains open when switching between forms. To minimize it, click ☰.

| AREA | GRADE | DATE OF TEST | CHILD WILL BE TESTED: | DETAIL OF ACCOMMODATIONS |
|--------------------------------|-------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| READING HS Eng Lang Arts II | 10 | Oct 2016 | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | Test will be read aloud to student, breaks during testing, cues to stay on task. |
| WRITING | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| MATH | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| SCIENCE | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| SOCIAL STUDIES | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |

Click on the field to which you want to add a bank item.

Banks are not available for this field

Note: If bank items are not available for a particular field, a notification displays in the **Banks** section of the **Task Navigation** area.

If you select a field where bank items are available, a list of all available banks displays in the **Banks** section.

The screenshot shows the ProgressBook interface for an IEP. The left sidebar has a 'Banks' section highlighted with a red box. The main content area shows the 'STATEWIDE AND DISTRICT WIDE TESTING' section with a table. A red box highlights the 'DETAIL OF ACCOMMODATIONS' column in the table.

| AREA | GRADE | DATE OF TEST | CHILD WILL BE TESTED: | DETAIL OF ACCOMMODATIONS |
|--------------------------------|-------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| READING BS Eng Lang Arts II | 10 | Oct 2016 | <input type="checkbox"/> Without Accommodations <input checked="" type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | Test will be read aloud to student, breaks during testing, cues to stay on task |
| WRITING | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| MATH | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| SCIENCE | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| SOCIAL STUDIES | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |
| OTHER | | | <input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment | |


The screenshot shows the 'Banks' list in the ProgressBook interface. The list includes various accommodation options, and 'District Banks' is circled in red.

- breaks
- cues to stay on task
- direction clarified
- Extended time
- reader
- small group
- District Banks**
- adaptive furniture
- amplification device
- Braille
- Braille
- breaks during testing
- calculator
- clarify directions
- dictation (scribe)
- dictionary
- different paper (graph paper, wide-ruled paper)
- English audio CD
- extended time
- familiar test administrator
- fidgets, organizers

Note: Use the scroll bar to view all of the banks you have created as well as the banks created by your district.

Click on the field to which you want to add a bank item, then click on the bank item under **My Banks**. The text associated with that bank will display in the field.

The screenshot shows the ProgressBook interface for an IEP. On the left, the 'My Banks' sidebar lists various bank items, with 'cues to stay on task' circled in red. A red arrow points from this item to a table in the main form. The table has columns for AREA, GRADE, DATE OF TEST, CHILD WILL BE TESTED, and DETAIL OF ACCOMMODATIONS. The second row of the table shows 'READING' for '10th OGT' on 'Oct 2016', with 'Without Accommodations' selected. The 'DETAIL OF ACCOMMODATIONS' for this row is 'Simone will receive cues to stay on task', which is also circled in red.

Note: If you are unsure of which bank item to add, you can preview each by hovering your cursor over the bank item until icons display, and clicking . The preview window displays. Click **Close** when you are done.


The 'My Banks' preview window displays the selected bank item 'cues to stay on task' in a dropdown menu. Below the dropdown is an 'Add to Form' button. The main area of the window shows a preview of the text that will be added to the form: '#first# will receive cues to stay on task'. At the bottom of the window, there is an 'Item Alias' field containing 'cues to stay on task'. Three buttons are located at the bottom right: 'Edit', 'Delete', and 'Close'. The 'Close' button is circled in red.

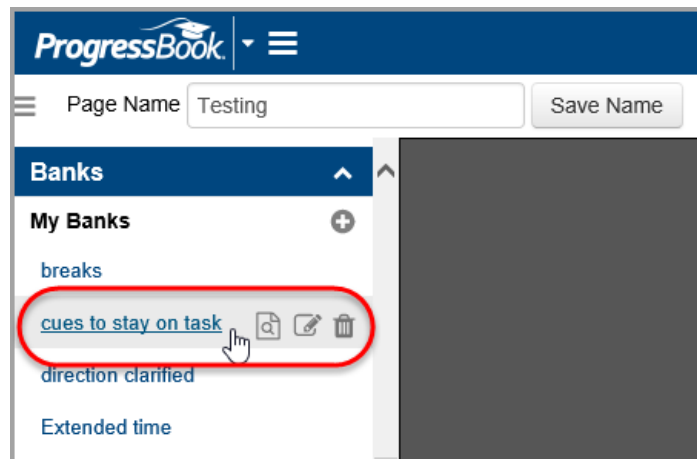


Additional Features

You can edit or delete bank items as necessary from any open task. You can also create new bank items.

Editing Bank Items

If you wish to edit a bank item, hover your cursor over the bank item until icons appear and click .



The **My Banks** window displays for that bank item.

My Banks

Bank Item

#first# will receive cues to stay on task

Enter #he/she#, #him/her#, or #first# (student's first name) and the appropriate value will be displayed when the item is placed on a form.

Item Alias

Edit the text as you wish. When you are done, click **Save** followed by **Close**. You are then returned to the previous screen.

My Banks

Bank Item cues to stay on task Add to Form


#first# will receive verbal and visual cues to stay on task

Enter #he/she#, #him/her#, or #first# (student's first name) and the appropriate value will be displayed when the item is placed on a form. Add Standards

Item Alias cues to stay on task

The bank has been saved. Save Save & New Close

Deleting Bank Items

If you wish to delete a bank item, hover your cursor over the bank item until icons appear and click .

ProgressBook

Page Name Testing Save Name

Banks

My Banks

breaks

cues to stay on task

direction clarified

Extended time

A message displays asking if you want to delete the item. Click **Delete**.

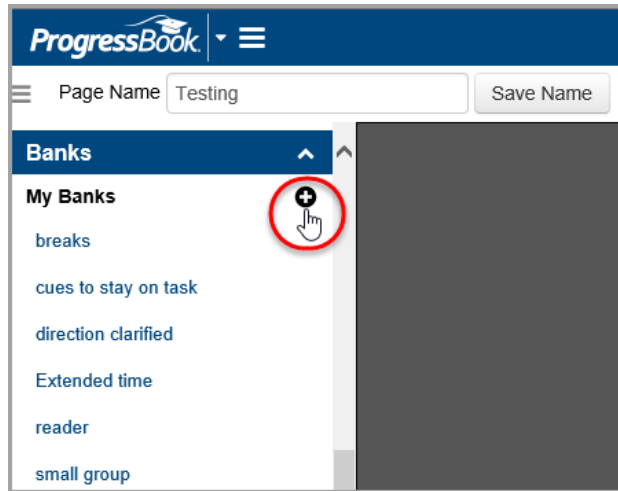
Delete Bank

Are you sure that you would like to delete this bank?

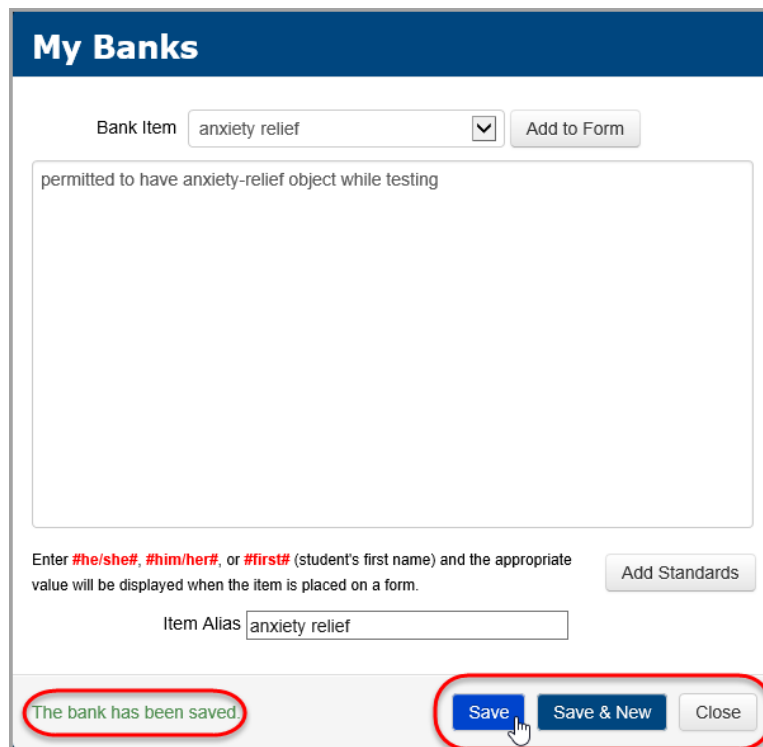
Delete Close

Adding New Bank Items

From the **My Banks** section, click **+**.



On the **My Banks** window, type in the text for your new bank item. Enter an **Item Alias**. When you are done, click **Save** and then **Close**.

A screenshot of the 'My Banks' window. The title bar is blue with the text 'My Banks'. Below the title bar, there's a 'Bank Item' dropdown menu with 'anxiety relief' selected and an 'Add to Form' button. A large text area contains the text 'permitted to have anxiety-relief object while testing'. Below the text area, there's a red warning message: 'Enter #he/she#, #him/her#, or #first# (student's first name) and the appropriate value will be displayed when the item is placed on a form.' and an 'Add Standards' button. At the bottom, there's an 'Item Alias' field with 'anxiety relief' entered. At the very bottom, there's a status bar with a green message 'The bank has been saved.' and three buttons: 'Save', 'Save & New', and 'Close'. A red circle highlights the 'Save' button.

Note: If you wish to create another bank item, click **Save & New**. A blank **My Banks** window displays.