Background Information

The Indiana Center for Accessible Materials (ICAM) was created to support Indiana Local Education Agencies (LEAs) in meeting the [National Instructional Materials Accessibility Standards (NIMAS) Regulations of the IDEA 2004](). Provisions in this federal mandate require state and local education agencies to ensure that printed textbooks and related core instructional materials are provided to students with documented print disabilities in specialized formats in a timely manner.

Adherence to this law begins with a meeting of the Case Conference Committee (CCC). Schools are required to identify those students who present a print disability using data and anecdotal information provided by members of the CCC. According to the Individuals with Disabilities Education Act (IDEA), a student with a print disability is not able to access print in the "normal" or typical manner; they may be blind or vision impaired, physically disabled, or have a reading disability from organic dysfunction, such as dyslexia. This must be documented in the student's Individualized Education Plan(IEP). If it is a reading disability, it will be indicated as a Specific Learning Disability (SLD) in the area of reading, in the IEP.

Next, the CCC must determine which specialized format(s) will best suit the student and then obtain that format(s) of the print instructional materials. Generally, the specialized formats are Digital, Audio, Braille and Large Print. This law also encompasses the procurement of Specialized Aids and Equipment required by a student with a Visual Impairment (VI).

Fortunately, Indiana has a unique system of supports to help your school corporation achieve and maintain compliance with this federal law. The ICAM acts as a liaison between Indiana LEAs and two of the nation's major Accessible Media Producers (AMPs), and others, which is a tremendous asset in acquiring specialized formats in a timely manner. The ICAM works through a network of Digital Rights Managers (DRMs). The ICAM staff prepares DRMs for their roles and responsibilities with training, ongoing support, and the use of our state of the art on-line ordering interface. A DRM might expect to work with the ICAM, the Indiana Education Resource Center (IERC), and the PATINS Project as they use best practices to serve students with print disabilities.

ICAM services are FREE to your school corporation. Following is a step by step guide to this process.

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DRM Registration

- The School Corporation Superintendent appoints school personnel to become DRMs. Per the Indiana Assistant Attorney General's office, each public school corporation may select up to 5 DRMs; charter schools are allowed 3 DRMs per school.

- Sometimes a superintendent may choose to name a designee to register DRMs; if so, that is acceptable. The superintendent/designee must complete this form to assign DRMs. Also, it is important to remove any DRMs who are no longer in service by filling out the **Remove DRM** section at the bottom of the same form.

- Once the ICAM receives a DRM registration from the superintendent/designee, that individual will be sent a link for access to the **New DRM Training and Online Orientation**. This required training is 30 minutes in length, and the survey at the end provides notification to the ICAM that the individual has completed the training.

- Upon receipt of the DRM Registration form, the ICAM will set up the new DRM ICAM Account. This will provide the DRM access to the PATINS/ICAM ordering interface, where they will register students and order materials. DRMs may opt to register teachers who may then register students and order materials. In this case, the DRM must electronically approve all tasks performed by the teacher. This option will be further discussed below.

- The newly trained DRM will receive an informational email, which will contain a username and temporary password, which must be changed to a working password according to the criterion provided. The sharing of passwords is prohibited. There is further explanation of DRM Roles and Responsibilities on the ICAM website.

- There are several Documents provided by the ICAM that will assist the DRM prior to beginning the registration and ordering process. The ICAM/NIMAS Forms were designed to guide the CCC in identification of a print disability, in choosing which specialized format(s) of Accessible Educational Materials (AEM) is suited to the student's learning needs, and which delivery system Assistive Technology (AT) will work best for the student across settings. These forms contain confidential data.

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- The DRM who is *not* the teacher of record will find these forms necessary for the tasks of registering students into the database and ordering materials. The DRM who *is also* the teacher of record may find the forms to be a more efficient path to student data than searching through the IEP. Please note that all the ICAM/NIMAS Forms may be filled in electronically and uploaded to the Indiana online IEP website, or attached to the student's permanent records that are held by the district.

Registration of Students with Physical and Learning Disabilities (PH/LD) by DRM's

- To learn whether or not a student has been entered into the ICAM, choose **Edit PH/LD Student** on the *PH/LD Student* Menu. You will enter the Student Testing Number (STN) and the first two letters of their last name. The STN may be found on the IEP. If the student is already entered you will see the student's name displayed. You can click **Continue** to see the student's information and make any necessary changes.

- If the student has not been registered and is not in the system you will receive the notice: "Student not found." Choose **New PH/LD Student** from the *PH/LD Student* Menu. You must click on "I Agree" to continue.

- Enter all required fields on this page. All data required in this registration may be taken from [ICAM/NIMAS Form 3A](#), the **Student Data Form**, or the IEP. You must click on "I Agree" and then **Continue**. Next, you will confirm the data that you just entered and then click **Submit**.

- If the student has a physical disability or a learning disability, they will be registered as PH/LD, for Physical or Learning Disability. During the PH/LD Student Registration, for a student with a physical disability or learning disability, choose Physical Disability.

- In the case of Dyslexia, you will choose **Reading Disability**.

- The PH/LD Student Registration process is described in [this step-by-step video](#).

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- If you need to edit/update information in a student record, choose **Edit PH/LD Student**. This will be necessary when the IEP is updated (yearly) or if there are other changes such as change of placement or change in diagnosis.

- Once a student has been registered in the ICAM, and all student data is correct including a Written Plan (IEP or ISP) date that falls in the last 12 months, then you may proceed to order materials.

Registration of students with a visual impairment (VI) by DRM's

- From the VI Student Menu at left, choose **New VI Student.**

- You can check to see if a student is already entered by choosing **Edit VI Student** on the *VI Student* Menu. You will enter the STN and the first two letters of their last name. If they are already entered you will see the student's name displayed. You can click **Continue** to see the student's information or to make any changes.

- If the student has not been registered and is not in the system, "Student not found" will display; you will choose **New VI Student** from the *VI Student* Menu. All data needed on this registration may be taken from NIMAS ICAM Form 3A or the IEP.

- Enter all required fields on this page. You must click on "I Agree" to the conditions on this page to **Continue**. Next, you will confirm the data that you just entered and then click **Submit**.

- The VI Student Registration process is explained in a step-by-step video on our website.

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Placing Orders by DRM's

- The DRM will now have access to place orders using the [ICAM Web Order System](#).

- We have provided videos and the PDF Transcripts on using the ICAM Web Order System: [the VI Order process](#), and [the ICAM Digital Order Process](#), as well as instructions for [the Learning Ally eOrder Process](#). New DRMs may benefit by reviewing these videos before they begin.

- Please review the Search Do's and Don'ts on the Search ICAM/IERC page. While you can search by both the 10 and 13-digit ISBN, the 13-digit ISBN is preferred; never use a hyphen when searching by ISBN. If searching an American Printing House (APH) Catalog item for equipment/supplies for VI students, you must use the hyphens.

- You will choose **Search ICAM/IERC** under the *Primary Functions* menu to search for your title. Available formats such as BRF, ePub, NIMAS, and PDF and/or other formats will be displayed after you click Submit.

- A screen will appear which shows all the different formats available. Choose the format you need for your student. If the ICAM has the title readily available, then it will say "Add to Bookbag" under *Action*. If it says "Send Special Order Request," then the title is not available but the ICAM will try to acquire the book if you need this format. **Please note**: If you want to order the same ISBN number in two formats, you will need to change the title slightly. The system will not allow you to order the exact same title in multiple formats.

- If you choose **Add to Bookbag**, it will take you back to the *ICAM/IERC Online Ordering System - Book Request* page. Here you will enter the STN number and the first two letters of the students last name, with the first letter capitalized. Click on **Submit**. Next, you will choose the location for delivery from the dropdown button. If it is a digital file it will be sent via email, not to the physical location. Click on **Submit**. A new screen will appear and you will have three options: 1) *Continue Ordering*; 2) *Complete your order*; or 3) *Cancel your current order*. If this is the only title you are ordering, then choose **Check Out**. The status of the order will now say "Pending Approval" and you are finished. If you are ordering additional titles choose **Continue Ordering** and complete the process for your additional books.

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- To review the order go to *Review Orders* on the left menu. Click on **Approved Orders** to see the details of the order. Choose a date range and select **Submit**.

- The order will now be processed by the ICAM staff and will be emailed to the DRM when complete.

- If you need a format that is not available, choose **Send Special Order Reques**t from the *Action* Column. The next screen will ask you to choose your location and enter the dates when you will need the book. Here you will enter the STN number and the first two letters of the students last name, with the first letter capitalized. There are many fields that can be entered and some will already be filled for you. You must fill out all the fields with an *. It is helpful for the ICAM staff to fill in as much information as possible. Click on **Submit**.

- The status of the order will now say "Not Processed" and you are finished.

- To review the order go to *Review Orders* on the left menu. Click on **Special Request History** to see the details of the order.

- The order will now be processed by the ICAM staff and the DRM will be updated on the Status.

- The process for ordering from Learning Ally is covered below this section.

- If you cannot find a book in your search, click **Make Special Req.** and fill in all required fields to submit a special request. The ICAM/IERC will research the book and notify you of the results.

- Directions for [Large Print and/or Braille Instructional Materials](#) and/or [Specialized Aids & Equipment](#) are on the [IERC](#) page of our website. For any questions, please contact the [IERC staff](#). *IERC Policies and Procedures* and additional resources can be found on the main [IERC page](#).

- Digital orders will be sent via email to the DRM. Currently, these files are locked and must be unlocked before they can be used. The DRM will need to download the [Digital Download Client](#) to unlock these files. There is a step-by-step video on how to use the Digital Download Client on this page.

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- Once the file is unlocked, how it is used by the student varies depending on the file format, the device being used and if Text to Speech is required. We have listed several options on our website, but some of the more popular scenarios are listed below in further detail.

ePub Format

- If the file is an ePub and is being used on an iPad, **iBooks** is a free text to speech option that works very well. Not sure how to open the ePub on an iPad? We have created a step-by-step video for you. There are also paid apps available in the iTunes store and we have listed some of those options on our website.

- If the file is an ePub and is being used on a MAC computer, it can be opened in iBooks as well with text to speech.

- If the file is an ePub and is being used on a Windows computer, it can be opened up in **Microsoft Edge** with text to speech.

- If the file is an ePub and is being used on a Chromebook, **Read&Write for Google Premium** or **Snap & Read** are paid options which offer text to speech.

- ePubs can also be opened on devices such as the **Amazon Kindle Fire**, the **Victor Reader Stream** and the **BookPort Plus.**

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NIMAS/OPF Format

The following programs will open an NIMAS/OPF File Format. **Read:OutLoud** is the only program on this list that is available at no charge. More information on this text-to-speech software is found below this section following Learning Ally instructions.

Book Wizard Reader

EasyReader

Kurzweil

Read:OutLoud

Read&Write for Windows

WYNN

Learning Ally Orders

- Many find it worthwhile to search for books at www.learningally.org before searching on the ICAM as some titles have multiple ISBN numbers. This also allows you to choose between a VOICEtext or Classic Audio format. VOICEtext titles are books with both human-voice and printed text. Classic Audio books have human-voice audio with chapter and page headings displayed, but no text.

- Also, sometimes a file may not display after the ISBN search, so try a title search. If the book is available, but does not display by ISBN, you may enter a Special Order Request in the ordering interface, and in the Notes section, indicate the problem.

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- When the title displays, you may choose between Classic Audio or VOICEtext format. Classic Audio books have human-voice audio with chapter page headings displayed, but no text. VOICEtext titles are human-voice recordings *and* text. If both formats are available, VOICEText is your best choice as it plays on all devices.

- Log into the ICAM Web Ordering site.

- If you serve more than 1 School Corporation, select the proper School Corporation for which you are ordering.

- Select **eBook Search** under the Primary Functions category.

- Enter the ISBN or you can search by Author and/or Title. See the note below for titles not found. Next, click **Find Now**.

- Be sure the ISBN and/or Title/Author match the book you need. If the book is available the medium code will show AudioPlusDL:Orderable, click on this link.

- This will take you to a page where you enter the Student Number (STN) and click **Submit Order**.

- After clicking on the Submit Order button, the system returns you to the eBook Search. If you are a DRM, your order is then sent for processing by the ICAM staff. If you are a teacher, your order will be sent to the DRM for approval. Once the DRM approves the order, it will be processed by the ICAM staff.

- To review the order, click on **eOrder History** and you can see the details of your order. As a DRM, if you need to cancel the order select **Approve eOrder** in the *Review Orders* menu, and click **Cancel** under *Action*. The order will be removed when you cancel.

- Only DRM's can cancel orders. If you are a teacher and need to cancel an order, please contact your DRM. If the DRM disapproves the order, it will be cancelled. If the DRM has already approved the order, they can still cancel it if the ICAM has not already processed the order.

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● Regardless of who places the request, the ICAM staff will process the order with Learning Ally and send the completed request via email to the DRM. This email will include the student's Username, Password, order information and instructions on how to access the file from Learning Ally. The DRM should then share this email with the Teacher.

● *Please note that some titles available on the Learning Ally website may not show up in the ICAM system. In this case then you will choose **Search ICAM/IERC** in the *Primary Functions* menu, and click on the **Make Special Req.** link. Fill out this page. Under *Medium Requested* choose **ePub** and under *Alternate Medium,* type **Learning Ally**. Under *Special Instructions* note that the title is available on the Learning Ally website, but not available in our system.

● The ICAM provides a membership to **Learning Ally Audiobooks** for students with documented print disabilities. Audiobooks provide a multisensory element to reading instruction, sometimes referred to as "ear reading." The use of audiobooks should be regarded as a means to "level the playing field" between dyslexic readers and typical readers. However, audiobooks should not be regarded as a replacement for research based effective reading instruction which is Systematic, Explicit, Phonetic *and* Multisensory.

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Adding a Teacher by DRMs

Some DRMs find it beneficial to register VI or PH/LD teachers into the ICAM. The teacher will be registered by the DRM and then can place orders for students, which may help DRMs with time management of DRM tasks, particularly in large school corporations. A teacher may want to be more involved with the process, or want to save the step of getting information to the DRM. If the DRM and teacher are amenable to this, it is a viable solution. Since the DRM role supersedes the role of teachers, in this case the DRM is required to electronically approve all tasks performed by the teacher. When a DRM adds a VI teacher, that teacher must first be approved by the IERC before their account is activated. Likewise, whenever a VI order is placed, that too must be approved by the DRM, and then the IERC.

- Go to the *Teacher Registration* menu and click on **Add a Teacher**. Enter the Teacher's email address, click on **Find Teacher**. If this is a new teacher who has never been registered, then you will see the message "Teacher not found." Click on **New Teacher** on the menu on the right. Next, you will see the Teacher's Details and you will fill out the indicated required fields (See pic below) and click **Save**.

SCIRC On-Line Ordering System - Add Teacher

Teacher Details	
* Indicates a Required Field	
* First Name:	
* Last Name:	
Middle Name:	
* Teacher Type:	VI: ○ PH/LD: ○
* Position:	--Select-- ▾
* Address Type:	Home ▾
* Building Name:	
* Address:	
* City:	
* State:	
* Zip:	
* County:	Adams ▾
* Phone Type:	Business ▾
* Phone Number:	
* Email Address Type:	Business ▾
* Email Address:	Email address is required
* Location:	0013:Adams Central Middle School ▾
Notes:	
Save	

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- If the teacher is already in the system, select the teacher and click **Register**. Review the teacher details and **Save**. To edit the record choose **Edit** from the menu on the right.

  If in the future, if you need to verify or edit Teacher Information, go to the *Teacher Registration* menu and click on **Edit/View Teacher**. Be sure to check **Show All** on the far right to see all teachers.

- The teacher will now be ready to begin placing orders as described in preceding sections.

DRM Approval of Student Registrations by Teachers

- Once the teacher has added a student, the DRM must verify that the information is entered correctly and that the student meets the requirements for a print disability. The teacher will notify the DRM when they have added a student and then the DRM will verify this information. The DRM will click on **Review Orders** in the *Review Orders* Menu, then **Approve Students**.

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- Once you click on **View** (in blue) above, you will get the following verification screen. The DRM will verify and click on **I Agree**.

- Once all information is verified and agreed, click on **Go Back** in the lower left to the first screen and select from the *Approval* drop down box in the upper right corner of the screen to **Approve** or **Disapprove** the request. Once selected, click **Submit** in the lower left corner. Once this step is completed the DRM must contact the Teacher to let them know the student has been approved and they can begin placing orders.

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Approving/Disapproving Orders by DRMs

- Once the teacher has placed an order, the DRM will receive a reminder email that the teacher's Electronic Patron Order (for NIMAS, ePubs and PDF files) is pending with the subject line: "Pending Patron Order Reminder Email From ICAM"

- The DRM will need to go to the *Review Orders* menu, and Click on **Approve ICAM Orders**. On the far right of *Orders for Approval*, under *Approval*, click on the pull down menu and select **Approve** or **Disapprove**. On the far left under the Teacher's name click **Submit** and the screen will clear. The DRM can review the teacher's order under *Order History*. To approve a special request, you will click on **Approve Spec.Request** and follow the same instructions.

- If the teacher has ordered a Learning Ally title, the DRM will receive a reminder email that the teacher's eOrder (Learning Ally) is pending with the subject line: "Pending eOrder Reminder Email From ICAM"

- The DRM will need to go to the *Review Orders* menu, and click on **Approve eOrders.** On that screen close to the upper right is a *Show All* checkbox. Click on **Show All** and the orders for your teachers should appear. There should be on the right side, highlightable, *Approve /Disapprove*. Select **Approve**. At that point the Show All will go away so you will have to reopen it and repeat the process if there is more than one request.

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Other Factors for DRM Consideration

Making sure your textbooks are available in Specialized Formats

State and Local Education Agencies play an essential role in assuring that print instructional materials are available to students with documented print disabilities, in specialized formats. This is accomplished by routinely including language in purchasing contracts and purchase orders that require publishers to submit NIMAS-conformant files to the NIMAC, or provide assurances that they have already done so, for the specific title(s) and edition(s) indicated in the contract. You will find Sample Language for Contracts and LEA Purchase orders on our website. **Please pass this information to the individual(s) in your school corporation who orders textbooks, such as the Curriculum Specialist and/or the Textbook Adoption Committee.**

Read: OutLoud Text-to-Speech Software

In collaboration with Don Johnston, Inc., Read:Out Loud (ROL) 6 text-to-speech software is made available by the ICAM under a state-wide license. ROL software is free to every student in Indiana public schools and includes take-home rights. It may be used by **all** students. Students who have documented print disabilities can use ROL software with specialized formats obtained from the ICAM, online content, and text documents such as MS Word, Google, PDF, and others. Typical readers can use ROL software with on-line, purchased content and with text documents.

Read: Out Loud 6 boasts study tools including electronic note-taking, outline templates, changeable fonts, voices, and reading speeds, word by word highlighting, and more.
You must be a registered DRM with the ICAM to download this software. This <u>video</u> shows how to open a NIMAS file in Read:OutLoud.

View a demo and product information, plus watch video tutorials to learn more about Read:OutLoud. Teach yourself how to use the program in 30 minutes using the Train-In-30! Guide.

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HAVE OTHER QUESTIONS? PLEASE VISIT OUR LISTING OF ADDITIONAL <u>FREQUENTLY ASKED QUESTIONS</u>.

YOU MAY ALSO CONTACT:

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