

Teacher Process:

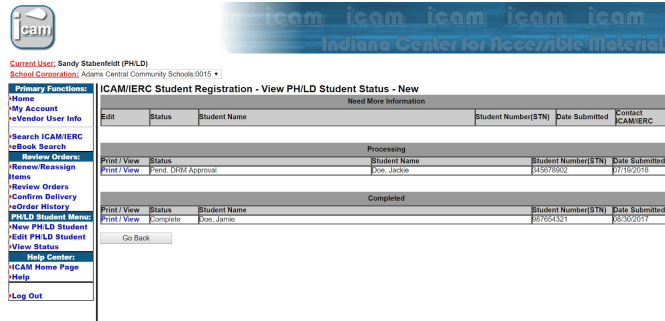
Some DRMs find it beneficial to register VI or PH/LD teachers into the ICAM. The teacher will be registered by the DRM and then can place orders for students, which may help DRMs with time management of DRM tasks, particularly in large school corporations. A teacher may want to be more involved with 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.

Once the DRM has registered a Teacher, they will receive login credentials from the ICAM. Now the teacher is ready to enter students and place orders.

Registration of PH/LD students by Teachers:

- 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 they are 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.

- Once you have entered the student information, you can click on View Status to see that the student was entered. **At this point, you must contact your DRM** to approve the pending student.



- Once the approval has been completed, 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 VI students:

- 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 Student Number (STN) and the 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.
- Once you have entered the student information, you can click on View Status to see that the student was entered. **At this point, you must contact your DRM** to approve the pending student.

Placing Orders:

- The teacher 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 will 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 hyphen when searching by ISBN. If searching an 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. Verify this is the correct student and choose Continue. 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 DRM Approval*." At this point you will need to contact the DRM to let them know you have a pending order that they must approve. This step can not be completed within the ICAM system. If you are ordering additional titles choose **Continue Ordering** and complete the process for your additional books.
- 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 be processed by the ICAM staff once it is Approved by the DRM and then the book will be emailed to the DRM when complete.
- If you need a format that is not available, choose Send Special Order Request 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 “*Pending DRM Approval.*” At this point you will need to contact the DRM to let them know you have a pending order that they must approve. This step can not be completed within the ICAM system. The order will be processed by the ICAM staff once it is approved by the DRM and the DRM will be updated on the Status.
- 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 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.
- 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. We have free options listed on our website, but we have not had great success with many of these options.
- ePubs can also be opened on devices such as the **Amazon Kindle Fire**, the **Victor Reader Stream** and the **BookPort Plus**.

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.
- 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.
- 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.

Approving/DisApproving Orders - Electronic Patron Orders

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" and will look like the example below:

-----Original Message-----

From: ICAMTeam@icam.k12.in.us <ICAMTeam@icam.k12.in.us>
Sent: Wednesday, May 23, 2018 8:00 AM
To: Jeff Bond <jbond@patinsproject.org>
Subject: Pending Patron Order Reminder Email From ICAM

Dear Jeff Bond

You have 1 pending patron order(s) waiting for your approval.

When the DRM receives the reminder email, they will need to go to Review Orders 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 and click Submit and the screen will clear. The DRM can review the teacher's order under Teacher History. To approve a special request, you will click on Approve Spec.Request and follow the same instructions.

Next, the DRM will receive a link from the ICAM staff. The subject line will be ICAM Digital Download Link. The email will resemble the example below:

An ICAM digital download has been created for jbond@ciesc.k12.in.us.

You have 15 calendar days to download and unlock this file:

http://www.icam.k12.in.us/DRM/PICKUP/drm007_9780076631940ePub.wcc

NOTE: DRM credentials can not be shared, therefore the DRM will need to download and unlock the file and then share with the Teacher that requested the file.

Approving/DisApproving Orders - Learning Ally Orders

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.” It will look like the example below:

-----Original Message-----

From: ICAMTeam@icam.k12.in.us <ICAMTeam@icam.k12.in.us>
 Sent: Wednesday, May 23, 2018 8:00 AM
 To: Jeff Bond <jbond@patinsproject.org>
 Subject: Pending eOrder Reminder Email From ICAM

Dear Jeff Bond

You have 1 pending order(s) waiting for your approval.
 You have 0 processed order(s) waiting for your download.

When the DRM receives the reminder email, they will need to go to Review Orders on the left and go to Approve eOrders under review Orders. On that screen close to the upper right is a checkbox that says *Show All*. 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.

Next, the DRM will receive an email from the ICAM staff. The subject line will be your school’s corporation number and name.

DRM’s name, 0007:Your Community Schools: This order was placed by (Teacher’s name here).

The student you placed an order for has been given a Student Activation Code below. This code will allow you to download and listen to your ICAM-Learning Ally materials on Learning Ally’s free App or PC/Mac computer player for the qualifying student you have selected.

| Username | Password | Book Title | ISBN# | Format |
|--------------|----------|------------|---------------|-----------|
| student00007 | welcome | Speak | 9780312674397 | VOICetext |

The DRM will then send this email to the teacher who requested the files. The email contains all the necessary information to access Learning Ally using the credentials provided in the email for the student.

HAVE OTHER QUESTIONS? PLEASE VISIT OUR LISTING OF ADDITIONAL [FAQ'S](#).

YOU MAY ALSO CONTACT:

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