

Accessible Educational Materials Policy and Procedural Manual

North Knox School Corporation



Table of Contents

- [Digital Rights Managers](#)
- [ICAM Coaches](#)
- [How to Qualify a Student for ICAM](#)
- [Procedures Once a Student is Eligible for ICAM](#)
- [ICAM Order Process](#)
- [Procedures for Learning Ally](#)
- [Procedures for Bookshare](#)
- [Adding Students to Bookshare](#)
- [To Access Books from Bookshare](#)

Digital Rights Managers

1. Tricia Hall- NKSC Curriculum Director
2. Ethan Singleton- NKSC Technology Director
3. Alison Neal- Assistive Technology Coordinator

ICAM (Indiana Center for Accessible Materials) Coaches

NKP- Scott Sturgeon

NKI- Tyler Richter

NKJSHS- Jody Craig

One ICAM coach will be located in each building. ICAM (Indiana Center for Accessible Materials) coaches will be resources for TOR (Teacher of Record) and other faculty in the building. ICAM coaches will be trained in the process and procedures for AEM. ICAM coaches will be able assist TOR in completing necessary forms and accessing materials.

How to Qualify a Student for ICAM

Case Conference Committee determines if a student needs Accessible Educational Materials. Teacher of Record (TOR) will notify the building's ICAM coach. The ICAM coach will ensure the Assistive Technology Coordinator is notified and proper forms are completed. Ethan Singleton or Tricia Hall are also able to assist with completing and obtaining proper forms for ICAM. [ICAM Form Link](#)

Procedures when a student becomes eligible for specialized formats of print instructional materials.

1. Determination of who registers the student will be made by the Director of Special Education based on the following guidelines:
 - a. Digital Rights Manager (DRM) for each building will register students in the ICAM ordering system and assist in ordering materials.

- b. Designated ICAM coaches for each building will request all materials AFTER initial registration that will be directed to DRM using the following order form: [AEM Material Request Form](#)
2. DRM needs to log into ICAM. (www.icam.k12.in.us)
3. Locate VI (Visually Impaired) Student or PI/SLD (Physical Impairment/Specific Learning Disability) Student menu and click
4. Select new VI Student or new PI/SLD Student
5. Complete Student Registration (Must have current IReport (BLV- Blind Low Vision- only) and current IEP- Individualized Education Plan)
6. Select two specialized formats needed:

AudioPlus: Also referred to as Downloadable Daisy, the audio format used by Learning Ally that can be read with proprietary software/devices from Learning Ally only. [Learning Ally Audio Plus](#).

Braille: a writing system for vision-impaired or sightless individuals that consists of patterns of raised dots that are read by touch.

BRF (Braille Ready Format): a specially formatted file that can be read on a Refreshable Braille Display or transmitted to a Braille Embosser.

DAISY Text (Digital Accessible Information System): a Digital Talking Book containing a Navigation Center and marked up/structured electronic text only. This format may be used for production of Braille. No audio is included, but it can be read using Text-To-Speech software. This is the file format used by Bookshare. It can be read in a browser with enlarged print or with a screen reader such as JAWS, AMIS, EasyReader, Victor Reader Soft, and any device that reads DAISY format. [Daisy Tools & Services](#)

DAISY Text and Audio: a Digital Talking Book with structure and complete text and audio. Audio and full text is synchronized. This format provides navigable access to text and images. It can be read by Supported Reading Software (SRS) such as Read and Write Gold, Kurzweil, READ:OutLoud, etc. [Daisy Tools & Services](#), [DAISY to EPUB](#).

EPub (Electronic Publication): a popular e-book standard. The DAISY to EPub conversion tool converts a DAISY3 electronic file into an EPub, with is the preferred standard format for mainstream eBook readers such as the iPad, Nook, Sony Reader, Kindle and Android devices.

HTML (Hyper-Text Markup Language): computer language used for web pages. It is readable by a wide variety of assistive technology devices and software including Supported Reading Software (SRS), word processors, and web browsers.

Large Print: Text set in type that is 18 pt or larger. [APH Guidelines for Large Print](#).

MathML: standard for describing mathematical notation and capturing its structure and content. This enables mathematics to be served, received, and processed on the Internet, just as HTML has enabled this functionality for text.

NIMAS (National Instructional Materials Accessibility Standard): technical standard used by publishers to produce source files (in XML) to mark up the structure of the original content and provide a means for presenting the content in a variety of ways and styles, such as standard print, Braille, large print, HTML, DAISY talking books or text-to-speech, audio files derived from text-to-speech transformations and more. This is the most versatile of all the specialized formats.

PDF (Portable Document Format): format that represents documents containing any combination of text, graphics and images. May be a read-only file; a searchable file that is stored in an image rather than a text format, or may be fully accessible real text.

RTF (Rich Text Format): provides text output that can be used in a variety of devices/software. It is readable on older devices that are not DAISY compatible and can be used on Supported Reading Software (SRS), in Braille Transcription programs and word processing software.

8. Submit student registration information
9. Click sidebar and view status of application. Print out a copy for your records.

ICAM Order Process:

All books should be ordered through ICAM first. If ICAM does not have a title then bookshare would be your next option.

- First, enter your secure Username and Password; agree to the Terms and Conditions, and Login.
- Click *My Account* and please update your personal information. Currently you may enter only one address, so for *Address Type* choose *Business* and enter the information for the school that you are most closely or frequently affiliated. Save.
- Please note that Current User displays your name and assigned role for the displayed School Corporation. If you serve more than one school corp, choose from the drop-down menu.
- From the menu at left, click *Search ICAM*. In most cases, an ISBN Search will be the most productive search. If you have the correct student edition ISBN, that is all you need. Leave all other fields blank.
- Enter the ISBN and click *Submit*.
- The Search Results page will display the findings. We were looking for this title in a NIMAS file, and you can see that it is available in digital format. Click *Add to Book bag*.
- The Book Request will open and you will enter the STN, and the first two letters of the student's last name. Click *Continue*.
- The Attention field is optional. Submit to continue your order.

- Click Drop-Down arrow to choose a location. If desired location is not in list, click Add/Remove and follow the instructions. Click *Submit*.
- View your bookbag, and check to see that you have chosen the correct Student, Title, Media Type and ISBN.
- Note your newly available choices. If you would like to continue ordering items for this same student and location, click *Search* and repeat the process.
- If you would like to complete your order, click *Check Out*. You will see that the status is Pending Approval.
- Your registered DRM will approve the order and receive the download link.
- If you are the DRM and you have placed this order, it will be automatically approved and the Status will change to Shipped. Then you will receive the download link in your email.

Important Notes about ICAM ordering:

- Students with a learning disability must have a doctor approved "organic dysfunction" signed letter in order to be registered on ICAM.
- ICAM access does not have all Learning Ally titles on website-including VOICeText -All materials must follow NIMAS guidelines and restrictions: to be used only by DRMs, must be in curriculum, must look for NIMAS file first, etc.
- ICAM does not provide Teacher Ally access, or LINK -ICAM audiobooks can only be downloaded on the App or Computer
- (ReadHear/LAAM) with a Student Activation Code* -Students do not receive their own access or membership log-ins for home/summer/leisure use

Procedures for Learning Ally:

Steps for ICAM audiobook access:

- Contact your Digital Rights Manager (DRM)-there may be multiple DRMs per district. If you do not know who your district's DRMs are, please contact the Director of Special Education or call ICAM to find out.
- DRM must register your students with Blindness/Vision Impairment, Physical Handicap or LD through organic dysfunction on ICAM website before placing orders.
- DRM then can order audiobooks through the ICAM web-ordering system at <http://webordering.icam.k12.in.us/>
 **Note, only audiobooks that are approved for in-class use are available on the ICAM website.

- DRM must approve orders from ICAM web-ordering system.
- DRM can then download DAISY file link directly from ICAM website OR wait for student activation code for App/ReadHear from Learning Ally (usually within 24-36 business hours after book approval).
- DRM will receive Learning Ally Student Activation Code for App and ReadHear access.
- DRM will send Student Activation Code for App/Computer playback and must send to the teacher of record.
- Use student activation code to download ordered audiobooks on App, device or PC/Mac*

Procedures for Bookshare:

Always check with ICAM first, if the book is not available on ICAM then check Bookshare

Adding Students to Bookshare:

- www.bookshare.org> sign in> go to “my organization”> click “members”> scroll to the bottom and click on “add a member” > enter all the student’s information and click “save”
- You can also add “sponsors” using the same process. This will allow you to be the primary contact (PC), but also allow other teachers to add their own members (students) and vouch for their print disability, download books and texts for them, etc.
- Also, if a student qualifies for an Organizational Account (school), it automatically qualifies them for a free home (Individual) account. To do this, choose the student you want to create a home account for (by checking the box next to their name), scroll to the bottom of page and choose “individual membership form.” The student’s name and birthdate will appear on the form (a PDF).
- Print and send home for a signature. Scan and email the completed first page of this form, including the original signature to membership@bookshare.org OR fax to 1 (650) 475-1066 OR mail to Bookshare, The Benetech Initiative, 480 South California Ave., Suite 201, Palo Alto, CA 94306-1609
- Parents can download up to 100 books per month at home. The only thing they can’t do is download textbooks (teachers have to do those downloads)

- Linking home and organizational accounts also provides student access to Bookshelves and the Web Reader (use Google Chrome web browser)

To Access Books from Bookshare:

- **DOWNLOAD:** log on, do a search for book title or author, use the Bookshare download wizard to download books for specific students.
 - Log on to your Bookshare account
 - Search for book via title, author, or browse
 - Click “Download,” choose student(s) from the roster who will read the book, hit “Download Books” and hit “Download” on the next page, “Available” on the next
 - CHOOSE THE “SAVE” OPTION when it asks, “Do you want to open or save this file?”, and save the zipped book to your computer desktop (if your browser saves to the Downloads folder by default, you can access it via: Start> Documents> Downloads)
 - Log out of Bookshare
- **UNZIPPING THE FILE:**
 - Right click on the zipped folder you downloaded
 - Scroll to “Extract All”
 - Hit “Extract” and finish