

Teacher Process:

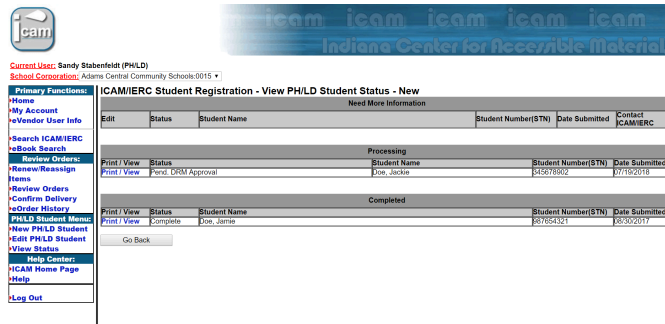
Some DRMs find it beneficial to register VI or PH/LD teachers into the ICAM. The teacher will be registered by the DRM and then can place orders for students, which may help DRMs with time management of DRM tasks, particularly in large school corporations. A teacher may want to be more involved with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



- 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 students with a visual impairment (VI) by Teachers

- 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 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.

- VI student registration is reviewed by the IERC prior to completion.

Placing Orders

- The teacher will now have access to place orders using the [ICAM Web Order System](#).
- We have provided step by step directions on using the ICAM Web Order System: [the VI Order process](#), and [the ICAM Digital Order Process](#). New DRMs may benefit by reviewing these directions before they begin.
- Please review the Search Dos 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 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, PDF, large print, and braille 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/IERC 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 student's 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 student's 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 *. To place an order for Bookshare or MackinVia titles, you will also use the Special Order Request from the *Action* Column noting which source you need in the Notes Field. We have produced a [demonstration video](#) which explains the Mackin ordering process in further detail. You can find additional information about MackinVia on the [ICAM webpage](#). It is helpful for the ICAM/IERC 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.
- 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](#). Orders for large print, braille, specialized aids and equipment are reviewed by the IERC staff prior to completion.
- Digital orders will be sent via email to the DRM and will need to be unzipped before sharing with the student. How the file will be utilized 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

- [Clusive](#) is a **free**, flexible, adaptive, and customizable digital learning environment. Students can use Clusive to read assigned or free-choice books and articles, build their own personal library, and take advantage of Clusive's growing public library. Clusive's goal is to help learners build self-awareness through discovering, choosing, and using preferences that help build learning skills. Clusive is a **Cloud Based Solution for all Internet Connected Devices**.

All content in Clusive is accessible and can be translated and read aloud. Clusive has built-in text-to-speech that can be customized by choosing reading voice and speed. Users can choose to have entire texts read aloud, or can select words and passages to see and hear translated, or to hear text and other content information (like captions and image descriptions) on a page.

Currently, content added to Clusive must be in EPUB or Microsoft Word format. Bookshare titles can also be incorporated into Clusive.

- If the file is an ePub and is being used on an iPad, [Apple Books](#) is a **free** text to speech option that works very well. 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 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**.

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 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 this zipped file:

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

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

HAVE OTHER QUESTIONS? PLEASE CONTACT US:

ICAM Staff:

Michelle Rubin, ICAM DRM Services Specialist

mrubin@patinsproject.org

Need additional help? Please contact us at: mhammond@patinsproject.org.



Jeff Bond, ICAM Technology Specialist

jbond@patinsproject.org

Sandy Stabenfeldt, ICAM Digital Services Specialist

sstabenfeldt@patinsproject.org

812-297-0282

IERC Staff:

Leslie Durst, IERC Director

ldurst@isbvik12.org

317-554-2740

Martha LaBounty, IERC Librarian

mlabounty@isbvik12.org

317-554-2740