

● SAM Implementation Guide

The first step in implementing the Student Accommodation Manager (SAM) is to make sure the application is configured to meet the specific needs of your office. The information you provide in this implementation plan will allow the AMAC developers to customize SAM specifically for your office.

You will need to make 4 decisions in order for our developers to build your application:

1. Roles & Permissions

- What will each user be allowed to do and see in SAM?

2. Users

- Who will be using SAM and in what roles?

3. Multiple Choice Lists

- What information should be captured in SAM's drop-down/multiple choice lists?

4. Accommodations Master List

- What is the master list of accommodations you would like SAM to track?
- What accommodation terminology does your office prefer?

Please review the instructions and complete the tables in this plan. Once the plan has been completed, please e-mail it back to AMAC care of Kim Harris, kim.harris@amac.gatech.edu. If you have questions about SAM or need assistance in completed the plan, contact Kim via e-mail or phone at 404.894.8683.

1 Roles & Permissions

Determine what each person is allowed to do, or “permissions,” in SAM.

Permissions in SAM are assigned based on designated roles in the system. There are four roles predefined in SAM: **Administrator, Service Provider, Student Assistant, and Test Proctor.** The default permissions for each role have already been filled in below. (Note: You will assign users to these roles in Step 2. You can define more roles and assign users to these new roles if required.)

Instructions:

- Confirm that the pre-assigned permissions are what you would like for each role. If you would like to change these permissions, **highlight** or **note the changes in a different color.**
- If you wish to create a New Role, change the column title to the new role name and complete the column by adding yes or no in each permission row.

		<i>'yes' to allow or 'no' to forbid</i>	<i>'yes' to allow or 'no' to forbid</i>	<i>'yes' to allow or 'no' to forbid</i>	<i>'yes' to allow or 'no' to forbid</i>	<i>Add add'l role (optional)</i>
Table	Permission	Administrator	Service Provider	Student Assistant	Test Proctor	
Students	Can Add?	yes	yes	yes	no	
	Can View?	yes	yes	yes	yes	
	Can Edit?	yes	yes	yes	no	
	Can Delete?	no [cannot change]	no [cannot change]	no [cannot change]	no [cannot change]	
Disabilities	Can Add?	yes	yes	no	no	
	Can View?	yes	yes	yes	no	
	Can Edit?	yes	yes	no	no	
	Can Delete?	yes	yes	no	no	
Accommodations	Can Add?	yes	yes	no	no	

	Can View?	yes	yes	yes	yes	
	Can Edit?	yes	yes	no	no	
	Can Delete?	yes	yes	no	no	
Consents	Can Add?	yes	yes	yes	no	
	Can View?	yes	yes	yes	no	
	Can Edit?	yes	yes	yes	no	
	Can Delete?	yes	yes	no	no	
Referrals	Can Add?	yes	yes	no	no	
	Can View?	yes	yes	no	no	
	Can Edit?	yes	yes	no	no	
	Can Delete?	yes	yes	no	no	
Case Notes	Can Add?	yes	yes	no	no	
	Can View?	yes	yes	no	no	
	Can Edit?	yes	yes	no	no	
	Can Delete?	yes	yes	no	no	
Tasks	Can Add?	yes	yes	yes	no	
	Can View?	yes	yes	yes	no	
	Can Edit?	yes	yes	no	no	
	Can Delete?	yes	yes	no	no	
Tests	Can Add?	yes	yes	yes	yes	
	Can View?	yes	yes	yes	yes	
	Can Edit?	yes	yes	yes	yes	
	Can Delete?	yes	yes	no	yes	
Orders	Can Add?	yes	yes	yes	no	
	Can View?	yes	yes	yes	no	
	Can Edit?	yes	yes	yes	no	
	Can Delete?	yes	yes	no	no	
Class Schedules	Can Add?	yes	yes	yes	no	
	Can View?	yes	yes	yes	yes	

	Can Edit?	yes	yes	yes	no	
	Can Delete?	yes	yes	no	no	
Documentation	Can Add?	yes	yes	no	no	
	Can View?	yes	yes	no	no	
	Can Edit?	yes	yes	no	no	
	Can Delete?	yes	yes	no	no	
Forms	Can Add?	yes	yes	yes	no	
	Can View?	yes	yes	yes	yes	
	Can Edit?	yes	yes	no	no	
	Can Delete?	yes	yes	no	no	
Accommodation Master	Can Add?	yes	yes	no	no	
	Can View?	yes	yes	no	no	
	Can Edit?	yes	yes	no	no	
	Can Delete?	no [cannot change]	no [cannot change]	no [cannot change]	no [cannot change]	

2 Users

List all the users who should have access to SAM.

Instructions:

- Provide information for each person/user that will have access to SAM: **First name, Last name, and Email address.**
 - A QuickBase account will be created by AMAC for each user. The user's login will be their email address, and they will select their own password when they accept the invitation to join the SAM application.
- Under the **Role** column, designate which role that user should be assigned: a) **Administrator**, b) **Service Provider**, c) **Student Assistant**, d) **Test Proctor**, or e) **an additional role you have created.**

- Note: there is a maximum of 10 users included in the monthly maintenance fee. Additional users may be assigned for an additional charge.

<i>Enter user's first name</i>	<i>Enter user's last name</i>	<i>Enter user's e-mail address</i>	<i>Indicate either: Administrator, Service Provider, Student Assistant, Test Proctor, or an add'l role you've created</i>
First Name	Last Name	Email Address	Role



3 Multiple Choice Lists

Determine your available multiple choice options in SAM.

SAM contains many multiple choice fields. Standard multiple choice values are included below. You can customize the list of values that appear in these fields to suit your office terminology and/or requirements.

Instructions:

1. **Edit, delete and/or add to the Fields column** to reflect what you will need to track in your office.
2. **Edit, delete and/or add to the Multiple Choice Values** to reflect what you will need to track in your office.
 - If you would like users to be able to create new multiple choice options “on-the-fly,” put **yes** in the **Allow Users** column; otherwise, put **no**.

Example

Under **Students** the user will find 8 default fields:

Status, Service Provider, Campus, Academic Level, Enrollment, Phone Type, Gender, and Ethnicity.

Under each of these, there will be different multiple choice values. For instance, under **Status**, the user will be able to choose from *Active, Inactive, or Pending*.

If you feel you might want to add additional options under **Student** in the future, simply change the final column (**Allow Users to Create New Values**) from no to yes.

	<i>Edit/Delete/Add (optional)</i>	<i>Edit/Delete/Add (optional)</i>	<i>'yes' to allow users to add choices or 'no' to not allow additions</i>
Table	Field	Multiple Choice Values	Allow Users to Create New Multiple Choice Values?
Students	Status	Active, Inactive, Pending	no
	Service Provider	Users with the role of Service Provider will appear in a drop-down	no

		menu	
	Campus	Enter campus names if multiples exist	no
	Academic Level	Fr, So, Jr, Sr	no
	Enrollment	Enrolled, Graduated, Transferred, Withdrawn	no
	Phone Type	Home, Mobile, Work	no
	Gender	Male, Female	no
	Ethnicity	African American, Asian, Caucasian, Hispanic, Native American, Other	no
Disabilities	Disability	Acquired Brain Impairment, AD/HD, Aspergers, Blind/Visual Impairment, Chronic Illness/Medical, Deaf/Hard of Hearing, Expressive/Receptive Language Disorder, LD, Motor/Mobility, OCD, Psychological/Psychiatric	no
	Type	Permanent, Temporary	no
	Documentation Status	Adequate, Inadequate, Pending	no
Accommodations	Accommodation	<u>See Accommodation Masters</u>	no
	Type	Permanent, Provisional, Temporary	no
Consent Types	Type	Documentation Provider, Evaluator, Faculty/Staff, Full, Parent, Physician, Vocational Rehabilitation	no
Referrals	Type	Referred By, Referred To	no

	Referral	Counseling, Faculty/Staff, High School, Self, Student, Tutoring, Vocational Rehabilitation	no
Case Notes	Type	Office Visit, Phone, Email, Instant Message, Other	no
	Purpose	Accommodations, Disability Counseling, Dispute Resolution, Financial Aid, Informational Visit, Intake, Support, Training	no
	Service Provider	Users with the role of Service Provider will appear in a drop-down menu	no
Tasks	Type	Appointment, Phone Call, Production Order	yes
	Assigned To	Users with access to application (SAM) will appear in a drop-down menu	no
	Group / Individual		no
	Status	Cancelled, Complete, Pending	no
Tests	Room	Enter Rooms available for testing accommodation here	no
Orders	Publisher	Pearson	yes
	Format Requested	Audio Tape, Braille, CD, Electronic Text, Scan	yes
	Status	Cancelled, Complete, New, Processing	no
	Delivery Type	Email, Flash Drive	yes
	Source	Library, Other Repository, Publisher File, Reader, RFB&D	yes

	Priority Code	1, 2, 3	no
	Scan File Type	PDF, TIF	no
	Editing File Type	RTF	no
Class Schedules	Term	Fall, Spring, Summer, Winter	no
	Year	2007, 2008, 2009, 2010, 2011	yes

4 Accommodation Master List

List the accommodations that your office offers.

SAM contains a short list of default accommodations provided to students. You can place accommodations in a system of categories and groups and give each a description that reflects the practice of your office.

You can customize the list to suit your office's accommodation terminology and/or offerings. The accommodations on this list can be assigned to student records thus reflecting the accommodations being provided to the student.

Some of the accommodations will need to be listed on the accommodation letters and some will not. You can choose which you would like to **Hide on the Accommodation Notification/Letter** – indicate yes to hide and no to show on the letter. The Accommodation Masters default is set so that you will be able to add additional accommodations in the future.

Instructions:

- Edit, delete and/or add to the **Accommodations** list to reflect the accommodations offered through your office.
 - Optional: Categorize and Group the accommodations
 - Optional: Add a Description for each of the accommodations.
- Under the **Hide on the Accommodation Notification/Letter** column, indicate **yes to hide** and **no to show** accommodations on the accommodations letter.

- Example: You would want Faculty to see that a student needs a 'Note taker' so you indicate 'no' don't hide the accommodation on the letter; and you do not want the faculty to see that the student has received a 'Referral Counseling Center' so you would indicate 'yes' hide on the accommodation letter.

<i>Optional – to organize the drop-down list of accommodations into manageable categories (e.g. testing accommodations)</i>	<i>Optional – to organize the drop-down list of accommodations into manageable groups (e.g. testing environment or time)</i>	<i>List the accommodations and the order that you would like them to appear in the drop-down menu. Note: these should be brief (no more than 3-4 words) and can be short-hand</i>	<i>Optional – use this field to more accurately describe the brief accommodations listed in the drop-down.</i>	<i>'no' to show 'yes' to hide</i>
Category	Group	Accommodation	Description	Hide on Accommodation Notification/Letter?
Testing Accommodations	Time	1½x time on tests		no
Testing Accommodations	Time	2x time on tests		no
Testing Accommodations	Format	Braille test		no
Testing Accommodations	Format	Large Print Test		no
Testing Accommodations	Environment	Quiet/Low-Distraction Test Area		no
Testing Accommodations	Environment	Ability to take breaks during testing		no
Testing Accommodations	Assistive Technology	Assistive technology during testing		no
Testing Accommodations	Assistive Technology	Calculator		no
Testing Accommodations	Assistive Technology	Electronic Speller		no
Testing Accommodations	Assistive Technology	Use of computer for essays		no

Classroom Accommodations		In-Class Assistant		no
Classroom Accommodations		Lab Assistant		no
Classroom Accommodations		Sign Language Interpreters		no
Classroom Accommodations		Note taking Service		no
Classroom Accommodations		Priority seating in classroom		no
Course Accommodations		Additional Absences		no
Course Accommodations		Computer for all written assignments		no
Academic Accommodations	Alternative Text	Alternate textbook format		no
Academic Accommodations	Courses	Reduced Course Load		yes
Academic Accommodations	Registration	Priority Registration		yes
Campus Accommodations	Parking	Disability Parking		yes
Campus Accommodations	Housing	Housing Modifications/Accommodations		yes
Assistive Technology		Use of Screen Reader		no
Assistive Technology		Assistive Listening Device		no
Assistive Technology		Captioned Videos		no
Assistive Technology		4 Function Calculator		no
Assistive Technology		CCTV		no