Reports: IEP Accommodations and Modifications – Teacher

The Admin report *IEP Accommodations and Modifications – Teacher* is useful to classroom teachers as it provides an efficient way to view student accommodations and modifications without printing each student's IEP plan. This report can be included in the guest teacher folder as well. Follow these steps to print the report.

View the Report

From the Synergy TeacherVUE main menu, hover over **Admin** and select **Admin Reports**.

Under the **Filters** column under **Group Name**, select **Special Ed**. Then under the **Reports** column select *IEP Accommodations and Modifications – Teacher*.

1. Note student names may be listed more than once. This is because the student may have accommodations or modifications for different settings or activities.
2. To view additional information per screen, change the Page Size setting to 200.
3. To print the accommodations and modifications, it is recommended to download it as an Excel (spreadsheet) file. This format allows you to delete unneeded information and reorganize the data into a more user-friendly and, hopefully, single-page format. To do this:
   a. Click the icon under Excel near the upper right of the Synergy screen.
      Keep this data confidential!

b. The file may download automatically. In this case, the file will likely be found in your Downloads folder or on the desktop. Locate the file and give it a meaningful name.

c. If the file does not download automatically, you will be prompted to **Save As**. Enter a meaningful file name. Below this field select where to save the file.

Edit Spreadsheet in Google Sheets

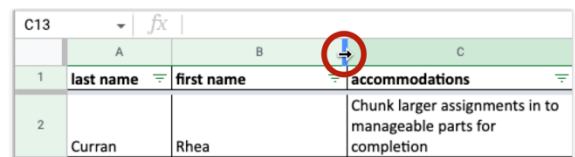Upload the file to Google Sheets (or open using your preferred spreadsheet software):

1. Log on to your 4J Google Drive account.
2. Select the +**New** button at the upper left of the screen. Select **File Upload** and find the spreadsheet you want to upload.
3. The file appears in a small window at the bottom right of the Google screen. Simply click the file name or find the file in the **My Drive** column and open it.

Edit the Spreadsheet

1. Delete unneeded data columns in order to reduce the number of printed pages. There is no need to delete empty columns at the far right. Note all spreadsheets have column names (alphabetical) and row names (numerical). Multiple columns may be deleted at the same time.
   a. To select contiguous columns, for example "organization name" and "classname," click-and-drag the mouse over the alphabetical column names (A and B). Go to Edit > Delete > Columns.
   b. To select non- contiguous columns, click on the first column name, and then hold down the Command key while selecting additional column header names. Go to Edit > Delete > Selected Columns.
   c. Review the data to determine if additional columns can be deleted.

2. Adjust column widths to further reduce the number of printed pages.
   a. Hover over the line between two column names. An arrow should appear. Click-and-drag to the left or right to narrow the column.
   b. Continue to edit column widths ensuring no important data is cut off.

3. To have the text within a cell "wrap" so verbiage is still viewable even when the width of the column is reduced, click the column name so all cells are highlighted. Go to Format > Wrapping > Wrap.

Print

Google Sheets is not a robust program so some finagling is required to print the desired results.

1. Highlight the data to print: Click in cell A2. With this cell highlighted, scroll to the last cell of data at the bottom right. Hold down the Shift key and click this last cell. A large rectangle of cells is now selected.
2. Hold down the Command key while tapping the P key. Alternatively, click the printer icon near the upper left of the Sheets screen.
3. Under **Print** select Selected Cells.
4. Under **Page Orientation** select Landscape.
5. Optionally, under **Scale** select Fit to Width, unless you think this makes the text too small.
6. Under **Formatting** > Page Order select Over, then down.
7. Under **Headers & footers** check Current date. This will allow you to know how recent the IEP report is.
8. Click **Next** at the upper right of the screen.
9. On the next screen select the desired options and click Print at the bottom right.