

2019 eMPowerME

Math & ELA/Literacy Grades 3-8

Accommodations Upload & Export Feature Quick Guide

As of the beginning of the spring 2017 administration, users may bulk upload additional accommodations for multiple students using the **Upload Accommodations** feature within the Students tab. You are able to upload a maximum of 1000 records per accommodations upload file. For more details, please see *2019 MEA Portal User Guide* pages 32-38.

The accommodations upload will be available throughout the day until the testing window opens. Once the testing window opens, accommodations uploads will only be available after 6:00 pm. The after-hours upload dates for Accommodations Upload is **March 18, 2019-April 12, 2019**. Additional Accommodations that need to be edited or assigned during testing hours of the testing window will need to be done manually.

Home Site Readiness **Students** Classes Test Sessions Dashboard Demo Admin Help & Support Logout

Students in Grand Canyon Elementary School

Grand Canyon Elementary School (Grand Canyon Dist...)

Filter: Choose a Subject

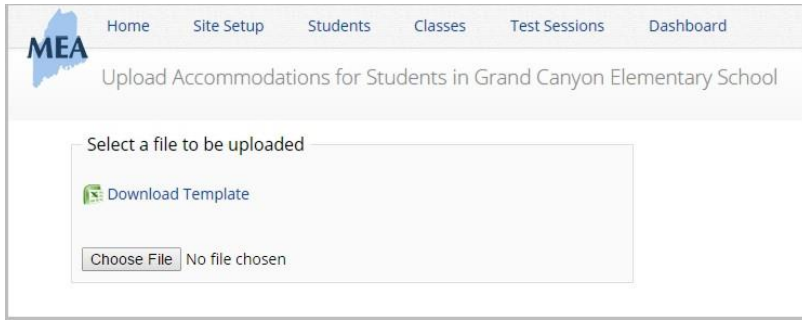
Upload Accommodations Export Accommodations More ▾

Last Name	First Name	Middle Initial	State Student ID	Grade			
Aardvark	Nathan		111222111	3	View Classes	Enrollment Info	Edit
Alvarez	John	B	924789058	3	View Classes	Enrollment Info	Edit
Baker	Tonya	A	922949160	3	View Classes	Enrollment Info	Edit
Banderes	Steve	A	918650398	3	View Classes	Enrollment Info	Edit
Burns	Emmett	B	929024589	3	View Classes	Enrollment Info	Edit
Carpenter	Leon	B	922481218	5	View Classes	Enrollment Info	Edit
Conner	Orville	A	926285855	3	View Classes	Enrollment Info	Edit
Edwards	Marcia	A	905212491	3	View Classes	Enrollment Info	Edit
Five	Donny	B	926243493	4	View Classes	Enrollment Info	Edit
Fiwer	Detroin	B	914932082	5	View Classes	Enrollment Info	Edit

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Click the Upload Accommodations button to open the Accommodations Upload page. From here, you may either download the accommodations upload template, or choose a previously created CSV file.

Clicking the Download Template link will download the correct file template needed to upload accommodations.



The Accommodations Upload template contains one column for the student ID number followed by a column for each accommodation. Enter a “1” to assign an accommodation to a student, a “0” to remove an assigned accommodation, or leave the cell blank to make no changes to a student’s accommodation assignment.

A	B	C	D	
State Student ID	Text-to-Speech Mathematics	Text-to-Speech Essay	Color Contrast	Read
111222111	1	1	1	
924789058	0		1	
922949160	1	1	1	
918650398	1	1	1	
929024589	1			

Exporting Student Accommodations

Users may export accommodations for students using the **Export Accommodations** feature within the Students tab.

Last Name	First Name	Middle Initial	State Student ID	Grade
Aardvark	Nathan		111222111	3
Alvarez	John	B	924789058	3
Baker	Tonya	A	922949160	3
Banderes	Steve	A	918650398	3
Burns	Emmett	B	929024589	3
Carpenter	Leon	B	922481218	5
Conner	Orville	A	926285855	3
Edwards	Marcia	A	905212491	3
Five	Donny	B	926243493	4
Fwer	Detroit	B	914932082	5

Click **Export Accommodations** to export the accommodations file.

A CSV file listing all students at the selected school, both with and without accommodations, will download to your device. The file will be in the same format and layout as an uploaded file, and, will also include the student names and corresponding State Student IDs.

	A	B	C	D	E	F	G	
1	Last Name	First Name	State Student ID	Text-to-Speech Essay	Text-to-Speech Mathematics	Color Contrast	Turn off all universal tools	Re
2	Five Hundred and Eighty Three	DemoStudent	900223717	1	1	1		
3	Five Hundred and Eighty Two	DemoStudent	925886043	1		1		
4	Five Hundred and Eleven	DemoStudent	919069490		1	1		
5	Five Hundred and Fifteen	DemoStudent	904853978		1	1		
6	Five Hundred and Fifty	DemoStudent	929024589	1	1	1		
7	Five Hundred and Eight	DemoStudent	905212491	1				
8	Five Hundred and Eighteen	DemoStudent	926285855	1	1			