

## CELS Student Service Report Assistive Technology & Training Assessment

### 1. Background Information

Name:	
Date of Assessment:	
Date of birth:	
Student ID #:	
Student Support Specialist:	
Assessment Requested by:	
Assessment Performed by:	

Diagnosis:

Background:

Strengths	Weaknesses

### 2. Educational & Vocational Goals:

### 3. Identification of Student Functional Limitations

### 4. Description of Assessment

(Specific activities undertaken, observations, assessment results, evaluative tools utilized)

a. Interview and Software Trial:

b. Analysis of Disability\* with Area(s) of Impact:

- Visual issues:
- Mobility issues:
- Cognitive issues:
- Communication Issues:

\*see educational psychologist report and summary of Strengths and Weaknesses above, Section 1, Background

c. How Assistive Technology and Training will benefit the Student

Disability Impact	AT Solutions and Benefit
Visual issues:	
Mobility issues:	
Cognitive issues:	
Communication Issues:	

Summary

d. Suggestions of how Assistive Technology will continue to be necessary in workplace or further training:

**5. Training Needs Assessment**

(Description, format and rationale of training program)

Summary:

**6. Recommended Equipment List**

(Item, Description & Rationale for specific item)

Name of Student:                      First Last                                              Date:      Month xx, 2011

	Item Description	Rationale	CEC ✓
1			
2			
3			
4			
5			

**7. Assistive Technology Hardware and Software**

Please ensure that all equipment and software is shipped to the following:

NorQuest College - Downtown Campus  
 10215-108 Street, Edmonton, AB T5J 1L6  
 ATTENTION: Learning Support Services, 5th floor, Room A523

Name of Student:                      First Last                                              Date:      Month xx, 2011

Item #	Description (Details)	*Preferred Vendor and Cost (NOT including GST and Shipping)	CEC ✓	Alternative Vendor Price and cost	CEC ✓
1					
2					
3					
4					
5					
		Total			

\*Note: Vendors were chosen based on quality, price, availability and/or order consolidation savings

## 8. Assistive Technology Training

Please contact: Learning Support Services, 5th floor, Room A523  
 NorQuest College - Downtown Campus  
 10215-108 Street  
 Edmonton, AB T5J 1L6

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Item #	Description	Estimated time @\$XY.00 per hour	CEC <i>J</i>
	Total		

## 9. Assistive Technology Set up, Testing, and Installation

Please contact:  
 Learning Support Services, 5th floor, Room A523  
 NorQuest College - Downtown Campus  
 10215-108 Street  
 Edmonton, AB T5J 1L6

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Computer set up required	Cost Estimate	Comments	CEC <i>J</i>
Installation of computer: <ul style="list-style-type: none"> <li>• operating system,</li> <li>• peripherals,</li> <li>• applications,</li> <li>• updates and</li> <li>• patches plus</li> <li>• utility software and optimization.</li> </ul>	X hours @ \$YZ.00 per hours = \$		

## 10. Vendor Quotes

a. Laptop Vendor Quote - Preferred: \_\_\_\_\_

b. Laptop Vendor Quote - Alternative Vendor: \_\_\_\_\_

## 11. New Vendor List

# May Help If You:

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## May Help If You:

- Have difficulty editing your work
- Have difficulty in any of the following areas: grammar, word usage, structure, spelling, style, punctuation and capitalization

**Grammar Check and Proofreading software** allows the user to check for possible errors in grammar, word usage, structure, spelling, style, punctuation and capitalization.

## May Help If You:

- Have difficulty taking notes in class or in meetings

**Digital Voice Recorder** allows the user to record lectures, group discussions and personal notes. Special software will also allow the user to convert their personal dictation into text with the touch of a button.

## May Help If You:

- Are a visual learner (like to see things)
- Have difficulty getting started, organizing, categorizing or sequencing ideas for writing

**Outlining/Concept Mapping software** allows you to make visual representations or diagrams of your ideas, and "see" the connections between ideas. Several programs allow the concept map to be transformed easily into a standard text outline, or you can create an outline and the software will generate the concept map. Concept mapping software is also very useful for creating flowcharts and other types of diagrams.

## May Help If You:

- Have difficulty copying information/taking notes from texts (due to handwriting difficulties)

**Portable scanners** are hand-held devices that allow users to scan text. The scanned text can then be downloaded into a computer, manipulated or printed. Some portable scanners also have audio output that allows the scanned material to be read aloud at the same time.

## May Help If You:

- Have difficulty taking notes by hand
- Have limited computer skills/knowledge
- Have limited access to a computer
- Do not require all the power/features of a computer

**Portable Word Processors/Keyboards** are keyboards with small screens attached. A variety of models are available and some include audio output. Portable word processors allow the user to type information quickly and provide some basic word processing features such as spell check, grammar check and some limited formatting. Information entered into a portable word processor can be downloaded into a more powerful computer-based word processor. These devices tend to be light-weight and easy to transport.

# May Help If You:

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## May Help If You:

- Have difficulty spelling
- Have difficulty with word usage (finding the correct word)
- Have limited vocabulary

**Electronic Spell Checkers, Dictionaries and Thesauruses** come in either computer-based or portable varieties. These products allow you to check the spelling of words and to obtain definitions, synonyms and homonyms of words. Several software packages as well as portable models have audio-output that lets you hear the pronunciation, spelling, and definitions of words.

## May Help If You:

- Have difficulty staying on topic as you write
- Have difficulty editing your writing, particularly in regards to correcting grammatical mistakes.
- Have good listening comprehension skills

**Text-to Speech software** highlights and reads text that appears on the computer screen. As the user types, text is highlighted on the computer screen and is read to the user. In addition to standard word processor features (spell check, grammar check), the user controls the reading speed, when the text is read (i.e. after each word, after each sentence) and how the information is highlighted on the screen.

## May Help If You:

- Have trouble using the computer keyboard (typing)
- Have irregular/non-phonetic spelling errors
- Have strong oral language skills and express your thoughts clearly and easily by speaking

**Voice Recognition software** (Voice-to-Text programs) allow you to operate the computer by speaking to it. You speak into a microphone, which is either worn on a headset or mounted on the computer monitor, and your speech appears as text on the computer screen. Voice recognition software lets you operate the computer solely through speech but you can use the keyboard and mouse in addition to your voice.

## May Help If You:

- Have trouble using the computer keyboard (typing)
- Have difficulty spelling

**Word prediction/Abbreviation Expansion software** predicts words that you are most likely to use based on the first few letters you type. You can also create abbreviations for frequently used words or phrases. These software products reduce the number of keystrokes required to produce written work.

## Assistive Technology Check List High-Low

<b>Organization</b>		
Individuals may experience trouble <ul style="list-style-type: none"> <li>• Remembering information</li> <li>• Keeping information together</li> <li>• Time management</li> <li>• Staying on task</li> </ul>		
<i>Low Tech Options</i>	<i>Medium Tech Options</i>	<i>High Tech Options</i>
<ul style="list-style-type: none"> <li>• color coded folders, exercises, or binders;</li> <li>• index tabs;</li> <li>• highlighters;</li> <li>• index cards;</li> <li>• graph paper;</li> <li>• ear plugs;</li> <li>• agendas;</li> <li>• address books;</li> <li>• day planners;</li> <li>• sticky notes</li> </ul>	<ul style="list-style-type: none"> <li>• graphic organizers;</li> <li>• beepers/buzzers;</li> <li>• digital clocks, timers;</li> <li>• talking watches;</li> <li>• hand held digital voice-recorders</li> </ul>	<ul style="list-style-type: none"> <li>• electronic organizers;</li> <li>• calendar maker software;</li> <li>• prewriting software;</li> <li>• Post-it note software;</li> <li>• Personal Digital Assistants (PDA's)</li> </ul>
<b>Mathematics</b>		
Individuals may have difficulty <ul style="list-style-type: none"> <li>• remembering formulas</li> <li>• reading charts</li> <li>• mix up numbers</li> </ul>		
<i>Low Tech Options</i>	<i>Medium Tech Options</i>	<i>High Tech Options</i>
<ul style="list-style-type: none"> <li>• memory strategies;</li> <li>• graph paper;</li> <li>• times tables;</li> <li>• turn paper sideways</li> </ul>	<ul style="list-style-type: none"> <li>• modified paper;</li> <li>• talking watches;</li> <li>• calculator on computer;</li> <li>• large buttoned calculator</li> </ul>	<ul style="list-style-type: none"> <li>• graphic calculator;</li> <li>• hand held talking calculator;</li> <li>• online math worksheets;</li> <li>• Computer Assisted Instruction Software (CAI)</li> </ul>
<b>Reading</b>		
Individuals often have <ul style="list-style-type: none"> <li>• comprehension problems,</li> <li>• word identification difficulties</li> <li>• problems with fluency</li> </ul>		
<i>Low Tech Options</i>	<i>Medium Tech Options</i>	<i>High Tech Options</i>
<ul style="list-style-type: none"> <li>• reading windows;</li> <li>• mirror</li> </ul>	<ul style="list-style-type: none"> <li>• change font size;</li> <li>• color overlays;</li> <li>• change word spacing;</li> <li>• change background color;</li> <li>• talking electronic dictionary, thesaurus, grammar guide;</li> <li>• books on tape, CD, or e-books (digital formats)</li> </ul>	<ul style="list-style-type: none"> <li>• reading pen;</li> <li>• electronic books;</li> <li>• CD-ROM books;</li> <li>• stand alone reading machines;</li> <li>• text reading software;</li> <li>• Optical Character Recognition (OCR) software;</li> <li>• Computer Assisted instruction software (CAI)</li> </ul>

<u>Listening</u>		
<p><i>Individuals often have difficulty processing information</i></p> <ul style="list-style-type: none"> <li>• <i>trouble understanding what was said,</i></li> <li>• <i>following directions,</i></li> <li>• <i>hearing differences between the sounds of letters or words</i></li> </ul>		
<b><i>Low Tech Options</i></b>	<b><i>Medium Tech Options</i></b>	<b><i>High Tech Options</i></b>
<ul style="list-style-type: none"> <li>• ear plugs</li> </ul>	<ul style="list-style-type: none"> <li>• NCR paper;</li> <li>• digital recorders;</li> <li>• books on tape, CD, or e-books (digital formats)</li> </ul>	<ul style="list-style-type: none"> <li>• amplification system;</li> <li>• laptop computers;</li> <li>• word processors;</li> <li>• CD-Rom books;</li> <li>• electronic books;</li> <li>• multimedia with captions or subtitles</li> </ul>
<u>Visual Processing</u>		
<p>Individuals often have difficulty processing information.</p> <ul style="list-style-type: none"> <li>• may mix up letters or words in sentences</li> <li>• have trouble finding mistakes in their writing</li> </ul>		
<b><i>Low Tech Options</i></b>	<b><i>Medium Tech Options</i></b>	<b><i>High Tech Options</i></b>
<ul style="list-style-type: none"> <li>• adjustable lighting;</li> <li>• large print;</li> <li>• reading windows;</li> <li>• double spacing;</li> <li>• color overlays</li> </ul>	<ul style="list-style-type: none"> <li>• digital voice recorder;</li> <li>• e-books</li> </ul>	<ul style="list-style-type: none"> <li>• alternate keyboards;</li> <li>• magnification hardware;</li> <li>• text reading software</li> </ul>
<u>Writing Processing</u>		
<p>Individuals may</p> <ul style="list-style-type: none"> <li>• have trouble physically writing,</li> <li>• have incorrect spelling,</li> <li>• have punctuation problems,</li> <li>• mix up letter formations,</li> <li>• mix up word usage,</li> <li>• have difficulty organizing their ideas when writing</li> </ul>		
<b><i>Low Tech Options</i></b>	<b><i>Medium Tech Options</i></b>	<b><i>High Tech Options</i></b>
<ul style="list-style-type: none"> <li>• dictionary;</li> <li>• thesaurus;</li> <li>• memory strategies;</li> <li>• scribe</li> </ul>	<ul style="list-style-type: none"> <li>• pencil grips;</li> <li>• digital voice recorder;</li> <li>• NCR paper;</li> <li>• key guard;</li> <li>• electronic spell checker (with or without sound);</li> <li>• typewriter;</li> <li>• photocopies</li> </ul>	<ul style="list-style-type: none"> <li>• word processors;</li> <li>• voice to text software;</li> <li>• laptops;</li> <li>• talking word processor;</li> <li>• word prediction software;</li> <li>• abbreviation expansion software;</li> <li>• prewriting software;</li> <li>• spell check;</li> <li>• grammar check;</li> <li>• proof reading program</li> </ul>

# Olympus Digital Voice Recorder Instructions

The Olympus Digital Voice Recorder is used to make digital recordings of speeches, lectures or other audio events. It can separate recordings into different folders for organizing, and some models include a [USB cable](#) to easily download recordings to a computer.

## Batteries

1. The recorder takes two AAA batteries. It has a battery-life indicator that notes when batteries need to be changed. When changing batteries, set the hold switch to the "Hold" position, or time/date info will be lost.

## Hold Switch

2. The hold switch is the default on-off button. When the switch is on, the recorder cannot be accidentally turned on in a purse or pocket.

## Folders

3. The recorder has three or four folders (depending on model) lettered A, B, C and (if applicable) D. When the recorder is stopped, press the "Folder" button to switch between folders. Each folder can hold 100 recordings.

## Time/Date

4. The time can be displayed in 12-hour or 24-hour format. To set the time and date, press and hold the "Menu" button, and use the + or - button to select Time, then press "Play" to accept. Use + and - to set the correct time, and Play to accept.

## Recording Functions

5. Press the "Folder" button to select the desired folder. Press the "Rec" button to start recording (the record/play indicator light turns red) and press the "Stop" button to stop. To pause, press the "Rec" button while recording (Pause appears on the display and the record/play light flashes), and press "Rec" again to resume at the point of interruption.

An external microphone can be plugged into the corresponding jack. When this is done, the built-in microphone will not operate.

**\*Note:** It would be a good idea to start a recording by naming the who, what, were, and maybe why.



## **Playback Functions**

6. Find the correct folder, and use the "Forward" or "Back" buttons to select the correct file. Press the "Play" button to start playback; the record/play light will turn green, and the elapsed (or remaining) time will show on the screen. Press + or - to change the volume. Press and hold the "Forward" or "Back" buttons to rewind or fast-forward. To change playback speed, press the "Play" button during playback. Pressing it once will slow playback by 25 percent; pressing it twice will speed it up 50 percent; and pressing it a third time will return it to normal speed. To listen with earphones, plug them into the earphone jack. This will disable the built-in speaker.

## **Erasing Files**

7. To erase one file, find it in the folder and press the "Erase" button. Select "Yes" using the "Forward" or "Back" button, then press the "Play" button. To erase all files from a folder, select the folder and press the "Erase" button twice. Select "Yes" with the Forward or Back button, then press "Play." Deleted files cannot be restored.

## **Online instructional video**

**Search:** <http://www.youtube.com/watch?v=NgldpGd-8PU>

## **Online Manual**

**Search :** <http://www.olympusamerica.com/>