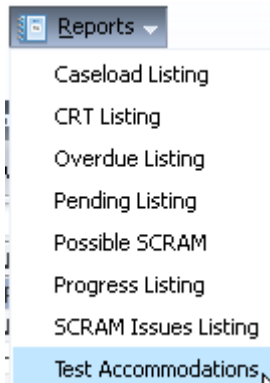


## How to make an Accommodations Report in myIDEA

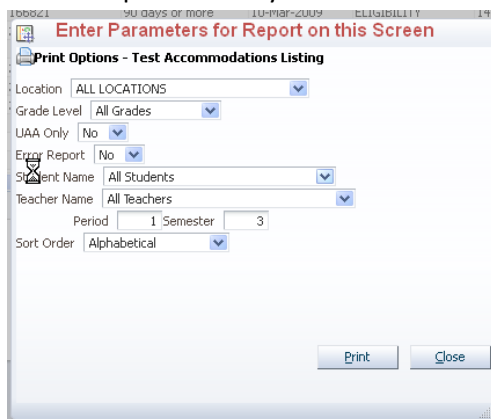
1. Login to myIDEA.

2. Select the reports link at the top of the screen.



3. Select Test Accommodations. (It will take a little bit to load because you are accessing a TON of data.)

4. Fill in the parameters you want for the report.



Print Options - Test Accommodations Listing

Location: ALL LOCATIONS

Grade Level: All Grades

UAA Only: No

Error Report: No

Student Name: All Students

Teacher Name: All Teachers

Period: 1 Semester 3

Sort Order: Alphabetical

Print Close

5. Click Print.

### Suggested Uses for this Information:

- Run the error report early to ensure that you have test participation codes for all special education students before the test window opens.

#### Sample Error Report

Student Id	Student Name	Grade Test	Test Category	Participation Code
08	No Participation Code for: MATH, SCIENCE, LANGUAGE ARTS			

- Verify the students who are flagged as UAA candidates are accurate. All UAA candidates must be flagged as UAA by March 31 unless they are move in students after that date.
- Review student accommodations to make sure that they are designed to minimize the impact of disability on the student's performance on CRTS.
- Use the accommodations pages to group students with similar needs so you implement accommodations in accordance with test participation standards.