Individualized Education Program Meeting Summary

Example Outline

Author: Michigan Department of Education – Low Incidence Outreach Assistive Technology Team

Assistive Technology Guidelines

Completed 4 out of 11 skills - Technology Operations and Concepts
- Can log in to websites, computers
- Can locate icons on tablet and initiate several apps
- Can customize settings for Zoomtext, (cursor, speech,)
- Knows when to use Stylus and joystick – fingers hurting
- Can open, save, print, close applications
- Completed a multimedia project * Christmas movie to work with parents over the break.
- Is using GoWorksheet for handouts and some tests
- Working on recording information – homework assignments, notes to parents

Creativity and Innovation
1 out of 1 skill still working on, however has completed one project * Christmas movie – using technology to illustrate ideas, complete an activity – Story of School Day

Communication and Collaboration
Has completed 1 out of 5 skill areas
- Can demonstrate accessing and using recording app
- Can demonstrate accessing and using VDR

Critical Thinking, Problem Solving and Decision Making
- Working on 1 out of 3 skills
- Coding activities – Osmo
- Can link blocks/tiles and has completed 3 activities

Research and Information Literacy
Working on 1 out of 3 skills
- Accessing the Internet – classroom websites – StarFall, PBS Kids, Brain Pop Jr. – work with Troy in computer lab/sessions practice
- He enjoys StarFall and watching videos on BrainPop Jr – often can answer most of the questions
Digital Citizenship:
Working on 2 out of 4 skills

- Discussion and letter home to parents, (class on school policy and procedure) – Troy recorded a summary for parents and his review.

Sample from TCVI report
Troy has worked extremely hard this school year on several skills which included using AT and adaptive devices. To assist him with reading, visual attention and tracking/scanning skills the following items have been incorporated into his VI sessions and classroom. Zoomtext for magnification when working on the computer. This includes any applications and Internet work. He has work with BigBlu a Bluetooth keyboard and the Big Keys Qwerty White on the computer and with the iOS tablet.

To work on becoming familiar with the keyboard, hand, finger and body positioning there are several programs he enjoys working with on the computer and iOS device, (Dancing Mat, Talking Typer, Keybd w/o Tears). Currently he is working on simple sentences and vocabulary words as well as using either device. Looking forward to working on generating a wpm rating. Due to his finger and hand cramping and fatiguing issues a variety of stylus are incorporated as well as a joystick and adaptive mouse to access the computer or iOS tablet for navigation, word processing and to maintain continued participation with activities.

Using GoWorksheets seem to work better for Troy when completing handouts and tests. If given a large print version, he will ask for the “Go” version. So this will continue to be incorporated into the classroom. This year he completed 2 story projects. One with BookCreator inserting pictures and images with text and recordings. The other was a multimedia project sent home over Christmas that used Sparks Video.

In the area of coding concepts Troy is working with a tangible system, Osmo using the block/tile pieces and shapes in Tangrams and Awbie. This incorporates using the iOS device. He has completed 3 activities to date.