Ready to Go Worksheet Video Transcript

We are aware that most school divisions' *Continuity of Learning* plans have brought about an increase in the use of worksheets as teaching materials and these worksheets may or may not be accessible to our special education students. AIM-VA is here and ready to help you and your students tackle this.

As promised, our remote AIM-VA site is now open and ready to convert your paper worksheets into accessible versions. To begin, log in to your account in the Ordering Portal. At the HOME page you'll see that we have added the new, *Ready-To-Go Worksheets* initiative. You now have the opportunity to send all of your worksheet packets to be converted at one time.

To start, click on the *Ready-To-Go Worksheets* icon. On this screen, you will notice 5 simple steps for sending all your student's paper worksheets to AIM-VA for conversion to a PDF: Accessible format.

1. First, collect a single copy of the paper worksheets assigned for your students.
2. Then, divide your worksheets, so that the ones that go together make a packet. You could clip packets together, use a rubber band to split pages or even separate packets into individual file folders.
3. Next, identify each of your packets with a title and a grade level. Make your title more specific than generic, for they will be used to categorize your worksheet packets in the AIM-VA library. For example, using *Science Test* as a title might cause an issue the next time you need to submit another science test. Perhaps titling it *Science Test: Mammal Habitats* or *Science Test: Mammal Habitats* in Virginia might serve you better in the long run.
4. Step 4 asks that you indicate what worksheet packets you are including in a single shipping box or package. You will do this by typing in the titles of the packets you are going to include in the comment box.
5. Once you have completed the Ready-to-Go Worksheet screen you are ready to Ship. Click on the SUBMIT button to have AIM-VA auto-generate a UPS shipping label for your mailing box or package.

Place the worksheet packets you noted in the Comment Box into your shipping package, envelop or box. Seal the package and attach the UPS shipping label. You can have your package picked up from your home by scheduling a pickup online or by calling 1-800-PICK-UPS® (1-800-742-5877). Or, you can find a drop off location near you and have the opportunity to actually get out of your house and go for a drive.

Call our HelpDesk if you need help or have any further questions. Frances will be glad to help!

Take care and be safe!