



2023 Forward Exam Optional Add Accessibility Features Window

Overview

Accessibility features can be assigned to students in the DRC INSIGHT Portal by three different methods - on a student-by-student basis, mass-assignment of the same support or accommodation to a group of students, or by the Multiple Student Upload (MSU) process. All three methods are explained in detail in the [DRC INSIGHT Portal Guide](#). This document provides additional information about the MSU process only.

The MSU process allows districts to enter student accessibility features into a district-level student demographic data file and upload the file into the DRC INSIGHT Portal during the **Optional Add Accessibility Features** window. Districts may **opt (not required) to use** the MSU process to upload this file from February 13-24. This 10-day window is the only time the MSU option is available for uploading accessibility features. If DACs upload a file after this window, data entered into the accessibility features columns of the file will be ignored. Instructions for the MSU process are provided in the [DRC INSIGHT Portal Guide](#).

- Beginning on the first day of the Optional Add Accessibility Window, DACs can download their District Demographic Data file in the required MSU file format (with all student detail and demographic data for your district pre-populated) from the DRC INSIGHT Portal, add student accessibility features to the file, and upload the file into the Portal.
- To help districts prepare for the Optional Add Accessibility Features window there is an MSU File Layout document and a Sample MSU Data File on the [Forward Exam Resources webpage](#). The MSU File Layout document outlines the specific formatting and data validation rules that must be followed when adding data to the file to be uploaded. The Sample MSU Data File shows the format of the District Demographic Data File and displays how the accessibility features are organized into columns.

Preparation for the MSU process



If your district chooses to take advantage of the MSU process, DACs and SACs should start collecting the accessibility feature needs of students now to prepare for the window. Educators should refer to the guidance in the Forward Exam Accessibility Guide when relaying their student's accessibility needs to DACs and SACs. DACs and SACs should take this time to ensure accessibility features have been appropriately assigned by educators and follow guidance provided in the [Accessibility Guide](#).

During the 10-Day Window



Instructions for 1) downloading the district demographic data file, 2) adding the student accessibility features to the data file, and 3) uploading the file back into the DRC INSIGHT Portal are provided on pages 15-17 in the [DRC INSIGHT Portal Guide](#). It is recommended that the DAC download the district demographic data file on the first day of the 10-day window, to allow enough time to enter all accessibility features into the data file and upload the file back into the portal. It is not uncommon to have some data errors in the first upload attempt, and it is important to plan additional time for the upload process to correct any errors that are identified during the upload process.