

lowa AEAs are pleased to provide Braille transcription services to preK-12 students at no cost to the school. Transcription is provided by Heartland AEA.

The purpose of this doc is to provide information for teachers of visually impaired (TVI) and the IESBVI regarding the statewide Braille transcription services. The AEA Chief Administrators agreed to provide this service statewide in the spring 2023.

This is an introduction to the process for ordering transcription online.

Questions? : <a href="mailto:brailleservices@iowaaea.org">brailleservices@iowaaea.org</a>

## Quick Q&A

Q. Does the TVI, teacher, or paraprofessional need to place the order online, or can they email or send a paper order form?

- A. Online ordering is the new process. We'll be glad to help you through the steps.
- Q. What if I need my items partially contracted?
  - A. Please contact us so we can set up a list of contractions for your student.

Q. I see that I can attach a digital file (Word or PDF) to be transcribed. So how do I get hard copy materials to Heartland AEA?

A. Complete the order online (until you see the Order Confirmation screen) and print a copy, Attach the form to the hard copy material and send to your local AEA.

Q. What if I send a digital file but it's a big order? How are the transcribe materials delivered to my school?

- A. The AEA van system will coordinate delivery and your local AEA will deliver to your school.
- Q. How can I request assistance?
  - A. Email us at brailleservices@iowaaea.org

## Let's get started.

Using the Google Chrome browser, start at <u>http://csonline.heartlandaea.org</u>. You can log in using the same username and password that you use for AEA PD Learning Online (mandatory report and bloodborne pathogens training site).

As you complete the fields on the left, the form is updated.

lle Transcription Services Form			Q Review My Job	Help	X Close
⊙ Job Details	₽×	°			
* Job Name	0				
Braille Transcription Services Form					
* Quantity 1 * Pages 1	-				
Personalization	- <b>1</b>				
* Number of Copies		Braille Transcription Services			
1		Contact us at braileservices@iowaaea.org			
• Title		TVI/AEA Office: Heartiand AEANewton Date Needed: 8/25/23			
Plant growth		Student First Name: Joe Grade: 5			
		Send to: Ms. Smith Number of Conject 1			
* Type Workchoot		The Plant growth			
Compt Cont	-	Life: were decenter			
Pormat Sent		Type: Worksheet Booklet Test Picture Book			
t Larris Casas for America 2					
Yes		Print version* Digital Yes No			
Paquaet		Baquaet			
Literary	~ •	Literary Music Textbook Format Tactile Graphics			
Request: Tactile Graphics		Nemeth Maps Foreign Language Embossables			
No	×	(Dear Brane Labers)			
* Request: Embossables (Clear Braille Labels)		Single Sided Single Spaced Contracted Partially Contracted			
Yes	~ <b>I</b>	Interpoint Double Spaced Uncontracted Digital			
* Form: Single Sided or Interpoint		Paper Size:			
Single Sided	~	■ 11x11.5			
* Form: Single Spaced or Double Spaced		11x11.5 (19 hole punch) 8.5x11 (19 hole punch)			
Single Spaced	~	Special Instructions There are no special instructions for this job.			
Form: Contracted, Uncontracted or Partially Contracted					
Contracted	✓ <sup>2</sup>	"Heartland AEA provides Braille transcription services for lowa preK-12 students. If you have hard copy material to be transcribed, please complete this form and send the material and form to your local AEA.			
Form: Digital	- <b>1</b> 17				
No	~				
* Paper Size					
11X11.5	~				
Special Instructions					
There are no special instructions for this job.	- 1 B.				_
	Unit P	trice \$0.00 Total Price \$0.00	INIOVIE Projects Sa	ve A	dd to Cart

In the **Special Instructions** section, please indicate if you are sending a hard copy of the materials, when the materials were sent to the AEA, where the materials were sent, and if the files are going to be shared via Google Drive, etc.

Click Add to Cart and preview

Click Add File on the left if you are sending a digital original. If you are sending hard copy material, please continue to the Order Confirmation screen.

Braille Transcription Services Form	n		Q, Review My Job 🕜 Help	X Close
Solution Soluti Solution Solution Solution Solution Solution Solution S	×			
* Job Name	0			
Test 1				
* Quantity * Pages		AEA Constanting Agendes		
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Print Options		Braille Transcription Services		
- Add Eile		Contact us at brailleservices@iowaaea.org		
Add File	Þ	TVI/AEA Office: Heartland AEANewton Date Needed: 8/25.23		
		Student First Name: Joe Grade: 5		
		Send to: Ms Smith Number of Copies: 1		
		Title: This is the test title		
		Туре:		
		Worksheet Booklet Test Picture Book		
		Format Sent: Leave Space for Answers:		
		Print version* Digital Yes No		
		Request:     Interval     Interval		
		Nemeth Maps Foreign Language Embossables		
		(Cear Braile Labels)		
		Single Sided Single Spaced Contracted Partially Contracted		
		Interpoint Double Spaced Uncontracted Digital		
		Paper Size:		
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		"Heartland AEA provides Braille transcription services for lowa preK-12 students. If you have hard copy material to be transcribed, please complete this form and send the material and form to your local AEA.		ő
		HI H 1/1 H HI	ର୍ କ୍	55%
	Unit Price \$0.00 Total Price \$0.00		Save	Add to Cart
			Gurs	

## Add to Cart Click the Cart to check out Select Preferred Date in upper left, then click Save Click Proceed to Checkout

CART					
Preferred Date FRI August 25 2023 08:00					
Products           Braille Transcription Services Form           Item Name: Braille Transcription Services Form           Item #: 3137	Quantity 1 Save for later Remove	Unit Price \$0.00	Total <b>\$0.00</b>	Subtotal: Taxes: <b>Total:</b>	\$0.00 \$0.00 <b>\$0.00</b>
CONTINUE SHOPPING CLEAR CART				PROCEED TO CHECKOUT	+

Update information if needed—especially the Preferred Delivery

When you select your school from the drop down menu, the Cust ID field will fill in automatically.

Make sure to save your information to your address book for future orders.

If you would like the finished product sent to someone else, please add this to the Delivery Instruction section.

Save

0		- 2		
Shipping		Payment		Finish
Select a shipping address & shipping op	otions			
PREFERRED DELIVERY Please select a shipment type. (Pick-Up at Heartland AEA >> ADDRESS			Products Braille Transcription Services Form Item Name: Braille Transcription Servi Qty Unit Price	i <b>ces Form</b> Total \$0.00
Click "Add from Address Book" to select a building Add from Address Book	j in your district.		Subtotal:	\$0.00
Susan			Taxes:	\$0.00
* Last Name:			Total:	\$0.00
* School Building Name:				
School Building Address:				
* Cust ID (do NOT edit):				
* City:				

Click Proceed to Payment

## In the PO field, enter No PO.

Click Submit Your Order

HEARTLAND AREA EDUCATION AGENCY CREATIVE SERVICES	
Shipping Payment	3 Finist
PAYMENT METHOD Please select a payment type. O Credit Card  PO Number/Bill the School PO NUMBER	Products Braille Transcription Services Form Item Name: Braille Transcription Services Form Qty Unit Price Tota 1 \$0.00 \$0.00
<ul> <li>PO Number:</li> <li>No PO</li> <li>If you have a PO Number enter it above. If your district does not require a PO number, you have the option to bill the school by entering "Bill school."</li> </ul>	SubTotal:         \$0.00           Fee:         \$0.00           Shipping:         \$0.00           Taxes:         \$0.00           Total:         \$0.00
	SUBMIT YOUR ORDER 🗕

If you are sending hard copies of the materials, please print this order confirmation page to send with your order.

Payment	Finish
a copy of this order confirmation when you come to pick up your order.	
Order Date: 7/6/2023 9:53:15 AM CDT Due Date: 8/25/2023 8:00:00 AM CDT	Products Braille Transcription Services Form
Print Shop Heartland AEA Creative Services	Qty Unit Price Total 1 \$0.00 \$0.00
creativeser/ices@ineartiandaea.org 6500 Corporate Drive Johnston IA - Iowa 50131 United States (2000 255-0405	Payment Method: Accounting Codes Account # Media Serv Production (3253231110)
Hours Of Operation	Subtotal \$0.00 Shipping \$0.00
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	Payment  a copy of this order confirmation when you come to pick up your order.  Creder Date: 7/6/2023 9:53:15 AM CDT Due Date: 8/25/2023 8:00:00 AM CDT Due Date: 8/25/2023 8:00:00 AM CDT Print Shop Print Shop Heartland AEA Creative Services creativeservices@heartlandaea.org 6:500 Corporate Drive Johnston IA - Iowa 5:0131 United States (8:00) 2:55-0405 Hours Of Operation