

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? : brailleservices@iowaaea.org

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.

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☉ Job Details	[₽] Х 🕒 5 < Q : 84% • Q н 4 1 • ► н			
* Job Name	0 0 2 4 6 8			
Braille Transcription Services Form			_	_
A Quantity 1 A Pages 1				
Personalization				
* Number of Copies	Braille Transcription Services			
1	Contact us at bralleservices@iowaaea.org			
Title	TVUAEA Office: Heartland AEANewton Date Needed: 8/25/23			
Plant growth	Student First Name: Joe Grade: 5			
* Type	Send to: Ms. Smith Number of Copies: 1			
Worksheet	V Title: Plant growth			
* Format Sent	Type: - Worksheet Booklet Test Picture Book			
Digital	✓ Worksheet Booklet Test Picture Book			
* Leave Space for Answers?	Format Sent: Leave Space for Answers: 1 Print version* ■ Digital ■ Yes □ No			
Yes				
* Request	Image: Sequest: Image: Seq			
Literary				
* Request: Tactile Graphics	(Deer Braht Labets)			
No	Form: Single Sided Single Spaced Contracted Partially Contracted			
Request: Embossables (Clear Braille Labels)	Interprint Double Second Differentiated Divide			
Yes				
* Form: Single Sided or Interpoint	Paper Size: ■ 11x11.5 ■ 8.5x11			
Single Sided				
 Form: Single Spaced or Double Spaced 	There are no special instructions for this lob			
Single Spaced	Special Instructions Intere are no special instructions for this job.			
Form: Contracted, Uncontracted or Partially Contracted				
Contracted	P "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				
No	v			
* Paper Size				
11X11.5	v			
Special Instructions				
There are no special instructions for this job.		iMovie Projects		

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	× Close
Solution Soluti Solution Solution Solution Solution Solution Solution S	×			
* Job Name	0			
Test 1				
* Quantity * Pages		AEA loads are Education Appendix		
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Print Options		Braille Transcription Services		
Add File		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: Literary Music Textbook Format Tactile Graphics		
		Nemeth Maps Foreign Language Embossables		
		(Chear Bhalle Labels)		
		Single Sided Single Spaced Contracted Partially Contracted		
		Interpoint Double Spaced Uncontracted Digital		
		Paper Size:		
		■ 11x11.5		P
		11x11.5 (19 hole punch) 8.5x11 (19 hole punch)		Answers to FAQ
		Special Instructions There are no special instructions on this Test 1 job.		ers t
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		"Heartland AEA provides Braille transcription services for Iowa 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.		Ô
		HI H 1/1 H HI	ର୍ କ୍	55%
	Unit Price \$0.00 Total Price \$0.00		Save	Add to Cart
			Guild	

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

oducts	Quantity	Unit Price	Total	ubtotal:	\$0.0
Braille Transcription Services Form Item Name: Braille Transcription Services Form Item #: 3137	1	\$0.00	\$0.00 Ta	axes:	\$0.I
Item #: 3137	Save for later		т	otal:	\$0.0
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	■ Kelliore				
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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		3
Shipping		Payment		Finish
Select a shipping address & shipping opt	tions			
PREFERRED DELIVERY Please select a shipment type. (Pick-Up at Heartland AEA >) ADDRESS			Products Braille Transcription Services Form Item Name: Braille Transcription Ser Qty Unit Price 1 \$0.00	rvices Form Total \$0.00
Click "Add from Address Book" to select a building i Add from Address Book * First Name:	in your district.		Subtotal: Shipping:	\$0.00 \$0.00
Susan			Taxes:	\$0.00
* Last Name: Schrader			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	
2 Shipping Payment	3 Finit
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 Tot 1 \$0.00 \$0.0
 * PO Number: No PQ 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." 	SubTotal: \$0.0 Fee: \$0.0 Shipping: \$0.0 Taxes: \$0.0 Total: \$0.0
	SUBMIT YOUR ORDER 🔶

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

Shipping		Payment	3 Finish
Order Confir	mation		
Thank you for	-	copy of this order confirmation when you come to pick up your order.	
Order # 28962 Order placed by: Susan Schrade		Order Date: 7/6/2023 9:53:15 AM CDT Due Date: 8/25/2023 8:00:00 AM CDT Print Shop Heartland AEA Creative Services	Products Braille Transcription Services Form Item Name: Braille Transcription Services Form Qty Unit Price Total 1 \$0.00 \$0.00
sschrader@he Heartland AE/ United States		creativeservices@heartlandaea.org 6500 Corporate Drive Johnston IA - Iowa 50131 United States (800) 255-0405	Payment Method: Accounting Codes Account # Media Serv Production (3253231110)
		Hours Of Operation Sun : Closed Mon-Fri : 8:00 AM-4:30 PM Sat : Closed	Subtotal \$0.00 Shipping \$0.00 Taxes \$0.00 Total \$0.00
SHIPMENT 1 Pick-Up at Hea			