

DS Starter Edition

The Disability Services **Starter Edition** is a localized and accessible software package that assists you with managing your unique needs and student accommodations.

It is designed to be a local, non-hosted version of our larger more comprehensive Disability Services Software Suite. This software operates as a onetime purchase that works with large or small institutions.



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DS Starter

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Customizable

DS Starter appreciates the uniqueness of each disability services office. Thus, our software allows you to customize your forms to best fit your needs. Some of the customizable fields include: disability types, accommodations, groups and affiliations, and student preferences.



DS Starter lets you customize and personalize faculty notification letters, agreement letters, and your organizations information and email signature.

Customize accommodation group and type. **DS Starter** is the only software that allows you to group your accommodation types and to determine whether the accommodation type can be included in a notification letter or can be requested by students.

Student Management

Search for your students based on disabilities, student affiliations, documentation status, intake status, eligible accommodations, ethnicity, and many more criteria.

Our software solution allows you to reach out to your students (based on disability or certain type of accommodation) through integrated email functionality [1].

Our **Student Center** helps you manage your students easily and efficiently. This feature contains the student's profile, a list of all accommodations requested by the student, case notes regarding student, appointment history, and list of all equipment checked out by the student.

Move toward a paperless office with the **DS Starter**. You can upload student documentation or case notes to the system effortlessly. Emails sent by the application will be stored under each student profile. A mailbox feature records and stores these email and is located in the **Student Center**.

Our equipment inventory feature allows you to track equipment usage based on each equipment category.

Appointment Management

DS Starter allows you to track student appointments, including tracking whether student is no-show, re-scheduled his/her appointment, and number of reminders sent to student.



"**Appointments Du Jour**" allows you to preview your appointment for the day and sends appointment reminders to your students.

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The screenshot shows the 'List Appointments' page in the DS Starter software. The interface includes a navigation menu on the left with options like 'Manage Services Overview', 'My Account Profile', 'Manage Students', 'Manage Appointments', 'Manage Accommodations', 'Alternative Format', 'Alternative Testing', and 'Deaf and Hard of Hearing'. The main content area has search filters for Term (Fall 2009), Status (Scheduled), Subject, Date, Advisor (View All), and Appointment Type (View All). There are 'Search Database' and 'Reset Search' buttons. Below the filters, it shows 'Records Found: 1' and a table with columns: Edit, Student's Full Name, Advisor, Type, Date, Start, End, and Status. The table contains one record for 'Haris Gunadi' with Advisor 'Advisor 1', Type 'Coaching', Date '03/07/2010', Start '06:00', End '06:45', and Status 'Scheduled'. At the bottom, there is contact information for Accessible Information Management and a logo for 'powered by gunadi halim and armas'.

System Requirements

- 1.6 GHz Dual-Core Processor (x86)
- 2 GB memory
- Internet Broadband Connection
- Windows XP SP3 or Windows 7 Professional
- Internet Information Services 5.1 or better
- Internet Explorer 8, Mozilla Firefox, Opera, or Chrome
- 200 MB hard drive space
- 10 GB additional hard drive space (for uploading files)

Note:

[1] Email functionality will only operate when your **SMTP** server settings are specified correctly.

[2] Other product and company names mentioned herein may be the trademarks of their respective owners.

Offers subject to change, please contact us for latest information.

Interested in Our Solutions?

Contact Us for "**FREE 30 DAYS TRIAL**"

Cost of Implementing



\$1,500 for every "**300 Active**" students. First year **Software Upgrade Assurance (SMA)** and **30 days of Email Support Response within 24 Hours** included with purchase.

Optional: **\$500** per year for **Software Upgrade Assurance (SMA)** only available for when purchasing software.

Optional: **\$1,000** per year for 365 days of **Email Support Response within 24 Hours**.

Data Transfer Service for Student Profile (Microsoft Access): **\$500** per 300 students.



Manage Accommodations

Add student accommodation requests that are tailored to that student and based on the student's eligibility. Search through a simple and easy to use user interface to locate specific accommodations.

"**Print**" or "**Email**" faculty notification letter based on the student preference. **DS Starter's** email feature allows you to send or print all notification letters with "**one click**" of a button. **DS Starter** prevents printed or email notifications to be sent or printed for a second time (unless you ask the system).

Faculty Notification Letter

DS Starter tailors each faculty notification letter for each student. Each notification letter includes:



Instructor, student, and class information.

All eligible and requested accommodation for the student.

Additional notes from student profile and pre-defined notes applied to student.

DS Starter records first and last attempt(s) to send or print faculty notification letters.

Alternative Format



DS Starter helps you manage your books requests based on student preference.

Upload publisher permission requests and proof of purchase from students to the system.

Generate work order to track your E-Text process and identify how many work orders generated for a specific book.

Alternative Testing

DS Starter allows you to scheduled exams based on student's eligibility.

Manage a list of proctors for your alternative testing accommodations.

"**Exams Du Jour**" allows you to preview your exam requests for the day and send reminders to instructors, students, and proctors.

Deaf and Hard of Hearing

"**Master Schedule**" allows a coordinator to view deaf and hard of hearing requests by classes. Use this functionality with Microsoft Outlook 2007 (or newer) or other free email client (i.e. Mozilla Thunderbird) [2].