ASSISTIVE TECHNOLOGY RESOURCE GUIDE:
STUDY/ORGANIZATIONAL SKILLS

What is available to support study organizational skills?
This is a highly requested area for accommodation. While there are many tools which can support organization and studying, they do require learning on the part of the student and often, support from staff to set up these systems. Products and tools will be dependent on the student as well as the task they are working to accomplish.

What types of students might benefit?
All students benefit from learning skills to support study and organization, as well as executive functioning skills. For some students there is technology which can help them with these tasks. This is a very highly individualized area based on a student's strengths and needs.

How does it help?
Study and organizational skills are rooted in a student's executive functioning skills. These involves skills such as Impulse control, Emotional Control, Flexible Thinking, Working Memory, Self-Monitoring, Planning and Prioritizing, Task Initiation, and Organization. Some of these areas can be accommodated by tools whereas others require human assistance and intervention. For example, a watch which vibrates on a schedule may prompt a student to check their blood sugar whereas a student may need an adult to set up and direct them to set up a mindfulness app to calm down.

Who can be a support on your team?
Speech Pathologist, Occupational Therapist, School Psychologist, Teachers, Paraprofessionals, Parents, Student.

Study Organizational Skills to Consider:
- Maintain dedicated study time
- Maintain 'to do' list
- Follow organizational system
- Keep track of assignments
- Follow steps to complete assignments
- Complete assigned task within designated timelines
- Request teacher/peer assistance when needed
- Have appropriate materials/ supplies
- Identify important points
- Compile and organize information from various sources

Common Classroom Tools:
- Agendas
- Calendars
- Classroom reminders
- Computer/tablet/word processor
- Document camera
- Interactive whiteboard

- Notebooks
- Parent/student portals
- Rubrics
- Social learning networks
- Study guides
- Syllabuses

Common Accommodations/Modifications/Strategies:
- Additional spacing between desks
- Assignment sheet
- Color coding
- Daily planner book
- Dedicated study time
- Highlighters/sticky notes
- Optimal student seating o appropriate lighting (not facing glare or in shadows)
  - away from extraneous noises
  - close proximity to the teacher (distance)
  - individualized visual proximity to educational environment/materials
- Outline of key points
- Peer/adult assistance
- Provide extra supplies of classroom materials
- Provide long-term assignment timelines
- Provide oral and printed directions
- Provide portable electronic storage file system
  - cloud technology
  - portable hard drive
  - USB flash drive
- Provide print copies of ordered steps in a task
- Sensory supports
  - auditory
  - tactile
  - visual
- Show a model of the end product
- Student checklist
- Study carrel

Assistive Technology Solutions:
- Digital recorder
- Device, software or app
  - auditory reminders
  - speech prompting

- ○ daily planners
- ○ outlining/graphic organizers
- ○ advanced reading and writing aid software that includes:
  - ■ Optical Character Recognition
  - ■ text-to-speech with highlighting
  - ■ study tools
  - ■ dictionary
  - ■ word prediction
- ○ braille note taker with refreshable display
- ● Timers
- ● Specialized tote for students with visual impairments

Products mentioned below are examples of available items. Their listing in this guide is not an endorsement or suggestion for purchase. Consideration of the tool should be individualized to each student. **Also, see the section on Note Taking in the Writing Resource Guide**

http://www.inspiration.com
https://www.timetimer.com

http://any.do

Google calendar

Sony U560 UX sony.com

MyStudyLife

Organizational Features are also available in:
Kurzweil
Sna&Read
Read&Write Gold
& more...