

AT Quick Guide

UDL Share Space USING and DOWNLOADING Resources

Overview

UDL Share Space is a website for sharing accessible curriculum materials. Teachers and staff can log in using their Outlook username and password. The UDL Share Space allows staff to search for materials by grade, subject, and unit. Staff may also upload materials that they have created to share with other teachers.

Logging in

1. In Internet Explorer, go to <http://collaborate.mcpsmd.org/sites/UdlShare>
2. When prompted, log in with your Outlook username and password.
3. You will be taken to the UDL Share Space dashboard page

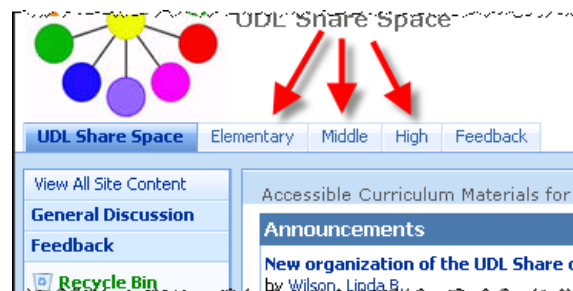


Finding resources

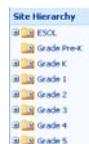
You can find resources by browsing or searching

Browsing

1. Click on the Elementary, Middle, or High School tab

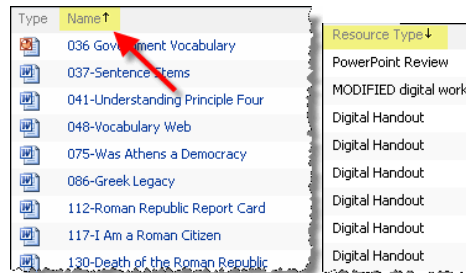


2. On the left side of the screen, you will see "Site Hierarchy." Choose the subject area you are interested in



3. Navigate to a folder that you are interested in
4. Click on a document that you would like to open

Tip for finding materials when browsing: To sort, click on the column heading that you want to sort. A small arrow next to the column heading tells you that the list is sorted by that field.



Searching (Note: as of October, 2008, the search function may not work properly. This issue is being worked on.)

1. Use the search box in the upper right hand corner of the screen. Type the key word and press enter or click on the magnifying glass.

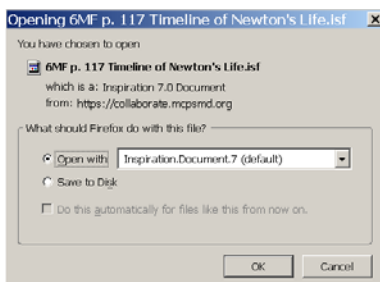


2. You can open any resource from the list of results.



Downloading resources

1. Click on a resource.
2. Office documents (Word, Excel, PowerPoint) should open automatically.
3. For other types of files, you will be presented with the option to “Open with” or “Save to disk.”



4. If you have the software program that was used to create the file, you can leave the option set at “Open with” and click “OK.”

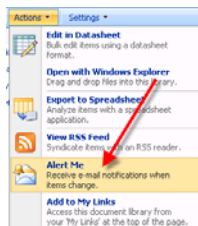
- If you would like to save a copy of the document in your “My Documents” folder, click “Save to Disk” (which means saving to your My Documents folder or your school network folders such as T-shared) and then open from that location.

Tip: Word documents may open in “Reading View” for easy reading on the screen. To see how the document looks on the printed page, go to the “View” menu in Word and choose “Print Layout.”

Get notified when resources are added to a folder you are interested in

You can be notified when items in a folder change.

- Navigate to the folder you are interested in
- from the toolbar above the list of files, click on Actions
- Choose “Alert Me”

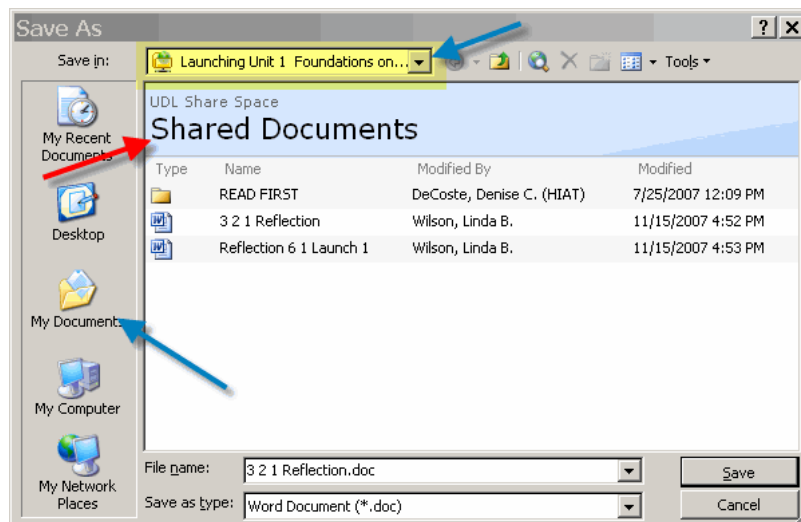


- Fill out the requested information and click “OK.”

Special handling of Microsoft Office files

Resources created in Word, Excel, and PowerPoint will be able to be edited and saved directly back to the UDL Share Space without requiring you to upload it separately.

When you open an Office document (e.g. a Word document) by clicking on it, it will open in Word but keep you connected to the UDL Share Space at the same time. When you save your changes, the Save As dialog box will come up with the option of saving directly back to the UDL Share Space (red arrow). If you do not want to change the version of the document on the UDL Share Space, then click the “Save in” drop down menu or “My Documents” (blue arrows) to navigate to a different location.



Problems with the Resources

Inappropriate content

If you find a resource on the UDL Share Space that

- does not align with the MCPS curriculum
- should be posted in a different folder
- has inappropriate content

then, please e-mail Kathleen Hamm.

Errors in content

If you find a small error such as a typo or missing information, simply add to or correct the resource and save it back to the UDL Share Space. See “Special Handling for Microsoft Office Files” above. See also, the quick guide, “UDL Share Space: UPLOADING Resources.”