

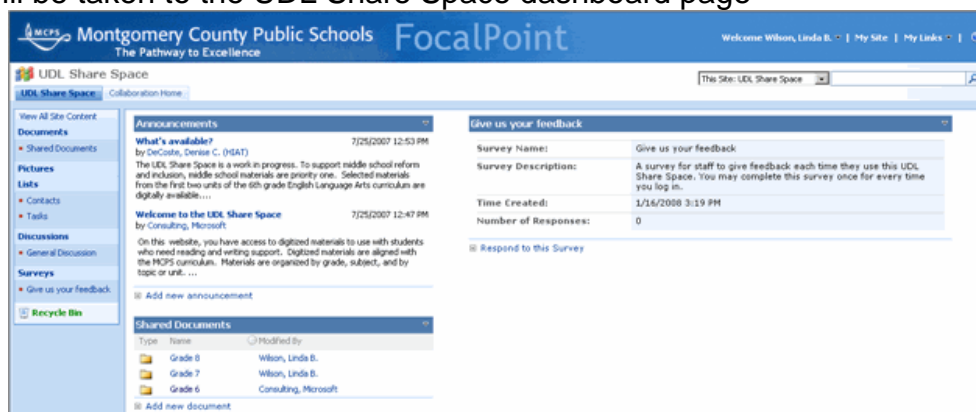
Accessible Curriculum Materials UDL Share Space at Baker MS

Overview

UDL Share Space is a website for sharing accessible curriculum materials. Teachers and staff can log in using their Outlook username and password. Materials are currently available for 6th grade, with the expectation that materials for 7th and 8th grades will be added over time. 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, from the Baker MS web page, click on STAFF and then scroll down to the link for UDL.
2. When prompted, log in with your Outlook domain\username and password. For example, if you work in a middle school, your login name would be SEC\yourlogin. If you work at multiple sites, your login might be MCPMSD\yourlogin.
3. You will be taken to the UDL Share Space dashboard page



Finding resources

You can find resources by browsing or searching

Browsing

Although you can browse from the main dashboard page, you'll have more options if you first click on "Shared Documents"

1. Click on Shared Documents either in the navigation bar to the left or on the main dashboard page

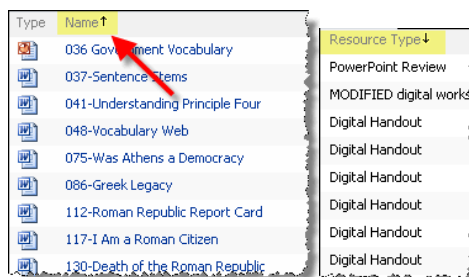


2. Click on the grade you are interested in
3. Click on the subject

4. Click on the quarter or unit
5. If you click on a folder, you will find a list of more resources inside

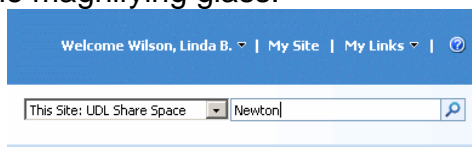
Tip for finding materials when browsing

You can sort the list of resources by name, date, the name of the last person who modified it, or resource type. 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.

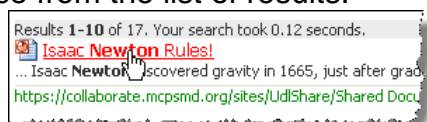


Searching

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.

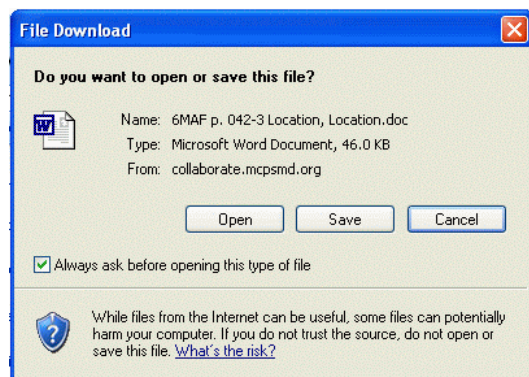


2. You can open any resource from the list of results.



Downloading resources

1. Click on a resource. You will be presented with the option to “Open with” or “Save to disk.”

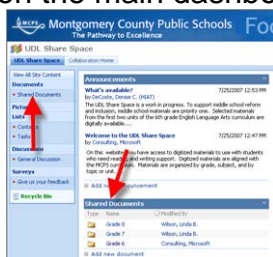


2. Click “Open” to view the document. Office documents (Word, Excel, PowerPoint) will open in the Internet Explorer window if you click “Open.” That means you’ll be able to view, but not make changes or edit the document.
3. If you close the browser window while you are viewing a document, then you will also close the UDLShare space. In order to get back to the UDLShare space, you will need to open Internet Explorer and log in again. To avoid this problem, click “Save” instead of “Open.”
4. Click “Save” to save the document. Then go to the location that you saved it to open and edit the document.

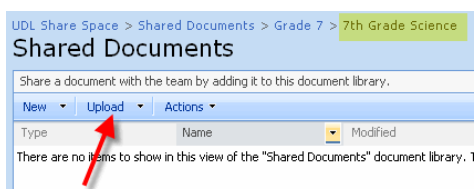
Uploading resources

If you have created a resource to use with the MCPS curriculum, you can upload it to the UDL Share Space for other teachers to use.

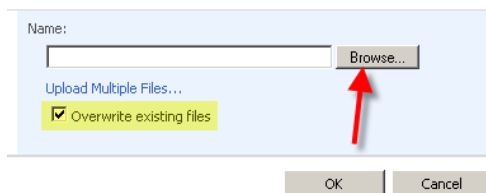
1. You need to be in the “Shared Documents” view. Click on Shared Documents either in the navigation bar to the left or on the main dashboard page



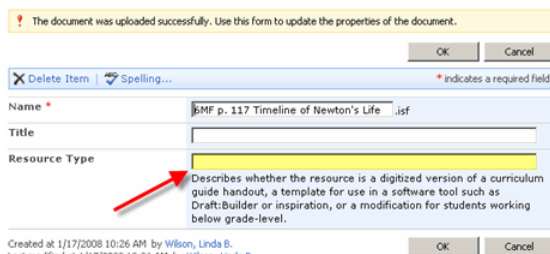
2. Navigate to the appropriate folder for grade, subject, and quarter that your resource pertains to.
3. Click “Upload”



4. Browse to the location where your resource is saved



5. Note that if your resource has the exact same file name as a resource already in that folder, yours will overwrite the one that is already there. If this is not your intention, be sure to uncheck the box.
6. Type a short description of the resource in the “Resource Type” field. Include the software program used to create the resource.



7. If your resource is a digitized version of a page in the curriculum guide, then put the page number in the “Page” field.
8. Click “OK.”

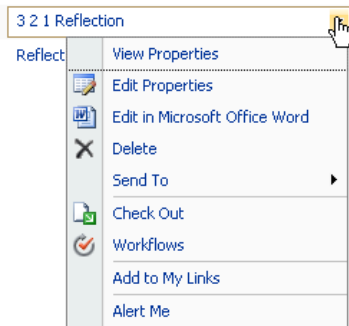
Changing the file name or other details about a resource

1. You can make changes to the documents in the UDL Share. Hover your mouse over a document:



Notice that a box appears around the document name with a dropdown arrow on the right.

2. Click on the drop down arrow



3. From here you can

- Edit Properties (which will allow you to rename the document or change the Resource Type or Page)
- Delete the document
- The option to “Edit the document in Microsoft Office Word” does not work in Tech Mod 05 schools. Download the resource to your computer in order to edit it.

Guidelines for uploading **accessible** resources

Accessible resources should

- be created in software that is available on MCPS computers
- directly support teaching the MCPS curriculum
- reflect the same standards as the MCPS curriculum
- be uploaded to the appropriate folder for grade level, subject area, and unit
- have a file name that clearly denotes how that resource relates to the curriculum guide (including page number when appropriate)

Guidelines for uploading **modified** resources

Some students in special education are working on IEP goals and objectives while being exposed to the general education curriculum. It is sometimes appropriate to modify the expectations of the general curriculum, and many teachers have created resources for these students as well. For example, you might have created a timeline of Newton’s life that has three events instead of five and the events are provided for the student to put in the correct order instead of requiring the student to enter the events independently. This is a *modified* resource.

Modified resources should

- be uploaded to the Modified Materials folder. Each grade level contains a Modified Materials folder for these resources.
- have the word “modified” at the end of the file name
(e.g. “037 Sentence Stems – modified.doc”)
- have some description of how the resource is modified in the “Resource Type” field
- be created in software that is available on MCPS computers
- directly support teaching the MCPS curriculum
- have a file name that clearly denotes how that resource relates to the curriculum guide (including page number when appropriate)