Newfoundland Labrador

Alternate Format Materials Website

General Public Manual

Version # 1.4

Table of Contents

List of Figures

1.0   Introduction

This manual provides step-by-step instructions for browsing the Department of Education's Alternate Format Materials catalogue.

The ability to browse the Department's catalogue is beneficial to provincial educators completing the Department of Education's Alternate Format Material's Application Form (http://www.ed.gov.nl.ca/edu/forms/studentsupport/alternate_app.pdf). The application requires that the educator list the alternate format materials required (including title, author, & ISBN). This detailed information is available from the catalogue.

Further information on accessing the materials in the Departments Alternate Format Materials Website is available in the Welcome to the site under "Alternate Format Materials Library and/or its Digital Repository". There is a screen shot of this Welcome on pages 2 through 4 of the user guide.

2.0   Accessing the Website

The following steps must be followed in order to access the Alternate Format Materials website:

1) Open your web browser.

2) In the address bar of the browser, enter the URL: http://www.ed.gov.nl.ca/edu/k12/studentsupportservices/index.html. Press the <enter> key on your keyboard.

3) Click on the **Alternate Format Materials – Site Entrance** link.

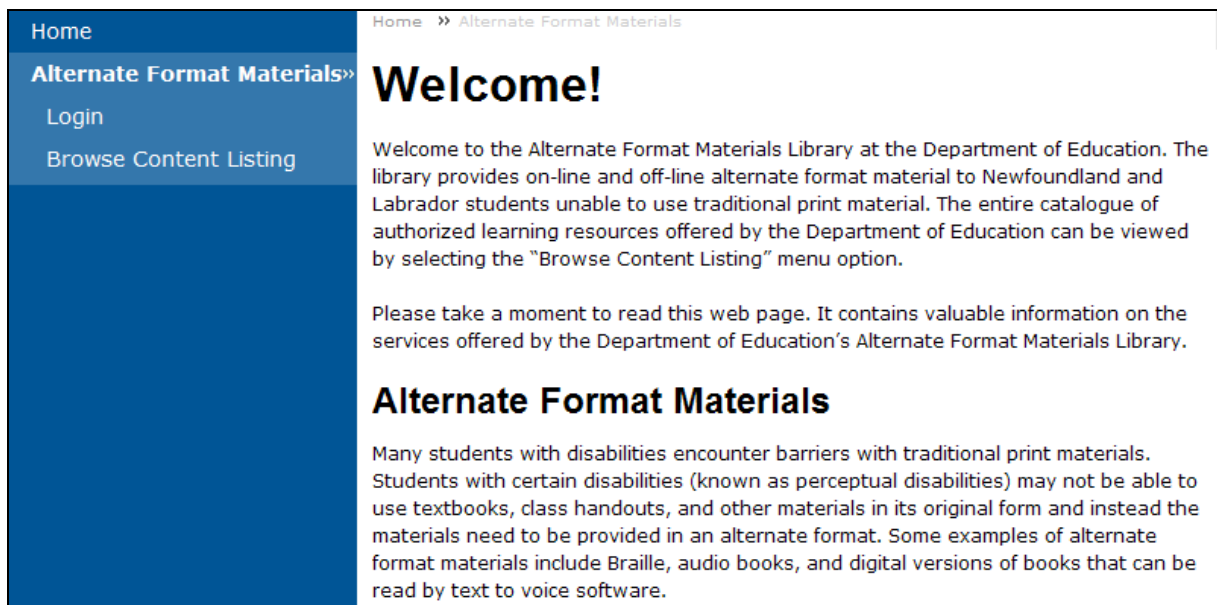4) If successful, your browser will be redirected to the website and you will see the following page:

Figure 1 - Main Public Page

Notice that this website has some common layout elements.

- ➢ The left side of the screen presents a list of menu options which change as you move from page to page.

- ➢ The top line of the right section shows a 'breadcrumb' which is a trail of the path you have taken throughout the system. You may click on any link in the breadcrumb to immediately navigate to that page. Note that the **Home** link navigates to the DOE's home page. The above figure represents the Home/Landing page of the Alternate Format Materials (AF) web page. You may click anytime on the second link in the breadcrumb to navigate to the AF home page and you will be presented with the page shown in Figure 1.

- ➢ The top portion of the page is the standard header which is used for all pages launched from within the DOE's website.

- ➢ The bottom of the page is the standard footer which is used for all pages launched from within the DOE's website.

Notice there is a scroll bar to the far right side of the screen; (not shown in the above figure). Click and drag on the scroll bar to read addtional text below.

Perceptual Disabilities

Only students with disabilities related to manipulating, seeing or reading text (referred to as "perceptual disabilities" in Canadian copyright legislation) are eligible to access Alternate Format Materials from the Department of Education.

A perceptual disability is defined as a disability that prevents or inhibits a person from reading... a literary, musical, dramatic or artistic work in its original format, and includes a disability resulting from:

1. severe or total impairment of sight... or the inability to focus or move one's eyes,
2. the inability to hold or manipulate a book, or
3. an impairment relating to comprehension.

(Canadian Copyright Act Section 32: http://laws.justice.gc.ca/en/showdoc/cs/C-42)

Role Descriptions of Atlantic Provinces Special Education Authority (APSEA) and the Department of Education's Alternate Format Materials Library

The Atlantic Provinces Special Education Authority (APSEA) services students in Newfoundland and Labrador who have "severe or total impairment of sight . . . or the inability to focus or move one's eyes". Application for service for students who are blind or visually impaired is made to APSEA through the Department of Education by the Itinerant Teacher for the Visually Impaired.

The Department of Education, through its Alternate Format Materials Library, provides service to students unable "to hold or manipulate a book" and students with "an impairment relating to comprehension". In addition, the Department's Library provides some service to students with visual impairments, supplementing the service of APSEA. The Department does not provide specialized Alternate Format Materials such as Braille or large print books. These services remain solely with APSEA.

The Department of Education's Alternate Format Materials Library provides materials to students with perceptual disabilities through a traditional off-line library (materials mailed to schools such as cassette tapes and CDs) and an on-line digital repository (materials accessed on the web such as MP3 and PDF).

Digital Repository

A digital repository is a collection of digital alternate format materials accessible to approved users.

The goal of the Department of Education's Digital Repository of Alternate Format Materials is to provide students with perceptual disabilities in Newfoundland and Labrador with high quality digital alternate format materials based on the provincial curriculum. The Digital Repository will improve access to digital learning resources and reduce the need for school staff to create alternate format materials.

Student and Teacher Access to the Digital Repository

An approved student can access materials on the digital repository requested by his or her school. An individual student password is needed to access these materials and is provided to the approved student by the Department of Education via the school.

School principals can also access materials in the digital repository. Principals provide alternate format materials to teachers who work directly with approved students. Teachers are responsible for informing their school principal regarding material they need. An individual principal's password is required to access the digital repository.

Principals and teachers do not provide students with access to the digital repository. The school's responsibility to the student in relation to the digital repository includes completing an application form and submitting it to the Department of Education, forwarding a username and password to the approved student, and instructing and assisting the approved student in the use of the digital repository.

Alternate Format Materials Library and/ or its Digital Repository

Eligibility to access the Alternate Format Materials Library is determined by the school guidance counselor or district educational psychologist and the student's program planning team. The school guidance counselor or district educational psychologist determines if the student has an exceptionality (as defined by the Department of Education) and a perceptual disability (as defined by the Canadian Copyright Act). In addition, the student's program planning team determines whether or not the student requires the pathway 2 accommodation of alternate format materials. Once these criteria have been met, the school may submit an application to the Department of Education for access to resources in the Alternate Format Materials Library. Off line material will be shipped to the school. User names and passwords for on-line material will be provided to the school. An application must be submitted for each school year that the student requires alternate format materials.

Application Form (PDF)

School principals will automatically be provided a username and password by the Department of Education through the district e-mail system.

More information

Further information on the Department of Education's Digital Repository is available from the General Public, Principal, and Student User Guides and from "The Learning Center", an on-line professional learning center containing information on alternate format materials and the Department of Education's Alternate Format Materials Library.

Figure 2 - Main Public Page - Additional text

After reading the above text, you may use the menu shown on the left side of the screen to browse the catalog listings. The login option is only applicable to persons who have an account and is described in the student manual.

3.0   Main Public Page

A catalogue of available material provided by the Department of Education's Alternate Format Materials Library may be viewed by the general public without logging into the website.

From the menu on the left side of the screen, click the **Browse Content Listing** option. You will be presented with the following page.
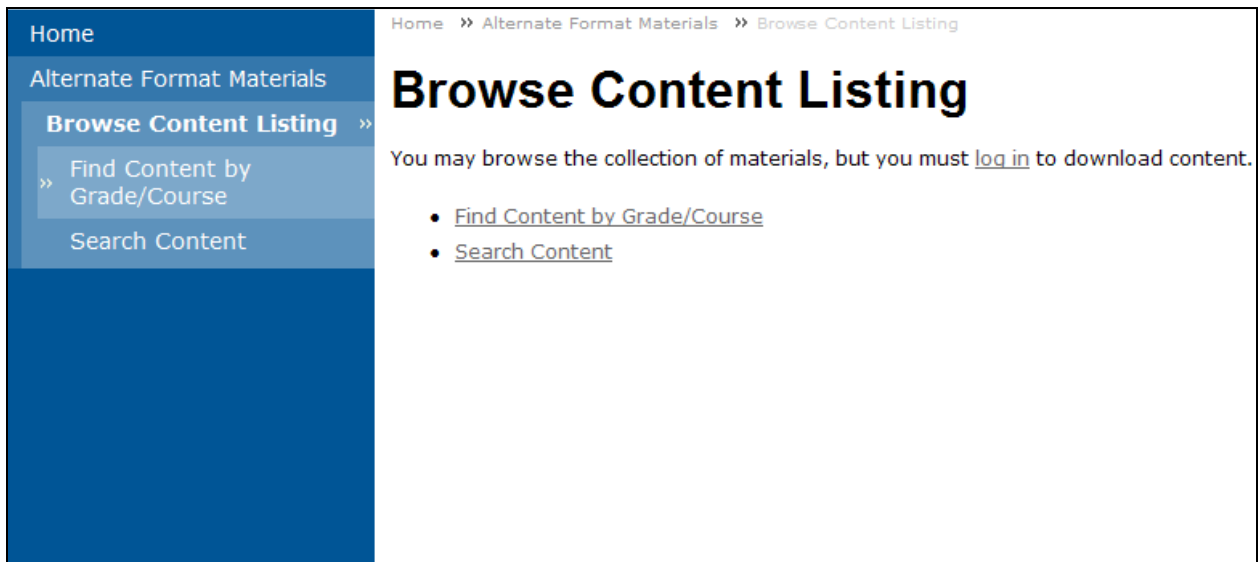

Figure 3 – Browse Content Listing Submenu

You may do two types of searches; either find all content organized by grade and course (first option) or specify criteria to limit your search (second option). These options are described in the following two sections.

4.0   Find Content by Grade/Course

Click on the **Find Content by Grade/Course** option in the menu. You will be presented with a list of all grades and courses as depicted in the sample shown below.

Find Content by Grade/Course

Grade	Course
5	Earth Science II
6	Intermidiate English III
6	Problem Solving II

Figure 4 - Content Listing by Grade and Course

The columns may be sorted by clicking on the column heading. The above listing is sorted by Grade. To sort by Course, click on the **Course** column heading. To reverse the sort order, click again on the column heading.

Notice as well that if the listing does not fit on the page, then page navigational buttons will appear at the bottom of the page as shown in the two examples below:

1 - 20 of 39 Next Last

First Previous 21 - 39 of 39

Each course may have one or more associated publications. To see these, click on the course name. For example, to view the available publications for the Earth Science course, simply click on the named link in the Course column on the above screen. You will be presented with a screen similar to the example shown below:

Earth Science II (Grade 5)

ISBN	Title	Formats
1984198491	Hydrospheres	E-Text PDF, E-Text Word
1984698419	Rocky Lithospheres	E-Text PDF, E-Text Word

< Back to Grades/Courses

Figure 5 - List of items for a specific course

This screen shows the course name and grade at the top followed by a list of available publications for this course. For each publication, the available formats are shown.

From this screen, you may return to the previous screen by clicking the **<Back to Grades/Courses** link or you may want to see more details about one of the publications by simply clicking on the title name. For example, to view more details for the **Hydrospheres** publication, click the underlined title name and you will be presented with a screen similar to the one shown below.

Hydrospheres

Author	Ralph
ISBN	1984198491
Publisher	Springfield

Section	Format
Chapter 1	E-Text PDF
Chapter 2	E-Text Word
Chapter 3	E-Text Word

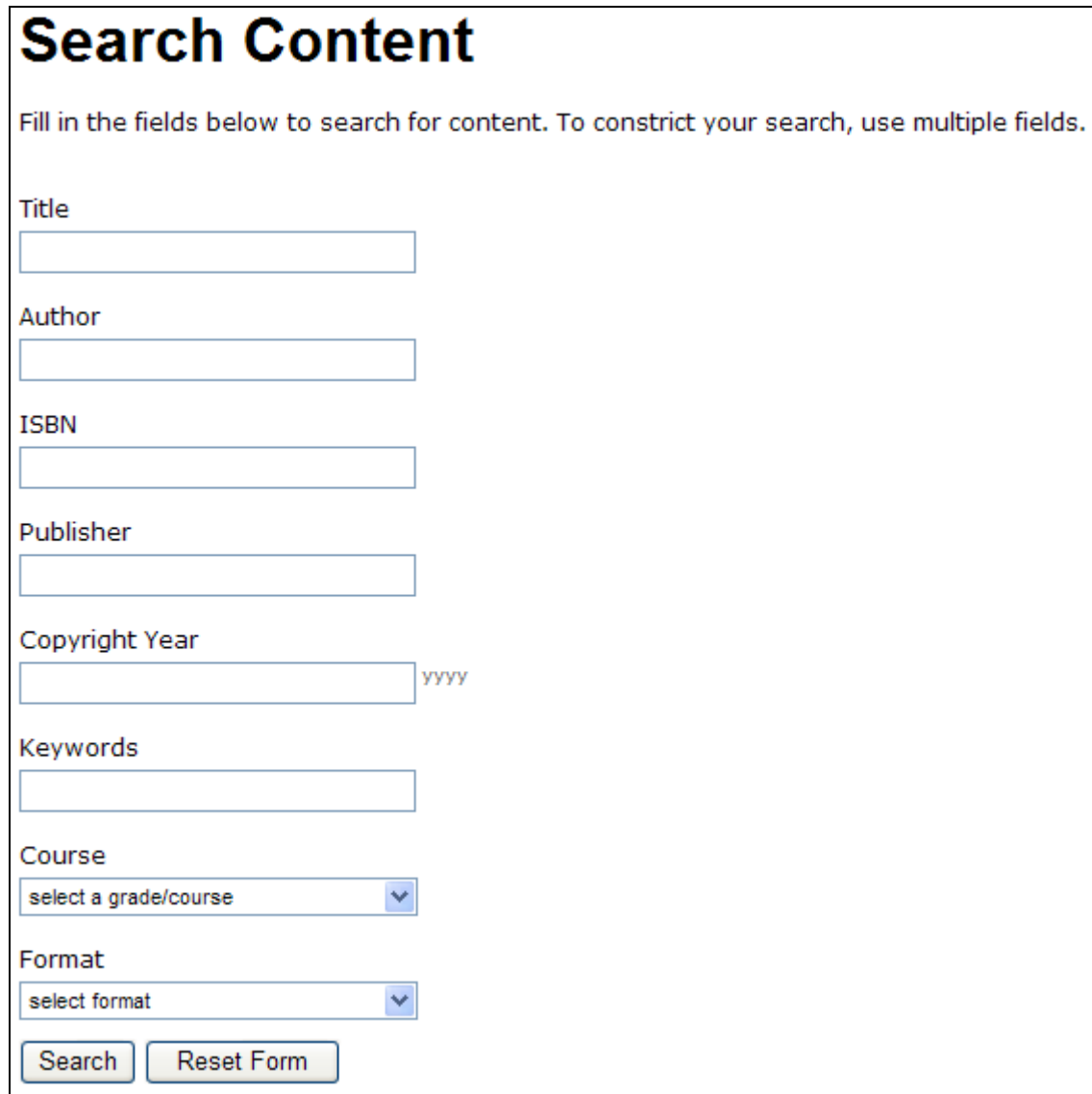< Back to Course

Figure 6 - Publication Details

This screen shows informational fields at the top. This is followed by a list of sections such as chapters or a page range and their available formats that may be possibly downloaded with the proper access credentials.

To download content, you must be approved and authorized to use specific course material.

5.0   Search Content

Click on the **Search Content** link in the menu. You will be presented with the following screen:

Figure 7 - Search Content Screen

If you do not enter any information and simply click the **Search** button, you will be presented with a long listing. To locate items of interest to you, enter specific information into one or more of the fields presented on this screen. For example, to search for all publications for a particular course, then click on the down arrow in the course field, click on the grade – course combination in the list and then click on the **Search** button. For example, if you select **Grade 5 – Earth Science II** from the course list then you will be presented with a list of

available publications for that course as shown in the example screen below. Note if you want to clear all fields on this screen, click the **Reset Form** button.

Figure 8 - Search Results Screen

This screen shows all results matching your specified search criteria. To change your search criteria, click the **<Go back to Search Form** shown at the top.

The columns may be sorted by clicking on the column name. The above listing is sorted by grade and course. To sort by any other column, click on the column heading. To reverse the sort order, click again on the column heading.

Notice as well that if the results do not fit on the page, then page navigational buttons such as first, next, previous and last will appear as necessary at the bottom of the page.

To view the publication details such as the breakdown of files, click on the Title name. For example, click on **title name** to bring you to the **Publication Details** Screen.