



**Alternate Format Materials Website**

**Student Manual**

**Version # 1.4**

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## 1.0 Introduction

Alternate format materials are reserved for students with an identified exceptionality and an identified perceptual disability. The student must also be documented under Pathway 2 as requiring alternate format materials as an accommodation. The Department of Education approves student access to its alternate format materials library through an application process initiated at the school.

Alternate format materials provide access to written material that would normally be inaccessible to approved students. Files available for download include Word, Kurzweil, PDF, MP3, and DAISY. Approved students will have on-line access through a username and password to the material requested for them by their school. Passwords and requested off-line material will be mailed to the school.

This manual provides a step-by-step instruction guide for students to log-in and access their assigned alternate format material.

## 2.0 Software Requirements

The following software must be installed on the computer used to access the alternative format materials:

- A compatible web browser; either Internet Explorer (version 6+) or FireFox (version 2+)
- Adobe® Acrobat® Reader software is required for viewing PDF documents. It may be downloaded for free from <http://get.adobe.com/reader/>.
- Audio playback software such as Windows Media Player is required for listening to MP3 files.
- To convert PDF, Word or Kurzweil files to voice, specific text to voice software is required.
- To use Daisy files, DAISY reader software is required.

### 3.0 Accessing the Website

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

- 1) Open a supported web browser. Supported browsers are listed in the **Software Requirements** section of this document.
- 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:

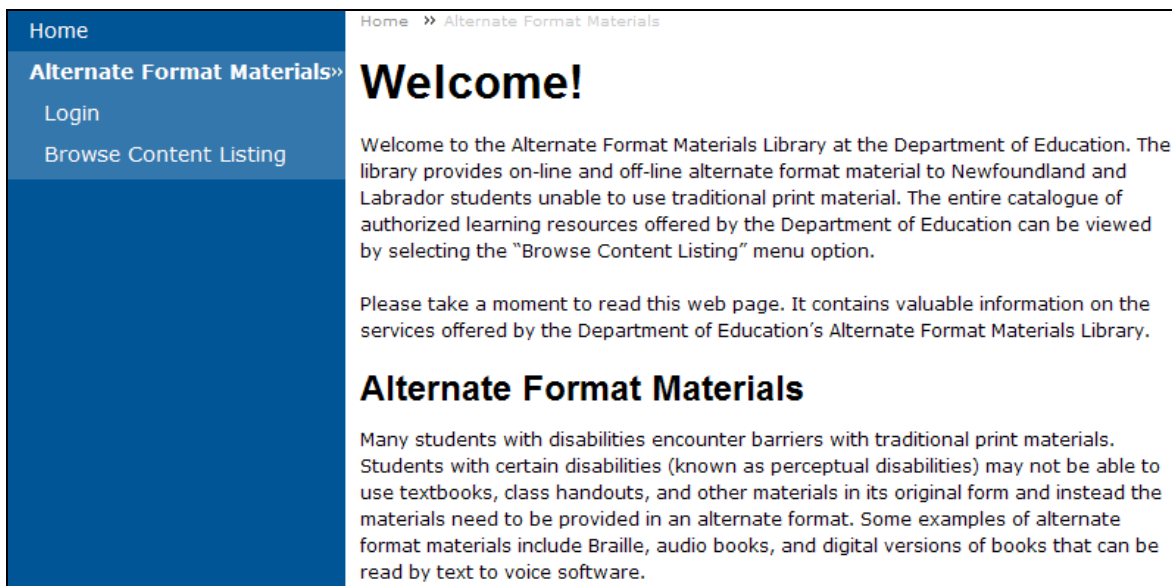


Figure 1 - Main Public Page

Notice that this website has some common layout elements.

- The left side of the screen presents a list of menu options.
- 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 Department of Education's home page. The above figure represents the Home 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 above screen.
- The top portion of the page is the standard header which is used for all pages launched from within the Department of Education's website.
- The bottom of the page is the standard footer which is used for all pages launched

from within the Department of Education'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 additional text. (See the general public manual for a screen capture of the complete text on the main public page.)

There are two paths that you can now follow. Either browse the off-line and on-line content of the Department of Education's Alternate Format Materials Library listings with no ability to download files (see the general public manual for instructions) or log into the system to access the on-line files assigned specifically to you.



Only students approved by the Department of Education will be given an account to log into the system.

## 4.0 Log In Procedure

From the menu on the left side of the main public page, click the **Login** option. You will be presented with a screen as shown below.

### User Agreement

Before proceeding to login to use the alternate format materials digital repository, you must be able to agree to all of the following statements. If you are not able to agree to all of these statements, you must click "I Do Not Agree".

1. I am a student with a perceptual disability or an individual working on behalf of a student with a perceptual disability.
2. I understand that the files downloaded from this site must not be stored, presented or distributed in any fashion that might be accessible to the general public or unauthorized users.
3. I will destroy any digital downloads of alternate format materials at the end of the lending period, or at the end of the current school year, whichever comes first.

[I Agree](#) | [I Do Not Agree](#)

Please note that due to copyright legislation, access to these materials is limited to students who have been approved by the Department of Education, parents or guardians of the approved student and the staff of the school working with the student.

Figure 2 - User Agreement Screen

Read the information presented on the screen. If you do not agree with this information then click the **Do Not Agree** link. You will be returned to the main public page. Otherwise, click the **I Agree** link to proceed to the login screen shown below.

browse our content listing, but you must log in to access content.' There is a section titled 'Account Information' containing a 'Username:' label with a text input field, a 'Password:' label with a text input field, and a 'Login' button. Below the input fields are three links: 'I forgot my password...', '...and I am a [Student](#)', and '...and I am a [School Administrator](#)'. An arrow points from the right side of the page to the 'Student' link."/>

**Login**

If you do not have login credentials you may still [browse our content listing](#), but you must log in to access content.

**Account Information**

Username:

Password:

I forgot my password...  
...and I am a [Student](#)  
...and I am a [School Administrator](#)

**Figure 3 - Login Screen**

Approved students will be assigned a username and a temporary password. The first thing an approved student will have to do is set up a permanent password.

Enter your username and password with the proper capitalization.



If you enter an incorrect password for the same username three consecutive times, your account will be locked for 20 minutes.

If you enter your original temporary password, you will be presented with the **Change Password** screen. Refer to the **Change Password** section of this document for more details about changing your password.

If you enter your permanent password correctly, your courses will be shown on **your main menu page** as described in section 6.0 of this manual.

If you have forgotten your password, click the **Student** link pointed to by the arrow shown in the above figure and described in the next section.

## 5.0 Forgotten Password

If you have forgotten your password, then click on the **Student** link on the Login Screen. This will tell you what to do as demonstrated in the screen below:



Figure 4 - Forgotten Password Screen

Your school administrator will assist you with your password.

## 6.0 Student Main Screen

After you have successfully logged into the system, you will be presented with a page similar to the one shown below.

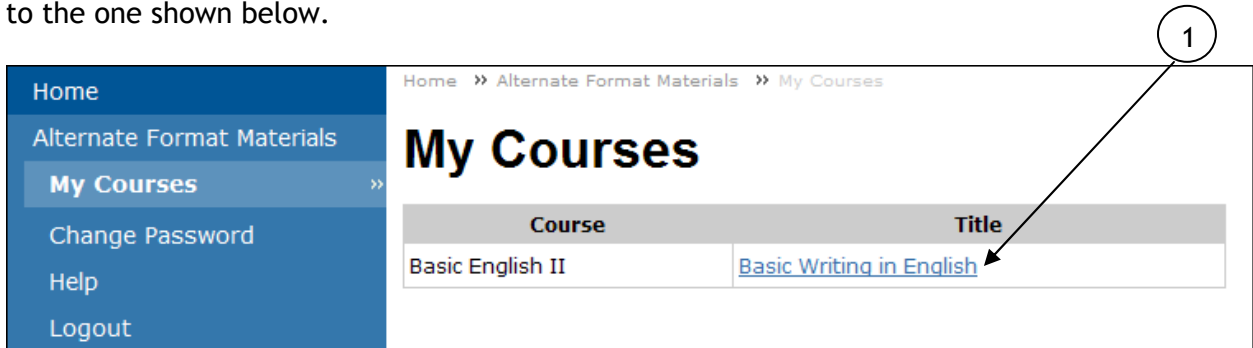


Figure 5 - Student Main Screen (My Courses)

This is your main page. It shows a list of your courses with their associated publication titles on the right side. To view more details about the publication title, click on the hyperlink underneath the title heading as indicated by the underlined text (see arrow #1 above). Publication details are described in the next section of this manual.

The left side shows the menu options. You may return to this screen at any time by clicking the **My Course** menu option on the left side of the screen.

## 7.0 Publication Details

A publication may be broken down into one or more parts (sections). Each of these parts has a certain format such as PDF or Word. For example, if you click on **Basic Writing in English** on the main screen shown above, you will be presented with a screen as shown below.

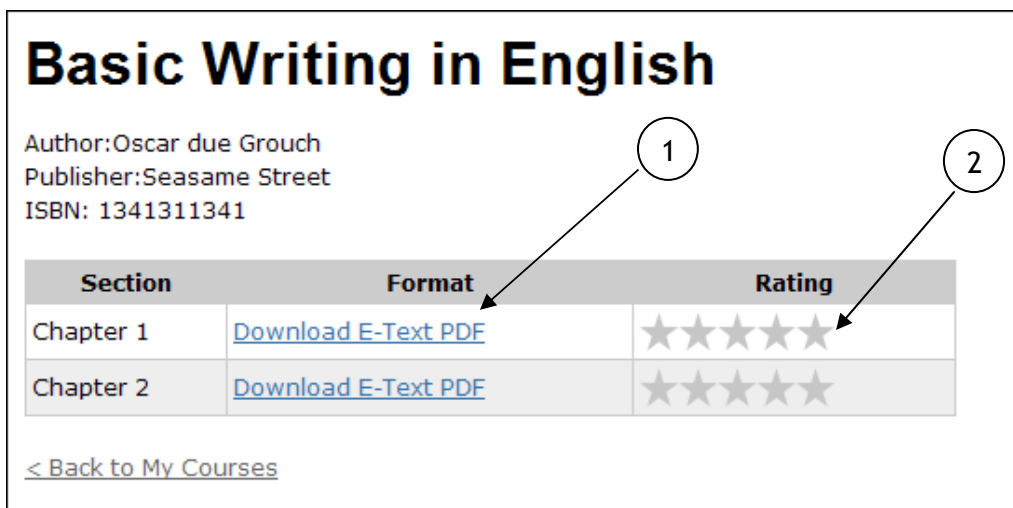


Figure 6 - File Download Selection Screen



This screen shows that this publication is broken down into two sections (Chapter 1 and Chapter 2) in PDF format. The rating column shows your own rating on a scale of 1 to 5 of the usability (not the content) of the material.

You can take the following actions:

- 1) Proceed to download the file by clicking on the appropriate hyperlink in the format column. See next section for more details on downloading a file.
- 2) Rate the file by clicking on one of the stars in the appropriate position. For example, if you click on the third star then you will be applying a rating of three. The system will remember your rating. The only exception is when the department updates the file to improve its quality in which case the rating will be reset to 'Unrated'.

## 8.0 Downloading a File

To download a file, click on the corresponding hyperlink in the format column of the **File Download Selection** screen described in the previous section. You will see a screen similar to the example shown below. This is the same Windows screen that you will see when downloading any file from the Internet. Click on the **Save** button to download the file to your local machine.

Note you may open the file directly but this will be slower. Also if you are reading the file for more than 20 minutes, your session will timeout and you will have to log back into the system.

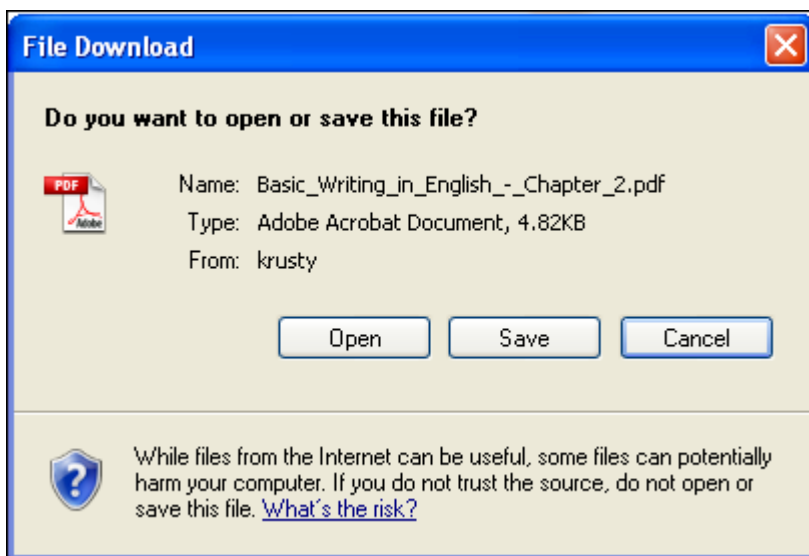
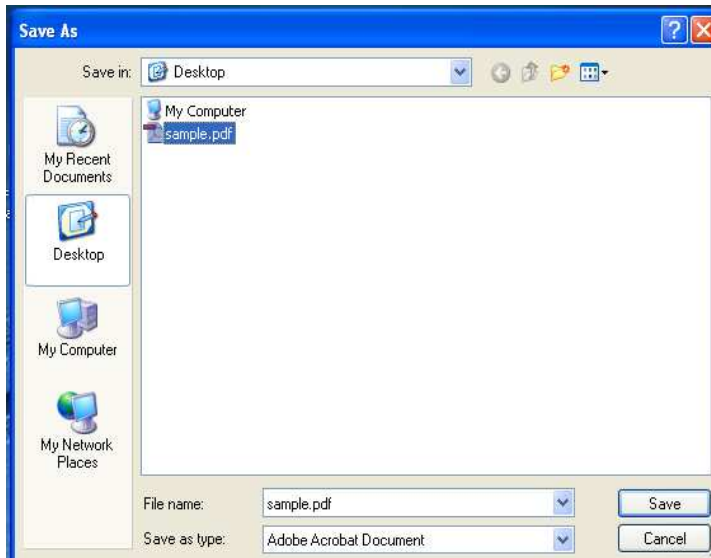


Figure 7 - File Download Window

After you click the **Save** button, you will be presented with the standard File Save screen as shown below. You may save the file wherever you like on your local system.



**Figure 8 - File Save Window**

After you have saved the file, you may open it if you have the appropriate software installed on your machine.

For a MP3 file, you may play the file with Windows Media player or any other compatible software.

For a PDF file, you may open it with Adobe® Acrobat® Reader or your text to voice software such as Kuzweil.

For a DOC file, you may open it with Microsoft Word.

For a KMS file, you may open it with Kuzweil software.

For a Daisy file, you may open it with Daisy reader software.



After you have downloaded, opened and *used* a file, don't forget to rate it. This will help the department provide better service to you.

## 9.0 Change Password

You will be redirected to the change password screen if you log in with your original temporary password. Also at any time you may change your password by selecting the **Change Password** menu option.



The screenshot shows a web form titled "Change Password". Below the title is a message: "Original password used. You must create a new password to continue." To the right of this message is a callout bubble containing the text: "This line of text appears only when you log in with your original temporary password." The form contains two input fields: "New Password:" and "Confirm New Password:". Below these fields is a button labeled "Change Password".

Figure 9 - Change Password Screen

On the Change Password screen, enter a new password in the first field. In the second field, re-enter the same password. You must choose a password with at least six characters. When completed, click the **Change Password** button. If the fields do not match or are less than six characters, you will be informed to try again.



Remember your username and password is case-sensitive.

If you are successful in changing your password, your assigned courses will be shown on the screen.

## 10.0 Online Help Page

To obtain online help, you must first log into the website. After login, click on the **Help** menu option and the following page is displayed.

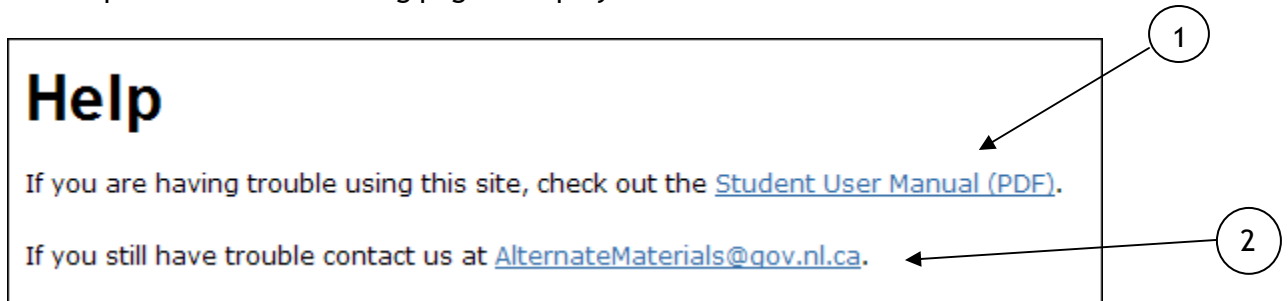


Figure 10 - Online Help Instructions

You can take the following actions:

- 1) Click on **Student User Manual (PDF)** to access a copy of this manual. Follow the same instructions as for downloading any file as described in section 8.0 above.
- 2) Click on the address to send an email to a person at the Department of Education describing your problem.

## 11.0 Log Out Procedure

To log out of the system anytime, select the **Logout** menu option. You will be brought back to the main public page. You may now navigate elsewhere or log back into this system.

Note that the system will automatically log you off if there has been no activity for 20 minutes. You can log back in anytime.