

# AT Quick Guide

## UDL Share Space 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.

Following are directions and tips for uploading your resources. If you are not ready to upload a resource for others, but would like to practice the information in this Quick Guide, you may use the Practice Space.

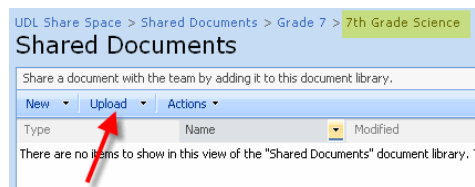


### Uploading Resources

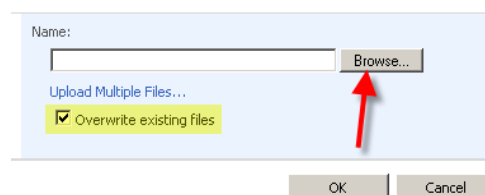
1. Log in to the UDL Share Space (See the *UDL Share Space – Using* quick guide)
2. Click on the Elementary, Middle, or High School tab



3. On the left side of the screen, you will see “Site Hierarchy.” Choose the subject area you are interested in
4. Navigate to the appropriate folder (see **Guidelines for Uploading** below for more information on choosing the appropriate folder)
5. Click “Upload”



6. Browse to the location where your resource is saved



- 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.
- Fill in the requested information. See the **Guidelines for Uploading** below for more information on how to fill in this section.

- Click “OK.”

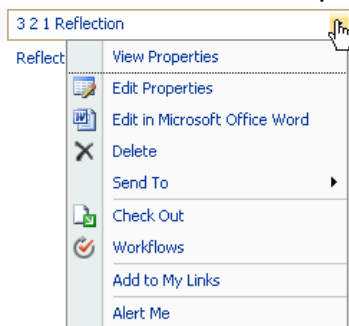
## Editing Uploaded Resources

- You can make changes to how the document is listed in the UDL Share Space. Hover your mouse over a document:



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

- Click on the drop down arrow



- From here you can
  - Edit Properties (which will allow you to rename the document or change the identifying information)
  - Edit the document in Microsoft Office Word
  - Delete the document

**Note:** You are able to change documents that other people have created and uploaded, so use this with caution. You can use this to correct typos, remove files you have uploaded to the wrong folder by mistake, or add content. If your intention is to modify the resource for another purpose, make sure you save a copy of the resource, rename it, and then upload it again to the UDL Share Space.

## Guidelines for Uploading Documents to the UDL Share Space

### 1. Where To Upload Your New Resource

First navigate to the appropriate unit folder (or subunit, if applicable). Then decide which folder your resource belongs in. UDL Share Space documents are organized in the following manner:

Elementary Resources	Middle and High School Resources
Grade →Subject (e.g. English Language Arts) →Unit →Subunit (e.g. “Launch Sequence”) →Instructional Guide →Gen Ed Teacher-Made →FLS Teacher-Made →Copyrighted Text	Subject (e.g. Science) →Course →Unit →Subunit (e.g. “Launch Sequence”) →Instructional Guide →Gen Ed Teacher-Made →FLS Teacher-Made →Copyrighted Text

- **Instructional Guide:** If your resource is a digitized version of the exact page in the Instructional Guide, then place it here.  
Resources in the Instructional Guide folder should:
  - be created in software that is available on MCPS computers
  - be replicas of pages in the Instructional Guide
  - not include supplementary information
  - not be a summary or modification of the Instructional Guide
  
- **Gen Ed Teacher-Made:** If your resource extends, supplements, or re-organizes information from the Instructional Guide, then place it here.  
Resources in the Teacher-Made Materials folder should:
  - be created in software that is available on MCPS computers
  - directly support teaching the MCPS curriculum
  - support the same standards as the MCPS curriculum
  
- **FLS Teacher-Made:** It is sometimes appropriate to modify the expectations of the general curriculum. 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.  
Resources in the FLS Teacher-Made folder should:
  - be created in software that is available on MCPS computers
  - directly support teaching the MCPS general or FLS curriculum
  - reflect high standards for MCPS students who are working at a grade-level other than their assigned grade due to IEP accommodations

- **Copyrighted Text:** These are the reading materials assigned for that unit, such as anchor books and passages from text books. Please only post materials that have been edited for errors. Post copyrighted materials in this folder to remind staff that the materials may not be copied to public folders on school computers. These materials may be copied to the “Copyright Text” folder on your school network.

## 2. Describing Your Resource

When you upload your document, you will have the opportunity to fill in several fields of information describing your resource. Because the information in the fields will be visible to others looking at the documents, you do not need to repeat this information in the file name. For example, a worksheet on the setting of the book, Call of the Wild, can be named

“Call of the Wild Setting.doc”

rather than

“Word doc of questions about setting in Call of the Wild.doc”

**Software Format** – Most software used in MCPS is already listed in the drop-down menu. However, if you have used a program that is not listed, then specify your own value.

**Resource Type** – This is your best attempt to describe exactly what someone will find if they open the document. See appendix A for the list of resource types you will find in the drop-down list. Note that the list is not sorted in alphabetical order, but rather by category, so that if you’d like to browse the list to find an appropriate description for your resource type, you are likely to find similar items grouped together. For consistency, and to provide the ability for others to search on this field, try to use one of the descriptions in the list, if appropriate. If none are appropriate, then you can specify your own value.

**Tip:** it is easy to choose an item from the dropdown list by simply typing the first letter of the item you want. If there is more than one item that starts with that letter, you can toggle through them by pressing the first letter repeatedly. For example, if you want “poem,” simply press “p” twice.

**Page** – Use the maximum number of digits for that section of the Instructional guide. For example, if the Instructional Guide pages enter the hundreds and you have digitized page 4, you would write 004 for the page number and 021 for page 21. In this way, viewers of that folder will always be able to sort the documents by page number.

**Keywords** – This field has not been used in the original development of the shared documents, but feel free to use it to add words that might help someone search for your resource.

**Title** – This does not appear in the document listing, so you do not need to fill in this field.

3. *Editing documents created by someone else*

You have the capability to make changes to documents that you find in the UDL Share Space. This is appropriate if you are correcting a typographical error, or if you are adding to the original document without changing its intent. In this way, the MCPS community works together to ensure the highest quality for the UDL Share Space.

<b><i>Change/Edit the document in UDL Share Space when...</i></b>	<b><i>Create and upload a new document in the UDL Share Space when...</i></b>
You are correcting a mistake or oversight	You are duplicating a resource in an alternative format that will extend its use to those who do not have access to the software the original was created in
The file name incorrectly reflects the contents	You are creating a companion activity or extension of the original document

## Appendix A

### Software formats

Word  
Powerpoint  
Excel  
Rich text format (RTF)  
PDF (adobe)  
Inspiration  
Kidspiration  
Flipchart (promethean)  
Clicker 5  
Kurzweil  
Draft:builder  
Intellitalk 3  
Intellipics Classroom Suite  
Overlay Maker  
Boardmaker 5  
Sound file  
Graphic  
Text file (TXT)

### Resource types

#### Instructional guide pages

Assignment directions  
Lab  
Worksheet  
Cornell notes  
Chart  
Table  
Diagram  
Index cards  
Linear format for Alphasmarts or SOLO  
Graphic organizer  
Graphic  
Map

### Teacher-created materials

List of website links  
List  
Character summary  
Vocabulary practice  
Vocabulary quiz  
Quiz  
Timeline  
Outline  
Writing prompt  
Writing worksheet  
Questions to answer  
Fill-in-the-blank  
Study guide  
Supplemental review

### E-text

Original text  
Original text with focus questions  
Simplified text  
Summary  
Reading passage  
Close-read reading passage  
Play  
Poem  
Speech

### Assessments

Pre-assessment  
Assessment  
End of unit test

### FLS

AAC overlay  
Adapted book  
Animated book

### Other

How-to/explanation of the files in this folder