

Registering for ARC-BC

Introduction

ARC-BC is a collection of alternate format materials for BC students with perceptual disabilities. The collection is based on the BC K-12 curriculum and is only accessible to registered users.

This tutorial assumes...

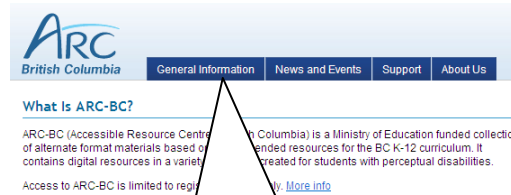
- you are using an up-to-date computer (Windows or Macintosh)
- you have high speed internet access
- you are able to use a browser to access websites on the internet

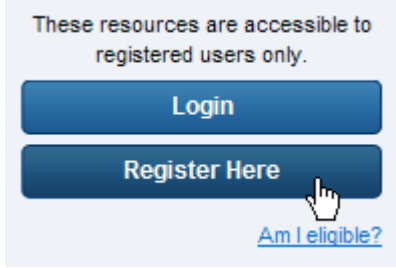

Learning Objectives


Completion of this tutorial will give you experience with the following:

- navigating to the ARC-BC website
- determining your eligibility for registering with ARC-BC
- submitting a user registration request

The ARC-BC Website	
1	<p>Launch your internet browser and navigate to the ARC-BC website at www.arc-bc.org.</p> <p>Note: You can use the following browsers...</p> <ul style="list-style-type: none"> • Internet Explorer (IE) v.6 or higher • Firefox v. 2 or higher • Safari
2	<p>From the ARC-BC home page, you can...</p> <ul style="list-style-type: none"> • get General Information about ARC-BC • read the latest ARC-BC news • find out about scheduled training events • locate sources of training and technical support • learn about the ARC-BC team <p>... by clicking on the four tabs at the top of the page.</p>

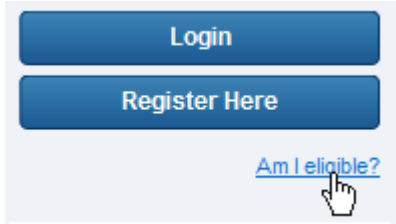



<p>3</p>	<p>From the ARC-BC home page, you can also submit a registration request by clicking the Register Here button located on the right side of the home page.</p> <p>Once you are a registered user, you can log into the ARC-BC repository by clicking the Login Now! button.</p>	
<p>4</p>	<p>While exploring the ARC-BC site, you can always return to the home page by clicking the ARC-BC logo in the upper left corner of the site.</p>	


 Tip...

You are not able to search the ARC-BC alternate format collection until you are a registered user and you have logged into the site.

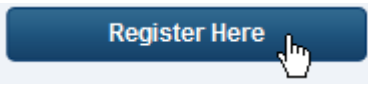
Determining Your Eligibility to Register for ARC-BC

<p>1</p>	<p>You may only submit a request to register for ARC-BC if you are a member of a school district or organization that is part of the ARC-BC Community.</p> <p>You can determine if your district or organization is currently in the ARC-BC Community by clicking the Am I eligible link in the Log in / Register Here box on the right side of the home page.</p>									
<p>2</p>	<p>You'll be taken to the General Information page where you can scroll down the page to find a list of those school districts and groups that belong to the ARC-BC Community.</p>	<p>Which School Districts Are Currently Participating In ARC-BC?</p> <p>The following BC school districts are currently participating in the ARC-BC Pilot Project. Specific ARC-BC from September – December 2008 as the trial phase is conducted. If you are a student support to such students in these eight school districts, please contact your ARC-BC District Cor</p> <table border="1"> <thead> <tr> <th>School District</th> <th>ARC-BC District Contact</th> </tr> </thead> <tbody> <tr> <td>5 Southeast Kootenay</td> <td>Maggie Lindsay-Tadey</td> </tr> <tr> <td>28 Quesnel</td> <td>Gail Adams</td> </tr> <tr> <td>35 Langley</td> <td>Kathleen O'Hanley</td> </tr> </tbody> </table> <p><i>List of ARC-BC Community members</i></p>	School District	ARC-BC District Contact	5 Southeast Kootenay	Maggie Lindsay-Tadey	28 Quesnel	Gail Adams	35 Langley	Kathleen O'Hanley
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<p>3</p> <p>If your school district or organization is part of the ARC-BC Community, you may still not be eligible to register.</p> <p>To be a registered user of ARC-BC you must be an individual with a perceptual disability OR a person working on behalf of such an individual. This limitation is set in the Canadian Copyright Act 32(1) as it describes the creation and use of alternate format materials of copyrighted works.</p> <p>To find out more information about the copyright restrictions on alternate format materials, refer to Module Two on the ARC-BC Support Resources page in the SET-BC Learning Centre. http://setbc.org/setbc/curriculum/arc_main.html</p> <p>If you determine that you are eligible to be a registered user (your district is on the list and you are working with perceptually disabled students), you can proceed with the registration process.</p>	 <p>Copyright Board Canada</p> <p>Module Two - Canadian Copyright Act (CCA)</p>
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 Tip...

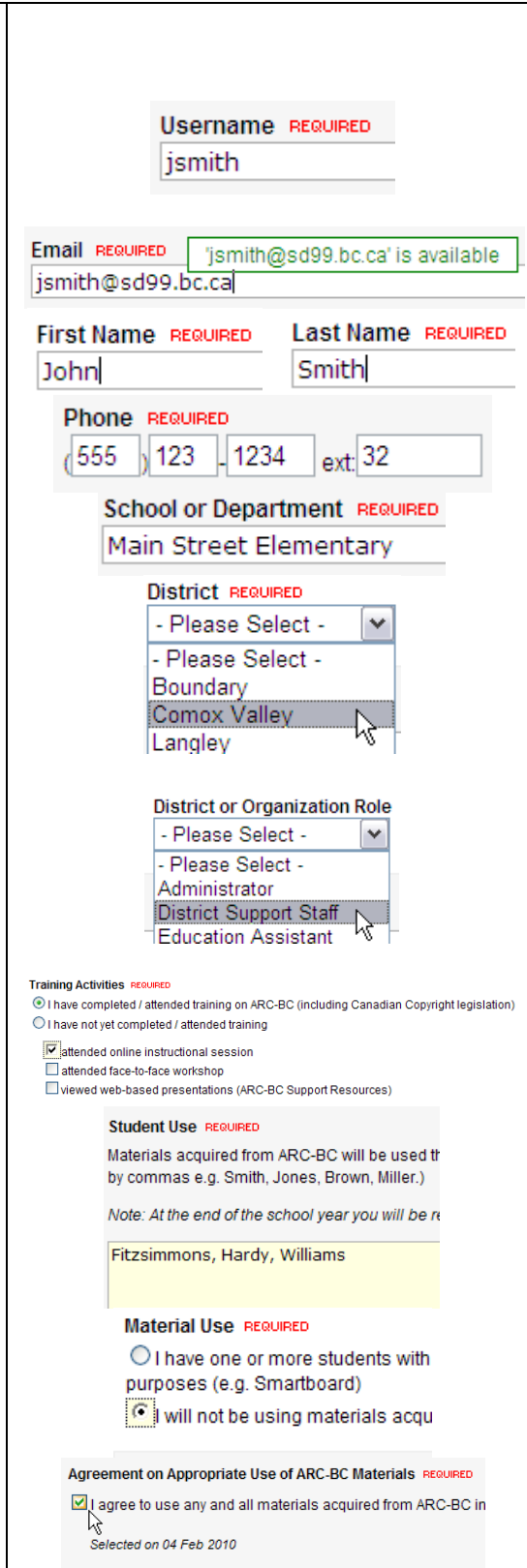
If your school district or organization is a member of the ARC-BC Community but you aren't sure about your eligibility, use the email link for your ARC-BC contact located on the General Information page to verify your eligibility before registering.

Submitting a Registration Request	
<p>1</p> <p>Begin the registration process by clicking the Register Here button located on the ARC-BC home page.</p>	

2

On the Registration page, read through the information on the top of the page to ensure you complete the process accurately. This information will guide you to...

- enter your username as “first initial, last name”
- enter your professional email address (not a hotmail or yahoo address)
- enter your first and last name
- enter your phone number
- enter your school or department
- select your district or organization from the drop down list
- select your district or organizational role from the drop down list
- indicate the ARC-BC training activities you have completed prior to registering
- record the last names of the students for whom you will be downloading materials (e.g. Fitzsimmons, Hardy, Williams)
- indicate if you will be using ARC-BC materials for instructional purposes
- click to agree to agree to use the materials in compliance with the CCA



Username REQUIRED
jsmith

Email REQUIRED 'jsmith@sd99.bc.ca' is available
jsmith@sd99.bc.ca

First Name REQUIRED John | **Last Name REQUIRED** Smith

Phone REQUIRED
(555) 123 - 1234 ext. 32

School or Department REQUIRED
Main Street Elementary

District REQUIRED
- Please Select -
- Please Select -
Boundary
Comox Valley
Langley

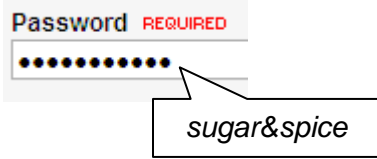


District or Organization Role
- Please Select -
- Please Select -
Administrator
District Support Staff
Education Assistant

Training Activities REQUIRED
 I have completed / attended training on ARC-BC (including Canadian Copyright legislation)
 I have not yet completed / attended training
 attended online instructional session
 attended face-to-face workshop
 viewed web-based presentations (ARC-BC Support Resources)

Student Use REQUIRED
Materials acquired from ARC-BC will be used by commas e.g. Smith, Jones, Brown, Miller.)
Note: At the end of the school year you will be re
Fitzsimmons, Hardy, Williams

Material Use REQUIRED
 I have one or more students with purposes (e.g. Smartboard)
 I will not be using materials acqu

Agreement on Appropriate Use of ARC-BC Materials REQUIRED
 I agree to use any and all materials acquired from ARC-BC in
 Selected on 04 Feb 2010

<p>3</p>	<p>At the bottom of the Registration page you must create your own password.</p> <ul style="list-style-type: none"> • Enter a secure and unique password that only you will know. Your password must contain at least 8 characters and one of them must be a “special” character like #, %, & or @. • Confirm your password in the next field by typing it in again. 	
<p>4</p>	<p>Check that the information you have entered for all the required fields is correct.</p> <p>To submit your registration request, click the Register button at the bottom of the page.</p> <p>If you want to cancel your registration request, click the No Thanks button instead.</p>	
<p>5</p>	<p>When you submit a registration request, an email is automatically sent to your ARC-BC Contact. He or she then approves or denies your request and, in so doing, generates an email to you that tells you either...</p> <ul style="list-style-type: none"> • your request has been approved and you can proceed to log into the ARC-BC site, or • your request has been denied and you may contact your ARC-BC Contact for more information. <p>If approved, you can return to the ARC-BC site and log in using the Login button.</p>	<p>John Smith</p> <p>Your school district ARC-BC contact has approved your registration request.</p> <p>To access the ARC-BC collection of alternate format resources, go to http://www.arc-bc.org and login using the username (jsmith) and password you entered while registering. This is your personal username and password. Please keep it secure and do not share it with others.</p> <p>Note: You are reminded that these materials are only to be used with students with perceptual disabilities</p> 

Checklist of Skills Developed in this Tutorial

- navigating to the ARC-BC website
- finding information on the website about the ARC-BC Community, current news, upcoming training events, and sources of training and technical support
- determining eligibility for ARC-BC registration
- completing the ARC-BC registration request process