

Create Your Own ORC Collection

Step 1: Go to <http://www.ohiorc.org>

Step 2: Log in to your ORC Account, or create an ORC Account.

- Log in if you are registered on ORC
- Select “Join ORC” if you haven’t already registered.
- Fill in the required information.
- Be sure to subscribe to ORC Highlights to get weekly updates in your email.

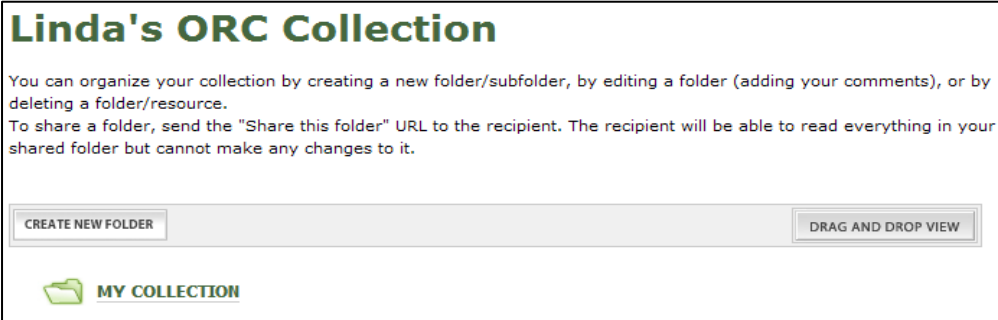


The screenshot shows a yellow-themed login form titled "MY ORC ACCOUNT". It contains two input fields: "Email Address:" and "Password:". To the right of the password field is a yellow button with a right-pointing arrow. Below the fields are two links: "Password Reminder" and "Join ORC".

Step 3: Click on My ORC Collection.



- When you click on My ORC Collection, you’ll see the screen below.



The screenshot shows a page titled "Linda's ORC Collection". Below the title is a paragraph of instructions: "You can organize your collection by creating a new folder/subfolder, by editing a folder (adding your comments), or by deleting a folder/resource. To share a folder, send the 'Share this folder' URL to the recipient. The recipient will be able to read everything in your shared folder but cannot make any changes to it." Below this text are two buttons: "CREATE NEW FOLDER" and "DRAG AND DROP VIEW". At the bottom left is a folder icon and the text "MY COLLECTION".

Step 4: Start your ORC Collection.

- Go to any ORC resource. You can choose one of the staff favorites from the homepage by clicking on its link, or you can go to one of your own favorite resources.
- You’ll see the ORC record for the resource.
- Select “Add to My Collection” to the right of the ORC number.

Step 5: Create a folder.

- You will be asked to add the resource to an existing folder or to create a new folder. Choose “Create a new folder.”
- Click in the square beside "Get this resource's professional commentary." The complete professional commentary from the ORC record appears in the box.
- You can add your own comments to the commentary provided by ORC, or if you prefer, uncheck the “Get this professional commentary” box and enter your comments.
- Give the folder a name – a standard, topic, grade level, unit title, or any other name you choose – by entering the name in the box beside “New folder name.”
- You can write a description for the folder if you wish. Enter your description into the “New folder description” box, just below the name of the folder.
- You’ll then be asked, “Where would you like to place the new folder?”
- Select the “My Collection” folder the first time you create a new folder. When you create additional folders, they will be placed in “My Collection,” or you can place the new folder into an existing folder as a subfolder. For example, if you created a reading folder and now want to create a reading fluency folder, you might want to make reading fluency a subfolder of reading.
- Click “Submit.”

Step 6: Organize the resources in a folder, edit commentary, or delete a resource.

- Go to "My ORC Collection" from any page on the website.
- Click "Edit" beside the folder you want to edit. You can change the order of the resources in the folder or edit the commentary. You can also change the folder description.
- Click “Delete” **only** if you want to delete the entire folder. **Note:** When you delete a folder, it is gone. You can’t get it back.
- Click “Update” to save your changes.

Step 7: Use your ORC Collection.

- Plan a unit. Put resources into a unit folder. Add comments to the ORC commentary.
- “Share a folder” with your team, department, or another teacher. Just give others the URL for the folder you want to share.
- Gather intervention resources in a folder. Consider sharing the folder with students or their parents.
- Create a folder for each standard, benchmark, or grade-level indicator.
- Create a folder for the OGT or OAT. Include lessons and assessment items that are useful for preparing your students.