

Here is how to start using My REC Collection

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

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

LOGIN

JOIN REC

- Log in with your email address and password if you are registered with REC .

Right: Join REC form

Left: Log in window

- View your “My REC Collection” and begin to organize your folders.

Above: My REC Collection page

- Select “Join REC” if you haven’t already registered.
- Fill in the required information.
- Be sure to subscribe to REConnections to get monthly updates in via email.

- Click “Create My Account” to finish the registration process, view your “My REC Collection,” and organize your folders.

CREATE MY ACCOUNT

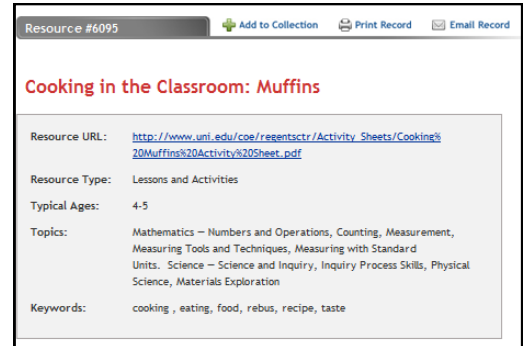
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Step 3: Start your REC Collection.

- Create a folder first, or go directly to a resource and then create a folder when you add the resource to your collection.
- Select any REC resource.
- Select “Add to Collection.”

Right: REC resource record for # 6095,
Cooking in the Classroom: Muffins

Below: Add to Collection button.



Step 4: Create a folder.

- Choose “Create a new folder.”
- Click in the square beside “Get this resource’s professional commentary.” The complete REC commentary will appear in the box.
- Add your own comments in the box containing the professional commentary, if desired.
- Give the folder a name. Enter the name in the box beside “New folder name.”
- Select the “My Collection” folder the first time you create a new folder. Later you can place new folders into any other existing folder as a subfolder.
- Click “Submit.”

Step 5: Organize the resources in a folder, edit a commentary, or delete a folder.

- Go to “My REC Collection” from any page on the REC website.
- If prompted, enter your email address and password.
- Select a folder from your collection.
- Click “Edit” beside the folder you want to edit. You can “drag and drop” to change the order of the resources in the folder or edit the commentary. You can also change the folder description.
- Click “Create Subfolder.” You can then enter a title and description for the subfolder. The next time you add a resource to your collection, you have the option to place it into the subfolder.
- Click “Delete” only if you want to delete the entire folder. **NOTE:** When you delete the folder, it is gone. You cannot get it back.
- Click “Update” to save your changes.
- Use your collection to plan units, share ideas with others, and more.