

Using the Kwayaciiwin.com Online Resource Centre Website

Kwayaciiwin.com

About the Website

The website is built so that teachers can download and upload native language curriculum resources. This is a peer sharing website so you can see and use what other teachers use in their classroom. Kwayaciiwin staff will also be shared any curriculum and resources that they develop here.

Only teachers with an account can view the file attachments in the Grade Level Resources. This guide will show you how to:

- Sign-up for an Account,
- Download a Resource File
- Upload a Resource File
- Edit a Resource File

Intended Audience

This guide was written for Native Language Teachers (Immersion and Secondary) who want to create and use existing documents and resources on their computer that make use of Syllabics.

It is assumed that you have some computer knowledge like typing, basic word processing, and using the Internet. If you know how to check and write emails, then this guide is for you.

Tools you will Need in this guide

Things you should already have:

- Computer (laptop or desktop)
- Windows XP or Vista

- Internet Connection

Software you will need to install if you don't already

- Keyman with Syllabics Font for Oji-Cree (free)
http://www.languagegeek.com/argon/syllabics_keyboards/cr_oj_oc_na.html
- Microsoft Word or Open Office (free) – <http://openoffice.org>

HOW TO...

Sign Up for an Account

1. go to <http://kwayaciiwin.com>
2. Click **Create New Account** in the left menu.
3. Type in the **Username** you want and type in your **E-mail Address**.
4. Click the button **Create New Account**.

User account

- [Create new account](#)
- [Log in](#)
- [Request new password](#)

The e-mail address *jessentfiddler@knet.ca* is already registered. [Have you forgotten your password?](#)

Username: *

Your preferred username; punctuation is not allowed except for periods, hyphens, and underscores

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address not made public and will only be used if you wish to receive a new password or wish to receive cert: news or notifications by e-mail.

5. Check your email and read the email that says “Account Detail for...”
6. Click the activation link in the email.

You may also log in by clicking on this link or copying and pasting it in your browser:

<http://kwayaciiwin.com/resources/?q=user/reset/4/1216761699/d9ee0122d53acc448d4d0e706739314>

7. Click the Login Button

Reset password

This is a one-time login for *jessentfiddler* and will expire on *Wed, 07/23/2008 - 21:21*

Click on this button to login to the site and change your password.

This login can be used only once.

8. Now change your password to something you will remember. Fill it out twice and then click Submit.

Account information

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

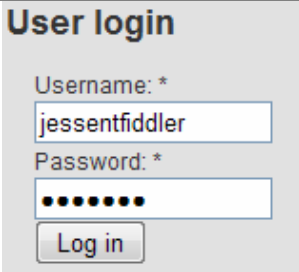

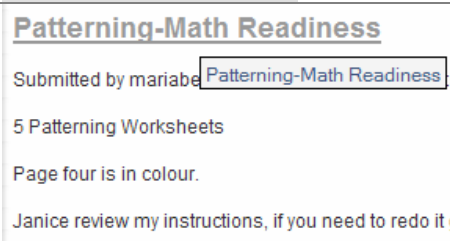
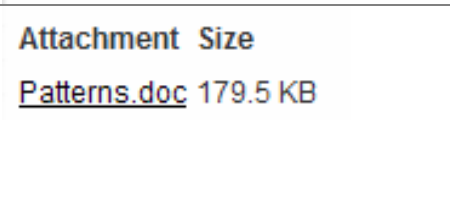
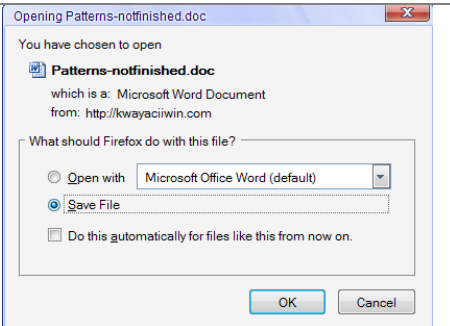
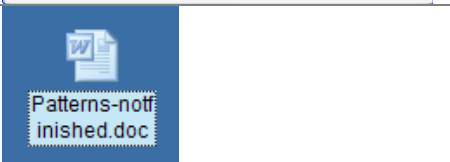
Password:

Confirm password:

To change the current user password, enter the new password in both fields.

9. Now you should be logged in and can access the resources and upload new resources.

HOW TO...

Download a Resource File	
<ol style="list-style-type: none"> 1. Go to http://kwayaciiwin.com 2. Login to the website on the left menu with your username and password. 	 <p>User login</p> <p>Username: * <input type="text" value="jessentfiddler"/></p> <p>Password: * <input type="password" value="....."/></p> <p><input type="button" value="Log in"/></p>
<ol style="list-style-type: none"> 3. In the left menu, the resources are sorted by Grade Level. Click the Grade Level you want to look at. It should show you a list of all the resources for that Grade Level. 	 <p>Resources</p> <ul style="list-style-type: none"> ▪ Syllabic Fonts ▪ Grade Level <ul style="list-style-type: none"> ▪ Kindergarten - Junior ▪ Junior Kindergarten ▪ Senior ▪ Grade 1
<ol style="list-style-type: none"> 4. Click on the Title of the resource item you want. 	 <p>Patterning-Math Readiness</p> <p>Submitted by mariabe Patterning-Math Readiness</p> <p>5 Patterning Worksheets</p> <p>Page four is in colour.</p> <p>Janice review my instructions, if you need to redo it g</p>
<ol style="list-style-type: none"> 5. On the next page you should see a link to a file attachment. Click on the file attachment link to download the full resource document to your computer. 	 <p>Attachment Size</p> <p>Patterns.doc 179.5 KB</p>
<ol style="list-style-type: none"> 6. When it asks you to Open, choose Save File, and save it to your Desktop or My Documents Folder. 	 <p>Opening Patterns-notfinished.doc</p> <p>You have chosen to open</p> <p><input checked="" type="checkbox"/> Patterns-notfinished.doc which is a: Microsoft Word Document from: http://kwayaciiwin.com</p> <p>What should Firefox do with this file?</p> <p><input type="radio"/> Open with <input type="text" value="Microsoft Office Word (default)"/> ▾</p> <p><input checked="" type="radio"/> Save File</p> <p><input type="checkbox"/> Do this automatically for files like this from now on.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
<ol style="list-style-type: none"> 7. Now you can edit and use this document on your computer. 	 <p>Patterns-notfinished.doc</p>

HOW TO...

Upload a Resource File

1. Go to <http://kwayaciiwin.com>
2. Login to the website on the left menu with your username and password
3. In the Left Menu under Kwayaciiwin, you should see a Create Content Link. Click it, and on the next page click Resource



4. Now you need to fill out the form that will give us details about your resource document. Fill out the following items in the form.

- **Title:** Give it short simple title
- **Grade Level:** Choose an appropriate Grade Level
- **Description:** Write out a longer detailed description about your resource item. Be sure to include what kind of resource it is, the community, language, and school where you used your resource document.
- **File Attachments:** Here is where you select the file from your computer that you want to be uploaded to the website. Click **Browse** and then find the file on your computer. If you are attaching more than one file, click the Attach button and then choose another file after the first one is done uploading.

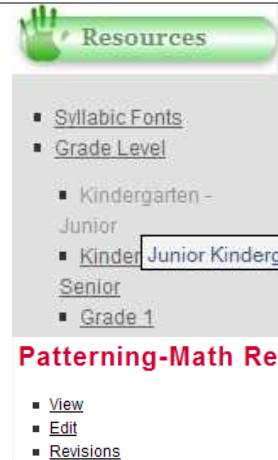
5. After all the top items have been filled out, you can click the Submit button to finish uploading your resource document.
6. It should be added to the page for the Grade Level that you chose.

HOW TO...

Edit a Resource File

You are able to edit your own resource files that you upload.

1. Go to <http://kwayaciiwin.com>
2. Login to the website on the left menu with your username and password
3. Go to the Grade Level of the resource you want to view.
4. Click on the Title of the Resource you want to edit.
5. Now click the **Edit** link at the top of the page.



The screenshot shows a green button labeled 'Resources' with a hand icon. Below it is a list of categories: Syllabic Fonts, Grade Level, Kindergarten - Junior, Kinder Junior Kinderg, Senior, and Grade 1. The 'Patterning-Math Readiness' resource is highlighted in red. Below the resource name are three links: View, Edit, and Revisions.

6. Make the changes to the resource by changing:
 - **Description:** Write out any changes or additions you made to the resource.
 - **File Attachments:** Here you can upload a new document for the resource you are working on. Click **Browse** and then find the file on your computer. Now you have some options:

- i. **To unlist the old file (Recommended):** Uncheck the List checkbox beside the old file attachment. It will keep the file but not list it on the website.

Delete	List	Description	Size
<input type="checkbox"/>	<input type="checkbox"/>	Patterns.doc http://kwayaciiwin.com/files/Patterns-notfinished.doc	179.5 KB

- ii. **To delete the old file:** Check on the Delete checkbox beside the old file. Only do this if you want to permanently delete the old file.

Delete	List	Description	Size
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Patterns.doc http://kwayaciiwin.com/files/Patterns-notfinished.doc	179.5 KB

- iii. **To keep all the files:** Don't check anything. Uploading the new file will add it to the list of file attachments for that resource.

Delete	List	Description	Size
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Patterns.doc http://kwayaciiwin.com/files/Patterns-notfinished.doc	179.5 KB

7. Now click **Submit**, it should take you to view the Resource item with the new changes you made.