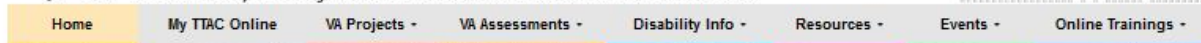


# TTAC Online User Guide

- Introduction to the Home Page



This box contains various projects and agencies in Virginia.

These panels present each tab of the website.

A vertical panel with a blue border. At the top is a circular icon of a laptop. Below it is the text "Online Trainings". Underneath, there are three bullet points: "Participate in self-paced training (Webshops, eWorkshops or Videos) designed by VDOE TTAC Staff or other professionals" and "Receive a Certificate of Completion". At the bottom is a button that says "VISIT»".

A section titled "Check It Out" with a list of news items. Each item has a small icon and a "Read More »" link. The items include: "November 2015 is Family Involvement in Education Month", "TechKnowledgey Conference 2015 (Online)", "Office 2013- Come See What's New!", "Read:OutLoud 6 - Text to Speech overview including Cool Tips and Features!", and "English Learner Tool Kit (U.S. Department of Education) (September 2015)".

This middle box provides contact info. for all of the regional TTACs.

A banner with the text "I'm Determined | JMU" at the top. Below it is a colorful graphic of the words "i'm determined" in various colors and fonts. At the bottom are navigation arrows.

A banner with the text "ODU TTAC" at the top. Below it is a blue circular logo with a stylized knot or infinity symbol. At the bottom are navigation arrows.

A banner with the text "TTAC Online Flyer" at the top. Below it is a collage of photos of children and the TTAC Online logo. At the bottom are navigation arrows.

This box supplies flyers, FAQs, and this User Guide.

- **How to Register**



- Click on Register and then complete the online form (Note: This is only the top of the form.)

### Register

**Username (Email Address)**

**Password**

**Confirm password**

- After you submit the completed form, you will receive the following message:

Thank you for filling out the registration form on TTAC Online. There are two more steps that you must complete. An email which contains an account activation link has been sent to the email address that you provided.

Please do the following:

1. Login to your email account and
2. Click on the activation link in the email to complete the registration process.

- **How to Log In**



- Click on Log In and enter your Username (Email Address and Password)

### Login

**Username (Email address)**

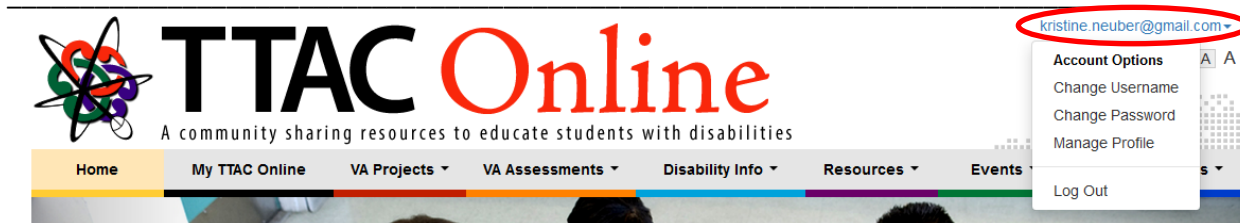
**Password**



[Don't remember your password?](#)  
[Don't have an account? Create an account](#)

Your username is now your email address.  
 If you remember your old username but not the email address used for your TTAC Online account, please [click here](#).

- When you are Logged In



- You can:
  - Change your Username
  - Change your Password
  - Manage your Profile
  - Go to your **My TTAC Online** Account
  - Complete **Online Training**: Webshops and eWorkshops
- What is in My TTAC Online?

**Account Information**

Username: kristine.neuber@gmail.com  
 Last Modified: Not Available  
 Last Accessed: 11/3/2015 12:38 PM  
 Account Options:

- [Change Username](#)
- [Change Password](#)
- [Manage Profile](#)

**Webshops in Progress**

1. [Microsoft Word 2007 - Quick Access Toolbar + Auto Summary + Voice Comment](#)
2. [Microsoft Office 2007 Ribbon](#)
3. [Teacher attitudes: what you do, makes a difference](#)

**My Favorites**

1. [Reaching and teaching All math students \(Scott Marfilius 2010\)](#)
2. [Resources for Working with Children with Blindness or Visual Impairment](#)
3. [Virginia Assistive Technology Resource Guide](#)

**eWorkshops**

1. [Microsoft Word 2007- Part I](#)

- **My Favorites** allows you to bookmark your favorite **Resources, Events** and **Online Trainings**.
- When you open a resource, click on **Add to My Favorites** to add it to your **My TTAC Online** account.
- A sample resource:

## Virginia Assistive Technology Resource Guide

[Add to My Favorites](#)

**Description:** This chart contains assistive technology resources organized by Instructional or Access Area, Standard tools, Modifications and Accommodations of Task and Expectations and Assistive Technology Solutions.

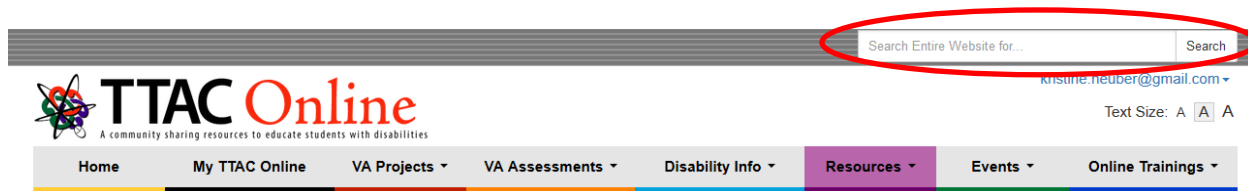
**Attachment(s):**

[VA\\_AT\\_Resource\\_Guide-2.doc](#)

- My Certificates stores your certificates of completion for any webshops that you have completed.

- **How to Search the Entire Site**

- This search looks at all the sections of the website.
- The results are color coded to the sections of the site (ie., Resources have a purple square).



- **How Search Particular Topic Area**

- Pick a topic from one of the drop down menus:



- On the left margin, you can refine your search in a variety of ways.
  1. Type in a topic in the **Search within results** box and click **Search**
  2. Click on a tag under **Age Level** and/or **Category** and/or **Disability Area** and/or **More Topics** and click **Search**.

### Resources

Search

Search within results:

Results Sort: Relevance

Search

Age Level:

- After High School 632
- Early Intervention 513
- Elementary 1089
- High School 1286
- Middle School 1213

More »

Category:

- Adapted PE 21
- Assessment 186
- Assistive Technology 335
- Behavior 272
- Collaboration 332

More »

Disability Area:

- ADD/ADHD 833
- All Disabilities 46
- Autism Spectrum Disorder 1093
- Deaf-Blind 750
- Developmental Delay 833

More »

More Topics:

These numbers indicate how many resources have this tag.

### Resources

Search

Search within results:

Results Sort:

- Relevance
- Alphabetical
- Newest First
- Recently Updated
- Relevance

This drop down allows you to sort the results of your search in different ways. The default setting is Relevance.

- **Search Tips**

- The search feature searches the title, description, tags, and attachments.
- Searching the entire website or within the results will look for all variations of the root of a word. (For example, if you put “feed” in Search the entire website, you will get results will include feed, feeds, feeding, RSS feed, feedback, and newsfeed.)

- **Events Calendar**

- This calendar lists State and Regional Events for Virginia. If you want to show only your region, click on **Uncheck All** and then click on the Region you are interested in.
- For more details on a particular Event, click on the calendar posting.

**Calendar**

Show Events for Regions [Uncheck All](#)

<input checked="" type="checkbox"/> Region 1	<input checked="" type="checkbox"/> Region 2	<input checked="" type="checkbox"/> Region 3	<input checked="" type="checkbox"/> Region 4
<input checked="" type="checkbox"/> Region 5	<input checked="" type="checkbox"/> Region 6	<input checked="" type="checkbox"/> Region 7	<input checked="" type="checkbox"/> Region 8
<input checked="" type="checkbox"/> State			

< > today September 2015 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9 9:00 am Regions 6 & 7 - F	10 9:00 am Regions 6 & 7 - F	11	12
13	14	15	16 9:00 am Regions 6 & 7- C	17	18 9:00 am Regions 6 & 7- C	19 8:00 am 2015 PEATC Par