Digital Reading Materials

Use free materials from www.arc-bc.org if possible as this is a Ministry of Education funded database and materials are created by library technicians.

ARC-BC is in partnership with publishers. An ARC-BC copyright FAQ is available at:
https://www.arc-bc.org/help/download/ARC-BC_Copyright_FAQs.pdf

Staff must adhere to Canadian Copyright Restrictions for printed formats. Scanned materials must ONLY be available to students with print disabilities.

NOTE 1: If you cannot find the etext you need, you can request a title be added to the ARC-BC inventory. Requests can be completed on the "contact" tab of the ARC-BC website. You may be asked to donate a copy of a book in order for its binding to be removed and scanned.

NOTE 2: If a district or staff member creates a digital material and wishes to share it with other educators in BC. That file can be submitted to ARC-BC for storage and distribution. More information is availble at www.arc-bc.org or through this FAQ:
https://www.arc-bc.org/help/download/ARCBC%20Contribute%20to%20Collection%20FAQs.pdf

Creating Your Own Materials for Read&Write/Google Drive (RW4G)

    I. From a photograph
        A. + Smartphone app such as CamScanner or Scanbot or other preferred PDF creation app
        B. + ReadWrite Snapverter app
    II. From a website
    III. From another type of document that is read in a different program.
    IV. Using the photocopier

I - CREATING DIGITAL READING MATERIALS FROM A PHOTOGRAPH

A +Smartphone app such as CamScanner or Scanbot or other PDF creator app

1. Open the CamScanner app
2. Take a photo, adjust the margins of the image
3. Export the scanned image as a PDF to the Google Drive App on the phone or
4. Email the scanned image as a PDF to an SD62learns.org email address

B + ReadWrite Snapverter app

1. Take a photograph of a worksheet or handout with a smartphone that had Google Apps installed.
2. Send the photo to your Google Drive account
3. ON A LAPTOP OR COMPUTER OR CHROMEBOOK, open google drive.
4. Move the photograph into the "Drop Here to Convert Folder" that is inside the "Snapverter" folder.
5. Allow time for the conversion (1-5 minutes)
6. Open "Finished" folder that is inside the "Snapverter" folder, right click on the converted file to rename it, move it, or open it (choose "open with" and then "Read Write for Google Chrome")

NOTE: if you can't find the "Snapverter" folder in your Google Drive, look at the "Troubleshooting Snapverter" Handout on the SD62 Learning Commons.

II - CREATING DIGITAL READING MATERIALS FROM A WEBSITE (TO READ LATER)
1. Go to the target website (such as www.newsela.com) using Google Chrome web browser.
2. Go to Settings Menu ("Hotdog" or "Hamburger" icon with three horizontal lines) at the far right.
3. Choose "Print"
4. Choose the PDF Printer.
5. Upload the PDF to google Drive and then open it with RW4G.
NOTE: RW works on websites in real time just click the purple puzzle piece icon.

III - CREATING DIGITAL READING MATERIALS FROM ANOTHER TYPE OF DOCUMENT
1. Upload the file, such as a worksheet that is in kurzweil or .kes format to Google Drive
2. Move it into the "Drop Here to Convert Folder" that is inside the "Snapverter" folder
3. Allow time for the conversion (1-5 minutes)
4. Open the "Finished" folder that is inside the "Snapverter folder, click on the converted file to open it, or right click on it to move it.

IV - USING A PHOTOCOPIER
1. Scan the materials using a school photocopier and send them to a staff SD62learns.org account **ensure the "image sent" is set to scan as a "PDF" not "TIFF" or "JPEG"
2. Open the staff SD62learns.org email (Use the Gmail app icon or type mail.google.com).
3. Click on the "save to google drive" icon that is at the bottom of the email from the photocopier.
4. Save or Move the file into a folder you have created for all your digital materials.
5. Right click on the file, choose share, and enter the student's email address OR
6. Have a folder for each student, and move all files for that student into it, then share the folder.

Other Sources for Free Digital Materials
www.celalibrary.ca and BCLibraries library2go
Greater Victoria Public Library - uses two apps – Overdrive/Libby and Cloud Library
Vancouver Island Regional Library - uses the Overdrive/Libby app

Paid Digital Materials
SD62 has some district licenses for digital materials such as "World Book." In addition, some schools have purchased digital copies of textbooks that are available through their learning commons or library portal.

If you are interested in additional digital materials, you can search for a title through ERAC (Educational Resource Acquisition Consortium http://www.bcerac.ca) which might redirect you to Alberta Learning Resources or individual publisher"s sites. There's more info at "Where to Buy" page (http://www.bcerac.ca/novel/wheretobuy.aspx).

Graham Arts, Principal of the Innovation and Technology Department is the district contact for ERAC.

If you have corrections, suggestions, or feedback on this information, please email Suzanne Harwood, Inclusion Coach for Assistive Technology & ARC-BC District Partner at sharwood@sd62.bc.ca