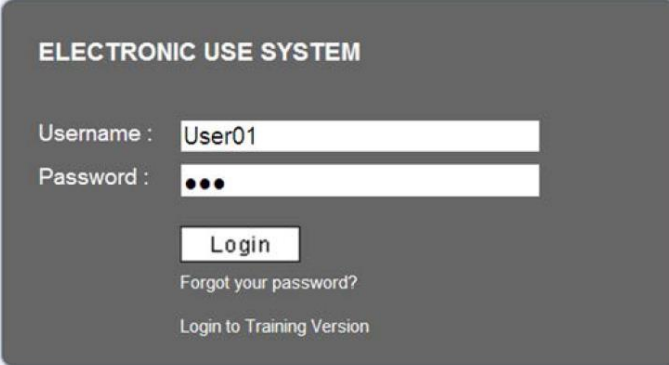


2016 EUS User Screens

www.schoolseus.com.au

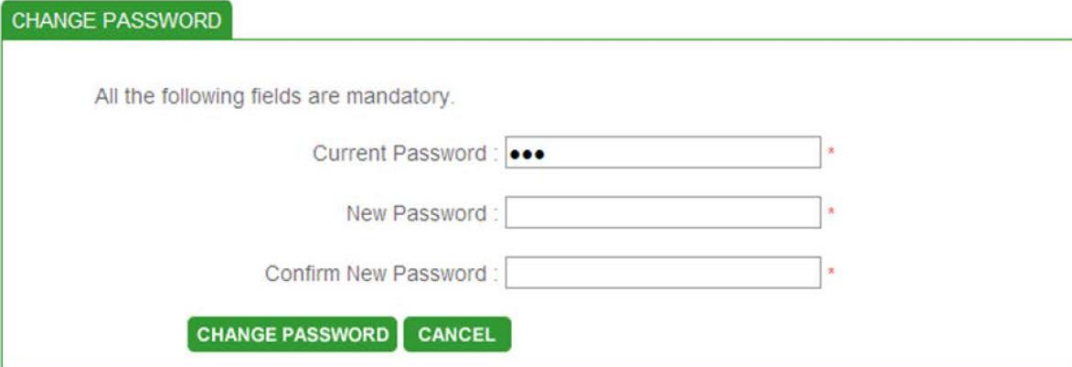
1. Login – can select production or training – default production



The screenshot shows a login form titled "ELECTRONIC USE SYSTEM". It contains two input fields: "Username :" with the value "User01" and "Password :" with three dots. Below the fields is a "Login" button. Underneath the button are two links: "Forgot your password?" and "Login to Training Version".

TIP: Passwords are not case sensitive

2. Password – prompted to change on initial login, on request or after rest



The screenshot shows a "CHANGE PASSWORD" screen. At the top left, there is a green header with the text "CHANGE PASSWORD". Below this, a message states "All the following fields are mandatory." There are three input fields: "Current Password :" with three dots, "New Password :", and "Confirm New Password :". Each field has a red asterisk to its right. At the bottom, there are two buttons: "CHANGE PASSWORD" and "CANCEL", both in green.

3. Landing page



Submit Usage Record





View / Edit Usage Record



Nothing to Record this Week



Change Password

 FREQUENTLY ASKED QUESTIONS				Download FAQs 
What about licences and subscriptions?	Do I only have to record the materials I use at school?	Will my records be confidential?	How do I edit or delete a record if I make a mistake?	How do I change my password or if I forget my password?

4. Initial Submit Usage Record page

Log Your Activity

 [FAQ](#)

1. What did you use?

- Text Only
- Image Only 
- Music Only 
- Combination (Text/Image/Music)







2. How many pages?

3. Sourced from?

- Web Page
- Other


4. How did you use it?

Tick all that apply

-  Download / Save / Copy to computer or storage device
-  Make available on or from network / online
-  Email
-  Tell students to Print / Copy / Save
-  Take a digital photo/screenshot
-  Display or Project

(excluding material displayed directly from the internet)

6. SUBMIT

 FREQUENTLY ASKED QUESTIONS				Download FAQs 
What about licences and subscriptions?	Do I only have to record the materials I use at school?	Will my records be confidential?	How do I edit or delete a record if I make a mistake?	How do I change my password or if I forget my password?

5.1 Submit Usage Record: Webpage/Text or Music or Combination

Log Your Activity

[FAQ](#)

1. What did you use?

- Text Only
 Image Only **?**
 Music Only **?**
 Combination (Text/Image/Music)

2. How many pages?

3. Sourced from?

- Web Page
 Other

4. How did you use it?

Tick all that apply

- Download / Save / Copy to computer or storage device
 No. of copies
 Make available on or from network / online
 Intended no. of students/staff
 Email
 Intended no. of students/staff
 Tell students to Print / Copy / Save
 Intended no. of students
 Take a digital photo/screenshot
 No. of copies
 Display or Project
 Intended no. of students/staff
 (excluding material displayed directly from the internet)

5. Copy and paste url

6. SUBMIT

FREQUENTLY ASKED QUESTIONS					Download FAQs ?
Do I need to record student use?	Do I need to record when I display material from the internet?	Do I have to record Clipart?	Do I need to record teaching materials created prior to the survey period?	What about the School's Network/Intranet/Learning Management System/Wiki?	

5.2 Submit Usage Record: Webpage/Image

Log Your Activity

[FAQ](#)

1. What did you use?

- Text Only
 Image Only **?**
 Music Only **?**
 Combination (Text/Image/Music)

2. How many images?

3. Sourced from?

- Web Page
 Other

4. How did you use it?

Tick all that apply

- Download / Save / Copy to computer or storage device
 No. of copies
 Make available on or from network / online
 Intended no. of students/staff
 Email
 Intended no. of students/staff
 Tell students to Print / Copy / Save
 Intended no. of students
 Take a digital photo/screenshot
 No. of copies
 Display or Project
 Intended no. of students/staff
 (excluding material displayed directly from the internet)

5. Copy and paste url

Description of image

6. SUBMIT

FREQUENTLY ASKED QUESTIONS					Download FAQs ?
What if I forget to record my usage one week?	What do I need to record?	What don't I need to record?	Do I need to record links or bookmarks?	What about photocopying, printing or scanning?	

5.3 Submit Usage Record: Other/Text or Music or Combination

Log Your Activity

[FAQ](#)

1. What did you use?

- Text Only
 Image Only
 Music Only
 Combination (Text/Image/Music)

2. How many pages?

3. Sourced from?

- Web Page
 Other

4. How did you use it?

Tick all that apply

- Download / Save / Copy to computer or storage device
 No. of copies
- Make available on or from network / online
 Intended no. of students/staff
- Email
 Intended no. of students/staff
- Tell students to Print / Copy / Save
 Intended no. of students
- Take a digital photo/screenshot
 No. of copies
- Display or Project
 Intended no. of students/staff
 (excluding material displayed directly from the internet)

5. Copy and paste url

6. SUBMIT

FREQUENTLY ASKED QUESTIONS					Download FAQs [i]
What if I forget to record my usage one week?	What do I need to record?	What don't I need to record?	Do I need to record links or bookmarks?	What about photocopying, printing or scanning?	

5.4 Submit Usage Record: Other/Image

Log Your Activity

[FAQ](#)

1. What did you use?

- Text Only
 Image Only
 Music Only
 Combination (Text/Image/Music)

2. How many pages?

3. Sourced from?

- Web Page
 Other

4. How did you use it?

Tick all that apply

- Download / Save / Copy to computer or storage device
 No. of copies
- Make available on or from network / online
 Intended no. of students/staff
- Email
 Intended no. of students/staff
- Tell students to Print / Copy / Save
 Intended no. of students
- Take a digital photo/screenshot
 No. of copies
- Display or Project
 Intended no. of students/staff
 (excluding material displayed directly from the internet)

5. Attach a copy or provide details of source

- Attach material
 ISBN/ISSN/ISMN
 Other details

No file chosen

Submit reference details below

Image Description:
 ISBN / ISSN / ISMN:

Submit reference details below

Image Description:
 Artist/Illustrator/Photographer Surname:
 Artist/Illustrator/Photographer First Name:
 Publisher:
 Publication Title:

6. SUBMIT

FREQUENTLY ASKED QUESTIONS		Download FAQs [i]

6.1 View/Edit Usage Record: list of records

View/Edit Usage Records

FAQ

Item	Date/Time	Source	Pages	Copied For	Source Details	Usage (Copies)	Edit
1	29/01/16 12:12	Web	10	Text Only	www.aaa.com	Email (10)	
2	06/01/16 10:48	Web	2	Text Only	http://smh.com.au	Download Save (20)	
3	06/01/16 10:48	Other	2	Image Only	bird & dog	Download Save (20)	
4	03/08/15 11:09	Web	1	Text Only	www.copyright.com.au	Download Save (2)	

FREQUENTLY ASKED QUESTIONS					Download FAQs
What if I forget to record my usage one week?	What do I need to record?	What don't I need to record?	Do I need to record links or bookmarks?	What about photocopying, printing or scanning?	

6.2 View/Edit Usage Record

View / Edit Usage Record

FAQ

1. What did you use?

- Text Only
- Image Only
- Music Only
- Combination (Text/Image/Music)

2. How many pages?

3. Sourced from?

- Web Page
- Other

4. How did you use it?

Tick all that apply

- Download / Save / Copy to computer or storage device
No. of copies
- Make available on or from network / online
- Email
- Tell students to Print / Copy / Save
- Take a digital photo/screenshot
- Display or Project
(excluding material displayed directly from the internet)

5. What was copied?

SAVE CHANGES

DON'T SAVE CHANGES

DELETE RECORD

FREQUENTLY ASKED QUESTIONS					Download FAQs
Why have an EUS?	How was my School chosen?	Is there an alternative to sampling?	What if I have no usage to record this week?	What if I don't have any items to submit over the whole survey period?	

7 Nothing to Record (this week)

Nothing to record last week from (Monday 01 February - Sunday 07 February 2016)


[FAQ](#)

Click below if you have not **copied** (e.g. downloaded or saved to disk, taken a digital photo/screenshot) or **communicated** (e.g. emailed, placed on a network or intranet or displayed or projected) other people's electronic material for educational purposes.

- Last week I did NOT make any electronic copies (except printing or scanning) or communications of copyright material.

SUBMIT

CANCEL

FREQUENTLY ASKED QUESTIONS				Download FAQs 
Why have an EUS?	How was my School chosen?	Is there an alternative to sampling?	What if I have no usage to record this week?	What if I don't have any items to submit over the whole survey period?