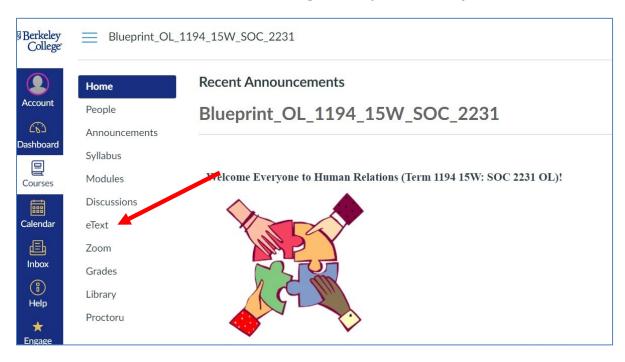
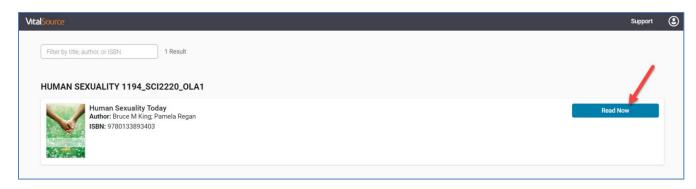
VitalSource Student - Getting Started

1. Accessing your eText

Click the eText icon in the navigation panel for your course.



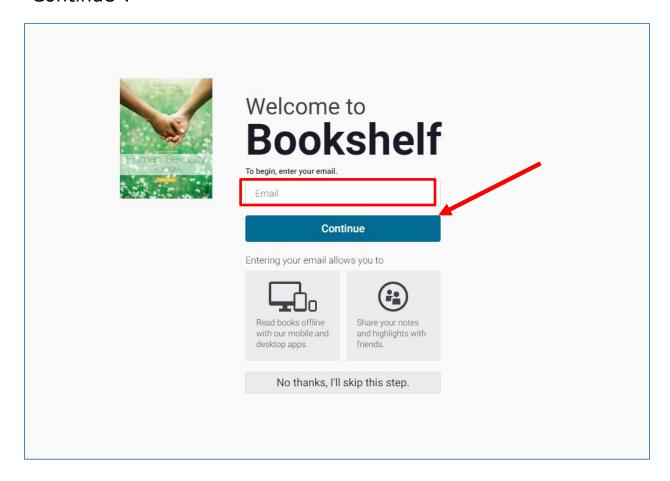
Next, click "Read Now".



Creating your Bookshelf Account

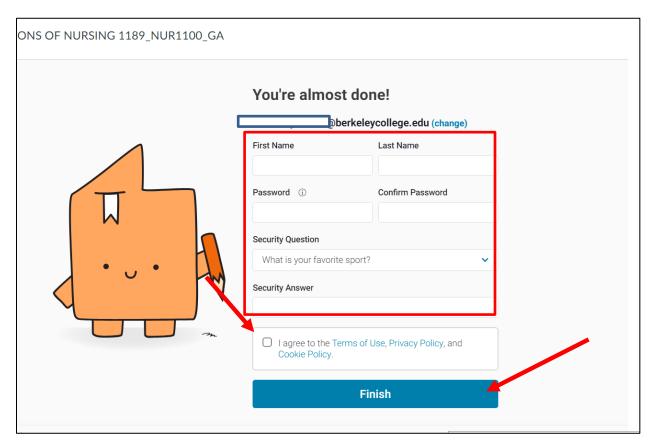
You will be given the choice to either enter your email and create an account, or continue without entering your email. It is **highly recommended** that you create an account with Bookshelf so that you will be able to use the <u>mobile and desktop apps</u> and also share your notes and highlights with classmates. (See p. 25 for more information about downloading the app).

Enter your Berkeley College email (first-last@mymail.berkeleycollege.edu) in the field and click "Continue".



Note: You will be able to view your eText from within Canvas whether or not you enter your email and create an account.

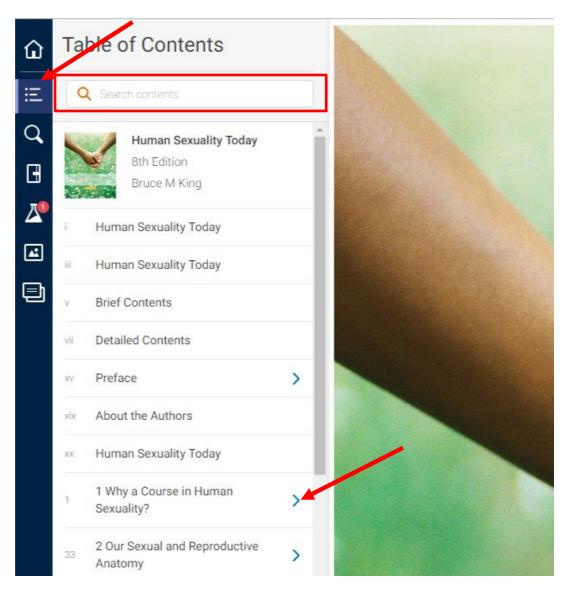
Enter the information requested in the fields below. When creating your account, be sure your password has a minimum of 8 letters, at least one uppercase and one lowercase letter, at least one special character (e.g., ~-!\$). Be sure to agree to the Terms of Use, Privacy Policy, and Cookie Policy, and click Finish.



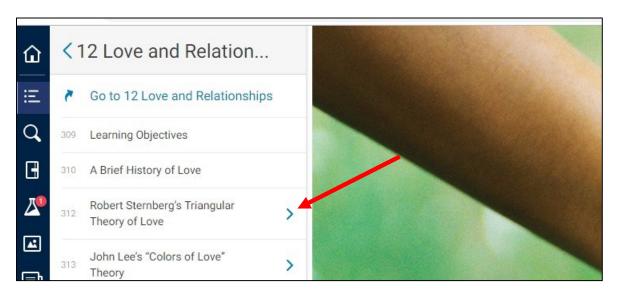
You will only need to complete the registration process one time, and you won't need to log into Bookshelf each time you access your eText.

3. Navigating your eText

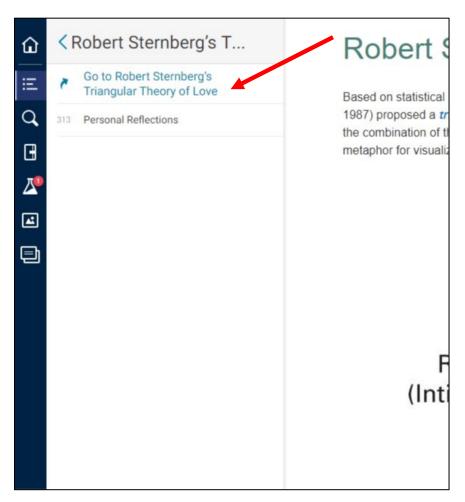
Once you're in the inside the eText, there are a number of things you can do. Click the Table of contents link in the Bookshelf navigation panel and then click on any of the chapters in the eText to navigate there.



Note: You can also search for Keywords in the table of contents by typing in the Search contents box. You will then be taken to another menu that will allow you to navigate the chapter to a specific topic.



And then even deeper into a specific area of the topic.

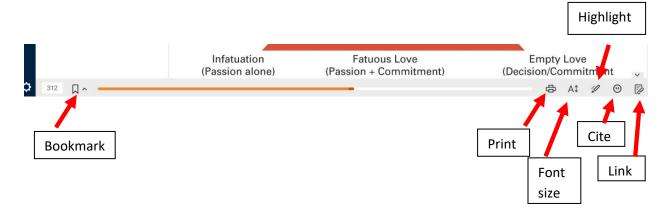


You can also navigate the eText by clicking the bottom of your screen and either entering a page number in the field at the bottom left, or by dragging the progress bar that spans the bottom of your screen.



Note: You may need to click near the bottom of your screen to see the progress bar and menu.

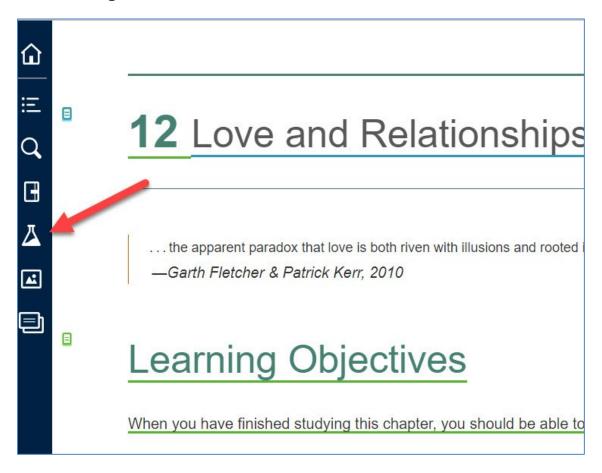
You can also use this menu to bookmark pages, print pages, change the size of the font, quick highlight, get the citation, and get a direct link to a page.



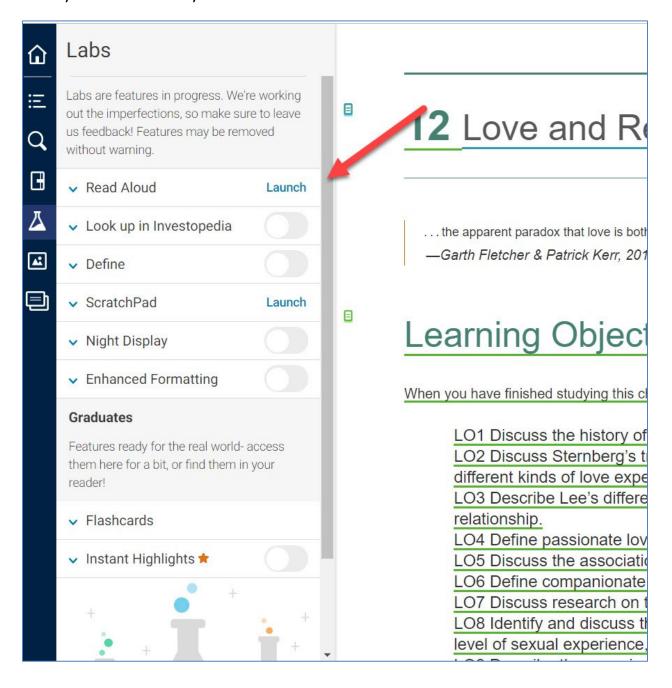
Note: You can see your bookmarked pages by clicking the arrow next to the Bookmark icon.

4. "Read Aloud"

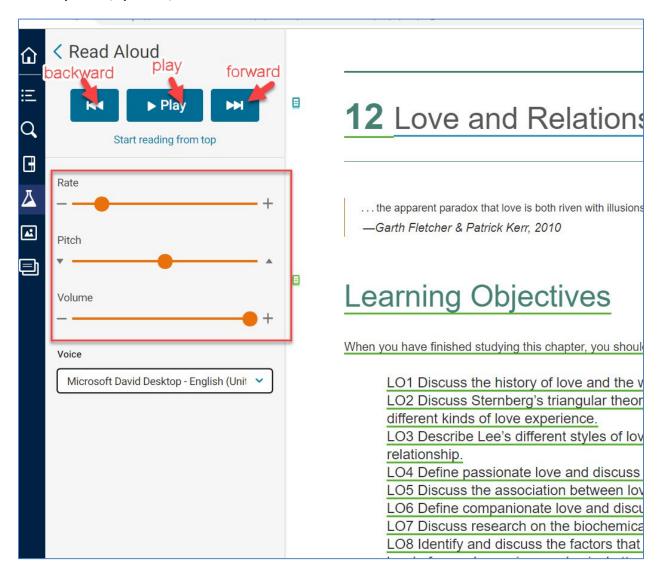
If you'd like the eText read aloud, please click the "Enhanced Formatting" icon from the tool bar.



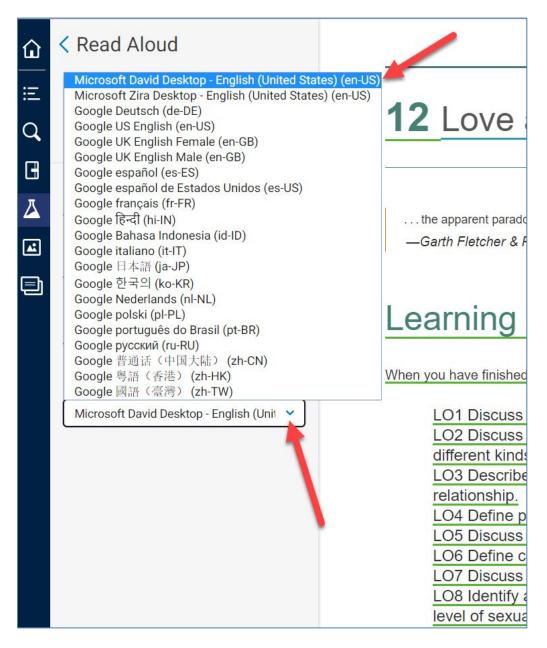
Next, click Launch, in the Read Aloud field.



In the window that opens, click Play to hear your eText read out loud. You can move forward or backward in the text, and change the speed, pitch, and volume at which the eText is read.



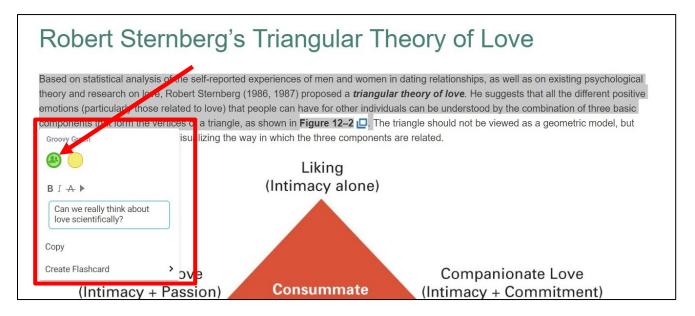
Finally, you can also change the voice, in which the eText is read aloud. Click the menu, then choose the voice in which you would like your eText read from the selections.



Note: The Language options other than English will read the eText in a combination of English and the language selected. **It is not a full translation.**

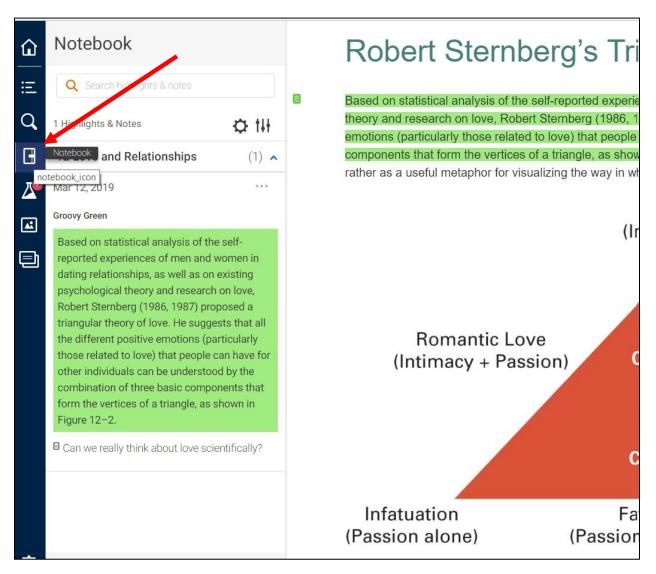
5. Notes and highlights in your eText

Once you've reached the desired page in your eText, you can highlight passages and make notes. Click and drag across the area you would like to highlight.



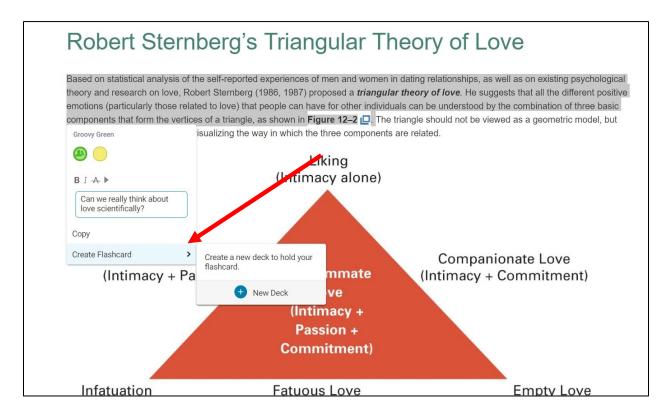
Type any notes about the passage in the text box. You can even share your notes with any of your classmates that "follow you" in Bookshelf by clicking on the color with the people icon. To add public highlighters, follow the instructions on pages 15-17.

You can view any of your highlights and associated notes (as well as the highlights and notes of those you follow), by clicking the Notebook icon in the Bookshelf navigation panel.

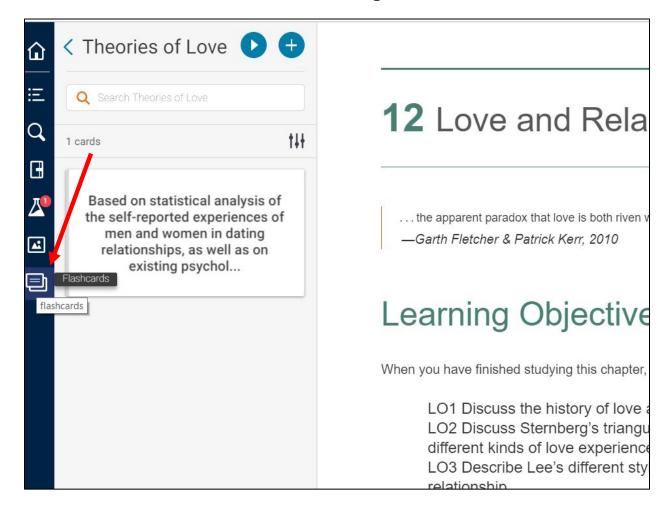


6. Flashcards

By clicking "Create Flashcard", you can create flashcards that contain the highlighted passage and any other information you'd like to add.



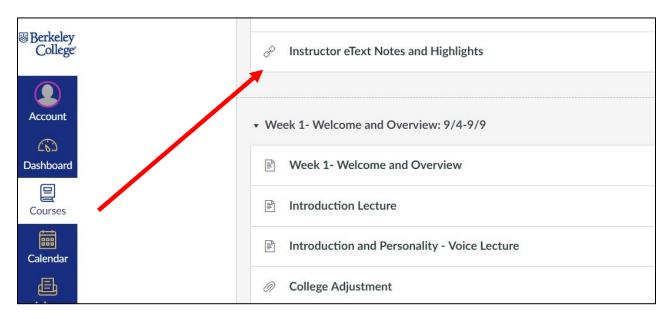
You can review your flashcards (sorted by deck) by clicking the Flashcards icon in the Bookshelf Navigation Panel.



7. "Following" Master Instructor Highlights, as well as your own instructor's notes and highlights

For many eTexts, there are *Master Instructor Highlights* that will provide links to important information related to the topic at hand. To follow these highlights in all of your VitalSource Bookshelf eTexts, click this link: <u>Master Instructor Highlights</u>. Your instructors may also post this link in your course.

In addition *Master Instructor Highlights*, your instructor may post even more highlights and notes to your eText that are important for your learning. In order to follow your instructor's notes, click the link that he or she provides.



Note: you may find these links in the Course Information Module or in Announcements. Contact your instructor for further information.

You will be redirected to a Bookshelf landing page and see a brief message indicating that you are "following" either your instructor or the *Master Instructor Highlights*.



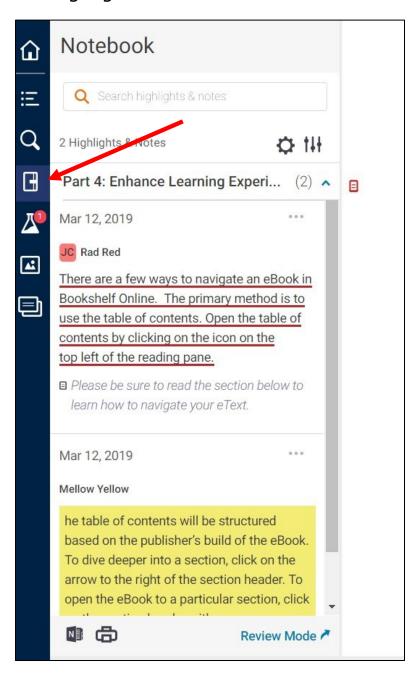
You may return to your eText by clicking "Continue Reading" in the window that appears, or navigate there by clicking eText in your Canvas course.

Note: It may take a few minutes for your instructor's notes to appear.

You will see the notes and highlights made by your instructor, as well as anyone else you may have followed on the page where they were posted. Click the Note icon to view any notes.



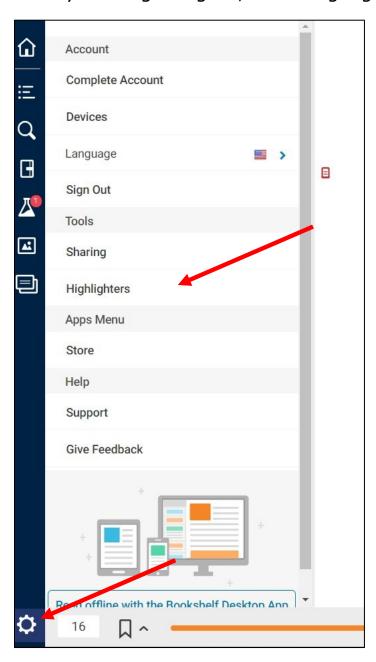
Notes and highlights will also be visible when you click the Notebook icon. You will see your instructor's initials next to his or her highlights.



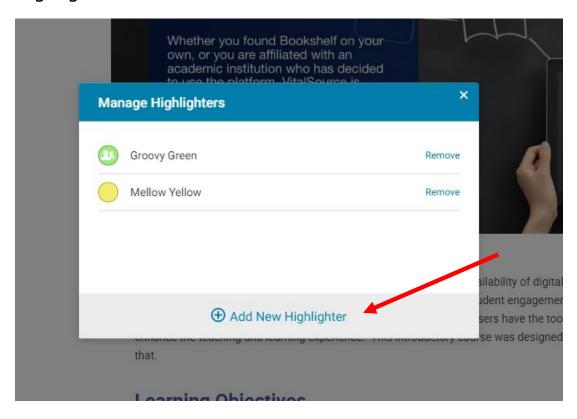
Note: Highlights from your instructor and others you follow will display as "underlines" while your own highlights will show as full highlights.

8. Sharing your notes and highlights with classmates

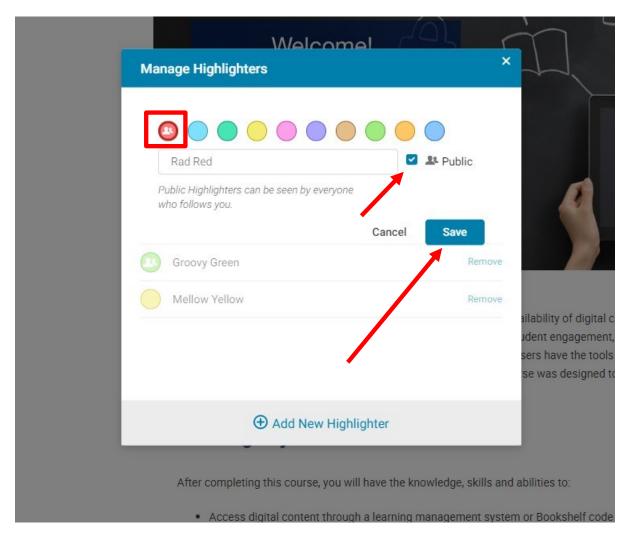
You may also share your own highlights and notes with your classmates. To do this, you must first be sure that you are using a shared highlighter. You can identify a highlighter as a shared one by clicking the gear, then "Highlighters".



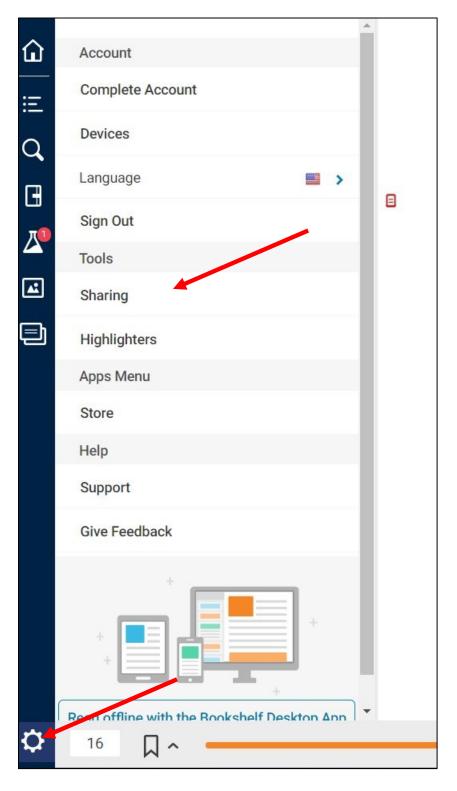
You can add a shared highlighter by clicking "Add New Highlighter".



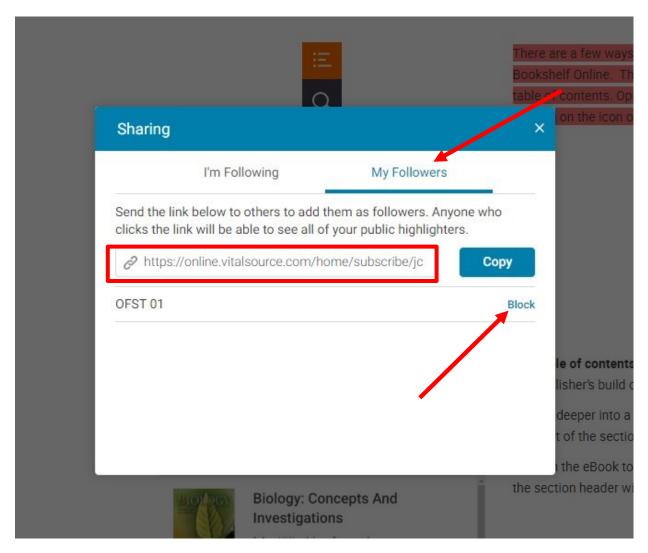
Then choose one of the colors, and then click the checkbox next to public. Be sure to save.



Then, to share, click the Gear icon from the Bookshelf navigation panel and then "Sharing" from the menu that opens.

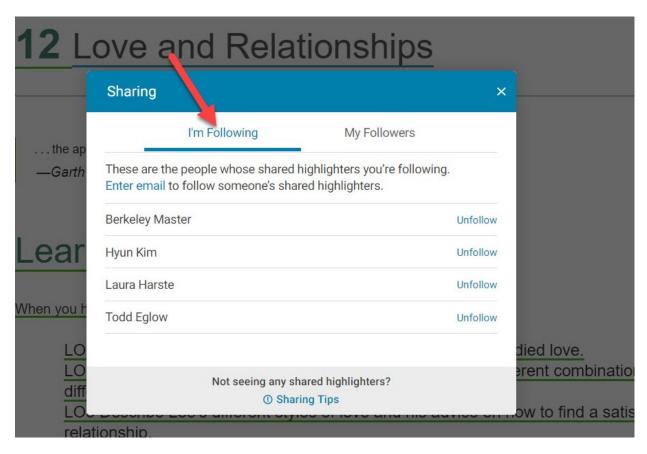


From here, click on "My Followers", and copy the link that you may provide to your classmates. They will be able to see notes and highlights in eTexts for classes that you share.



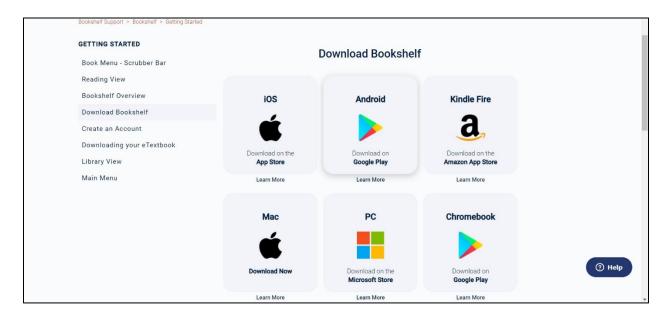
Note: to be able to share your notes and highlights, you must have an account with Bookshelf (See Page 2).

You may block any of your followers by clicking the "Block" link in the same field as their name. You can see who you are following by clicking the "I'm following" tab in the same window. You can unfollow here, or follow someone else by entering their email.

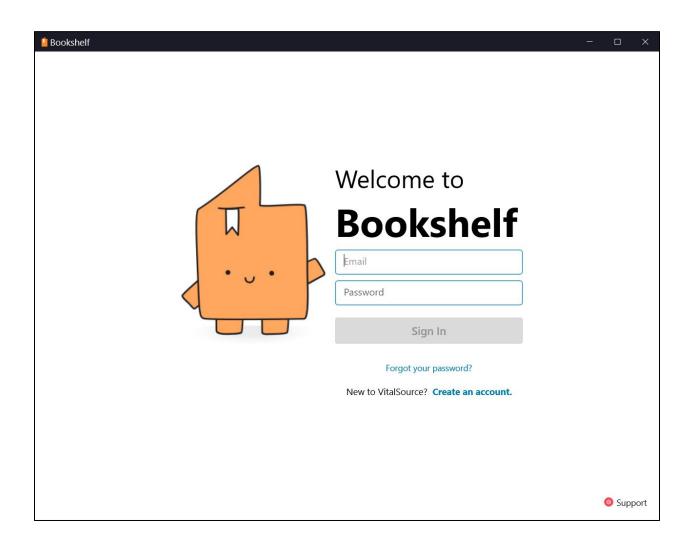


Reading your eText offline

Downloading the VitalSource Bookshelf app for either your computer or mobile device allows you view your eText when you don't have internet access. It also allows you to access your eText after your course has ended. Click Download VitalSource Bookshelf app to begin. Then, choose the download for your device.



Follow the prompts to download and install your app, which will vary depending on your device. Once you've installed the app, you will need to log in. Please be sure you've created an account by following the steps beginning on p.2 of this document.



Once you've downloaded the app and logged in, you will see your titles on the homepage. Click the cover of the eText you would like to read.



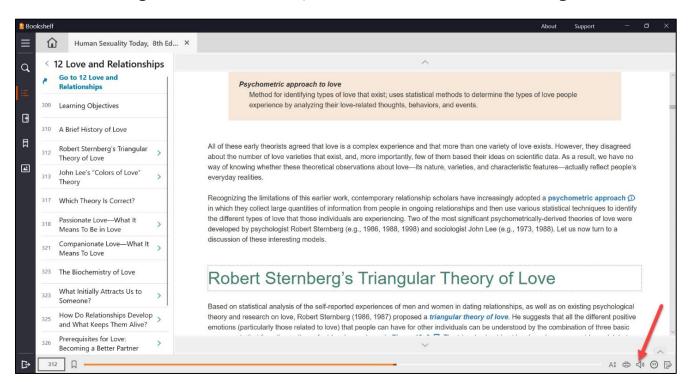
Once you click the cover, the eText will begin to download. You will see that it is downloading in the upper right corner of the cover.

Note: To be able to continue to view your eText after the course is completed, please be sure to download each of your titles in either the desktop or mobile app.

You will know that an eText is downloaded and ready to read when you see the checkmark in the upper right corner of the cover. Click the cover to access the book.



The desktop version of the Bookshelf app will look and function similarly to the native reader that you access via Canvas, and you may also use the "read aloud" feature. Click the sound icon on the bottom right of the toolbar, to listen to the eText being read.



Click play in the player that opens. You can move forward or backward on the page by clicking the icons. You can even adjust the reading speed by dragging the indicator. Click the Exit button to return to the regular page view.

