# ODILO



# **User guide**

Learn how to develop literacy skills and become the best version of yourself through your Unlimited Learning Ecosystem.

# Introduction

Welcome to the user guide of your literacy learning ecosystem. The main purpose of this ecosystem is to improve the reading competence of students at all ages, from initial ages (3-5 years) to the end of their school years. Actively involving the teacher in this process as well as the families in concrete and fundamental parts.

From this moment on, all users can begin to become the best version of themselves. To do this, the ecosystem is designed based on 3 fundamental pillars that will allow you to discover unlimited learning with the best user experience and efficiently:

**Technology**: You will see how simple it is to discover a content or format of your interest and start to consume it. In just one click, you can carry out collaborative learning with other users and easily obtain consumption data that will allow monitoring the learning process.

**Resources**: Within the resources of the ecosystem, you can find multiformat and multilingual content, which is part of collections adjusted to the development of reading and writing skills of the students, and preferences of teachers and families. All reading resources are from leading publishers worldwide, in various formats, from ebooks, audiobooks or podcasts to structured learning experiences that correspond to established teaching methodologies that you can clone or create for your students, adapting to your learning style and educational needs.

**People**: Your ecosystem has a team of people who actively work to make any user the best version of themselves through continuous and unlimited education. Our team will support you in navigating the ecosystem through training and pedagogical guidance.

This guide will allow you to know how the ecosystem works step by step. To do this, you will see important aspects such as accessing the ecosystem and consumption of educational resources, as well as other specific actions: content accessibility tools and experience personalization.

Important: On the next page, you will be able to access the interactive index. By clicking on any title, the document will take you directly to the page where you will find the information.

Click on the headings to navigate through the areas quickly and easily.

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# 1. Get started in your literacy learning ecosystem

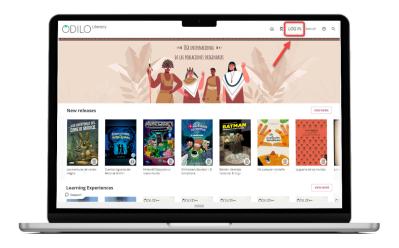
To start enjoying your Unlimited Learning Ecosystem, You can access it in two ways.

# 1.1 Log in

Once you have your active credentials (given by your institution), you will be able to access from various devices.

**From the web browser:** from the "Log in" button located in the menu at the top of the web browser.

**Through the APP:** To do this you will need to download the App on your device. In the event that your ecosystem corresponds to *Odilo Unlimited learning*, select your institution's library and enter your credentials.





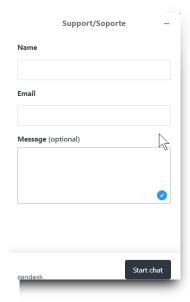


# 1.2 Support

You will have a support button where you can communicate directly with a technical team ready to help you if you have login problems or any difficulty during your navigation through the ecosystem.

To use this support service, you just have to click on the button at the bottom left, including a question or comment and providing a contact email.





# 1.3 Download the application

The learning ecosystem adapts to your pace of life, so you can learn anytime, anywhere. From the APP, you can download the resources you have accessed, and then access them without the need for an internet connection.

You can download the application directly from the application store of your mobile device or tablet or from the browser.

To download from the browser, you must click on the **download buttons** at the bottom of your screen, selecting the operating system corresponding to your mobile device or tablet.







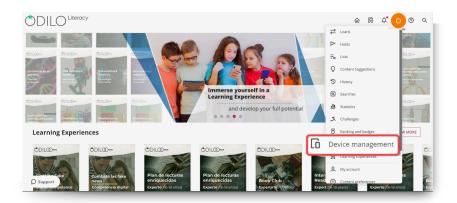


In the event that your ecosystem corresponds to Odilo Unlimited Learning, once downloaded, you will have to select the name of your institution, in the "Select Library" box.





You can access using your credentials even on up to **6 different devices**. If you want to monitor your devices and unpair any of them, you can do so from "Device management" in the user area.



Teachers and students will have access to the content from the App without having to be connected to the internet. To do this, they must download the content connected to a network and thus enjoy an offline experience.

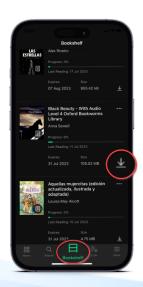
When you enter the App, you will see the following buttons at the bottom.



**Home**: It allows you to navigate carousels and content just as you would from the web. By clicking on the cover of a content you will be able to access it.

**Search**: Allows you to search for content by name, author, language, and more. Use the filters at the top.

**Bookshelf**: Allows you to view the content you have accessed. From this section you can download the content to your shelf, for offline access during its access period.





**Important**: If you want to access your app without an internet connection, you will only have access to your bookshelf and previously downloaded titles.

**Lists**: It allows you to create, view, edit and share lists, as well as access the lists and authors you follow.

**More**: It corresponds to the user area of your learning ecosystem. From here you can access your account and download settings for your app to set your download preferences.

Go to "Settings" and click on "Automatic downloads". From this area, you can configure the content downloads you make from your shelf.



**Important**: Consider that each download will increase the size of the App on your mobile device.

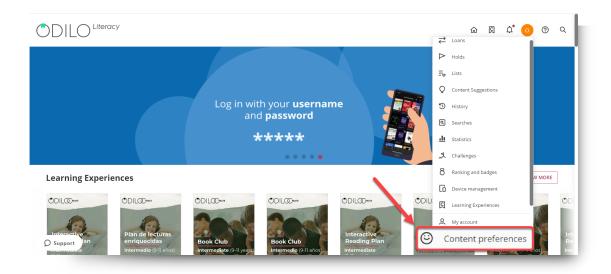
#### 2.Discover unlimited educational content

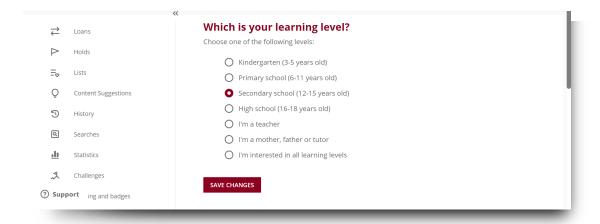
# 2.1 Through themed carousels

You will have thematic carousels constantly updated offering a wide variety of formats, from **ebooks**, **podcasts**, **videos**, **audio books**, **courses**, **Learning Experiences and more**.

Your learning ecosystem seeks to encourage readers to enhance their reading and writing skills, to achieve this, you will access a wide range of content collections on Children's and youth literature, comics and graphic novels, poetry and grammar and literature for primary and secondary school.

In order to fully personalize your experience within the ecosystem, and for the carousels to adapt to your interests, you can access the user area by clicking on the colored circle at the top right, and, in *content preferences*, select the apprentice profile you want.



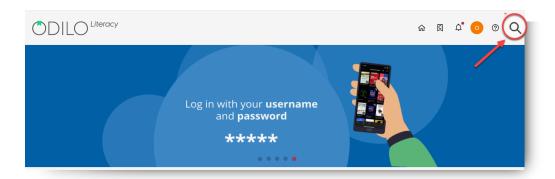


**Important:** The learning profile can be edited as many times as you want, helping you adjust its profile to have recommendations adjusted to your preferences.

The ecosystem will offer you personalized recommendations, the more you use it, the more it will know you and, therefore, the more the content will adapt to your interest.

# 2.2 Explore the full catalog

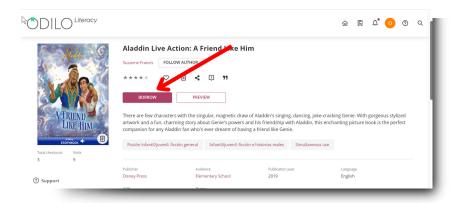
To discover the entire catalog or perform a specific search, you can do so from the search button that you will find in your upper right corner.



From this section, you will navigate through **all unlimited content** that make up the ecosystem, you can also establish filters in your search, such as **format**, **author**, **language**, **publisher**, **and more**, to make it more concrete and limited.

# 3. Learn through content

Enjoying contents in different formats is very simple, once you have selected the content you want to access, you simply have to click on "Borrow". In addition, you will be able to access a preview of 10% of it.



Once you have borrowed it you can click "Read".

You can also interact with it:

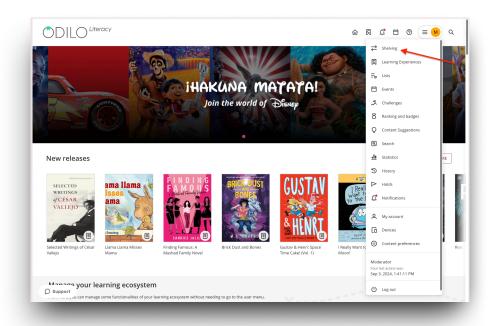
- Add stars to value content ★★★★★
- Add to favorites to later access it faster.
- Create or add content to a list
- Share content information <<
- Report a problem such as incorrect data, incorrect cover, problem reading/playing a resource. Important: Please note that this notification is one-way and you will not receive a response, your report will be reviewed as soon as possible.

Users will have an established loan policy, which will allow them a specific number of simultaneous accesses to the contents.

If you reach this maximum number of simultaneous accesses, your learning ecosystem will notify you with the message "You have reached the maximum number of simultaneous titles", you only have to return one of your active resources to free up space for a new loan.

**From the website** you will find all the content that you have accessed in the section "Shelving" which is located in the user area.

Here, you can view the active period of the content, renew it if needed, and return any content if you have reached your limit.



**In the App,** you can find the accessed content in the "Bookshelf" section. From there, you can download the selected resource for offline use by clicking the download arrow in the lower right corner of the resource.





Here, you can also view the active period of the content and renew it if needed. If you have reached your content limit, you can return any item from this area.

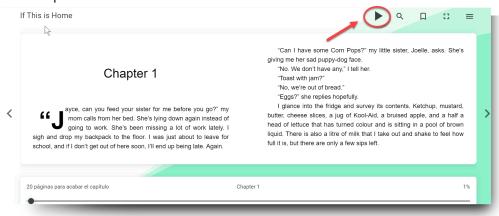


# 3.1 Accessibility and navigation module

With the objective that all users adapt the content of the ecosystem to their needs, the platform offers one of the most interesting options: **the accessibility module**.

This module offers the possibility of personalizing and adapting the content to your reading preferences according to the reading needs of each user.

1. Automatic narration (Text to speech): Pressing the "play" button will convert the text to speech.

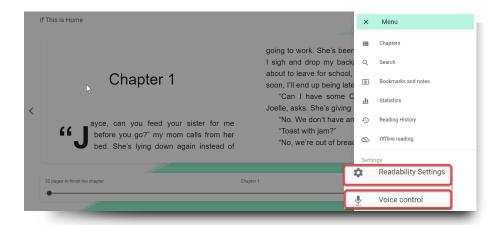


2. **Typography adapted to dyslexia (OpenDyslexic):** 
By clicking on the menu in the upper right corner of the screen and selecting "Readability settings" you can access the **OpenDyslexic font type** that has been specially designed for readers with dyslexia.





- 3. **Voice control:** By enabling the microphone, you can interact with the resource, for example, using the following commands:
- "Play"
- "Pause"
- "Resume"



# 3.2 Customize content

# 3.2.1 Personalize an ebook

You will have the option to personalize your reading experience and adapt the ebooks to your preferences. When selecting "Readability settings" from the menu located in the upper right corner of the screen you can modify:

- Font type
- Font size
- Line spacing
- Background color
- Pages

**Important**: All interactions made with your content will only affect the user who is customizing it, they will not be reflected in the content of other users.

# 3.2.2 Bookmarks and Notes

If you want quick access to a piece of content, you can create a bookmark in the desired section by clicking the icon shown below. Thus, you will be able to find all the pages marked in the option "Bookmarks and notes" from the drop-down menu in the upper right corner.

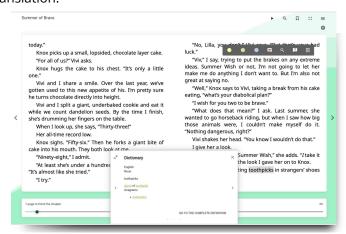


Furthermore, if you want to add notes within content, it is as simple as selecting the text in which you want to add the note and clicking on the **add note** icon



# 3.2.3 Dictionary and translator

For greater reading comprehension, its ecosystem allows you to look up words in the dictionary and translate them inside an ebook. To do this, just select the word you want to look up and you will automatically get the meaning of the word and the translation.



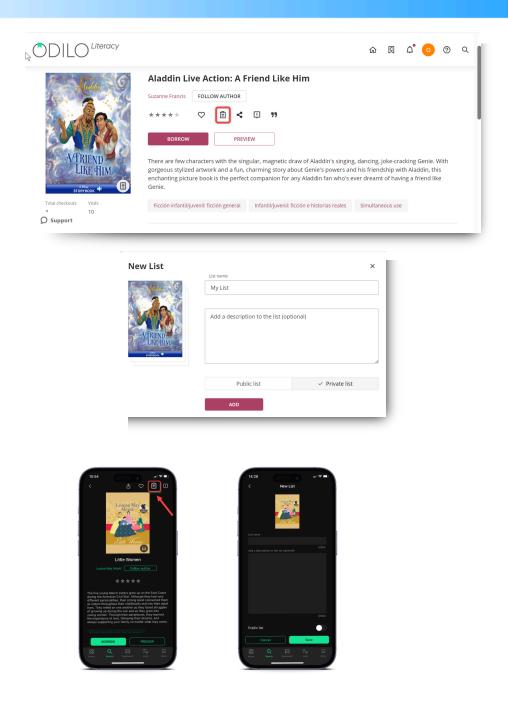
# 3.3 Organize content into lists

Your unlimited learning ecosystem allows you to join collaborative learning by actively following authors, sharing content lists or joining other users' content lists.

#### Create content lists

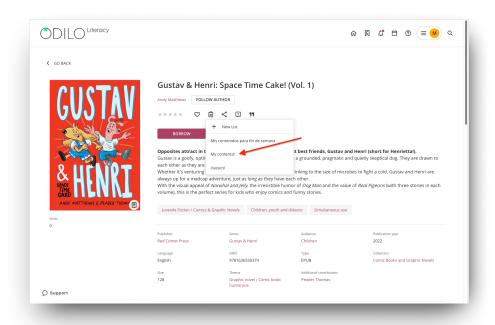
LCreating lists will allow you to quickly have educational content correctly organized. You can create as many lists as you want in 2 formats: **Private list** (only you have access) and **Public list** (can be shared with other users through link and other users can see them in the catalog).

To create a list, access the option "List" from your user area and click "Create List". You can also access the technical sheet of any content, click on the list icon and select the option "New list".



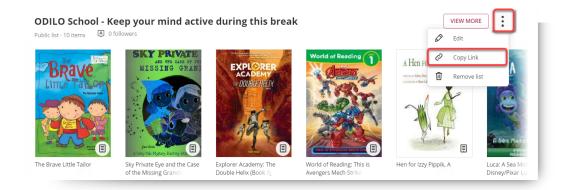
# Add content to a created list

You can add all the content you want to your lists by accessing the content information area, clicking on the list button and selecting the list you want to complete.

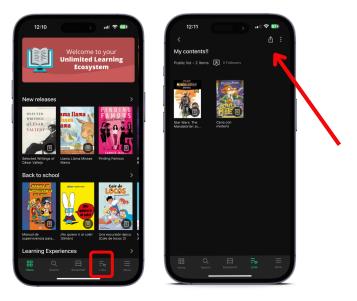


#### **Share created lists**

Access all your lists created through the user area in the section "Lists". From here, you can access the contents directly.



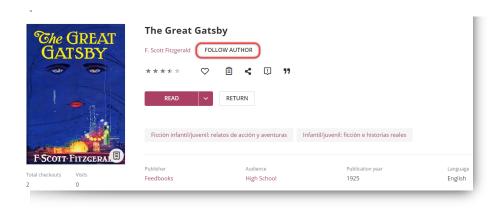
To share your list click on the three dots on the right side and share the link that you will get when you click "Copy link".



**Important:** To add new content to any type of list (whether public or private) you must access the tab of the new content you want to include, click on the list icon and click on the name of the list you want to update. The content will be added automatically.

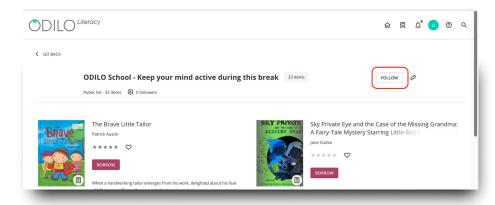
# Follow authors or lists

To follow an author, you must access the content file and click on "Follow author". From this moment on, your ecosystem will notify you of the incorporation of new content related to this author. You can also review these resources from the user area.



You can also follow lists shared by other users from the "Follow" which will be found in the upper right part of the sent list.

This action will allow you to be fully informed, through the notifications that you will receive from its ecosystem, every time the author of the list incorporates some content new to it.

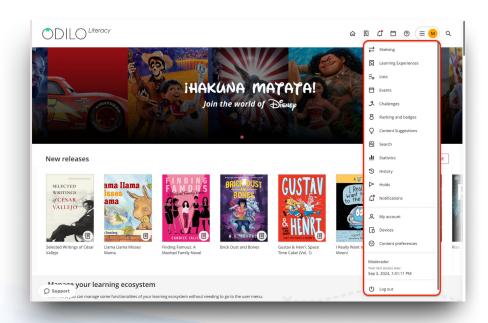


# 4. User area

To access, just click on your user's initial (top right).



In this area you will find different options.



- **Shelving**: Shows the titles you currently have as active loans, as well as the percentage of progress of the content. You can also check the remaining loan time before returning the contents.
- **Holds**: If there are no digital copies of content left, you will have to reserve it. The status of your application will appear in this area.
- **Lists**: In this section you can create and access your personal public and/or private lists. **Important**: You will only be able to share a list if you have configured it as public, through the link that you will find in the 3 dots next to your list.
- **Content suggestions:** From this section you can suggest the incorporation of a specific title to your catalog.
- **History:** Shows which borrowed titles you have started or finished.
- **Search:** The terms you have been using in your searches appear.
- **Statistics:** Different data is shown about the use that has been given to each of the contents.
- **Challenges**: You can design long- or short-term personal challenges through this section. To create one, simply click on "Monthly Challenge" or "Daily Challenge." In both cases, a menu will open where you can configure the frequency with which you want to consume content.
- **Ranking and badges:** In this section you will be able to know the result of your achievements and positioning in the educational community.
- **Devices:** You can have up to 6 active devices per user. From here you can deactivate a device if you need to.
- **Learning Experiences:** From this option you can directly access the creation of Learning Experiences for your students, as well as review the repository of experiences of other moderator users. In addition, students will be able to check their grades and certificates from this section by clicking on the buttons above.
- **My account:** You will be able to verify information related to your account and configure your preferences.
- **Content preferences:** Through your smart profiling, you will be able to select the learning level you are at so that the ecosystem can recommend personalized suggestions.

# 5. Learning Experiences

A Learning Experience is a structured and organized learning proposal, which works around a selection of educational content in various formats, whether from the ecosystem itself or its own content included by the institution, which seeks to promote specific skills and competencies.

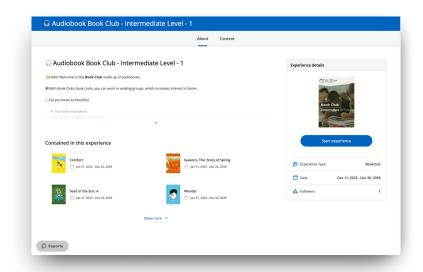
These Experiences are structured taking into account different templates that revolve around a specific methodology, allowing the participant to learn effectively and with the best user interaction. They will be a basic tool in the classroom to promote reading and writing, work on various subjects, design learning routes with interaction in various formats, among others.

# **5.1 Types of Learning Experiences**

The experiences are organized around two main structures, according to their focus:

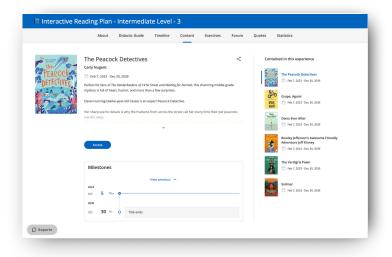
# 5.1.1 Bookclub

A book club is a Learning Experience that can be based on audiobooks or ebooks. They are designed to work on the reading habit based on temporal freedom, imagination, expanding vocabulary, improving reading fluency and developing reading decoding skills and last but not least, reducing reading anxiety. It seeks to develop communication skills through discussion forums focused on the topics reviewed in the content.



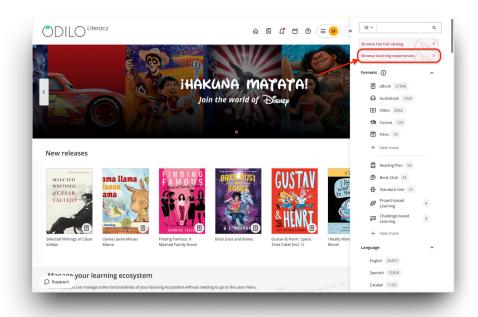
# 5.1.2 Reading Plan

These experiences are designed to work around the ecosystem's extensive collection of ebooks (electronic books), allowing tracking of reading progress, reading comprehension through activities within the ebook pages, post-reading exercises, interactive dynamics, among other advantages.



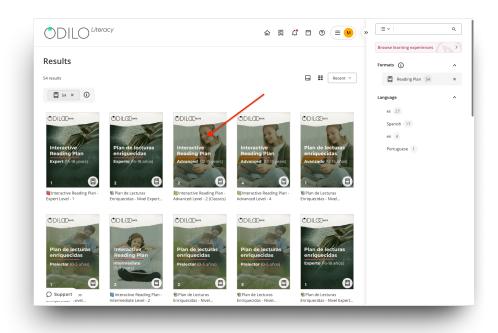
# **5.2 Discover Learning Experiences**

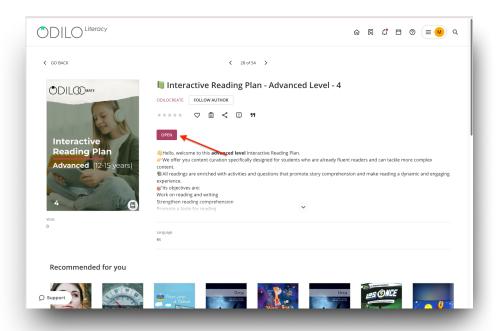
To discover public Learning Experiences, access from your user area to "Learning experiences" and navigate the carousel "Discover". You can also search from your entire catalog by clicking on the option "Browse Learning Experiences".



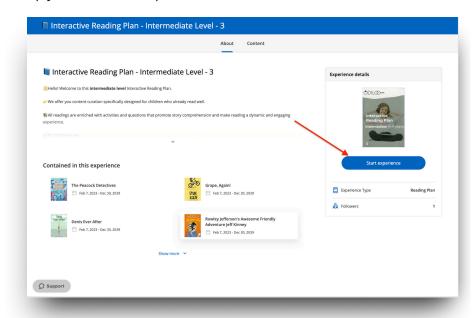
# 5.3 Access public learning experiences

To access a public experience, choose the experience you want, click on its cover and access it by clicking "Open".





To join it, simply click on "Start Experience"

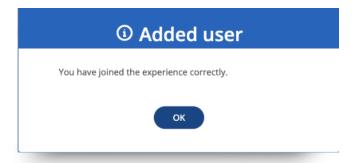


# 5.4. Access private learning experiences (monitored by moderators)

To access private experiences, you must follow the instructions of the moderator (teacher). They could share Experiences in different ways.

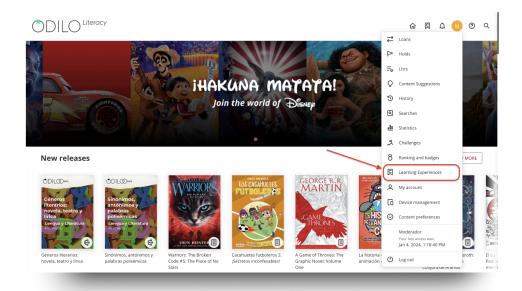
# 5.4.1 Join via link

Access your learning ecosystem and enter your passwords. Once you are logged in, click on the access link, and it will redirect you directly to the Learning Experience.

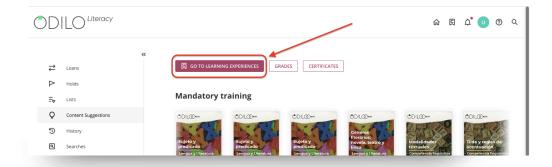


# 5.4.2 Join via code

If you have to join via code, log into your learning ecosystem and log in with your credentials. Access to "Learning experiences" from your user menu.



Click "Go to Learning Experiences"

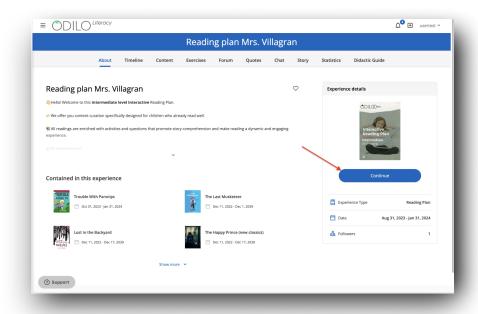


Enter the code through the "+" sign at the top right.



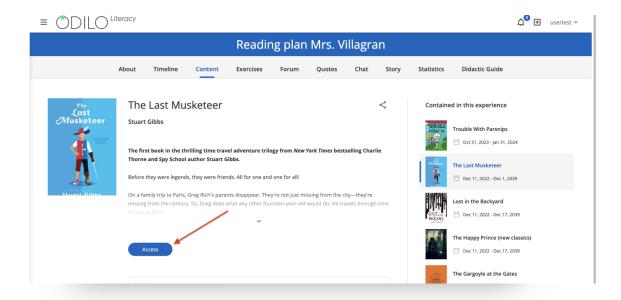
# 5.5 Navigating a Learning Experience

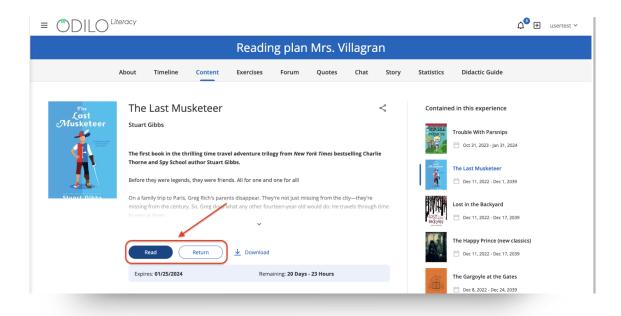
To start any Learning Experience, go to them and click "Continue".



# 5.5.1.Access content

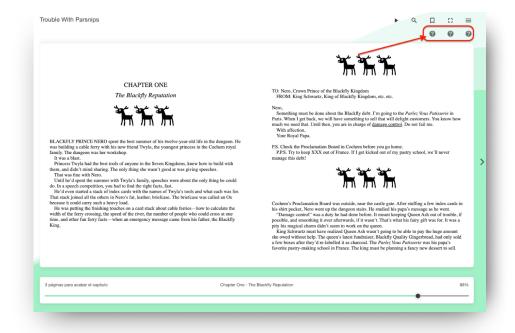
To access the contents within an Experience, click on the button "Access" to activate the loan days. Then, access directly from the button "Read"



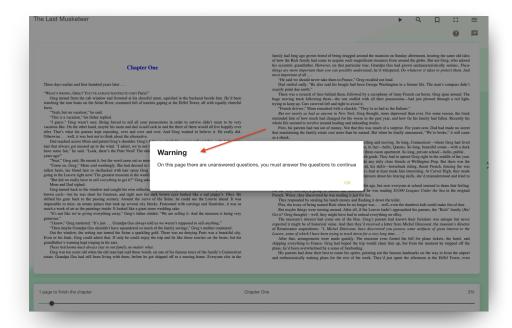


# 5.5.2 Activities within ebooks (Exclusive Reading Plan)

Access the activities within the reading pages by clicking on the icons at the top right.



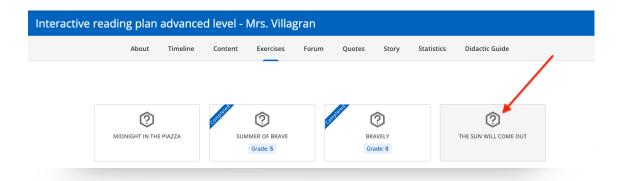
Respond, save and submit your answers. You will not be able to go to the next page if you have not completed the activities.



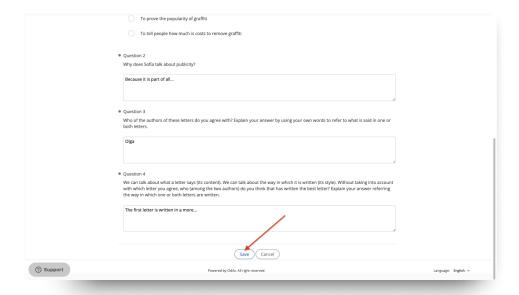
# 5.5.3 Complete and submit exercises

To complete exercises, go to the "Exercises" tab, then click on them and respond.

**Important**: Make sure you read the exercise information carefully before accessing and answering.



You must save your answers at the bottom.



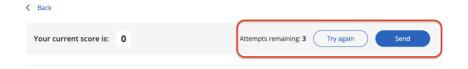
If your exercise allows only 1 attempt, it will be marked as solved immediately and your answer will be delivered.



If the exercise allows more than 1 attempt, you will see it before accessing the exercise.



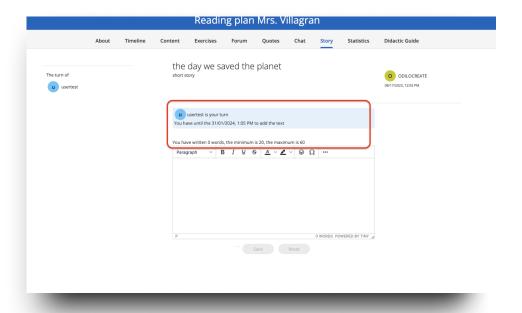
Once your answers are submitted, you will be able to review the score at the top. Click "Try again" to delete your answers and answer them again. Click "Send" to submit your exercise (once submitted, you will not be able to make changes).



**Important**: If the teacher has configured the exercise with a minimum passing grade, you will not be able to see the "Send" button until you obtain that grade in your exercise.

# 5.5.4 Participate in a collaborative story

Access the "Story" tab (this tab will not be active by default in all experiences, check that it is active before moving forward).



You will find the information regarding your **participation turn (dates and deadline)** in this section. You will also be able to review the criteria established by the moderator regarding the **minimum and maximum number of words** required to submit your activity.

Write in the text section and click on "Save" when you finish.

# 5.6 Extras: Surveys, forum, quotes and chat

Some of the Learning Experiences have survey, forum and chat tabs. If you can't find these tabs, keep in mind that your moderator may not see a need to activate them.



Through the "**Survey**" tab, you will be able to share your opinion of the Learning Experience in which you have participated.

On the "**Forum**" and "Quote" tabs, you will be able to participate in discussion threads started by the moderator. You will be able to share opinions and interact with the rest of the users who are part of that Learning Experience. Participants will not be able to start a new discussion thread.

The "*Chat*" tab works as instant messaging between all Learning Experience users. Participants and moderators may communicate through this section.

# 5.7 Find your active learning experiences

Access your user area and click on "Learning experiences".

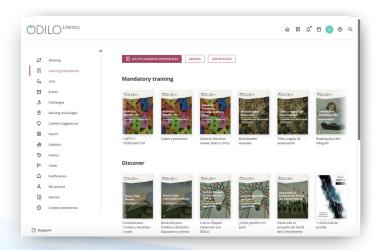


Access the active Experiences from the carousels within this section, by clicking on their cover.

**Discover**: Corresponds to public, free-browsing learning experiences that you can join. **Mandatory training:** It corresponds to private experiences monitored by

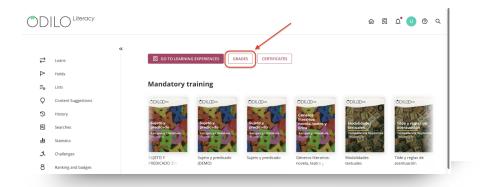
moderators/teachers.

**Self-learning:** Corresponds to public experiences that you actively follow.

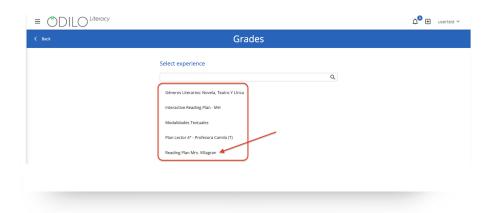


# 5.8 View progress and grades

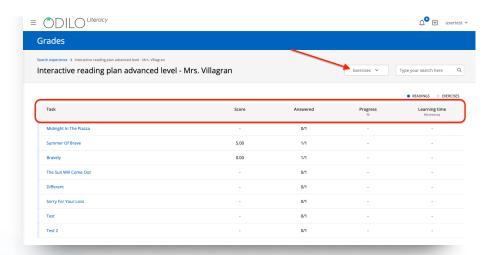
Track your progress and review your grades by clicking "Learning Experiences" from your user area and then clicking "Grades."



Choose the Experience you want to consult and click on it.



You will be able to see your total scores, activities, completed and not completed exercises, total reading time and reading progress. Filter by type of activity from the top right.



# **Frequently Asked questions**

#### 1. What devices can I use to access the content?

You can enjoy digital content from the browser or from mobile devices or tablets.

# 2. How to access your ecosystem through mobile devices?

If your organization has the mobile app download option, you will find direct download buttons from the bottom of the ecosystem.

Download the application to access from smartphone or tablet. From the App you can enjoy the content without an internet connection.

To enjoy your content without an Internet connection, you must follow the following steps:

- Access the App and go to the "Bookshelf" section (button located at the bottom of your screen)
- Download resources for offline use by clicking the download arrow in the lower right corner.
- This icon **(1)** will tell you that the content is ready to be used offline.

**Important**: To browse the catalog and access content for the first time, as well as to download selected resources, an Internet connection is required.

#### 3.Can I access a resource from more than one device?

Yes. Your ecosystem allows up to 6 devices on the same account. It automatically syncs with all your devices that have the app.

# 4. How many contents can I borrow simultaneously?

You can have up to 5 active loans simultaneously.

#### 5. How long can I access the title/resource?

You have 21 days to consume the resource. Once that time has passed, it will be returned automatically. If you wish, you can renew it 3 days before the end of the loan, as a warning message will be activated in the notifications icon.

#### 6.Can I return the resources early?

Yes. You can do it from your shelf or directly from the resource file.

# 7. Are there late charges for returning resources?

Never! The content will be returned automatically once the 21 days of loan have passed.

# 8.Can I print the eBook pages or print my bookmarks?

Due to copyright, there is no option to print the content of the ecosystem. But you can always enjoy an offline version through the app.

# 9.Is there content in different languages?

Yes. There are resources in various languages. To do this you just have to access the catalog and filter by the language you want.

# 10. If I have a technical problem, where can I contact support?

On the homepage of your learning ecosystem, you can open the support chat (bottom left of the screen) to report your incident.

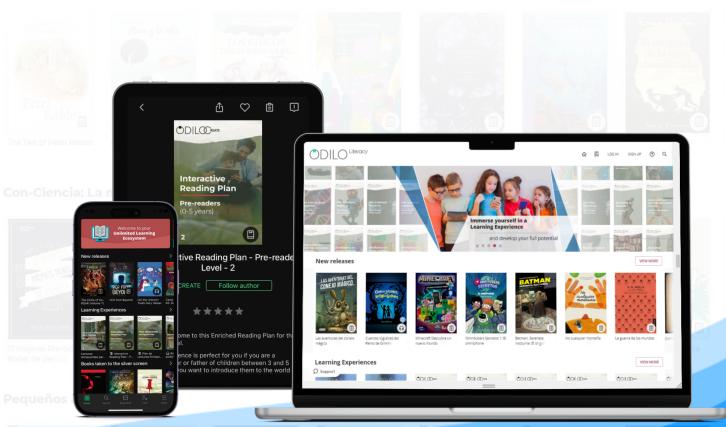
# 11. How can I suggest a resource that does not appear in the learning ecosystem catalog?

You can go to the User Area and then go to "Content suggestions" to add those resources that do not appear in the ecosystem (these suggestions need to go through a review process before being accepted).

# 12. How can students solve enhanced content exercises?

To view the enhanced content, students must enter their learning experience. Once inside, from the content tab you must request the loan resource, click on "Read" and when browsing the content, you will be able to access the activities that will appear in the upper right part of the screen simply by clicking on the icon activity.

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