



User guide for teachers

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.

Index

1. Learn about your literacy learning ecosystem

1.1 Log in

1.2 Support

1.3 Download the App



2. Discover unlimited educational content

2.1. Through themed carousels

2.2. Explore the complete catalog

Index

1. <u>Get started in your literacy learning ecosystem</u>	6
1.1 <u>Login</u>	6
1.2 <u>Support</u>	7
1.3 <u>Download the application</u>	8
2. <u>Discover unlimited educational content</u>	10
2.1. <u>Through themed carousels</u>	12
2.2. <u>Explore the full catalog</u>	12
3. <u>Learn through content</u>	12
3.1 <u>Accessibility and navigation module</u>	14
3.2 <u>Customize content</u>	16
3.2.1 <u>Personalize an ebook</u>	16
3.2.2 <u>Bookmarks and Notes</u>	16
3.2.3 <u>Dictionary and translator</u>	17
3.3 <u>Organize content into lists</u>	17
4. <u>User area</u>	21
5. <u>Learning Experiences</u>	23
5.1 <u>Types of Learning Experiences</u>	23
5.1.1 <u>Bookclub</u>	24
5.1.2 <u>Reading Plan</u>	24
5.2 <u>Discover Learning Experiences</u>	24
5.3 <u>Access public learning experiences</u>	25
5.4. <u>Access private learning experiences (monitored by moderators)</u>	26
5.4.1. <u>Join via link</u>	26
5.4.2. <u>Join via code</u>	28
5.5 <u>Navigating a Learning Experience</u>	28
5.5.1. <u>Access content</u>	29
5.5.2 <u>Activities within ebooks (Exclusive reading plan)</u>	30
5.5.3 <u>Complete and submit exercises</u>	30

Index

5.5.4 <u>Participate in a collaborative story</u>	32
5.6 <u>Extras: Surveys, forum, wish and chat</u>	32
5.7 <u>Find your active learning experiences</u>	34
5.8 <u>View progress and grades</u>	33
6. <u>Create your own Learning Experience</u>	34
6.1 <u>Create a Learning Experience quickly (clone)</u>	35
6.2 <u>Create a Learning Experience from scratch</u>	35
7. <u>Edit your Learning experience</u>	42
7.1 <u>Edit and customize a Reading plan</u>	42
7.1.1 <u>Edit experience settings</u>	42
7.1.2 <u>Add or delete content</u>	42
7.1.3 <u>Add milestones: Dates and reminders</u>	44
7.1.4 <u>Edit enhanced content (Exclusive Reading Plan)</u>	46
7.1.4.1 <u>Add new enhancements</u>	48
7.1.5. <u>Exercises</u>	55
7.1.6 <u>Story</u>	57
7.2 <u>Edit and customize a Book Club</u>	59
7.2.1 <u>Add or delete content</u>	71
7.2.2 <u>Add milestones: Dates and reminders</u>	63
8. <u>Collaborative learning</u>	63
8.1 <u>Forum, quote and chat</u>	63
8.2 <u>Work collaboratively with other teachers</u>	65
9. <u>Gamify Learning Experiences</u>	68
10. <u>Share a Learning Experience</u>	69
11. <u>Evaluate your students' work</u>	72
<u>Frequently asked questions</u>	74

1. Get started in your literacy learning ecosystem

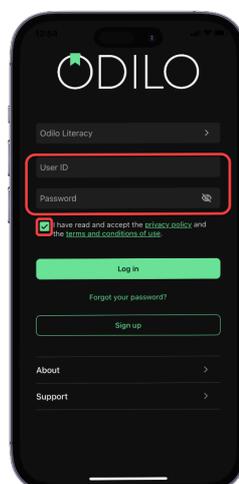
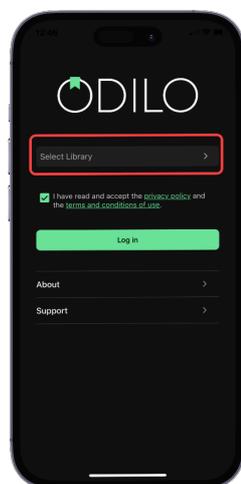
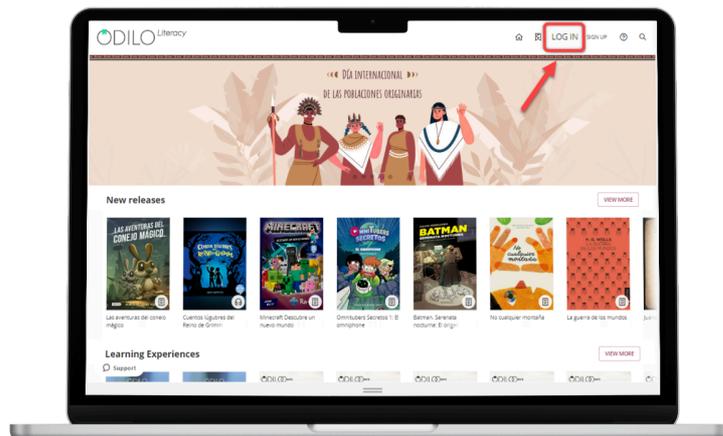
To start enjoying your Unlimited Learning Ecosystem, You can access it in two ways.

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.

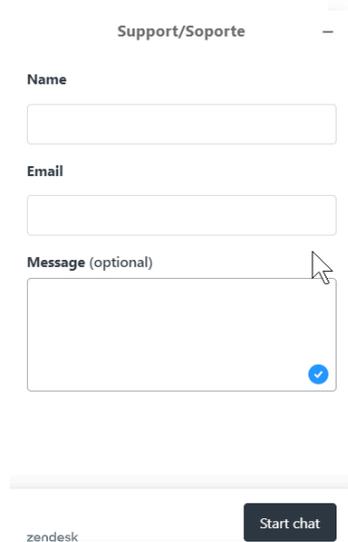
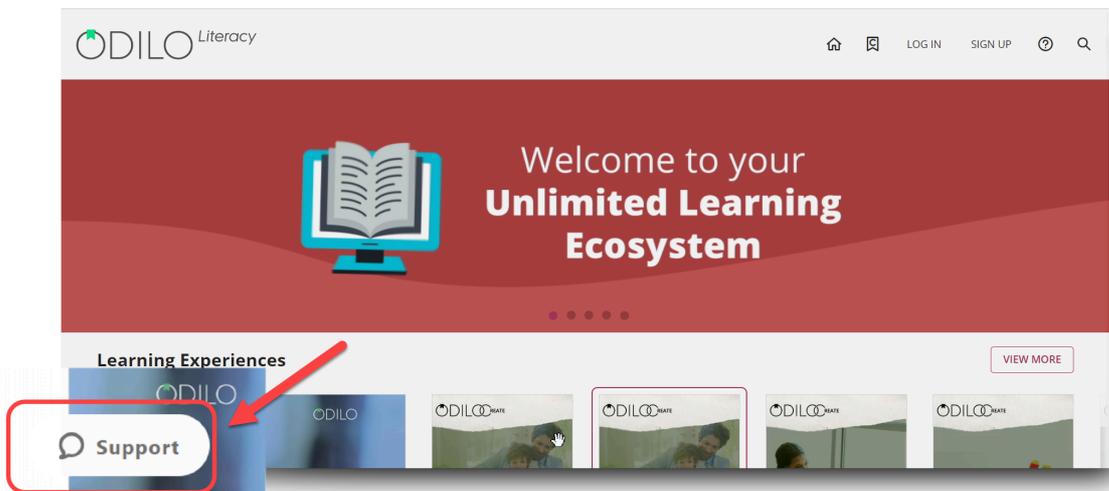
Through the APP: To do this you will need to download the App on your device. In the event that your ecosystem corresponds to *Odilo Unlimited learning*, select your institution's library and enter your credentials.



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.

A screenshot of a 'Support/Soporte' form. The form has three input fields: 'Name', 'Email', and 'Message (optional)'. The 'Message (optional)' field has a blue checkmark icon in the bottom right corner. At the bottom of the form is a 'Start chat' button. The Zendesk logo is visible in the bottom left corner.

1.3 Download the application

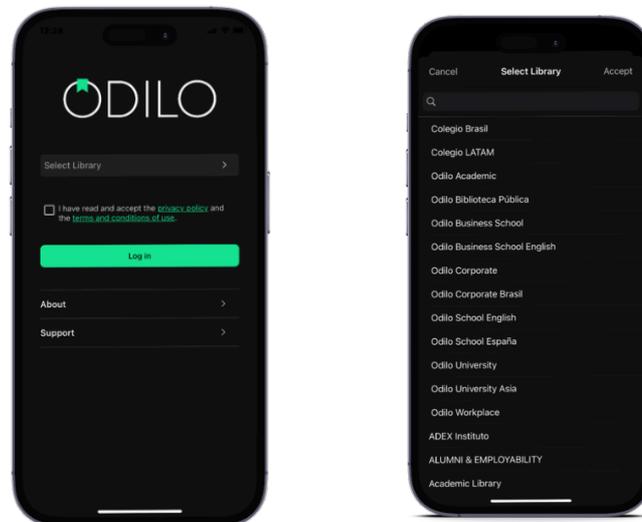
The learning ecosystem adapts to your pace of life, so you can learn anytime, anywhere. From the APP, you can download the resources you have accessed, and then access them without the need for an internet connection.

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

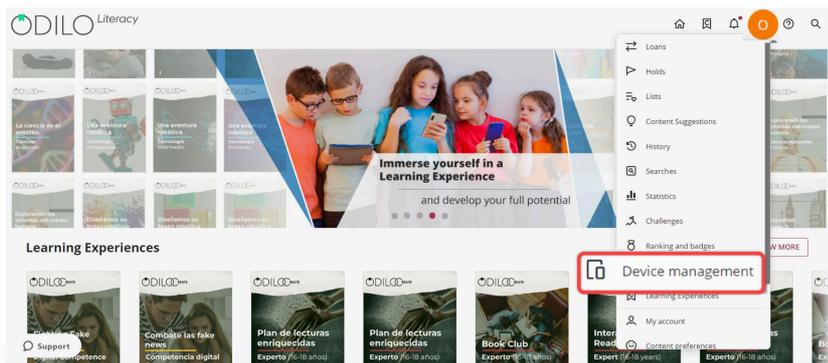
To download from the browser, you must click on the **download buttons** at the bottom of your screen, selecting the operating system corresponding to your mobile device or tablet.



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.

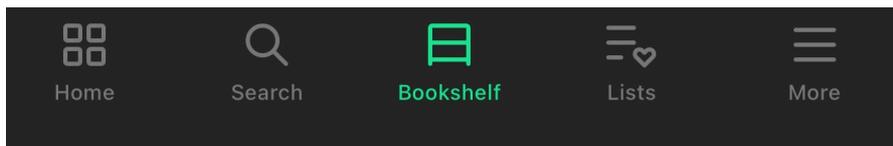


You can access using your credentials even on up to **6 different devices**. If you want to monitor your devices and unpair any of them, you can do so from *“Device management”* in the user area.



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.

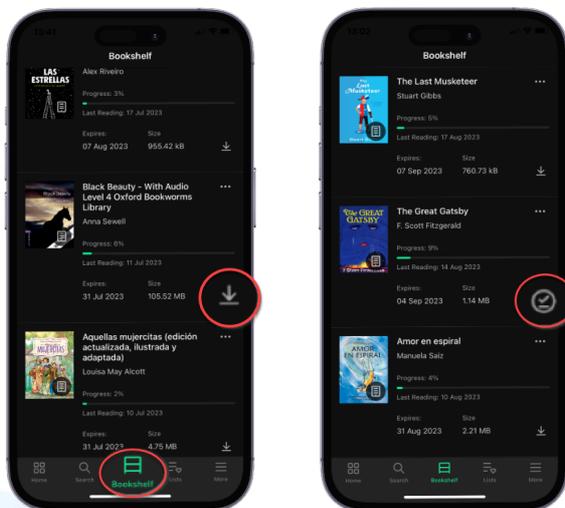
When you enter the App, you will see the following buttons at the bottom.



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.

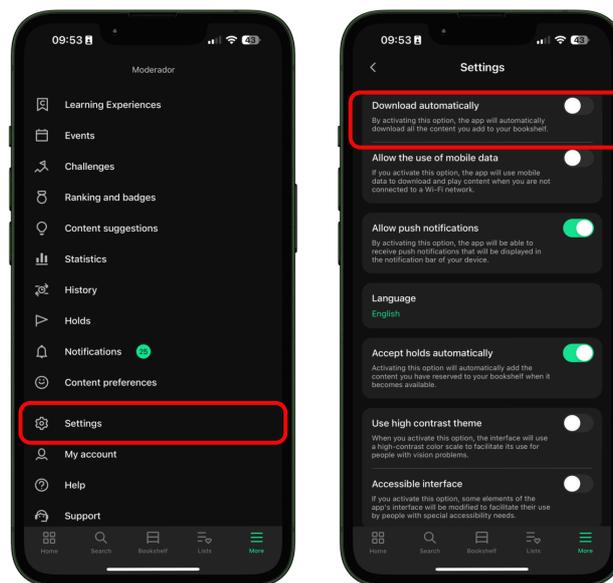


Important: If you want to access your app without an internet connection, you will only have access to your bookshelf and previously downloaded titles.

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.

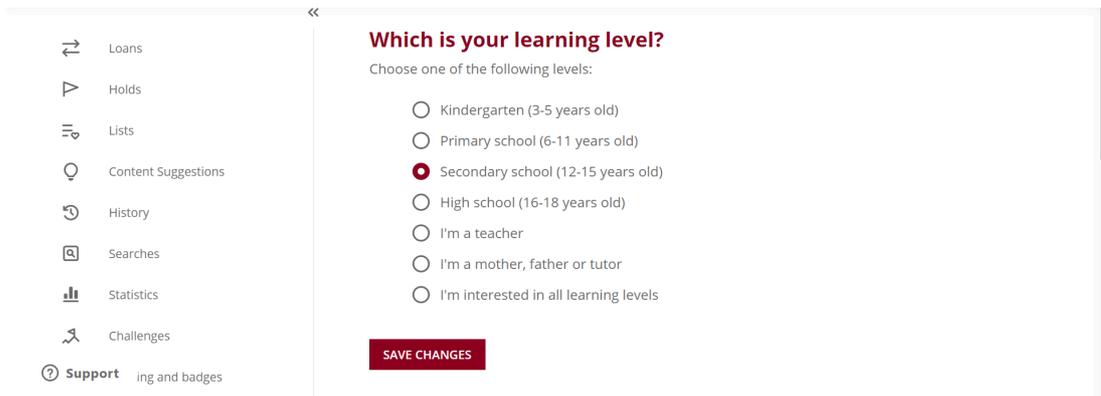
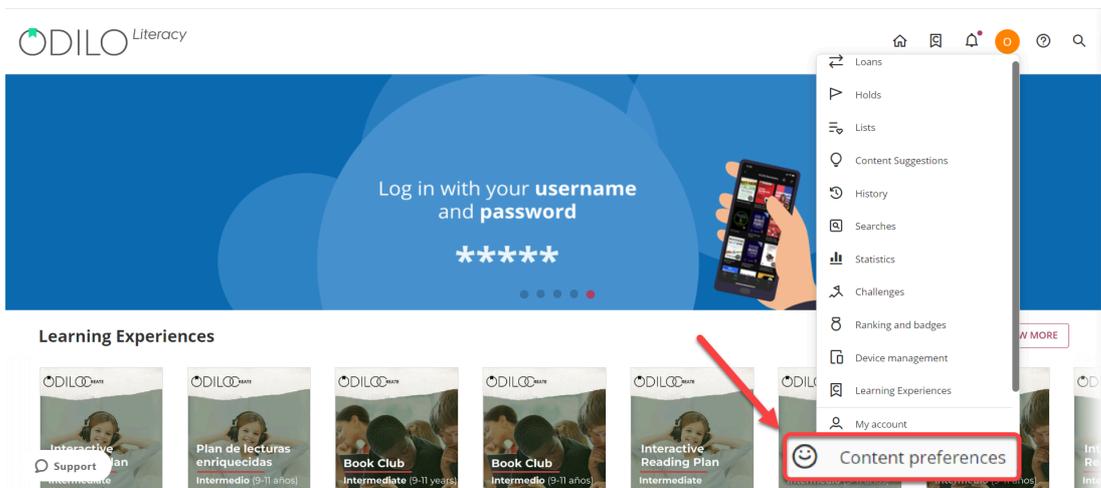
2. Discover unlimited educational content

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.

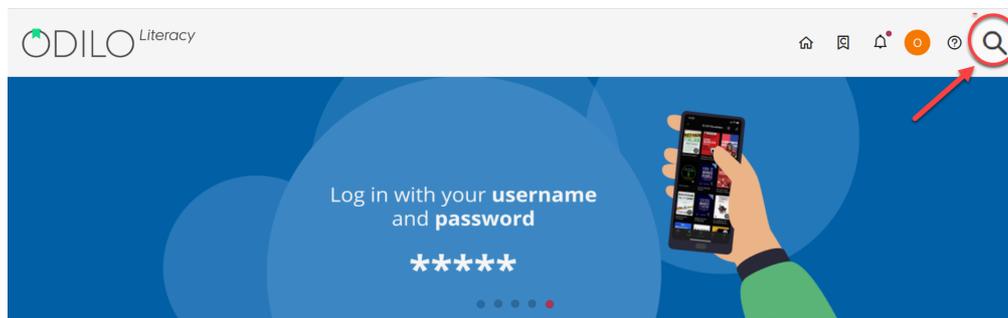


Important: The learning profile can be edited as many times as you want, helping you adjust its profile to have recommendations adjusted to your preferences.

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

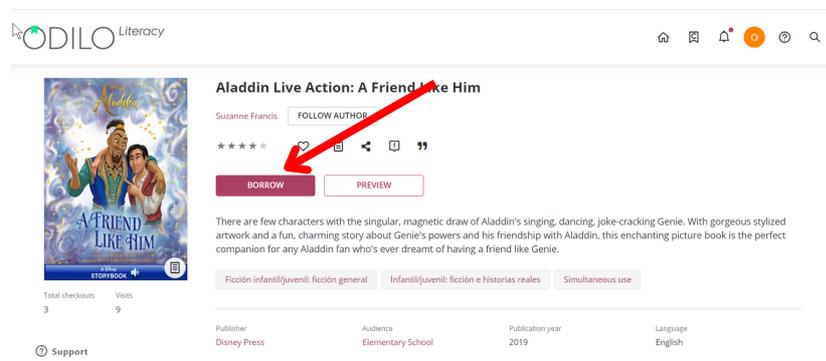
To discover the entire catalog or perform a specific search, you can do so from the search button that you will find in your upper right corner.



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:

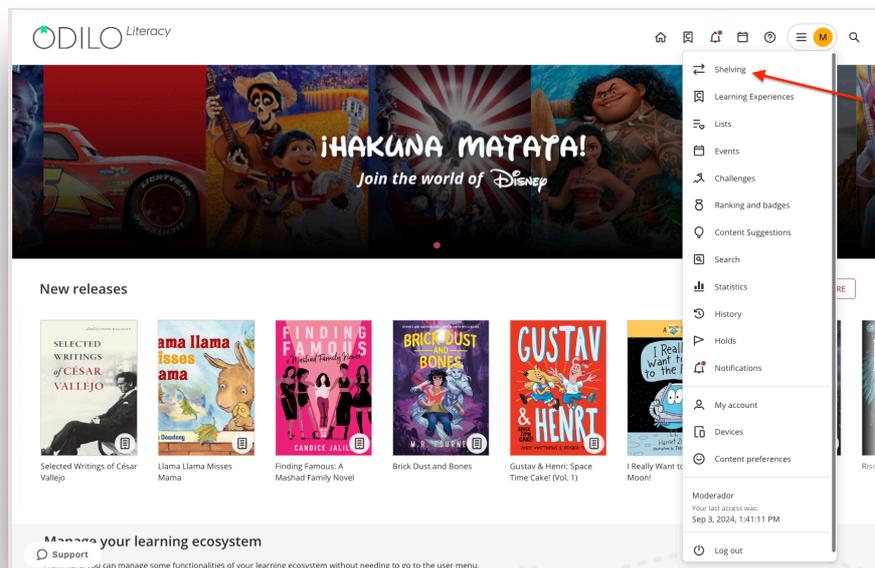
- Add stars to value content ★★★★★
- Add to favorites to later access it faster. ♥
- Create or add content to a list 📖
- Share content information 🔄
- Report a problem 🗨️ such as incorrect data, incorrect cover, problem reading/playing a resource. **Important:** Please note that this notification is 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.

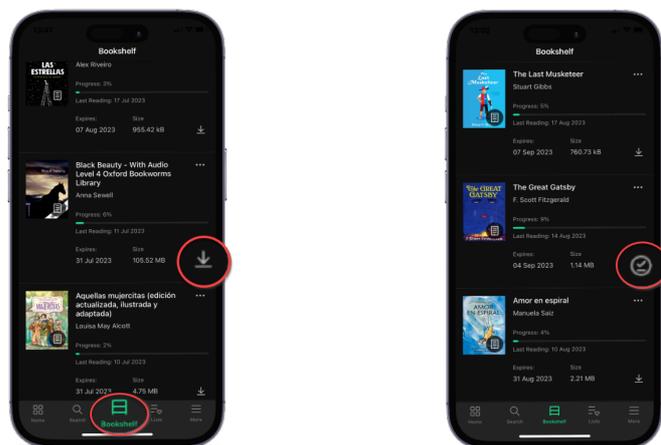
If you reach this maximum number of simultaneous accesses, your learning ecosystem will notify you with the message "You have reached the maximum number of simultaneous titles", you only have to return one of your active resources to free up space for a new loan.

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

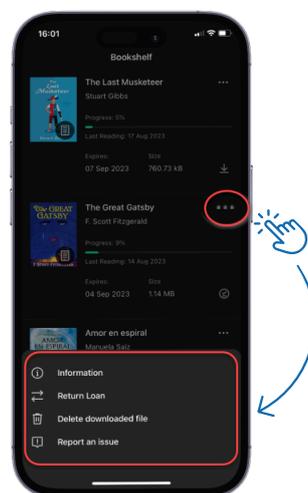
Here, you can view the active period of the content, renew it if needed, and return any content if you have reached your limit.



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.

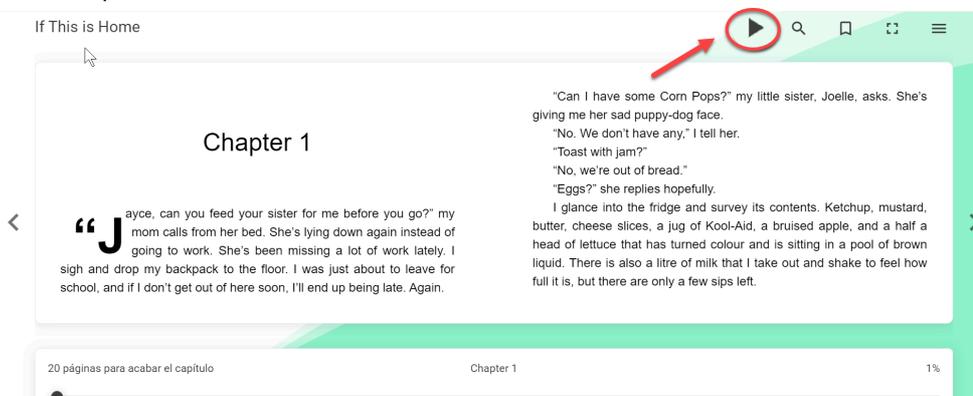


3.1 Accessibility and navigation module

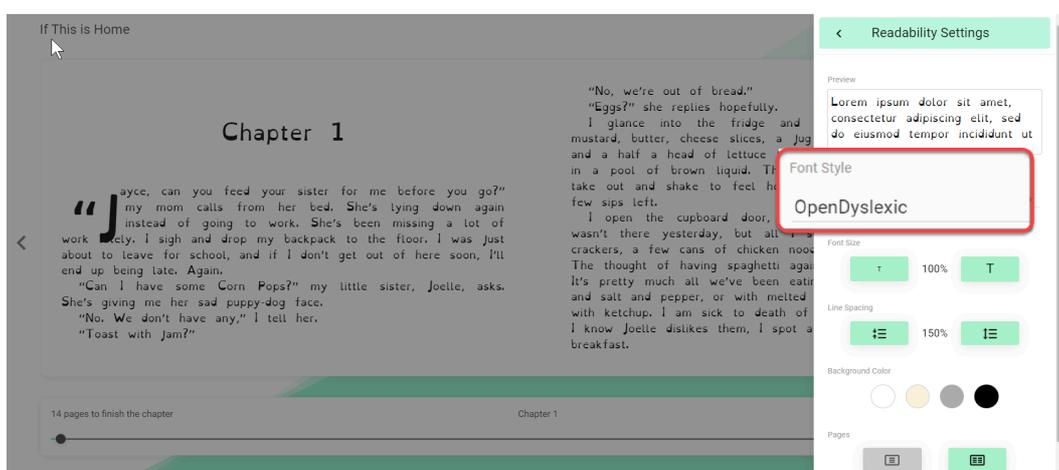
With the objective that all users adapt the content of the ecosystem to their needs, the platform offers one of the most interesting options: **the accessibility module**.

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.

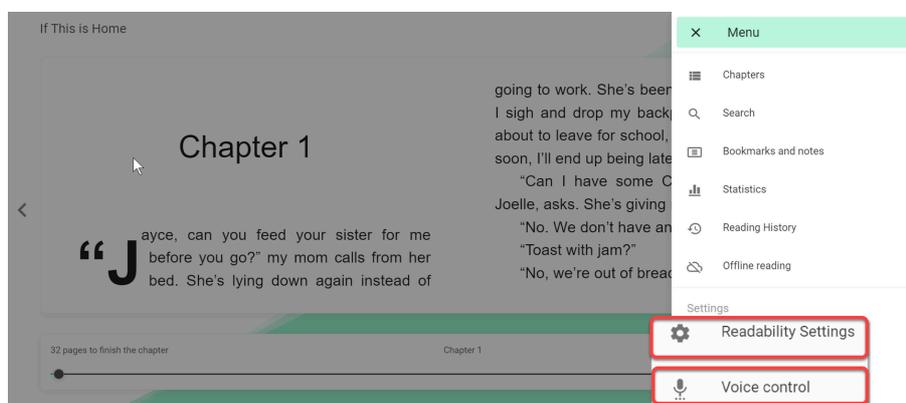


2. **Typography adapted to dyslexia (OpenDyslexic):** ≡ By clicking on the menu in the upper right corner of the screen and selecting "Readability settings" you can access the **OpenDyslexic font type** that has been specially designed for readers with dyslexia.



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

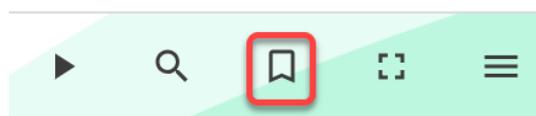
You will have the option to personalize your reading experience and adapt the ebooks to your preferences. When selecting "*Readability settings*" from the menu located in the upper right corner of the screen you can modify:

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

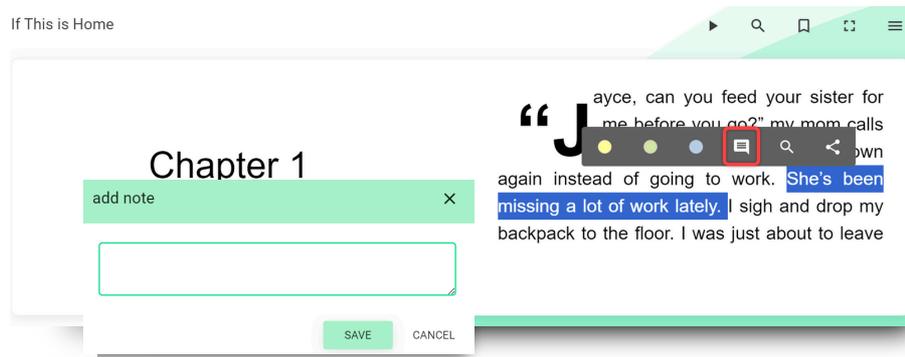
Important: All interactions made with your content will only affect the user who is customizing it, they will not be reflected in the content of other users.

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.

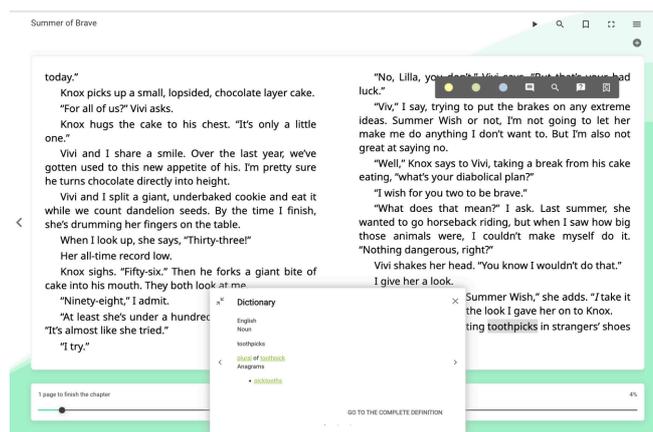


Furthermore, if you want to add notes within content, it is as simple as selecting the text in which you want to add the note and clicking on the **add note** icon



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

Creating 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".

ODILO Literacy

Aladdin Live Action: A Friend Like Him

Suzanne Francis FOLLOW AUTHOR

★★★★★

BORROW PREVIEW

There are few characters with the singular, magnetic draw of Aladdin's singing, dancing, joke-cracking Genie. With gorgeous stylized artwork and a fun, charming story about Genie's powers and his friendship with Aladdin, this enchanting picture book is the perfect companion for any Aladdin fan who's ever dreamt of having a friend like Genie.

Total checkouts Visits
Support 10

Ficción infantil/juvenil: ficción general Infantil/juvenil: ficción e historias reales Simultaneous use

New List

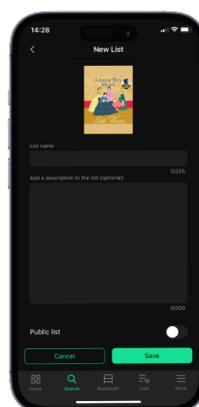
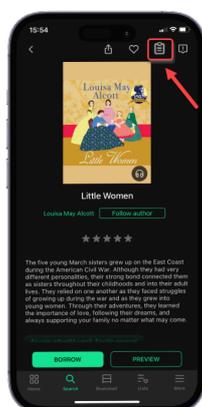
List name

My List

Add a description to the list (optional)

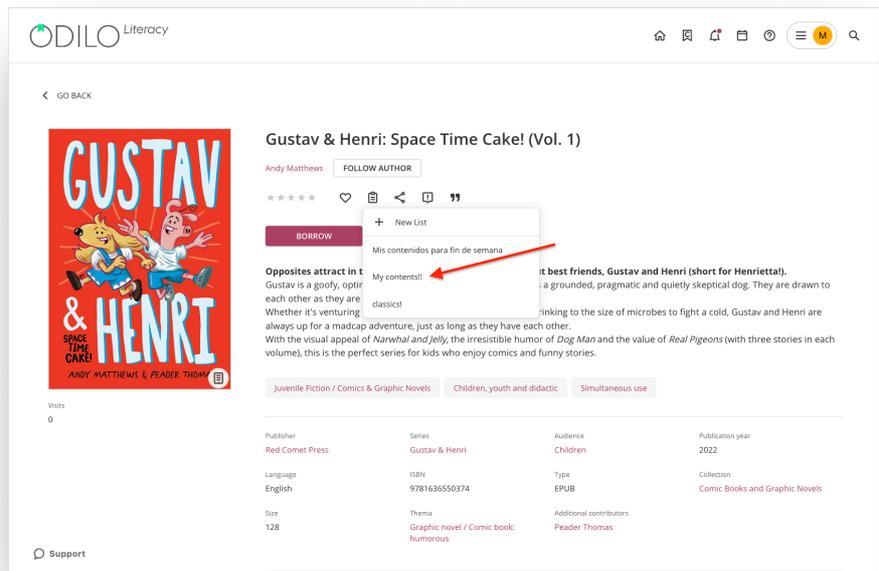
Public list Private list

ADD



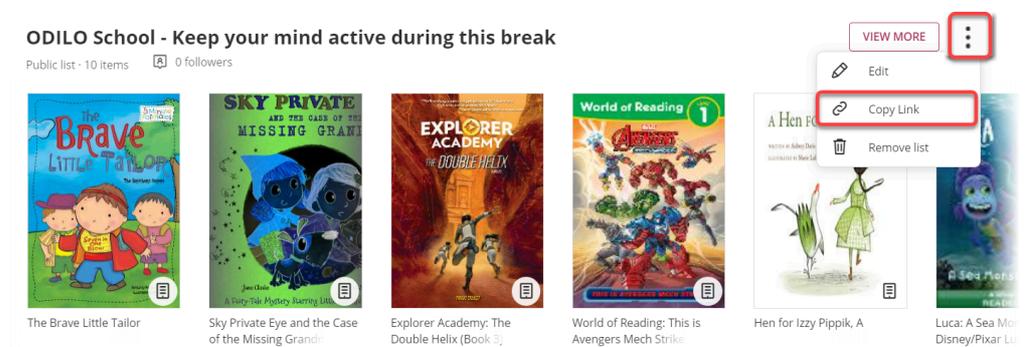
Add content to a created list

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.

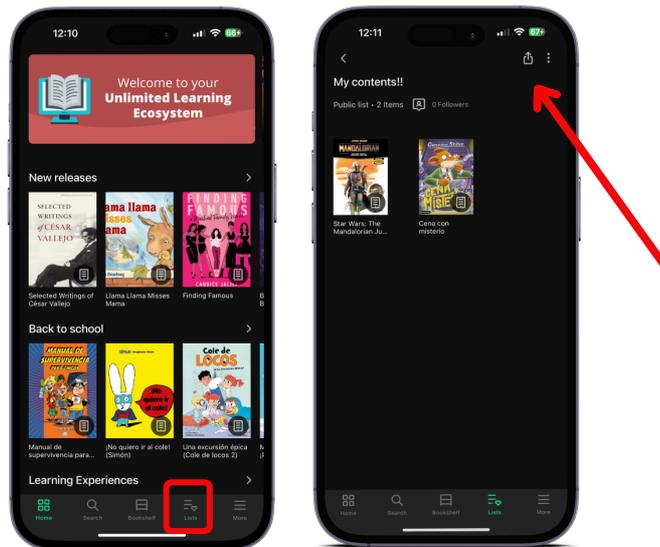


Share created lists

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.

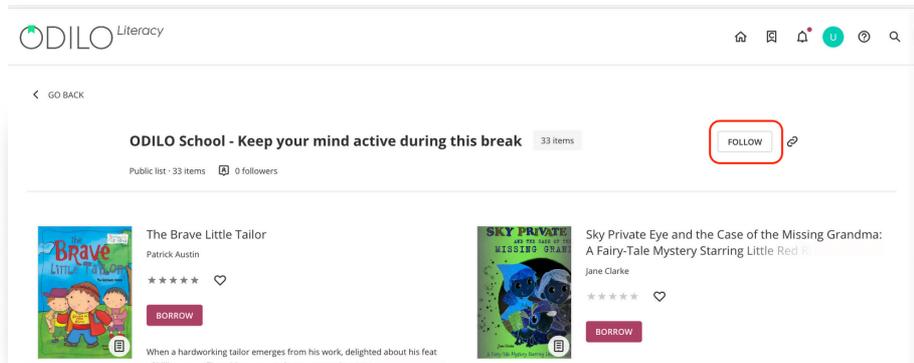
Follow authors or lists

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.

Publisher	Audience	Publication year	Language
Feedbooks	High School	1925	English

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.

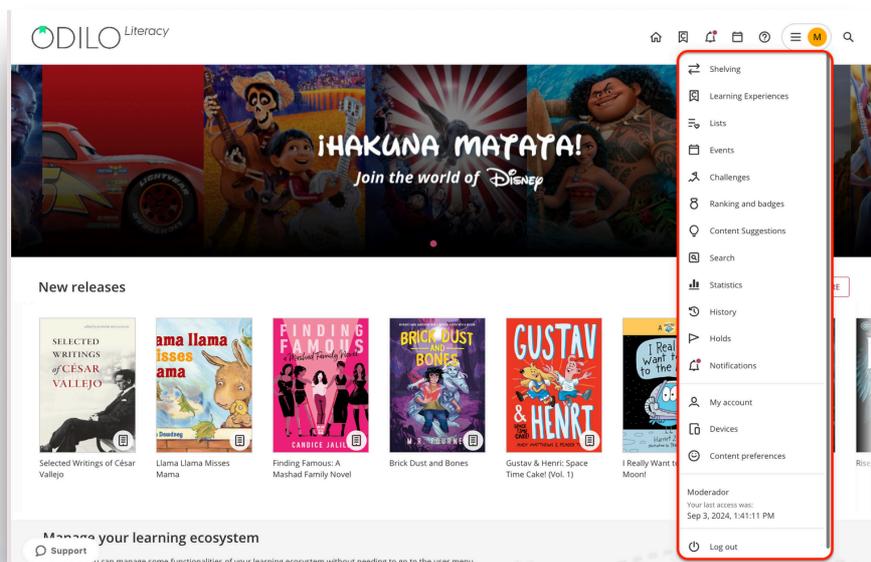


4. User area

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.

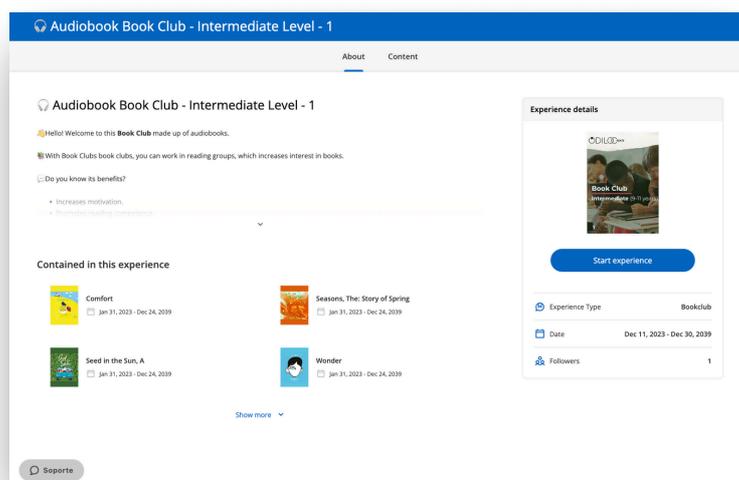
These Experiences are structured taking into account different templates that revolve around a specific methodology, allowing the participant to learn effectively and with the best user interaction. They will be a basic tool in the classroom to promote reading and writing, work on various subjects, design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

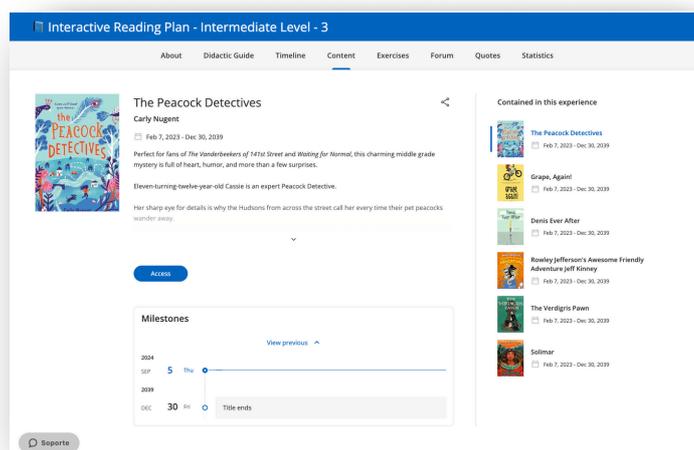
5.1.1 Bookclub

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.



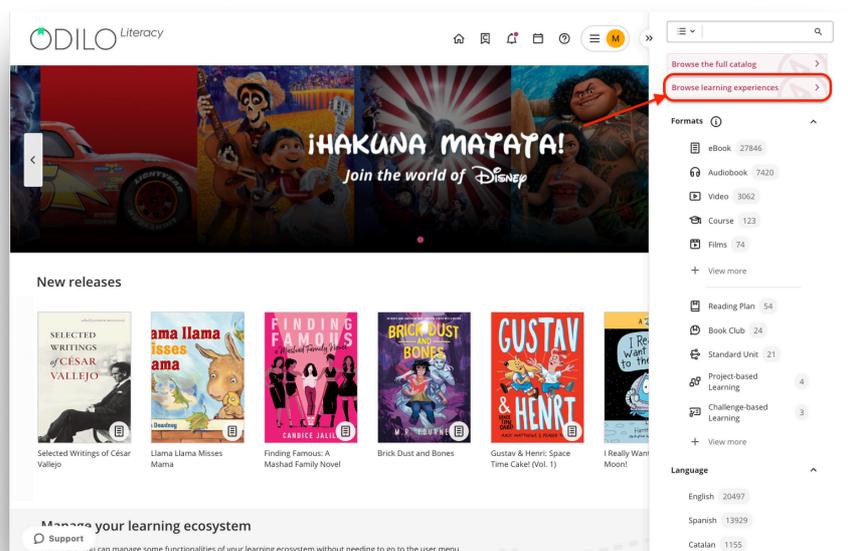
5.1.2 Reading Plan

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.



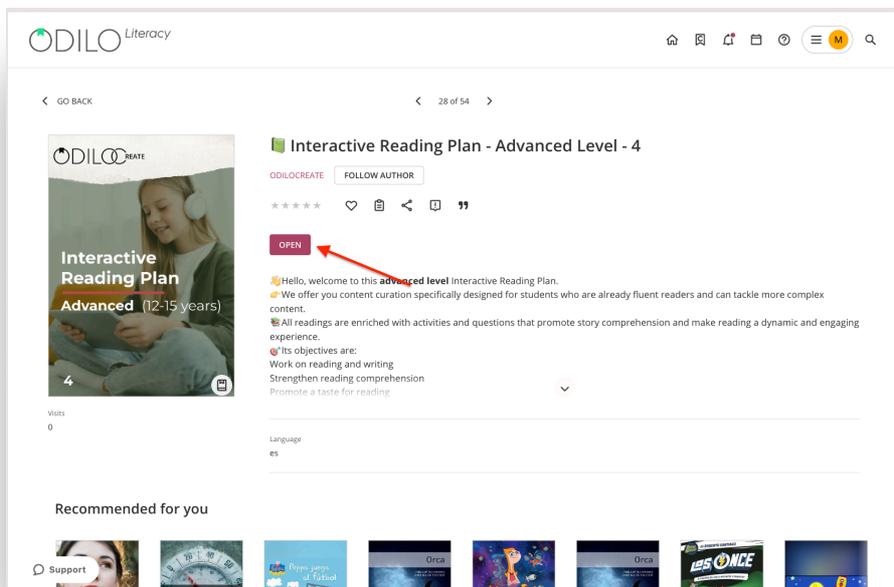
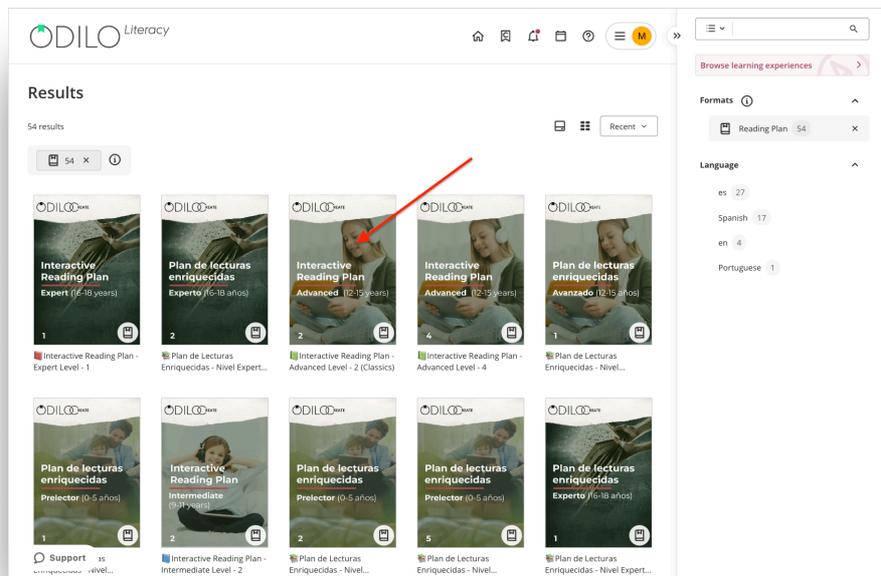
5.2 Discover Learning Experiences

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".

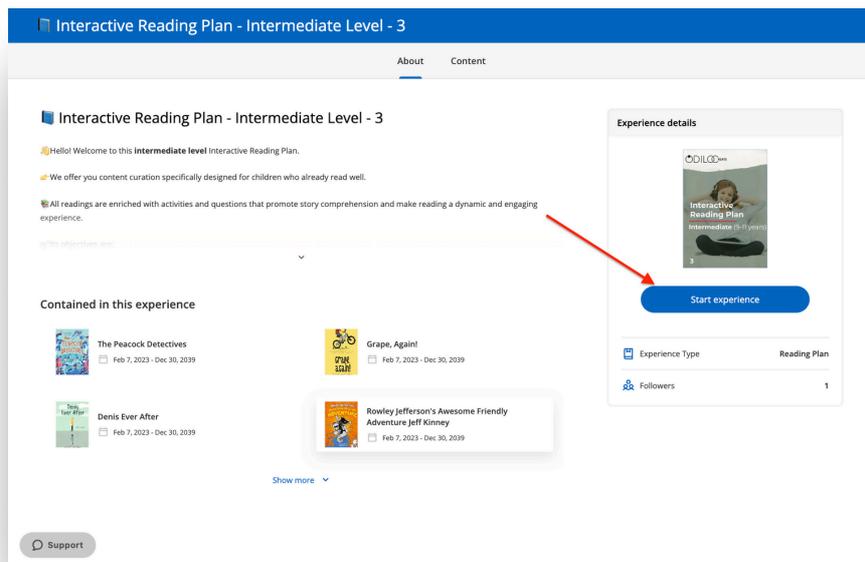


5.3 Access public learning experiences

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"*

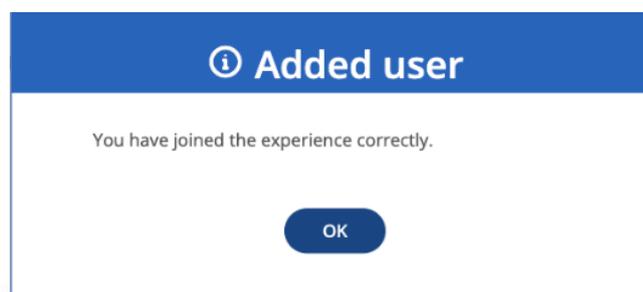


5.4. Access private learning experiences (monitored by moderators)

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

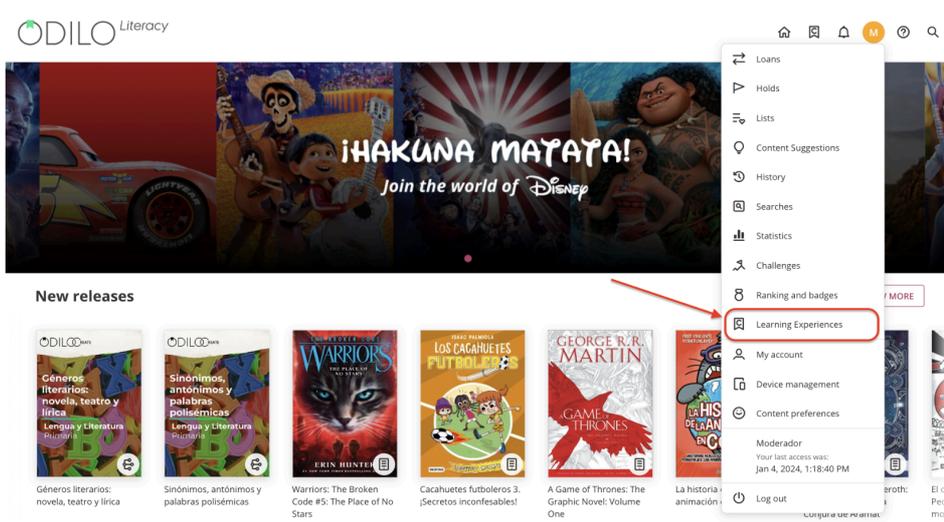
5.4.1 Join via link

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.

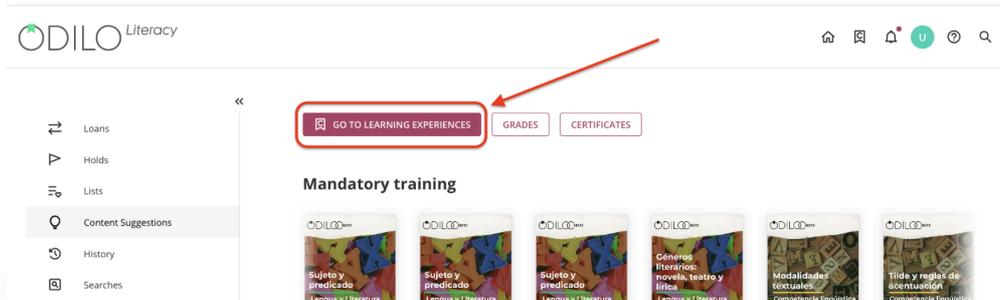


5.4.2 Join via code

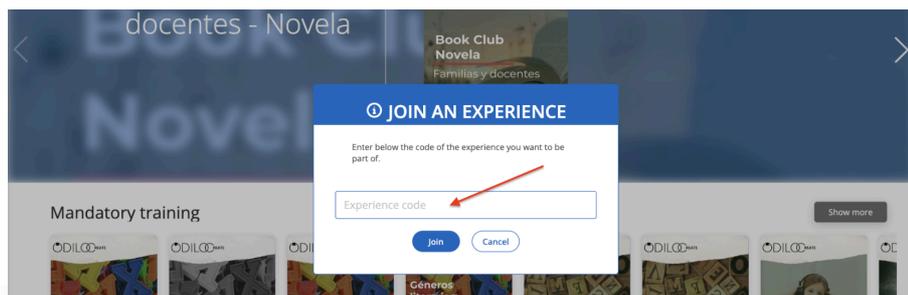
If you have to join via code, log into your learning ecosystem and log in with your credentials. Access to "Learning experiences" from your user menu.



Click "Go to Learning Experiences"

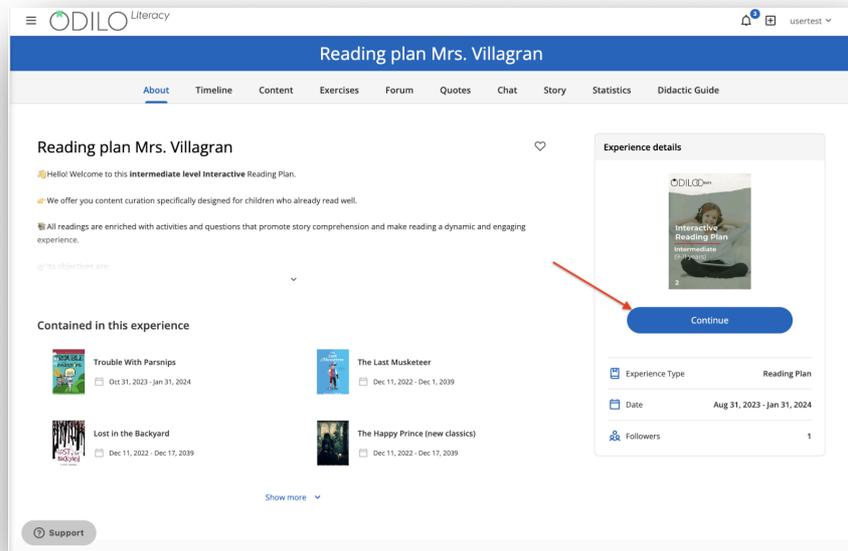


Enter the code through the "+" sign at the top right.



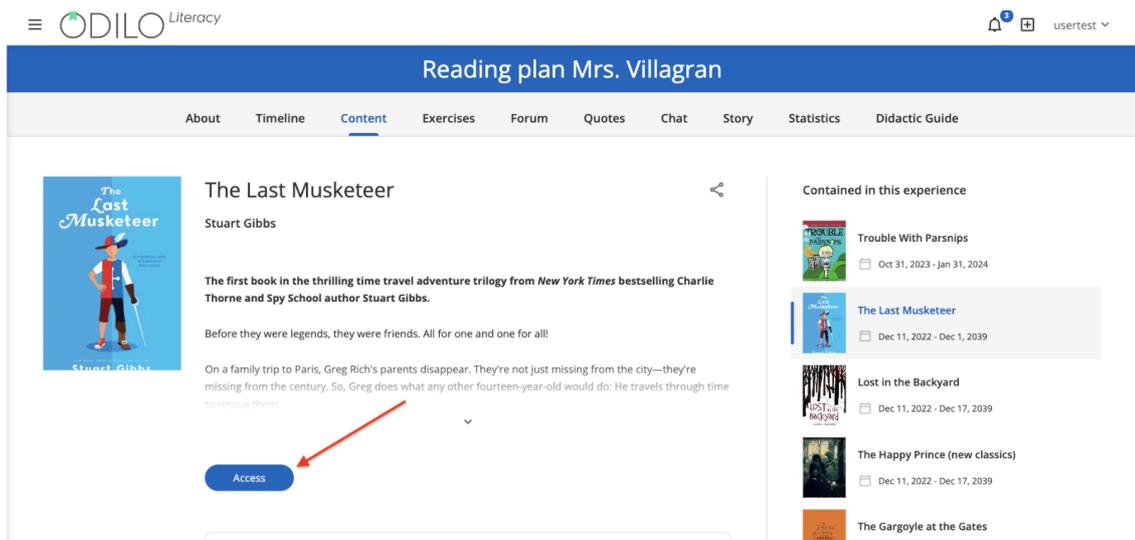
5.5 Navigating a Learning Experience

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”



ODILO Literacy

Reading plan Mrs. Villagran

About Timeline **Content** Exercises Forum Quotes Chat Story Statistics Didactic Guide

The Last Musketeer
Stuart Gibbs

The first book in the thrilling time travel adventure trilogy from *New York Times* bestselling Charlie Thorne and Spy School author Stuart Gibbs.

Before they were legends, they were friends. All for one and one for all!

On a family trip to Paris, Greg Rich's parents disappear. They're not just missing from the city—they're missing from the century. So, Greg does what any other fourteen-year-old would do: He travels through time to rescue them.

Read Return Download

Expires: 01/25/2024 Remaining: 20 Days - 23 Hours

Contained in this experience

- Trouble With Parsnips (Oct 31, 2023 - Jan 31, 2024)
- The Last Musketeer (Dec 11, 2022 - Dec 1, 2039)
- Lost in the Backyard (Dec 11, 2022 - Dec 17, 2039)
- The Happy Prince (new classics) (Dec 11, 2022 - Dec 17, 2039)
- The Gargoyle at the Gates (Dec 8, 2022 - Dec 24, 2039)

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.

Trouble With Parsnips

CHAPTER ONE
The Blackfly Reputation

BLACKFLY PRINCE NERO spent the best summer of his twelve-year-old life in the dungeon. He was building a cable ferry with his new friend Twyla, the youngest princess in the Cochem royal family. The dungeon was her workshop.

Princess Twyla had the best tools of anyone in the Seven Kingdoms, knew how to build with them, and didn't mind sharing. The only thing she wasn't good at was giving speeches.

That was fine with Nero.

Until he'd spent the summer with Twyla's family, speeches were about the only thing he could do. In a speech competition, you had to find the right facts, fast.

He'd even started a stack of index cards with the names of Twyla's tools and what each was for. That stack joined all the others in Nero's fat, leather, briefcase. The briefcase was called an Ox because it could carry such a heavy load.

He was putting the finishing touches on a card stack about cable ferries—how to calculate the width of the ferry crossing, the speed of the river, the number of people who could cross at one time, and other fun ferry facts—when an emergency message came from his father, the Blackfly King.

TO: Nero, Crown Prince of the Blackfly Kingdom
FROM: King Schwartz, King of Blackfly Kingdom, etc. etc.

Nero,

Something must be done about the Blackfly debt. I'm going to the *Parlez Vous Patisserie* in Paris. When I get back, we will have something to sell that will delight customers. You know how much we need that. Until then, you are in charge of [damage control](#). Do not fail me.

With affection,
Your Royal Papa.

P.S. Check the Proclamation Board in Cochem before you go home.
P.P.S. Try to keep XXX out of France. If I get kicked out of my pastry school, we'll never manage this debt!

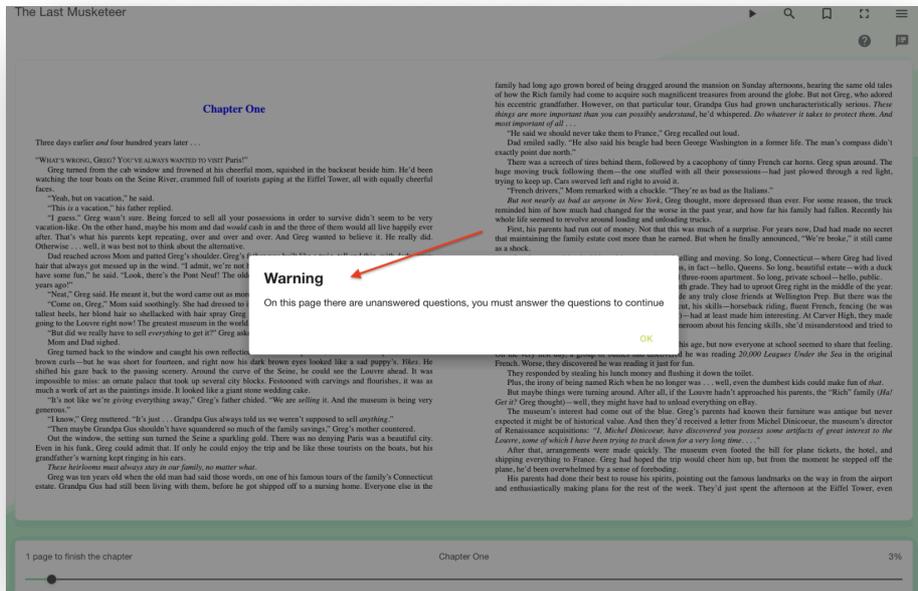
Cochem's Proclamation Board was outside, near the castle gate. After stuffing a few index cards in his shirt pocket, Nero went up the dungeon stairs. He studied his papa's message as he went.

"Damage control" was a duty he had done before. It meant keeping Queen Ash out of trouble, if possible, and smoothing it over afterwards, if it wasn't. That's what his fairy gift was for. It was a pity his magical charm didn't seem to work on the queen.

King Schwartz must have realized Queen Ash wasn't going to be able to pay the huge amount she owed without help. The queen's latest fundraiser, Blackfly Quality Gingerbread, had only sold a few boxes after they'd re-labeled it as charcoal. The *Parlez Vous Patisserie* was his papa's favorite pastry-making school in France. The king must be planning a fancy new dessert to sell.

3 páginas para acabar el capítulo Chapter One - The Blackfly Reputation 88%

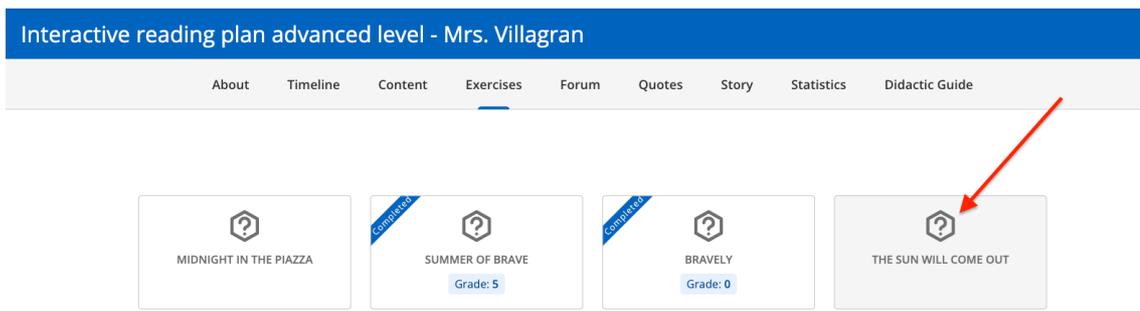
Respond, save and submit your answers. You will not be able to go to the next page if you have not completed the activities.



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.

To prove the popularity of graffiti
 To tell people how much it costs to remove graffiti

Question 2
 Why does Sofia talk about publicity?
 Because it is part of all...

Question 3
 Who of the authors of these letters do you agree with? Explain your answer by using your own words to refer to what is said in one or both letters.
 Olga

Question 4
 We can talk about what a letter says (its content). We can talk about the way in which it is written (its style). Without taking into account with which letter you agree, who (among the two authors) do you think that has written the best letter? Explain your answer referring the way in which one or both letters are written.
 The first letter is written in a more...

Support Powered by Odilo. All rights reserved. Language: English

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

EXERCISE 3 PISA 2018 MACONDO
 PISA EXERCISE: FLU Grade: 0
 PISA EXERCISE: GRAFFITI (ENGLISH) Grade: 2.5
 PISA EXERCISE: POLICE SCIENTIFIC...
 EXERCISE 3 PISA 2018 MACONDO... Grade: 0 N° of attempts: 1/4

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

EXERCISE 3 PISA 2018 MACONDO
 PISA EXERCISE: FLU Grade: 0
 PISA EXERCISE: GRAFFITI (ENGLISH) Grade: 2.5
 PISA EXERCISE: POLICE SCIENTIFIC...
 EXERCISE 3 PISA 2018 MACONDO... Grade: 0 N° of attempts: 1/4

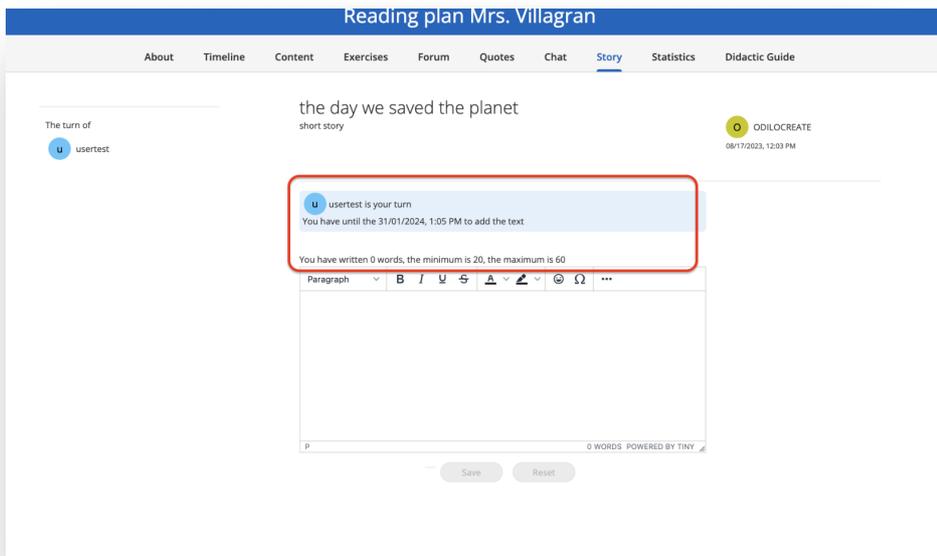
Once your answers are submitted, you will be able to review the score at the top. Click "Try again" to delete your answers and answer them again. Click "Send" to submit your exercise (once submitted, you will not be able to make changes).

< Back
 Your current score is: 0
 Attempts remaining: 3

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).

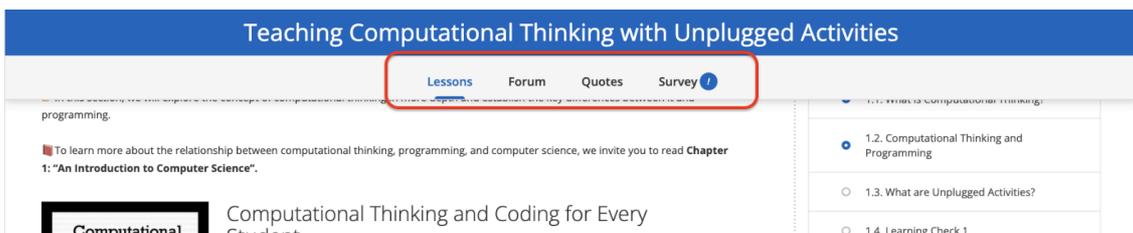


You will find the information regarding your **participation turn (dates and deadline)** in this section. You will also be able to review the criteria established by the moderator regarding the **minimum and maximum number of words** required to submit your activity.

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.



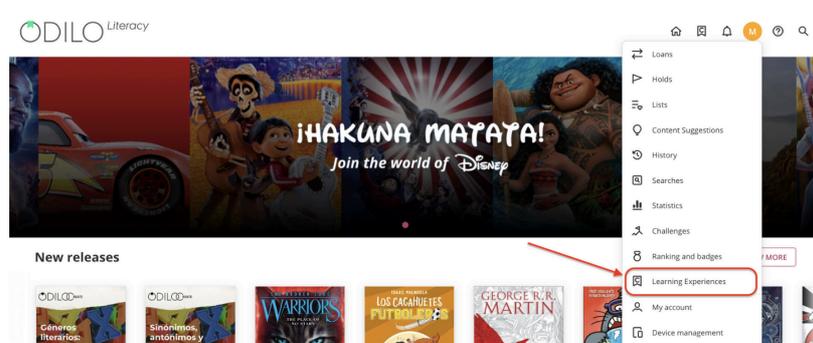
Through the "**Survey**" tab, you will be able to share your opinion of the Learning Experience in which you have participated.

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*".

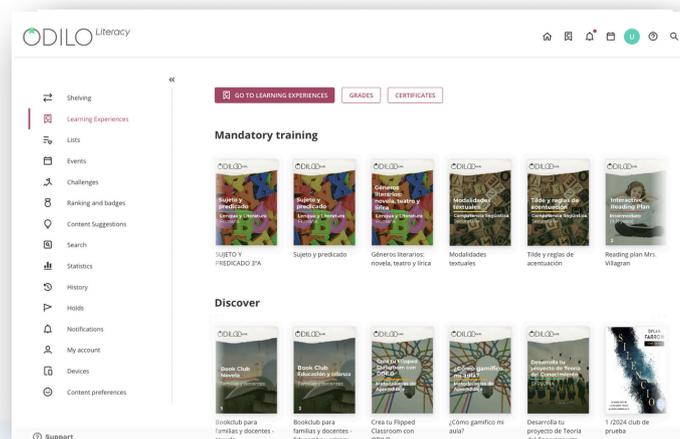


Access the active Experiences from the carousels within this section, by clicking on their cover.

Discover: Corresponds to public, free-browsing learning experiences that you can join.

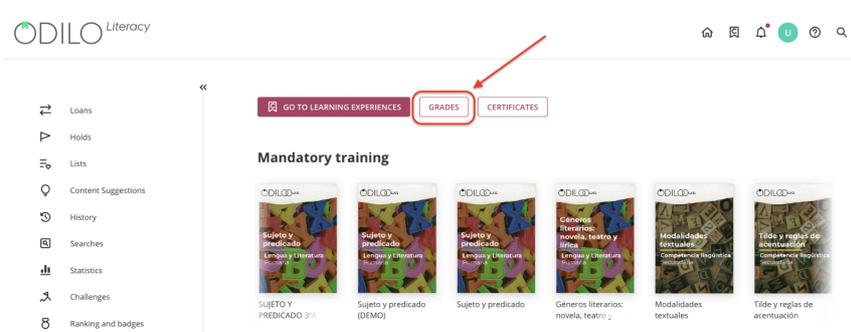
Mandatory training: It corresponds to private experiences monitored by moderators/teachers.

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

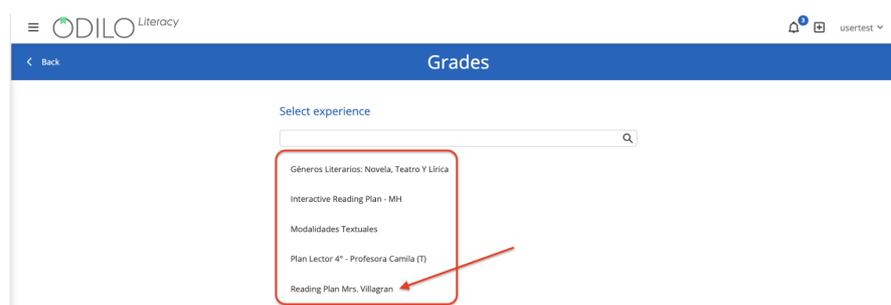


5.8 View progress and grades

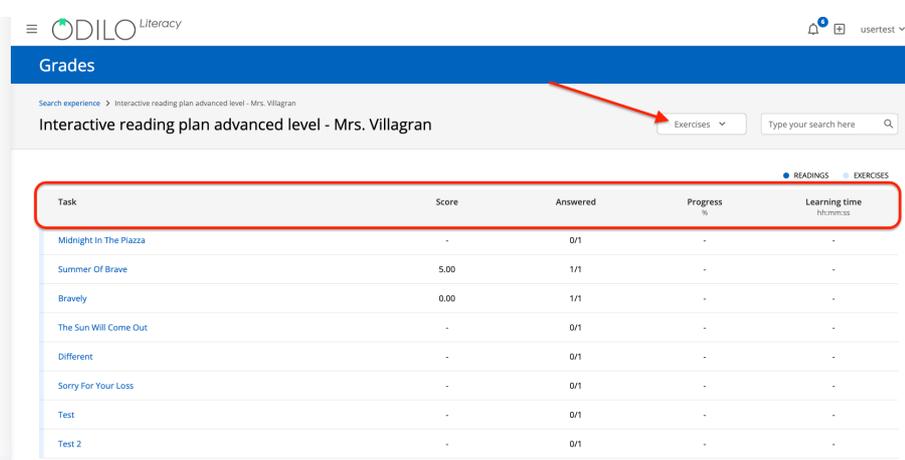
Track your progress and review your grades by clicking "Learning Experiences" from your user area and then clicking "Grades."



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.

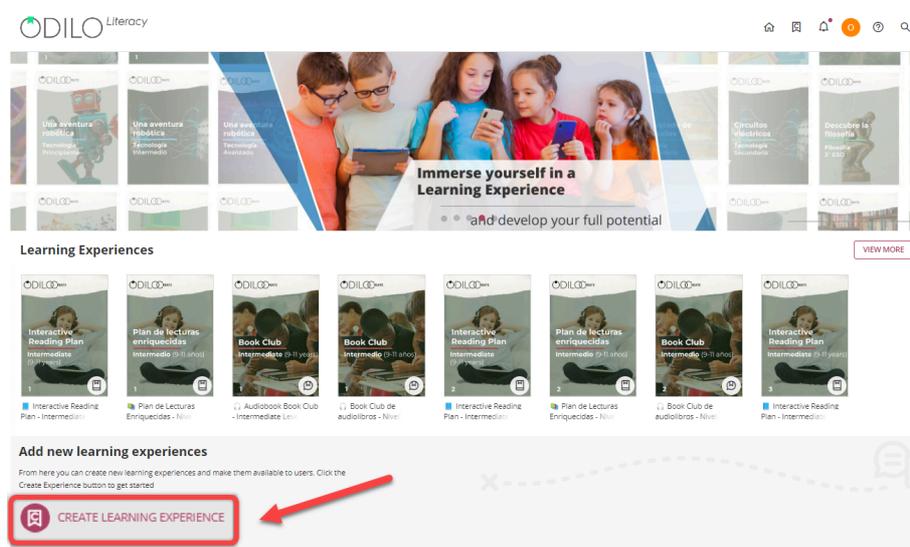


6. Create your own Learning Experience

To create your own Learning Experiences you will have two options: **cloning or duplicating ready-made experiences**, already designed by experts to launch and work with participants or **creating completely from scratch**. Both options give you the opportunity to customize and modify them as you wish.

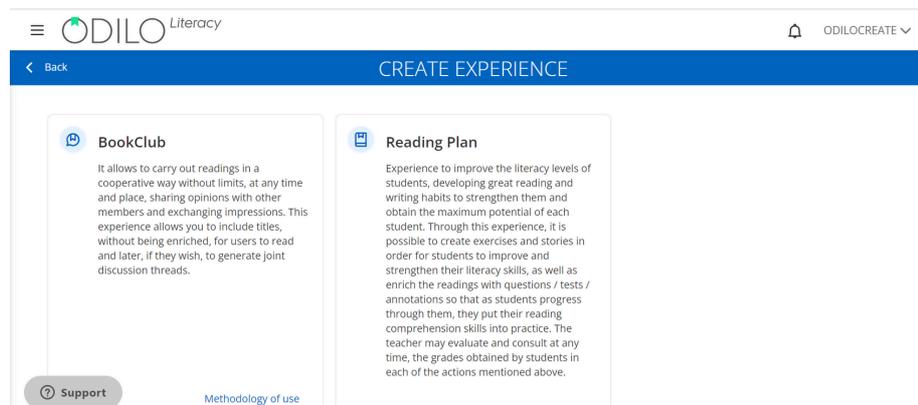
6.1 Quickly create a Learning Experience (clone)

To clone any experience you must click on the button "Create Learning Experience" which is located under the first carousel.



* If you do not see the button, go to "Go to learning experiences" and re-enter your ecosystem.

Choose any of the Learning Experiences available by clicking on any of them.



Select the option: "From repository"



From this option all the experiences that exist for cloning will be shown, depending on the type of format selected.

Experience name	Author	Subject	Version	Creation	Language	Verified	
Interactive Reading Plan - Expert Level - 1	ODILOCREATE			04/28/2023	Spanish	Yes	Clone
Interactive Reading Plan - Pre-reader Level - Demo	LITERACY001			10/06/2023	Spanish	No	Clone
Interactive Reading Plan - Advanced Level - 4	ODILOCREATE			03/23/2023	Spanish	No	Clone
Interactive Reading Plan - Advanced Level - 2 (Classics)	ODILOCREATE			03/23/2023	Spanish	No	Clone
Interactive Reading Plan - Expert Level - 2	ODILOCREATE			03/09/2023	Spanish	No	Clone
Interactive Reading Plan - Intermediate Level - 2	ODILOCREATE			03/09/2023	Spanish	No	Clone
Interactive Reading Plan - Beginners Level - 2	ODILOCREATE			03/09/2023	Spanish	No	Clone
Interactive Reading Plan - Pre-reader Level - 2	ODILOCREATE			03/09/2023	Spanish	No	Clone

Perform a more precise search using the filter button at the top right.

EXPERIENCE NAME AUTHOR SUBJECT CREATION (FROM - TO) LANGUAGE VERIFIED

If you want to know the information about your Learning Experience, click on its name to preview the content.

Interactive Reading Plan - Intermediate Level - 3

Hello! Welcome to this **intermediate level** Interactive Reading Plan.

We offer you content curation specifically designed for children who already read well.

All readings are enriched with activities and questions that promote story comprehension and make reading a dynamic and engaging experience.

Its objectives are:

- Work on reading and writing
- Strengthen reading comprehension
- Promote a taste for reading

In addition, you have forum and chat to facilitate communication with your students.

How this Reading Plan works:

Click on CONTENTS (top menu).

To clone, click the **“Clone”** button, from the right column and follow the steps:

1. Information and settings

Complete the required fields to advance and clone.

Name: It is recommended to name the experience precisely to be able to locate it quickly, for example Topic and/or subject, level and the name of the moderator/teacher, “Earth Day - Science 5th - Professor Mari Herrera”

Image: You can edit or add a cover image

Description: You will be able to edit and add the information you want, as well as images, tables, videos or embedded gamification activities. In this section you can activate prior knowledge that helps the participants in the process.

Duration: estimated time to carry out the experience.

Language: Select the language in which the experience is made.

Visibility: In private experiences, participants will need an invitation to access and statistics will be generated for only the group you want; In public ones, everyone will be able to follow and access it.

Mandatory: When designated mandatory, the student has to complete each section and its exercises in order.

Set end date: Enabling this option allows you to set start and end dates to limit access to participants before or after the date you set.

Chat: As a moderator you can activate or deactivate this tab whenever you want.

Share in repository: Activating this option will allow other moderators to clone your experience.

Experience Information Fields: optional extra data.

Story (Exclusive Reading Plan): Activating this section allows all members of the experience to create a short story according to the topic chosen by the teacher, following established participation turns.

Important: All fields are editable once the experience is cloned.

The screenshot shows a web form titled "CLONE READING PLAN". It has a blue header with a "Back" button and a "CLONE READING PLAN" title. Below the header, there are three tabs: "Experience Information", "Content & Milestones", and "Other". The "Experience Information" tab is active. The form is divided into two main sections: "About" and "Settings".

About Section:

- NAME:** A text input field with the value "Interactive Reading Plan" and a "Required" label.
- Cover Image:** A placeholder image showing a student reading a book titled "Interactive Reading Plan Advanced 12-15 years".
- DESCRIPTION:** A rich text editor with a toolbar. The text inside reads: "Hello, welcome to this **advanced level** Interactive Reading Plan. We offer you content curators specifically designed for students who are already fluent readers and can tackle more complex content. All readings are enriched with activities and questions that promote story comprehension and make reading a dynamic and engaging experience. Its objectives are: Work on reading and writing, Strengthen reading comprehension, Promote a taste for reading. In addition, you have forum and chat to facilitate communication with your students. How this Reading Plan works: Click on CONTENTS (top menu), Access any of the books and start reading. When you find any of these icons, click and an activity will appear."

Settings Section:

- START DATE:** A date input field.
- END DATE:** A date input field.
- VISIBILITY:** Radio buttons for "Private" and "Public".
- MANDATORY:** Radio buttons for "Yes" and "No".
- Activate chat and direct message:** A checkbox.
- Activate admin email notifications:** A checkbox.
- Share this experience in the repository:** A checkbox.

Experience information Section:

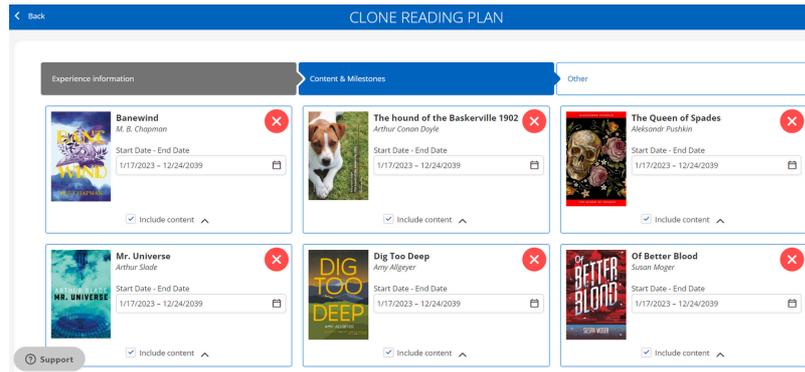
- INSTITUTION:** A text input field.
- GROUP:** A text input field.
- SUBJECT:** A text input field.
- AGE:** A text input field.
- ACTIVATE OPTION TO CREATE SHORT STORY:** A checkbox.

At the bottom right, there is a "Next" button.

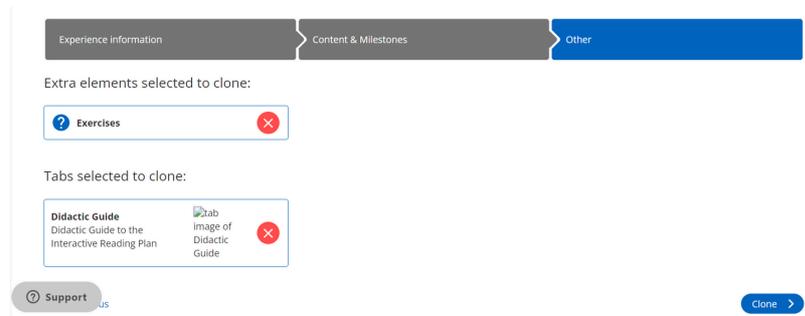
2 . Content & Milestones

The next thing will be to decide if you include all the content that comes within the experience or if you decide to eliminate some. If you want to remove content, you just have to click on the red cross button. At this point you can assign a start and end date for each content.

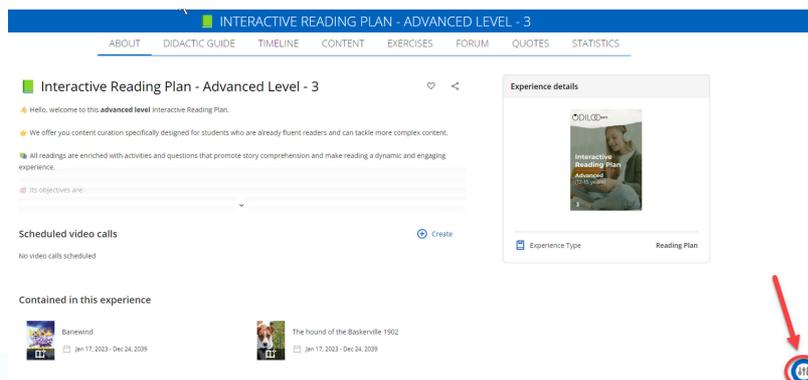
Important: The contents and selected dates are editable once the experience is cloned.



The next step will be to clone the exercises and the extra tabs that your experience brings. Like the contents, if you want to remove them, you can do so from the red cross. Remember that everything can be edited once the experience is cloned.



Finally, click the button **clone**.

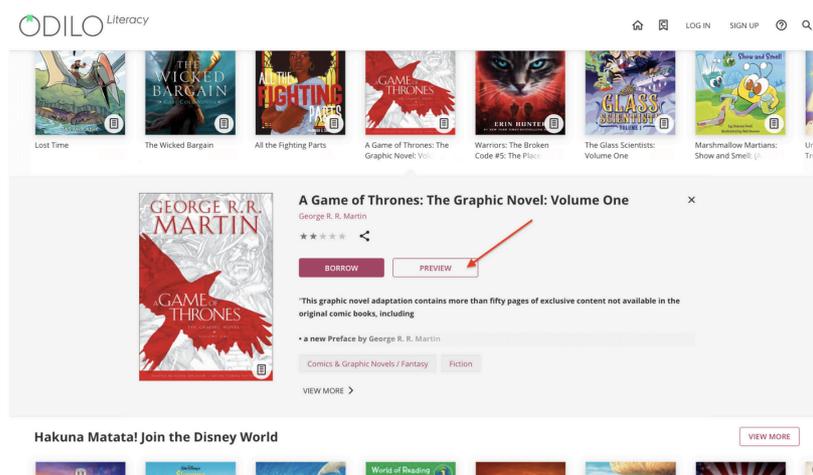


6.2 Create a Learning Experience from scratch

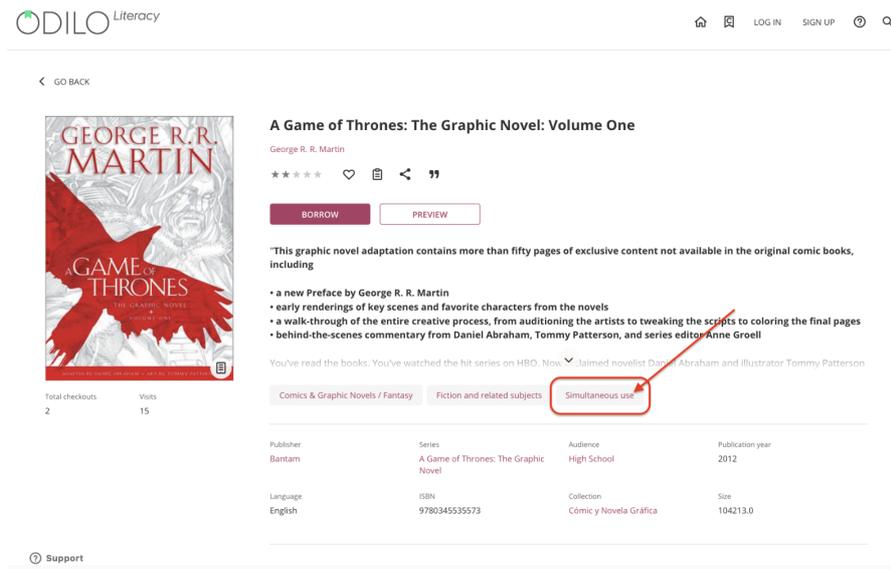
Before starting

When choosing the content that you will use with the participants, keep 2 important aspects in mind:

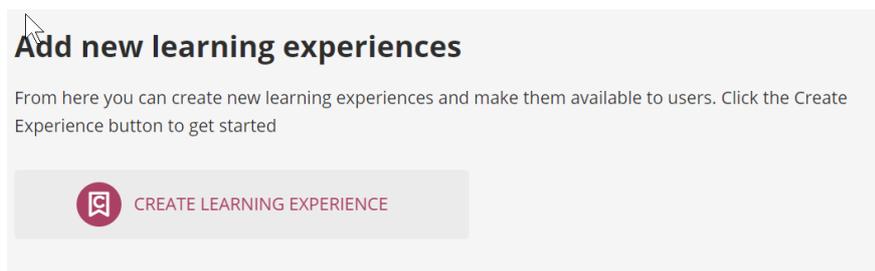
- Review the contents through the option “Preview” and avoid borrowing the content. This will help you not use your maximum loans in a short time.



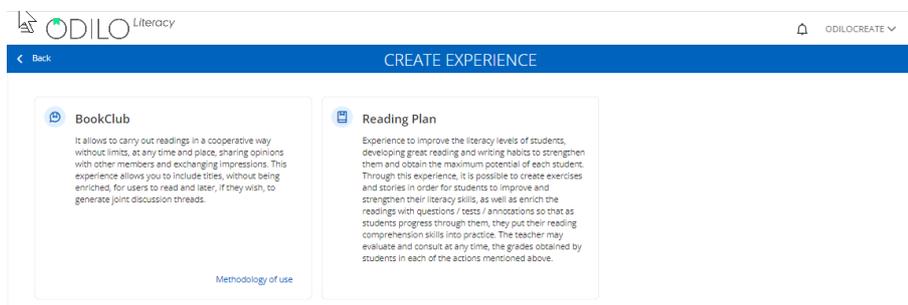
- Consider using resources that contain the tag “Simultaneous use”. This will allow this resource to be accessed by multiple users at the same time and will make the work of the participants easier.



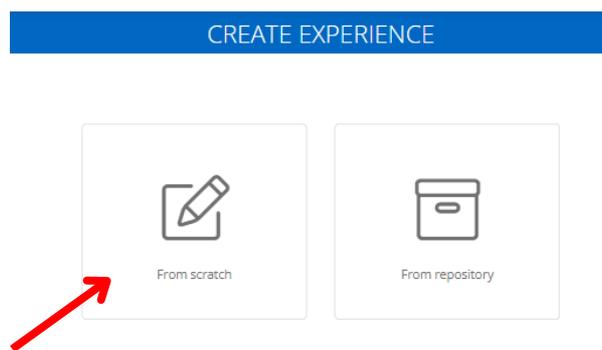
Click on the "Create Learning Experience" button which is located under the first carousel.



From here, choose the type of experience you want to create.



Once you have chosen the type of experience desired, you must select the option: from scratch.



Complete the information section as you would when cloning.

Name: It is recommended to name the experience precisely to be able to locate it quickly, for example Topic and/or subject, level and the name of the moderator/teacher, "Earth Day - Science 5th - Professor Mari Herrera"

Front page: You can edit or add a cover image

Description: You will be able to edit and add the information you want, as well as images, tables, videos or embedded gamification activities. In this section you can activate prior knowledge that helps the participants in the process.

Duration: estimated time to carry out the experience.

Language: Select the language in which the experience is made.

Visibility: In private experiences, participants will need an invitation to access and statistics will be generated for only the group you want; In public ones, everyone will be able to follow and access it.

Mandatory: When designated mandatory, the student has to complete each section and its exercises in order.

Set end date: Enabling this option allows you to set start and end dates to limit access to participants before or after the date you set.

Chat: As a moderator you can activate or deactivate this tab whenever you want.

Share in repository: Activating this option will allow other moderators to clone your experience.

Experience Information Fields: optional extra data.

Story (Exclusive Reading Plan): Activating this section allows all members of the experience to create a short story according to the topic chosen by the teacher, following established participation turns.

Important: All fields are editable once the experience is cloned.

Reading Plan

About

NAME Required

Drop image here or click
Max. 5 MB. Formats: JPG, JPEG, PNG, SVG

DESCRIPTION

Ask AI Paragraph B I U

© WORDS. POWERED BY TINY

Settings

DURATION

LANGUAGE
English

VISIBILITY

Private
 Public

MANDATORY

Yes
 No

Set end time

Activate chat and direct message

Share this experience in the repository

Experience information

INSTITUTION

GROUP

SUBJECT

ACTIVATE OPTION TO CREATE SHORT STORY

Advanced settings

TAGS 0/10

VERSION

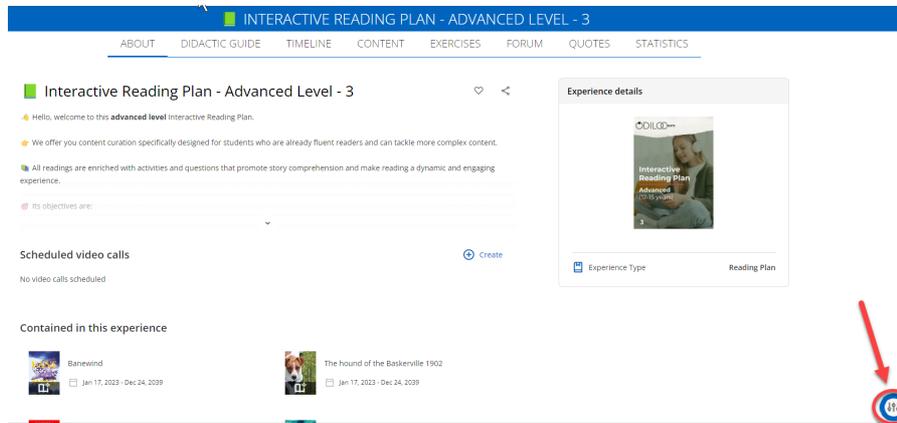
ADDITIONAL INFO

Cancel Save

From this moment you will have a new template to fill with content and everything you want. Check how to edit a Learning Experience to start creating it.

7. Edit your Learning experience

To edit your learning experiences, whether cloned or created from scratch, you can access your editing button located at the bottom right of the screen.



7.1 Edit a Reading plan

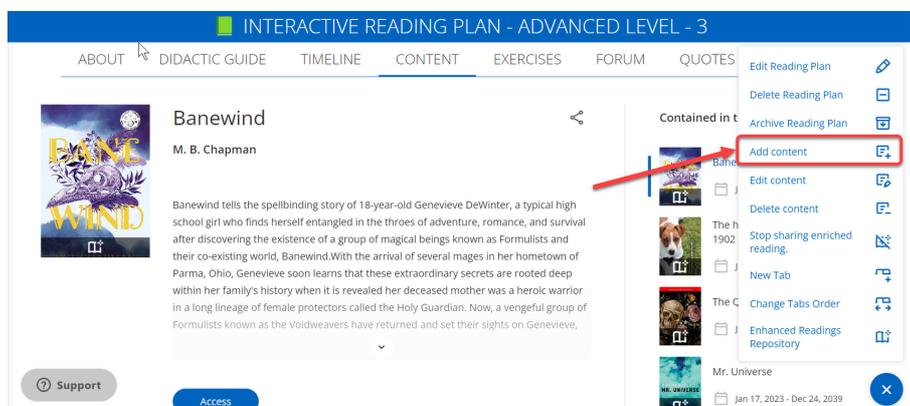
7.1.1 Edit experience level settings

To edit the initial settings for any Learning Experience, click the editing button  from the bottom right, from the beginning of it. Click on the first option to enter settings.

7.1.2 Add or delete content

Add content

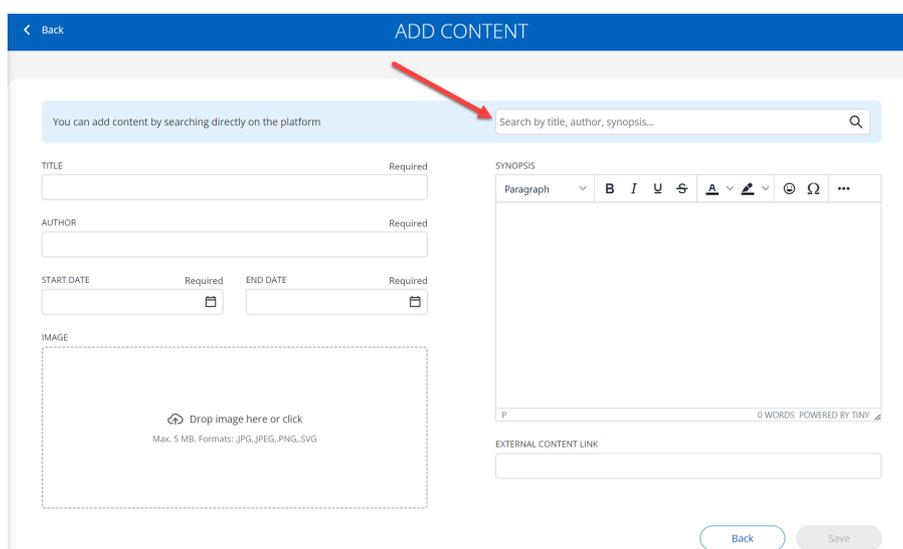
To add new content, from the content tab, you can click on the option "Add content" button in the lower right corner.



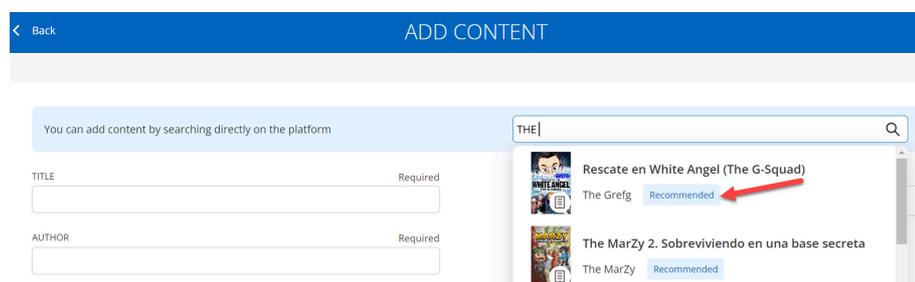
Add from catalog

You can add content that is available in the Learning Ecosystem catalog or from an external link.

If you want to add content **from the catalog**, you must write the name of the content in the search bar and then choose from those that are marked as *"Recommended"*.



The screenshot shows the 'ADD CONTENT' form with a search bar at the top. A red arrow points to the search bar. Below the search bar are input fields for TITLE, AUTHOR, START DATE, and END DATE, all marked as 'Required'. There is also an IMAGE field with a drop icon and text 'Drop image here or click' and 'Max. 5 MB. Formats: .JPG, .JPEG, .PNG, .SVG'. To the right is a SYNOPSIS field with a rich text editor toolbar. At the bottom right are 'Back' and 'Save' buttons.



The screenshot shows the 'ADD CONTENT' form with search results. The search bar contains 'THE|'. Below the search bar are input fields for TITLE and AUTHOR, both marked as 'Required'. To the right, search results are displayed. The first result is 'Rescate en White Angel (The G-Squad)' by 'The Grefg', marked as 'Recommended'. A red arrow points to this result. The second result is 'The MarZy 2. Sobreviviendo en una base secreta' by 'The MarZy', also marked as 'Recommended'.

Once you have chosen it, the *Title, Author, Description and Cover* fields will be automatically filled in based on the data of the selected content itself. As a teacher you will have to select the start and end dates of this new content.



The screenshot shows two input fields for 'START DATE' and 'END DATE', both marked as 'Required'. Each field has a calendar icon to its right.

Add Own content

If you want to add **your own content**, you must share it through the URL from the *"External content link"* option. For example:

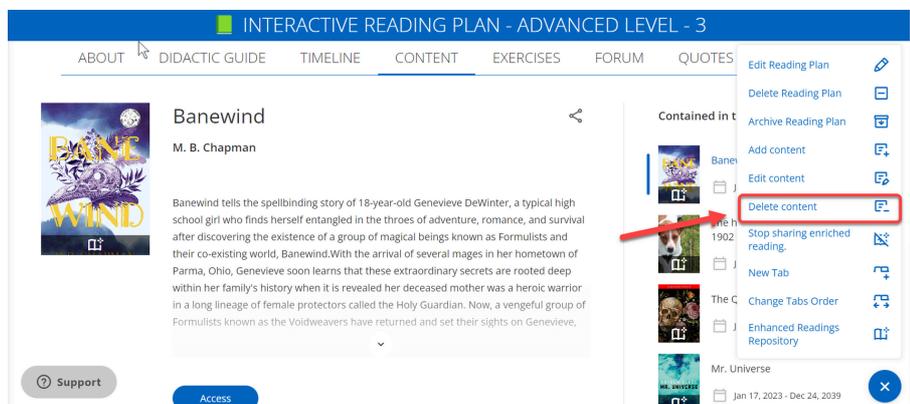
Imagine that you must share a document with your students about how to create reading summaries. This document does not belong to the ecosystem collection, but rather you have created it yourself. Regardless of its format, you can include it in the experience from a link generated by the resource.

EXTERNAL CONTENT LINK

As it is its own content, the sections of Title, Author, Description and Cover will have to be completed manually.

Delete content

To delete content (in this case ebook), you must position yourself on the content tab. Next, select the content to delete by clicking on the cover. Click on the blue button located in the lower right corner and select the "Delete content" option. You will see that a warning window will appear, you must click accept and then the content will be deleted.



7.1.3 Add milestones: Dates and reminders

Once you have completed your Learning Experience with the necessary content, you can discover another very useful activity: **Milestones**.

Milestones or reminders will allow you to plan, within a content, announcements that are important to your students. For example, you can include reminders to turn in an exercise, announce a test date, or even reminders for activities such as a course project or a field trip.

These milestones will always be automatically reflected in the "Activity" tab.

By clicking on the "**Create**" button, you can add a milestone as a reminder or video call.

The screenshot shows the ODILO Literacy interface for the book 'Banewind' by M. B. Chapman. The page is titled 'INTERACTIVE READING PLAN - ADVANCED LEVEL - 3'. The main content area includes a book cover, the author's name, a description of the book, and an 'Access' button. Below the description is a 'Milestones' section with a calendar view showing the date '21 Mon' for August 2023 and '24 Sat' for December 2039. A red box highlights a '+ Create' button. To the right, a sidebar titled 'Contained in this experience' lists other books: 'Banewind', 'The hound of the Baskerville 1902', 'The Queen of Spades', 'Mr. Universe', 'Dig Too Deep', and 'Of Better Blood'.

From this window you can add a title, select the date of the event by clicking on the calendar symbol  and a description. If you wish, include a link to a videoconference that must be generated externally with the platform you usually use (Google Meet, Zoom, etc.).

Nuevo evento ✕

TÍTULO Requerido

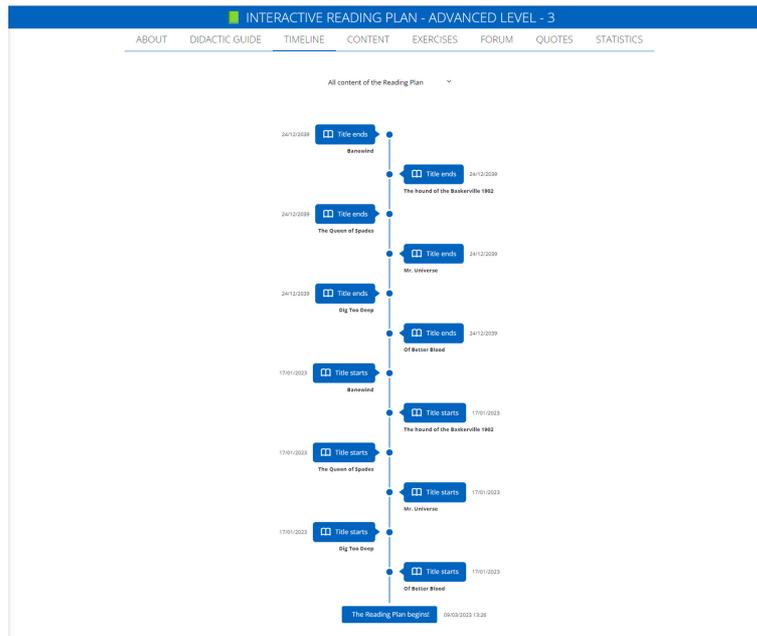
FECHA Requerido

DESCRIPCIÓN

ENLACE A VIDEOCONFERENCIA

Cancelar
Guardar

All changes you make will be reflected in the timeline tab. This section will show an overview of all the activities your Learning Experience has.



It will display the start and end date of each content you have added and the activities and events you have planned.

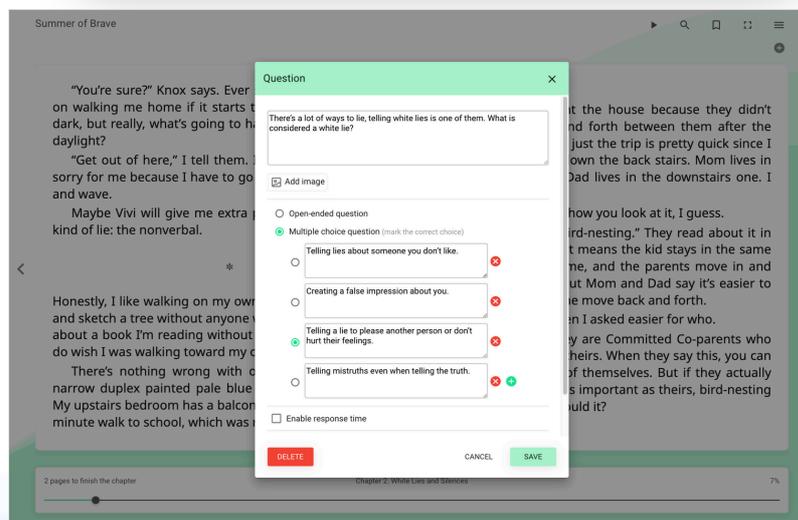
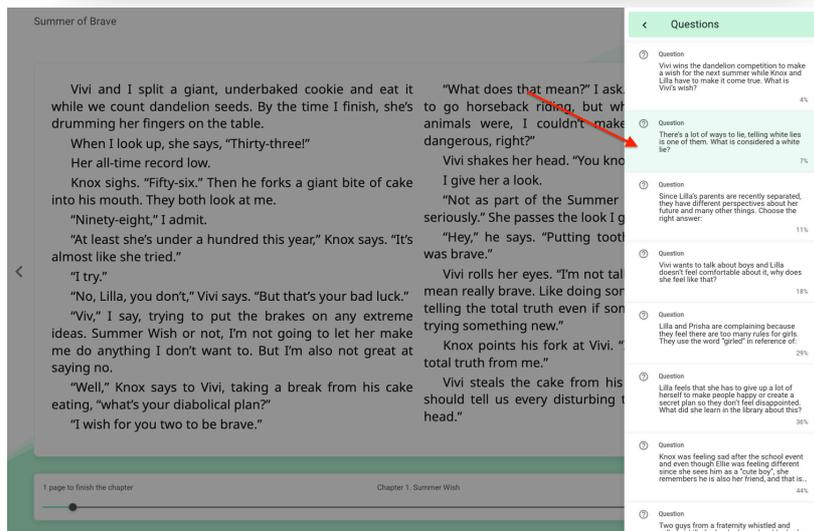
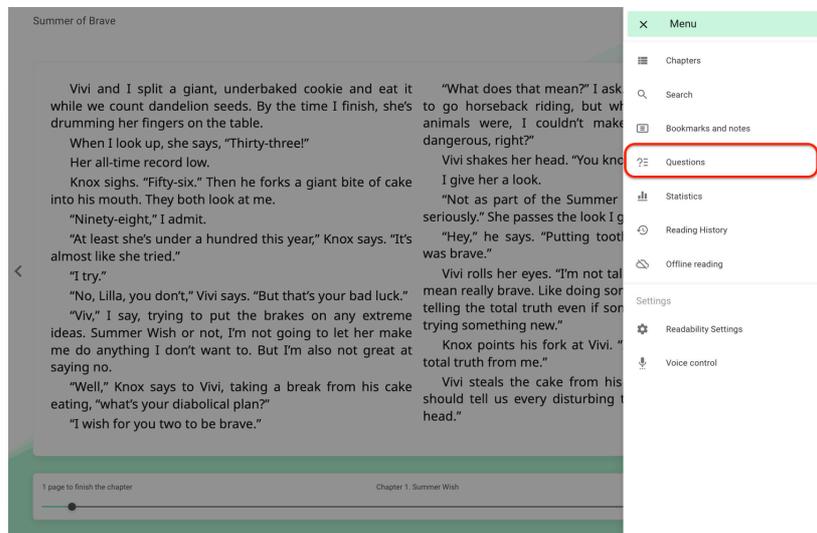
This section will be modified according to the content you add or remove.

7.1.4 Edit enhanced content (Exclusive Reading Plan)

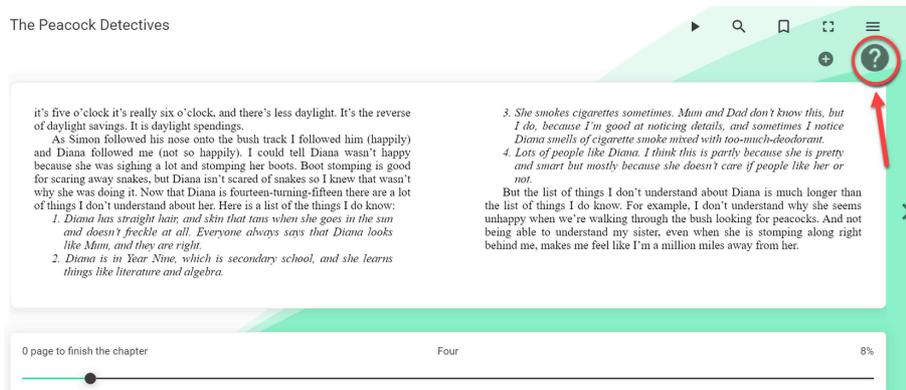
In the case of a **cloned Reading plan**, you can view the enriched content of an ebook, from the content tab, clicking on the cover of the resource you want to review and then selecting the option "Access". Afterwards, you must click read (the content will load in another tab).

The screenshot shows the "CONTENT" tab for the book "Midnight in the Piazza" by Tiffany Parks. The page features the book cover on the left, followed by the title and author. Below this is a short description: "Beatrice Archer may love history, and Rome may be chock-full of it, but that doesn't mean she wants to move there! Too bad Beatrice's father got a job as the head of the history department at the American Academy in Rome—now, Beatrice has no choice but to get used to the idea. When she arrives in Rome she explores her new city as much as she can, but it isn't until she hears talk of a strange neighborhood legend that Beatrice perks up. A centuries-old...". At the bottom left, there is a "Support" button and an "Access" button. On the right side, under the heading "Contained in this experience", there is a list of other books: "Midnight in the Piazza" (Jan 31, 2023 - Dec 24, 2039), "Summer of Brave" (Jan 31, 2023 - Dec 24, 2039), "Bravely" (Jan 31, 2023 - Dec 24, 2039), "The Sun Will Come Out" (Jan 31, 2023 - Dec 24, 2039), and "Different".

Review the enrichments from the side panel, clicking on the "Questions" option. Clicking on any of them will take you directly to the page where the question is added, and you can edit or delete it if you wish.



Inside the content, your students will discover the icons that appear at the top right of the content. This corresponds to the enrichments you have added.



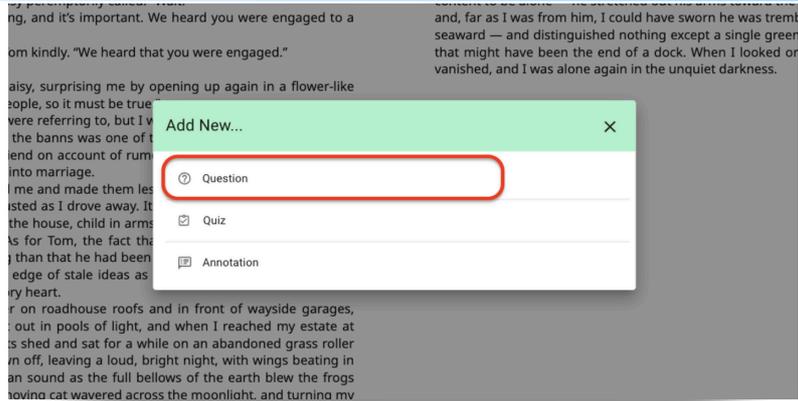
- **+** **Add:** From here you can add questions, notes and tests.
- **?** **Question:** This symbol shows one of the questions that is already created within the cloned reading plan.
- **💬** **Annotation:** This symbol indicates a note already created within the reading that can be used for clarification and even expand the information of the content itself.
- **▶** **Video:** This symbol indicates that a video has been linked.
- **✓** **Test:** This symbol indicates a self-correcting question test.

7.1.4.1 Add new enhancements

To add a new activity (questions, annotations and test), click on the **+** button, choose the option you want and configure your activity.

Add a question

Para añadir una pregunta, haz clic en el signo “+” y elige la opción pregunta. Podrás añadir preguntas de respuesta abierta (corrección manual) o de múltiple elección (corrección automática).



Configure your question and click "Save" . The icon at the top right will show your question added to the chosen page.

Question

Write the question here...

Open-ended question

Multiple choice question (mark the correct choice)

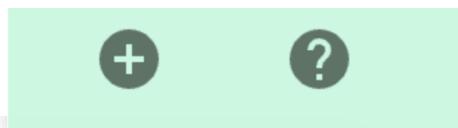
Write the answer here...

Write the answer here...

Write the answer here...

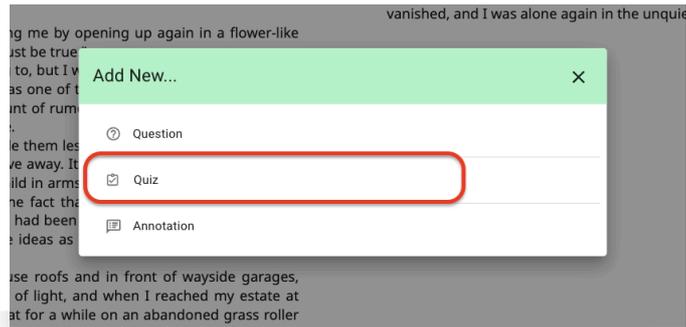
Enable response time

SAVE CANCEL

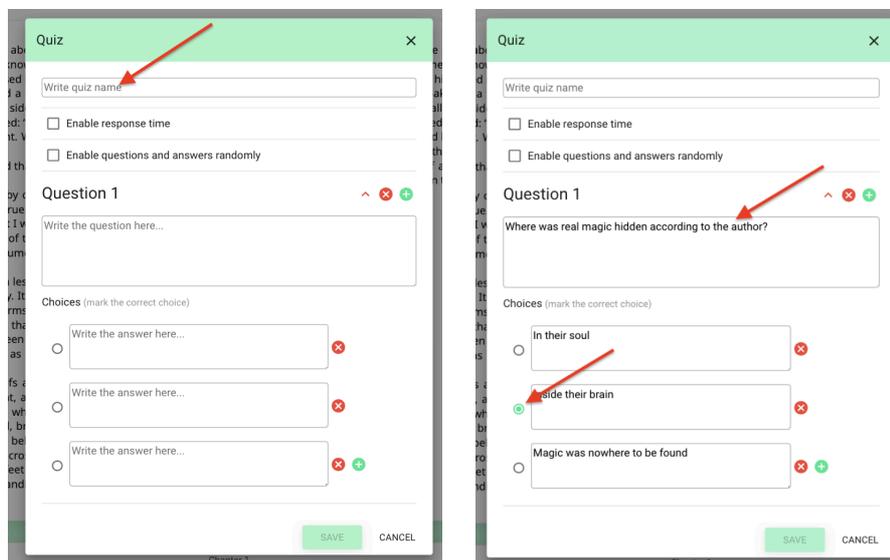


Add a test

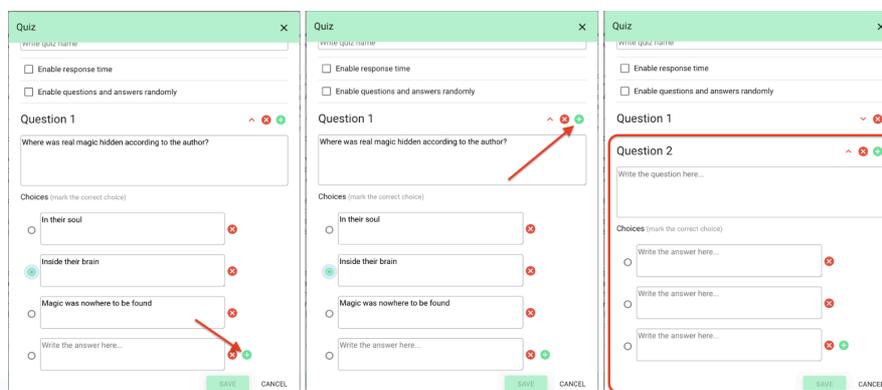
To add a test with multiple choice questions and automatic correction. Click the + button from the page you want to enrich and choose the option "Test".



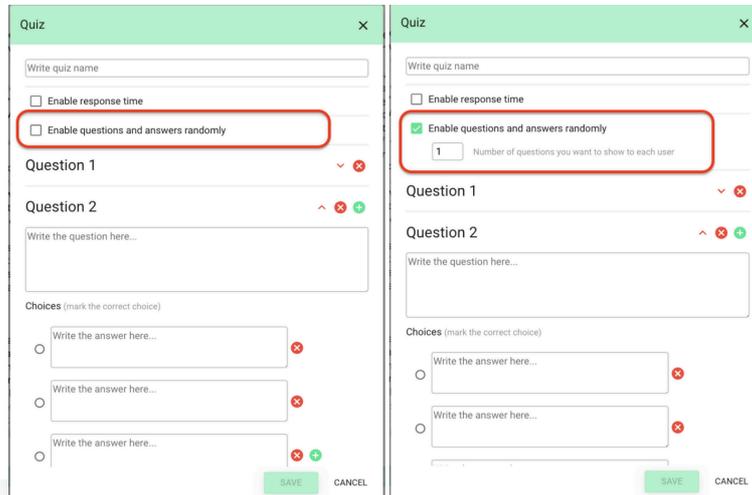
From here you can configure your test and add the questions and their options one by one. Name the test before you start configuring it. Then add the questions in the questions section and add the options in the answers section. Make sure you mark the correct answer from the circles on the left side.



If you want to add more answer options, click the green button next to the last option to enable more spaces. To add a new question, click the + button on the left side of the existing question. This will create a new question to set up.



This question bank within a test can be configured as random for participants, this means that users will obtain different question options randomly from the total bank of questions created. Thus, not all participants will answer the same questions or have the same order of answers. To activate this option, choose the "Enable random questions and answers" option from the top. Choose the number of questions to be shown to participants and save your settings.

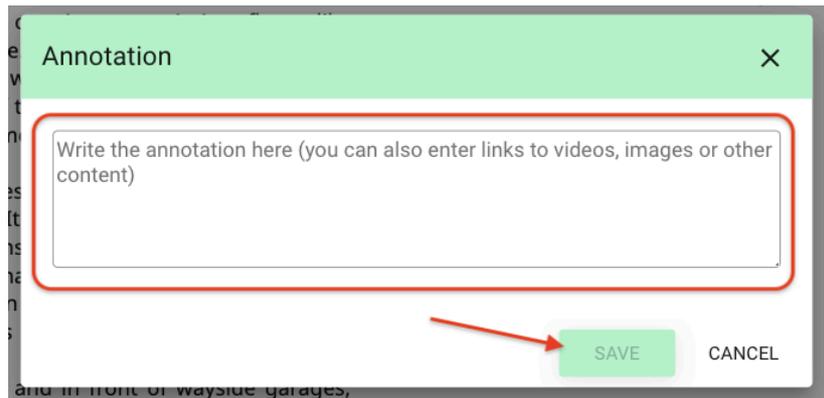


You can also enable response time for this test. When the time limit reaches, participants will not be able to continue answering and their response will be saved until that time.

Add an annotation

To add extra information to a reading, click the + button and choose the annotation option. Write directly in the text box and save.

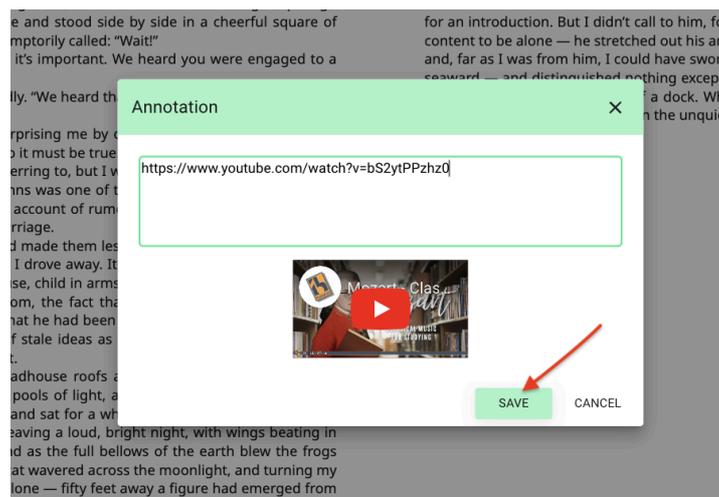




Add a video

To add a video to your reading pages, click the + button and choose the option "Annotation"

Copy the video URL from the source platform and paste it directly into the dialog box. Click save and the video will be added to the ebook page.



Add enhanced content

Your learning ecosystem can have a repository of readings enriched with different activities. You can add new content, **already enriched** to your already created Learning Experience. To add content from the existing repository, click the editing button from the "Content" tab.

The screenshot shows the 'Reading Plan - Miss Camila' interface. The main content area displays 'The Great Gatsby' by F. Scott Fitzgerald. Below the title, there are buttons for 'Read', 'Return', and 'Download'. A progress bar indicates 'Expires: 02/26/2024' and 'Remaining: 20 Days - 23 Hours'. A 'Milestones' section shows a timeline for 2024 and 2039. On the right, a 'Contained in this experience' list includes various books with their respective dates. A red box highlights the 'Enhanced Readings Repository' icon in the bottom right corner of the interface.

Search the reading list for the one that interests you. You can also do a search in the top bar.

The top panel will show you the number and type of enrichments each reading contains.

The screenshot shows the 'Enhanced Readings Repository' search and results page. At the top, there are search fields for 'NAME' and 'ISBN'. Below the search fields is a table with columns for 'Name', 'ISBN', 'Entity', 'Questions', 'Quizzes', and 'Annotations'. A red arrow points to the 'NAME' search field. A red box highlights the 'Questions', 'Quizzes', and 'Annotations' columns. The table lists several books with their respective enrichment counts.

Name	ISBN	Entity	Questions	Quizzes	Annotations
Harold y el lápiz morado	9788415116226	CRA	4	2	0
Los Secretos de Hafiz Mustafá (Plan ...	9789587059601	Club de lectura Librarianum	10	5	0
EL CUADRO	9788490653760	Teach	4	2	0
Los problemas de pingüino	9788490653609	Teach	6	2	0
Camino a casa	9786071634429	Teach	4	2	0
Puck de la colina de Pook	9788498418873	Teach	11	16	0
Una fiera anda suelta	9788427213913	Teach	12	10	0
Buenas noches, Laika	9786071624451	Teach	10	1	0
Voces en el parque	9786071645371	Teach	4	1	0
Soy un caballo	9788416854806	Teach	2	3	0

To add her, click on her name and then click "Download". Add the start and end dates for the content and click "Accept". This will automatically add the enriched content to your Learning Experience.

7.1.5 Exercises

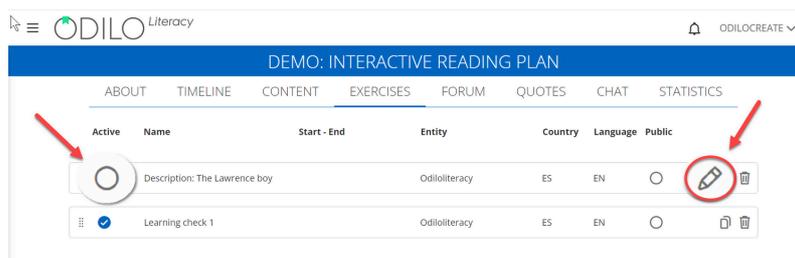
If the cloned Reading Plan has exercises, you will find them in this section.



To preview them, you simply have to click on the exercise itself and you will be able to preview the exercise.

Enable or disable

The exercises that have the tick in the column "Active", will be activated and visible to participants. You can edit this visualization by clicking on the circle under this column.

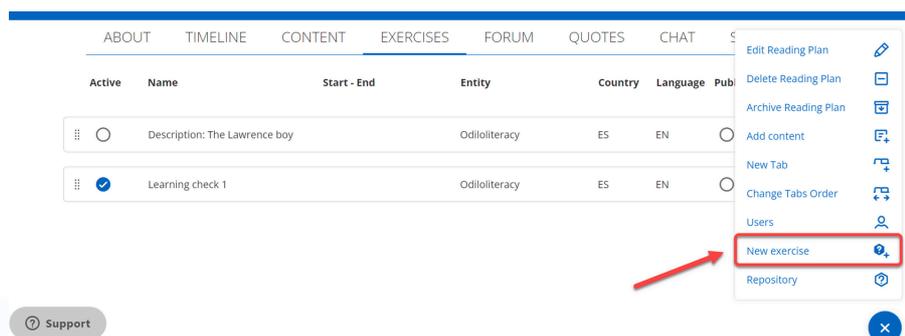


Edit settings and questions

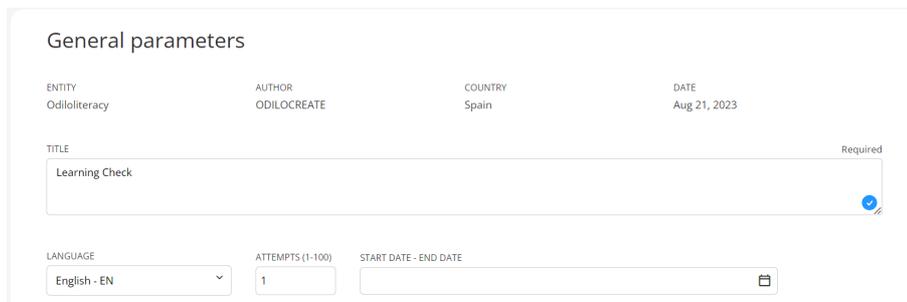
If you want to modify the date of the exercise or its content, you must click on the pencil symbol . If, on the other hand, you want to delete it, you must click on the trash can symbol .

Create new exercises

To create an exercise from scratch, click on the **editing button** and select the option "Create new exercise".



A form will open in which you must fill out the requested information. You can configure your **exercise from 1 to 100 attempts**, so that participants can retry if they do not achieve the expected score. By selecting start and end dates, users will only be able to access and interact with the exercise or task during these dates.



The screenshot shows a form titled "General parameters" with the following fields:

ENTITY	AUTHOR	COUNTRY	DATE
Odioliteracy	ODILOCREATE	Spain	Aug 21, 2023

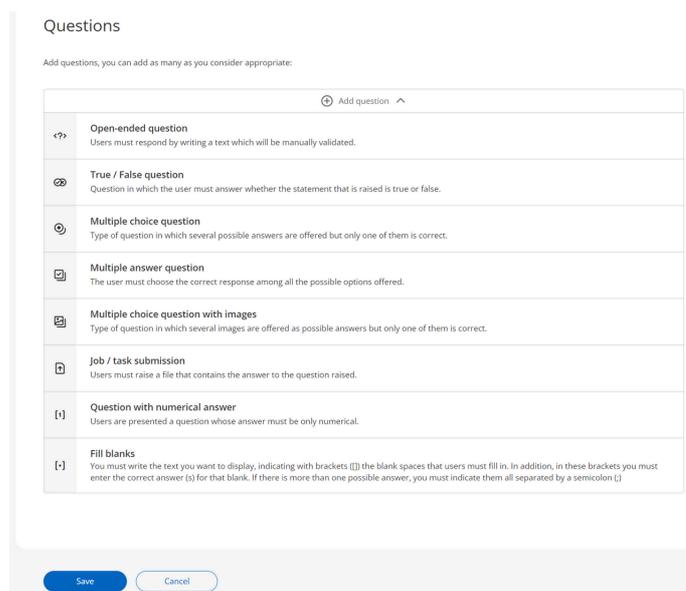
TITLE: Learning Check (Required)

LANGUAGE: English - EN

ATTEMPTS (1-100): 1

START DATE - END DATE: [Empty field]

To add content to the exercise, scroll down to the questions section and choose from the available options:



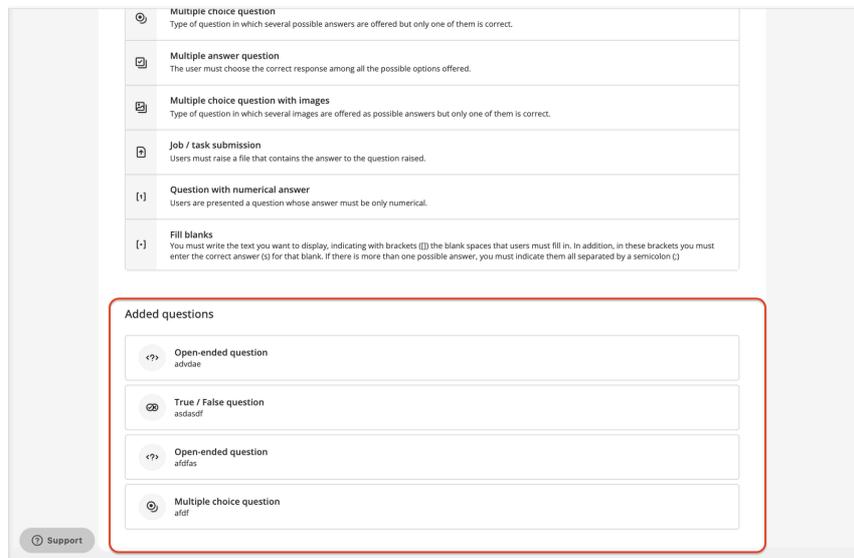
The screenshot shows the "Questions" section with the following options:

- Open-ended question**: Users must respond by writing a text which will be manually validated.
- True / False question**: Question in which the user must answer whether the statement that is raised is true or false.
- Multiple choice question**: Type of question in which several possible answers are offered but only one of them is correct.
- Multiple answer question**: The user must choose the correct response among all the possible options offered.
- Multiple choice question with images**: Type of question in which several images are offered as possible answers but only one of them is correct.
- Job / task submission**: Users must raise a file that contains the answer to the question raised.
- Question with numerical answer**: Users are presented a question whose answer must be only numerical.
- Fill blanks**: You must write the text you want to display, indicating with brackets () the blank spaces that users must fill in. In addition, in these brackets you must enter the correct answer (s) for that blank. If there is more than one possible answer, you must indicate them all separated by a semicolon (;)

Buttons: Save, Cancel

When you have the exercise set up, just click on "Save". The exercise will appear at the bottom of the exercise list. To activate it, you will have to repeat the above step.

As you add questions, they will appear at the bottom of the page under "Added questions."



Once the exercise is set up, just click on "Save".

The exercise will appear at the bottom of the exercise list (remember to activate it).

7.1.6 Story

A good way to encourage the development of creative and collaborative writing is through "story". Here you can invite your students to participate in a collaborative story through the intelligent platform, which allows all members of the experience to jointly create a short story according to the theme chosen by the teacher and following established turns of participation. After the activity is finished, you can download the result to share it with your students or use it as classroom work material.

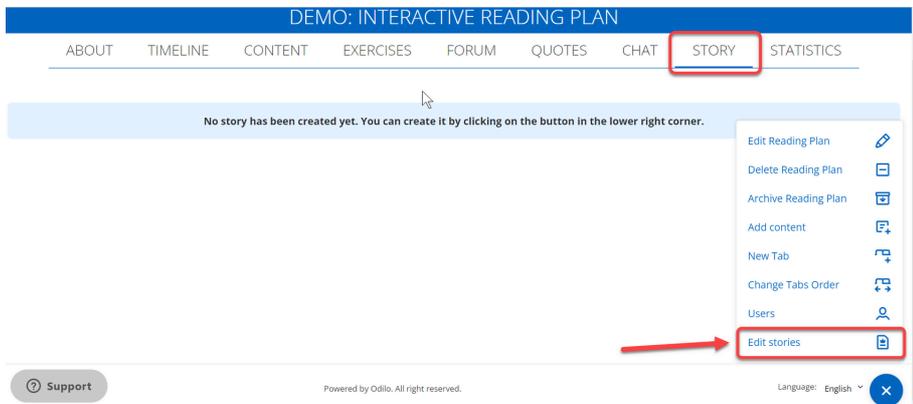
You could use this activity to write a group article, create an interactive story, a class project, etc.

Important: It is recommended to activate this option at the beginning of the Reading Plan construction or at any time from the home tab: edit reading plan.

ACTIVATE OPTION TO CREATE SHORT STORY 

Create a story

Go to the "Story" tab, click the button and select the option "Edit story".



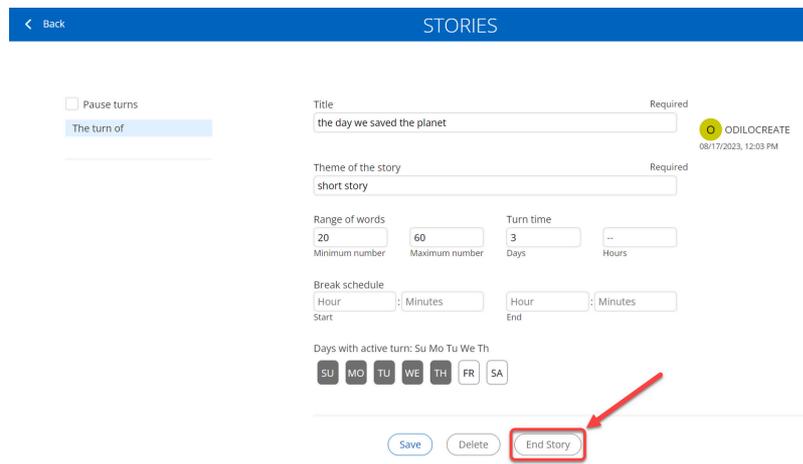
Customize the exercise by completing the following information:

- **Title:** Write a name for the story.
- **Theme of the story:** Write the literary genre.
- **Range of words:** Select the minimum and maximum number of words for each intervention.
- **Turn time:** Select the turn period for each student to write.
- **Days with active turn:** Select the days you want the activity to be active.

Important: Start this activity when all participants are added to your Reading Plan. Once the story is configured, no more participants can be added.

Finish story

Once this activity is completed and all participants have had their turn to participate, the moderator must end the story through the same window where it was configured. **If it is not completed, the turns will continue to advance.**



The screenshot shows the 'STORIES' configuration interface. At the top, there is a 'Back' button and the title 'STORIES'. Below this, there are several configuration options:

- Pause turns
- The turn of** (selected)
- Title: the day we saved the planet (Required)
- Theme of the story: short story (Required)
- Range of words: Minimum number: 20, Maximum number: 60
- Turn time: Days: 3, Hours: -
- Break schedule: Hour: Start, Minutes: End
- Days with active turn: Su Mo Tu We Th Fr Sa

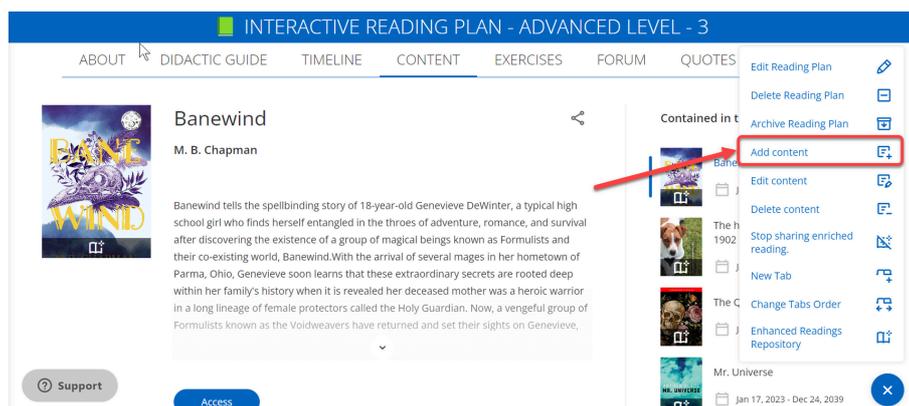
At the bottom, there are three buttons: 'Save', 'Delete', and 'End Story'. The 'End Story' button is highlighted with a red box and a red arrow pointing to it.

7.2 Edit and customize a Book Club

7.2.1 Add and delete content

Add content

To add new content, from the content tab, you can click on the option "Add content" button in the lower right corner.



The screenshot shows the 'INTERACTIVE READING PLAN - ADVANCED LEVEL - 3' interface. The 'CONTENT' tab is selected, and the 'Banewind' book is displayed. The 'Add content' button is highlighted with a red box and a red arrow pointing to it.

The interface includes a navigation menu with options: ABOUT, DIDACTIC GUIDE, TIMELINE, CONTENT, EXERCISES, FORUM, and QUOTES. The 'Banewind' book is by M. B. Chapman. The 'Add content' button is located in the lower right corner of the content area.

Add from catalog

You can add content that is available in the Learning Ecosystem catalog or from an external link.

If you want to add content **from the catalog**, you must write the name of the content in the search bar and then choose from those that are marked as "Recommended".

Once you have chosen it, the Title, Author, Description and Cover fields will be automatically filled in based on the data of the selected content itself. As a teacher you will have to select the start and end dates of this new content.

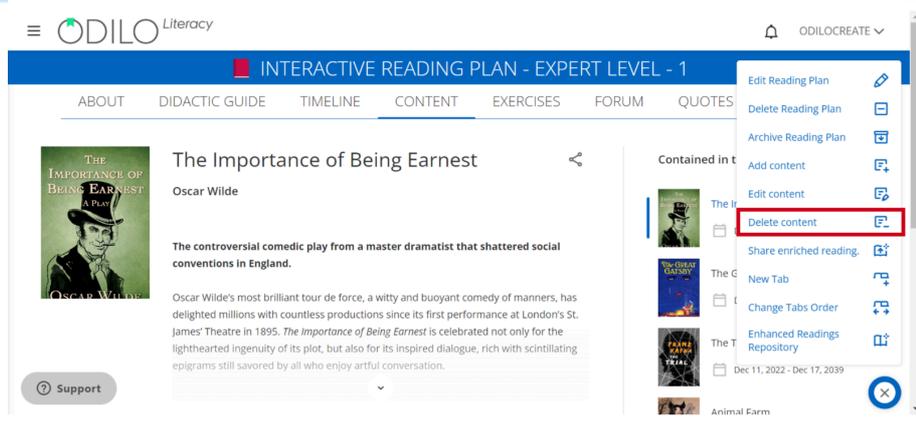
Add your own content

If you want to add your own content, you must share it through the URL from the “External content link” option. For example:
 Imagine that you must share a document with your students about how to create reading summaries. This document does not belong to the ecosystem collection, but rather you have created it yourself. Regardless of its format, you can include it in the experience from a link generated by the resource.

As it is its own content, the sections of Title, Author, Description and Cover will have to be completed manually.

Delete content

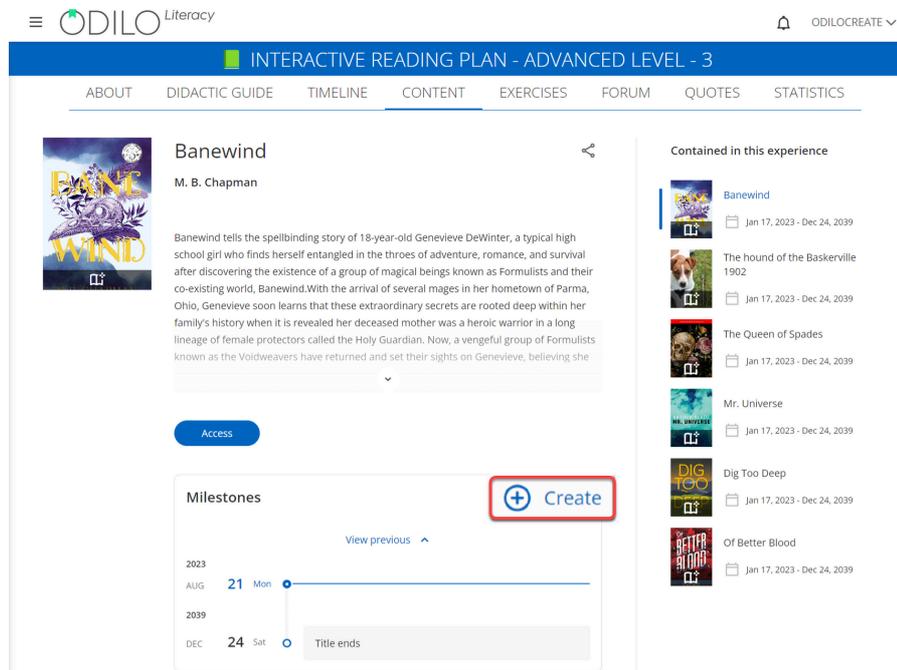
To delete content (in this case ebook), you must position yourself on the content tab. Next, select the content to delete by clicking on the cover. Click on the blue button located in the lower right corner and select the “Delete content” option. You will see that a warning window will appear, you must click accept and then the content will be deleted.



7.2.2 Add milestones: Dates and reminders

Once you have completed your Learning Experience with the necessary content, you can discover another very useful activity: Milestones.

Milestones or reminders will allow you to plan, within a content, announcements that are important to your students. For example, you can include reminders to turn in an exercise, announce a test date, or even reminders for activities such as a course project or a field trip. These milestones will always be automatically reflected in the "Activity" tab. By clicking on the "Create" button, you can add a milestone as a reminder or video call.



From this window you can add a title, select the date of the event by clicking on the calendar symbol  and a description. If you wish, include a link to a videoconference that must be generated externally with the platform you usually use (Google Meet, Zoom, etc.).

New event ✕

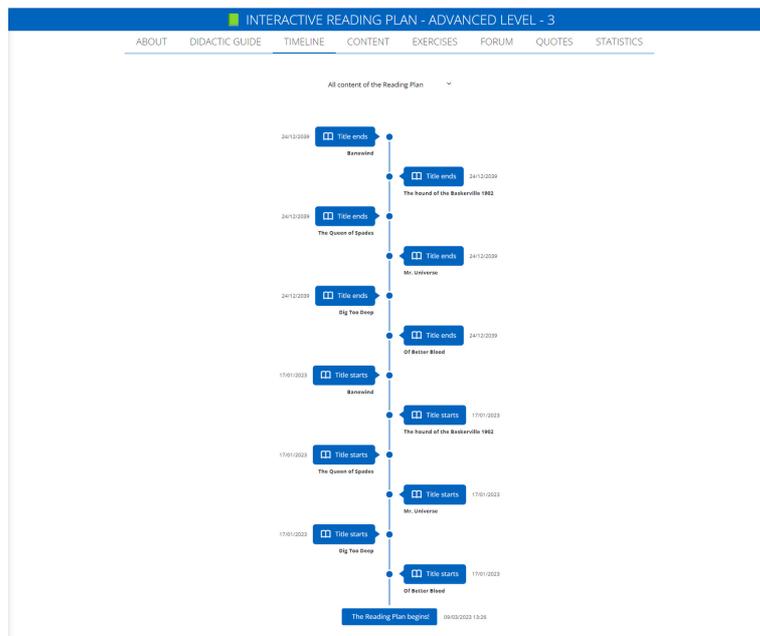
TITLE Required

DATE Required
 ✕ 📅

DESCRIPTION

VIDEO CONFERENCE LINK

All changes you make will be reflected in the *timeline* tab. This section will show an overview of all the activities your Learning Experience has.



It will display the start and end date of each content you have added and the activities and events you have planned. This section will be modified according to the content you add or remove.

8. Collaborative learning

Your learning experiences allow you to work collaboratively, either with other teachers in creating them, or with your students, through online participation activities.

8.1 Forum, quote and chat

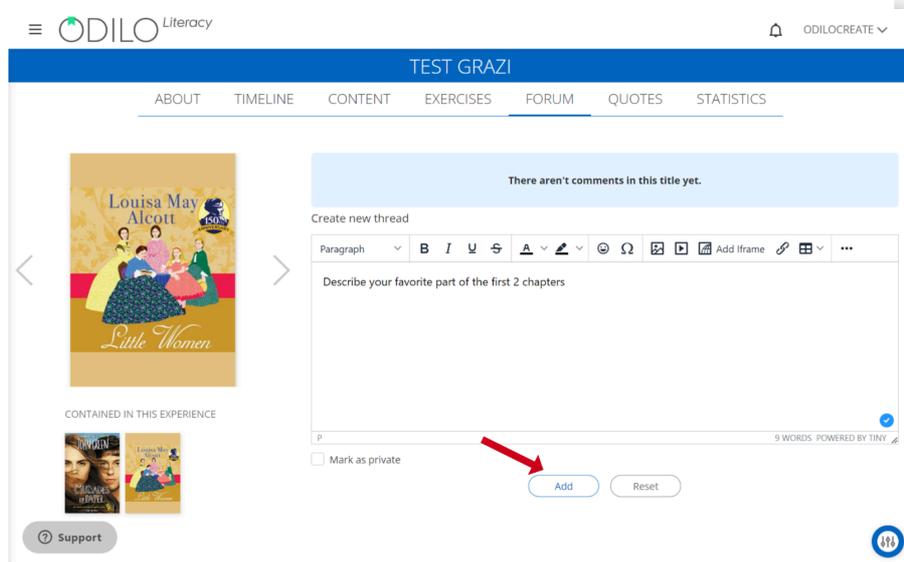
All Learning Experiences have 3 specific tools to work collaboratively: the **forum**, **quote** and the **chat**.

Forum

In the forum section you can raise debates or questions to develop joint communicative activities with the content. Each forum is independent, and will group opinion threads for each content.

Create a question and start a discussion thread

Click on the forum tab. Next, choose the title under which you want to start a forum, you can write a question or create a new conversation thread in the text box. Once you have established the question, you just have to click on *"Add"*.



The screenshot shows the ODILO Literacy interface for a forum titled "TEST GRAZI". The forum is currently empty, with a message stating "There aren't comments in this title yet." The interface includes a navigation menu with tabs for ABOUT, TIMELINE, CONTENT, EXERCISES, FORUM, QUOTES, and STATISTICS. The main content area features a book cover for "Little Women" by Louisa May Alcott. Below the book cover, there is a section titled "CONTAINED IN THIS EXPERIENCE" with two smaller book covers. The forum creation area includes a text box with the prompt "Describe your favorite part of the first 2 chapters" and a rich text editor toolbar. A red arrow points to the "Add" button, which is used to submit the new thread. The interface also includes a "Mark as private" checkbox, a word count of "9 WORDS POWERED BY TINY", and a "Support" button in the bottom left corner.

Participate in a discussion thread

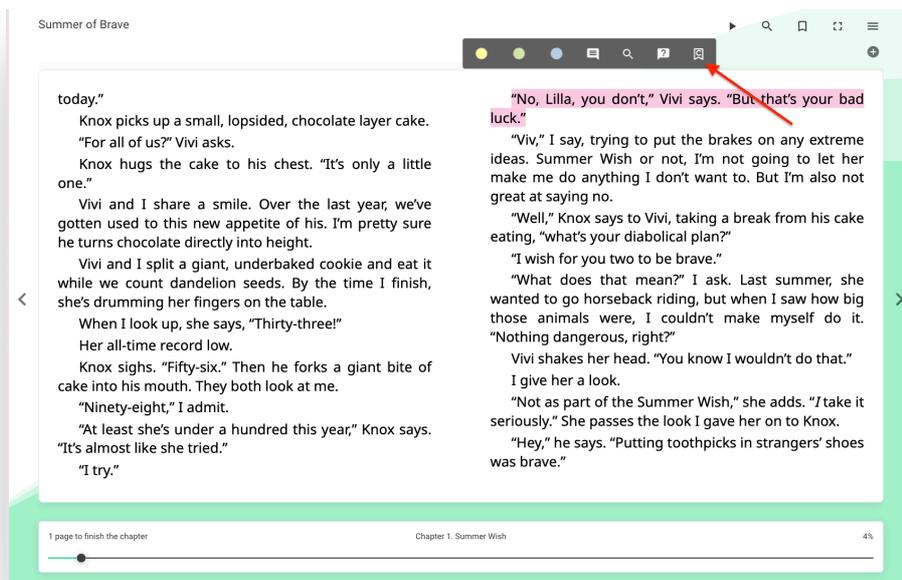
To participate in the discussion thread, both moderators and participants can click on the dialogue icon  and enter the forum for that particular question. To answer the question you just have to write in the answer section and click on "Send".



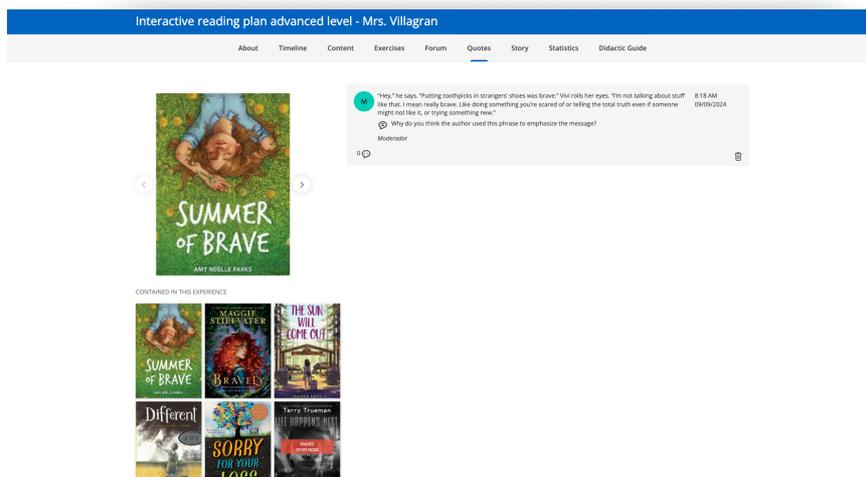
Quotes

If you want to create discussion threads connected to a specific area of the text, you can share these areas in the "Quotes" tab.

Access the reading and select the area of text you want to share. Then click on the "C" symbol and add a question or comment for your students.



Once you have saved, you will be able to review the quote and your comment in the "Quotes" tab, and students will be able to participate in discussion threads as well as in the forum area.



Chat

In the Chat section, you can chat with participants in real time.

To send a message you just have to go to the text bar that appears at the bottom of the screen, write a message, and click on "Send".

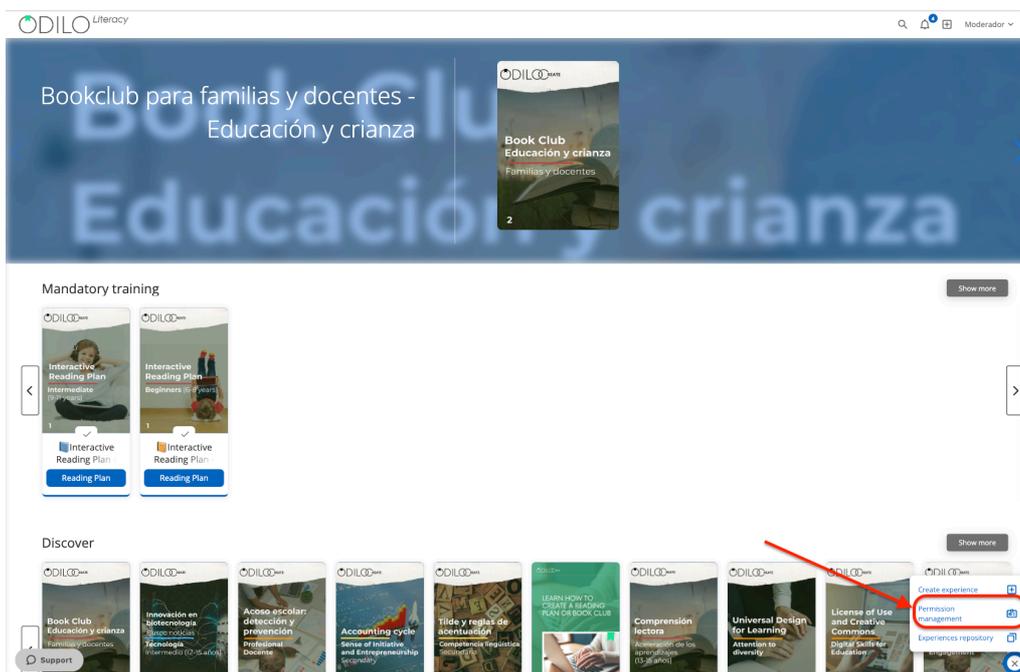
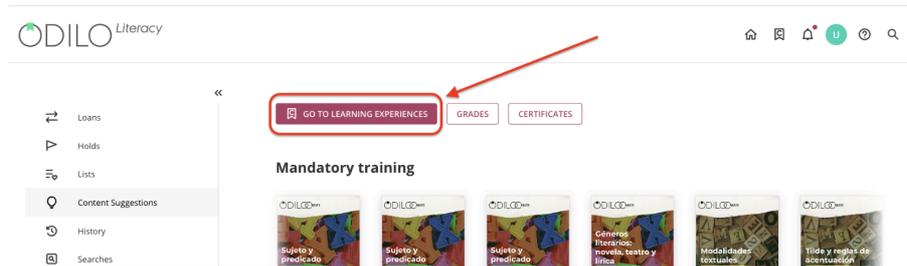
8.2 Work collaboratively with other teachers

As you have seen, your ecosystem will allow you not only to create educational experiences, but also to invite teachers to work as collaborators within any of them, so that you can edit the experience or work in an interdisciplinary way.

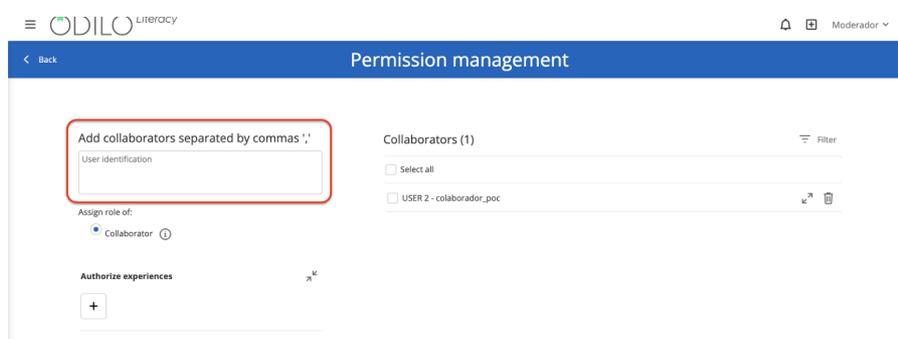
In order to be able to create a Learning Experience, for example, to work on the same topic with a particular educational level, the functionality of **collaborative work between teachers**.

This action will allow you to work together with other colleagues in the creation and editing of experiences, through collaborative work and promoting great time savings in your teaching work. Once finished, you can clone the experience to give it a more individual and/or personalized use adapted to the needs of your classroom.

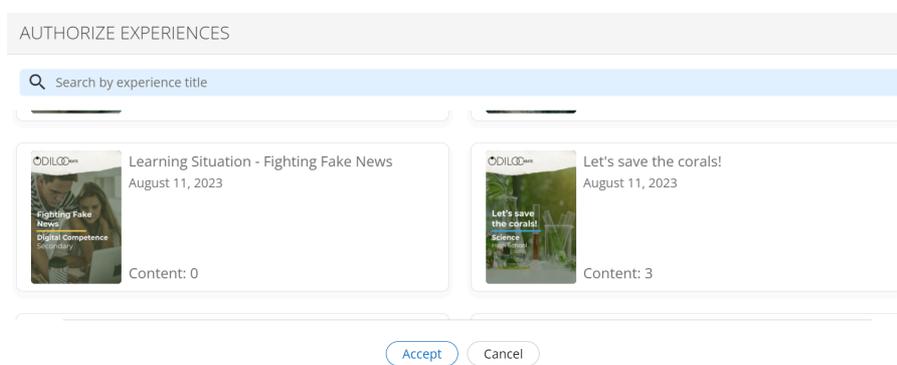
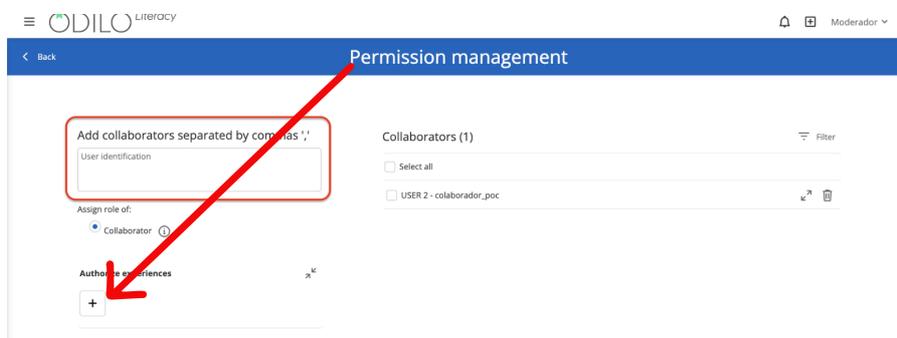
To do this, you must access your learning environment from your user area and then access the permission management area (from the editing button) of your ecosystem to grant collaboration permissions to one or more users.



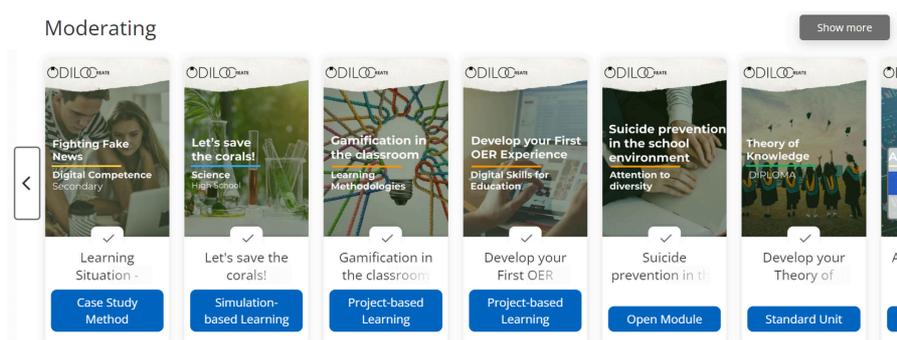
To add these users you will have to enter their usernames exactly as they enter them in their login and/or the username that is displayed in the upper right part of the ecosystem, in the "User area".



Once you have added the users you want to include, you must select the Learning Experience in which you want to incorporate them so that they are part of it. To search, you can click on the "+" symbol shown below.



Finally, the teachers included in an Experience should go to the "Moderating" carousel to work on the experience in which they have been included:



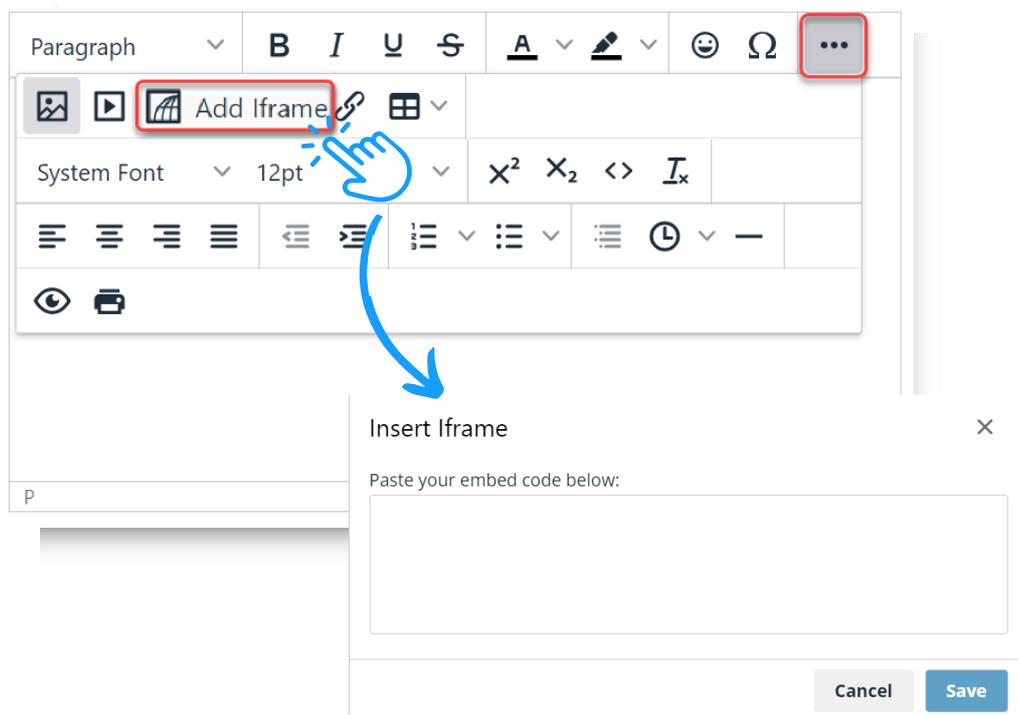
9. Gamificar Experiencias de aprendizaje

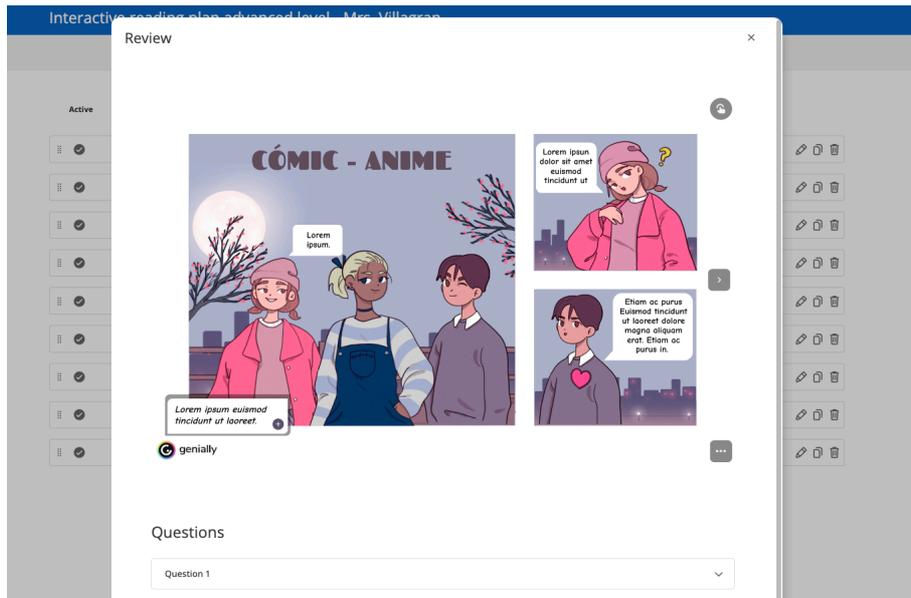
Now you know the Learning Experiences that exist in your literacy ecosystem, how to clone, create and edit them. In this section you will learn how to gamify any Learning Experience through the incorporation of activities from available online gamification platforms.

An experience, since it can be completely edited, has dialog boxes in different sections. Each of these boxes has a panel that will allow you to easily and quickly add activities from online gamification platforms such as: **Kahoot, Genially, or any Google tool such as forms, surveys, presentations, and more.** This will give you the possibility of energizing activities without students having to leave the experience to other pages, but rather they will be able to do it directly from the areas you want to gamify.

What is an iframe? It is a link that allows you to insert documents, videos and interactive media within any page.

You just have to click on the option "Add iframe" and from there you can include the embed code provided by gamification platforms and that's it! You will now have a gamified experience by incorporating activities into your text boxes.





10. Share a Learning Experience

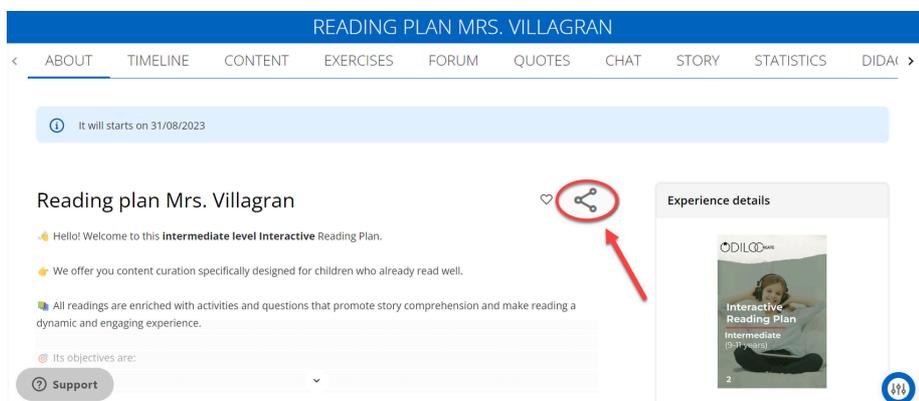
Para invitar a los estudiantes existen tres opciones diferentes (consejo: este debe ser el último paso después de tener la experiencia totalmente lista):

Por medio de Link

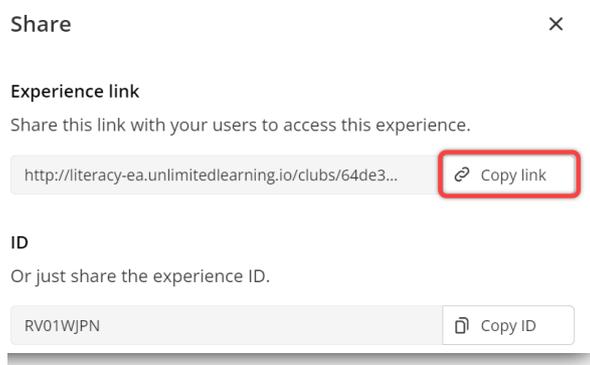
There are different options for inviting students (tip: this should be the last step after the experience is completely ready):

Via Link

To share the link with your students, you must first click on the link icon  located on the information/about tab of your experience.

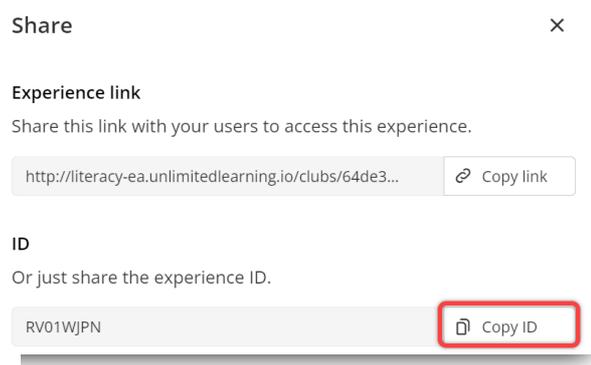


Click on the "copy link" button and share it with your students through your preferred means of communication.

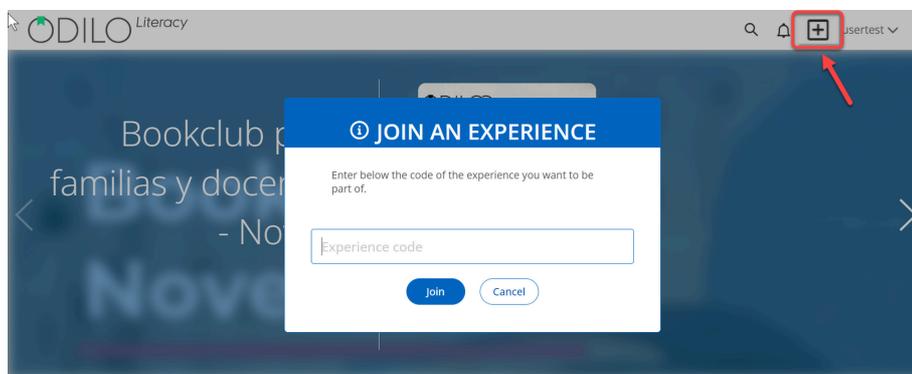


By code

As a teacher, you will be able to share the ID code.

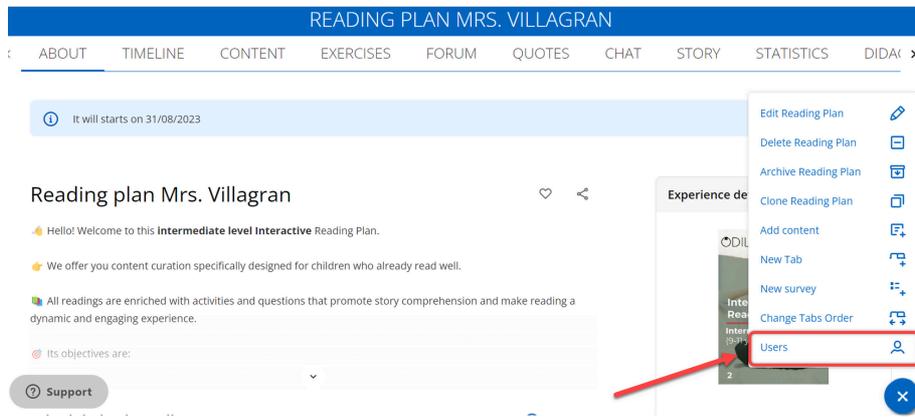


Students will only have to enter it on your platform by clicking on the plus button next to their username on the top right.



Manually

Click on your editing button  and choose the “users” option, a window will load from which you can add students manually. You must enter the user name of each user separated by comma.



Add users

Invite users to this Reading Plan by entering their identifiers or share the code with them: [RV01WJPN](#)

User identification

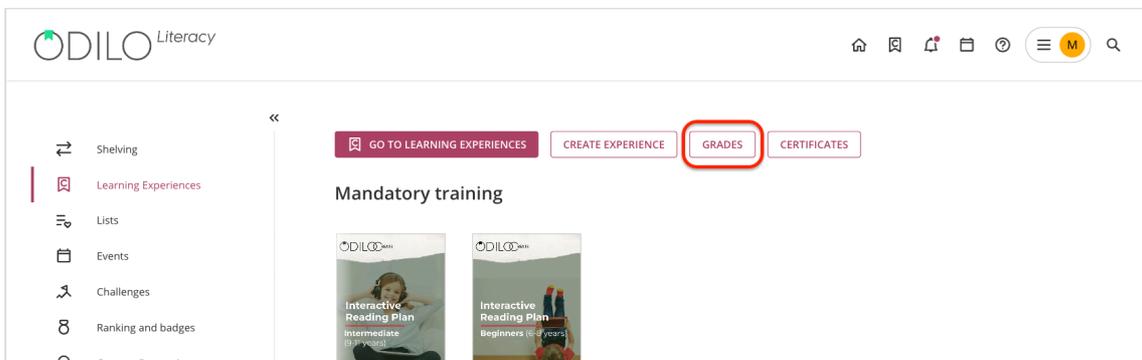
Add some text to the notification

Welcome to this Reading Plan

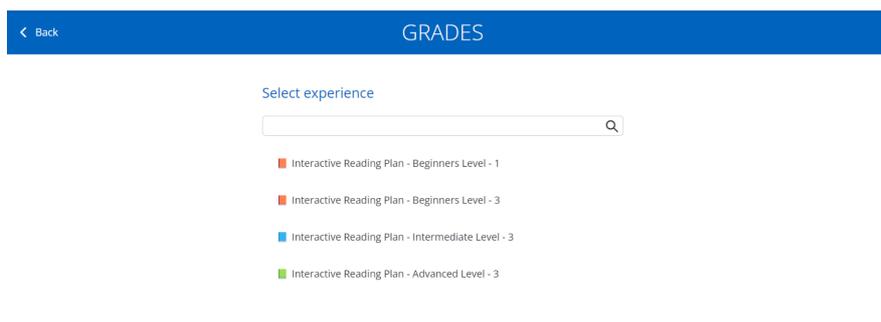
Add

11. Evaluate your students' work

To access the grades area, click on your user area and select "Learning experiences", then you will find the "Grades" button.

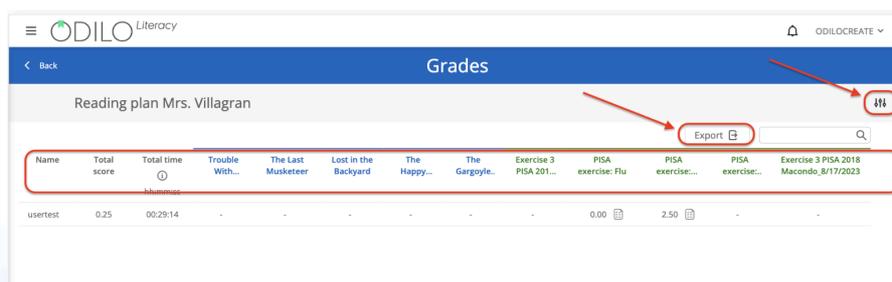


Using the search bar, you must type the name of the experience you want to access.



It will display:

- List of participants who are working on the experience in the (left column)
- Resources and exercises that you have included in the experience in the top panel
- "Export" button that allows downloading the complete summary form
- Score settings button  , where you can adjust the weighting of the activities included in the experience



To review the grades of an exercise, or enhancement activities within the reading content, you have to click on the item you want to consult, whether it is a content or an exercise.

Name	Total score	Total time	Trouble With...	The Last Musketeer	Lost in the Backyard	The Happy...	The Gargoyle.	Exercise 3 PISA 201...	PISA exercise: Flu	PISA exercise:...	PISA exercise:...	Exercise 3 PISA 2018 Macondo, 8/17/2023
usertest	0.25	00:29:14	-	-	-	-	-	-	0.00	2.50	-	-

When you enter the content or the exercise you will be able to see the list of participants, the total grade corresponding to this activity and the number of activities carried out or exercises delivered. You can download the form from this section if you wish.

Activities and exercises that do not require manual grading by the moderator will display the results automatically, and cannot be modified. However, you can reset the exercises from the top button "Reset", inside each student's file. If there is any delivery of an activity that requires manual correction, this panel will display the icon , which corresponds to an activity ready to be evaluated by the moderator.

To evaluate it, click on the student's name and indicate the score obtained next to the question, in the score section. You can also include a comment if you wish.

N°	Question	Reply	Score	Review
1	Open-ended question Lila doesn't have the courage to tell his father that she hates artichokes, she keeps a lot of things to herself even when that means being uncomfortable or eating something she doesn't like. Have you ever been in this situation? What can you do to change it and be more honest about what you think or feel?	✓ I think that...	5	very good!

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  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).

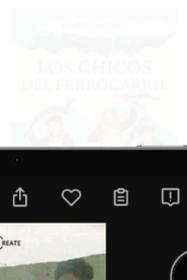
12. How can students solve enhanced content exercises?

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.

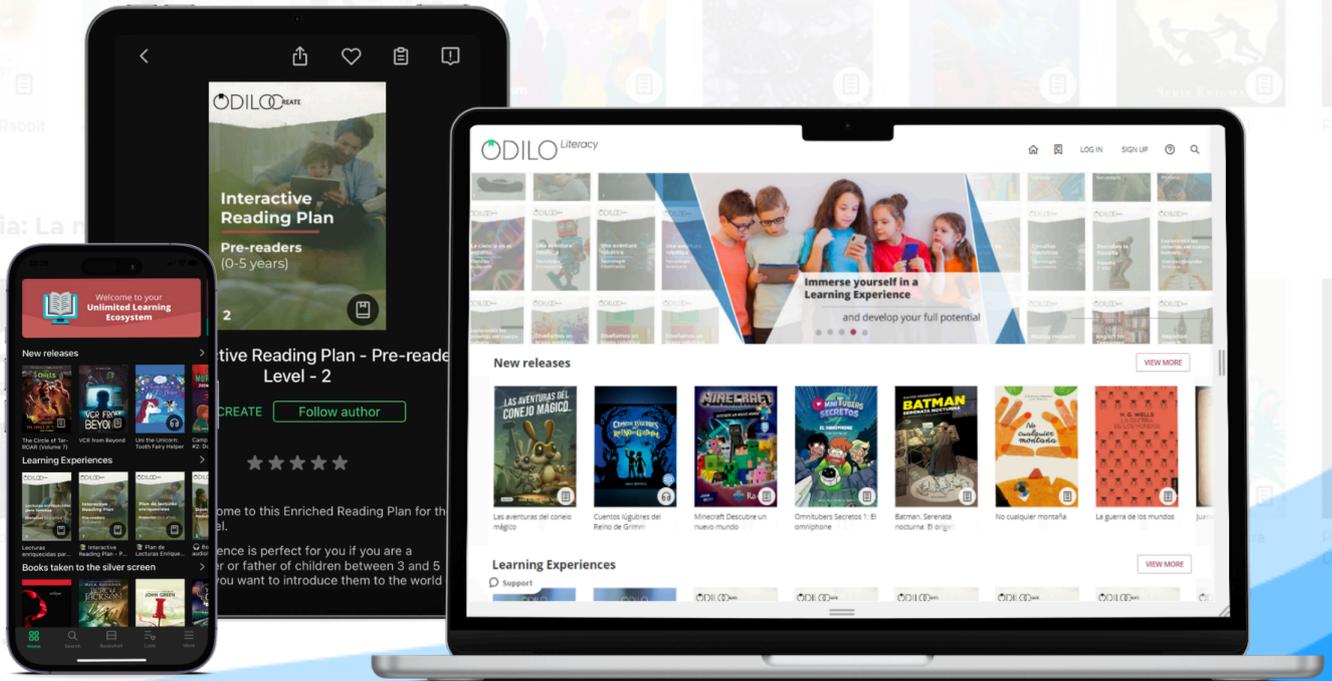
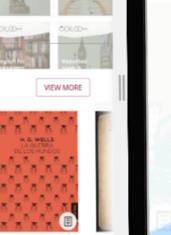
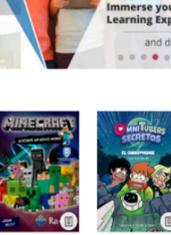
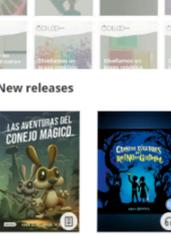
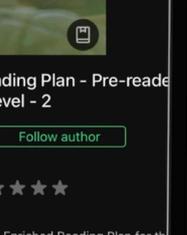
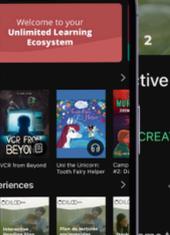
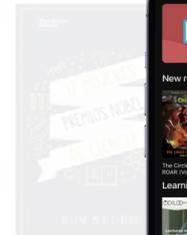
13. As a teacher, where can I see the content that students access?

As a teacher you can see your students' access and reading progress in the "Statistics" tab of your learning experiences. Here you will find the start date of consumption, the last date the resource was accessed, the time spent on that title and the reading progress in percentage.

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