ODILO

User guide

Enhance your learning, improve your skills, and develop competencies through your limitless learning ecosystem

Introduction

Welcome to the user guide of your unlimited learning ecosystem for higher education institutions.
You will know how to discover and access content online and offline, in addition to using accessibility tools and personalizing your experience to the maximum.
The main objective of the ecosystem is to keep the academic community updated by integrating the latest methodologies and tools in order to develop the most in-demand skills in the different areas of study and in the labor market. In addition, it seeks to enrich the academic curriculum of the members of the institution through outstanding resources and high-quality Learning Experiences.

The ecosystem is based on three important pillars that will help you learn effectively and efficiently.

- **Technology**: Explore and enjoy the content of your interest with a single click. You'll see how simple it is!

- **Resources**: The ecosystem offers resources from leading providers worldwide, in multiple formats and multilingual.

- **People**: The platform has a **team of people** committed to helping you become the best version of yourself.

Important: <u>On the next page</u>, you can 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 titles to navigate through the areas quickly and easily.

Index

1. Discover your unlimited learning ecosystem

From this moment on, we invite you to be the best version of yourself through the unlimited learning ecosystem.

1.1 Self-registration

If your login credentials are not provided or integrated with those of your institution, prior registration will be necessary.
You can find the registration button at the top right of the screen.
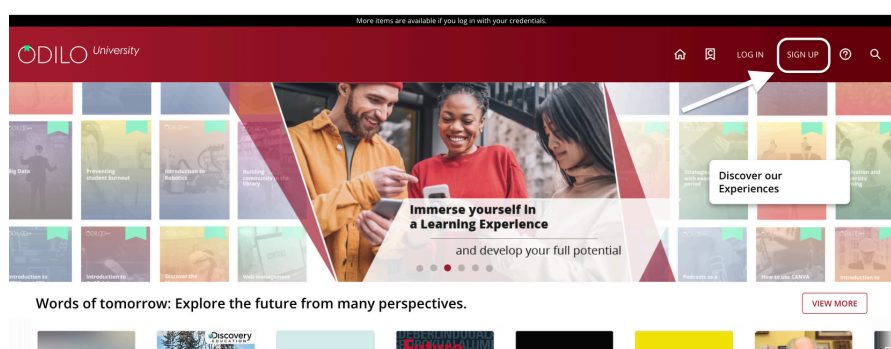
When you click the button "*sign up*", a pop-up window will ask you to enter the registration code that was provided by the institution.

You must complete all the information, creating a password that will be the one you will use to enter. Once you have completed all your information, you must accept the terms and conditions and then click on the button "*Validate*".

Important: The platform will send you an email to the address you provided. You must access this email and click "verify email". Only then will your account be activated.

1.2 Login

Once you have your credentials active, you will be able to log in from different devices.

- **From the web browser:** Click the button *"Log in"* located at the top right of the browser and enter your credentials.
- **Through the App:** If your ecosystem has the option to download the mobile application, you just have to select your institution's library and insert your credentials in the *"Log in"* section.

1.3 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. You will be able to interact in this area even without having logged into the ecosystem.

To use this support service, you just have to click on the button that you will find at the bottom left, including a question or comment and providing a contact email. You can also attach screenshots if needed.
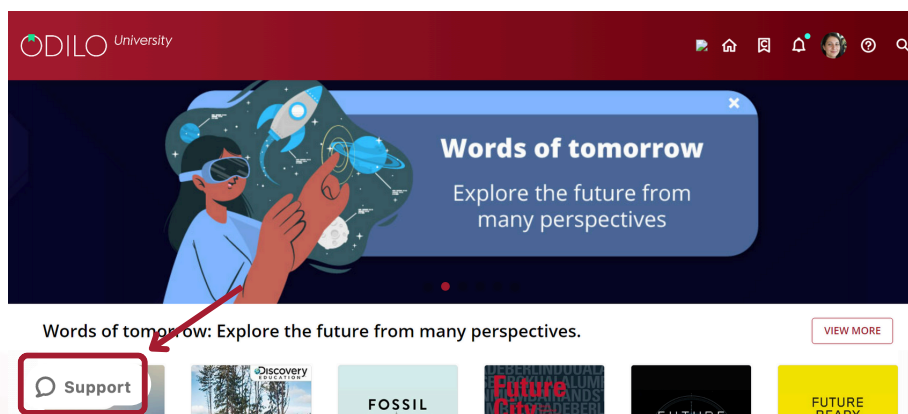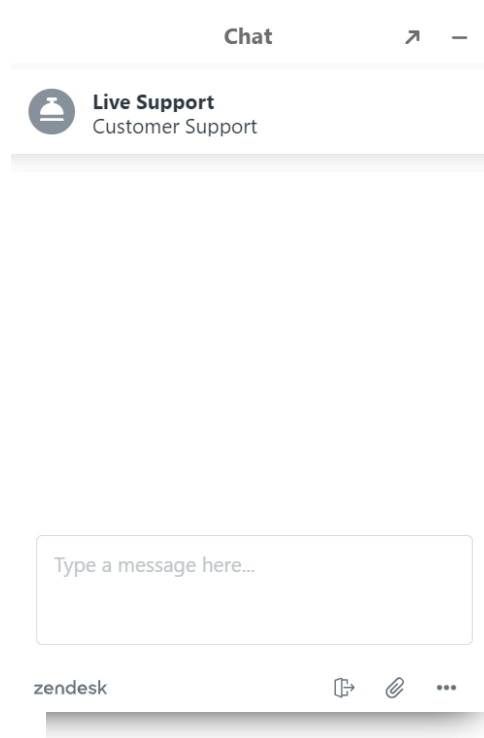
1.4 Download the App

The learning ecosystem adapts to your pace of life, so you can learn anytime, anywhere.
Through the app, you can download the resources you have accessed, allowing you to access them **offline** later.

If your institution has the application download option, you can download the App from the application store of your mobile device or tablet or from the **download buttons** which you will find at the bottom of your screen in the browser.
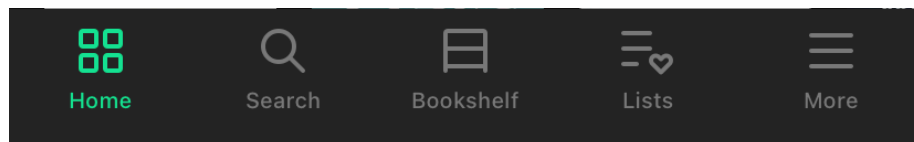

This will take you to the direct download of the application corresponding to your organization's ecosystem.

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.
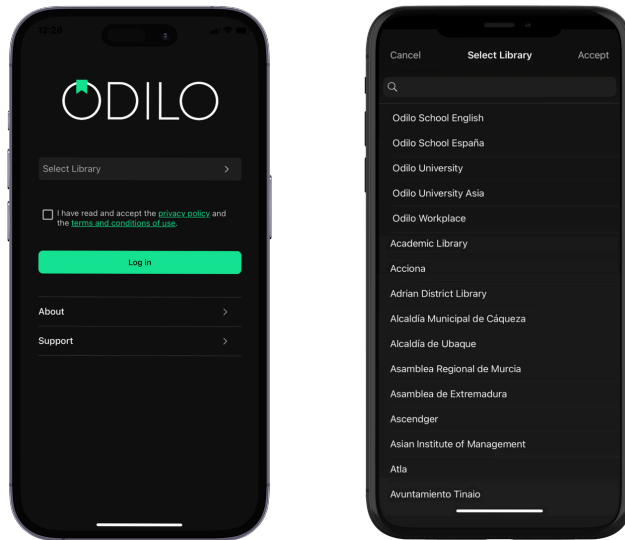
When you enter your app, you will find the following buttons at the bottom.

- **Home:** Allows you to browse 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 access your resources that are currently on an active loan period. From this section, you can download the content to your app bookshelf for offline access during the loan period.
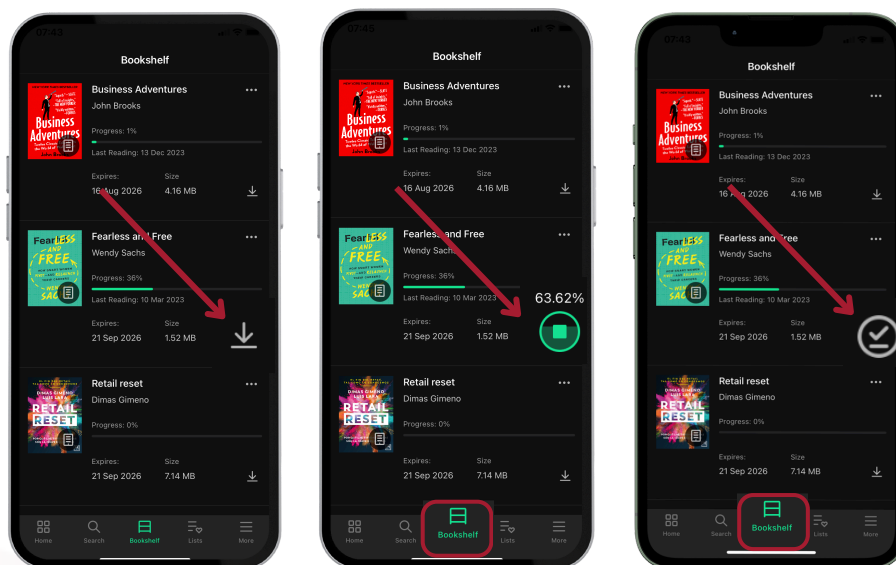
Important: If you wish to access your app without an internet connection, you will only have access to your bookshelf and previously downloaded loans.

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

- **More:** Corresponds to the user area of your learning ecosystem. From here, you can access your account and download settings of your app to set your download preferences. Go to *"Settings"* and click on *"Automatic downloads"*. From this area, you will be able to configure the content downloads you make from your bookshelf.

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

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

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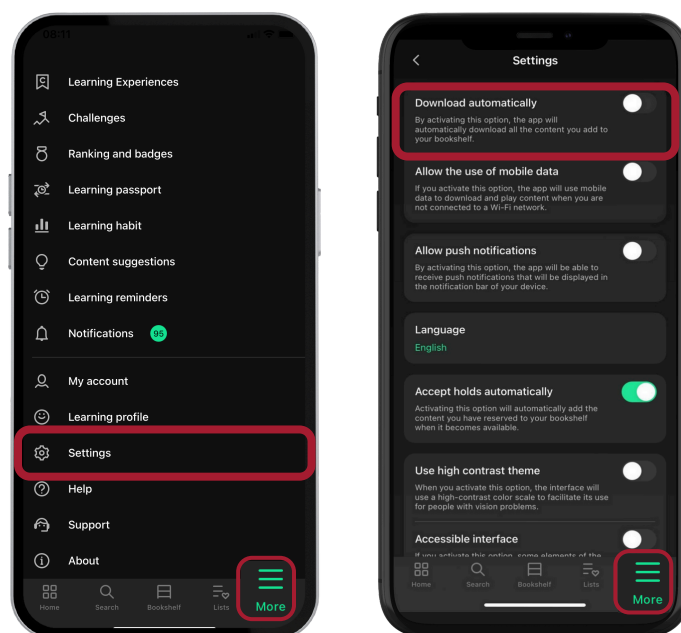
Important: Keep in mind that each download will increase the size of your app on your mobile device.

You will be able to access the ecosystem, using your credentials on **up to 6 different devices**.

If you want to track your devices and **deactivate** some of them, you can do so from the *"Device management"* area, which you will find in the user menu.
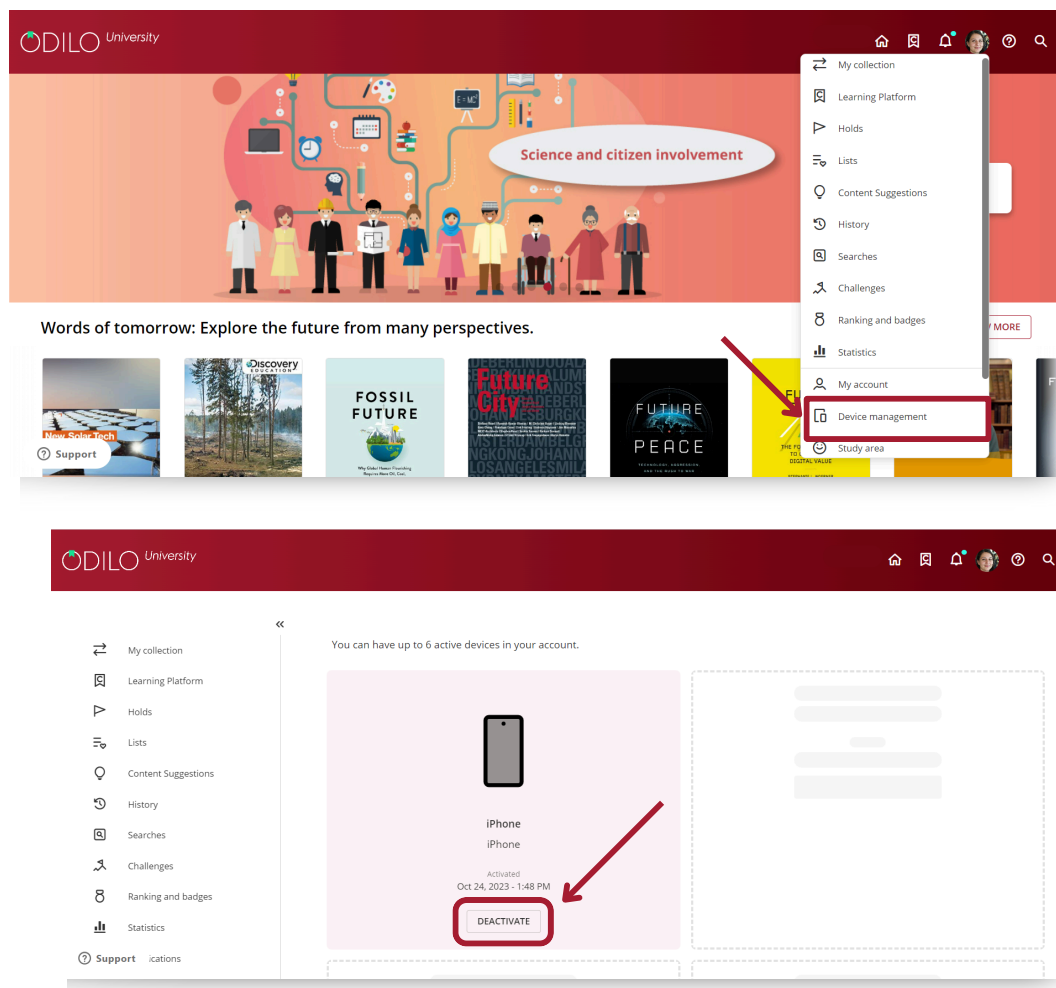
# 2. Discover resources in different formats

2.1. Through themed carousels

The ecosystem offers you a top-notch user experience as you discover content through constantly updated themed carousels. It offers a wide variety of formats, such as **podcast, audiobooks, magazines, courses, summaries, articles, newspapers, ebooks and more**, easily accessible, which adapt to the learning preferences and individual needs of all users.

If your learning ecosystem has the learning profile option, you will be able to fully customize your experience within the ecosystem, and have the carousels adjust to your interests.

To adapt it, you can access the user area by clicking on the colored circle at the top right, and, under "*Study area*", select the field of interest.
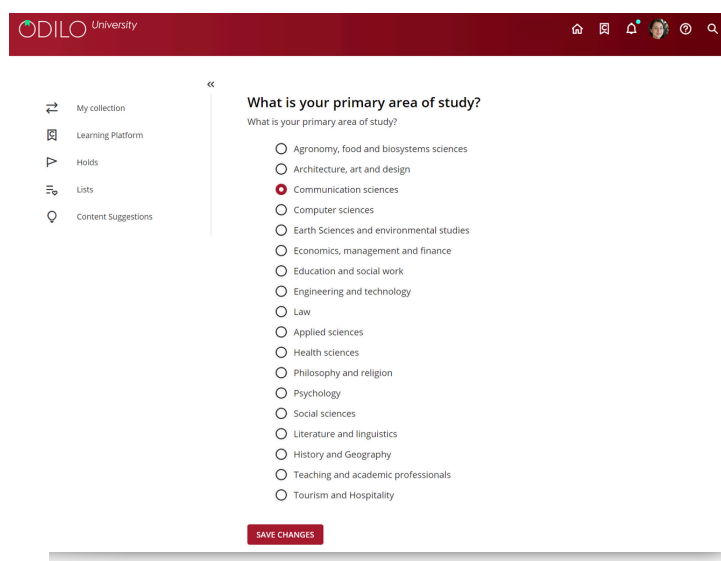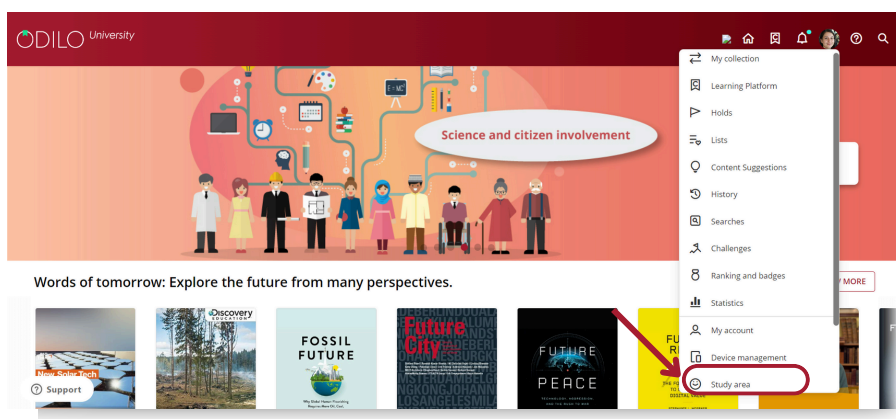
Important: **The study area can be edited as many times as you consider, helping you adjust your profile to have recommendations adjusted to your preferences.**

2.2. Explore the full catalog

For a greater discovery experience, access the full catalog and perform a specific search from the **search button** which you will find in your upper right corner.

From this section, you will navigate through all **unlimited content** that your ecosystem carries, 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 in different formats

Enjoying the content is very simple, once you have selected the content you want to explore, you simply have to click on *"Borrow"*.
Once you have borrowed the resource you can click on*"Read"* or *"Open",* depending on the content.
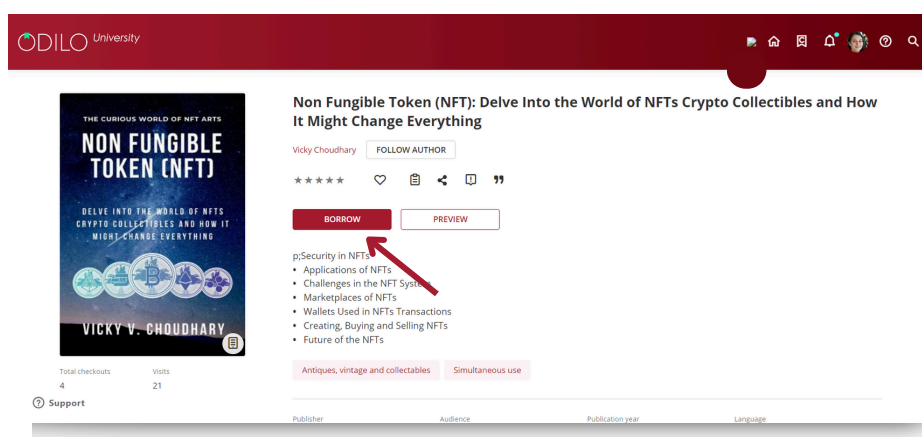
Users will have an established accessibility policy, so they will be able to have a limited number of content on simultaneous loan.
When this limit is exceeded, your learning ecosystem will notify you with the message *"You have exceeded the loan limit"*, you only have to return one of your active resources to release a new slot.
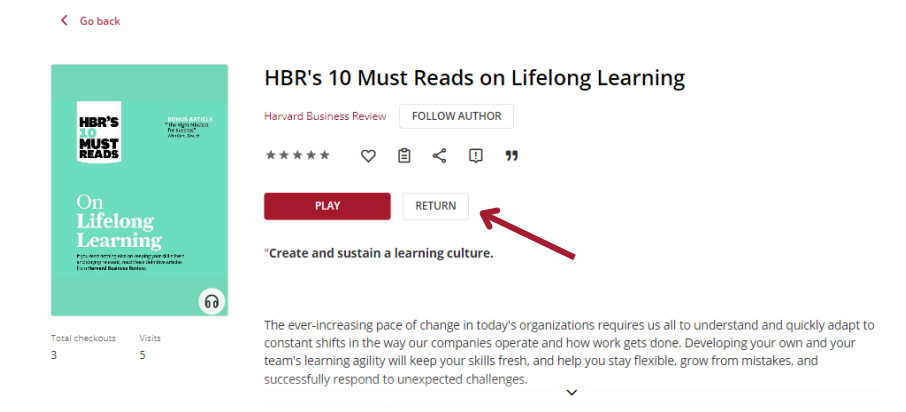
From the web You will find all the content you have accessed in the section "*My collection*" which is located in the user area.

From the App, you will find the accessed content in the section *"Bookshelf"*, from this section of the App, you can download the selected resource to **access offline**, simply by clicking on the download arrow ⊕ that appears in the lower right corner of the resource. A check mark ⊘ will let you know that the content is ready to be accessed offline.
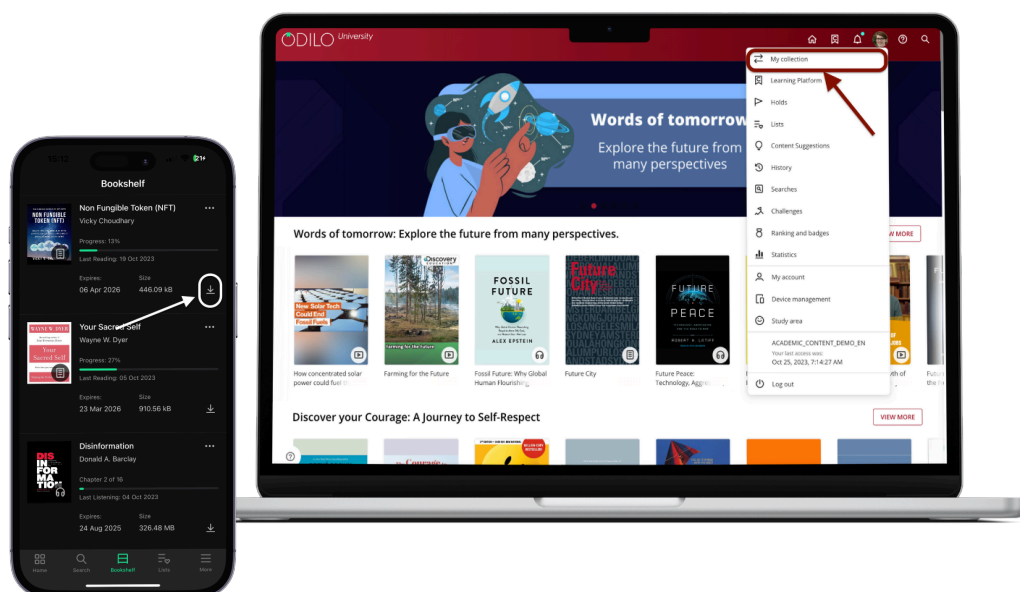
3.1 Interactions with content

You can interact with the content from its information area, once you access "See more" from any content cover.

- When you *Follow author*, you will be notified of the addition to the catalog of new content related to said author.
- Give feedback ★ ★ ★ ★ ★
- Add to Favorites to later access the content. ♡
- Create or add content to a list 🗒
- Share the content ⌁
- Report a problem, such as incorrect data, incorrect cover, problem reading/playing a resource. ⚠
  Important: Please consider that this notification is one-way and you will not receive a response, your report will be reviewed as soon as possible.
- Cite content in documents and research 🙸

3.2 Cite content

Citing allows users to properly reference and credit sources of information that support their investigations and papers. Citation is essential to guarantee the credibility and transparency of the published content.
This tool offers **standardized citation formats** of the specific content that you want to present,. This simplifies the citation process and ensures consistency and accuracy of references.

To access the information of a content for citation, you just have to click on the quotes icon 🙸 that you will find along with the other interactions of the resource's information area, then you must select the desired citation style and copy the text
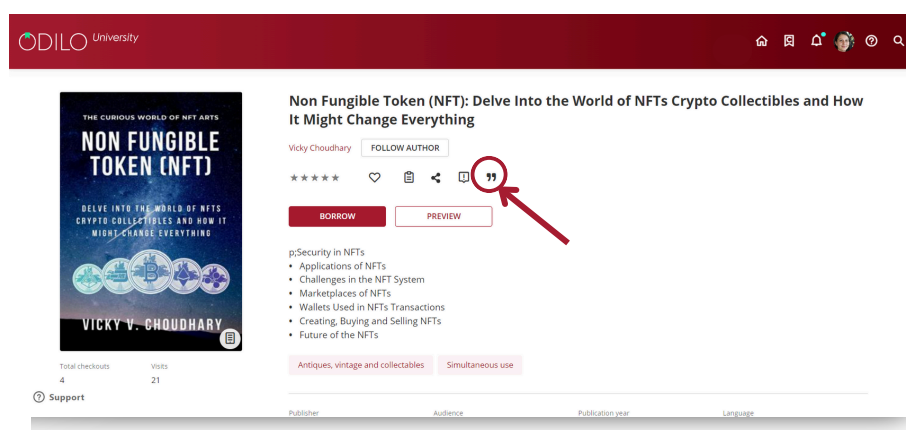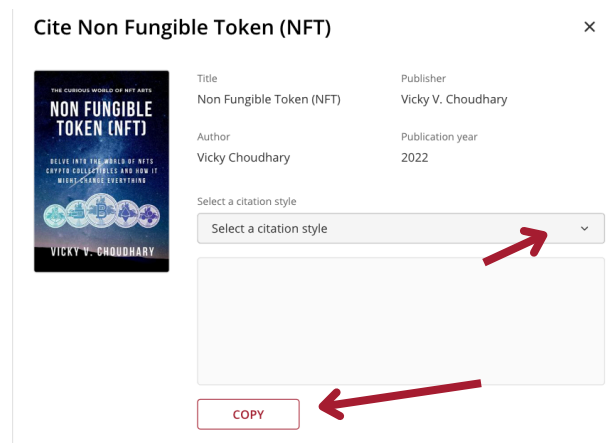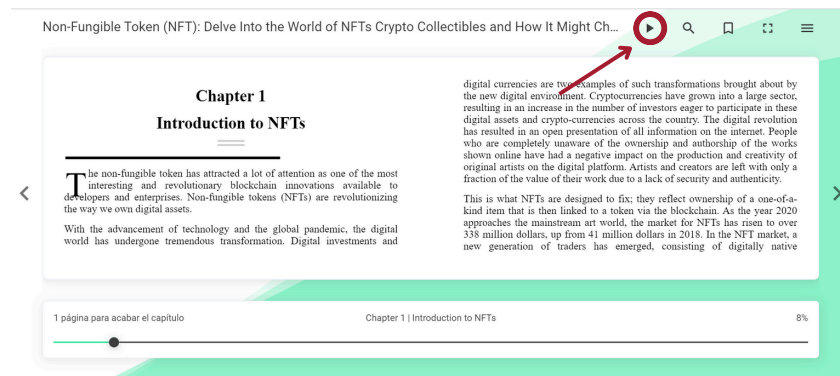
3.3 Accessibility module

With the objective that all users adapt the content to their needs, the ecosystem offers: the **accessibility module**.
From this section you can personalize and adapt the content to your preferences and reading needs.

Automatic narration (Text to speech): pressing the "play" button ▶ you will convert text to speech


Typography adapted to dyslexia (OpenDyslexic): clicking on settings ≡ located in the upper right corner of the screen and selecting *"Readability settings"*, you will be able to access the font type: *OpenDyslexic*, which has been specially designed for **readers with dyslexia.**
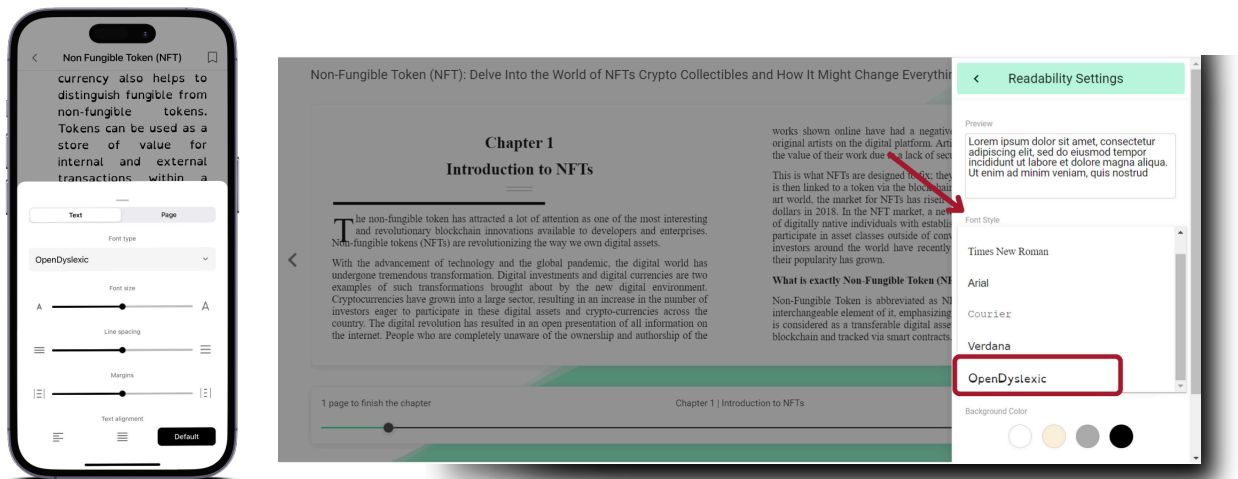
Voice control: by enabling the microphone, you can interact with the reading, for example, using the following commands:

- *"Play"*
- *"Pause"*
- *"Continue"*
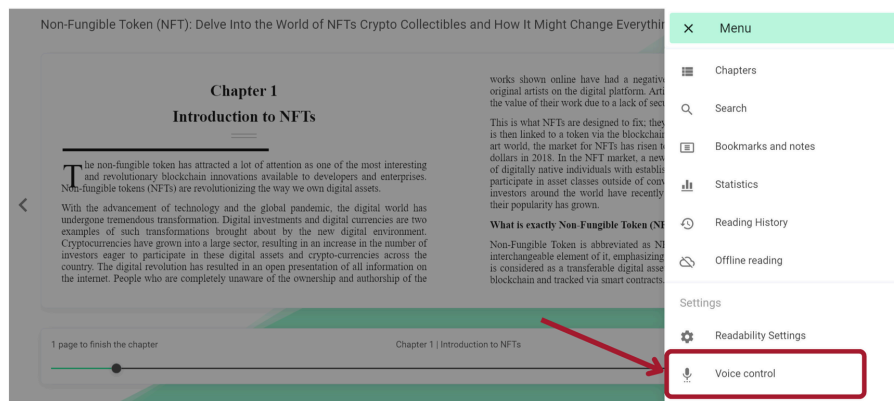
3.4. Customize content

3.4.1. Personalize the reading experience

You can personalize your reading experience and adapt the e-books to your preferences. When selecting *"Readability options"*, from the menulocated in the upper right corner of the screen, you can modify:

- The type of source
- Font size
- Line spacing
- Background color
- Pages

Important: all interactions made with your content will only affect the resource that is being personalized under your user. Personalization will not be reflected on other resources, other users or other resources from the same user.

3.4.2. 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. You will find all the marked pages and notes made in *"Bookmarks and notes"* from the drop-down menu in the upper right corner.

To add notes within a content, it is as simple as selecting the text in which you want to add them and clicking on the icon **add note**.

Important: notes and bookmarks you add are visible only to you, other users will not be able to see them.
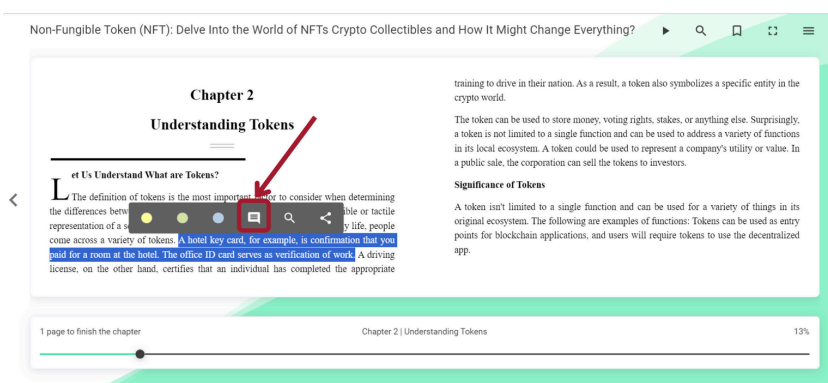
3.5. Create and share lists

You will be able to create specific content lists that can be useful to organize resources and quickly access them at any time. You can also share these lists with other users to promote **collaborative learning.**

You can create as many lists as you want in 2 formats: **_"Private list"_** (for personal use) and **_"Public list"_** (visible to all users and can be shared via link).

There are two options for creating lists to organize content.

From your User Area: Click on *"Create List"* in the lists section and add the content you want.
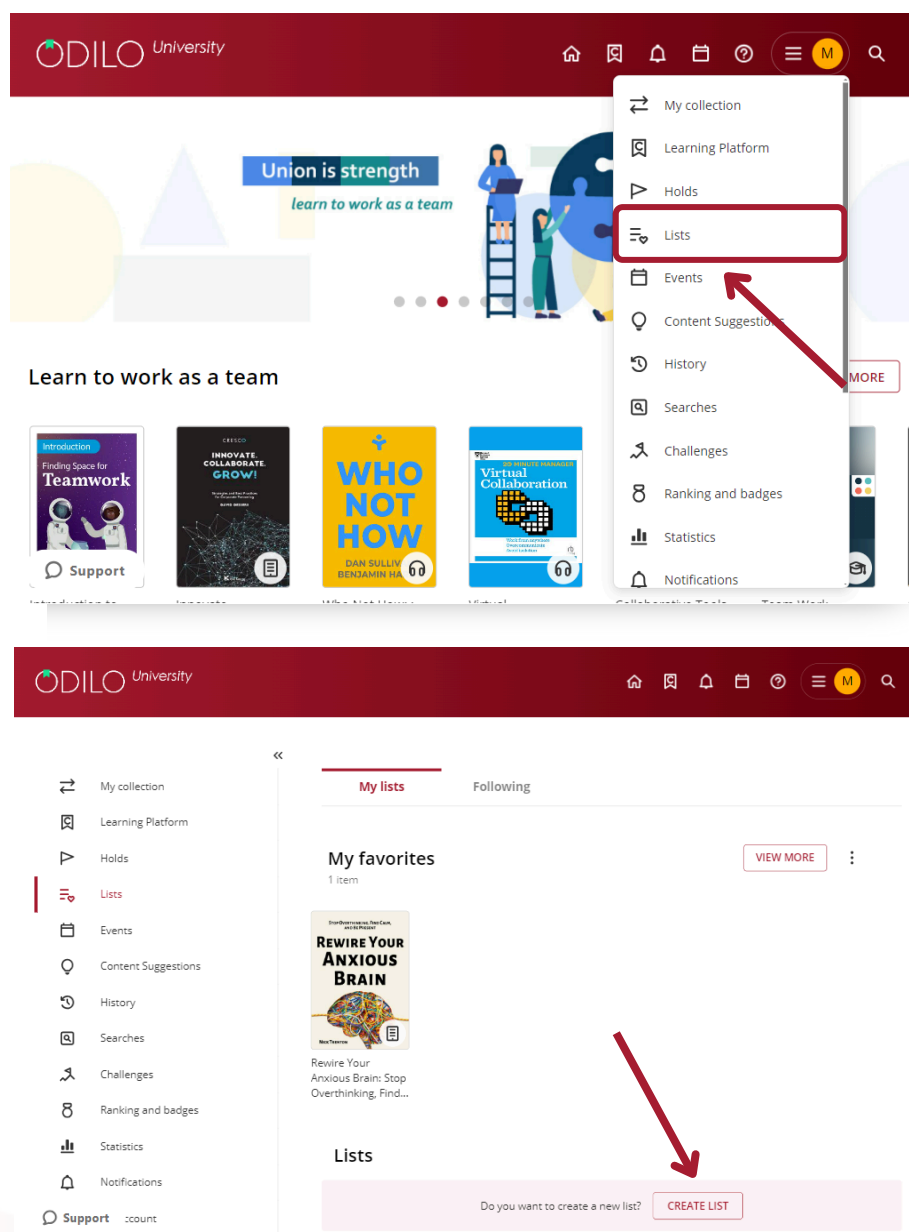
From Content: to create a list, go to the information area of any content, click on the icon list and select the option *"New list".*
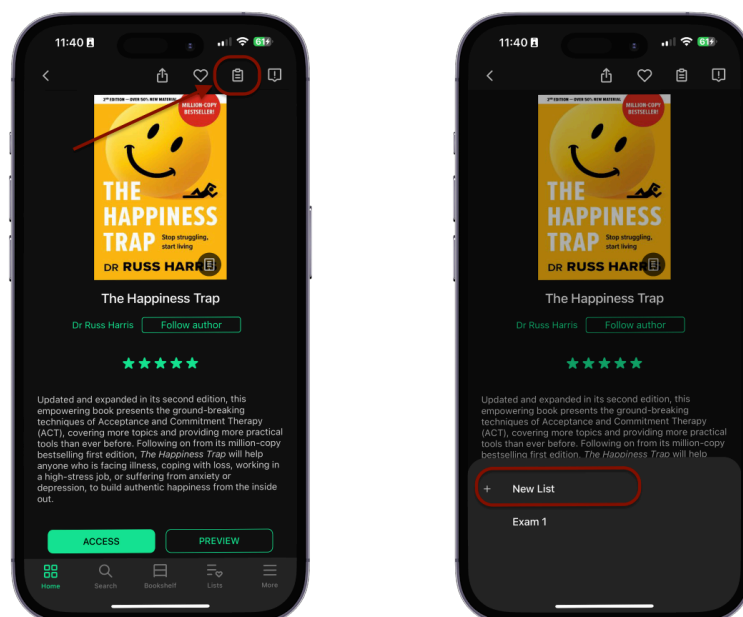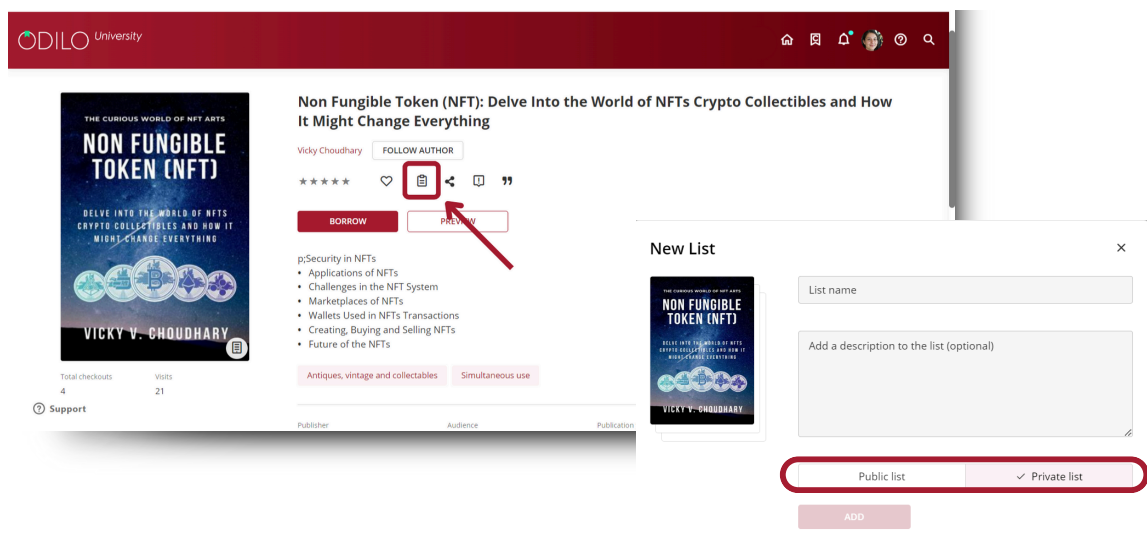
From this moment on, you can include as much content as you consider, for example, creating content lists by topics, classes, abilities, etc.

Access all your created lists through the user area clicking on *"Lists"*, from here you will reach the contents directly.

Share lists on browser
If you have created a public list and want to share it, click on the three dots on the right, click on *"copy link"* and share it with other users

Share lists on app
Click on lists on the bottom menu, then access the list you wish to share and click on the share button on the top right corner.
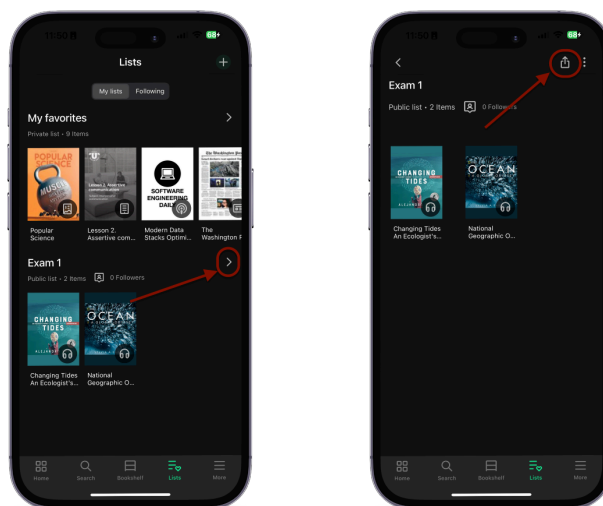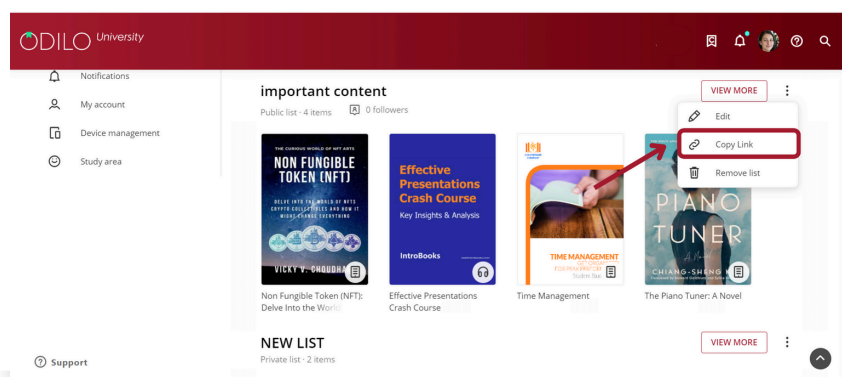

Important: **To add new content to any type of list (public or private) you must access the information area <u>of the new content you want to include</u>, click on the icon list and click on the name of the list you want to update. The content will be added automatically.**

Follow lists

You can join collaborative learning by following lists of content of your interest. If you wish to follow a list of content, access any public list from your catalog, or through a link sent by another user and click on the *"Follow"* button at the top right of any list.

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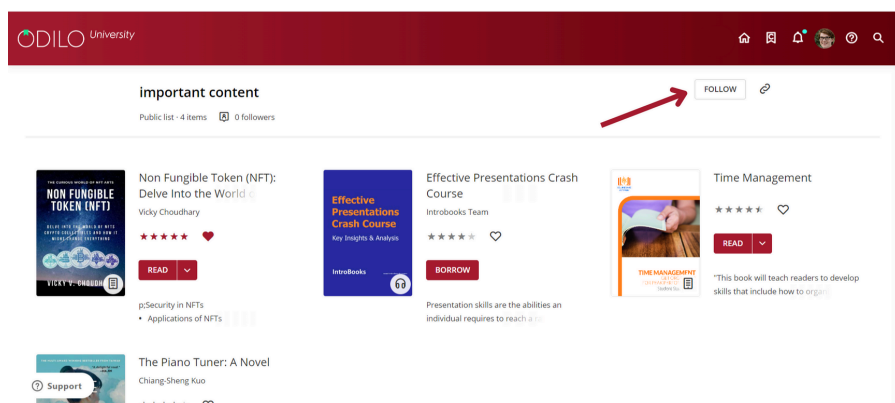

4. Develop skills through Learning Experiences

A Learning Experience is a personalized and structured learning proposal that may include external content free from copyright, or even your own content, related to the industry they belong to or the professional topics relevant to organizations.

Additionally, these experiences have the potential to incorporate a wide range of resources, such as exercises, lectures, manuals, forum, chat and internal organizational content, designed to enhance your skills and competencies.
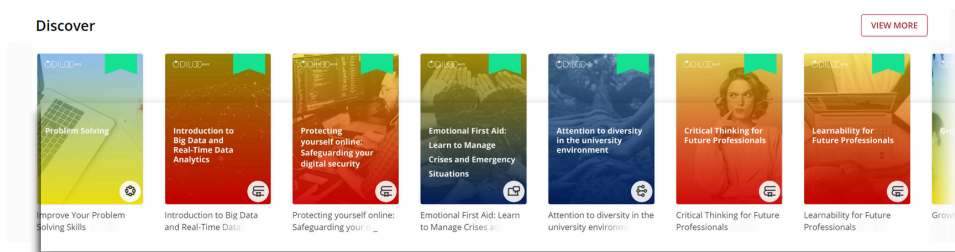
4.1 Discover Learning Experiences

To discover Learning Experiences, you simply need to access the "*Browse learning experiences*" section through the search icon located in the top right corner of your ecosystem.
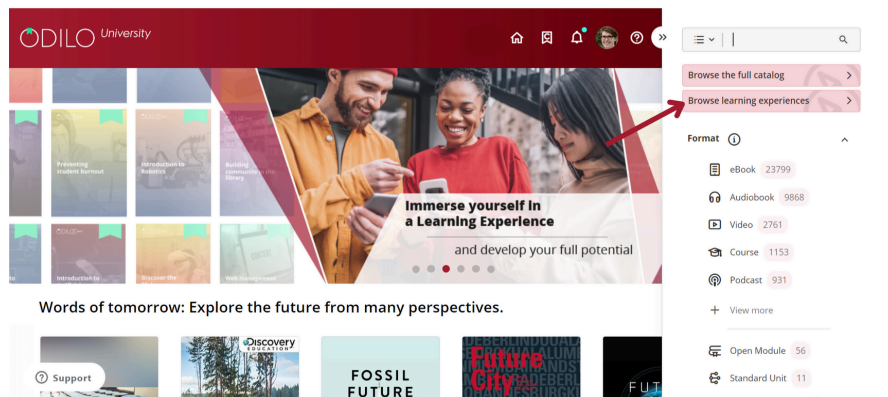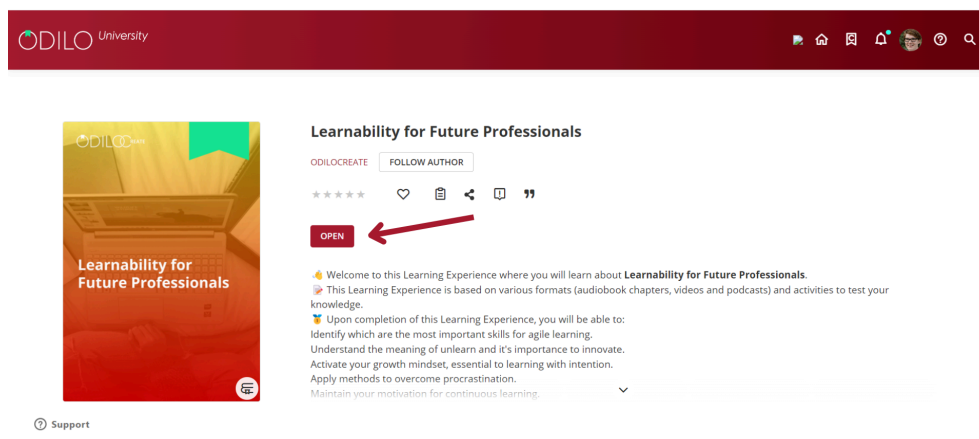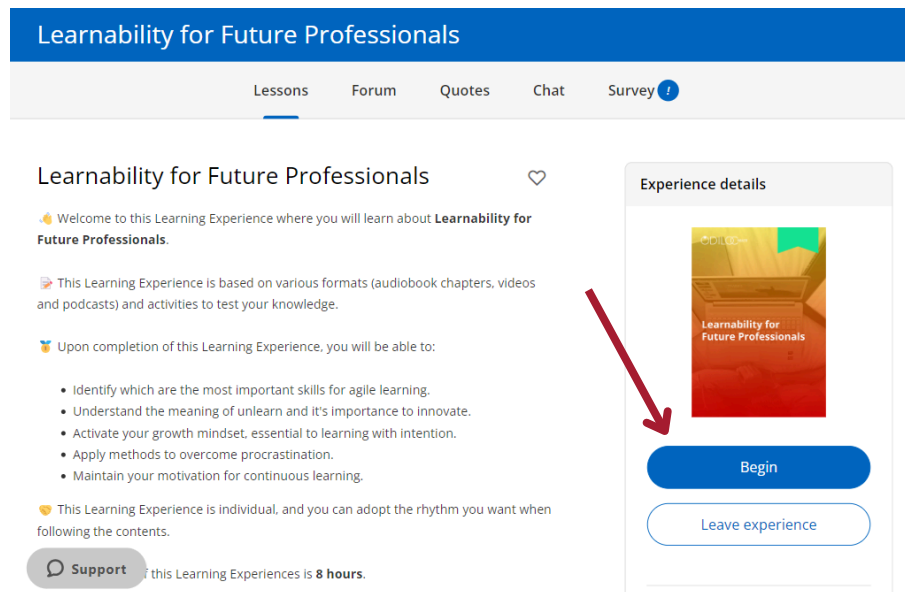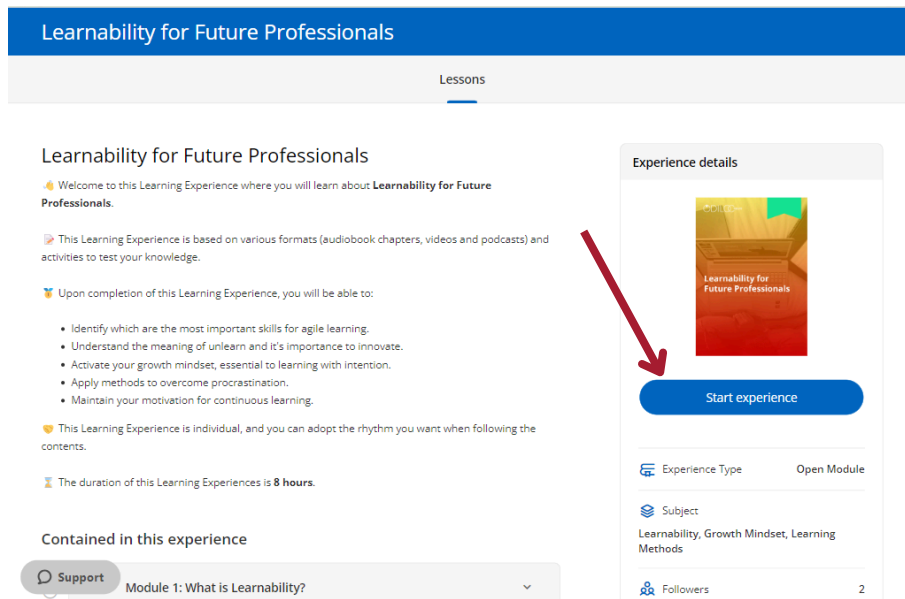
Below, you will find the different types of experiences available in your ecosystem.

You will be able to access any Learning Experience simply by clicking on its cover and then clicking *"Open"*.

Once inside the Experience, click on the *"Start Experience"* button and then on *"Begin"* to start it.

As you go through the content of the experience you will be able to see your progress percentage and the lessons in the side panel.

Important: Some experiences offer certification, you can identify these experiences and see if they include a certificate by accessing them.

4.1.1. Access the content of experiences

The Experiences are organized by tabs located at the top. You can navigate through them with a simple click.

To begin completing the Experience, click on the first section or module and you will be able to advance through the areas of the lateral panel. Once the section is complete, click *"Complete and continue"* to go to the next section.
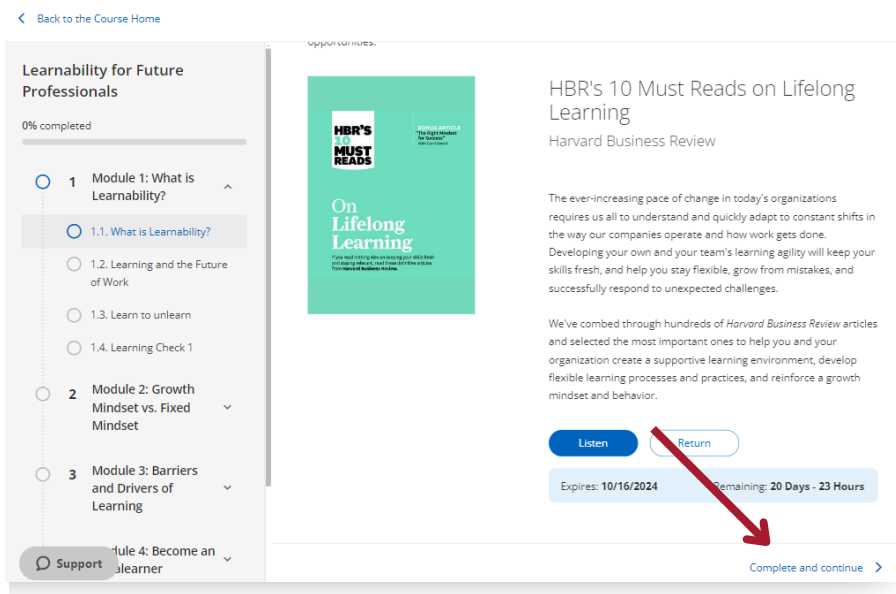
In order to access the content you must click on "*Access*", "*Listen*" or "*Open*", depending on the type of content you are accessing.
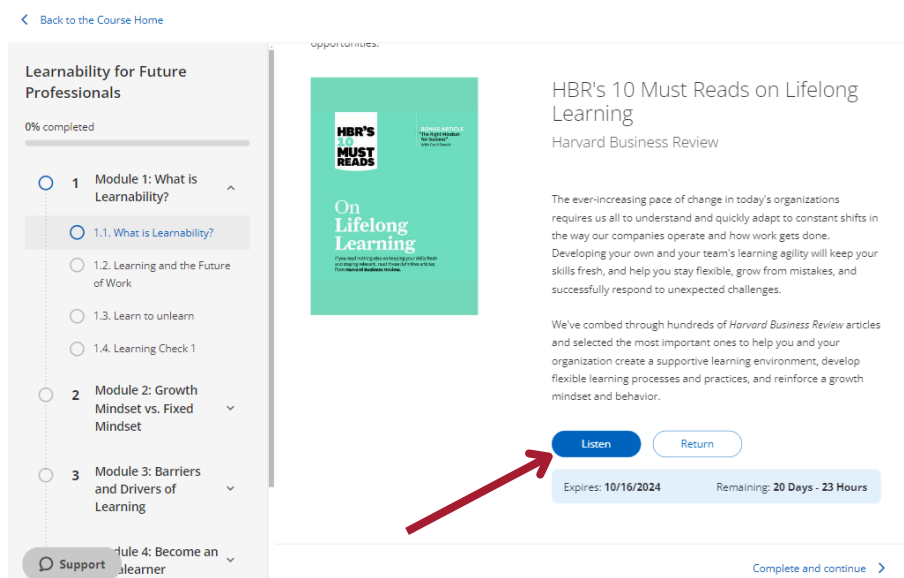
4.1.2 Exercises

Throughout the Experience you will find **exercises** that will evaluate the new knowledge acquired along it, to do them, simply click on the exercise and answer the questions.
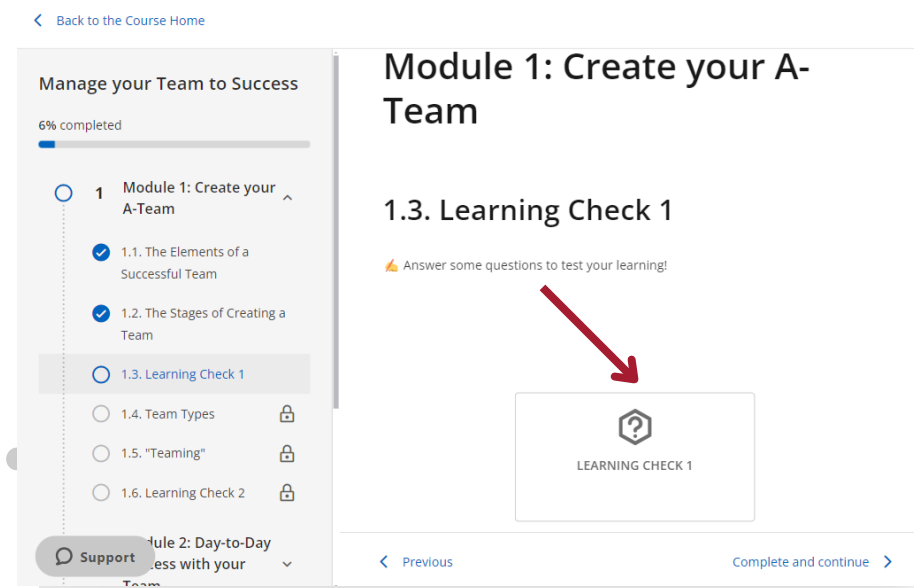
Importante: **If the exercise is structured with more than 1 attempt, you must make the final submission by clicking the button "*Send*" or if you want to try again, press *"Try again"*.**
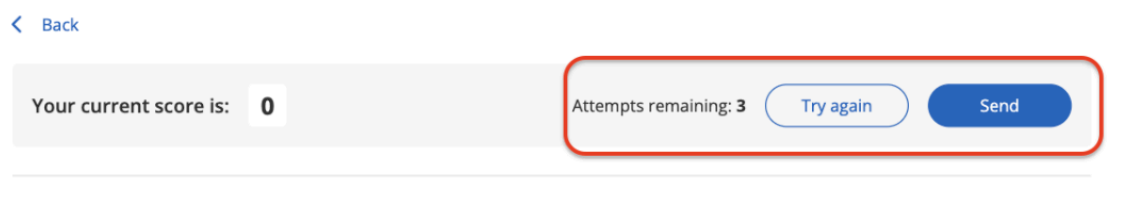
Exercises configured with more than one attempt may also have a **minimum grade requirement.** You must reach that score in order to submit the exercise; otherwise, the *"Send"* button will not be available.

Once the exercise is successfully submitted, you will see it marked as "*Completed*". If the exercise is not marked as *"Completed"*, your experience will not meet the requirements to be successfully completed.
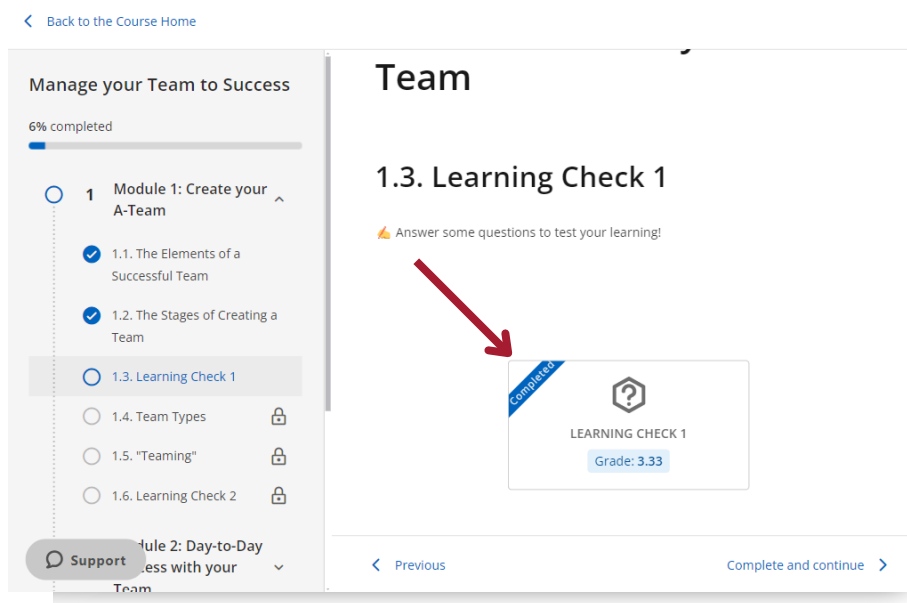
4.1.3 Monitor progress and achievements

Once you successfully complete Learning Experiences, you will have access to your grades and certificates.

Grades

If you want to keep track of your work, you can access the grades area and consult at any time.
Head to the user area and select the option "*Learning Experiences/platform*".
From this area, you can click on "*Grades*" and search for the Learning Experience you want to consult.
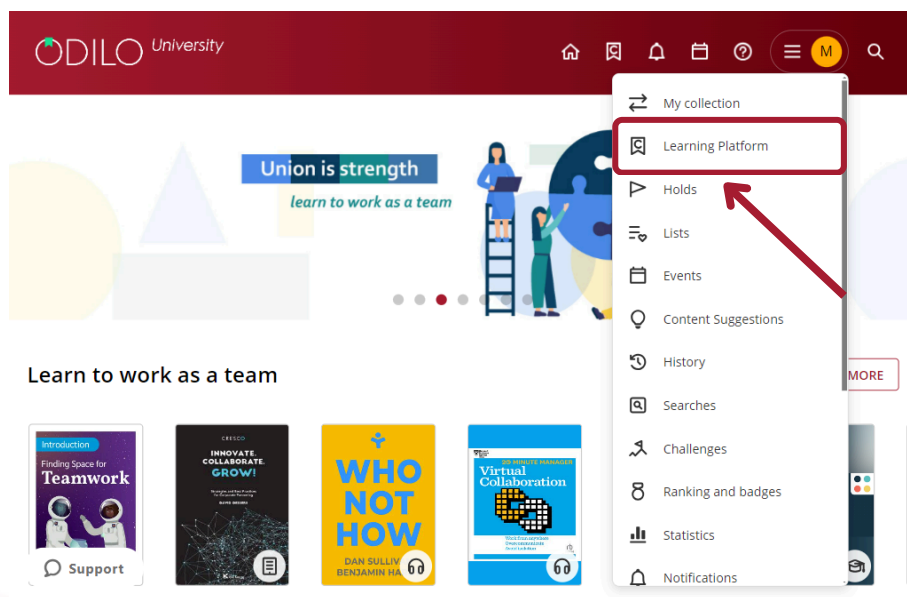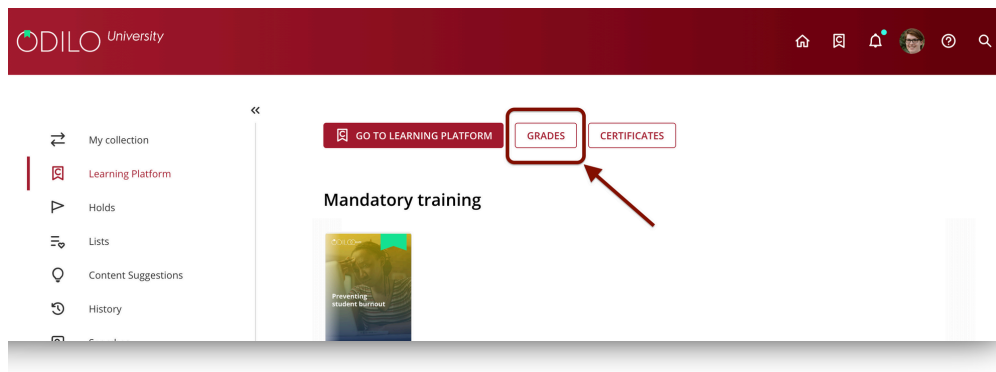
Important: Here you will see all the Learning Experiences that you began to follow or the mandatory training that has been assigned to you by your institution.

Certificates

If the Learning Experiences you have completed grant certification, you can find and download them in this section.

Head to the user area and select the option *"Learning Experiences"*, click on "*Certificates*" and download the certificate obtained.
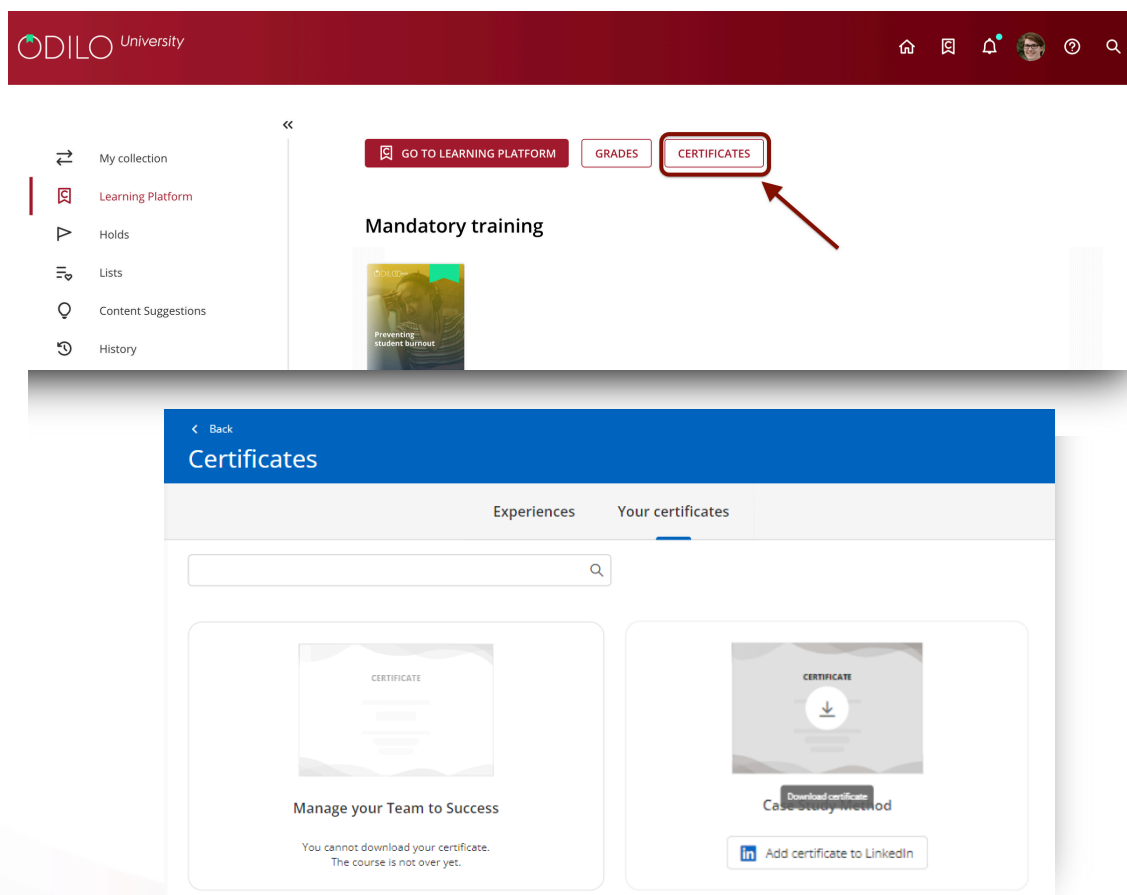
5. User area

To access, you just have to click on your user's initial (top right). In this area you will find different options.
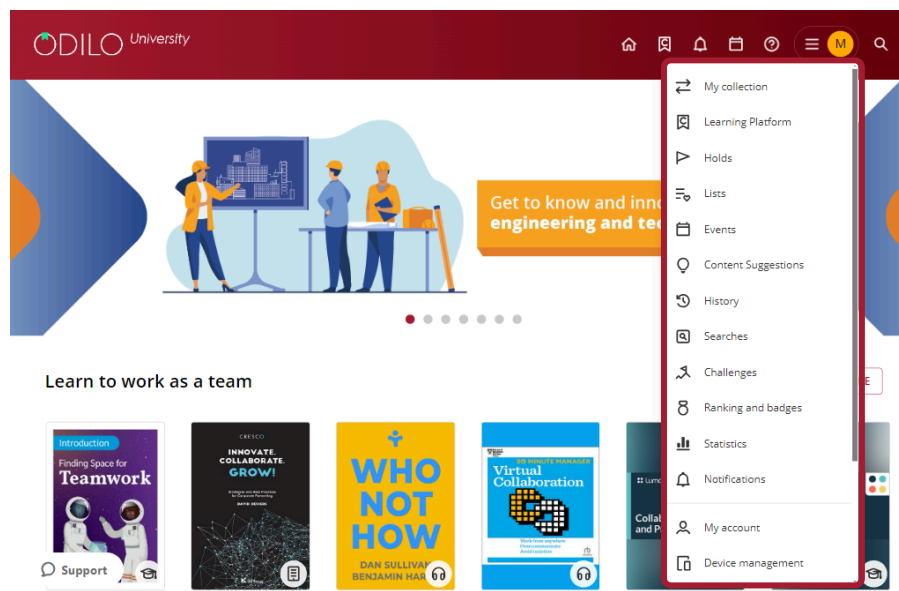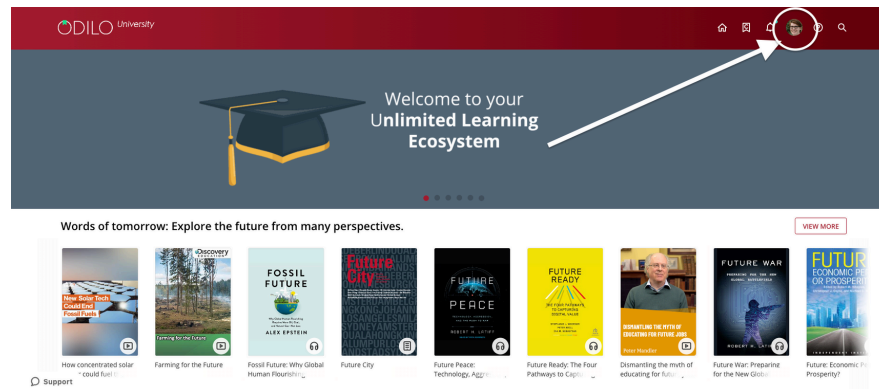
- **My collection**

Shows the resources that are on loan. You can also check the remaining access time and return the content. Through the App, you can see this area as *"Bookshelf"*.

- **Learning platform**

From this option it will be possible to directly access the Learning Experiences, qualifications and certificates.

- **Holds**

If there are no digital copies of the content, you will have to place a hold. The status of your application will appear in this area.

- **Lists**

In this section, you can create lists, as well as access the public and/or private lists you have created.

- **Content Suggestions**

From this section you can suggest the acquisition of a specific title.

- **History**

Shows the layout of titles that you have accessed throughout your time in the ecosystem.

- **Searches**

The terms you have been using in your searches appear in this area.

- **Challenges**

You will be able to design personal challenges for the long or short term through this section. To create one, simply click on *"Monthly Challenge"* or *"Daily Challenge".* In both cases, a menu will open where you can set the frequency you wish to access the content.

- **Ranking and badges**

If your ecosystem has the ranking and badges option, this section will allow you to know the result of your achievements and positioning in your institution.

- **Statistics**

Different data is shown about the use you have had in each of the contents.

- **My account**

You will be able to verify information related to your account and set preferences.

- **Device management**

You will have the possibility of having up to 6 active devices per user. From this section you can also deactivate a device if necessary.

- **Study area**

You can select the area of interest so that the ecosystem can recommend suggestions according to your preferences.

FAQ

1. What devices can I use to access the content?
You can enjoy digital content from your web browser, as well as from mobile devices and tablets.

2. How do I access the ecosystem on mobile devices?
You will find the direct download buttons at the bottom of your Learning Ecosystem.
Download the app to access it on your smartphone or tablet. This allows you to consult any resource available in the catalog and enjoy it on your mobile device with a single click.

In order to enjoy your content without an internet connection, you must follow these 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.
- A check mark ⊘ will let you know that the content is ready to be accessed offline.

Important: To access and browse the catalog, as well as download selected resources, an internet connection is required.
See section 3

3. Can I consume a resource on multiple devices?
Yes, the ecosystem allows for up to 6 devices on the same account. It automatically syncs with all your devices that have the app installed.

4. How many contents can I borrow simultaneously?
You can have up to 10 active loans at the same time.

5. How long can I access a title/resource?
You have 21 days to access the resource. After that time, it will be automatically returned. If you wish, you can renew it 3 days before the loan expires, as a notification will be sent. *For magazines, you have 1 day, and you can renew the loan.

6. Can I return resources early?
Yes. Additionally, resources are automatically returned when the loan period ends, so manual returns are not necessary.

7. Are there late return charges for resources?
Never! Content is automatically returned after the 21-day loan period.

8. Can I print pages of e-books or my bookmarks?
Due to copyright restrictions, there's no option to print the content. However, you can always enjoy an offline version through the app.

9. Is there content available in other languages?
Yes, there are resources in various languages. To find them, simply access the catalog and filter by the desired language.

10. If I have a technical issue, how can I get in touch?
You can open the support chat (located at the bottom left of the screen) to report the issue.

11. If I have issues with a content item, where can I report a problem?
On the content's cover, you'll find an option to report an issue.

12. How can I suggest a resource that is not in my ecosystem?
You can go to the user area and then select *"Content Suggestions"* to add resources that are not in the catalog (please note that these suggestions must go through a review process before being accepted).

13. Where can I find the experiences I participate in?
In your user area, click on *"Learning Experiences"*. In this section, you'll find several carousels:
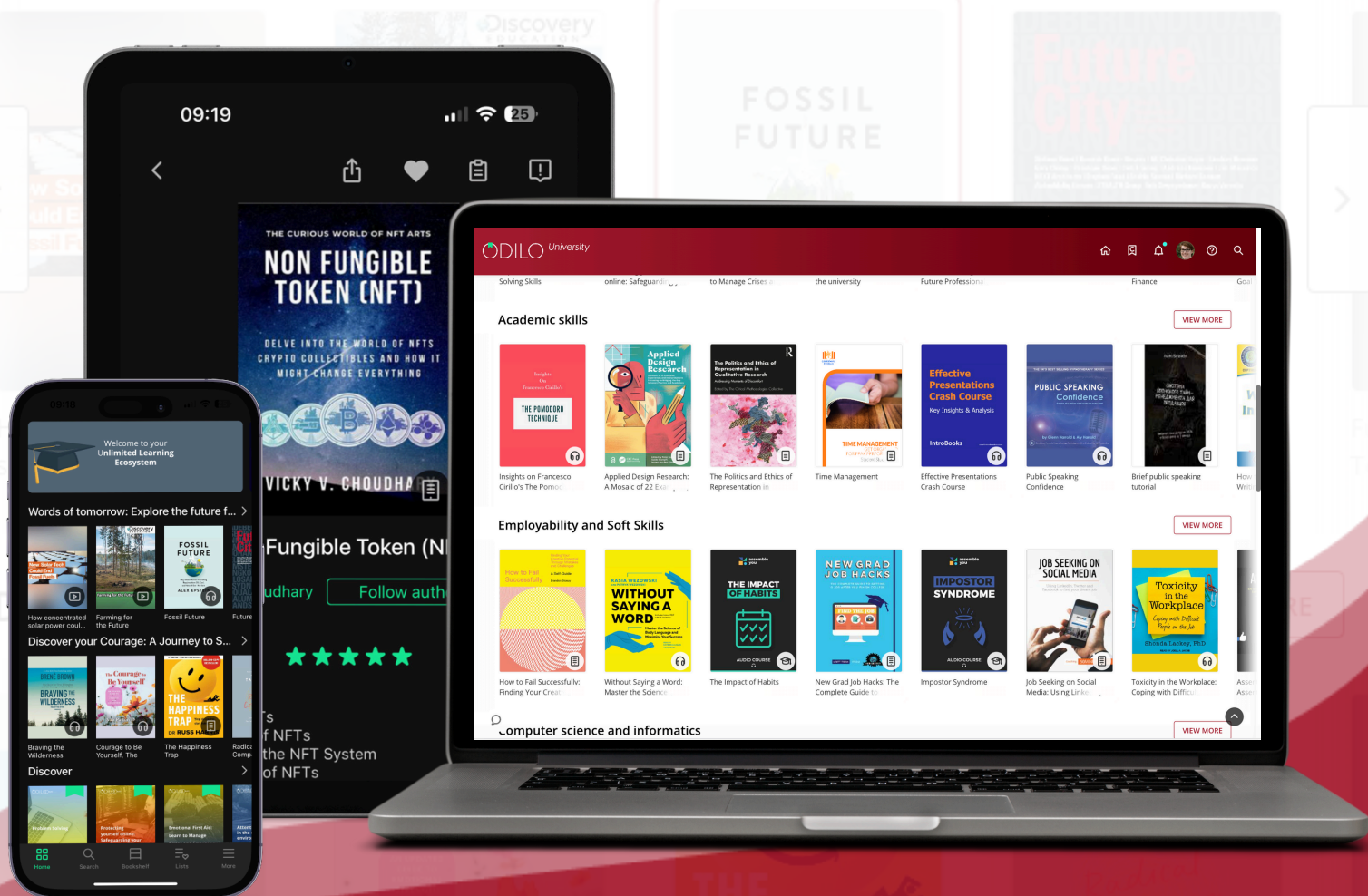***Mandatory Training:*** This is the training assigned by your institution.
Discover: Training you can do at your own pace.
Self-Learning: These are the Learning Experiences you are currently participating in.

Words of tomorrow: Explore the future from many perspectives.

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