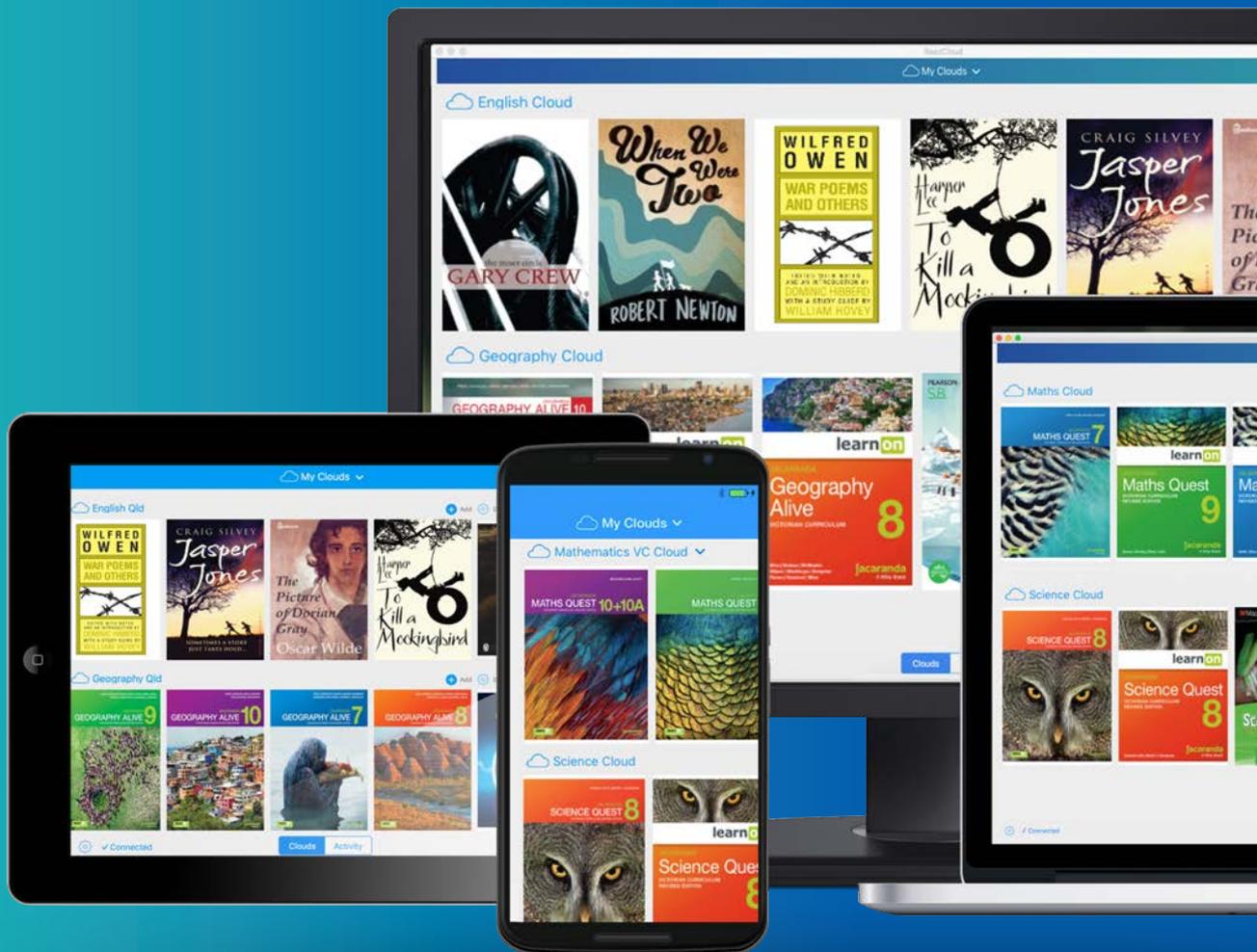




Student User Guide



2020

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Overview

ReadCloud offers schools, including both teachers and students, the ability to access their in-classroom resources digitally from inside its proprietary set of native apps.

Digital resources can be in the form of a PDF, ePUB or fully interactive publisher digital content.

ReadCloud creates virtual classrooms otherwise known as Class Clouds. Class Clouds are used to store the digital content used in a physical class. Teachers and students of a physical class are assigned as members to the corresponding Class Cloud.

ReadCloud's advanced eReader allows you to comment directly inside each eBook, collaborating with your fellow classmates and teachers using either text or video.

Teachers can upload their own notes or resources to further contextualise the learning experience.

ReadCloud works cross-platform including Mac, iPad, iPhone, PC, Android and Chromebook, via our web app and can be accessed on up to six devices at once.

ReadCloud supports offline reading, with downloaded eBooks stored locally enabling access when not online.

Using This Guide

This guide is designed to help you understand ReadCloud, its many features and functions; enabling you to have an enjoyable learning experience. It will also help to troubleshoot common problems and answer common questions.

It is best to understand everything the software can do before the school year starts.

Please download the latest app from either www.readcloud.com or from the various app stores.

If you have any further questions about the software, please head to the ReadCloud Support page at help.readcloud.com.

Downloading the App

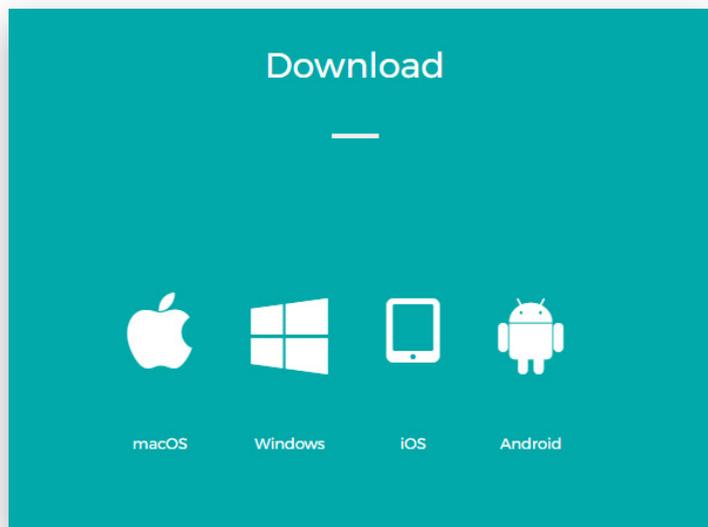
The first step is to download the ReadCloud app to your device.

Head to the 'Download' page on the ReadCloud website which can be accessed via this link:

readcloud.com/#download

Simply select the icon of the device you're using, which will take you to the appropriate app store.

Download and install the ReadCloud app from the store onto your device.



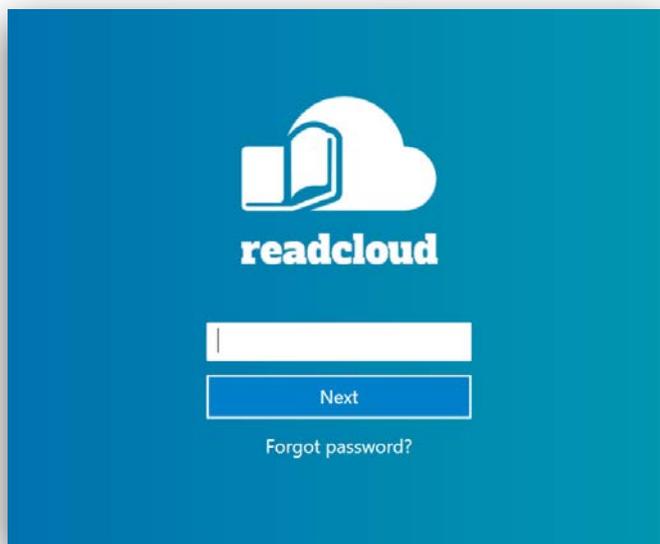
Opening the app will then take you to the log in screen.

Home Screen

Once the application is installed on your device, the login screen is opened.

Enter your ReadCloud log in, which is your school email address. Then you can either enter your school's ReadCloud password, which your teacher will give you.

Please note usernames and passwords are case sensitive.



Once logged in you will be taken to your bookshelf.

Single Sign-On

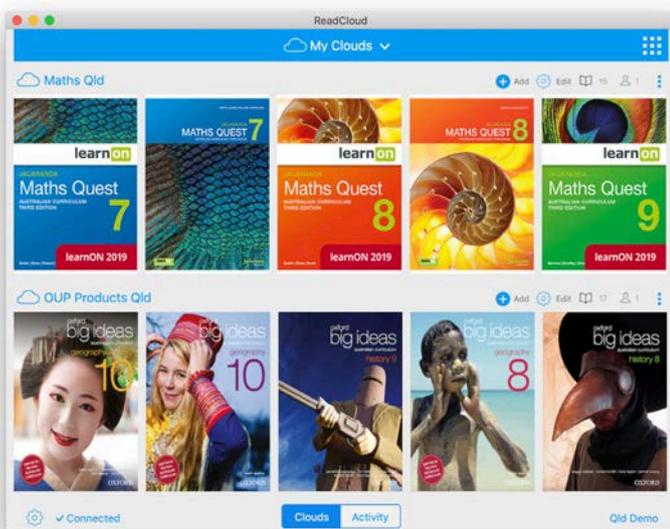
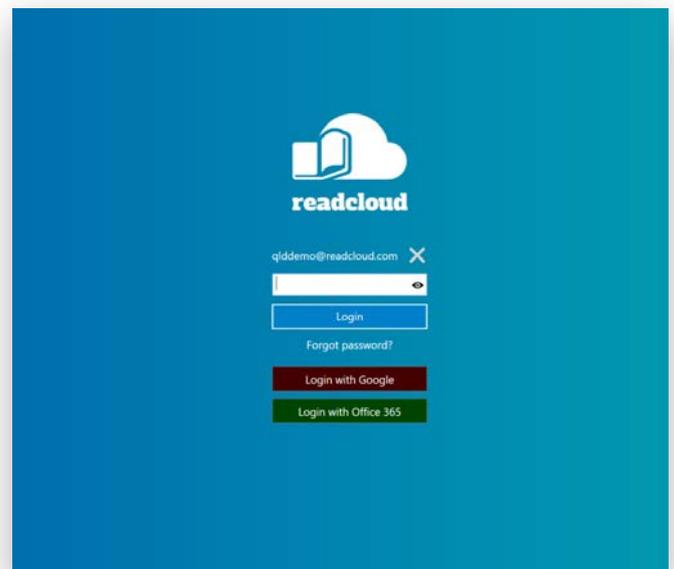
You can also log in with your school credentials - be it either Google or Office 365, meaning you no longer need to remember the ReadCloud password.

Enter your school email address then select Login with Google or Office 365.

In the dialogue box that appears, your school network username will be pre-populated and you will be prompted to enter your Google or Office 365 school network password - the same password you log in to everything at school.

Agree to the terms and conditions and select 'sign in'

As long as you don't log out, you will always be logged in, unless you are required to update your school password which you may have to do from time to time.



Application Settings

The settings icon is located in the bottom left hand corner of the app.

Click on it to access the following:

About

- Displays what version of app you are running.
- Displays the operating system currently running on your device.
- Indicates what user you are logged in as.
- Check for updates - both the ReadCloud eReader and the Content Manager have inbuilt software update functionality. Each time you login the software now checks if any components require updating and if so, we ship these remotely to you. Alternatively, you can check for updates yourself.

Change Password

Allows you to change your password within the app.

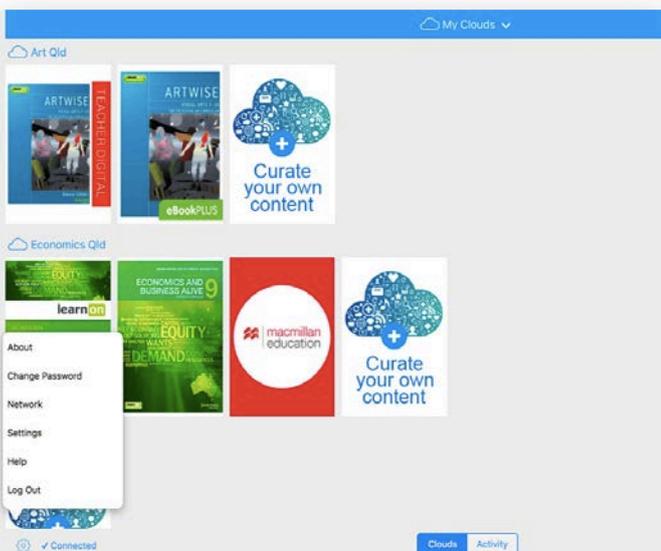
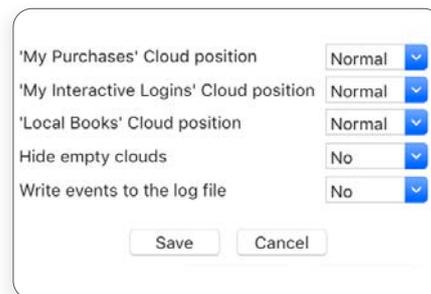
Network

When running ReadCloud on a Windows device you can configure the proxy settings. Speak to your network administrator before changing the default settings.

Settings

Personalise your ReadCloud experience by re-ordering ReadCloud's system clouds including the following:

1. My Purchases houses your purchased PDFs and ePubs
2. My Interactive Logins contain your publisher digital interactive thumbnails
3. Local Books include content that you have uploaded from your local hard-drive. It's local content that only you can view
4. You can also hide any empty clouds that have no content assigned to them.
5. Increase or decrease the thumbnail tile size
6. Write events to the log file so that we can understand what's going on behind the scenes a little better



Help

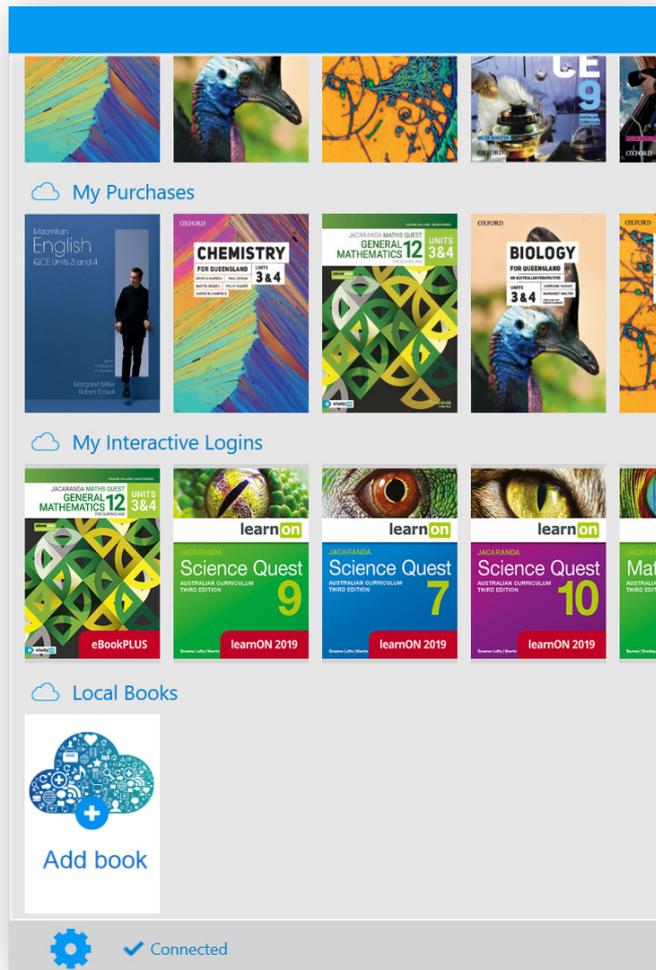
Opens an external browser, taking you to ReadCloud Support. Here you will find our FAQ, user guides and video tutorials. You can also access this by heading to help.readcloud.com.

Log out

Click yes if you want to logout. However, it is best to remain logged in at all times

Your Bookshelf

Your bookshelf contains your digital resources for your current school year. There are three system clouds: My Purchases, My Interactive Logins and Local Books. These are together with your virtual Class Clouds, which are in alphabetical order.



My Purchases

Contains your static digital content - these are eBooks that can be in either PDF or ePub format.

My Interactive Logins

This is where your publisher digital interactive content is housed. Simply click on any publisher thumbnail to access their digital resources from inside the application. Continual access to this cloud requires an active internet connection.

Local Books

ReadCloud's third system cloud is Local Books, enabling you to upload, open and read PDFs that are stored locally on your device. Local Books allows you to use ReadCloud as an eReader for any PDF. These are resources that only you see and have access to.

Upload by:

1. Locate your Local Books cloud
2. Click on the "Add Book" thumbnail
3. Browse your local drive and select the title you want to upload. On OSX, select 'Open'. On Windows devices, enter a title and select 'Save'.

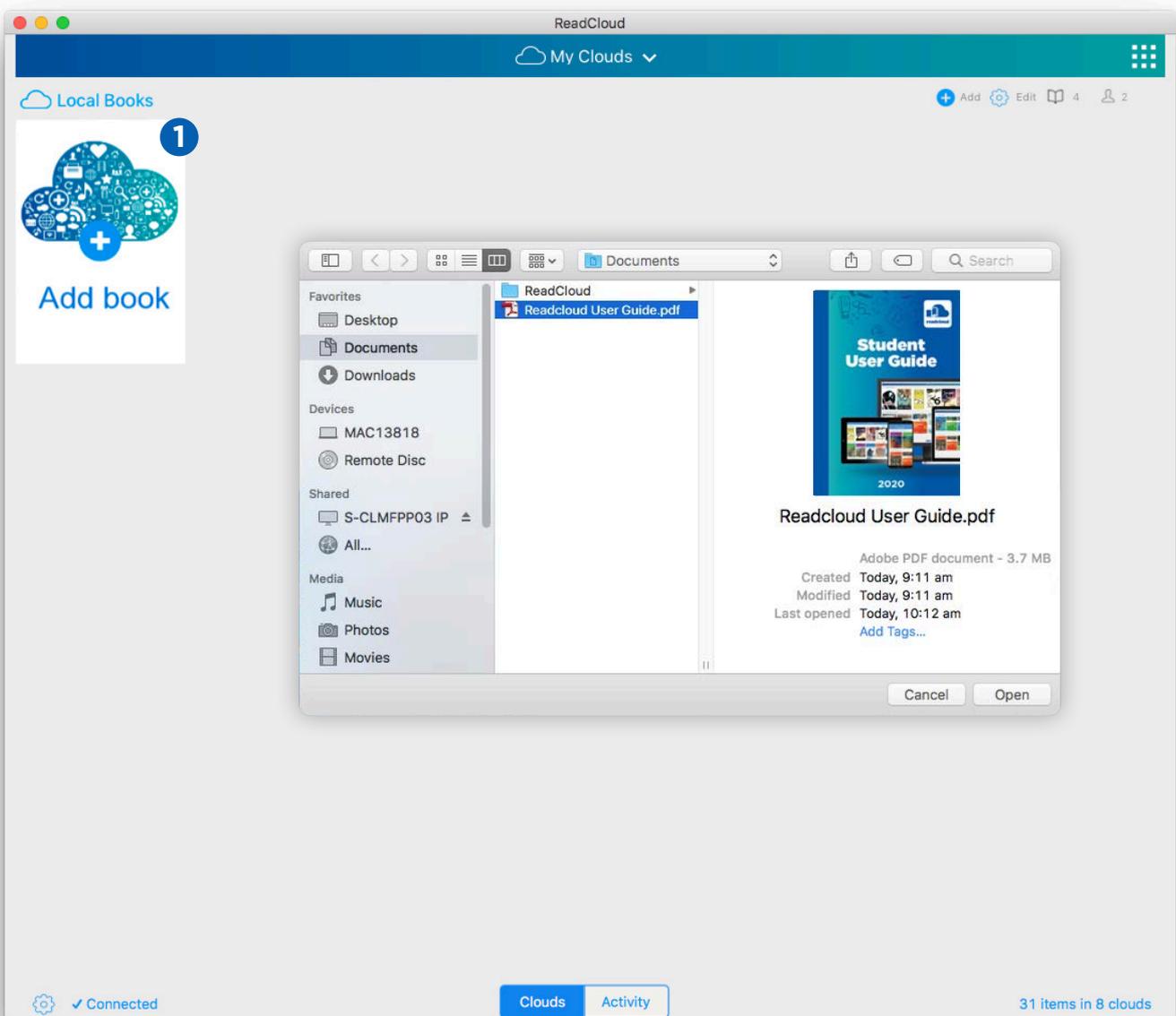
1 Click on "Add book" to upload.

Adherence to Copyright

Copyright compliance is a core value at ReadCloud.

That's why when you upload material onto the ReadCloud platform we ask you to confirm that you have the rights to the content that you are about to upload. At all times, please abide by and respect the author's work and all copyright terms of any third-party publisher.

If at any time you believe you have uploaded any content that may violate or infringe someone's copyright, we ask that you immediately notify us so that the content can be promptly removed.



Your virtual Class Clouds

ReadCloud enables collaboration with your teachers and fellow classmates through its virtual classrooms, called “clouds”. Each class has its own cloud, which is only accessible to the teacher and students of the corresponding physical class.

Collaboration can be in the form of:

- Marking up and annotating parts of an eBook.
- Your teacher inserting a rich media file – for example a YouTube video or Kahn Academy talk directly into either the eBook or the Bookshelf and commencing a class discussion about it.
- Teachers’ other resources or notes which may supplement your class content.

All members of a physical classroom access the digital content (eBooks and Publisher Interactive Content) through their Class Cloud.

For example, a year 9 student might be enrolled in five physical classes (Maths, Science, Humanities, English and Geography). That same year 9 student would then be in five virtual Class Clouds – Maths, Science, Humanities, English and a Geography cloud. The naming conventions of each cloud corresponds to the naming convention of each physical class. For example, 9MAT 1, 9SCI 1, 9HUM 1, 9ENG 1 and 9GEO 1.

Downloading eBooks

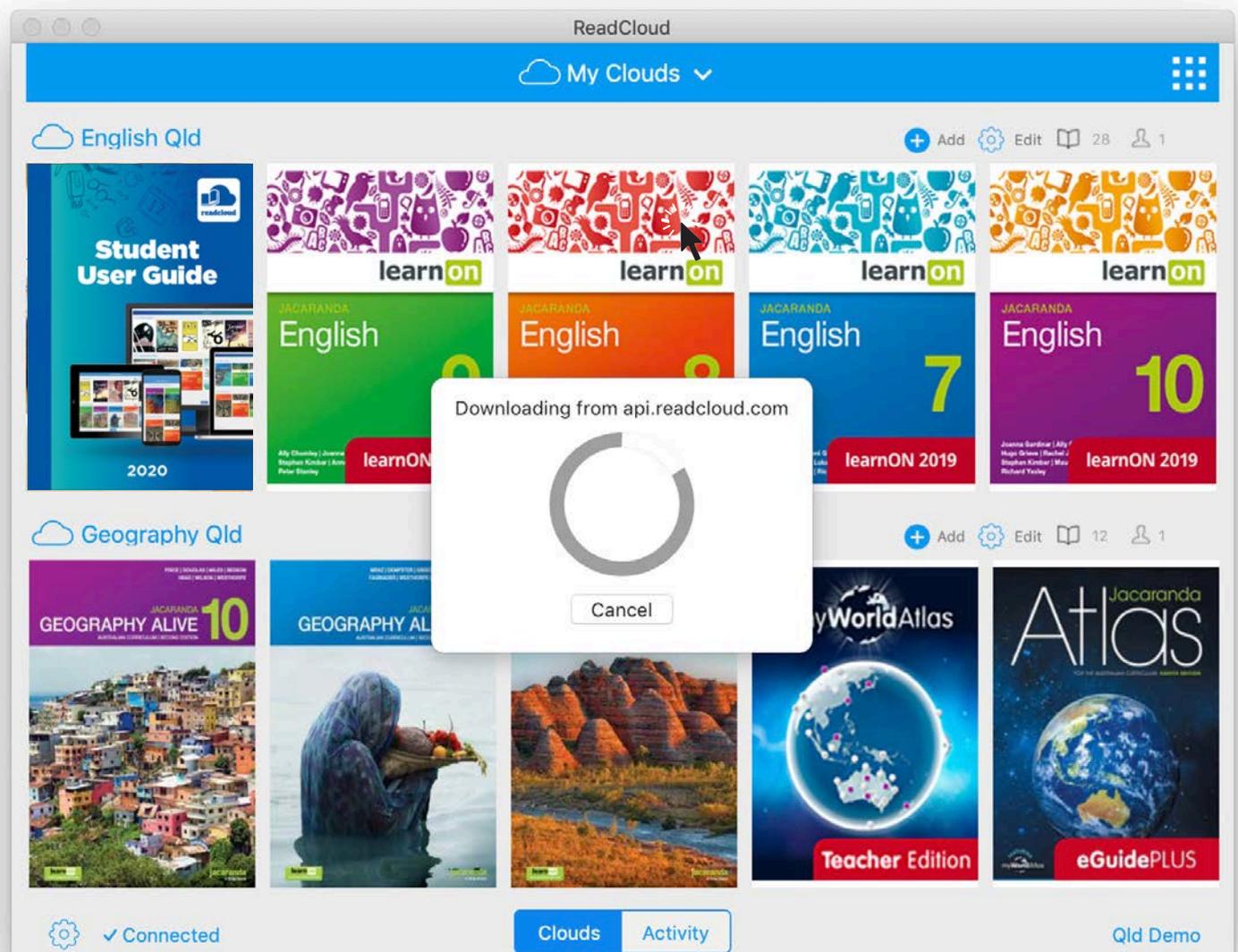
Download eBooks from either My Purchases or from your virtual Class Cloud.

To download the eBooks, simply click on the thumbnail.

The eBook will begin to download.

A progress wheel appears, indicating the download status.

Once downloaded, your eBook will open to the front cover. The content is now stored locally on your device, enabling offline access.



Navigating through an eBook

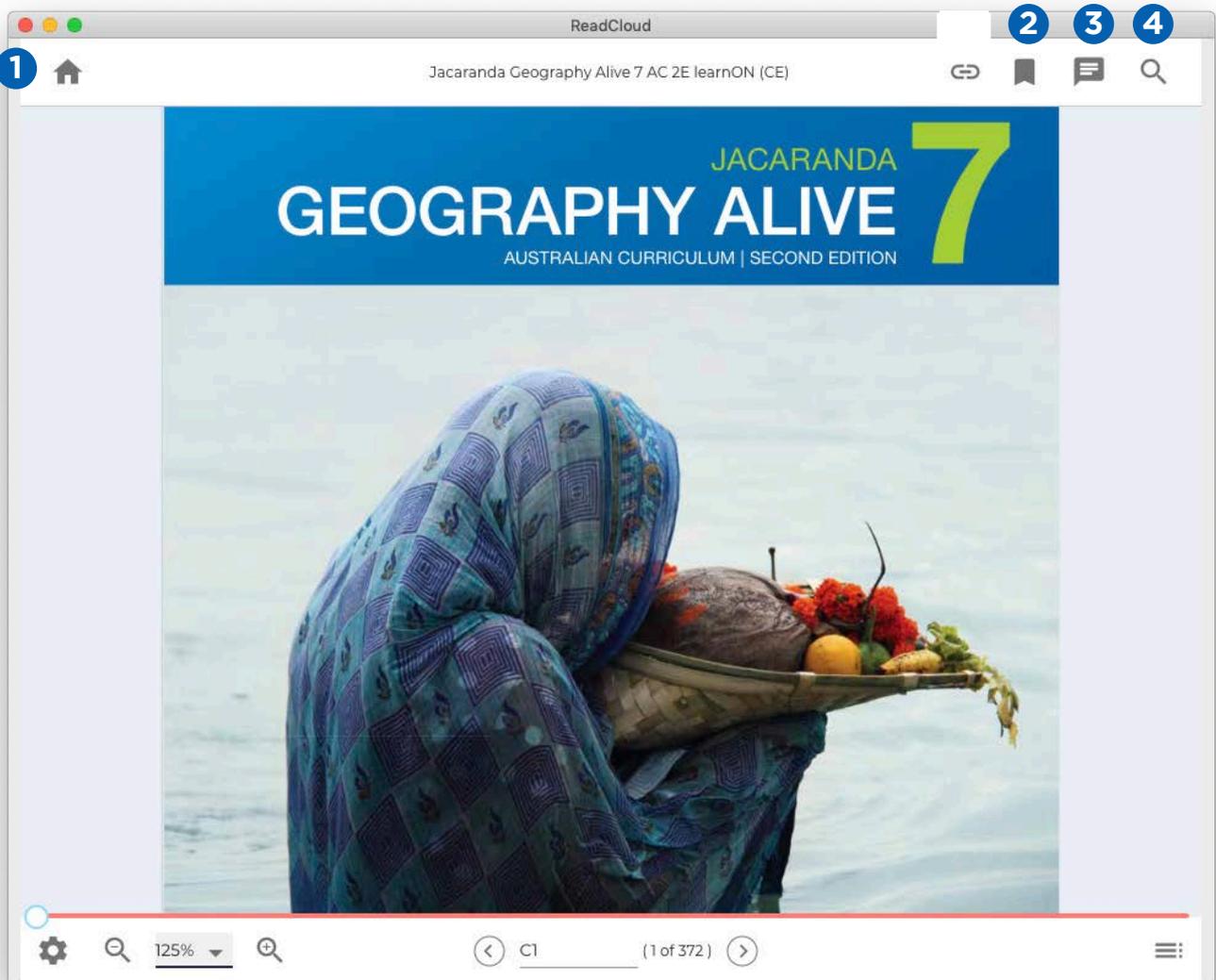
Click or tap anywhere on any page once the eBook has opened and a header and footer will appear. Tap anywhere on the page again to make it disappear.

Note that for mobile, the header features need to be accessed by tapping the three dots in the top right of the screen. The reading screen can also be viewed in either portrait or landscape.

In the Header you can access:

- 1** Home - exit the eBook and head back to your Bookshelf by clicking on the Home icon which is located in the top left corner of the header.
- 2** Bookmark - view your bookmarked pages and make a new one.
- 3** ReadCloud's Learning Annotation Thread - review comments made by your teacher and fellow classmates. Engage in a learning discussion thread by responding to specific questions in your Class Cloud. Each annotation shows the context of the book it was made with, as well as date and time stamped, so when you respond you will see the previous discussion thread.

You cannot edit or delete your public comments or annotations once published.
- 4** Search - use the search function to navigate by key word or term, the number of search results will appear on the right, as well as arrows to navigate between them within the eBook.



Navigating through an eBook

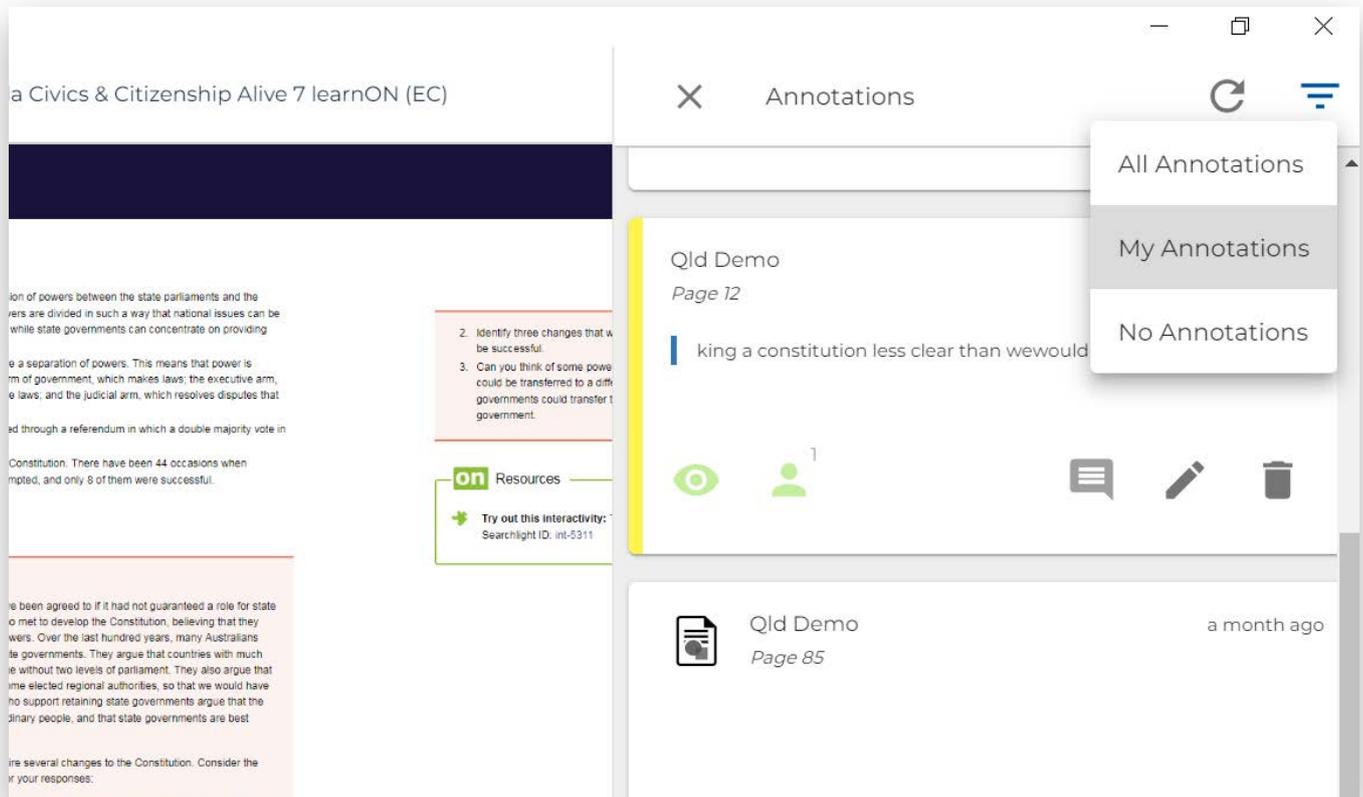
Annotations Filter

When in an eBook, select the Annotations Thread in the Header to manage class conversations and your private annotations.

The Filter tool, located in the top right, provides three options that determine what annotations are visible in your eBook:

- All Annotations - both your private notes and all shared Class Cloud annotations are visible.
- My Annotations - only your own private annotations can be seen.
- No Annotations - read the eBook as-is, with no annotations, even your own, visible. You also cannot make new annotations when this mode is selected.

If you try to make an annotation with the 'No Annotations' filter on, a dialogue box will ask if you want to change the filter to 'All Annotations'.



Navigating through an eBook

Click on the icon located in the right-hand corner of the footer to access the table of contents. The table of contents will open as a floating menu over the current page, allowing for quick navigation. Simply scroll through then click on your desired chapter or sub-chapter.

Use the magnifying glass icons to zoom in or out of the eBook, or the drop down menu to select a specific magnification.

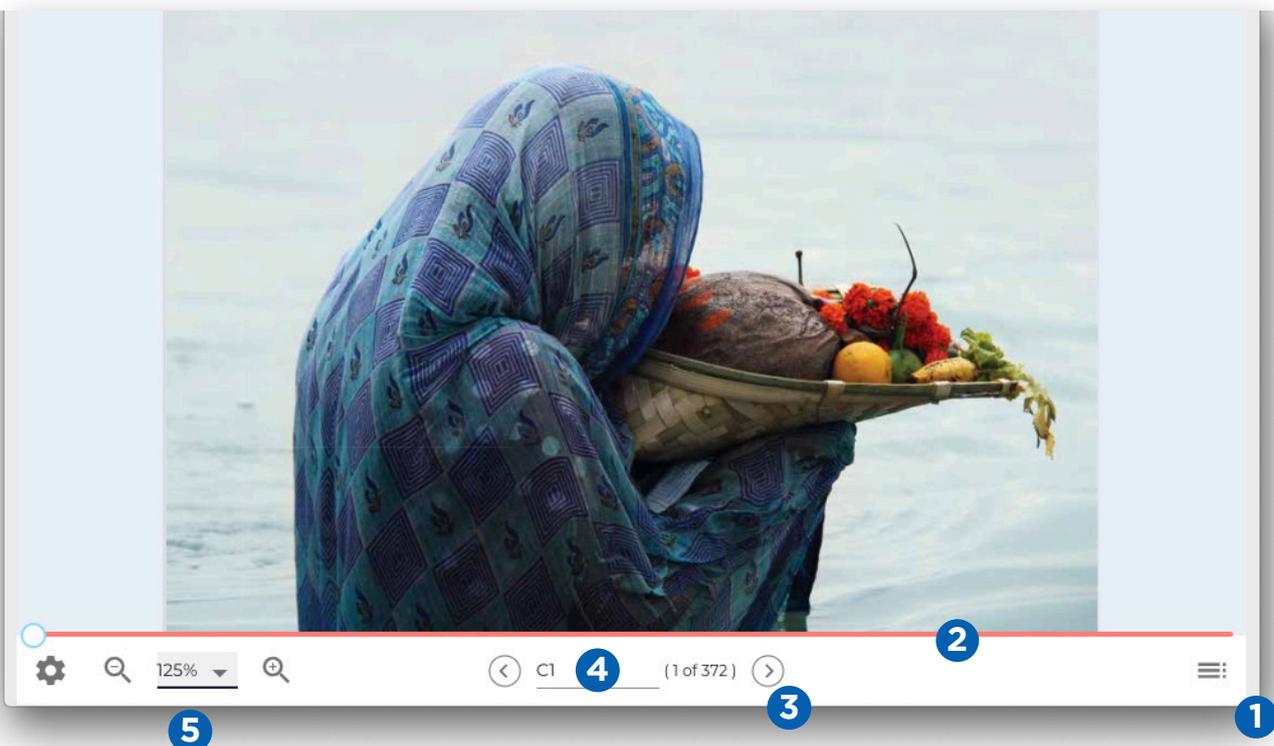
The ReadCloud eReader offers a variety of tools to quickly, easily and accurately navigate through an eBook.

- For quick and imprecise navigation, click, hold and drag the scroller along the slider bar.
- You can also enter your desired page number into the textbox located below the page slider in the footer of the Reader to navigate to your specific page.

- To scroll between adjacent pages you can:
 - Click on the arrows located in the footer on either side of the page number textbox
 - Press and hold the keyboard arrows for a continuous scroll
 - In Windows, select CTRL+ the keyboard arrows to scroll one page at a time
 - Also in Windows, select SHIFT+ the mouse scrolling button for a continuous scroll
 - Use left and right swiping motions on a laptop trackpad
 - If you have a touch screen, swipe or tap on the edges of the page

In the footer you can access:

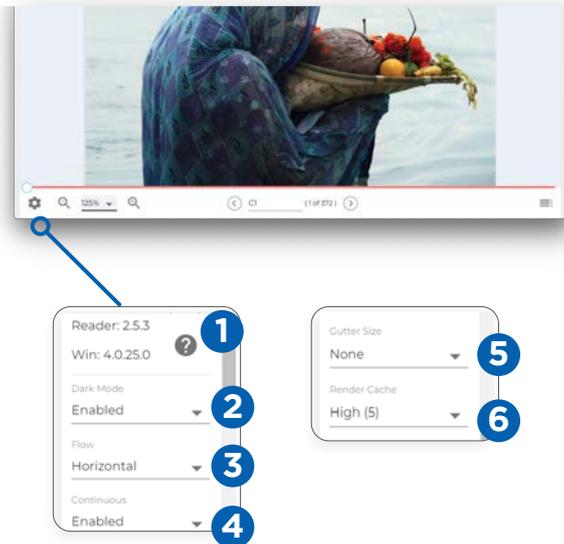
- 1 Table of Contents
- 2 Page Scroller
- 3 Page Arrows
- 4 Page Number Textbox
- 5 Zoom In, Zoom Out (PDFs only)



Navigating through an eBook

Personalise your reading experience. Settings are different for each eBook, depending on whether it's a PDF or ePub. Click the settings icon in the bottom right hand corner of the footer to access.

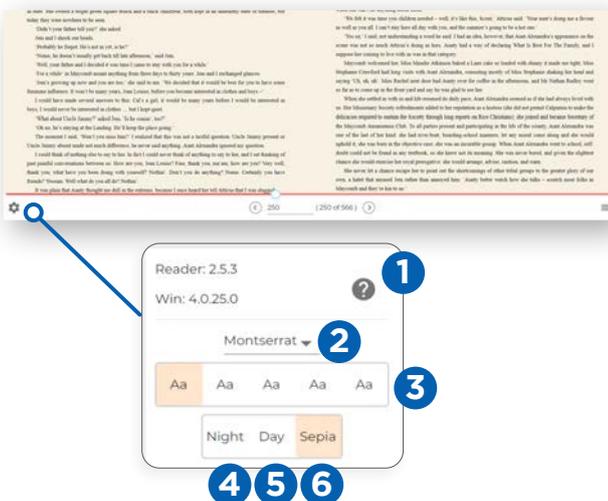
PDF Settings



- 1 Enable walkthrough** - starts an in-app tutorial of the eReader
- 2 Dark mode** - changes the colour behind and between the eBook pages
- 3 Flow** - changes the direction the pages scroll, between horizontal and vertical
- 4 Continuous** - changes the display, be it one page or multiple.
- 5 Gutter Size** - only activated once 'Continuous' is enabled. Changes the size of the space between pages.
- 6 Render Cache** - dictates how many pages on either side of the displayed page your device loads in the background. If your device is slow, we recommend setting it to Minimum (1).

In both PDFs and ePubs, you can also check the reader version, if support is needed.

ePub Settings



- 1 Enable walkthrough** - starts an in-app tutorial of the eReader
- 2 Font family** - select a different type of font
- 3 Font size** - change the size of the font
- 4 Day mode** - a white background behind the text
- 5 Night mode** - inverts the text and provides a back-lit experience
- 6 Sepia mode** - for a more paper-like background

Students with learning difficulties can benefit from ReadCloud's ePub features - with the font Dyslexie available and the sepia background option helping make reading easier.

Navigating through an eBook

ReadCloud's Learning Toolbar

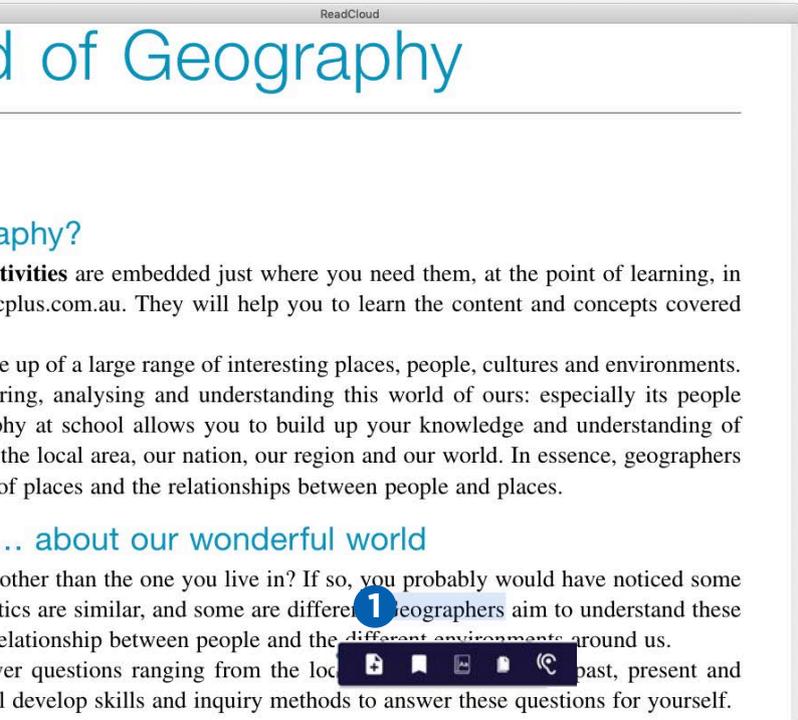
Bring the text to life with ReadCloud's Learning Toolbar. Highlight a word, a string of words or an entire paragraph and the Learning Toolbar appears.

In the Learning Toolbar you can:

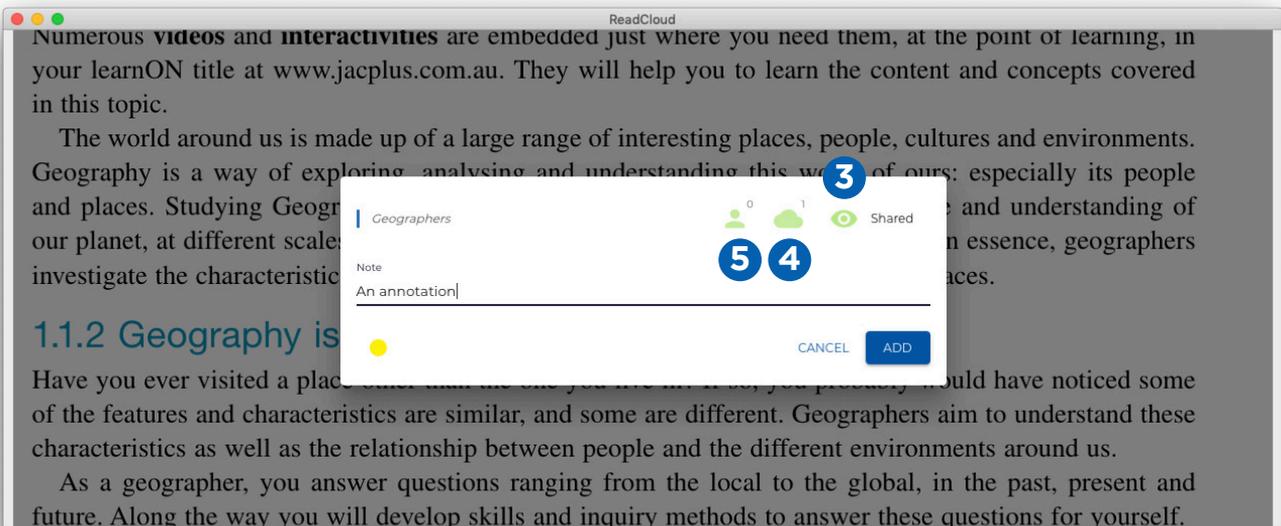
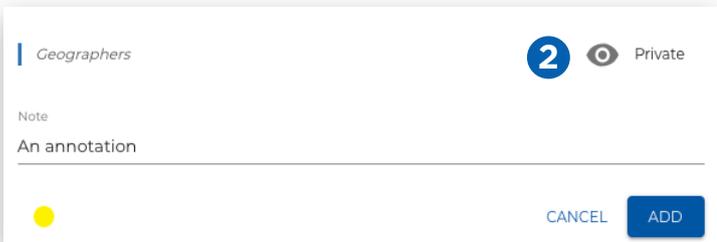
- 1 Add an annotation to the selected text.
- 2 Bookmark a section of the eBook.
- 3 Lookup a selected term in the dictionary. The dictionary function only appears when a word or phrase is highlighted.
- 4 Copy to clipboard if allowed.
- 5 Text-to-Speech reads aloud the selected text.



ReadCloud's Learning Toolbar: Annotations



- 1 Using the Add Annotation button, you can engage in a discussion with your fellow classmates or teacher. Annotate and collaborate with your virtual class or keep a private digital note for yourself. Additionally, you can simply highlight text without adding an annotation: select the text you wish to highlight and choose a colour.
 - 2 Having the toggle setting marked to private allows you to keep a private note for yourself.
 - 3 By clicking the eye toggle, the shared setting is activated, allowing your entire Class Cloud to see your thought, comment or question. Simply click 'Post' when you are ready to share.
 - 4 Share with entire Class Clouds.
 - 5 Share with specific individual classmates or your teacher within your Class Cloud.
- Both teachers and students have access to each other's comments in the annotation thread. However, only teachers can edit and delete comments.



Accessing and Navigating Publisher Interactive Content

It's easy to see which tiles are Interactive Publisher Content: they are all housed in the My Interactive Logins cloud together with the relevant Class Cloud, and the thumbnail image will have the Publisher's interactive platform name or logo.

Simply click on a publisher interactive thumbnail tile to open the content.

Once selected, there are three ways to log in:

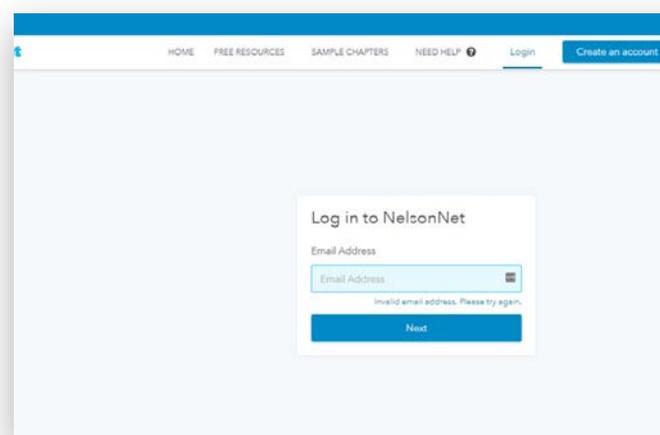
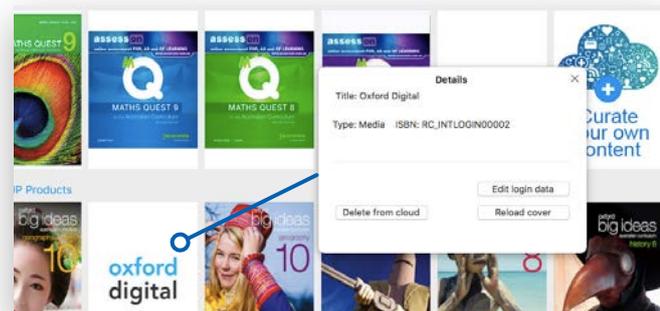
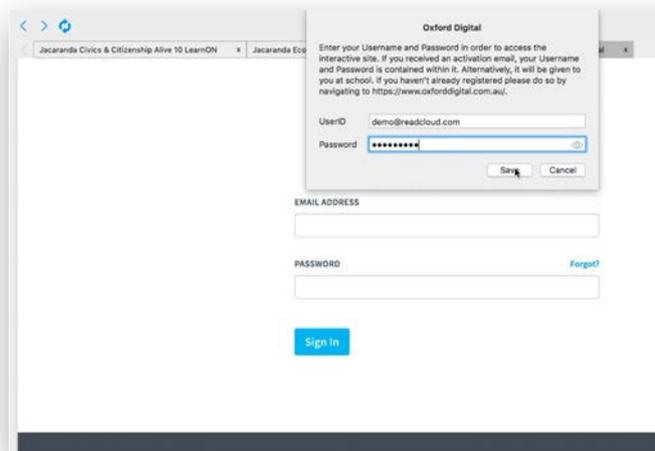
1. If the publisher has integrated with ReadCloud, you can log directly into their interactive platform, without the need to enter a further username and password.
2. ReadCloud will fire up an in-app browser and take you to the publisher's login page. A dialogue box will appear on top of the page; enter your login credentials in this box, which will be provided to you at school. You only need to enter these once - ReadCloud remembers them and logs you back in each time.

You can also right click or long hold on any Interactive Tile and select 'edit login data' to update your password if needed.

3. ReadCloud will fire up an external browser, taking you to the publisher's website. Enter your publisher login details directly into their login page. Remember to save your credentials in the browser in order to return without the need to re-enter them.

ReadCloud's Interactive Bookshelf Tab

When you open an interactive tile, a third tab appears at the bottom of your Bookshelf next to 'Clouds' and 'Activity', called 'Interactive'. Easily access your open interactive digital resources by either clicking on an interactive thumbnail or on the interactive Bookshelf tab.



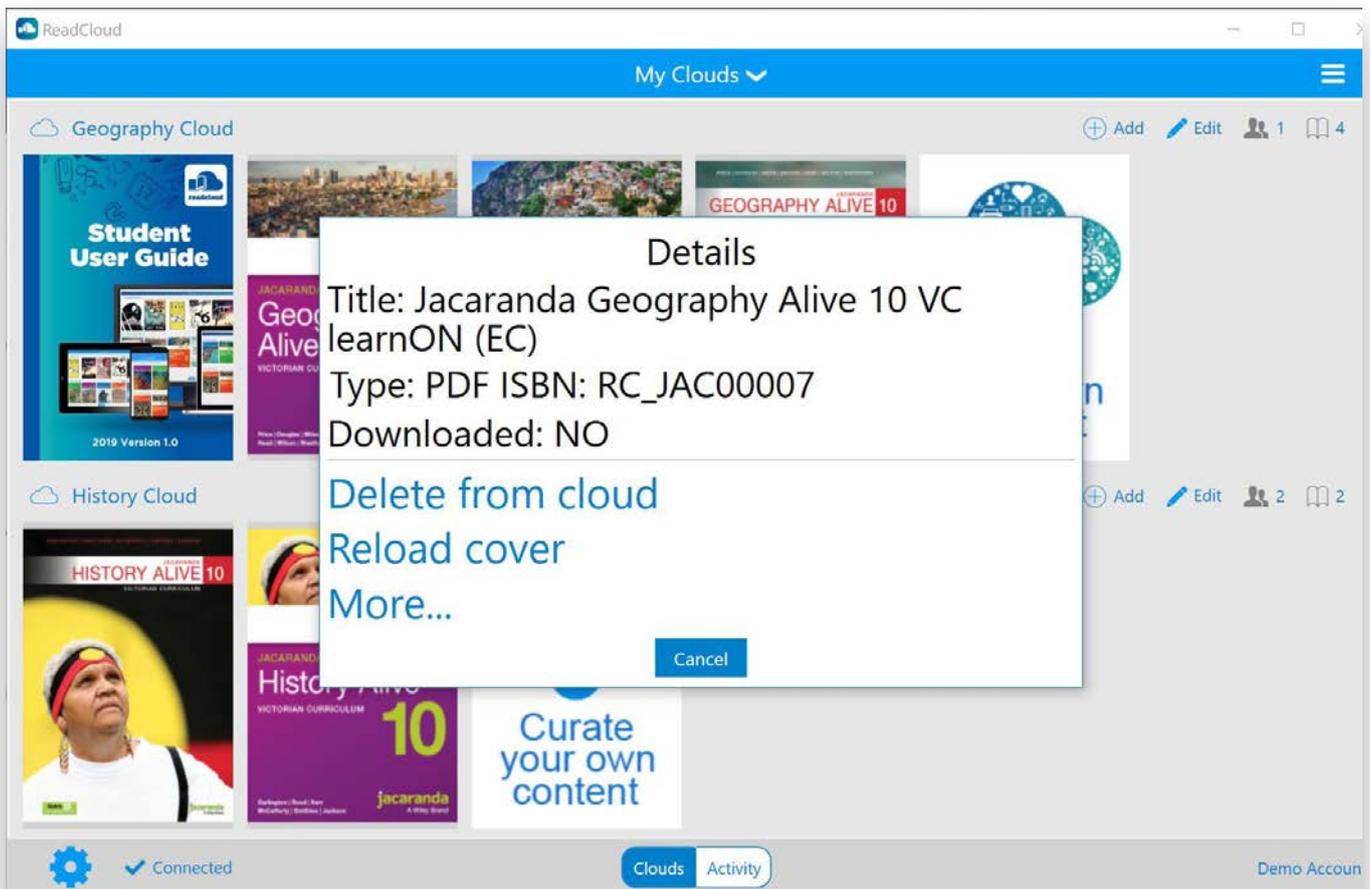
To return back to your Bookshelf from the in-app browser view, click on the large X which is located on the top right-hand corner of the in-app browser window.

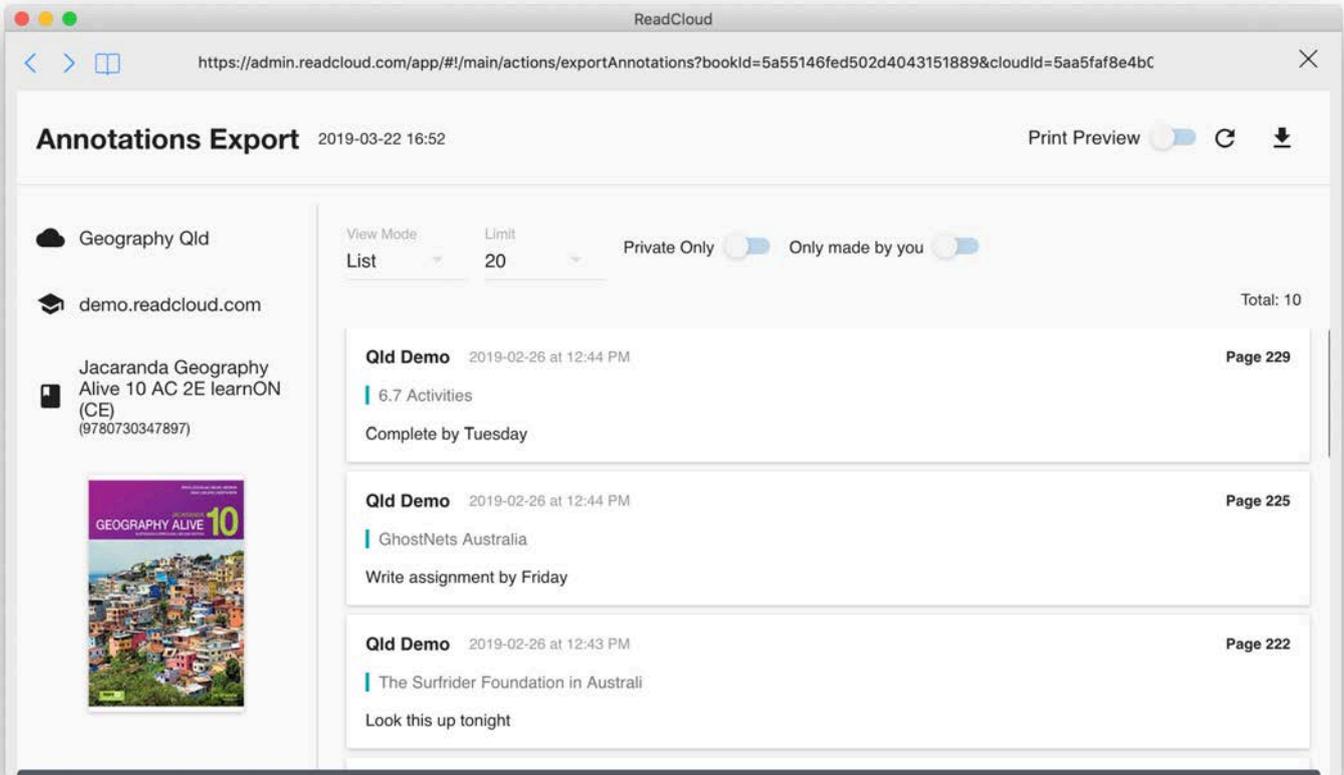
Exporting Annotations

A more advanced feature of the Bookshelf allows you to export your text-based annotations.

Export by:

1. Choosing the title
2. Right clicking on the thumbnail
3. Click more
4. Select Export Annotations





- Decide on which annotations to export - those that are private, those that are shared and those that are shared but only made by you
- Choose between:

List view

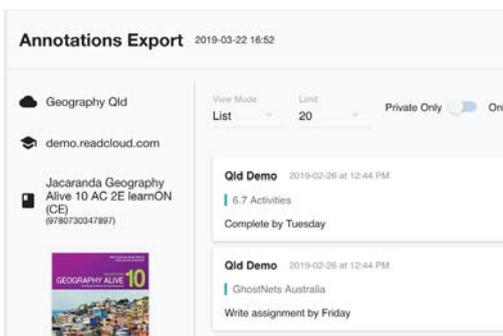
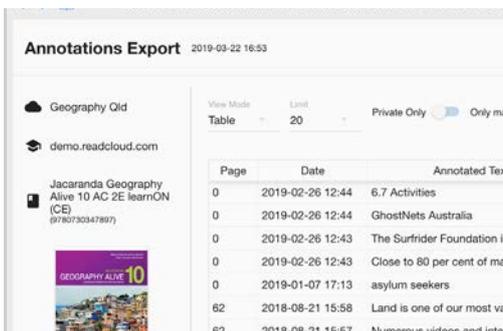


Table view



- Limit the number of annotations per page, with 100 being the maximum.
- Download a CSV file. This will include which page the annotation was made on, the date of the annotation, which part of the text was annotated and the annotation text.
- Print the annotation

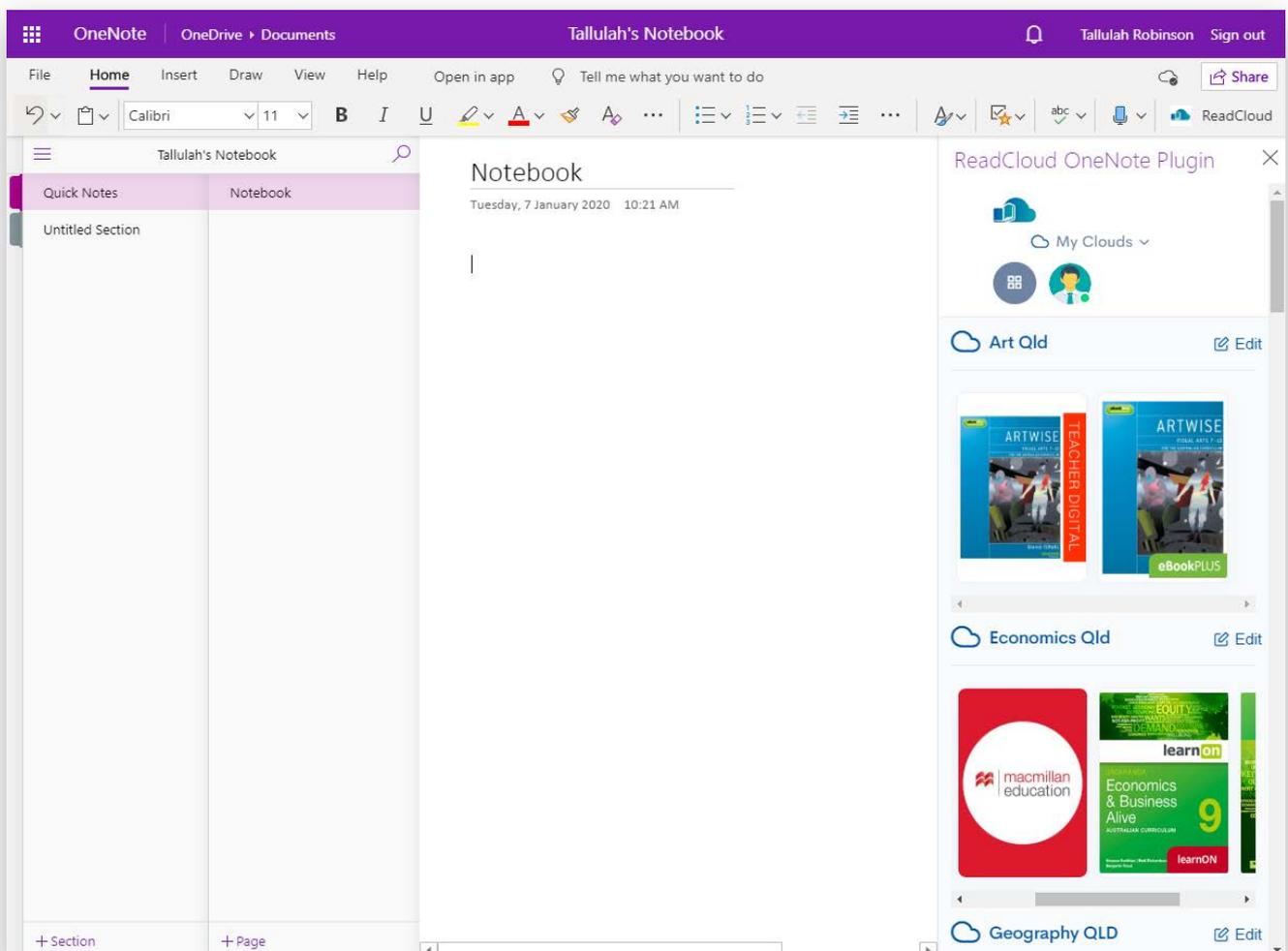
Please note that the corresponding eBook text that has been highlighted cannot be exported alongside your annotations.

ReadCloud OneNote Plugin

The ReadCloud plugin allows you access to your Bookshelf and all of ReadCloud's features inside the OneNote web app. You can stream your eBooks as well as access your publisher interactive resources without having to leave OneNote

Please remember in order to access this feature you need to be logged into the OneNote, as well as the ReadCloud web app.

1. Download the ReadCloud Installer File and have it on your device. Your teacher or administrator can send it to you or find it on our Support site [here](#).
2. Open any OneNote document.
3. Go to the 'Insert' tab, then 'Office add-ins'.
4. In the dialogue box that opens, select 'Upload my add in' at the top right corner.
5. In the next box select 'Browse' and find the ReadCloud Installer File on your device.
6. Then select upload.
7. You'll then be taken back to your open document; head to the Home tab and you'll find the ReadCloud plugin at the far right.
8. Select it and you'll find a sidebar opens with all the ReadCloud functionality right there in your app, ready for you to use both platforms in the same place.



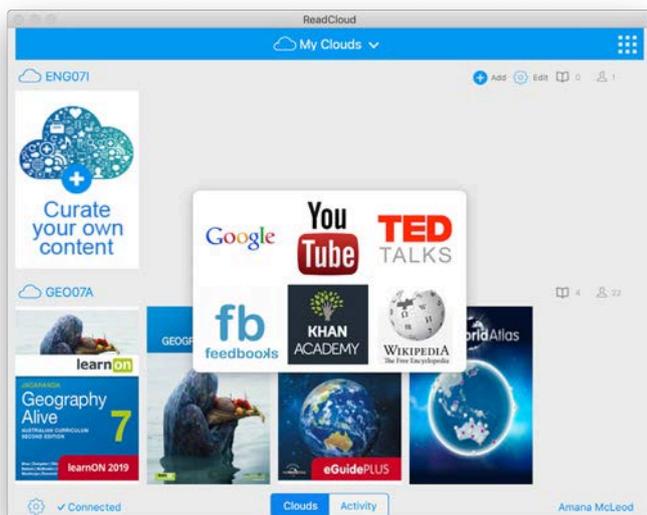
Content Manager for Students

As a student, you may have the ability to upload content to one or more of your virtual Class Clouds.

This functionality needs to be configured by your teacher. If enabled, you will have access to the Student Content Manager which you can open by clicking on the “Curate your own content” thumbnail at the end of any Class Cloud.

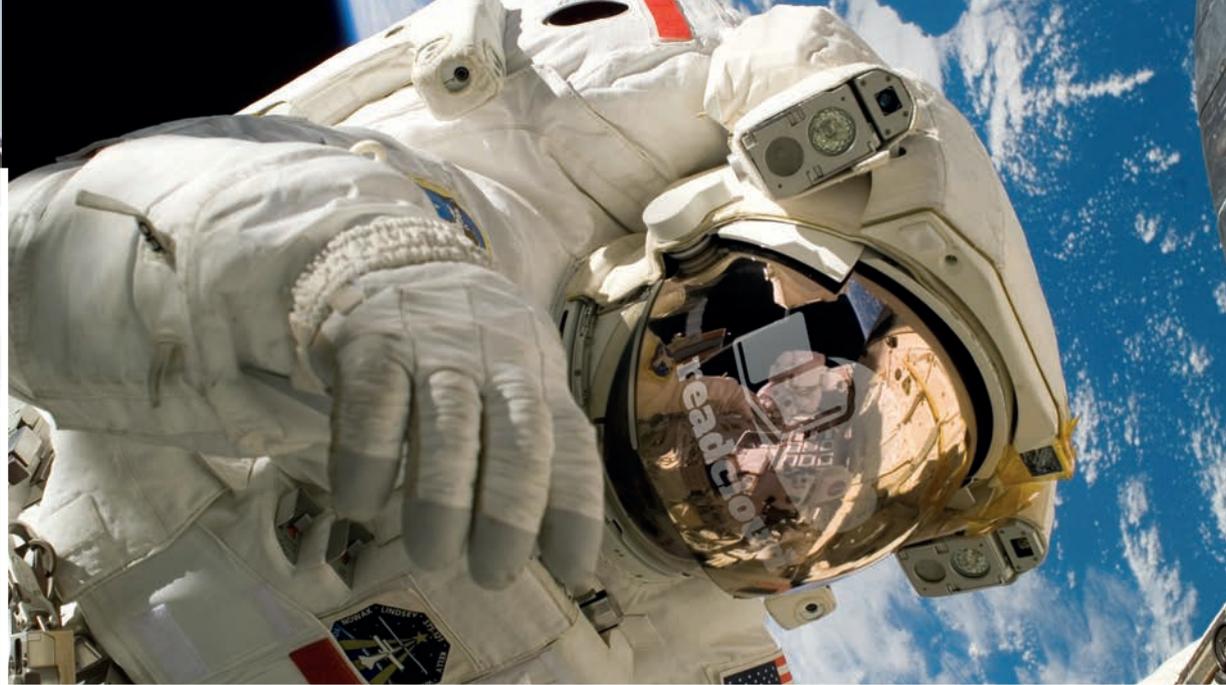
Click on this thumbnail and a dialogue box will appear, containing links to six online services to add links from: Google, YouTube, Ted Talks, Feedbooks, Khan Academy and Wikipedia. Click on a service, and find the content you would like to add to the cloud. Once you’ve found the page you’re interested in, click the “Cloud it” button in the top-right hand corner of the screen. Then, add a title, description (if necessary) and select the cloud or clouds to add it to. The link will now appear as a tile in your Class Cloud.

Student Content Manager Dialogue Box



Adding a Ted Talk Link





readcloud



Any questions? Let us know.

contact@readcloud.com

help.readcloud.com

