



Teacher User Guide



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Overview

ReadCloud offers schools (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 with native apps for Mac, iPad, iPhone, PC, Android and Chromebook, and via our web app and can be accessed on up to six devices at once.

ReadCloud supports offline reading - downloaded PDFs/ePubs are 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 teaching 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 readcloud.com or from the various app stores.

If you have any further questions about the software, please head to the [ReadCloud Support](#) page.

You can also visit our [Knowledge Base](#) to find a comprehensive list of articles and videos to help you use ReadCloud.

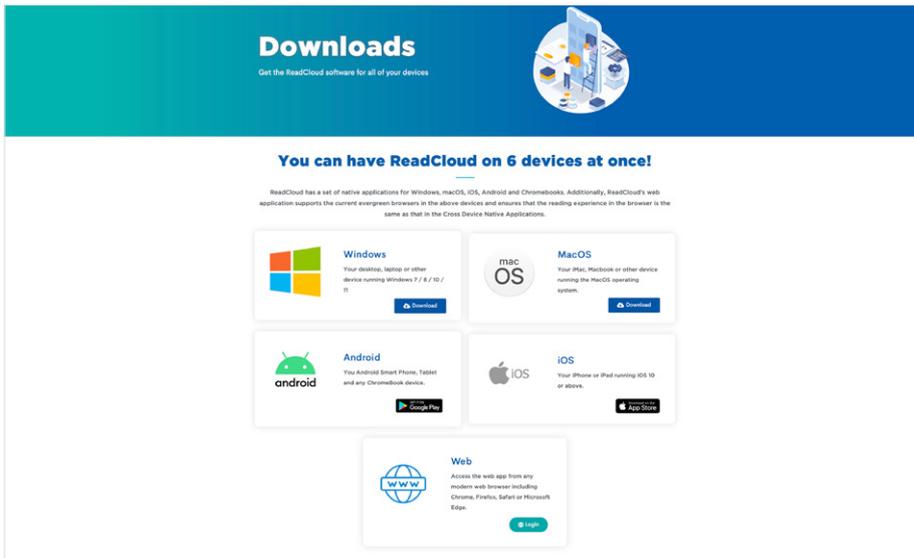


Downloading the App

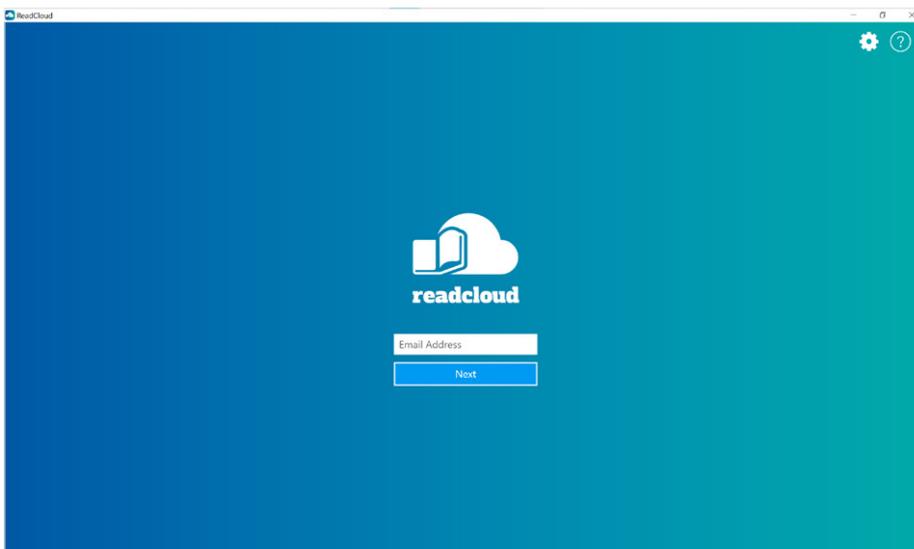
The first step is to download the ReadCloud app to your device.

Head to the **Download** page on the ReadCloud website. Select the platform or device you're using, to download the relevant install file or be taken to the appropriate app store.

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



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



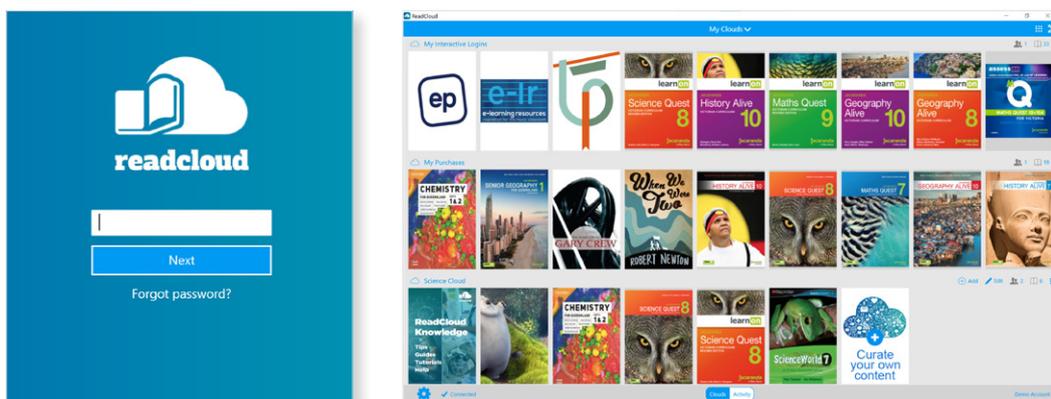
Home Screen

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

Enter your ReadCloud login credential, which is your school email address. Choose to login with SSO via Microsoft or Google, depending on which authentication method your school prefers. See more detail below.

You can also either enter your school's ReadCloud default password, which your school's ReadCloud administrator can provide to you if you cannot sign in with SSO.

Please note usernames and passwords are case sensitive.



Once logged in you will be taken to your bookshelf.

Single Sign-On

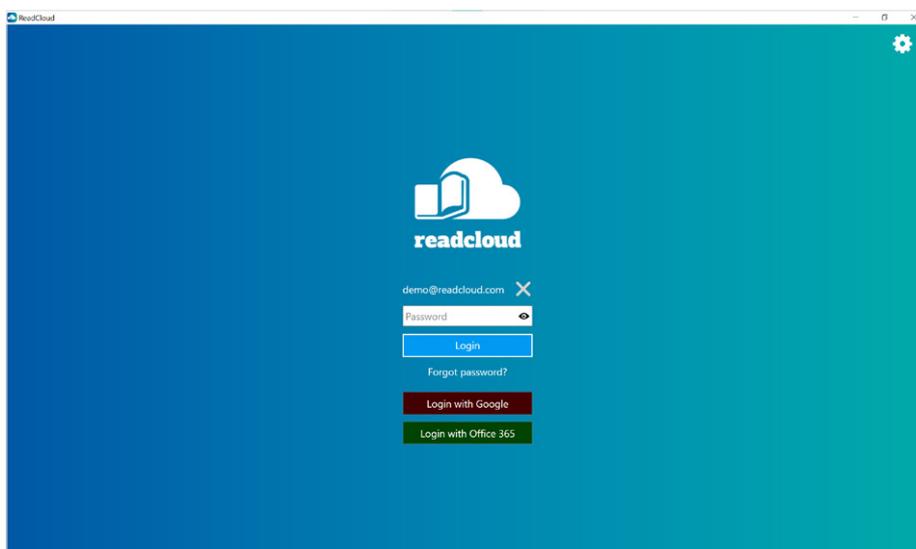
Log in with your school credentials securely via Google or Office 365.

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

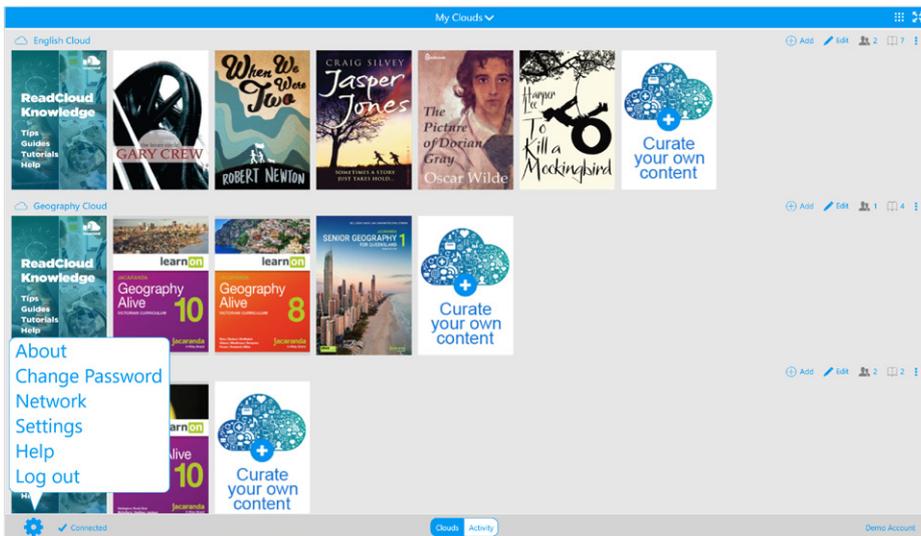
- Displays which version of the app you are running.
- Displays the operating system currently running on your device.
- Indicates what user you are logged in as.

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.

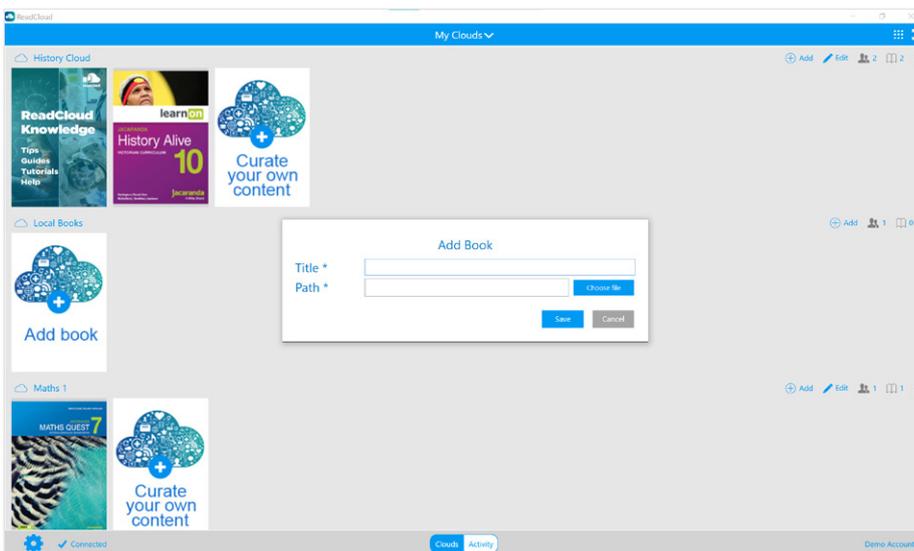


Application Settings (Cont.)

Settings

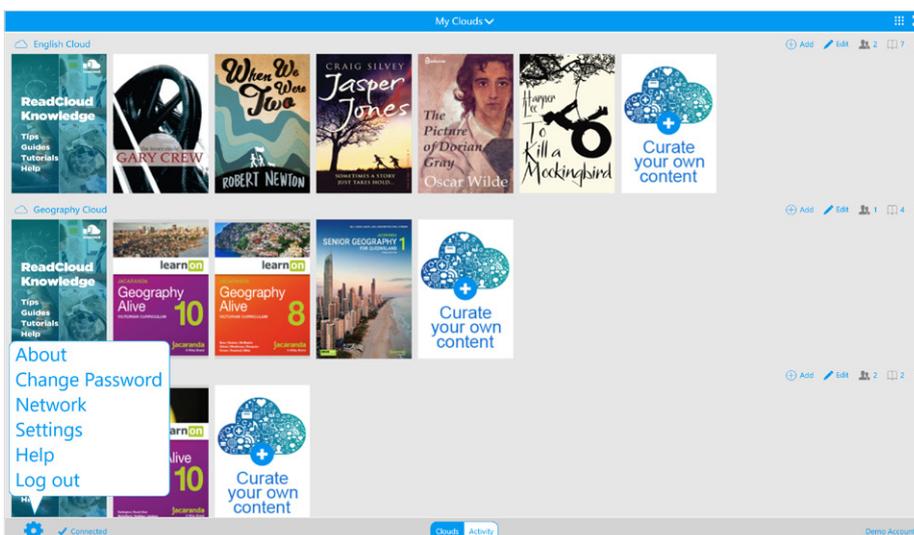
Personalise your ReadCloud experience by reordering ReadCloud’s system clouds including the following:

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 readcloud.com/support.

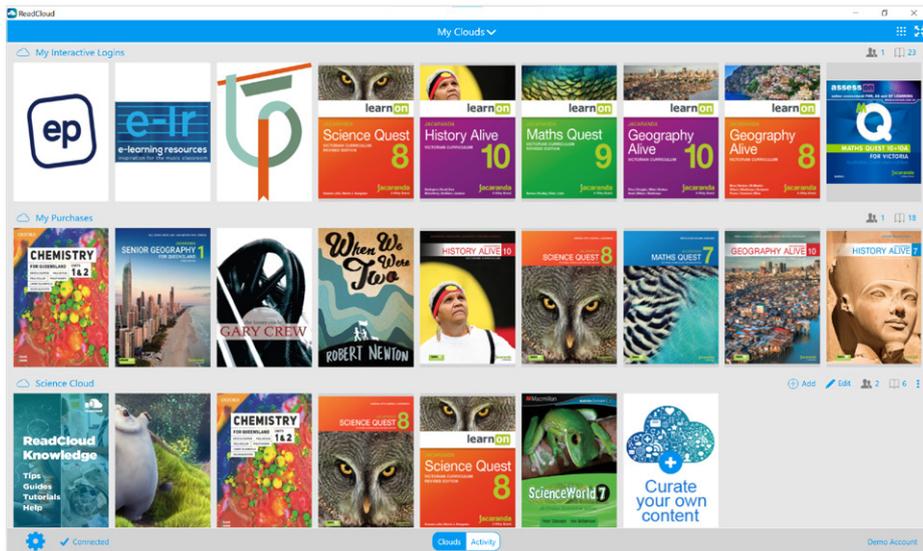


Log out

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 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

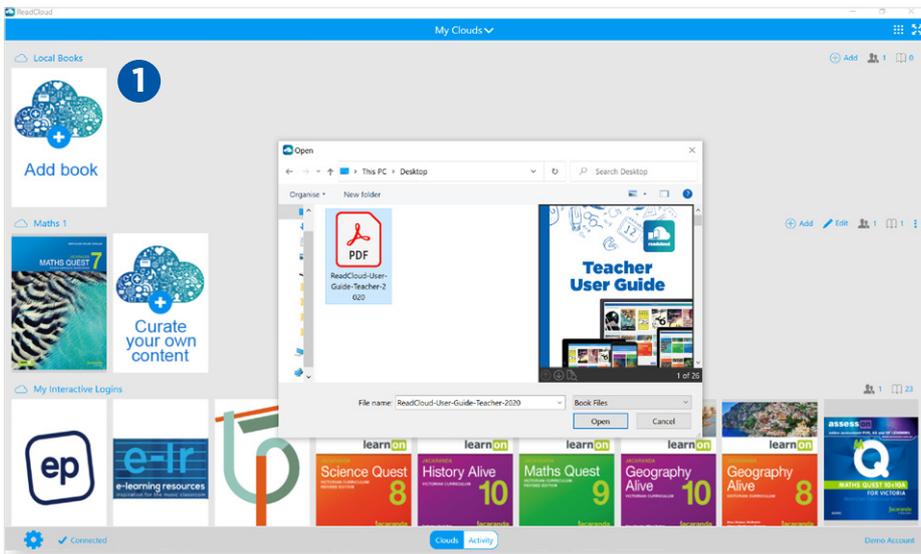
This is where your publisher digital interactive content is housed. Simply click on any publisher thumbnail to access their digital resources from inside the application. Continual access to this cloud requires an active internet connection.

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 doing the following:

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”.
4. 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 Classroom Clouds

ReadCloud enables collaboration with your students through its virtual classrooms, called "Class 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.
- Inserting a rich media file - for example a YouTube video and Kahn Academy talk directly into either the eBook or the Bookshelf and commencing a discussion about it.
- Using Enhanced Annotations insert emojis, tables, images, highlight shapes and freehand drawings on top of an eBook.
- 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.

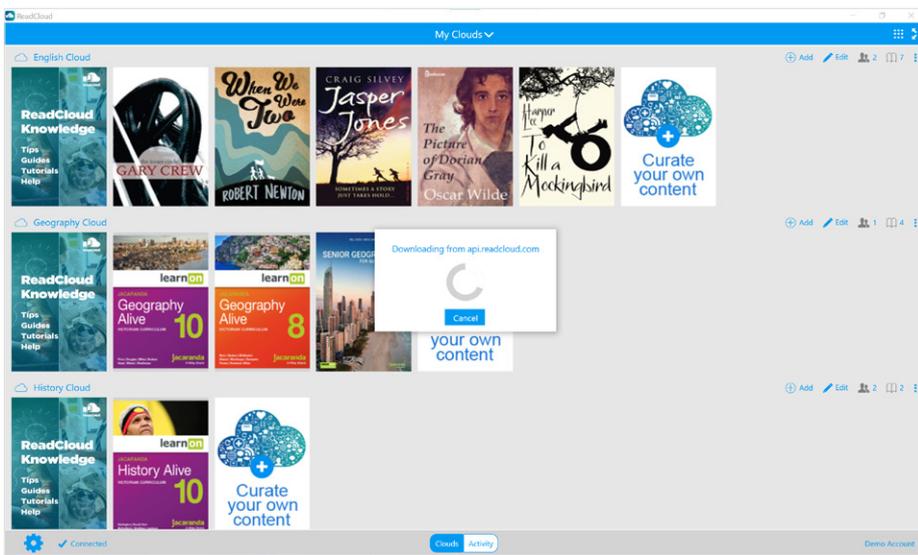


Downloading eBooks

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.

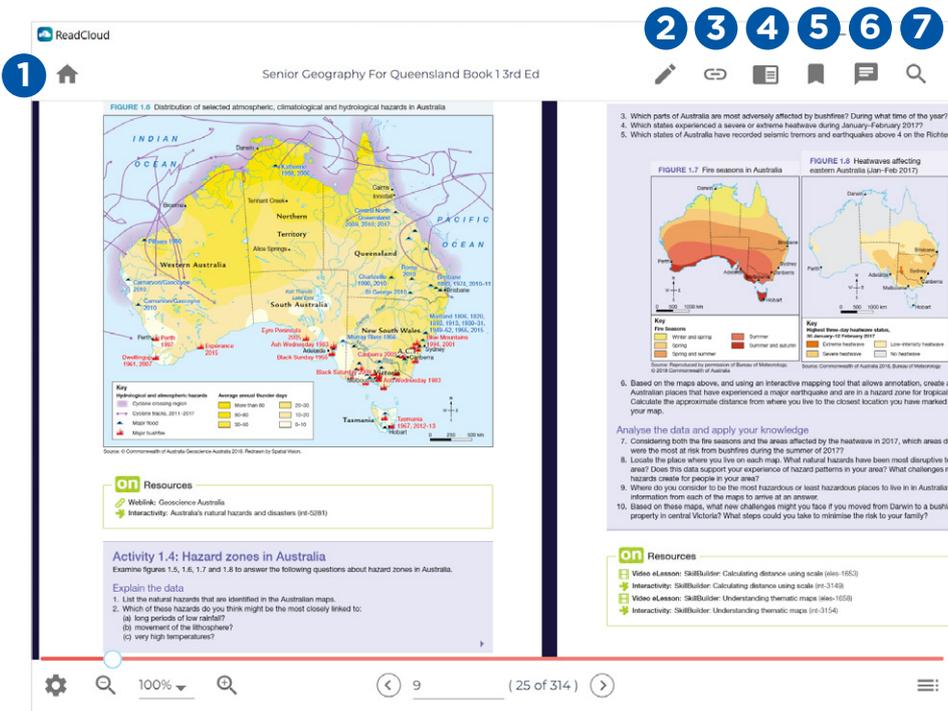
The content is now stored locally on your device, enabling offline access. Right click a book's thumbnail to remove a downloaded book from your device.



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 ellipsis (three dot menu) 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 by clicking on the Home icon which is located in the top left corner of the header.
- 2 Enhanced Annotations** - add advanced annotations to a PDF with freehand drawings, shape highlighting tools, embedding images and videos, and using tables, special characters and emojis with the rich text editor.
- 3 Copy Link** - this can assist with your session planning and curriculum mapping. Insert into an LMS, OneNote, a document or a calendar invite by:
 1. Clicking on the paperclip. ReadCloud will copy the link to the clipboard on your device - choose Native or Web App depending on which app your students are using
 2. Paste the link into your chosen application
 3. Share this hyperlink with students where appropriate, directing them to a specific eBook or page. Please note this feature is only turned on for teachers.
- 4 The Immersive Reader** - access a powerful tool to customise reading preferences for accessibility, have text read aloud, boost literacy with grammar options and translate words or sentences into different languages.
- 5 Bookmarks** - view your bookmarked pages and make a new one.
- 6 Annotations and Comments Thread** - review comments made by your students. Each annotation shows the context of the eBook it was made with, as well as date and time stamped, so when you respond you will see the previous discussion thread.

Teachers are able to edit or delete students' comments and students cannot edit or delete their own annotations once published, unless they are private.
- 7 Search** - use the search function to navigate by keyword 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 (Cont.)

Annotations Filter

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

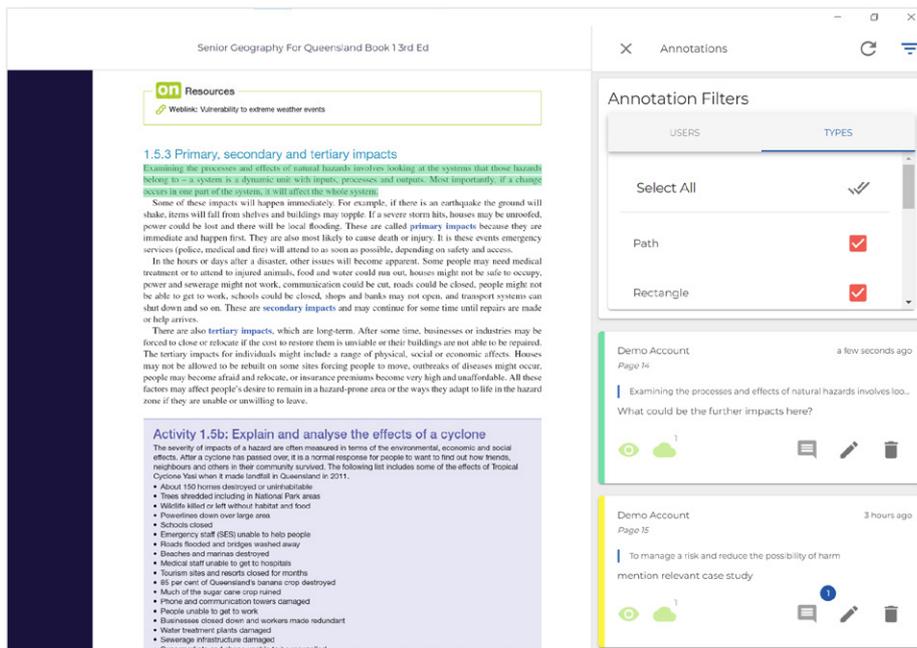
The Filter tool, located in the top right, provides three options that determine what annotations are visible in your eBook:

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 (Cont.)

Navigating options in the Footer

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

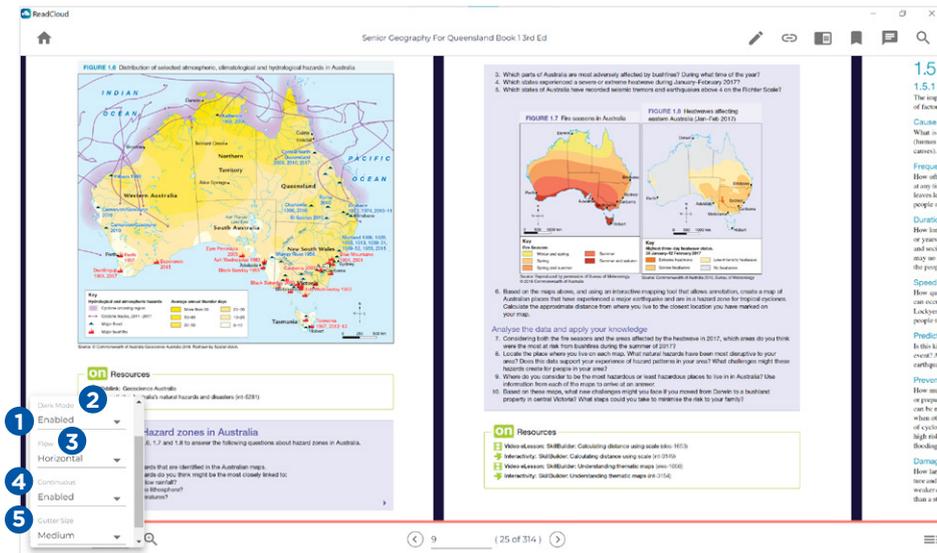


In the footer you can:

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

Navigating through an eBook (Cont.)

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.



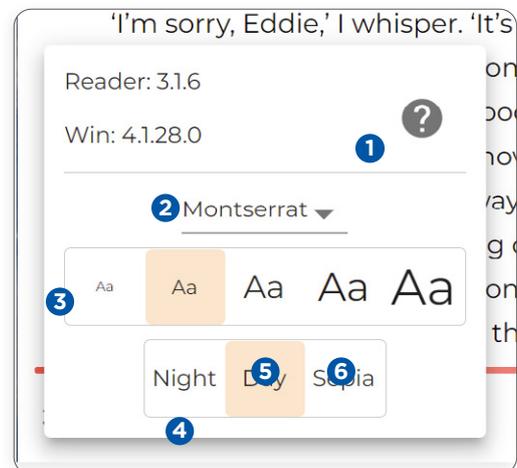
PDF Settings

- 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.

In both PDFs and ePub, 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 Night mode - inverts the text and provides a back-lit experience
- 5 Day mode - a white background behind the text
- 6 Sepia mode - for a more paper-like background

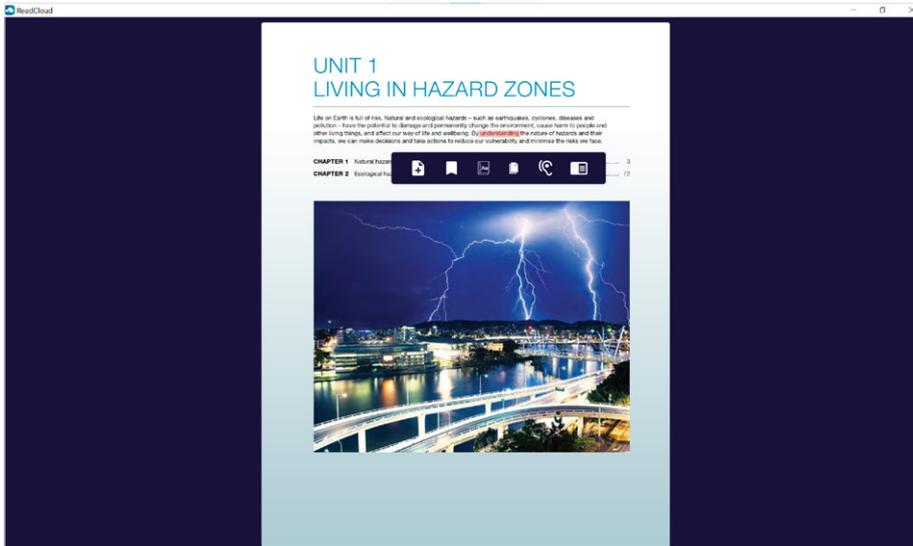


Students with learning difficulties can benefit from ReadCloud's ePub features - with the font Dyslexia available and the sepia background option helping make reading easier.

Navigating through an eBook (Cont.)

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:

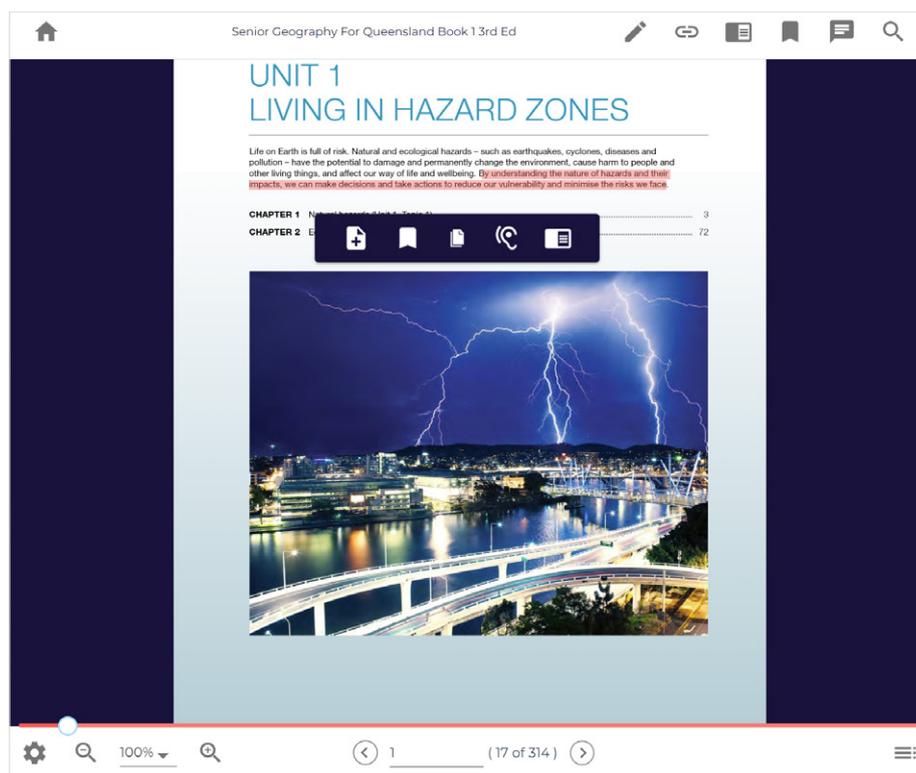
- 1 Add an annotation to the selected text.
- 2 Bookmark a section of the eBook.
- 3 Look up a selected term in the dictionary. The dictionary function only appears when a word or phrase is highlighted.
- 4 Copy to clipboard if allowed.
- 5 Read aloud the selected text with Text-to-Speech.
- 6 Access the Immersive Reader

Navigating through an eBook (cont)

ReadCloud's Learning Toolbar: Annotations

1. Using the Add Annotation button, you can engage in a discussion with your class or selected class members. 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 thoughts, comments or questions. Simply click "Add" when you are ready to share. If you are updating an existing annotation, click "Update" when you have finished your modifications.
4. Share with entire Class Clouds. If you use the same book across multiple classes, you can share your thought, comment or feedback once and select the classes that can see it. Those class members can then engage in a closed class discussion.
5. Share with specific individual students.

Communicate one-to-one, one-to-many and one-to-all. Both teachers and students have access to each other's comments in the annotation thread. However, only teachers can edit and delete comments.



Enhanced Annotations

Available for eBooks in PDF format, enhanced annotations bring the text to life in many more ways.

Share hand-drawn notes, shapes as well as embed videos, images and HTML or rich annotations with your Class Cloud to supplement and enhance learning outcomes.

Find a record of all your annotations in the Annotations Thread in the eReader Header. This feature is turned off for students by default.

Select - move, edit and share each enhanced annotation with one or multiple of your Class Clouds or students. If the 'Save as Preference' button is visible, you can change the default look of the annotation.

Pen - allows you to freehand draw on top of your eBook using a mouse, stylus or your finger.

Circle Highlight Tool - click and drag to create a circle highlight shape and change the colour, opacity and border.

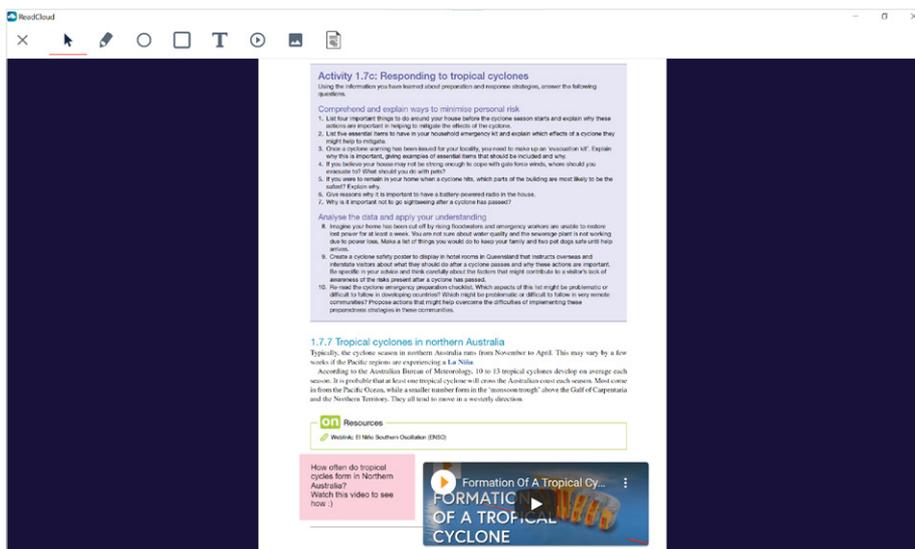
Square Highlight Tool - click and drag to create a circle highlight shape and change the colour, opacity and border.

Simple Text Editor - click and drag to create a text box; change the font, size, colour, alignment and opacity.

Video - embed a video into an eBook.

Image - embed an image in a similar way; select from a URL or your Content Manager and adjust the placement and size.

Rich Text Editor - similar to the Simple Text Editor, this feature allows you to add everything from images and videos, tables, special characters, emojis and even HTML.



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.

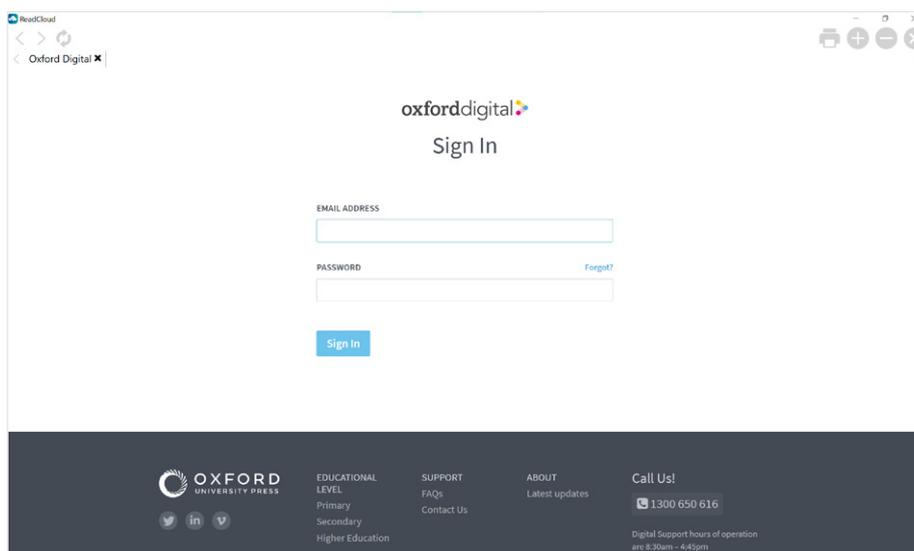
Simply click on a publisher interactive thumbnail tile to open the content.

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.

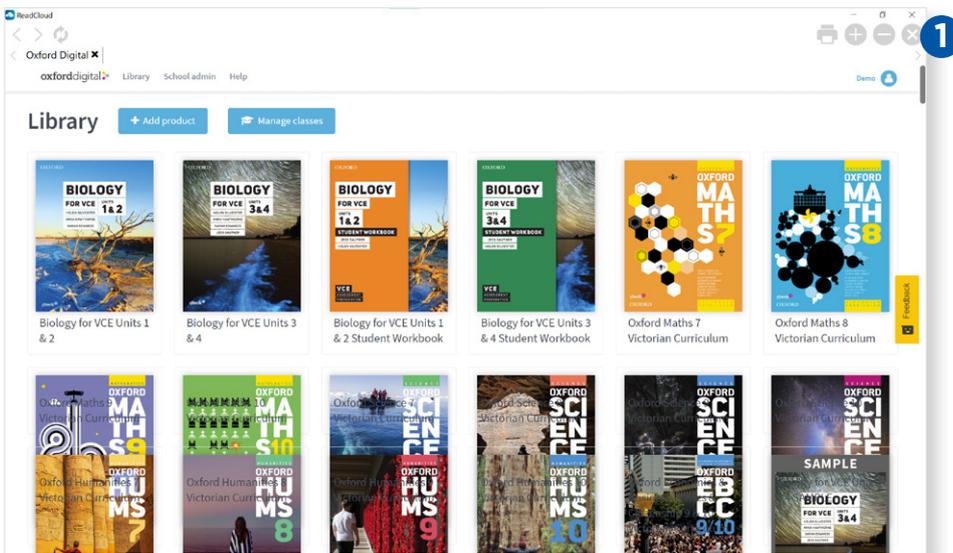
3. ReadCloud will fire up an external browser, taking you to the publisher's website. Enter your publisher login details directly into their login page. Remember to save your credentials in the browser in order to return without the need to re-enter them.



Accessing and Navigating Publisher Interactive Content (Cont.)

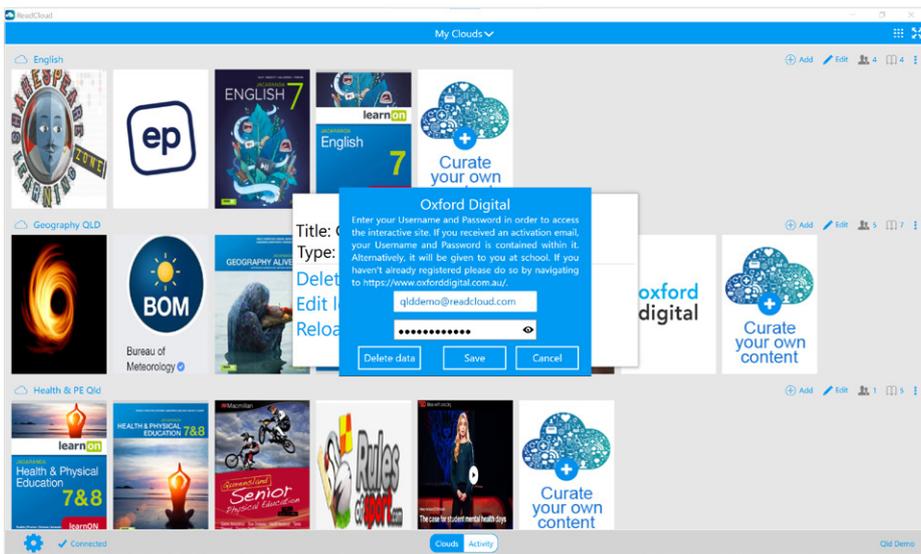
To return back to your Bookshelf:

- 1 Click on the large X which is located on the top right-hand corner of the browser.



Updating Your Publisher Interactive Login

If you need to edit the login credentials because your passwords on the Publisher website have changed or you haven't saved your credentials before, right click (or long-hold on touch screen devices) on the Publisher's interactive tile.



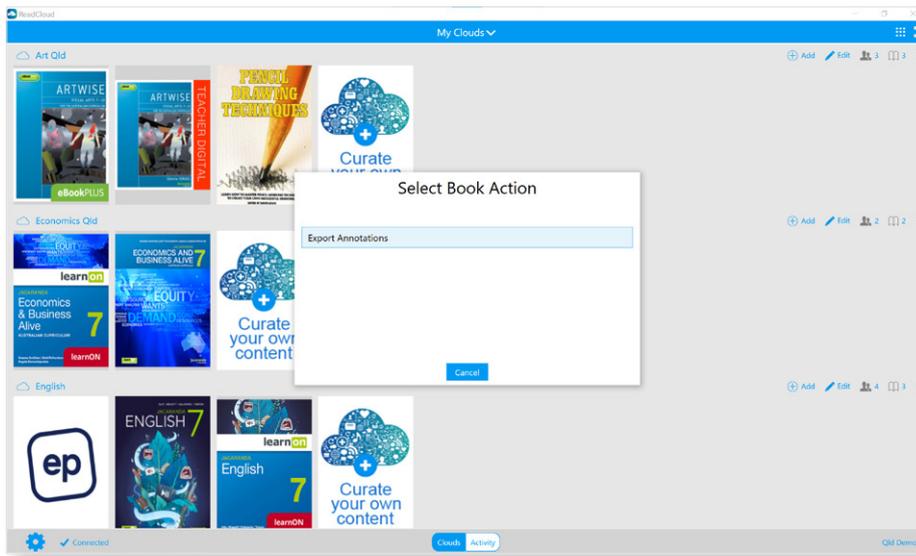
Click edit login data to update your username and password. Once updated, click save. You can then login to the interactive tile with your new credentials saved.

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.



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

List view

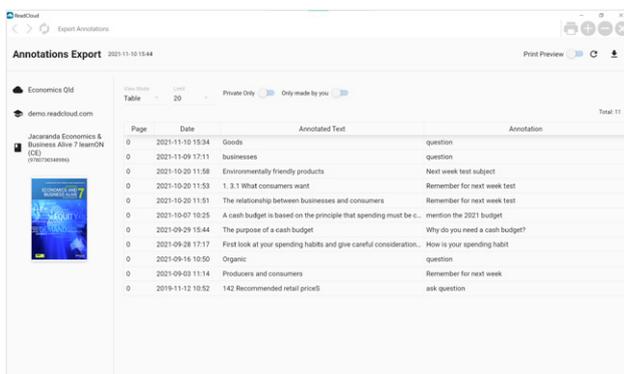
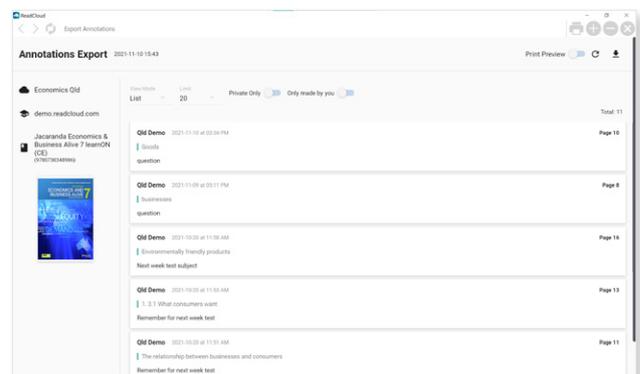


Table view



7. Limit the number of annotations per page, with 100 being the maximum.
8. 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.
9. Print the annotation.

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

The Content Manager

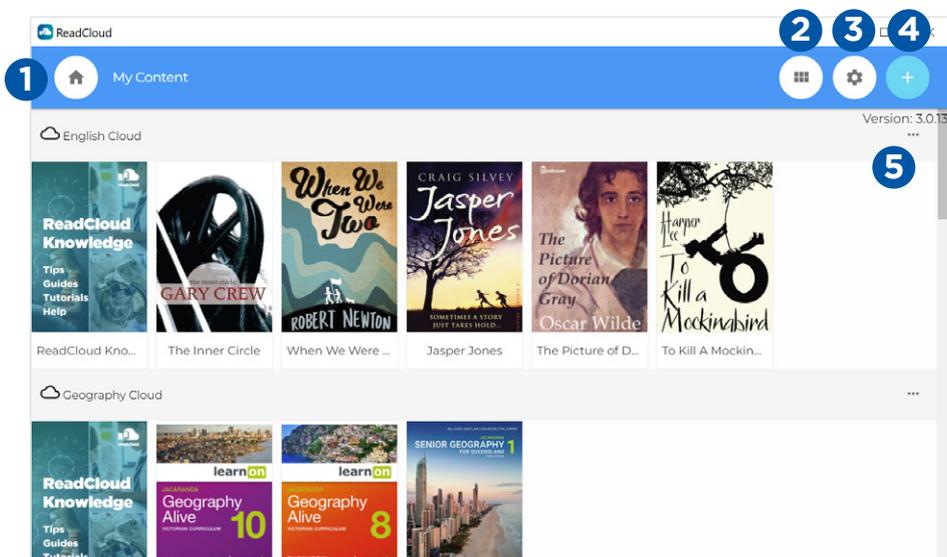
The Content Manager mirrors the Bookshelf layout.

Our Content Manager gives you as teachers the power to curate your own content over and above the commercial curriculum by uploading resources to each of your virtual Class Clouds, to better contextualise, enhance and supplement your students' learning experience.

Resources can be in the form of a PDF, ePub, audio file, video file, image or weblink. These resources will remain in your ReadCloud account year-on-year and are independent of the curriculum content and your Class Clouds.

Enter the content manager by clicking on the "Curate Your Own Content" thumbnail. This is hard coded at the end of each Class Cloud.

This feature is turned off for students, but it can be turned on.



Once inside the Content Manager you will be able to:

- 1 Head back to the Bookshelf
- 2 Toggle the display mode
- 3 Assign tags to content and Class Clouds
- 4 Add content
- 5 Re-order content in that Cloud to match your session planning.

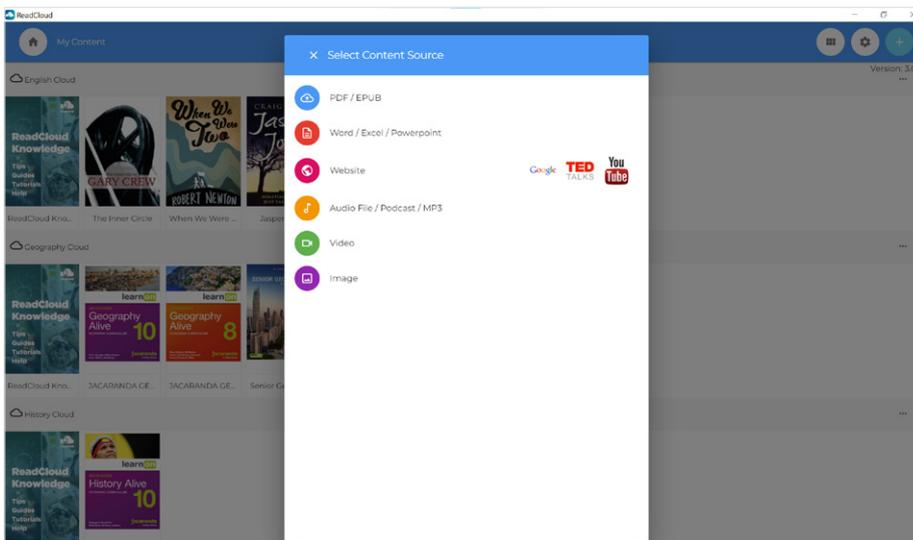
The Content Manager (Cont.)

Adding Resources

Once in the Content Manager, adding tailored resources to your Class Clouds is a straightforward process.

1. Click on the blue '+' found on the top right of the screen.
2. A new dialogue box opens and prompts you to select the content type you would like to upload. These options include:
 - PDF or ePub
 - Website link, including from Google, TED Talk or YouTube
 - Audio file, including any MP3 or podcast
 - Video
3. Either choose a file from your local device, or if you're uploading a PDF, ePUB or website insert a URL. This option is useful for content your school owns but isn't being provided through ReadCloud.
4. Next select the thumbnail image of your content, which is how it will appear in the Class Cloud. Options include:
 - Uploading an image from your device and pressing 'Select'.
 - Creating a text thumbnail by typing in the box labelled 'Thumbnail Text' and selecting 'Save'.
 - If you're uploading a PDF, you can select a page within the document to use as a thumbnail. Select the blue arrow to choose the page.
5. Add a title and description, select 'Next'.
6. Select which Class Clouds this content will be assigned to - one, many or none at all. You can re-assign content at any time.
7. Next, select a tag, which groups resources together to make searching and categorising content easy. The content you upload and its tags remain in your personal content manager year-on-year; this means your curated content can easily be added back to each new Class Cloud every school year.
8. Finally and importantly, please review the Terms and Conditions carefully, and ensure that you have the right to upload the content. Accept the Terms and Conditions, and click 'Finish' to upload your content.

At any stage you can go back by clicking on the 'Back' button located on the top left of the dialogue box.



The Settings Cog

Managing Resources

Click the icon labelled 'Filter' in the top right corner of the Content Manager to create a tag, search and manage your content.

Tags

Tags or labels are keywords that you can assign to your curated content.

Categorise and label your resources to upload into Class Clouds of relevance.

Tagging gives complete control over your content in ReadCloud.

Organise your resources for future use, interconnect content that may be relevant for one Class Cloud.

Tags also give you the flexibility to repurpose your content year on year independent of your Class Clouds.

Tag by subjects that you teach, topics within each subject - you decide!

If you don't tag your content, it will appear as "Untagged" at the bottom of the Content Manager.

Adding a Tag

1. Click the Filter icon
2. Click the + button which is located to the right of the word Tag
3. Give the new Tag a name
4. Select 'Create'

Search for Content

Search by title or reference in the search bar within the Filter, and the Content Manager will search for your desired file.

Alternatively search tagged, untagged and clouds by selecting the relevant tag or cloud to find the desired content you are after.

Reordering Content

1. In the Content Manager, find the Class Cloud that you want to reorder
2. Click on the three dots, located to the right of the cloud name
3. Select reorder
4. Drag the titles into your desired order
5. Save
6. Return to your Bookshelf to view your re-ordered content.

How to access and edit your curated content

1. Locate your resource in your Class Cloud. Do so by scrolling through your bookshelf (please note clouds are listed in alphabetical order, including ReadCloud's system clouds).
2. Alternatively you can click on the down arrow which is located in the blue header of the bookshelf and select the cloud.
3. Click on the title. It will download in the same way a purchased resource does. Annotations and all of ReadCloud's eReader features are also available in locally curated content.



Looking for more information?

Visit our Knowledge Base at knowledge.readcloud.com/ to find articles, tips and insights on using ReadCloud.

Check out our **YouTube channel** for videos and tutorials

Book in a PD session with us today - reach out to our Customer Success team at contact@readcloud.com

Any questions? Let us know.

readcloud.com/contact-us