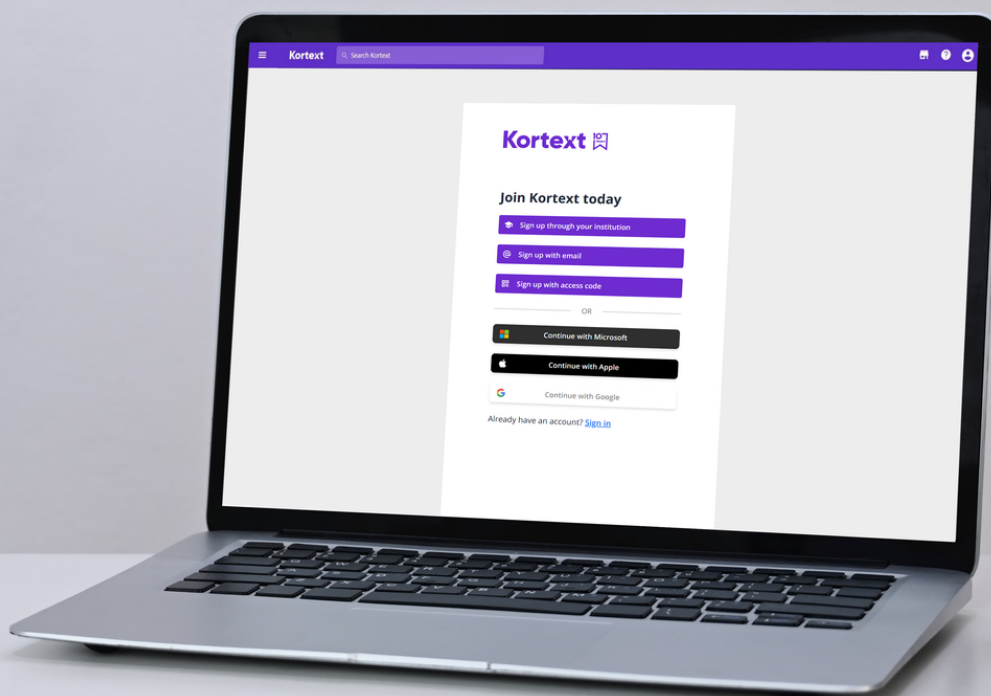# Librarian's guide

Kortext 10 Years

How to log in to Kortext

Before you can experience the Kortext Arcturus platform and its limitless opportunities, you'll need to log in via one of the following methods:

- Web

- Open Athens

- Shibboleth

You should have received your login details from Kortext during onboarding. If you have not received them, please contact your Account Manager and they will be happy to help you.

The bookshelf

Easy to navigate and fully searchable for seamless content discovery, the bookshelf is what your students will see when they log in.

As a librarian, it's likely that you will receive some queries from users. This guide to the bookshelf will provide you with all the information you need.

We help our partner institutions take teaching and learning to the next level by leveraging Kortext's personalised, digital bookshelf.

'My library' shows users the books that have been provisioned to them.

Collections contains institution-enabled access to our open educational resources library.

Analytics is where you gain access to detailed, insightful data about platform usage.
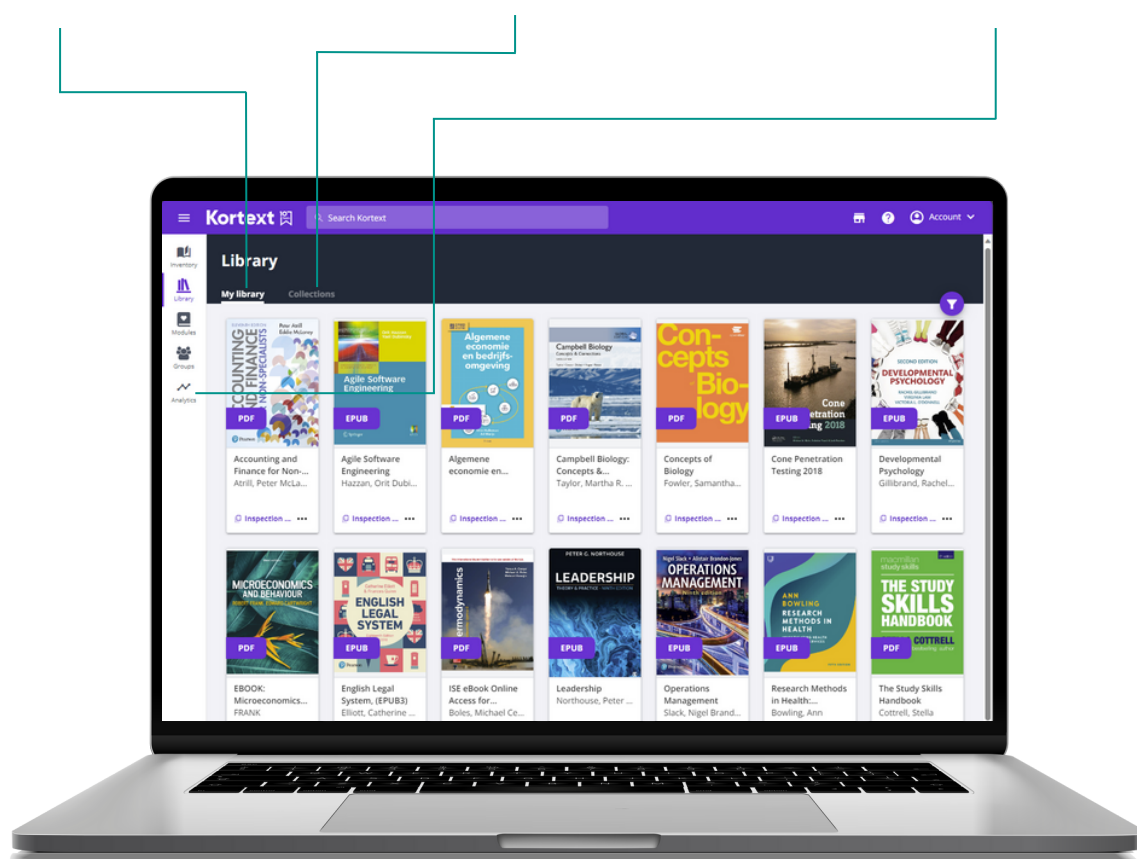
Our intelligent search engine makes it even easier to find relevant content from books provisioned. This functionality includes:

- Predictive search – when a user begins to type, the search will predict the word(s).
- Predictive results – a list of recommended results appear under the search results results which can be filtered, alphabetically, by publication year and by publisher.

Librarian's guide

The eReader

With the Kortext eReader, students can study in a way that suits them, utilising smart study tools and accessibility features that make learning a breeze.
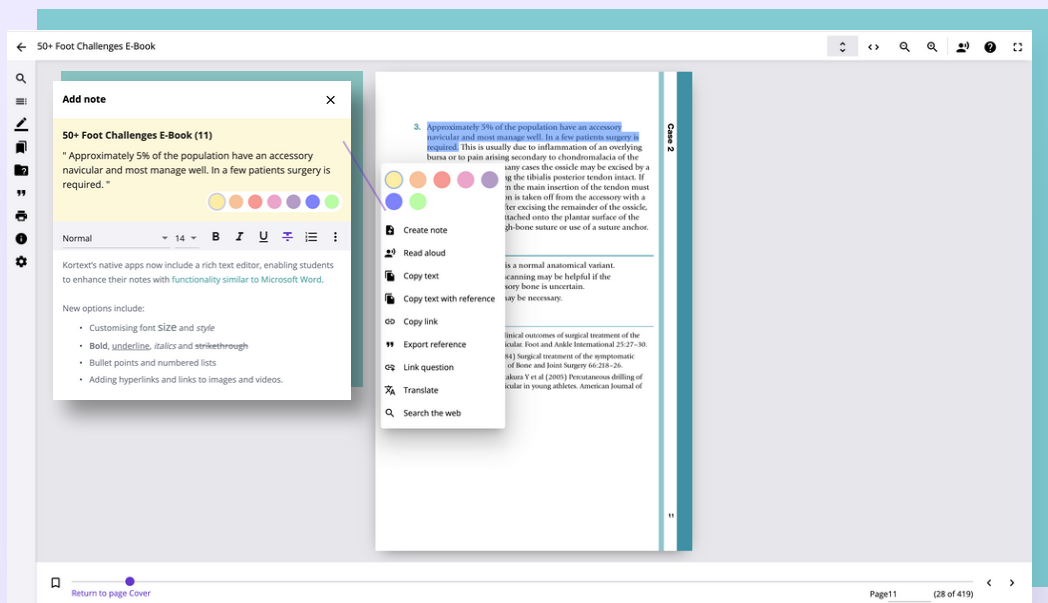

Students can use our 'Create note' feature to format their notes in a more visual way and link to web pages, images and videos, all using a modern rich-text editor.

Accessibility

The platform includes gold-standard accessibility features, making the study experience inclusive. Features include:

- Customisable display options including page colour and width to suit user preference.

- Adjustable font style and size (including OpenDyslexic).

- Change background colour for easy reading in any light.

- Offline reader, perfect for learning on the go.
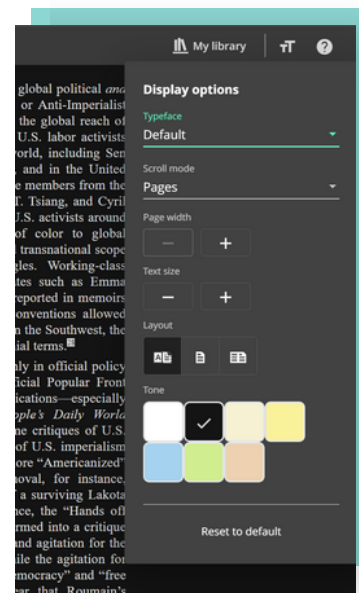
Analytics dashboard

To navigate to the Analytics dashboard, please log in to your account via https://app.kortext.com/login and tap on 'Analytics' on the pane to the left of your bookshelf.
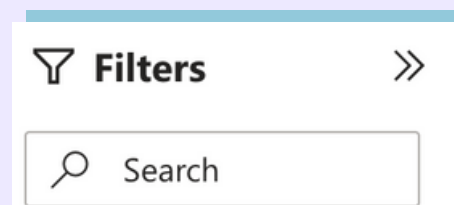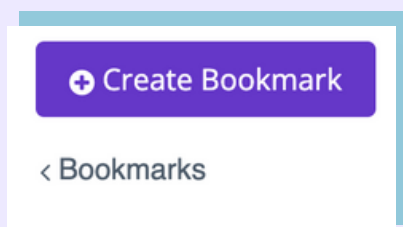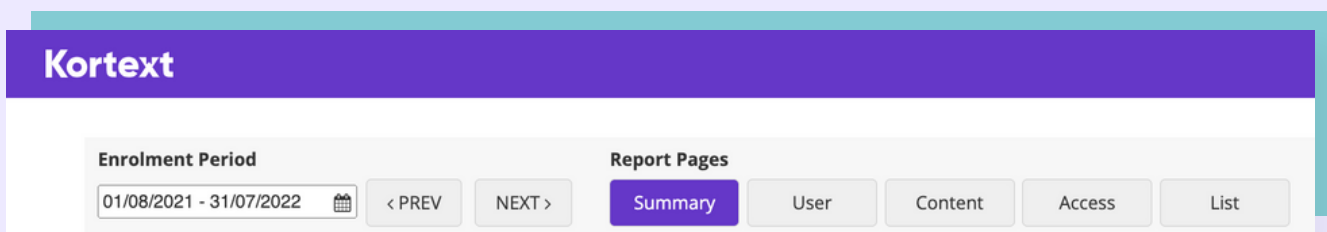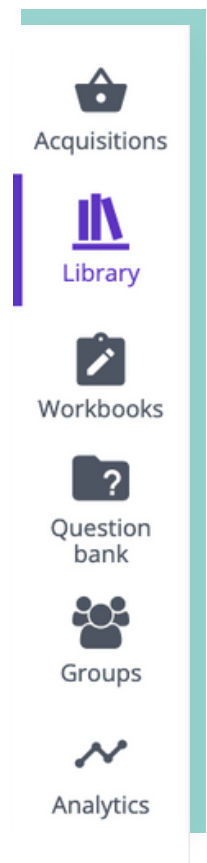
Once that has loaded, a second menu will appear giving you options such as Dashboard, COUNTER 5, Settings, Lecturer Analytics Guide and Admin Analytics Guide.

To access the Kortext Analytics dashboard, click on 'Dashboard'.

Dashboard elements

There are three main elements to the Admin Analytics.

The first element is the top ribbon that contains the Enrolment Period, Report Pages and Settings.

Acquisitions

Library

Workbooks

Question bank

Groups

Analytics

Kortext

Enrolment Period				**Report Pages**				
01/08/2021 - 31/07/2022	‹ PREV	NEXT ›		Summary	User	Content	Access	List

⊕ Create Bookmark

‹ Bookmarks

▽ **Filters**   »

🔍 Search

The second and third elements are the Bookmarks and Filters panels, both of which can be expanded and collapsed.

Enrolment Period

The Enrolment Period is a date filter which helps to select data for specific time periods. The default is set to 12 months.

It is flexible and can be adjusted to any date from past to present.

'Prev' and 'Next' buttons will change the enrolment period to the immediate past or future date period that is of the same length as the current one set by the user.
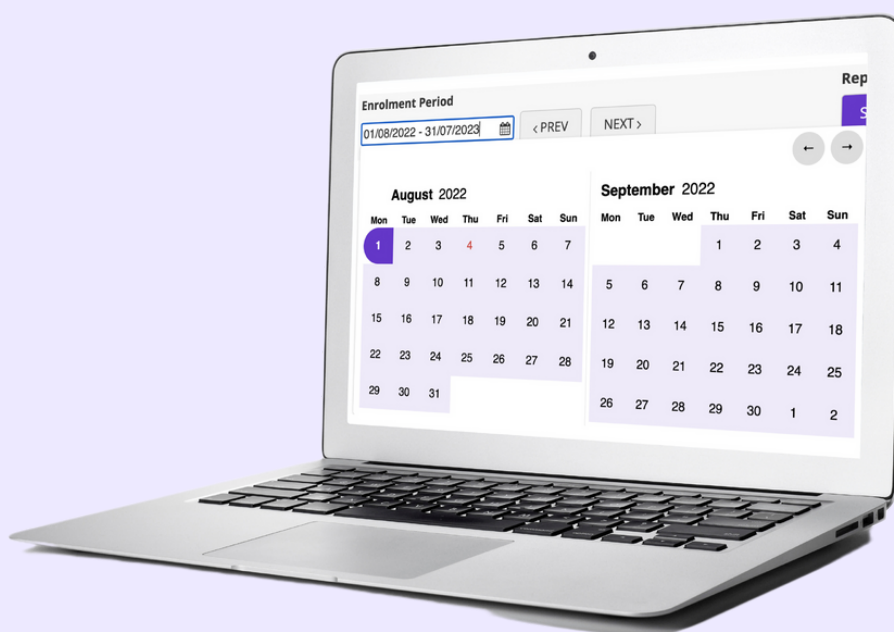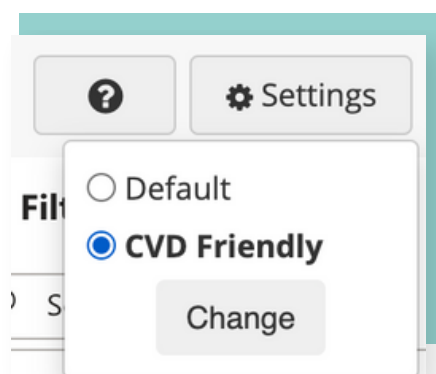
Custom view settings

In the settings, the user can change the colour scheme of the visualisations.

Default is the Kortext standard colour scheme.

'CVD Friendly' will change the default scheme to one that is accessible for users with colour vision deficiency.

Bookmarks

Bookmarks allow the user to capture the current configured view of the Analytics Reports, including filtering, for future reference and collaborative sharing.
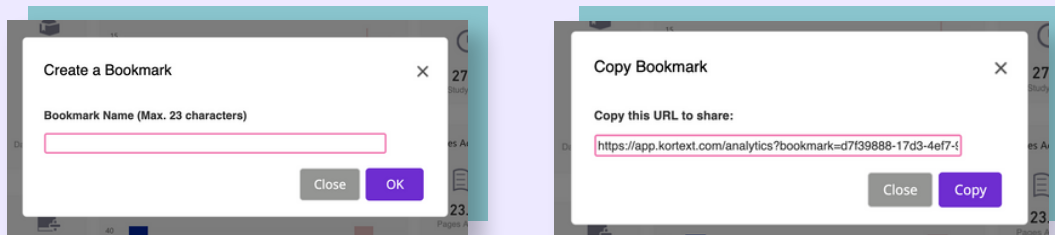
To create a bookmark, tap on the 'Create a Bookmark' button. Bookmarks are stored in the Bookmarks panel on the left side of the screen.

You can share a bookmark by tapping on the icon next to one of your bookmarks within the bookmark panel and tapping on the icon next to one of them and selecting the 'Copy' button.

You can share the URL with anyone else who has access to the Analytics Dashboard.

Filters

The filters panel contains and manages filters for the user to segment their analytics.

There are 12 separate filters contained in a collapsible panel which can affect all pages on the report.

You can select one or any number of filters to segment the reports which can be searched, individually expanded and collapsed.

Filters affecting the Analytics Reports will show in the Active Filters area. Selecting the 'Clear' button will clear the filters and reset the analytics.
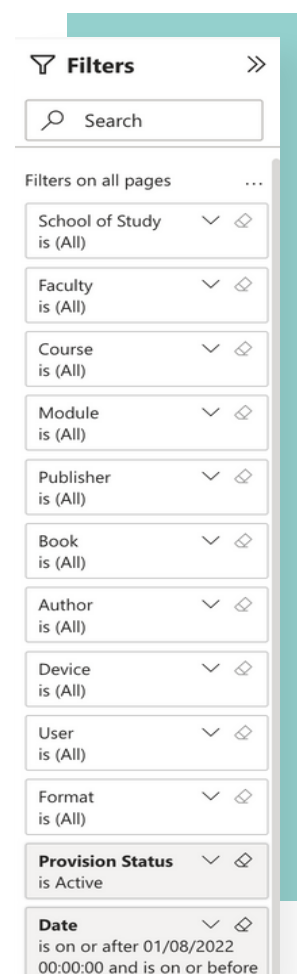
Summary report

The Summary Report is a high-level overview of student engagement on the platform. The report contains a summary of student enrolment and how students have engaged with their books via Kortext.
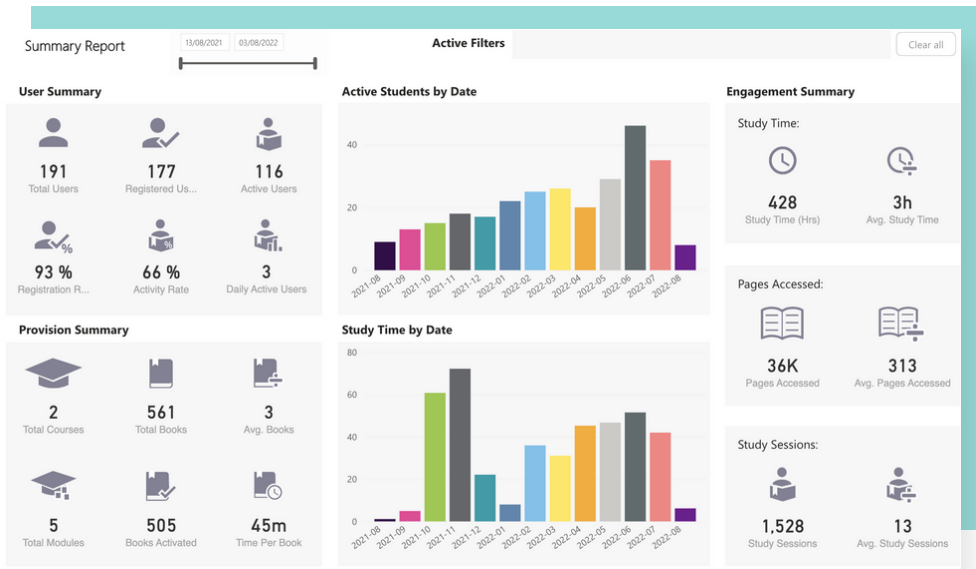

User Report

The User Report has a detailed breakdown of the user summary. Included in the report are lists that highlight both low and high engagement modules.
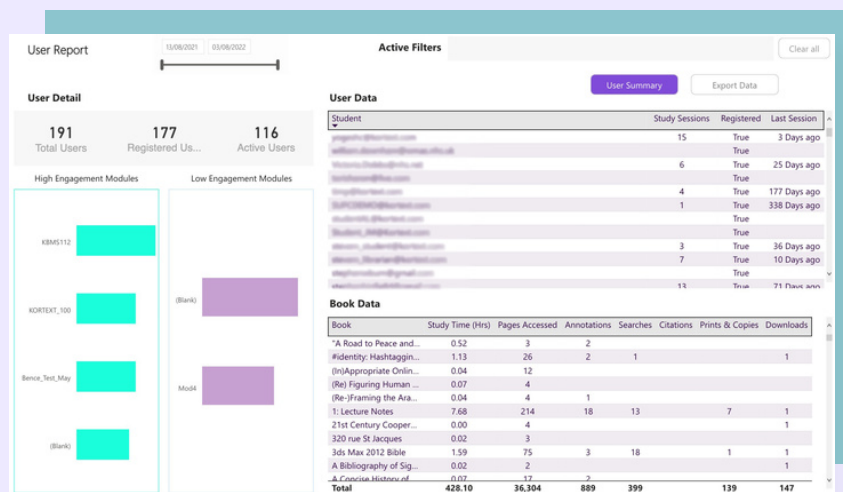
Content Report

The Content Report details every unique item of content provisioned to users on the Kortext platform. Usage can seen for every chapter and every page, plus a word cloud provides a visual representation of every search term.
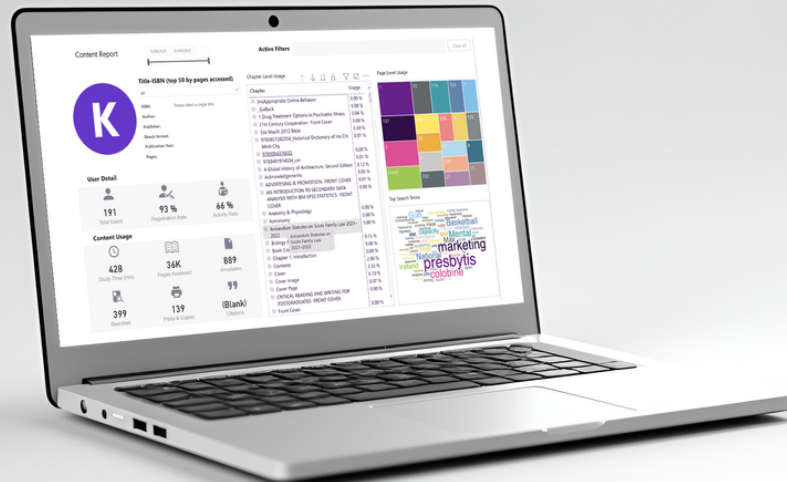
List Report

The List Report provides users of the Admin dashboards with an easy way to list data from the dashboards according to set filters. Users can then extract these reports for use in other systems or use them to rank the data.

Data definitions

The data definitions section contains definitions for each data point and measurement used in the Kortext Admin dashboards.

You can find them by tapping on the question mark in the top right ribbon.

Acquisitions portal

As a librarian, if the Acquisition portal is enabled at your institution, you will see the Acquisition icon in your menu when you log in. This will take you to the Portal.

The portal offers a quick and easy purchase order system. Recent enhancements mean searching, selecting and comparing material has never been easier, and you can order content from over 4700 publishers.

Features of the Acquisition Portal include:

- **Order baskets** – easily review, manage and order books

- **Upfront pricing** – see pricing and licence types as you browse

- **Manually searching** – search books by ISBN, book title or author

- **Import reading lists** – save time by uploading your reading lists into your order basket

- **Availability** – see instantly if a book is available

- **Basket rollover and export** – duplicate baskets and export a list of titles to share with others

Librarian's guide
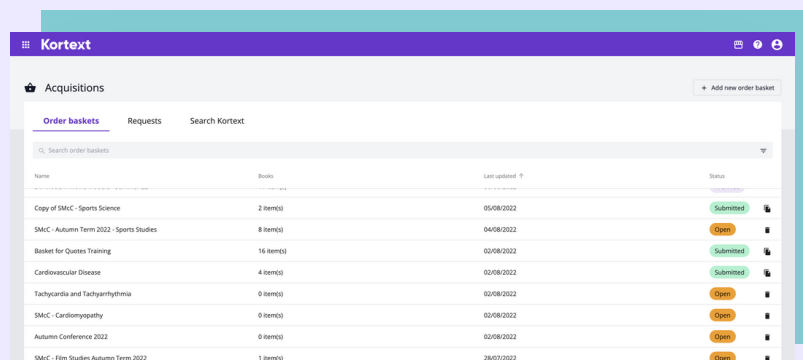
Order baskets

On the order baskets page, you can either select one of your open order baskets or you can create a new one by:

1. Tap on 'Add new order basket' on the menu in the middle of your screen or the button in the top right.
2. Name your order basket and select your project name from the drop-down list.
3. Tap the 'Add order basket' button to complete its creation. Once you have done this, you'll be taken straight into the basket.
4. Simply tap 'Add materials' to begin searching for books.
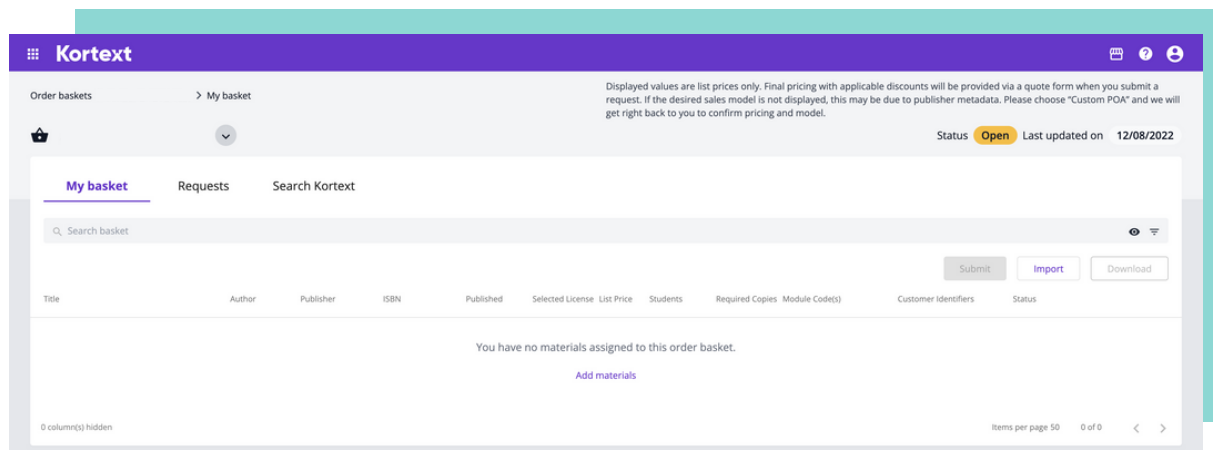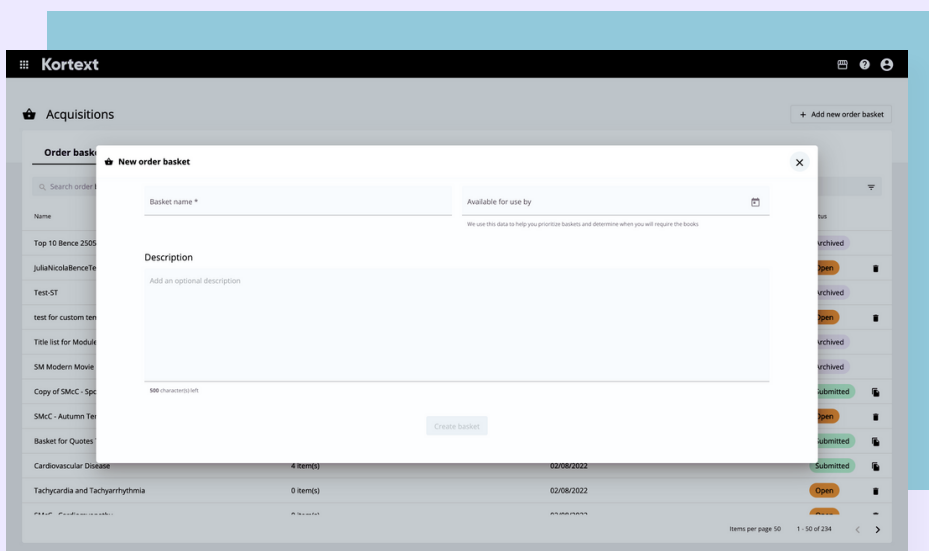
Manually searching

Now that you are in your open basket, simply select 'Search Kortext' from the toolbar which will allow you to conduct a manual search of Kortext's entire inventory.
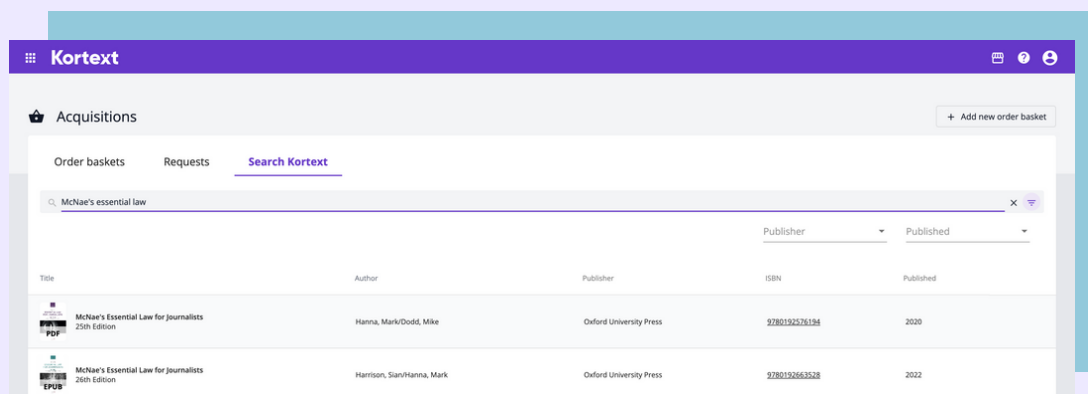
To conduct said search, enter a book title, author, ISBN or publisher in the search bar and hit the return key to submit your search.

The results will appear below, which can be filtered by publisher and the year published.

To add a book to your basket, tap '+Add' to the right of your screen. Alternatively, by tapping on the book title, you can check its bibliographic information to ensure it's correct and add the book to your basket that way.
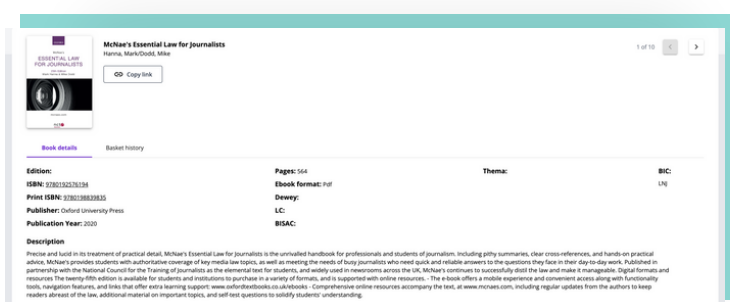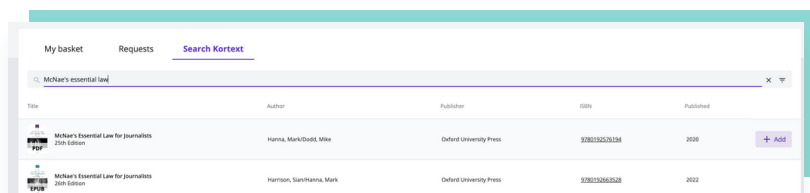
Importing a title or reading list

To conduct an automated search using an uploaded spreadsheet, tap on 'My basket' and on the right of the screen you will have the option to import. By tapping on 'Import', you can import a CSV file containing your booklist.
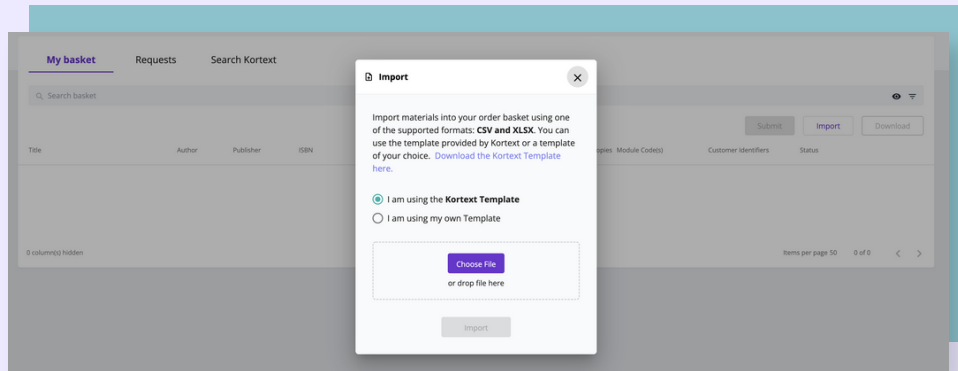
Once you've imported your booklist, the results will appear on screen.

If the title is flagged as active, this means it is already available on the Kortext Arcturus platform.

If it is flagged as being a title request, this means that if the ISBN is not associated with any product on Kortext an automatic title request is generated to the publisher, to see if they can send the file once the basket is submitted. If a title is flagged as unknown, tap 'Search Kortext', which will use the book's title to search the inventory for potential matches.

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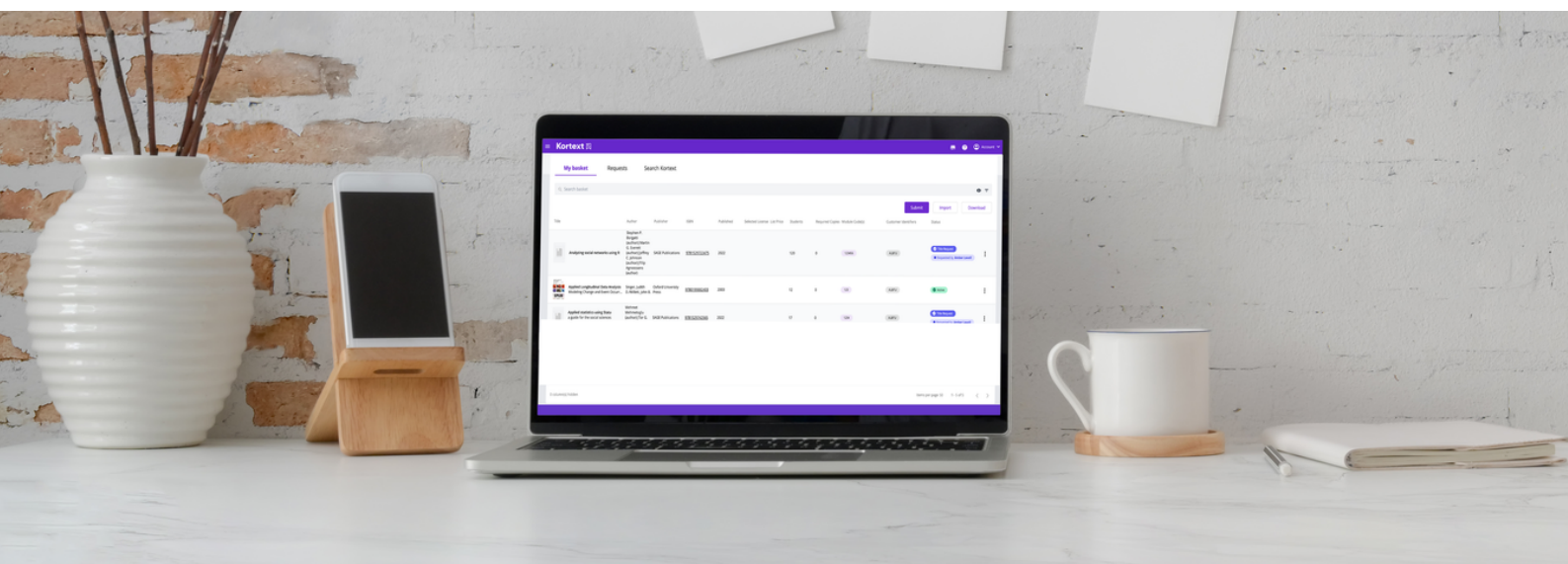
For help, please visit:

support.kortext.com