Kortext Est 2013

Librarian's guide
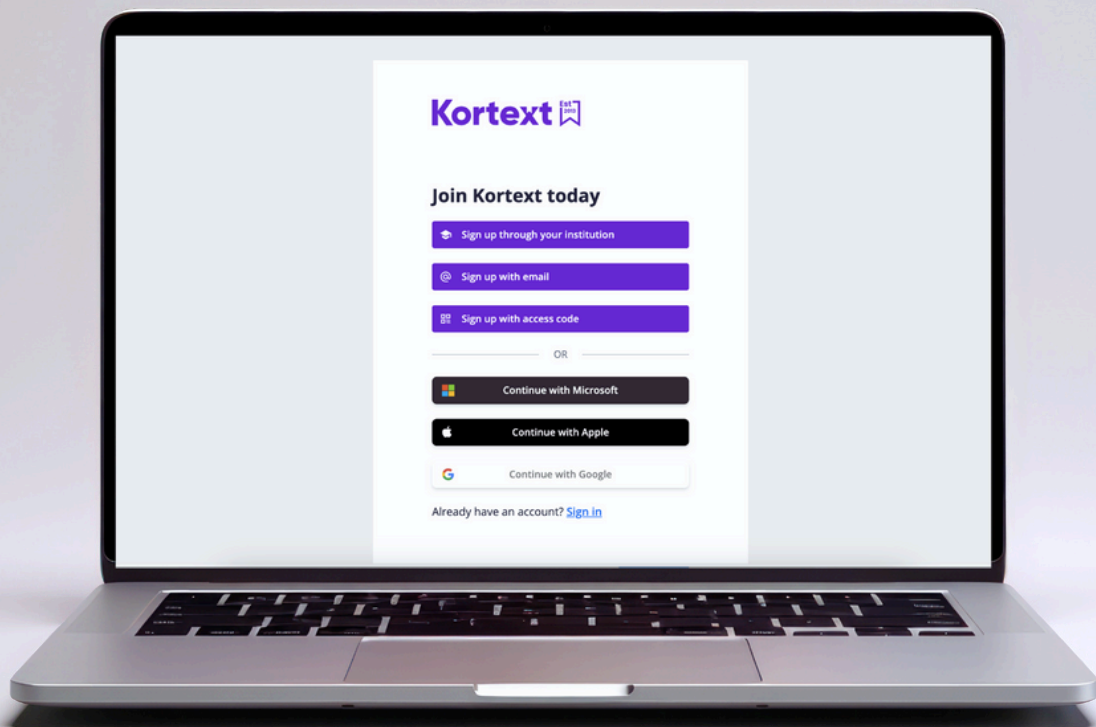
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www.kortext.com

How to sign in to Kortext

Before you can use the Kortext **study** platform, you'll need to log in via one of the following methods:

- **Web**

- **OpenAthens**

- **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 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 through Kortext's personalised digital bookshelf.

Library shows users the books that have been provisioned to them. This is also where you can access institutionally provided content in the **Kortext Library** and **Collections**.
You can also access **My files** from the Library tab, where you can upload your own documents to Kortext to use our smart study features in your own files.

Acquisitions is where you can create and submit order baskets for your students, as well as search the Kortext inventory for title availability.
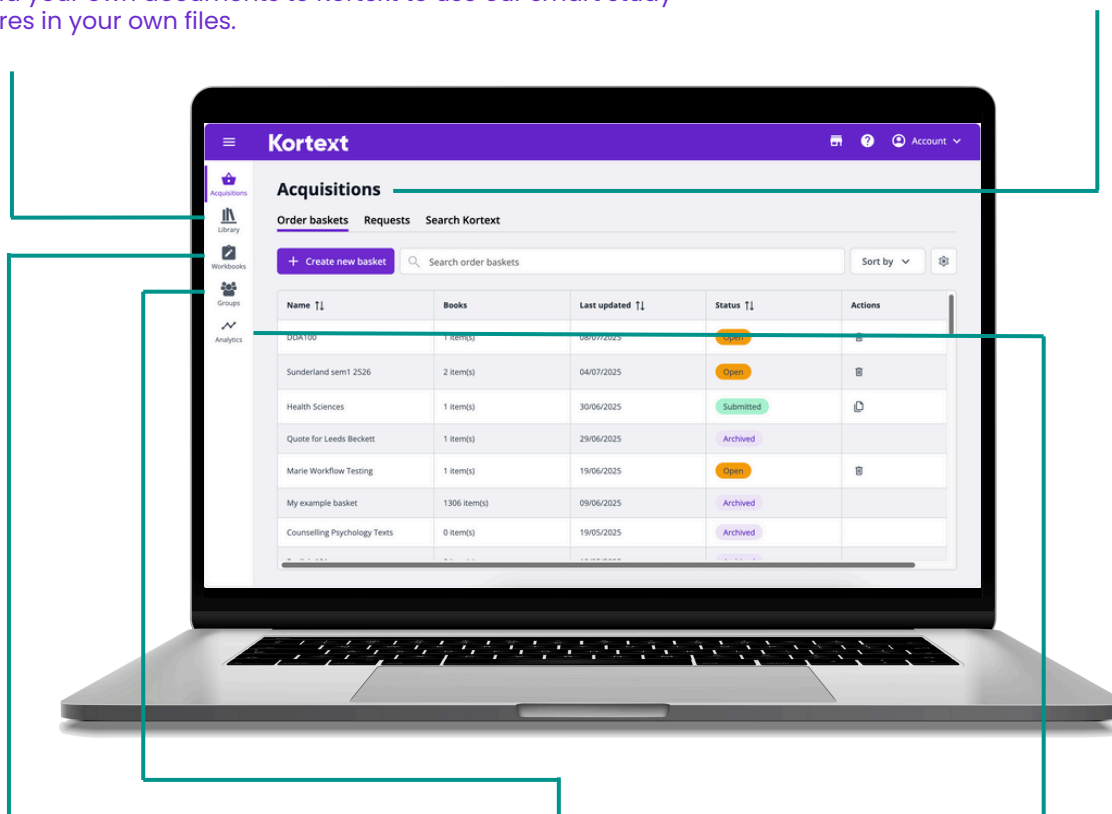
Workbooks allows you to collate your notes and highlights into convenient personalised areas, making your learning more organised and efficient.

Groups enables students and staff to create study groups for easy collaboration and note sharing.

Analytics is where you get access to detailed data and reports about platform usage by your cohort.

Our intelligent search engine within the **Library** makes it even easier to find relevant content from provisioned books. 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 appears under the search results which can be filtered alphabetically, by publication year and by publisher.

The eReader

With the Kortext eReader, students can study in a way that suits them, utilising smart study tools and accessibility features that remove barriers to learning.
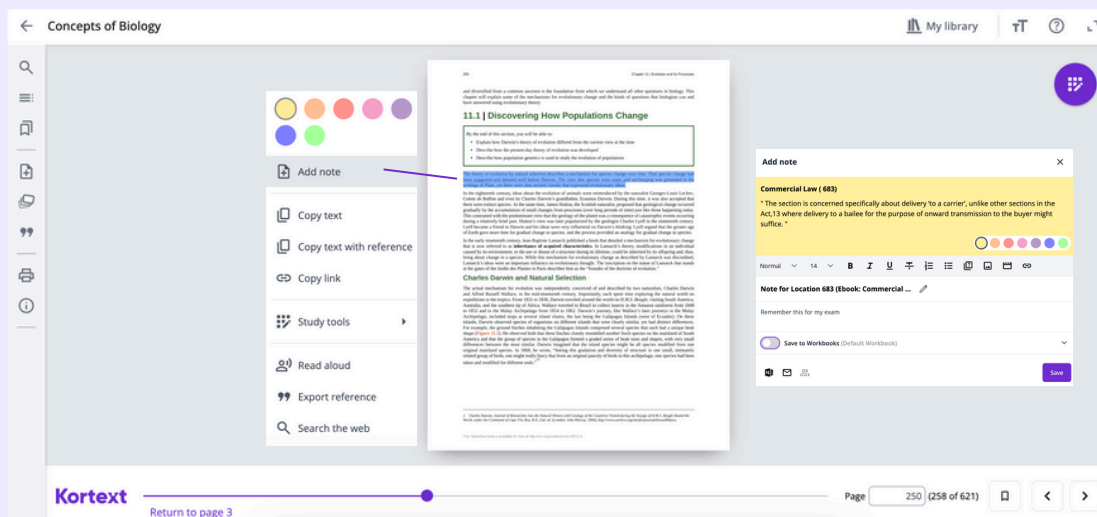
Students can use our **Create note** feature to format their notes in a more visual way and link to web pages, images and videos – all using our rich-text editor.

Accessibility

We're committed to providing the best experience for everyone, regardless of disability or impairment, to meet the needs of all users and challenge barriers to learning.

Our features include:

- Convert text to speech with our **read aloud** tool
- Select your preferred **background** colour
- Change **font** style (including OpenDyslexic) and size
- Adjust **line spacing**, **margins** and **justification**
- **Enlarge** text using magnification tools or reflow
- Read **offline** for more inclusive learning
- Skip the mouse and trackpad using **keyboard-only navigation**.

We're fully compliant with the European Accessibility Act, meeting Level AA of the Web Content Accessibility Guidelines (WCAG) 2.2.
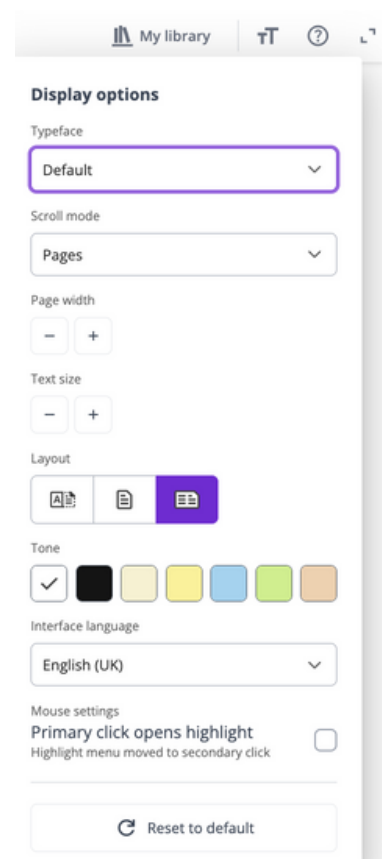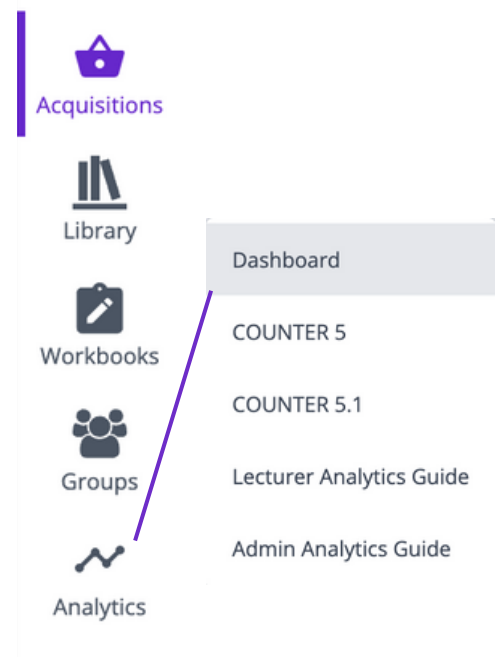
Analytics dashboard

To navigate to the analytics dashboard, please log in to your account via https://app.kortext.com/login and click on **Analytics** from the menu on 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.
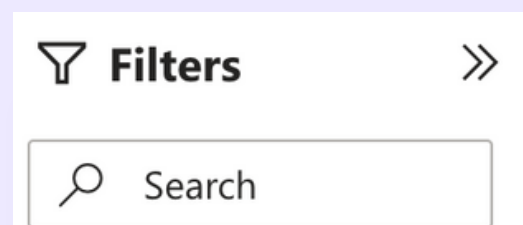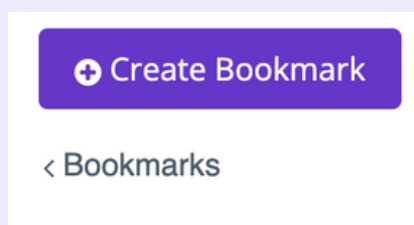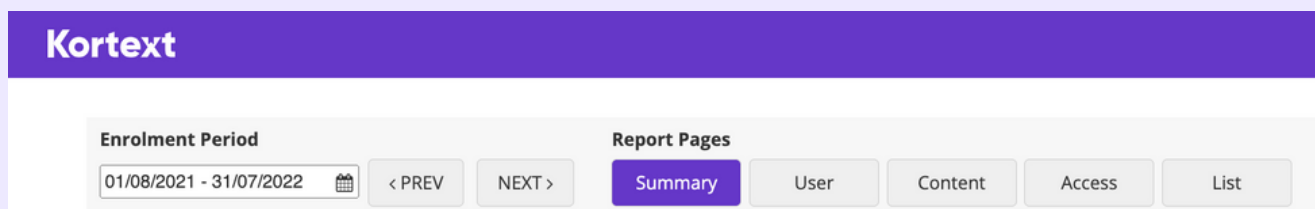
To access the Kortext analytics dashboard, click on **Dashboard**.

Dashboard elements

There are three main elements to **Analytics**.

The first element is the top ribbon that contains the **Enrolment period**, **Report pages** and **Settings**.

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.

The date filter 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.
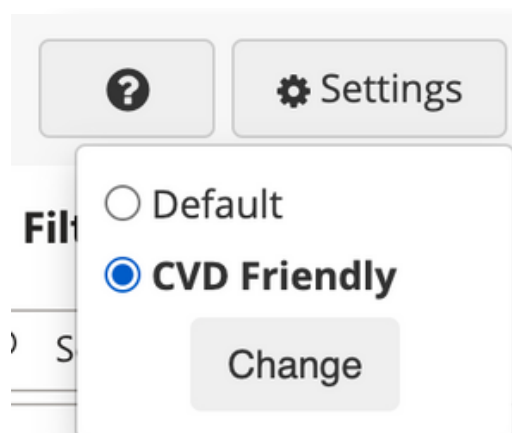
Custom view settings

In **Settings**, you 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 you to capture the current configured view of the **Analytics reports**, including filtering for future reference and collaborative sharing.
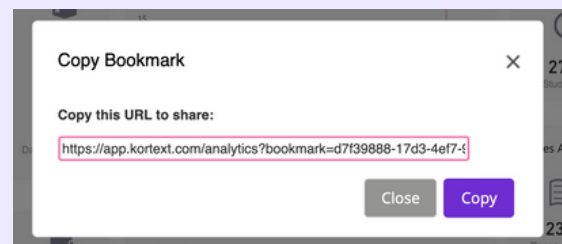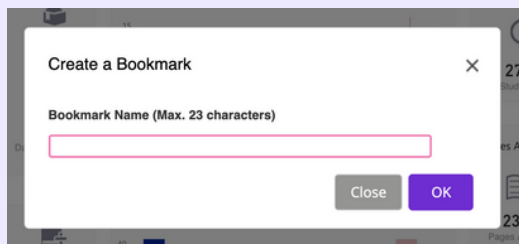
To create a bookmark, click on the **Create a bookmark** button. Bookmarks are stored in the **Bookmarks** panel on the left of the screen.

You can share a bookmark by clicking on the icon next to one of your bookmarks and selecting the **Copy** button.

You can share the URL of a bookmark with anyone who has access to the analytics dashboard.

Filters

The **Filters** panel on the right of the page contains and manages filters for the user to segment their analytics.

There are 12 separate filters contained in a collapsible panel which can be applied to all pages in a report.

You can select one or any number of filters to segment a report. These can be searched, expanded and collapsed.

Filters applied to a report will show in the **Active filters** area. Select **Clear** to clear all filters and reset the analytics.
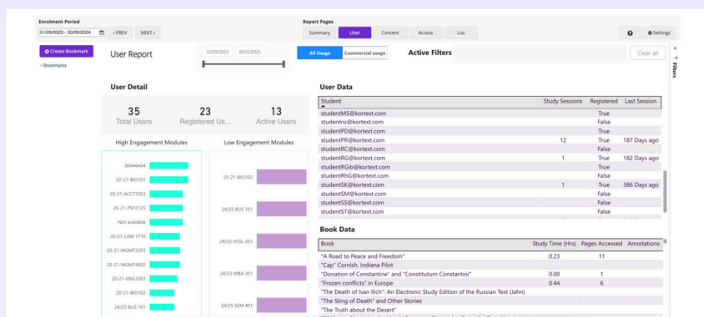
Reports

Produce a variety of reports based on your needs, using the capabilities of our analytics software. Find our preconfigured reports outlined below.

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.
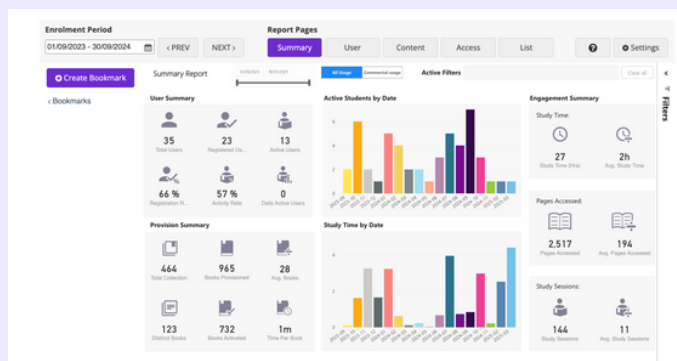

User report

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 be seen for every chapter and every page, plus a word cloud provides a visual representation of every search term.
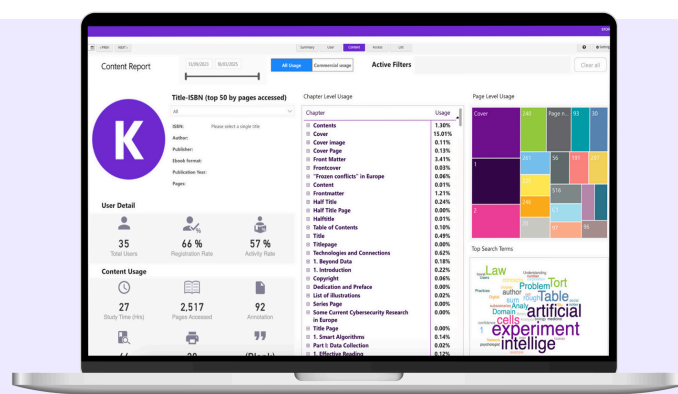
Access report

The **access report** provides detailed insight into how, where and when users are accessing their content.

Explore what devices are being used and how much time students are spending in their average study sessions using a range of filters to refine your results.
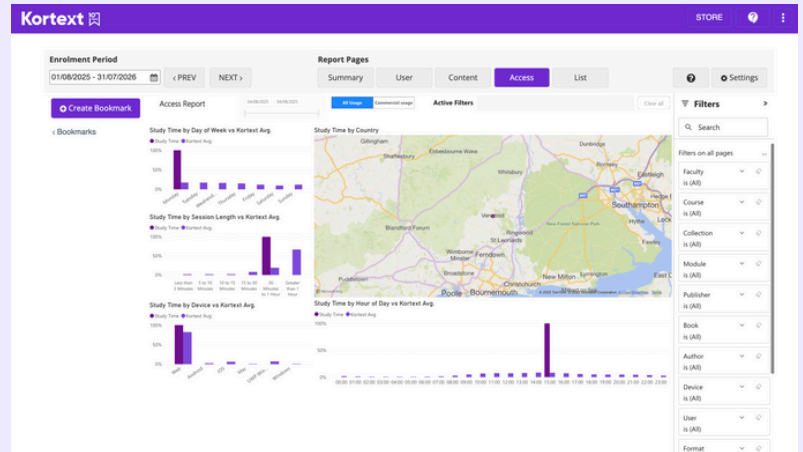
List report

The **list report** has a breakdown of available titles at your institution and their number of its users.

Included in the report are detailed statistics showing how students are engaging in each title.

This includes how many annotations, searches, pages printed, citations and downloads have been made in each eTextbook.

Acquisitions portal

If the **acquisitions portal** is enabled at your institution, you will see the **Acquisitions** icon in the left-hand panel when you log in. This will take you to the portal.

The portal offers a quick and easy purchase order system. Our acquisitions engine makes searching, selecting and comparing material easy, and you can order content from 9,000 publishers worldwide.

Features of our **acquisitions portal** include:

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

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

- **Manual 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.
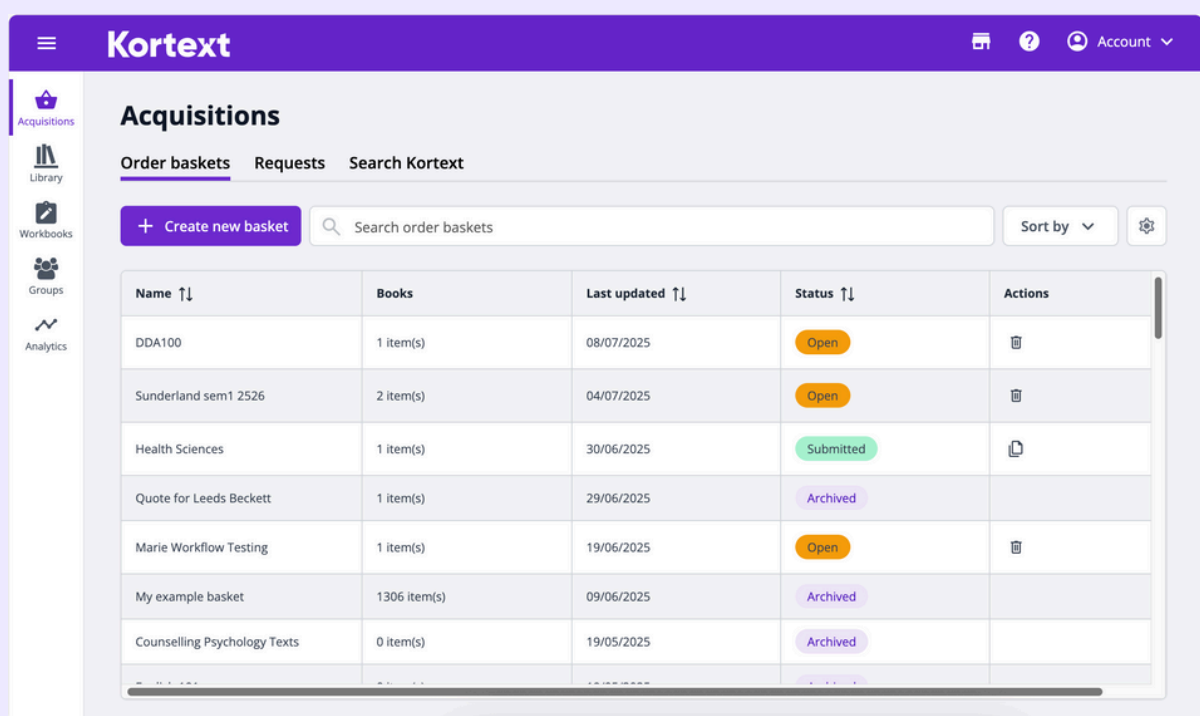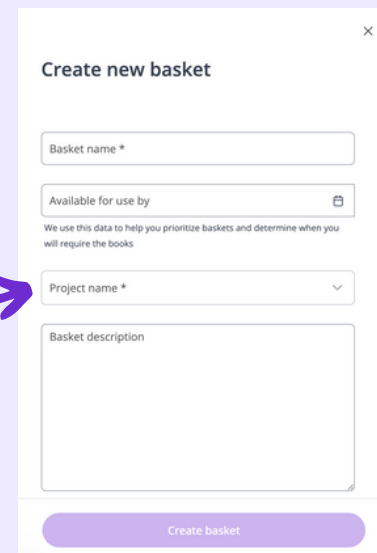
Order baskets

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

1. Click on the **Add new order basket** button on the left-hand side of the main screen.

2. Name your order basket and select your project name from the drop-down list.
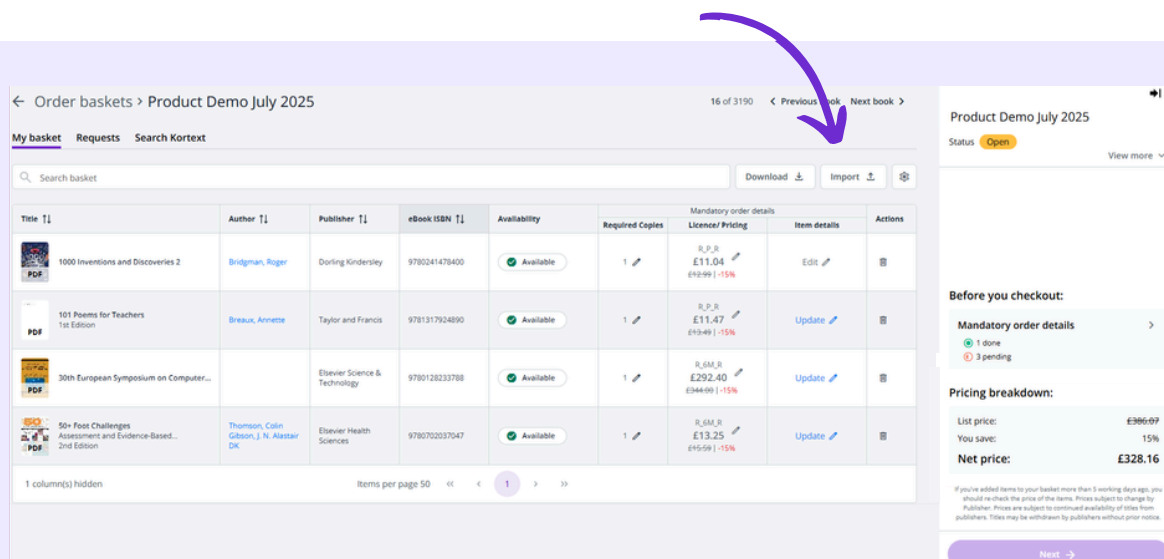
3. Click the **Create basket** button to finish the process. Once you have done this, you'll be taken straight into the basket.

4. Simply click **Add titles** to begin searching for books. You can also use the **Import** button to add a list of titles you have already prepared.

Manual searching

In your open basket, select **Search Kortext** from the toolbar which will enable you to conduct a manual search of Kortext's entire inventory.
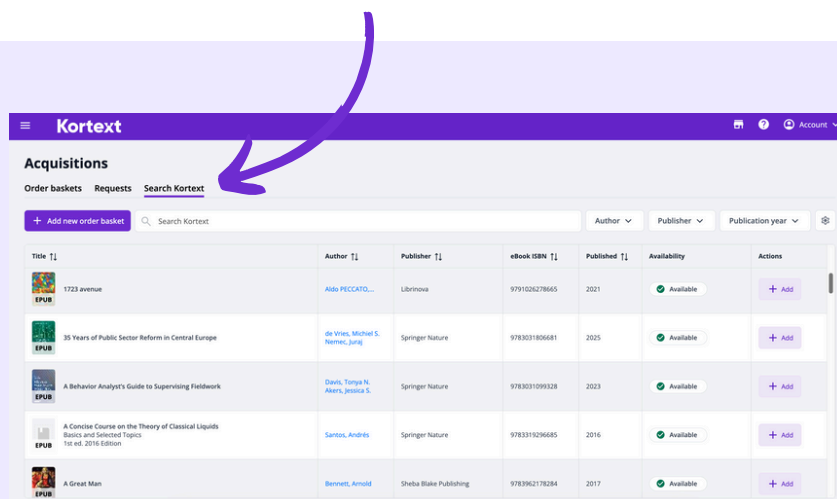

To conduct a search, enter a book title, author, ISBN or publisher in the search bar and click return.

You can even search for multiple ISBNs at once by separating the ISBNs by commas and a single space.

The results will appear below, and can be filtered by author, publisher and the year of publication.

To add a book to your basket, click **+Add** on the right of the screen or select the book's title on the left-hand side. Either selection will take you to the book information page where you can review bibliographic information and select pricing before adding the title to a basket.
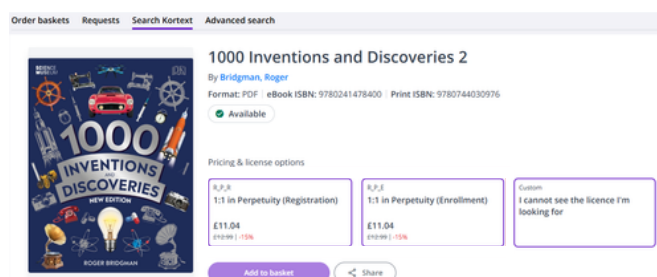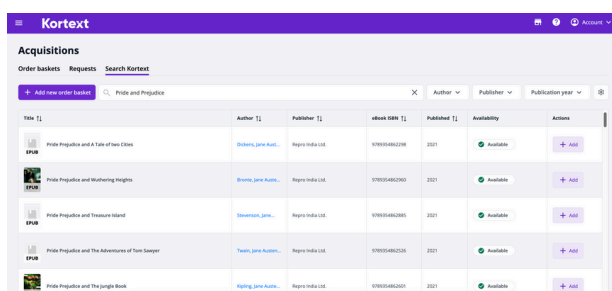
Importing a title or reading list

To conduct an automated search using an uploaded spreadsheet, click on **My basket.** On the right of the screen you will have the option to import. Click on **Import** to upload an Excel file or a .csv file containing your book list.
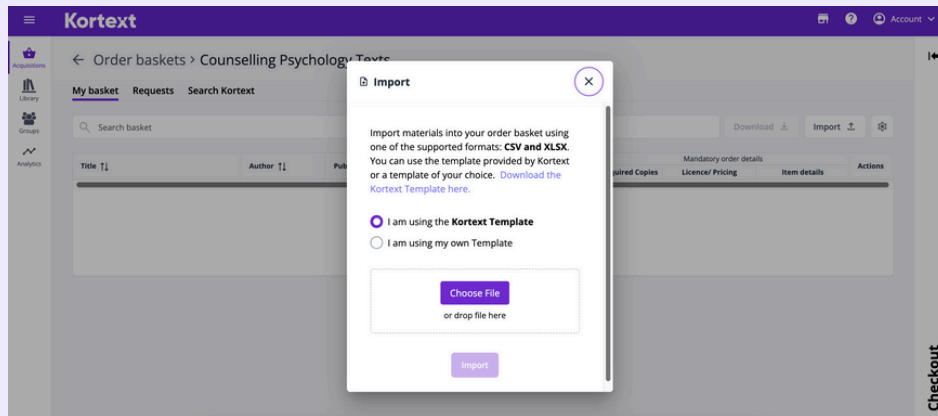
 Once you've imported your book list, the results will appear on screen.

If a title is flagged as available, this means that it is already available on the Kortext **study** platform.

If you see any other status, then you will need to take appropriate action such as checking the ISBN or title is correct. You can remove these titles from your basket if you would like to submit the basket without delay.

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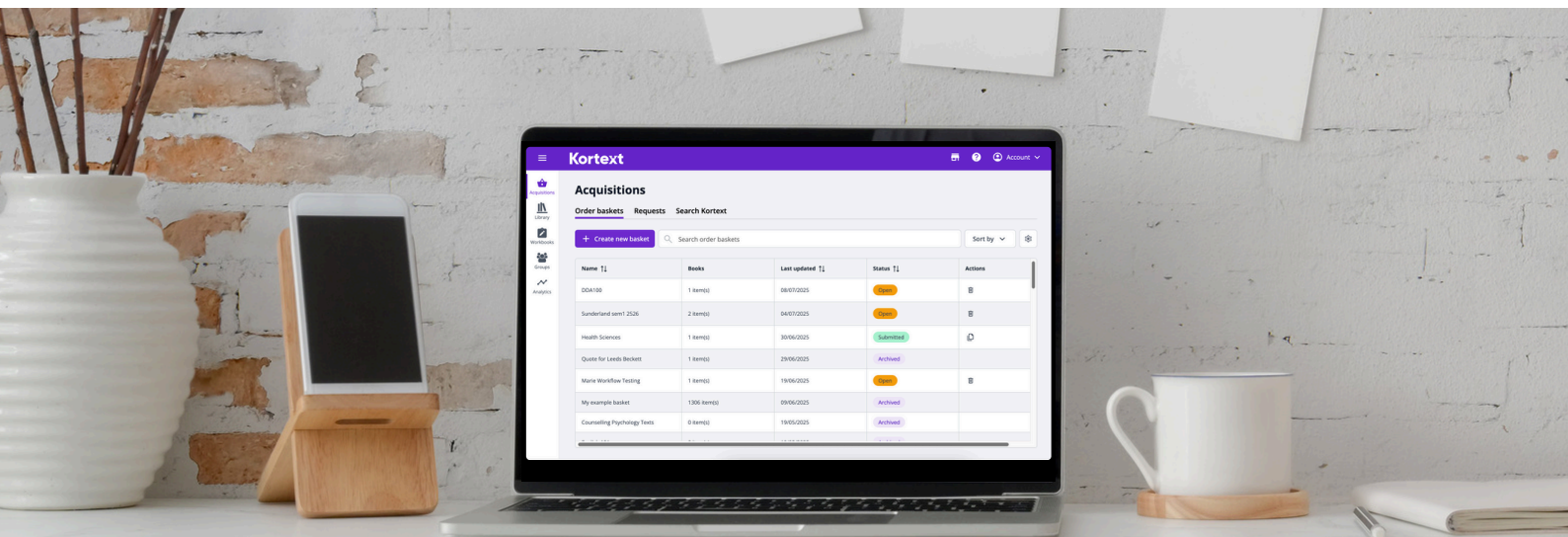
For help, please visit:

support.kortext.com