Student Quick Start Guide

Welcome to edaptext! Once you download your book, you're getting more than just an electronic textbook: you're getting a unique interactive learning experience.
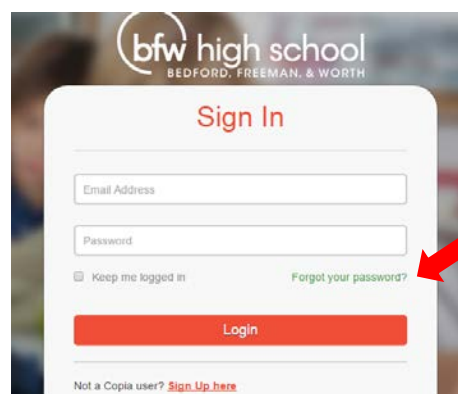
This Quick Start guide gives a brief overview of the Copia Class app. For more information, access the Student User Guide or the Copia help site: http://support.thecopia.com/?b_id=3135.

Getting Started:

1. First, download the CopiaClass app from www.copiaclass.com. Select "App Store" for mobile Apple devices, "Google play" for android devices, "Windows" for a laptop or desktop computer, or "Mac" for a Mac laptop or desktop computer, as shown below.   If your school or teacher has already downloaded the app on school provided device(s), please disregard this step.

2. Once you download the CopiaClass app to your device(s), use the username and password provided to you by your teacher. If you purchased your edaptext independently, use the email address used during the purchase process and the password you set. If you already have an account and forgot your password, reset it here by clicking **forgot your password**: https://bfw.thecopia.com. You can also reset your password by clicking **forgot password**.
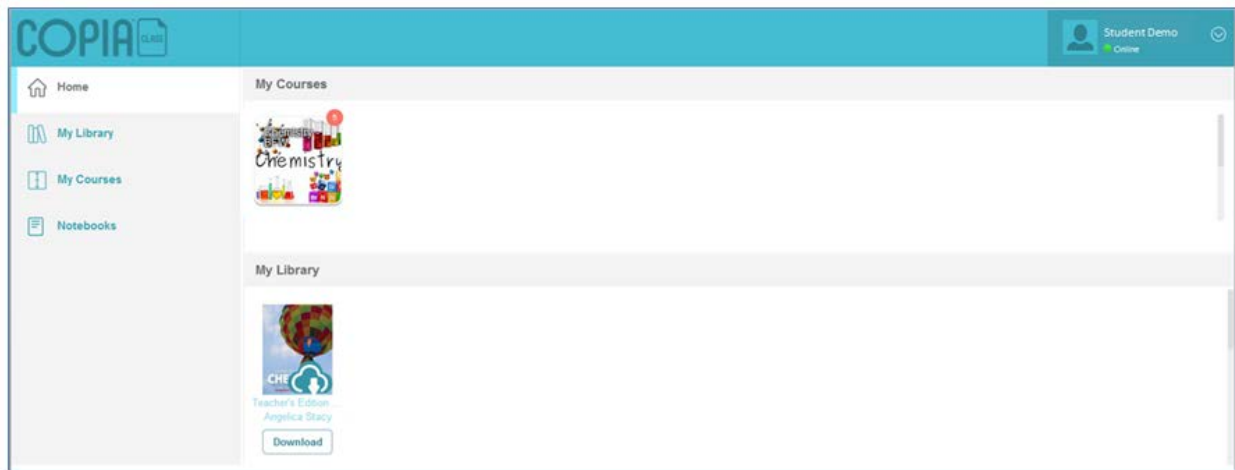

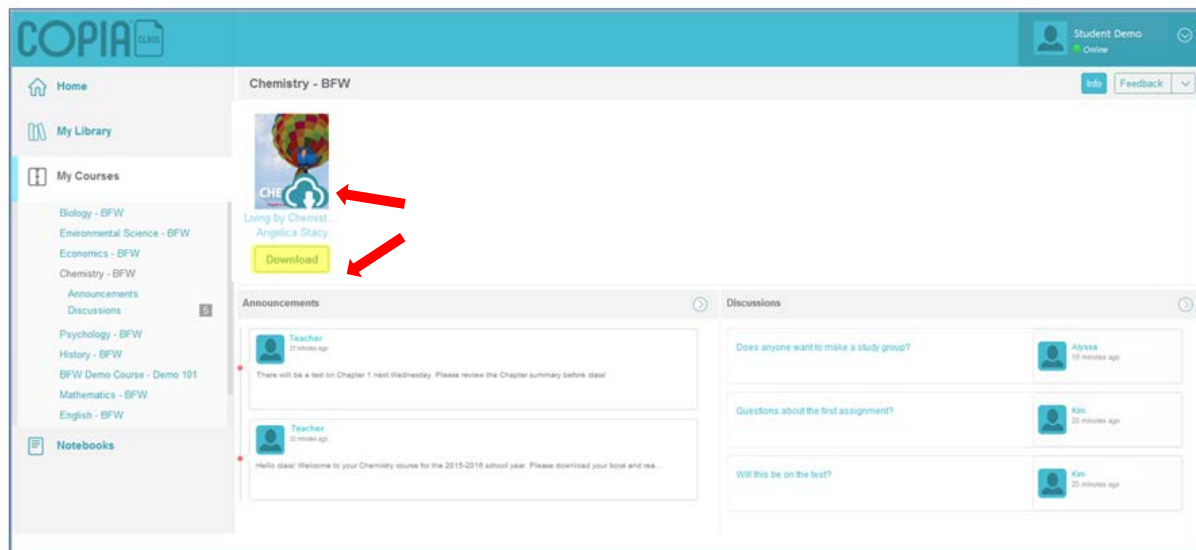More questions? Visit our FAQ Page at http://support.thecopia.com/?b_id=3135

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If a teacher invited you to a course start here (If not, go to Step 6):

3. Once you log in, you will see the *My Course* page, which shows the course(s) you are enrolled in for the semester or year. Clicking on the image(s) under *My Courses* take you to your dashboard. The image(s) under *My Library* show the book(s) assigned for your course(s). To enter your course, click on an image under *My Courses.* In this example, we will go into a Chemistry course.
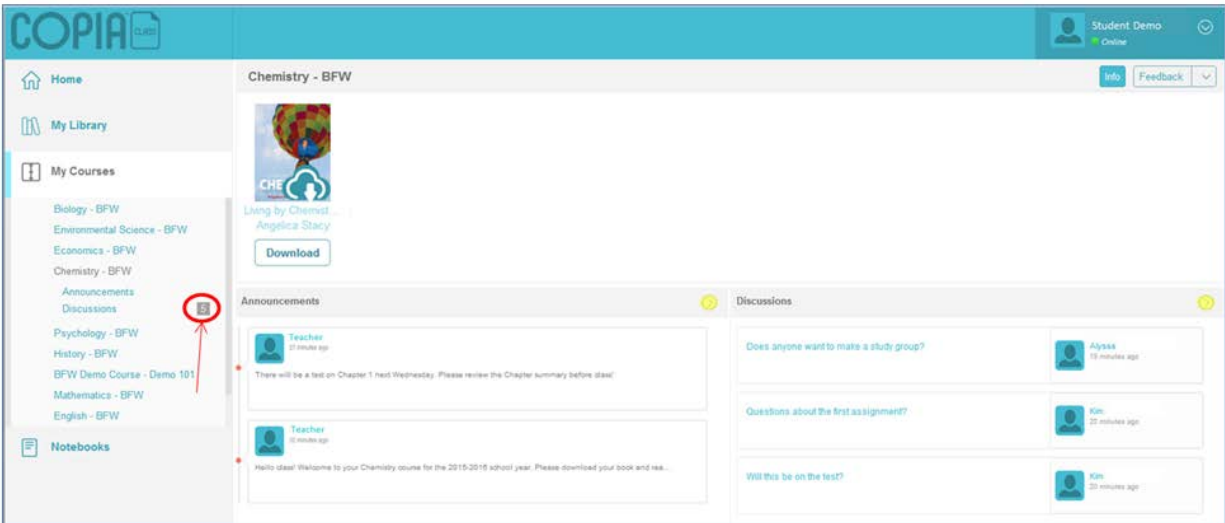

4. This is your course dashboard. Here you see the book(s) for your course, class announcements, and discussions. To download a book and related course content, click on the blue cloud icon in the corner of the book or click the download button. If you do not see the cloud icon or you see a button that says "read", the book has already been downloaded. Access the book by clicking on the cover or the "read" button once it has been downloaded.

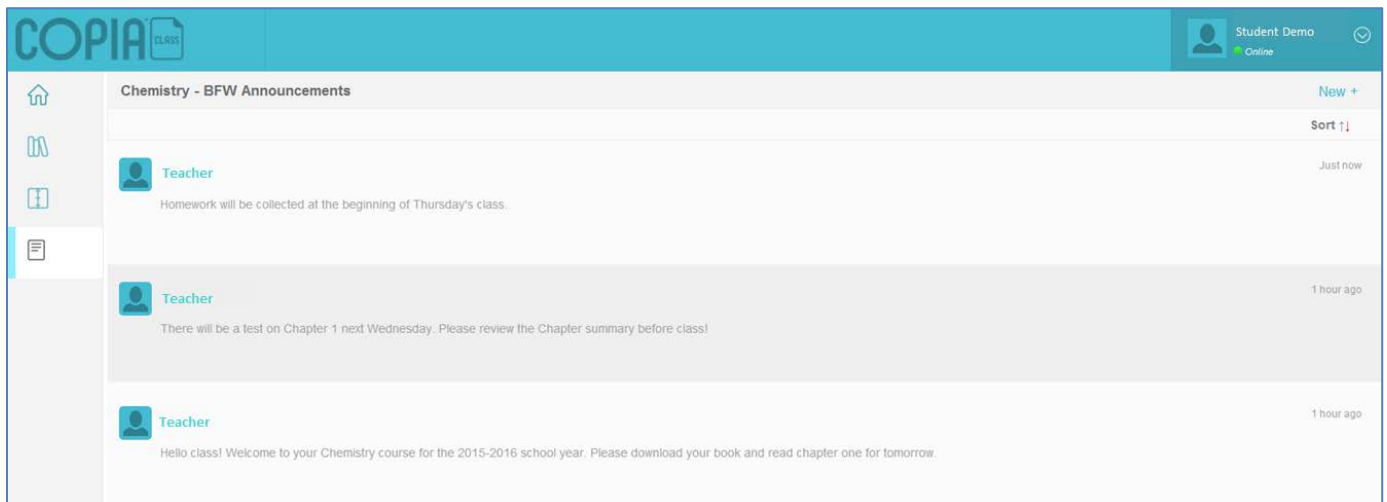# Student Quick Start Guide

The left column shows shortcuts to the various parts of your edaptext: *Home, My Library, My Courses,* and *Notebooks*. *Home* takes you back to your CopiaClass dashboard, which lists your courses and your library. *My Library* shows all the books you can access and download. *My Courses* lists out all of your current courses in edaptext
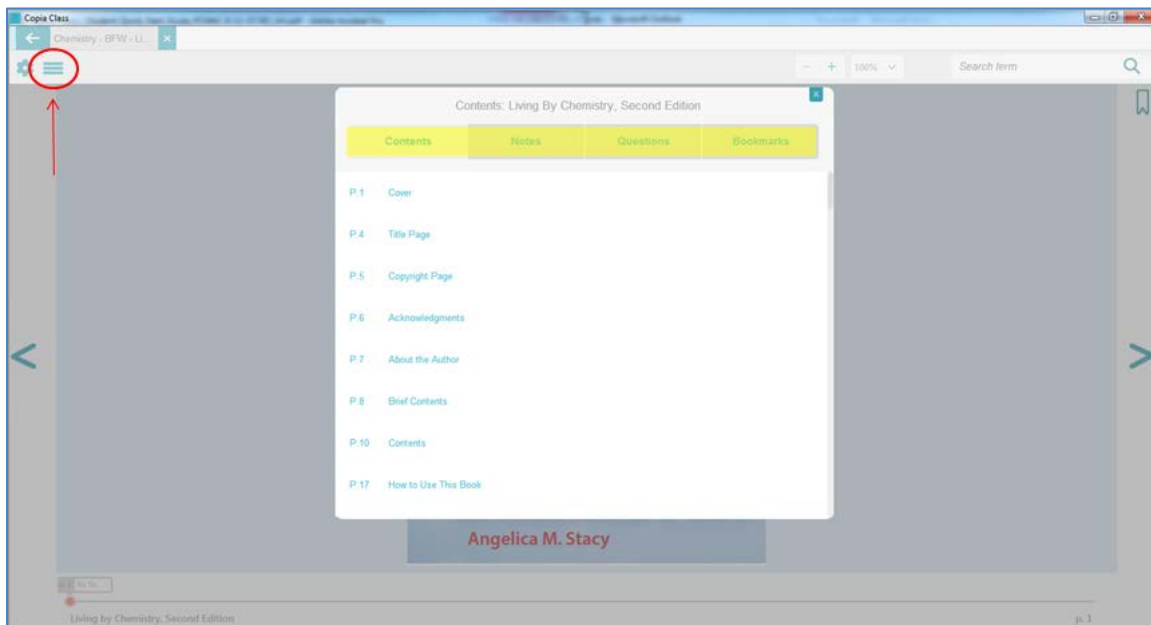

When you have new notifications in a course, you will see a number box appear next to the course name (see above, in red). You can see this number in 2 places - under My Courses on the left menu bar when you are inside your course or on your initial dashboard on the top right corner of your course icon on your *Home* screen. *Notebooks* will show all the notebooks you created, separated by course. By clicking the highlighted circles next to *Announcements* and *Discussions*, you will see all teacher announcements and teacher/student discussions created in this course. The dashboard only shows the most recent announcements and discussions.
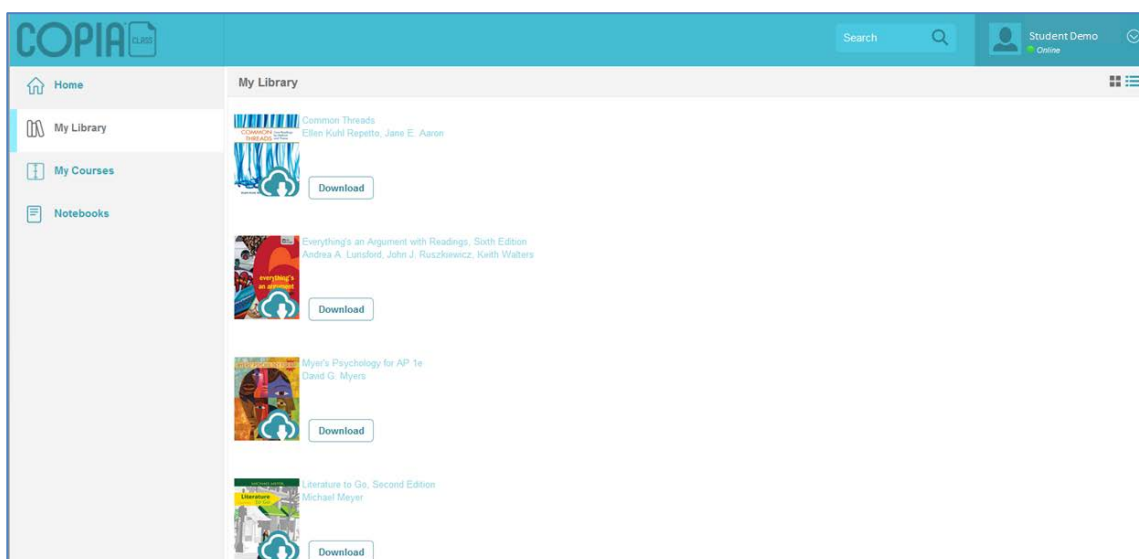

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5. Once you open your ebook, you will see the *Course Menu icon* on the top left of the screen, circled below. This menu opens the *Table of Contents*, *Notes*, *Questions*, and *Bookmarks*.
    a. *Table of Contents* allows you to navigate by chapter or section.
    b. *Notes* shows any notes you have taken in your course book.
    c. *Questions* show questions created by your teacher in your course book.
    d. *Bookmarks* show all bookmarks you have placed in your course book.

If you purchased a text independently:

6. You will be taken directly to *My Library* after logging in. You will see a library of available books.

More questions? Visit our FAQ Page at http://support.thecopia.com/?b_id=3135

7. To download a book, click "download" next to the blue cloud icon. If you do not see the cloud icon, the book has already been downloaded. You can access the book by clicking "read."
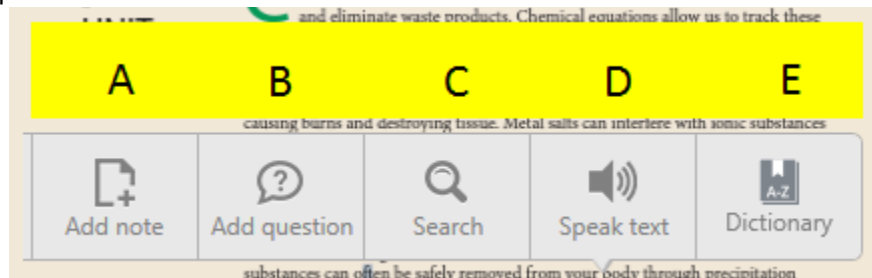
8. **Interacting with a book:** To read a book, access your library and click the image for the book. The Toolbar lets you interact with edaptext content. Highlight a selection of text with your mouse and the Toolbar appears. You can:

   A. Highlight the text with color
   B. Create and share a note
   C. Search for a word or phrase throughout the book
   D. Have the text read out loud to you
   E. Look up a definition

To close the Toolbar, click anywhere on the page and the gray shading will disappear.

   F. **Inside the text pages of a book**: Interactive content appears in the left margin of the book.
      a. A graduation hat on a speech bubble signifies a teacher note.
      b. A speech bubble signifies that has a note has been made about that text. You can choose to make your notes private or public to the other people in your course. (The default is private.)
      c. A graduation hat with a question mark in a speech bubble is a teacher-assigned question.
      d. A fancy pen tip is a publisher's note indicating the inclusion of extra content or resources.
      e. View and respond to these notes and questions by clicking on the icon, then clicking on the displayed note or question.

= teacher's note (in-book discussion)
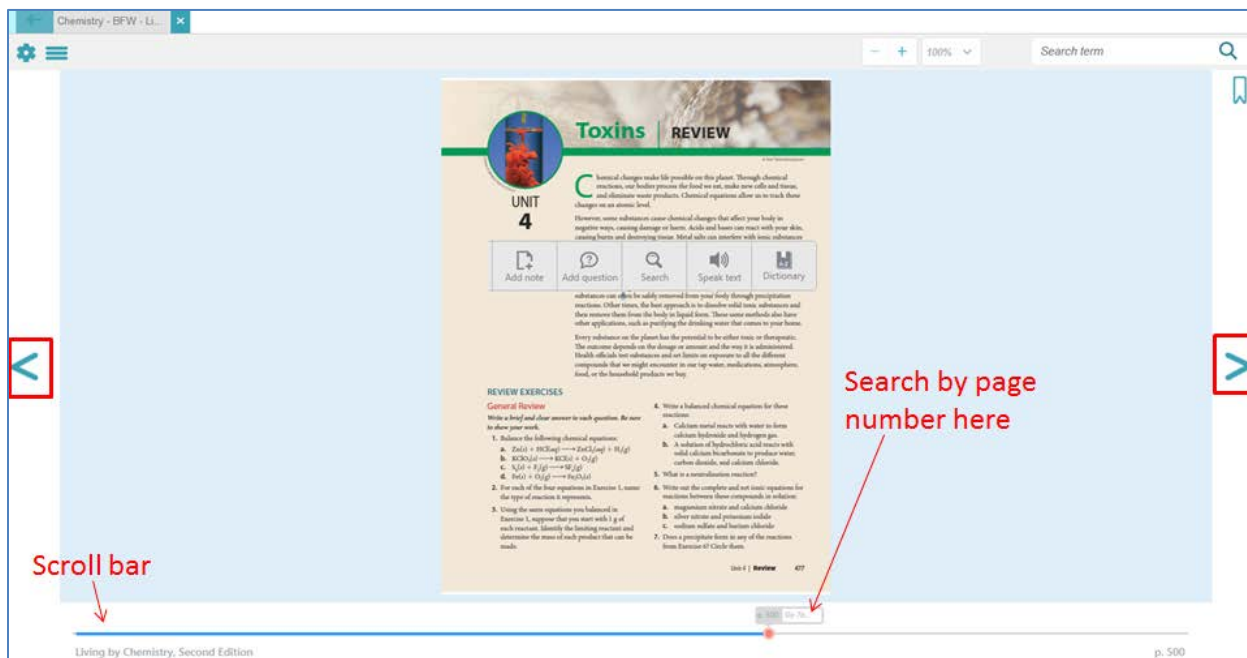
= note (in-book discussion)

= assessment

= publisher note

= multiple notes/assessments in close proximity

G. **Features and Navigation:** A scrollbar appears at the bottom of the screen. Dragging alone the scrollbar allows you to quickly move through the pages of the book. You can also type in a page number, or use the left and right arrows to turn the page.

On this page you will find a number of navigation tools. From left to right, they are the back arrow, a settings icon (gear), a menu icon, the search term box, and the bookmark button.