User’s Manual for ScholarVox Management

www.scholarvox.com
IMPORTANT NOTICES

Connecting to ScholarVox

Step #1 : When accessing the service for the first time, please ensure you create your user’s account. This will allow you to add up the selected books and manuals to your personal space (« my bookshelf »), create your shelves along with one or several user groups. This primary step will also ensure that you can navigate outside your school. To create your account, simply tick « create your account» or « sign up » and follow the prompt.

Step #2 : If you have already created your account, left-click « sign in » to access the full content of the library. Enter your user login (email address) and password (the one you have picked during your registration).

Specific Connections:

Case #1 : Your institution is connected throughout single or multiple IP addresses network, in which case you can still access the ScholarVox library without having to create a user account. However, not creating your user account will prevent you to access most of the service functionalities.

Case #2 : Your institution grants you access to a Digital Work Environment (or virtual desktop) in which case you can also access the ScholarVox library without having to create a user account. As per case # 1, most of the service functionalities will only be accessible prior to the creation of your user account.

Case #3 : Your institution’s documentalist is bound to create and provide your username and password so to give you a straight access to the online library.

For all support enquiries related to your ScholarVox library please contact us at: info@cyberlibris.com
A/ How to create your user account and sign up to Scholarvox:

Start each of the school workstation and launch the URL as follows: http://www.scholarvox.com

The following front page will display on your screen:

This is where you will create your user account when you log in to ScholarVox for the first time.

Left-click « create / set up your account » or « sign up » as designated on the above screenshot. An identification form appears on the next webpage, fill in the blanks and click « Send » in order to validate your entry.

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Once your user account has been validated, sign in directly to the library by using your username and password.

The ScholarVox platform is now ready to be used anywhere, anytime with all its functionalities. To enter the ScholarVox community and start the discovery of your new environment, simply left-click « Sign in » on the top right-hand side of your screen. To close your session, click « Sign out ».

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You have now returned to the home page: remember your email address was picked as your user name while you created your own password during the process of setting your account. (refer to the previous step)

When you left-click « Send » to log in to your account, you are automatically redirected towards the setup of your account. This is where you can adjust the parameters of your account: details about your identification as a ScholarVox user are available from the first tab « Your details » while the confidentiality options are available in the second tab « Your profile ».

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B/ The Home page:

On this page, you can witness the constant activity of the ScholarVox community members and yes, you are there!
Congratulations. You have just signed in, the windows on the right-hand side of your screen indicates that you are currently online.
Other online users are also visible, together with the ongoing activity of books and manuals being read, comments being written, etc. This possibly includes your own information (depending on the confidentiality rule you have ticked in your user profile) such as the last books you have read, the groups you have attended to... and there is so much more to share and discover!

From this interface, you are able to access all tools and functionalities designed to ease your searching process.

C/ How to do a search in the catalogues:

You can now start searching for various books and manuals within Scholarvox. Type a generic word to obtain as broad a result as possible. For instance: type the word India in the browser. Right next to it, select the relevant source of information (Where...) through the scroll down menu such as Books. Then narrow your search again to the next filter and select Title.

You could also search by Text, Author, Editor (publisher) or ISBN. Left-click the « Send » button to launch your search.
The result of your search extracted from the entire ScholarVox content is now on display. Take the word **Finance** followed by the scroll down filter **Title** and you will get 278 books and manuals readily available. This figure is evolutive due to new editors joining in. New materials and new versions of existing materials come in on regular basis. Mary Shelley would certainly write this about ScholarVox: it’s alive!

In order to further narrow down your search, the ScholarVox interface puts at your disposal a series of scroll down **Filters** on the left-hand side of your screen such as: **Catalogue, Books, Fields, and Actions**.

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Suppose you left-click the **Publication Date** within the **Books** filter. A small windows including the filters various criteria will pop up: you can now select the type of document you are looking for. By left-clicking **From 2007 onwards**, the following list of manuals appears on your screen.
Maybe you also want to know what are the books and manuals available in the **Professors Bookshelves (Lecturers)** from 2007 onwards. Select the filter from the **Actions** windows and you will get the following result:

Combining or deleting filters is the best way to make your search more effective.

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D/ How to add a book (or manual) to your bookshelf:

Type the key words that you are after in the browser at the top of the page and watch the results appear.

Left-click on the book that is most relevant to you, it will take you to the Book details as shown below:

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Left-click « Add to my bookshelf ». The selected book will automatically go to your bookshelf.

From now on, you can access this book by left-clicking « My Bookshelf » as suggested by the screenshot below.
E/ How to create and organize your bookshelf:

On the right-hand side of your screen, the block titled « My shelves » is the place where you can create and visualize your own selection of books. How about regrouping your books by topics?
Let’s create a shelf with a topic **Market Finance** for instance. Then click « Submit ».

A new shelf has been created.
You can add many more books to this shelf. To do so, go back to your space in **My Bookshelf**.

Select a book and left-click **Add to a shelf** (or **Add to a reading list**) either directly from the link or via the **Book Details** in which case you will be able to assign your book to the appropriate shelf.
The following screenshot shows your book is now accessible from the Markets Finance shelf you have just created.

**Beware:**

The primary requirement before adding a book to your Shelves is to make sure the book has been added to your Bookshelf in the first place.
F/ How to create and organize a class:

Only the lecturers who have subscribed on the platform are entitled to create a class (or course). The process to create a class is strictly the same as the one previously described to create a shelf. Left-click My Bookshelf, on the right-hand side take notice of the block titled My Courses. Left-click Create a course.

Give a title to the course you want to create and left-click the Submit button to validate your entry. In this instance, we have created the course titled Markets Finance.

To add a book to a course, return to My Bookshelf, then left-click the targeted book so to access the Book details page.

You are now in a position to affiliate your book to a course, the exact same way you did previously when assigning a book to a shelf. In order to complete the feature, scroll down to the bottom half section of the web page until you see the block titled Courses and Shelves. Select a Course from the scroll down menu, then left-click Markets Finance.

Once you have done that, click again on My Bookshelf for the system to validate your data entry.

Now take a look at My Courses. The figure (1) right next to the course titled Markets Finance indicates that the book you have selected was successfully added to this block.

For all support enquiries related to your ScholarVox library please contact us at: info@cyberlibris.com
Documents can also be enclosed under various file formats (Word, PDF, Excel, Audio, Video or weblink) to My Courses.

First left-click the link View the course from the block titled My Courses on the right-hand side of your screen. Since you have already added your book to My Courses, the details of this book will systematically display as follows:
Now, if you scroll down to the first half of the page, you will see a new block titled **Documents** as shown below:

The **Documents** block is designed to bring a document directly from your computer’s hard drive or any mobile storage device plugged to your computer. Once your document has been successfully uploaded, its name will appear on your screen.

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G/ How to make your courses accessible to all your students online

Return to My Courses and left-click View all Courses. The list of all the courses you have created is now on the screen. Tick the Online box next to the course you want to make accessible.

The course titled Markets Finance is now accessible to all your students.

Whenever your students will browse through ScholarVox, they will have to type either the title you gave to your Course or the name of your school or your name (their lecturer). Once the ScholarVox search engine has found your Course, the students will then be able to access it with a simple left-click of the mouse. This is well illustrated in the following screenshot:
H/ How to add a comment to a book:

First, pick a book and apply a left-click so to access the Book overview. Then left-click on the front cover of this book to access the Book details. Scroll down until you reach the comments box. Feel free to leave a comment in relation with the selected book.

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I/ How to tag a book

The method is identical as the one previously used to add comments to a book. Left-click the front cover of any selected book and reach the Book details. This is where to create a tag and influence the community ranking.
J/ Reading a book:

Before you can read a book on the ScholarVox interface, make sure you have install the latest Adobe Flash Player’s application on your computer (available to download for free on the web).

Here, the interface gives you the ability to search a specific wording in the entire book, print, add the book to your Bookshelf directly from the reader, display the index (as per the first screenshot below) highlight the text, apply the right format and create mark-ups (as per the second screenshot below).
Our aim is to provide a user friendly and ever evolving streamline library to present you with a unique way to discover, learn, share and think out of the box.

You as a Student, Librarian, Documentalist, Programs Director or University Dean are facing the most challenging part of the learning and teaching curve.

We wish you to reach your goals throughout your studies and beyond, and look forward to seeing you in the SCHOLARVOX Management community service.

The Cyberlibris Team

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