

WELCOME

Higher Education

from Cambridge University Press

Knowledge. Applied.



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Welcome to Higher Education from Cambridge University Press!

Here you'll learn more about the features of our eTextbooks, as well as details on key pieces of functionality that will enable you to help your students and instructors navigate this e-resource.

Higher Education from Cambridge University Press is part of our Cambridge Core platform, so you may already be familiar with login, reporting, searching, and other features. All of the administrator functionality for the Higher Education site happens on Core.

However, the HE site offers the highest quality content and resources to instructors and students, supporting successful teaching and learning journeys in today's rapidly changing educational environment. The enhanced features and functionality that students and instructors expect from the digital textbook experience are fully available via the personal login and Cambridge Spiral eReader on the HE site.

In addition to being authenticated on the university network (see page 4 for instructions on how to configure access at your institution), users can create a personal account in order to access all of the available features. This is a departure from how students and instructors normally use our ebooks on Cambridge Core, and so we have provided detailed instructions and rationale on page 5.

Please note: it is possible to read the textbook content on desktop devices without logging into a personal account. However due to limitations of our mobile and tablet apps, users must log into those devices with their personal account in order to read the content. All users must log in with a personal account to make use of the enhanced functionality, regardless of device. For more information, please see [here](#).

Also please note that GDPR guidelines for all contacts are followed globally; any user must actively opt-in to receive marketing when they register. So no library patrons will ever unexpectedly receive marketing messages.

If you are not already familiar with Core, please see below.

We also offer [video and PDF guides](#).

Important reminder: your organisation's access includes unlimited concurrent users.

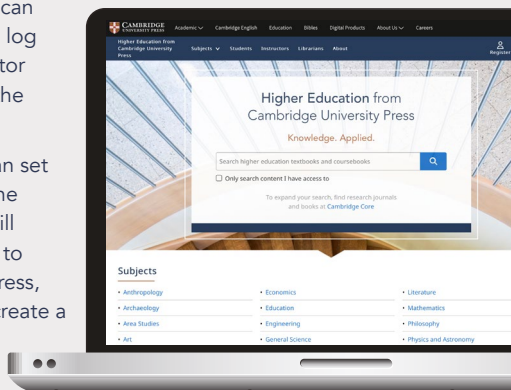
INFORMATION FOR LIBRARIANS

► Setting Up Your Higher Education From Cambridge University Press Textbooks Access

If you already have a Cambridge Core account, you can use the same email address and password details to log into the Higher Education site. The same administrator account will be used by both Cambridge Core and the Higher Education sites.

If you don't have a Cambridge Core account, you can set up an account by selecting the Register button on the top right of the Higher Education homepage. You will then be redirected to the Cambridge Core platform to fill out a short form asking for your name, email address, organisation and country. You will also be asked to create a secure password.

Once you have registered, you will receive a verification email. Please follow the instructions in this email. If you do not receive your verification email, please check your junk email folder. If you are sure that you haven't received a verification email, please double-check that you have entered your email address correctly on the registration form. If you are still having problems setting up an account, please visit the [Help page on Cambridge Core](#) for information about whom to contact.



► Creating an Organisation account

An organisation account includes functions such as different access methods to control authentication, reports related to your bibliographic entitlements, and reports for usage of the content you have purchased for Cambridge Core and/or Higher Education from Cambridge University Press.

To request an organisation account follow the instructions below:

- Log into [Cambridge Core](#) with your username and password.
- Ensure you do not have an organisation account already by clicking on My Account in Cambridge Core and checking if you have My Organisation options on the left hand side of My Account.
- Fill out the [Request An Account For Your Organisation](#) form.
- Optionally you can setup IP and/or Shibboleth access modes at the end of the form.
- Click Submit to send the form.
- Your application will be checked to ensure that your organisation doesn't already exist and you will be contacted via e-mail with confirmation of your organisation account.

▶ Group Annotations

Instructors can now share their notes on eTextbooks with their students, making it easy to highlight key teaching points, introduce homework questions, or mark points for future class discussions.

Multiple groups can be created per title, each with a unique code to provide to those you wish to have access to the shared annotations.

Managing annotations to include in shared groups is easy either individually via the sharing icon on the annotation or via the bulk annotation editing option in the annotation tab.

▶ You can see more about the group annotation feature by watching our [user video](#).

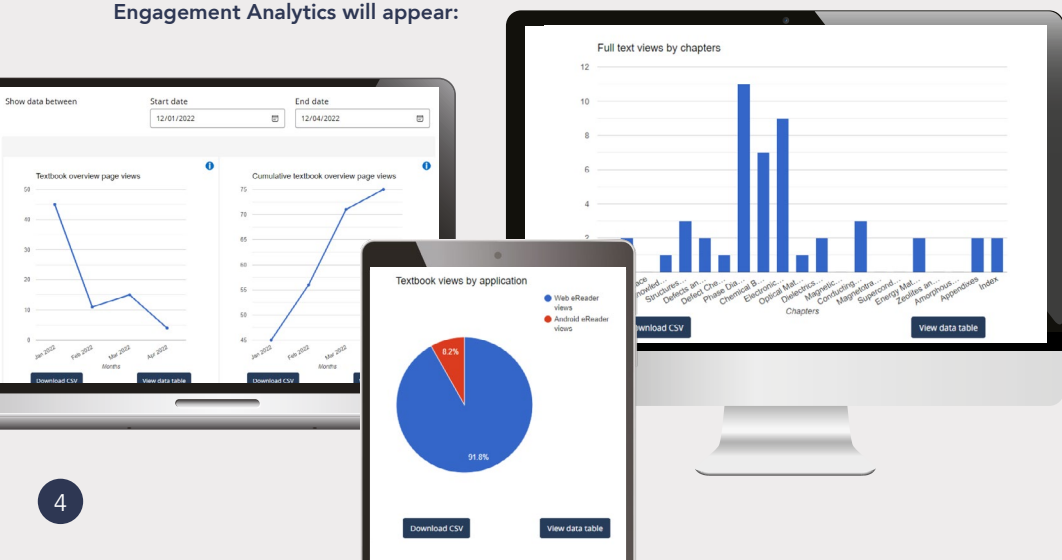
For group annotations to work, instructors and students must have access to the book and be logged into their Higher Education from Cambridge University Press account.

▶ Engagement Analytics

Usage statistics are now available for individual textbooks on each landing page, in visual graphical format. This is to give instructors the opportunity to examine textbook usage for specific books themselves. The usage statistics will be shown at an institutional level if the instructor has logged in via their library. Instructors will be able to download this data in tabular format as well.

Phase 2 of our engagement analytics development work will involve displaying what is going on within the Cambridge Spiral eReader, to show what students are actually doing with the content when they enter the eTextbook. This will include analytics on time spent in chapter, engagement with rich media included in the textbook, and number of annotations, highlights, and bookmarks per chapter, per book. We welcome comments or suggestions on the kind of analytics your instructors would wish to see at a textbook level.

Below is an example of how our Engagement Analytics will appear:



► Learning Management System (LMS) integration

With the assistance of your institutional LMS administrator, instructors can now integrate our eTextbooks into their course Learning Management System. At this time we can integrate our eTextbooks with Moodle and Canvas.

Blackboard and Brightspace D2L is underway.

Students would then be able to click from the link in their course directly to the selected textbook, and depending on their access rights, would be taken into the eTextbook in a new tab or shown different option screens. This means that the student does not have to navigate our website to find their assigned content, and simply has to follow the given link(s) within their course LMS.

Please follow our detailed guidelines on setting up LMS integration for specific textbooks in your course environment or refer these guidelines to your LMS administrator. For assistance with LMS integration, please contact us, or refer to your LMS administrator.

► Deep Linking/Permalinks

Higher Education from Cambridge University Press now supports deep links (also known as permalinks) as an addition to a textbook's table of contents. Instructors or learning designers can use these links to direct users straight to an eTextbook chapter so that students can be taken as quickly as possible to the desired content. To see our deep links on the table of contents for any given textbook, your faculty must be registered as an instructor. Instructor status can be set on registration, or updated in a user's account settings.

Once approved as an instructor, deep links will become visible on the table of contents listings of a book. We offer two ways for your faculty to gather the links for use. You can download a CSV which will show you all the links for the selected textbook. Or you can navigate to an individual chapter and copy the deep link for that chapter. Once you have added the deep link to the content of your choice, your student will be guided to the content dependent on on their device or access rights.

INFORMATION FOR FACULTY AND STUDENTS

► Why it's necessary to log in to a personal account, in addition to being authenticated via institutional IP/Athens/Shibboleth

Access to the site is controlled by the usual Cambridge Core institutional authentication, plus a separate personal account login for the individual user. It is this personal account which enables the enhanced functionality for each user, whether instructor or student.

Enhanced functionality includes:

- Downloading and reading eTextbooks offline with our Cambridge Spiral eReader app, Cambridge Spiral. Learn more about Cambridge Spiral [here](#). Please note: it is possible to read textbooks directly on the Higher Education site when users have internet access.
- Annotations: users can directly make notes into their version of the e-textbook without impacting other users also reading the book
- Citations exporting
- Bookmarking
- Limited copy/paste and print
 - copy/paste up to 15% of a textbook by word count
 - print up to 15% of a textbook by page count

Please note that these percentages are within the annual subscription and reset each new year. Also please note that each user will see what percentage of their 15% allowance has been used per each textbook

Please note that there is an option for 'guest' access on desktop devices that does not require the personal login. Our mobile and tablet apps still require a personal login for reading. On a desktop device, guests will be able to read textbook content. However, they will not be able to use any of the enhanced functionality.

► Textbook Resources and Supplementary Materials

Resources are supplementary materials available to use with textbooks. If a textbook has a Resources tab, Resources exist for that title and can be viewed via that tab.

There are two types of resources: General Resources, which are free to download without restrictions, and Instructor Resources, which require the user to be validated as an instructor.

When accessing Instructor Resources, access must be requested via the 'Unlock instructor resources' button. Accessing this button is only available when the user has logged into their account, having first declared themselves as an instructor when registering for that account. For a user to be set up as an instructor after registration, please email collegesales@cambridge.org in the Americas, and lecturers@cambridge.org elsewhere in the world.

Once requests are processed, the Instructor Resources for that title will be unlocked for the user. Confirmations will be received via registered email addresses, and a green tick will be shown against the previously locked resources on the site.

► Video and PDF guides for instructors are available [here](#)

▶ Reading without internet access from Desktop or Laptop

To store up to 20 books that your institution has access to, add each book to your offline reading list. This can be done by selecting the 'Add to offline bookshelf' button on the book's webpage. These books will then be available for you to read, annotate, bookmark, etc. whether or not you are connected to the internet.

When you no longer need a book offline, you can remove it by selecting the 'Remove from online bookshelf' button on the book's webpage.

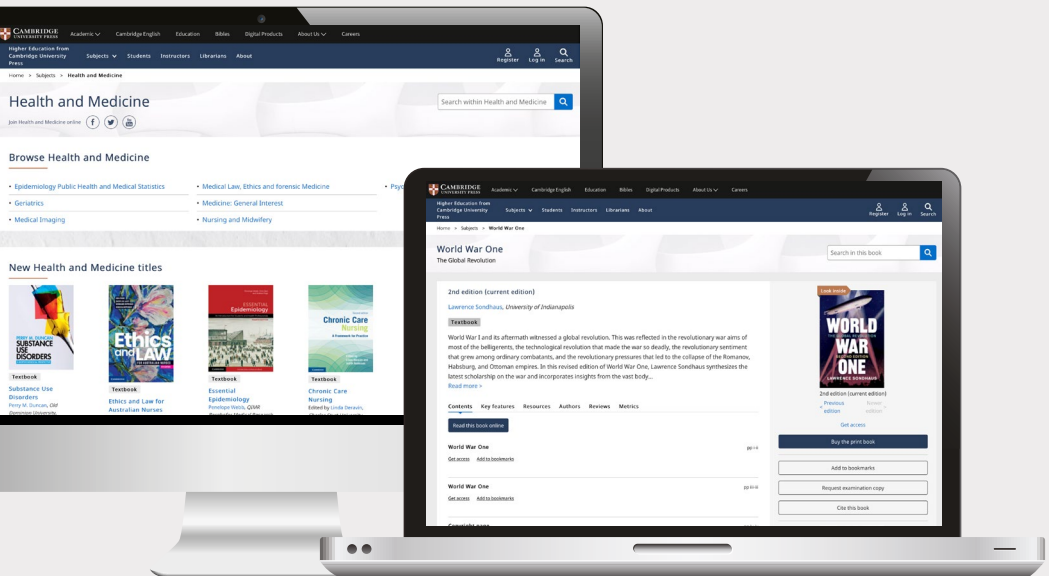
For more information about the offline bookshelf, please go [here](#).

▶ Reading without internet access from mobile devices

It is possible to read our textbooks without internet access via our mobile app, called Cambridge Spiral. Users are required to download the Cambridge Spiral app to read textbooks offline. Once installed, the app will provide access to digital products even without an internet connection.

Download the relevant app from the list below and follow the instructions to gain offline access to your digital textbook.

When you open the Cambridge Spiral app you will see your bookshelf, with titles you have recently read online and any that have been added to your offline reading list. To download a book, select the circle in the middle of its cover. Books that are added to your bookshelf via your laptop will be available to read via both your laptop and your mobile device.



Downloading instructions



Windows Desktop App

System requirements: Windows 7+

Click [here](#) to download the Cambridge Spiral for Higher Education from Cambridge University Press Application for Windows. Once downloaded, double-click on the file Spiral.exe to install the application and proceed by answering the installer questions.

Mac Desktop App

System requirements: Mac OS 10.12 Sierra and above

Click [here](#) to download the Cambridge Spiral for Higher Education from Cambridge University Press Application for MacOS. Once downloaded, double-click on the file Spiral.exe to install the application and proceed by answering the installer questions.

iOS App (iPhone/iPad)

System requirements: iOS 10.0 and above

Click [here](#) to install Cambridge Spiral from the Apple App Store.

Android app

System requirements: Android version 8.0 and above

Click [here](#) to install Cambridge Spiral from the Google Play Store.

▶ Video and PDF guides for students are available [here](#)

Key contacts

For librarians: help available for setting up accounts, access, usage reporting

Americas: online@cambridge.org

Rest of world: library.sales@cambridge.org

For faculty: help available for instructor resources, print desk copies, exam copies

Americas: collegesales@cambridge.org

Rest of world: lecturers@cambridge.org



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