

Higher Education from Cambridge University Press

Information for students

Higher Education from Cambridge University Press (<u>cambridge.org/highereducation</u>), is the home for Cambridge textbooks.

Within this website, the Cambridge University Press eReader, Cambridge Spiral, provides access to a full range of eTextbooks, alongside all available supplementary learning materials.

This document is intended for students at an institution with a Cambridge eTextbooks subscription. It will help you login for the first time, and will walk through the functionality for student users.

Contents

HOW TO LOG IN	
Personal account login (recommended)	4
Setting up a Personal Higher Education Account	4
Features of your Higher Education Account	5
Using your Personal Higher Education account	6
How to start reading books within the Textbook Subscription	6
Installing the Cambridge Spiral App	7
'Read-only' access via guest login	8
Login as Guest	9
How to find textbooks on the Higher Education website	11
Search on the Homepage	11
Refining Search Results	12
Subject area search	14
Textbook Landing Pages	15
Resources	16
Website functionality and tools	17
Bookmarking	17
Citations	19
Deep links: referencing textbooks or individual chapters with ease	20
Reading a book (Cambridge Spiral eReader)	22
Functionality within Spiral eReader	23
Adding Bookmarks	24
Bookmark menu	25
Creating Annotations	26
Editing Annotations: Annotations Menu	27
Printing pages	28
Increasing the font size	29

Group Mode: Accessing a group using an Group Code	30
The Cambridge Spiral App	32
Offline and Online reading	34
Adding books to your offline bookshelf	35
Sync functionality	36
Reading on tablet or mobile	37
Key contacts and further information	38

How to Log In

Cambridge Spiral, our pedagogically designed eReader, provides digital reading access to the content within the Cambridge Higher Education offering.

There are two options for logging in to enable reading on Cambridge Spiral.

Personal account login (recommended)

"Read-only" access via guest login

Details are provided below on these two options.

A more detailed visualisation of the comparison between these two types of login is also available on our website.

Personal account login (recommended)

By creating a personal account, you will have access to the enhanced functionality within the Cambridge Spiral eReader, including the ability to:

- Make personalised bookmarks, highlights, annotations, and links as you study, then use the Annotations tab to manage and review
- Copy and print up to 20% of any eTextbook
- Login to the Cambridge Spiral App, which enables you to read textbooks online and offline
 on desktop, mobile and tablet devices. This enables you to download and read textbook
 content while away from your institution's campus or when you wish to be offline.

Setting up a Personal Higher Education Account

You can set up an account by selecting the 'Register" icon in the top right hand corner of the <u>Higher Education website</u>, or simply **click here to create an account**

You will be directed to the Cambridge Core platform to fill out a short form asking for your name, institutional email address, organisation and country.

Already have a Cambridge Core account?

If you have been reading Cambridge University Press journals and research books, you may already have a Cambridge Core account.

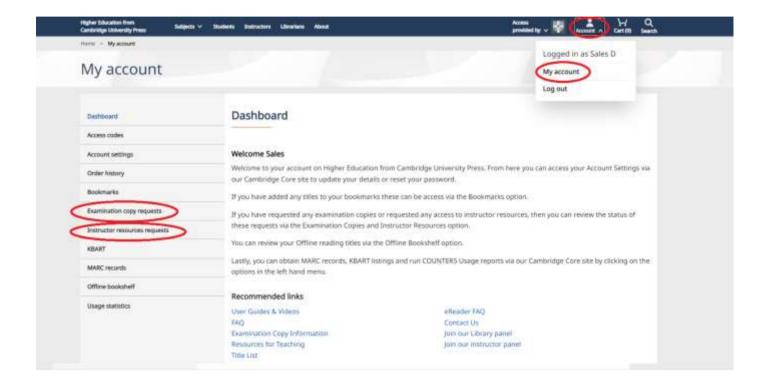
You can use the same email address and password details to login to the Higher Education site.

Have you forgotten your login details? Please request a new password.

Features of your Higher Education Account

Once you have registered, you will be able to manage your account through the **My Account** dashboard area. Use the dashboard to manage:

- Your offline bookshelf
- Your bookmarks
- Your order history
- Access Codes that you have used
- Account settings



Using your Personal Higher Education account

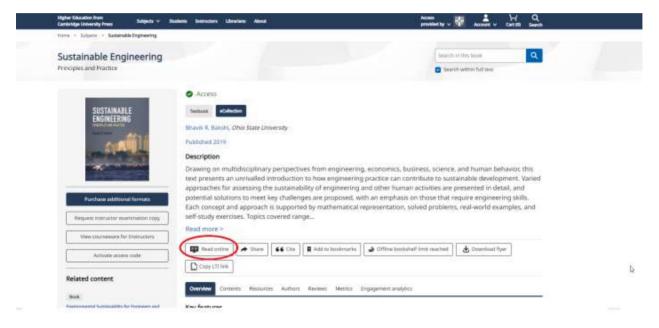
How to start reading books within the Textbook Subscription

Log onto your university's library system in the usual way (via your institution's IP authentication, for example Open Athens, Shibboleth, Raven).

Then open a new tab and go to the <u>Cambridge login page</u>, and enter the login details that you set up in the stage above.

Search for books via our <u>website catalogue</u>, or click on a book link that your instructor has provided to you.

To read a book, click the **Read online** button on the book landing page, and if your institution's subscription includes access to this book, this will automatically take you into the Cambridge Spiral eReader.



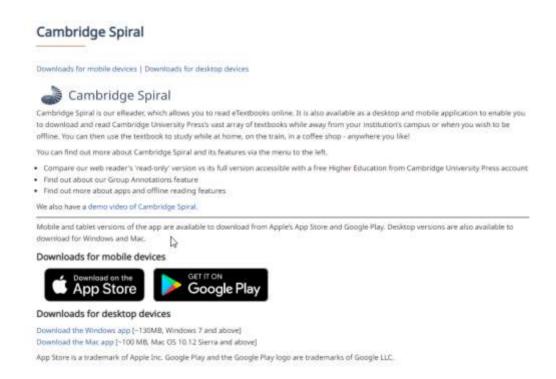
Installing the Cambridge Spiral App

The Spiral App will enable you to read online and offline, on campus and off campus.

Mobile and tablet versions of the app are available to download from Apple's App Store and Google Play. Desktop versions are also available to download for Windows and Mac.

Click here to view the Cambridge Spiral App download links.

When you install the App for the first time, this may take up to 5-10 minutes to complete.



More information about the Spiral App is available later in this document.

'Read-only' access via guest login

There is an option for 'guest' access that does not require a personal login.

Through 'guest access' login, you can read books on the online web reader using the read-only version of Cambridge Spiral.

The guest login is only available for reading textbooks with internet access only (it does not allow offline reading).

Guest access does not provide access to the advanced functionality of Cambridge Spiral.

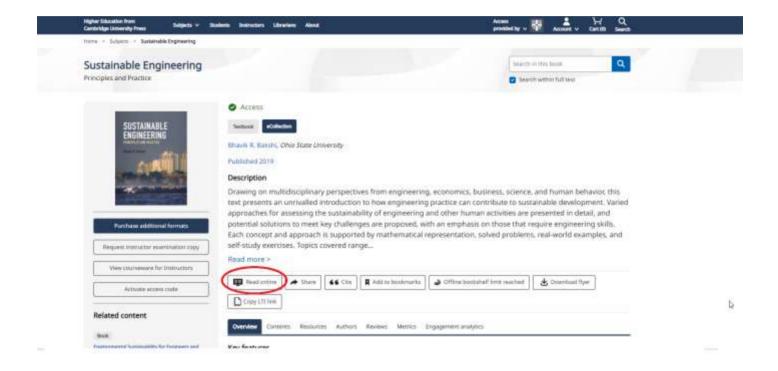
Login as Guest

Log in to your university's library system in the usual way (via your institution's IP authentication, for example Open Athens, Shibboleth, Raven).

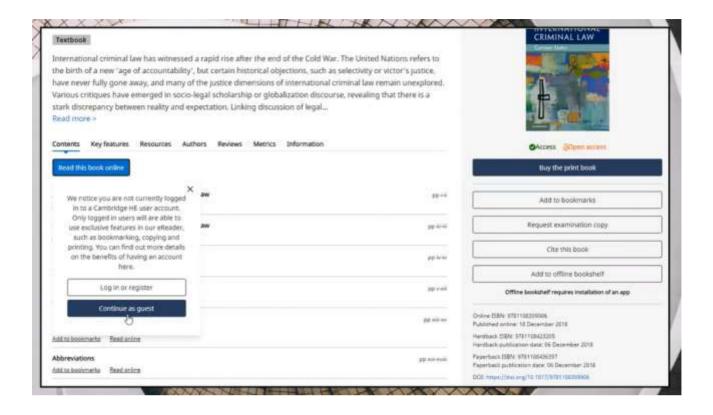
Then, go to the <u>Cambridge website</u> where your access will be provided via your library system.

Search for books via our <u>website catalogue</u>, or click on a book link that your instructor has provided to you

To read a book, click the **Read online** button on the book landing page.



Click 'Continue as guest' and this will automatically take you into the read-only online Spiral eReader.



How to find textbooks on the Higher Education website

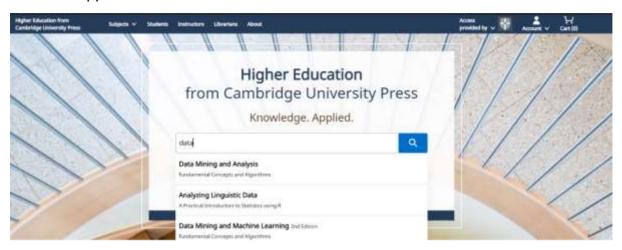
Search on the Homepage

To perform a search, navigate to the Higher Education website homepage.

Enter your terms in the search box, and select the search icon to view your results. Predictive search has been enabled on the search box.

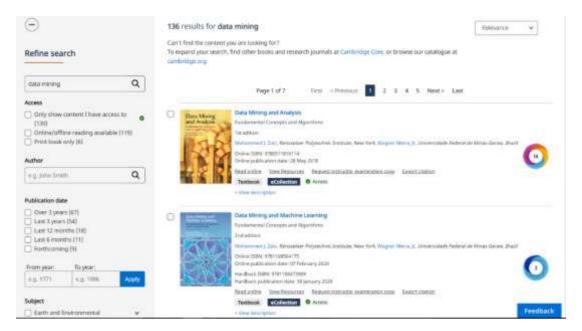
Typing in a search term will return a selection of results with titles relating to the term.

Predictive search also works by author name. You can enter a name and see the selection of titles authored appear under the search bar.

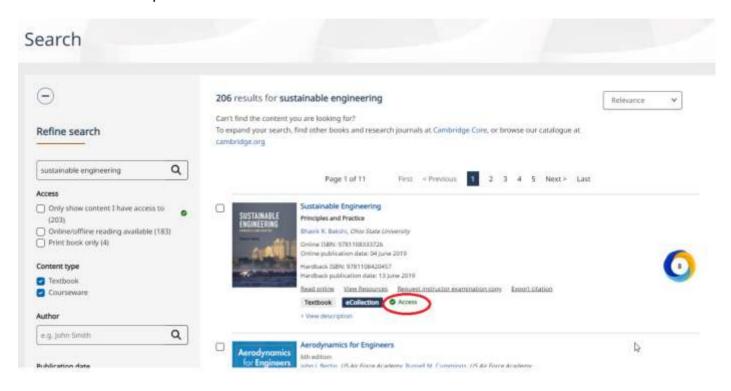


Refining Search Results

You can refine your search results using the filters on the left-hand-side. You can filter by content that you have access to, refine the publication date, and narrow down by sub-subject.



The green **Access icon** will show you if you have access to the textbook digitally within your institution's subscription.



Subject area search

To see a selection of our latest textbooks and a list of subjects that we publish, scroll down the homepage. You will see a list of subject areas.

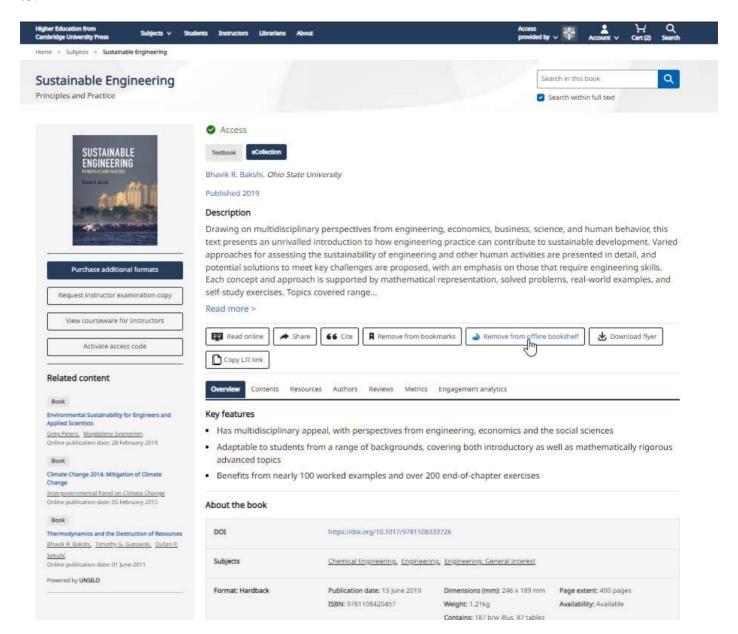
When you click on a subject area, you will be taken to a page with more sub-subject areas to browse.



Textbook Landing Pages

By selecting a specific book, you will be taken to its landing page. Here, you can find information about the book (e.g., table of contents, author details, reviews, prices, and ISBN as well as any relevant metrics).

The landing page also enables you to buy an individual print copy of the textbook should you want to.

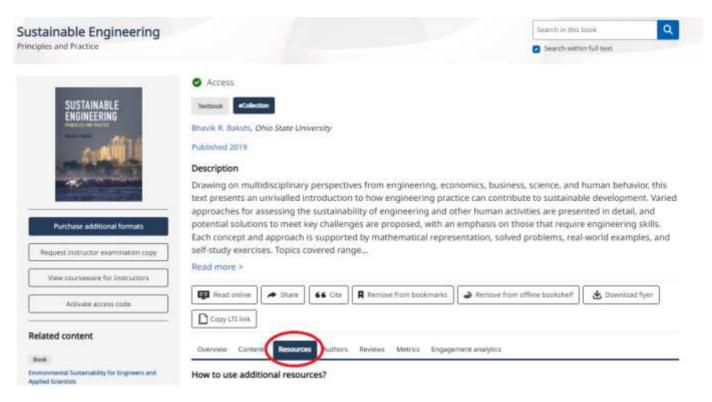


Resources

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 are not accessible for student users.

Note: If the Resources tab is not visible, then no resources are available for that title.

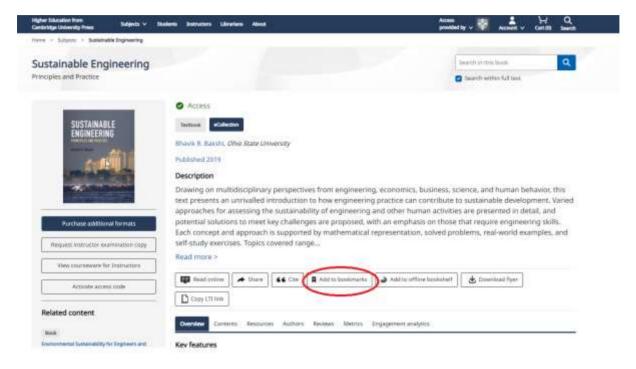


Website functionality and tools

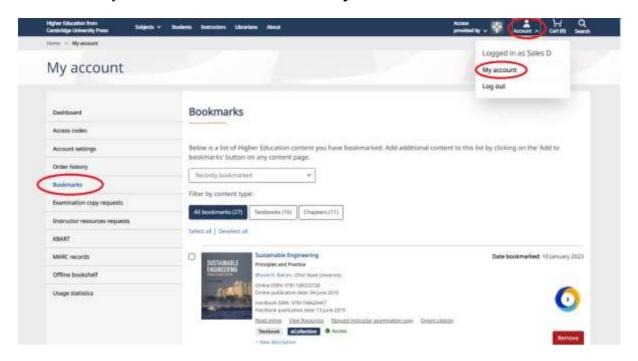
Bookmarking

You can select **Add to Bookmarks** to enable you to easily find the textbook you are interested in again.

You must be logged in to a personal account to use bookmarks.



You can find your bookmarked textbooks in My Account.



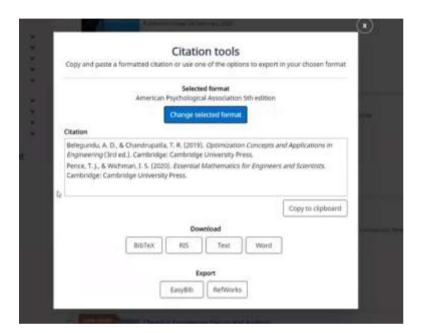
Citations

Watch this video to see how citations work.

Export citation functionality is conveniently located on multiple pages throughout the website.

From the citation tool pop up you can change the citation style by using the **change selected format** button.

You can copy and paste, or download the citation, or export to various citation tools.



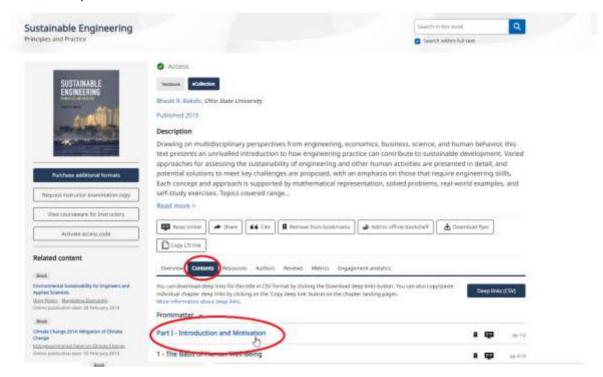
Deep links: referencing textbooks or individual chapters with ease

Deep link functionality helps students to easily reference or link to specific parts of a textbook, and it does this in a very granular way.

How to find deep links

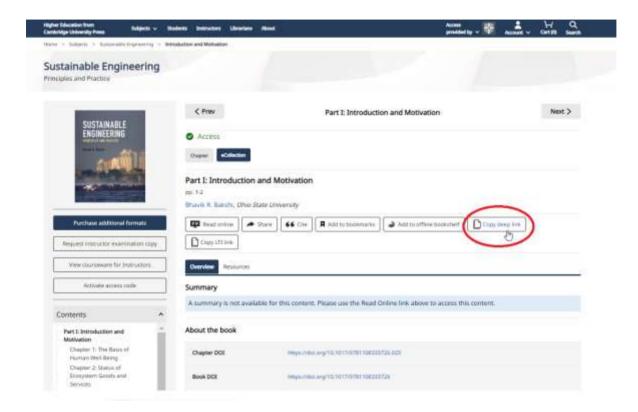
On a book landing page, there is a tab to view 'Contents'.

Navigate to the chapter within this table of contents that you wish to link to, by clicking on the title of the chapter.



For example, this is the landing page for Part I of this textbook.

You will see the option to 'Copy Deep Link' via a button on the right hand side of the screen.

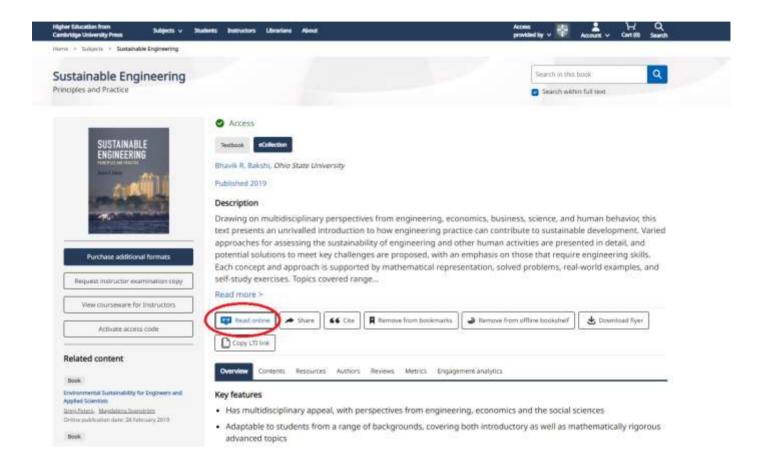


Reading a book (Cambridge Spiral eReader)

Once you have selected a textbook, follow the next steps to start reading online!

You can also watch these instructions in a video format.

To access the Spiral eReader, click the **Read online** button on the book landing page.



Functionality within Spiral eReader

The following instructions feature the Spiral eReader with full functionality.

To enable this functionality, you will need to be logged in via your personal account.

See instructions at the start of this document on how to create your personal account.

Adding Bookmarks

To add a bookmark, select the bookmark feature on the top right and click the text to drop the bookmark in.





Bookmark menu

From the bookmark menu, you can view, edit or delete bookmarks.



Creating Annotations

To use any of the annotation features, drag your cursor over the text you wish to highlight and the pop up with appear.

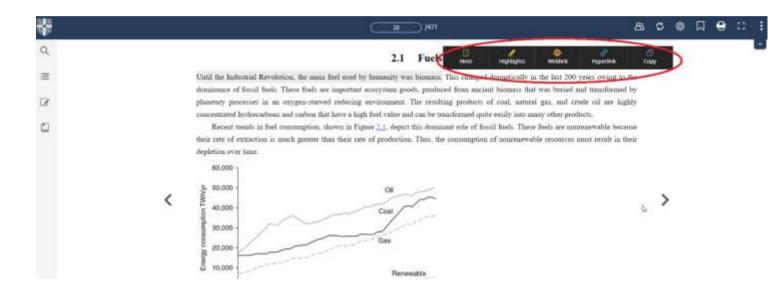
Highlighting: Click the highlights button, and choose the colour you wish to apply from the dropdown.

Weblinks: Click the 'Weblink' button to add a link to any url on the internet.

Hyperlinks: Click the 'Hyperlink' button to link to any part of the textbook that you're reading.

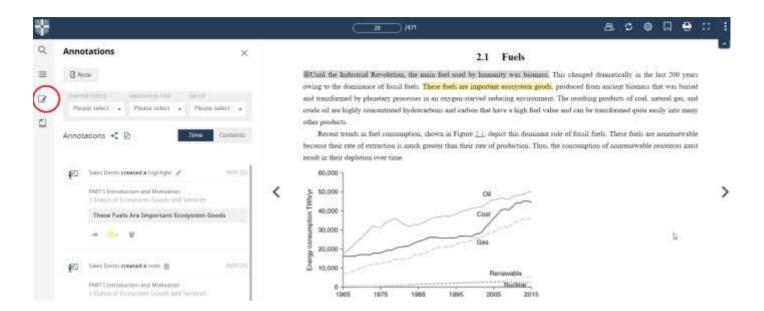
Notes: Click the 'Note' button to add a note to the text.

Coping and Printing: Click the 'Copy' button to copy up to 20% of the textbook. This will allow you to copy the text in order to paste onto another document or to print your selection.



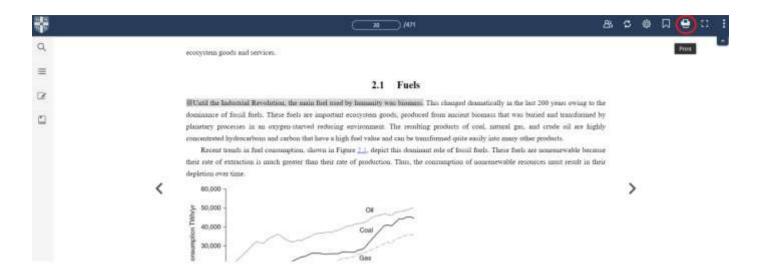
Editing Annotations: Annotations Menu

You can view, edit or delete annotations from the annotations menu on the left hand side.



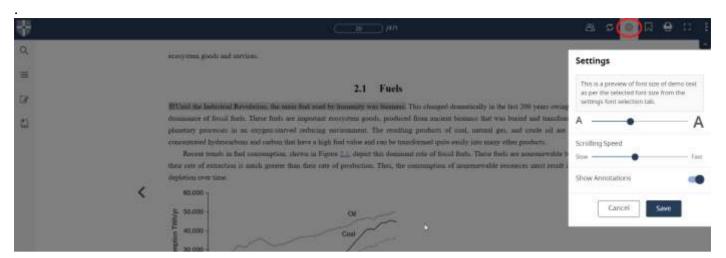
Printing pages

You can use the print icon in the top right hand corner to print out a portion of the book.



Increasing the font size

You can increase the font size on the page within the settings tab in the top right hand corner.



Group Mode: Accessing a group using an Group Code

If you have prescribed reading for a course, your instructor may provide annotations on this text for you to view within the Cambridge Spiral eReader.

To access the instructor annotations, please follow these steps:

Login to your Cambridge Higher Education account

Navigate to the landing page of your prescribed textbook on the Higher Education website

Click the **Read Online** button. This will take you into the Cambridge Spiral eReader.

Click on the 'Groups' icon in the top right hand corner



Select 'Have a Group Code?'.



Enter the Group Code that has been supplied to you by your instructor.

Once this has been entered, you will be able to view your instructor's annotations within your etextbook.

Your own personal student annotations will be private and will not be shared with the Group.

Textbook Resources and Supplementary Materials

Your textbook may be accompanied by free supplementary materials, which can be accessed via the textbook's product page on the <u>Higher Education website</u>.

Navigate to the "Resources" tab. If student materials are available for this textbook, they will be stored in the General Resources drop down, and you will be able to download all those that do not have a padlock symbol next to them.

The Cambridge Spiral App

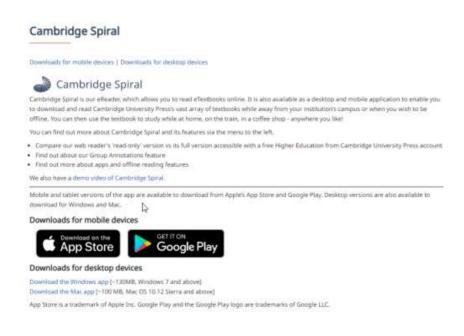
The Cambridge Spiral App will enable you to read online and offline, on campus and off campus.

Mobile and tablet versions of the app are available to download from Apple's App Store and Google Play.

Desktop versions are also available to download for Windows and Mac.

Click here to view the Cambridge Spiral App download links.

When you install the App for the first time, this may take up to 5 minutes to complete.





When you first open the Spiral App, you will be prompted to enter your login details and create as per the instructions earlier in this document.

Log in page (Windows app)



Log in page (Android app)

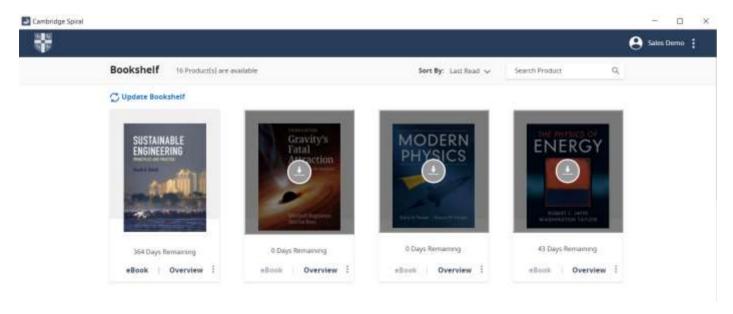


Offline and Online reading

The Spiral App allows online and offline reading.

When you open the Cambridge Spiral app, you will see your bookshelf, with titles you have recently read.

You can choose to make titles available for offline reading by clicking on the grey offline icon in the centre of the cover.



Adding books to your offline bookshelf

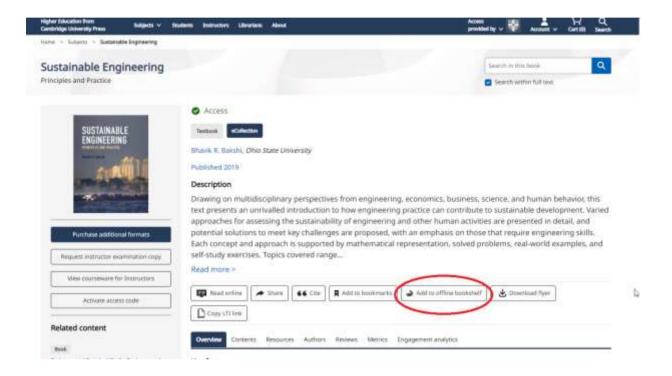
You may have up to 20 books in your offline bookshelf at the same time.

To add a book to your offline bookshelf, navigate to the landing page of the textbook on the Cambridge Higher Education website.

Click the button "Add to offline bookshelf".

This will ensure that you will be available for you to read the textbook online and offline, on campus and off campus, within the Spiral App.

Please note that you will need to install the Spiral App prior to using this feature.



Sync functionality

When reading offline, the "sync" button can be used to ensure that any annotations that you add while reading offline will be synced within account once you are back online again.



Reading on tablet or mobile

Login to the app on your tablet or mobile.

This enables you to read textbooks online and offline on your devices.

You can then use the textbook to study while at home, on the train, in a coffee shop - anywhere you like!

You will have access to all of the same functionality you have on the web browser / desktop App version.



Key contacts and further information

If student users require help with systems or access, please visit www.cambridge.org/highereducation/services/students to search popular FAQs submit a query to our Technical Support team.