A JOINT READING ADVENTURE

Quick Guide for teachers – First steps

Contents

Why lectory?
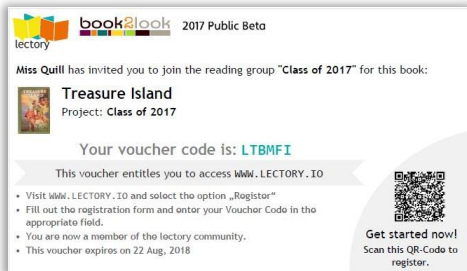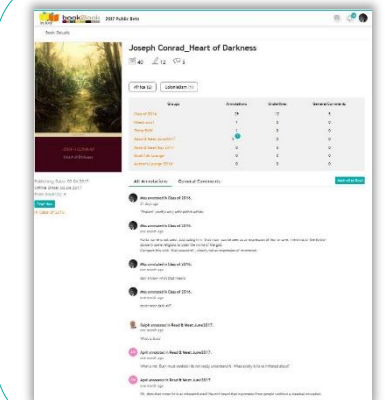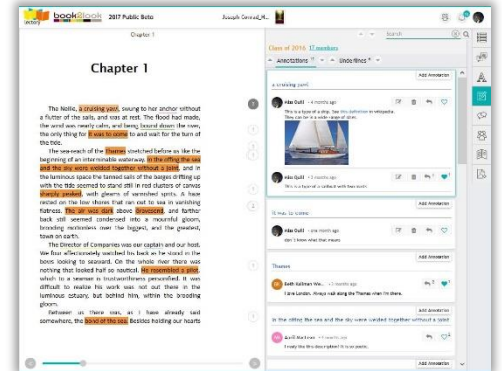
WE ARE LEARNING WITH LECTORY

Use lectory for

✅ Commenting and discussing texts together online

✅ Learning and taking advantage of the benefits of digitalization

✅ Improving the understanding and discovering new meanings of scripts & texts by working interactive, multimedial and connected

✅ Creating more efficient lessons and easier ways to prepare for / follow up lessons

Lectory for teachers

I AM TEACHING WITH LECTORY

As a teacher you …

- ✓ choose the books for reading
- ✓ start a lectory project
- ✓ assign voucher codes, create reading groups and invite students
- ✓ create reading tasks and moderate the discussion
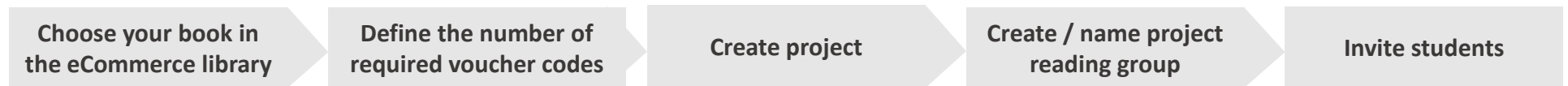- ✓ supply your students with extended material online

You are using lectory because you purchased your own lectory account or because your school or another institution invited you. In any way, you received either an E-Mail with a registration link, or a lectory code, which you can use to register on www.lectory.io.
If you received an E-Mail from lectory, just follow the invitation link and fill out the registration form. You will be registered as a teacher / curator – giving you special rights in lectory.

lectory ist an „Invitation only" platform – with you controlling the access. You invite your students to your reading projects!

Only as a teacher you are able to invite new users – your students – to lectory. Invites to lectory require the purchase of a book from the eCommerce library, as it is only possible to invite new students to a specific reading group (for the purchased book) in lectory, rather then to invite them to the lectory in general.

After purchasing the book in the eCommerce library, you create your first project and your first reading group, thus allowing you to invite your students to the created group.

Students who are not members of lectory yet can register with their first invitation. Students who are already members of lectory just have to follow the invitation to the reading group to gain access to the respective book. Here is a quick overview of the steps required for inviting students:

Choose your book in the eCommerce library	Define the number of required voucher codes	Create project	Create / name project reading group	Invite students

All users of lectory can create reading groups for the books they have access to, but „regular users" / readers are only able to invite already registered users to their lectory reading groups. As a teacher, however, you have the right to additionally invite non-registered students to your reading groups, thus giving new students access to lectory.

This guarantees you control about access to your projects and lectory, creating a secure, non-public space for you and your students to communicate in.

lectory projects, purchase library

The „purchase library" is the book-shelf for your purchased books. Here you can create projects and project reading groups for your books. A project reading group allows you to allocate your voucher codes to your students.
For any book purchased you can create multiple project groups. New students will, however, require new voucher codes.
Furthermore, all registered members who have access to a certain book can create their own reading groups for this book.

All purchased voucher codes are assigned to a certain book and can be used for all projects created for this book.
You can find information regarding the terms of service and pricing (books/vouchers) in the information text of the respective book in the eCommerce library.

View of „My library"

Treasure Island
by Robert Louis Stevenson

👁 **Purchase history**

17/04/2017 50 Seats
25/04/2017 10 Seats

Project history
17/04/2017 Class of 2017

[Create Project]

Project Name ✕

Class of 2017

[Create]

For this project a copy of the book will be created in „my library".

Treasure Island
by Robert Louis Stevenson

📝 4 ✏ 0 💬 0

Project: Class of 2017

[Copy Project]

Last activity: 25.Jun.2017 12:07 PM
My Start Date: 17.Apr.2017
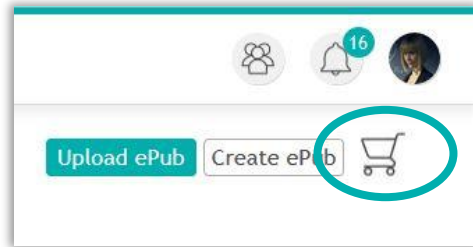Voucher's sent: 3 (2)
👥 1 Group(s) for this book ④

[Manage 60 Seats] [Invite]
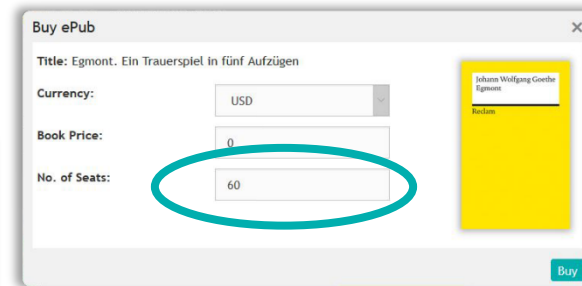
View of „purchased library"

[Read this book]

Projects, invitations and voucher codes

Here is an overview of the invitation-process:
Attention! Creating voucher codes is only possible for books that have been purchased from the eCommerce library.
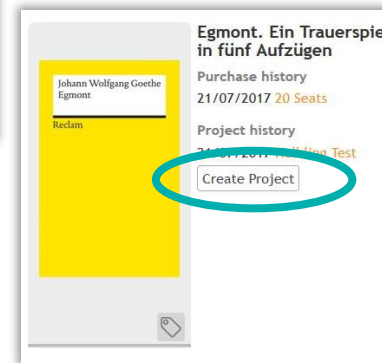
Choose a book from the eCommerce library

Enter number of voucher codes

Buy ePub

Title: Egmont. Ein Trauerspiel in fünf Aufzügen

Currency: USD

Book Price: 0

No. of Seats: 60

Johann Wolfgang Goethe Egmont
Reclam

Buy

Create project

Egmont. Ein Trauerspiel in fünf Aufzügen
Purchase history
21/07/2017 20 Seats
Project history

Create Project

Name project reading group

Project Name

Class of 2017

Create

Invite students

Project: **Class of 2017**

Copy Project

Last activity: 25.Jun.2017 12:07 PM
My Start Date: 17.Apr.2017
Voucher's sent: 3 (2)
1 Group(s) for this book 4

Manage 60 Seats   Invite

After purchasing you can find a copy of your book in your „purchase library". Here you can create a project and add a reading group to it.

You can now find a copy of the book for your project in your „personal library", ready to invite readers.
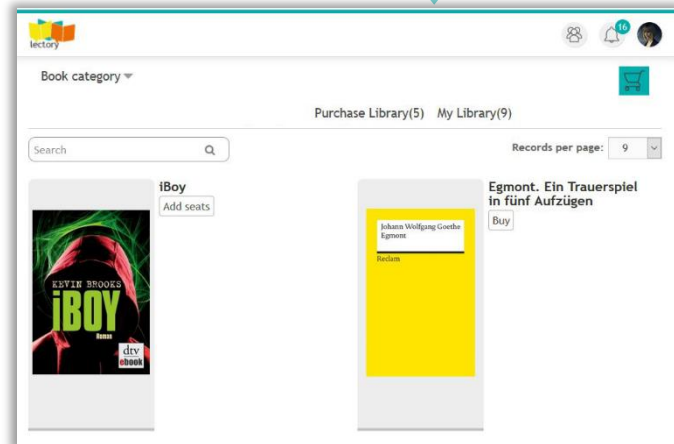
Invitation

Treasure Island
by Robert Louis Stevenson

📝 4 ✏️ 0 💬 0

Project: Class of 2017

Copy Project

Last activity: 25.Jun.2017 12:07 PM
My Start Date: 17.Apr.2017
Voucher's sent: 3 (2)
👥 1 Group(s) for this book ④

Manage 60 Seats | Invite

Read this book

Select Group ✕

Class of 2017 (1 member(s)) | Manage

← Create New Group

Class of 2017 (1 member(s)) ✕

👤 **You** (Admin) 📝 (0) ✏️ (0)

Delete group

← →

← Add Members

Invite Members to Class of 2017!

Invite registered members of lectory to your group by typing their email address or name here and select them from the list. To invite new users without a lectory user account to a book you need to be authorized to hand out voucher codes for seats in a book. For a new user just type and add the email addresses here. In both cases the users will be notified through email and notification.

Add Members (comma/semicolon separate emails)

student.one@school.com, firstname.secondname@school.com, student.three@gmail.com

Add

Invite Members to Class of 2017!

Invite registered members of lectory to your group by typing their email address or name here and select them from the list. To invite new users without a lectory user accou... just type and add the email addresses...

Add Members (comma/semicolon se...)

Type Names or Email

✉️ student.th...   ✉️ firstname....   ✉️ student.on...

Cancel | Save

Not yet registered
Students will be invited via
E-Mail with an invitation link.

Invite Members to Class of 2017!

Invite registered members of lectory to your group by typing their email address or name here and select them from the list. To invite new users without a lectory user accou... just type and add the email addres...

Add Members (comma/semicolon se...)

Type Names or Email

👤 Anton Müller

Cancel | Save

Already registered students will
be shown with their profile pic
and can be easily selected.

The invitation process:

After purchasing the book + the amount of voucher codes needed (here: 60) from the eCommerce library and creating a project (here: Class of 2017), your project can be found in your „personal library" and you can start inviting.

Clicking the „invite"-Button will start the process.

When adding members, you can select from a list of automatically suggested members, thus being already registered students, and/or add new ones by entering their E-Mail adresses. E-Mail adresses without an already exisiting lectory account can be added by clicking „add member".

lectory interface

Your personal lectory libraries

Your lectory landing page

1 Book overview
Clicking on the cover opens a book-overview with all groups and activities allocated to that book (see next page).

2 Purchased library
All book projects purchased in the eCommerce library. Here you can create new projects, i.e. for a new class.

3 My library
Your personal library is your landing page. Here you can find all currently active books and reading groups as well as your uploaded books.

4 eCommerce library
Hier you can purchase books in order to get voucher codes for your students.

5 User profile
Here you can view and modify your personal data.

6 Upload E-Book (File: ePub)
Upload your own e-Books (.epub files needed). You cannot create voucher codes for uploaded e-books. – Allowing you to only invite **already registered** (!) lectory-users to the reading groups of these books.

7 Create a lectory e-Book (File: ePub)
This option allows you to create your own (text-based) e-Books, using i.e. a word-file to copy from (copy/paste).

8 Book profile
Gives you a quick overview about:

- Title, author and activities
- Number of annotations/comments and underlines done so far
- Number of reading groups for the specific book
- "Read this book" will open the book in the current reading group

9 Tags
Add tags to categorize your book

Comment & discuss

Reading and commenting on a book

1 **Name of the current reading group and number of members**

2 **Annotations, underlines**

In this column you can find all comments and underlines, that have been made in the current group. Comments can be „liked" (Heart-Button) or replied to.
The title of the comment / underline shows the marked passage of the text to which it referrs to.

Add comments and underlines
For adding mark a text passage and choose „annotate" or „underline".

Besides text and links, videos (via Youtube® Embed Code), audios (via Soundcloud® Embed Code) and pictures (with options to edit) can be added to comments. A simple editor allows to change font size and -settings.

Comments can be easily edited by using a simple functions from the comment-box:
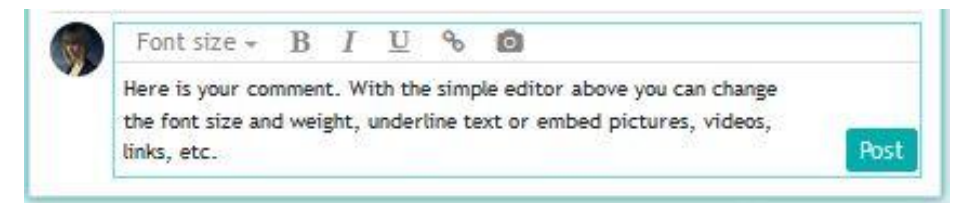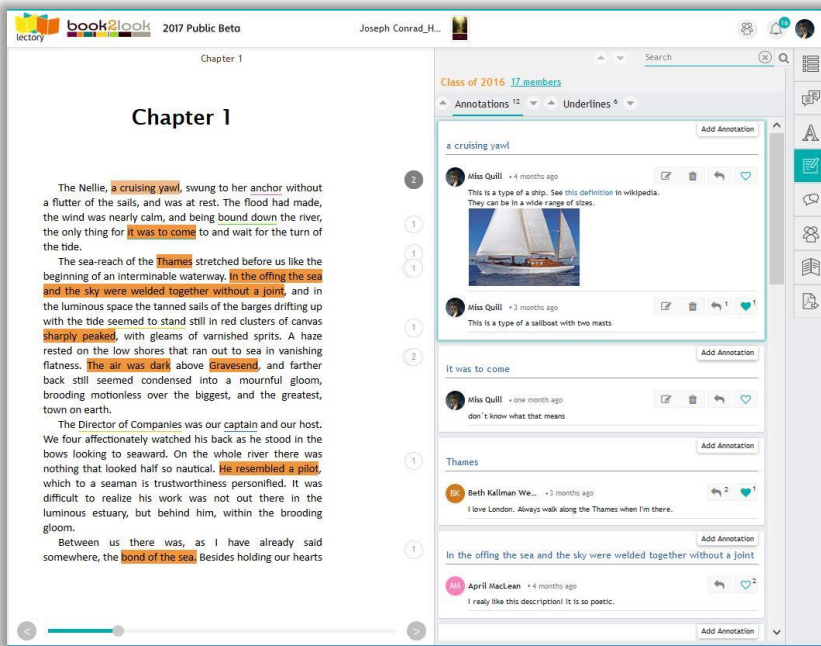
Comment & discuss

Table of contents

The annotation-timeline
All comments of the current group, sorted in chronological order, with the newest on top. Here you can navigate through the comments.

ePUB Settings
eBook-settings (font, font-size, background-color)

(un)hide column for annotations

General comments and material
Here you can find all comments regarding the book in general. Those may range from personal comments, to tasks, to extended materials and background information.

Create and Manage reading
Here you can manage reading groups or create your own reading group, inviting **already registered** students.

Reading mode
For reading without getting distracted, hiding the column for comments as well as all the highlights and underlines in the text is possible, with only the small "balloons" – showing the number of comments in the text – remaining.

EXPORT
Export all content of the column of comments (incl. all comments and underlines) as PDF-File.

Treasure Island
by Robert Louis Stevenson

📝 4 ✏️ 0 💬 0

Project: Class of 2017

Copy Project

Last activity: 25.Jun.2017 12:07 PM
My Start Date: 17.Apr.2017
Voucher's sent: 3 (2)

👥 1 Group(s) for this book ④

Manage 60 Seats | In

Read this book

Manage Seats (All projects)

57 Unused Seat(s)   ℹ️ Create lectory codes | Invite

Vouchers (3)	Voucher history	Sent to	Used by	Invitation date	Group Name	Project Name	Status	Action
8UTKd2	Rachel.Chapman@mailinator.com	Rachel.Chapman@mailinator.com		25/6/2017	Class of 2017	Class of 2017	Pending	Remove
djOofj	christine.khalaf@book2look.com		christine.khalaf@book2look.com	02/6/2017	Class of 2017	Class of 2017	Used	
QmyMVK	April.MacLean@mailinator.com		April.MacLean@mailinator.com	25/6/2017	Class of 2017	Class of 2017	Used	

Here is an overview of all voucher codes that are already assigned and used. By klicking „create lectory codes" you start the process.

book2look 2017 Public Beta
lectory

Miss Quill has invited you to join the reading group **"Class of 2017"** for this book:

Treasure Island
Project: **Class of 2017**

Your voucher code is: **LTBMFI**

This voucher entitles you to access WWW.LECTORY.IO

- Visit WWW.LECTORY.IO and select the option „Register"
- Fill out the registration form and enter your Voucher Code in the appropriate field.
- You are now a member of the lectory community.
- This voucher expires on 22 Aug, 2018

Get started now!
Scan this QR-Code to register.

PDF-page with 6 vouchers ready to cut out

Besides using the „invite" button, there is another possibility to provide students with access to a specific book in lectory. You can create printed voucher codes that you can distribute among your students, i.e. together with a copy of the book.

Therefore, it is crucial to know that all voucher codes are allocated to a certain book, not to a certain reading group. Voucher codes for a certain book can be used for any of the reading groups for this book.

When inviting through the online-tool, as mentioned above, lectory automatically assigns the voucher codes to the selected reading group. If you prefer working with printed vouchers though, you have to assign the codes manually, using the option „create lectory codes".

Although it may sound complicated, it´s actually simple and can be done with a few clicks:

1. **Manage 60 Seats**

2. **Create lectory codes**

3. Select reading group

4. Enter number of vouchers

5. Download PDF or TXT File (or choose to receive an E-Mail)

Your own books and school library

New students, who are not registered at lectory yet, can only be invited to a purchased book. To books uplaoded by yourself or to free books uploaded in the school library (school account required) only already registered students can be invited.

Here is how to invite readers to these free books:
In your personal library, open the book and klick on „manage groups". – A personal reading group with your name will be created automatically. You can now invite members to this group, or create a new group by clicking „create new group" and naming it.
Now you can enter the names of already registered students and select the members you want to invite amongst the profiles shown.
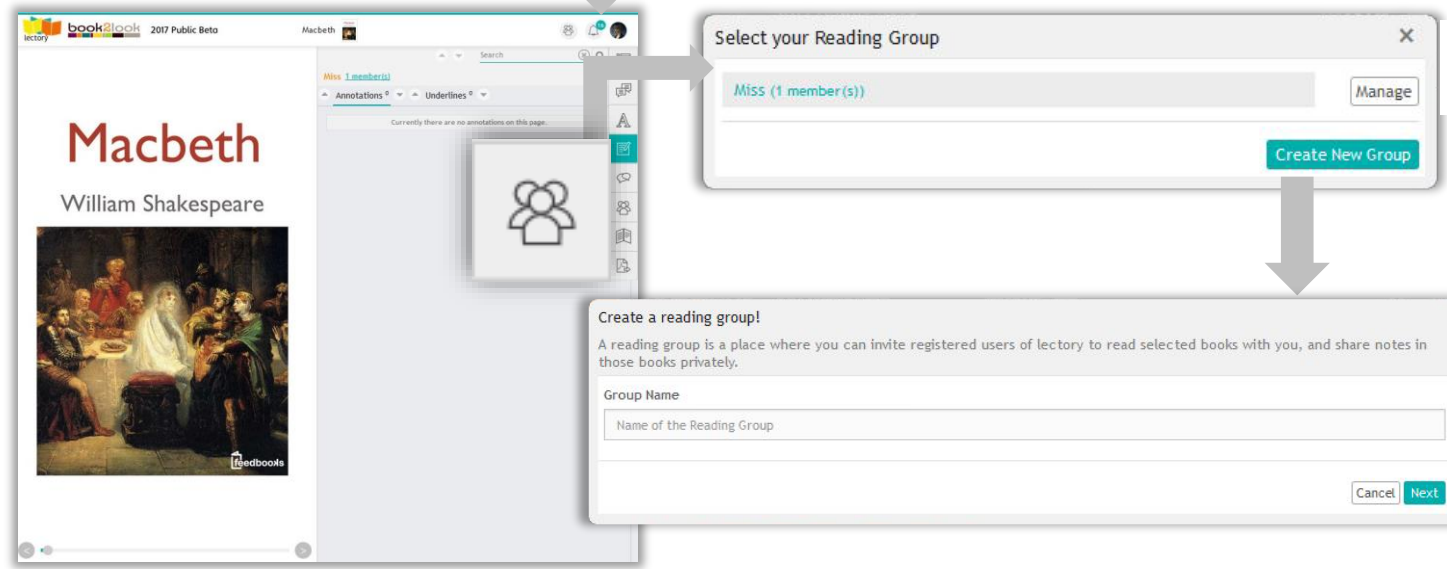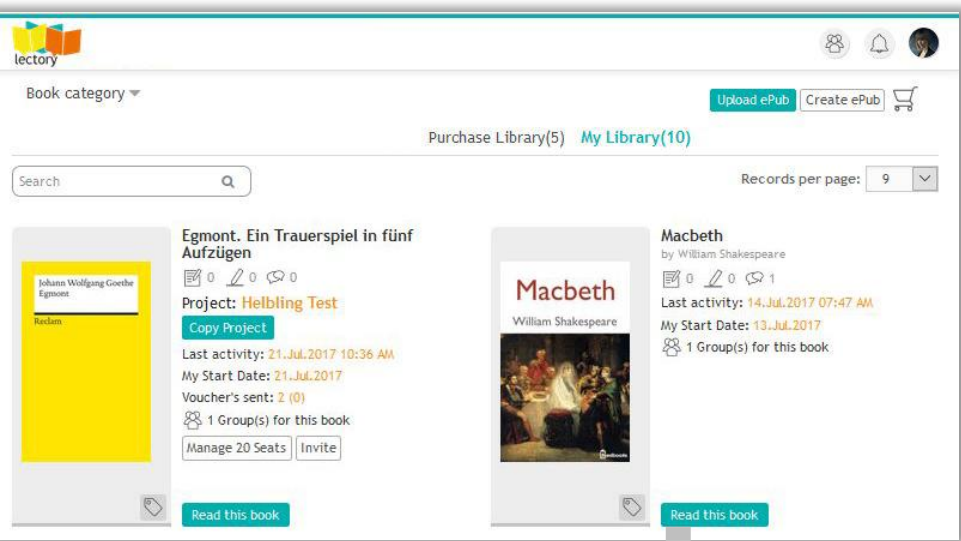
If you enter an E-Mail-adress that is not connected with a lectory-account yet, you will be notified immeadiately. Invited students receive an E-Mail and/or a notification directly in lectory.
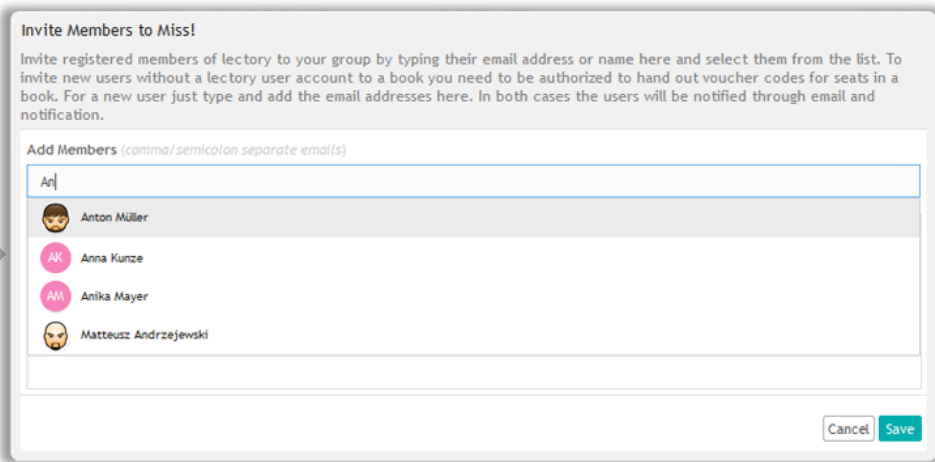
Book overview

An easy way to get an overview of all activities in a book throughout all groups is clicking on the book overview. Therefore, in your personal library simply click on the cover of your book.

In the book overview you can see all activities throughout all the groups that you are member in. New activities (comments, underlines) are shown above the respective total number. Taking a look at the example shown here, 9 comments have been made in the group named „Read & Meet June 2017", 7 of them since you opened the overview the last time. By clicking the button **Mark all as Read** you reset the number of new comments to 0.

The „all-annotations"-timeline shows all comments throughout the groups. By clicking on a comment you go directly to the comment in the book, entering the reading group in which it has been made.