# BibliU Quick Reference Guide:

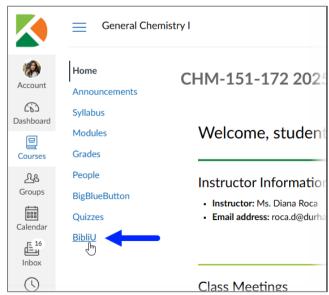
## Accessing BibliU & eBooks:

- Log into Canvas
- You have 2 options to access BibliU
  - o Click on the BibliU icon on the Global Navigation Menu in Canvas

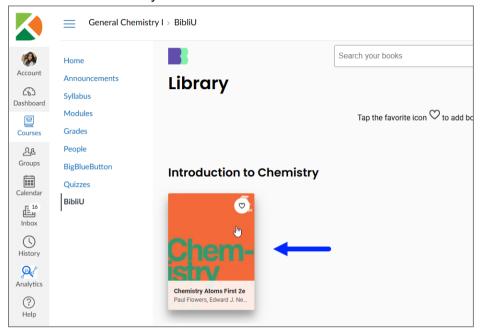


### OR

- Select your course from the Dashboard
- o Click on the tab for BibliU while in the course



- Course materials will populate automatically for all classes using BibliU. If the
  materials do not automatically populate, go to each course you are enrolled in and
  click on the bookshelf. Once that is done, all books for all courses should populate in
  your bookshelf.
- Select the eBook that you want to use



• Some of the features for using your eBook are below with icon explanations

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0	Annotations: Highlights & Comments	<u>Aa</u>	Display options: Text font, size, color, etc.	ô(	Read aloud feature
000	More options: Favorite, read offline, references, help				

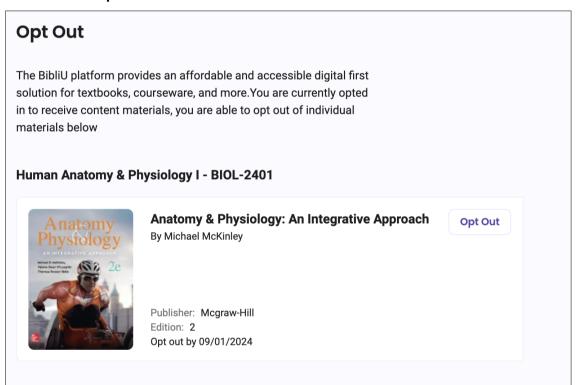
#### **Opting Out:**

If you wish or need to receive resources in another manner other than what BibliU offers, you can use the simple opt-out process provided here.

• Once you have accessed BibliU, select Manage at the top of the screen



• Then click on **Opt-out** for the desired resource



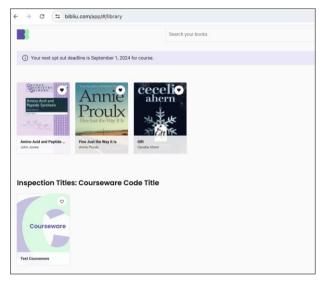
 You will then be prompted to select a reason and click continue to be opted out of receiving your materials via Equitable Access (EA).



 Students can choose to opt back in using the same directions until the date indicated on their home screen

#### **Accessing Courseware (Coded):**

• Once you have accessed BibliU select the Courseware that you are wanting to use:



- Every student has a unique code and only needs to be used one time when initially
  accessing the courseware. Following initial access, the code will be stored and will
  not need to be used again.
- Copy your code so you can use it on the publisher site (once you click "publisher's site" or "Copy code," BibliU will automatically open a second tab for you that takes you straight onto the publisher's website or will provide you with instructions to go back to your LMS).
- Finally, please click on the last hyperlink, at the bottom of the page, to be able to view instructions on how the code is redeemed.
- Follow the instructions to activate your Courseware product
- \*\*For Pearson, please note that you will navigate back to Canvas to enter your codes into the link provided by your professor to Pearson MyLabs.

#### **Accessing Courseware (LTI):**

 Each publisher has their own resources for setting up their LTI integrated courseware, such as Pearson MyLabs, Cengage Mindtap, and McGraw Hill Connect.
 If you need help setting these resources up in your course, please contact the Bookstore, refer to the Faculty How-To Guide, or the publisher's website for more information.