

Loyola Press Digital Textbook

USER MANUAL



Loyola Press Digital Textbook

USER MANUAL

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Helpful Tips

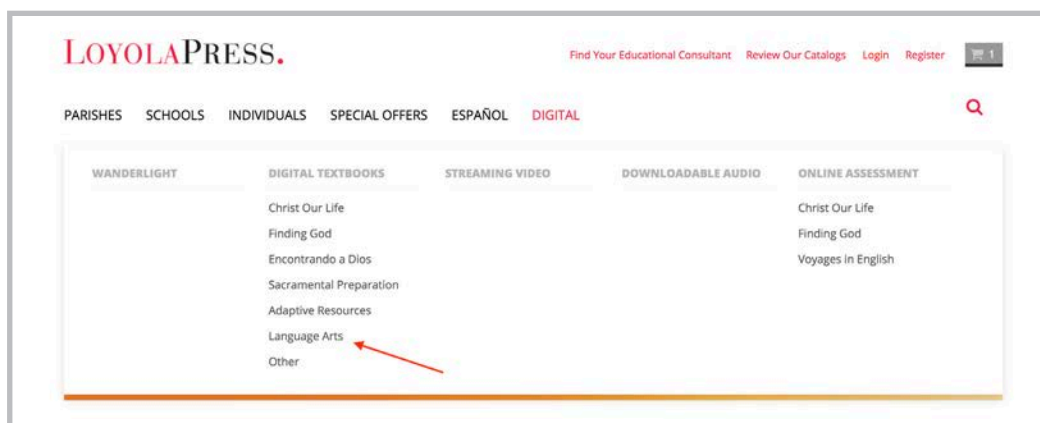
- ▶ Loyola Press recommends using the most recent release of the following web browsers when using digital textbooks:
 - Mozilla Firefox
 - Google Chrome
 - Microsoft Internet Explorer
 - Microsoft Edge
- ▶ Performance issues can often be resolved by clearing your browser's browsing data, such as cookies and cache files.
- ▶ Because only one Administrator account is provided, we suggest the following method for organizing student edition books across multiple teachers and classrooms.
 - Choose a grouping identifier, such as teacher initials, class number, or meeting time.
 - Use this identifier before the Student's name entered in the Name field.
 - For example, for the teacher Mary Smith, you might enter each of the students' names preceded by "MS"; e.g., MS Robert Dawson, MS Rosaria Soto, etc.
 - Print and distribute the student edition credentials.
- ▶ To make it easier for the students to remember their login Username and Password, you can enter an Alternate Username, e.g., "janedoe" and an Alternate Password, e.g., "jane123".

Purchasing Digital Textbooks

Loyola Press digital textbooks can be purchased in two ways. You can call Customer Service at 800-621-1008 to speak to a Loyola Press representative or you can log into the Loyola Press online store at store.loyolapress.com:



► Click the link to **"Digital"** and you be presented with Loyola Press's digital textbook offerings:



► **After clicking the desired product,** you will be presented with your purchasing options:

LOYOLAPRESS.

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1

PARISHES

SCHOOLS

INDIVIDUALS

SPECIAL OFFERS

ESPAÑOL

DIGITAL

HOME > DIGITAL > DIGITAL TEXTBOOKS > LANGUAGE ARTS

Digital Textbooks

19 Products

Christ Our Life

Finding God

Encontrando a Dios

Sacramental Preparation

Adaptive Resources

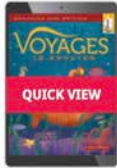
Language Arts

Other

Narrow By

Language

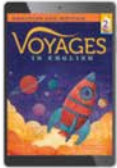
☐ English



2018 Voyages in English:
Student Edition - Grade 1
(Digital)

★★★★★

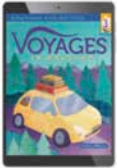
\$24.95



2018 Voyages in English:
Student Edition - Grade 2
(Digital)

★★★★★

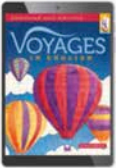
\$24.95



2018 Voyages in English:
Student Edition - Grade 3
(Digital)

★★★★★

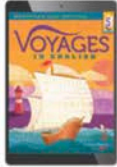
\$18.95



2018 Voyages in English:
Student Edition - Grade 4
(Digital)

★★★★★


\$18.95



2018 Voyages in English:
Student Edition - Grade 5
(Digital)

★★★★★

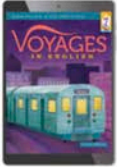
\$18.95



2018 Voyages in English:
Student Edition - Grade 6
(Digital)

★★★★★

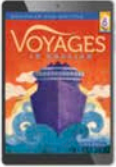
\$18.95



2018 Voyages in English:
Student Edition - Grade 7
(Digital)

★★★★★

\$18.95



2018 Voyages in English:
Student Edition - Grade 8
(Digital)

★★★★★

\$18.95

3 Loyola Press Digital Textbooks | USER MANUAL

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- **During checkout**, you will be asked to select the number of books you want to purchase. The amount you select will correspond to the number of student licenses you will find in your administrative account after the purchase process is complete:

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0

[VIDEO GAME](#) [PARISHES](#) [SCHOOLS](#) [INDIVIDUALS](#) [SPECIAL OFFERS](#) [ESPAÑOL](#) [DIGITAL](#)

Q

[HOME](#) > [DIGITAL](#) > [DIGITAL TEXTBOOKS](#) > [LANGUAGE ARTS](#) > [2018 VOYAGES IN ENGLISH: STUDENT EDITION - GRADE 5 \(DIGITAL\)](#)



2018 Voyages in English: Student Edition - Grade 5 (Digital)

★★★★★ (0) No Reviews yet

\$18.95

ISBN: 978-0-8294-4604-3

Quantity

5

ADD TO CART

ADD TO WISHLIST

f

t

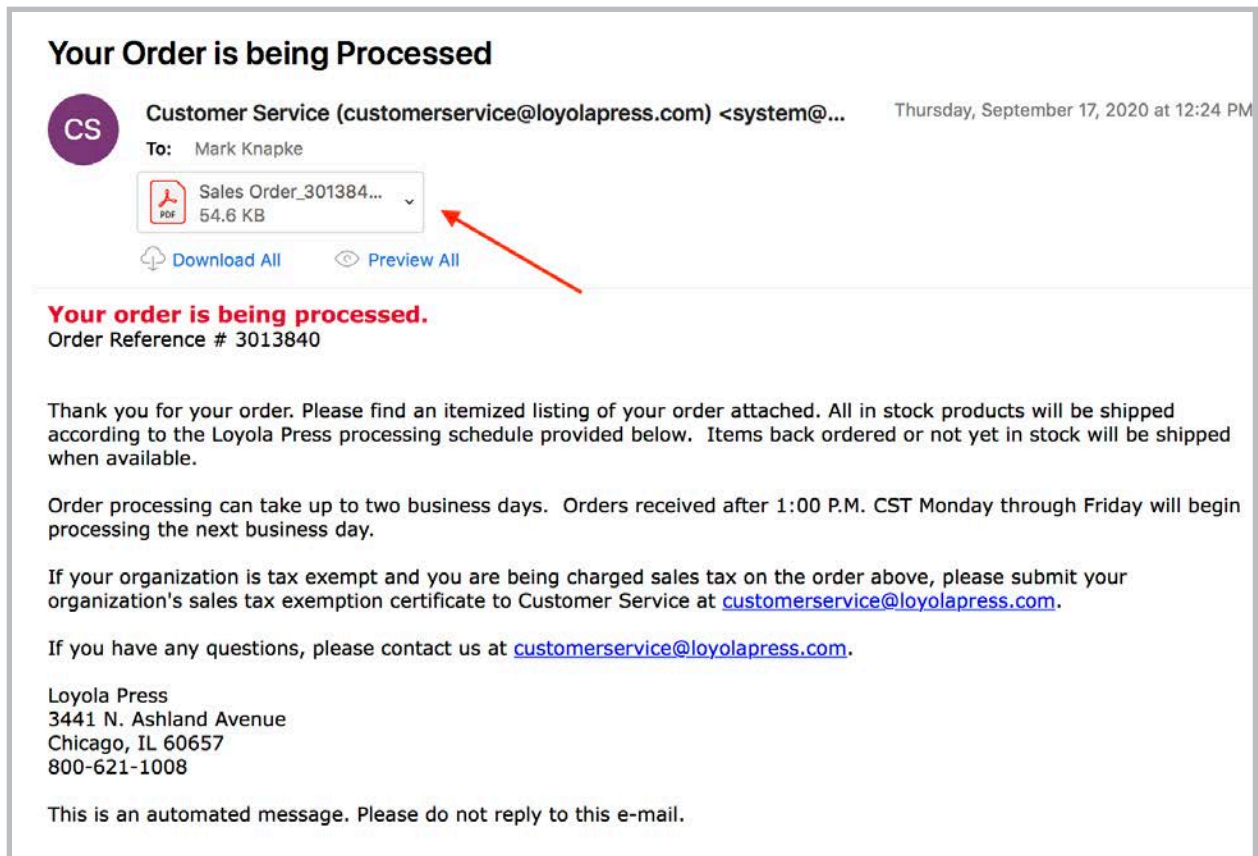
m

+

Description

The digital student edition of *Voyages in English* helps build the confidence and skill required to communicate purposefully through writing and proper grammar. The digital student edition provides students with key skills in writing, grammar, usage, and mechanics while offering practice opportunities essential for mastery. The digital edition allows students to annotate, highlight, and take notes.

- **Once you have successfully purchased a digital textbook** you will receive an email confirming your purchase. This email will also have attached an itemized receipt showing specifically which products you have purchased:



- **After your order has been processed,** you will receive an additional email. This email will contain your username and password as well as a link to digital textbook login screen:

From: Digital <digital@loyolapress.com> on behalf of Digital
Sent on: Friday, July 2, 2021 3:53:31 PM
To: Mark Knapke
Subject: Your Digital Textbook Access from Loyola Press

LOYOLAPRESS.

Thank you for your digital book order from Loyola Press. Below you will find your administrator username, password, and a link that will take you to your log in information for your students. Please note that the student accounts will not become active until 8-1-2021.

Username: ABC123

Password: ABC123

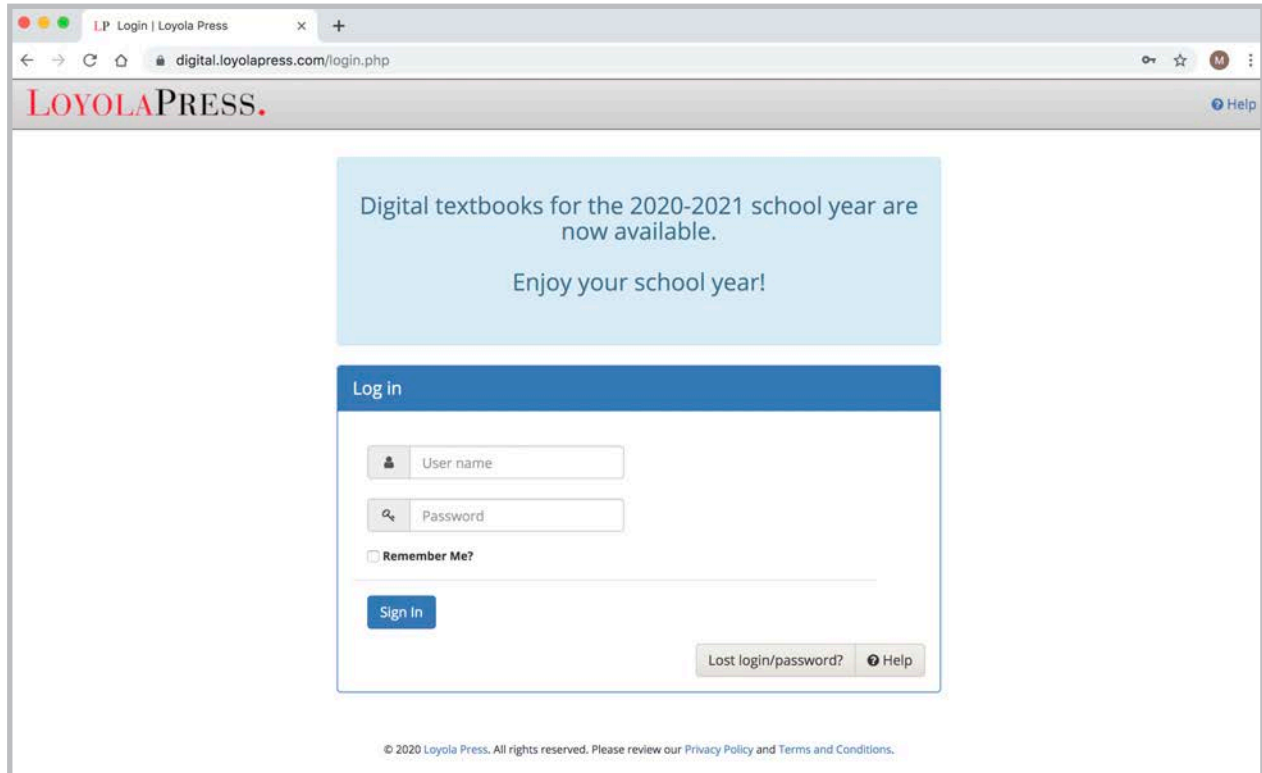
Log in here: <http://digital.loyolapress.com> and choose Registered Licensees to view your license information.

For help setting up and using your admin account, see the help document at <https://digital.loyolapress.com/admin-help.html>

If you have any problems or questions, please contact us at:
techsupport@loyolapress.com

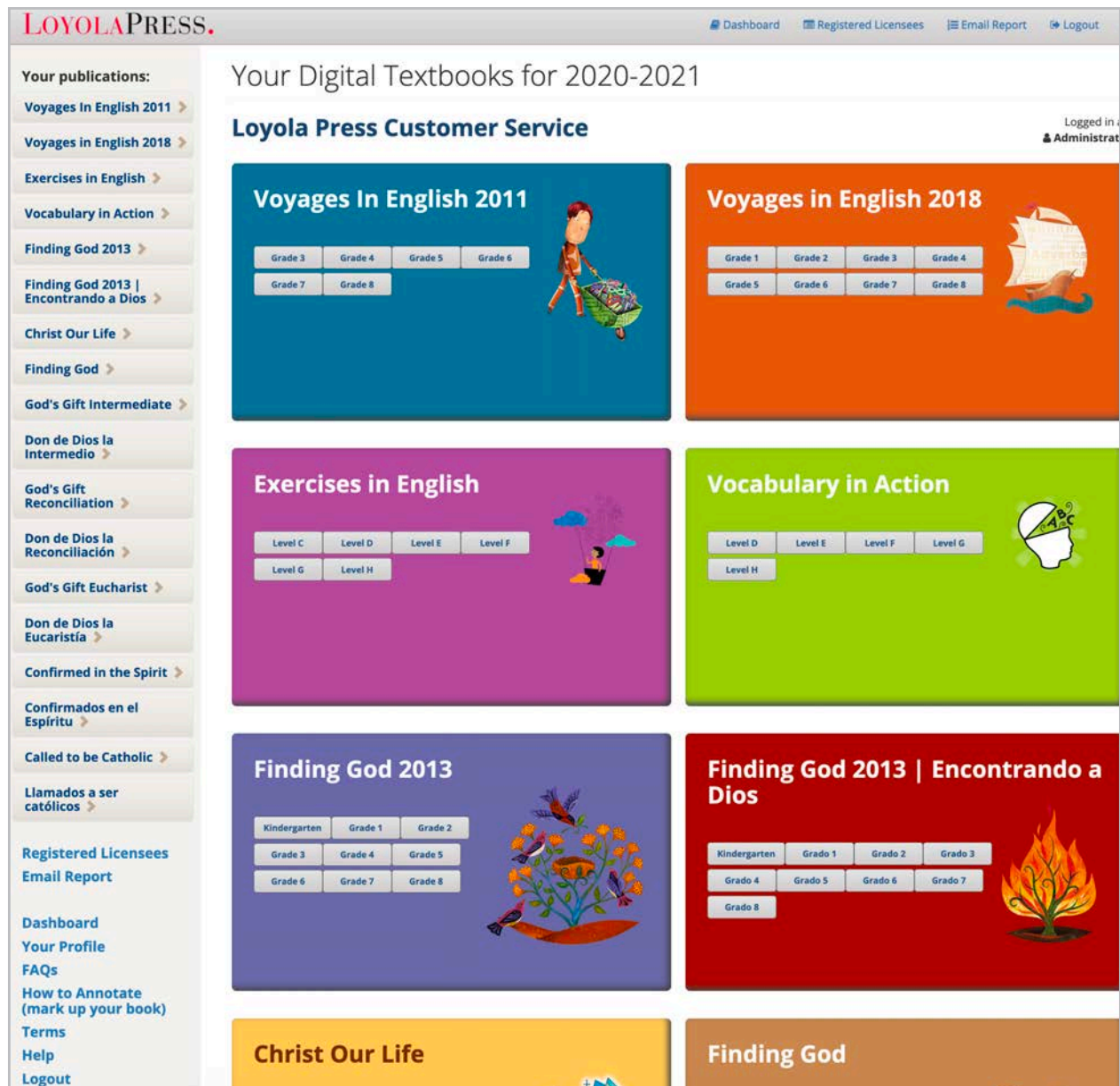
Logging In

To log into Loyola Press digital textbooks, enter the username and password provided to you by customer service:

A screenshot of a web browser displaying the Loyola Press login page. The browser's address bar shows "digital.loyolapress.com/login.php". The page features the Loyola Press logo at the top left and a "Help" link at the top right. A light blue announcement box in the center states: "Digital textbooks for the 2020-2021 school year are now available. Enjoy your school year!". Below this is a "Log in" section with a blue header. It contains two input fields: "User name" with a person icon and "Password" with a magnifying glass icon. There is a "Remember Me?" checkbox below the password field. A blue "Sign In" button is positioned below the "Remember Me?" checkbox. To the right of the "Sign In" button are two links: "Lost login/password?" and "Help". At the bottom of the page, a small copyright notice reads: "© 2020 Loyola Press. All rights reserved. Please review our Privacy Policy and Terms and Conditions."

After you click "Sign In," you will be taken to the User Agreement page. Read the information and click "I Agree" to proceed.

If you misplace your login information, click the "Lost login/password?" button. This button will bring you to the Support page where you can request assistance.



- **Once you are logged in**, you will be presented with the digital textbook dashboard. Your dashboard will display the digital textbooks you have purchased in two ways. You will see your purchases in a list in the left sidebar as well as in detailed thumbnails in the center of the screen.

Managing Licenses

After logging into your account, you can view your purchases and manage the licenses associated with your purchases by clicking on the “Registered licensees” link in the sidebar:

LOYOLAPRESS. [Dashboard](#) [Registered Licensees](#) [Email Report](#) [Logout](#) [Help](#)

Your publications:

- [Voyages In English 2011](#)
- [Voyages in English 2018](#)
- [Exercises in English](#)
- [Vocabulary in Action](#)
- [Finding God 2013](#)
- [Finding God 2013 | Encontrando a Dios](#)
- [Christ Our Life](#)
- [Finding God](#)
- [God's Gift Intermediate](#)
- [Don de Dios la Intermedio](#)
- [God's Gift Reconciliation](#)
- [Don de Dios la Reconciliación](#)
- [God's Gift Eucharist](#)
- [Don de Dios la Eucaristía](#)
- [Confirmed in the Spirit](#)
- [Confirmados en el Espíritu](#)
- [Called to be Catholic](#)
- [Llamados a ser católicos](#)

Registered Licensees [Email Report](#)

Dashboard
Your Profile
FAQs
How to Annotate
 (mark up your book)
Terms
Help
Logout

Licenses

Loyola Press Customer Service Logged in as: Administrator

Users

[Orders](#) [Administrators](#) [Edit Licenses](#) [View All Licenses](#) [Directions](#)

Orders

#	Order	Product	GK	G1	G2	G3	G4	G5	G6	G7	G8	Created	Expires
1	3035795	Finding God 2013	0	0	0	0	0	0	0	1	1	Jul 19 2021	Jul 1 2022
2	3035080	God's Gift Eucharist	0	1	1	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
3	3035080	Don de Dios la Eucaristía	0	1	1	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
4	3035080	God's Gift Intermediate	0	1	0	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
5	3035080	Don de Dios la Intermedio	0	1	0	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
6	3035080	Don de Dios la Reconciliación	0	1	1	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
7	3035080	God's Gift Reconciliation	0	1	1	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
8	3035078	Llamados a ser católicos	0	1	0	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
9	3035078	Called to be Catholic	0	1	0	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
10	3035078	Confirmed in the Spirit	0	1	1	1	0	0	0	0	0	Jul 2 2021	Jul 1 2022
11	3035078	Confirmados en el Espíritu	0	1	1	1	0	0	0	0	0	Jul 2 2021	Jul 1 2022
12	3035076	Finding God 2013 Encontrando a Dios	10	10	10	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
13	3035076	Christ Our Life	10	10	10	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
14	3035076	Finding God 2013	10	10	10	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
15	3035076	Finding God	0	10	10	10	10	10	10	0	0	Jul 2 2021	Jul 1 2022
16	3035066	Vocabulary in Action	0	0	0	0	10	10	10	10	10	Jul 2 2021	Jul 1 2022
17	3035066	Voyages in English 2018	0	10	10	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
18	3035066	Voyages in English 2011	0	0	0	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
19	3035066	Exercises in English	0	0	0	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022

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Orders

The Orders tab details every Digital Text purchase you have made by order number, product title, grade level, purchase date, and expiration.

Licensees

Loyola Press Customer Service

Logged in as: **Administrator**

Users

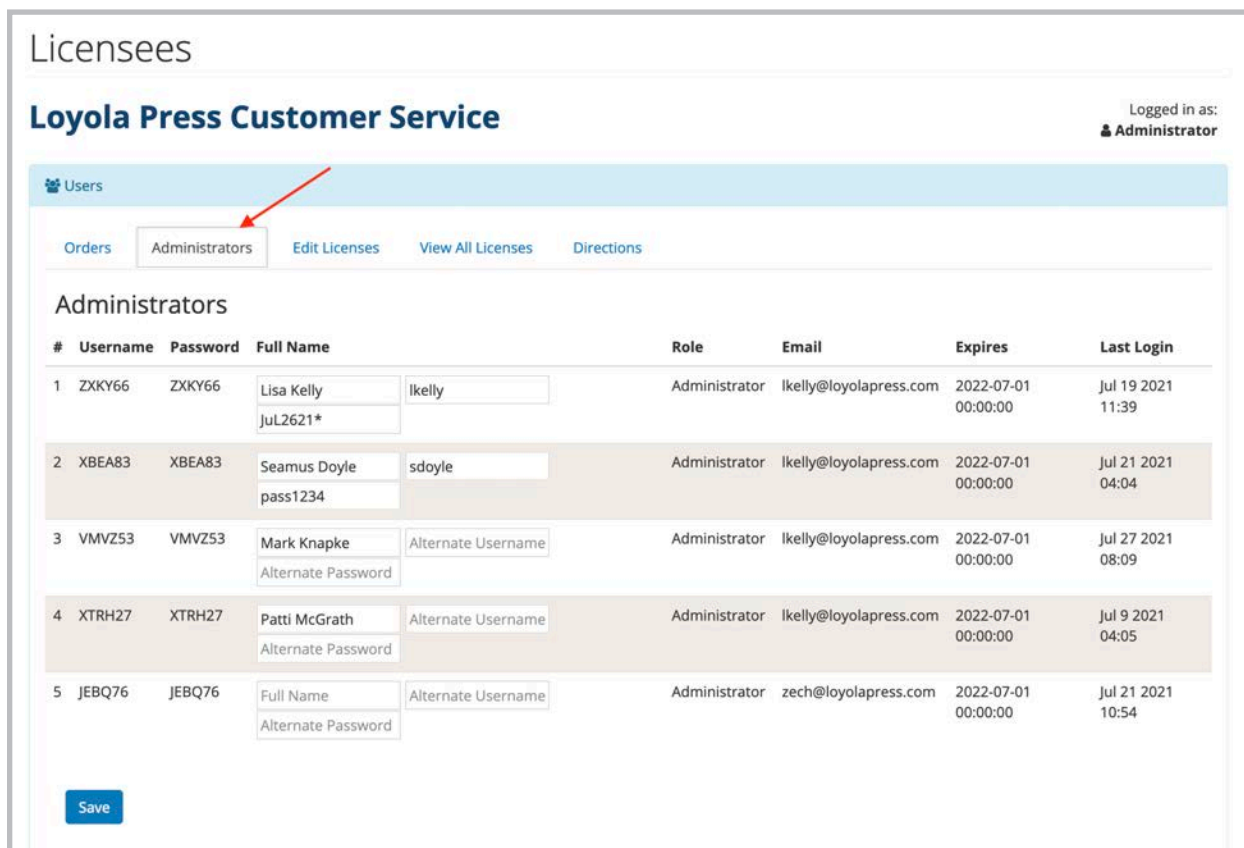
Orders Administrators Edit Licenses View All Licenses Directions

Orders

#	Order	Product	GK	G1	G2	G3	G4	G5	G6	G7	G8	Created	Expires
1	3035795	Finding God 2013	0	0	0	0	0	0	0	1	1	Jul 19 2021	Jul 1 2022
2	3035080	God's Gift Eucharist	0	1	1	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
3	3035080	Don de Dios la Eucaristía	0	1	1	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
4	3035080	God's Gift Intermediate	0	1	0	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
5	3035080	Don de Dios la Intermedio	0	1	0	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
6	3035080	Don de Dios la Reconciliación	0	1	1	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
7	3035080	God's Gift Reconciliation	0	1	1	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
8	3035078	Llamados a ser católicos	0	1	0	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
9	3035078	Called to be Catholic	0	1	0	0	0	0	0	0	0	Jul 2 2021	Jul 1 2022
10	3035078	Confirmed in the Spirit	0	1	1	1	0	0	0	0	0	Jul 2 2021	Jul 1 2022
11	3035078	Confirmados en el Espíritu	0	1	1	1	0	0	0	0	0	Jul 2 2021	Jul 1 2022
12	3035076	Finding God 2013 Encontrando a Dios	10	10	10	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
13	3035076	Christ Our Life	10	10	10	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
14	3035076	Finding God 2013	10	10	10	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
15	3035076	Finding God	0	10	10	10	10	10	10	0	0	Jul 2 2021	Jul 1 2022
16	3035066	Vocabulary in Action	0	0	0	0	10	10	10	10	10	Jul 2 2021	Jul 1 2022
17	3035066	Voyages in English 2018	0	10	10	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
18	3035066	Voyages In English 2011	0	0	0	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022
19	3035066	Exercises in English	0	0	0	10	10	10	10	10	10	Jul 2 2021	Jul 1 2022

Administrators

The Administrator tab allows you to manage the licenses of those assigned to the role of administrator. Administrators are provided usernames and passwords when a digital textbook purchase is processed by Loyola Press (See page XXX). However, you may want to assign login information that is more familiar or easier to remember. To do so, you simply enter the desired information in the fields provided:



Licensees

Loyola Press Customer Service

Logged in as: Administrator

Users

Orders Administrators Edit Licenses View All Licenses Directions

Administrators

#	Username	Password	Full Name	Role	Email	Expires	Last Login
1	ZXKY66	ZXKY66	Lisa Kelly Jul2621*	Administrator	lkelly@loyolapress.com	2022-07-01 00:00:00	Jul 19 2021 11:39
2	XBEA83	XBEA83	Seamus Doyle pass1234	Administrator	lkelly@loyolapress.com	2022-07-01 00:00:00	Jul 21 2021 04:04
3	VMVZ53	VMVZ53	Mark Knapke Alternate Username Alternate Password	Administrator	lkelly@loyolapress.com	2022-07-01 00:00:00	Jul 27 2021 08:09
4	XTRH27	XTRH27	Patti McGrath Alternate Username Alternate Password	Administrator	lkelly@loyolapress.com	2022-07-01 00:00:00	Jul 9 2021 04:05
5	JEBQ76	JEBQ76	Full Name Alternate Username Alternate Password	Administrator	zech@loyolapress.com	2022-07-01 00:00:00	Jul 21 2021 10:54

Save

Note about alternative usernames and passwords: An alternative username and password must be unique to the Loyola Press system, not just unique to your institution's account. For example, if you tried to use "ABCschool7" as your alternate username, but another customer of Loyola Press is already using that same alternate username, the system will prompt you to choose a different username.

Edit Licenses

The Edit Licenses tab allows you to manage the login information for teachers and students by selecting the program title and grade level from the drop-down menus. For each student book you purchase, your Administrator account will show a randomly generated username and password.

In the example below, an administrator has purchased 10 Voyages in English Grade 8 books and assigned one license to a teacher and nine licenses to students. The administrator simply enters the students' names in each blank field and then gives each student the relevant login information. As with an Administrator account, you may also provide alternate usernames and passwords that are more familiar or easier to remember:

Loyola Press Customer Service

Logged in as: Administrator

Licenses

Users | Orders | Administrators | **Edit Licenses** | View All Licenses | Directions

Please see the Directions tab for instructions on how to edit your licenses. [Download Spreadsheet Format](#)

Select a Program and Grade to view your licenses:

Voyages in English 2018 | Grade 8

#	Username	Password	Full Name	Alternate Username	Alternate Password	Role	Email	Expires	Last Login
1	UJJC67	YFYD47	Jane Doe			Teacher	janedoe@email.com	2022-07-01 00:00:00	
2	NZDU57	SVDX64				Student		2022-07-01 00:00:00	
3	UDPG36	UBYX27				Student		2022-07-01 00:00:00	
4	FZEJ52	MJAT92				Student		2022-07-01 00:00:00	
5	VYFC33	MVDG69				Student		2022-07-01 00:00:00	
6	MFJR46	CEMS98				Student		2022-07-01 00:00:00	
7	XQUX95	DEEY74				Student		2022-07-01 00:00:00	
8	EKDT45	ZGJA33				Student		2022-07-01 00:00:00	
9	QJEN42	GGJB43				Student		2022-07-01 00:00:00	
10	SZRF44	UBGZ44				Student		2022-07-01 00:00:00	

[Save](#)

Adding Additional Licenses: If after purchasing your digital textbooks, you find that you need more licenses, you can easily purchase more. You can either purchase them in the same manner as your original purchase, either by calling customer service or through the Loyola Press web site. Your purchases are all linked to your institution, so all new purchases will be grouped with your original purchases by book title.

View All Licenses

The View All Licenses tab provides a summary view of every license you have purchased by program title and grade.

Licensees

Loyola Press Customer Service

Logged in as: Administrator

Users

[Orders](#)
[Administrators](#)
[Edit Licenses](#)
[View All Licenses](#)
[Directions](#)

Print All Licenses

Called to be Catholic

#	Username	Password	Full Name	Alt Username	Alt Password	Role	Email
1	UMXA74	HZKA76				Student	

Christ Our Life (Grade 1)

#	Username	Password	Full Name	Alt Username	Alt Password	Role	Email
1	MBPV98	JXUT65	Bob Martin	bobmartin	teacher123	Teacher	martin@saintsebastians.edu
2	NPZK66	SHTQ82	James M	jmarlin21	chicken123	Student	
3	VZJR25	XARS73	Freddie D	fdegroote23	carrots123	Student	
4	SXKH46	VFRR86	Maxine Y	myolande23	broccoli123	Student	
5	VXDQ69	AKDX43	Winnie B	wbeatrice123	doggie123	Student	
6	JCZA46	KDTB66	Sarah M	smueller445	birdie123	Student	
7	EVGM86	EJGX44	Jimmy J	jjohns33	sandwich123	Student	
8	KPSU56	ZBUC54	Drew N	dnigh999	rainbow123	Student	
9	UUUU33	XVQB47	Sassy G	sglade321	beagle123	Student	
10	XVJC24	JFVP33	Amanda N	ajeane345	boss123	Student	

Christ Our Life (Grade 2)

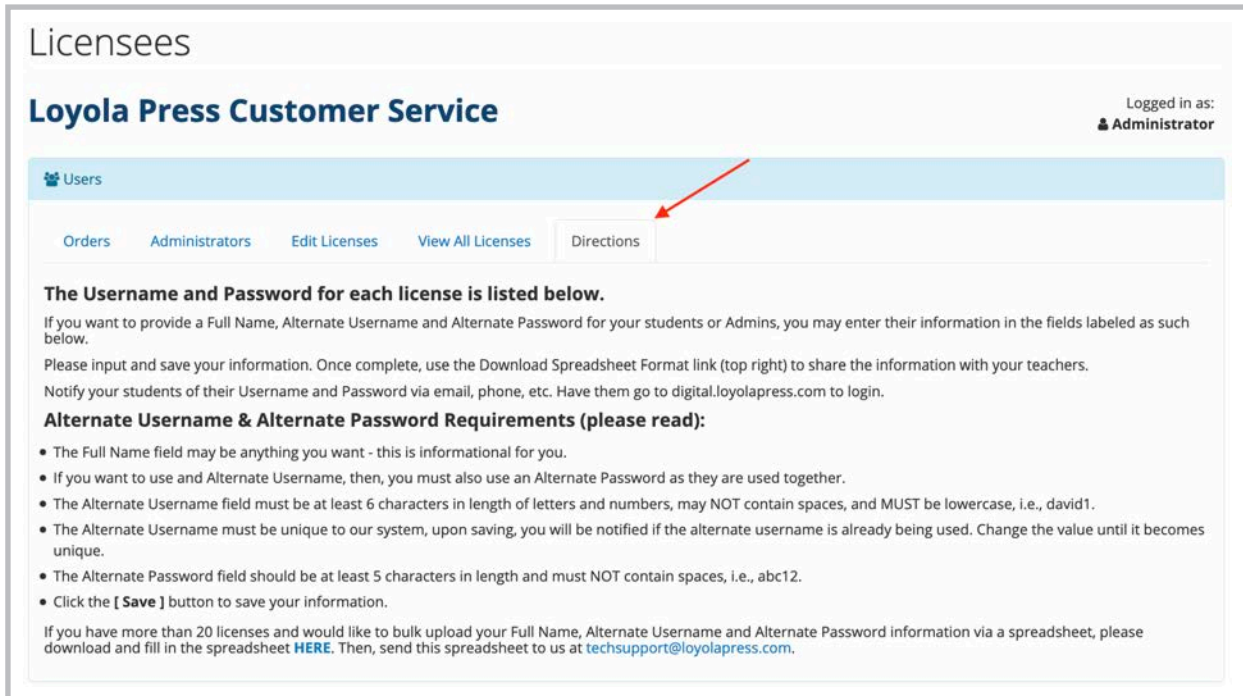
#	Username	Password	Full Name	Alt Username	Alt Password	Role	Email
1	QXCX43	DHVM88				Student	
2	CURZ33	KKYX88				Student	
3	XCPT77	HXEV74				Student	
4	JUZZ42	ZXXE94				Student	
5	USNM44	XUMH45				Student	
6	FYSZ77	QCJC77				Student	
7	CGNM46	VUEU95				Student	
8	DDSP78	DRZN33				Student	
9	ARQH38	MSFD64				Student	
10	HJPD37	CCVV74				Student	

Christ Our Life (Grade 3)

#	Username	Password	Full Name	Alt Username	Alt Password	Role	Email
1	QGDQ83	ENEA34				Student	

Directions

The Directions tab provides a quick guide for managing your purchases licenses and user logins.



Licensees

Loyola Press Customer Service

Logged in as: **Administrator**

Users

Orders Administrators Edit Licenses View All Licenses **Directions**

The Username and Password for each license is listed below.

If you want to provide a Full Name, Alternate Username and Alternate Password for your students or Admins, you may enter their information in the fields labeled as such below.

Please input and save your information. Once complete, use the Download Spreadsheet Format link (top right) to share the information with your teachers.

Notify your students of their Username and Password via email, phone, etc. Have them go to digital.loyolapress.com to login.

Alternate Username & Alternate Password Requirements (please read):

- The Full Name field may be anything you want - this is informational for you.
- If you want to use an Alternate Username, then, you must also use an Alternate Password as they are used together.
- The Alternate Username field must be at least 6 characters in length of letters and numbers, may NOT contain spaces, and MUST be lowercase, i.e., david1.
- The Alternate Username must be unique to our system, upon saving, you will be notified if the alternate username is already being used. Change the value until it becomes unique.
- The Alternate Password field should be at least 5 characters in length and must NOT contain spaces, i.e., abc12.
- Click the [**Save**] button to save your information.

If you have more than 20 licenses and would like to bulk upload your Full Name, Alternate Username and Alternate Password information via a spreadsheet, please download and fill in the spreadsheet [HERE](#). Then, send this spreadsheet to us at techsupport@loyolapress.com.

Accessing Digital Textbooks

You can access the context of a digital textbook in two ways:

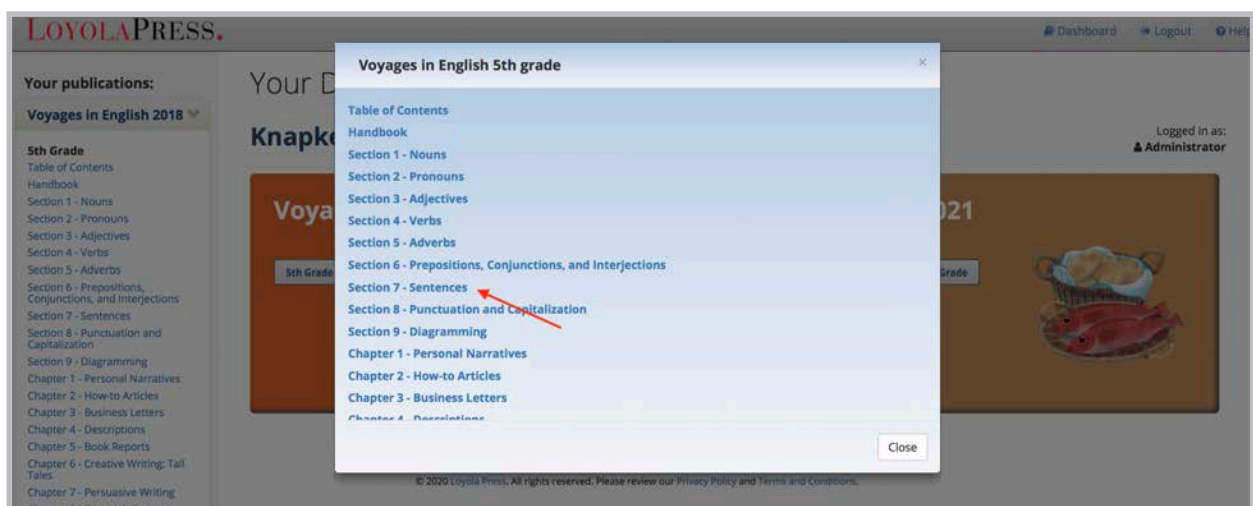


You can click on a title in the left sidebar. This will reveal the table of contents of each grade-level book you have purchased for that title. Then click on the section you would like to view.

You can also click on the grade level button in the thumbnail of the title you wish to view. This will present you with the table of contents of that grade-level book. Click on the section you wish to view:

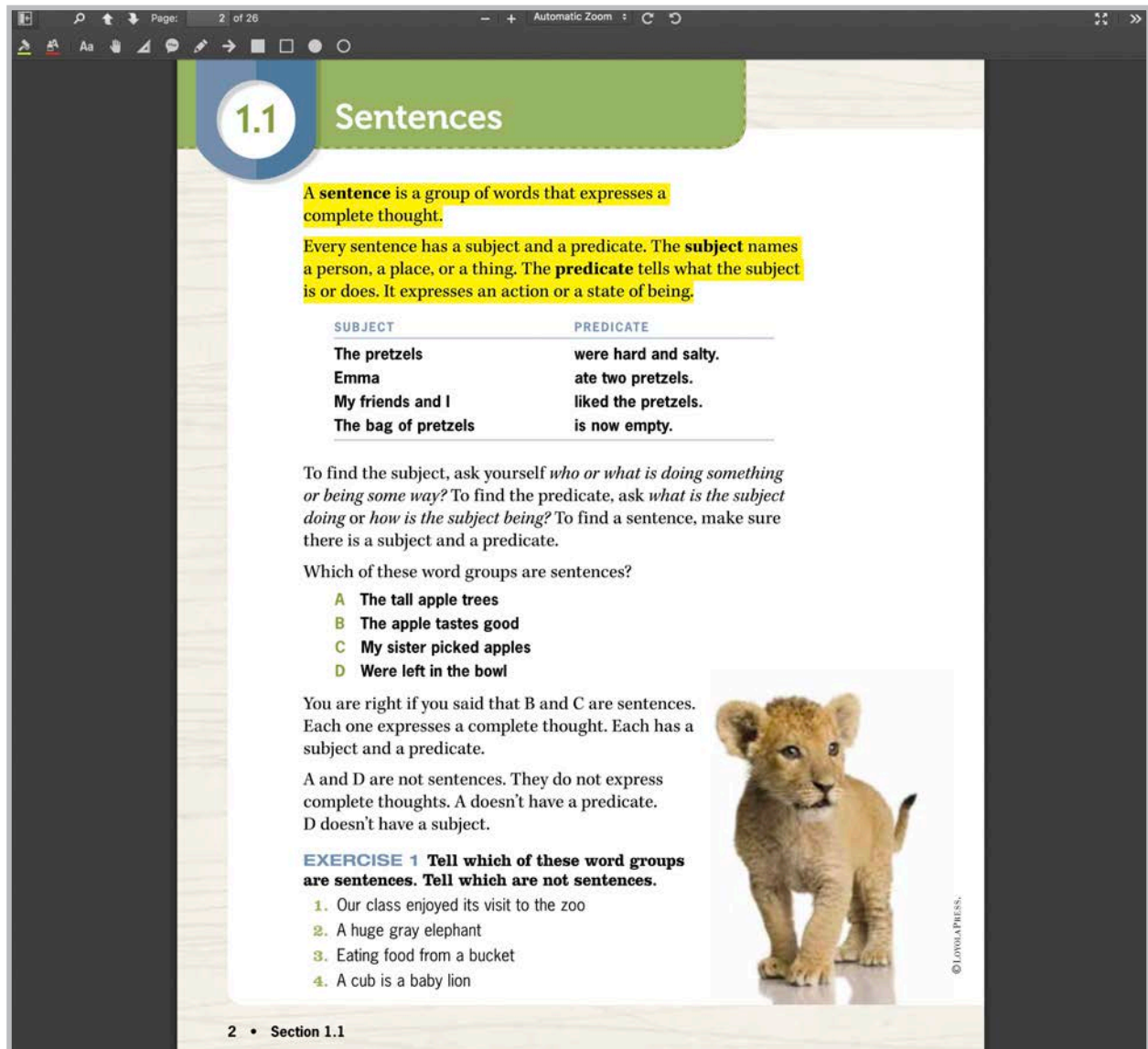


When you click on a section, the book will open in a separate browser window. Your dashboard will remain open in the original browser window so you can easily open additional books or sections and navigate the system.



Working with Digital Textbooks

When you access a digital textbook from your web browser, you see the same pages as in a printed book. The pages are framed by a variety of tools that allow you to navigate and interact with your book:



The screenshot shows a digital textbook interface. At the top, a green header bar contains the section number '1.1' in a blue circle and the title 'Sentences'. Below the header, the main content area has a light green background. The first paragraph defines a sentence: 'A **sentence** is a group of words that expresses a complete thought.' The second paragraph explains the components: 'Every sentence has a subject and a predicate. The **subject** names a person, a place, or a thing. The **predicate** tells what the subject is or does. It expresses an action or a state of being.'

SUBJECT	PREDICATE
The pretzels	were hard and salty.
Emma	ate two pretzels.
My friends and I	liked the pretzels.
The bag of pretzels	is now empty.

Below the table, a paragraph explains how to find the subject and predicate: 'To find the subject, ask yourself *who or what is doing something or being some way?* To find the predicate, ask *what is the subject doing or how is the subject being?* To find a sentence, make sure there is a subject and a predicate.'

Which of these word groups are sentences?


- A The tall apple trees
- B The apple tastes good
- C My sister picked apples
- D Were left in the bowl

You are right if you said that B and C are sentences. Each one expresses a complete thought. Each has a subject and a predicate.

A and D are not sentences. They do not express complete thoughts. A doesn't have a predicate. D doesn't have a subject.

EXERCISE 1 Tell which of these word groups are sentences. Tell which are not sentences.

1. Our class enjoyed its visit to the zoo
2. A huge gray elephant
3. Eating food from a bucket
4. A cub is a baby lion


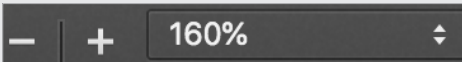


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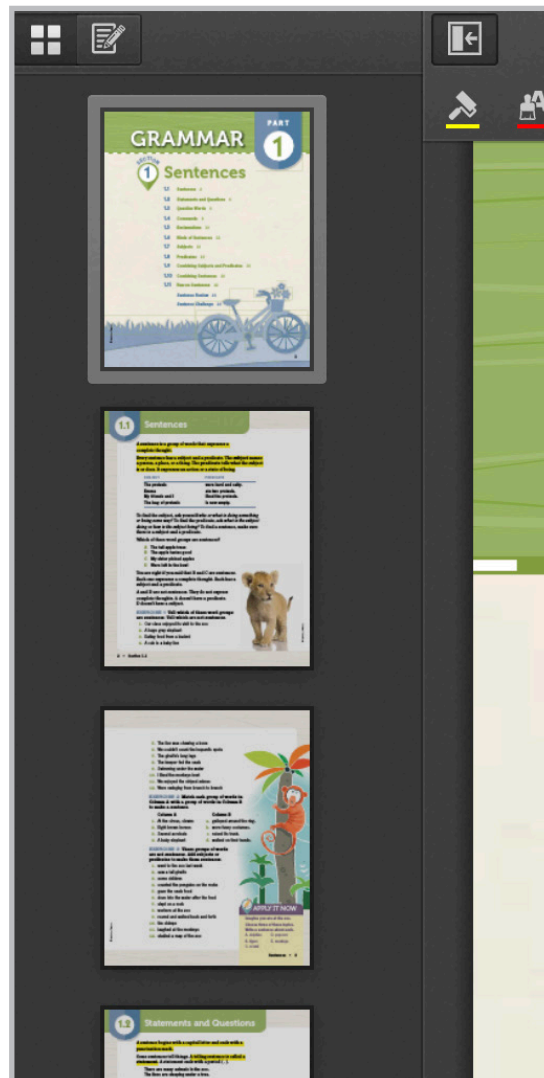
Page Navigation

The navigation tools in the top row of the toolbar at the top of the screen allow you to navigate through your digital textbook

	The sidebar toggle reveals the sidebar column.
	The search tool allows you to search for specific terms.
	The page advance buttons allow you to advance forward or backward one page at a time.
	The page tool shows you which page you are presently viewing and allows you to advance to a specific page number.
	The zoom tool allows you to enlarge or shrink the size of the page.
	The rotate tool allows you to rotate the page on screen either clockwise or counterclockwise.
	The presentation mode toggle allows you to hide your computer's desktop and view a book in full screen.
	The Tools button reveals Go to buttons , which allows you to advance to the first page or last page of a book section.

The Sidebar



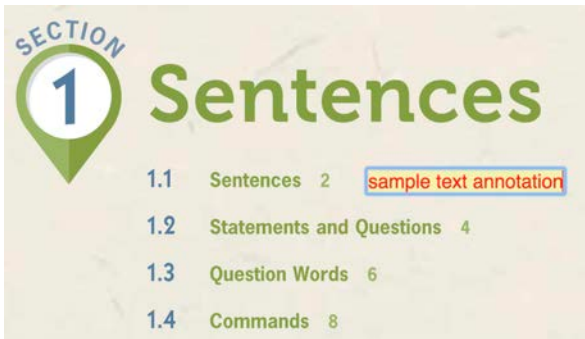
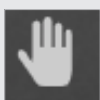
The sidebar allows you to view the pages of a digital textbook as a list of thumbnails for easy, at-a-glance navigation. Simply scroll through the list and click on the thumbnail of the page you want to view:



1. Click the sidebar toggle to reveal the sidebar.
2. Click the Show Thumbnails button to reveal the page thumbnails.

Page Annotation

The annotation tools in the bottom row of the toolbar at the top of the screen allow you to add comments and other annotations to the pages of a digital textbook.

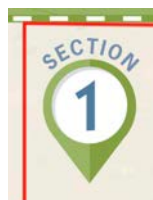
	<p>The background color button indicates the highlight color as well as the background color of text boxes. To change the background color, click the button and select a new color from the pop-up window.</p>
	<p>The foreground color button indicates the color of text annotations as well as the color of line markings (such as boxes, circles, and arrows). To change the foreground color, click the button and select a new color from the pop-up window.</p>
	<p>The text tool allows you to annotate a page with text. Text annotations are most suitable for shorter comments.</p> 
	<p>The hand tool provides another way to scroll pages. Click the hand tool button, then click and drag a page up or down.</p>



The **area tool** allows you to draw a shape around a designated area using straight connecting lines.



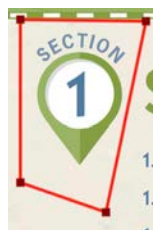
1. Click the area tool.
2. Click where you want the first line to begin.
3. Click where you want the first line to end.



4. Click where you want the second line to end. The line will always begin where the last line ended.










5. Repeat this process until you have enclosed the desired area. The last line must end where the first line began so a closed shape is drawn.



6. To change the shape's dimensions, click on the shape so you see small boxes where the lines intersect.

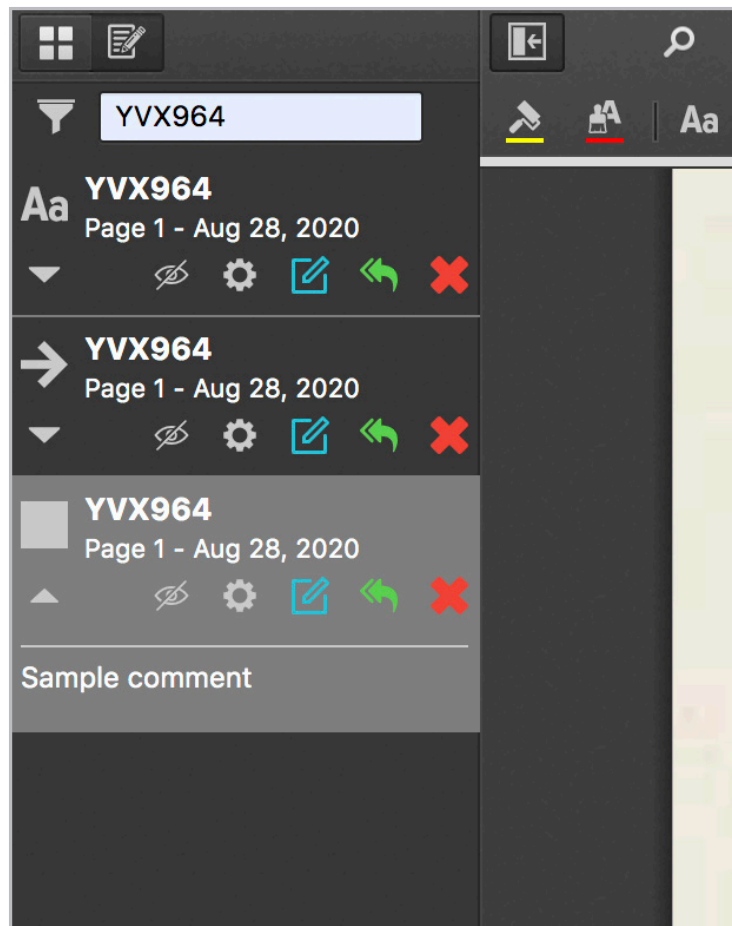


7. Click on the desired box and drag it into a new position. Repeat until the desired new shape is formed.

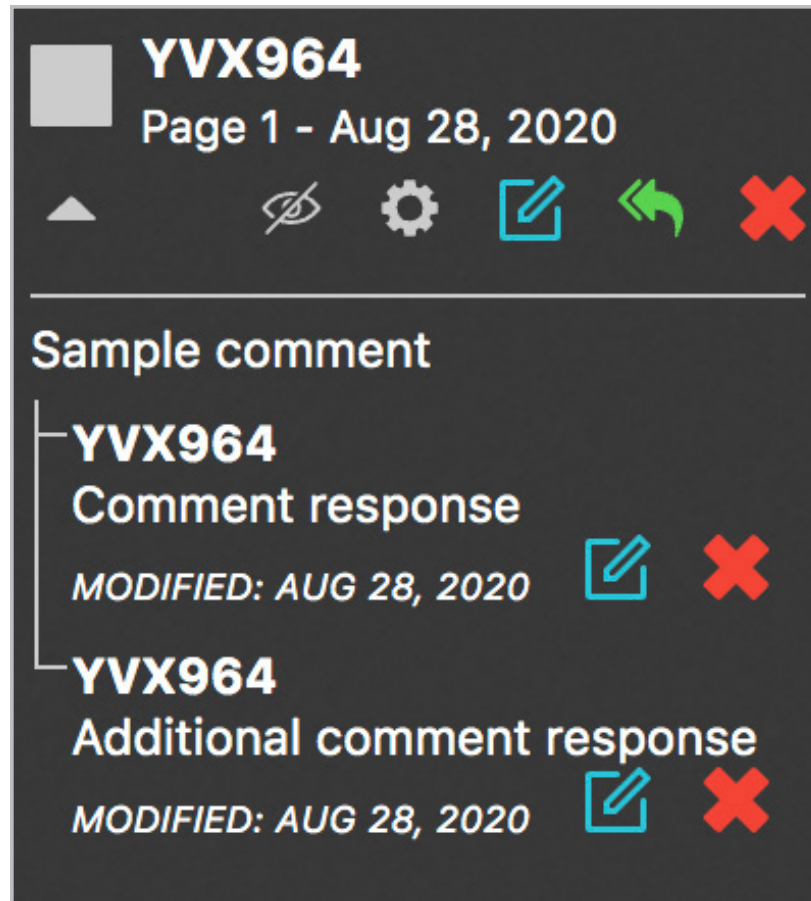
	The Sticky notes allow you to leave annotations on a page. Sticky notes are most suitable for longer or detailed comments.
	The draw tool allows you to use your computer mouse as a pencil and draw lines on a page. Click the draw tool. Then click on the page where you would like the line begin and drag your cursor.
	The arrow tool allows you to draw straight-line arrows on a page. Click the arrow tool. Then click on the page where you would like the arrow to begin and drag your cursor to where you would like the arrow to point. You can reposition the arrow on the page or change where it points by double-clicking and dragging the arrow.
	The highlight tool allows you to draw a translucent box that is filled with a color of your choice. Click the highlight tool, then click and drag on the page where you would like the highlight located. Double click the highlight to reposition or resize the highlight or to change the fill color.
	The box tool allows you to draw a transparent box outline. Click the box tool, then click and drag on the page where you would like the box located. Double click the box to reposition or resize the box or to change the outline color.
	The circle fill tool allows you to draw a translucent circle that is filled with a color of your choice. Click the circle fill tool, then click and drag on the page where you would like the circle located. Double click the circle to reposition or resize it or to change the fill color.
	The circle stroke tool allows you to draw a transparent circle outline. Click the circle stroke tool, then click and drag on the page where you would like the circle located. Double click the circle to reposition or resize the circle or to change the outline color.
	The erase tool reveals the sidebar with a list of any annotations that have been made, allowing you to easily review them.
	The email teacher tool reveals a pop-up window that allows the student to communicate the progress of an assignment directly to the teacher.

The Sidebar

In addition to allowing you to view the pages of a digital textbook as a list of thumbnails, the sidebar allows you to edit and comment on annotations.



1. Click the sidebar toggle to reveal the sidebar.
2. Click the Show Annotations button to reveal the page thumbnails.



Every annotation creates an entry in the sidebar, which allows you to respond to that individual entry in a variety of ways:

1. This identifies the user and matches the username used to login to the account.
2. This identifies the type of annotation (in this case, a highlight box).
3. Clicking this reveals comments that have been made on an annotation.
4. Clicking this hides or reveals the annotation on the page without deleting it. This can be toggled on or off as needed.
5. Clicking this reveals the properties of the annotation, such as background and foreground color.
6. Clicking this allows you to make a comment on an annotation or edit an existing comment.
7. Clicking this allows you to respond to respond to a comment.

User Communication

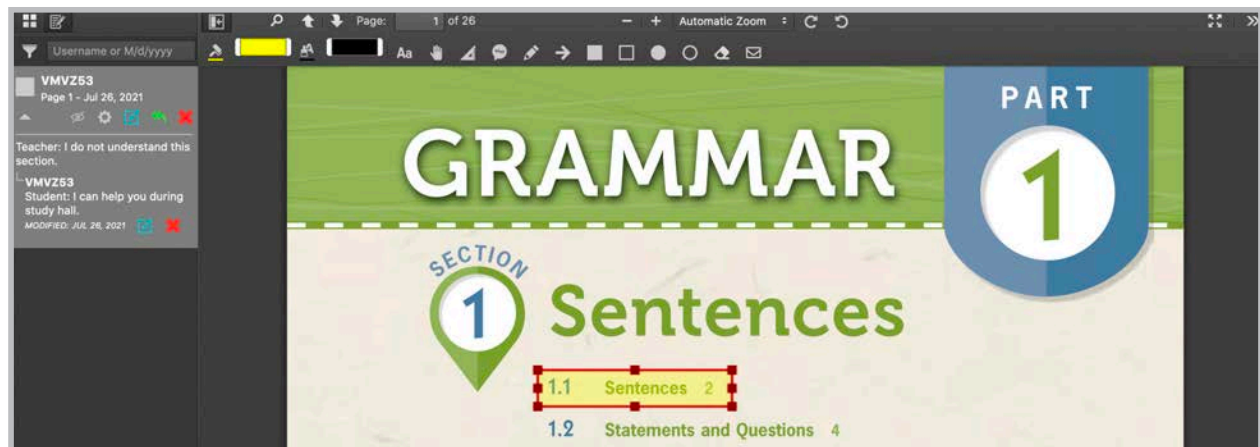
Digital textbooks offer a variety of annotation tools, which can be used to take notes or communicate with students. These annotation tools are managed within the sidebar.

Choose Your Communication Style

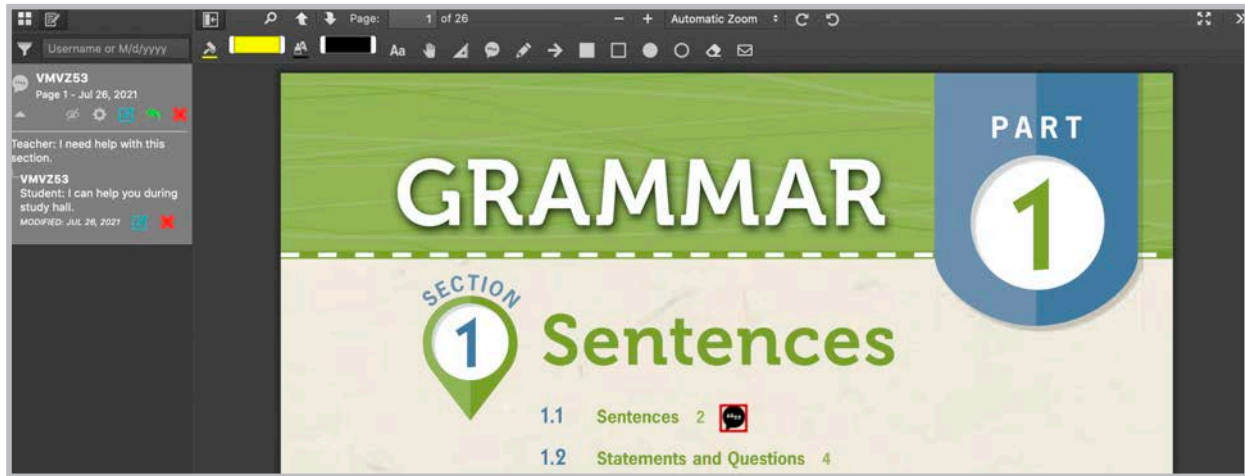
It is important to note that each digital textbook license allows only one user ID and for only one user to login at a time. In addition, some of the annotation tools may be too difficult or advanced for younger students to use effectively. Therefore, you will need to determine how you would like to communicate, evaluate the skill level of the students in your organization, and establish a method of communicating between teachers and students that clearly identifies a commenter's identity and accounts for users' skill level.

Option 1

For adults and more advanced students, the commenting feature available in the sidebar may be appropriate:

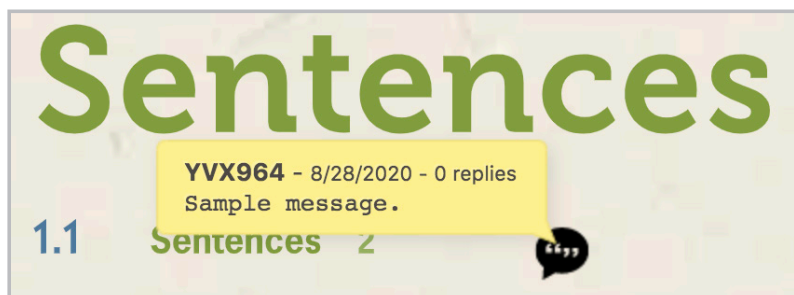


In this example, the teacher and student use the highlight tool to identify a specific part of the page. They both use the full commenting capability provided in the sidebar. Each user clearly identifies who the comment is directed to and then makes the desired comment.



1. Click the sticky note button.
2. Click the place on the page you would like to leave the note.
3. Type your message in the pop-up window.
4. Click "Save."

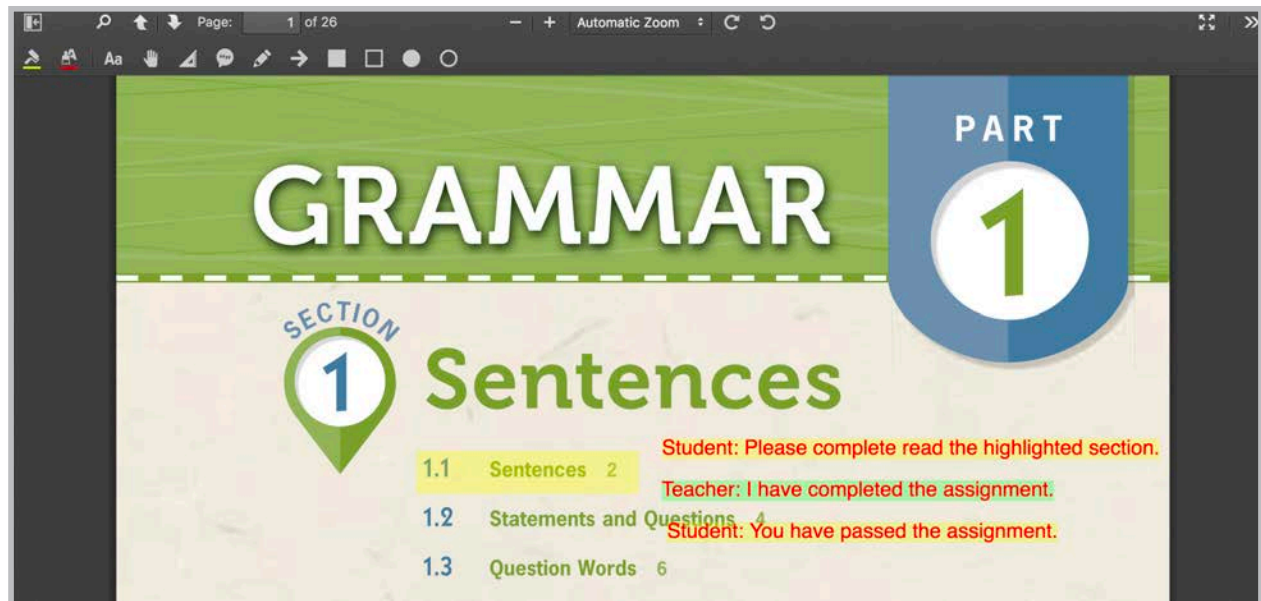
5. The message can then be viewed by hovering your cursor over the stick note icon.



Sticky notes can be repositioned on a page by clicking the sticky note icon and dragged to another location.

Option 2

For some students, the sidebar may be too advanced or you would prefer comments to be directly visible on a page.



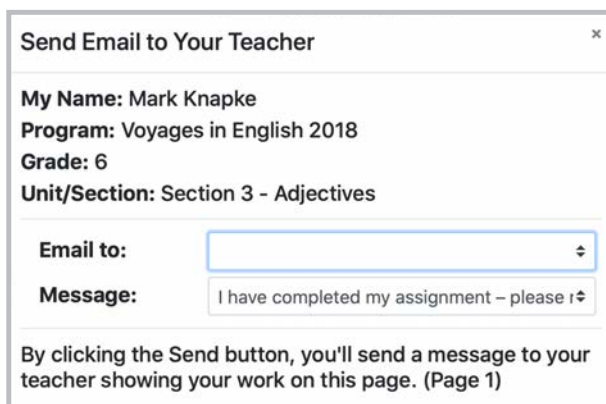
In this example, the teacher and student communicate directly on a page. Each user clearly identifies who the comment is directed to and then makes the desired comment. Each user can further identify themselves by using predetermined background and text colors.

1. Click the text tool button
2. Click on the page where you would like to begin typing.
3. Begin typing and text will appear within a highlighted area.

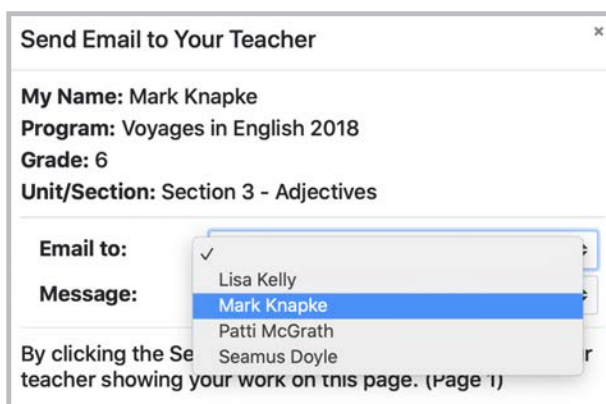
You can reposition the text by clicking on the highlighted area and then dragging the text to the desired position. You can change the text by double clicking the text.

Email

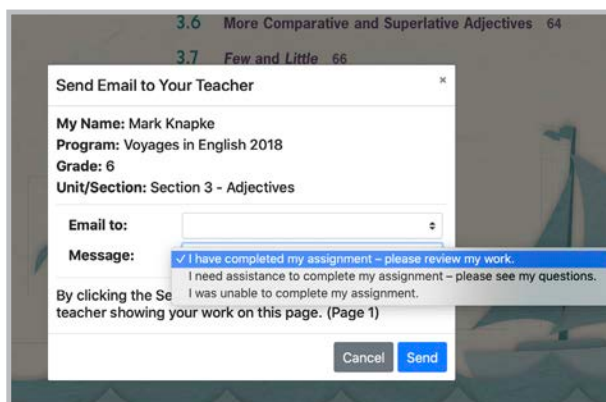
After a student has worked on an assignment, he or she can then notify a teacher of his or her progress by clicking the email button in the toolbar to reveal a pop-up window:



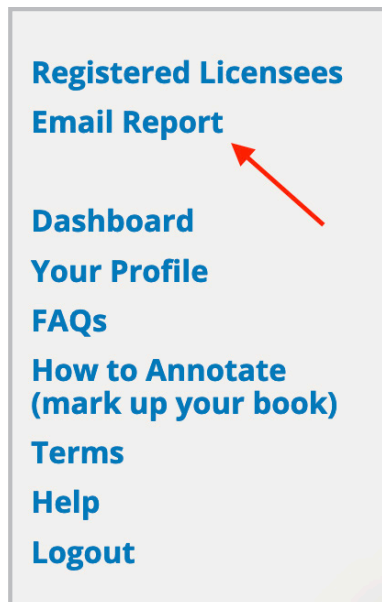
The student chooses from the drop-down menu which teacher to send the message to:



The student then chooses a predetermined message from the drop-down menu:



A teacher can view and manage the email messages he or she receives by clicking the Email Report link in the sidebar of the Dashboard.



The Email Report section allows an administrator to view all of the emails students have sent in the system. Users can sort using drop-down menus by student, teacher, program title, grade, and unit.

Reports

Loyola Press Customer Service

Logged in as: Administrator

Messages

Your messages are reported below.
If you want to download a spreadsheet of your messages, use the Download Messages link (top right).

Reset

Messages



« < 1 - 2 / 2 rows > » 5

Student	Teacher	Program	Grade	Unit	Page	File	Date Sent
All	All	All	All		All		
1 Seamus Doyle	Seamus Doyle	Voyages in English 2018	3	Section 5 - Adjectives	2		Jul 21 2021 1:30 pm
2 Lisa Kelly	Lisa Kelly	Finding God	6	Unit 1 - God, Our Creator and Father	4		Jul 6 2021 8:51 am

Student Teacher Program Grade Unit Page File Date Sent

« < 1 - 2 / 2 rows > » 5

An administrator can view an individual email by clicking the icon in the File column.

Student	Teacher	Program	Grade	Unit	Page	File	Date Sent
All	All	All	All		All		
1 Seamus Doyle	Seamus Doyle	Voyages in English 2018	3	Section 5 - Adjectives	2		Jul 21 2021 1:30 pm
2 Lisa Kelly	Lisa Kelly	Finding God	6	Unit 1 - God, Our Creator and Father	4		Jul 6 2021 8:51 am

A student email consists of a copy of a Digital Text page with identifying information, the student's message, and the date sent.

Seamus Doyle (Seamus Doyle), Voyages in English 2018, Grade 3, Section 5 - Adjectives, Page 2

5.1 Identifying Adjectives

An **adjective** tells more about a noun. Adjectives describe nouns. They can tell how something looks, tastes, sounds, feels, or smells.

LOOKS	TASTES	SOUNDS	FEELS	SMELLS
tired	sour	loud	rough	smoky
huge	sweet	quiet	hard	fragrant
pink	tasty	silent	oily	stinky
happy	bitter	musical	smooth	fresh

Adjectives tell such things as size, number, color, shape, and weight.

That cactus has red flowers.

In this sentence red is an adjective. It tells more about the noun flowers. Red tells what color the flowers are. Here are some other adjectives you could use to describe a flower: *small, beautiful, round, fragrant, delicate, and fresh*.

What is the adjective in this sentence?

The cactus was in a large pot.

A was
☒ B large
 C pot

You are right if you said B. The word *large* describes the noun *pot*. *Large* tells about the size of the pot.

EXERCISE 1 Find the adjective that describes the underlined noun in each sentence.

- Deserts are dry areas.
- Deserts usually have hot days.
- Cold nights, however, follow them.
- Deserts are difficult places to live because of the lack of water.
- Animals in the deserts are usually small creatures.
- Colorful flowers bloom quickly after rains.

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Message: I have completed my assignment - please review my work.
 Date: Jul 21 2021 1:30 pm