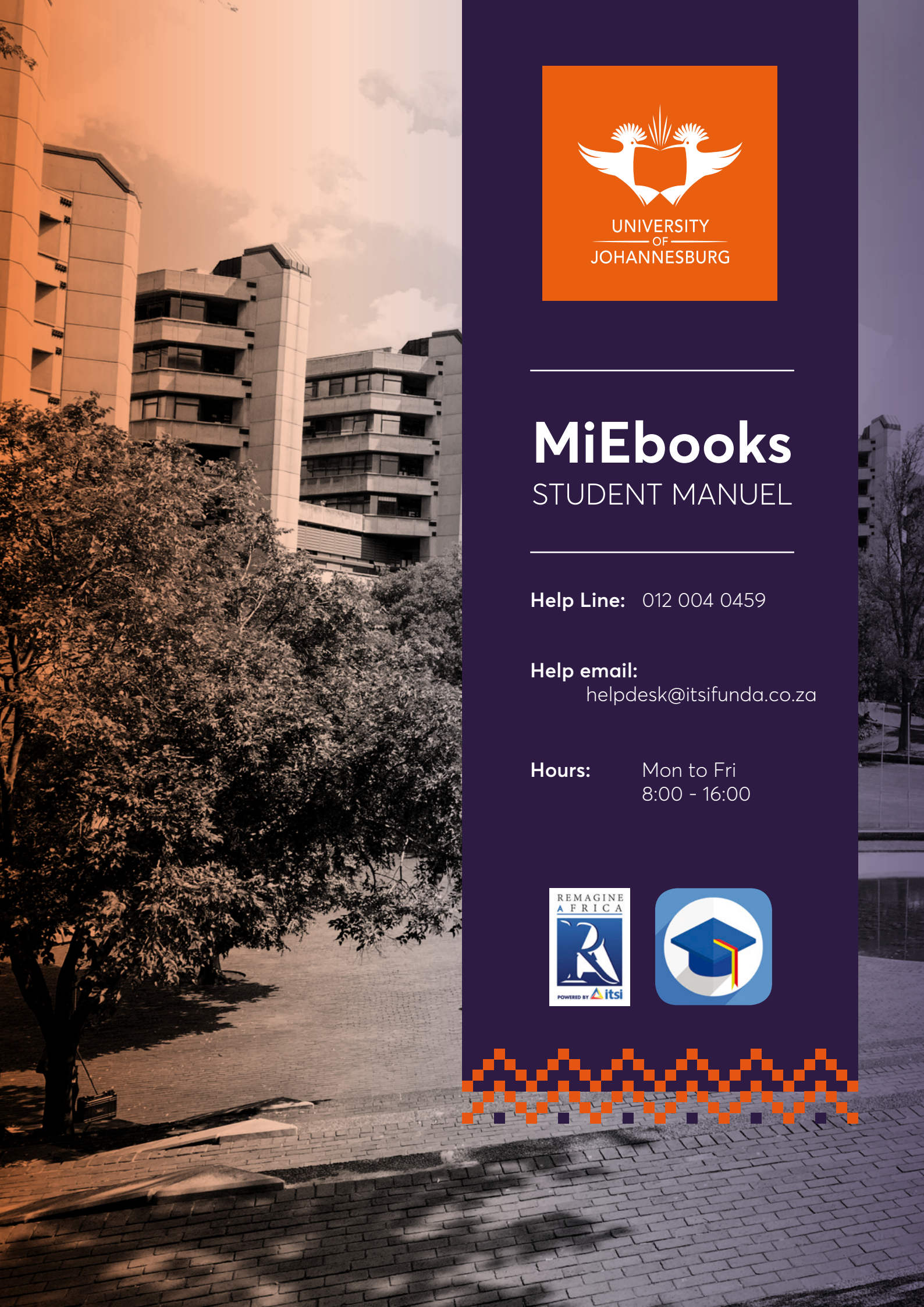


UNIVERSITY OF JOHANNESBURG

MiEbooks

STUDENT MANUEL

Help Line: 012 004 0459

Help email:
helpdesk@itsifunda.co.za

Hours: Mon to Fri
8:00 - 16:00

REMAGINE AFRICA
POWERED BY itsi

RECOMMENDATIONS

- Ensure that your tablet is fully charged everyday.
- Keep background apps closed.
- Keep sufficient storage space available (min 2GB).
- Connect to the UJ's Wi-Fi when you arrive at the university.
- Update your miEbooks app when prompted to do so.
- Do not change your device's date and time.
- Avoid turning on your data while connected to the Wi-Fi.
- Ensure you comply with UJ's acceptable internet use policy
- Do not download/open games and files from sources other than the app stores.
- Do not switch off your Wi-Fi while you are in range.

TYPES OF CONTENT


Images



URL links


Text


Video



PDF


Google Drive



Microsoft Word



Microsoft PowerPoint



Microsoft Excel



Microsoft OneNote



Audio

miEbooks Application Explained

Download the miEbooks app from :

Google play

Download on the App Store

Download from Windows Store

Offline access to all of your e-books

- Highlight important text and generate PDF summaries of all highlighted content.
- Create notes and draw sketches inside e-books.

All data is backed-up and saved as long as you are connected to the school's server via Wi-Fi or an internet connection.

miEbooks Application Explained

Offline access to all of your e-books

- Highlight important text and generate PDF summaries of all highlighted content.
- Create notes and draw sketches inside e-books.

All data is backed-up and saved as long as you are connected to Wi-Fi or an internet connection.

How to download the miEbooks app

Android

1. Open the Google Play Store.



2. In the search box, type in "miEbooks" and proceed.



3. Click on the miEbooks icon. Select ***Install*** to get the app.

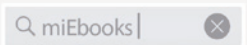


iOS

1. Open the Apple App Store.



2. In the search box, type in "miEbooks" and proceed.



3. Click on ***Get*** next to the miEbooks icon to install the app.



Windows

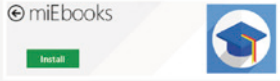
1. Open the Windows Store.



2. In the search box, type in "miEbooks" and proceed.



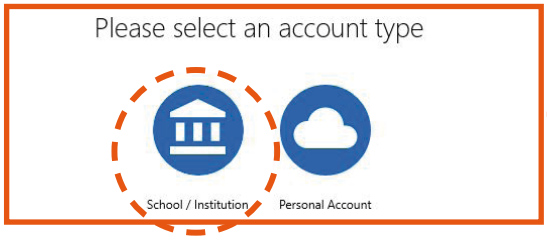
3. Click on ***Install*** next to the miEbooks icon to get the app.

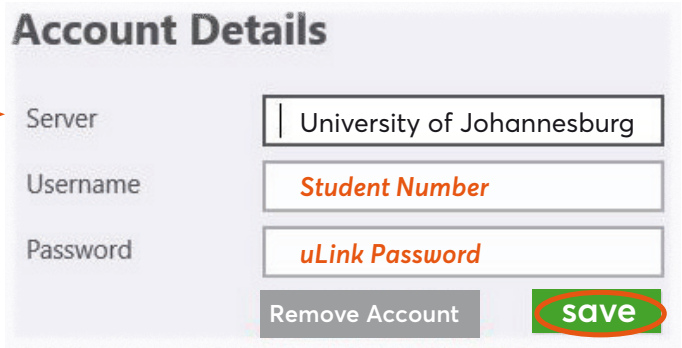


Note: Ensure that your store is set to South-Africa, as the app will not appear if the incorrect country is selected.

HOW TO DOWNLOAD E-BOOKS

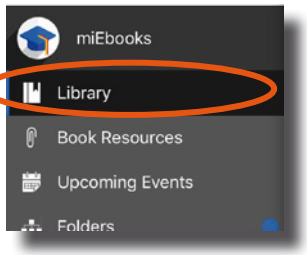
Open miEbooks



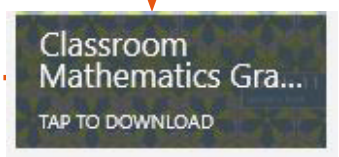


Server: Search for UJ/ University of Johannesburg or type in **books.uj.ac.za**
Username: *Your student number*
Password: *uLink password*

Type in your details and click on SAVE. Return to the miEbooks Library



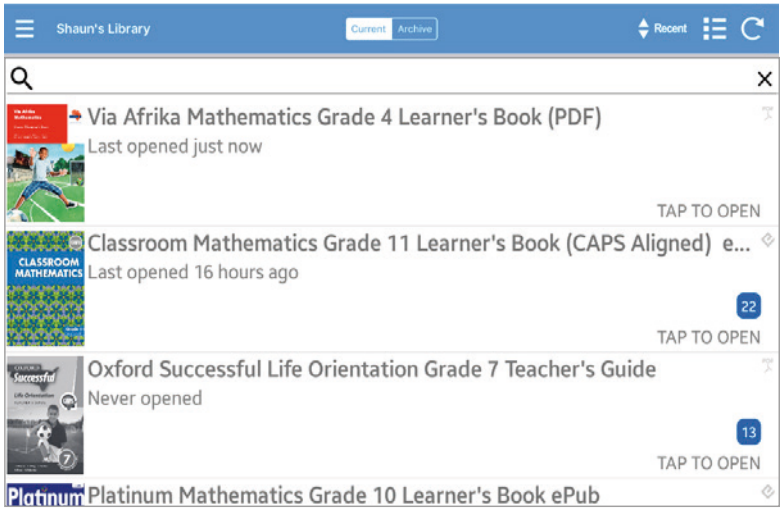
All new e-books will now appear in your library.



Tap to unlock.

HOW TO WORK WITH E-BOOKS

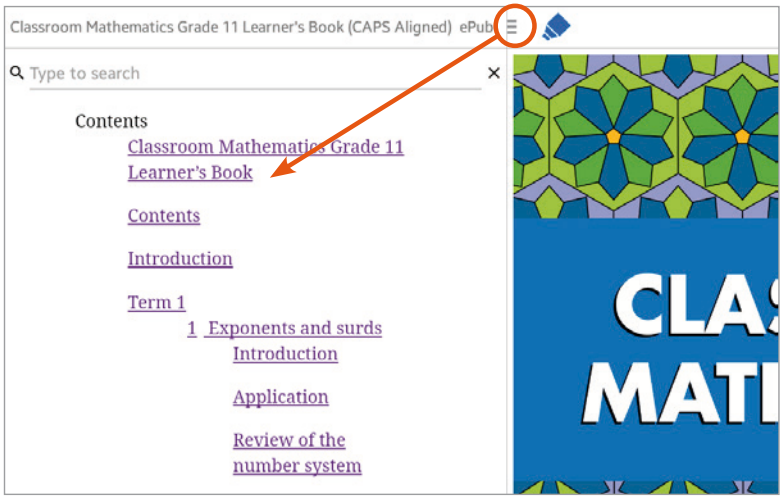
Select the e-book you would like to work with.



Once the e-book is open, you can use the following tools:

Navigate in an e-book

Select the content icon to open the table of contents.



OR Use the scroll bar (as seen below).



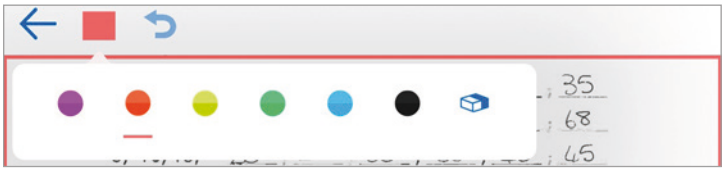
OR simply scroll through the book using your finger or stylus.

Highlight important information

Select the highlighter in the icon list.



Choose the desired colour. Swipe over the text you want to highlight. To undo use the eraser to remove unwanted highlights.



Annotate in an e-book

Select the highlighter in the icon list.

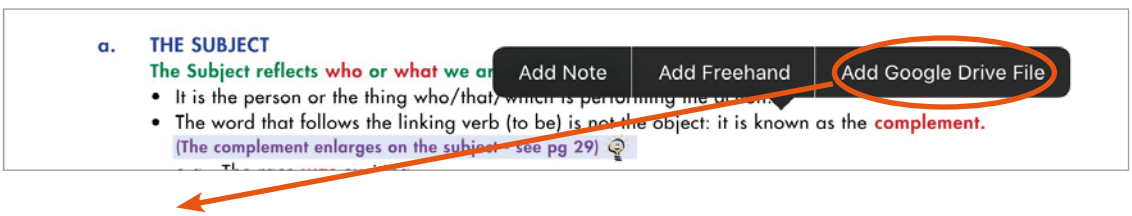


You can choose the colour and thickness of your pen and start writing by using your finger or stylus.



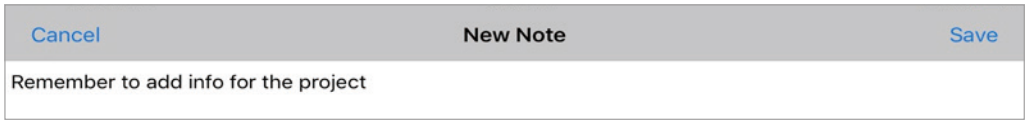
Add a note or a freehand sketch

Functionality may be different on iOS and Android or Windows devices.
On an **iOS/Android** device, press and hold on a word to view the following pop up:

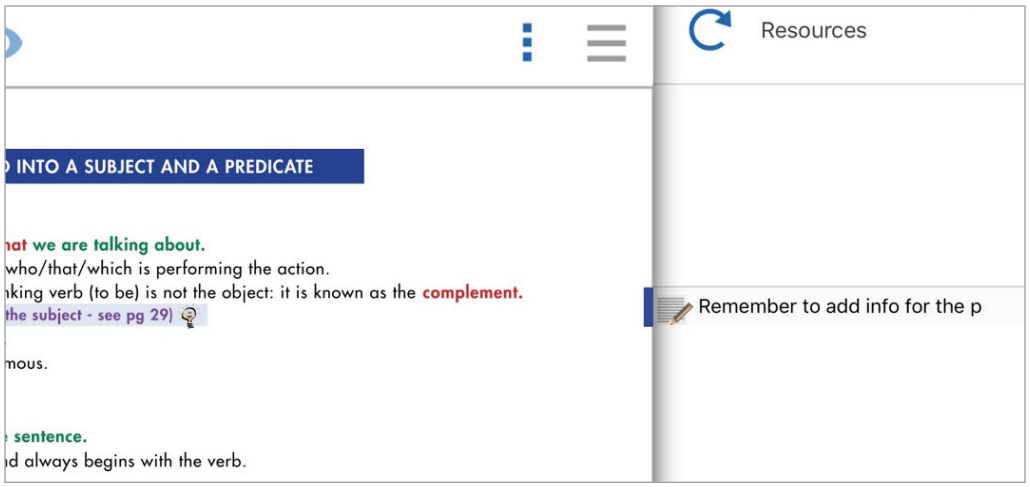


Add Google Drive File allows you to add files to your Google Drive account if signed into Google

Add a note on iOS or Android



Type your note and select ***save***. The note will be visible in the side panel, indicated by a blue marker.



Add a freehand sketch on iOS or Android

Select the desired colour for your freehand, create the freehand sketch and select ***save***. The freehand will now be visible in the side panel indicated by a blue marker.



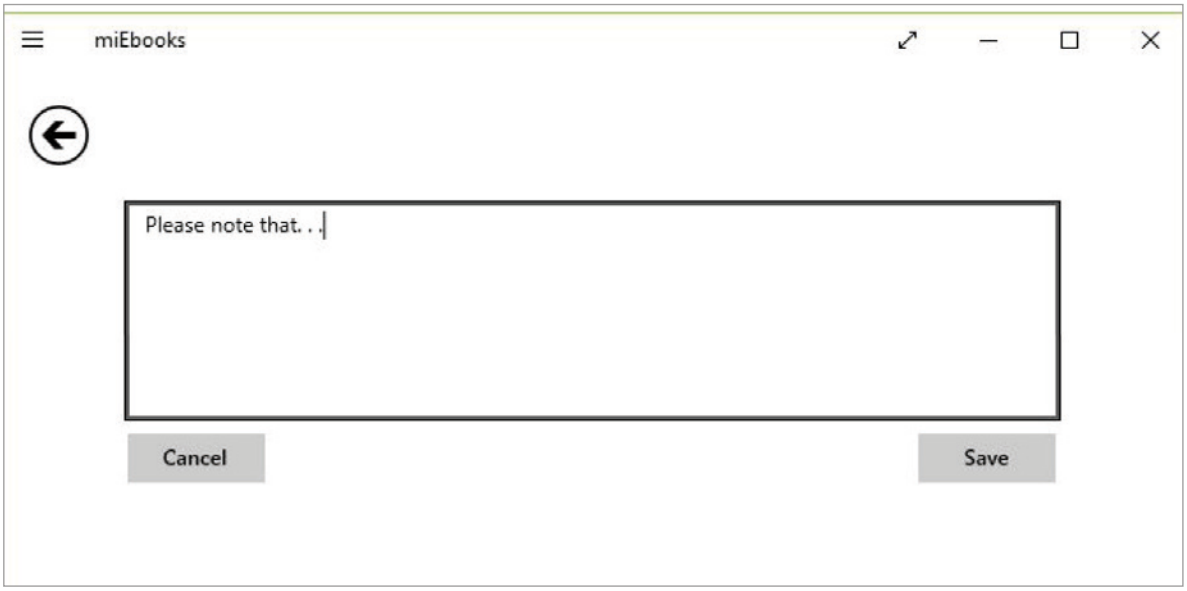
Add a note on Windows

Select the annotations option next to the highlight button.



Select the note option, enter your note, and select ***save***.



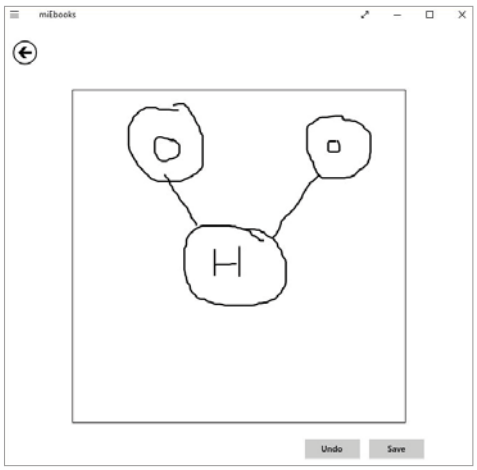


Add a freehand sketch on Windows

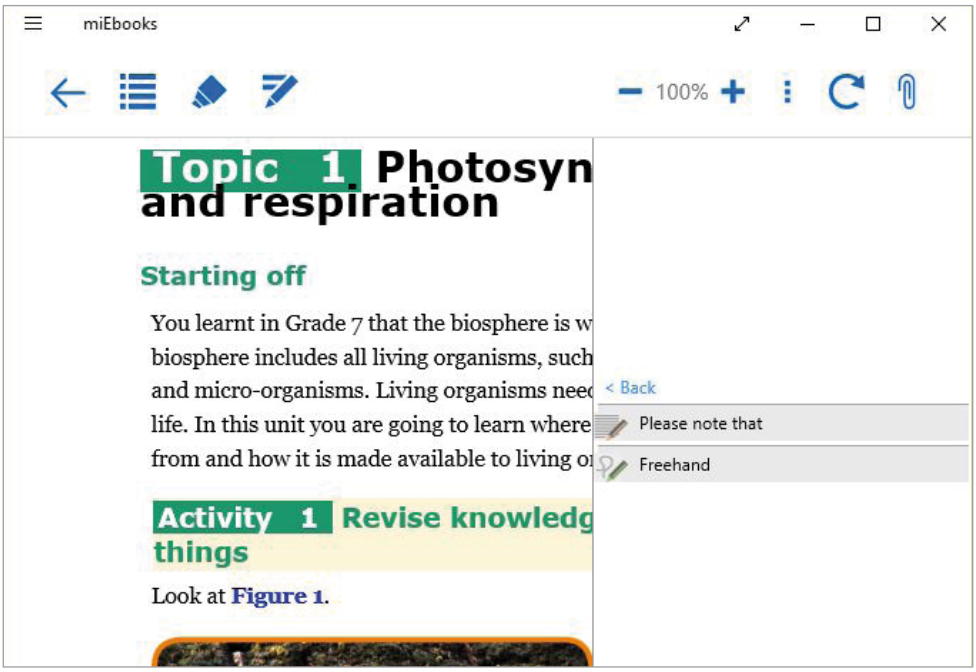
Select the sketch option, draw your sketch with your finger and select save.



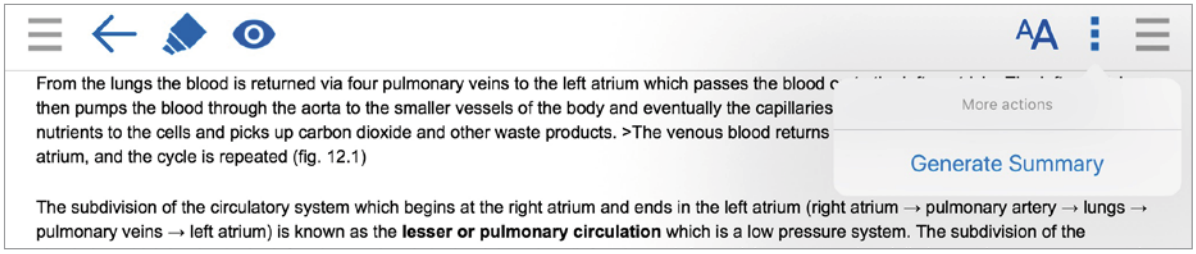
Add a freehand sketch on Windows



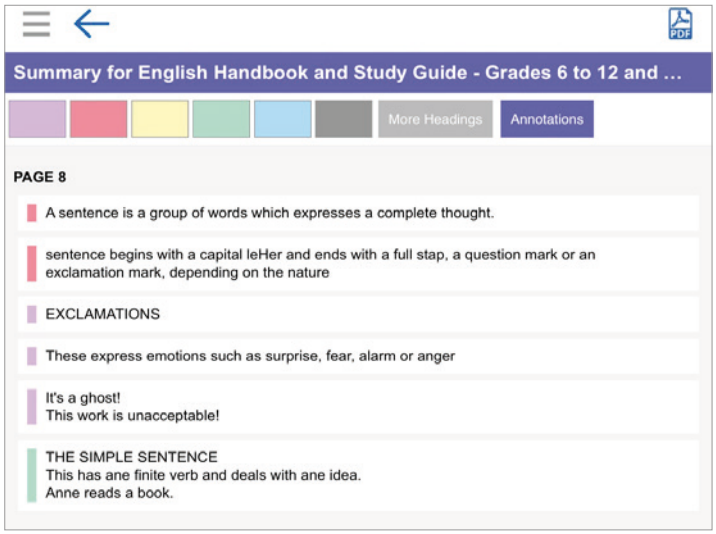
Notes and freehand sketches will appear in the resource side-panel.



Generate a summary

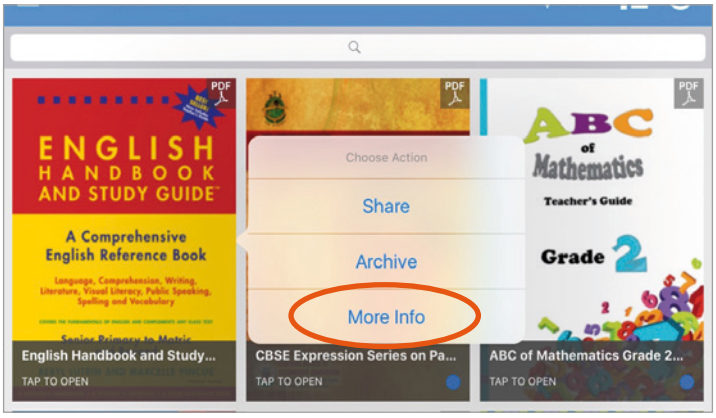


When you select ***Generate Summary***, all of your highlighted content displays in one view. To remove information from the summary, simply deselect the colour it is highlighted in. You can generate a PDF from this summary.

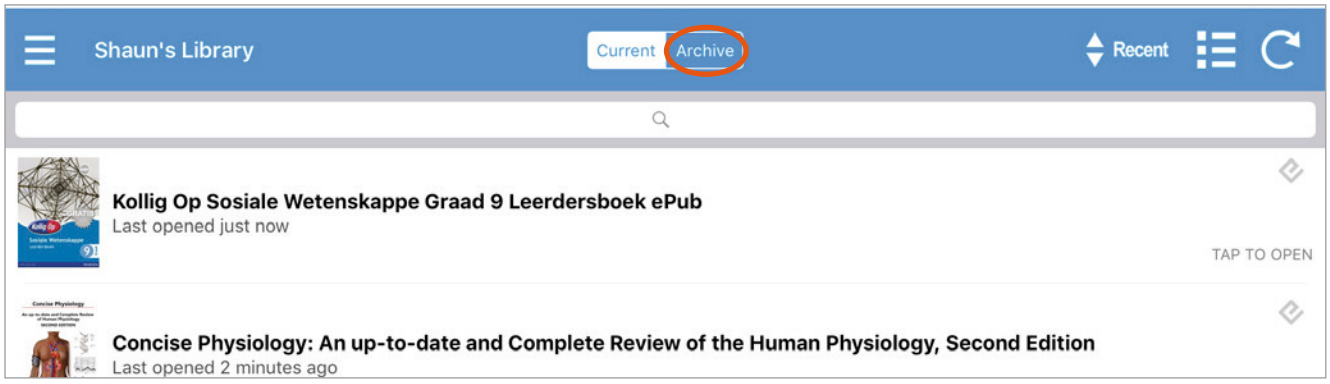


Archive a book

Press and hold on the relevant book until the options will be displayed.

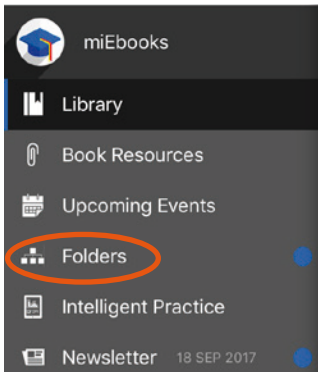


Where to find archived books:

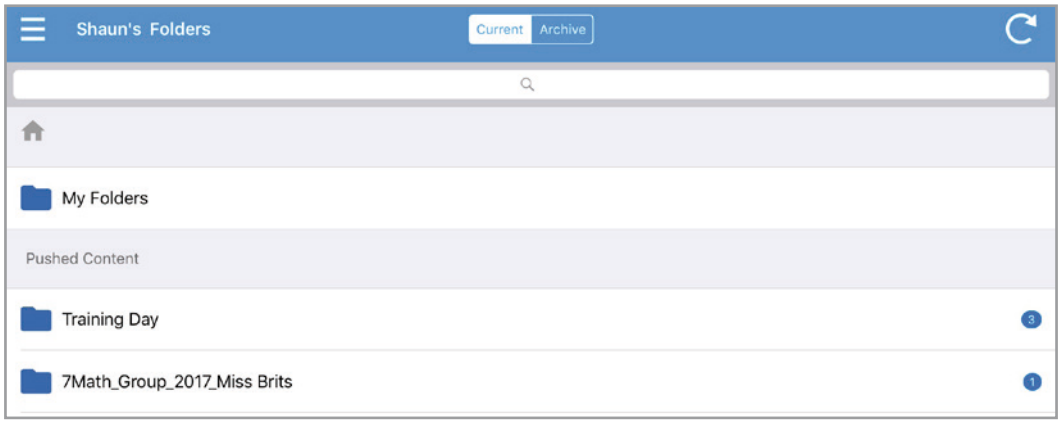


Access folders

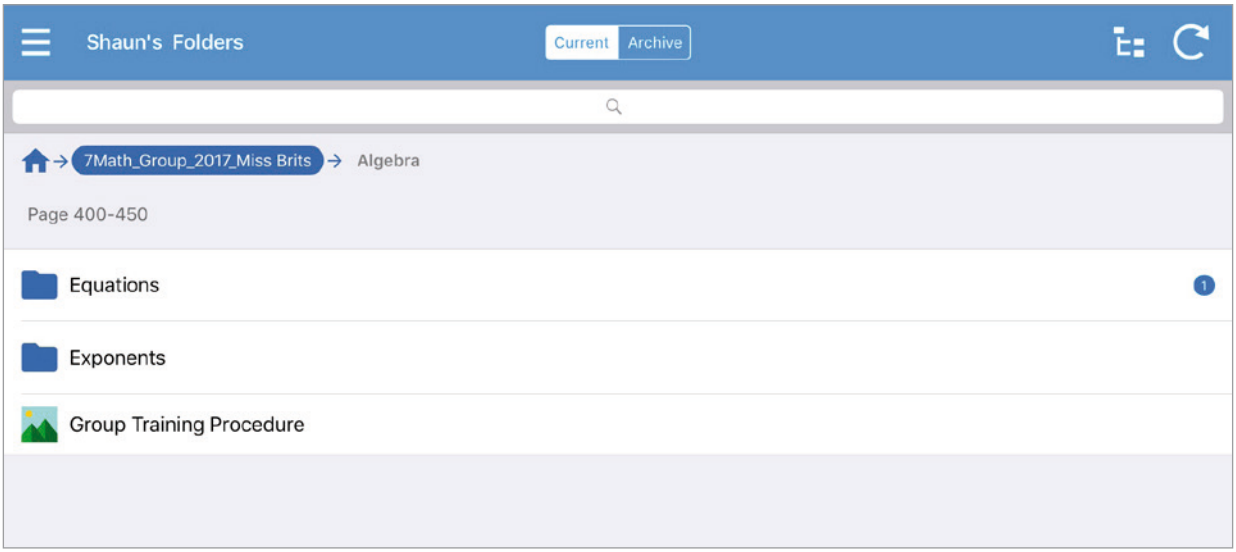
A ***Folder*** is a platform where content can be sent to students, which is not bound to an e-book. The ***Folders*** can be accessed on the app as a separate feature.



All available ***Folders*** assigned to you will be visible. An option of ***My Folders*** allow students to creates their own folders.



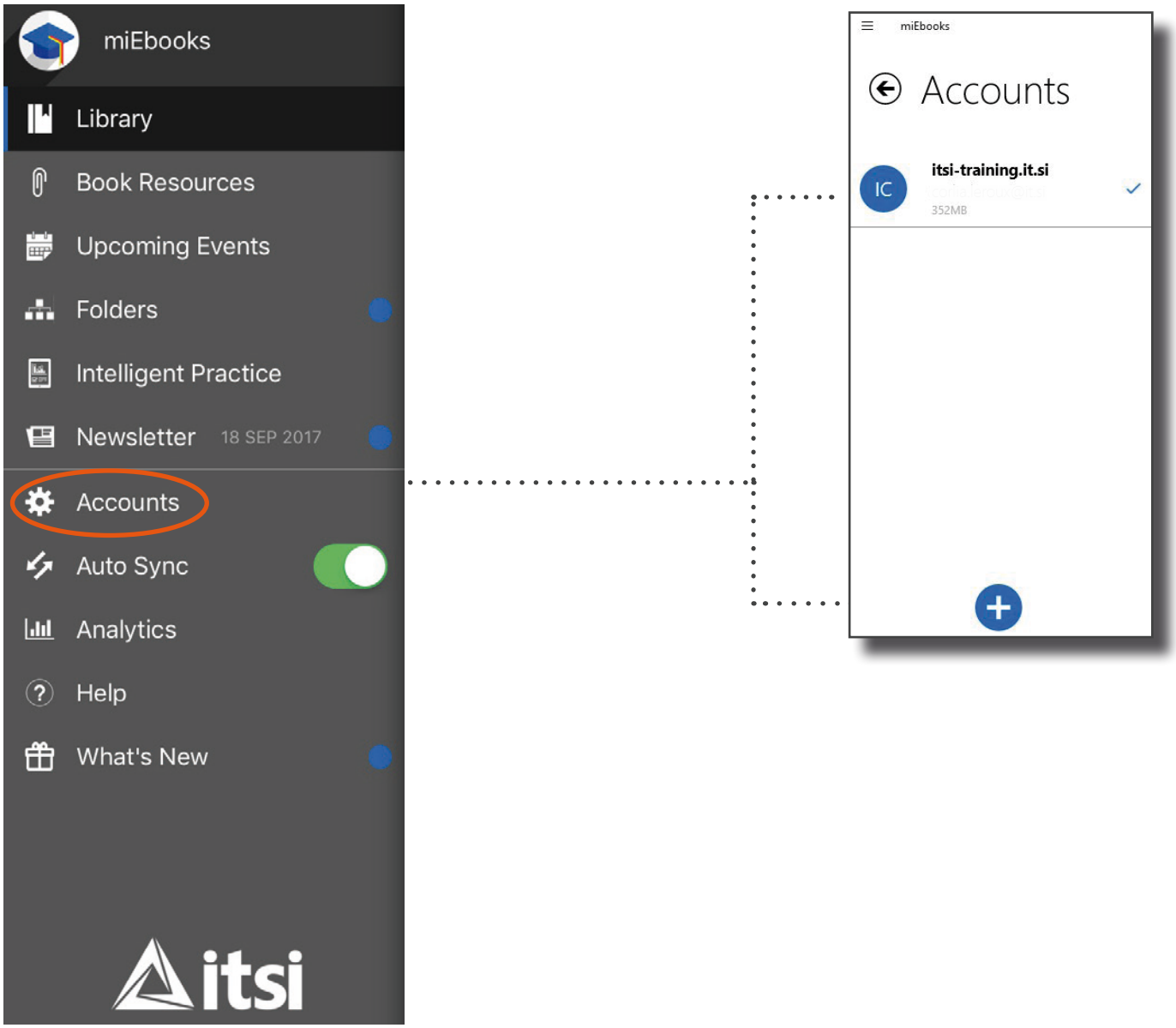
Select the folder and sub folders that you would like to open.



Add multiple accounts

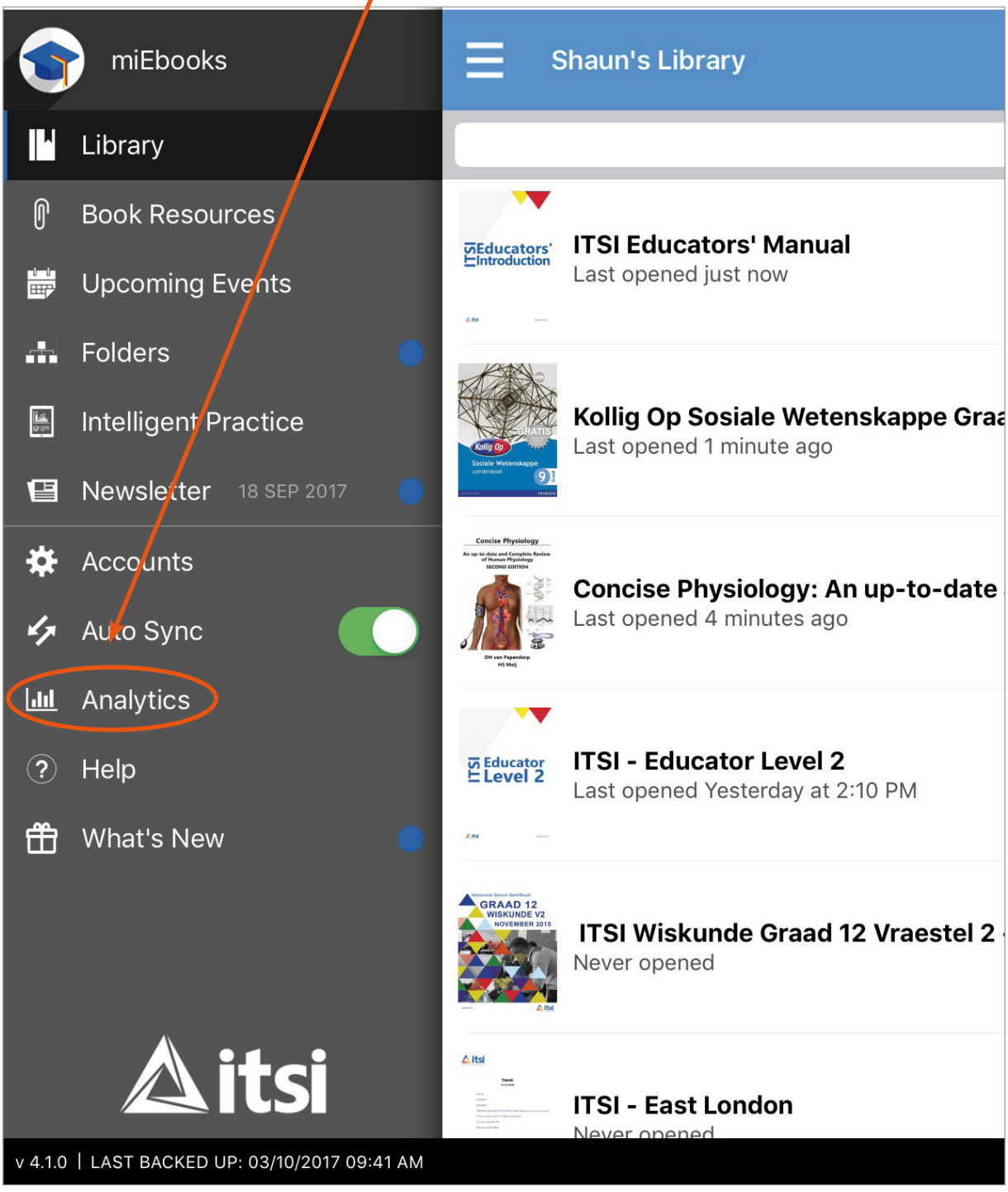
Click on Accounts and click on the plus sign at the bottom to add an account.

This way you can have two student accounts logged in and can switch between accounts.

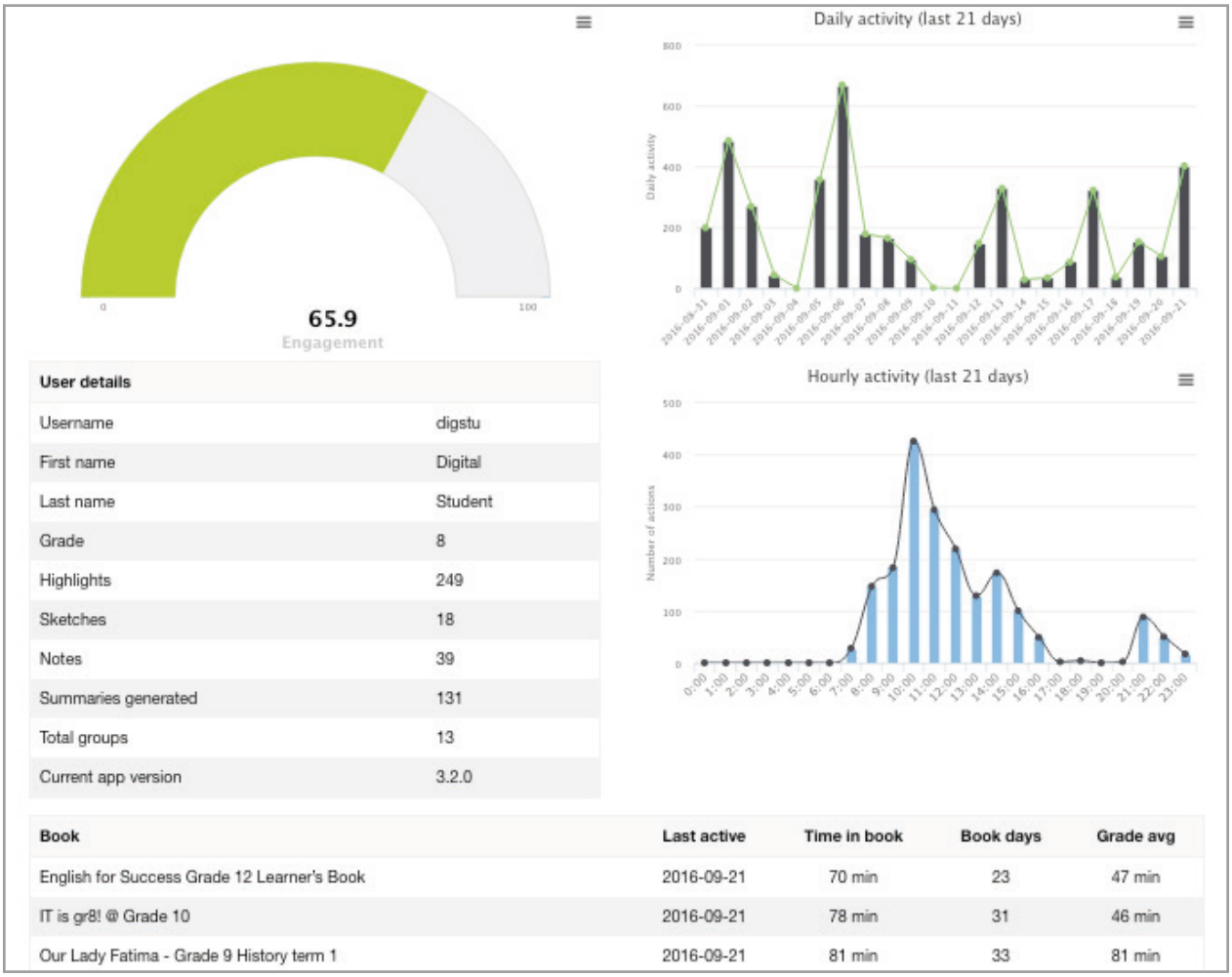


Access Student Analytics

An individual student's activity/engagement with an e-book can be tracked and the time spent using an e-book can be monitored in relation to the grade average.



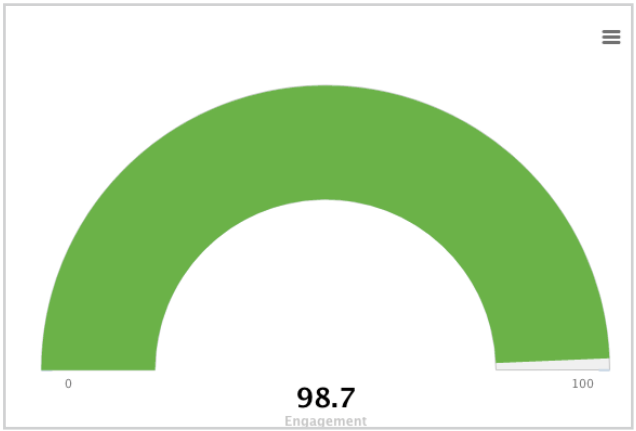
The following page will appear



User details	
Username	digstu
First name	Digital
Last name	Student
Grade	8
Highlights	249
Sketches	18
Notes	39
Summaries generated	131
Total groups	13
Current app version	3.2.0

Book	Last active	Time in book	Book days	Grade avg
English for Success Grade 12 Learner's Book	2016-09-21	70 min	23	47 min
IT is gr8! @ Grade 10	2016-09-21	78 min	31	46 min
Our Lady Fatima - Grade 9 History term 1	2016-09-21	81 min	33	81 min

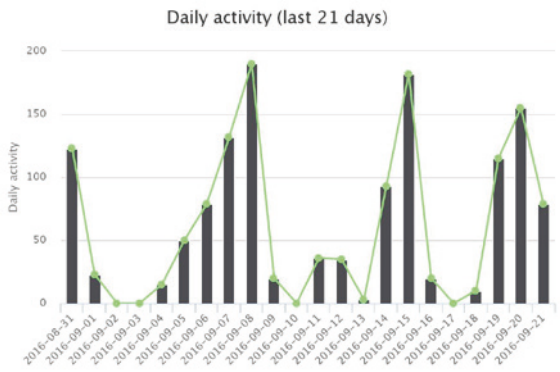
Student engagement



This is an engagement score based on the student's interaction with the app. The following aspects contribute to a score out of 100:

- Books opened
- Resources opened
- Time spent in book vs grade average
- Highlights, notes and annotations made in books
- Latest version of the app

Daily student activity



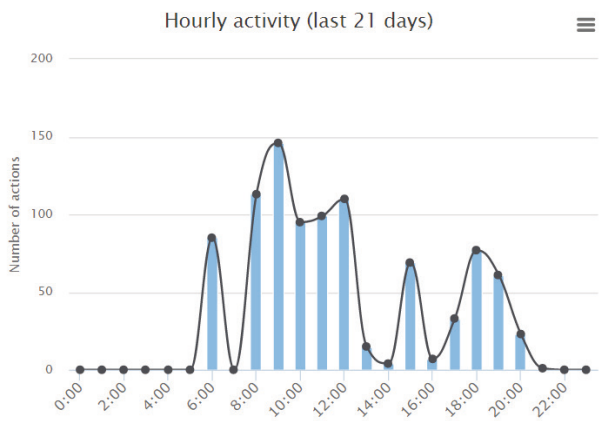
General table

User details	
Username	digstu
First name	Digital
Last name	Student
Grade	8
Highlights	203
Sketches	14
Notes	21
Summaries generated	78
Total groups	13
Current app version	3.1.7

Daily activity displays information related to activities s

- Scrolling
- Highlights made
- Summary generation
- Resources viewed
- Note-taking
- Sketches made

Hourly student activity



This graph shows the trend of the students' activity over the last 21 days.

Student activity per e-book

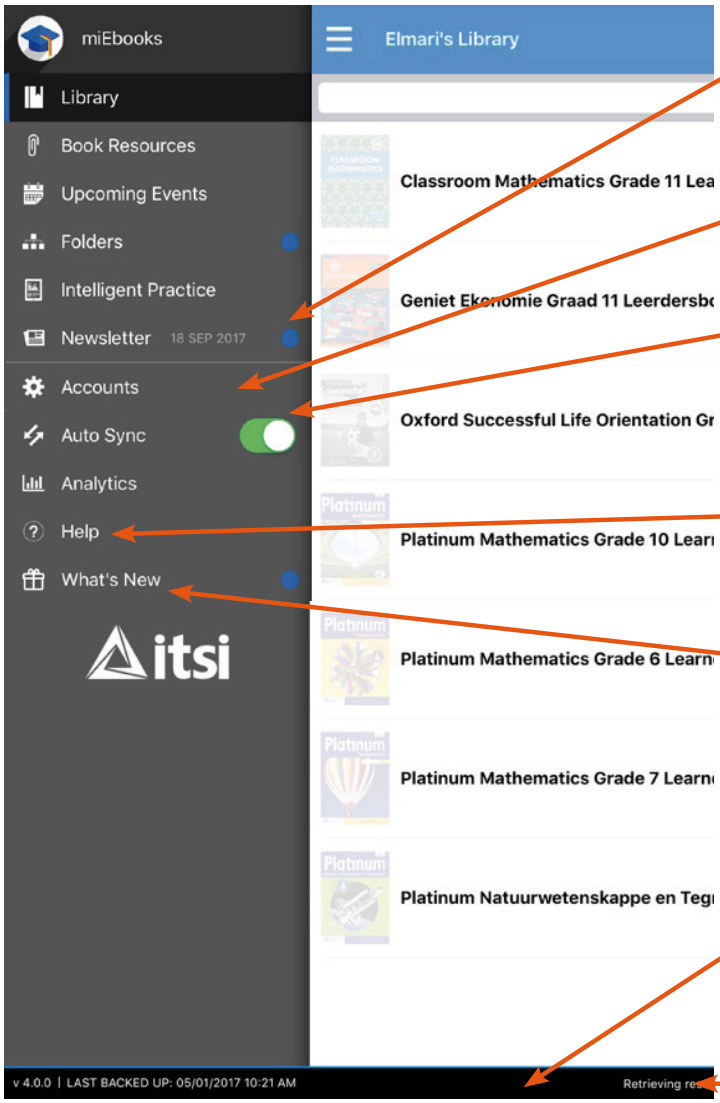
Book	Last active	Time in book	Unique book days	Grade avg
ABC of Mathematics Grade 2 Teacher's Guide	2016-07-11	15 min	15	26.0 min

Time in book refers to the amount of time the student has spent in the e-book this year.

Unique book days refers to the number of days spent in an e-book this year i.e. were those 15 minutes all recorded in one day or could it consist of 1 minute every day for the last 15 days.

Grade average refers to the average amount of time spent in the e-book this year by all the students in the group assigned to it.

General overview



Blue dots indicate new resources available.

View/change account settings.

Automatically sync with the server to back up your annotations or retrieve new resources.

General information page.

New features on the latest miEbooks app can be viewed here.

Status bar becomes red when the app is outdated.

Server connection.

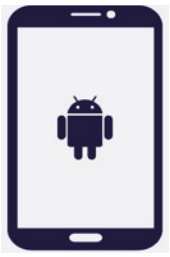
App version and latest backups.

BASIC miEbooks TROUBLESHOOTING

1 Does your device meet the minimum specifications required?



Asus Chromebook Flip
Acer Chromebook R11 / C738T, Google Chromebook Pixel (2015)



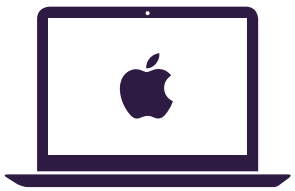
Android version 5 or higher, 16GB internal storage & 2GB RAM



iOS 9 or higher iPad 4 and higher iPad Mini, iPad Air or iPad Pro iPhone 6 or higher



Windows 10 or higher, 16GB internal storage & 2GB RAM



Mac running macOS Sierra 10.12
(2013 models and newer)

2 Close all background apps or restart your computer, or device.

3 Log in to uLink at least once before attempting to login to the app for the first time

4 Are you connected to the student Wi-Fi network? Switch off your 3G data when you connect to the Wi-Fi.



5 Do you have the latest miEbooks app version? Your status bar will display red, and you will receive pop-up warnings when your app is outdated.

6 Do you have enough free space available on your device? Always have at least 2GB of free space for resources.



7 

Are your date and time settings correct?

Check under Settings that your automatic time settings are switched off..

Note: If the problem persists, please contact CAT for assistance.