

The Librarian's guide to Kortext

If you're working in the library, we're sure you're approached many times each day for help, but who does the librarian go to for help?

If you get stuck whilst using Kortext, this handy guide will walk you through using the Kortext platform.

If you cannot find the answer in this guide, please contact us via emailing support@kortext.com



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Logging in

With Kortext, users can access their eTextbooks anytime, anywhere with just a few clicks.

To begin your journey, or help others begin theirs, follow the three simple steps below.



Check your emails - that's where we'll send your log in details!



Go to kortext.com and log in.



Gain access instantly to start reading your eTextbooks!

FAQs

Q: My log in details haven't arrived!

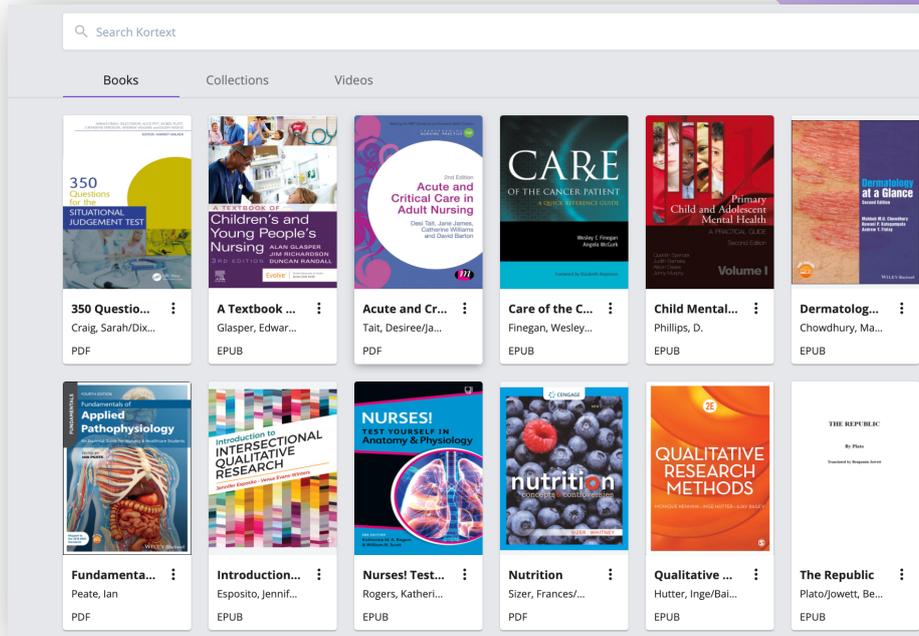
A: Please email support@kortext.com



The Kortext Reader

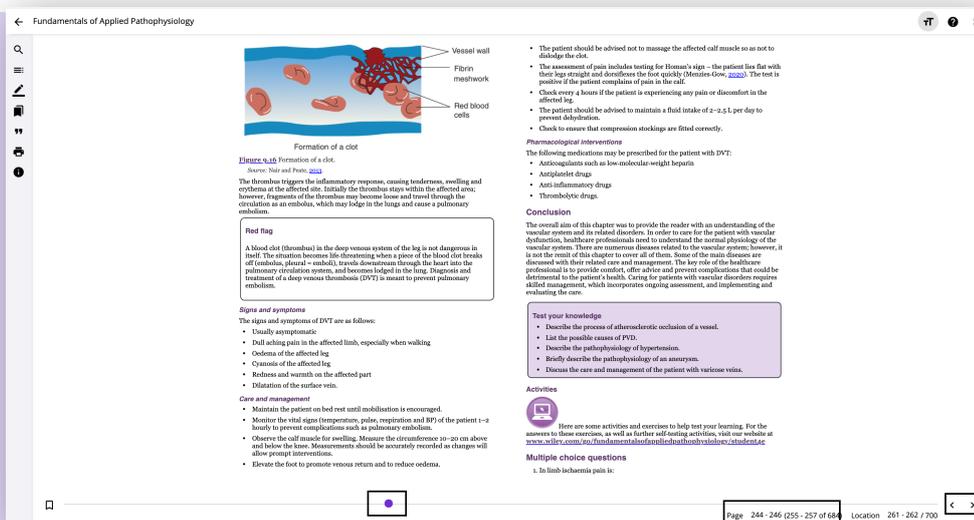
The Kortext reader has been redesigned to be aligned with the new Kortext style and colour palette. Functionality across multiple tools has been improved to enhance the reading experience.

Bookshelf



Navigation

The new and improved functionality allows the user to find all navigation tools in one place located at the bottom of the page. If the user is jumping multiple pages, they also have the option to go back to the previous page by clicking on 'Return to page' at the bottom left corner.



Page 244 - 246 (255 - 257 of 684)

Return to page 179

Navigation bar



➤ Search

The new and improved search allows users to find not only book titles but also keywords across every book in their bookshelf. The books containing the searched for keywords will appear in the 'In-book search results' at the top. Selecting a title to view from the in-book search results will open a pop-up window displaying all examples where the searched for keyword appears within that title.

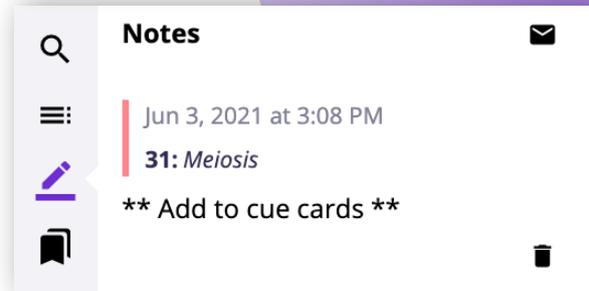
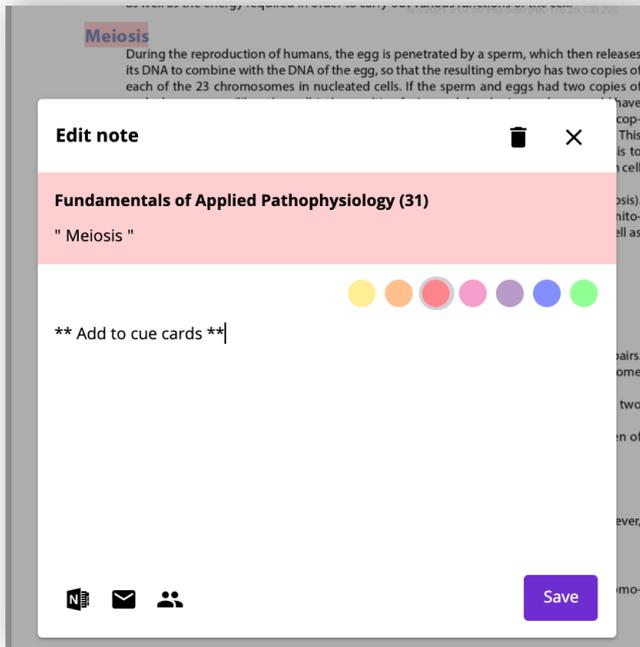
The image displays three overlapping screenshots of the Kortext user interface. The top screenshot shows the search results for "Pathology" under the "Book content" filter, listing titles like "Fundamentals of Applied Pathophysiology" and "Dermatology at a Glance". The middle screenshot shows the same search results but with a different set of book content items. The bottom screenshot shows the same search results with a pop-up window open for "Fundamentals of Applied Pathophysiology" by Peate, Ian. This pop-up window displays "In-book results" for the keyword "pathology", showing page numbers and snippets of text where the keyword appears, such as "13 Pathophysiology Pathophysiology brings together a blend of pathology and physiology that considers the connection" and "557 attributed to a single pathoanatomical cause, with only 5-10% of LBP attributed to a specific pathology and".

In-book results



> Highlight and make notes

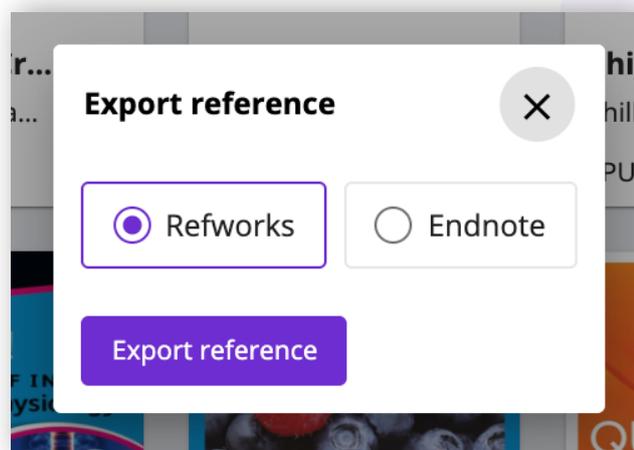
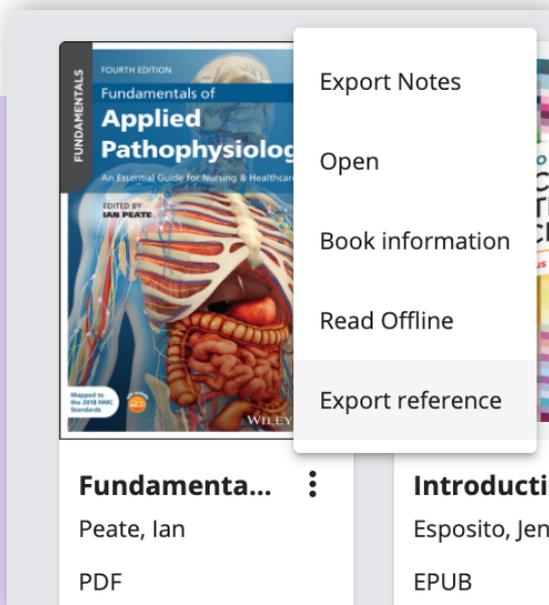
The Highlight and note taking tools have been improved in line with the new Kortext style. In addition, users are now able to add live external links to their notes, which can be accessed via the pen icon within the menu located on the left hand side of the eTextbook.



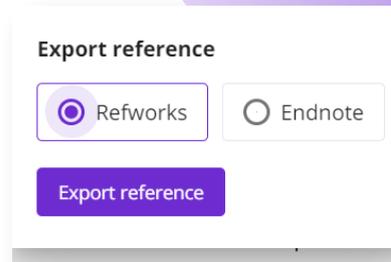
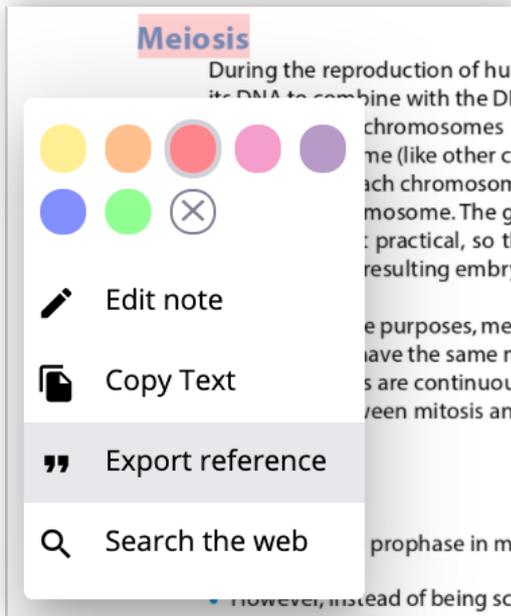
Accessing notes

> Reference Export

This new feature allows users to export references to RefWorks or EndNote. This can be done directly from the user's bookshelf or within the eTextbook, without disrupting the workflow.



Exporting a reference from the user's bookshelf

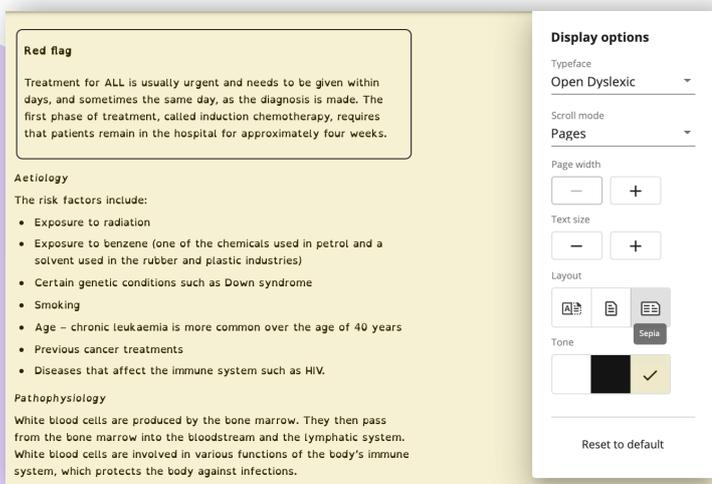


Exporting a reference from the eTextbook

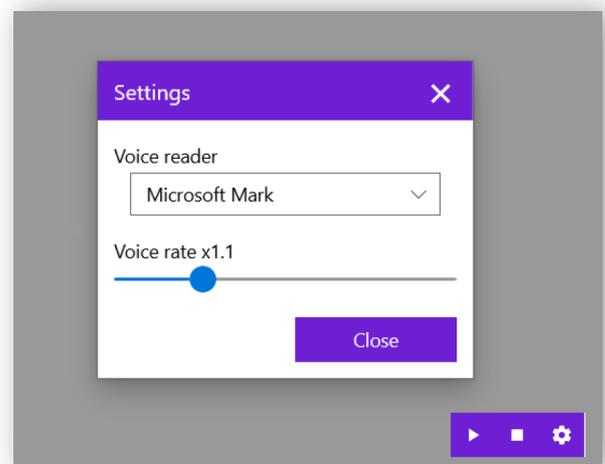
> Accessibility

Kortext's accessibility features are available to use across our content online and via downloaded content. Some of our accessibility features include:

- Adjusting page width
- Change of font style and size
- Adjusting the layout of the page
- Change of background colour
- Option to scroll through the ebook
- Convert text to speech with Read Aloud



Display options /Online Reader - EPUB/



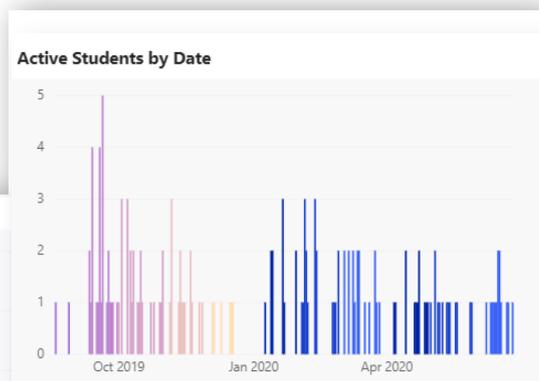
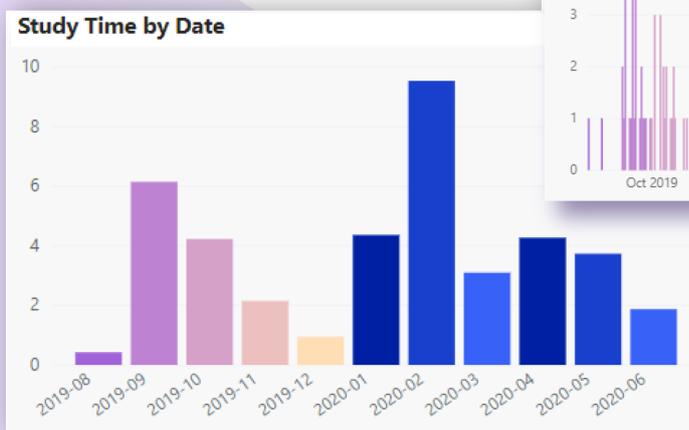
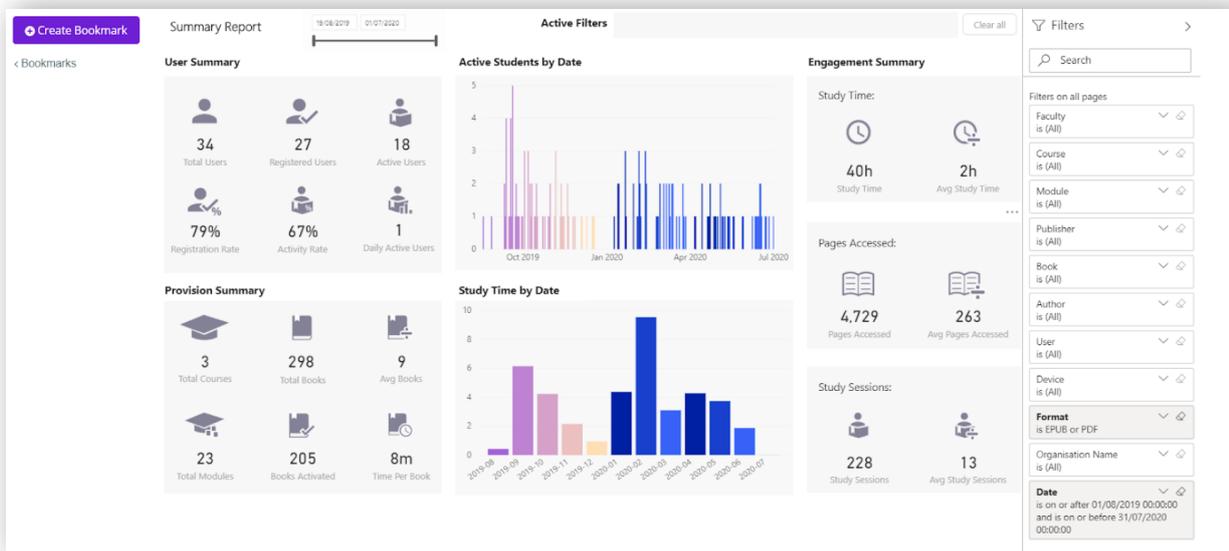
Read Aloud /Windows app



> Analytics

Track your students' learning progress with detailed analytics showing:

- Accurate study sessions
- Interaction with core materials
- Usage over time
- Performance of the entire module
- Searched keywords and phrases
- and more...



The Library Acquisitions Portal

As a librarian, you will have access to the Kortext Library Acquisitions Portal.

You can use the Library Acquisitions Portal to order books and check if a book is available on the Kortext platform, as it provides visibility into the entire Kortext inventory. To use the Library Portal, you will need to have an account.

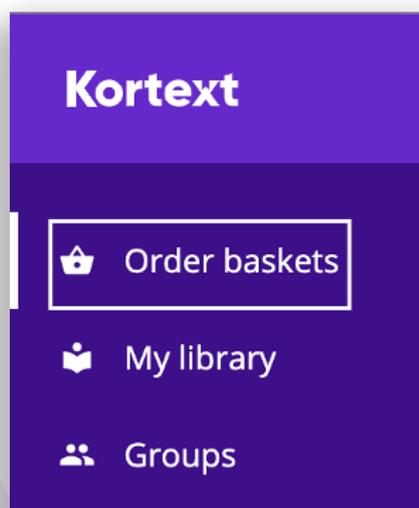
Currently, the Library Portal is only available to some users. If you do not have access to the Library Portal but think that you should, please email support@kortext.com.

Getting started

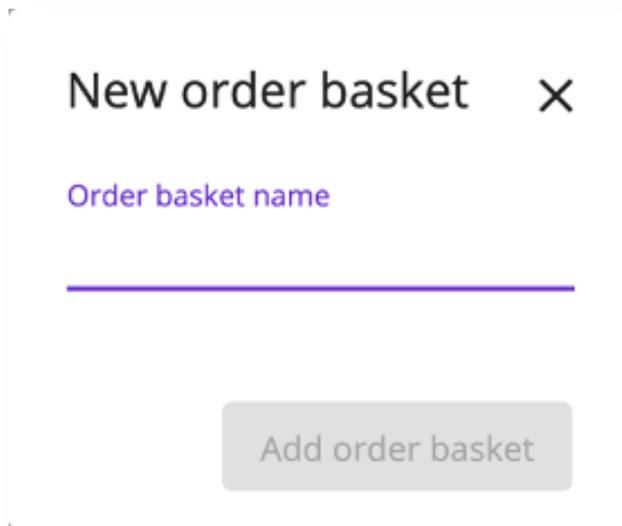
If your Library Acquisitions Portal access is enabled, please follow the steps below:

[Log in to the Library Portal.](#)

Once logged in, click on the [‘Order Baskets’](#) tab on the left-hand navigation pane to go to the main Library Portal page.



On the [order baskets](#) page, you can either click on one of your open order baskets or you can create a new one by clicking on 'Add new order basket' in the centre of the screen or in the top right. Give a name to your order basket and click the 'Add order basket' button.

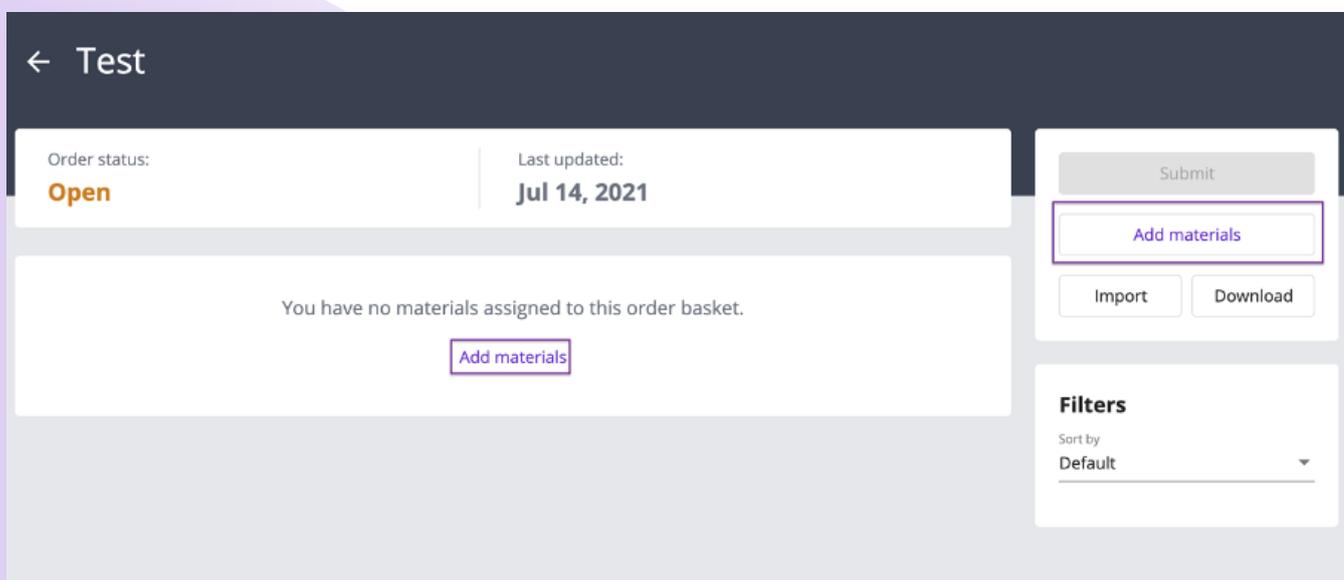


The screenshot shows a modal window titled "New order basket" with a close button (X) in the top right corner. Below the title, there is a label "Order basket name" followed by a horizontal input field. At the bottom of the modal, there is a grey button labeled "Add order basket".

Once you have done this, you'll be taken straight into the basket. To look for books in the Library Portal you can either do a manual search or you can import your lists of ISBNs.

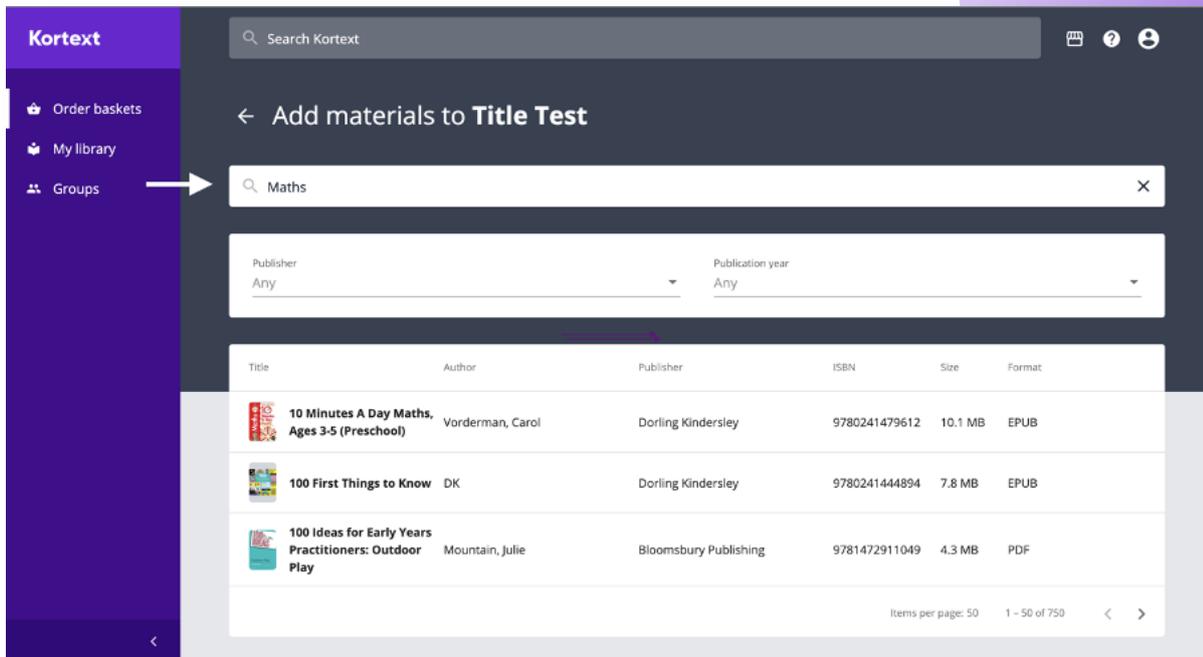
Manually searching for texts

Click the 'Add materials' button which will appear either in the centre of the screen or on the right-hand sidebar.

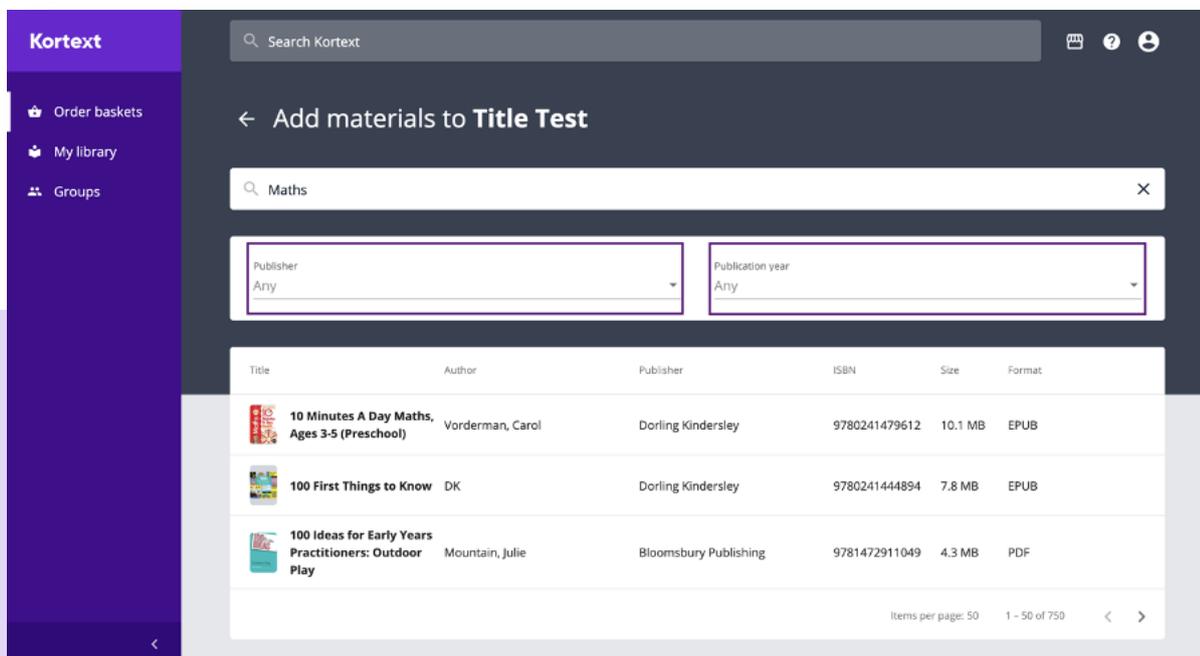


The screenshot shows the "Test" order basket page. At the top left, there is a back arrow and the title "Test". Below this, there are two status indicators: "Order status: Open" and "Last updated: Jul 14, 2021". The main content area displays the message "You have no materials assigned to this order basket." with a central "Add materials" button. On the right-hand sidebar, there is a "Submit" button at the top, followed by a "Add materials" button (highlighted with a red box), and "Import" and "Download" buttons below it. At the bottom of the sidebar, there is a "Filters" section with a "Sort by" dropdown menu currently set to "Default".

Type the book's title, description, author, or ISBN in the search field and press the return key or click on the magnifying glass icon to see the results.

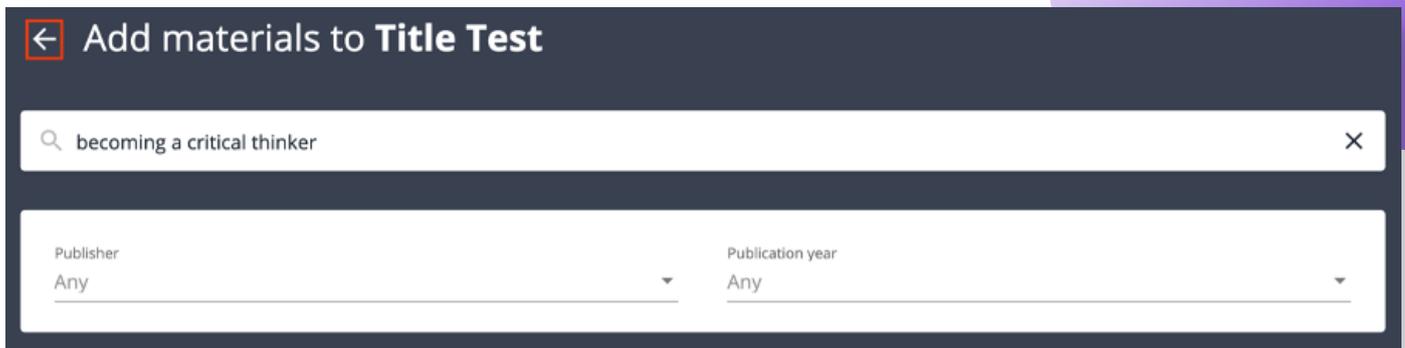


To narrow down the results, you can filter it by Publisher and/or Publication Year.



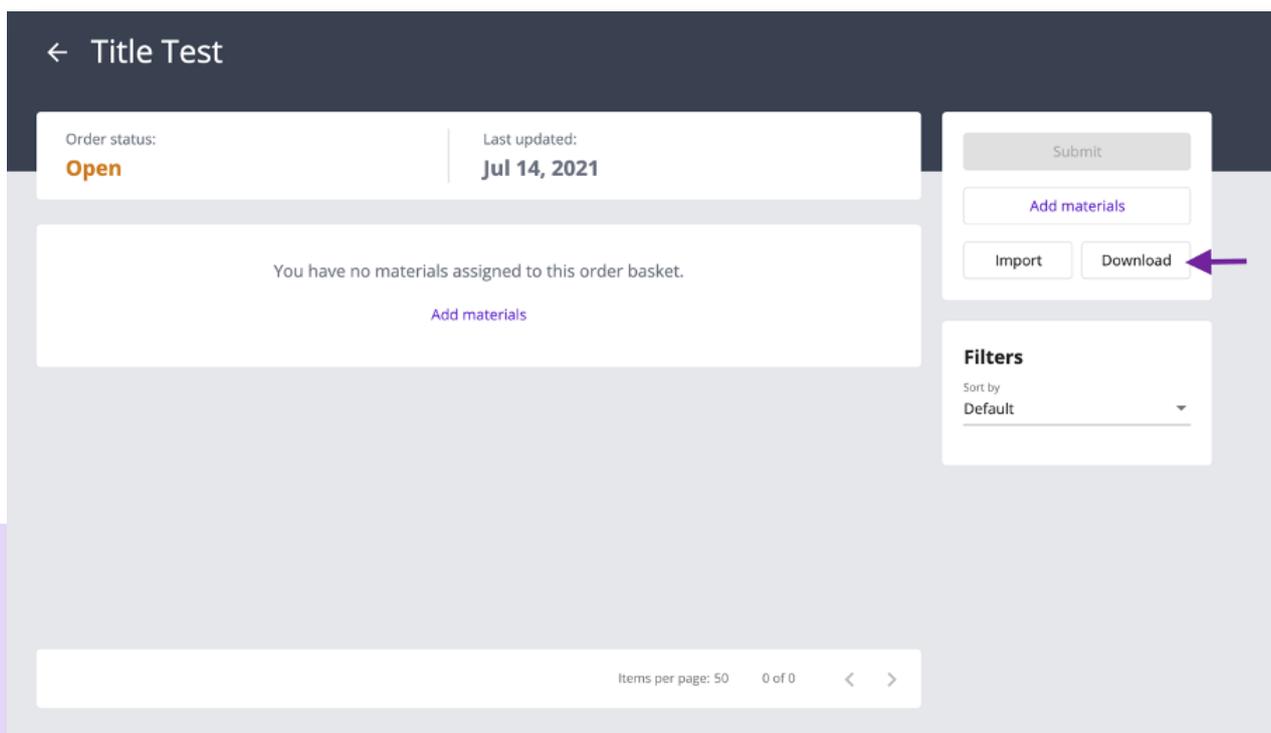
Note: The Library Portal only shows available titles, so any book you find is available for provisioning through Kortext. The results will also appear in alphabetical order.

To add a book to your order basket simply click on the 'Add' button that appears when hovering over a title.



Importing a spreadsheet

Click 'Download' to download the template.



Open the template in Excel and copy and paste your ISBNs into the ISBN column (column B). If you know the title of the books, include these in column C.

Found	ISBN	Title	Subtitle	Author	Publisher	Format	Publication Date	Edition	BISAC	BIC
	9781541617773	South to Freedom								
	9780062896339	The Business of Platforms								
	9781352009828	Entrepreneurial Finance								
	9780335261550	EBOOK: SPSS Survival Manual								
	9781260570212	ISE Ebook Fundamentals of Corporate Finance								
	9781260290332	ISE eBook Online Access for Essentials of Investments								
	9781260579680	ISE eBook Online Access for Motor Learning and Control: Concepts and Applications								
	9781260589641	ISE eBook Online Access for Exercise Physiology: Theory and Application to Fitness and Performance								
	9780192523075	Strategic Brand Management								
	9780192533852	Strategy in the Contemporary World								
	9780192555731	Principles of Banking Law								
	9783192578747	Becoming a Critical Thinker								
	9780192585271	Banking Law and Regulation								
	9781605358239	Developmental Biology								
	9780191643149	International Climate Change Law								
	9780192526946	Information Technology Law								
	9780192545916	Business Research Methods								
	9780192552631	Introduction to Politics								
	9780192552693	Global Political Economy								
	9780192555533	Marketing								
	9780192558107	Jones & Sufrin's EU Competition Law								
	9780492560766	Mason and McCall Smith's Law and Medical Ethics								
	9780192566614	The Substantive Law of the EU								

Save your document, and then go back to the order basket and click 'Import'. The portal will check the availability of these titles. Any titles which populate with the book's information and the front cover are available in Kortext for provisioning.

← Title Test

Order status: **Open**

Last updated: **Jul 14, 2021**

You have no materials assigned to this order basket.

[Add materials](#)

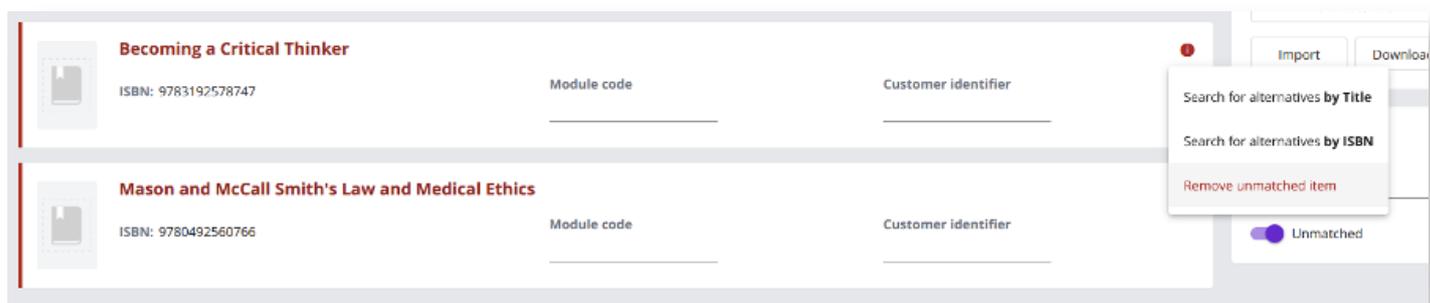
Filters
 Sort by
 Default

Items per page: 50 0 of 0 < >

For titles flagged up as unavailable, click on the **small red icon** in the top right of any unavailable title to either '[Search for alternatives by ISBN](#)' or to 'Remove the unmatched title'

You can also click on '[Search for alternatives by Title](#)' if you have included the title of the books in the spreadsheet.

Note: Titles with no cover or details will appear in red to highlight they are unavailable.

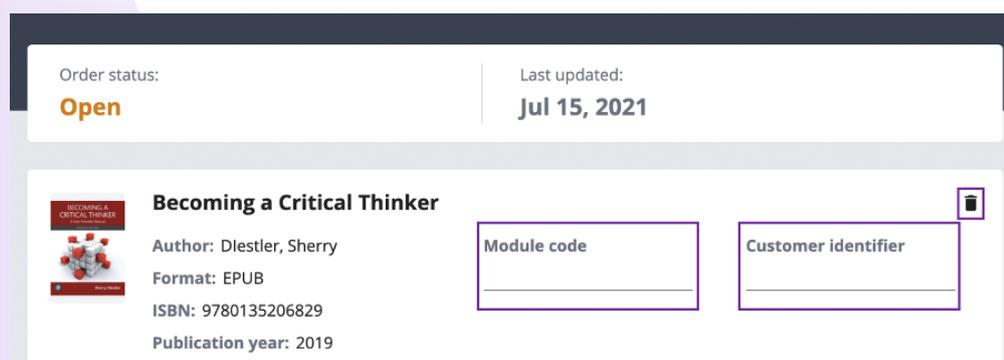


Important: The system will not pick up any incorrect ISBNs meaning that a title may be flagged as unavailable if the information uploaded is inaccurate. In this case, you will need to either import the correct ISBN or search the book manually using the title.

Submitting the order basket

If you want to remove some titles from the order basket, click on the bin icon in the top right-hand corner of each title listing.

You can also add any further information in the **Module Code** and **Customer Identifier** fields.



You can also include the module code and customer identifier in columns M and N of the bulk upload template.

	F	G	H	I	J	K	L	M	N	O	P	Q
1	Publisher	Format	Publication Date	Edition	BISAC	RIC	Description	Module Codes	Customer Identifiers			
	Pearson Higher Education US	EPUB	07/19/2019	7th	PH000000		For courses in Critical Thinking Teach students how to think critically about the things that matter in their lives Becoming a Critical Thinker: A User-Friendly Manual trains students to become critical thinkers, thoughtful decision makers, and confident advocates for their beliefs. To this end, author Sherry Diestler guides readers to develop the skills they'll need to successfully evaluate the many claims facing them as citizens, learners, consumers, and human beings — and to become effective advocates for their beliefs. In addition to updated examples, the 7th Edition offers coverage of engaging contemporary topics — such as how social media affects decision making and how marketers influence consumers — that will resonate with today's students.	BI0123	123456			
2	Oxford University Press	EPUB	12/06/2018	5th		KJ	Business Research Methods is the complete introduction to doing business research and is an ideal guide for students embarking on a research project. Developed specifically with business and management students in mind, this textbook explores the nature and purpose of business research and the issues it entails, while also providing students with practical advice through 'Tips and skills' boxes. In addition to a broad range of relevant examples, the book features a substantial discussion of ethics, and a strong emphasis on the most frequent challenges faced by students, such as choosing a research question, planning a project, and writing it up. Fresh voices and perspectives run throughout this edition. New author, Bill Harley, further internationalises the book's coverage. Based on his expertise in the Australian business and management context. Also hear from Amrii, Jordan, Anna, Ed, and Alex - an additional five students whose personal insights and advice in the 'Student experience' feature help you avoid common mistakes, and follow their successful strategies when undertaking your own research project. This edition has been extensively revised, updated, and streamlined. Coverage of E-Research is now woven throughout the entire book to reflect the centrality of internet-based research methods. The book is accompanied by a suite of online resources that include: For students: Multiple choice questions Research Project guide Interviews with students Data sets Using Excel in data analysis (in Excel)	BI0124	123457			
3	Oxford University Press	EPUB	08/01/2019	12th			Thoroughly updated, streamlined, and enhanced with pedagogical features, the twelfth edition of Barris and Gilbert's Developmental Biology engages students and empowers instructors to effectively teach both the stable principles and the newest front-page research of this vast, complex, and multi-disciplinary field. This much loved, well-illustrated, and remarkably well written textbook invigorates the classical insights of embryology with cutting edge material, and makes the most complex topics understandable to a new generation of students. Designed with the undergraduate student in mind, this new, streamlined edition	BI0125	123458			

Note: You can re-upload the spreadsheet template as many times as you wish to amend the information, and it will not duplicate any titles.

Once you have built your order basket and are ready to submit it, click 'Submit' in the right-hand sidebar.

Order status:
Open

Last updated:
Jul 15, 2021

Submit

Add materials

Import

Download



Becoming a Critical Thinker

Author: Diestler, Sherry

Format: EPUB

ISBN: 9780135206829

Publication year: 2019

Module code

Customer identifier



Business Research Methods

Author: Bell, Emma/Bryman, Alan/Harley, Bill

Format: EPUB

ISBN: 9780192545916

Publication year: 2018

Module code

Customer identifier

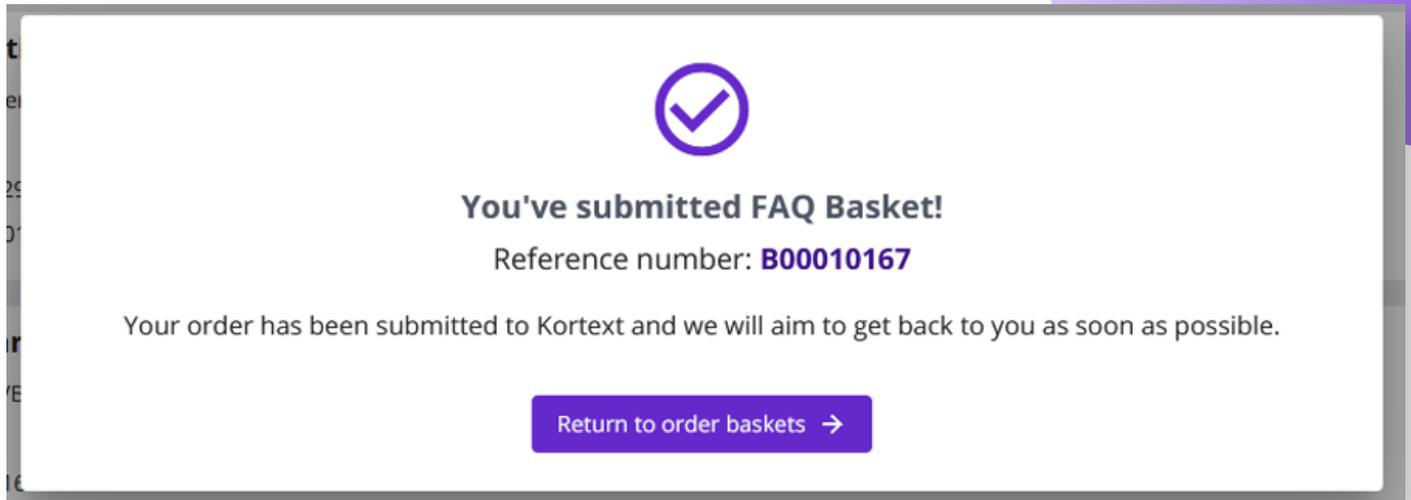
Filters

Sort by

Default ▼

Items per page: 50 1 - 3 of 3 < >

You will be prompted to confirm whether you wish to submit, and once you have confirmed you will see this screen:



Take a note of the reference number and sit back whilst we process your request!

That's all there is to it!
If you need help, please email
support@kortext.com