Your guide to getting started with JacarandaPLUS digital resources
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About eGuidePLUS

eGuidePLUS is an electronic version of the Jacaranda textbooks and a complementary set of targeted digital resources available to you online at the JacarandaPLUS website (www.jacplus.com.au).

This user guide will help you to maximise your use of the online text and the suite of engaging multimedia resources.

There are a range of useful articles at jacplus.desk.com.
JacPLUS system requirements

Minimum requirements:
• A modern internet browser such as Internet Explorer 8+, Mozilla Firefox 15+, Google Chrome 18+, Safari 5.0.6+ or Opera 12+. Note: Internet Explorer 8 requires the Chrome Frame plugin.
• Adobe Flash Player 11+
• JavaScript must be enabled (most browsers are enabled by default).
• Browser cookies enabled (third party cookies optional).

Operating systems:
• Windows Vista, Windows 7, Windows 8
• Mac OS 10.6, 10.7, 10.8

iPad / iPhone: iOS 5+ required

Android tablets: Android 3.2+ (Honeycomb) minimum
Andriod 4.0+ (Icecream Sandwich) is recommended

Google Chrome recommended as web browser (requires Android 4.0).

Enabling JavaScript in your browser

Internet Explorer
In the Tools menu select Internet Options. Change to the Security tab at the top of the Internet Options window. From the list of zones at the top of the Security options, select the Internet icon. Select the button near the bottom that reads Custom Level. In the new window that, scroll down to the item that reads Active Scripting. Select the option marked Enable.

Mozilla Firefox
In the Tools menu select Options. (On a Mac, select Preferences from the Firefox menu). Select the Content button from the top row of options. Select Enable JavaScript.

Google Chrome
Select Preferences from the Tools menu. (On a Mac, select Preferences from the Chrome menu). Select Under the hood on the left. Select the Content settings button in the privacy section at the top. Make sure Enable JavaScript is checked.

Safari
Select Preferences from the Tools menu. (On a Mac, select Preferences from the Safari menu.) Select the Security tab at the top. Make sure Enable JavaScript is checked.

Note: Due to constant software and version updates, it is possible that some of the menu elements will have slightly different names.
Setting up your JacPLUS account

The first time you visit JacPLUS, you’ll need to create an account. Click the Create account & enter your registration code(s) button.

This will take you through the steps of creating a new account. Fill in the required details on the form, read and accept the terms and conditions, then click on the Create account button at the bottom of the page. Please be sure to choose a password that you will remember.

*Note:* The email address that you use when you create your account will be the username that you use to access your JacPLUS account.

Once you have created a JacPLUS account, you can use the same email address and password to register all of your JacPLUS products.

Logging in to JacPLUS

When you log in to JacPLUS, your username is your email and your password is the one that you created during the setup of your account. Your username and password can also be found in your ‘Welcome to JacPLUS’ email.


2. If you have forgotten your password, you can click the Forgot password? link on the homepage to have it emailed to you.
Adding JacPLUS resources to your bookshelf

Once you’ve logged in, you should automatically be directed to your bookshelf. There is also a My bookshelf link at the top of the screen.

To add a title to your bookshelf, you need the registration code from inside the front of your Jacaranda book or studyON booklet, or, if you have purchased a digital-only product, from the back of the online subscription card.

1. Click on Add a new title and enter your unique registration code into the pop-up box. This field is case sensitive, so make sure all letters are capitalised. Read and accept the licence agreement to continue.

2. A thumbnail of your new title will appear immediately in your bookshelf. This bookshelf will house all of the JacPLUS titles you have purchased. Note: When you purchase additional JacPLUS titles, enter the registration code here to have your new titles appear on your bookshelf.

3. To view the products on your bookshelf as thumbnails, click on Cover view. Alternatively, you can select List view to show your titles as a list.

4. By default, your bookshelf is arranged by Learning Area (e.g. English, Maths, Humanities). To sort your titles alphabetically according to title name, change the Sort By filter at the top right of your bookshelf.

5. You can also filter your bookshelf to only display titles from certain year levels, or learning areas. Adjust the Show filters according to your preference.

6. If you are a teacher, you also have the option to filter your titles by student/teacher resources.

Once your title has been added, click on the thumbnail to start using it.
Switching between student view and teacher view

When you purchase and register an eGuide or teacher resource kit, you also gain access to the student eBookPLUS. That is, you can access both books and sets of resources from one place.

**Note:** You have to be registered as a teacher in your JacPLUS account when you enter an eGuide registration code. If you are not set as a teacher in your JacPLUS account you will not be able to access the teacher material from the eGuidePLUS.

The eGuide will open in teacher view. To switch to student view, click the Switch to student text button at the top right and Switch to teacher text when viewing the title in Student view.

A thumbnail of your new title will appear immediately in your bookshelf. This bookshelf will house all of the JacPLUS titles you have purchased. **Note:** When you purchase additional JacPLUS titles, enter the registration code here to have your new titles appear on your bookshelf.
Using Bookmarks, Favourites and Tools

1. Using the Table of Contents, navigate to the section or page that you wish to bookmark and click on the star silhouette to the right of the section title.

2. To switch between student view and teacher view, click on the Switch to Student View button found at the top of your page.

3. Tools and settings features include:
   - Font size — allows you to change the size of the on-screen font.
   - Background colour — allows you to change the background colour of your eGuide pages.
   - Button text labels — allows you to turn on/off the labelling of buttons in your task bar.
   - Menu at the bottom — allows you to position your task bar at the top or bottom of your screen.

4. To stretch the eGuide content to cover the whole screen, click on the Table of Contents button to collapse the panel on the left side of the screen.

5. Select either the Next or Previous arrow to access the next or previous section heading in the eGuide chapter content menu.

6. Click the Resources button to display the resources for the selected chapter. To display resources for another chapter, select the Table of Contents button, followed by the chapter, then select the Resources button. To favourite a resource, navigate to your resource and click on the star silhouette to the right of the resource name.

To show only your favourite resources, click the Resources button and then click the favourites tab at the top. Select the category that your resource belongs to and click on the one you wish to view.
Navigating chapters

1. To navigate through the different eGuide chapters, use the Table of Contents to locate the chapter you are after.

2. You can now skip ahead to different chapters/sections by selecting the headings from the panel to the left of your eGuide content.

3. Alternatively, you can skip to the next or previous section heading by using the Next and Previous buttons at the bottom right of the eBook content.
Finding digital resources

Student and Teachers Resources are allocated to specific chapters. Select the Resources button from the task bar at the bottom of your page to see the digital resources.

To see the resources for different chapters, select a chapter from the Table of contents, then select the Resources button.

Select the Student or Teacher Resources type to display the individual resources.

Resources include the following and will vary per title and per chapter:

1. **Digital documents** — Microsoft Office files such as spreadsheets and PowerPoint files; curriculum links; worksheet answers and worksheets; and exams provided in Word or PDF format.
2. **eLessons** — animated and video lessons that bring key concepts to life
3. **Learning Objects** — Learning Objects are educational activities that run from your computer instead of the internet.
4. **Interactivities** — online activities that enhance understanding through hands-on experience
5. **ProjectsPLUS** — ICT-based projects that use an innovative research management system featuring video introductions, templates for students to build their projects, and weblinks to resources
6. **Weblinks** — instant links to relevant, targeted content on the internet
7. **Support files** — programs, applications and tutorials to help you make the most of your eGuidePLUS.
8. **Companion Digital Product Links** — links to companion products such as assessON, Knowledge Quest, myWorld History Atlas and studyON.
Resource summary feature

The resource summary feature provides you with a detailed summary of all the digital resources available within your eGuidePLUS.

To access this feature, navigate to the Prelims of the eGuidePLUS using the Table of Contents on the left-hand side of your screen. Once you have selected the Prelims chapter, click the circle furthest to the right of screen located just above the task bar, to bring up the resource summary.

To access the chapter resources, click on the name of the chapter.

![Diagram of resource summary feature]
Adding notes

You can add coloured re-positionable notes throughout your eGuide and your notes will collate according to Chapter in your Notes section.

1. Click Add note from the task bar at the bottom of your page.

2. Click one of the coloured circles on the notes pop-up to select the colour of your note.

3. Enter your note into the grey pop-up box.

4. To save your note, move your cursor outside of the grey notes pop-up. Your note will now appear at the right-hand side of the screen.

To view your notes, click on the Notes button from your task bar at the bottom of your page and select the chapter you wish to view the notes for by clicking on the chapter number/title.
Finding offline resources (PDF files)

The full textbook and individual chapters are available to download as PDF, or as desktop editions.

To download these documents, navigate to the Prelims of the eGuidePLUS using the Table of Contents on the left-hand side of your screen. Once you have selected the Prelims chapter, click the Resources button from your task bar to expand your resource panel and select the Digital documents resource heading to show the digital documents.

For some titles, the whole textbook PDF link will instead be found under the Weblinks resource heading. If you cannot locate the link in either of these locations, there may not be a whole textbook PDF available to download for that title.

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