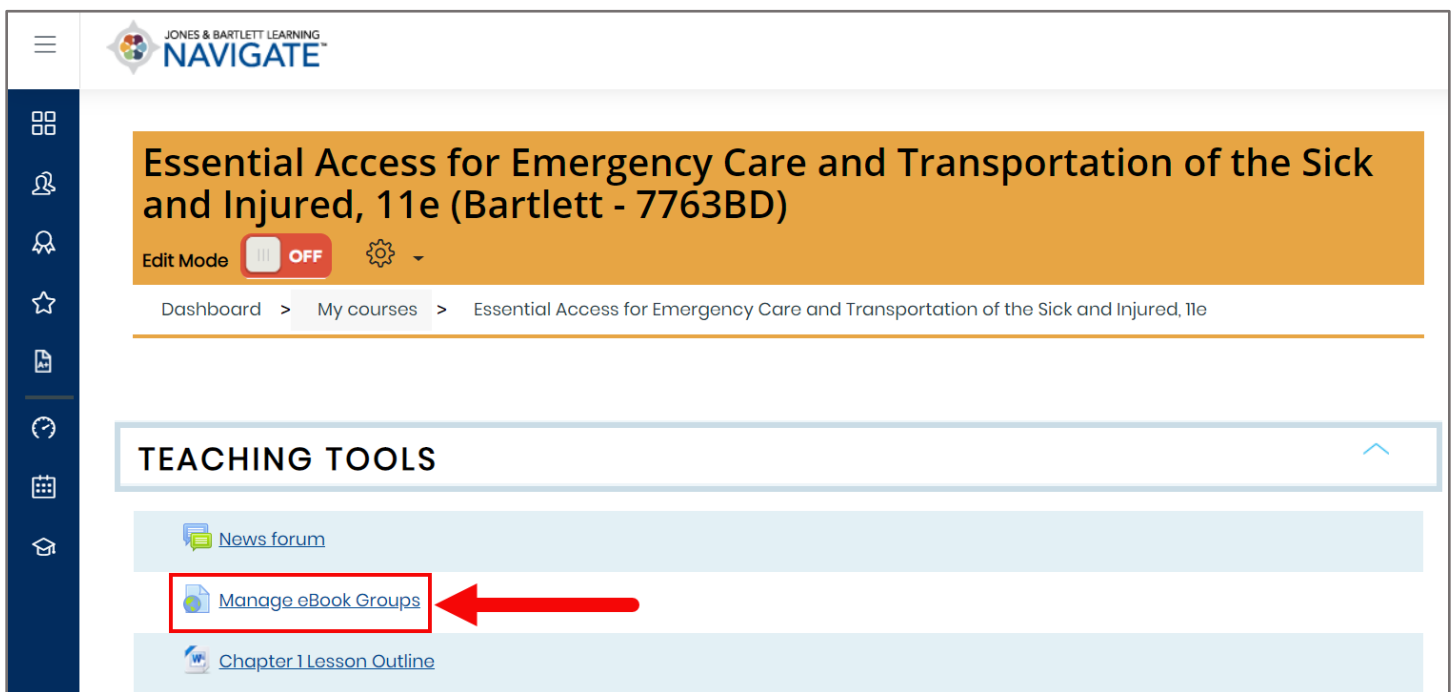


How to Set Up eBook User Groups for Note Sharing

This document provides instructor directions on how to create user groups within your eBook. With this option, you can automatically share your eBook notes with sets of specific students in the class.

1. As an instructor, you have the option of sharing your eBook notes with your students or adjuncts so that these display in their eBooks and can be viewed as they are reading. Your first step to begin sharing eBook notes is to create at least one eBook Group using the **Manage eBook Groups** tool found within the course's **Teaching Tools** section.

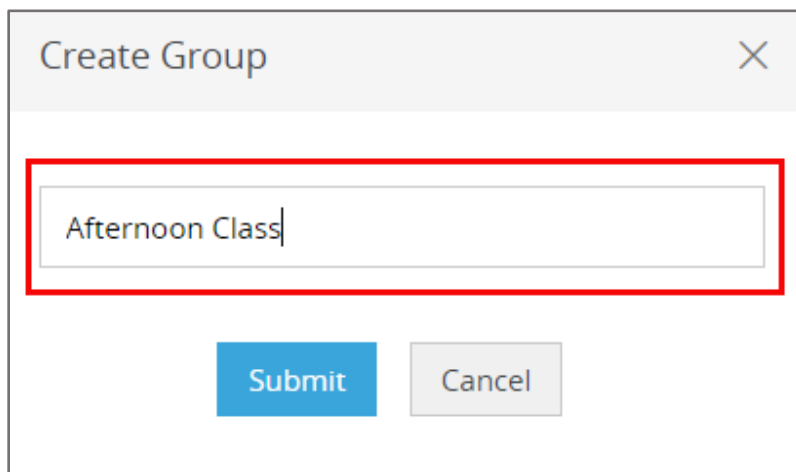


The screenshot shows the NAVIGATE interface for a course titled "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The interface includes a navigation menu on the left with icons for home, user profile, notifications, favorites, documents, a clock, calendar, and graduation cap. The main content area shows the course title and an "Edit Mode" toggle set to "OFF". Below this is a breadcrumb trail: "Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e". A section titled "TEACHING TOOLS" contains three items: "News forum", "Manage eBook Groups" (highlighted with a red box and a red arrow pointing to it), and "Chapter 1 Lesson Outline".

2. After launching the **Manage eBook Groups** tool, click the **Create Group** button in the top-right of the page.



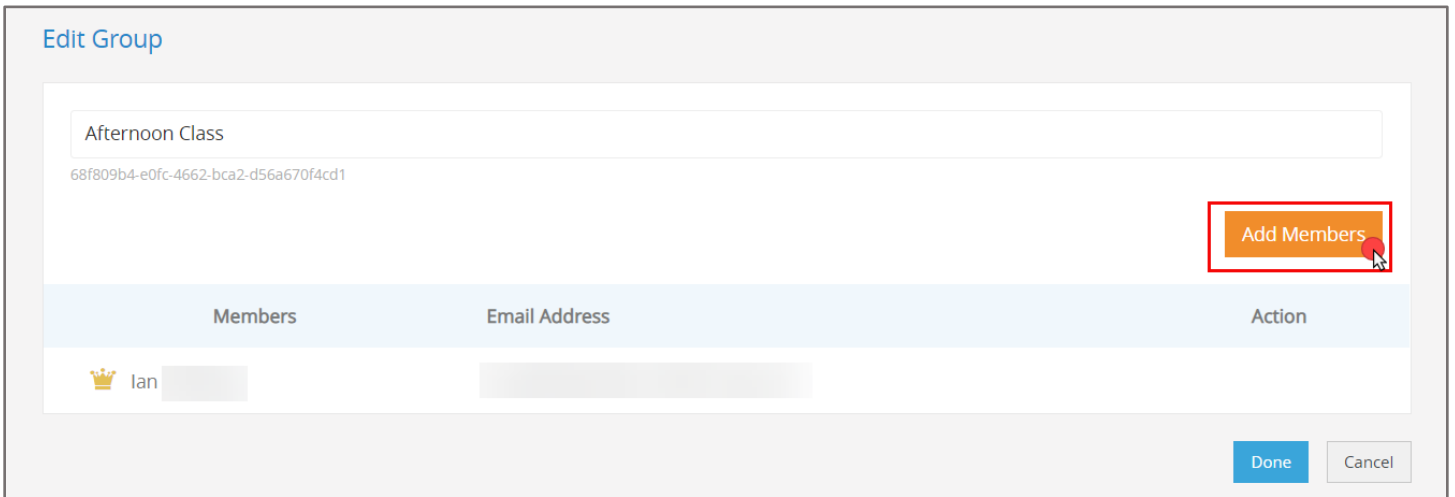
3. Enter in a naming of your choosing for the Group and click **Submit**.



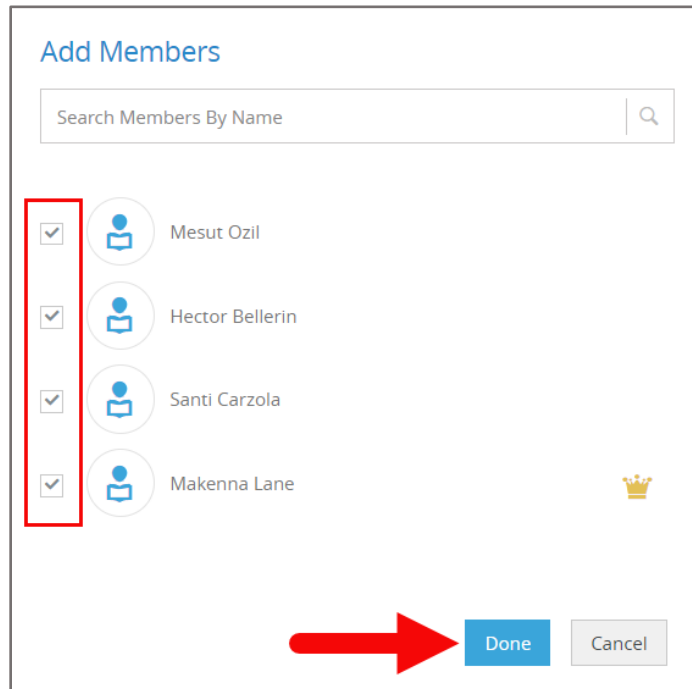
4. The created Group will now display on your page. Next, click the **Edit** option to its right to begin adding members.



5. On the **Edit** page, click the **Add Members** button to the right.

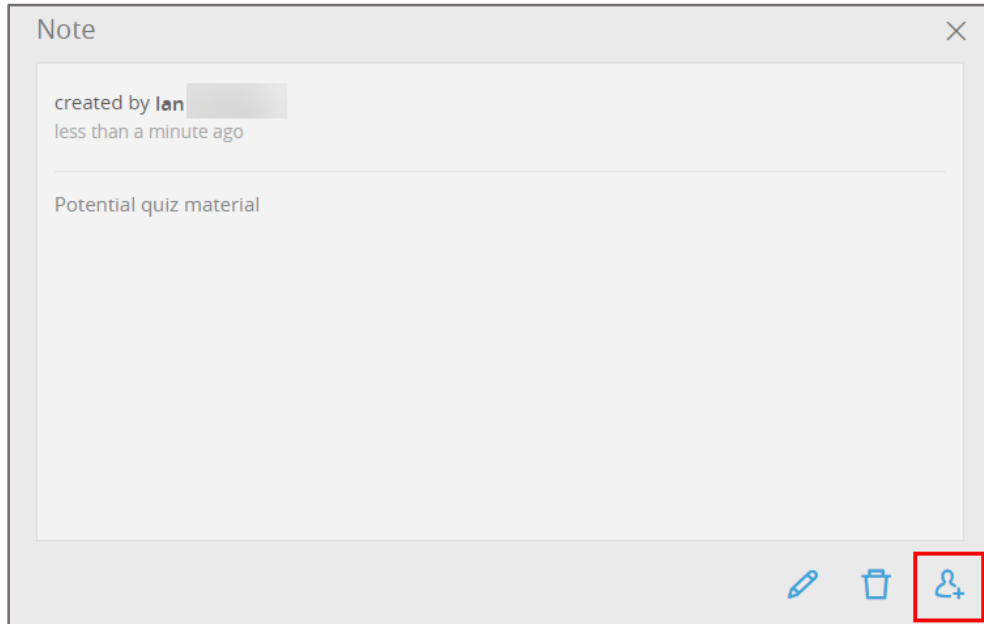


6. Proceed by selecting all individuals with whom you would like to share eBook notes within the resulting popup window. When finished, click **Done**.

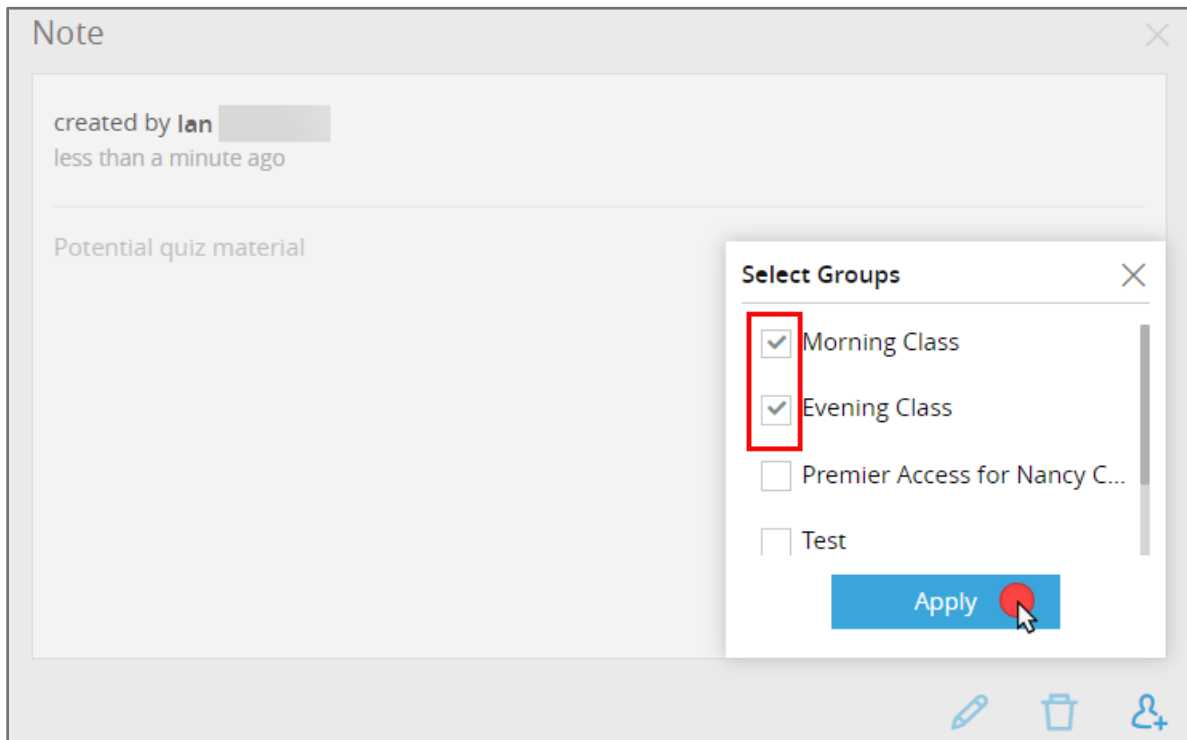


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7. As you create notes in your eBook, you may now share them individually by clicking on the note to open it and then selecting the **Share** button to the bottom right of the note window.



8. Select the user Group(s) with which to share the note from the **Select Groups** menu and click **Apply**. The individuals within the selected Group will now see the applicable note available for review within their eBooks.



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