# Welcome to Learn with NoveList

This guide will help you navigate the Learn with NoveList platform and start learning.

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Whether you're joining us for an instructor-led class or taking a self-paced course, your learning journey will take place on the Learn with NoveList platform.

Wondering how to set up an account, get a certificate of completion, or access materials after your course? You're in the right place. Need more help or have further questions? Email us at <u>Learnwithnovelisthelp@ebsco.com</u>.

Your learning experience is based on the specific courses and choices your instructor makes. You may not be able to see all the features explained in this handbook.

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## Setting up your Learn with NoveList account

**Sign Up** to create your Learn with NoveList account if you do not have one already or **Log in** directly with your existing account.

#### Create your account

If you **do not have** an existing Learn with NoveList account, follow the steps below to create your learner profile and account.

1. Visit LearnWithNoveList.com



- 2. Click on the Signup button and fill in the required details to create your account.
- 3. Check your email for a welcome message and click on "Confirm your account."

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4. Your profile is now activated, and you can log in to your account.

### Logging in to your account

If you **already have** an existing Learn with NoveList account, follow the steps below to log in to your account.

- 1. Visit LearnWithNoveList.com
- 2. On the homepage, click **Login**.

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		Don't have a	an account? Sign up f	or free!				

3. Fill in with your details and enter your account.

	Log in	
USERNAME O	R EMAIL	
Learner_guide	@gmail.com	
PASSWORD		
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	Login	
	Forgot your password?	



### Enrolling in a Course

You can enroll in self-paced courses on your own. Live courses are available through institutional purchase only. For more information on purchasing a live course for your institution, email <u>learnwithnovelist@ebsco.com</u>. Once the purchase of a live course is made, an instructor from Learn with Novelist will manually enroll you in the course.

#### Enrolling in self-paced courses

After you create a new Learn with NoveList account or log in with an existing account, you will be taken to the course homepage.

- 1. Click on the "**Course Catalog**" tab to browse the courses curated for your learning. Once you have chosen a course that interests you, click on the course title to access the course details.
- 2. You can easily purchase a course with your credit card by clicking on "Get this course."



After you purchase a course, you will be directed to your home screen, and you can begin your learning journey!



### Joining Live Training How do I join the live training session?

- 1. Log in to <u>learnwithnovelist.com</u> with your username and password.
- 2. After you log in, you can join your live training session from several different places within the platform. Choose any one of the options and follow the steps below to join the training session.

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These options allow you to easily join your live training session from multiple places.

### Option 1 - Join from your course dashboard

1. Select your live course from the dashboard.

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2. Click "Resume Course" to see the live session landing page.

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3. Click on "Add session to your personal or work calendar" in the lower right-hand corner so you'll have a reminder to join the session.

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4. Click on the word "**Join**" to enter your training session. Be sure to log on 10 minutes early to check your audio and video connections.

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**Important** – The word 'Join' will be activated 15 minutes before your live training session.

### Option 2 - Join from calendar

1. Go to the **Calendar** from the dashboard.

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2. Click on the date of the event.



3. You can also add the event to your work or personal calendar and set event reminders.

4. Click on the word "Join" to enter your training session.



Tip: You may click on the course name to see the live session landing page.

### Option 3 - Join from conference

1. Go to the **Conferences** page from the dashboard.

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2. Click on the triangle **play icon** under join to enter the session.

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### Option 4 - Join from email

1. A direct URL link to the training session landing page is sent to your email from Learn with Novelist. Click on the **URL** to get to the session landing page.



2. Once you are there, click on the word "Join" to enter your training session.

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Join	a live training session!
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## **Navigating Courses**

To complete a course, you will typically need to complete several types of units, like videos, tests, or assignments.

#### Access course materials

When you enroll in a self-paced course, it will be on your home screen. The course is broken down into several lessons and learning activities that include videos, quizzes, assignments, and reading materials.

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Home / Course catalog / Include: Helping Y	oung Readers Find Windo (#AC#)
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Start or resume course	Do you feel lost or overwhelmed when trying to locate books that include underrepresented or marginalized identities? This self-paced course is designed to help educators and librarians identify quality books and create more diverse collections, displays, flyers, and reading lists. You'll feel confident and competent when using more inclusive titles in your work with young readers. This course is designed to address the INCLUDE shared foundation of the ASA. Standards Framework for Learners.
1	CONTENT
	LESSON ONE
start or resume	Welcome to the course!
the course	The Transformative Value of Books That Serve as Windows and Mirrors
	Immirrors, Windows, and Sliding Glass Doors" by Dr. Rudine Sims Bishop
	Dr. Sims Bishop discusses Mirrors, Windows and Sliding Glass Doors
	Windows and Mirrors
	C Finding Windows and Mirrors in a World with Walls
	The Windows and Mirrors of Your Child's Bookshelf

Click on **Start course** to access the first module in the course.

Click on **Resume course** if you are returning to a course to start where you last left off.

To **download** course materials, click on the learner tab on the top of your screen and select **Files**. This space will contain files that can be downloaded for use.

380 POINTS	
LSt ing Readers	<ul> <li>PDF #1-Personal Reflection</li> <li>PDF #2-Your Population</li> <li>PDF #3-Books Mentioned in This Course</li> <li>PDF #4-Book Talk Basics</li> <li>PDF #5-Finding Bookerse Characters</li> <li>PDF #6-Inclusive Collection Promotion</li> <li>PDF Mirrors, Windowing Glass Doors</li> </ul>



### **Tests and Automatic Grading**

Quizzes ensure you understand concepts.

1. There are **quizzes within the** lessons.

You will need to watch the accompanying video and then answer the questions correctly. If your submitted answer is correct, you will move on to the next unit. You may repeat the test as many times as you need to get to the right answer.

Complete watching the lecture
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2. There are also short, graded quizzes at the end of the lessons.

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	₩Ф	3 Ways to Onboard Remotely     Asking the Right Questions     Quiz	
	The test contains 3 questions		
	Start test		

You will immediately know if your attempt at the quiz question was successful. The correct answers and your responses will be displayed for you at the end of the quiz.

### Completing a lesson

Some lessons will have time constraints for completion. The orange tab highlighted below the video will show you how much time remains to complete the video. Once completed, you will be able to move on to the next unit.

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	The language of identity changes; use y respectful.	our resources to keep current and
	NoveList applies story elements and has with underrepresented identities.	s content to help you discover books
	Make inclusion of all identities part of y	our regular practice.
73   www	v.ebscohost.com/novelist	NoveList
	Completes	in 1m 46s

Once you have completed all units of a course successfully, a pop-up window will appear indicating you have completed the course.

You will be prompted to **download** the certificate and **share** it on LinkedIn. You can easily navigate through units and revisit completed lessons from the top menu.





#### Viewing your progress

You can keep track of your training from two different areas on the platform.

- 1. On your dashboard, you will find a bar showing some general stats.
- 2. From your dashboard, you can click on **Progress** on the right panel to access more detailed reports.



Reports include:

#### Overview

your training progress at a glance.

#### Courses

stats about your progress in each course you are enrolled in.

#### Certifications

all the certifications you have received, and the option to download them.

#### Badges

all the gamification rewards you have earned.

#### Timeline

a detailed log of all the actions related to your profile.

You can click on the 'badges' or 'points' tabs to view your position on the leaderboard. It will show your training progress compared to other learners on the platform.



#### Communicating with other learners

There are many ways you can communicate with your fellow learners and instructors. You will have the opportunity to exchange feedback on assignments and discuss ideas in your course discussion forums and messages as you work together to master new concepts and best practices.

#### 1. Discussions:

Discussion forums are accessed through the right-hand menu on your course home page. This feature is a forum-like tool where you can connect with other learners or instructors by posting comments. You can also like and comment on the posts of others.

#### 2. Messages:

You can send direct (and private) messages to other learners, as well as your instructors or administrators.



## **Frequently Asked Questions**

### How do I reset my password?

Log in	×
USERNAME OR EMAIL	
PASSWORD	
Login	
Forgot your password?	

Sign in through the Learn with NoveList homepage and click **Forgot your password**.

On the **Reset password** page, enter your username or email and click **Send**.

Reset password	×
Enter your username or email address and we'll email you instructions on how to reset your password	
Send	
2 Log in with your credentials	

### Where do I access files that have been shared with me?

There are two places to look for files shared with you:

- From the course you are viewing: Click on **Files** at the top right to access files shared.
- From your user profile: Hover over your name at the top of the page, click **Files**, and view any files shared directly with you.

# What happens if my computer shuts down or my connection is lost while I am completing a course?

You can abandon and resume a course at any point. Just return to the course, click **Resume**, and you can continue from the last unit you accessed. If you were in the middle of a test, you can resume from the last pending question.



### Can I change the order in which my courses are displayed?

Yes! From your dashboard, click on the **Date** icon (above your statistics bar) and select how you prefer to view your courses. From here, you can also choose if the **Category** will be visible or hidden.



You can also display your completed courses separately from courses still in progress. Click on the completed courses tab of the statistics bar to see only those. Click on the completed courses tab again to return to the default view with all courses.



Have more questions or other issues?

Email us at Learnwithnovelisthelp@ebsco.com