

# edu.epubbud.com

## General: setup, instructions

What is it? Free, no ads

A private place to create, post and share ePubs with a classroom/group

Private classroom space for you and your members:

- Create a group to share and read epub.
- Add members, add parents to be part of the group
- Create epubs for online reader or download for mobile devices: iPad, iPod, iPhone, eReaders such as Nook

Administration is separate from working in group

## ADMINISTRATION:

### Create a teacher administrator account:

1. Create login at site [edu.epubbud.com](http://edu.epubbud.com)
2. Login

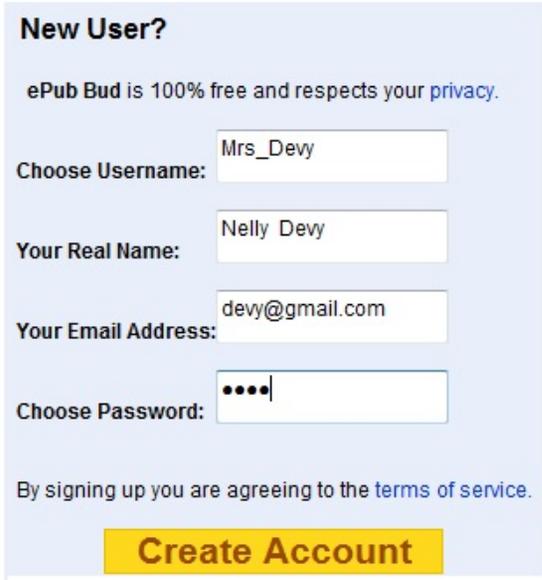
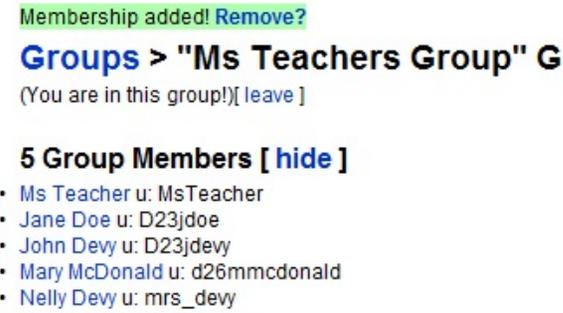
### Setting up Classroom/Group:

Login using Administrator login. (Teachers will need a second login to be added to the group)

<b>Create a new classroom/group</b>		
-------------------------------------	--	--

<ul style="list-style-type: none"> <li>• Create New Group, add initial members</li> </ul>	<p><b>Click on My Classes</b></p> <ol style="list-style-type: none"> <li>1. In "Create a New Group--&gt;add your group's name</li> <li>2. in "Initial Group Members", use one line for each member.(separate items with comma) name, username, password, email</li> <li>3. make sure your name, username, password is first in the list</li> </ol> <p>-----</p> <p>Ms Teacher, MsTeacher, s111,teacher@d23.org Jane Doe, D23jdoe,s123 John Devy, D23jdevy, s323</p> <ol style="list-style-type: none"> <li>4. Click "Create New Group Now" button</li> </ol>	<p><b>Create a New Group:</b> 1. Add group name here</p> <p>Ms Teachers Class</p> <p><b>Initial Group Members:</b> 2. Add member information, students and teacher</p> <p>Ms Teacher, MsTeacher, s111,teacher@d23.org Jane Doe, D23jdoe,s123 John Devy, D23jdevy, s323</p> <p>(One member per line)</p> <p><b>Create New Group Now!</b> 3. Click to create group</p>
	<ol style="list-style-type: none"> <li>5. Check for Message in green( top of page) that group has been created</li> </ol>	<p><i>Ms Teachers Group</i> group created! <a href="#">Manage it?</a></p>
<ul style="list-style-type: none"> <li>• add members to existing group</li> </ul>	<ol style="list-style-type: none"> <li>1. Click on the group name under "Your Current Groups"</li> <li>2. Click Edit/Add members</li> </ol>	<p><b>Groups &gt; "Ms Teachers Group" Group</b> ✕</p> <p>(You are the leader of this group!) <a href="#">edit / add members</a></p> <p><b>3 Group Members</b> [ <a href="#">show</a> ]</p>
	<ol style="list-style-type: none"> <li>3. Delete the sample format name, username, password</li> <li>4. Add member information: Mary McDonald, D26mmcdonald, s345</li> <li>5. Click "Modify Group Now"</li> </ol>	<p><b>Groups &gt; "Ms Teachers Group" Group</b> ✕</p> <p>(You are the leader of this group!) [ <a href="#">hide editing</a> ]</p> <p><b>Rename Group?</b></p> <p>Ms Teachers Group</p> <p><b>Add Members:</b></p> <p>Mary McDonald, D26mmcdonald,s345</p> <p>(One member per line)</p> <p><b>Modify Group Now!</b></p>

	<p>6. Check for green "Group Updated" message – top of page</p> <p>7. Number of members and name should be found under Group Members</p>	<p>Group updated!</p> <p><b>Groups &gt; "Ms Teachers Group" Group</b> ✘</p> <p>(You are the leader of this group!) [ edit / add members ]</p> <p><b>4 Group Members [ hide ]</b></p> <p>Ms Teacher u: MsTeacher ✘</p> <p>Jane Doe u: D23jdoe pw: s123 ✘</p> <p>John Devy u: D23jdevy pw: s323 ✘</p> <p>Mary McDonald u: d26mmcdonald pw: s345 ✘</p> <p><b>Ms Teachers Group Shared Bookshelf</b></p>
<ul style="list-style-type: none"> <li>delete members (only teachers can delete members)</li> </ul>	<ol style="list-style-type: none"> <li>Click on My Classes</li> <li>Click on the group name</li> <li>Click Show to list group members</li> <li>Click the red X to delete member</li> </ol> <p>NOTE: If you delete a member, it deletes their ePubs from the group shelf.</p>	<p><b>4 Group Members [ hide ]</b></p> <ul style="list-style-type: none"> <li>Ms Teacher u: MsTeacher ✘</li> <li>Jane Doe u: D23jdoe pw: s123 ✘</li> <li>John Devy u: D23jdevy pw: s323 ✘</li> <li>Mary McDonald u: d26mmcdonald pw: s345 ✘</li> </ul>
<ul style="list-style-type: none"> <li>email(optional)</li> </ul>	<ol style="list-style-type: none"> <li>Email with login (makes you the leader)</li> <li>Email is needed if you want to receive notification when comments are left in your book</li> </ol>	
<ul style="list-style-type: none"> <li>send link to join group</li> </ul>	<ol style="list-style-type: none"> <li>Click on My Classes</li> <li>Click on Group name</li> <li>Copy link on address line</li> <li>Send link to members so they can join by creating their own user name and password</li> </ol>	<p>Ms Teacher group link:</p> <p><a href="http://edu.epubbud.com/group.php?g=TJN2QPT4">http://edu.epubbud.com/group.php?g=TJN2QPT4</a></p>

<ul style="list-style-type: none"> <li>• Instruction for joining group (link received)</li> </ul>	<ol style="list-style-type: none"> <li>1. Copy and paste link on the address line and click enter</li> <li>2. Fill out new user fields: Choose User Name, Your Real Name, Your email (optional), Choose Password</li> <li>3. Click "Create Account" button</li> </ol>	 <p><b>New User?</b></p> <p>ePub Bud is 100% free and respects your <a href="#">privacy</a>.</p> <p>Choose Username: <input type="text" value="Mrs_Devy"/></p> <p>Your Real Name: <input type="text" value="Nelly Devy"/></p> <p>Your Email Address: <input type="text" value="devy@gmail.com"/></p> <p>Choose Password: <input type="password" value="••••"/></p> <p>By signing up you are agreeing to the <a href="#">terms of service</a>.</p> <p><b>Create Account</b></p>
	<ol style="list-style-type: none"> <li>4. You will be sent to the group page.</li> <li>5. Under Groups, you will see: (You are not in this group!) [ <a href="#">join</a> ]</li> <li>6. Click <a href="#">join</a></li> </ol>	 <p><b>Groups &gt; "Ms Teachers Group" Group</b> (You are not in this group!) [ <a href="#">join</a> ]</p> <p><b>4 Group Members [ hide ]</b></p> <ul style="list-style-type: none"> <li>• Ms Teacher u: MsTeacher</li> <li>• Jane Doe u: D23jdoe</li> <li>• John Devy u: D23jdevy</li> <li>• Mary McDonald u: d26mmcdonald</li> </ul> <p><b>Ms Teachers Group Shared Booksh</b></p>
	<ol style="list-style-type: none"> <li>7. A green message tells you that you have been added.</li> <li>8. Check the group members list and you will see your name</li> </ol>	 <p>Membership added! <a href="#">Remove?</a></p> <p><b>Groups &gt; "Ms Teachers Group" G</b> (You are in this group!) [ <a href="#">leave</a> ]</p> <p><b>5 Group Members [ hide ]</b></p> <ul style="list-style-type: none"> <li>• Ms Teacher u: MsTeacher</li> <li>• Jane Doe u: D23jdoe</li> <li>• John Devy u: D23jdevy</li> <li>• Mary McDonald u: d26mmcdonald</li> <li>• Nelly Devy u: mrs_devy</li> </ul>

