

## Instructor's Manual for the Cengage YouBook

Revised 2/8/2011

OWL courses for new © 2012 courses in OWL include a highly customizable eBook called the **Cengage YouBook** that instructors can tailor to their course and share with students. Please consult your Cengage Learning sales representative for a list of © 2012 courses.

With this specialized eBook, instructors can:

- Customize the Table of Contents by rearranging chapters and sections to match the syllabus
- Mark up the text using tools such as a virtual highlighter and sticky notes
- Change a text passage by editing the narrative content or striking it out completely
- Add custom resources, such as links to lecture notes, audio summaries, video lectures, or files on a personal website
- Embed YouTube videos
- Start an online chat session with students using a light discussion board

To begin customizing your eBook, click **eBook** on the left side of your OWL screen. Use the top menu of the eBook page to access most of the eBook features. Roll the cursor over any icon in the top menu for a pop-up description of the feature.



For full instructions on eBook features, click the question mark in the upper right corner of the eBook page.

### Sharing Your eBook

After you create your OWL course you will automatically have access to the eBook and eBook Functionality (sharing) will be turned on. This means that your students will be able to see any customizations you make to your eBook.

To turn off eBook Functionality (sharing), click **Manage Sections** from your Course Homepage, and then choose **eBook Manager**. \*Click **Turn Off Instructor eBook Functionality**. To turn it back on again, click **Turn On Instructor eBook Functionality**.

When eBook Functionality is off, students will still have access to the default (noncustomized) eBook and will still be able to make annotations in their own eBook.

When instructor eBook functionality is turned off, everyone in the course—including the instructor—has access only to student functionality. If you customize the text and then turn off instructor functionality, your notes, links, highlights, and other customizations will be saved, but they will be invisible to everyone (including you) until you turn on instructor functionality again.

All instructor highlights and notes can either be private or shared with students; all other customizations are immediately visible to students. If you want to share a note or highlight, be sure to turn on sharing for that individual item after creating the note or highlight. See the Best Practices section below for more detail.

## Managing Your eBook

Your eBook version is associated with your personalized login and will always be the version that is shared with your class by default. In some situations, you may want to change the version of the eBook that your students see. For courses with multiple sections, each section can have a different eBook. Note that only ONE eBook can be shared at a time in each section.

To check which instructor is currently sharing an eBook in any course, click **Manage Sections** from your Course Homepage, and then choose **eBook Manager**.\* If your eBook is being shared, you will see this message:

Currently you have access to the instructor customization functionalities listed above, and your customizations are visible to you, your students, and all instructors in this section.

If you are not the eBook manager, you will see a message that another instructor's eBook version is visible to you and your students. For example, the message below says that the eBook version that is visible is Professor Smithson's. If you want to share your version with students instead, click **Turn on My Instructor eBook**.

**Instructor eBook Functionality**

Currently another instructor's eBook version is visible to you and your students:

Instructor eBook Name	Customized by	Email
Instructor One's General, Organic, and Biochemistry: An Applied Approach, 1st Edition; Armstrong	Professor Smithson	<a href="mailto:instructor1@owl.com">instructor1@owl.com</a>

To replace the current eBook with your own instructor version and make your customizations visible, use the button below.

Select	My Instructor eBook Name
<input checked="" type="radio"/>	Instructor QA1's General, Organic, and Biochemistry: An Applied Approach, 1st Edition; Armstrong

If there are multiple instructors in this section, you can find more information on sharing eBook customizations [here](#).

To change the version of the eBook that is shared:

1. Give the other instructor eBook Management access to your course.
  - a. Click **Manage Sections** from your Course Home Page.
  - b. Choose **Course Permissions**.
  - c. Click the lock icon next to the instructor's name.
  - d. Check **Edit/Manage Textbook Content** and click **Save Settings** at the bottom of the page.
2. The other instructor must then log into your section to turn on his or her eBook functionality for that section.
  - a. Click **Course List** from the left navigation menu
  - b. Click the blue arrow next to the desired section name
  - c. Click **Manage Sections** from the Course Home page.
  - d. Choose **eBook Manager**.
  - e. Click **Turn on Instructor eBook Functionality**.


If your course has multiple sections, follow these steps for each section in your course. The course creator's version of the eBook will always be the one that is shared by default.

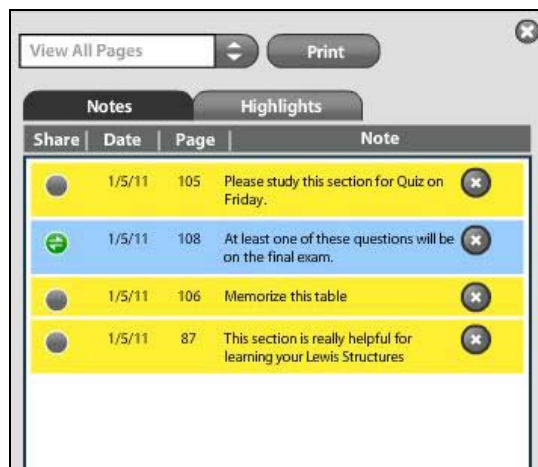
\*If you are denied access to the eBook Manager page, contact the creator of the course who can grant permission to you. If you are the creator of the course but don't have access, please click **Support** at the top right of any OWL page to contact Technical Support or go to [www.cengage.com/chemistry/owl/support](http://www.cengage.com/chemistry/owl/support).

## Best Practices and Reminders

As the creator of a course, your eBook will be the version that gets shared. If you're setting up a course for a colleague, be sure to change the eBook Management, Course Permissions and Message Recipients for your colleague. (All three of these settings are found under **Manage Sections** on your Course Home Page)

It is a good practice to give eBook Management permissions to only one instructor per section to eliminate the possibility that another instructor's eBook might be accidentally shared in the course.

When eBook functionality is turned on, you still have to choose to share individual notes and highlights that you create with your students. Click the gray circle in the Share column to share individual notes or highlight with your students. Click it again to stop sharing. With this feature you can share some notations and highlights in your eBook and hide others from students. Hidden notes and highlights appear in yellow while shared items appear blue with this green icon in the Share column: 



## Student eBook Functionality

All students who purchase access to OWL courses for new textbook editions released in 2011 will have access to the default eBook, which contains links to videos, animations and relevant websites—even if the instructor chooses to make no customizations.

To access the eBook, students can click **eBook** on the left side of any OWL page or click the eBook links in the Learning Resources area when assignments are open. Specific sections of the eBook are correlated to mastery questions as Learning Resources to give students instant access to the relevant part of the eBook.

Students can view their instructor's shared annotations and also create and save their own personal notes, highlights, and bookmarks that are only visible to the student who created them.

For help and more information about student eBook features, students can click the question mark icon in the upper right corner of the eBook page.