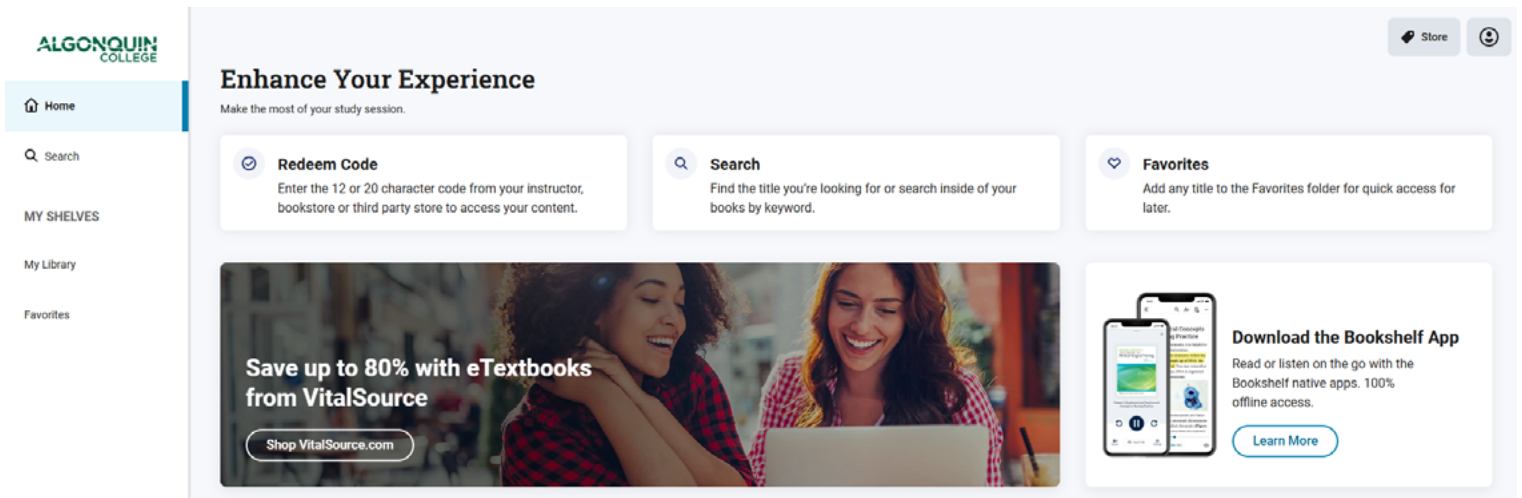


VITALSOURCE

FACULTY TRAINING

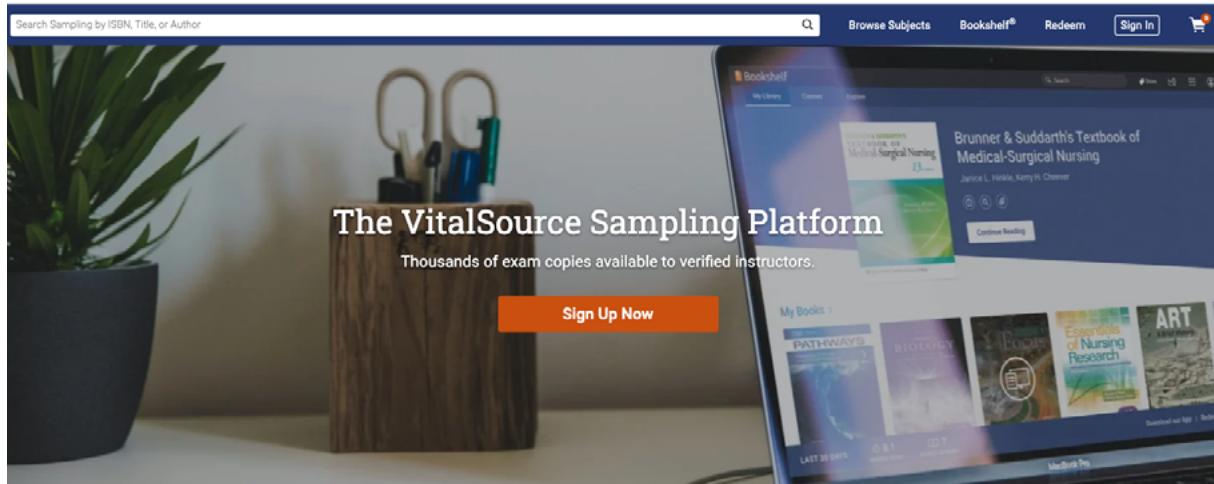
WHAT IS VITALSOURCE BOOKSHELF?

- VitalSource Bookshelf is a digital textbook platform that allows students and faculty to access, read, and engage with digital course materials. Bookshelf also features an e-reader that provides access to materials both online and offline on multiple devices, including tools for notes, search, highlighting, and more.
- Additional information about Bookshelf can be found on the [VitalSource website](#).

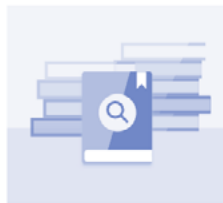


SETTING UP AN INSTRUCTOR ACCOUNT AND USING THE SAMPLING PORTAL FOR DESK COPIES

- VitalSource offers a robust selection of digital desk copies for instructors. Once you create an instructor account and have it verified for the first time you will have access to VitalSource's sampling library.
- If you are unable to find the resource you require through VitalSource's platform, please [complete the standard desk copy request form](#).
- Faculty who already have desk copies provided through Texidium or publisher platforms will retain their access on those existing platforms.
- For further instructions on how to create an account and request materials, [follow this link](#).



Start Sampling Now



1. Find a Title

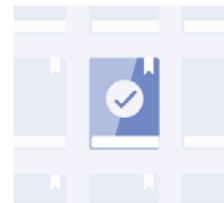
Request a book using Browse Subjects or using the search bar.

**Not all titles are available for sampling.



2. Request The Title

Clicking Request Sample will send your request to the publisher for verification. You can request multiple titles by multiple publishers.

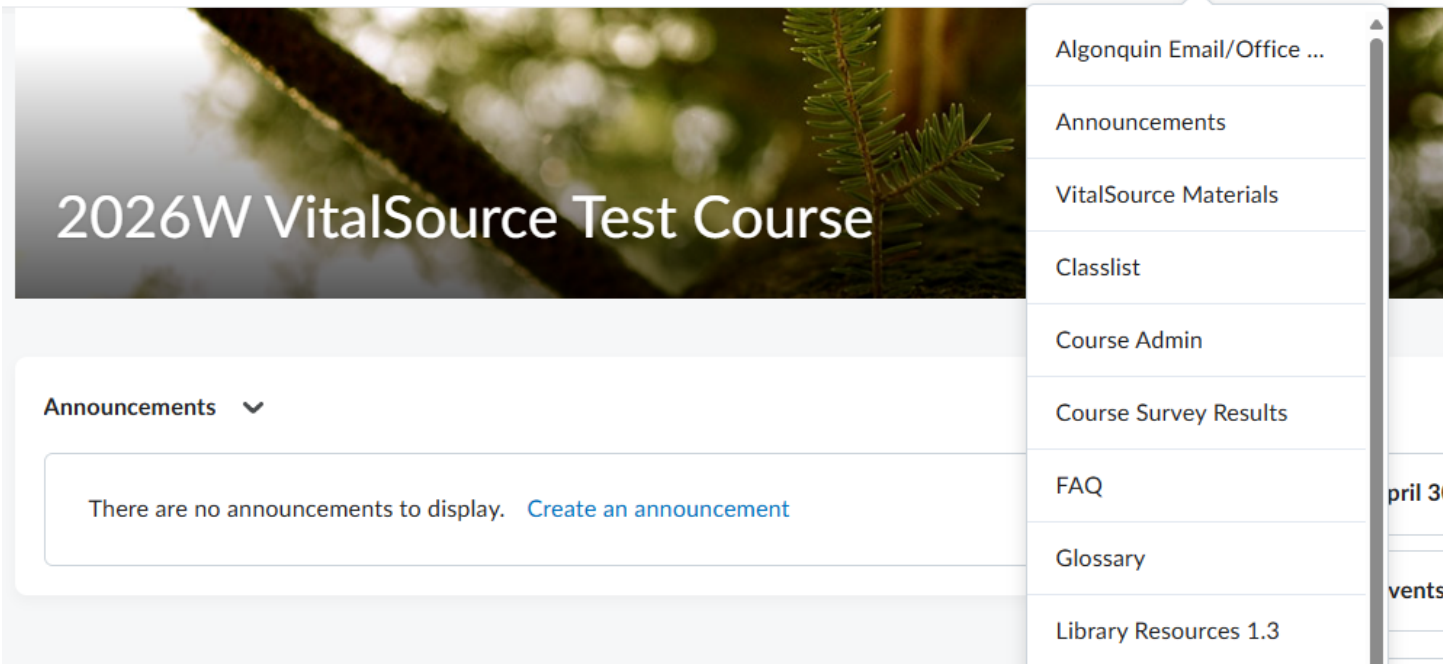


3. Get Verified by Publisher

Once you are verified by a publisher, you can sample the title. You will no longer need to be verified again to sample other titles.

VITALSOURCE MATERIALS IN BRIGHTSPACE

- Within the Tools menu there is now an option for VitalSource Materials. If your course offers inclusive access learning materials, this is typically where your student will retrieve any needed access codes or ebooks.
- If your course does not have any inclusive access learning materials, yourself and your students do not need to use this tool.



INFORMATION TO SUPPORT YOUR STUDENTS



Digital Item Redemption

Title: Ms Proj. Step By Step Covering Project Online Desktop Client

ISBN: 9780137564927

Access Code:

[Redeem My Access Code](#)

If that doesn't work, copy and paste the following link in your browser:

<https://bookshelf.vitalsource.com>

- If a student has existing ebooks that they purchased previously when we used Texidium, those books will still be available to them through their Texidium account.
- With the implementation of VitalSource as our digital resource platform, students will still purchase their course materials directly through the bookstore.
- Students will receive instructions on their receipt to indicate where to redeem their access codes.

- If a student needs to redeem their access code in VitalSource, they should create an account using their student email.
- If a student is purchasing courseware, they will still need to redeem their access code in VitalSource first to reveal the access code they need for the publisher platform.
- For select titles in VitalSource, students will have access to the Coach Me feature which allows them to complete practice questions while reading and get instant feedback.
- VitalSource Bookshelf includes multiple accessibility features to help students learn, such as read aloud, adjust font size, adjust display colours, highlight, bookmark, make notes, and more.
- Students can read the ebooks in their VitalSource account by going to [VitalSource](#) or by downloading the app onto one of their devices.
- [Download the VitalSource app.](#)
- [VitalSource account setup instructions.](#)

WHY ARE WE UPGRADING TO VITALSOURCE BOOKSHELF?

Following a College-led environmental scan, the decision was made to issue a Request for Proposal (RFP) to ensure the College provides students and employees with a digital resources and e-reader solution that is both user-friendly and delivers strong value. Several external organizations responded to the public RFP, with industry leader VitalSource Bookshelf receiving the highest evaluation score.