



# Canterbury English's Virtual Library Administrator's guide

*Last update: June 26th, 2009*



# Canterbury English's Virtual Library

## Administrator's guide

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This is a guide where you will learn how to add, modify, delete and consult the books and chapters of the virtual library as well as how to send the material class to the students.

### 1. Access to Virtual Library

First of all, you have to login into your account of the Canterbury Intranet system. The link is as follows: <http://www.canterburyenglish.com/profesores>.

Once logged in, you have to select the "Library" option of the left menu.



Fig. 1

This will bring you to the search page where you can add a book to the library or search for a specific book (Fig. 2).

### 2. Search for a book

To do this, on the search page, you have to check the check boxes of the options you want, type one or more criteria on the text boxes and click on the "Search" button:

## Library – Searching books

Select criteria

☒ **Title:**

☐ **Authors:**

Canterbury English information:

☒ **Book classification:**

☒ **Level(s):**

Beginner: ☒ Elementary: ☐ Upper Elementary: ☐  
Lower Intermediate: ☐ Intermediate: ☐ Upper Intermediate: ☐  
Advanced Level 1: ☐ Advanced Level 2: ☐ Advanced Level 3: ☐

Fig. 2

Results will appear below the search form:

Results	Book classification	Title	Description	Level(s)	Link
	Children 2-12	Canterbury English, Blast off	Canterbury English books	Beginner Elementary	<a href="#">See the book here</a>

Fig. 3

You can click on the “See the book here” link in order to get redirected to the book information’s page (Fig. 4).

### 3. View book information

On this page you will see all the information related to the book and its chapters. Also you can:

- Update book information or delete the book clicking on the “Edit book” button.
- Add a chapter to the book clicking on the “Add new chapter” button.
- See the associated file to a chapter clicking on its “See the chapter here” link.
- Send an e-mail with the link(s) of the chapter(s) to students clicking on the “Send chapter(s)” button.

#### Book Profile – Chapters overview

Book	<b>Title:</b>	Canterbury English, Blast off		
	<b>Authors:</b>	Richard Clarke & James Clarke		
	<b>Description:</b>	Canterbury English books		
	<b>Editorial:</b>	Canterbury English		
	<b>Edition Date:</b>	1995		
	<b>Edition Place:</b>	Spain		
	<b>ISBN:</b>			
	<b>Edition number:</b>	1st Edition		
	<b>Pages:</b>	105		
	Canterbury English information:			
<b>Book classification:</b>	Children 2-12			
<b>Level(s):</b>	Beginner Elementary			

Chapters	<b>Title</b>	<b>Description</b>	<b>Link</b>	<b>Edit Link</b>
	1.- Chapter One	Introduction	See the chapter here	Edit the chapter here
	2.- Chapter Two	The beginning	See the chapter here	Edit the chapter here
	3.- Chapter Three	Chapter Three	See the chapter here	Edit the chapter here
	4.- Chapter Four	Chapter Four	See the chapter here	Edit the chapter here
	5.- Chapter Five	Chapter Five	See the chapter here	Edit the chapter here
	6.- Chapter Six	Chapter Six	See the chapter here	Edit the chapter here
	7.- Table of contents	Table of contents	See the chapter here	Edit the chapter here

Fig. 4

#### 4. Add new book

To add a book to the virtual library you have to click on the “Add new book” button of the search page (Fig. 2). This will redirect you to a new page.

On this page you have to type the required information and then click on the “Save changes” button in order to add the book to the library (Fig. 5) and get redirected to its information page (Fig. 4).

Also you can cancel and return to the search page clicking on the “Back to search” button.

## Book Profile – Edit Book

Book Info

Enter the required book information:

\*Title:

\*Author(s):

\*Description:

\*Editorial:

Edition Date:

Edition Place:

ISBN:

Edition number:

\*Pages:

Enter the required information (Canterbury English use):

\*Book classification:

Select book classification... ▼

\*Level(s):

Beginner:

☐

Elementary:

☐

Upper Elementary:

☐

Lower Intermediate:

☐

Intermediate:

☐

Upper Intermediate:

☐

Advanced Level 1:

☐

Advanced Level 2:

☐

Advanced Level 3:

☐

Save changes

Back to search

Fig. 5

### 4. Update book information

To update the book information you have to click on the “Edit book” button of the book information’s page (Fig. 4).

This will redirect you to edit book’s page, where you can update the information typing the new one and clicking on the “Save changes” button (Fig. 6).

Also you can cancel and return to the book information’s page clicking on the “Back to book” button.

## Book Profile – Edit Book

Book Info

Enter the required book information:

**\*Title:**

Canterbury English, Blast off

**\*Author(s):**

Richard Clarke & James Clarke

**\*Description:**

Canterbury English books

**\*Editorial:**

Canterbury English

**Edition Date:**

1995

**Edition Place:**

Spain

**ISBN:**

**Edition number:**

1st Edition

**\*Pages:**

105

Enter the required information (Canterbury English use):

**\*Book classification:**

Children 2-12

**\*Level(s):**

Beginner: ☒

Elementary: ☒

Upper Elementary: ☐

Lower Intermediate: ☐

Intermediate: ☐

Upper Intermediate: ☐

Advanced Level 1: ☐

Advanced Level 2: ☐

Advanced Level 3: ☐

Save changes

Delete book

Back to book

Fig. 6

## 5. Delete a book

To delete a book you have to click on the “Edit book” button of the book information’s page (Fig. 4).

This will redirect you to edit book’s page, where you can delete the book clicking on the “Delete book” button (Fig. 6). To perform this action, you will need to confirm the change.

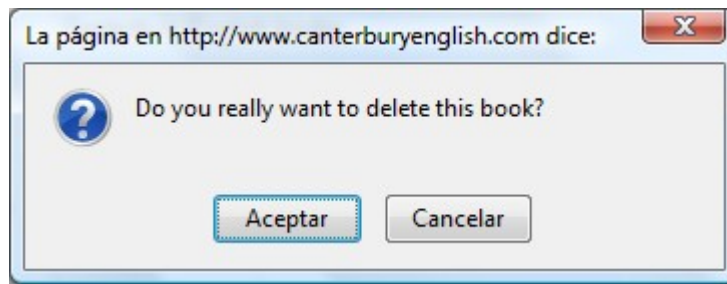


Fig.7

Otherwise, you can return to the book information's page clicking on the "Back to book" button.

## 6. Add new chapter

To add a chapter to a book you have to click on the "Add new chapter" button of the book information's page (Fig. 4). This will redirect you to a new page.

On this page you have to type the required information and upload a file which will be associated with the chapter.

To upload a file you have to click on the browse button and select the desired file.

The file must be on pdf format, with a maximum size of 10 Mb and its name mustn't contain spaces.

Once completed this step, click on the "Save changes" button in order to add the chapter to a book (Fig. 8). Then, you will get redirected to the book information's page (Fig. 4).

Otherwise, you can cancel and return to the book information's page clicking on the "Back to book" button.

**Chapter Profile – Edit Chapter**

Chapter Info

Enter the required chapter information:

**Book:**

Canterbury English, Blast off

**\*Number:**

**\*Chapter title:**

**\*Description:**

**Link:**

None

Filename:

Examinar...

Save changes

Back to book

Fig. 8

## 7. Update chapter information

To update the chapter information you have to click on the corresponding “Edit chapter here” link of the book information’s page (Fig. 4).

This will redirect you to edit chapter’s page, where you can update the information typing the new one and clicking on the “Save changes” button (Fig. 9).

To update the file it’s recommended to delete the chapter and then add a new one with the new file associated. If both files (old and new one) have the same name, you can simply overwrite it with the new one.

Otherwise, you can cancel and return to the book information’s page clicking on the “Back to book” button.



**Chapter Profile – Edit Chapter**

Chapter Info

Enter the required chapter information:

**Book:** Canterbury English, Blast off

**\*Number:**

**\*Chapter title:**

**\*Description:**

**Link:** See the chapter here

Filename:

Fig. 9

## 8. Delete chapter

To delete the chapter information you have to click on the corresponding “Edit chapter here” link of the book information’s page (Fig. 4).

This will redirect you to edit chapter’s page, where you can delete the chapter clicking on the “Delete chapter” button (Fig. 9). To perform this action, you will need to confirm the change (Fig. 10).

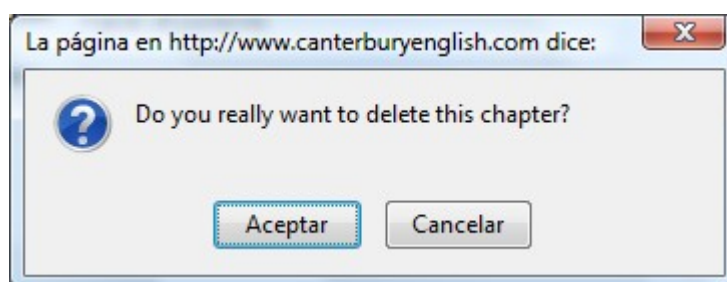


Fig. 10

Otherwise, you can cancel and return to the book information’s page clicking on the “Back to book” button.

## 9. Send chapter(s)

To send chapter(s) to your students you have to click on the “Send chapter(s)” button of the book information’s page (Fig. 4). This will redirect you to a new page (Fig. 11).

On this page you have to select the chapter(s) that you want to send and then click on the “Send e-mail” button.

#### Library – Selecting chapters to send

Book

**Title:** Canterbury English, Blast off

**Authors:** Richard Clarke & James Clarke

**Description:** Canterbury English books

**Editorial:** Canterbury English

**Edition Date:** 1995

**Edition Place:** Spain

**ISBN:**

**Edition number:** 1st Edition

**Pages:** 105

Canterbury English information:

**Book classification:** Children 2-12

**Level(s):** Beginner  
Elementary

Chapters

Title	Description	Link	Select chapters
1.- Chapter One	Introduction	See the chapter here	<input checked="" type="checkbox"/>
2.- Chapter Two	The beginning	See the chapter here	<input checked="" type="checkbox"/>
3.- Chapter Three	Chapter Three	See the chapter here	<input type="checkbox"/>
4.- Chapter Four	Chapter Four	See the chapter here	<input type="checkbox"/>
5.- Chapter Five	Chapter Five	See the chapter here	<input type="checkbox"/>
6.- Chapter Six	Chapter Six	See the chapter here	<input type="checkbox"/>
7.- Table of contents	Table of contents	See the chapter here	<input type="checkbox"/>

Send e-mail

Back to book

Fig.11

On the next page (Fig. 12) you must type the subject, the address(es) of your student(s) and a message. Also, you can attach a file.

It's very important not to change or delete the code that is generated automatically.  
Your message will have to be typed over it.

Once you have completed and reviewed your information, you have to click on the “Send” button.

#### Library – Sending book chapters

The file **file.doc** is attached

**From:**

**To:**

**Subject:**

**Message:**

Here is the material we use in class.

Greetings.

`<!-- ATTENTION, DO NOT MODIFY OR DELETE THE NEXT CODE. -->`  
Click on the next link(s) to download the chapter(s):  
`<br />``<a href=http://www.canterburyenglish.com/profesores/admin/biblioteca/recursos/boletinJunio.pdf>Click here</a>``<br />``<a href=http://www.canterburyenglish.com/profesores/admin/biblioteca/recursos/boletinJunio.pdf>Click here</a>``<br />``<br />``<br />`Important: This is an automatically generated e-mail, please do not reply to this address.`<br />``<br />``<!-- END CODE -->`

Attached File:  
file.doc

Fig. 12

If all goes well, it will appear a message like the below (Fig. 13). From here you can return to the search book's page.

#### Library – Sending book chapters

E-Mail sent succesfully to

E-Mail sent succesfully to

Fig. 13

This is the appearance of a sent e-mail (Fig. 14). You have to notice that:

- The subject will consist in the words “Canterbury English:” plus the subject that you have typed.
- The first line of the message will consist of your first and last names plus the word “wrote:”

## Canterbury English: Material class

De: **Canterbury English Teachers** (teachers@canterburyenglish.com)

Enviado: lunes, 15 de junio de 2009 11:19:28

Para:

📎 1 archivo adjunto

file.doc (181,9 KB)



---

██████████ wrote:

Here is the material we use in class.

Greetings.

Book information

Title: Canterbury English, Blast off

Author(s): Richard Clarke & James Clarke

Click on the next link(s) to download the chapter(s):

[1. Chapter One](#)

[2. Chapter Two](#)

Important: This is an automatically generated e-mail, please do not reply to this address.

Fig. 14