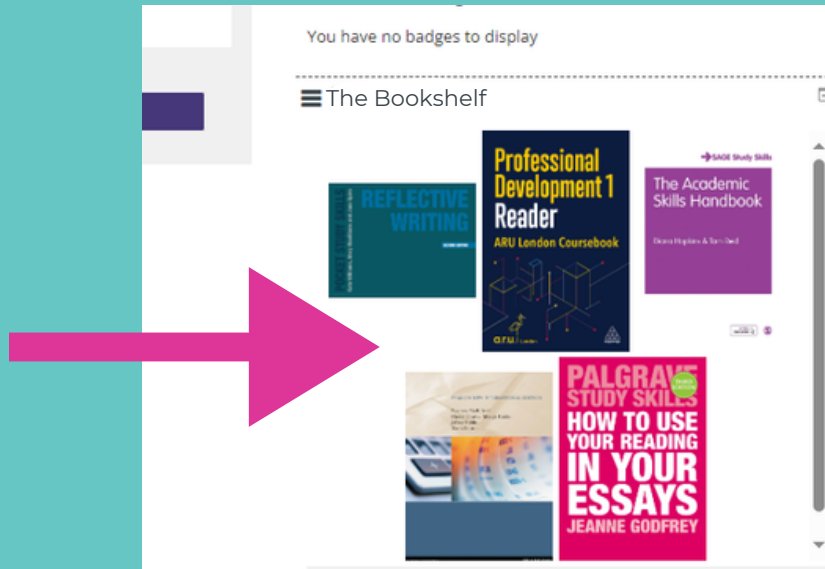


# THE BOOKSHELF GUIDE

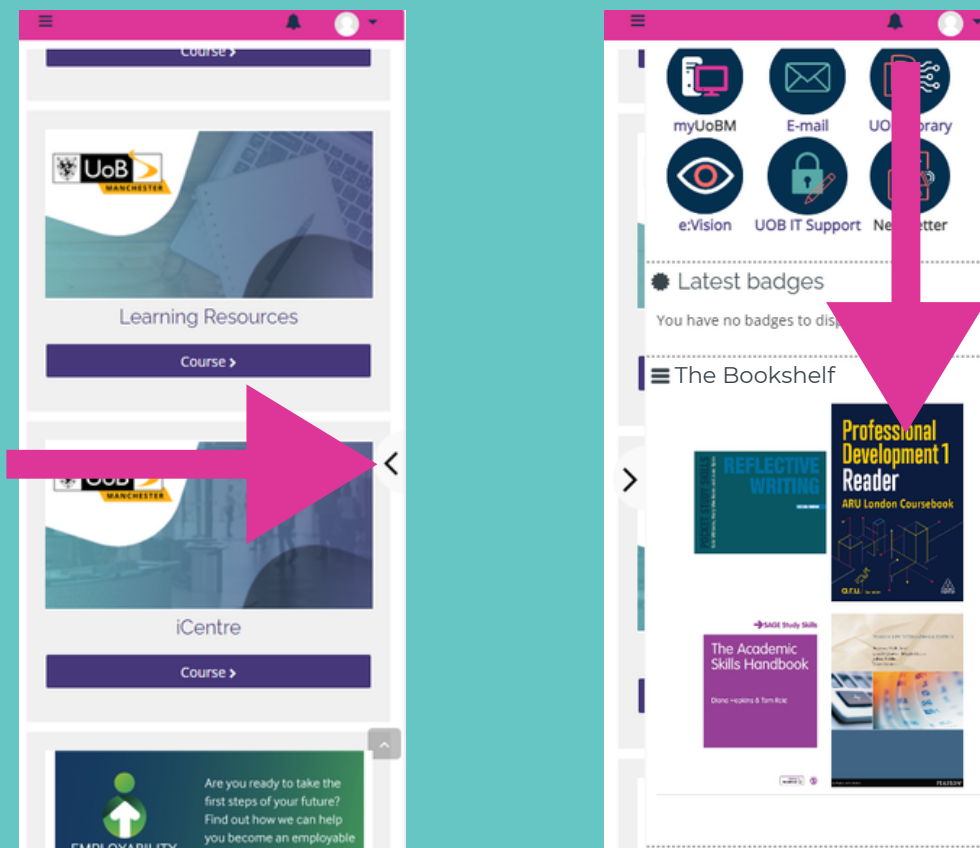


# THE BOOKSHELF ACCESS

The quickest way to access your books is by clicking on books available in your 'The Bookshelf' section of your VLE page. See 'The Bookshelf' on the right side of VLE page as shown in the general/default example below:



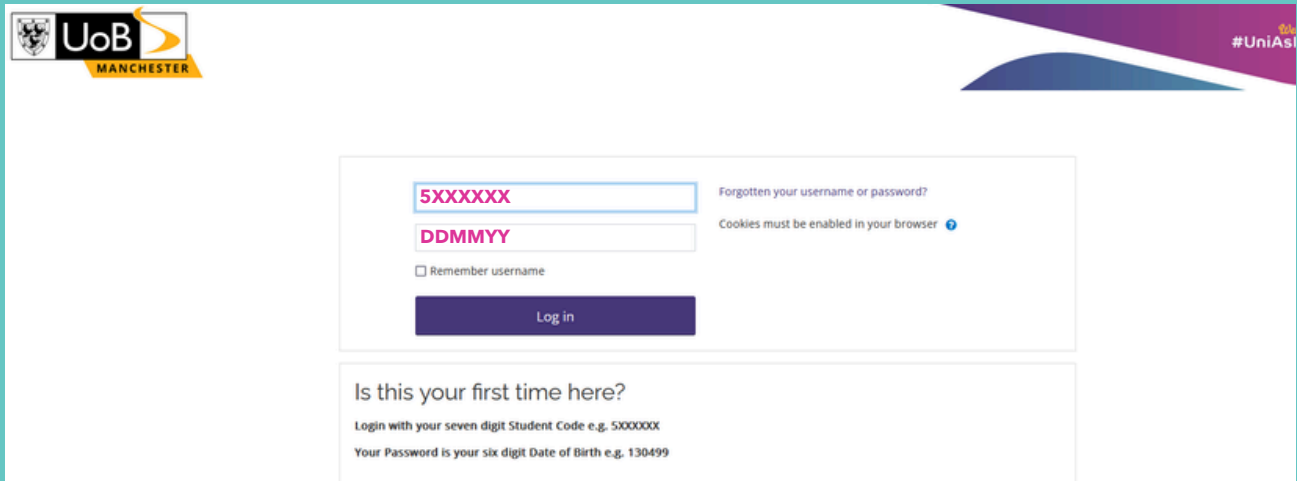
The Bookshelf can also be accessed through your mobile device. Click on the left arrow of your mobile device screen to see 'The Bookshelf', as shown below:



# THE BOOKSHELF GUIDE

1

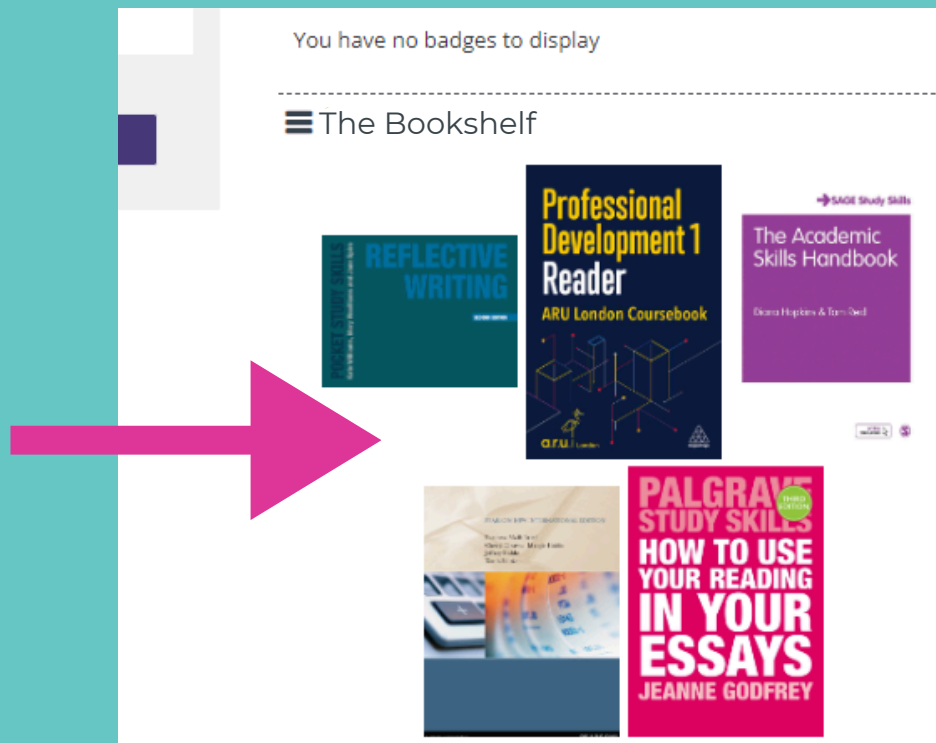
Go to [learnuobm.uk](http://learnuobm.uk) and log-in with your username and password. Your Username is seven digit Student Code e.g. 5XXXXXX and the Password is your six digit Date of Birth e.g. DDMMYY.



The screenshot shows the login interface for the University of Bolton (UoB) VLE. At the top left is the UoB Manchester logo. In the top right corner, there is a purple banner with the hashtag #UniAs. The main login area contains two input fields: the first is for the username, containing '5XXXXXX', and the second is for the password, containing 'DDMMYY'. To the right of these fields are links for 'Forgotten your username or password?' and a note 'Cookies must be enabled in your browser'. Below the fields is a checkbox for 'Remember username' and a purple 'Log in' button. At the bottom of the login area, there is a section titled 'Is this your first time here?' with instructions: 'Login with your seven digit Student Code e.g. 5XXXXXX' and 'Your Password is your six digit Date of Birth e.g. 130499'.

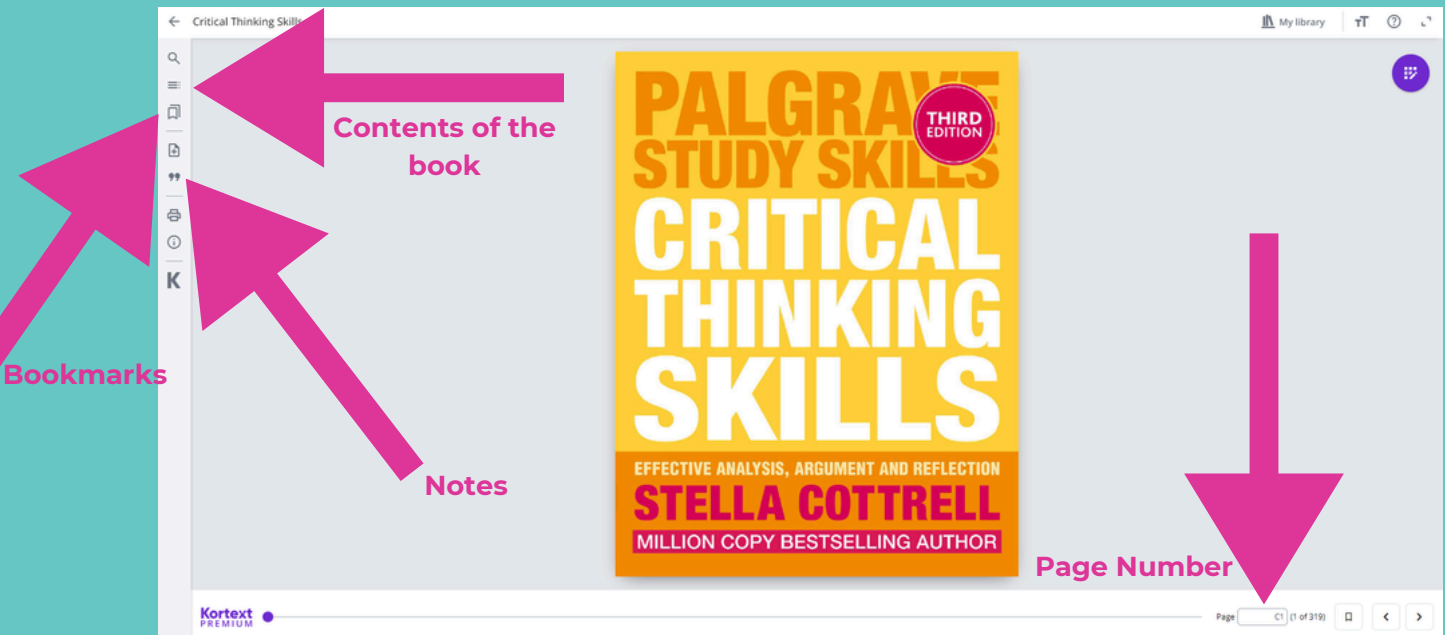
2

Once you logged in to your VLE account, scroll down the page until you will see on the right side the section 'The Bookshelf'. Click on any of the available preferred book to open it.



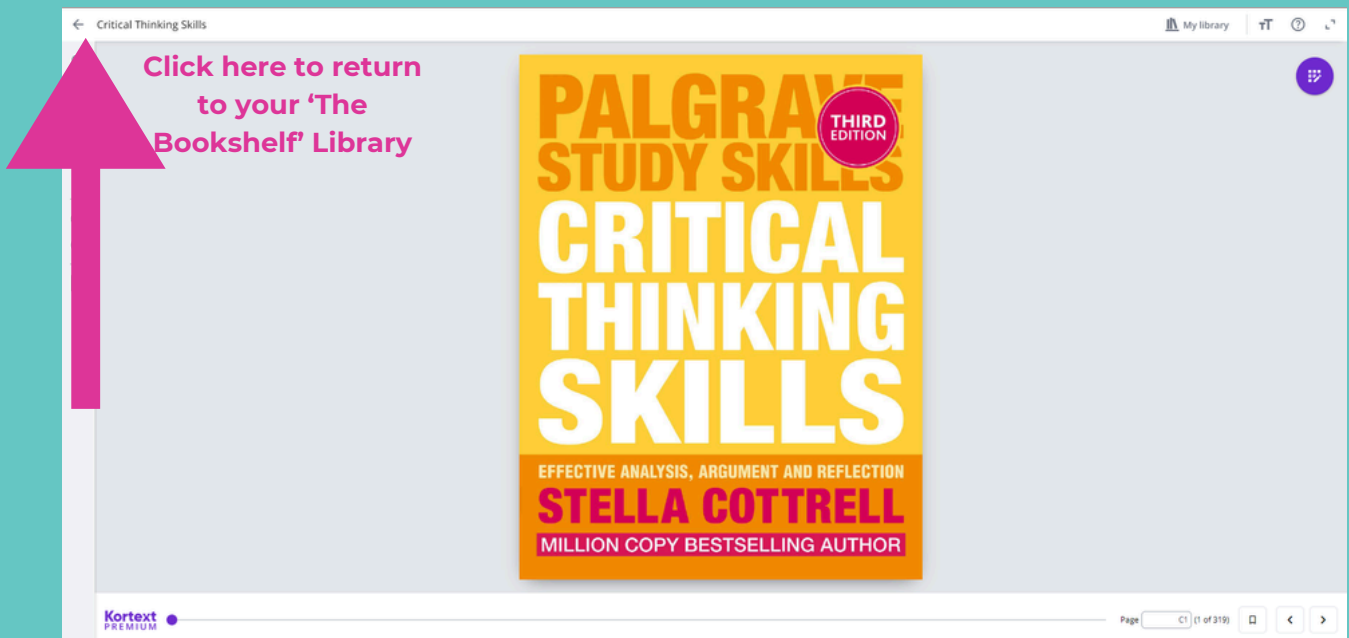
3

On your screen the book will appear. From there, on the **left side** you can go through search option, contents of the book, notes, bookmarks, (see detailed information below). Additionally, you can select required pages on the **right side** at the bottom of your screen.



4

Should you want to select other available books in your 'The Bookshelf' library, click on the **arrow at the top of the page** and you will see all the books which are part of your current and previous modules.



5

If you would like to access additional available books, select 'Kortext Library' tab and enter the topic or book name for further search.

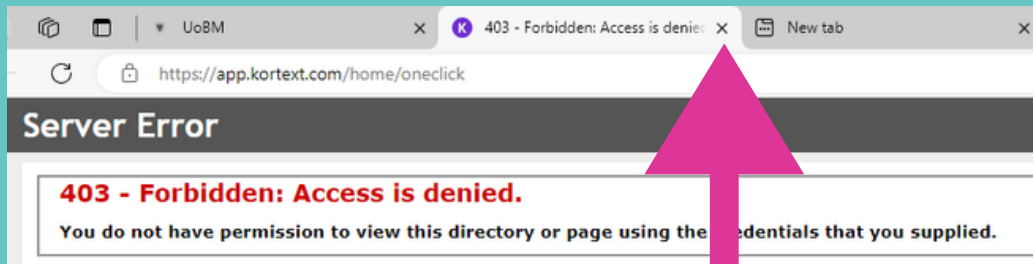
The screenshot shows the Kortext Premium library interface. At the top, there is a search bar with the text "Search Kortext" and a purple arrow pointing to it with the text "Enter the topic or book name to start search". Below the search bar, there is a navigation menu with tabs for "My library", "Kortext library", "Collections", and "My files". A pink arrow points to the "Kortext library" tab with the text "Click here to access Kortext Library". Below the navigation menu, there is a search bar with the text "Search Kortext library". Underneath, there are several category buttons: "The Arts", "Society and Social Sciences", "Economics, Finance, Business and Management", "Technology, Engineering, Agriculture, Industrial processes", and "Mathematics and Science". At the bottom, there is a "Trending now" section with four book covers: "LEADERSHIP", "Advertising, Promotion, and other aspects of Integrated Marketing...", "MANAGEMENT AND ORGANISATIONAL BEHAVIOUR", and "GLOBAL BUSINESS ENVIRONMENT".



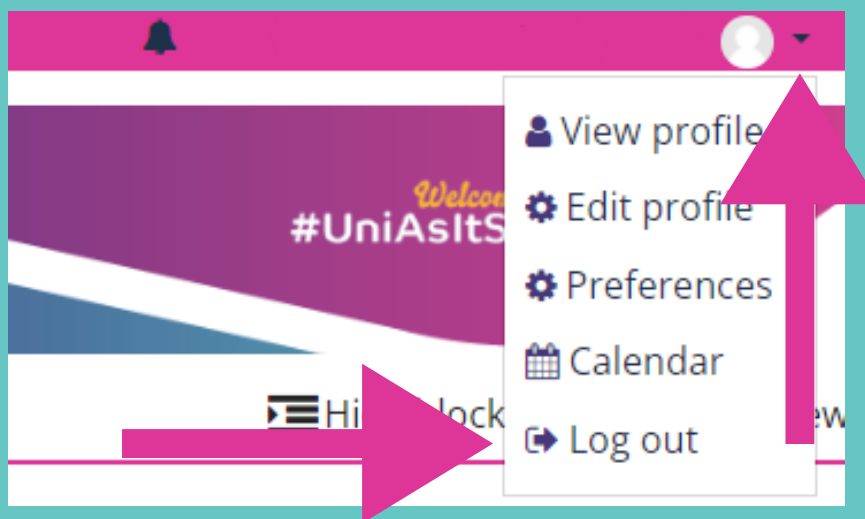
# TROUBLESHOOTING - WHAT TO DO IF MY 'THE BOOKSHELF' ACCESS IS DENIED?

If you are having issues opening any of your textbooks on the Bookshelf, please undertake the following simple steps and this should rectify the issue:

1. Close the Kortext tab by clicking 'X' icon of your browser.



2. Go back to your VLE page and scroll up until you see your name and surname on the top right side of your screen. Then select an arrow and 'Log out' from your VLE.



3. Once you log out, log-in back to your VLE with your username and password. Your Username is six digit Student Code e.g. 5XXXXXX and the Password is your six digit Date of Birth e.g. DDMMYY. Go back to your 'The Bookshelf' and you will be able to access your books.

For more information or further assistance please contact  
Learning Resources Centre:

learningresources@manchester.bolton.ac.uk