

Collins eBooks – Library Manager Guide

Welcome to Collins eBooks. This guide will run through how to use the Library Manager to create users and groups, and to assign books.

Sign in

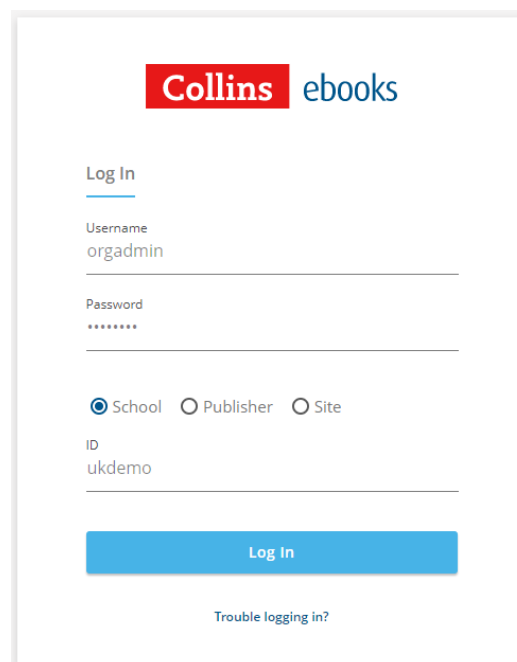
When you purchase a Collins eBooks subscription you will receive a welcome email notifying you that the account has been created, with a link to set your Library Manager password.

Once you have set your password, you can log in to the Library Manager at <https://ops.collinsopenpage.com/ops/> using the following details:

Username – **orgadmin** (not your email address)

Password – **as selected by you**

School ID – **provided in your welcome email** (be sure to select “School” as shown)

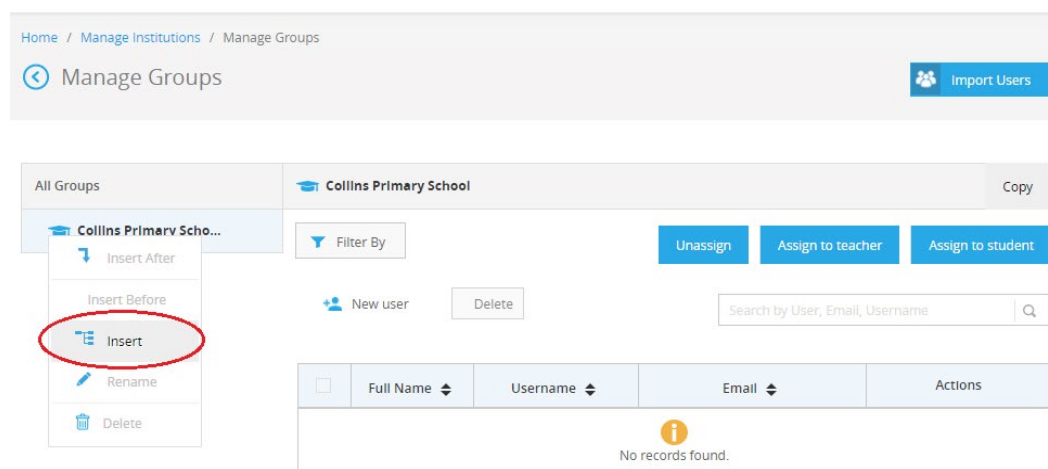


The image shows the Collins eBooks Log In page. At the top is the Collins eBooks logo. Below it is a 'Log In' link. The form has fields for 'Username' (pre-filled with 'orgadmin') and 'Password' (masked with dots). There are three radio buttons for user type: 'School' (selected), 'Publisher', and 'Site'. Below that is an 'ID' field (pre-filled with 'ukdemo'). A blue 'Log In' button is at the bottom, with a 'Trouble logging in?' link below it.

Creating groups

Before you can upload your users, you first need to create your groups. Organising your pupils into groups will allow you to assign books to them on a class-by-class basis, and will enable teachers to monitor their pupils' progress.

First, select **Manage Groups** from the “Menu” dropdown in the top-right corner of the screen. Right click on the school name, as shown below, select “Insert” to add a group, then give it a name.

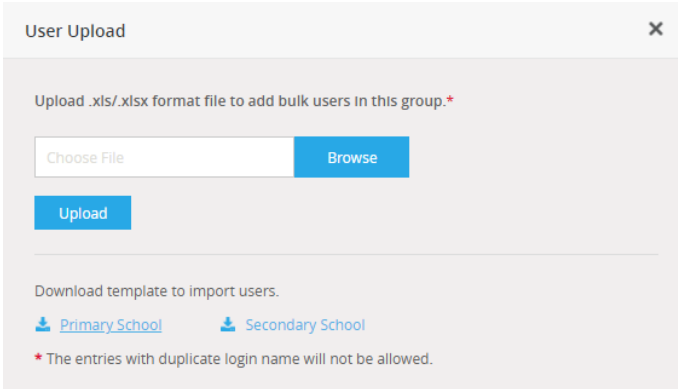


The image shows the 'Manage Groups' interface in the Collins eBooks Library Manager. At the top, there's a breadcrumb trail: 'Home / Manage Institutions / Manage Groups'. Below this is a 'Manage Groups' header with a back arrow and an 'Import Users' button. The main area is titled 'Collins Primary School' with a 'Copy' button. There are buttons for 'Unassign', 'Assign to teacher', and 'Assign to student'. A 'Filter By' dropdown is present. Below the school name, there's a 'New user' button and a 'Delete' button. A search bar is labeled 'Search by User, Email, Username'. A table with columns 'Full Name', 'Username', 'Email', and 'Actions' is shown, with a message 'No records found.' below it. A context menu is open over the school name, with options: 'Insert After', 'Insert Before', 'Insert' (highlighted with a red circle), 'Rename', and 'Delete'.

Creating user accounts by upload

To create your pupil **and** teacher accounts, you should use the import tool, which allows you to upload users en masse. Later in the guide you will find details of how to create individual user accounts, for instance in the case of a new starter at school.

On the **Manage Groups** page, Select 'Import Users' then download the Primary School template.



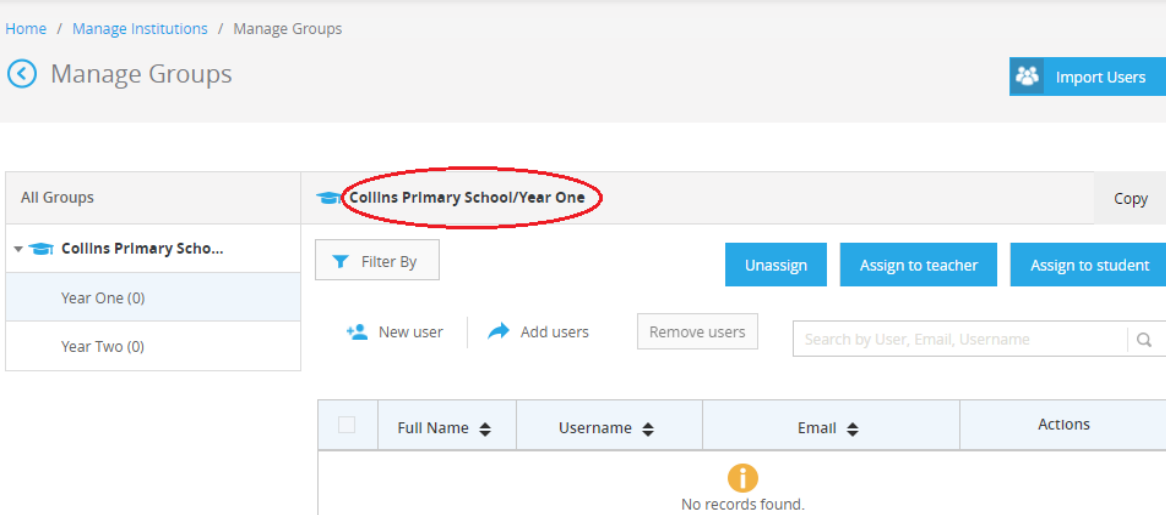
The 'User Upload' dialog box has a title bar with a close button. The main content area contains the instruction 'Upload .xls/.xlsx format file to add bulk users in this group.*'. Below this is a 'Choose File' input field and a 'Browse' button. A blue 'Upload' button is positioned below the file selection area. A horizontal line separates this from the 'Download template to import users.' section, which includes links for 'Primary School' and 'Secondary School' templates. A red asterisk note at the bottom states: '* The entries with duplicate login name will not be allowed.'

This is an Excel file with 6 columns: Username (Unique); Teacher Email; Name; GroupName; Password; AccessRole.

- The **username** must be unique to each user. It should begin with the School ID, which in this case is **ukcolpri**. So for a pupil Luna Smith, you might enter the username **ukcolprilsmith**.
- The **teacher email** is the email address of the pupil's teacher, and does not need to be unique to each pupil.
- The **password** must be at least 8 characters in length, and must contain lower and upper case letters as well as numbers. It does **not** need to be unique to each user.
- The AccessRole differentiates between pupils and teachers: for pupils leave it blank and for teachers include "Teacher".

For the **GroupName** field, copy the group name directly from the **Manage Groups** screen. **Note:** To assign users to groups as part of this process then you must first create the groups using the process described earlier in this document.

Highlight the class you want to add users to, e.g. "Year One" in the example below. The full group name, made up of the school name plus the group name, is shown to the right e.g. '**Collins Primary School/Year One**', as highlighted below. Copy and paste this into the **GroupName** field of your Excel spreadsheet and drag down as required.



The 'Manage Groups' interface shows a breadcrumb trail: Home / Manage Institutions / Manage Groups. A 'Manage Groups' header with a back arrow and an 'Import Users' button is present. A table lists groups: 'All Groups' (with a 'Copy' link), 'Collins Primary School/Year One' (highlighted with a red circle), 'Collins Primary School/Year One' (expanded to show 'Year One (0)' and 'Year Two (0)'), and 'Collins Primary School/Year Two (0)'. To the right of the table are buttons: 'Filter By', 'Unassign', 'Assign to teacher', and 'Assign to student'. Below the table are links for 'New user', 'Add users', and 'Remove users', along with a search bar labeled 'Search by User, Email, Username'. At the bottom, a table header shows columns: 'Full Name', 'Username', 'Email', and 'Actions'. Below this header, a message states 'No records found.'

The process for pupils and teachers is identical at this stage. Teachers **must** be assigned to a group in order to be able view pupil usage reports.

Once complete, your file should look something like this:

	A	B	C	D	E	F
1	Username (Unique)	Teacher Email	Name	GroupName	Password	AccessRole
2	ukcolprlsmith	teacher@collinsprimary.com	Luna Smith	Collins Primary School/Year One	COll1nsPrimary!	Teacher
3	ukcolpriajones	teacher@collinsprimary.com	Aurora Jones	Collins Primary School/Year One	COll1nsPrimary!	
4	ukcolprimwilliams	teacher@collinsprimary.com	Maeve Williams	Collins Primary School/Year One	COll1nsPrimary!	
5	ukcolpriotaylor	teacher@collinsprimary.com	Olivia Taylor	Collins Primary School/Year One	COll1nsPrimary!	
6	ukcolpriibrown	teacher@collinsprimary.com	Isla Brown	Collins Primary School/Year One	COll1nsPrimary!	
7	ukcolpriadavies	teacher@collinsprimary.com	Ava Davies	Collins Primary School/Year One	COll1nsPrimary!	
8	ukcolpricevans	teacher@collinsprimary.com	Charlotte Evans	Collins Primary School/Year One	COll1nsPrimary!	

You can add multiple groups to the same file, rather than uploading them one-by-one. And you are advised to keep hold of the file/s you upload, as a definitive record of the usernames and passwords for your pupils.

Return to the **Manage Groups** page and select 'Import users'. Browse to your saved Excel file and click the 'Upload' button. A confirmation message will be displayed, as well as any errors. If there are any errors, click on the 'Download log' link to download a file detailing the errors.

The errors you are most likely to encounter are:

- 'Duplicate Username': usernames should be unique.
- 'Wrong Group Name': check that the group name has been copied correctly, and in full, from the **Manage Groups** page, as described in the previous section.

Creating user accounts individually

If you need to create a pupil or teacher account as a one-off, you don't need to use the import tool. On the **Manage Groups** page, select the relevant group, then select '**New User**'.

Select 'Primary', then enter a username. As described above, this should begin with the School ID, which in this case is **ukcolpri**. So for a pupil Tom Smith, you might enter the username **ukcolpritsmith**. Click 'Check' to ensure the username isn't already in use.

Then add the remaining details - teacher's email address, full name and the password – before clicking "Add".

Assigning books to pupils

Now the groups are in place you can start assigning books, for which you should remain on the **Manage Groups** page.

Select the pupils you want to assign one or more books to from the user list. To assign books to the pupils within a group, select the group in the left-hand panel then “Select all”. If the pupils are spread over multiple pages you can select all, then move to the next page and select all again.

Full Name	Username	Email	Actions
Pupil Y2 1	ukcolpripupily21	teacher@collinsprimary.com	Edit Subscriptions
Pupil Y2 2	ukcolpripupily22	teacher@collinsprimary.com	Edit Subscriptions
Teacher Y2	ukcolprteachery2	teacher@collinsprimary.com	Edit Subscriptions

When you have selected the pupils, click “Assign to pupil”, which will open up a new window.

Search for name of the book(s) or series you want to assign to the selected pupils and check the box next to them, then select “Assign Book”. When the user next logs in, these books will appear on their Bookshelf.

Book Information	Details
<input checked="" type="checkbox"/> Busy Ant Maths - Year 2 Author: Jo Power, Nicola ... ISBN: BusyAntYear2	Allocation: Paid Type: Fixed Duration Duration: 365 Days Activation: 02/03/2021 to 02/03/2022 Created: 10 Available: 10 Activated: 0
<input type="checkbox"/> Busy Ant Maths - Year 1 Author: Jo Power, Nicola ... ISBN: BusyAntYear1	Allocation: Paid Type: Fixed Duration Duration: 365 Days Created: 10 Available: 10 Activated: 0

Note: Your selections will be remembered if you move across multiple pages.

Assigning books to teachers

The process for assigning books to teachers is much the same as for pupils. Once you have selected the teacher or teachers, select “Assign to teacher” and use the same process described above to assign the relevant book/s.

Teachers should be given access to all books that they may need to use with their class. The best way to achieve this is to create a new group called “Teachers” on the **Manage Groups** page. Once created, select the group and then select “Add users”.

The screenshot shows the 'Collins Primary School/Teachers' group management interface. On the left, a sidebar lists groups: 'All Groups', 'Collins Primary Scho...', 'Year One (21)', 'Year Two (0)', and 'Teachers (0)'. The main area has a 'Filter By' button, 'Unassign', 'Assign to teacher', and 'Assign to pupil' buttons. Below these are 'New user', 'Add users' (circled in red), and 'Remove users' buttons. A search bar labeled 'Search by User, Email, Username' is present. A table with columns 'Full Name', 'Username', 'Email', and 'Actions' is shown, but it contains no records, indicated by a message 'No records found.'

You will see the screen below. Search for and select the teachers you would like to assign to this group, then select “Assign”.

The screenshot shows the 'Add users' modal window. It has a search bar labeled 'Search by User, Email, Username'. Below the search bar is a table with columns 'Full Name', 'Username', and 'Email'. The table lists five teachers: 'Big Cat Pupil 4', 'Big Cat Pupil 3', 'Big Cat Pupil 20', 'Big Cat Pupil 2', and 'Big Cat Pupil 19'. Each row has a checkbox in the first column. At the bottom of the modal, there are pagination buttons: 'First', 'Previous', '1', '2' (highlighted), '3', 'Next', and 'Last'. Below the pagination buttons are 'Assign' and 'Cancel' buttons.

Once you’ve assigned the teachers to the group, you can then select “Assign to teacher” and select the books you want to assign. As highlighted above, you can “select all” on each page and your selections will be remembered.

Unassigning books

The process for unassigning books from pupils and teachers is very similar. Select the users in question, then select “Unassign”. This will launch a window showing all books assigned to any of the users selected. Select the books you want to remove access to and click “Unassign”.

Accessing the Bookshelf

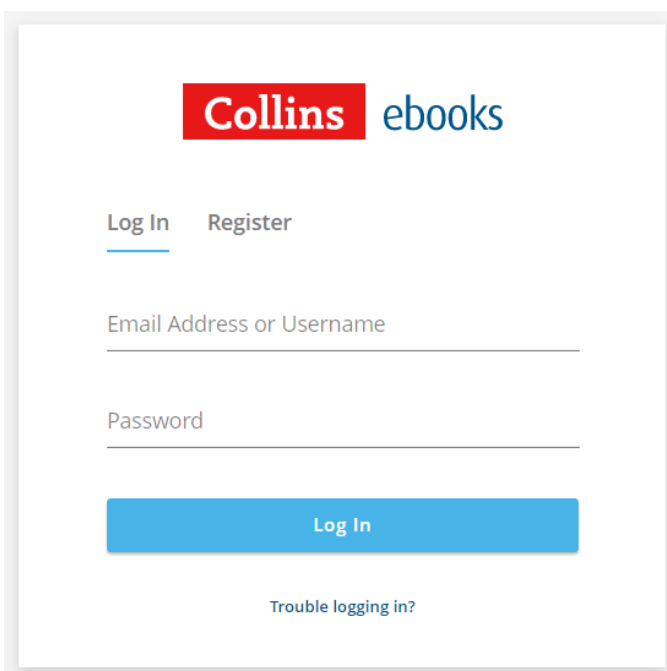
Pupils and teachers log in to the bookshelf to view any books assigned to them.

Teachers can also view pupil reports and access the library manager from here.

The bookshelf can be found here:

<https://ebooks.collinsopenpage.com/>.

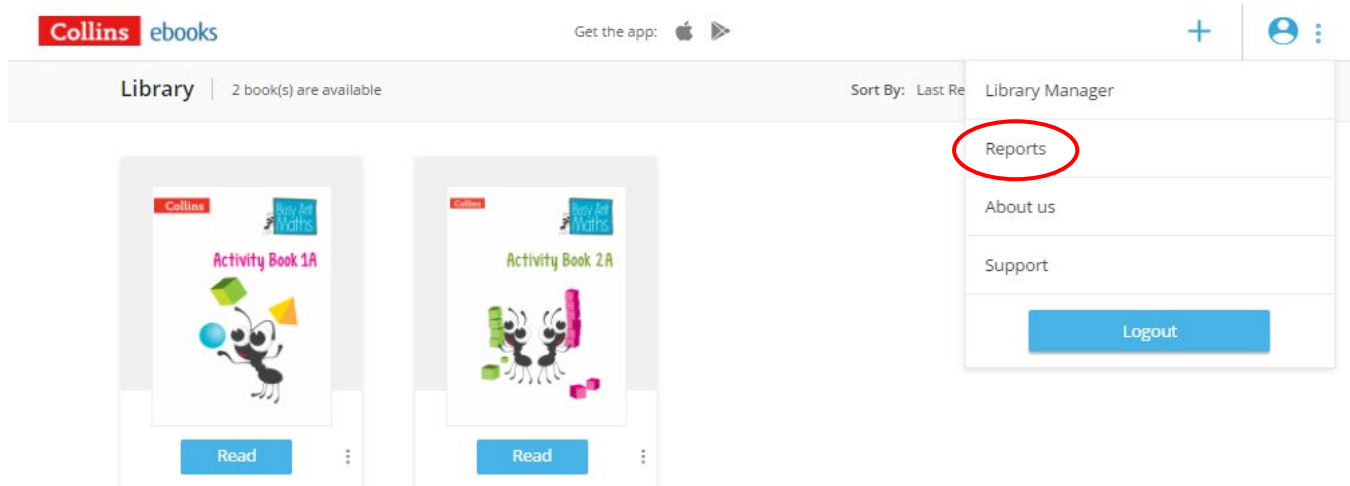
Users should log in using the username and password provided to them by the library manager.



The image shows the login page for Collins ebooks. At the top, there is a red box with the word "Collins" in white, followed by "ebooks" in blue. Below this, there are two links: "Log In" (underlined) and "Register". There are two input fields: "Email Address or Username" and "Password". Below these fields is a blue button labeled "Log In". At the bottom, there is a link that says "Trouble logging in?".

Pupil reports

Pupil reports are accessed from the Bookshelf, via the link shown below.



The image shows the Collins ebooks library interface. At the top, there is a red box with the word "Collins" in white, followed by "ebooks" in blue. To the right of this, there is a link that says "Get the app:" followed by Apple and Android icons. On the far right, there is a blue plus sign and a blue circle with a white person icon. Below this, there is a grey bar with the word "Library" on the left, "2 book(s) are available" in the middle, and "Sort By: Last Read" on the right. To the right of this bar, there is a dropdown menu with the following options: "Library Manager", "Reports" (circled in red), "About us", and "Support". Below the dropdown menu, there is a blue button labeled "Logout". Below the grey bar, there are two book covers. The first book is "Activity Book 1A" and the second is "Activity Book 2A". Both books have a "Read" button at the bottom.

Selecting “Reports” will launch the following screen:

Collins ebooks Collins Teacher

Pupil Report

Home > Pupil Report

Search By Pupil Name

SELECT GROUP: All Groups

DURATION: Feb 17, 2021 - Feb 23, 2021

Selected Group: All Groups

S.R No	Pupil Name	Allocated Books	Read Books	Action
1	Aurora Jones	2	1	View
2	Maeve Williams	2	1	View
3	Olivia Taylor	2	1	View
4	Isla Brown	2	2	View
5	Ava Davies	2	2	View
6	Joshua Smith	2	2	View
7	Peter Thomas	2	2	View
8	James Bellamy	2	1	View
9	Shaun James	2	1	View
10	Sam Collins	2	1	View

Showing 1 to 2 of 20 records

[Export XLS](#)

You can generate a report for any group you are assigned to (“Select Group”) and for a date range of your choice (“Duration”). Based on your selections, you will see a list of pupils, with the number of books assigned to them in that period and the number of books they read in the same period. Note: for the purposes of the report, “Read” is equivalent to “Opened”.

You can export any reports you generate by clicking “Export XLS” in the bottom-right corner of the screen. This will give you an Excel sheet containing the same information.

AutoSave ☒ Off PupilDetails (1).xlsx - Excel

	A	B	C
1	Pupil Details (20-02-2021 To 26-02-2021)		
2	Pupil Name	Allocated Books	Read Books
3	Aurora Jones	2	1
4	Maeve Williams	2	1
5	Olivia Taylor	2	1

Select “View” for any given pupil to see details of which books they have read in the selected period. The books they have read will be listed, along with the amount of time they have spent reading each of them. You can also see the number of annotations the pupil has created while reading the book in question. As with the first report, this can be exported to Excel using the “Export XLS” option.

The screenshot shows the 'Pupil Report' page for 'Pupil Y2 2'. At the top, there's a search bar labeled 'Search By Book Name' and a 'DURATION' dropdown set to 'Feb 25, 2021 - Mar 3, 2021'. Below this is a table with the following data:

S.R No	Book Name	Time Spent (mins)	Annotation Created	Enrichment View
1	Busy Ant Maths - Year 2	5.4 mins	0	0

At the bottom left, it says 'Showing 1 to 1 of 1 records'. At the bottom right, there is an 'Export XLS' button.

Accessing Library Manager console from Bookshelf

Teachers can access the library manager once logged into the bookshelf, via the link shown below:

The screenshot shows the 'Library' page with '2 book(s) are available'. Below the header, there are two book covers: 'Activity Book 1A' and 'Activity Book 2A', each with a 'Read' button. On the right side, a user menu is open, showing options: 'Library Manager' (highlighted with a red circle), 'Reports', 'About us', 'Support', and a 'Logout' button.

This will open the Library Manager console for them in a new tab so they can assign/unassign books and make changes to their classes as required without the need to log in separately.

If you run into any difficulty, please contact our digital support team on education.support@harpercollins.co.uk or on 01484 668 148 (option 3).