



capstone interactive™



User Guide

All Access Read-Aloud eBooks for Schools

<https://www.mycapstonelibrary.com>

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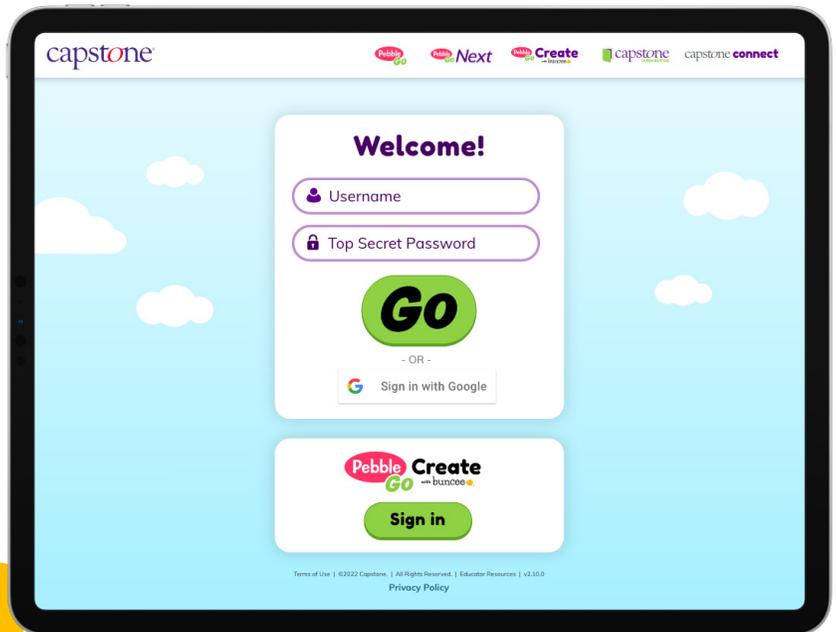
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Sign In to Capstone Interactive

<https://www.mycapstonelibrary.com>

Logging in

Your school has a single username and password for the Capstone digital products your school owns or subscribes to including Capstone Interactive eBooks, PebbleGo, PebbleGo Next, and Capstone Connect that can be used by an unlimited number of teachers and students, both at school and at home.



Credentials for account

Student Account:

Username:

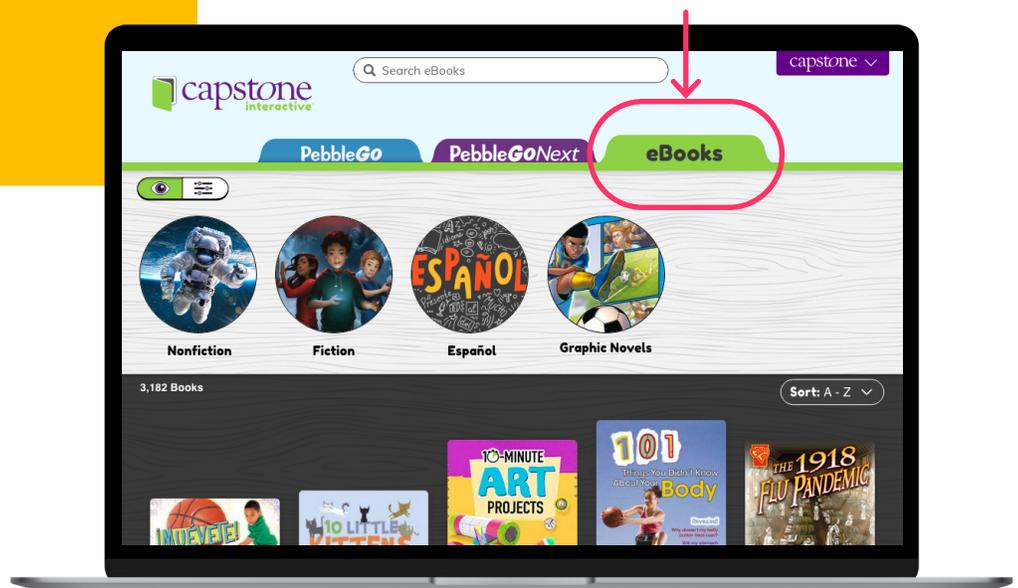
Password:

Administrative Account

Username:

Password:

1. Log into your Capstone account.
2. Navigate to the “eBooks” tab. If you subscribe to other digital products like PebbleGo and PebbleGo Next they will appear here making it easy to navigate between all of your products.



Visual Search

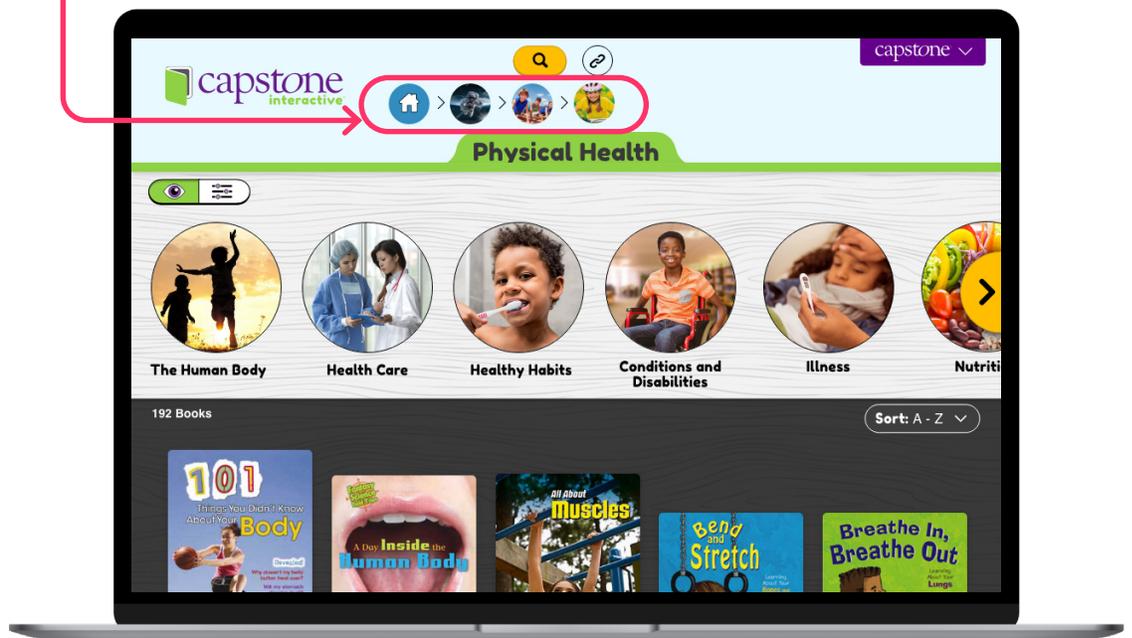
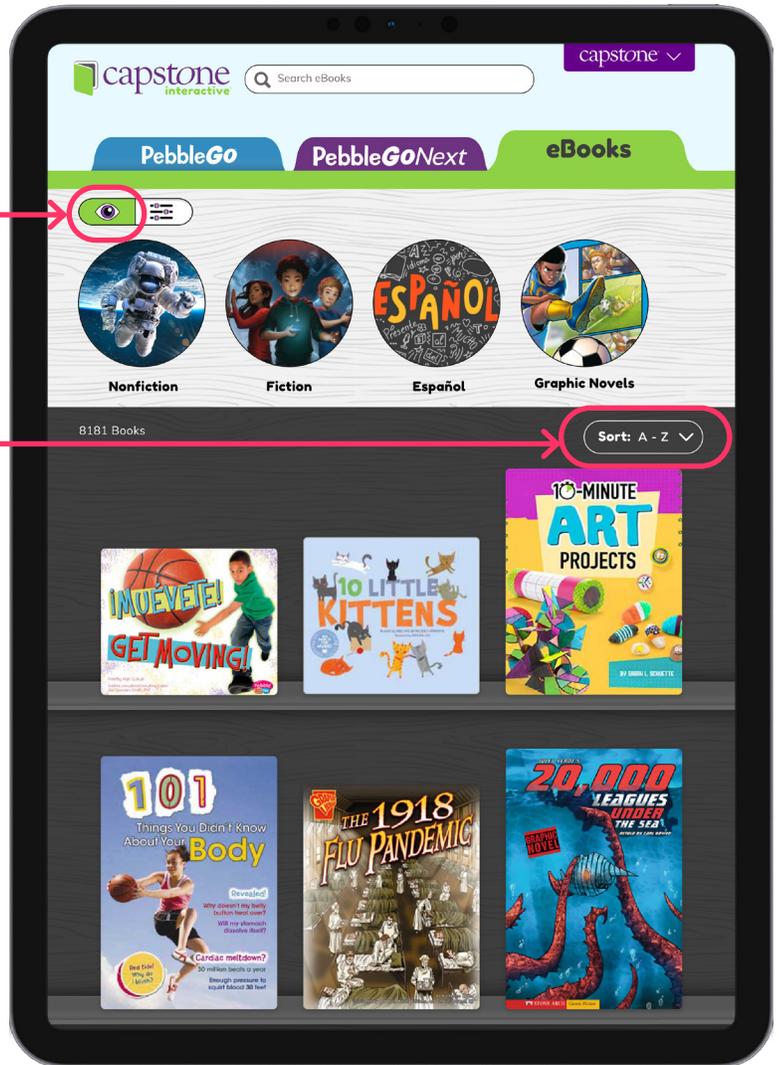
The default view is set to **visual search**.

Use the toggle icon to switch to the **filtered search** option.

The **Bookshelf** can be sorted from A to Z or Z to A.

At the top of your screen, you will see different categories based on the individual eBooks in your library. As you click through categories, different subcategories will appear.

A breadcrumb trail will show you where you are. At any point, you can click on a category in the breadcrumb trail to navigate back.



Filter Search

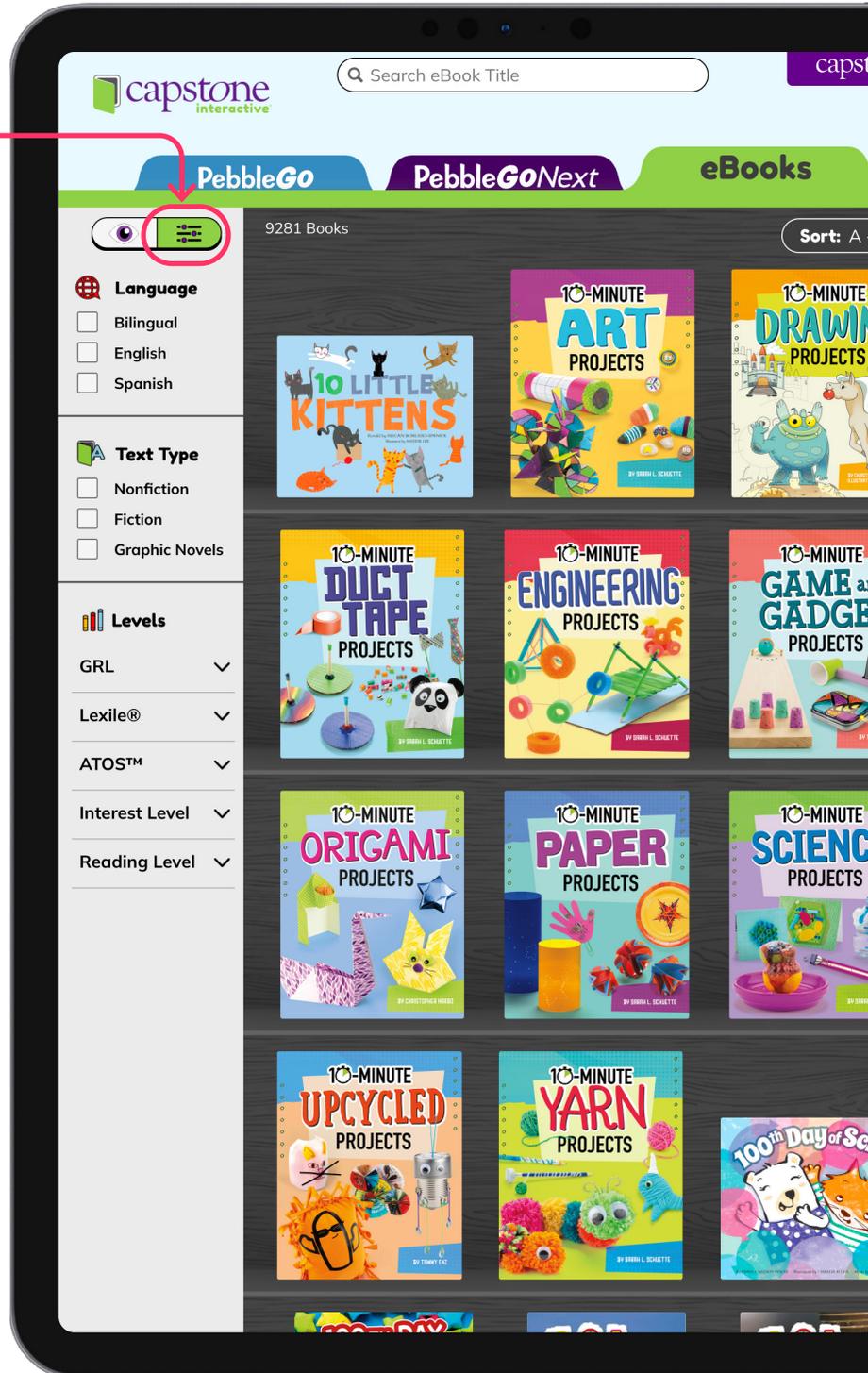
The **filter search** is a more advanced way to find eBooks in your library.

eBooks can be filtered by:

- Language
 - English
 - Español
 - Bilingual
- Text Type
 - Nonfiction
 - Fiction
 - Graphic Novels
- Levels
 - GRL (Guided Reading Level)
 - Lexile
 - ATOS (AR)
 - Interest Level
 - Reading Level

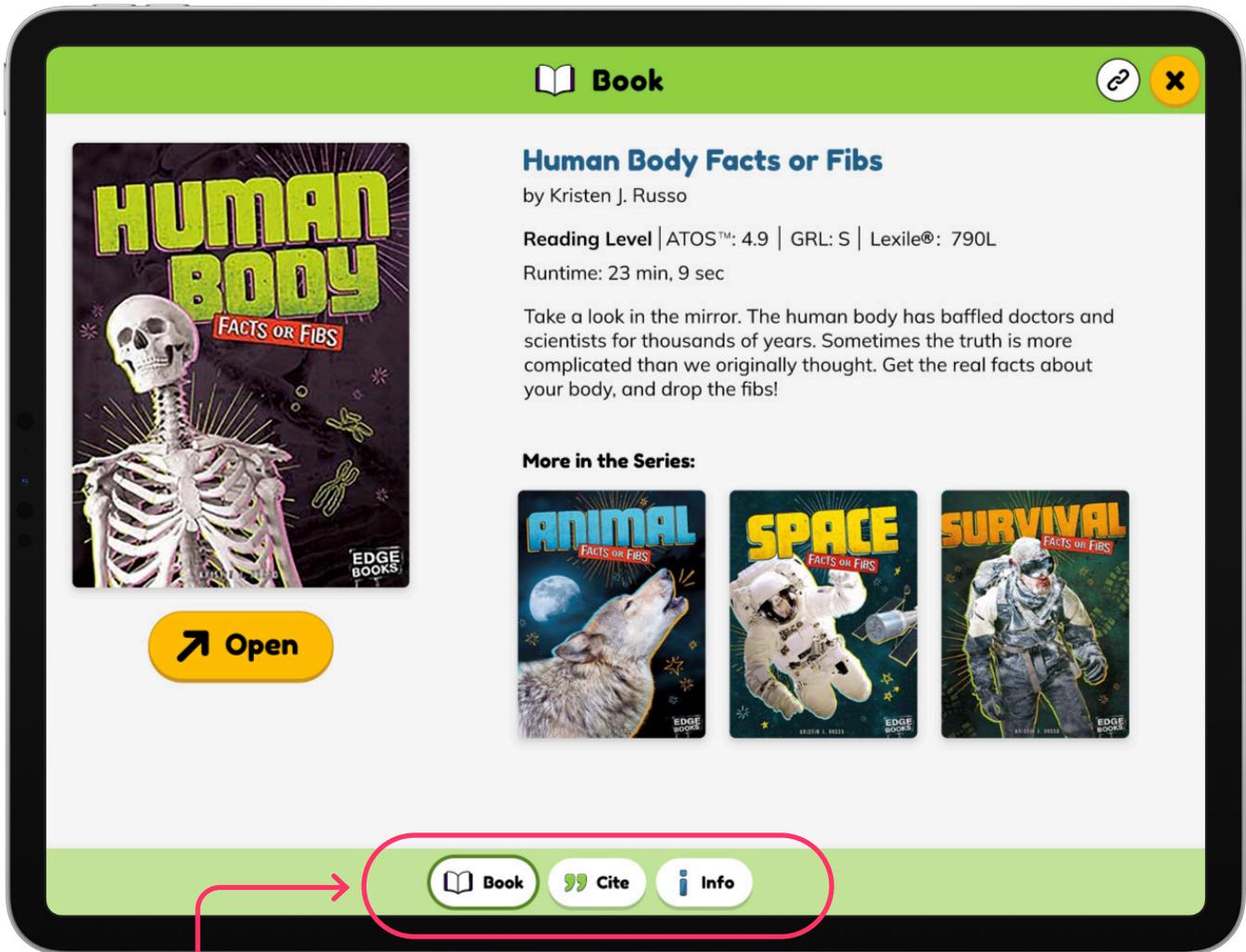
Interest Level: The interest level measures the appropriateness of a book. It is the intended audience in regards to design, content, and story. Interest level indicates the target grades independent of reading level.

Reading Level: Reading Level represents the intended readability of the words within the book. The content in the book is readable by a typical student at the listed grade level.



eBook Preview

Before opening an eBook, you are presented with basic information about the eBook:



Additional information

To read the eBook simply select any of the following:

- Picture of the eBook cover
- “Open” button
- Title of the eBook

- Title
- Author
- Reading level (any information that would be available would appear here, differs by eBook)
- Runtime
- Summary
- If a book is part of a series and if you have additional books in a series they will appear here

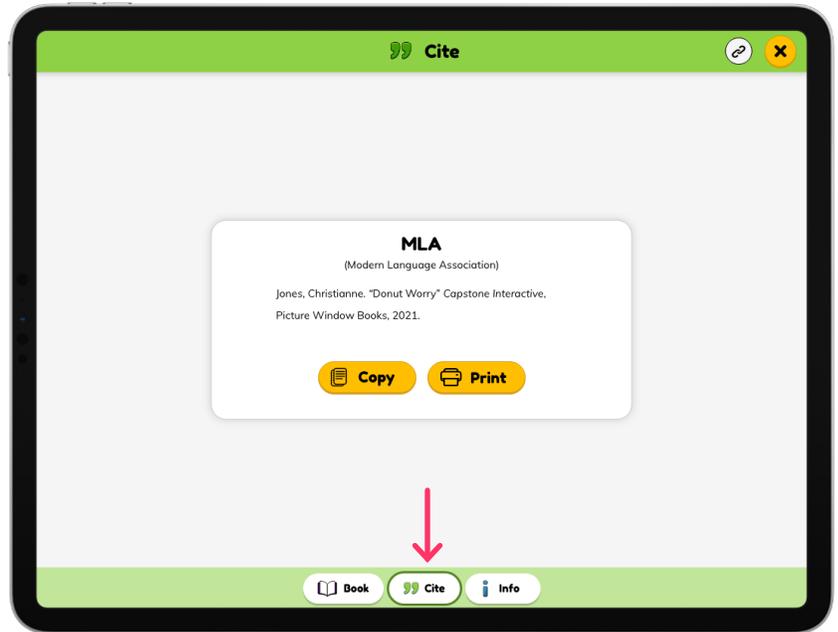
When you click an option to open the eBook, the eBook will open in a new tab.

To close the eBook preview page and go back to your library page, click the yellow “x” in the upper right corner.

Cite

To access the citation information, navigate to the preview page and click the “Cite” button.

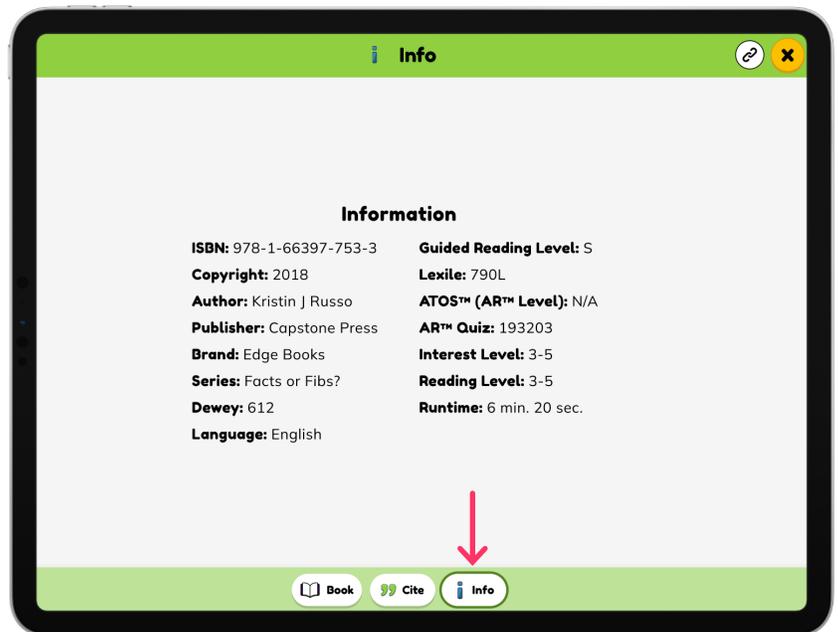
- The citation information is provided in Modern Language Association (MLA) format.
- You can click the “copy” button which will copy the MLA citation to your device clipboard. You can paste the citation information in another location.



Info

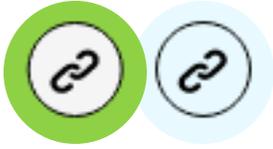
To access additional information about the eBook, click the “Info” button. On the info page you will find the following information:

- ISBN
- Copyright
- Author Name
- Dewey Number
- Grade Range (Interest Level)
- Guided Reading Level
- Lexile
- ATOS (AR)
- AR Quiz
- Interest Level
- Reading Level
- Publisher
- Brand
- Series
- Language
- Runtime



If one or more of these is missing it is because that particular ebook does not have one.

Direct Link

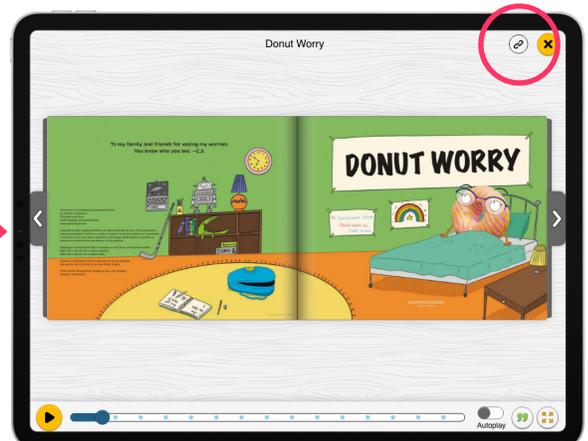
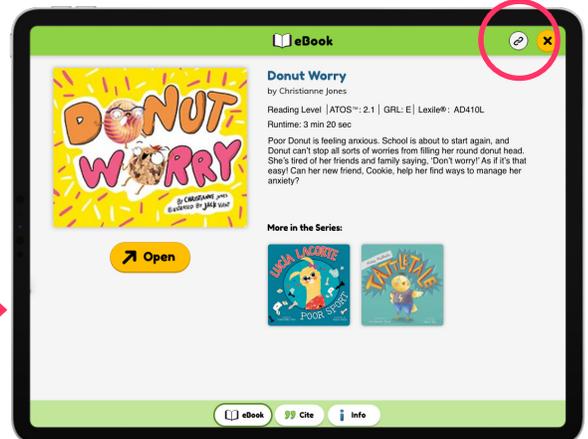
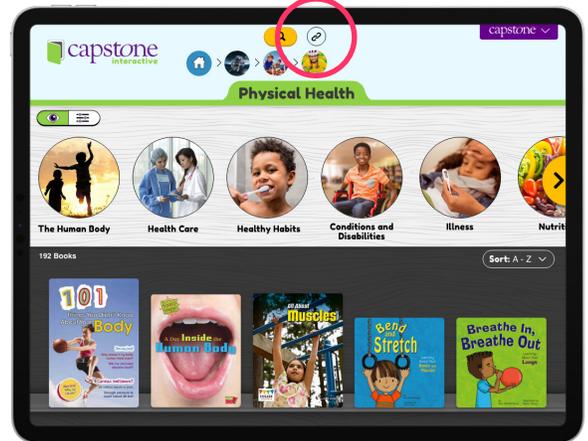
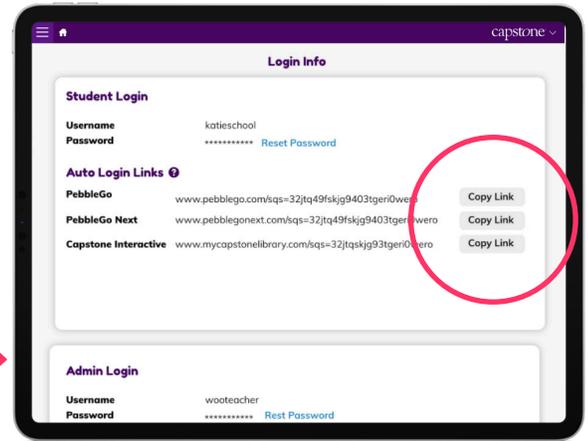


This is the copy link icon. When you see this icon it allows you to copy a direct link. A direct link allows you to share a location

without having users sign in with a username and password. The copy link icon is available in a few locations:

To share a direct link that will not require users to login you have a few options:

- Capstone Interactive eBook Home Page
 - Navigate to your admin account, then to the “Login Info” page.
 - Easily change user passwords to access Capstone Interactive eBooks or copy the referral URL of use within the school. Anytime you change your password, the referral URL also will change, so this isn’t something you’ll want to do lightly.
- eBook Categories
 - While viewing eBook categories in your library you will see the direct link icon at the top of the page.
- Individual eBook
 - While viewing individual eBooks in your library, you will see the direct link icon in:
 - The eBook preview
 - Inside of the eBook



Only provide the direct link on computers and web pages that students need to login to access. The rule of thumb here is that if anyone on the Internet can click and get access to Capstone Interactive, PebbleGo, and PebbleGo Next then you cannot use the direct link in that location.

eBook Player

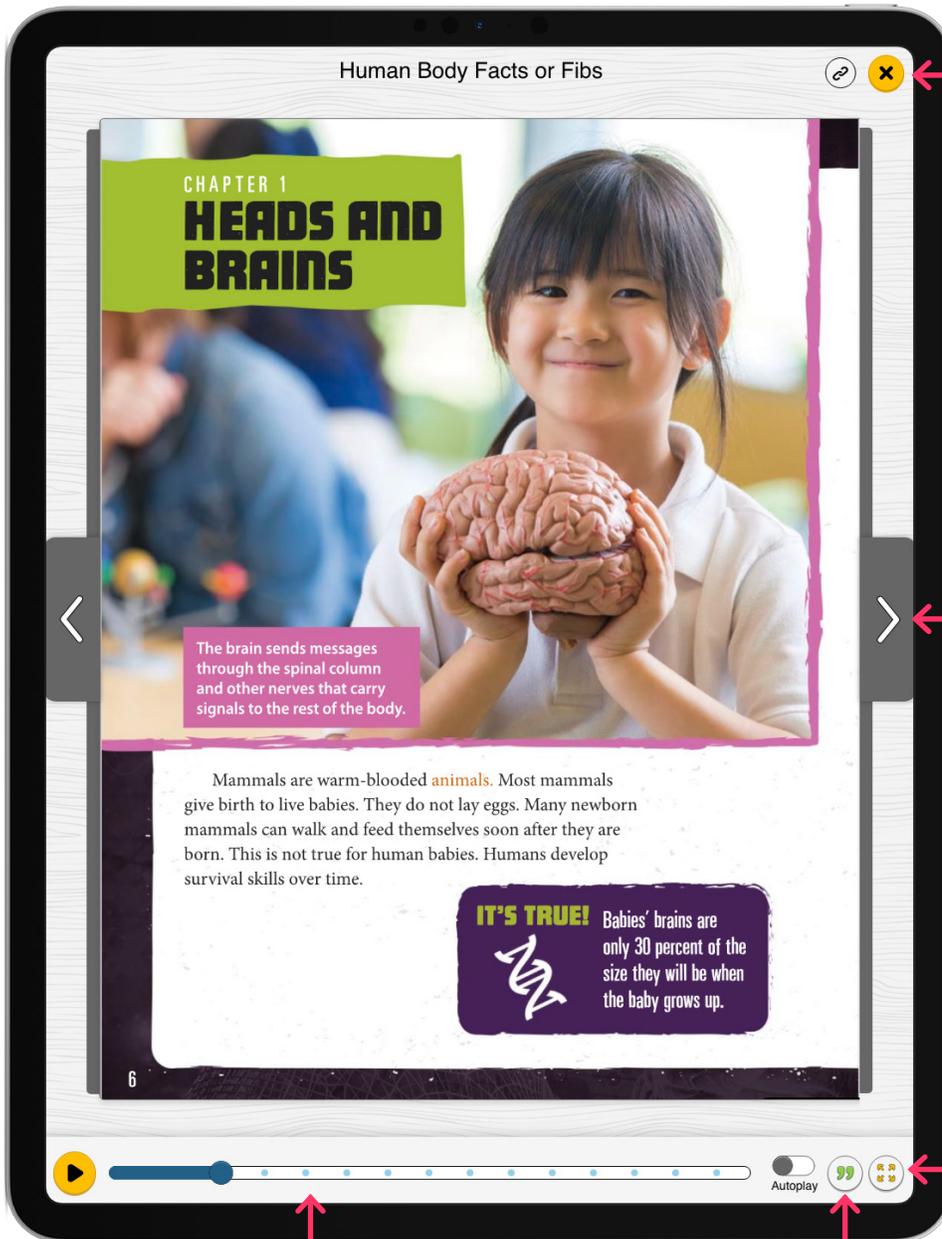
The eBook player allows the user to pick when and if they want to have the eBook read to them through a few options:

- Clicking the “play” button will read the text on that page and stop when the page is done.
- The play button will turn into a pause button while the eBook is being read allowing the user to pause the reading at any time.
- Clicking the “Autoplay” button will toggle autoplay on or off. When autoplay is on, it will turn the page and continue to read until:
 - the eBook is paused
 - the eBook is completed
 - autoplay is toggled off
- If a page doesn't have any sound the play button will appear gray. When placing your mouse over grayed out play button the following text will appear “This page has no sound.”

In the read aloud feature words are spoken using natural voice audio and are highlighted allowing users to follow along.



eBook Player



To close the eBook and go back to the eBook preview page, click the yellow "x" in the upper right corner.

The side arrows manually navigate one page at a time forward or backward

The full screen button will allow the eBook to fill up your entire screen and not just the window you are viewing it in. To exit the full screen option click on the same button you used to make it full screen or press the "esc" key on your keyboard.

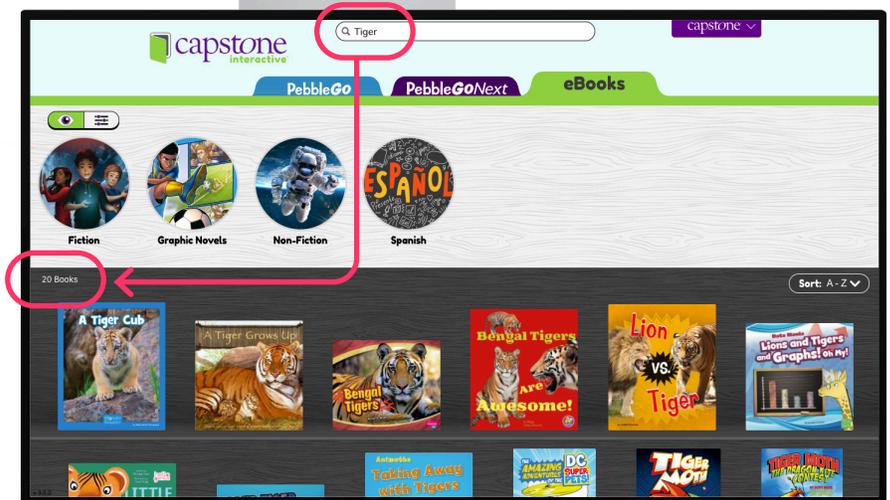
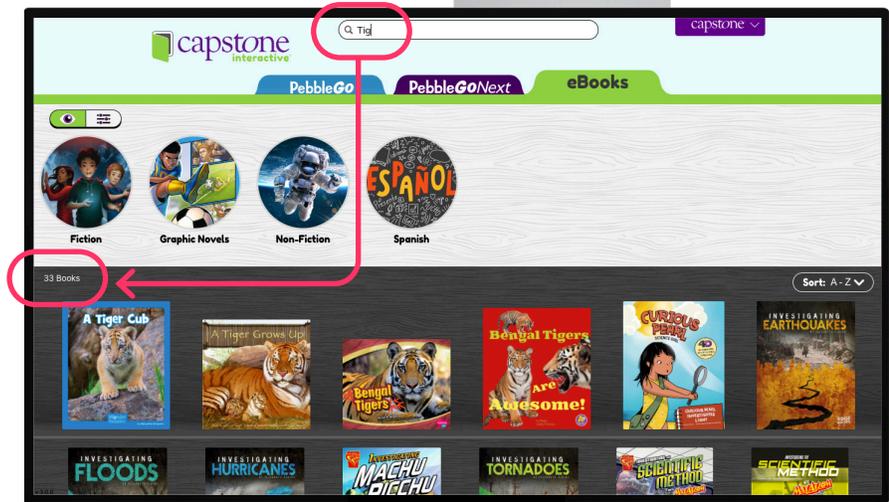
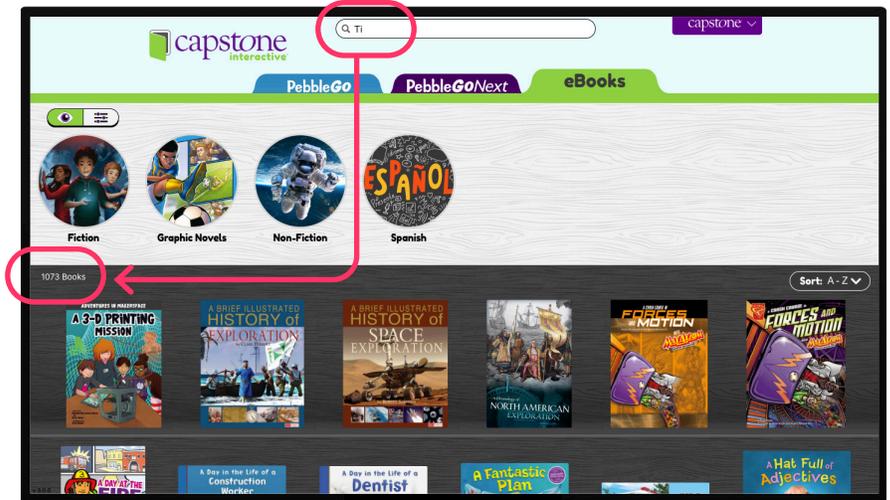
At the bottom of the eBook there is a navigation bar that serves as a guide to show where you are at in the eBook. To navigate to a location in the eBook you can:

- click and drag the circle to where you want to go in the eBook
- click at any point in the bar to navigate to that location in the eBook

The citation button will allow you to access the citation information for the eBook in Modern Language Association (MLA) with the option to "copy" for your use.

Text Search

As you type the title of the eBook you are searching for, the library will narrow down your selection in real time.



Administration Tools and Reports

To assist you with your reporting needs, Building and District Administrators can login to the Reports section of their administrative portal to access usage reports for Capstone Interactive eBooks.

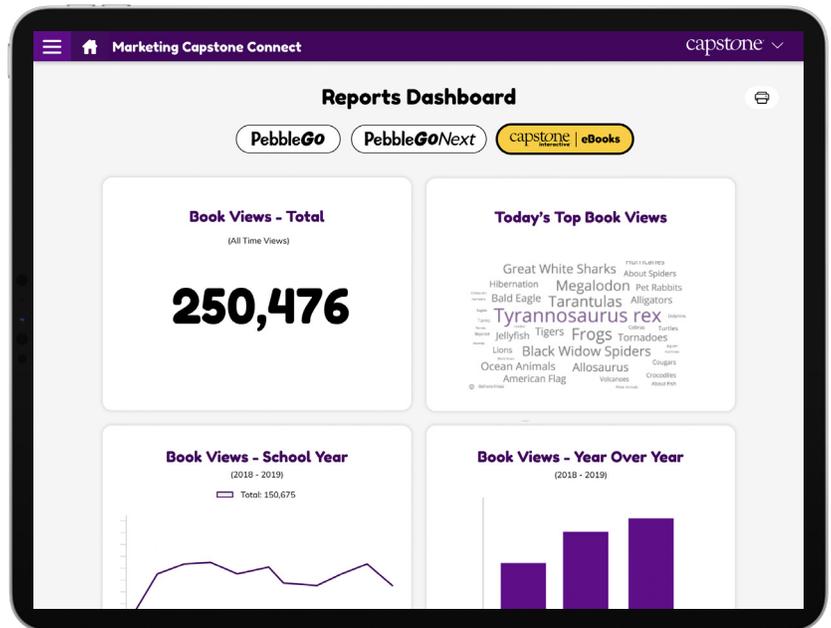
Building Administrators

To sign into your Building Administrator account, go to admin.pebblego.com and enter your administrator username and password. When logging into your Capstone account with a building administrator login you will see the following options:

- Reports
- Login information
- Link products
- Products

Reports

When you select reports you will be brought to the Reports Dashboard page. On this page you will be able to select from the products you own, PebbleGo, PebbleGo Next and/or Capstone Interactive eBooks. You will then see an up to the minute dashboard displaying aggregate building data in the following fields for your Capstone Interactive eBook usage:



- **Book Views – Total:** This section displays the total number of book views for your site over the lifetime of your subscription. You can also download book usage by month in a CSV file by selecting the Usage Report button (usage data only available starting in August 2022).
- **Book Views – School Year (July-July):** This section displays the total number of book views for your site for the current school year from July to July for a quick view of usage trends month-by-month (usage data only available starting in August 2022).
- **Book Views – Year Over Year:** This section displays the total number of book views for your site year-over-year for the past 3 years (usage data only available starting in August 2022).
- **Today's Top Book Views:** Today's Top Book Views section shows you what books are being visited by your students in an easy-to-read word cloud with the most popular books being the largest.

By selecting the print icon, you can print the Reports Dashboard page.

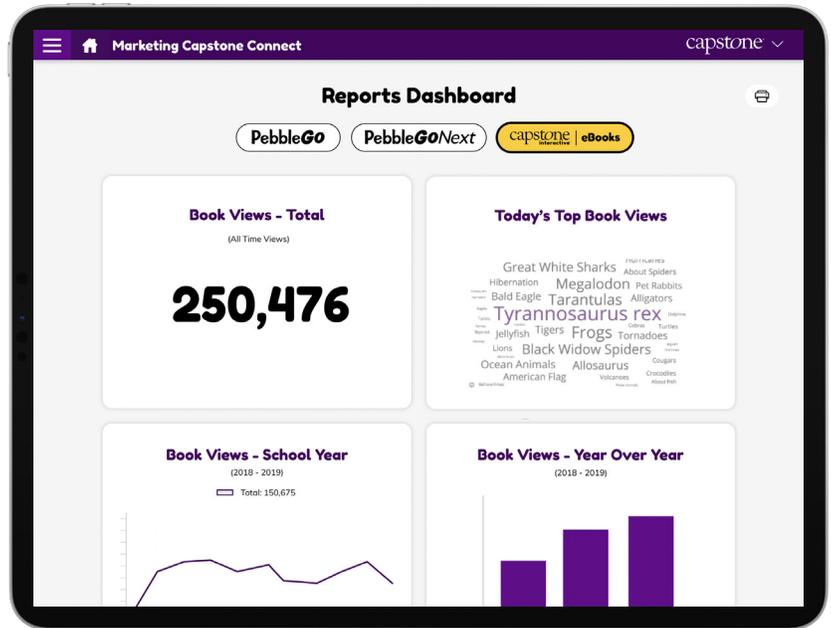
District Administrators

To sign into your District Administrator account, go to admin.pebblego.com and enter your administrator username and password. When logging into your Capstone account as a District Administrator you will see the following options:

- Reports
- Login information
- Link products
- Products

Reports

When you select reports you will be brought to the Reports Dashboard page. On this page you will be able to select from the products PebbleGo, PebbleGo Next and/or Capstone Interactive eBooks. Selecting Capstone Interactive eBooks will bring you to an up to the minute dashboard displaying aggregate building data in the following fields for your Capstone Interactive eBook usage:



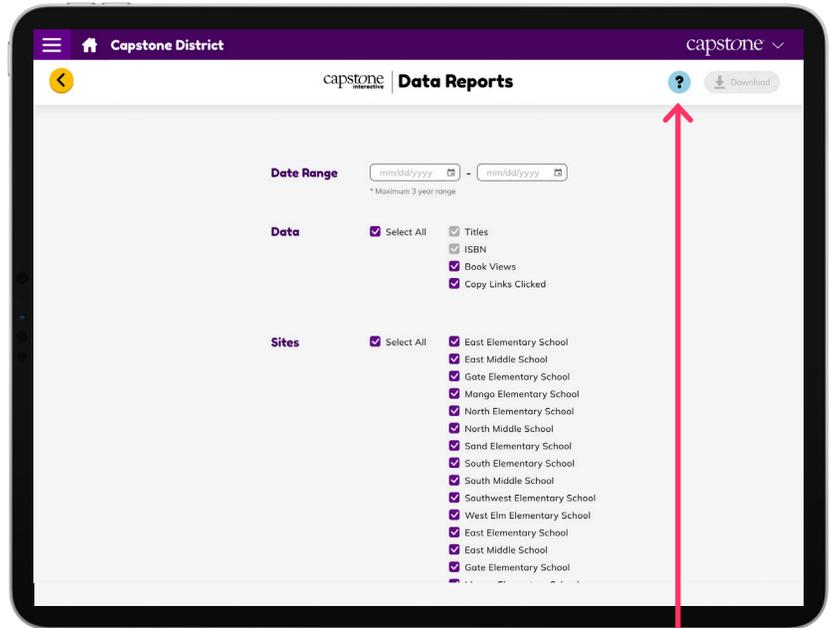
- **Book Views – Total:** This section displays the total number of book views for all sites in your district over the lifetime of your subscription (usage data only available starting in August 2022).
- **Book Views – School Year (July-July):** This section displays the total number of book views for all sites in your district for the current school year from July to July for a quick view of usage trends month-by-month (usage data only available starting in August 2022).
- **Book Views – Year Over Year:** This section displays the total number of book views for all sites in your district year-over-year for the past 3 years (usage data only available starting in August 2022).
- **Today's Top Book Views:** Today's Top Book Views section shows you what books are being visited by your students in an easy-to-read word cloud with the most popular books being the largest font size.

By selecting the print icon you can print the Reports Dashboard page.

Data Reports *for District Administrators Only

Selecting the Data Reports button on the Reports Dashboard brings our Capstone Interactive eBook District Administrators to the Data Reports page. Here District Administrators can customize a usage report at a time that is convenient for them by selecting the following customization criteria:

- **Date Range:** District Admin can select a start and end date for their usage reports, spanning a maximum of any three-year period. Capstone Interactive usage data is only available starting 08/15/2022.
- **Data:** District Admin can select what usage data to include in their report, selecting from Book Views and Copy Links Clicked. Titles and ISBN-13 numbers are included by default for all eBooks in your account.
- **Sites:** District Admin can select what sites to include in their usage reports, viewing only the site data relevant to their reporting needs.



Tool tips highlight: find helpful definitions and information for this page here

Once all fields meet selection criteria, the download button becomes selectable. **Downloading your report may take up to 10 minutes, so please do not close the browser tab.** Once the download is completed, Capstone Interactive District Admin will find their usage report in their downloads folder. The usage report is a CSV file with updated formatting that includes total usage data for the entire account, as well as usage data by individual sites, giving District Administrators the opportunity to find the applicable usage data easily.

	A	B	C	D	E	
1	Account	Site	Total Days	Start Date	End Date	Title
2		Total For All Sites:	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	
3	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	I See Winter
4	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	I See Fall
5	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	I See Summer
6	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	The Kickball Game
7	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Marconi the Wizard
8	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Blueberry Queen
9	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Drama Queen
10	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Rodeo Queen
11	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Hoop Queen
12	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	The Little Red Hen
13	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	The Shoemaker and His
14	Capstone District	East Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Rumpelstiltskin
15		East Elementary School Total	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	
16	Capstone District	East Middle School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	
17	Capstone District	East Middle School Total	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	
18	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	The Heroes and Mortals
19	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	The Monsters and Creat
20	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Raising the Flag
21	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	I See Winter
22	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	I See Fall
23	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	I See Summer
24	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	The Kickball Game
25	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Marconi the Wizard
26	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Blueberry Queen
27	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Drama Queen
28	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Rodeo Queen
29	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	Hoop Queen
30	Capstone District	Gate Elementary School	30 Days	Tue Nov 01 2022	Wed Nov 30 2022	The Little Red Hen

Content Management - Building Administrators

Capstone Interactive eBooks includes functionality to help moderate your content at your building. In this area, you can hide and unhide individual eBooks for your users by toggling the eBook on or off. You can also review what eBooks are Active or Hidden. When an eBook has been hidden, users will not be able to search for or find that eBook. If you need step-by-step instructions, visit pebblego.com/article-controls.

- Users can search for an eBook by title or ISBN in content management.

- Use the filter buttons to:
 - show all of your eBooks
 - show only your eBooks that are currently active
 - to show only your eBooks that are currently hidden

- To review an eBook before disabling it, navigate to the eBook in content management and select the title. You will be taken to the eBook preview page where you can learn more about the eBook or open the eBook. Once an eBook has been disabled, you will no longer be able to navigate to the eBook in content management until you unhide the eBook and make it active in your account.

- When a user tries to access an eBook that has been hidden, they will see a screen alerting them that they don't have access to the eBook.

