# Kortext – A Handbook

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Introduction

Kortext Handbook

Version 1

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1. Introduction

Kortext has been developed to provide a new learning experience through the use of traditional textbooks in a digital format. Digital textbooks provide the user with flexibility, portability and collaborative learning in a manner that could never be achieved with a traditional print book.

Flexible

The platform offers rich functionality, with the ability to search across your collection and within the book, print, copy, paste, highlight and take notes. Specifically from a learning perspective you can set up Groups as part of a class or project teams and receive direction from your lecturer or team leader. You will then be able to communicate with other members of your group just like you would in a social media environment such as Facebook or LinkedIn – by invitation and acceptance only.

Portable

Not only is the platform available to use on-line, books can also be read off-line on a device of your choice. Android and iOS compatible, it works across devices and with all of the major browsers. The Kortext App enables you to read your book offline – anywhere you might not have internet access – on the train, on the plane, no reception areas. It also enables you to pull your books from the cloud, synchronise your notes and add your own content.

Learn and collaborate

When learning and working on writing essays or dissertations, most users will work on a PC or Mac, so the system is designed to work on this basis. We have found that users tend to work on-line in this environment as they are already on line and if they share notes etc it happens in real time. Users tend to read offline on their tablets, making notes, synchronising back to the Cloud, and if they need to quickly look something up or are standing in a bus queue they may simply read from their phone, with notes synchronising across devices. You will also have the ability to collaborate with your peer group though Group Sharing.

The guide takes you on a step by step journey, to help you use this rich resource to its maximum value. You don’t have to read it all! Simply check on the chapter headers and click on the relevant chapter to find the information that you need.

Enjoy your new learning experience and let Kortext take you beyond reading...

The Kortext Team

September 2014
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Kortext on your
PC – Laptop - Mac
2 Kortext on your PC – Laptop - Mac

Using Kortext on-line provides the user with rich functionality in a real-time environment. On a PC, Mac or laptop the user will have all the other programmes and ease of use through the keyboard that are not always present on tablets and devices (which have their own benefits in the learning environment). So for example, when copy pasting, you can go straight into the document that you are working on and paste into the document automatically transferring a citation.

From usage experience we would recommend that you use your PC or laptop on-line when you are in a working environment writing your essays, projects or dissertations. This way you have the full functionality and communications interactivity, working on your personal document while you are in the book. The tablet functionality provides you with an enhanced learning experience that interoperates with your on-line PC and provides you with an enhanced learning experience, synchronising your notes between devices. Working online you can learn collaboratively and also interact with your colleagues.

Kortext is compatible with all the major browsers: IE, Mozilla, Chrome, Safari etc. Your on-line functionality on PC and laptop allows you to navigate around the book through the table of contents, entering specific page numbers and retrieving your notes or bookmarks.

The platform allows you to print, copy, paste, highlight (colour code) the text to help with your learning.

You can also create collaborative groups and your lecturer can create class groups to send information directly within the text. Section 3 will cover creating groups and note sharing.

To access Kortext go to www.kortext.com. This will take you to the Kortext web home page

On clicking the LOGIN button you will be taken to the login screen as illustrated below. We would recommend that you page mark this page for future access http://app.kortext.com/
2.1 Login to Kortext

You have a number of options to log into Kortext. (Note that the user ID and Password that we issue is the same to activate your Kortext App on your tablet):

In most scenarios you will have been issued with a user name and password. Enter your credentials, click login and you will have access to your bookshelf.

Alternatively you may have been issued with an access code. If this is the case, simply enter your access code and you will be taken to a one time registration screen. Follow the instructions and you will then be logged in with access to your bookshelf. Note that if you already have a Kortext account you need to redeem your access code when you are in the bookshelf.

If your books have been purchased by your institution you may also have single sign on access through your University’s learning management system (LMS), for example Blackboard or Moodle. Where Kortext is integrated, you will be able to access the platform through a single sign on into your LMS. This is covered in Section 7.

2.2 Navigate your bookshelf

On completing the Login process you will be taken to your bookshelf showing all the books that are available to you

Within the bookshelf you have access to two toolbars. The top tool bar is for Administration and Settings and the side toolbar is for Navigation around your bookshelf and books.
My Account enables you to create your profile, add personal settings, change your password and provide feedback.

Please note that when you make changes always ensure that you press save in the settings screen.

Create groups, share notes, learn collaboratively – this is discussed in detail in Section 3.

We recommend that you log out at the end of your session by clicking on the Logout button.
Hide navigation tool bar gives you a full screen view of your bookshelf.

_Books With Notes - 11 Book_  This indicates the number of books that you have on your bookshelf and your bookshelf view – “My Bookshelf” or “Books with notes” listing only the books you have notes in.

_Sort_: Title Ascending  
Sort your bookshelf by author / title etc

_View_: Grid  
The bookshelf can be viewed in a grid or list format. The list format provides more bibliographic information.

**Navigation toolbar**

The Navigation toolbar enable you to have different views of the bookshelf, search across your bookshelf and redeem access codes for any purchased books.

**Views** will show you all the books in your collection or only the books in which you have made notes.

**Search** enables you to search across your bookshelf with keyword and advanced search functionality.

**Redeem Code** - to redeem your access code for newly purchased titles simply add your access code and hit the redeem button. Your book will then appear on your bookshelf.
2.3 Read and navigate your book

The key about learning from textbooks is that it is not necessarily about reading the book from cover to cover. The textbook is there to help you through a learning process to send you on a voyage of discovery. You can read from cover to cover, but you will also be dipping in and out of the book and working on specific set chapters. You will be using your textbook to help you write essays and dissertations, prepare presentations, work on projects, revise for exams, and use in a class setting. In most of these environments you will be using your laptop or PC to write your essays and prepare your presentations (rather than your tablet – which will provide a complementary environment and we have found that students often use it side by side with their PC). For your deep study we recommend that you use the online version of Kortext to provide you with the maximum user experience and interactivity. In this section we will navigate you around the book.

From your bookshelf choose the book that you want to read by clicking on the jacket. A pop up will appear giving you details of the books and along with an interactive Table of Contents tab and Notes retrieval tab. To access the book simply click “Read”. From here you will be taken to the font cover of the book. Note that you can set you defaults in settings described above to open the page on last page read or thumb nails.

If you want to go directly to a specific section within the book you can do so by clicking on the Table of Contents tab or the My Notes or Shared Notes tab. A drop down will appear that will allow you to click on a specific section and take you directly there.
Once inside the book your Administration toolbar changes slightly. My Bookshelf, My Account and Logout have the same functionality as described in 2.2 Navigate Around Your Bookshelf.

By clicking on print you can print sections of the book within permissions and copyright guidelines. Your print permissions are clearly stated in the pop up, ready for you to set your required page ranges.
Navigation toolbar

You will also have a new navigation toolbar for working specifically inside the book. It consists of 4 elements to navigate around your book: general navigation, Search, Table of Contents, Notes retrieval.

Thumbnails. These provide you with another navigation tool. You can clearly see bookmarks that automatically appear every time you annotate the text. Chapters and sections of a book can clearly be seen from the thick border on the page. Simply click on the thumbnail to take you to the relevant page.

Search. Key in your key word(s) and search across the book. Your search results will appear in context in the navigation. The simply click on the result and it will take you directly to the page.

Rating agencies do not always agree. For example, some bonds are known as ‘crossover’ or ‘SR’ bonds. The reason is that they are rated triple-B (or Baa) by one rating agency and double-B (or Ba) by another: a ‘split rating’.

Junk Bonds

The investment community has labelled bonds with a Standard & Poor’s rating of BB and below or a Moody’s rating of Ba and below as junk bonds. These bonds are also called high-yield, speculative or low-grade; we shall use all these terms interchangeably. Issuance of junk bonds has grown greatly in recent years, leading to increased public interest in this form of financing.

During economic downturns, junk bonds are most likely to default because of their speculative nature. Figure 20.2 presents data by Standard & Poor’s on European junk bond defaults in the recent past. As can be seen, the default rate on junk bonds in 2009 reached levels last seen during the bursting of the Internet bubble in 2001 and 2002.
Table of Contents. Navigate around the chapter and subheadings from the table of contents. Click on the relevant section and you will be taken directly to the page.

The CD of Life: the Genome

Origin of the appeal of genetic determinism

There is work to do before we can start to make much sense of the genetic information we have discovered. The problems are immense, as we shall see in Chapter 2. Indeed, we must wonder how long it will take us to overcome them.

Why, then, has the genetic determinist agenda had such a wide and fashionable appeal? How does it come to dominate the way in which public debate on genes takes place, with ‘genes for this’ and ‘genes for that’ appearing with regular frequency, implying that it is only a

Notes. You can view notes and link directly to the page with the note by clicking on Book Notes.

Add notes. You can also add notes at page level and share these. Notes and note sharing is discussed in detail in Section 3.

Next page. Use the bumper bars on the edge of the page to move from one page to the next.
2.4 Print, copy paste, highlight, take notes

There are various functions within Kortext to use your digital textbook just like you would a print book— but with extra functionality, so you can print (as described in Section 2.3 above), highlight text, copy / paste, take notes and share notes.

To copy, paste and highlight text, click and drag on the text you wish to highlight. This will then highlight the relevant section:

Copy text. When you have highlighted the text choose the copy text icon. This will then drop your text in a pop up along with a citation for the source of the extract. Ctrl-c or right click to copy to Note pad or a Word document.

Add Note

To add a note, click on the Add Note icon. This will then drop the highlighted text into the pop-up. You can then choose the colour of your highlight, create your note and save for personal use or share through email, your class group, Twitter or Facebook.
Creating notes and note sharing is covered in Section 3.

2.5 Downloading your book

To download your book to your lap-top or PC you will need a one-time download of Adobe Digital Editions (ADE). This will enable you to download the book onto your pc in a secure environment. You have a clear 3 step guide on how to download, which will take you to the Adobe website from where you need to follow the instructions to download ADE:

Once installed – when you click Download, the book will immediately download into Adobe.

We would recommend that if you are working from your PC that you use the on-line version where possible as this provides you with most functionality.
3

Group Sharing
3 Group sharing

A key component of Kortext is for the user to be able to work in both their university and their own learning environment. This is achieved through the functionality described above with the ability to create notes, copy/paste and synchronise across devices. We will discuss linking into the Universities learning environment in the next section. When working on books for your assignments Kortext has created a Group Sharing environment for collaborative learning. In this environment the lecturer can set up their class and communicate directly within the context of the book – for example “we are working from Chapter 6 next week. Please ensure that you read and focus on areas that need further research for an alternative perspective”.

As well as being part of your class group you can also set up your own project group within the class or module that you are working in through a social media style invite and accept process. You can only invite colleagues who are from your institution and have access to the same book as you.

The following illustrates how you can set up groups and provide instruction and share group notes

3.1 Group home page

Clicking Groups on the tool bar will bring up the screen below. The top frame contains the names and details of each group you are a member of or have been invited to. The bottom left frame lists all of the Group notes in total or by the specific Group that you are viewing.
3.2 Create your Group

The lecturer can set up a compulsory class group at the start of the course and can also set up groups by invite. Students can also set up their own sub groups and project groups that are linked to the book.

To create a new group, click Add Group in the bottom right of the Group screen.

Complete the details, click Add and the Group will then be added to your Groups list.

Once you have set up the Group you can start to invite members.

- Action icons within group
  - Invite a new member
  - Group information
  - Invitation status
  - Delete Group

On clicking Invite you will see this pop-up.

Within the Group, members can be allocated a specific role. The roles are defined as you hover and detailed below.
**Group Leader** – In a class set-up this will usually be the lecturer. If a sub Group has been created the Group leader is usually the person who sets up the Group. The Group Leader is the only person who can set the roles. The Group leader has full user rights – create groups, request and add members to the Group, create and send Group notes, read and edit notes from others in the Group.

**Moderator** – The Moderator’s role is to work with the Group helping direct the communications so can share notes, read and edit notes from others in the Group.

**Observer** - The Observer is a non-participatory role to observe the interaction of the Group and can read only.

**Member** – Share notes and read notes from others in the Group

*Group details* lists the members and their status. You can edit and delete these from here.

*Invitation status* lists the status of the invitations: Pending, accepted, rejected

You will receive your invitation by email. You will need to go into Kortext in your Groups set up to accept the invitation.
3.3 Creating notes

To create a note, drag and highlight the text. You will then see a pop-up as describe in 2.4 above.

Clicking on the *Add note* icon will enable you to create a note.

To Group Share your note click on the Group icon.

Place your cursor in the Share window and you will see a drop down of your *Groups*. Select your group from the drop down and hit *Save & Share*. Your note will then be disseminated to the Group.

3.4 Viewing and retrieving notes

On saving and sending a note, the Share and Note icons will appear on the page where you have made the note.
Your personal and shared notes can be retrieved from three places

1. **Book Navigation**: Within the book navigation toolbar, click on notes and all your personal and shared notes will be listed. Click on the note to take you to the page referenced.

2. **Book Detail**: When clicking on a book on your Bookshelf, the Book Detail page will appear. There are two tabs for notes: My Notes and Shared notes. On clicking the tab all your personal and shared notes will be listed. Click on the note to take you to the page referenced.

3. **Groups**: When you go into Groups you will see all of the notes across all of your Groups. If you click on a specific Group you will see notes for that Group only. Click on notes and all your personal and shared notes will be listed. Click on the note URL to take you to the page referenced.
3.5 Sending notes to your group and synchronising

Irrespective of which method of sharing you use, when you click the save and share button, your notes will be saved and shared with either your nominated person(s) or group.

Once you have saved and shared the note you can pull it into your device through the synchronise function in your tablet or device. Your changes will automatically sync in any web browser.

Sync to your offline reader on Android device and iPad:

- **Download**: to pull from the browser
- **Upload**: to send from the device
4

Kortext on your Mobile device

1. www.kortext.com
2. Kortext App
4 Kortext on your mobile device – web access www.kortext.com

To ensure that you can access Kortext through as many routes as possible, the Kortext on-line platform is also available in a mobile optimised version. This has the same functionality as the on-line version and can be used in conjunction with the Kortext App on your device if you want to work on-line from your device. It will automatically update all web browsers e.g. your pc and laptop. The main difference to you pc web browser is that the mobile version is optimised for mobile devices, with the more use of icons to save space in a mobile web environment. As with the standard browser you need to go to www.kortext.com and go the login screen (we suggest that you then book mark the login-screen. Otherwise the functionality is the same as in section 2 Kortext on-line – PC/Mac. So rather than repeat the functionality, this section will focus on what is different in terms of navigation.

4.1 Login to Kortext

To Login to the Kortext web is exactly the same on the mobile site as on the main web site. You can use your

1. Username and password
2. If your books are linked to the Universities learning management system (LMS e.g. Blackboard. Moodle etc), you can link directly through the your LMS without needing to re-login

4.2 Navigate you bookshelf

The mobile navigation toolbar on the bookshelf uses more standard icons, however where possible there is also a description. Bookshelf view navigation:
4.3 Read and navigate around your book

Choose a book from the bookshelf. The book details will then appear along with various ways in which you can access your book. Note that your top toolbar will also change

Choose a book from the bookshelf. The book details will then appear along with various ways in which you can access your book.

1. Read
2. Download (onto the Kortext App)
3. Table of contents – click on a chapter heading or section and it will take you there
4. My notes – retrieve notes you have made, click directly and you will be taken to the relevant section
5. Shared notes – retrieve shared notes as in 4. above

Click to expand / close navigation

Inside the books

The toolbar inside the book has a number of additional icons in addition to the above

Book detail page as illustrated above

Print

Search, Table of Contents, Notes: click on the results to go direct to the required section

Enter the page number and you will be taken directly to the page in the book

Use bumper bars at either side to navigate from page to page

Also use the pop up slider to move from page to page

The cover of the first edition of Legal Skills featured a thank you on behalf of the second edition, the winning team with a gold ring on the cover, and the third edition had a scar from a Sixth book. Title: 2012. A few years before the changing situation with inflation due to the need for a change in the UK where the introduction of and increase in tuition fees and the resulting high levels of student debt are forcing universities to ensure that their graduates can compete successfully in the graduate job market. This book will focus on students in their first and second year of study, although the tools can equally be applied to those students in their final year and masters programs. The book will aim to encourage students to start creating their employability skills from the commencement of their studies.
4.4 Print, copy paste, highlight, take notes

Once you start reading you can then annotate the book accordingly.

Print range using the slider or inserting the page number.

Copy  Add note  Highlight

The functionality in this section is exactly the same as in 2.4 above apart from some slight changes to the screen view and the keyboard popping up across the text when taking a note as illustrated.

To copy, add note, highlight, you need to drag across the text to highlight accordingly. How this works most effectively will depend on the gesture required for your device. So for example on an Android, tap and hold and the prompt appears [Selection Mode]

From the notes you can then share by email, through your Group (as described in Section 3) on Facebook or on Twitter. Facebook and Twitter will link out to your account.
4.5 Group creation and note sharing

The functionality is as described in Section 3 above. Screen illustrations from the Mobile website have been added due to their slight variance in appearance.

The Groups icon takes you to the Groups set up and also lists all of your Group notes irrespective of which Group they come from.

Invite new members, review Group details, check invitation status

Click straight through to content from URL for the note

There are no pending invites in your list.
4.6 Download your book - from the mobile web site to the Kortext App

As well as reading your content on-line on your mobile you can also download to the Kortext App for offline reading from the web site (as well as from the Cloud in the App). You first need to have installed the App. Details on how to install the App are described in Sections 5 & 6 (Android & iOS)

When you click to read Download, a pop up will appear prompting you to choose your reading device. As you will have already installed the App on your tablet, the Kortext App will be prompted. Set for always and your book will begin to load.

Note: ensure that you are on WiFi before beginning the process.
5

Kortext App for Android
Kortext App for Android

The Kortext App for Android is available from Google Play Store and can be downloaded free of charge. To enable you access to your content you need one time registration as follows:

5.1 App Login
From the store click on the Kortext App and follow the installation instructions. On installation, the App will open on the registration page and you will be asked to provide your credentials. Your credentials with username and password will have already been provided by email from Kortext. Enter your user (account) ID and password and click Login - you will then be registered.

Terms & Conditions of Service & Us
Once registered, you will be taken to the Terms and Conditions of Service and Use, which you need to accept to continue.

On accepting the Terms & Conditions you will be taken directly to the Adobe ID activation page to enable you to securely download your books to read offline on your device.

Adobe ID
In the Adobe ID activation screen add your Adobe ID and click to “Activate Adobe ID”. If you do not have an Adobe ID then please click on “Create new Adobe ID”. This will take you to the Adobe ID sign up web page.

Follow the instructions to create your Adobe ID. Once you have your Adobe ID, repeat the Adobe activation process above.

You will then be ready to pull your books from the cloud onto your bookshelf.

On completing your login process the screen will default to your bookshelf (Home) page. From there you need to click on to the Admin page to then pull your books from the Cloud as per the instructions below.
5.2 Downloading your textbooks from the cloud

Once registered, all your textbooks will appear in your cloud bookshelf by clicking the Cloud icon on the Admin page.

**Note** – please ensure you are on WiFi

On clicking the Cloud icon you will access your Cloud bookshelf. Note that “You are logged in as” indicates that you are on-line and in the Cloud.

To download your book onto your offline bookshelf, simply click on the book. You will see a loading spinner and will be notified when the book has been downloaded.

Your book will appear in your off-line bookshelf and you can then start to read.
5.3 Navigating the Kortext Android App

There are three main Navigation screens in the Kortext App:

1. The bookshelf (Home screen)  
2. Inside the book  
3. Administration

Use the Admin icon and Bookshelf (Home) icon to toggle between your bookshelf and admin screens. You will need to use the Admin screen to pull your books from the Cloud. The process will be described below:

1. Navigating your Bookshelf

**Bookshelf views** - You can select two bookshelf views:

1. List view: This view provides more information including author and publisher
2. Shelf view
Select folder – This icon allows you to create a folder and add documents to the folder content or to trash documents.

On clicking create you can add folders to store your books and documents for example, by module or class or personal reading, using your own folder naming convention.

The Sort icon provides a number of sort options:

The Dropbox icon enables you to transfer documents through your Dropbox account. Your Dropbox account credentials need to be provided in Admin: Settings: Dropbox, which is covered in Section 3 Administration.
2. Navigating around your book

From your bookshelf, you simply need to click on the book jacket to open the book. A navigation tool bar appears at the top and a page slider appears at the bottom. To move from page to page tap the screen at the edge in the direction that you want to turn it.

To open and close the toolbar, tap in the centre of the screen.

On clicking the information icon, the full tool bar opens.

Navigation tool bar inside the book
Click on the **Notes** icon and a **post-it** will appear. On tapping the post-it note, your **keyboard** will appear on the screen and you can add your note. On adding the note, simply tap the middle of the screen away from the keyboard and the note, and your note will be saved.

Your note is then hidden within the page but can be retrieved by simply tapping on the **post-it icon** and will reappear as you originally entered it.

- **Inservice teacher**: A teacher who is working teaching responsibilities. Some inservice teachers teach a teacher education program, but if they are not considered to be inservice teachers if:

  - cooperating teacher: A teacher who has a teaching license, classroom teaching responsibilities, and supervisory responsibility for a student teacher who will fulfill student teaching responsibilities in his classroom.
  - University supervisor: A college or university employee who supervises a student teacher. This employee might be a professor or an educator (e.g., a retired teacher) who has been hired to supervise student teachers. In such cases, the university supervisor represents the university and is responsible for ensuring that the student teacher satisfies the requirements of the university’s teacher education program.
  - **Inservice teacher**: A teacher who is working for a school and has regular classroom teaching responsibilities. Some inservice teachers might be enrolled concurrently in a teacher education program, but if they are employed by a school to teach students, we consider them to be inservice teachers in this chapter.

**H ave Conflicting Priorities**

A retired elementary teacher who worked as a cooperating teacher for many years was told about a student teacher who created a particular problem for her. The cooperating teacher needed to prepare and teach a one-week unit as one of her program requirements. The student teacher prepared the unit, and the cooperating teacher selected a short week during which she would teach it. As the week approached, the student teacher received an offer to join a family friend on vacation the same week that she had agreed to teach the unit. The cooperating teacher told her that the professional thing to do was to teach the unit, but that she would not insist on it. The student teacher chose to go on the vacation.

** Teachers Who Have Conflicting Priorities 117 **

<table>
<thead>
<tr>
<th>Teachers Who Have Conflicting Priorities</th>
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<tbody>
<tr>
<td>A retired elementary teacher who worked as a cooperating teacher.</td>
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</tr>
<tr>
<td>The student teacher chose to go on the vacation.</td>
</tr>
</tbody>
</table>

**Search** - search key words within the book. Enter your keyword and click **Find**. Search term is highlighted and finds next.
118  Chapter 6  Problems of Practice in Clinical Supervision

as students in an academic major, who might decide to skip classes for various reasons with no negative consequences.

To avoid this misperception, the faculty of teacher education programs needs to make explicit statements to their students that they are preparing for a professional role and therefore must act like professionals. The faculty might expand on this point by preparing a list of professional expectations that students should live up to and the consequences for not doing so.

If these expectations were presented to everyone associated with the student teaching program (including cooperating teachers), the above-mentioned cooperating teachers might have solved the problems that their student teachers created for them by referring the student teachers to the list of expectations and consequences for not following them.

TEACHERS WHO HAVE DIFFICULTY TRANSLATING INSIGHTS INTO ACTION

A university supervisor asked a colleague to help him with a difficult student teaching situation. The student teacher had responsibility for several high-school science classes and was experiencing classroom management problems. Nothing that the supervisor had suggested was effective in helping the student teacher with these problems.

The consulting university supervisor (hereafter called “consultant”) introduced himself to the student teacher and explained that he was there by invitation of the regular university supervisor and with permission of the cooperating teacher. He asked the student teacher if she was aware that students in her classes were occasionally disruptive, and she acknowledged the problem, but did not think it was serious.

Settings - personal preferred reading settings

Create your personal settings by changing the zoom level (the zoom level can also be changed by using gestures on your device), brightness (including night mode), reflow mode for PDF’s and various other page effects.

Illustration of night mode

*Stage 1: Novice Level. New teachers are assigned to a class of instruction. They also are given more important than “books”; it tends to be relatively inflexible stage of expertise.
To reflow your PDF’s, simply turn on reflow mode. Your text will then fit to page irrespective of font size (note that due to the nature of PDF’s some of your tables and illustrations may distort in this mode).

**Portrait reflow**

Conference Technique 10: Encourage the Teacher to Consider Alternative Methods and Explanations

Reverse the process. They provide their own conclusions and then search the observational record for evidence to substantiate them. Alternative interpretations might not even be considered.

For a small percentage of teachers, a “conclusions first” conference approach might be justified. For example, it might be more effective to say, “You’ve been late for work 12 times this month. This has got to stop, or there will be serious consequences!” rather than to say, “Here are some data about your punctuality. Do you find anything of interest?” An alternative move might be to ask, “What do you propose to do about this record of tardiness?” Most teachers experience emotions as they teach and also as they examine the observational record of their teaching. While teaching, they might experience distress when students slip out of control or when a planned lesson ends well before the end of the class period. They might

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**Landscape reflow**

Models of Teacher Development

in the observational data that are reviewed in the feedback conference. This is because the ability to see patterns—rather than isolated details—requires a substantial experience base, which they lack (through no fault of their own).

Novice and advanced beginner teachers tend to feel threatened as flaws in their instruction are revealed by the supervisory process. As a clinical supervisor, you will need to build trust with novices and advanced beginners so that their anxiety and defensiveness do not block the learning process.

In working with teachers at the proficient or expert levels, you might find that your supervision is much more collegial in nature. You and the teacher will act as co-investigators of his or her classroom instruction. You will find much to admire in it, and problems of practice will be opportunities to work together to generate creative solutions. You might find it appropriate to share your own

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**Bookmark** – simply click on the icon and you will have bookmarked your page

**Highlight text and associated actions**

On highlighting text the following actions pop-up will appear:

- Highlight
- Select Highlight Color
- Note
- Copy
- Share on facebook
- Share on twitter
- e-mail
- SMS
- Search on Google
- Wikipedia search
- Translate
**Highlight** - On highlighting you can select your colour by clicking on “Select Highlight Colour”

**Note** – create a note against the highlight in the post it as described in notes above

**Copy** – simply drag across the text you want to copy using the device copy / paste tools

**Share on Facebook / Twitter** – you need to be registered in *Settings* in the Administration screen that is covered in the next section

You can then share through your preferred social media

**e-mail** – a pop up will appear with your choice of mail delivery

**SMS** – you will be able to SMS on compatible devices

**Search on Google / Wikipedia** – enables you to search highlighted sections

**Translate** – takes you to the web to translate highlighted sections
The Navigation Toolbar sub-directory enables the user to retrieve and synchronise information.

**Highlights** – click on the icon to retrieve your highlights

**Notes** – retrieve your notes by clicking on this icon and a drop down will appear listing your notes. On clicking on the note you will be taken directly to the section in the book

**Bookmarks** – on clicking the bookmark icon a drop down as per the notes above will appear listing the page location that you have bookmarked. By clicking on the page number you will be taken to that bookmark

**Table of contents** – go straight to the chapter you have been assigned or need to read by clicking on the table of contents icon. This lists all the chapter headings in the book and by clicking on the chapter it will take you directly there

**Synchronise** – synchronise your notes to the cloud and your browser. On clicking the icon the adjacent pop up will appear inviting you to upload or download, and confirming if you wish to go ahead with the synchronisation.

Note that you have to be online to synchronise
3. Administration

Home – This takes you back to the Home bookshelf

Cloud – By clicking on the Cloud you will be able to access your bookshelf in the Cloud and download content for offline reading. For the process see above: "Downloading your textbooks to your offline bookshelf"

Help – This gives access to the Help guide that you are looking at

Settings – Your personal settings to access Kortext. Most if these will have been completed as part of your registration process. You can add settings for Facebook, Twitter and Dropbox as well as a feedback facility
5.4 Loading other content

As well as pulling your content from the Cloud as described above, you can also download your textbooks from the online web browser on your device (we recommend using Chrome for download):

When you click to Download, a pop up will appear prompting you to choose your reading device. As you will have already installed the App on your tablet, the Kortext App will be prompted. Set for always and your book will begin to load.

Note: ensure that you are on WiFi before beginning the process.

Loading your own content

Add lectures notes and presentations etc to your App. Simply save as a PDF and when prompted where to save, click on the Kortext App. Your document will then be saved in your bookshelf on the Kortext App.
6

Kortext App for iOS
Kortext App for iOS
The Kortext App for Android is available from the Apple Store and can be downloaded free of charge. To enable you access to your content you need one-time registration as follows:

6.1 App Login
From the store click on the Kortext App and follow the installation instructions. On installation, the App will open on the registration page and you will be asked to provide your credentials. Your credentials with username and password will have already been provided by email from Kortext. Enter your user (account) ID and password and click Login - you will then be registered.

Terms & Conditions of Service & Use
Once registered, you will be taken to the Terms and Conditions of Service and Use, which you need to accept to continue. On accepting the Terms & Conditions you will be taken directly to the Adobe ID activation page to enable you to securely download your books to read offline on your device.

Adobe ID
In the Adobe ID activation screen add your Adobe ID and click to “Activate Adobe ID”. If you do not have an Adobe ID then please click on “Create new Adobe ID”. This will take you to the Adobe ID sign up web page.

Follow the instructions to create your Adobe ID. Once you have your Adobe ID, repeat the Adobe activation process above.

You will then be ready to pull your books from the cloud onto your bookshelf.
6.2  Downloading your textbooks from the Cloud

Once registered, all your textbooks will appear in your cloud bookshelf.

**Note** – please ensure you are on WiFi

On clicking the Cloud icon you will access your Cloud bookshelf. Note that “You are logged in as” indicates that you are on-line and in the Cloud.

To download your book onto your offline bookshelf, simply click on the book. You will see a loading notification and will be notified when the book has been downloaded.

Your book will appear in your off-line bookshelf and you can then start to read.
6.3 Navigating the Kortext iOS App

There are two main Navigation screens in the Kortext iOS App

1. The bookshelf (Home screen)

2. Inside the book

1. Navigating your Bookshelf

Top Toolbar – the toolbar is fairly self-explanatory
2. Navigating around your book

From your bookshelf, you simply need to click on the book jacket to open the book. A navigation tool bar appears on the left hand side of the page and a slider to navigate through the pages appears at the bottom. To move from page to page tap the screen at the edge in the direction that you want to turn it or swipe.

To open and close the toolbar, tap at the bottom of the screen.

Home – takes you to your bookshelf
Search

Search key words within the book. Enter your keyword and hit return. Search term is highlighted and finds next.

Settings

Create your personal settings by changing the zoom level (the zoom level can also be changed by using gestures on your device), brightness (including night mode), reflow mode for PDF’s and various other page effects.
To synchronise your notes you need to use the sync services. On clicking the icon the pop-up will appear inviting you to upload your notes from the device or download your notes from the browser.

Help – Help takes you to the Kortext Manual. For any technical issues that you cannot resolve please email customerservices@kortext.com

Sync Service

Upload
Download
Cancel
6.4 Notes and Note sharing

To action highlight, copy, add a note, share, you first need to highlight the text. Tap and hold at the start of the text until the magnifying glass appears. Two pinheads will appear for the start and end of the highlight. To extend the highlight drag the pin across the text. A pop up will then appear to give you the option to highlight, copy, add a note, share.

**Note** - On tapping **note**, your keyboard and pop-up note will appear on the screen and you can add your note. On adding the note, tap done and your note will be saved and can be retrieved from the notes tab as described above. Your note will also be ready to synchronise back to the browser.

**Copy** – Highlight as described above. When the menu pops up, tap and you can then paste into a note or document.

**Highlight** – Using the instructions above to highlight, choose and change your highlight colour.

**Share** – Share your notes using email, SMS, Facebook, Twitter. Note that you need to be signed in to your appropriate accounts to use this and to be on WiFi or a data plan. You can pre-set your Facebook login in Settings as described in 1. *Navigating your bookshelf*.

To share your information, click on the appropriate sharing mode.
6.5 Loading other content

As well as pulling your content from the Cloud as described above, you can also download your textbooks from the online web browser on your device (we recommend using Chrome for download):

When you click to read offline, a pop up will appear prompting you to choose your reading device. As you will have already installed the App on your tablet, the Kortext App will be prompted. Set for always and your book will begin to load.

Note: ensure that you are on WiFi before beginning the process.

Loading your own content

Add lectures notes and presentations etc to your App. Simply save as a PDF and when prompted where to save, click on the Kortext App. Your document will then be saved in your bookshelf on the Kortext App.

Your document appears on your bookshelf