

GETTING STARTED IN READS

Navigate to the Catalogue

- 1) Log in to the LTK+. The first time you sign in, you will have to confirm the level. Select *Level 1* or *Level 2*. READS is not accessible in *Level 3*.

- 2) Click on READS. The catalogue will open in a new tab.

A brief preview of some categories and books will appear. This changes each time you load the page.



- 3) Click on the Refresh button at the bottom of the page to generate new themes and book options



FILTER

Use this if you want to search by theme, language, country, level, type and/or format

SEARCH

Use this if you want to search the repository using your own keywords.

READ

Click on this to launch a PDF of the book. If it is available in multiple languages, you will need to select one first.

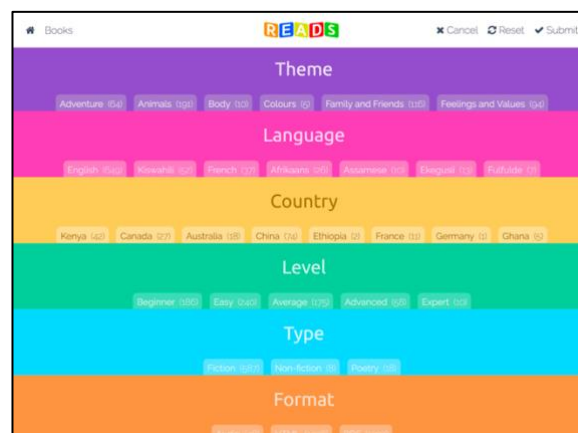
INFORMATION

Allows you to get details about the book, such as the author, illustrator, country of origin, and much more.

FILTER

All of the books in READS have been categorized so that you can search for relevant content in an easy and organized manner. The filter functionality is one method.

- 1) Click on the *Filter* button. This button can be found at the top-right of the page. Once clicked, the filter window will pop up on screen.



- 2) Browse the categories of interest to you.
READS has labelled stories by: theme, language, country, level, type, and format.
- 3) Select at least one tag.
You can select multiple tags, in many of the categories.

Selecting multiple tags within a category broadens the results. For example, choosing stories with the theme **Adventure** OR **Nature**.

Selecting multiple tags between categories narrows the results. For example, choosing stories about **Adventure** AND are from **Kenya**.

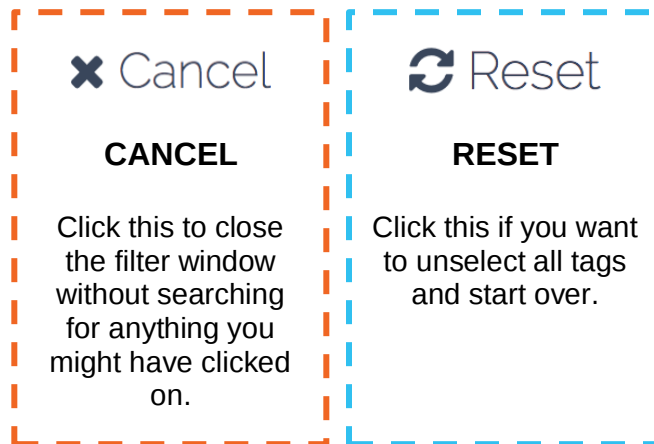
- 4) Click on *Submit* when satisfied with your selections.

✓ **Submit**

This button is found on the top-right of the screen.

Alternatively, you can select *Cancel* or *Reset*.

- 5) Browse your results.
The tags you selected will be displayed at the top of the page.
Click on the x to remove a tag.



- 6) Select a story, or click on the filter button to adjust your search.

SEARCH

Alternatively, you can search the repository using your own keywords. Whatever you type will be compared to the stories to see if there is a match.

- 1) Click on the *Search* button. 🔍
This button can be found at the top-right of the page. Once clicked, a search bar will appear.



- 2) Type in a keyword.
Try to keep it short but specific. The search feature will look for instances where those characters appear together. For example, if you search for 'cat', you will find books about the animal, but it will also display words with 'cat' in them (ex: vacation or Cathy).



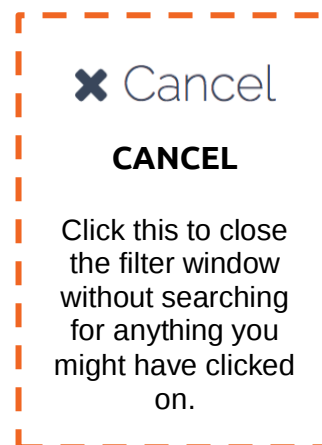
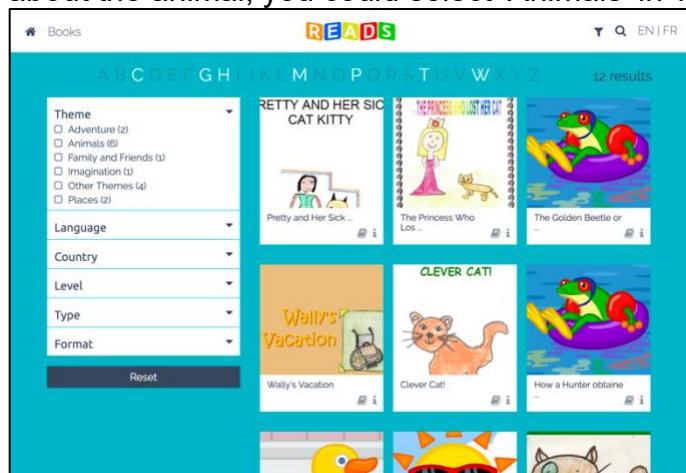
- 3) Click on the *Submit* button to generate the search.



This button is found on the top-right of the screen.

Alternatively, you can select *Cancel*.

- 4) Use the filter on the left-side, if desired.
This can help you narrow down the search results. For example, if you typed 'cat' because you wanted books about the animal, you could select 'Animals' in Theme.



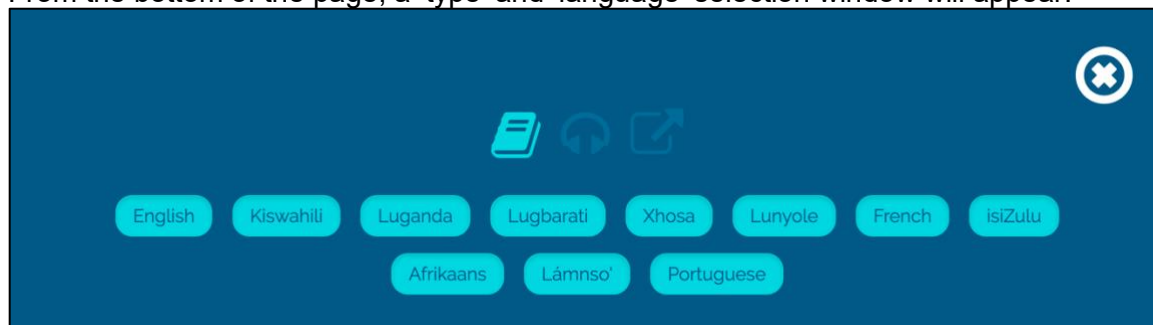
- 5) Browse your results.
6) Select a story, or click on the search button to adjust your search.

READ

Once you have found a story that interests you, you can go directly to it. Some stories are hosted on external sites.

- 1) Click on the *Read* button.

From the bottom of the page, a 'type' and 'language' selection window will appear.



- Click on which language you want to read the story in.
Some stories are only available in one language, while other stories have been translated.

Alternatively, you can select *Listen* or *External Link*. You would have to click on these buttons before choosing a language.

Note: Not all stories will have all three access options.



LISTEN

Click on this to navigate to an audio recording of the story.



EXTERNAL LINK

Click this to read the story outside of READS. These links go to publishers' websites where they host the story.

- Read or listen to the story.
Once you click on a language, the story should open in a new tab.

INFORMATION

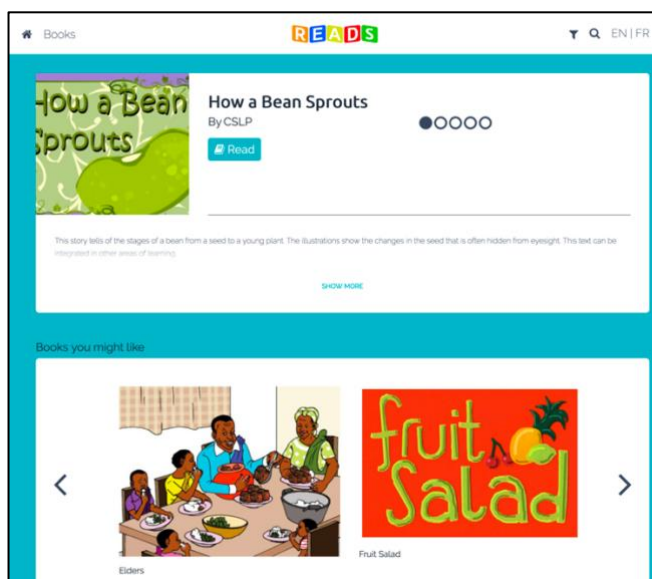
This section of READS provides the publishing information for the book. It contains information about the author, publisher, illustrator, country of origin, etc. It also displays the difficulty level and which themes are in the story.

- Click on the *Information* button. 
A new page will load. The title, author, cover, difficulty level and summary will be visible. You can also see suggestions for similar stories.
- Click on *Show More*, if you want to see the publishing information. It is below the story's summary.
- Click on the *Read* button, if you want to read the story.

 Read

This will give you the same window that you can access from the results page using this button: 
Depending on the story, you can access a PDF, audio, and/or external links to the publisher's site.

Note: Not all stories will have all three access options.

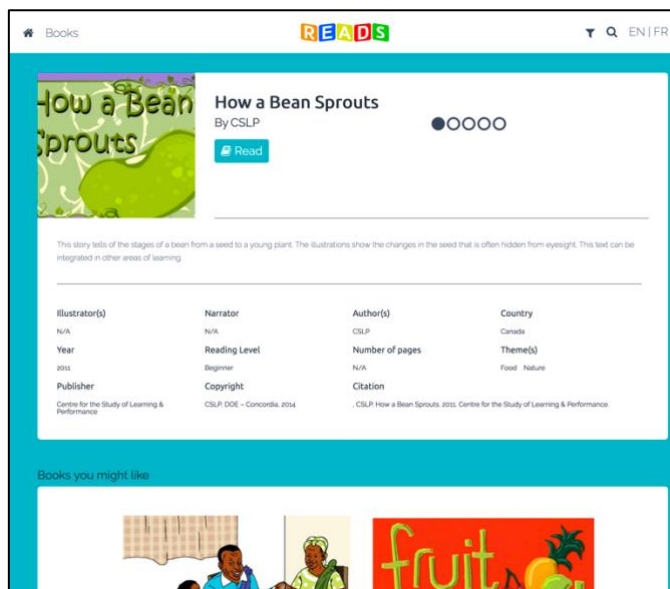


- 4) Click on the *Listen* button, to access an audio version of the story (if available).

 Listen

Not all stories have an audio version so this button may not appear on the screen.

- 5) Read or listen to the story.
Once you click on a language, the story should open in a new tab.



BEGINNER	EASY	AVERAGE	ADVANCED	EXPERT
● ○ ○ ○ ○ First words. Simple themes. Large font. Lots of images	● ● ○ ○ ○ Short sentences. Simple themes. Introductory vocabulary. Lots of Images.	● ● ● ○ ○ Simple and complex sentences. Variety of themes. Basic vocabulary. Less reliance on images.	● ● ● ● ○ More complex sentences. May include mature themes. Challenging vocabulary. May not include images.	● ● ● ● ● Complex and compound sentences. More mature themes. Challenging vocabulary. Few images, mainly text.

