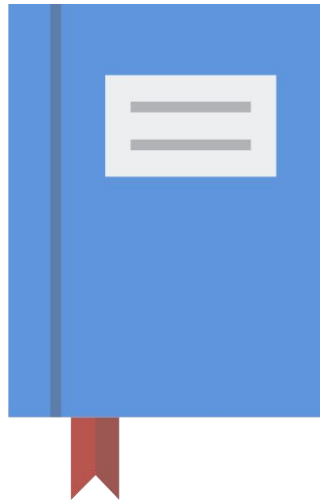




# EasyBib EDU

## User Guide



 **EasyBib** a **Chegg**<sup>®</sup> service

# Table of Contents

- ★ Introduction ..... 3
- ★ Registration & Coupon Codes ..... 4
- ★ Coupon Code Page Example .....6
- ★ Registration Handout (Using EasyBib EDU). ..... 7
- ★ School Administrator Abilities ..... 8
- ★ Customer Success Team. ....10
- ★ Advertisements: What to Expect .....11
- ★ Technology Considerations .....12
- ★ Google Login ..... 14
- ★ Ensuring That You Receive Our Emails ..... 15
- ★ FAQ's .....16
- ★ Poster to Print .....17





# Introduction

## What is EasyBib EDU?

---

Welcome to **EasyBib EDU**, the powerful citation and research management platform. This User Guide will help get you started quickly, answer any questions you may have, and provide a few handouts for you to print out and use.

Once onboarded, you and your students can use EasyBib EDU to:

### Cite Efficiently and Ethically

- 59 different source types to cite
- 7,000+ citation styles
- Autocite feature
- Easy to use forms and helpful hints
- MLA, APA, and Chicago Citation Guides

### Organize Their Work

- Create digital notecards
- Structure papers using our dynamic outline area
- Connect notes to cited sources

### Think Critically

- Use groups and colors to identify themes and connections
- Differentiate between a quote, paraphrase, and one's own words
- Website evaluation tools
- Share projects with others for feedback or to work on a bibliography together

Thank you for choosing EasyBib EDU and happy citing!





# Registration & Coupon Codes

## Getting Up and Running on EasyBib EDU

The registration process for EasyBib EDU is fairly simple. Students and teachers gain access to EDU via **Coupon Code** authentication. The Coupon Code will be unique to your school. Each user in your school will use the same Coupon Code. The Coupon Code only needs to be entered once to gain access for the duration of the school year.

### New Students to EasyBib EDU:

- First click the blue “Sign up for EasyBib EDU” button on [www.easybib.com/register](http://www.easybib.com/register)
- Then enter in the school’s coupon code
- Elementary and middle school students will be prompted to enter in a username and password, and are then directed to their new EasyBib EDU accounts. **Please note, elementary and middle school students need to create new accounts. Upgrading existing EasyBib accounts for students under 13 may result in accounts being deleted.**
- High school and college students will be prompted to fill in a registration form, and are then directed to their new EasyBib EDU accounts

### High School and College Students with Existing EasyBib Accounts:

- Login to your existing EasyBib account via the [EDU link](#)
- They will be prompted to enter in their coupon code, and will be upgraded to EDU access

Students with projects (bibliographies and notes) from prior EasyBib use will still have their work with them in EasyBib EDU.

Print and use our onboarding handout, featured on page 7, to help get your students easily started on your EasyBib EDU access.

### Coupon Code Considerations

You have an unlimited number of accounts that can be upgraded or created with your coupon code, so feel free to share it with everyone at your school! Distribute the coupon code in the way that works best for you. For example:

- In class by displaying it on your board, or by having a handout with the coupon code on it
- In an email to students and teachers
- On a page accessed by logging in to an LMS

We ask that you make an effort to share your coupon code with only your students and faculty, but you are permitted to show it on your website. If you choose this option, please consider doing so by placing a link on your website that opens a document or PDF with the coupon code information. There is an example on page 6.





# Registration & Coupon Codes

(Continued)

---

## Elementary and Middle School - Registration

Elementary and middle school students registering for the first time will use usernames, rather than email addresses to register for EDU. Usernames need to be at least 6 characters, and **cannot** include “@” in them. Please have your students keep their passwords somewhere safe, as the only option for resetting a forgotten password is the school admin reset.

## Elementary and Middle School - What if they have previous accounts?

Elementary and middle school students should create a new EasyBib account for EDU. This is due to COPPA regulation; we want to make sure everyone is safe and sound! If an existing EasyBib account with an email on file is upgraded to EDU with an elementary or middle school coupon code, the account may be deleted at a future date.





# Welcome to Our EasyBib EDU Access!

---

Our coupon code for EasyBib EDU is:

## **New Students to EasyBib:**

- Enter the Coupon Code on [here](https://edu.easybib.com/auth/coupon) (you only need to do this once!) (https://edu.easybib.com/auth/coupon)
- Fill out the form when prompted
- Remember your username and password
- Start citing!

## **Students with Existing EasyBib Accounts:**

- Login to your existing EasyBib account [here](http://edu.easybib.com/auth/login) (http://edu.easybib.com/auth/login)
- Enter in your coupon code (you only need to do this once!)
- Start citing!

 **EasyBib** a **Chegg**<sup>®</sup> service

## New Users: Register With a Coupon

- ★ Go to <https://edu.easybib.com/auth/coupon> and enter in your EDU coupon code.
- ★ Fill in your registration information. After you register, you'll be able to login with the EDU button on [www.easybib.com/login](http://www.easybib.com/login)
- ★ Start citing!



## EasyBib EDU Registration

EDU Coupon Code\*

**Save**

Elementary and middle schools

High schools and colleges

Register

Username\*

Password\*

Repeat Password\*

**Elementary and Middle School registration**

**Save**

Register

First

Last

Email\*

Password\*

Repeat Password\*

Position\* Choose one

**High School and College Registration**

**Save**

## Returning Users: Use Coupon

- ★ Go to <http://edu.easybib.com/auth/login>
- ★ Login using your EasyBib account information
- ★ Input your coupon code. (You only need to do this once!)
- ★ Start citing!



# School Administrator Abilities

## Admin Features for Educators

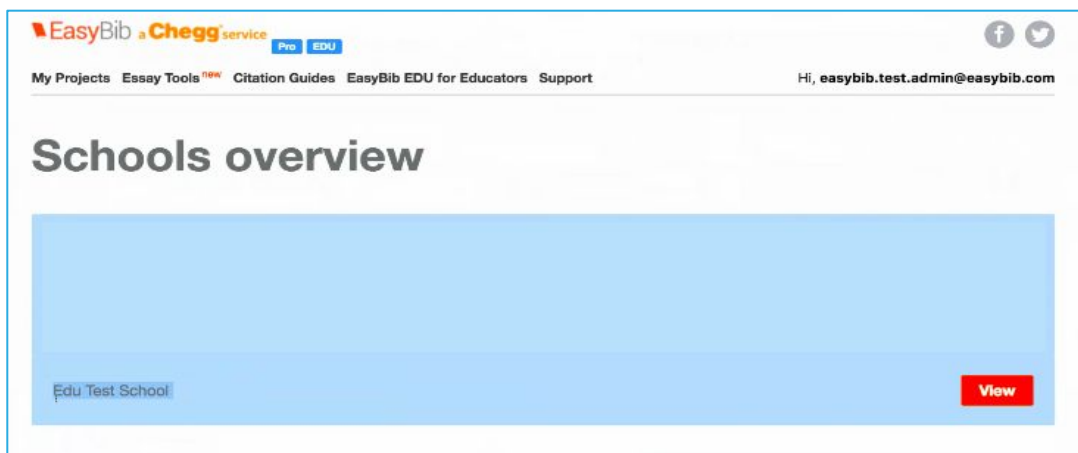
EasyBib EDU has a special School Administrator role and can be enabled for teachers, district administrators, and other leaders in your school(s). This role was designed to help educators keep track of which students have signed up for EasyBib EDU (via email address or username) and to assist in password resetting when needed.

To enable your account as a School Admin, email [support@imagineeasy.com](mailto:support@imagineeasy.com) with:

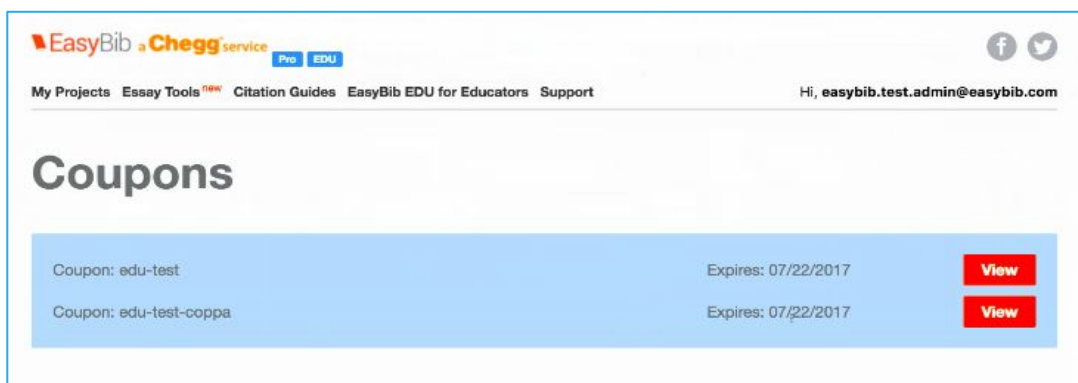
- The email address tied to your EasyBib account
- Your job title
- The names of the school(s) you'd like to be a School Admin for

You may have several School Admin for one school (or none if you prefer), and you may be the School Admin for more than one school.

1. School admins will be able to view their schools in a list



2. School admins will be able to view all coupon codes for the school selected (important for those K-12 schools!)







# School Administrator Abilities

(Continued)

3. Admins will be able to view the students who have registered or upgraded with the coupon code.

The screenshot shows the EasyBib admin interface. At the top, there is a navigation bar with the EasyBib logo, 'a Chegg service', and 'Pro EDU' buttons. The main content area is titled 'edu-test-coppa Coupon Students'. Below the title, there is a table with two rows of student information. Each row includes a user ID, an expiration date, and a 'View' button.

User	Expires	Action
User: glaubinix12345	Expires: 07/22/2017	<a href="#">View</a>
User: dummy-glaubinix	Expires: 07/22/2017	<a href="#">View</a>

4. Admins can reset student passwords.

The screenshot shows the EasyBib admin interface for resetting a student password. The main content area is titled 'StudentTest@easybib.edu'. Below the title, there is a form with two input fields: 'Password\*' and 'Repeat Password\*'. A red 'Preview changes' button is located below the form.





# Customer Success Team

First-Class Support and a Knowledge Base

---

**EasyBib EDU will be supported by a great team of people specially equipped to assist you and your students!**

Our Customer Success Team features a librarian as well as customer service experts.

We have two levels of support. Firstly, you will find a thorough [knowledge base](#) packed with easy to follow articles (with written and visual steps!) for the most common questions and how-to's on EDU. To quickly find an article, simply use the search box to find the article by keyword. For example, search "manual cite" to find the article on creating a citation manually.

Secondly, for more in-depth questions, suggestions, feature requests, concerns, or clarifications you can reach our Customer Success Team by email by filling out [this form](#). Alternatively, you can email [support@imagineeasy.com](mailto:support@imagineeasy.com). Our hours are 9am to 5pm ET, Monday through Friday. We respond to all emails within one business day. If you have a time sensitive issue, please note so in your email and we will do our best to answer as soon as possible!





# Advertisements: What to Expect

What You Will See in EasyBib EDU

---

## What to Expect From Ads

High schools and colleges should expect to see an “ad lite” experience; these accounts will have far fewer ads on the page than the regular “free” EasyBib. By putting a small number of ads on these accounts, we’re able to support EDU and provide outstanding tools and services to all participating students and schools.

## How to Report Ad Issues

If you or a student ever has an issue with an ad (sound, a pop up, video, or if something slips through our many filters), please use the “report this ad” button to notify us of the issue.

## COPPA Compliance and EasyBib EDU

EasyBib EDU is COPPA compliant. No personally identifiable information of students under the age of 13 will be used or collected. Students under the age of 13 will register with an anonymous username and password on a separate page in order to use EasyBib EDU.





# Technology Considerations

## EasyBib Technology Requirements and Considerations

The following represents a list of requirements and considerations for successfully introducing EasyBib at your school.

### Requirements and Recommendations

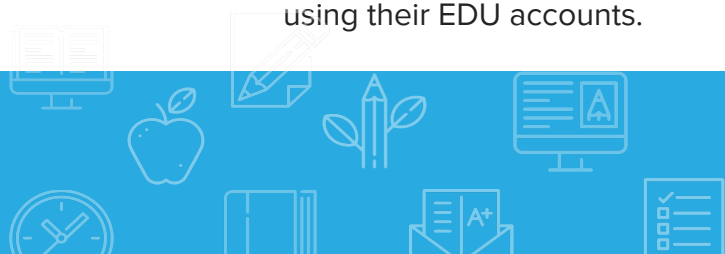
- Personal Computer (PC)
  - Operating System:
    - Microsoft Windows XP, Windows Vista, or Windows 7
  - Browser:
    - Google Chrome (preferred browser)
    - Firefox Mozilla (preferred browser)
    - Microsoft Edge
- Macintosh (Mac)
  - Operating System:
    - OS X 10.4 or higher
  - Browser:
    - Safari 6.0 or higher
    - Google Chrome
    - Firefox Mozilla

### Connection:

- High Speed Internet Connection

### Notes:

- Assess the effects of any Content Filtering devices on the speed of the connection. EasyBib's main IP address is 23.21.247.46 but there are other floating IPs due to our Amazon server. To make sure you're letting through all parts of the app, please whitelist **\*.easybib.com** and **\*.citation-api.com**
- Pop-up Blockers should be turned off when using any of the Imagine Easy, LLC. products.
- Assess the Internet bandwidth available for additional usage during peak times.
- If using Safari, please be aware that Private Browsing will block out your project list. If a user logs in and cannot see their projects, check to see that this is disabled and log back in.
- If students are not using their EDU accounts and school computers have ad blockers installed in the browsers, please be aware that students may encounter a prompt to turn off the ad blocker after creating two citations. To avoid this, make sure students are using their EDU accounts.





# Technology Considerations

(Continued)

## iPad & Mobile Device Compatibility

EasyBib EDU's citation piece is mobile responsive, and can be used on iPads or other mobile devices. EasyBib EDU's notebook is not mobile responsive, and we do not advise using it on iPads or other mobile devices. We do recommend using our mobile app on these devices.

## Apps

Our EasyBib mobile app is a great resource for schools on iPads or other mobile devices. Students find our barcode scanner fun as it automatically looks up and cites a book with a few clicks. Citations for other sources such as journals, magazines, and websites can also be created via the app.

Get it on the [Apple Store for iOS](#) or [Google Play for Android](#)

## Google Sign On

Schools are able to sign in with Google. Those with Google Apps for Education will be able to use the current [EasyBib Google app](#) to provide a single sign on option for their students. **Please go to page 14 for information on how to use Google sign in with EDU.**

In addition, we have a Google Docs Add-on that is good for a quick citation or two. Please note, the Google Docs Add-on does not integrate with EDU accounts.





# Google Login

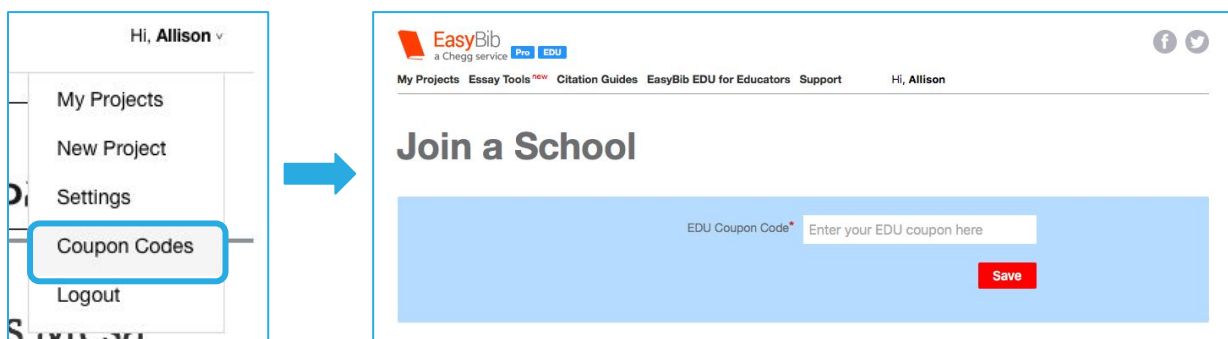
How to access EasyBib EDU via Google login

Have a Google account? You're in luck! Students and teachers can use their Google accounts to log into EasyBib EDU.

## Logging in and upgrading existing EasyBib accounts with Google Login

To upgrade an existing EasyBib account that uses Google to login:

- Go to [www.easybib.com/login](http://www.easybib.com/login) and click "Login with Google"
- Navigate to dropdown menu under your name in the top right and select "Coupon Codes"
- Find "Have an EasyBib EDU coupon code? Click here!"
- Enter your EDU coupon code

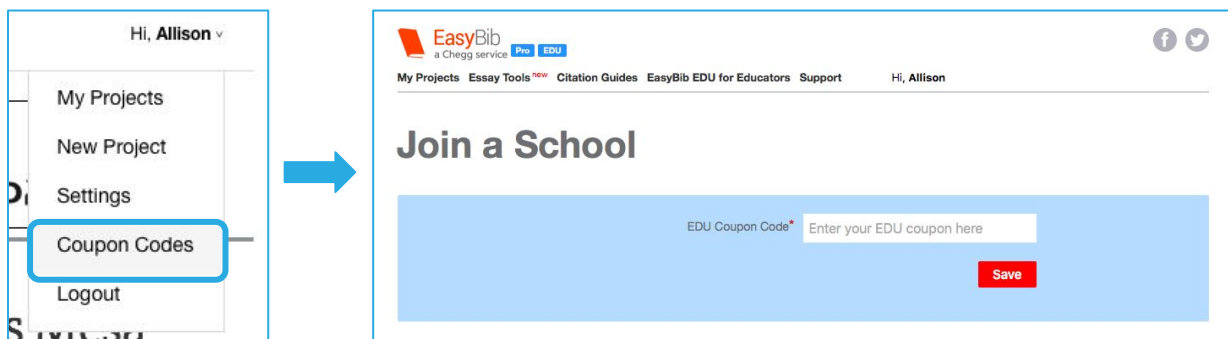


You'll be taken directly back to your EasyBib account, upgraded to EDU!

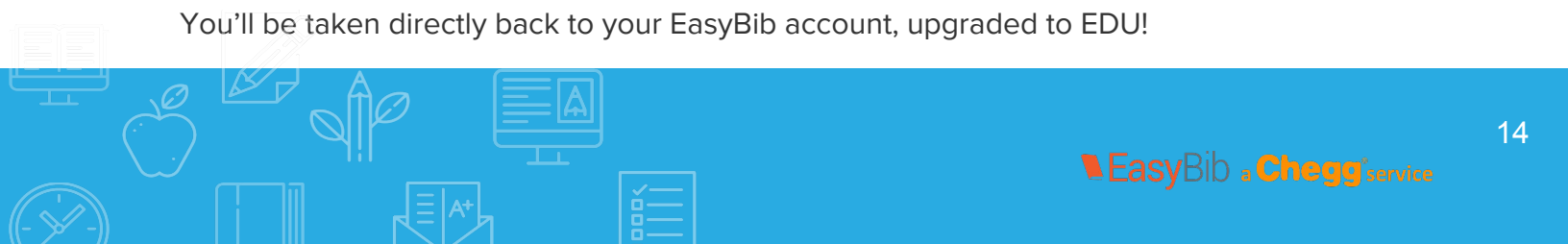
## Creating a new EDU account with Google login

To create a new account via Google login:

- Go to [www.easybib.com/register](http://www.easybib.com/register) and click "Login with Google"
- Navigate to dropdown menu under your name in the top right and select "Coupon Codes"
- Find "Have an EasyBib EDU coupon code? Click here!"
- Enter your EDU coupon code



You'll be taken directly back to your EasyBib account, upgraded to EDU!





# Ensuring That You Receive Our Emails

Help Us Deliver Important Emails to You

---

Sometimes, our emails to you bounce back and remain undelivered. We can't change this, but there are a lot of little things you can do to help!

## **Add “hello@imagineeasy.com” to your inbox's address book**

- Why? Because this will tell your inbox that it should expect to receive emails coming from that address. Each email client has a different process for adding addresses - check out this online resource for an explanation for many common email clients.

## **Get your IT/Email person to whitelist our email sending domain (imagineeasy.com)**

- Why? Because this will tell the email server that they should expect to receive emails from any 'from address' containing our domain (i.e. yourdomain.com).

## **Move the marketing emails found in your spam/junk folder back to your inbox**

- Why? Because that both teaches your inbox where to place that mail in the future.



**Will EasyBib EDU still have Google integrations?**

Yes! Schools will be able to sign in with Google, and will be able to use the current EasyBib Google app to provide a single sign on option for their students (see page 13). The login with Google button will remain as a sign in option on EDU. Google integrations like the Paper link will also remain.

**Will MLA 8 be available in EasyBib EDU?**

Yes! The first version of MLA 8 is now available. Please send us your feedback!

**Is EasyBib EDU COPPA compliant?**

Yes, EasyBib EDU is COPPA compliant. No personally identifiable information of students under the age of 13 will be used or collected. Students under the age of 13 will register with an anonymous username and password on a separate page in order to use EasyBib EDU.

**Are there still any librarians working on EasyBib EDU?**

Yes! \*waves hi\*







Read with  
purpose

Think  
analytically



Communicate  
effectively



Your key to a  
brighter future

 **EasyBib**  
a **Chegg** service





**Last Updated September 9, 2016**

 **EasyBib** a **Chegg**<sup>®</sup> service