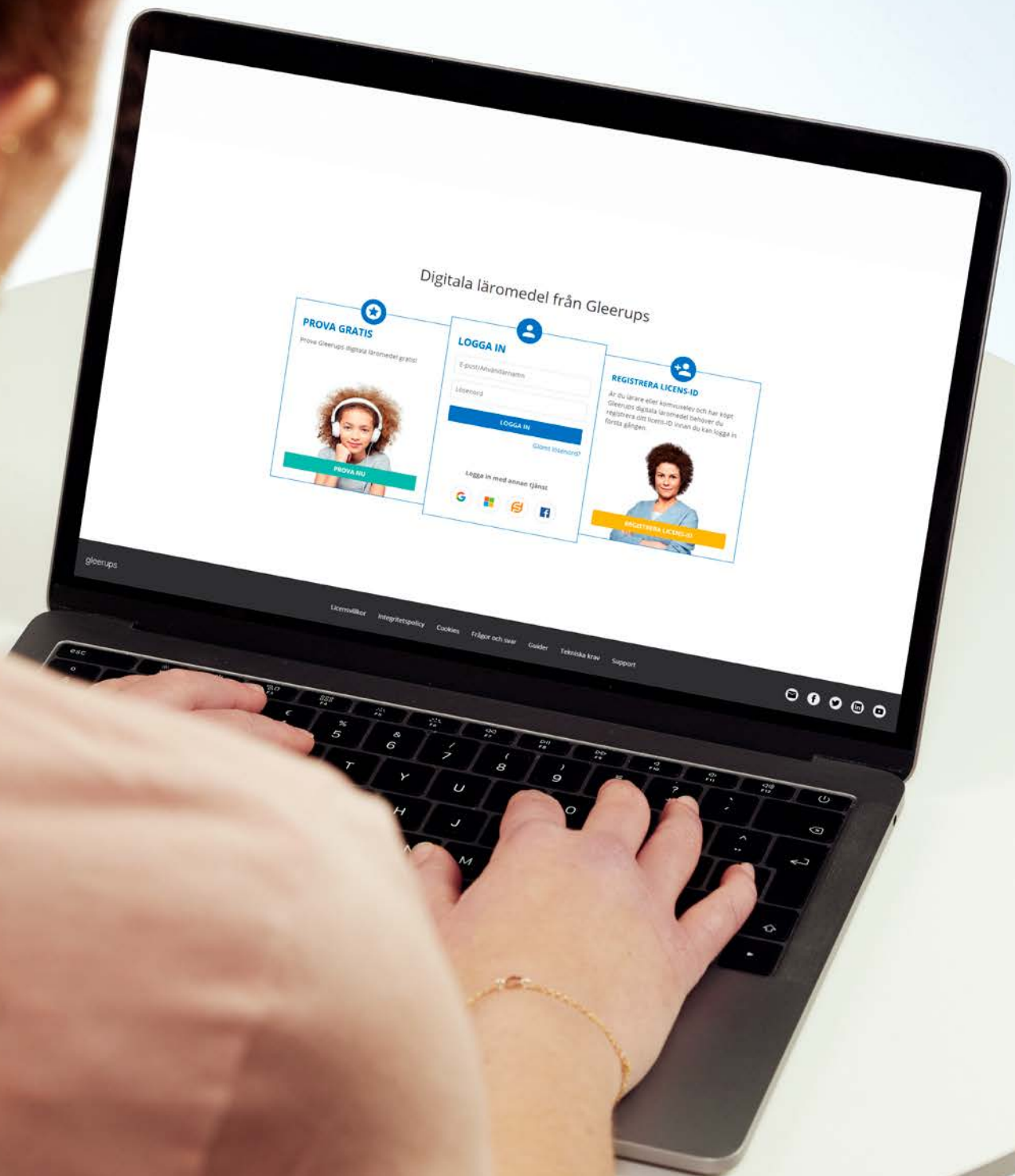


Manual Komvux

Gleerups digital teaching material



Administration of digital teaching material from Gleerups

This manual will help you get started in your adult education studies using digital teaching material from Gleerups.

Before you begin:

- Ensure that you are working in a web browser that has been tested and recommend for use with digital teaching material from Gleerups: Chrome/Firefox/Safari/Edge
- Any questions concerning your purchase/invoice should be directed to the retailer from whom you purchased the material. It is not possible to return digital teaching material to Gleerups.
- If you already have an account with Novo or It's Learning, and have received an email from Gleerups with your licence ID, you will not be able to access the teaching material through Novo or It's Learning. You need to create a new account for the Gleerups portal. You do so by following the steps under For New Users in this manual.

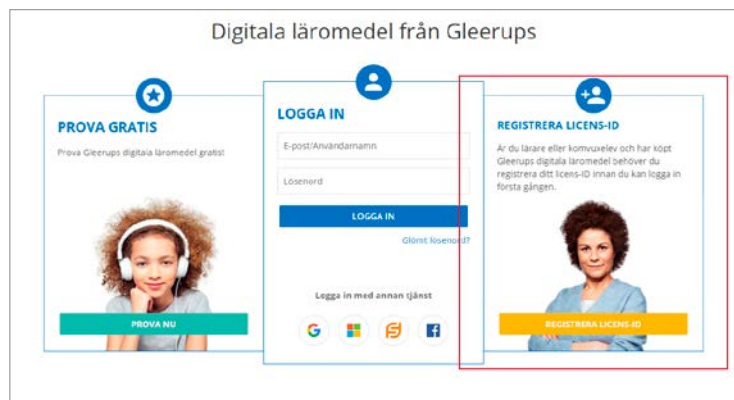
The manual comprises the following steps

1. For New Users
2. For Previous Users of Digital Teaching Material from Gleerups
3. Guidance

1. For New Users

Your licence ID is not your password. You use your licence ID to create a new account at www.gleerupsportal.se

- Go to **www.gleerupsportal.se**
- Click the yellow button:
Register your licence ID
- Enter your **email address**
- Enter the **licence ID that you received via email from Gleerups**



2. For Previous Users of Digital Teaching Material from Gleerups

- Go to **www.gleerupsportal.se**
- Enter your email address and password.
Click the button: **Log in**
- You will be able to see your teaching material immediately if you have entered the same email address as before



NB! If you already have an account with Novo or It's Learning, and have received an email from Gleerups with your licence ID, you will not be able to access the teaching material through Novo or It's Learning.

3. Guidance

- There are no **page numbers** in the digital teaching material. Ask your teacher about article ID or heading to navigate.
- If you have purchased teaching material yourself and are going to be part of a teaching group, you will need a **group code**. Your teacher will provide you with a group code that you can activate. To activate the group code, go to **Account Settings**. You find the account settings by clicking your name in the upper right-hand corner when you are logged into the Gleerups portal. Select **Join Class/Group** and enter the code. Make sure that there are no spaces before or after the code. When you have done this, you will need to update the page (Ctrl + R). You will see a number in brackets after the heading **Classes/Groups**. If you click **Classes/Groups**, you will see the names of the groups to which you belong.