

The Collins Hub User Guide: Big Cat eBook Library for Teachers

Welcome to [Collins Hub](#). This guide will run through how to use your **Big Cat eBook Library** as a teacher.

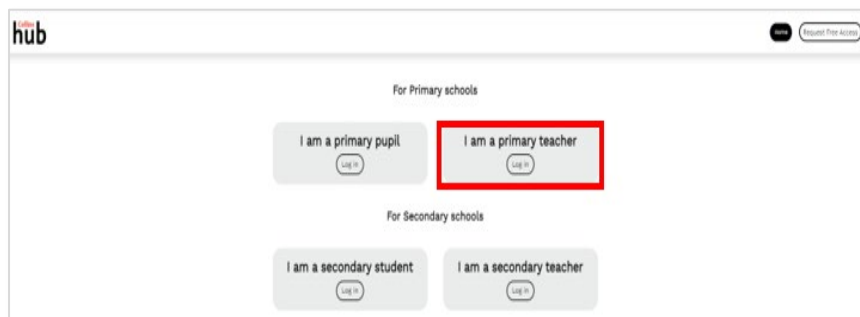
Contents

| | |
|---|----|
| Logging in | 1 |
| Creating subgroups..... | 4 |
| Assigning books | 5 |
| Unassigning books..... | 8 |
| Reporting..... | 9 |
| The Collins Hub app..... | 11 |
| Help and Support | 11 |
| Forgotten your password? | 11 |
| Setting a password..... | 11 |
| Technical Requirements | 11 |
| Privacy Policy, GDPR and Data Processing Agreement..... | 12 |
| Frequently Asked Questions (FAQs)..... | 12 |
| Contact..... | 12 |

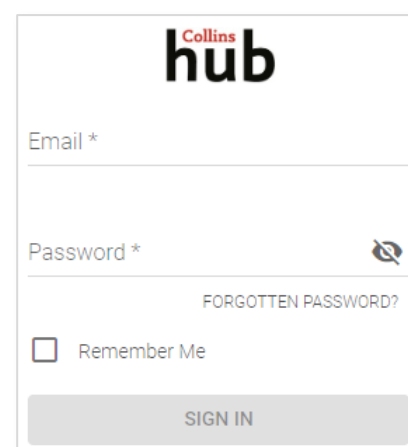
Logging in

When you purchase a subscription you will receive a welcome email notifying you that the account has been created, with a link to set your access up on the [Collins Hub](#).

Once you have set your password (passwords must contain upper- and lower-case characters, special characters, and a number), you can log in to the Collins Hub by selecting **I am a primary teacher**, then entering your login details.



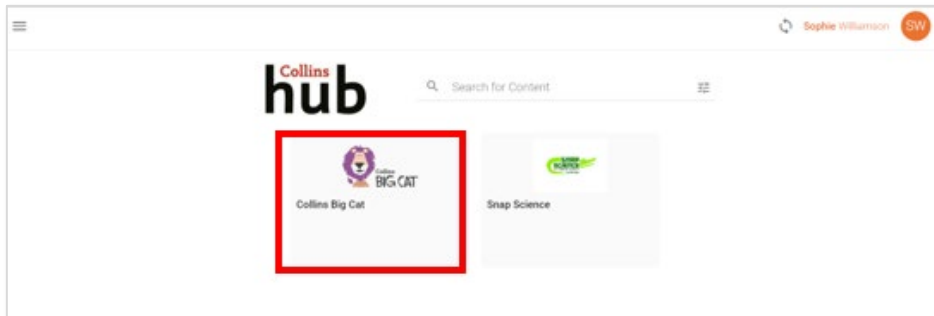
The screenshot shows the Collins Hub login interface. At the top left is the 'hub' logo. Below it, there are two sections: 'For Primary schools' and 'For Secondary schools'. Under 'For Primary schools', there are two buttons: 'I am a primary pupil' and 'I am a primary teacher'. The 'I am a primary teacher' button is highlighted with a red border. Under 'For Secondary schools', there are two buttons: 'I am a secondary student' and 'I am a secondary teacher'. Each button has a small 'LOG IN' icon below it.



The screenshot shows the Collins Hub login form. At the top is the 'Collins hub' logo. Below it are two input fields: 'Email *' and 'Password *'. To the right of the password field is an eye icon for toggling visibility. Below the password field is a link that says 'FORGOTTEN PASSWORD?'. At the bottom left is a checkbox labeled 'Remember Me'. At the bottom center is a large grey button labeled 'SIGN IN'.

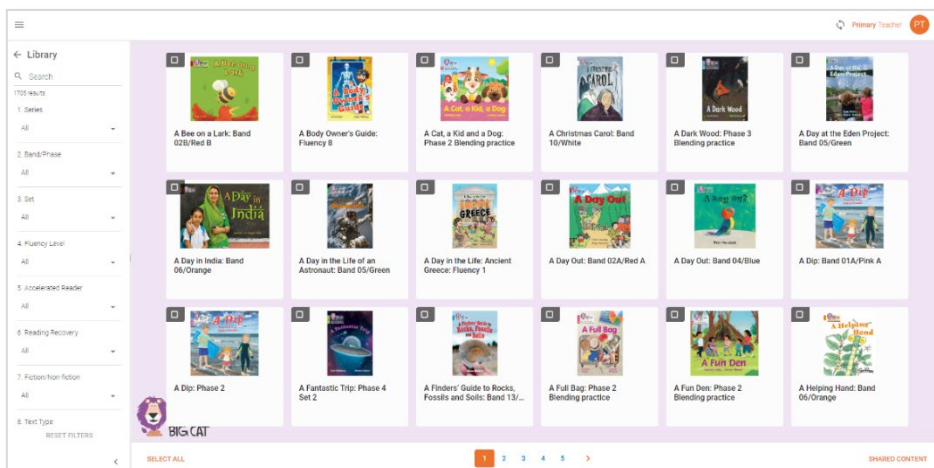
When you have logged in, you will see on the **Library screen**, and the resource packages you have purchased. If you subscribe to other resources on the Collins Hub, these will also be displayed on the library screen in alphabetical order (if you subscribe to multiple resources, you may need to go to page 2).

Select **Big Cat** logo to open the eBook library and see all the books you have access to.



Please note: If you only have a Big Cat eBook subscription, you will bypass the above screen and be taken straight to the eBook library.

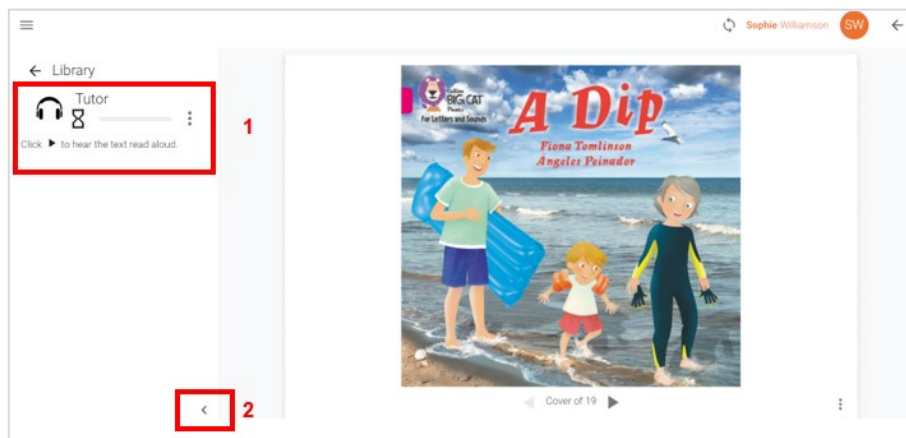
You can open any book by **clicking on its cover**.



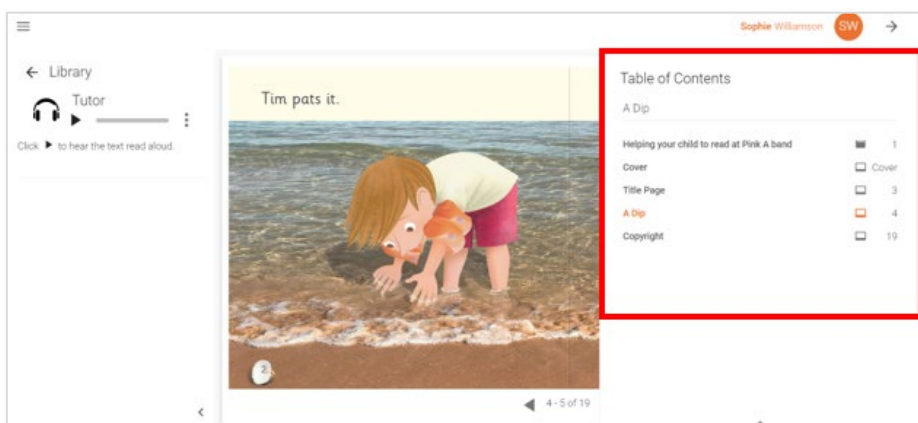
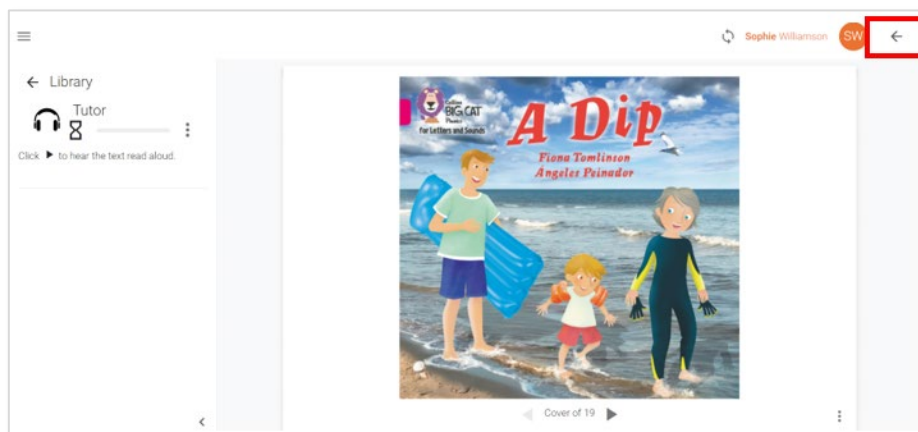
This will display the cover page:



On most screens, the left panel will open automatically. This is where you can play the accompanying **audio** (1), which is available for all Key Stage 1 titles. You can hide this panel by clicking the **small arrow** (2) in the bottom left of the screen.



To show the **table of contents**, click the **arrow in the top right corner**. This will provide you with the chapter titles and enable you to jump to specific parts of the book. Clicking the arrow again will hide it.



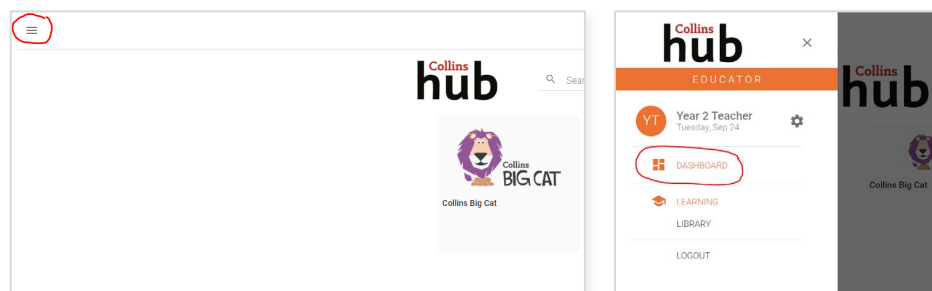
The **Library** button will take you back to the main library page.



Creating subgroups

You can create multiple subgroups within each of your classes in the Collins Hub, and can then assign the same book/s to those subgroups.

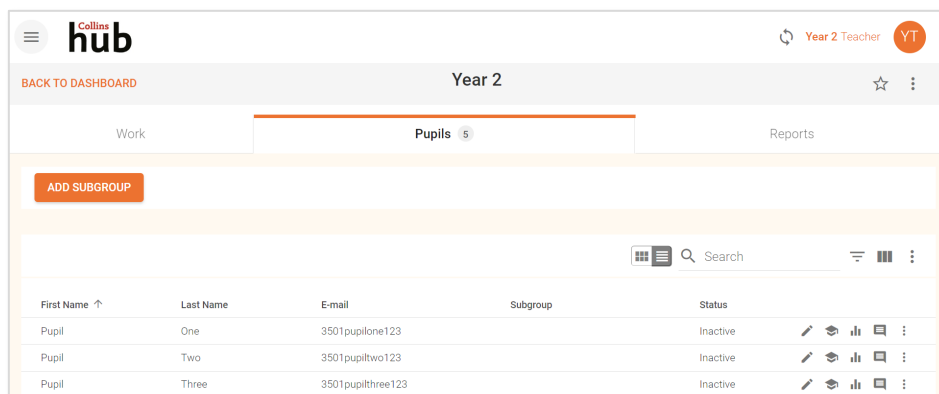
To create a subgroup, first select the **Dashboard** from the hamburger menu on the left side of the screen.



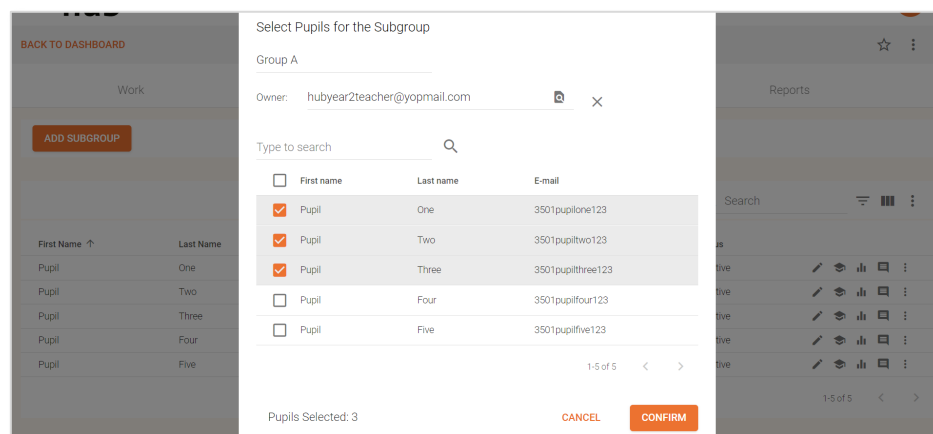
On the Dashboard you will see your classes on the right-hand side. Find the class you're looking for, then click the **Pupils** icon, circled below.



This will open the screen below, displaying the list of pupils in the class selected.

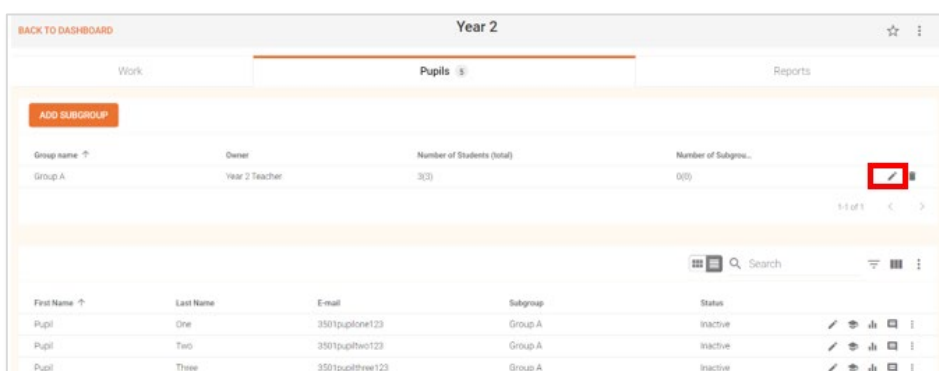


Click **ADD SUBGROUP** to load the screen below. Enter a name for the subgroup, then select an owner (generally the class teacher). Finally select the pupils you want to add to this subgroup and click **CONFIRM**.



You will now see the subgroup shown next to pupils in the class list, as shown below. Click **ADD SUBGROUP** again to repeat the process.

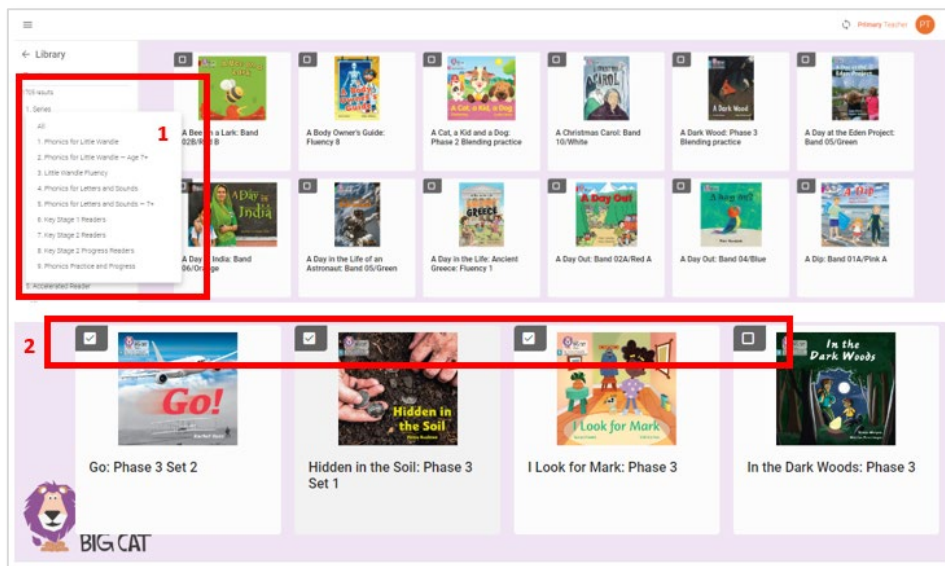
You can edit the subgroups at any time, by clicking the **pencil icon** next to the subgroup and either adding or removing pupils, before clicking **CONFIRM**.



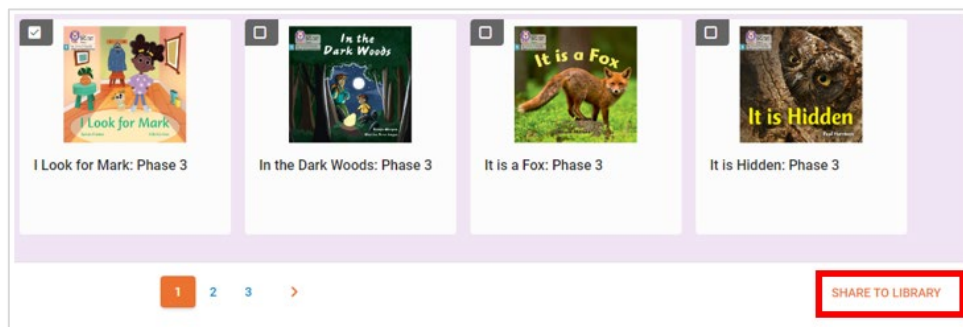
Assigning books

You can assign a **specific band** or **selection of titles** to a child or group of children based on their **reading level**, which is especially important for pupils who are still learning to read using phonics.

Using the **Filters** in the library on the left-hand side (1) to choose the books you want to assign. You can either **tick** (2) the individual books or click **Select All** to assign them all.



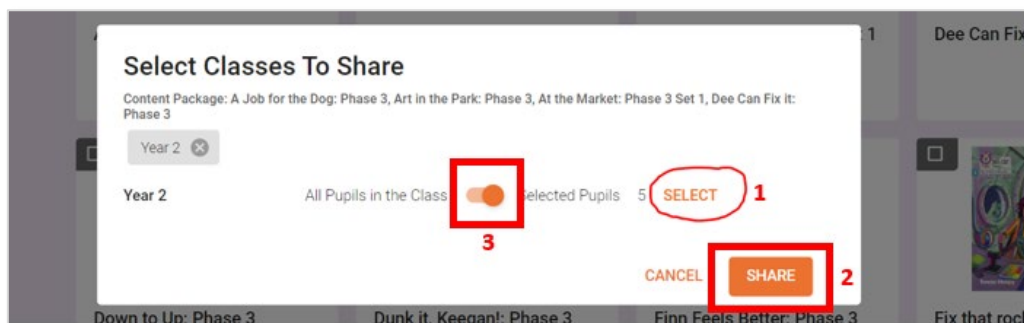
Then click **Share to Library** when you have made your selection(s).



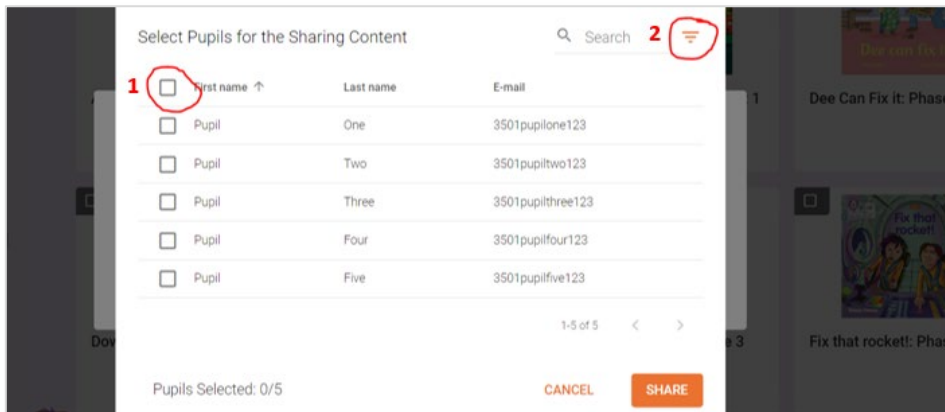
This will bring up the window below. If you have access as a teacher to more than one class, you will need to **SELECT** (1) the class you're sharing books with. In the case shown below, the teacher only has access to one class ("Year 2"), so it is pre-selected.

To share the book/s with all pupils in the class, simply click **SHARE** (2).

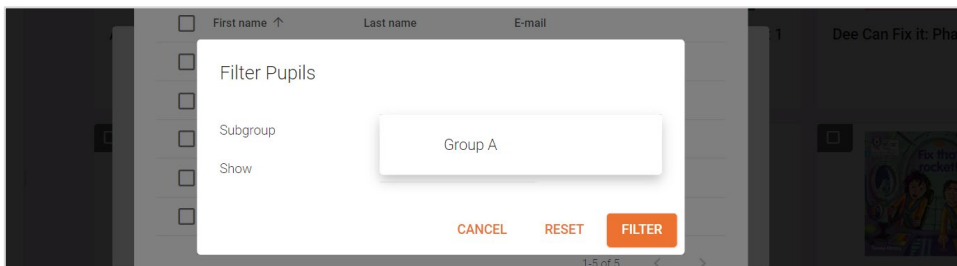
To share with a subgroup, or with individual pupils, toggle from **All Pupils** to **Selected Pupils** (3) and click Select.



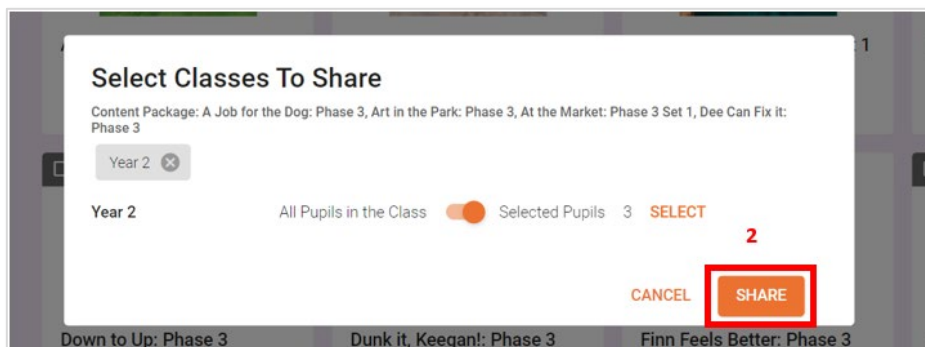
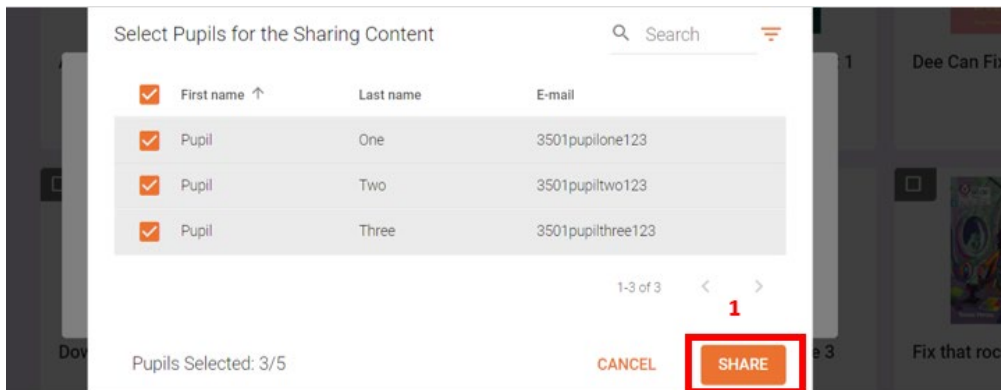
This will open a new screen showing all the pupils in the class. On this screen, first **deselect all pupils in the class** (1), then click the **filter** icon (2).



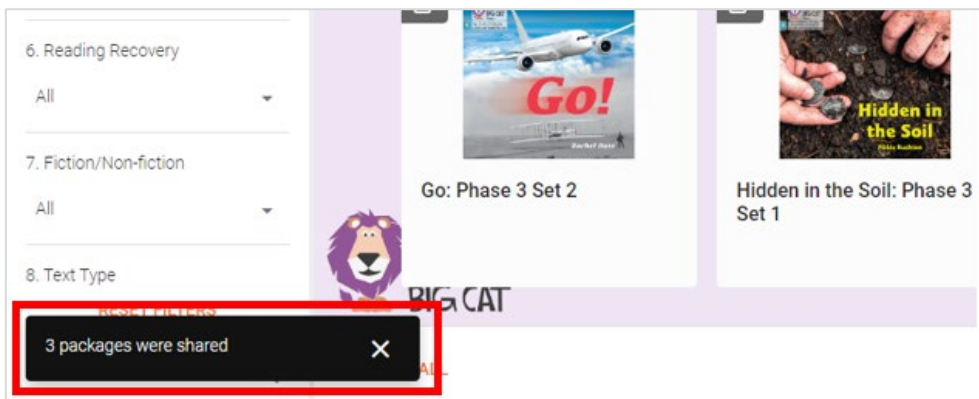
Select your subgroup from the dropdown list and click **FILTER**.



Select the pupils in the subgroup as shown below (note: only 3/5 pupil in the whole class selected) and click **SHARE** (1), then finally click **SHARE** (2) again.



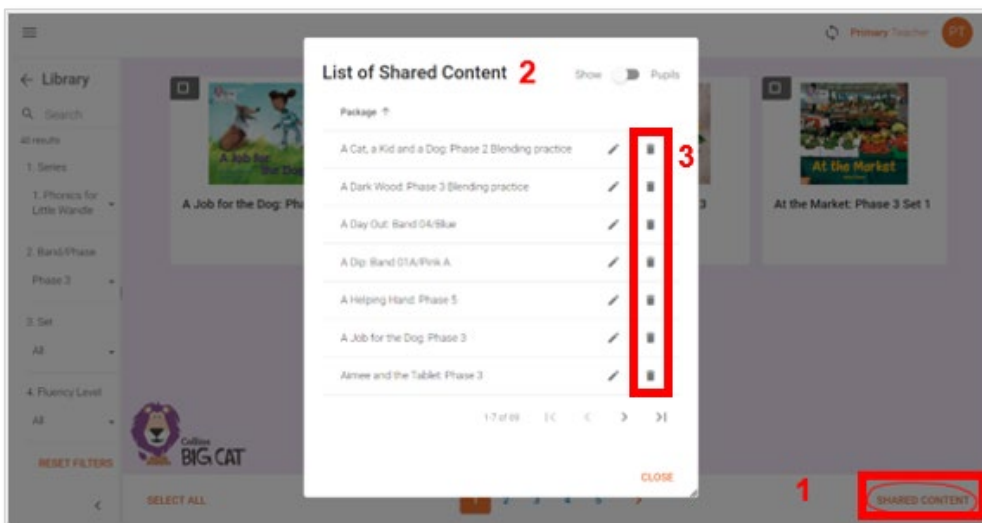
A **pop-up message** will appear in the bottom left of the screen to confirm the action is complete.



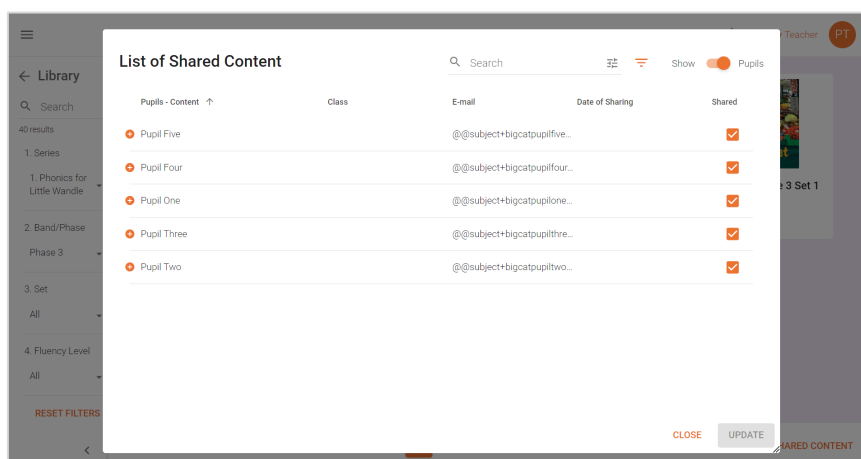
When the pupil(s) next log in, these books will appear in their **Library**.

Unassigning books

To check which books are assigned to pupils, or to unassign books from pupils, click on **SHARED CONTENT** (1) in the bottom right corner of the **Library**, which will return the **List of Shared CONTENT** (2). If you select the **delete icon** (3) next to one of the books in the list, this will remove it from the Libraries of **all learners it's currently assigned to**.



Alternatively, at the top of the screen, select **Pupils**. This will show all pupils in your class/es.

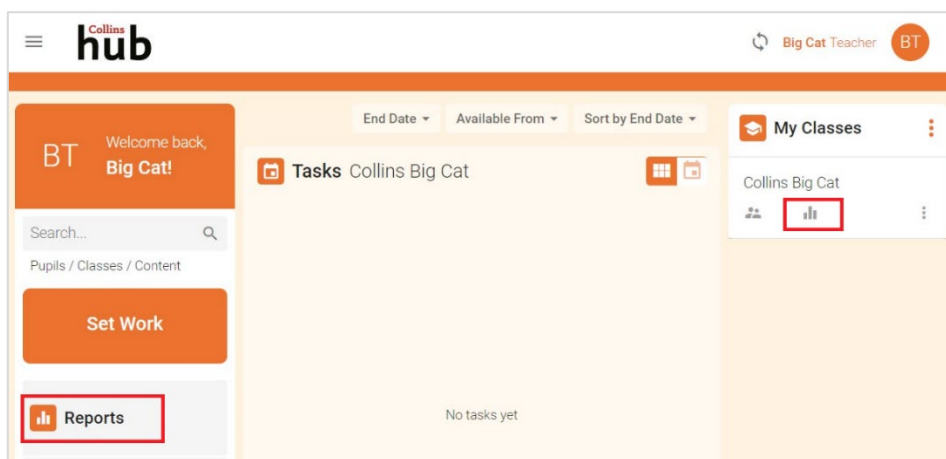


Click the + icon next to a pupil to see which books are currently assigned to them, and the date they were assigned. You can unassign one or more books by unchecking the boxes and clicking **UPDATE**.

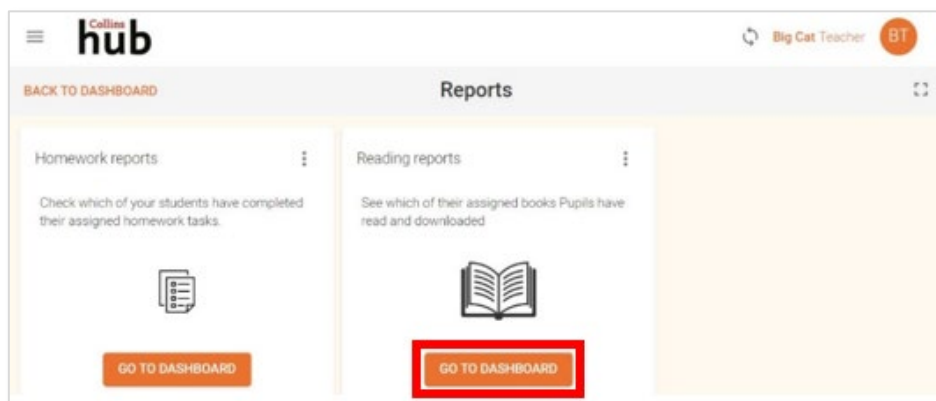
| Pupils - Content | Class | E-mail | Date of Sharing | Shared |
|-------------------------------------|-----------------|------------------------------|-----------------|-------------------------------------|
| Pupil Five | | | | |
| In the Dark Woods: Phase 3 | Collins Big Cat | @@subject+bigcatpupilfive... | 03.04.2024 | <input checked="" type="checkbox"/> |
| It is a Fox: Phase 3 | Collins Big Cat | | 03.04.2024 | <input checked="" type="checkbox"/> |
| Lee and the Box: Phase 3 | Collins Big Cat | | 03.04.2024 | <input checked="" type="checkbox"/> |
| Pink Boat, Pink Car: Phase 3 | Collins Big Cat | | 03.04.2024 | <input checked="" type="checkbox"/> |
| The Carpet Picnic: Phase 3 Set 2 | Collins Big Cat | | 03.10.2024 | <input checked="" type="checkbox"/> |
| The Lights in the Darkness: Phase 3 | Collins Big Cat | | 03.04.2024 | <input type="checkbox"/> |
| Town Farms: Phase 3 | Collins Big Cat | | 03.04.2024 | <input type="checkbox"/> |
| Pupil Four | | | | |
| | | @@subject+bigcatpupilfour... | | <input checked="" type="checkbox"/> |

Reporting

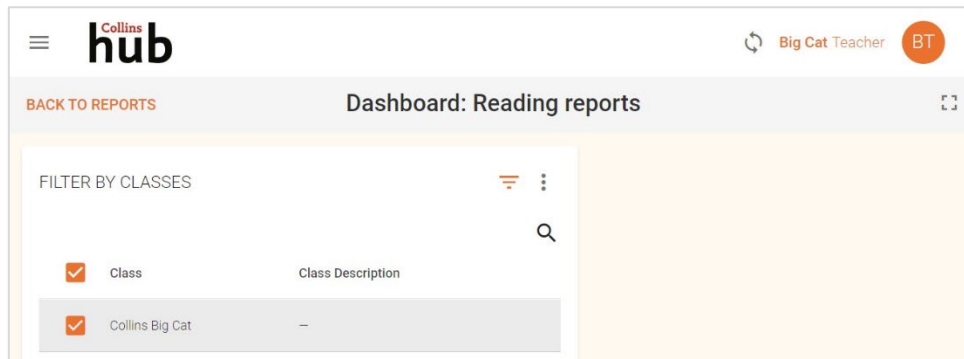
To view your **Reading reports**, go to the Dashboard and click on the **Reports** option. You can also click on the **Reports icon** for a particular class in **My Classes**.



Under **Reading reports**, click on **Go to Dashboard**.



On this dashboard, if you have more than one class, use the filter to view reports for the class you're looking at. **Tick the box** next to it and then **press the filter button**.



The **Pupil Reading Overview** contains all-time data, showing:

- How many books each pupil has been assigned.
- How many they have read online.
- How many books they have downloaded to the Collins Hub app.

The screenshot shows the 'Pupil reading overview' table. It has five columns: 'Student first name', 'Student last name', '# Books assigned', '# Books read online', and '# Books downloaded'. There are two rows of data for pupils named 'Five' and 'Four'.

| <input type="checkbox"/> | Student first name | Student last name ↑ | # Books assigned | # Books read online | # Books downloaded |
|--------------------------|--------------------|---------------------|------------------|---------------------|--------------------|
| <input type="checkbox"/> | Pupil | Five | 6 | 2 | 1 |
| <input type="checkbox"/> | Pupil | Four | 6 | 1 | 0 |

You can also see **individual pupil data** in more detail. **Clicking on the pupil's name** (not the check box), to launch a report with a list of books assigned, showing:

- The date each book was assigned
- Which books have been opened online
- Which books have been downloaded to the Collins Hub app.

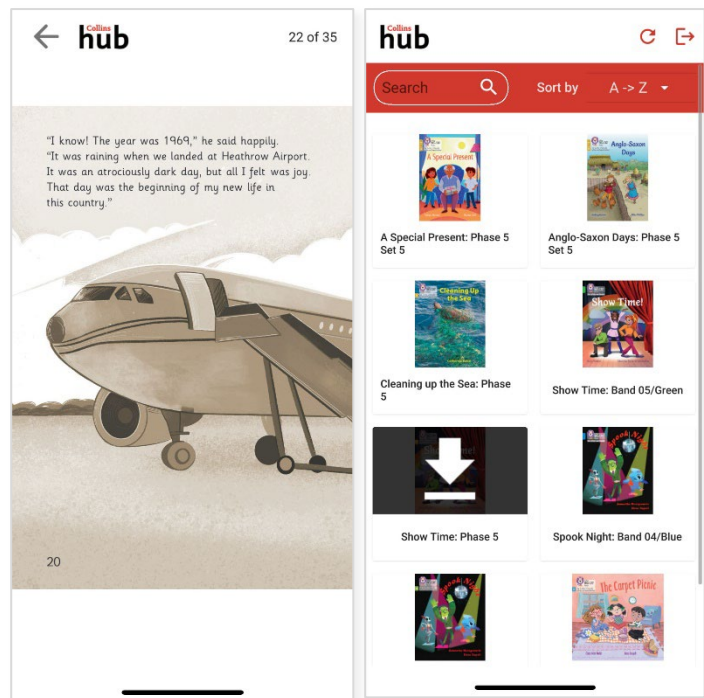
The screenshot shows the 'Books overview report' for 'Pupil = Pupil Five'. It has four columns: 'Book', 'Date assigned', 'Book read online?', and 'Downloaded to app?'. There are three rows of data for books assigned on 03-04-2024.

| <input type="checkbox"/> | Book | Date assigned | Book read online? | Downloaded to app? |
|--------------------------|----------------------------|---------------|-------------------|--------------------|
| <input type="checkbox"/> | In the Dark Woods: Phase 3 | 03-04-2024 | yes | no |
| <input type="checkbox"/> | It is a Fox: Phase 3 | 03-04-2024 | yes | yes |
| <input type="checkbox"/> | Lee and the Box: Phase 3 | 03-04-2024 | yes | no |

The Collins Hub app

The Collins Hub app is available to download on both iOS and Android devices: search 'The Collins Hub' in the **App Store** or **Google Play**. The app allows pupils to download their assigned books to their device and access them offline.

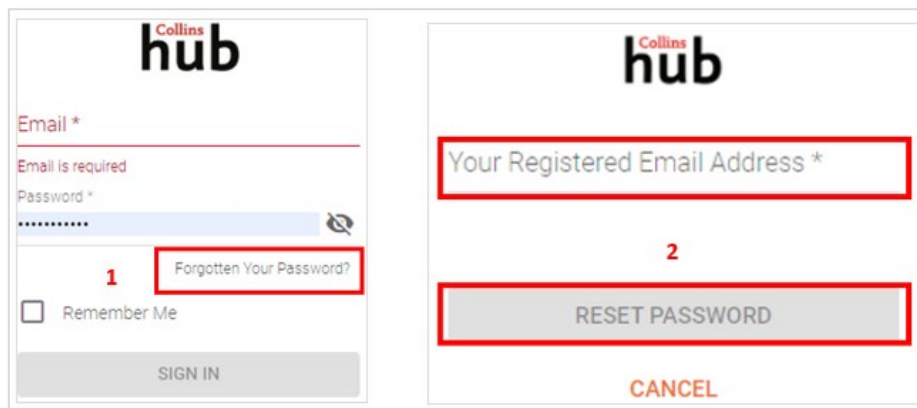
Note: the app is not designed for use by teachers. As a teacher, you won't be able to view the full Library via the app, nor can you assign books/view reports etc.



Help and Support

Forgotten your password?

If you forget your password, you can click on the [Forgotten your Password?](#) (1) link, where you can enter your email address and request a password reset email (2).



Setting a password

Passwords must contain upper- and lower-case characters, special characters, and a number.

Technical Requirements

- Latest versions of:
 - Microsoft Windows, Mac OS X, iOS
 - Edge, Chrome, Firefox, Safari
- MS Word, MS PowerPoint, Adobe Acrobat Reader
- Ensure that your email system accepts emails from @harpercollins.co.uk, @e.harpercollins.co.uk, @collinshub.co.uk, @email.collinshub.co.uk

- If you are on a secure network and are having problems loading any content, add the following domains to your whitelist: *.collins.co.uk, collinshub.co.uk, rhapsode.com, www.googletagmanager.com

If you are unsure if your device is compatible with the above, you can check your details [here](#).

Privacy Policy, GDPR and Data Processing Agreement

You can find our Privacy Policy and GDPR information [here](#).

You can find information on creating accounts for your colleagues via our [Help and Support](#) page. This also includes access to our **Data Processing Agreement**, which is required before you add your staff data to the Collins Hub.

Frequently Asked Questions (FAQs)

You will find our **FAQs** along with other useful information via our [Help and Support](#) page.

Contact

If you have a question, or require further assistance, our **Digital Support Team** is on hand to help you make the most of your subscription.

UK schools should email: support@collinshub.co.uk, or you can call 01484 668148 (option 3).

International schools should email: internationalsupport@harpercollins.co.uk.