Transparent Language Online: Librarian Administrative Functions

Introduction

We are pleased that your library has chosen to offer Transparent Language Online via the RBdigital Gateway to your customers. Throughout the setup process, please don't hesitate to ask any questions and provide us with any feedback or ideas you may have that will help us improve Transparent Language Online in the future.

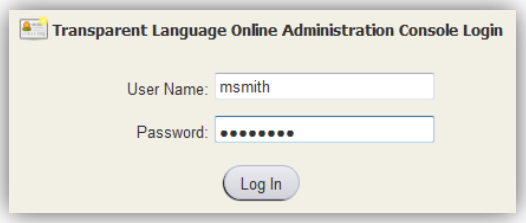
Creating User Accounts

User accounts can be created via your library's Transparent Language Online URL – just add that URL to your library's website and hyperlink it to one of the Transparent Language Online logos. Logos can be found through the marketing materials pages for Transparent Language and Recorded Books.

Administrative Access – Usage Reports Only

To connect to the Transparent Language Online Librarian Administrative system, use the admin URL that was provided to your library's Transparent Language Online administrator upon signing up. If you are unsure of what your library's admin URL is or who the designated admin is, please contact us. (See contact information below.)

When you see the log in dialog, use the user name and password provided to the designated admin to access the administrative system.

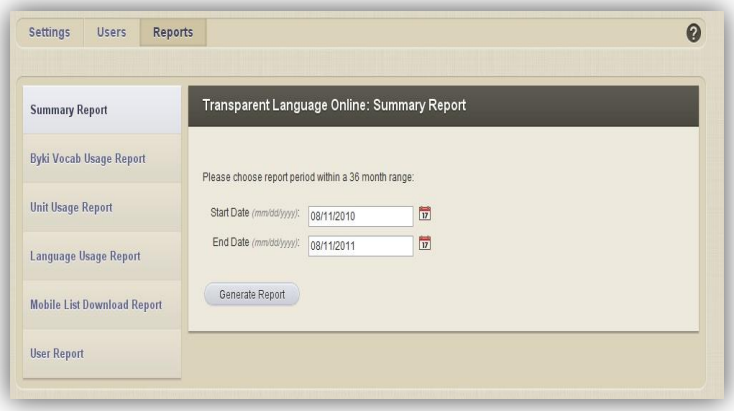


Changing Settings/Modifying User Accounts

In order to have your settings changed or modify a user account, please contact Recorded Books with any changes you need to make. Unfortunately, at this time, this function is not available to library administrators. We would be happy to assist you.

Usage Reports

Under the "Reports" menu, you can view a Summary report of user activity, vocabulary list usage, course unit usage, language usage, and mobile downloads. We will be adding additional reports in the future.



Marketing Materials

We also encourage you to promote the service to your library customers. Marketing materials can be ordered through Recorded Books by emailing your request to transparent@recordedbooks.com or contacting your representative. Please include the titles and quantity when requesting items.

Getting Help

Please feel free to contact us at the number below if you have questions about any of these steps or issues with the setup or integration of Transparent Language Online into your library's system.

Please feel free to contact Recorded Books at:	Please feel free to contact Transparent Language at:
Digital Products Group 877-828-2833 transparent@recordedbooks.com	Andrew Paquette 603-262-6342 apaquette@transparent.com Or if you need any technical support please contact: Michael McGonagle 603-262-6363 MCMcGonagle@transparent.com

