

# USER GUIDE



**Biblion**



plug 'n play revision software.

version 1.1

## CONTENTS

1. Introduction to Biblion
2. Biblion Administrator
3. Biblion Learner
4. Biblion Print

### 1. Introduction to Biblion

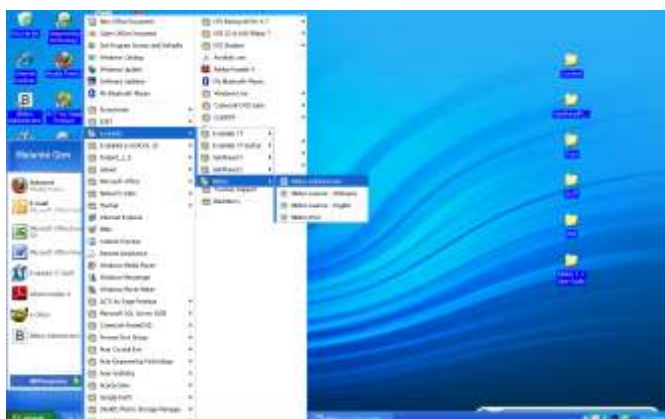
Welcome to Biblion! You will have noticed 4 Biblion icons – either on your desktop or in the *EvaluNet/Biblion* folder in *All Programs* under the *Start* menu.

1. Biblion Administrator
2. Bilblion Learner – English
3. Biblion Learner – Afrikaans
4. Biblion Print

The following pages give a brief description of each function and a few helpful hints to get you started and benefitting from Biblion immediately.

### 2. Biblion Administrator

- 2.1 To access Biblion Administrator go to *All Programs* under the *Start* menu, find the *EvaluNet* folder, and under *Biblion* you will see the *Biblion Administrator* icon. Click on this. Alternatively, use the shortcut Biblion Administrator icon on the desktop



2.2 At this stage you will require a user name and password:

User name: Staff

Password: 007



2.3 Once you have logged in you will see the features (buttons) of Biblion Administrator:

*Program Registration Details, Set Biblion Print Password and Import Exercises.*



2.4 If you wish to create an alternative username and password for Biblion Print then click the *Set Print Password* button and fill in the required details. THIS IS NOT COMPULSORY - MERELY AN OPTION (see also 4. Biblion Print).

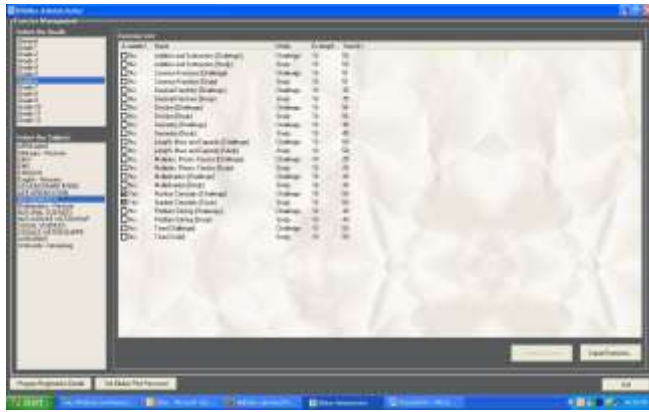


2.5 Select a *Grade* and *Subject* to view the *Exercise List*. Note the *Available?* Column and that they have all been ticked *Yes*. This means that the learner will have access to all those exercises.

(If you have not already loaded the relevant content (*Import Exercises*) then see page 7 in the Setup Guide).



2.6 If you wish to limit what the learners have access to, then simply click on the block to deselect – the learners can only see what has been marked as available – in the screen shot below only the Number Concept exercises will be available to the learners.

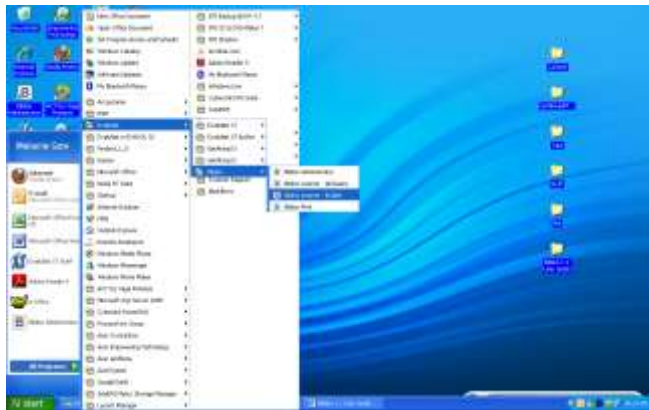


3. Biblion Learner

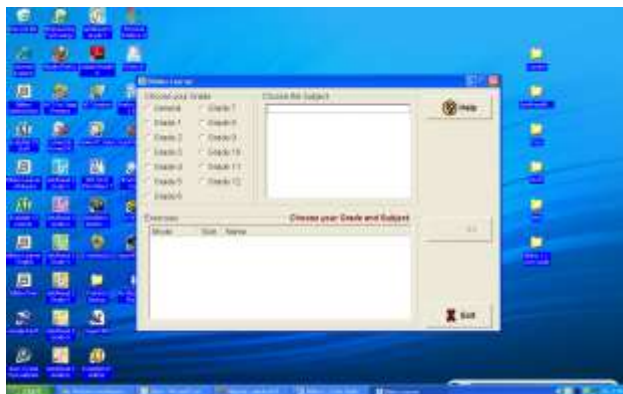


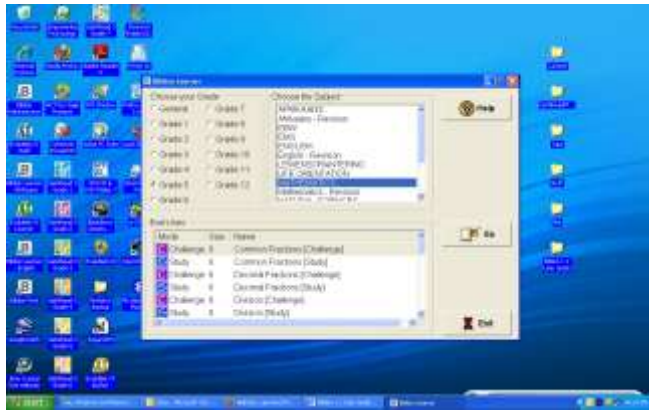
3.1 Learners will see the shortcut Biblion Learner icon on the desktop

Alternatively, you can also go via the start menu as per the screen shot below.



3.2 The following screen now appears and the learners select their *Grade* and relevant *Subject* - from here they then select the exercise.



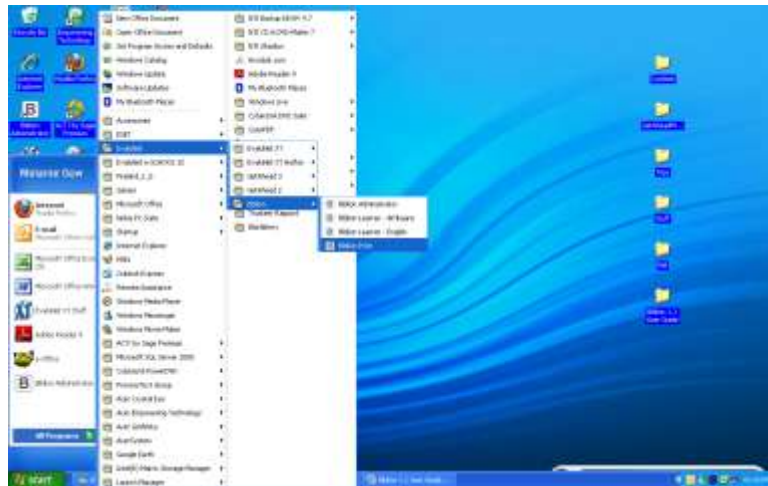


3.3 Click *Go* and the exercise begins....



#### 4. Biblion Print

4.1 Access Biblion Print via the start menu as per the screen shot or use the Biblion Print shortcut icon on the desktop.



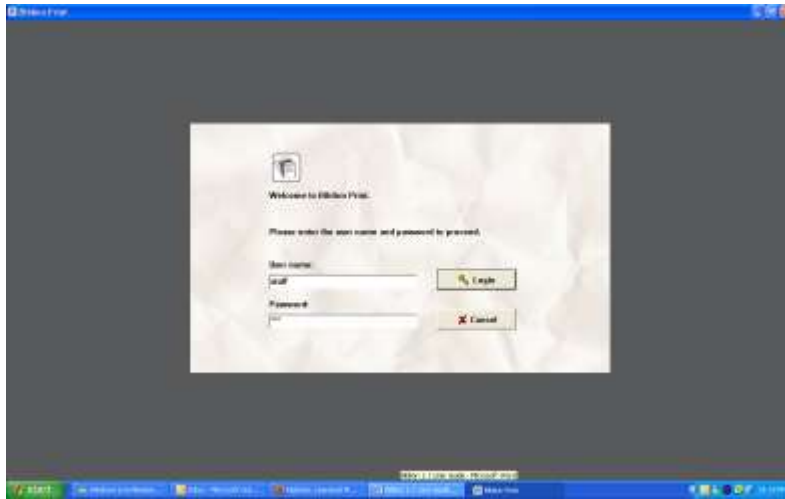
4.2 At this stage you will require a user name and password:

User name: Staff

Password: 007

UNLESS YOU MADE CHANGES as per Biblion Administrator 2.4 where you may have specified your own login details.





4.3 Select the *Grade* and *Subject* you wish to print from.

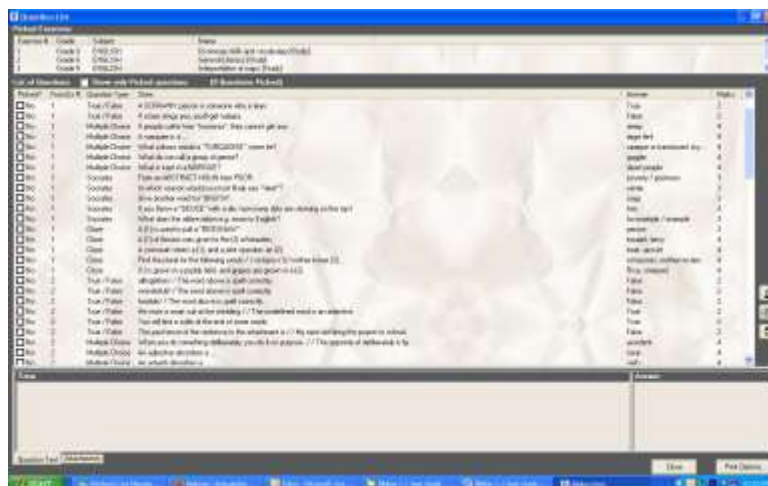




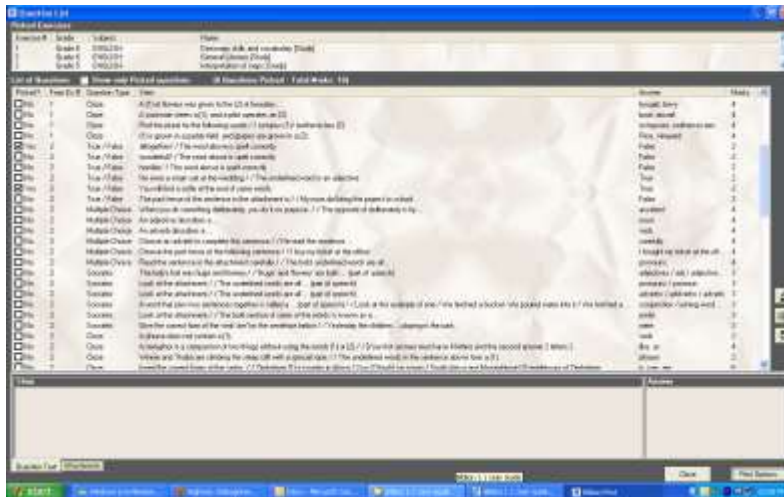
- 4.4 Select the exercise(s) you wish to select questions from. Do this by clicking in the boxes of the *Picked?* column – a tick will appear next to the selected exercise and the exercise(s) will show in the *Picked Exercises* box below. You have the option to select questions from any grade, subject and exercise of your choice.



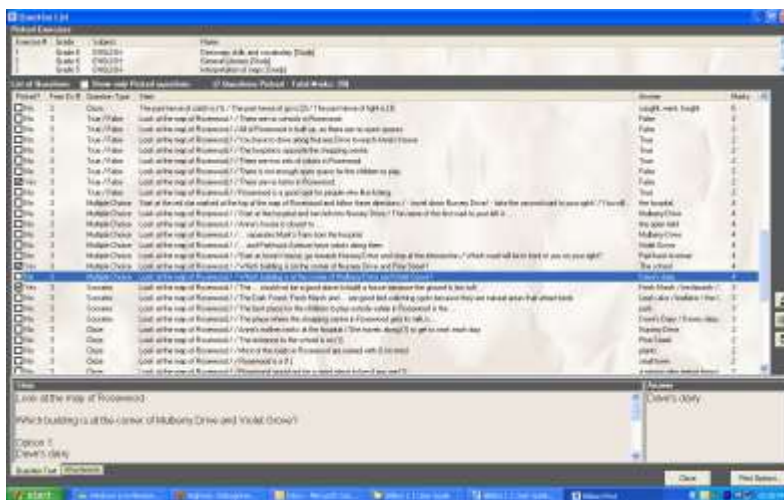
- 4.5 Once your exercise(s) of choice have been selected (refer to the *Picked Exercises* list) click on the *Customise Printout from Picked Exercises* button.
- (NOTE: The *Quick-Print Selected Exercise* tab – this simply allows you to print the entire picked and selected exercise. You need to actually click on the required exercise to make this button live).

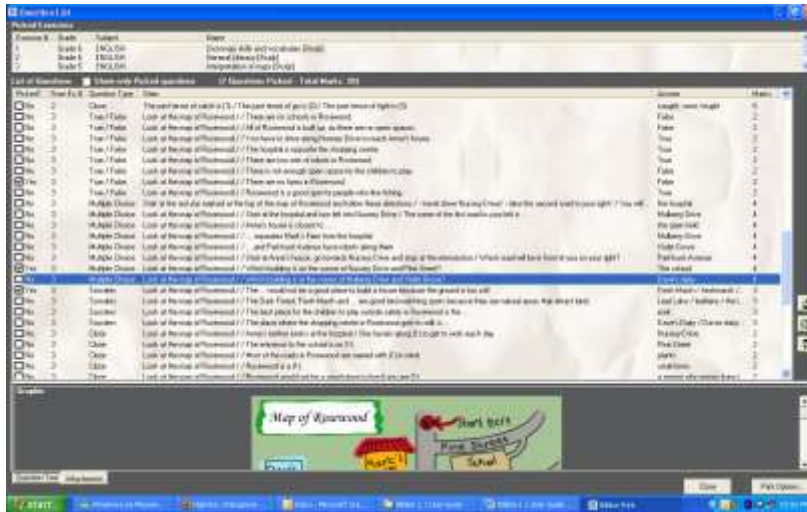


4.6 All the questions from the selected exercises are listed – simply scroll up and down to view and select your questions for printing – select by clicking the box in the *Picked?* Column.



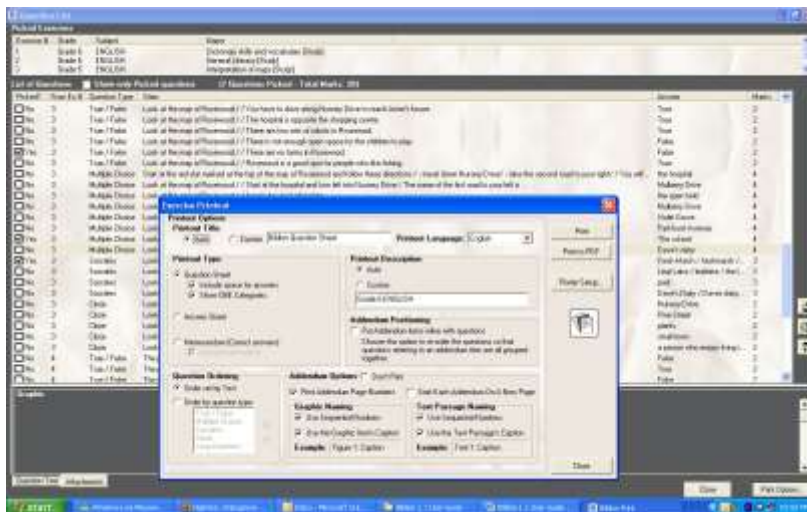
4.7 To view a question and its attachment (if applicable) click on the question and it will appear in the *Stem* block below – click the *Attachment* tab to view the attachment (if there is one).





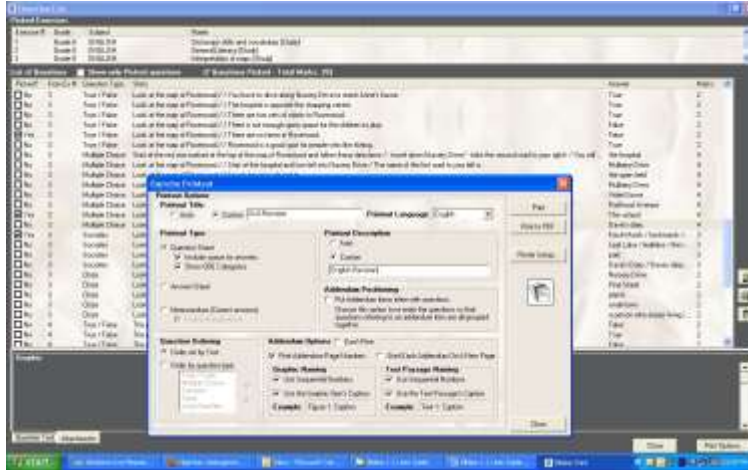
4.8 At this point you can add more exercises to choose questions from by clicking the *Close* button and simply selecting the *Grade*, *Subject* and *Exercises* of your choice.

4.9 Once ready to print click the *Print Options* button at the bottom right.

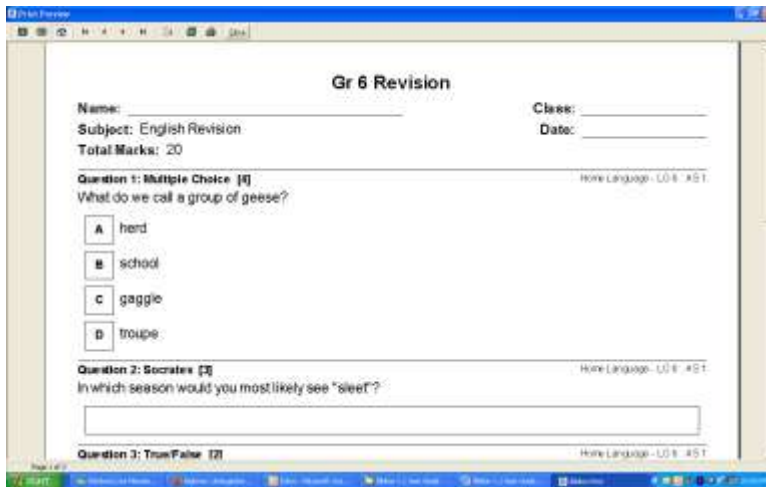


4.10 From here you can customise the heading, language, type and description. Note the *Addendum Positioning* options i.e. do you want the graphics with the relevant question or at the end as an addendum?

- 4.11 See also the *Printout Type* for layout. In this case I have selected to print the *Question Sheet* with *Space to Answer* and with the *OBE categories* shown. Select the *Print* tab for a print preview.



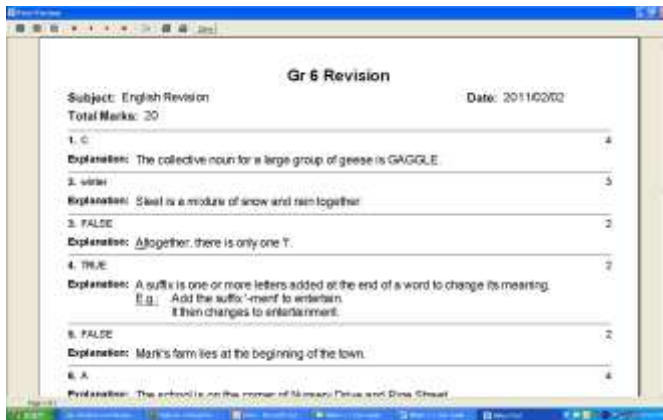
- 4.12 Click the print button (icon) to print or the *Close* button to close and make the necessary changes.



- 4.13 Once the exercise has been printed close the print preview to go back to *Print Options* to select the *Memorandum* option (this memo is automatically generated by the software based on your selection of questions).



4.14 Now print the memo for your exercise.



4.15 **NOTE:** Your exercises are not saved once you exit Biblion Print. So either print the hard copy or use the *Print to PDF* option to save a copy of your exercise.

For support and other documentation,

visit [www.evalunet.com](http://www.evalunet.com)