

# User Manual Hueber interaktiv

Get to know the new version of *Hueber interaktiv* – a user-friendly, clear design and many improved features make it even easier to use and manage your interactive books!

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## 1. Create an Account / Initial Registration

If you're using *Hueber interaktiv* for the first time, you must create an account. If you've used it before, proceed to section [2. Logging into an Existing Account](#).

Go to <https://hueber.edupool.de> auf. and click on the figure icon in the top right. Click [Create Account](#) to open the registration form.

The screenshot shows a registration form titled "Create Account". It contains the following fields and elements:

- Two input fields for "First name" and "Last name".
- An input field for "Email address".
- An input field for "Password" with an eye icon to toggle visibility.
- A checkbox with the text "I have read and accept the [terms of use and Datenschutzerklärung](#) privacy policy."
- A dark purple button labeled "Create account".
- A link at the bottom: "Already have an account? [Log in](#)".

Annotations with arrows point to the following elements:

- Two arrows point to the "First name" and "Last name" fields with the text: "Fill in all fields with your personal data."
- An arrow points to the eye icon in the password field with the text: "Use the eye icon in the password field to make the entered password visible."
- An arrow points to the checkbox with the text: "Agree to the data protection and terms of use."
- An arrow points to the "Create account" button with the text: "Click the [Create account](#) button."

You'll receive a confirmation email. Click the link in it to finalize your registration. You won't need to register again afterward. You can now log in to *Hueber interaktiv*.

## 2. Logging into an Existing Account

If you have already registered, you can now log in at: <https://hueber.edupool.de>. Click the figure in the top right and select Login.

The login screen appears:

Enter your registered email address and password and click **Log in**.

If you forgot your password, click **Forgot password?** to receive an email to reset it.

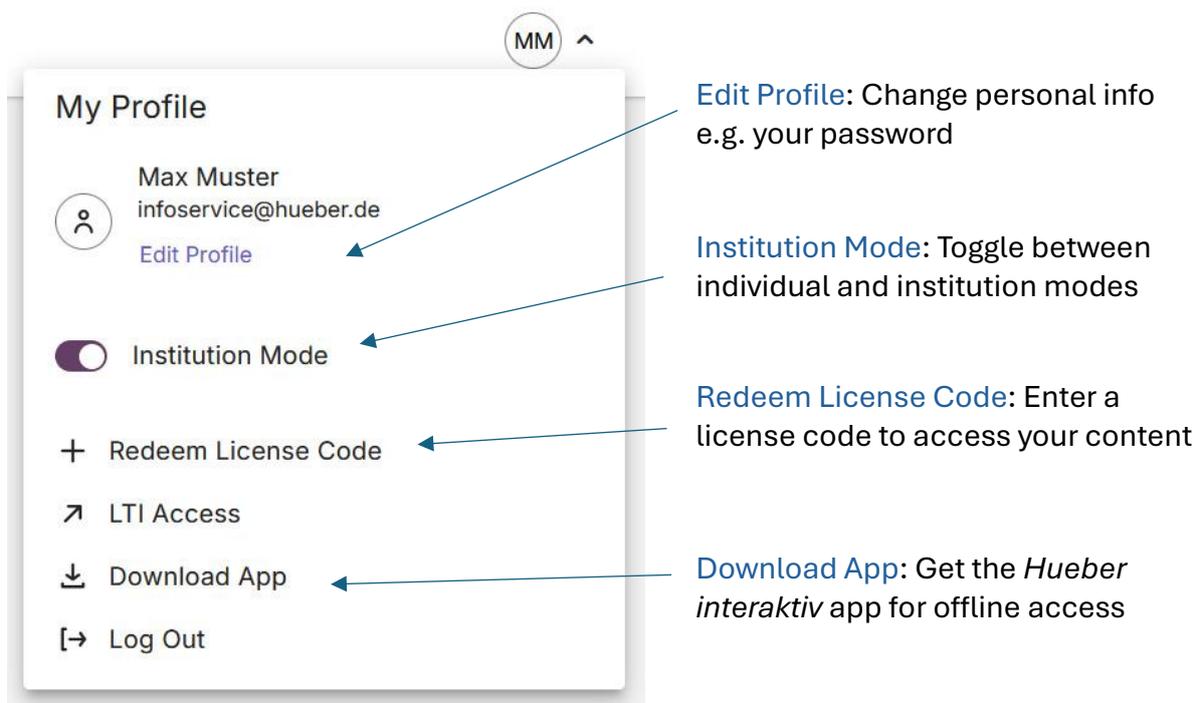
If you were given access through an **Edu-ID** or **Teacher-ID**, you can also log in using those tabs.

## 3. The New User Interface

Get to know the new user interface. Here's a description of the menu and all tabs.

### 3.1 My Profile – Redeem Code, Download App, etc.

Your user profile is at the top right. Click the symbol to open a menu with key functions:



The screenshot shows a user profile menu titled "My Profile" for Max Muster (infoservice@hueber.de). The menu items are: Edit Profile, Institution Mode (toggle), Redeem License Code, LTI Access, Download App, and Log Out. Callouts explain the functions of Edit Profile, Institution Mode, Redeem License Code, and Download App.

- Edit Profile:** Change personal info e.g. your password
- Institution Mode:** Toggle between individual and institution modes
- Redeem License Code:** Enter a license code to access your content
- Download App:** Get the *Hueber interaktiv* app for offline access

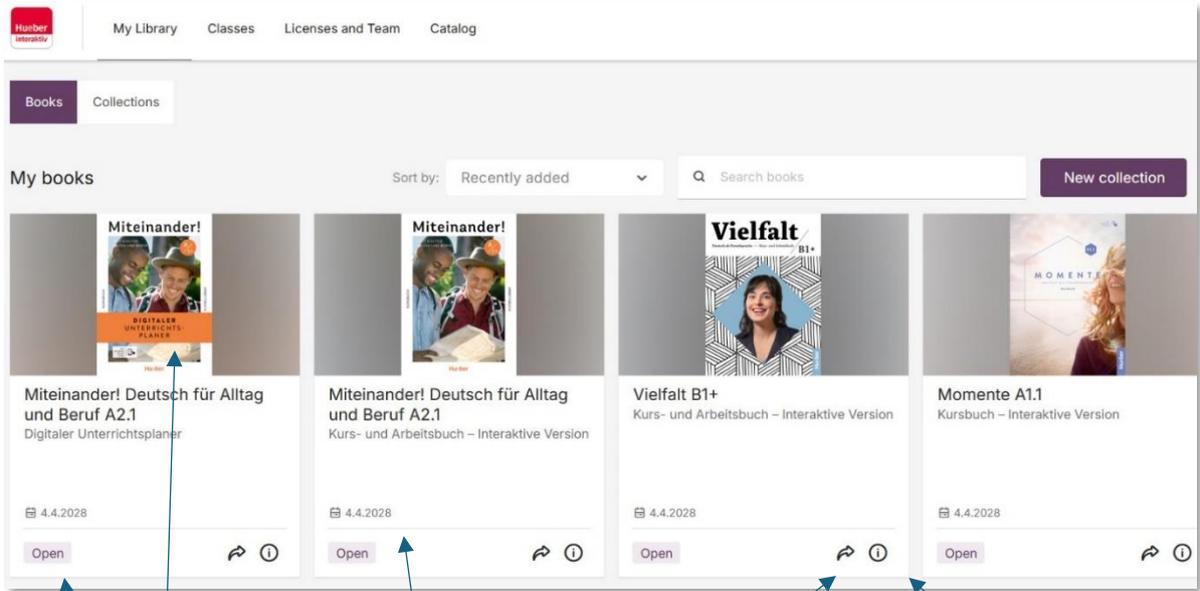
### 3.2 My Library – Opening and Organizing Your Books

In this tab, you'll find all digital books and content exclusively available to you.

#### Books

Use filter and search to get a quick overview.

Several functions and pieces of information are displayed below each title.



Click the cover or [Open](#) to access a book.

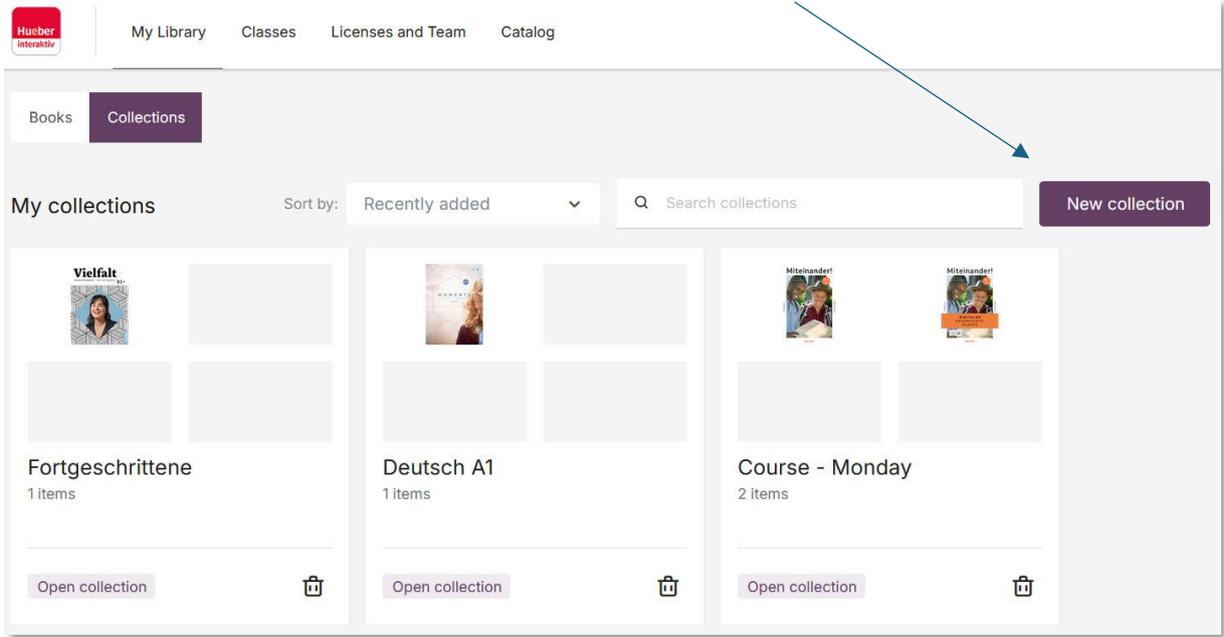
The expiry date of your license is shown.

Use the arrow to add book to a collection or, in institution mode, assign them to a course.

Click the info icon (i) for details e.g. the code.

### Collections

Group your titles by creating new collections. Click [New collection](#) to create one.

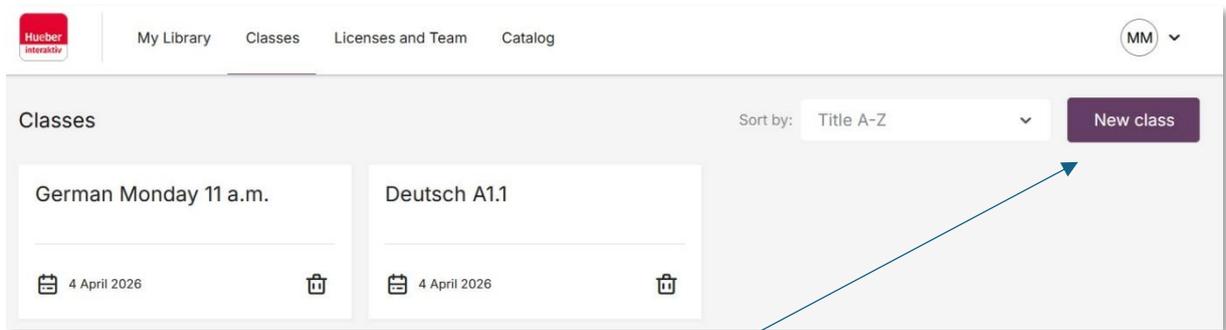


To add a book to a collection, go back to [Books](#) and click the arrow under the desired book.

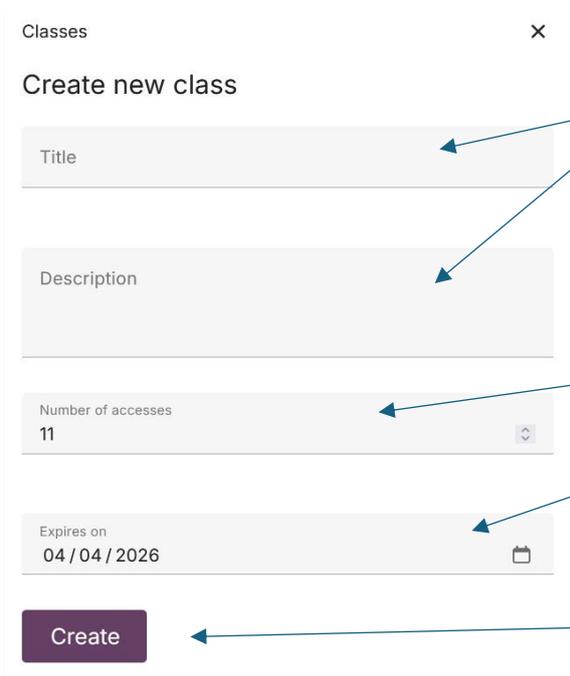
### 3.3 Classes – Course Management

This tab is available only if [Institution Mode](#) is active.

You'll see all [classes](#) you've created.



To create a new course, click on the [New class](#) button. A form opens:



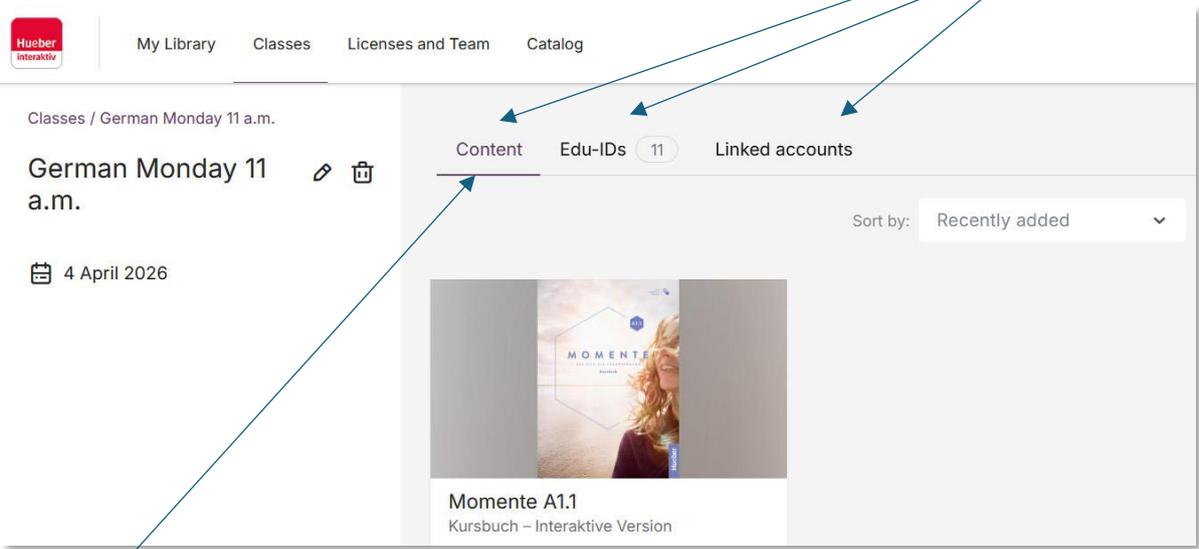
Enter a [title](#) and [description](#).

Enter the number of course participants.

Set an expiration date. Access to the course content will be disabled for participants after this date.

Click [Create](#) to finish.

By clicking on a course, you can manage your course and have several tabs available



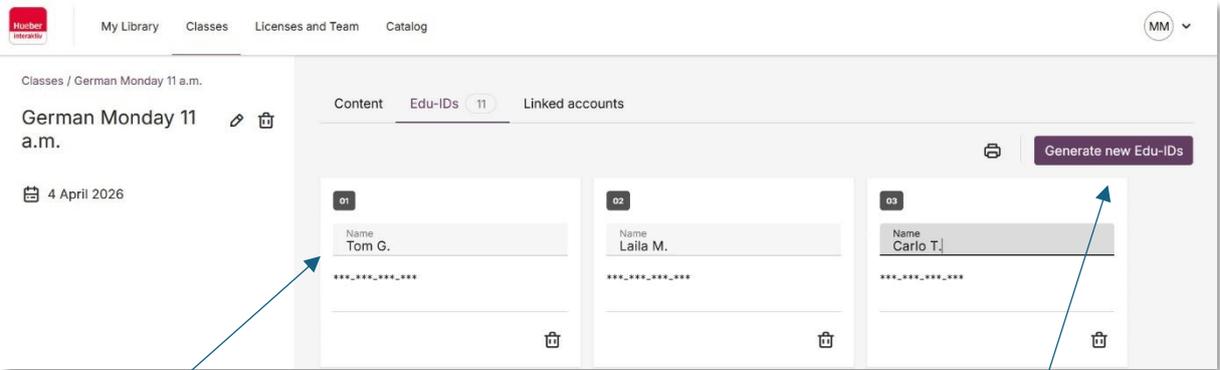
### Content

Here you will find all books that are still available and have been assigned to this course. Sort by name or recent additions. You can also search for a book directly in the field with the magnifying glass symbol.

Assigned books can be opened and used by course members under their respective Edu-ID or (for linked accounts) via their account, whereby a license for the book is activated for them once.

### Edu-IDs

View and manage all course members.



Label each tile for better overview.

Click **Generate new Edu-IDs** to add more participants.

Edu-ID ×

**01**

**Melanie Brownsea**

https://hueber.edupool.cloud

KjQ-WMC-vSE-ELD

[Copy login URL](#)



Click on a tile to open this [Edu-ID](#) screen. Several options are available here to assign the personal Edu-ID to a course member.

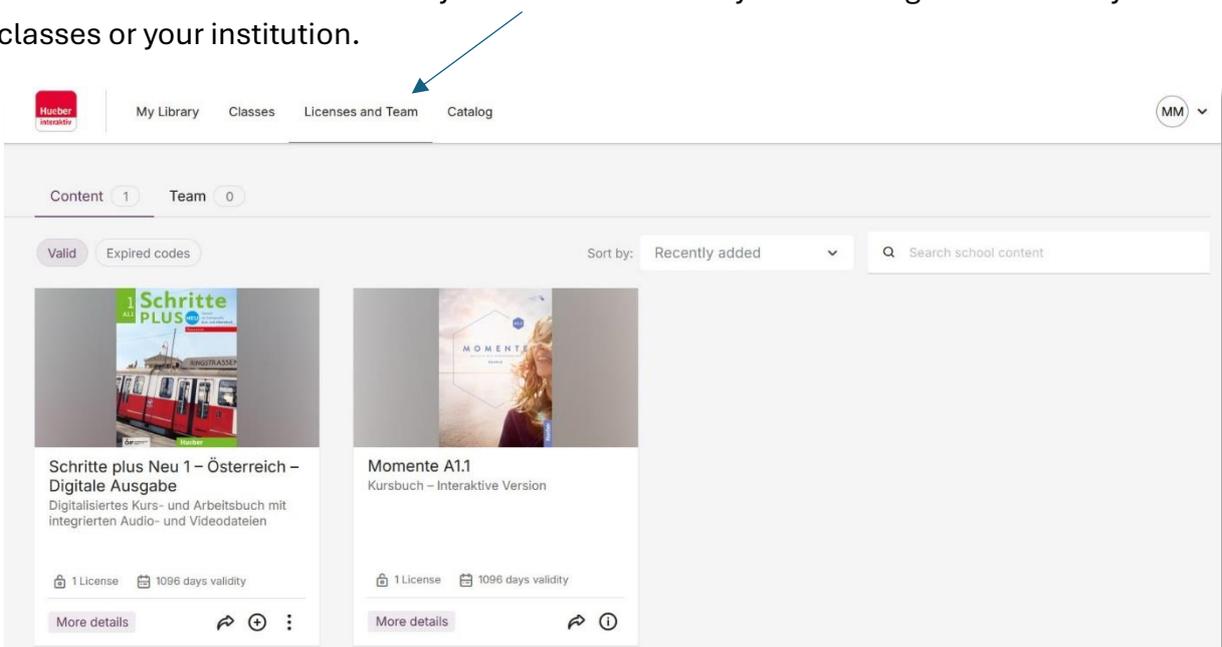
With the [Edu-ID](#), a course member can simply log in to *Hueber interaktiv* and has direct access to the books licensed for the course on the course shelf.

## Linked Accounts

All course members who have their own *Hueber interaktiv* account and have been invited to your course are listed here. To invite participants to the course at a later date, simply enter the e-mail addresses and click on the [Invite students](#) button. The new course members will receive an e-mail with a confirmation link.

## 3.4 Licenses and Team – Administration

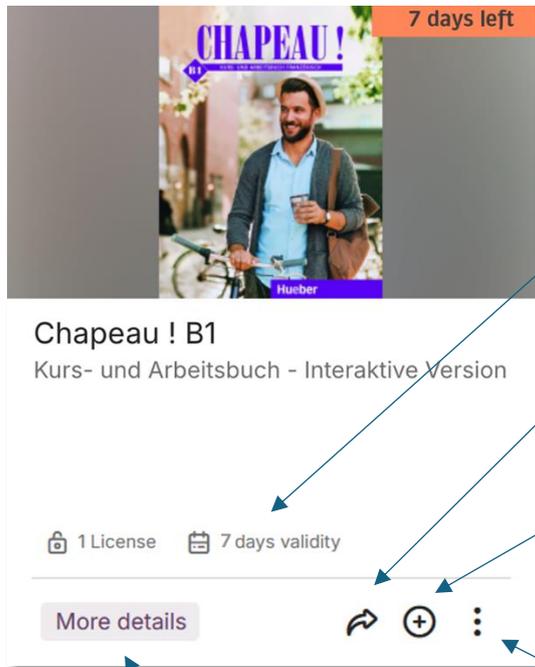
Available in Institution Mode only. This section allows you to manage licenses for your classes or your institution.



## Content

Here you will find an overview of all purchased books. You can filter by books with remaining valid licenses or by expired codes

Sort by name or date.



Books with a remaining activation period of less than 14 days are marked separately with an indication of the remaining term.

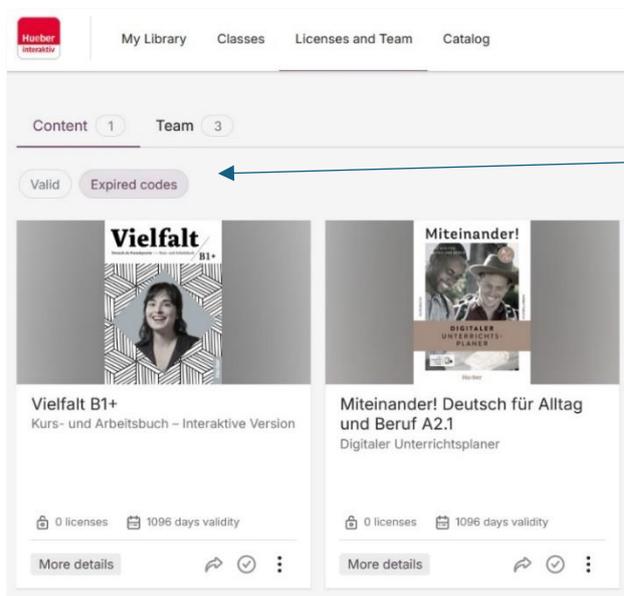
For each book you will find information on the license: the number of freely available licenses and their time till expiry.

Use the arrow to assign books to courses.

Use the plus icon to activate a license for yourself – it appears in your [My Library](#). Already activated books will show a checkmark instead of a plus.

Click [More details](#) for license details, codes, and teaching material descriptions.

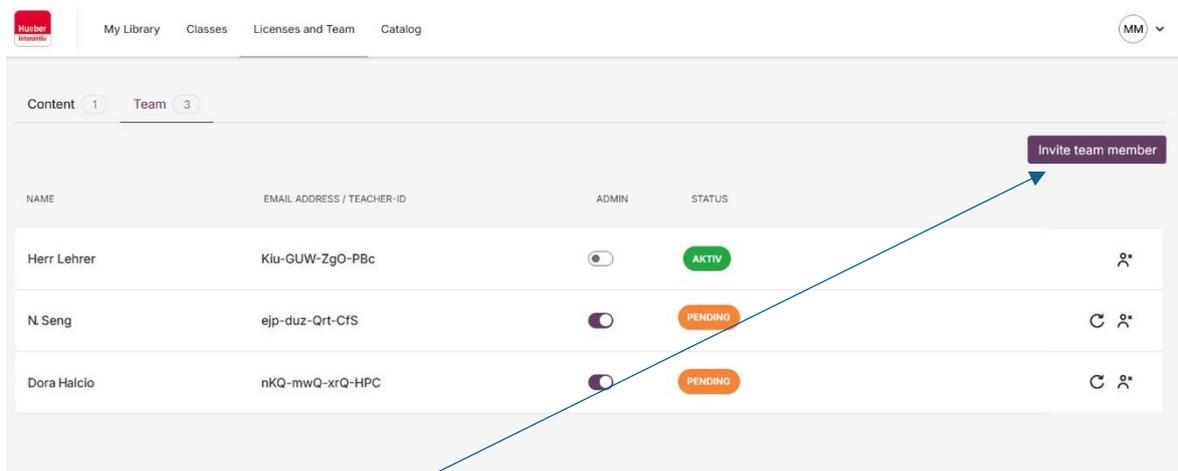
The three-dot menu contains further functions for the book, e.g. exporting a finished course room for the Moodle platform.



All book whose activation period has ended can be found at [Expired codes](#).

## Team

Manage teacher access and add new instructors.



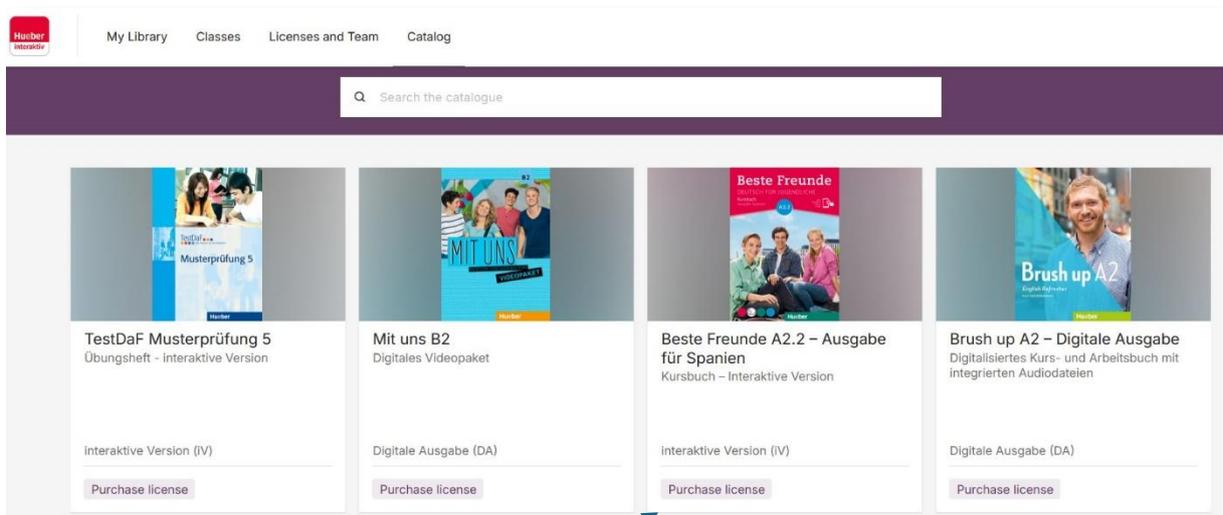
NAME	EMAIL ADDRESS / TEACHER-ID	ADMIN	STATUS
Herr Lehrer	Klu-GUW-ZgO-PBc	<input type="checkbox"/>	AKTIV
N. Seng	ejp-duz-Qrt-CfS	<input type="checkbox"/>	PENDING
Dora Halcio	nKQ-mwQ-xrQ-HPC	<input type="checkbox"/>	PENDING

Click [Invite team member](#) to send new teachers an invitation with a confirmation link.

You can find more information about the individual accounts in the team overview. You can activate administration rights for each individual teacher. Instructors with admin rights can create, edit and delete courses, licenses and other instructors.

## 3.5 Catalog

All Hueber books published in *Hueber interaktiv* are listed here. Use the search field to quickly find the book you are looking for.

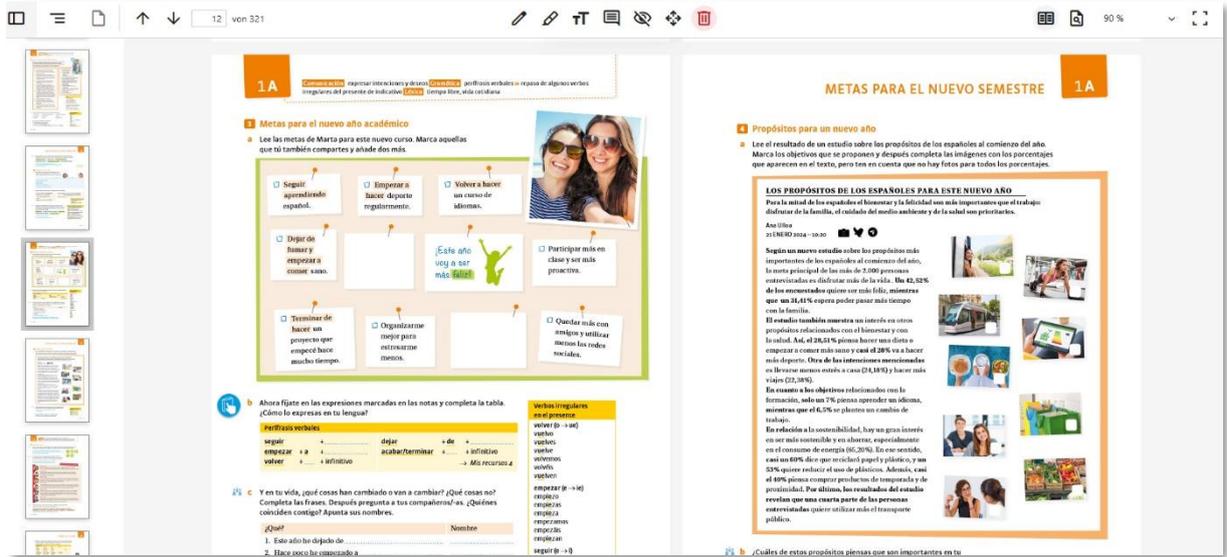


Book Title	Version
TestDaF Musterprüfung 5	Interaktive Version (IV)
Mit uns B2	Digitale Ausgabe (DA)
Beste Freunde A2.2 – Ausgabe für Spanien	Interaktive Version (IV)
Brush up A2 – Digitale Ausgabe	Digitale Ausgabe (DA)

To buy a license, click on the [Purchase license](#) button. You will be redirected to our Hueber online shop. You cannot buy a license directly in *Hueber interaktiv*. If you would like to purchase codes for your entire course and manage them via your institutional account, please contact [kundenservice@hueber.de](mailto:kundenservice@hueber.de).

## 4. The interactive Version – In-Book Tools

Once you open an interactive book, several tools are available in the top bar. The tool you used last remains active so you always know what's selected.



Toggle Sidebar with Page Previews – Click a preview to jump to a page



Toggle Sidebar with Table of Contents – Navigate by section



Use Arrows or Page Number Input to move through the book



Single/Double Page View



Search Function – Find keywords

