Digital learning materials: A guide for all ICAEW students

Learning topics

1 Introduction to digital learning materials

All ACA, ICAEW CFAB and Level 4 apprenticeship learning materials are now digital only.

We take pride in the fact that we publish our own learning materials, which are highly recommended by universities and tuition providers, who use them to delivery academic and professional education programmes.

As the syllabus, exams and learning materials are reviewed and approved by our examiners each year, we only recommend that the latest editions are used to study with.

Our digital-only learning materials allows you to access them wherever you are, on the device that is most convenient for you, either on a mobile, tablet or desktop.

The digital Workbooks work much like printed books in that you can still annotate and highlight them, but with the additional benefits of being able to search for key terms, change the settings to make them easier to read, and have the book read itself to you with the text-to-speech function.

The ICAEW Workbooks combine our skills and syllabus learning with a study manual, all in one publication, making it easier for you to digest.

Digital delivery is better for the environment: books no longer need to be shipped globally, saving time and fuel. What's more it saves 262 tonnes of paper each year.

> **"Although initially apprehensive about switching from hard copy open books to digital learning materials, the transition has been a pleasant and smooth one. To be able to access your learning resources anytime, anyplace and at the touch of a button means that I am better placed to fit re vision around my life, rather than my life around revision."**   James Skilton, ACA student

2 How to access your books

2.1 I've just logged into my bookshelf for the first time and it is empty – how do I get my digital learning materials to appear?

If you are studying with a tuition provider, they will first need to buy the books for you. Once they have done this, they will email you a link to redeem your licence to the eBook.

Please search the inbox and junk folders of any email addresses your tuition provider might have for you for an email with the subject 'eBook access invitation'. If you don't have this, please contact your tuition provider in the first instance and ask them to organise access for you.

If you are an independent student, you need to visit our bookshop to purchase the eBooks: ebookshop.icaew.com/

Please be aware that sometimes it can take up to half an hour for eBooks to appear on the shelf after they have been redeemed. We suggest logging out and logging back in half an hour later.

2.2 I'm with a tuition provider and they've sent me an email to redeem my licence – how do I do this?

Your tuition provider will send you an 'eBook access invitation' via email. You need to follow the 'Redeem your licence' link the first time you wish to access your eBook:
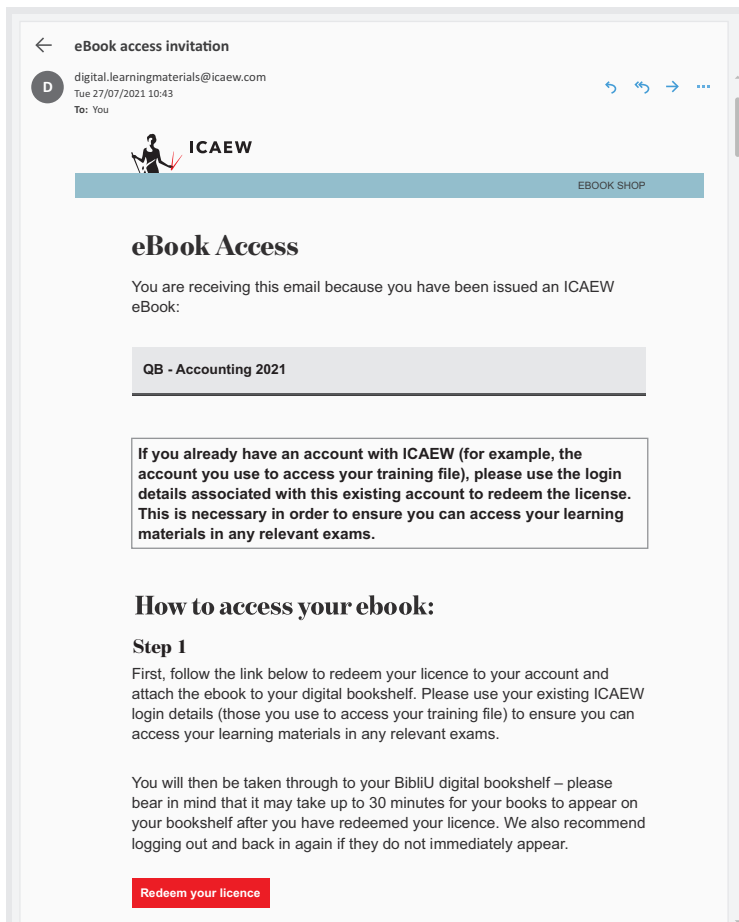
After you have clicked this link, you will be asked to Login or Register to ICAEW:

Login or Register to ICAEW

Student Reminder

Please login with the account credentials you use to access your training file. This will help ensure you have access to your learning materials in any relevant exams.

Please Note: If you login and find an empty bookshelf, please contact your tuition provider in the first instance, as they will arrange access for you.

Already an ACA student or already registered with ICAEW?

If you are a member of the ICAEW, a student or have previously registered with us please login to continue.

Log in

You must ensure that you log in with your ICAEW credentials in order to access to your learning materials during any relevant open book exams. Only log in as a new user if you are not already registered with ICAEW.com.

You will be shown which account you are logged in to before you redeem your licence – please take the time to check you are using the correct details:

Redeem your licences

You are logged in as:

Username: Name
Email: user@email.com
Name: Firstname Lastname

You are being invited by:

Username: Name
Email: user@email.com
Name: Firstname Lastname

You will be enrolled in the following courses:

QB - Accounting 2021

Click here to redeem licences to this account.

After you have redeemed your licence, to access your books you should login to the ICAEW Bookshelf via BibliU.

How do I login to BibliU?

Visit bibliu.com/users/saml/ICAEW

This will take you to the ICAEW login page. Please login using your usual ICAEW credentials:

You will then be taken to your bookshelf.

2.3 My digital learning materials previously appeared on my bookshelf but now are gone – what should I do?

If your digital learning materials previously appeared when you logged in, but you now can't find them, you may be logging in to your bookshelf with the wrong account details. Please logout by clicking on the cogwheel in the right-hand corner of your bookshelf and choosing 'sign out'. Then try logging back in with the same account details you used when you initially bought or redeemed the license.

2.4 How do I know I am using the correct login details?

You should be using the same login details you use to access your training file and dashboard when you log in to the ICAEW Bookshelf and redeem your books. Doing this will ensure you have all your books in the relevant open book exams.

2.5 Who should I contact if I am having trouble accessing my learning materials?

If, after reading the information above, you are still having trouble accessing your learning materials, please contact our student support team: studentsupport@icaew.com

3 Functionality and features

3.1 How does the digital bookshelf support accessibility issues?

Our digital learning materials provide the following functionality to support you:

- Zoom
- Colour contrast and the ability to change the background colour
- Text to speech
- Speed reader
- Notes and highlights
- Search and filter

More information on how our eBooks can support your accessibility needs can be found on this page: www.icaew.com/access-arrangements

3.2 How do I highlight text?

Simply select the text you want to highlight and select the colour you wish to use:
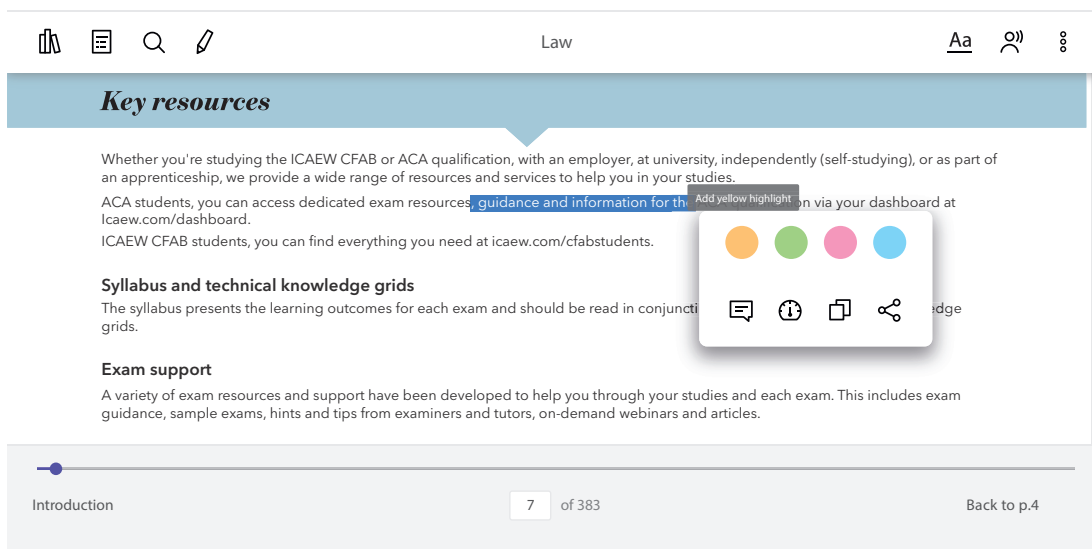
More information can be found here: support.bibliu.com/hc/en-us/articles/360002034038-Highlighting-and-Annotating-Texts

3.3 How do I comment on the text?

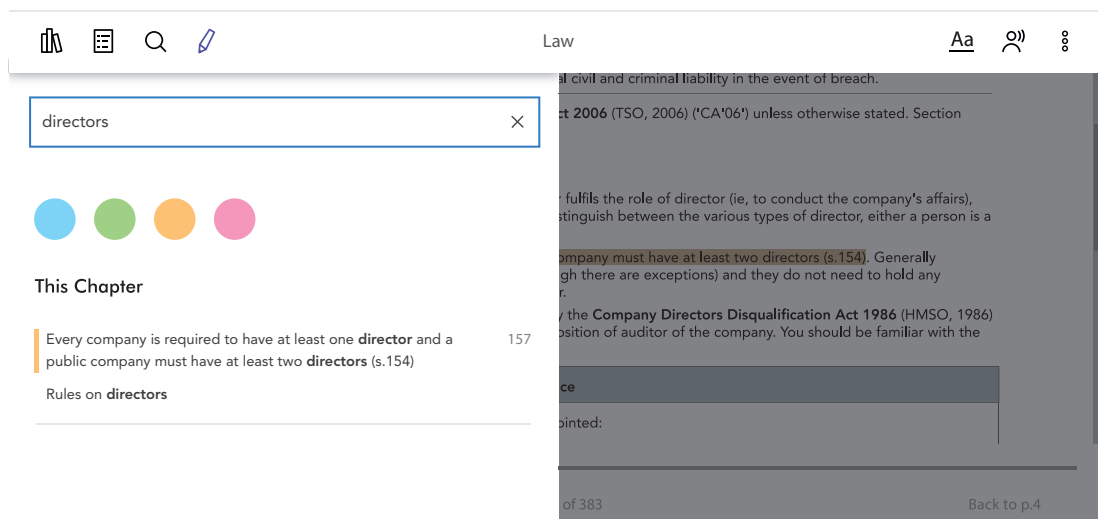Select the text, and then click the speech bubble comment icon to start adding your notes:
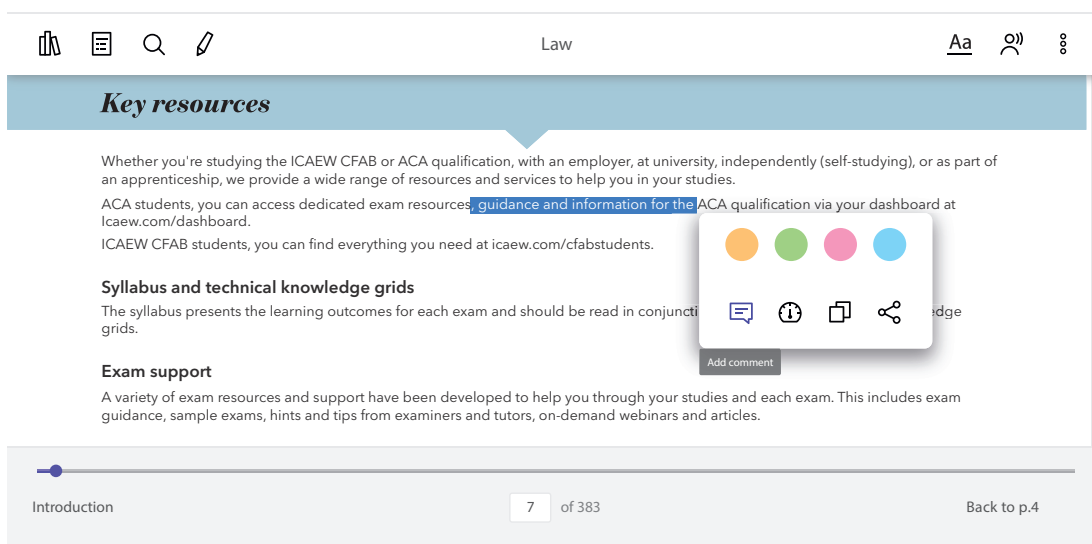
More information can be found here: support.bibliu.com/hc/en-us/articles/360002034038-Highlighting-and-Annotating-Texts

3.4 How do I search through the digital learning materials and my notes?

To search through your books, select the looking glass icon and enter the search term:
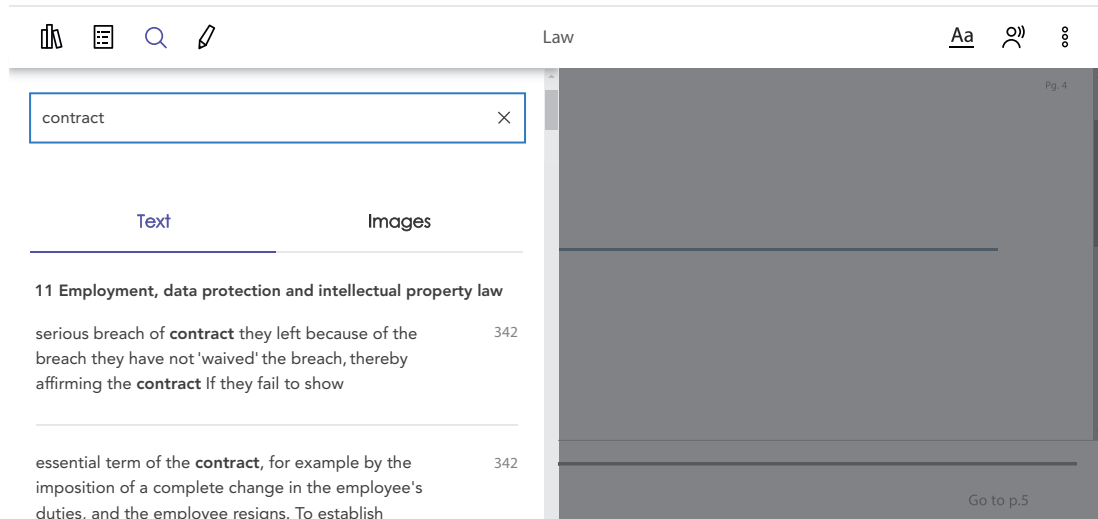
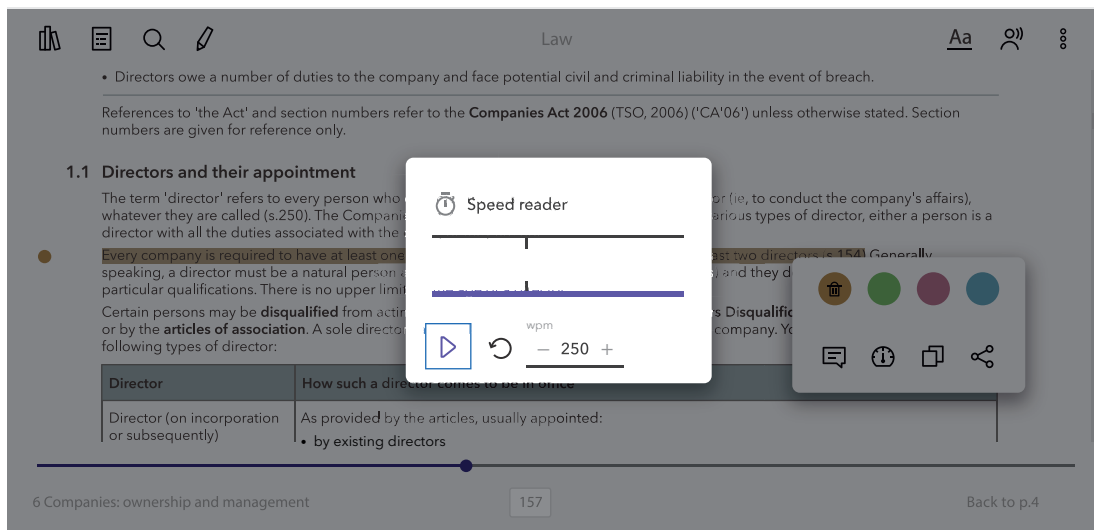To search through your notes, select the pencil icon, and enter your search term:

More information can be found here: support.bibliu.com/hc/en-us/articles/360002034038-Highlighting-and-Annotating-Texts

3.5 How do I use the speed reader?

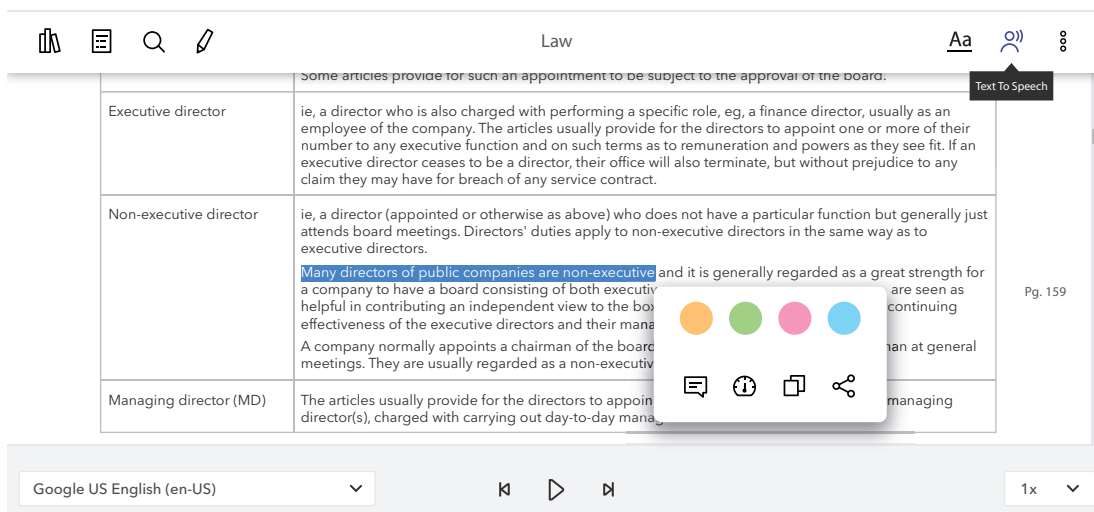Highlight the text you wish to read and select the clock icon:
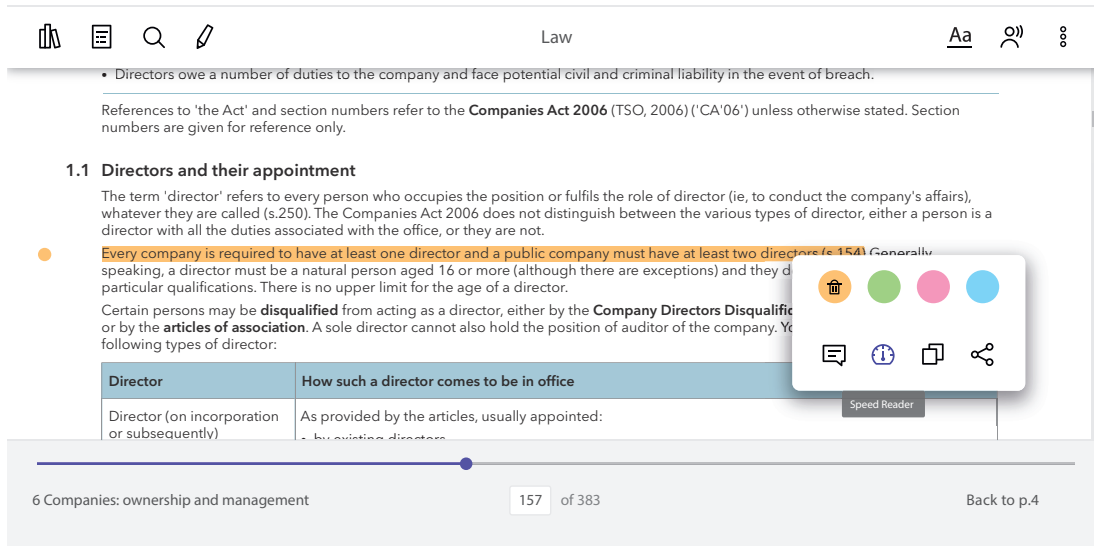
Then press play:

3.6 How do I use the text to speech feature?

Highlight the text you wish to be read aloud and click on the person icon in the top right-hand corner. Then press play at the bottom of the screen:

More information for desktops users can be found here: support.bibliu.com/hc/en-us/articles/360013568397-Text-to-Speech-Audio-Playback-Web-App-and-BibliU-Desktop

More information for mobile users can be found here: support.bibliu.com/hc/en-us/articles/360011115417-Text-to-Speech-Audio-Playback-on-iOS-Android

3.7 How do I change the text or background colour, and zoom in and out?

Select the 'Aa' icon in the top right-hand corner and select your preferred features:
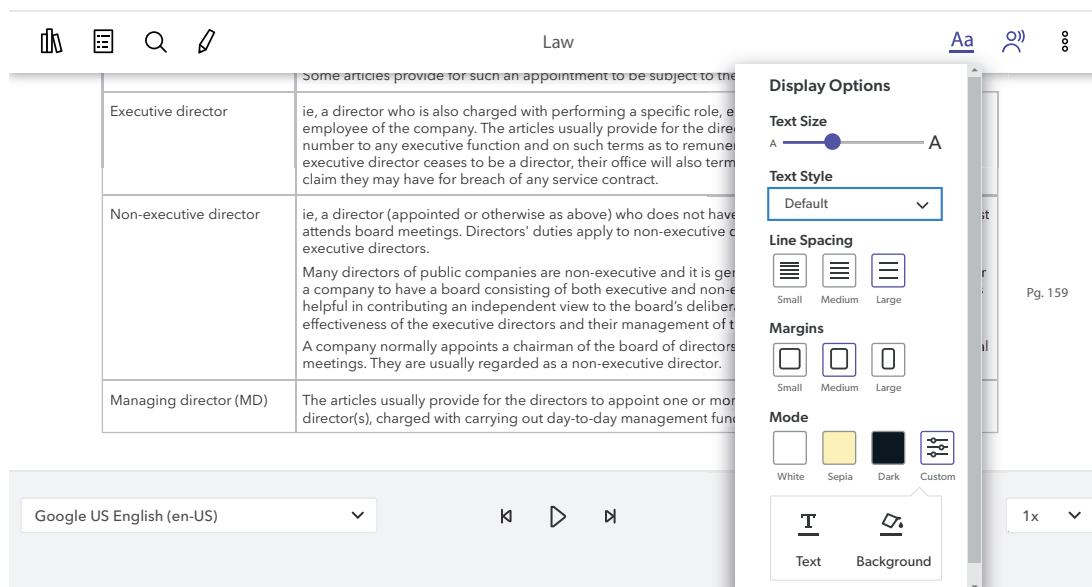
3.8 How can I access the book on my mobile/tablet?

The digital learning materials can be accessed on both iOS and Android devices, including mobile phones and tablets. You will need to download the BibliU app to your device in order to access the books on your smartphone or tablets. Visit your app store to download the app or alternatively, open the bookshelf and scan the QR code.
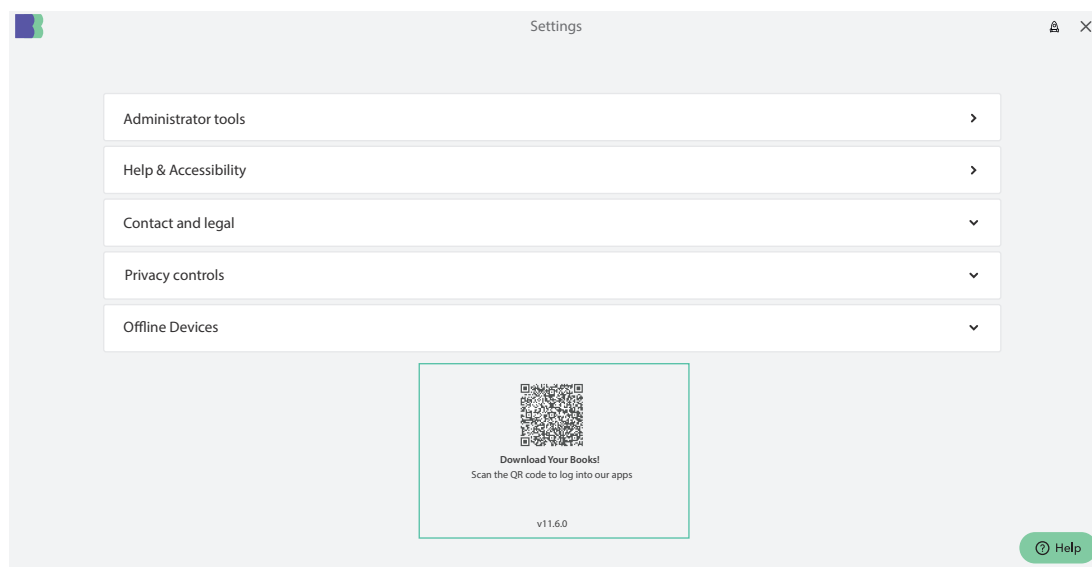
Instructions and links can be found here: support.bibliu.com/hc/en-us/articles/360007641398-Downloading-the-BibliU-Mobile-and-Desktop-Apps

3.9 How can I access the books offline?

The digital learning materials can be downloaded for offline use but require the BibliU app to first be downloaded onto your device.

Select the download book icon (the cloud icon on the books) for your book to download (you can keep reading and using the app). You can find all of the downloaded books in the 'downloads' section of your library. Any annotations or highlights made in offline mode will be synced to your device for when you return back online.

Instructions and links can be found here: support.bibliu.com/hc/en-us/articles/360001983478-Downloading-a-Book-for-Offline-Reading

4 FAQs

4.1 Why do I have two versions of the same book?

We provide the latest version of our digital learning materials to students resitting an exam for free to ensure you have the most up-to-date text, and because some permitted texts are used across multiple courses. Do ensure you study from the book that is dated with the year in which you will be sitting your exam – they are updated every year.

4.2 I have suggestions for improving the functionality of the bookshelf, how can I tell you this?

Please email studentsupport@icaew.com or click the rocket icon on your bookshelf to send this to BibliU:

Feature Requests
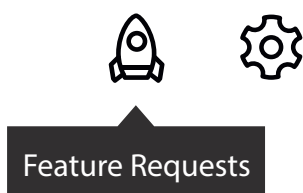
4.3 How do I download advance information for my exam?

We will make these available via the bookstore. Simply add the advance information to your basket and checkout. (There is no charge for advance information.) To see when these will be available, please visit this page and this page.

4.4 Can I order print?

The materials are digital; we do not offer hard copies.

4.5 Can I print or copy a section?

Due to copyright considerations printing and copy and paste features are not available. ICAEW Bookshelf has notetaking and highlighting features should you wish to make notes and annotate the materials, allowing you to do this directly onto the digital version.

4.6 Why can't I download this to a PDF?

The digital learning materials have been specially designed to enhance the pedagogical experience, and these features are not available on PDFs. We have chosen the ePub format rather than PDF for the best student experience.

4.7 I thought I was buying a printed book, can I have a refund?

ICAEW can only ever recommend that you study using the ICAEW learning materials, as they cover everything that may appear in the exams. We pride ourselves on the fact that the syllabus, exams and learning materials are all aligned to support a student's learning and development towards this professional qualification, and therefore recommend that you keep the digital materials. However, if you do wish to proceed with a refund, please email studentsupport@icaew.com.

5 Related links and useful information

You can purchase your digital learning materials here: ebookshop.icaew.com/

For information on permitted texts visit: www.icaew.com/permittedtexts

Find out more about digital learning materials here, including videos and webinars to support you in your studies: www.icaew.com/digital-learning-materials