

# Transparent Language Online: Library Administrative Guide For TEL

## Introduction

This guide will serve as an overview of some of the key functions for your Transparent Language Online account. Throughout the setup process, please don't hesitate to ask any questions, and feel free to give us any feedback or ideas you may have that will help us improve Transparent Language Online in the future.

## Patron Accounts

Before patrons can create an account to access Transparent Language Online, your library needs to generate the URL for Transparent Language Online from Gale. For more information, see the information under "URL Generation through Gale" section.

Once your library has their link from Gale in an area accessible to the patrons, patron accounts can be self-created when patrons access the Transparent Language Online login page by clicking the "**SIGN UP**" tab. The only required fields to create an account are a unique username and password. Name and email are optional – however, supplying an email will make it easier for password recovery.

## URL Generation through Gale

You will need to generate a unique link for Transparent Language Online from Gale's "URL Generator" page at <http://galesupport.com/telgeo/du.php>. To do so, click on the "Transparent Language" tab to enter your location id. Click the green "go" button and you will be given a URL that is unique for your library. Once you have your link, please put this link on your library's website and any other place you make links available for your patrons. If you need your location id, please contact: [Gale.Consortium.Installs@cengage.com](mailto:Gale.Consortium.Installs@cengage.com)

If your library uses a proxy server for access to resources, please see the section below on "Proxy URL Creation".



### TEL Link Generator for Library Staff

Use this link generator to create customized TEL database URLs for your library. These URLs are unique to your library, allow you to collect usage statistics for your institution, and include geolocation authentication so your patrons can access TEL resources without entering a username or password. For each TEL vendor, enter your library's account information (e.g., Location ID for Gale; Token for Learning Express) and click Go. Simply copy and paste the URLs when building your library's web site. If you don't know your institution's account information, please contact the vendors directly for that information.

What is Geo-IP authentication?  
Need help? View a short instructional video.

Gale Databases   Gale eBooks   Gale Journals   Ancestry.com   Learning Express   Proquest   **Transparent Language**   WorldBook

Transparent Language

Please enter your location id:

Need your Location ID?  
Try our [lookup tool](#) or Contact:  
Gale Technical Support  
Available 24/7  
(800)877-4253 option 4

This site will generate a URL for Transparent Language. Alternatively use the TEL Portal URL - [http://galesupport.com/telGeo/telGeoLink.php?loc=tel\\_s\\_tsla&db=TL](http://galesupport.com/telGeo/telGeoLink.php?loc=tel_s_tsla&db=TL).  
Access using this URL will not generate usage statistics for your library.

#	Resource Name	Direct URL	Try It
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## EZproxy Users

If you use the geo authenticated link through the Link Generator, you will be double authenticating. To avoid that, please parse together a Transparent Language url:

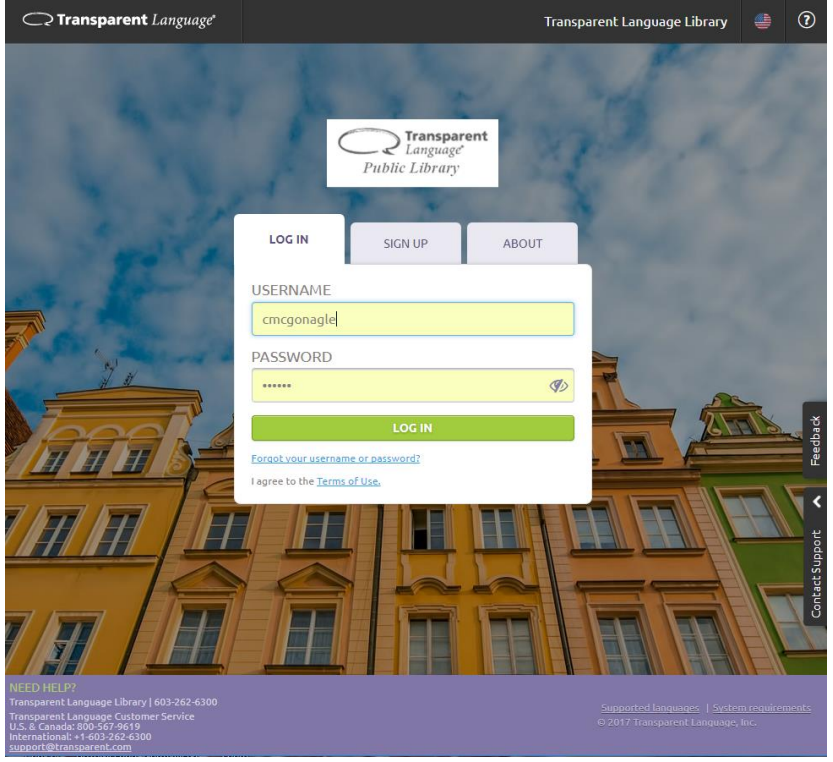
*Proxy prefix* [https:// library.transparent.com/tel/game/enroll?code=Location ID](https://library.transparent.com/tel/game/enroll?code=Location ID)

- Example - [https://bunchproxy.tel.oclc.org/login?url=https://library.transparent.com/tel/game/enroll?code=tel\\_a\\_tn](https://bunchproxy.tel.oclc.org/login?url=https://library.transparent.com/tel/game/enroll?code=tel_a_tn)
- Location ID can be found at <http://www.galesupport.com/telGeo/duLookup.php>

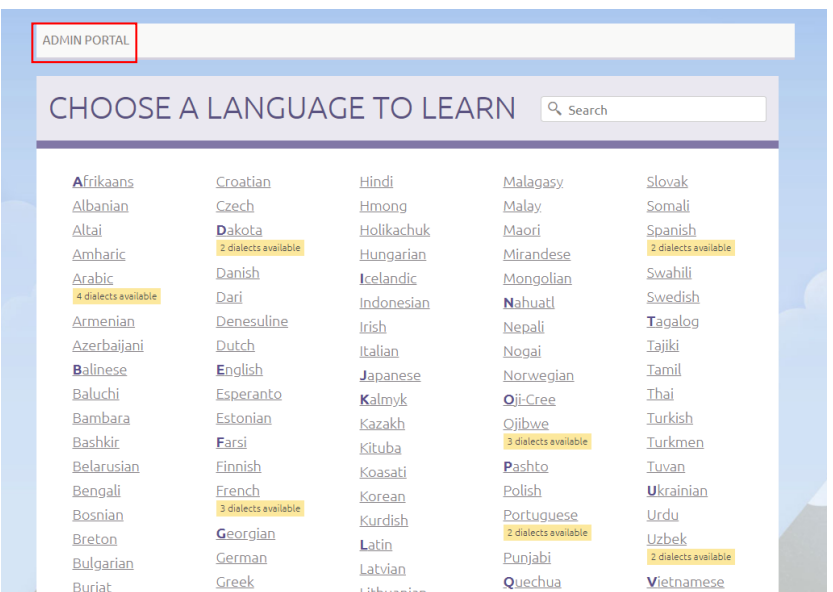
# Accessing the Administrator Portal

To access all of the administrator functions, you will need to log into Transparent Language Online using your Administrator credentials. You can request access to the Admin portal and usage reports by filling out the form at <https://transparentlanguage.typeform.com/to/qBWykN>. Each library can have multiple people run reports, but each person will need to fill out the form.

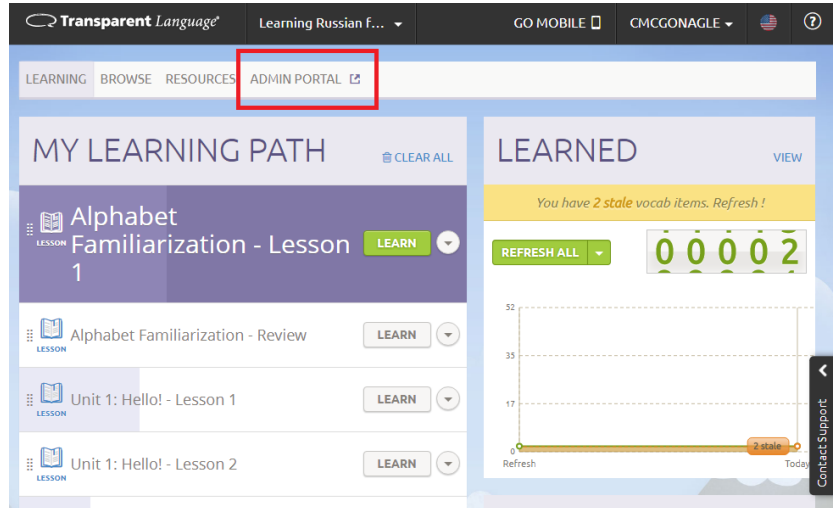
To log in, go to your library's Transparent Language Online login page and enter the Administrator login provided to you.



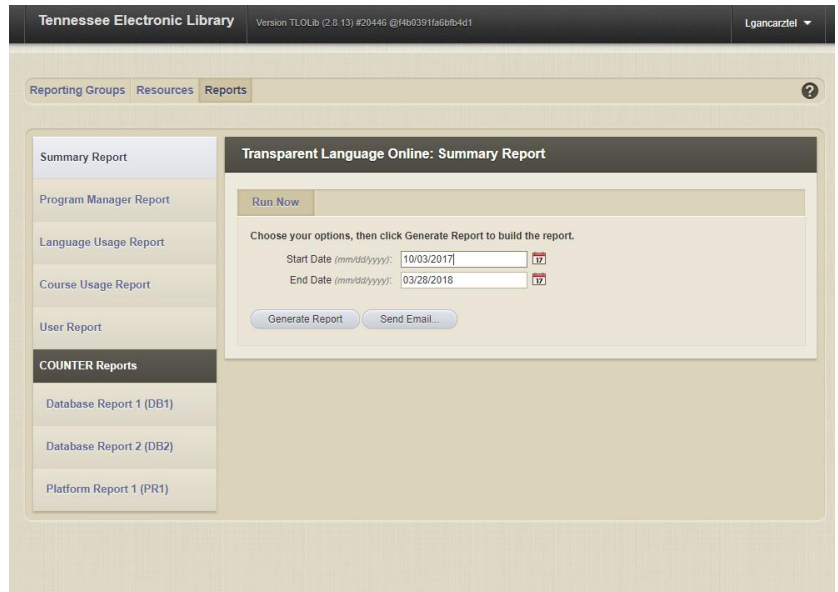
If you're on the language selection screen, click **ADMIN PORTAL** in the top navigation bar.



If you're on the Learning screen, click **ADMIN PORTAL** in the top navigation bar.



This link will open the Admin Portal, where you can access the reports for your library.



## Usage Reports

Using the Reports tab, you can view summary reports of user activity, course unit usage, language usage, mobile activity, and various COUNTER reports. There are a variety of different types of reports that you can run.

- **Summary Report:** Summary Reports provide an overview of how Transparent Language Online was used during a particular time period.
- **Language Usage Report:** Language Usage Reports provide information on how often certain languages have been used during a particular time period.
- **Course Usage Report:** Course Usage Reports provide an overview of how courses in Transparent Language Online were used during a particular time period. Reports run by a System Administrator will show information that applies to all registered libraries. Reports run by a Partner Administrator will show only information for the libraries assigned to that administrator.
- **User Report:** User Reports provide information about individual user accounts during a specified time period.
- COUNTER reports DB1, DB2, and PR 1 are also available.

## Marketing Materials

We also encourage you to promote the Transparent Language Online service inside of your library. Marketing materials can be ordered through Recorded Books by emailing your request to [transparent@recordedbooks.com](mailto:transparent@recordedbooks.com) or by contacting your representative. Please include the titles and quantity when requesting items.

Additional marketing materials can be downloaded online at <http://www.recordedbooks.com/Resources/Marketing-Materials/Digital-Resources> and <http://home.transparent.com/library-marketing-kit>

## Getting Help

Feel free to contact us at the numbers 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.

<p>Please feel free to contact Recorded Books at:</p> <p>Digital Products Group 877-828-2833 <a href="mailto:transparent@recordedbooks.com">transparent@recordedbooks.com</a></p>	<p>Please feel free to contact Transparent Language at:</p> <p>Andrew Paquette 603-262-6342 <a href="mailto:apaquette@transparent.com">apaquette@transparent.com</a></p> <p>If you need technical support, please contact:</p> <p>Michael McGonagle 603-262-6363 <a href="mailto:MCMcGonagle@transparent.com">MCMcGonagle@transparent.com</a></p>
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