Instruction Sheet Koha Library Software
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1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from :
http://spoken-tutorial.org/tutorial-search/

2. You can also download the Spoken Tutorials for offline learning from :
https://spoken-tutorial.org/cdcontent/

   (a) From this link download the **FOSS** categories in the **language** you wish to learn.

   (b) The Spoken Tutorial content will be downloaded as a zip file on your machine.

   (c) Right-click and extract the contents of the file to your **Desktop** folder.

   (d) A folder named **spoken** will be extracted.

   (e) Locate and double-click to open the **spoken** on the desktop.

   (f) Locate **index.html** file; right-click on this file and open with **Firefox** or **Chrome** web-browser. Do NOT use **Internet Explorer** - some versions of it do not work properly with Spoken Tutorials.

   (g) On the opening page you will have the following 3 tutorials:

      i. **Side-by-Side Method** - it explains the method you should follow to practise along with Spoken Tutorials. Following this method reduces your cognitive overload, especially useful for beginners.

      ii. **Spoken Tutorial Forums** - it explains the forum that will help get answers to your questions.

      iii. **Spoken Tutorial Supplementary Material** - an important accompaniment of Spoken Tutorials is the additional materials that we provide in the code file section. Whenever they are available, you should make a copy of them and use them, as opposed to typing them from scratch.

2 The procedure to practise

1. You have been given a set of spoken tutorials and files.

2. You will typically do one tutorial at a time.

3. You may listen to a spoken tutorial and practise by reproducing all the steps shown in the tutorial Side-by-Side Method on https://spoken-tutorial.org.

4. If you find it difficult to do the above, you may consider listening to the whole tutorial once and then practise during the second hearing.

5. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.

3 Koha Library Sofware

1. At the top of the screen, click on **Select Foss Category** drop-down and choose **Koha Library Software**.

2. Click on **Select Language** drop-down and choose the language in which you wish to learn, from the available languages.

3. Click on the **Submit** button.

4. You will see a list of tutorials based on your selection.

5. Start with the first tutorial in the displayed list.

4 For System Administrators only and not for Librarians

You have to watch and practise the following tutorial to install Koha.

1. Please note: Koha will not work on Windows OS.

2. To learn how to install Ubuntu Linux OS 22.04 on a virtual machine, please go through the Ubuntu Linux on VirtualBox tutorials on
https://spoken-tutorial.org

3. To install Koha, you have to watch and practise the tutorial: Installation of Koha on Ubuntu.

4. Follow the instructions to practice given in section 5.1.

5. At the end of this tutorial, you would have successfully installed Koha on your system.

5 For Librarians only and not for System Administrators

1. You have to watch and practise the tutorials starting with the topic: Koha Web Installation and Onboarding.

2. Your sys-ad would have already installed Koha for you.

3. Get the login credentials from your sys-ad before you proceed.

5.1 Instructions to practise

1. To watch, locate the topic and click on it.

2. To view the tutorial, click on the Play icon which is located in the player.

3. Adjust the size of the browser in such a way that you are able to practice in parallel.

4. Play-pause-practise the whole tutorial.

5. Reproduce all the commands exactly as shown in the tutorials.

6. Make a note of login details (username and password) for all the Patrons that you create.

7. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.

8. Follow all the above instructions, till you complete all the tutorials in the series.

6 Second Tutorial: Koha Web Installation and Onboarding

1. Locate the topic: Koha Web Installation and Onboarding.

2. To view the tutorial, click on the Play icon which is located in the player.

3. The Pre-requisite will be visible below the player (only for Online contents).

4. Outline, Assignment and Code Files are available below the player.

5. Adjust the size of the browser in such a way that you are able to practice in parallel.

6. At the end of this tutorial, you would have successfully completed the Koha Web Installation and Onboarding.

7 Third Tutorial: Add a New Library

1. Locate the topic: Add a New Library.

2. Follow the instructions to practice given in section 5.1.

8 Common instructions for Assignments

1. Attempt all the Assignments as instructed in the tutorial.

9 Common instructions to use Code files

1. Click on the link "Code files" located below the player and save it in your folder.

2. Extract the downloaded zip file.

3. You will see all the code/source files used in the particular tutorial.

4. Use these files as per the instructions given in the particular tutorial.