Teacher Quick-Start Guide

BEFORE YOU START

Step
1

You will need **TWO ACCESS CODES** to use the complete *Cambridge Latin Course* online environment at *Cambridge Elevate*:

A Teacher Resource Code (gives access to Teacher Manual, Assessments, and Study Sheets)
A Student Resource Code (gives access to Student WebBook and Online Activities)

These codes should have arrived by email along with this Quick-Start Guide.
*If you do not have a **Teacher Resource Access Code**, go to:* www.cambridge.org/cambridgelatincourse/teacher-resources
*To obtain **Student Resources Access Codes** contact* worldlanguagesonline@cambridge.org

ACCESSING YOUR ONLINE RESOURCES

Step
2

To Register
1. Go to **elevate.cambridge.org**
2. Enter your **Teacher Resource Code** into the box marked "**Access/Book Code**"
3. Create your **Username** and **Password** and provide your **Email address**
4. Once logged in, find the "**Add a Book"** button in the upper right hand of the screen
5. Click the "**Add a Book**" button and enter your **Student Resource Code**

To Login
1. Go to **elevate.cambridge.org**
2. Enter your **Username** and **Password**
3. Once logged in, you can "**Add a Book"** at any time   📖 ADD A BOOK

REQUESTING A TEACHER ACCOUNT

Step
3

Congratulations! You now have access to both the **Student Resources** and **Teacher Resources**. Next, you can request a **TEACHER ACCOUNT**, which gives you the ability to share annotations and send messages to your groups of students. Please note, a **TEACHER ACCOUNT** does **NOT** give you automatic access to the **Teacher Resources.**

To Request a TEACHER ACCOUNT
1. Click on "**Request Teacher Account**"
2. Provide your school credentials   👤 REQUEST TEACHER ACCOUNT
3. Wait for confirmation of Account Upgrade

STOP HERE - PLEASE ALLOW 48 HOURS FOR YOUR TEACHER ACCOUNT UPGRADE

Teacher Quick-Start Guide

SETTING UP YOUR STUDENTS: BEFORE YOU START

Step 4

To set up your students, you will need a **TEACHER ACCOUNT.** You will also need to give **TWO** codes to your students in order for them to access the complete *Cambridge Latin Course* online environment at *Cambridge Elevate*. They will need:

A Student Resource Code (which gives them access to the Student WebBook and Online Activities)
A Group Code (which allows you to share messages and annotations)

To obtain **Student Resource Codes**, please see Step 1 "Before You Start"
To **Create a Group Code**, see Step 5 below

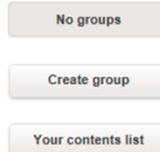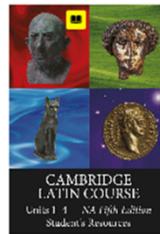## SETTING UP YOUR STUDENTS

Step 5

To Create a Group Code

1. Login
2. Find your **Student Resource** Icon (**not** your **Teacher Resource** Icon)
3. Click on "**Create Group**"
4. Name your **Group** e.g. your course name
5. Create your **Group Code** e.g. your name

Send each of your students the following:
   a. A Student Resource code
   b. Your Group Code
   c. A STUDENT Quick-Start Guide

CAMBRIDGE LATIN COURSE
Units 1-1   NA 5th Edition
Student's Resources

No groups

Create group

Your contents list

Create a student group for
Cambridge Latin Course (North American 5th edition)

ⓘ This code gives your students access to this group. They will also require a Book Code.

Step 1. Type the name of your group below. This is the group name students will see.

Type name here

Step 2. Type the code that you want to share with your students to give them access to this group. This code must be minimum of 6 characters and a maximum of 9 characters.

JJ3411 - Type code here

Step 3. Copy this code and send it to students you would like to join this group.
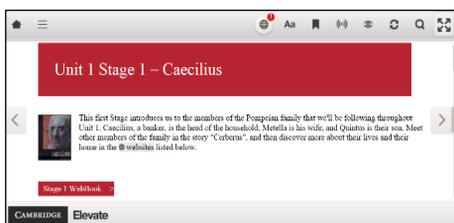
JJ3411 -

Cancel   Add

MESSAGING AND ANNOTATIONS

Step 6

Now that you have a **TEACHER ACCOUNT** and have given your students their **Student Resource Code**, your **Group Code**, and a **STUDENT Quick Start Guide**, you may now **Message** your students and share **Annotations** on the **Homepage** of each Stage.

Stage Homepage

Unit 1 Stage 1 – Caecilius

This first Stage introduces us to the members of the Pompeian family that we'll be following throughout Unit 1. Caecilius, a banker, is the head of the household; Metella is his wife; and Quintus is their son. Meet other members of the family in the story "Cerberus", then discover more about their lives and their home in the ⊕ websites listed below.

Stage 1 WebBook

CAMBRIDGE Elevate

Please note: Annotation is available on the Homepage only

To Annotate

1. Click and drag to select text and annotate:

NOTES: *Add a note to the selected text*
HIGHLIGHT: *Add a yellow highlight*
WEBLINKS: *Add link to a website*
HYPERLINKS: *Add a link to another location in your student resources.*
VOICE: *Add a spoken note to the selected text (must have a microphone)*

To Message

1. Click the Home Icon

2. Click the Envelope Icon

Joe Bloggs
TEACHER