User Guide

THE CAMBRIDGE TEACHER

The Cambridge Teacher is your one-stop platform for all the digital content linked to our courses. When you use Cambridge materials with your students, The Cambridge Teacher gives you access to:

- Teacher's digital tools: interactive whiteboard presentation software and other digital products such as the Test Generators and Resource Banks.
- Digital Books.
- All the extra downloadable resources, so that you can make the most out of the course in the classroom.
- News and updates related to teaching and learning English.

1. REGISTRATION

Visit www.thecambridgeteacher.es, click on **Register now** and fill in the fields with your details and those of your teaching centre:
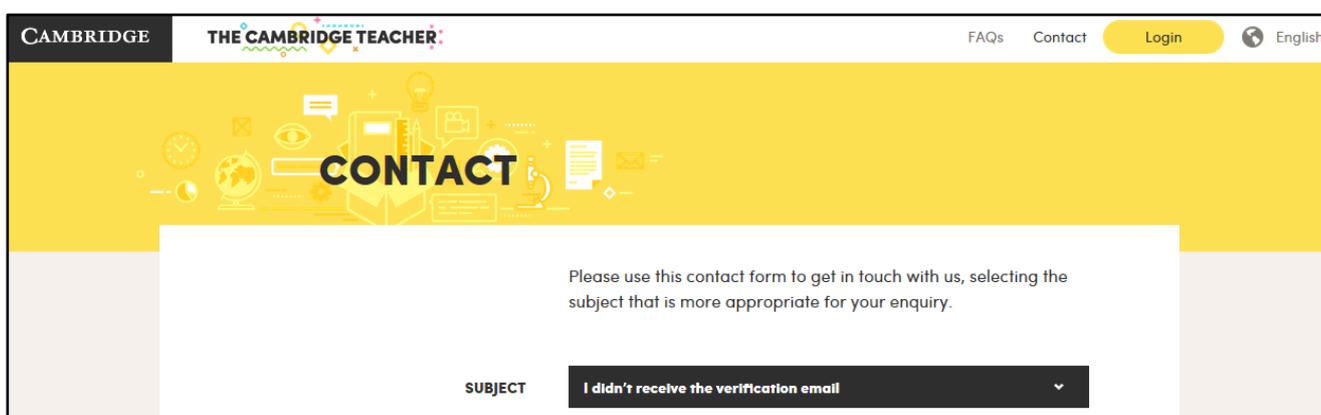

When you input your centre's postcode, the next field will allow you to select your teaching centre within all centres with the same postcode.

If after writing your postcode the page indicates that there are no centres with that postcode, or if your school doesn't appear in the dropdown list, click on the link Can't find your teaching centre? This will allow you to fill in a contact form that will be sent to your local office, and they will deal with your request. After adding your teaching centre to the list, they will get in touch with you so that you can complete your registration.

After completing your registration, we will send a validation email to the email address you gave us at registration. This email, which will come from contact@thecambridgeteacher.es, will include a link you will have to click on to confirm your registration.

What to do if you haven't received your confirmation email

Please check your Junk or Spam folders. If you don't find it there, you can ask for it to be sent again via this contact form or on the **Contact** section of the page, selecting the subject *I didn't receive the verification email*:


The School MasterCode

The School MasterCode is a unique code that identifies your teaching centre which your representative will provide if you're using courses by Cambridge University Press. It is optional at registration.

- If you don't fill it in at the time of registration, you will only have a **GUEST** access to The Cambridge Teacher. This will allow you to see sample versions of our titles, with demos of our teacher's digital tools and selected downloadable resources.
- If you fill it in, you become a full user of The Cambridge Teacher. This gives you access to the full range of resources linked to any titles adopted in your centre, and sample versions of other books.

It is an optional field, so you can register first as a Guest and add it to your profile later on. If you do so, all the books being used at your school will be added to the Catalogue so that you can include them in your Collection and access their full content. If your centre is using Cambridge courses but you don't know the School MasterCode, please ask one of your colleagues in the English department – it is the same for all teachers at the school.

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2. ACCESS TO YOUR COURSES

After registration you will access your main page, which is called **My Collection**:
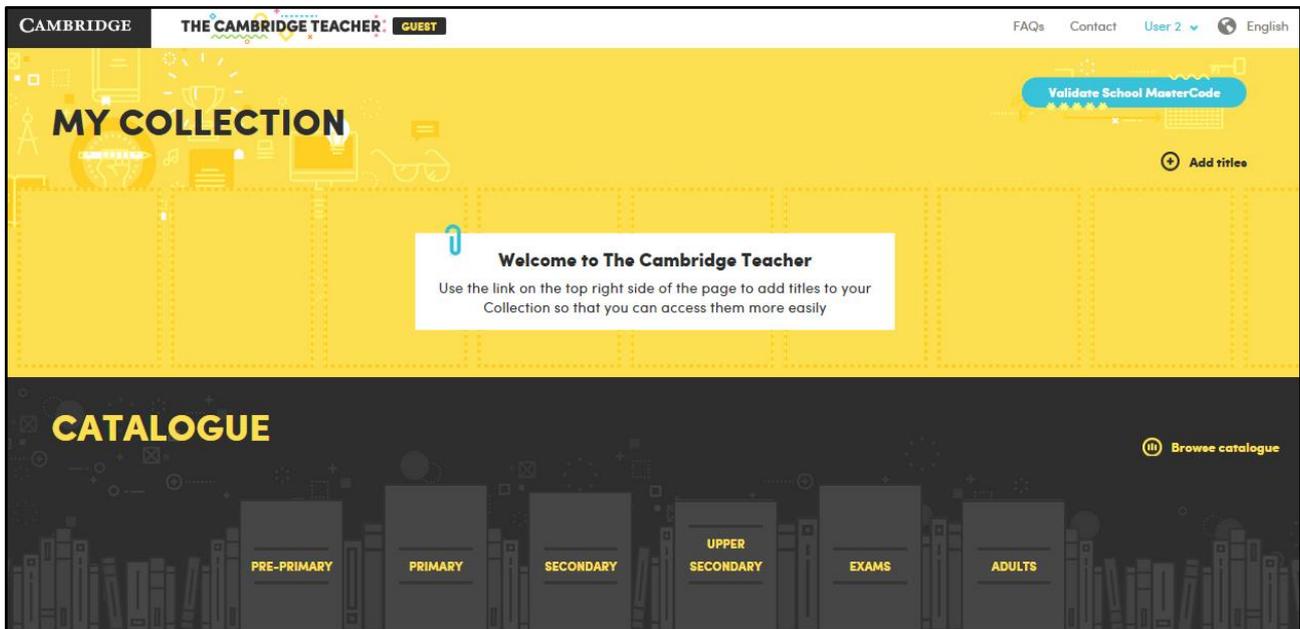
Your Collection is where you'll need to add the titles you want to have access to, so that you can create your personal library of Cambridge titles.

How can I add titles to My Collection?

From My Collection, which will initially be empty as shown in the image above, click on **Add titles**. This will take you to the Catalogue where you can choose the books you want to access by browsing through the different types of course.
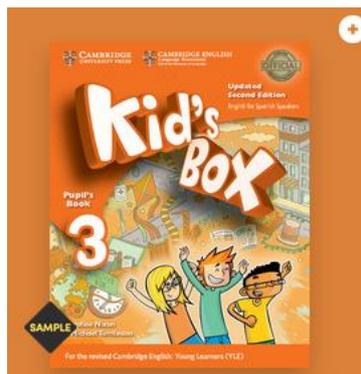
To add a title, click on the [+] icon on the top right of the cover.

Whenever you want to add other titles to your collection in order to access their content, you can do it from My Collection or while browsing the Catalogue.

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The Catalogue

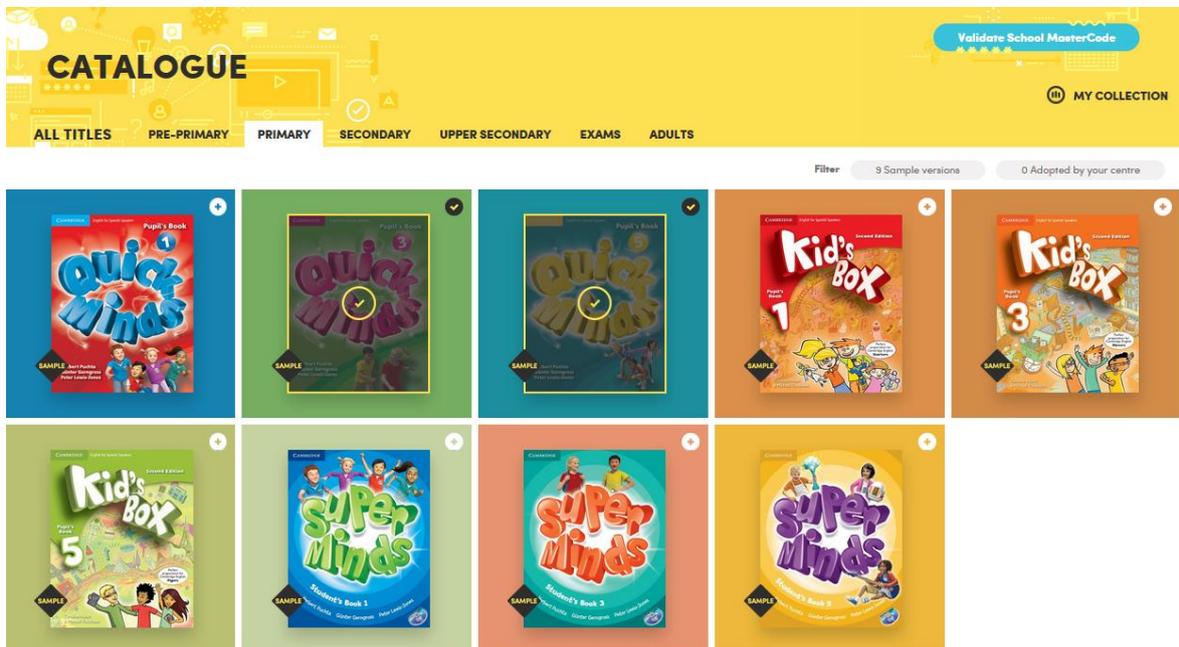The Catalogue is divided into the different learning stages so that it is easier for you to find your courses. On the image below you can see some of the titles available for Primary as an example:

The titles that are already included in your Collection appear with a colour frame and have been shadowed, allowing you to distinguish them at a glance. From the Catalogue you also have direct access to your Collection using the link on the right area of the screen.

What does The Cambridge Teacher give me access to?

This depends on whether you entered your School MasterCode or not, which can be done at registration or later on.

- Users who haven't entered their School MasterCode have a **Guest access**. This means that they can only see **sample versions** of our titles, with demos of our digital tools and selected downloadable resources. Sample versions are clearly marked with the icon **Sample** on the bottom left corner of the book's cover:


- **Users with a validated School MasterCode** are full users of The Cambridge Teacher, which gives them access to the **books being used at their teaching centre,** as well as sample versions of the rest of the catalogue.

When adding these books to your Collection, you will have access to:

- **Digital tools**, such as interactive whiteboard software, Test Generators and Resource Banks (depending on the course).
- **Digital books** (if they are being used at your school).
- The full range of **extra downloadable resources** associated to the course you're using with your students.

How can I remove titles from My Collection?

All the book covers in your Collection include the icon ⊖ on the top right corner. To remove that particular title from your Collection, just click on the icon:
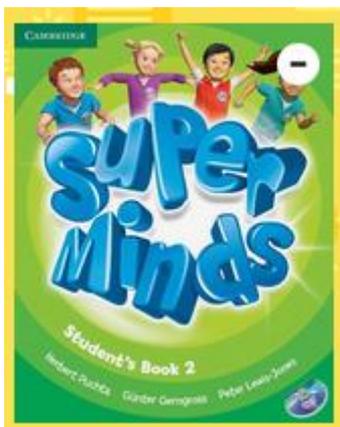
You can also remove a title from its own resources page. To do so, just access the book and click on the link **Remove from my collection** on the top right corner:
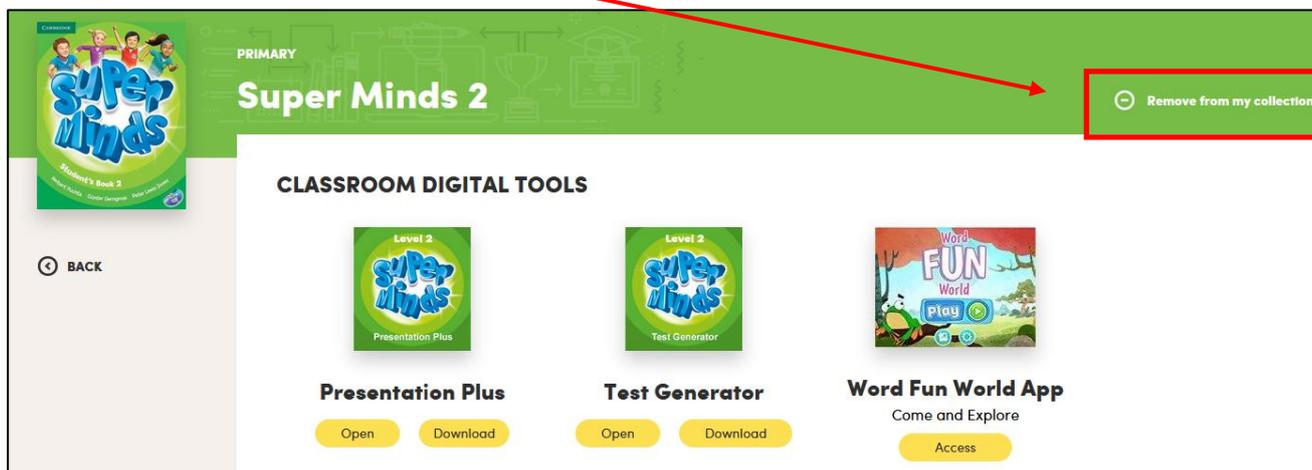
Even if you remove a title from your Collection, it will always be available in the Catalogue while it is being used at your teaching centre, and you'll be able to add it to your collection if you need access to it again. The sample versions, with limited content, are always available as well.

School MasterCode validation

In order for the Catalogue to show the full titles being used at your centre, you need to **add your School MasterCode to your profile**. You can do this either at registration or after having created your account at The Cambridge Teacher.

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The School MasterCode is a unique code that identifies your teaching centre, which your local office will provide to your school if you're using courses by Cambridge University Press.

In order to add the School MasterCode to your profile after registration, use the box labelled **Validate School MasterCode** that appears on the right corner of your screen, whether you're in the Catalogue...

... or if you're in your Collection:

If your teaching centre is using Cambridge courses but **you don't know the School MasterCode**, ask your colleagues in the English Department. If nobody knows the School MasterCode, please get in touch with your Cambridge representative or local office.

If after having added the School MasterCode to your profile you still don't have access to the courses you're using, please contact your local office via this contact form. They will verify your centre's details and get in touch with you. You can also access the form on the **Contact** section, selecting the subject *We can't see the books being used at our centre*.

Access to books from previous years/next year

The platform gives you access to the courses you're currently teaching, not to past or future courses. You also have access to the sample versions in the Catalogue if you wish to do an initial assessment of a course.

If in your centre you wish to evaluate a specific course in depth, with the view of adopting it for the next school year, contact your local representative or request it through your local office with this contact form. You can also access the form on the **Contact** section, selecting the subject *I want to review a title for next year*.

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3. THE COURSE IN DETAIL

From your Collection, click on the cover of the book to access all its contents.

In the top area you have access to the **teacher's digital tools**. In the example below, the course offers two digital tools – interactive whiteboard software and Test Generator –which you can access online using the button *Open*, or download and use offline with the button *Download*. There is also an access to a free app for practising vocabulary at the level of this course.

If your school is using **digital books**, they will appear in the middle area – in this example, we can see links to a Digital Pupil's Book and a Digital Activity Book.

PRIMARY

Super Minds 2

⊖ Remove from my collection

◀ BACK

TEACHER DIGITAL TOOLS

Presentation Plus
Open   Download

Test Generator
Open   Download

Word Fun World App
Come and Explore
Access

Teacher Digital Tools

DIGITAL BOOKS

Pupil's Book (ePDF)
Access

Activity Book (ePDF)
Access

Digital books

INFO & DEMOS   HOME-SCHOOL CONNECTION   CAMBRIDGE LEARNING JOURNEY   MULTIMEDIA   EXTRA RESOURCES   PROGRAMACIONES

INFO & DEMOS

How to teach remotely using Super Minds (international guide)

Downloadable resources

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Finally, the bottom area gives access to extra **downloadable resources** that will help you get the most out of the course. They're divided into categories, according to their use and purpose, which will make it easy for you to find exactly what you're looking for: *Info & Demos, Home-School Connection, Assessment, Cambridge Learning Journey, Multimedia, Extra Resources* and *Programaciones*.

Inside each category, resources include an icon to identify the type of file and to help you locate what you need more quickly:

PDF	PDF	♫	Audio
W	Word	🎥	Video
⊞	Excel	🌐	Link

4. MY PROFILE

The section **My Profile** allows you to update your details, change your password or even close your account. To access this section, click on your name on the top right side of your screen.

PERSONAL DATA

NAME	English
SURNAME	Teacher
LEVELS I TEACH	☑ Pre-Primary ☐ Primary ☑ Secondary ☐ Upper Secondary ☐ Exams ☐ Adults
EMAIL	user2@test.com *Request change*
CENTRE	Cambridge University Press *Request change*

☐ I would like to receive news and information about promotions, products and services from Cambridge University Press, including paid focus groups and training events for teachers.

UPDATE

To change your **email address or teaching centre** you will need to place a request to your local office using the buttons **Request change**, which will lead you to specific forms in the **Contact** section.
Important: if you change your teaching centre, all the titles in your Collection that were associated with your previous teaching centre will be removed. To access the books being used by your new teaching centre, you will need to enter its School MasterCode.

You can also **change your password** in the **My Profile** section:

CHANGE MY PASSWORD

CURRENT PASSWORD	
NEW PASSWORD	?
CONFIRM PASSWORD	

CHANGE PASSWORD

Remember that your password will have to be at least 8 characters long.

Finally, you will also be able to **close your account at The Cambridge Teacher** from **My Profile**:

CLOSE MY ACCOUNT

CURRENT PASSWORD

CLOSE MY ACCOUNT

You will have to enter your password to avoid closing your account by accident. If you do choose to close your account, all your details will be removed from the site and you will need to create a new account to access your courses.

5. ACCESS TO THE CAMBRIDGE TEACHER

The Cambridge Teacher is an **online platform with an option for download for offline use**.

For most teacher digital tools (interactive whiteboard software, test generator, resource bank) there is a download option, to be used if you have an unreliable internet connection in your classroom. Once downloaded, these tools are executed on the computer's browser, but without the need for an internet connection.

Digital books are hosted in external online platforms. Some of them also offer the possibility to download for offline use.

Extra resources are also available online, but most of them are downloadable, so you can save them on to your computer to use offline.

Access from your tablet or smartphone

You can access The Cambridge Teacher **from a tablet**, using the browser you have installed, in the same way that you would visit any other internet site.

For some of the downloadable resources you will need a Viewer app (PDF, Word, excel). Also, some of the downloadable resources are compressed with .zip, so in order to open them in your tablet you will need an app able to decompress zip files.

For technical reasons, **mobile access** is limited to the homepage – you won't be able to access your Collection or the Catalogue from a mobile phone.

6. DIGITAL TOOLS: ACCESS AND TECHNICAL QUERIES

If you're experiencing technical problems with one of our digital tools, or if you would like to suggest an improvement, you can contact our Support team through this form. You can also access the form on the **Helpdesk** section, which is always displayed on the footer of the website.