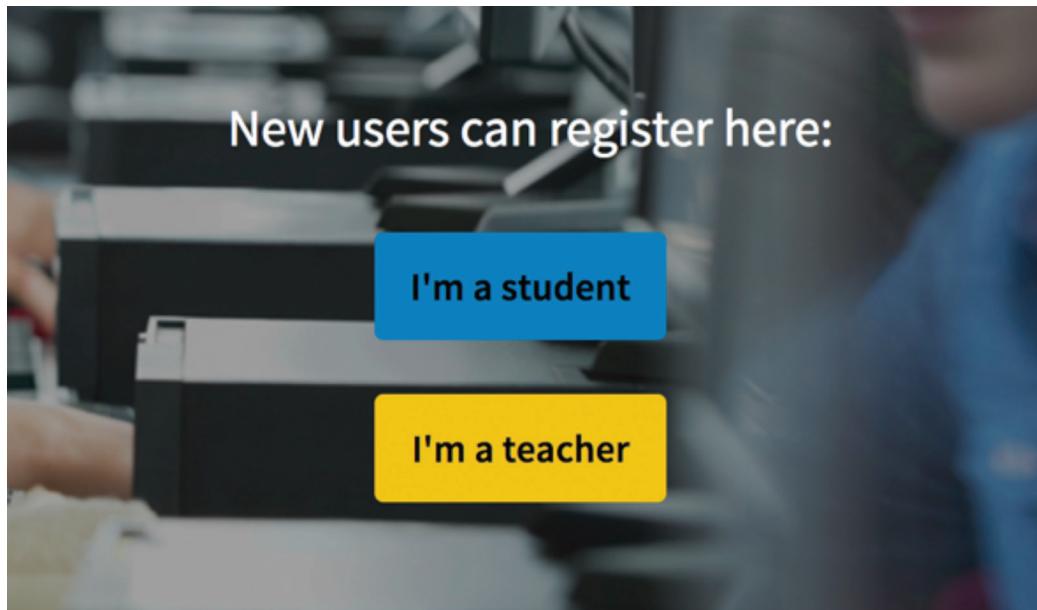


Getting Started for Teachers

How to register

Cambridge Elevate requires a Book code to register.



1. Visit elevate.cambridge.org.
2. Select the **I'm a teacher** button.
3. Fill in your registration details.

Welcome to Cambridge Elevate
Your digital learning experience

Register as a teacher

Fill in the information fields below to register as a teacher on Cambridge Elevate.

Book Code
1 *

Username
2 *

4. You have now registered as a teacher but we still need to verify your account. This will take approximately 48 hours. Verification is required to unlock full account functionality i.e. creating groups.
5. Click on the **Account status** button to track your verification.

Home

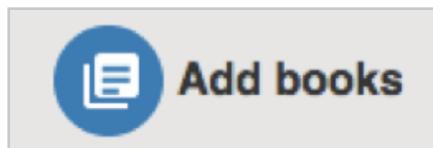
Home page

Books that you have purchased will appear on your Home page. Click on the cover to open a book.

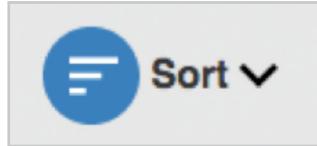
Once your Teacher account has been verified you will be able to see:

- **About this book** – gives you information about your book and subscription.
- **Your contents list** – allows you to customise the table of contents of your books.
- **Create group** - use this button to create student groups for your books. Click here for a more in-depth guide about groups.
- Use these arrows to browse your available books.

- Use the **Add books** button to add new books to your Home page.



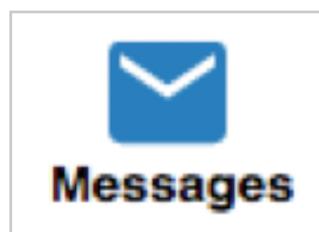
- Use the **Sort** button to sort your books. You can sort your books alphabetically, by date added or date used.



- To view and manage any groups you create select the **Manage groups** tab.
- Click the **Help** button to search through a bank of help topics or to view the site tours.

- To send messages to your students click on the **Messages** button and select a recipient from the pre-populated list. This could be a group or an individual. Compose your message and send.

A notification will appear on your message button when you have a new message.



- To access your settings and to log out, click on the dropdown menu beneath your profile.

