Teacher Quick-Start Guide

BEFORE YOU START

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](http://www.cambridge.org/cambridgelatincourse/teacher-resources)

To obtain Student Resources Access Codes contact [worldlanguagesonline@cambridge.org](mailto:worldlanguagesonline@cambridge.org)

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ACCESSING YOUR ONLINE RESOURCES

To Register

1. Go to [elevate.cambridge.org](http://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](http://elevate.cambridge.org)
2. Enter your Username and Password
3. Once logged in, you can “Add a Book” at any time

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REQUESTING A TEACHER ACCOUNT

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
3. Wait for confirmation of Account Upgrade

**STOP HERE - PLEASE ALLOW 48 HOURS FOR YOUR TEACHER ACCOUNT UPGRADE**
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: Before You Start

**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 Student Resource code
- Your Group Code
- A STUDENT Quick-Start Guide

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**

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