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The best material to teach
and learn Spanish

Teacher ı Student ı Center

TEACHER
USER GUIDE

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What kind of material can you find and how to access them?
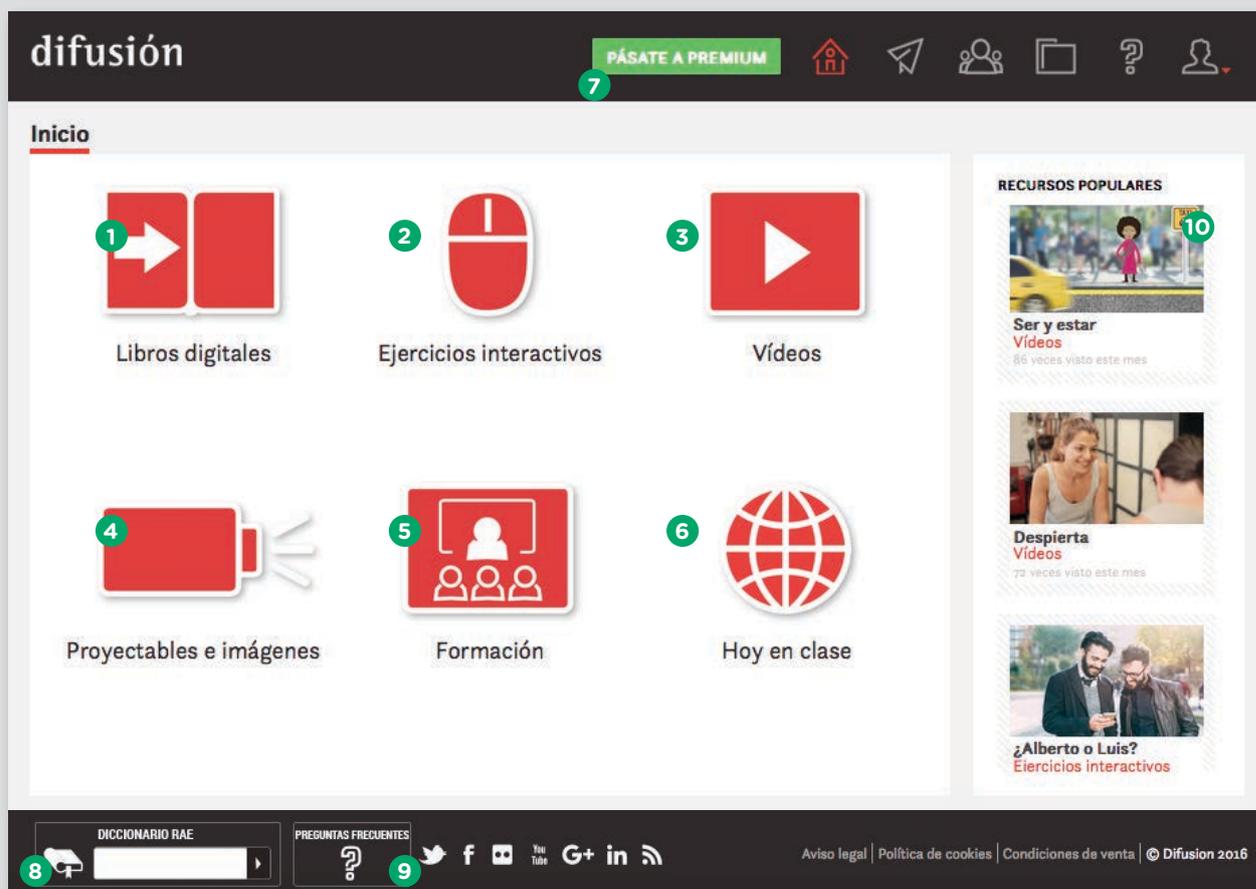**What types of learning management tools are available on Campus?**

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Home page

On the following image of the home page, you can have a global view of the contents and tools available.

In the central area, you have an access to all the **Sections**. By entering one of these sections, you will access to the **Collections**. In each **collection**, you will find a lot of **Recursos**.

1 The first section is *Libros digitales*, in which, you will be able to access to all of our digital books and their interactive textbook. You will also be able to access to all the resources related with the books (audio files, videos, interactive exercises, educational worksheets etc.).

2 In the section *Ejercicios interactivos*, you will find hundreds of autocorrective exercises classified by levels. You will be able to search for a specific language item thanks to our search filters.

3 In the section *Videos*, you will find different collections of entertaining videos, ideal for learning, in original version and with subtitles. With these videos you will always have interactive exercises, and for the teacher, educational worksheets and transcription.

4 In the section *Proyectables e imágenes* (only available for teachers) you will get a great variety of collections of interactive PDF you can project / show in class: *Tablas de gramática*, *Galerías de léxico*, *Documentos reales*, *Pósters y viñetas*, etc.

5 In the section *Formación* (only available for teachers) you will find didactic videos to give you ideas with *Ideas para la clase*, suggestions on ICT tools to use in class, and other materials to help you in your everyday work.

6 In the section *Hoy en clase* (only available for teachers) you will get, each Monday, a news article with all the material necessary for your class.

7 The user can create a free account on the platform, which gives him access to a limited number of resources and tools. To have an unlimited access, he has to get a **Premium account**. There are two ways to get a Premium account: by paying online the recommended public price or typing the premium code he got through one of our distributors.

8 This useful **widget** allows the user to do a research in the Spanish dictionary of the Spanish Royal Academy, without leaving Campus.

9 Here, it's about *Preguntas frecuentes*, the part that helps all the users of Campus.

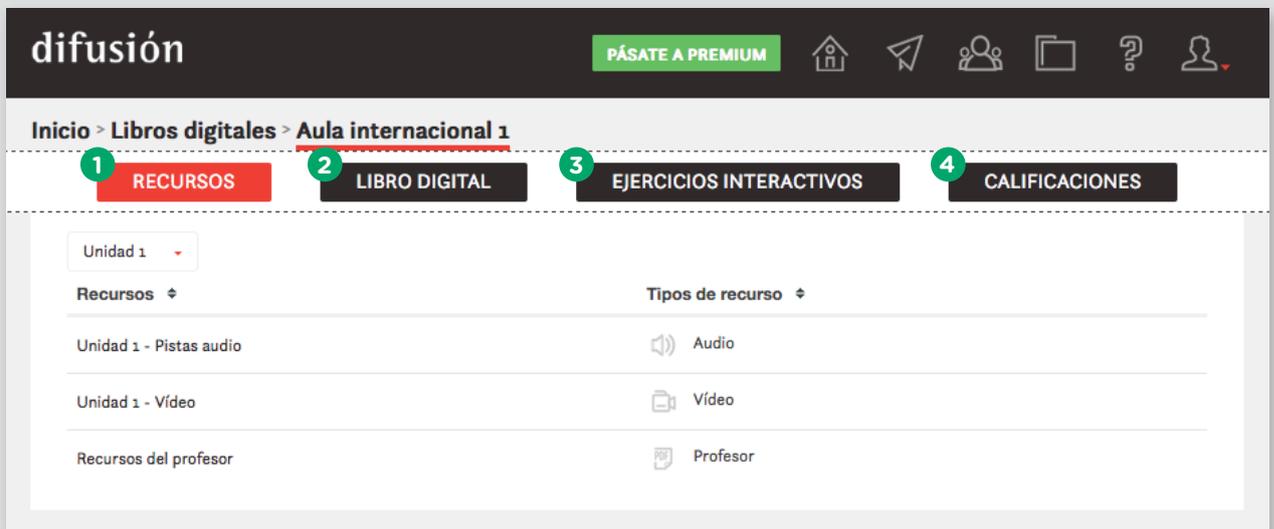**10** In this carousel, you can see the most popular courses.

Main menu

In the **Main menu**, the user has access to all the different tools available:

1 This first button enables him to go back to the **home page** from any pages of the Campus.

2 This button allows the user to access the *Mensajes* page. From there, the teacher can send messages to his students and see all his sent messages. The student can only receive messages.

3 This button gives access to the *Mis grupos* page. From there, the teacher can create groups and invite his students to join these groups. He can also sent messages to a group or to one student in particular. The student would be able to only access groups he has subscribed.

4 By clicking on this button, the user arrives on the *Mis recursos* page. Here, the teacher and the student as well, can create their own lists of favourite resources. The teacher can also drop his own resources and share his lists with his students.

5 By clicking on this button, a *help layer* will appear to give simple and graphic explanations on the different features available on the current page the user is, and how to use them.

6 With this button the user can access his **profile** in order to complete, update or modify it.

Digital book

When you enter a digital book, you have 4 tabs:

1 In the *Recursos* tab you have access to all the resources related to the book and textbook, units by units. Here, you will find all the audio files, videos, transcriptions and corrections. As a teacher, you can also have access to the teacher book and other materials to use in class.

2 In the *Libro digital* tab you can flip through the student book and the textbook. You can click on all the audio files and videos in order to open them. The autocorrective exercices will open when you click on the instructions. You will find more instructions about how to use the digital book in the opening pages.

3 In the *Ejercicios interactivos* tab you find additional autocorrective exercises (exercises that don't exist in the Book or the Textbook).

4 In the *Calificaciones* tab the teacher can see the results of autocorrective exercises realised by his students. He can also evaluate and correct the writing activities and he can also export activity reports of his groups.

Other sections of contents

EJERCICIOS INTERACTIVOS

In this section, you will find **hundreds of interactive exercises** classified by levels (from A1 to B2). In addition, if you want to work on a specific language item, you can make an advanced search with the filters available in each collection. Exercises are about grammatical, lexical and communication features.

VÍDEOS

In this section, you will find a great number of **videos** (non related to our books) that you will find very useful for teaching or learning Spanish:

• *Micropelis* are short fictions that represent a specific communication situation, as a parody of a cinematographic genre;

• each *Gramaclip* features a grammatical aspect as a cartoon, entertaining and easy to understand;

• in the *Cortos* collection you have videos of less than 3 minutes award winners in festivals;

• in *Clase de gramática* renouns teachers explain in a precise and pleasant way some problematic aspects of the language.

These videos are available in their original version and with subtitles (in the case of Gramaclips there is a version with an English voice over and a Spanish voice over). They will always be accompanied with autocorrective exercises, educational sheets, transcriptions and corrections.

Throughout the year, we will publish on a regular basis over 30 videos in this section.

FORMACIÓN (ONLY TEACHERS)

In this section, you will find the following collections:

• *ideas para la clase* offer videos made by teachers who explain how to do specific activities or educational techniques.

• the *TIC* collection offer on a regular basis, tutorials about applications : why is it interesting for the class, , how to use it in class etc.

• in *Profes que cuentan* you will be the main protagonists : Difusión will regularly launch calls for participation so that you can share with us and all the community your educational practice.

• in the *Jornadas didácticas y webinars* collection you will encounter the announcement for our next events as long as the material used during our last events.

HOY EN CLASE (ONLY TEACHERS)

In this section, each Monday, you will find a new article about recent events, along with an educational sheet for students, the text tagged, a proposition of supplementary activities and the audio recording. You will have everything to make your work in class easier.

Besides the 70 issues already available, throughout 2016, we will publish over 30 additional issues.

PROYECTABLES E IMÁGENES (ONLY TEACHERS)

In this section, you will encounter different collections of interactive PDF for projection in class:

• *tablas de gramática*: in this collection, you will find a huge amount of sheets to be projected about verbal and non-verbal constructions the most important in Spanish, including exceptions and irregular forms. An extremely useful tool for the class.

• *galerías de léxico*: this collection is for working, reinforcing and increasing vocabulary in your Spanish class. Each sheet offer activities to help your students in improving their vocabulary in a playful, easy and visual way.

• *documentos reales*: in this collection, you will have authentic documents that reflect daily aspects of different countries and cities: flyers, forms, tickets, menus... Along with all these documents you will find suggestion of activities so that you can fully work with them in class.

• *la lengua en la calle*: in this collection, you will find a great variety of socio-linguistic and cultural components from the streets of numerous countries and cities. It will enable you to work in class about the reality of Spanish language in its diverse forms. In each sheet you will find suggestions of activities to fully work with it in class.

• *pósters y viñetas*: in this collection, you will find some of the most famous posters of Difusión to make your first day in class the most pleasant. There is cultural maps, vocabulary posters and much more. In addition, you will find a serie of funny cartoons for and about teachers: a good way to think (with much humour) about teaching.

All this material can de downloaded an projected in class. Throughout 2016, we will publish more than 150 new interactive PDF.

Remember that, in order to have an unlimited access, you have to get a Premium account