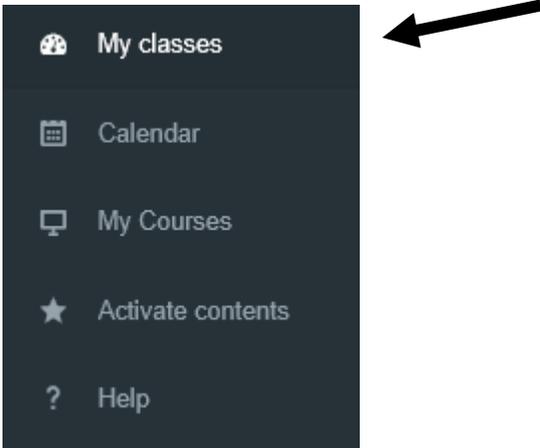


Assign Work to Students

This tutorial provides instructions of where to find the audio and video files in ELEteca, the learning management system for Cambridge Spanish materials.

To access **ELEteca**, go to <https://cambridgespanish.edinumen.es> and log in.

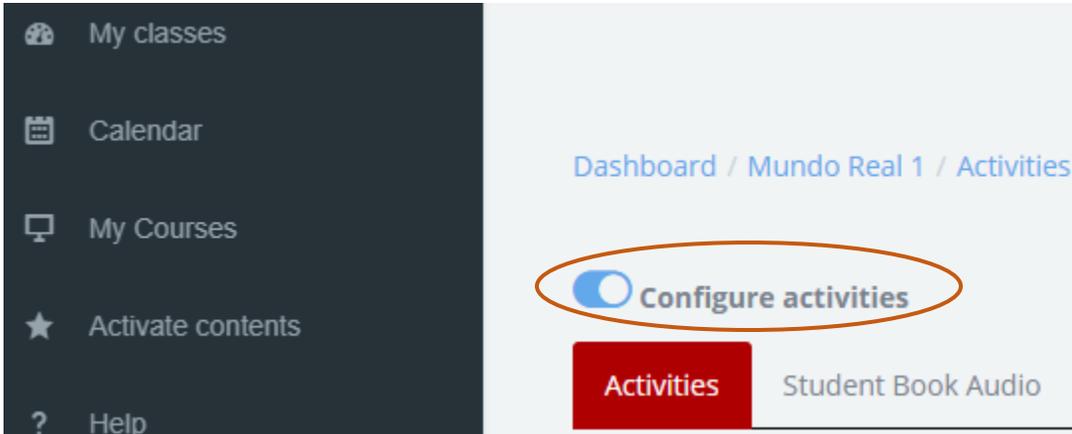
Click **My classes** in the bar on the left side of the screen.



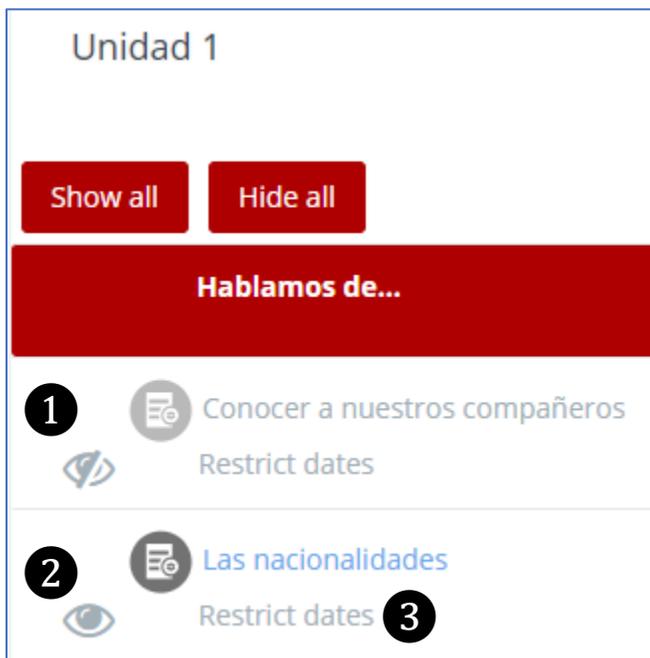
Next click your class (See #1 below), then click **Student ELEteca** or **Online Workbook** (See #2 below).

The screenshot shows the 'My digital contents' interface. On the left, there's a search bar and a list of classes. One class, 'Spanish 101', is highlighted with a green box containing the number '1'. The main area shows details for 'Spanish 101', including the teacher 'Rupert Giles' and the institution 'Sharon's Imaginary College'. Below this, there are two buttons: 'Student Eleteca' and 'Online workbook', both with green boxes containing the number '2'. At the bottom, there's an 'Enrollments' table with columns for 'Profile', 'First name email', and 'Unenroll from class'. The table lists two users: Rupert Giles and Buffy Summers.

Click **Configure activities**.



You can choose to hide an activity from your class by clicking the eye closed (#1), or keep it available (#2). By default, all activities are available to students unless you hide them. To hide all of the activities from students, click **Hide all**. To make all the activities visible to students again, click **Show all**.



To assign a due date for an activity, click **Restrict dates** (#3 above).

You can assign the range of dates you want students to work on an activity.

Conocer a nuestros compañeros

07/23/2018 10:30 am - 07/27/2018 10:30 am

10/08/2018 10:30 am 10/12/2018 10:30 am Apply Cancel

10 : 30 AM 10 : 30 AM

Oct 2018							Nov 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8

Or you can assign the final due date.

Las nacionalidades

07/27/2018 10:30 am - 07/27/2018 10:30 am

10/12/2018 10:30 am 10/12/2018 10:30 am Apply Cancel

10 : 30 AM 10 : 30 AM

Oct 2018							Nov 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24

Teacher view of assignment

Hablamos de...

Conocer a nuestros compañeros
10/08/2018 10:30 am - 10/12/2018 10:30 am

Las nacionalidades
10/12/2018 10:30 am - 10/12/2018 10:30 am

Saludos y despedidas
Restrict dates

Comunica

Student view of assignment

Hablamos de...

Conocer a nuestros compañeros
(10/08/2018 10:30 am - 10/12/2018 10:30 am)

Las nacionalidades
(10/12/2018 10:30 am - 10/12/2018 10:30 am)

Comunica

The calendar also shows the assignment.

Calendar

All courses New event

September 2018 **October 2018** November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13

12: Conocer a nuestros compañeros should be completed

13: Las nacionalidades should be completed

The side bar shows upcoming assignments and events.

My digital contents

Mundo Real National Edition

Level 1

print SB, eBook, ELEteca, Online WB, Heritage Learner WB.

Enrolled into class: **Class Level 1** leave class

Materials

- Student Eleteca | Gradebook
- Online Workbook | Gradebook
- eBook
- Heritage Learners eBook

Upcoming events

There are no upcoming events

[Go to calendar...](#)

Questions about...

Need additional help? Please go to <https://edinen.es/ele-help>

Scheduling a Training? To schedule a training, please fill out this [form](https://goo.gl/forms/nqo2G5mDRWeaB9c93) (<https://goo.gl/forms/nqo2G5mDRWeaB9c93>)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp

Other questions? Contact your [K-12 Language Specialist](http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states) (<http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states>)

or your [Higher Ed Language Specialist](http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data) (<http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data>)