

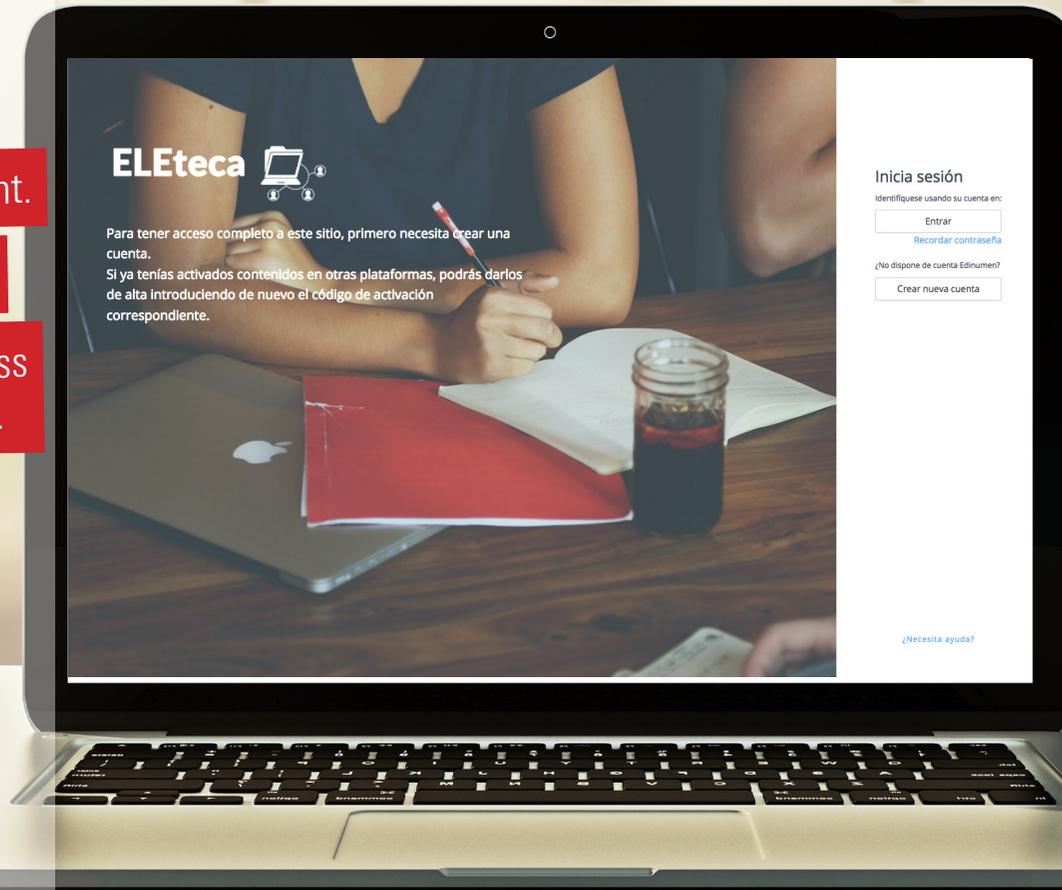
Accessing digital content on ELEteca[®]

Access guide for teachers

ELEteca[®], Edinumen's new educational platform, provides additional online material for teachers and students, designed to expand and complement our program offerings in Spanish.

Access to the ELEteca[®]
with three simple steps:

1. Create your teacher account.
2. Validate the access code.
3. Create and configure a class for students to register for.
4. Access your eBooks.



1. Create a teacher account

If you want an ELEteca® account, go to the platform (eleteca.edinumen.es 1) and click on the option 'Create new account' 2.

Then fill in your details in the **registration form**, paying particular attention to the following aspects:

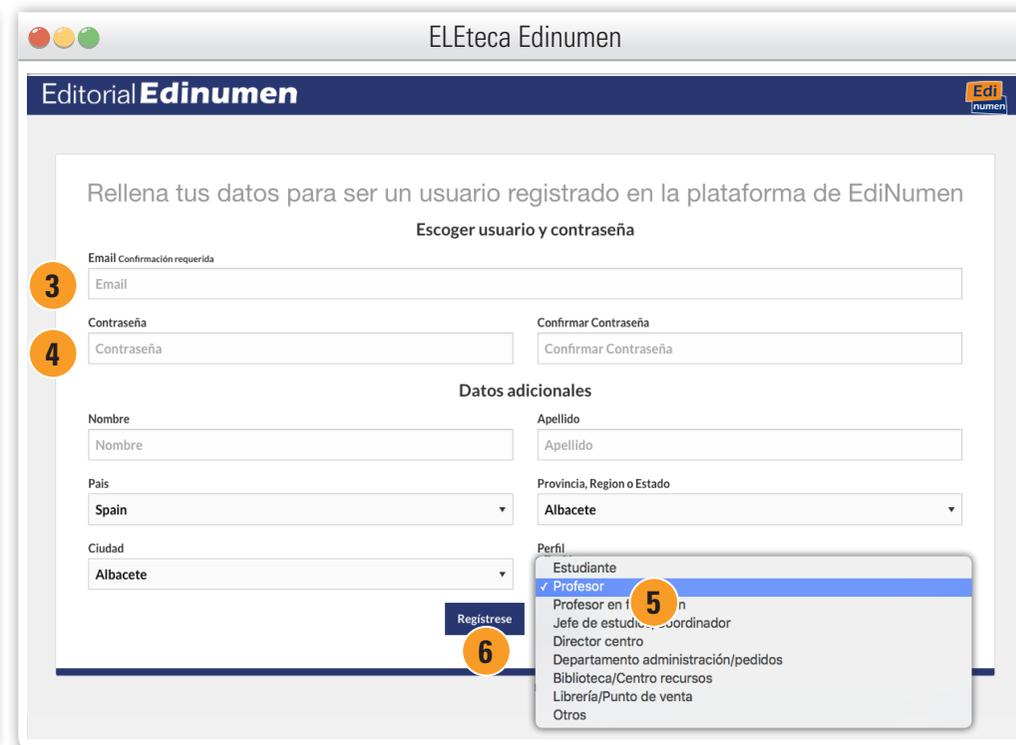
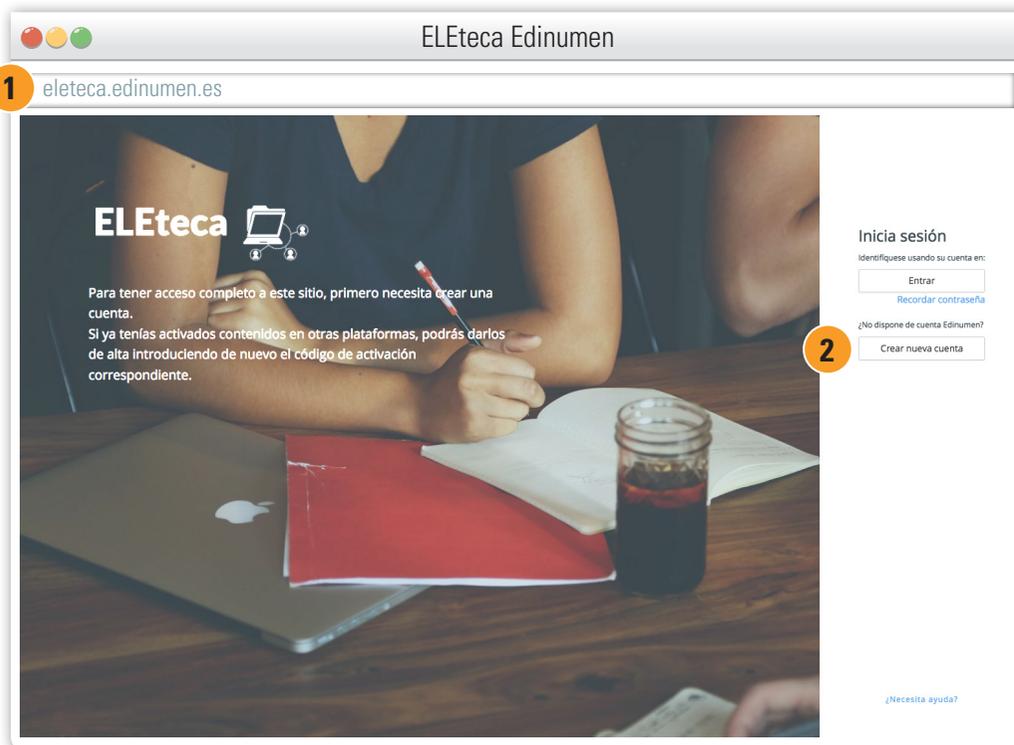
- The e-mail address you enter must be valid, as it will be your user name for logging on to the platform 3.
- We recommended choosing a password 4 that is easy to remember and at least six characters long.
- It is very important that you select '**Teacher**' 5 from the dropdown profile menu.

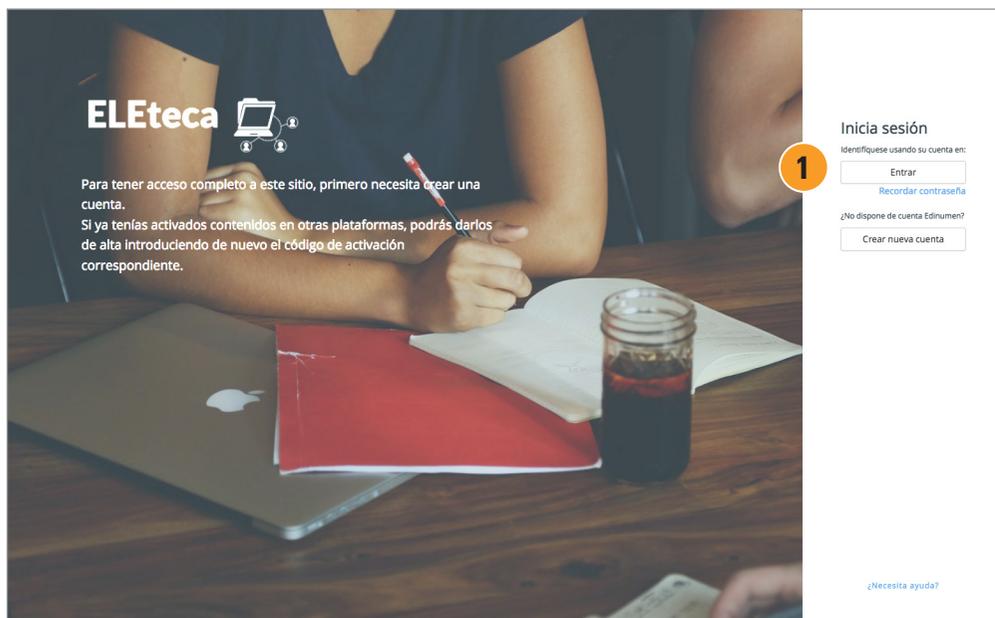
Once you have sent the form 6, you will receive a **confirmation e-mail** at the address you entered. If you can't see this e-mail in your inbox, check the Spam file. To complete the process, validate your account by clicking in the link in the e-mail. Please remember that your account will not be active until you complete this step. >>



Please note

If you already have an Edinumen account, log on to the platform with your details.

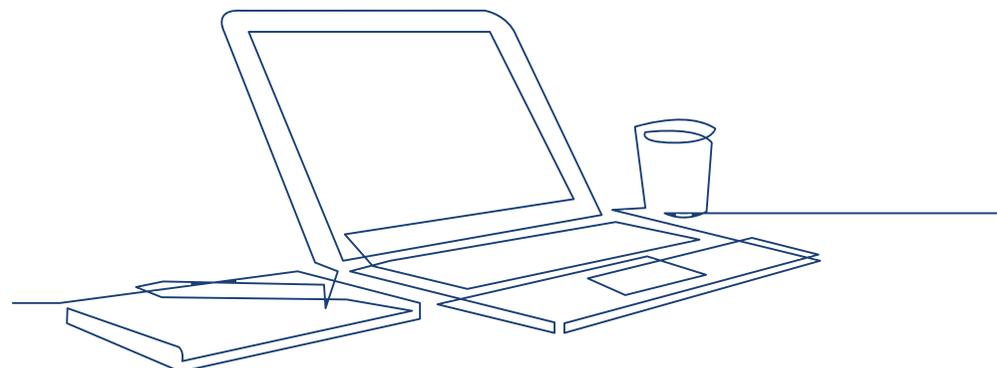




From that point onwards, you can now **access the platform** (eleteca.edinumen.es) clicking on the 'Enter' option **1**.



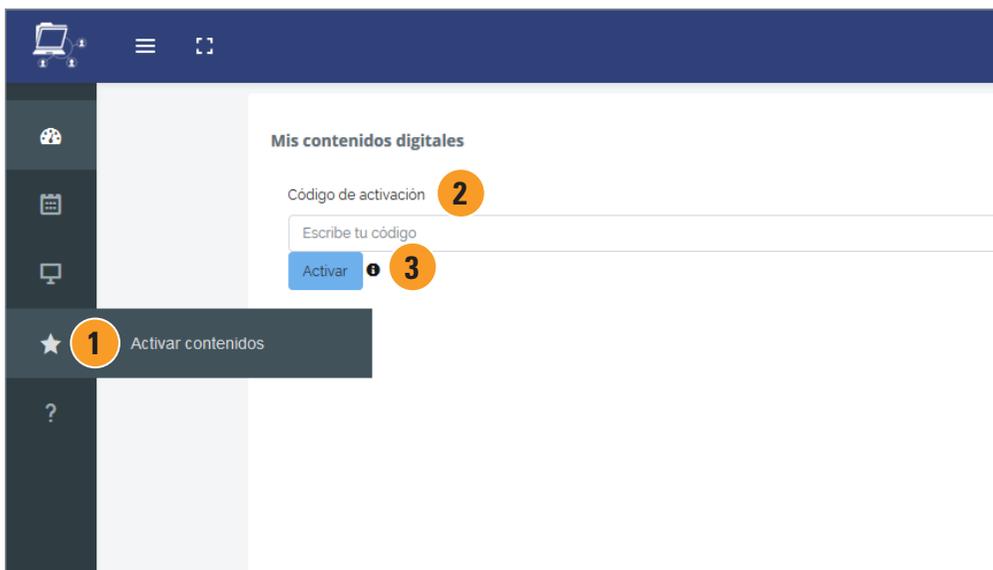
Simply enter the user name (e-mail) **2** and the password **3** that you entered on the registration form (page 2).



2. Validate the access code and register for a class

Validate the access code

To activate the digital contents, you first have to **validate your activation code**. Go to 'Activate contents' tab **1**, enter the code **2** and click 'Activate' **3**.

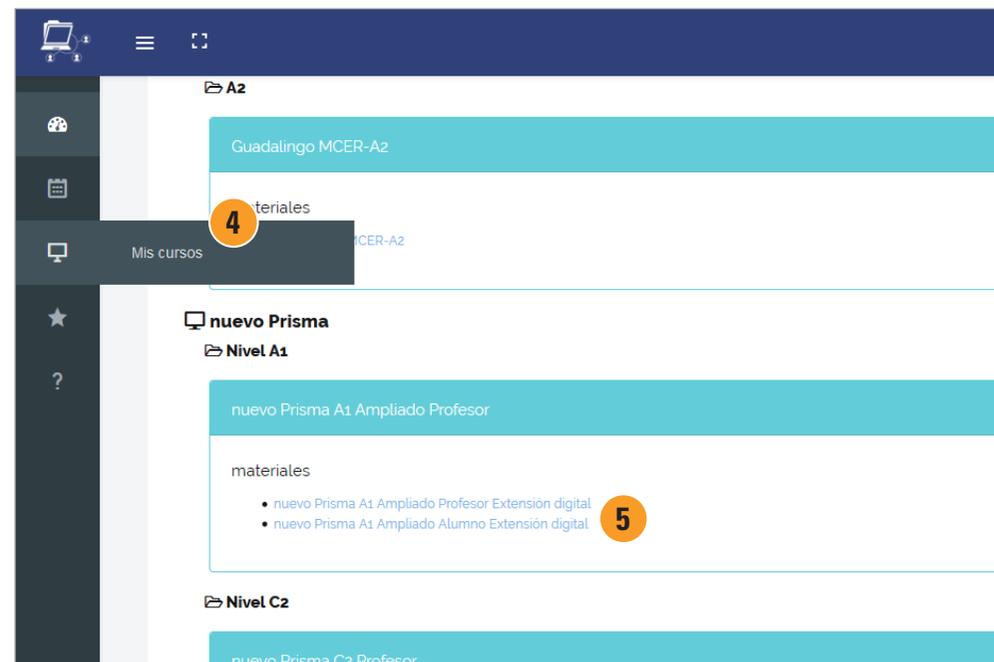


Please note

You can find your **activation code** printed on one of the first few pages of the book or in the e-mail that we sent you when you acquired the material.

Access the contents

Once you have activated the code, go to 'My courses' tab **4**. You can see the different resources associated with this content.



To access the contents, click on the link **5** and you will have access to the students' and teachers' contents.

3. Create and configure a class for students to register for

For your students to be able to access the contents and register for your class, you have to **create a class and configure the course activities**. By doing so, you can work directly with your students and monitor their progress.

Working with classes lets you:

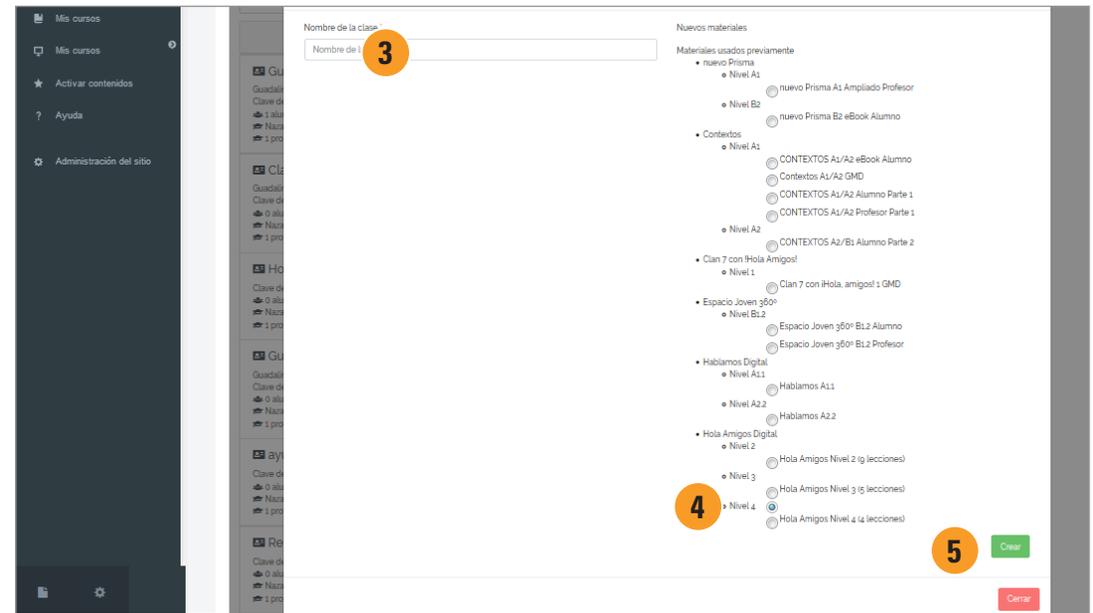
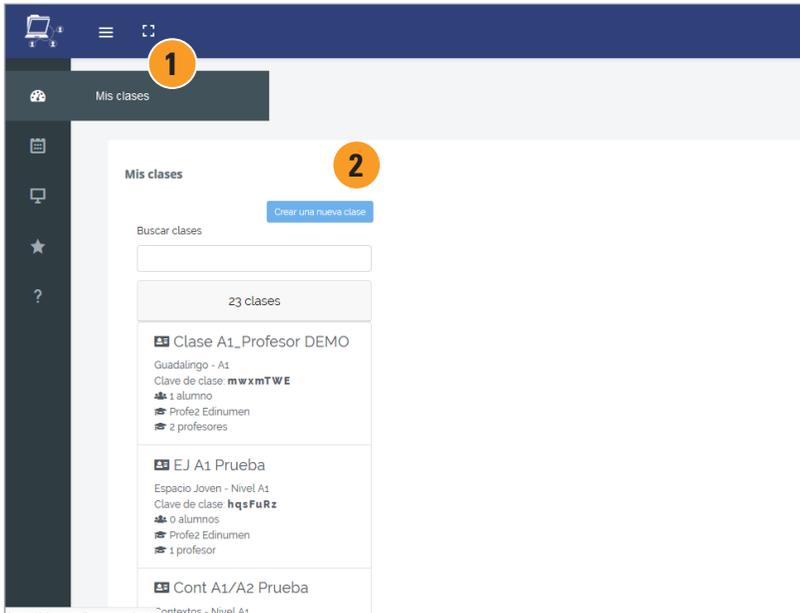
- Assign the activities that you want that are accessible to the students at any given time.
- Monitor the students' progress with the assigned activities.
- Create activities and content for your classes.
- Evaluate open production activities such as texts and audio recordings.
- Use the messaging service to give the students information.
- Add events and announcements to the calendar.

>>

Creating a class is a very simple process

Go to 'My courses' tab **1** and click 'Create' **2**.

Next, enter the name that you want to give to the class **3**, choose the material that you want to include in your class **4** and click 'Create' **5**.



Please note

By repeating this step, you can create as many classes as you want. To create a new class, you just have to assign it a different name and give the students the code for the class. The classes must be given a unique name to be accepted by the system.

Click on a class to access all the **information** about it **1**. The platform will automatically create an **'Enrollment key'** **2** that you have to give to your students as they will need it to register for your class. If you prefer, you can download a **PDF for your students with the access instructions** and enrollment key **3**. When your students have registered, they will appear in the class details **4**.

On this page, you also have the option to:

- eliminate your class
- register or unregister your students
- access the class contents to activate or deactivate them
- register other teachers for the class
- access their grades

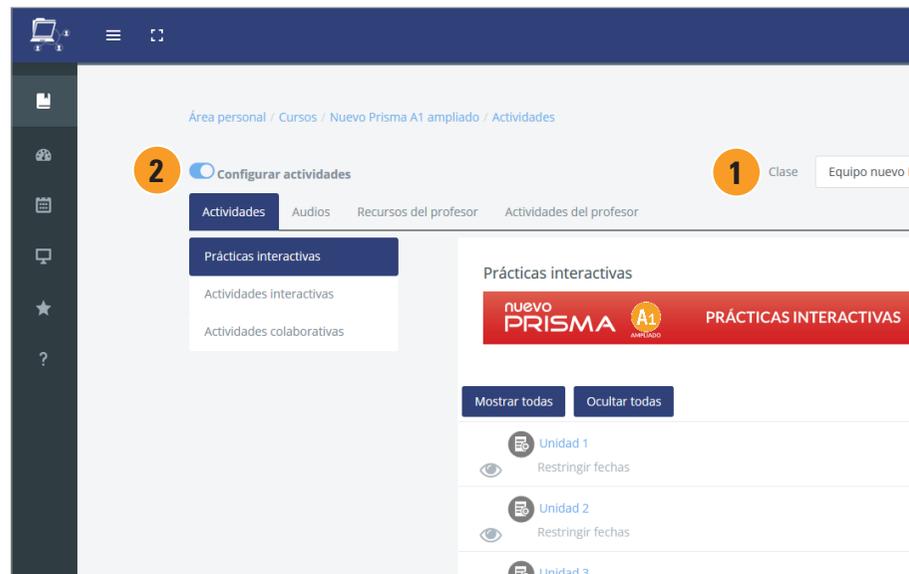
The screenshot displays the 'Profe2 Edinumen' dashboard. On the left, a sidebar contains navigation icons. The main area is titled 'Mis contenidos digitales' and includes a search bar and a 'Crear una nueva clase' button. Below the search bar, a list of classes is shown, including 'Clase A1_Profesor DEMO', 'EJ A1 Prueba', and 'Cont A1/A2 Prueba'. The 'Clase A1_Profesor DEMO' entry is expanded, showing details like 'Clave de clase: mwxmTWE', '1 alumno', and '3 profesores'. A callout box for 'Equipo nuevo Prisma' is highlighted with a '1' and contains an 'Eliminar clase' button. Below this, the 'nuevo Prisma - Nivel A1' section shows an 'Instrucciones para tus estudiantes' link (marked with a '3') and a 'nuevo Prisma A1 Ampliado Alumno' button. The 'Matriculaciones' section includes a 'matricular profesores o estudiantes' link and a table with columns for 'Perfil', 'Nombre email' (marked with a '4'), and 'Desmatricular'. The table lists 'Profe2 Edinumen' with the email 'profe@edinumen.es'.

Configuring the course activities

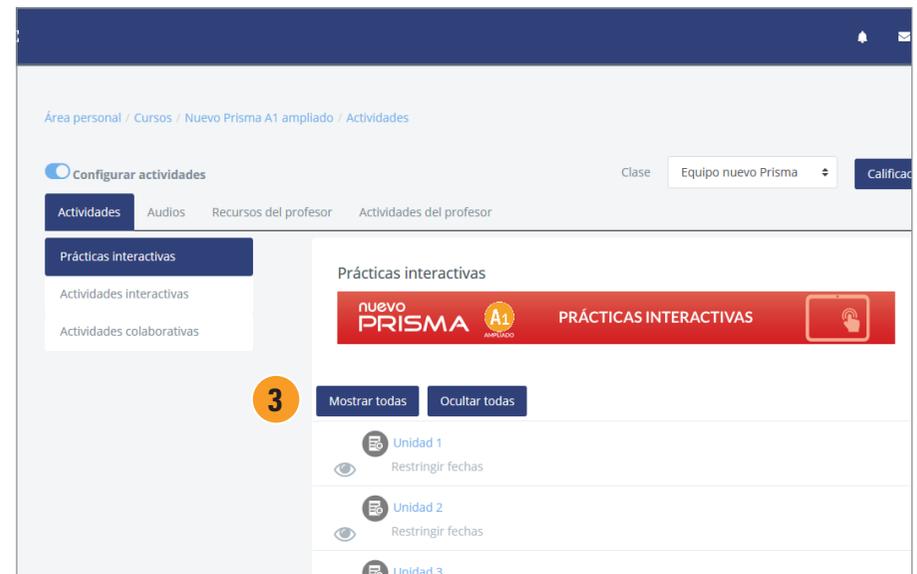
Once you have created the class, you have to **assign the activities** that you want to be visible and available for the students at that time. This step is particularly important as it enables you to manage and edit the activities that your students have access to.

You can repeat this process whenever you like, activating and deactivating the activities that you choose depending on the needs of your class. In addition, your students' **Grade Book** will automatically be modified depending on the activities that you activate or deactivate.

Access the material on 'My courses' tab. Select your class **1** and click on the '**Configure activities**' option **2**. You can view all the contents of the material.



Select the activities that you want to make available. You can do so by clicking on the eye icon. If you would like, you can activate all the activities by selecting the option '**Show all**' **3**.



 **Please note**

Remember that you can modify the activities that are visible to the students whenever you want. You just have to go back to this page and deactivate or activate whichever activities you would like.

4. Access your eBooks

Accessing your eBooks is very simple. You just have to validate your **activation code** as with any other digital content. Once you have validated the code, the eBook associated to the code will appear in 'My courses' tab.



Enjoy your eBooks offline

If you would like, you can use the **'Edinumen Bookshop' application** that lets you access your eBooks without an internet connection on any table (iOS, Android) or computer (PC, Mac). To do so, you just have to download the app corresponding to your operating system via the following link:

<http://libreria.edinumen.es/downloads/>

Once the app is installed, you can log in using the same user name and password as ELEteca®. On the 'My bookshop' tab, you can find your eBooks ready to download on to your device.

For more information or technical support, please

write to soporteebooks@edinumen.es

www.edinumen.es/ebooks

Student registration process for the platform and your class

To be able to help your students, it is important that you know the steps that they have to take to register on the platform and for your class.

Student access to ELEteca®

The process must be completed individually by each student.

1. Create a user account.

This step is the same as for the teacher, but they just have to select the 'Student' profile on the registration form.

2. Validate the access code and register for the class.

The student also has to validate the activation code. When they do so, a screen appears requesting the **enrollment key** (see page 7). When they enter the code, they can access the digital contents and view the activities that you have activated (see page 8).

In addition, if the student is studying on their own and does not want to register for a class, they can choose this option. Later on, they can always follow this process and enrol in a class.



For more information
and technical support:
www.edinumen.es/soporte



Please note

You have to complete the registration process before your students, as you have to create the class that they have to register for and give them the enrollment key. We advise you to read the **student access** instructions and give them to your students (see page 7).

Editorial

Edi
numen