

CAMBRIDGE
UNIVERSITY PRESS

Getting Started Guide for Cambridge University Press Online Platforms

For teachers



Better
Learning



Bookshelf

Cambridge Bookshelf enables you to buy and download eBooks for your favourite Cambridge University Press series. Teach and learn online and offline using desktop, tablet or mobile phone.

FAQs

Teachers

How do I activate my access code for my classes?

- 1 The codes can be activated by visiting esource.cambridge.org - If you already have an account, enter your email address and password and click sign in.

Sign In

The screenshot shows the 'Sign In' page of the Cambridge Bookshelf system. It includes a welcome message, a sign-in prompt, and input fields for 'Email Address' and 'Password'. There is a 'Remember me' checkbox and a 'Sign In' button. Below the sign-in section, there is a 'NEW USER?' section with a 'Create account' button and a 'Need Help?' link.

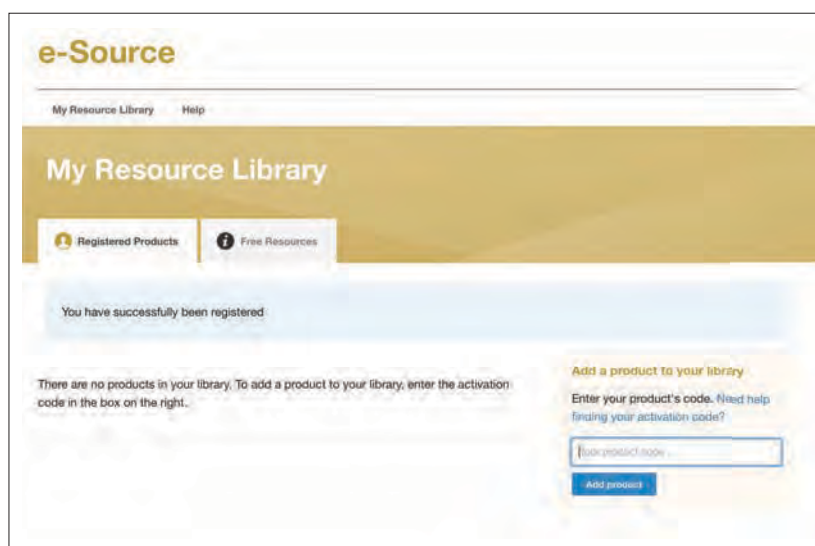
- 2 If this is your first time using e-Source, click Create account and follow the simple steps.



The screenshot shows the 'e-Source Register' page. It features a registration form with fields for 'First name*', 'Last name*', 'Email*', 'Confirm email*', 'Password*', and 'Confirm password*'. A 'Why create an account?' section lists benefits: 'Unlock more resources and store them in your library' and 'Access free resources from other books'. There is a 'Need Help?' link and a 'Create an account' button. A note at the bottom states '* required' and 'I agree to the Terms of Use and confirm that I am at least 16 years of age.' A link for 'Already have an account? Log in here.' is also present.

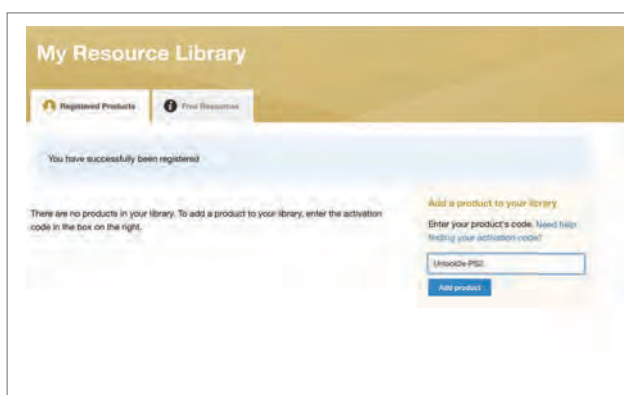


- 3 Once you have logged in to e-Source, you will be taken to My Resource Library.

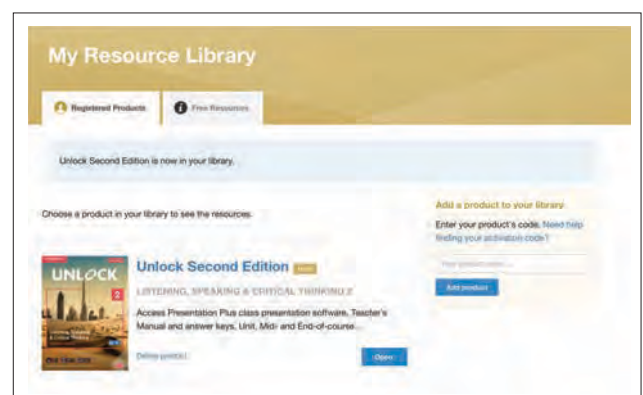


The screenshot shows the 'My Resource Library' page. It has a navigation bar with 'My Resource Library' and 'Help'. Below the header, there are two tabs: 'Registered Products' and 'Free Resources'. A message states 'You have successfully been registered'. A section titled 'Add a product to your library' prompts the user to 'Enter your product's code. Need help finding your activation code?' and includes a text input field for the code and an 'Add product' button.

- 4 You can add content to your library by entering a code and clicking Add product. Upon adding the product to your library, you can access the resources.



This screenshot is a zoomed-in view of the 'Add a product to your library' section. It shows the text input field containing the code 'UNLOCK-PS2' and the 'Add product' button.



This screenshot shows the 'My Resource Library' page after a product has been added. A message at the top says 'Unlock Second Edition is now in your library.' Below, a section titled 'Choose a product in your library to see the resources.' displays a product card for 'UNLOCK 2 LISTENING, SPEAKING & 'CRITICAL THINKING'' with a 'View' button. The 'Add a product to your library' section is also visible.

Cambridge Elevate

Cambridge Elevate is a digital learning subscription service, home to the digital versions of our comprehensive textbooks.

For more information, please visit [Elevate.cambridge.org/support](https://elevate.cambridge.org/support).

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 and register as a teacher



- 3 Fill in your registration details.



- 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 page

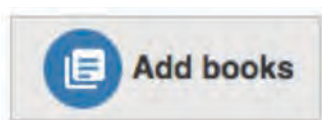
Books that you have purchased will appear on your Home page. Click on the cover to open a book.

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

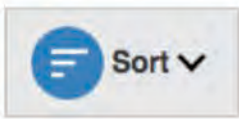
- **About this book** - gives you information about your book and subscription
- **Your contents list** - allows you to customise the table of contents of your books
- **Create group** - use this button to create student groups for your books. Click here for a more in-depth guide about groups.
- Use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



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

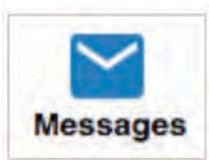


- Use the Sort button to sort your books. You can sort your books alphabetically, by date added or date used.

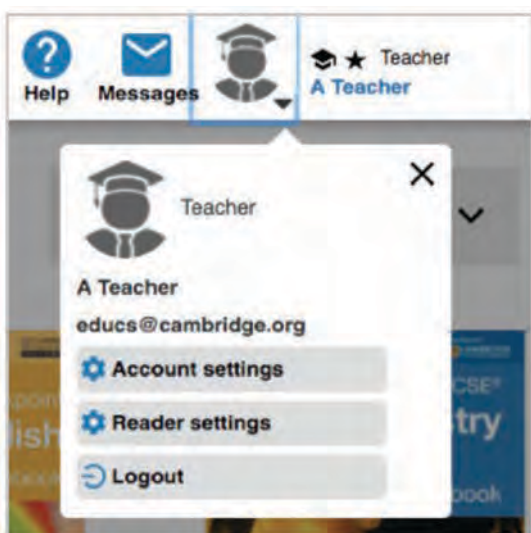


- To view and manage any groups you create select the **Manage groups** tab
- Click the **Help button** to search through a bank of help topics or to view the site tours
- To send messages to your students click on the Messages button and select a recipient from the pre-populated list. This could be 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.





Cambridge GO

The home for your Cambridge digital content - Access all the supporting digital resource for your print books

If you would like more information about how to register or add new resources, take a look at our short

Getting Started Tutorials

Teachers

- 1 If you already have a Cambridge GO account, **simply log in** and choose 'Add new resources' at the top right of the page and add your code. If you are new to Cambridge GO, you will need to **create your account** first.

You can also find answers to frequently asked questions and further help and support on [cambridge.org/GO/support](https://www.cambridge.org/GO/support).

x

Cambridge LMS

The Cambridge LMS (CLMS) is an online platform where you can find content that is part of your Cambridge course. When you join a class on the CLMS, your teacher will be able to assign work and see your scores and progress.

To learn more about using the CLMS, please visit www.cambridgelms.org/main

Teachers

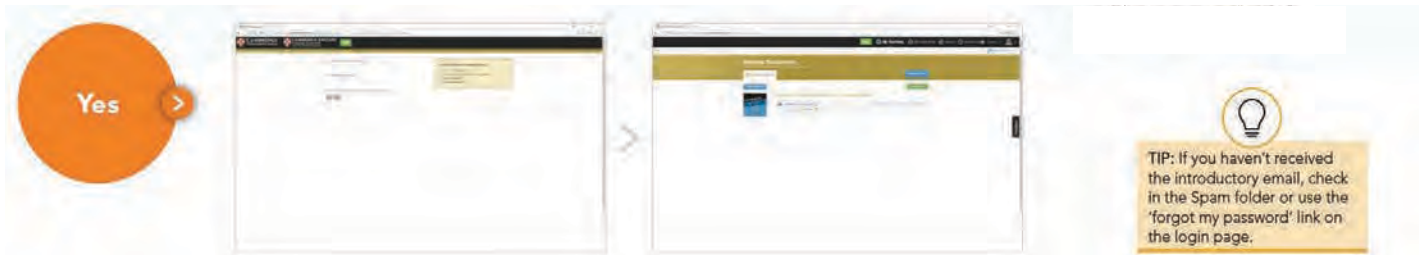
How do I start?

You are a teacher in an institution already set up in the CLMS managed by an administrator.

Has the administrator created a CLMS account for you?



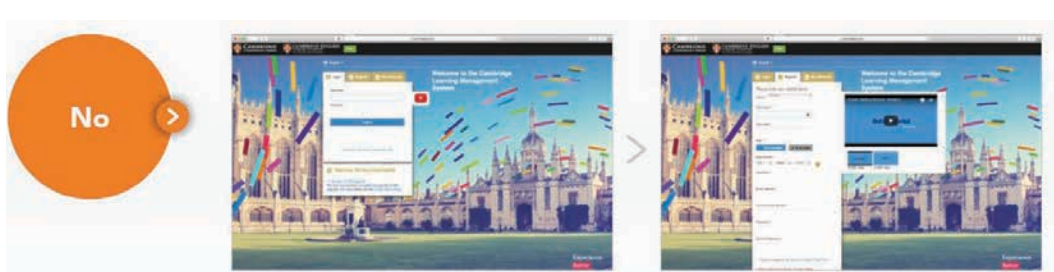
- 1** Go to www.cambridgelms.org/main and click the 'Register' tab.
- 2** Select 'I am a Teacher' and enter your details. You will need to choose a username and password.
- 3** Select 'Join the school'. Enter the School Code provided by your administrator. Your administrator will receive a notification that you have joined the school, and will add you to your class(es)



4 You will receive an introductory email. Click the link provided and choose a new password. Read and accept the Terms of Use and Privacy Policy.

5 Go to **'My Teaching'** to see the classes the administrator has created for you.

Has the administrator created student accounts?



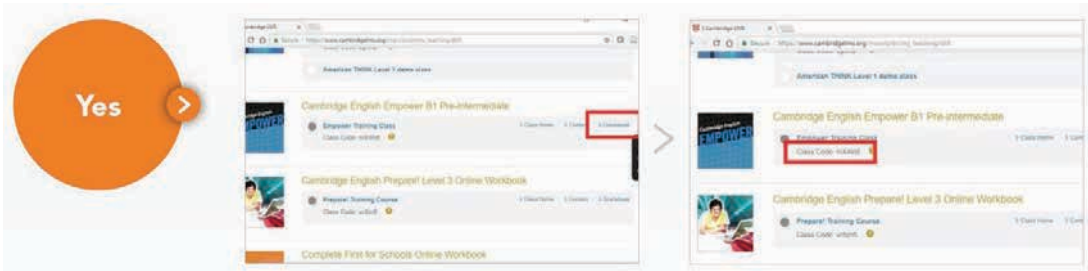
1 Tell your students to go to www.cambridgelms.org/main and click the 'Register' tab.

2 They should select 'I am a student' and enter their details. They will need to choose a username and password.



3 Students should click **'Activate a new Product'** and enter the 16-digit **Activation Code** found inside the cover of their book.

4 Finally, students should enter the **Class Code** (given to you by your CLMS administrator). They should now appear in the **Gradebook** for your class.



- 1 You will be able to see which students are enrolled into your classes by looking at the Gradebook for each class.
- 2 If you have students that are not listed in the Gradebook, provide them with the Class Code (given to you by your CLMS administrator). They can enter this to join the class.

To view other Cambridge LMS user guides please visit, www.cambridgeLms.org/main/p/en/frequentlyaskedquestions and click on the User Guides tab.

Cambridge One

Your home for digital learning. Get access to a wide range of activities, resources and tools to support your teaching and learning with Cambridge

All our getting started information for Cambridge One is in the form of FAQs. Click link below to view the complete guide.

FAQs

Teachers

How do I create an account?

- 1 Go to **www.cambridgeone.org** , click on 'Get started', choose 'Teacher' and 'Next'.

You can choose to sign up with your Facebook or Google account, or with your email address, so we can send you a verification email as part of the setup process.

Once you log in, click on 'Start teaching' and then choose whether to join a school to teach independently.

- 2 Check out the video guide:

