
Active
Teach

ActiveTeach Help Overview

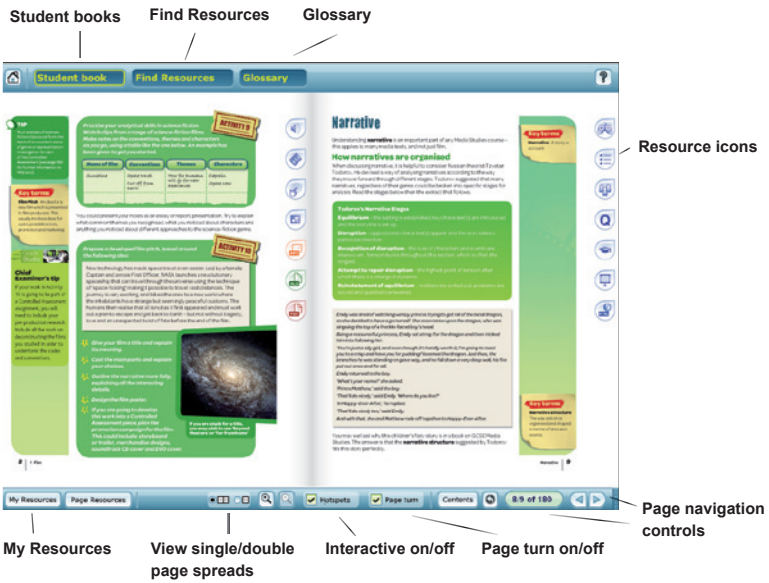
ActiveTeach is an interactive teaching and learning tool that gives you easy access to student books, videos, interactive activities, worksheets, assessment items and teaching and planning notes.

Launching ActiveTeach

1. Check that your hardware and software meet the minimum requirements (see page 19) to support this application.
2. If your PC meets the requirements, download or install any supporting applications that you may need (see page 19).
3. Install the application as detailed in the booklet delivered with the product.
4. Locate the ActiveTeach shortcut on your Start menu.
5. Click the shortcut. The product will launch.

Quickstart

The image below shows the ActiveTeach interface.



Opening a book

ActiveTeach includes at least one ActiveTeach student book. In some series, it is possible to install additional ActiveTeach content.

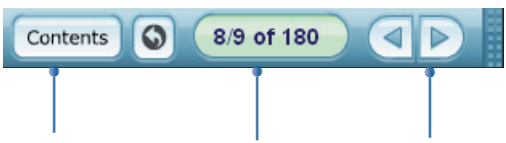
Available titles are listed in the book-list drop-downs on the top menu bar.



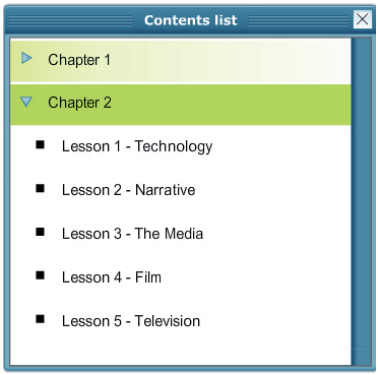
Click the dropdown to see the list of books for that heading, then click the book title you are interested in. The selected book will appear.

Moving around the student book

You can use the following controls (located in the bottom menu bar) to move quickly and easily through the pages of the ActiveTeach student book:



Contents list	Jump to page number...	Page browse
Click the Contents button to see a list of chapters or spreads for the current book.	Type the page number you want to go to into the box and hit enter.	Click on the forwards/backwards arrows to browse one page at a time.



Last-viewed page

Click on the 'Previous' button to return to the previously viewed page.

Animated page turning

By default, the ActiveTeach student book will use an animation of the page turning to illustrate moving from page to page.

This effect can be turned on or off at any time by clicking on the 'Page turn' button.



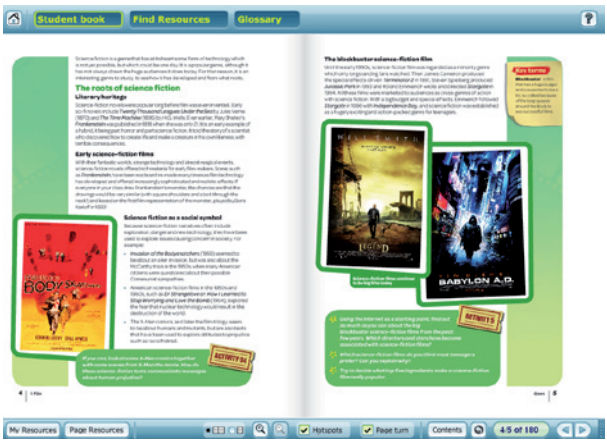
Click once to turn off.

Click once more to turn on again.

Student book views

Double-page view

Every time you start a fresh ActiveTeach session, student book pages are displayed by default in ‘double-page view’ mode. This means that two pages are side by side, as in the printed book.



Changing to single-page view

You can switch the viewing mode to view each single page, one at a time. This will increase the magnification of the page, making it easier to read.



To switch to ‘single-page view’ mode, click the ‘single-page’ button.

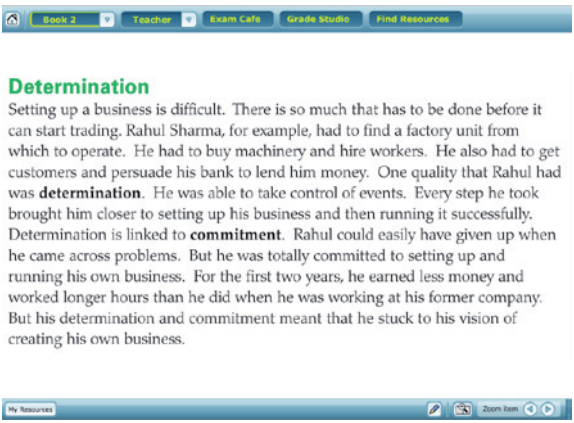


You can also use the zoom in and zoom out controls to explore the page.

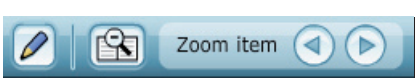
To switch back to ‘double-page view’ mode, click the ‘double-page-view’ button.

Zoom areas

Click on any area of the page to zoom in on a paragraph of text or image. This view is useful for readability or for focusing on a particular part of the page.



Once zoomed in, you have access to the zoom navigation controls and annotation tool.



These controls enable you to move forwards or backwards between sequential zoom areas on the same page, or to return to the normal, full-page view.

Interactive view (hotspots on and off)

By default, ActiveTeach launches in interactive view, with hotspots enabled, meaning you have access to all the interactive features of the product.

If you wish to restrict the display of interactive features, you can do so by clicking on the 'Hotspots' button.



Click once on the 'Hotspots' button to switch off interactive view, hiding the hotspots.

When interactive view is switched off, you still have access to zoom areas. However, no resource icons will be displayed.

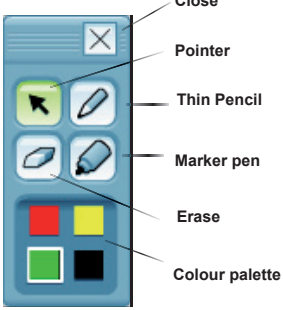
Click again on the 'Hotspots' button to return to interactive view.

Annotating the page

Press the 'Pencil' button on the bottom menu to reveal the annotations palette.

Selecting one of the drawing tools lets you draw on the page you are viewing.





To close the annotation palette, click the 'Close' button, or the 'Pencil icon' on the bottom menu bar.

Important note: annotations are not saved when you close ActiveTeach.

ActiveTeach resources

ActiveTeach resources, associate with a specific page are displayed in two ways.

Resource icons

Resource icons are displayed on the page and often do not represent all the resources for that page.

They are always positioned close to the text that they support, and are used as follows:

PDF 

Audio 

Video/Animation 

Interactive Media 

Word 

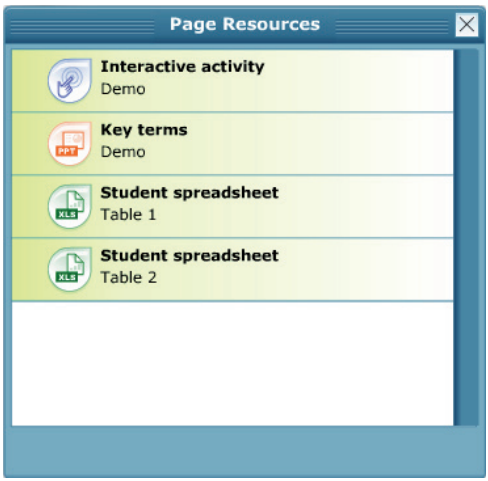
Videos, Audio and Interactive Media will launch within the ActiveTeach interface.

Documents will launch within an external application, as detailed in the 'Technical information' section.

Page Resources

To view a list of all the resources associated with the page or pages that you are viewing, click the ‘Page Resources’ button.





Click the resource you want to use to activate it.

Click the ‘Page Resources’ button again to close the list.

Viewing resources

Viewing video clips

When you launch a video, it will display in a window that replaces the student book pages.

For accessibility reasons, videos do not auto-play.

To play, pause or stop a video clip, use the buttons located on the panel at the bottom-right of the screen.



To review the video clip in a non-linear fashion, click and drag the playback control which can be found beneath the video window. To close the video viewing window, click on the close button in the top-right-hand corner.

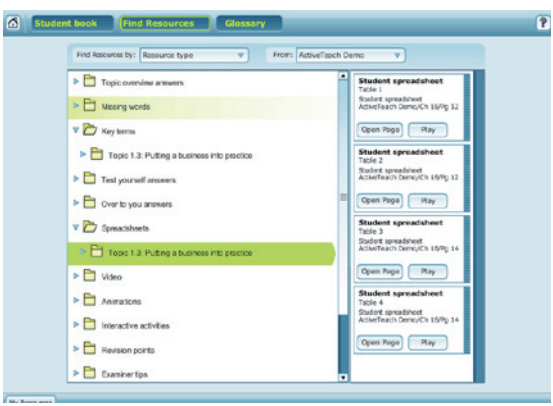
Find Resources

Can't find what you're looking for? Use the 'Find Resources' button to quickly browse for resources, pre-sorted into appropriate folders, for example, by objective, unit, topic or chapter.

To start, click on the 'Find Resources' button, located in the top menu bar in the ActiveTeach interface.



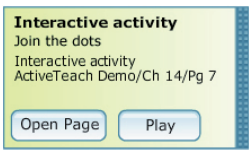
The Find Resources panel will then appear.



Select the type of resource you are looking for, then click on the folder icons to browse according to your preferred criteria.

ActiveTeach resources that match your selection will appear in the panel on the right-hand side of the screen.

You can choose to open a resource directly by clicking 'Open Resource', or jump straight to the student book page it is located on, by clicking 'Open Page'.



My Resources

My Resources gives you access to a suite of tools for arranging ActiveTeach resources and even importing links to your own materials.

To access My Resources, click on the button in the bottom-left corner of the ActiveTeach interface:



You will then need to choose whether to create a new profile, or to open an existing profile, created and saved by you in an earlier session.



If you click 'Create a new profile', your new My Resources set will appear in a panel to the right of the screen. You are now able to start capturing resources as described on the next screen.

Note: Creating a profile is also required for using the Notes feature, as Notes are saved with your My Resources information.

Capturing My Resources

You can capture any resources from within the ActiveTeach and organise them as you wish for fully personalised lessons. Videos, documents, zoom areas, Notes – all these resources can be captured in the My Resources area. You can mix and match resources from different units and year groups.

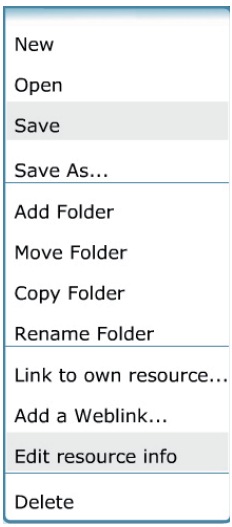
To capture a resource, firstly identify its drag icon, represented by a drag triangle at the bottom-right of the resource.



When you have identified the appropriate drag icon, simply click the drag icon and drag it into your My Resources area.

Managing My Resources

Click on the File menu at the top-left of the My Resources panel to allow you to arrange and categorise your resources using the following options:



Use the folder commands (Add, Move, Copy, Rename) to create a sorting hierarchy to allow you to easily organize your resources and choose names for these folders that reflect the way you want to use them.

Use 'Link to own resource...' to import a link to files of your own that you would like to include in your lessons – and launch directly from ActiveTeach.

'Add a Weblink...' enables you to link directly to a web page that supports your teaching.

'Edit resource info' is used to personalise the resource for use in a lesson by editing the title and description.

Finally, use 'Save' and 'Save As...' commands to save your My Resources set to your file system. Use Open to access your resources at a later session.

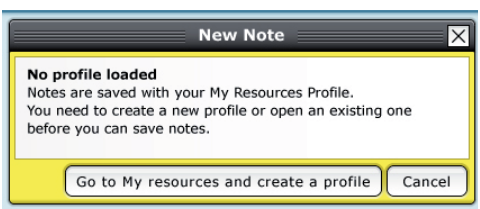
Adding your own on-page Notes

The Notes feature allows you to add your own text to the page, for display later in class. Notes also supports web links and file links so you can access your own resources or web pages directly from the page without opening My Resources.

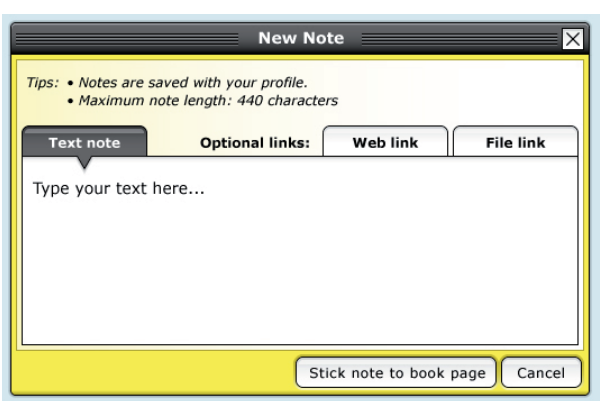
Making a Note:

First, navigate to the book page that you want to add a Note to. Notes cannot be moved from one page to another, so be sure you have the right page selected.

Click the 'Notes' button. If you do not already have a profile loaded, you will be prompted to create one.



Next, type in the text you want to save and add a web link, file link or both.

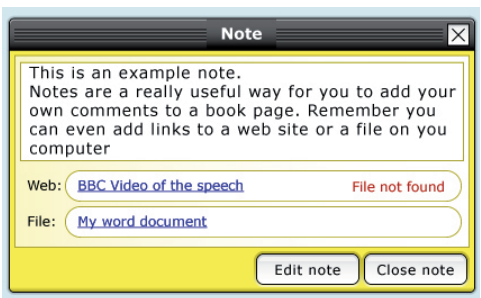




Next, press the ‘Stick note to book page’ button to place the Note on the page.

The stickable Note appears. Drag it into position, then press ‘Stick!’ to place the Note.

If you want to move the Note later, open the Note and select ‘Edit note’, enabling you to move it.



Deleting Notes

Open the Note and select ‘Edit note’. The edit screen appears. Press ‘Delete note’ and confirm.

Notes are not truly deleted until you re-save your profile in My Resources.

Saving Notes

Notes are saved with your My Resources profile. To save your Notes for a later date, open My Resources and save your profile.

ExamCafé

ExamCafé enables you to engage the whole class in preparing for their exam through a range of revision tools and front-of-class activities to help all your students get the most out of their exam preparation time. The virtual reality ExamCafé comes to life in three different zones to help focus your students on the key areas of effective exam preparation. Designed to be dipped in and out of, this fun and motivating electronic resource contains whole-class interactive activities, revision tools and a selection of student answers to exam-style questions.

Launching ExamCafé

If ExamCafé is installed, the ExamCafé tab will appear in the top menu bar of ActiveTeach. Clicking the tab will launch ExamCafé in a new window. ActiveTeach will continue to run.

Further help

Once launched, ExamCafé has its own help files, accessed by pressing icon.

Launching ExamCafé activities from inside ActiveTeach



Closing the hub and returning to ActiveTeach

Clicking the close button in ExamCafé will close the ExamCafé application.

Technical information

Stand alone PC

Installing

The site-licence version may be installed to your computer:

- Insert the DVD into your DVD drive. The launcher should start automatically.
- If the installer does not run, follow these steps
  - Double-click 'My computer'
  - Right-click the DVD drive
  - Select 'Autoplay'.
- Follow the on-screen instructions.

For detailed instructions, please browse the DVD and open the 'Readme.txt' file.

Uninstalling

To uninstall the site-licence version:

- Open the Control Panel (Start>Settings) and select Add or Remove Programs.
- Select the ActiveTeach from the list and click Remove.

Network installation

For network installation and RM Networks deployments, please review the relevant section of the Readme.txt file located on the DVD. Note that server-based installations of ActiveTeach must reside on a mapped network drive.

VLE hosting

The ActiveTeach components from this package may be displayed through a web-based VLE. Please review the Readme.txt within the VLE folder on the DVD for additional information.

Minimum requirements

Hardware

The following is the minimum required to run your ActiveTeach on a PC.

IBM® compatible PC

Pentium® 3 1GHz processor or equivalent

512 MB RAM

Sound card and speakers

DVD drive

1024 x 768 screen resolution.

Software

The following software is the minimum required for the PC you use to run the site licence edition of ActiveTeach:

Windows® XP (Professional or Home) Service Pack 2 or higher

Adobe Reader (9 or higher – available for free from www.adobe.com)

Flash Player Plugin (8 or higher – available for free from www.adobe.com)

Microsoft Office® (2000 or higher) OR the free viewer applications (available for download from http://www.microsoft.com)

Word viewer (2003 Version 1)

Excel® viewer (2003 Version 1)

PowerPoint® viewer (2003 Version 6.0.2600.0).

Word, Excel and PowerPoint viewers

If you do not already have Microsoft Word, Excel or PowerPoint on your machine you can use the free Word, Excel and PowerPoint viewer applications, or the trial version of MS Office, all of which are downloadable from the Microsoft website:

http://www.microsoft.com

Technical support

If students are not sure what to do or if they encounter problems, they should first consult the Help pages. If these do not provide the answer, they should ask their teacher.

Teachers who encounter problems should either:

- refer to the Readme file on the DVD
- visit the website http://www.heinemann.co.uk/Help/SoftwareSupportCentre.aspx
- send an email to digital.support@pearson.com including your contact details
- call us on 0845 313 8888, Monday to Friday during office hours.

Text © Pearson Education Limited 2009

First published 2009

ISBN: 978 0 435720 29 2

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Creation of ActiveTeach platform by 3T Productions Ltd - www.3t.co.uk and Magic Software Pvt. Ltd - www.magicsw.com

Interface design by Pearson Education Design Department

Creation of ExamCafé by ElektraMedia Ltd. - www.elektramedia.co.uk; Interface Design by Michael Heald

Publisher: Julie Green

Graded writing examples and Teacher's Notes by Dave Humphry

ExamCafé exam tips by Geoff Brammall

Video scripts and video worksheets by Oliver Gray

Videos produced by Footstep Productions Ltd

Music: Doctor B by Dan Axtell

Video actors: Marc Brüser, Ergin Cihan, Flora Dorn, Lenaïg Hémonet and Thomas Wißmann

Cover photo Corbis/Brand X

Acknowledgements

The authors and publisher would like to thank the following organisations and individuals: Len Brown, Andy Garratt and Colette Thomson at Footstep Productions Ltd; Birgit Hackenberg; Jana Kohl; Thilo Otten; Sam Pope; Lorraine Poulter; City of Cologne

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