

The Cambridge One Guide for Teachers



[Before using Cambridge One]

1. Please register through your internet browser on your device, with most major browsers supported (**Internet Explorer not recommended**)
2. Please register through a browser with a computer or web-based email address such as Gmail/Yahoo! or your institute/company email address

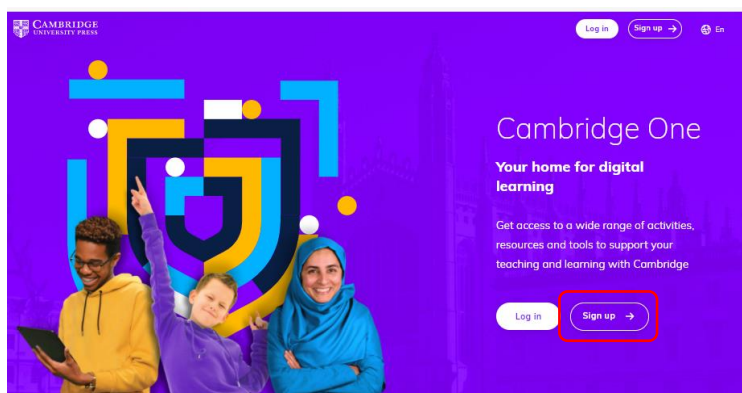


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5. Activating and using your “Presentation Plus” (purchase may be necessary)

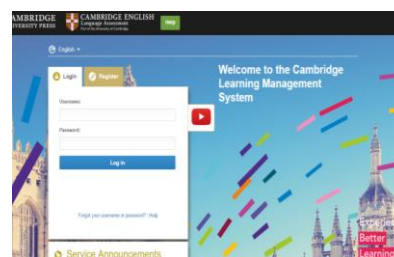
1. Registering on Cambridge One for Teachers

Go to the Cambridge One page at <https://www.cambridgeone.org/home>. Click “Sign up”



Notice for existing CLMS users:

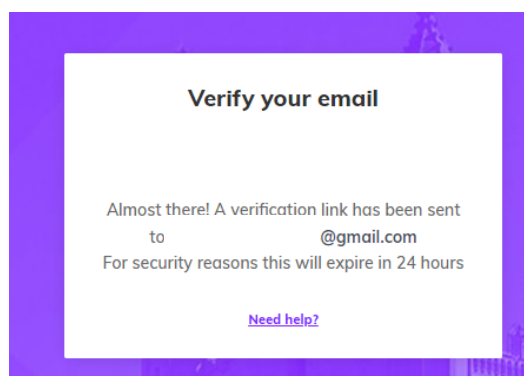
Users who already have an account on the CLMS (Cambridge Learning Management System), please use the same email address and password to login to the Cambridge One platform without registering for a new account, and proceed to Section 2.



1-1.

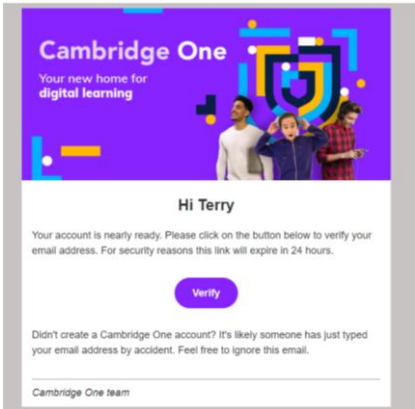
Click on “Teacher”, and then click the “Next” button. Fill in the information in the following page in English, check the box next to “I accept the Privacy notice and Terms of use” and click the “Sign up” button.

The following page will appear after you click on the “Sign up” button. Please check your email address as a verification email will be sent to your registered email address for verification.

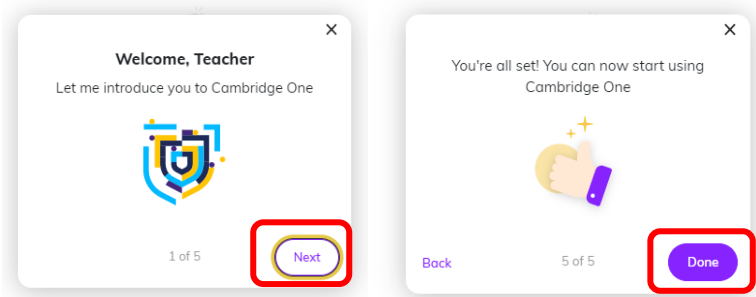


1-2.

Click on the “Verify” button in your verification email to verify your email address. (NB: This verification email is only valid for **24 hours**)
(Please also check your spam folder in case the email was delivered to that folder)

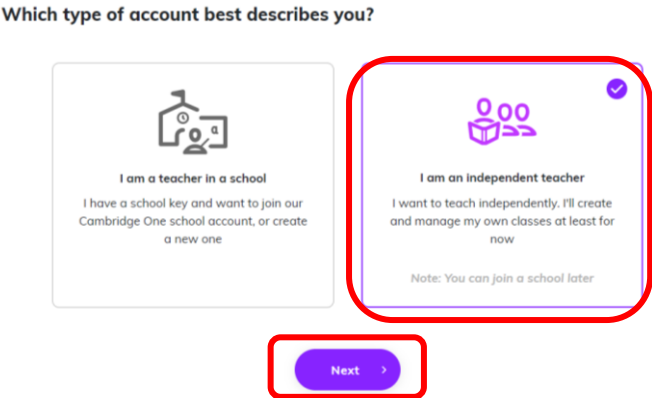
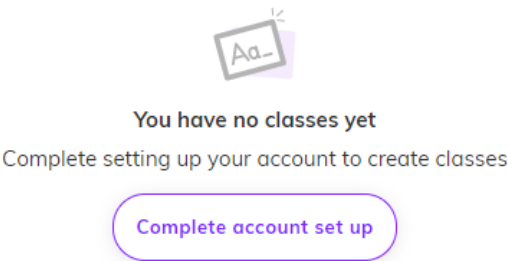


After clicking on the “Verify” button, a window introducing you to functions in Cambridge One will appear. Click on the “Next” button to proceed. Press “Done” when the introduction ends.



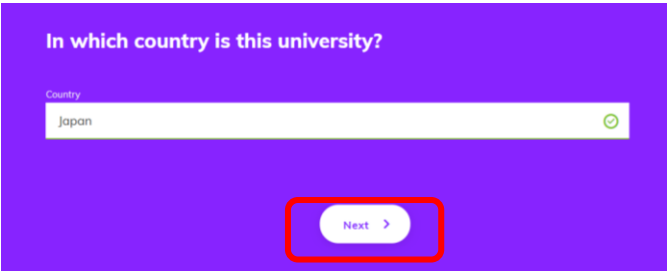
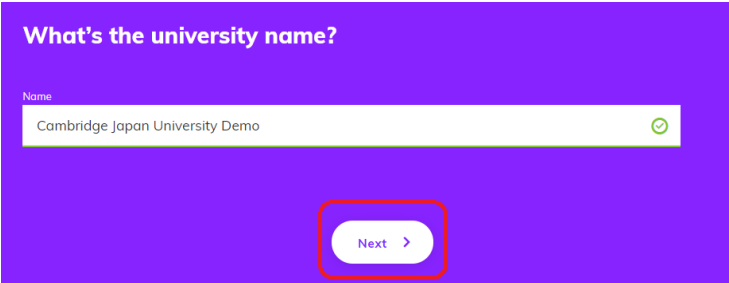
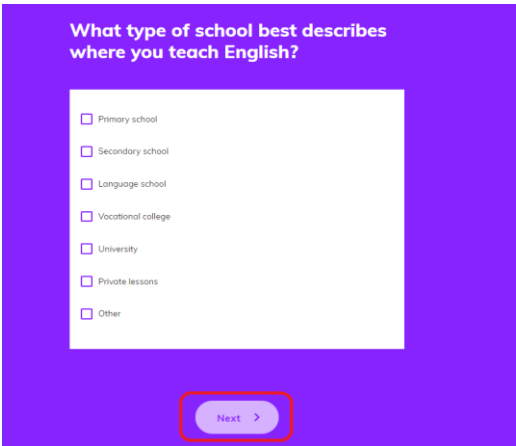
1-3.

On the next page, choose “I am an independent teacher”, and then click the “Next” button on the following page.



1-4.

Check the box next the institute you teach, click the “Next” button.
Next enter the name of the institute you teach at, click the “Next” button.
Next choose “Japan” and click the “Next” button.



1-5. Entering school details

Enter the full address of your institution in English, then click the “Next” button.

The registration process is now complete. Click the “Complete account set-up” button, followed by the “Go to dashboard” button to go to your main page.

What's the university address?

Building name / number

Building Name/Floor

Street address 1

Address Line 1

Street address 2 (optional)

Address Line 2 (optional)

City / town

City Name

Region / state / province (optional)

Prefecture

Postal / ZIP code

Postal code

Next >

Here are your details:

Name

Terry Henry

Main place of work

Cambridge Tokyo

Country

Japan

Address

Uni Bldg
Main st
Tokyo
Tokyo
1234567

Complete account set-up

Success!

You now have a teacher account with Cambridge One and can create classes and track your students' progress.

You can join a university later if you wish.

Go to dashboard

2. My Library & Learning Materials

2.1 Bookmarking content to My Library

Click on *My Library* and search for the book you are using

CAMBRIDGE

My classes

My library

My training

My Bookmarks

All the products you activate and/or add to a class will be automatically added here. You can also manually add materials to your bookmarks from the library below.

Search for course materials

Clear filters X

Filter by

CEFR

Pre-A1

A1

A2

B1

B2

C1

C2

Age

Adult

Exam

Primary

Secondary

2-2. Click on the bookmark icon next to the books you are using.

UNLOCK

Unlock Listening, Speaking & Critical Thinking

Get your students thinking critically. A six-level skills-based English course.

Includes*:

Teacher's Resources

Presentation Plus

*See individual levels for details

UNLOCK

Unlock Listening, Speaking & Critical Thinking 1

UNLOCK

Unlock Listening, Speaking & Critical Thinking 2

UNLOCK

Unlock Listening, Speaking & Critical Thinking 3

UNLOCK

Unlock Listening, Speaking & Critical Thinking 4

UNLOCK


Unlock Listening, Speaking & Critical Thinking 5

2-3 Accessing Learning Materials for your class

Click “My library” and the cover image of the title/level you are using to display all of the available resources.


[My classes](#) [My library](#) [My training](#)

🔖 My bookmarks



EVOLVE
1


EVOLVE Level 1



interchange
FIFTH EDITION
1

Interchange Fifth Edition Level 1

Online materials include the Digital Workbook, Presentation Plus, Testing Program, and Teacher's Resources.




UNLOCK
1

Unlock Listening, Speaking & Critical Thinking 1

Learning materials: Presentation Plus, Digital Workbook with Videos, Digital Classroom Material, Teacher and Student's Resources.

2-4 Looking at the Learning Materials available for Evolve, Unlock 2nd edition and Interchange 5th Edition



EVOLVE
1

EVOLVE Level 1

A1 Adult

EVOLVE (A1 Level) contains a Digital Workbook, Class Audio and Workbook audio download, Test Generator, and Presentation Plus.

Learning materials

+ Activate materials



Digital Workbook (Practice Extra)
Access mobile-friendly homework activities for students.



Audio
Download and easily access all audio files from the listening activities in the Student's Book.



Test Generator
Download the tool to instantly generate ready-made tests or create custom tests.

[Activate](#)



Presentation Plus
Classroom presentation software. NOTE: Please choose Download and use offline in order to save notes, annotations, and attachments.

[Activate](#)



Teacher Resources
Download the .zip file containing the Placement Test, CEFR Guide, Teacher Development Reading Extracts and acknowledgements.



Video
Drama and documentary video with accompanying activities in your Video Resource Book.

① Practice Extra

Online practice for learners of this title/level (Only for use with learners who have purchased access to the “Practice Extra” component)

② Class Audio

Full audio for all listening exercises in the SB

③ Test Generator

Activated and downloaded with the access code found in the Teacher's Manual

④ Presentation Plus

Presentation software useful for teaching online or with a projector/smartboard in class.

NB: Activation code on sale separately required for activation and download

⑤ Teacher Resources

Other resources downloadable for free for teachers

⑥ Video

All course videos for corresponding level



Interchange Fifth Edition Level 1 ▾

Online materials for Interchange include the Digital Workbook, Presentation Plus, Testing Program, and Teacher Resources (Teacher's Edition, worksheets, class audio, and video program).

Learning materials



Presentation Plus

Classroom presentation software. NOTE: Please choose Download and use offline in order to save notes, annotations, and attachments.

① Presentation Plus

Presentation software useful for teaching online or with a projector/smartboard in class.

NB: Activation code on sale separately required for activation and download



Testing Program

Testing material includes placement test, written and oral quizzes, midterm and final tests.

② Testing Program

A collection of tests and quizzes.



Teacher's Resources

Support material includes Teacher's Edition, class audio, video program, and worksheets.

③ Teacher's Resources

Support material for teachers



Digital Workbook

Additional activities for students to practice and assess their mastery of the language and skills.

④ Digital Workbook

Online Practice for learners



Unlock Listening, Speaking & Critical Thinking 1 ▾

Presentation Plus, Digital Workbook with Videos, Digital Classroom Material, Teacher Resources and Student's Resources.

Learning materials



Digital Workbook with Videos

Provides extension activities to further practise the language and skills learnt.

① Digital Workbook with Videos

Online practice for learners



Digital Classroom Material

Extra speaking, language and Critical thinking activities for each unit.

② Digital Classroom Material

Additional online activities to expand upon activities in the student book during the class.



Reference Bank

Provides a useful bank of language and skills reference informed by our exclusive Corpus research.

③ Reference Bank

A useful bank of language and skills reference informed by our exclusive corpus research.



Presentation Plus

Classroom presentation software. NOTE: Please choose Download and use offline in order to save notes, annotations and attachments.

④ Presentation Plus

Presentation software useful for teaching online or with a projector/smartboard in class.

NB: Activation code on sale separately required for activation and download



Teacher's Resources

Download and easily access all Teacher's Resources

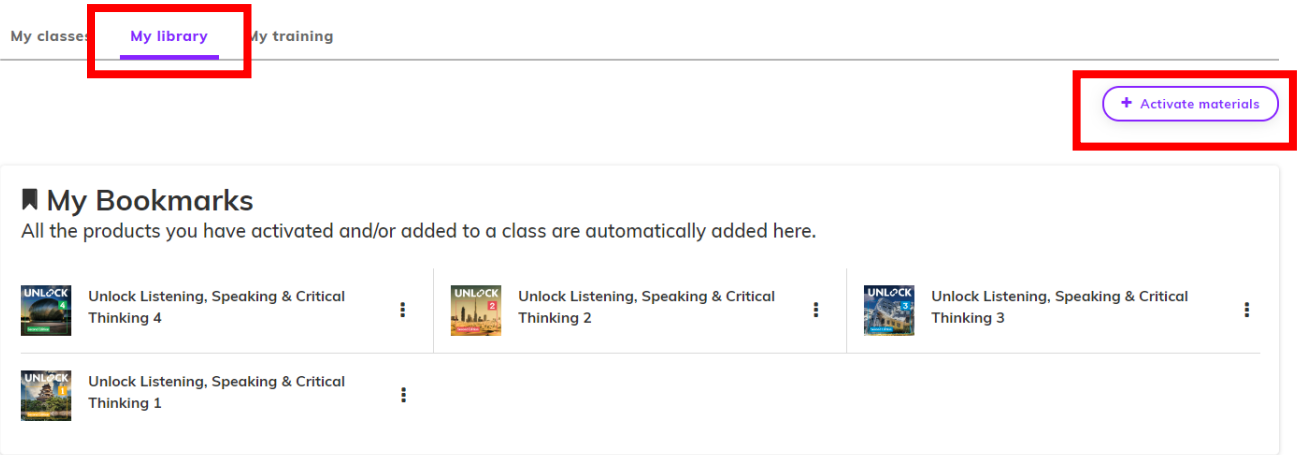
⑤ Teacher's Resources

Support material for teachers

3. Using activation codes in Cambridge One

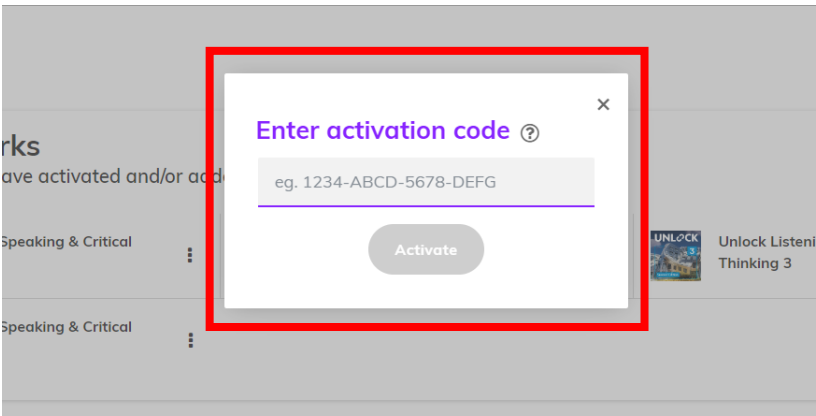
To activate Presentation Plus, Teacher Resource, Test Generator access codes please follow these steps.

3-1. Go to My Library and click the “+ Activate Materials” button.



3-2.

Enter the activation code and click “Activate”



Note: If the code appears to be activating continuously for over a minute without completing the action (you will see a spinning wheel icon), please refresh your browser to push through the action.

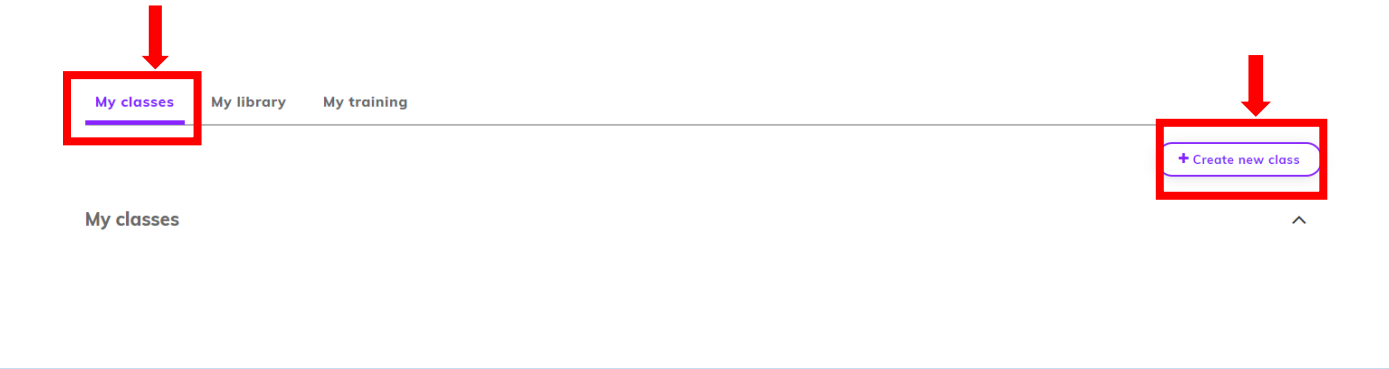
4. Creating Classes and Setting and reviewing “Assignments” for learners

This function is available for use by learners who have access to a **Practice Extra/Digital Workbook** component. Scores and progress can be checked online by the teacher.

4.1

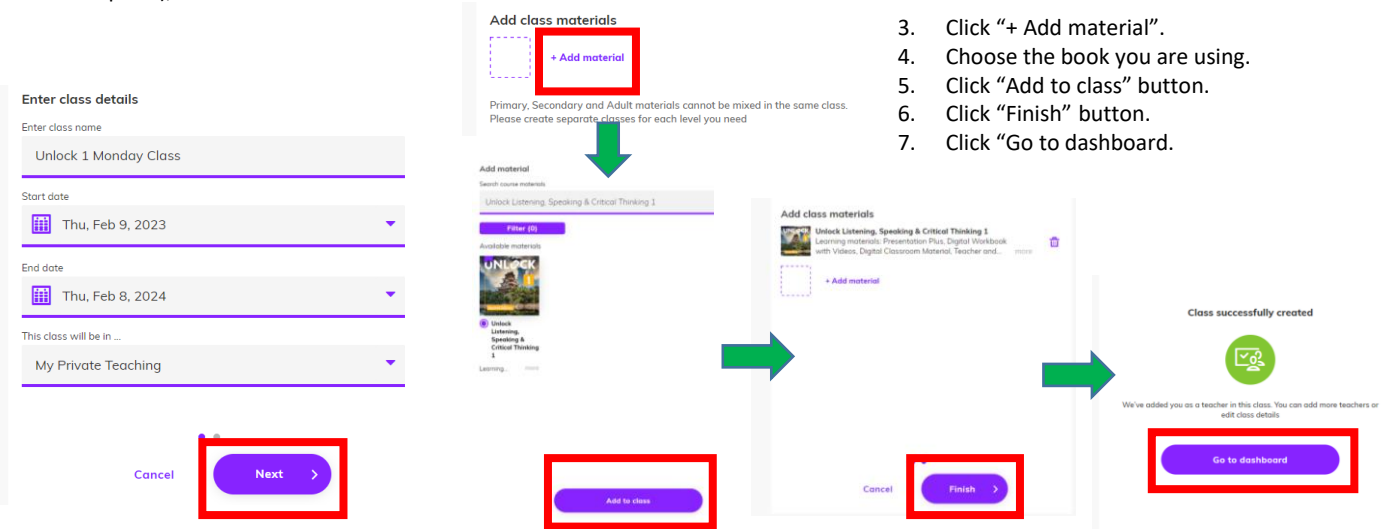
To create a class:

- 1. Click on “My classes”, then click the “Create new class” button (see page below)



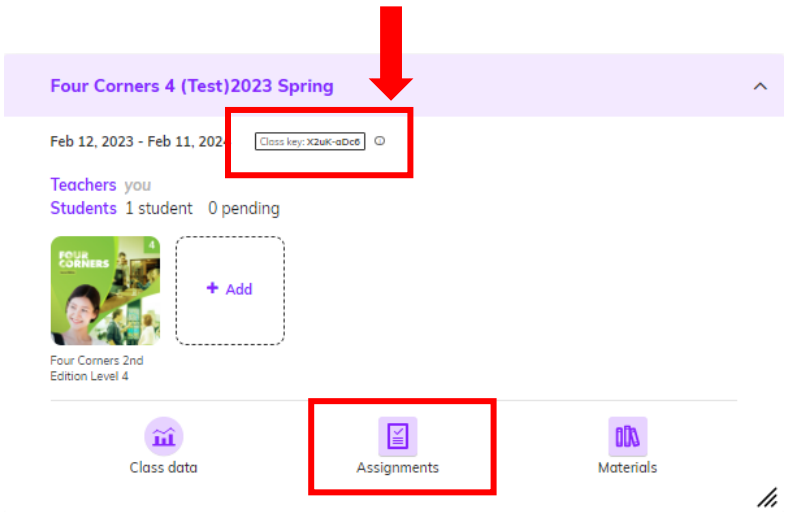
4-2.

- 2. Enter the details of your class in the pop-up box (choose “My Private Teaching” for the last option), then click “Next”



4-3.

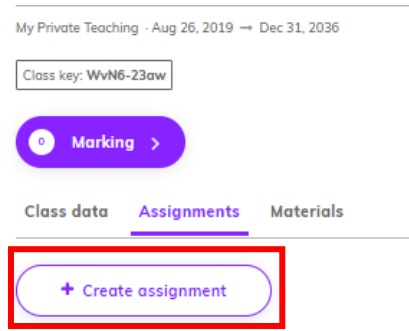
The “Class key” will now appear on your “My class” page. Share this with your students so they can join your class. You will then be able to review, set and mark assignments for your students by clicking on the “Assignments” section (highlighted in middle of the following page).



Note: your students must activate their “Practice Extra/Digital Pack” component code to join a class. See Section 2 of “The Cambridge One Guide for Learners” for details

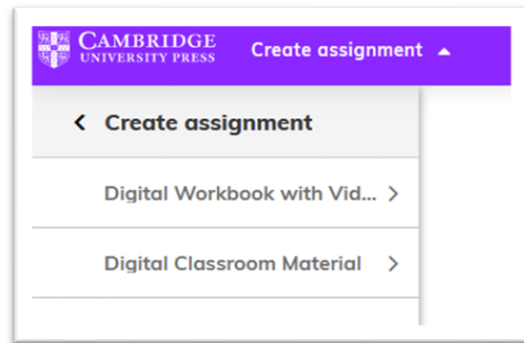
4-3.

To set an assignment for students in your class, click “Create assignment”.



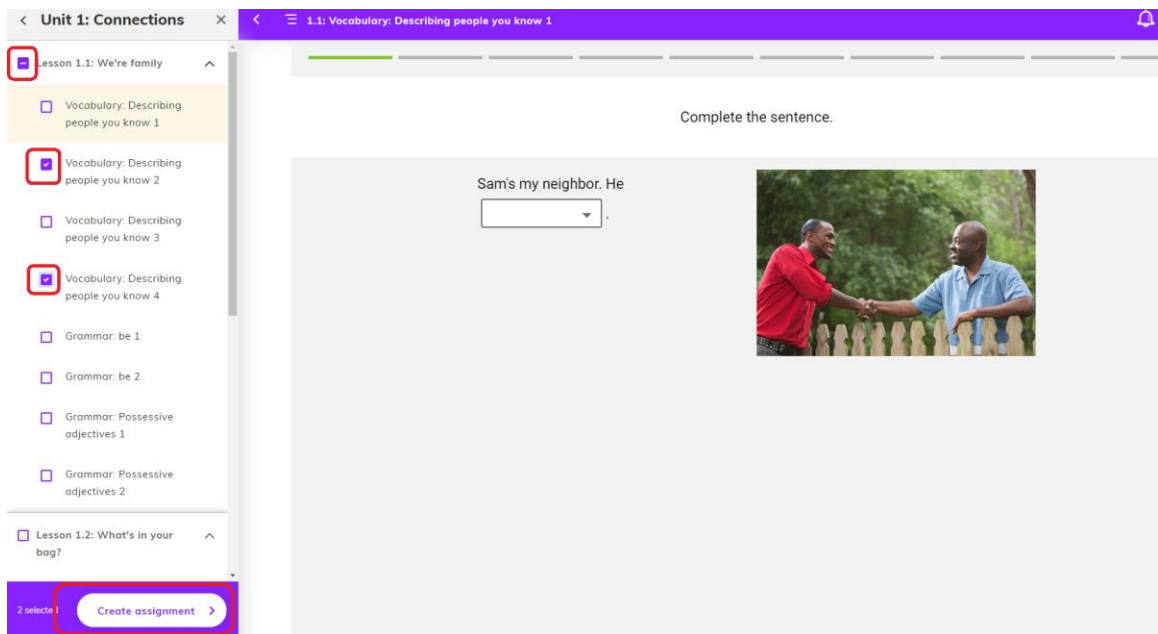
4-4.

Choose content for the assignment.
(image below shows content for Unlock 2nd Edition)



4-5.

Check the boxes next to the units and/or exercises which you would like to include in your assignment, then click “Create assignment” (see page below). After that, set a name and completion date for your assignment.



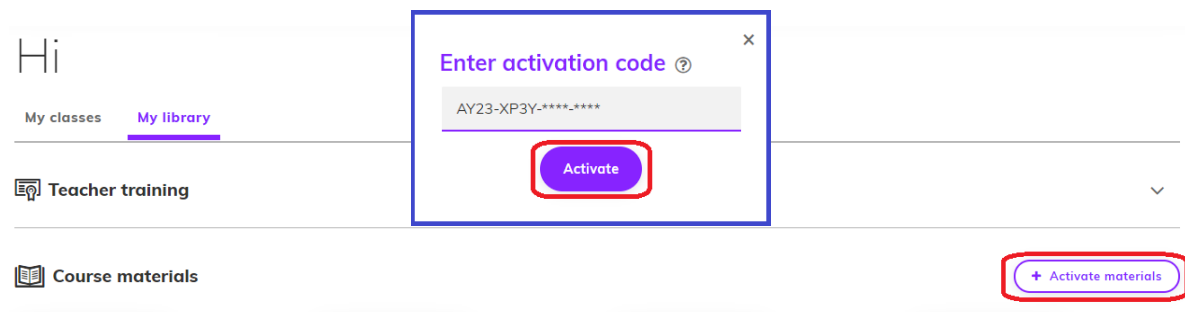
4-6.

To review and mark assignments for your students, click on the “Assignment” section (see section 4 – 2 on page 6), and then click the “Marking” button.



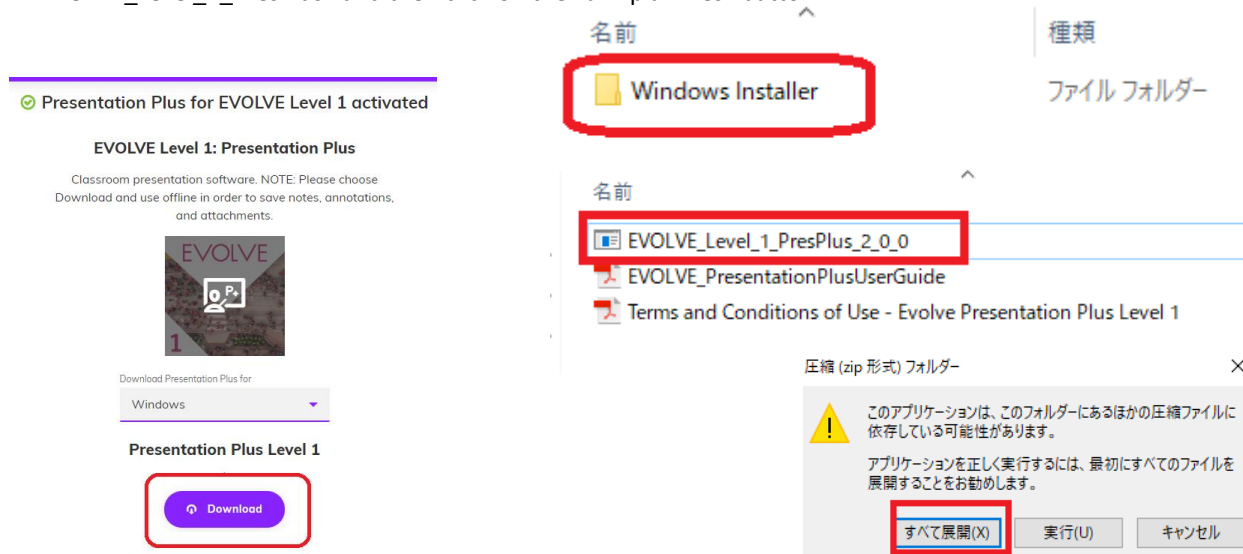
5. Activating and using your “Presentation Plus” (purchase may be necessary)

Click on the “+ Activate materials” on your screen and enter your Presentation Plus activation code into the “Enter activation code” box. After that, click on the “Activate” button.



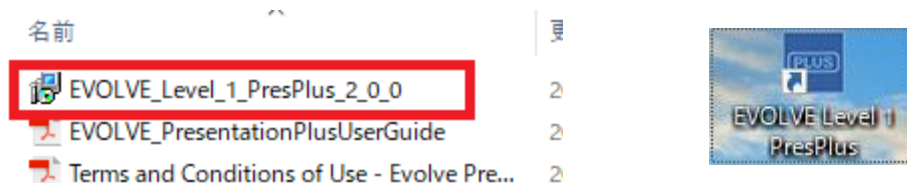
5-1. (Evolve Presentation Plus will be used as an example)

After clicking on the “Download” button, the Installer folder will open. Double click on “EVOLVE_Level_X_PresPlus” and then click on the “unzip all files” button.



5-2.

After all files have been unzipped, double click on “EVOLVE_Level_X_PresPlus” again to install the software. After the file is successfully installed, you will find a shortcut icon (as below on the right). You can now use the Presentation Plus software by double clicking on this icon.



Refer to the next page on the basics of the Presentation Plus software.



Using the “Presentation Plus” software

Student's Book | Workbook | Videos | Games | Resources | Links

2.1 A FAMILY PARTY

LESSON OBJECTIVE
■ talk about your family

1 LANGUAGE IN CONTEXT

1.1 Listen and repeat the conversation. How old are David and Emily?
Elizabeth One and Elizabeth Two?

1.2 Read the sentences below about Liz and her family. Then complete the family tree with the names in **bold**.

- Liz = sister of Marcus.
- Kyle = uncle of Liz.
- Tim = cousin of Liz.
- John = grandfather of Liz.
- Anna = wife of Paul.

1.3 Complete the table with words from the family tree. Then listen and check.

Singular (1 person)	Plural (2+ people)
child	cousins
	wives

1.4 **PAIR WORK** Make three more sentences about the people in the family tree. Then compare with a partner.

2 VOCABULARY: Family; numbers

2.1 Listen and repeat the words in the family tree.

2.2 Read the sentences below about Liz and her family. Then complete the family tree with the names in **bold**.

2.3 Complete the table with words from the family tree. Then listen and check.

3 SPEAKING

3.1 **REAL STUDENT** Draw a simple family tree. Then ask your partner about people in your family. Ask and answer questions. For ideas, see the example.

3.2 **GROUP WORK** Tell your group about three people from your family tree. You can show pictures of the people on your phone.

■ A video on the basic functions of the Presentation Plus software can be found here:

- ① Unlock 2d edition Level 1 Listening & Speaking <https://youtu.be/ESZlrNe3JCg>
- ② Shape it! Level 3 <https://youtu.be/Q2YbMZEVBk>

■ Video Guides for Cambridge One on YouTube:

- ① For teachers
<https://www.youtube.com/watch?v=BFV2UfXNxU8&list=PLL3SdbiUxFHJ9k1BvLPVAFpYInl-16Wsm>
- ② Own it! (Shape it! in American English version) on Cambridge One
<https://youtu.be/874be6nMe88>