Active Teach

ActiveTeach Help Overview

ActiveTeach is an interactive teaching and learning tool that gives you easy access to student books, videos, animations, 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 26) to support this application.

2. If your PC meets the requirements, download or install any supporting applications that you may need (see page 26).

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.

Student books **Find Resources** **Glossary**

Resource icons

My Resources

View single/double page spreads

Interactive on/off

Page turn on/off

Page navigation controls

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.

Student ▽	Teacher ▽
Book 1	
Book 2	
Book 3	

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:
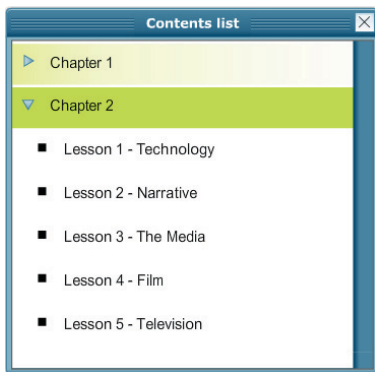
Contents ◐ 8/9 of 180 ◁ ▷

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.

Contents list ✕

▷ Chapter 1

▽ Chapter 2

  ■ Lesson 1 - Technology

  ■ Lesson 2 - Narrative

  ■ Lesson 3 - The Media

  ■ Lesson 4 - Film

  ■ Lesson 5 - Television

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.
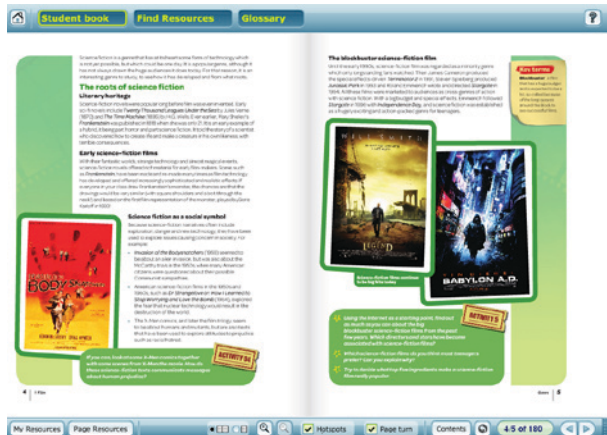
✔ Page turn

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.
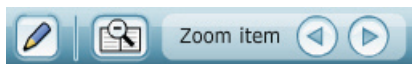

Once zoomed in, you have access to the zoom navigation controls and annotation tool.

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.

✔ Hotspots   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, glossary items and goto links. 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.

Close

Pointer

Thin Pencil

Marker pen

Erase

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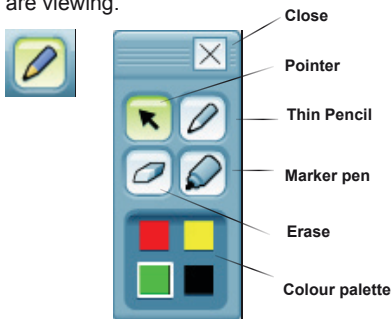
To close the annotation palette, click the 'Close' button, or the 'Pencil icon' on the bottom menu bar.

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:

Resource		Resource		Description
PDF		Pupil Activity		Animations and videos will launch within the ActiveTeach interface.
Powerpoint		Game		
HTML		Slideshow		
Audio		Learning Objectives/ key points		Presentations, documents and spreadsheets launch within an external application, as detailed in the 'Technical information' section.
Video/Animation		Question/Quiz		
Interactive Media		Image		
Word				

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.

Page Resources
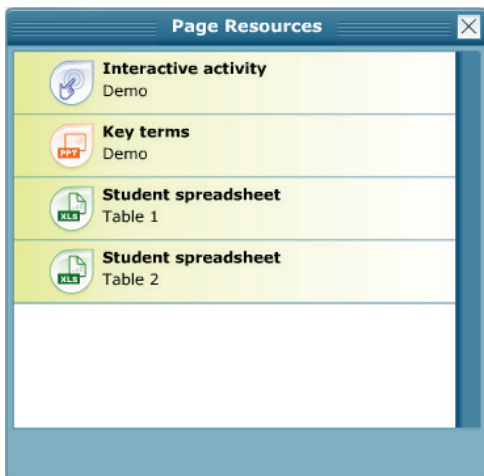
Click the resource you want to use to activate it.

Click the 'Page Resources' button again to close the list.

Viewing resources

Viewing animations

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

To control an animation, click on the buttons that appear within the window.

When you have finished viewing the animation, click on the button marked 'Close' to return to the student book pages.

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.

Glossary

The glossary can be used in two ways; by clicking on individual terms, or searching the glossary as a whole.

Terms
Terms set in bold in the text of the ActiveTeach student book are glossary terms. Clicking on the term gives a pop-up screen which presents the glossary definition of the term.

Glossary term	☒

congress

The elected group of politicians responsible for making laws in the USA.

Click on the close button at top-right-hand corner to return to the student book.

Complete glossary

To access an alphabetical listing of all glossary terms, click on the 'Glossary' button, located in the top menu in the ActiveTeach interface.

Click on the desired letter of the alphabet, then scroll through the listing of terms. Click on any term to view its glossary entry.

Each glossary entry may have an accompanying voiceover, which can be played by clicking on the play button.

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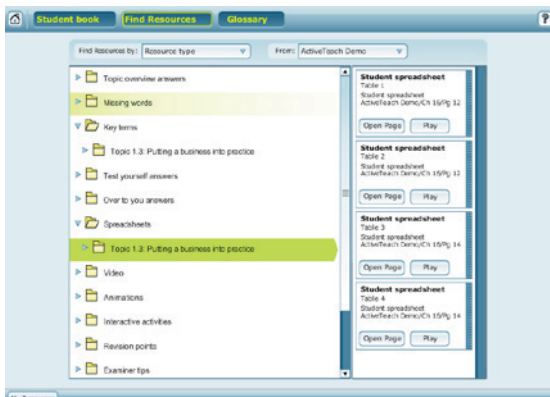
Select the type of resource you are looking for, then click on the folder icons to browse according to your preferred criteria.

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

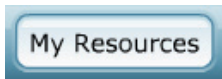My Resources gives you access to a suite of tools for arranging ActiveTeach resources and even importing links to your own materials.

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, animations, documents, spreadsheets, presentations, 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 webpage that supports your teaching.

| New |
| Open |
| Save |
| Save As... |
| Add Folder |
| Move Folder |
| Copy Folder |
| Rename Folder |
| Link to own resource... |
| Add a Weblink... |
| Edit resource info |
| Delete |

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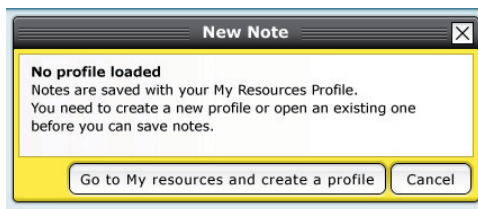
Next, type in the text you want to save and add a web link, file link or both.

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.

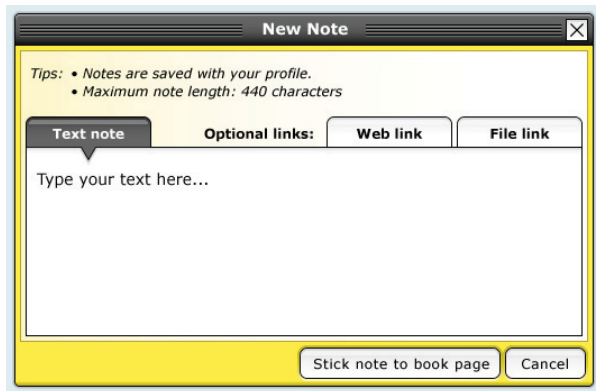If you want to move the Note later, open the Note and select 'Edit note', enabling you to move it.

Note ☒

This is an example note.
Notes are a really useful way for you to add your own comments to a book page. Remember you can even add links to a web site or a file on you computer

Web: <u>BBC Video of the speech</u>   *File not found*

File: <u>My word document</u>

[Edit note] [Close note]
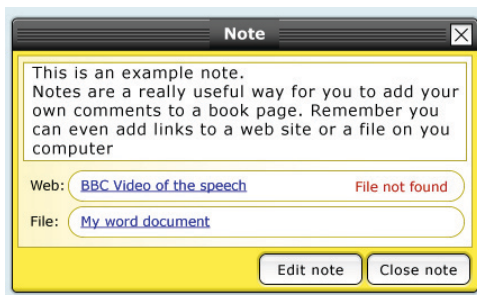
Deleting Notes

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.

BBC Active Video

The ActiveTeach includes BBC ACTIVE video clips and teaching notes.

Select the BBC ACTIVE tab. From this screen you will be presented with a BBC ACTIVE contents screen containing buttons for each topic.

Select a button to go to the videos for that particular topic. The teaching notes can also be accessed from this page.

To return to the BBC ACTIVE contents select the 'Back to Contents'.

examzone

examzone is about helping students "enter the zone", a state of perfect readiness for their exams. We do this by offering expert guidance through each stage of the exam preparation process.

Students will see a range of examzone features appearing throughout the printed materials, and additional linked resources from the ActiveTeach examzone tab.

Accessing examzone

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

Explore examzone

Once the introduction movie has finished, the main examzone hub appears. Click any of the 6 zones to explore the content.
You can skip the introduction movie by pressing SPACE BAR as it plays.

examzone content

examzone contains a mix of Flash activities and documents in common Microsoft formats. For guidance on how to open these, refer to the section on Microsoft file formats on page 26.

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

When you see the ExamCafé icon on a book page in ActiveTeach, click it to launch ExamCafé directly at the indicated resource, without having to navigate the ExamCafé hub first.

Closing the hub and returning to ActiveTeach

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

Grade Studio

Grade Studio aims to improve students' results through a range of interactive and self-assessment activities with comprehensive advice from real examiners. Audio, print and save features all help with accessibility and make the resource easy and flexible to use. The Grade Studio environment, accessed through the Grade Studio tab, allows access to all the activities whilst using the links on the pages opens the relevant activity directly. Designed to be used throughout the course, the Grade Studio activities can be used front-of-class or independently.

Accessing Grade Studio

If Grade Studio is installed, look for the Grade Studio tab on the top menu bar of ActiveTeach. Clicking the button will launch Grade Studio in a new window. ActiveTeach will continue to run.

Further help

Grade Studio has its own built-in help. Click the 'i' button to access this within Grade Studio

Closing Grade Studio
To close Grade Studio, click the close button.

Launching Grade Studio activities from inside ActiveTeach
When you see the Grade Studio icon on a book page in ActiveTeach, click it to launch a Grade Studio resource without having to launch the full Grade Studio product.

ResultsPlus

Edexcel's ResultsPlus service is a free online tool that offers unrivalled insight into exam performance. The service collects exam data to show schools how they performed, and how each individual student did, question by question. We have now combined this exam performance data with examiner insight to give learners more information on how to succeed. This information is presented through printed and interactive ResultsPlus features that appear throughout the course.

Accessing ResultsPlus
If ResultsPlus is installed, the ResultsPlus tab will appear in the top menu bar of ActiveTeach. Clicking the tab will launch ResultsPlus in a new window (ActiveTeach will continue to run in the background).

Once launched, you can find additional help specific to ResultsPlus by choosing the 'Help' option in the right-hand menu.

Launching ResultsPlus activities from inside ActiveTeach

When you see the ResultsPlus icon on a book page in ActiveTeach, click it to launch a ResultsPlus resource without having to launch the full ResultsPlus product.

e-Specs

Along with your ActiveTeach CD-ROM, you also have an updated e-Spec, which contains the following:

- Specification: a digital version of the new specification
- Assessment: a digital version of sample assessment materials
- Getting started: Edexcel's teacher support material to help with transition to the new course
- Ongoing Support: links to further support from Edexcel

Accessing e-Specs

Access e-Spec by clicking the e-Spec tab, located in the top menu bar in the ActiveTeach interface. This will open e-Spec in a new window.

In addition, e-Spec icons on the pages of the student book (located in each chapter) link directly to the specific screens from different parts of the e-Spec, giving you quick links to the most relevant specification content.

Planning screen

The planning screen provides a clear list of the teacher planning materials available within the Active Teach. To browse for all resources, for example, by type, use the Find Resources function.

Accessing the Planning screen

Access the planning screen by clicking the Planning tab, located in the top menu bar in the ActiveTeach interface.

Configuring the product range

If the ActiveTeach interface does not give you access to the full product range that you have installed, you will need to configure the links between the components.

To do this, click on the Help button on the ActiveTeach interface.

To the right of the help panel that displays, you will see the ActiveTeach configuration area.

There you will see a listing of all the products in the product range.

Each listing will tell you if that product is integrated with your ActiveTeach or not.

If a particular product has been installed, but ActiveTeach is unable to locate the product installation, simply click on Browse to find.

You will then be asked to locate the installation in question. Once this has been done, the product will be integrated with your ActiveTeach and you will be able to access it from the More Materials drop-down tab.

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

CD-ROM drive x8

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 (7 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 CD
- 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.