

Quick Reference Guide: Canterbury Online Teaching Materials and Printing at Copy Ready

1. Sending Emails and Picking up Material at Copy Ready

- **Copy Ready Email Address:** adm@copyready.e.telefonica.net

How to Get to Copy Ready: Get off metro in Bilbao, take Fuencarral exit. Go through turnstile. In front of the ticket office window, is **Linea Cero** clothing shop. Take right street exit, **C/ Fuencarral**, go up a few steps (still inside the Metro), and Copy Ready, run by Fran and Danny, is on Right. **Opening Hours:**

Days	Morning	Afternoon
Mon – Fri	9 - 14 h	16.30 – 20 h
Saturday	9 – 13:30 h	Closed

Note: Choose and send by email the class material you are going to use in each class, a few days before the class to your students, if they are going to print it out, and to Copy Ready, no later than 6 pm the day before your class.

2. Canterbury Teachers Access to Online Course Books, CD's and Instant Ideas

1) Use this link for course books, CD's and extra material: <http://teachingmaterials.no-ip.org/> (CD's take one minute to load from this site). 2) In the user name and password panel, use the first letter of your first name, followed by your last name: Jason Sears would be **jsears** and the initial default password is **materials**. 3) For continuing teachers who already have a user name and password in **My Hours**, it will be the same user name and password.

3. Extra Class Material in the Canterbury Library, but not in Digital Format

If you find a book or other materials (not articles from magazines) in the Canterbury library, which you want to photocopy and which you can't find in <http://teachingmaterials.no-ip.org/> in a digital version, please do the following:

1. Photocopy it in the library and write it down on the *"I Would like this Digitalized List"*
2. You will receive it in digital format within a week or two.

4. Email Details for Copy Ready with a Copy Sent to Students

If you have sent your email(s) before 6 pm the day before class, following the instructions below, the material should already be printed out and waiting for you when you arrive on the class day.

1. Send an email of the chapters you want to photocopy to: adm@copyready.e.telefonica.net
2. Indicate **in Spanish** in the **subject line** of the email the exact things you need. From Ex. 1 (below): **Sara, C1 Todo x2, Grapado**
3. Due to the volume of work at Copy Ready, instructions have to be concise, and contained in the subject line of the email.
 - a) **Your first name only:** **Sara** (unless there are a number of CE teachers with the same first name as yours. If this is the case, then you can add your last name to avoid confusion).
 - b) The Chapter(s) or Units that you want (i.e. you have chosen one or more PDF files. Note: Each file is a chapter).
 - **C1** (C = Capitulo in Spanish) This means you only want chapter one (use C even if the book says Unit)
 - **C3, C4** (this means you want chapter three and chapter four)
 - c) **What pages you want of the PDF file:**
 - **p3-8** (P = Pagina in Spanish) This means you only want from page 3 to page 8. Don't use spaces in subject line here.
 - **p3,4,8,10,12** (I.e. you only want these specific pages of the PDF file. Don't use spaces in subject line here.)
 - **Todo** this means all, i.e. you want the whole PDF file printed).
 - d) **How many copies you need.** **x2**. For example, a one-on-one class will require a copy for you and a copy for your student, a one-on-two class will need a copy for you and a copy for each of your two students. **x3**
 - e) **Stapled (= Grapado in Spanish) or not:** If you want it stapled write **grapado**. If not, don't write anything.
4. Examples of your Subject Line in your email to Copy Ready or your student.
 - Ex. 1: **Sara, C1 Todo x2, grapado** (Sara wants Chapter 1, All, two copies and stapled.)
 - Ex. 2: **Steve, C1 p3,4,8,10,12 x3** (Steve wants Chapter 1, pages 3,4,8,10,12 and 3 copies)
 - Ex. 3: **Helen, C3 p3-8 x3 y C4 p3,4,8,10,12 x3, grapado** (Helen wants Chapter 3, pages 3-8, 3 copies and (y in Spanish) Chapter 4, pages 3,4,8,10,12, 3 copies and everything stapled)
5. If you want more than two chapters with very specific demands, then write a separate email for each two chapters. If it's simple, then you can include up to four chapters in the same email. Example: **Sara, C1y C2 y C3 y C4 Todo x2, grapado**
6. If you also want to print your own Word Document, attach it to the email and include **Attachment** in the Subject, specifying the pages and number of copies you would like. Ex. **Annie, C1 Todo, x2 y Attachment Todo x2**

5. Reimbursement

Canterbury will reimburse you for your copies for Canterbury English Students except for following:

- 1) Photocopies done in a different photocopy shop.
- 2) Receipts that do not indicate which client the photocopies are for.
- 3) Receipts that indicate the students name, but not the clients name (our data base is based on client names.)
- 4) Lost receipts.
- 5) If you send material to Copy Ready, but don't pick it up within 5 to 10 days, Canterbury will clear all the material each month before pay week, that has not been picked up in Copy Ready and you will be responsible for the material and payment.

*** We hope you will enjoy all the advantages of the new system! ***