



Canterbury English's Virtual Library Teacher's guide

Last update: June 26th, 2009



Canterbury English's Virtual Library

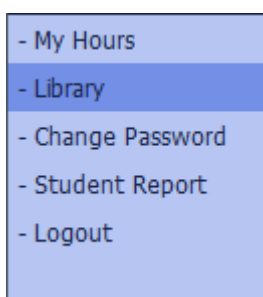
Teacher's guide

Last update: June 26th, 2009

This is a small guide where you will learn how to consult the books of the virtual library as well as how to send the material class to your students.

First of all, you have to login into your account of the Canterbury Intranet system. The link is as follows: <http://www.canterburyenglish.com/profesores>.

Once logged in, you have to select the "Library" option of the left menu.



This will bring you to the library's first page where you can search for a specific book.

To do this you have to check the check boxes of the options you want and type one or more criteria on the text boxes. Finally, click on the "Search" button.

Library – Searching books

Select criteria

☒ **Title:**

☐ **Authors:**

☒ **Book classification:**

Canterbury English information:

☒ **Level(s):**

Beginner: ☒ Elementary: ☐ Upper Elementary: ☐

Lower Intermediate: ☐ Intermediate: ☐ Upper Intermediate: ☐

Advanced Level 1: ☐ Advanced Level 2: ☐ Advanced Level 3: ☐

Results will appear below the search form.

Click on the “See the book here” link in order to view the information of the book and its chapters.

Results	Book classification	Title	Description	Level(s)	Link
	Children 2-12	Canterbury English, Blast off	Canterbury English books	Beginner Elementary	See the book here

The book information will show on a new page. In this page you can click on the chapter(s) link(s) to see the associated file(s).

Besides, you can click on the “Send chapter(s)” button in order to send an e-mail with the link(s) of the chapter(s) to your students.

Book Profile – Chapters overview

Book

Title:

Canterbury English, Blast off

Authors:

Richard Clarke & James Clarke

Description:

Canterbury English books

Editorial:

Canterbury English

Edition Date:

1995

Edition Place:

Spain

ISBN:

Edition number:

1st Edition

Pages:

105

Canterbury English information:

Book classification:

Children 2-12

Level(s):

Beginner

Elementary

Chapters

Title	Description	Link
1.- Chapter One	Introduction	See the chapter here
2.- Chapter Two	The beginning	See the chapter here
3.- Chapter Three	Chapter Three	See the chapter here
4.- Chapter Four	Chapter Four	See the chapter here
5.- Chapter Five	Chapter Five	See the chapter here
6.- Chapter Six	Chapter Six	See the chapter here
7.- Table of contents	Table of contents	See the chapter here

Send chapter(s)

Back to search

To do this, you have to select the chapter(s) that you want to send and then click on the “Send e-mail” button.

Library – Selecting chapters to send

Book

Title: Canterbury English, Blast off

Authors: Richard Clarke & James Clarke

Description: Canterbury English books

Editorial: Canterbury English

Edition Date: 1995

Edition Place: Spain

ISBN:

Edition number: 1st Edition

Pages: 105

Canterbury English information:

Book classification: Children 2-12

Level(s): Beginner
Elementary

Chapters

Title	Description	Link	Select chapters
1.- Chapter One	Introduction	See the chapter here	<input checked="" type="checkbox"/>
2.- Chapter Two	The beginning	See the chapter here	<input checked="" type="checkbox"/>
3.- Chapter Three	Chapter Three	See the chapter here	<input type="checkbox"/>
4.- Chapter Four	Chapter Four	See the chapter here	<input type="checkbox"/>
5.- Chapter Five	Chapter Five	See the chapter here	<input type="checkbox"/>
6.- Chapter Six	Chapter Six	See the chapter here	<input type="checkbox"/>
7.- Table of contents	Table of contents	See the chapter here	<input type="checkbox"/>

Send e-mail

Back to book

On the next page you must type the subject, the address(es) of your student(s) and a message. Also, you can attach a file.

It's very important not to change or delete the code that is generated automatically.
Your message will have to be typed over it.

Once you have completed and reviewed your information, you have to click on the “Send” button.

The file **file.doc** is attached

From:

To:

Subject:

Message:

Here is the material we use in class.

Greetings.

<!-- ATTENTION, DO NOT MODIFY OR DELETE THE NEXT CODE. -->
Click on the next link(s) to download the chapter(s):

Click here
Click here

Important: This is an automatically generated e-mail, please do not reply to this address.

<!-- END CODE -->

Attached File:
file.doc

Library – Sending book chapters

[Back to search](#)

This is the appearance of a sent e-mail. You have to notice that:

- The subject will consist in the words “Canterbury English:” plus the subject that you have typed.
- The first line of the message will consist of your first and last names plus the word “wrote:”

Canterbury English: Material class

De: **Canterbury English Teachers** (teachers@canterburyenglish.com)

Enviado: lunes, 15 de junio de 2009 11:19:28

Para:

📎 1 archivo adjunto

file.doc (181,9 KB)



wrote:

Here is the material we use in class.

Greetings.

Book information

Title: Canterbury English, Blast off

Author(s): Richard Clarke & James Clarke

Click on the next link(s) to download the chapter(s):

[1. Chapter One](#)

[2. Chapter Two](#)

Important: This is an automatically generated e-mail, please do not reply to this address.