

Canterbury Teaching Materials Manual - January 2010 -

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1. Two Options for Photocopying & Printing Teaching Materials

Photocopy Option One: Canterbury has its own photocopy machine and printer for our stock of library materials that you can find in the cabinets and bookshelves that you can photocopy and print in the library.

Photocopy Option Two: For online materials at <http://teachingmaterials.no-ip.org/> Canterbury out-sources its photocopying and printing services to Copy Ready (For materials in this link, Canterbury teachers have access to Copy Ready, but do not have access to the Canterbury photocopy machine nor to the Canterbury printers.)

2. New Online Materials and Photocopying Facilities

Online Material Use: Canterbury teachers will be able to use online materials at <http://teachingmaterials.no-ip.org/> which will allow teachers to do the following:

1. Browse, read and choose the correct textbooks, workbooks, instant ideas, grammar and games for all levels of children, adults and business students.
2. Use multimedia in class from CD's that go with textbooks
3. Send emails to Copy Ready and to students with a variety of materials in attached PDF files to print out for a few weeks of classes.
 - Note: All material sent to Copy Ready should also be sent to each individual students' email (if your student is too young then to the clients email) and should include a friendly message. If you have a group of three different students then you should include all three emails in the *To* space and separate with a comma.

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

How to Get to Copy Ready: If you take the metro and get off in metro Bilbao, take the Fuencarral exit. When you go through the turnstile and you are in front of the ticket office window, you will see a clothing shop called **Linea Cero** in front of the ticket office window. Go out the right street exit that says **C/ Fuencarral** and as you go up a few steps (still inside the Metro), and in back of the clothing store, you will see the photocopy shop on your right. The photocopy shop is run by Fran and Danny.

Opening Hours: Copy Ready is open during normal Spanish business hours:

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

Canterbury teachers will enjoy the following benefits:

1. Copy Ready is open 6 days a week, including Saturdays.
2. Access to professional photocopying facilities, with three photocopy machines and two assistants.
3. You do not have to do your own photocopying. Copy Ready personnel will do the photocopying for you.
4. No hold-ups (w/ 3 machines) or having to come back another day due to break downs, paper jams, no toner, non-professional photocopies and not knowing how to use the machines.
5. Centrally located facilities inside the Metro Bilbao (no need to leave the metro on your way to classes.)

Efficient Class Preparation Logistics: The combination of these benefits will make the logistics of your class preparation more efficient, as long as you 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.

Online Course Books and Multi-learning Media

Most children, adult and business students should be following a course book (with related workbooks, grammar & CD's) as the backbone of their English classes.

1. As of January 2010, to add to the many internet resources and links available to English teachers, Canterbury teachers will have access to an excellent series of course books, CD's and extra material in the following link: <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 for new teachers (after Jan 1, 2010) will be **materials**. For continuing teachers who already have a user name and password in **My Hours**, it will be the same user name and password.
3. Teachers can consult this resource, prepare their classes and send the emails with the free sample chapters as an attached PDF file for printing to their students or Copy Ready from anywhere that has an internet connection, following the indications in the users guide on the link.
4. Students are encouraged (but not obliged) to buy the original text books in the email message (this is the marketing for the publishers).
5. Many of the textbooks have a link to a CD (a trial version) with multi-learning media that cannot be downloaded, but that can be used in class with you, the teacher (students only have access to the CD with you in class).

4. 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.

5. Advantages to Teachers and Students of Digitalized Class Material

Teachers will enjoy the following advantages

1. Choose the material to use for each one of your classes from the comfort and quiet of your own home, internet café, or library at the time of your choice.
2. Send the material by email to your students for them to print out for you. This way you avoid carrying up to five separate books in your bag around Madrid all day (at most, 5 different chapters that you've picked up at Copy Ready).
3. The student receives the material before class and if the student studies the material and becomes familiar with it beforehand, this will help the class go smoothly, and help the student to progress faster.

Students will enjoy the following advantages:

1. Have the class material digitalized in a clean cut, well-organized and ecological format, as well as on paper.
 - If the student is studying from his computer, they can amplify the material to study it more effectively.
2. Be able to review the class material on their computer after class and before the following class to consolidate what has been learned and avoid the need for repetition in the next class.
3. The student will be able to save and file all the lessons learned on their computer, for easy reference and review in the future.
 - Adults: If a student is going on a business trip / vacation to a foreign country or needs to do a presentation or will be receiving foreigners in Spain, he or she will have all the up to date class material to review in a short time before the event, when they have to speak English. If they are going on vacation and want to take advantage of their free time to study English, they can put in on a flash drive or a laptop and take it with them.
 - Children: If a child or a teenager has an exam coming up or will go to the UK or a summer camp in English, they will be able to quickly review the whole year's course material, which they have already studied over many months, on their computer, so that it is fresh in their minds just before the event.
 - This will help both adults and children excel in English when they most need to.

How to Determine Whether to Use Copy Ready or Student Printing of Teaching MaterialsDetermine which Students Can and which Students Cannot Print Out Class material

1. New students will be informed about the new system and continuing students will be given a letter with the January bill from Canterbury in January 2010, telling them about the new system and its advantages to them.
2. Students will have the choice of:
 - a) Printing the class material themselves (in which case they will not be charged for photocopies in the following months' bill for classes).
 - b) Letting you bring the teaching material to class, which you have previously chosen, sent (to Copy Ready and each student) and picked up from Copy Ready.
3. A teacher first has to determine which students can and will print out material for classes and which students cannot or will not.
4. For the first few classes with a student or a group of students, you should arrange to do printing at Copy Ready, until you find out, by speaking with each of your students, who can and who cannot print.
 - It is better to be safe and to make sure that you don't arrive at a class without teaching materials for yourself.

The Perfect Student and Teacher Combination for Printing Teaching Material

1. If a student is old enough and has access to a working printer, is responsible and remembers to print out the class material before class, then you can rely on that person to print it out every class and don't have to go through Bilbao for that student.
2. If you prepare two or more weeks of classes in advance and send that student the material, then they can print it out for both of you and that student is taken care of for the next two or more weeks.

Other Workable Combinations for Printing Teaching Material

1. If a student is old enough and has access to a working printer, is **not** as responsible and forgets to print out the class material before class, then you can sit down with them at their computer and print out the material for two or more weeks of class (which you have prepared in advance). This will only take a few minutes of class time.
2. If a student is not old enough, but there is a working printer in the house and the parents give you permission to use it, then you can send an email to yourself (as well as one to them) from the teaching materials program and print a few weeks of material out.

Students who have Printers and Forget to Print

1. You may find that even though they can print and say they will print, that they always forget. In this case you always need to have a backup plan until you can get two weeks of materials printed at the students' house. If a student forgets twice in a short space of time (and you can't sit with them at the printer during class), then be diplomatic, but change back to Copy Ready again until you can get ahead of the game and have the student print out two weeks of material.

Combinations Where a Teacher will have to send Teaching Material to Copy Ready

No printer, or a non useable printer (broken, no ink, no paper), a student who is too young, a student who doesn't want to be responsible for printing out material, a student who skips classes or never has time or who doesn't want or can't help or who you don't feel comfortable asking. etc.

7. Company Classes

1. CE does not charge companies for teaching materials, because usually teachers have access to the company photocopy machine.
2. If you don't have access to a company photocopy machine and if you have to make the copies in Copy Ready and input your Copy Ready bill of photocopies for a company, you will be reimbursed.
3. If you have access to a photocopy machine in a company:
 - And if you have a responsible student (who doesn't mind helping you), who can print out a copy for you, send the material to them and have them print one copy for you, pick it up before class and then

photocopy the rest in the company before class. If this becomes a problem for the student, then go through Bilbao for one copy.

- If you don't have a student who can print it out for you, then have one copy made for yourself in Bilbao and photocopy the rest in the company before class.
4. If you do not have access to a photocopy machine in a company, then send the material to Bilbao with the instructions of how many copies you need for your class.

8. Email Details to Students and Copy Ready

Email Sent to Both Copy Ready and to Students

Sent an email (the same one with a copy to your student) of the chapters you want to photocopy to both Copy Ready and your student.

- Communication with Copy Ready: In the Subject Line of the email only. Copy Ready will only read (they don't speak English) your instructions to them in the subject line (see below).
- Communication with your Student: In the body of the email, you can send a friendly note to them in English.

Email Sent Only to Students

Use the same format as above (the only difference is that you will send the email only to your students and not to Copy Ready):

- Specific printing instructions to students in the subject line of email (you can explain to them what it means in person).
- Friendly note in the body of email.

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) 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
 - **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, C1 y C2 y C3 y C4 Todo x2, grapado**

6. If you want to print out materials you have created. Save the Word Document and send it as an attachment to Copy Ready. In the subject line write: your name, **Print Attachment** with the page numbers and number of copies you want, specifying if you want them stapled or not.
 - Ex 1: **Annie, Attachment Todo x2, grapado** (Annie wants her attachment printed, All, two copies and stapled.
 - Ex 2: **Ben, Attachment p2-3 x3** (Ben wants his attachment printed, pages 2 and 3, three copies and not stapled
 - Ex 3: **Christina, Attachment p 2, 4-6 x5, grapado** (Christina wants her attachment printed, pages 2, 4,5, and 6, 5 copies and stapled.

*** Do not delete the writing at the bottom of the email that is generated when you select which chapters you want to send. If you are only sending documents from the Teaching Materials link, you do not have to add an attachment.

9. Picking up the Copies at Copy Ready

1. Go to the Copy Ready photocopy shop in metro Bilbao and pick up the copies and pay for them (you will be reimbursed).
2. If you want your copies printed and ready on class day (unless you have an 8 A.M. class, in which case add a day), so that you don't have to wait in line for the copies, you need to sent the email before 6 pm the day before.
 - If this is the case and you arrive and there is a line, just say from the back, *Hola Fran (o Danny), mi nombre es Sara, me puedes dar las copias por favor.*
 - They will know that you are a Canterbury teacher and will look in the pile of photocopies ready for Canterbury Teachers to find your name.
 - When they find them they will hand them to you and you can pay for them. You must ask them for a receipt (*me puedes dar un recibo, por favor*).
3. Please write the Client name (not the student name) on the receipt **before** you leave the shop to avoid problems on pay day.
4. If you send the email after 6 P.M. the day before or on the class day, you will have to first wait in line, then when it's your turn, you will have to tell Fran or Danny when you arrive that you've just sent the email, and then wait until they open their account and print the files on the first available photocopy machine.

10. Paying for the Copies, Receipts and Reimbursement

1. The price of copies in Copy Ready for CE is .025 cents a copy. For example: 30 copies at .025 (normally 10 cents a page, this is a special 75 % discounted price for Canterbury) is only 75 cents.
2. Don't forget to ask for a receipt for this and write on the receipt for which client (not student) this is for.
3. On pay day you will be reimbursed by Carlos or James for your photocopy receipts from Copy Ready.
 - Note: If you need to be reimbursed before pay day, or if you need an advance to pay for your photocopies, please come into the offices from 10 am to 5 pm (with the client name on your receipts if it is to be reimbursed, or the exact number of copies you need to make and for which client, if you need an advance) and Gina on the bottom floor at the entrance of Canterbury English will reimburse you and Library staff at Canterbury Consulting will reimburse you.

Canterbury Cannot Reimburse you for the 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! ***