

Welcome
to your
**Classroom
Presentation
Tool**



Want a full video tutorial?
Visit oxelt.gl/CPThelp or search for
'Classroom Presentation Tool' on YouTube

What is the Classroom Presentation Tool?

The Classroom Presentation Tool is an exciting resource accessed on Oxford Learner's Bookshelf. You can download Classroom Presentation Tool onto your computer or tablet, enabling you to show your course content on screen during lessons.

This is supported by easy-to-use digital features, including audio and video, and annotation tools, helping you to deliver smooth lessons time after time.

Classroom Presentation Tool encourages whole class participation. The content helps you create an inclusive learning environment in which every student feels empowered to get involved. Classroom Presentation Tool functionality differs across courses. Contact your local OUP office for more information.

Easily access the full range of audio and video, removing the need to move between multiple resources during lessons and saving you time. You can also speed up or slow down the audio to tailor lessons to your students' listening levels, and record students speaking to work on their pronunciation skills.

Available online and offline, the Classroom Presentation Tool makes lesson planning and teaching easier than ever before. Classroom Presentation Tool is compatible with a range of devices, and synchronises work between devices to allow you to prepare for lessons outside the classroom. Purchase your access code to get started!



Getting started

What you need before you begin



Screen

This could be a monitor, or a touch screen or interactive whiteboard



Cable

To connect your computer or tablet to the screen



Access code

To add your Classroom Presentation Tool to your Oxford Learner's Bookshelf account



Internet connection

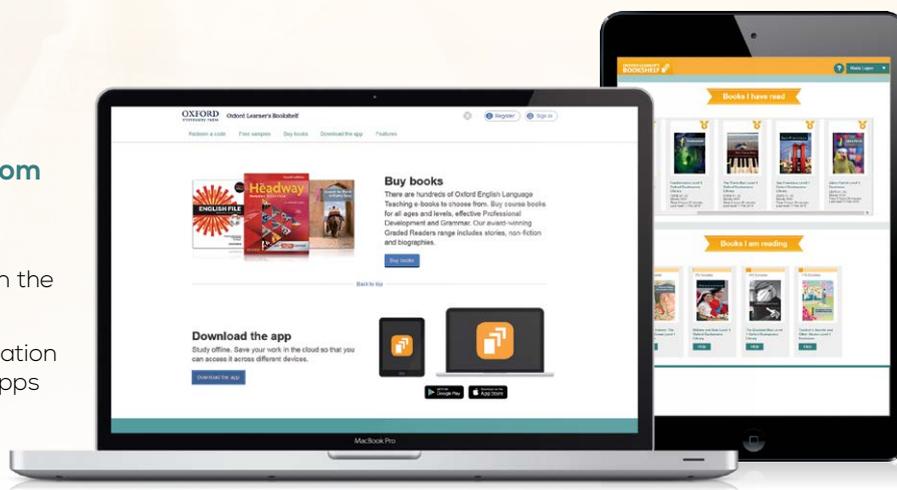
To download the Oxford Learner's Bookshelf app and your Classroom Presentation Tool (internet connection is not required to use the tool once downloaded)

How to download and install Oxford Learner's Bookshelf

To download the app for Windows, Mac and Linux: Go to www.oxfordlearnersbookshelf.com and click 'Download the app'.

If you're using an iPad or Android tablet, search for Oxford Learner's Bookshelf on the Apple App Store or Google Play Store.

You can access your Classroom Presentation Tool online on a computer, on desktop apps for Windows, Mac and Linux, or on an iPad or Android tablet.



How to register and sign in to Oxford Learner's Bookshelf

Create your Oxford ID

On Oxford Learner's Bookshelf, click Register in the top right corner of the screen.

Enter your details. Your username must be a valid email address.

Tick the box to agree to the Terms and Conditions.

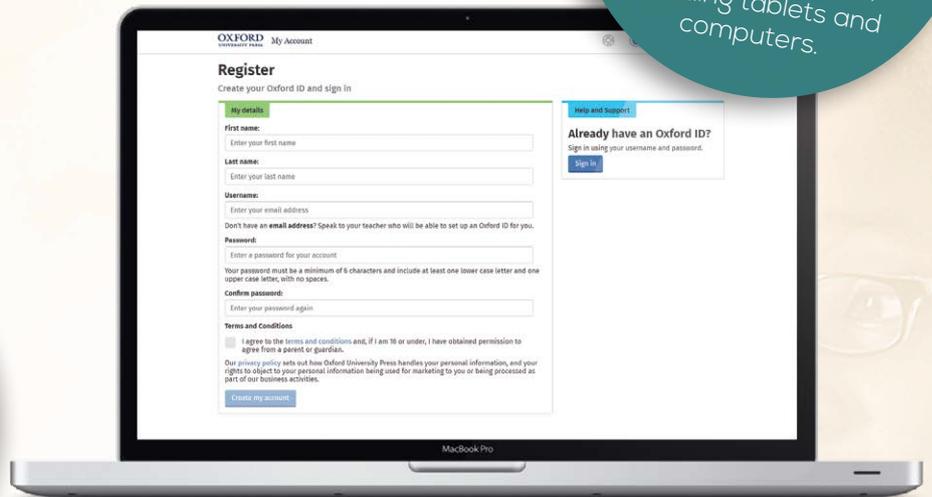
Click 'Register'.

Did you know?

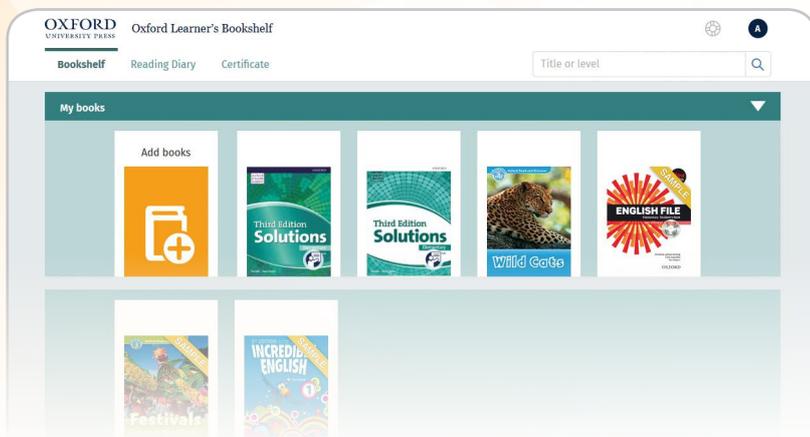
You can use Classroom Presentation Tools across a range of devices, including tablets and computers.

Did you know?

If you already have an Oxford Teachers' Club, Oxford Learn, or Oxford Learner's Dictionaries account you can sign in with the same account using your Oxford ID.



How to use your access code



Choose **Add books** under **My books**.

Enter your 12-digit access code and choose **Add**.

Your books will be added to the Bookshelf.

Click the **open book** icon to start using it.

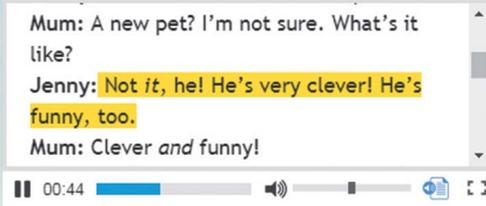
If you are using the Desktop or tablet apps, click **download** on the Classroom Presentation Tool.

Using the tools

How to watch video

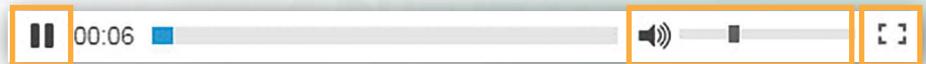
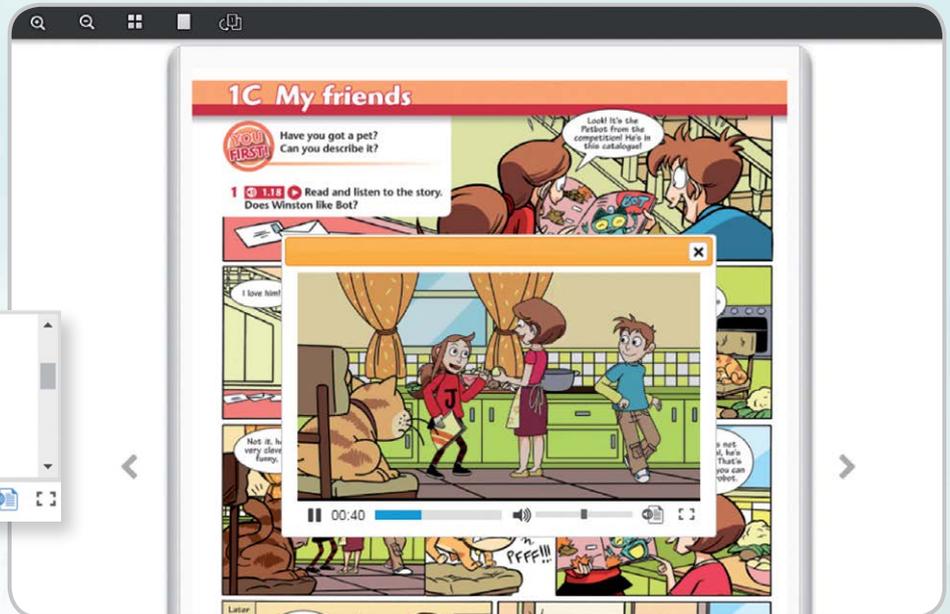
Look for the video icon or play button. 

To play a video, click the button. The video player will open.



Mum: A new pet? I'm not sure. What's it like?
Jenny: Not it, he! He's very clever! He's funny, too.
Mum: Clever and funny!

Some videos have added scripts, including karaoke-style highlighting, so you and your class can follow the words along with the video.



Use the video player to **pause** the video, **adjust the volume**, and **resize** the video.

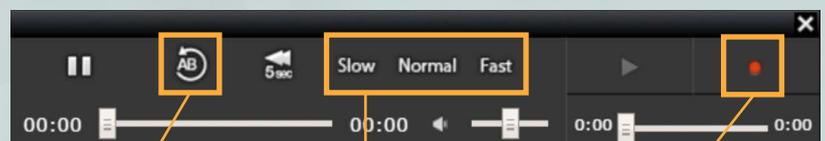
How to play and record audio

Listening exercises have an audio icon 

These allow you to **listen** to the book audio, **record** your own, and **compare** to the original.

To listen, click the audio icon. The audio player will open.

To close the audio player, click the cross in the top right corner of the player.



Repeat a section

Press the AB icon on the audio player at the start of the section, then click the button again at the end of the section. The chosen section will play on repeat.

Slow down audio

Press the Slow, Normal or Fast options on the audio player.

Record pronunciation practice

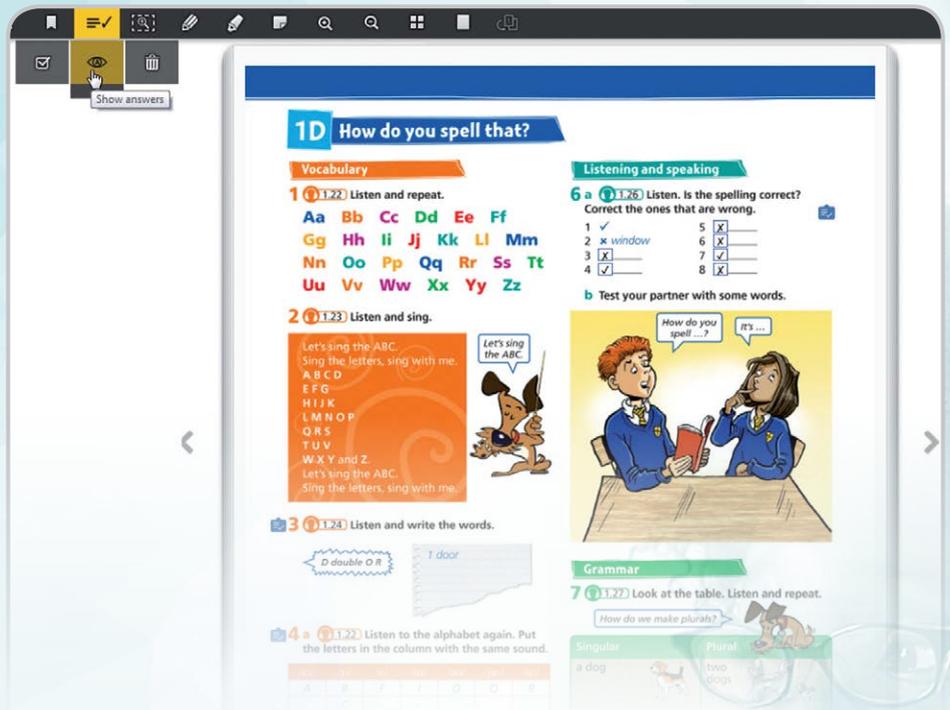
Press the Record icon on the right of the audio bar. Press the Record icon again to stop recording. Press the Play icon to listen to the recording.

How to check and mark answers*

Check answers – to mark the answers you've submitted. This is great for doing activities as a whole class.

Show answers – to reveal the answers to all the questions on the page so students can mark their own or each other's work.

Delete answers – so you and your class can try again.

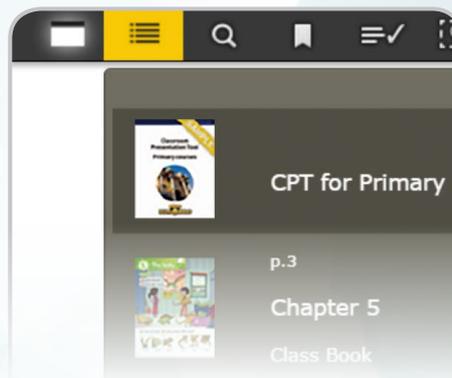
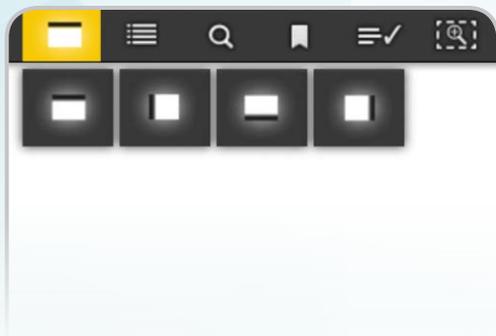


How to use the toolbar and menu

Move toolbar

The toolbar can be set to the top, bottom, left, or right.

To move the toolbar, click the Move toolbar icon, then click the option you want to use.



Menu

To go to a chapter or unit of the book, click the Menu icon, scroll to the chapter or unit and touch the page.

* Not available for all Classroom Presentation Tools

How to use the pen and highlighter tools

Click the Pens icon, then choose the colour you want from the options.

You can make the size of the pen bigger (+) or smaller (-) using the icons on the left. The dot in the middle of these options shows the current pen size.

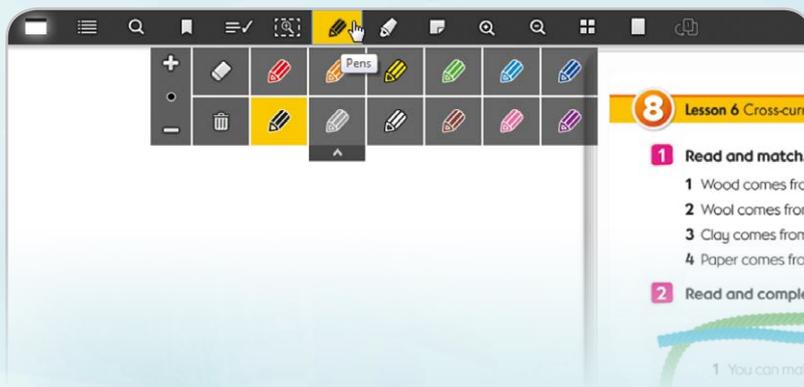
When you have chosen your pen, click and drag your mouse to draw or highlight.



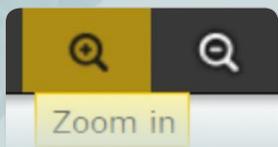
You can delete pen marks using the eraser



or by using the delete all icon



How to focus and zoom in and out



You can zoom in and out in different ways:

Using the toolbar, click the **Zoom in** or **Zoom out** icon.

Double click on the page.

Pinch with two fingers if you have a trackpad.

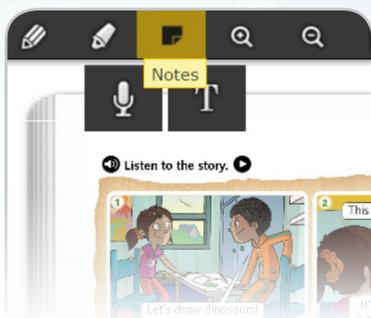


Focus

With Focus, you can view an exercise in full screen to answer the questions more easily. When an exercise is expanded, you will have access to the Marking options* at the top of the window.

To close an expanded exercise, click the cross in the right corner of the exercise window.

How to add notes and web links



Audio notes, text notes, and web links.

Click the notes icon and choose an audio or text note. You can then record your audio note using the record button or type out your text note. If your text notes contain a www... web address then it will link to that page.



* Not available for all Classroom Presentation Tools

How to change the page view



One or two-page view

To choose your page view, click the Page View icon and then click One or Two page.



All: Shows all pages of the book.



Bookmarks: Shows only the pages you have bookmarked.

Notes: Shows only the pages you have added notes to.



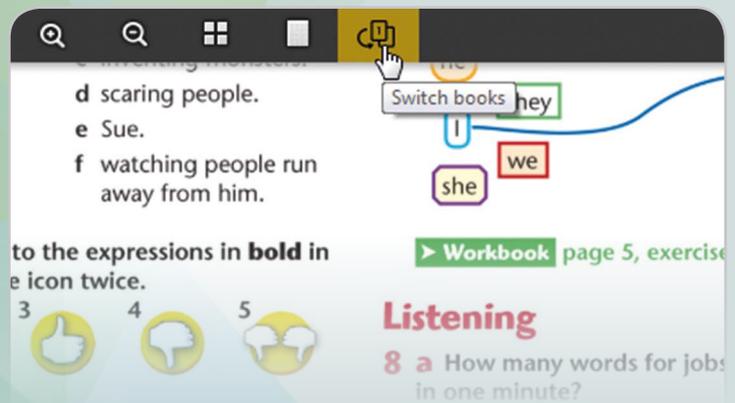
How to switch between Classroom Presentation Tools

Some courses have Classroom Presentation Tools for both the Student's Book and Workbook. If you use both books, you can switch quickly between them to related pages or extra exercises.

There are two ways to switch books*:

From the toolbar - The Switch Books icon will be active when there are related pages in your second book. Click the icon to switch to the relevant page of your second book. Click the icon again to go back.

On page links - There are also interactive links on relevant pages of each book. Click the link to switch between books.



How to search and bookmark a page

Search

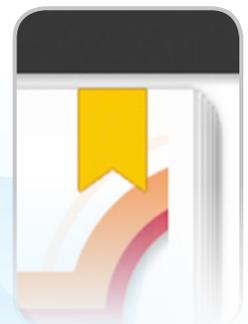
You can search for a word in the book, in your notes, or in built-in Oxford dictionaries.

The search tool uses the **Oxford Learner's Dictionary**, **Wordpower Dictionary** and **Oxford Essential Dictionary** definitions with pronunciation guidance, for the level of the e-Book you are viewing.



Bookmark

Press the bookmark icon followed by the yellow ribbon to bookmark a page.



* Not available for all Classroom Presentation Tools