CPT – CLASSROOM PRESENTATION TOOL

| |
|---|
| Watch: How to use CPT for online teaching |
| **To share screen you can use any screen sharing platform: Zoom, TeamViewer, Skype…** |

1. Using your books offline

Use your books offline by downloading them to your device.
- On a mobile device: Download the app for iPad or for tablets for Android.

▸ Click the links above to go straight to the app, or search 'Oxford Learner's Bookshelf' on the Apple App Store or gle Play Store.

- On a computer or laptop: Follow the steps below to download and install the app
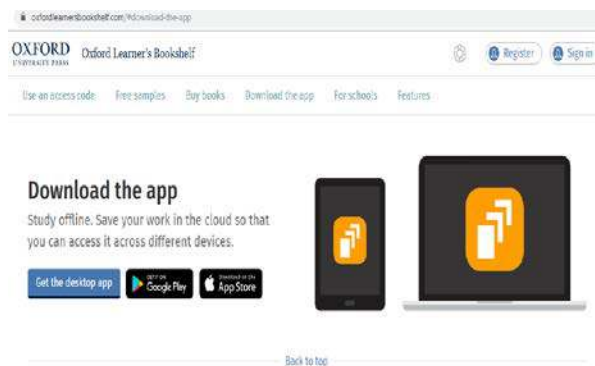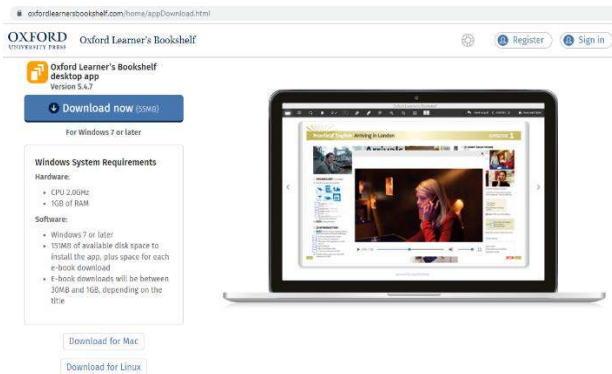
2. Installing the app

1. Click the **Download the app** tab on the Oxford Learner's Bookshelf homepage.
2. You should see the app for your Operating System. Check that your computer meets the system requirements.
3. Click the **Download now** button. The installation file will download to your computer.
   Double-click the 'setup.exe' file and click **Run**. The app will install and open straight away.

3. Using the app

To use the offline app:

1. Double-click the Oxford Learner's Bookshelf icon on your computer's Desktop or find the app in your program list.
2. Enter your Oxford ID username and password to sign in, or click **Register** to create your Oxford ID.

4. Using coursebooks

You'll see your coursebooks under the **My books** heading on the Bookshelf.

Click the **Open book** icon to start using a book:

5. Using interactive content

Important:
If you make changes to your book, click **Save and Close** on the right of the toolbar to save your work to the Cloud.

Please choose an option:

- [Completing exercises](#)
- [Playing audio](#)
- [Recording pronunciation practice](#)
- [Playing video](#)

6. Completing exercises

There are lots of different exercises in coursebooks. Some exercises might ask you to type your answer or choose an answer by underlining or circling words on the page. To answer these exercises, click the answer box with the blue border.

You can then choose your answer or type an answer into the box.

Using answer notes

Sometimes, there is not enough space on the page for you to type an answer to a question. These questions have a yellow note icon next to them.

To answer the question, click the note icon, then type your answer into the box.

When you have finished typing your answer, click **Close**. The note icon will change to show that you have answered the question. Click the note icon to see your answer at any time.
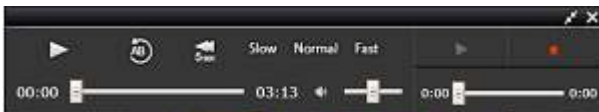
Notes:
Answer notes can't be marked.or deleted. For information on adding your own audio or text notes to pages of your book, see [Using the toolbar](#).

7. Playing audio

Some books include listening exercises. Exercises with listening will have an audio icon.

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.

Repeating audio

To repeat a section of audio, click 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.

### Slowing down or speeding up the audio

To control the speed of the audio, click the **Slow**, **Normal** or **Fast** options on the audio player.

8. Recording pronunciation practice

If your book includes listening exercises, you can also practice your pronunciation by recording yourself speaking.

You'll need to have a microphone plugged in and installed on your computer to use the pronunciation practice.

To record your pronunciation practice:

1. Click the audio icon for an exercise. The audio player will open:
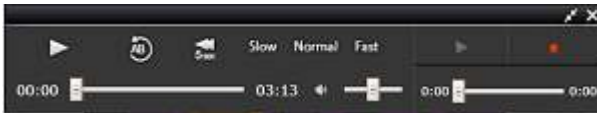
2. Click the **Record** icon on the right of the audio bar.
3. If the website asks for permission to access your microphone, click **OK** or **Allow**.
4. Record your voice.
5. Click **Record** again to stop recording.
6. Click **Play** to listen to your recording.
7. You can re-record your practice if you want to by clicking **Record** again.

Note:
Pronunciation practice is not saved. The recording will be deleted when you close the audio player.

9. Playing video

Some books include video. Pages with video will have a video icon, usually a **Play** button.

To play the video, click the icon or button.

10. Using the toolbar

Important:
If you make changes to your book, click **Save and Close** on the right of the toolbar to save your work to the Cloud.

You will see the toolbar when you open an e-book. The toolbar is usually at the top of the screen. It looks like this:

There are 14 options on the toolbar:

- Move toolbar
- Menu
- Search
- Bookmark
- Marking options
- Focus
- Pens
- Highlighters
- Notes
- Zoom in

- [Zoom out](#)
- [Tile view](#)
- [Page view](#)
  [Switch books](#)
-

[ ] Move toolbar

Use this option to move the toolbar to a different place on screen. The toolbar can be set to the top, bottom,

or either side of the screen as shown below:

[ ] [ ] [ ] [ ]

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

Menu

Want to go straight to a chapter or unit of your book? Click the **Menu** icon, scroll to the chapter or unit and click the page

you want to go to. Click the **Menu** icon again to close it.

Search

To search your book, click the **Search** icon and type a word or phrase. You can search:

- **Book**: The search will look anywhere in the book. Click a search result to go to that page.
- **Note**: The search will look in text notes you've added to the book. Click a search result to go to that page.
  Dictionary: The search will look for a word or phrase in the Oxford Dictionary used for your language level. See
- [Using the dictionary](#) for more information.

Click the **Search** icon again to close the search.

Bookmark

To add a bookmark:

1. Click the **Bookmark** icon in the toolbar.
2. Go to the page you want to bookmark.
3. Click the bookmark icon in the top right corner of the page. The icon will become solid yellow.
4. Click the **Bookmark** icon in the toolbar again to close it.

To remove a bookmark, click the bookmark icon on the page.

Marking options

Some books include interactive exercises. See [Using interactive content](#) for more information on answering exercises.

There are three marking options available in the toolbar:

- Check answers
- Show answers (not available for coursebooks)
- Delete answers

These options can only be used when an exercise has been completed.

☑ Check answers

To mark your completed exercises, click **Marking options** in the toolbar, then click the **Check answers** icon**.**

Your answers will be marked with a tick (correct) or a cross (incorrect).

Note:
You don't need to complete all of the exercises on a page to check answers. Not available for all titles.

🗑 Deleting answers

You can change the answer for an exercise at any point by clicking the answer box and choosing a new answer. To delete

all of your answers on a page:

1. Click the **Marking options** icon in the toolbar, then click **Delete answers**.
2. Click **OK** on the message. All of the answers on the page will be deleted.

> ▦ Focus
> ▦ **Note:**
> Focus is not available in all books. If this option is greyed out, this means that the option cannot be used with you

You can still complete exercises as normal.

Use Focus to open an exercise full-screen to make it easier to answer in class. When you click the **Focus** icon

in the toolbar, exercises which can be viewed full-screen will show a dotted blue border. Click an exercise to expand it.

When an exercise is expanded, you will have access to all of the Marking options at the top of the window.

To close an exercise, click the cross in the right corner of the exercise window or click anywhere outside of the

exercise box. Answers you've entered will be shown on the page.

✏ Pens

Using the pen

To use the pen, click the **Pens** icon, then click on the colour you'd like to use from the options, as shown below:

You can also choose the size of the pen marks by clicking the **Bigger (+)** or **Smaller (-)** icons on the left.

When you have chosen your pen, click and drag your mouse to make pen marks.

When you're finished, click the **Pens** icon on the toolbar to close the pen options.

Deleting pen marks

To delete pen marks, click the **Eraser** in the **Pens** options, then click and drag your mouse on the area you want to delete

marks from.

To delete all of the pen marks for the page(s) you are on, click **Delete all** on the **Pens** options and then click **OK**.

 Highlighters

Using the highlighter

To use the highlighter, click the **Highlighters** icon, then click on the colour you would like to use from the options, as shown below:

You can also choose the size of the highlighter marks by clicking the **Bigger (+)** or **Smaller (-)** icons on the left. The dot in the middle of these options shows the current highlighter size.

When you have chosen your highlighter, click and drag your mouse to make highlighter marks.

When you're finished, click the **Highlighters** icon on the toolbar to close the highlighter options.

Deleting highlighter marks

To delete highlighter marks, click the **Eraser** in the **Highlighters** options, then click and drag your mouse on the area you want to delete marks from.

To delete all of the highlighter marks for the page(s) you are on, click **Delete all** on the **Highlighters** options and then click **OK**.

 Notes

You can add two types of notes:

- Audio notes
- Text notes

 Audio notes

To add an audio note in one-page view:

1. Click the **Notes** icon, then click the **Audio** (microphone) icon.
2. If the website asks for permission to access your microphone, click **OK** or **Allow**.
3. Click the **Record** icon on the audio bar.
4. Record your voice.
5. Click **Record** again to stop recording.
6. Click **Play** to listen to your note. If you would like to, you can re-record your note by clicking **Record** again.
7. When you're finished recording, click **Save.** Your audio note will be saved to the Cloud.

Hint:
You can also add an audio note in two-page view. To do this, right-click with your mouse on the page and then

click the **Audio** (microphone) icon.

To delete an audio note:

1. Click the Audio note icon in your book.
2. On the audio bar, click the **Delete** icon.
3. Click **OK** on the message that appears. The note will be deleted.

T Text notes

To add a text note in one-page view:

1. Click the **Notes** icon, then click the **Text** icon.
2. Type your note into the box. You can include a website link if you want to by starting the link with "www.".
3. Click a colour for your note.
4. Click **Done** to save your note.

Hint:
You can also add an text note in two-page. To do this, right-click with your mouse on the page and then click the

Text icon. To delete a text note:

1. Click the Text note icon in your book.
2. Click the **Delete** icon.
3. Click **OK** on the message that appears. The note will be deleted.

Q Zoom in

To increase the size of the page onscreen, click the **Zoom in** icon.

Q Zoom out

To decrease the size of the page onscreen, click the **Zoom out** icon.

⊞ Tile view

You can choose to see certain pages of the book.

- **All**: You'll see all the pages of the book. Click the **Tile view** icon, then click **All**.
- **Bookmarks**: You'll see your bookmarked pages. Click the **Tile view** icon, then click **Bookmarks**.
- **Notes**: You'll see pages of the book you have added audio or text notes to. Click the **Tile view** icon, then click **Notes**.

□ Page view

There are two ways to view coursebooks:

1. **One page**: View one page of the book at a time. To choose one page view, click the **Page view** icon and then click **One page**.
2. **Two page**: View two pages of the book side by side. To choose two page view, click the **Page view** icon and then click **Two page**.

Note:
The book will open in one page view automatically.

⊂⊡ Switch books

Switch books is not available in coursebooks. This option will be greyed out when you are using a coursebook.

11. Using the dictionary

All of our books include access to an Oxford Dictionary. Use the dictionary to look up definitions and pronunciation

guidance for words as you find them.

To search the dictionary, click the **Search** icon on the toolbar, then click the 'Dictionary' tab. Type a word or phrase into the box and hit enter.

The search will look in the following Oxford Dictionaries.

- A0 to A2 level: **Oxford Essential Dictionary**
- B1 to B2 level: **Oxford Wordpower Dictionary**
- C1 to C2 level: **Oxford Advanced Learner's Dictionary**

Click **Full screen** to see the dictionary entry full screen.