

Welcome
to your new
**Classroom
Presentation
Tool**



Want a full video tutorial?
Visit oxelt.gl/2rOMlhs or search for
'Classroom Presentation Tools' on YouTube

What is the Classroom Presentation Tool?

The Classroom Presentation Tool is an exciting new resource that you can download 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 embedded audio and video, and annotation tools, helping you to deliver smooth lessons time after time.

CPT encourages whole class participation through interactive activities, from multiple choice quizzes to crossword puzzles. You can make notes on the screen as you complete the activities with your class. The interactive nature of the content helps you create an inclusive learning environment in which every student feels empowered to get involved.

Access the full range of audio and video at the touch of a button, 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, and compatible with a range of devices, the Classroom Presentation Tool makes lesson planning and teaching easier than ever before. Purchase your access code to get started!



Getting Started

What you need before you begin



Screen

This could be a monitor, projector, or interactive whiteboard



Cable

To connect your computer or tablet to the screen



Access Code

To redeem in Oxford Learner's Bookshelf for your Classroom Presentation Tool



Internet Connection

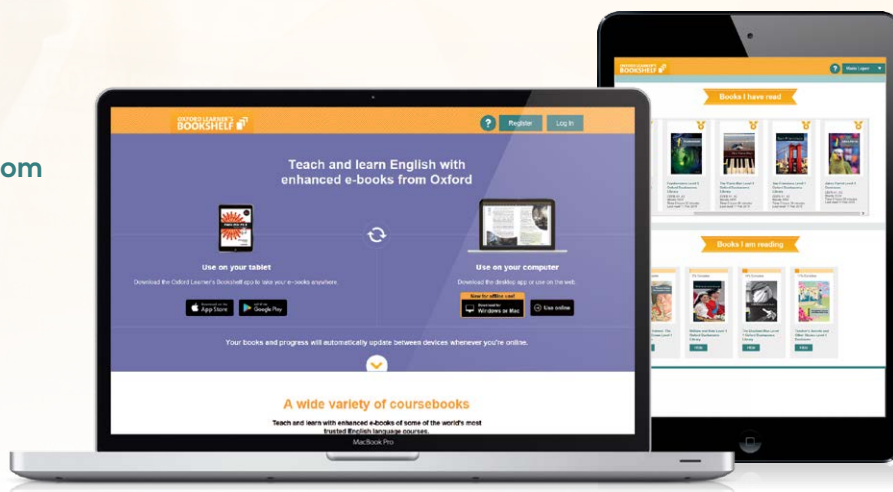
To download your Classroom Presentation Tool (internet connection is not required to use the tool once downloaded)

How to download and install Oxford Learner's Bookshelf

Go to www.oxfordlearnersbookshelf.com and click download for Windows or Mac.

On the next page click "Download now" to begin the download.

Open the file and begin the installation.



How to register and log in

Log in or register when prompted

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.

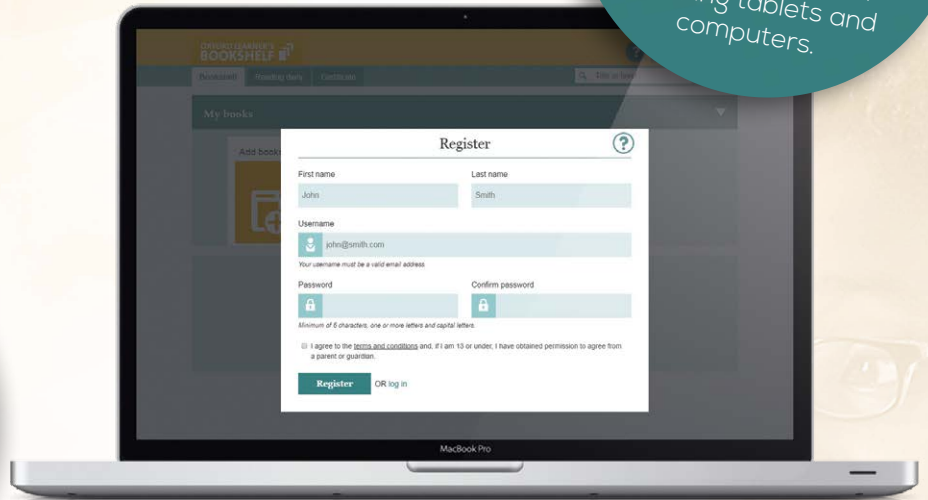
Click 'Register'.

Did you know?

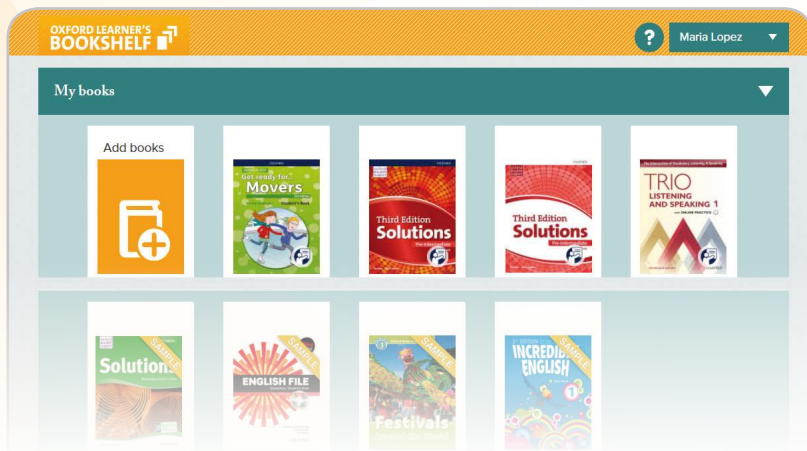
If you already have an Oxford Teachers' Club, Oxford Learn, or Oxford Learner's Dictionaries account you can log in with the same account using your Oxford ID.

Did you know?

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



How to redeem your code



Click the **Add books** button under **My books**.


Enter your 12-digit access code and click the **Add** button.

Your books will be added to the Bookshelf.

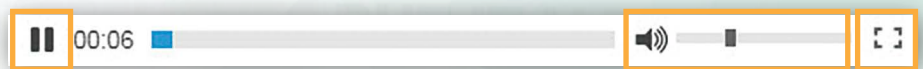
Click the **open book** icon to start using it.

Using the tools

How to watch video


Some books include video. Look for the video icon or play button. 

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



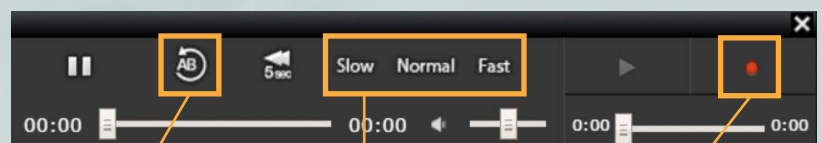
Use the video player to **pause** the video, **adjust the volume**, and **resize** the video.

How to play and record audio

Some books include listening exercises, these 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.



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, 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.



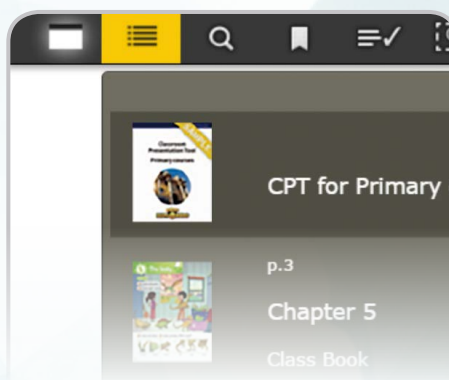
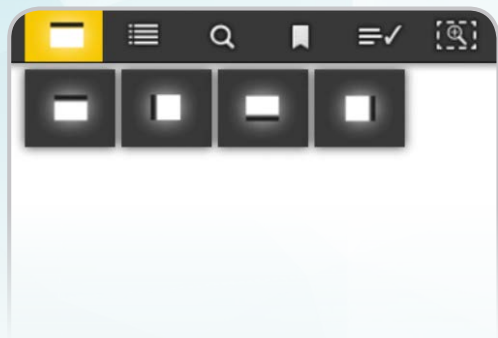
* Not available for all Classroom Presentation Tools

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.

How to use the pen and highlighter tools

Press 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.

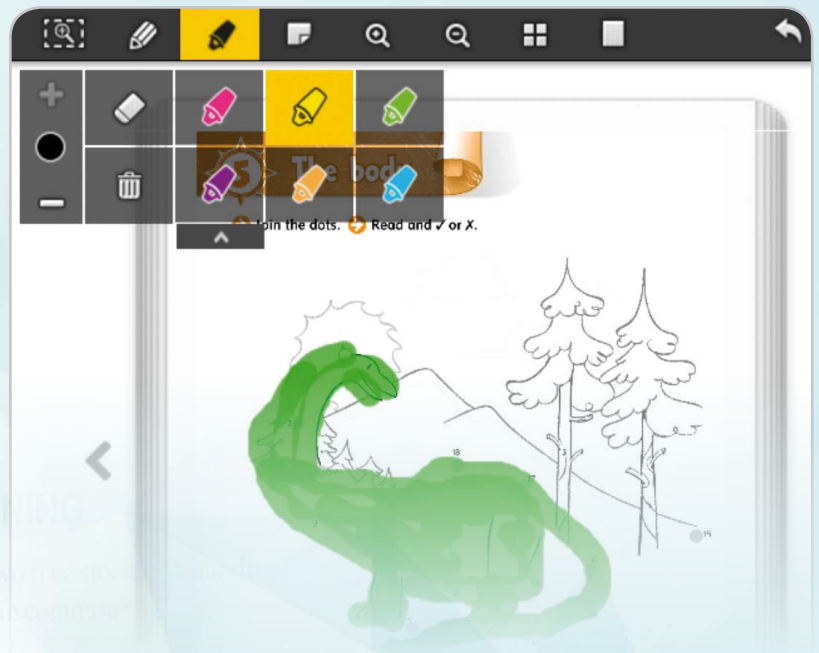
When you have chosen your pen, click and drag your mouse to draw or highlight.



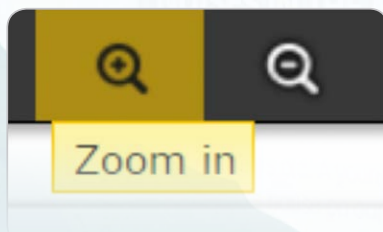
You can delete pen marks using the eraser



or by using the delete all icon

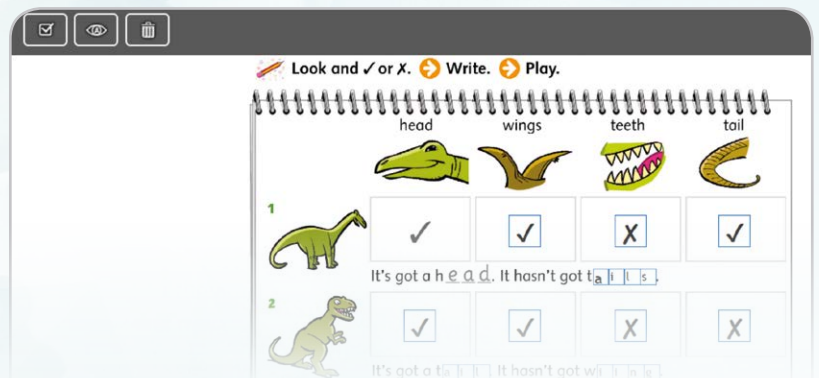
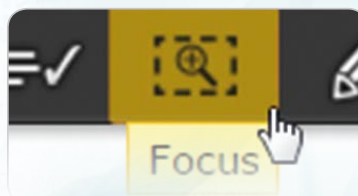


How to focus and zoom in and out



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

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



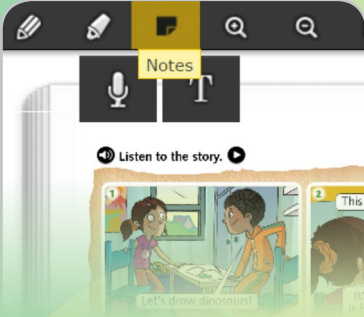
Focus

With Focus, you can open an exercise in a new window 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, press the cross in the right corner of the exercise window or anywhere outside of the exercise box.

* Not available for all Classroom Presentation Tools

How to add notes and web links



Audio notes, text notes, and web links.

Press 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.



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.

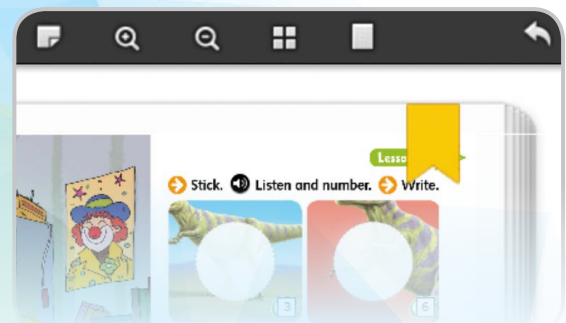
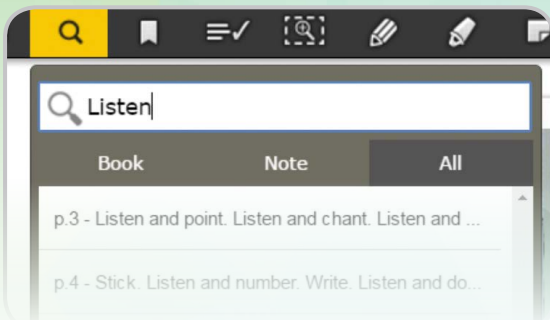
Notes: Shows only the pages you have added notes to.



How to search and bookmark a page

Search

You can search for a word in the book, in your notes, or in both.



Bookmark

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