Create a Class as a Teacher in ELEteca

This teacher tutorial provides steps for creating a class in ELEteca, the learning management system for Cambridge Spanish materials. There are two ways to make classes
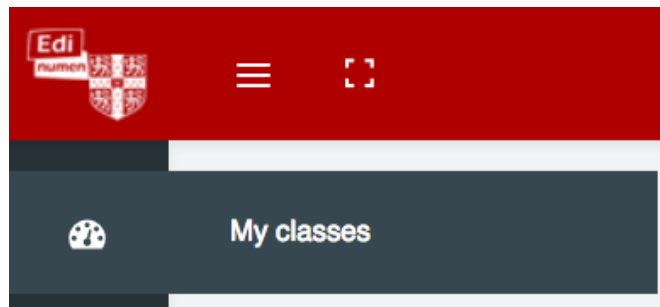1. Your school creates classes when they bulk upload teachers and students, or
2. Teachers create their own classes for a series they already have access to (such as *Mundo Real* or *Entornos*).

This tutorial gives directions for teachers creating their own classes (#2 above).
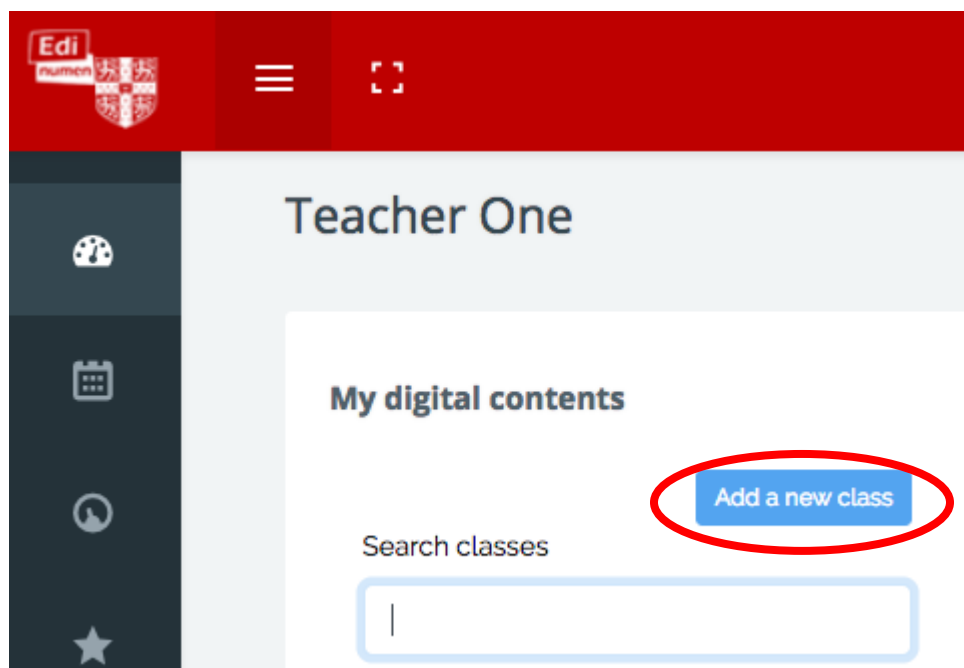
NOTE: In order to create a class, you must first have an ELEteca teacher account and access to a Cambridge Spanish series. For instructions on how to go to add content to your account, see the Help link at the end of this tutorial.

To access **ELEteca**, go to https://cambridgespanish.edinumen.es

1. To create a class, **go to My classes:**

2. Select **Add a new class** for the desired level:

3. Within the **Add a new class** window:
  a. Enter a **Class name**. *NOTE: Class names must be unique within the system. Add your name or another unique identifier when naming your class.*
  b. Select the **materials** you want to assign to the class.
  c. Click **Create Class**.

4. To **delete a class**, select the class from My classes, and click **delete class**:

Questions about….

Need additional help? Please go to https://edinumen.es/ele-help

Scheduling a Training? To schedule a training, please fill out this form (https://goo.gl/forms/nqo2G5mDRWeaB9c93)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp
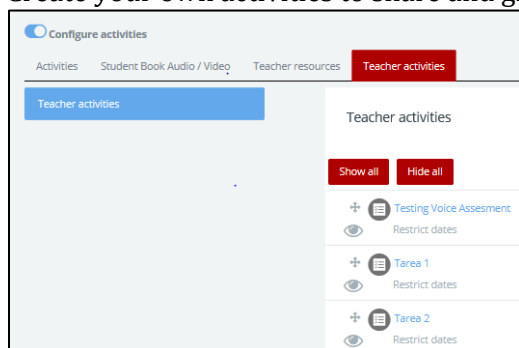
Other questions? Contact your K-12 Language Specialist (http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states)
or your Higher Ed Language Specialist (http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data)

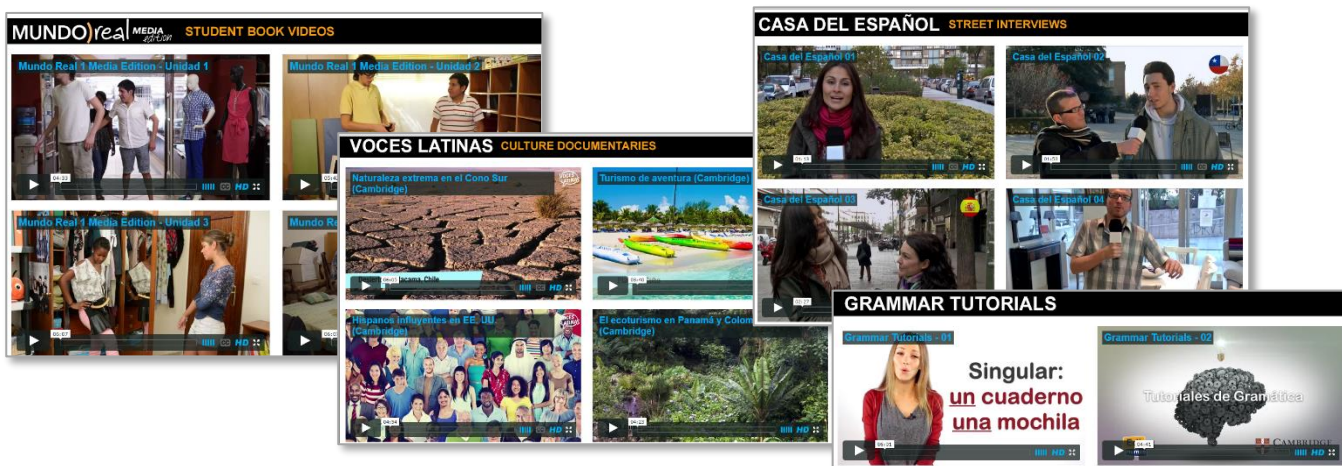*For more information about ELEteca, please see the next page.*

In today's classroom, it is more important than ever for students to develop digital fluency. The digital resources offered with Cambridge Spanish allow students to engage with Spanish in the same multifaceted manner they engage with the world outside the classroom.

With your teacher account you can
1. Assign and manage content for specific classes and access or export the respective gradebooks
2. See all student activities with an overview of the interactions your students had on an activity including time-on-task
3. Provide a creative learning experience through *La Pasantía*, an interactive game at the end of each unit
4. Access to a wealth of digital resources to help enhance teaching and managing your classroom, including
   - Ready-made assessments, test item banks, and Integrated Performance Assessments
   - Additional teacher support including projectable eBooks, lesson plans, answer keys, scripts, photocopiable extension activities, and more
5. Create your own activities to share and grade online

6. Communicate with the students enrolled in your classes
7. Access the accompanying audio and video for every unit
   - **¡Acción!** – a video series aligned to every unit
   - **Voces Latinas** – cultural video segments
   - **Grammar Tutorials** – reinforce difficult skills
   - **Casa del Español** – authentic street interviews that target grammar and vocabulary

In ELEteca, students can
1. See their grades and monitor their own progress
2. Receive assignments, messages, and notifications from teachers
3. Enhance their learning in each unit through online practice provided by the program or created by their teacher
4. Play the games and activities connected to *La Pasantía*
5. Access the accompanying audio and video for every unit