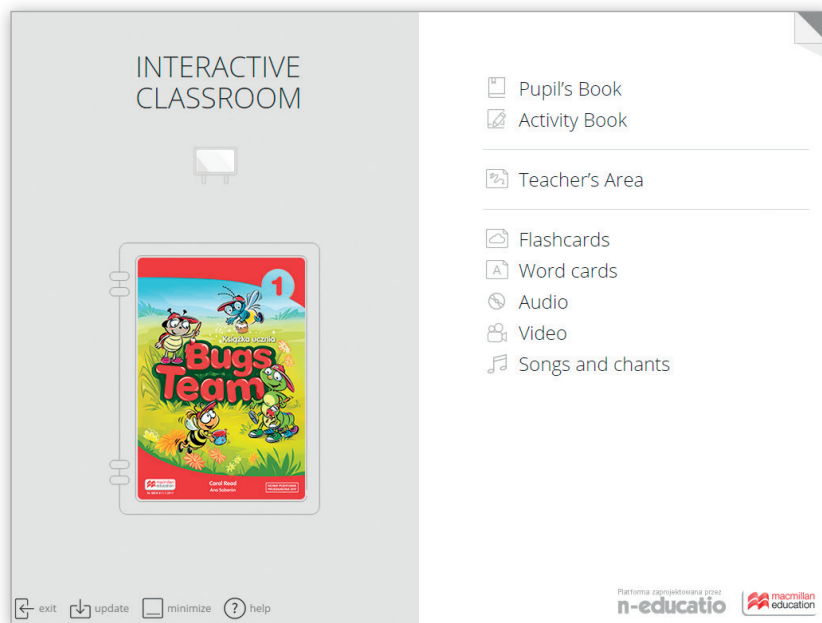


Bugs Team

Interactive Classroom

– user guide



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Installation and technical information

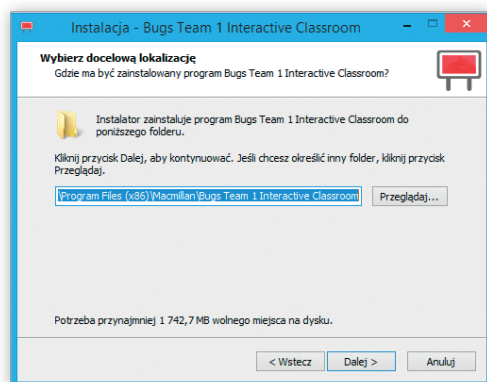
To install and run *Interactive Classroom*

Before you start using *Interactive Classroom*, please make sure that your computer meets the minimum system requirements mentioned below.

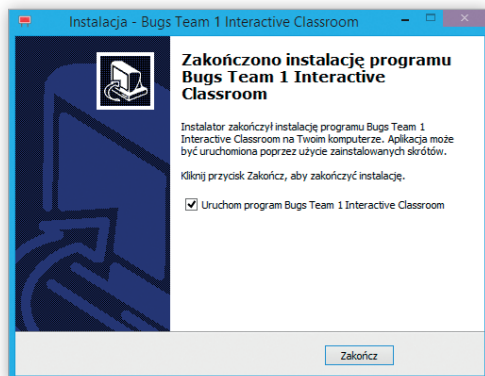
Insert the disk in the DVD-ROM drive. The installation process will begin automatically on most Windows computers. If you have autorun turned off, please select the DVD-ROM drive on your computer and double click the EXE file from the DVD. Follow the on-screen instructions to proceed with the installation.

First, you must accept the end user licence agreement.

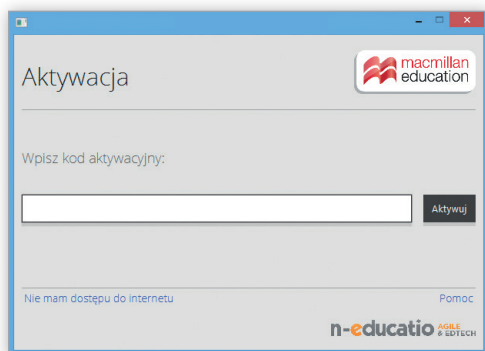
After that, select the folder where you wish to install the application.



Once the installation is complete, an icon will be created on the desktop. To run the application, click on the icon.



If you are using the software for the first time, you must activate the product by typing in the activation code from the insert in the DVD box. You must be connected to the Internet to activate the application.



If you are not connected to the Internet, you must activate the application offline. Click on the option “Nie mam dostępu do internetu”. You will then see your Machine ID (kod komputera).

To activate the application offline, please complete the form at help.macmillan.pl to contact us or write to helpdesk@macmillan.pl – send us your **Machine ID and the activation code** from the DVD box. You will receive an extra code required for the offline activation.

You will then have to type in both codes: the one from the DVD box and the code you received from Macmillan.

Aktywacja

Kod komputera (Machine ID): 184 136 227 026 166 017 126

Wpisz kod aktywacji:

Wpisz kod od wydawcy:

Aktywuj

Pomoc

n-educatio AGILE & EDTECH

System requirements

Operating systems: Windows 7 or higher, Mac OS X 10.6 or higher

Processor: 2GHz

2GB RAM

1.5GB hard disk space

Minimal screen resolution: 1024x768

Sound card and speakers

DVD-ROM drive

Internet connection for product activation

For more technical support go to help.macmillan.pl

Getting started

Adjusting the screen resolution of your computer

To optimise the display of *Interactive Classroom* for your projector, it's recommended to set the screen resolution of your computer to 1024 by 768 pixels before running *Interactive Classroom*. To do this, open the control panel and then click on Display. Go to the settings tab and adjust the screen resolution.

Calibrating your interactive whiteboard

It is important to calibrate your interactive whiteboard before each new session. You should do this using the software provided with your board. Please refer to the manufacturer's handbook on how to calibrate your board.

Using the *Interactive Classroom* tools

Interactive Classroom has its own set of interactive whiteboard tools. When using these tools, it's recommended to close any other tools provided in your interactive whiteboard software.

Running *Interactive Classroom* with multiple displays

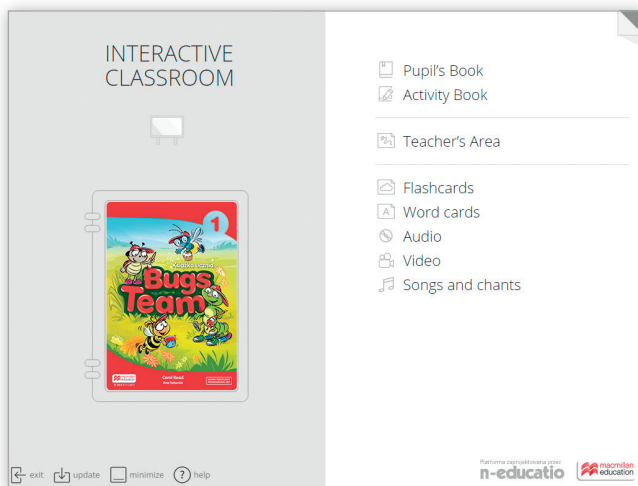
If you have a monitor and projector connected to your computer, it is advisable to mirror the displays, so that *Interactive Classroom* appears on both the projector and monitor.

Users running in extended desktop mode should be aware that this product will run on the primary display.

What is *Interactive Classroom*?

Interactive Classroom is a cutting-edge digital component designed for classroom use to accompany the Macmillan course you are using.

It is designed to be used with an interactive whiteboard, but can also be used with a computer and projector.



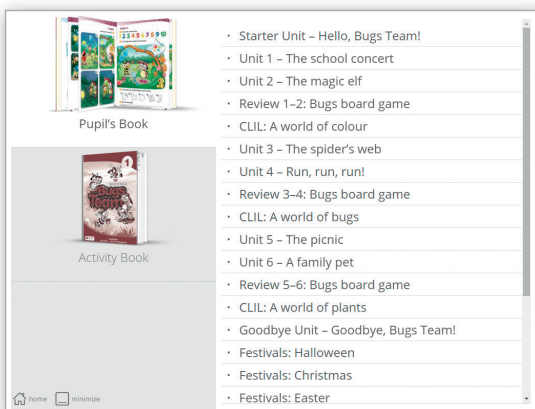
- The Pupil's Book is a digital version of the coursebook, with a variety of multimedia assets and tools which allow you to interact with the material on the screen.
- The Activity Book is a digital version of the Activity Book with audio, answer keys and tools which allow you to interact with the material on the screen.
- The Teacher's Area allows you to create and save your own teaching material.
- The Flashcards and Word cards sections present the key vocabulary from the coursebook along with audio recordings.
- The Audio section includes all tracks from the Class CDs.
- The Video section contains all video clips from the DVD-ROM.
- The Songs and chants section includes all songs from the Class CDs.

The Pupil's Book and the Activity Book

These are digital versions of the Pupil's Book and the Activity Book with multimedia assets linked to the pages.

When you select the Pupil's Book or the Activity Book on the home page you will be shown a unit menu listing all the units.

Click on the unit you wish to view and the Pupil's Book or the Activity Book will open on the first page of the relevant unit.

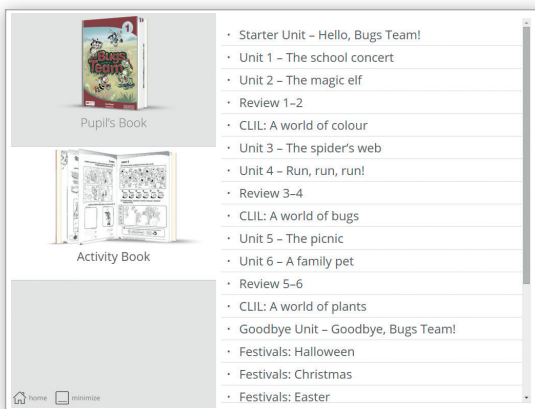


Pupil's Book

Activity Book

- Starter Unit – Hello, Bugs Team!
- Unit 1 – The school concert
- Unit 2 – The magic elf
- Review 1–2: Bugs board game
- CLIL: A world of colour
- Unit 3 – The spider's web
- Unit 4 – Run, run, run!
- Review 3–4: Bugs board game
- CLIL: A world of bugs
- Unit 5 – The picnic
- Unit 6 – A family pet
- Review 5–6: Bugs board game
- CLIL: A world of plants
- Goodbye Unit – Goodbye, Bugs Team!
- Festivals: Halloween
- Festivals: Christmas
- Festivals: Easter

Home maximize








Pupil's Book

Activity Book

- Starter Unit – Hello, Bugs Team!
- Unit 1 – The school concert
- Unit 2 – The magic elf
- Review 1–2
- CLIL: A world of colour
- Unit 3 – The spider's web
- Unit 4 – Run, run, run!
- Review 3–4
- CLIL: A world of bugs
- Unit 5 – The picnic
- Unit 6 – A family pet
- Review 5–6
- CLIL: A world of plants
- Goodbye Unit – Goodbye, Bugs Team!
- Festivals: Halloween
- Festivals: Christmas
- Festivals: Easter

Home maximize

The Pupil's Book and the Activity Book contain:

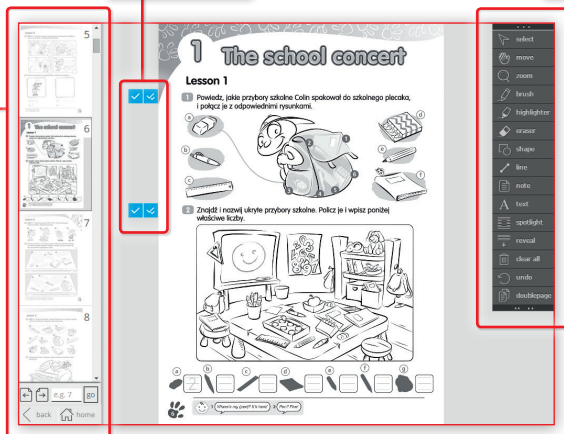
- All the pages from the Pupil's Book and the Activity Book.
- A Navigation Pane which allows you to move to different pages of the book.
- A Toolbox which provides tools to enable you to interact with the Pupil's Book or the Activity Book pages, for example by zooming into activities and writing on the page.
- Asset tabs on either side of the pages which provide links to audio files , answer keys    and interactive activities . Simply click on the tab and the content will appear.



Navigation
Pane

Asset tabs

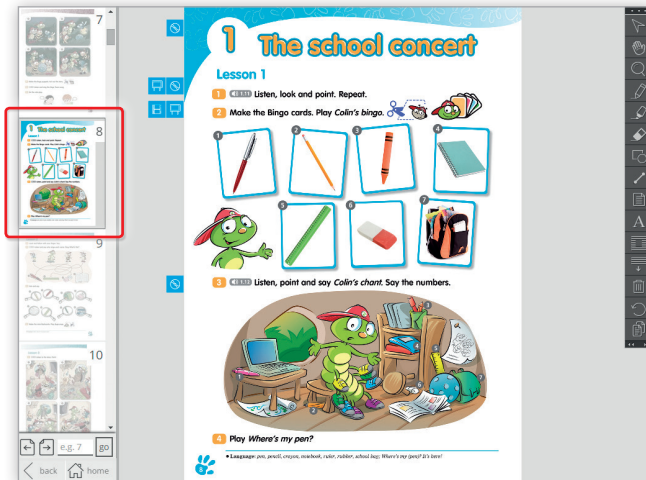
Toolbox



The Navigation Pane

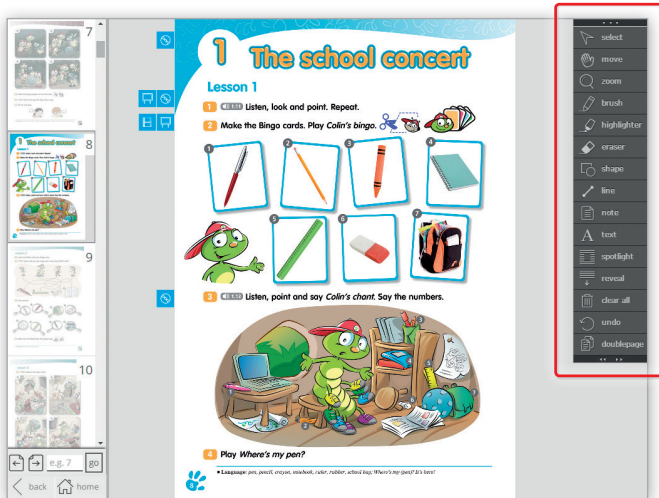
When in the Pupil's Book or the Activity Book, the Navigation Pane appears on the left of the screen. It provides a number of functions:

- You can select a page from anywhere in the Pupil's Book or the Activity Book. Click any of the thumbnails to select a page. The current page is highlighted with an outline and the chosen page appears in the centre of the screen.
- You can also use the arrow buttons to move to the next or previous page of the Pupil's Book or the Activity Book.
- You can go to any page in the Pupil's Book or the Activity Book by typing in the page number in the box below the thumbnails and clicking "go" or Enter.
- The "back" button will take you to the unit list and the "home" button – to the home page of the application.
- The Navigation Pane hides when you are not using it. Move the cursor to the left of the screen to show it again.

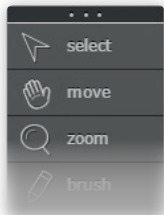


The Toolbox

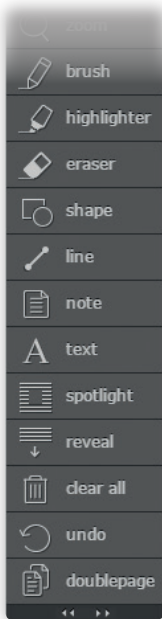
The Toolbox provides a number of tools which enable you to interact with the Pupil's Book or the Activity Book pages by annotating them according to your needs. It is a great way to focus students' attention on particular areas of the page. You can move the toolbox anywhere on the screen by holding the tab at the top. To show the labels, click on the arrows at the bottom.



The tools in the Toolbox are:






- **Select** – use it to manipulate any items or annotations you have added to the page and to be able to click any of the asset tabs.
- **Move** – use it to move the pages anywhere on the screen. Click on the “move” icon and drag the page on the screen.
- **Zoom** – use it to enlarge the page view. Click on the “zoom” icon and drag the slider bar to choose the zoom level. You can also enlarge the page view in the quick zoom mode by double-clicking anywhere on the page. After that the cursor changes to the move tool and you can conveniently navigate around the page. To cancel the quick zoom, double-click anywhere on the page. To set the default quick zoom level, just drag its slider bar. You can also double-click on the page with any tool and the quick zoom will be activated.

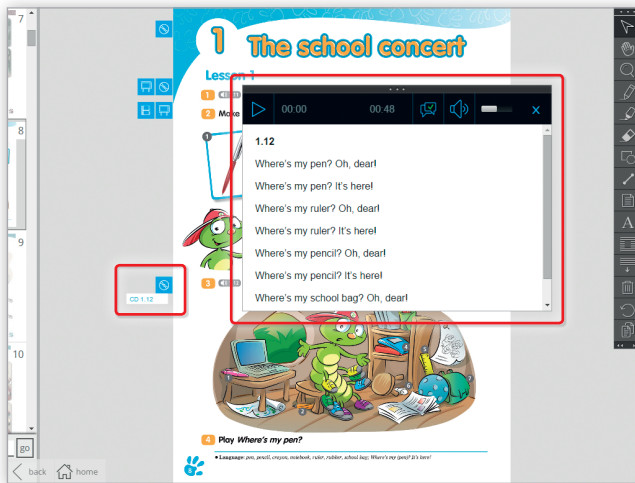


- **Brush** – use it to make annotations on the page. You can choose the thickness of the lines (Line size) and the opacity (Line opacity). Choose the colour by clicking on one of the colourful squares.
- **Highlighter** – use it to highlight information on the page. You can choose the thickness of the lines (Line size). Choose the colour by clicking on one of the colourful squares.
- **Eraser** – use it to delete your annotations. First click on the “eraser” icon and then on the selected annotation you wish to remove and it will disappear.
- **Shape** – use it to insert circular or rectangular shapes on the Pupil’s Book or Activity Book pages. First choose the shape (Circle or Rectangle), then choose the line thickness (Stroke width) and the opacity of the fill colour (Fill opacity). You can choose the line and fill colours by clicking on one of the colourful circles or squares. Finally click “Insert shape”.
- **Line** – use it to insert straight lines. Choose the thickness of the line (Line width) and the colour by clicking on one of the colourful squares.
- **Note** – you can insert a note with a text on any of the pages. Click on the “note” icon, type in the text in the box and click “Insert note”. A yellow note will appear on the screen. You can open it by clicking on it. You can change the size of the note by dragging the bottom right corner. To close the note, click on the grey cross in the top right corner.
- **Text** – you can insert text on any of the pages. Click on the “text” icon, select the font you want to use (Arial, Comic Sans, Ubuntu, Josefin or Times New Roman), choose the font size by dragging the slider bar and the font style (Normal or Bold). You can choose the colour of the text by clicking on one of the colourful squares. Type in the text in the box and click “Insert text”.
- **Spotlight** – use it to cover the whole page view leaving only a spotlight. Click and drag the inside of the spotlight to move it. Use the blue square outline around the spotlight to change its size and shape. To turn off the Spotlight tool, click on the Spotlight icon in the toolbox.
- **Reveal** – use it to hide and then gradually reveal anything on the screen. Click on the “reveal” icon and the whole page will be hidden. You can reveal selected parts of the page by dragging the ‘handles’ on the corners and along top, bottom and sides of the cover. To turn off the Reveal tool, click on the Reveal icon in the toolbox.
- **Clear all** – use it to delete all annotations from the page.
- **Undo** – use it to undo your last action.
- **Doublepage** – use it to view one page at a time or two pages side-by-side.

Playing audio

Interactive Classroom includes audio tracks which are linked to the relevant pages of the Pupil's Book and the Activity Book. All audio recordings are also available from the Audio section on the home page of the application.


-  To access an audio track, click on the audio tab, then the track number and an audio player will appear.
- The audio player includes a Play/Pause button. While playing, the Play button becomes the Pause button.
-  To show the audioscript, click the speech bubble icon on the player. To hide it, click the icon again. While the recording is playing, proper phrases in the script will become highlighted.
- To cue the audio player to start playing from a particular point, click on a word in the audioscript. The audio will begin playing from the beginning of the selected sentence.
- To move the audio player, hold the grey area on the top of the script window and move it on the screen.
- To adjust the volume, drag the slider bar next to the speaker symbol to the left or right.
-  To mute the sound completely, click on the speaker icon.
- To close the audio player, click on the cross in the top right corner.



Answer keys

Answer keys for most exercises in the Pupil's Book and the Activity Book are linked to the relevant pages.

Pupil's Book

-  To view an answer key, click on the answer key tab aligned with the exercise you are focusing on.
- To see all answers from the activity, click on “Show all”.
- To see individual answers from the activity, click on the relevant numbers or letters.



Lesson 2

1 Listen, point and say.

1 2 3 4 5 6 7 8 9 10

2 Listen, find and point. Count and say.

3 Listen, look and find. Repeat. Say the colours.

4 Peach 5 Dog 6 Apple 7 Book 8 Cat

9 Play these five pictures.

Language activities 1-10 activities that are again, then, made. Which is the best? later



Lesson 2

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Language activities 1-10 activities that are again, then, made. Which is the best? later

Exercise 3

1 blue





2 yellow

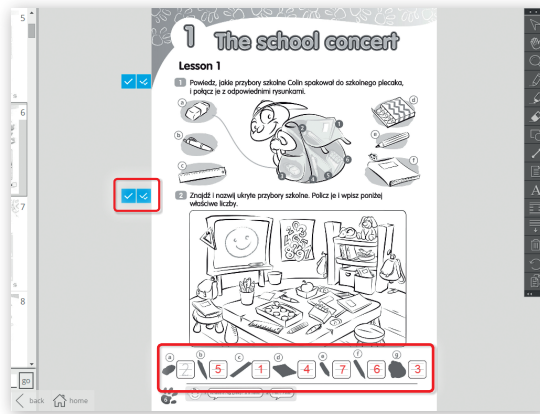
3 red

4 green

5 pink



Activity Book



- 
 To view an answer key, click on the answer key tab aligned with the exercise you are focusing on.
-  To see all answers in an activity, click on the icon with two ticks. To hide all answers, click on it once more.
-  To see individual answers in an activity, click on the icon with one tick. By clicking it continuously, the answers will appear one by one.





1 The school concert

Lesson 1

  **1** Powieść, jakie przybory szkolne Colin spakował do szkolnego plecaka, i połącz je z odpowiednimi rysunkami.


  **2** Znajdź i nazwij ukryte przybory szkolne. Pokaż je i wpisz poniżej właściwe liczby.

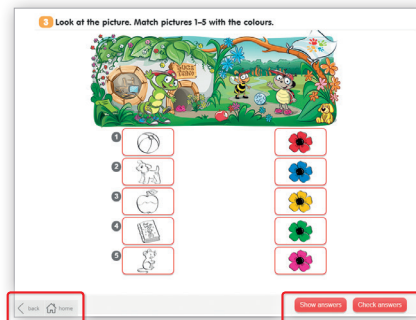




Interactive activities

There are interactive versions of many exercises in the Pupil's Book. There are a range of activity types, including drag and drop, memory, reordering pictures and matching pictures with words.

-  To access an interactive activity, click on the interactive activity tab aligned with the exercise you are focusing on. The interactive activity will appear on the screen.
- To check all the answers, click on the “Check answers” button.
- To reveal all the answers without completing the activity, click on the “Show answers” button.
- To reset the activity back to the start position, click on the “Try again” button.
- When there is an audio track to accompany the activity, this can be accessed by clicking “Play” on the mini audio player below the rubric in the activity.
- To close an interactive activity, click on the “back” button to return to the page view.



- In story ordering activities, the students have to listen to the fragments of the stories and drag the pictures to the boxes in the correct order. To listen to the recording, you have to click on the Play button below the boxes. When you put the cursor on any of the numbered boxes, you can also play the fragment of the recording relevant to a specific picture. If the correct picture is put in the correct box, a green tick will appear after the recording is finished. To put the picture back on the panel below, you can either drag it or simply click on it.

Listen to the story and put the pictures in the correct order.

- To match two pictures in a matching activity, first click on one picture in a pair and then on the other. A red line appear between the two pictures you selected.






2 Listen and match the pictures.

- To find a word in wordsearch activities and word snakes, click on the first and the last letter of the selected word, or click on the first letter and drag across all the letters of the word. It will appear below the wordsearch. If you want to delete the word, click on the red cross next to the word.

1b Find 5 Easter words in the wordsearch.

y	y	a	r	a	b	b	i	t	i
s	c	f	y	l	i	r	s	b	y
p	c	k	m	a	p	y	o	y	s
t	h	u	t	b	a	s	k	e	t
j	i	q	j	r	k	x	n	z	p
b	c	a	b	m	s	s	p	d	s
m	k	x	d	x	t	z	j	a	j
w	h	z	d	z	t	l	y	h	e
f	l	o	w	e	r	s	s	o	g
z	c	l	o	p	w	x	f	a	g


rabbit x

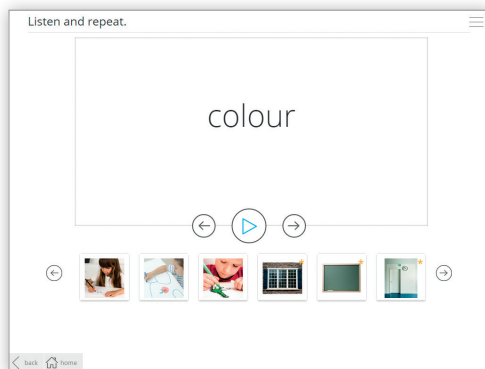
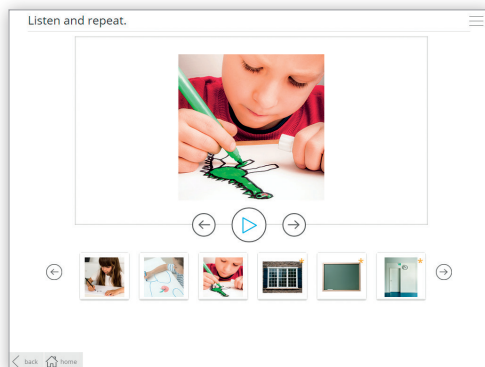
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- 
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- 
- 

back home Show answers Check answers

Flashcards and Word cards




The Flashcards option on the home page provides access to interactive flashcards of key vocabulary from the coursebook. They are divided by units they correspond to.

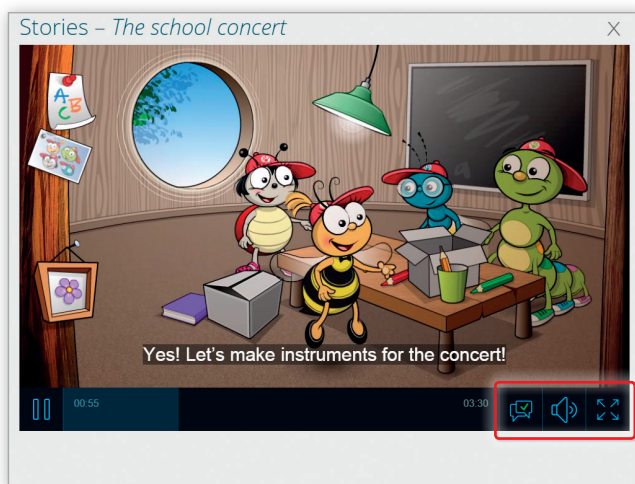
- Click anywhere within the flashcard to turn the card over to reveal the word.
- To listen to an audio recording of the word, click on the Play icon.
- You can use the next and previous buttons to move to the next or previous flashcard in the unit.
- To view a list of all the words in a unit click on this icon  in the top right corner and a list with words will expand.
- Words from the Extra Vocabulary section in the Pupil's Book are marked with an asterisk.



Video

The video option on the main menu provides access to video clips which accompany the coursebook.

- To access the videos from the main menu, select the Video option.
- Click on the video clip you want to watch, and the video player will open.
- To watch the video clip with subtitles, click on the script icon .
- You can change the volume by clicking on the Speaker icon and dragging the slider bar up or down.
- To view the video in full screen mode, click on the expand icon . To return to viewing the video in a window, click on this  icon.
- To move to a different point in the video, drag the slider bar next to the Play button to the right of left.
- To close the video player, click on the cross in the top right corner.



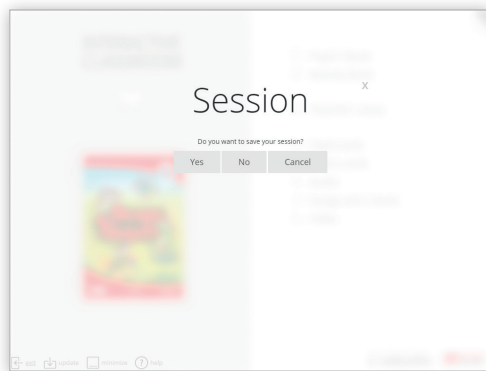
Creating, saving and opening saved annotations

Creating annotations

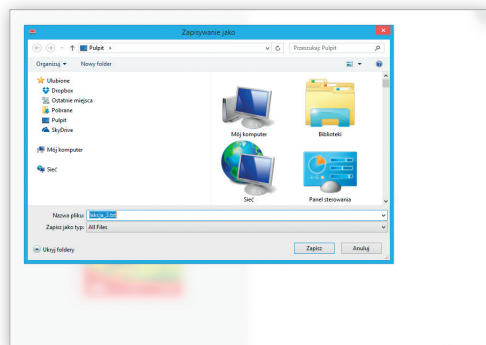
- Annotations can be added to the Pupil's Book and Activity Book pages using the tools available in the Toolbox.

Saving annotations

- You can save annotations you have added to the Pupil's Book and Activity Book. This can be done when exiting *Interactive Classroom*. Before the program closes, you will be asked whether you want to save your session or not.

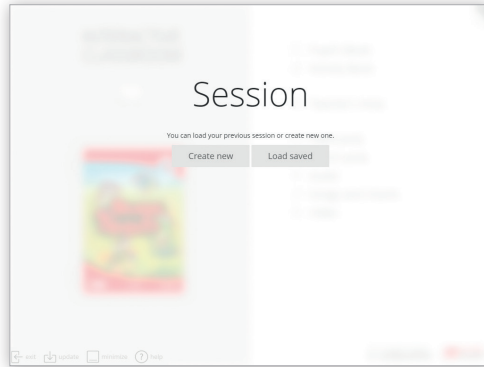


- If you want to save your session, click "Yes". You will be asked to enter a file name and choose a location in which to save the file. When you have done this, click Save (Zapisz).

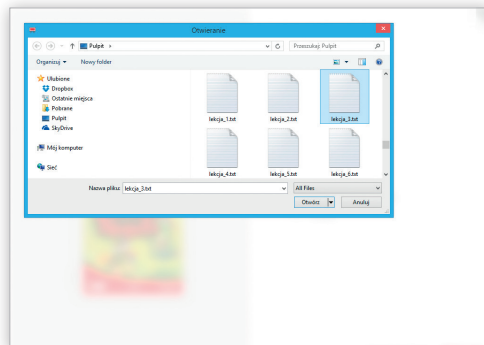


Opening saved annotations

- You can open annotations which you have previously saved. When opening the application at the beginning of a new session, you will be given two options: to create a new session (Create new) or open a saved session (Load saved).



- If you choose to open a saved session, click “Load saved” and browse for the file you want to open. Find the file on your disk and click Open (Otwórz).

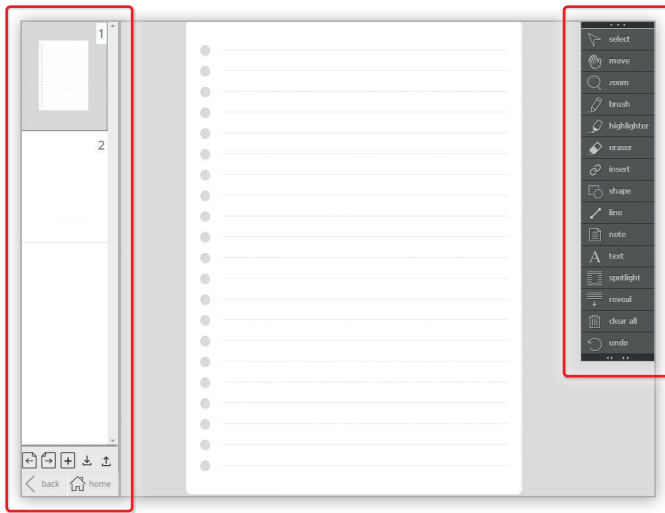


The Teacher's Area

The Teacher's Area can be used to create your own material either before or during a class.






The Teacher's Area contains:

- a blank page in the centre of the screen. You can add more pages if you wish.
- a Navigation Pane which allows you to move between the pages you have created.
- a Toolbox which provides tools to enable you to write annotations, insert text, images, shapes and links.



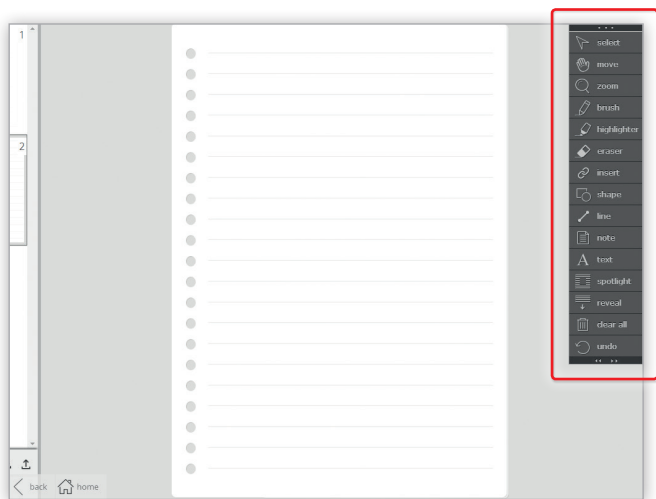
The Navigation Pane

In the Navigation Pane you can:

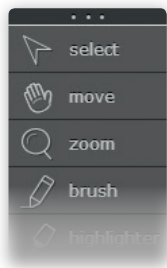
- add new pages in the project you create by clicking on the “plus” icon 
- scroll to move through the thumbnails of the Teacher's Area pages
- move to the next and previous page of the Teacher's Area using the arrows  
- save changes to the projects you are creating 
- open projects which you have saved on your disk. 

The Toolbox

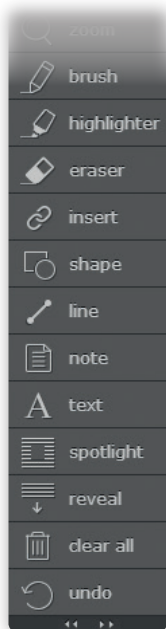
The Toolbox provides a number of tools which enable you to write annotations and create material for use in class. You can move the toolbox anywhere on the screen by holding the tab at the top. To show the labels, click on the arrows at the bottom.



Some of the tools in the Toolbox in the Teacher's Area are the same as in the Pupil's Book and the Activity Book. These are:




- Select** – use it to manipulate any items or annotations you have added to the page and to be able to click any of the asset tabs.
- Move** – use it to move the pages anywhere on the screen. Click on the “move” icon and drag the page on the screen.
- Zoom** – use it to enlarge the page view. Click on the “zoom” icon and drag the slider bar to choose the zoom level. You can also enlarge the page view in the quick zoom mode by double-clicking anywhere on the page. After that the cursor changes to the move tool and you can conveniently navigate around the page. To cancel the quick zoom, double-click anywhere on the page. To set the default quick zoom level, just drag its slider bar. You can also double-click on the page with any tool and the quick zoom will be activated.

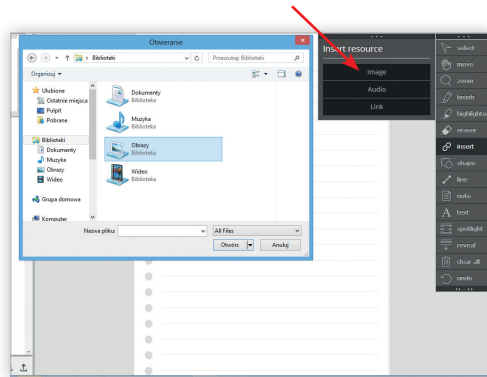


- **Brush** – use it to make annotations on the page. You can choose the thickness of the lines (Line size) and the opacity (Line opacity). Choose the colour by clicking on one of the colourful squares.
- **Highlighter** – use it to highlight information on the page. You can choose the thickness of the lines (Line size). Choose the colour by clicking on one of the colourful squares.
- **Eraser** – use it to delete your annotations. First click on the “eraser” icon and then on the selected annotation you wish to remove and it will disappear.
- **Shape** – use it to insert circular or rectangular shapes on the Teacher's Area pages. First choose the shape (Circle or Rectangle), then choose the line thickness (Stroke width) and the opacity of the fill colour (Fill opacity). You can choose the line and fill colours by clicking on one of the colourful circles or squares. Finally click “Insert shape”.
- **Line** – use it to insert straight lines. Choose the thickness of the line (Line width) and the colour by clicking on one of the colourful squares.
- **Note** – you can insert a note with a text on any of the pages. Click on the “note” icon, type in the text in the box and click “Insert note”. A yellow note will appear on the screen. You can open it by clicking on it. You can change the size of the note by dragging the bottom right corner. To close the note, click on the grey cross in the top right corner.
- **Text** – you can insert text on any of the pages. Click on the “text” icon, select the font you want to use (Arial, Comic Sans or Times New Roman), choose the font size by dragging the slider bar and the font style (Normal or Bold). You can choose the colour of the text by clicking on one of the colourful squares. Type in the text in the box and click “Insert text”.
- **Spotlight** – use it to cover the whole page view leaving only a spotlight. Click and drag the inside of the spotlight to move it. Use the blue square outline around the spotlight to change its size and shape. To turn off the Spotlight tool, click on the Spotlight icon in the toolbox.
- **Reveal** – use it to hide and then gradually reveal anything on the screen. Click on the “reveal” icon and the whole page will be hidden. You can reveal selected parts of the page by dragging the ‘handles’ on the corners and along top, bottom and sides of the cover. To turn off the Reveal tool, click on the Reveal icon in the toolbox.
- **Clear all** – use it to delete all annotations from the page.
- **Undo** – use it to undo your last action.

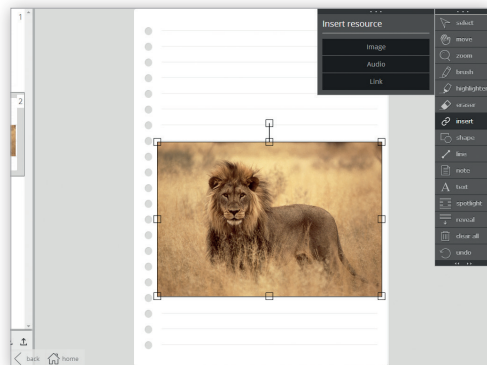
Inserting images, audio and links

Images, audio files and links to websites can be added in the Teacher's Area.

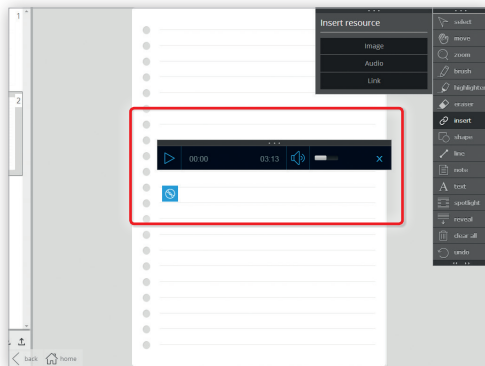
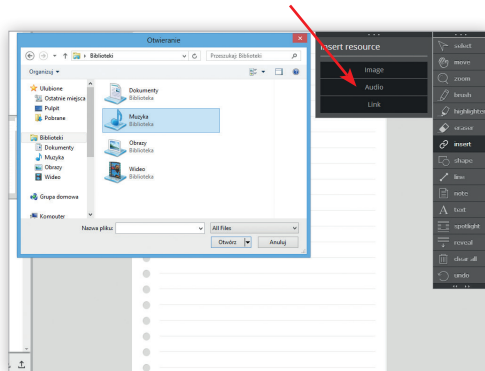
- Click on the link icon  and choose whether you want to insert an image, audio file or a link.
- If you want to insert an image, click "Image" and a browser box will appear. Find the image you want to insert and click Open (Otwórz).



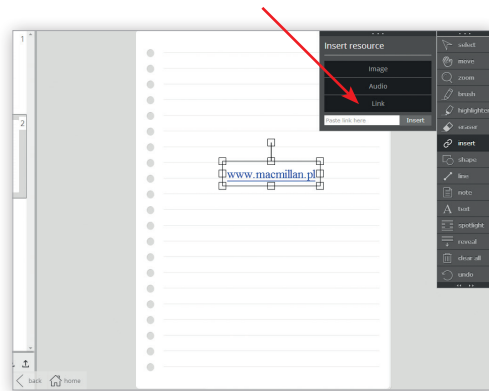
- To move the image, click on it and drag it to a new position.
- To resize the image, click on it and a box will appear around it. To adjust the height or width of the image, drag the squares on the sides of the image.
- To adjust the size of the image while maintaining the same proportions, drag the squares on the corners of the image.
- To rotate the image, click and drag the square above the top side of the image.
- To delete the image, first click on the Eraser icon and then on the image you wish to remove.



- If you want to insert an audio track, click “Audio” and a browser box will appear. Find the recording you want to insert and click Open (Otwórz).
- A blue audio icon will appear on the page. To play the recording, click on it and an audio player will open.
- You can move the icon anywhere on the screen by clicking it and dragging on the page.
- You can move the audio player anywhere on the screen by clicking the grey area on top and dragging it on the page.
- You can insert tracks in three different formats: MP3, WAVE or OGG.
- To delete the audio track, first click on the Eraser icon and then on the blue audio icon on the page.



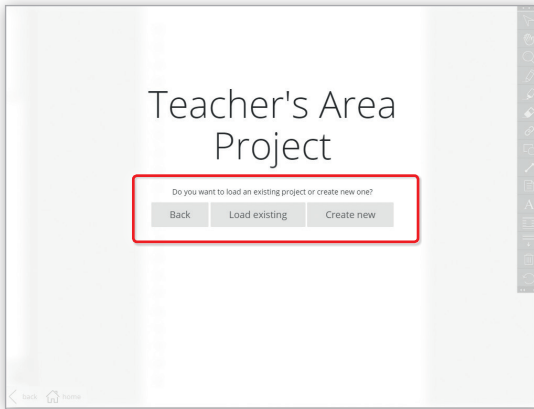
- If you want to insert a website link, click “Link” and type in or paste the website address. Click Insert and the link will appear on the page.
- To open the link, simply click on the text.
- To move the link, click on it and drag it to a new position.
- To resize the link, click on it and a box will appear around it. To adjust the height or width of the link, drag the squares on the sides of the link.
- To delete the link, first click on the Eraser icon and then on the link on the page.



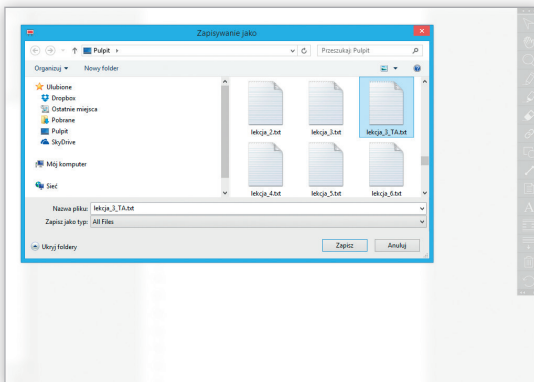
Opening and saving projects in the Teacher's Area



You can save the pages you have created in the Teacher's Area and open them later.

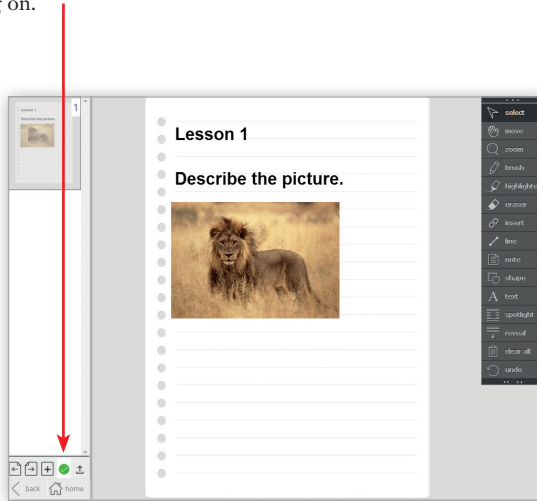
When you open the Teacher's Area from the main menu, you will be asked whether you want to open a saved project (Load existing), create a new one (Create new) or go to the home page (Back).



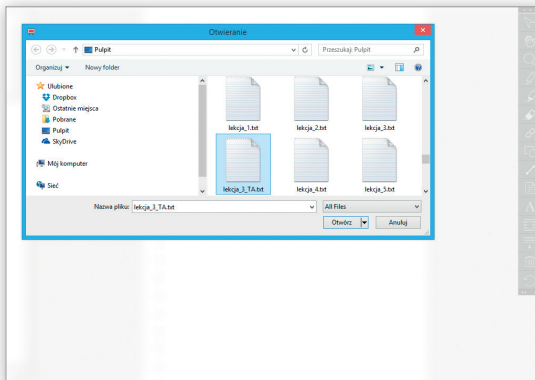
- If you want to create a new project, click "Create new". A browser window will open where you will have to enter the file name and select the location where you want to save the file. Click on Save (Zapisz) and the Teacher's Area will be ready to use.




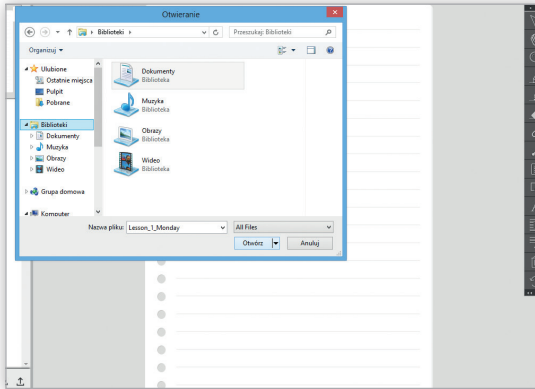
- After you have created a project (made annotations, inserted images, etc.), remember to save the changes in the file you have prepared. Do it by clicking on the Save icon bottom of the Navigation Pane . While saving, for a second, the icon will change to a green dot . Repeat the procedure every time you make changes to the file you are working on.



- To open a project you have previously saved, click on “Load existing”. A browser window will open. Find the file you wish to open on your disk and click Open (Otwórz).



- You can also open a saved project from the Teacher's Area page view by clicking on the Load icon at the bottom of the Navigation Pane . A browser window will open. Find the file you wish to open on your disk and click Open (Otwórz).



Techniques and ideas

Four ways to use the Brush and Highlighter tools

1 **Gap-fill activities** You can use the Brush tool to turn texts in the Student's Book into gap-fill activities. For example, to review a grammar point you could create a gap-fill using a grammar note, or to focus on specific language you could use a reading text or dialogue.

To create a gap-fill, zoom into the text you want to use and then select the Brush tool. Select a wide pen width and choose a colour. Then create gaps by drawing a line over the words or phrases you want to hide. This can be done before or during a class and saved.

When the students have noted down the missing words, you could write their answers in the gaps by writing over the pen lines using a different pen colour. To reveal the hidden words, select the Eraser tool and then click on the pen lines.

2 **Highlight new vocabulary** Use the Highlighter tool to draw attention to new words or phrases in the Student's Book. For example, when the students have finished reading a text in their coursebooks, zoom into the text on the board and then ask them to highlight any words they don't know or want to check. You can then either ask the students to check the meaning of the words in groups or check them as a whole class.

3 **Colour code words and phrases** Use different highlighter colours to signify different parts of speech, tenses or categories of vocabulary. This could be done when explaining grammar, categorising vocabulary, and focusing on different parts of speech. You could also ask the students to add the highlights themselves to check their understanding.

4 **Mark stress and intonation** Use the Brush or Highlighter tool to mark the stress and intonation on words and phrases.

Four ways to use the Reveal tool

1 **To introduce a topic** You can use the Reveal tool as a way of introducing a topic to the class. For example, you could gradually reveal a picture or photo connected to the topic, while asking students to guess what, who or where they think it is.

2 **To introduce or review vocabulary** To introduce or review vocabulary, you could add pictures to a page in the Teacher's Area, or zoom into part of the Student's Book. Then reveal the pictures one by one, asking students to name the items. You could also reveal a photo or picture of a scene, asking the students to describe what they see as you reveal it.

- 3 To control pace and focus** You can use the Reveal tool to control which parts of an activity the students can see. For example, when focusing on an exercise in the Student's Book, use the Reveal tool to show each question one by one. This ensures that all the students are looking at the same questions at the same time.
- 4 Backs to the board** Write a list of the vocabulary you want to practise on a page in the Teacher's Area or on a note in the Student's Book and hide it from the students by selecting the Reveal tool. Ask the students to work in teams, with one member of each team sitting with their back to the board. Reveal the first word, and ask each team to describe the word to the team member who cannot see the board. The first student to guess the word scores a point for their team. Continue to reveal the words one by one, setting a time limit for each word if you wish.

Four ways to use shapes

- 1 Hiding and revealing** You can use filled shapes to hide and reveal text and pictures in the Student's Book or the Teacher's Area.
- 2 Tables** You can create tables in the Teacher's Area by using the rectangle shapes and straight lines. Use a rectangle for the border of the table, and straight lines to add columns and rows. You can add text to a table using the text tools. To create a drag and drop activity, add text or pen annotations outside the table, and then ask students to drag them into the correct columns.
- 3 Timelines** You can create timelines using the rectangle shape and straight lines. For example, to show the order of events in a story, draw an arrow on the page and then write the events of the story using the pen or text tools. Then connect the events to the arrow using lines, or add other shapes such as circles to the arrow to represent events.
- 4 Point scoring** You can use shapes to award points during team games and activities. Create a shape for each team, or allow the teams to choose their own shapes and colours. These could be the same shapes with different fill colours, or a different shape and colour for each team. When a team is awarded a point, select their shape and then click on copy and then paste. This will create another shape to represent the point they have scored.

Three ways to record vocabulary

- 1 The Note tool** Add a note to a page in the Student's Book and create a vocabulary list which you can add to during the class and save.
- 2 Images** Add pictures to a page in the Teacher's Area to illustrate key vocabulary. As a review, you could ask the students to label the pictures, or write the vocabulary with the text or brush tools at the bottom of the page and ask the students to drag the words to match the pictures.
- 3 Spider diagrams** You can create spider diagrams in the Teacher's Area using the circles and straight lines provided by the Shape tool. You can add vocabulary to the circles using the pen or text tools.

Two ways to use links in the Teacher's Area

- 1 Introduce or expand on a topic** You can add links to websites or files to pages of the Teacher's Area. For example, to introduce the topic of holidays you could add a link to a holiday website, or to expand on the topic of news, link to a news website.
- 2 Online activities and games** You could add links to online coursebook-related material such as www.macmillanpracticeonline.com and you could display the activities on the board for whole class practice, or to check answers with the students after they have done them individually.

Four ways to use the audio player

- 1 Script only** Play the audio player with the sound turned down and with the audio script showing. Ask the students to read the script on the screen as the sentences are highlighted. Alternatively, the students could read the audioscript in their coursebooks. Then ask them to work with a partner and discuss how they expect the intonation, tone of voice and so on to sound. Then play the audio and ask the students to compare their ideas with what they hear.
- 2 Predicting content** Use the 'hide' button on your projector remote control to hide the contents of the screen, or cover the projector beam. Then use the cue function on the audio player to play a few sentences from different parts of the listening. Ask the students to listen and then discuss with a partner what they think the listening is about and who they think the speakers are. Then play the whole audio and ask the students to compare their ideas with what they hear.

- 3 Answer checking** When checking the answers to a listening activity, if there are any questions the students found difficult to answer, use the cue function to play these parts of the listening again. Repeat them as many times as necessary.
- 4 Pronunciation practice** Use the cue function to play individual phrases or sentences and ask the students to listen and repeat, focusing on stress, intonation and contractions as appropriate.

Three ways to use video clips

- 1 Picture only** Show the video with the sound turned down and the subtitles turned off. Ask the students to work in pairs and to predict what they think the people are saying, or what the voiceover is describing.
- 2 Freeze frame** While watching a video clip, pause the video player periodically and ask the students to work with a partner and recount what has happened so far, predict what is going to happen next, or ask them to describe what they can see.
- 3 Subtitles only** Show the video with the sound turned down and with the subtitles turned on. Pause the video periodically and ask the students to discuss with a partner what they expect the intonation of the language to be. Then watch with the sound turned up and ask them to compare their ideas with what they hear.

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