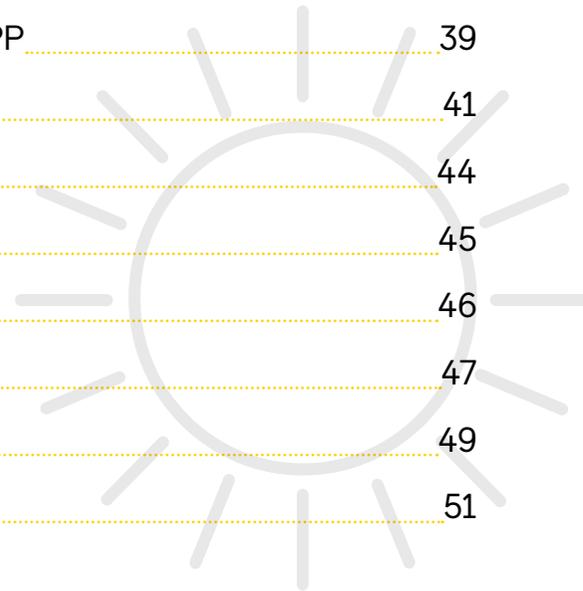




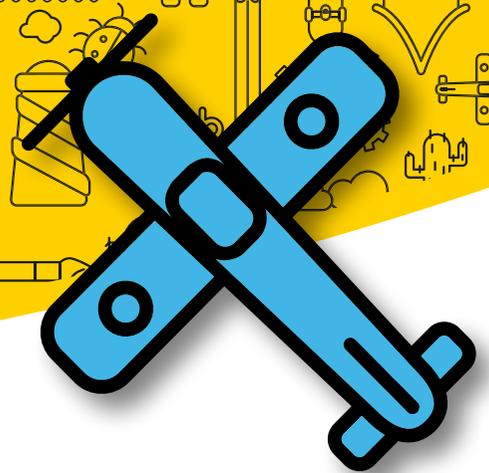


# TABLE OF CONTENTS

|                        |          |                                  |           |
|------------------------|----------|----------------------------------|-----------|
| <b>TEACHER</b>         | <b>3</b> | <b>ADD A CLASS</b>               | <b>25</b> |
| GET STARTED            | 4        | ADD STUDENTS                     | 27        |
| DOWNLOAD THE NAVIO APP | 5        | GET YOUR STUDENTS' LOGIN DETAILS | 28        |
| OPEN THE APP           | 6        | CLASS CODE                       | 32        |
| CREATE AN ACCOUNT      | 7        | EXPLORE THE PUPIL'S APP          | 33        |
| TRY THE APP            | 11       | PROGRESS TRACKER                 | 34        |
| YOUR CLASS DASHBOARD   | 12       | <b>STUDENT</b>                   | <b>38</b> |
| TAP & TEACH LESSONS    | 13       | DOWNLOAD THE NAVIO APP           | 39        |
| THE CAROUSEL           | 15       | GET STARTED                      | 41        |
| THE FILTER TOOL        | 16       | EXPLORE THE WORLDS               | 44        |
| BOOK PAGES             | 17       | SETTINGS                         | 45        |
| SETTINGS               | 18       | JOIN CLASS                       | 46        |
| REWARDS                | 19       | COMPLETE ACTIVITIES              | 47        |
| THE WHITEBOARD TOOLS   | 21       | STUDENT PROFILE                  | 49        |
| THE TIMER              | 23       | DIGITAL BOOKS                    | 51        |



**TEACHER**

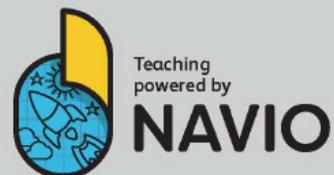


- GET STARTED
- DOWNLOAD THE NAVIO APP
- OPEN THE APP
- CREATE AN ACCOUNT



# GET STARTED

Teacher access codes for Macmillan courses on Navio can be found on the inside cover of your Teacher's Book or are provided by email through your local Macmillan office.



Welcome to **Navio**,  
teaching made more rewarding

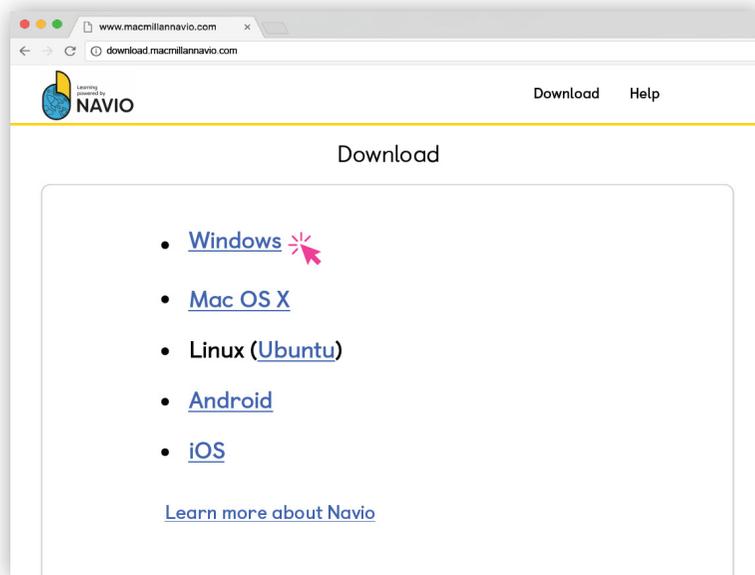
 To unlock your Navio

1. <http://download.macmillannavio.com>
2. Follow the on-screen instructions
3. Scratch off panel to reveal code

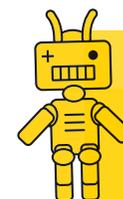
# DOWNLOAD THE NAVIO APP

When you have your Navio access code, you are ready to download the app.

- 1 Go to <http://download.macmillannavio.com> and select your operating system to go to the appropriate App Store or to download the app directly to your device.

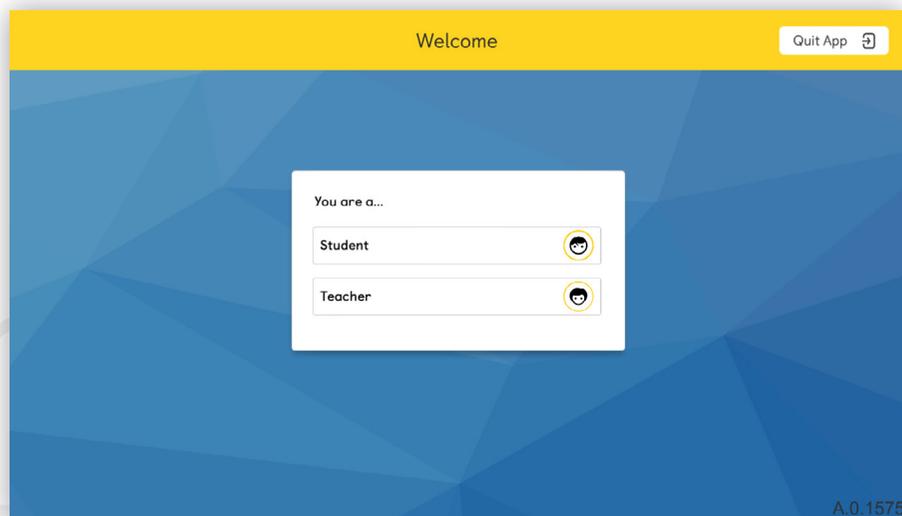


- 2 For Windows, Mac and Linux you need to open the Zip file you have downloaded. Then double-click on the installer file and follow the on-screen instructions to install Navio.
- 3 Now find the Navio app on your device and open it to get started.

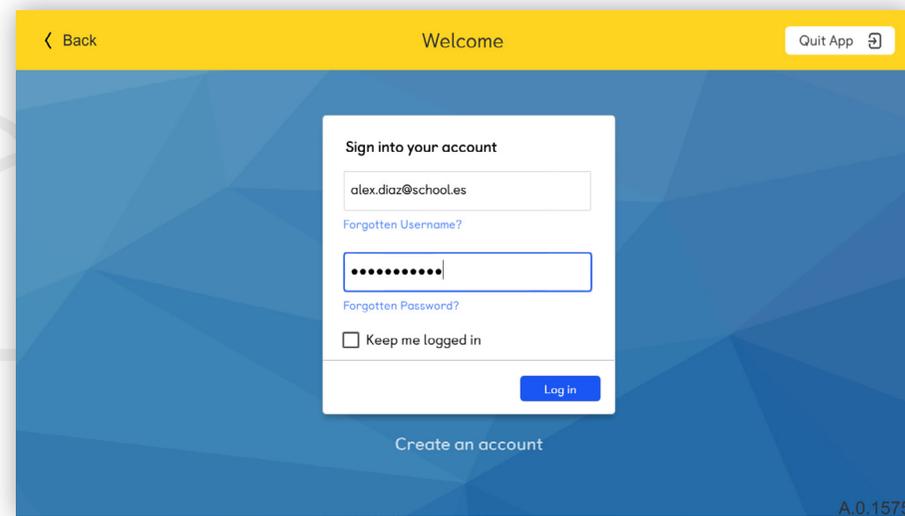


**Tip:** You can download the app onto all the devices you will use at school or at home.

# OPEN THE APP



- 1 Open the app and identify yourself as a Teacher.

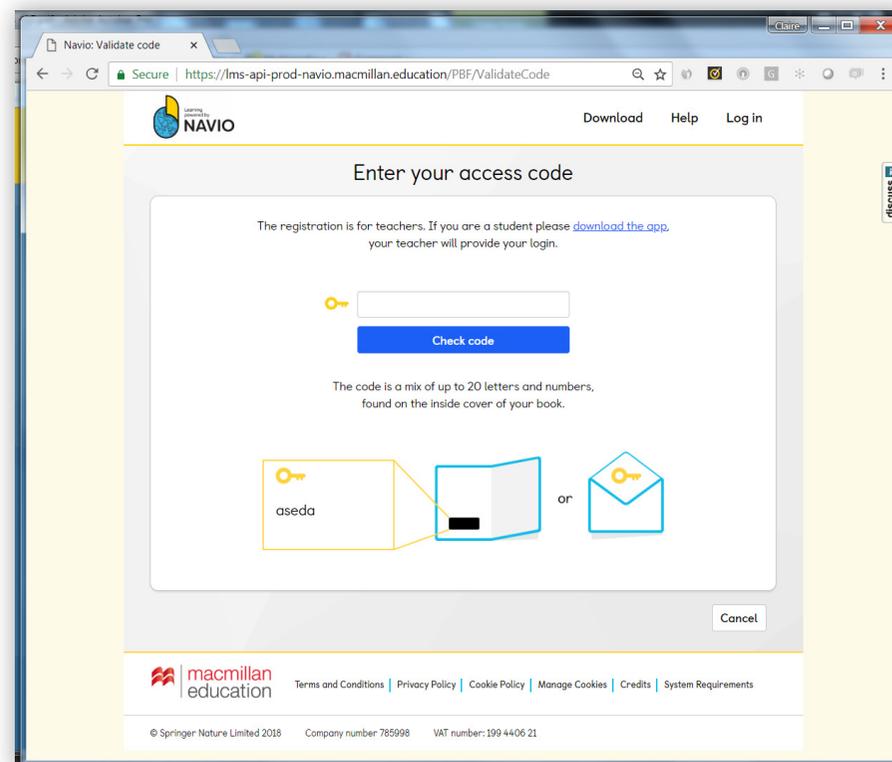


- 2 If you already have a Macmillan account, you can log in with your existing username and password.
- 3 For first-time users, click **Create an account**. Note: You will need to be online to create an account.

# CREATE AN ACCOUNT

## Activate a code

- 1 Before setting up your account you will be asked to enter your access code. This opens a browser window so you need to be online.
- 2 The code has a maximum of 20 letters and numbers. You will have received it by email or found it in the inside cover of your Teacher's Book.
- 3 Enter the code and click **Check code**.



# CREATE AN ACCOUNT

## Enter your details

4 Follow the on-screen instructions to enter your details.

The screenshot shows a web browser window with the URL <https://lms-api...>. The page header includes the NAVIO logo and links for Download, Help, and Log in. The main content area displays a validation code: "This code is valid for: New Tiger: 3 Teacher's App on Navio". Below this is a form titled "Please enter your details." with a link for existing users: "Already a Macmillan user? [Log in here](#)". The form fields include: First name, Last name, Country of residence (a dropdown menu), Date of birth (with Day, Month, and Year dropdowns), and Email address (with a sub-note: "If you are a minor in your country, please enter the email address of your parent, guardian or teacher:"). There is also a field for "Confirm email address".

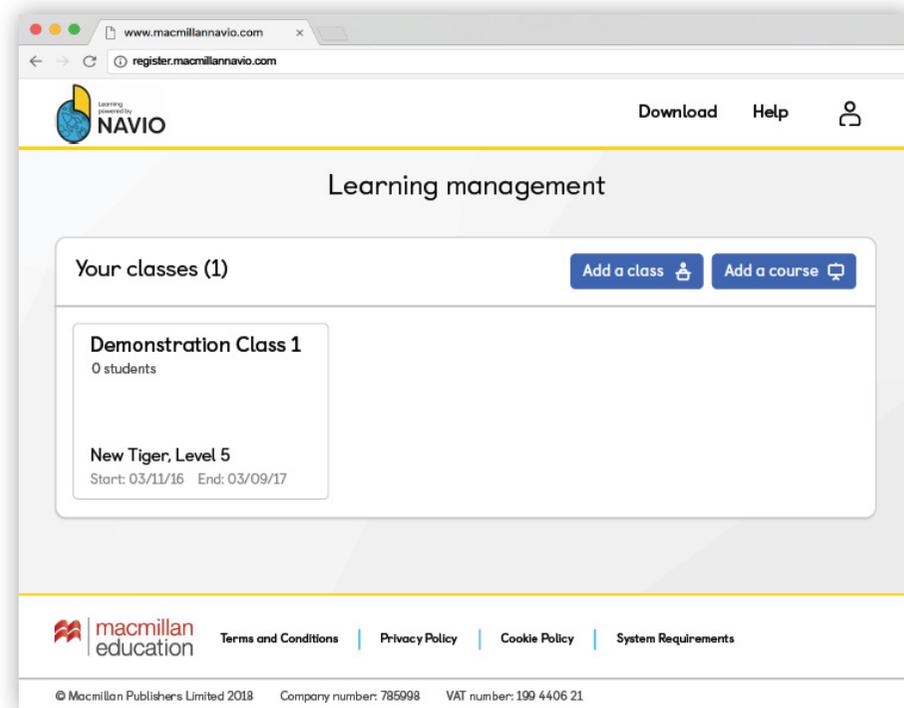
5 When you have finished, click **Register and activate code.**

The screenshot shows the same web browser window, but the form is now for registration. It includes fields for: "email address of your parent, guardian or teacher: Email address", "Confirm email address", "Please choose a username and password to log in to the site: Username", "Password", and "Confirm password". There is a checkbox for "I agree to the [terms and conditions](#) and that my personal data is stored and processed in accordance with the [Privacy Policy](#) and [Cookies Policy](#)". A red button labeled "Register and activate code" is visible, along with a "Cancel" button. The footer of the page features the Macmillan Education logo and links for Terms and Conditions, Privacy Policy, Cookie Policy, Manage Cookies, Credits, and System Requirements. Copyright information at the bottom reads: "© Springer Nature Limited 2018 Company number 785998 VAT number: 199 4406 21".

# CREATE AN ACCOUNT

Congratulations! You have now activated a subscription to your Macmillan course and set up your account on the Macmillan Navio Learning Platform. You can now...

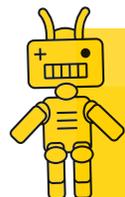
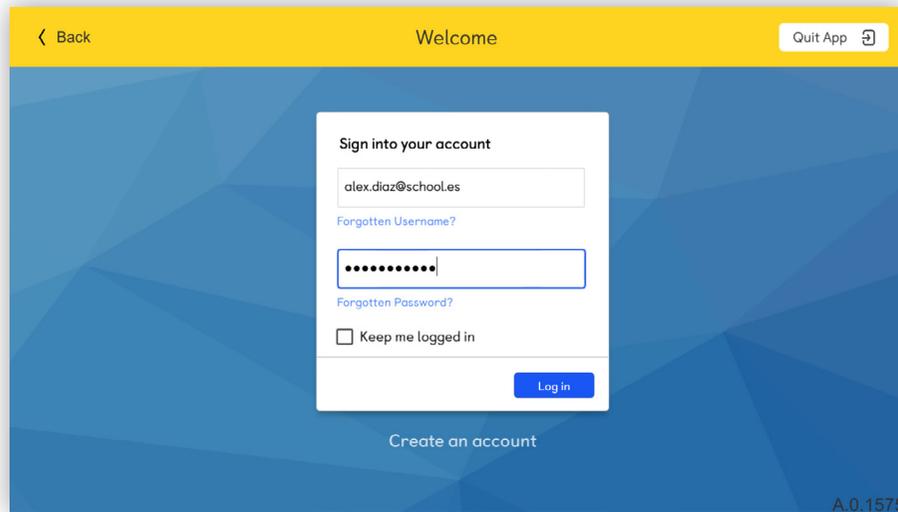
- 1 Stay on the Learning Management page of Navio to edit or add classes and register your students. (Go to page 25)
- 2 Check your email to find confirmation of your subscription activation.
- 3 Go back to the app to explore further. (Go to page 11)



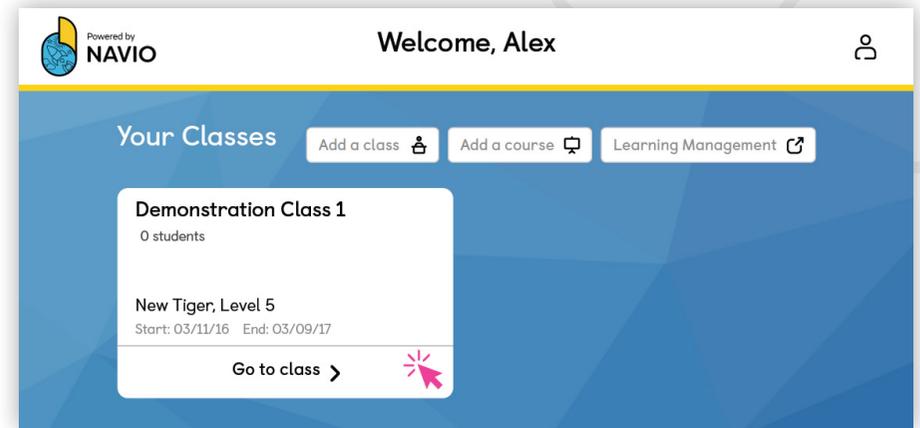


# TRY THE APP

- 1 Open the app and log in with your username and password.



**Tip:** You must register your students and give them their usernames and passwords so that they can start using the Pupil's App. See page 25.



## Your Classes dashboard

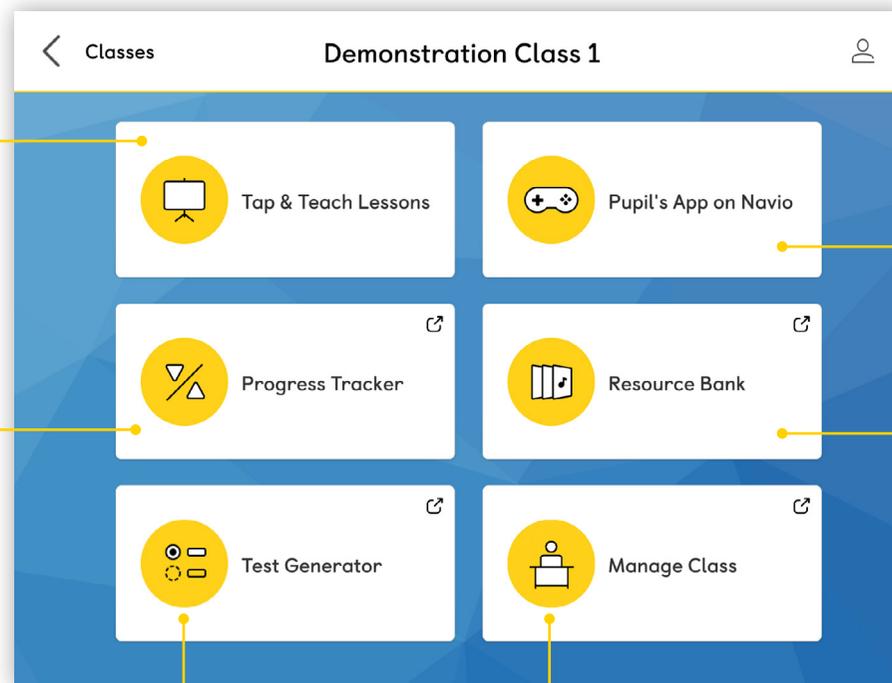
- 2 Any classes you add in the Navio Learning Platform will appear here in the Classes dashboard.
- 3 A Demonstration Class has already been set up for you so that you can explore the app without first adding a class or registering students.
- 4 Click **Go to class** to start exploring!

# YOUR CLASS DASHBOARD

When you are ready to teach your class, select **Tap & Teach Lessons** to start teaching. See page 13.

Click here to open the online **Progress Tracker**, where you can see how your class is progressing through the Pupil's App. See page 34.

With the **Test Generator**, you can build your own tests or worksheets from a bank of questions linked to your course. Opens in a browser.



Access the **Pupil's App** to show your students the exciting 3D worlds or to let them play in groups on shared devices without affecting their individual grades. See page 33.

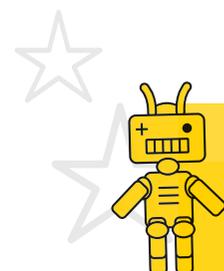
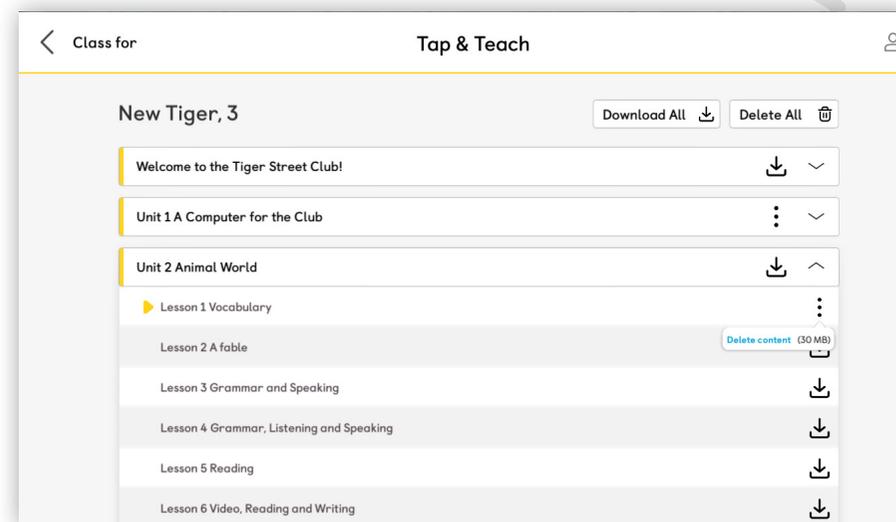
The tests, worksheets, audio and video that accompany your course can be found in the **Resource Bank**. Opens in a browser.

Go to **Manage Class** to add or remove students or generate login details for this class. Opens in a browser. See page 27.

# TAP & TEACH LESSONS

Selecting **Tap & Teach Lessons** in the Class Dashboard opens your course Table of Contents.

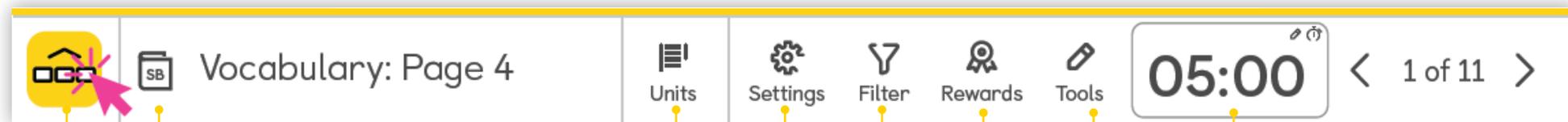
- 1 Use this screen to navigate to the Unit and Lesson you wish to teach.
- 2 Prepare your lesson by downloading individual units or lessons to the device you will use in class.
- 3 Delete units or lessons you have completed to free up space on the device.
- 4 Choose the lesson you want to teach and select it to start teaching straight away.



**Tip:** Click **Download All** to start downloading all the content for this level.

# TAP & TEACH LESSONS

When you have selected your lesson you are ready to Tap and Teach! See below for some tips on how to use the Teacher controls. Use the links to find out more about each control.



Open the **Carousel** to view all the activities in your lesson pathway. See page 15.

See, at a glance, which component, page and lesson an activity comes from.

Go back to the Table of Contents.

Change your display settings and access audio controls. See page 18.

Filter the activities in your lesson pathway. See page 16.

Reward your students and put them in teams. See page 19.

Pen and mask tools. See page 21.

Activity timer. See page 23.

# THE CAROUSEL

Opening the Carousel displays all the activities in your lesson pathway.

Access the activity filters here. See page 16.

Click here to open book pages for this lesson. See page 17.

Close the Carousel.

The screenshot shows the carousel interface with the following elements:

- Filter activities** button with a funnel icon.
- Pupil's Book** button with a book icon and a pink arrow pointing to it.
- Activity Book** button with a book icon.
- Close** button with an 'X' icon.
- Five activity cards, each titled "This is a Rubric H2 32pt". The first card shows a matching exercise with three images and labels: "This is Mr Brown", "This is Mr Blue", and "This is Mr Pink". The second card shows a caption exercise with a cartoon image and labels: "coffee", "good", "small", and "best". The third card shows a grid of six yellow boxes with a wavy pattern. The fourth and fifth cards show multiple-choice questions with three options each.
- Bottom navigation bar with icons for: Home (house icon), SB (book icon), Vocabulary: Page 4, Units (list icon), Settings (gear icon), Filter (funnel icon), Rewards (trophy icon), Tools (pencil icon), a timer showing 05:00, and navigation arrows with "1 of 11" in the center.

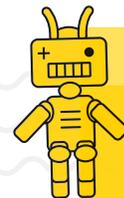
Open the Carousel here. You can jump to any activity by clicking on it.

Move sequentially through the activities using the arrows.

# THE FILTER TOOL

You can see all of the activities in your lesson pathway at a glance using the **Filter tool**.

- Select filters using the top menu.
- Add or remove filters to include only the components you need in your lesson pathway.
- Select **Show all** to return to the full list.

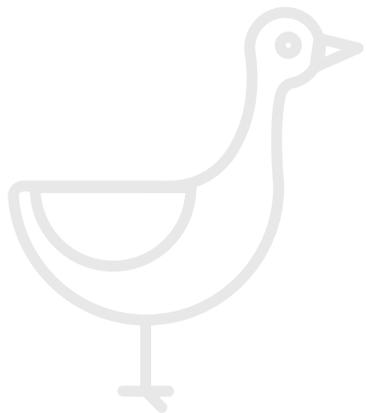


**Tip:** Filters help you tailor your lesson to fit your needs - but make sure you don't exclude important learning content from your lesson pathway!

# BOOK PAGES

Help your students to find the page in their book by displaying the book page.

- Click on an area of the page to zoom in. Use the slider for greater accuracy.
- All the pages for your current lesson appear here.
- Close the Page view to go back to the Tap and Teach Lesson.



# SETTINGS

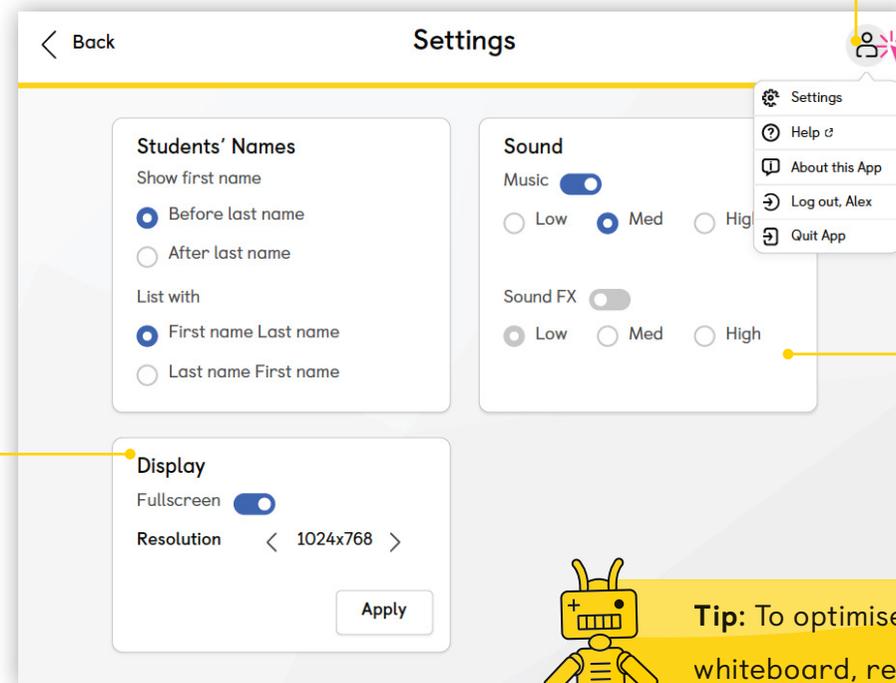
Use the **Settings** menu to define how students' names are displayed, change the audio volume and adjust the screen resolution.

Settings and other helpful features can be found here. Select **Help** to go to our Customer Services Portal. Choose **Log out** if you want to switch to another user. Choose **Quit** if you want to log out and close the app.

Navio opens in fullscreen by default and we recommend this setting for use on a whiteboard. However, you can reduce the resolution to make it easier to switch between screens if you need to.

Other ways to switch between screens are:

PC: **Alt** + **Tab**  
Mac: **⌘** + **Tab**  
Tablet: **□**



You can mute the Music or Sound Effects in the app - or both. This may be useful if you are using the Pupil's App in the classroom.

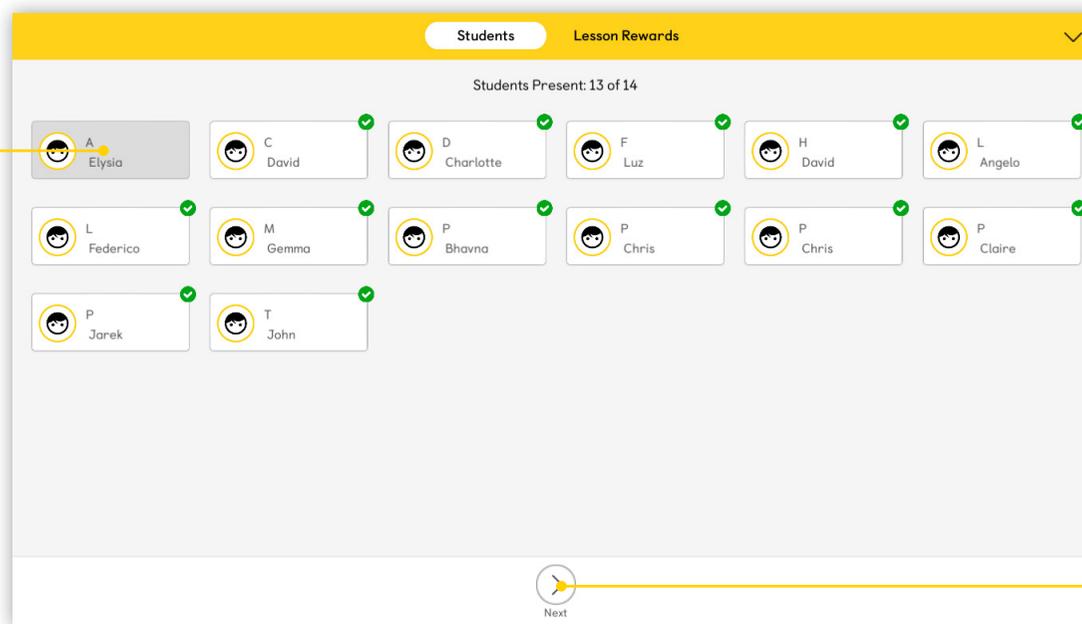


**Tip:** To optimise Navio for teaching on the interactive whiteboard, remember to calibrate your IWB each day before class.

# REWARDS

Select the **Rewards** button to open the classroom management tools in Navio.

First, take the register or roll call. Your students are marked present by default, so all you need to do is select those students who are absent.

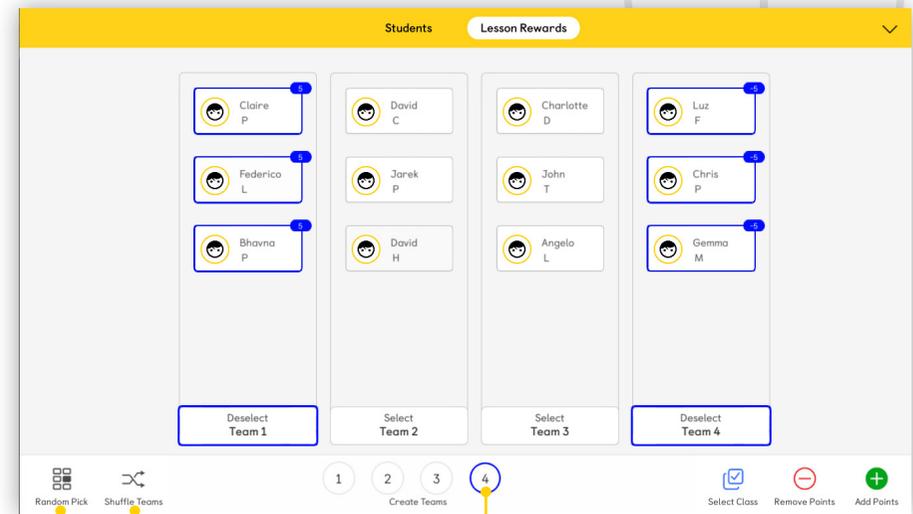


When you have finished, click **Next** or choose **Lesson Rewards** at the top of the screen.

# REWARDS

In the **Lesson Rewards** tab you can organise your class into teams, randomly pick 'volunteers' and award points for student engagement.

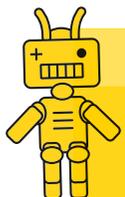
- Select a student and then click **Add Points** to award them 5 points. You can also **Remove Points!** Simply click again to add or remove another 5 points.
- Click **Select Team** to select all the students in one team. You can then award points to the whole team.



**Random Pick** is a fair way to let Navio choose one student in the class as a 'volunteer'.

Shuffle your teams by clicking here or by clicking and dragging students between teams.

You can create up to four teams and the teams will remain in place throughout the lesson.

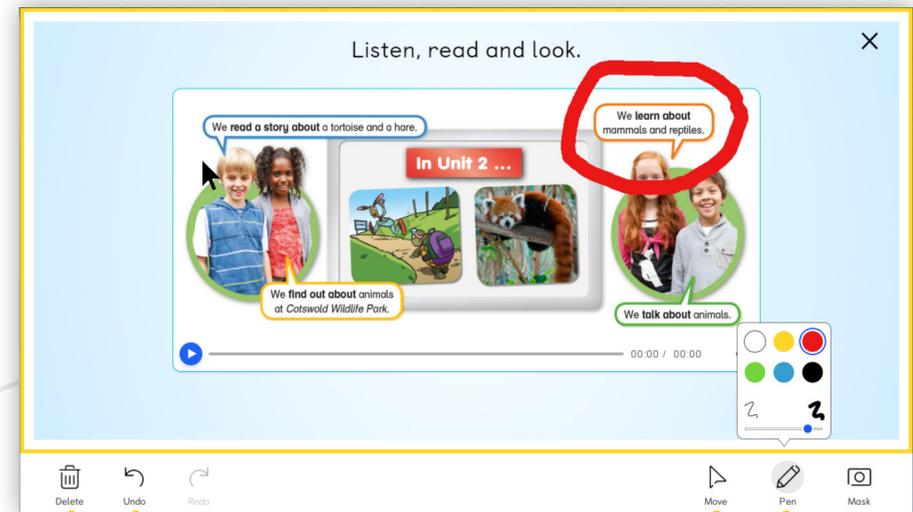


**Tip:** When you minimise this screen, your students' points are submitted and your teams are saved.

# THE WHITEBOARD TOOLS

When you open the **Whiteboard Tools** from the Tap & Teach, a layer is created over the activity that you can draw on or mask off.

- Use the **Pen** tool to write or draw on the activity.
- Use the **Mask** tool to cover an area of the activity or create a spotlight on an area.

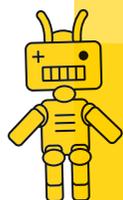


**Delete** all the pen marks or masks you've made.

**Undo** or **Redo** your previous action.

Clicking **Move** selects any pen marks or masks so you can resize, move or delete them.

You can choose the line weight and colour of your pen.



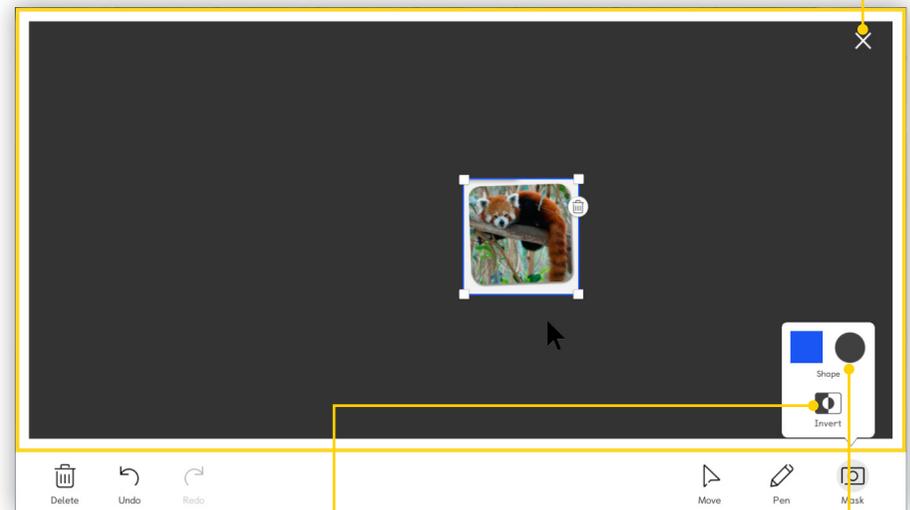
**Tip:** Any annotations you make using the whiteboard tools stay in place as long as you are logged in, so if you go to another activity and come back, the marks you made will still be there.

# THE WHITEBOARD TOOLS

Use the **Mask** tool to cover part of the activity or create a spotlight on an area.

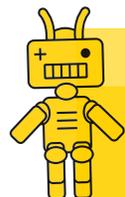
- When you close the Mask layer, you will go back to the activity with the mask in place.
- Any pen marks or masks you make will stay in place even if you move to another activity.

Close the Tools layer to go back to your activity. The pen marks or mask will stay in place.



Invert the mask to create a spotlight (as shown).

Choose a rectangular or circular mask.

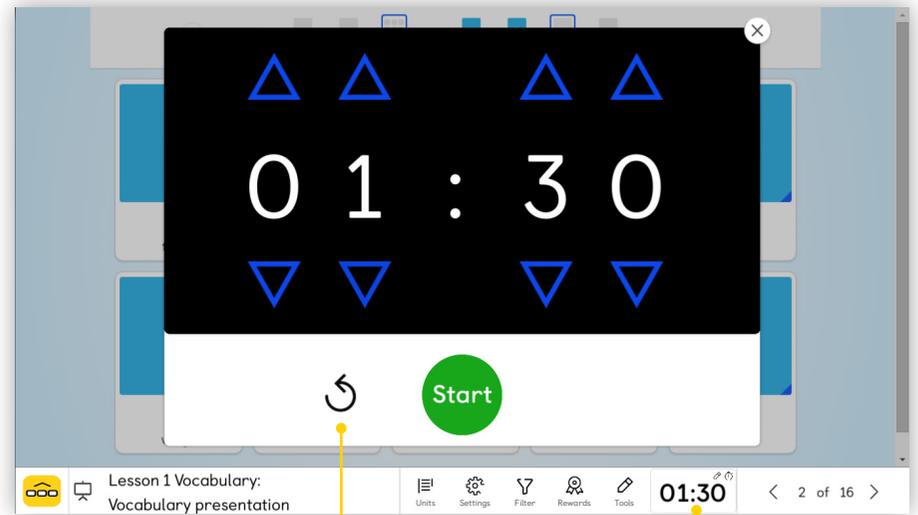
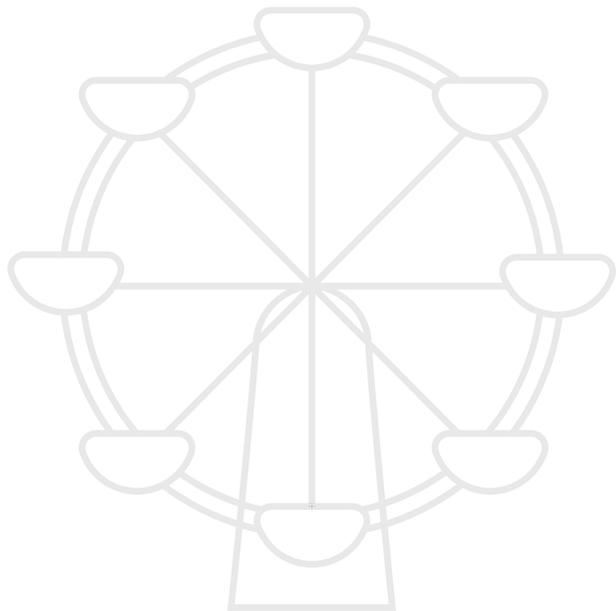


**Tip:** Why not set up a mask before class and play a guessing game?

# THE TIMER

Click the **Timer** in the Tap & Teach toolbar to open the clock tool.

- Use the blue arrows to adjust the time.
- Click **Start** to minimise the tool and start the timer.



Reset puts the clock back to the time you originally set. Use this if you regularly set the same time for classroom tasks.

When the time is up, the timer turns red and an alarm goes off.

**TEACHER**



- **ADD A CLASS**
- **ADD STUDENTS**
- **GET YOUR STUDENTS' LOGIN DETAILS**
- **CLASS CODE**
- **EXPLORE THE PUPIL'S APP**
- **PROGRESS TRACKER**

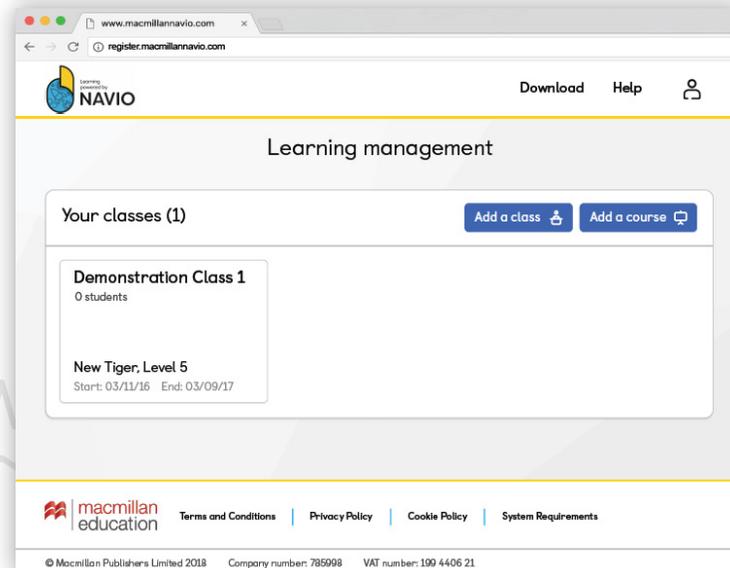
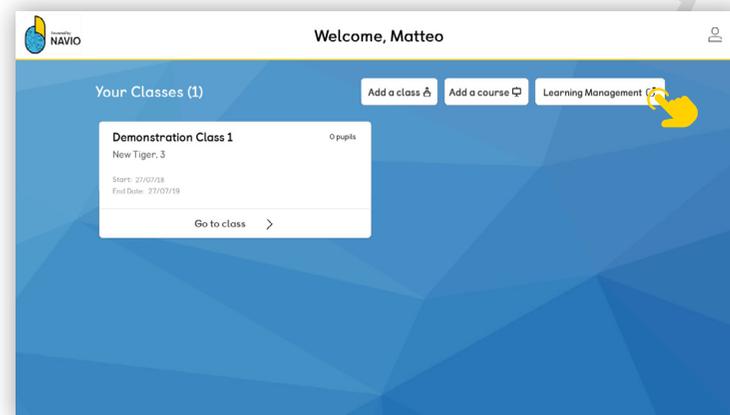


## ADD A CLASS

Certain functions of Navio, such as adding a class and registering students, happen in Navio's Learning Management system, which is online.

### Learning Management

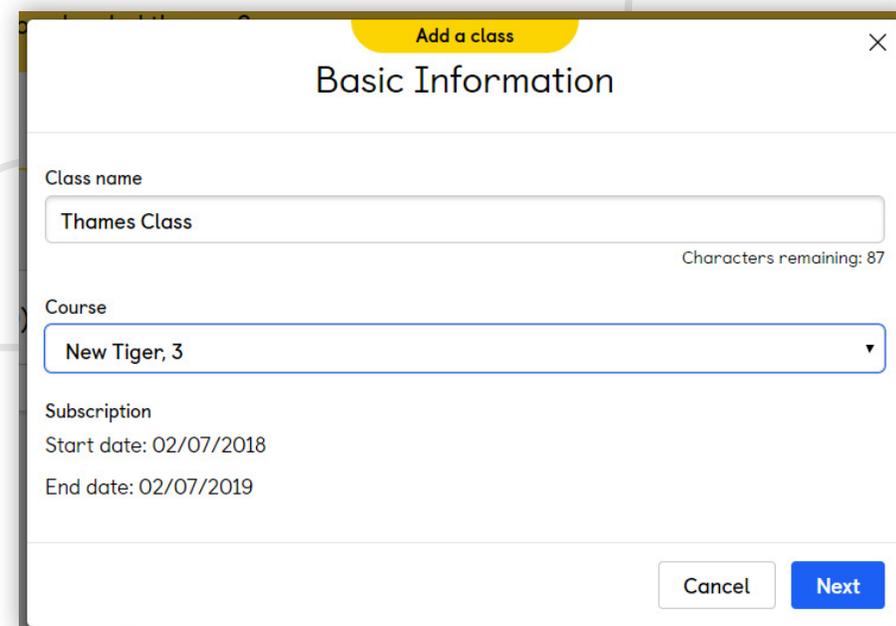
- 1 From the Classes screen in the app, choose **Learning Management**.
- 2 The first time you come to Learning Management, you will find that **Demonstration Class 1** has been set up for you. You can edit this class or add a new one, as follows.
- 3 Click **Add a class**.



## ADD A CLASS

Now you can add a name for your class and associate it with your Macmillan course.

- 4 Type your class name in the box.
- 5 Then choose the course your class will be using from the dropdown menu.
- 6 When you have finished, click **Next**.



The screenshot shows a dialog box titled "Add a class" with a close button (X) in the top right corner. The main heading is "Basic Information". There are three input fields: "Class name" with the text "Thames Class" and "Characters remaining: 87" on the right; "Course" with a dropdown menu showing "New Tiger, 3"; and "Subscription" with "Start date: 02/07/2018" and "End date: 02/07/2019". At the bottom right, there are two buttons: "Cancel" and "Next".

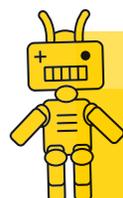
# ADD STUDENTS

The first time you set up a class you will be asked to add students straight away.

- 1 Type your student's First name, Last name and Contact email into the fields.
- 2 Click the + sign after each student.
- 3 When you have finished adding students, click **Next**.

The screenshot shows a window titled 'Thames Class' with a yellow header. Below the header is the title 'Add Students' and a close button (X). The interface contains three input fields: 'First name:', 'Last name:', and 'Contact email:'. Below these fields is a table with three columns: 'First name', 'Last name', and 'Contact email'. A green plus sign (+) is located to the right of the table. The table contains three rows of student data. At the bottom right of the window are 'Cancel' and 'Next' buttons.

| First name | Last name | Contact email      |   |    |
|------------|-----------|--------------------|---|----|
| Nicolas    | Martinez  | Parents@gmail.com  | 🔒 | 🗑️ |
| Nicolas    | Lopez     | Parents2@gmail.com | 🔒 | 🗑️ |
| Cristina   | Lopez     | Parents@gmail.com  | 🔒 | 🗑️ |

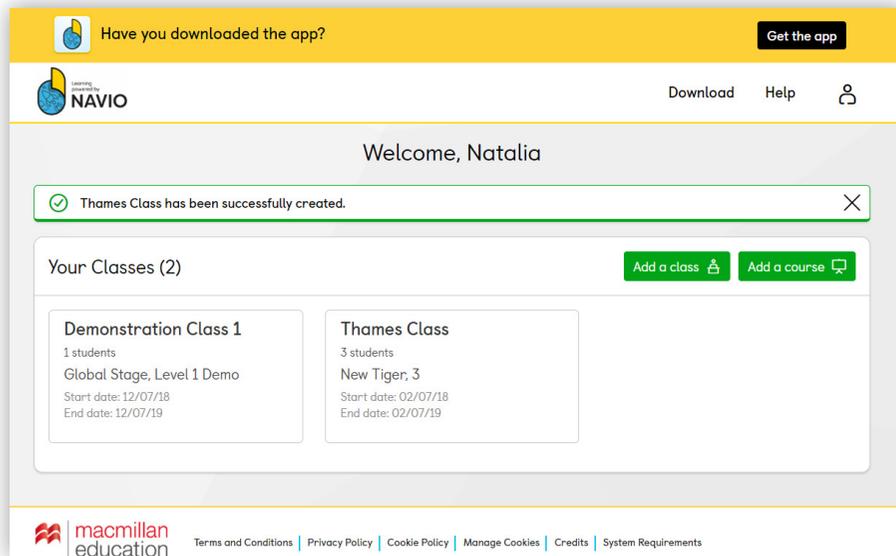


**Tip:** Contact email can be a parent or guardian's email or a school email if there is no other contact.

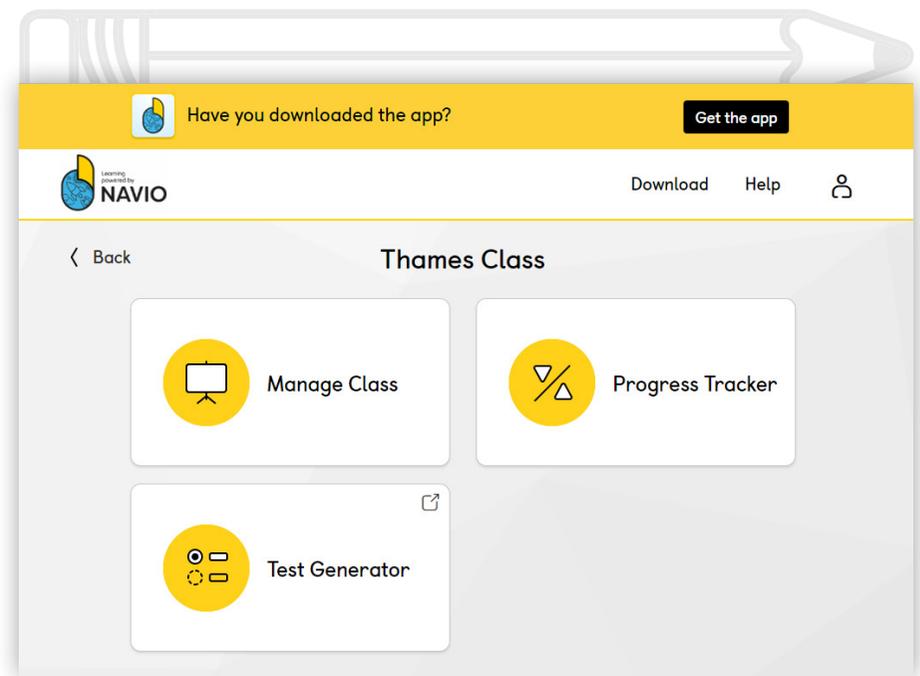


# GET YOUR STUDENTS' LOGIN DETAILS

When you've registered your students it's time to generate their login details so they can access the app.



1 Select your class to open it again.



2 Then choose **Manage Class** from the dashboard.

# GET YOUR STUDENTS' LOGIN DETAILS

New privacy legislation means we are not allowed to send your students' usernames and passwords by email. You need to print them out and give them to your students.

- 3 Select **Get student logins** to generate new usernames and passwords for your whole class.

Have you downloaded the app? [Get the app](#)

NAVIO [Download](#) [Help](#)

Back **Manage Class**

... ... [Get student logins](#)

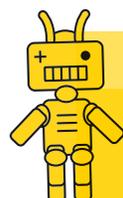
Class name [Delete](#)

Thames Class

[Show more details](#)

[Add students](#)

| Name             | Last logged in |                              |                        |
|------------------|----------------|------------------------------|------------------------|
| Cristina Lopez   | -              | <a href="#">New password</a> | <a href="#">Remove</a> |
| Nicolas Lopez    | -              | <a href="#">New password</a> | <a href="#">Remove</a> |
| Nicolas Martinez | -              | <a href="#">New password</a> | <a href="#">Remove</a> |

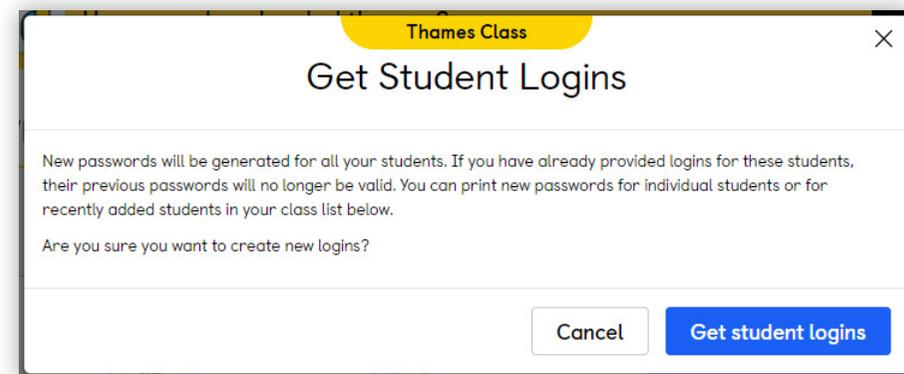


**Tip:** To generate a new password for an individual student, click **New password**.

## GET YOUR STUDENTS' LOGIN DETAILS

Each time you select **Get student logins** on the previous page, you will be asked to confirm. This is because Navio will generate new passwords for the whole class.

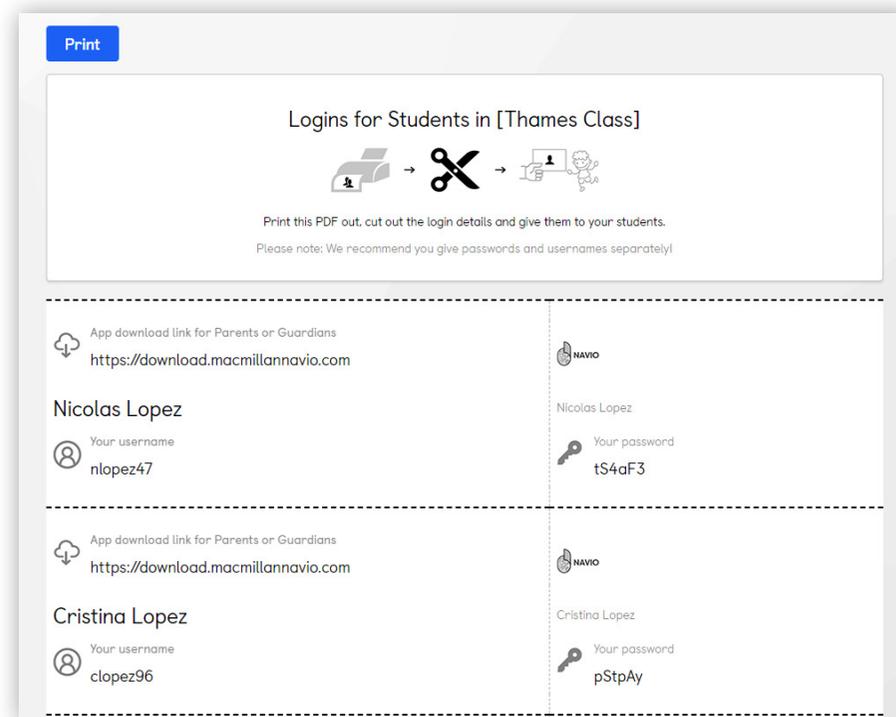
- 4 If your students already have their usernames and passwords, click **Cancel** and go back to generate login details for individual students.
- 5 If you do want to create new logins for your whole class, select **Get student logins**.



# GET YOUR STUDENTS' LOGIN DETAILS

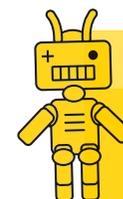
Your students' login details will open in a new tab in your browser for you to print out.

- 6 Click **Print** to print out usernames and passwords for your whole class.
- 7 We suggest you cut out the login details and stick them inside your students' books.
- 8 The sheet also contains information about where parents and guardians can go to download the Navio app.



The screenshot shows a printout titled "Logins for Students in [Thames Class]". It includes a "Print" button at the top left. Below the title, there are icons for a printer, scissors, and a person, with the text "Print this PDF out, cut out the login details and give them to your students." and a note: "Please note: We recommend you give passwords and usernames separately".

| App download link for Parents or Guardians                                            | NAVIO                   |
|---------------------------------------------------------------------------------------|-------------------------|
| <a href="https://download.macmillannavio.com">https://download.macmillannavio.com</a> |                         |
| <b>Nicolas Lopez</b>                                                                  | Nicolas Lopez           |
| Your username<br>nlopez47                                                             | Your password<br>tS4aF3 |
| App download link for Parents or Guardians                                            | NAVIO                   |
| <a href="https://download.macmillannavio.com">https://download.macmillannavio.com</a> |                         |
| <b>Cristina Lopez</b>                                                                 | Cristina Lopez          |
| Your username<br>clopez96                                                             | Your password<br>pStpAy |

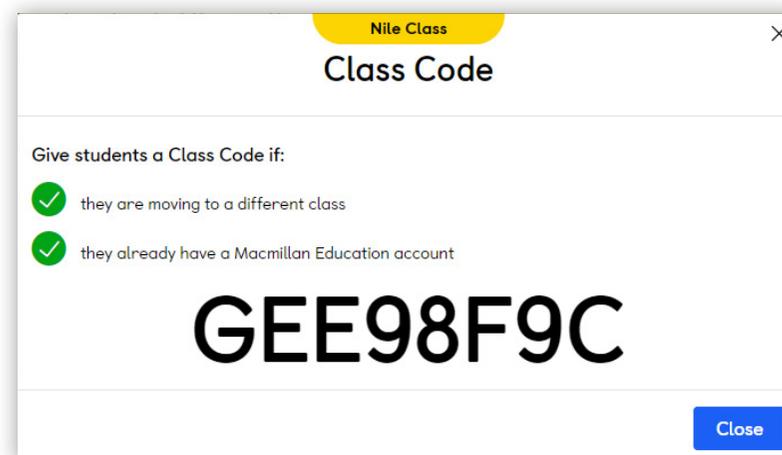
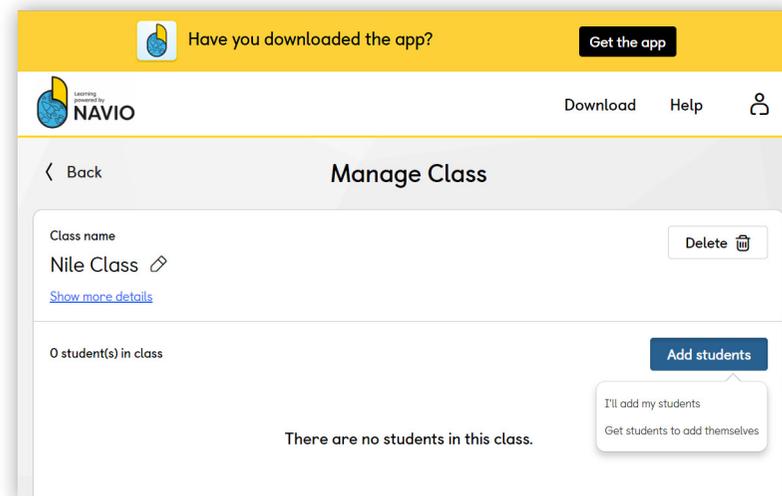


**Tip:** Without a username and password from you, students can't access the 3D worlds and learning activities of Navio. Go to page 33 to find out more about Navio for students.

## CLASS CODE

All **new** students to Navio must be registered by their teacher or school administrator. When those students change classes you can provide them with a Class Code so they can easily join a new class.

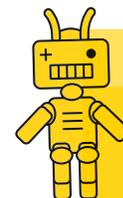
- 1 Let's imagine our students have finished Thames Class and will now move to Nile Class. Select the class and then click **Manage Class**.
- 2 Click **Add students**.
- 3 Select **Get students to add themselves**.
- 4 Show your students the code and ask them to join your class. For step-by-step guidance, go to page 46.



# EXPLORE THE PUPIL'S APP

In class, you may find it useful to access the 3D worlds of the Pupil's App, either to show your students how to use the app or what to do for homework, or to help them to log in.

- 1 From the Class Dashboard choose **Pupil's App**.
- 2 Then choose to access as...
  - a **Student**, if you want to log in with a student's own details so that they can play and record progress in the app under their own name.
  - a **Teacher**, if you want to show students the app or let them play in groups, without recording progress under any student's name.

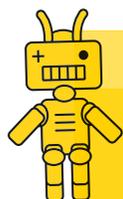
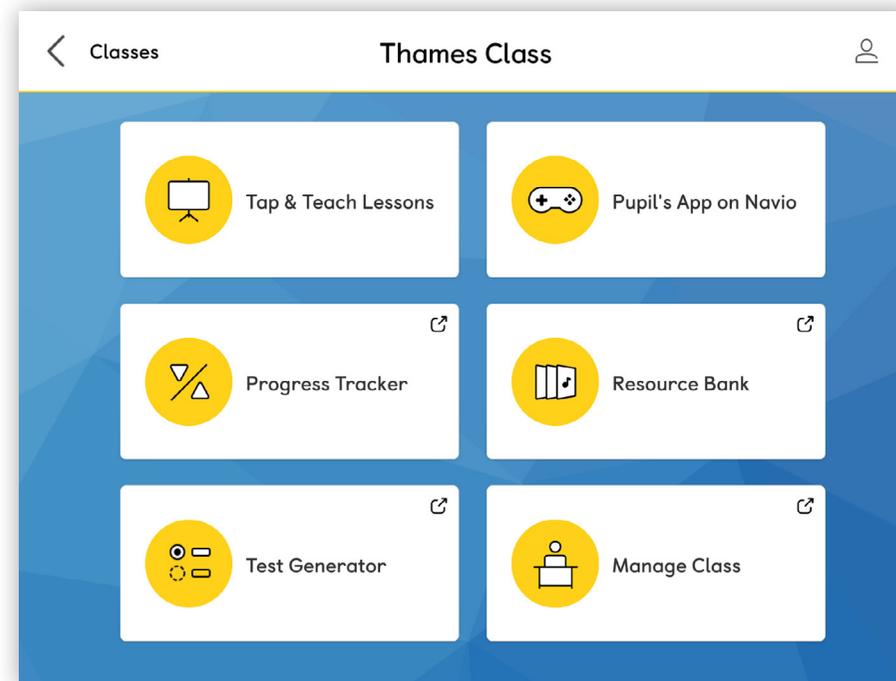


**Tip:** When a student logs in to the app, they must start from the beginning and complete each activity to unlock the next. When a teacher logs in, however, the activities are unlocked and can be completed in any order.

# PROGRESS TRACKER

The Progress Tracker is a valuable tool for teachers to ensure that students are up to date and progressing well through the learning activities in Navio.

- 1 From the Class Dashboard in the app, choose **Progress Tracker**.

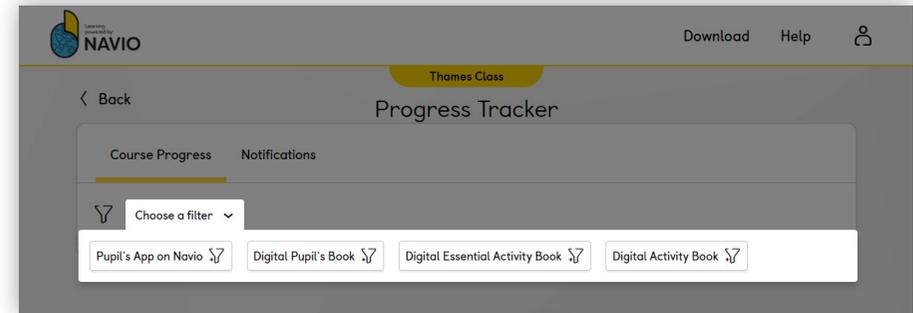
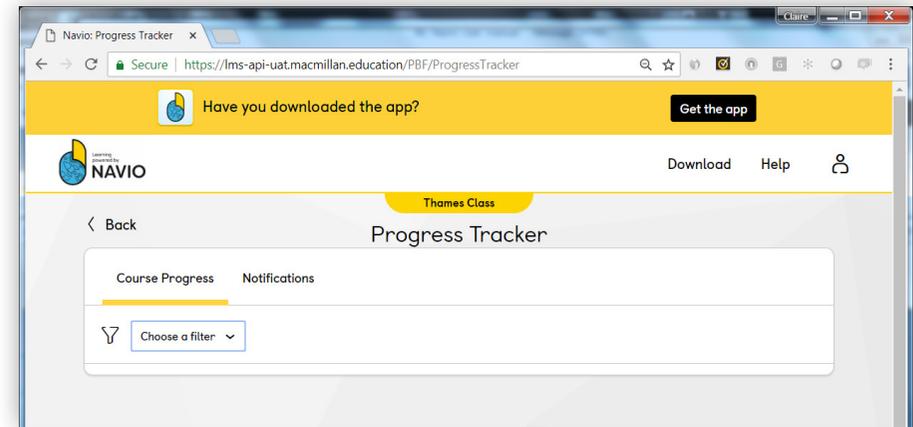


**Tip:** What students experience as a game with points and badges in Navio is mapped to learning outcomes and grades in the Progress Tracker.

# PROGRESS TRACKER

The Progress Tracker opens in a browser so you need to be online.

- 2 Open the **Choose a filter** dropdown to select the source component.
- 3 You can track your students' progress across all the components they use. Select one to continue.



# PROGRESS TRACKER

Here's a quick tour of the Progress Tracker features.

Apply additional filters to drill down to individual units and lessons or to filter by student.

Some activities require teacher marking. You will be notified of these here and in the Notifications tab at the top of the Progress Tracker.

Your students' progress at Unit level is displayed here. Click on a student to find out more.

The screenshot shows the NAVIO Progress Tracker interface for 'Thames Class'. At the top, there are 'Download' and 'Help' links. Below the class name, there is a 'Back' button and the title 'Progress Tracker'. The main area is divided into 'Course Progress' and 'Notifications' tabs. Under 'Course Progress', there are filters for 'Pupil's App on Navio', 'All Students', 'All Units', and 'All Lessons', along with a 'Reset all' button. Below the filters, there are two status indicators: '? 0 activities for review' and '0 students need attention'. A progress bar is shown below these indicators. At the bottom, there is a table with columns for 'Student', 'Student practice units completed', 'Time (hr:min:sec)', and 'Attempts'. The table lists three students: Cristina Lopez, Nicolas Lopez, and Nicolas Martinez. Cristina Lopez has 30 attempts and a time of 00:25:34. Nicolas Lopez and Nicolas Martinez have 0 attempts and a time of 00:00:00.

| Student          | Student practice units completed | Time (hr:min:sec) | Attempts |
|------------------|----------------------------------|-------------------|----------|
| Cristina Lopez   | 🟢🟢🟡🟡🟡🟡🟡                          | 00:25:34          | 30       |
| Nicolas Lopez    | 🟡🟡🟡🟡🟡🟡🟡                          | 00:00:00          | 0        |
| Nicolas Martinez | 🟡🟡🟡🟡🟡🟡🟡                          | 00:00:00          | 0        |

Click here to export your students' progress as a CSV file.

Find out if any student is falling behind, here.

These columns display information about your students' engagement: how long they have spent on Navio and how many times they have played activities.

# PROGRESS TRACKER

This view has filters applied for one student, one unit and one lesson.

The screenshot shows the NAVIO Progress Tracker interface. At the top, there's a header with the NAVIO logo, 'Thames Class', and options for 'Download', 'Help', and a user profile icon. Below the header, there's a 'Back' button and the title 'Progress Tracker'. The main content area has two tabs: 'Course Progress' (selected) and 'Notifications'. An 'Export' button is in the top right. Below the tabs, there are four filter buttons: 'Pupil's App on Navio', 'Cristina Lopez', 'Unit 1 A Computer for the Club', and 'Vocabulary', along with a 'Reset all' button. A table displays the progress for the selected unit and lesson. The table has columns for 'Unit', 'Lesson', 'Activities completed', and 'Time (hr:min:sec)'. Below this, a detailed table shows activity data with columns for 'Activity', 'Review', 'Attempts', 'Completion', 'Rewards', and 'Score for first & last attempt (%)'. The 'Review' column contains eye icons, and the 'Score' column contains a progress bar for each activity.

| Unit                           | Lesson     | Activities completed | Time (hr:min:sec) |
|--------------------------------|------------|----------------------|-------------------|
| Unit 1 A Computer for the Club | Vocabulary | 5 / 5                | 00:04:14          |

| Activity               | Review | Attempts | Completion | Rewards | Score for first & last attempt (%) |
|------------------------|--------|----------|------------|---------|------------------------------------|
| Tiger Street word rap  |        | 1        |            | blue    |                                    |
| Vocabulary 1 Practice  |        | 1        |            | green   |                                    |
| Vocabulary 1 Challenge |        | 1        |            | bronze  |                                    |

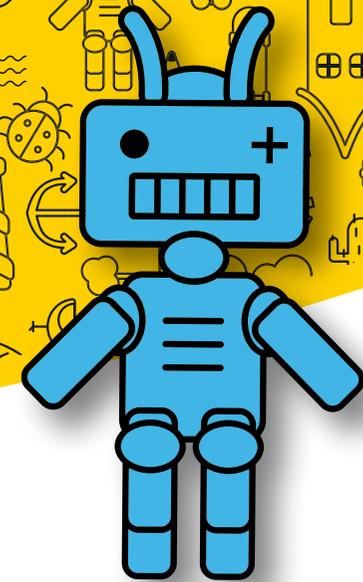
Here, filters have been applied to show the Progress Tracker at its most granular level.

Information about the unit and lesson can be found here.

Click **Review** to see a thumbnail of the activity.

Information about every activity can be found in the last four columns: how many times this student tried the activity, whether it was completed or not, which badge was awarded and, finally, scores for the first and last attempts.

# STUDENT



- DOWNLOAD THE NAVIO APP
- GET STARTED
- EXPLORE THE WORLDS
- SETTINGS
- JOIN CLASS
- COMPLETE ACTIVITIES
- STUDENT PROFILE
- DIGITAL BOOKS



# DOWNLOAD THE NAVIO APP

Students need two important things to access Navio:

- 1 A username and password provided by their teacher.
- 2 The access code from inside their Pupil's Book.

Learning powered by  
**NAVIO**

Welcome to Navio,  
a more rewarding way to learn English

**To unlock your Navio**

- 1 <http://download.macmillannavio.com>
- 2 Follow the on screen instructions
- 3 Scratch off panel to reveal code

Enjoy NAVIO

Your subscription will be valid for 15 months from the date you activate your code.  
System requirements:  
Desktop: Windows / Apple / Linux (Ubuntu LTS) devices running the latest operating system and IE / Firefox / Chrome / Safari browser version.  
Hard drive with a minimum of 4GB of local storage and 2GB RAM. Sound card for playback of audio files.  
A dedicated 3D graphics card with an AMD or NVIDIA chipset.

Tablets: Android / iOS mobile devices running latest operating system and IE / Firefox / Chrome / Safari browser version. Hard drive with minimum of 5GB of local storage and 1GB RAM. A dedicated 3D graphics card with an AMD or NVIDIA chipset.

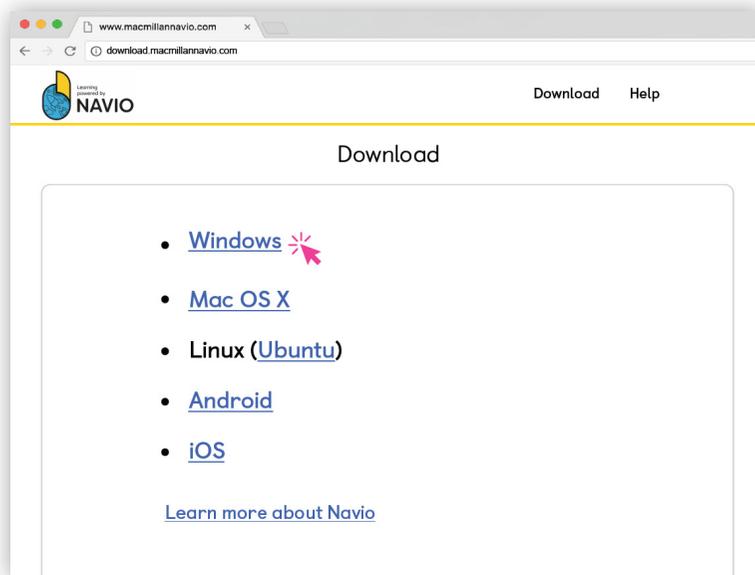
Please go to:  
[www.macmillaneducation.com/systemrequirements](http://www.macmillaneducation.com/systemrequirements)  
for further details.

For customer service, please visit [help.macmillan.com](http://help.macmillan.com)

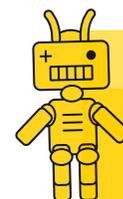
# DOWNLOAD THE NAVIO APP

When students have the code, they can download the app.

- 1 Go to <http://download.macmillannavio.com> and select your operating system to go to the appropriate App Store or to download the app directly to your device.



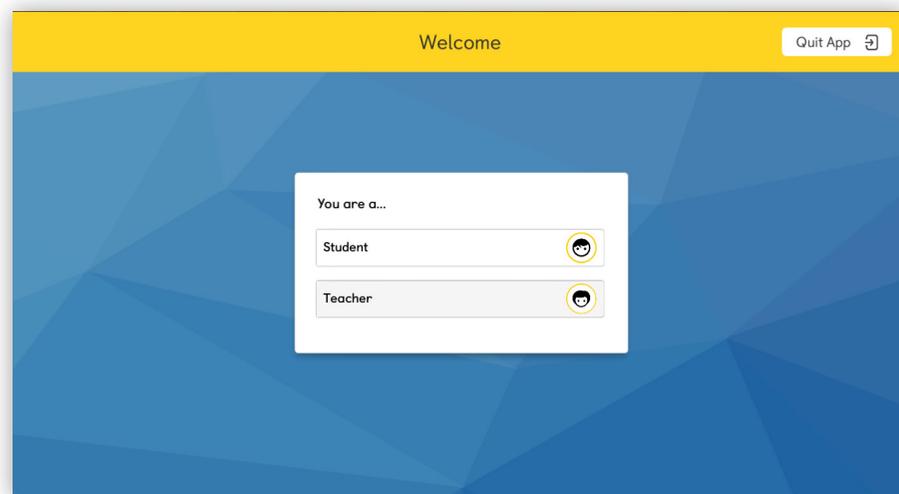
- 2 For Windows, Mac and Linux you need to open the Zip file you have downloaded. Then double-click on the installer file and follow the onscreen instructions to install Navio.
- 3 Now find the Navio app on your device and open it to get started.



**Tip:** You can download the app onto all the devices you will use at school or at home.

# GET STARTED

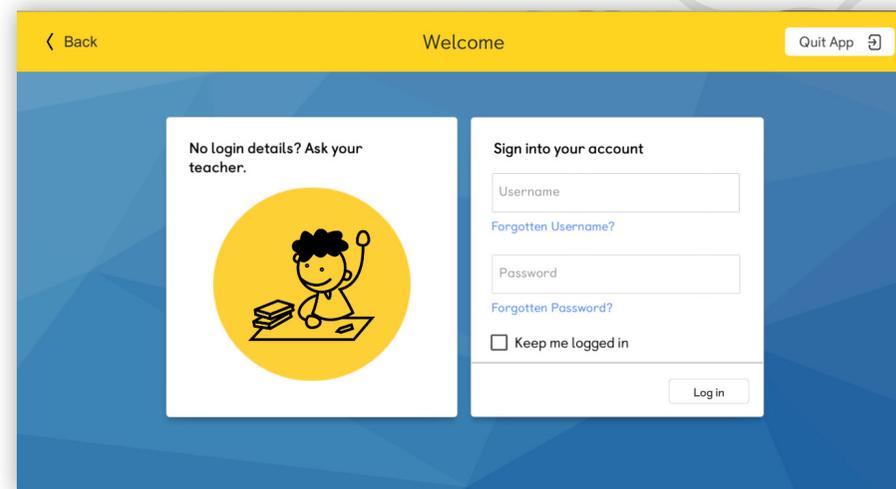
Navio is intuitive and easy for even young children to use. Use these instructions as a reference.



- 1 Open the app and choose **Student**.



**Tip:** Without login details from a teacher, students can't access the 3D worlds and learning activities of Navio. Ask your teacher to give you a username and password.

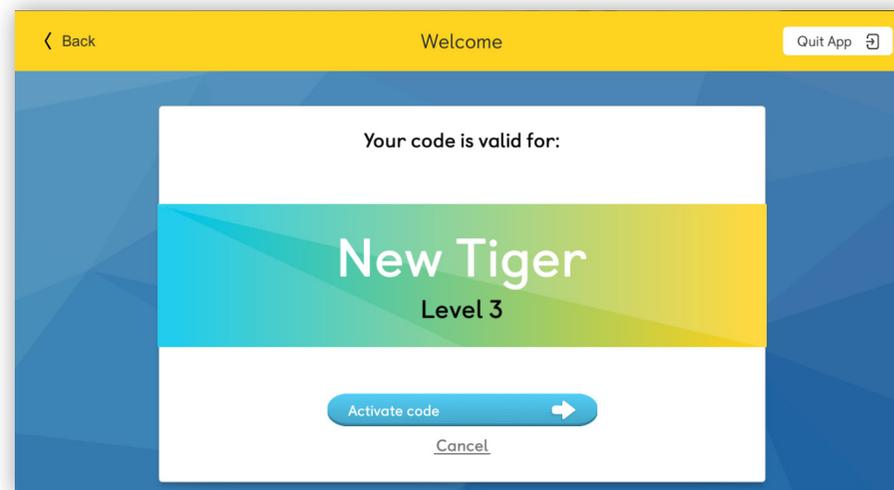
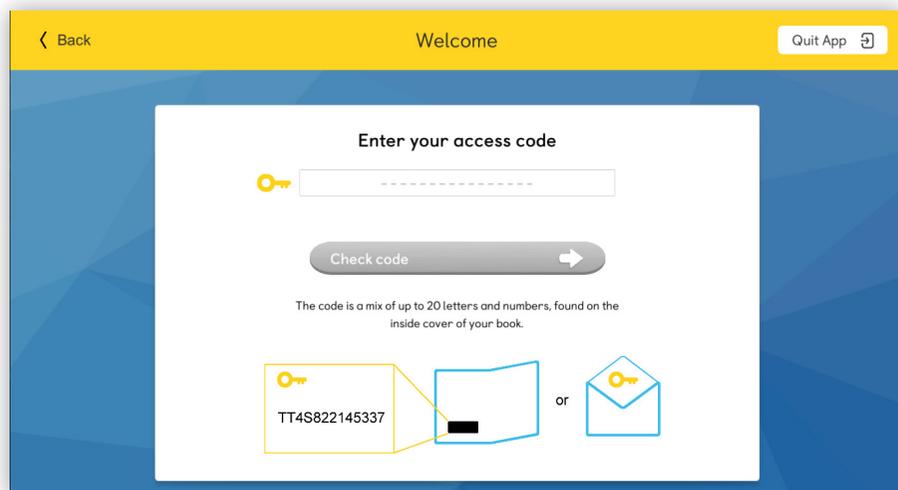


- 2 Enter the username and password given to you by your teacher and click **Log in**.
- 3 Students may already have a username and password from a previous Macmillan course. They can use these details to log in.

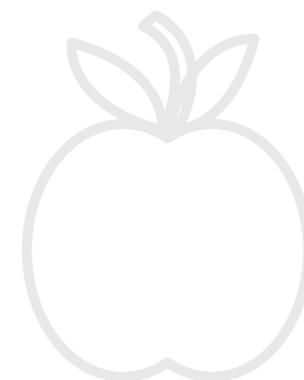
# GET STARTED

Now you can activate your code.

- 4 You will find your access code inside your course book. Scratch off the panel to find the code, then enter it into the box.
- 5 Click **Check code** when you have finished.



- 6 Finally, click **Activate code**.



# GET STARTED

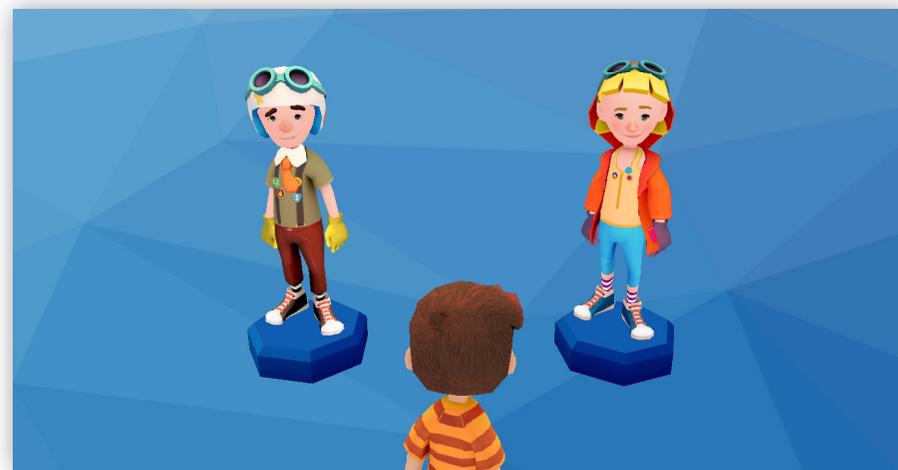
Set up your avatar.

- 7 The first time you use Navio, you need to choose your avatar. Don't worry, you'll be able to make changes later!
- 8 Choose Boy or Girl, change the skin tone or use the sliders to make more changes. Then click **Done**.



Choose your guide.

- 9 Meet your guides, Jet and Maisie! Tap or click on one of the guides. You can change your guide whenever you want.



# EXPLORE THE WORLDS

Here's a quick guide to the Home screen. Use the links to find out more about each feature.

Go to **Settings** to adjust your audio or display settings, join another class, log out or close the app. For step-by-step guidance, go to page 45.



Select the **Map** icon to open the unit menu.

If your subscription includes **Digital Books**, you will find them here. For step-by-step guidance, go to page 51.

In your **Student Profile** you can edit your avatar, change your guide and find out how many points and badges you have won. For step-by-step guidance, go to page 49.

Use the arrow keys to move between worlds. Tap or click **Play** to enter the world. For step-by-step guidance, go to page 47.

# SETTINGS

Parents or teachers may need to explore the Settings menu.

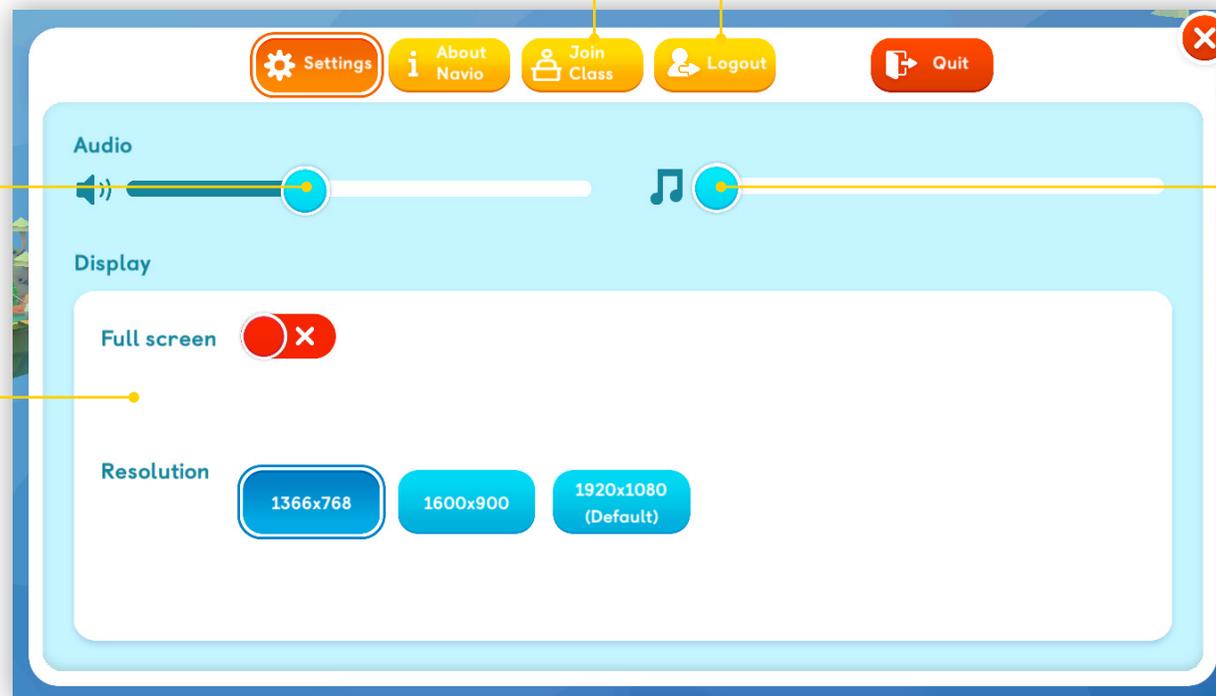
Find out how to join a different class on page 46.

Choose **Logout** if a different student - or teacher - needs to log into Navio. Choose **Quit** to close Navio.

Adjust the volume of the course **activities**.

Adjust the volume of the background **music**.

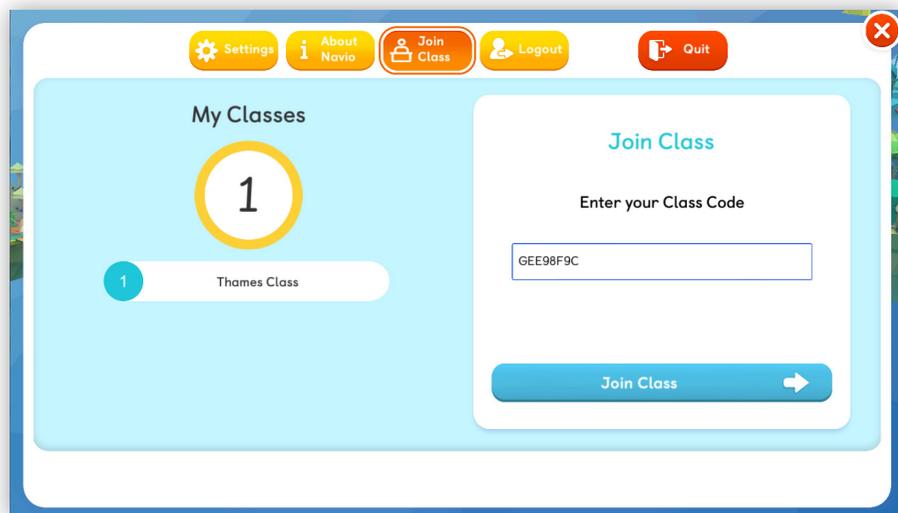
Change the display settings to full screen or adjust the screen resolution to fit your device.



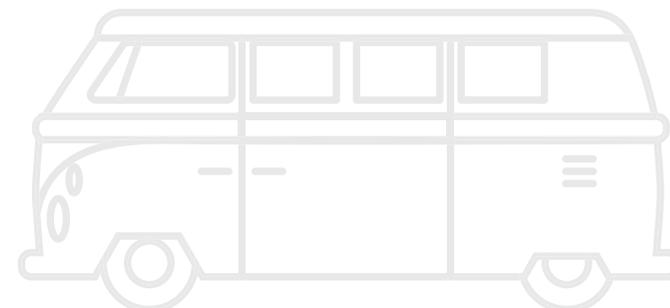
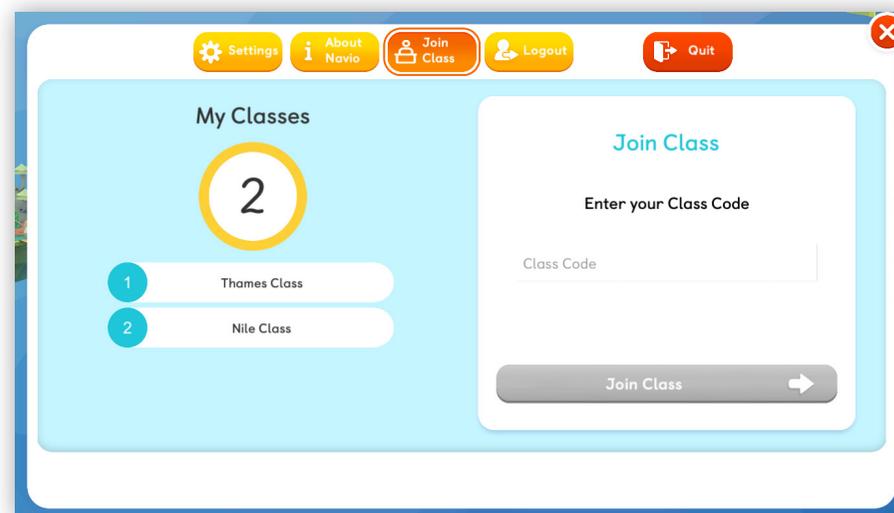
# JOIN CLASS

Your teacher may provide a Class Code if you move to a new class, for example, at the start of a new school year.

- 1 In the Settings screen, select Join Class.
- 2 Enter the Class Code provided by the teacher.
- 3 Select **Join Class**.



- 4 The new class will appear under **My Classes**.



# COMPLETE ACTIVITIES

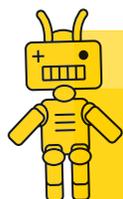
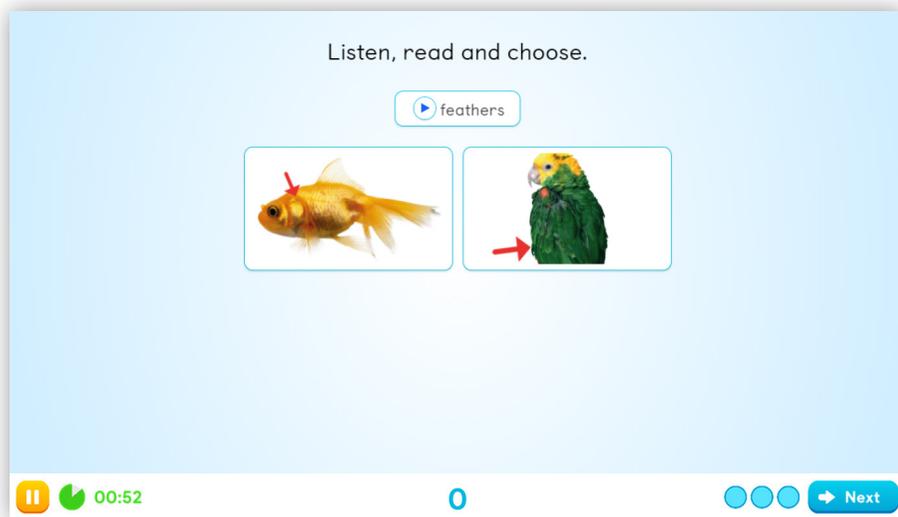
Navio contains hours of language activities that follow the course syllabus.

- 1 Each lesson in the course is represented by a blue octagon in the world. Jump on the blue octagon to open the lesson menu.
- 2 You must successfully complete each activity to unlock the next.
- 3 Click on the **Play** button to open the activity.

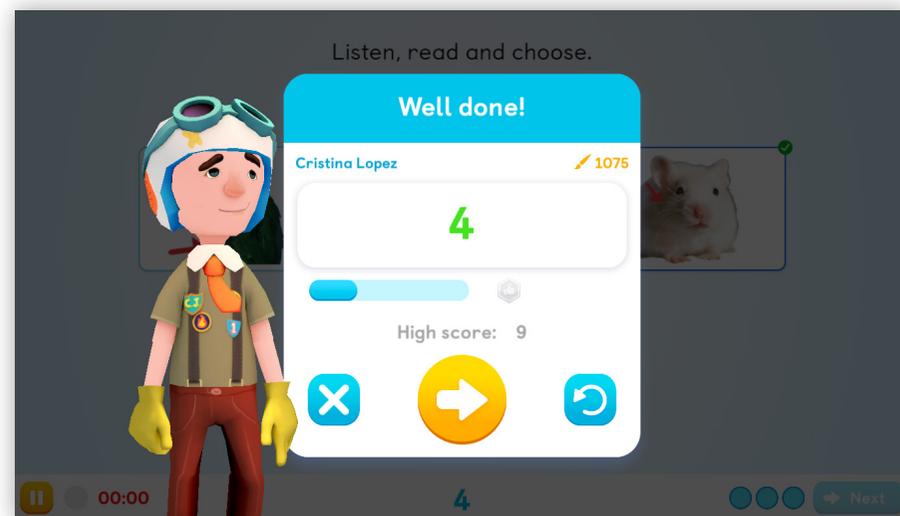


# COMPLETE ACTIVITIES

As you complete activities, you earn points and badges.



**Tip:** Lots of activities require you to click or tap **Next** to submit your answer. You can also use the Enter key on your keyboard.



After each activity you can find out how many points and badges you have won, play the next activity or try again.



# STUDENT PROFILE

When you have won enough points, you can use them to customise your avatar.



- 1 Open your Student Profile and select **Edit your avatar**.



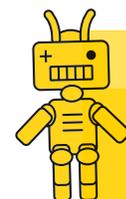
- 2 Choose the items you want to buy with your points. When you've finished, select **Done**.

# STUDENT PROFILE

In the Rewards screen, you can view your badge collection and track your progress.

You will earn different badges according to the types of activity you complete:

- **Presentation** activities, such as songs, stories and videos, earn a **blue badge**.
- **Practice** activities earn a **green badge** - a life is lost for each wrong answer.
- When you successfully complete a Practice activity, you unlock a **Challenge** activity, which has three lives and a timer. The more you repeat these activities, the more points and badges you earn - **bronze, silver** and **gold**.

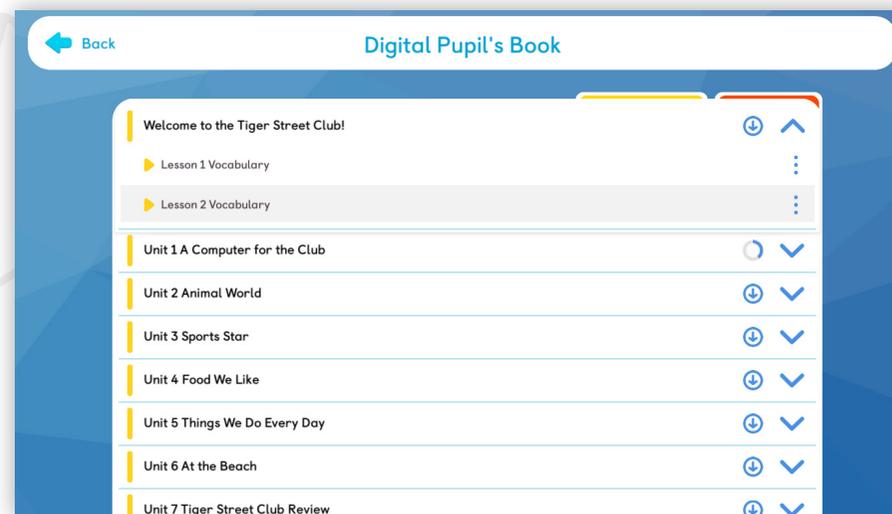


**Tip:** Navio encourages students to repeat activities to win extra points and badges. They can only get bronze, silver and gold badges by playing several times.

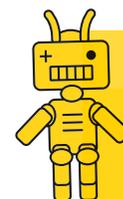
# DIGITAL BOOKS

If you have a digital-only subscription, you will find your Digital Books in the Home screen.

- 1 Tap the **Book** icon to open the menu.
- 2 Select the book you want to open.



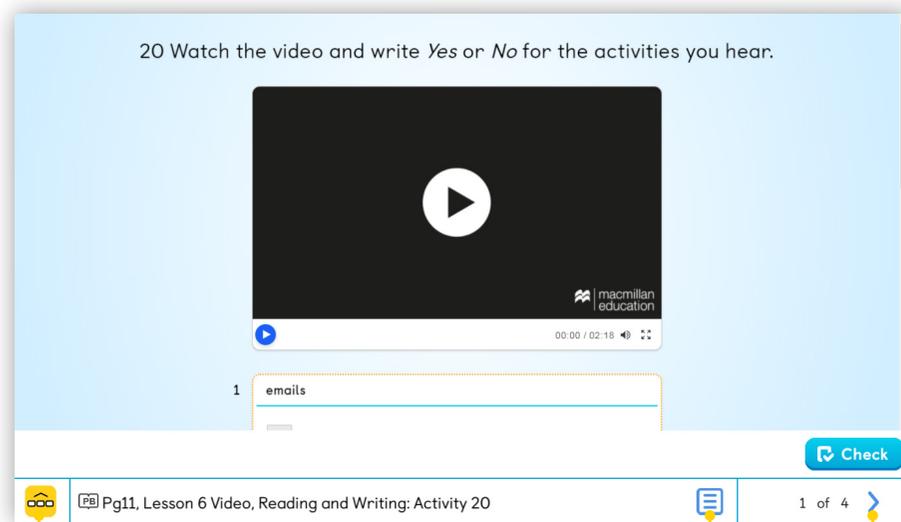
- 3 Use the buttons on the right to download the lessons you want to use.
- 4 Then click on a lesson to open it.



**Tip:** You can also delete content you no longer use to save space on your device.

# DIGITAL BOOKS

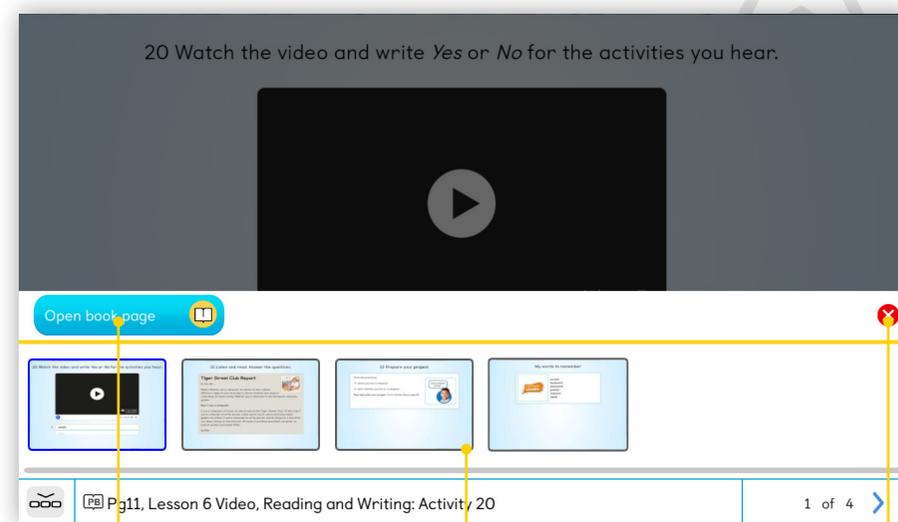
Explore the Digital Book screen.



Open the Carousel to view all the activities in this lesson.

Go back to the Contents.

Go to the next activity.



Open the book page.

Skip to an activity by clicking on it.

Close the Carousel.

