

SMART ENGLISH

# SURVIVAL



SMART LEARNING ●

TEACHER'S BOOK CD-ROM  
USER GUIDE

## Introduction

This *Smart English: Survival Teacher's Book CD-ROM* is designed to be used in conjunction with the *Smart English: Survival Student's Book* and the *Smart English: Survival Resource CD-ROM*.

*Smart English* is a creative and flexible series designed to help Key Stage 3 students to secure essential skills in Speaking & Listening, Reading and Writing. The series takes a thematic approach and each themed Unit comprises a *Student's Book*, a *Teacher's Book* and a *Resource CD-ROM*.

The *Smart English: Survival Teacher's Book CD-ROM* provides a bank of downloadable files for use by yourself and your students. It is not designed for students to access directly, though they might access the files via the school network or VLE should you choose to upload them to a shared area. Content includes:

- All lesson plans in the *Teacher's Book*\*
- Engaging worksheets to accompany all lessons\*
- All Overviews and Outcomes in the *Teacher's Book*\*
- Assessment sheets for each Outcome\*
- Mapping spreadsheets, showing coverage of the Framework strands, Assessment focuses (APP) and Assessment objectives (GCSE)

\* Available in both PDF and editable Microsoft® Word formats.

## Minimum system requirements

### PC

1GHz processor or higher recommended

Windows 2000, XP or Vista

512 MB or more of installed RAM

The CD files are contained within a Macromedia Flash application, for easy browsing. However, if you prefer, you can go directly to the folder where the resources are kept, and select and save files and folders in the usual way.

### Macintosh

The Flash interface is not Mac compatible. If you are using a Mac, you will need to navigate to the CD-ROM drive and access the content through the folder structure.

## Installing the CD-ROM (PC)

Insert the CD-ROM into your computer's CD-ROM drive.

The disc should automatically launch the Install Wizard, which will take you automatically through the installation process. The Wizard will select the **Program Files** folder on your hard drive by default, but you can choose to save the files to another folder if you prefer.

If the disc fails to start automatically, double-click on the CD-ROM drive icon in **My Computer** then double-click on **Setup.exe**.

During installation, two shortcuts will automatically be created on your computer's desktop and Start menu:



Click on the **Smart English: Survival** icon to browse through folders and resources using the Flash interface.



Click on this folder icon to go directly to the CD files folder at top folder level, without using the Flash interface.

Once the files have been installed on your hard drive, you can copy or use **Save As** to save files or folders to other locations as required. We do not recommend that you edit or delete your original installed files, because if you need an original copy at a later date you will need to reinstall the CD-ROM.

## Installing the CD-ROM (Mac)

Insert the CD-ROM into your computer's CD-ROM drive.

Navigate to the CD-ROM drive and access the content through the folder structure.

You can copy or use **Save As** to save files or folders to other locations as required. We do not recommend that you edit or delete your original installed files, because if you need an original copy at a later date you will need to reinstall the CD-ROM.

## Opening CD files (PC and Mac)

To use the CD files, you will need the following Microsoft® Office packages:

- Microsoft® Word
- Microsoft® Excel

You will also need:

- Adobe® Reader® (<http://www.adobe.com/products/reader.html>) or a similar PDF reader

### Note

- All Microsoft Office files have been created using Microsoft Office 2003, to allow them to be used successfully in both this and later versions of the software.
- The General Guidance section of the content (available on this CD-ROM as a PDF file) features screenshots from and instructions for processes in Microsoft Word; these have been created using Microsoft Office 2010. If you have a different version of the software, there will be variations in how the interface looks and there may be differences in some processes.

## Accessing CD files (PC)

Once the CD files are saved on your hard drive, you can choose how you access them and how you make them available to students. The resources are collated into Level bands and then into lessons, so all the resources you need for a particular lesson will be in one folder. There are various ways you can access the CD files.

- 1 Click on the desktop icon or Start menu to open the Flash interface and browse through the folders until you find the lesson folder you need. You can then open files simply by clicking on them. Save a CD file to your chosen location by choosing **File > Save As**.
- 2 Follow the same steps as above to open the Flash interface, but instead of opening an individual CD file, click on the Resource folder icon at the top of the list of files. This will open a folder containing all the files in the list, and you can copy and save the entire folder (or individual files) to your chosen location.
- 3 Navigate directly to the folder where you saved the files by clicking on the desktop folder icon or Start menu and copying the folder to your chosen location.

**Note** You can rename CD files once you have saved copies to a different location on your hard drive, but remember that they are referenced in the *Teacher's Book* as they are currently named, and changing their names may cause confusion.

## Accessing CD files (Mac)

If you are using a Mac, you will need to navigate to the CD-ROM drive and access the content through the folder structure. You can then copy files or folders to your chosen location.

**Note** You can rename CD files once you have saved copies to a different location on your hard drive, but remember that they are referenced in the *Teacher's Book* as they are currently named, and changing their names may cause confusion.

## Giving students access to CD files

When you need students to create their own copies of a CD file, direct them to the location where you have saved the resource on the school network or VLE. The students will need to save a new version of the file into their own folders. They can do this by opening the CD file and choosing **File > Save As**, then finding their own folder and saving the file.

## Editing CD files

The majority of the CD files are available in both PDF and Word formats, the latter of which may be edited, either by the teacher or the students. As mentioned before, you should make sure that you do not edit the original files installed from the CD-ROM. Before you edit a CD file, save a copy of it to a different location to ensure that you always have the original, unedited file to hand for future use.

**Teacher editing** You can change activity instructions, images and content on the CD files as you see fit, to suit your own students' needs and abilities. Lesson plans are also editable, allowing you to tailor content to suit a particular class or group of students.

**Student editing** Students could complete many of the worksheets on screen. However, all these resources can also be printed out and used for homework, or work away from the computer.

## Printing CD files

The CD files are designed in black and white, with printing and photocopying in mind. The only exceptions are the mapping spreadsheets (Microsoft Excel), where colour is used to make coverage of the relevant criteria clear.

## Technical Support

If you have any problems installing the CD-ROM, or saving, opening and using any of the CD files, please contact our Technical Support team via our website: [www.smart-learning.co.uk](http://www.smart-learning.co.uk).

## Uninstalling the CD (PC)

Go to the Start menu and choose **Control Panel > Add or Remove Programs**. Select *Smart English: Survival Teacher's Book CD-ROM* from the list and click **Remove**.

## Uninstalling the CD (Mac)

As Mac users access the content through the CD-ROM's folder structure, you simply need to locate any files or folders you have saved to your computer, then delete them.

## Smart English: Survival Teacher's Book CD-ROM

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