

CAMBRIDGE LATIN COURSE

TEACHER QUICK-START GUIDE

Step 1: BEFORE YOU START

You will need a Teacher's Manual code to access the complete Cambridge Latin Course online environment on Cambridge GO. This gives access to:

- Teacher Manual
- Assessments
- Answers to exercises
- Student worksheets
- Digital Student's Book

Your Teacher's Manual access code should have arrived by email along with this Quick-Start Guide.

If you do not have a code, please contact your local representative at this link:

<https://www.cambridge.org/education/find-your-sales-consultant/united-states>

Step 2: ACCESS YOUR ONLINE RESOURCES

To register:

- Visit Cambridge GO: [cambridge.org/go](https://www.cambridge.org/go).
- Click 'Create a teacher account'.
- Use your school email address if possible, as this makes account management simpler.
- Choose a strong password.
- You can choose to register your school (see below) or skip until later.

To activate your Teacher's Manual:

- Click 'Add new resources'.
- Enter your 16-character access code.

You can add more digital resources to your GO account at any time.

Cambridge Elevate

Please note that we are moving our products and services to Cambridge GO.

If you or your students have Elevate access codes, they can be activated in Cambridge GO.

Step 3: REGISTER YOUR SCHOOL

We recommend registering your school in Cambridge GO, as it enables you to choose the email addresses and passwords used by your students. This makes it far easier for you to support students who have lost their password, and easier for Cambridge to assist the school.

- Click 'Join a school' as you register, or find this option later in the drop-down menu under your profile.
- Search for your school.
 - If we already have a record for your school, you can request to join.
 - If not, you will be asked for some more information that our team will use to process your request.

**PLEASE ALLOW UP TO 3 WORKING DAYS FOR YOUR SCHOOL REGISTRATION.
YOU WILL BE CONTACTED VIA EMAIL WHEN THE PROCESS IS COMPLETE.**

Step 4: SETTING UP YOUR STUDENTS BEFORE YOU START

Once your school is registered, you can upload a spreadsheet of your colleagues and students.

- Click on your profile.
- Your school profile screen gives you a code in the format XX-XXXXXX-XXXXXX that can be shared with teachers and allows them to join your school.
- To bulk upload, choose 'Manage users'.
- Download 'User template.' This is a spreadsheet file that you will use to add in student and teacher data.
- Complete the spreadsheet. We recommend uploading all of your colleagues as admins, so that they can assist students.
- Go back to the 'Manage users' area and click 'Upload user data.'
- Agree to the Terms of Use and click to upload.

Send each of your students the following:

- Their email and password
- A Student's Book code
- The Student Quick-Start Guide

USEFUL LINKS (VIDEOS AND HELP PAGES)

You can access these help articles at <https://cambridgegohelp.cambridge.org/>

How to set up your account

How to register your school

How to bulk upload teachers and students

Contact us for technical support