



User's Manual



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Thank you for choosing our Interactive Digital Books. As you know, UDP Online is an online environment where you will find:

- The Interactive Digital Book with resources to work with the latest Information and Communication Technologies (ICTs)
- Printable Worksheets
- Readers in PDF format
- Test Generators

All features are designed with the aim of providing an easy and intuitive system that will facilitate your teaching. In one single environment, you will find all the multimedia content you need to make your classes more dynamic, participative, and personalized.

All this is validated by an INTEL certificate, which guarantees the quality of our materials.

System Requirements

This online working environment requires Internet connectivity.

Operating System

The Digital Books published at UDP Online have been developed to function using the following operating systems:

- Windows: Windows XP Service Pack 2
- Mac: Mac OS X 10.4
- Linux: Guadalinex V7 and Ubuntu 10.04

Flash Plugin

In order to see the published contents of the Digital Book, it is necessary to enable the Adobe Flash Player plugin, using the 10.1 version or later.

Registration at UDP Online

How to Obtain Licenses

You will receive your license code via your contact e-mail address. After receiving your license code, you must register and add the book that corresponds to that license.

If you are already registered, enter your username and password, and then click on **Add book** to enter your license code. To register, you will need to have at least one license code of a book from the UDP Online catalogue.







1. Access the page <u>www.udponline.univdaytonpublishing.com</u> and click on **Register Now.**



Web page for accessing the UDP Online website.

2. On the next page, enter your book's license code and click on Add.

	UDP Online	Home / Contact / FAG Daniel Castillo Enter the license nur Modify Personal Info Consultant has giver	nber your ELT
New User Enter the license code of your ELT consultant or call our cos Licenses Codes:	digital book in order to register yourself. If you don't have turner service call center at (52 55) 1087 8400 or at (01800	 × code, please contact your 2008400 ext: 430 Add Add kad kad	lease call (t: 430, or <u>publishing.</u> tance.

The page for entering the Digital Book's license code.

3. A table will appear showing the book that corresponds to the previously entered license code. If you would like to add further license codes for other books, you can do so by entering the code and clicking on **Add**. Alternatively, you can finish the registration process and then add them from your **My books** screen. When you have entered all your license codes, click on **Next**.

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Add Books		×)
Enter License Code:		• ок

Table showing the book which corresponds to the license code.

To finalize the registration process, complete the information requested on the **Personal Info** form. Check the box confirming you have read the terms and conditions and click on **Next.**

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		■ Modify Person ■ Close S
Modify Personal Info		3
Personal Info		
User ^o	First Name*	
Password•	Last Name*	
Retype Password •	E-mail ^e	
	Confirm your e-mail address*	
Zip Code•		
School's Name•		
School's Address*		
City•		
State*		
(*) Required I have read and agree to the Privacy Policy	y and Terms of Use	Update

Registration form for a new user of UDP Online.





Adding Books to UDP Online

- 1. Go to <u>www.udponline.univdaytonpublishing.com</u> and enter your username and password.
- 2. On the next page, click on Add Books.



My Books section. The teacher must click on ${\bf Add}\ {\bf Books.}$

3. Enter the license code of the book you would like to add and click on Add.

Enter License Code:				
License	Digital Book			
Profesor: IMKK-PA16-NSZH-8G6T	Toy Box 2 Student's Book			

The page for entering the license code of a new book at UDP Online.

4. To finalize the process of adding a book, click on **Accept** at the bottom of the screen.

Licenses are valid for one year.





The Digital Book Screen

Our users-friendly homepage ensures that you have fast and simple access to everything you need. It provides a variety or different features and functions.



Teacher's Folder and Expansion Activities

Main functions on the Digital Book screen.





Navigation

This bar allows you to modify the display modes of the Digital Book in order to adapt them to your own needs, as well as to navigate through the book pages.







Contents

Allows you to access the list of units and resources in the book.



Book Map

Provides access to a preview of the different pages in the book.



Single Page/Double Page

Allows you to alternate between a single page view or a twopage spread view.



Zoom

Enlarges any part of the book you wish to show your students.



Previous Page/Next Page

Allows you to go to the previous or to the next page.



Page Numbers and the Go Button

Shows which page you are on. You can also enter the page number you would like to go to.

Personalization and Data Sheet

Two important tools are the teacher's bar and the drawing bar. These enable you to adapt the content to your students' needs, manage the interactive resources, and complete each section of the book.



Personalization and data sheet features.







Teacher's Bar

Gives you access to the publishing features for the new Digital Book contents. See more below.



Drawing Bar

Allows you and your students to write down notes on the Digital Book pages. See more below.



Complete Screen

Allows you to switch to the browser's full screen view.



Data Sheet

Shows the Digital Book's specifications, including names of authors, book contents, and a summary of UDP Online.

Teacher's Folder and Expansion Activities

This area gives you access to content that has been especially included to provide assistance in the classroom. This will improve your understanding of the knowledge your students have gained in each unit.



Teaching Suggestions

Allow you to download documents with expansion activities for students.



Teacher's Folder

Gives access to content that provides assistance with the Digital Book.

- Teachers guide Lesson plans
- Answers Keys

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Interactive Contents

The icons at the top of each page provide access to a wide variety of interactive activities that facilitate learning, strengthen and build on content, and motivate your students.



Interactive activities

Reinforce students' learning aims.



Web Links

Take you to Web pages with related content.



Interactive Maps

Summarize the most important content in the Digital Book.



Presentations

Show the contents of the Digital Book on sequencial slides.



Videos

Present highly valued audiovisual materials within a pedagogically sound learning context.



Audios

Provide files based on the topics covered in the book.



Documents

Contains word files with materials related to the units in the Digital Book.



Magnifying Glasses

Enlarge relevant sections of the book.



Animations

Present the book's contents in a didactic and fun way.







Teacher's Bar

This bar lets you publish your own resources as part of the Digital Book and manage the ones published by UDP.

To activate the teacher's bar, click on the icon that appears at the top of the interface of the Digital Book.



Icon used to access the teacher's bar.



Types of files that can be published through the teacher's bar.



Display Mode of the Digital Book for Edition

When you publish your own resources or you modify the visual options by using the teacher's bar, the bottom of the book will change from grey to purple to indicate that you have entered the editing mode. Resources published by UDP are identified by their blue icons. Resources that you have published can be identified by their purple icons.





Web link published by UDP.

Web link published by the teacher.







Editing Display Mode



Normal Display Mode

The resources that you publish in the Digital Book are also accessible through the unit's list of resources.





To publish content in the Digital Book using the teacher's bar, follow these steps:

- 1. Choose the type of resource that you would like to publish.
- 2. Click on the corresponding icon in the teacher's bar. A pop-up window will show the resource's properties.
- **3.** In the top left-hand corner of the book, an icon for the selected resource will appear. Use the mouse to drag the icon to its final location on the page.
- **4.** Write a name to identify the resource and click on the **Review** button. A window will appear. Use this to search for and select the resource.
- **5.** Finally, choose the display options for the resource, save the changes, and close the teacher's bar. The resource will now be available to work with throughout the Digital Book.

Drawing Bar

To display the drawing tools, click on the icon that appears at the top of the interface of the Digital Book.



Icon to access the drawing bar.

This tool bar can be moved around the screen and placed wherever you choose. With the drawing tools, you will be able to create, save, and use work whenever you please.

