

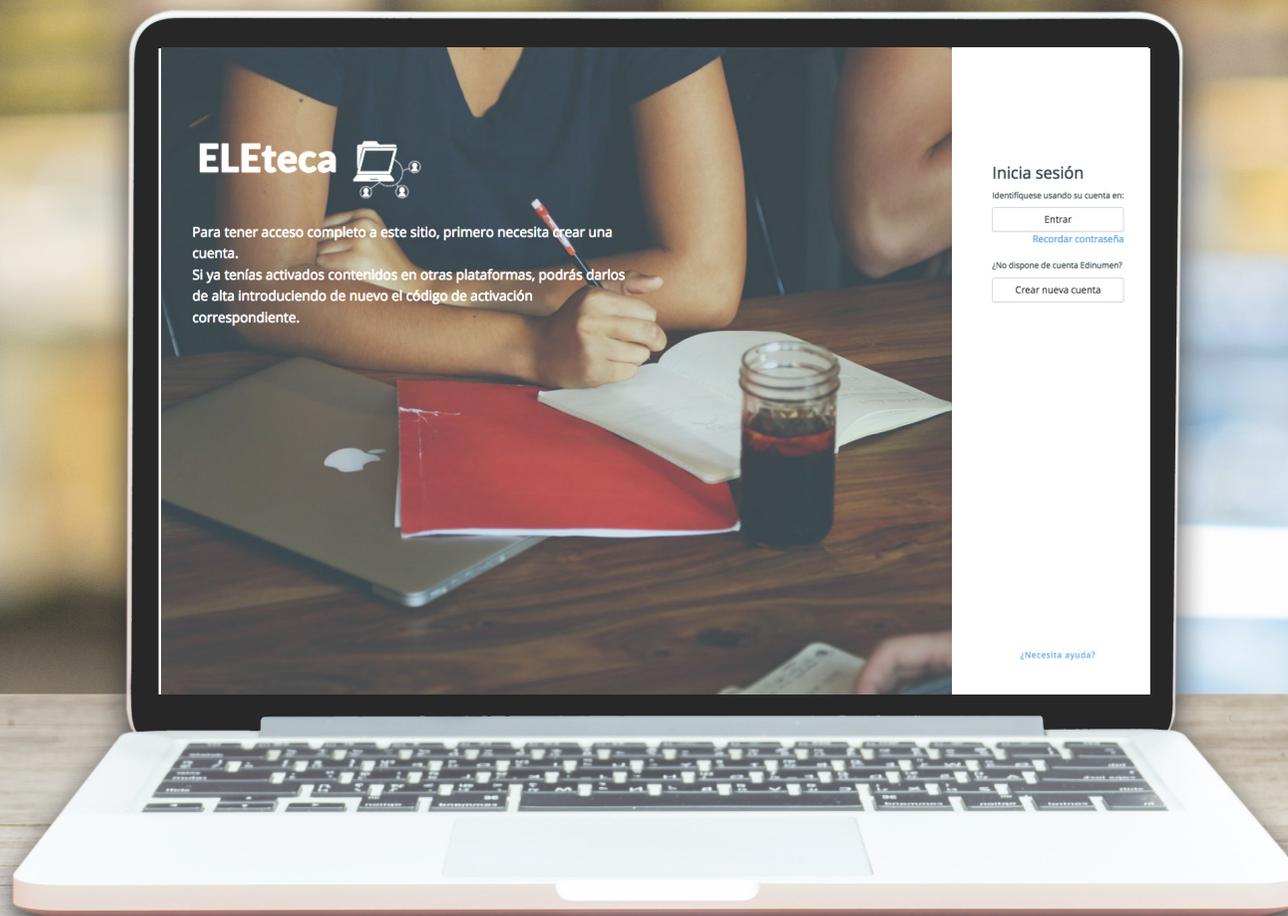
Accessing the digital contents on ELEteca[®]

Edinumen's new educational platform, **ELEteca[®]**, offers additional digital contents for teachers and students, designed to expand on and complement our Spanish courses.

Access guide for students

Access ELEteca[®] by following these simple steps:

1. Create your student account.
2. Validate the access code and register for a class.
3. Access your digital contents.
4. Access your eBooks.



1. Create your student account

If you want an ELEteca® account, go to the platform eleteca.edinumen.es **1** and click on the option 'Create new account' **2**.

Then fill in your details in the **registration form**, paying particular attention to the following aspects:

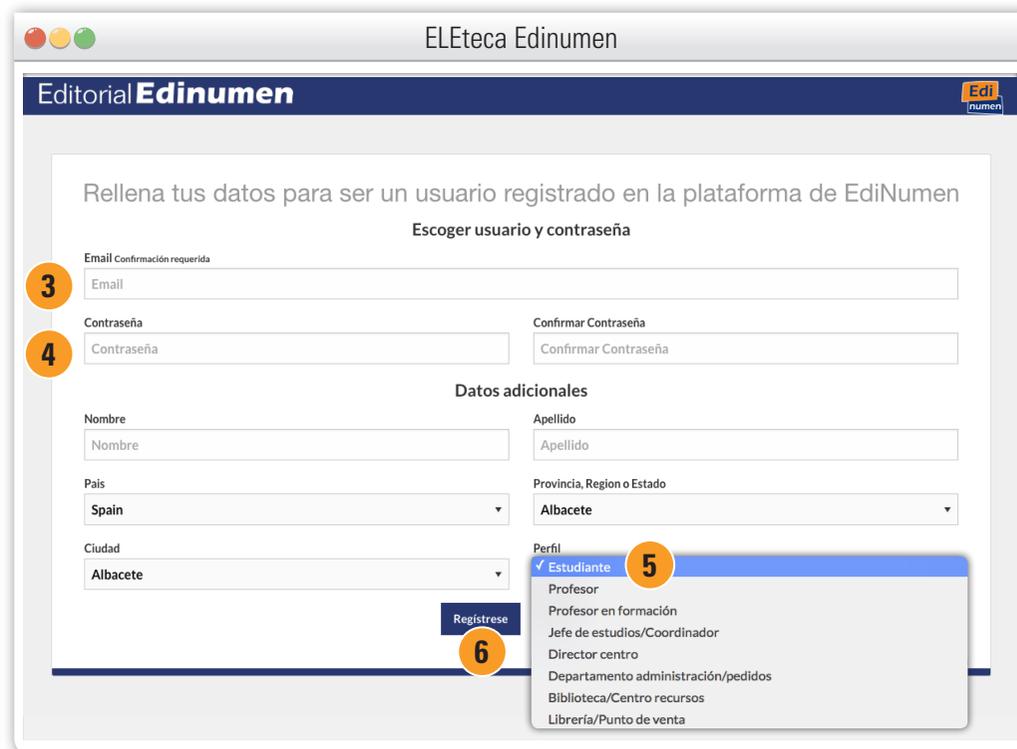
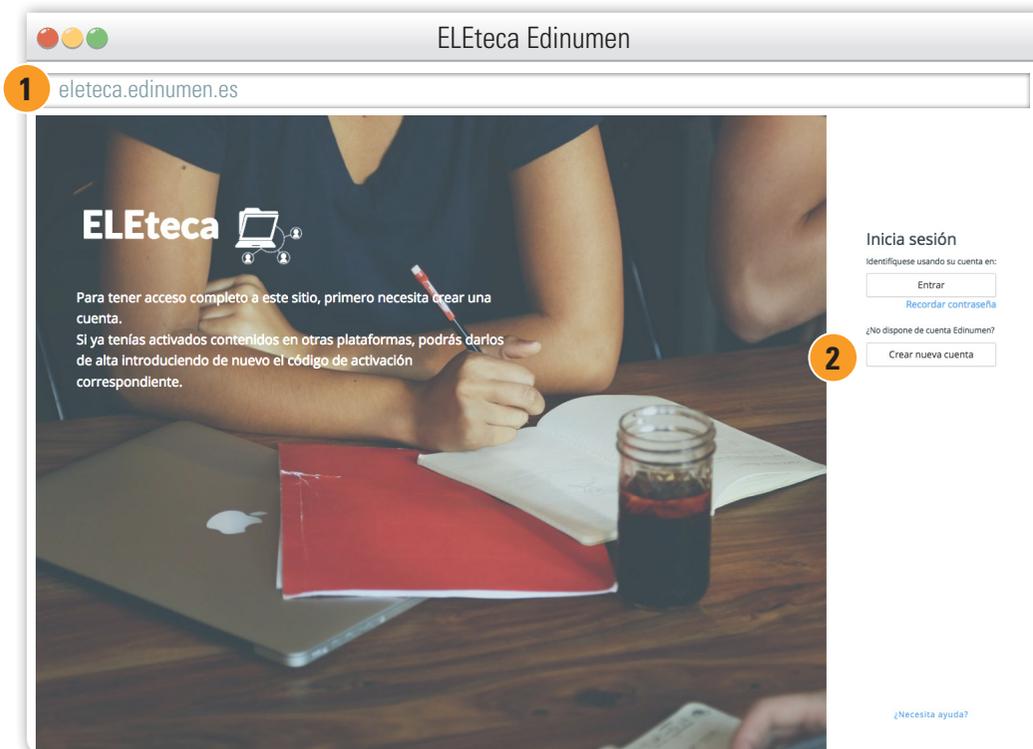
- The e-mail address you enter must be valid, as it will be your user name for logging on to the platform **3**.
- We recommended choosing a password **4** that is easy to remember and at least six characters long.
- It is very important that you select '**Student**' **5** from the dropdown profile menu.

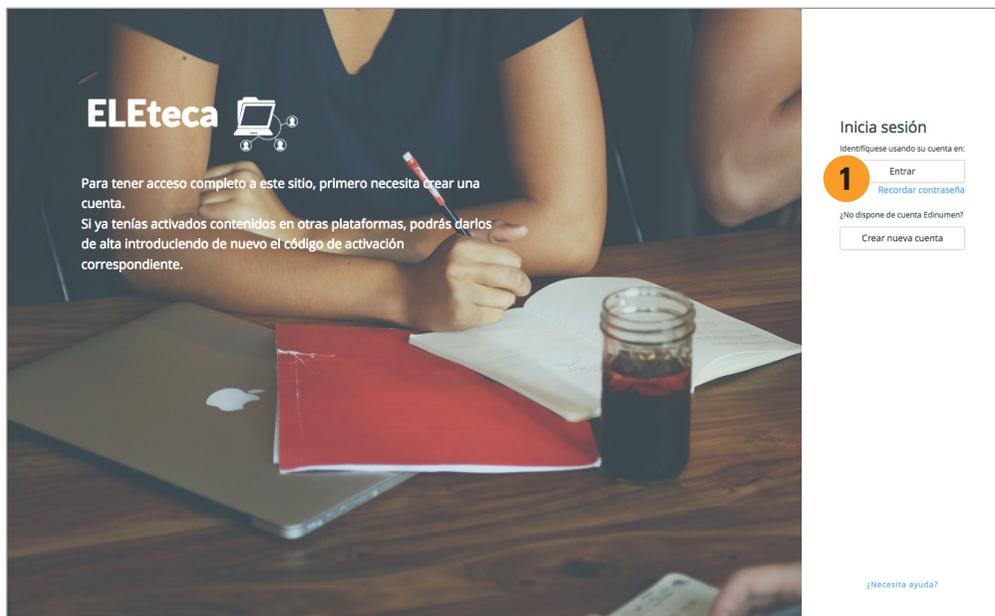
Once you have sent the form **6**, you will receive a **confirmation e-mail** at the address you entered. If you can't see this e-mail in your inbox, check the Spam file. To complete the process, validate your account by clicking in the link in the e-mail. Please remember that your account will not be active until you complete this step. >>



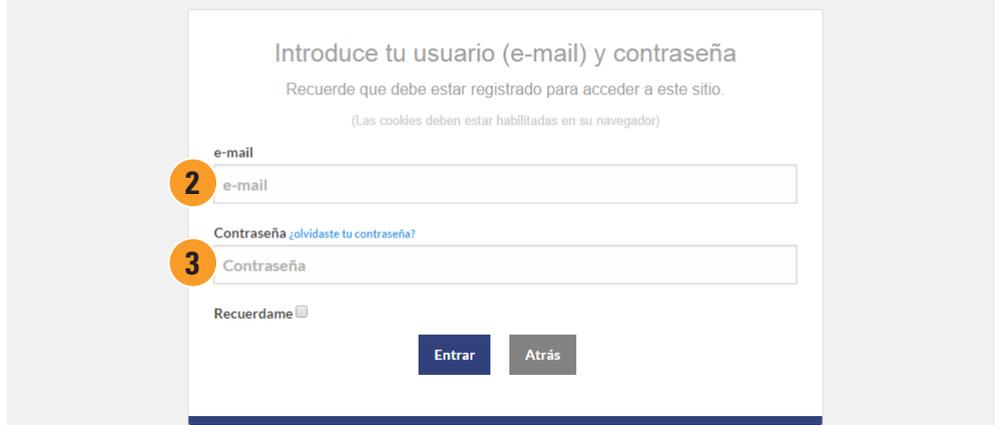
Please note

If you already have an Edinumen account, log on to the platform with your details.





From that point onwards, you can now **access the platform** (eleteca.edinumen.es) clicking on the 'Enter' option **1**.



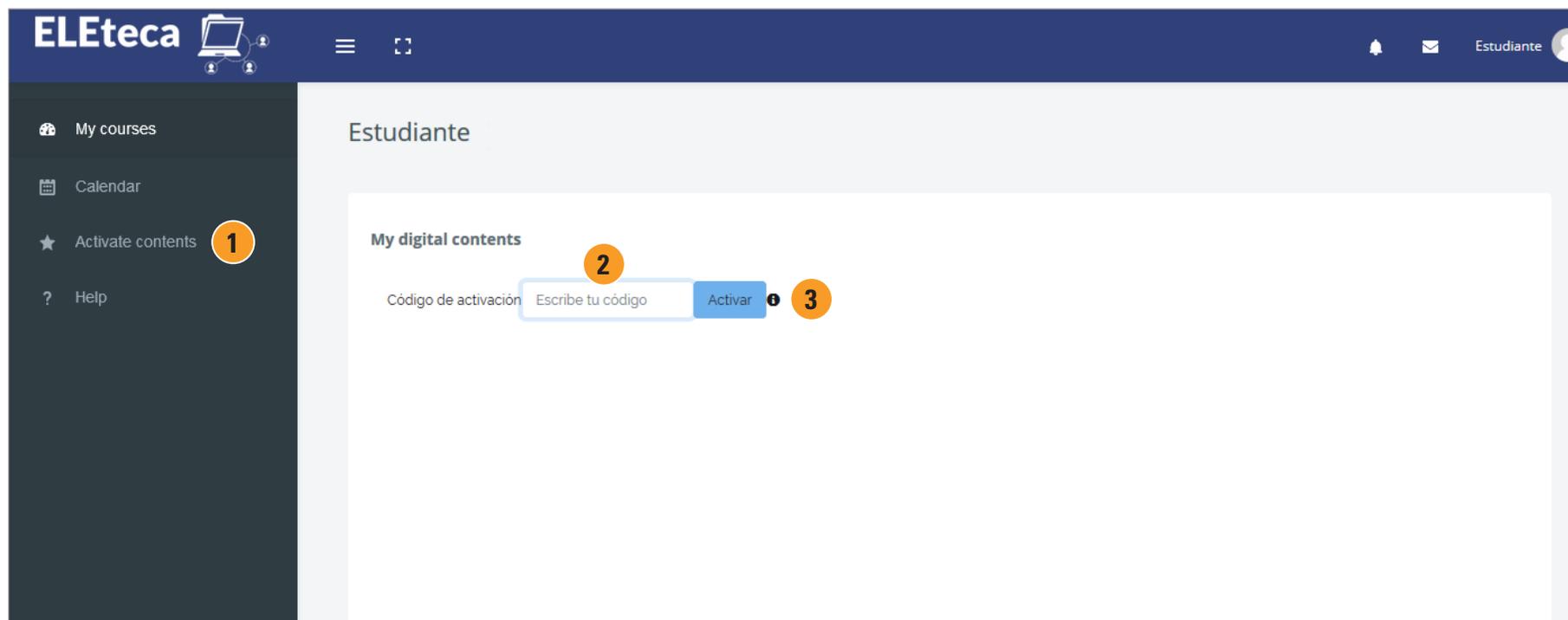
Simply enter the user name (e-mail) **2** and the password **3** that you entered on the registration form (page 2).



2. Validate the access code and register for a class

Validate the access code

To activate the digital contents, you first have to **validate your activation code**. Go to 'Activate contents' tab **1**, enter the code **2** and click 'Activate' **3**.



You can find your **activation code** printed on one of the first few pages of the book, in the e-mail that we sent you when you acquired the material or in the information that your teacher gave you.

Register for a class

A screen will then appear with the information on the contents activated by the code entered **1** and how long they will be active (the duration of the licence) **2**.

The screenshot shows the 'My digital contents' page in the ELEteca interface. At the top, there is a notification bell icon and a message: 'Estás a punto de activar el código 98482010. Una vez activado, este código te dará acceso a los materiales que aparecen a continuación. Revisa las instrucciones y completa tu activación.' Below this, a progress indicator shows 'Etapa 1 Profesor' with a circled '1'. A duration field (2) indicates the activation period: 'Duración: Si activas este código ahora, podrás acceder a los siguientes materiales desde el 10/Sep/2018 hasta el 30/Sep/2021. Si deseas activarlo, continúa con el proceso. Si prefieres activarlo en otro momento, puedes cancelar y reanudar el proceso más adelante.' A list of roles includes 'Etapa 1 Alumno' and 'Etapa 1 Profesor' (3). A warning icon and text state: 'Atención, algunos de estos materiales permiten ser utilizados dentro de una clase. Selecciona tu opción: - Si estudias con un profesor/a, introduce la Clave de tu clase (pidesela a tu profesor/a para completar el proceso). - Si estudias por tu cuenta y no perteneces a ninguna clase, elige la opción "No tengo clave de clase".' There are two radio button options: 'Clave de clase' (4) and 'No tengo clave de clase'. At the bottom, there are 'Cancelar' and 'Activar' buttons (5).



Please note

If you complete the process, you can access the material throughout the period specified on the licence **2**. If you would rather activate it at some other time, you can cancel and start the process again later.

Classes on ELEteca

Some schools and teachers create classes in ELEteca to use this digital material with their students and take advantage of the platform's features:

- Direct communication between students and teachers.
- Monitoring students' progress.
- Accessing new activities and teacher's materials.

If you are studying with a teacher and want to use this system, you have to register for their class. To do so, select the first option, enter the **'Enrollment key'** **3** that your teacher gives you and click **'Activate'** **5**.

If, on the other hand, you are studying on your own and do not belong to any specific class, select the option **'I don't have an enrollment key'** **4** and click **'Activate'** **5**.



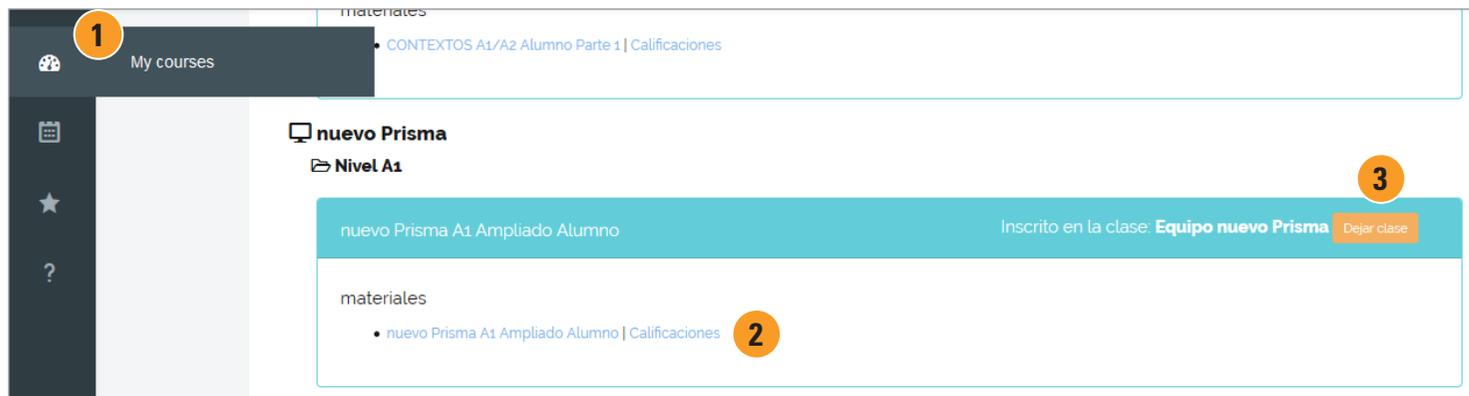
Please note

The **enrollment key** is issued by ELEteca when the teacher creates the class. If you don't have the class code, please ask your teacher for it.

3. Access your digital contents

When you are part of a class

Once you have activated the code and registered for a class, go to 'My courses' tab **1**. You can access the materials by clicking on the link **2**.

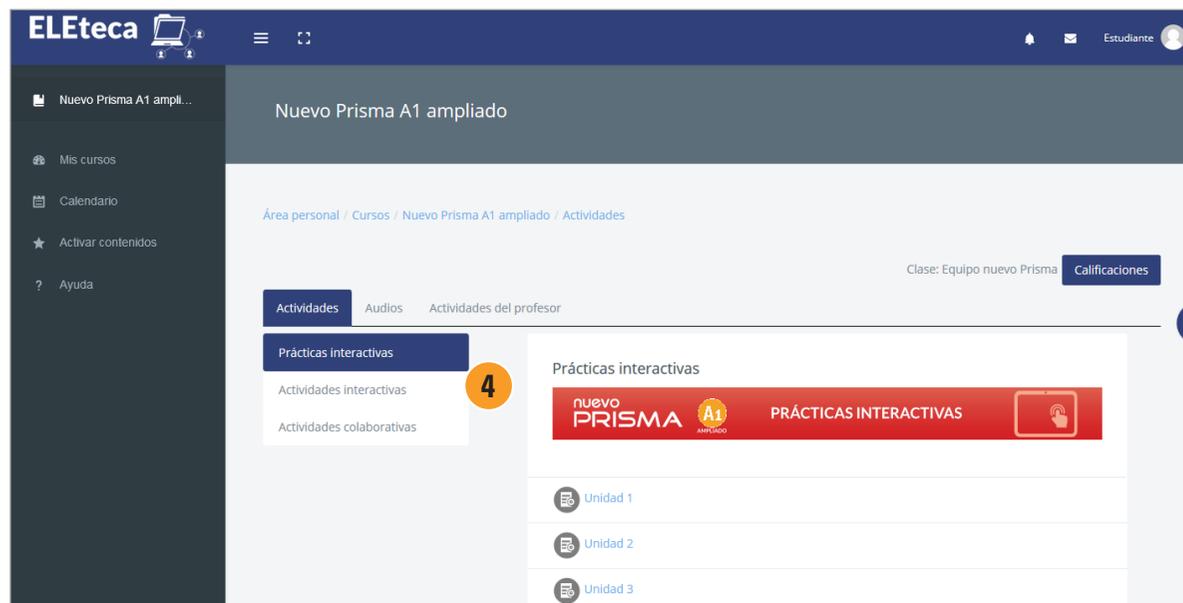


Please note

If you ever want to leave your class and continue working on your own, click on the option 'Leave class' **3**.

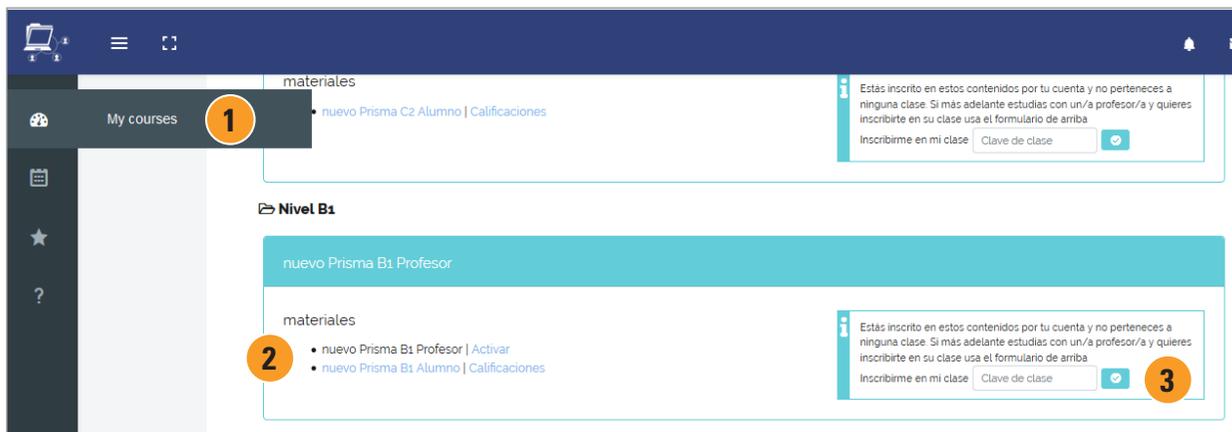
When you access the material, you can see the different resources associated with this content **4**. Depending on the material or collection, the resources offered vary.

You can make use of your contents whenever you want by accessing eleteca.edinumen.es with your login details.



When you are studying on your own

Once you have activated the code and completed the activation process, go to 'My courses' tab **1**. You can access the materials by clicking on the link **2**.

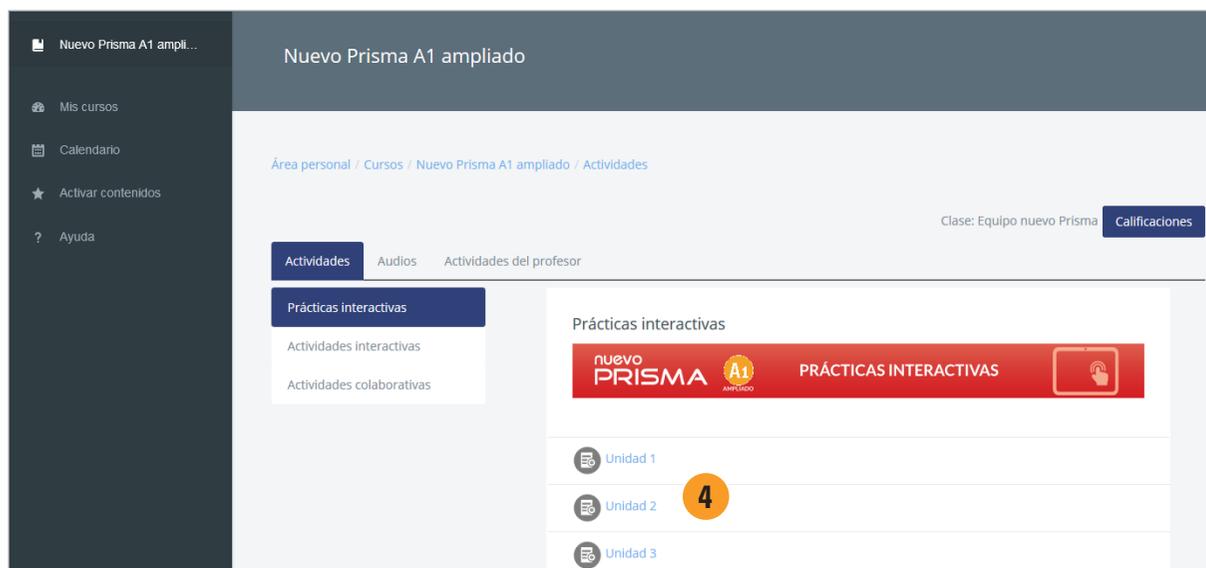


Please note

If you choose to work on your own and then later study with a teacher, you just have to ask them for the 'Enrollment key' to register for their class **3**.

When you access the material, you can see the different resources associated with this content **4**. Depending on the material or collection, the resources offered vary.

You can make use of your contents whenever you want by accessing eleteca.edinumen.es with your login details.



4. Access your eBooks

Accessing your eBooks is very simple. You just have to validate your **activation code** as with any other digital content. Once you have validated the code, the eBook associated to the code will appear in 'My courses' tab.



Enjoy your eBooks offline

If you would like, you can use the **'Edinumen Bookshop' application** that lets you access your eBooks without an internet connection on any table (iOS, Android) or computer (PC, Mac). To do so, you just have to download the app corresponding to your operating system via the following link:

<http://libreria.edinumen.es/downloads/>

Once the app is installed, you can log in using the same user name and password as ELEteca®. On the 'My bookshop' tab, you can find your eBooks ready to download on to your device.

For more information or technical support, please

write to soporteebooks@edinumen.es

www.edinumen.es/ebooks

Editorial

