

Adult and Secondary courses in the Cambridge Learning Management System

Getting Started Guide for
teachers and institutions

 cambridgeilms.org/main



What is the Cambridge Learning Management System (CLMS)?

The CLMS is an online platform that allows you to connect with students, set online tasks and view their progress. You can use the CLMS to enhance your teaching with the online components relevant to the Cambridge course materials you use and to help your students learn outside the classroom.

How can it benefit you?

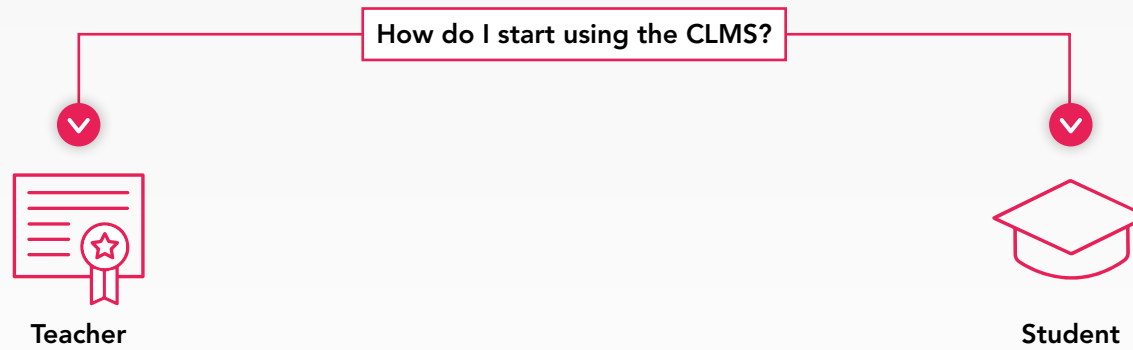
With the CLMS, you can create better learning outcomes for your students with:

- A wide range of additional online practice tasks that complement the core course materials
- Exercises that provide faster feedback to students through automatic marking, and the chance to redo activities multiple times
- More varied student-to-student interaction, with tasks that give students thinking and planning time, allowing them to grow in confidence
- Detailed data on student performance that will allow you to plan lessons that are more engaging and relevant

Introduction

Welcome to the Cambridge Learning Management System (CLMS).
This guide will show you how to set up an account and start using the CLMS.

This guide will show you how to start using the CLMS, including how to set up an account, create classes, view the online materials, and where to go for more training. This guide is meant for teachers and institutions using Adult and Secondary courses and there is a separate guide for users of the Primary CLMS. Please note that the account you create for yourself will work in both the Adult and Primary domains.



If you haven't used the CLMS before you will need to:

- **Register** on the CLMS. This means that you will create a unique teacher account with a username and password.
- **Create classes** (or have them created for you). A [Class](#) is a virtual learning space in the CLMS, where teachers can assign work and view students' performance and progress.
- **Add students** to your classes or **help students join** your classes. You can either provide students with a unique [Class Code](#) with which to join, or you can manually add students to a class.

Students who are new to the CLMS will need to:

- **Register** on the CLMS. This means that they will create a unique student account with a username and password.
- **Join a Class** They may do this using a code provided by their teacher, or they may be added to the class by the teacher.
- **Activate a Product** by entering a 16-digit [Activation Code](#). This is usually found on the inside front cover of the coursebook, or may be provided by the [Institution](#).

Choose which one of the following situations applies to you:



A teacher working independently

You:

- Teach one or more classes
- Work independently as a private teacher or work independently within an [Institution](#)

You will need:

- To know which course and level you'll be teaching
- The start and end dates for your course

[Go to page 5](#)



A teacher in an Institution already set up in the CLMS and managed by a [Client Administrator](#)

You:

- Teach in an Institution that has a CLMS account and a Client Administrator
- Have classes created by your Client Administrator

You will need:

- The [School Code](#) provided by your Client Administrator

[Go to page 7](#)



A teacher in an Institution already set up in the CLMS but you will manage your own [Class](#)

You:

- Teach in an Institution that has a CLMS account and a Client Administrator
- You will create your own Class

You will need:

- A list of your Class, the names of the relevant courses and levels
- The start and end dates for your Class

[Go to page 10](#)



You want to set up your Institution in the CLMS

You:

- Your Institution will have multiple teachers using the CLMS
- You will be the Client Administrator for your Institution and will oversee the work of your colleagues

You will need:

- To contact your local sales representative or to complete a request form upon registering a Teacher account in the CLMS
- To provide the full name and address of your Institution
- To request access to specific courses available in the CLMS

[Go to page 13](#)



TIP: Remember or safely store your account details. Use the same account throughout your work in the CLMS.

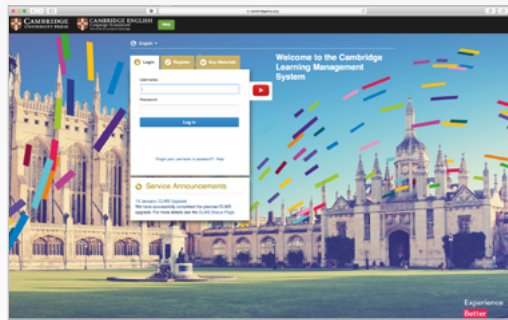
You are a teacher working independently

To start teaching with the CLMS, you will need to follow these steps.

Register as a teacher and create a class (or classes) as in steps 1-2 below. You can add students to a class as shown in steps 3-4 or ask your students to join the class with the **Class Code** you provide. To access the online materials, the students will need to use a unique Activation Code found inside the front cover of their Student's Books.

Step 1

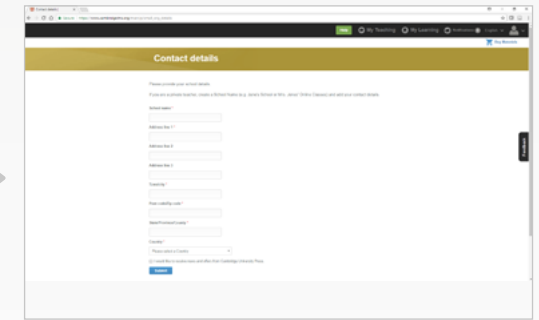
Register
(5 min)



1 Go to www.cambridgelms.org/main and click the 'Register' tab.



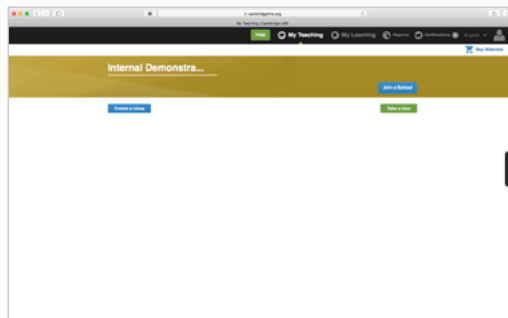
2 Select 'I am a Teacher' and enter your details. You will need to choose a username and password.



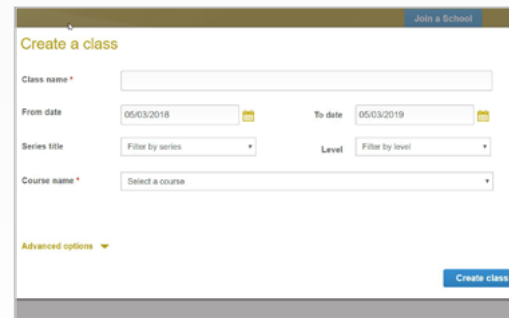
3 Select 'Continue as individual teacher', and on the following screen enter your contact details.

Step 2

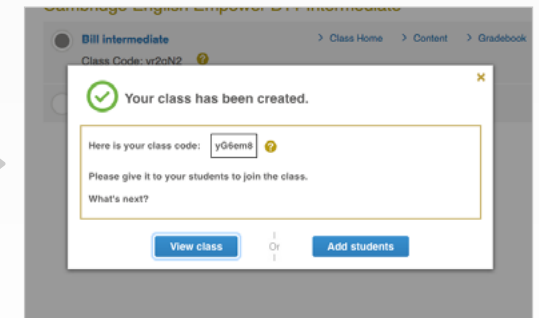
Create a class
(5 min)



4 Click 'Create a class'.



5 Name your class, choose the course dates, and select the relevant course. Then click 'Create class'.



6 You will be given a class code. Provide it to your students so they can join the class or follow the steps on page 5 to add students.



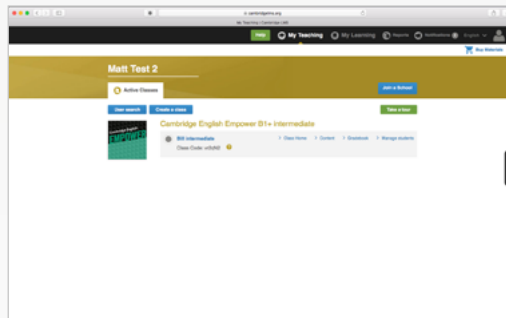
TIP: If some of your students haven't received the introductory email, ask them to check in the Spam folder or to use the 'forgot my password' link.

You are a teacher working independently

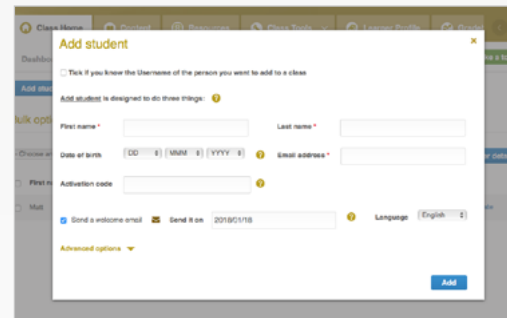
Step 3

Add new students
(2-10 min)

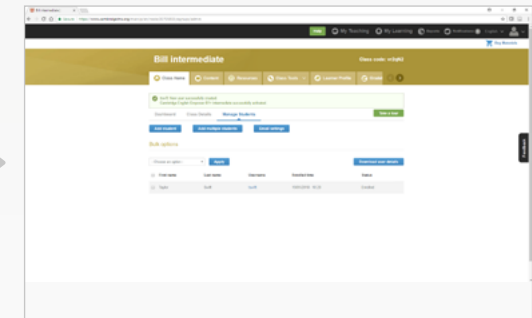
This is an optional step



7 To create an account for a student and add them to a class click 'Manage students' and then 'Add student'.



8 Enter the student's details.

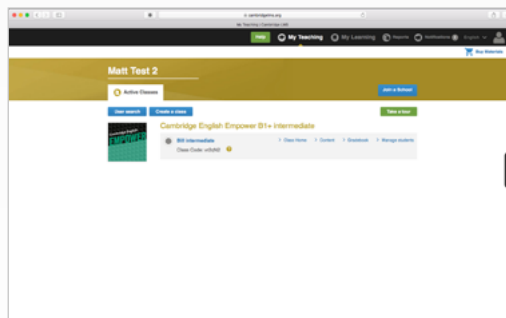


9 The student will be added to the class and will get an email with their login details. Repeat for other students.

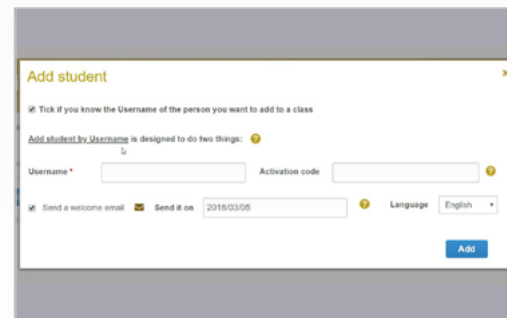
Step 4

Add existing students

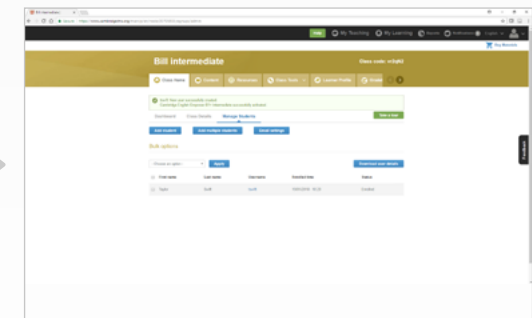
This is an optional step



10 To add existing students to a class click 'Manage students' and then 'Add student'.



11 Tick the box at the top of the form and provide the student's username.



12 The student will be added to the class and will get an email notification.

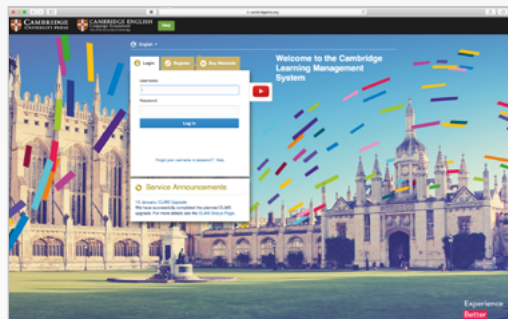


TIP: Remember or safely store your account details. Use the same account throughout your work in the CLMS.

You are a teacher in an institution already set up in the CLMS managed by an administrator

Has the administrator created a CLMS account for you?

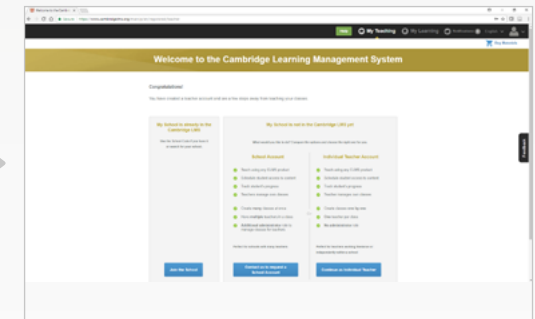
No



1 Go to www.cambridgelms.org/main and click the 'Register' tab.

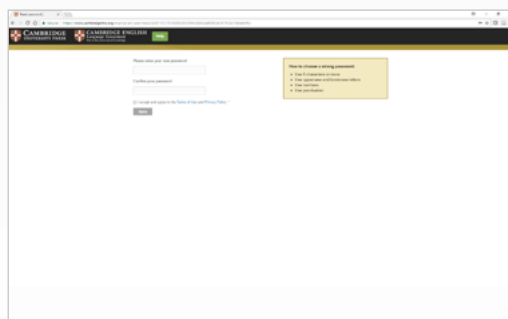


2 Select 'I am a Teacher' and enter your details. You will need to choose a username and password.

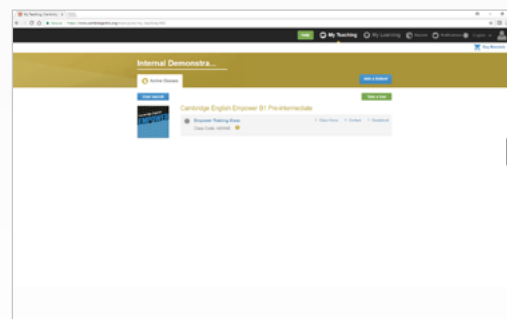


3 Select 'Join the school'. Enter the [School Code](#) provided by your administrator. Your administrator will receive a notification that you have joined the school, and will add you to your class(es).

Yes



1 You will receive an introductory email. Click the link provided and choose a new password. Read and accept the Terms of Use and Privacy Policy.



2 Go to 'My Teaching' to see the classes the administrator has created for you.

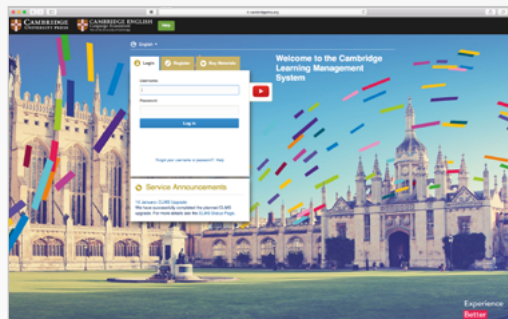


TIP: If you haven't received the introductory email, check in the Spam folder or use the 'forgot my password' link on the login page.

You are a teacher in an institution already set up in the CLMS managed by an administrator

Has the administrator created student accounts?

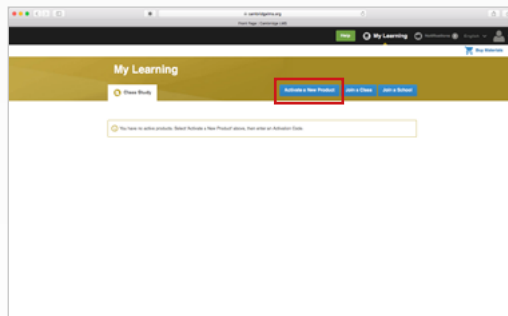
No



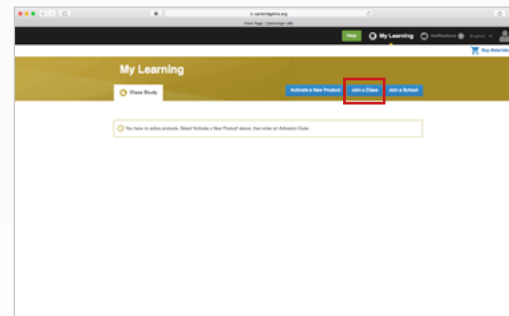
1 Tell your students to go to www.cambridgels.org/main and click the 'Register' tab.



2 They should select 'I am a student' and enter their details. They will need to choose a username and password.



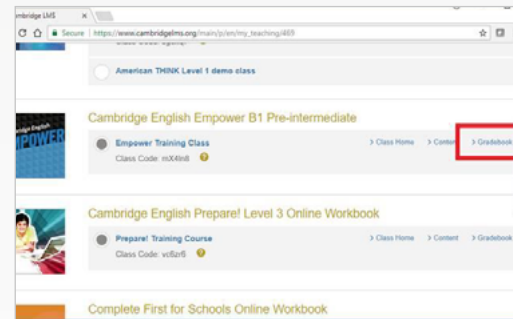
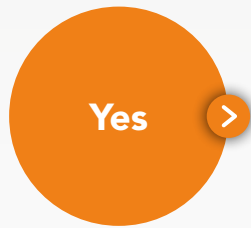
3 Students should click 'Activate a new Product' and enter the 16-digit [Activation Code](#) found inside the cover of their book.



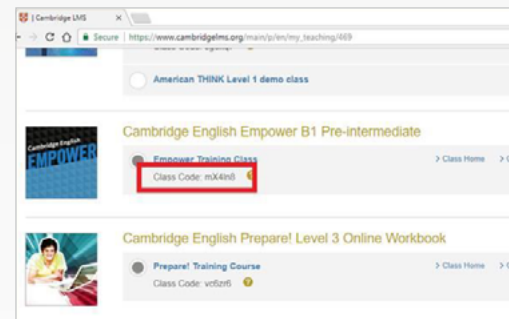
4 Finally, students should enter the [Class Code](#) (given to you by your CLMS administrator). They should now appear in the [Gradebook](#) for your class.

You are a teacher in an institution already set up in the CLMS managed by an administrator

Has the administrator created student accounts?



1 You will be able to see which students are enrolled into your classes by looking at the Gradebook for each class.

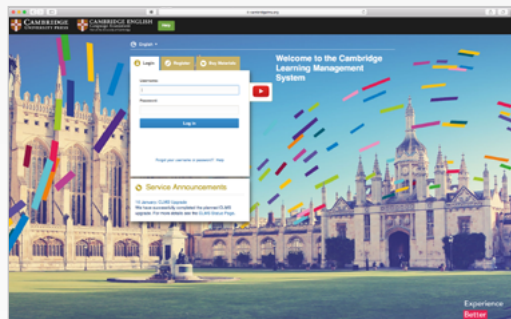


2 If you have students that are not listed in the Gradebook, provide them with the Class Code (given to you by your CLMS administrator). They can enter this to join the class.

You are a teacher in an institution already set up in the CLMS. You create your own classes.

Has the administrator created a CLMS account for you?

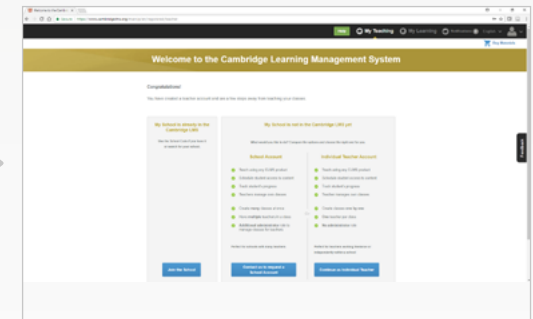
No



1 Go to www.cambridgelms.org/main and click the 'Register' tab.

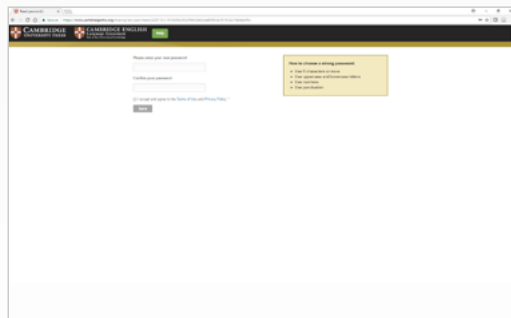


2 Select 'I am a Teacher' and enter your details. You will need to choose a username and password.



3 Select 'Join the school'. Enter the [School Code](#) provided by your administrator. The administrator will receive a notification that you have joined the school, and will provide you with class creation permissions.

Yes



1 You will receive an introductory email. Click the link provided and choose a new password.

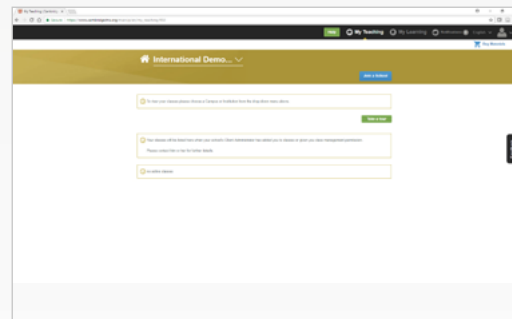


TIP: If you haven't received the introductory email, check in the Spam folder or use the 'forgot my password' link on the login page.

You are a teacher in an institution already set up in the CLMS. You create your own classes.

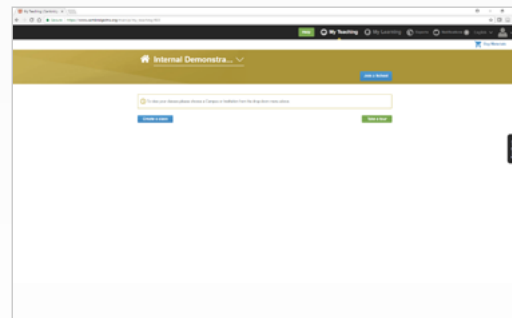
Has the administrator given you class management permissions?

No



The 'Create a class' option will not be visible on the [My Teaching](#) page. Contact your CLMS administrator for more information.

Yes

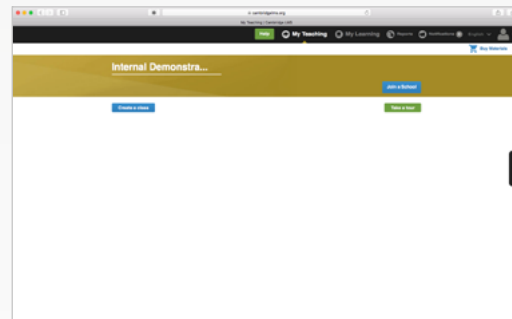


You will see the 'Create a class' option on the 'My Teaching' page. You can manage your own classes.

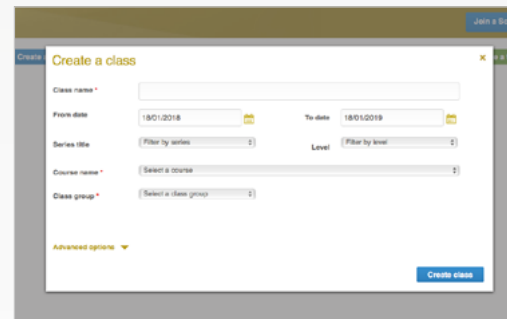
You are a teacher in an institution already set up in the CLMS. You create your own classes.

Step 1

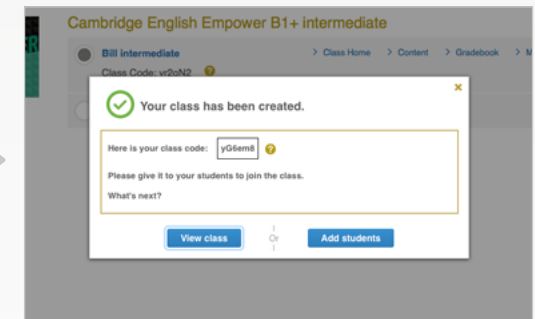
Create a class
(5 min)



1 Click 'Create a class' on the 'My Teaching' page.



2 Name your class, choose the class dates, select the relevant course and **Class Group** folder created by your CLMS administrator. Then click 'Create class'.

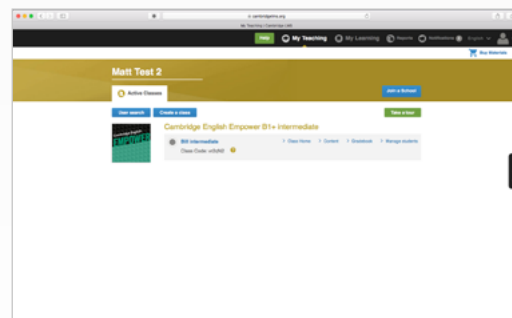


3 You will be given a **Class Code**. Provide it to your students so they can join the class or follow the steps below to add students.

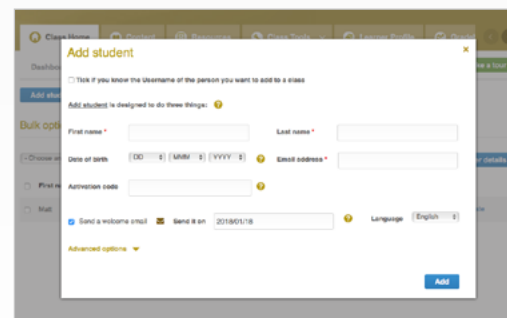
Step 2

Add students
(2-10 min)

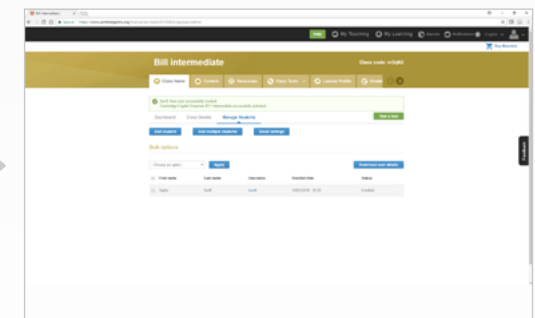
This is an
optional step



4 Click 'Add students', or from the 'My Teaching' page, 'Manage students' and then 'Add student'.



5 Enter the student's details. If you know the student's CLMS username, tick the box and enter that instead.

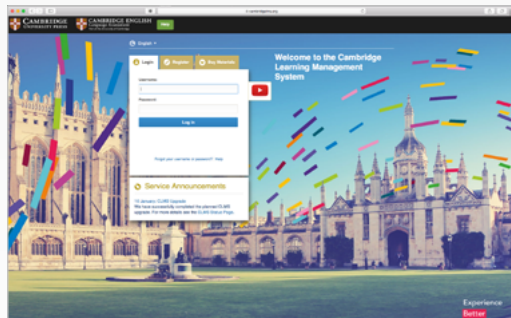


6 The student will be added to the class and will get an email with their login details. Repeat for other students.

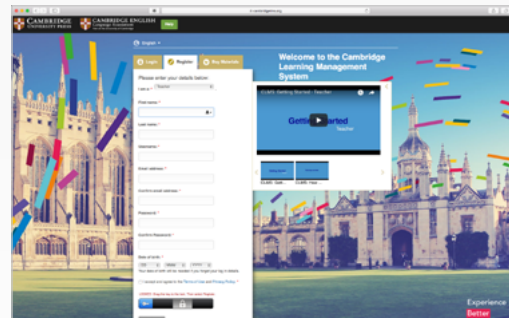
You want to set up your institution in the CLMS

Your institution should have an account and an administrator in the CLMS if it needs access to viewing and managing the work of its teachers. Where such access is not necessary, especially for smaller institutions, one or more independent teacher accounts are preferable. If you are not sure, contact your local sales representative for a consultation:
www.cambridge.org/cambridgeenglish/contact.

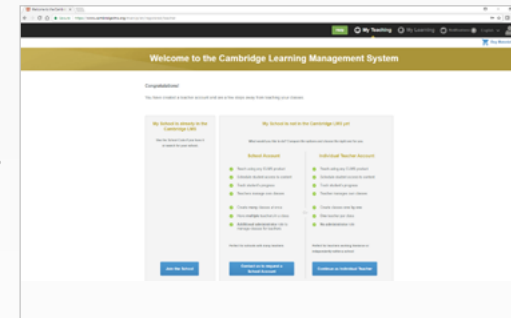
IMPORTANT: If you request your institution to be set up in the CLMS, you will be automatically granted **Client Administrator** rights and will be able to see the work of other teachers, set up classes for them, add teachers to classes and more. You will be able to create and teach your own classes as well. If necessary, more administrators can be added to the institution in the future. Please refer to the CLMS Guide for Client Administrators (see page 15) for more information.



1 Go to www.cambridgelms.org/main and click the 'Register' tab.



2 Select 'I am a Teacher' and enter your details. You will need to choose a username and password.

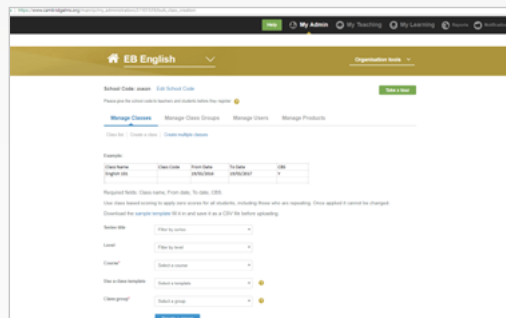


3 Select 'Contact us to request a school account'. Complete the form with your school details. We will get in touch with you shortly to confirm the set-up of your institution's account.

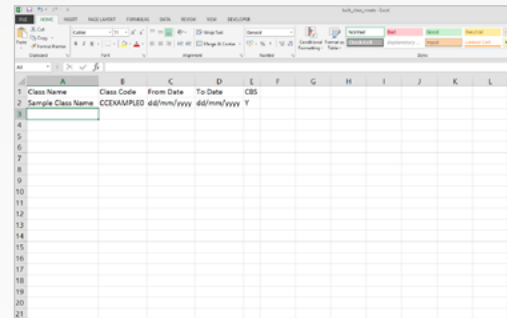
You are a Client Administrator for your institution in the CLMS

Will teachers create their own classes?

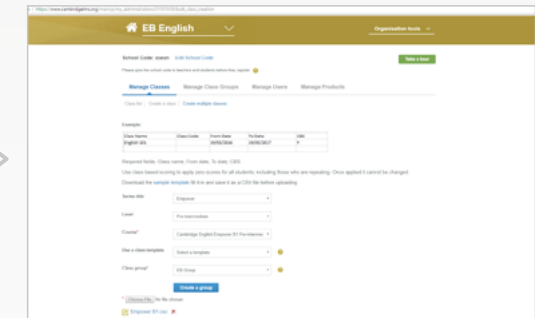
No



- 1 Go to [My Admin](#) > Create Multiple Classes.

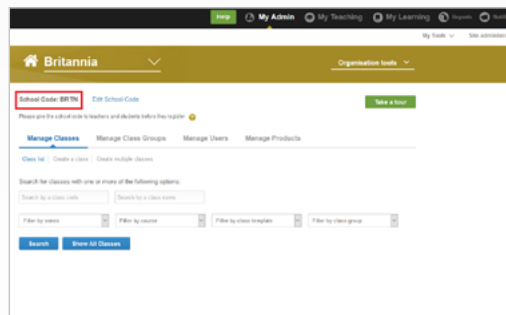


- 2 Download the sample template and complete it according to the example shown, overwriting the example data. Save the file on your computer.

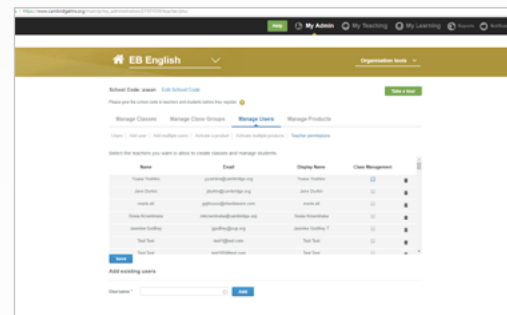


- 3 Choose the relevant options from the dropdown menus. Click 'Browse' and locate the completed spreadsheet on your computer. Click 'OK' and 'Create classes'.

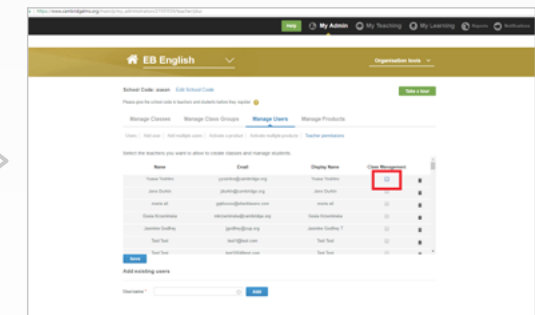
Yes



- 1 Invite teachers to register and join the school (see page 6) using the School Code. You will receive a notification email.



- 2 Go to [My Admin](#) > Manage Users > Teacher Permissions.



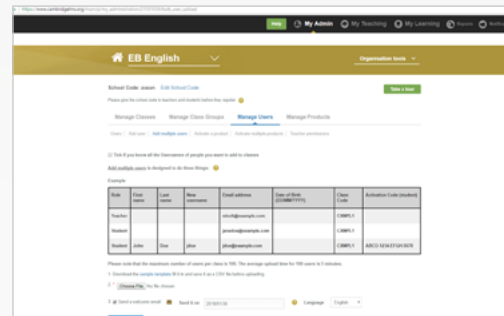
- 3 Tick the checkbox to give teachers class creation rights.

You are a Client Administrator for your institution in the CLMS

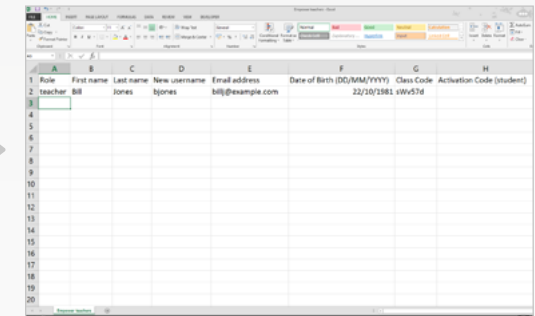
Will teachers register themselves?

No

- 1 To assign teachers to classes you will need the [Class](#) from the classes that you created in the previous step. Make sure you have this information ready.

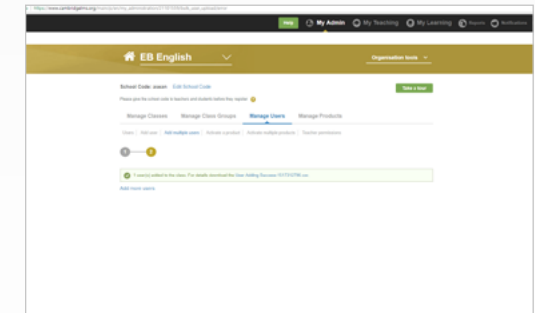


- 2 Go to My Admin > Manage users > Add multiple users.



- 3 Download the sample template and complete it according to the example shown, overwriting the example data. Save the file on your computer.

- 4 Click 'Choose file' to find and select the file on your computer and click 'OK'. Click 'Add users' to begin adding the teachers. When the process has finished the teachers will be able to see their assigned classes in the [My Teaching](#) page.

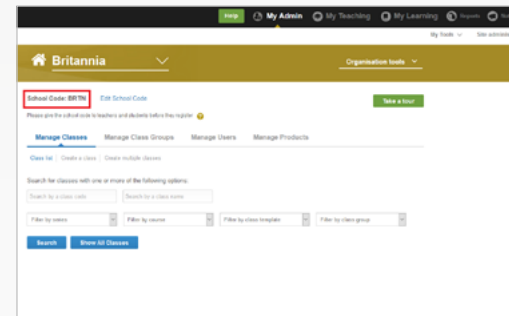


You are a Client Administrator for your institution in the CLMS

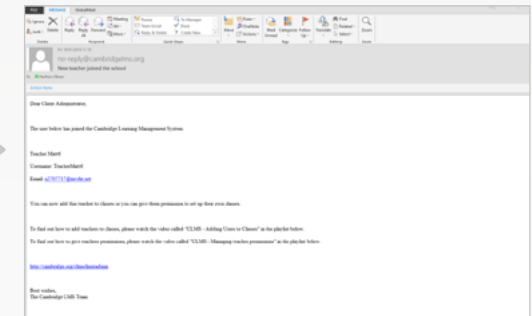
Will teachers register themselves?

Yes

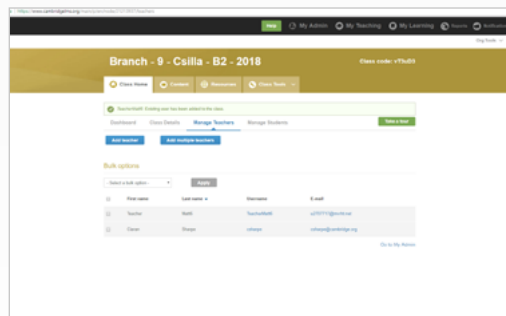
- 1 Invite teachers to register and join the school (see page 6) using the School Code. You will receive a notification email once a teacher has joined your institution in the CLMS.



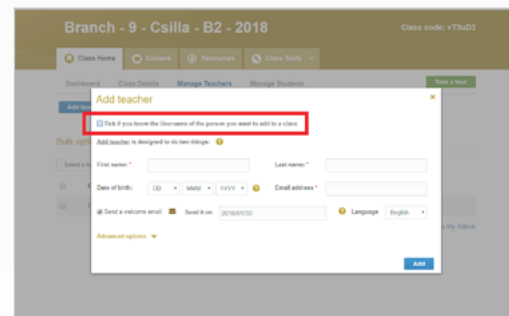
- 2 Provide them with the [School Code](#).



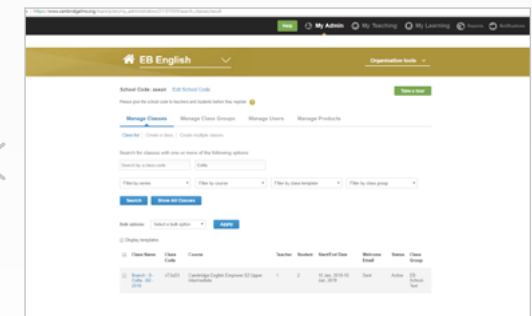
- 3 You will receive an email notification when a teacher joins the school.



- 6 Enter the teacher's username (provided in the notification email) and click 'Add'. The teacher has now been added to the class and it will appear in My Teaching when they log in.



- 5 Click Manage Teachers > Add Teacher and in the box that appears, tick the box in the top left that indicates you know the teacher's username.



- 4 Go to My Admin > Manage Classes and search for the class you want to add the teacher to. Click the class name to go to the Class Home page.


What next?

Your students are now able to start completing tasks in the CLMS, and you are able to manage those tasks and view their progress.

Remember that for students to remain engaged with online work, it is important that they:

1. Feel supported and part of a community when working online
2. See that online work is relevant to their face-to-face studies, with tangible learning outcomes

Further help with the Cambridge LMS

The **help section** on the CLMS can be reached by clicking  at the top of the screen or by direct link: www.cambridgelms.org/help. It includes:

- Answers to frequently asked questions
- User guides for Teachers and Client Administrators
- Help videos

If there's an issue you need help with, please contact our support team at ptsupport@cambridge.org. Remember to provide all the necessary details to help us understand the issue including a screen-shot, if possible.

Online training

A range of CLMS **online training** courses is available to teachers to help them learn more about the platform and about their course. Contact your local sales representative for free [Activation Code](#):

CLMS

- Online Teacher Training

Digital pedagogy

- Primary Digital Teacher Training Course
- Secondary Digital Teacher Training Course

Course-specific

- Teaching with *Empower*
- Teaching with *Eyes Open*
- Teaching with *Interchange 5th edition*
- Teaching with *Prepare!*
- Teaching with *Prism*
- Teaching with *Testbank*
- Teaching with *Unlock*
- Teaching with *THiNK*
- Teaching with *Touchstone*
- Teaching with *Uncover*
- Teaching with *Kid's Box*
- Teaching with *Super Minds*

Further details on Cambridge ELT materials

Visit www.cambridge.org/cambridgeenglish

Glossary

Class

A group of students associated with a teacher and a product. A class has start and end dates, a name and a unique code to allow students to join the class. A teacher can use the Gradebook to see the progress and scores of all the students in the class.

Activation Code

A 16-digit code that provides students with access to online course content in the CLMS. Usually found inside the cover of the Student's Book.

Institution

In the CLMS, an educational institution (e.g. a school, a university, or a private language school) can be set up to organise and monitor the work of all teachers and students associated with the institution.

My Learning

The page visible to each Student, Teacher and Client Administrator where they can see the classes they have joined as students and any products that are available to them in self-study mode.

Class Code

A unique code to identify each class in the CLMS. It can be automatically generated when the class is created, or you can select your own. The class code is used by students to join a class.

Client Administrator

A person at your institution with a special CLMS account that, apart from teaching their own classes, can create and manage all classes within the institution, as well as enrol students and teachers. An institution can have more than one Client Administrator.

School Code

A unique code to identify your institution in the CLMS. Normally used by a teacher in order to join an institution.

My Teaching

The page visible to each Teacher and Client Administrator where they can see the classes they teach.

Class Group

To keep classes organised within an institution, the Client Administrator creates folders to keep the classes in. Every class needs to be kept in one of those folders (Class Groups). Classes are often organised by semester, by institution's department, by product or by teacher.

Gradebook

The page in each CLMS class that provides data on student performance: progress, scores, grades and time spent studying online.

Product

Online course materials, e.g. Online Workbook, Online Practice, Online Course. Students can access a product by using an activation code. Teachers get access to a product once they've created or have been added to a class.

My Admin

The page visible to each Client Administrator where they can manage the institution's account.

