Guide for administrators
How to use the English e-Library
Thank you for exploring the English e-Library....

Now that you’ve requested a login for our English e-Library, you can discover a wealth of teaching resources for teachers and students.

The English e-Library is home to our GSCE and A-level poetry anthologies, our GCSE Reading resources for papers 1 and 2, and the GCSE Shakespeare and 19th-century literature set texts.

It contains specially created media content that sits alongside the texts, so that you and your students can watch videos, hear sound bites, share thoughts, search for keywords, explore themes and customise how you interact with your chosen play, poem or piece of prose.

It’s all online and it’s completely free for any schools or colleges teaching our new English specifications. It is hosted on the Cambridge Elevate platform, developed by Cambridge University Press.

Let’s begin....
This guide explains...

- How to login as an administrator
- How to access titles as an administrator
- How to create and use teacher access codes*
- How to help teachers register with their own access code
- How to help teachers create groups and student access codes
- How to help students register with their own access code.

* Access codes are given to teachers by the administrator. Teachers give access codes to their students. via email, or whatever method works best for your school.
How to login as an administrator

Step 1: You’ll receive an email with your username and password (within 10 working days).

Step 2: Login here: elevate.cambridge.org/AQA/Elevate/Login.aspx

Enter the username and password from your email

Step 3: Read and accept the terms and conditions
How to login as an administrator

Congratulations! You’ve entered the English e-Library.

To use the resources on the English e-Library yourself, you need to switch from the ‘Admin’ button to the ‘Teacher’ button.

You should be able to see all the available AQA e-Publications and anthologies. To become familiar with all the functionality on the English e-Library, take a look at our short film. (You might find it easier to use the Cambridge Elevate app if you use a tablet.)

Next you need to provide access for other teachers in your English department. You can enable other teachers to become administrators, or allocate specific access to certain content only for fellow teachers and students.
How to create and use teacher access codes

The first time you create a code for other teachers, you’ll be asked to create an ‘institution code’. You only do this once and this code will prefix all other codes. You can use a combination of letters and / or numbers.

For example:

Your school is called ‘John Smith School’.

You could choose ‘JSS123’ (or some numbers that make sense to you).
How to create and use teacher access codes

To share the resources with other teachers, you need to give them an access code. Tick the grey box to the left of the title(s) you need, then click ‘create code’.
How to create and use teacher access codes

Next, select ‘create code’. Your chosen institution code will prefix an auto-generated series of numbers and letters chosen by Cambridge Elevate.

You’ll see this message: ‘Access code created for the selected title(s)!’

Cut / copy and paste this access code, then share it with teachers via email, instant message, or whatever method works best for your school or college.

Now let’s look at setting up other teachers as administrators....
Helping teachers register with their own access code

1. Give teachers the access code to the titles they’re teaching, then they can register themselves (as covered on slide 7).

Teachers enter their code to register here
Helping teachers register with their own access code

2. Teachers enter their details in the boxes below....

- Username
- First name
- Last name

- Email address
- Confirm email address
- Password

- Confirm password

* Mandatory fields
Helping teachers register their own access code

3. Finally, they read and accept the terms and conditions.

Now they can access the resource titles themselves and use the English e-Library in their teaching.
Helping teachers create groups and access codes for students

Teachers can also create groups (i.e. a class of students) to give their students access to resource titles. Here’s what they need to do:

Step 1: Select ‘Add group’

Step 2: Choose a code (this could be a class number, or year group name, or day of the week and time for that class) and Group name (possibly the teacher’s name and year group)

Step 3: Click ‘Add’

Step 4. This will be the access code their students

Further information on setting up groups and access codes for students is contained in the Cambridge Elevate user guide.
Helping students register with their own access code

Teachers give students the access code and show them where to register.

The access code can be given to students via email or whatever method works best for your school or college.
Helping students register with their own access code

Students enter their details, in the same way the teachers did.

Now, students can access the resource titles and use the e-Library to annotate texts, keep track of their thoughts and ideas and revise.
Questions?

Click the menu panel to get to the help button.
Help options

• Our short video shows you how to use the English e-Library
• To reset your password, click here: elevate.cambridge.org/AQA/Elevate/common/forgotpassword.aspx
• Explore our Frequently Asked Questions
• Login to the English e-Library and read the Cambridge Elevate User Guide

The Cambridge Elevate web application is supported on the following browsers and versions:
• Internet Explorer (10.0.9200.16521 & above)
• Mozilla Firefox (36.0.4 & above)
• Google Chrome (41.0.2272.101 & above)
• Safari (8.0 & above).

The Cambridge Elevate app is available from the Apple store and the Google Play store, and is compatible with 7" screen tablet devices on the following operating systems:
• iOS (7.1 & above)
• Android (4.1 & above)