

Welcome to Big Teens Active Teach

This application for Big Teens is for use with an interactive whiteboard (IWB) or a computer with a projector. You will find a digital version of the Student Book with integrated audio. It also displays the poster, flashcards, and printable teacher resources to be used in every unit.

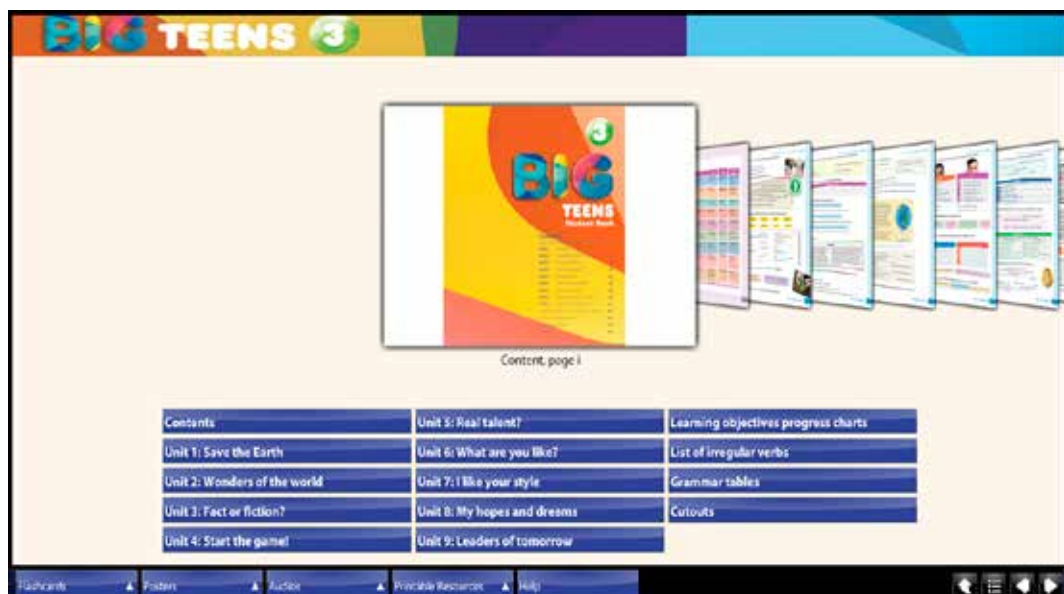
Navigation

To begin, first, choose one of the four options. Then, click on Start.



Student Book





In this part of the application you will find the units from the Student Book.



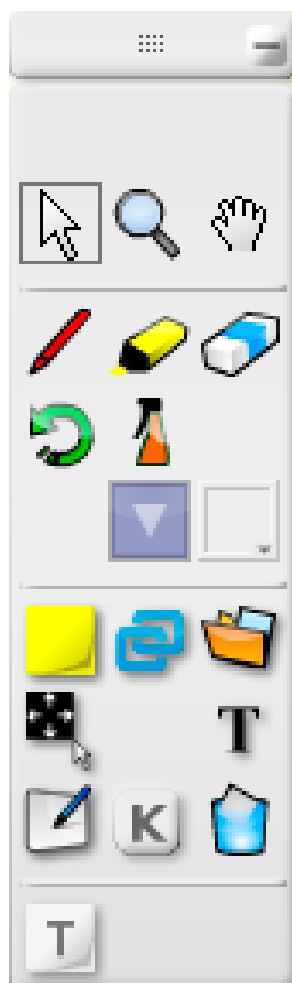
Big Teens Active Teach

To open a Student Book page, select one of the page thumbnails. Click on one of the following icons to navigate through the book:

Select a unit from the tabs in the middle section of the screen. In order to go to the page of your choice, click on its thumbnail in the upper part of the screen.

Icon	Function
	The Navigate button at the bottom right of the screen allows you to go to the page of your choice.
 	The arrow buttons at the bottom of the screen allow you to navigate between pages and activity screens within a unit.
	The up arrow allows you to navigate up one level, from the page spreads to the Home screen, or from an activity to the page spread you last opened.

Once a lesson is started, a toolbar will appear in the top-left corner of the screen. The toolbar provides IWB tools and allows you to zoom into certain areas.



- In order to zoom into an area, select the **magnifying tool** and choose the area you wish to zoom into. Click again to go back to the previous view of the page. You can select an area of the zoomed-in page by using the **hand tool**. This will allow you to focus on a chosen section and move the page around.
- Selecting the **arrow tool** will allow you to exit all other tools. You can make annotations on a page using the **highlight** and **pen tools**.
- Use the **eraser tool**, **clear screen tool**, and **undo tool** to correct/erase annotations.
- You can adjust the size of the **eraser tool** and the size and color of the pen and highlight tool using the **tool size** button.
- You can pin yellow notes to pages and add links to websites or files using the **yellow note tool** and **link tool** or **folder tool**.
- You can cover up an area of a page using the **curtain tool**. Choose the whiteboard view to make an annotation using the **whiteboard tool**, or make an annotation in a text field using the **keyboard tool**.
- Remove pinned notes and links to websites and files by using the **trash tool**.

Note: Annotations and linked files/websites will not be saved when the application is closed.

Refer to a summarized description of tool functions in the chart on the next page.

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Icons, tools and functions








Icon	Tool	Function
	arrow tool	exit other tools
	magnifying tool	zoom into chosen area
	hand tool	move to and focus on a chosen area
	pen tool	make annotations
	highlight tool	highlight text
	eraser tool	erase annotations and highlights
	clear screen tool	clear screen of all annotations/highlights
	undo	undo previous annotation/highlight
	tool size	adjust the size of pen, highlight and eraser tools
	colour tool	choose the colour of pen and highlight tool
	yellow note tool	pin a note to a page
	link tool	add a link to a website
	folder tool	add a link to a file
	curtain tool	cover up an area of a page
	text tool	make an annotation in a text field
	whiteboard tool	make an annotation on a whiteboard
	trash tool	remove yellow notes, links to websites and files (select item and drag it to trash tool icon)
	keyboard tool	input comments in text field using keyboard tool

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In order to open an activity, click on the highlighted area. The toolbar can be used to make annotations within activities. Use the [arrow buttons](#) to navigate between activities.

The [up arrow button](#) allows you to return to page-spread view.

Please see a description of the icons found within the exercises in the table below:

Icon	Function
	Audio play button Plays the audio for the activity
	Poster button Displays the poster for the activity
	Flashcards button Displays the flashcards for the activity
	W button Displays the Writing worksheets for the activity
	V button Displays the Vocabulary worksheet for the end of the unit
	G button Displays the Grammar worksheet for the end of the unit
	Clip button Displays the Project worksheet for the end of the unit