

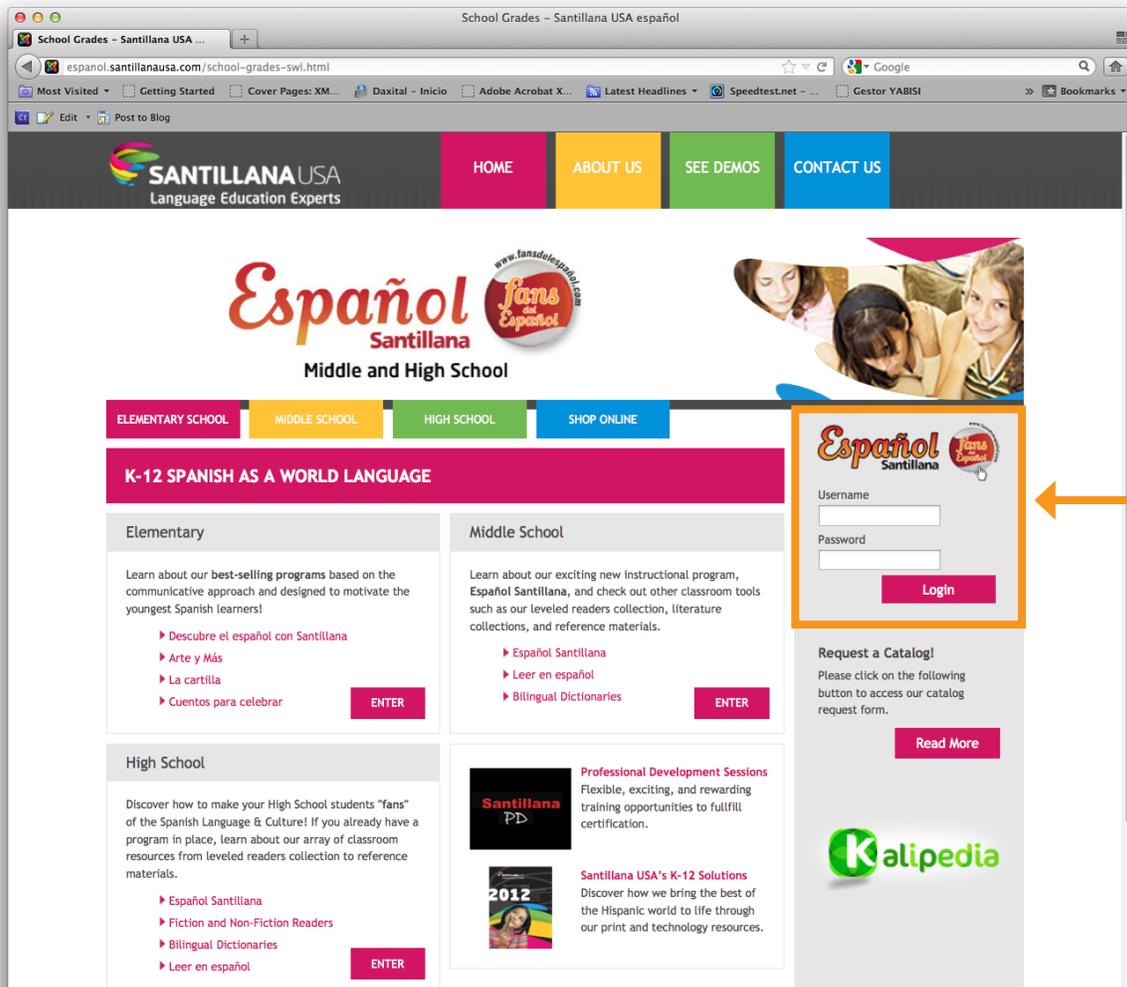
Welcome
and thank you for choosing

Español
Santillana



2. Log in to the Center:

- Go to Santillana USA's Spanish as a World Language website
www.santillanausa.com/espanol/start.php



- Enter your log-in data. This information will be provided in an e-mail previously sent from no_reply@santillanausa.com.
 - Enter username and password
 - Then, click on Log in

*If you haven't received a username and password, please contact customer service (contact information at the end of this manual).

3. Populate groups:

- Once you have accessed the platform, you will arrive on the Main Page. From this page, you can view the number of groups. The number of groups on the screen will be determined by the information provided in step 1 (please confirm that you have the right number of groups).

The screenshot shows a web browser window displaying the Santillana USA website. The browser's address bar shows the URL: `espanol.santillanausa.com/espanol/private/log_center_index.php`. The website's header includes the Santillana USA logo and navigation links: HOME, ABOUT US, SEE DEMOS, and CONTACT US. Below the header is a banner image of a smiling child writing in a notebook, with the text: "Committed to **Spanish** language learning around the globe...".

The main content area is titled "Private Area - Welcome santillana" and includes an "EXIT" button. Below this, there is a section for "Private area for schools" with a "CENTER details" box showing "Center: Centro Test 1". Below that is a "GROUP list" box containing two entries: "Group 1 Middle School 1A" and "Group 1 Middle School 1B". An orange arrow points to the "Group 1 Middle School 1B" entry.

The footer contains a grid of links: Home, About Us, See Demos, Contact Us, Elementary School, Middle School, High School, Shop Online, Privacy Policy, Login, Request a catalog!, and Professional Development. The copyright notice at the bottom right reads: "© Copyright 2011 Santillana USA, All Rights Reserved".

- Please click on either of the available groups to assign users. The following screen appears:
 - The top section has the group information: Name of group, Course the group will be taking, Course beginning and ending dates, Student licenses purchased and Students enrolled.
- *If this information is not correct, please contact customer service.

Private Area - Welcome santillana EXIT

Private area for schools

CENTER details

Center: Centro Test 1

GROUP details

Group: Group 1 Middle School 1A
Book: Middle School 1A Book
Date begin: 01/27/2012
Date end: 01/27/2013
Student limit: 5
Student enrolled: 0
Tutor enrolled: 0 / 5

[MODIFY STUDENT PROFILE](#) [PRINT SCREEN](#) [BACK](#)

- The lower area allows for the creation of student and teacher profiles. Please complete all columns.

You can enroll 4 students

Username *	Password **	Name *	Lastname *	City *	Timezone *	E-Mail *
<input type="text"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	America/Arger ▾	<input type="text"/>
<input type="text"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	America/Arger ▾	<input type="text"/>
<input type="text"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	America/Arger ▾	<input type="text"/>
<input type="text"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	America/Arger ▾	<input type="text"/>

* Required fields
 ** Password is case sensitive and a required field

You can enroll 4 tutors (teachers)

Username *	Password **	Name *	Lastname *	City *	Timezone *	E-Mail *
<input type="text"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	America/Arger ▾	<input type="text"/>
<input type="text"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	America/Arger ▾	<input type="text"/>
<input type="text"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	America/Arger ▾	<input type="text"/>
<input type="text"/>	<input type="password"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	America/Arger ▾	<input type="text"/>

* Required fields
 ** Password is case sensitive and a required field

SUBMIT

- Fill in the information for each student and teacher.

Username *	Password **	Name *	Lastname *	City *	Timezone *	E-Mail *
Jdoe	JD123	John	Doe	City1	America/Arger	jdoe@jdoe.com

- Once you have assigned user access for all, you can **PRINT SCREEN** with information to share with teachers. **Important: After this step, you will not have access to print the passwords.**
- After you have completed the information, please click on the **SUBMIT** button. The system will ask if you want to create a new user. Please click “**OK**”.

Are you sure you want to create users?

- Afterwards, a New User Creation Notice will appear. Students and teachers can now log in to the eLearning Center (www.fansdelespanol.com) by entering the username and password provided by the School License Administrator.
- You can always modify information (except passwords) using the **MODIFY STUDENT PROFILE** button. Click  to create a new, automatically generated password.
- Remember to **EXIT** at the end of your session.

NOTES:

- We recommend using the teacher’s E-mail address for all students; this way the teacher will have the power to reset passwords and control the account.
- Please keep track of the passwords you assign to each student/teacher, as this information won’t be shown again in the system and cannot be edited through this tool (only through an e-mail password reset process) or by clicking  to automatically create a new password.

Santillana USA customer service information:

Representative: Carla Leiva / E-mail: cleiva@santillanusa.com / Phone number: 1-800-245-8584 ext 132

Websites: www.santillanusa.com/espanol - www.fansdelespanol.com

eLearning Center Requirements

- ✓ **Operating System (OS)**
 - Microsoft Windows XP, SP2 (32-bit) or higher
 - Mac OS 10.4.11 or higher
- ✓ **Processor**
 - Intel Pentium 4 or higher (Win)
 - Intel Core 2 Duo 2GHz or higher (Mac)
 - You can use the Single-Core Intel 2.0GHz, but it will be slow.
- ✓ **RAM memory**
 - 1GB or higher (Mac & Win)
- ✓ **Broadband Internet Connection**
 - DSL (1Mbps).
 - Cable-modem
 - The minimum is 512Kbps. With this you can access the page, but the experience of content will be slower.
- ✓ **Recommended resolution**
 - 1280 x 1024
- ✓ **Flash Player**
 - 10 or higher
- ✓ **Acrobat Reader**
 - 8.1 or later
- ✓ **Browser**
 - For best performance, we recommend the following browsers:
 - Safari 3.1.2 or higher
 - Mozilla Firefox 3.0.5 or higher
 - Google Chrome
 - Microsoft Internet Explorer (IEplorer) 7 or higher
 - ** Any of these browsers need the Flash 10 plugin installed.
- ✓ **Firewall requirements**
 - As long as the firewall is not blocking this site in particular, it should not be a problem.
Pop-up blocker function in the browser needs to be disabled.

***DVD or CD components: the requirements are in the back cover of the product.