Welcome and thank you for choosing









Dear Santillana USA customer,

Thank you for purchasing the Español Santillana eLearning Center license.

By following just a few steps, you will be able to create virtual groups and assign students and teachers to them. Immediately after this is done, all created users will be able to start using this amazing learning tool.

The process consists of 3 simple steps:

1. Confirm license & group information.

Please confirm with your school/district purchasing administrator that the following form has been submitted:

This form provides the following information:

- Name of school
- Address of school
- Name of the Contact (License Administrator) at school (Most likely, you!)
- E-mail of School License Administrator
- Number of licenses purchased per level
- Number of groups/classes using the licenses
- Number of students/teachers in each group
- Type of license each group will use

License Request Form Dr								-		-
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*Santillana USA Publishing Co. creates the groups based on the information provided.





2. Log in to the Center:

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



- 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).







- 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 BA	ск

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

Username *	Password **	Name *	Lastname *	City *	Timezone * E-Mail *
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can enroll 4 tutor Username *	s (teachers) Password **	Name *	Lastname *	City *	Timezone * E-Mail * America/Arger *





- 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 <u>PRINT SCREEN</u> 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 **SUBHIT** button. The system will ask if you want to create a new user. Please click "**OK**".



- 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 *P* 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 *P* to automatically create a new password.





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 (IExplorer) 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.