



## QUICK GUIDE

### Digital teacher's guide in the Klett-Sprachen-App

#### First steps: Activation

1. To activate your digital edition please go to the **license portal** of Ernst Klett Sprachen:  
<https://lizenz-portal.klett-sprachen.de>  
**Log in** with your email address/user name  
**or create an account.**
2. Activate your digital edition with the license code. You will receive the licence code after purchasing the digital edition by e-mail. Please also check the SPAM folder. Here you can see an example:

Ihr(e) Lizenzcode(s):  
**EKS-06FCQNH3KWN7AT9N9EDRW23F7**

3. **Install and open** the Klett-Sprachen-App on your computer / tablet (see below).
4. **Log in with the same access data that you used for the license portal.** Now you can access your digital edition.

#### The Klett-Sprachen-App: links



Use the free [Klett-Sprachen-App](#) to manage and edit your digital editions. The Klett-Sprachen-App is available in various versions:

- **Web app**  
Browser version for Mozilla, Google Chrome, Safari  
The web app enables you to use the Klett-Sprachen-App online via your browser. No installation is necessary.
- **Mobile versions for iOS: App Store**
- **Mobile version for Android: Google Play**
- **Desktop versions to download**  
Windows, Mac, Linux

All links and information at  
<https://www.klett-sprachen.de/klett-sprachen-app>



#### TIP!

You will find a detailed online guide on how to activate / register on the license portal at:  
[www.klett-sprachen.de/klett-sprachen-app](https://www.klett-sprachen.de/klett-sprachen-app)



## Using the teaching software in the classroom:

### Navigation

On the start page you can see all the digital editions you have purchased. Open your digital teaching package by clicking on the preview picture. You will see all the chapters in the overview. You can open a chapter with another click.



You can scroll through the pages of each chapter or select pages using the **extended toolbar**.



You can also choose whether single pages or double pages should be displayed.



In the **sidebar** on the left you can also view thumbnails of the pages.

### Playing media files

You can play all **audio files and videos** directly by clicking on the corresponding symbol.

When playing the audio files, you can also choose between two slower playback speeds (70% and 85%).



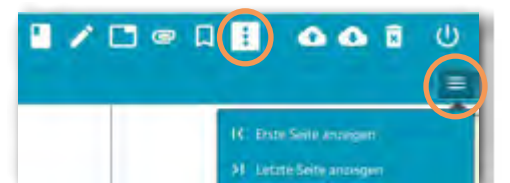
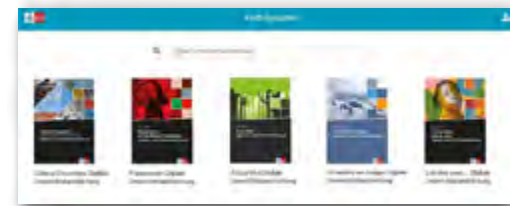
### Show websites

By clicking on the corresponding symbol you will be redirected to the websites you need (e.g. Kahoot, online exercises...).

### Link to pages in the book\*

(\*Book not available in all digital teaching guides. Please pay attention to the individual title description).

By clicking on the corresponding symbol or the text in the didactic notes, you will be directed to the corresponding pages in the book. You can return to the didactic notes either by clicking on the back button of the browser or by clicking on the page number of the last page of the book section.





### Insert your own edits with the toolbar

There are various ways for you to **edit texts, make notes, and add media and links to the book pages.**

To do this, display the **toolbar**.

**To insert content:** first select the desired tool and then click the location on the page where you want to insert an audio file, for example.



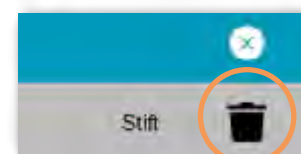
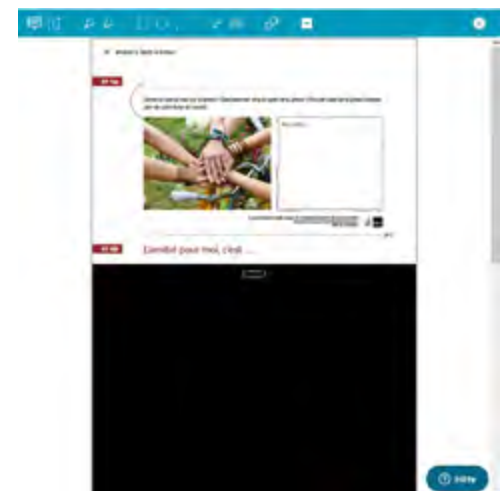
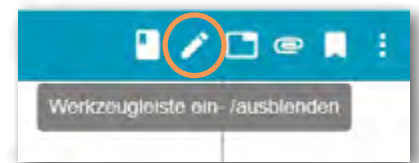
- |                     |                  |
|---------------------|------------------|
| 1. add note         | 7. insert line   |
| 2. insert text      | 8. record audio  |
| 3. pen              | 9. record video  |
| 4. marker           | 10. insert link  |
| 5. insert rectangle | 11. page masking |
| 6. insert circle    |                  |

**Page masking:** certain areas, such as solutions, can be individually shown or hidden.

**Save tool settings:** When you change the default setting of a tool (e.g. colour or thickness), you can save this setting.



**Delete editing:** When you click on the edit, the option to delete it will appear in the upper right corner.

**Delete all edits:** You can also use the icon at the top of the main menu to delete all edits for a chapter at once





## Empty notes pages and bookmarks

- You can also **save your notes** (text or images) on an empty notes page and **print** them.
- To mark a page, you can **set bookmarks**.
- In this menu you can also see at a glance all the **set bookmarks**  and your own **edits**  in the book.

## Additional materials

- **Integrated additional materials** such as the teacher's handbook, photocopy templates and answers can be found by clicking on the paper clip symbol.

## Saving and downloading your own edits

Via the small cloud symbols you can **create your own edits** and **save them** and, for example, **download them on another device in the Klett-Sprachen-App**.

For this you will need an internet connection. Afterwards you can work offline with the digital teaching package.

## General information

To log on and off in the Klett-Sprachen-App there must be an internet connection, also if you want to download chapters, contents and edits.

Afterwards you can continue working offline.

