



QUICK GUIDE

Digital teaching package 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.
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





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.

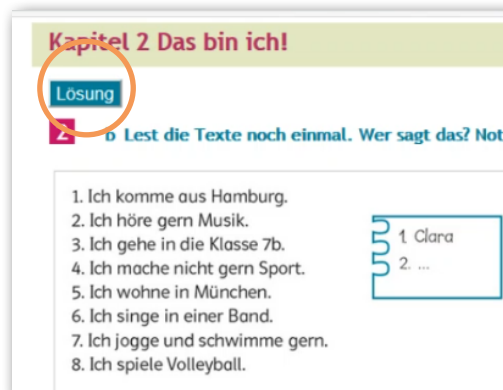
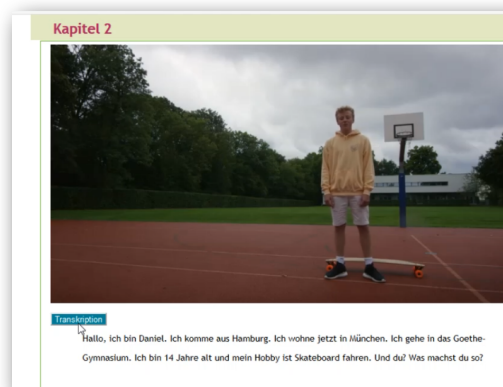
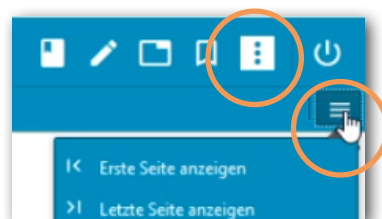
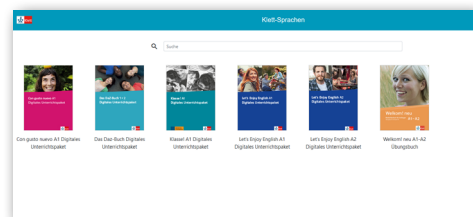
Playing media files

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

For some titles you can click to view the **transcripts**.

Show exercises (incl. answers)

Exercises **with embedded answers** are marked by a **pencil symbol** on the book page. Click on this symbol to open the exercise in a separate window. A click on the answer button, will show you the correct answers.





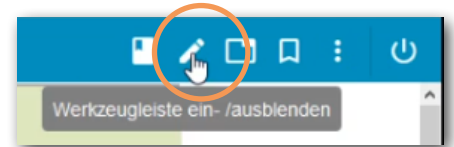
Insert your own edits with the toolbar

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.

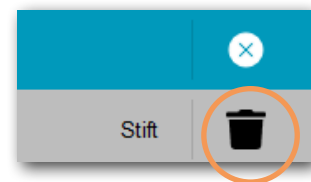
To mark texts: select the text and then click, for example, the „highlight“ symbol.

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. highlight | 8. insert surface |
| 2. underline | 9. insert ellipse |
| 3. strike through | 10. insert line |
| 4. insert note | 11. record audio file |
| 5. insert text field | 12. record video |
| 6. pen | 13. insert link |
| 7. marker pen | 14. page masking |

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





Empty notes pages and bookmarks

- You can also save your notes on an empty notes page.
- To mark a page, you can set **bookmarks**.

Additional materials

- **Integrated additional materials** such as the teacher's handbook, photocopy templates and answers can be found by clicking on the symbol of the small file.
- In this menu you can also see at a glance all the **set bookmarks** and **your own edits** in the book.

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.

