



english-to-go.com™

## English-To-Go User Guide

English-To-Go is the world's leading provider of English training resources delivered via the Internet. Our resources are used by more than 55,000 teachers in 190 countries reaching over one million students worldwide.

This user guide has been designed to help you make the most of your English-To-Go membership. You will learn how to navigate the English-To-Go site and how to access each resource.

It is recommended that you work through each topic while on the website. We suggest you either work through the guide on your screen or print it out and follow along at [www.english-to-go.com](http://www.english-to-go.com)

Please note that depending upon your level of membership some resources may be unavailable. You can at any stage upgrade your membership by sending an [email to sales@english-to-go.com](mailto:sales@english-to-go.com)



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## Teachers' Room: Top Menu

### Login to English-To-Go

There are two places you can login:

- i. Click on "Teachers' Room" at the top of the screen. Then enter your username and password or;
- ii. Click "Log In" at the top right of the screen. Select English-To-Go and enter your username and password.

### Log Out to English-To-Go

Click "Logout" to leave the Teachers' Room and return to the main English-To-Go homepage.

### Successful Login

Congratulations! You have successfully logged in and have now entered the Teachers' room. Here you will find the latest English-To-Go resources, you will be able to access the library and have the opportunity to meet other members.

There are two main menus in the Teachers' room that will remain constant. Each option on the menu bars will be explored in this user guide.



## Teachers' Room: Lessons Library


### Browse Library

#### i. Browse by Lesson Type

Click on the lesson type that you require: Instant Lesson, Anna Grammar, Max Vocab, Weekly Warmer and Instant Workbook. This will display a list of all lessons in the library for that particular lesson type.

Lessons are available in both HTML and PDF format. To view the lesson on the screen click on the title of the lesson, this is the HTML format. Click on the PDF icon to open the lesson in Adobe Acrobat Reader. This is a high quality version of the lesson that will show you how the final printout will look.




Some lessons may have linked Instant Workbook exercises. Click on the  icon to view the matching exercise. Instant Workbook is available exclusively to Gold members. There are many pages of resources in the library shown by the numbering at the bottom of the page. By clicking on each page number you will be taken directly to the list of resources for your chosen page.

#### ii. Browse by Topic

Click on a topic from the alphabetical listing to reveal a listing of various lessons. Lessons may be listed in several topics if their content covers more than one topic.


Click on the lesson topic you require. Choose to access the lesson in HTML format or PDF if



available. There may be Instant Workbook exercises available if there is an  icon to the right of the lesson type.

#### iii. Browse by Student Level

There are five main student levels ranging from Elementary to Advanced. There are also four sub-levels which include Elementary to Pre-intermediate, Pre-Intermediate to Intermediate, Intermediate to Upper-Intermediate and Upper-Intermediate to Advanced. The sub-levels can be used for easier or more difficult lessons based on your students' progress.

Click on the lesson topic you require. Choose to access the lesson in HTML format or PDF if available. There may be Instant Workbook exercises available if there is an  icon to the right of the lesson type.

## Search Library

To search the library for specific lessons type a keyword into the field "keyword".

Choose the level from Elementary to Advanced by clicking on the dropdown box "Student Level".

If you do not choose a specific level your search will generate a list of lessons for all levels.

Finally you can search within a specific topic by clicking on the dropdown box "lesson topic". If you do not specify a topic your search will scan all topics for lessons that relate to your keyword.

Notes: \* You do not have to type in a keyword, you can select the student level that you require and choose a topic to search on. Lessons related to the selected topic at the selected level will be displayed.

\* Keywords can be used to search for grammar points as well as for general subject matter.

\* If you complete a search and "no lessons found" appears, widen your criteria levels and try searching again.

## My Lessons

### Create New Folder

- i. Create new folders for lessons by clicking on "add lesson folder".
- ii. Enter the name and description of the folder and click on "add".
- iii. Click on "back to favourite lessons" to return to your lesson folder.

### Delete Folders

- i. To delete a folder click on "delete" to the right of the folder title.
- ii. A pop up box will appear asking, "are sure you want to delete the folder and its contents".
- iii. Click on "Cancel" to return to your list of folders, or click "OK" to delete the folder. Your folders will now be updated.

### Edit Folder

- i. To edit a folder click on "edit" to the right of the folder title.
- ii. Edit the name field and description field and click "Update".
- iii. Check to make sure your edits are correct and click "Back to favourite lessons".

### Add Instant Lessons to a folder

- i. To add to your "my lessons" folders click on the title of the lesson so that it opens on the screen.
  - ii. In the top left corner click on the link "Add to My Lessons".
  - iii. Choose the folder you want to save it in and add any notes you may have
  - iv. Click on the '+' button to save. Your "My Lessons" folder will now be updated.
- Note: The '+' and '-' buttons will open and close your folders, which can be deleted at any time.

## Recent Lessons

Click on "recent lessons" to display lessons that have been released over the last few weeks.

The list of lessons is in reverse chronological order and is grouped by:

Type: Instant Lessons, Anna Grammar and Weekly Warmer

Student Level: Elementary, Elementary to Pre-intermediate, Pre-Intermediate, Pre-Intermediate to Intermediate, Intermediate, Intermediate to Upper-Intermediate, Upper-Intermediate, Upper-Intermediate to Advanced and Advanced.

Lessons are available in both HTML and PDF format.

## Featured Lessons

Click on "featured lessons" to view the latest selection of lessons and other resources which are linked to world events and key dates. An outline of the event will be at the top of your screen.

Scroll through the list of resources.

Choose to access the lesson in HTML format by clicking on the lesson title, or PDF format if available. There may be Instant Workbook exercises available if there is an icon to the right of the lesson type.



## Teachers' Room: Resources Instant Workbook

i. Click on "Instant Workbook" to view our interactive online self-study exercises for your students.

The exercises are directly linked to specific Instant Lessons and other resources. Instant Workbooks are available exclusively to Gold members.

ii. Click on the lesson title to view the corresponding lesson. Click on the blue and white icon to view the linked Instant Workbook exercise.

iii. Click on "view" to see the exercise that you wish to select for your students.

iv. Click on "select" to set up the exercise for your class.

v. Enter the start and finish date you would like the exercise to be available to students. Exercises can be active for five days. Write down the username and password given once submitted.

vi. Ask students to log in at [www.instantworkbook.com](http://www.instantworkbook.com) as a "student" with the username and password you have given them. This will allow students to work through the exercises.

Note: Teachers can log in to [www.instantworkbook.com](http://www.instantworkbook.com). Select "teacher" and enter in your English-To-Go membership login and password. You will be presented with a list of Instant Workbook exercises that you have assigned to your students. This is helpful if you have forgotten the usernames and passwords generated for each exercise.

## Anna Grammar

Click "Anna grammar" to display the list of Anna Grammar lessons. These are grammar pages for teachers who want to know more about the peculiarities of English. The most recent are listed first. Click on "more grammar pages" at the bottom and continue to click a page number to view more exercises.

There are also many helpful Anna Grammarworksheets for students offering grammar explanations and exercises.

Each Anna Grammar will have a short description. Some exercises will have a linked Instant Workbook available. Click the icon to view these matching exercises.

To ask Anna Grammar a grammar question, send an email to [grammar@english-to-go.com](mailto:grammar@english-to-go.com)

## Weekly Warmers

Click on "weekly warmers" to display the list of the latest additions to the Weekly Warmer library. These activities can be used at the start of the class to stimulate and energize your students.

Each exercise will have a short description and student levels appropriate for the warmer.

Some exercises will have a linked Instant Workbook available. Click the icon to view the matching exercises.

Note: You can also choose to share your favorite Weekly Warmer with the world. Click on "Weekly Warmer" under "Competitions" in the left-hand menu to submit your idea. See below for more information.

## Max Vocab

Click on "max vocab" to view the list of exercises based on the history of specific words or useful vocabulary worksheets and exercises for your students. Each exercise will have a short description and student levels appropriate for the lesson.

## Useful Links

Click on "Useful Links" to find valuable websites for both teachers and students. will be taken directly to their website.

## Largest Lesson

1. Click on "largest lesson" to find out more information about the World's Largest Lesson. Each year English-To-Go hosts the World's Largest Lesson. An Instant Lesson is produced based on a topical issue. Our aim is for teachers to educate students by teaching the lesson on a given day, raising awareness around the world.

## **Search Resources**

Search the resource library by typing a "keyword" into the keyword field. Keywords can be used to search for grammar points as well as for general subject matter.

- i. Click on the preferred lesson type (Anna Grammar, Max Vocab, Instant Workbook and Weekly Warmer) in the drop down box. If you do not select a specific lesson type, your search will scan all of the resources for your keyword.
- ii. Select the student level from the drop down box if searching for a Weekly Warmer.
- iii. Press "go" to view results of your search. Exercises will be listed in HTML or PDF format. There may also be Instant Workbook exercises available.
- iv. To begin a new search simply type a new keyword and enter any restrictions. Click "go".

## **Competitions**

### **Tell a friend**

Click on "tell a friend" to send your friends an email about English-To-Go services. The more friends you tell, the better your chances of winning prizes!

Simply enter your friend's full name and email address. If you want to send the email to more than one friend enter the second's person details into the second set of fields.

Click on "submit". You will see a confirmation that shows your email has been sent.

### **Weekly Warmer competition**

Click on "weekly warmer" to share your favorite warmer with us and go into our monthly competition to win memberships!

Enter your idea into the space provided and click on "submit". You will receive confirmation of your entry.

## **Information**

### **Help**

Click on "help" to view a list of frequently asked questions and answers.

You can choose to view all questions by either scrolling down the page, or by clicking on the link listed to take you directly to that question.

### **Contact Us**

Click on "Contact Us". Use the dropdown box to select who you would like to direct your email to and enter you message in the comment field.

### **Change Settings**

Click on "change settings" to change your personal details.

Use the drop down boxes, tick boxes, and typing to edit details. Fields you can change are:

- First Name
- Last Name
- Email address
- Your Password
- Country of Residence
- Gender
- First Language
- Work Status
- Number of students taught
- How long have you been teaching

You can also join our mailing list to receive updates on our lessons and interesting news about teachers and events from all around the world.

Click on "Update" to save the changes. You will receive confirmation that your user profile has been updated.

Click on "back to user profile" to further change your details.



### **Teachers' Room**

By clicking "Teachers' Room" you will always return to the main page of the teacher's room.

The most recently released resources can be accessed via the centre page by simply clicking on the lesson title or the PDF icon.