

Online Workbooks Students' Guide

Introduction

Welcome to the *Interchange Fourth Edition* Online Workbook! Here you will be able to review and practice the language learned in class and communicate with your classmates and your teacher.

Learning Management System

The workbook is hosted on a Learning Management System (LMS) owned by Cambridge. This is a website where you can log in and do exercises. Your teacher can check your scores and progress and see your interactions with others in the group. It is easy to learn to use and there are step-by-step instructions in the practical sections below to help you.

Benefits

The workbook is organized in the same way as your Students' Book so it will be easy for you to find the practice exercises you are looking for. It contains the same exercises and materials as the print version of the workbook.

Other benefits include:

- A variety of instantly marked exercises
- A range of ways to communicate with your teacher and other students so you can get help easily while you are working.
- The ability to see your scores so you can see how well you are doing
- The ability to try exercises over and over until you feel confident. Only the last score is recorded in the Progress section.

Getting started

Logging in for the first time

First submit your access code. Ask your teacher if you can't find your access code.

interchange
FOURTH EDITION

Interchange Fourth Edition

Jack C. Richards
with Jonathan Hull and Susan Proctor

Interchange Fourth Edition is a fully revised edition of *Interchange Third Edition*, the world's most successful series for adult and young-adult learners of North American English.

The *Interchange Fourth Edition Online Workbooks* include:

- activities to support what is taught in the Student's Book
- instant feedback for hundreds of activities
- clear, easy-to-follow navigation to support self-study
- additional listening practice
- simple tools to monitor progress

The *Interchange Fourth Edition Online Workbooks* can be purchased in a variety of ways:

- as an institutional subscription
- as a stand-alone access card
- as part of a Student's Book with Online Workbook Pack
- directly from this site using a credit card

Instructors, to obtain access to the *Interchange Fourth Edition Online Workbooks*, please visit:
Teachers registration

Log in to your account

Enter your email id and password below.

Email address

Password

Login [Forgot your password?](#)

Enter an access code

If you have an access code, enter it here and create an account. An access code looks like this: 2K-H8-DMYD-29CE-4V83. If your teacher has given you a class code, you will be asked to enter it later.

Submit code

You will then be prompted to set up an account. Click the link to register. Fill in your details as prompted and click "Submit."

interchange
FOURTH EDITION

Thank you for purchasing Interchange Fourth Edition, Level 1

Before buying a course, please log in or create a new account if you don't have one.

Log in to your account

Enter your email id and password below.

Email Id

Password

Login [Forgot your password?](#)

Don't have an account? Click [here to register](#)

Create an account

Enter the information in the fields below and then click "Submit" Your username is your email address.

First Name

Last Name

Email

Your password

Your password must contain at least one number, one letter, and be at least six (6) characters long.

Password

Confirm Password

[Terms of Use](#)

Submit

Joining a class using a class code

If your teacher sends you a class code by email you will need this to join a class. After using your Activation Code, type in the Class Code and click "Submit." You will then have access to the course and the class.

The screenshot shows the 'interchange' logo and 'FOURTH EDITION' in the top left. The top navigation bar includes 'MY WORKBOOKS', 'MY TOOLS', and 'NETWORK'. On the right, there is a search bar and user information: 'naticiaStudent UATtest | Hello | Log out'.

The main content area is titled 'My courses and classes'. It contains instructions for students and teachers. Under 'My classes', there are three product listings:

- Interchange Fourth Edition, Intro Level (Show classes (1))
- Interchange Fourth Edition, Level 1 (Show classes (3))
- Interchange Fourth Edition, Level 2 (Show classes (3))

The 'Interchange Fourth Edition, Level 2' listing is expanded, showing a message: 'Please enter the code for this product, given to you by your teacher.' To the right of this message is a 'Class Code' label, an input field, and a 'Submit' button. A red box highlights this entire section.

On the right side of the page, there is a sidebar with the text: 'You are currently logged in as naticiaStudent UATtest | Log out | View Progress'. Below this is a section titled 'Enter an access code' with instructions: 'If you have an access code, enter it here and create an account. An access code looks like this: 2KJ8-DMYD-28CE-4V83. If your teacher has given you a class code, you will be asked to enter it later.' This section includes an input field and a 'Submit code' button.

The Class Homepage

The screenshot shows the top navigation bar of the Interchange Fourth Edition website. The 'Content Navigation' button is highlighted with a red box. Below the navigation bar, the 'Course contents' list is visible on the left, and the main content area features a large banner for '10:00 English Class' with a 'Get started' button. The 'News' section shows no updates, and the 'Course details' section indicates 0 learners.

From here you can see the list of contents on the left hand side. To navigate around the content while working you should use the Content Navigation button. In the same area you will also see the links to your Progress and Discussions menus.

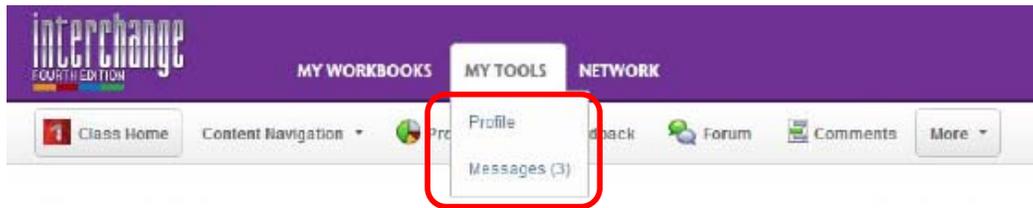
My Workbooks

This is where you will find the workbook you are using.

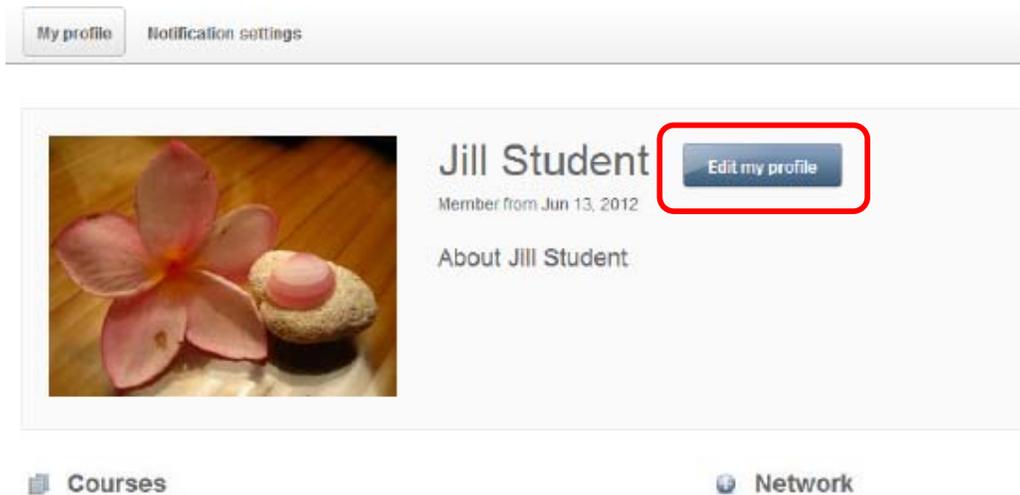
The screenshot shows the 'MY WORKBOOKS' button highlighted in a red box. A dropdown menu is open, showing the selected workbook 'Interchange Fourth Edition, Level 1' and a 'Progress' link. The rest of the page layout is identical to the previous screenshot, showing the course contents list, the '10:00 English Class' banner, and the news and course details sections.

My Tools

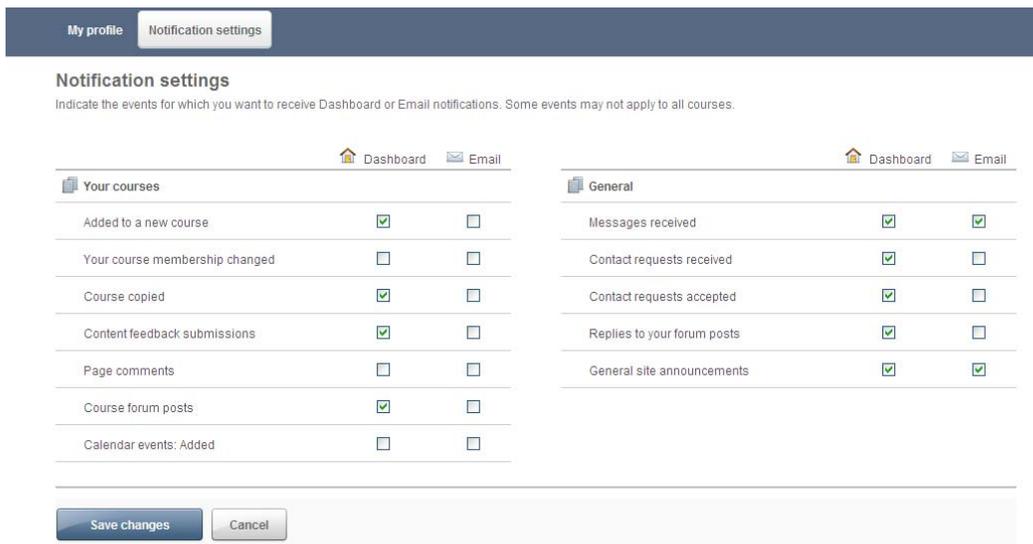
Click here to edit your profile and see your messages.



Click "Edit My Profile" to add information to your profile, upload a picture or change your password.

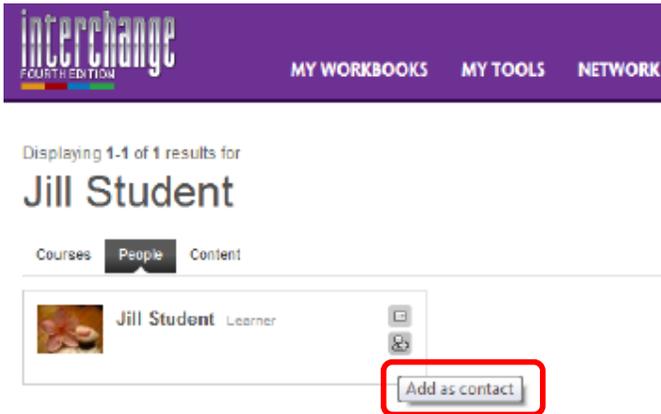


You can also manage what information is sent to your email account or appears in your News feed here.

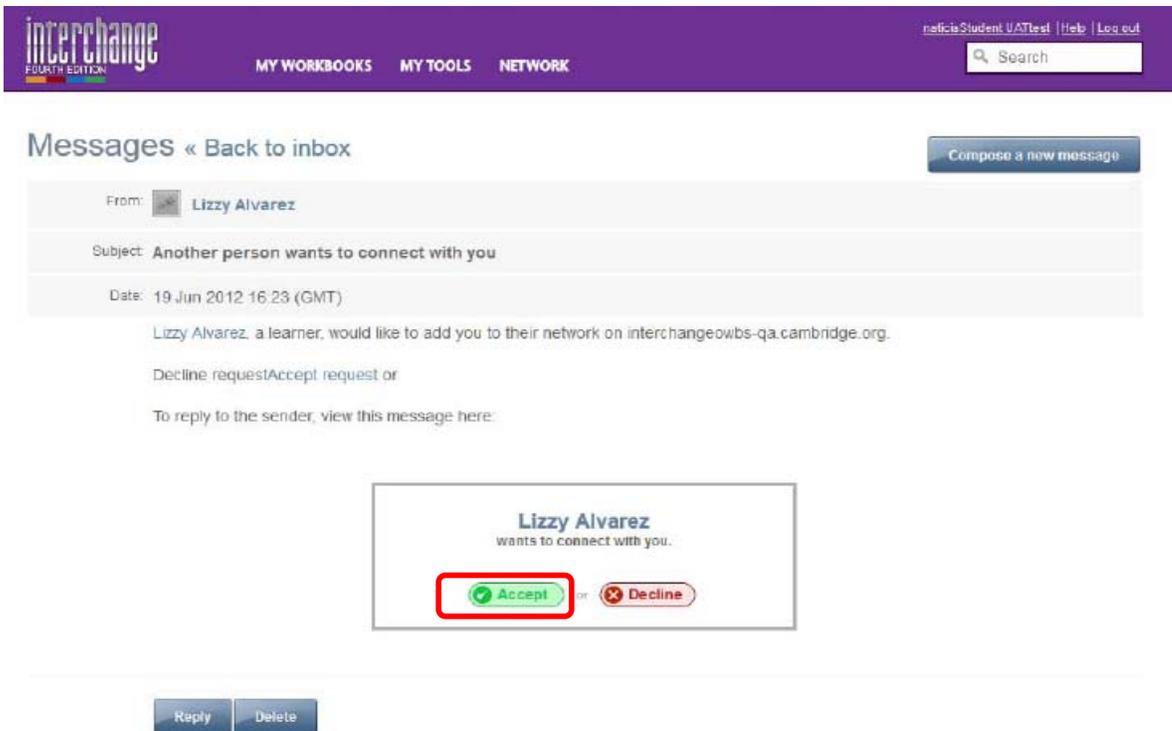


Network

This shows the list of people in your network. You can only send and receive private messages to people in your network. To add people, type their name into the search bar. Results are shown in 3 tabs: "Courses," "People," "Content." Switch to "People" to see who matches your search. Click the second icon "Add as contact" next to the person's name to send an invitation to join your network.



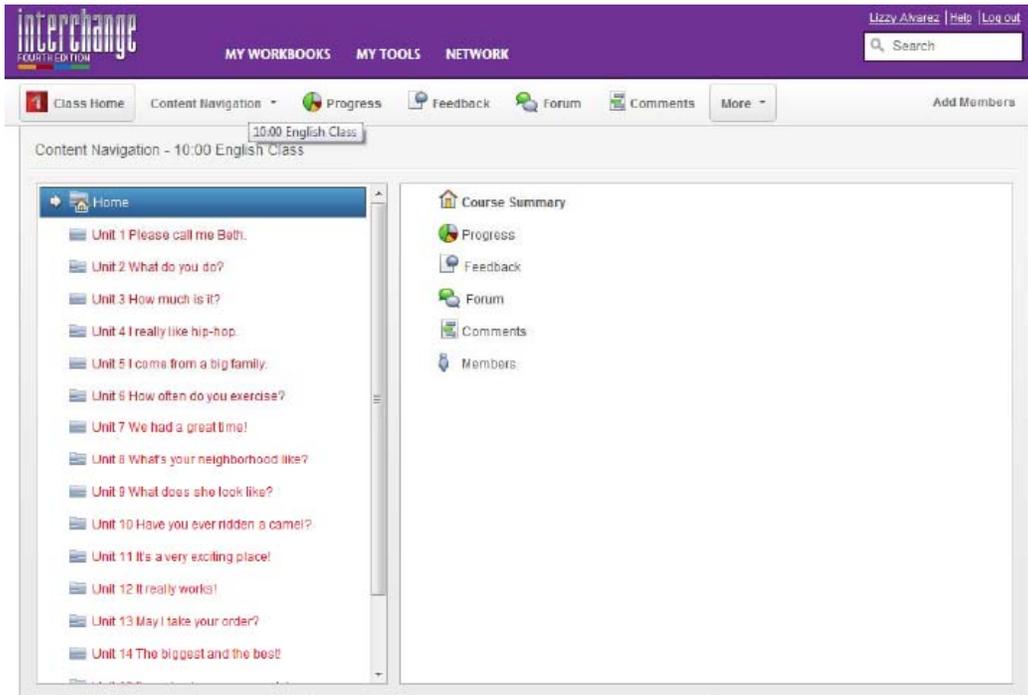
The invitation will appear in their messages under "My Tools." To accept, they will click on the message and click "Accept."



When they have accepted the invitation you will be able to send private messages to each other.

Content

Content is organized into units corresponding to the Student's Book. Each unit contains three pages of activities and one page of listening activities. On the Class Home page, the units and activities are listed on the left. Once you begin working through the content, the list disappears and you can navigate using the Content Navigation button on the toolbar.



Activity Types

Various activity types are available to help you consolidate your language skills learned in class.

Categorize

These exercises ask you to put words into categories to test your understanding of vocabulary and grammar.

6. Drag and drop the words into the correct place on the chart.

Available marks: 12

people school water crime traffic bank parking pollution noise library hospital
theater

Count nouns

Drop here

Noncount nouns

Drop here

Submit Save as draft

Fill-in-the-blank

These are generally used to practice grammar or fixed expressions. Type the answer into the space.

2. What do these people do?

Available marks: 5

A. Read the descriptions. Type the correct verbs. Use contractions when possible.



1. I'm a website designer. I work in an office. I like computers a lot.

He's a website designer.

He in an office.

He computers a lot.



2. I work in a gym. I'm a fitness instructor. I teach aerobics.

She in a gym.

She a fitness instructor.

She aerobics.

Matching

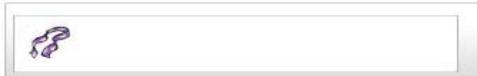
These are exercises to match words to meanings or questions to answers. Click on the shaded bars to select matching items.

6. Clothes

Available marks: 7

A. Match the picture to the word.

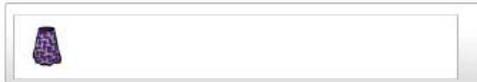
Click the shaded bars to select matching items. Undo a match by clicking again.



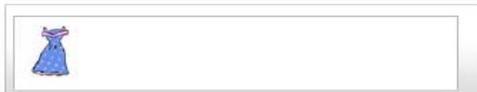
shorts



scarf



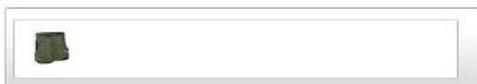
skirt



boots



dress



sneakers



necktie

Reordering

These are exercises to reorder words in a sentence or letters in a word to practice grammar, vocabulary, and spelling. Click on the words and drag them to the correct place in the sentence.

8. Problems

Available marks: 3

A. Imagine you have this problem. How could you change the situation? Drag the words into the correct order.



I'm not interested in my job these days. I spend three hours driving to and from work every day, and I don't make enough money! I can't find a new job, though, because of my poor computer skills.

job.	I	a	hope	to	new	find
I	money.	make	want	more	to	
class.	I	a	plan	to	computer	take

Multiple Choice

These exercises can be drop down menus, radio buttons, or highlighting and are used for practicing a variety of language points.

Radio buttons

Click on the button next to the correct answer.

Choose the correct answer.

1. Jennifer is a _____.

- golfer basketball player volleyball player

2. Women's basketball is _____ than it was in the past.

- harder easier more popular

Drop down menu

Click the arrow next to the space and choose the correct answer from the menu.

1. Choose the correct words to complete the sentences.

Available marks: 5

1. Prices are high in New York City. Everything is very there.

2. Florence is a beautiful old city. There are not many buildings there.

3. My hometown is not an exciting place. The nightlife there is pretty .

4. Some parts of our city are fairly dangerous. They're not very late at night.

5. Athens is a very quiet place in the winter. The streets are never at that time of the year.

New York City



Florence



Highlighting

Click on the words to highlight them.

10. Look at the picture. Highlight the correct verb forms.

Available marks: 6



Yeah, classes start tomorrow. What am I doing? Let's see... I (looking / **am looking**) out my window right now. There's a middle-aged woman with her baby. Some people (wait / are waiting) at the bus stop. A serious-looking woman (asking / is asking) for directions. A young guy (uses / is using) his cell phone. Two people (standing / are standing) next to him. Hey! The one (wearing / is wearing) the baseball cap is my classmate! And hey, here comes a cute girl (carrying / is carrying) a backpack. Wait a minute! I know her! That's my old friend. I have to go now! Bye.

Audio

The workbook contains audio exercises for each unit. Click the script button to read the audio script while you listen. You can use this to check your answers before you click Submit or you can listen and read at the same time to practice your pronunciation.

B. Listen again.



Submitting

When you have finished working you can click Submit at the end of each exercise or if you would like to try again, click Save as draft. When you click Submit, your scores will be saved in Progress.



Communication

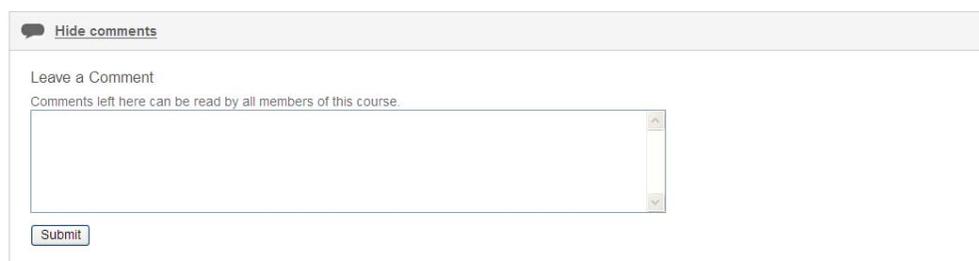
Sometimes studying at home can feel lonely, but it is important to remember that studying online does not always mean studying alone.

The communicative features give you a lot of practice in communicating with your classmates in a natural way. This helps you to make friends in the class and learn from different perspectives on the topics you are studying. Your classmates can be a great help to you when you are having problems, and you can be a great help to them too by communicating in the forums.

You can communicate in 3 ways:

1. Comments

At the end of each page there is a section where you can leave comments about the exercises you have just done. These are visible to your teacher and the rest of the group, so anyone can leave comments.

A comment submission form. At the top left is a "Hide comments" button. Below it is the text "Leave a Comment" and "Comments left here can be read by all members of this course." There is a large text input area with a vertical scrollbar on the right. At the bottom left of the form is a "Submit" button.

When someone leaves a comment you will receive notification of it in the Comments Section of the Home Page. The star indicates an unread comment.

The screenshot shows the top navigation bar of the Interchange LMS. The header includes the 'interchange' logo, 'FOURTH EDITION', and navigation links for 'MY WORKBOOKS', 'MY TOOLS', and 'NETWORK'. A search bar is located on the right. Below the header is a secondary navigation bar with buttons for 'Class Home', 'Content Navigation', 'Progress', 'Feedback', 'Forum', 'Comments', and 'More'. The main content area is titled 'Course comments' and features a table with columns for 'Page title', 'Comments', and 'Last comment'. A single entry is visible for 'Activities 5-8' with 1 comment from Lizzy Alvarez on 19 Jun 2012 @ 16:40. A star icon is present next to the page title.

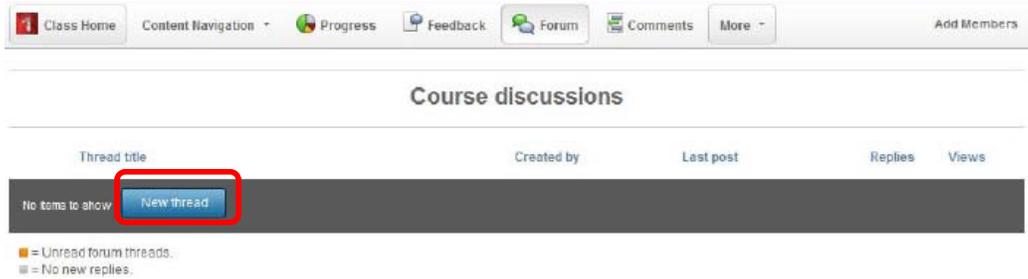
2. Feedback

Using the Feedback button at the top of the page, you can communicate with the teacher privately. Feedback messages are then visible at the top of the page and a notification that a new Feedback message is available will appear in your News Feed on the Home Page. You can see feedback from your teacher on the page where you sent your first feedback message.

The screenshot displays the Feedback interface. At the top right, it shows 'Available marks: 3' and 'FEEDBACK (0)'. Below this is a large text input field with a 'Save' button to its right. A yellow warning banner indicates 'You are viewing this page as Daisy Chain' with a 'Return to Moderator View' link. A blue information banner states 'You have completed this page.' Below these banners, the interface shows 'Available marks: 6' and 'FEEDBACK (2)'. A score of 'Score: 6 out of 6 (100%)' is displayed. A list of feedback messages follows: one from Daisy Chain (10 Nov 2011 16:22 GMT) stating 'This was far too easy for me Teacher. I go to a higher level class, please.' and another from Deirdre C. (10 Nov 2011 16:38 GMT) stating 'Let's talk about this on Monday. In the meantime, try and finish the rest of the module.' Below the messages is another text input field with a 'Save' button.

3. Forums

The forums are visible to all students and teachers enrolled in the course. These are used for more general discussions. If you would like to start a new discussion click New Thread.

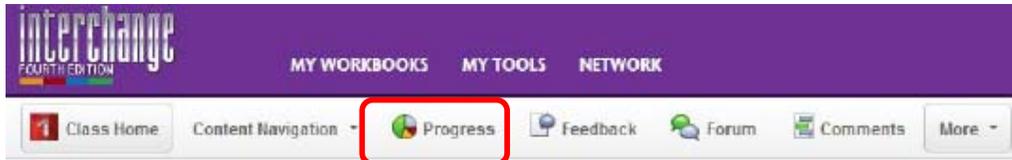


When someone has posted to a Discussion thread it will appear in your News items on your Home Page.



Tracking Your Progress

Click "Progress" to see your scores.



Here you can see your scores for each activity. Your teacher can see these, too.

The screenshot shows the 'Progress' page for a student named Jill Student. The 'Course scores' button in the left sidebar is highlighted with a red box. The main content area shows a 'Course scores summary' and a 'Course scores detail' table.

Course scores summary

	Jill Student	Average for this course's members
Correct answers:	929.8 of 978	929.8 of 978
Overall score:	95.0%	95.0%

Course scores detail

Folder / Page name [expand collapse]	Status	Correct answers	Overall score
▶ Unit 1 Please call me Bath.		78.0 of 79	99.0%
▼ Unit 2 What do you do?		98.0 of 104	95.0%
▶ Activities 1-4		37.0 of 39	95.0%
▶ Activities 5-8		30.0 of 31	97.0%
▶ Activities 9-12		32.0 of 34	94.0%
▶ Listening		0 of 0	N/A
▶ Unit 3 How much is it?		73.0 of 76	96.0%

Support

If you are having difficulty, please use the Help button to see the Frequently Asked Questions. You can also ask your teacher for help.

