# NAVIO USER GUIDE

## TEACHING WITH NAVIO

Teaching powered by

**NAVIO**

# TABLE OF CONTENTS

# GET STARTED

Teacher access codes for Macmillan courses on Navio can be found on the inside cover of your teacher's book or are provided by email through your local Macmillan office.
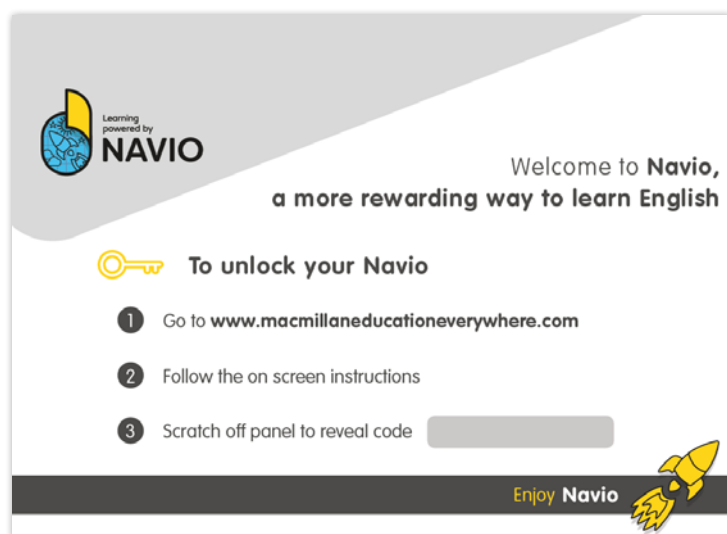


When you have your access code, go to macmillaneducationeverywhere.com to register your account.
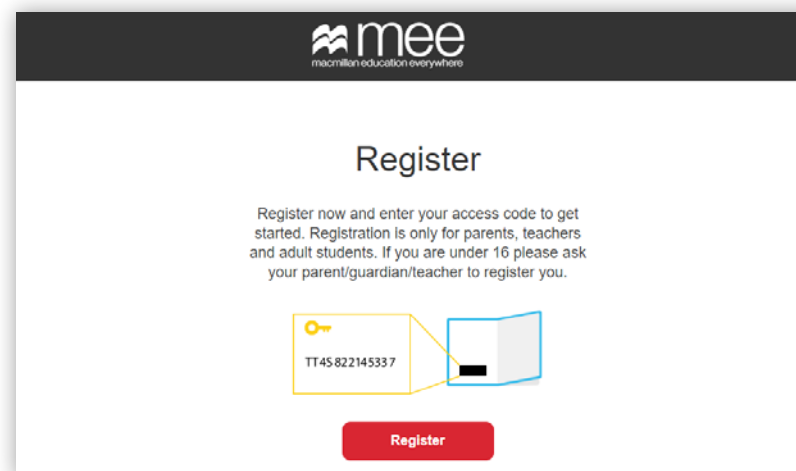


1. Click on **Register**.

2. Enter your access code and click **Check code**.

3. Enter your details and click on **Register and activate code**.

You will then be able to log in and see your course.

# ACCESS YOUR CONTENT

## New High Five!

Home > New High Five!

### Your content

**Navio**

Learning powered by
**NAVIO**

Navio Learning Management

View

**New High Five! Level 4**

New High Five! Level 4 Test Generator

View

New High Five! Level 4 Resource Bank

View

Download Navio App
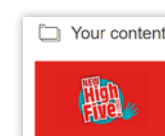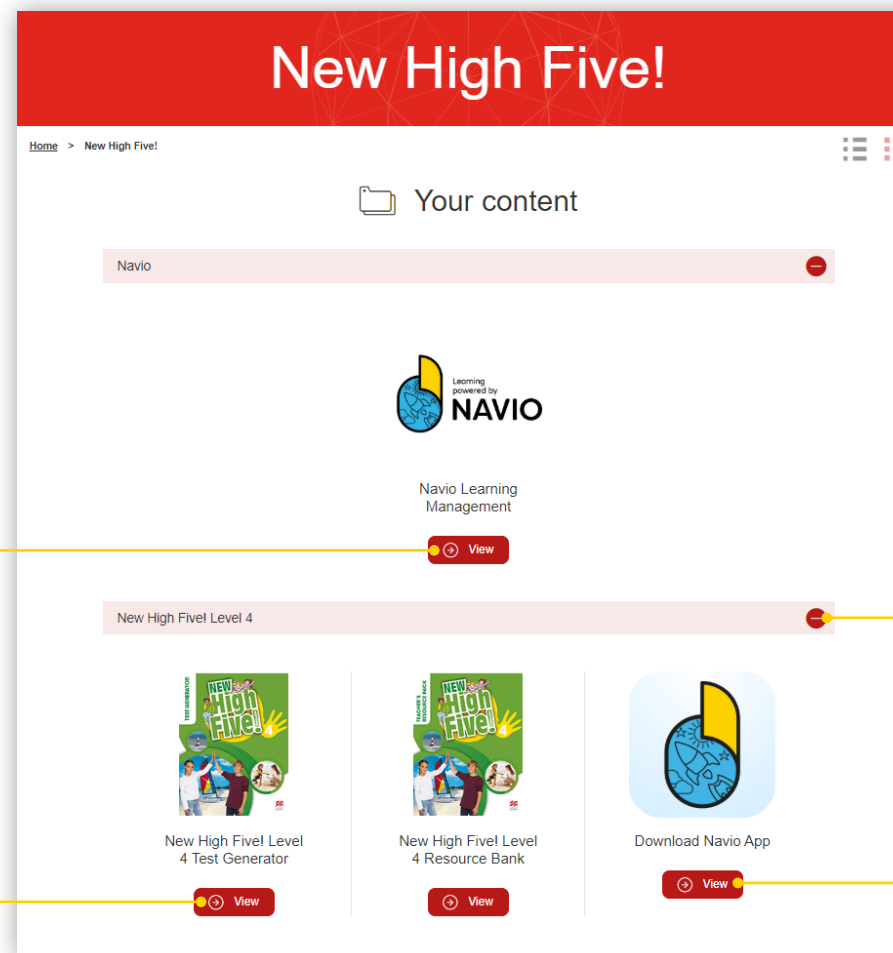
View

Click **View** to open a new browser for the Learning Management features of Navio, where you can manage your class, add students and retrieve passwords.

You can access other online components of your course, such as the Test Generator and Resource Bank.

Expand the menus to find your course components.

Click here to download the Navio app.

# DOWNLOAD THE NAVIO APP

**1** At http://download.macmillannavio.com, select your operating system to go to the appropriate App Store or to download the app directly onto your device.
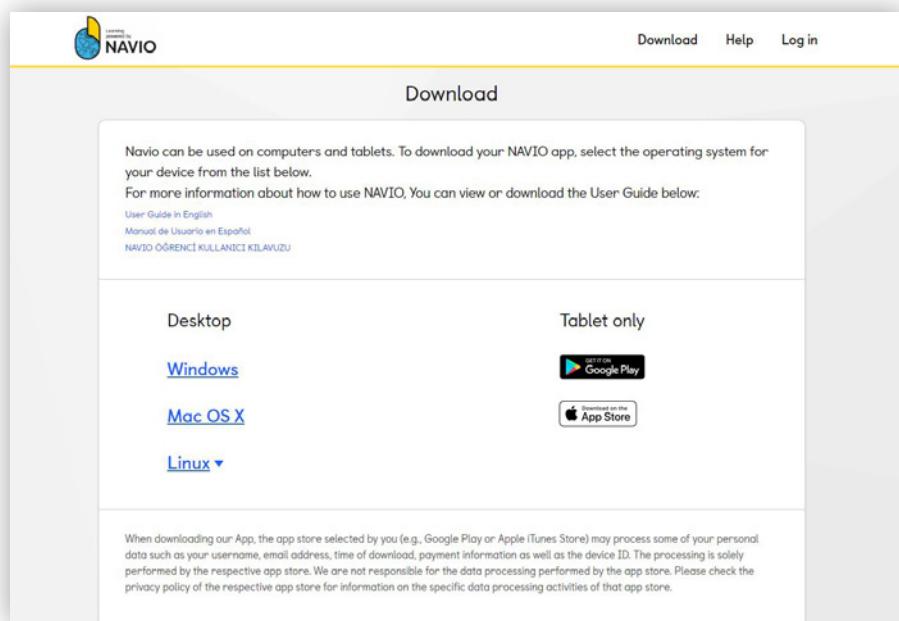


**2** For Windows, Mac and Linux you need to open the Zip file you have downloaded. Then double-click on the installer file and follow the on screen instructions to install Navio.

**3** Now find the Navio app on your device and open it to get started.
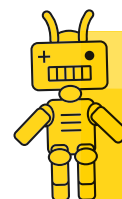


**Tip:** For system requirements, please go to the next page.

# SYSTEM REQUIREMENTS

## Desktop

Occasional Internet connection required.

- Windows 8.1, 10: 64-bit and 32-bit: CPU Speed (equivalent): Any 2GHz dual core processor.
- Browser: IE 11, Edge / Firefox / Chrome.
- Apple Macintosh 10.12. 10.13: 64-bit: CPU Speed (equivalent): Any 2GHz dual core processor.
- Browser: Safari 9, 10 / Firefox / Chrome.
- Linux (Ubuntu LTS) 14.04, 16.04, 18.04: 64-bit and 32-bit: CPU Speed (equivalent): Any 2GHz dual core processor.
- Browser: Firefox / Chrome.
- RAM: 4GB, Local storage: 4GB, Display: 1024 x 768 pixels, 32-bit colour: Sound card for playback of audio files: Graphics card for playback of video files and 3D games.

## Tablet

Occasional Internet connection required.

- Android 5.1, 6.0, 7.1: Dual core 1GHz or better, Browser: Chrome
- iOS: 9.3.6 ;10, 11 iPad Air 2, iPad, iPad Pro, Dual core 1GHz or better, Browser: Safari 10.
- RAM: 4GB ( 8 GB recommended) , Local storage: 3GB, Minimum resolution: 1024×768, Mobile devices: 7" and 10" screen size.
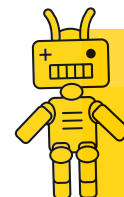
**Tip:** This information is correct at the time of creating this guide. You can see the most up-to-date system requirements at macmillaneducationeverywhere.com/system-requirements

# OPEN THE APP
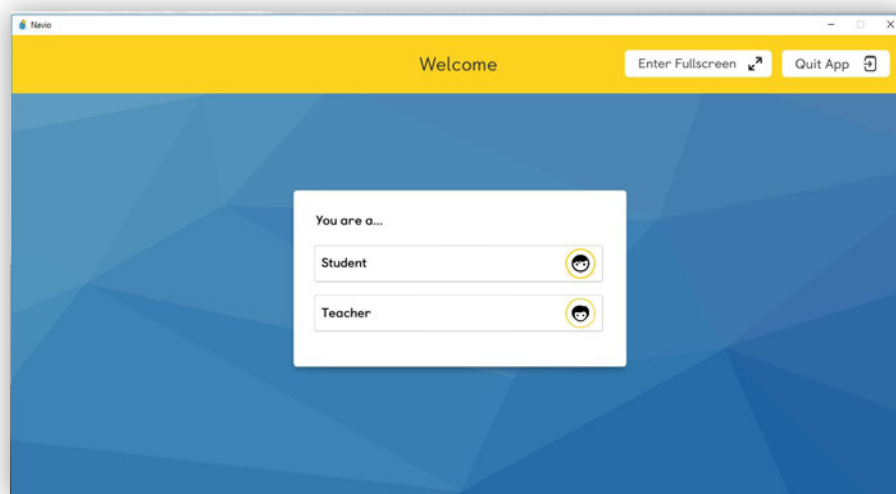


**1** Open the app and identify yourself as a Teacher.
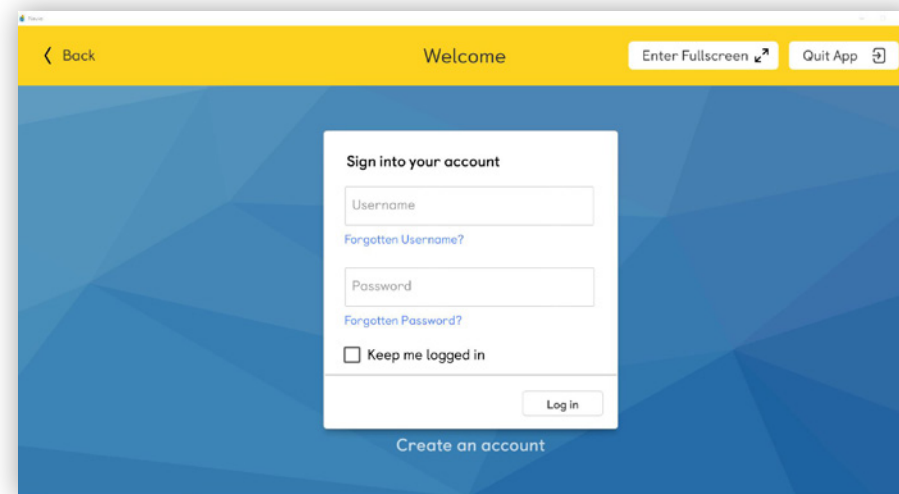


**2** Log in with the username and password you created when you registered at

www.macmillaneducationeverywhere.com
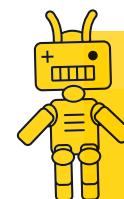
**Tip:** If you wish to stay logged in on the device you are using, click **Keep me logged in**. However, we do not recommend this if you are using a shared or public device.

# TRY THE APP

Your Classes dashboard

**1** Any classes you add in the Navio Learning Platform will appear here in the Classes dashboard.

**2** A Demonstration Class has already been set up for you so that you can explore the app without first adding a class or registering students.

**3** Click **Go to class** to start exploring!
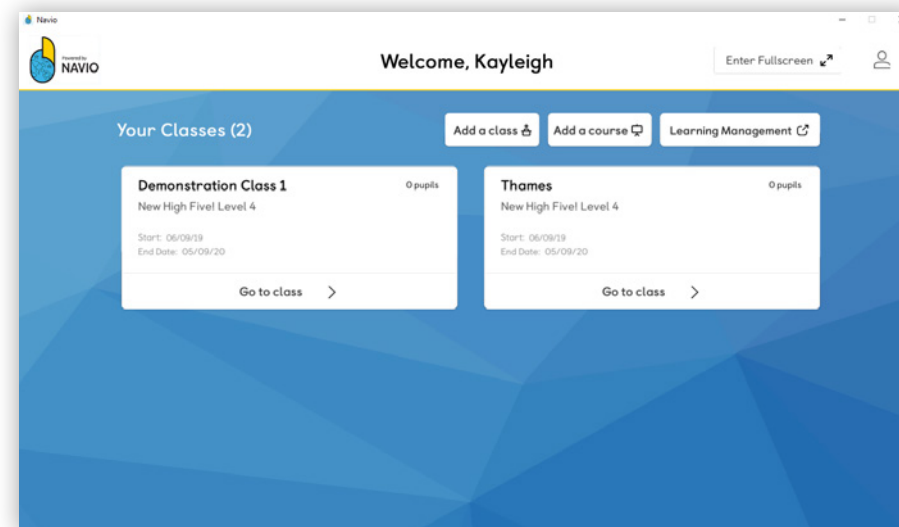
**Tip**: To learn how to add students to your class, go to page 22

# YOUR CLASS DASHBOARD

When you are ready to teach your class, select **Tap & Teach Lessons** to start teaching. See page 10.

Click here to open the online **Progress Tracker**, where you can see how your class is progressing through the Pupil's App. Opens in a browser. See page 30.

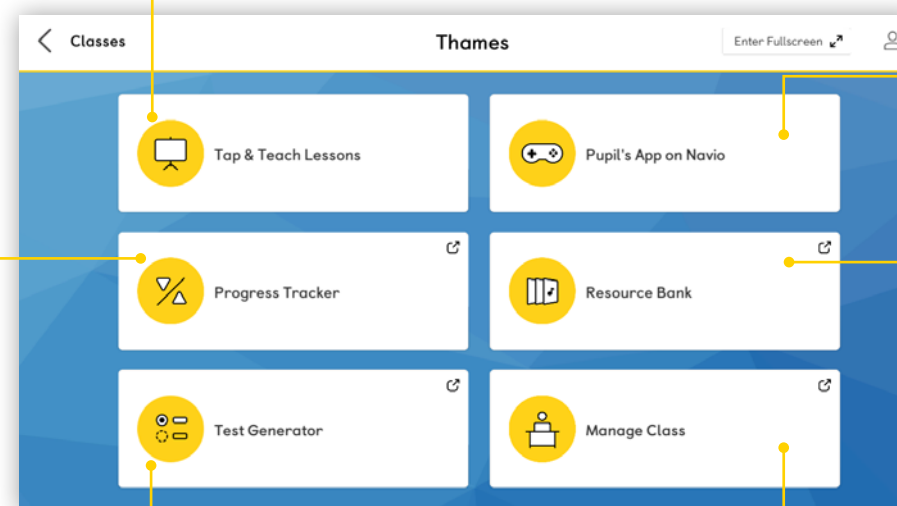With the **Test Generator**, you can build your own tests or worksheets from a bank of questions linked to your course. Opens in a browser.

Access the **Pupil's App** to show your students the exciting 3D worlds or to let them play in groups on shared devices without affecting their individual grades. See page 29.

The tests, worksheets, audio and video that accompany your course can be found in the **Resource Bank**. Opens in a browser.

Go to **Manage Class** to add or remove students or generate login details for this class. Opens in a browser. See page 20.

## Dashboard

< Classes          Thames          Enter Fullscreen

- Tap & Teach Lessons
- Pupil's App on Navio
- Progress Tracker
- Resource Bank
- Test Generator
- Manage Class

# TAP & TEACH LESSONS

Selecting **Tap & Teach Lessons** in the Class Dashboard opens your table of contents.

**(1)** Use this screen to navigate to the unit and lesson you wish to teach.

**(2)** Prepare your lesson by downloading individual units to the device you will use in class. You can also click **Download All** if you prefer to download the entire course.

**(3)** Choose the lesson you want to teach and select it to start teaching straight away.
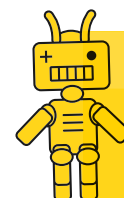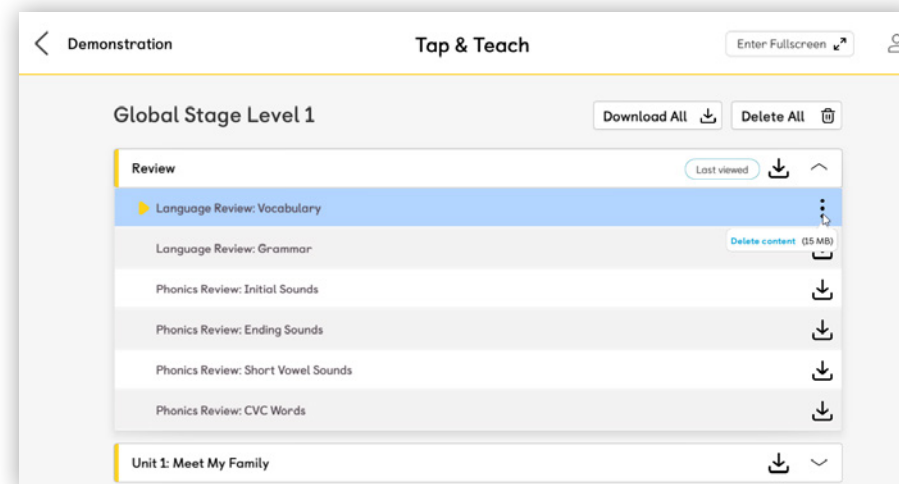


**Tip:** You can delete the units you have completed to free up space on the device by clicking on the three dots on the right.

# TAP & TEACH LESSONS

When you have selected your lesson you are ready to Tap and Teach! See below for some tips on how to use the Teacher controls. Use the links to find out more about each control.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| [LANG] p. 6 Language Review: Vocabulary: A | Back | Books | Filter | Rewards | Tools | 00:00 | 1 of 9 | > |

Go back to the Table of Contents.

See, at a glance, which component, page and lesson an activity comes from.

Reward your students and put them in teams. See page 15.

Activity timer. See page 19.

Open the **Carousel** to view all the activities in your lesson pathway. See page 12.

Select the books included in your subscription. See page 13

Filter the activities in your lesson pathway. See page 14.

Pen and mask tools. See page 17.

# THE CAROUSEL

Opening the Carousel displays all the activities in your lesson pathway.

Access the activity filters here. See page 14.

Click here to open book pages for this lesson. See page 13.

Close the Carousel.

## Starter Unit: Welcome back, Luke! – Lesson 1 Vocabulary

Filter activities ▽ | Pupil's Book 📖 | Activity Book 📖 | ✕

Aims of the lesson

Activity 1

Activity 2

Song: This is my best

Song: This is my best

Activity 4

Lesson 1 Vocabulary: Aims of the lesson

1 of 14 >

Open the Carousel here. You can jump to any activity by clicking on it.

Move sequentially through the activities using the arrows.

# BOOK PAGES

Help your students to find the page in their book by displaying the book page.

- You can navigate between the pages for your current lesson here.

- Click on an area of the page to zoom in. Use the slider for greater accuracy.

- Close the Page view to go back to the Tap and Teach Lesson.



Pupil's Book: Lesson 2 Vocabulary: Pg4

# THE FILTER TOOL

You can see all of the activities in your lesson pathway at a glance using the **Filter tool**.
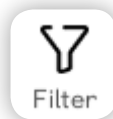
- Select filters using the top menu.

- Add or remove filters to include only the components you need in your lesson pathway.

- Select **Show all** to return to the full list.

**Tip:** Filters help you tailor your lesson to fit your needs – but make sure you don't exclude important learning content from your lesson pathway!

# REWARDS

Select the **Rewards** button to open the classroom management tools in Navio.

First, take the register or roll call. Your students are marked present by default, so all you need to do is select those students who are absent.

Students    Lesson Rewards

Students Present: 1 of 1
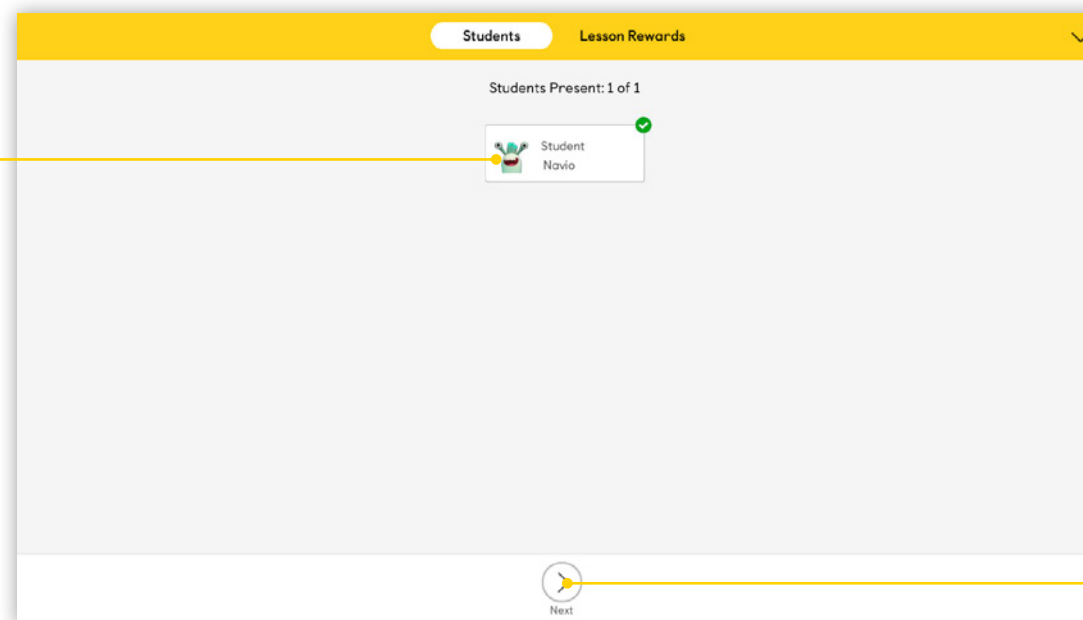
Student
Navio

Next

When you have finished, click **Next** or choose **Lesson Rewards** at the top of the screen.

# REWARDS

In the **Lesson Rewards** tab you can organise your class into teams, randomly pick 'volunteers' and award points for student engagement.

- Select a student and then click **Add Points** to award them 5 points. You can also **Remove Points**! Simply click again to add or remove another 5 points.

- Click **Select Team** to select all the students in one team. You can then award points to the whole team.
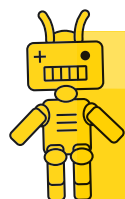
**Tip:** When you minimise this screen, your students' points are submitted and your teams are saved.
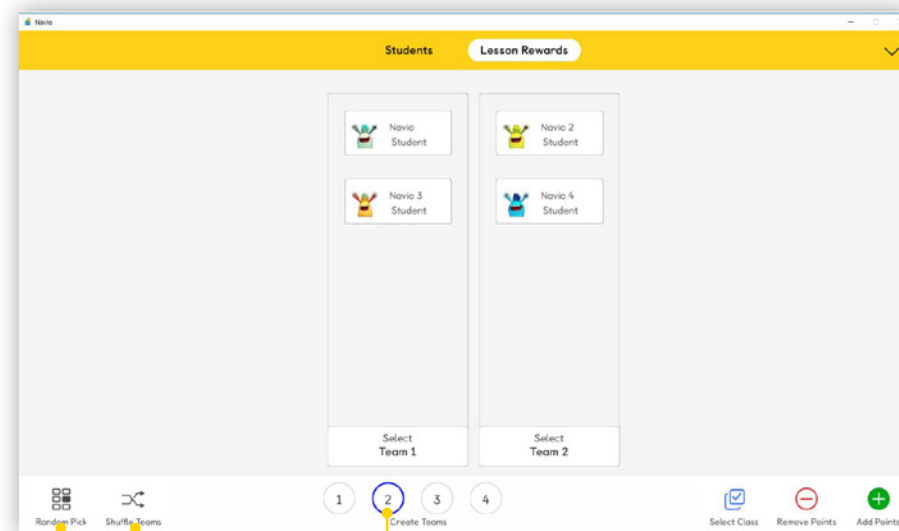
**Random Pick** is a fair way to let Navio choose one student in the class as a 'volunteer'.

Shuffle your teams by clicking here or by clicking and dragging students between teams.

You can create up to four teams and the teams will remain in place throughout the lesson.

# THE WHITEBOARD TOOLS

When you open the **Whiteboard Tools** from the Tap & Teach, a layer is created over the activity and you can:

- Use the **Pen** tool to write or draw on the activity.

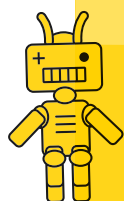- Use the **Mask** tool, as you will see on the next page.
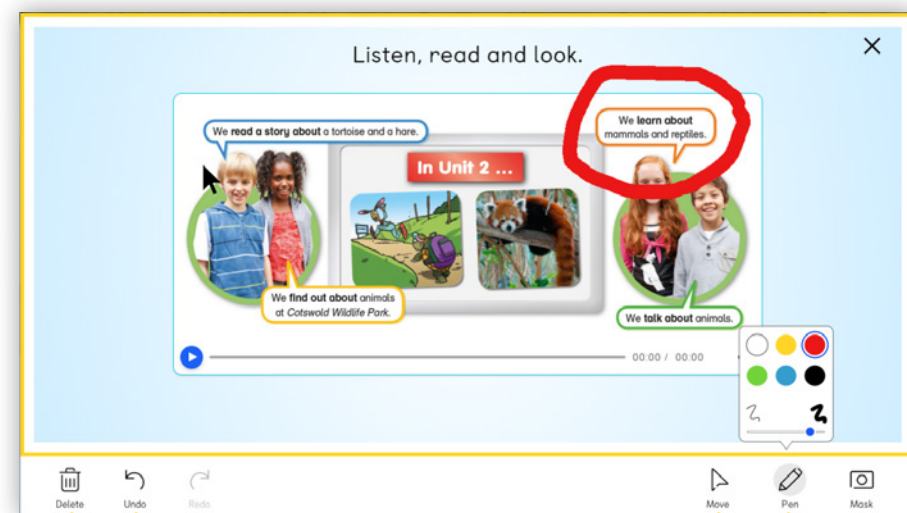
**Delete** all the pen marks or masks you have made.

**Undo** or **Redo** your previous action.

Clicking **Move** selects any pen marks or masks so you can resize, move or delete them.
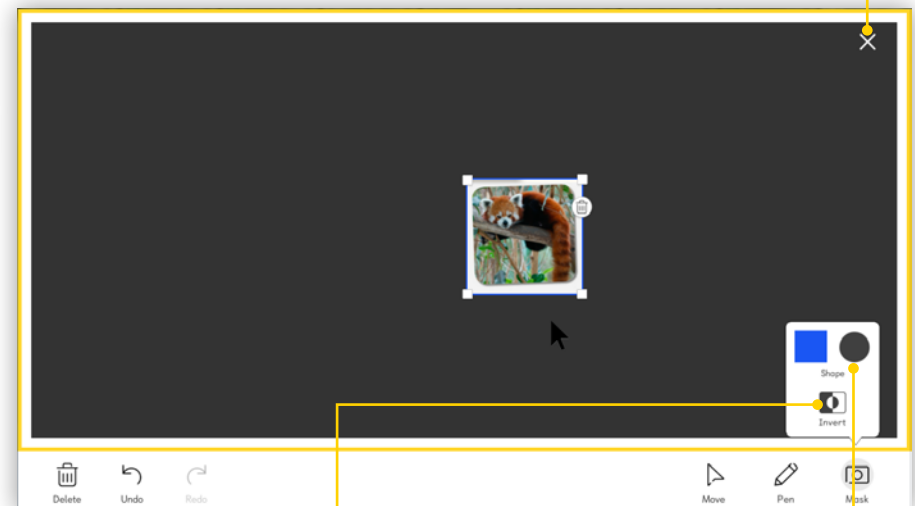
You can choose the line weight and colour of your pen.

**Tip:** Any annotations you make using the whiteboard tools stay in place as long as you are logged in, so if you go to another activity and come back, the marks you made will still be there.

# THE WHITEBOARD TOOLS

Use the **Mask** tool to cover part of the activity or create a spotlight on an area.
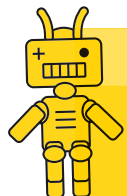
- When you close the mask layer, you will go back to the activity with the mask in place.

- Any pen marks or masks you make will stay in place even if you move to another activity.

**Tip:** Why not set up a mask before class and play a guessing game?

Close the Tools layer to go back to your activity. The pen marks or mask will stay in place.

Invert the mask to create a spotlight (as shown).
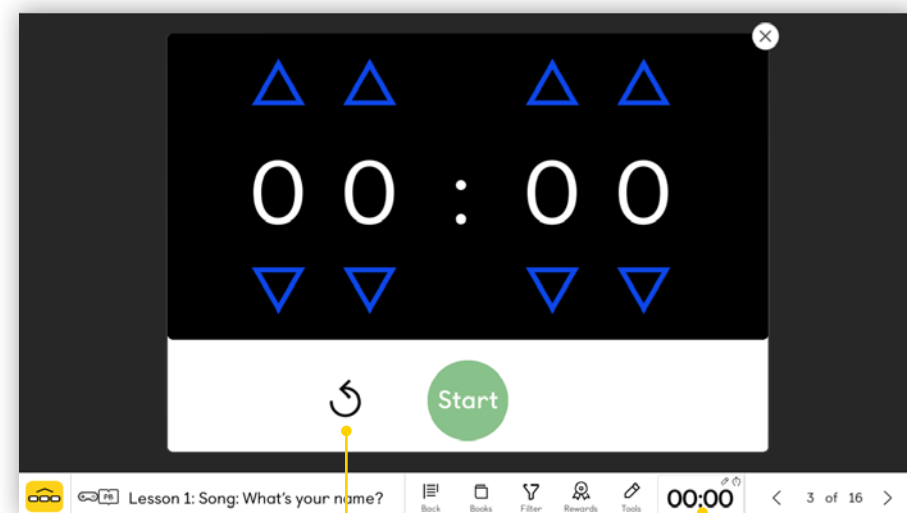
Choose a rectangular or circular mask.

Click the **Timer** in the Tap & Teach toolbar to open this tool.

- Use the blue arrows to adjust the time.

- Click **Start** to minimise the tool and start the timer.

**Reset** puts the clock back to the time you originally set. Use this if you regularly set the same time for classroom tasks.

When the time is up, the timer turns red and an alarm goes off.

# ADD A CLASS

Certain functions, such as adding a class and registering students, are done via Navio's Learning Management system, which opens in a browser.

**Learning Management**

**1** From the Class Dashboard in the app, choose **Manage Class**.

**2** The first time you access Navio Learning Management, you will find that **Demonstration Class 1** has already been set up for you. You can edit this class or add a new one, as we are going to do.

**3** Click **Add a class**.
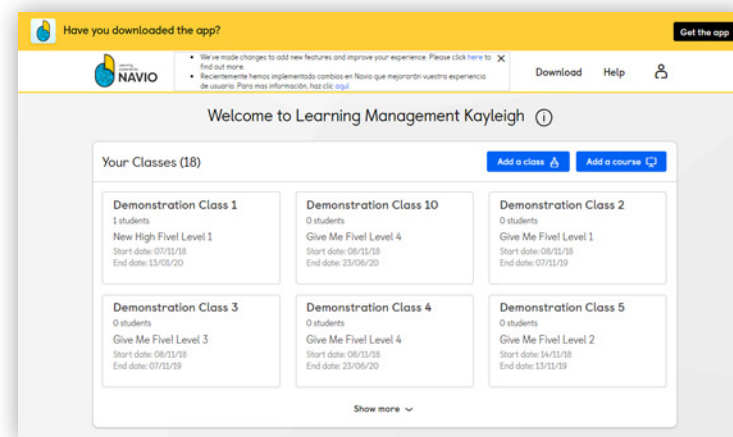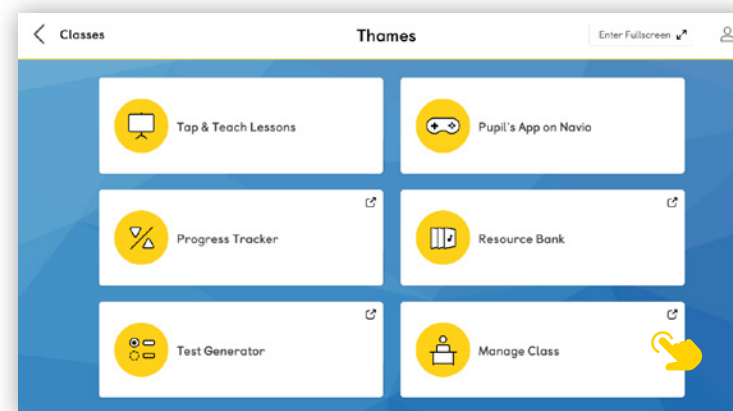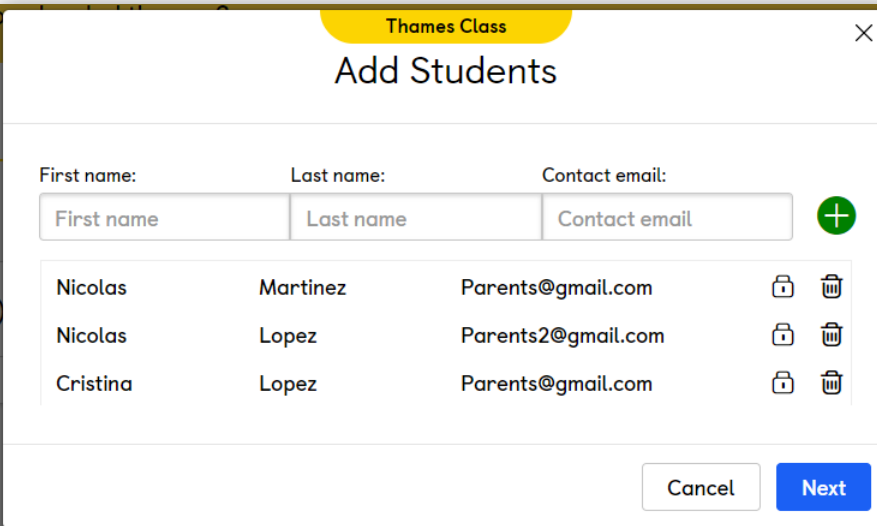
# ADD A CLASS

Complete your class information

**4** Type your class name in the box.

**5** Then choose the course your class will be using from the dropdown menu.

**6** When you have finished, click **Next**.

Add a class

## Basic Information

Class name

Thames Class

Characters remaining: 87

Course

New Tiger, 3 ▼

Subscription

Start date: 02/07/2018

End date: 02/07/2019

Cancel    Next

# ADD STUDENTS MANUALLY

The first time you set up a class you will be asked to add students straight away.

1 Type your student's First name, Last name and Contact email into the fields.

2 Click the + sign to add more students.

3 When you have finished adding students, click **Next**.

**Thames Class**

## Add Students

| First name: | Last name: | Contact email: | | |
|---|---|---|---|---|
| First name | Last name | Contact email | | ➕ |
| Nicolas | Martinez | Parents@gmail.com | 🔒 | 🗑 |
| Nicolas | Lopez | Parents2@gmail.com | 🔒 | 🗑 |
| Cristina | Lopez | Parents@gmail.com | 🔒 | 🗑 |

Cancel    Next
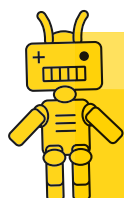
**Tip:** The contact email can be a parent or guardian's email or a school email if there is no other contact.
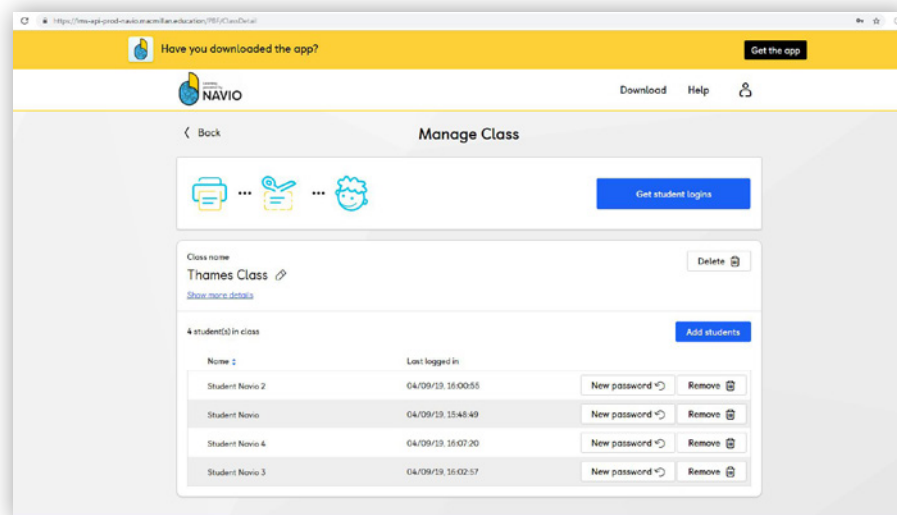
# GET YOUR STUDENTS' LOGIN DETAILS

Once you have registered your students, you can generate their login details so they are able to access the app.
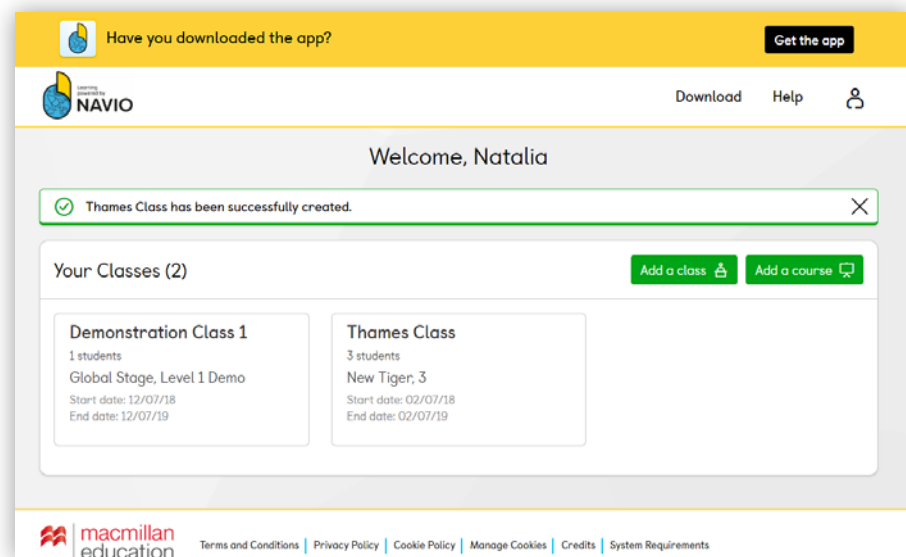


**1** Select your class to open it again.

**2** Then choose **Manage Class** from the dashboard.

**3** Select **Get student logins** to generate new usernames and passwords for your whole class.
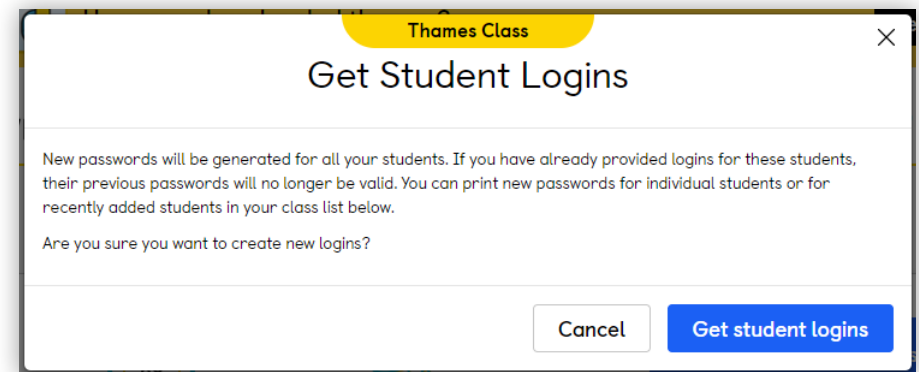


New privacy legislation means we are not allowed to send your students' usernames and passwords by email. You need to print them out and give them to your students.

# GET YOUR STUDENTS' LOGIN DETAILS

Each time you select **Get student logins**, you will be asked to confirm if you wish to go ahead. This is because Navio will generate new passwords for the whole class.

**4** If your students already have their usernames and passwords, click **Cancel** and go back to generate login details for individual students.

**5** If you do want to create new logins for your whole class, select **Get student logins**.

**Thames Class**

## Get Student Logins

New passwords will be generated for all your students. If you have already provided logins for these students, their previous passwords will no longer be valid. You can print new passwords for individual students or for recently added students in your class list below.

Are you sure you want to create new logins?

Cancel    Get student logins

**Tip:** To generate a new password for an individual student, click **New password**. If you want to manually edit a student's password, click on their name and edit from there.

# GET YOUR STUDENTS' LOGIN DETAILS

Your students' login details will open in a new tab in your browser for you to print out.

**6** Click **Print** to print out usernames and passwords for your whole class.

**7** We suggest you cut out the login details and stick them inside your students' books.

**8** The sheet also contains information about where parents and guardians can go to download the Navio app.

**Print**

Logins for Students in [Thames Class]

Print this PDF out, cut out the login details and give them to your students.
Please note: We recommend you give passwords and usernames separately!

App download link for Parents or Guardians
https://download.macmillannavio.com

NAVIO

Nicolas Lopez

Nicolas Lopez

Your username
nlopez47

Your password
tS4aF3

App download link for Parents or Guardians
https://download.macmillannavio.com

NAVIO

Cristina Lopez

Cristina Lopez

Your username
clopez96

Your password
pStpAy

# ADD A GROUP OF STUDENTS

You can generate login details for a large number of students by using the option **Use a CSV file (spreadsheet) to add my students**.

**1** Open a new Excel document and save it as a CSV file.

**2** Add your students' details to the CSV file following the format shown on the screen.

**3** When you have checked the format, upload the CSV file by dragging and dropping, or by browsing the file on your computer. Click **Next**.

**4** Tick the **Terms of Use** box and click on 'Yes, add to class' to go ahead with the process.

# GET STUDENT(S) TO ADD THEMSELVES

You can generate a class code for students who already have an account to join your class.

**1** Click **Get student(s) to add themselves**.

**2** The app will generate a class code.

**3** Give this class code to your student(s) and ask them to log in to their account, and enter this class code to join your class.

Nile Class

## Class Code

Give students a Class Code if:

✓ they are moving to a different class

✓ they already have a Macmillan Education account

# GEE98F9C

Close
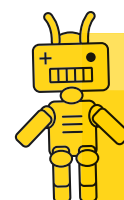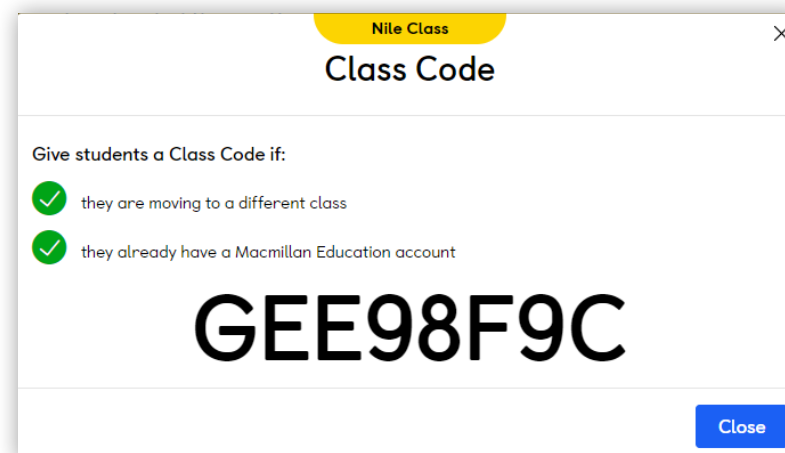
**Tip:** This option is ideal for students that are moving to a different class for the new school year.

# COPY STUDENTS OVER FROM EXISTING CLASS

If you need to copy students that were added to one of your classes in the past, into a new class, you can use the option "**Copy student(s) over from an existing class**".

**1** Select the class that you wish to copy from.

**2** Remove any students that don't need to be copied over.

**3** You will then be asked to confirm; click on '**Yes, add to class**' to go ahead with the process or '**No, start again**' to go back.

**4** The student(s) will then appear in both classes.

# EXPLORE THE PUPIL'S APP

Once your students have joined your class, you may find it useful to access the 3D worlds of the Pupil's App.

(1) From the Class Dashboard choose **Pupil's App**.

(2) Then choose to access as...

- a **Student**, if you want to log in with a student's own details so that they can play and record progress in the app under their own name.

- a **Teacher**, if you want to show students the app or let them play in groups, without recording progress under any student's name. You will be given the option to enable child lock if your students are working unsupervised.
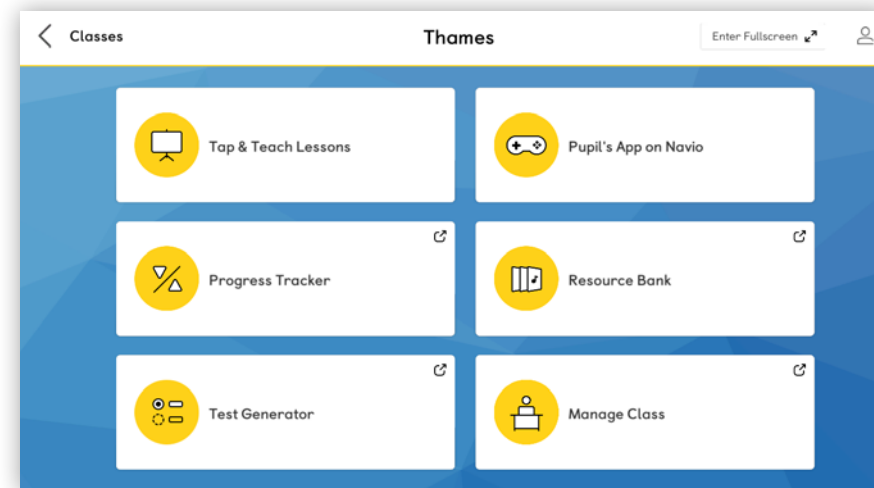
# PROGRESS TRACKER

What students experience as a game with points and badges in Navio is mapped to learning outcomes and grades in the Progress Tracker.

The Progress Tracker is a valuable tool for teachers to ensure that students are up to date and progressing well through the learning activities in Navio.

1. From the Class Dashboard in the app, choose **Progress Tracker**. The Progress Tracker opens in a browser so you need to be online.
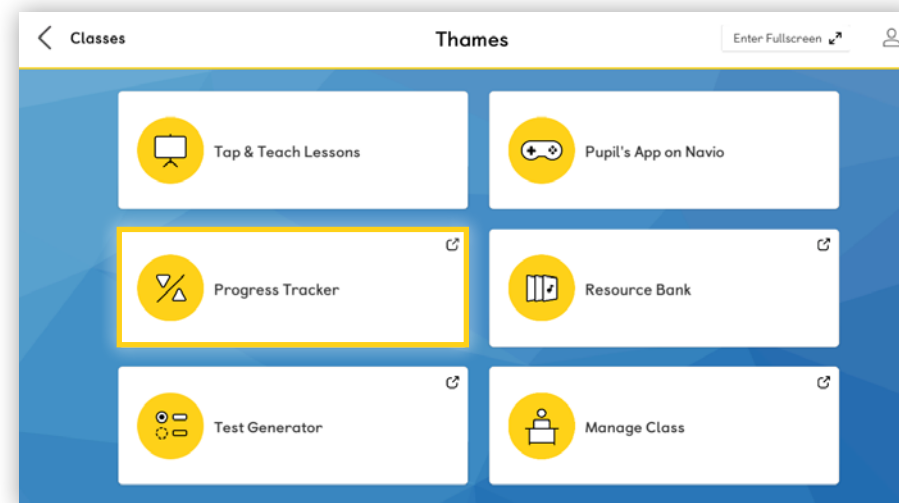
# PROGRESS TRACKER

**2** Open the **Choose a filter** dropdown to select the source component.

**3** You can track your students' progress across all the components they use. Select one to continue.
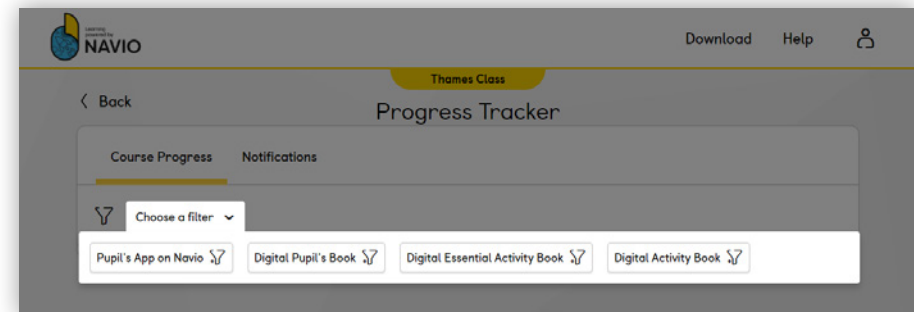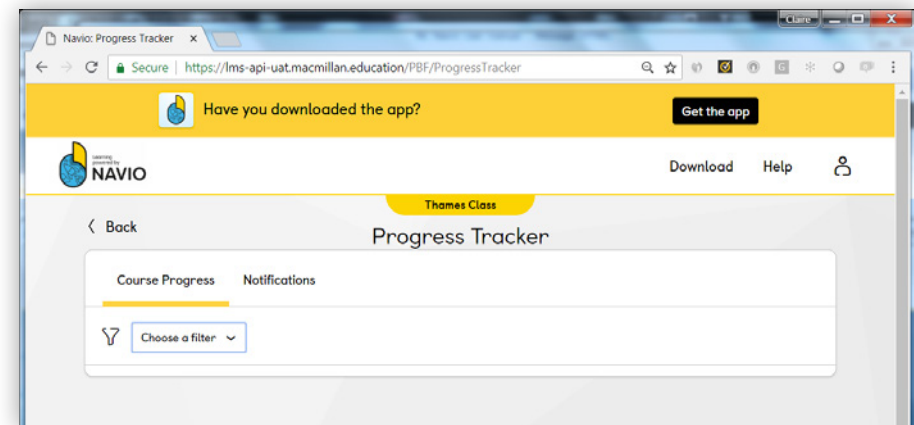
# PROGRESS TRACKER

Here is a quick tour of the Progress Tracker features.

Apply additional filters to drill down to individual units and lessons or to filter by student.

Some activities require teacher marking. You will be notified of these here and in the Notifications tab at the top of the Progress Tracker.

Your students' progress at Unit level is displayed here. Click on a student to find out more.

Click here to export your students' progress as a CSV or Excel file.

Here you can see the average score for your whole class.

These columns display information about your students' engagement: how long they have spent on Navio and how many times they have played activities.



**Thames Class**

< Back

## Progress Tracker

Course Progress　　Notifications

Export

Student's App on Navio　｜　All Students　｜　All Units　｜　All Lessons　　　　Reset all

? **0** activities for review　　🎓 — Class average score

○ Not started　　🕐 In progress　　② For review　　↻ Try again　　✓ Completed

| Name | | Units completed | Time (hh:mm:ss) | Attempts | Highest Score | ⋮ |
|------|--|-----------------|-----------------|----------|---------------|---|
| Student Navio | ▽ | ○○○○○○○○○○ | 00:00:00 | 0 | — | |
| Student Navio 2 | ▽ | ○○○○○○○○○○ | 00:00:00 | 0 | — | |
| Student Navio 3 | ▽ | ○○○○○○○○○○ | 00:00:00 | 0 | — | |
| Student Navio 4 | ▽ | ○○○○○○○○○○ | 00:00:00 | 0 | — | |

Average score based on:

# PROGRESS TRACKER

This view has filters applied for one student, one unit and one lesson.

Here, filters have been applied to show the Progress Tracker at its most granular level.

Information about the unit and lesson can be found here.

Click **Review** to see a thumbnail of the activity.

Information about every activity can be found in the last four columns: how many times this student tried the activity, whether it was completed or not, which badge was awarded and, finally, scores for the first and last attempts.

| Student's App on Navio ⌄ | Student Navio ⌄ | Unit 0: Review ⌄ | Lesson 2: Phonics Review ⌄ | Reset all |

**Student Navio**

Learning objectives ⌃

- learningObjective – to review final consonant sounds
- learningObjective – to review initial consonant sounds
- learningObjective – to review vowel sounds

CEFR Levels ⌄

Cambridge English: Young Learners Exam ⌄

| Unit | Activities completed |
|---|---|
| Unit 0: Review | 0 / 12 |
| Lesson | Time (hh:mm:ss) |
| Lesson 2: Phonics Review | 00:00:00 |

| Activity | Review | Attempts | Completion | Badges | 0 20 40 60 80 100 Score for first & last attempt (%) |
|---|---|---|---|---|---|
| Activity 1 Practice | 👁 | | | | |
| Activity 1 Challenge | 👁 | | | | |

# SETTINGS

Use the **Settings** menu to define how students' names are displayed, change the audio volume and adjust the screen resolution.

Settings and other helpful features can be found here.

Select **Help** to go to our Customer Support Portal. Choose **Log out** if you want to switch to another user. Choose **Quit** if you want to log out and close the app.
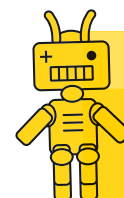
Navio opens in fullscreen by default and we recommend this setting for use on a whiteboard. However, you can reduce the resolution to make it easier to switch between screens if you need to.

Other ways to switch between screens are:

PC:     [Alt] + [Tab]
Mac:    [⌘] + [Tab]
Tablet: [▢]
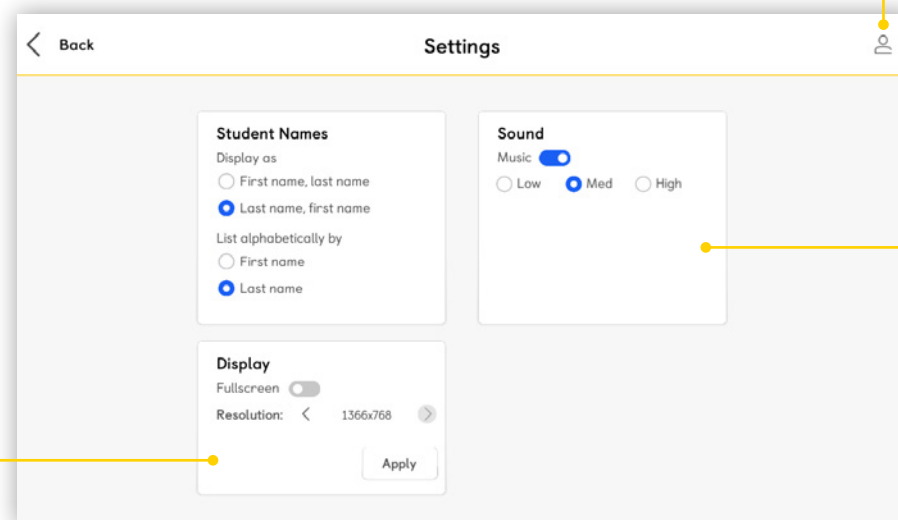
You can mute the Music or Sound Effects in the app – or both. This may be useful if you are using the Pupil's App in the classroom.

**Back** **Settings**

**Student Names**
Display as
○ First name, last name
● Last name, first name
List alphabetically by
○ First name
● Last name

**Sound**
Music ◉
○ Low ● Med ○ High

**Display**
Fullscreen ◯
Resolution: ‹ 1366x768 ›

Apply

**Tip:** To optimise Navio for teaching on the interactive whiteboard, remember to calibrate your IWB each day before class.

## Useful links

Macmillan Education Everywhere

System Requirements

Support



**Macmillan Education**

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