

# User guide for students

Find out how to access, use and get the most out of the Campus Difusión platform.

# Introduction

# Nowadays, it's hard to imagine education only taking place through face-to-face interactions.

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The Campus Difusión platform of educational materials and resources was launched in 2016, aimed at teachers and students.

#### For teachers:

- · Who use hard-copy or digital textbooks.
- · Who are looking for high-quality materials.
- Who want to plan classes, make their classes more dynamic and effectively monitor their students.
- Who need turn-key educational materials which are easy to use in the classroom.

#### For students:

- · Who want digital content.
- Who need a place for work and discussion.

Today, we are aware of how the teaching and learning process has changed and how some students study entirely in-person, some totally digitally and others in a hybrid combination of the two. This is why we have updated our Campus Difusión, retaining the digital content, interactive resources, digital itineraries, etc. but with a new focus on management, monitoring and communication processes.

This guide will help you understand the new functions, walk you through the experience and help you get the most out of the new Campus Difusión. Remember that this is just a walkthrough and that we've also made lots of other training materials like <u>Video Tutorials</u> regarding the changes available to you.

If you can't find the answer to one of your questions, please get in touch with us via this form.

# Contents

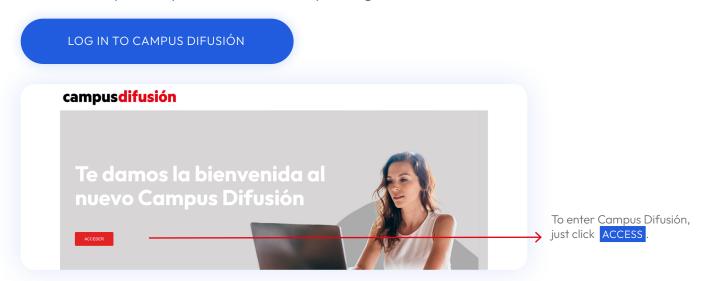
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# Logging In To Campus Difusión

## Logging in and registering

Logging in to the new Campus Difusión platform is very simple. You can do so via this link: <a href="https://campus.difusion.com/">https://campus.difusion.com/</a> or by clicking the button below.



It's a good idea to take a look at the information and help available on this web page as it may be interesting and useful.





Remember that if you access the previous version of the platform via the URL you had bookmarked, you'll be automatically redirected to the new Campus Difusión website.

**If you already have a Campus Difusión account,** you just need to enter the email address and password you used before and click **SIGN IN**.

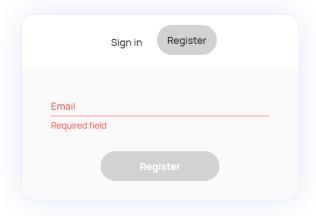


**If you've forgotten your password,** don't worry. You can recover it by clicking FORGOT PASSWORD? and you'll be sent an email from which you can log in again.



If you can't remember the email address you used to log in to Campus Difusión before, contact us at <a href="this link">this link</a>, letting us know your full name and the last email address you remember using.

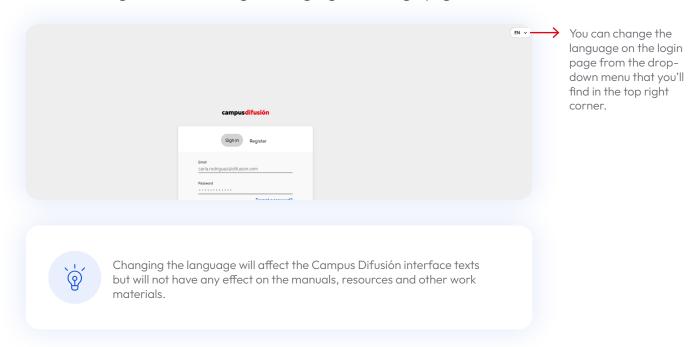
If you don't have a student account and you wish to log in to your digital version of the Difusión textbook, you can register in just a moment by clicking REGISTER and following a few simple steps:



If you're a student using a hard-copy version of the Difusión textbook and you want to log in to Campus Difusión to enjoy the free digital resources linked to the textbook, you can do so by registering (if you haven't already) and entering the code that appears on the back cover of your Difusión textbook. More detailed information about this process can be found in the <a href="Adding content">Adding content</a> section of this guide.

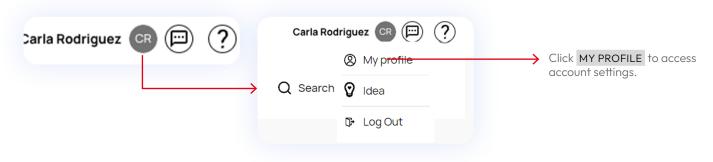
# Changing the language

The Campus Difusión interface is available in several languages: Spanish, French and English. You can change the language on the login page.

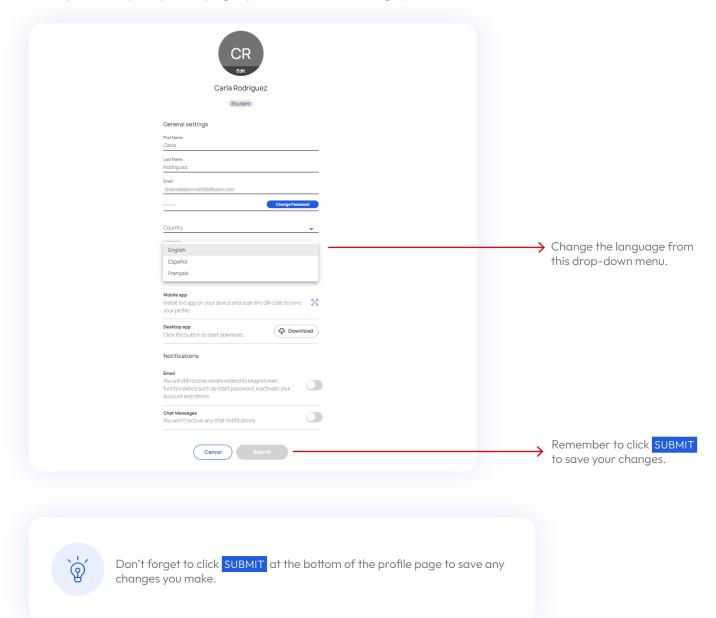


If you prefer, you can also change the language from the Interface language section on your profile page.

To do so, access your profile by clicking the profile icon next to your name and click MY PROFILE.



Once you're on your profile page, you'll find the following options:

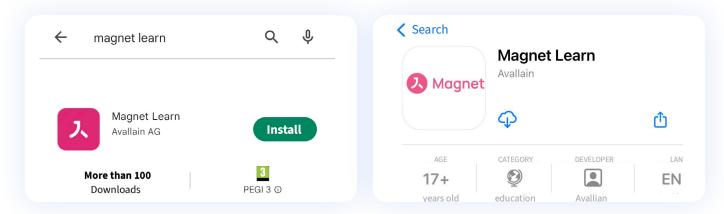


# Downloading and linking the app

There is a mobile app available which will allow you to access Campus Difusión whenever you like. The app lets you download content and work with it on your device. If you complete assignments or create tasks, these will only synchronise when you are connected to the Internet.

To download the app, enter your device's Android or iOS store and search for Magnet Learn.

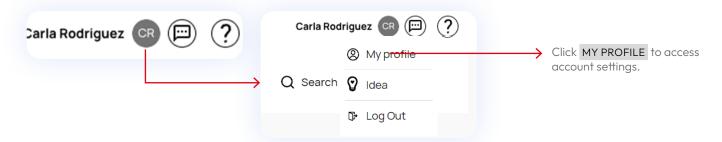
Install the app from your device by clicking INSTALL if you use Google Play or the download icon in the Apple Store and the process will begin automatically. This may take a few minutes, depending on the strength of your connection.



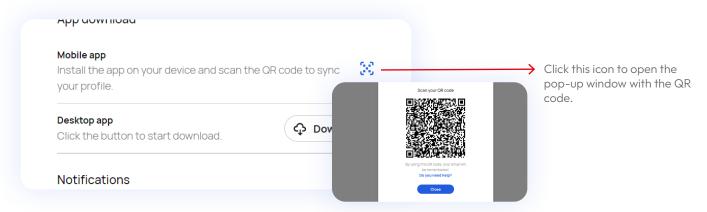
If you would prefer to install the app from your computer, you can do so by clicking one of these buttons:



Once the app is installed on your mobile device, you can synchronise it with your Campus Difusión account by opening the Campus Difusión platform on your computer, clicking the profile icon next to your name and selecting MY PROFILE.



Look for the APP DOWNLOAD > MOBILE APP section. When you click the icon, the QR code will open on your screen.



Now look for the Magnet Learn app in your device and open it by tapping.



Once the app is open, a screen with SCAN QR CODE will appear. Click it, then when the camera appears, use it to scan the code that appears on your computer.



The app will now synchronise with your account automatically and ask you to log in with your email address and password. It's now ready to use whenever you like!



Check the minimum requirements section if the app doesn't work properly.

# Minimum requirements

To ensure the Campus Difusión platform works properly, make sure your computer and mobile device meet these minimum requirements.

Device	Operating system	Browser
PC	Windows 10	Latest version of Google Chrome
		Latest version of Firefox
		Latest version of Edge
	Linux	Latest version of Google Chrome
		Latest version of Firefox
Macintosh	Last version	Latest version of Google Chrome
		Latest version of Firefox
		Latest version of Safari
Android	Current version and the three previous versions (for example, 12, 11, 10, 9)	Latest version of Chrome
iOS	Current version and the two previous versions (for example, iOS 15, 14, 13)	Latest version of Safari

# First Steps

# The platform at a glance

The new Campus Difusión platform includes new functions, which you'll soon become familiar with, and its content has been organized differently.

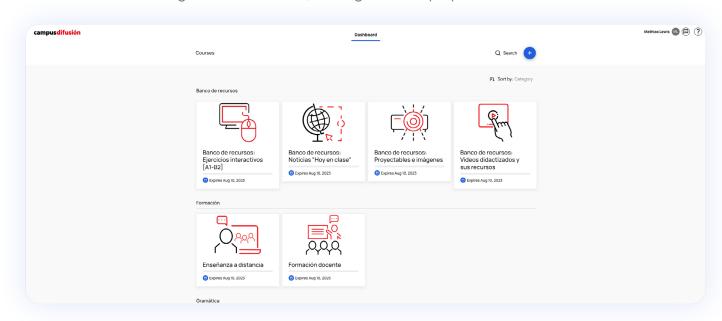


The activity grades and record are not available on the new Campus Difusión platform. If you need them, you can download them from this link.

#### **Contents**

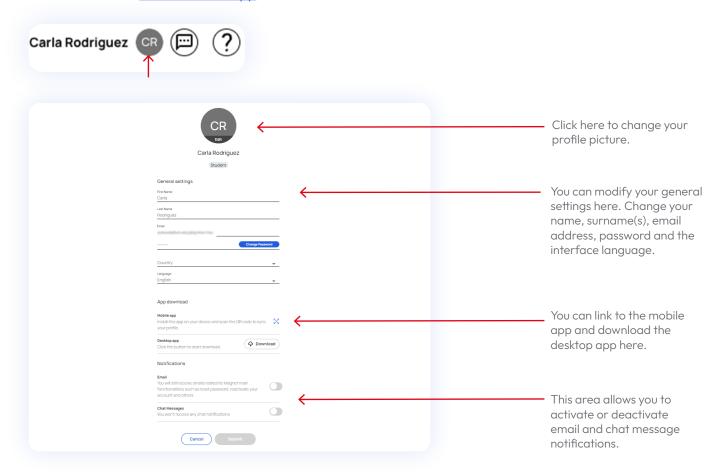
This section gives you access to all the products you've acquired:

- Banco de recursos: all the support materials, such as videos or audio files.
- Manuales: all the courses you've acquired along with their browsable textbooks and interactive activities.
- Otros recursos: like grammar resources, readings or exam preparation.

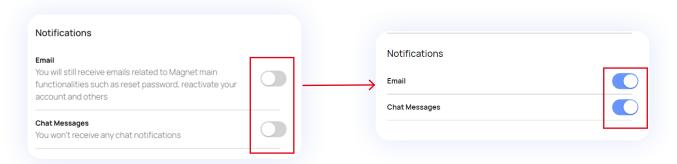


#### Profile page

You can access your profile by clicking the profile icon to the right of your name. From the profile page, you can select a new profile picture, update your data, change the language of the interface, activate email and chat notifications and download the app.



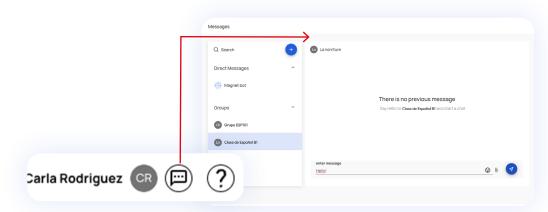
Remember to activate EMAIL and CHAT MESSAGE notifications so you can receive messages from teachers and students and also task monitoring notifications. You just need to toggle these switches to the right.



Don't forget to click **SUBMIT** at the bottom of the profile page to save any changes you make.

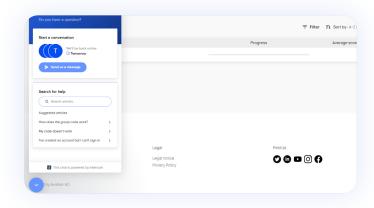
#### Chat

To the right of the profile icon, you'll see a message icon that will take you to the chat where you can message your group or your teacher.



#### Chatbot

Finally, if you need help at any time, there is a chatbot which will answer all your questions. You'll find it at the bottom left of your screen if you click on the blue icon.



## Finding the code of your textbook

To add new products to Campus Difusión, you'll need a code. You can find out how to redeem a code in the <u>Adding content</u> section.

The code you can get from a hard-copy manual is the ISBN, which consists of 13 numbers which you'll find on the back cover of the manual.



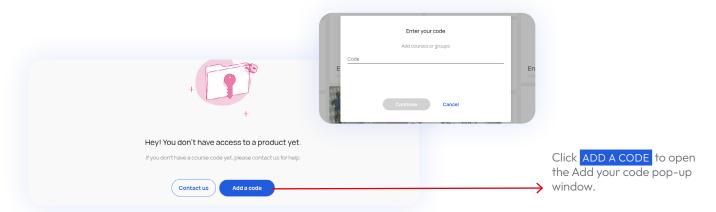
The code you can get from a digital textbook purchased from our online store consists of 20 alphanumeric characters.

When you make the purchase, you'll receive an email with "Código de acceso/licencia Campus" in the subject line, which will include the redeemable code.

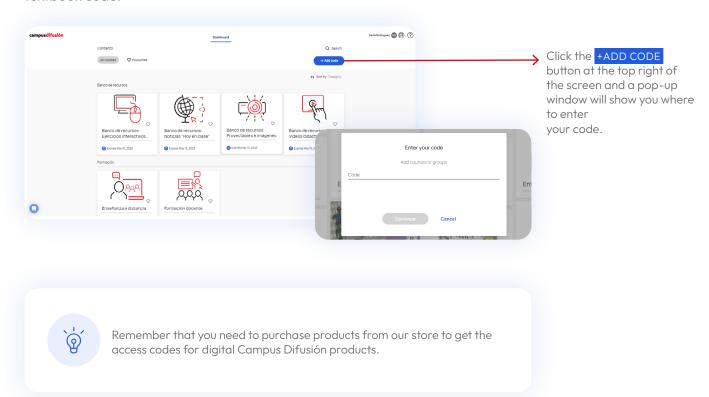


## Adding content

If you're a new user, or you've NEVER redeemed a digital product, the homepage will appear empty when you log in to Campus Difusión. To add your first manual, click ADD A CODE.

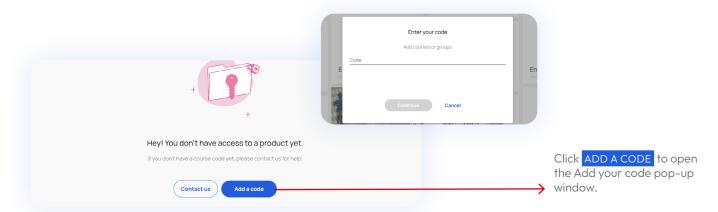


If you wish to add more Difusión products to your profile, you can add new manuals or resources by clicking the +ADD CODE button at the top right of the screen. A pop-up window will open with a text field where you can enter the textbook code.

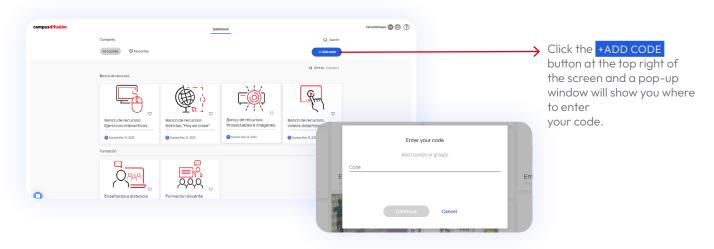


## Joining a group

If you're a new user and you've never redeemed a digital product, the homepage will appear empty when you log in to Campus Difusión. If your teacher has shared a group code with you, click ADD A CODE to join it.

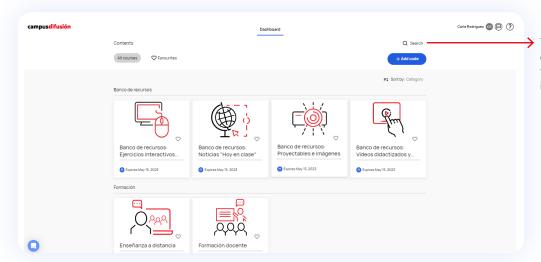


If you already have some digital content, you can add the group code provided to you by your teacher by clicking the \*ADD CODE button at the top right of the screen. A pop-up window will open with a text field where you can enter the code.



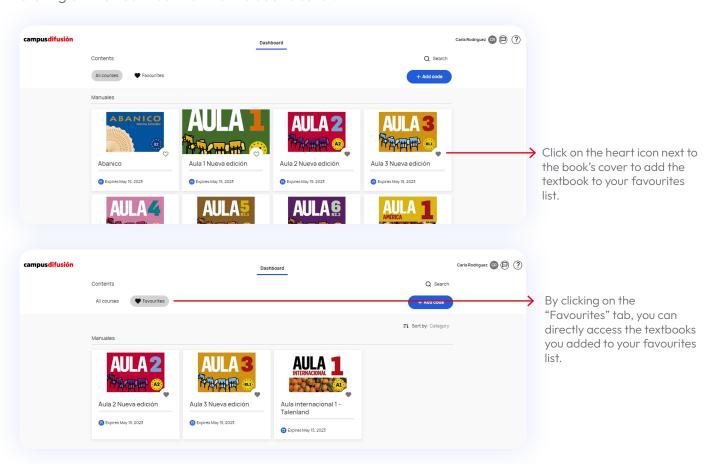
## **Searching for content**

If you know the name of the course you're looking for, you can use the search function. To do so, click on the SEARCH field and type the name of the material you're looking for. You can also SORT by type of content: manuales, banco de recursos, gramática, lecturas, etc.



The search function performs exact searches, so remember to include any accent marks in your searches.

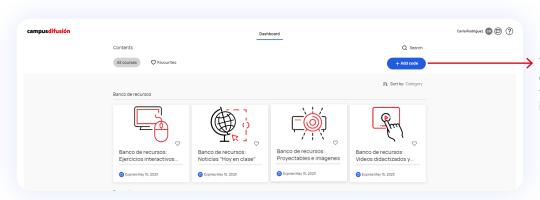
You can add the textbooks you use most frequently to your favourites list by clicking on the heart icon next to the book's cover.



# Using Campus Difusión

# **Accessing content**

If you click the CONTENT tab, you'll have access to all the Campus Difusión products. You can use the search function located at the top right of the screen to SEARCH by name or product type.



The search function performs exact searches, so remember to include any accent marks in your searches.

Click on the product you want to use to access its contents. Then, select the CONTENT tab to access the content.



This content is organized in the following way:

- **Libro/Manual hojeable:** This is the digital version of the physical textbook with the same content. From here, you can access the interactive activities you'll find in the CUADERNO DE EJERCICIOS section at the end of the textbook.
- Actividades interactivas: Includes all the interactive activities, arranged by unit and section.
- Más recursos: Brings together all the digital resources from the textbook arranged by unit, as well as other useful resources for your classes.





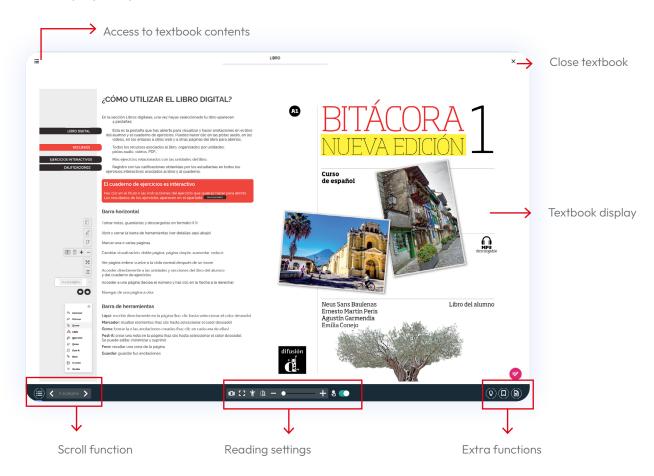
Click on each one to make drop-down menus appear. You can then freely explore the content.



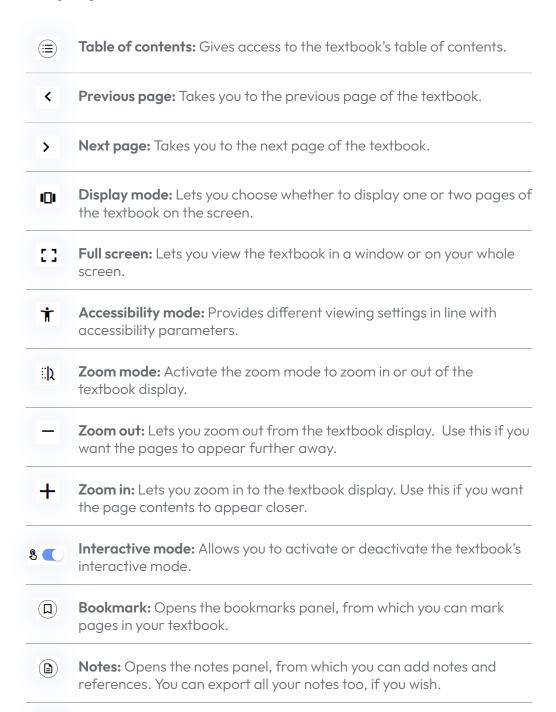
In the "Aula internacional Plus", "Aula Plus" and "Nos vemos" textbooks, the interactive activities can be found in the Manual web section.

#### Manual hojeable

View the manual by clicking LIBRO/MANUAL HOJEABLE and then THE BOOK'S TITLE. The display lets you move between content and exercises with new functions.



#### **Display functions:**



Highlights: Opens the highlights bar, from which you can write, draw,

highlight or add sticky notes to your textbook.

### Highlight functions:

9.	
H	<b>Move:</b> Click here to move the highlights bar around the screen.
10	<b>Undo:</b> Allows you to undo the last notes, highlights and drawings you added.
a	<b>Redo:</b> Allows you to redo the last notes, highlights and drawings you undid.
•	Cursor: Activates the cursor.
T	<b>Text:</b> Allows you to add text boxes within the textbook. You can choose the size and colour of the font. Once typed, you can move the texts anywhere around the screen.
<u>a</u>	<b>Draw:</b> Allows you to add freehand drawings within the textbook. You can choose the colour and thickness of the line you draw with. Once added, you cannot change the locations of drawings.
Ø	<b>Marker:</b> Allows you to highlight content. You can choose the colour and thickness of the line you highlight with. Once added, you cannot change the locations of highlights.
2	<b>Erase:</b> Allows you to remove drawn lines or highlights you added earlier.
₽	<b>Sticky note:</b> Allows you to add notes to the textbook in the form of a sticky note. You can choose the colour.
0	<b>Focus:</b> Lets you select and highlight an area of the textbook. Draw a rectangle around the area to highlight.
Q	<b>Save:</b> Allows you to save the notes, highlights and drawings you've added to the textbook.
Û	<b>Delete:</b> Removes all notes, highlights and drawings you've added to the current page.
×	<b>Delete all:</b> Removes all notes, highlights and drawings you've added to the textbook.
(a)	<b>Show/Hide highlights:</b> Shows or hides the highlights bar without closing it.

# This guide is constantly evolving

We will continue to complete and update its content. If you still have questions after checking this guide, you can find video tutorials on how to use the new platform <u>here</u> or contact us via this link.