

SECOND EDITION

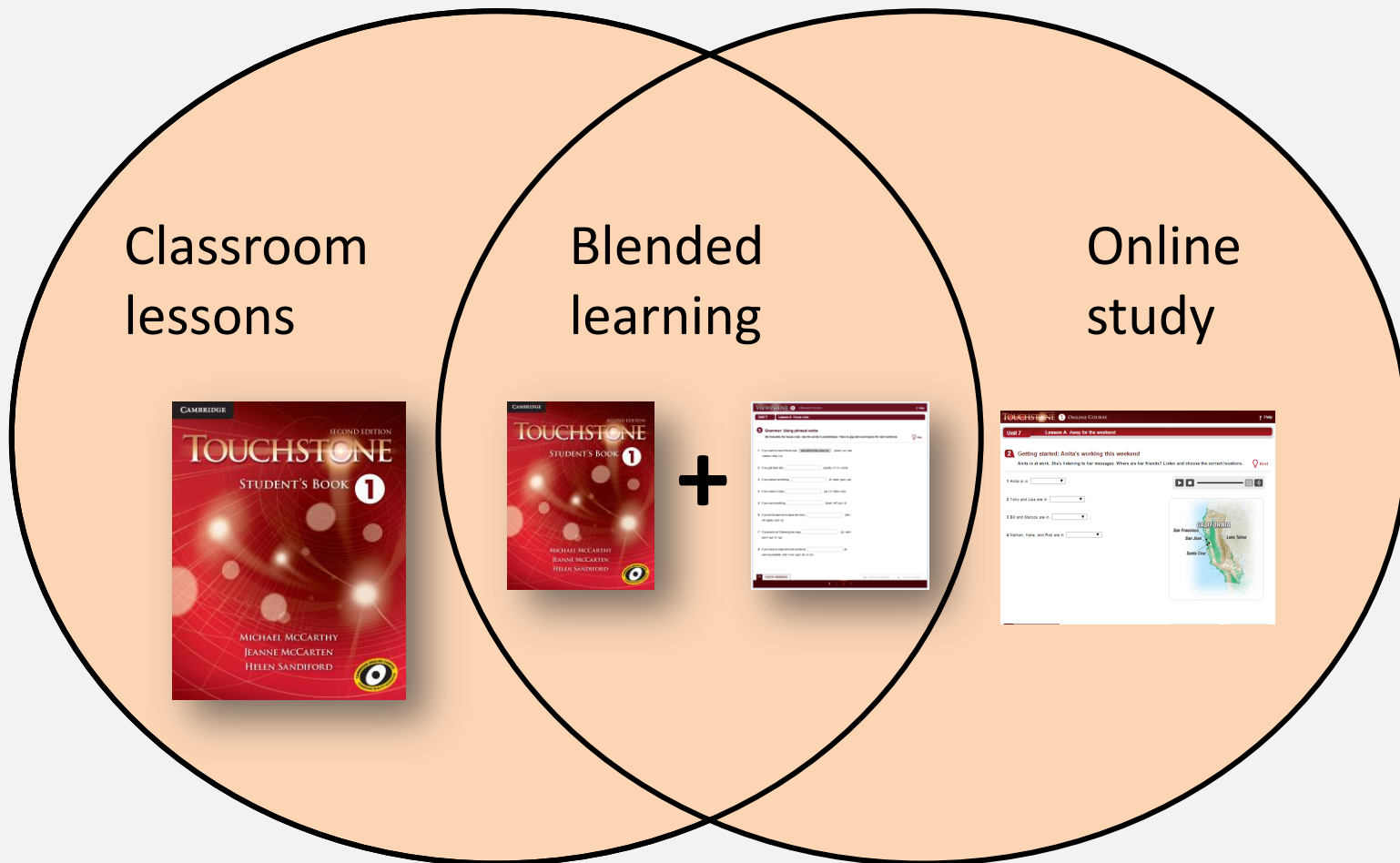
TOUCHSTONE

FLEXIBLE LEARNING,
PROVEN RESULTS

Touchstone Online Course Second Edition
Student's Guide

WHAT IS Touchstone ONLINE?

Touchstone Online can be used as an online course or as part of a blended learning course.



REGISTERING ON THE LMS

To start using Touchstone Online, you need to register on the Cambridge LMS (Learning Management System).

1. To register, go to:
www.cambridgelms.com/main
2. Click **Register** to see this form.
3. Complete the form with your information. Use a real email address. We send important information to this email address.
4. Slide the key to the lock and click “Register” to finish.
5. Check your email. Click the link in the email to finish registering on the LMS.

The screenshot shows the registration page for the Cambridge Learning Management System. At the top, there are logos for Cambridge University Press and Cambridge English Language Assessment. The page is in English. A navigation bar at the top right has a 'Login' button and a 'Register' button, with a red arrow pointing to the 'Register' button. The main content area is a registration form with the following fields and options:

- I am a:** A dropdown menu with 'student' selected.
- First name:** A text input field.
- Last name:** A text input field.
- Age:** Two radio buttons: '13 or younger' and '14 or older' (which is selected).
- Date of birth:** Three dropdown menus for 'DD', 'MMM', and 'YYYY', followed by a help icon.
- Username:** A text input field.
- Email address:** A text input field.
- Confirm email address:** A text input field.
- Password:** A text input field.
- Confirm your Password:** A text input field.
- I accept and agree to the Terms of Use.
- LOCKED:** Drag the key to the lock. Then select Register.
- A lock icon and a key icon.
- Register** button.

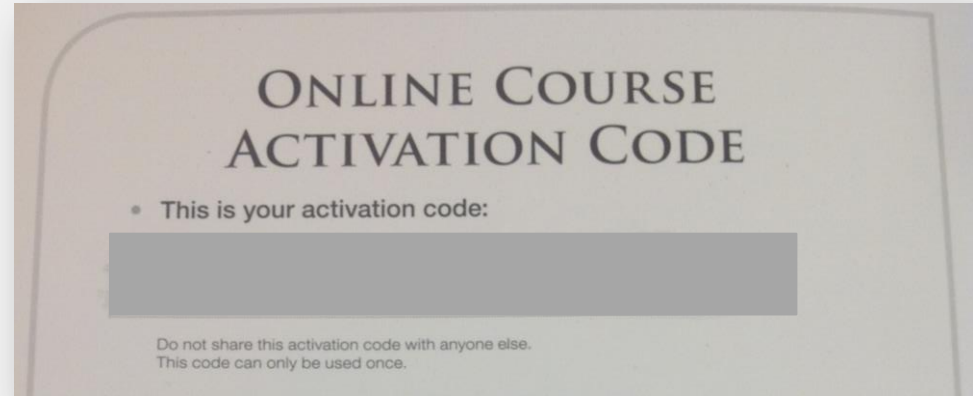
ACTIVATING YOUR COURSE

You need to use an activation code to start using a new product.

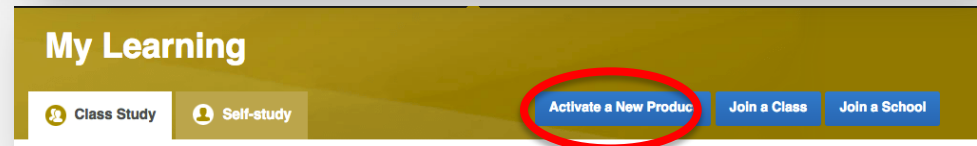
1. Find your activation code. Look at the inside front cover of your book and scratch off the silver panel. Or your teacher might give you a code. A code looks like this:

1234-ABCD-1234-ABCD

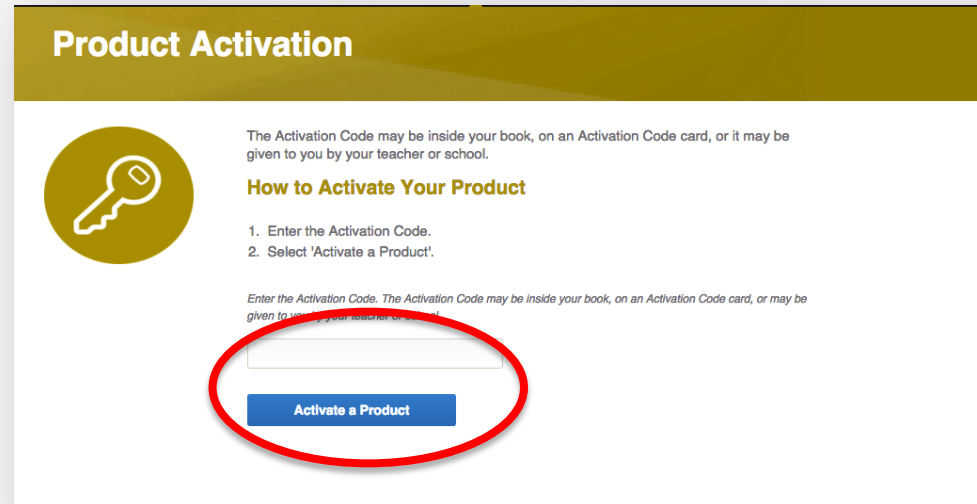
2. Log into the LMS and click **Activate a New Product**.



3. Type the Activation Code into the box.



4. Click **Activate a Product**.



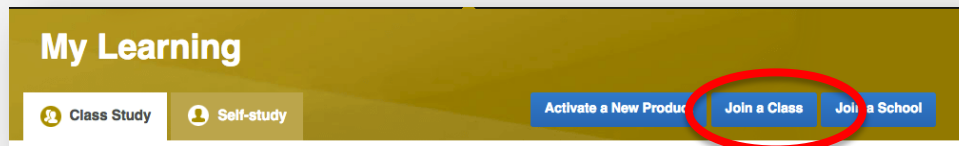
5. A message will tell you that your code worked. If you have any problems, ask your teacher for help.

JOINING A CLASS

You need to use a class code to talk with your classmates online.

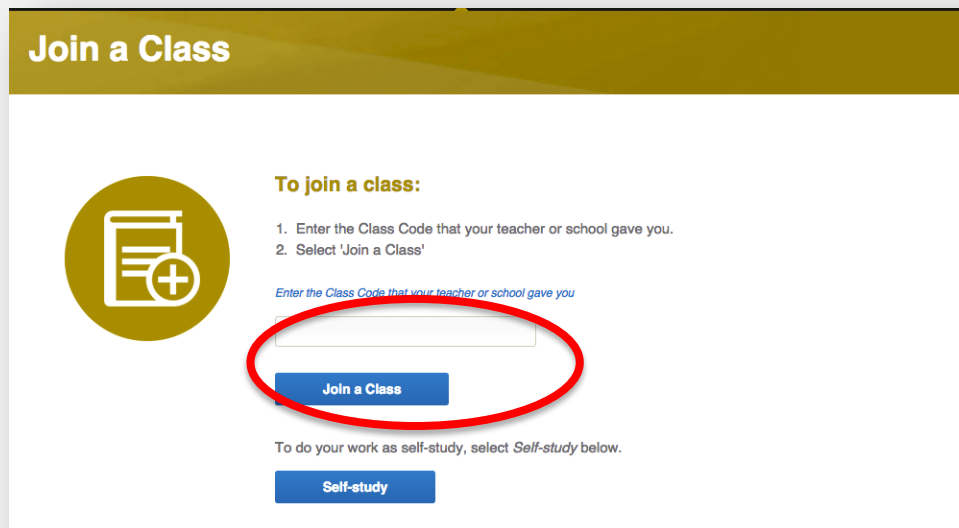
1. Your teacher will give you a Class Code.

2. Click **Join a Class**.



3. Type the Class Code into the box.

4. Click **Join a Class**.

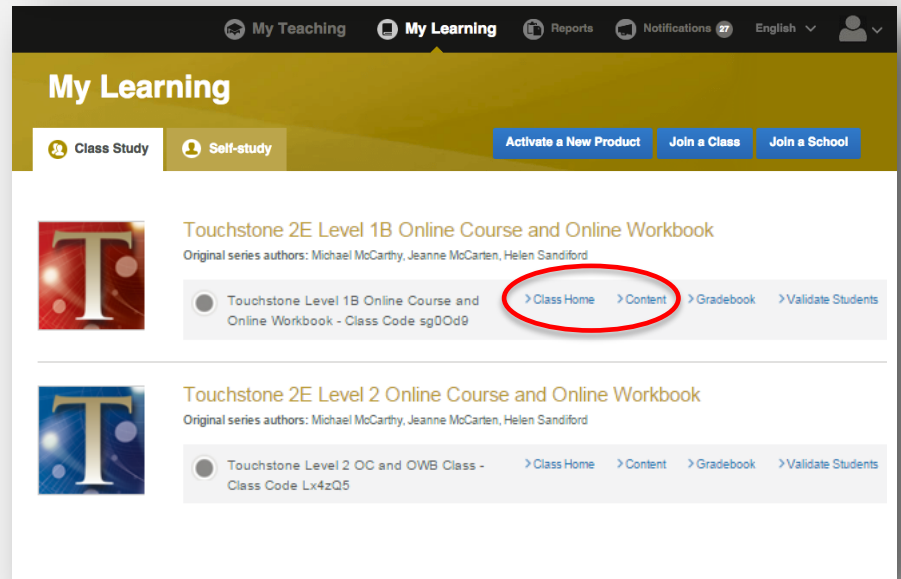


5. A message will tell you that your code worked. If you have any problems, ask your teacher for help.

LOGGING IN AND GETTING STARTED

Choose your class to get started.

1. To log in, go to:
www.cambridgelms.com/main
2. Enter your username and password and click Log in.
3. The **My Learning** page shows you all the products you are using. It also shows the class that uses this product. Click Class Home to see the latest information for this class.
4. If you are not in a class, you can study as Self-study. Click Content to start studying.



CLASS HOME

Visit this screen to read announcements and find out what to do next.

Touchstone Level 1 Online Course and Online Workbook Class

Class Home | Content | Resources | Reference | Class Tools | Gradebook

To Do Next
There are currently no "To do next" items assigned.

My Activities
1 Conversation: Are you h... on Jan 07, 2018
2A Getting started: Anita... on Jan 07, 2018
1 Vocabulary preview: Wha... on Jan 07, 2018

Forums
Recent updates
29 new forum threads & 0 new comment on 21 Aug. 2015
Forum summary
29 forum threads & 0 comment in total for my class
0 out of 135 students contributed.
Go to all forums

Blogs
Recent updates
No posts have been created yet.
Blog summary
0 post & 0 comment in total for my class
0 out of 135 students participating
New post | My posts

Class Calendar
January 2016
Sun Mon Tue Wed Thu Fri Sat
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31

Announcements
Recent announcements
There are no recent announcements.
Deadlines
There are no announcements with deadlines.
All Announcements

To Do Next shows the activities your teacher wants you to do next.

Blogs tells you about new blog posts. Read them and leave a comment!

Class Calendar lists key dates and events for your class.

My Activities shows the activities you just did. Click the links to go back.

Forums tells you about new forum posts. Read them and leave a comment!

Announcements are messages from your teacher.

CONTENT: PARTS OF THE COURSE

Click the **Content** tab to access the activities. Click the text to access the different parts of the course.

Online Course contains the lessons from the course. This is the main course where you learn and practice the language.

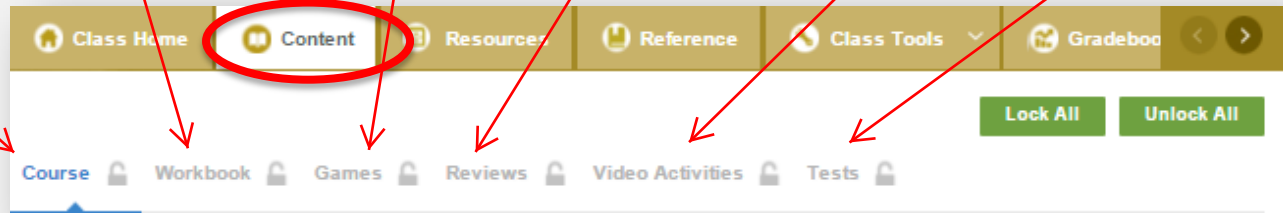
Online Workbook contains additional practice activities. Use these after you have done the Online Course activities.

Games practice the language from each unit. Use these after you have done the Online Course activities.

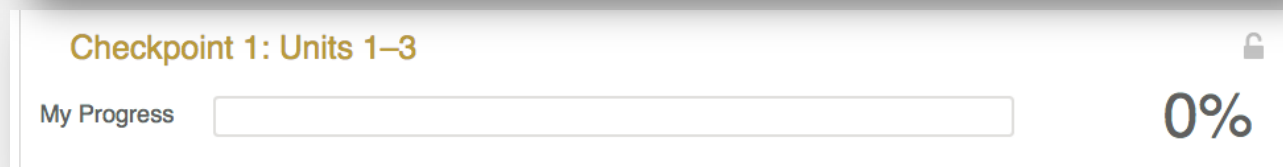
Reviews contain review activities for each unit. Use these after you have done the Online Course activities.

Video activities are extra practice activities of situational video clips.

Tests can be done after each unit and at the end of the course. Your teacher needs to unlock these for you.



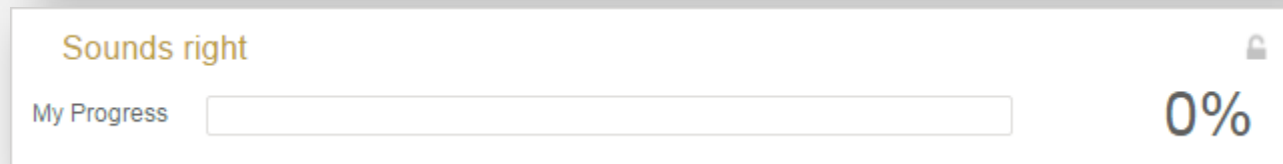
Checkpoints are review sections after every three units in the Online Course.



Extra practice contains additional grammar practice activities.



Sounds right are pronunciation activities for every unit.



CONTENT: DIFFERENT TYPES OF CONTENT

Each unit contains a rich variety of content. Here are some examples.

Lesson aims screens show you what you will learn in each lesson.

TOUCHSTONE ONLINE COURSE
Unit 7 Lesson A Away for the weekend
Can Do! In this lesson, you ...
• Describe the weather
• Talk about ongoing activities with the present continuous
Lesson A Language summary

The screenshot shows a lesson aims screen with a background image of two people sitting on a beach under a large umbrella. The text includes the course name, unit and lesson title, a 'Can Do!' icon, and two bullet points describing the lesson objectives: 'Describe the weather' and 'Talk about ongoing activities with the present continuous'. There is also a 'Lesson A Language summary' button.

Practice activities are automatically marked and give you instant feedback on your work.

TOUCHSTONE ONLINE COURSE
Unit 7 Lesson B Sports and exercise
5 Grammar: Present continuous Yes-No questions and short answers
Write questions and answers. Use the words in parentheses.
1 A Are you playing (you / play) baseball this semester?
B Yes, I am. (/ play) football, too.
2 A (you / run) a lot these days?
B No, I'm not. (/ not / get) much exercise these days.
3 A (your brother / do) weight training this year?
B No, he isn't. (he / do) karate.
4 A (you and your friends / watch) the baseball game today?
B Yes, we are. (we / watch) it at my house.

The screenshot shows a practice activity screen for Unit 7 Lesson B 'Sports and exercise'. It features a grammar exercise titled '5 Grammar: Present continuous Yes-No questions and short answers'. The instructions are 'Write questions and answers. Use the words in parentheses.' There are four numbered questions (1-4) with multiple-choice options (A and B) for each. A 'Hint' icon is visible in the top right corner. A small image of a baseball player is shown on the right side of the screen.

Language presentations teach you the important language skills for the lesson.

TOUCHSTONE ONLINE COURSE
Unit 7 Lesson A Away for the weekend
5 Grammar: Present continuous negative statements
Watch and listen to the presentation.
Present continuous negative statements are:

Subject	+ be	+ not	+ a verb + ing	
I	'm	not	calling	from home. I'm calling from the beach.
You	're	not	working	today. You're watching TV.
She	's	not	skiing.	She's reading a book.
He	's	not	having	fun. He's working.
It	's	not	raining	right now. It's snowing.

The screenshot shows a language presentation screen for Unit 7 Lesson A 'Away for the weekend'. It features a grammar exercise titled '5 Grammar: Present continuous negative statements'. The instructions are 'Watch and listen to the presentation.' Below the instructions is a small image of a woman and the text 'Present continuous negative statements are:'. A table is provided with columns for 'Subject', '+ be', '+ not', and '+ a verb + ing', and a fifth column for examples. The examples include 'calling from home. I'm calling from the beach.', 'working today. You're watching TV.', 'skiing. She's reading a book.', 'having fun. He's working.', and 'raining right now. It's snowing.'. A small image of a person skiing is shown on the right side of the screen.

Communicative activities ask you to discuss the lesson topic with your classmates.

TOUCHSTONE ONLINE COURSE
Unit 7 Lesson C How's it going?
5 Listening and strategies: That's great!
Step 1: Listen to the questions and record your responses. Select Play all to hear the prompt again and your response.
Step 2: Go to Forum, Unit 7, Lesson C, That's great! Record some interesting news of your own.
Step 3: Listen to your classmates' recordings. Go to Forum, Unit 7, Lesson C, That's great! Respond to three of your classmates' news using an expression with That's and ask follow-up questions.
1 I'm playing on the school volleyball team this year.
Record your own answer.
Play all Sample answer
2 I'm taking a vacation in Italy next week.
Record your own answer.
Play all Sample answer

The screenshot shows a communicative activity screen for Unit 7 Lesson C 'How's it going?'. It features a listening and strategies exercise titled '5 Listening and strategies: That's great!'. The instructions are 'Step 1: Listen to the questions and record your responses. Select Play all to hear the prompt again and your response.', 'Step 2: Go to Forum, Unit 7, Lesson C, That's great! Record some interesting news of your own.', and 'Step 3: Listen to your classmates' recordings. Go to Forum, Unit 7, Lesson C, That's great! Respond to three of your classmates' news using an expression with That's and ask follow-up questions.'. There are two numbered questions (1 and 2) with audio prompts and options to 'Record your own answer', 'Play all', and 'Sample answer'. A small image of a man reading a book is shown on the right side of the screen.

CONTENT: MENU

Click the arrows to open the unit and lesson folders and choose the activities you want to do.

Units: Click “Show all” to open the unit folders.

Unit 2 In class
My Progress
Show all

Progress: This number and bar chart shows you how much of the content you have completed.

Lessons: Click the arrows to open the lesson folders.

Unit 2 In class
My Progress

>	Unit Aims	<input type="text" value="0%"/>	0%	🔒
>	Before you begin	<input type="text" value="0%"/>	0%	🔒
∨	Lesson A Classmates	<input type="text" value="3%"/>	3%	🔒
	Lesson A Aims		Not visited	🔒
	1 Vocabulary preview: Are the students in class?	<input type="text" value="0%"/>	0%	🔒
	2A Getting started: Where's Hiroki?	<input type="text" value="0%"/>	0%	🔒
	2B Getting started: Where's Hiroki?		Not visited	🔒
	3 Figure it out: The verb be: Statements with he, she, and they	<input type="text" value="0%"/>	0%	🔒
	4 Grammar: The verb be: Statements with he, she, and they	<input type="text" value="17%"/>	17%	🔒
	5 Figure it out: The verb be: Yes-No questions and short answers with he, she, and they	<input type="text" value="0%"/>	0%	🔒
	6A Grammar: The verb be: Yes-No questions and short answers with he, she, and they	<input type="text" value="20%"/>	20%	🔒

Locks: If the lock is closed, your teacher has locked this content and you cannot open it.

Activities: Click the activity name to go to this screen.

CONTENT: GRADING ACTIVITIES

After you complete an activity, click “Check answers” to make sure your scores are saved.

TOUCHSTONE ONLINE COURSE

Unit 2 Lesson A Classmates

4 Grammar: The verb *be*: Statements with *he*, *she*, and *they*

Look at the pictures. Read the sentences. Choose *He's*, *She's*, or *They're* to complete the sentences.

1 They're at the gym.

2 at the library.

3 late.

4 in the cafeteria.

5 in class.

Help

Hint

CHECK ANSWERS

SHOW ANSWERS START AGAIN

Help: Click here to learn how to do this type of activity.

Hint: Click here for a reminder of the grammar rules or other language help. (Not all pages contain hints.)

Check answers: Click here to grade your answers and show your score. (Not all pages are scored.)

Correct your answers: Click here to have another go at the questions you got wrong. Click OK to accept this score.

Show answers: After you have checked your answers, you can click here to see the correct answers.

Start again: Click here to clear your answers and have another go.

Score Well done!

5/7 CORRECT YOUR ANSWERS OK

SHOW ANSWERS START AGAIN

CONTENT: MOVING TO NEW ACTIVITIES AND NEW PAGES

After you have completed all the pages in an activity, you can move to the next activity.

Content menu: Click here to open the content menu and move to another part of the course. Click the arrow again to close the menu.

Previous activity: Click here to move back to the previous activity.

Previous page: Click here to move back to the previous page in this activity. (Not all activities have more than one page.)

The screenshot shows a web interface for a course. At the top, there is a 'Content' dropdown menu with a downward arrow. Below it, there are two activity titles: '5 Figure it out: The verb be: Yes-No questions and short answers with he, she, and they' and '6B Grammar: The verb be: Yes-No questions and short answers with he, she, and they'. A 'Show Dashboard' button is between them. The course title 'TOUCHSTONE 1 ONLINE COURSE' is in a dark red banner, with a 'Help' icon on the right. Below this, a red bar indicates 'Unit 2 Lesson A Classmates'. The main activity is titled '6 Grammar: The verb be: Yes-No questions and short answers with he, she, and they'. It includes a 'Hint' icon and a list of questions with answer options. A picture of a man lifting weights is shown. At the bottom, there is a navigation bar with a left arrow, page numbers '1 2 3', and a right arrow.

Finish: Click X to close the activities and return to the content menu.

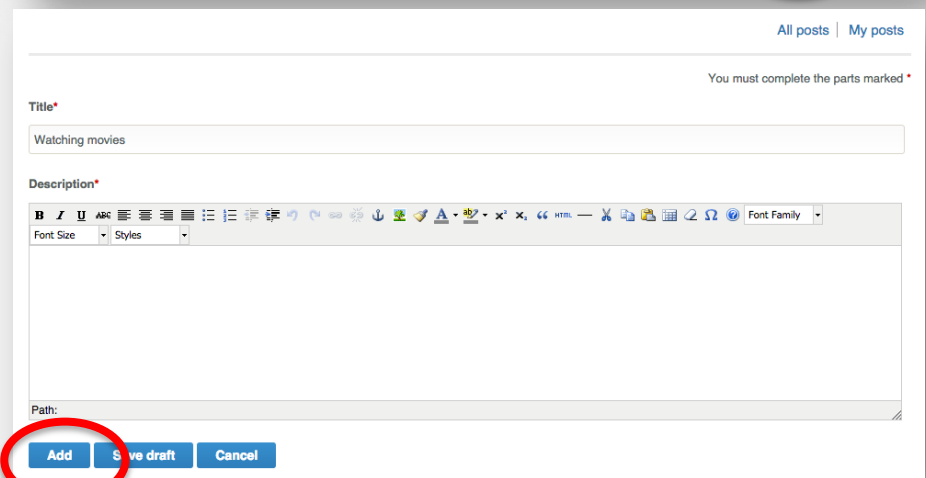
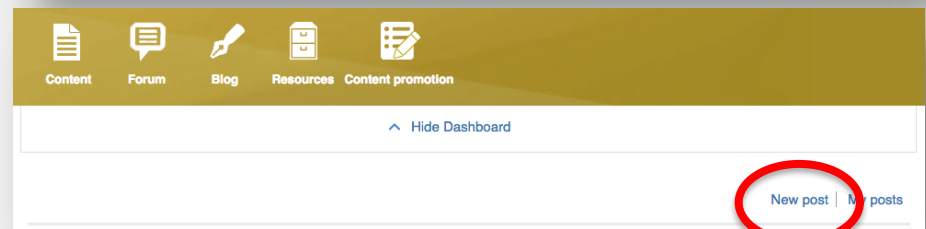
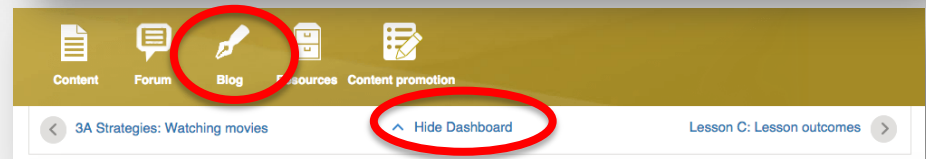
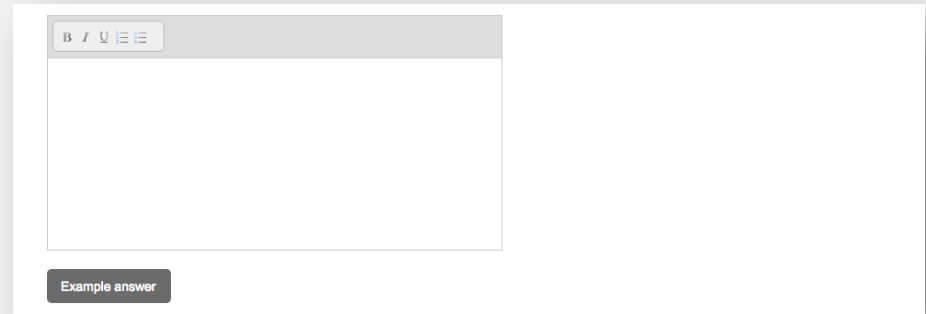
Next activity: Click here to move onto the next activity. Make sure you have completed all the pages for this activity first.

Next page: Click here to move on to the next page in this activity. (Not all activities have more than one page.)

CONTENT: BLOG ACTIVITIES

Some activities ask you to write a blog post to share with your classmates.

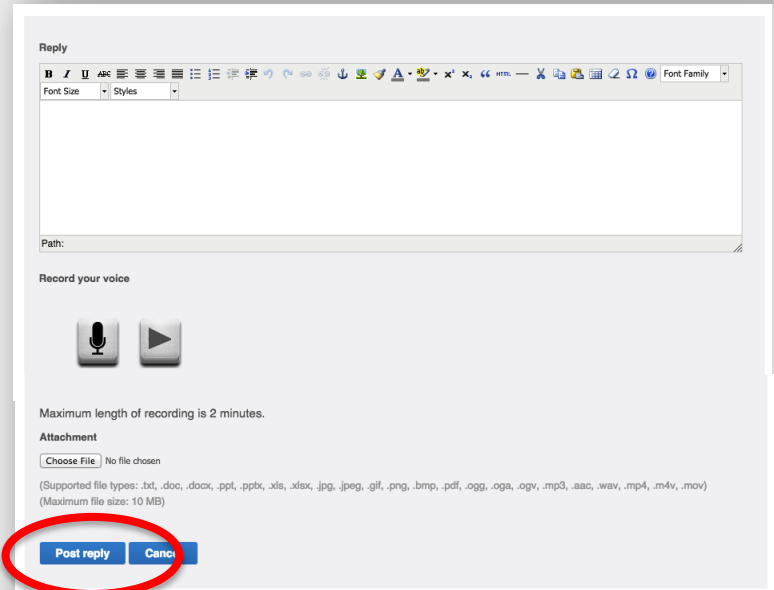
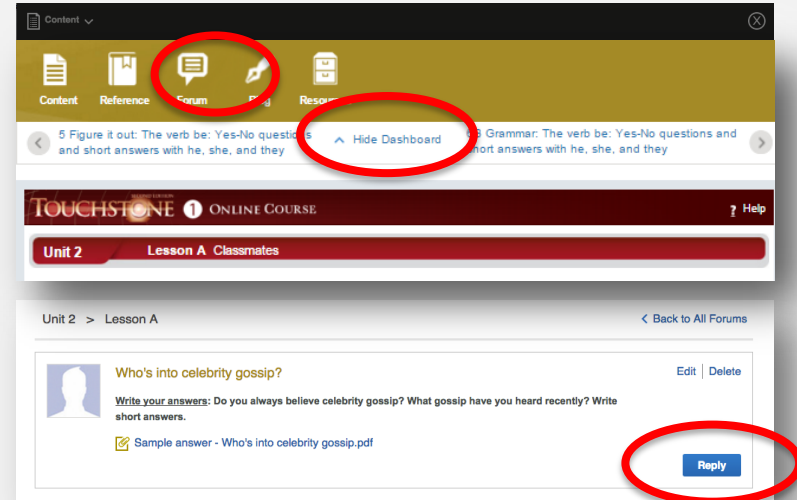
1. Read the instructions and type your answer in the text box.
2. When you have finished, write down the blog title you need to use, and copy the text from the text box.
3. Click **Show Dashboard** and choose **Blog** from the gold bar.
4. Click **New post**.
5. Type the blog title and paste your text into the text box.
6. Click **Add** to publish your blog post. (Your teacher and classmates can read your post.)



CONTENT: FORUM ACTIVITIES

Some activities ask you to join a discussion in the forum with your classmates. Sometimes you need to write your answer. Sometimes you need to record your voice.

1. When an activity asks you to use the forum, click **Show Dashboard** and choose **Forum** from the gold bar.
2. Navigate to the correct unit, lesson, and activity and open the forum discussion.
3. Read or listen to the forum prompt and click **Reply** to join the discussion.
4. For some activities, you need to write your answer in the box. For other activities, you need to click the microphone and record your voice.
5. When you have finished click **Post reply** to leave your message.
6. To comment on your classmates' posts, click **Comment** next to their messages.



CONTENT: PORTFOLIO

Some Online Workbook activities ask you to write some text to send to your teacher. Your classmates can't see this work.

1. Read the instructions and type your answer in the box.

C Write about two people you like to be around, and one person you don't like to be around. Use at least six of the personality traits in the list below.

Personality traits

aggressive, arrogant, eccentric, intelligent, laid-back, open-minded, narrow-minded, a pain, pushy, relaxed, self-confident, sensitive, sweet, talkative, thoughtful, touchy, weird

Check!

- Did you write about two people you like to be around?
- Did you write about one person you don't like to be around?
- Did you use at least six of the personality traits?

Sample answer

My nephew is very intelligent. As a scientist, he has to be very open-minded. He's always questioning things and looking for different ways to do things. He's also slightly eccentric, but in a fun way.

One of my friends is really talkative. I think he's the most talkative person I know. He's the person who always starts conversations at a party. You have to be very self-confident to do that.

One person I don't like to be around is one of my classmates. He's often very pushy and aggressive. For example, yesterday in class, he insisted his point of view was the right one. He didn't give anyone else a chance to speak. Usually, I am quite laid-back about things, but his behavior in class has been bothering me recently.

Student post:



Path:

Please add text into the Student post.

Attach file:

Choose File No file chosen Upload

Maximum file size: 5 MB

Allowed extensions: txt doc docx ppt pptx xls xlsx jpg jpeg gif png bmp pdf ogg oga ogv mp3 aac wav mp4 m4v mov

Add another item

Submit Save as draft Cancel

2. You can attach a file by clicking **Choose file** and then **Upload**.

3. When you have finished click **Submit** to send this work to your teacher. Choose **Save as draft** if you are not ready to send to your teacher yet.

CONTENT: TESTS

Tests work in a slightly different way to other kinds of content.

All tests are locked until your teacher unlocks them.

Test mode means you can only do the test once. **Practice mode** means you can do the test three times, so you can have another go at the questions you got wrong.

Click **Start test** to open a test. It will open in a pop up – so make sure your browser is set to allow pop ups from www.cambridgelms.org

After you have finished the test, click **End Test** to submit your answers. (Only use **Close** if you have not finished the test yet and do not want to submit your answers.)

When you exit the test, the pop up will close and your score will be displayed. Click **Refresh** if you can't see your score. It can take a few seconds for your score to display.

The image shows two screenshots of the Cambridge LMS interface. The top screenshot displays the 'Unit 5' progress page. It features a '5' icon, the text 'Unit 5 My Progress', and a progress bar showing '0%'. Below this, there are two rows of quiz information: 'Unit 5 Quiz - Practice Mode' (Visited) and 'Unit 5 Quiz - Test Mode' (Not visited). A red circle highlights the 'Test Mode' entry. The bottom screenshot shows the 'Touchstone Online Course Level 1 Unit 5 Quiz - Test Mode' page. It includes navigation links for 'Unit 1 A great read: Quiz - Practice Mode', 'Show Dashboard', and 'Unit 1 A great read: Writing quiz'. The main heading is 'Touchstone Online Course Level 1 Unit 5 Quiz - Test Mode'. Below the heading, it states 'You may only attempt this quiz once.' and shows 'Test score: -', 'Attempts remaining: 3', and 'Attempts allowed: 3'. A red circle highlights the 'Start test' button. At the bottom of the page, there are 'End Test' and 'Close' buttons, also circled in red. The main content area contains a reading passage: 'Listen to a man and a woman talking about their reading habits. Choose True or False for each sentence.' followed by five numbered questions with 'True' or 'False' radio button options. The bottom of the page shows a navigation bar for 'Unit 1 - Test Mode' with a grid of question numbers from 1 to 35, and navigation arrows.

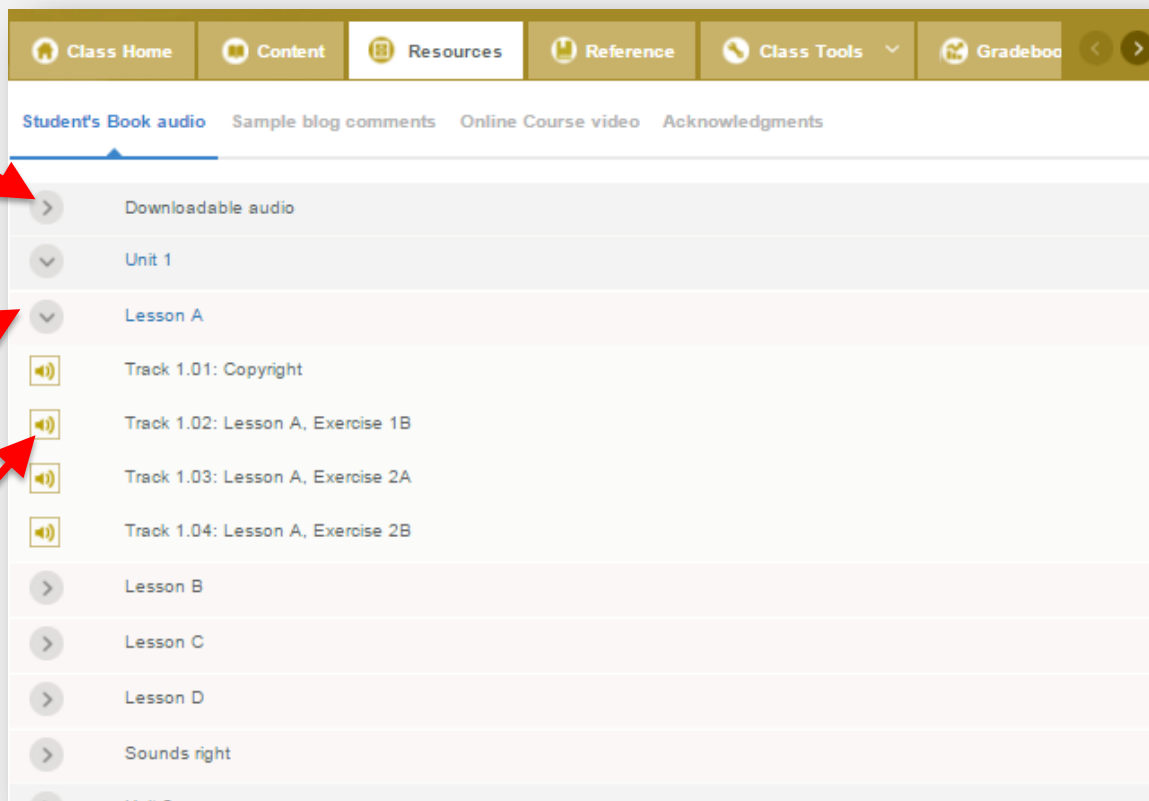
RESOURCES

The Resources section provides quick access to audio and video files. Download audio to study on the go. The Resource section also provides sample comments to the blog entries.

The **Downloadable audio** folder contains ZIP files of the audio files that you can download.

Click the arrows to open up each folder.

Click a track name to play it.



REFERENCE

The Reference section provides a quick summary of the language taught in the course.

The tabs contain summaries of the **Grammar, Vocabulary, Conversation strategies, Writing, and Speaking Naturally** (pronunciation) presentations in the course.

Click the arrow to open the folder for each unit.

Click the topic to display the summary of this presentation.

Unit 1 All about you

- Lesson B: Names
 - [The verb be: I, you, and we](#)
 - Lesson C: Personal information
 - What's . . . ? , It's . . .
- Unit 2 In class
- Unit 3 Favorite people
- Unit 4 Everyday life
- Unit 5 Free time
- Unit 6 Neighborhoods
- Unit 7 Out and about

Unit 1 All about you: Lesson B Names

The verb be: *I, you, and we*

I, you, and we are pronouns:

- Use *I* for yourself.
- Use *you* for another person / other people.
- Use *we* for yourself and another person / other people.

The verb *be* has contractions and full forms:

Contractions	Full forms
I'm	I am
you're	you are
we're	we are

Affirmative statements

Use pronoun + contraction of *be*:

I'm Jenny.
You're in Room G.

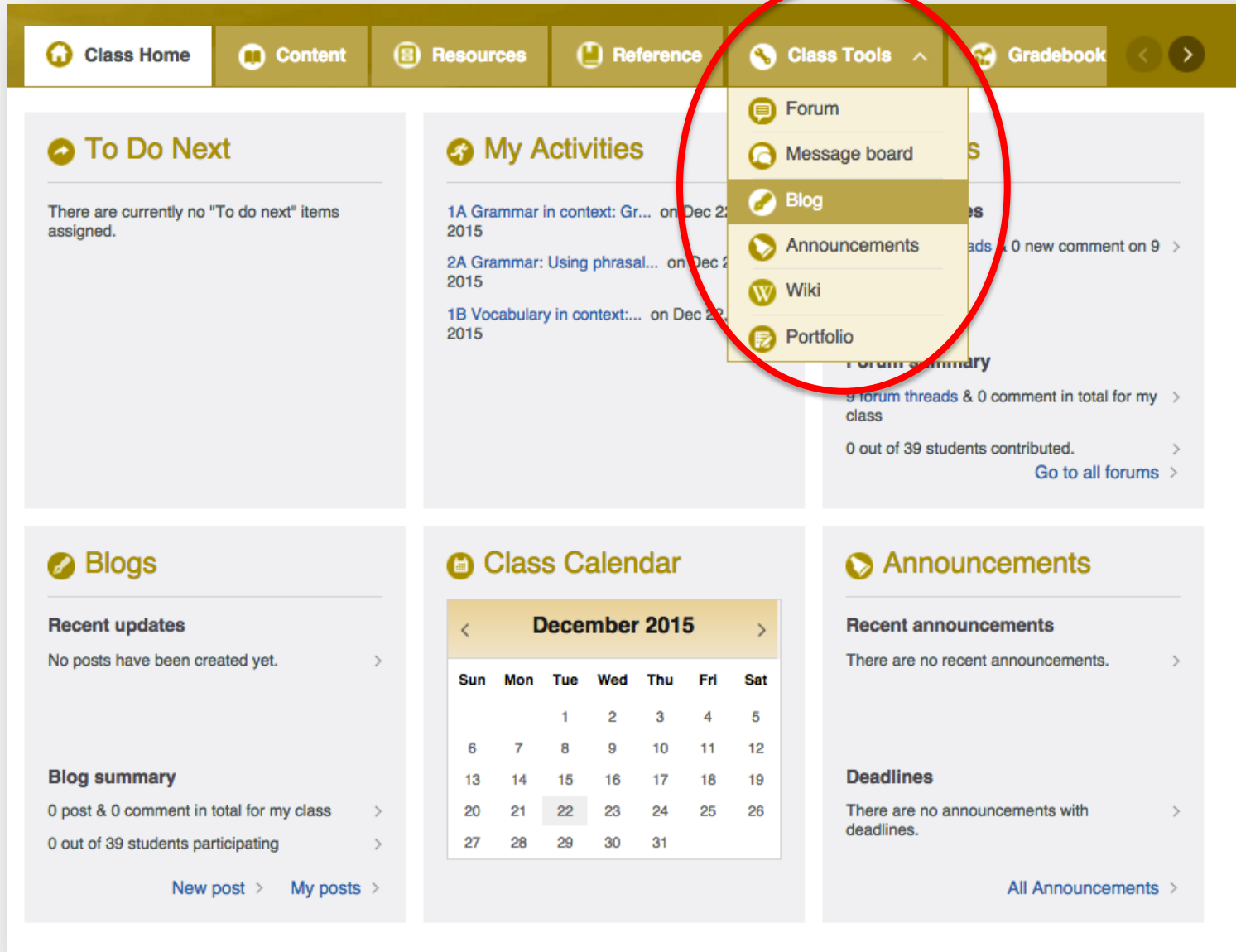
You can also look at the **Reference** section while doing the activities. Click **Show Dashboard** and then choose the **Reference** button in the gold bar.

Content Reference Forum Blog Resources

Lesson A: Lesson aims Hide Dashboard 1B Vocabulary in context: Phrasal verbs

CLASS TOOLS

This menu provides quick access to the communicative activities.



The screenshot shows a navigation bar with the following items: [Class Home](#), [Content](#), [Resources](#), [Reference](#), [Class Tools](#) (highlighted with a red circle), and [Gradebook](#). The 'Class Tools' dropdown menu is open, listing: [Forum](#), [Message board](#), [Blog](#) (highlighted), [Announcements](#), [Wiki](#), and [Portfolio](#).

To Do Next
There are currently no "To do next" items assigned.

My Activities
1A Grammar in context: Gr... on Dec 22 2015
2A Grammar: Using phrasal... on Dec 22 2015
1B Vocabulary in context:... on Dec 22 2015

Blogs
Recent updates
No posts have been created yet. >
Blog summary
0 post & 0 comment in total for my class >
0 out of 39 students participating >
[New post](#) > [My posts](#) >

Class Calendar
December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Announcements
Recent announcements
There are no recent announcements. >
Deadlines
There are no announcements with deadlines. >
[All Announcements](#) >

GRADEBOOK

The **Gradebook** shows you which content you have completed and what your grades are.

The screenshot shows the Gradebook interface with a navigation bar at the top containing 'Class Home', 'Content', 'Resources', 'Reference', 'Class Tools', and 'Gradebook'. Below the navigation bar, there is a 'Gradebook' header with a 'Back to class | Print' link. The main content area displays course information: 'Class ends: 31 Jan, 2016', 'Product: Viewpoint Level 2 Online Course and Online Workbook', and 'My progress: 20%' with a progress bar. Below this, there are two tabs: 'Score Details' (selected) and 'Time Details'. A table lists activities with columns for Title, Status, Score, and Progress. Red arrows point to various elements: one to the 'Gradebook' tab, one to the 'My progress' bar, one to the 'Score' column header, one to the 'Progress' column header, one to the 'Unit 1: A great read' row, and one to the attempt count '3' in the 'Lesson A: Memoirs' row.

Title	Status	Score	Progress
Online Course			
Unit 1: A great read	In progress	1 %	31 %
Unit 1: Overview	Completed	-	100 %
Lesson A: Memoirs	In progress	5 %	61 %
Lesson A: Lesson aims	Completed	-	100 %
1A Grammar in context: Autobiographies 3	Completed	0 %	100 %
1B Grammar in context: Autobiographies 3	Completed	0 %	100 %
1C Grammar in context: Autobiographies 1	Not started	-	0 %
2A Grammar: Avoiding repetition 1 3	Completed	0 %	100 %
2B Grammar: Avoiding repetition 1 1	In progress	20 %	50 %

Click the arrows to open the unit and lesson folders.

These numbers show you how many times you have attempted an activity.

My progress shows you how much of the course you have completed.

Progress shows what percentage of activities you have attempted.

Score shows what percentage of questions you got right.

NEED HELP?

See the **Support** page for guidance with common problems.

The screenshot shows a class dashboard with a navigation bar at the top containing: [Class Home](#), [Content](#), [Resources](#), [Reference](#), [Class Tools](#), and [Gradebook](#). The main content area is divided into six sections:

- To Do Next**: "There are currently no 'To do next' items assigned."
- My Activities**:
 - 1B Breaking records... on Dec 15, 2015 >
 - 1 Before you watch... on Dec 15, 2015 >
 - 3 After you watch... on Dec 15, 2015 >
- Forums**:
 - Recent updates**: 57 new forum threads & 1 new comment on 15 Dec, 2015 >
 - Forum summary**: 57 forum threads & 1 comment in total for my class > 1 out of 1 students contributed. >
- Blogs**:
 - Recent updates**: 1 new post & 0 new comment on 15 Dec, 2015 >
 - Blog summary**: 1 post & 0 comment in total for my class > 1 out of 1 student participating >
 - [New post](#) > [My posts](#) >
- Class Calendar**:

December 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
- Announcements**:
 - Recent announcements**: There are no recent announcements. >
 - Deadlines**: There are no announcements with deadlines. >
 - [All Announcements](#) >

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