


# STEP-BY-STEP GUIDE

## ESPAÑOL: HABLAR Y ESCUCHAR

How to supplement your curriculum with this resource:

STEP 1	WHAT IS IT?	HOW DO YOU USE IT?
<p data-bbox="110 531 480 594"><b>Upload the Español content into a <u>new</u> class.</b></p> <p data-bbox="110 657 474 688"><b>COURSE &amp; CLASS CREATION</b></p> <p data-bbox="74 709 99 741"><b>A</b></p>  <p data-bbox="168 1010 415 1041"><b>UPLOAD CONTENT</b></p> <p data-bbox="74 1062 99 1094"><b>B</b></p> 	<p data-bbox="548 489 1016 583">Our content is made to be uploaded as a whole course at one time into an empty class.</p> <p data-bbox="548 615 932 709"><b>Think:</b> What overarching <i>courses</i> am I teaching?</p> <p data-bbox="548 741 919 793"><i>For example:</i> I am teaching Español Level 1.</p> <p data-bbox="548 825 987 919"><b>Think:</b> When am I teaching Español Level 1 <i>classes</i>?</p> <p data-bbox="548 951 1003 1045"><i>For example:</i> I have Español Level 1 classes during Hour 4 and Hour 6.</p> <p data-bbox="548 1077 979 1171"><i>Whatever you do in one class, will be done in the other class(es) under the same course for you.</i></p> <p data-bbox="548 1203 1024 1350">Therefore, if you add the content into Hour 4 of Español Level 1, the content will also automatically be added into Hour 6 because they are in the same Español Level 1 course in the <b>HUB</b>.</p>	<p data-bbox="1065 489 1555 583"><b>A</b> Go into the <b>HUB</b> and create your overarching courses and the classes under those courses.</p> <p data-bbox="1065 615 1539 709"><b>B</b> Pick a class and upload the correct content language/level into the new, empty class*.</p> <p data-bbox="1065 741 1547 867"><i>*If you try to upload our premade activities into a class where you already have students and/or activities, it will not work.</i></p>
<p data-bbox="126 1507 459 1539"><b>Learn the chapter topics.</b></p> <p data-bbox="131 1623 454 1654"><b>CURRICULUM OVERVIEW</b></p> 	<p data-bbox="548 1455 651 1486"><i>(Page IX)</i></p> <p data-bbox="548 1518 1040 1738">This book is broken up into six chapters that are divided into three sections each. Since this is a supplemental listening and speaking resource, we tried to include level appropriate grammar in some of the activities and have listed them here.</p> <p data-bbox="548 1770 1019 1833"><i>Not all activities will include the possible grammar topics.</i></p>	<p data-bbox="1065 1455 1523 1581">Find your current teaching topic on the curriculum overview. Go to that chapter in the book and take note of the grammar we listed.</p> <p data-bbox="1065 1612 1547 1738">If your students do not know that grammar yet, you can teach it to them, modify the activities, or take out the activities that use that grammar.</p> <p data-bbox="1065 1770 1490 1864"><i>If you are an advanced SmartClass user, you can also opt to change the instructions.</i></p>

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## ESPAÑOL: HABLAR Y ESCUCHAR

### STEP 3

Understand the flow of the chapter.

#### CHAPTER INTRODUCTION



### WHAT IS IT?

(First page of every chapter)

The chapter introduction shows how the four language focuses are organized by color.

The three **Vocabulario** sections focus on activities around the overarching chapter topic.

The **Conversación** activities are a culmination of each vocabulary section theme with 1-2 partner/group activities.

The **Hablemos** section focuses on authentic language used by native speakers.

Each chapter ends with an **Evaluación** section to test your students on what they learned.

### HOW DO YOU USE IT?

Familiarize yourself with the layout of the chapter. This will help you learn the section topics that best align with what your students are learning.

Find the page numbers to help you easily navigate the chapter.

### STEP 4

View the chapter activities at a glance.

#### INDEX FOR TEACHERS



### WHAT IS IT?

(Second page of every chapter)

This index shows you the activity types and targeted language skills.

Activities that need your input or attention before assigning the activity to students are marked with an asterisk (\*) after the activity number.

Activities that are auto-graded by our system are marked with a double asterisk (\*\*) after the activity type.

### HOW DO YOU USE IT?

Use this index or the customizable filter program\* to decide which activities you want to assign to your students.

Then, review those activities in the book before assigning them. *You can also open the **HUB** and preview each activity before assigning it.*

\*[www.robotelusage.com/activityIndex](http://www.robotelusage.com/activityIndex)

o

<https://faq.robotel.com/knowledge/Additional-Resources>

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## ESPAÑOL: HABLAR Y ESCUCHAR

### STEP 5

Look over the chapter vocabulary.

#### CHAPTER VOCABULARY LIST



### WHAT IS IT?

(Third page of every chapter)

This list is in the teacher handbook towards the front of each chapter. There is also a copy in the **\*Vocabulario** folder at the very bottom of the course in the **HUB**.

For your students, it is a viewing activity in the **HUB** at the beginning of each chapter section.

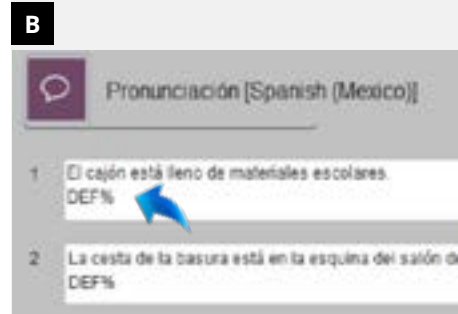
### HOW DO YOU USE IT?

Compare the vocabulary words here with which words they already know and the words you intend on teaching them.

### STEP 6

Take a closer look at the "Vocabulario" section.

#### VOCABULARY ACTIVITIES



### WHAT IS IT?

**A** You'll notice the first four activities are the same in every chapter. This allows the students to focus on learning the vocabulary needed to complete the activities.

The rest of the activities naturally progress in rigor and use a wide variety of templates to keep your students engaged.

### HOW DO YOU USE IT?

Pay attention to the .3 *Pronunciación (Pronunciación)* and .4 *Text Match (Asociar textos)* activities as they need additional information from you in the **HUB** prior to being assigned to your students.

*In Unidad 1 they are the .2 and .3 activities.*

**B** For all *Pronunciación - Fichas* activities: In each text box, write the translation of the word or phrase in your language after the DEF%. Now, if students click on the definition button, they will see the vocabulary word or phrase in their language.

*For example:*

**You read:**  
El cajón está lleno de materiales escolares.  
DEF%

**You type the translation:**  
DEF% The drawer is full of school supplies.

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## ESPAÑOL: HABLAR Y ESCUCHAR

### STEP 7

Take a closer look at the “Paso a Paso” charts.

#### PASO A PASO CHARTS



### WHAT IS IT?

In some of the sections, you will find a chart that breaks down a particular vocabulary or grammar topic that relates to the vocabulary.

Certain charts are provided as they directly affect the activities that follow them.

### HOW DO YOU USE IT?

These charts are added in the **HUB** for students in the same place that you see them in your book. Please teach this concept before having your students do the activities.

### STEP 8A

Take a closer look at the “Conversación” section.

#### CONVERSATION ACTIVITIES



### WHAT IS IT?

Each section is concluded with partner or group conversations to work on natural language skills and the vocabulary from the chapter.

Some conversations have a follow-up activity where the students share information learned from the conversation activity. *See Activity 4.2.19.*

### HOW DO YOU USE IT?

You can do these activities using the **HUB** or as a **LIVE Pairing/Grouping** activity. Pair/group your students according to the activity directions.

If you have the **LIVE** platform, complete the pairing/grouping options first in the **LIVE**, launch the recorder at the bottom right, enter a name for saving purposes, and hit record. If the directions tell you to switch the partners so the students can talk with another partner, you will have to save the recordings, re-pair/group the students, and relaunch the recorder at the start of each new pairing.

For follow-up activities like 4.2.19, you can do this in the **HUB** or have a few students share with the entire class. You can also do this as a **LIVE Presentation** activity.

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### STEP 8B

Take a closer look at the conversation activity student worksheets.

#### PRINTABLE WORKSHEETS



#### WORKSHEETS IN THE HUB



### WHAT IS IT?

There are student worksheets for each conversation activity. These worksheets allow the students to see the conversation topic and gives them a place to record their answers.

### HOW DO YOU USE IT?

- A** Print the **Actividades de conversación** worksheet(s) from the **Recursos de Español** <https://faq.robotel.com/knowledge/Additional-Resources>.
- B** All worksheets are also in the **HUB** for students to follow along if you choose to have them write on a separate sheet of paper instead.

### STEP 9

Take a closer look at the “Hablemos” section.

#### INTERVIEWS & ACTIVITIES



### WHAT IS IT?


In this section, you will find authentic, unscripted interviews with native speakers followed by activities for your students to complete.

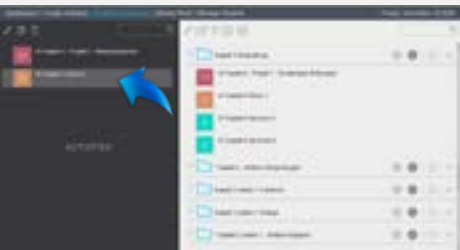
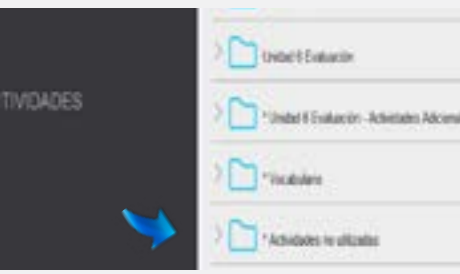
### HOW DO YOU USE IT?

Explain to your students that the language is fast, there will be slang and words they may not know, and possible grammatical errors. They may have to listen to the interviews multiple times in order to complete the activities.

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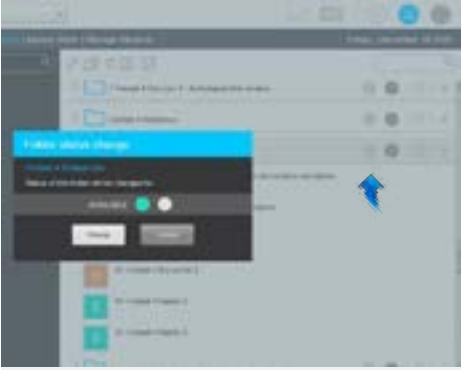
## ESPAÑOL: HABLAR Y ESCUCHAR

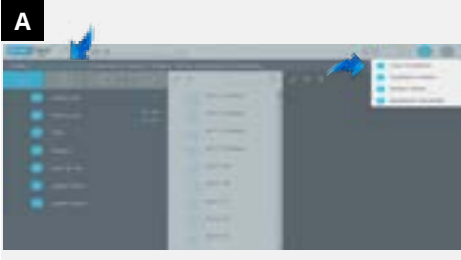
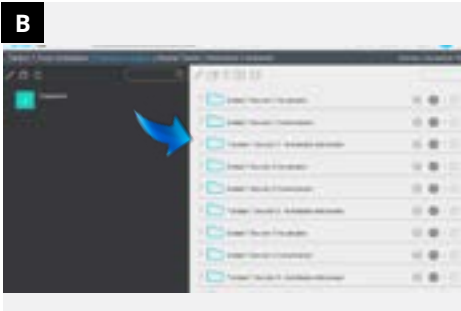
STEP 10	WHAT IS IT?	HOW DO YOU USE IT?
<p>Take a closer look at the "Evaluación" section.</p>	<p>Each chapter will end with an assessment section that consists of two of each of the following: project ideas, listening activities, and speaking activities.</p>	<p>For some projects, there may be things that you need to do or decide on before assigning them.</p>
<p><b>ASSESSMENT ACTIVITIES</b></p>	<p>"Hablar 2" is always a follow up to the very first activity from either Section 1 or 2.</p>	<p>You may choose to use any of these activities in addition to or in place of your normal assessment.</p>
		

STEP 11	WHAT IS IT?	HOW DO YOU USE IT?
<p>Prepare the HUB activity folders.</p>	<p>Once you have decided which activities you want your students to complete, prepare the folders with those activities in the HUB.</p>	<p><b>Option 1:</b> You can leave all of the activities in the folder and tell your students which ones they should and should not do.</p>
<p><b>HUB FOLDER PREPARATION</b></p>		<p><b>A</b> <b>Option 2:</b> Move the activities that you do not want to assign out of the folder into the column to the left.</p>
<p><b>A</b></p> 		<p><b>B</b> If you do this, we recommend keeping any activities that you may not want in the last folder in the HUB titled <i>*Actividades no utilizadas</i>.</p>
<p><b>HUB UNUSED ACTIVITIES</b></p>		<p>Should you decide that you want to use them in the future, you can pull these activities out of this folder and put them back into an <i>unassigned</i> chapter folder.</p>
<p><b>B</b></p> 		

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STEP 12	WHAT IS IT?	HOW DO YOU USE IT?
<p>Assign the HUB folders to your students.</p>	<p>In order for the activities to be completed by the students, you need to assign the entire folder.</p>	<p>Click on the checkmark and then the change button in order to make the activities within the folder available to your students. The status of the folder is now "assigned" when the checkmark turns green.</p>
<p><b>FOLDER STATUS</b></p>		<p>To learn how to grade your students' completed activities, <a href="#">watch this video</a>.</p>
		

OPTIONAL STEP	WHAT IS IT?	HOW DO YOU USE IT?
<p>Add your own activities and resources.</p>	<p>This is a blank folder where you can create* and add your own activities for your students.</p>	<p><b>A</b> Go to the <b>Create Activities Dashboard</b> in the HUB (either using the path or the Home button drop-down menu).</p>
<p><b>CREATING ACTIVITIES IN HUB</b></p>	<p>There is a blank folder in Sections 1, 2, 3, and Assessment of every chapter:</p>	<p>Upload your Media File or author your own Media File in the HUB.</p>
<p><b>A</b></p> 	<p>*Unidad (#) Sección 1 - Actividades Adicionales            *Unidad (#) Sección 2 - Actividades Adicionales            *Unidad (#) Sección 3 - Actividades Adicionales            *Unidad (#) Evaluación - Actividades Adicionales</p>	<p>Create your new activity.</p>
<p><b>BLANK FOLDERS IN HUB</b></p>	<p>*Should you want assistance in creating your own activities, use our <b>Learning SmartClass videos</b>. <a href="https://faq.robotel.com/knowledge/learning-smartclass">https://faq.robotel.com/knowledge/learning-smartclass</a></p>	<p><b>B</b> Drag your activity into the correct folder.</p>
<p><b>B</b></p> 	<p>We also have trainers and pedagogical mentors ready to serve you.            Write to: <a href="mailto:service@robotel.ca">service@robotel.ca</a></p>	