

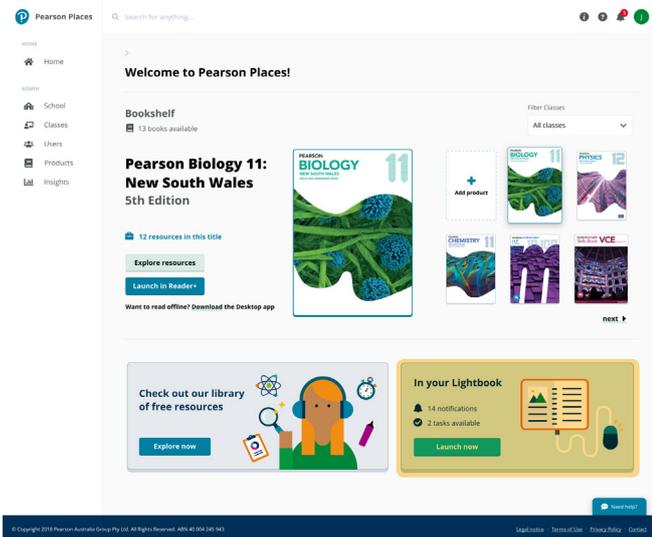
Lightbook- Access & Setup

This guide you'll learn now to access and setup Lightbook through Pearson Places

Lightbook- Access & Setup

Access

1. Login to Pearson Places
2. Click on the "Launch Now" button in the Lightbook banner to start using Lightbook. If the Lightbook banner is not appearing for you then Lightbook access may not have been added to your account. Check with your school administrator or where you purchased Lightbook from for assistance, or contact our helpdesk and we'll look into it for you.

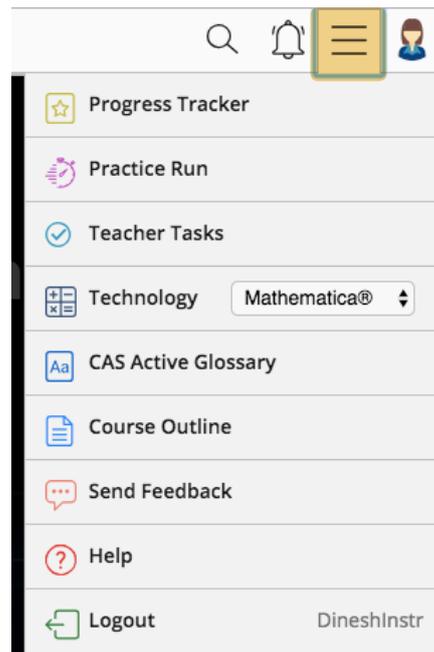


3. You can select which Lightbook to access in the next page

Access Lightbook Technology options (Maths only)

The content in a Maths Lightbook changes depending on what type of technology you use.

4. To access the Technology settings, select the menu from the top navigation bar.



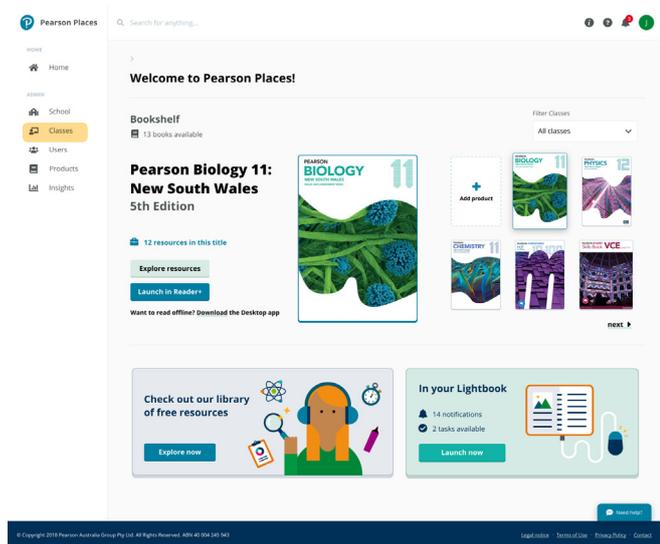
5. From the **Technology** dropdown select either ClassPad, Mathematica or TI-Nspire CAS
6. From the menu, you can also access the Progress Tracker, Practice Run, Teacher Tasks, the Course Outline, glossaries, an option to send us feedback, help information, and Logout.

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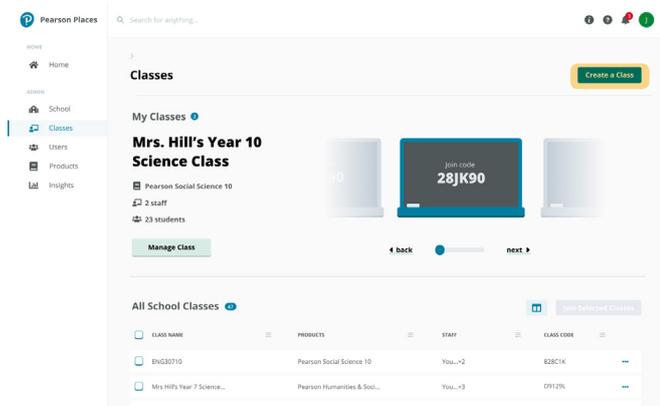
Create a class (Teacher only)

For further information please refer to the guide: Set up a class and a class code

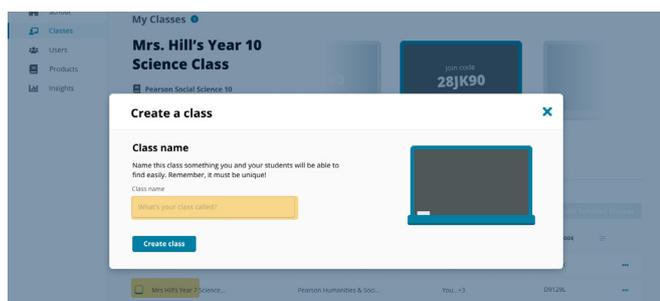
7. Log in to Pearson Places
8. Click on the '**Classes**' button on the side navigation



9. Click on the "**Create a class**" button on the top right hand corner

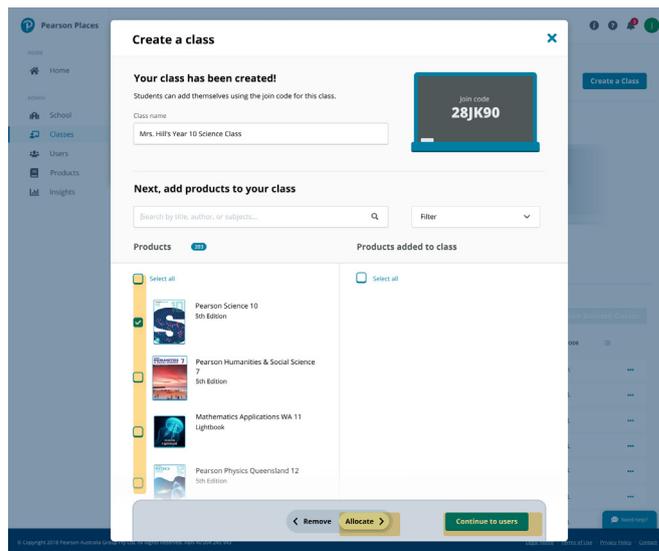


10. Name your class
11. Click on the "**Create a class**" button



Add products to the class

1. Select the products you want to add to your class from the list on the left.
2. Click on the '**Allocate**' button to add the book/product to your class. If you need to remove a product from your class list (right-hand side), please click on the checkbox of the selected product and click '**Remove**'
3. Click '**Continue to users**'



Add or remove class members

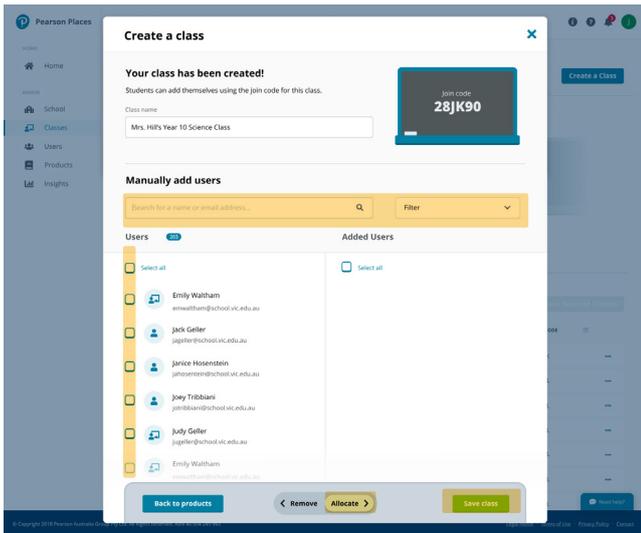
You can manually add students and staff members from your school into your class, or generate a "join code" that students can enter to easily add themselves to your class.

If you are planning on using the join code option, just make a note of the code displayed in the top right of the screen and select 'Finish and close' at the bottom of the screen. You can now skip to the "Students joining a class using a class code" section below.

To manually add or remove students or staff to your class, please follow the steps below;

4. Select the members in the list you wish to add in your class. You can use the filter to narrow down your results.
5. Click on the '**Allocate**' button to add them to your class. If you need to remove anyone from your class list (right-hand side), click on the checkbox of the selected student and click '**Remove**'.
6. Once you have finished click on "**Finish and close**"
7. Your class will be created with and classroom code will be generated and other students can use this to join your classroom themselves. Read on to learn more.

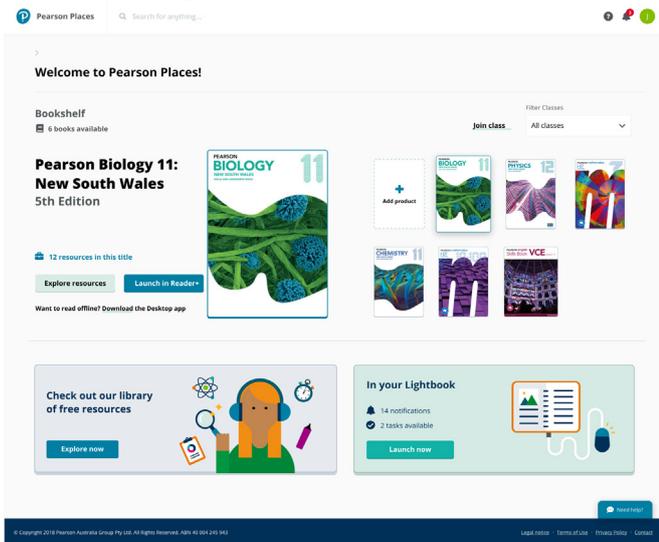
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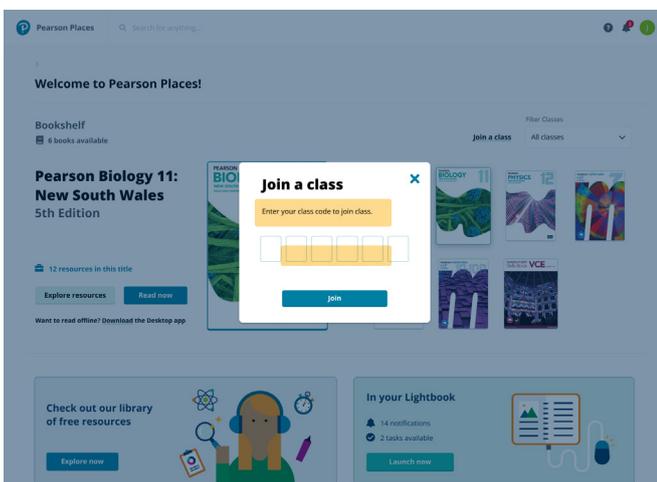
4. Select '**Join class**'.
5. The student has joined your class and will now appear in your class list

Students joining a class using a class code

1. Ask the student to log into Pearson Places.
2. Click on the '**Join a class**' button on the top right of the homepage.



3. Type in the 6 digit class code.



FAQ

The Lightbook banner is not appearing for me at all. How do I access it?

If the Lightbook banner is not appearing for you then Lightbook access may not have been added to your account. For assistance, check with your school administrator or where you purchased Lightbook from, or contact us on the details below and we'll look into it for you. You can reach out to us via livechat or:

Phone: 1300 473 277

Email: help@pearson.com.au

When I select the Lightbook banner, my Lightbook is not appearing on the list.

If the Lightbook is not appearing for you then access for that Lightbook may not have been added to your account. For assistance, check with your school administrator or where you purchased Lightbook from, or contact us on the details below and we'll look into it for you. You can reach out to us via livechat or:

Phone: 1300 473 277

Email: help@pearson.com.au

If you have any difficulties or need assistance, please contact us;
Phone: **1300 473 277** Email: **help@pearson.com.au**



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