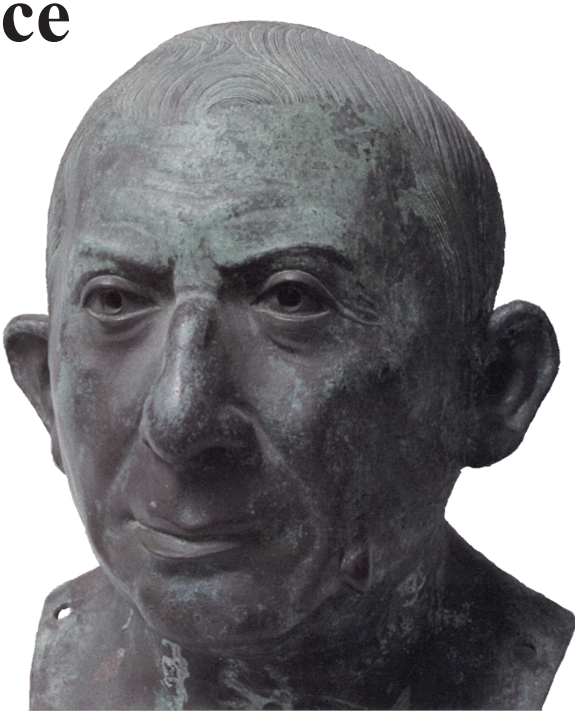
Book I

E-Learning Resource



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CAMBRIDGE LATIN COURSE

Book I
E-Learning Resource

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Introduction

Welcome to the *Cambridge Latin Course Book I E-Learning Resource*. The Resource supports a single independent learner using Book I of the *Cambridge Latin Course*. With an upgrade to a multi-user site licence from the Cambridge School Classics Project (CSCP) the Resource also supports teachers and students using the software in a classroom environment. **All users of the DVD will need a copy of the textbook (ISBN 978-0-521-63543-1).** The textbook is available from bookshops or directly from Cambridge University Press (www.cambridge.org/9780521635431). To request a multi-user site licence, please contact CSCP by email (Office@CambridgeSCP.com), by phone (01223 361458) or by post (CSCP, 11 West Road, Cambridge CB3 9DP).

Intended Users

The Resource has been designed for a range of users:

- with the *single-user licence*
  - an independent learner studying Latin alone
- with the *multi-user site licence*
  - specialist Latin teachers
  - non-specialist teachers delivering Latin to a class of students
  - students learning with a specialist Latin teacher
  - students learning with a non-specialist classroom teacher
  - multiple independent learners on a single site.

The Cambridge Latin Course

The *Cambridge Latin Course* is the UK's most successful Latin course, with over 3,000,000 copies sold. A story-based reading course, it traces the lives of a group of characters in the Roman world of the first century AD. Language and culture are integrated from the very outset by using as much authentic Roman subject matter as possible. The Course is set firmly in a Roman context and frequently introduces historical characters. Its systematic presentation of social, political and historical aspects of Roman culture is both a valuable part of general education and an essential preparation for the reading of Roman authors. The Course therefore presents language not as an end in itself, but as a means of gaining access to literature and to the culture from which it springs.

Book I is set in the city of Pompeii, shortly before the eruption of Vesuvius. For those who continue their studies, further books in the Course take the reader to Roman Britain, Egypt and imperial Rome. These books lead to the study of original Latin literature and GCSE examination.

Book I forms a coherent programme of study in its own right (see **Content of Book I**, p. 5), with formal assessment available at Stages 4 and 8 and at its conclusion (see **Assessment and Accreditation**, p. 6).

Specialist support for both teaching and learning with the *Cambridge Latin Course* is provided by the University of Cambridge School Classics Project (CSCP), which offers advice, training and distance tutor provision to both schools and individuals. Further details of the support available can be found in the **Specialist Support** section (p. 11) and at www.CambridgeSCP.com.

Content of Book I

Book I is divided into 12 Stages (or chapters). The main language features of Book I include:

- nominative, accusative and dative cases, singular and plural, using nouns of the 1st, 2nd and 3rd declensions
- present, imperfect and perfect tenses, all persons, using verbs of the 1st, 2nd, 3rd and 4th conjugations
- word order
- personal pronouns
- intransitive verbs
- comparatives and superlatives
- questions.

The main civilisation topics include:

- Roman families
- houses
- daily life
- the town of Pompeii
- the forum
- the theatre
- slaves and freedmen
- life and death
- gladiators
- the baths
- schools
- local government and elections
- the eruption of Vesuvius; the destruction and excavation of Pompeii.

Assessment and Accreditation

Formal assessment tests are offered at the end of Stages 4, 8 and 12 as follows:

- Attainment Tests at the end of Stages 4 and 8 assess a student's ability to translate the language up to those Stages. The Attainment Tests are contained in the *E-Learning Resource*.
- Graded Tests at the end of Stage 12 assess a student's understanding both of the language and of the cultural content of Book I. For a Graded Test Booklet, please contact the Cambridge School Classics Project by email (Office@CambridgeSCP.com) or download an order form directly from the Shop area at www.CambridgeSCP.com. Graded Test Booklets are only available to schools.

Certificates are available to schools for Stages 4 and 8 upon request, and for Stage 12 upon receipt of a moderated Graded Test mark list. A small charge is made for certificates.

Electronic Activities

The Resource houses approximately 1,000 activities in a number of media and of various types, marked with standard icons:

simple text and image screens

videos (short story and Stage introductions, dramatisations and documentaries)

audio-based materials

question-and-answer activities

interactive, including drag and drop, materials

teaching activities

print resources (such as Teacher's Notes and Activity Sheets)

web links.

Duration of Activities

The activities vary in length from 30 seconds to 1 hour, but the majority last 4-5 minutes, enabling study via different media in any one Session. The duration given to an activity is a suggested duration only – users should devote the time they feel is warranted to any given activity. No duration is given to scripts for videos, teacher's notes and notes for independent learners, exploring activities, web links and certain extension activities where it is neither possible nor desirable to suggest a duration.

Source for Activities

The majority of the activities on the Resource have been newly commissioned for the DVD. Teachers who are familiar with the *Cambridge Latin Course* will be aware that some activities are digital adaptations of activities found in the *Independent Learning Manual* and the *Worksheet Masters* for Book I. Where such activities have been used in the Resource, their content has often been altered for the new medium, resulting in changes such as the addition, removal or reorganisation of individual questions.

Access to Answers

Teachers should be aware that the Resource contains the answers to many activities in the textbook and its associated print materials. Full translations of all stories in Book I are found in the Teacher Courses, the Independent Learner Course and the By the Book Course. Access to these Courses is available through password-protected log-in as a Teacher or an Independent Learner only. Users logged in as students do not have access to these Courses. The majority of the textbook's Practising the Language activities have also been reproduced in electronic format. Teachers who are concerned about student access to these materials should discuss the situation with their network manager and take appropriate steps to limit student access as desired.

Courses

A series of Courses (routes through the activities) has been built in to the software. Each Course comprises a series of carefully constructed lesson plans and provides direct links to the prescribed activities. The By the Book Course is an exception (see p. 10). The single-user licence gives access to the Independent Learner Course only. The multi-user site licence gives access to all Courses.

Teacher and Student Courses

For teachers and students studying in a classroom environment, there are two Courses each:

- a Long Course, which contains 50 one-hour Sessions, providing time for thorough study of the language and civilisation
- a Short Course, which contains 36 one-hour Sessions, allowing the study of Book I in one academic year at one Session per week.

The Courses are divided into 12 Stages, matching the 12 Stages of the textbook. If a change of pace is required, it is possible to move between the Long and the Short Courses at the end of each Stage. Sessions contain approximately 45-50 minutes of material, so that groups may have time to start and end the lesson properly, as well as time for discussion. The Teacher Courses are identical to the Student Courses, but with additional items such as Teacher's Notes, Scripts and answers to certain Activity Sheets and Assessment Exercises. The Teacher Courses have been designed for use by nonspecialist teachers.

Extension Activities

All Sessions contain Extension Activities for students who complete the prescribed activities within the designated hour. These activities have been designed to further a student's investigation of the material covered within the Session, without introducing the contents of later Sessions.

Homework

Most Sessions also contain suggested activities for homework. None of these activities requires computer access and they are predominantly print-based. While these homework activities have been designed as optional rather than compulsory elements of the Course, they provide important opportunities for students to consolidate their knowledge and, in situations where Latin is being studied only once a week, the benefit gained from consolidation between lessons should not be underestimated.

Support

The Teacher's Courses have been designed for use by non-specialist teachers. Many schools using the Resource also make use of subject specialist support from the Cambridge School Classics Project. For more information see the **Specialist Support** section (p. 11) or visit www.CambridgeSCP.com and select the Start up a Latin Class section.

By the Book Course

Teachers also have access to the Book Course. This Course is designed for teachers with a good knowledge of the structure of Book I and divides the activities in each Stage into the following sections: Introduction, Stories, Language, Civilisation, Completion. It is hoped that this arrangement of the activities will allow teachers experienced in using Book I to quickly identify activities appropriate for specific learning aims.

Independent Learner Course

For independent learners, a 50-Session Course provides a guided route through the study of Book I. Each Session is designed to last about an hour and a half. The Course leads the learner through both electronic activities and activities within the textbook. Extension Activities are provided in each Session for those learners who wish to pursue their studies further. Distance teaching support is available from the University of Cambridge: for more information see the **Specialist Support** section (p. 11) or visit www.CambridgeSCP.com.

Specialist Support

Schools

The Cambridge School Classics Project (CSCP) has been supporting Latin in schools for over 40 years. Since 2000, CSCP has helped schools without Latin teachers establish Latin through the use of electronic resources and distance teacher support. Many schools choose to run extra-curricular Latin classes once a week, but Courses may vary in length from a few weeks up to a 4-year GCSE Course. CSCP also provides accreditation for its Courses through the University of Cambridge. Full details of the help which CSCP offers is available at www.CambridgeSCP.com or email the Online Support Manager at OSM@CambridgeSCP.com.

Independent Learners

The University of Cambridge organises distance e-tutoring through Books I, II and III of the *Cambridge Latin Course* and from there to GCSE and AS level. Students follow the Independent Learning Course on the *E-Learning Resource* and submit work to e-teachers via private conference boards on the internet. Students can begin whenever they choose, progress at whatever pace they desire and anyone of any age or background is welcome. For further details, please visit www.CambridgeSCP.com or email the Online Support Manager at OSM@CambridgeSCP.com.

Installation

The *E-Learning Resource* can be run directly from the DVD or installed onto standalone or networked PCs and Apple Macintosh computers. To install the Resource onto your computer, you will need to have 5Gb of hard disc space available. (The Book II Resource can be combined with a previously installed Book I Resource, or installed separately.)

PC

Insert the DVD into your DVD drive. The installation routine should auto-run, but if it does not, double-click 'PC_installer.exe' and follow the instructions.

Mac

Insert the DVD into your DVD drive. Double-click 'Mac_installer.osx' and follow the instructions.

PC and Mac

Because there is a large number of files on the DVD, the software installation may take 20 minutes or longer, depending upon the speed of your computer. It is recommended that you restart your computer after installing the software. Should the installer fail to operate, simply locate the 'CLC E-Learning Resource' folder on the DVD and drag it onto your computer.

Network Installation

Network managers should be aware that the software contains facilities for teachers to change passwords and to create and save playlists of activities. To use these facilities, teachers will need read/write privileges to the following text files only:

- prefs.txt (located in the CLC E-Learning Resource\Content\Data folder)
- any text files in the 'playlists' folder (CLC E-Learning Resource\Content\Playlists).

Students require read-only access to the software.

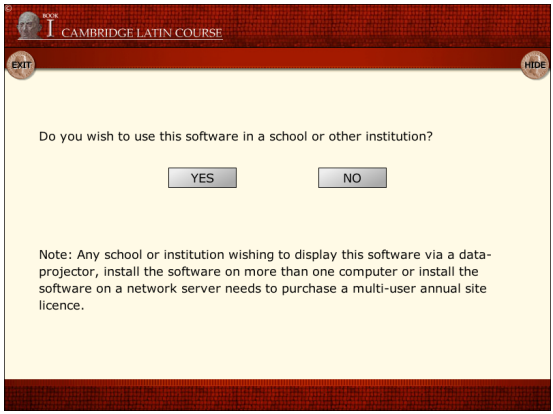
Network managers should also be aware that the software checks for an internet connection on start-up by attempting to download a small text file. The software therefore needs to have the necessary privileges to be able to access the internet. If access to the internet is not available, most aspects of the software will function correctly, but online registration and playlisting will be inaccessible to the teacher.

Installation Support

Should you encounter any problems with the installation, please email eCLC@CambridgeSCP.com.

Licensing and Logging In

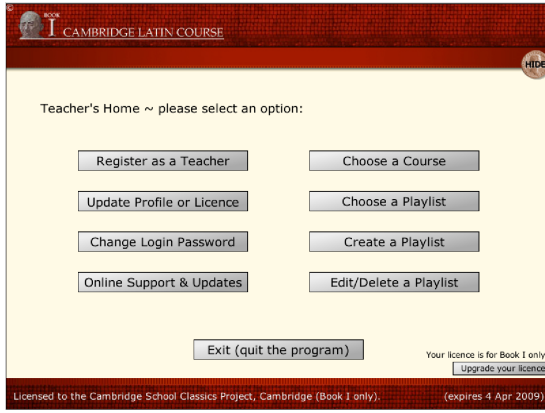
When you launch the *Cambridge Latin Course Book I E-Learning Resource* for the first time, you are asked whether you have a multi-user site licence for the software. Use of the software in a school or other institution requires a multi-user site licence. The multi-user site licence gives access to the Student, Teacher and By the Book Courses and can be obtained from the Cambridge School Classics Project (see **Introduction**, p. 3).



If you do not intend to use the software in a school or other institution, click **No**, enter your name and the default password *tiro*. You will be taken to the Independent Learner's Home Page (see page 18).
If you intend to use the software in a school or institution, or if you wish more than one person to view the software, click **Yes** and follow the onscreen instructions. Once you have entered your licence number and security code, you will be taken to a log-in screen allowing you to log in as a student, teacher or independent learner.

No password is required to access the software as a student. Since teachers and independent learners have access to all answers, access for these users is password-protected. The default password for teachers is . , and for independent learners is . . [Please contact the CSCP Office (01223 361458) for the default passwords - for security reasons they are not printed in the online edition of this booklet.]

Teacher's Home



The Teacher's Home Page gives teachers access to all aspects of the
software.

Register as a Teacher

Registering as a teacher enables you to:

- store your playlists online – your students can access them from any computer connected to the internet (e.g. you will be able to create playlists at home and use them on the school network without having to transfer any files)
- receive an email whenever we release an update to the program.

When you register, you will be asked to supply an online username. Once you have registered, you will be given an individual Teacher ID number. This information allows us to establish an online area for your playlists, which only you will have access to. Please write down your username and ID number and keep them safely.

Please note that we will not, under any circumstances, disclose your details to a third party.

Update Profile or Licence
Updating your profile gives you options such as changing your contact details. Also use this area if you have upgraded or renewed your licence by telephone or post.

Change Login Password
You have the facility to change the password for teachers logging in to the software. Please note that this will change the password for **all** teachers who log in to the software on a network. We strongly advise you to supply an email address to which your new password may be sent, should you forget it.

Online Support & Updates
From time to time we will release updates to the software. We will also provide online support to users and network managers.

Choose a Course
Click here to access one of the six Courses supplied with the software. For more details on the Courses themselves, see pages 9-10 of this booklet. For details on navigating a Course, see **Choosing a Course** on page 19.

Choose a Playlist
Access playlists that you have created and stored either online or on your computer. See **Choosing a Playlist** on pages 33-4 for full details.

Create a Playlist
Create your own list of activities in advance of a lesson. You may then play the activities back to the students as part of your whole class teaching or allow students to work through the playlist at their own pace on one or more computers. See **Creating a Playlist** on pages 26-30 for full details.

Edit/Delete a Playlist
Edit or delete a playlist which you have previously created. See **Editing or Deleting a Playlist** on pages 35-6 for full details.

Exit (quit the program)
Click here to close the software.

Student's Home

The Student's Home Page gives students access to the following features of the software.

Choose a Course

Click here to access the Student Long Course or the Student Short Course supplied with the software. For details on navigating a Course, see **Choosing a Course** on page 19.

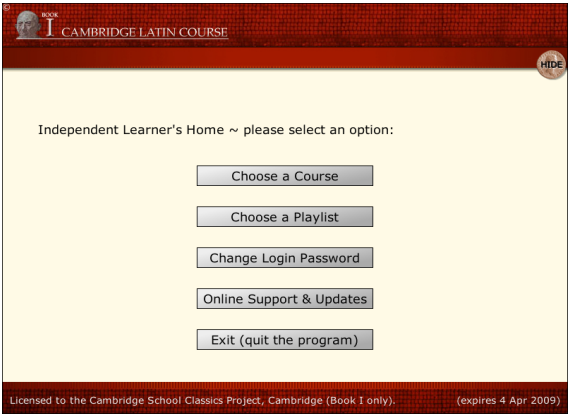
Choose a Playlist

Access playlists that your teacher has created and stored either online or on your computer. To access playlists that your teacher has stored online, you will need to know your teacher's ID number and the number of the particular playlist your teacher wants you to use.

Exit (quit the program)

Click here to close the software.

Independent Learner's Home



The Independent Learner's Home Page gives access to the following features of the software.

Choose a Course

Click here to access the Independent Learner's Course supplied with the software. For more details of the Course itself, see page 10 of this booklet. For details on navigating a Course, see **Choosing a Course** on page 19.

Choose a Playlist

If you are studying with the support of a teacher, you may access playlists that your teacher has created and stored either online or on your computer. To access playlists that your teacher has stored online, you will need to know your teacher's ID number and the number of the particular playlist your teacher wants you to use.

Change Login Password

You have the facility to change the password for logging in to the software as an independent learner. If you are using the software on a network, please note that changing the password will affect **all** independent learners and should only be carried out in consultation with a member of staff. We strongly advise you to supply an email

address to which your new password may be sent, should you forget your old one.

Online Support & Updates

From time to time we will release updates to the software. We will also provide online support to users here.

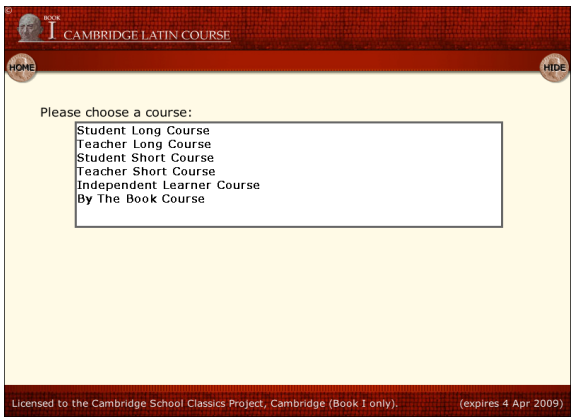
Exit (quit the program)

Click here to close the software.

Choosing a Course

From your Home Page, click **Choose a Course**. (Throughout the *E-Learning Resource*, single clicks only are required. Clicking twice will result in the software attempting to carry out an instruction twice and will therefore slow down the response of the software.)

Please note that the following notes show screen shots taken from the teacher's access to the software. Certain options and information shown in the screen shots may not be available to students or independent learners.



To access a Course, click its title in the list.

Choosing a Book

If you have combined your installation of the *Book I E-Learning Resource* with an installation of the *Book II E-Learning Resource,* you will be able to choose either Book I or Book II by clicking the appropriate icon. If you have installed the *Book I E-Learning Resource* independently, click the Book I icon.

Choosing a Stage

You will now be shown a list of the Stages that make up the Book you have selected. Moving the mouse cursor over the Stage icons will display rollover text which contains notes for both teachers and students. If you access the software as a student or an independent learner, the teacher's notes will not be displayed.

To access a Stage, click the relevant Stage icon. To return to the Book or Course option screens, click the Book or Course coins in the top left of the screen.

Choosing a Session

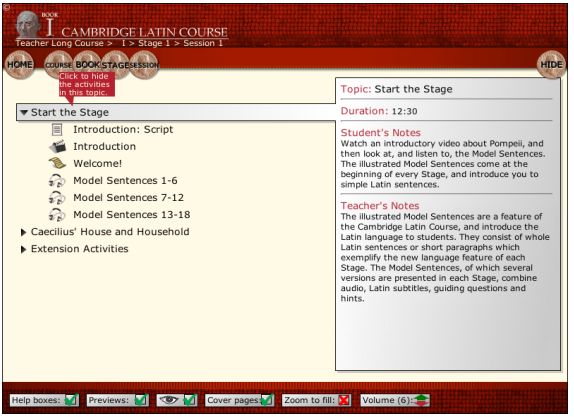
Clicking a Stage icon will take you to an individual Stage menu screen, where you will be presented with a choice of Sessions. For example, Stage 1 contains two Sessions.

Rolling the mouse cursor over a Session displays notes about that Session. A Session contains a set of Activities organised into Topics. Sessions are designed to be worked through in sequence. Those in the Teacher and Student Courses are designed to be approximately 45-50 minutes long, although the first Sessions are a little shorter, to allow time for administrative tasks such as the distribution of textbooks.

To open a Session, click on the relevant Session icon. To return to the Stage option screen, click the Stage coin at the top of the screen.

Choosing a Topic

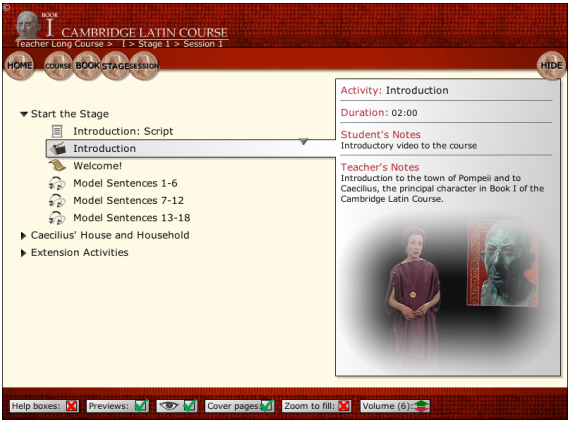
The activities in a Session are brought together into a small number of Topics, each designed to last about 15 minutes. Roll your mouse over the Topic title to display information about the Topic.



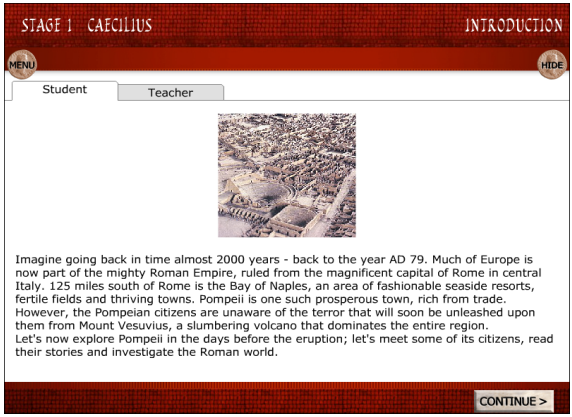
Click a Topic title to open up the list of Activities contained within the Topic. Alternatively, to return to the Session option screen, click the Session coin at the top of the screen.

Choosing an Activity

Activities are arranged in the order they should be attempted. Roll your mouse over an Activity title to display details about the Activity. If you have ticked the **Preview** box at the bottom of the screen, a preview of the Activity will appear in the bottom right of the screen.

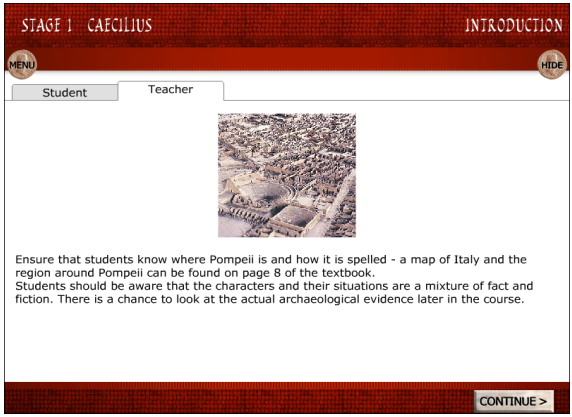


To run an Activity, click its title. Notice the **Cover pages** tick box at the bottom of the screen. If you turn the cover page on, you will be taken to a page of information which serves as a preview to the Activity which follows.



Once you have read the information on the cover page, click the CONTINUE button to go to the related Activity.

If you are using a Teacher's Course, the cover page will also feature a Teacher tab. Click this tab to show a teacher's note on the Activity which follows.



Features of the *E-Learning Resource*

Help Features

Throughout the Activities there are a number of features that you may find helpful. They appear as three coin icons in the top right corner of the screen. **Please note that not all of the features will be available for each Activity.**

HOW Coin

If you are unsure of what you are required to do in the Activity, you can click on the HOW coin. This will reveal written instructions on how to complete the Activity.

NOTE Coin

If you need help completing a particular Activity, click the NOTE coin to reveal tips and guidance.

ABC Coin

Clicking the ABC coin will open the Book I dictionary. You can use this to check the meaning of any words you are unsure of, listen to the pronunciation of a word and see the endings of the words by clicking the icon. The dictionary also has a search facility. To search for a word, click in the box in the top left of the screen and enter the word you are looking for.

In some Activities, you will notice three dolphins displayed at the top of the screen. These indicate the number of attempts you are allowed to complete the Activity. For every unsuccessful attempt, one of the dolphins will change colour, from yellow to black.

As well as the help coins, there are various other coins which are displayed at the top of the screen. These are designed to help you navigate through the materials.

Click to return to your Home Page.

Click to return to the Course selection screen.

Click to return to the Book selection screen.

Click to return to the Stage selection screen.

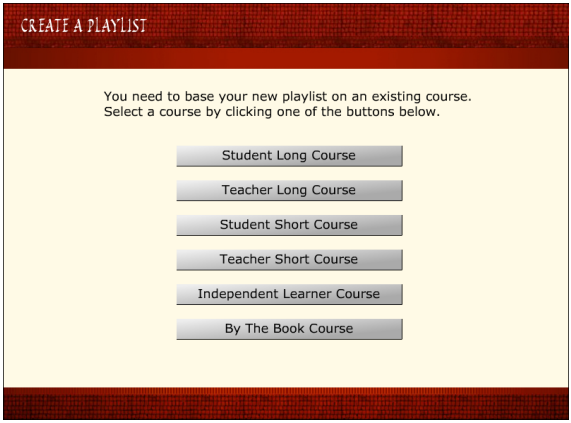
Click to return to the Session selection screen.

Click to hide the *E-Learning Resource*. To show the *E-Learning Resource* again, click the software in the 'task bar'.

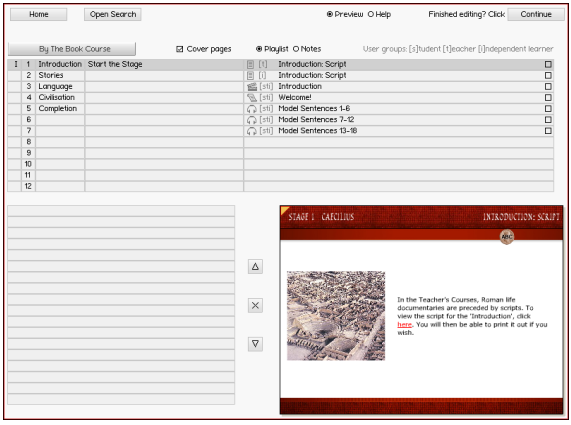
Creating a Playlist

(This facility is only available to teachers.)

From the Teacher's Home Page, click **Create a Playlist**.



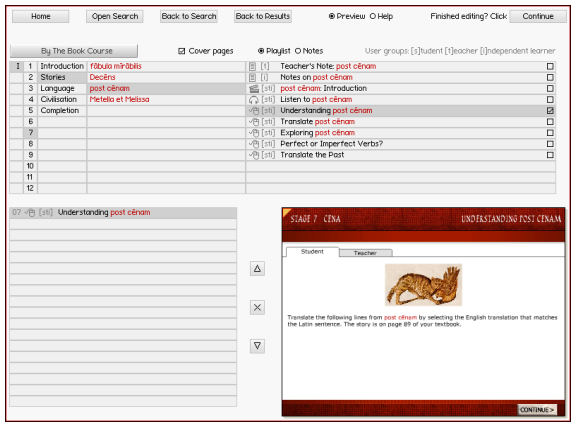
You need to base your playlist on Activities within a particular Course. If you are not sure which Course to choose, we suggest you use the By The Book Course, since it contains more Activities than the other Courses, giving you the greatest choice.



Navigating to an Activity

To locate an activity, navigate around your chosen Course by clicking in the relevant columns to change the selected Book, Stage, Session, Topic and Activity. When you click on the name of an Activity, a preview of it is shown in the bottom right quarter of the screen. You can work through the Activity here to assess its relevance to your teaching objectives. To enlarge the preview, click the yellow triangle in its top left corner. Click the yellow triangle again to reduce the preview.

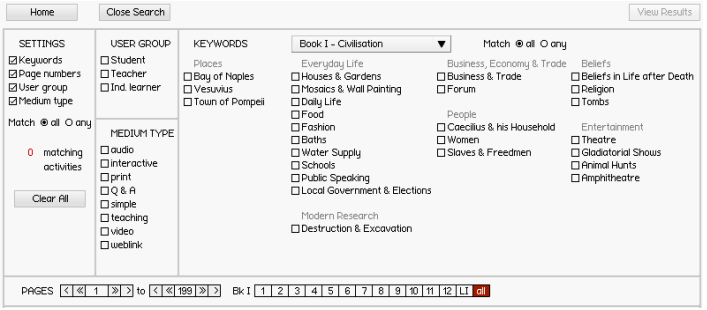
When you have found an Activity which you would like to add to your playlist, click the box to the right of the Activity name, altering the empty box to a black tick. The title of the Activity will then appear in your playlist, located in the bottom left quarter of the screen. Clicking the tick box again will remove the Activity from your playlist.



In the image above, the teacher has navigated to the Activity **Understanding post cenam** in Stage 7, the Stories session **post cenam**, clicked the name of the Activity to display it in the bottom right quarter of the screen and ticked the box to add it to the playlist (bottom left). Notice that the selected Book, Stage, Session, Topic and Activity are highlighted as the user clicks on them.

Searching for Activities – entering search criteria

The software contains a search facility to help you find Activities to add to your playlist. To activate the search facility, click **Open Search** at the top of the playlisting screen.



The software allows you to search for Activities by keyword, page number, intended user group and/or medium type. Use the SETTINGS column on the left to select which of these criteria you would like to search by. Click each of the four criteria you wish to employ in your search and tell the search engine whether you wish it to find activities which match all the criteria you set, or activities which match any one criterion. (A '**Match all**' search will return fewer activities than a '**Match any**' search.)

To search for activities which match a particular keyword, first select the appropriate keywords to display using the **Keyword** drop-down menu (choose from either language or civilisation keywords). Then click the appropriate **Match** button to search for activities which match all keywords or activities which match any keyword. Finally, click the boxes to the left of the keywords you wish to search by.

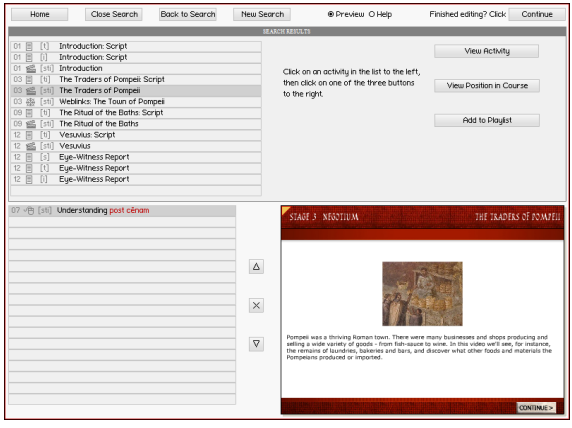
To search for activities which match a particular page range, first click a Stage number, then limit the page range using the up and down arrows on the page range boxes to the left. To limit your search to activities relevant to a particular user group, click the box to the left of the appropriate group.

To limit your search to activities of one or more types of medium, click the box to the left of the appropriate medium or media.

As you enter your various search settings, the number of activities which match your search criteria will be displayed in the SETTINGS column.

Searching for Activities – viewing search results

To view a list of the Activities which match your search results, click **View Results** (top right of the Search screen).



The Search screen is replaced by the Search Results screen, populated with the list of Activities which meet your search criteria. Clicking an Activity title generates a number of options. To view the Activity, click **View Activity** and the Activity will be displayed in the bottom right quarter of the screen. You can enlarge the Activity by clicking the yellow triangle in its top left corner and then work through the Activity. To return the Activity to the bottom right corner, click the yellow triangle again. If you wish to add the Activity to your playlist, click **Add to Playlist**. If you wish to view where the Activity appears in a particular Course, click **View Position in Course**.

You may carry out as many searches as you desire when building a playlist. Once you have finished searching, click **Close Search** and your chosen Course will be displayed again in the top half of the screen. You may continue adding Activities to your playlist as before or carry out more searches.

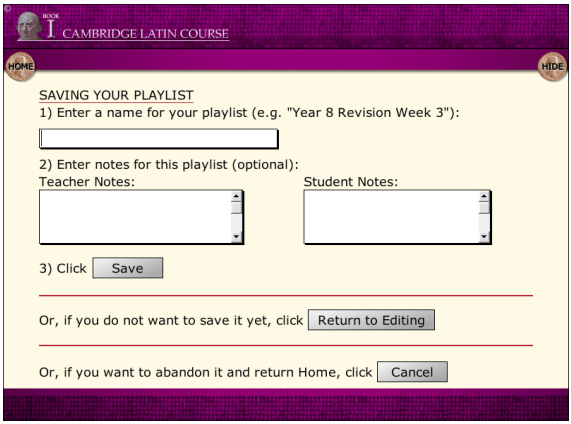
As the length of your playlist increases, you may wish to reorder the

Activities in it. Click an Activity title, then use the up or down arrows to move the Activity up or down the running order. To remove an Activity from your playlist, click the Activity title and then click the 'X' symbol.

Once you have finished editing your playlist, click **Continue** (top right) to name and save the playlist.

If at any time you wish to leave the playlisting facility without saving your playlist, click **Home** (top left).

Saving a Playlist



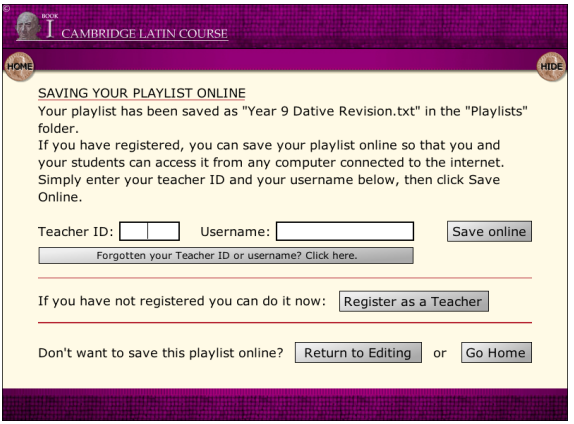
Once you have created your playlist, give it a name that will help you identify it later. You may also add teacher and student notes to appear alongside your playlist. Finally, save your playlist by clicking **Save**. This will save your playlist onto your computer (or network, if you are running the software over a network).

Saving a Playlist Online

When you save a playlist, it is automatically saved on your computer (or network if you are running the software over a network). If you wish, you may also save the same playlist online. This facility allows you to create a playlist on any computer with internet access and use it again on any other computer with internet access. For example, you can create a playlist at home which your students can later access from school if all the computers involved have internet access.

To use this facility, your computer needs internet access and you need to have registered as a teacher (see **Register as a Teacher** on page 15). Registration is required because we need to allocate the right playlists to the right teachers.

To save your playlist online, enter your teacher ID and your online username and click **Save** online. The playlist will be allocated a number which will enable you and your students to select it more easily when choosing a playlist.



Transferring Playlists Offline

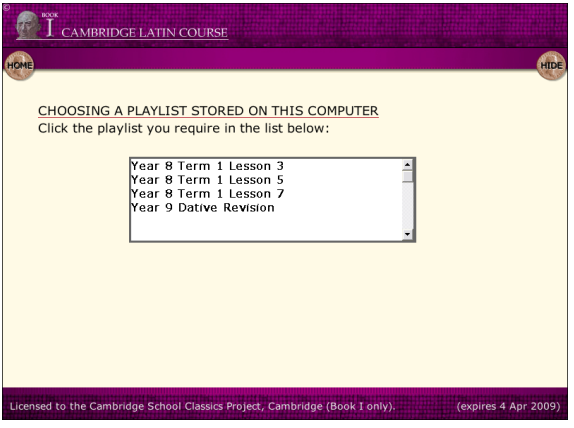
It is possible to transfer playlists from one computer to another without internet access via removable storage devices such as USB memory sticks. Playlists are stored in the CLC E-Learning Resource\Content\Playlist folder. Copy the playlist from the Playlist folder on one computer into the Playlist folder on the target computer or network via a removable storage device. If you wish to copy the playlist onto a network, you may need to ask the network administrator for the relevant permission. You will need read and write permissions for the playlist in order to edit it.

Choosing a Playlist

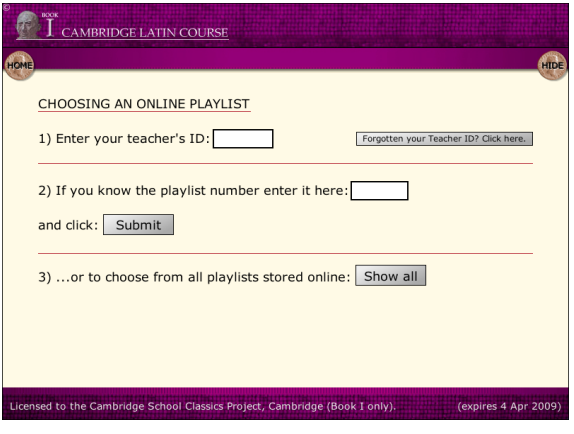
(This facility is available to all users.)

From your Home Page, click **Choose a Playlist**. Your playlists may be local (i.e. stored on the computer you are working on) or they may be saved online. Click the relevant button to access your playlists.

If you click **Choose a Local Playlis**t, you will be presented with a screen similar to the one on page 34. If you have more than six playlists, use the scroll bar on the right to access the playlist you require. To run a playlist, click its title.



To access an online playlist, click **Choose an Online Playlist**.



Enter your teacher ID and the playlist number if you know it and click **Submit**. To see all your playlists, click **Show all**. To run a playlist, click its title.

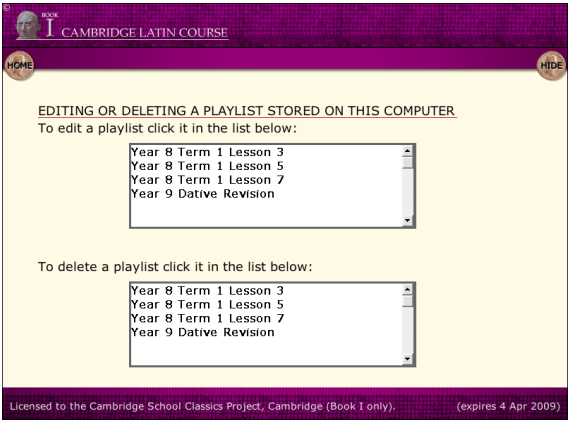
Editing or Deleting a Playlist

(This facility is only available to teachers.)

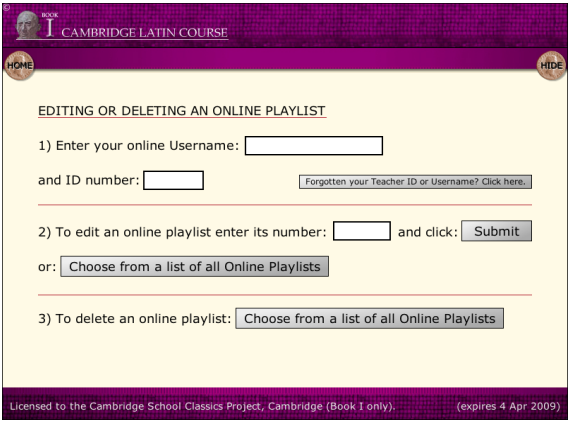
From the Teacher's Home Page, click **Edit/Delete a Playlist**.

You will be offered the ability to edit or delete either a playlist stored on your computer or network, or a playlist stored online. Click the appropriate button.

If you choose to edit or delete a local playlist, click its title in the upper window to edit it, or click its title in the lower window to delete it.



If you choose to edit or delete an online playlist, you will need to enter your online username (the username you entered when you registered online as a teacher) and your teacher ID number. Then follow the onscreen instructions to either edit or delete the playlist.



Glossary

Activity a single electronic item for study support, often lasting only a few minutes and with a specific teaching or learning objective. Activities may be studied individually or in the context of a Course.

Course a route through the study of a Book of the *Cambridge Latin Course*. Six Courses have been supplied on the DVD, two for teachers, two for their students, one for Independent Learners and a By the Book Course, designed specifically for teachers who know the textbook well. The Book I Courses are divided into between 36 and 50 Sessions.

E-teacher a Latin teacher who, from a distance, supports both those learning Latin and non-specialist teachers who are delivering Latin.

Extension Activities a Topic at the end of a Session containing Activities to consolidate the study undertaken in that Session.

Independent learner a learner of any age who is studying Latin without the presence of a teacher. An independent learner may choose to be supported from a distance by an E-teacher.

Non-specialist teacher a teacher who is not trained or experienced in the teaching of Latin.

Playlist a list of Activities assembled by a teacher for use in wholeclass projection or across a number of networked computers.

Session a division of a Course, and itself a collection of Topics. Sessions for school groups contain approximately 45-50 minutes of prescribed study, together with Extension Activities and optional Homework. Sessions for Independent learners contain approximately 60-75 minutes of prescribed study, together with Extension Activities.

Specialist Latin teacher a teacher who is trained or experienced in the teaching of Latin.

Stage a division, or chapter, of the *Cambridge Latin Course*. Book I is divided into 12 stages. Each Stage contains new language features and deals with an aspect of Roman culture. In a Course, each Stage is studied in a number of Sessions.

Topic a division of a Session, and itself a collection of Activities (usually between 2 and 6). Topics have a common theme and a total duration of approximately 15-20 minutes. About 2 or 3 Topics make up the main content to be studied in a single Session.

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