



Step Forward: Components and Instructions for Online Activation

STEP FORWARD COMPONENTS

Step Forward is a standards-based, four-skill series that provides ELLs with the essential language skills and rigorous content they need to reach their academic and work goals. Step Forward's proven multilevel approach features a consistent unit sequence that includes vocabulary, life stories, grammar, everyday conversation, and real-life readings at 6 levels: literacy through advanced.

Student Books:

- Student Books (available in print or e-book)
- Student Workbooks
- Student Online Practice (included with the student book for Levels 1-5)
- Student Online Practice Code (replacement codes or additional codes as needed)

Teacher Components:

- Teacher Online Practice Access Card
- Teacher Resource Center (TRC) Intro-5
- Classroom Presentation Tool (CPT) Intro-5
- Lesson Plans (available in print or in the Teacher Resource Center)

These components are available with access to the Teacher Resource Center (*requires a separate purchase*):

- Audio Files (also available for free on the NRP website)
- Teacher Guides
- Lesson Plans
- Multilevel activities and grammar exercises
- Assessments

Print Components

Student Book – Available for levels Intro - 5, each student book features 12 thematic units per book (10 for level 5) that target everyday adult topics. Each unit contains 6 lessons that cover vocabulary, grammar, reading and writing, listening and speaking, critical thinking and collaboration, along with language strategies for accuracy and fluency.

Student Workbook – A companion, leveled workbook features independent practice activities for students to use in or out of class.

Teacher Lesson Plans - Hard copy lesson plans for each level offer learning objectives, teaching tips, and multi-level activities.

Online Components

Student Online Practice – The purchase of each leveled Student Book includes more than 20 additional interactive practice activities that cover all the skills: vocabulary, grammar, reading, writing, and listening. Engaging, gamified activities give students instant feedback. Tracking tools allow students and teachers to monitor progress.

Teacher Online Practice [requires the purchase of a Teacher Online Practice Access Card] – With the Online Practice Access card, teachers can see student progress and track time on task. Teachers can also hide assigned content so students don't skip ahead or get frustrated by attempting content above their level. Easy-to-use reports can be viewed online, printed, or exported.

To log in or to activate student or teacher online access go to:

<https://stepforward.oxfordonlinepractice.com/>



Watch these videos for more information on setting up and accessing an online account:
<https://elt.oup.com/feature/global/get-started/?cc=us&selLanguage=en>

Classroom Presentation Tool

With a separate purchase, the Classroom Presentation Tool (CPT) provides teachers with access to all six levels of the Step Forward student books and audio files that can be used in and out of class. Apps are also available to use on tablets or smartphones or in areas with limited Wi-Fi/internet access.

Features include:

- Embedded audio and video
- Automatic answer keys that reveal answers one-by-one or all at once
- Built-in annotation tools allow highlighting, bookmarking, and note-taking

Log in to the CPT here: <https://www.oxfordlearnersbookshelf.com/>



Watch the free CPT training videos here: <https://www.youtube.com/watch?v=MOkisASZhQE&list=PLxE1zzJKA1eGwOezLrDjQMsewqUNESzH5>

Download the apps here:

App for Google or iPad: https://www.youtube.com/watch?v=m__DtexGqZQ

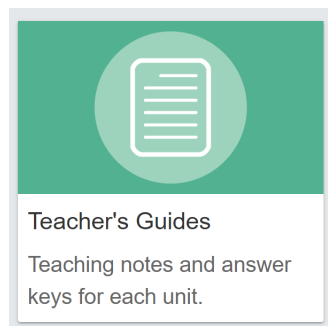
App for Windows/Linux: <https://www.oxfordlearnersbookshelf.com/home/appDownload.html>

Teacher Resource Center

With the purchase of a Teacher Resource Center Access Code, the Teacher Resource Center (TRC) provides online access to lesson plans, multilevel activities and grammar exercises, complete audio files, and a test for every unit. Lessons and activities in the TRC include math resources, answer keys, audio scripts, and vocabulary lists.



Teacher's Guides











To get started with the TRC, review the Teacher Guide for the level and lesson you plan to teach. Access the Teacher Guide by clicking on the Browse by Resource tab, and then select the Teacher's Guide. Select the level, and download the Teacher Support documents.

Each level features a pacing guide, objectives, correlations, and instructions for the lesson, along with the following:

- A warm-up and review activity
- Introduction to the lesson
- Presentation and guided practice
- Tips, multilevel strategies, and extension activities
- Lesson plans to reduce instructor prep time
- Class audio files and audio scripts
- Multilevel Activities include 5 lessons for each unit in levels Intro through 4, and 6 lessons for each unit in level 5: a total of 360 additional activities
- Multilevel Grammar Exercises include additional grammar units with grammar practice and tie-ins to the multilevel activities
- Literacy Reproducible Activities

- Testing Program includes placement tests and end-of-unit tests for all levels
- Correlations
- Additional Resources include answer keys for all levels

 <p>Lesson Plans</p> <p>Step-by-step teaching notes support every lesson in <i>Step Forward</i> and reduce instructor prep time.</p>	 <p>Class Audio</p> <p>Audio for every unit in <i>Step Forward</i> supports comprehension and pronunciation.</p>	 <p>Multilevel Activities</p> <p>Engaging partner and small-group activities provide communicative practice for single- and multilevel classes.</p>	 <p>Multilevel Grammar Exercises</p> <p>Multilevel grammar worksheets provide practice for the structures presented in <i>Step Forward</i>.</p>
 <p>Literacy Reproducible Activities</p> <p>Fundamental skills practice for literacy-level students to accompany <i>Step Forward</i> Introductory Level.</p>	 <p>Testing Program</p> <p>Tests for every <i>Step Forward</i> unit help track students' progress. Two placement tests are also available.</p>	 <p>Correlations</p> <p>Correlations grids show how <i>Step Forward</i> meets national ESL standards, including CCRS, ELPS, and CASAS.</p>	 <p>Additional Resources</p> <p>Do the Math exercises, answer keys, professional development resources, and more materials support your teaching needs.</p>

DECIDING WHAT TO PURCHASE

Step Forward makes synchronous or asynchronous instruction easy and flexible. It's also perfect for teachers who want to use a blended-learning model. Use this chart to help decide what resources you may want to use for the instructional model you choose.

<i>I Plan to Teach Using ...</i>		
Blended Learning	Distance Learning Only	In-Class Only
Student Books by level	Student Books by level	Student Books by level
Student Workbooks by level	Student Workbooks by level	Student Workbooks by level
Teacher Resource Center	Teacher Resource Center	Teacher Resource Center
Teacher Online Access Card*	Teacher Online Access Card*	Teacher Online Access Card*
Classroom Presentation Tool*	Classroom Presentation Tool*	Classroom Presentation Tool*

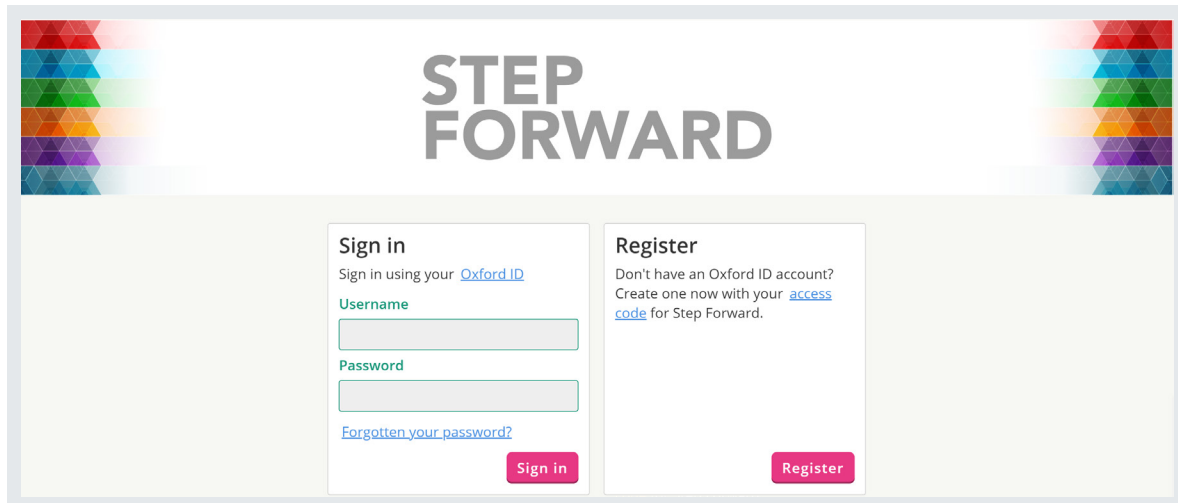
* These items are optional depending on preference or the time/participation you anticipate students working online or using the CPT online or in class.

Activating your Online Account

To activate your online account, you will need to register using a purchased access code. It's best for each teacher to have their own access code.

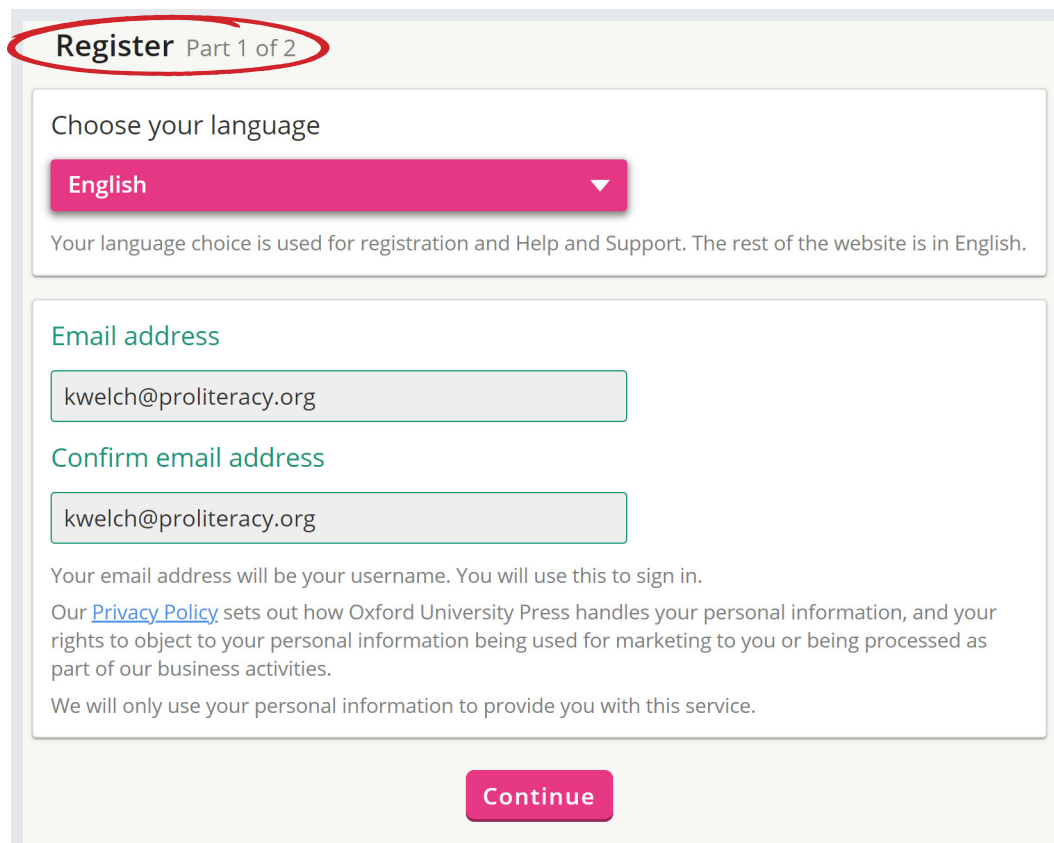
Register your access code here: <https://stepforward.oxfordonlinepractice.com/>

1. Sign in.
2. Click on the pink Register button to continue.



The image shows the Step Forward login and registration page. The header features the 'STEP FORWARD' logo in large, bold, grey letters. Below the logo, there are two main sections: 'Sign in' and 'Register'. The 'Sign in' section includes a prompt to sign in using an Oxford ID, fields for 'Username' and 'Password', a link for 'Forgotten your password?', and a pink 'Sign in' button. The 'Register' section includes a prompt for users without an Oxford ID, a link to create one with an access code, and a pink 'Register' button.

3. Choose your language, and enter and confirm your email address.



The image shows the 'Register Part 1 of 2' page. The title 'Register Part 1 of 2' is circled in red. The page is divided into two main sections. The first section, 'Choose your language', features a pink dropdown menu with 'English' selected and a small downward arrow. Below this, a note states: 'Your language choice is used for registration and Help and Support. The rest of the website is in English.' The second section, 'Email address', contains two input fields. The first field is labeled 'Email address' and contains the text 'kwelch@proliteracy.org'. The second field is labeled 'Confirm email address' and also contains 'kwelch@proliteracy.org'. Below these fields, there is a paragraph of text: 'Your email address will be your username. You will use this to sign in. Our [Privacy Policy](#) sets out how Oxford University Press handles your personal information, and your rights to object to your personal information being used for marketing to you or being processed as part of our business activities. We will only use your personal information to provide you with this service.' At the bottom of the page, there is a pink 'Continue' button.

4. Complete part 2 of the registration.
5. Select Teacher under Choose your account type.
6. Enter your Teacher Access Code, and click Check code.
7. Enter your first and last name and country of origin, and check the box to agree to the terms and complete your registration.

Register Part 2 of 2

Hi kwelch@proliteracy.org

We need a few more details before you start using **Step Forward**. Please complete the form below.

Choose your account type

Teacher ▼

Enter your access code

T

123 456 7890

Check code

You need an access code to use your Online Practice.

Your name

First name

Karen

Last name

This is how your name will display on your account. If you join a class, other people in the class will see the name you enter here.

Country or region (Optional)

Choose your country or region ▼


☐ I agree to the [Terms and Conditions](#). If you are 16 years old or under, you need permission from your parent or guardian to use this site.


Complete registration


To add students to your account, upload a spreadsheet with each student's name, email address, password, and student access code into the form you download. Click upload once it's filled in and saved.

Add students to your class

Import your students' names, email addresses and access codes using one of the templates below. Simply replace the demo information and save the file to your computer before you continue. Students will appear in your class list when they log in.

 **Download import template (CSV)**

 **Download import template (XLS/Excel)**

 **Upload your file**

Class spreadsheet example:

First name	Last name	Email address / username	Password	Access code
John	Smith	John.Smith@oup.com	Ingram	S-123-456-7890
Sam	Johnson	Sam.Johnson@oup.com	Ingram	S-124-456-7890
Joe	Namath	Joe.Namath		S-189-234-4569
Amit	Doshi	Amit.Doshi@ingramcontent.com		S-876-343-3456



Watch these videos for more information on setting up an online account:
<https://elt.oup.com/feature/global/get-started/?cc=us&selLanguage=en>