

Cambridge One

How-to guide for administrators

SETTING UP AN ACCOUNT

Request a school account

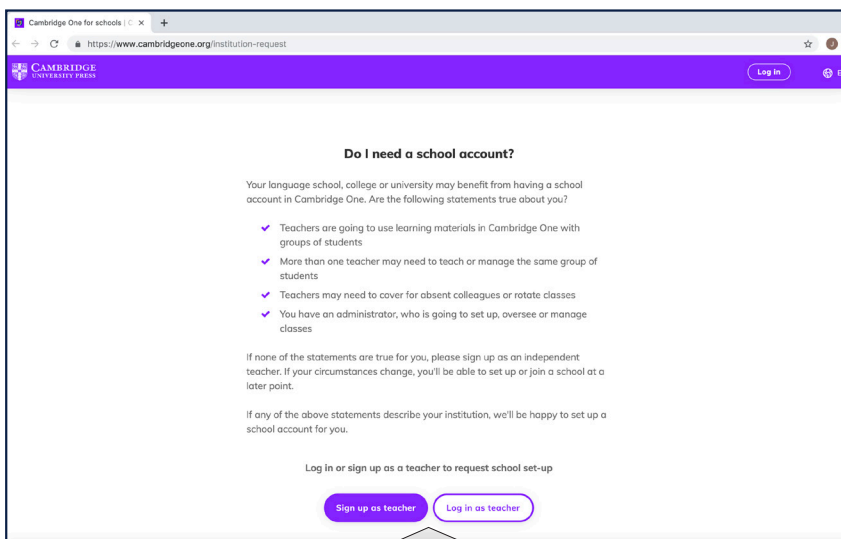
Do you need to set up a school account?

YES Follow the steps below.

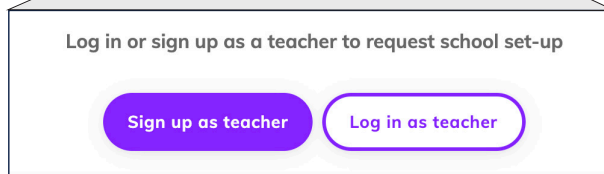
NO Go to the 'Become an administrator' section.

Step 1: Visit our school request page at [cambridgeone.org/institution-request](https://www.cambridgeone.org/institution-request)

Step 2: Sign up to Cambridge One as a teacher or log in using your existing username and password.



The screenshot shows a web browser window with the URL <https://www.cambridgeone.org/institution-request>. The page title is "Do I need a school account?". Below the title, it asks: "Your language school, college or university may benefit from having a school account in Cambridge One. Are the following statements true about you?". There are four statements, each with a checkmark in a purple box: "Teachers are going to use learning materials in Cambridge One with groups of students", "More than one teacher may need to teach or manage the same group of students", "Teachers may need to cover for absent colleagues or rotate classes", and "You have an administrator, who is going to set up, oversee or manage classes". Below these statements, it says: "If none of the statements are true for you, please sign up as an independent teacher. If your circumstances change, you'll be able to set up or join a school at a later point." and "If any of the above statements describe your institution, we'll be happy to set up a school account for you." At the bottom, it says "Log in or sign up as a teacher to request school set-up" and has two buttons: "Sign up as teacher" and "Log in as teacher".



A callout box with a white background and a grey border. It contains the text "Log in or sign up as a teacher to request school set-up" and two buttons: "Sign up as teacher" and "Log in as teacher".

Step 3: Submit the required details. Enter the school account information carefully when registering as this can't be changed once submitted.

Tip!

We'll email you when your school account is ready to use. This is usually within 5 working days.

Tip!

We recommend asking your school network administrator to add the following domains to the school's whitelist (safe sender list), which will help ensure that our email invitations and verification emails reach your inboxes:

[cambridge.org](https://www.cambridge.org)
[cambridgeone.org](https://www.cambridgeone.org)
[gigya-raas.com](https://www.gigya-raas.com)

Cambridge One

How-to guide for administrators

SETTING UP AN ACCOUNT

Become an administrator

Did you set up the school account?

- YES** An administrator role will automatically be assigned to you. You can add more teachers as administrators to the school at any time.
- NO** Ask the person who set up the school account to assign you admin rights. First you need to sign up to Cambridge One as a teacher or log in using your existing username and password, and then join the school as a teacher.

One school

The screenshot shows the Cambridge One dashboard for a school named 'Cambridge Sandbox'. At the top, there are tabs for 'Administrator' and 'Teacher', with 'Administrator' selected. Below the header, there are navigation options for 'CLASSES (169)', 'STUDENTS (119)', 'STAFF (163)', and 'LIBRARY (210)'. A table lists classes with columns for 'Class name', 'Class key', 'Start date', and 'End date'. Two classes are visible: 'Evolve 1 - Test' and 'KKU LEVEL 2 L&S'. A 'Tip!' callout box on the right states: 'If you are part of more than one school you'll see a list of the different schools on your dashboard.'

Multiple schools

The screenshot shows the 'My school accounts' section of the Cambridge One dashboard. It lists two school accounts: '01 Cambridge Sandbox' and '02 Test School for C1'. Each account entry includes a 'Share with teachers' button and a 'School key' field. The 'Administrator' and 'Teacher' tabs are visible at the top right.

Cambridge One

How-to guide for administrators

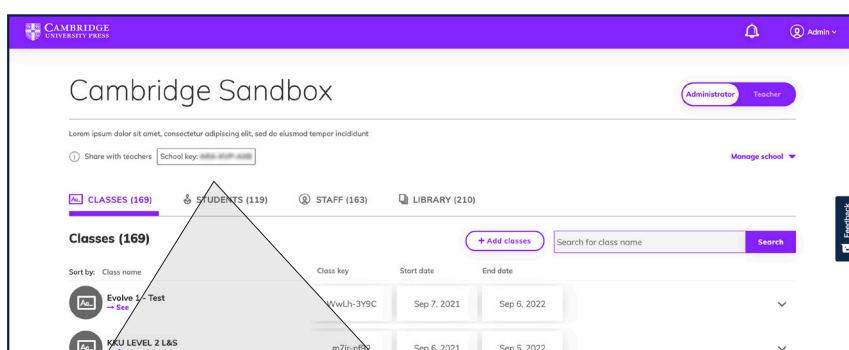
SETTING UP AN ACCOUNT

Add more administrators

Has the person you want to make an administrator joined your school yet?

YES Follow the steps below.

NO Ask them to sign up or log in to Cambridge One as a teacher first and join the school using the school key you give them. Grant them admin rights to your school account by following the steps below.



Step 1: Log in to Cambridge One.

Step 2: Click on the Staff tab of your dashboard and find the teacher who needs admin access by typing their name or email address into the search bar.

Step 3: Click on the three dots next to their name and choose 'View profile'.

Step 4: Click 'Manage account' and then 'Grant admin rights'.

Cambridge One

How-to guide for administrators

SETTING UP AN ACCOUNT

Remove an administrator

Does your school have at least one other administrator?

YES Follow the steps below.

NO You won't be able to remove the only administrator as your school needs to have at least one administrator at all times.

Step 1: Log in to Cambridge One.

Step 2: Go to the Staff tab of your administrator dashboard.

Step 3: Click on the three dots next to the current administrator's account and choose 'View profile'.

Step 4: Click 'Manage account' and then 'Remove admin rights'.

This person will still be a teacher in your school account. They will receive an email informing them that you have removed their admin rights.

Please turn over
to see the next page

Cambridge One

How-to guide for administrators

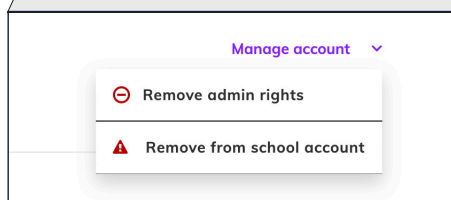
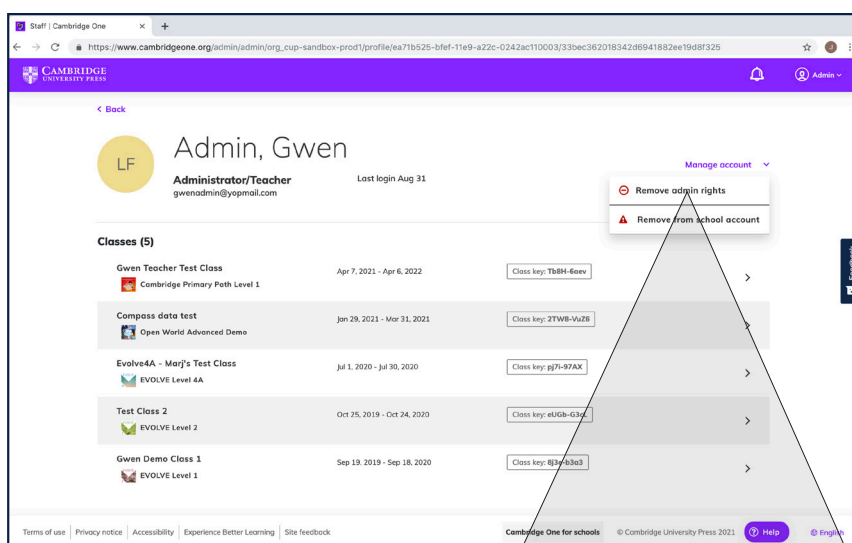
SETTING UP AN ACCOUNT

Remove an administrator

Do you want to remove this person from your school account?

YES Follow the same steps as on page 4 but instead of clicking 'Remove admin rights' as in Step 4, choose 'Remove from school account'.

NO No further action is required.



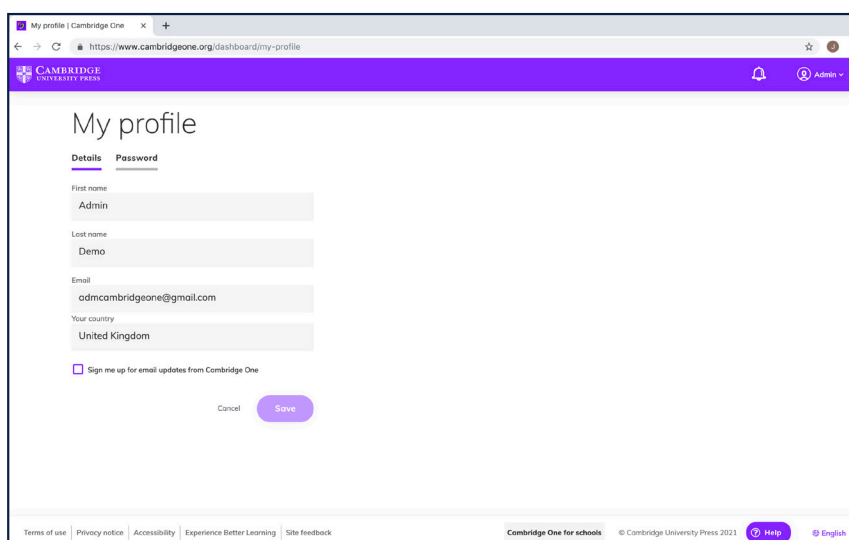
Cambridge One

How-to guide for administrators

SETTING UP AN ACCOUNT

Update personal details

- Step 1:** Log in to Cambridge One.
- Step 2:** Go to the profile icon in the top right corner and click on 'My profile'. You can edit all your details here, including your email address and your password.



The screenshot shows a web browser window with the URL <https://www.cambridgeone.org/dashboard/my-profile>. The page title is "My profile" and it has two tabs: "Details" (selected) and "Password". Under the "Details" tab, there are four input fields: "First name" with the value "Admin", "Last name" with the value "Demo", "Email" with the value "admicambridgeone@gmail.com", and "Your country" with the value "United Kingdom". Below these fields is a checkbox labeled "Sign me up for email updates from Cambridge One" which is currently unchecked. At the bottom of the form are "Cancel" and "Save" buttons. The footer of the page includes links for "Terms of use", "Privacy notice", "Accessibility", "Experience Better Learning", and "Site feedback", along with copyright information "Cambridge One for schools © Cambridge University Press 2021" and a "Help" button.

Tip!

Adult students, parents and teachers can also edit all of their details including email addresses via their profile page. However, for child accounts which use usernames instead of email addresses, these usernames cannot be changed.

Cambridge One

How-to guide for administrators

CREATING AND MANAGING CLASSES

Create a class

- Step 1:** Log in to Cambridge One.
- Step 2:** Go to the Classes tab on your administrator dashboard.
- Step 3:** Click the '+ Add classes' button.
- Step 4 (option A):** Create single or multiple classes by filling in your class details and adding teachers and learning materials.
- Step 4 (option B):** Create multiple classes by uploading a CSV file. Simply click the '+ Upload file' button at the top right of the page and follow the steps.

Staff | Cambridge One

https://www.cambridgeone.org/admin/admin/org_cup-sandbox-prod/classes/create

Create new classes

in Cambridge Sandbox

+ Upload file

Select action

Class name	Start date	End date	Teacher(s)	Learning materials (optional)	
English Set 1	Mon, Sep 13, 2021	Thu, Jan 13, 2022	kerimkucer@gmail.com	Be Curious Level 2	+ Duplicate ✖ Remove
English Set 2	Wed, Sep 8, 2021	Sat, Jan 29, 2022	ardaaypak55@gmail.com	Be Curious Level 1	+ Duplicate ✖ Remove
English Set 3	Tue, Sep 7, 2021	Thu, Apr 7, 2022	ismailars01@gmail.com	Be Curious Level 2	+ Duplicate ✖ Remove
			+ Add teacher(s)	Search	+ Duplicate ✖ Remove

Create 3 classes

Terms of use | Privacy notice | Accessibility | Experience Better Learning | Site feedback

Cambridge One for schools | © Cambridge University Press 2021 | Help | English

Create new classes

in Cambridge Sandbox

+ Upload file

Tip!

You can add up to 10 teachers per class, and you must add at least one teacher to be able to create your class.

Tip!

Once you have created your classes, remember to go into each one and add the learning materials.

Cambridge One

How-to guide for administrators

CREATING AND MANAGING CLASSES

Managing classes

Can I review general information about my classes?

- Yes, go to the Classes tab on your administrator dashboard and click on the arrow on the right-hand of the class.

Cambridge Sandbox

Administrator Teacher

Share with teachers School key: ARA-KVP-A08B Manage school

CLASSES (169) STUDENTS (119) STAFF (163) LIBRARY (210)

Classes (169) + Add classes Search for class name Search

Sort by:	Class name	Class key	Start date	End date	
	Evolve 1 - Test → See	WwLh-3Y9C	Sep 7, 2021	Sep 6, 2022	^
	KKU LEVEL 2 L&S → See	m7r-pi5j	Sep 6, 2021	Sep 5, 2022	v
	testclassolve1a → See	UtUB-PrLe	Sep 3, 2021	Sep 2, 2022	v
	testclass3a → See	uVD-QV9Y	Sep 3, 2021	Sep 2, 2022	v

1 student, 1 teacher
0 pending students
0 pending teachers

EVOLVE Level 1

Sort by: Class name Class key Start date End date

Evolve 1 - Test → See	WwLh-3Y9C	Sep 7, 2021	Sep 6, 2022	
--------------------------	-----------	-------------	-------------	--

1 student, 1 teacher
0 pending students
0 pending teachers

EVOLVE Level 1

Cambridge One

How-to guide for administrators

CREATING AND MANAGING CLASSES

Can I extend my class period?

- Yes, classes can be extended for 30 days after the original class end date.
- Once the 30-day extension period has ended, it will no longer be possible to extend the class, re-open it, remove students/teachers from that class or make any changes.
- You can still reactivate a class up to one month after it ends.

Can I change my class details?

- Yes, you can edit the class key and change the learning materials in a class.
- It's not possible to delete a class but if you don't need a class you've created, try changing its name, dates, and learning materials to re-use it next time you need a new class.

Cambridge One

How-to guide for administrators

ADDING AND MANAGING TEACHERS

Add teachers

Have you already created your class?

- YES** Follow the steps below. You can add teachers to an existing class at any time.
- NO** When creating a class, choose the option to add teachers. You can add up to 10 teachers per class, and you must add at least one teacher to be able to create your class. See guide on 'Creating and managing classes'.

Step 1: Log in to Cambridge One.

Step 2: Click on the class, scroll down to the Teachers section and click the '+ Add' link next to the heading.

Tip!

Before inviting teachers we recommend asking your school network administrator to add the following domains to the school's whitelist (safe sender list), which will help ensure that our email invitations and verification emails reach their inboxes::

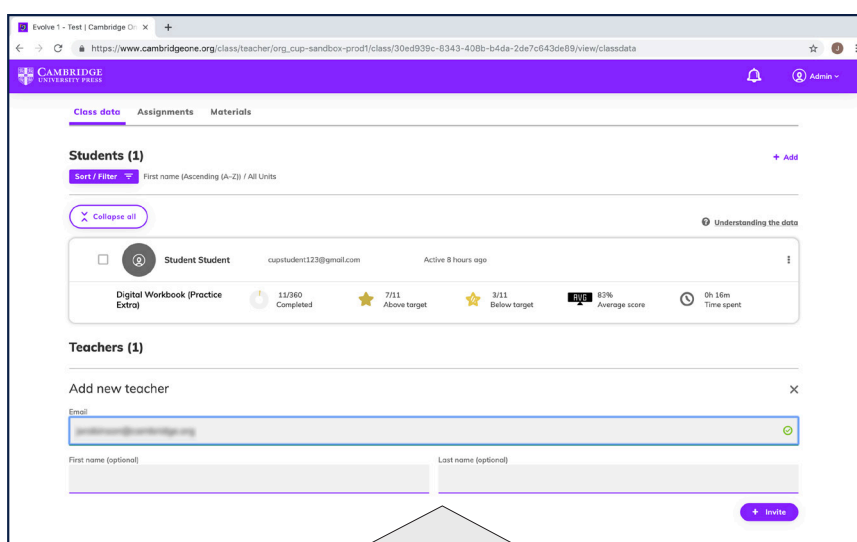
[cambridge.org](https://www.cambridge.org) [cambridgeone.org](https://www.cambridgeone.org) [gigya-raas.com](https://www.gigya-raas.com)

Cambridge One

How-to guide for administrators

ADDING AND MANAGING TEACHERS

Step 3: Type the email address(es) of the teacher(s) you wish to invite. Each teacher you invite will receive an email invitation and appear on the pending list on the class dashboard.



The screenshot shows the Cambridge One interface for a class dashboard. At the top, there are tabs for 'Class data', 'Assignments', and 'Materials'. Below these, there is a 'Students (1)' section with a '+ Add' button and a 'Sort / Filter' dropdown. A student profile is visible, showing 'Student Student' with email 'cupstudent123@gmail.com' and 'Active 8 hours ago'. Below the student profile, there are performance metrics: 'Digital Workbook (Practice Extra)' with '11/260 Completed', '7/11 Above target', '3/11 Below target', and '83% Average score'. The 'Teachers (1)' section is currently empty. Below it, the 'Add new teacher' form is open, showing an 'Email' field with the value 'cupstudent123@gmail.com', and 'First name (optional)' and 'Last name (optional)' fields. An 'Invite' button is at the bottom right of the form.

Add new teacher

Email

cupstudent123@gmail.com

Cambridge One

How-to guide for administrators

ADDING AND MANAGING TEACHERS

Managing teachers

Can I update passwords and email addresses for teachers?

- For data security reasons teachers must update their details themselves in their profiles, or use the 'Forgotten password' screen if they can't log in.

Can I remove a teacher from my school account?

- Yes, follow the steps below. If the teacher is associated with a specific class, see next question.

Step 1: Log in to Cambridge One.

Step 2: Go to the Staff tab on your administrator dashboard.

Step 3: Find the person you want to remove, click on the three dots next to their name and choose 'View profile'.

Step 4: Click 'Manage account' and then 'Remove from school account'.

Please turn over
to see the next page

Cambridge One

How-to guide for administrators

ADDING AND MANAGING TEACHERS

Managing teachers

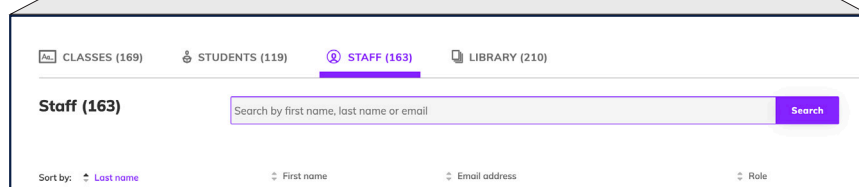
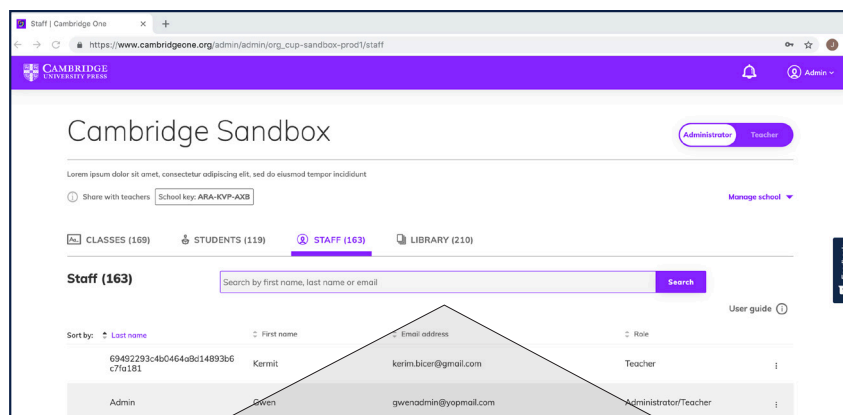
Can I remove a teacher from a specific class?

- Yes, as long as they are not the only teacher in the class. All classes must have at least one teacher in a class. Follow the steps below.

Step 1: Log in to Cambridge One.

Step 2: Find the class on your administrator dashboard.

Step 3: Click on the class, scroll down to the Teachers section, select the teacher you want to remove and click the 'Remove' button.



Tip!

Teachers and admins can both be managed under the Staff tab on your administrator dashboard.

Cambridge One

How-to guide for administrators

MANAGING STUDENTS

Add children to classes

Does the child already have a Cambridge One account?

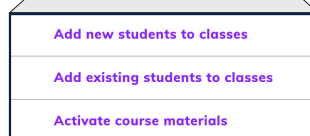
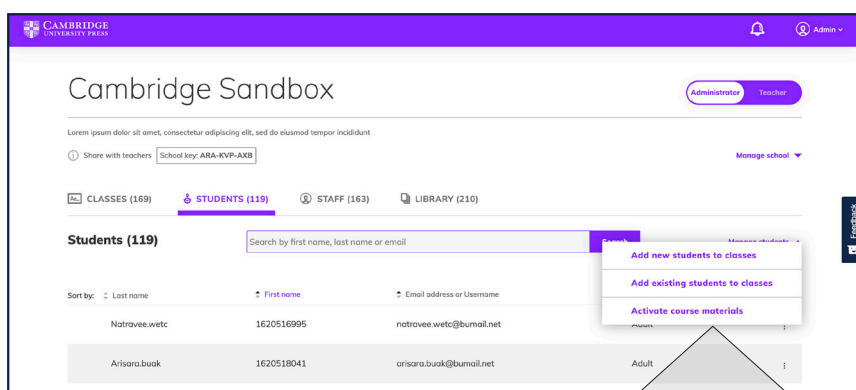
YES Go to next question.

NO Click on the Students tab on your dashboard and open the 'Manage students' menu. Choose 'Add new students to classes' and on the next page choose 'Children'. Follow the instructions on that page to continue.

Has the child been added to classes in your school before?

YES Click on the Students tab on your dashboard and open the 'Manage students' menu. Choose 'Add existing students to classes' and on the next page choose 'Children'. Follow the instructions on that page to continue.

NO The child or their parent can click on the '+ Class' button on their dashboard and use the class key you give them.



Cambridge One

How-to guide for administrators

MANAGING STUDENTS

Add adult students to classes

Do you want to add students yourself?

YES Follow the steps below.

NO Share the class key with your students. Once they've signed up to Cambridge One as a Learner, they should activate their learning materials first. They can then select 'I'm learning with a class' and enter the class key you give them.

Step 1: Log in to Cambridge One.

Step 2: Click on the Students tab on your administrator dashboard and open the 'Manage students' menu.

Step 3: Choose one of the two options and on the next page choose 'Adults'. You can invite students with and without Cambridge One accounts using the same form.

Please turn over
to see the next page

Cambridge One

How-to guide for administrators

MANAGING STUDENTS

Step 4: Simply complete the form with their email addresses and class key. Each student you invite will receive an email invitation and appear on the pending list on the class dashboard.

Email	First name (optional)	Last name (optional)	Class key
sherwintest1@gmail.com	Student 1	Peace	9GXT-D9TG
jharris@cambridge.org	Student 2	Happy	9GXT-D9TG

Tip!

You can upload a maximum of 100 students to a class, or 200 students to multiple classes, either manually or by using the '+ Upload file' button.

Tip!

Before inviting adult students we recommend asking your school network administrator to add the following domains to the school's whitelist (safe sender list), which will help ensure that our email invitations and verification emails reach their inboxes:

cambridge.org cambridgeone.org gigya-raas.com

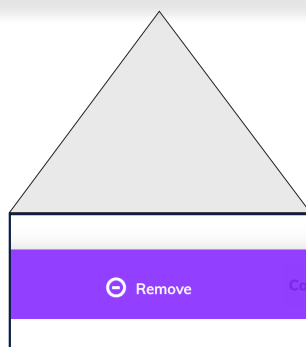
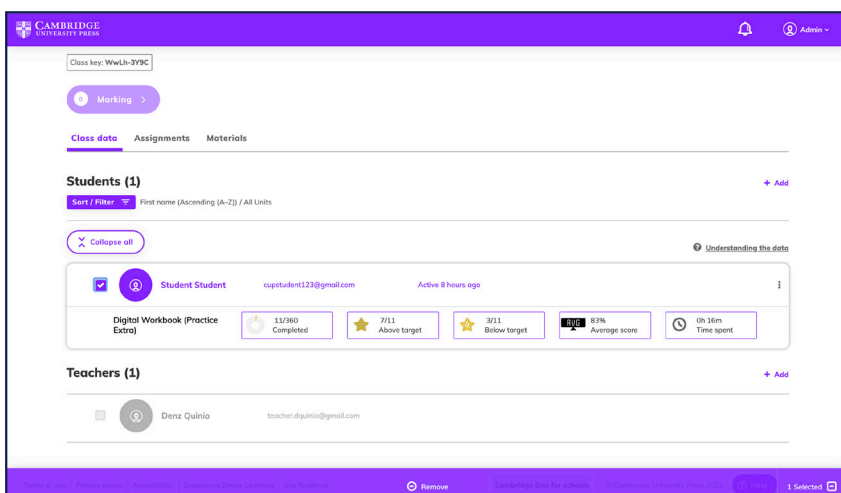
Cambridge One

How-to guide for administrators

MANAGING STUDENTS

Remove students from classes

- Step 1:** Log in to Cambridge One.
- Step 2:** Go to the Classes tab on your administrator dashboard and choose the class you need.
- Step 3:** Under 'Class data' find the student(s) you want to remove and tick the box next to their name.
- Step 4:** Click on 'Remove' and confirm.



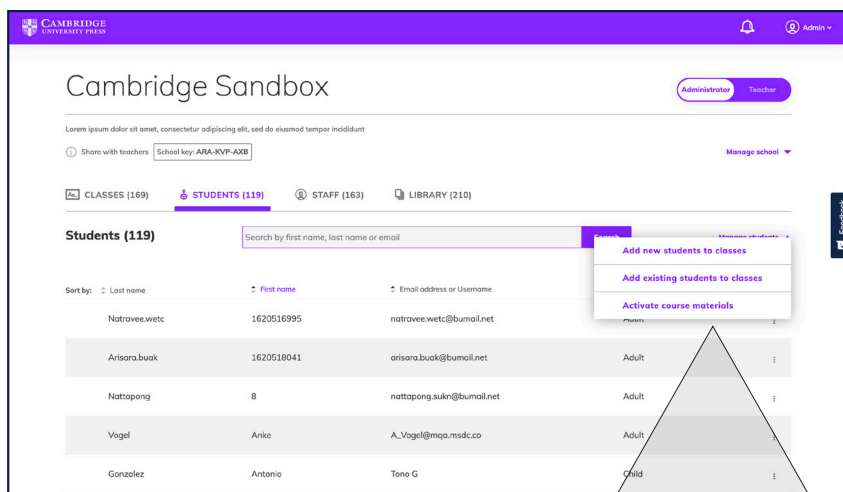
Cambridge One

How-to guide for administrators

MANAGING STUDENTS

Activate learning materials for students

- Step 1:** Log in to Cambridge One.
- Step 2:** Find the student on the Students tab on your administrator dashboard.
- Step 3:** Click on 'Activate course materials' under the three dots next to their name.



Tip!

Only students can currently check the expiry date of their activation codes.

Tip!

If you need to activate materials for multiple students, click on 'Manage students' on the Students tab of your dashboard and choose 'Activate course materials'. Follow the instructions on that page to continue.

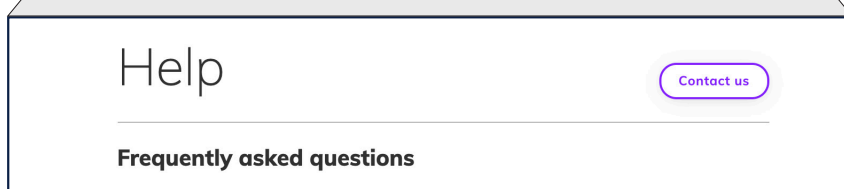
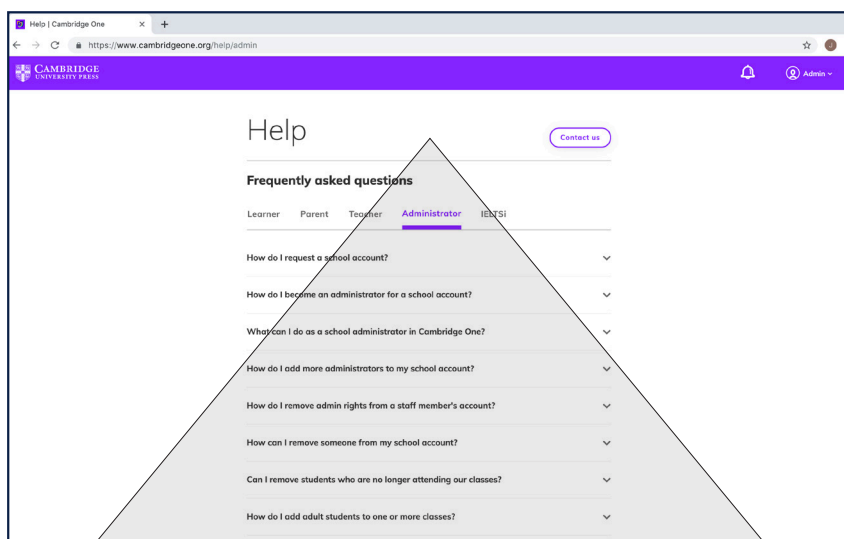
Cambridge One

How-to guide for administrators

MANAGING STUDENTS

Update passwords and emails for students

- Step 1:** Log in to Cambridge One.
- Step 2:** Click on the Students tab on your administrator dashboard.
- Step 3:** Find the student who needs your help and click on the three dots icon next to their name.
- Step 4:** Choose 'Change password'.



Tip!

For data security reasons, email addresses can only be updated by the students themselves in their profiles.

Tip!

It's not currently possible to switch user roles. If someone registers with the wrong user role, please contact us by visiting the Help button at the bottom of the page and choosing 'Contact us'.

Cambridge One

How-to guide for administrators

MARKING AND DATA

Mark activities on behalf of teachers

- Step 1:** Log in to Cambridge One.
- Step 2:** Go to the Classes tab on your administrator dashboard and select the class you wish to mark.
- Step 3:** Choose the 'Marking' section of a class.
- Step 4:** Click on the work you want to mark.
- Step 5:** Use '+ / -' or type the score as a percentage.
- Step 6:** Add your written feedback into the window and click 'Send'.

The screenshot shows the Cambridge One interface for a class named 'Evolve 1 - Test'. The interface is divided into several sections:

- Header:** Cambridge University Press logo, class name 'Evolve 1 - Test', and user role 'Administrator'.
- Navigation:** 'Marking' button, 'Class data', 'Assignments', and 'Materials' tabs.
- Students (1):** A list of students with a 'Collapse all' button and a 'Understanding the data' link.
- Activity Performance Table:**

Activity	Progress	Score	Target	Average Score	Time Spent
Digital Workbook (Practice Extra)	11/260 Completed	7/11 Above target	3/11 Below target	83% Average score	0h 16m Time spent

- Teachers (1):** A list of teachers with a 'Deniz Quinio' entry.

Tip!

You can currently only mark speaking and writing activities on behalf of a teacher and you won't be able to change your mark after sending it to a student.

Cambridge One

How-to guide for administrators

MARKING AND DATA

Download a report of your students' progress

- Step 1:** Log in to Cambridge One.
- Step 2:** Go to the Classes tab on your administrator dashboard and select the class you want to view data for.
- Step 3:** Select 'Actions' at the top of the page followed by 'Download report'.

Tip!

Please note that progress cannot be reset and students carry it even if they join a different class. If students don't want to carry their progress forward, they can create a new account on Cambridge One.

Please turn over
to see the next page

Cambridge One

How-to guide for administrators

MARKING AND DATA

Step 4: Choose from four reports which can be downloaded as CSV files:

- Class summary
- Assignments summary
- Class all data
- Assignments all data

If you are using a course with only one component, a CSV file will download. If your course has more than one component, a zip file with a report for each will download.

The screenshot shows the Cambridge One interface for a test titled 'Evolve 1 - Test'. At the top, there are tabs for 'Administrator' and 'Teacher'. Below the title, there is a 'Class key: World-399C' and a 'Marking' button. The 'Class data' tab is selected, showing a list of students and teachers. The 'Students (1)' section shows a student named 'Student Student' with a 'Digital Workbook (Practice Extra)' and various performance metrics. The 'Teachers (1)' section shows a teacher named 'Denz Quintio'.

The callout box shows a 'Download report' dropdown menu with the following options: Class summary, Class all data, Assignments summary, Assignments all data, Edit class details, and Change class key.

Tip!

To understand the data on your students' progress, visit the Help button at the bottom of the page and choose 'Administrator'. Select the question called 'Understanding the data' to see a full breakdown of the different performance metrics.