



## Teacher Guides

### *How to get the Teacher Guides*

*Teacher Guides* are available through the **Records Manager**. In the *Records Manager*, go in to a class, then to the *Help* menu, then *Documentation* to see the list of documents.

*Teacher Guides* may also be downloaded from <http://www.dyned.com/guides> or <http://www.dyned.com/dyned/eng/support/download/>. They are **password-protected**. Please ask your supervisor or DynEd representative for the ID and password. The full *Teacher Guides* are generally *not* included on the installation discs or Demo CDs.

### *Which Courses have Teacher Guides*

The following courses have *Teacher Guides*, which we highly recommend:

<i>Advanced Listening</i>	<i>First English</i>
<i>Business English Advantage Series</i>	<i>English for Success</i>
<i>Dynamic Business English</i>	<i>New Dynamic English</i>
<i>Functioning in Business</i>	<i>Let's Go</i>
<i>Hospitality English</i>	<i>The Lost Secret</i>

### *Why are the Teacher Guides password-protected?*

Most of the *Guides* have answer keys and key sentences which the students should *not* see, particularly if the students are trying to improve their listening comprehension. These *Guides* are for the teacher only. They are not for distribution.

### *What parts of the Teacher Guides may be copied?*

The written exercises may be copied and distributed only to registered students of a DynEd course. For further information about how to use or include materials from the *Teacher Guides*, please contact DynEd for a list of publishing guidelines.

### *How often are the Teacher Guides updated?*

Generally, the *Guides* are updated once or twice a year. The updated versions of the *Teacher Guides* and DynEd courses are available at:

<http://www.dyned.com/dyned/eng/support/download/>

Thank you. We hope the *Teacher Guides* are useful. Your comments and suggestions are welcome.