



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.