



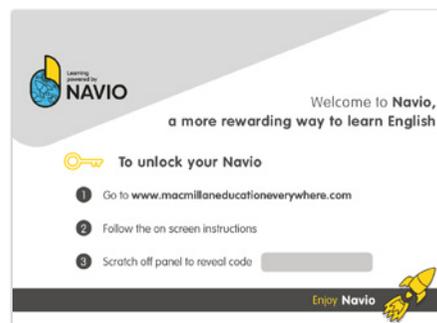
TABLE OF CONTENTS

GET STARTED	3
SYSTEM REQUIREMENTS	5
TRY THE APP	6
JOIN A CLASS	7
CREATE AN AVATAR	8
EXPLORE THE WORLDS	9
DIGITAL BOOKS	10
COMPLETE ACTIVITIES	12
STUDENT PROFILE	14
REWARDS	15
SETTINGS	16



GET STARTED

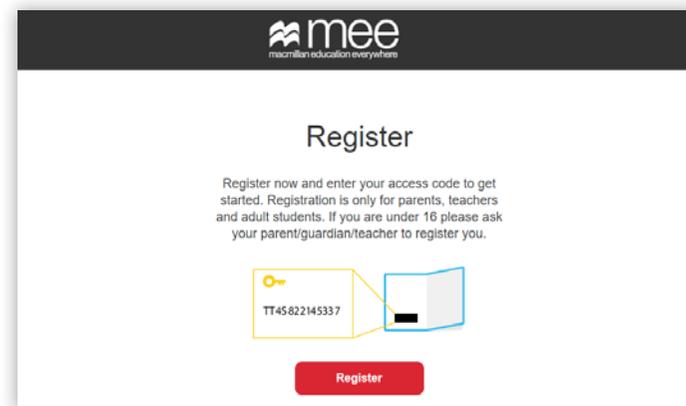
Student access codes for Navio can be found on the inside cover of your Student's Book. The code has a maximum of 21 letters and numbers.



When you have your access code, go to macmillaneducationeverywhere.com to activate it.

If you are considered a minor in your country, you will need to enter your parent, guardian or teacher's email address when registering.

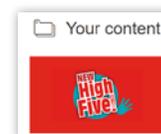
- 1 Click on **Register**.
- 2 Enter your access code and click **Check code**.



- 3 Enter your details and click on **Register and activate code**.

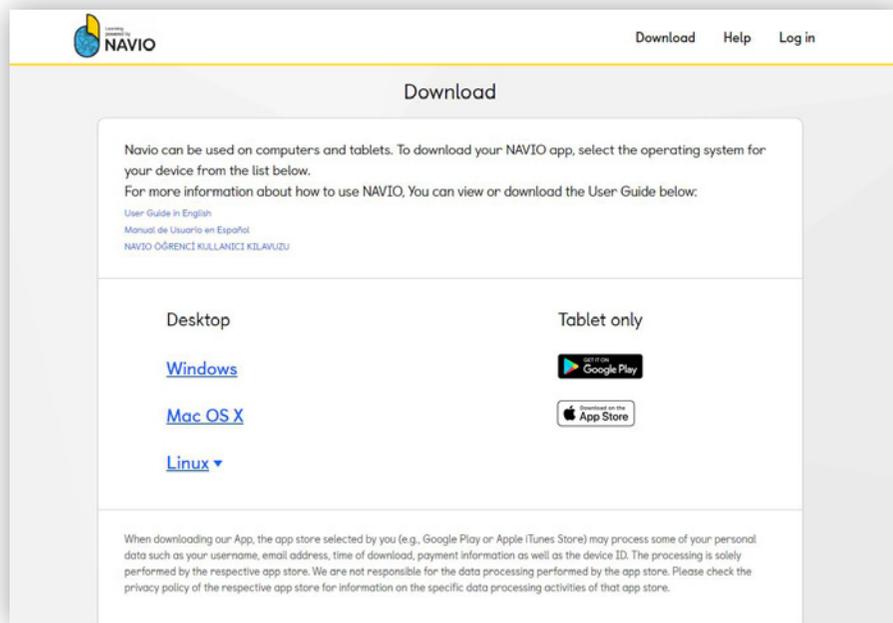
If you have registered as a minor, an account confirmation link will be sent to the registered email address. Click the link to confirm your account.

You will then be able to log in and see your course.

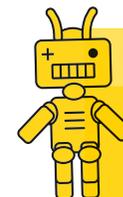


DOWNLOAD THE NAVIO APP

- 1 Click **View** to download the Navio app. Then select your operating system to go to the appropriate App Store to download the App directly onto your device.



- 2 For Windows, Mac and Linux you need to open the Zip file you have downloaded. Then double-click on the installer file and follow the onscreen instructions to install Navio.
- 3 Now find the Navio app on your device and open it to get started.



Tip: For system requirements, please go to the next page.

SYSTEM REQUIREMENTS

Desktop

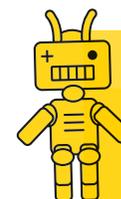
Occasional Internet connection required.

- Windows 8.1, 10: 64-bit and 32-bit: CPU Speed (equivalent): Any 2GHz dual core processor.
- Browser: IE 11, Edge / Firefox / Chrome.
- Apple Macintosh 10.12. 10.13: 64-bit: CPU Speed (equivalent): Any 2GHz dual core processor.
- Browser: Safari 9, 10 / Firefox / Chrome.
- Linux (Ubuntu LTS) 14.04, 16.04, 18.04: 64-bit and 32-bit: CPU Speed (equivalent): Any 2GHz dual core processor.
- Browser: Firefox / Chrome.
- RAM: 4GB, Local storage: 4GB, Display: 1024 x 768 pixels, 32-bit colour: Sound card for playback of audio files: Graphics card for playback of video files and 3D games.

Tablet

Occasional Internet connection required.

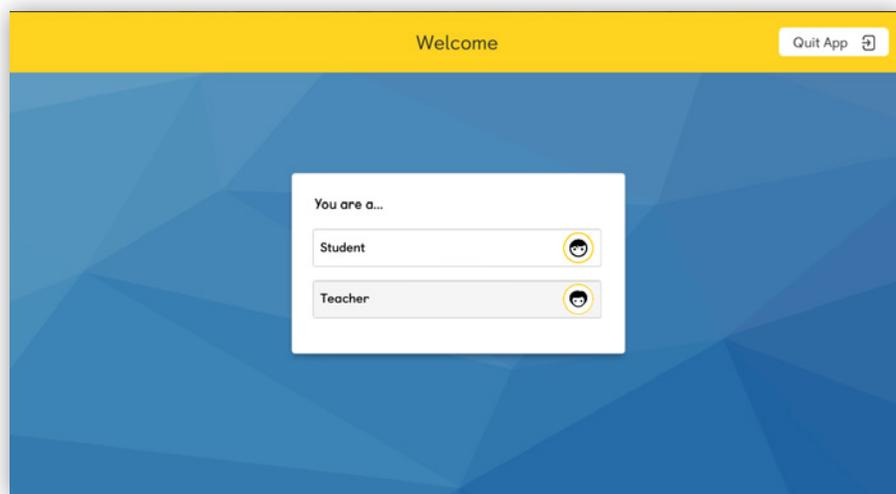
- Android 5.1, 6.0, 7.1: Dual core 1GHz or better, Browser: Chrome
- iOS: 9.3.6 ;10, 11 iPad Air 2, iPad, iPad Pro, Dual core 1GHz or better, Browser: Safari 10.
- RAM: 4GB (8 GB recommended) , Local storage: 3GB, Minimum resolution: 1024×768, Mobile devices: 7” and 10” screen size.



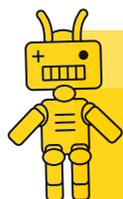
Tip: This information is correct at the time of creating this guide. You can see the most up-to-date system requirements at macmillaneducationeverywhere.com/system-requirements

TRY THE APP

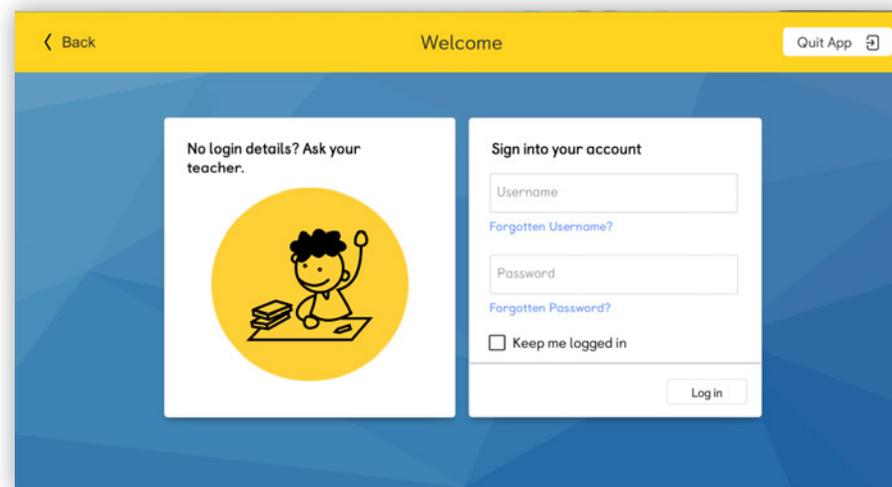
Navio is intuitive and easy for even young children to use. Use these instructions as a reference.



- 1 Open the app and choose **Student**.



Tip: If your teacher has created your account, ask them for your username and password.



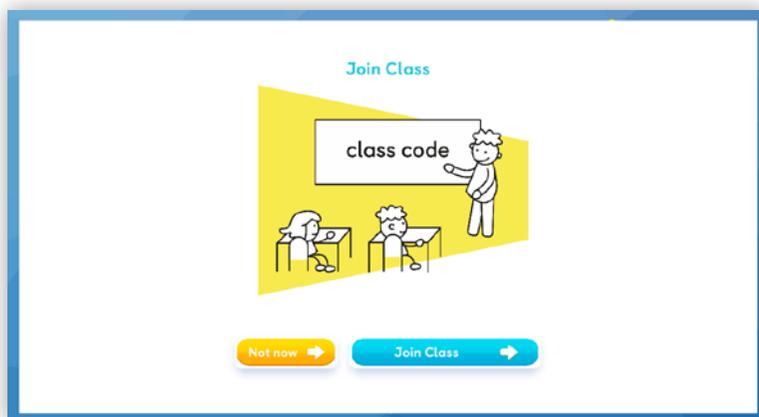
- 2 Enter your username and password and click **Log in**. If you wish to stay logged in on the device you are using, click **Keep me logged in**. However, we do not recommend this if you are using a shared or public device.

JOIN A CLASS

If you have registered yourself, your teacher may provide you with a Class Code so you can join their class.

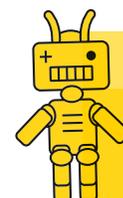
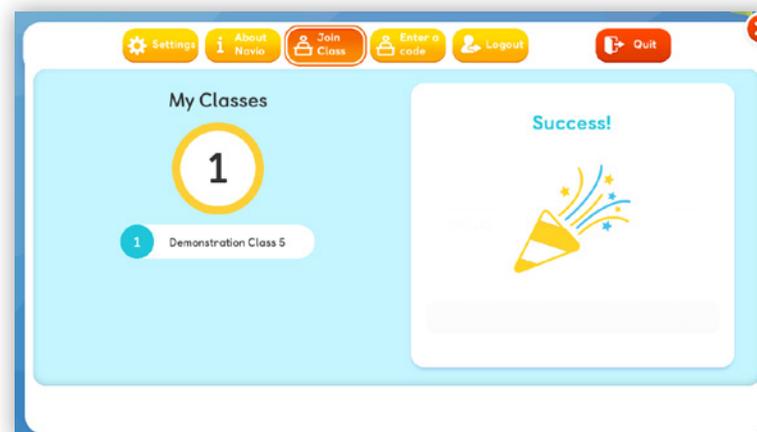
The first time you log into Navio, you will be prompted to join a class.

- 1 Enter the Class Code provided by the teacher.
- 2 Select **Join Class**.



- 3 The new class will appear under **My Classes**.

If you want to join a class later, you can go to your Settings on the app.



Tip: You can also use the Class Code if you are moving to a new class, for example, at the start of a new school year.

CREATE AN AVATAR

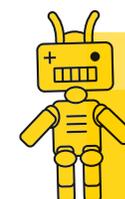
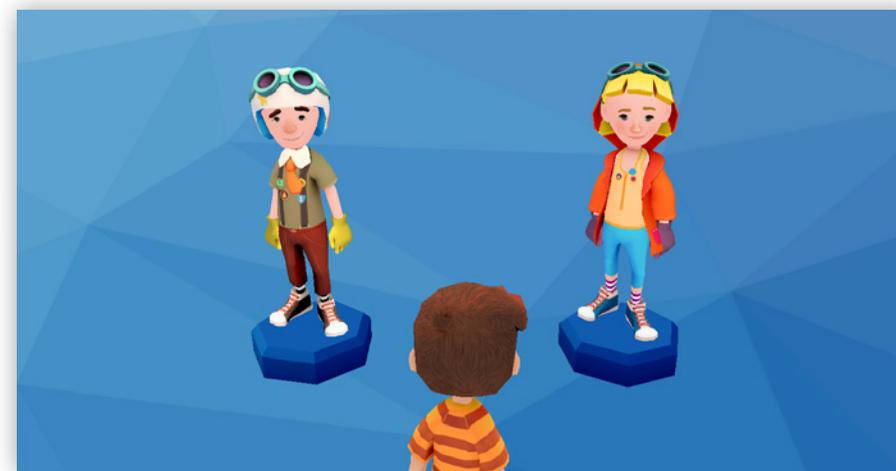
- 1 The first time you use Navio, you need to choose your avatar. Don't worry, you will be able to make changes later!
- 2 Choose your avatar and use the sliders to customise it.

Then click **Done**.



Next, choose your guide.

- 3 Meet your guides! Tap or click on one of the guides. You can change your guide whenever you want.



Tip: Your avatars and guides may vary depending on your course. You will see a variety of avatars throughout this guide.

EXPLORE THE WORLDS

Here's a quick guide to the Home screen. Use the links to find out more about each feature.

Go to **Settings** to adjust your audio or display settings, join another class, log out or close the app. For step-by-step guidance, go to page 17.

In your **Student Profile** you can edit your avatar, change your guide and find out how many points and badges you have won. For step-by-step guidance, go to page 15.

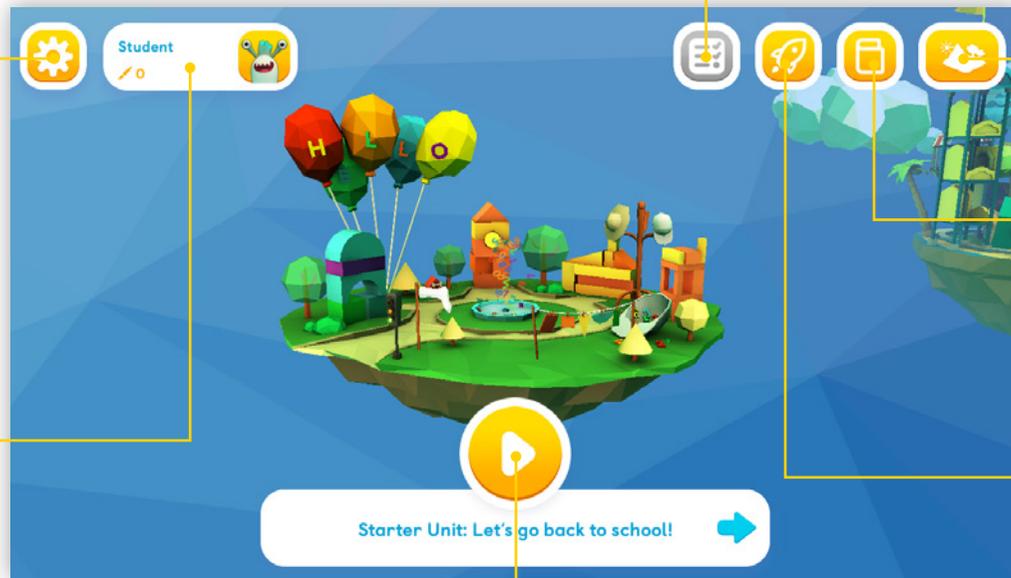
Use the arrow keys to move between worlds. Tap or click **Play** to enter the world. For step-by-step guidance, go to page 12.

If your teacher has graded some of your activities, you will see the notifications here.

Select the **Map** icon to open the unit menu.

If your subscription includes **Digital Books**, you will find them here. For step-by-step guidance, go to page 11.

If you have multiple subscriptions, or want to activate a new course, click this icon.

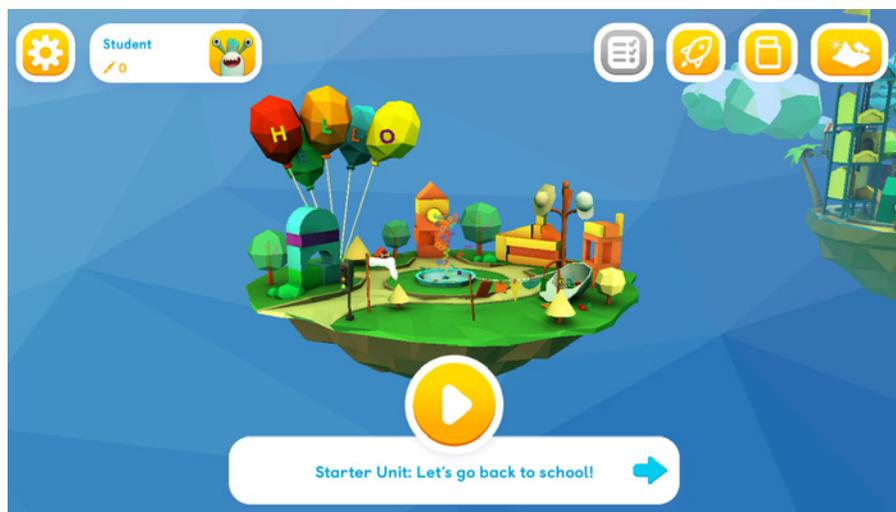


Tip: You can jump between the different units if you are not starting from Unit 1.

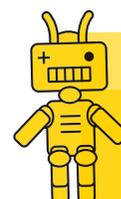
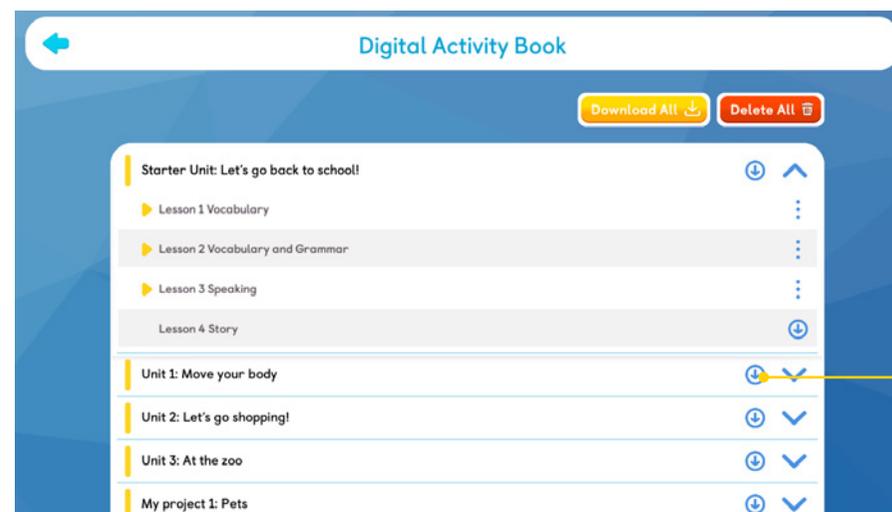
DIGITAL BOOKS

If you have a digital-only subscription, you will find your Digital Books in the home screen.

- 1 Click the book icon to open the menu.
- 2 Select the book you want to open.



- 3 Use the buttons on the right to download the lessons you want to use.
- 4 Then click on a lesson to open it.



Tip: You can also delete content you no longer use to save space on your device.

DIGITAL BOOKS

Explore the Digital Book screen.

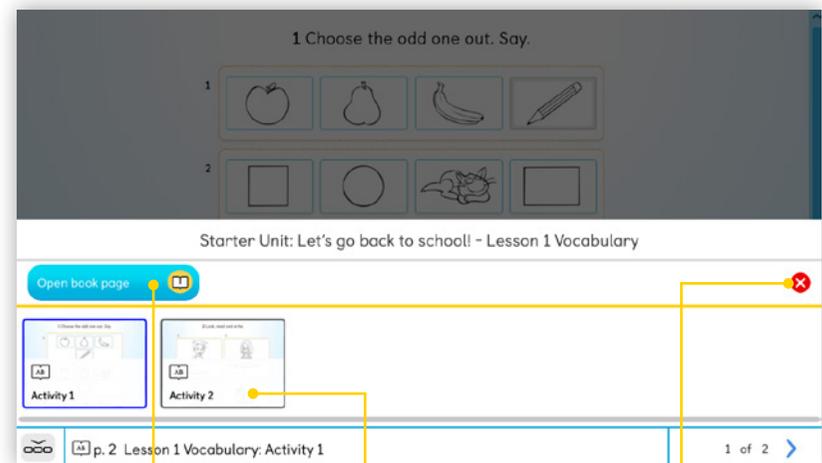


Open the Carousel to view all the activities in this lesson.

Go back to the Contents.

Go to the next activity.

To clear answers you have selected, click the refresh icon.



Open the book page.

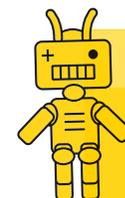
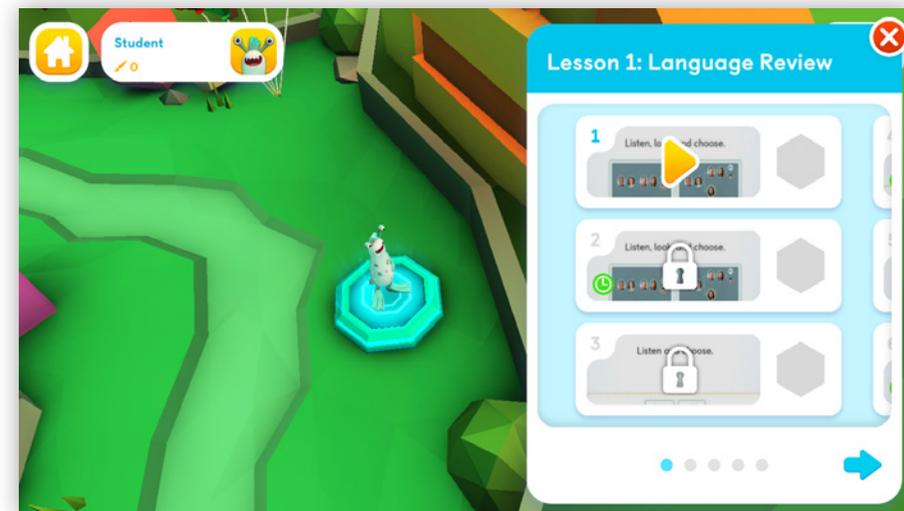
Skip to an activity by clicking on it.

Close the Carousel.

COMPLETE ACTIVITIES

Navio contains hours of language activities that follow the syllabus of your Macmillan course.

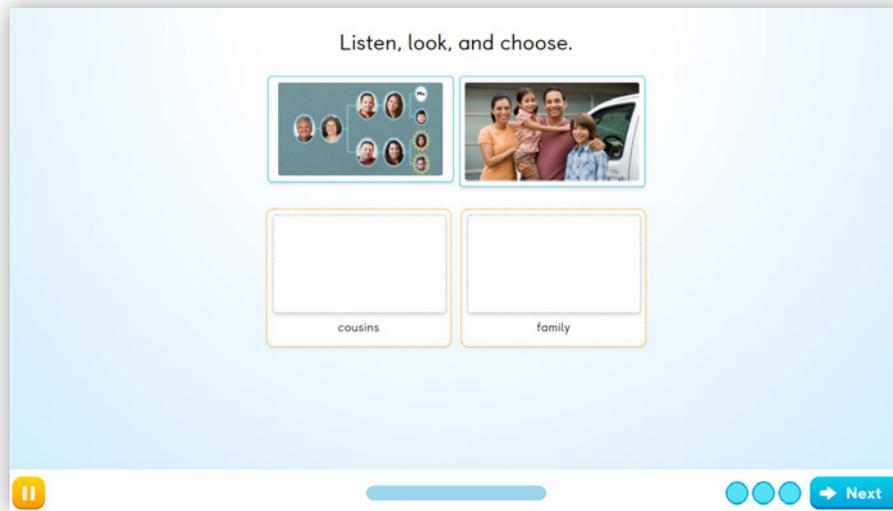
- 1 Each lesson in the course is represented by a blue octagon in the world. Click on the blue octagon to make your avatar jump and enter the lesson menu.
- 2 Click on the Play button to open the activity.



Tip: Students must successfully complete each activity to unlock the next.

COMPLETE ACTIVITIES

As you complete activities, you earn points and badges.



After each activity you can find out how many points and badges you have won, play the next activity or try again.



Tip: You will need to click **Next** to submit your answer. You can also use the Enter key on your keyboard.

STUDENT PROFILE

When you have won enough points, you can use them to customise your avatar.



- 1 Open your Student Profile and select **Edit your avatar**.



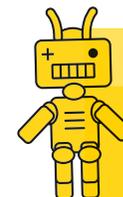
- 2 Choose the items you want to buy with your points. When you've finished, select **Done**.

REWARDS

In the Rewards screen, you can view your badge collection and track your progress.

You will earn different badges according to the types of activity you complete:

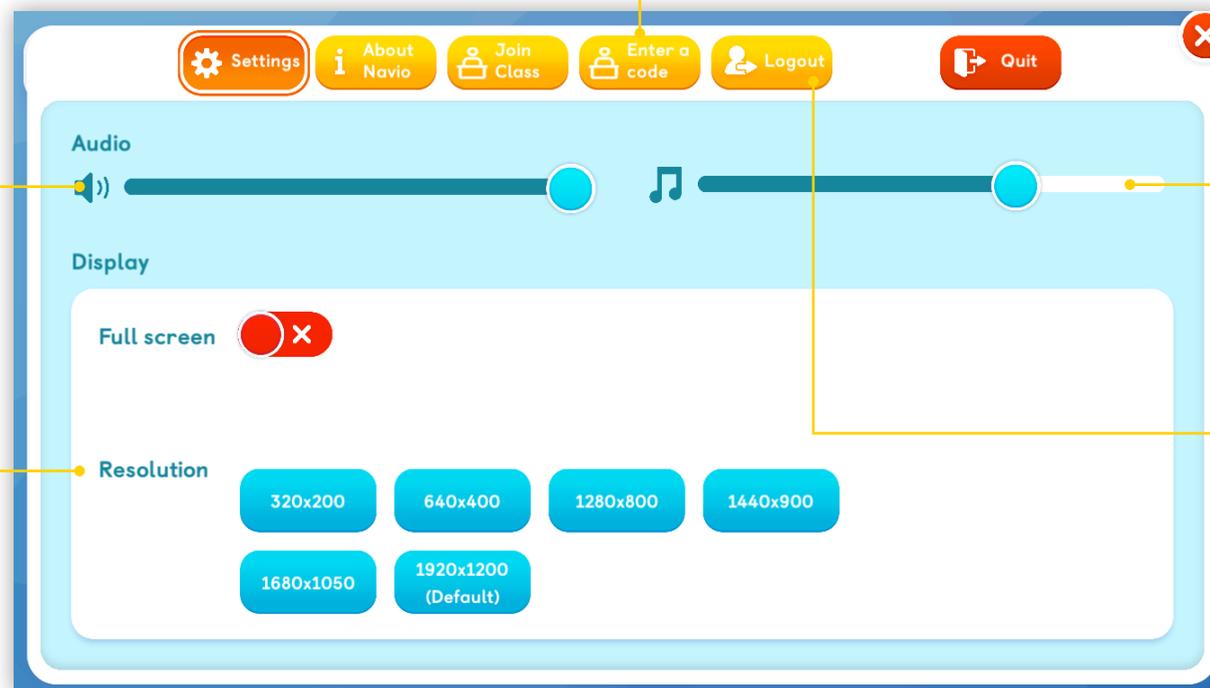
- **Presentation** activities, such as songs, stories and videos, earn a **blue badge**.
- **Practice** activities earn a **green badge** - a life is lost for each wrong answer.
- When you successfully complete a Practice activity, you unlock a **Challenge** activity, which has three lives and a timer. The more you repeat these activities, the more points and badges you earn - **bronze, silver** and **gold**.



Tip: Navio encourages students to repeat activities to win extra points and badges. They can only get bronze, silver and gold badges by playing several times.

SETTINGS

Parents or teachers may need to explore the settings.



Find out how to join a different class on page 8.

Adjust the volume of the course activities.

Adjust the volume of the background music.

Change the display settings to full screen or adjust the screen resolution to fit your device.

Choose **Logout** if a different student - or teacher - needs to log into Navio. Choose **Quit** to close Navio.

