Teacher

CONTENTS

SYSTEM REQUIREMENTS FOR YOUR DESKTOP DEVICE

Internet connection required on first use.

- Windows: 8.1, 10; Browser: IE 11, Edge / Firefox / Chrome.
- Apple Macintosh: 10.12, 10.13, 10.14
- Linux: (Ubuntu) 16.04, 18.04 (64-bit and 32-bit); Debian 8 (64-bit and 32-bit); Browser: Firefox / Chrome.
- CPU Speed (equivalent): Any 2GHz dual core processor.
- RAM: 4GB; Local storage: 4GB*.
- Sound and graphic cards for playback of audio and video files.

*   *We recommend a minimum of 4GB RAM for optimal performance.*
*   *Please note that content size will depend on your course.*
*   *Please note that this information is correct at the time of printing. Please go **here** for the most up to date system requirements.*
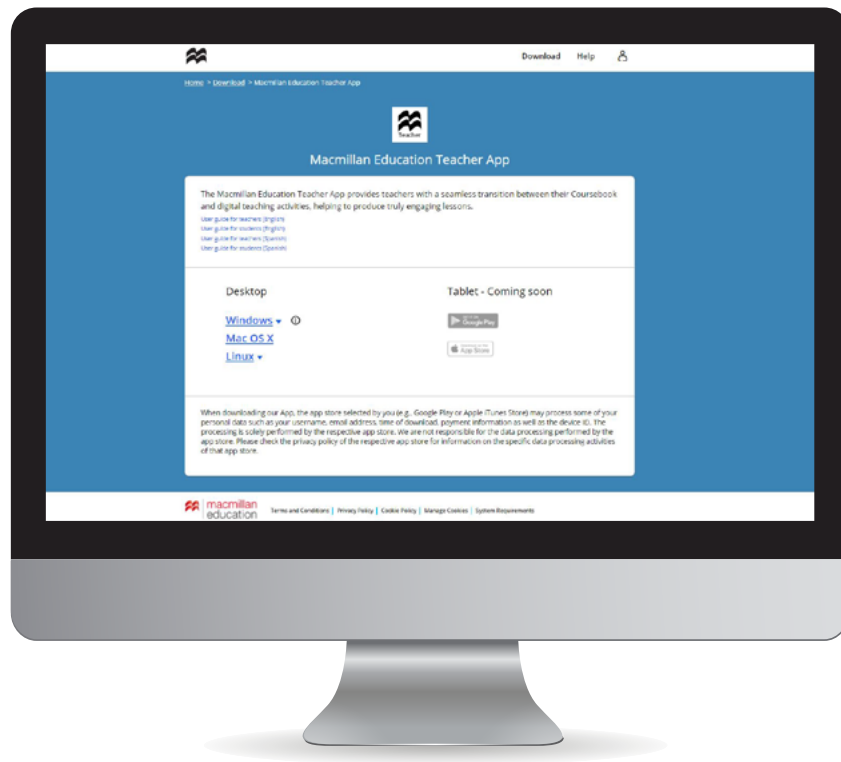
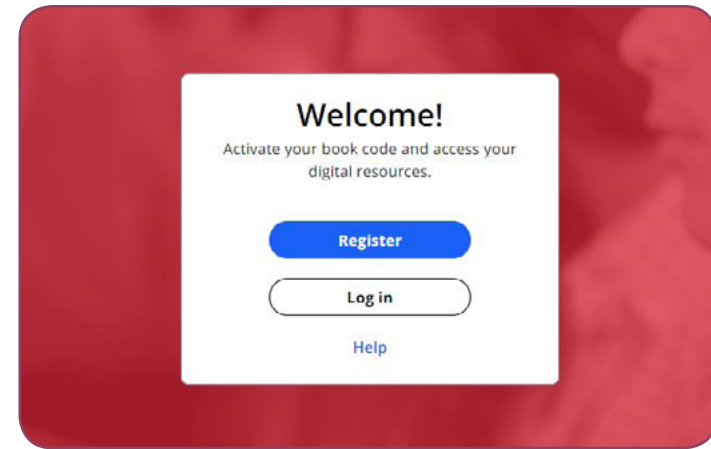Teacher access codes for Macmillan courses on the Macmillan Education Teacher App can be found on the inside cover of your Teacher's Book or are provided by email through your local Macmillan office.
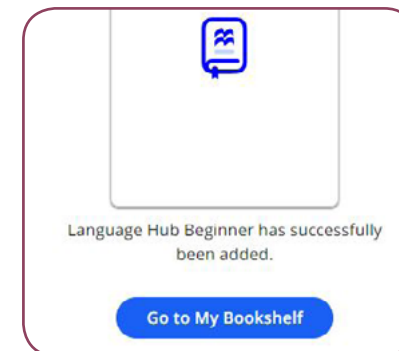

When you have your access code go to:

www.macmillaneducationeverywhere.com
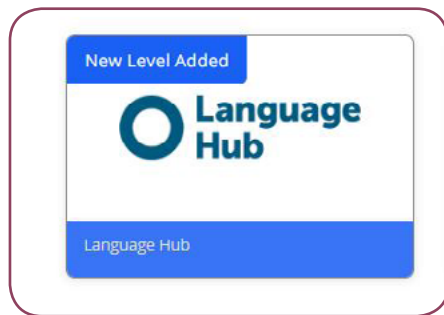
to register your account.

1. Click on **Register**.

2. Enter your details and click on **Register**.

3. Click on **Go to My Bookshelf** and select **Activate Code**.

4. Enter your access code and click on **Activate Code**.

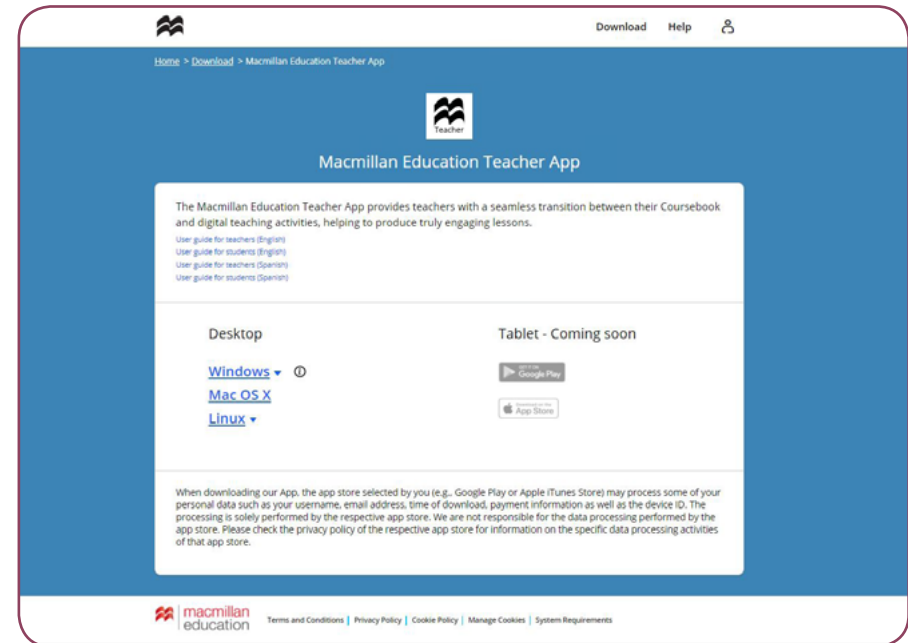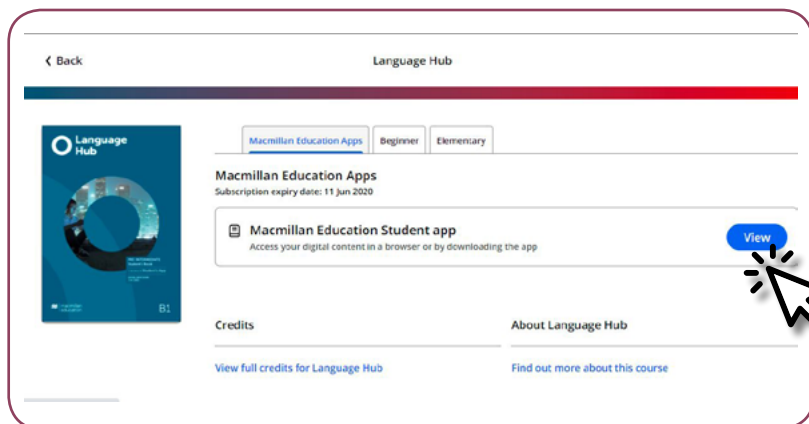You will then be able to see your content on My Bookshelf.

You are now ready to access the app. To do this, click on the course title.

1. Click on **View** and select your operating system to download the app directly to your device.

2. Click on **View** to access the Macmillan Education Teacher app on the browser or **Download** to install it on your device.


3. 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 on-screen instructions to install the app.

4. For Windows you need to select the 32 or 64-bit download. If you do not know your system configuration you can check this by going to your device settings and then **About**. Go to our support site **here** for more information on how to check this.

5. Now find the Teacher's app on your device and open it to get started.

- Open the app and log in with your username and password.

*Please note: if you wish to stay logged in on the device you are using click **Keep me logged in**.*

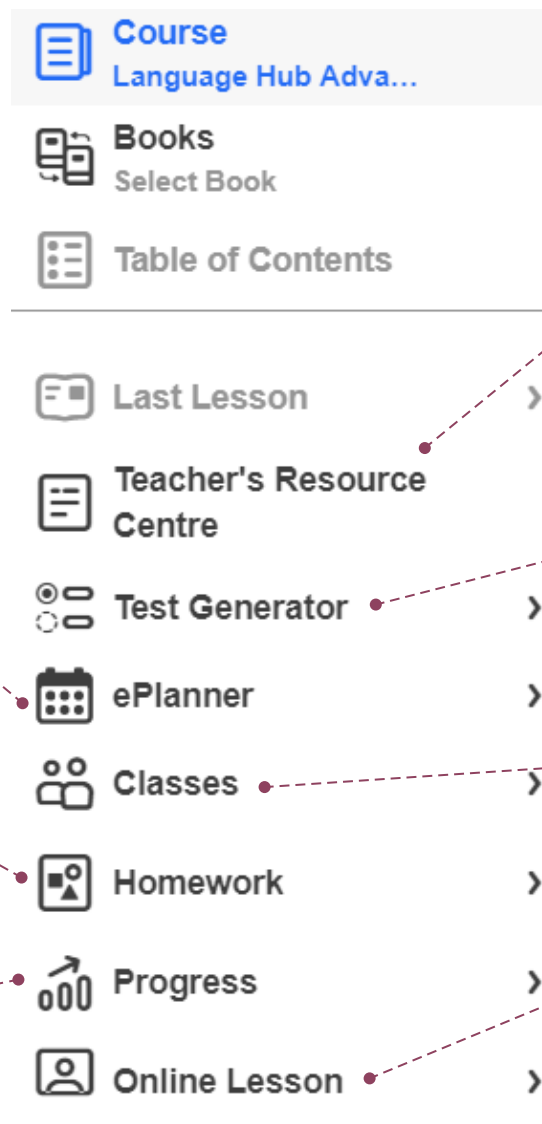* *We do not recommend this if you are using a shared or public device.*
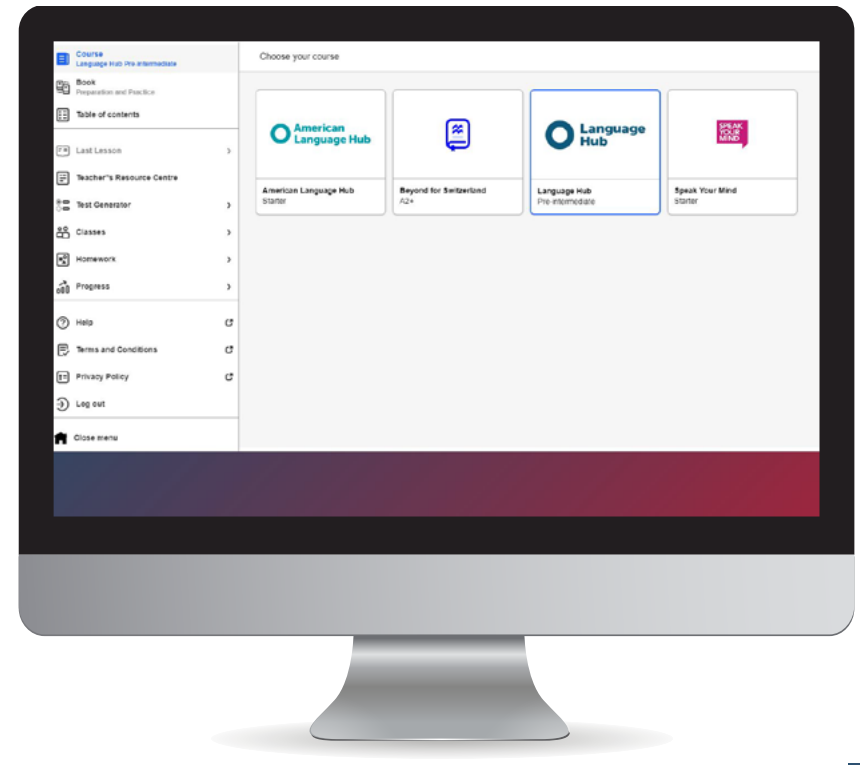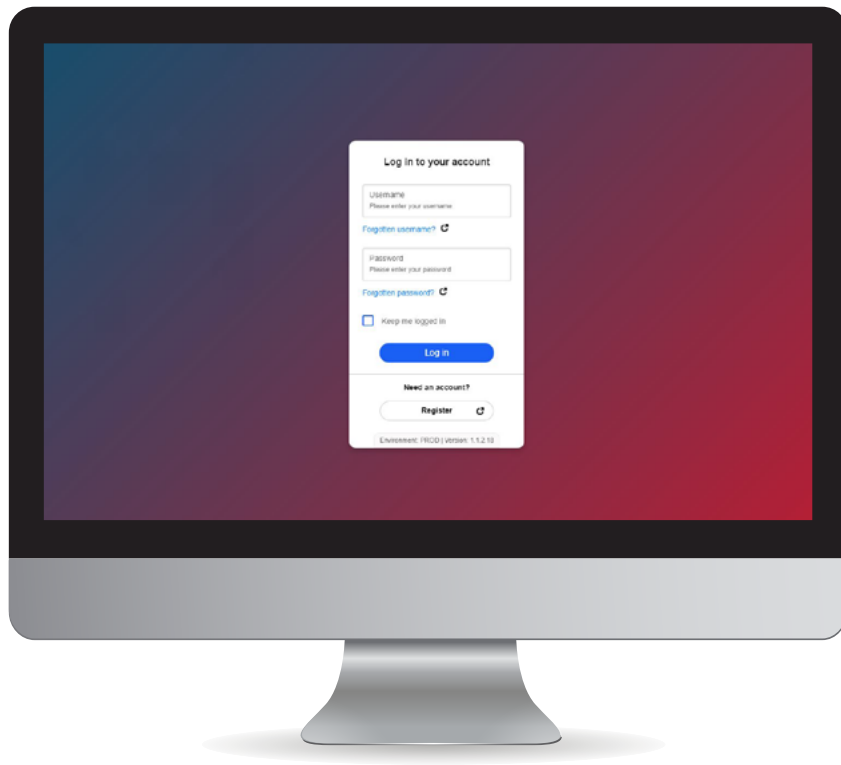
To access your menu click on the 🏠 icon

You can change the position of the menu on your screen by clicking on the navigation icon.

Course
Language Hub Adva...

Books
Select Book

Table of Contents

Last Lesson

Teacher's Resource Centre

Test Generator

ePlanner

Classes

Homework

Progress

Online Lesson

The audio, video and worksheets that accompany the course can be found in the **Teacher's Resource Centre**. It opens a new browser window.

With the **Test Generator**, you can build your own tests or worksheets from a bank of questions linked to your course. It opens a new browser window.

Go to **Classes** to add a class or a course. You can also manage your students.

The Online Lesson feature enables you to access Google Meet, Zoom or Microsoft Teams from within the app and schedule a meeting for your students to join.

With the **ePlanner** you can create a plan which meets the goals of your course within a the given time restraints. This new feature is only visible on the menu if you have a subscription which gives access to the ePlanner.

Here you can assign **Homework** to individual students or whole classes.

Click here to open the online **Progress Tracker**, where you can see how your class is progressing.

• Click on the course name to access the course components.

You can create and manage your classes via the **Classes** icon on the teacher's menu. This will open as a new window within the app.
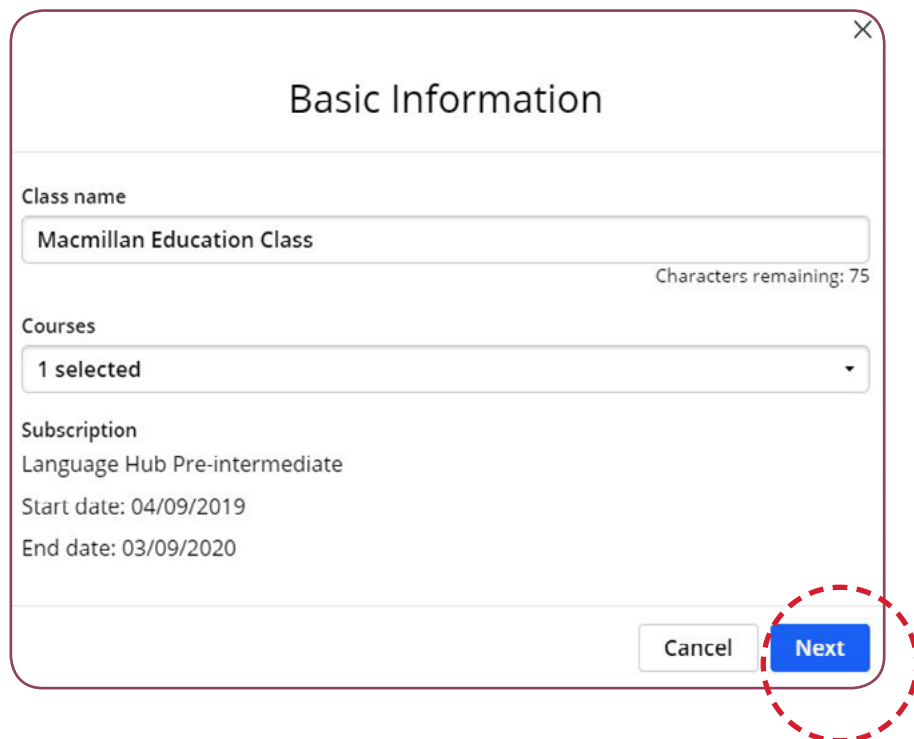

Please note: you need to create a class in order to view your student's progress.
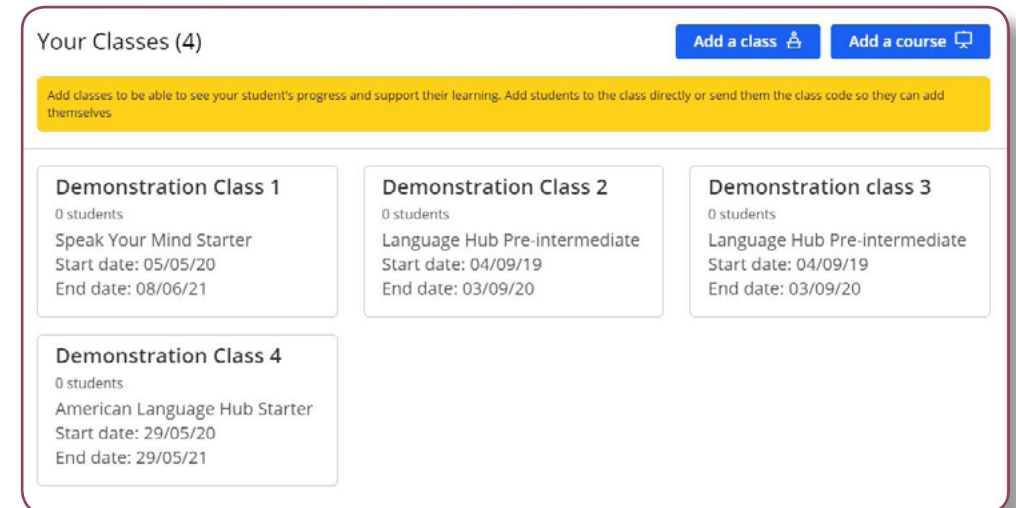
1. Type your class name in the box.

2. Then choose the course your class will be using from the dropdown menu.

3. When you have finished, click **Next**.

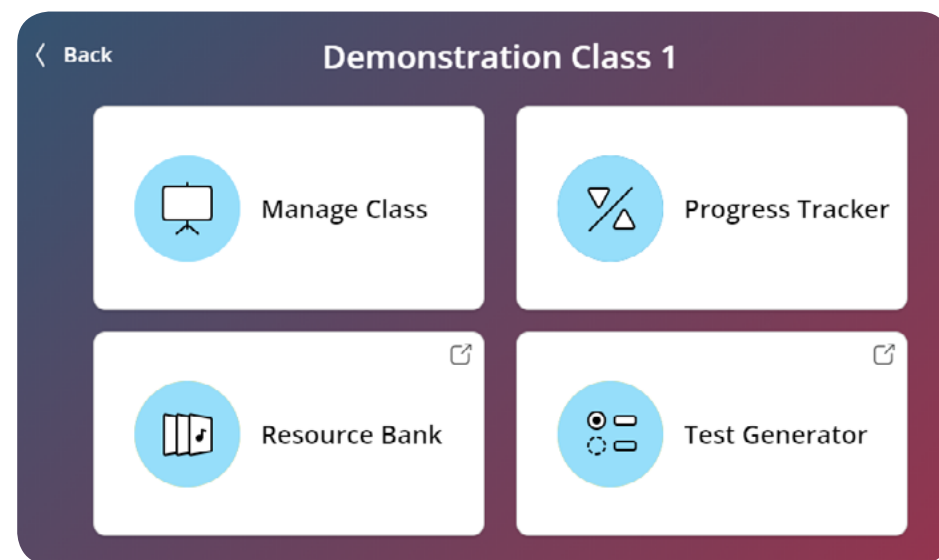* *Please note that you can select more than one course.*

Basic Information

Class name

Macmillan Education Class

Characters remaining: 75

Courses

1 selected ▾

Subscription

Language Hub Pre-intermediate

Start date: 04/09/2019

End date: 03/09/2020

Cancel   **Next**

The first time you set up a class you will have the option to add your students manually or share the class password with your students so that they can join the class themselves, as you will see on the following pages.

〈 Back   **Demonstration Class 1**

Manage Class

Progress Tracker

Resource Bank

Test Generator

I'll add my student(s) manually

1. Type your student's **First name, Last name** and **Contact email** into the fields.
2. Click the ⊕ sign after each student.
3. Agree to the terms of use for institutions.
4. Click **Next** to continue.

If you have a large number of students, you can add them to your class in bulk, as you will see on the next page.

Add Students

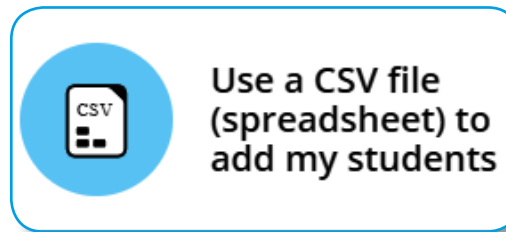| First name:	Last name:	Contact email:	
Student	1	student@gmail.com	⊕

☑ I agree to the terms of use for institutions.

Cancel   Next

Use a CSV file (spreadsheet) to add my students
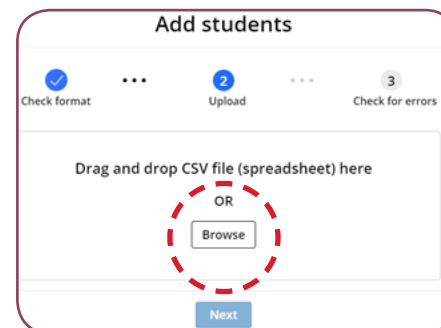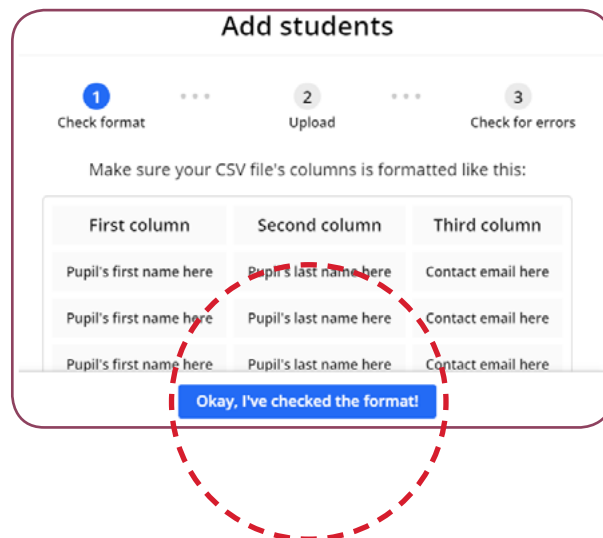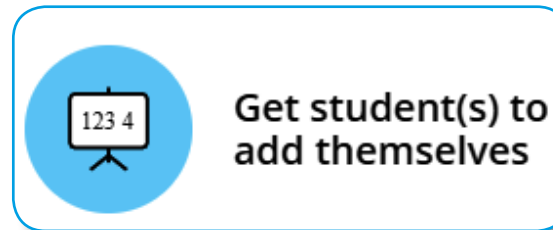
1. Click **Use a CSV file (spreadsheet) to add my students**.

2. Open a CSV file in Excel and enter your students' first name, last name and contact email address in the required format.

3. Click **Okay, I've checked the format!**

4. Click **Browse** and upload the CSV file.

5. Click **Next** to finish.

Add students

1 Check format ••• 2 Upload ••• 3 Check for errors

Make sure your CSV file's columns is formatted like this:

First column	Second column	Third column
Pupil's first name here	Pupil's last name here	Contact email here
Pupil's first name here	Pupil's last name here	Contact email here
Pupil's first name here	Pupil's last name here	Contact email here

Okay, I've checked the format!

Add students

Check format ••• 2 Upload ••• 3 Check for errors

Drag and drop CSV file (spreadsheet) here

OR

Browse

Next

Add students

Check format ••• Upload ••• 3 Check for errors

Upload Successful!

Next

Instead of manually adding students to your class they can join your class from the Macmillan Education Student App. This is the recommended option when students already have a Macmillan account or when they prefer to register themselves.

In order for your students to join your class, you first need to generate a class code.

1. Click **Get student(s) to add themselves**.

2. The app will generate a class code.

3. Send the code to your students so they can join the class by clicking on **Join a class**.
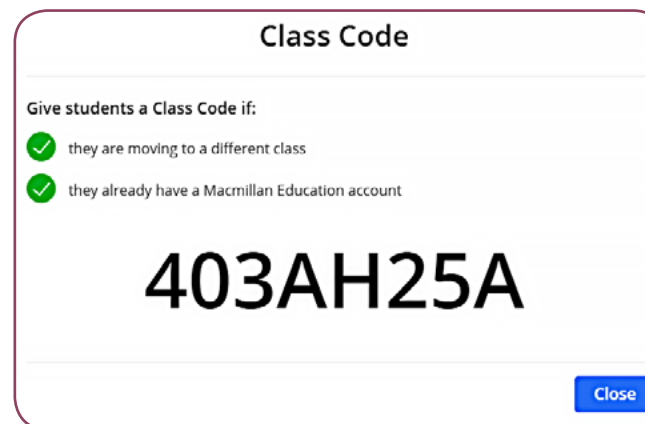
Copy students over from existing class

You can also copy students who joined one of your previous classes to your new class.

1. Click **Copy students over from existing class**.

2. Choose a class to copy from.

3. If the details are correct click **Yes, add to class**.

4. If you need to change the details click **No, start again** and you will be taken back to the classes page.

Add students

Choose a class to copy from

Demonstration Class 3
1 students

Demonstration Class 2
4 students

Demonstration Class 4
1 students

Demonstration Class 1
5 students

Add students

Students to copy over

First name: Macmillan
Last name: Student
Contact email: student@gmail.com

Do your student's details look right?   No, start again   Yes, add to class

1. Go to **Classes** from the teacher's homepage.

2. Click on the class name and you will be taken to a new window within the app.

From the class page you can:

- Edit the class name.
- Add and remove students from the class.
- Delete the class.
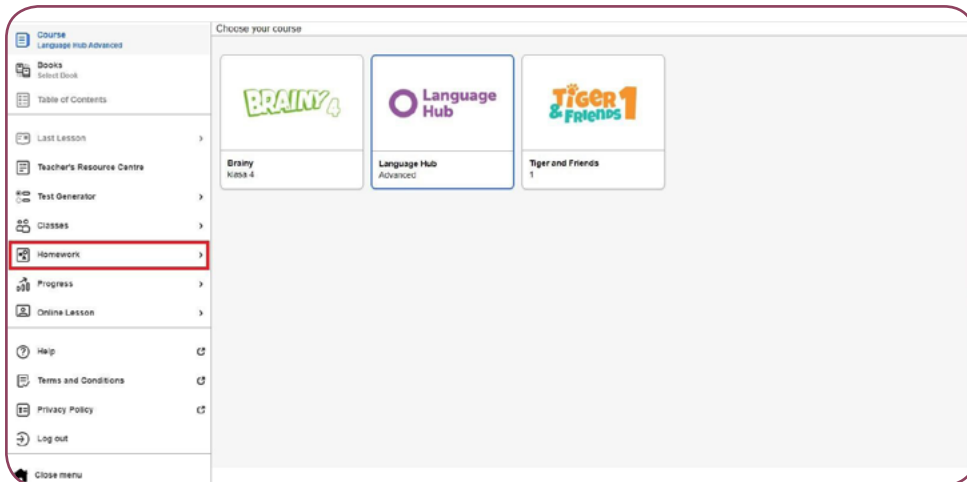- Generate new passwords for your students.

Tip: You can either generate the password for individual students or the whole class. Please note that doing it for the whole class will generate new passwords for everyone in that class.
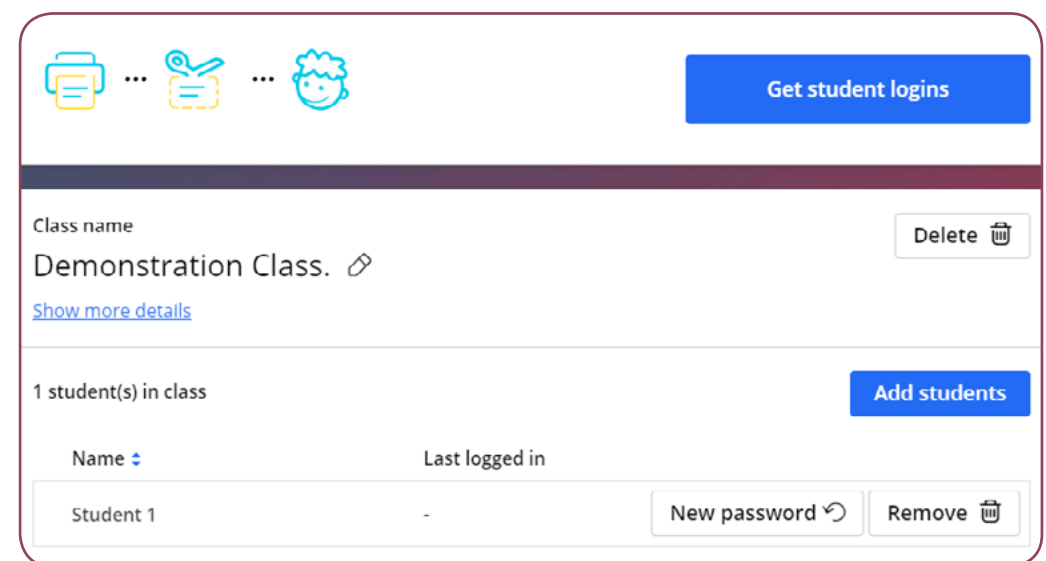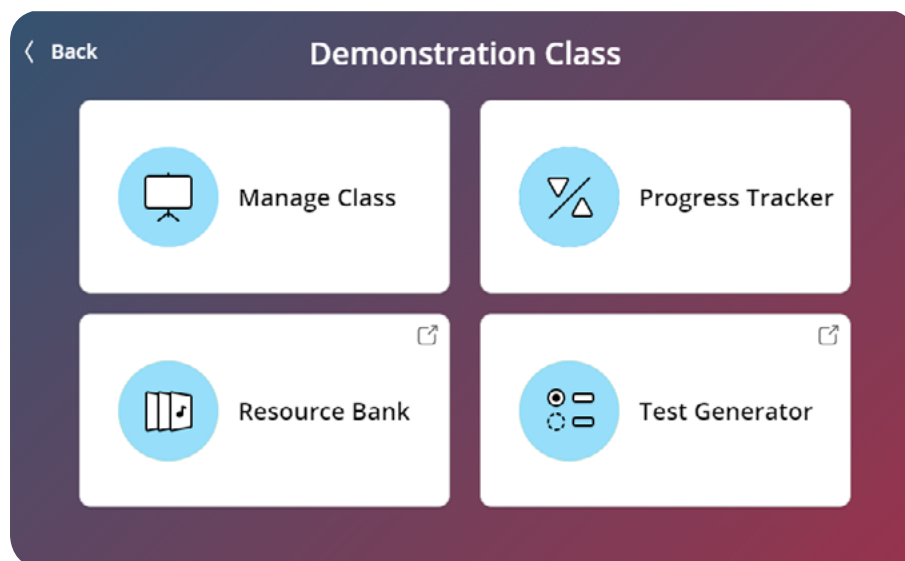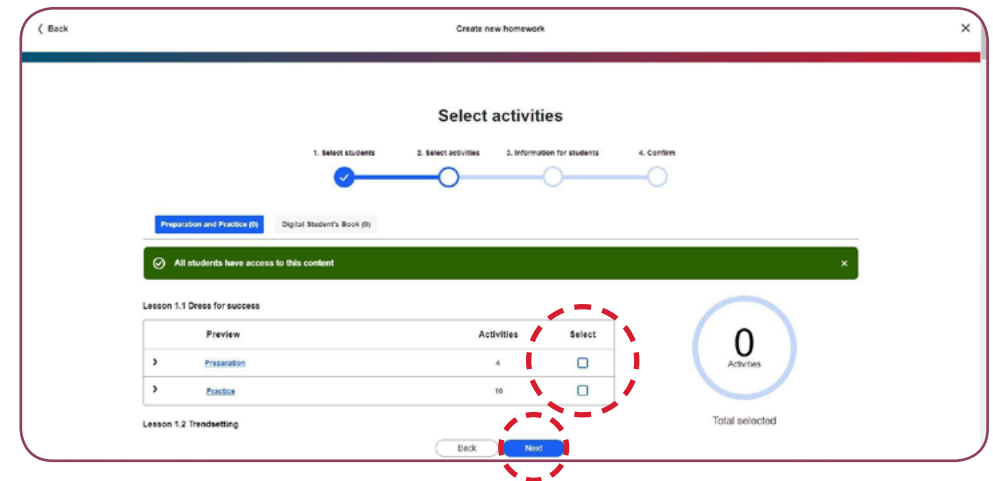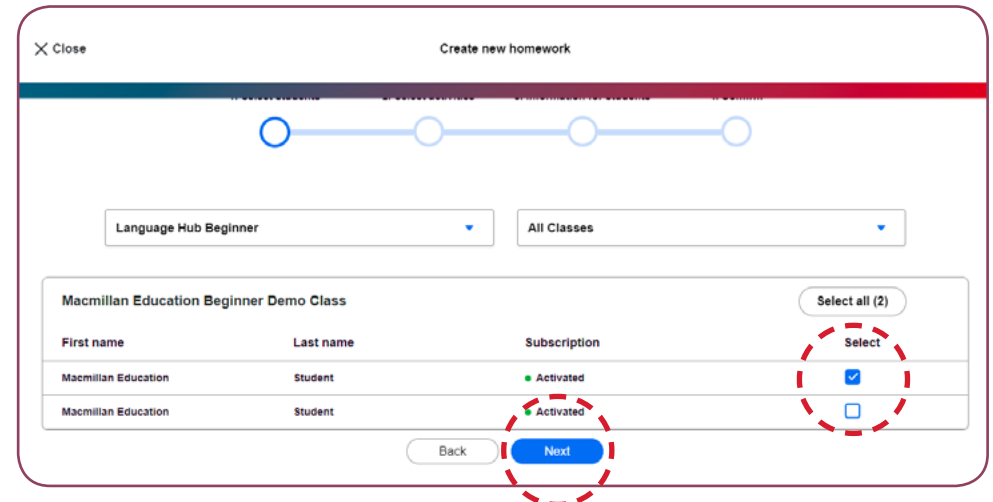
1. Log into the Macmillan Education Teacher app and choose **Homework**.

2. Click **Create new homework**.

3. Choose the related course, class and students you want to assign the homework to.

4. Select the activities that you want to assign to your students and click **Next**.

5. Click **Next** in order to save the changes.

6. Complete the mandatory fields and click **Next**.

7. Review the homework and click **Send to Students.**

8. After sending the homework, you will see the following onscreen confirmation message.
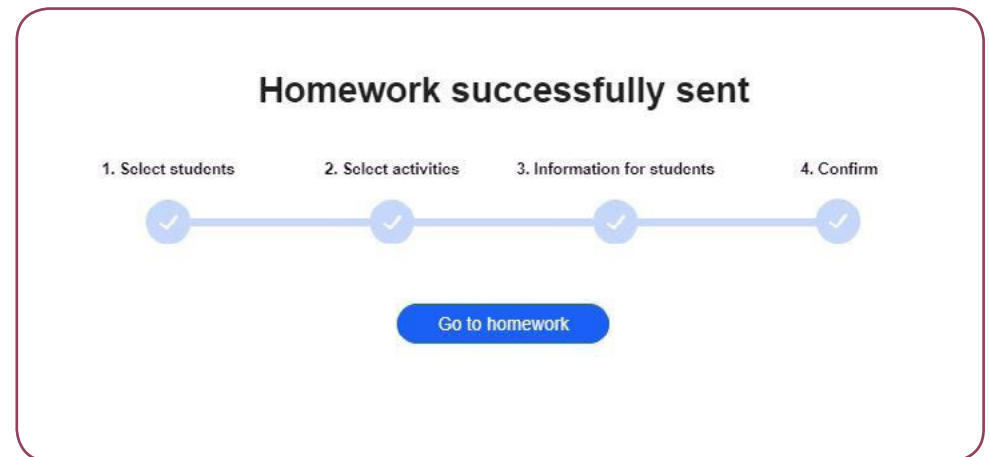
1. Log into the Macmillan Education Teacher App and choose **Homework**. Then, find the homework you want to send to other students and click **More details**.
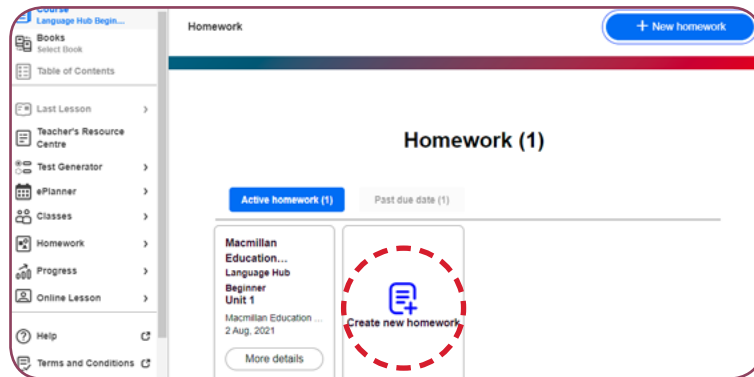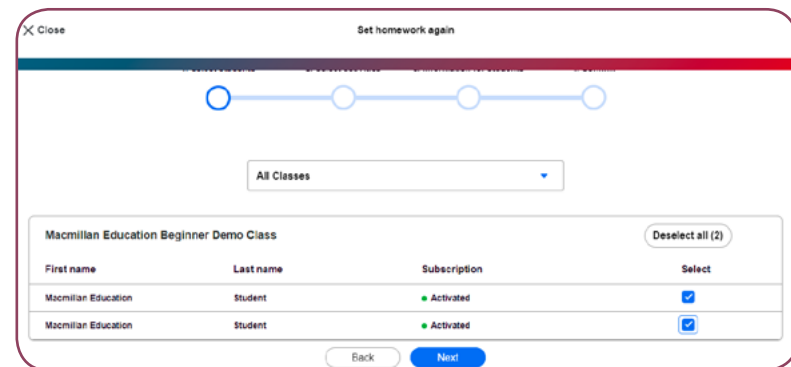

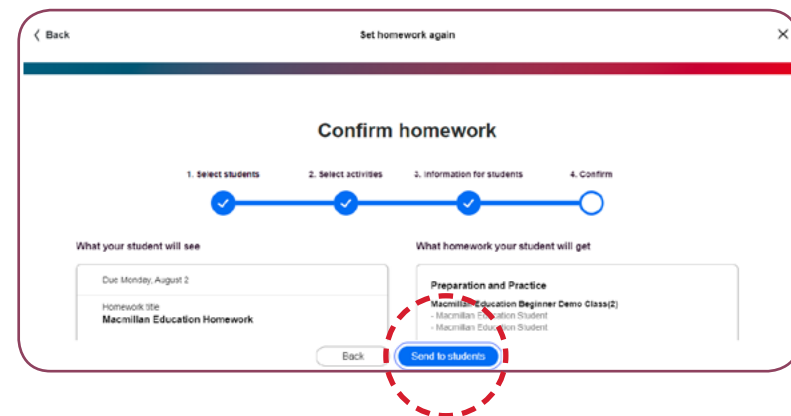**2.** Select **Send to other students** and then click **Select students**.
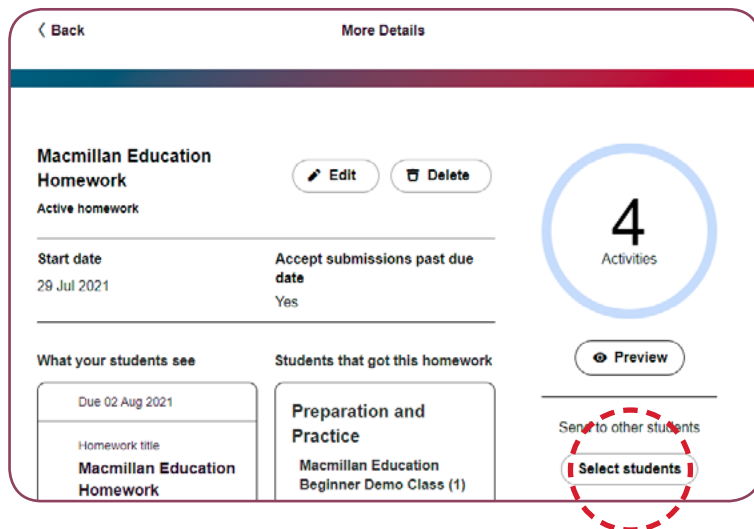
3. Amend to the students you want to assign the homework to and click **Next**.
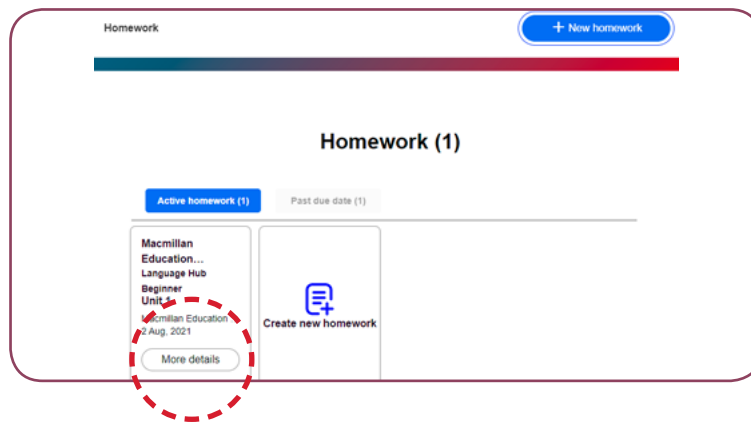*Please note that the students you previously assigned the homework to will already be selected here.*

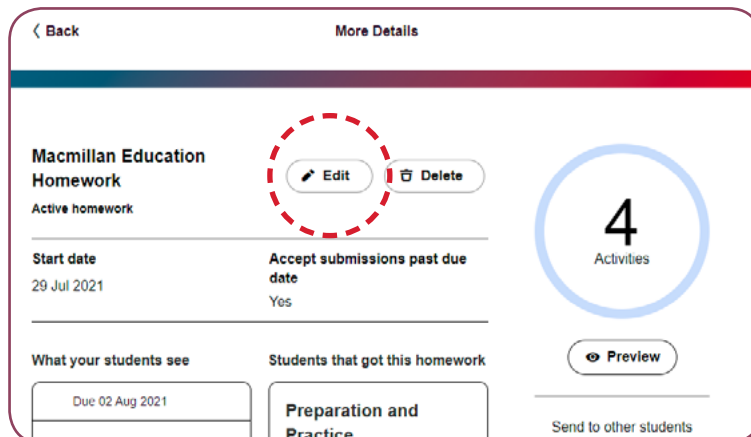**4.** Review the homework and click **Send to Students**.

1. Log into the Macmillan Education Teacher App and choose **Homework**. Then, find the homework you want to send to other students and click **More details**.
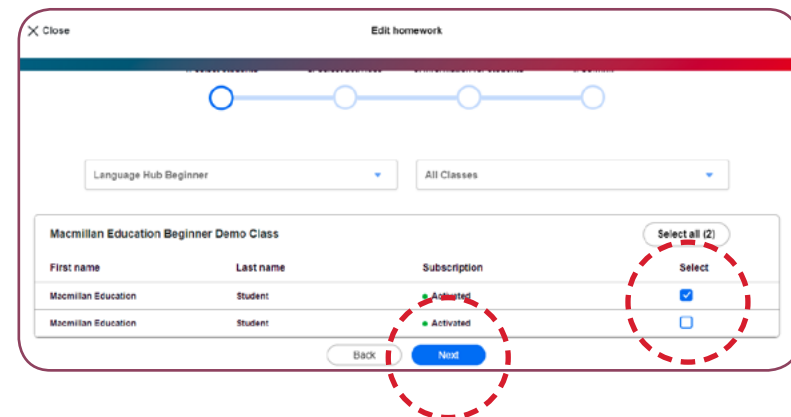
   Please note that you can only make changes to active homework.
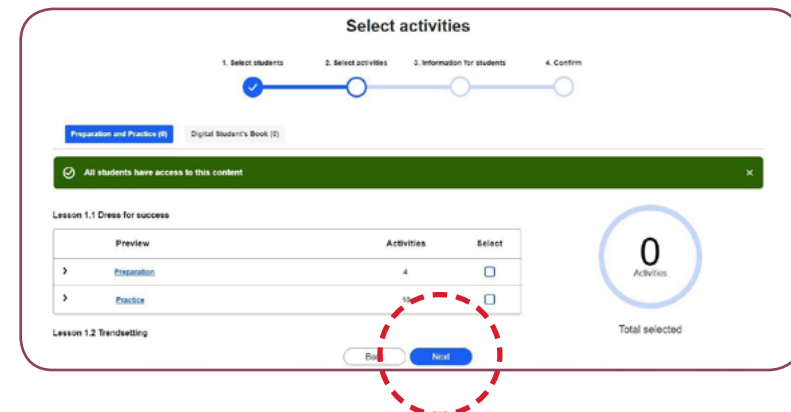

2. Click **Edit**.

3. From here you can send the homework to other students, amend the activities you previously assigned, update the start and due date and update your message.

4. In the next step you can add or remove the activities that you want to be included in the assigned homework.

5. Click **Next** in order to save the changes.

6. Here you can change the start and due date of the assigned homework and update your message.

7. Click **Next** to review the changes you have made and then click **Send to students**.

1. Log in to the Macmillan Education Teacher app and choose **Homework**. Then, find the homework you want to update and choose **More details**.

3. Click **Next** in order to move to the Select activities screen. Select and deselect the check boxes to add or remove an activity.

2. Click **Edit**.

4. Click **Next** to confirm.

5. Click **Send to students**.

1. Log in to the Macmillan Education Teacher app and select **Homework**. Then, find the homework you want to update and choose **More details**.
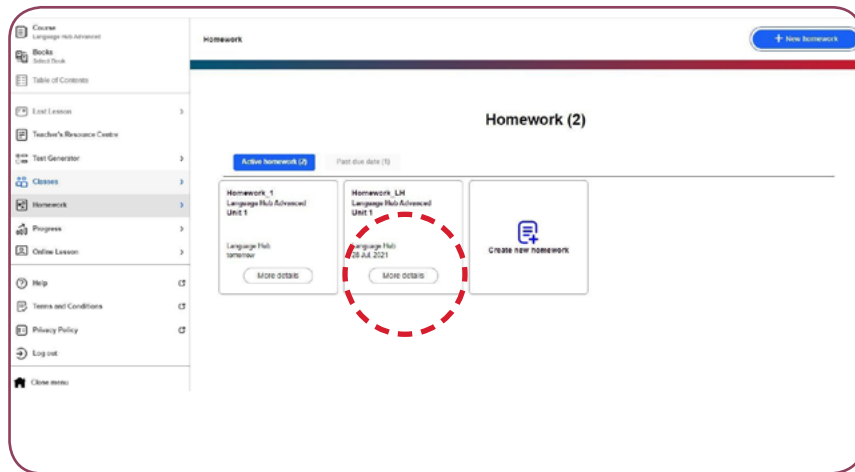
2. Click on the **Delete** button.

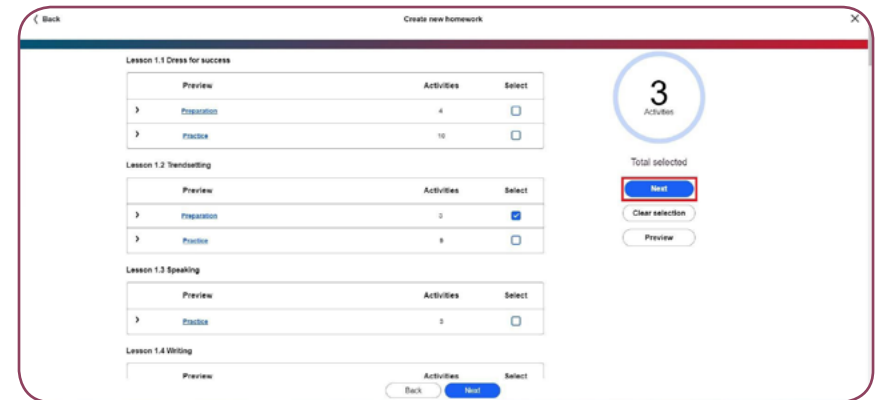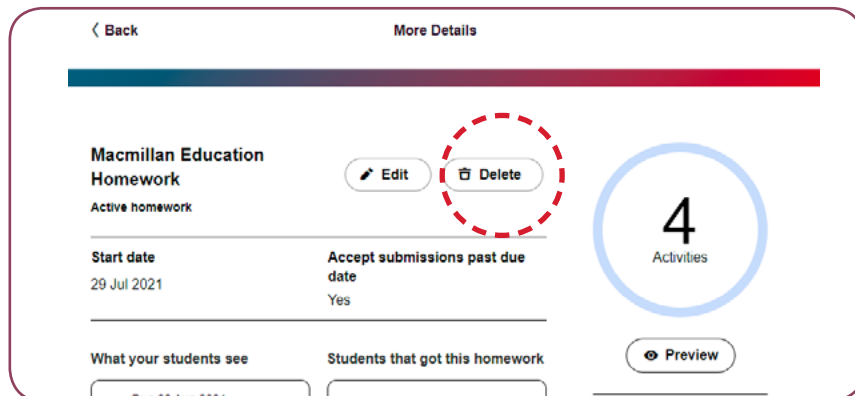**3.** Include the message you'd like to send to your students to inform them that the homework has been cancelled and is no longer due.
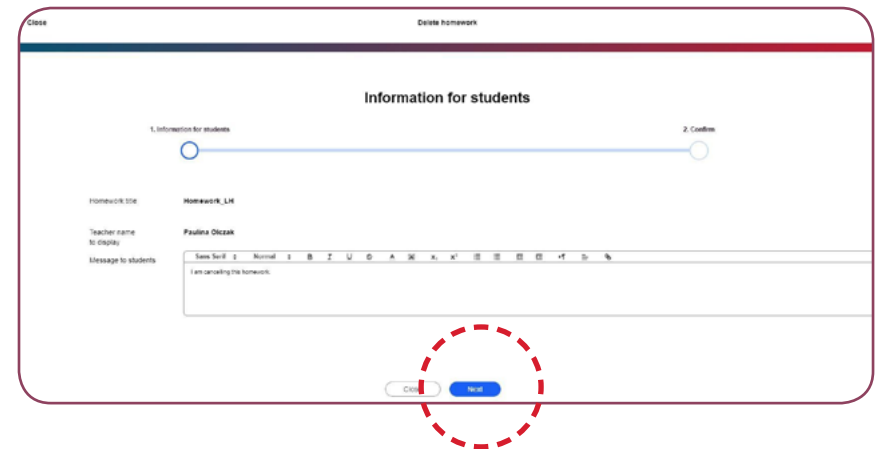
4. Click **Next**.

5. Click **Send to students** to confirm that you would like to go ahead and cancel the homework and inform your students.
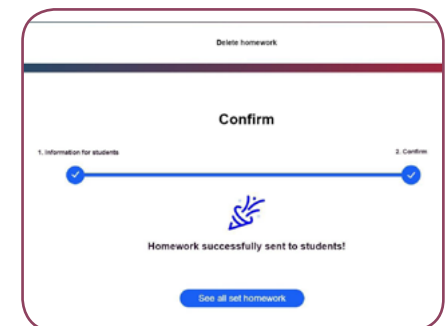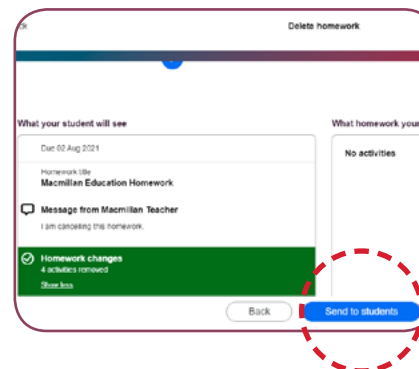
1. Log in to the Macmillan Education Teacher app and choose **Homework**.

2. Click **Create new homework**.

3. Choose the related course, class and students you want to assign the homework to.

4. Select the activities that you want to include in the assigned homework. Click **Next** to save the changes.

5. Enter the message you'd like to send to your students.

6. To include a hyperlink in your message, copy the website address, click the hyperlink icon and paste the link. Then click **Save**. Alternatively, you can copy and paste the website address into the body of the message.

You can select which course you want to view from the menu.

Click on **Student's Book**.

In order to access your content, you need to download it first.

1. Click on the download icon or select **Download Manager**.
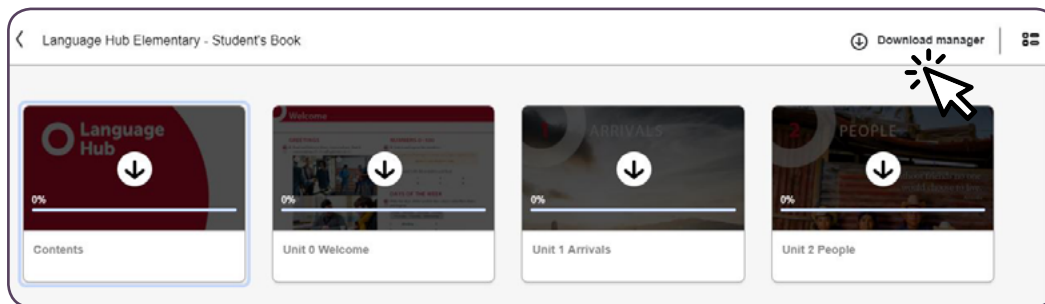
2. Once the unit has been downloaded you will see its cover image.

3. You can now click on the downloaded unit to access its lessons.
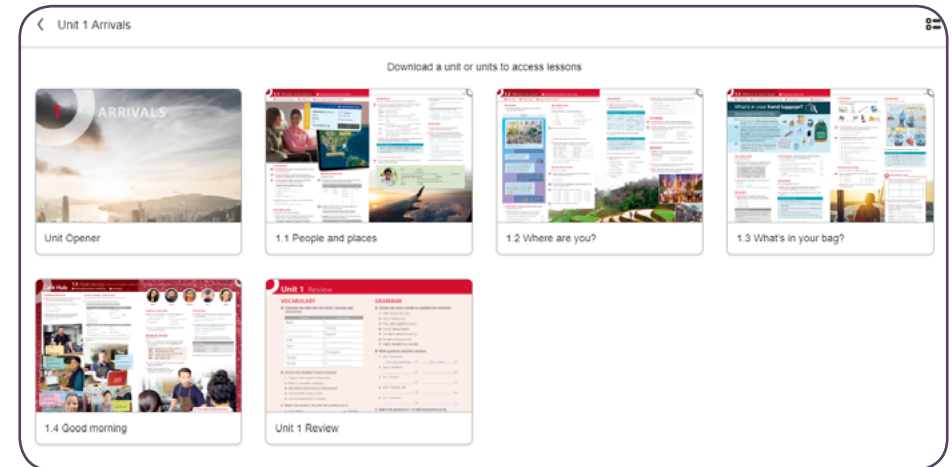
4. Click on the lesson you want to view and you will be taken to the page.

You can navigate through the Student's Book using the book tools. The book tools include classroom presentation kit features which you can use in class.

The quick links feature allows you to easily navigate to other related content on the app.

You can view related interactive activities from the Preparation and Practice area, which can be used in class by clicking on the Interactive activities icon.
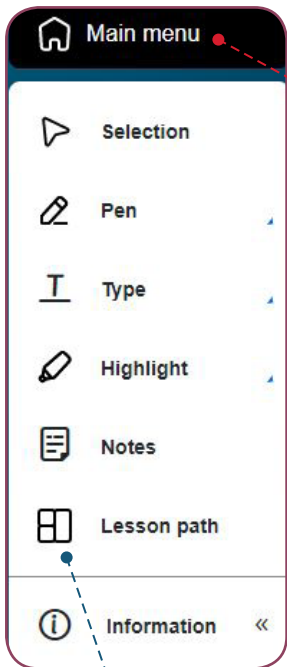
The **Lesson Path** tool enables you to focus on specific areas of the student's book which you can focus on in class.

You can also move **forwards** and **backwards** through the pages you have downloaded.

You can also use the **Lesson Path** tool to zoom in and focus on the activities and use them interactively.

Once you have selected the hotspot you can:
- View the activity from the Student's Book
- View the linked interactive activities from the Preparation and Practice area

You can navigate to the next page of the Student's book by clicking on this icon or entering the page number and clicking 'Go'.

You can view related interactive activities from the Preparation and Practice area, which can be used in class by clicking on the **Interactive activities** icon.
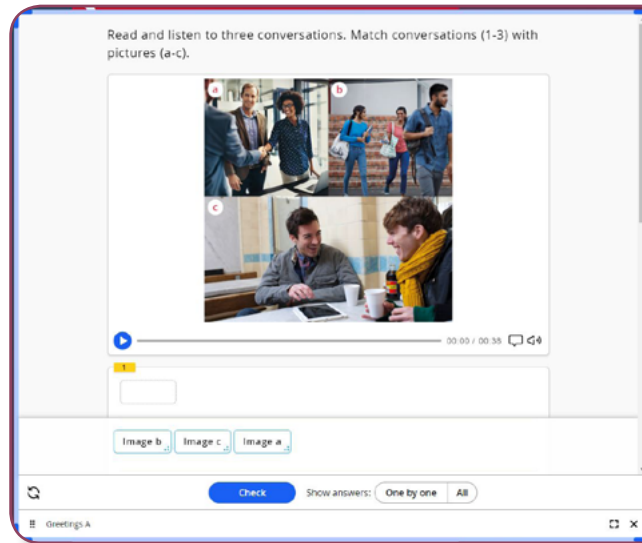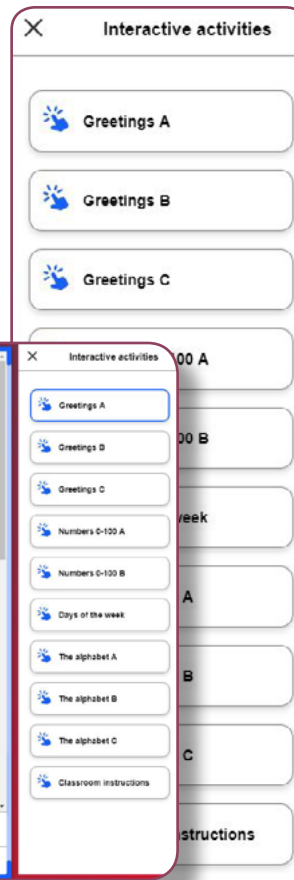
The quick links icon, allows you to quickly navigate to other related content in the Student's Book, Workbook or Preparation and Practice area.
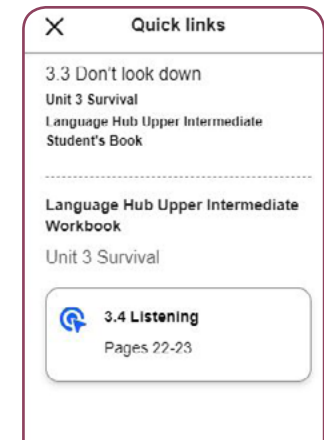
As a teacher you can also access the student's digital only content. This includes **Preparation and Practice** or **On the Go practice** depending on your student's subscription.

1. Select the relevant course from the menu.

2. Click on the course name and then the content type.

3. Click on the download icon to download the activities.

4. Click on the unit name to view the activities within the unit.

5. You can then navigate through the interactive activities and use them in class.
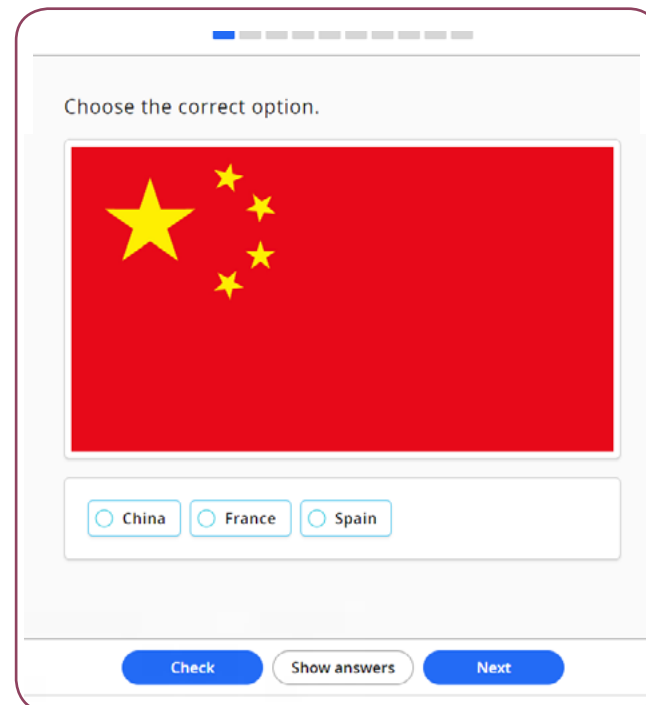
As a teacher you can monitor the progress of students in your class.

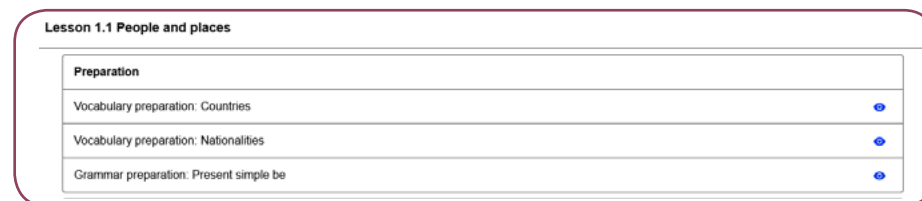To view your students' progress, follow the steps below:

1. Click on **Progress** and you will be taken to your classes.
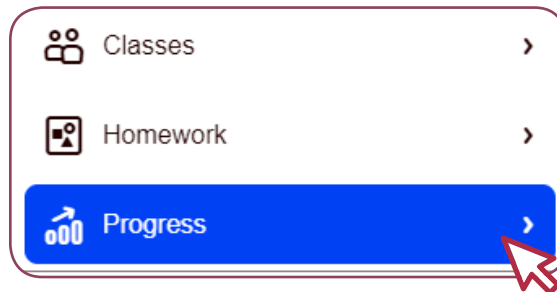
2. Click on the class name and then **Progress tracker.**

3. Click **Choose a filter** and then select the source component.

4. You can then choose to view the progress of individual students or the whole class using the filters. You can also filter by unit.

5. You can download a copy of your student's progress report as an Excel or csv file by clicking on **Export**.

Student's Digital Only Content (Preparation and Practice and On the Go Practice).

- You can view the unit progress, the time the student has spent working on the unit and the total number of attempts.

- To view the score for the first and last attempt of each activity within the lesson click on the unit/lesson name.
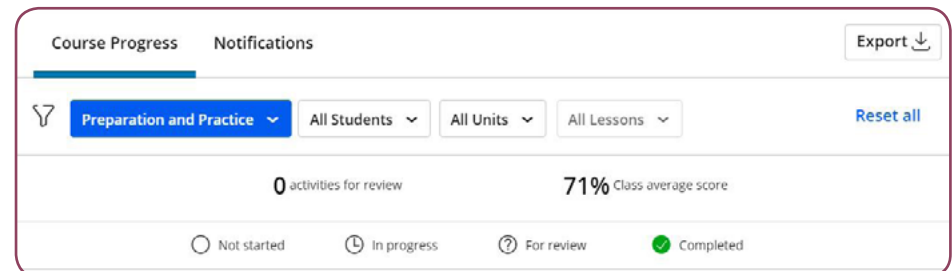
Challenge Activities

- You can also view any **Challenge Activities** your student has completed.

- If the student successfully completes a challenge activity they will receive a badge.

*Tip: Your students must click **Check** to submit their answer.*

Unit	Activities completed
Unit 1 Relationships	1 / 11
Lesson	Time (hh:mm:ss)
Lesson 1.1 Breaking the ice	00:00:43

Activity	Review	Attempts	Completion	Badges	Score for first & last attempt (%)
Vocabulary preparation: People Practice	👁	1	✓		

Activity	Review	Attempts	Completion	Badges	Score for first & last attempt (%)
Grammar preparation: Present simple and present continuous Practice	👁	4	✓		
Grammar preparation: Present simple and present continuous Challenge	👁	3	✓	🏅	

1. Click on **Progress** and you will be taken to **Your Classes**.

2. Click on the class name and then click **Progress tracker**.

3. Choose **Progress Tracker** from the Class Dashboard.

4. Open the **Choose a filter** drop down to select the component.

5. You can track your students' progress across all the components they use. Select one of the components to continue.

6. From the progress tracker click on the student's name.

7. Then click on your chosen unit/lesson name.

8. Click on the eye icon to view the answers your student submitted on their latest attempt of the activity.

Please note that you can only view the answers for the Digital Student's Book and the Practice activities. For the Preparation activities, you will be able to check your student's accuracy rate.

The Online Lesson feature enables you to access Google Meet, Zoom or Microsoft Teams from within the app and schedule a meeting for your students to join. To set up an online lesson:

- Click on **Online lesson** and select the preferred app. A new pop-up window will open.
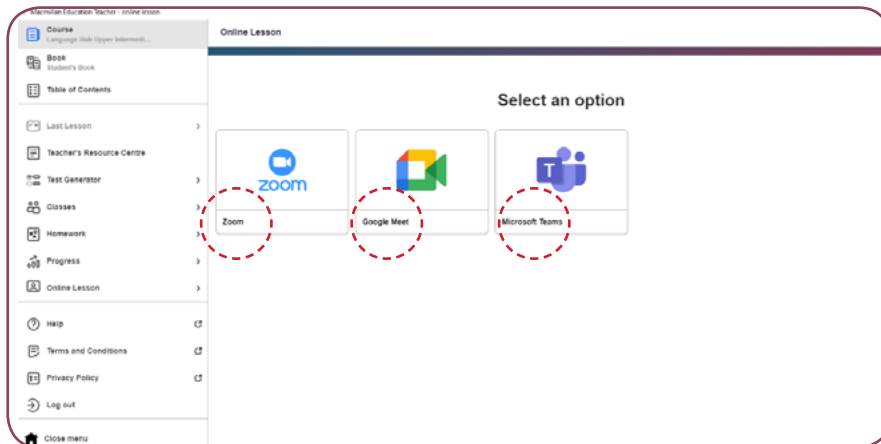

Zoom

- A new window will open and display the Zoom sign-in page. Sign in to Zoom with your Zoom account or use any of the available options, that is, using your company credentials (SSO), your Google account or Facebook account. If you do not have a Zoom account, Google account or Facebook account, please click on 'Sign up for Free' or 'Create account' depending on the platform to create an account.
- Follow the on-screen instructions to authorise that Zoom can be used within the app.
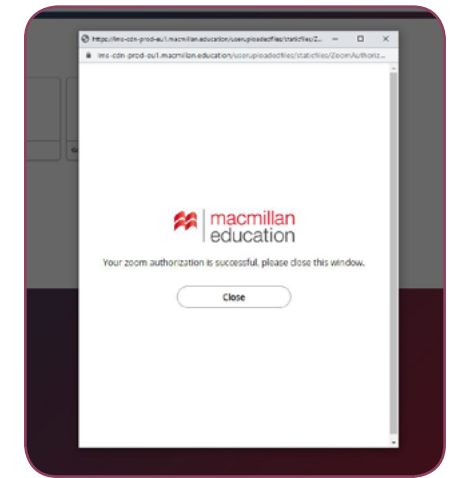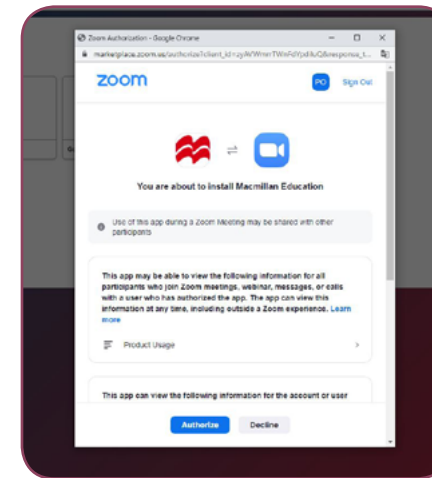
- You can then set up and schedule a meeting for your students to join and share the link for the class outside of the app.
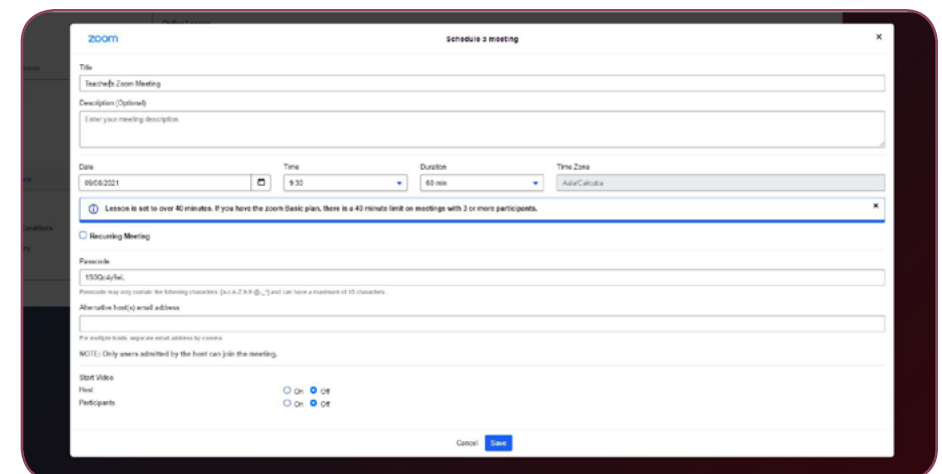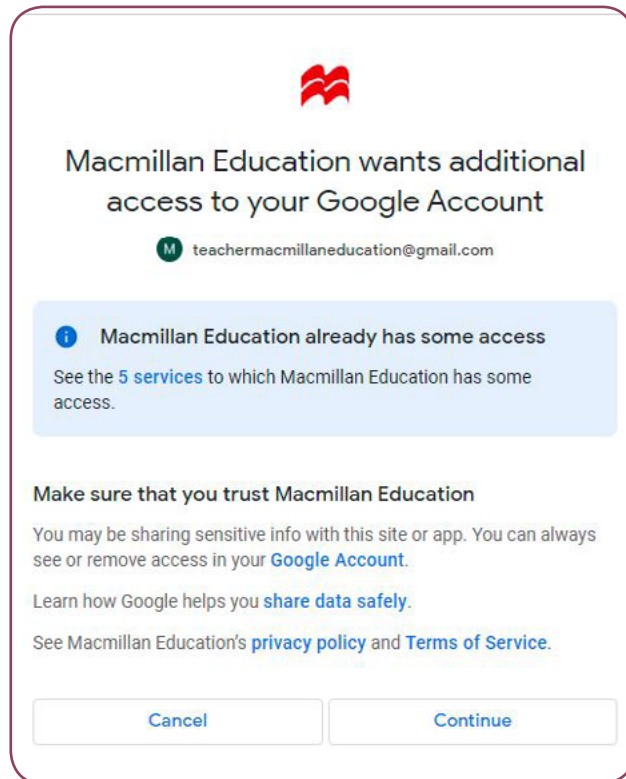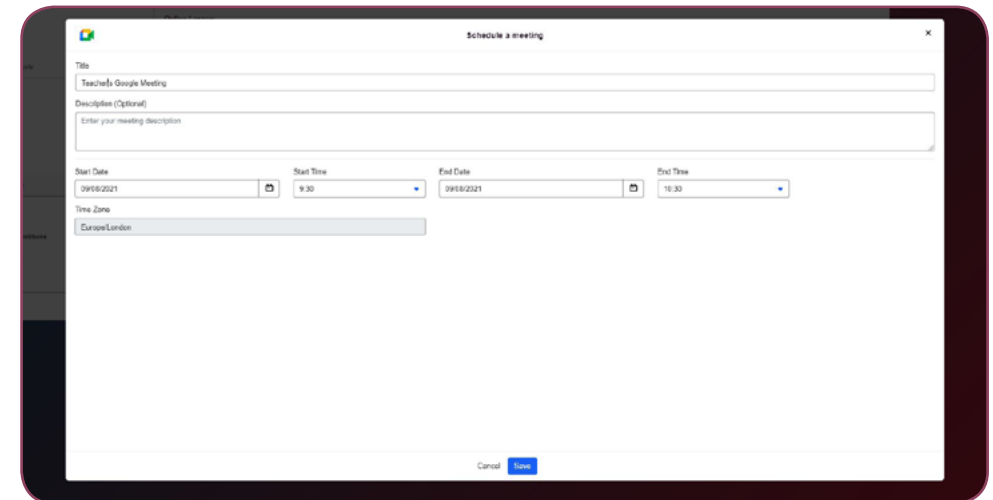
Google Meet

- A new window will open and display the Google Sign-in page. Sign in with email address.
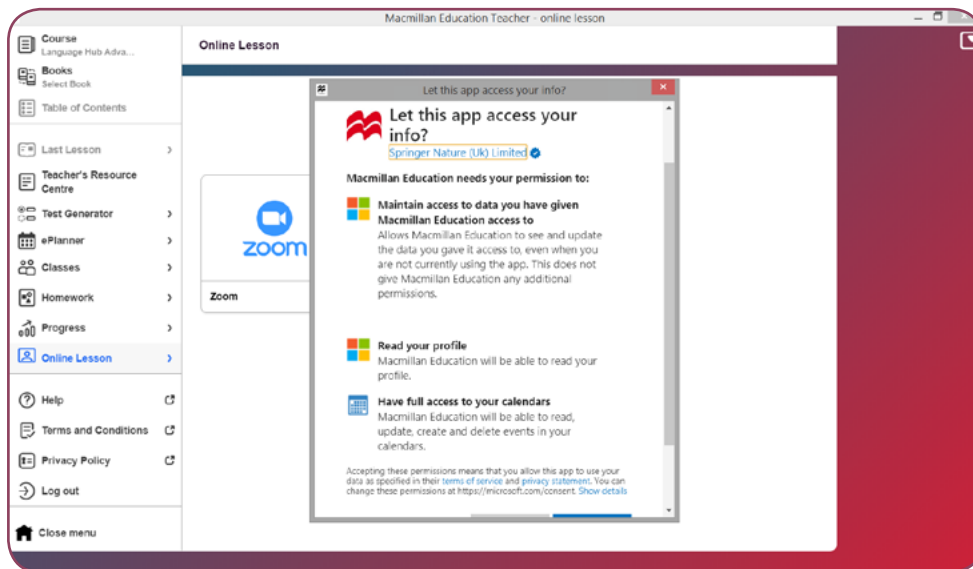- Follow the on-screen instructions to authorise access to your Google account.

- You will receive an onscreen confirmation once the access has been authorized.
- You can then set up and schedule a meeting for your students to join and share the link for the class outside of the app.

Microsoft Teams

- A new window will open and display the Microsoft sign-in page. Sign in with your Microsoft email address to authorise access. Please note that in order to make use of this feature, you will have to enter your school/institutional email address, which should have been added to an institutional Microsoft business account.

- Follow the on-screen instructions to authorise access to your Microsoft account.
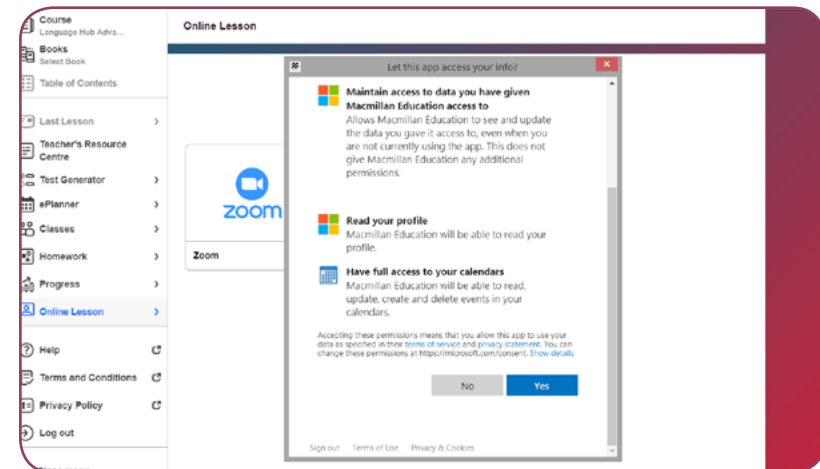
- Close the pop-up window once the authorisation has been successful.
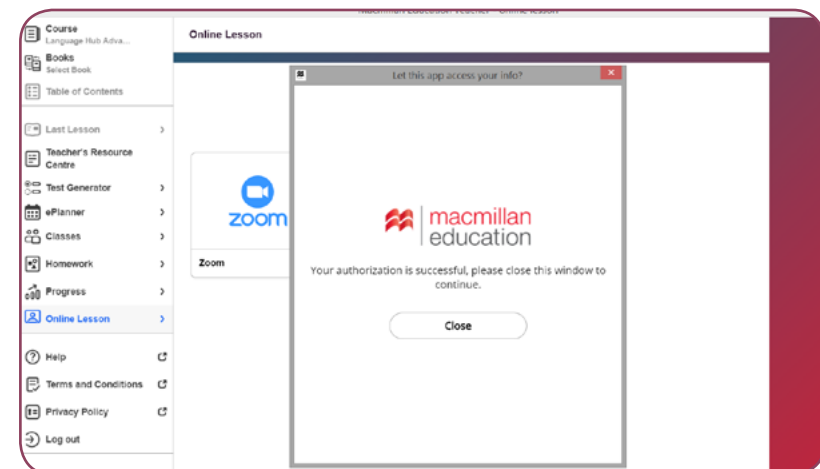

- You can then set up and schedule a meeting for your students to join and share the link for the class outside of the app.

The majority of the student's digital only content is automatically marked by the system. However, there are some activities which you need to mark.

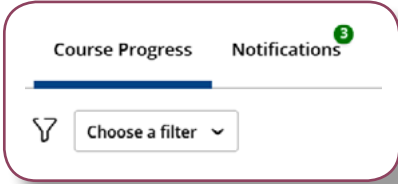To view and mark your students' activities follow the steps below:

1. Click on **Progress**, and you will be taken to **Your Classes**.
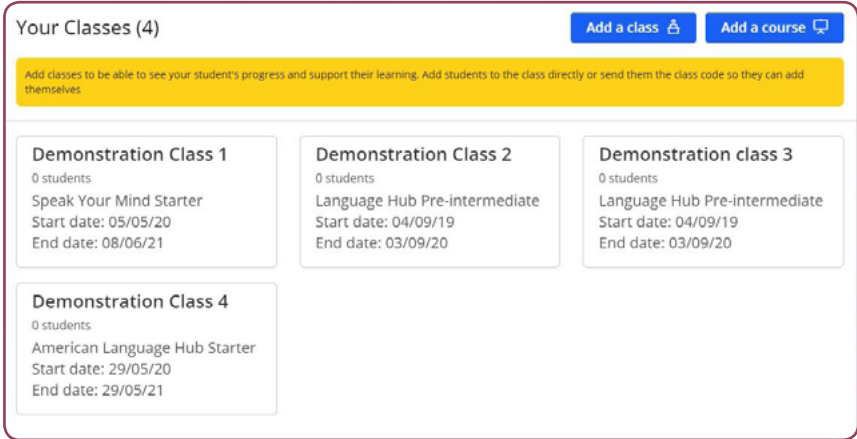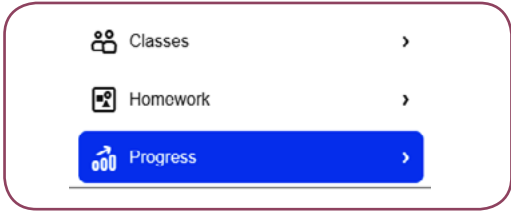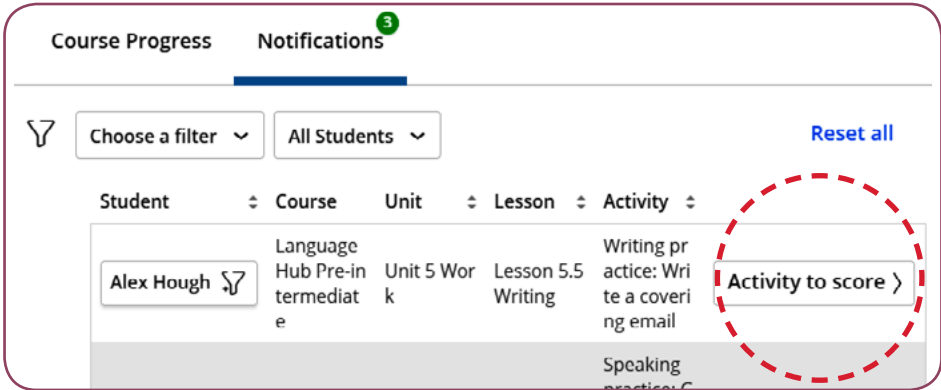

2. Click on the class name and then click **Progress Tracker**.

3. To view any activities which require marking go to **Notifications**.

4. Click on **Activity to score** to view your student's answer.

5. You will see the activity checklist and can mark the activity accordingly.

Read the job advertisement and write a covering email to apply.

Read 〉

Checklist

To get good marks you need to include:

- Why you are writing (1 mark)
- What you are doing now and when you are available (1 mark)
- Details about your experience (1 mark)
- Why you want the job (1 mark)
- Formal language, including a formal greeting and ending (3 marks)

Total = 7 marks

6. Enter the total score, add a comment and click **Submit**.
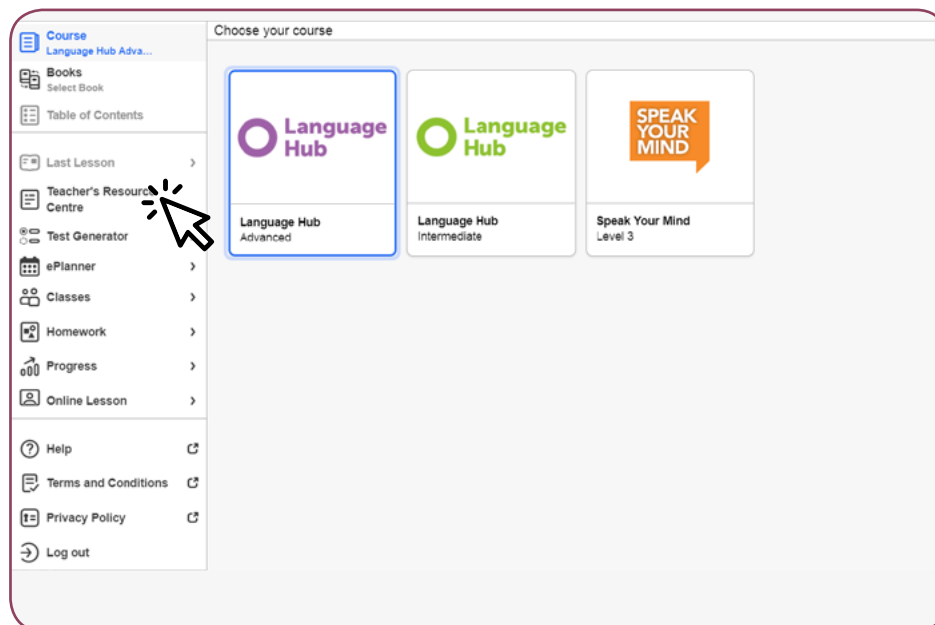
Score: 7 out of 7

Teacher comment

Great work!

Submit   Done

As well as having access to the Teacher's app, you can download videos, worksheets and audio resources from the Teacher's Resource Centre.

You can access the resource centre from within the app by clicking on Teacher's Resource Centre and it will take you to a new browser.
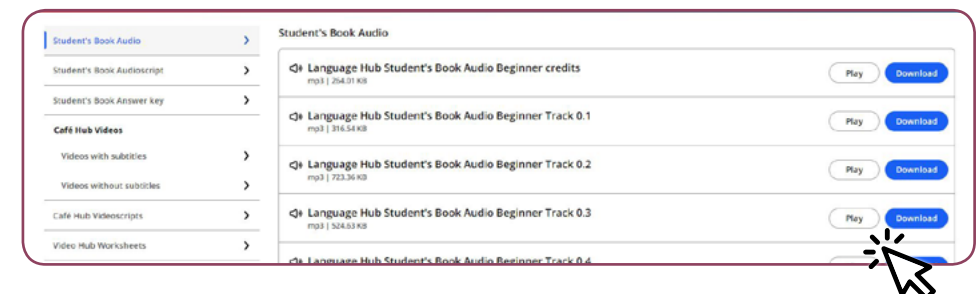
Alternatively you can access the Teacher's Resource Centre directly by going to: **www.macmillaneducationeverywhere.com**

1. Log in with the same login details you created for the app.

2. Click on the **Course** name and select the course level.

3. Click **View** next to **Teacher's Resource Centre**.
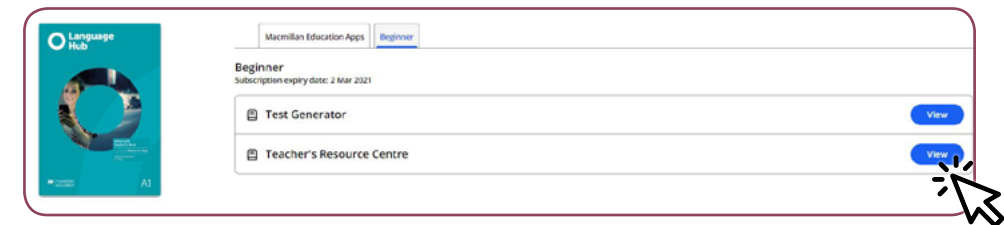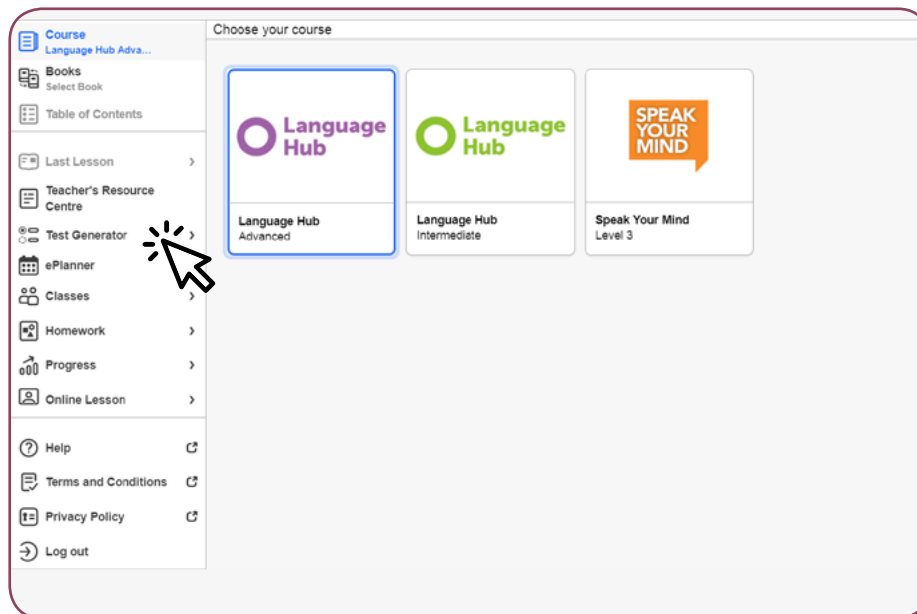
4. Click **Play** to view the resources within the browser.

5. Click **Download** to save the resources onto your device.

Within the Test Generator you can:

- Access ready to go tests.
- Create new tests.
- Review and save your tests.

You can access the Test Generator from within the Teacher's app by clicking on **Test Generator**. A new browser window will open.

Alternatively you can access the Test Generator by going to: **www.macmillaneducationeverywhere.com**

1. Log in with the same login details you created for the app.

2. Click on the **Course** name and select the course level.

3. Click **View** next to **Test Generator** and you will be taken to a new browser tab.

You can view the system requirements for the Test Generator **here**.

For more information on how to use the Test Generator go to the **Support Site**.

Teacher

Macmillan Education Everywhere

System requirements

Support

macmillan education