

MACMILLAN EDUCATION **TEACHER APP** USER GUIDE

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SYSTEM REQUIREMENTS



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.

GETTING STARTED

REGISTERING

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.



Click on **Register**.

1.

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



ACCESSING THE APP

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



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

TRYING THE APP

• 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.



Course Language Hub Pre-informediate		Choose your course			
Preparation and Practice					
Table of contents		American	æ		SPEAK
T# Last Lesson	>	American Language Hub	(Line)	O Language Hub	1888
Teacher's Resource Centre		American Language Hub	Beyond for Switzerland	Language Hub	Speak Your Mind
Test Generator	>	Starter	42*	Pre-intermediate	Starter
Classes	>				
Homework	>				
old Progress	>				
Help	c				
Terms and Conditions	đ				
IT Privacy Policy	c				
⊕ Leg out					
Close menu					
		-			

TEACHER'S MENU



COURSES

CLASSES

• 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.

	Demonstration Class 2	Demonstration class 3
Start date: 05/05/20 S	i students anguage Hub Pre-intermediate start date: 04/09/19 snd date: 03/09/20	0 students Language Hub Pre-intermediate Start date: 04/09/19 End date: 03/09/20
Demonstration Class 4		

ADDING A CLASS

- 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.

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.



Basic Inform	ation
Class name	
Macmillan Education Class	
	Characters remaining: 7
Courses	
1 selected	÷
Subscription	
Language Hub Pre-intermediate	
Start date: 04/09/2019	
End date: 03/09/2020	
	Cancel Next

ADDING STUDENTS TO YOUR CLASS



- **1** Type your student's **First name, Last name** and **Contact email** into the fields.
- 2. Click the 🕂 sign after each student.
 - 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.

5.)

ADDING STUDENTS TO YOUR CLASS



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

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

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





4.)



Click Browse and upload the CSV file. Click Next to finish. 5.

GETTING STUDENTS TO ADD THEMSELVES TO YOUR CLASS



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.



- The app will generate a class code.
- Send the code to your students so they can join the class by clicking on **Join a class**.



3.

COPYING STUDENTS FROM A PREVIOUS CLASS



Add students Choose a class to copy from				
1 students	4 students	1 students		
Demonstratio n Class 1				
5 students				

Students to	copy over	
Last name:	Contact email:	
Student	student@gmail.com	t de la companya de l
	Last name:	

MANAGING AN EXISTING CLASS

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

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.

〈 Bacl	k Demonstr	ation Class
	Manage Class	Progress Tracker
	ت Resource Bank	Test Generator

(Get student logins
Class name Demonstration Class. d Show more details	Ŷ	Delete ᆒ
1 student(s) in class	Last logged in	Add students
Student 1		New password の Remove 🗐

ASSIGNING HOMEWORK

Log into the Macmillan Education Teacher app and choose **Homework**.

Course Language Hub Advanced		Choose your course				
Books Select Dook						
Table of Contents		PRAILIZA	O Language Hub	TIGER 1		
Last Lesson	>			- TRUCING		
Teacher's Resource Centre		Brainy Kesa 4	Language Hub Advanced	Tiger and Friends		
Test Generator					5	
en Classes	>					
Homework	>					
od Progress	>					
2 Online Lesson	>					
(2) Наір	c					
Terms and Conditions	c					
TE Privacy Policy	c					
Close menu						

2. Click Create new homework.

- Choose the related course, class and students you want to assign the homework to.
- Select the activities that you want to assign to your students and click Next.
- 5. Click **Next** in order to save the changes.

ose	Create new homework			
	0)O	-0	
Language Hub Be	ginner	▼ All Classes	•	
Macmillan Education B	ginner Demo Class		Select all (2)	
First name	Last name	Subscription	Select	
Macmillan Education	Student	 Activated 	i 🛛 i	
Macmillan Education	Student	Activated		
		Back Next		



ASSIGNING HOMEWORK

A Back Back Control Contro Control Control Control Con		Create new homework	
	Accept submissions past due date	Yes	
	Homework title	Macmillan Education Homework	
	Display name	Macmillan Teacher 🖋	
	Homework message	Sans Serif \Leftrightarrow Normal \Leftrightarrow B I \bigcup \odot A $ A = x_2 - x^2 = = = = + \pi = + \pi$ \Rightarrow	
		Please complete your homework by the due date. Thanks.	
		Macmillan Education Teacher	
		Beck Next	

8. After sending the homework, you will see the following onscreen confirmation message.

н	lomework su	iccessfully sent	
1. Select students	2. Select activities	3. Information for students	4. Confirm
	Go to	homework	

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

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

	Confirm	homework
	Comm	nomework
1. Select students	2. Select activities	3. Information for students 4. Confirm
0		
What your student will see		What homework your student will get
Due Monday, August 2		Preparation and Practice
Homework title		Macmillan Education Beginner Demo Class(1) - Macmillan Education Student
Macmillan Education Homework		- Machinian mancanan amanna
Message from Macmillan Teacher		Preview 4 activities
Please complete your homework by the due date.		

6.

7.

ASSIGNING ACTIVE HOMEWORK TO NEW STUDENTS

 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.



Select Send to other students and then click Select students.

Macmillan Education Homework Active homework	Edit Delete	
Start date 29 Jul 2021	Accept submissions past due date Yes	Activities
What your students see	Students that got this homework	• Preview
Due 02 Aug 2021	Preparation and	Serve to other students
Homework title Macmillan Education Homework	Practice Macmillan Education Beginner Demo Class (1)	Select students

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.

lose		Set homework again	
	00)	-0
	All Classes	•	
Macmillan Education Beg	inner Demo Class		Deselect all (2)
First name	Last name	Subscription	Select
Macmillan Education	Student	 Activated 	2
Macmilian Education	Student	 Activated 	
		Back Next	



Review the homework and click Send to Students.



EDITING HOMEWORK

 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.

〈 Back	More Details	
Macmillan Education Homework Active homework	Edit 🗇 Delete	
Start date 29 Jul 2021	Accept submissions past due date Yes	Activities
What your students see	Students that got this homework	Send to other students

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.

	0		
	0		
Language Hub Begi	nner	▼ All Classes	•
Acmillan Education Beg	inner Demo Class		Select all (2)
irst name	Last name	Subscription	Select
facmillan Education	Student	Activited	2

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

4.)



EDITING HOMEWORK

Less	on 1.1 Dress for success			
	Preview	Activities	Select	(3)
>	Preparation	4	0	Activities
>	Practice	10	0	
Less	on 1.2 Trendsetting			Total selected
	Preview	Activities	Select	Next
>	Preparation	1	•	Clear selection
>	Practice	,	0	Preview
Less	on 1.3 Speaking			
	Preview	Activities	Select	
>	Practice	3	0	
Lenn	on 1.4 Writing			

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

5.

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

Accept submissions past due date	Ves
Homework title	Macmillan Education Homework
Display name	Macmillan Teacher 🖍
Homework message	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$
	Please complete your homework by the due date. Thanks,
	Macmillan Education Teacher
	Back Noxt

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

	Confirm	homework
1. Select students	2. Select activities	3. Information for students 4. Confirm
		0
What your student will see		What homework your student will get
Due Monday, August 2		Preparation and Practice
Homework title		Macmillan Education Beginner Demo Class(1) - Macmillan Education Student
Macmillan Education Homework		
Message from Macmillan Teacher		Preview 4 activities
Please complete your homework by the due date		

ADDING AND REMOVING ACTIVITIES FROM AN ACTIVE HOMEWORK

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

Homework		+ New homework
	Homework (1)
Active homework (1)	Past due date (1)	
Macmillan Education Language Hub Beginner Unit 1 Mcchailan Education 2 Aug. 2021 More details	Create new homework	

Click Edit.

< Back	More Details	
Macmillan Education		
Homework	Edit Delete	
Active homework		(4)
Start date	Accept submissions past due	Activities
29 Jul 2021	date	
	Yes	
What your students see	Students that got this homework	Preview

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

	Create new homework		
Lesson 1.1 Dress for success			\frown
Preview	Activities	Select	(3)
> Preparation	4	0	Activities
> Practice	10	0	
Lesson 1.2 Trendsetting			Total selected
Preview	Activities	Select	Next
> Preparation	8		Clear selection
> Practice	,	0	Preview
Lesson 1.3 Speaking			
Preview	Activities	Select	
> Practice	3	0	
Lesson 1.4 Writing			
Preview	Activities	Select	



4.

Click Next to confirm.



DELETING HOMEWORK

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

Books Infect Dook	_	10mework			+ New homework
Table of Contents Lost Lesson Teacher's Resource Centre	>			Homework (2)	
Closes	3	Active homework (2)	Past due date (1)		
Binework	,	Homework_1 Language Bub Advanced	Homework_LH Language Blub Advanced		
Progress Cotine Lesson Nop	a > >	Unit 1 Lengunge Hult somerour More details	Unit 1 28 Aut 2021 More details		
P Terms and Conditions	G				
 Privacy Policy Log out 	G				
Close menu					

Click on the **Delete** button.

More Details	
Edit Telete	4
Accept submissions past due date Yes	Activities
Students that got this homework	Preview
	Edit To Delete Accept submissions past due date Yes

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.



5. Click **Send to students** to confirm that you would like to go ahead and cancel the homework and inform your students.

x	Delete homework		Delete homework
What your student will see	What homework your stu		Confirm
Due 02 Aug 2021	No activities	1. Information for students	
Homework USe Macmillan Education Homework		✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Message from Macmillan Teacher Lam canceling this nomework.			Str
Homework changes 4 activities romeved	····		Homework successfully sent to students!
Show kan			See all set homework
	Back Send to students		See all ber norrework

2. Canthra

INCLUDING HYPERLINKS IN YOUR MESSAGES

- Log in to the Macmillan Education Teacher app and choose **Homework**.
- 2. Click Create new homework.
- Choose the related course, class and students you want to assign the homework to.

- 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.
- 5 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.

K Back		Edit homework	×
	Accept submissions past due date	Yes	
	Homework title	Macmillan Education Homework	
	Display name	Macmillan Teacher 🎤	
	Homework message	Sans Serif \Rightarrow Normal \Rightarrow B I U \ominus A \cancel{M} X ₂ X ² \models \models \boxdot E \boxdot \bullet \P \models Θ	
		Please complete your homework by the due date. You can log into your account here.	
		Thani Enter link: www.macmillaneducationev Save	

STUDENT'S BOOK

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



Click on Student's Book.



DOWNLOADING CONTENT

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



Click on the download icon or select **Download Manager**.



 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.



Click on the lesson you want to view and you will be taken to the page.



BOOK TOOLS

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.



LESSON PATH

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'.

1]		
<	>	VI	of 178	Go)	



INTERACTIVE ACTIVITIES

QUICK LINKS

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.



STUDENT'S DIGITAL ONLY CONTENT

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.



Select the relevant course from the menu.





5.

Click on the course name and then the content type.



Click on the download icon to download the activities.



Lesson 1.1 People and places	
Preparation	
Vocabulary preparation: Countries	0
Vocabulary preparation: Nationalities	٥
Grammar preparation: Present simple be	0

5. You can then navigate through the interactive activities and use them in class.



PROGRESS TRACKER

MONITORING YOUR STUDENTS' PROGRESS

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.



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





Course Pr	rogress Notifications
Choos	e a filter 🗸
Ebook 🖓	Preparation and Practice 5



Course Progress Notifications				Export <u>↓</u>
Preparation and Practice 🗸	All Students 🗸	I Units 🗸 All Lesso	ens 🗸	Reset all
O activ	rities for review	71% CI	ass average score	
O Not started	In progress	⑦ For review	Completed	

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

PROGRESS TRACKER

MONITORING YOUR STUDENTS' PROGRESS

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.

Unit Activities completed Unit 1 Relationships 1/11 Time (hh:mm:ss) Lesson Lesson 1.1 Breaking the ice 00:00:43 Score for first & last attempt (%) Activity Review Attempts Completion Badges 0 20 100 Vocabulary preparation: Ø 1 People Practice

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.

					Score for first & last attempt (%)					6)
Activity	Review	Attempts	Completion	Badges	0	20	40	60	80	100
Grammar preparation:					1		1		1	
Present simple and	Ø	4			-					-
present continuous		4	•							-
Practice										
Grammar preparation:					1			1	1	
Present simple and	Ø	2								
present continuous	W	3	\checkmark	-	•					
Challenge										



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.

〈 Back	Progress Track	ker									
Macmillan Education Beginner Demo Class											
Course Progress Notifications			Export 🕁								
Preparation and Practice V Lesson 1.1 Say hello V	Macmillan Education Student 🗸	Unit 1 Nice to meet you! 🗸	Reset all								
Macmillan Education Studen	t										
Unit	Activities completed										
Unit 1 Nice to meet you!	4/15										
Lesson	Time (hh:mm:ss)										
Lesson 1.1 Say hello	00:01:55										
Activity Review	Attempts Completion	Score for first & la Badges 0 20 40									
Vocabulary preparation: Countries Practice	1 Compression	Badges 0 20 40	60 80 100								
Vocabulary preparation: Countries Challenge											

SETTING UP AN ONLINE LESSON

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.

Course Cargooge High Upper Intermedi	Online Lesson			
Book Stadent's Book	_			
1				
Table of Contents			Select an option	
Cast Lesson	>			
Teacher's Resource Centre				
See Test Generator	, zoom		4	
Classes		1		
Homework	Zoom	Google Meet	Microsoft Teams	
en Progress	· · · · · · · · · · · · · · · · · · ·	N		
Online Lesson	>			
(2) Неір	C			
Terms and Conditions	a			
t: Privacy Policy	a			
→ Log out				
Ciose menu				

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.

zoom				Schedule 3	neeting		×
Title							
Teachers Zoom Meeting							
Description (Optional)							
Enter your meeting description							
Dane		Time		Duration		Time Zona	
05/08/2021	0	9:30		60 min		AslaCalcuta	
							×
Lesson is set to over 40 minute Recurring Meeting	s. If you have the zoom	Basic plan, there is a 40	0 minuto limit on	meetings with 3 or mo	e participents.		1
Recurring Meeting Passcole 1500x4/546. Passcole reay any castal: the latensing charac				mootlings with 3 or mo	t participents.		
Recurring Meeting Passcode 1500(4/54).				moetlings with 3 or mo	t participents.		
Recurring Meeting Passcole SSOL dytel. Passcole may any centrit the bilineing charac Particular bool(s) enail address	these [incolor 2 & 5 Quin] and co			mootlings with 3 or mo	s participents.		
Recurring Meeting Passcole 1500x4/546. Passcole reay any castal: the latensing charac	tery (a.t. A.Z. A.S. Q.,			moetlings with 3 or mo	e participents.		
Recurring Meeting Passonin ISSO-dyfeit. Passonin experiments the following chaos Alternative bod(s) enail address	tery (a.t. A.Z. A.S. Q.,			mootiinga with 3 or mo	e participents.		
Recording Monthing Personale ISSOL-64-94-6 Personale Personale Personale Personale Technical Technical Address Personale Index (Special Address Personale Index (Special Address Personale Index (Special Address) Personal	tes (ar.6.2.6.5 Q1) and (entra can join the meeting. (Carn have a maximum of this ch O on O or		mostings with 3 or mor	e participents.		
Recording Meeting Parasende ISSO-4/44. Parasente to any any contain the following rules Parasente host(s) errord address. Parasente host(s) errord address. Parasente host, suprate errord addr	tes (ar.6.2.6.5 Q1) and (entra can join the meeting. (centrane a manimum of 18 ch		mostings with 3 or mor	o participents.		

SETTING UP AN ONLINE LESSON

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.

	Schoole a meeting X								
•	Title Teachels Google Meeting								
	Description (Optional)								
	Enter your meeting description								
	Start Date	Stat Time	End Date		End Time				
	09/08/2021	9.30	0908/2021	3	10:30				
	Time Zone								
	EuropeLondon								
			Cancel Save						
						_			

SETTING UP AN ONLINE LESSON

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.

Course Language Hub Adva	Online	Lesson		
Select Book		*	Let this app access your info?	
Last Lesson Lest Lesson Lest Lesson Tedehar's Resource Centre Test Generator Test Generator Classes Classes Classes Classes Contine Lesson Contine Lesson Melp Terms and Conditions	> > > > > Zoon	zoom	Your authorization is successful, please close this window to continue.	
■ Privacy Policy ⇒ Log out	C			

• 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.

GRADING ACTIVITIES

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:

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



dd classes to be able to see your student's progress iemselves	and support their learning. Add students to the class dire	ctly or send them the class	code so they can add
Demonstration Class 1 ⁰ students Speak Your Mind Starter Start date: 05/05/20 End date: 08/06/21	Demonstration Class 2 ^{0 students} Language Hub Pre-intermediate Start date: 04/09/19 End date: 03/09/20	Demonstrat 0 students Language Hub Start date: 04/ End date: 03/0	Pre-intermediate
Demonstration Class 4 ^{0 students} American Language Hub Starter Start date: 29/05/20 End date: 29/05/21			

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



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

3.)

Co	ourse Progress	Notifications
8	Choose a filter	•

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

Cou	rse Progress	Notification	3			
7	Choose a filter 🗸 🗸	All Studen	its 🗸			Reset all
	Student ‡	Course	Unit ‡	Lesson ‡	Activity ‡	1 A
	Alex Hough	Language Hub Pre-in termediat e	Unit 5 Wor k	Lesson 5.5 Writing	Writing pr actice: Wri te a coveri ng email	Activity to score >
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GRADING ACTIVITIES

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

<u>Checklist</u>

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
	/

TEACHER'S RESOURCE CENTRE

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.

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Alternatively you can access the Teacher's Resource Centre directly by going to: **www.macmillaneducationeverywhere.com**

- 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.

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Click **Play** to view the resources within the browser.

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

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TEST GENERATOR

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.

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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**.

USEFUL LINKS



Macmillan Education Everywhere

System requirements

Support

Macmillan Education 4 Crinan Street London N1 9XW, UK

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