Teacher

MACMILLAN EDUCATION **TEACHER APP** USER GUIDE

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; Browser: Safari 12.0.2 / Firefox / Chrome.
- 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*.
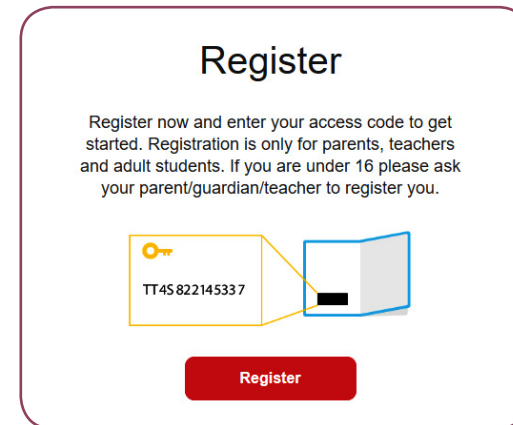- Sound and graphic cards for playback of audio and video files.

*   *We recommend a minimum of 4GB RAM for optimal performance.*
*   *Please note that content size will depend on your course.*
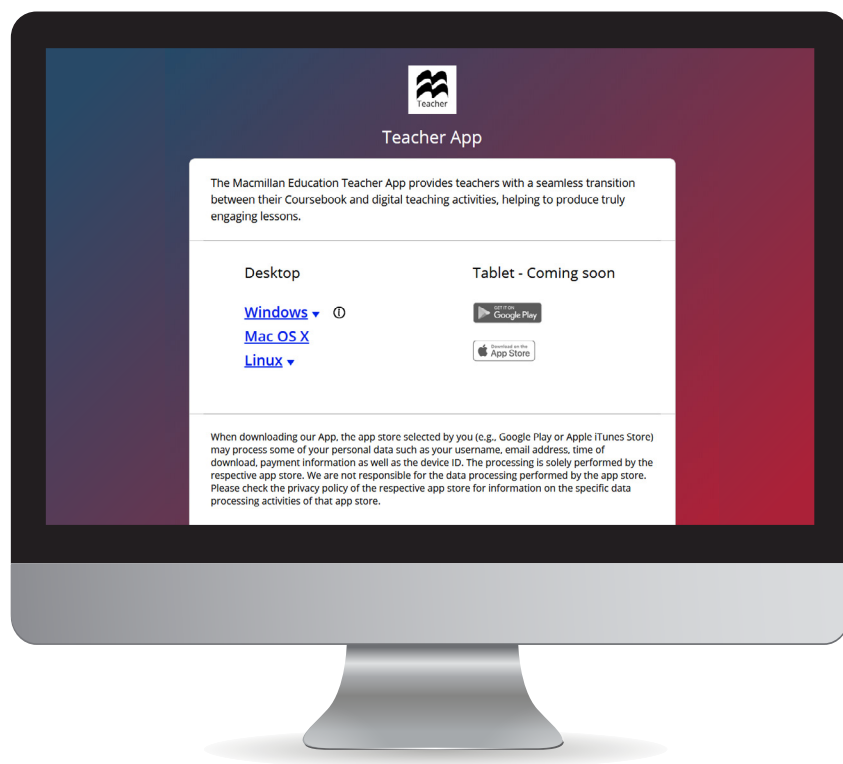
Teacher access codes for Macmillan courses on the Macmillan Education Teacher App can be found on the inside cover of your Teacher's Book or are provided by email through your local Macmillan office.
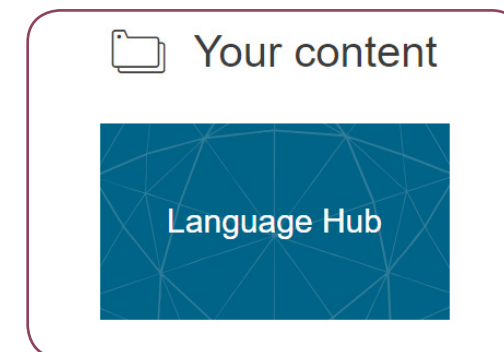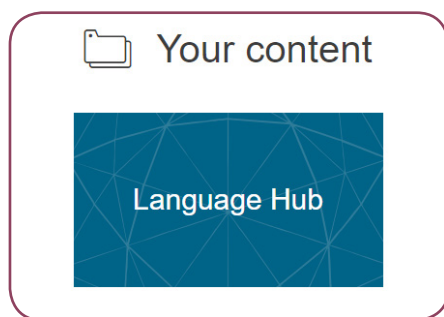

1. Click on **Register**.
2. Enter your access code and click **Check code**.
3. Enter your details and click on **Register and activate code**.
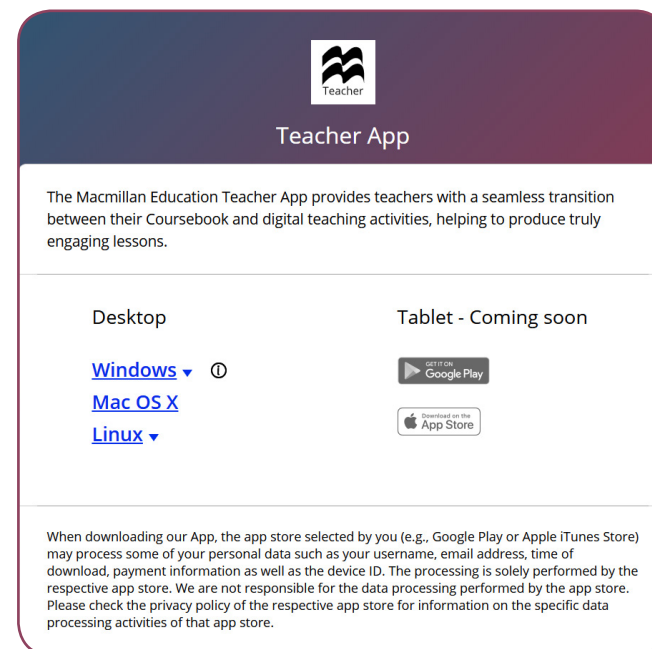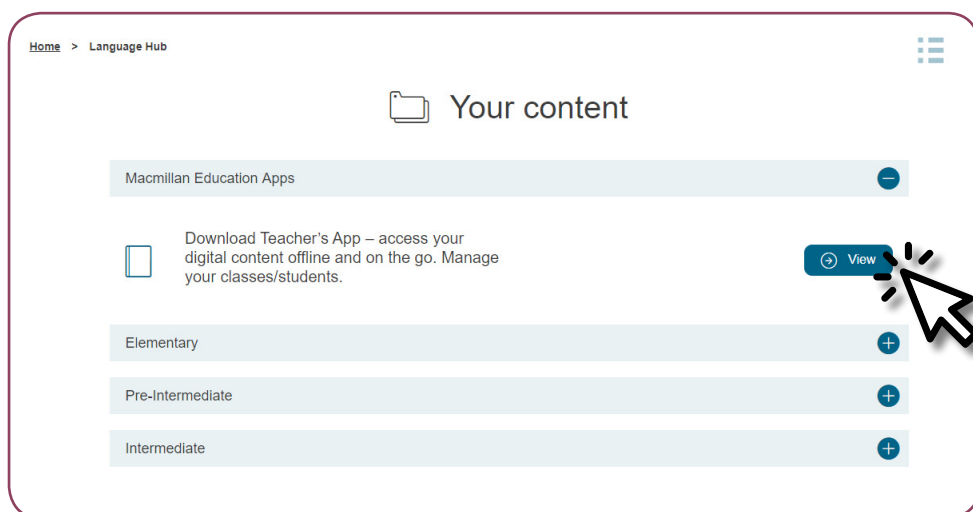
You will then be able to see your content.

When you have your access code go to:
www.macmillaneducationeverywhere.com
to register your account.

You are now ready to download 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. 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.

3. 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.

4. 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.
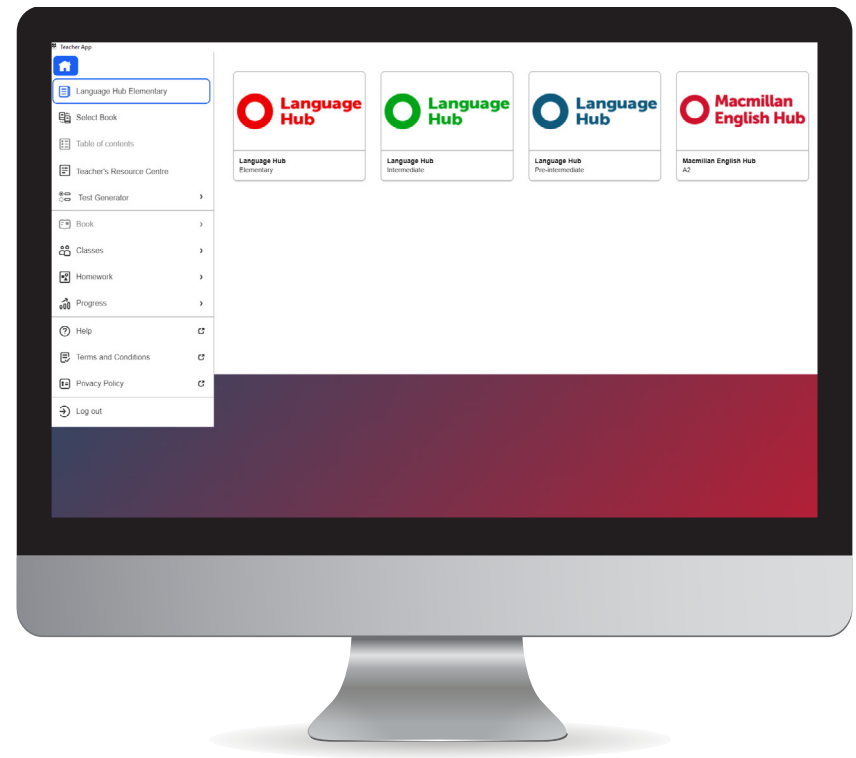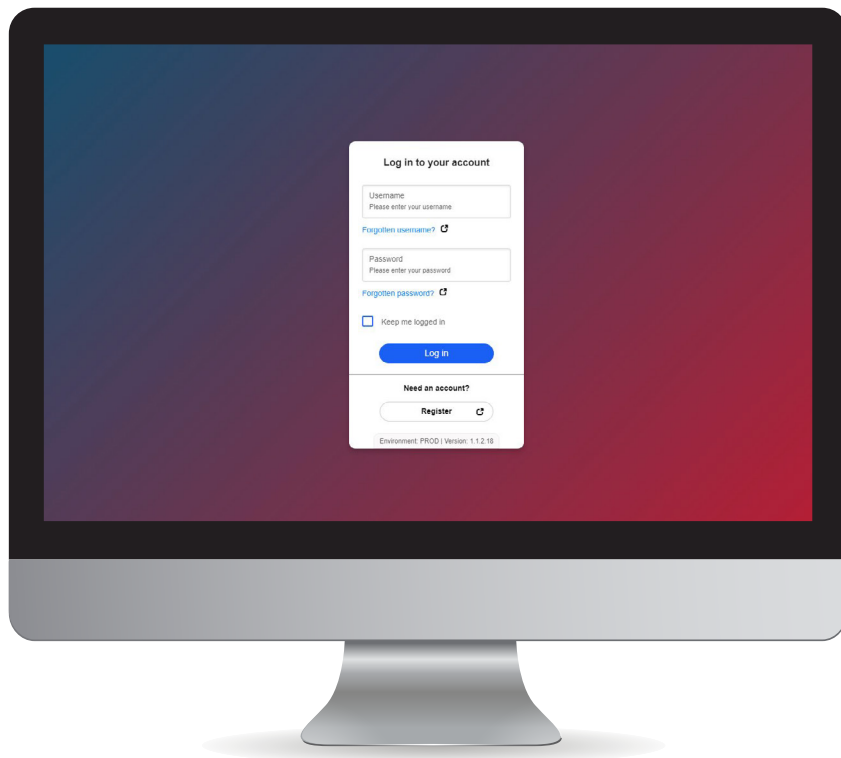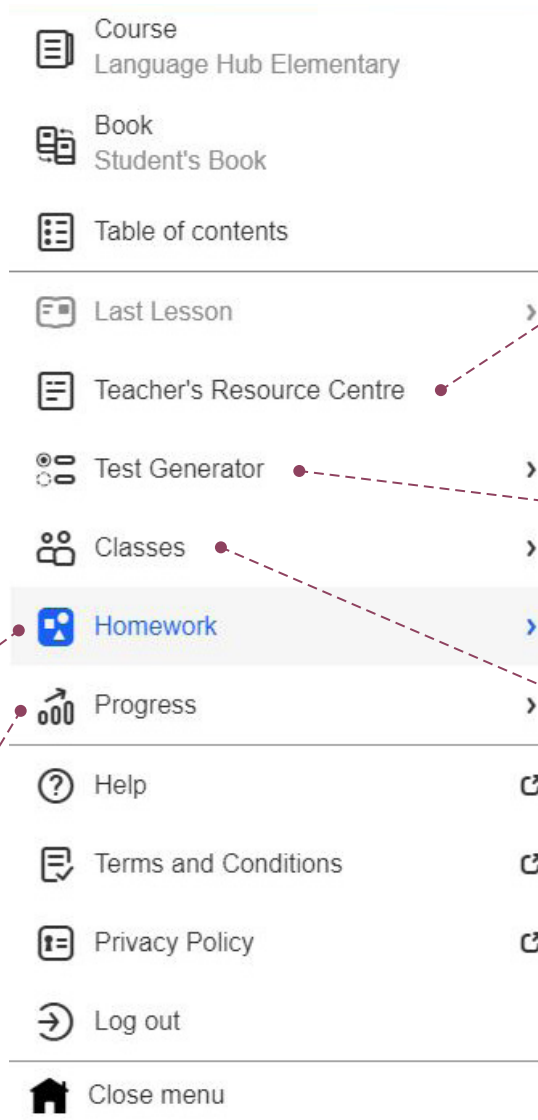
To access your menu click on the [home icon] icon

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

Course
Language Hub Elementary

Book
Student's Book

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Last Lesson

Teacher's Resource Centre

Test Generator

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Close menu

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.

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.

Language Hub Elementary

Student's Book

Preparation and Practice

Classes ›

Your Classes (4)   Add a class   Add a course

Demonstration Class 1
5 students
Language Hub Pre-intermediate
Start date: 12/06/19
End date: 11/06/20

Demonstration Class 2
4 students
Language Hub Intermediate
Start date: 12/06/19
End date: 11/06/20

Demonstration Class 3
1 students
Language Hub Elementary
Start date: 12/06/19
End date: 11/06/20

Demonstration Class 4
1 students
Language Hub Elementary
Start date: 12/06/19
End date: 11/06/20

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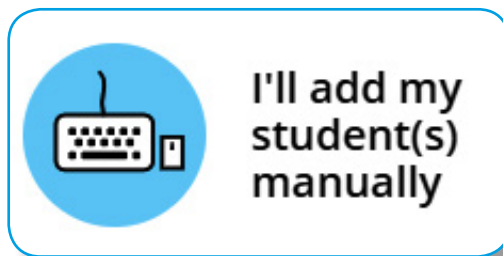
The first time you set up a class you will have the option to add your students manually or share the class password with your students so that they can join the class themselves, as you will see on the following pages.

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.

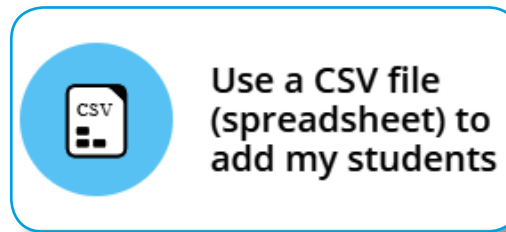## Add Students

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	2	3
Check format	Upload	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	Upload	Check for errors

Drag and drop CSV file (spreadsheet) here

OR

Browse

Next

Add students

Check format	Upload	Check for errors

Upload Successful!

Next

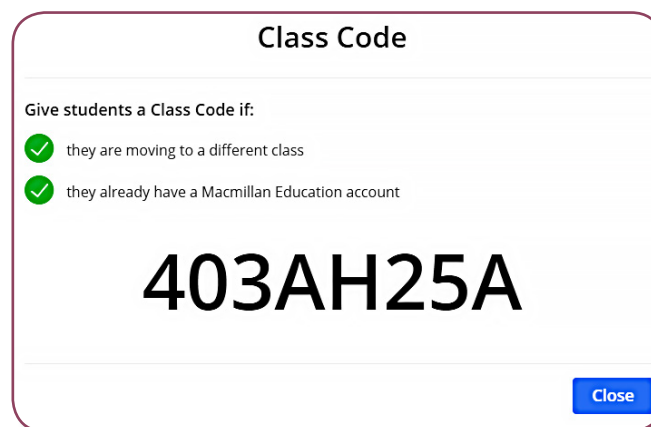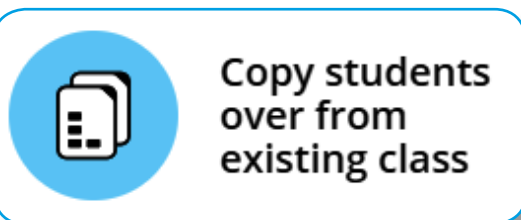**Get student(s) to add themselves**
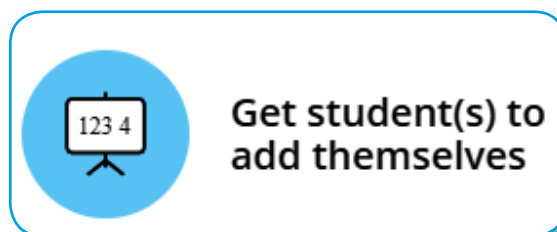
Instead of manually adding students to your class they can join your class from the Macmillan Education Student App. This is the recommended option when students already have a Macmillan account or when they prefer to register themselves.

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**.

Class Code

Give students a Class Code if:

✓ they are moving to a different class

✓ they already have a Macmillan Education account

403AH25A

Close

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	Demonstration Class 2	Demonstration Class 4
1 students	4 students	1 students

Demonstration Class 1
5 students

Add students

Students to copy over

First name:	Last name:	Contact email:	
Macmillan	Student	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.
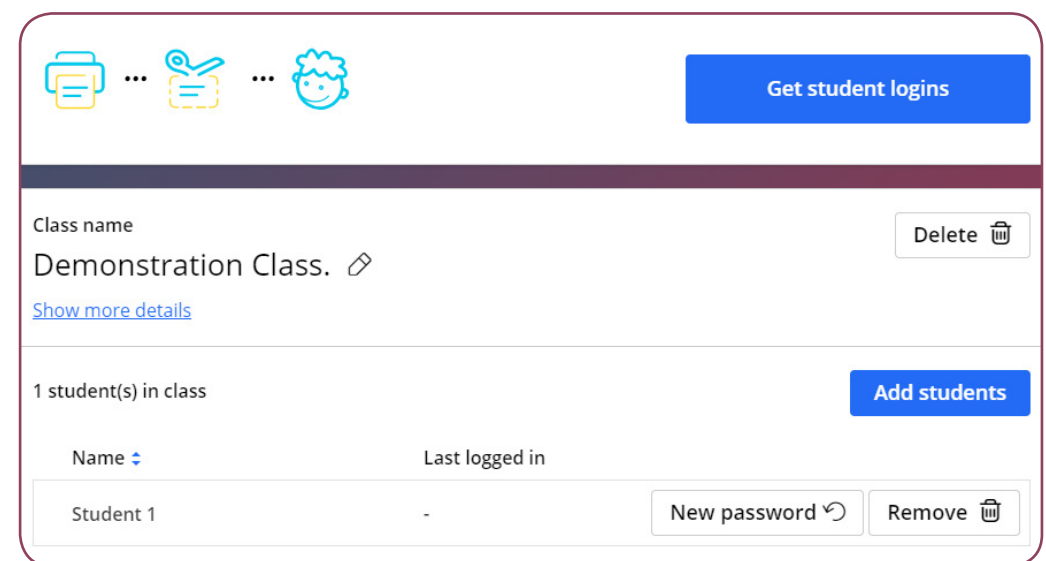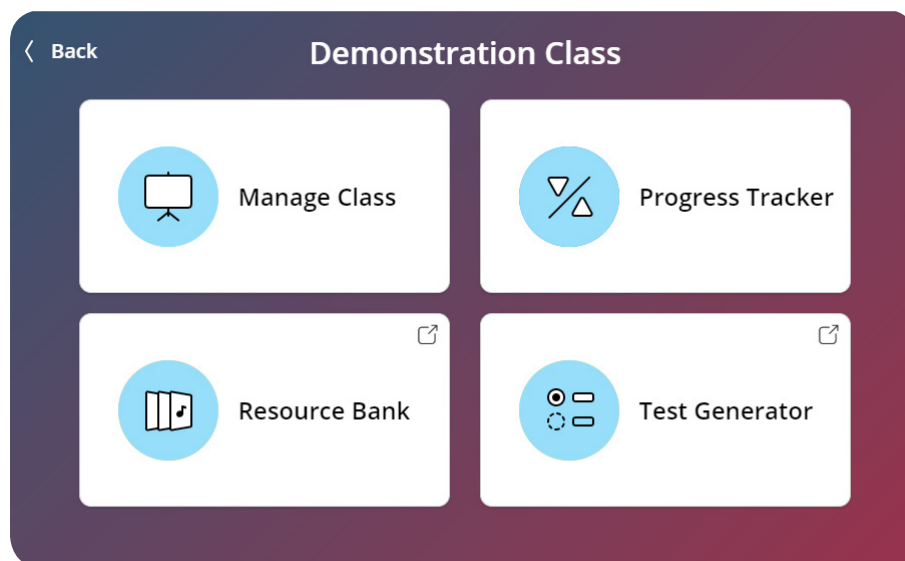
Once your students have joined the class you can assign them homework.

On the homework dashboard you can:

1. Send new homework.

2. View active homework (Class name, homework title and due date).

3. View homework past its due date (Class name, homework title, due date).

You can assign homework to individual students or a whole class.

1. Click Homework

2. Then **+ New Homework**

Select the course from the drop down menu.

Select the class.

Select the whole class or specific students.

Click **Next** to select the homework activities.

Click **Download** and then **View** to preview the homework before you send it to your students.

Select the activities you want to assign to your students.

Click here to view the activities included within the lesson.

New Homework Step 2 of 4: **Add activities (3)**

Filter: Preparation and Practice (3)

Lesson 1.1 People and places

Preparation | View ☉ | ☑ 3 | ⌄

Practice | View ☉ | ☐ 6 | ⌄

Lesson 1.2 Where are you?

Preparation | View ☉ | ☐ 3 | ⌄

Practice | View ☉ | ☐ 6 | ⌄

Lesson 1.3 What's in your bag?

Preparation | View ☉ | ☐ 3 | ⌄

Practice | View ☉ | ☐ 6 | ⌄

Lesson 1.4 Speaking

Practice | View ☉ | ☐ 3 | ⌄

Back   Next

You can choose to allow students to submit their homework after the due date. If you select no, they will not be able to submit their homework if they miss the due date.

Click here to edit your display name.
* You only have to do this once and the system will save your display name for future homework.

Select the homework start and due date.

New Homework Step 3 of 4: **Add homework notification details**

Start date and Due date: 2019-06-27 2019-07-05
Start Due

Accept submissions past due date: ◉ Yes

Homework title: Homework

Display name: **Teacher** ✏

Homework message: 🔗 →Please complete your homework by the end date

Back Next

To include a hyperlink, highlight the text in the homework message box, then click on the icon.

Click **Next** to review the homework before sending it.

3. Once you have reviewed the homework click **Send to students**.

Send to students

4. You will receive a notification to confirm that the homework has been **Successfully sent!**

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

Click on **Student's Book**.

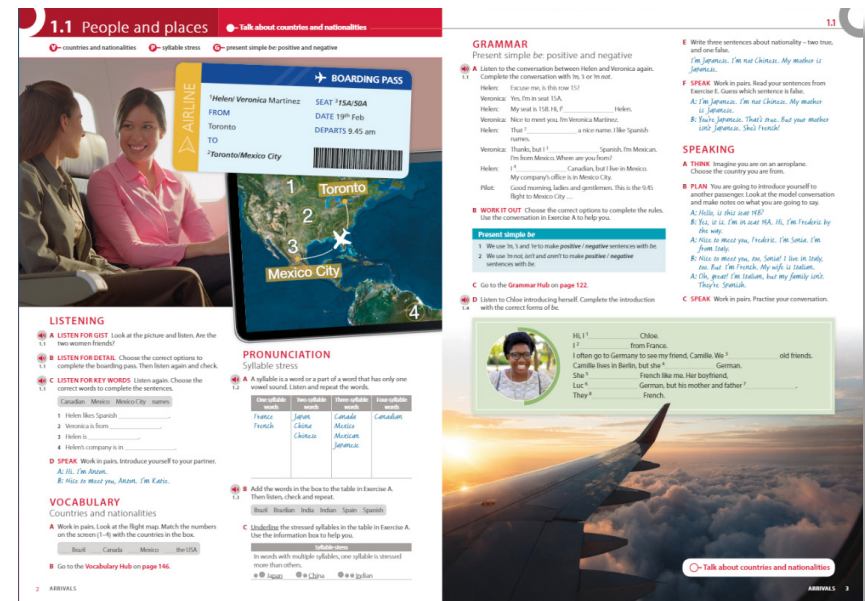In order to access your content, you need to download it first.

1. Click on the download icon.

2. Once the unit has been downloaded you will see its cover image.

Contents | Unit 0 Welcome | Unit 1 Arrivals | Unit 2 People
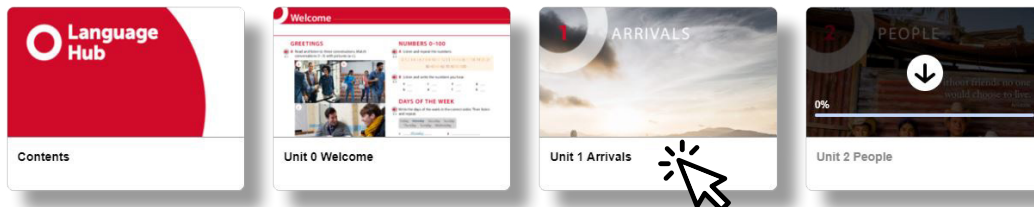
3. You can now click on the downloaded unit to access its lessons.
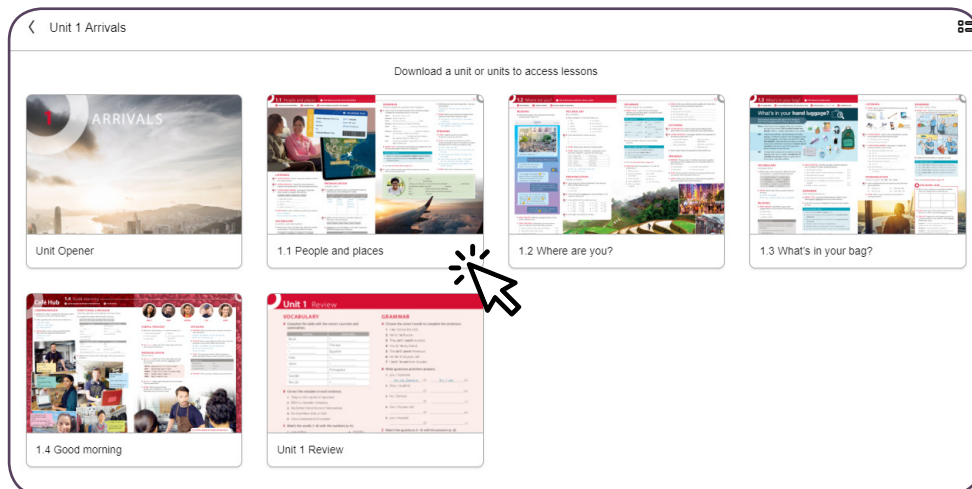
4. Click on the lesson you want to view and you will be taken to the page.

You can navigate through the Student's Book using the book tools.

The book tools include a hotspot feature and tools to navigate through the Student's Book.

The **hotspots** enable 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.

Move forwards

Go backwards

Hotspots

You can also use the **hotspots** 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 and access the interactive activities by clicking on this icon.
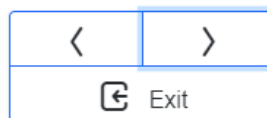
As a teacher you can also access the student's digital only Preparation and Practice area.

1. Select the relevant course from the menu.

2. Click on the course name and then **Preparation and Practice**.

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

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

Lesson 1.1 People and places

Preparation	
Vocabulary preparation: Countries	👁
Vocabulary preparation: Nationalities	👁
Grammar preparation: Present simple be	👁
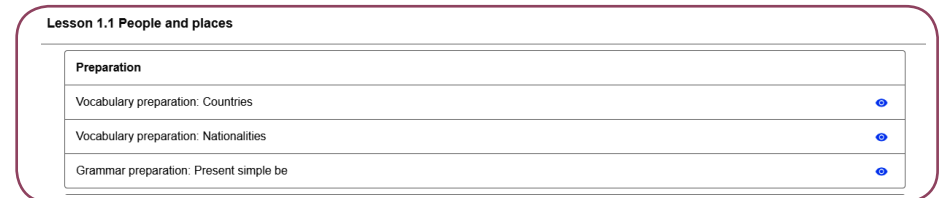
5. You can then navigate through the interactive activities and use them in class.

Choose the correct option.

○ China   ○ France   ○ Spain

Check   Show answers   Next
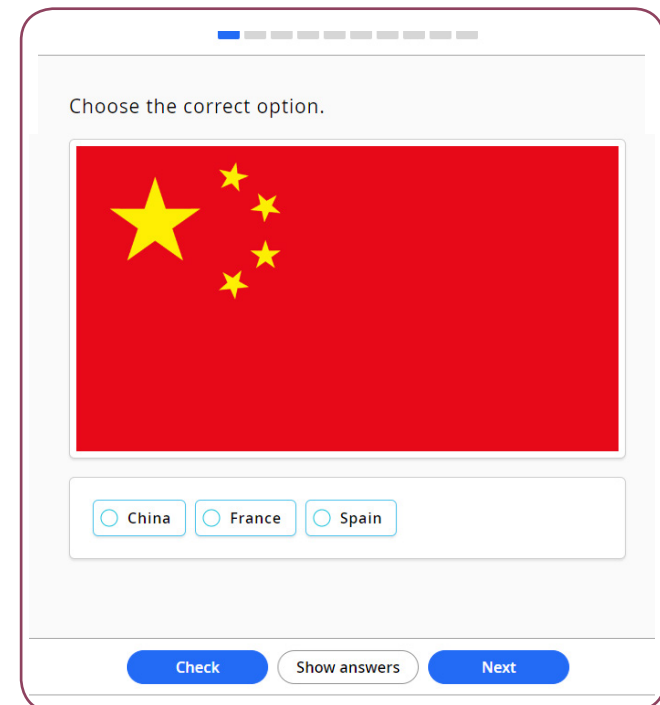
As a teacher you can monitor the progress of students in your class.

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

1. Click on **Progress** and you will be taken to your classes.
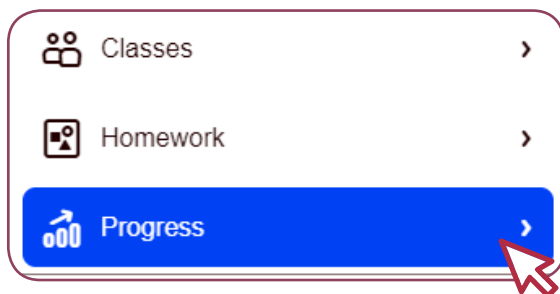
2. Click on the class name and then **Progress tracker.**
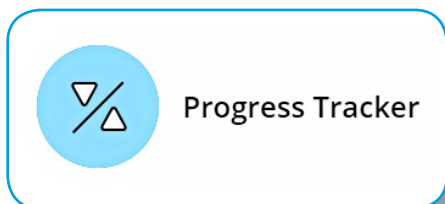
3. Click **Choose a filter** and then **Preparation and Practice**.

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.

Preparation and 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.

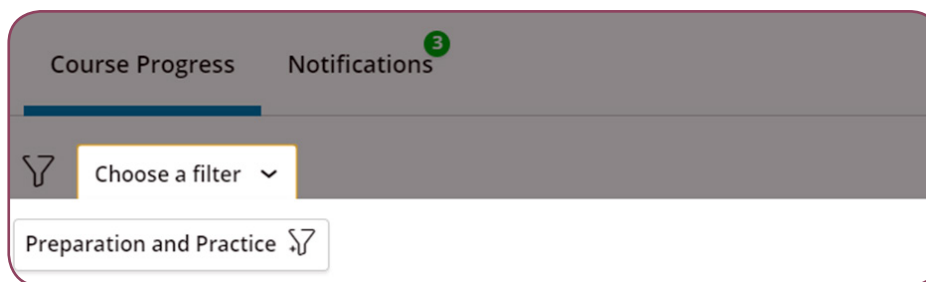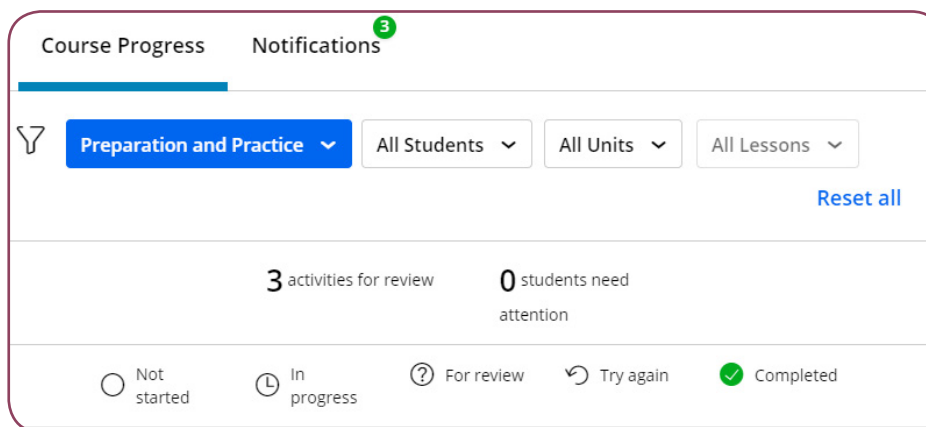- If the student successfully completes a challenge activity they will receive a badge.

*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	✅	🏅	

The accuracy score is calculated based on the number of attempts the student made before submitting the correct answers.

Each time a student completes an activity unit they will receive an overall score i.e. 10/10 and an accuracy score. The accuracy score calculates the student's score depending on the number of times it took for them to submit the correct answers. A student could therefore score 10/10 but have an accuracy score of 25%. The teacher can view the individual scores for each activity via the progress tracker.
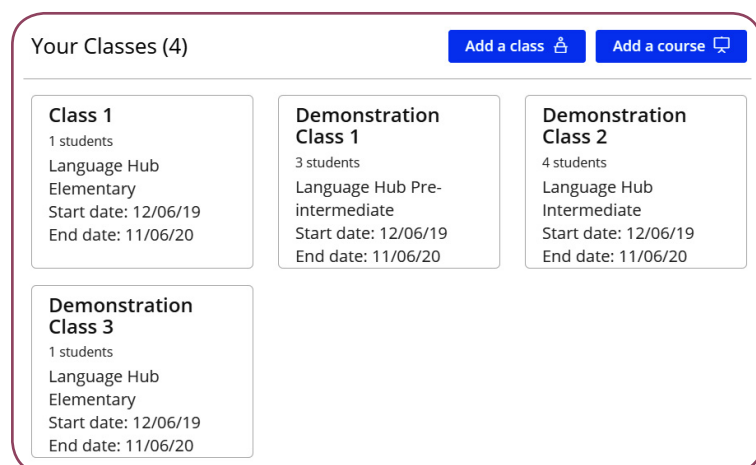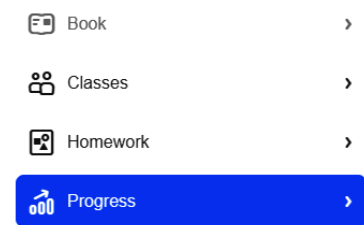
Well done!

10 x ✅ Retries: 1
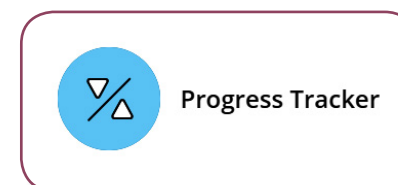
Your score

91%

accuracy
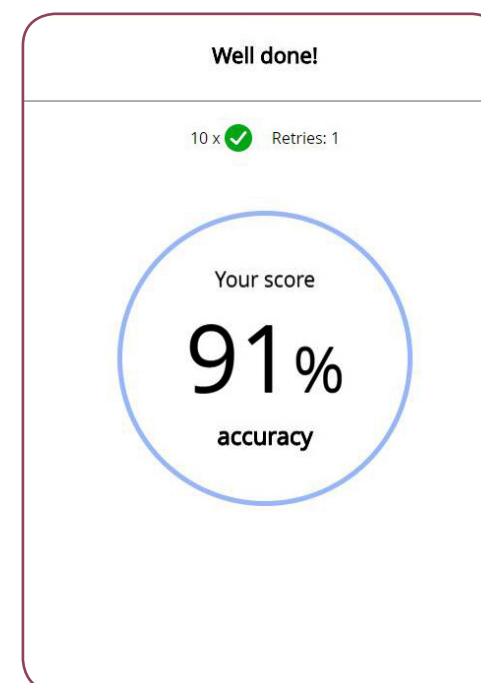
The majority of the activities within the student's Preparation and Practice area are automatically marked by the system. However, there are some activities which you will need to mark.

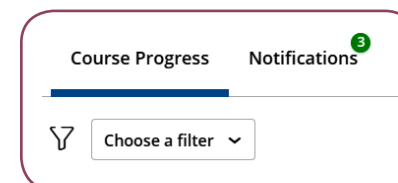To view and mark your student's activities follow the steps below:

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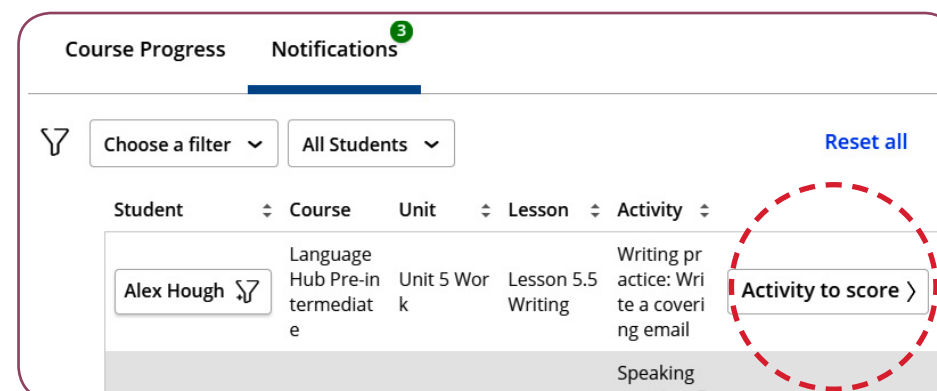

2. Click on the class name and then click **Progress Tracker**.

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**.
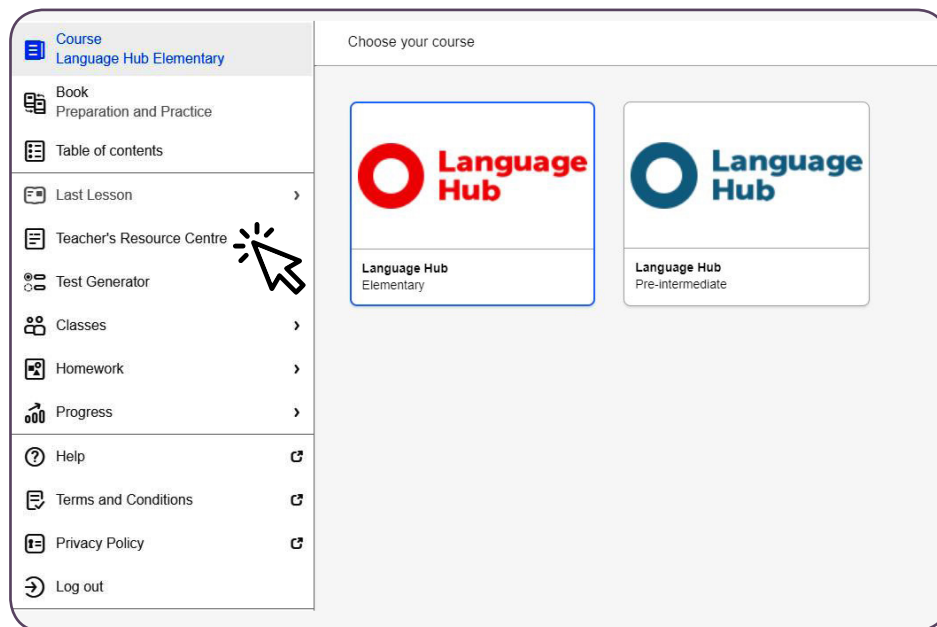
Score: 7 out of 7

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.

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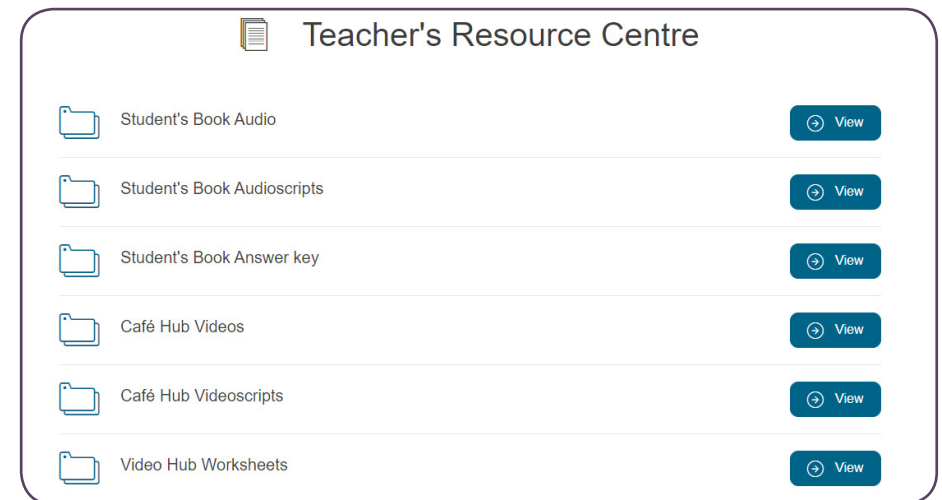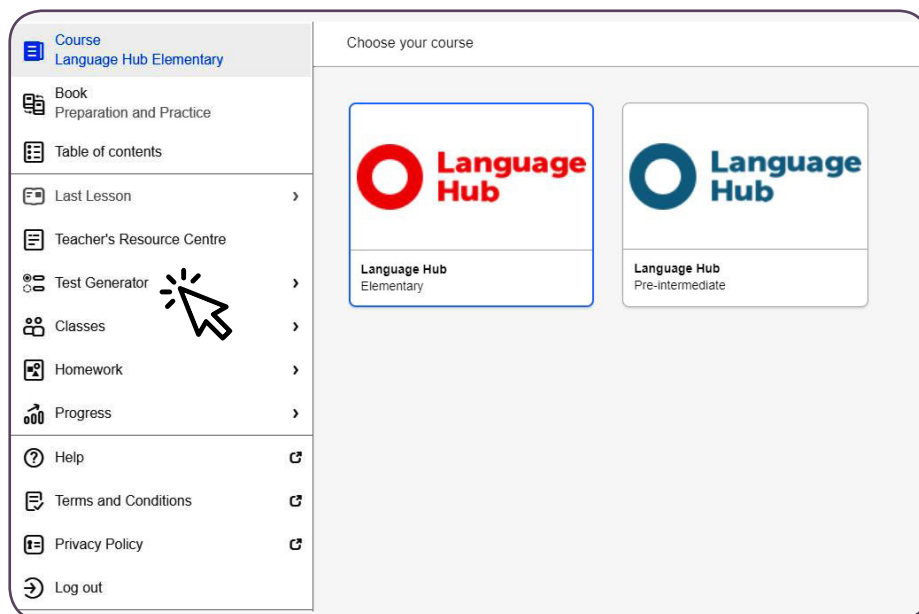
4. Click **Play** to view the resources within the browser.

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.

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