

Macmillan Practice Online guide for teachers

Macmillan Practice Online is an online practice environment for learners of English. Students log in to complete resources from an online course that can match the syllabus of a Macmillan book, offer preparation for a specific exam or practice for general and business English. Macmillan Practice Online offers teachers optional access to connect with students and monitor their progress. This is a quick start guide to help teachers begin using Macmillan Practice Online.

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Creating an account

There are two ways to create a teacher Macmillan Practice Online account:

1. With a code

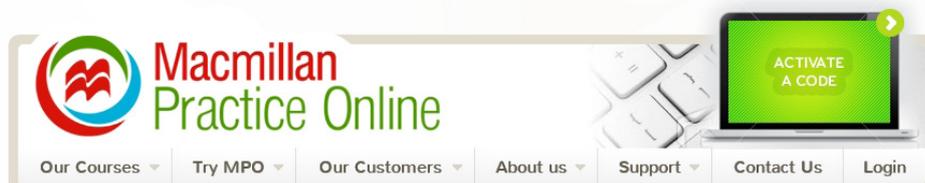
If you have a Macmillan teacher's book with a code printed inside the cover or in the back of the book, you can activate the code and create your account by clicking on 'Activate a code' from the homepage and filling in the details.

2. Without a code

From the homepage click 'I am a teacher' and then 'Register now' to set up your free Macmillan Practice Online account.

Accessing Macmillan Practice Online

Once you have created an account click on 'Login' from the homepage and then enter the email address and password that you selected when creating your account. If you have not activated your code click on 'Activate a code'.

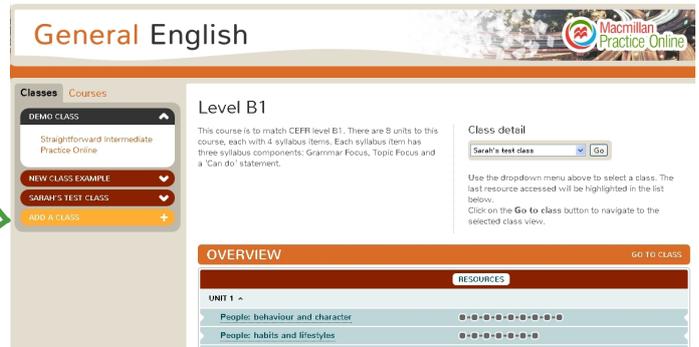


Setting up a class

As a teacher you can create a class for your students to join. Once the student has joined your class you can see the course content your students have access to as well as view their progress and scores.

To set up a class:

1. From the 'Classes' tab, click on 'Add a class'
2. Fill in the title and description of the class and choose which courses you would like to add to the class. Please note your students will have to buy the courses before you can see the resources.



Add a class

Name REQUIRED

Description REQUIRED

Start date REQUIRED

End date REQUIRED

Class Password REQUIRED

Number of Users

Course Categories: Academic English

Select Courses to add to class:

- Advanced Academic English with IELTS Practice Online
- High-level Academic English Practice Online (British)
- Upper-Intermediate Academic English with IELTS Practice Online
- Advanced Academic English Practice Online (American)

Add to Class

Course REQUIRED

Submit

3. A password is generated automatically which you can change to something more memorable. The password must be unique. Give this password to your students to join the class.
4. Click on 'Submit' when you are finished
5. Click on the cross to close the class.

6. You will now see your class in the Classes area.

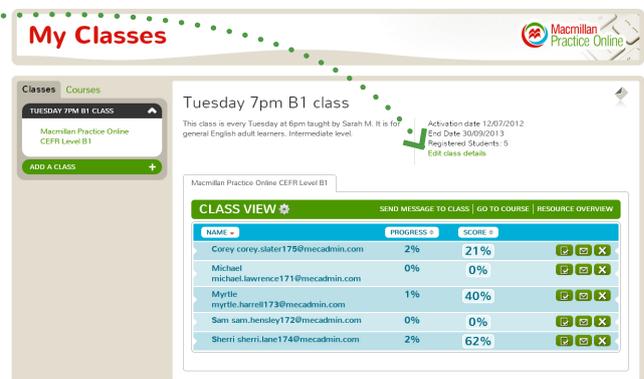


Inviting students to join classes

After students have activated their Practice Online code, they can join your class. To do this you need to share the unique class password with them. If you have forgotten the password:

1. From the Courses tab click on 'Go to class'
2. Click 'Edit class details'.
3. You will see the password under the heading 'Class password'.

To join your class the student logs in, clicks 'Join a class' then enters the password. Once a student has joined, you will see the course content your student has access to and can view their progress and scores as well as send them messages.

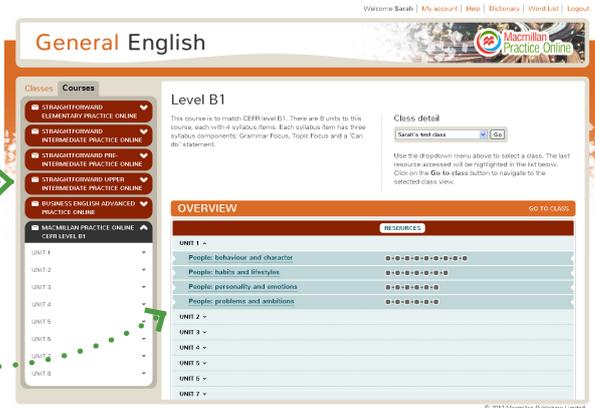


Navigating courses

There are over 120 ready-to-use Macmillan Practice Online courses to choose from. Courses contain up to 200 activities built around a cohesive syllabus offering your students guided English language practice. Some courses have been built around Macmillan course books and others are stand-alone courses such as our CEFR, business English, academic English or exam practice courses.

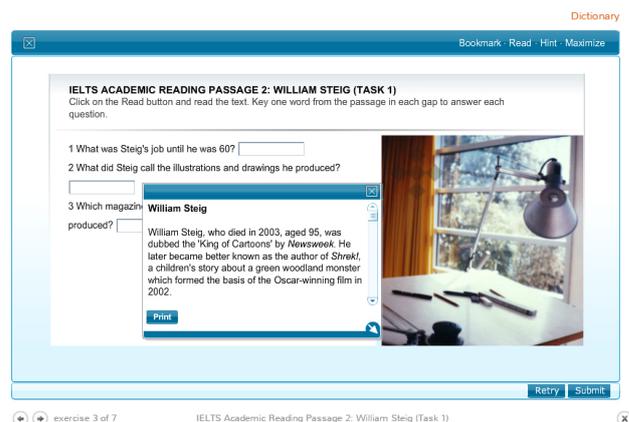
Macmillan Practice Online courses are divided into topics and/or units. If the course accompanies a Macmillan course book, the topics/unit titles will match the book.

Click on each topic/unit under the courses tab to see more detail about the course content.



There are two ways of accessing resources in our Practice Online course.

1. From the 'Courses' tab select a course and click on a grey box to open a resource.



2. From the 'Courses' tab click on the name of the course then the name of the topic/unit to open a list of resources. Click on the resource title to open it.

If you can't open up the resources in a course, it may be because your students haven't joined your class yet. Read 'Setting up a class' and 'Inviting students to join classes' to find out more.



Viewing student scores

The score for all resources that students complete are recorded and can be viewed by you if the student has joined your class. To view a student's course score:

1. From the Classes tab select the class you'd like to view.
2. Click 'Student overview'.
3. Then click on the tick icon next to the name of the student whose scores you'd like to view.

My Classes

Tuesday 7pm B1 class

This class is every Tuesday at 6pm taught by Sarah M. It is for general English adult learners. Intermediate level.

Activation date: 12/07/2012
End Date: 30/09/2013
Registered Students: 5
Edit class details

Macmillan Practice Online CEFR Level B1

CLASS VIEW SEND MESSAGE TO CLASS | GO TO COURSE | RESOURCE OVERVIEW

NAME	PROGRESS	SCORE	
Corey corey.slater175@mecadmin.com	2%	21%	📄 📧 ✕
Michael michael.lawrence171@mecadmin.com	0%	0%	📄 📧 ✕
Myrtle myrtle.harrell173@mecadmin.com	1%	40%	📄 📧 ✕
Sam sam.hensley172@mecadmin.com	0%	0%	📄 📧 ✕
Sherri sherry.lane174@mecadmin.com	2%	62%	📄 📧 ✕

Markbook for Corey corey.slater175@mecadmin.com

CEFR Level B1

This course is to match CEFR level B1. There are 8 units to this course, each with 4 syllabus items. Each syllabus item has three syllabus components: Grammar Focus, Topic Focus and a 'Can do' statement.

Score so far
You have completed 4 out of 236 resources.
Your current score is:

First 21% | Latest 21% | Highest 21%

MARKBOOK DOWNLOAD PDF VERSION

UNIT 1 - UNIT 1
Started: 12/07/2012 Resources completed: 4 out of 30.

People: behaviour and character	FIRST	LATEST	HIGHEST	ATTEMPTS
Describing people Listening Activity	0%	0%	0%	1
Word building Vocabulary Activity	27%	27%	27%	1
Word building Vocabulary Activity	47%	47%	47%	1
Noisy neighbours Language Exercise	0%	0%	0%	1

5. To export the student's scores click 'Download pdf version'

Scores are recorded as a percentage except for Grammar Reference Units, Sample Essays, Web Projects and Games which show as 'Viewed' or 'Not viewed'.

To compare how students have scored on specific resources:

1. From the 'Classes' tab select the course you'd like to see.

2. Each box to the right of the course topic represents a resource. Red boxes mean no students have completed the resource, orange boxes mean some have and green boxes mean all students in the class have. Click on a box to see who has completed that resource and their scores.

3. Click on a box representing an activity to open up a summary of who has completed that resource and their score.

CLASS VIEW SEND MESSAGE TO CLASS | GO TO COURSE | STUDENT OVERVIEW

PROGRESS

UNIT 1

- People: behaviour and character
- People: habits and lifestyles
- People: personality and emotions
- People: problems and ambitions

UNIT 2

UNIT 3

UNIT 4

UNIT 5

UNIT 6

UNIT 7

UNIT 8

Sending and receiving messages

You can use Macmillan Practice Online to send messages to your students. To access your messages click on the envelope in the top right corner.

If you have any unread messages a number will appear next to the icon indicating how many. **1**

Click 'New' to create a new message

To choose a recipient, click on 'Add' and select the student you would like to contact.

Write a subject, a message and click on 'Send'.

Double click on a message title to read it.

Using Macmillan English Dictionary online

In your Macmillan Practice Online you have full access to the Macmillan English Dictionary Online. To access it click on 'Dictionary' at the top of your screen.

Write your entry in the search box at the top left of the page and click 'Go'.

You will see the definition, an example sentence, and have the option to listen to the American and British pronunciation.

If there is more than one result, click on the word you require.

Some entry results have clickable images.

Some results will display orange boxes that contain extra information like collocations, synonyms and false friends.

MACMILLAN English Dictionary Online

Search this dictionary: WordSearch Study pages | Options | Copy | Print | Help

Welcome to the Macmillan English Dictionary Online.

Quick tips

- To find a word, type it into the search box and click **Go**
- You can choose to search in the **British English** or **American English** editions of the dictionary
- In a definition, you can search automatically for any word by clicking on that word
- You can change the way entries are displayed by click on **Options** in the dark blue bar

kitchen - matches: 11

- kitchen noun [count] ★★★
- fitted kitchen noun [count]
- kitchen cabinet noun [count]
- kitchen garden noun [count]
- kitchen paper noun [uncount]
- kitchen roll noun [count or uncount]
- kitchen tise noun [count]
- soap kitchen noun [count]
- if you can't stand/take the heat (get out of the kitchen)
- (everything but) the kitchen sink HUMOROUS
- if you can't stand the heat, get out of the kitchen

kitchen / Br **ˈkɪtʃən** / Am **ˈkɪtʃən** noun [count] ★★★

a room where you prepare and cook food, and wash dishes

a. [only before noun] used in a kitchen:
the kitchen table
kitchen utensils/appliances
kitchen cupboards/units

(everything but) the kitchen sink HUMOROUS
 nearly everything you own

picture¹ / Br **ˈpɪktʃə** / Am **ˈpɪktʃə** noun ★★★

1 [count] a drawing, painting, or photograph:
I noticed a picture on the dining-room wall.
a children's book with bright colourful pictures
a picture of a peaceful country scene

picture of: *She showed me a picture of the house where she was born.*

draw/paint a picture: *She asked children to draw pictures of their family.*

take a picture (=to produce a photograph using a camera): *I'll stand over here, and you can take the picture.*

1a. an image on a television, video, or computer screen:
Some viewers are suffering from poor picture quality on all channels.

Collocations

Synonyms