



Macmillan
Practice Online



**Macmillan
Practice
Online guide
for teachers**

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Macmillan Practice Online is an online practice environment for learners of English. Students login to complete activities 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.



Contents

How to register as a teacher on MPO	1
Accessing Macmillan Practice Online	2
How to recover your password	3
How to recover your username	4
Setting up a class	5
Inviting students to join classes	6
How to edit your class	6
Navigating courses	8
Viewing students' scores	9
Messaging students	11

How to register as a teacher on MPO

As a teacher you can register for a free Macmillan Practice Online account.

To register your account click 'Register as teacher' and complete the registration form. Once this has been completed click 'Register and activate code'.

If you have already used your email address to register for a different Macmillan product you can click 'Log in here' and register your teacher subscription using your existing account details.



Register as a teacher is valid for:

Macmillan Practice Online teacher access

Please enter your details.

Already a Macmillan user? [Log in here](#)

First name

Last name

Country of residence

Date of birth

Day Month Year

If you are a minor in your country, please enter the email address of your parent, guardian or teacher.

Email address

Confirm email address

Please choose a username and password to log in to the site.

Username

Password

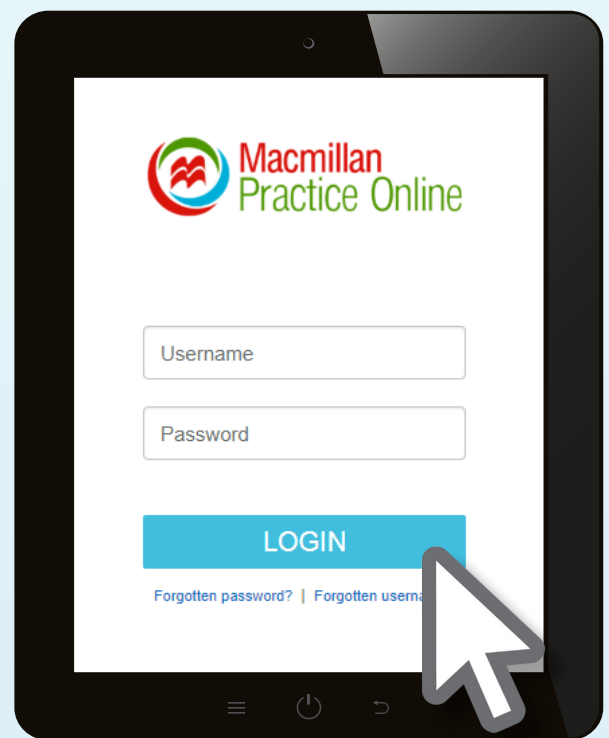
Confirm password

I agree to the [terms and conditions](#) and that my personal data is stored and processed in accordance with the [Privacy Policy](#) and [Cookies Policy](#).

Register and activate code

Accessing Macmillan Practice Online

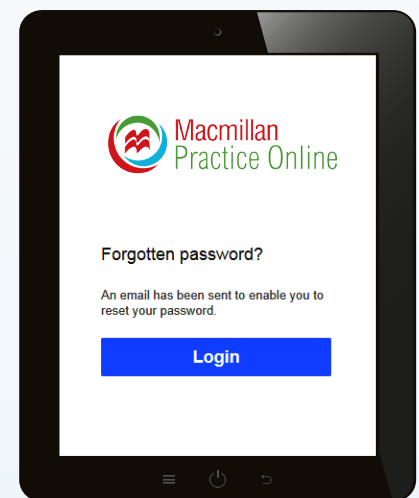
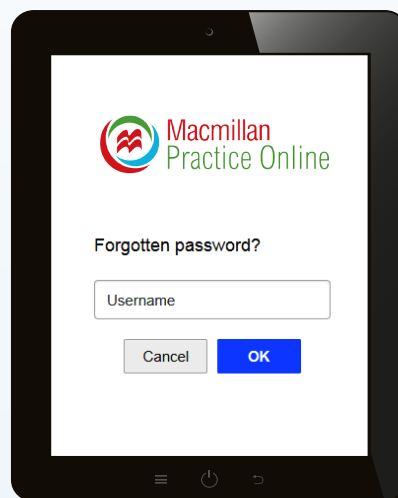
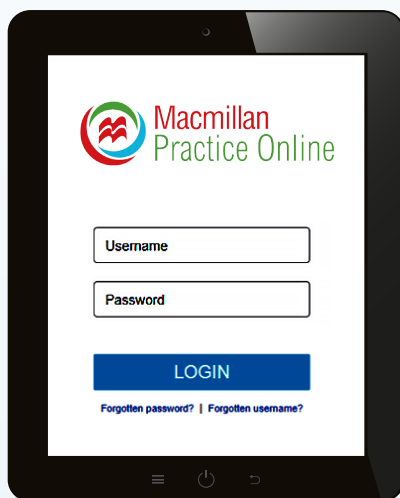
Once you have created your account click on 'Login' from the homepage and enter your username and password.



How to recover your password?

If you have forgotten your password you can recover it by following the steps below.

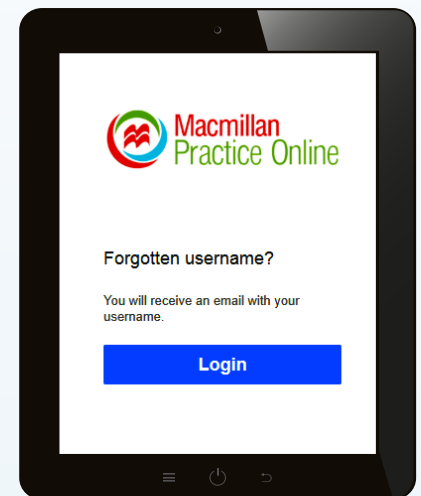
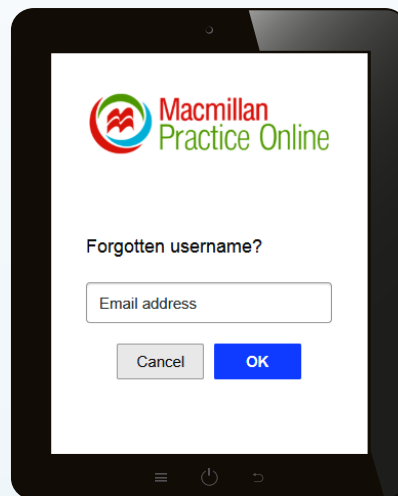
1. Go to: **www.macmillanpracticeonline.com**
2. Click 'Login' then 'Forgotten password?'
3. Enter your username and click 'Ok'
4. An email will then be sent to your registered email to reset your password



How to recover your username?

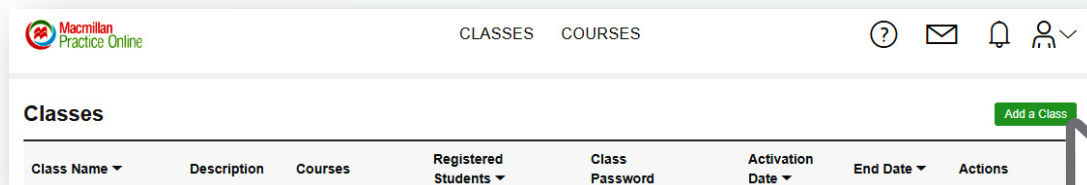
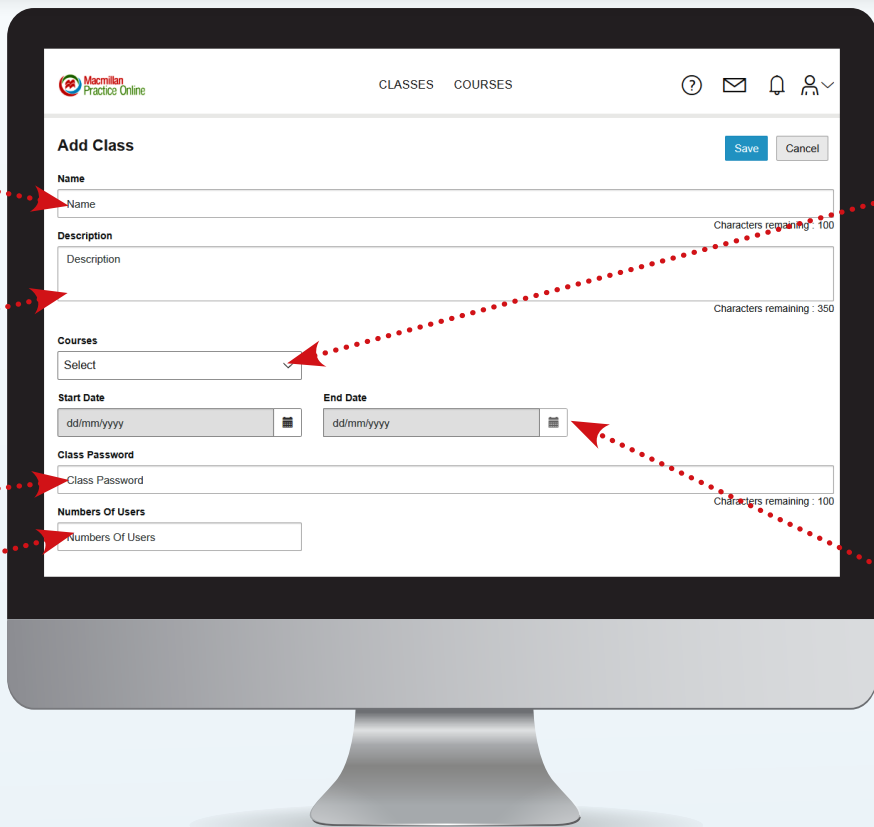
If you have forgotten your username you can recover it by following the steps below.

1. Go to: **www.macmillanpracticeonline.com**
2. Click 'Login' then 'Forgotten username?'
3. Enter your registered email address and click 'Ok'
4. A reminder of your username will then be sent to your registered email address



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 has access to as well as view their progress and scores.

Enter your class name

Enter your class description

Create a unique class password

Enter the number of students who will be joining your class

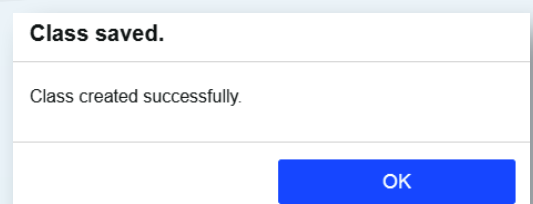
Choose the courses from the drop down list.

Enter the class start and end date

***Please note that you will not have access to the courses until a student with an active subscription joins your class.**

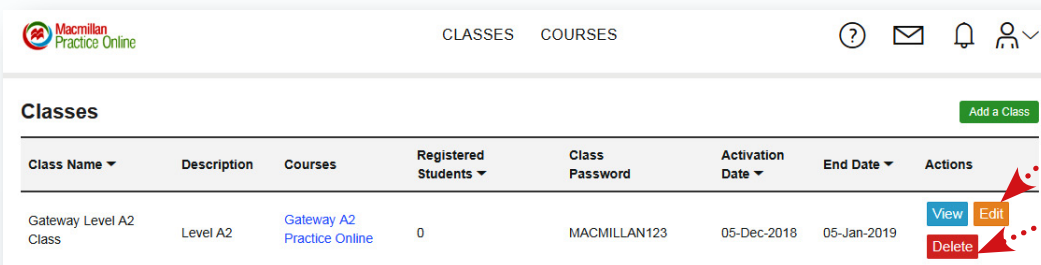
To set up a class:

1. Click 'Add a class'
2. Enter the class details
3. Once you have filled in the form click 'Save' and you will receive the following message



How to edit your class

Once your class has been created you can edit the class details, remove students from your class and also delete the class.



Class Name	Description	Courses	Registered Students	Class Password	Activation Date	End Date	Actions
Gateway Level A2 Class	Level A2	Gateway A2 Practice Online	0	MACMILLAN123	05-Dec-2018	05-Jan-2019	View Edit Delete

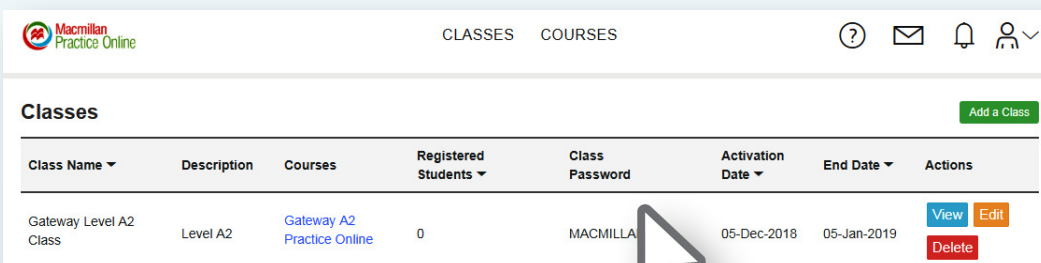
Click 'Edit' to change your class details

Click 'Delete' to remove the class from your account.

* Please note that the class cannot be recovered once you have deleted it and you will have to create a new class for your students to join.

Inviting students to join classes

After students have activated their subscription they can join your class. To do this you need to share the unique class password with them. If you have forgotten this password you can view it again on your classes' dashboard underneath 'Class Password'.



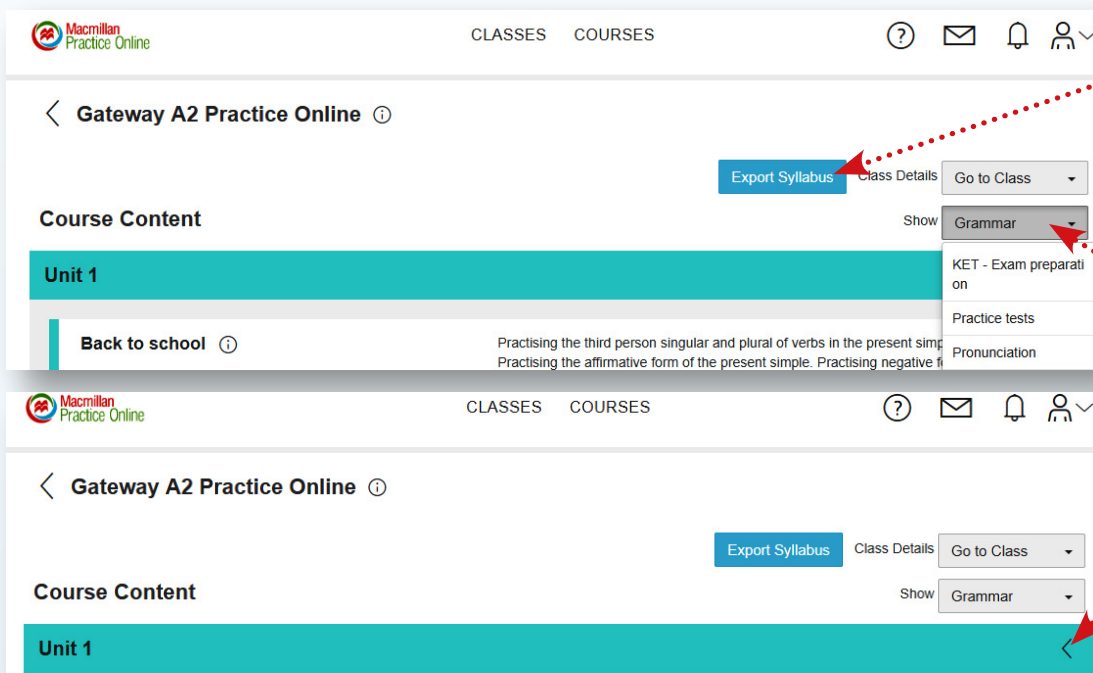
Class Name	Description	Courses	Registered Students	Class Password	Activation Date	End Date	Actions
Gateway Level A2 Class	Level A2	Gateway A2 Practice Online	0	MACMILLA	05-Dec-2018	05-Jan-2019	View Edit Delete

To join your class the student logs in, clicks 'Join 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 108 ready to use Macmillan Practice Online courses to choose from. Courses contain 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 standalone courses such as our CEFR, business English, academic English or exam practice courses.

Macmillan Practice Online courses are divided into units. You can view a brief description of the activities available in each unit as well as a description of the grammar and topic focus of the unit.

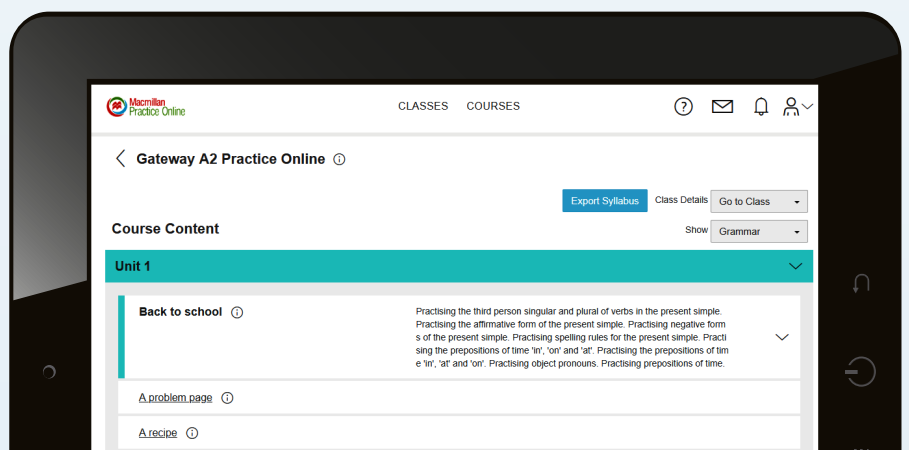


Click here to download a PDF version of the course syllabus

You can filter by the grammar focus here

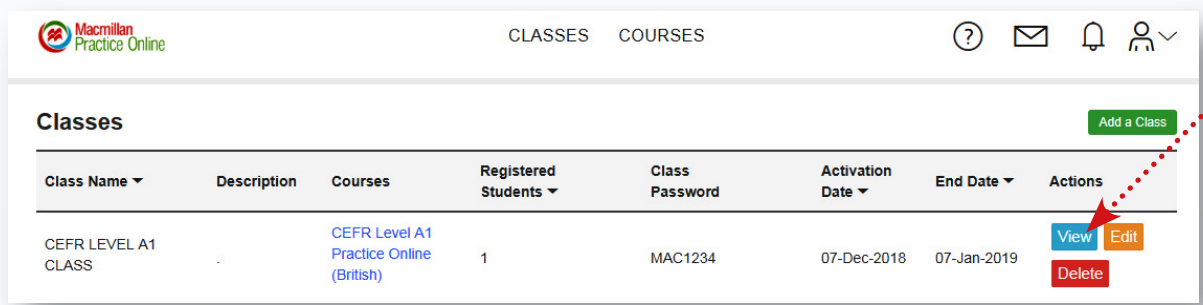
To access the activities within a unit click on the arrow on the right hand side of the screen

Once you click the arrow, the unit will open and you will be able to view the activities within the unit as well as the activity description.



Viewing students' scores

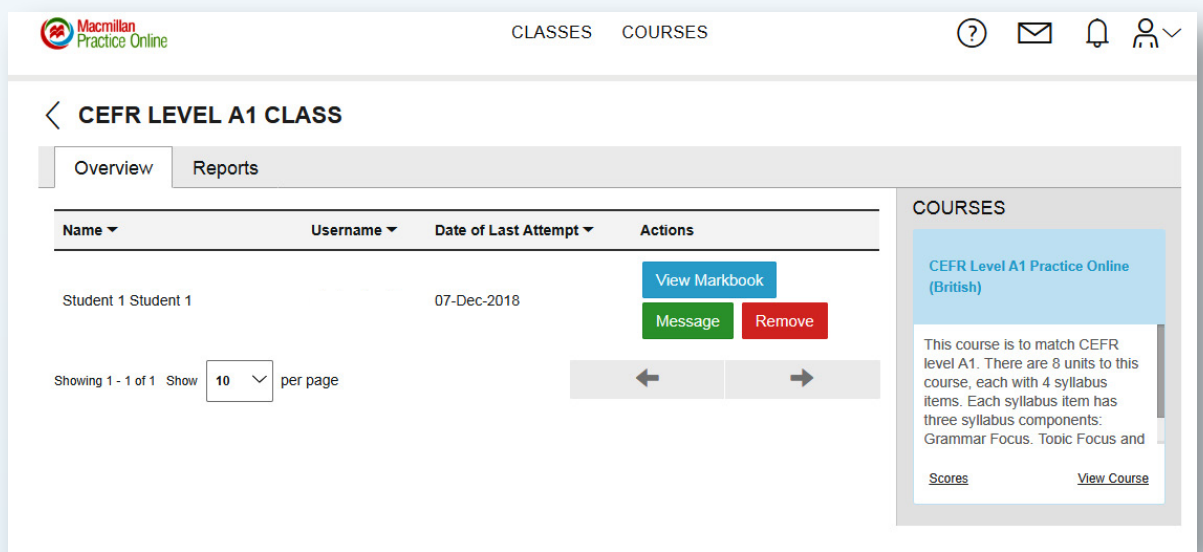
The scores for all activities that students complete are saved and can be viewed by you if the student has joined your class. You can view an overview of your classes' progress by going to 'Classes; then 'View' then 'Reports. From there you can view the overall progress and the first, highest and latest score for all of the students in your class.



Class Name	Description	Courses	Registered Students	Class Password	Activation Date	End Date	Actions
CEFR LEVEL A1 CLASS		CEFR Level A1 Practice Online (British)	1	MAC1234	07-Dec-2018	07-Jan-2019	View Edit Delete

Click 'View' to view your students' progress

You can also view the Markbook for individual students. To access your students Markbook go to 'Classes' then 'View'. You can then click 'View Markbook' next to your students name.



CEFR LEVEL A1 CLASS

Overview Reports

Name	Username	Date of Last Attempt	Actions
Student 1 Student 1		07-Dec-2018	View Markbook Message Remove

Showing 1 - 1 of 1 Show 10 per page

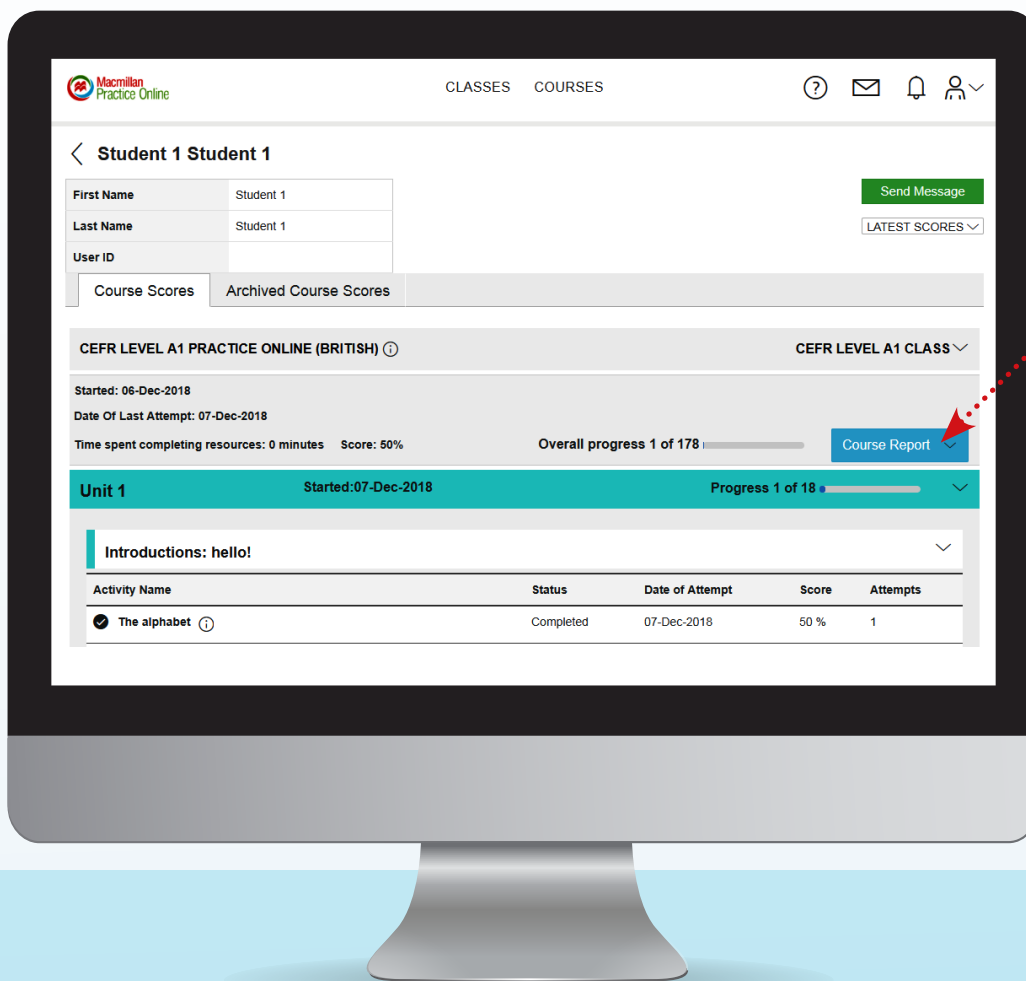
COURSES

CEFR Level A1 Practice Online (British)

This course is to match CEFR level A1. There are 8 units to this course, each with 4 syllabus items. Each syllabus item has three syllabus components: Grammar Focus. Topic Focus and

[Scores](#) [View Course](#)

Viewing students' scores



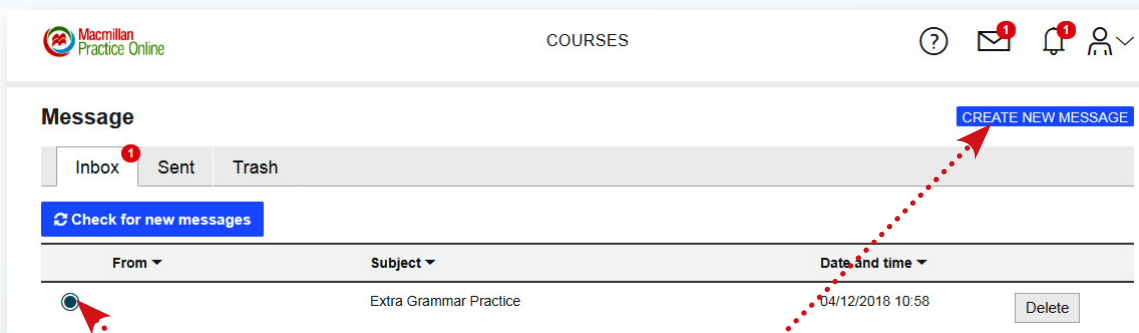
Click here to
download a copy
of your student's
course report

- **First:** An average of your students first attempts.
- **Latest:** An average of your students most recent attempts.
- **Highest:** A average of your students highest scores.
- **Status:** Not Started, In Progress or Completed
- **Attempts:** The number of times your student has completed the activity
- **Archived Course Scores:** This relates to any courses your student previously activated which have now expired

Messaging students

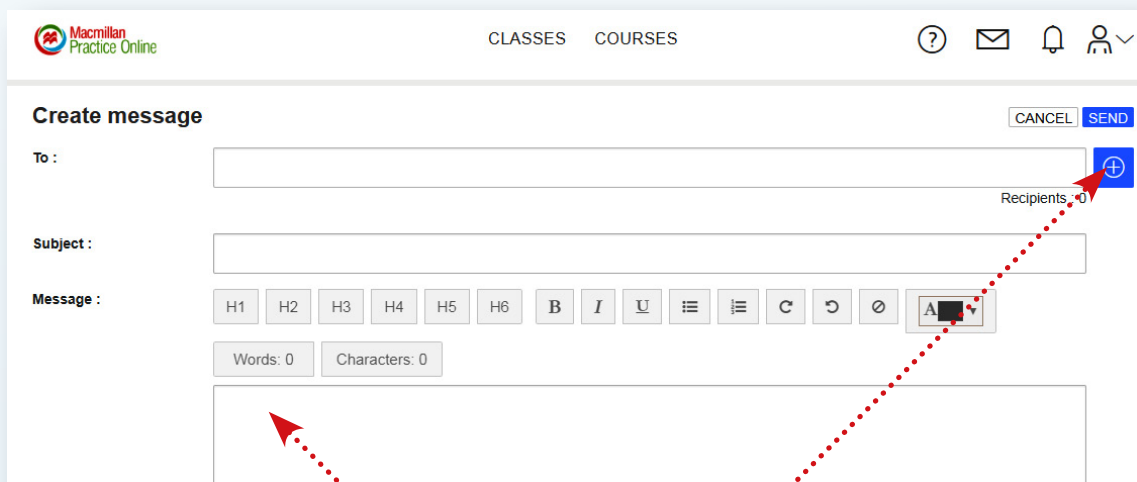
Sending and receiving messages

Once a student has joined your class you can send and receive messages from them. To access your messages click on the envelope in the top right corner.



Click on the message to read it

Click 'Create new message'

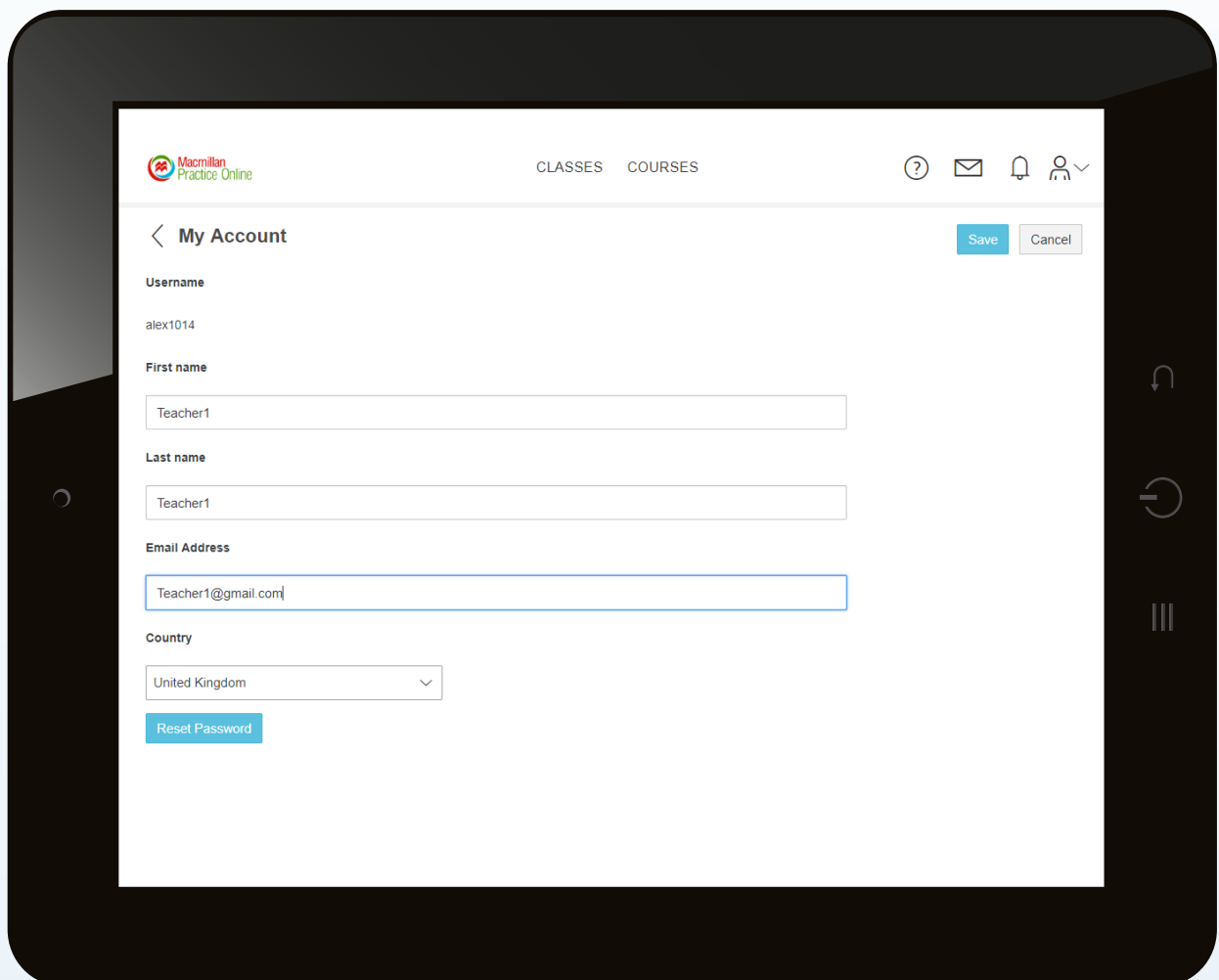


Write a subject, the message and then click on 'Send'

Click the + icon to add a recipient

My Profile

From 'My Profile you can update your email address, reset your password and change your registered name.



The screenshot displays the 'My Account' page on a tablet. At the top left is the Macmillan Practice Online logo. To the right are links for 'CLASSES' and 'COURSES', and icons for help, email, notifications, and a user profile. The main heading is '< My Account' with 'Save' and 'Cancel' buttons. The form contains the following fields:

- Username:** alex1014
- First name:** Teacher1
- Last name:** Teacher1
- Email Address:** Teacher1@gmail.com
- Country:** United Kingdom (dropdown menu)

A 'Reset Password' button is located at the bottom of the form.