
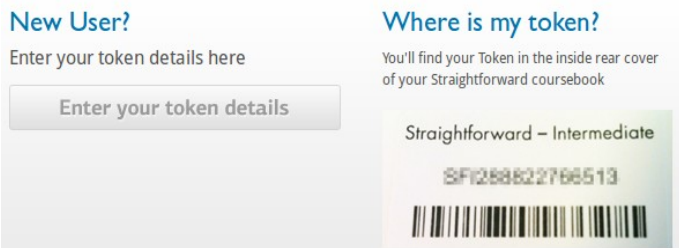
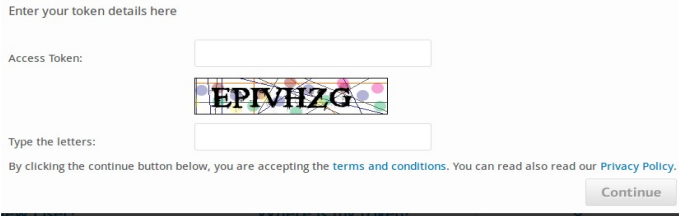
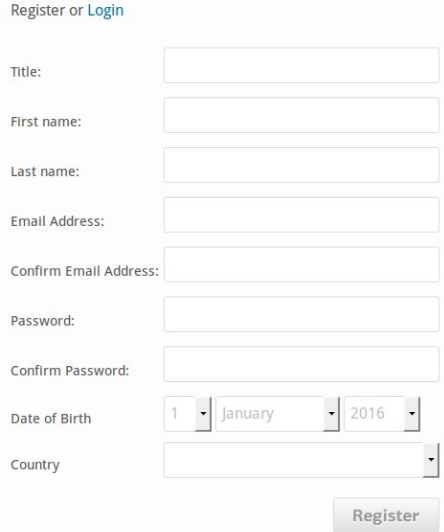



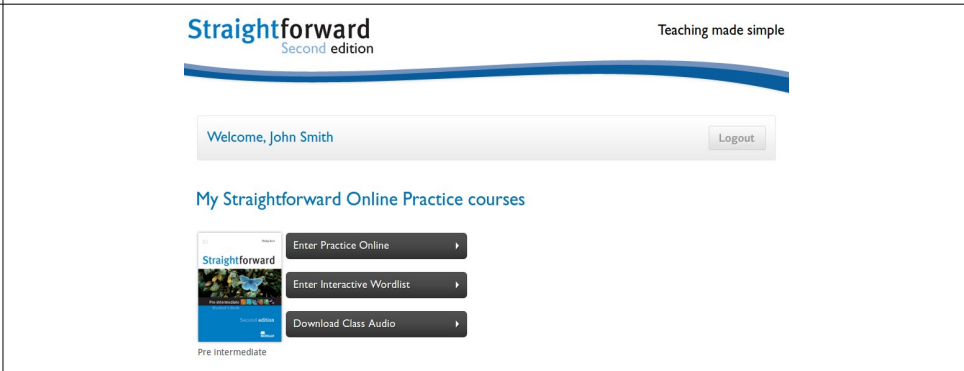
# Macmillan Straightforward Practice Online manual for students

This is a manual for **Straightforward Practice Online**, which accompanies the Macmillan Straightforward coursebook. It is intended to be used by **students** who use the Straightforward coursebook.

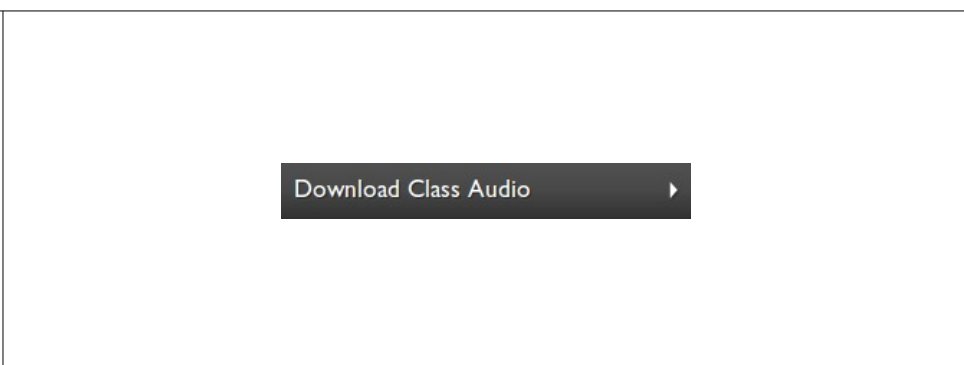
## Registration procedure

<p>Navigate to the website <a href="http://straightforward-online.com">straightforward-online.com</a></p>	
<p>Click <b>Enter your token details</b></p>	
<p>Enter the token number, which you will find on the back cover of your Student's Book, type the letters shown in the picture and click <b>Continue</b>.</p>	
<p>Enter your personal details and click <b>Register</b>.</p>	

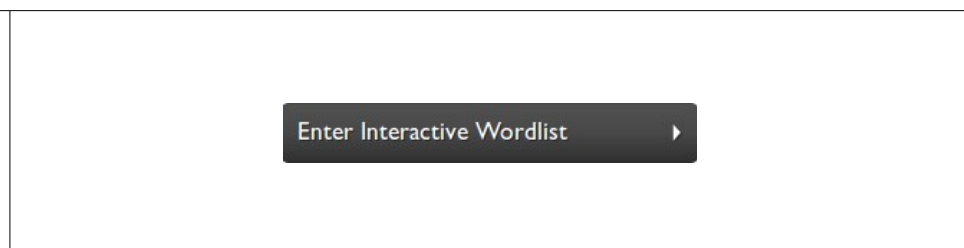
# Macmillan Straightforward Practice Online manual for students

<p>Confirm that you redeem access to the product by clicking on <b>Confirm</b>.</p>	
<p>Once you have successfully registered, you will gain access to the resources available for your course. These include Practice Online, Interactive Wordlist and Class Audio.</p>	

## Downloading Class Audio files

<p>Click the <b>Download Class Audio</b> button. This will download a zip file containing all class audio recordings in mp3 format. In order to play these files on your computer you will need external software capable of playing mp3 files.</p>	
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## Using Interactive Wordlist

<p>Click the <b>Enter Interactive Wordlist</b> button. A new window or tab will open up and you will be redirected to a website that contains the Interactive Wordlist.</p>	
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Select a unit to display word categories for that unit. You can select multiple units or click **Select All** in order to display categories for all units. The categories will appear in the right column.

Select the category or categories for which you wish to see the wordlist and click the **Go** button to proceed to the wordlist.

Click the **Reset** button to deselect all categories and units.

The screenshot shows the 'Words and Phrases' selection interface. It has a red header bar with the text 'Words and Phrases'. Below this, there are two main columns of checkboxes. The left column is titled 'Select Units' and contains checkboxes for 'Select All' and units 1 through 12. The right column is titled 'Select Categories' and contains checkboxes for 'Select All' and various categories such as '-ing & -ed adjectives', 'Adjectives with infinitives', 'Adjectives with prepositions', 'Air travel', 'Animals', 'Body & health', 'Clothes', 'Collocations with get', 'Compound nouns', 'Compound nouns with numbers', 'Computer actions', and 'Countries & languages'. To the right of these columns are two buttons: 'Go' and 'Reset'.

The wordlist contains words from selected categories. The words are by default in alphabetical order. You can also sort them by how frequently they are used by clicking on the **Sort by most frequently used** link.




The screenshot shows the 'My Words and Phrases List' interface. At the top, it says 'Straightforward Practice Online' and 'Unit 1 > Family'. There is a 'Sort by most frequently used' link and several icons. Below is a table with the following columns: 'Send me Practice', 'Word / Phrase', 'Part of Speech', 'Phonetic Spelling', 'Listen / Record', 'Definition', and 'Sample Sentence'. The table contains three rows of data for the words 'aunt', 'couple', and 'cousin'. The word 'aunt' is highlighted in red and has a star rating of three stars. The 'aunt' row shows: 'aunt' (n C), phonetic spelling '/ɑ:nt/', a 'Listen / Record' button, the definition 'the sister of your mother or father, or the wife of your uncle', and the sample sentence 'Elinor is Effie's aunt.'

Each word is marked with a 'star rating', which lets you recognise which words you should know particularly well. If the word is in red colour, it means that the word is very common and essential to learn.


For each word you have information about what part of speech the word is, the IPA transcription, the definition and a sample sentence.

This is a detailed view of the 'aunt' entry from the wordlist table. The table has the following columns: 'Send me Practice', 'Word / Phrase', 'Part of Speech', 'Phonetic Spelling', 'Listen / Record', 'Definition', and 'Sample Sentence'. The 'aunt' row is highlighted in red and contains the following information: 'aunt' (n C), phonetic spelling '/ɑ:nt/', a 'Listen / Record' button, the definition 'the sister of your mother or father, or the wife of your uncle', and the sample sentence 'Elinor is Effie's aunt.'

## Macmillan Straightforward Practice Online manual for students

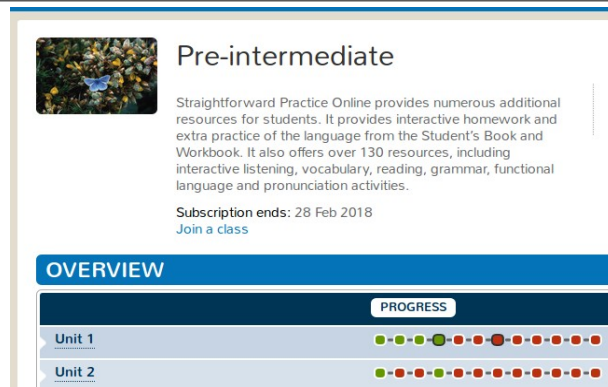
<p>In the <b>listen/record</b> column you can listen to a native speaker pronounce the word. You can also record your own version and later compare it with the model recording. You cannot save your recorded pronunciations. They will be available only while you are in the Interactive Wordlist.</p>	
<p>There are five buttons available in the menu. <b>Modify</b> – allows you to return to the main screen and modify the category. <b>New</b> – allows you to start a new search from the main screen. <b>Export</b> – allows you to download your wordlist in pdf format. <b>Print</b> – allows you to print your wordlist. <b>Send Me Practice</b> – allows you to email practice exercise for selected words to your email address.</p>	
<p>When you choose the <b>Send Me Practice</b> option, by default all items are chosen. If you would like fewer items to be sent to you, simply deselect the words or expressions that you already know.</p>	

### Using Practice Online – joining a class

<p>Click the <b>Practice Online</b> button. A new window or tab will open up in which you will be redirected to another website that contains the Practice Online section.</p>	
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# Macmillan Straightforward Practice Online manual for students

The first thing you should do is join your class. Your teacher will set up a class and then give you a password. Click the **Join a class** link on your homepage.



The screenshot shows the 'Pre-intermediate' course overview. It includes a description of the resources available, a subscription end date of 28 Feb 2018, and a 'Join a class' link. Below this is a progress bar with 'OVERVIEW' and 'PROGRESS' tabs. The progress bar shows two units: Unit 1 and Unit 2, each with a series of colored dots representing progress.

Enter the class password given to you by the teacher and click the **Join class** button.

## Join a class

Enter the password given by your teacher to join the class.

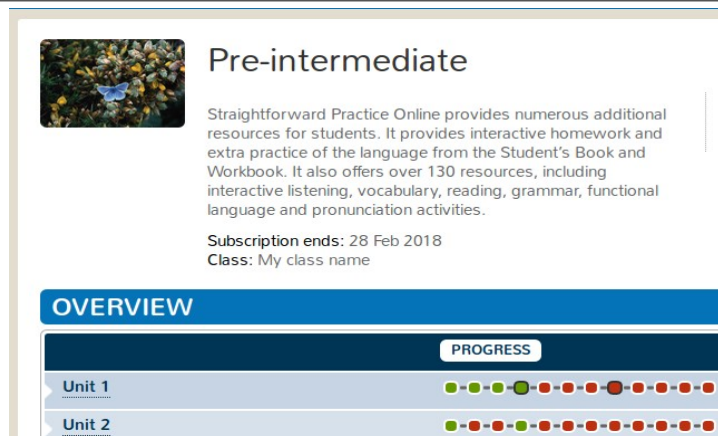
Class password: \*

eg. ABC12345

Join class

By clicking Submit, you agree to the **Terms and Conditions** and **Privacy Policy** of this website.

Once you have joined the class, you will see your class name under the description of the course. From now on your teacher will be able to track your progress and communicate with you.



The screenshot shows the 'Pre-intermediate' course overview page after joining a class. It includes the same description and subscription information, but now shows the class name 'Class: My class name'. The progress bar is identical to the previous screenshot.

## Using Practice Online – submitting activities

In the left hand menu click the unit you wish to study.



The screenshot shows the 'Straightforward' Practice Online interface. It features a large 'Straightforward' logo at the top. Below the logo, it says 'STRAIGHTFORWARD SECOND EDITION PRE-INTERMEDIATE PRACTICE ONLINE'. A left-hand menu lists 'Unit 1', 'Unit 2', 'Unit 3', and 'Unit 4'.

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You will see a list of activities for this unit. The activities marked in green have already been completed. You can see how many attempts you have had at the activity (you can complete the same activity as many times as you want if you need more practice) and your results, which can be sorted by first score, latest score or highest score. Click **Start resource** to proceed to the activity. For the completed activities you can also click **Redo exercise** if you wish to do it again or click **View markbook** if you wish to see detailed results for each activity in the unit.

RESOURCES			
	ATTEMPT	FIRST SCORES	
Family	1	100%	Redo resource or View markbook
Friendship	1	33%	Redo resource or View markbook
Crossword	1	100%	Redo resource or View markbook
Questions with to be	1	100%	Redo resource or View markbook
To be - Questions and negatives.	0	-	Start resource
How & what questions	0	-	Start resource
Phone messages	0	-	Start resource
Old friends?	0	-	Start resource
Problem neighbours	0	-	Start resource

In the activity window you will see the activity for you to do. Click **Dictionary** in order to use the Macmillan Online dictionary. Click **Maximize** to maximize the activity window.

In the bottom part you can go to previous or next activity by clicking on the arrows.

Clicking **Retry** clears all your answers.

Once you have finished the task click **Submit** to complete the activity.

Once you have submitted the activity, a rating message will appear together with a star rating.

If you feel your score is low, you can click **Close** and go back to activity screen so that you can change your answers.

Click **Retry** to clear all the answers and start the activity again.

Clicking on **Answers** will show you which of your answers are correct and which are not. Hover over the red cross (without clicking) to see the correct answer for these questions.

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## Using Practice Online – Overview section

Click the name of your course above the unit list to go to Overview section.

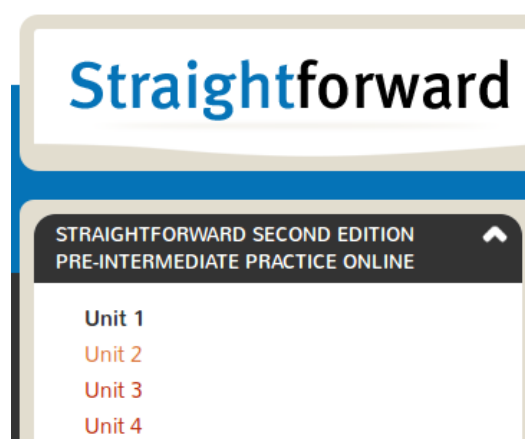
In this section you can view your overall score.

In the panel below you can see which activities you have already completed. They are marked in green. Activities in red have not been completed yet.

Click an activity to complete it. You can also check your average unit score, choosing from highest score, latest score or first score.

Click **Export** to download a pdf file with your results.

Click **Markbook** to see the Markbook.



Your current score is:  
**82%** You have completed  
 6 out of 144 resources.

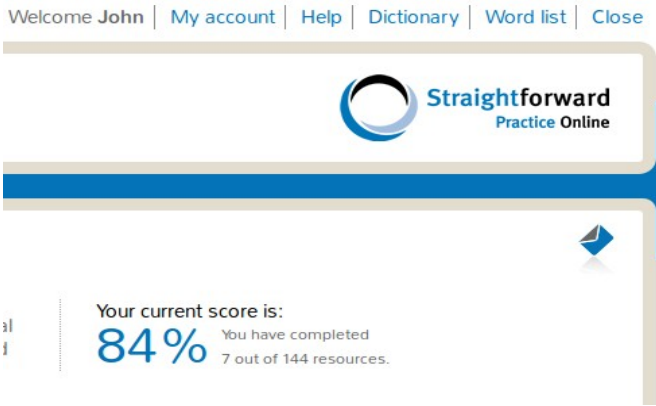
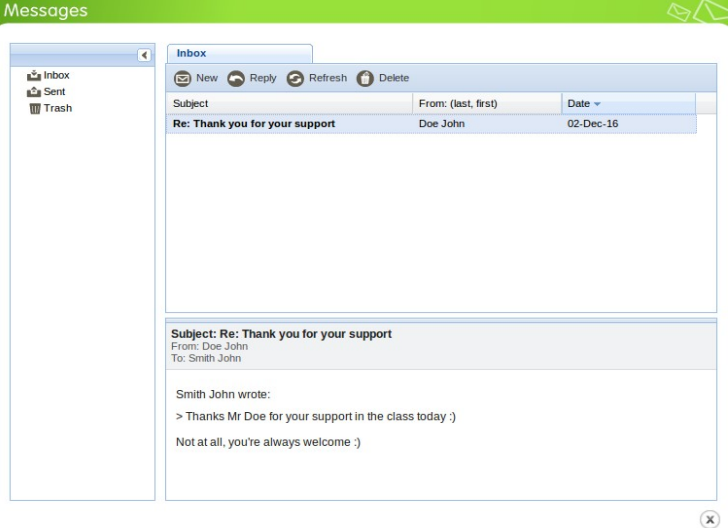
OVERVIEW		MARKBOOK   EXPORT
	PROGRESS	HIGHEST SCORES
Unit 1	●●●●●●●●●●●●●●●●	88%
Unit 2	●●●●●●●●●●●●●●●●	69%
Unit 3	●●●●●●●●●●●●●●●●	0%
Unit 4	●●●●●●●●●●●●●●●●	0%

The **Markbook** shows you the details of your results, including the first score, the highest score and the number of attempts at an activity.

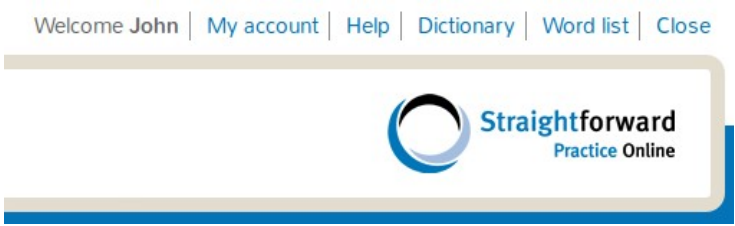
MARKBOOK					DOWNLOAD PDF VERSION
	FIRST	LATEST	HIGHEST	ATTEMPTS	
Started: 01 Dec 2016 Resources completed: 7 out of 144.					
<b>Unit 1</b>					
Family Vocabulary Activity	100%	100%	100%	1	
Friendship Vocabulary Activity	33%	33%	33%	1	
Crossword Vocabulary Activity	100%	100%	100%	1	
Questions with to be Language Exercise	100%	100%	100%	1	
To be - Questions and negatives. Language Exercise	0%	0%	0%	0	
How & what questions Language Exercise	100%	100%	100%	1	
Phone messages Language Exercise	0%	0%	0%	0	
Old friends? Listening Activity	0%	0%	0%	0	

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## Using Practice Online – messaging service

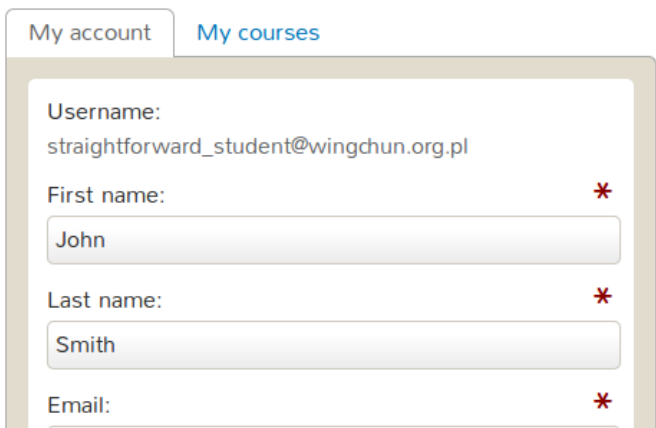
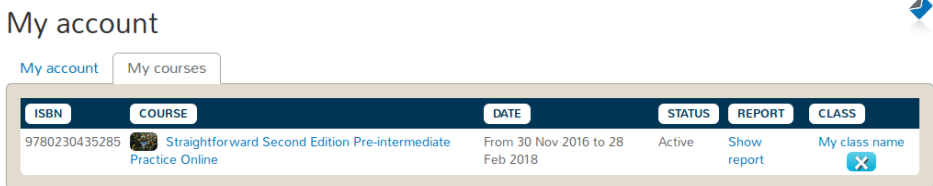

<p>You can message your teacher by clicking the message icon.</p>	
<p>Read your messages by clicking on their title.</p> <p>In the menu there are icons for writing a new message, replying to the current message, refreshing the list of messages and deleting a message.</p> <p>There are three mailboxes you can use – Inbox, Sent and Trash.</p>	

## Using Practice Online – using the top menu

<p>In the top menu you can edit your account details by clicking on <b>My account</b>, get online <b>Help</b>, access the Macmillan <b>Dictionary</b>, add items to your <b>Word list</b> or log out by clicking <b>Close</b>.</p>	
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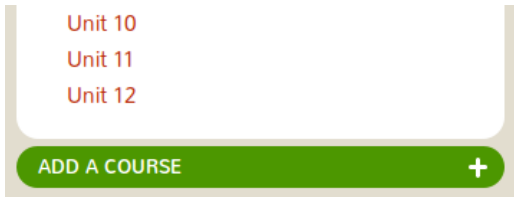
# Macmillan Straightforward Practice Online manual for students

<p>In the <b>My account</b> section you can edit your personal details and change your password.</p>	
<p>In the <b>My courses</b> section you can see a list of all courses that you have bought. This list gives you information on the dates of the subscription, it shows you if the course is active, if the course is part of a class and gives you access to the Markbook. Click <b>Show</b> report to proceed to your Markbook. Click the <b>cross button</b> under your class name in order to remove yourself from the class.</p>	
<p>In the top menu you can get help. Click <b>Help</b> to read the FAQ page for Practice Online.</p>	<h2>Student FAQs</h2> <h3>MY INFORMATON</h3> <p><b>Where can I view and edit my personal information?</b></p> <p>You can view and edit your personal information by clicking on 'My account' at the top of the screen. You can't edit the username.</p> <p><b>How can I change my password?</b></p> <p>You can change your password in the 'My account' area. Go to this area by clicking on 'My account' at the top of the screen. Change your password in the 'Password' box, write the password again in the 'Password Confirmation' box and click on 'Submit'. In order to make changes in this area, you will also need to enter your current password.</p>
<p>Click <b>Dictionary</b> to look a word up in the Macmillan Online Dictionary at any time.</p>	

# Macmillan Straightforward Practice Online manual for students

<p>Click Wordlist to create and view the words which you want to study. Click <b>Add a word</b> to add a new word to your wordlist.</p>	<p style="text-align: right;">Dictionary</p> <h3>Word list</h3> <p>All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z <span style="float: right;">Add a word</span></p> <table border="1"><thead><tr><th>Word</th><th>Categories</th><th>Description</th></tr></thead><tbody><tr><td>aunt</td><td>Family</td><td>your father's or your mother's sister</td></tr><tr><td>grandson</td><td>Family</td><td>the son of one of your children</td></tr></tbody></table>	Word	Categories	Description	aunt	Family	your father's or your mother's sister	grandson	Family	the son of one of your children
Word	Categories	Description								
aunt	Family	your father's or your mother's sister								
grandson	Family	the son of one of your children								
<p>Fill in the word and its definition. You can optionally select a category or create a new category of words. Click <b>Add a word</b> to add this word to your Wordlist.</p>	<h3>Add a new Word to Word List</h3> <p>Word: <input type="text" value="uncle"/></p> <p>Definition: <input type="text" value="your mum's or your dad's brother"/></p> <p>Select category: <input type="text" value="Please select"/></p> <p>New category: <input type="text" value="Family"/></p> <p><span>Add a word</span> <span>Cancel</span></p>									

## Using Practice Online – adding a coursebook

<p>You can do multiple courses at the same time. You can do activities from different courses and the scores will be recorded in the Markbook for each course. Click <b>Add a course</b> to add a new course to your account.</p>	
<p>Enter the activation token, which you will find attached to your coursebook.</p>	<h3>Add a course</h3> <p>Enter your code. Activation may take a short while.</p> <p>Enter code: <span style="float: right;">*</span></p> <input type="text" value="eg. MPO123456789101"/> <span>Add course</span> <p>By clicking 'Add course', you agree to the <b>Terms and Conditions</b> and <b>Privacy Policy</b> of this website.</p>