
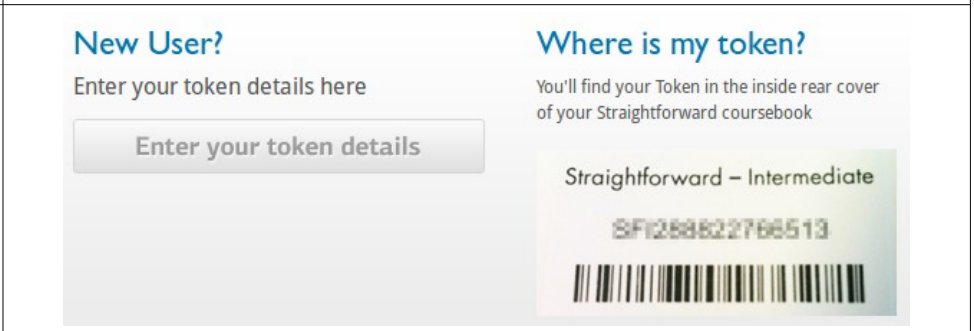



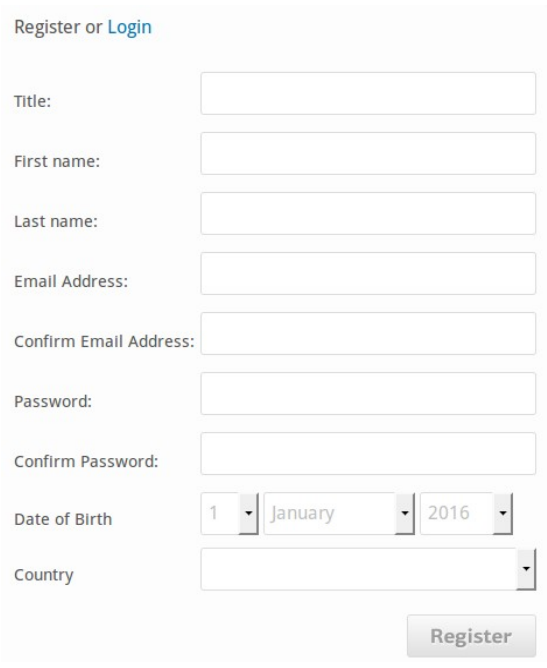


Macmillan Straightforward Practice Online manual for teachers

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

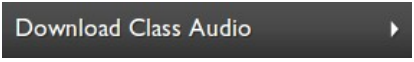
Registration procedure

| | |
|---|--|
| <p>Navigate to the website straightforward-online.com</p> |  |
| <p>Click Enter your token details</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 Continue.</p> |  |

Macmillan Straightforward Practice Online manual for teachers

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| <p>Enter your personal details and click Register.</p> |  |
| <p>Confirm that you redeem access to the product by clicking on Confirm.</p> |  |
| <p>Once you have successfully registered, you will gain access to the resources available for each level. These include Practice Online, Interactive Wordlist and Class Audio.</p> |  |


Downloading Class Audio files

| | |
|--|--|
| <p>Click Download Class Audio to 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

Click the **Enter Interactive Wordlist** button. A new window or tab will open up in which you will be redirected to another website that contains the Interactive Wordlist. You can find detailed instructions on how to use the Interactive Wordlist in the **Student's manual**.



Using Practice Online

Click the **Practice Online** button. A new window or tab will open up in which you will be redirected to another website that contains the Practice Online section.

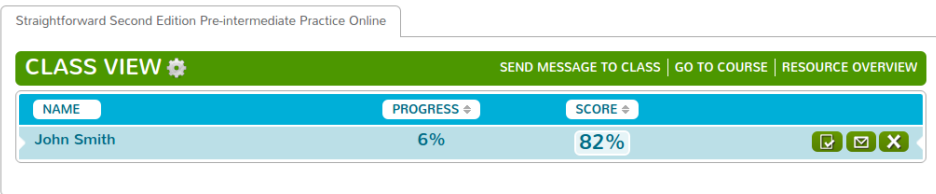


Using Practice Online – creating a class

The first thing you should do is create a class, which your students will be able to join. Once your students join the classroom, you will be able to view your students' results. Click the **Classes** tab in the menu on the left.



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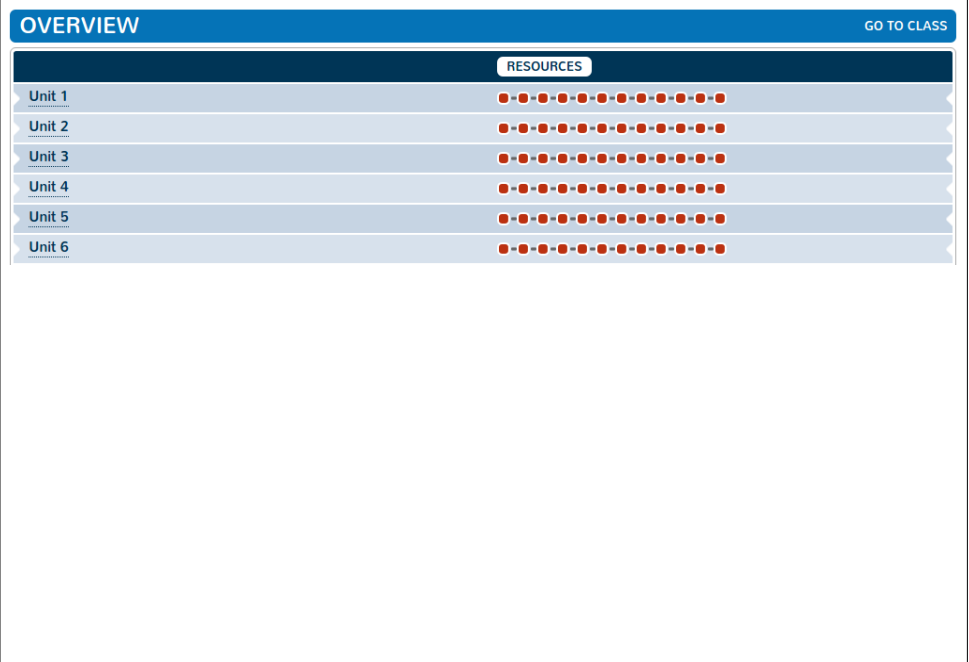
| | |
|---|---|
| <p>course overview section. Clicking on Export course results will send an email containing course score to the address you used at registration. Click Student overview to proceed to Student Overview for this class.</p> | |
| <p>In the Student Overview you can see the list of all students in this class, together with their overall progress and the student's score. The three green buttons on the right to each student allow you to see the student's Markbook, send a message to the student or remove the student from the class.</p> |  |
| <p>In the Class View, click Edit class details if you want to change the class details or delete the class.</p> | <p>Activation date: 02 Dec 2016 End date: 02 Dec 2017 Registered students: 1 Edit class details</p> |

Using Practice Online – activities

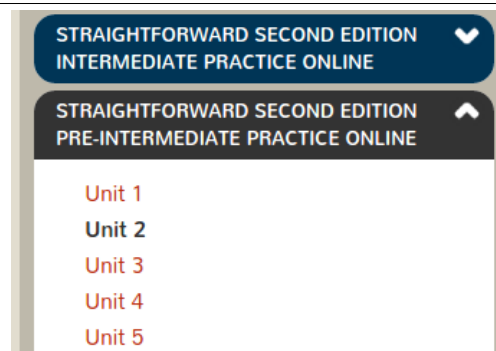
| | |
|--|--|
| <p>You have access to the activities that your students will be doing in their Practice Online. To access the activities click the coursebook you are using.</p> |  |
|--|--|

Macmillan **Straightforward Practice Online** manual for teachers

You will see a list of units for this coursebook as well as a number of squares representing activities for this unit. Green squares are shown for activities which have been completed. Red squares signify activities which have not been completed yet. Hover over the square to see the activity title. **Click the square** to view the activity. You can find detailed instructions on how to use the activity window in the **Student's Manual**.

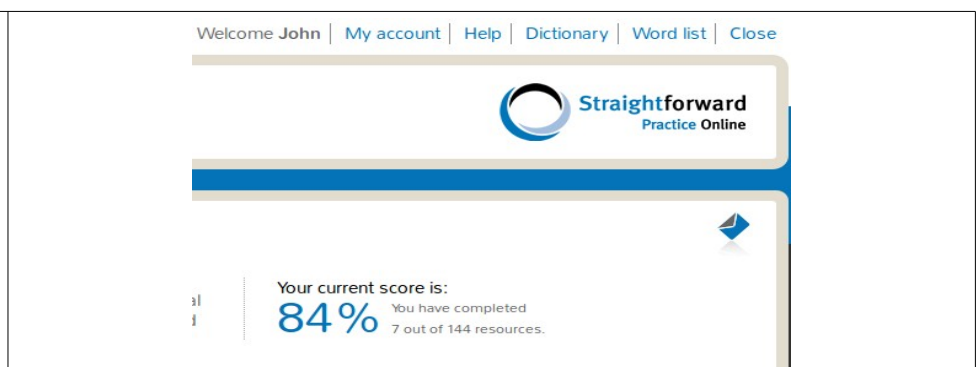


When you click a **unit** link in the left menu, you will see a list of activities only for the selected unit.



Using Practice Online – sending messages

You can message your students by clicking the **message icon**.

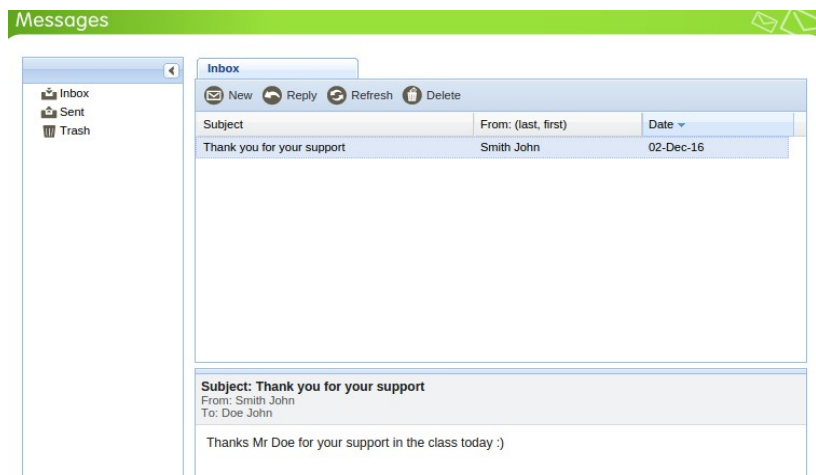


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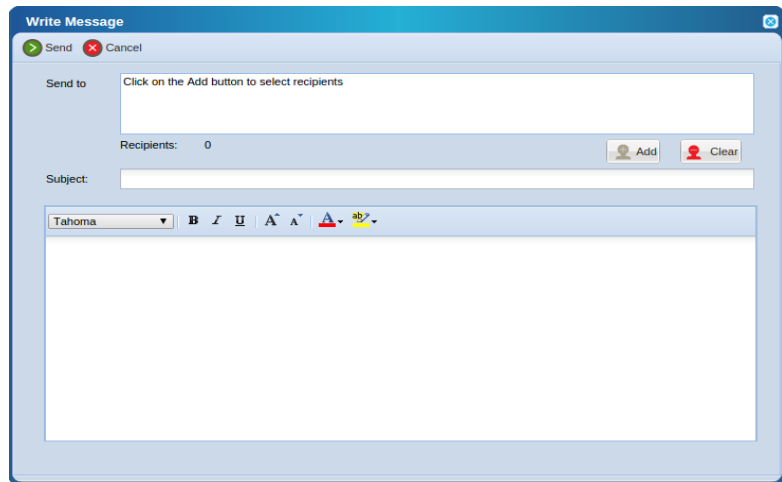
Read a message by clicking on its title.

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.

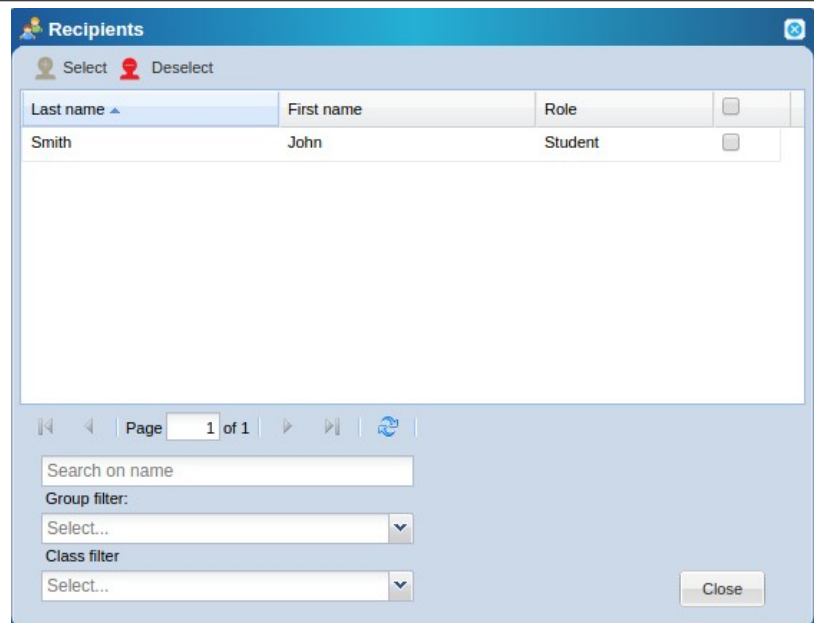
There are three mailboxes you can use – Inbox, Sent and Trash.



Click **Add** to choose the list of recipients.

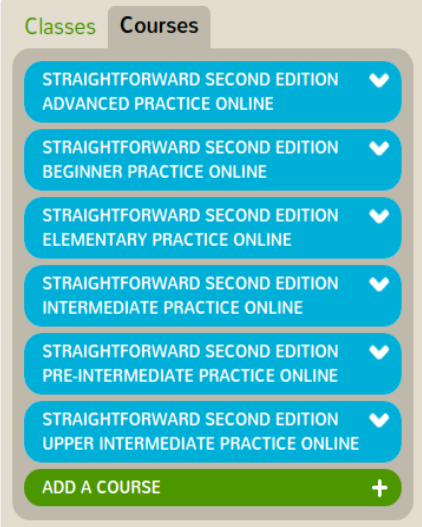
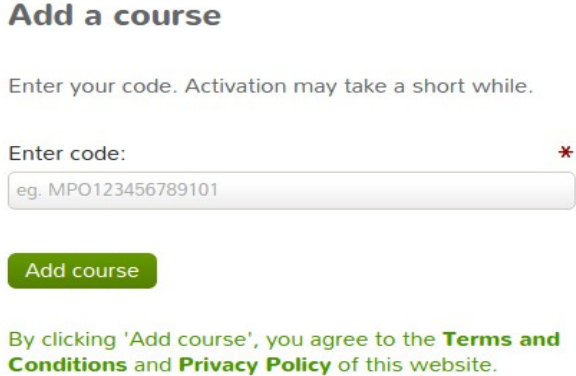


On the list, tick the recipients you wish to send a message to. You can search the recipients in the **Search on name** field, Choose between teachers and students in the **Group filter** or choose the entire class to which you want to send a message in the **Class filter** field.

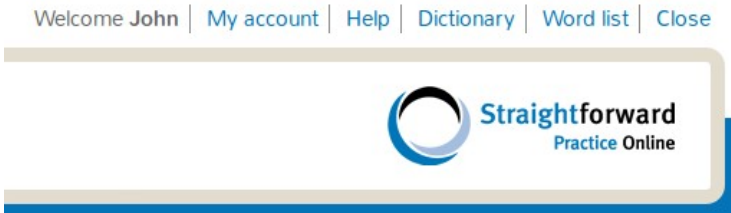


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Using Practice Online – adding a course

| | |
|--|---|
| <p>You can have multiple courses connected to your account. If you want to add another course to your account, click Add a course button in the left hand menu.</p> |  |
| <p>Provide the activation code for the course. You will find it in the Teacher's book. Click Add course to confirm.</p> |  |

Using Practice Online – editing personal details

| | |
|--|--|
| <p>In the top menu you can edit your account details by clicking on My account.</p> |  |
|--|--|

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In the **My account** section you can edit your personal details and change your password.

My account My courses

Username:
straightforward_student@wingchun.org.pl

First name: *

John

Last name: *

Smith

Email: *

In the **My courses** section you can see a list of all courses that you have activated. This list gives you information on the dates of the subscription, it shows you if the course is active and if there are any classes for that course.

My account

My account My courses

| ISBN | COURSE | DATE | STATUS | REPORT | CLASS |
|---------------|---|---------------------------------|--------|--------|---------------|
| | Straightforward Second Edition Advanced Practice Online | From 01 Dec 2016 to 01 Dec 2020 | | | - |
| 9780230762329 | Straightforward Second Edition Beginner Practice Online | From 01 Dec 2016 to 01 Dec 2020 | | | - |
| 9780230422940 | Straightforward Second Edition Elementary Practice Online | From 01 Dec 2016 to 01 Dec 2020 | | | - |
| 9780230435292 | Straightforward Second Edition Intermediate Practice Online | From 01 Dec 2016 to 01 Dec 2020 | | | - |
| 9780230435285 | Straightforward Second Edition Pre-intermediate Practice Online | From 01 Dec 2016 to 01 Dec 2020 | | | My class name |
| 9780230436831 | Straightforward Second Edition Upper Intermediate Practice Online | From 01 Dec 2016 to 01 Dec 2020 | | | - |

This manual is accompanied by Macmillan **Straightforward Practice Online** manual for **students**. The **Student's manual** contains detailed information on submitting activities, using the Wordlist and on other features available from a student's account. You might be interested in reading that manual too.