

Macmillan Gateway Online Workbook – manual for teachers

These are instructions on how to use the **Online Workbook**, which accompanies the Macmillan **Gateway 2nd Edition** coursebook. It is intended to be used by **teachers** who use the Gateway coursebook.

Using the Online Workbook – creating a class

First of all, you should create a new class, which your students will be able to join. Click the **Add a class** button in order to create a new class.



Enter your class name, choose the coursebook the class will be using, the start and end dates of the course and an optional description. Write down the class password, which your students will need to join the class.

Add new class

Class name

Courses

Start date End date

Description

0 / 100: Characters used

Advanced settings +

Class password

Please give this to your students so that they can join this class.

CgWtmjiZ

Create class

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In the “Advanced settings” section you can select:

Default score view – you can choose whether you would like the first, the latest or the highest score to be displayed as the default score.

Activity attempts – you can select the number of attempts the students must make before they are able to see the correct answers.

First, latest or highest attempt – choose which attempt should be considered when calculating and displaying students' results.

Custom Grades - You can set grades for each of your classes according to percentage bands. For example, you might choose to set Grade A, for students achieving a score of 80% or above, Grade B to those who get from 75% to 79% etc. When you choose Custom Grades, students will be able to see both their percentage and grade on the Course Information page.

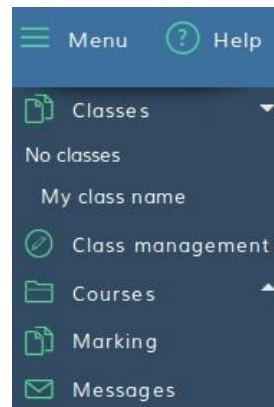
The screenshot shows the 'Advanced settings' panel with the following sections:

- Default scoring:** A heading followed by the instruction 'Select how you wish to see average scores. This setting will be reflected in all score views.' There are two radio button options: 'Average score' (selected) with the description 'The average score on completed activities.', and 'Total score' with the description 'The average score on all activities, complete and incomplete'.
- Activity attempts:** A heading followed by the instruction 'Select the number of attempts students must make before seeing the correct answer.' Below this is a dropdown menu currently showing the number '3'.
- First, latest or highest attempt:** A heading followed by the instruction 'This setting changes the way average scores are calculated and displayed. Use the menu to choose whether you would like the first attempt, latest attempt, or highest score to be displayed by default.' Below this is a dropdown menu currently showing 'Latest attempts'.
- Grade setting:** A heading followed by two radio button options: 'Percentage' (selected) and 'Grade'.

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Using the Online Workbook – viewing students' results

Go to menu and click **Classes** to open a drop-down list of your classes. Then click the class name to proceed to class panel.



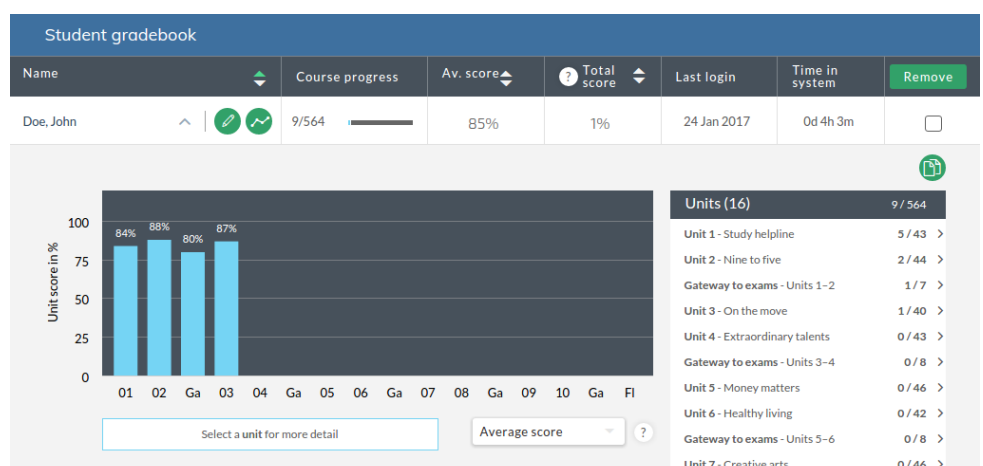
The first graph shows you the average score of the class. If you have other classes assigned to the same course, you can choose to **Compare classes** and add other classes' average scores to the graph.

You can also plot individual student's results by clicking the graph icon next to the student's name.

Students within the class are listed below. You can see the date of their last login, and the total time spent within the site, as well as their progress through the course and average score.



Selecting the down arrow next to the student's name will open the student's individual graph, which shows their average score for each unit. You can select a bar on the graph, or the name of a unit to the right of the graph, to view results for different activity sets in this unit. Clicking on the activity set will display results for individual activities in this set.



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Click the **Class report** tab to see each student's progress, average score, total score as well as time they have spent in the system. You can choose to display data for a particular unit, section or activity. Click the green download icon to download results in Excel format to your computer.

The screenshot shows the 'Class report' interface. At the top, it displays 'Class My class name | Gateway 2nd Edition B2 Online W...' with 1 student and 0 activities for marking, and an average score of 85%. Below this, there are tabs for 'Gradebook' and 'Class report'. A 'Latest attempt' dropdown is set to 'Gateway 2nd Edition B2 Online...'. A table lists units: 'Unit 1: Study helpline', 'Unit 2: Nine to five', 'Gateway to exams: Units 1-2', 'Unit 3: On the move', and 'Unit 4: Extraordinary talents'. A table below shows student data for 'Doe, John' with a progress of 9/564, an average score of 85%, a total score of 1%, and a time in system of 0d 4h 22m.

Using the Online Workbook – marking students' results

Most activities are marked automatically by the system. However, certain types of activities need to be graded by the teacher. Examples of these include writing or speaking activities. In order to manually mark the activities, go to **Menu** and click **Marking**. You will be presented with a list of activities completed by your students that are pending your marking. Click on the green icon on the right to mark an activity.

The screenshot shows the 'Marking' interface. At the top, it says 'Home / Marking' and '1/1 to mark'. A 'Mark your pending activities' section includes a 'Reset all filters' button and a 'Start marking' button. Below is a table with columns: Student, Course, Class, Activity, Date submitted, and Marking. The table shows one entry for 'Doe, John' in the 'Gateway 2nd Edition B2 Online Workbook' course, 'My class name' class, 'Gateway 2nd Edition B2 Online Workbook: Unit 1, Grammar in context, 3' activity, submitted on '23 Jan 2017'. A green icon is visible in the 'Marking' column.

Once you have checked your student's answers, click the **Score activity** button.

The screenshot shows the 'Score activity' interface for a reading comprehension activity. The title is 'Librarians' by 'Dr Maria Gurther, Frederick Johnson'. There are four text boxes containing the following text: 'The library contains 50,000 books.', 'It is situated in a building.', 'There are two members of staff.', and 'A new exhibition area is being constructed.'. At the bottom, it shows 'Total score for activity 0 / 10' and a 'Score activity' button.

Type in the number of points you wish to give to your student for that activity. Percentage mark will be automatically calculated. You can also write a comment for your student in the box.

Click **Submit and finish**. Then click **Submit** to confirm. Take care here, as you will not be able to change this mark later on.

Once the activity has been marked, the student will receive a message

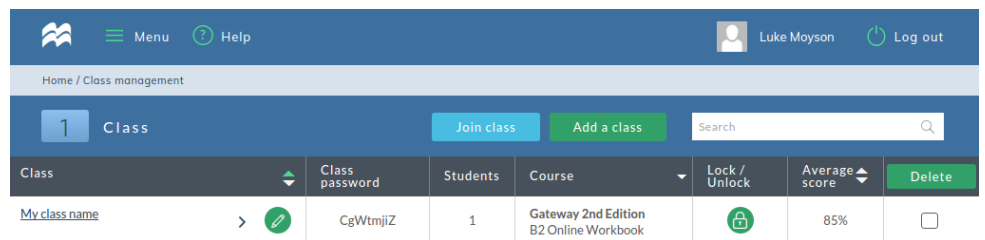
The screenshot shows the 'Score card' interface. It has a table with columns for question number, a score input field, and a maximum score. The questions are: Question 1 (0 / 2), Question 2 (0 / 2), Question 3 (0 / 2), Question 4 (0 / 2), and Question 5 (0 / 2). A 'TOTAL' row shows '0 / 10'. Below the table is a 'Total activity score' of '0%' and a 'Write comments here' text area. At the bottom, there are 'Cancel' and 'Submit and finish' buttons.

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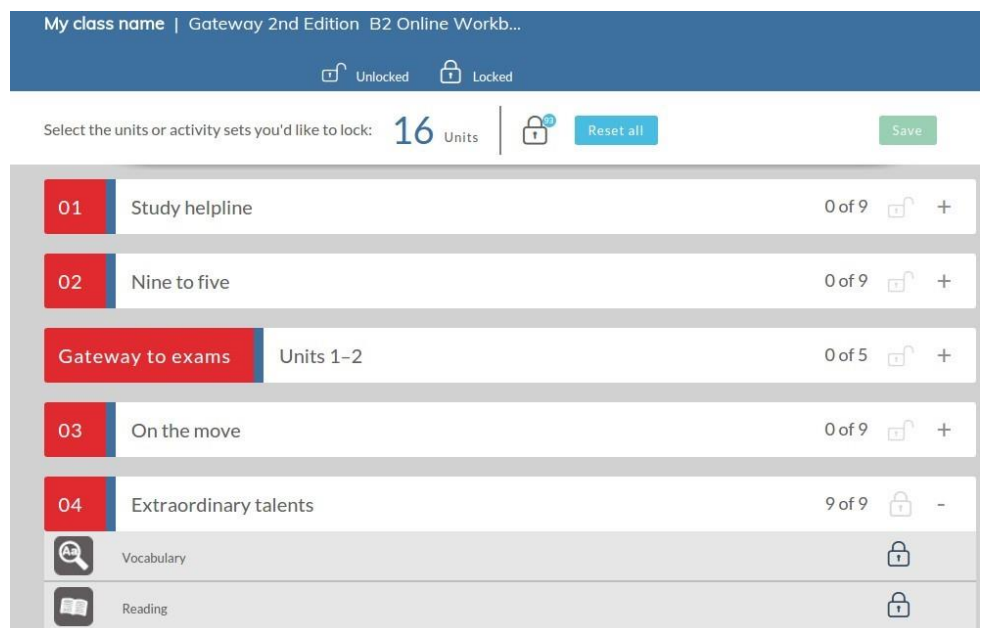
informing them about this fact.

Using the Online Workbook – class management

Go to menu and click **Class management** to see the list of your classes. You can create an unlimited number of classes, each with its unique code. In this panel you can see the class name, password, coursebook, number of students and average score. You can edit class details by clicking the green icon with a pen. Remember to click the **Save** button in order to save changes.



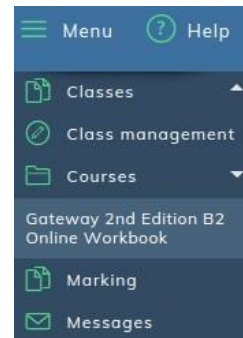
In the class management screen click the **Lock/Unlock** icon to define which units and sections should be available to students. Normally, you would lock all the units and unlock them one by one as you progress through the course. In this way students will only have access to the exercises they are studying at the moment. By clicking the **+** symbol you can lock or unlock a section of a unit as well as particular exercises in each section. Remember to click the **Save** button to save your changes.



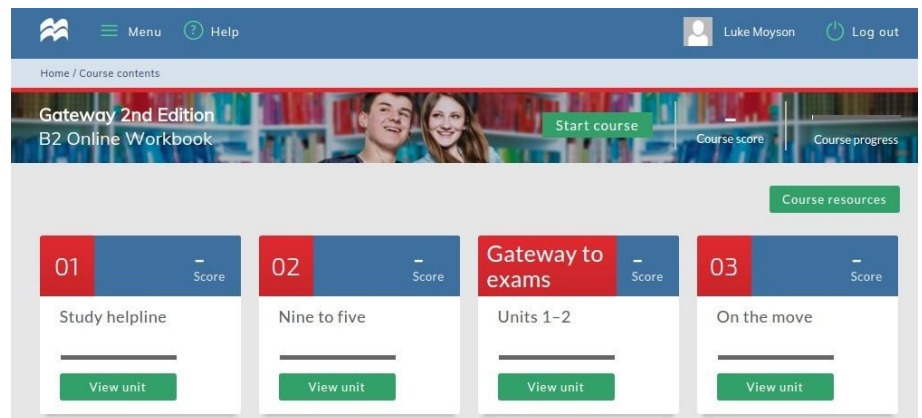
Using the Online Workbook – viewing the activities

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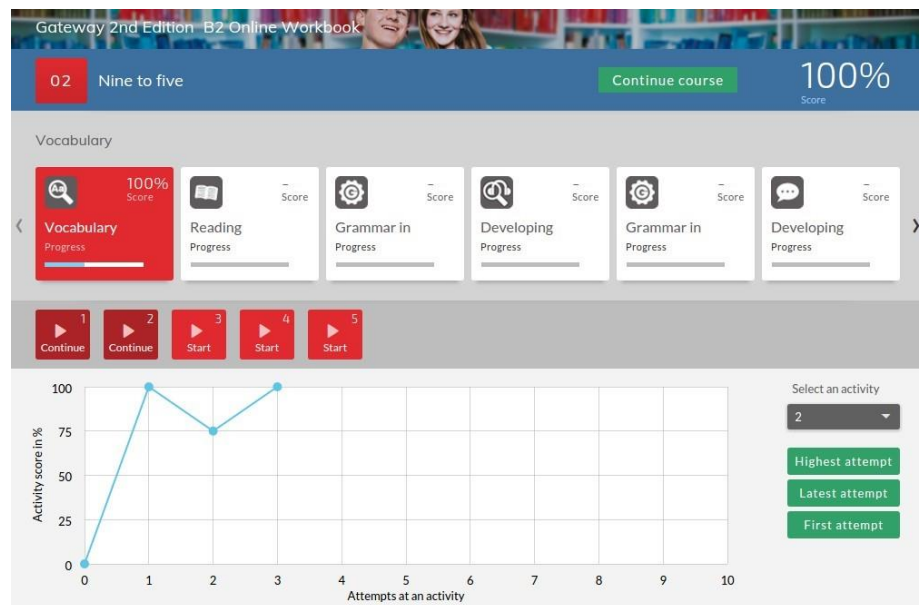
As a teacher, you have access to all the activities that your students can do. Click **Menu** followed by the course you wish to view under **Courses**.



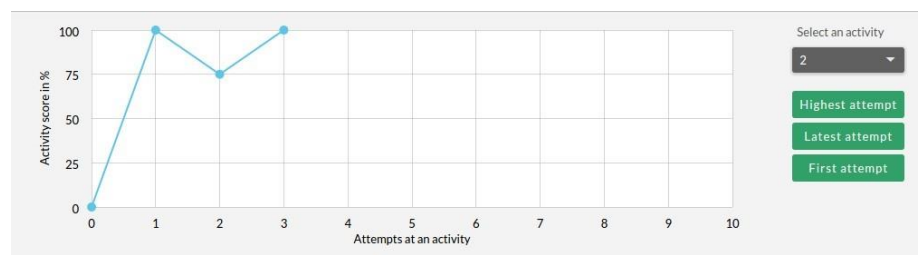
You will see a list of units in your course. Click the **View unit** button.



For each unit you can choose an activity set, such as vocabulary, grammar, reading, listening etc. Select the activity set that you wish to work on, for example, vocabulary. Icons for the activities available for that set will appear underneath. Click **Start** to try an activity for the first time or **Continue** to make another attempt at an activity you have already completed. Click the 'i' on the right of the activities to see what different icons represent.



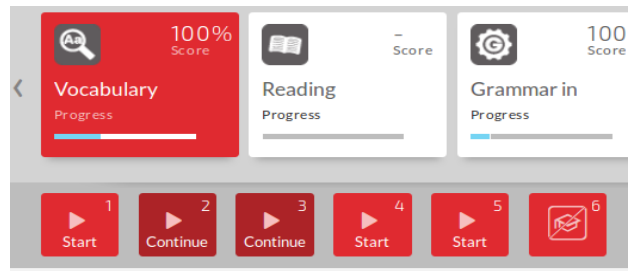
The graph below shows your results for the activities in each set. You can see your score for each attempt at an activity (you can do each activity a number of times). Click **Select an activity** to display another activity on the graph. Click one of the green buttons on the right to see the activity window with your results for your **Highest attempt**, **Latest attempt** or **First attempt**.



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Using the Online Workbook – doing the activities

Click the activity that you want to complete.



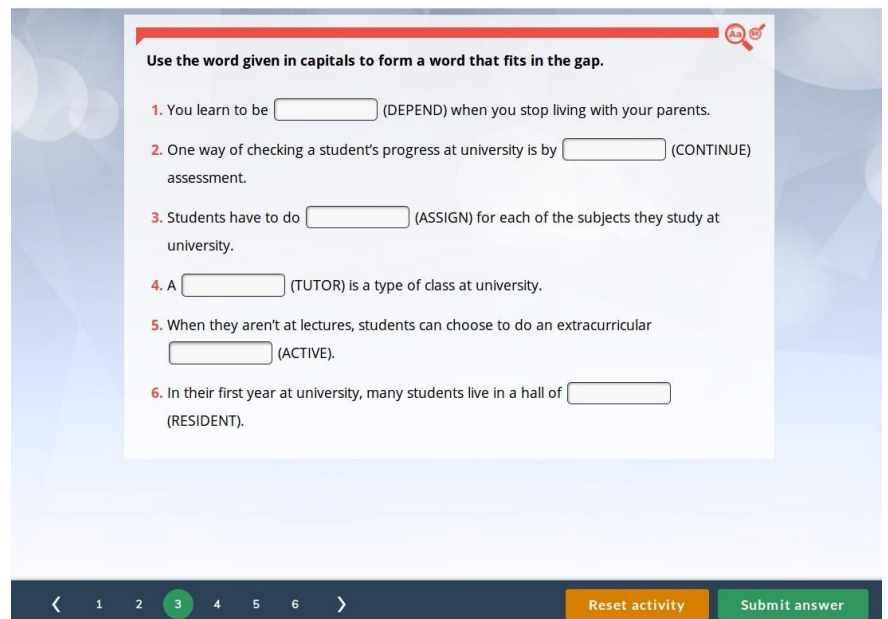
Click the **Reset activity** button to clear all the answers you have entered so far.



The **arrow buttons** in the bottom left-hand corner can be used to switch between activities in the current activity set.

Gateway 2nd Edition B2 Online Workbook > Unit 1
Vocabulary

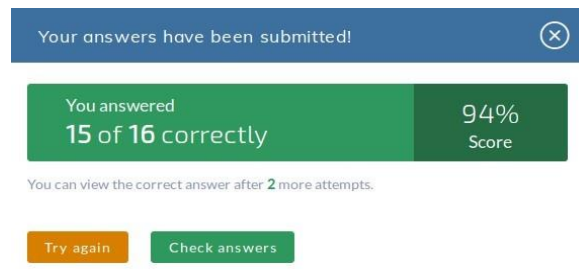
In the top right-hand corner there are **two arrows** which allow you to go to the previous and next activity set.

The image shows a vocabulary activity page with the instruction: 'Use the word given in capitals to form a word that fits in the gap.' There are six numbered questions, each with a text input field and a word in parentheses: 1. (DEPEND), 2. (CONTINUE), 3. (ASSIGN), 4. (TUTOR), 5. (ACTIVE), 6. (RESIDENT). At the bottom, there are navigation arrows (1-6) and 'Reset activity' and 'Submit answer' buttons.

You can go back to unit content click the **Back to unit** button.

After completing the activity, click the **Submit answer** button.

A pop-up box will appear showing your score for this activity. Click **Try again** to have another go at this activity or click **Check answers** to see which of your answers are correct.

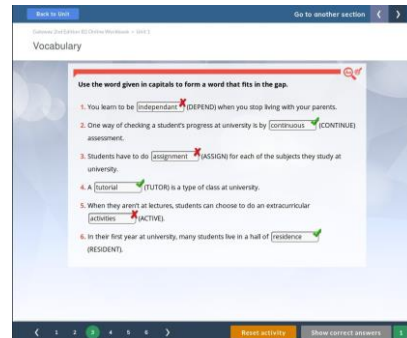
The image shows a pop-up box with a blue header 'Your answers have been submitted!' and a close button. Below, it says 'You answered 15 of 16 correctly' and '94% Score'. At the bottom, there are 'Try again' and 'Check answers' buttons.

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When you click Check answers, your correct answers will be marked with a green tick. The incorrect ones with a red cross.

Click **Show correct answers** at the bottom of the page to see what the correct answers are.

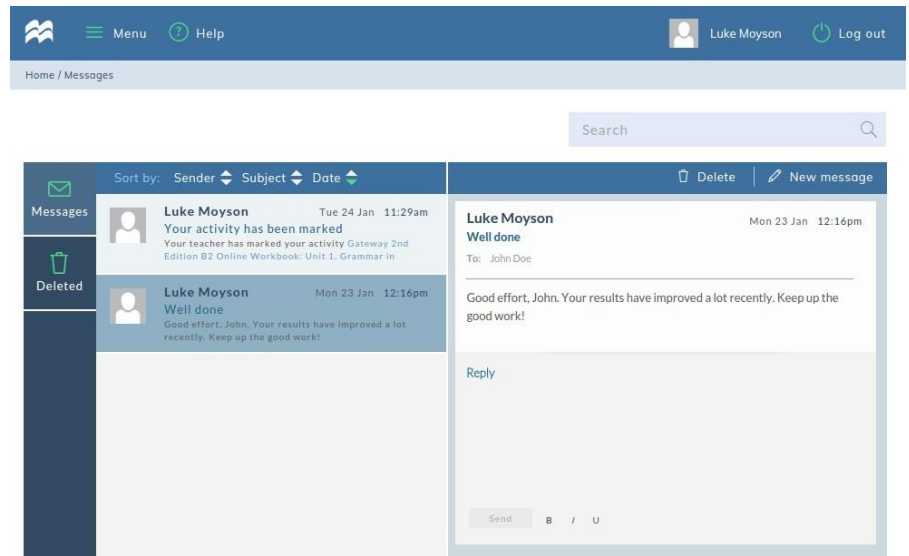
You can go back to your own answers by clicking on **Show my answers**.



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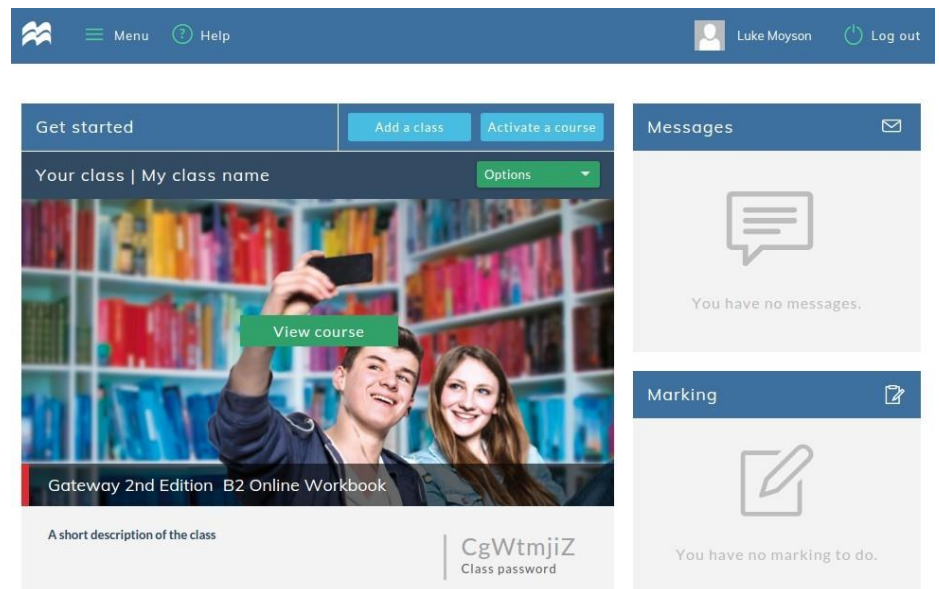
Using the Online Workbook – sending messages

You are able to send messages to your students and your students can send messages to you. To access the messaging section, click **Menu** and **Messages**. To send a new message, click **New message** at the top right hand side of the screen. You can choose to email the entire class or individual students by clicking on the **plus** option.



Using the Online Workbook – adding a course

To activate another course on the same account click **Activate a course**. Then enter your code and click **confirm**. You will now be able to access your new course. You may have to wait up to 20 minutes to see the new product. The image on the screen will show you the course that you are currently using. If you have multiple courses, you can navigate through these by clicking on the right and left arrows on either side of the image.



Using the Online Workbook – editing your personal details

You can change your personal details, such as name, date of birth, email address, username and password by clicking on **Profile** in the menu.



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You can also add an avatar to your profile by clicking on the grey square with “+” symbol. The **View subscriptions** button shows you which coursebooks you are using. All changes have to be confirmed by clicking on the **Save** button.

The screenshot shows the user profile page for Luke Moyson. The top navigation bar includes the Macmillan logo, a 'Menu' icon, and a 'Help' icon. The user's name 'Luke Moyson' and a 'Log out' button are in the top right. The profile page is divided into two main sections. The left section, on a red background, shows a grey square with a white '+' symbol for adding an avatar, the name 'Moyson, Luke', the 'Name format' dropdown set to 'Last, First', the 'Country' dropdown set to 'United Kingdom', the email address 'LUKE_MOYSON', the registration date 'Registered: 23 Jan 2017', and the email 'luke_moyson@wingchun.org.pl'. A 'View subscriptions' button is at the bottom of this section. The right section, on a white background, contains form fields for 'First name' (Luke), 'Last name' (Moyson), 'Date of birth' (1982, August, 12), 'Email address' (luke_moyson@wingchun.org.pl), and 'Username' (luke_moyson). A 'Change password' button with a '+' icon is at the bottom of the form fields. A green 'Save profile' button is located at the bottom right of the page.

Using the Online Workbook – getting help

For further help click the **Help** icon at the top of the screen.

