

Macmillan Gateway Online Workbook – manual for students

These are instructions on how to use the **Online Workbook**, which accompanies the Macmillan **Gateway 2nd Edition** coursebook. This manual is aimed at **students** who are learning from the Gateway course.

Using the Online Workbook

In the **Resources** section, click the plus symbol next to your operating system. Click the **View** button next to *Gateway 2nd Edition B2 Online Workbook*. It will open a new window with the Online Workbook.

The screenshot shows the 'Gateway 2nd Edition' online workbook interface. At the top, there is a green header with the text 'Gateway 2nd Edition'. Below the header, there is a breadcrumb trail: 'Home > Gateway 2nd Edition'. On the right side, there is a hamburger menu icon. The main content area is titled 'Your content' and shows a list of items under the 'B1+' category. The items are:

- Gateway 2nd Edition B1+ Online Workbook (with a 'View' button)
- Gateway 2nd Edition B1+ Student's Resource Centre (with a 'View' button)

Below this list, there is a large white area with a blue border, containing the Macmillan Education logo and the text 'Please wait. You are being logged in.' At the bottom of this area, there are links for 'Terms of Use', 'Privacy Policy', 'Cookie Policy', and 'Contact Us', along with the copyright notice '© Macmillan Education 2019'.

Using the Online Workbook – joining your class

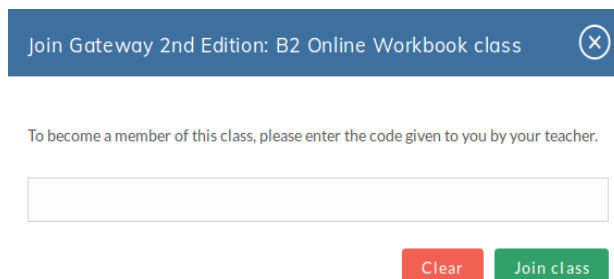
The first thing you should do after logging onto the Online Workbook is to join your class. Your teacher will set up a class and then give you the class password. Click the **Join class** button on the bottom

The screenshot shows the 'Your courses' section of the online workbook. At the top, there is a blue header with the text 'Your courses' and a button labeled 'Activate a course'. Below the header, there is a large image of a young man and woman smiling in a library. Overlaid on the image is a green button labeled 'Start course'.

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right of the image in order to join your class.

Enter the class code given to you by your teacher and click the **Join class** button. You will now be able to send messages to your teacher. Your teacher will be able to track your individual progress.



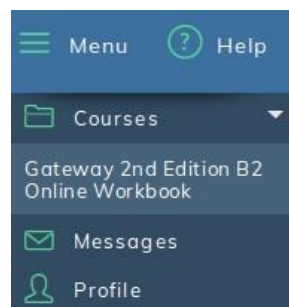
Join Gateway 2nd Edition: B2 Online Workbook class

To become a member of this class, please enter the code given to you by your teacher.

Clear Join class

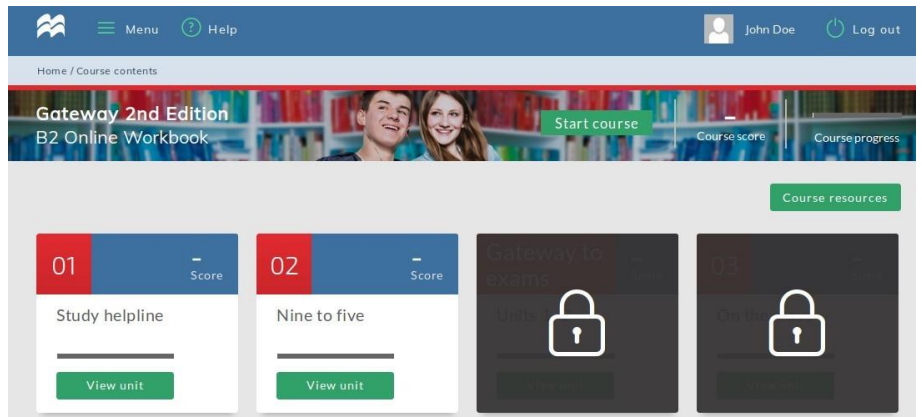
Using the Online Workbook – viewing the activities

After you have joined your class, select **Menu**, followed by **Courses** and select your course from the list.

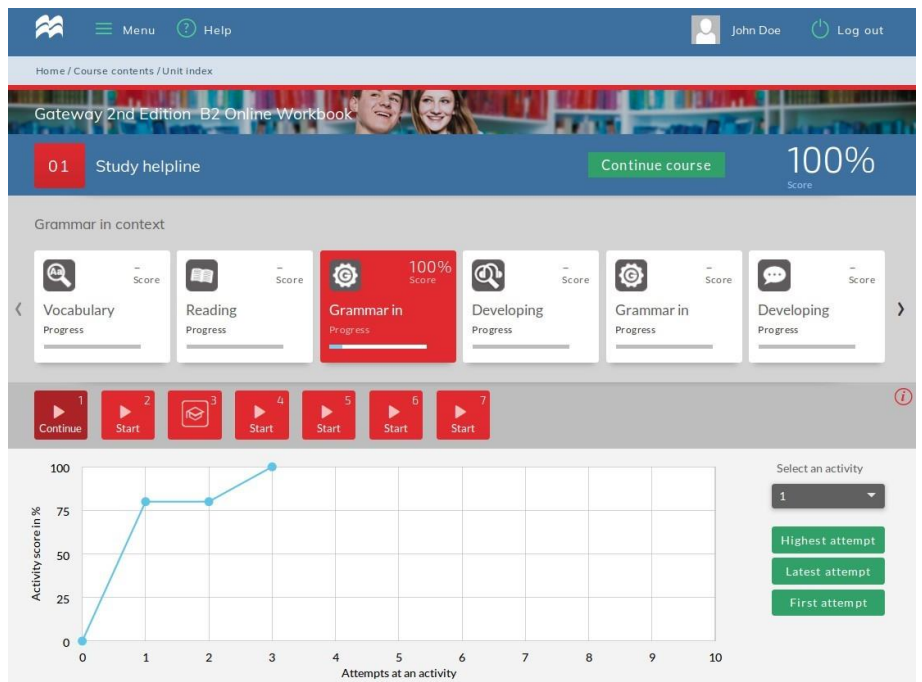


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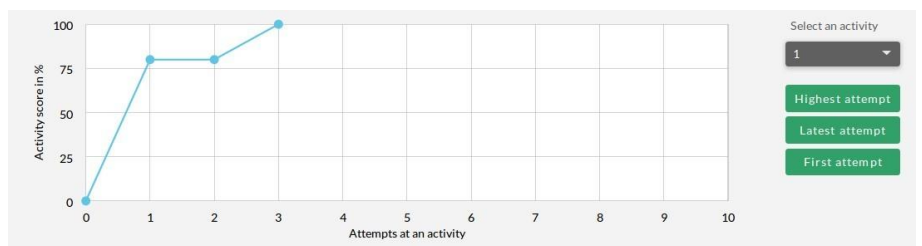
You will see a list of units in your course. You only have access to these units which your teacher has unlocked for your class. Other units might be locked by your teacher. This is to prevent you from doing activities which you haven't studied yet. Click the **View unit** button.



For each unit you can choose a number of activity sets, 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.



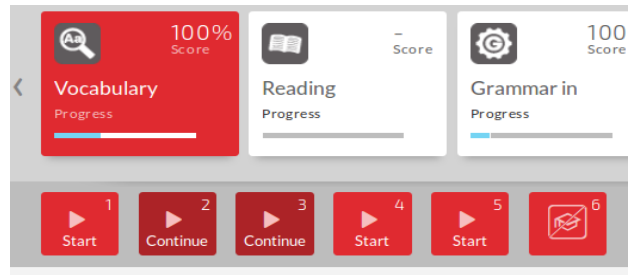
The graph below shows your results for the activities in each set. You can see your score for each attempt at an activity (you can do each activity a number of times). Click **Select an activity** to display another activity on the graph. Click one of the green buttons on the right to see the activity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

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

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.

A screenshot of the Macmillan Gateway Online Workbook interface showing a vocabulary activity. The activity is titled 'Vocabulary' and is part of 'Unit 1'. The instructions are: 'Use the word given in capitals to form a word that fits in the gap.' There are six questions, each with a blank space and a word in capitals in parentheses: 1. You learn to be [] (DEPEND) when you stop living with your parents. 2. One way of checking a student's progress at university is by [] (CONTINUE) assessment. 3. Students have to do [] (ASSIGN) for each of the subjects they study at university. 4. A [] (TUTOR) is a type of class at university. 5. When they aren't at lectures, students can choose to do an extracurricular [] (ACTIVE). 6. In their first year at university, many students live in a hall of [] (RESIDENT). At the bottom, there are navigation arrows, a 'Reset activity' button, and a 'Submit answer' button. Below the main interface, a pop-up box shows: 'Your answers have been submitted!' followed by 'You answered 15 of 16 correctly' and '94% Score'. Below this, it says 'You can view the correct answer after 2 more attempts.' and there are 'Try again' and 'Check answers' buttons.

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Your correct answers are 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.

If you are not a member of a class, you can only check the correct answers after making 3 attempts at an activity. If you have joined a class, your teacher will set the minimum number of attempts for your class. The green field in the bottom right-hand corner shows this number.

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

Back to Unit Go to another section < >

Gateway 2nd Edition B2 Online Workbook > Unit 1

Vocabulary

Use the word given in capitals to form a word that fits in the gap.

1. You learn to be (DEPEND) when you stop living with your parents.
2. One way of checking a student's progress at university is by (CONTINUE) assessment.
3. Students have to do (ASSIGN) for each of the subjects they study at university.
4. A (TUTOR) is a type of class at university.
5. When they aren't at lectures, students can choose to do an extracurricular (ACTIVE).
6. In their first year at university, many students live in a hall of (RESIDENT).

< 1 2 3 4 5 6 > Reset activity Show correct answers 1

Most activities are checked and graded automatically. However, certain activities cannot be graded by the system. Examples of these include writing and speaking activities. Your teacher will need to manually mark the activities. Once your teacher has finished marking the activity, you will receive a new message notifying you of this fact.

Back to Unit Go to another section < >

Gateway 2nd Edition B2 Online Workbook > Unit 3

UNIVERSITY LIBRARY

Opening hours
Term-time: 24-hour access all week
Vacation-time: Weekdays, 9 am-5.25 pm

Number of books
50,000 books
Current building work
basement storage area: extension
new exhibition area: construction

Librarians
Dr Maria Gurther, Frederick Johnson

The library contains 50,000 books.

The basement storage area is being extended.

There are two members of staff.

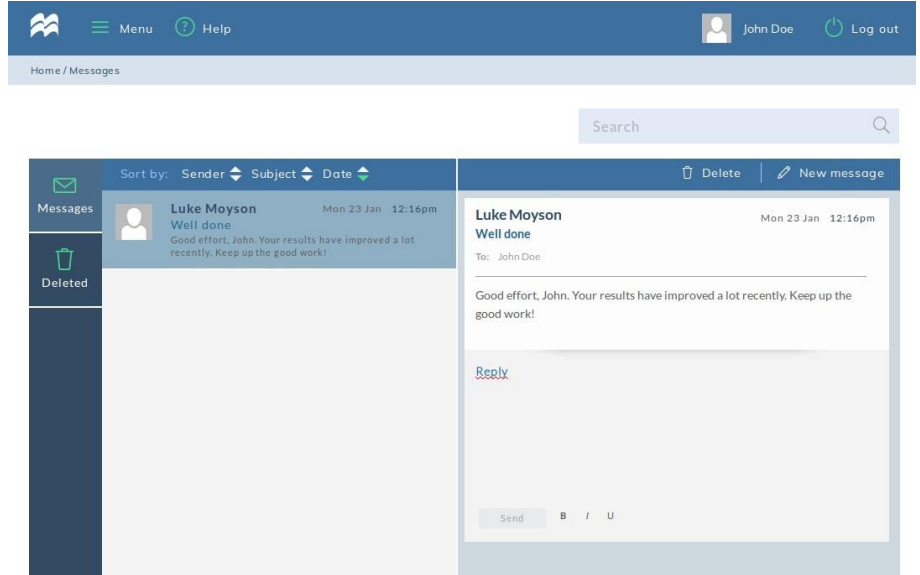
A new exhibition area is being constructed.

< 1 2 3 4 5 6 7 > Reset activity Submit answer

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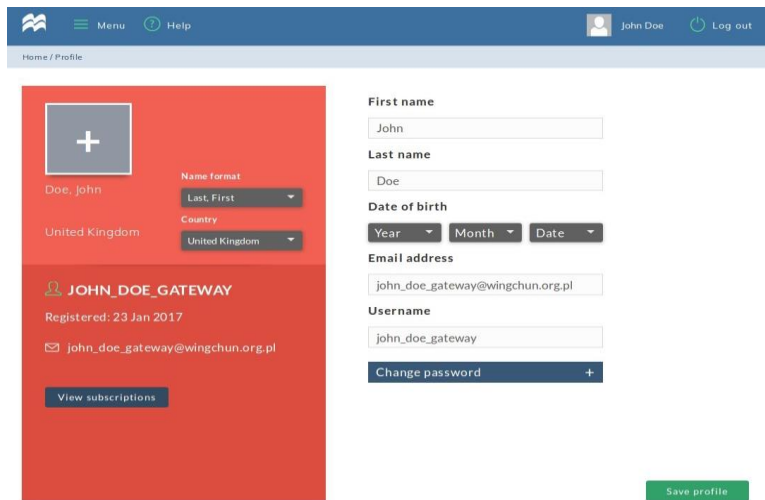
Using the Online Workbook – sending messages

You can send messages to your teacher. Click **Messages** in the menu to go to the message panel. Click the **Messages** icon to see the list of your messages. Click the message header to display its contents. You can reply to the message by typing in the field with the text **Reply** in it. After you have typed your message click **Send**. You can also delete a message by clicking on the **Delete** button. If you want to create a new message click the **New message** icon. At any time you can view the deleted messages by clicking on the **Deleted** icon. You can also search the messages by typing a phrase in the **Search** field.



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. All changes have to be confirmed by clicking on the **Save** button. 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.



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Using the Online Workbook – getting help

You can click the **Help** icon at the top of the screen to open a window with frequently asked questions.

