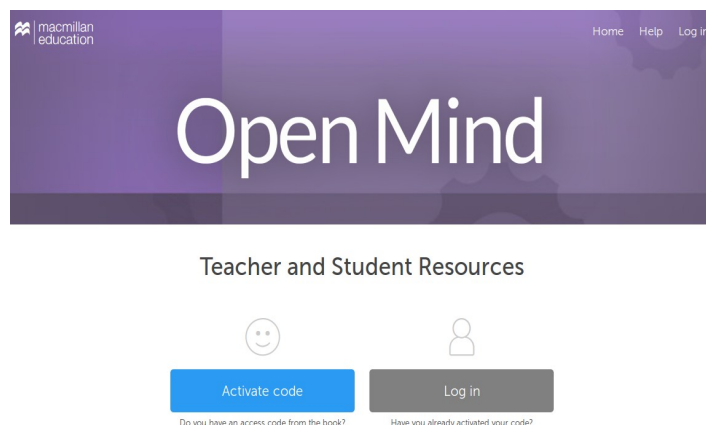# Macmillan **OpenMind Online Workbook** – manual for **teachers**

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

Registration procedure

Navigate to the website macmillanopenmind.com and click the button **Activate your code**

Enter the code, which you will find on the back of the front cover of your Teacher's Book

Enter your registration details

Confirm that you redeem access to the product. It might take some time before your account is activated.

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Access to course resources

Once you have logged in, click **Resources** in the top right-hand menu bar. You will see the list of available resources for the course.

Home	Resources	Help	Log out
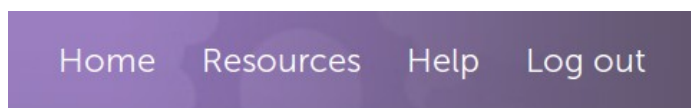
Resource Packs

In the Resources section, click the **Download** button to download a resource onto your computer.

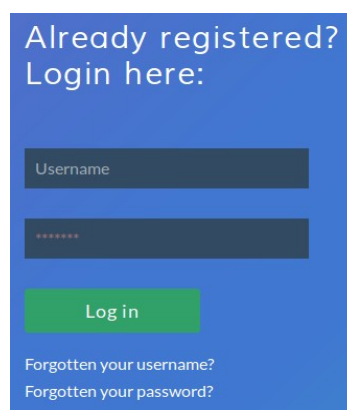| Resource	Size	
Open Mind Pre-intermediate Teacher's Resource Centre Acknowledgements	210.9 KB	Download
Open Mind Pre-intermediate Teacher's Resource Centre Communicative wrap-ups	7.6 MB	Download
Open Mind Pre-intermediate Teacher's Resource Centre End-of-course test	5.5 MB	Download
Open Mind Pre-intermediate Teacher's Resource Centre Kagan structures	59.8 KB	Download
Open Mind Pre-intermediate Teacher's Resource Centre Mid-course test	6.0 MB	Download

Using the Online Workbook

Click on the **You can log in to your Online Workbook here** link. You will be redirected to another website where the Online Workbook is located.

**You can log in to the Online Workbook here.**

For more information

Enter the username and password which you used during registration process.

Already registered? Login here:

Username

••••••

Log in

Forgotten your username?
Forgotten your password?

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Using the Online Workbook – creating a class

First of all, you should create a new class, which your students will be able to join after you have provided them with the class password. Click the **Add a class** button in order to create a new class.
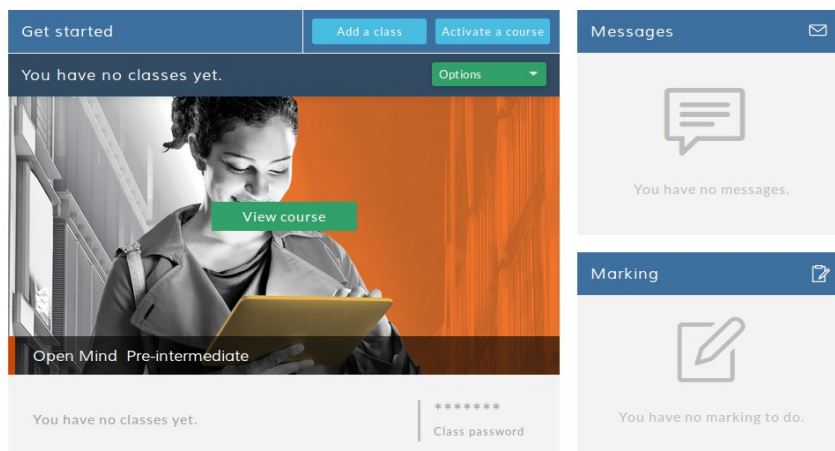
Enter your class name, choose the coursebook the class will be using, the start and end dates of the course and an optional description. Write down the class password, which your students will need to join the class.

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In the "Advanced settings" section you can select:

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

Activity attempts – you can select the number of attempts the students must make before seeing the correct answer.

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 90% or above. Students will be able to see both their percentage and grade from the Course Information page.

Using the Online Workbook – viewing students' results

Go to menu and click **Classes** to open a drop-down menu of your classes. Then click the class name to proceed to class panel.
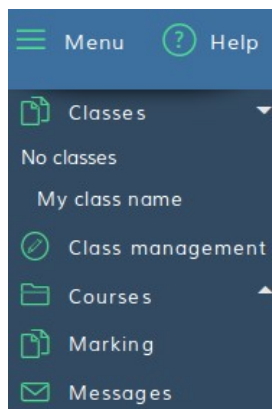
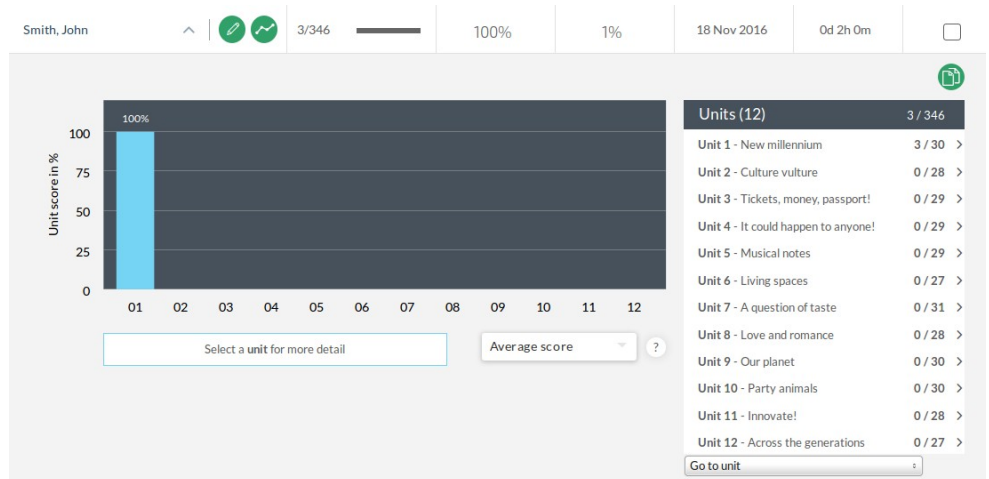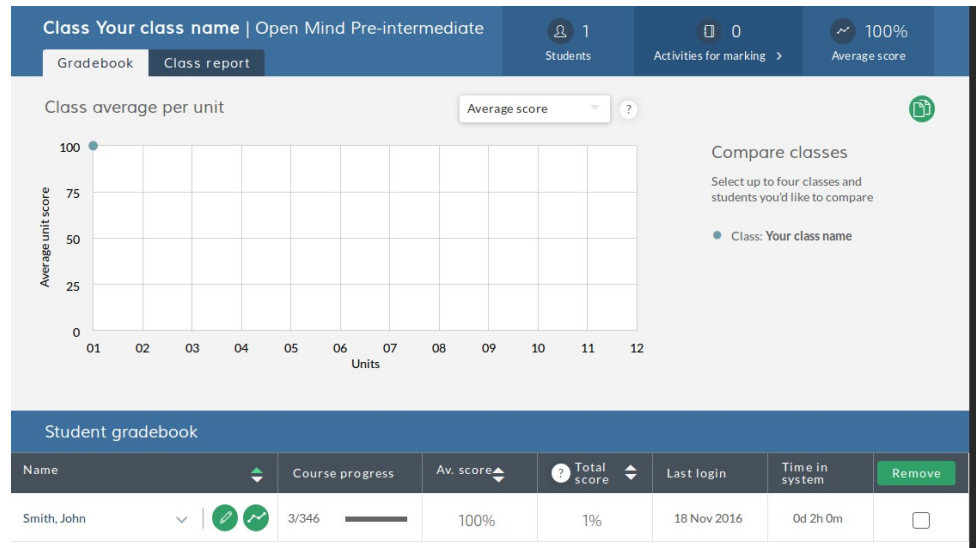# Macmillan **OpenMind Online Workbook** – manual for **teachers**

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

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 graph icon next to the student's name will plot their progress on the class graph above.

Selecting the down arrow next to the student's name will open the student's individual graph, showing 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 activity scores. When you reach the lowest level of the graph - the activity - you can select **See last attempt** to see what the student submitted for that activity.

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.
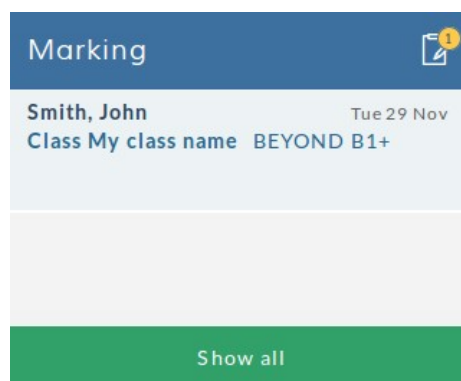
Macmillan **OpenMind Online Workbook** – manual for **teachers**

Certain activities cannot be graded automatically by the system. Examples of these will include writing and 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 ready for you to mark.

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.
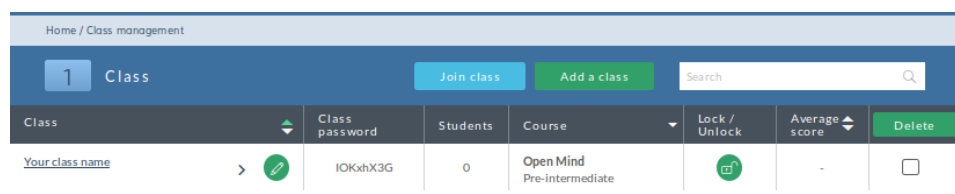
In the class management screen click the **Lock/Unlock** icon to define which units and sections should be available to students. Normally, you would lock all the units and unlock them one by one as you progress through the course. In this way students will only have access to the exercises they are 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.
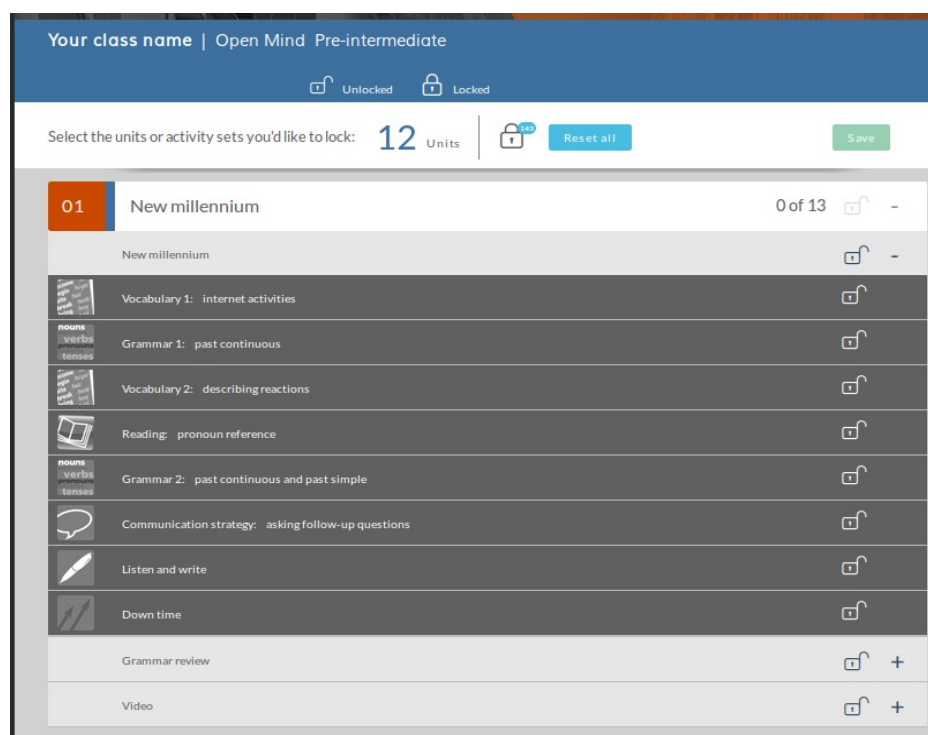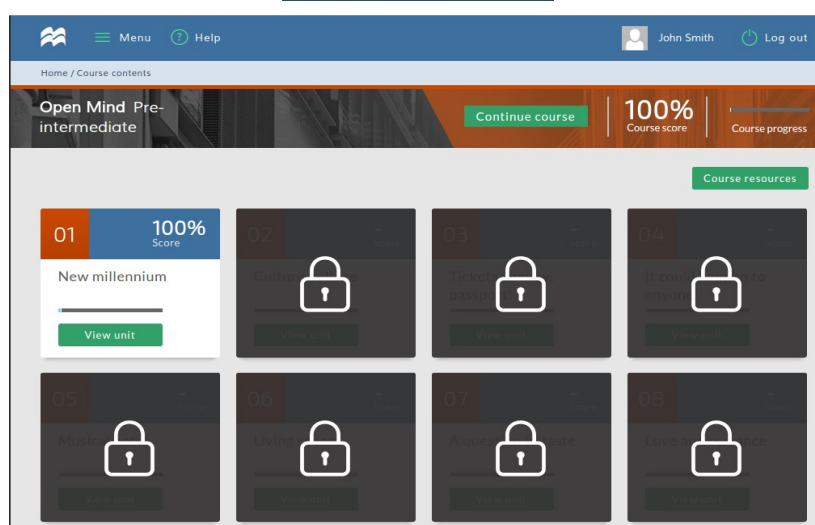
Macmillan **OpenMind Online Workbook** – manual for **teachers**

Using the Online Workbook – viewing the activities

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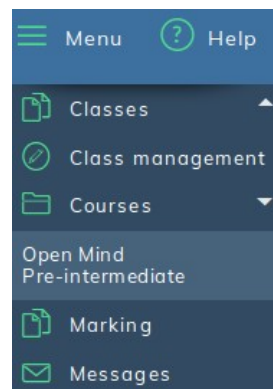
You will see a list of units in your course. Click the **View unit** button.

For each unit you can choose the activities set related to the different sections, such as vocabulary and grammar. Select the set that you wish to work on, for example, vocabulary. The activities available for that section will appear highlighted underneath. Click **Start** or **Continue**. Click the ´i´ on the right of the activities to see what each icon represents.

On the **Unit** index, you can see your average score for each activity set. Selecting an activity set will display the activities within it. The graph below shows your progress on an individual activity. The first activity within the set is shown on the graph. Click **Select an activity** to display
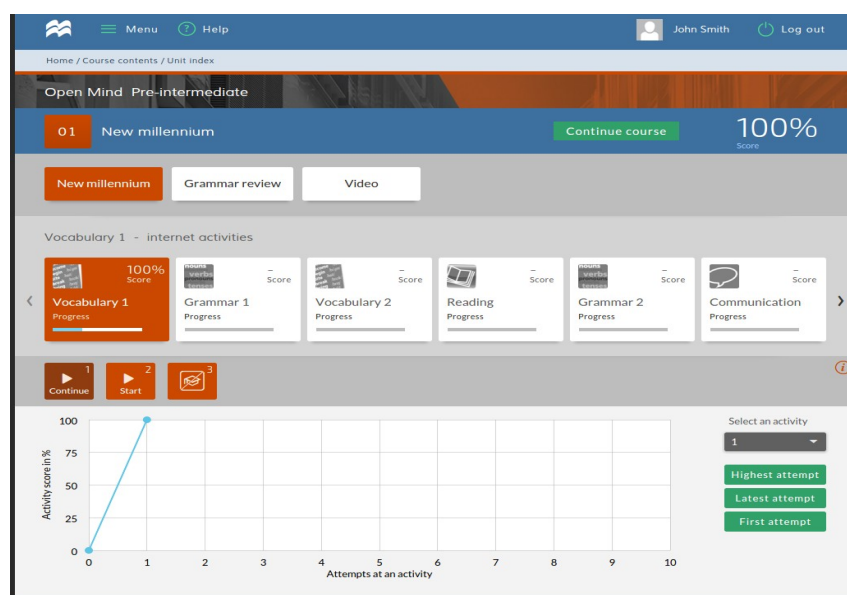
another activity on the graph.

The graph below shows your results for the activities in each set. Select the activity from the drop-down menu to see your score for each attempt at an activity. 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**.
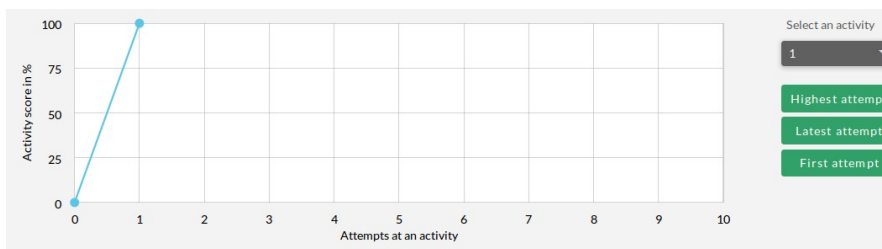
Using the Online Workbook – doing the activities

Click the activity that you want to complete. After completing the activity click the **Submit answer** button. After you have clicked on **Submit answer** a pop-up box will appear. This will show your score. Click **Check answers** to see your results and then **Show correct answers** at the bottom of the page to see the correct answers. If you are not part of a class you can check the correct answers after 3 attempts. You can go back to your own answers by clicking on **Show my answers**.

You can also reset the activity (clear all the answers you have entered so far) by clicking on the **Reset activity** button. For grammar activities there is a **Grammar reference** button, which you can use to get help on the grammar points contained in the activity. To go back to unit content click the **Back to unit** button. The buttons in the bottom left-hand corner can be used to switch between activities in the current section. In the top right-hand corner there are two arrows which allow you go to to the previous and next section.

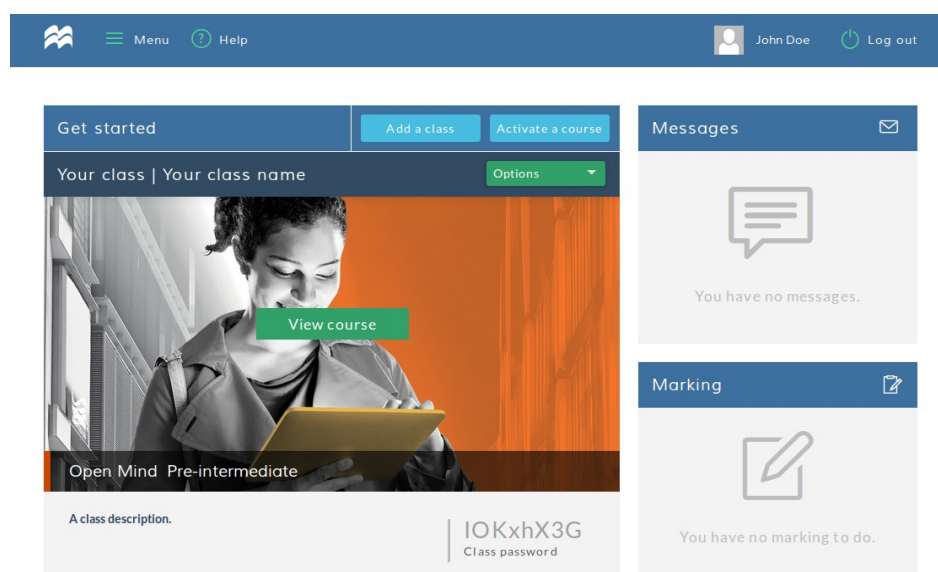# Macmillan **OpenMind Online Workbook** – manual for **teachers**

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.
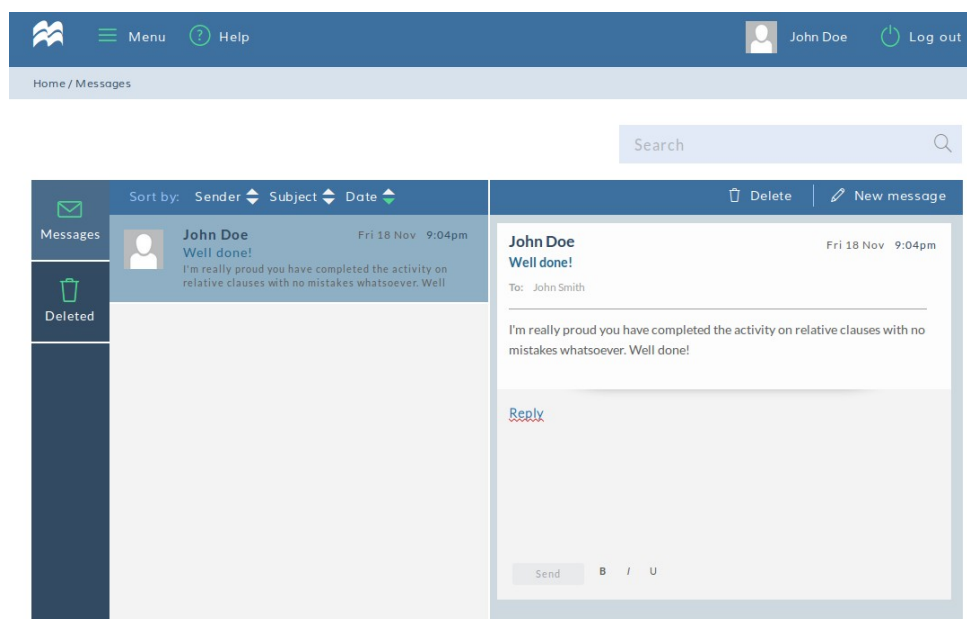
Using the Online Workbook – adding a course

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 have. 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.
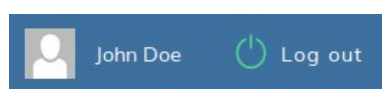
Macmillan **OpenMind Online Workbook** – manual for **teachers**

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.

Using the Online Workbook – getting help

For further help click the **Help** icon at the top of the screen or visit help.macmillan.com website.