

**Macmillan
Practice
Online guide
for students**

Macmillan Practice Online guide for students

Macmillan Practice Online is an online practice environment for learners of English. You can log in to complete resources from the online course that you or your school has chosen.

Macmillan Practice Online is available with the option of teacher access so you can work with a teacher monitoring your progress. This is a short guide to getting started with Macmillan Practice Online.



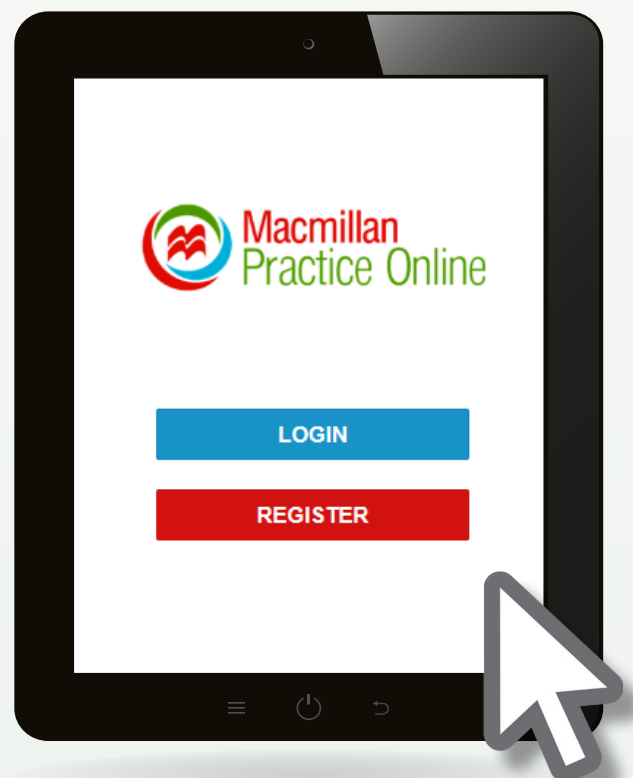
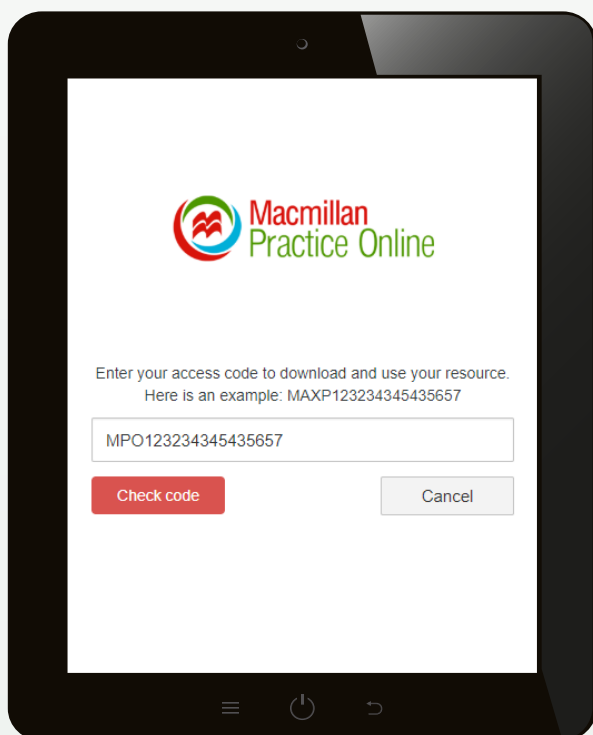
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Accessing Macmillan Practice Online

How do I activate my code and access my Macmillan Practice Online course for the first time?

To access Macmillan Practice Online for the first time you need to activate your code and register your details. Go to: **www.macmillanpracticeonline.com** and click 'Activate a code' on the homepage. Enter your code and click 'check code'. Once your code has been checked you need to complete the registration form in order to complete your registration. **Please note that if you are a minor your parent, guardian or teacher have to register your code using their email address.**



How to register on Macmillan Practice Online?

Once you have entered and checked your code you will be taken to the following page. If you are new to Macmillan Practice Online check 'Register'. You will then be taken to the registration page where you need to complete the registration form. Once your registration is complete you will be taken to the homepage where you can access your course.

This code is valid for:

Gateway A2 Practice Online

Please enter your details.

Already a Macmillan user? [Log in here](#)

First name

Last name

Country of residence

Date of birth
Day Month Year

If you are a minor in your country, please enter the email address of your parent, guardian or teacher.

Email address

Confirm email address

Please choose a username and password to log in to the site.


Username

Password

Confirm password

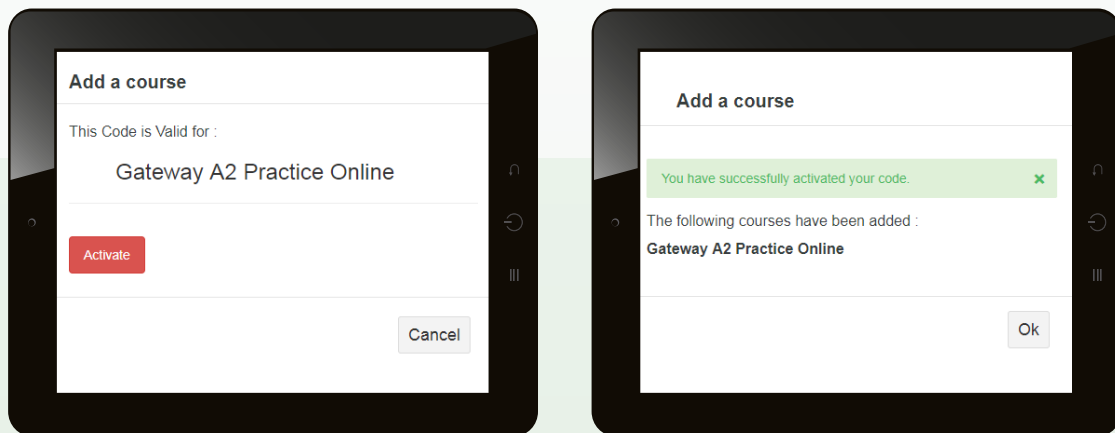
I agree to the [terms and conditions](#) and that my personal data is stored and processed in accordance with the [Privacy Policy](#) and [Cookies Policy](#).

Register and activate code

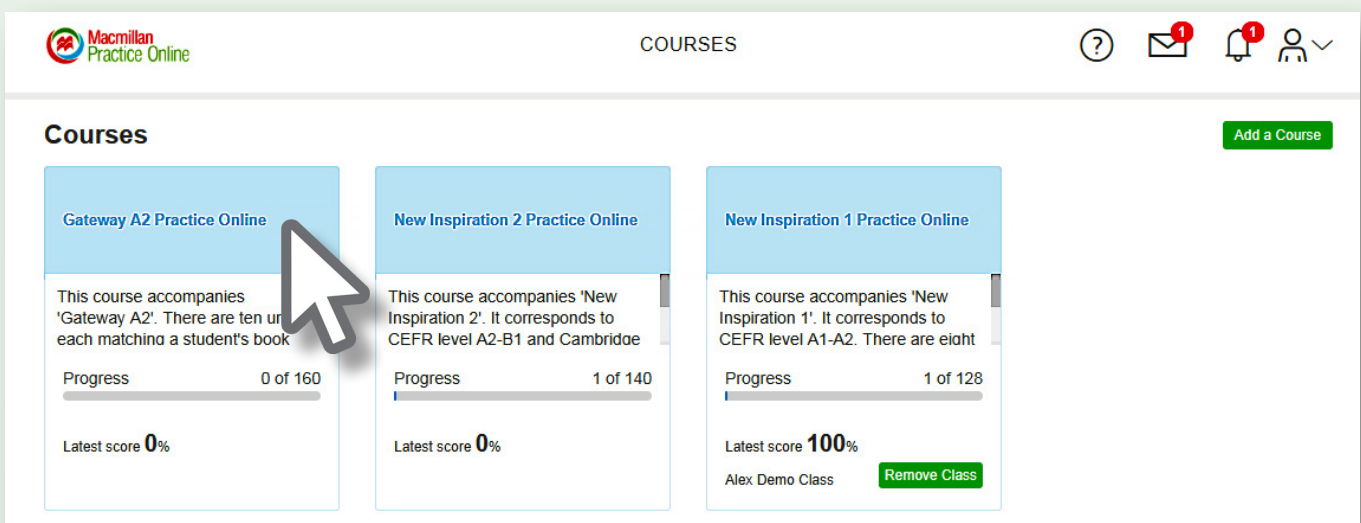


How do I activate my Macmillan Practice Online code as an existing user?

If you have already registered your email address for a previous Macmillan course you can activate your code as an existing user. To do this click 'Activate a code' and then click 'login'. Once you have entered your email address and password you will see the following message. Click 'Activate' and the course will be added to your account.



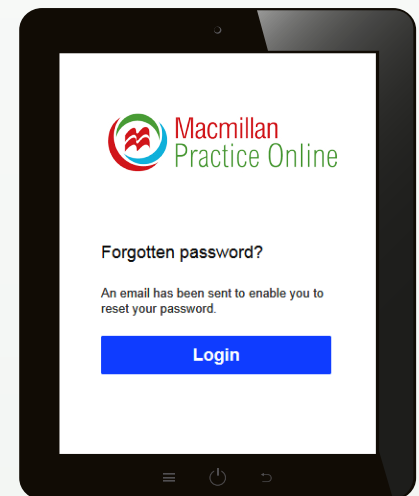
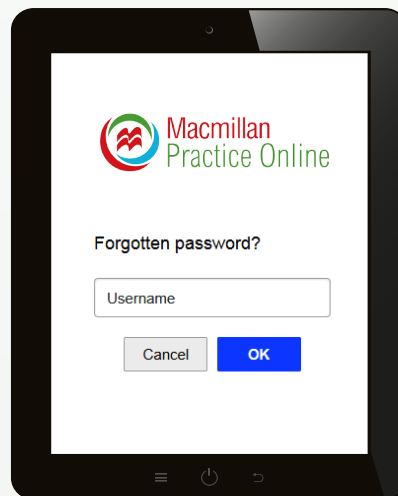
If you have more than one Macmillan Practice Online course activated, you will need to select the course you want to view by clicking on the course name.



How to recover your password?

If you have forgotten your password you can recover it by following the steps below.

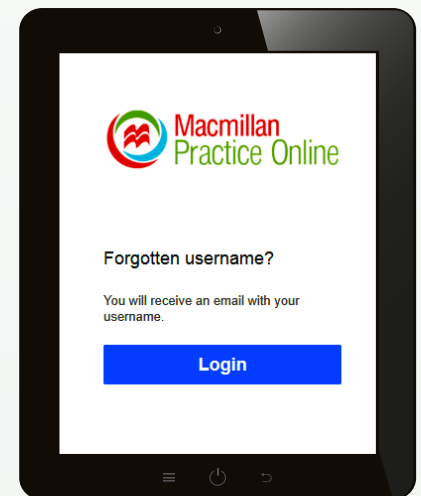
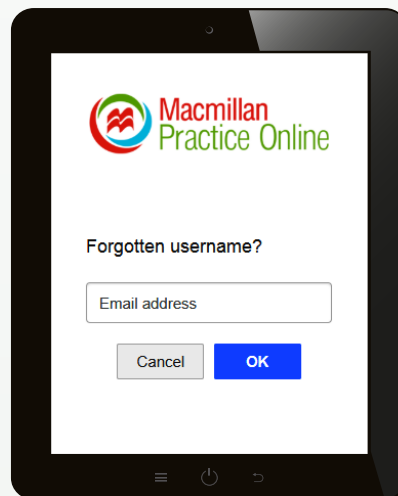
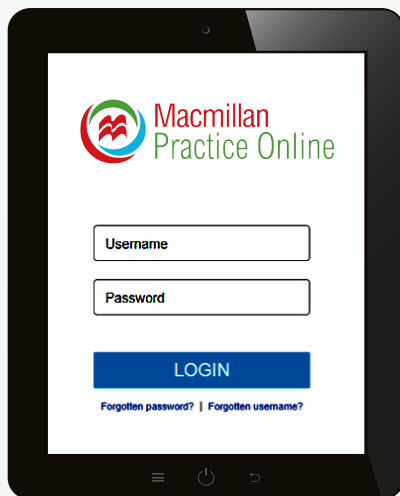
1. Go to: **www.macmillanpracticeonline.com**
2. Click 'Login' then 'Forgotten password?'
3. Enter your username and click 'Ok'
4. An email will then be sent to your registered email to reset your password



How to recover your username?

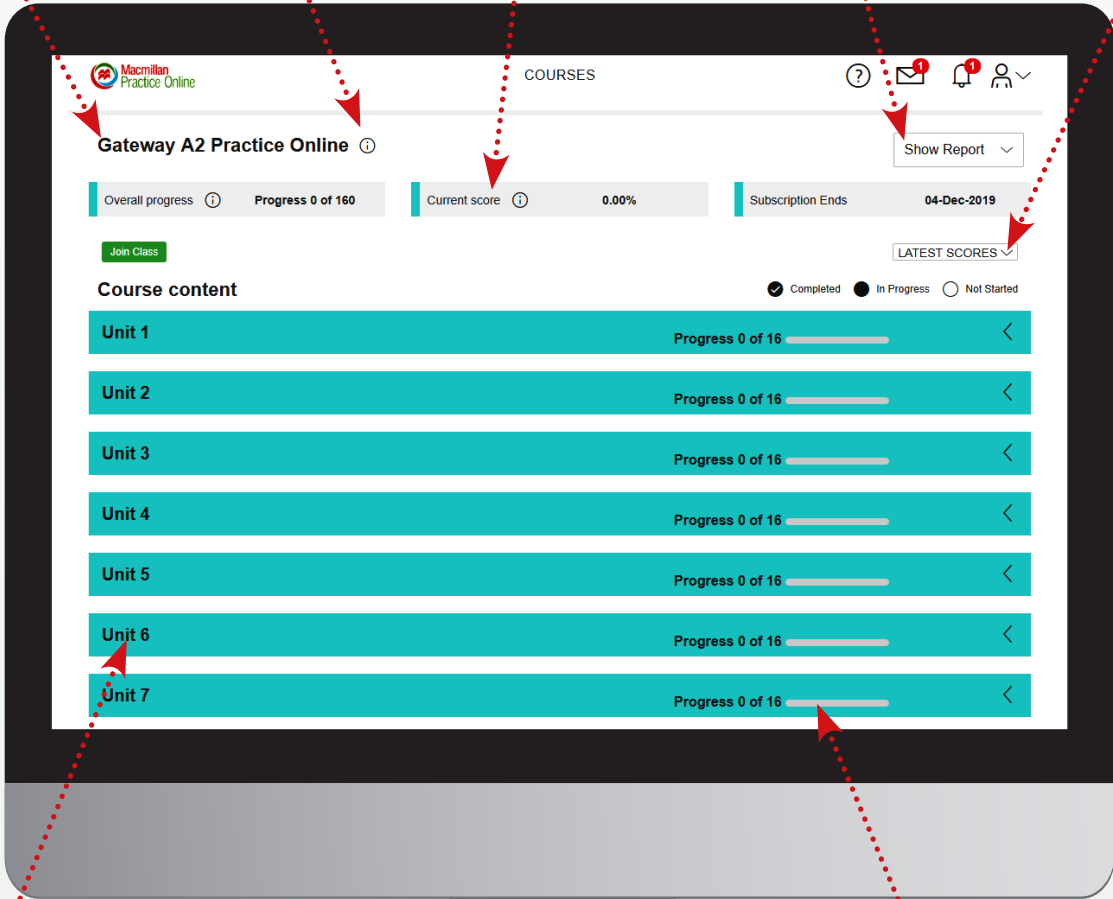
If you have forgotten your username you can recover it by following the steps below.

1. Go to: **www.macmillanpracticeonline.com**
2. Click 'Login' then 'Forgotten username?'
3. Enter your registered email address and click 'Ok'
4. A reminder of your username will then be sent to your registered email address



Your Macmillan Practice Online course

When you enter a course, you will arrive at the course overview page. This page shows information about the course, your progress and your scores so far.



The screenshot shows the course overview page for 'Gateway A2 Practice Online'. The page includes a header with the Macmillan Practice Online logo and 'COURSES' text. Below the header, the course title 'Gateway A2 Practice Online' is displayed with a help icon. To the right of the title is a 'Show Report' dropdown menu. Below the title, there are three progress indicators: 'Overall progress' (Progress 0 of 160), 'Current score' (0.00%), and 'Subscription Ends' (04-Dec-2019). A 'Join Class' button is located below these indicators. The 'Course content' section lists seven units, each with a progress bar and a right-pointing arrow. A legend indicates that a filled circle represents 'Completed', a half-filled circle represents 'In Progress', and an empty circle represents 'Not Started'. The progress bars for all units are currently empty, indicating 0% completion.

Course title

Click here to read the course description

Current average score for all resources completed

Click here to export your course report

Click here to view your first, highest and latest scores

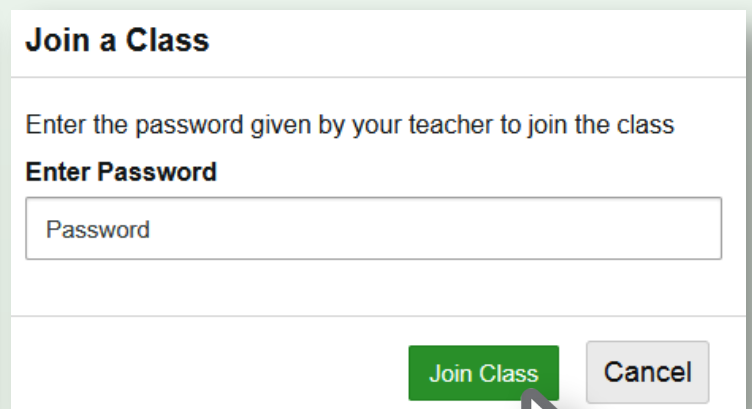
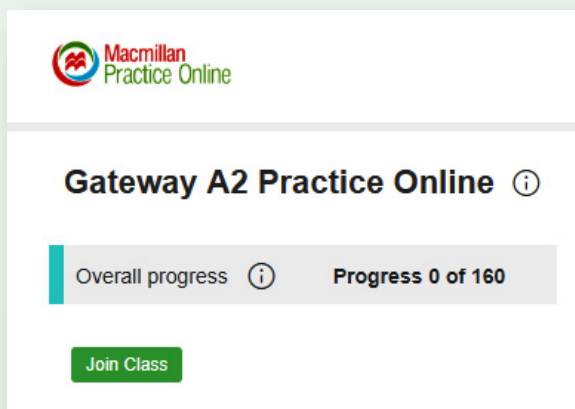
Click on the unit number to show all of the activities within the unit

The progress bar indicates how much of the course you have completed for each unit.

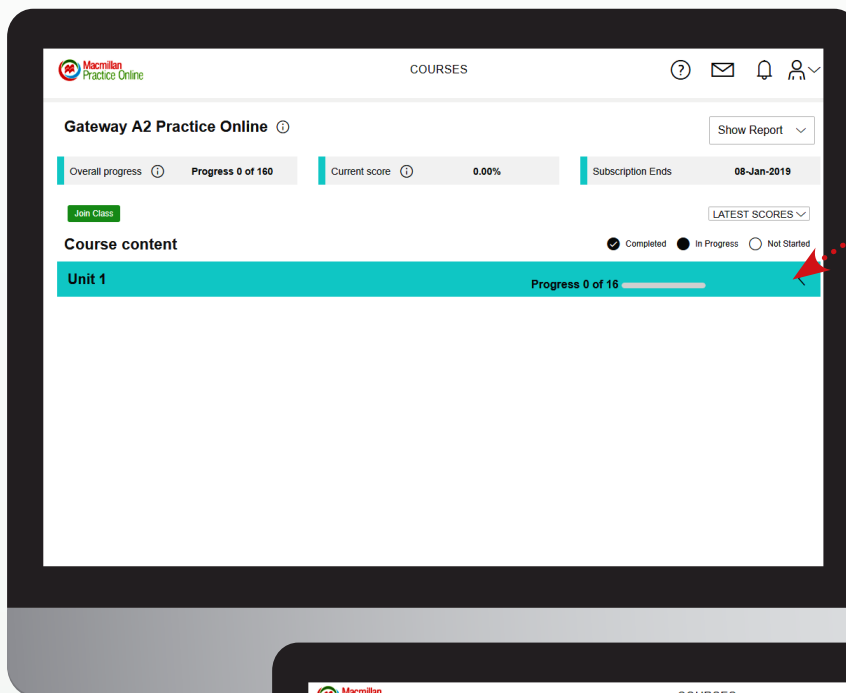
Joining a class

Your teacher can invite you to join a class. If you join a class, your teacher can view your progress, scores and send you messages. Your teacher will tell you the password you need to use to join the class.

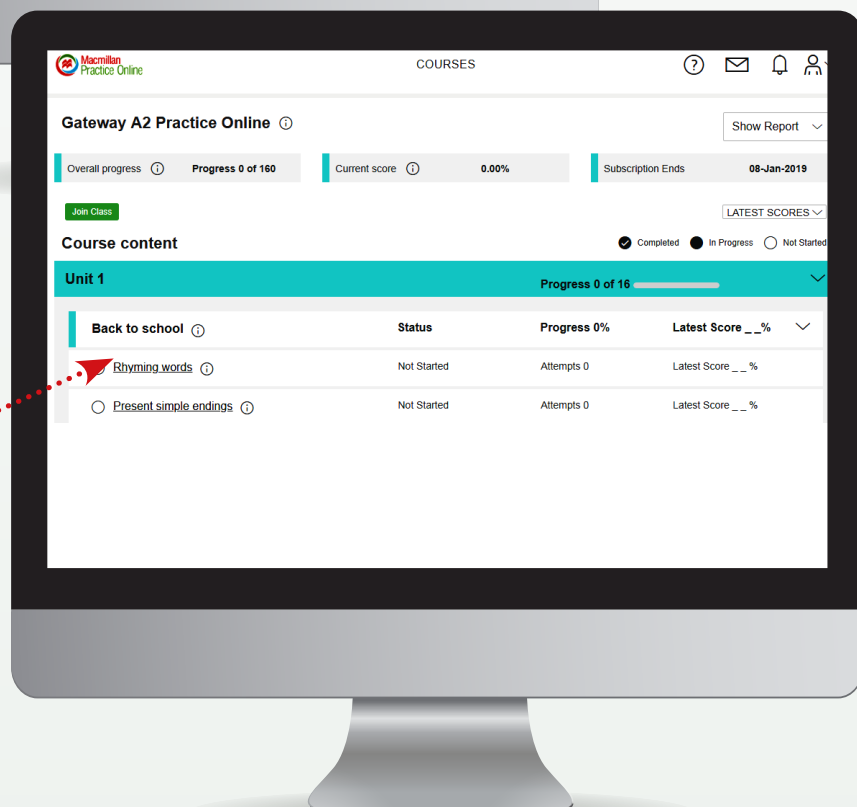
1. Click 'Join Class'
2. Enter the class password your teacher gave you and click 'Join Class'



Opening resources



Click on the arrow to open the unit and access the activities



Click on the name of the activity to access the activity

Completing a resource

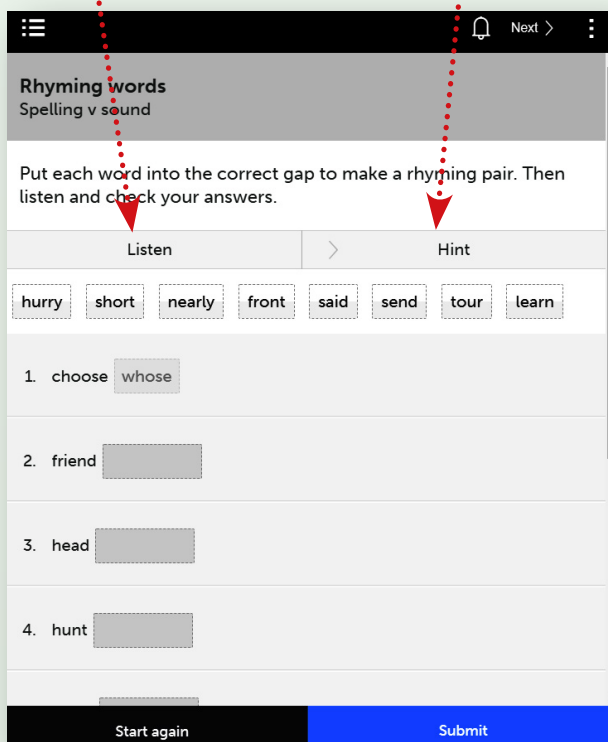
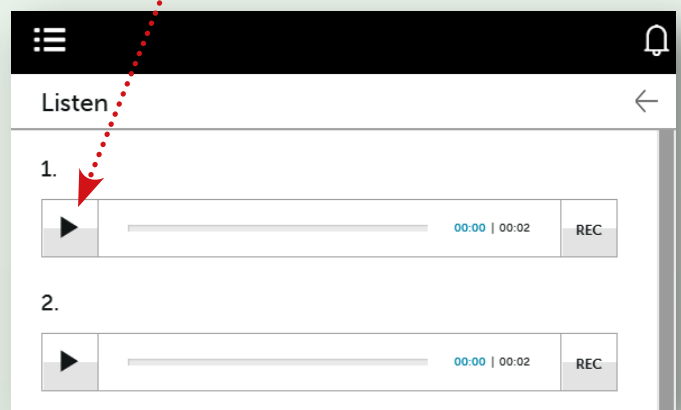
Each activity has instructions on what to do and provides hints to help you complete the activity. You can complete an activity as many times as you like. Your score will be saved in your Gradebook.

Listening activity

Click here to listen to the audio clips

Click here to view a hint on how to complete the activity

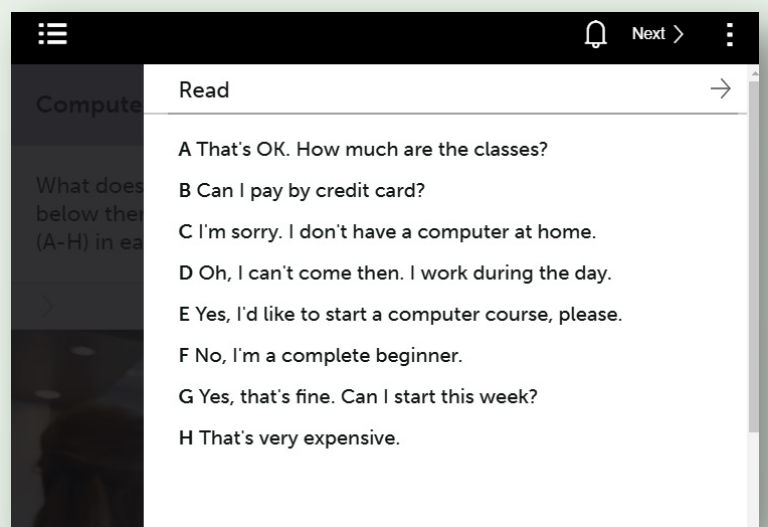
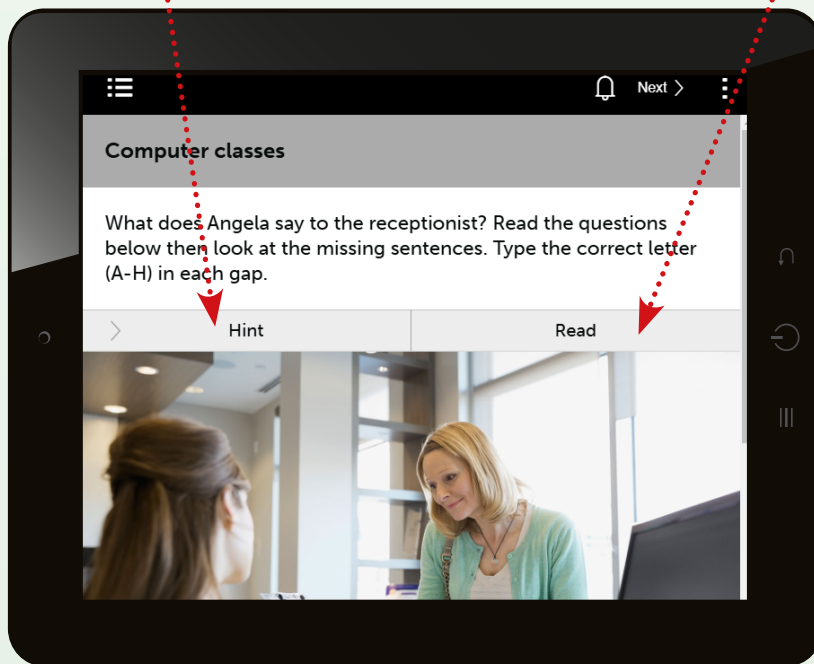
Click here to play the audio

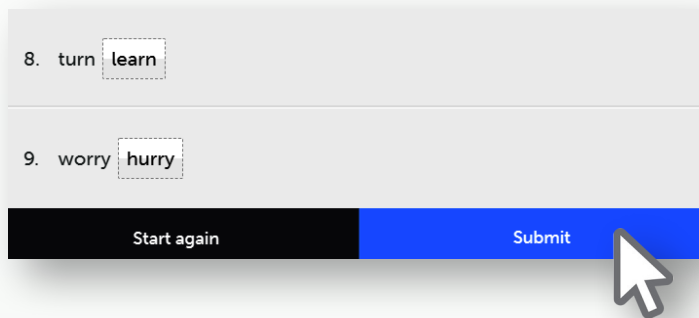
Reading activity

Click here to view
a hint on how
to complete the
activity

Click here to read
the text



Submitting answers

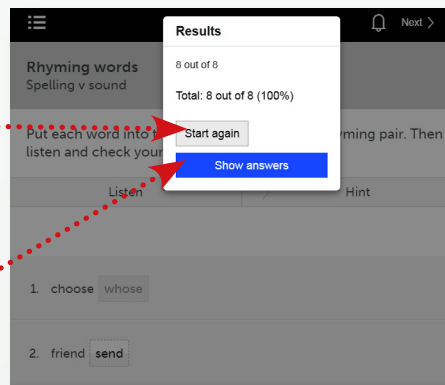


When you have finished an exercise click 'Submit' at the bottom of the exercise. Once you have submitted your answer you can 'start again' or click 'Show answers' to view the answers you submitted as well as the correct answers.

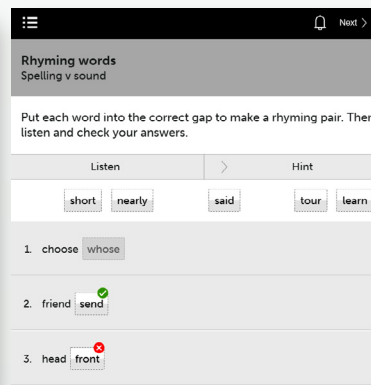
Viewing your answers

Click 'Start again' to complete the activities again

Click 'Show answers' to view the answers you submitted



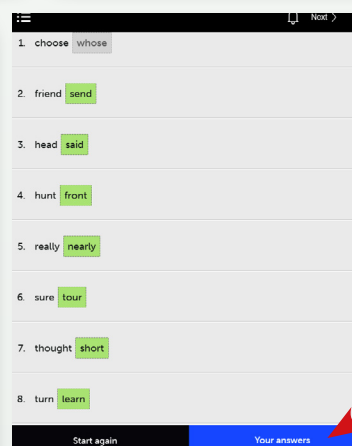
✓ indicates the answer you gave was correct.
✗ indicates that the answer you gave was incorrect.



Click 'correct answers' to show the correct answers



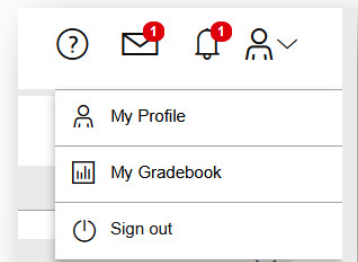
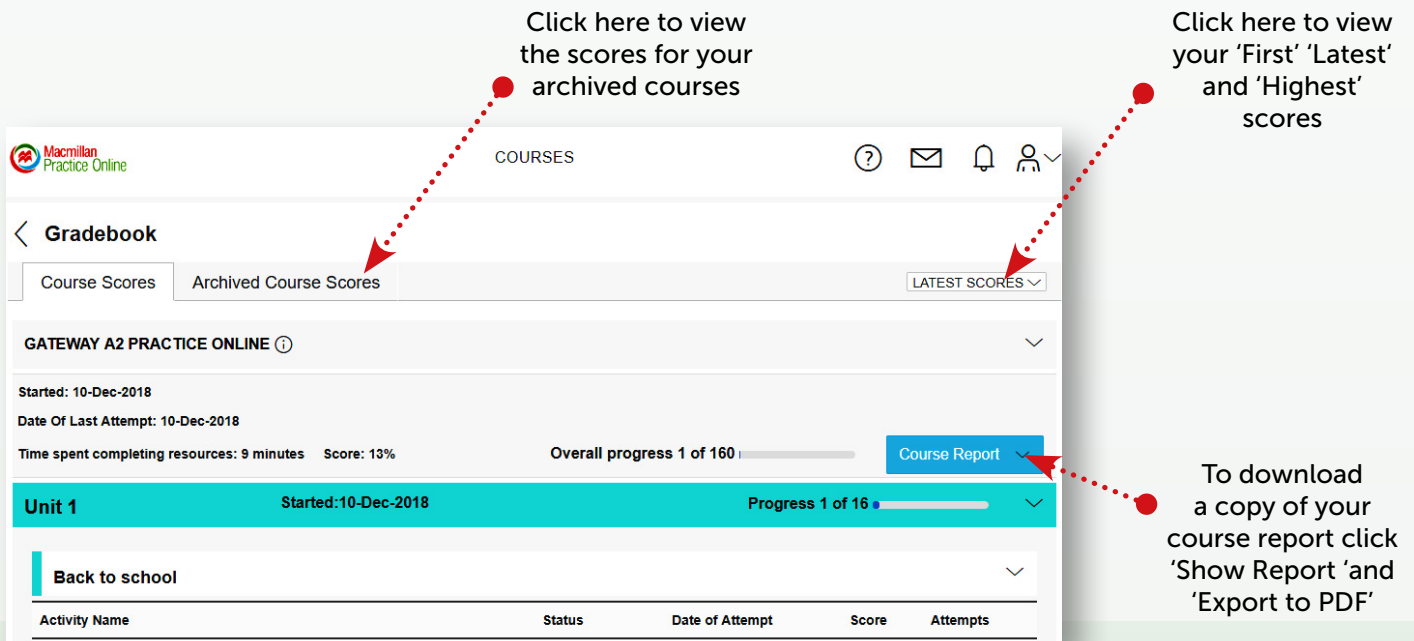
Click 'your answers' if you would like to view your answers again



Viewing your scores

A score is recorded each time you complete an activity and is saved in your Gradebook. You can access your Gradebook by going to 'My Profile' and then 'Gradebook'.

If you have activated more than one course you can select which gradebook you wish to view.

The screenshot shows the 'Gradebook' page for 'GATEWAY A2 PRACTICE ONLINE'. It features tabs for 'Course Scores' and 'Archived Course Scores'. A dropdown menu is set to 'LATEST SCORES'. A 'Course Report' button is visible. A table at the bottom lists activities with columns for 'Activity Name', 'Status', 'Date of Attempt', 'Score', and 'Attempts'.

Annotations with red dotted arrows point to specific elements:

- Click here to view the scores for your archived courses (points to the 'Archived Course Scores' tab)
- Click here to view your 'First' 'Latest' and 'Highest' scores (points to the 'LATEST SCORES' dropdown)
- To download a copy of your course report click 'Show Report' and 'Export to PDF' (points to the 'Course Report' button)

- **First:** An average of your first attempts.
- **Latest:** An average of your most recent attempts.
- **Highest:** A average of your highest scores.
- **Status:** Not Started, In Progress or Completed
- **Attempts:** The number of times you have completed the activity
- **Time Spent:** The total amount of time you have spent completing the activities
- **Archived Course Scores:** This relates to any courses you previously activated which have now expired

**If you have joined a class your teacher will also see your scores.*

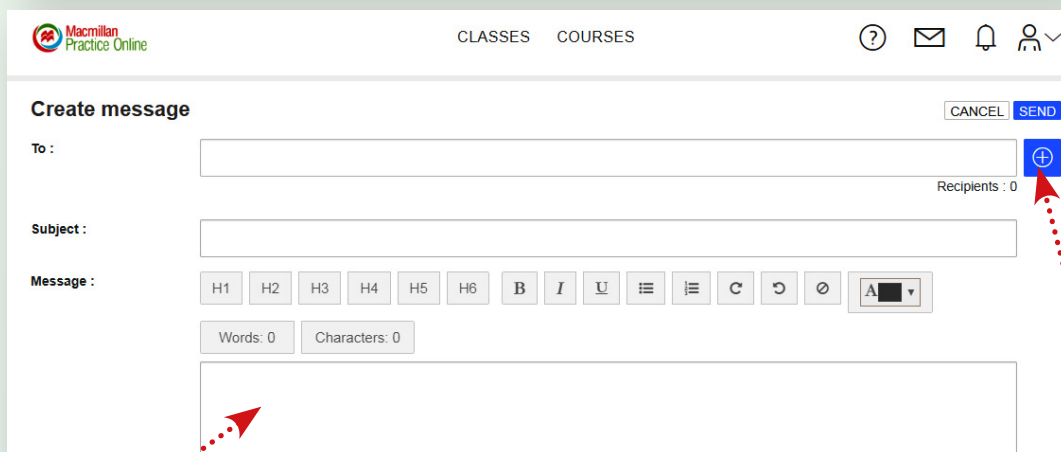
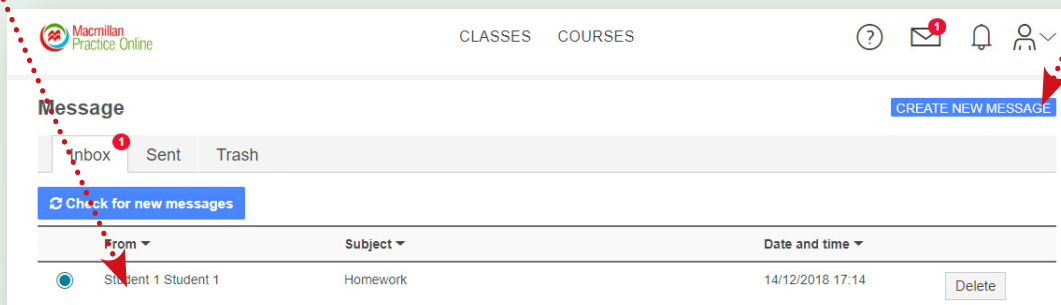
Sending and receiving messages

If you are using Macmillan Practice Online with a teacher and have joined a class, you can send messages to your teacher. To access your messages click on the envelope in the top right corner of the page. Once a message is received the message envelope will be highlighted as follows.



Click on the message to read it

Click 'Create new message'

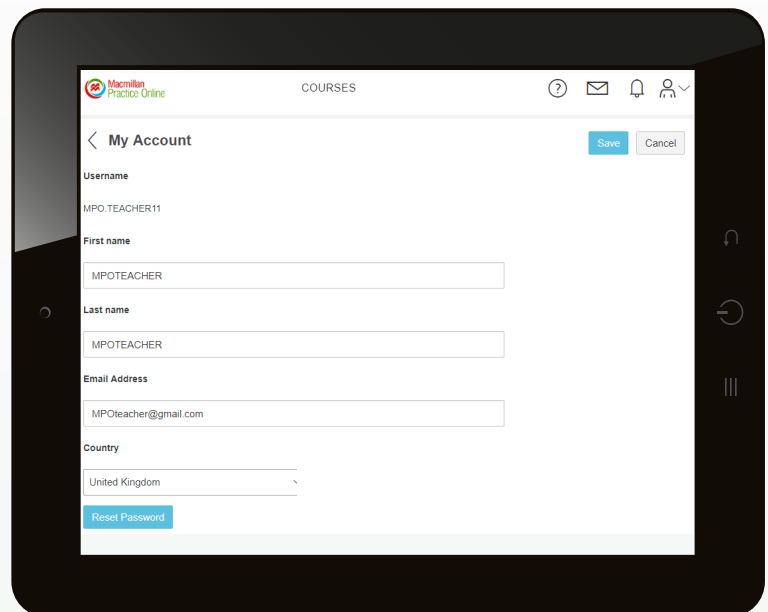


Write the subject, include a message and then click on 'Send'

Click the + icon to add a recipient

My Profile

From 'My Profile' you can update your email address, reset your password and change your registered name.



Using Macmillan English Dictionary Online

In your Macmillan Practice Online account you have full access to the Macmillan English Dictionary Online. To access it click on 'Dictionary' at the bottom of the page.

