



macmillan
education
everywhere



Macmillan Education Everywhere (MEE) Platform **MANAGER USER GUIDE**



System requirements	3
Registration	3
• Register using your email address	3
• Register using Google	5
• Unlinking your Google account	6
Downloading the app	7
• Downloading the app on tablet and mobile devices	7
• Downloading the app on a desktop device	8
Institutional management	10
• Institution Manager and Teacher permissions summary	10
• Creating an institution	11
• Amending my institution's details	13
• Inviting new and existing users to join the institution	14
• Inviting an individual user to join the institution	14
• Inviting users in bulk to join the institution	16
• Generating login details for students and completing their registration	17
• Generating login details for teachers and completing their registration	19

Frequently Asked Questions	20
• Is there a limit on the number of users I can invite to join the institution in bulk on the MEE Platform?	20
• Can an institution have more than one admin on the Macmillan Education Everywhere (MEE) Platform?	20
• What happens if I invite an existing user who has already registered on the MEE Portal to join the institution on the Macmillan Education Everywhere (MEE) Platform?	20
Support materials	21
Contact us	21



System requirements Registration

System requirements

The Macmillan Education Everywhere (MEE) Platform is available to download on desktop, mobile and tablet devices. A browser-based version is also available which you can access via <https://mee.macmillaneducation.com/>.

Please review the platform [system requirements on our support site](#).

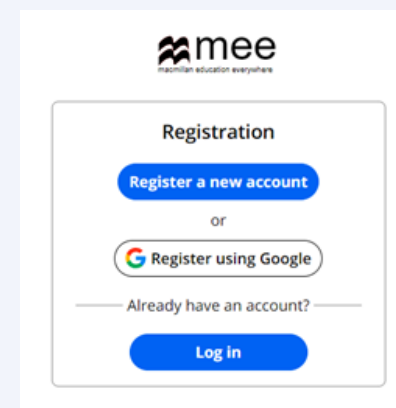
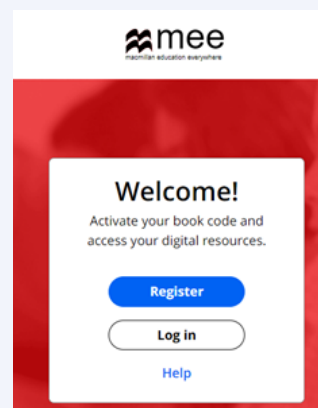


Registration

Registering using your email address

You can register a new Teacher/Administrator account on the MEE Portal. (<https://www.macmillaneducationeverywhere.com/>).

- 1 From the homepage: www.macmillaneducationeverywhere.com and click **Register**.



- 2 Select **Register a new account**.
- 3 Select the type of account you are going to create (**Teacher/Administrator**) and open the drop-down menu to select your country of residence.



Registration

4 Click **Next**.

Complete your registration

Please complete your details to register an account.

Step 1

Role

Student

Teacher/Administrator

Location

United Kingdom

Next

Help

5 Enter your details: your first name, your last name, and your email address.

6 Enter a username and a password of your choice. Make sure that you tick the box to agree to the terms and conditions.

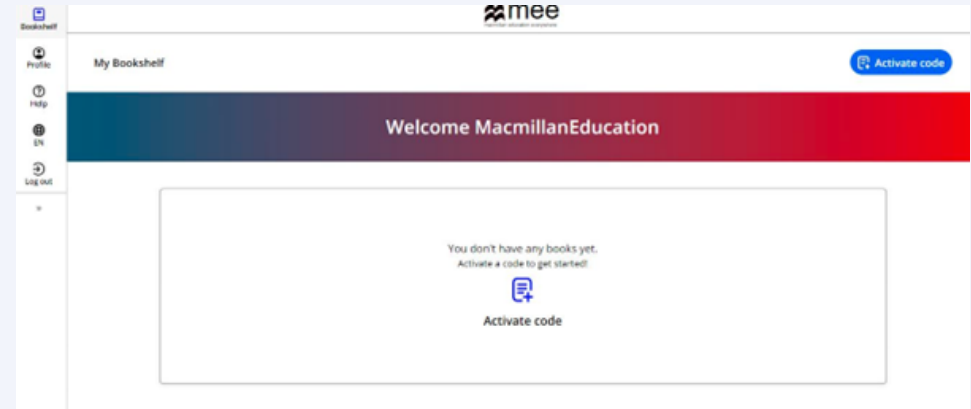
7 Click **Submit**.

8 Click Go to **Macmillan Education Everywhere** to go to your Bookshelf and activate a code.

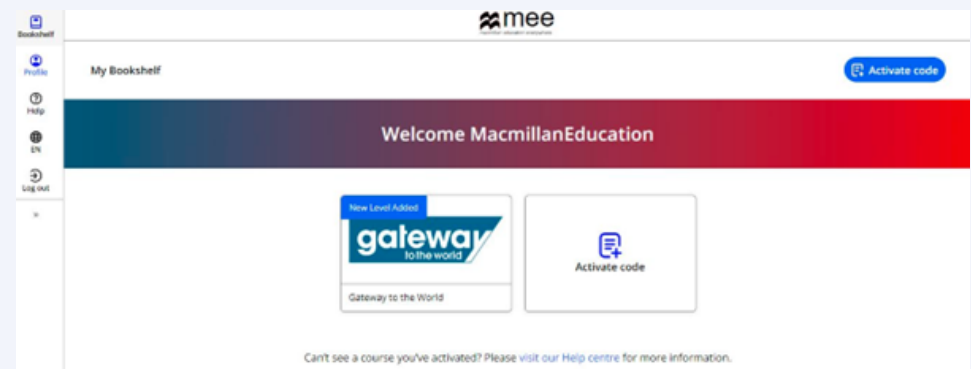
Tip

If you are an administrator at the institution and therefore don't have an access code, please [contact our customer support team](#). You will be unable to access the full platform feature set if you don't have an active subscription to a course.

If you are a teacher who will also take on the role of the Institution Manager (admin), please activate your new teacher access code.



9 Click **Activate code**, enter your access code, and click **Activate code again**. Click **Go to My Bookshelf** to view your content.

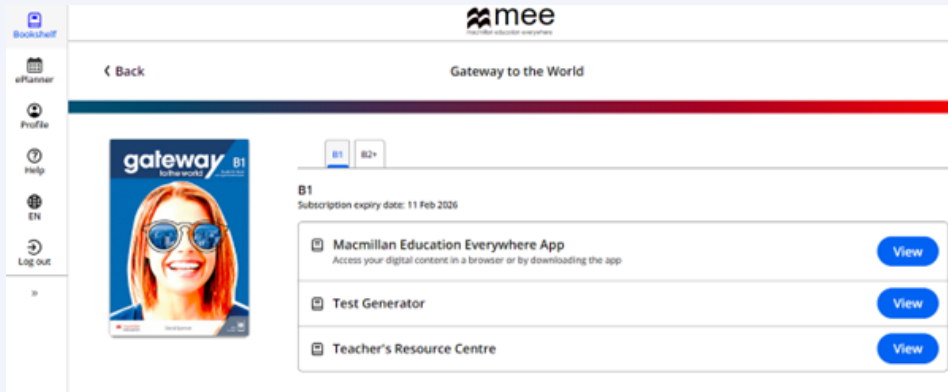


Tip

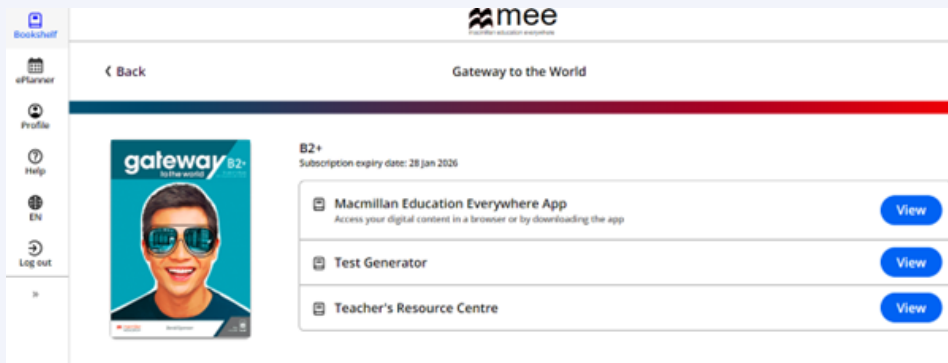
If you have activated multiple levels of the same course, click on the level tab to switch between the different course levels you have activated.



Registration



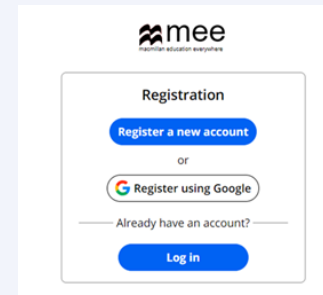
- 10** Click on your course tile to view and access your digital course components.



Register using Google

You can register your account using your Google account. You will then be able to login directly using your Google credentials without the need to enter your email address and password each time.

- 1** From the homepage: www.macmillaneducationeverywhere.com and click **Register**.
- 2** Click **Register** then click **Register using Google**.



- 3** Enter your Google email and click **Next**.
- 4** Enter your password and click **Next**.
- 5** Select **Teacher/Administrator** and the region you are based in.
- 6** Click **Next** to continue.
- 7** You will then be logged into your account on the MEE platform. You can then activate your access codes.

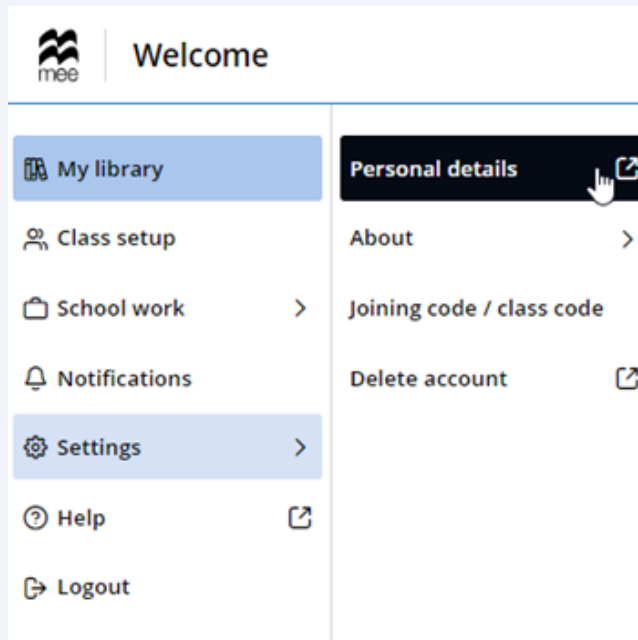


Registration

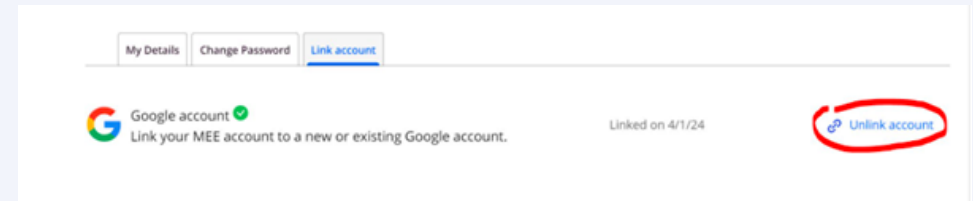
Unlinking your Google account

You can unlink your Google account on your profile once you're logged in on the Macmillan Education Everywhere (MEE) Platform.

Go to **Settings** on the left-hand side menu, then select **Personal details**.



Your profile page will open in a new tab in your browser. Go to the Link account tab and click **Unlink account**.



Click on the red **Unlink** button on the pop-up window to confirm that you would like to unlink your Google account from your MEE account.



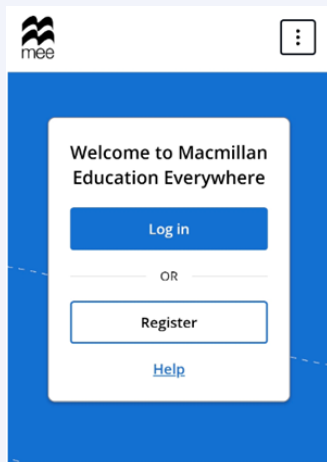
Downloading the app

You can download the Macmillan Education Everywhere (MEE) app on your desktop, mobile and tablet devices.

Downloading the app on tablet and mobile devices

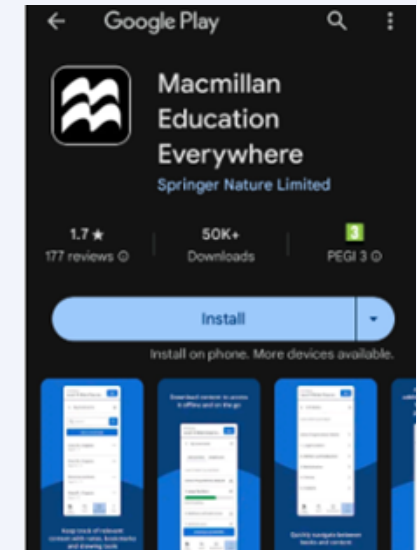
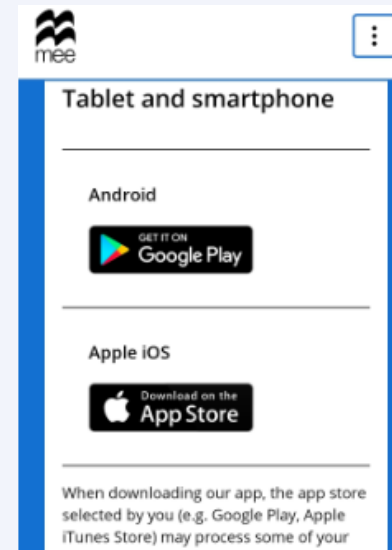
To download the Macmillan Education Everywhere (MEE) app on your tablet or smartphone, follow the steps below:

- 1 Go to the Macmillan Education Everywhere homepage on your browser: <https://www.macmillaneducationeverywhere.com/>
- 2 Click on the three dots on the top right corner.

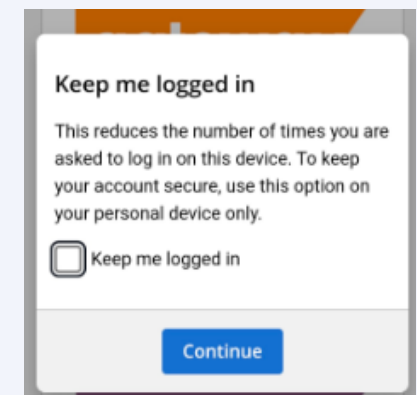


- 3 Click **Download app**.

- 4 Select your operating system (**Android or Apple iOS**) and click on the relevant app store. You will be redirected to **Google Play** or the **Apple App Store** depending on the operating system you have chosen.



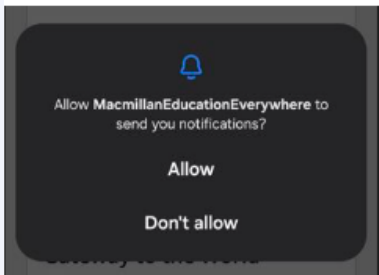
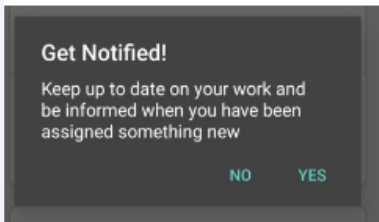
- 5 When you launch the app, you will be able to log in to your existing account through the **Log in** button, or to register a new one, through the **Register** option. You will also have the option to keep your session open by ticking the **Keep me logged in** box.





Downloading the app

- 6 A pop-up window will open to ask you if you would like to receive notifications from the app on your phone. To receive them, press **Yes**. You will then see a new pop-up window asking you to confirm that you allow for the app notifications to be sent to your phone. Press **Allow** to confirm this.

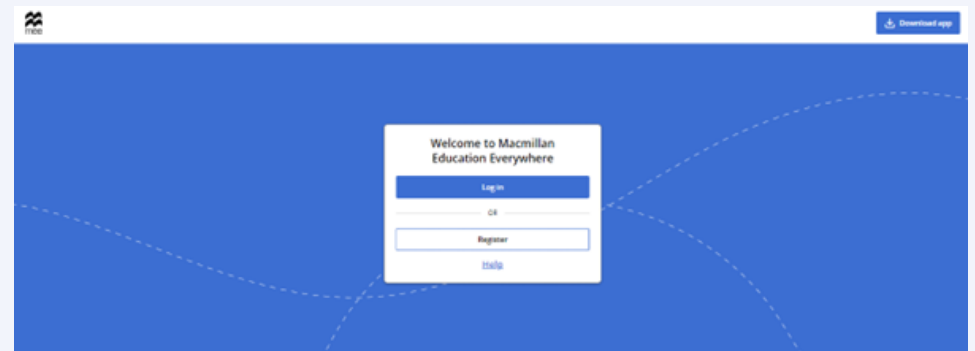


- 7 You will then be able to access your courses in your Library.

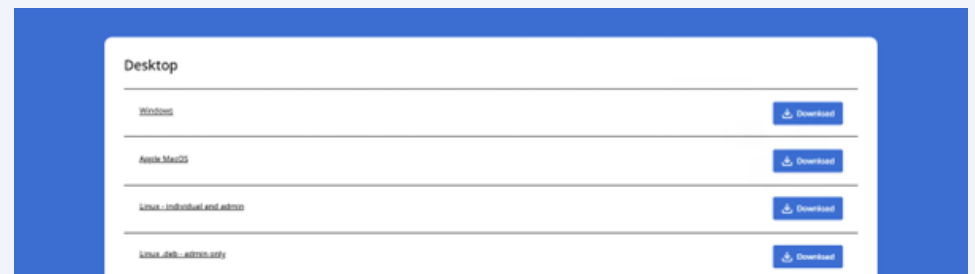
Downloading the app on a desktop device

You can download the MEE app directly on the MEE browser or via your MEE Portal account.

- 1 Click **Download app**.



- 2 Click **Download** next to the relevant operating system.

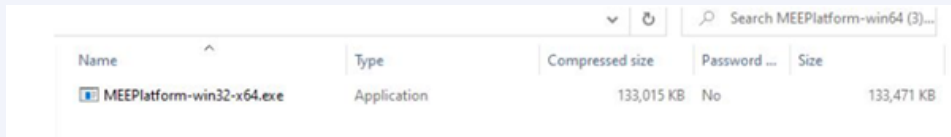


- 3 The download will then begin.

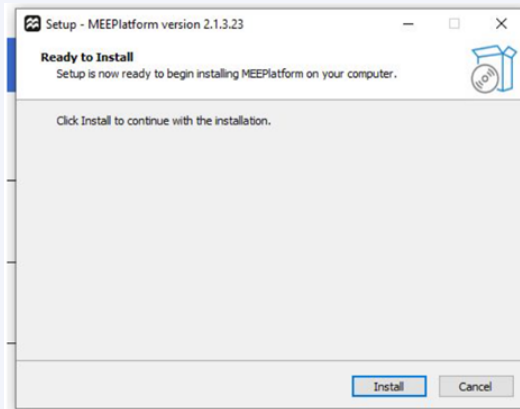


Downloading the app

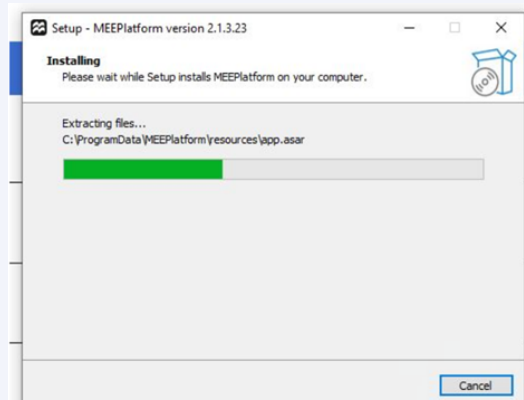
4 Once the download is complete, double click on it to open the downloaded file.



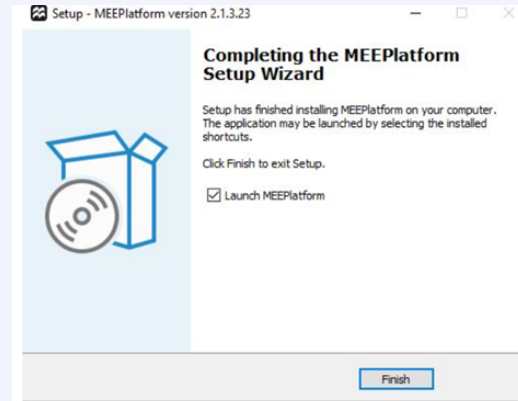
5 Click **Install**.



6 Please wait whilst the installation is in progress.



7 Click **Finish** to complete the installation.



8 The desktop app will then open on your device, and you can log in with your username and password.





Institutional management

Institution Manager and Teacher permissions summary

If you have an active course subscription, you will have permissions for both the Institution Manager and Teacher roles.

Permissions	Institution Manager	Teacher
Create an institution	Yes	Yes
Amend the institution details	Yes	No
Invite new and existing users to join the institution	Yes	Yes
Share the institution joining code	Yes	Yes
Delete an institution	No	No
Remove a user from the institution	No	No
Remove themselves from an institution	No	No

Classes and users

Permissions	Institution Manager	Teacher
Create classes	Yes (The IM needs to have a subscription to the course(s) to add the product.	Yes
Add users to class	Yes	Yes
Update student passwords	Yes	Yes
Update teacher passwords	Yes	Yes

Update a student's role	Yes, but only Student to Student Minor	No
Update a teacher's role	Yes <ul style="list-style-type: none"> Teacher to IM Teacher to student 	No
Update an institution manager's role	Yes <ul style="list-style-type: none"> IM to teacher IM to student 	No
Edit a user's name	Yes	No
Edit a user's email address	Yes	No

Homework and assessment

Permissions	Institution Manager	Teacher
View homework created by teachers	Yes	Yes (only If the teacher has the same subscription).
View assessments created by teachers	Yes	Yes (only If the teacher has the same subscription).
Amend homework	Yes if created by themselves.	Only homework the teacher has created.
Copy homework created by other teachers	Yes, if they have access to the same course and level.	Yes, if they are in the same institution and have access to the same course and level.
Copy assessments created by other teachers	Yes, if they have access to the same course and level.	Yes, if they are in the same institution and have access to the same course and level.



Institutional management

Amend homework and assessments created by other teachers	No	No
Grade activities	No	Yes
Create questions	Yes, if they have an active course subscription.	Yes

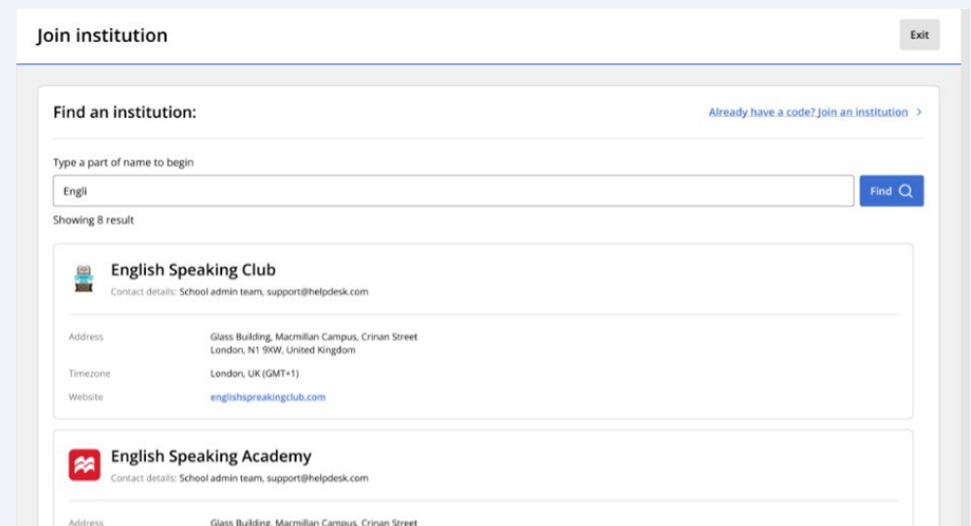
Progress and grading

Permissions	Institution Manager	Teacher
View class progress	Yes	Yes *Only for their classes.
View individual student progress	Yes	Yes *Only for their classes.
Export progress	Yes	Yes *Only for their classes.
Grade activities	No	Yes *Only for their classes.
Edit teacher marked grades	No	Yes *Only for their classes.
Exempt students from homework and assessments	No	Yes *Only for their classes.

Creating an institution

If you are the chosen Institution Manager, you can follow the steps below to create the institution:

If you are unsure if your institution has already been created you can use the **'Find an institution'** feature to search for your institution.



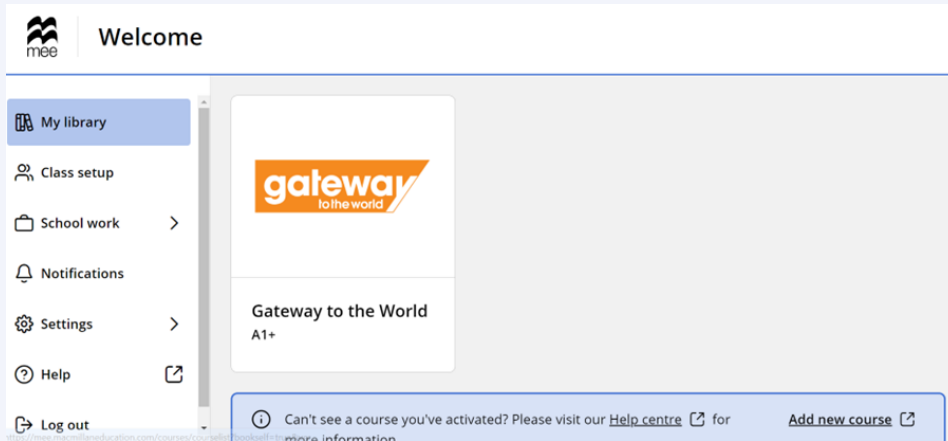
Once you have checked that your institution has not yet been created, you can follow the steps below to create the institution.

- 1 Log into your account on the MEE Platform.

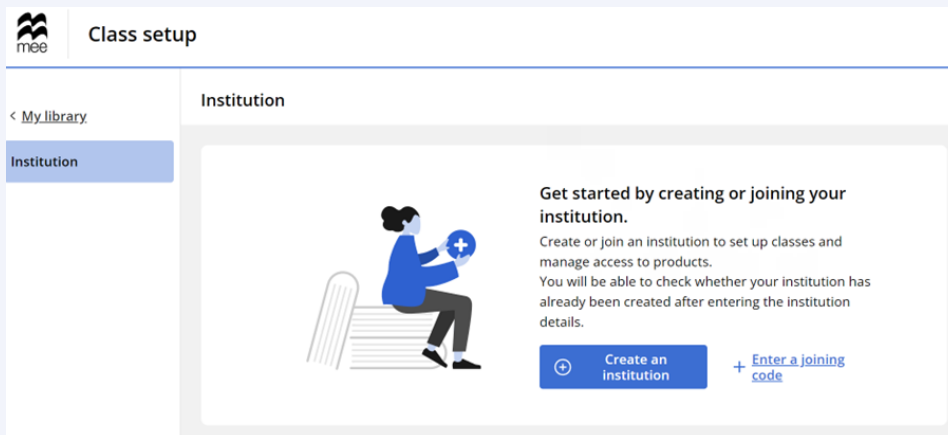


Institutional management

2 Go to **Class setup**.



3 Click **Create an institution**.



4 Enter the following mandatory details:

- Institution name
- Address
- Region
- Time zone
- Contact details (name and email address).

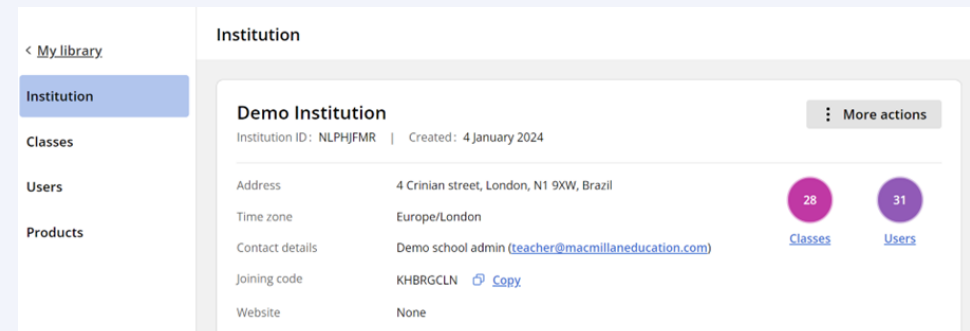
* *Please note that entering your details here will automatically assign you as the institution admin.*

If you are not the school admin, please enter the details of the correct person here. However, please contact them first to request their permission to do this as their contact details will be visible to users who are looking to join this institution.

You can also enter the school website, although this isn't a mandatory field.

5 Click **Done** once you have entered the required information.

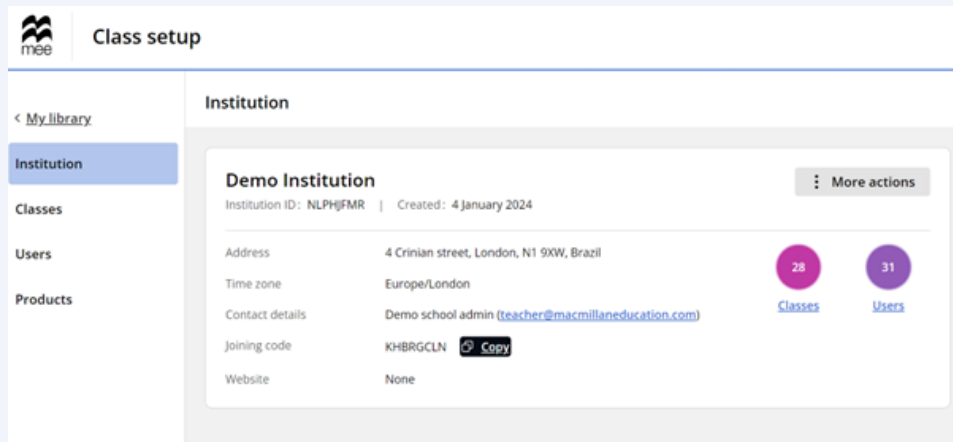
You will then be able to view the institution you have created.





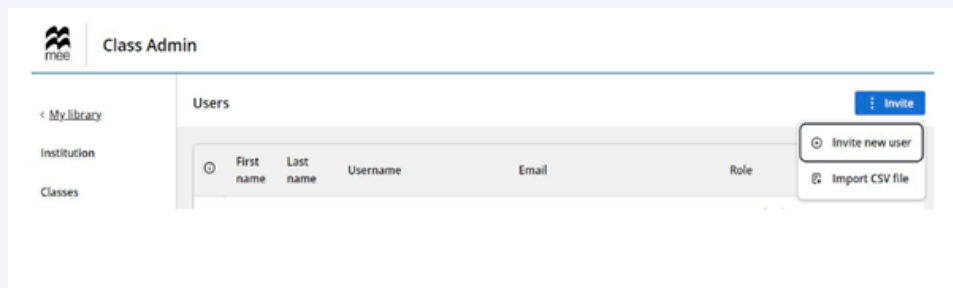
Institutional management

- 6 You can then copy the joining code and share it with the existing students and teachers at your institution who have already registered and activated their access codes on the MEE Portal.



- 7 Alternatively you can invite new and existing users to join your institution by clicking on **User**, then **Invite**.

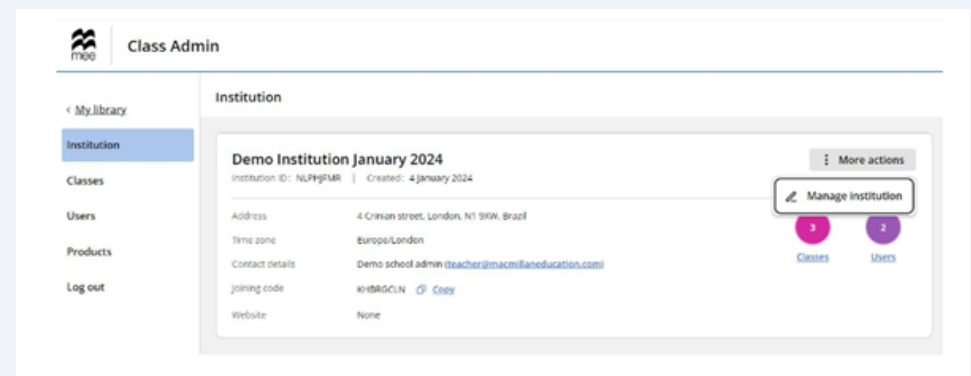
- 8 You can then invite individual users to join your institution, or you can invite up to 100 users in bulk.



Amending my institution's details

As the Institution Manager (admin) you can amend some of your institution's account details.

To make changes to your institution click **More actions** then **Manage institution**.



On the Manage Institution page you can amend the following information:

- Institution name
- Address
- Region
- Time zone
- Contact details (name and email address)
- Website

Once you have made your changes click **Update**.



Institutional management

It is not currently possible for the admin to take the following actions:

- Delete an institution.
- Remove a user from an institution.
- Administrators cannot leave an institution.
- Users also cannot remove themselves from an institution.

Please [contact the Customer Support team](#) in regard to these actions.

Inviting new and existing users to join the institution

As well as sharing the institution joining code with members of your institution, you also have the alternative option to send them an invite to join directly by email.

You can send these invites to new and existing users including students, teachers and Institution Managers.

Please follow the steps below to do this:

- 1 Go to the Institution and click **Users**.
- 2 Click **Invite**, then click **Invite new user** to invite one user or click **Import CSV file** to invite users in bulk.

* *Please note that you can invite up to 100 users per CSV file.*

Inviting an individual user to join the institution

The screenshot shows a web form titled 'Invite new user' with a sub-header 'Step 1: User details'. Below the title, it says 'User details' and 'All fields are marked with (*) are required'. A blue box contains the text 'Users will be asked to register and create their username and password.' The form has the following fields: 'Email address' with the value 'muser@meeeducation.com'; 'First name' with the value 'Student'; 'Last name' with the value 'Maevean Education'; and a 'Role' dropdown menu. The dropdown menu is open, showing a list of roles: 'Student', 'Institution manager', 'Teacher', 'Student (parent)', and 'Student (teacher)'. The 'Student' option is currently selected. There are 'Exit' and 'Next Step 2' buttons.

- 3 Once you have clicked **Invite new user** to send an invitation to an individual user, enter their email address, first name, last name and select the role from the drop-down list.
- * *Please note that if you invite a minor, you will need to enter the email address of their parent/guardian. They will then receive the registration email and can register on behalf of the student and select their username and password. They can then activate their access code on the MEE Portal.*
- 4 Click **Next** to continue.



Institutional management

- 5 On the next screen you can click **Add** next to the relevant class, to add the student to a class.

Invite new user
Step 2 of 4: Add to class

Search for an existing class

Search

Show

All

Added

Show results

Total added: 0

Add all (3)

MIGRATION TEST CLASS 1 + Add

MIGRATION TEST CLASS 2 SHARE IT! + Add

MIGRATION TEST CLASS 3 SPEAK YOUR MIND + Add

Previous User details

Next Add subscription

- 6 You can skip this screen and click **Next** if your institution does not have an agreed licensing agreement.

Invite new user
Step 3 of 4: Assign subscriptions

No products available

Previous Add to class

Next Summary

- 7 Click **Complete** on the summary page to send the invitation to the user.

The user will then receive a registration email asking them to complete their registration on the MEE Portal. They can then complete their registration, select their username and password, and then activate their access code.

If the user you have invited has an existing account, they will see the option to log into their existing account rather than creating a new one.

Once new and existing users follow the link in the email and complete their registration/login into their existing account they will be a part of your institution.

Invite new user
Step 4 of 4: Summary

User details Edit

First name Student

Last name Test

Email studentreg@maemilaneducation.com

Role Student

Classes Edit

This user has not been added to any classes yet.

Subscriptions Edit

Previous Add subscription

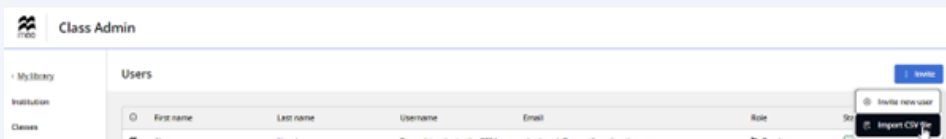
Complete



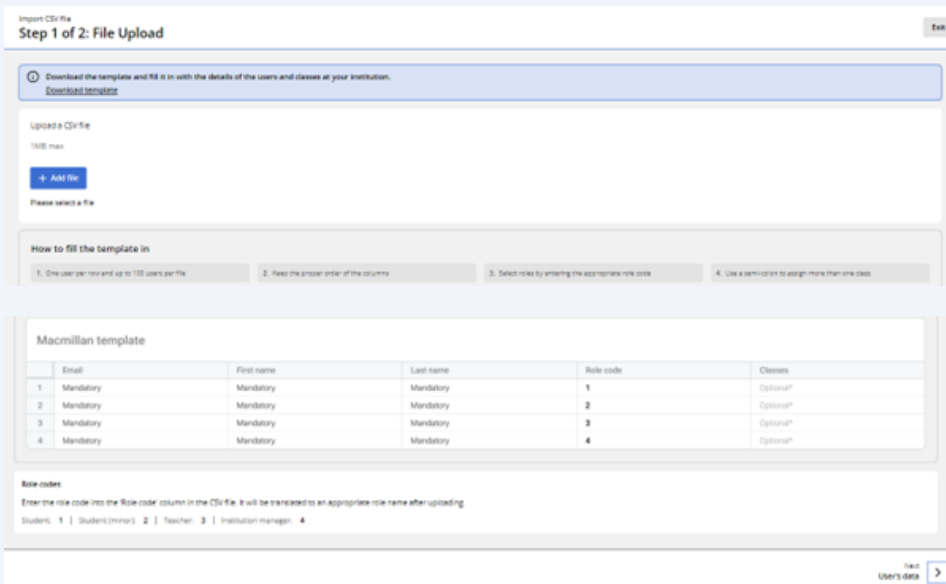
Institutional management

Inviting users in bulk to join the institution

1 To invite users in bulk click **Invite** then select **Import CSV file**.

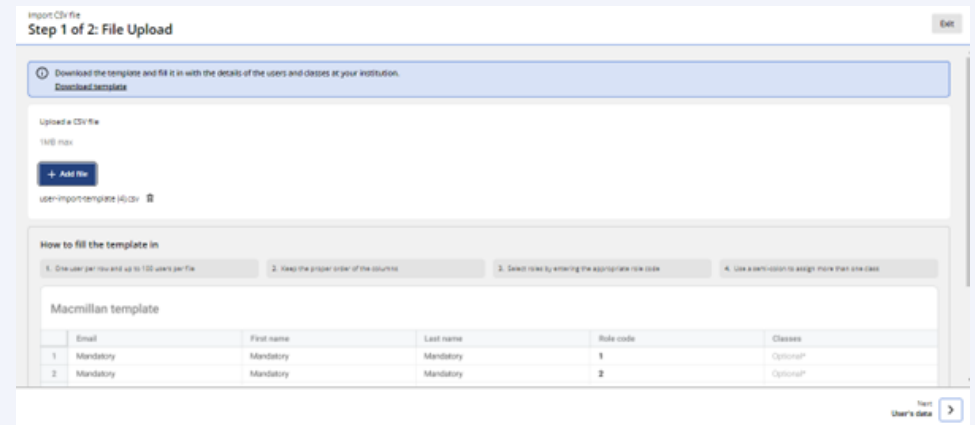


2 Download the CSV template and use the onscreen guide to help you enter the information in the correct format.

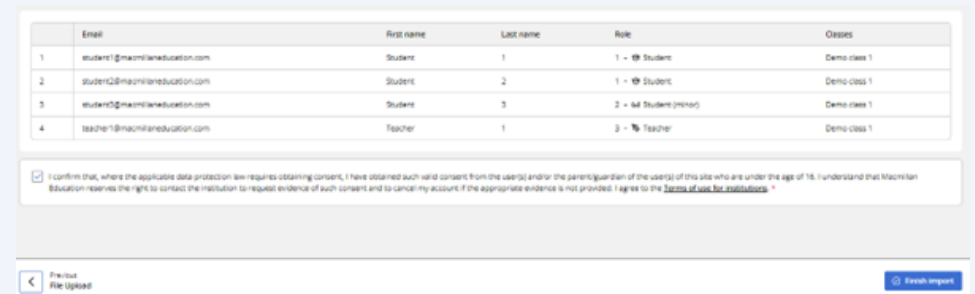


3 Click **Add file** to upload the CSV file of users.

4 Select the file from your documents and click **Next** to continue.



5 Tick the box to agree to the terms of use for institutions.





Institutional management

6 Click **Finish import** to send the invite to your users.

You will then see an onscreen message to confirm that the users have been imported.

Go to the **Users** dashboard to see the list of users you have invited to join your institution.

Student	test	-	studentest2@macmillaneducation.com	Student	Invite	View
Student	test	-	studentest1@macmillaneducation.com	Student	Invite	View
Student	2	-	student2@macmillaneducation.com	Student	Invite	View
Teacher	1	-	teacher1@macmillaneducation.com	Teacher	Invite	View

The user will then receive a registration email asking them to complete their registration on the MEE Portal. They can then complete their registration, select their username and password, and then activate their access code.

If the user you have invited has an existing account, they will see the option to log into their existing account rather than creating a new one.

Once new and existing users follow the link in the email and complete their registration/login into their existing account they will be a part of your institution.

Generating login details for students and completing their registration

As the institution manager, you can complete registration on behalf of your students and generate login details for them.

1 Go to **Class setup**.



2 Create the class(es) that you want to assign your students to.

3 Once the class has been created go to **Users**.

4 Click **Invite** then **Invite new user**.

5 Enter their details.



Institutional management

- 6 Tick the box '**I will complete the registration of this user**' at the bottom of the page.

By default, users will receive an email inviting them to register and create their username and password. Please only check the '**I will complete the registration of this user**' box if you'd like to finish the registration process for your students and generate a password on their behalf. You can generate new passwords in the **Class Details** section of the class they are assigned to.

Please note that this option is only available for student users. You can invite teachers and other Institution Managers to register and join your institution, however they will receive an email inviting them to complete their registration themselves.

If you select the Teacher role, you will see the error message below and will be unable to continue to the next step.

I will complete the registration for this user.

This option is unavailable for teachers and Institution managers. Please uncheck this option.

User details

All fields are marked with (*) are required.

By default, users will receive an email inviting them to register and create their username and password. Check the box below if you'd like to finish the registration process for your students and generate a password on their behalf. You can generate new passwords in the 'Class Details' section of the class they are assigned to. Note that this option is only available for student users. Teachers and Institution Managers will receive an email inviting them to complete their registration.

Email address *

First name *

Last name *

Role *

I will complete the registration for this user.

- 7 Click **Next** to continue.

- 8 Find the class you want to add the student to and click **Add**.

Step 2 of 4: Add to class

Search for an existing class

Show

All

Added

Test Class	<input type="checkbox"/> Test set	<input type="button" value="Remove"/>
Test class 1		<input type="button" value="Add"/>
Test class Monday		<input type="button" value="Add"/>
Test English class		<input type="button" value="Add"/>
Test (add)		<input type="button" value="Add"/>

Show results

25 items 1 - 25 of 28

Previous User details

Add course/subscription

- 9 Click **Next** to continue.

- 10 Click **Next** on the **Assign Subscriptions page** unless your institution has an agreed licensing agreement.

- 11 Click **Complete**.

Class setup

Users

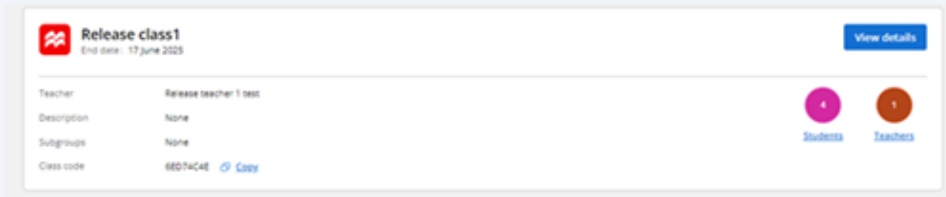
User invited. Go to the class this user is in (you will need to add them first) to generate a login card for them.

- 12 Go to the Classes page to generate a login card for the student.



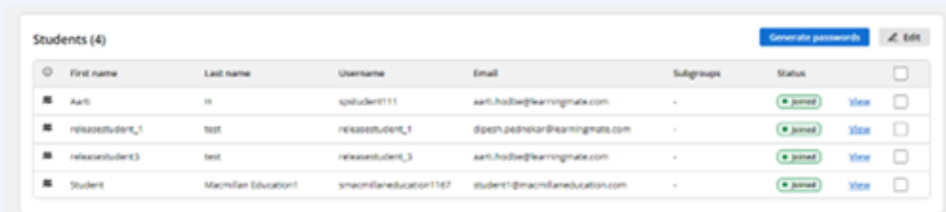
Institutional management

13 Click View details next to the relevant class.

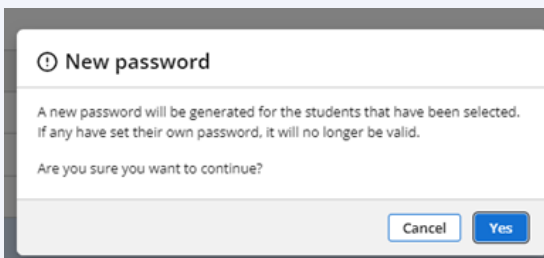


14 Find the student you have just completed the registration for.

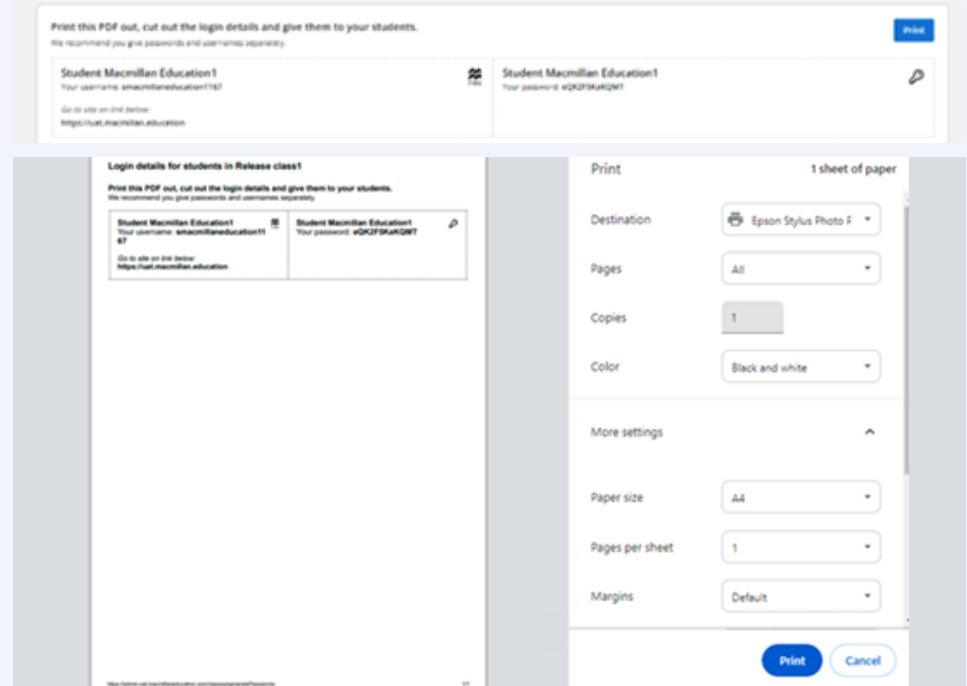
15 Tick the box next to their name and click Generate passwords.



16 Click Yes to continue and generate a username and password for your student.



17 You can then print out their login card and share it with the student.



Generating login details for teachers and completing their registration

It is not possible to complete registration for teachers. You can still send them an invite to register and join your institution, but they will need to complete their registration themselves via the email they will receive when you invite them.



Frequently Asked Questions

Is there a limit on the number of users I can invite to join the institution in bulk on the Macmillan Education Everywhere (MEE) Platform?

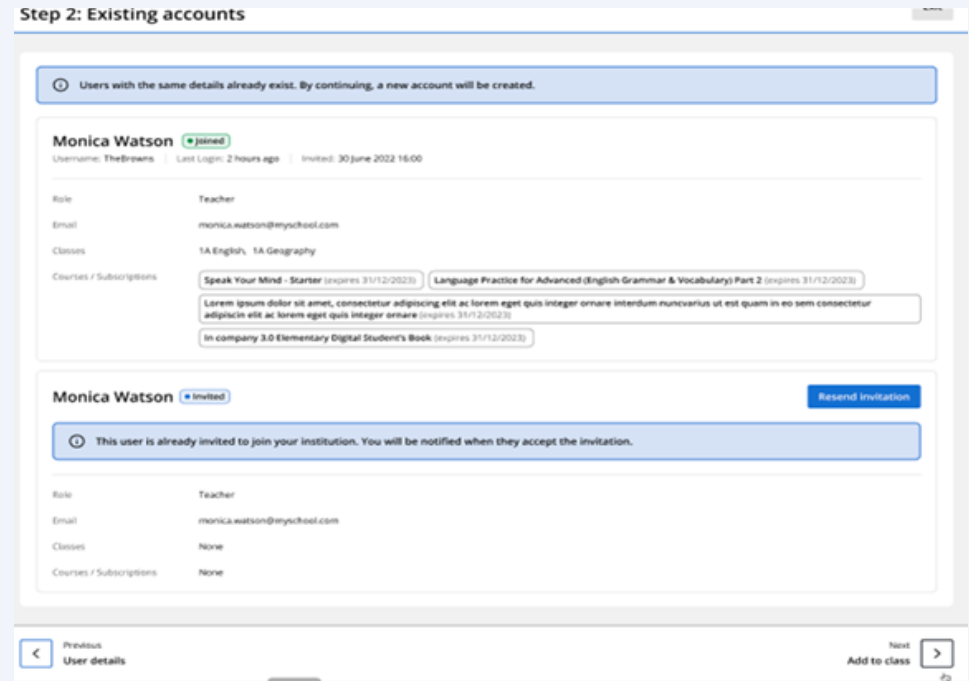
Yes, there is a limit, you can upload up to 100 users per CSV upload.

Can an institution have more than one admin on the Macmillan Education Everywhere (MEE) Platform?

You can have multiple administrators and there is no limit on the number of administrators you can invite to join an institution.

What happens if I invite an existing user who has already registered on the MEE Portal to join the institution on the Macmillan Education Everywhere (MEE) Platform?

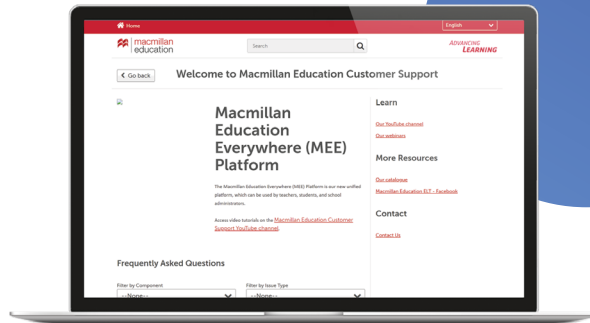
If you enter the details of an existing student, you will see a screen advising that they already have an account and that proceeding will create a new account. In this case, you should share the joining code with the student instead.



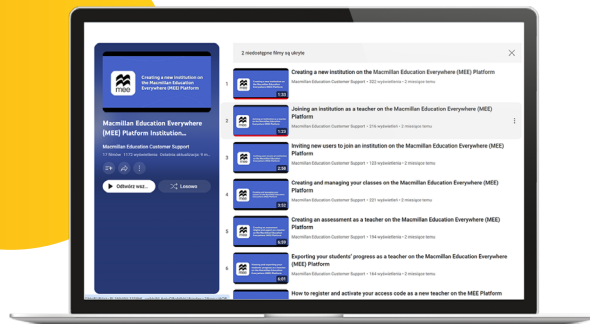


Support materials

For more information please check our support materials:



[Macmillan Education Everywhere \(MEE\) Platform FAQs](#)



[Macmillan Education Everywhere \(MEE\) Platform video tutorials on Youtube](#)



You can contact us through the following channels for further assistance:

Phone: +44(0)207 014 6767

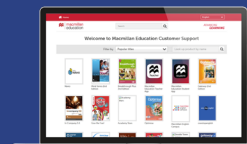
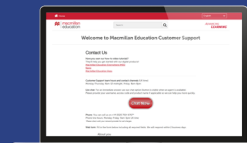
Web Form and Chat

(the live chat button will be visible when our agents are available)

Opening hours:

Monday-Thursday: 8am to 12am midnight UK time

Friday: 8am to 8pm UK time



Visit our **Help page:**
help.macmillaneducation.com