

РУКОВОДСТВО

для администратора платформы Macmillan Education Everywhere (МЕЕ)*

Создание аккаунта учреждения

Изменение аккаунта учителя

Создание класса

Назначение нового или
дополнительного администратора

Присоединение учителя к классу

Мониторинг успеваемости (*функция
доступна при условии активации кодов к
соответствующим пособиям в аккаунте
администратора*)

Присоединение учеников к классу

Замена учителя в классе

Функция администрирования доступна при активации кодов к учебным курсам: **Academy Stars 2nd edition, Give me Five!, Get Involved!, Gateway to the World, Language Hub, Ready for series 4th edition, Skillful 3rd edition**

Создание аккаунта учреждения

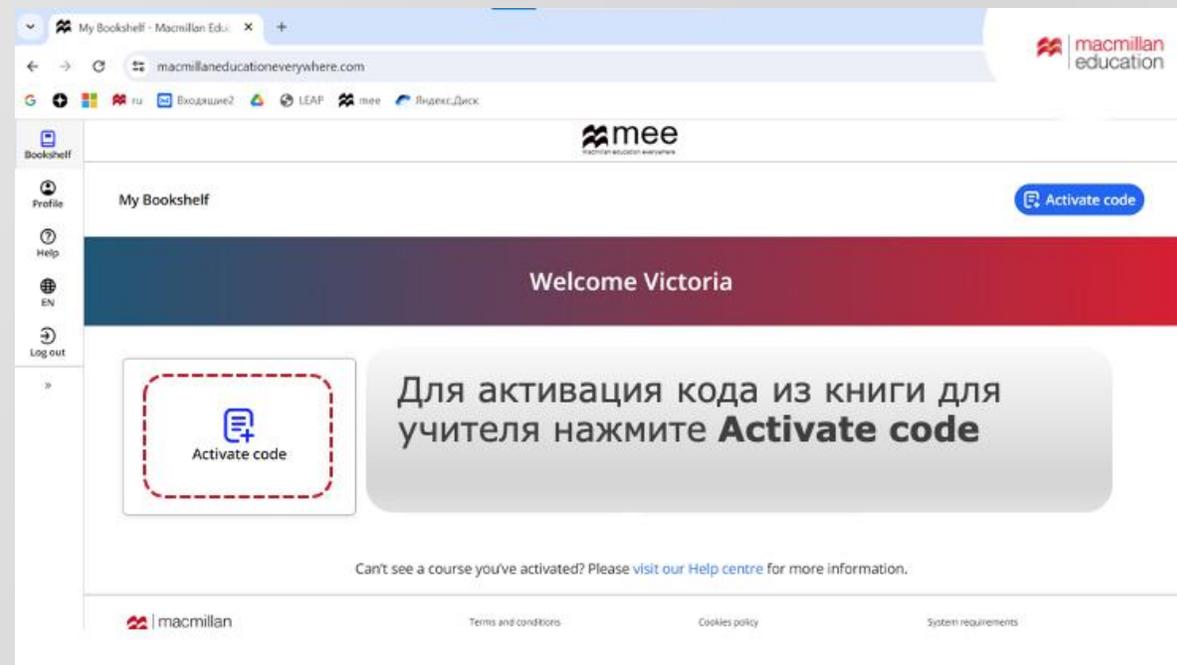
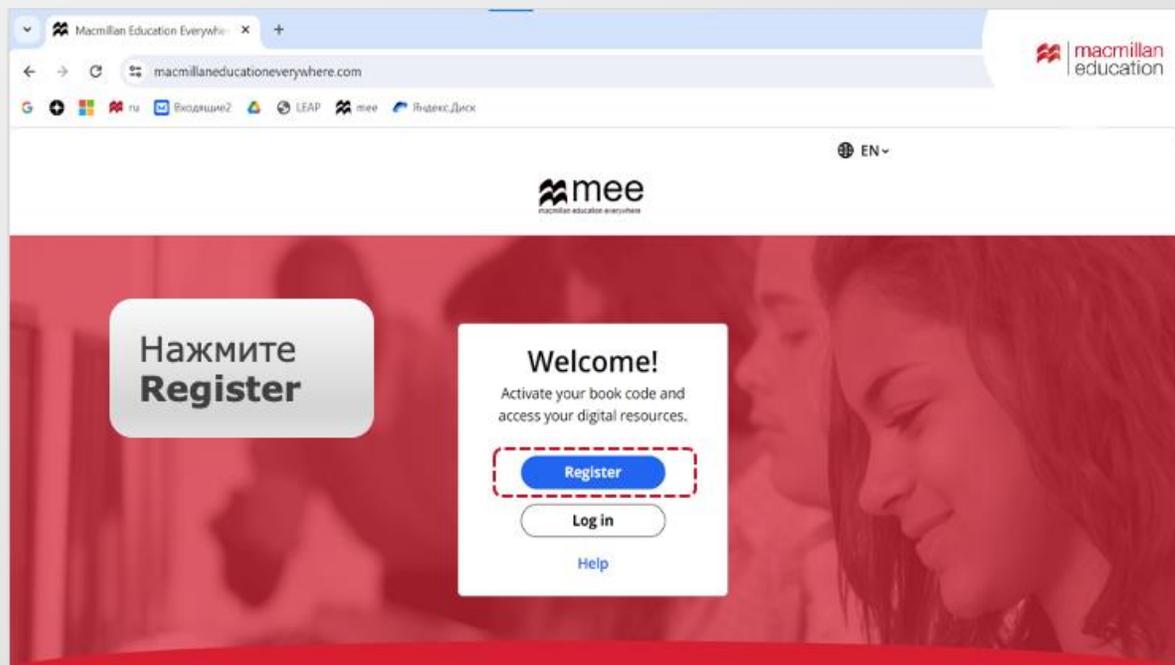
Для создания аккаунта учреждения необходимо:

1) зарегистрироваться на сайте

www.macmillaneducationeverywhere.com

2) активировать код для преподавателя к одному из учебных курсов:

Academy Stars 2nd edition, Give me Five!, Get Involved!, Gateway to the World, Language Hub, Ready for series 4th edition





Welcome

- My library
- Class setup**
- School work >
- Notifications
- Settings >
- Help ↗
- Log out



Gateway to the World
B2

Для создания аккаунта учреждения нажмите на **Class setup**



Welcome

 My library

 Class setup

 School work >

 Notifications

 Settings >

 Help 

 Log out

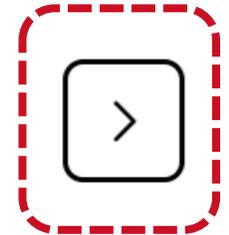
Нажмите на значок
в появившемся
диалоговом окне

Welcome!



Create or join your school or institution

If you have received a joining code from your administrator, use it to join your school. Alternatively, you can set up a new institution if you need to.



Skip

 Can't see a course you've activated? Please visit our [Help centre](#)  for more information

Institution

Выберите **Create an institution**



Get started by creating or joining your institution.

Create or join an institution to set up classes and manage access to products. You will be able to check whether your institution has already been created after entering the institution details.

Create an institution + [Enter a joining code](#)

Create new institution

[Exit](#)

The following information must be provided in order for us to set up your institution.

All fields are marked with (*) are required.

Institution name *

Address line 1 *

Address line 2

City *

State/Province/Region

Заполните все поля
и нажмите **Done**

[Done](#)



Welcome

My library

Class setup

School work >

Notifications

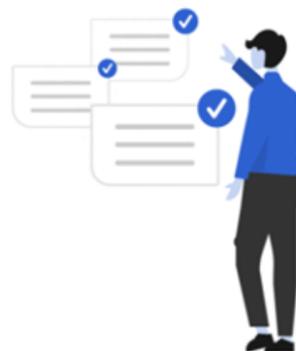
Settings >

Help

Log out

Gatew
B2

Finished!



Close

В появившемся
диалоговом окне
нажмите **Close**

Can't see a course you've activated? Please visit our [Help centre](#) for more information

[Add new course](#)

< My library

Institution

Classes

Users

Products

Institution

School

Institution ID: HMVRQPWK | Created: 7 May 2024

More actions

Address	Mira prospect, Moscow, Russia, 115470, Russia
Time zone	Europe/London
Contact details	Victoria Gubanova (victoria.gubanova@mail.ru)
Joining code	JBDNSRXY Copy
Website	None

0
Classes1
Users

В поле **Institution** отобразится аккаунт учебного заведения, который вы создали.

Скопируйте **Joining Code**, чтобы направить учителям для присоединения к учреждению.

[< My library](#)

Institution

Classes

Users

Products

Institution

Macmillan Russia

Institution ID: HMVRQPWK | Created: 7 May 2024

Address	Prospect Mira 40, Moscow, Russia, 115470, Russia
Time zone	Europe/Moscow
Contact details	Natalia Galanina (victoria.gubanova@mail.ru)
Joining code	JBDNSRXY Copy
Website	None

More actions

[Edit institution details](#)[Institution settings](#)[Classes](#)[Users](#)

Для внесения изменений в данные аккаунта, нажмите **More actions** и выберите **Edit Institution details**

Создание класса

Get Involved! A1+

- My library
- Class setup**
- School work
- Notifications
- Settings
- Help
- Log out

Get Involved! A1+

Start date: 28th May 2024 | End date: 27th May 2026

Нажмите Class setup

Digital Workbook

On-the-Go Practice

Digital Student's Book

Teacher's Resource Centre

- < My library
- Institution
- Classes**
- Users
- Products

Institution

School

Institution ID: HMVRQPWK | Created: 7 May 2024

[More actions](#)

Address	Mira prospect, Moscow, Russia, 115470, Russia		
Time zone	Europe/London		
Contact details	Victoria Gubanova (victoria.gubanova@mail.ru)		
Joining code	JBDNSRXY Copy		
Website	N [REDACTED]		

На открывшейся
странице нажмите
Classes

< My library

Institution

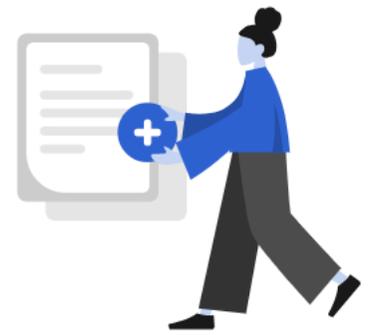
Classes

Users

Products

Classes

Create class



No active classes in this section

Выберите **Classes**,
далее нажмите **Create Class**



Class setup

< My library

Institution

Classes

Users

Products

Classes

Active 1

Past 0

Create class

Create new class



No active classes in this section

Нажмите **Create new class**

Exit

Create class

All fields are marked with (*) are required.

Class name *

GI A1+

End date *

05/28/2025



Придумайте и напечатайте название класса в поле **Class name**

В поле **End date** отобразится дата окончания срока действия кода

Далее нажмите **Create**

Create

< Class details

GI A1+

Class created successfully

Class details

Class name	GI A1+
End date	28 May 2025
Description	None
Subgroups	None

Edit

Teachers

No teachers added

Add

Students

Add

Виртуальный класс создан

Перейдите в следующий раздел для присоединения к классу учителя

Done

Присоединение учителя к классу



Class setup

Для добавления учителя к классу выберите класс в закладке **Class Setup/Classes** и нажмите **View details**

Create class

Classes

Active 16

Past 0

< My library

Institution

Classes

Users

Products

View details



New demo class

End date: 19 June 2025



No teacher has been assigned to this class yet

Teacher

Not added

Description

None

Subgroups

None

Class code

E41C7CFG  Copy

0

Students

0

Teachers

< Class details



GI A1+

Share

Class details

Edit

Class name	GI A1+
End date	28 May 2025
Description	None
Subgroups	None

Teachers

No teachers added

+ Add

В строке **Teachers** нажмите **Add**

Students

+ Add

Done

GI A1+ Step 1 of 2: Add teacher

Exit

Search for an existing teacher

Show

- All
- Added

Show results

Total added: 0

Add all (1)

i If the teacher you are looking for is not displayed, go to the 'Users' section to invite them.

Victoria Gubanova Joined + Add

В поле отобразятся учетные записи только тех учителей, которые **присоединены к учреждению**

Выберите учителя и нажмите **+Add**

Next Review teacher >

GI A1+ Step 1 of 2: Add teacher

Exit

Search for an existing teacher

Show

- All
- Added

Show results

Total added: 1

Remove all (1)

If the teacher you are looking for is not displayed, go to the 'Users' section to invite them.

Victoria Gubanova Joined Remove

Далее нажмите **Next Review Teacher**

Next Review teacher >

GI A1+
Step 2 of 2: Review teacher

Exit

Total added: 1

Victoria Gubanova Joined Remove

Нажмите **Submit**

Previous
Add teacher

Submit

< Class details

Teachers updated

Teachers (1)

First name	Last name	Username	Email	Status
Victoria	Gubanova	VictoryVictory	victoria.gubanova@mail.ru	Joined

Students

No students added

+ Add

Products

No products have been associated with this class

+ Add

Появится оповещение
Teachers updated
Далее нажмите
Done

Done

Class setup

< My library

Institution

Classes

Users

Products

Classes

Active 5

Past 0



GI A1+

End date: 28 May 2025

Teacher Victoria Gubanova

Description None

Subgroups None

Class code GH54G892 [Copy](#)

Create class

View details

0

Students

1

Teachers

Учитель присоединен к классу

На экране отобразится **Class code**

Перейдите в следующий раздел для присоединения учеников к классу

Присоединение учеников к классу

< My library

Institution

Classes

Users

Products

Classes

Active 5 Past 0

**GI A1+**
End date: 28 May 2025

Teacher	Victoria Gubanova
Description	None
Subgroups	None
Class code	GH54G892 Copy

Вариант 1
Скопируйте и предоставьте ученикам
Class code

Create class

View details

0
Students

1
Teachers

Ученики регистрируются на www.macmillaneducationeverywhere.com

Log in to your MEE account

Username

[Forgot my username](#)

Password

[Forgot my password](#)

Log in

Sign in with Google

Don't have an account yet?

Register



Settings



Bookshelf



macmillan education everywhere



Profile

My Bookshelf

Activate code

Ученики активируют код из учебника и/или тетради или отдельно приобретенный код к цифровому комплекту ученика

Menu

Personal details

About

Joining code / class code

Delete account

Language

Cookie settings

Please note that you first require a joining code in order to join an existing institution/class. The administrator of your institution/class can provide this.

Joining code / class code

Please enter your joining code below

This code can consist of up to 8 letters or a combination of 8 letters and numbers

Check

В разделе **Settings** ученики выбирают **Joining code/class code** и вносят код, предоставленный им учителем

Teachers (1)

 Edit

	First name	Last name	Username	Email	Status
	Victoria	Gubanova	VictoryVictory	victoria.gubanova@mail.ru	Joined View

Students

No students added

 Add

Products

No products have been associated with this class

 Add

Теперь можно присоединить учеников к классу

Для этого в строке **Students** нажмите **Add**

 Done

Step 1 of 3: Add students

Exit

Search for an existing student

Show

 All Added

Total added: 0

 If the student you are looking for is not displayed, go to the 'Users' section to invite them.

Alexander Gushin Joined

+ Add

anna gonzalez Joined

+ Add

Dmitrii Syrykh Joined

+ Add

+ Add

+ Add

Next

Assign subgroups



В поле отобразятся ученики, которые ввели код

Присоедините учеников по одному или нажав
Add all

Далее нажмите **Next Assign Subgroups**

Total added: 1

Lydia Kastrikina Joined

Далее нажмите Next Review students

[Previous](#)
Add students

Next
Review students [>](#)

Exit

Total added: 1

✓ Lydia Kastrikina Joined

Remove

На следующем поле **Submit**

[Previous](#)
Assign subgroups

Submit

Вариант 2

Учеников регистрирует учитель/администратор

В этом случае ученикам выдается готовый логин и пароль

Как и в Варианте 1, учебники самостоятельно активируют код из учебника/тетради на www.macmillaneducationeverywhere.com



Class setup

< My library

Institution

Classes

Users

Products

Users

ⓘ	First name	Last name	Username	Email	Role	
🚩	Alexander	Gushin	AlexGush	ruffo.victoria@inbox.ru	🎓 Student	● joined View
🚩	Alla	Soluyanova	AllaArgentina	allasoluyanova@yandex.ru	👤 Teacher	● Joined View
🚩	anna	gonsalez	annaGonsalez24	anitaklimova@mail.ru	🎓 Student	● Joined View
						● joined View
						● joined View
						● joined View
						● joined View
						● joined View
						● joined View
						● joined View
						● joined View
						● joined View

⋮ Invite

⊕ Invite new user

📄 Import CSV file

В разделе **Class Setup** выберите **Users**

В верхнем правом углу нажмите на **Invite** и выберите опцию **Invite new users**

Invite new user

Step 1: User details

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 *

Student 

I will complete the registration for this user.

Заполните поля формы

Вы можете использовать один электронный адрес для регистрации нескольких учеников

Поставьте , чтобы подтвердить регистрацию

Нажмите **Next Step 2**

Next
Step 2



Invite new user

Step 2 of 4: Add to class

Exit

Search for an existing class

Show

 All Added

Total added: 0

 AS 1[+ Add](#) Class 1[+ Add](#) Class 10[+ Add](#) Class 2[+ Add](#) Class 5[+ Add](#) Class 6[+ Add](#) Class 8V[+ Add](#)

Выберите класс, к которому необходимо присоединить ученика, и нажмите **+Add**

[Show results](#)

Step 4 of 4: Summary

User details

First name Irina
Last name Igor
Email allasoluyanova@yandex.ru
Role  Student

[Edit](#)

Проверьте информацию
и нажмите **Complete**

Classes (1)

[Edit](#)

 Class name	Teacher name	Subgroups
 Class 1	Olga Strykh	-

Courses/subscriptions

[Edit](#)

This user doesn't have any courses/subscriptions assigned to them.



Previous
Add course/subscription

[Complete](#)

 Class 1

 Share

Class details

Class name	Class 1
End date	03 June 2025
Description	None
Subgroups	None

Для создания пароля откройте класс, выберите ученика и нажмите **Generate password**, затем **Done**

 Edit

Teachers (1)

 Edit

	First name	Last name	Username	Email	Status
	Olga	Srykh	OlgaSrykh	olgasyrykh.olga@yandex.ru	Joined View

Students (1)

Generate passwords

 Edit

	First name	Last name	Username	Email	Subgroups	Status	<input type="checkbox"/>
	Irina	Igor	iigor039	allasoluyanova@yandex.ru	-	Joined View	<input type="checkbox"/>

Done

Login details for students in Class 1

Exit

Print this PDF out, cut out the login details and give them to your students.

For data security reasons, we suggest that usernames and passwords are not kept together.

Irina Igor

Your username: **iigo039**

Go to site on link below:

<https://www.macmillaneducationeverywhere.com>



Irina Igor

Your password: **KPZMPf4jmkjT**

Print

На странице отобразится автоматически сгенерированный пароль, логин и ссылка для входа

Документ можно распечатать или переслать ученикам

 Activate code

Welcome Irina

You don't have any books yet.
Activate a code to get started!



Activate code

После авторизации на сайте с полученным логином и паролем, ученик активирует код из учебника/тетради

Ученик готов к работе с учителем в классе

Вариант 3

Учитель/администратор регистрирует группу учеников

Этот вариант можно также использовать для регистрации учителей

Рекомендуется для больших групп



Class setup

< [My library](#)

Institution

Classes

Users

Products

Users

ⓘ	First name	Last name	Username	Email	Role	
🚩	Alexander	Gushin	AlexGush	ruffo.victoria@inbox.ru	🎓 Student	⋮ Invite
🚩	Alla	Soluyanova	AllaArgentina	allasoluyanova@yandex.ru	👤 Teacher	+ Invite new user 📄 Import CSV file ● Joined View
🚩	anna	gonsalez	annaGonsalez24	anitaklimova@mail.ru	🎓 Student	● Joined View
						● Joined View
						● Joined View
						● Joined View
						● Joined View
						● Joined View
						● Joined View
						● Joined View
						● Joined View

В разделе **Class Setup** выберите **Users**

В верхнем правом углу нажмите **Invite** и выберите опцию **Import CSV file**

Step 1 of 2: File upload

 Download the template and fill it in with the
[Download template](#)

Upload a CSV file
 1MB max
[+ Add file](#)
 Please select a file

How to fill the template in
 1. Add one user per row and up to 100 users per file

Macmillan template

	Email	First name	Last name	Role	Classes
1	Mandatory	Mandatory	Mandatory	1	Optional*
2	Mandatory	Mandatory	Mandatory	2	Optional*
3	Mandatory	Mandatory	Mandatory	3	Optional*
4	Mandatory	Mandatory	Mandatory	4	Optional*

Скачайте шаблон для составления списка студентов

Ознакомьтесь с инструкциями по заполнению файла

Загрузите на сайт заполненный файл (не более 100 контактов в одном файле)

Замена преподавателя в классе



Create class

Classes

Active 33

Past 68



AS 1

End date: 23 May 2025

View details

Teacher Victoria Gubanova
Description Academy Stars

2

Students

1

Teachers

View details

2

3

В разделе Class Setup выберите **Classes**

В списке классов выберите тот, в котором необходимо заменить преподавателя

Нажмите **View details**

[< Class details](#)

AS 1

[Share](#)

Class details

[Edit](#)

Class name	AS 1
End date	23 May 2025
Description	Academy Stars
Subgroups	None

Нажмите **Edit**
в разделе Teachers

Teachers (1)

[Edit](#)

ⓘ	First name	Last name	Username	Email	Status
	Victoria	Gubanova	VictoryVictory	victoria.gubanova@mail.ru	Joined View

[Done](#)

Step 1 of 2: Add teacher

Search for an existing teacher

Show

 All Added[Show results](#)Natalia Galanina JoinedPuliya Kotovich JoinedSvetlana Bondik JoinedSVETLANA BONDIK Joined Victoria Gubanova JoinedVICTORIA ZHURAVSKAYA Joined[+ Add](#)[+ Add](#)[+ Add](#)[- Remove](#)[+ Add](#)

В списке выберите преподавателя, которого необходимо заменить

Нажмите **Remove**

[Next
Review teacher](#)

Step 1 of 2: Add teacher

Search for an existing teacher

Show

 All AddedNatalia Galanina JoinedPuliya Kotovich Joined Svetlan SVETLA Victoria Gubanova Joined

! Remove teacher

Are you sure you want to remove this user from this class?

This user will keep all of the subscriptions that have been assigned to them.

The data of this user will still be available in Reports module. You can also invite this user later again.

Подтвердите
действие, нажав
Remove

Next
Review teacher

Step 1 of 2: Add teacher

Search for an existing teacher

Show

 All Added

Show results

Total added: 0

 If the teacher you are looking for is not displayed, go to the 'Users' section to invite them.

Alla Soluyanova Joined

+ Add

Natalia Galanina Joined

+ Add

Puliya Kotovich Joined

+ Add

Svetlana Bondik Joined

+ Add

Нажмите **Add**,
чтобы
присоединить к
классу нового
преподавателя

Next
Review teacher



Изменение аккаунта учителя



⋮ Invite

Users

ⓘ	First name	Last name	Username	Email	Role	Status
📖	Alexander	Gushin			Student	● Joined View
📖	Alla	Soluyanova			Institution manager	● Joined View
📖	Alla	Soluyanova			Student	● Joined View
📖	anna	gonsalez			Student	● Joined View
📖	Arseniy	Arseniy			Student	● Joined View
📖	Dmitrii	Syrykh			Student	● Joined View
📖	Lydia	Kastrikina			Student	● Joined View
📖	Mariya	Berest			Student	● Joined View
📖	Natalia	Galanina			Teacher	● Joined View

В разделе **Users** выберите аккаунт, в которых нужно внести изменения (например, при увольнении учителя можно передать доступ к материалам новому учителю)

Нажмите **View**

< My library

Institution

Classes

Users

Products



User details

Vlasov Vladislav

JoinedMore actions 

Username: v1v2y3@mail.ru

Last Login: 22 Aug 2024

User details

First name	Vlasov
Last name	Vladislav
Email	v1v2y3@mail.ru
Role	 Teacher

Нажмите **Edit** для изменения имени, фамилии или email

 Edit

Classes (3)

 Edit Class name Gateway to the world B1 Done

Edit: User details

All fields are marked with (*) are required.

Email *

First name *

Last name *

Role *

Нажмите **Update** после изменения данных



[<](#) User detailsVlasov Vladislav Joined

Username: v1v2y3@mail.ru Last Login: 22 Aug 2024

User details

First name	Vlasov
Last name	Vladislav
Email	v1v2y3@mail.ru
Role	 Teacher

Classes (3)

 Class name
 Gateway to the world B1

В обновленном аккаунте выберите **More actions: Reset Password** для генерирования нового пароля

Для входа на платформу новый учитель использует username (не изменяется) и новый пароль

More actions ⋮

 Reset password Edit Edit Done

Назначение дополнительного или нового администратора



Class setup

< [My library](#)

Institution

Classes

Users

Products

Users

⋮ Invite

ⓘ	First name	Last name	Username	Email	Role	Status
	Alexander	Gush			Student	● Joined View
	Alla	Sol			Institution manager	● Joined View
	Alla	Sol		tion.com	Student	● Joined View
	anna	gor			Student	● Joined View
	Arseniy	Ars			Student	● Joined View
	Dmitrii	Syn			Student	● Joined View
	Lydia	Kas			Student	● Joined View
	Mariya	Ber			Student	● Joined View
	Natalia	Gal			Teacher	● Joined View

В списке Users выберите преподавателя, которому будет открыт доступ администратора
Нажмите **View**



Natalia Galanina Joined

Username: n_galanina@mail.ru | Last Login: 28 Aug 2024

More actions ⋮

Нажмите **Edit**

Edit

User details

First name	Natalia
Last name	Galanina
Email	n_galanina@mail.ru
Role	Teacher

Edit: User details

Exit

All fields are marked with (*) are required.

Email *

n_galanina@mail.ru

First name *

Natalia

Last name *

Galanina

Role *

Teacher

Select role

Institution manager

Teacher

Student

Student (minor)

Измените роль с Teacher на **Institution Manager**

Нажмите **Update**

В одном учреждении может быть несколько администраторов

Update

Мониторинг успеваемости



Menu

Assessment >

Homework >

Progress

Grading

Calendar

Language Hub
Level: Upper Intermediate | Classes: 2 | Students: 3

View details

Overall course average ⓘ
51%

Coursework average ⓘ
77%

Homework average ⓘ
76%
Average from 8 homework

Assessment average ⓘ
1%
Average from 3 assessments

В разделе **School Work/Progress** администратор может просматривать результаты тестирования и выполнения учениками заданий в цифровых компонентах курсов

Для этого в аккаунте администратора нужно активировать коды доступа для учителя к соответствующим учебным курсам

View details

Assessment average ⓘ
7%
Average from 3 assessments

[Menu](#)

Assessment >

Homework >

Progress

Grading

Calendar

[Back to dashboard](#)

Language Hub Upper Intermediate

Classes

Attempt: First ▾

Filters

Export

Class A

Teacher: Alla Soluyanova | Students: 2

[View details](#)

Overall course average

50%

Coursework average

77%

Homework average

73%

Average from 9 homework assignments

Assessment average

1%

Average from 4 assessments

LH DEMO1

Teacher: Victoria Gubanova | Students: 1

Overall course average

No activities completed

Coursework average

No activities completed

LH upper

Teacher: Natalia Galanina | Students: 1

Overall course average

No activities completed

Coursework average

No activities completed

Homework average

No scores available

Assessment average

No scores available

Выберите класс для просмотра результатов и нажмите **View details**



< [Menu](#)

Assessment >

Homework >

Progress

Grading

Calendar

Lydia Kastrikina

Username: lkastrikina348

[View details](#)

Overall course average ⓘ

17%

Coursework average ⓘ

42%

Homework average ⓘ

9%

Average from 5 homework assignments

Assessment average ⓘ

0%

Average from 2 assessments

Для просмотра индивидуальных результатов, выберите ученика и нажмите **View details**

[View details](#)