

Macmillan **Beyond** Online Workbook – manual for students

These are instructions on how to use **Online Workbook** which accompanies the Macmillan **Beyond** coursebook. It is intended to be used by **students** who are learning from the Beyond course.

Registration procedure

Navigate to the website macmillanbeyond.com and click the button **Activate your code** in the top right-hand corner.

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

Enter your registration details

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

The screenshot shows the Macmillan Beyond website interface. At the top right, there are links for 'Online Workbook access', 'Activate your code', and 'Log in'. Below this is a navigation bar with a home icon and links for 'About', 'Try it', 'Reviews', 'Help', and 'Contact us'. The main content area is titled 'Activate your code' and contains a form with the following elements:

- A heading: **Activate your code**
- A label: **Enter your code**
- An input field labeled 'Access code'.
- Two buttons: 'Cancel' and 'Continue'.

Below this is another section titled 'Enter your details' with the following elements:

- A heading: **Enter your details**
- A sub-heading: **Enter your details to sign up for a Macmillan Education account.**
- A note: **Please make sure you only enter alphanumeric Latin characters.**
- A link: **Already got an account? [Log in](#)**
- An input field labeled 'First name'.
- An input field labeled 'Last name'.

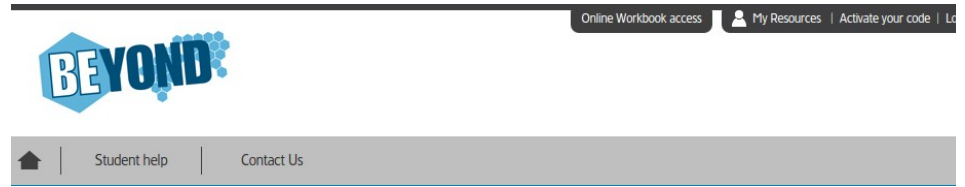
The final section is titled 'Please confirm' and contains the following elements:

- A heading: **Please confirm**
- A sub-heading: **You are redeeming access to the following product:**
- A product name: **Beyond B1+ Student's Book Premium Pack**
- Two buttons: 'Cancel' and 'Confirm'.

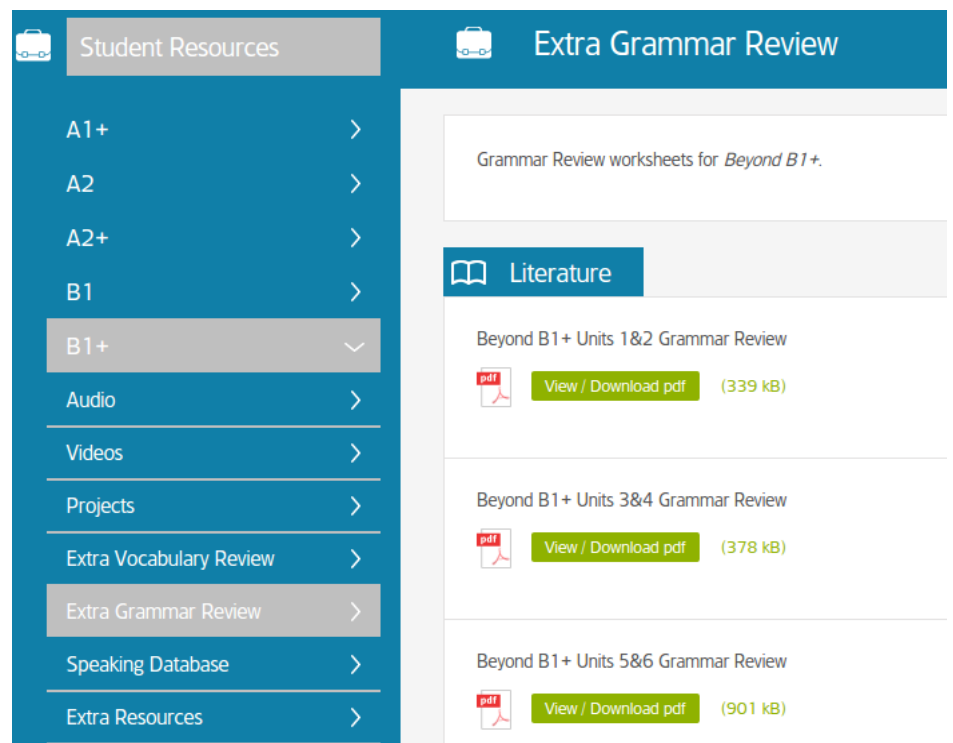
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Access to course resources

Once you are logged in, click **My Resources** in the top right-hand menu bar. You will see the list of available resources for the course. You will only have access to the resources for the level which you have activated. In order to access the resources click the level you have activated.

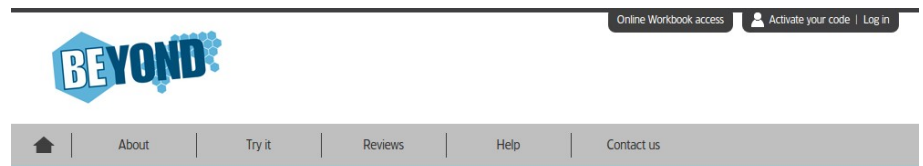


The list of available resources will open up. Click the section you wish to explore and then click the items available. On the right hand side you will see the list of resources available. Click the **View/Download** button to download a resource onto your computer.



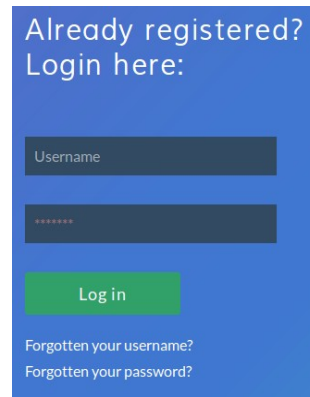
Using the Online Workbook

Click the **Online Workbook access** link. You will be redirected to another website where the Online Workbook is located.



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



Already registered?
Login here:

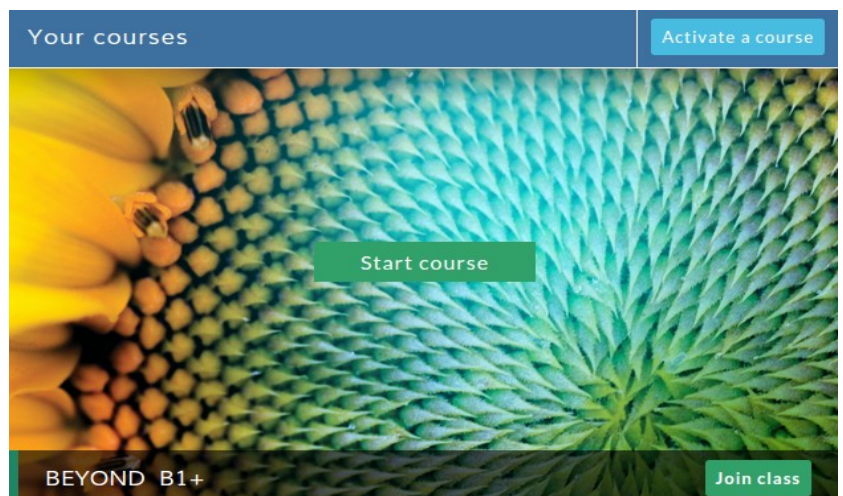
Username

Log in

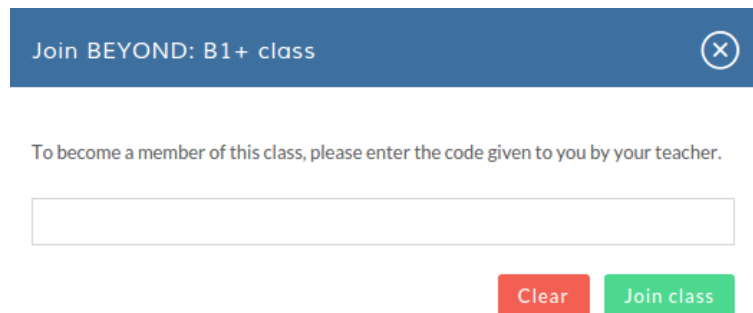
Forgotten your username?
Forgotten your password?

Using the Online Workbook – joining your class

Your teacher will set up a class and then give you the class password. Click the **Join class** button on the bottom 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. Now you are able to send messages to your teacher. Your teacher will be able to track your individual progress.



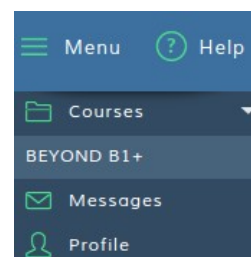
Join BEYOND: B1+ class

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

Clear Join class

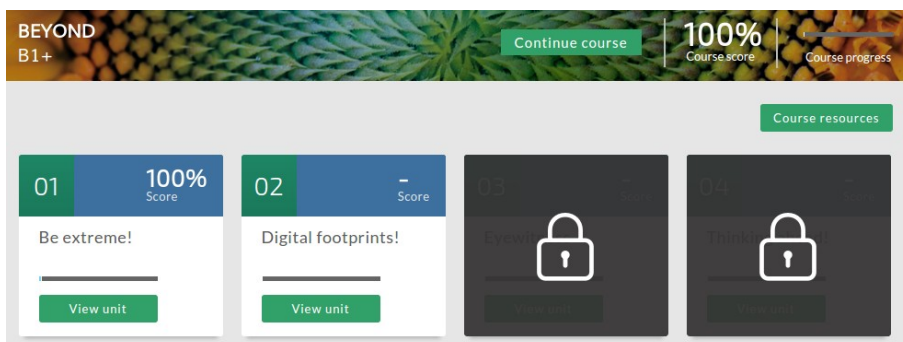
Using the Online Workbook – viewing the activities

After you have joined your class, select **Menu** followed by the course you wish to view under **Courses**.



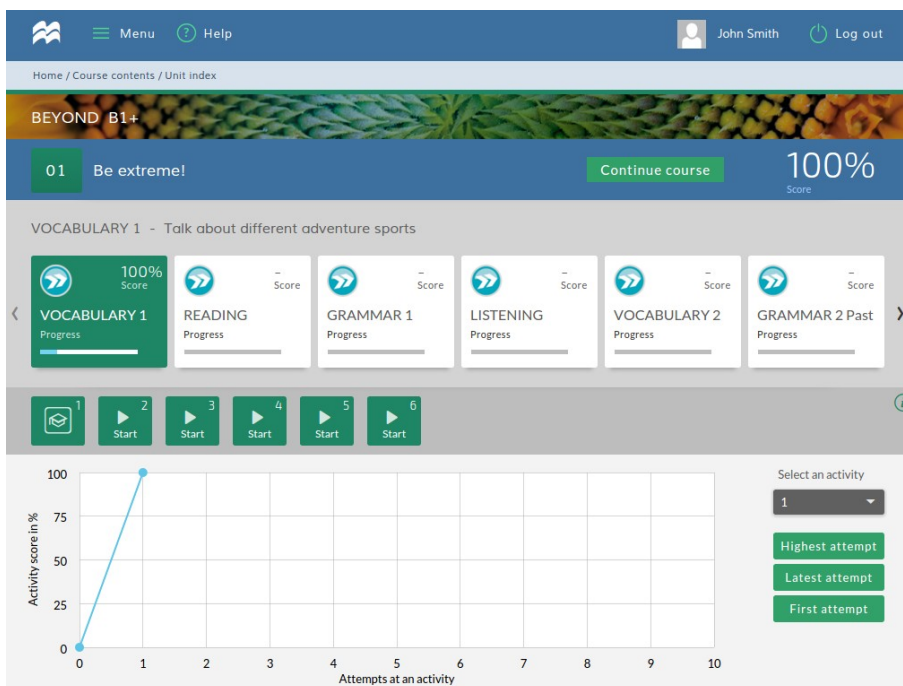
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You will see a list of units in your course. You will only have access to units which your teacher has unlocked for student use. This is to prevent you from doing exercises which you haven't studied yet. Click the **View unit** button.



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.

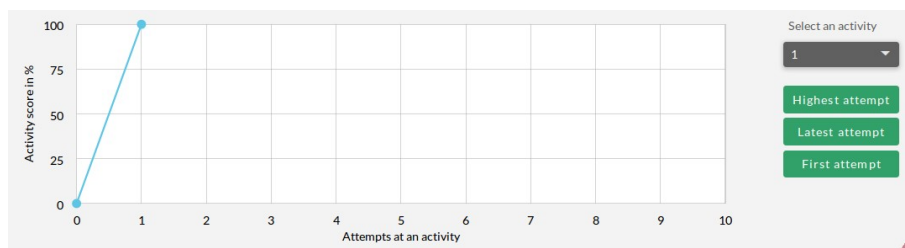


The first activity within the set is shown on the graph. Click **Select an activity** to display another activity on the graph.

Certain activities cannot be graded automatically by the system. Examples of these will include writing and speaking activities. Your teacher will manually mark the activities. Once your teacher has finished marking the activity, you will receive a new message notifying you of this.

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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 (you can do the activities a number of times, unless your teacher has restricted the number of attempts). 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 have joined a class your teacher will set this number (up to 5). 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 to go to the previous and next section.

Back to Unit Go to another section < >

BEYOND B1+ > UNIT 1

GRAMMAR 1 Present tenses review: Talk about things happening now and things that are generally true

»» Use the prompts to write questions. Use the present simple, present continuous or present simple passive.

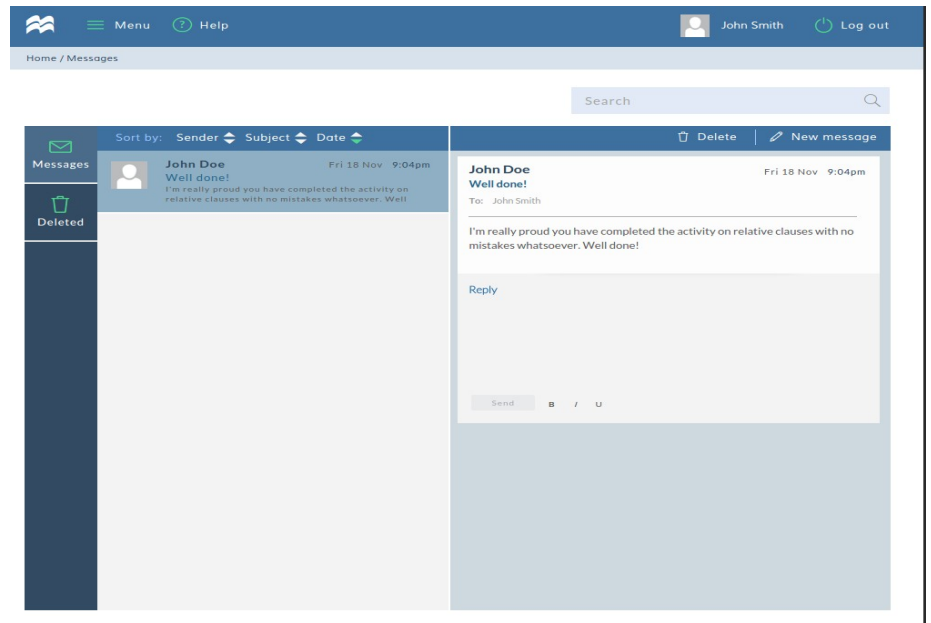
1. anyone / know / rules of cricket?
2. you / remember / your first win?
3. Dennis / swim / at the moment?
4. what / be / the most extreme sport?
5. how often / you crash / your bike?
6. the players / tell / by the coach / train every day?

< 1 ... 8 9 10 11 12 > Reset activity Submit answer

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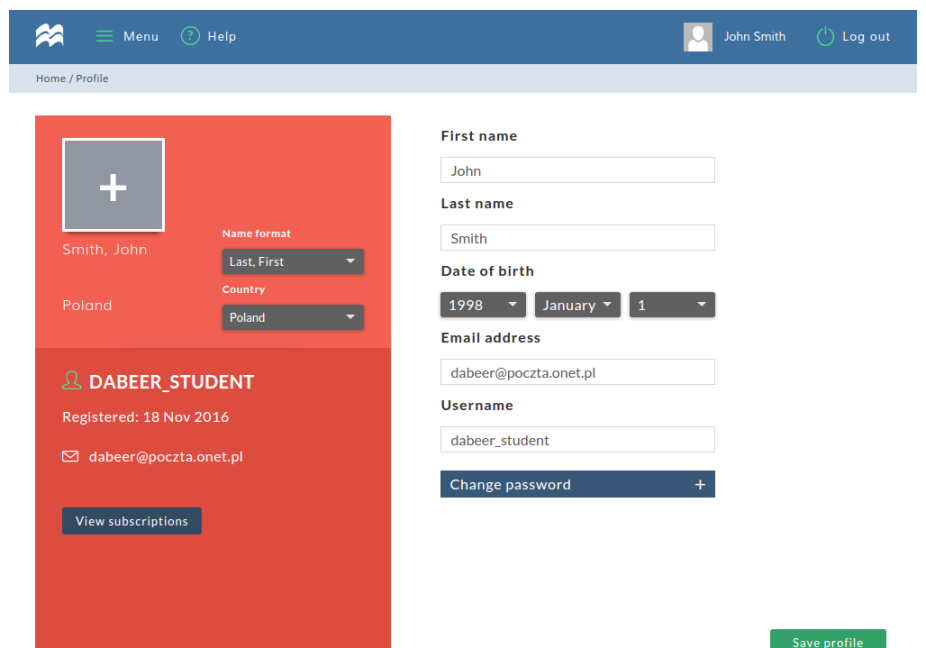
Using the Online Workbook – sending messages

You can send messages to your teacher. Click **Messages** in the menu to go to messages panel. Click the **Messages** icon to see the list of 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 write 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 the search 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.

