

Macmillan OpenMind Online Workbook – manual for students

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

Registration procedure

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

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

Enter your registration details

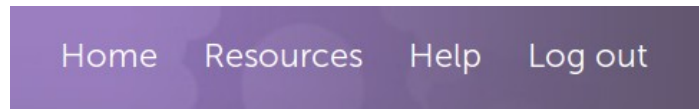
Confirm that you redeem access to the product. It might take some time before your account is activated.

The screenshot shows the Macmillan Open Mind website interface. At the top, there is a purple header with the Macmillan Education logo on the left and 'Home Help Log in' on the right. The main heading 'Open Mind' is prominently displayed in white. Below this, the text 'Teacher and Student Resources' is centered. Two buttons are visible: a blue 'Activate code' button with a smiley face icon and a grey 'Log in' button with a person icon. Below these buttons are two small questions: 'Do you have an access code from the book?' and 'Have you already activated your code?'. A white box highlights the 'Activate your code' section, which includes a text input field labeled 'Access code' and two buttons: 'Cancel' and 'Continue'. Below this is the 'Enter your details' section, which asks the user to sign up for a Macmillan Education account and provides instructions to use alphanumeric Latin characters. It includes a link for 'Log in' if the user already has an account. Two text input fields are provided for 'First name' and 'Last name'. The final section is 'Please confirm', which lists the product being redeemed: 'Open Mind Pre Intermediate Teacher's Book Premium Pack'. It features 'Cancel' and 'Confirm' buttons.

Macmillan OpenMind Online Workbook – manual for students

Access to course resources

Once you are logged in, click **My Resources** in the top right-hand menu bar. This will take you to the list of available resources for the course.



Resources

Once you have activated a code, your resources will be shown below under the operating system you are using. Just click on View or Download to access them.

If you've recently activated your code, please note, it can take up to one hour for your resources to appear.

Android - Google Play	
Chrome OS	
iOS - App Store	
Linux 32 bit	
Beyond B1 Student WB Access	<input type="button" value="View"/>

The list of resources available for your operating system will appear. Click the **View** button in order to proceed to the resource.

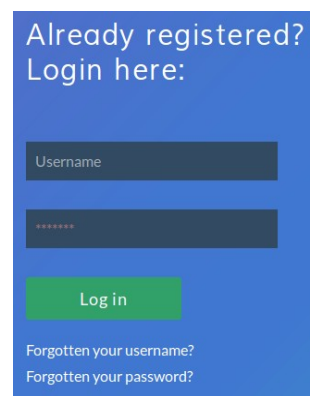
Using the Online Workbook

Click the **You can log in to the 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?](#)

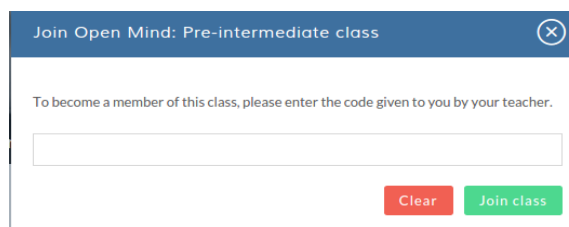
Macmillan OpenMind Online Workbook – manual for students

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.

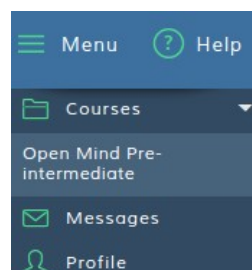


Enter the class code given to you by your teacher and click the **Join class** button. Now you are able to send messages to your teacher. Your teacher will be able to track your individual progress.

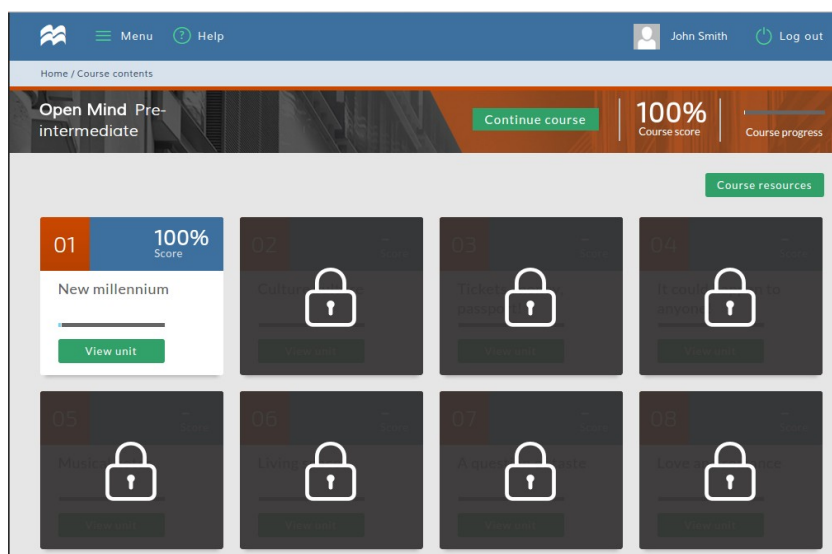


Using the Online Workbook – viewing the activities

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



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.



Macmillan OpenMind Online Workbook – manual for students

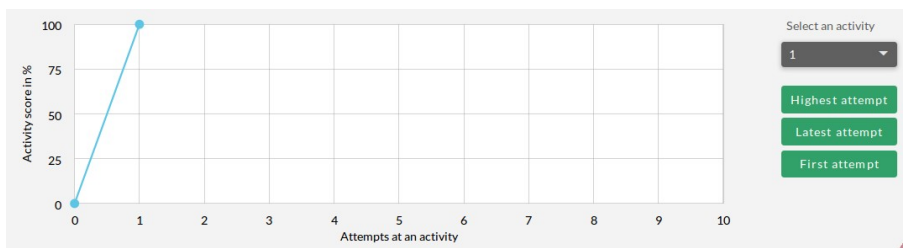
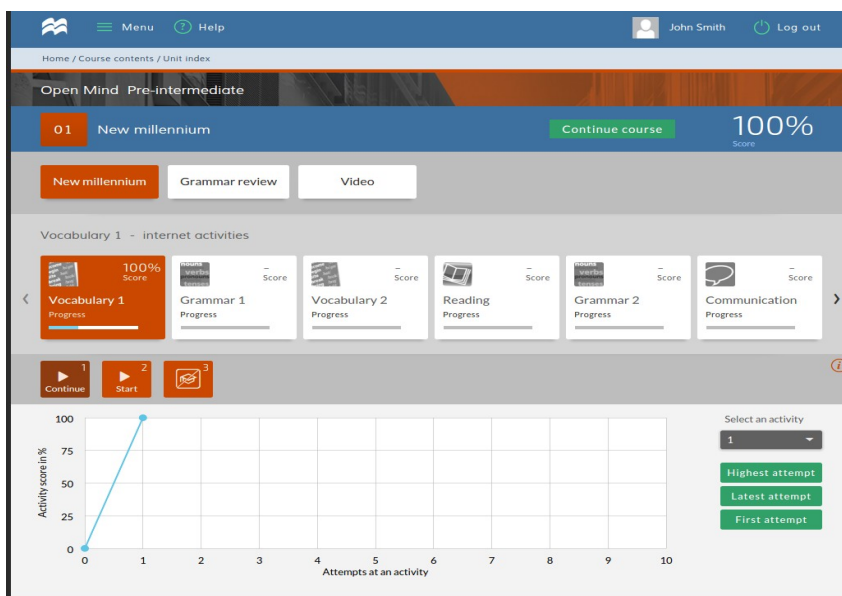
For each unit you can choose the activities set related to the different sections, such as vocabulary and grammar. Select the set that you wish to work on, for example, vocabulary. The activities available for that section will appear highlighted underneath. Click **Start** or **Continue**. Click the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

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 attempt an activity 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**.



Macmillan OpenMind Online Workbook – manual for students

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.

The screenshot shows the Macmillan OpenMind Online Workbook interface. At the top, there is a navigation bar with buttons for "Back to Unit" and "Grammar reference", and a "Go to another section" button with left and right arrows. Below this, the breadcrumb path reads "Open Mind Pre-intermediate > Unit 1 > New millennium". The main heading is "Grammar 1: past continuous". The activity area contains the instruction "Enter the *-ing* form of the verbs." and a table with five rows:

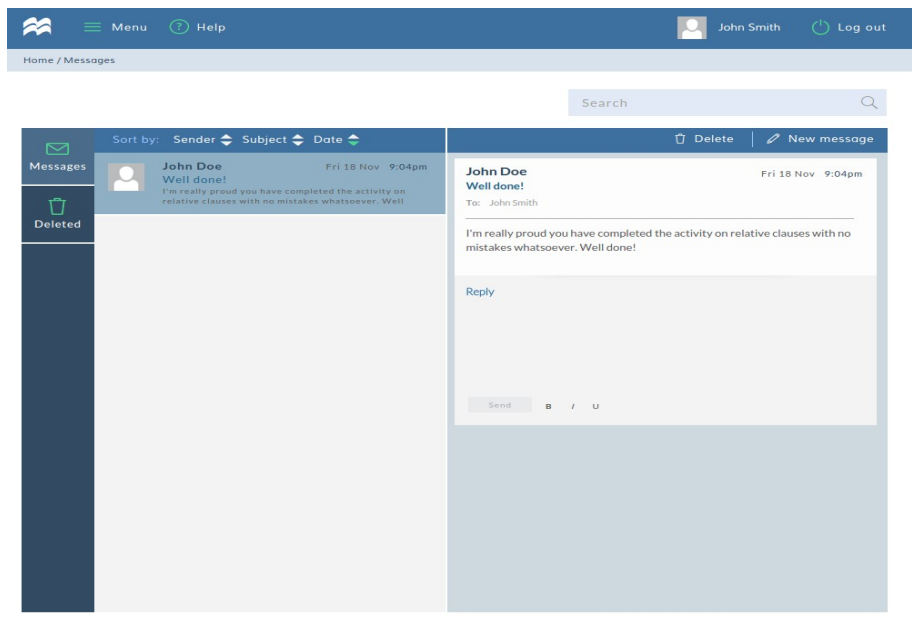
1.	go	<input type="text" value="going"/>
2.	play	<input type="text"/>
3.	swim	<input type="text"/>
4.	write	<input type="text"/>
5.	dance	<input type="text"/>

At the bottom, there is a navigation bar with a left arrow, a numbered list (1, 2, 3, 4) where '1' is highlighted, and a right arrow. To the right of this are two buttons: "Reset activity" (orange) and "Submit answer" (green).

Macmillan OpenMind Online Workbook – manual for students

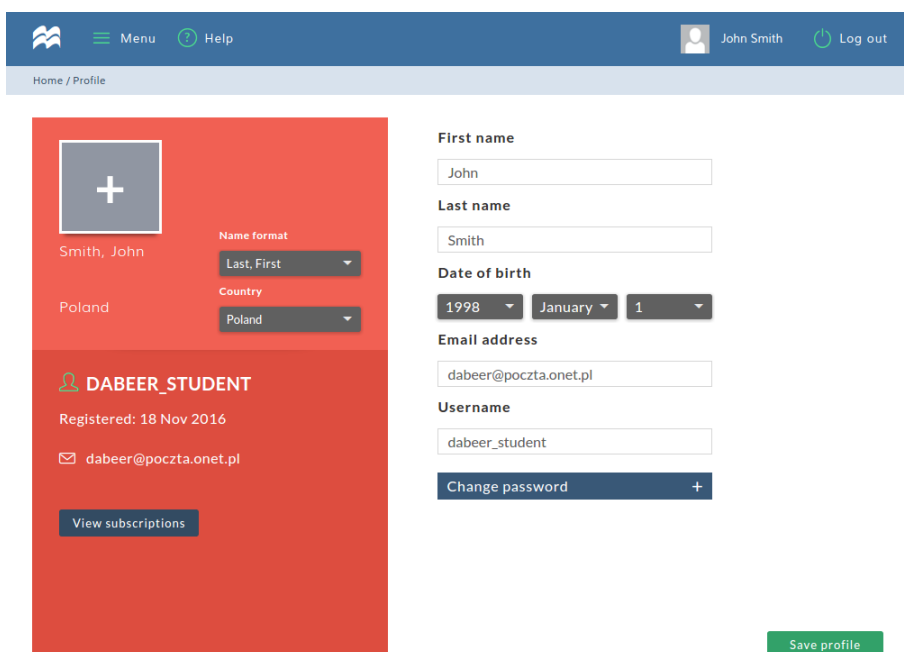
Using the Online Workbook – sending messages

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.

