



Macmillan English Campus Administrator's Guide

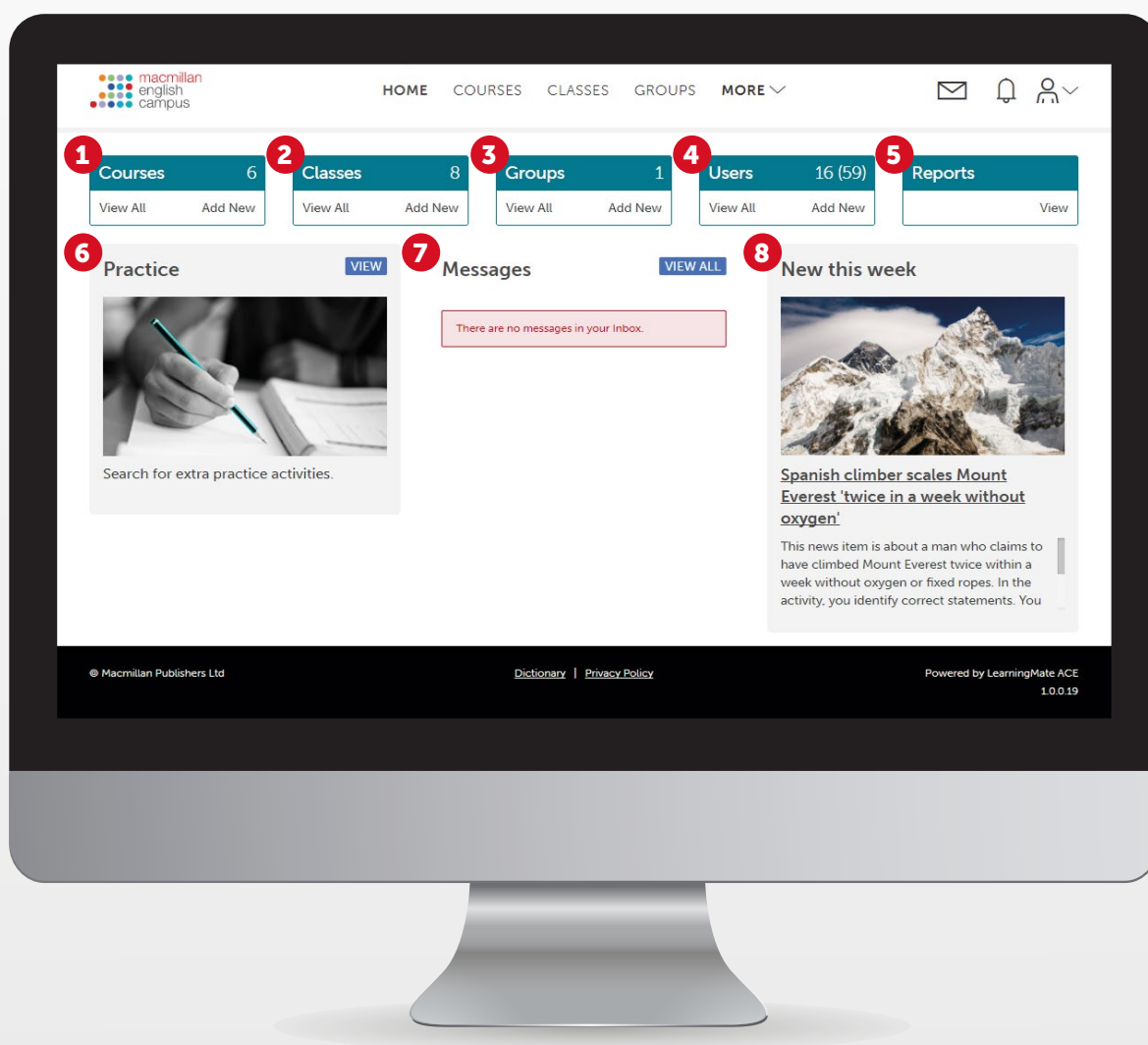


Contents

Admin homepage	1
Accessing reports	4
Adding groups	6
Adding users	8
Creating a class	9
Assigning courses to a class	10
Assigning students to a class	12
Assigning teachers to a class	14
Creating a course	16
Removing users	19
Filling in a CSV file to upload multiple users or classes	20
Administrator checklist	22

Admin guide: Admin homepage

This is the homepage you see when you log into Macmillan English Campus as an administrator:

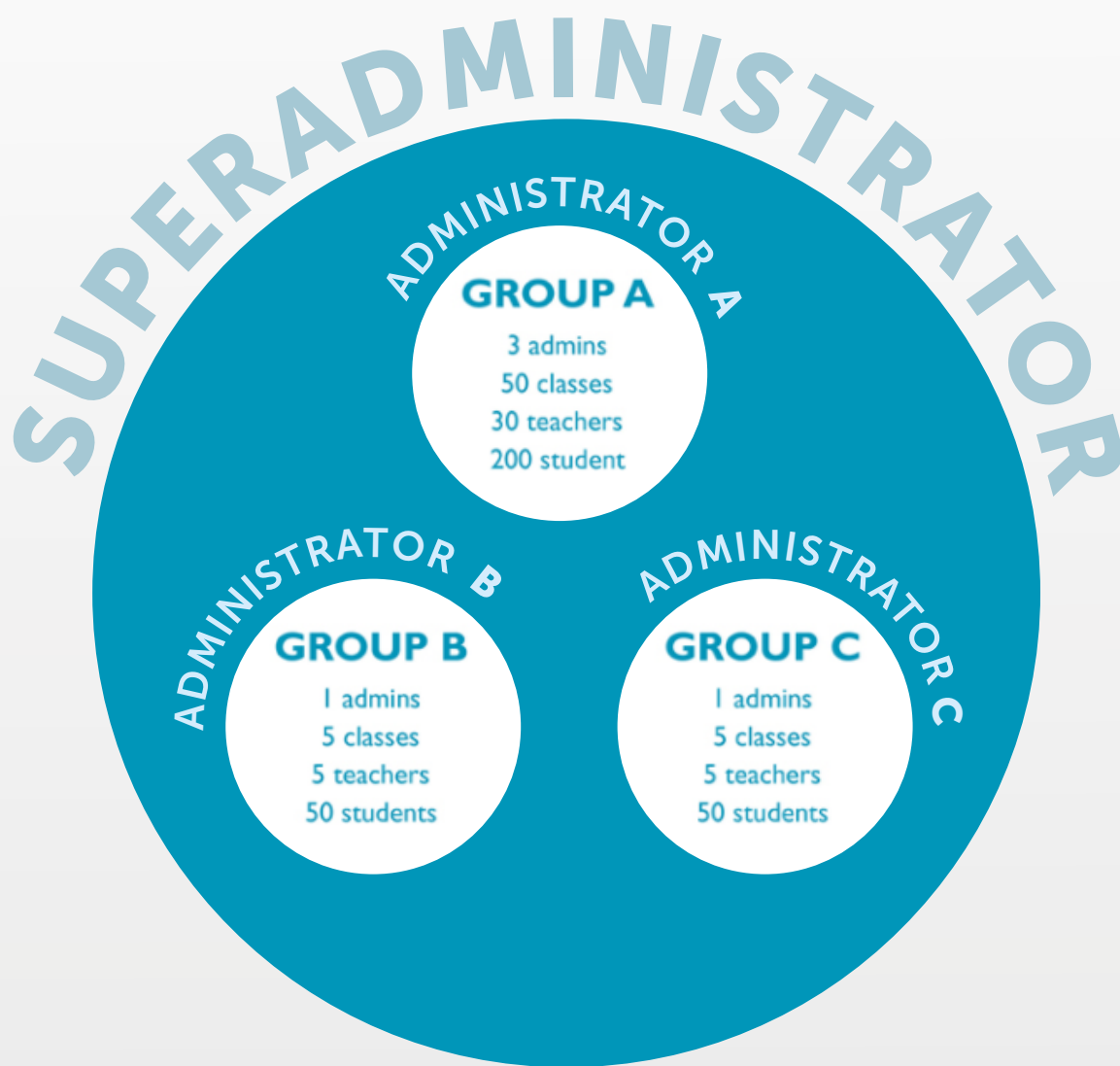


The Admin homepage has a number of options:

- 1 Courses:** Courses are series of activities that have been combined for your students to work through. A course is assigned to a class and then the students and teachers in that class have access to the course. Up to four different courses can be assigned to any one class. Courses can be created, adapted or are pre-built.
- 2 Classes:** Classes are arranged so that teachers can view students and their progress and administrators can assign the right material to the right students.

- 3 Groups:** English Campus can be divided into sets of users called groups. A group could include all users for one particular branch of your organization. This is useful for large organizations with branches in different cities. If you are using English Campus in a large school, college or university it may be convenient to divide users into groups. In this case, each group might represent a department or faculty in your institution.

Below is an image that may help visualize how groups work:




The Superadministrator overlooks and manages the whole site. Create administrators and groups if you have lots of users and you need more than one person to manage the site.

- 4 Users:** There are four types of users on Macmillan English Campus: Superadministrator, Administrator, Teacher and Student
- 5 Reports:** Reports allow you to generate, export and run reports on various types of user information (for more information see Admin guide - accessing reports)

- 6 **Practice:** The practice area contains over 3500 activities of different types and activities can be filtered by the following categories:

Filter by



[SEE ALL](#)

Activity Types

<

Level

<

Topic

<

Grouping

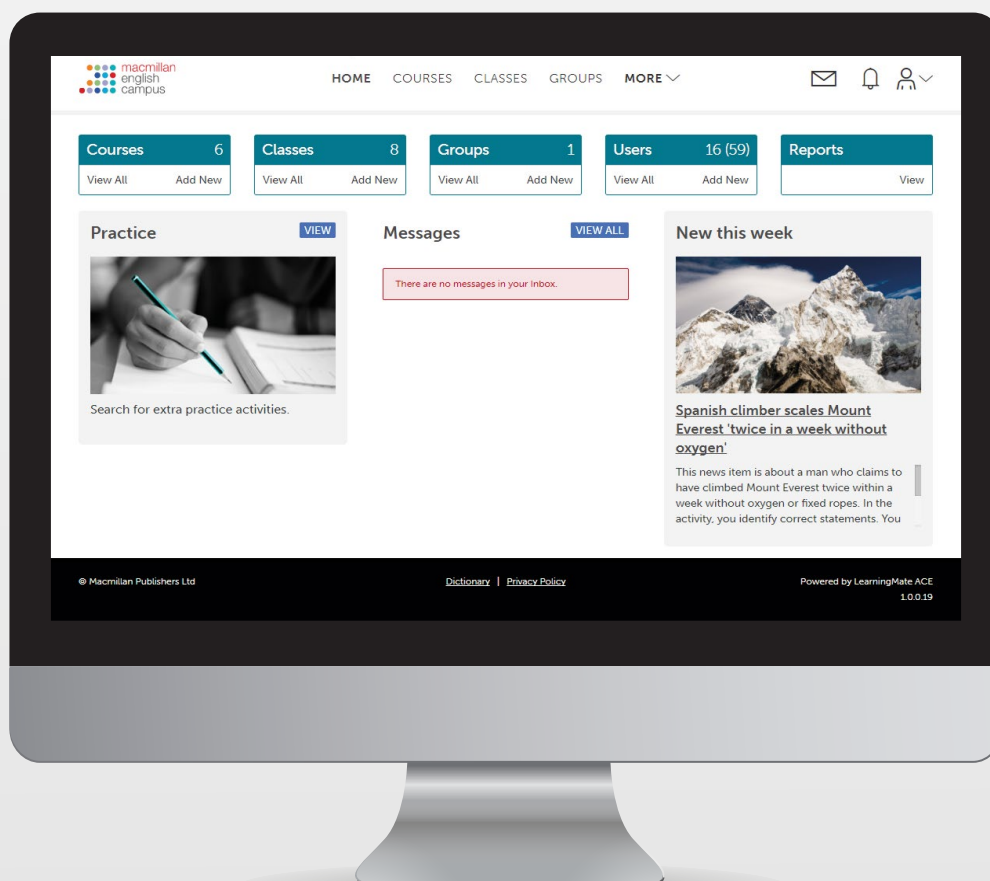
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Exam Types

<

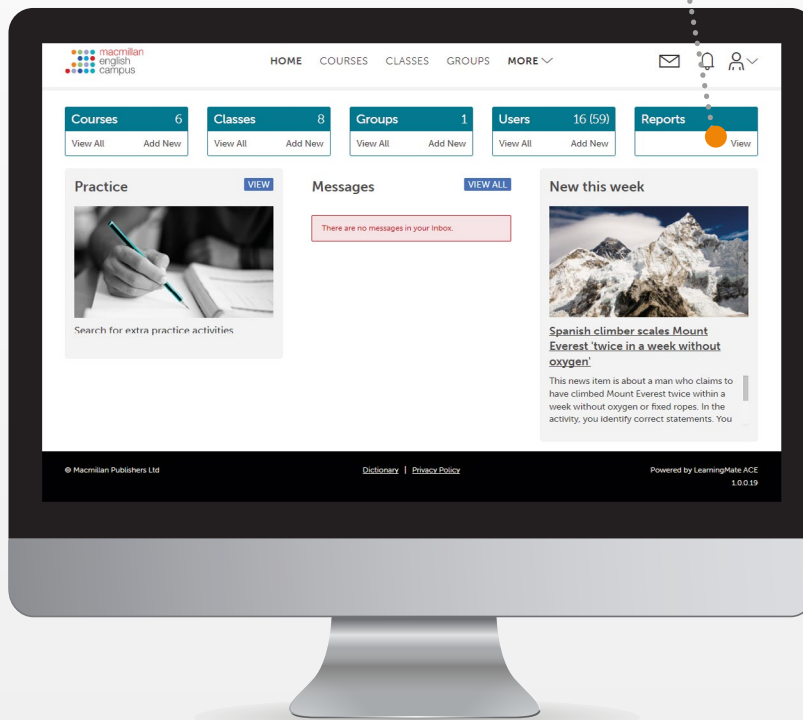
- 7 **Messages:** Teachers can send and receive messages with their students, including sending bookmarked activities.

- 8 **New this week:** This area contains the most recently uploaded content on the site. News items are available at three different levels.

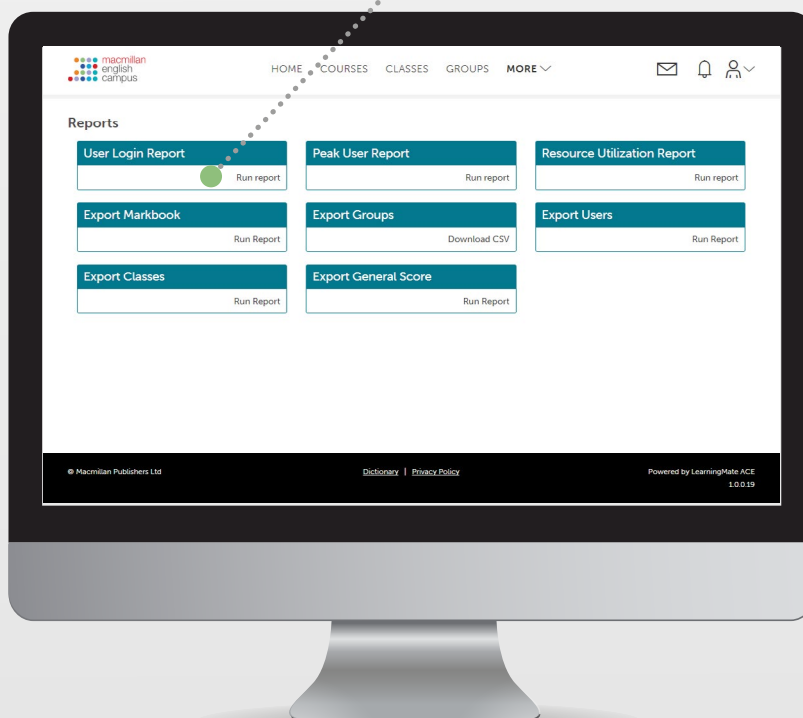


Admin guide: Accessing reports

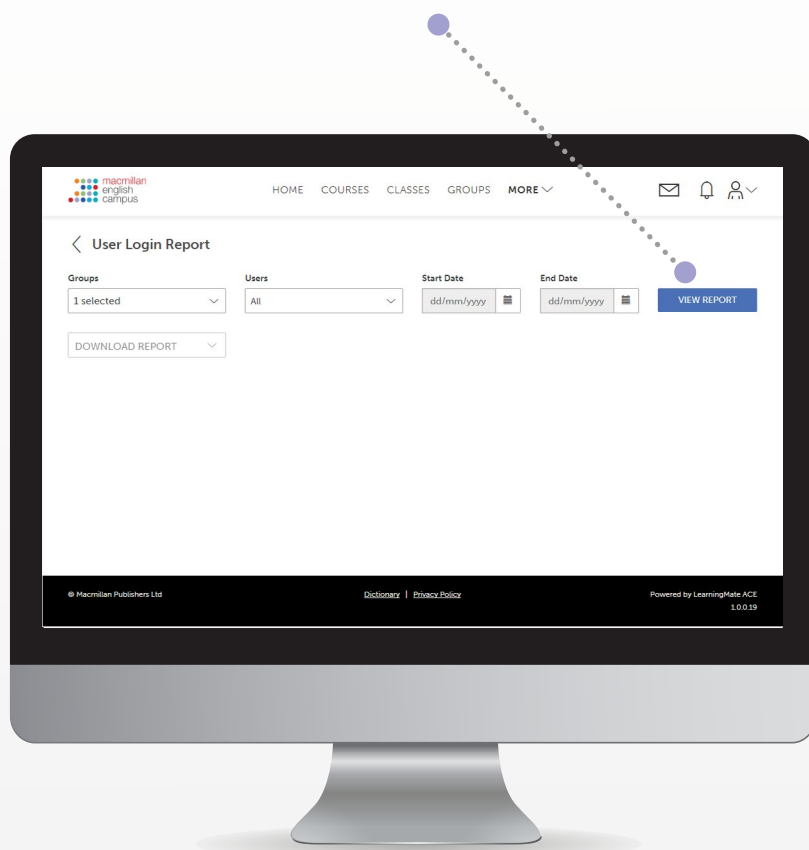
1. On the admin homepage, click on View in the Reports box.



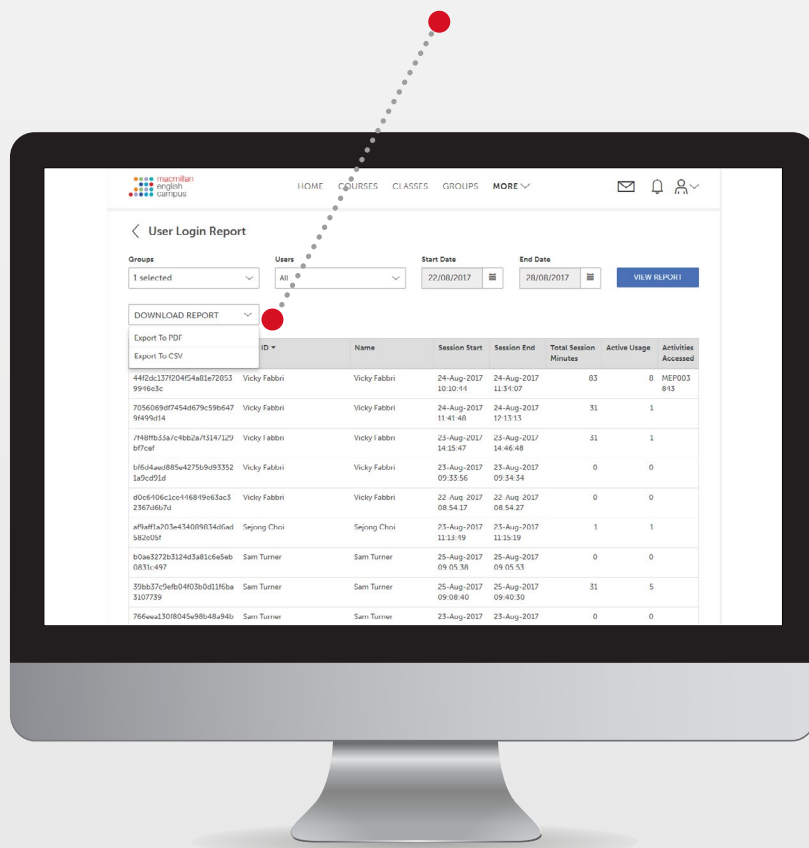
2. Choose a report and click on Run report.



3. Choose a group and a user. Add a start date and an end date for the report then click on View Report.

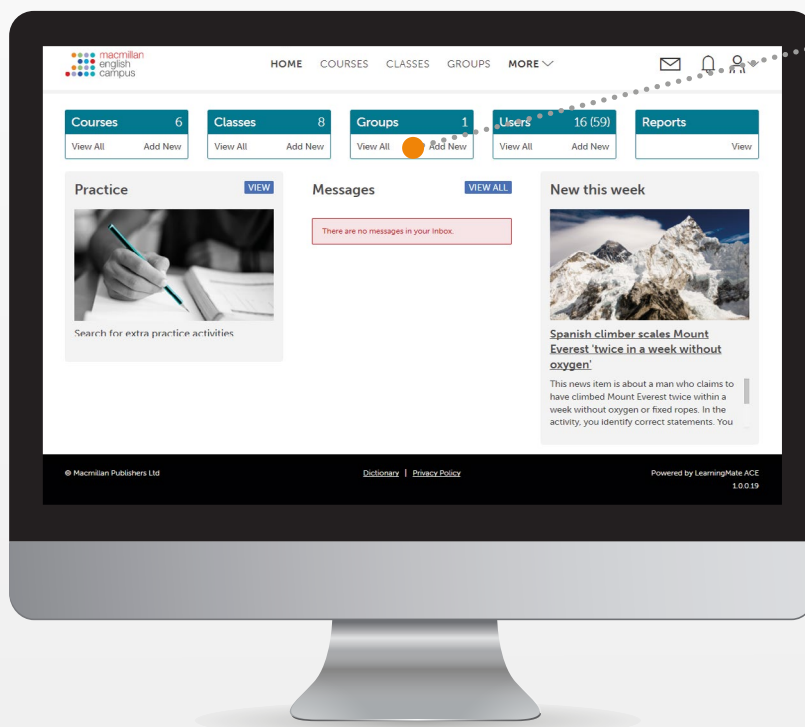


4. Click on Download Report and choose whether to export it as a PDF or CSV file.

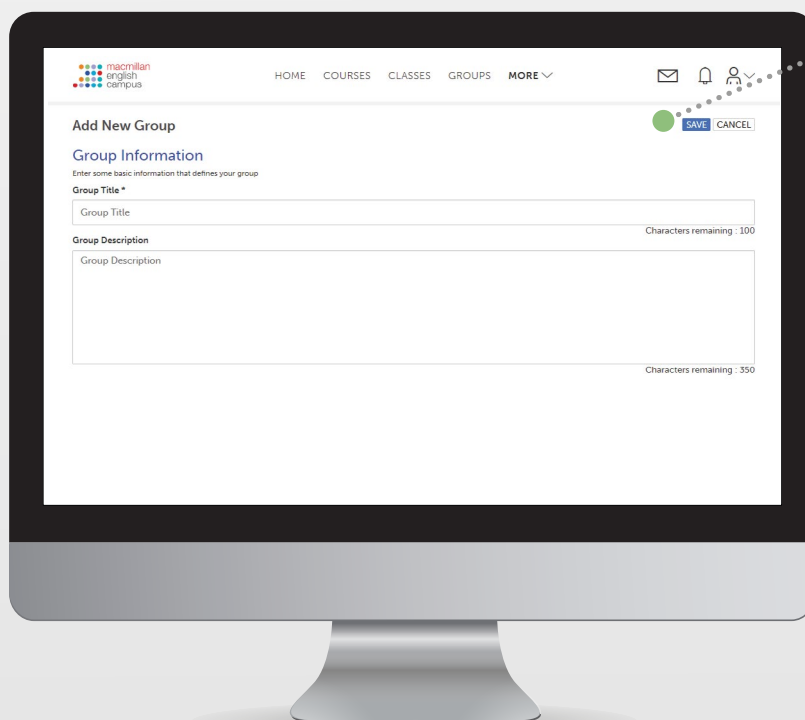


Admin Guide: Adding, editing and archiving groups

Adding a new group

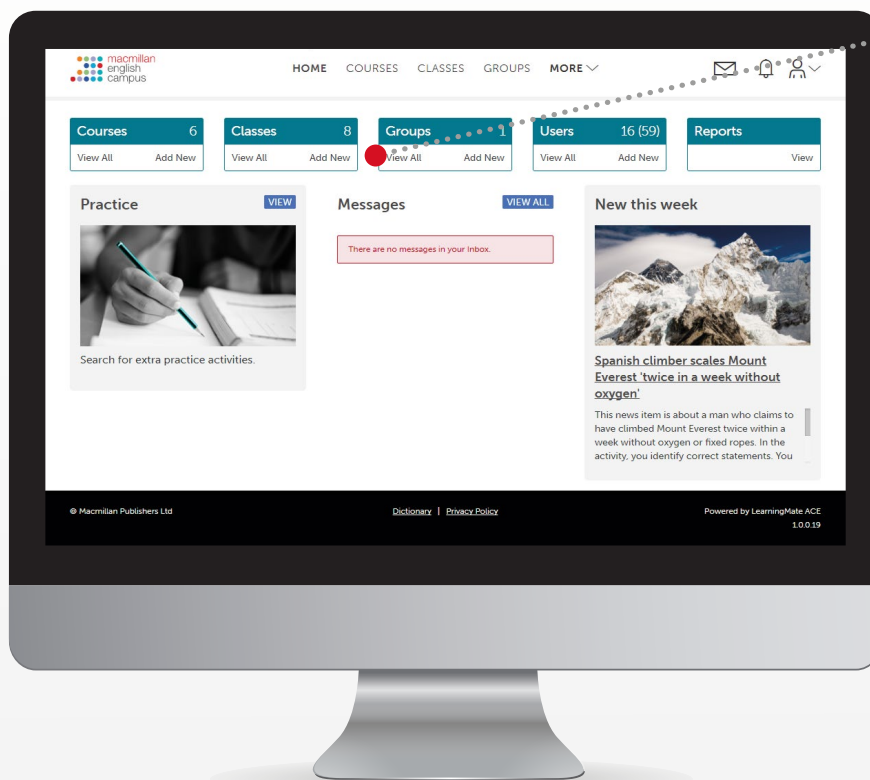


On the admin homepage, click on Add New in the Groups box.

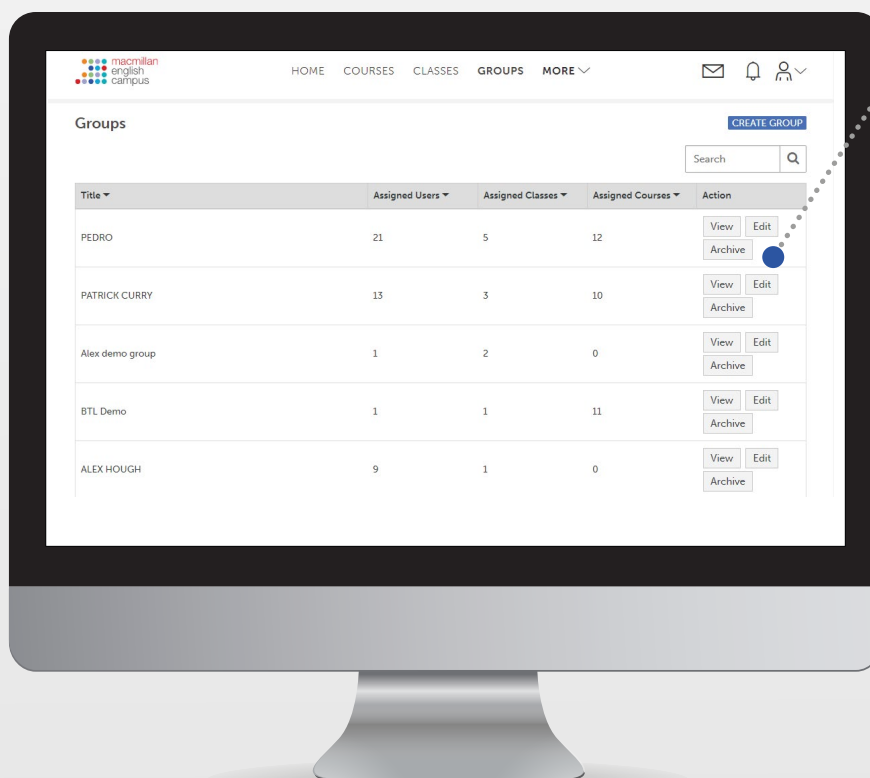


Give the group a title and a description then click Save in the top right corner.

Editing and archiving a group

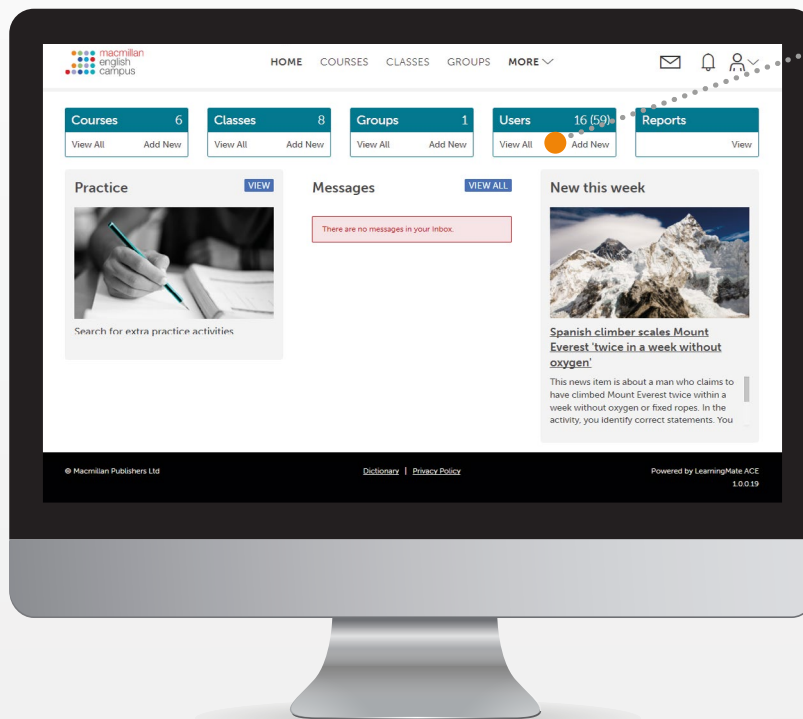


On the homepage, click on View All in the Groups box.

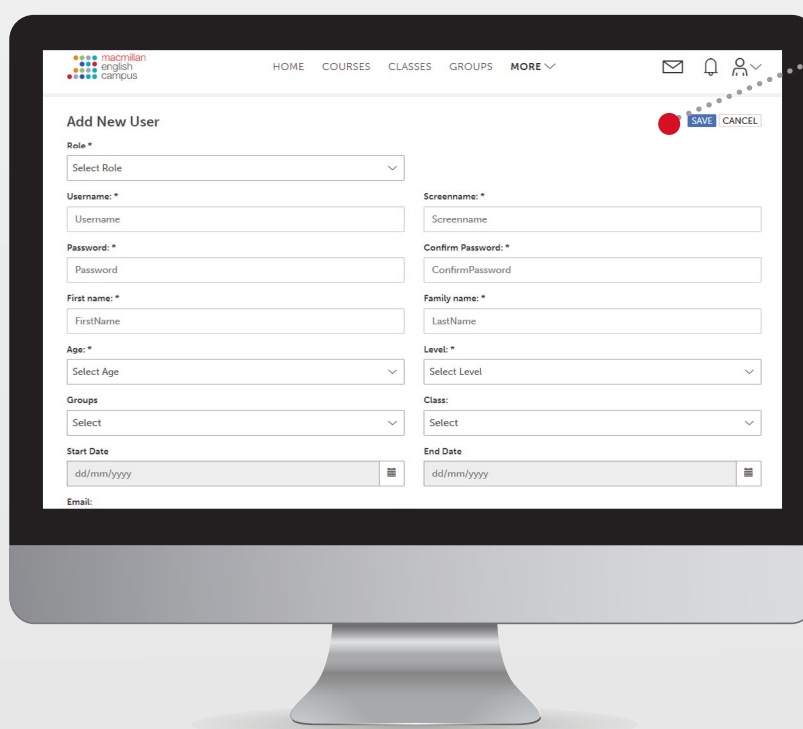


You can edit or archive the group by clicking on the Edit and Archive buttons on the right of each group.

Admin Guide: Adding users



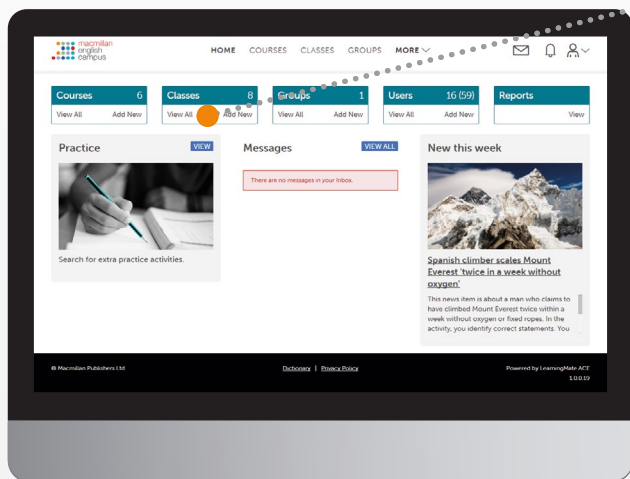
On the homepage, click on Add New in the Users box.



Fill in the various fields and click Save.

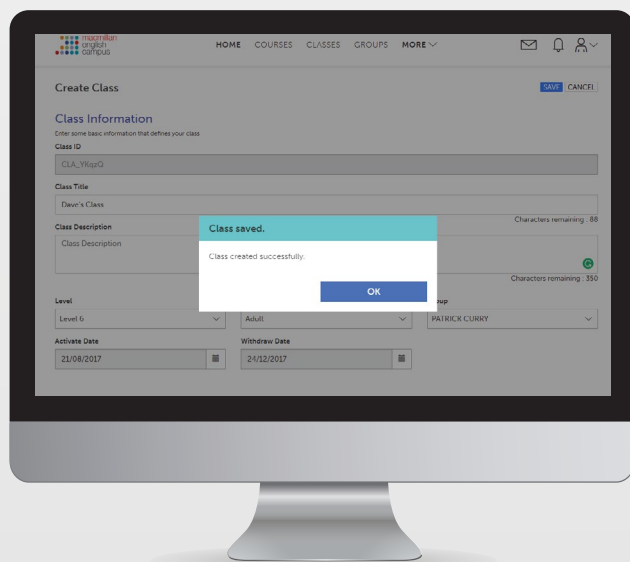
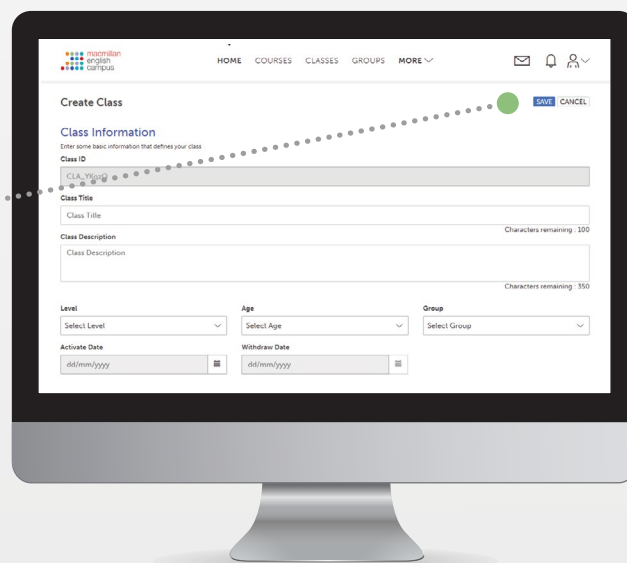
The user will be automatically emailed their log-in details if the email field is filled in.

Admin Guide: Creating a class

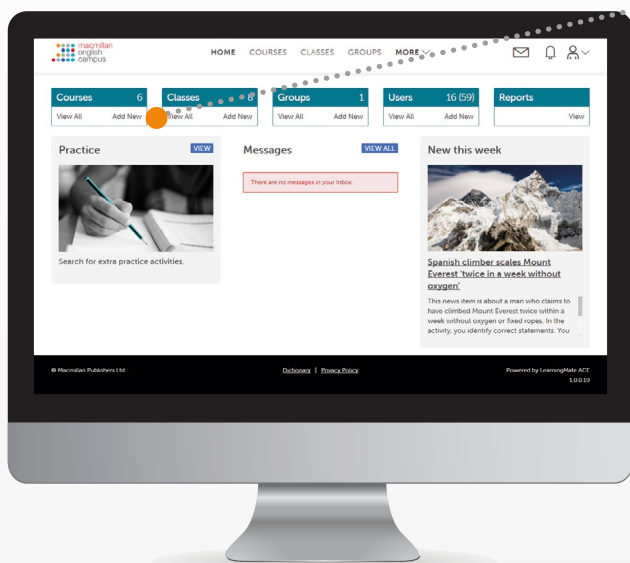


On the homepage, click on Add New in the Classes box.

Complete the various fields as appropriate and click Save.

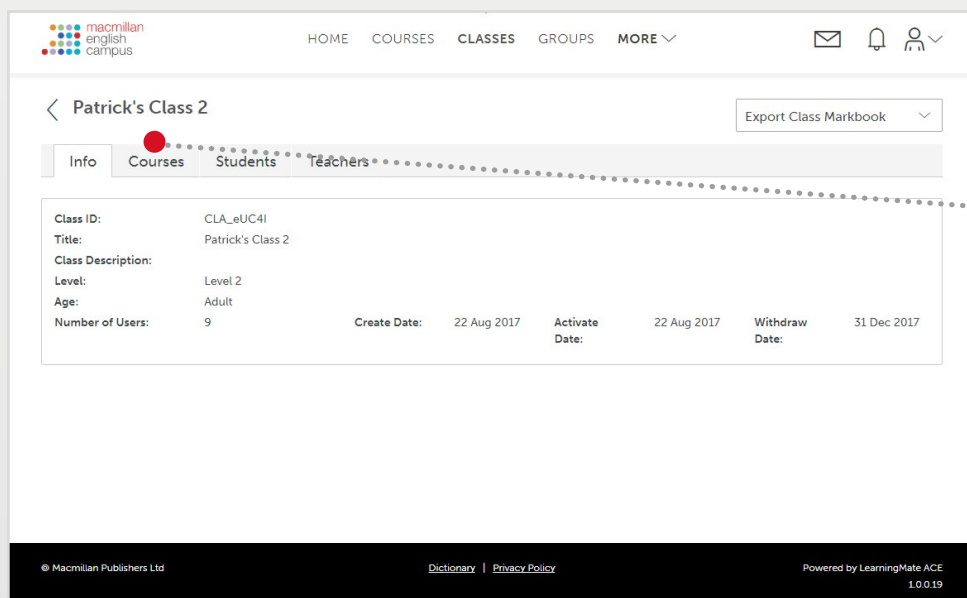
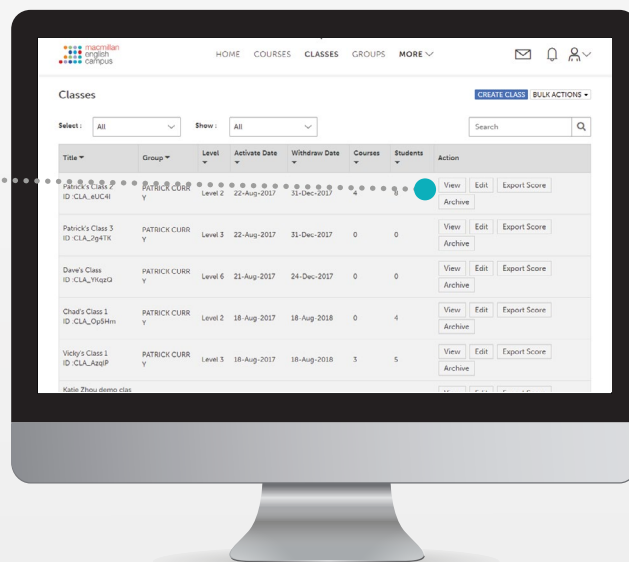


Assigning courses to a class



On the homepage, click on View all in the Classes box.

Click View button in the Action column on the right.



Click on the Courses tab.

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HOME COURSES CLASSES GROUPS MORE

Patrick's Class 3

Export Class Markbook

Info Courses Students Teachers

Assign New Course(s)

No records found.

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Click Assign New Course.

Check the course you wish to assign and click Confirm.

Add Courses

You are trying to add Courses in the class "Patrick's Class 3".

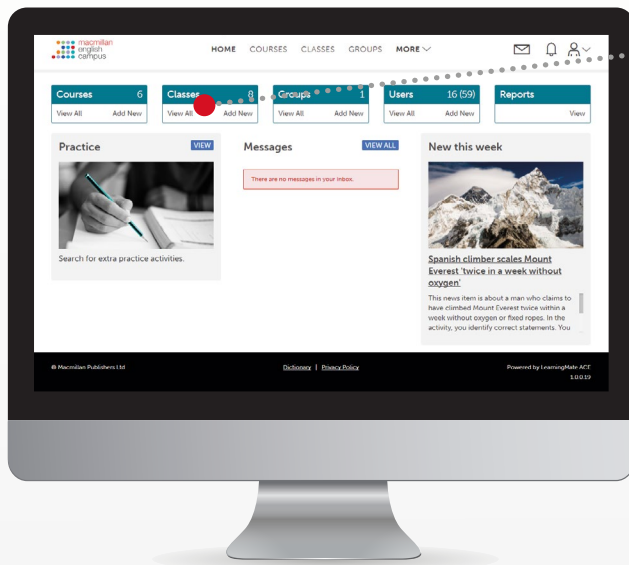
Search

Filter: All

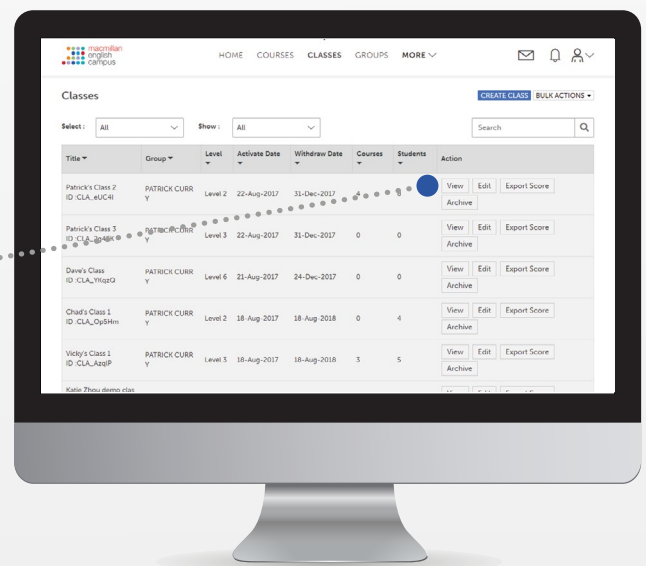
Select All	Title	Description	Age	Level	Publish Date	Withdraw Date
<input type="checkbox"/>	Patrick's Elementary class ID :91ccffid-544a-9d18-8590-7955b847ec7f	This course is for elementary students.	Teen	Level 1	21/08/2017	31/12/2017
<input type="checkbox"/>	BTL Test course ID :4ce71553-3996-4fc3-cdc9-4e6f61cb690f	Upper Intermediate General Business Course	Adult	Level 5	27/07/2017	
<input type="checkbox"/>	Exam Preparation ID :3b5b7cce-866d-43e-0e0e-af2c3ea46aeb	Exams	Adult	Level 3	25/07/2017	06/01/2018
<input type="checkbox"/>	Demo Course ID :195c5ddf-c82e-7e27-5f16-478a01154f21	Demo Course	Adult	Level 3	21/07/2017	02/12/2017
<input type="checkbox"/>	Open Mind Beginner ID :PUBCMCB00207001	This course accompanies 'Open Mind Beginner'. It corresponds to CEFR level Pre-A1. There are six units that mirror the units in the coursebook. Resources are grouped into five categories: 'Language Focus', 'Grammar Focus', 'Vocabulary', 'Listening', 'Pronunciation' and 'Can Do' statements.	Adult	Level 1	07/07/2016	
<input type="checkbox"/>	Open Mind Advanced ID :PUBCMCB00206001	This course accompanies 'Open Mind Advanced'. It corresponds to CEFR level C1. There are twelve units that mirror the units in the coursebook. Resources are grouped into five categories: 'Language Focus', 'Grammar Focus', 'Vocabulary', 'Pronunciation', and 'Listening'.	Adult	Level 6	07/07/2016	
<input type="checkbox"/>	Open Mind Upper Intermediate ID :PUBCMCB00205001	This course accompanies 'Open Mind Upper Intermediate'. It corresponds to CEFR level B2. There are twelve units that mirror the units in the coursebook. Resources are grouped into five categories: 'Language Focus', 'Grammar Focus', 'Vocabulary', 'Listening' and 'Pronunciation'.	Adult	Level 5	07/07/2016	

Cancel Confirm

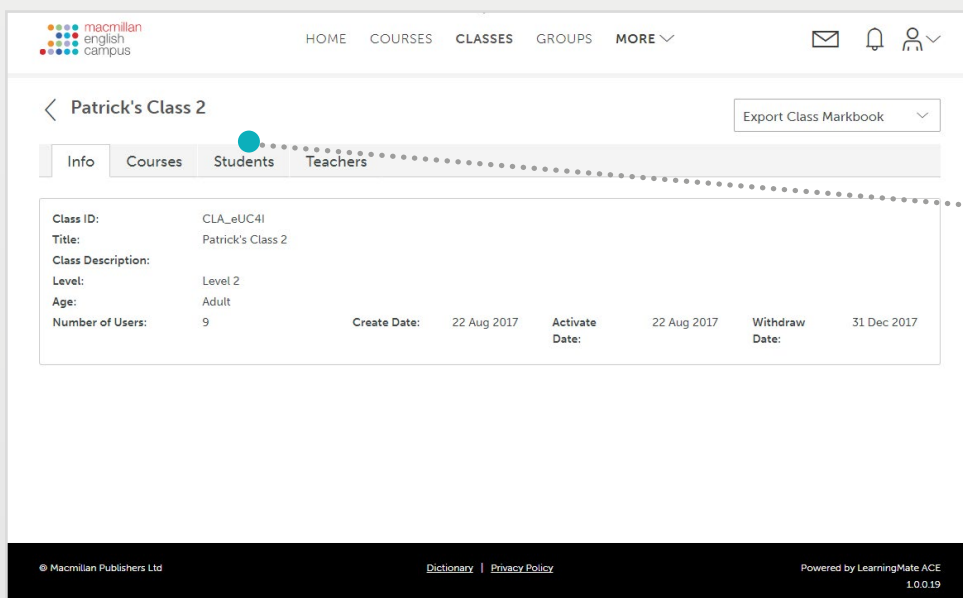
Assigning students to a class



On the homepage, click on View all in the Classes box.



Click View button in the Action column on the right.



Click on the Students tab.

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HOME COURSES CLASSES GROUPS MORE

Patrick's Class 3

Export Class Markbook

Info Courses Students Teachers

search students

Assign New Student(s)

No records found

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Click Assign New Students.

Check the students you wish to assign and click Confirm.

Add Student(s)

You are trying to add student(s) in the class "Patrick's Class 3."

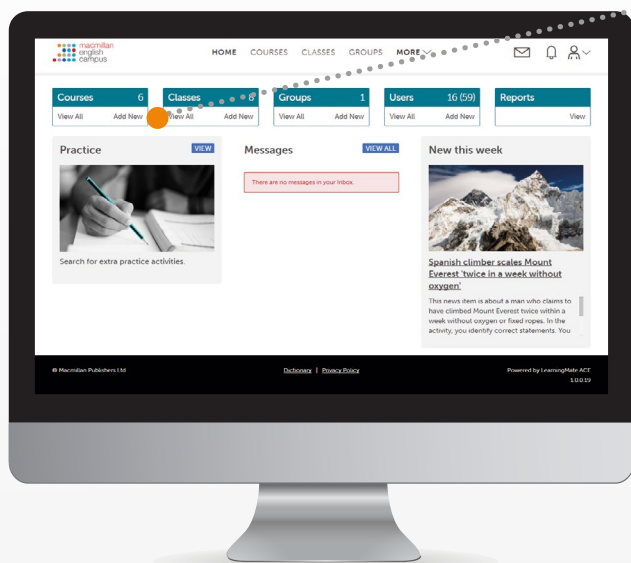
Search

Select: All Show: All

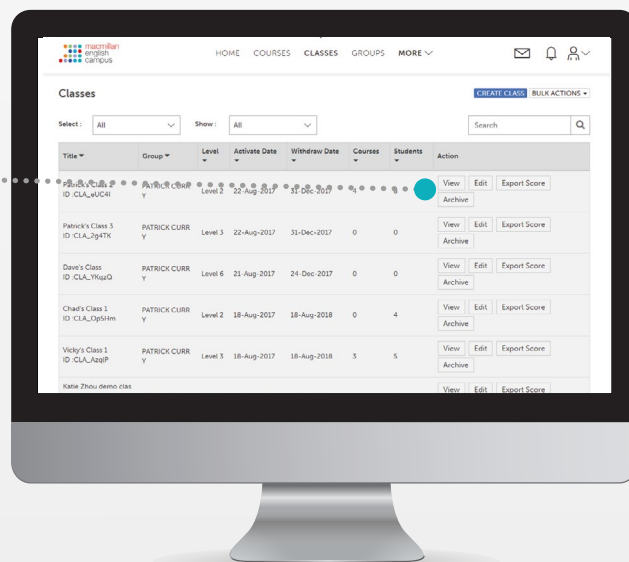
<input type="checkbox"/> Select All	User Name	Name	Screen Name	Group	Level	Age	Classes
<input checked="" type="checkbox"/>	Ahough_student	Alex Hough	Ahough_student	1	Level 3	Adult	1
<input type="checkbox"/>	Carlos Sa	Carlos Sa	Carlos Sa	1	Level 4	Adult	4
<input type="checkbox"/>	Chiara Cecchini	Chiara Cecchini	Chiara Cecchini	1	Level 5	Adult	2
<input type="checkbox"/>	clispector	Clarice Lispector	Clarice L.	1	Level 3	Adult	1
<input type="checkbox"/>	Daniel Steiner	Daniel Steiner	Daniel Steiner	1	Level 4	Adult	4
<input type="checkbox"/>	Erik Lamela	Erik Lamela	Erik Lamela	1	Level 2	Teen	3
<input type="checkbox"/>	GretaK_student	Greta Korpadiova	GretaK_student	1	Level 1	Teen	1
<input type="checkbox"/>	ihstudent	IH Teacher Hamburg	IH Student	1	Level 3	Adult	1
<input type="checkbox"/>	Inna Steimakh	Inna Steimakh	Inna Steimakh	1	Level 4	Adult	2
<input type="checkbox"/>	intostudent	INTO INTO	INTO	1	Level 4	Adult	1
<input type="checkbox"/>	Iwona_student	Iwona Krzeminska	Iwona_student	1	Level 1	Teen	1
<input type="checkbox"/>	jborges	Jorge Borges	J Borges	1	Level 3	Adult	1

Cancel Confirm

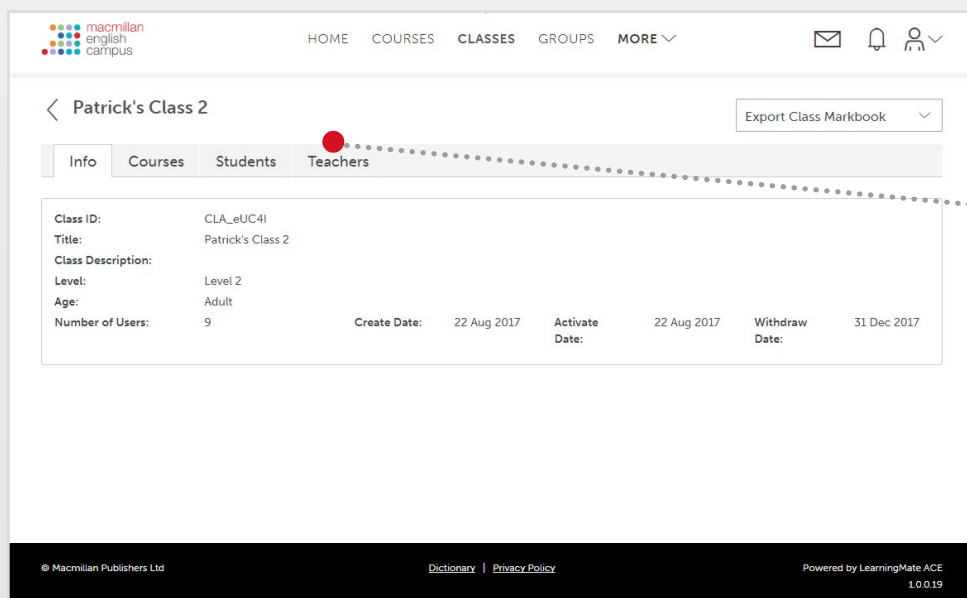
Assigning teachers to a class



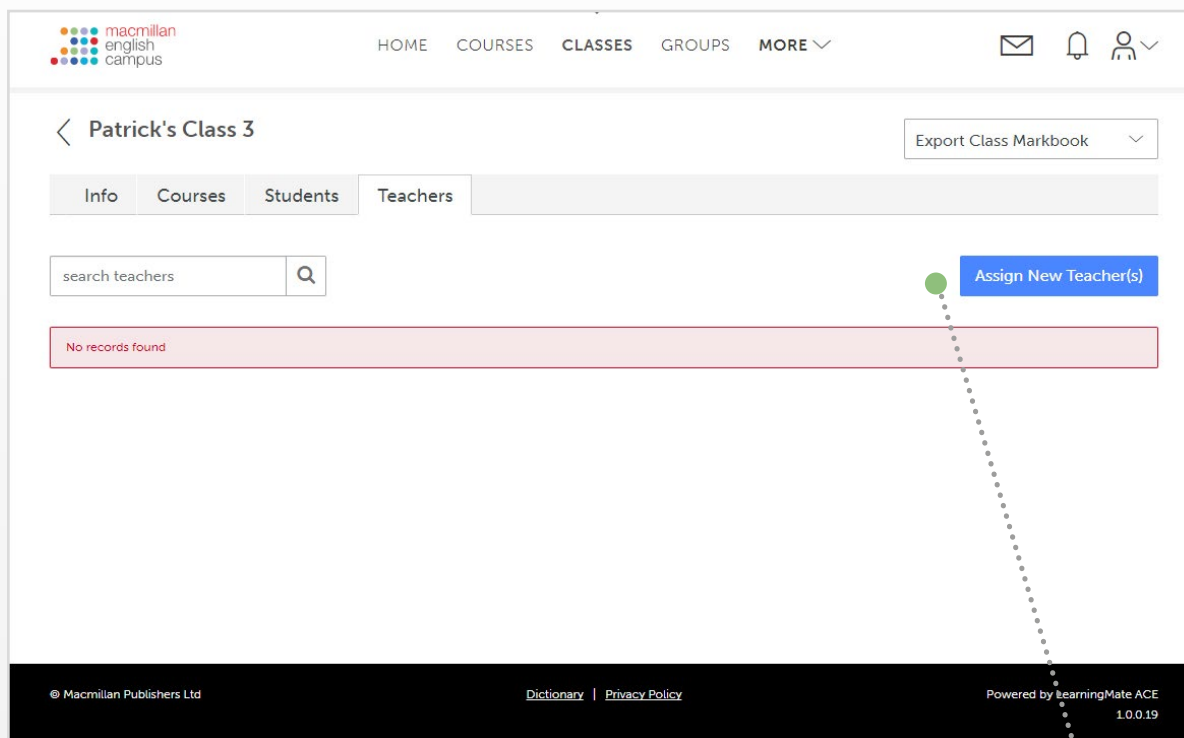
On the homepage, click on View all in the Classes box.



Click View button in the Action column on the right.

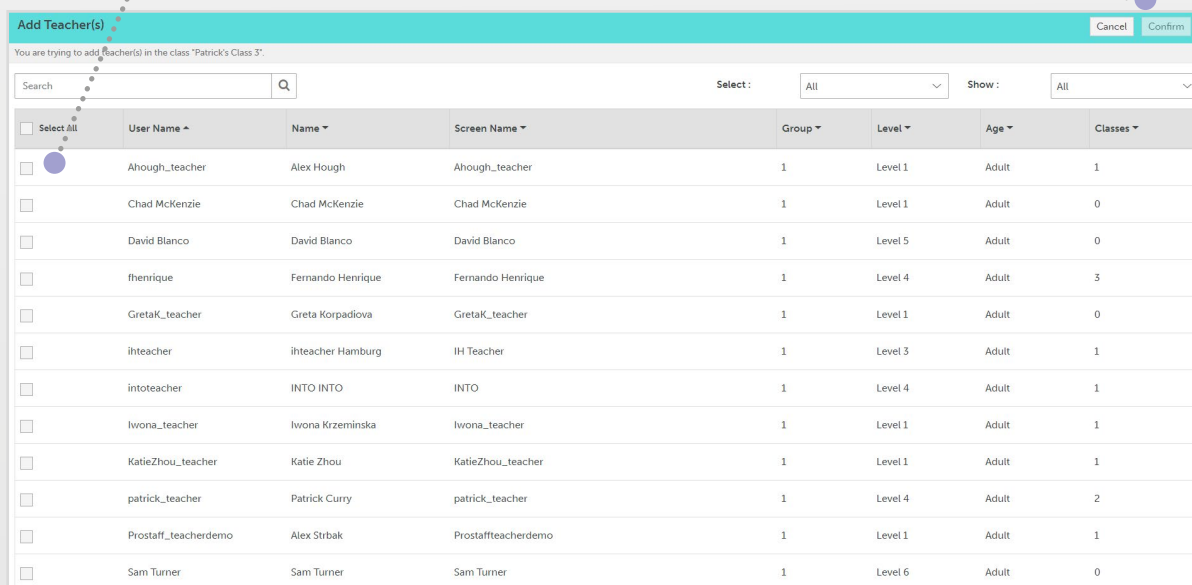


Click on the Teachers tab.



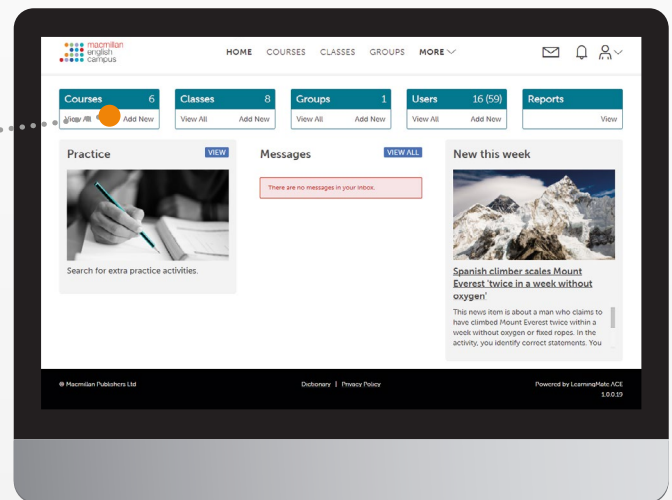
Click Assign New Teacher.

Check the students you wish you to assign and click Confirm.

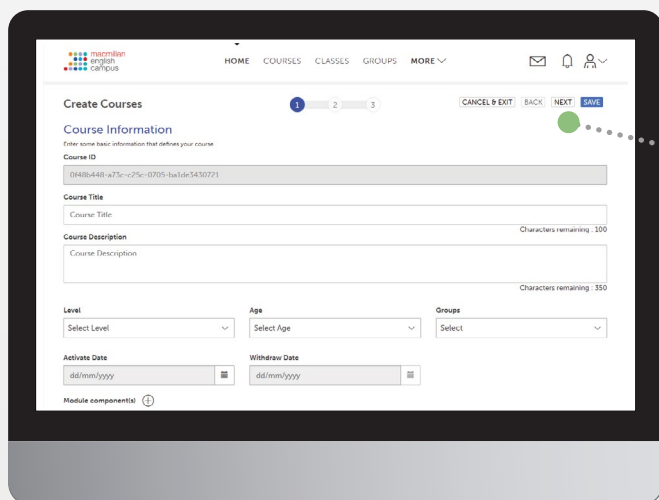


Admin Guide: Creating a course

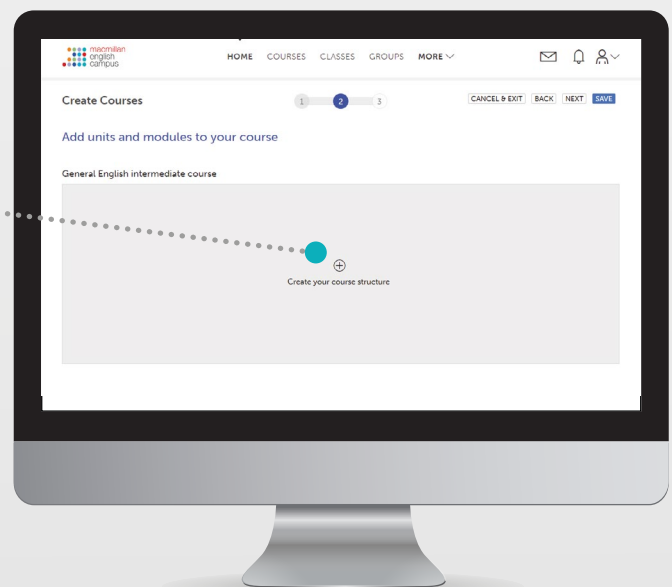
On the homepage, click Add New in the Course section.



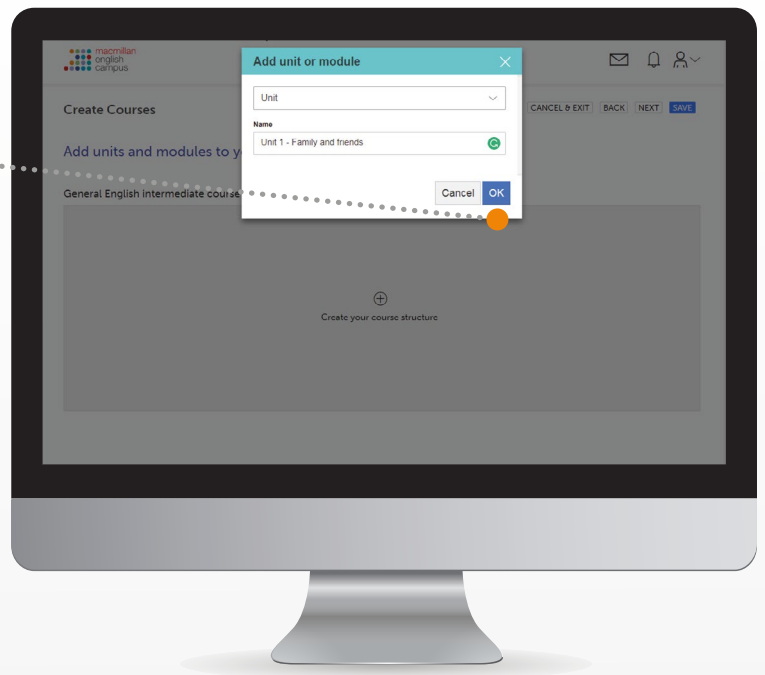
Fill in the various fields and click Next.



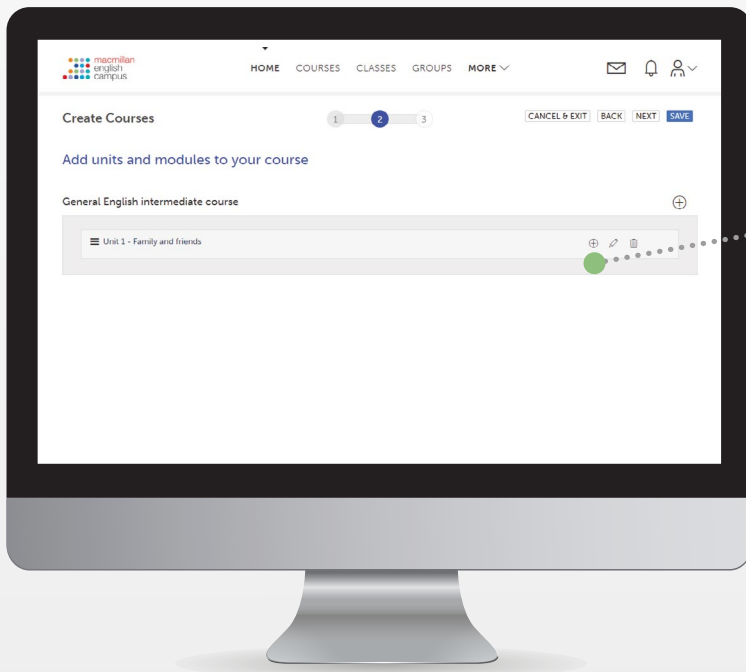
Click on the plus sign to begin building your course.



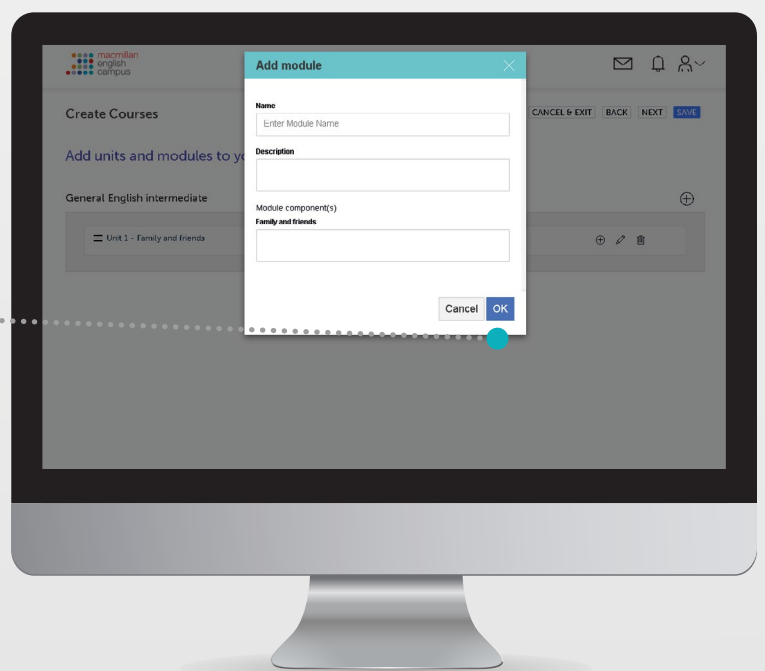
Give a name to your unit and click OK.

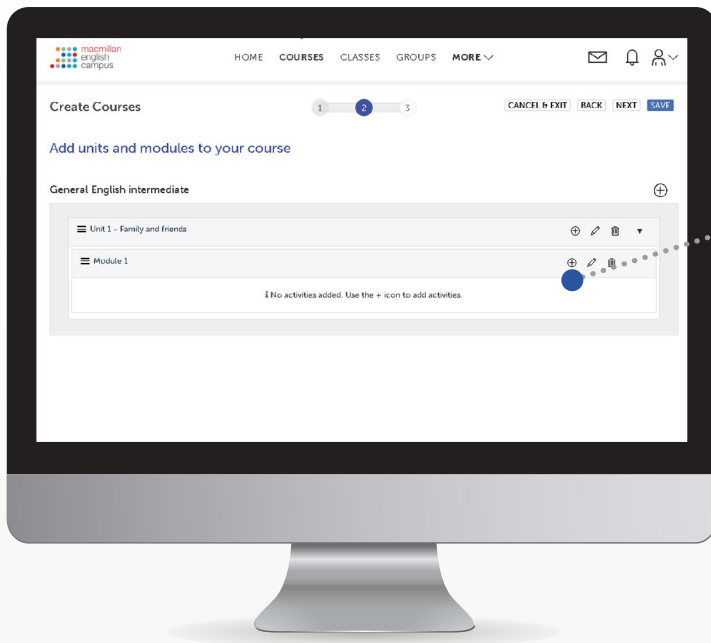


Add modules to your unit by clicking the plus sign.



Give the module a name and a description and click OK.



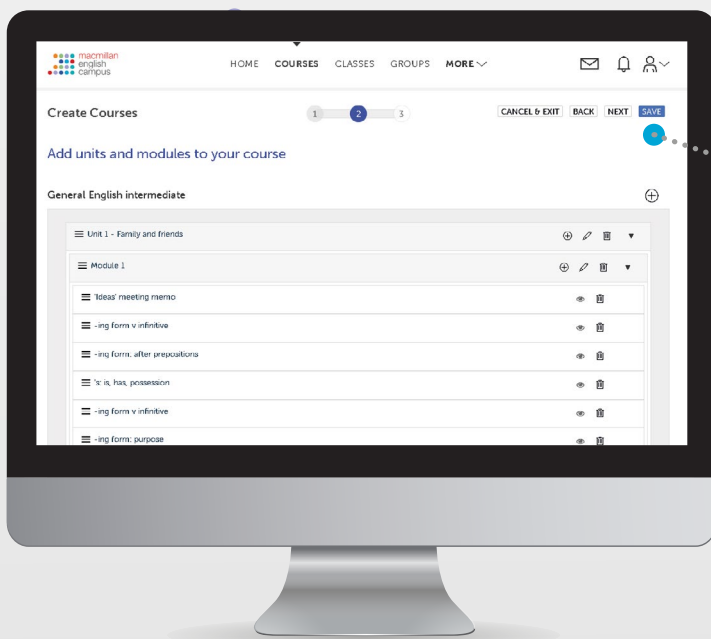
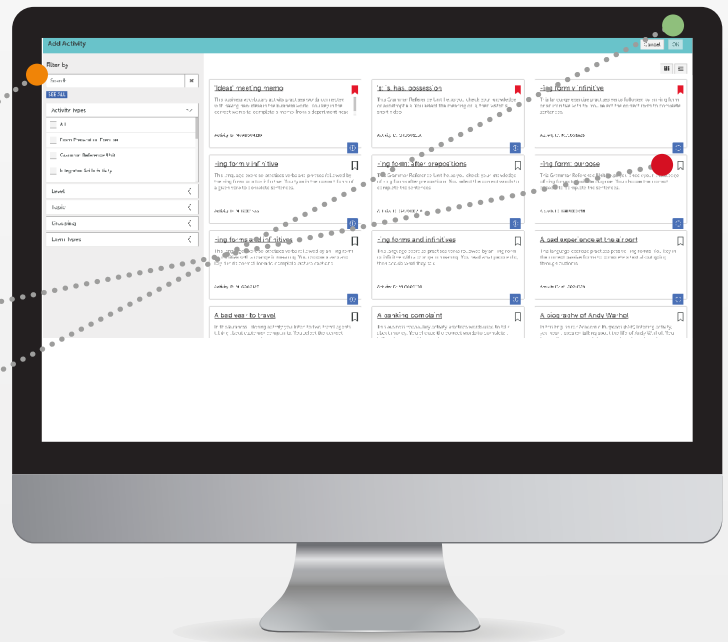


Add activities to your module by clicking the plus sign.

Filter activity types using the menu on the left.

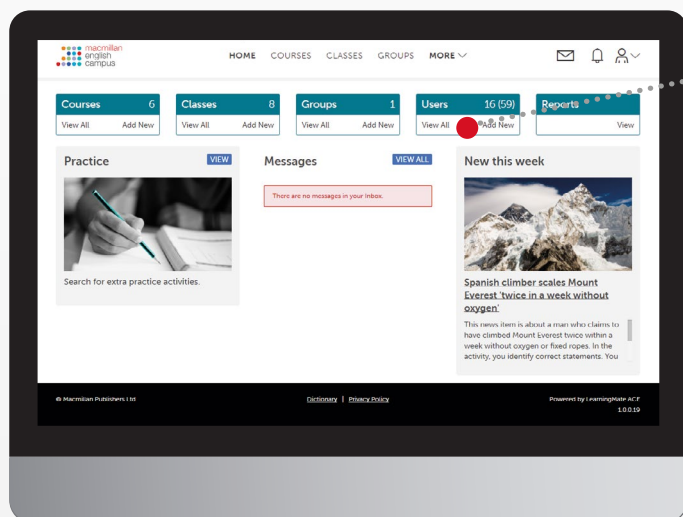
Chose an activity by clicking the blue plus sign in the bottom right corner.

When you have finished, click OK.



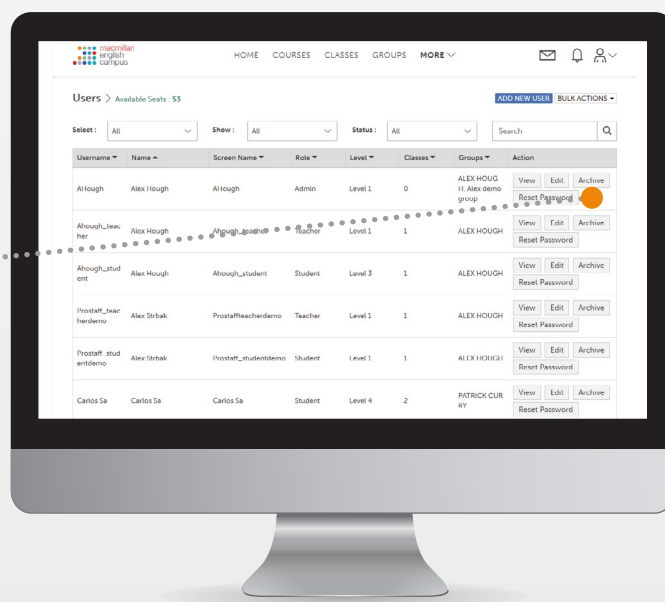
New activities appear in your course. When you have completed all units and modules, click Save.

Admin Guide: Removing users from a class

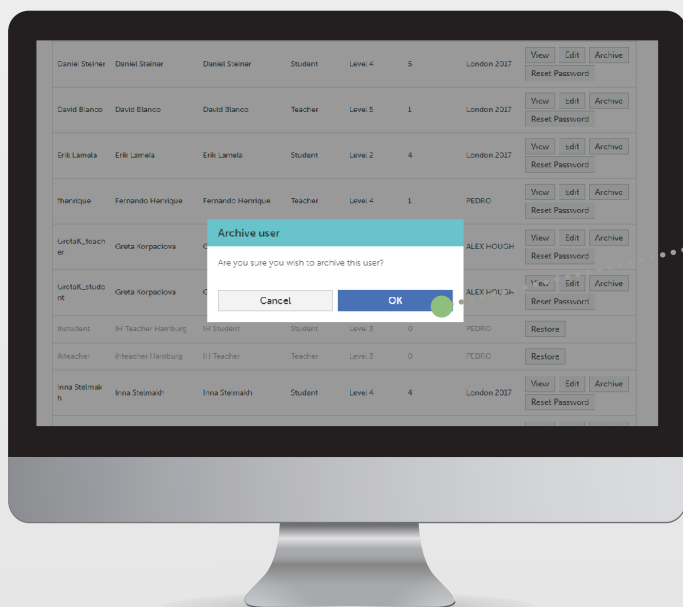


On the homepage, click on View All in the Users box.

Click on Archive in the Actions column on the right of the page.



Click OK if you are sure you want to archive users. Archived users can be restored by clicking the Restore button that appears in the Actions column when they have been removed.



Filling in a CSV file to upload multiple users or classes

There are blank class and user CSV file templates available on **Macmillan English Campus** to enable the bulk upload of either classes or users. These can be accessed by following these steps:

- on the administrator homepage click View All in either the Class or the User section.
- click on the Bulk Actions drop down menu in the top right corner of the next page.
- select Create from the list of options
- click Download CSV template.
- fill in the fields according to the guides below.

Users-file (CSV)

Each column represents a field in the user profile record. All the column headings must be there. However, not all the columns need to have a value in them. The following list summarises what must be included in the CSV file.

CSV column name	Mandatory / Optional	Values
Username	Mandatory	Users will log in with this username. <i>Not case sensitive, must be unique.</i>
Password	Mandatory	Password for access. <i>Case sensitive. Minimum of 6 characters (&, <, > not allowed).</i>
Screename	Optional	Will be displayed in user lists in the English Campus and at top of screen.
Firstname	Mandatory	Will be displayed in user lists in the English Campus.
Familyname	Mandatory	Will be displayed in user lists in the English Campus.
Email	Optional	Will be displayed in user lists in the English Campus and means users will receive email notifications about messages sent to them.
Age	Mandatory	TEE, AUT (<i>must be written in upper case</i>).
Level	Mandatory	1, 2, 3, 4, 5, 6
Role	Mandatory	STUD, TEACH, ADMIN (<i>must be written in upper case</i>).
Groups	Optional	Group names for groups that already exist in the English Campus. If the user is to be assigned to more than one group, separate the group IDs with a double-colon (LONDON::PARIS). Students can only be assigned to one group. (<i>Must be written in upper case</i>).
Classes	Optional	Class IDs for classes that already exist in the English Campus. If the user is to be assigned to more than one class, separate the class IDs with a double-colon (CLA_0001::CLA_0002).
Start date	Optional	Date when user is activated. Users will not be able to log in before this date. The date field must be represented in the yyyyymmdd format e.g. 01-Aug-11 is entered as 20110801 in the CSV file.
End date	Optional	Date when the user is automatically deleted from your English Campus site. The date field must be represented in the yyyyymmdd format e.g. 01-Aug-11 is entered as 20110801 in the CSV.

Classes-file (CSV)

The class CSV file must contain the following columns:

CSV column name	Mandatory / Optional	Values
Class ID	Mandatory	Must be a unique value.
Class name	Mandatory	The class name is displayed in class lists.
Description	Optional	The description is only displayed in the English Campus class lists.
Age	Mandatory	TEE, AUT (must be written in upper case).
Level	Mandatory	1, 2, 3, 4, 5, 6
Group	Optional	Group names for groups that already exist in the English Campus. If the user is to be assigned to more than one group, separate the class IDs with a double- colon (LONDON::PARIS) Students can only be assigned to one group (must be written in upper case).
Start date	Optional	Date when class becomes visible to students and teachers in the English Campus. The date field must be represented in the yyymmdd format e.g. 01-Aug-11 is entered as 20110801 in the CSV.
End date	Optional	Date when an active class is removed from students and teachers in the English Campus. The date field must be represented in the yyymmdd format e.g. 01-Aug-11 is entered as 20110801 in the CSV.
Courses	Optional	Course IDs for courses that already exist in the English Campus. If more than one course is to be assigned to the class, separate the course IDs with a double-colon (PUBCOU00006001:: PUBCOU00011001).

Note

In some European countries, CSV files have been known to use the semicolon rather than the comma as a delimiter. Macmillan English Campus will only accept regular CSV files containing commas. Therefore, if your version contains semicolons, please follow these steps carefully:

- Right-click on the CSV file and 'Open with' a text editor such as Notepad or WordPad.
- Go to the Edit menu and select 'Replace'. Replace semicolons (;) with commas (,) throughout the file.
- Save the text file and close it. The CSV file should now contain only commas.
- Upload the corrected CSV file.

Administrator checklist

Here is an online checklist that may be useful for you when setting up your site or adding a new user.

Note: It is not obligatory to complete each step in the order below.

1. Create groups. This is optional for some institutions and mandatory for others.
2. Create users.
3. Assign users to the correct groups.
4. Give users a start and end date.
5. Create classes.
6. Assign courses to classes.
7. Assign classes to the correct groups.
8. Assign users to the correct classes.
9. Show students and teachers how to use the English Campus.
10. Point your administrators and teachers in the direction of our Support Centre, which can be accessed from the Support Centre module on their English Campus homepage.
11. Send us the email addresses of your administrators and teachers to add to our mailing list.

Please email us to do this.

*** If you would like more information about Macmillan English Campus, please attend our free training sessions, read our FAQs or contact us.**

