



macmillan  
education  
everywhere

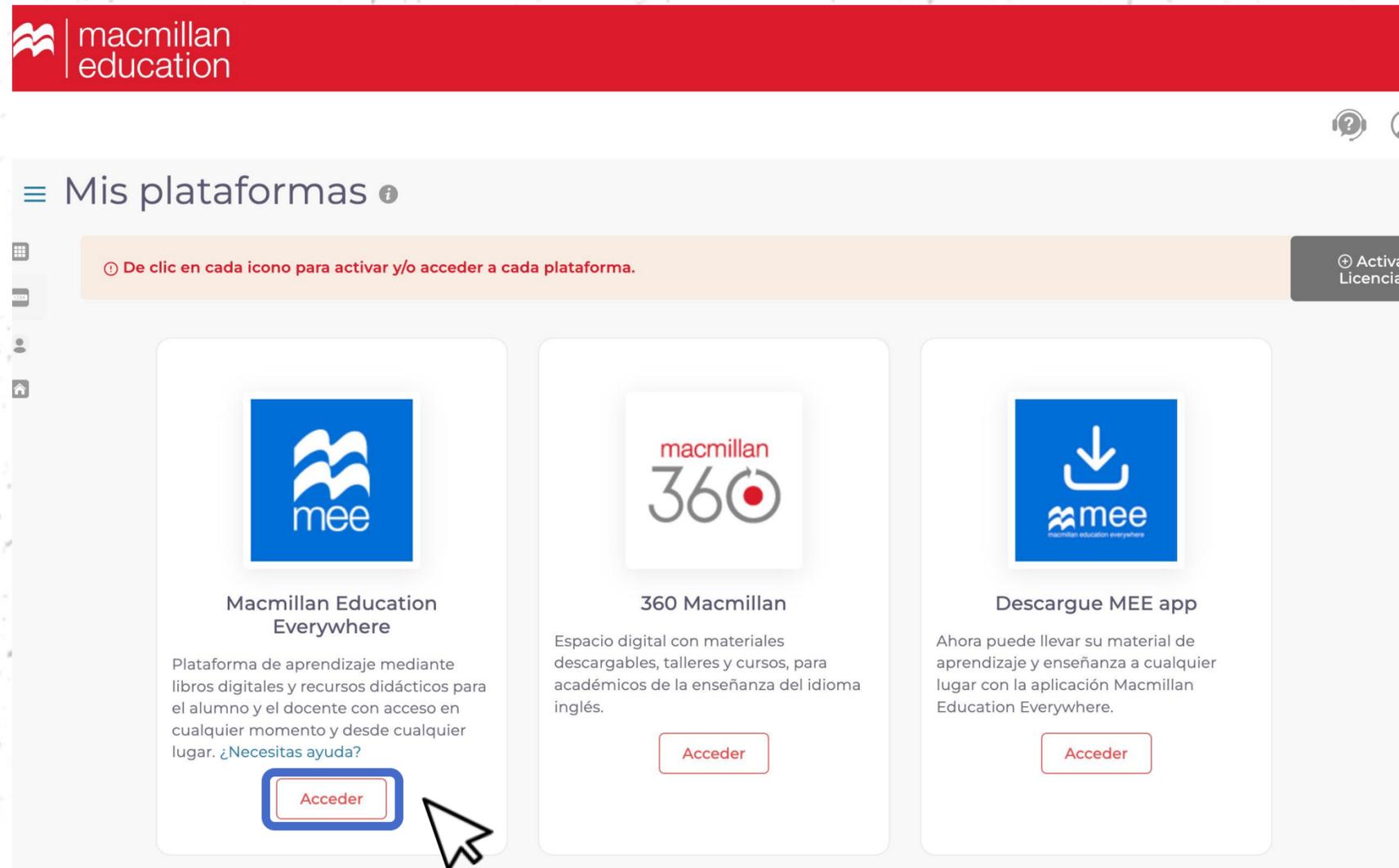
**CREAR UNA CLASE**

(Perfil Docente)

Ingrese con su usuario y contraseña a la siguiente liga:

<https://servicios.macmillaneducacion.com>

Haga clic en el logo de la plataforma **MEE** para acceder.



macmillan education

Mis plataformas ⓘ

De clic en cada icono para activar y/o acceder a cada plataforma.

⊕ Activa Licencia



**Macmillan Education Everywhere**

Plataforma de aprendizaje mediante libros digitales y recursos didácticos para el alumno y el docente con acceso en cualquier momento y desde cualquier lugar. ¿Necesitas ayuda?

Acceder



**360 Macmillan**

Espacio digital con materiales descargables, talleres y cursos, para académicos de la enseñanza del idioma inglés.

Acceder

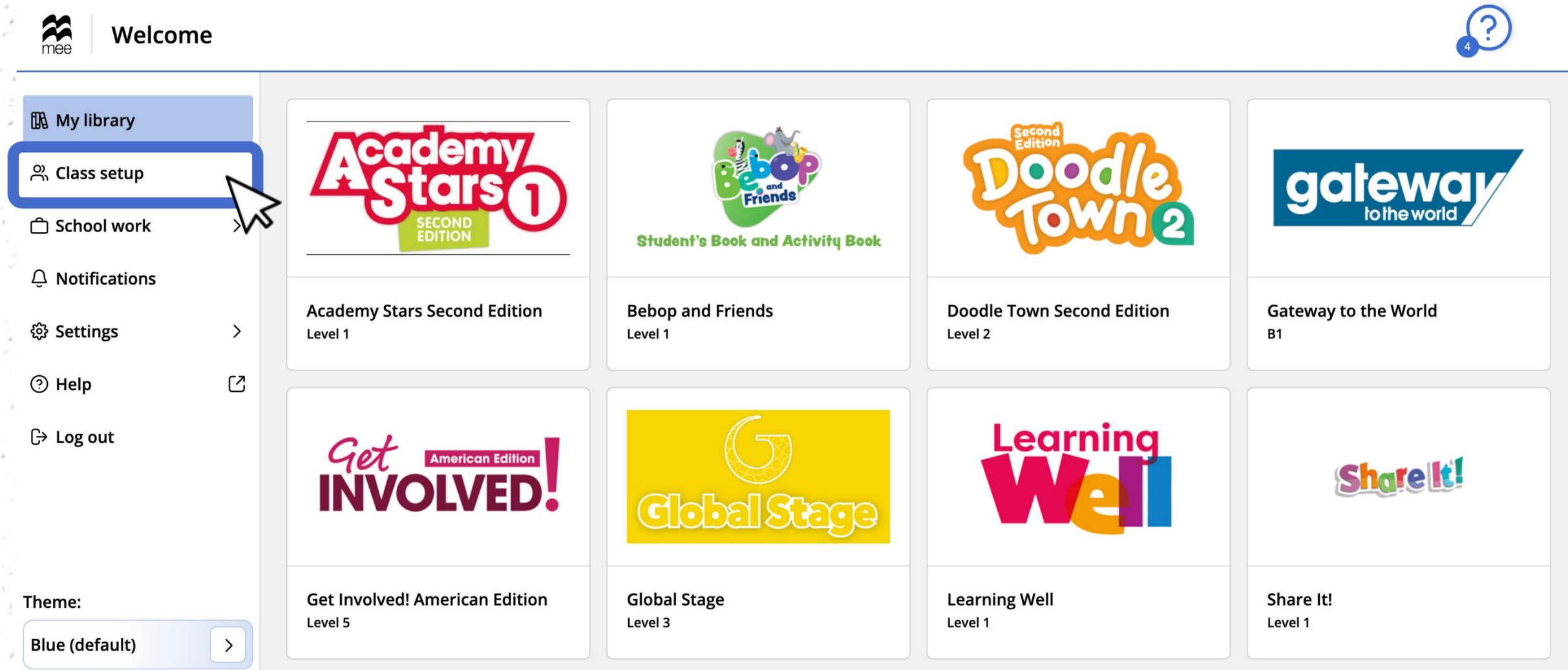


**Descargue MEE app**

Ahora puede llevar su material de aprendizaje y enseñanza a cualquier lugar con la aplicación Macmillan Education Everywhere.

Acceder

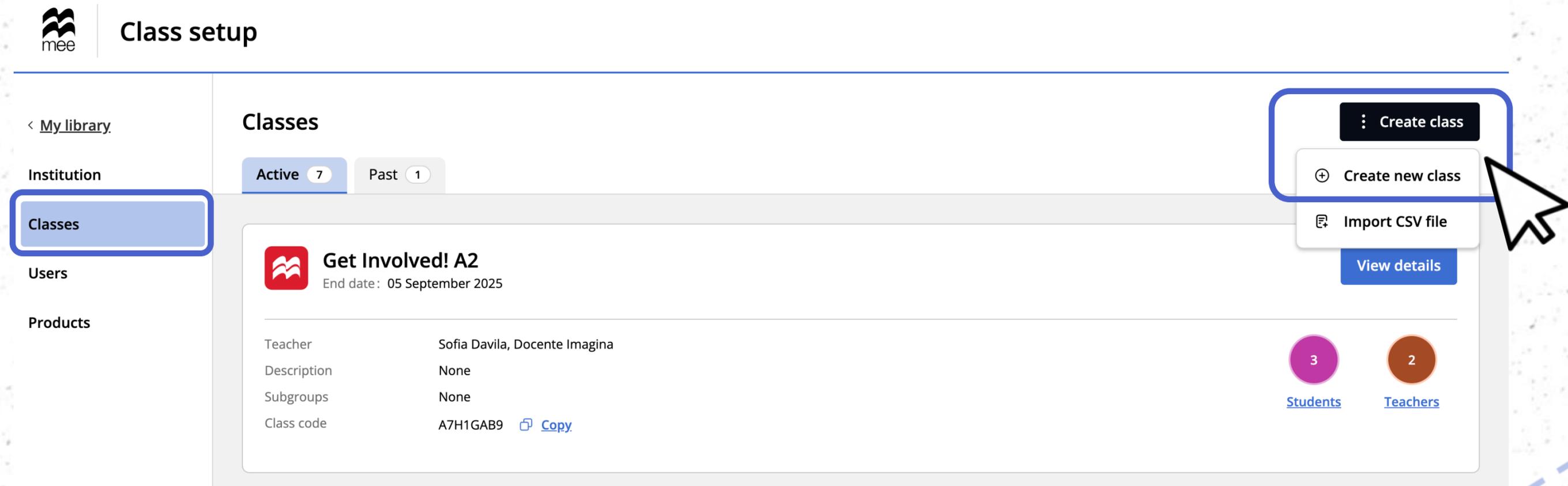
Para crear una clase debe ir a **Class setup**.



The screenshot shows the MEE dashboard interface. At the top left is the 'mee' logo and the text 'Welcome'. On the right side of the header is a help icon (a question mark in a circle) with a small '4' below it. A left-hand navigation menu contains the following items: 'My library', 'Class setup' (highlighted with a blue box and a mouse cursor), 'School work', 'Notifications', 'Settings', 'Help', and 'Log out'. Below the menu is a 'Theme:' section with a dropdown menu currently set to 'Blue (default)'. The main content area displays a grid of eight educational resources, each with a logo and a title:

|   |   |  |   |
|---|---|--|---|
| <br>Academy Stars Second Edition<br>Level 1     | <br>Student's Book and Activity Book<br>Bebop and Friends<br>Level 1 | <br>Doodle Town Second Edition<br>Level 2 | <br>Gateway to the World<br>B1 |
| <br>Get Involved! American Edition<br>Level 5 | <br>Global Stage<br>Level 3  | <br>Learning Well<br>Level 1            | <br>Share It!<br>Level 1     |

Seleccione **Classes** y de lado derecho haga clic en el botón **Create class** el cual le permitirá crear una nueva clase.



**Class setup**

< [My library](#)

Institution

**Classes**

Users

Products

**Classes**

Active 7 Past 1

 **Get Involved! A2**  
End date: 05 September 2025

|             |                               |
|-------------|-------------------------------|
| Teacher     | Sofia Davila, Docente Imagina |
| Description | None                          |
| Subgroups   | None                          |
| Class code  | A7H1GAB9 <a href="#">Copy</a> |

**Create class**

- Create new class**
- Import CSV file
- [View details](#)

3 [Students](#) 2 [Teachers](#)

Para crear la clase es necesario indicar el nombre de la clase y asignar la fecha de finalización, es decir, cuando termina el ciclo escolar. Para guardar cambios haga clic en **Create**.

### Create class

Exit

All fields are marked with (\*) are required.

Class name \*

End date \*

A continuación, verá la clase ya creada donde podrá ver que se encuentra usted asignado como el docente de la clase, en caso de querer realizar algún cambio, en ***Class details***, haga clic en el botón ***Edit***.

< Class details



Get Involved! A2

Share

Class details

Edit

|             |                   |
|-------------|-------------------|
| Class name  | Get Involved! A2  |
| End date    | 05 September 2025 |
| Description | None              |
| Subgroups   | None              |

Done

Podrá cambiar el nombre de la clase, fecha de cierre y podrá agregar una **Descripción**, así como la opción de crear **Subgrupos**. Para guardar los cambios haga clic en **Update**.

### Edit class details

Exit

All fields are marked with (\*) are required.

Class name \*

Get Involved! A2

End date \*

05/09/2025 

Description

0 / 200

#### Subgroups

You will be able to assign these subgroups to students of this class. Add, edit or delete subgroups below.

No subgroups have been added yet.

 Add subgroup

 Update 

Si requiere añadir a un profesor a su clase puede realizarlo en el bloque **Teachers** seleccionando **Edit**.

[< Class details](#)

### Teachers (2)

[Edit](#)

| ⓘ | First name | Last name | Username                 | Email                      | Status  |                      |
|---|------------|-----------|--------------------------|----------------------------|---------|----------------------|
| 👤 | Docente    | ELT       | docente.macmillan@edu.mx | docente.macmillan@edu.mx   | Joined  | <a href="#">View</a> |
| 👤 | Docente    | ELT       | -                        | docente.macmillan23@edu.mx | Invited | <a href="#">View</a> |

### Students (3)

[Generate passwords](#) [Edit](#)

| ⓘ | First name | Last name  | Username       | Email                    | Subgroups | Status | <input type="checkbox"/>                      |
|---|------------|------------|----------------|--------------------------|-----------|--------|---|
| 👤 | Alumno     | MACMILLAN  | amacmillan2499 | alumno.macmillan2@edu.mx | -         | Joined | <a href="#">View</a> <input type="checkbox"/> |
| 👤 | Alumno     | macmillan1 | amacmillan1006 | alumno.macmillan1@edu.mx | -         | Joined | <a href="#">View</a> <input type="checkbox"/> |
| 👤 | Alumno     | macmillan3 | amacmillan3066 | alumno.macmillan3@edu.mx | -         | Joined | <a href="#">View</a> <input type="checkbox"/> |

[Done](#)

Verá la siguiente pantalla donde puede agregar o eliminar docentes de la clase, para continuar seleccione la opción **Review teacher** en la parte inferior.

Get Involved! A2

### Step 1 of 2: Add teacher

Exit

Search for an existing teacher

Show

All

Added

Show results

Total added: 2 Add all (3)

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

|                         |         |        |
|-------------------------|---------|--------|
| Administrador Macmillan | Joined  | + Add  |
| Docente Macmillan       | Joined  | Remove |
| Docente Macmillan 2     | Invited | Remove |

Next >

Review teacher

Posteriormente se le pedirá validar los profesores seleccionados, para guardar los cambios haga clic en **Submit**.

Get Involved! A2

Step 2 of 2: Review teacher Exit

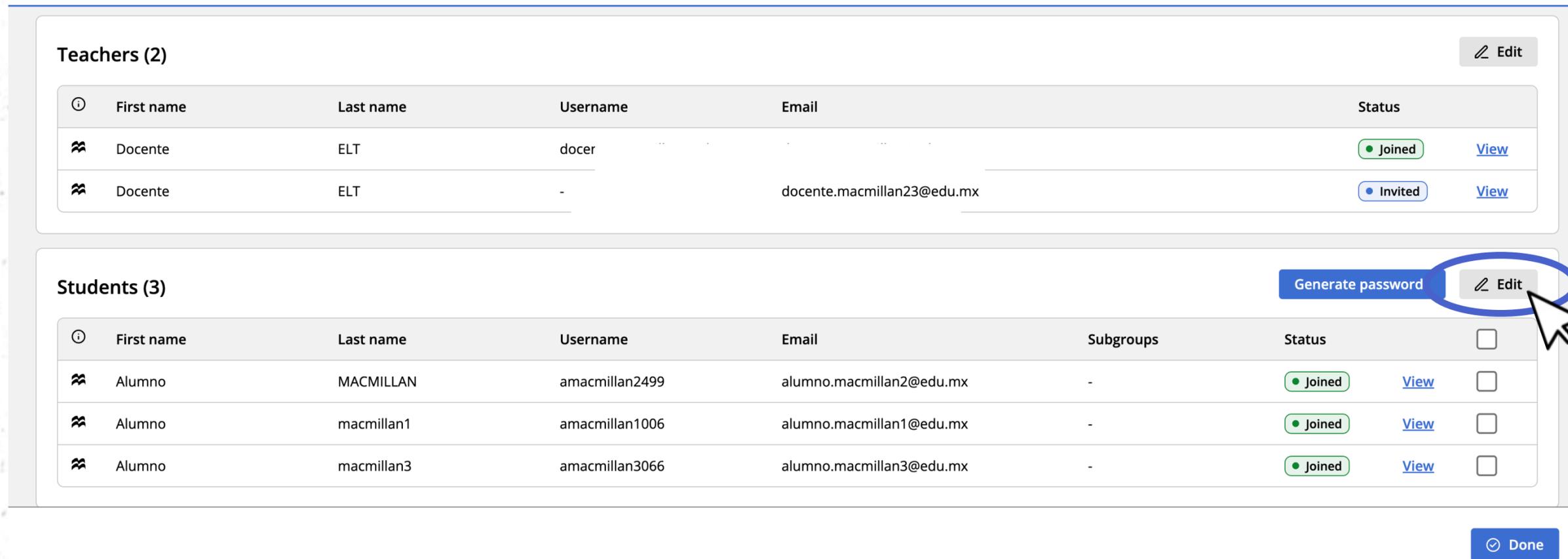
Total added: 3

|   |                     |
|---|---------------------|
| <input checked="" type="checkbox"/> Administrador Macmillan <span>Joined</span> | <span>Remove</span> |
| <input checked="" type="checkbox"/> Docente Macmillan <span>Joined</span>       | <span>Remove</span> |
| <input checked="" type="checkbox"/> Docente Macmillan 2 <span>Invited</span>    | <span>Remove</span> |

Previous Add teacher Submit

Regresando a la sección **Class details**, al desplazarse a la parte inferior verá el bloque **Students** donde puede agregar a los alumnos que desee formen parte de la clase, seleccione la opción **Edit**.

< Class details



**Teachers (2)** Edit

| ⓘ  | First name | Last name | Username | Email                      | Status    |                      |
|----|------------|-----------|----------|----------------------------|-----------|----------------------|
| ⚙️ | Docente    | ELT       | docer    |                            | ● Joined  | <a href="#">View</a> |
| ⚙️ | Docente    | ELT       | -        | docente.macmillan23@edu.mx | ● Invited | <a href="#">View</a> |

**Students (3)** Generate password Edit

| ⓘ  | First name | Last name  | Username       | Email                    | Subgroups | Status   | <input type="checkbox"/>                      |
|----|------------|------------|----------------|--------------------------|-----------|----------|---|
| ⚙️ | Alumno     | MACMILLAN  | amacmillan2499 | alumno.macmillan2@edu.mx | -         | ● Joined | <a href="#">View</a> <input type="checkbox"/> |
| ⚙️ | Alumno     | macmillan1 | amacmillan1006 | alumno.macmillan1@edu.mx | -         | ● Joined | <a href="#">View</a> <input type="checkbox"/> |
| ⚙️ | Alumno     | macmillan3 | amacmillan3066 | alumno.macmillan3@edu.mx | -         | ● Joined | <a href="#">View</a> <input type="checkbox"/> |

Done

Se mostrará la siguiente pantalla, donde puede agregar o eliminar a alumnos de la clase, puede apoyarse de la barra de búsqueda de lado izquierdo y el botón **Show results**.

Después de seleccionar a los estudiantes haga clic en **Assign subgroups**.

Get Involved! A2  
Step 1 of 3: Add students

Search for an existing student

Search

Show

All

Added

Show results

Total added: 3

Exit

Add all (10)

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

Alumno Macmillan1 Joined Remove

Alumno Macmillan2 Joined Remove

Alumno Macmillan 3 Joined Add

Next  
Assign subgroups

Si utiliza subgrupos puede asignar a los estudiantes en este paso, si no, simplemente haga clic en **Review students**.

Get Involved! A2

## Step 2 of 3: Assign subgroups

Exit

Total added: 8

Alumno MACMILLAN1 Joined

Alumno MACMILLAN2 Joined

Alumno MACMILLAN3 Joined

 Previous  
Add students

Next  
**Review students**



En este último paso podrá ver a los estudiantes que serán agregados a la clase, si desea eliminar alguno puede hacerlo desde aquí, para conservar los cambios haga clic en **Submit**.

Get Involved! A2

Step 3 of 3: Review students Exit

Total added: 8

|   |                     |
|---|---------------------|
| <input checked="" type="checkbox"/> Alumno MACMILLAN1 <span>Joined</span> | <span>Remove</span> |
| <input checked="" type="checkbox"/> Alumno MACMILLAN2 <span>Joined</span> | <span>Remove</span> |
| <input checked="" type="checkbox"/> Alumno MACMILLAN3 <span>Joined</span> | <span>Remove</span> |

Previous Assign subgroups Submit

Puede ver los cambios aplicados en el bloque **Students**.

< Class details

**Teachers (2)**

[Edit](#)

| ⌵ | First name | Last name | Username                 | Email                      | Status  |
|---|------------|-----------|--------------------------|----------------------------|---|
| 🔊 | Docente    | ELT       | docente.macmillan@edu.mx | docente.macmillan@edu.mx   | <span style="background-color: #e8f5e9; border: 1px solid #c8e6c9; border-radius: 4px; padding: 2px;">Joined</span> <a href="#">View</a>  |
| 🔊 | Docente    | ELT       | -                        | docente.macmillan23@edu.mx | <span style="background-color: #e8f5e9; border: 1px solid #c8e6c9; border-radius: 4px; padding: 2px;">Invited</span> <a href="#">View</a> |

**Students (3)**

[Generate passwords](#) [Edit](#)

| ⌵ | First name | Last name  | Username       | Email                    | Subgroups | Status   | <input type="checkbox"/> |
|---|------------|------------|----------------|--------------------------|-----------|--|--------------------------|
| 🔊 | Alumno     | MACMILLAN  | amacmillan2499 | alumno.macmillan2@edu.mx | -         | <span style="background-color: #e8f5e9; border: 1px solid #c8e6c9; border-radius: 4px; padding: 2px;">Joined</span> <a href="#">View</a> | <input type="checkbox"/> |
| 🔊 | Alumno     | macmillan1 | amacmillan1006 | alumno.macmillan1@edu.mx | -         | <span style="background-color: #e8f5e9; border: 1px solid #c8e6c9; border-radius: 4px; padding: 2px;">Joined</span> <a href="#">View</a> | <input type="checkbox"/> |
| 🔊 | Alumno     | macmillan3 | amacmillan3066 | alumno.macmillan3@edu.mx | -         | <span style="background-color: #e8f5e9; border: 1px solid #c8e6c9; border-radius: 4px; padding: 2px;">Joined</span> <a href="#">View</a> | <input type="checkbox"/> |

**Products (2)**

[Edit](#)

| Product name                                       | Start date  | End date    | Remaining licences     |
|--|-------------|-------------|------------------------|
| Get Involved! A2 Teacher's Book with Teacher's App | 18 Apr 2024 | 05 Sep 2025 | - <a href="#">View</a> |
| Share It! Level 3 Teacher Edition with Teacher App | 18 Apr 2024 | 05 Sep 2025 | - <a href="#">View</a> |

[Done](#)

El último bloque **Products** le permitirá agregar los contenidos con los que estará trabajando en la clase siempre y cuando los tenga usted como docente, activados.

Para agregar contenido a su clase haga clic en **Edit o Add**.

< Class details

Products (2)

 Edit

| Product name                                       | Start date  | End date    | Remaining licences |                      |
|--|-------------|-------------|--------------------|----------------------|
| Get Involved! A2 Teacher's Book with Teacher's App | 18 Apr 2024 | 05 Sep 2025 | -                  | <a href="#">View</a> |
| Share It! Level 3 Teacher Edition with Teacher App | 18 Apr 2024 | 05 Sep 2025 | -                  | <a href="#">View</a> |

En la siguiente pantalla se mostrarán los contenidos disponibles para agregar a la clase, para continuar seleccione **Submit**.

Get Involved! A2

**Add product** Exit

Search for subscription

Show

All

Assigned

**Total assigned: 2**

|   |  |                       |
|---|--|-----------------------|
|    | <b>Global Readings</b><br>Level 6   Digital Teacher's Edition with Teacher's App | <span>+ Add</span>    |
|  | <b>Teen Campers</b><br>Level 1   Teacher's Guide with Teacher's App              | <span>+ Add</span>    |
|  | <b>Share It!</b><br>Level 3   Teacher Edition with Teacher App                   | <span>- Remove</span> |
|  | <b>Happy Campers 2nd Edition</b><br>Level 1   Teacher's App                      | <span>+ Add</span>    |
|  | <b>Get Involved!</b><br>A2   Teacher's Book with Teacher's App                   | <span>- Remove</span> |

Show results



Al finalizar verá el contenido ya agregado en el bloque **Products** para confirmar todos los cambios realizados en la clase, haga clic en **Done**.

< Class details

**Teachers (2)** Edit

| First name | Last name | Username                 | Email                      | Status                       |
|------------|-----------|--------------------------|----------------------------|------------------------------|
| Docente    | ELT       | docente.macmillan@edu.mx | docente.macmillan@edu.mx   | Joined <a href="#">View</a>  |
| Docente    | ELT       | -                        | docente.macmillan23@edu.mx | Invited <a href="#">View</a> |

**Students (3)** Generate passwords Edit

| First name | Last name  | Username       | Email                    | Subgroups | Status                      | <input type="checkbox"/> |
|------------|------------|----------------|--------------------------|-----------|-----------------------------|--------------------------|
| Alumno     | MACMILLAN  | amacmillan2499 | alumno.macmillan2@edu.mx | -         | Joined <a href="#">View</a> | <input type="checkbox"/> |
| Alumno     | macmillan1 | amacmillan1006 | alumno.macmillan1@edu.mx | -         | Joined <a href="#">View</a> | <input type="checkbox"/> |
| Alumno     | macmillan3 | amacmillan3066 | alumno.macmillan3@edu.mx | -         | Joined <a href="#">View</a> | <input type="checkbox"/> |

**Products (2)** Edit

| Product name                                       | Start date  | End date    | Remaining licences     |
|--|-------------|-------------|------------------------|
| Get Involved! A2 Teacher's Book with Teacher's App | 18 Apr 2024 | 05 Sep 2025 | - <a href="#">View</a> |
| Share It! Level 3 Teacher Edition with Teacher App | 18 Apr 2024 | 05 Sep 2025 | - <a href="#">View</a> |

Done

# ¿NECESITA AYUDA?

Escribanos a:  
[mx.explico@macmillaneducation.com](mailto:mx.explico@macmillaneducation.com)  
donde con gusto le atenderemos.





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