



macmillan
education
everywhere

CREAR Y ASIGNAR TAREAS

(Perfil Docente)

Ingrese con su usuario y contraseña a la siguiente liga:

<https://servicios.macmillaneducacion.com>

Crear y asignar tareas en la plataforma MEE

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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

mee

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

macmillan 360

360 Macmillan

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

Acceder

mee

Descargue MEE app

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

Acceder

Crear y asignar tareas en la plataforma MEE

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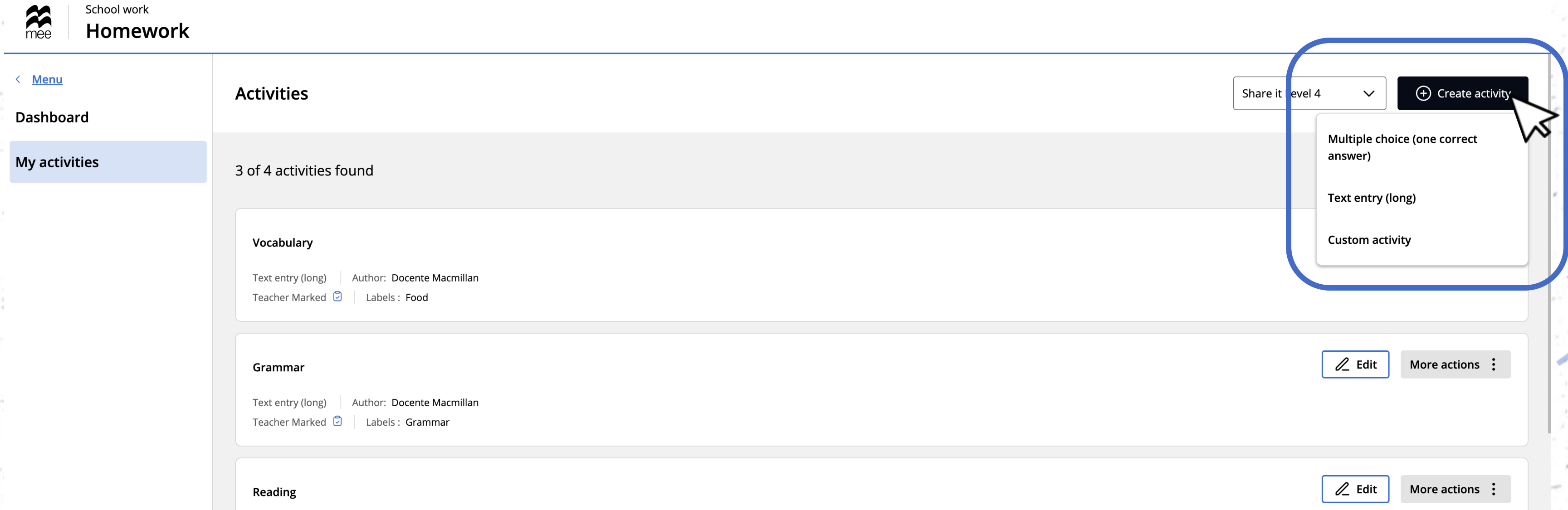
Para crear tareas, diríjase a la sección **School work** y seleccione la opción **Homework**, encontrará dos opciones **Dashboard** y **My activities**.

The screenshot shows the MEE platform interface. At the top left, there is a 'Welcome' message and the MEE logo. A navigation menu on the left includes 'My library', 'Class setup', 'School work', 'Notifications', 'Settings', 'Help', and 'Log out'. The 'School work' menu is expanded, showing options: 'Assessment', 'Homework', 'Progress', 'Grading', and 'Calendar'. A mouse cursor is pointing at the 'Homework' option. Below the navigation menu, there is a 'Theme:' section with a dropdown menu showing 'Blue (default)'. The main content area displays a grid of course cards for 'myS1', 'Student's Book and Activity Book', 'Doodle Town 2', 'Gateway to the World B1', 'Global Stage Level 3', 'Learning Well Level 1', and 'Share It! Level 1'. A help icon with a question mark and the number '4' is located in the top right corner of the interface.

Crear y asignar tareas en la plataforma MEE

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Para crear actividades propias vaya al apartado de **My activities** y seleccione el contenido del que desea generar la actividad, al dar clic en el botón **Create activity** podrá elegir alguna de las 3 actividades disponibles.



The screenshot shows the 'My activities' section of the MEE platform. The page title is 'School work Homework'. The left sidebar contains 'Menu', 'Dashboard', and 'My activities'. The main content area is titled 'Activities' and shows '3 of 4 activities found'. Three activity cards are visible: 'Vocabulary', 'Grammar', and 'Reading'. Each card includes details like 'Text entry (long)', 'Author: Docente Macmillan', and 'Teacher Marked'. The 'Vocabulary' card has a label 'Food'. The 'Grammar' and 'Reading' cards have a label 'Grammar'. A 'Share it level 4' dropdown is visible in the top right. A 'Create activity' button is highlighted with a blue box, and a dropdown menu is open, showing three options: 'Multiple choice (one correct answer)', 'Text entry (long)', and 'Custom activity'. A mouse cursor is pointing at the 'Create activity' button.

Al crear alguna de las actividades debe comenzar por el título y la instrucción de la actividad.

Step 1 of 2: Create activity



EXIT

Fields marked with * are required

Activity title *

Activity instruction *

Reference text

B *i* u   x_2 x^2 f_x

Insert text here ...

Si selecciona **Multiple choice (una respuesta correcta)** debe tomar en cuenta los siguientes aspectos:

- **Calificación máxima**, la cual debe ser un valor entre 1 y 5.
- **Opciones de respuesta**, comience poniendo la **Respuesta correcta**, posteriormente la **Respuesta Incorrecta**, puede agregar más.

Multiple choice (one correct answer)
Step 1 of 2: Create activity



Exit

Fields marked with * are required

Activity title *

Activity instruction *

Reference text

B *i* u   x_1 x^2 f_x

Insert text here ...

Maximum score (choose number between 1-5) *

Important: You will not be able to change the maximum score after saving this activity.

Answer options

Important: After saving this activity, you will not be able to add any additional answer options. However, you will be able to edit the text of the existing answer options.

Correct answer *

Incorrect answer *

+ Add another incorrect answer

▶ Preview

Reminder: After you've saved the activity, you will no longer be able to change the maximum score.

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Next >
Add tags

En caso de seleccionar **Text entry** debe tomar en cuenta lo siguiente:

- **Límite de caracteres para las respuestas de los estudiantes (1-5000).**
- **Calificación máxima**, la cual debe ser un valor entre 1 y 10.
- **Respuesta modelo**, puede colocar la respuesta correcta, esto solo lo verá usted como docente.
- **Guía de calificación**, puede dar a conocer a los alumnos los criterios de evaluación.

Text entry (long)
Step 1 of 2: Create activity Exit

Character limit for students' answers (1-5000) *

Maximum score (choose number between 1-10) *

Important: You will not be able to change the maximum score after saving this activity.

Model answer

B i U x₁ x² ≡ ≡ f_x

Insert text here ...

Scoring guidance

B i U x₁ x² ≡ ≡ f_x

Insert text here ...

▶ Preview

Reminder: After you've saved the activity, you will no longer be able to change the maximum score.

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Next >
Add tags

Para la opción **Custom activity** considere los siguientes criterios:

- **Calificación máxima**, la cual debe ser un valor entre 1 y 10.
- **Guía de calificación**, Puede dar a conocer a los alumnos los criterios de evaluación.

Custom activity
Step 1 of 2: Create activity

Exit

Fields marked with * are required

Activity title *

Activity instruction *

Reference text

B i U x₂ x² ≡ ≡ f_x

Insert text here ...

Maximum score (choose number between 1-10) *

Important: You will not be able to change the maximum score after saving this activity.

Scoring guidance

B i U x₂ x² ≡ ≡ f_x

Insert text here ...

▶ Preview

By submitting this content, you warrant and represent that the content is original, or that you have the right to make it available, and that it does not breach or infringe anyone else's rights. Please refer to our [Terms and conditions](#).

Next
Add tags >

Al finalizar deberá **Agregar etiquetas**, permite clasificar sus actividades ya sea con etiquetas establecidas por el contenido o podrá asignar una propia, para realizarlo diríjase al apartado **Agrega tu propia etiqueta personalizada** seguido del botón **Add**.

Custom activity
Step 2 of 2: Add tags Exit

Add one or more tag to classify your activity. Clear all ×

- > Reading
- > Vocabulary
- > Custom Tags

Add your own custom tag

Add

Added tags

By submitting this content, you warrant and represent that the content is original, or that you have the right to make it available, and that it does not breach or infringe anyone else's rights. Please refer to our [Terms and conditions](#).

< Previous
Create activity

Done

Para terminar, haga clic en **Done**.

Crear y asignar tareas en la plataforma MEE

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Su actividad se mostrará en la sección **My activities**.

< Menu

Dashboard

My activities

Activities

Share it Level 4

+ Create activity

3 of 4 activities found

Filters

Vocabulary

Text entry (long) | Author: Docente Macmillan
Teacher Marked | Labels : Food

Edit

More actions

Grammar

Text entry (long) | Author: Docente Macmillan
Teacher Marked | Labels : Grammar

Edit

More actions

Reading

Edit

More actions

Al seleccionar la opción **Dashboard** podrá ver un menú que facilita la gestión de tareas según su estado: **Activas, Futuras, Pasadas y Borradores**.



< MENÚ

Dashboard

My questions

Dashboard

Learning Well Level 6

+ Add homework

Active 62 Future 3 Past 34 Drafts 2

10 of 62 results

Learning Well Level 6

Download

More actions

Clase 6A - Learning Well

Start date: 10th November 2024 09:00 | End date: 19th November 2024 16:00

Activities 4

Assigned to 1A [View students](#)

Created by Teacher's name

5 Not started

5 In progress

0 Requires grading

5 Completed [View](#)

Learning Well Level 6

Download

More actions

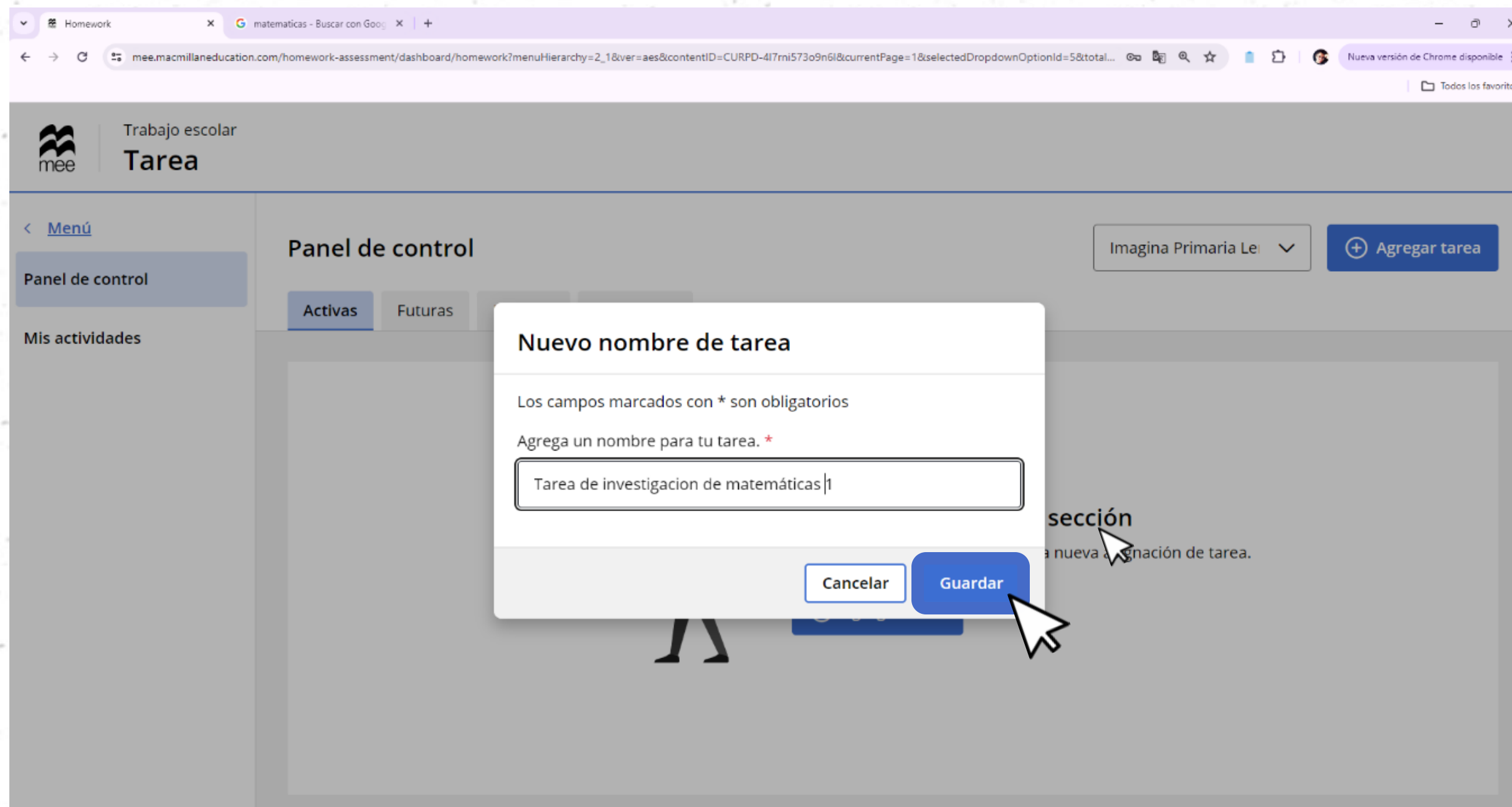
Clase 6B - Learning Well

Start date: 15th November 2024 09:00 | End date: 15th November 2024 16:00

Para asignar una tarea, en caso de tener varias asignaturas, primero es necesario seleccionar el contenido que queremos asignar actividades y posteriormente haga clic en el botón **Add homework**.

The screenshot displays the MEE Homework dashboard. At the top left, the 'mee' logo and 'School work Homework' are visible. A left-hand navigation menu includes 'Menu', 'Dashboard', and 'My activities'. The main area is titled 'Dashboard' and features tabs for 'Active', 'Future', 'Past', and 'Drafts'. The 'Active' tab is selected, showing a message: 'No homework in this section. Please select another tab or create a new homework assignment.' Below this message is a blue 'Add homework' button. A blue box highlights a dropdown menu that appears when the 'Add homework' button is clicked. The dropdown shows a search bar with 'Learning Well Leve...' and an upward arrow, followed by three items: 'Get Involved! A2 | Teacher's Book with Teacher's App', 'Happy Campers 2nd Edition Level 1 | Teacher's App', and 'Teen Campers Level 1 | Teacher's Guide with Teacher's App'. A mouse cursor is shown hovering over the first item. Another 'Add homework' button is visible in the top right corner of the dropdown menu.

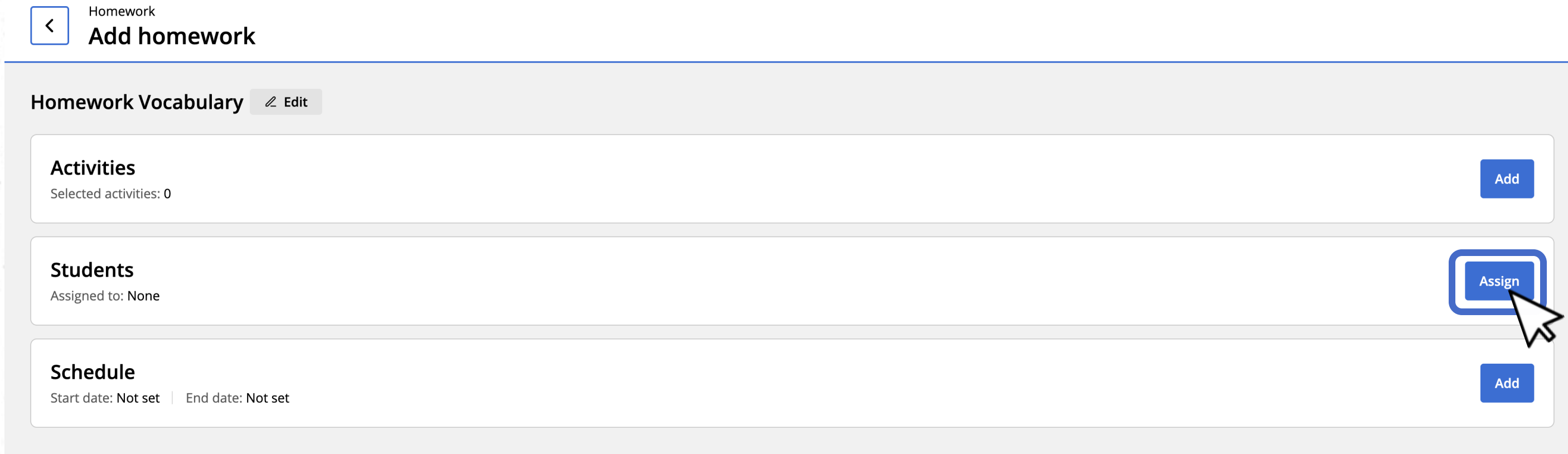
Una vez allí, le solicitará ingresar un nombre para su tarea, luego haga clic en **‘Guardar’**.



The screenshot shows a web browser window displaying the MEE platform interface. The browser's address bar shows the URL: `mee.macmillaneducation.com/homework-assessment/dashboard/homework?menuHierarchy=2_1&ver=aes&contentID=CURPD-4I7mi573o9n6I¤tPage=1&selectedDropdownOptionId=5&total...`. The page header includes the MEE logo and the text "Trabajo escolar Tarea". A sidebar on the left contains a "Menú" button and sections for "Panel de control" and "Mis actividades". The main content area is titled "Panel de control" and features a dropdown menu set to "Imagina Primaria Le" and a blue "Agregar tarea" button. A modal dialog box titled "Nuevo nombre de tarea" is centered on the screen. It contains the instruction "Los campos marcados con * son obligatorios" and "Agrega un nombre para tu tarea.*". Below this is a text input field containing "Tarea de investigacion de matemáticas". At the bottom of the dialog are two buttons: "Cancelar" and "Guardar". A mouse cursor is pointing at the "Guardar" button. The background of the page is dimmed.

Ahora deberá configurar los detalles de su tarea:

Comience seleccionando a los **estudiantes** a los que asignará la tarea, dando clic en el botón **Assign**.



Homework
Add homework

Homework Vocabulary [Edit](#)

Activities
Selected activities: 0 [Add](#)

Students
Assigned to: None [Assign](#)

Schedule
Start date: Not set | End date: Not set [Add](#)

Seleccione la clase donde se encuentran los alumnos a los que asignará la tarea seguido del botón **Show results** para poder ver a los estudiantes.

Add homework: Vocabulary
Step 1 of 2: Assign students

Exit

Classes

Clear all ×

Get Involved! A2

Show results

Total students selected: 0



Select or change students the homework is assigned to

To select students to assign the homework to, first select a class from the list displayed. You will then be able to choose whether to assign the homework to the whole class or to individual students.

Puede seleccionar a todos los estudiantes haciendo clic en el botón **Assign all** o seleccionar solo a algunos con el botón **Assign**.

Add homework: Vocabulary Exit

Step 1 of 2: Assign students

Classes Clear all ×

Get Involved! A2

Show results

Total students selected: 0

Get Involved! A2

Alumno 2	<input type="checkbox"/> Subscription not yet activated
Alumno 3	<input type="checkbox"/> Subscription not yet activated

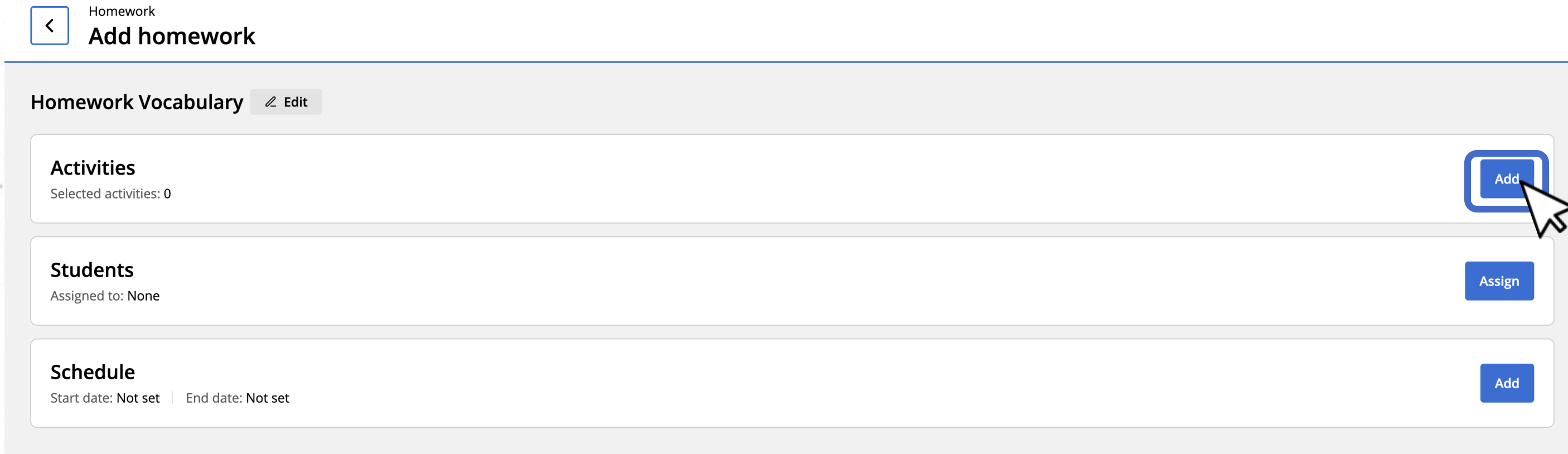
Assign all (3)

+ Assign

+ Assign

Una vez hecho esto, haga clic en el botón **Revisar Estudiantes** para continuar. Después, verifique a los estudiantes a los que desee asignar la tarea y luego haga clic en **Finalizar**.

El paso siguiente será asignar las actividades, deberá seleccionar que ejercicios realizarán los alumnos, para ello haga clic en **Add**.



Homework

< Add homework

Homework Vocabulary [Edit](#)

Activities
Selected activities: 0

Students
Assigned to: None

Schedule
Start date: Not set | End date: Not set

A continuación, tendrá 2 opciones para seleccionar los ejercicios:

- Si desea utilizar tareas correspondientes al contenido seleccione **‘Macmillan Education’**,
- Si desea agregar sus actividades indique **‘Creadas por el usuario’**.

Add homework: Homework 32
Step 1 of 2: Select activities Exit

Get Involved! A2 Total added: 0

Homework sources

Macmillan Education

User-created

Components

Digital Student's Book (463)

On-the-Go Practice (100)

Content Clear all ×

✓ Starter: What do you know?

✓ All around the world

Vocabulary: countries and nationalities

Grammar: be (affirmative, negative and Yes/No questions)


> Are you new here?

> Families - big and small

> Who is it?

> What can you do?

> Unit 1: School life



Select activities
You haven't added any activities yet.
Please select some categories from the Filters menu to view the activities available.

Agregue actividades seleccionando la unidad o los temas de los cuales desea asignar actividades a sus estudiantes, luego deslice hacia abajo para dar clic al botón **Show results** para visualizar las actividades relacionadas a su selección.

Add homework: Homework 32
Step 1 of 2: Select activities Exit

Get Involved! A2 Total added: 0


Homework sources
 Macmillan Education
 User-created

Components
 Digital Student's Book (463)
 On-the-Go Practice (100)

Content Clear all ×

- ✓ Starter: What do you know?
 - All around the world
 - Vocabulary: countries and nationalities
 - Grammar: be (affirmative, negative and Yes/No questions)
- > Are you new here?
- > Families - big and small
- > Who is it?
- > What can you do?
- > Unit 1: School life
- > Unit 2: Me time
- > Unit 3: Dressing up
- > Unit 4: Extremes
- > Unit 5: Must try!
- > Unit 6: Animals in danger
- > Unit 7: Heroes
- > Unit 8: Summer fun
- > Unit 9: Look what you know!
- > Pronunciation

Show results



Select activities
You haven't added any activities yet.
Please select some categories from the Filters menu to view the activities available.

Next >
Review activities (0)

Crear y asignar tareas en la plataforma MEE

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Puede activar la **Preview** para visualizar la actividad antes de seleccionarla y posteriormente hacer clic en **Add** para elegir las actividades. Para continuar seleccione **'Review activities'**.

Add homework: Homework 32
Step 1 of 2: Select activities Exit

Get Involved! A2

Homework sources

- Macmillan Education
- User-created

Components

- Digital Student's Book (463)
- On-the-Go Practice (100)

Content Clear all

- Starter: What do you know?
 - All around the world
 - Vocabulary: countries and nationalities
 - Grammar: be (affirmative, negative and Yes/No questions)
- Are you new here?
- Families - big and small
- Who is it?
- What can you do?
- Unit 1: School life
- Unit 2: Me time
- Unit 3: Dressing up
- Unit 4: Extremes
- Unit 5: Must try!
- Unit 6: Animals in danger
- Unit 7: Heroes
- Unit 8: Summer fun
- Unit 9: Look what you know!
- Pronunciation

Show results

Total added: 0
18 of 463 activities found
Homework assignments should not contain more than 100 activities. Add all

Activity 1 + Add Preview
Starter: What do you know? - All around the world - Vocabulary: countries and nationalities

Activity 2 + Add Preview
Starter: What do you know? - All around the world - Vocabulary: countries and nationalities

Activity 3 + Add Preview
Starter: What do you know? - All around the world - Vocabulary: countries and nationalities

Activity 1 + Add Preview
Unit 1: School life - Vocabulary: Daily routines

Activity 2 + Add Preview
Unit 1: School life - Vocabulary: Daily routines

5 Items 1 - 5 of 18 < 1 2 3 4 >

Next
Review activities (0)

En el siguiente paso confirme las actividades seleccionadas, también puede remover o cambiar el orden de aparición de las actividades. Para guardar haga clic en el botón **Done**.

Add homework: Homework 32
Step 2 of 2: Review activities Exit

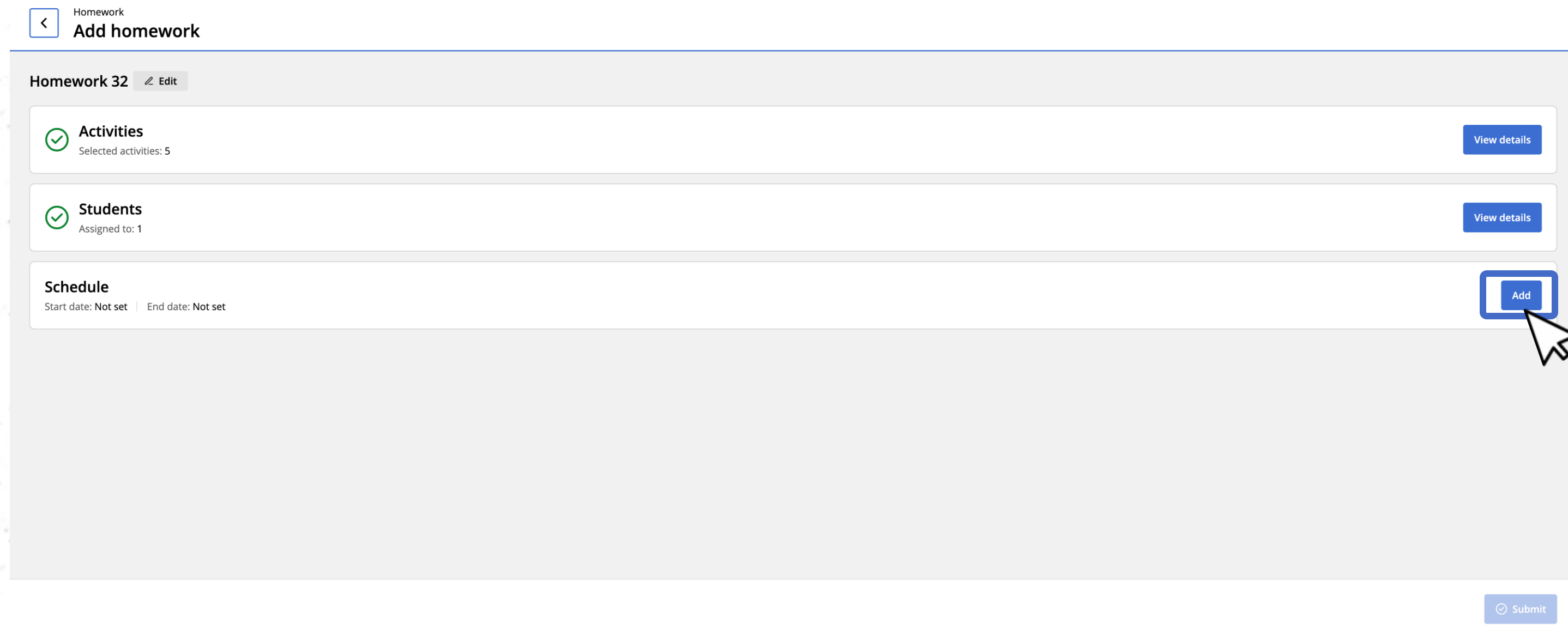
Total added: 5
0 activities selected Preview homework

ⓘ Please note that, if you set a homework assignment which contains only user-created activities, you will not be able to see students' scores for this homework in the 'Progress' area. ×

✚ Activity 1 Starter: What do you know? - All around the world - Vocabulary: countries and nationalities Digital Student's Book	Remove Preview
✚ Activity 5 Part 2 Unit 1: School life - Reading and critical thinking: An online article Digital Student's Book	Remove Preview
✚ Activity 6 Unit 1: School life - Reading and critical thinking: An online article Digital Student's Book	Remove Preview
✚ Activity 7 Unit 1: School life - Reading and critical thinking: An online article Digital Student's Book	Remove Preview
✚ Activity 8 Unit 1: School life - Reading and critical thinking: An online article Digital Student's Book	Remove Preview

< Previous
Select activities Done

Por último, para seleccionar la fecha de entrega, en el bloque ***Schedule***, haga clic en ***Add***.



Homework

< Add homework

Homework 32 [Edit](#)

✓ **Activities**
Selected activities: 5 [View details](#)

✓ **Students**
Assigned to: 1 [View details](#)

Schedule
Start date: Not set | End date: Not set [Add](#)

[Submit](#)

Establezca la fecha de inicio y término en formato de 24 horas, si desea asignarla para el día y hora en curso, agregue 5 minutos a la hora.

Active la opción **‘Aceptar entregas después de la fecha establecida’** si desea aceptar entregas extemporáneas.

Add homework: Homework 32
Schedule

Exit

Fields marked with * are required

Start date *

18 October 2024



00:00



End date *

31 October 2024



00:00



Note: Students receive their results after the end date and time and when any required grading is complete. Choose the earliest end date and time you would like students to see their results. The end date and time can be extended if needed.

Accept submissions past end date

Message to Students

Please complete your homework

0/2000

Teacher's name *

Docente Mamcillan

This name will be displayed to students

Done

En el recuadro **Message** puede agregar alguna nota para sus estudiantes.

En el campo **Teacher's name** debe indicar como deberá aparecer su nombre en la tarea.

Para terminar, haga clic en **Done**.

Add homework: Homework 32
Schedule

Exit

Fields marked with * are required

Start date *

18 October 2024



00:00



End date *

31 October 2024



00:00



Note: Students receive their results after the end date and time and when any required grading is complete. Choose the earliest end date and time you would like students to see their results. The end date and time can be extended if needed.

Accept submissions past end date

Message to Students

Please complete your homework

0/2000

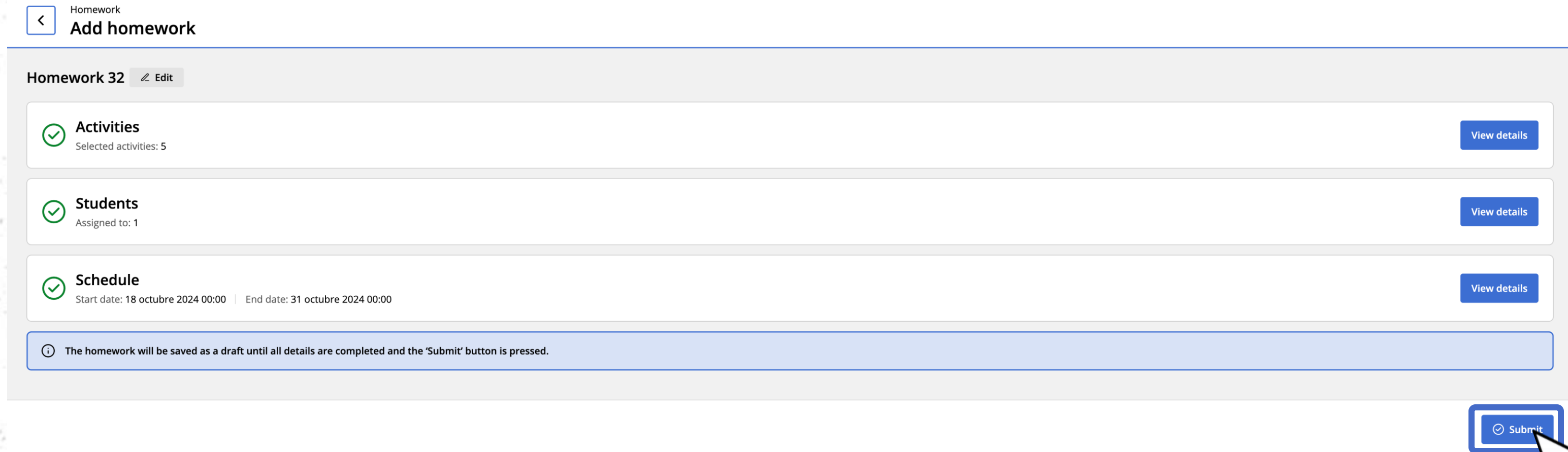
Teacher's name *

Docente Mamcillan

This name will be displayed to students

Done

Al terminar de seleccionar los detalles de la tarea, para enviarla a los alumnos haga clic en el botón **Submit**.



Homework
Add homework

Homework 32 [Edit](#)

Activities
Selected activities: 5 [View details](#)

Students
Assigned to: 1 [View details](#)

Schedule
Start date: 18 octubre 2024 00:00 | End date: 31 octubre 2024 00:00 [View details](#)

The homework will be saved as a draft until all details are completed and the 'Submit' button is pressed.

[Submit](#)

Crear y asignar tareas en la plataforma MEE

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Cada vez que realice una asignación de tarea se mostrará el **Panel de control** en la pestaña correspondiente dependiendo si la tarea ha comenzado o se encuentra próxima a comenzar.

The screenshot shows the MEE Homework dashboard. At the top left, there is a logo and the text 'School work Homework'. Below this is a navigation menu with 'Dashboard' selected. The main content area is titled 'Dashboard' and has tabs for 'Active', 'Future', 'Past', and 'Drafts'. The 'Future' tab is active, showing 'Showing 1 of 1 results'. The result is a homework assignment titled 'Get Involved! A2 | Teacher's Book with Teacher's App Homework 32'. It includes start and end dates (18 octubre 2024 00:00 to 31 octubre 2024 00:00) and a 'More actions' button. A table below lists details: 5 activities, assigned to 'Get Involved! A2' with a 'View students' link, and created by 'Docente Macmillan'. A purple circle with the number '1' and the text 'Not started' is positioned to the right of the table.

Get Involved! A2 | ... Add homework

Dashboard

Active Future Past Drafts

Future
Showing 1 of 1 results

Get Involved! A2 | Teacher's Book with Teacher's App
Homework 32
Start date: 18 octubre 2024 00:00 | End date: 31 octubre 2024 00:00

More actions

Activities	5
Assigned to	Get Involved! A2 View students
Created by	Docente Macmillan

1
Not started

Crear y asignar tareas
en la plataforma MEE



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¿NECESITA AYUDA?

Escríbanos a:

mx.explico@macmillaneducation.com
donde con gusto le atenderemos.





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