



macmillan
education
everywhere

CREAR Y ASIGNAR UNA EVALUACIÓN

(Perfil Docente)

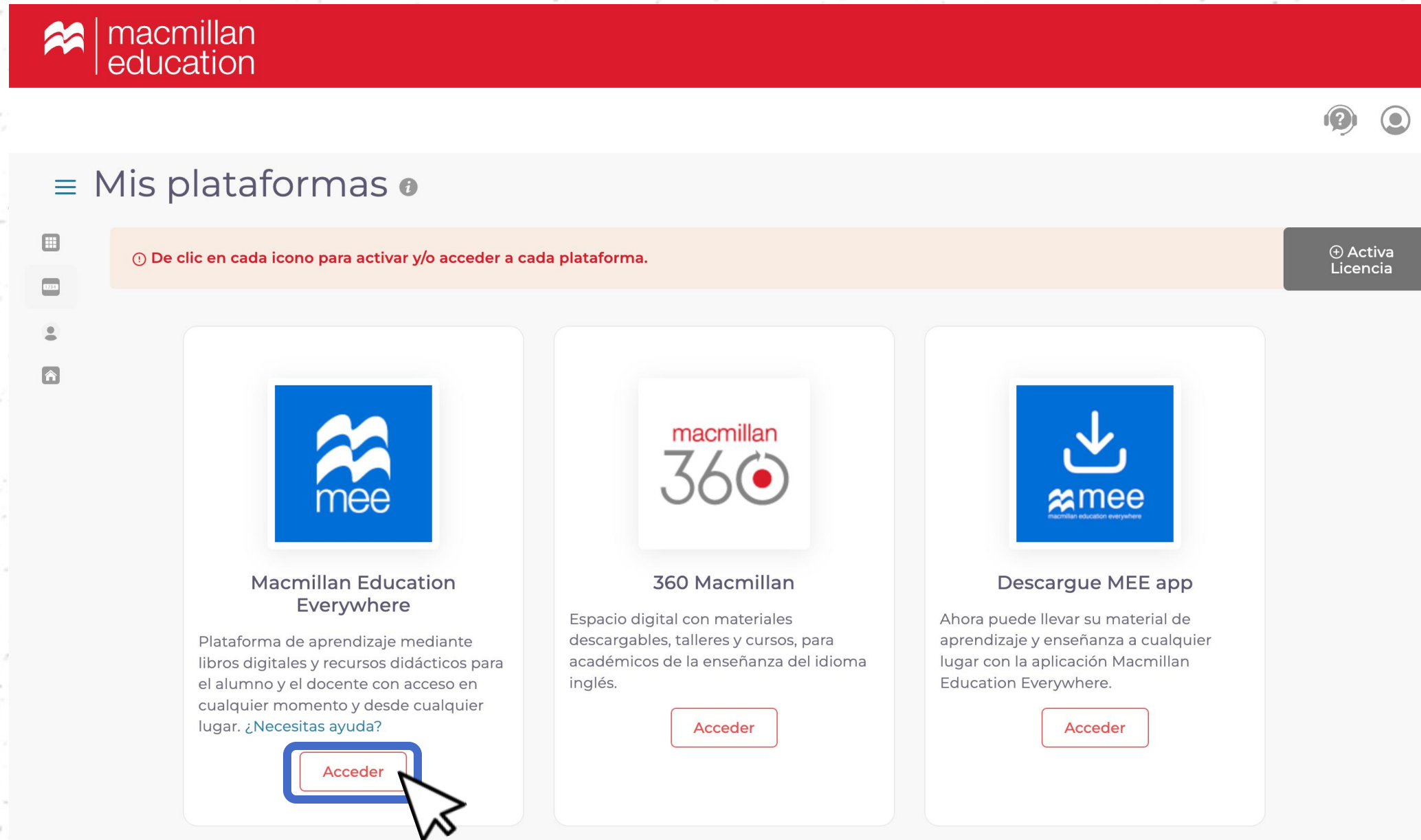
Ingresa con su usuario y contraseña a la siguiente liga:

<https://servicios.macmillaneducacion.com>

Crear y asignar una
evaluación en la
plataforma MEE

2

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



macmillan
education

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

⊕ Activa
Licencia

≡ Mis plataformas ⓘ


**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

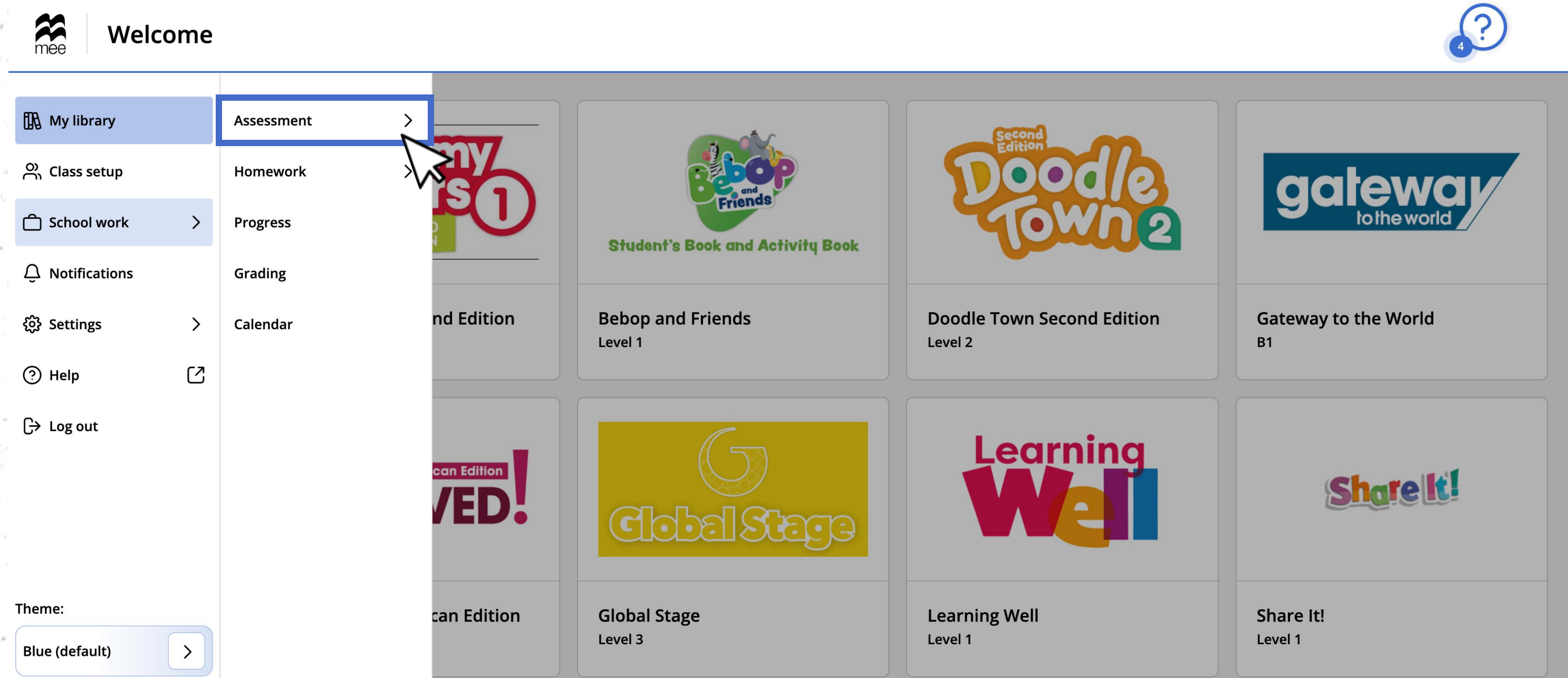

360 Macmillan
Espacio digital con materiales
descargables, talleres y cursos, para
académicos de la enseñanza del idioma
inglés.
Acceder


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

Crear y asignar una
evaluación en la
plataforma MEE

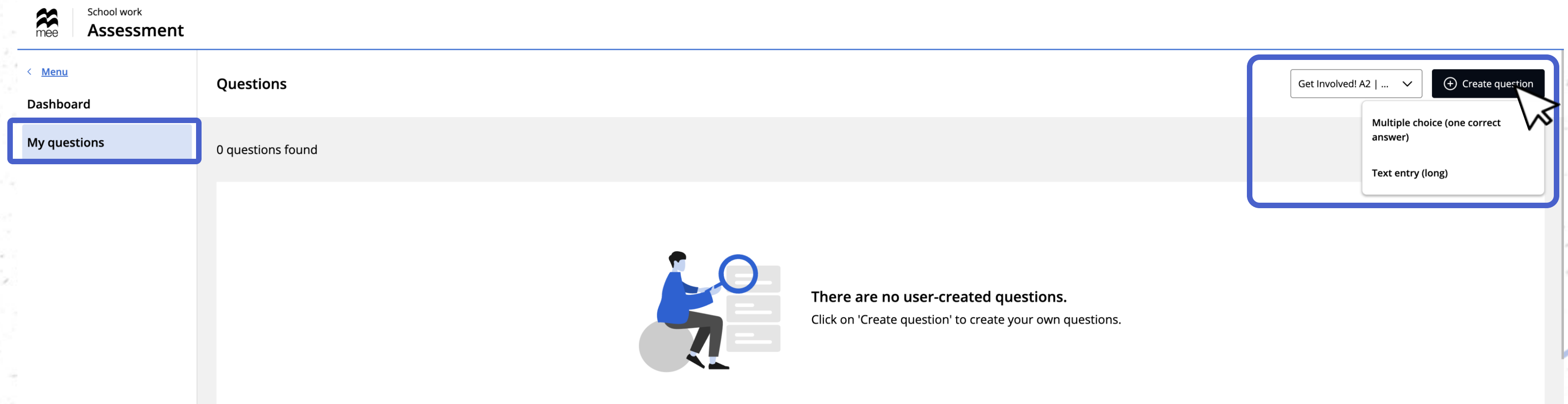
3

Para crear evaluaciones, diríjase a la sección **School work** y seleccione la opción **Assessment**, encontrará dos opciones **Dashboard** y **My questions**.



The screenshot shows the MEE platform interface. On the left, there is a sidebar with the following menu items: My library, Class setup, School work, Notifications, Settings, Help, and Log out. The 'School work' item is highlighted, and a sub-menu is displayed with the following options: Assessment, Homework, Progress, Grading, and Calendar. The 'Assessment' option is highlighted with a blue border and a mouse cursor. The main content area displays a grid of educational resources, including 'Bebop and Friends Student's Book and Activity Book', 'Doodle Town Second Edition Level 2', 'Gateway to the World B1', 'Global Stage Level 3', 'Learning Well Level 1', and 'Share It! Level 1'. A 'Theme:' dropdown menu is visible at the bottom left, showing 'Blue (default)' as the selected theme.

Para crear preguntas propias vaya al apartado de ***My questions*** seleccione el contenido del cual desea plantear la pregunta, al dar clic en el botón ***Create question*** podrá elegir alguna de los tipos de cuestionamiento disponibles.



 School work
Assessment

< [Menu](#)

Dashboard

My questions

Questions

0 questions found

Get Involved! A2 | ... 

+ Create question

Multiple choice (one correct answer)

Text entry (long)



There are no user-created questions.
Click on 'Create question' to create your own questions.

Al crear alguna de las preguntas debe comenzar por el título e instrucción de la pregunta.

Es opcional añadir un texto de referencia, el cual sólo visualizará el alumno.

Step 1 of 2: Create question

EXIT

Fields marked with * are required

Question title *

Question instruction *

Reference text

B *i* u **l** **l** **l** x_2 x^2 f_x

Insert text here ...



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   x₂ x² f_x

Insert text here ...

Maximum score (choose number between 1-5) *

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.

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](#).

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

Maximum score: Calificación, que debe ser un valor entre 1 y 5. Una vez definido, no se puede cambiar.

Answer options: comience poniendo la respuesta correcta, posteriormente la **Respuesta Incorrecta**, puede agregar más de una.

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

Límite de caracteres para las respuestas de los estudiantes (1-5000).

Maximum score: Calificación, que debe ser un valor entre 1 y 10. Una vez definido, no se puede cambiar.

Model answer: Puede colocar la respuesta correcta, esto solo lo verá usted como docente.

Scoring guidance: Puede dar a conocer a los alumnos los criterios de evaluación.

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

Exit

Fields marked with * are required

Activity title *

Activity instruction *

Reference text

B i U x₂ x² i≡ ≡ f_x

Insert text here ...

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 x₂ x² i≡ ≡ f_x

Insert text here ...

Scoring guidance

B i U x₂ x² i≡ ≡ f_x

Insert text here ...

▶ Preview

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

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](#).

Si requiere previsualizar su pregunta seleccione **Preview**, para finalizar vaya al final de la página y selecciona **Add tags**, que le permite clasificar sus preguntas ya sea con etiquetas establecidas por el contenido o asignar una propia.

▶ Preview

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

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 >

Para personalizar su etiqueta vaya al apartado **Add your own custom tag** seguido del botón **Add**, si desea agregar una etiqueta del contenido despliegue la lista de lado derecho y seleccione las etiquetas que requiera.
Para terminar, haga clic en **Done**.

Text entry (long)
Step 2 of 2: Add tags Exit

Add one or more tag(s) to classify your question. Clear all ×

- > Detailed Skills or Grammar
- > Difficulty
- > Exams for Assessment
- ✓ Language Areas and Skills
 - ☒ Key focus: Grammar
 - ☐ Key focus: Listening
 - ☐ Key focus: Literature analysis
 - ☒ Key focus: Phonics
 - ☐ Key focus: Pronunciation
 - ☐ Key focus: Reading
 - ☒ Key focus: Speaking
 - ☐ Key focus: Vocabulary
 - ☐ Key focus: Word Formation
 - ☐ Key focus: Word Study
 - ☐ Key focus: Writing
- > Topics

Custom Tags

Add your own custom tag

Add

Added tags

Key focus: Grammar ×

Key focus: Phonics ×

Key focus: Speaking ×

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 question Done

Crear y asignar una
evaluación en la
plataforma MEE

10

Su pregunta se mostrará en la sección ***My questions***.



School work
Assessment

< [Menu](#)

Dashboard

My questions

Questions

Get Involved! A2 | ...

+ Create question

1 of 1 questions found

Filters

Question

Label: Key focus: Speaking, Key focus: Phonics, Key focus: Grammar | Question type: Text entry (teacher marked) | Score: 10 | Teacher marked  | Author: Docente Imagina(You)

 Edit

More actions 

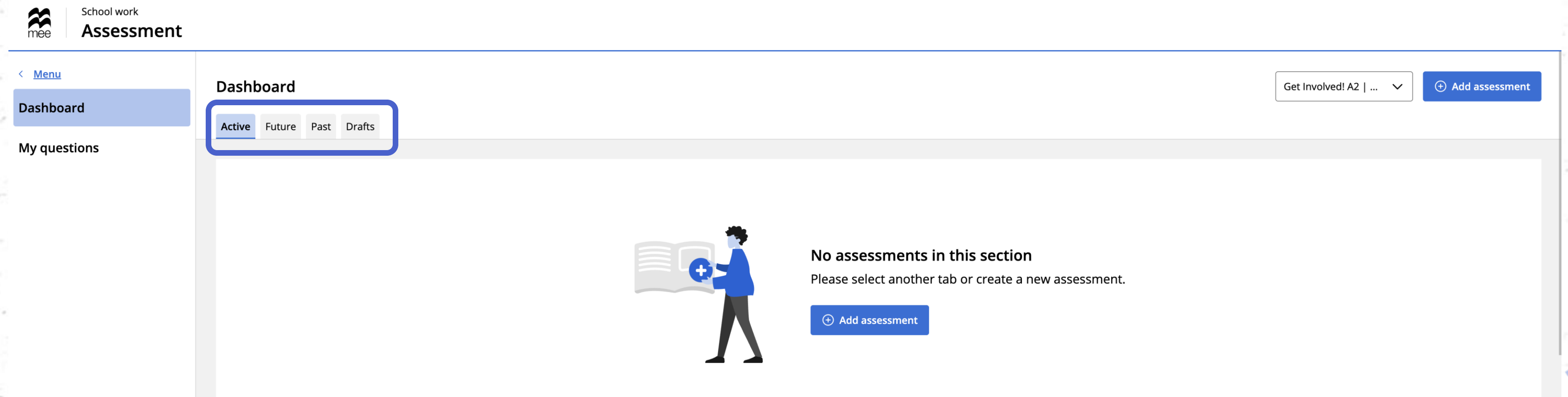
Instructions

Details

Crear y asignar una
evaluación en la
plataforma MEE

11

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

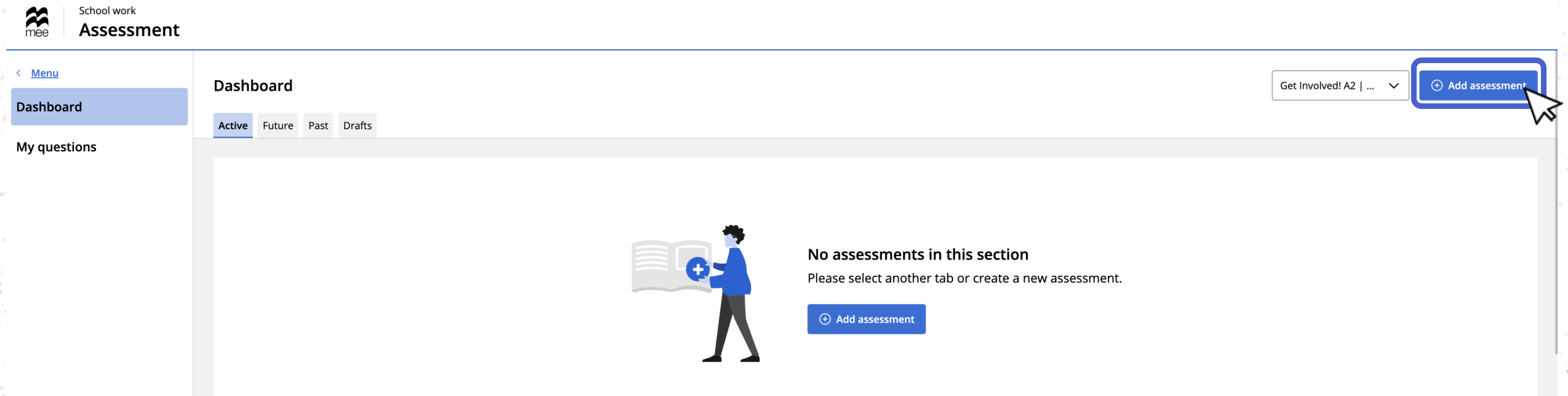


The screenshot displays the 'School work Assessment' dashboard. On the left, a sidebar contains a 'Menu' link, a 'Dashboard' button (highlighted with a blue bar), and a 'My questions' section. The main content area is titled 'Dashboard' and features a tabbed interface with 'Active', 'Future', 'Past', and 'Drafts' tabs. The 'Active' tab is selected and highlighted with a blue border. In the top right corner of the main area, there is a dropdown menu showing 'Get Involved! A2 | ...' and a blue 'Add assessment' button. The central part of the dashboard shows an illustration of a person holding a book with a plus sign, followed by the text 'No assessments in this section' and 'Please select another tab or create a new assessment.' Below this text is another blue 'Add assessment' button.

Crear y asignar una
evaluación en la
plataforma MEE

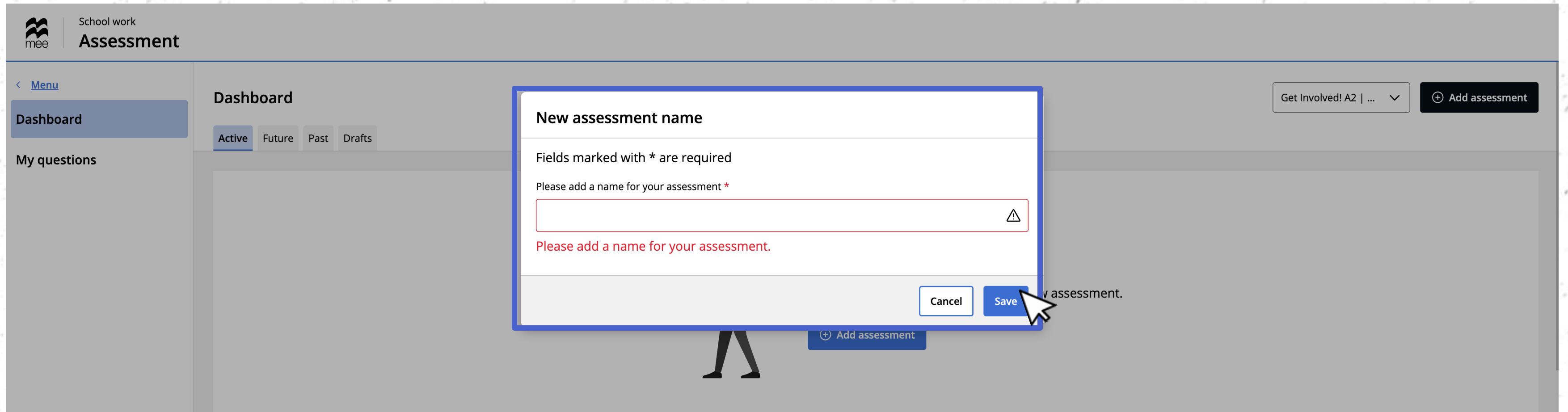
12

Para agregar una evaluación, en caso de tener varias asignaturas, primero es necesario seleccionar que contenido requiere evaluar, posteriormente haga clic en el botón **‘Agregar evaluación’**.



The screenshot displays the Macmillan Education (MEE) School work Assessment Dashboard. The interface includes a sidebar on the left with a 'Menu' link and buttons for 'Dashboard' and 'My questions'. The main content area is titled 'Dashboard' and features tabs for 'Active', 'Future', 'Past', and 'Drafts'. A message indicates 'No assessments in this section' and 'Please select another tab or create a new assessment.' with an 'Add assessment' button. A top right button also says 'Add assessment'.

Una vez allí, le solicitará ingresar un nombre para su evaluación, luego simplemente haga clic en **Save**.



 School work
Assessment

< [Menu](#)

Dashboard

My questions

Dashboard

Active Future Past Drafts

Get Involved! A2 | ... 

 Add assessment

New assessment name

Fields marked with * are required

Please add a name for your assessment *

Please add a name for your assessment.

Cancel Save

 Add assessment

Ahora deberá configurar los detalles de su evaluación:

Comience seleccionando los estudiantes que harán la evaluación, haga clic en **Add.**

<

Assessment

Add assessment

Evaluation Unit 1

Edit

Questions

Selected questions: 0

Add

Students

Assigned to: None

Assign

Schedule and settings

Start date: Not set | End date: Not set

Add

Submit

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

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

Una vez hecho esto, haz clic en el botón **Review students** para continuar.

Add assessment: Evaluation Unit 1
Step 1 of 2: Assign students

Exit

Classes

Clear all ×

☒ Get Involved! A2

Show results

Total assigned: 0

Get Involved! A2

Assign all (3)

STUDENT MACMILLAN

+ Assign

STUDENT MACMILLAN 2

+ Assign

STUDENT MACMILLAN 3

+ Assign

Next
Review students (0)

>

Ahora tendrá que verificar a los estudiantes a los que desee asignar la evaluación, si los alumnos se encuentran en más de una de sus clases podrá verlos aquí, para finalizar la selección haga clic en **Done**.

Add assessment: Evaluation Unit 1

Step 2 of 2: Review students

Exit

Total assigned: 3

Get Involved! A2

✓

STUDENT MACMILLAN

— Remove

✓

STUDENT MACMILLAN 2

— Remove

✓

STUDENT MACMILLAN 3

— Remove

<

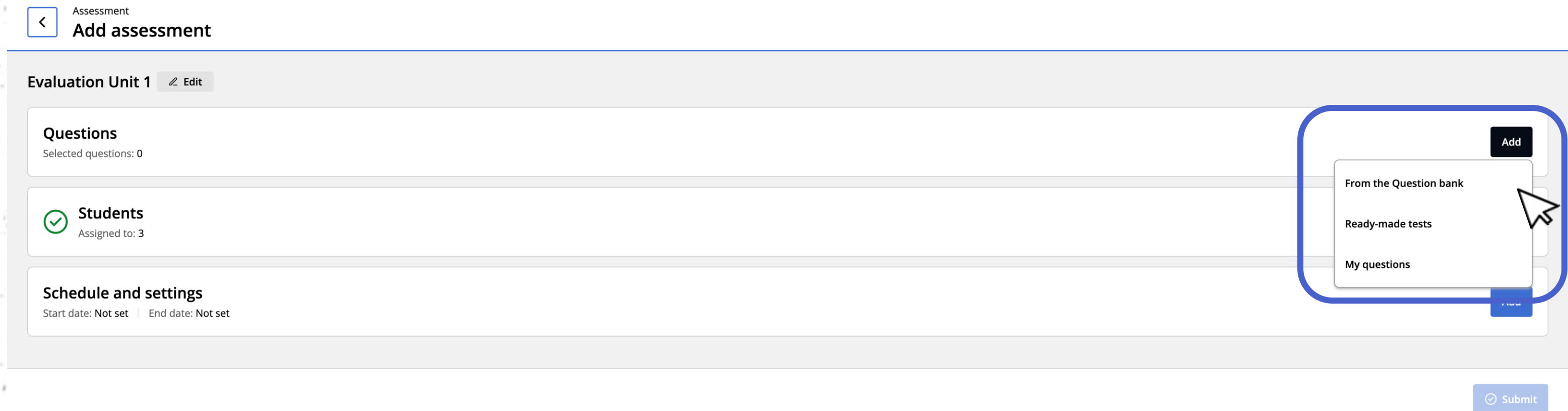
Previous
Assign students

Done

El siguiente paso es añadir las **Preguntas**.

Al seleccionar **Add**, se muestran 3 opciones, que compondrán su evaluación:

- **From the Question bank:** le permite seleccionar una por una las preguntas.
- **Ready-made tests:** agrega todas las preguntas y posteriormente le permite eliminar las que no desee incluir.
- **My questions:** le permite elegir preguntas realizadas por usted.



Assessment
Add assessment

Evaluation Unit 1 [Edit](#)

Questions
Selected questions: 0

 **Students**
Assigned to: 3

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

Add

From the Question bank

Ready-made tests

My questions

[Submit](#)

Crear y asignar una evaluación en la plataforma MEE

Para agregar las preguntas ya sea **From the Question bank** o de **My questions** seleccione **Macmillan Education o User created**, luego indique la unidad o temas que desee evaluar, vaya hacia abajo para dar clic al botón **Show results** y ver las preguntas relacionadas a su selección.

18

Add assessment: Evaluation Unit 1
Step 1 of 2: Select questions

Exit

Get Involved! A2

Question source

- ☒ Macmillan Education (457)
☐ User-created (1)

Content

Clear all X

- > Question Type
- > Score
- > Detailed Skills or Grammar
- > Difficulty
- > Language Areas and Skills
- ✓ Topics
 - ☐ Activities
 - ☐ Common tasks and functions
 - ☐ Education
 - ☒ Food & drink
 - ☐ Nature & environment
 - ☐ People
 - ☐ Phrases and collocations
 - ☐ Places & travel
 - ☐ Surroundings
 - ☐ Things & possessions
 - ☐ Work & business

Q Search

Add

Show results

Total added: 0

14 of 457 questions found

Assessments should not contain more than 100 questions.

Expand all

Add all

Label: A2, Key focus: Vocabulary, Food & drink, Shopping | Question type: Drag and drop | Score: 6

+ Add

Digital preview

Complete the dialogue with the correct words. There are three extra words.

• herbs...

Details

Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

+ Add

Digital preview

Look at the photo and write the food.

Details

Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

+ Add

Digital preview

Look at the photo and write the food.

Details

Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

+ Add

Digital preview

Look at the photo and write the food.

Details

Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

+ Add

Digital preview

Look at the photo and write the food.

Details

5 Items

1 - 5 of 14

<

1

2

3

>

Si requiere ver una vista previa de la pregunta seleccione ***Digital preview***, para añadir las preguntas haga clic en ***Add***.

Add assessment: Evaluation Unit 1
Step 1 of 2: Select questions

Exit

Get Involved! A2

Question source

☒ Macmillan Education (457)

☐ User-created (1)

Content

Clear all X

> Question Type

> Score

> Detailed Skills or Grammar

> Difficulty

> Language Areas and Skills

> Topics

☐ Activities

> ☐ Common tasks and functions

> ☐ Education

☒ Food & drink

> ☐ Nature & environment

> ☐ People

☐ Phrases and collocations

> ☐ Places & travel

> ☐ Surroundings

> ☐ Things & possessions

> ☐ Work & business

Q Search

Add

Show results

Total added: 0
14 of 457 questions found
Assessments should not contain more than 100 questions.

Expand all

Add all

Label: A2, Key focus: Vocabulary, Food & drink, Shopping | Question type: Drag and drop | Score: 6

+ Add

Digital preview

Complete the dialogue with the correct words. There are three extra words.

- herbs...

> Details

Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

+ Add

Digital preview

Look at the photo and write the food.

> Details

Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

+ Add

Digital preview

Look at the photo and write the food.

> Details

Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

+ Add

Digital preview

Look at the photo and write the food.

> Details

Crear y asignar una evaluación en la plataforma MEE

20

Si desea quitar alguna pregunta haga clic en ***Remove.***
Para continuar seleccione ***Review questions.***

Add assessment: Evaluation Unit 1
Step 1 of 2: Select questions

Question source

- ☒ Macmillan Education (457)
☐ User-created (1)

Content

Clear all ×

- > Question Type
> Score
> Detailed Skills or Grammar
> Difficulty
> Language Areas and Skills
▼ Topics
 ☐ Activities
 ☐ Common tasks and functions
 ☐ Education
 ☒ Food & drink
 ☐ Nature & environment
 ☐ People
 ☐ Phrases and collocations
 ☐ Places & travel
 ☐ Surroundings
 ☐ Things & possessions
 ☐ Work & business

Search

Add

Show results

Total added: 4

14 of 457 questions found
Assessments should not contain more than 100 questions.

Expand all

Add all

Exit



Label: A2, Key focus: Vocabulary, Food & drink, Shopping | Question type: Drag and drop | Score: 6

Remove

Digital preview



Complete the dialogue with the correct words. There are three extra words.
• herbs...



Details



Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

Remove

Digital preview



Look at the photo and write the food.



Details



Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

Remove

Digital preview



Look at the photo and write the food.



Details



Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

Remove

Digital preview



Look at the photo and write the food.



Details



Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

+ Add

Digital preview



Look at the photo and write the food.



Details

5 Items

1 - 5 of 14

<

1

2

3

>

Next
Review questions (4)

>

En el siguiente paso confirme las preguntas seleccionadas, también puede cambiar el orden de aparición, para guardar haga clic en el botón **Done**.

Add assessment: Evaluation Unit 1
Step 2 of 2: Review questions Exit

Total added: 3
0 questions selected Preview assessment Sort by ▾

 INF_L1_U5S_Vocabulary_2
Label: A2, Key focus: Vocabulary, Food & drink, Shopping | Question type: Drag and drop | Score: 6

— Remove Digital preview

Complete the dialogue with the correct words. There are three extra words.
○ herbs
▼ [Details](#)

 INF_L1_U5S_Vocabulary_1 1
Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

— Remove Digital preview

Look at the photo and write the food.

▼ [Details](#)

 INF_L1_U5S_Vocabulary_1 6
Label: A2, Key focus: Vocabulary, Food & drink | Question type: Gap fill | Score: 1

— Remove Digital preview

Look at the photo and write the food.

▼ [Details](#)

< Previous
Select questions Done

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

<

Assessment

Add assessment

Evaluation Unit 1

Edit

✓

Questions

Selected questions: 3

View details

✓

Students

Assigned to: 3

View details

Schedule and settings

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 actual.

Indique la **‘Calificación para aprobar’**, calificación mínima que requieren los estudiantes.

Add assessment: Evaluation Unit 1
Schedule and settings

Exit

Start date *

Choose a date



00:00



End date *

Choose a date



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.

Total score: 8

Passing score:

50



% = 4 (score)

Puede seleccionar el tiempo que tienen los alumnos para realizar el examen en el campo ***Assessment duration***.

En el campo ***Teacher's name*** debe indicar como aparecerá su nombre en la evaluación.

Seleccione el formato de evaluación, ***Digital o Paper***.

Assessment duration *

🕒 00:30

Teacher's name *

Docente Imagina

This name will be displayed to students.

Assessment format *

☒ Digital ☐ Paper

Al seleccionar el formato **Digital** se activarán las siguientes opciones:

- **Randomise questions:** Que se muestren en distinto orden a los alumnos las preguntas.
- **Controlled start:** Permite iniciar la evaluación para todos los alumnos cuando usted como docente lo indique.

Assessment format *

☒ Digital ☐ Paper

Digital settings

 Information

Teacher settings

☒ Randomise questions

☐ Controlled start

Any sorting or reordering of questions you have done will not be applicable if you choose to randomise questions.

Done

Si selecciona el formato **Paper**, tendrá disponibles las opciones:

- **Include cover sheet:** Permite agregar una portada al examen.
- **Include score sheet:** Genera una hoja donde los alumnos podrán contestar su examen.
- **Enable students to add their ID or roll number to the cover sheet and the questions sheet:** Al activar esta opción se coloca un apartado para añadir su identificador como estudiante.
- **Add instructions:** Puede incluir indicaciones, si activa la portada del examen.
- **Ass school logo:** Se agregará el logotipo previamente cargado, por el administrador de la institución, en la portada.

Assessment format ^{*}

☐ Digital ☒ Paper

 Paper settings

☒ Include a cover sheet

☒ Include a score sheet

☒ Enable students to add their ID or roll number to the cover sheet and the question sheet

Add instructions to be displayed on the cover sheet

B i U x₂ x² |≡≡ f_x

Insert text here ...

☒ Add school or institution's logo to the cover sheet

Information

Done

Después de que haya elegido en que formato quiere su evaluación y las opciones correspondientes haga clic en **‘Finalizar’**.

Assessment format ^{*}

☐ Digital ☒ Paper

Paper settings

☐ Include a cover sheet

☐ Include a score sheet

☐ Enable students to add their ID or roll number to the cover sheet and the question sheet

Add instructions to be displayed on the cover sheet

B

i

u

x₂

x²

≡

≡

f_x

Insert text here ...

☐ Add school or institution's logo to the cover sheet

Information

Done

Ahora que ha completado los detalles de su evaluación haga clic en ***Submit*** para enviarla a los alumnos.

<

Assessment

Add assessment

Evaluation Unit 1

Edit

✓

Questions

Selected questions: 3

View details

✓

Students

Assigned to: 3

View details

✓

Schedule and settings

Start date: 16 octubre 2024 00:00 | End date: 30 noviembre 2024 00:00

View details

i

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

✓

Submit

Crear y asignar una
evaluación en la
plataforma MEE

29

Cada vez que realice una evaluación se mostrará el ***Dashboard*** en la pestaña correspondiente dependiendo si la evaluación ha comenzado o se encuentra próxima a comenzar.

 School work
Assessment

[< Menu](#)
Dashboard
My questions

Dashboard

ActiveFuturePastDrafts

Get Involved! A2 | ...

+ Add assessment

Future

Showing 1 of 1 results

Get Involved! A2 | Teacher's Book with Teacher's App

Evaluation Unit 1

Start date: 16 octubre 2024 00:00 | End date: 30 noviembre 2024 00:00

Questions3

Assigned toGet Involved! A2 [View students](#)

FormatDigital

Created byDocente I

Digital view

More actions

3

Not started

Crear y asignar una
evaluación en la
plataforma MEE

30

En el caso de la evaluación Impresa, aparecerá en este panel, al dar clic en el botón ***Download*** obtendrá el archivo correspondiente a su evaluación.

 School work
Assessment

[< Menu](#)
Dashboard
My questions

Dashboard

Active Future **Past** Drafts

Past
Showing 3 of 3 results

Get Involved 3
Unit 1
Start date: 30 mayo 2024 00:00 | End date: 31 mayo 2024 00:00

Download 

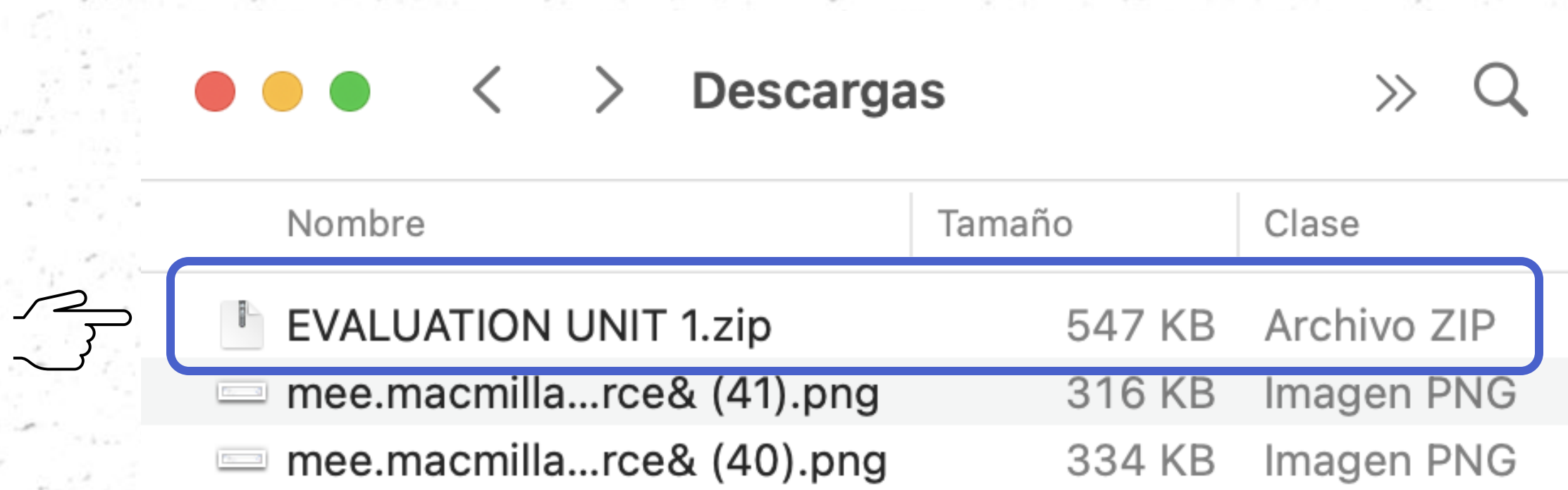
More actions 

Questions	3
Assigned to	Get Involved 3 View students
Format	Paper
Created by	Docente Macmillan

0
Exempt

1
Requires grading

El archivo se descargará con el nombre de su evaluación en formato comprimido. Deberá hacer doble clic al archivo para descomprimirlo.



El archivo contendrá lo siguiente: hoja de respuestas para el docente y de manera opcional de acuerdo con su selección de la portada y hoja de calificaciones.

Descargas				
Nombre	Tamaño	Clase		
✓  EVALUATION UNIT 1	--	Carpeta		
 ScoreSheet...15.47.47.docx	11 KB	Micros... (.docx)		
 ScoreSheet..._15.47.47.pdf	84 KB	Documento PDF		
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