Pearson

MyEnglishLab

Quick-Start Guide for Students

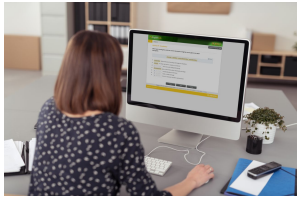# Table of Contents

1. Before You Begin

Welcome to the **Student Getting Started Guide** for MyEnglishLab. This guide will walk you through the steps required to successfully use MyEnglishLab.

Before you begin, run the Browser Tune-up Check Tool to ensure your computer is ready to use MyEnglishLab.

To run the browser tune-up check, go to https://www.PearsonELTSupport.com/CheckMyComputer

⚠️ **Note:** *Mozilla Firefox or Google Chrome are the preferred Internet browsers for MyEnglishLab.*

Things You'll Need:

1. **A Student Access Code**: You will need a student access code to register and create an account. If you do not have a student access code, please contact your local bookstore, **buy online**, or contact your **local Pearson Sales Representative**.

2. **An Email Address**: This email address will be used to receive registration confirmation and system update notifications.

3. **Your Instructor Course ID**: The Course ID is provided by your instructor. If you are a self-study student (working on your own), you will not need this information.

Ready? Let's Get Started!

2. Registration

To gain student access to MyEnglishLab, you must first create an account. To register, you will need a **student access code**. In this section, we will walk you through the registration process.

⚠️ **Note:** *You will need a student access code. If you do not have a student access code, please contact your local bookstore, **buy online**, or contact your **local Pearson Sales Representative**.*

To register your access code:

1. Go to www.MyEnglishLabHelp.com/Register

2. Click on **Change Language** to select your preferred language.

3. Enter your **Access Code** and then click on **Next**.

4. Confirm you are registering for the correct product and then click on **Next**.

Get Started
Product
Account
Review
Confirmation

🌐 Change Language

2

Register

Get Started

Your registration will take about five minutes.

Use an Access Code   Help

A prepaid access code might come with your textbook or in a separate kit. An access code looks like this: SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES
Learn more

Access Code •

3

• Required   **Next →**

5. You can either create a new account or sign-in if you already have a Pearson account.

   A. **First time registering?**

      Click on **Create** to set up a new Pearson account.

      OR

   B. **Already have a Pearson Account?**

      Enter your existing **Username** and **Password**, and then click on **Sign In**. *[Go to Step 10]*

6. Read the License Agreement. Click "*I agree to the license agreement*" and then click on **Next**.

7. Enter your **Personal Information** (*Email Address, Full Name, and Institution*).
   Note: *You can still proceed with the registration if your Institution is not listed.*

8. Enter your **Account Information**.

   A. **Username** must be at least six characters long. We recommend that you use your email address as an easy way to remember your username.

   B. **Password** must be between 8 and 32 characters long and have at least one number.
      Note: *Do not include blank spaces, your name, all numbers, or your username.*

9. Click on **Next**.

10. Review your information and then click on **Finish**.

11. Click on **Go to your product**. You will be automatically logged into the MyEnglishLab platform. Otherwise, enter your username and password.

Pearson Account

Change Language

Register

Create a Pearson Account
Your account will give you access to Pearson products.

Personal Information   Help

Email Address *

First or Given Name *   Middle Name   Last Name or Surname *

Institution *

Account Information   Help

Username *

Password *

Confirm Password *

☐ I want to receive special offers and product information from Pearson

← Back   • Required   Next →

3. Joining a Teacher's Course

If you are studying in a teacher-led course, your teacher will give you a Course ID. In this section, you will learn how to join your teacher's course. This would allow your teacher to track your performance and you will be able to see teacher assigned content.

Notes:

- *If you are working on your own (Self-study), simply log in and begin working. You can always join a teacher course at a later time and transfer your practice grades.*
- *Speaking and Writing activities completed in self-study or practice mode will not be graded unless assigned by a teacher.*

To join a teacher course:

1. Go to www.MyEnglishLabHelp.com/login

2. Enter your **Username** and **Password**.

3. Click on the **Settings** tab.

4. Click on **Join a Course**.

5. Enter your teacher's **Course ID**.
   Note: *Course ID looks like: pprt-vast-tr99-by94*

6. If you have been working as a self-study student and are now joining your teacher's course, click on **Transfer previous practice scores** to transfer your grades to your teacher.

7. Click on **OK**.
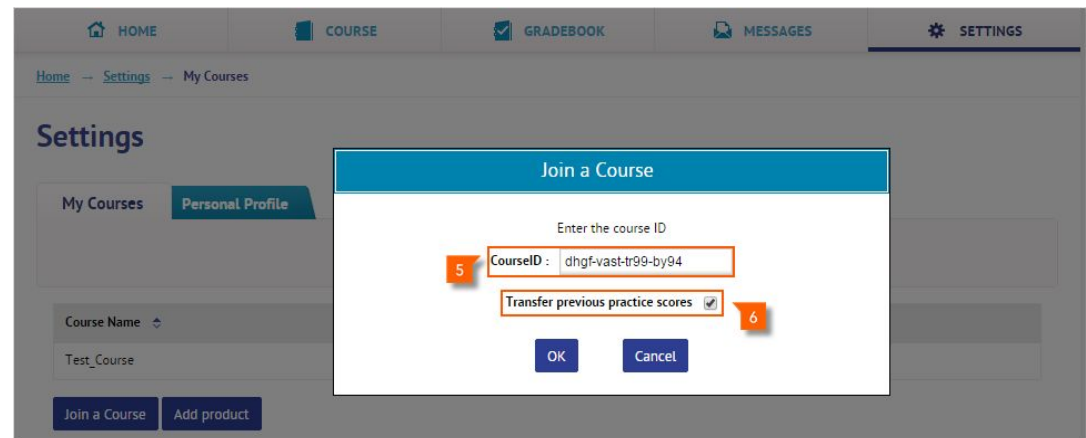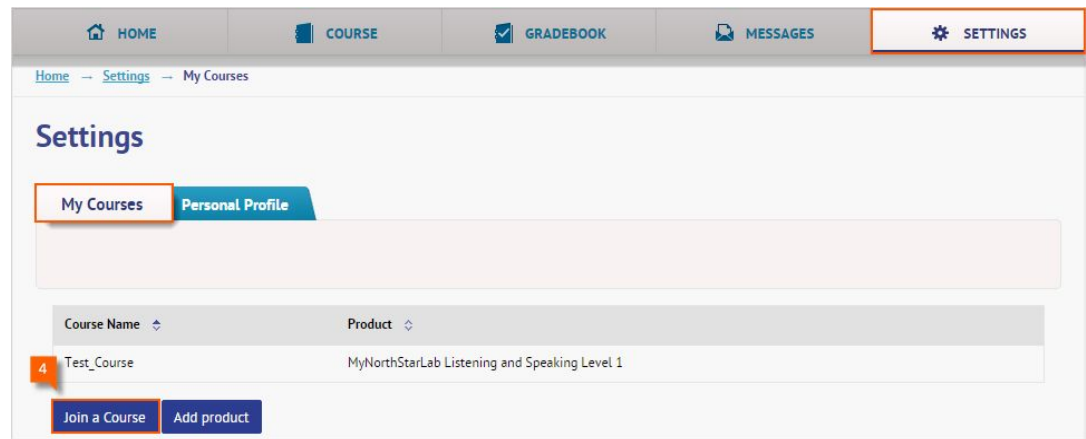
4. Completing Assignments

Your teachers might assign work to you as homework or as part of your course. This section shows you how to complete assignments.

⚠️ *Note: After your teacher has created an assignment, the assignment will appear under your **To Do List**, **Calendar** and **Recent Activity**. Assignments cannot be opened from the Course section.*

To complete an assignment:

1. Click on the **Home** tab.

2. Under **To Do List**, you will see your list of assignments.

3. Click on **Open** to open the assignment.

Icons:

- ☑ (**Assigned Test**) means your teacher assigned a **test**.

- 🔄 (**Assigned Activity**) means your teacher assigned an activity.

5. Checking Your Grades

Most practice activities and assignments are auto-graded, so you will have immediate access to your grades in the **Gradebook**. However, some activities have to be graded by a teacher, like Speaking and Writing activities.

Notes:

- *Teacher-graded assignments will not appear in the Gradebook until the assignment has been marked by a teacher.*
- *Speaking and Writing activities completed in self-study or practice mode will not be graded unless assigned by a teacher.*

To check your grades:

1. Click on the **Gradebook** tab.

2. Select your course from the **Change course** drop-down list.

3. Grades will appear under the **Data** tab.

4. The default view of the Gradebook is **Assignment and Tests**. To view grades for practice activities, select an option from **Change view**.

6. Take a Tour

HOME

The **Home** tab has three main sub-tabs under **Assignments & Events**: **To Do List**, **Calendar,** and **Recent Activity**. You can switch between these tabs at any time.

1. **Courses:** This section lists the top products or courses you can access.

2. **View all course**: You can view all courses or products here. You can also drag and drop courses to change the order they appear on the home page.

3. **To Do List**: The list shows upcoming assigned activities and calendar events. You can click on **View more** (A) to expand the list.

4. **Calendar**: The Calendar tab features a familiar way of seeing events and activities associated with all your courses.

5. **Recent Activity**: The Recent Activity screen is similar to the To Do List, but gives a view of events that have already happened and assignments that have been submitted or marked. It also records actions such as changes in due dates or assignments.

6. **Filters (Showing/Change course)**: Allows you to filter the To Do List.

7. **Assignment and Events List**: You can click on **View more** (A) to expand the list. You can also see more details by clicking on the **Expand details arrow**.

8. **Open:** Click on Open to open an assignment.

9. **See report**: Click on **See report** to go to the **Assignment report** screen page and get information about the submitted assignment, including date submitted and score.

10. **Expand details arrow**: Click on the arrow to expand the display and view assignment details.

COURSE

The **Course** tab allows you to view the course content and access practice activities. If your product has eText available, you access additional resources from here as well.

1. **Change course**: Allows you to switch to another course.

2. **Product Title**: Displays the name and level of the product you are using.

3. **Units**: Displays the available units.

4. **eText**: An icon appears if your product is bundled with eText. Click on the icon to open the eText.

5. **Open**: Allows you to open activities.

6. **Contents**: Allows you to view sub-section and activities available in the unit.

GRADEBOOK

The **Gradebook** tab allows you to access your grades and keep records of your performance.

1. **Change course**: Allows you to switch to another course.
2. **Expand details:** Allows you to view additional information, such as the number of attempts, number of completed activities, and time spent on activities.
3. **Data:** Provides your course scores and grades.
4. **Diagnostics:** Gives you an instant view of how you are progressing, both in average scores and time on task.
5. **Change view:** Allows you to easily see the available views: **Practice only, Assignments only, Tests only, Practice & tests,** and **Assignments & tests**.
6. **Markers:** Allows you to see which activities have been completed.
7. **Filtering/Sorting:** Allows you to filter activities by **Last attempt, First attempt, Average score** or **Highest score**.
8. **Export:** Allows you to export your course Gradebook to Microsoft Excel.

MESSAGES

The **Messages** tab allows you to communicate with both your teacher and other students in the course.
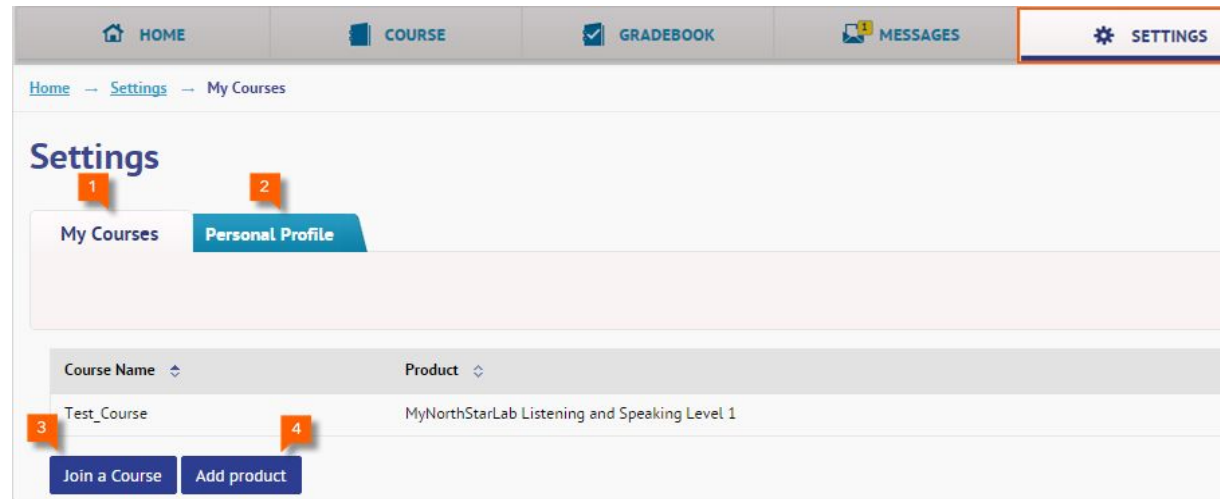
1. **New message**: Used to initiate email communication with teachers and other students in the course.

2. **Inbox**: Keeps email you have received from your teacher and other students.

3. **Sent messages:** Keeps your previously sent emails.

4. **Contact List:** Provides information of all the students and teachers you can communication with, if allowed by your teacher.

SETTINGS

The **Settings** tab allows you to manage your account and make changes to personal information.

1. **My Courses**: Lists all of the courses you have joined.

2. **Personal Profile**: Allows you to change your account profile information, including **Password**, **Country of Residence**, **Time Zone**, **Native language**, **Date Format**, **Email**, etc.

3. **Join a Course**: Allows you to enroll into a teacher's course.

4. **Add product**: Allows you to quickly add another product level to the account using an access code.

7. Need Help?

Visit https://support.pearsonelt.com for help, training, how-do videos, and support.