

MyEnglishLab



Quick-Start Guide for [Students](#)

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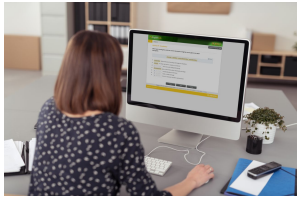
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1. Before You Begin

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**.

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**.

The screenshot shows the Pearson 'Register' page. On the left is a sidebar with a progress indicator: 'Get Started' (checked), 'Product' (checked), 'Pearson Account' (active), 'Review', and 'Confirmation'. Below this is a 'Change Language' button. The main content area is titled 'Register' and contains the heading 'Create an Account or Sign In' with a 'Help' link. Below the heading is the text 'Your account gives you access to Pearson products.' There are two columns: 'Create an Account' and 'Sign In'. The 'Create an Account' column has the text 'If you don't have a Pearson account, create one.' and a blue 'Create →' button, which is annotated with an orange callout 'A'. The 'Sign In' column has the text 'If you already have a Pearson account enter your username and password.' and is annotated with an orange callout 'B'. It contains input fields for 'Username' and 'Password', a blue 'Sign In →' button, and a link 'Forgot your username or password?'. At the bottom left of the main area is a '← Back' link.

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.

The screenshot shows the 'Register' page for creating a Pearson Account. The page has a blue header with 'Pearson Account' and 'Register'. Below the header, there's a 'Change Language' button. The main content area is divided into two sections: 'Personal Information' and 'Account Information', each with a 'Help' button. The 'Personal Information' section includes fields for 'Email Address', 'First or Given Name', 'Middle Name', 'Last Name or Surname', and 'Institution'. The 'Account Information' section includes fields for 'Username', 'Password', and 'Confirm Password'. There is a checkbox for 'I want to receive special offers and product information from Pearson'. At the bottom, there are 'Back' and 'Next' buttons. Red asterisks indicate required fields. Orange callout boxes with numbers 7 and 8 point to the 'Personal Information' and 'Account Information' sections respectively.

Pearson Account

Register

Create a Pearson Account

Your account will give you access to Pearson products.

Personal Information Help

Email Address *

7

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

Institution *

Account Information Help

8

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:

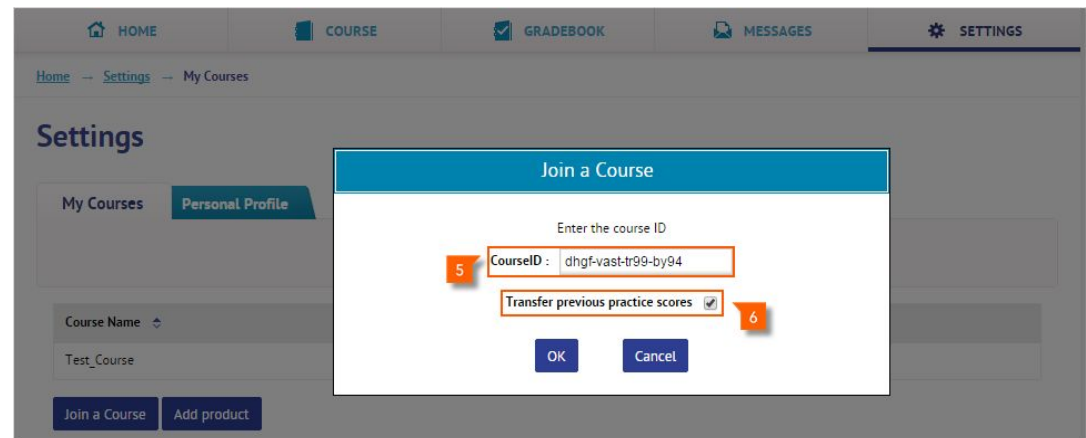
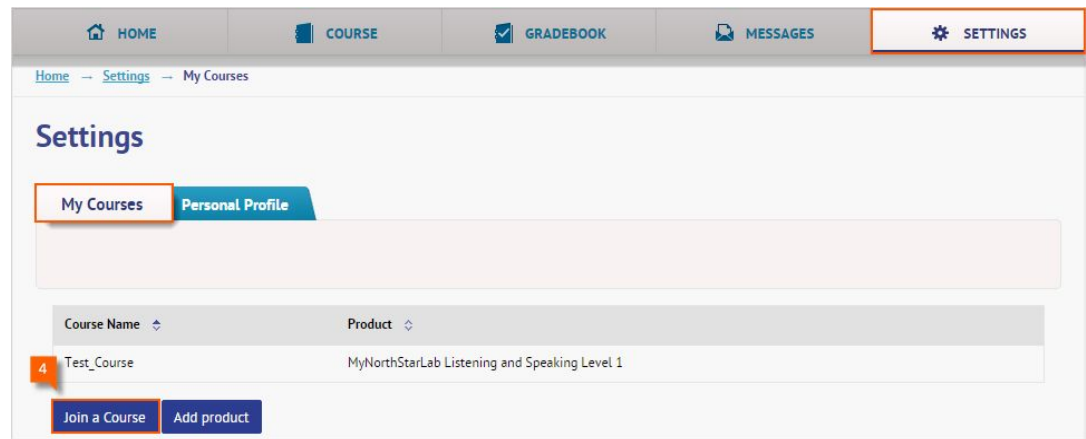
1. Go to www.MyEnglishLabHelp.com/login
2. Enter your **Username** and **Password**.
3. Click on the **Settings** tab.
4. Click on **Join a Course**.

5. Enter your teacher's **Course ID**.

Note: Course ID looks like: pprrt-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.

The screenshot shows the MyNorthStarLab interface. At the top, there are navigation tabs: HOME, COURSE, GRADEBOOK, MESSAGES, and SETTINGS. The HOME tab is selected. Below the navigation bar, the breadcrumb trail shows 'Home' and 'To Do List'. The main content area is divided into two sections: 'Courses' on the left and 'Assignments & Events' on the right. The 'Courses' section shows a card for 'NORTHSTAR 1 LISTENING & SPEAKING' with the label 'Test_Course'. The 'Assignments & Events' section has three tabs: 'To Do List' (selected), 'Calendar', and 'Recent Activity'. Below the tabs, there are filters for 'Showing: Everything' and 'Change course: All'. The 'Today' section lists two assignments: 'Unit 2 Making Unusual Art, NorthStar Video, Watch' and 'Unit 3 Special Possessions, Unit 3 Achievement Test, Unit 3 Achievement Test'. Each assignment has a document icon with a checkmark or a refresh icon, and an 'Open' button. The 'Unit 2' assignment has a red badge with the number '3'.

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**.

The screenshot shows the Gradebook interface with the 'Test_Course' selected. The 'Data' tab is active, displaying a table of units and their scores. A 'Change view' dropdown menu is open, showing options like 'Assignments & Tests', 'Assignments only', 'Tests only', 'Practice & Tests', and 'Practice only'. The table lists units such as 'Unit 1 A World of Friends', 'Unit 2 Making Unusual Art', 'Unit 3 Special Possessions', 'Unit 4 Creativity in Business', 'Unit 5 Understanding Fears and Phobias', 'Unit 6 Risks and Challenges', 'Unit 7 Only Child - Lonely Child?', and 'Unit 8 Soccer: The Beautiful Game'. The table columns are Title, Score, Grade, and Completed.

Title	Score	Grade	Completed
Unit 1 A World of Friends	93%	A-	15/15
Unit 2 Making Unusual Art	11%	FAIL	1/9
Unit 3 Special Possessions	100%	A+	1/1
Unit 4 Creativity in Business	100%	A+	1/1
Unit 5 Understanding Fears and Phobias	100%	A+	1/1
Unit 6 Risks and Challenges	75%	C	1/1
Unit 7 Only Child - Lonely Child?	83%	B-	1/1
Unit 8 Soccer: The Beautiful Game			

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.

The screenshot displays the MyNorthStarLab interface. At the top is a navigation bar with tabs: HOME (selected), COURSE, GRADEBOOK, MESSAGES, and SETTINGS. Below the navigation bar, the page is divided into two main sections. On the left is a sidebar with course cards: 'NORTHSTAR 1 LISTENING & SPEAKING' (labeled 1), 'English Grammar' (labeled 2), and 'TOP NOTCH 1'. The main content area is titled 'Assignments & Events' (labeled 3). It features three sub-tabs: 'To Do List' (selected, labeled 4), 'Calendar' (labeled 5), and 'Recent Activity'. Below the sub-tabs is a filter section with 'Showing: Everything' (labeled 6) and 'Change course: ALL'. The main content area is titled 'Today' (labeled 7) and lists three assignments. The first assignment is 'Unit 3 Special Possessions, Focus on Listening, Listening One, Focused Listening: Pronouncing -s Endings for Present Tense' (labeled 8), with a due date of 8 Sep 2015, 6:00 PM. The second assignment is 'Unit 2 Making Unusual Art, NorthStar Video, Watch' (labeled 9), with a due date of 8 Sep 2015, 7:32 AM. The third assignment is 'Unit 3 Special Possessions, Focus on the Topic, Check What You Know' (labeled 10), with a due date of 8 Sep 2015, 7:32 AM. Each assignment card includes a download icon, a document icon, and a 'See report' link. At the bottom of the main content area is a 'View more' link (labeled 10).

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.

The screenshot displays the 'COURSE' tab interface. At the top, navigation links include HOME, COURSE (highlighted), GRADEBOOK, MESSAGES, and SETTINGS. Below the navigation bar, a breadcrumb trail shows 'Home > Courses > Test_Course'. The main content area is divided into two panels: 'Units' on the left and 'Contents' on the right. The 'Units' panel features a 'Change course:' dropdown menu (callout 1) and a grid of unit cards for 'NORTHSTAR 1 LISTENING & SPEAKING'. The units are: Unit 1 'A World of Friends' (Completed: 16/17), Unit 2 'Making Unusual Art' (Completed: 8/17), Unit 3 'Special Possessions' (Completed: 0/17), Unit 4 'Creativity in Business' (Completed: 0/17), Unit 5 'Understanding Fears and Phobias' (Completed: 0/17), Unit 6 'Risks and Challenges' (Completed: 0/17), Unit 7 'Only Child - Lonely Child?' (Completed: 0/18), Unit 8 'Soccer: The Beautiful Game' (Completed: 0/17), 'Student Resources' (Completed: 0/8), and 'Teacher Resources'. An eText icon (callout 4) is visible in the top right of the unit grid. The 'Contents' panel shows the details for 'Unit 3 Special Possessions', including sections for 'Focus on the Topic' (with 'Check What You Know' and an 'Open' button, callout 5), 'Focus on Listening' (with 'Listening One' and 'Listening Two'), and 'Focus on Speaking' (with 'Vocabulary' and 'Grammar'). It also lists 'Speaking Skill: Asking Questions to Include Others in a Discussion' and 'Alternative Speaking Topics', both with 'Open' buttons (callout 6). Numbered callouts 2, 3, and 6 are also present on the interface.

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.

The screenshot shows the Gradebook interface for 'Test_Course'. The top navigation bar includes HOME, COURSE, GRADEBOOK (active), MESSAGES, and SETTINGS. The left sidebar shows a list of units under 'NORTHSTAR 1 LISTENING & SPEAKING'. The main area displays a table of scores and grades for various units. Numbered callouts highlight the following features:

- 1: Change course dropdown
- 2: Expand details button
- 3: Data tab
- 4: Diagnostics tab
- 5: Change view dropdown
- 6: Markers column
- 7: Assignments/Tests filter dropdown
- 8: Export gradebook button

Title	Score	Grade	Completed	Score	Grade	Completed
Unit 1 A World of Fri...	63%	D-	11/16	95%	A	1/1
Unit 2 Making Unusu...	77%	C+	8/9	0%	FAIL	1/1
Unit 3 Special Posse...	100%	A+	3/4	100%	A+	1/1
Unit 4 Creativity in ...	100%	A+	1/1	---	---	0/0
Unit 5 Understandin...	---	---	0/0	---	---	0/0
Unit 6 Risks and Cha...	---	---	0/0	---	---	0/0
Unit 7 Only Child - ...	---	---	0/0	---	---	0/0
Unit 8 Soccer: The B...	---	---	0/0	---	---	0/0
Student Resources	---	---	0/0	---	---	0/0
Summary	72%	C-		65%	D	

MESSAGES

The **Messages** tab allows you to communicate with both your teacher and other students in the course.

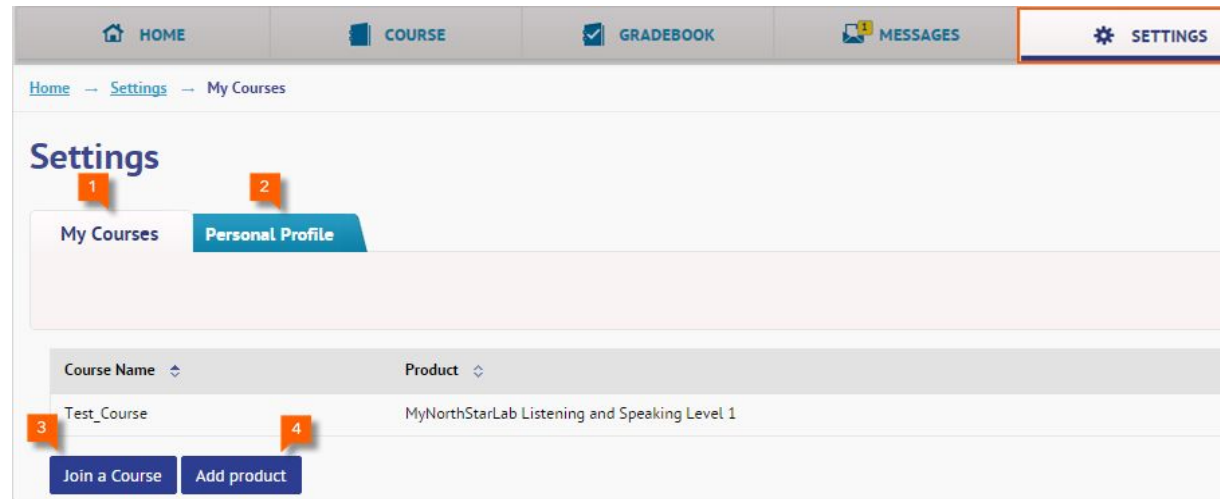
1. **New message:** Used to initiate email communication with teachers and other students in the course.
2. **Inbox:** Keeps email you have received from your teacher and other students.
3. **Sent messages:** Keeps your previously sent emails.
4. **Contact List:** Provides information of all the students and teachers you can communication with, if allowed by your teacher.

The screenshot shows the 'MESSAGES' tab selected in the top navigation bar. Below the navigation bar, there's a breadcrumb trail: Home → Messenger → Compose. The main heading is 'Messages'. Below this, there are three tabs: 'New message' (callout 1), 'Inbox' (callout 2), and 'Sent messages' (callout 3). The 'New message' tab is active. It contains a 'Recipients' field with the text 'Pearson, Student2;Pearson, Student3;Pearson, Student4;Pearson, Student5', a 'Subject' field, and a 'Priority' dropdown set to 'Normal'. A large text area for the message body is below these fields. A 'Send' button is at the bottom right. On the right side, there's a 'CONTACT LIST' panel (callout 4) titled 'Students courses:'. It shows a list of contacts under the heading 'Test_Course (4/4)'. The list includes 'Pearson, Student2', 'Pearson, Student3', 'Pearson, Student4', and 'Pearson, Student5', each with a checked checkbox. There's also a 'Staff' section with 'School staff (0/2)' and an unchecked checkbox. An 'All' checkbox is at the top right of the contact list.

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.