

MyEnglishLab



Quick-Start Guide for [Instructors](#)

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1. Before You Begin

Welcome to the **Instructor 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. **An Instructor Access Code:** You will need an instructor access code to register and create an account. If you do not have an instructor access code, contact your [local Pearson Sales Representative](#).
2. **An Email Address:** This email address will be used to receive registration confirmation and system update notifications.

Ready? Let's Get Started!

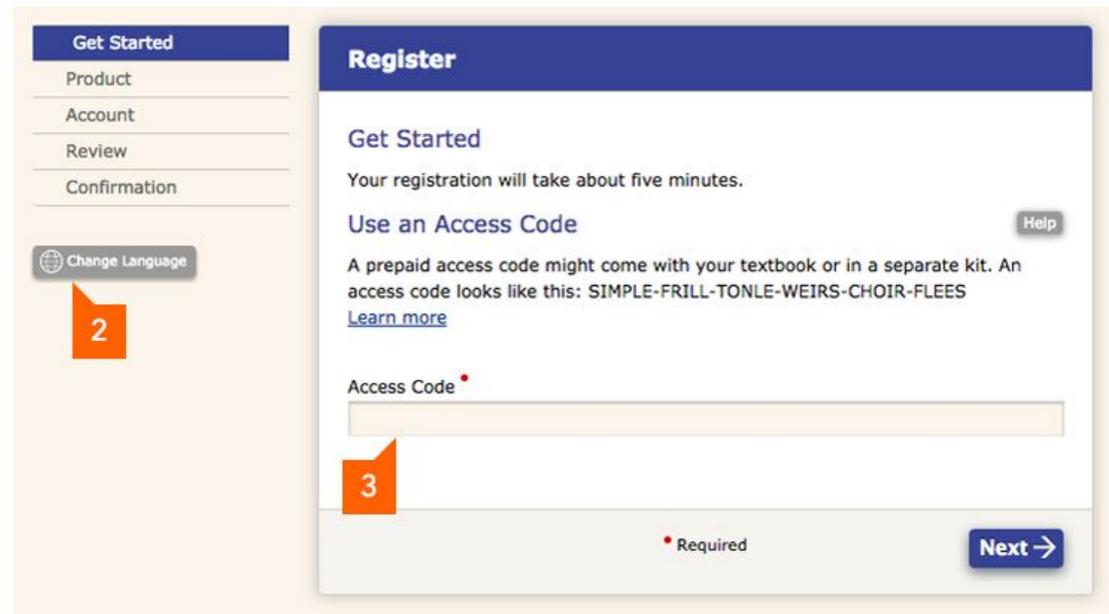
2. Registration

To gain teacher access to MyEnglishLab, you must first create an account. To register, you will need an **teacher access code**. In this section, we will walk you through the registration process. Registration may take about five minutes.

 **Note:** You will need a teacher access code. If you do not have a teacher 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**.



The screenshot displays the registration interface. On the left, a sidebar menu includes 'Get Started', 'Product', 'Account', 'Review', and 'Confirmation'. A 'Change Language' button is highlighted with an orange callout '2'. The main content area, titled 'Register', features a 'Get Started' section with the text 'Your registration will take about five minutes.' and a 'Help' button. Below this is the 'Use an Access Code' section, which includes a 'Learn more' link and an 'Access Code' input field with a red asterisk and an orange callout '3'. At the bottom right, there is a 'Next' button with a right arrow and a 'Required' label.

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**.

✓ Get Started
✓ Product
Pearson Account
Review
Confirmation

Change Language

Register

Create an Account or Sign In Help

Your account gives you access to Pearson products.

Create an Account

If you don't have a Pearson account, create one.

Create → **A**

Sign In

If you already have a Pearson account, enter your username and password. **B**

Username

Password

Sign In →

[Forgot your username or password?](#)

← Back

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.

Note: *If you are not automatically logged into MyEnglishLab, enter the username and password you just created.*

Pearson Account

Change Language

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. Creating & Customizing a Course

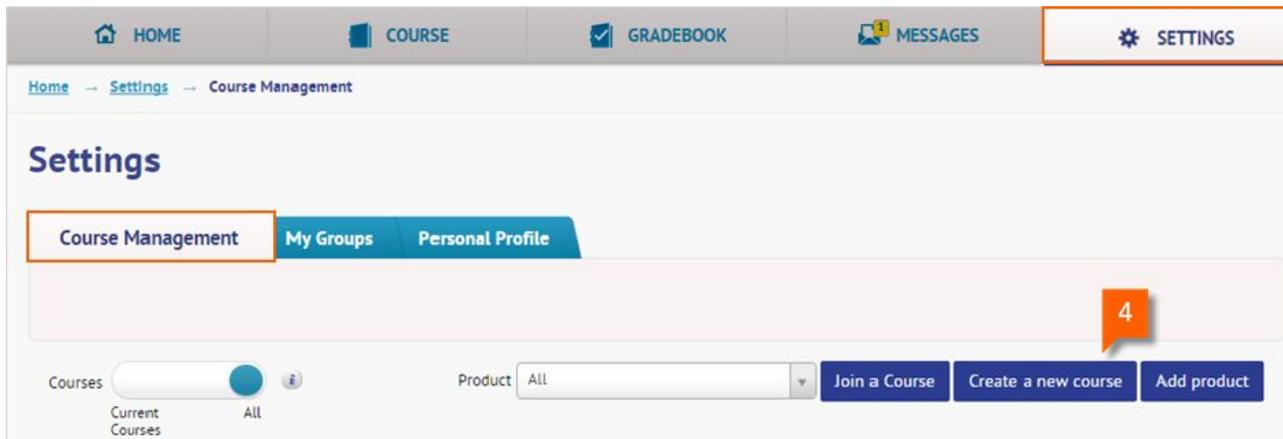
To assign activities and monitor performance of your students, they must be part of your course. In this section, we will show you how to create and customize a course, and invite students to join.

 **Note:** If you do not create a course, students will still be able to access practice activities in self-study mode. Tests are an exception as they are hidden from students and must be assigned by a teacher.

Step 1: Creating a Course

To create a course:

1. Go to www.MyEnglishLabHelp.com/login
Note: We recommend you bookmark this website.
2. Enter your **Username** and **Password**.
3. Click on the **Settings** tab.
4. Under **Course Management**, click on **Create a new course**.



The screenshot shows the user interface of the MyEnglishLabHelp.com website. At the top, there is a navigation bar with tabs for HOME, COURSE, GRADEBOOK, MESSAGES, and SETTINGS. The SETTINGS tab is active. Below the navigation bar, there is a breadcrumb trail: Home -> Settings -> Course Management. The main content area is titled "Settings" and has three sub-tabs: Course Management, My Groups, and Personal Profile. The Course Management tab is selected and highlighted with a red box. Below the sub-tabs, there is a large empty rectangular area. At the bottom of the page, there is a control panel with a "Courses" section (showing "Current Courses" and "All" with a toggle), a "Product" dropdown menu set to "All", and three buttons: "Join a Course", "Create a new course", and "Add product". The "Create a new course" button is highlighted with a red box and a callout number 4.

5. Click on **New Course** and then click on **Next**.

Note: This is the default option for Teachers or Program Administrators creating a new course. For more information about choosing course types, [click here](#).

1 Course type 2 Course details

Choose the type of course to create

New course **5**

New course based upon an existing course

New course based upon a course master

New course with an existing group of students and a new product (access codes required)

Cancel Next

6. Enter the **Course name** and **Course end date**, and then select the product and level from the **Product** drop-down list.

1 Course type 2 Course details

Enter course details

Course name: Test_Course ✓ **6**

Course end date: 21 Jul 2016

Product: Top Notch 1

Cancel Submit

7. Click on **Submit**.

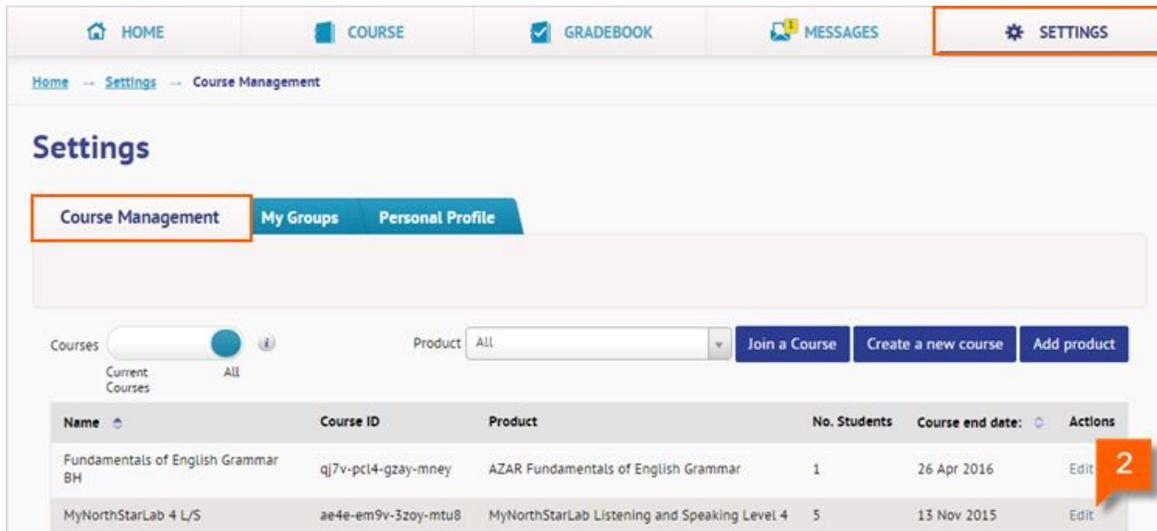
8. The course summary page shows the **Course name, Course ID, Product, and Course end date**. Share the Course ID with students wishing to join your course. Click on **Print** to generate a PDF of the course information. This document also provides instructions for students wanting to join your course.

Step 2: Customizing a Course (Optional)

Now we will show you where to find options to change gradebook settings, change the default settings published with your course, or add resources to your course (PDF, Word documents, etc).

To customize your course:

1. Click on the **Settings** tab.
2. Under **Course Management**, click on **Edit** for the course you would like to customize.



The screenshot shows the 'Settings' page in a course management system. The 'Settings' tab is selected in the top navigation bar. Under 'Settings', the 'Course Management' sub-tab is active. Below the sub-tabs, there are controls for 'Courses' (Current Courses and All) and a 'Product' dropdown menu set to 'All'. There are buttons for 'Join a Course', 'Create a new course', and 'Add product'. A table lists courses with columns for Name, Course ID, Product, No. Students, Course end date, and Actions. The 'Edit' button for the first course is highlighted with a red '2'.

Name	Course ID	Product	No. Students	Course end date	Actions
Fundamentals of English Grammar BH	qj7v-pci4-gzay-mney	AZAR Fundamentals of English Grammar	1	26 Apr 2016	Edit
MyNorthStarLab 4 L/S	ae4e-em9v-3zoy-mtu8	MyNorthStarLab Listening and Speaking Level 4	5	13 Nov 2015	Edit

Available Options:



1. **Manage Students:** Use this tab to view the enrolled students roster, **Remove student(s)** from course, **Move student(s)** to another course, and **Register new student(s)**.
2. **Manage Resources:** Use this tab to upload material and make it available to students. You can upload documents, images, audio files, and video files. The individual file size is not restricted but the total for your resources area is limited to 100mb.
3. **Course Settings:** Use this tab to update course information (change name, end date, delete course), **Turn on/off messenger** or specify your own course behavior.
4. **Grade Settings:** (Recommended) Use this tab to change your grade thresholds.

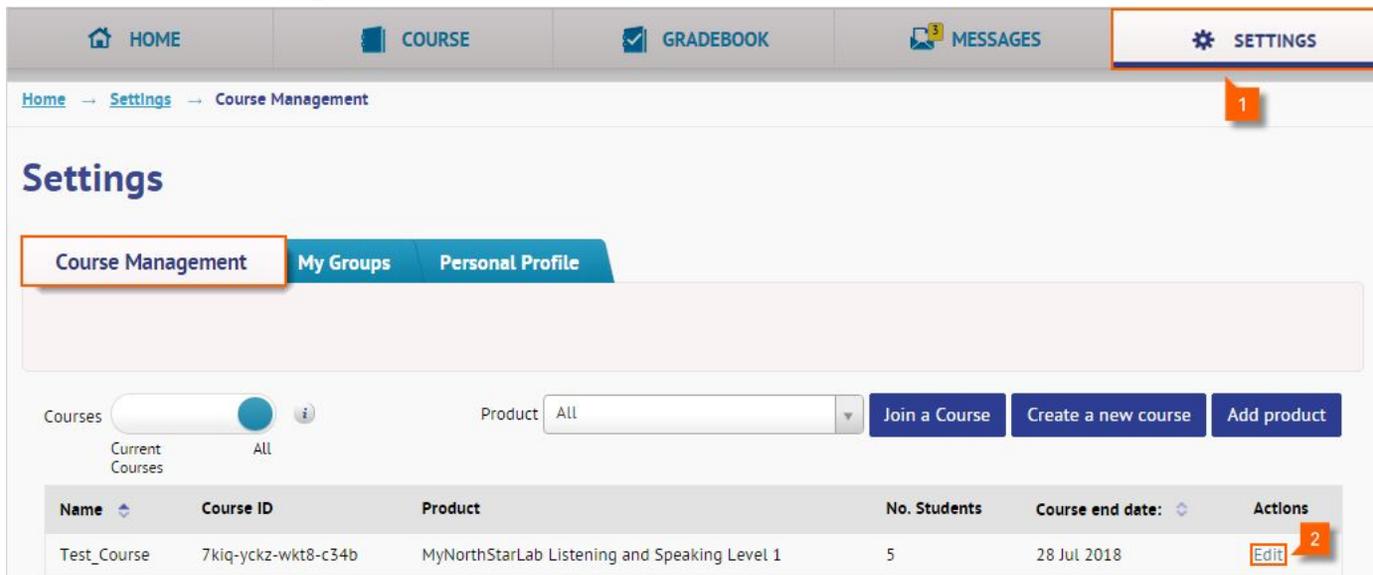
4. Enrolling Students (Optional)

Normally, students register themselves on MyEnglishLab and join your course with the Course ID. To save time, you may want to enroll students yourself, generating a username and password for them.

 **Note:** If a student has already registered and has a username and password, it is best to give the student the Instructor Course ID to join your course.

To register a single student:

1. Click on the **Settings** tab.
2. Under **Course Management**, click on **Edit** for the course.



Home → Settings → Course Management

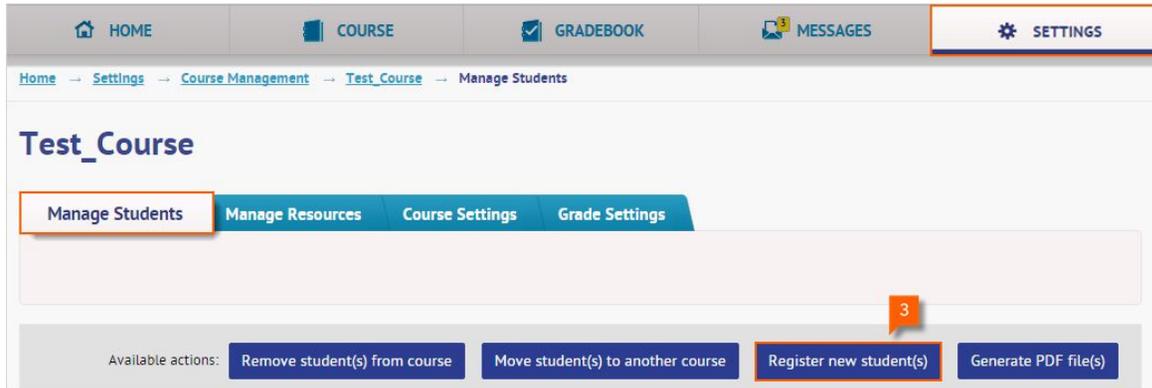
Settings

Course Management | My Groups | Personal Profile

Courses: Current All Product: All [Join a Course](#) [Create a new course](#) [Add product](#)

Name	Course ID	Product	No. Students	Course end date:	Actions
Test_Course	7kiq-yckz-wkt8-c34b	MyNorthStarLab Listening and Speaking Level 1	5	28 Jul 2018	Edit

3. Under **Manage Students**, click on **Register new student(s)**.



4. Under **Register Single Student**, enter the student's information.

Note: You can register students without a student access code. Students will have to add access code once logged into MyEnglishLab.

5. Click on **Submit**.

The screenshot shows the 'Register students' page. The 'Register Single Student' tab is selected. The form contains the following fields and elements:

- First name / Given name: [text input]
- Last name / Family name: [text input]
- E-mail: globaldigitalproduct@gmail.com
- Institution: Pearson Longman
- I will inform my students that I have created a Pearson account for them. [More](#)
- Username: [text input]
- Password: CrimeMaterial2 [text input] [Generate password](#)
- Access code: (optional) [text input]
- [Submit](#) button

Callout number 4 points to the 'Institution' field, and callout number 5 points to the 'Submit' button.

6. Download the PDF template and email it to your student or keep as a record. You can also print this document and give it to your student in person.

7. Your student is now ready to log into MyEnglishLab using the username and password you created and can begin working.

5. Assigning Content

Assigning content is a good way to set homework for students. Teachers can assign content to the entire class or selected students, and can customize default settings. Assigned content will appear in students' To Do lists, making it easy for students to find and complete.

Note:

- Assigning practice activities is optional but tests must be assigned. If you do assign the activities, students must access from the To Do List page. If you don't assign activities, students will be able to access practise content from the Course tab.
- Assigned content will appear in students' To Do lists, making it easy for students to find and complete.

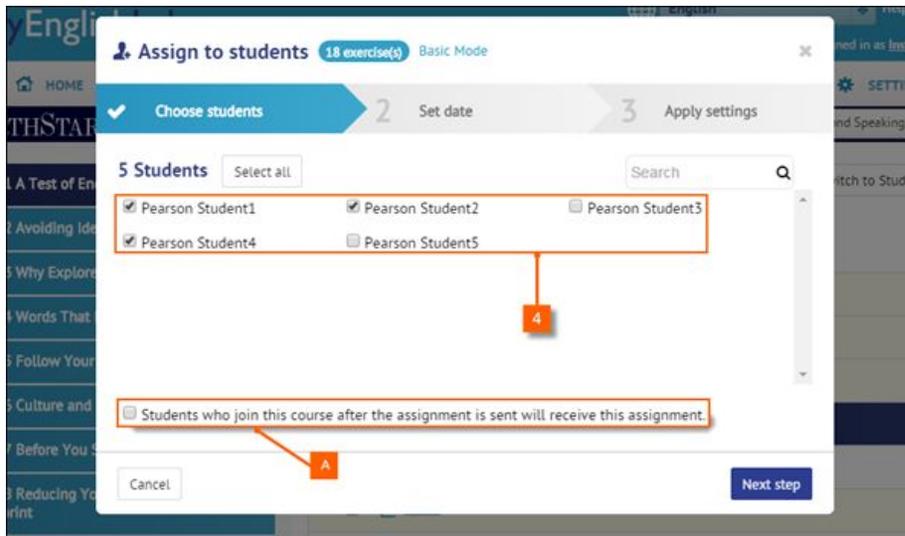
To assign content:

1. Click on the **Course** tab.
2. Click the **Unit** and then locate the **Content** you would like to assign.
3. To assign a **single** activity or **multiple** activities, select the activities and then click on **Assign**.

The screenshot displays the NorthStar 3 Listening & Speaking interface. At the top, there are navigation tabs: HOME, COURSE (highlighted with an orange box and a red arrow labeled '1'), GRADEBOOK, MESSAGES, and SETTINGS. Below the navigation is the course title 'NORTHSTAR 3 LISTENING & SPEAKING' and a dropdown menu for 'MyNorthStarLab Listening and Speaking Lev...'. The main content area is titled 'Unit 1 A Test of Endurance' and includes a 'Switch to Student view' button. On the left, a sidebar lists units: Unit 1 A Test of Endurance, Unit 2 Avoiding Identity Theft, Unit 3 Why Explore Space?, Unit 4 Words That Persuade, Unit 5 Follow Your Passion, Unit 6 Culture and Commerce, Unit 7 Before You Say 'I Do', Unit 8 Reducing Your Carbon Footprint, and Student Resources. Unit 2 is highlighted with an orange box and a red arrow labeled '2'. The main content area shows a list of activities for Unit 1, including 'Focus on the Topic', 'Focus on Listening', 'Listening One', 'Listening Two', 'Checkpoint 1', 'Focus on Speaking', 'NorthStar Video', 'Watch', 'Speak', 'Write', and 'Unit 1 Achievement Test'. Each activity has a checkbox and an eye icon. A red arrow labeled '3' points to the 'Assign (18)' button at the bottom right of the activity list.

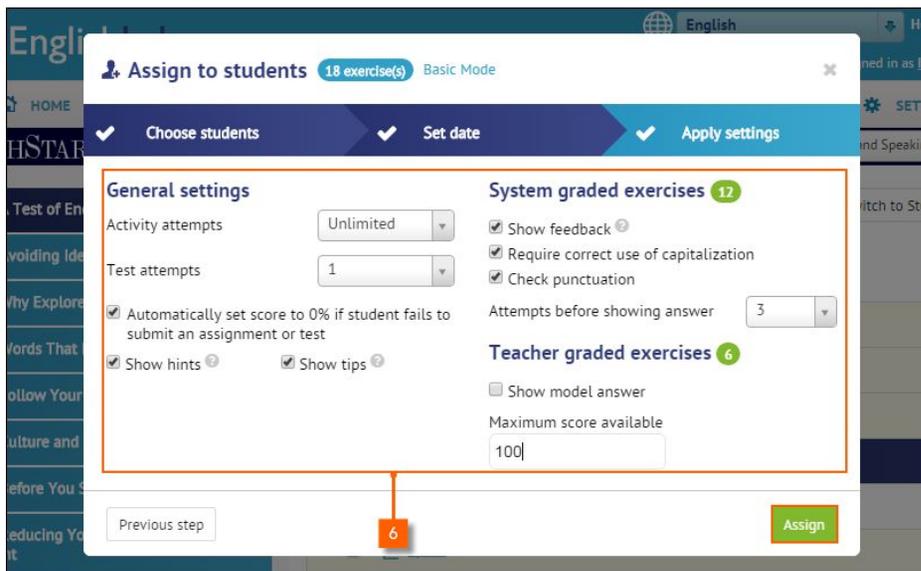
4. Select the students and then click on **Next step**.

Note: By selecting the option "Students who join this course after the assignment is sent will receive this assignment" **[A]** future students joining the course would have access the assignment.

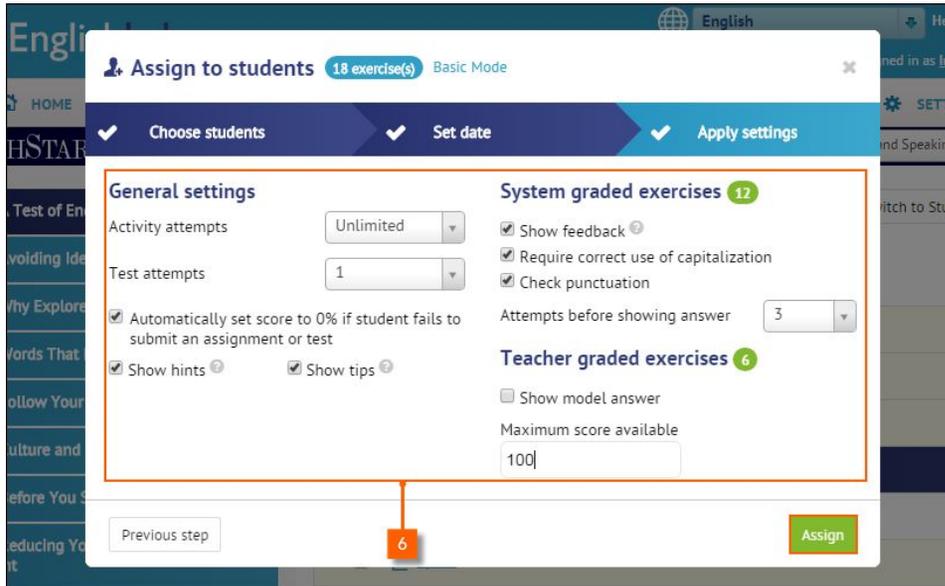


5. Set the **Due date** and **Time**, and then click on **Next step**.

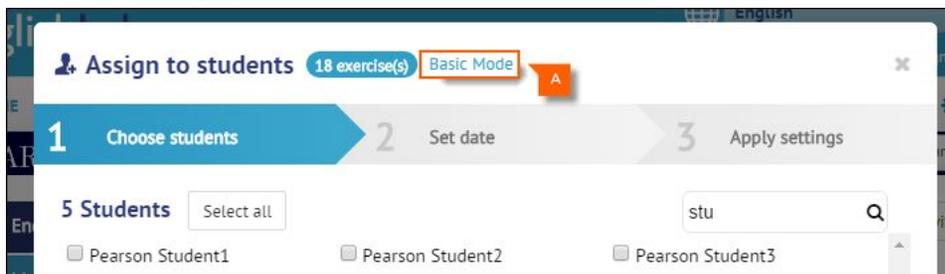
Note: Use the **Enable timer** to set a timer on the assignment. Once the assignment is started, the student will have a limited amount of time to complete it.



6. Change the default assignment Settings if necessary and then click on **Assign**.

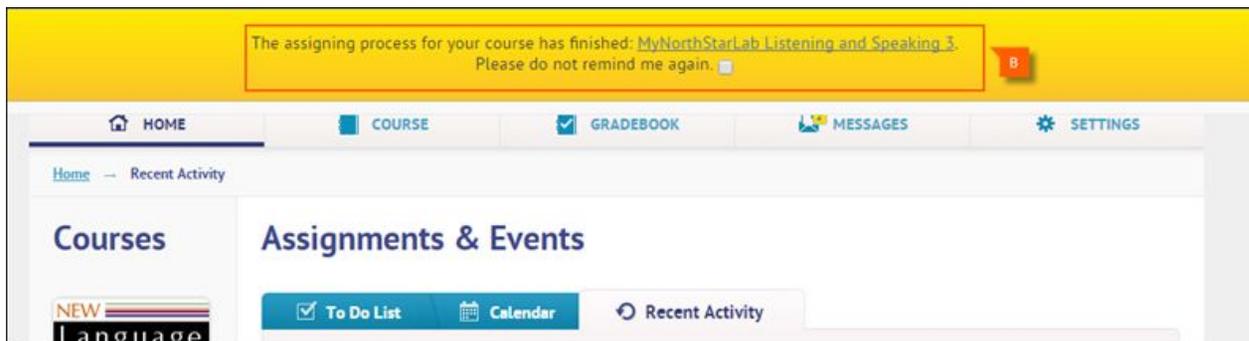


Note: If this section is not available, you may be working in "Basic Mode". To switch to "Expert Mode" and see more options, Click on **Expert Mode [A]** to see more options.



7. Once the process of assigning is done, a notification will appear on the **Home** screen.

Note: The process of assigning content may take up to 5 minutes depending on the amount of content being assigned.



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 'HOME' interface with the following elements and callouts:

- 1:** 'Courses' sidebar containing three course cards: 'TOP NOTCH 1 Test_Course', 'NORTHSTAR 4 LISTENING & SPEAKING MyNorthStarLab 4 L/S', and 'NORTHSTAR 1 LISTENING & SPEAKING NSLS 102'. A 'View all courses' link is at the bottom.
- 2:** 'View all courses' link.
- 3:** 'To Do List' sub-tab.
- 4:** 'Calendar' sub-tab.
- 5:** 'Recent Activity' sub-tab.
- 6:** Filter controls: 'Showing: Everything' and 'Change course: All'.
- 7:** 'Edit' button for the first activity item.
- 8:** 'See report' button for the second activity item.
- 9:** Refresh icon for the first activity item.

The main content area shows a list of activities categorized by date:

- Today:** 'Unit 1 Exploring Genius, Focus on Listening, Listening One, Express Opinions' (MyNorthStarLab 4 L/S - MyNorthStarLab Listening and Speaking Level 4).
- Tomorrow:** 'Unit 1 Exploring Genius, Focus on Speaking, Vocabulary, Vocabulary Review 1' (MyNorthStarLab 4 L/S - MyNorthStarLab Listening and Speaking Level 4).
- In two days:** 'Start of Course Test, Progress Test, Start of Course Test' (Progress 100 - Progress 35-50).

A 'View more' button is located at the bottom of the activity list.

1. **Courses:** This section lists the top three products you have access to, including courses you have created.
2. **View all courses:** 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:** This list shows upcoming assigned activities and calendar events. You can click on View more to expand the list. You can also see more details by clicking on the arrow.
4. **Calendar:** The Calendar tab features a familiar way of seeing events and activities associated with all your courses. When you assign an activity, an entry appears on the calendar on the students' due date. This also appears on the student's calendar page.
5. **Recent Activity:** The Recent Activity screen is similar to the To Do List, but gives a view of events and assignments that have already happened. 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 by course.
7. **Edit:** Use this button to change the due date or delete an activity.
8. **See report:** Click on See report to go to the Assignment report screen and see the status of assigned work.
9. **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.

1. **Units:** Displays the available units.
2. **Product Title:** Displays the name and level of the product you are using.
3. **Assign:** Allows you to assign activities as homework or additional practice.
4. **eText:** An icon appears if your course is bundled with eText. Click on the icon to open the eText.
5. **Change course:** Allows you to switch to another course.
6. **Switch to Student view:** Use this button to switch between Teacher and Student view. This will show you how students see the Contents and activities.
7. **Hide/Show:** Allows you to show or hide content in the course.
8. **Contents:** Allows you to view sub-section and activities available in the unit.

The screenshot displays the 'COURSE' tab interface for 'NORTHSTAR 3 LISTENING & SPEAKING'. The top navigation bar includes 'HOME', 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. The course title 'NORTHSTAR 3 LISTENING & SPEAKING' is prominently displayed, along with a dropdown menu for 'MyNorthStarLab Listening and Speaking Lev...'. A sidebar on the left lists units from 'Unit 1 A Test of Endurance' to 'Student Resources', each with an eye icon. The main content area shows 'Unit 1 A Test of Endurance' with a 'Switch to Student view' button. Below this, there are 'Select all' and 'Assign (0)' buttons. The unit content is organized into sections: 'Focus on the Topic' (with a 'Hidden for Students' toggle), 'Focus on Listening', 'Focus on Speaking', 'NorthStar Video' (with 'Watch', 'Speak', and 'Write' sub-items), and 'Unit 1 Achievement Test'. Each item has a checkbox and an eye icon for visibility control.

GRADEBOOK

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

Gradebook

Search for students

Change course: MyNorthStarLab 4 L/S

NORTHSTAR 4 LISTENING & SPEAKING

- Unit 1 Exploring Genius
- Unit 2 The Achilles Heel
- Unit 3 Early to Bed, Early to Rise
- Unit 4 Animal Intelligence
- Unit 5 The Golden Years
- Unit 6 Giving to Others
- Unit 7 Do Your Homework!
- Unit 8 Pros and Cons of Gaming
- Student Resources

Unit 1 Exploring Genius

Data Diagnostics

Change view: Assignments & Tests

Student	Assignments			Tests		
	Score	Grade	Completed	Score	Grade	Completed
Baptiste, Jose	72%	C-	4/7	---	---	0/0
Luna, Xiomara	20%	F	1/9	9%	F	1/2
Nwoke, Dozienze	0%	F	0/7	---	---	0/0
Phillips, Janay	0%	F	3/11	15%	F	1/2
Swamipersaud, Savitri	79%	C+	4/7	---	---	0/0
Summary	39%	F		12%	F	

Export gradebook for: XML, Excel, Moodle, Student Management

1. **Change course:** Allows you to switch to another course.
2. **Expand details:** Allows you to view additional student information, such as number of attempts on activity, time spent on activities and number of completed activities.
3. **Data:** Provides course scores and grades obtained by enrolled students.
4. **Diagnostics:** Allows you to have an instant view of how the students in a course are progressing, both in scores and behaviors (time spent, number of attempts, etc.)
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 submitted.
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 or Moodle.
9. **Student Management:** Allows you to see **Total Time on Task,** which shows how long students have spent completing activities, and their last login date/time.

MESSAGES

The **Messages** tab allows you to communicate with both students and other instructors connected to the course.

1. **New message:** Use to initiate email communication with students and other instructors connected to the course.
2. **Inbox:** Keeps email you have received from other instructors and students.
3. **Sent messages:** Keeps your previously sent emails.
4. **Contact List:** Provides information of all the students and teachers you can communicate with, allowing you to send messages to one or all students.

The screenshot shows the 'Messages' tab in a learning management system. The top navigation bar includes 'HOME', 'COURSE', 'GRADEBOOK', 'MESSAGES' (highlighted with an orange border), and 'SETTINGS'. Below the navigation bar, the breadcrumb trail reads 'Home -- Messenger -- Compose'. The main heading is 'Messages', followed by three orange notification bubbles with numbers 1, 2, and 3. Below this is a navigation bar with 'New message' (with a plus icon), 'Inbox' (with a mail icon), and 'Sent messages' (with a mail icon). The main content area is a 'Compose' form with fields for 'Recipients', 'Subject', and 'Priority' (set to 'Normal'). A large text area for the message body is below these fields. A 'Send' button is at the bottom right of the form. On the right side, there is a 'CONTACT LIST' panel with a red notification bubble with the number 4. It lists 'Students courses:' with expandable items: 'MyNorthStarLab 4 L/S (0/5)', 'Fundamentals of English Grammar BH (0/1)', 'Spring Semester 003 (0/8)', and 'Progress 100 (0/1)'. Below this is a 'Teachers:' section with 'Fundamentals of English Grammar BH (0/1)'. Each item has a checkbox and an 'Alt' label.

SETTINGS

The **Settings** tab allows you to select and manage an account and make changes to courses, groups, and personal information.

1. **Course Management:** After a course is created, the course information appears here, including **Name**, **Course ID**, **Product**, **Number of students**, **Course end date**, and **Actions**.
2. **My Groups:** Allows you to join groups at the request of a Program Administrator.
3. **Personal Profile:** Allows you to change your account profile information, including Password, Country of Residence, Time Zone, Native language, Date Format, Email, Keyboard, etc.
4. **Course Switch:** Allows you to see all available courses, including expired courses.
5. **Product Filtering:** Allows you to filter your courses by product.
6. **Join a Course:** Allows you to join another course as an instructor.
7. **Create a new course:** Allows you to create a new course.
8. **Add product:** Allows you to quickly add another product level to the account using an access code.

Name	Course ID	Product	No. Students	Course end date	Actions
Fundamentals of English Grammar BH	qj7v-pc14-gzay-mney	AZAR Fundamentals of English Grammar	1	26 Apr 2016	Edit
MyNorthStarLab 4 L/S	ae4e-em9v-3zoy-mtu8	MyNorthStarLab Listening and Speaking Level 4	5	13 Nov 2015	Edit
NSLS 101	lh5b-by2l-rglt-vqsb	MyNorthStarLab Listening and Speaking Level 1	0	10 Aug 2016	Edit
NSLS 102	95sq-5l3q-tivd-d438	MyNorthStarLab Listening and Speaking Level 1	8	10 Aug 2016	Edit

7. Need Help?



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