

## Quick Start Guide for Students



# Table of Contents

Before You Begin	02
Registration	03
Signing In	07
Adding a Product	08
Exploring the Dashboard	09
Joining Your Teacher's Course	10
Completing Assignments	11
Checking Your Grades	13
Take a Tour	14
Need Help?	21



## 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, check our [system requirements](#) to ensure your computer is ready to use MyEnglishLab.

***Note:** Mozilla Firefox and 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 add your product. If you do not have a student access code, please contact your local bookstore/Pearson distributor, [buy it online](#), or contact your local [Pearson Sales Representative](#).
- 2. An Email Address:** This email address will be used to send you a registration confirmation email and system update notifications.
- 3. Your Instructor's Course ID:** The Course ID is provided by your instructor. If you are working on your own, you will not need this information.

**Ready? Let's Get Started!**



To gain student access to MyEnglishLab, you need to create an account first. In this section, we will walk you through the registration process. You can also watch our [How-to video](#).

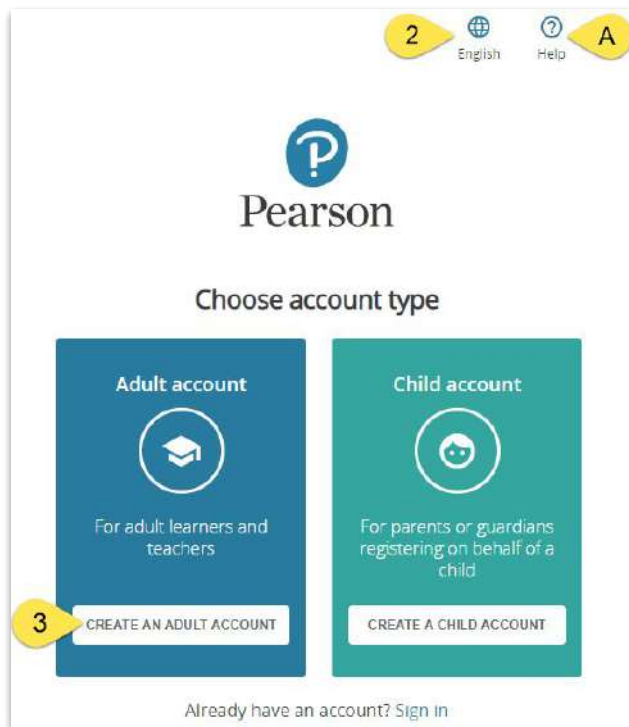
**Note:** If you do not have a student access code, please contact your local bookstore, [buy it online](#), or [contact your local Pearson Sales Representative](#).

## Option 1: Adult Learners

To register a new account:

1. Go to [english.com/register](https://english.com/register).
2. Choose your preferred language.
3. Click on the **Create an Adult Account** button under the **Adult account** option.

**Note:** If you encounter any issues, click on the help icon to access the help site [A].





- Enter your **Personal information [B]** (*Full name, Native language, and Country*).
  - Enter your **Account information [C]** (*Username, Email address, Password*).
  - You may also check the box allowing us to contact you for **marketing purposes [D]**.
4. Check the **Captcha** to proceed.
5. To finish registration click on the **Create Account** button. You will be directed to your Dashboard.

### Notes:

- Your **name** must be at least two Latin characters long. If you register using a different writing system, e.g. Chinese, one character/symbol is enough.
- Your **username** can contain only lowercase letters, numbers, underscores [], dots [.] , dashes [-], and at signs [@].
- Your **password** must be at least 8 characters long, must include one number or special character, and cannot contain your username, name, or blank spaces.

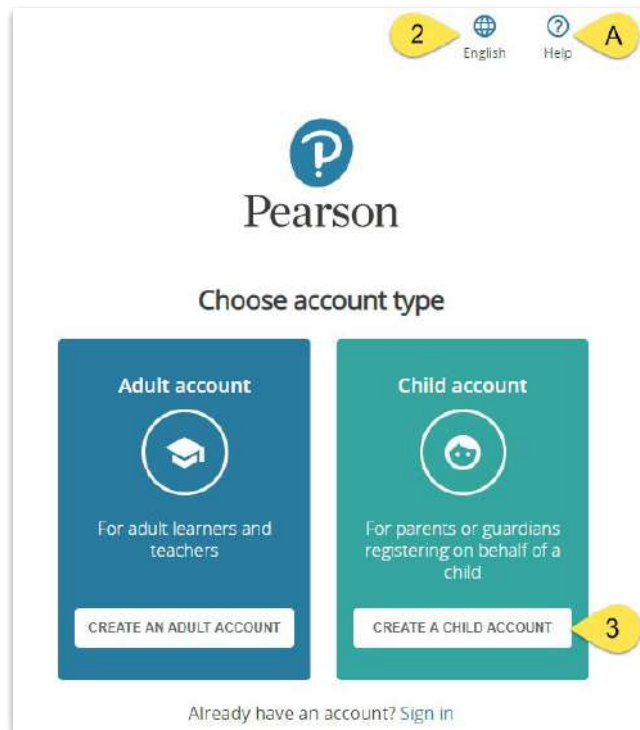


## Option 2: Young Learners and Parents

If you are a parent, guardian or a teacher who is creating an account for a child, please follow the steps below.

1. Go to [english.com/register](https://english.com/register).
2. Choose your preferred language.
3. Click on the **Create a Child Account** button under the **Child account** option.

*Note: If you encounter any issues, click on the help icon to access the help site [A].*





- Enter **your child's Personal information [B]** (*Full name, Native language, and Country*).
  - Enter **your child's Account information [C]** (*Username, Email address, Password*).
  - You may also check the box allowing us to contact you for **marketing purposes [D]**.
4. Check the **Captcha** to proceed.
  5. To finish registration click on the **Create Account** button. You will be directed to your Dashboard.

### Notes:

- **Your child's last name** must be at least two Latin characters long. If you register using a different writing system, e.g. Chinese, one character/symbol is enough.
- **Username** can contain only lowercase letters, numbers, underscores [`_`], dots [`.`], dashes [`-`], and at signs [`@`].
- You can enter **your own email address**.
- **Password** must be at least 8 characters long, must include one number or special character, and cannot contain your username, name, or blank spaces.

← Back English Help

Pearson

Create an adult account

Personal information **B**

First name

Last name

Native language

Country

Account information **C**

Create username

Email address

Create password

Confirm password

Keep me updated with information about Pearson products and services, as well as occasional customer surveys. (Don't worry, we won't share your information with anyone else.)

Send me a monthly newsletter

**4** I'm not a robot

**5** CREATE ACCOUNT

Already have an account? Sign in

By creating an account you agree to Pearson's Terms of Use and Privacy Policy.

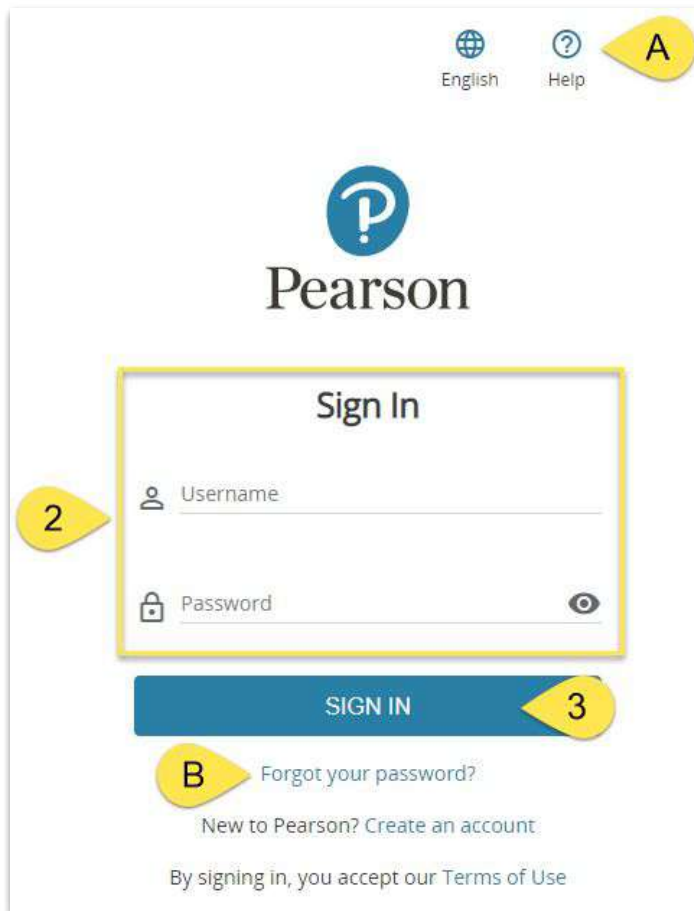


To sign in to MyEnglishLab:

1. Go to [english.com/login](https://english.com/login).
2. Enter your **Username** and **Password**.
3. Click on the **Sign In** button.

**Notes:**

- You can change the language or access the help site for assistance [A].
- If you forgot your password, click on the **Forgot your password?** link [B].





# Adding a Product

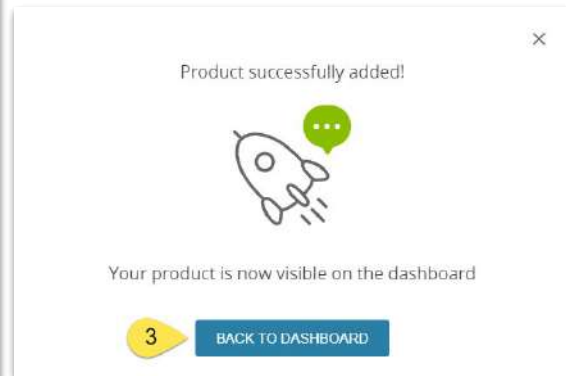
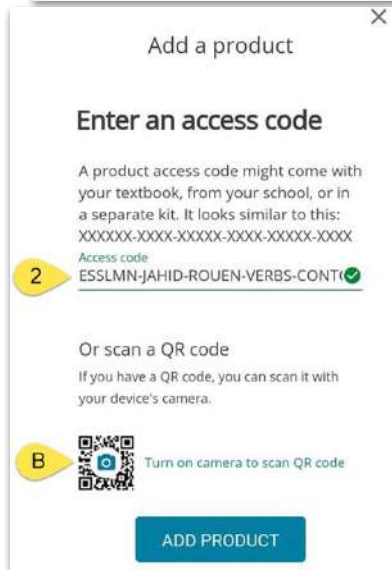
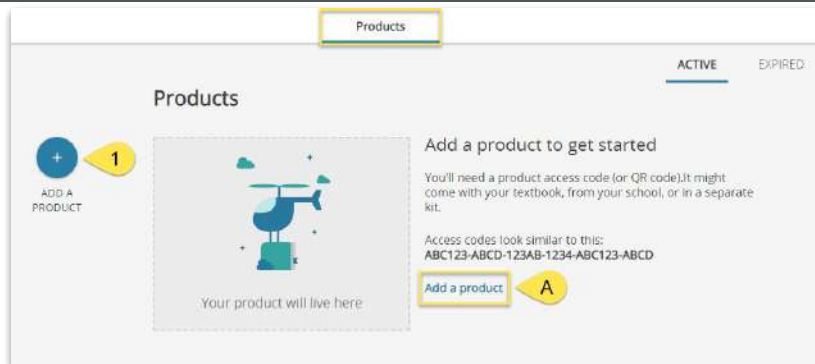


To add a product on your account:

1. Once you log in, click on the **Add a Product** button or the **Add a product** link [A].
2. Enter your Access Code and click on the **Add Product** button.  
**Note:** *If you use a device with a camera, you will also see the option to add a product by scanning the **QR code** [B] if supported by the product you are using.*
3. Once the product is added, a pop-up will notify you about it. Click on the **Back to Dashboard** button to return to your **Dashboard**.

## Notes:

- *If you do not have a student access code, please contact your school administrator.*
- *You can also add another product to your account from the Course tab in MyEnglishLab. Go to point 4 in the [Course slide](#) to find out more.*
- *If your access code is not accepted, click [here](#) for instructions.*





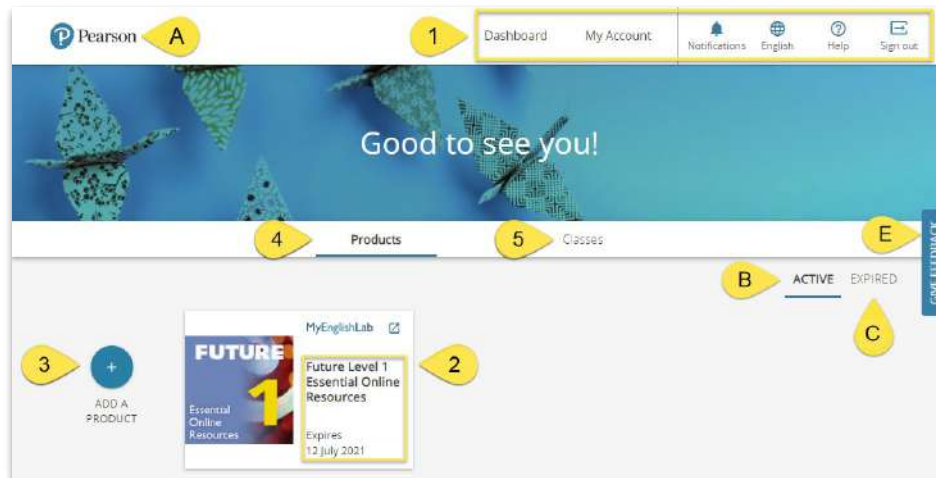


# Exploring the Dashboard



You can access your MyEnglishLab products through the Pearson English Portal Dashboard. This slide will show you how to use and navigate the Dashboard view.

1. The **Navigation bar** allows you to go back to the **Dashboard** view by clicking on the **Dashboard** button or the **Pearson logo [A]**. From here you can also access the **My Account tab** (to edit your information), **change the language**, access our **help site**, and **sign out**.
2. The products are displayed in the form of tiles showing a **product name** and its **expiration date**. Click on the MyEnglishLab product icon from the Dashboard to **access your product**. You will be automatically transferred to MyEnglishLab platform.
3. Use the **Add a product** button to add more products. Click [here](#) to learn how to do it.
4. In the **Products** tab, you can find all your **Active products [B]** and the ones that have already **Expired [C]**.
5. The **Classes** tab shows all classes you are enrolled in.



## Notes:

- *Classes from the active MyEnglishLab products can be accessed on the MyEnglishLab platform.*
- *You can use the **Give Feedback** button [E] to tell us about your experience with the platform.*
- *Notifications about MyEnglishLab assignments are not available on the Dashboard yet.*

# Joining Your Teacher's Course



Your teacher will give you a **Course ID** to join the course. This will allow your teacher to assign activities to you and track your progress. Watch our [How-to video](#) to learn about joining a teacher's course.

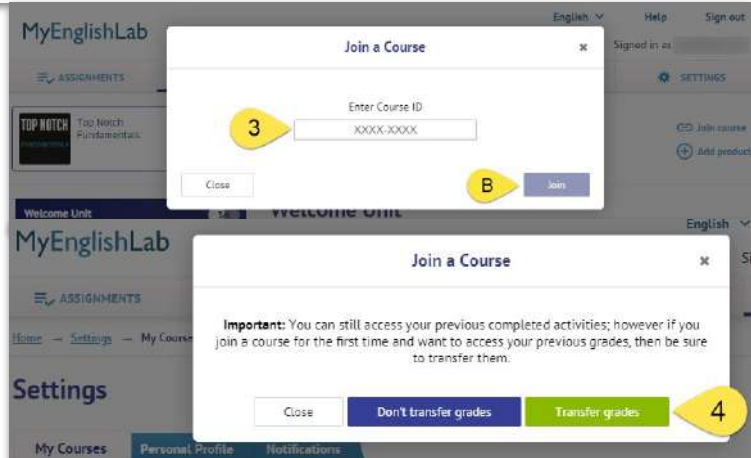
## Notes:

- If you are working on your own (self-study), simply log in and begin working. You can always join a course later and transfer your practice grades (see point 4 below).
- Speaking and writing activities completed in a self-study or practice mode **will not be graded**.

To join your teacher's course:

1. Go to the **Course** tab.
2. Click on the **Join course** link.
3. Enter your teacher's **Course ID** and click the **Join** button [B].
4. Click on the **Don't transfer grades** button to clear your account data or click on the **Transfer grades** button to transfer your current grades to your new course.
5. Click on the **Close** button.

**Note:** A Course ID looks like this: V3VH-6GTY (if your course was created before December 2018, it will look like this: PPR-T-VAST-TR99-BY94).





# Completing Assignments



Assignments are exercises sent by your teacher. The Assignments tab shows a list of your assignments.

You can also watch our [How-to video](#) about completing assignments.

**Notes:** You can do activities as [Practice exercises](#) in the **Course** tab, or as Assignment exercises in the **Assignments** tab.

To complete assignments:

1. Go to the **Assignments** tab.
2. Locate an assignment and click on the **Open** link.

**Notes:** You can filter assignments by status.

- In the **All** tab, you will see all assigned activities.
  - In the **Not started [A]** tab, you can see the activities which have not been opened yet.
  - If there is no **Open** link next to assignment, it means that teacher assigned it to you with a future date - you will be able to start it only from this date.
  - In the **Started [B]** tab, you will see which activities must still be submitted.
3. Complete the assignment and **submit** it. You will see your grades in your Gradebook. Your teacher will also see them.

The screenshot displays the 'Assignments & Events' page. At the top, there are navigation tabs: 'ASSIGNMENTS' (highlighted), 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below the tabs, the page title 'Assignments & Events' is shown. There are two yellow location pin icons labeled 'A' and 'B'. Underneath, there are filters: 'FILTER BY COURSE' (set to 'All courses') and 'FILTER BY STATUS' (with buttons for 'All (5)', 'Not started (4)', and 'Started (1)'). A 'SELECT VIEW' button is also present. The main content is divided into two sections: 'Next 7 days' and 'Next 30 days'. In the 'Next 7 days' section, an assignment titled 'Unit 1, Lesson 1, Grammar Coach: Information questions with be' is listed. It has a '2' in a yellow circle and an 'Open' button. In the 'Next 30 days' section, an assignment titled 'Unit 1, Lesson 1, Grammar: Be information questions 1' is listed. It has a 'C' in a yellow circle. The 'Start date' and 'Due Date' for this assignment are highlighted with a yellow box.



# Completing Assignments *cont.*



You can also open the assigned activities from the Course tab.

- If you try to open an already assigned activity from the **Course** tab, you will see the information that the activity has been assigned next to the name of the activity **[A]**.
- When you click on this activity, a pop-up window **Activity assigned** will be displayed **[B]**.
- To skip this activity and complete it later click on the **Cancel [C]** button.
- To open the assignment click on the **Continue [D]** button.

The screenshot shows the MyEnglishLab interface. A pop-up window titled "Activity assigned" is displayed in the center. The window contains the following text: "Your teacher has assigned you this activity", "Date assigned: 23 Jan 2020, 12:30 PM", "Assigned by Your, instructor", and "Due date: 26 Jan 2020, 11:59 PM". At the bottom of the window are two buttons: "Cancel" and "Continue".

In the background, the "ASSIGNMENTS" tab is active. A list of units is visible on the left, with Unit 1 through Unit 6. Unit 1 is highlighted. On the right, the "Lesson 1" section is visible, showing two "Speaking: Meet someone new" activities and one "Grammar Coach: Information questions with be" activity. The "Grammar Coach: Information questions with be" activity is highlighted with a yellow box and labeled with a yellow callout 'A'. The "Continue" button in the pop-up window is labeled with a yellow callout 'D', and the "Cancel" button is labeled with a yellow callout 'C'. A yellow callout 'B' points to the top-left corner of the pop-up window.



# Checking Your Grades



Most activities are auto-graded, so you will have immediate access to your grades in the Gradebook tab.

However, some activities (i.e. speaking or writing) **need to be graded by your teacher**. They will not appear in the Gradebook until the assignment is graded. Watch our [How-to video](#) to learn more.

To check your grades:

1. Go to the **Gradebook** tab.
2. Select your course from the **Change course** drop-down list.  
**Note:** By default, the system will display the course you have recently selected in the **Course** tab.
3. Grades will appear under the **Data** tab.
4. The default view of the Gradebook is **Assignments** and **Tests**. To view grades for practice activities, select **Practices**. You can check one or two boxes in one view.
5. Choose a specific **Unit** or **Activity** to view their grades.

The screenshot shows the Gradebook interface. At the top, there are tabs for ASSIGNMENTS, COURSE, GRADEBOOK (highlighted with a yellow box), MESSAGES, and SETTINGS. Below the tabs, there is a breadcrumb trail: Home > Gradebook > Top Notch 1 > Data. The main heading is 'Gradebook'. Below it is a 'Change course:' dropdown menu with 'Top Notch 1' selected (callout 2). The left sidebar shows a tree view of units and lessons, with 'Unit 1' expanded (callout 5). The right pane shows the 'Data' tab selected, with 'Assignments' and 'Tests' checked (callout 4). Below this, there are dropdowns for 'Assignments' and 'Tests' with 'Last attempt' selected. A table displays the following data:

Title	Score	Grade	Completed	Score	Grade	Completed
Lesson 1	90%	A	6/6	---	---	0/0
Lesson 2	46%	C	6/10	---	---	0/0
Lesson 3	0%	F	0/4	---	---	0/0
Lesson 4	0%	F	0/3	---	---	0/0
Review	0%	F	0/3	---	---	0/0
Unit 1 Review Tests	---	---	0/0	0%	F	0/3
Summary (4)	35%	D	---	0%	F	---

At the bottom right, there is an 'Export gradebook for' button with a dropdown menu showing 'Excel' (callout 5).

The **Assignments** tab shows the Assignments and Events which you can easily filter.

1. **Filter by course:** Filters assignments by course.
2. **Filter by status:** Filters assignments by their status. Click on **All** to see all activities, on **Not started** to see the activities which have not been opened yet, and on **Started** to view which activities must still be submitted.
3. **Select view:** Allows switching between the assignments and events, which are displayed in the **Calendar**.
4. **Today, Next 7 days, Next 30 days, More than 30 days:** These sections sort the assignments according to their due date.
5. Access the assigned activities and view the details of each. Next to the course book icon **[C]** you can see the title of the exercise, course name, the name of your instructor, and when the assignment was sent **[D]**. Additionally, the exact Start and Due dates are provided **[E]**.

The screenshot shows the 'Assignments & Events' interface. At the top, there are navigation tabs: ASSIGNMENTS (highlighted), COURSE, GRADEBOOK, MESSAGES, and SETTINGS. Below the tabs, the title 'Assignments & Events' is displayed. There are two filter sections: 'FILTER BY COURSE' with a dropdown menu set to 'All courses', and 'FILTER BY STATUS' with buttons for 'All (6)', 'Not started (5)', and 'Started (5)'. On the right side, there is an 'Activity history' button and a 'SELECT VIEW' dropdown menu. The main content area is divided into time-based sections: 'Today', 'Next 7 days', 'Next 30 days', and 'More than 30 days'. Each section contains a list of assignments. The first assignment is 'Unit 1, Lesson 3, Vocabulary: Personal Information 2'. It includes a 'TOP NOTCH' icon, a course book icon (labeled C), the title, instructor name, and assignment date (labeled D). To the right, the start and due dates are listed (labeled E). There are also 'Open' and 'Attempts remaining: 1' buttons (labeled B and 6). The second assignment is 'Unit 2, Lesson 2, Vocabulary: Locations and directions 1', which has a 'Resume' button (labeled 7). The third assignment is 'Unit 2, Lesson 2, Vocabulary: Locations and directions 2', which has 'See report' and 'Try again' buttons (labeled 8 and 9). A 'Calendar' icon (labeled 10) is in the top right corner. A 'Today' button (labeled 4) is in the left sidebar. A 'SELECT VIEW' dropdown (labeled 3) is in the top right. A 'More than 30 days' button (labeled A) is in the left sidebar. A 'Start date' button (labeled 5) is in the top right.

## ASSIGNMENTS

6. **Open:** Opens an assignment. The **Attempts remaining** note [B] states the number of attempts you have left for an assignment. If you have unlimited number of attempts, no note will appear.

### Notes:

- Your progress on activity will be **automatically saved** every 3 minutes.
- If there is no **Open** link next to assignment, it means that teacher assigned it to you with a future date - you will be able to start it only from that date.

7. **Resume:** Opens an assignment, which has previously been opened.
8. **See report:** Shows the activity report with your grades.
9. **Try again:** Opens an assignment with more than one attempt once again.
10. **Activity history:** Opens the list of past activities where you can filter them by the type of exercise or course.

The screenshot shows the 'Assignments & Events' page with the following callouts:

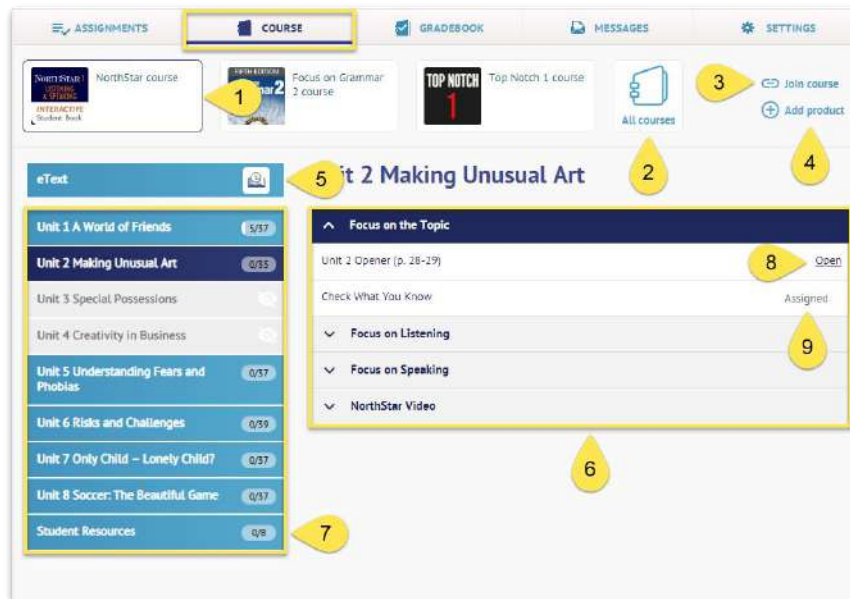
- 1: Filter by course dropdown
- 2: Filter by status buttons (All (6), Not started (7), Started (5))
- 3: Select view icon
- 4: Filter by time period (Today, Next 7 days, Next 30 days, More than 30 days)
- 5: Activity history icon
- 6: Open link
- 7: Resume link
- 8: See report / Try again link
- 9: Activity history icon
- A: Filter by exercise type (1, 1, 1, 3)
- B: Attempts remaining: 1
- C: Assignment icon
- D: Assignment title
- E: Start and due dates

Assignment Title	Start Date	Due Date	Attempts Remaining	Action
Unit 1, Lesson 3, Vocabulary: Personal information 2	24 Jan 2020 • 1:50 PM	1 Apr 2020 • 11:00 PM	1	Open
Unit 2, Lesson 2, Vocabulary: Locations and directions 1	24 Jan 2020 • 1:31 PM	10 Apr 2020 • 11:59 PM	1	Resume
Unit 2, Lesson 2, Vocabulary: Locations and directions 2	24 Jan 2020 • 1:35 PM	25 Apr 2020 • 11:59 PM	1	See report / Try again

The **Course** tab allows you to view the course content and access practice activities.

If your product has eText available, you can access additional resources from here as well.

1. **Product tiles:** Display the name and level of the product you are currently using and the recently used ones.
2. **Course picker:** Opens the Course Picker, which allows you to switch to another course. Learn more about switching courses [here](#).
3. **Join a course:** Click here to enter a Course ID and join a teacher's course.
4. **Add product:** Click here to enter an Access Code and add a new product to your account.
5. **eText:** An icon which appears if your product is bundled with eText. Click on the icon to open the eText.
6. **Contents:** Allows you to view sub-section and activities available in the unit.



The screenshot shows the Course interface with the following callouts:

- 1: Product tiles (NorthStar course, Focus on Grammar 2 course, TOP NOTCH 1 course)
- 2: Course picker (All courses)
- 3: Join course and Add product buttons
- 4: Unit 2 Making Unusual Art (unit title)
- 5: eText icon
- 6: Unit list (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?, Unit 8 Soccer: The Beautiful Game, Student Resources)
- 7: Student Resources
- 8: Open button for Unit 2 Opener (p. 28-29)
- 9: Focus on Listening and Focus on Speaking sections



7. **Table of contents:** Displays the available units within a course.
8. **Open:** Allows you to open activities.
9. **Assigned:** Informs you that the activity is already assigned by a teacher. If you open an activity that has been already assigned to you by your teacher, a note **Activity assigned [A]** will be displayed. To skip this activity and complete it later click on the **Cancel** button [B]. To open the assignment click on the **Continue** button [C].

A
Activity assigned
✕

Your teacher has assigned you this activity

Date assigned: 23 Jan 2020, 12:30 PM

Assigned by Your, Instructor

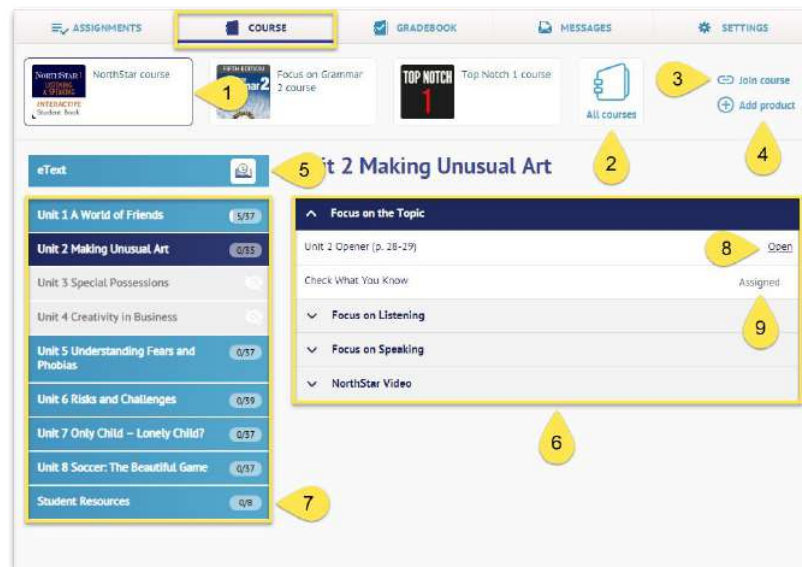
Due date: 26 Jan 2020, 11:59 PM

Cancel

B

C

Continue

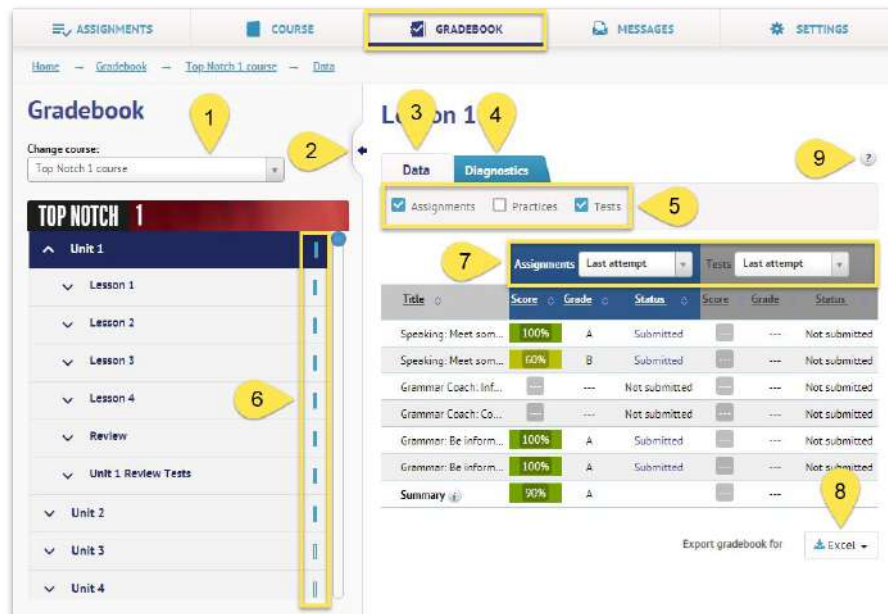


The screenshot shows the course interface with the following elements and callouts:

- 1:** COURSE tab in the top navigation bar.
- 2:** Unit 2 Making Unusual Art in the table of contents.
- 3:** All courses button in the top right.
- 4:** Open button in the unit details panel.
- 5:** Unit 2 Making Unusual Art header in the table of contents.
- 6:** Student Resources link at the bottom of the table of contents.
- 7:** Student Resources link in the table of contents.
- 8:** Open button in the unit details panel.
- 9:** Assigned status indicator in the unit details panel.

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. By default, the system will display the course you have recently selected in the Course tab.
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:** Allows you to view your scores and grades.
4. **Diagnostics:** Shows your progress in different skills and time spent on tasks.
5. By default, you will see your grades for Assignments and Tests. To view grades for Practice activities, check the **Practices** box.
6. **Markers:** Allows you to see in which units activities have been completed.
7. **Filtering/Sorting:** Allows you to filter activities by **Last attempt**, **First attempt**, **Average score** or **Highest score**.



The screenshot shows the Gradebook interface with the following callouts:

- 1: Change course dropdown menu.
- 2: Expand details icon (plus sign).
- 3: Data tab.
- 4: Diagnostics tab.
- 5: Filter checkboxes for Assignments, Practices, and Tests.
- 6: Vertical list of units (Unit 1 to Unit 4).
- 7: Filter dropdown menus for Assignments and Tests.
- 8: Export gradebook button.
- 9: Help icon (question mark).

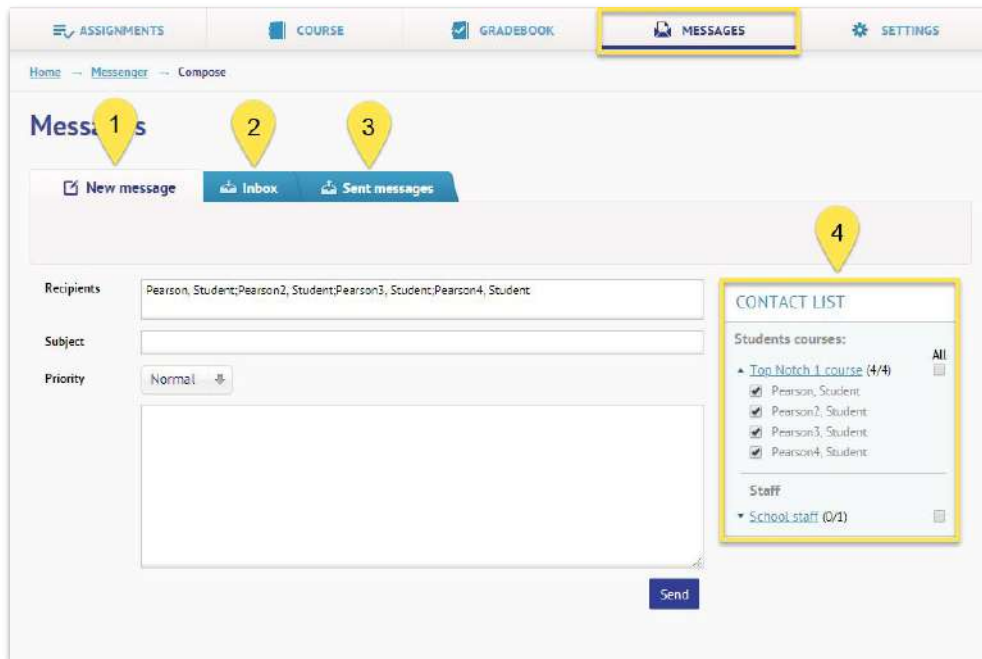
Title	Score	Grade	Status	Score	Grade	Status
Speaking: Meet som...	100%	A	Submitted	---	---	Not submitted
Speaking: Meet som...	60%	B	Submitted	---	---	Not submitted
Grammar: Coach: Inf...	---	---	Not submitted	---	---	Not submitted
Grammar: Coach: Co...	---	---	Not submitted	---	---	Not submitted
Grammar: Be inform...	100%	A	Submitted	---	---	Not submitted
Grammar: Be inform...	100%	A	Submitted	---	---	Not submitted
<b>Summary</b>	<b>90%</b>	<b>A</b>				

8. **Export:** Allows you to save your grades as a Microsoft Excel file.
9. **Help:** Directs you to our help site where you can find additional information on how to use the Gradebook.

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

1. **New message:** Allows you to send a message to your teachers and other students in the course.
2. **Inbox:** Keeps the messages you have received from your teacher and other students.
3. **Sent messages:** Keeps the messages you sent before.
4. **Contact List:** The list of all teachers and students you can write to.

***Note:** Your teacher may turn off the option of sending messages for your course.*



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

1. **My Courses:** Lists all the courses you are currently enrolled in. The **Join a Course button [A]** allows you to join a teacher's course. The **Add product button [B]** allows you to quickly add another product to your account using an access code.
2. **Personal Profile:** Allows you to change your account profile information, including Password, Country of Residence, Time Zone, Native language, Date Format, Email, Keyboard, etc.
3. **Notifications:** Allows you to set email preferences about automatic notifications from MyEnglishLab.

Home → Settings → My Courses

## Settings

1 My Courses **Personal Profile** 3 Notifications

2

Course Name	Course end date	Product	Product expires
Speakout U-I	20 Feb 2021	Speakout Upper Intermediate 2nd edition	13 Feb 2022
Speakout Upper-Int	11 Jul 2020	Speakout Upper Intermediate 2nd edition	13 Feb 2022

A Join a Course B Add product

# Help & Support

If you need Help or Support, please go to

[MyEnglishLab](#)  
[Help & Training](#)

Pearson is committed to providing  
the best technical support possible.

ALWAYS LEARNING