

## Quick Start Guide for Instructors



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## 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, 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. An Instructor Access Code:** You will need an instructor access code to access your product. 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 email and system update notifications.

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



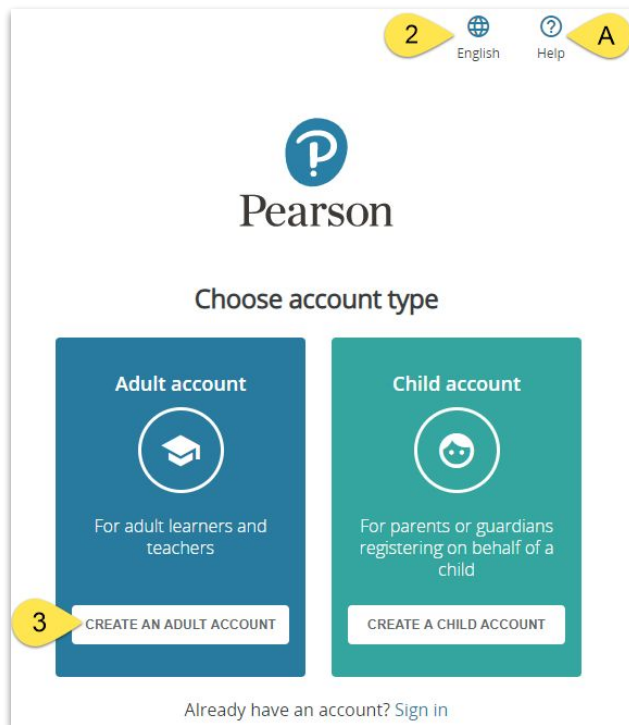
To use MyEnglishLab as an instructor, you will need to register an instructor access code. This will allow you to review course content, create a course, assign work to students and monitor students' performance. You can also watch our [How-to video](#).

**Note:** If you do not have an instructor access code, please [contact your local Pearson Sales Representative](#).

## 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.

← [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   
reCAPTCHA  
[Privacy](#) [Terms](#)

**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].

The screenshot shows the Pearson Sign In page. At the top right, there are links for 'English' and 'Help', with a yellow callout 'A' pointing to the 'Help' link. The Pearson logo is centered at the top. Below it is a yellow-bordered box containing the 'Sign In' form. A yellow callout '2' points to the 'Username' field. Below the 'Username' field is the 'Password' field, which has a lock icon and a toggle eye icon. A yellow callout '3' points to the 'SIGN IN' button. Below the button is a link for 'Forgot your password?' with a yellow callout 'B' pointing to it. At the bottom, there is a link for 'New to Pearson? Create an account' and a footer that says 'By signing in, you accept our Terms of Use'.



# Adding a Product



To add a product on your account:

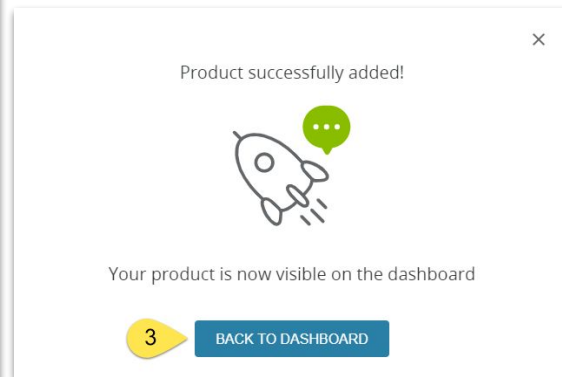
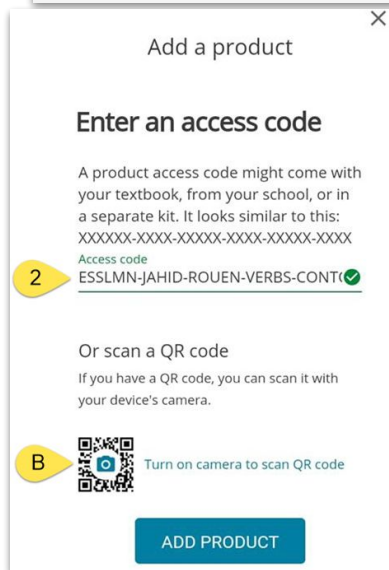
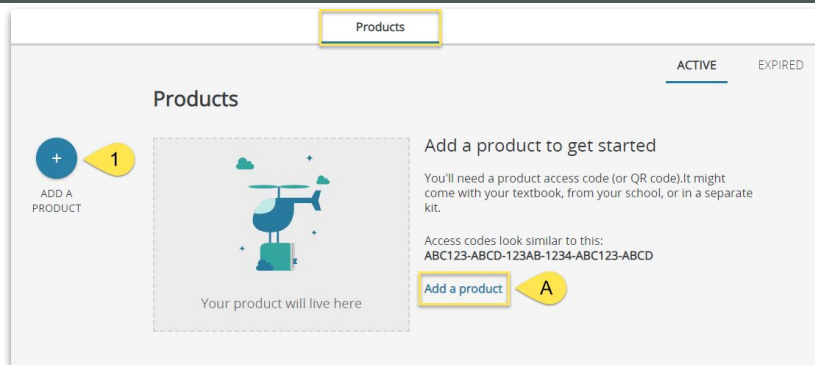
1. Once you log in, click on the **Add a Product** button or the **Add a Product** link [A].
2. Enter your Access Code and click on the **Add Product** button.

**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 don't have an instructor access code, please [contact your local Pearson sales representative](#).
- You can also add another product to your account from the Course tab on MyEnglishLab. Go to point 4 in the [Course slide](#) to find out more.
- If your access code is not accepted, click [here](#) for instructions.





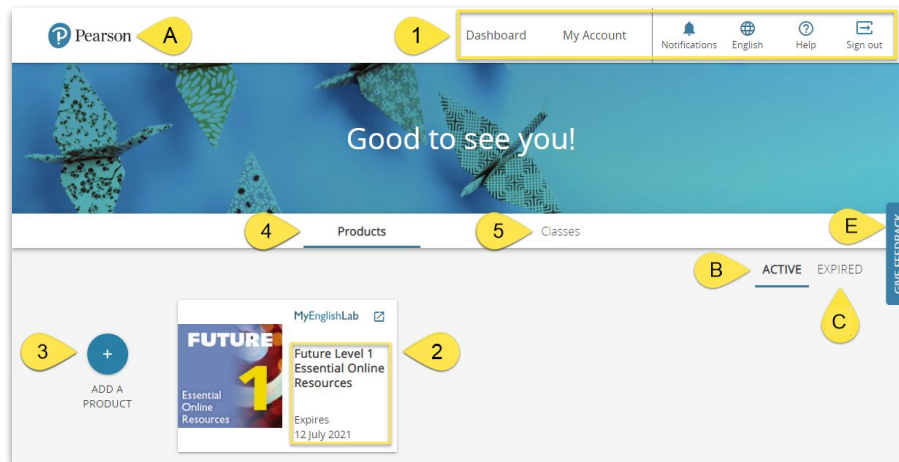


# Exploring the Dashboard



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 your classes on Pearson English Portal. Click [here](#) to learn more about managing classes on Pearson English Portal.



## 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.*



# Creating a Course



To assign activities and monitor the performance of your students, they must be enrolled in your course. In this section, we will show you how to create and customize a course, and invite students to join. You can also watch [How-to video](#).

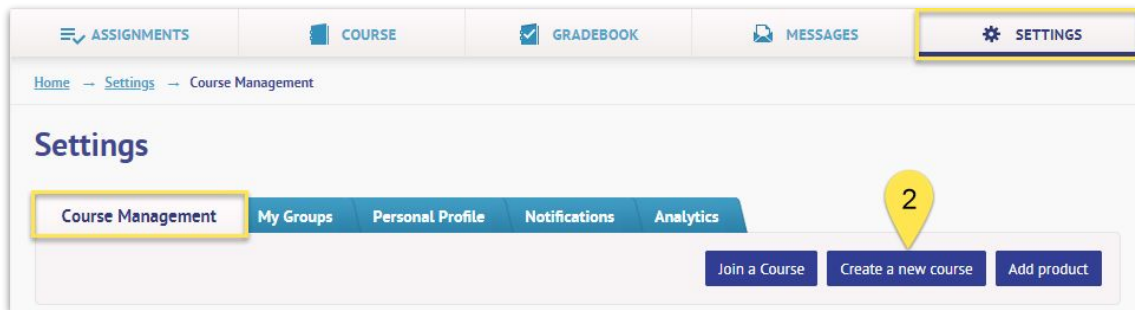
## Notes:

- *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.*
- *Some activities (i.e. speaking or writing) **are not graded automatically**. They will not appear in the Gradebook until the assignment is graded by you. If your students complete these activities as practice, they will not receive a grade.*

## Step 1: Creating a Course

To create a course:

1. Click on the **Settings** tab.
2. Under the **Course Management** tab, click on the **Create a new course** button.







# Creating a Course *cont.*



1 Course type 2 Course details

### Choose the type of course to create

☒ New course 3  
☐ New course based upon an existing course  
☐ New course with an existing group of students and a new product

Cancel Next

1 Course type 2 Course details

### Enter course details

Course name: Test\_course2 ✓  
Course end date: 3 Mar 2021  
Product: AZAR Understanding and Usin...

Cancel Submit 5

3. Click on the **New course** button and then click **Next**.

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

4. Enter the **Course name** and **Course end date**, and then select the product and level from the **Product** drop-down list.
5. Click on the **Submit** button.
6. The course summary page shows the **Course name**, **Course ID**, **Product**, and **Course end date**. Share the Course ID with your students. Click on **Print [A]** to generate a PDF file with the course information.

Test\_course2 was created! 6

Your course id: 4YHV-WHAU  
Your product: AZAR Understanding and Using English Grammar 4th Edition  
Your course end date: 3 Mar 2021

A Print OK



# Customizing a Course



You can change gradebook settings, the default settings published with your course, or add resources to your course (PDF, Word documents, etc).

To customize your course:

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

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:** Use this tab to change your grade thresholds (recommended).

Home → Settings → Course Management

## Settings

**Course Management** | My Groups | Personal Profile | Notifications | Analytics

[Join a Course](#) [Create a new course](#) [Add product](#)

Current courses: [dropdown] All products: [dropdown]

☒ Owned courses ☐ Joined courses ☐ Other courses

Course	Assigned Product	No. Students	Product expires	Course ends	
Azar Grammar KET4-73FC-HWM3-UY9R	AZAR Understanding and Using English Grammar 5th Edition EOR	11	1 Oct 2021	1 Nov 2021	<a href="#">Manage</a>
Basic course J73J-XREX	AZAR Basic English Grammar 4th Edition	1	19 Oct 2021	9 Sep 2020	<a href="#">Manage</a>

**Manage Students** **Manage Resources** **Course Settings** **Grade Settings**

1 2 3 4



# Enrolling Students

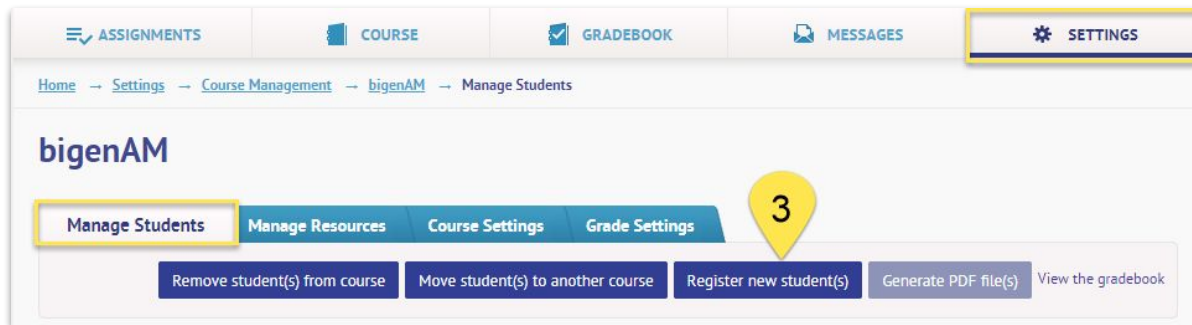


Students can register their accounts on MyEnglishLab and join your course with the Course ID. To save time, you may enroll the students yourself, generating a new username and password for them. Watch [How-to video](#) to learn more.

**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 the **Manage** link for the course.
3. Under **Manage Students**, click on the **Register new student(s)** button.





# Enrolling Students *cont.*



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

## Notes:

- You can register students without a student access code. Students will have to add the access code once logged into MyEnglishLab.
- Please remember to check the boxes **[A]** confirming that you will inform the students about the accounts and that you are aware of the data protection requirements.

5. Click on the **Submit** button.

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

The screenshot shows the 'Register students' interface. At the top, there are two tabs: 'Register Single Student' (highlighted with a yellow box) and 'Register Multiple Students'. Below the tabs is a form with several input fields: 'First name / Given name:', 'Last name / Family name:', 'E-mail:', 'Institution:' (with 'IOKI' entered), 'Username:', 'Password:' (with 'CheeseComfort3' entered), and 'Access code: (optional)'. A yellow box highlights the entire form area, with a yellow circle containing the number '4' pointing to it. To the right of the form, there is a confirmation message: 'You have successfully created an account for 1 student.' Below this message is a button labeled 'Download and Print a PDF', with a yellow circle containing the number '6' pointing to it. Below the form, there are two checkboxes, both of which are checked. The first checkbox is labeled 'I will inform my students that I have created a Pearson account for them. Students will be asked to view and agree to the Pearson privacy policy when signing in for the first time. They will also be able to change their password.' The second checkbox is labeled 'I will remember to keep user names and passwords confidential and secure.' A yellow circle containing the letter 'A' points to these checkboxes. At the bottom right of the form, there is a green 'Submit' button, with a yellow circle containing the number '5' pointing to it. A yellow arrow points from the 'Submit' button towards the 'Download and Print a PDF' button.

[Here you can learn how to Register Multiple Students.](#)



# 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 assignment settings. Assigned content will appear in the students' To Do lists, making it easy for them to find and complete it. Watch our [How-to video](#) to learn more.


## Notes:

- Assigning practice activities is optional but tests must be assigned.
- Once the content is assigned, teachers will not be able to reassign it to the same group of students until the due date passes or the activity is deleted.

To assign content:

1. Click on the **Course** tab.
2. Select a course from the recently used ones [A] or from the **All courses** picker [B], and the specific unit.

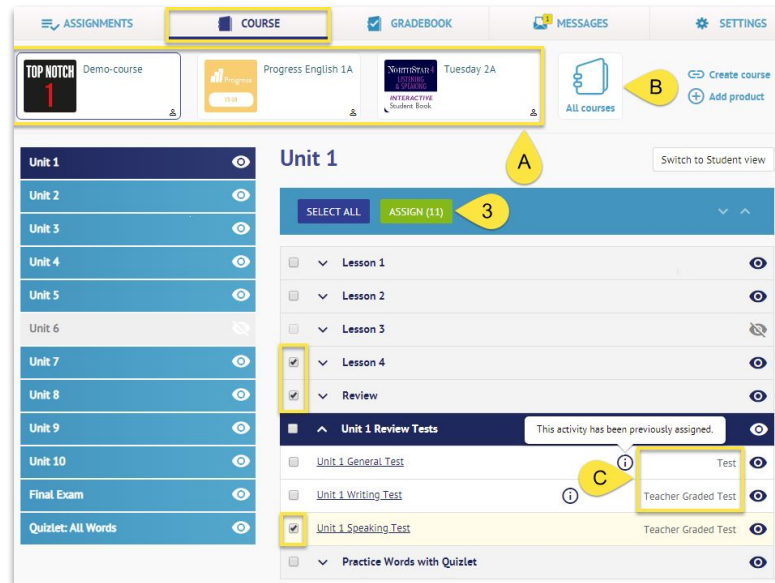
## Notes:

- Make sure that you select your **Course**, not just a Product.
- Click [here](#) to learn more about switching courses and the All Courses options.
- The  icon indicates that you are the owner of the course.
- The system will remember your selection when you switch to the Gradebook tab.

3. Select all or specific activities you wish to assign and then click on **Assign**.

## Notes:

- The total number of activities assigned is displayed on the **Assign** button.
- If the activity has previously been assigned, an icon will be displayed next to the activity.
- The labels inform you if a test is Teacher Graded [C].



[Here you can learn how to assign content from the Gradebook tab.](#)



# Assigning Content *cont.*



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

**Note:** Select the option **[B]** so that the students who join the course later may also receive the assignment (as long as they are not past the due date).

5. Set the **Due date** and **Time**, and then click on the **Next step** button.
6. If you want your students to start solving an assignment from a future date, set the **Start date** and **Time**, and then click on **Next step**.

Assign to students 11 exercise(s) Basic Mode

✓ Choose students 2 Set date 3 Apply settings

7 Students Select all Search

<input checked="" type="checkbox"/> Pearson Student1	<input checked="" type="checkbox"/> 12Pearson Student	<input type="checkbox"/> Diligent Student
<input checked="" type="checkbox"/> Greenish Green	<input type="checkbox"/> Blue Studying	<input type="checkbox"/> Student Diligent
<input checked="" type="checkbox"/> Student MyFirst		

☐ Students who join this course after the assignment is sent will receive this assignment.

Cancel Next step

Assign to students 2 exercise(s) Basic Mode

✓ Choose students ✓ Set date 3 Apply settings

Due date Start date

February 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1
2	3	4	5	6	7	8

10 Feb 2020 11:59 PM

Previous step Next step

Assign to students 2 exercise(s) Basic Mode

✓ Choose students ✓ Set date 3 Apply settings

Due date Start date

☐ Start immediately

January 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

10 Jan 2020 09:11 AM

Previous step Next step



# Assigning Content *cont.*



- If necessary, change the default Assignment settings and then click on the **Assign** button.

## Notes:

- You can turn on capitalization and punctuation by selecting **On** or switch it off by selecting **Off**.
  - The **Default** setting means exercises will be graded for capitalization and punctuation where our content team considers capitalization to be important. This will be highlighted for students. If this section is not available, you may be working in "Basic Mode".
  - Click on **Expert Mode [A]** to see more options.
- Once the process of assigning is done, a notification will appear in the **Assignments** tab [B]. If there is more than one reminder, you may select **Dismiss All [C]**, so that they don't appear anymore. You may also click on the **cross icon [D]** to temporarily hide them.

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





# Take a Tour

## ASSIGNMENTS



The **Assignments** 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. **To Do List:** This list shows upcoming assigned activities and calendar events. You can click on **View more [A]** to expand the list. You can also see more details by clicking on the arrow.
2. **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 in the calendar on the students' due date. This also appears on the student's calendar page.
3. **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.

The screenshot shows the 'Assignments & Events' interface. At the top, there are navigation tabs: 'ASSIGNMENTS' (highlighted with a yellow box), 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below these is the 'Assignments & Events' header. Underneath, there are three sub-tabs: 'To Do List' (with a checkmark icon), 'Calendar' (with a calendar icon), and 'Recent Activity' (with a circular arrow icon). Callout 1 points to the 'To Do List' tab. Callout 2 points to the 'Calendar' tab. Callout 3 points to the 'Recent Activity' tab. Below the tabs, there are filters: 'Showing: Everything' and 'Change course: All'. The main content area is divided into sections: 'Today' and 'In three weeks'. Each section lists assignments for 'Speakout Upper-Int'. For 'Today', there is one assignment: 'Unit 4: Downtime, 4.1, Writing: use linkers in an opinion essay, Exercise 6C' with a due date of 29 Feb 2020, 11:59 PM and a date assigned of 13 Feb 2020, 8:51 AM. For 'In three weeks', there are three assignments: 'Unit 7: Media, 7.1, Vocabulary: television, Exercise 1' (due 29 Mar 2020, 11:59 PM, assigned 2 Mar 2020, 12:36 PM), 'Unit 7: Media, 7.1, Grammar: quantifiers, Exercise 2', and 'Unit 7: Media, 7.2, Writing: a discursive essay: Link A contrast, Exercise 5B'. Each assignment entry includes a 'See report' link and a trash icon. At the bottom, there is a 'View more' link.



# Take a Tour

## ASSIGNMENTS

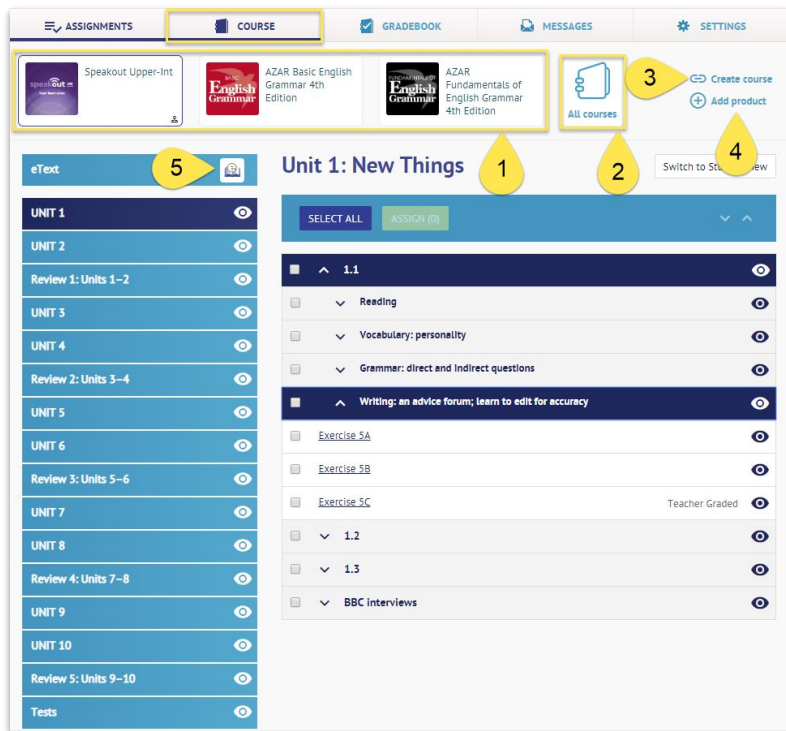


- Reminders:** On the right side of the Assignments tab, you will see reminders and notifications informing about creation of your courses, Gradebook exports, Course end dates and other processes. You can click on **Dismiss** to see the latest ones.
- Filters (Showing/Change course):** Allows you to filter the **To Do List** by course.
- Edit:** Use this button to change the due date or delete an assignment.
- Delete Icon:** Click on the icon to delete an assignment.
- See report:** Click on **See report** to go to the **Assignment report** screen and see the status and grades of assigned work.

The screenshot shows the 'Assignments & Events' interface. At the top, there are tabs for 'ASSIGNMENTS', 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below the tabs, there are three sub-tabs: 'To Do List', 'Calendar', and 'Recent Activity'. A yellow box highlights the 'Showing: Everything' and 'Change course: All' filters, with a callout '5' pointing to it. A yellow callout '4' points to a reminder box on the right that says 'Reminder: The assigning process for your course has finished: Speakout Upper-Int.' with a 'Dismiss' button. A yellow callout '6' points to an 'Edit' button next to an assignment. A yellow callout '7' points to a 'See report' button next to an assignment. A yellow callout '8' points to a 'See report' button at the bottom right of the interface. The interface lists two assignments: 'Speakout Upper-Int' and 'Speakout Upper-Int'. The first assignment has a due date of 29 Feb 2020, 11:59 PM and a date assigned of 13 Feb 2020, 8:51 AM. The second assignment has a due date of 29 Mar 2020, 11:59 PM and a date assigned of 2 Mar 2020, 12:36 PM. Each assignment has an 'Edit' button, a 'See report' button, and a delete icon.

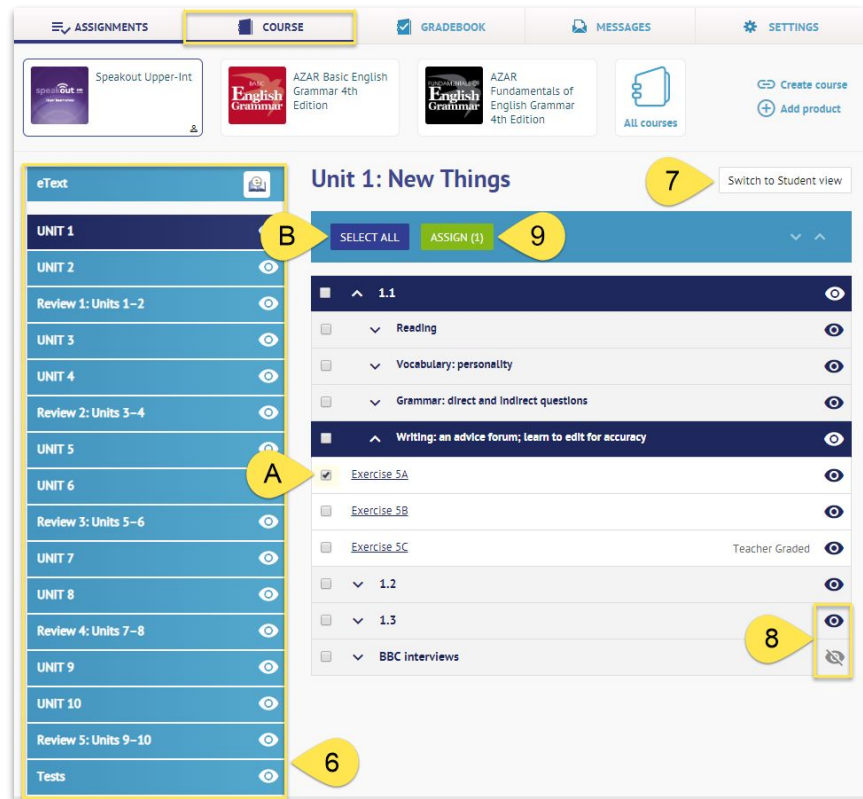
The Course tab allows you to view the course content and access practice activities. If your product has eText available, you can access additional resources from here.

1. **Product tiles:** Display the name and level of the products and courses you are currently using and the recently used ones.
2. **All courses:** Click here to open the Course Picker and switch to another course. Click [here](#) to learn more about switching courses.
3. **Create course:** Click here to create a new course.
4. **Add product:** Add a new product to your account by entering an Access Code.
5. **eText:** An icon appears if your course is bundled with eText. Click on the icon to open the eText.



[Here you can learn how to assign content from the Course tab.](#)

6. **Table of contents:** Displays the available units within a course. Click on a unit to see its sub-sections and activities.
7. **Switch to Student view:** Use this button to switch between **Teacher** and **Student view**. This will show you how students see the Course and activities.
8. **Hide/Show (Eye icon):** Allows you to show or hide content from students in the course.
9. **Assign:** Allows you to assign activities as homework or additional practice. These activities will then appear on students' To Do Lists. Select activities you would like to assign **[A]**. You may also use the **Select all** button **[B]** to assign all activities in a unit.



The screenshot shows the 'COURSE' tab interface. At the top, there are tabs for 'ASSIGNMENTS', 'COURSE' (highlighted), 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below these are course cards for 'Speakout Upper-Int', 'AZAR Basic English Grammar 4th Edition', and 'AZAR Fundamentals of English Grammar 4th Edition'. On the right, there are buttons for 'All courses', 'Create course', and 'Add product'.

The main content area is titled 'Unit 1: New Things'. On the left is a 'Table of contents' sidebar with a list of units and reviews, each with an eye icon. Callout 6 points to this sidebar. Callout 7 points to the 'Switch to Student view' button. Callout 8 points to the eye icon in the 'BBC interviews' row. Callout 9 points to the 'ASSIGN (1)' button. Callout A points to the 'Exercise 5A' checkbox. Callout B points to the 'SELECT ALL' button.

The main content area displays the details for 'Unit 1: New Things', including sections for '1.1' (Reading, Vocabulary, Grammar) and 'Writing: an advice forum; learn to edit for accuracy'. It lists activities like 'Exercise 5A', 'Exercise 5B', 'Exercise 5C', '1.2', '1.3', and 'BBC interviews'. Each activity has a checkbox and an eye icon. Callout 8 points to the eye icon for 'BBC interviews'.

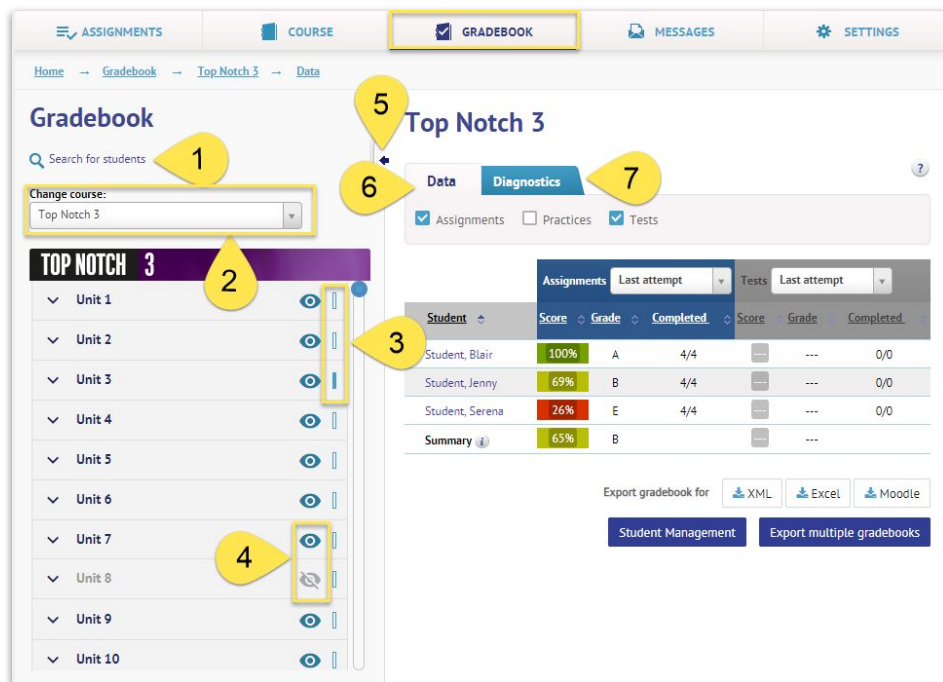
[Here you can learn how to assign content from the Course tab.](#)

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

1. **Search for students:** Here you can look for students across all your courses.
2. **Change course:** Allows you to switch to another course. The system will display the course you have recently selected in the Course tab.
3. **Markers:** Helps you to locate the activities that have been submitted.
4. **Hide/show option:** Allows you to hide or reveal activities, which were previously hidden.

**Note:** You can prevent students from seeing assignment or test answers after completion, please read our [Support Article](#) on how to do it.

5. The number of attempts on activity and number of completed activities.
6. **Data:** Provides course scores and grades obtained by enrolled students.
7. **Diagnostics:** Allows you to have an instant view of how the students in a course are progressing, both in scores, behaviors, and skills (time spent, number of attempts, different skills etc.)



The screenshot shows the Gradebook interface for a course named 'Top Notch 3'. The interface includes a top navigation bar with tabs for ASSIGNMENTS, COURSE, GRADEBOOK (highlighted), MESSAGES, and SETTINGS. Below the navigation bar, there's a breadcrumb trail: Home → Gradebook → Top Notch 3 → Data. The main content area is titled 'Gradebook' and features a search bar for students (callout 1). A 'Change course:' dropdown menu is set to 'Top Notch 3' (callout 2). On the left, a list of units (Unit 1 to Unit 10) is shown with expand/collapse icons and a hide/show icon (callout 4). The right side displays a table of student performance data (callout 6) with columns for Student, Score, Grade, and Completed. The table includes data for three students: Blair (100% A, 4/4), Jenny (69% B, 4/4), and Serena (26% E, 4/4), along with a Summary row (65% B). Below the table, there are options to export the gradebook for XML, Excel, or Moodle, and buttons for 'Student Management' and 'Export multiple gradebooks'. Callout 5 points to the 'Top Notch 3' header, and callout 7 points to the 'Diagnostics' tab.

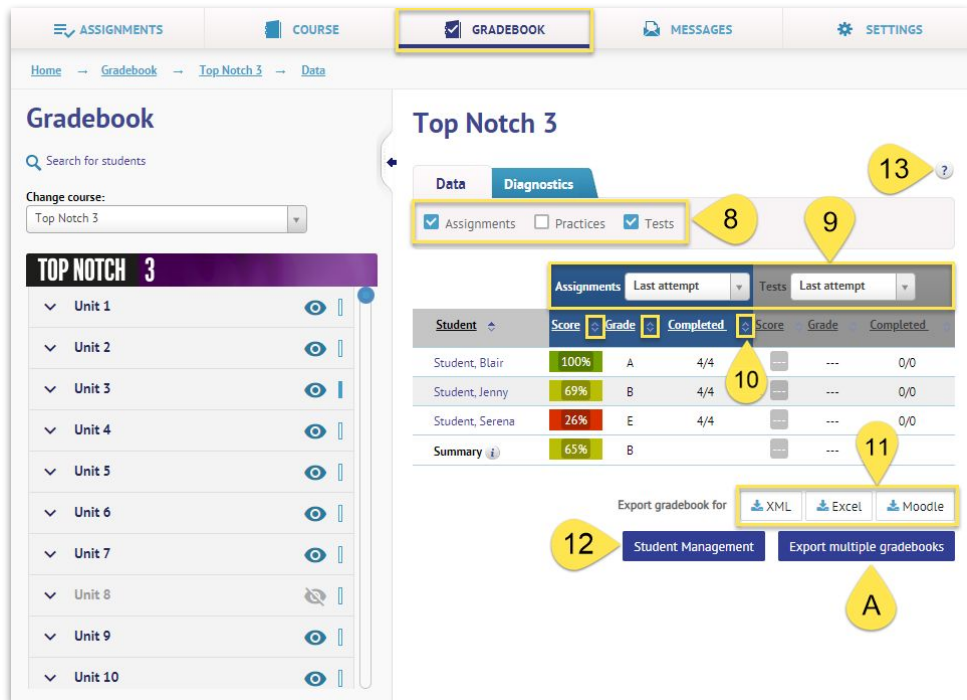
Student	Score	Grade	Completed
Student, Blair	100%	A	4/4
Student, Jenny	69%	B	4/4
Student, Serena	26%	E	4/4
Summary	65%	B	

8. **Change view:** Allows you to filter the gradebook to see your students' scores and grades for Assignments, Practices, or Tests.

#### Notes:

- At least one view option must be selected.
- You can select no more than two view options at a time.

9. **Filtering:** Allows you to filter activities by Last attempt, First attempt, Average score, or Highest score.
10. **Sorting:** Allows you to sort the list of students based on their Score, Grade, and number of Completed activities. By default, students are listed in alphabetical order.
11. **Export:** Allows you to export your course Gradebook to Microsoft Excel or Moodle. You can also use the Export multiple gradebooks [A] option to export Gradebooks of multiple courses created for the same product.
12. **Student Management:** Directs you to the Manage Students screen in Settings. This section allows you to manage students, view access expiration date and time spent on task.
13. **Question mark:** Directs you to our support page about the gradebook functionalities.

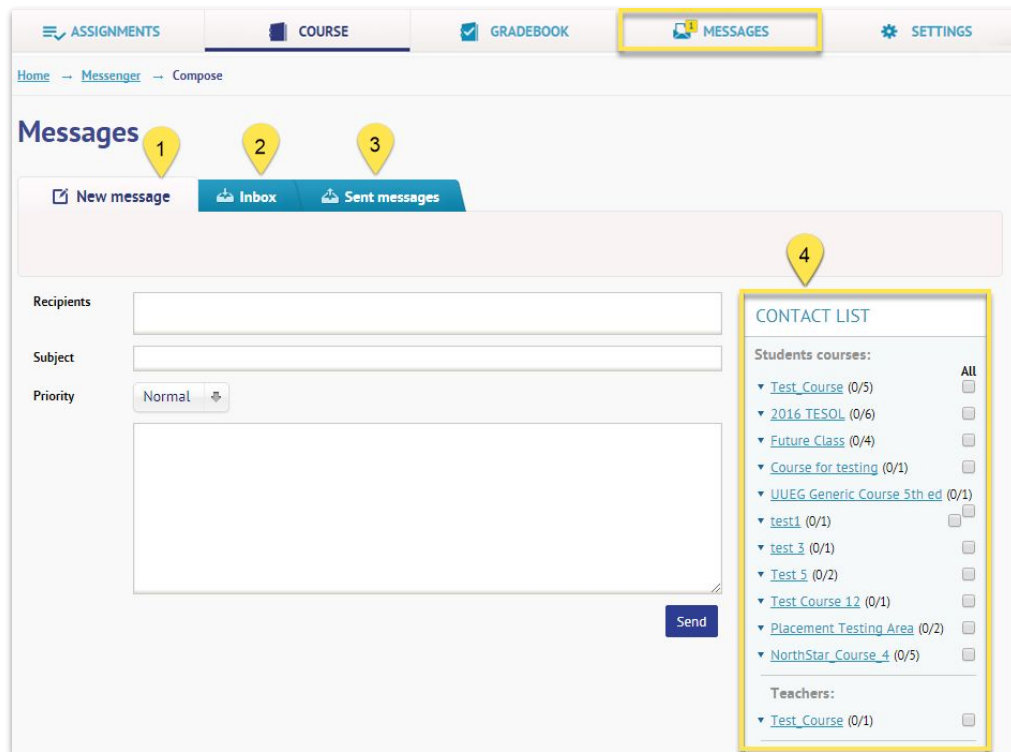


The screenshot shows the Gradebook interface for a course named "Top Notch 3". The interface includes a navigation bar with tabs for ASSIGNMENTS, COURSE, GRADEBOOK (selected), MESSAGES, and SETTINGS. Below the navigation bar, there's a breadcrumb trail: Home → Gradebook → Top Notch 3 → Data. The main content area is titled "Gradebook" and includes a search bar "Search for students" and a "Change course:" dropdown menu set to "Top Notch 3". On the left, there's a sidebar titled "TOP NOTCH 3" with a list of units (Unit 1 to Unit 10) and expand/collapse icons. The main area displays a table of student data for "Top Notch 3". The table has columns for Student, Score, Grade, Completed, and a summary row. The table is filtered to show "Assignments" and "Tests" views. Callouts 8 through 13 and letter A point to various features: 8 points to the "Assignments" checkbox, 9 points to the "Tests" checkbox, 10 points to the "Score" column header, 11 points to the "Export gradebook for" section, 12 points to the "Student Management" button, 13 points to the "Export multiple gradebooks" button, and A points to the "Export multiple gradebooks" button.

Student	Score	Grade	Completed	Score	Grade	Completed
Student, Blair	100%	A	4/4	---	---	0/0
Student, Jenny	69%	B	4/4	---	---	0/0
Student, Serena	26%	E	4/4	---	---	0/0
Summary	65%	B		---	---	

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

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



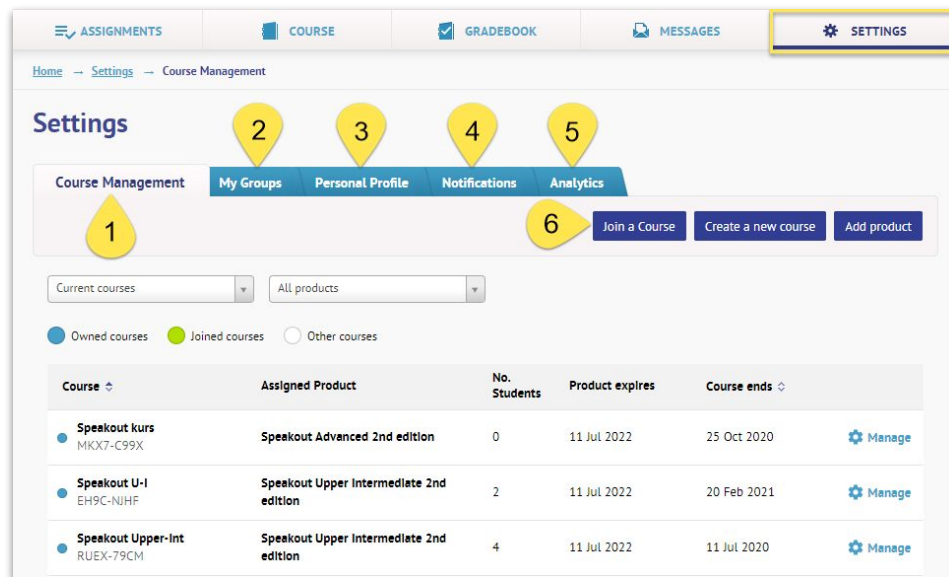
The screenshot shows the Messages interface with the following elements:

- Top Navigation:** ASSIGNMENTS, COURSE, GRADEBOOK, **MESSAGES** (highlighted with a yellow box), SETTINGS.
- Breadcrumbs:** Home → Messenger → Compose.
- Messages Section:**
  - 1:** New message button (highlighted with a yellow callout).
  - 2:** Inbox button (highlighted with a yellow callout).
  - 3:** Sent messages button (highlighted with a yellow callout).
- Form Fields:**
  - Recipients: Text input field.
  - Subject: Text input field.
  - Priority: Dropdown menu (currently set to Normal).
  - Body: Large text area.
  - Send: Button.
- 4:** CONTACT LIST sidebar (highlighted with a yellow callout), containing:
  - Students courses:**
    - Test\_Course (0/5)
    - 2016 TESOL (0/6)
    - Future Class (0/4)
    - Course for testing (0/1)
    - UUEG Generic Course 5th ed (0/1)
    - test1 (0/1)
    - test\_3 (0/1)
    - Test\_5 (0/2)
    - Test\_Course\_12 (0/1)
    - Placement Testing Area (0/2)
    - NorthStar\_Course\_4 (0/5)
  - Teachers:**
    - Test\_Course (0/1)



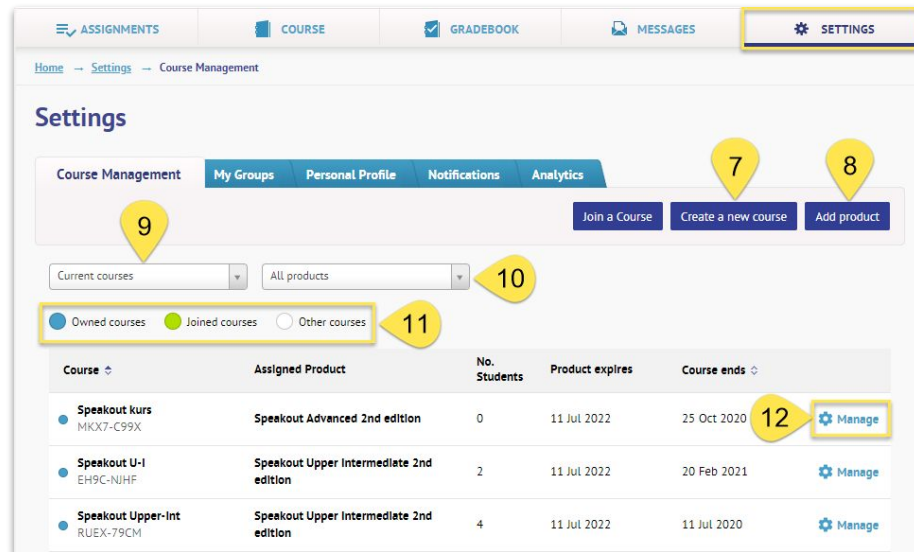
The Settings tab allows you to select and manage an account and make changes to courses, groups, and personal information.

1. **Course Management:** After a course is created, the course information appears here, including Name, Course ID, Product, Number of Students, and Course End Date.
2. **My Groups:** Allows you to join teachers' 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. **Notifications:** Allows you to be notified by email when students submit their teacher-graded assignments, before the end of course, and before the expiration of the product.
5. **Analytics:** Allows you to Export gradebooks from multiple products, courses, and teachers.
6. **Join a Course:** Allows you to join another course as an instructor.



Course	Assigned Product	No. Students	Product expires	Course ends	Manage
Speakout kurs MKX7-C99X	Speakout Advanced 2nd edition	0	11 Jul 2022	25 Oct 2020	Manage
Speakout U-I EH9C-NHIF	Speakout Upper Intermediate 2nd edition	2	11 Jul 2022	20 Feb 2021	Manage
Speakout Upper-Int RUEX-79CM	Speakout Upper Intermediate 2nd edition	4	11 Jul 2022	11 Jul 2020	Manage

7. **Create a new course:** Allows you to create a new course.
8. **Add product:** Allows you to quickly add another product or level to the account using an access code.
9. **Course Switch:** Allows you to see all available courses, including expired courses, or just current courses.
10. **Product Search:** Allows you to search for courses based on a specific product.
11. **Course Legend:** Allows you to differentiate between owned courses, joined courses, and other courses.
12. **Manage Icon:** Allows you to manage the course.



Course	Assigned Product	No. Students	Product expires	Course ends	Manage
Speakout kurs MKX7-C99X	Speakout Advanced 2nd edition	0	11 Jul 2022	25 Oct 2020	Manage
Speakout U-I EH9C-NIHF	Speakout Upper Intermediate 2nd edition	2	11 Jul 2022	20 Feb 2021	Manage
Speakout Upper-Int RUEX-79CM	Speakout Upper Intermediate 2nd edition	4	11 Jul 2022	11 Jul 2020	Manage

# Help & Support

If you need help or support, please go to

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[Help & Training](#)

Pearson is committed to providing  
the best technical support possible.

**ALWAYS LEARNING**