

## Essential Online Resources (EOR)/Digital Resources - How to assign content

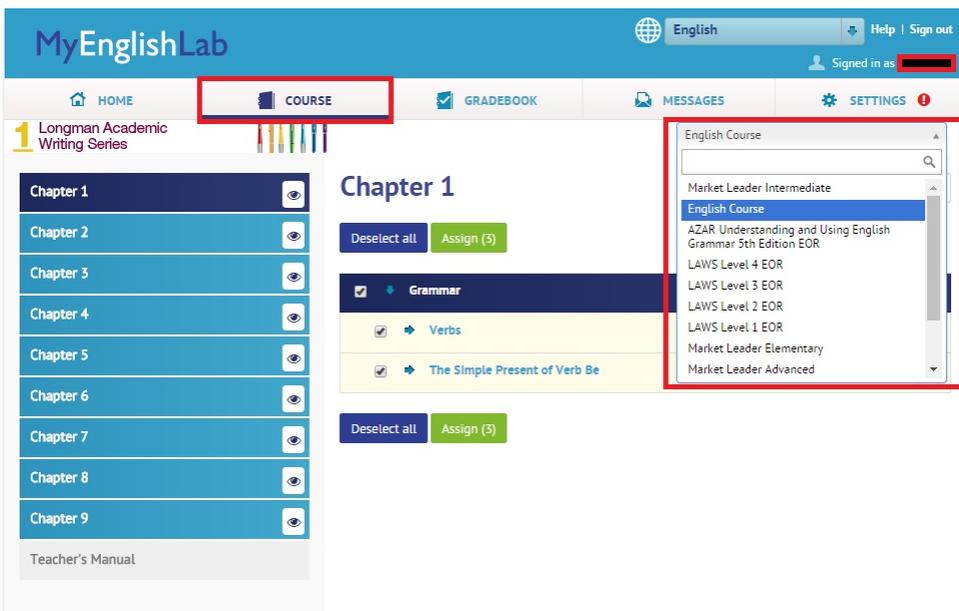
Assigning content is a good way to set homework for students. Teachers can assign content to the entire class or selected students. Assigned content will appear in students' To Do lists, making it easy for students to find and complete.

### 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:

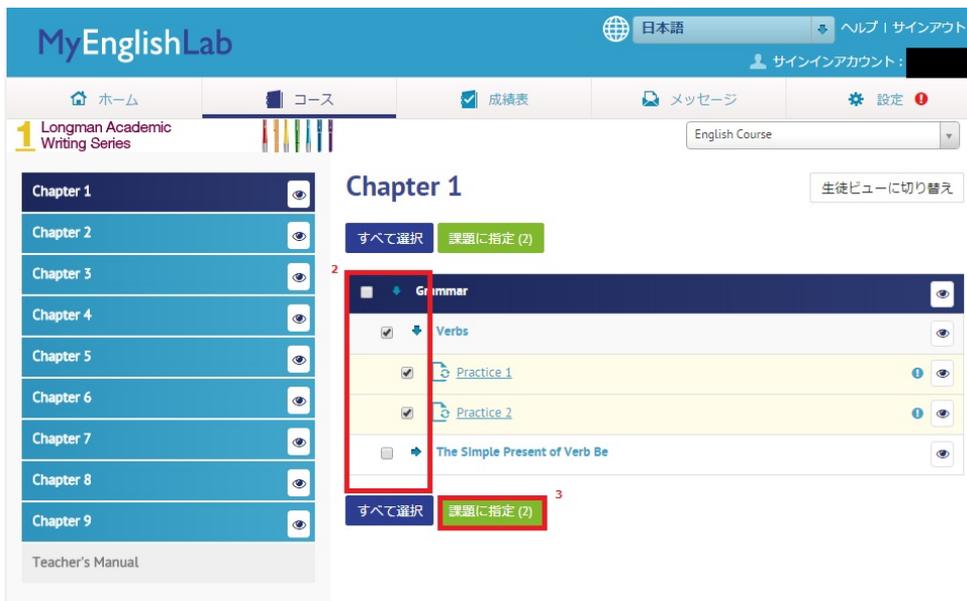
1. Click on the **Course** tab and choose your course name from the selection.



The screenshot shows the MyEnglishLab interface. At the top, there is a navigation bar with 'HOME', 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. The 'COURSE' tab is highlighted with a red box. Below the navigation bar, there is a sidebar with a list of chapters from Chapter 1 to Chapter 9, and a 'Teacher's Manual' link. The main content area is titled 'Chapter 1' and shows a 'Deselect all' button and an 'Assign (3)' button. Below this, there is a 'Grammar' section with a checked box and a dropdown menu showing 'Verbs' and 'The Simple Present of Verb Be'. To the right of the main content area, a dropdown menu is open, showing a list of course options: 'Market Leader Intermediate', 'English Course', 'AZAR Understanding and Using English Grammar 5th Edition EOR', 'LAWS Level 4 EOR', 'LAWS Level 3 EOR', 'LAWS Level 2 EOR', 'LAWS Level 1 EOR', 'Market Leader Elementary', and 'Market Leader Advanced'. The 'English Course' option is highlighted in blue. The dropdown menu is also outlined with a red box.

2. Click the Content you would like to assign.

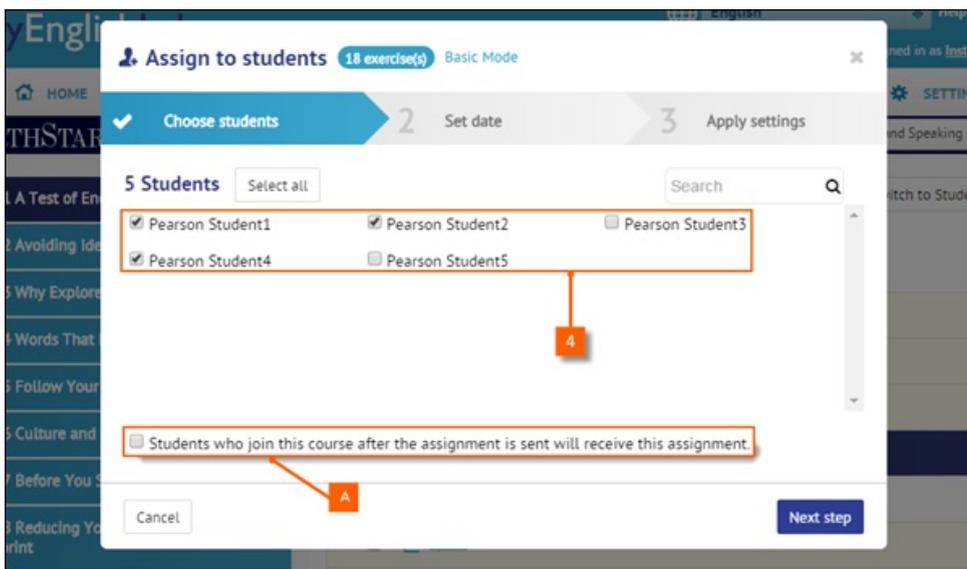
3. To assign a **single** activity or **multiple** activities, select the activities and then click on **Assign**.



**Note:** If the activity previously been assigned, a blue icon will be displayed next to the activity.

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 will get access to the assignment automatically.



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.

**Assign to students** 1 exercise(s) Basic Mode

✓ Choose students ✓ Set date 3 Apply settings

**Set due date**

March 2017

Mon Tue Wed Thu Fri Sat Sun

27 28 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

Due date

25 Mar 2017

11 : 59 PM

Enable timer

30 minutes

Previous step **Next step**

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

**Assign to students** 18 exercise(s) Basic Mode

✓ Choose students ✓ Set date ✓ Apply settings

**General settings**

Activity attempts: Unlimited

Test attempts: 1

Automatically set score to 0% if student fails to submit an assignment or test

Show hints  Show tips

**System graded exercises** 12

Show feedback

Require correct use of capitalization

Check punctuation

Attempts before showing answer: 3

**Teacher graded exercises** 6

Show model answer

Maximum score available: 100

Previous step **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.

**Assign to students** 18 exercise(s) Basic Mode

1 Choose students 2 Set date 3 Apply settings

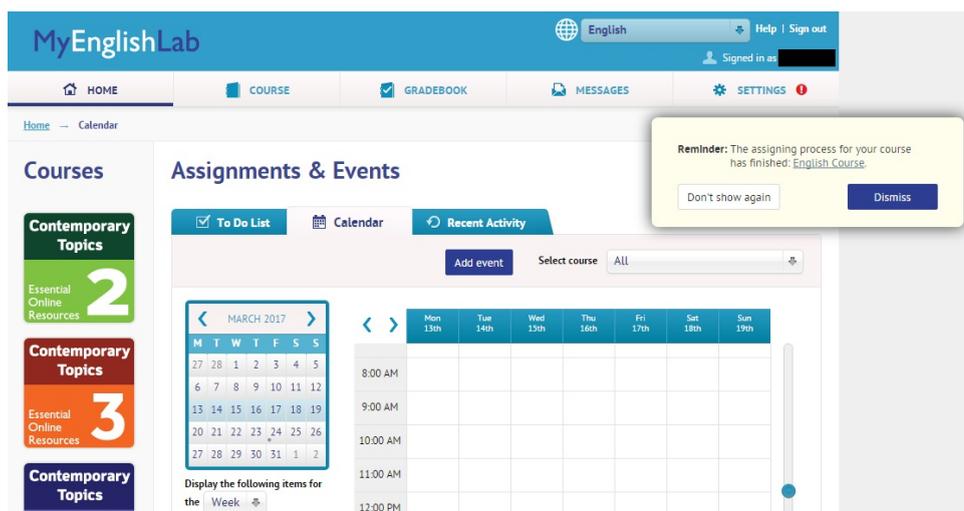
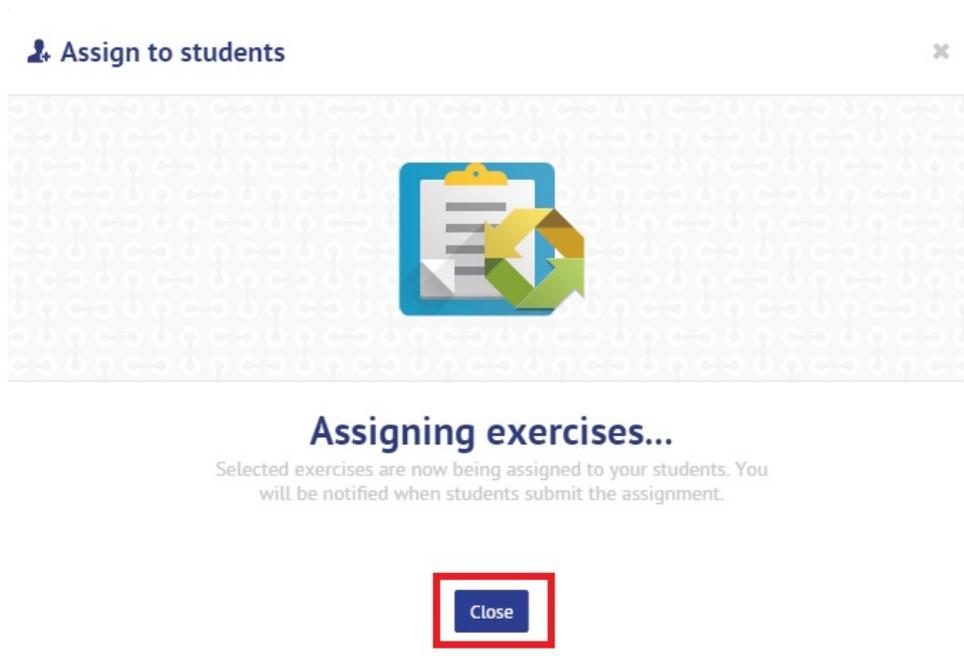
5 Students Select all

stu

Pearson Student1  Pearson Student2  Pearson Student3

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.



By this, the assignment to students is completed. The assigned task will appear as a new item in the student's EOR To Do list.

Students can complete and submit the task inside the EOR (Except for free-writing tasks, the scoring will be done automatically).

Teachers can access reports in the EOR listing which students have completed the tasks, and which questions caused the most errors.