

## Essential Online Resources (EOR)/Digital Resources – Teacher Registration

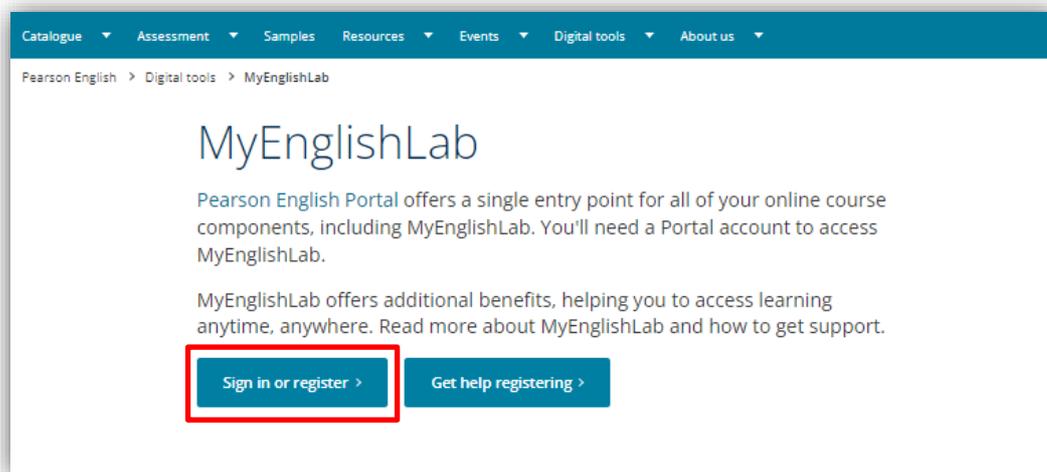
To gain instructor access to Essential Online Resources(EOR), you must first create an account. To register, you will need an **instructor access code**. Registration may take about five minutes.

\*Please note: The EOR access codes in the book are for students. Pearson hands over instructor access code upon adoption of the textbook. Contact us at [elt.jp@pearson.com](mailto:elt.jp@pearson.com) for more information.

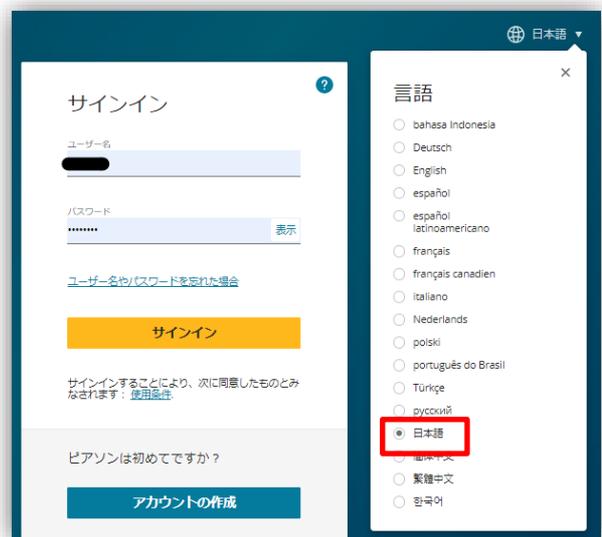
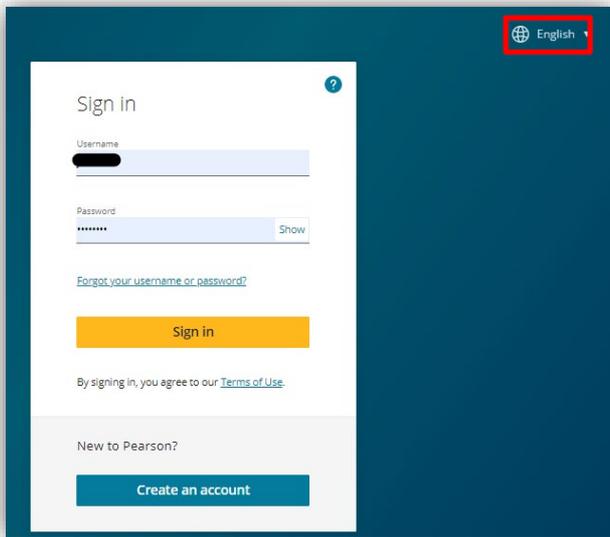
### Essential Online Resources - How to register

 Please use either **Google Chrome** or **Safari**.

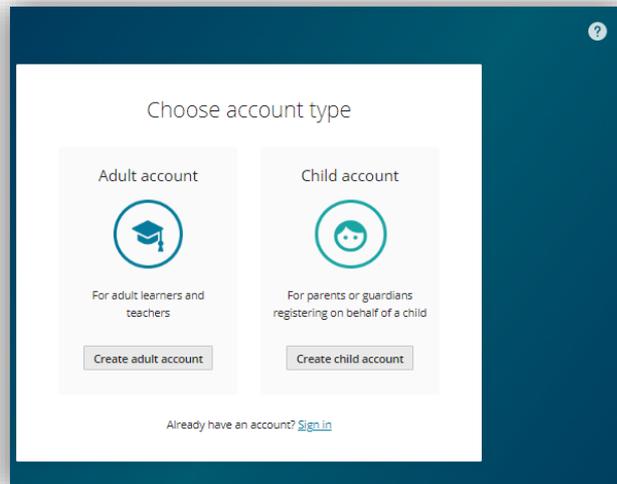
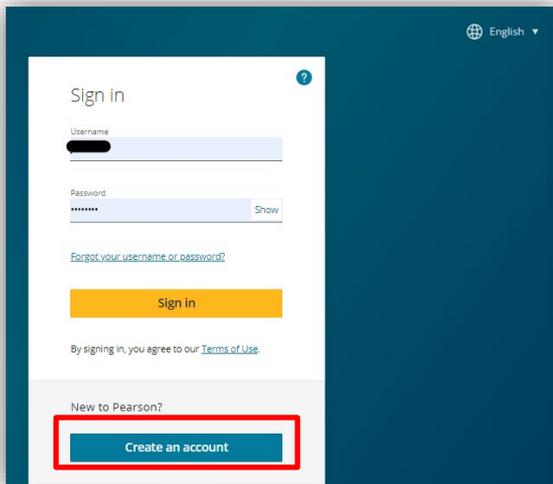
1. Open <http://www.myenglishlab.com/Register> in your browser and click "Sign in or register".



2. Change the language as seen below if you prefer another language.



3. Create an account. Click "Create an account" and choose "Create adult account".



4. Fill in the required information.

- \* Please remember your username and password. You need them every time you access.
- \* Choose Japan as your country.
- \* Your last name must be at least two Latin characters long. If you register using different writing system, e.g. Chinese, one character/symbol is enough.
- \* Your username can contain only lowercase letters, numbers, dots [.] ,underscores [\_] , dashes [-] and at signs [@].

(If the error message "User with this login already exists" shows up here, the username has already been taken in our system. It is recommended to use your own email address as your username. )

Create an adult account

Email address

Confirm email address

Username

Same as email address

Password [Show](#)

Your password must have 8 or more characters, at least one uppercase letter, and one number.

First name

Last name

Country [?](#)  
United States

I agree to the [Terms of Use](#) and acknowledge the [Privacy Policy](#).

Keep me in the loop for product improvements and offers.

[Create account](#)

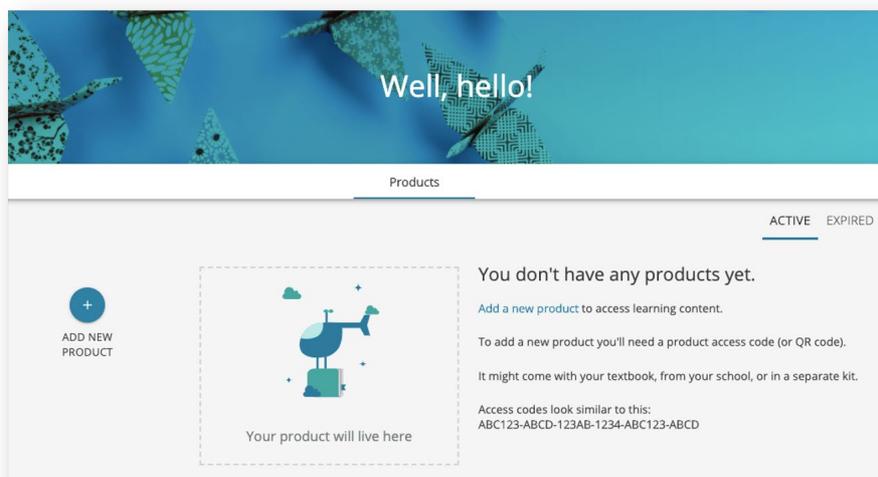
Already have an account? [Sign in](#)

5. Once you fill in all the required information, click **Create account** button

\* Your **password** must have 8 or more characters, at least one uppercase letter, and one number.

\* Read the **Terms of Use** and the **Privacy Policy** and check the box. If you wish to get information from Pearson, check the box.

6. Add a product after creating the account. Click "ADD NEW PRODUCT".



7. Enter the access code of the product and click "ADD PRODUCT".

\* Include - (hyphens) in access code.

## Add a product

### Enter an access code

A product access code might come with your textbook, from your school, or in a separate kit. It looks similar to this:

XXXXXX-XXXX-XXXX-XXXX-XXXX-XXXX

Access code

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### Or scan a QR code

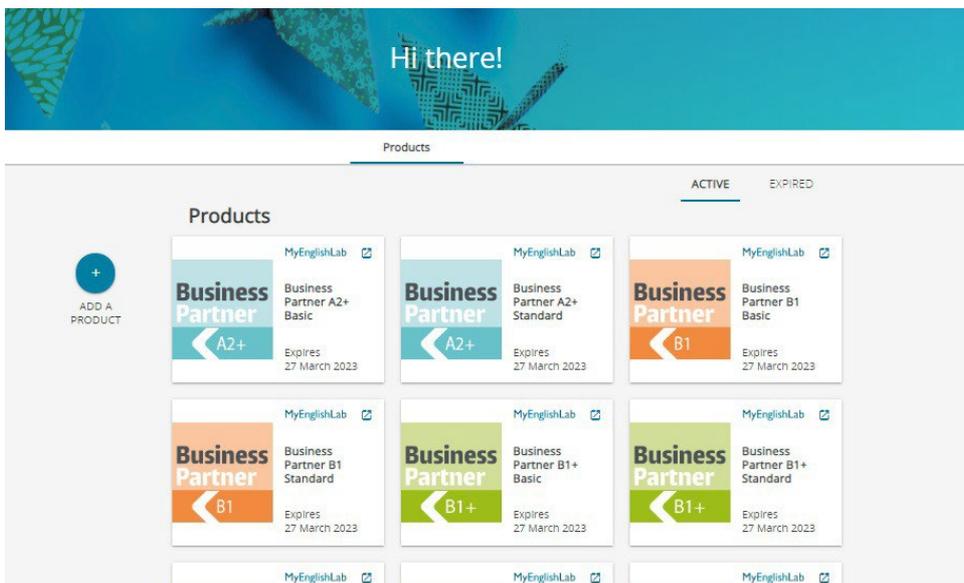
If you have a QR code, you can scan it with your device's camera.



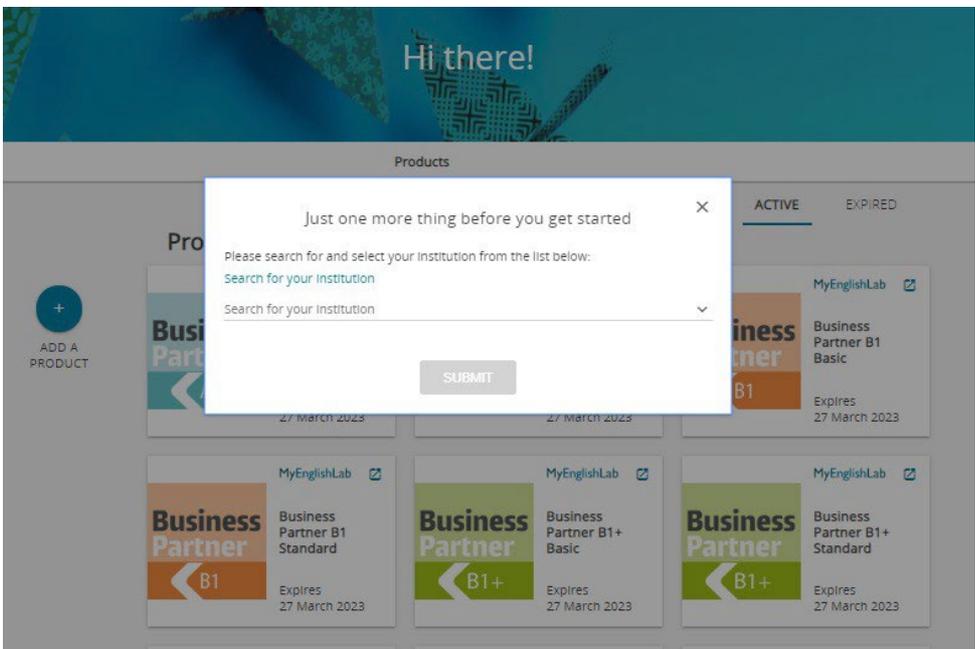
Turn on camera to scan QR code

ADD PRODUCT

- The products appear on the Pearson English Portal page. Click the product you would like to use.



- A popup will show up when you open the product for the first time. If your institution is not in the list, enter "Other" and press the "Submit" button.



The registration is now complete.

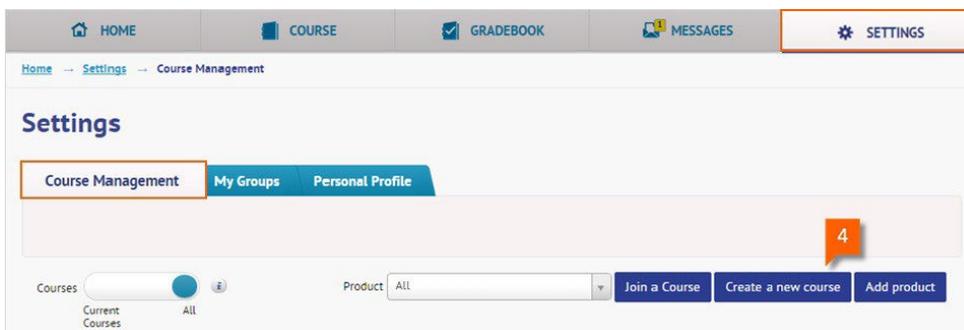
## Essential Online Resources (EOR)/Digital Resources - How to make a course

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

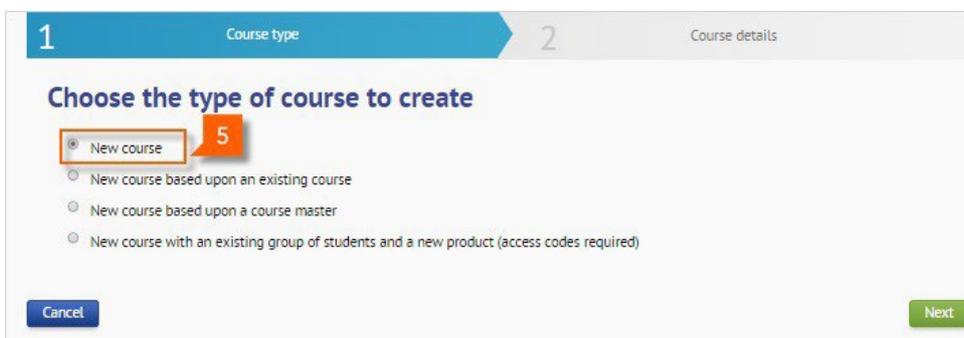
Note: If you do not create a course, students will still be able to access practice activities in self-study mode. Tests are an exception as they are hidden from students and must be assigned by a teacher. Please note that EOR differ for each title. Some titles do not include exercises.

### Creating a Course

1. Go to [www.myenglishlab.com](http://www.myenglishlab.com) and click "Sign in" in the Returning User section. *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**.



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

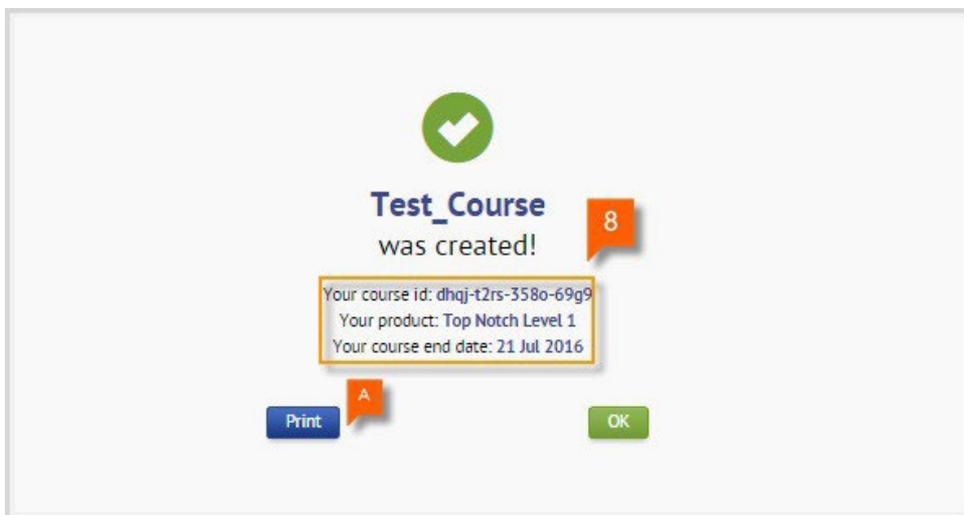
Course end date: 21 Jul 2016

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 (A)** to generate a PDF of the course information. This document also provides instructions for students wanting to join your course.



The creation of the course is now complete.

## Essential Online Resources (EOR)/Digital Resources –

### How to assign content

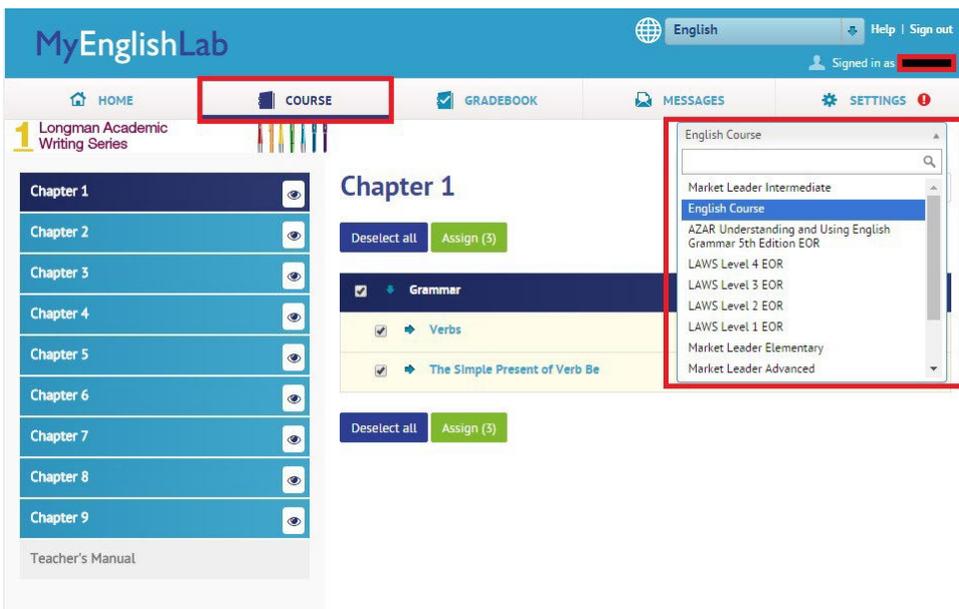
Assigning content is a good way to set homework for students. Teachers can assign content to the entire class or selected students. Assigned content will appear in students' To Do lists, making it easy for students to find and complete.

**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.

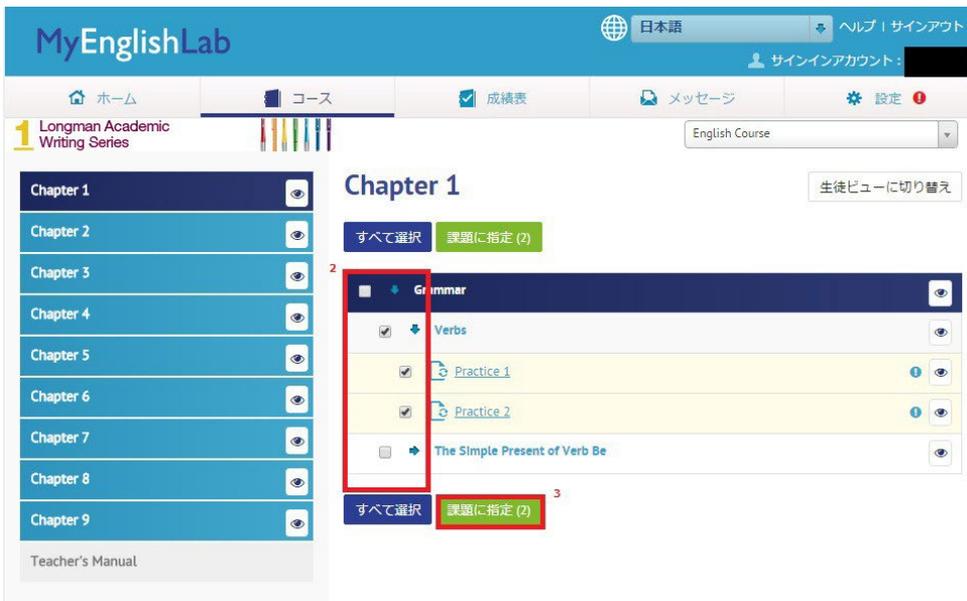
To assign content:

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



2. Click the Content you would like to assign.

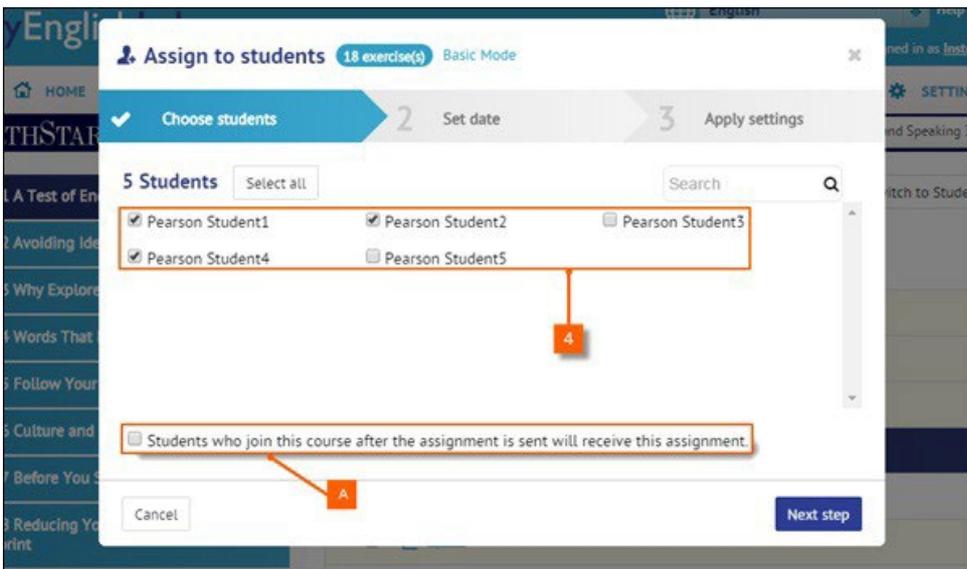
3. To assign a **single** activity or **multiple** activities, select the activities and then click on **Assign**.



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

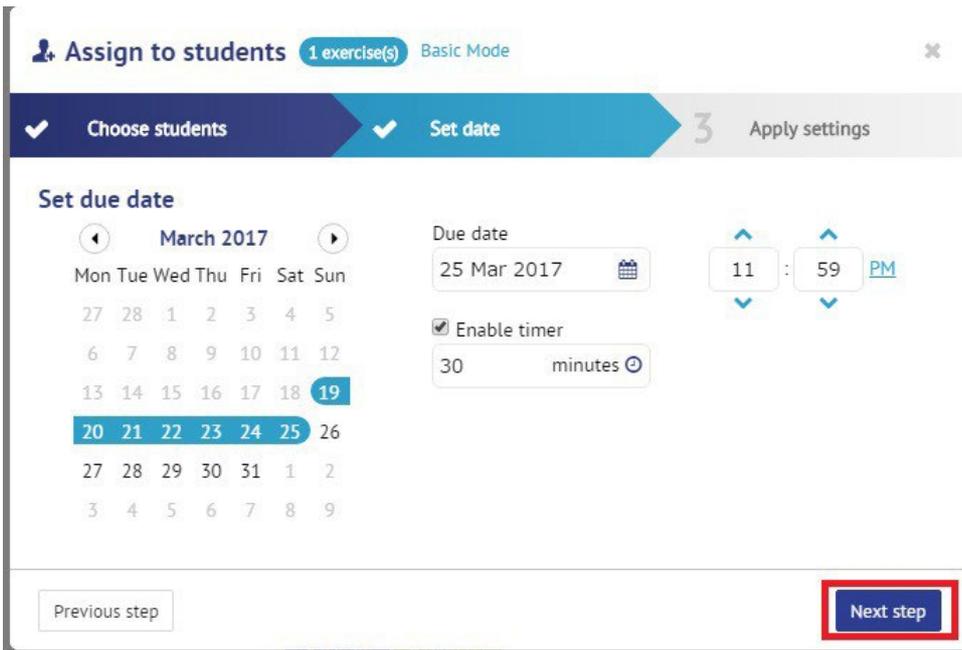
4. Select the students and then click on **Next step**.

**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.

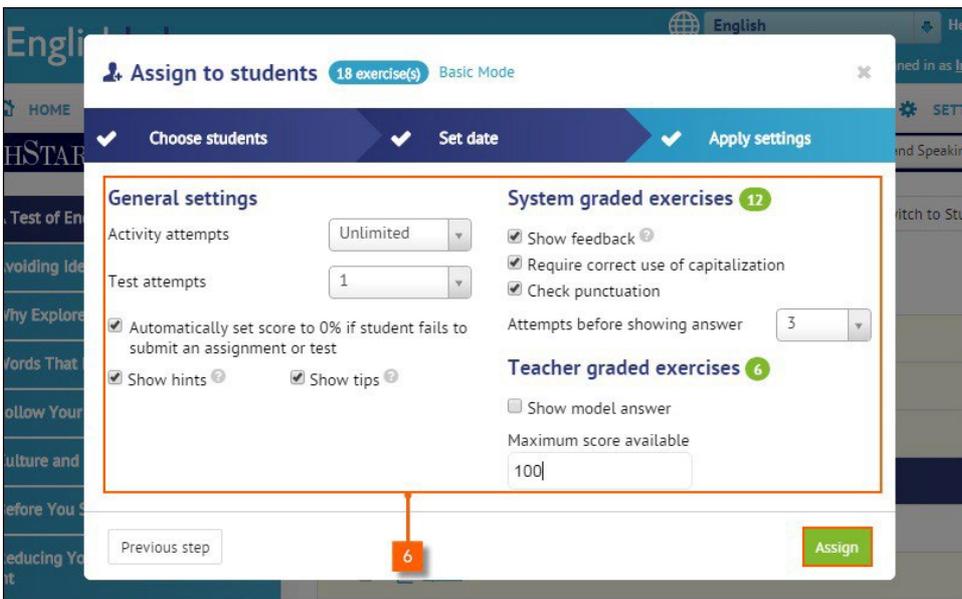


5. Set the **Due date** and **Time**, and then click on **Next step**.

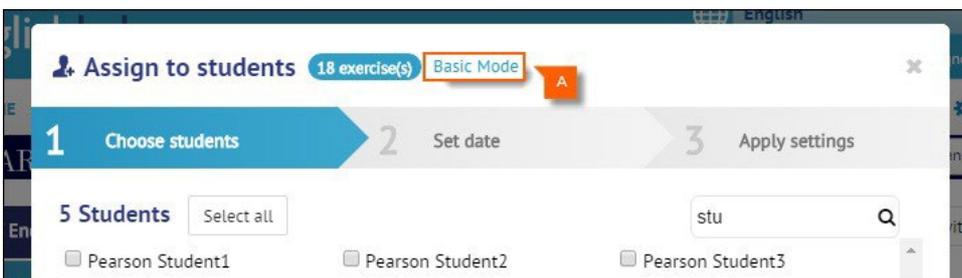
**Note:** Use the **Enable timer** to set a timer on the assignment. Once the assignment is started, the student will have a limited amount of time to complete it.



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

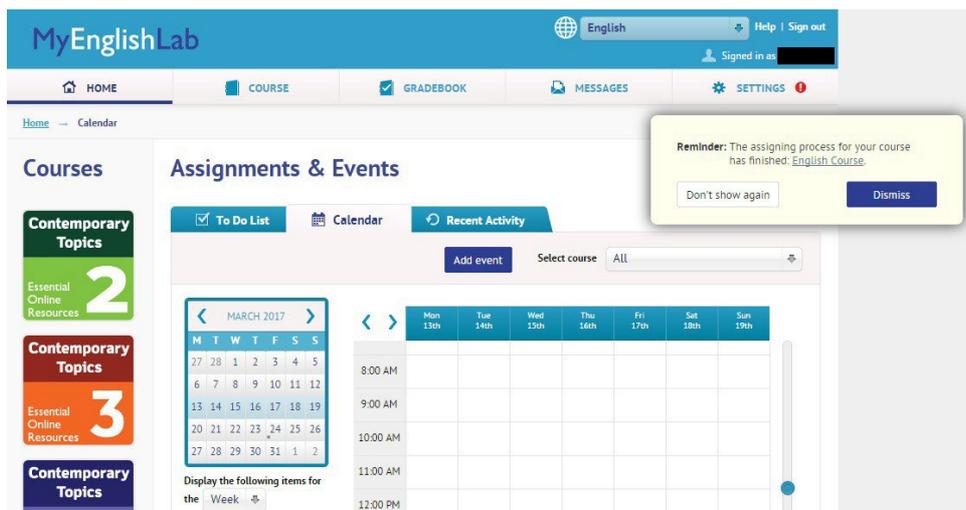
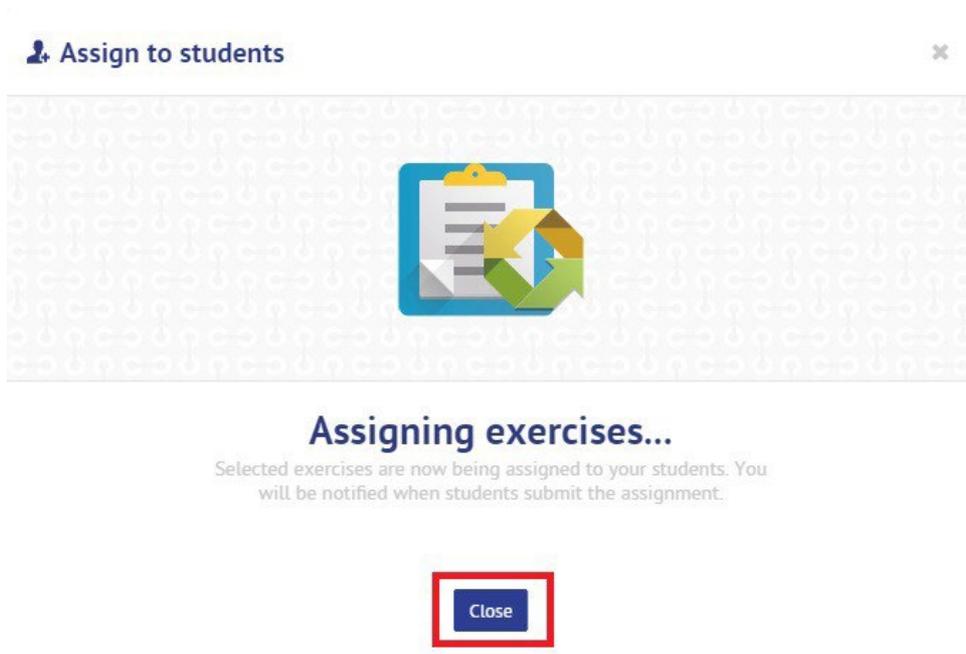


**Note:** If this section is not available, you may be working in "Basic Mode". To switch to "Expert Mode" and see more options, Click on **Expert Mode [A]** to see more options.



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.



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.