

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:

To register an account:

1. Go to: pearsonenglish.com/register
2. Choose your preferred language [A] and click **Create an account**. If you encounter any issues, click on the **Help [B]** icon to access the help site.
3. Select **Create adult account**[C].

Sign in

Username
[Redacted]

Password
[Redacted] Show

[Forgot your username or password?](#)

Sign in

By signing in, you agree to our [Terms of Use](#).

New to Pearson?

Create an account

Choose account type

Adult account

For adult learners and teachers

Create adult account

Child account

For parents or guardians registering on behalf of a child

Create child account

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



4. Enter your Email address, Username, Password, First name and Last name. Choose Japan in Country if you live in Japan.

Read the Terms of Use and the Privacy Policy and check the box[A]. If you wish to get information from Pearson, check the box[B].

Click "**Create account**"[C] and dashboard will be show up.

Notes:

- 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 [@].
- Your **password** must have 8 or more characters, at least one uppercase letter, and one number.

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

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

B ☐ Keep me in the loop for product improvements and offers.

C [Create account](#)

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



Signing In



To sign in to MyEnglishLab:

1. Go to pearsonenglish.com/login.
2. Enter your **Username** and **Password**.
3. Click on the **Sign In** button.

Notes:

- If you forgot your password, click on the **Forgot your username or password?** link.

The screenshot shows the Pearson English Sign In page. At the top right, there is a language selector showing 'English' with a dropdown arrow. The main heading is 'Sign in' with a help icon (question mark) to its right. Below the heading are two input fields: 'Username' and 'Password'. The 'Username' field has a black dot in the input area. The 'Password' field has a 'Show' button to its right. Below the password field is a link that says 'Forgot your username or password?'. A large orange 'Sign in' button is positioned below the links. At the bottom, there is a section for new users with the text 'New to Pearson?' and a blue 'Create an account' button.



Adding a Product



To add a product on your account:

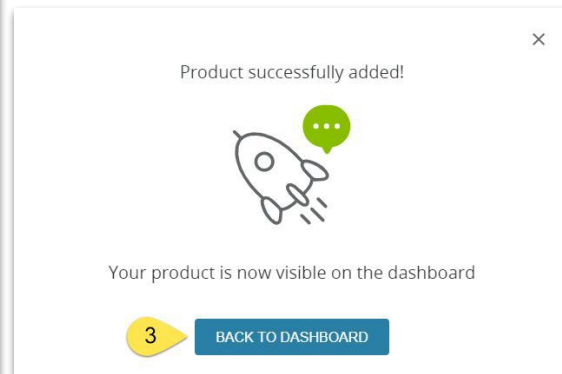
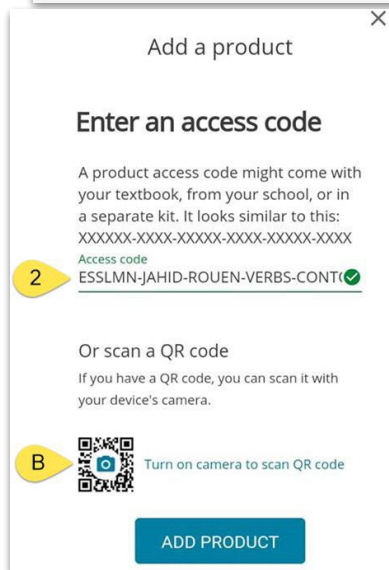
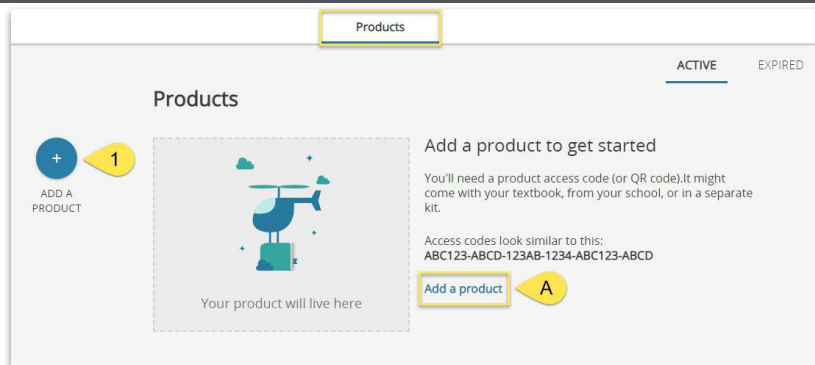
1. Once you log in, click on the **Add a Product** button or the **Add a Product** link [A].
2. Enter your Access Code and click on the **Add Product** button.

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.



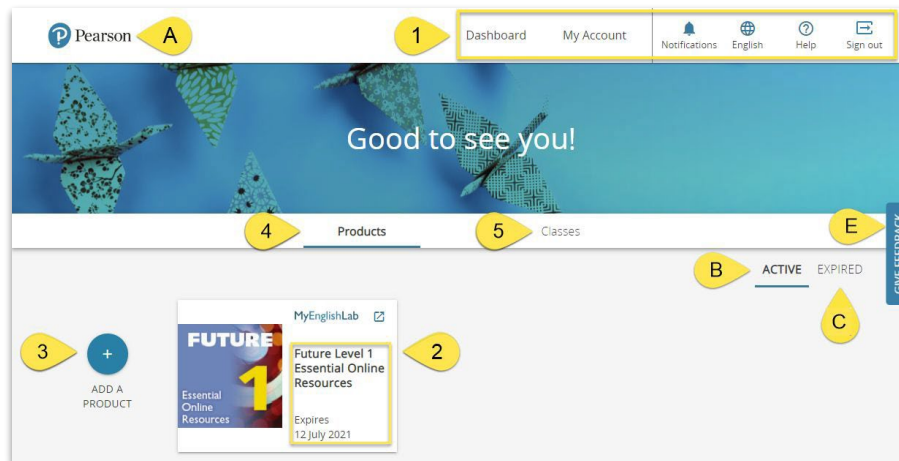


Exploring the Dashboard



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](#).

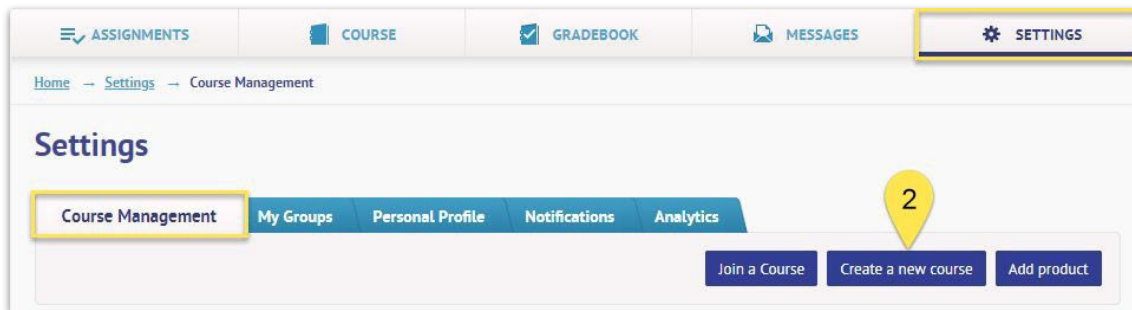
Notes:

- *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

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.

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

Test_course2 was created!

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 | All products

Owned courses | Joined courses | Other courses

Course	Assigned Product	No. Students	Product expires	Course ends	
Azer Grammar KET4-73FC-HWM3-UY9R	AZAR Understanding and Using English Grammar 5th Edition EOR	11	1 Oct 2021	1 Nov 2021	Manage
Basic course J73J-XREX	AZAR Basic English Grammar 4th Edition	1	19 Oct 2021	9 Sep 2020	Manage

Manage Students | Manage Resources | Course Settings | Grade Settings

1 | 2 | 3 | 4



Enrolling Students

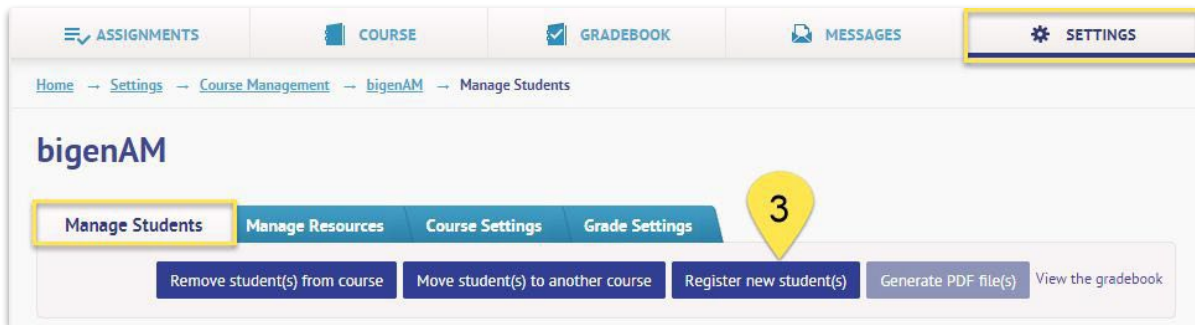


Students can register their accounts on MyEnglishLab and join your course with the Course ID. To save time, you may enroll the students yourself, generating a new username and password for them. Watch [How-to video](#) to learn more.

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)'. To the right of the form is a confirmation box that says 'You have successfully created an account for 1 student.' with a 'Download and Print a PDF' button. Below the form is a 'Generate password' button. At the bottom, there are two checkboxes, both checked, with text explaining the privacy policy and confidentiality requirements. A yellow box labeled 'A' is around these checkboxes. Numbered callouts are present: '4' points to the form fields, '5' points to the 'Submit' button, and '6' points to 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.

This screenshot shows the 'Assign to students' dialog box in 'Expert Mode'. At the top, it says '1 exercise(s)' and 'Expert Mode'. Below this, there are two main steps: 'Choose students' and 'Set date', both with checkmarks. A yellow callout 'A' points to the 'Expert Mode' label.

This screenshot shows the 'Assign to students' dialog box in 'Basic Mode'. It has three steps: 'Choose students', 'Set date', and 'Apply settings', all with checkmarks. The 'General settings' section includes 'Activity attempts' (Unlimited), 'Test attempts' (1), and checkboxes for 'Automatically set score to 0% if student fails to submit an assignment or test', 'Show hints', 'Show tips', and 'Enable timer'. The 'System graded exercises' section has a checkbox for 'Show feedback' and two sections for grading: 'Grade capitalization in exercise(s)' and 'Grade punctuation in exercise(s)', each with 'Default', 'On', and 'Off' options. A yellow box highlights these two sections. Below them is a dropdown for 'Students can see answers after' set to '2 attempts'. At the bottom right, there is a green 'Assign' button and a yellow callout '7'.

This screenshot shows the 'Assignments & Events' tab in the course interface. It has tabs for 'To Do List', 'Calendar', and 'Recent Activity'. Below these, there is a 'Showing' dropdown set to 'Everything' and a 'Change course' dropdown set to 'All'. A yellow callout 'C' points to a 'Dismiss All' button. A yellow callout 'B' points to a yellow reminder box that says 'Reminder: The assigning process for your course has finished: Top Notch Course.' A yellow callout 'D' points to a close icon (X) on the reminder box.



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' (marked with a yellow circle 1), 'Calendar' (marked with a yellow circle 2), and 'Recent Activity' (marked with a yellow circle 3). The 'To Do List' tab is active, showing a list of assignments. The first assignment is 'Speakout Upper-Int' with a due date of 29 Feb 2020, 11:59 PM and a date assigned of 13 Feb 2020, 8:51 AM. Below it, there is a section for 'Unit 4: Downtime, 4.1, Writing: use linkers in an opinion essay, Exercise 6C' with a submission status of 3/7 students. The second assignment is 'Speakout Upper-Int' with a due date of 29 Mar 2020, 11:59 PM and a date assigned of 2 Mar 2020, 12:36 PM. Below it, there are sections for 'Unit 7: Media, 7.1, Vocabulary: television, Exercise 1' (0/4 students), 'Unit 7: Media, 7.1, Grammar: quantifiers, Exercise 2' (0/4 students), and 'Unit 7: Media, 7.2, Writing: a discursive essay; Link A ntrast, Exercise 5B' (0/4 students). At the bottom, there is a 'View more' link.



Take a Tour

ASSIGNMENTS

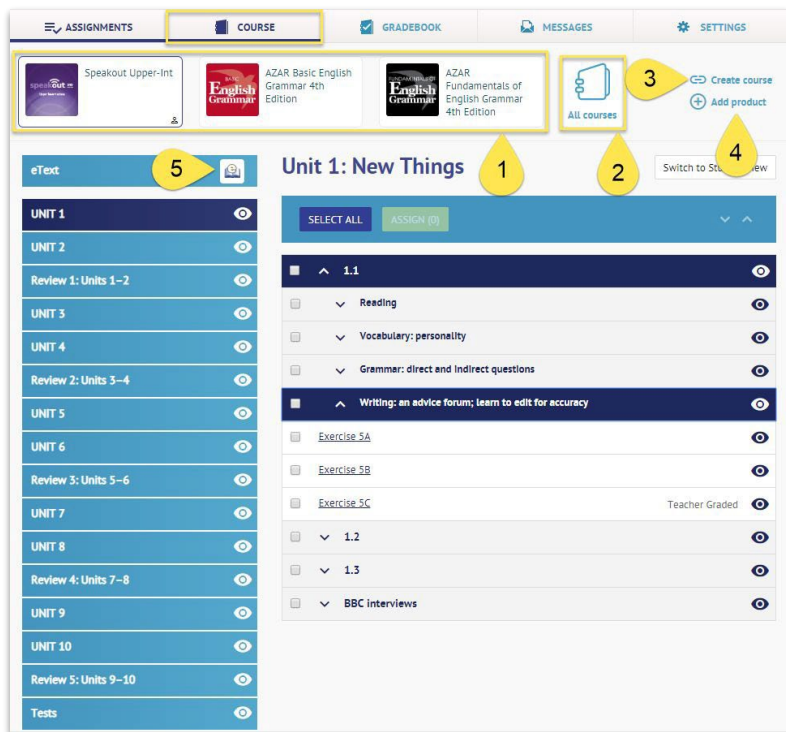


- Reminders:** On the right side of the Assignments tab, you will see reminders and notifications informing about creation of your courses, Gradebook exports, Course end dates and other processes. You can click on **Dismiss** to see the latest ones.
- Filters (Showing/Change course):** Allows you to 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 assignments listed are for 'Speakout Upper-Int' and 'Speakout Upper Intermediate 2nd edition'.

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 in a learning management system. 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' and includes a 'Switch to Student view' button (callout 7). Below the title are 'SELECT ALL' (callout B) and 'ASSIGN (1)' (callout 9) buttons. The left sidebar shows a table of contents with units and reviews (callout 6). The main list of activities includes sections like '1.1' with sub-items 'Reading', 'Vocabulary: personality', and 'Grammar: direct and indirect questions'. Under '1.1', there are exercises: 'Exercise 5A' (checked), 'Exercise 5B', and 'Exercise 5C' (marked 'Teacher Graded'). At the bottom, there are sections for '1.2', '1.3', and 'BBC interviews'. An eye icon (callout 8) is shown next to the 'BBC interviews' section, indicating a hide/show toggle.

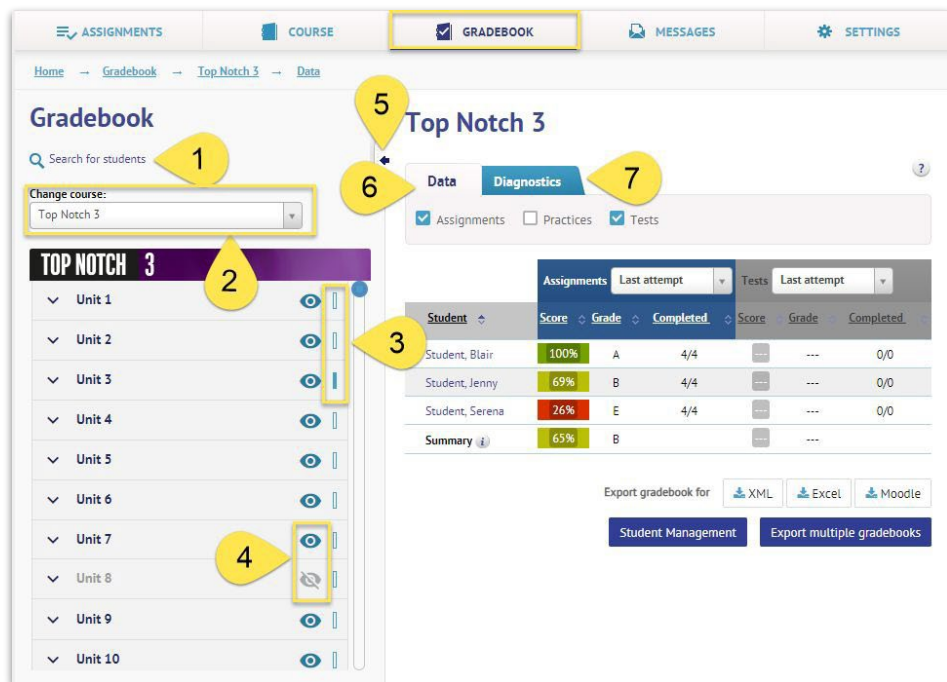
[Here you can learn how to assign content from the Course tab.](#)

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 (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 has a search bar for students. A 'Change course:' dropdown menu is set to 'Top Notch 3'. The left sidebar lists units from Unit 1 to Unit 10, each with a toggle icon. The right sidebar shows tabs for Data and Diagnostics, with checkboxes for Assignments, Practices, and Tests. Below these, there's a table with columns for Student, Score, Grade, and Completed. The table lists 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, ---). At the bottom, there are buttons for 'Export gradebook for' (XML, Excel, Moodle), 'Student Management', and 'Export multiple gradebooks'.

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.

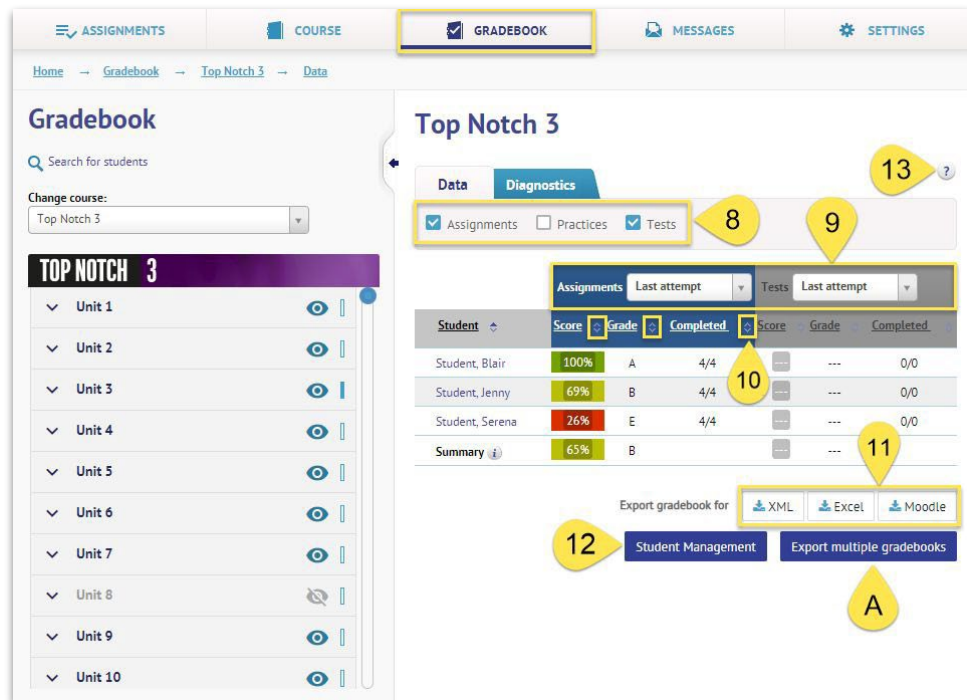
9. **Filtering:** Allows you to filter activities by Last attempt, First attempt, Average score, or Highest score.

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.

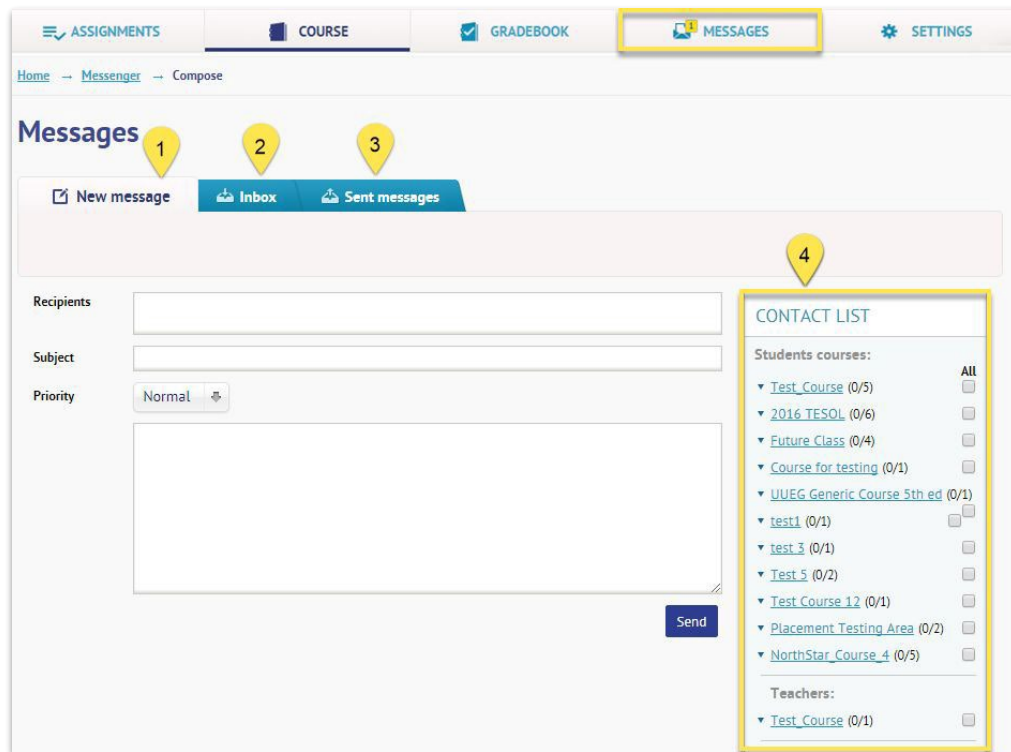


The screenshot shows the Gradebook interface for a course named "Top Notch 3". The interface includes a navigation bar with tabs for ASSIGNMENTS, COURSE, GRADEBOOK (selected), MESSAGES, and SETTINGS. Below the navigation bar, there's a breadcrumb trail: Home → Gradebook → Top Notch 3 → Data. The main content area is titled "Gradebook" and includes a search bar "Search for students". A dropdown menu "Change course:" is set to "Top Notch 3". On the left, there's a sidebar with a list of units (Unit 1 to Unit 10) and a "TOP NOTCH 3" header. The main table displays student data with columns for Student, Score, Grade, Completed, and a summary row. The table is filtered to show "Tests" and "Last attempt". The "Export gradebook for" section includes options for XML, Excel, and Moodle. The "Export multiple gradebooks" button is labeled with a yellow callout 'A'. The "Student Management" button is labeled with a yellow callout '12'. The "Export" button is labeled with a yellow callout '11'. The "Completed" column header is labeled with a yellow callout '10'. The "Grade" column header is labeled with a yellow callout '9'. The "Score" column header is labeled with a yellow callout '8'. The "Data" tab is labeled with a yellow callout '13'. The "Diagnostics" tab is labeled with a yellow callout '13'.

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.



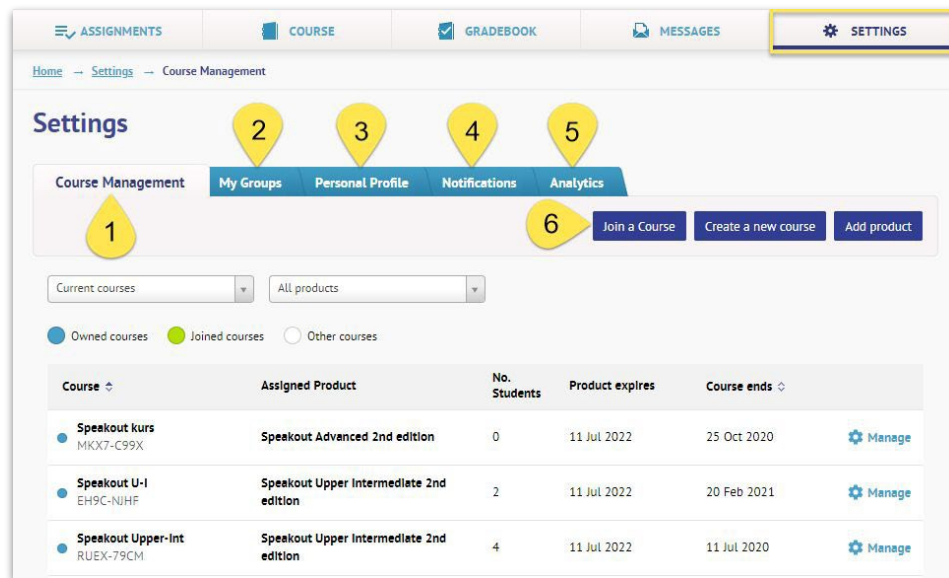
The screenshot shows the Messages interface with the following elements:

- Top Navigation:** ASSIGNMENTS, COURSE, GRADEBOOK, **MESSAGES** (highlighted), SETTINGS.
- Breadcrumbs:** Home → Messenger → Compose.
- Messages Section:**
 - 1:** New message button.
 - 2:** Inbox button.
 - 3:** Sent messages button.
- Form Fields:**
 - Recipients: Text input field.
 - Subject: Text input field.
 - Priority: Dropdown menu (Normal).
 - Body: Large text area.
 - Send:** Button.
- 4: CONTACT LIST (Right Sidebar):**
 - Students courses:**

Course	Progress	Select
Test_Course	(0/5)	<input type="checkbox"/>
2016 TESOL	(0/6)	<input type="checkbox"/>
Future Class	(0/4)	<input type="checkbox"/>
Course for testing	(0/1)	<input type="checkbox"/>
UUEG Generic Course 5th ed	(0/1)	<input type="checkbox"/>
test1	(0/1)	<input type="checkbox"/>
test_3	(0/1)	<input type="checkbox"/>
Test_5	(0/2)	<input type="checkbox"/>
Test_Course_12	(0/1)	<input type="checkbox"/>
Placement Testing Area	(0/2)	<input type="checkbox"/>
NorthStar_Course_4	(0/5)	<input type="checkbox"/>
 - Teachers:**
 - Test_Course (0/1) ☐

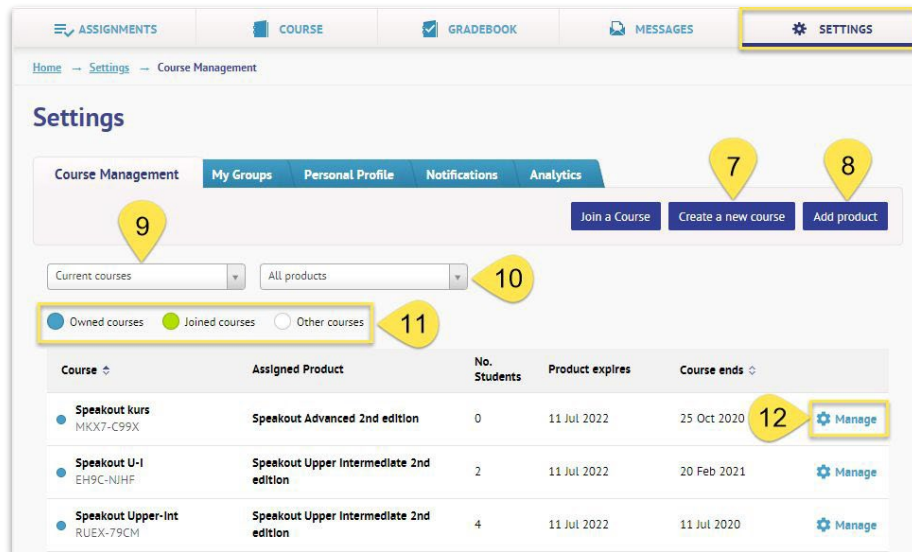
The Settings tab allows you to select and manage an account and make changes to courses, groups, and personal information.

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.



Home → Settings → Course Management




Settings

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

Join a Course | Create a new course | Add product

Current courses | All products

☒ Owned courses
 ☐ Joined courses
 ☐ Other courses

Course	Assigned Product	No. Students	Product expires	Course ends	
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

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

Pearson is committed to providing
the best technical support possible.

ALWAYS LEARNING