



Pearson

Pearson English Portal

User Guide for Teachers

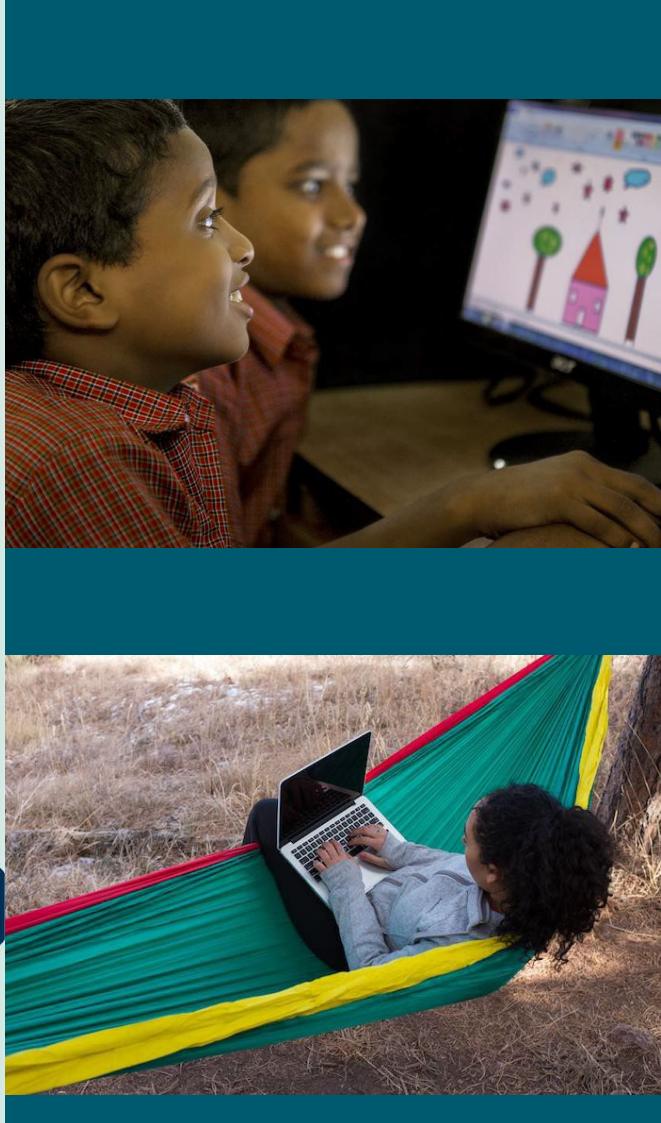
Pearson Japan



Pearson

English Portal

A new era of
English teaching,
for a new future
of learning.



1 System requirements

Before you begin using the Pearson English Portal, please see the list of system requirements and take a moment to ensure you have the correct equipment:

[Click here](#) to check your computer now.



For Computers:

- OS: Windows 7+, Mac OS 10.13+
- Browsers: Chrome, Firefox, Edge, Safari (in the latest version)
- Processor: Intel Core™ Duo 2.0GHz or faster processor
- Screen resolution: minimum 1366x768px
- Memory: 2GB or higher RAM
- Adobe Flash Player: latest version (for Island Adventure Game only)
- Cookies: must be enabled

For Offline App (Pearson Practice English app):

- iOS: 10.0+ & 32MB
- Android: 5.0+ & 26.5MB

[Click here](#) to check your Internet browser speed.



For Tablets:

- iPad iOS 11.2+, Android OS 5.0+ or Windows 8.1, 10
- Supported browsers (in latest versions): Chrome, Safari
- IAG game is accessed using app available in Store



For iPhones:

- iOS 11.2+
- Safari in latest version

For Android devices:

- Android OS 5.0+
- Chrome in latest version

Note: Some types of activities (e.g. drag & drop) may not work correctly on mobile devices. The presentation tool and admin tool are not supported on Tablet or Mobile devices.

2 Registering an account

We want you to have the best possible experience when using the Pearson English Portal. To make this happen please check if your device meets the system requirements.

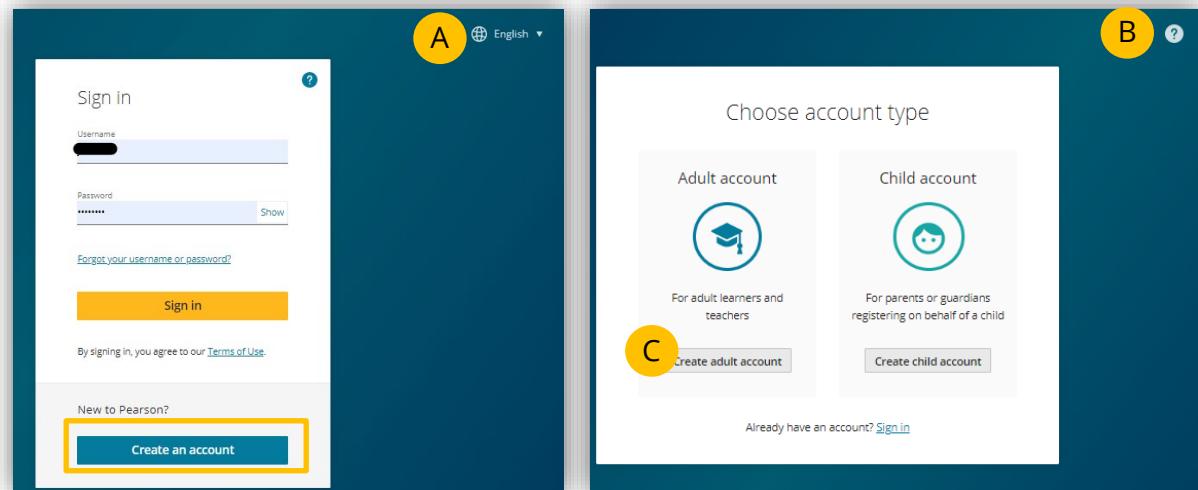
To start a journey with the Pearson English Portal you will need:

- an **email address**
- an **instructor access code**

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

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]**.



2

Registering an account, *cont.*

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.

The screenshot shows the "Create an adult account" form. It includes fields for Email address, Confirm email address, Username, and Password. There is a checkbox labeled "Same as email address". Below the password field is a note: "Your password must have 8 or more characters, at least one uppercase letter, and one number." To the right of the form are three callout boxes: A (checkbox for accepting Terms of Use and Privacy Policy), B (checkbox for keeping the user in the loop for product improvements and offers), and C (the "Create account" button).

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.

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

First name

Last name

Country United States

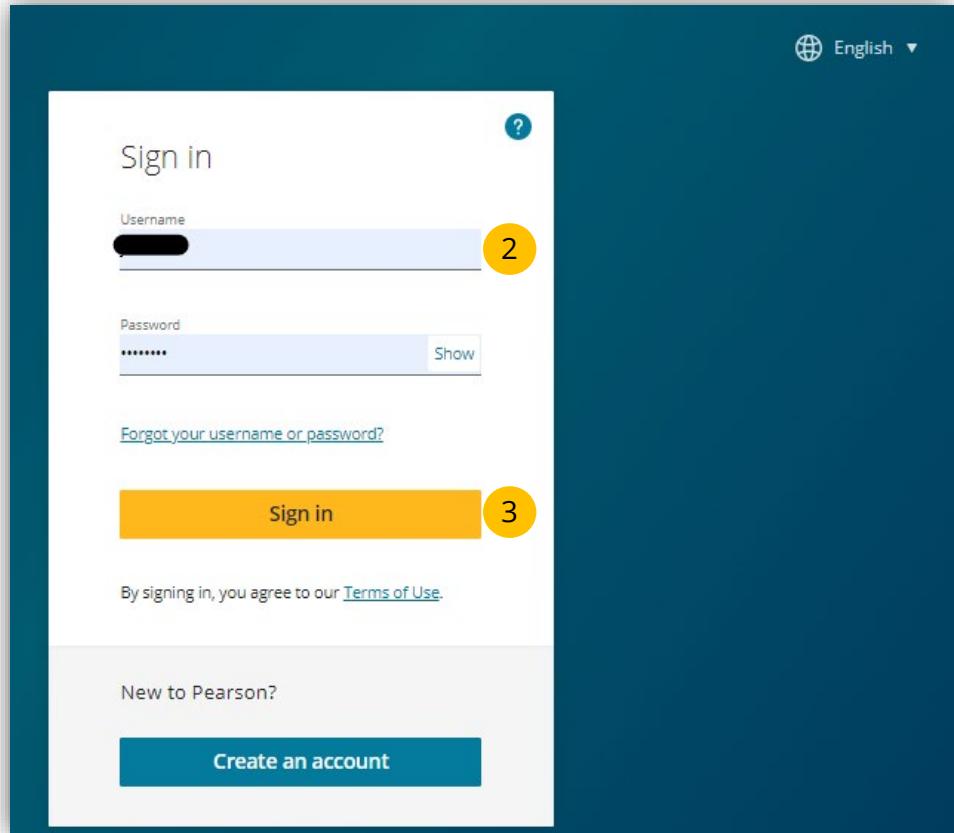
Already have an account? [Sign in](#)

3 Signing in

To sign into your Pearson English Portal teacher account:

1. Go to english-dashboard.pearson.com/login
2. Enter your **Username** and **Password**.
3. Click on the **Sign in** button.

Note: If you forgot your password, click on the **Forgot your username or password?** link or click [here](#) for instructions.



4 Selecting your institution

Upon the first login, you will need to **select or add your institution.**

1. You can select your institution from the dropdown list [A].
2. If you cannot find your institution or don't have one, click on the corresponding link [B], **enter the name of your institution [C]** or select '**I don't have an institution**' [D] and click on **Submit**.

The screenshot shows a 'Products' interface with a 'Classes' tab. A modal dialog box is open, titled 'Just one more thing before you get started'. It contains a search field 'Search for your institution' with the placeholder 'other'. Below the search field is a list of institutions: 'Other' and 'OTHERWORDS DI SERENA VALENTINO'. At the bottom of the dialog is a link 'Can't see your institution - or don't have one?' with a yellow callout [B] pointing to it. The background of the main interface shows a product thumbnail for 'G exp'.

Just one more thing before you get started

Please search for and select your institution from the list below:

Search for your institution

other

Other

OTHERWORDS DI SERENA VALENTINO

Can't see your institution - or don't have one? B

My New School C ✓

I don't have an institution D

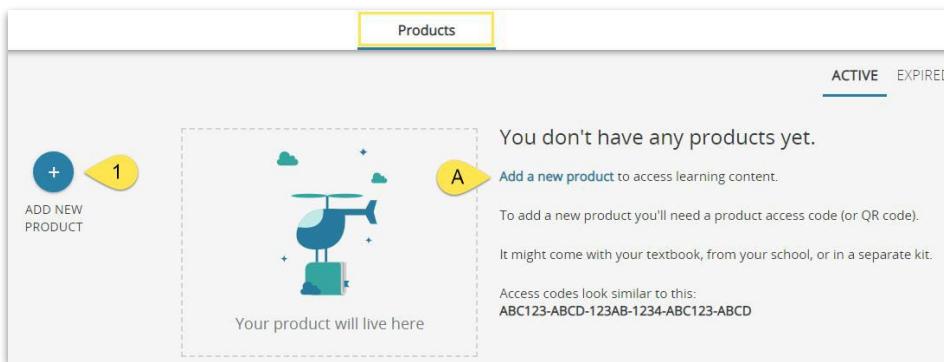
BACK SUBMIT 2

5 Adding a product

To use the Pearson English Portal, you will need a teacher access code for a product. If you don't have one, please [contact your Local Sales Representative](#).

To add a product:

1. After logging in, click on **Add New Product** button or **add a new product** link [A].
2. Enter your Access Code and click on the **Activate** button.
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 you already activated product on your account, click **Go to Dashboard** [C].
3. Click on the **Go To Products** button to see your Dashboard with an added product.



Use 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
2 EESJFR-PASHM-VETCH-BLOBS-SOTTO-

or click the QR code icon
B 

and then scan it with your camera

ACTIVATE

Product already activated? [Go to Dashboard](#)

C Terms and Conditions
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6 Creating a class

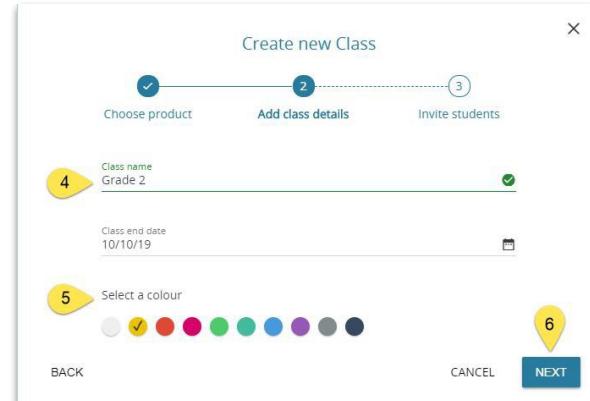
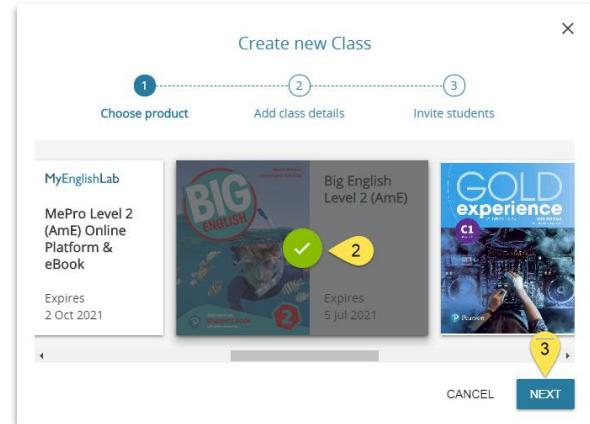
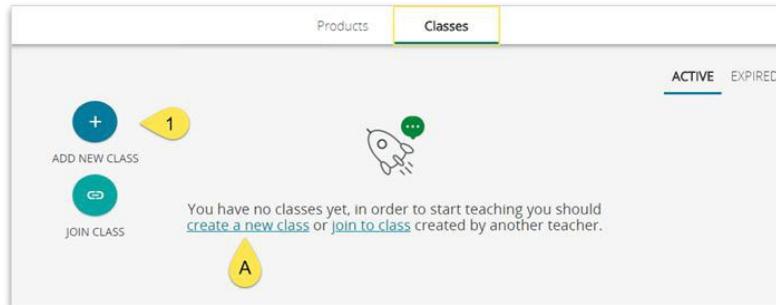
After adding a product on your teacher account you can create a class.

To create a class:

1. Go to the **Classes** tab and click **Add New Class** button or click on the **create a new class** link [A].
2. In the pop-up window, select a **Product** for which you will create a class.
3. Click **Next**.
4. In the pop-up window, type in the **Class name** and choose the **Class end date**.

Note: When the class end date is over, you will be able to extend it.

5. You have the option to **give your class a color** to better organize your class dashboard.
6. Click **Next**.



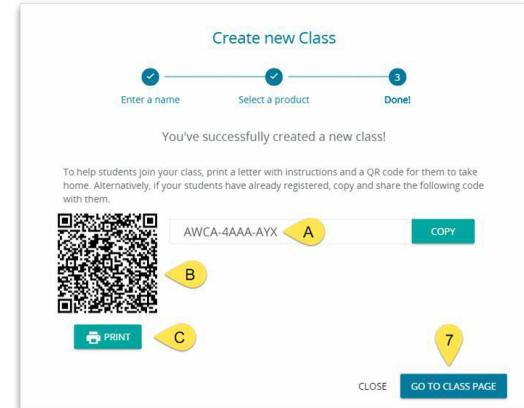
6 Creating a class, cont.

7. Your class has been created!
- You will see the **class access code [A]**, a **QR code [B]** and the **Print [C]**
8. button to print the instructions for students. Next, click **Go To Class Page**.

In the **Class Overview** you can:

1. Edit class **name**, **end date**, and **colour**.
2. Access **class codes** for students **[A]** and teachers **[B]**.
3. Display the **course QR codes**. Learn more about Using QR codes [here](#).
4. **Print instructions** on how to join the class (with codes and QR codes) for students and teachers.
5. View and manage the **Teachers** in the class. Here, you can **remove teachers** from the class. Each class has to have at least one teacher.
6. Access the **product** on which the class is based. Click on the product card to open lesson materials. Here you can also check **the date when the product expires [C]**.
7. View the **summary** of the overall performance of the class.
8. Access the **Class performance overview**.

Note: Please note that class access codes are different for teachers and for students.





7 Assigning homework

Assign activities as homework to your students to give them more practice and track their performance and progress.

To assign homework to your students:

1. Go to the **Classes** tab.
2. Click on the **menu button** to expand the options list.
3. Select **Assignments**.
4. Click on **Create new assignment** button or **create a new assignment [A]** link.
5. Fill in **Assignment title**, select **due date, time**. Optionally, you can organize your assignments using **colors**.

The screenshot shows the 'Classes' tab selected in the top navigation bar. A context menu is open over 'Class 2'. The menu items are: Overview (highlighted with a yellow circle), Assignments (highlighted with a yellow circle), Performance, Students, Presentation Tool, Resources, and Remove class. The 'Assignments' item has a yellow circle with the number 3 above it. The 'Overview' item has a yellow circle with the number 2 above it.

The screenshot shows the 'Assignments' tab selected in the top navigation bar. A 'CREATE ASSIGNMENT' button is highlighted with a yellow circle with the number 4 above it. Below the button, there is a message: 'You have no assignments yet, in order to start you should [create a new assignment](#)'. A small rocket ship icon with a speech bubble is also present. A yellow circle with the letter A is placed near the message area.

The screenshot shows the 'Create assignment' dialog box. It includes fields for 'Assignment title' (set to 'Assignment#1'), 'Due date' (set to '11/06/2018'), 'Time' (set to '23 : 00'), and a color palette with five colored circles (highlighted with a yellow circle with the number 5). There are 'CANCEL' and 'ASSIGN' buttons at the top right.



7

Assigning homework, cont.

6. **Select all** option if you want to assign all **activities** from the drop-down list at one time.
7. Second option is to select activities separately. The selected activities will appear below and you can reorder them by dragging them up or down the list [B]. You will also be able to **Preview** [A] the activity you are about to assign.
8. Select the **number of allowed attempts**. By default, there is no limit to the number of allowed submissions.
9. Select single students [C] or the whole class [D].

Note: You can assign the same homework to several classes at the same time: in the **Selected students** field click on the **Assign to other class button** [E]. Then, from the drop-down list, you can select other classes or single students.

10. Add **instructions** to give more information to your students (optional).
11. Click on the **Assign** button.

Add Instructions

While watching the video, please note down new vocabulary. We will go through it during our ...

10

11

CANCEL ASSIGN

The screenshot shows the assignment interface with the following elements:

- Activity List:** A list of activities under categories: "1 My birthday", "1 Vocabulary", "4 Grammar", and "9 I can do it". Each category has a "Select all" checkbox. Below the list are three preview buttons labeled [A], [B], and [C].
- My assignment:** A section where activities are listed with a "drag" icon. Two activities are listed: "1 My birthday, Lesson 4 homework" and "1 My birthday, Lesson 9 homework (1)".
- Submission Settings:** A dropdown menu shows "Up to times" set to 1, and an option for "As many times as they like".
- Selected students:** A list titled "Selected students (2 selected)" showing "Grade 1" and "Student, English".
- Filter students:** A search bar and dropdown menu showing "Grade 1", "Student, English", and "English, Loving".

Yellow numbered callouts point to specific UI elements:

- 6: "Select all" checkbox in the first activity row.
- 7: "PREVIEW" button in the first activity row.
- A: "PREVIEW" button in the first activity row.
- B: "drag" icon in the "My assignment" list.
- C: "Student, English" in the "Selected students" list.
- D: "Grade 1" in the "Selected students" list.
- E: "Assign to other classes" button in the "Selected students" list.
- 8: "Up to times" dropdown.
- 10: "Add Instructions" input field.
- 11: "ASSIGN" button.

8 Reassigning

Reassigning functionality allows you to assign the same activities to your students again, in case they missed their deadline or you would like them to improve their performance.

To reassign homework:

1. Go to **Classes** tab.
2. Click on the menu button to expand the options list and select **Assignments**.
3. Click on the **Assignments** tab.

Note: You can follow the upcoming steps both from the **Active** and **Past** subtab [A].

The screenshot shows the 'Assignments' tab selected in the top navigation bar. Below it, there are two subtab buttons: 'ACTIVE' (highlighted with a yellow circle) and 'PAST'. Underneath the subtab bar, there are two assignment cards. The first card is for an assignment due on November 21, 2019, with 0 completed and 1 waiting to complete. The second card is for an assignment due on November 21, 2019, with 0 completed and 1 waiting to complete. A yellow callout labeled 'A' points to the 'ACTIVE' subtab.

4. Click on the **menu button** on a selected assignment.
5. Click on **Reassign**.
6. Next follow the instructions for [Assigning homework](#) from Step 6.

Notes:

- When you are reassigning homework, activities and students are automatically selected for the new assignment.
- You can change activities and students in the new assignment.

The screenshot shows the 'Assignments' tab selected in the top navigation bar. A yellow callout labeled '2' points to the three-dot menu button next to the class name 'Class 2'. A yellow callout labeled '3' points to the 'Assignments' subtab in the expanded menu. The expanded menu also includes 'Overview', 'Performance', 'Students', 'Presentation Tool', 'Resources', and 'Remove class'. A yellow callout labeled '4' points to the 'Edit' option in the context menu for the first assignment card. A yellow callout labeled '5' points to the 'Reassign' option in the same context menu.

The screenshot shows the 'Assignments' tab selected in the top navigation bar. A yellow callout labeled '4' points to the 'Edit' option in the context menu for the first assignment card. A yellow callout labeled '5' points to the 'Reassign' option in the same context menu.

9 Monitoring performance

Assignments Overview

This view allows you to track your students' performance for a particular assignment.

To see the scores of your students by assignment:

1. Go to the **Classes** tab.
2. Click on the **Menu** button.
3. Select **Assignments**.
4. In the Assignment tab, click on the **assignment** you would like to see. Here you will also see how many students have completed the assignment **[A]**.

Notes:

- *The Completed status refers to the students who submitted all the activities in the assignment or used all the allowed attempts.*
- *The Waiting to complete status refers to the students who submitted at least one but not all of the activities in the assignment.*

This screenshot shows the 'Products' tab selected in the top navigation bar. Below it, the 'Classes' tab is selected. A class named 'Class 2' is listed, which includes a 'Big English Level 1 (AmE)' assignment, one student, and a small profile picture. To the right of the class list is a vertical menu with options: Overview, Assignments (which is highlighted with a yellow circle containing the number 3), Performance, Students, Presentation Tool, Resources, and Remove class. A yellow circle with the number 2 points to the three-dot menu icon above the 'Assignments' option.

This screenshot shows the 'Assignments' tab selected in the top navigation bar. At the bottom, there are tabs for 'ACTIVE' and 'PAST'. On the left, there's a 'CREATE ASSIGNMENT' button. Two assignments are listed: one due on November 21st with 0 completed and 1 waiting to complete (marked with a yellow circle containing the number 4), and another due on November 21st with 0 completed and 1 waiting to complete (marked with a yellow circle containing the letter A).

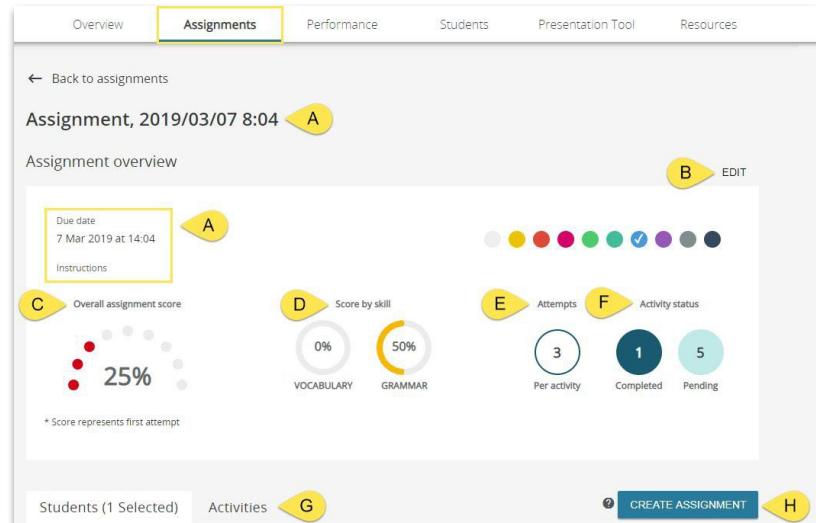
9 Monitoring performance, *cont.*

Assignments Overview

In the Assignment view you can see:

- A. The **title**, **due date**, and **instructions** of the Assignment.
- B. The **Edit** button, which allows you to edit the settings of the assignment.
- C. **Overall assignment score**.
- Notes:** Here you will see **the average scores for the students' first attempts only**.
- D. **Scores by skill** (Vocabulary, Grammar, Reading, Writing, Listening, Speaking), depending on a particular activity.
- E. The number of allowed **Attempts**.
- F. Activity status showing the number of students who **Completed** the assignment, and those who still have unused attempts or have not completed all the activities (**Pending** status).
- G. Switch between **Students** and **Activities** views.
- H. **Create Assignment** for students selected from the list below.

Note: The button is inactive until you select students from the list.





9 Monitoring performance, *cont.*

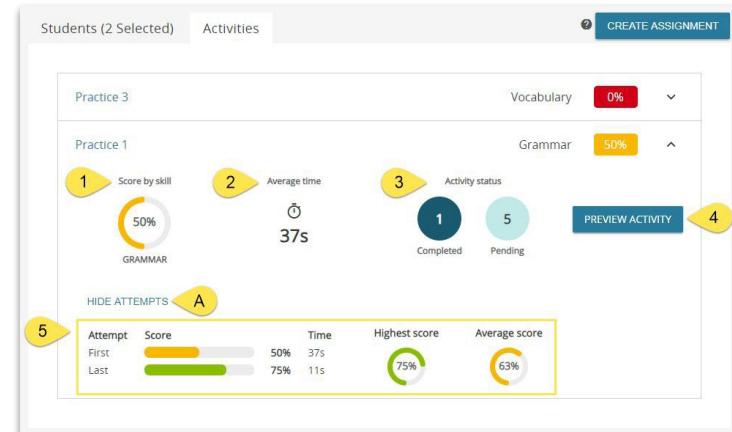
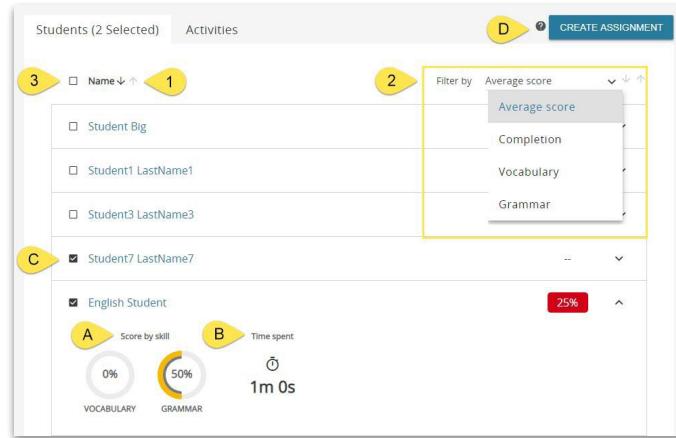
Assignments Overview – Student and Activity Views

In the Student View, you can:

1. Sort the list by student's names
2. Filter the scores by the **Average score**, **Completion**, and **Skill**.
3. See detailed reports for a particular student with **Score by skill** compared to the **Class average** (marked in grey) [A] and **Time spent** on the activities [B].
4. Select **All Students** or **particular ones** [C] to assign Activities to them again by clicking on the blue button [D].

In the Activities View, you can:

1. See the **Score by skill** for the particular activity.
2. Check the class' **Average time**.
3. Check how many students have **Completed** the activity and how many still have unused attempts or have not completed all the activities (**Pending** status).
4. **Preview** the assigned activity.
5. View the **First** and **Last attempts** of the activities done by students. This view can be shown or hidden by clicking on **Hide/Show Attempts** [A].





9 Monitoring performance, cont.

Class Performance Overview

You can see how your students are progressing throughout the entire duration of the course.

To view the Class Performance overview:

1. Go to the **Classes** tab.
2. Click on the **menu button** to open the options list.
3. Select **Performance**.
4. See an **Overall average score** for the whole class.

Note: The **Overall average score** is calculated for the filter [A] you select.

5. See an average class **Score by skill**.

Note: The **Score by skill** is calculated for the filter [A] you select.

6. See individual student's **Score by skill [B]** and student's Average [C].

Note: The individual student's scores are also calculated for the filter [D] you select.

The screenshot shows the 'Classes' tab in the navigation bar. Below it is a list of classes: 'Poptropica1' (purple background), 'New Class' (green background), and 'Gold Experience B2' (light blue background). Each class card includes a thumbnail image, the class name, and the number of students. A context menu is open over the 'test class' row, with 'Performance' highlighted. A yellow circle labeled '2' points to the 'test class' row, and another labeled '3' points to the 'Performance' option in the menu. A yellow circle labeled '4' points to the 'Overall average score' section on the left.

The screenshot shows the 'Performance' tab selected. It displays a 'Class overview' section with an overall average score of 63% and four skill scores: READING (54%), WRITING (97%), LISTENING (75%), and SPEAKING (33%). Below this is a detailed view for student 'Kathy Grey', showing her skill scores (54%, 97%, 75%, 33%) and an average score of 63%. A yellow circle labeled '4' points to the overall average score, and another labeled '5' points to one of the skill scores. A yellow circle labeled 'B' points to the student's skill scores, and another labeled 'C' points to the student's average score. A yellow circle labeled 'D' points to the 'Show results for' dropdown in the top right corner.

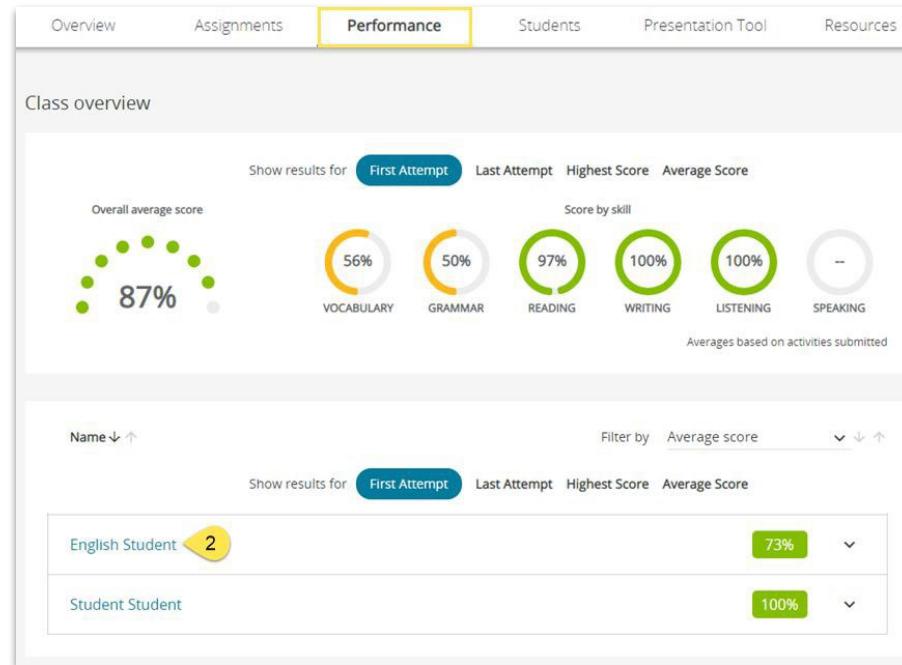
9 Monitoring performance, *cont.*

Individual Student Performance Overview

The overview gives you insight into the progress of an individual student performance.

To access Individual Student Performance overview:

1. From the **Dashboard**, under the **Classes** tab click on the class name or select the Class **Performance** from the options menu.
2. In the performance tab, click on **the name of the student**.



9 Monitoring performance, *cont.*

In the **Individual Student Performance view** you can:

3. See the **Overall average score**.
4. See the **Scores by skills**.
5. Expand the table of contents to view details for each **assignment** and **activity**.
6. Create an **assignment** for the particular student.
7. **Change the view** to see another student's performance.
8. Once you select the name of an activity from the table of contents, you can view the student's **average scores** and for **the first and last attempts**.
9. **Filter student's results** for **First Attempt**, **Last Attempt**, **Highest Score** and **Average Score** [A],[B].

Homework

Average score: 100%

Score by skill: 100% (VOCABULARY)

Time spent: 2m 48s

Attempts: 2

PREVIEW ACTIVITY

HIDE ATTEMPTS

Attempt	Score	Time	Highest score	Average score
First	100%	2m 43s	100%	50%
Last	0%	5s	-	-

8

Student overview

Overall average score: 92% (A)

Show results for: First Attempt, Last Attempt, Highest Score, Average Score

Score by skill: VOCABULARY (92%), GRAMMAR (75%), READING (94%), WRITING (100%), LISTENING (100%), SPEAKING (-)

Averages based on activities submitted

Units

CREATE ASSIGNMENT

Filter by: Average score

Show results for: First Attempt, Last Attempt, Highest Score, Average Score

Welcome to Class! (95%)

1 In My Classroom (6) (58%)

5

ALWAYS LEARNING