



Pearson English Portal

User Guide for Teachers

Pearson Japan

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English Portal

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



Last Updated November 2021

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.

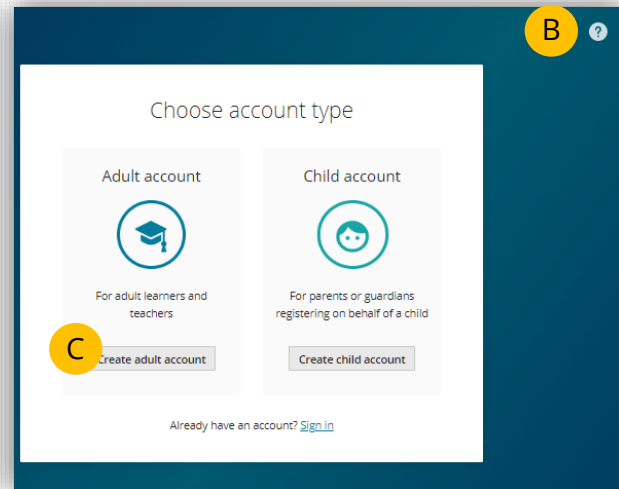
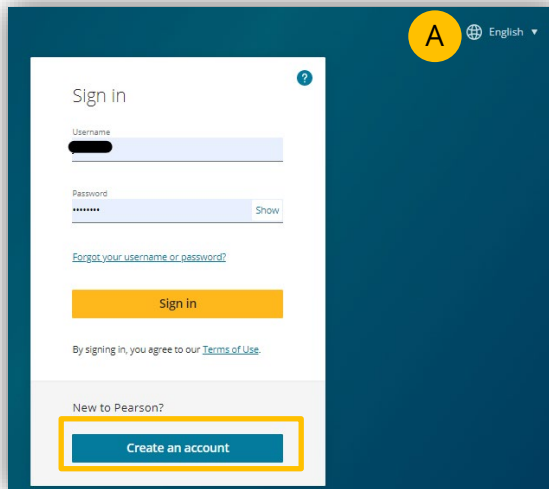
To start a journey with the Pearson English Portal you will need:

- 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.

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](#)

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.

The screenshot shows the Pearson English Portal login interface. 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 in a circle). Below the heading are two input fields: 'Username' and 'Password'. The 'Username' field is highlighted with a yellow circle containing the number '2'. The 'Password' field is also highlighted with a yellow circle containing the number '2'. To the right of the 'Password' field is a 'Show' button. Below the password field is a link that says 'Forgot your username or password?'. Below this is a large yellow button labeled 'Sign in', which is highlighted with a yellow circle containing the number '3'. At the bottom of the form, there is a link that says 'By signing in, you agree to our Terms of Use.' Below this is a section for new users with the text 'New to Pearson?' and a blue button labeled 'Create an account'.

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 web interface with a modal dialog titled "Just one more thing before you get started". The dialog contains a search bar with the text "other|", a dropdown menu showing "Other" and "OTHERWORDS DI SERENA VALENTINO", and a link "Can't see your institution - or don't have one?". Annotations include a yellow circle 'A' pointing to the dropdown menu, a yellow circle 'B' pointing to the link, a yellow circle 'C' pointing to the text input field in the second dialog, and a yellow circle 'D' pointing to the checkbox "I don't have an institution".

Products Classes

ADD NEW PRODUCT

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?

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

If you attend an institution, we need this information to connect you to your classes. Enter the name of your institution, or select 'I don't have an institution'.

My New School

☐ I don't have an institution

BACK SUBMIT

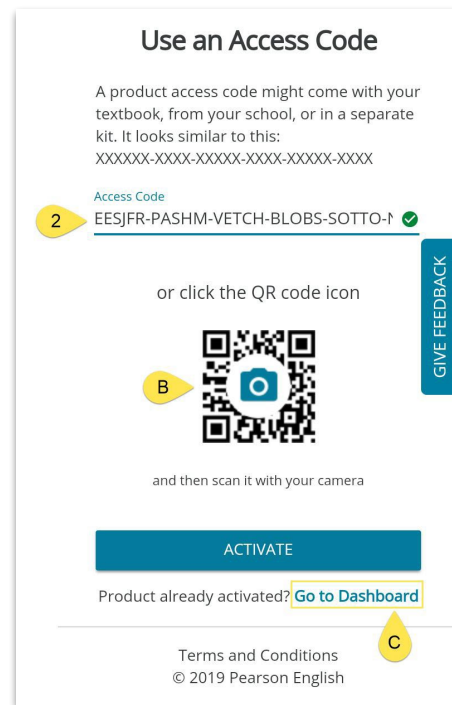
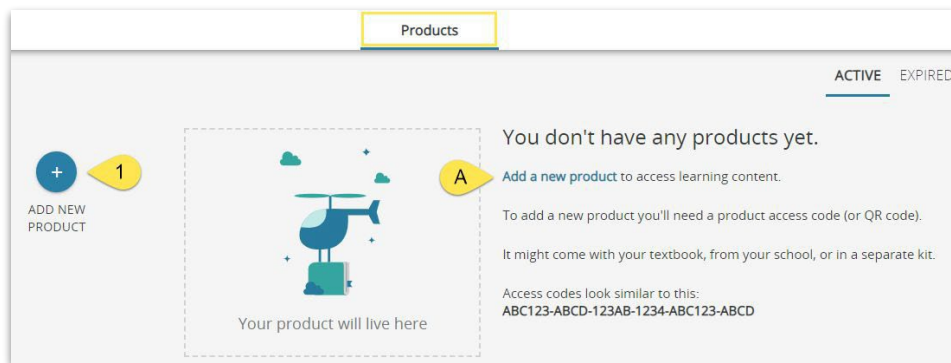
5 Adding a product

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.



6 Creating a class



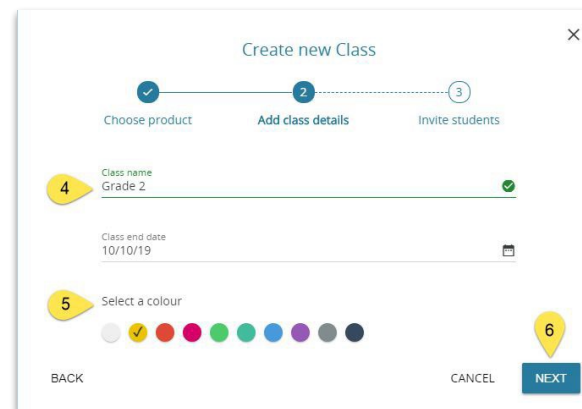
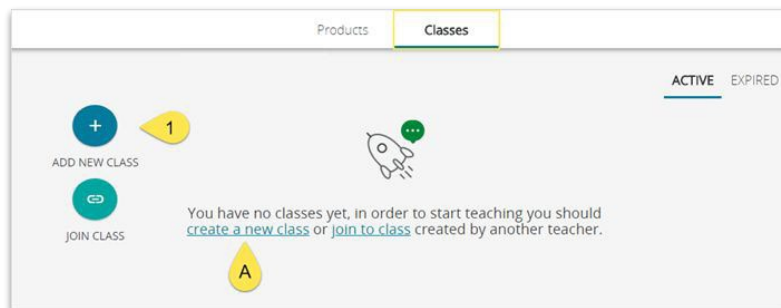
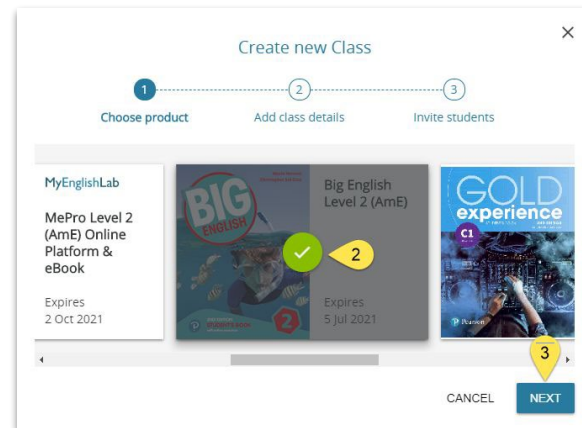
After adding a product on your teacher account you can create a class.

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**.



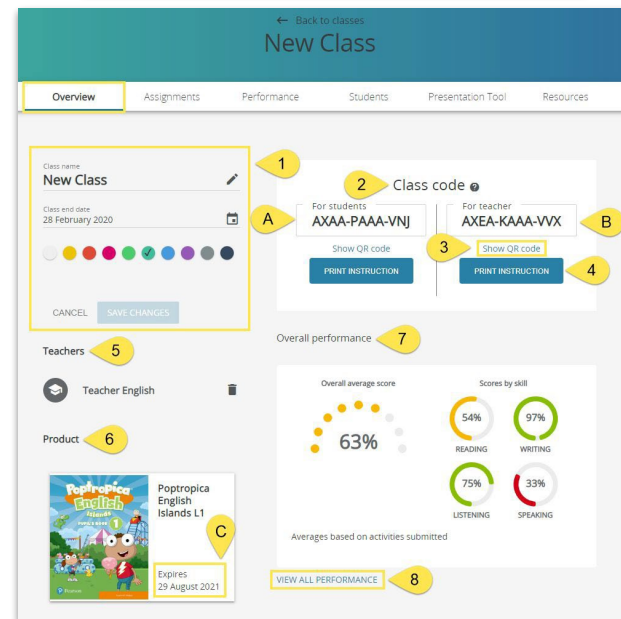
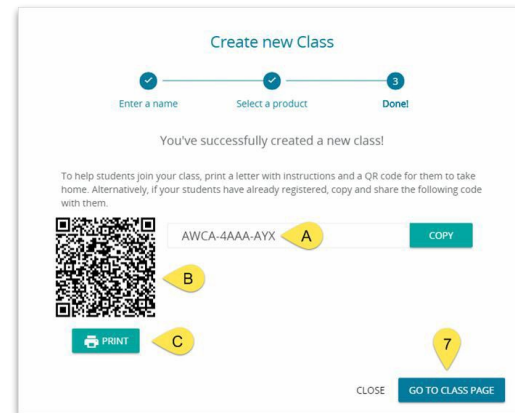
6 Creating a class, *cont.*

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.

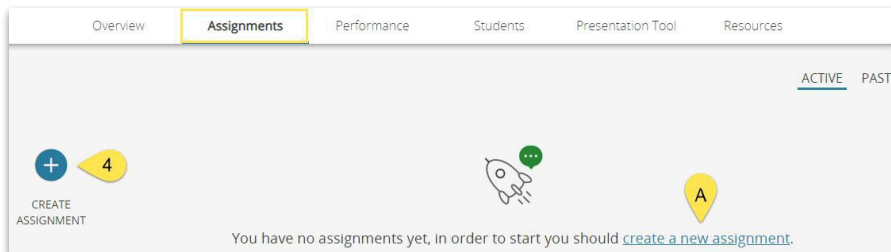
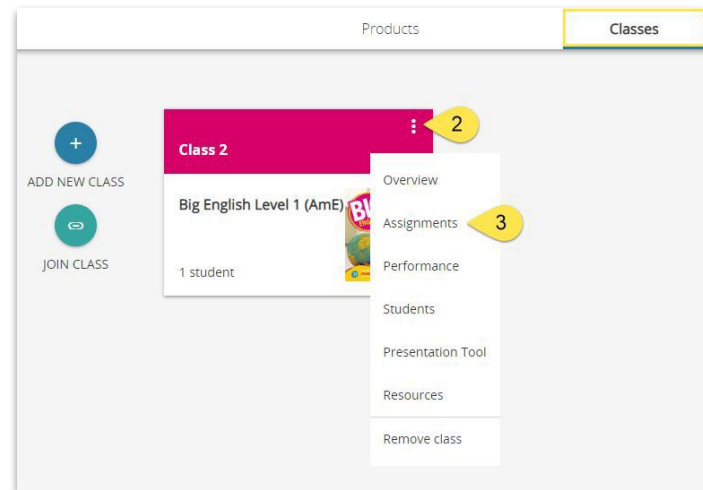


7 Assigning homework

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**.



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 ...

CANCEL ASSIGN

1 My birthday

6 ☒ Select all

1 Vocabulary

☒ Select all

1 My birthday, Lesson 1 homework A PREVIEW 7

4 Grammar

☒ Select all

1 My birthday, Lesson 4 homework PREVIEW

9 I can do it

☒ Select all

1 My birthday, Lesson 9 homework (1) PREVIEW

My assignment
To change the order of an activity, just drag it up or down the list.

B

1 My birthday, Lesson 4 homework

1 My birthday, Lesson 9 homework (1)

8 Each student may submit their answer

☐ Up to times 1 ☒ As many times as they like

Selected students (2 selected)

Share assignment with selected students

Grade 1 D

Assign to other classes E

Other classes

Class #2

Filter students

Grade 1

Student, English C

English, Loving

8 Reassigning

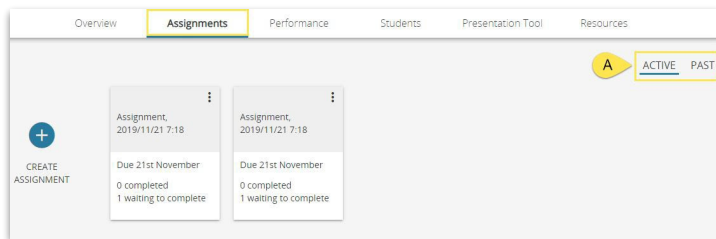


Reassigning functionality allows you to assign the same activities to your students again, in case they missed their deadline or you would like them to improve their performance.

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.

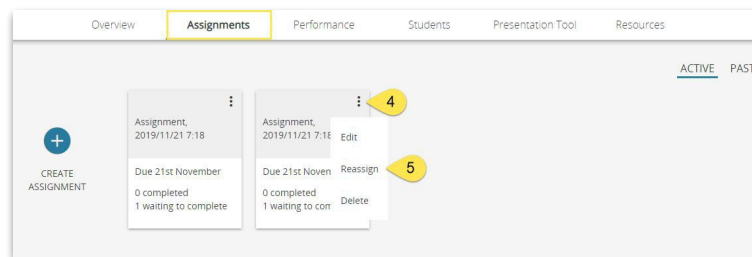
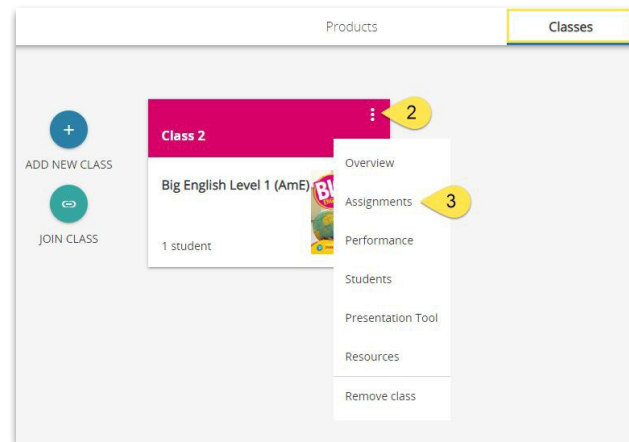
Note: You can follow the upcoming steps both from the **Active** and **Past** subtab [A].



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.

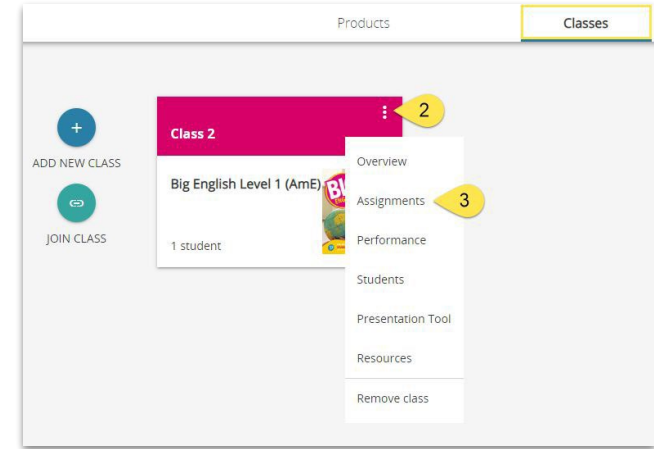


Assignments Overview

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

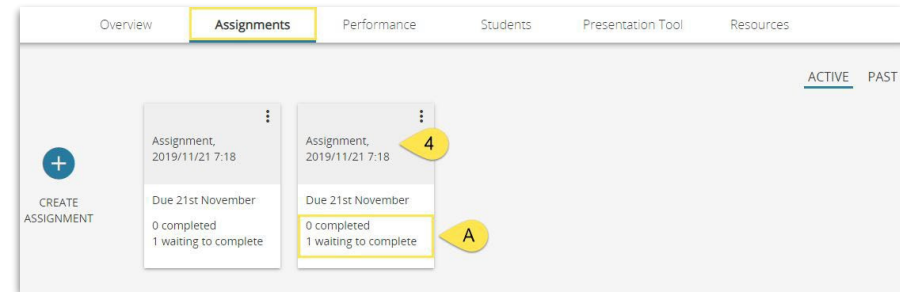
To see the scores of your students by assignment:

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:

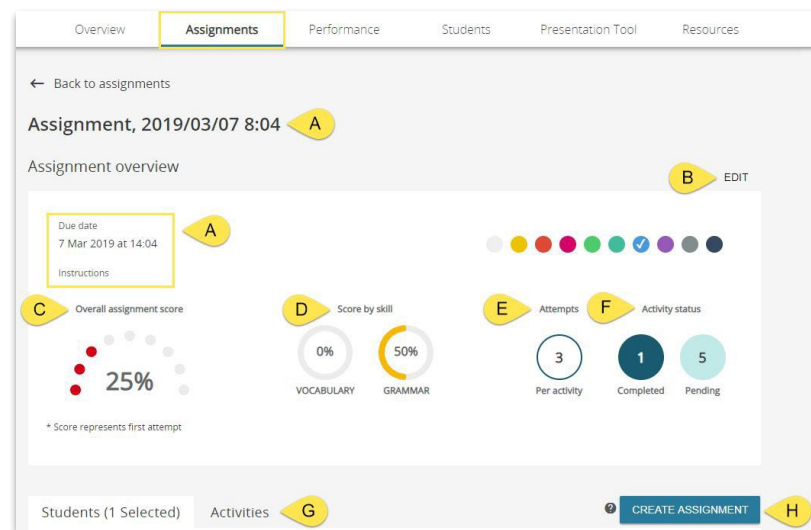
- The *Completed status* refers to the students who submitted all the activities in the assignment or used all the allowed attempts.
- The *Waiting to complete status* refers to the students who submitted at least one but not all of the activities in the assignment.



Assignments Overview

In the Assignment view you can see:

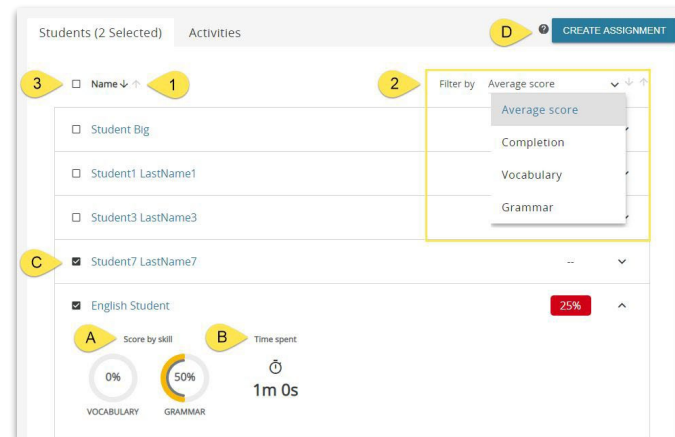
- A. The **title**, **due date**, and **instructions** of the Assignment.
- B. The **Edit** button, which allows you to edit the settings of the assignment.
- C. **Overall assignment score.**
Notes: Here you will see the average scores for the students' first attempts only.
- D. **Scores by skill** (Vocabulary, 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.



Assignments Overview – Student and Activity Views

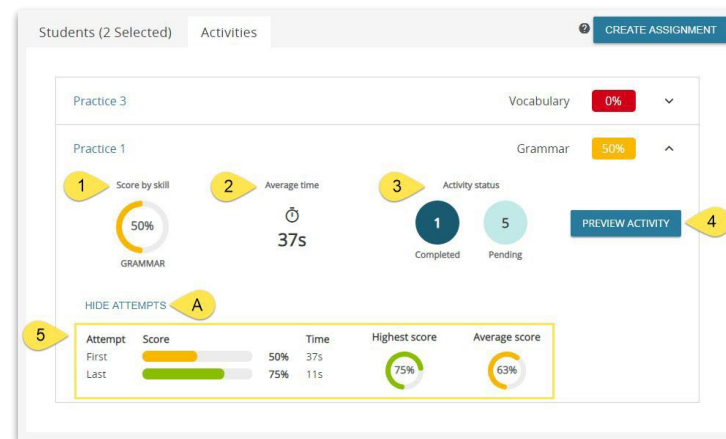
In the Student View, you can:

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]**.



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.

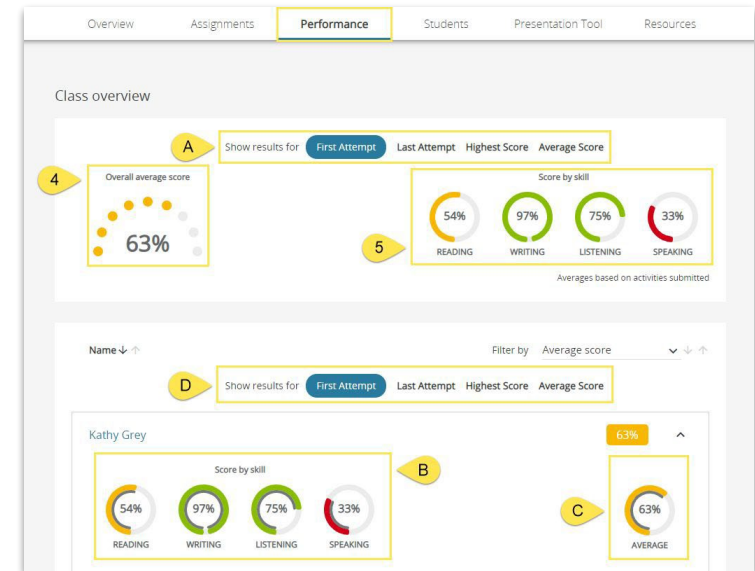
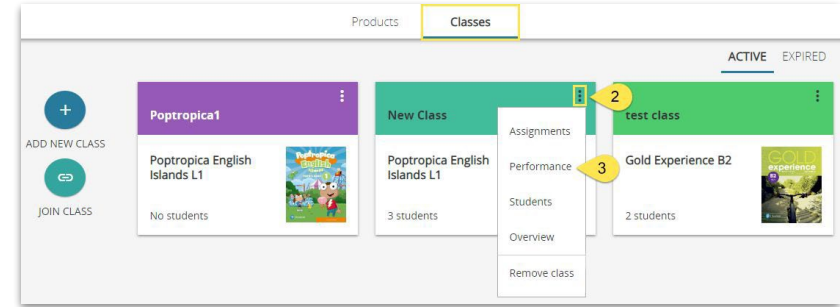
Note: The **Overall average score** is calculated for the filter [A] you select.

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.

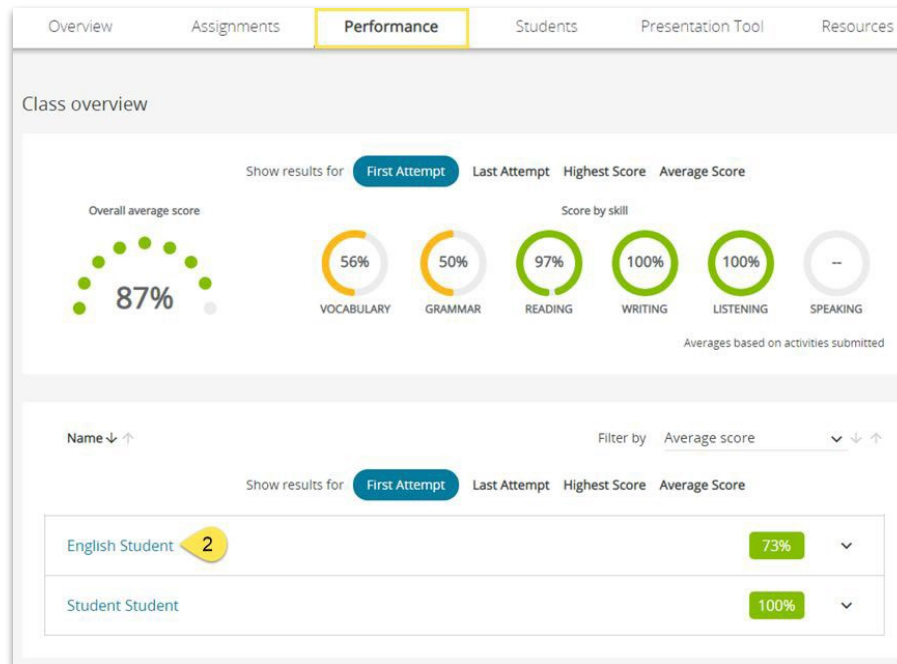


Individual Student Performance Overview

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

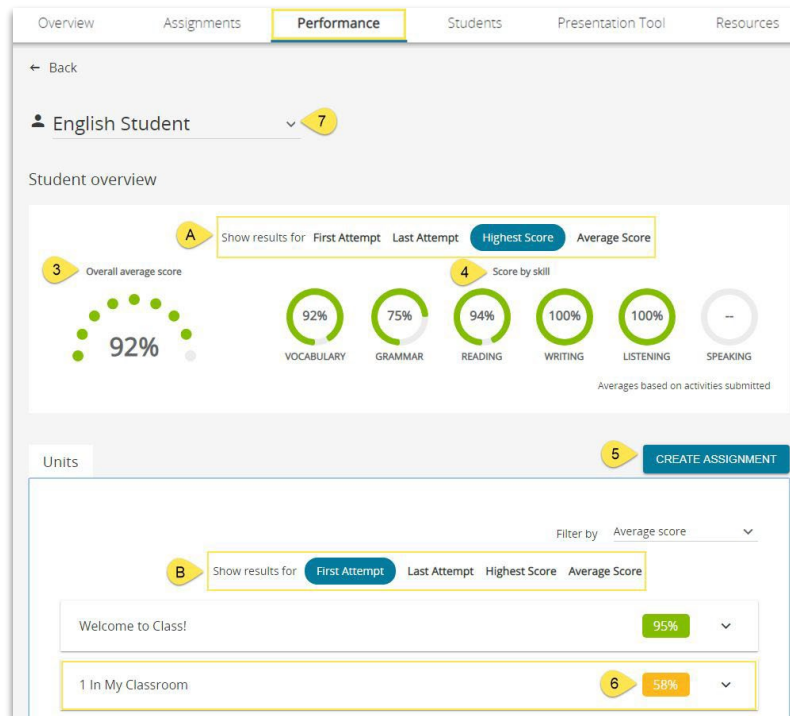
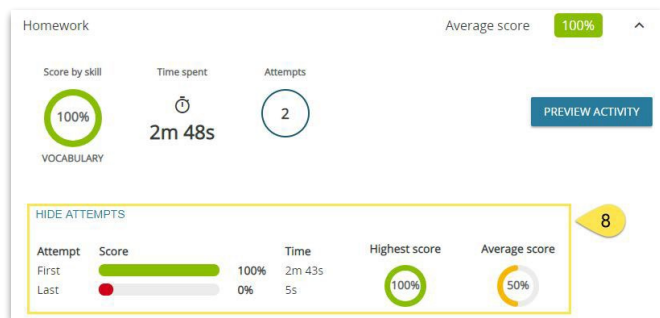
To access Individual Student Performance overview:

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**.



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].



ALWAYS LEARNING