

MyMobileWorld - How to Use (For Teachers)

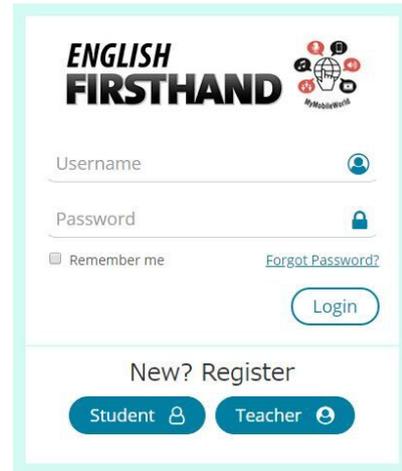
Teacher Registration

Note: You can get teacher access code by contacting your local Pearson sales representative or email asia.digitalsupport@pearson.com.

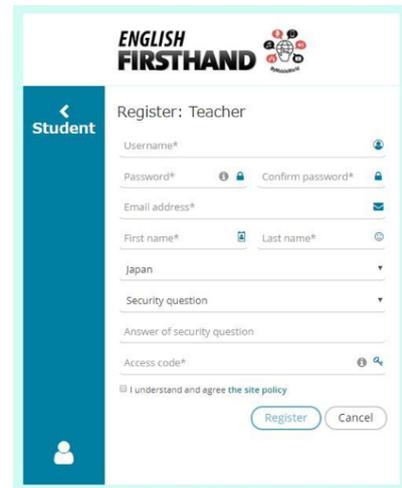
1. Go to efhonline.english.com.
<https://efhonline.english.com>



2. Click **“Teacher”** under **“New? Register”**
3. Enter in all the required information such as username, password, email address, first name and last name, country. Also provide security question and answer.
 - We recommend to use your email address as your username to ensure a unique username.
 - Please note that the username must be lowercase.
 - For passwords, please refer to the following rules:
 - Password must be at least 8 characters and 1 number
 - Must contain both uppercase and lowercase
 - Must include at least one special character, such as @, *, -, # etc.
 - Please write down Username/Password and keep them safe in order to not forget them.
4. Enter your teacher access code provided to you by your Pearson representative.
5. Read the site policy and check the box next to **“I understand and agree to the site policy”**



The screenshot shows the login page for English Firsthand. At the top, it says "ENGLISH FIRSTHAND" with a logo. Below that are fields for "Username" and "Password". There are checkboxes for "Remember me" and a link for "Forgot Password?". A "Login" button is at the bottom right. Below the login section, it says "New? Register" with two buttons: "Student" and "Teacher".



The screenshot shows the registration page for teachers. It has a blue sidebar with a back arrow and the word "Student". The main form is titled "Register: Teacher". It includes fields for "Username*", "Password*", "Confirm password*", "Email address*", "First name*", "Last name*", "Country" (set to Japan), "Security question", "Answer of security question", and "Access code*". There is a checkbox for "I understand and agree the site policy" and "Register" and "Cancel" buttons at the bottom.

6. After clicking "Register", you will see a message on the screen stating that the registration process was successful. You can then go forward and [create courses](#).

Click "Profile" in the menu bar to confirm your Password Recovery ID, which is necessary in case you lost your login or password. Please make a note of the Password Recovery ID as this might become important.

ENGLISH FIRSTHAND MY DASHBOARD HELP ENGLISH (EN) Kris Teacher Two

Home / Copy and Create course Profile

ENGLISH FIRSTHAND MY DASHBOARD HELP Kris Teacher Two

Home / Dashboard / Profile Reset page to default Customise this page

User details

First name: Kris
Surname: Teacher Two
Password recovery ID: DRID
Security question: N/A
Answer of security question: N/A
First name - phonetic: N/A
Surname - phonetic: N/A
Country: Japan

Course details

Course profiles
EFL1 Unit 1 Demo - Kris Teachers

Reports

Browser sessions

Login activity

First access to site
Monday, 26 February 2018, 4:07 PM (27 days 18 hours)
Last access to site
Monday, 26 March 2018, 11:03 AM (now)

7. The registration is now complete.

Note: A teacher registration is valid for 3 years.

Create Courses

ENGLISH FIRSTHAND MY DASHBOARD HELP ENGLISH (EN) Kris Teacher One

Home / My Dashboard

Create course

My Courses

1. Log in to MyMobileWorld and once you're on My Dashboard page, click "**Create Course**" button.
2. Once clicked, you will be given three options to create a new course:
 - a. **Copy from Template:** Create a new course with Pearson default content
 - b. **Copy My Existing Course:** Create a new course by copying the existing course you have. This would be good if there are any customization to the content you have done to one course and you want to make it available in the new course.
 - c. **Copy Other Teacher's Course:** Creating a new course by copying other teacher's

course. You would need to have other teacher's course ID.

Copy from Template

The screenshot shows the 'Copy from Template' interface. At the top, there are three tabs: 'Copy from template' (highlighted with a blue box), 'Copy my existing course', and 'Copy other teacher's course'. Below the tabs is a note: 'Note- The courses listed here are template courses which you can copy to create your own course'. There are five course templates displayed in a grid:

- EFH 1 Unit 1 Demo** (Course ID: LOK) - Green background with '1' in a circle.
- English Firsthand Access (Japanese)** (Course ID: EFHACC) - Red background with 'ACCESS' text. This template is highlighted with a blue box, and a blue arrow points from the 'Copy from template' tab to it.
- English Firsthand Success (Japanes...)** (Course ID: EFHSUC) - Yellow background with 'SUCCESS' text.
- English Firsthand 2 (Japanese)** (Course ID: EFHTWO) - Blue background with '2' in a circle.
- English Firsthand 1 (Japanese)** (Course ID: EFHONE) - Green background with '1' in a circle.

At the bottom left, there are navigation buttons: '<', '1', '2', '3'.

1. While you're in the **"Copy from Template"** tab, click on any of the template courses available.
 - * Templates are separated by languages. Choose the template in the language of your choice.
2. Enter in a course name as well as start and end date for the new course (optional). Your course ID has been created for you automatically by the system. Click **"Finish"**.

Copy from template ×

Course name !

Course Id

Course start date ?

Course end date ?

Enable

There are required fields in this form marked !.

Important: Note down the Course ID given to you on this page. Once your course is ready, you would need to give this Course ID to your students.

3. Once finished, click on **“Click here”**:

Your course is created successfully. Click [here](#) to view your course OR go to [dashboard](#)

Note: Due to the amount of activities inside the course, copy course could take 2-5 minutes. Once done, you should see below options. Click any of them to start accessing your new course.



Don't navigate away from the MMW page when the "copy course" is in progress.

4. Once your course has been copied successfully, click on either **“Go to Dashboard”** to go back to the My Dashboard page (where you see the list of all courses you have) or **“Go to Course”** to start accessing your newly copied course.

Please wait...

100%

Go to Dashboard

Go to Course

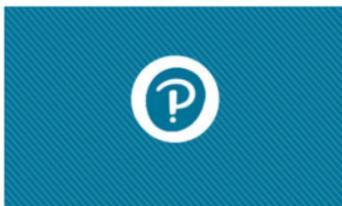
Copy My Existing Course

 Copy from Template

 **Copy My Existing Course**

 Copy Other Teacher's Course

Note - Click any of your existing course below to create a copy of it.



English Firsthand 2 - Kris
Demo for Guide Doc

1. Click the **“Copy My Existing Course”** tab and click on any existing course that you want to copy.
2. The rest of the process would be the same as [Copy from Template](#). Follow from Step 2.

Copy Other Teacher's Course

Note - Enter other teacher's course ID to copy their course

Enter course ID:

1. Click the **"Copy Other Teacher's Course"** tab.
2. Enter in the course ID of other teacher's course that you want to copy. Click **"Go"**.
3. The rest of the process would be the same as [Copy from Template](#). Follow from Step 2.

About Student Registration

There are two methods for Student Registration

1. **Students manually enroll to your course**

In order for students to be able to successfully register and enroll to your course, they require two things:

- 1) Student access code (included in the Student Book with MyMobileWorld)
- 2) Your course ID (issued when you [created a course](#))

Students can access step-by-step registration instructions [here](#).

<http://www.pearson.co.jp/en/catalog/support/mmw/student.php?tab=1>

2. **Batch Registration**

If you would like to register a group of students at the same time, please contact Pearson Support Team at asia.digitalsupport@pearson.com and attach the filled out batch registration template that can be downloaded from the link below:

<https://dl.pearson.co.jp/dl/EFH-MMW-User-Batch-Register.csv>

Once registered, students can enjoy a 2 years subscription to the course. The student access code is specific to the English Firsthand level (Access, Success, 1 or 2), i.e. an access code and subscription for Access cannot be used for Level 2 or any other levels.

About Each Section

My Dashboard



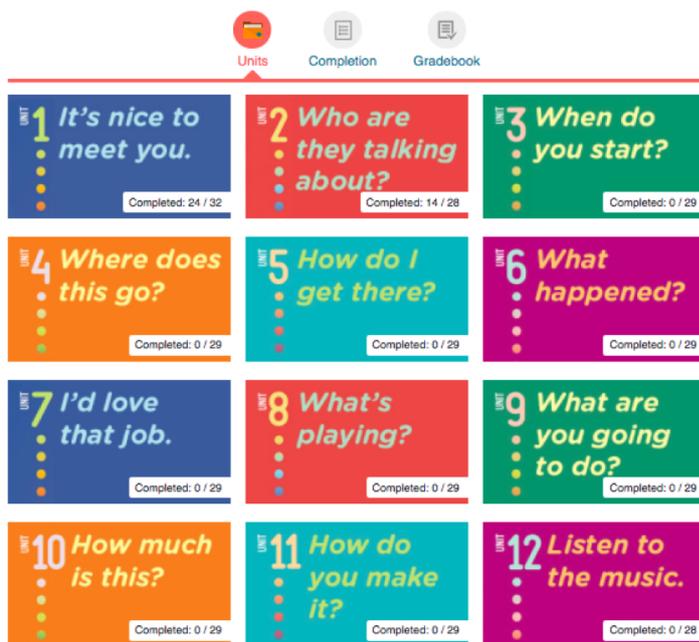
1. Clicking the English Firsthand logo, My Dashboard link or Home link will take user to My Dashboard page.
2. Breadcrumb: Show where the user is located in this platform.
3. Help: Takes user to Support page
4. Change interface language
5. View/edit user profile
6. List all the courses you have
7. Create course: To start creating new courses.
8. Course ID for each course you own.

Course Page

Once a course is clicked you will be taken into the course page where you will see the 12 units as well as three buttons across the top: Units, Completion and Gradebook.

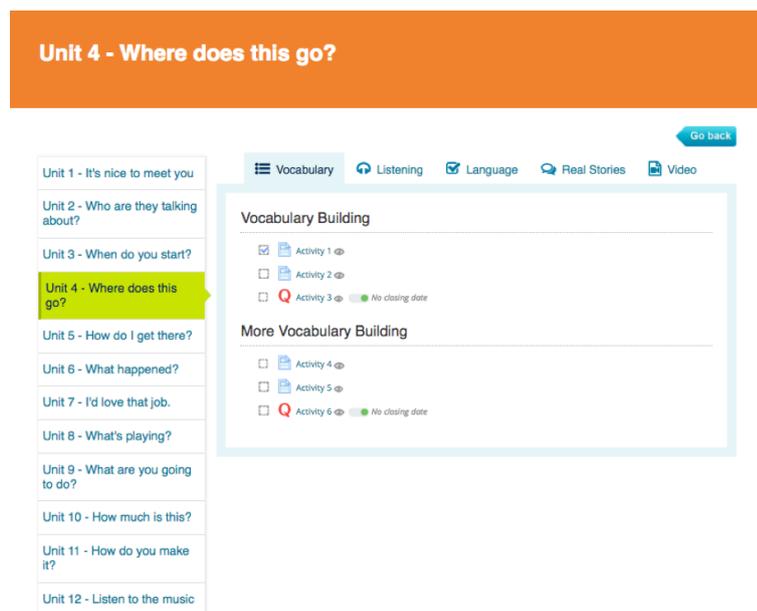
Units: This is the landing page for the course where you can see the 12 units inside the course.

Completion: Shows how many activities your students have or have not completed and which that need to be manually graded.



Gradebook: Shows the scores of your students for all the activities they have done across units and sub-units (Vocabulary, Listening, Language Check, Real Stories and Video).

Unit Page



Inside a unit, you will see the five sub-units: Vocabulary, Listening, Language Check, Real Stories and Video.

Clicking any of them will show you the activities available in each sub-unit.

Open-ended Questions

There are some activities inside English Firsthand courses that are open-ended in nature. Students are free to put in their answers and there is no right or wrong. Due to this, the system is unable to automatically grade students' answers. Teachers would need to interfere and manually grade students' submissions.

These open-ended activities are hidden by default, so there is a manual process to display the activities to students. See below for how to display and for a list of the activities.

- [How to manually assign open-ended questions to students](http://www.pearson.co.jp/catalog/support/mmw/teacher.php?tab=4#open-ended)
- [How to manually grade open-ended activities](http://www.pearson.co.jp/catalog/support/mmw/teacher.php?tab=4#open-ended)

Access	Success	Level 1	Level 2
Listening Activity 8 Real Stories Activity 2 Video Activity 1 Video Activity 3	Listening Activity 8 Real Stories Activity 2 Real Stories Activity 3 Video Activity 1 Video Activity 3	Listening Activity 8 (only for Unit 12) Listening Activity 9 Real Stories Activity 2 Real Stories Activity 3 Video Activity 1 Video Activity 2 Video Activity 3 Video Activity 5	Listening Activity 9 Real Stories Activity 2 Real Stories Activity 3 Video Activity 1 Video Activity 2 Video Activity 3 Video Activity 5

Modify Courses (Optional)

There is some customization available in your course:

1. Hide or show certain activities to students

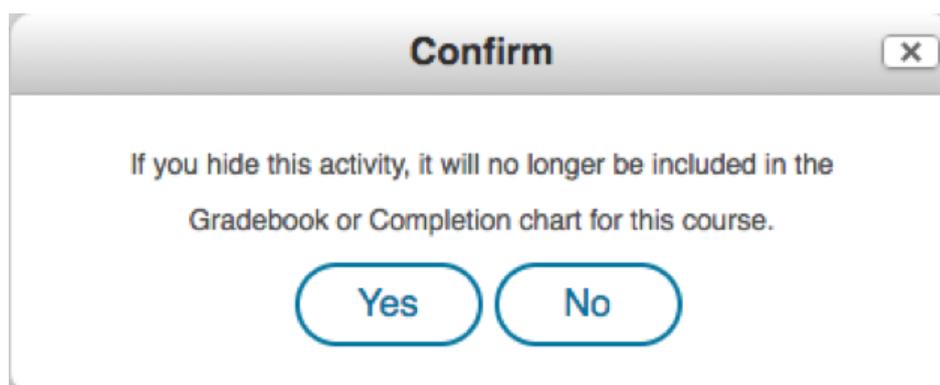
The "eye" icon shows whether an activity is shown or hidden. Please note that hidden activities **will not be included** in the completion and gradebook.

Vocabulary Building

-  Activity 1  ← **The activity is visible to students.**
-  Activity 2  ← **The activity is hidden to students.**

• To hide:

- Next to an activity, click the eye icon: 
- You'll see a pop-up warning:

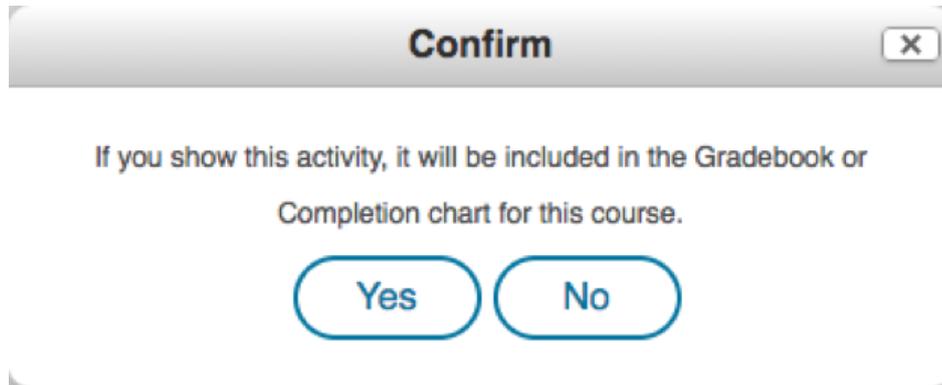


- Clicking Yes will change the eye icon to:  which means this activity is now hidden from students and will not be included in the Gradebook or Completion Chart for this course.

• To unhide:

- Next to an activity, click the eye icon: 

2. You'll see a pop-up warning:



3. Clicking Yes will change the eye icon to:  which means now this activity is shown to students and included in Gradebook as well as Completion Chart calculation.

Open-ended Activities

Some activities in your course require manual grading due to the nature of the questions that are open-ended. Those activities are:

- Listening Activity 9
- Real Stories Activity 2
- Real Stories Activity 3
- Video Activity 1
- Video Activity 2
- Video Activity 3
- Video Activity 5

These activities would be hidden from students as per default. If you would like to show them and have students to work on them, you would need to unhide these activities. To manually grade these activities, please see [here](http://www.pearson.co.jp/en/catalog/support/mmw/teacher.php?tab=6).
<http://www.pearson.co.jp/en/catalog/support/mmw/teacher.php?tab=6>

2. **Close an activity so that your students are not able to work on it anymore.**

Use the slider icon. Unless a deadline is set, an open item can be accessed by students as often as they like. A closed activity is closed to students. Closed activities are included in the completion and the gradebook.

Listening

-  Activity 1   No closing date ← **The activity is open to students.**
-  Activity 2   Quiz closes (18 Mar, 2018 23:59PM) ← **The activity is closed to students.**

• To close:

1. Next to an activity click the green dot icon.  No closing date
2. You'll see a pop-up message:

3. Clicking Yes will change the icon next to the activity to:
 - Quiz closes (29 Dec, 2017 08:59AM)* with the default date set to today at 23:59.

This means that starting from tomorrow 00:00, students who try to click on the activity will see the below message, and they will not be able to access the activity anymore:

This quiz closed on Friday, 29 December 2017, 8:59 AM

• To open:

1. Next to an activity click the red dot icon. *Quiz closes (29 Dec, 2017 08:59AM)*
2. You'll see a pop-up message:

3. Clicking Yes will change the icon next to the activity to: *No closing date* and students would be able to access this activity immediately.

Teacher Completion Chart

Graded: ■ Not graded: ■ Not available: ■ Not attempted: ■

Participants: Unit: [Download](#)

Unit-completion report of "Kris Teacher One"



UNIT 1
It's nice to meet you.

Vocabulary					
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6
Listening					
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6
Activity 7	Activity 8	Activity 9			
Language					
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6
Activity 7	Activity 8				
Real Stories					
Activity 1	Activity 2	Activity 3	Activity 4		
Video					
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	

Teacher Completion Chart is where teachers can:

1. Check each student's progress in completing the activities.
2. Find which open-ended activities that need to be manually graded.

Teachers can select to see completion report for individual student by selecting the name of the student from the Participants drop down menu.

Teachers can select to see the completion chart based on units by selecting the unit from the Unit drop down menu.

Teacher Completion Chart - by Student

Graded: ■ Not graded: ■ Not available: ■ Not attempted: ■

Participants: Unit: [Download](#)

Unit-completion report of "Student Demo One"



UNIT 1
It's nice to meet you.

Vocabulary							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6		
Listening							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8
Activity 9							
Language							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8
Real Stories							
Activity 1	Activity 2	Activity 3	Activity 4				
Video							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5			



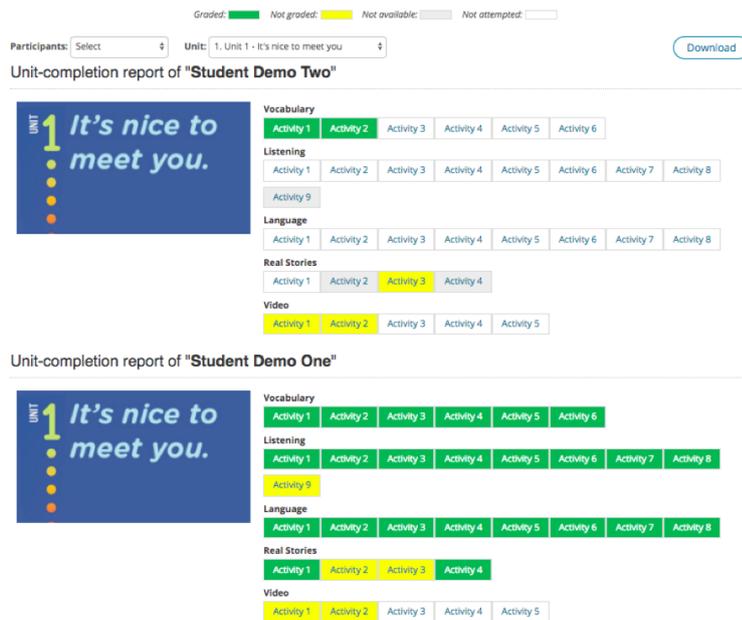
UNIT 2
Who are they talking about?

Vocabulary							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6		
Listening							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8
Activity 9							
Language							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7	Activity 8
Real Stories							
Activity 1	Activity 2	Activity 3	Activity 4				
Video							
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5			

Selecting a student name from the Participants drop down menu will show the completion chart for that particular student across all units.

In the screenshot on the left, we can see the completion chart for Student Demo One.

Teacher Completion Chart - by Unit



Selecting a unit from the Unit drop down menu will show the completion chart for that particular unit across all students.

In the screenshot on the left, we can see completion chart for Unit 1 across different students (e.g. Student Demo Two and Student Demo One).

Teacher Completion Chart - Color Legend

Graded: ■ Not graded: ■ Not available: ■ Not attempted: ■

Graded (green): means that particular activity has been completed and received grades.

Not graded (yellow): means that particular activity has been completed but not yet graded. This is usually for open-ended activities.

Not available (grey): means that particular activity is not available to students until another activity is completed and graded (green).

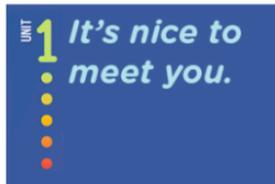
Not attempted (white): means that particular activity is not yet attempted by students.

Grading Students

How to Grade Open-Ended Questions

1. Go to Teacher Completion Chart and see if there are any activities that are marked yellow. Any yellow activities would need to be manually graded by teacher

Unit-completion report of "Kris Teacher One"



Vocabulary					
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6
Listening					
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6
Activity 7	Activity 8	Activity 9			
Language					
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6
Activity 7	Activity 8				
Real Stories					
Activity 1	Activity 2	Activity 3	Activity 4		
Video					
Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	

- Click on an activity that is yellow (e.g. Listening Activity 9 in Unit 1).
- A page will appear detailing how many submissions to be manually graded. Look under the column "To grade" and click on the link "grade" under that column.

Activity 9

Questions that need grading

[Also show questions that have been graded automatically](#)

Q #	Question name	To grade	Already graded	Total
1	U1_Lis_A9_Q1	2 grade	0	2 grade all

- A page listing all the students' submissions for that particular activity is shown. Teacher will be able to see each student's submission and submit grade (points) and comment (optional) for each of the submission.
- For each submission, enter in the points (in (1) and (2)) that you want to give to student based on their submission. The total points for

Grading attempts 1 to 2 of 2
 Attempt number 1 for Student Demo One
 Question 1

Attempt number 1 for Student Demo Two
 Question 1

the activity is given for your reference.

6. Once you're done, click **"Save and go to next page"** button (3) at the bottom of the page.
7. Once teacher has saved the points, students would have their activity marked as green (completed and graded).

Gradebook - Course View

ID	First name	Last name	Course (Total)	1. Unit 1 - It's nice to meet you	2. Unit 2 - Who are they talking about?	3. Unit 3 - When do you st
	Student	Demo One	10.20%	64.29%	46.70%	0.00%
	Student	Demo Two	6.86%	67.23%	0.00%	0.00%

1. **Course (Total) column:** Shows the total score for the students across all units and activities inside this course. If you're integrating EFH MyMobileWorld with your LMS, this Course (Total) score is the score that will be synchronized with your LMS. Sort the column and you will be able to sort students from lowest to highest score or vice versa.
2. **Unit columns:** Show the score for each unit. From here you will be able to see which unit that students are struggling at.
3. **Unit drop down menu:** Selecting a unit will show information specifically for that unit.
4. **Sub-unit drop down menu:** Selecting a sub-unit (Vocabulary, Listening, Language, Real Stories, Video) will show all the activity scores for that particular sub-unit. You must select a unit first before able to select a sub-unit.
5. **Search field box:** Allows you to search for a specific student in your class roster.
6. **Download button:** Allows you to download the view you're currently viewing into Excel format.

Unit: Sub-unit:

Show entries Search:

ID	First name	Last name	Course (Total)	Unit 12 - Listen to the music	Vocabulary	Listening	Language	Real Stories	Video
	Student	Demo One	10.20%	%	11.45%	12.63%	12.46%	3.22%	0.00%
	Student	Demo Two	6.86%	%	6.98%	8.29%	8.12%	3.75%	0.00%

Showing 1 to 2 of 2 entries Previous Next

On the course gradebook view, scrolling the gradebook to your right, you will see columns for each unit and at the end five columns for the sub-units. Since each sub-unit represent an area of learning, it will help you to understand which area that your students are struggling at. You can click on each sub-unit column header to sort out the student scores if necessary.

Gradebook - Unit View

Unit: Sub-unit:

Show entries Search:

ID	First name	Last name	Unit 1 - It's nice to meet you (Total)	Vocabulary	Listening	Language	Real Stories	Video
	Student	Demo One	64.29%	70.00%	90.41%	96.43%	30.77%	0.00%
	Student	Demo Two	67.23%	83.33%	89.04%	100.00%	35.90%	0.00%

Showing 1 to 2 of 2 entries Previous Next

Selecting the unit from the drop down menu, you will get the unit gradebook view where you can see the total score for that unit and scores for all the sub-unit within that unit.

Gradebook - Sub-Unit View

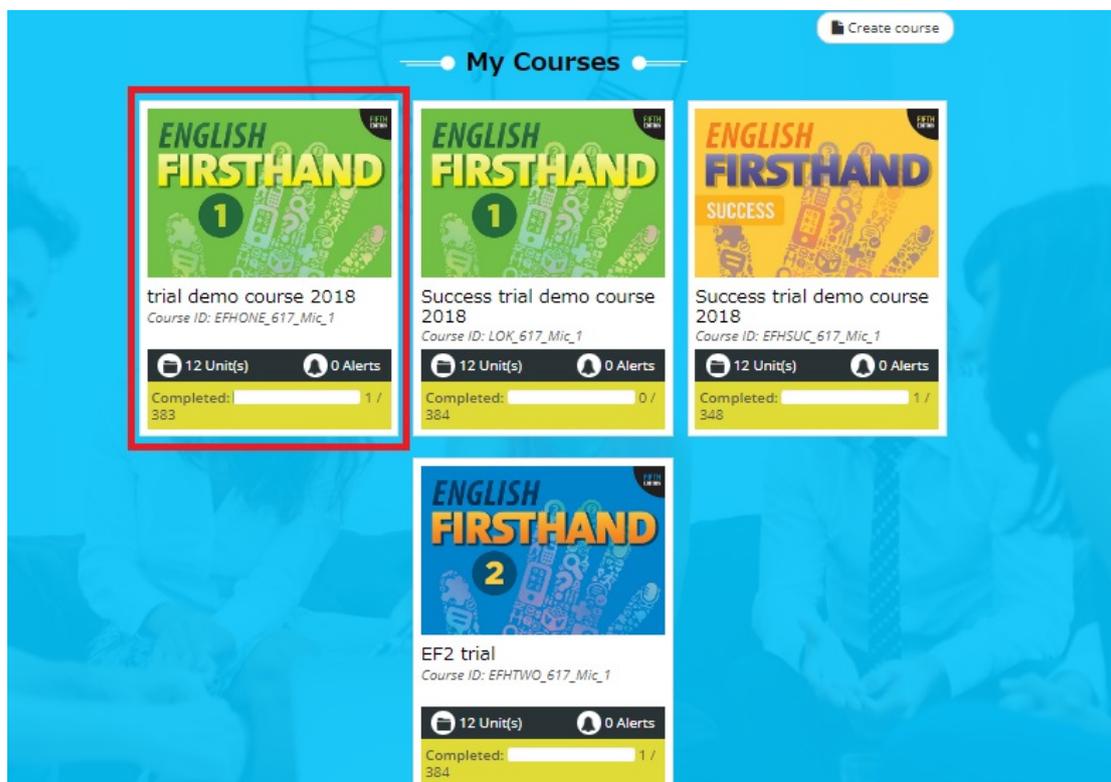
ID	First name	Last name	Listening (Total)	Activity 1	Activity 2	Activity 3	Activity 4	Activity 5	Activity 6	Activity 7
Student	Demo One		90.41%	100.00%	87.50%	87.50%	100.00%	93.75%	100.00%	100.00%
Student	Demo Two		89.04%	66.67%	100.00%	100.00%	100.00%	87.50%	83.33%	100.00%

Selecting both unit and sub-unit from the drop down menu, you will get sub-unit view in your gradebook. In this view, you will be able to see all activities' scores from all of your students. Clicking any of the scores will let you to go into the submission of your student for that particular activity.

How to Find Student's Password Recovery ID from the Teacher's Page

When students forgot their password, students need a so-called *Password Recovery ID*. This ID can be checked from the student's page, but they cannot check it if they forgot their password because they cannot log in. This manual explains how to confirm the students' password recovery ID from the teacher's page.

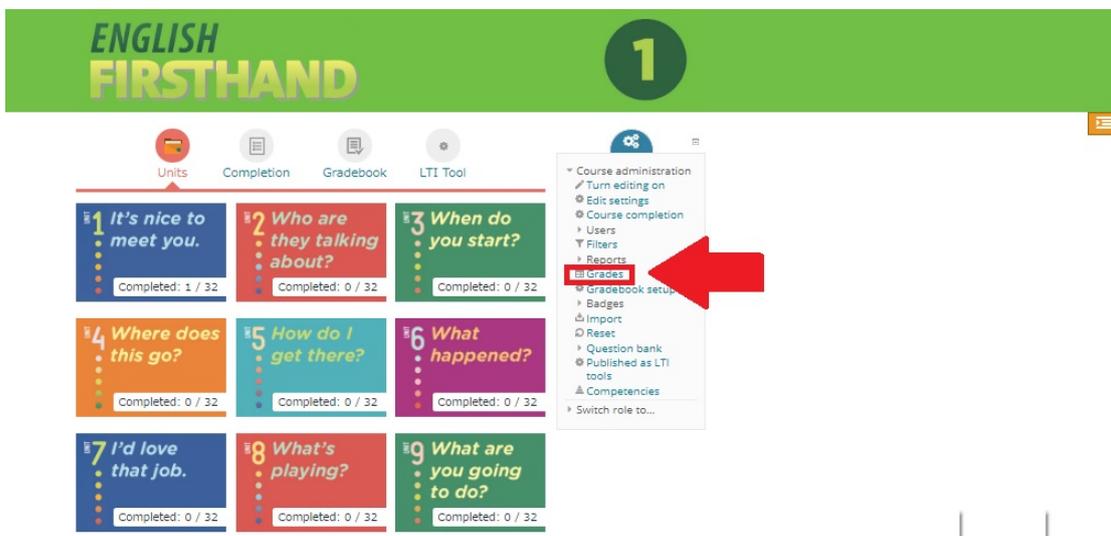
1. Access efhonline.english.com and log in
2. Choose your course



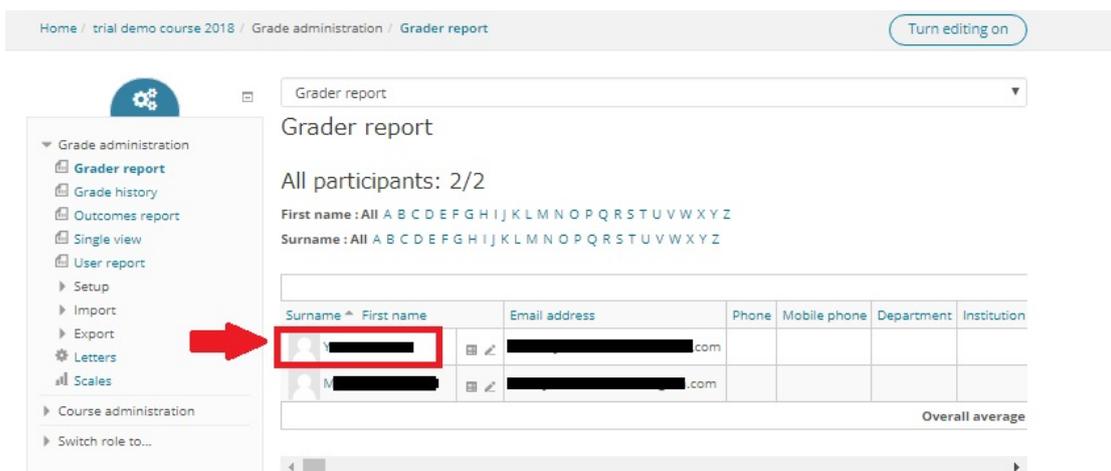
3. Click the orange button on the right



4. Course Administration menu show up. Click "Grades" in the menu



5. A list of students in your course shows up. Click the name of the student who requires the *Password Recovery ID*



6. You can see the student's user details including the *Password Recovery ID*

Y [REDACTED]

Message

User details

First name: Y [REDACTED]
Surname: K [REDACTED]
Email address: [REDACTED]@il.com
Password recovery ID: IZDqw1RPHaGcj5k
Security question: お気に入りの色は何ですか?
Answer of security question: 青
First name - phonetic: N/A
Surname - phonetic: N/A
Country: Japan

Course details

Course profiles
trial demo course 2018

Roles
Student

Reports

Today's logs
All logs
Outline report
Complete report

Login activity

Last access to course
Monday, 21 May 2018, 9:55 AM (17 days 2 hours)

«For further information about MyMobileWorld, please contact us»

Technical Support

JAPAN

TEL:

03-4477-4892

(Except weekends, Japanese bank holidays, summer and winter holiday from 9 am to 5:30 pm)

Email: [Technical Support](mailto:japan@pearsonintl.com) (japan@pearsonintl.com)

GLOBAL

TEL: South Korea (+82-70-7488-3597), Thailand (+66-2787-3064)

Email: asia.digitalsupport@pearson.com

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