Going Online with *Future*

This roadmap will help you use MyEnglishLab with new digital flip books and ActiveTeach to deliver your online course, both synchronously and asynchronously.

It all begins with the Pearson English Portal - a powerful platform that delivers *Future* digital resources to instructors and students, such as **MyEnglishLab, new digital flip books (eTexts)**, and the **ActiveTeach**. With these digital resources, you can transition your *Future* course online and ensure your students have the resources they need to continue learning.

If you have not yet accessed the Pearson English Portal or used MyEnglishLab before, find introductory instructions and useful links at the end of this document (Onboarding Process).
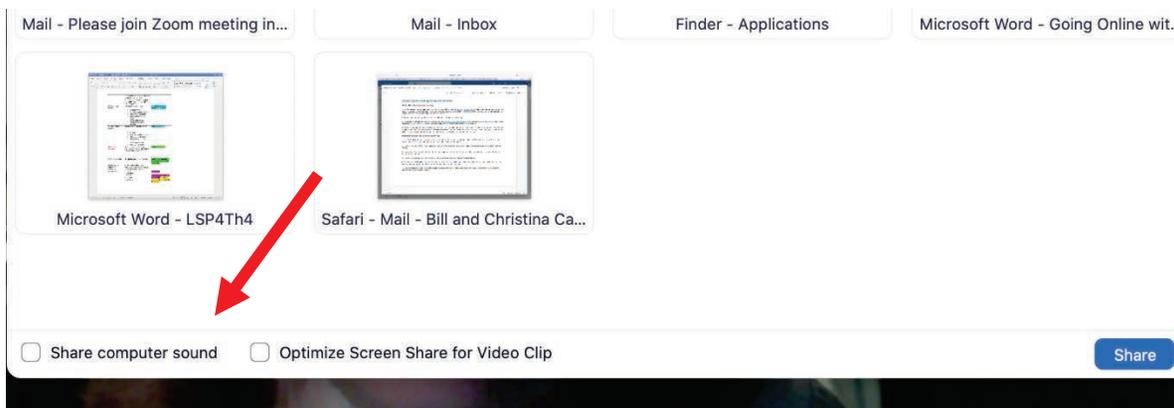
Additional resources on how to access *Future* resources and teach with *Future,* as well as online learning and teaching resources*:*

- Accessing Teacher Resources. Click here.
- Links to "how to teach with *Future*" videos. Click here.
- *Future, 2E* website at www.pearsoneltusa.com/future2e
- Online learning and teaching tools. Click here.
- Going online with Pearson Digital Tools. Click here.
- Videos and recorded webinars on the topic of online teaching and learning: www.pearsoneltusa.com/eltwebinars
- Using Pearson Digital Resources FAQ page.
- GSE Teacher Toolkit: How to find free grammar worksheets for adult learners
- Using Google Classroom with Pearson resources. Click here.
- Teaching Remotely with Low-Tech Students. Click here.

General Tips for Teaching Online with *Future*

Online Class (Synchronous Learning)

1. Use the screensharing option using a conferencing platform such as Zoom or Google Meet to display the student book pages for all your students. Use the eText to display the book pages on your screen. You can play the audio straight from the eText as well as use tools to underline, highlight, and post notes. **Note:** With Zoom, students won't be able to hear the audio unless you check ***Share Computer Sound*** when you hit the *share* button.

2. Students can use their printed books or the digital flip books to follow along.

3. For extra practice, they can also use their printed workbooks. You can display pages from the workbooks during your synchronous class (workbook pages are available in the Teacher Resources in the Pearson English Portal).

4. For group discussions, use the breakout room option in Zoom to put students in groups. You can also create classes in Google Classroom where students collaborate on projects and engage in discussions.

5. For more engaging and collaborative practice, you can use additional resources available in Teacher's Resources in the Pearson English Portal, such as **Team Projects** and **Multilevel Communicative Activities**. You can display the PDFs of these activities during your synchronous class in Zoom or Google Meet, or you can upload them into MyEnglishLab for students to access under Your Settings → Manage Resources tab.

Independent Study (Asynchronous Learning)

1. Use MyEnglishLab to assign practice activities before and after your synchronous class. MyEnglishLab for *Future* includes activities for nearly every lesson in the student book, including writing and speaking.

2. Hide any course content in MyEnglishLab that you prefer students not access initially. The assessments are already hidden by default.

3. If you would like to remind students of pending assignments a day prior to your next class meeting, consider using the notes feature on the calendar.

4. You can also upload your own materials in MyEnglishLab, such as notes and presentations under Your Settings → Manage Resources tab.

5. You can use MyEnglishLab to send messages to students, as well as check task completion, overall and individual scores, and time on task, and grade student-generated content such as audio or writing.

6. Go to the gradebook and review the results to assess what skills individual students may need more instruction on. Use this information to target teaching areas.

7. Students can use their print workbooks to practice on their own. They can use their Pearson Practice English App to access the audio and video resources.

8. Consider having "office hours" on Google Classroom or WhatsApp chat. Make the times of the "office hours" clear so students know when they can come to you with questions and challenges

9. **Assessing students:** There is a number of assessments you can assign to students in MyEnglishLab. Note that they are not visible to students until assigned.

10. If you assign activities in MyEnglishLab, give students time to work through content. During this time period use the DATA tab to assess understanding, successes, and struggles. Use the DIAGNOSTIC tab to assess time on task, score by skill, time on each section, number of attempts, and individual and overall scores.

11. **If you are using an LMS like Canvas or Blackboard**, consider using the Discussion Board, BLOG or WIKI feature for collaborative work. On the Discussion Board, you can post any questions for the entire class to discuss. Students can also post orally. BLOGS are great to serve as a learning journal, and WIKIs make great vocabulary lists. Students can add examples to new words you post or add their own new lists.

Lesson-Specific Tips on Teaching *Future* Online

Note: This is not a lesson plan, and as such, it does not specify number of hours. The purpose of this "roadmap" is to offer ideas and tips on how to teach with *Future* in the online environment.

Asynchronous Lesson	Synchronous Lesson	Homework / Follow-Up
Unit Preview		
• Have students review the Preview questions and the Unit Goals. • Have them submit a few sentences about the photo in a group Google Doc or Google Classroom chat or the LMS you are using.	Using the ActiveTeach, zoom in on the unit goals. Ask students to preview the unit and vote on which goals they are most excited about in the chat stream.	
Vocabulary Lesson (Levels Intro, 1-3)		
	• Open the Vocabulary Lesson in your ActiveTeach. • Use the zoom-in option to enlarge the images. • After students have viewed all the photos carefully, play the audio by clicking the audio icon in the ActiveTeach. See the general notes for how to enable audio in Zoom. • For the collaborative activities, have students either work as a whole class	• Assign **Vocabulary Activities** in MyEnglishLab. • Have students review the vocabulary using the flashcards. • Give students time to work through content. During this time period use the DATA tab to assess understanding, successes, and struggles. • Use the DIAGNOSTIC tab to assess time on task, score by skill, time on

	or put them in breakout rooms in Zoom to work in groups. Any written activities can be submitted via Google Classroom, the LMS you are using, or email. • For a fun synchronous activity, launch the flashcards in the ActiveTeach and have students pronounce the vocabulary words.	each section, number of attempts, and individual and overall scores.

Listening and Speaking Lessons

• Have students listen to the lesson audio in the Pearson Practice English App and complete the activities in their books (or jot down their answers on a piece of paper if they are using the digital book). • Have students watch the Pronunciation Coach Video* and complete the Pronunciation Activities in MyEnglishLab. *Not every Listening/Speaking lesson has a Pronunciation section.	• Launch the lesson in the ActiveTeach. • Play the audio and show the script as necessary. See the general notes for how to enable audio in Zoom. • Review the answers with the class. • As needed, play back specific phrases or sentences to focus on pronunciation, intonation, and word usage, by clicking on the parts students want to hear. • For the collaborative activities, have students either work as a whole class or put them in breakout rooms in Zoom to work in groups. Any written activities can be submitted via Google Classroom, the LMS you are using, or email.	• Assign **Listening and Speaking Activities** in MyEnglishLab. • Give students time to work through content. During this time period use the DATA tab to assess understanding, successes, and struggles. • Use the DIAGNOSTIC tab to assess time on task, score by skill, time on each section, number of attempts, and individual and overall scores.

Grammar Lessons

• Have students watch the Grammar Coach Video in the Pearson Practice English App or MyEnglishLab prior to class. • You can choose to assign the controlled practice activities prior to class. Students can mark answers in	• Launch the lesson in the ActiveTeach. • The star icon indicates Grammar Discovery, which provides full sentence examples of the grammar point in action, and an Examine activity for students to uncover the grammar pattern. You can utilize these tools	• Assign **Grammar Activities** in MyEnglishLab. • Give students time to work through content. During this time period use the DATA tab to assess understanding, successes, and struggles.

their books or jot them down if using the digital book. You can then spend synchronous class time reviewing answers, explaining grammar points, and focusing on collaborative activities.	when teaching the grammar lesson. Any PDF pop-up files can be downloaded and shared with students either via MyEnglishLab or email. • For the collaborative activities, have students either work as a whole class or put them in breakout rooms in Zoom to work in groups. Any written activities can be submitted via Google Classroom, the LMS you are using, or email.	• Use the DIAGNOSTIC tab to assess time on task, score by skill, time on each section, number of attempts, and individual and overall scores.

Workplace, Life, and Community Skills Lessons

• Many activities in this lesson can be done at home. Students can listen and complete the tasks in their books or jot down their answers on a piece of paper if they are using the digital book.	• Launch the lesson in the ActiveTeach. • If this lesson has a role-play activity, click on the star icon to launch a pop-up that provides model language to support lower level-students. Call on students to role play to the whole class. • For the collaborative activities, have students either work as a whole class or put them in breakout rooms in Zoom to work in groups. Any written activities can be submitted via Google Classroom, the LMS you are using, or email. • Have students report back about what they learned in the Go Online activity either in the chat stream. • At the end of every Workplace, Life, and Community Skills Lesson on ActiveTeach there is review activity for reading and writing with the life skill. Click the star icon on the bottom of the page to launch it. You can post the	• Assign **Work, Life, and Community Skills Activities** in MyEnglishLab. • Give students time to work through content. During this time period use the DATA tab to assess understanding, successes, and struggles. • Use the DIAGNOSTIC tab to assess time on task, score by skill, time on each section, number of attempts, and individual and overall scores. • Upload the PDF of the life skill review into MyEnglishLab or email it to students. They can jot down the answers and post them in Google Classroom or on the discussion board in the LMS you are using. • In the Pearson English Portal, there are additional Life Skills Reading and Writing PDFs. You can also upload them for students for extra practice.

	PDF for students in MyEnglishLab or send it via email.	
	Reading Lessons	
• Download the Anticipation Guide from the ActiveTeach. It can be downloaded as a PDF by clicking on the blue star icon on the Reading Lesson page. • Share the Anticipation Guide with students via MyEnglishLab or email. • Have students complete the Anticipation Guide before and after the reading. • Have students complete the Before Your Read activity and read the text at home. They can listen to the recording of the reading on their Pearson Practice English App. • Since the readings in the new edition of *Future* are challenging and might cause some students to struggle a bit, consider having an "office hour" in Google Classroom or WhatsApp specifically dedicated to the reading activity.	• Launch the lesson in the ActiveTeach. • The purple star icon brings up a vocabulary review exercise. You can work on that with the whole group. • Have students complete the reading exercises in the Close Reading and Summarize sections. Review student answers. • For the collaborative activities, have students either work as a whole class or put them in breakout rooms in Zoom to work in groups. Any written activities can be submitted via Google Classroom, the LMS you are using, or email. • The blue star icon in the Show What You Know activity brings up sentence stems to support students in their conversation. Keep the sentence stems on the screen as students work in their groups.	• There isn't a Reading activity in MyEnglishLab, but you might want to assign the **CCRS Plus Reading Interactive Activities** for extra reading challenge. • Give students time to work through content. During this time period use the DATA tab to assess understanding, successes, and struggles. • Use the DIAGNOSTIC tab to assess time on task, score by skill, time on each section, number of attempts, and individual and overall scores.
	Writing Lessons	
• Have students complete the Study the Model task at home, jot down their answers, and be prepared to discuss them during live class. • Have students study the Writing Skills Tips in their books. • Assign the following activities in the **Writing** lesson in MyEnglishLab: *Read,*	• Launch the lesson in the ActiveTeach. • If there are additional support materials for this lesson, launch them to aid instruction. • For the collaborative activities, have students either work as a whole class or put them in breakout rooms in Zoom to work in groups. Any written activities can be submitted via Google	• Assign the **Write** activity in MyEnglishLab. • Give students time to work through content. During this time period use the DATA tab to assess understanding, successes, and struggles. • Use the DIAGNOSTIC tab to assess time on task, score by skill, time on

Read Like a Writer, and *Notice the Writing.* (not in Intro Level) • Since the writing, editing and revision activities in the new edition of Future can be challenging and might cause some students to struggle, consider having an "office hour" in Google Classroom or on WhatsApp specifically dedicated to talking about writing.	Classroom, the LMS you are using, or email. • The Writing task should not be done in class. Rather, encourage students to post their writing in Google Classroom Google Docs, or the LMS you are using. You can select a few students' submissions and discuss them at the start of the next lesson.	each section, number of attempts, and individual and overall scores.

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Soft Skills at Work Lessons

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• Assign steps 1 and 2 for students to review at home and jot some answers and any questions they might have.	• Launch the lesson in the ActiveTeach. • For the collaborative activities, have students either work as a whole class or put them in breakout rooms in Zoom to work in groups. Any written activities can be submitted via Google Classroom, the LMS you are using, or email.	• There isn't a Soft Skills at Work activity in MyEnglishLab. If your students have printed workbooks, have them complete the soft skills tasks in their workbooks. • For homework, ask students to complete the Soft Skills Log for that unit at the back of their books. If they don't have printed books and are using digital copies, encourage them to create a soft skills log in their own notebooks.

Figure 1: *MyEnglishLab Gradebook*

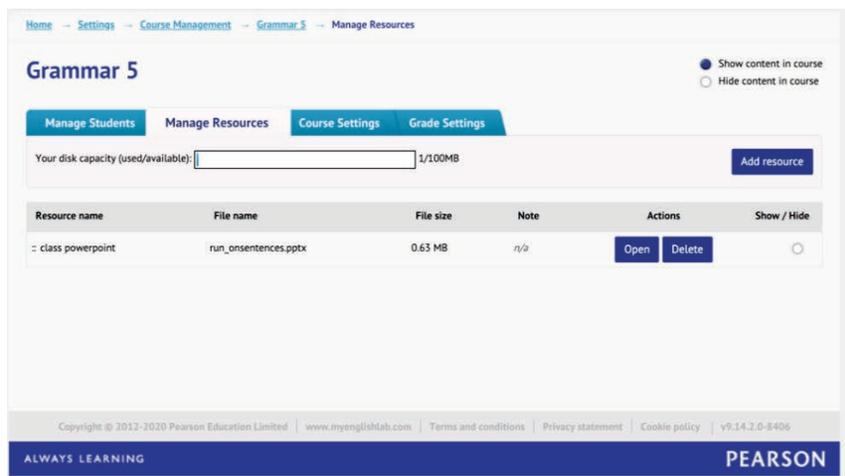Figure 2: *Teaching with ActiveTeach while screensharing*

Figure 3: *Manage resources: Add resources*

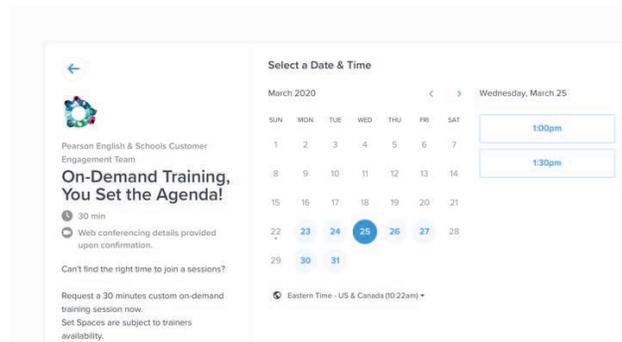# Onboarding Process

For students

1. Students register for the Pearson English Portal by filling out the registration form at english.com/activate.
2. Students add their products to their dashboards. They can find the **student access code** in their student books. If your students do not have their codes available, you can request extra codes from your Pearson ELT sales specialist. Share this video with your students for help in registering: Registering your access code
3. Students are now ready to launch MyEnglishLab from their Pearson English Portal.
4. After they obtain Course ID from their instructor, students can join their course in MyEnglishLab. This video shows students how to join a course.
5. If students need to purchase access codes independent from the student book, they can do so at www.buymylab.com

For instructors

1. Instructors register for the Pearson English Portal by filling out the registration form at english.com/activate.

2. Instructors add their products to their dashboards. Make sure you obtain your **instructor access code** from your Pearson ELT sales specialist (do not use a student access code from a student book). Your instructor access code will give you access to all levels of Future resources.
3. Instructors can now launch MyEnglishLab and set up courses for their students. This video walks you through the process of creating a new course: Set up the MyEnglishLab course.
4. Share the Course ID with students. Have them join your course.
5. Attend webinars and other trainings to explore all functionality. You can sign up for live webinars here.

Join Live Webinars

We run a variety of live teacher training webinar sessions to suit different time zones across the globe. Take advantage of these free session deepen your knowledge. If you need localized training session, please contact our local support team.

6. For additional resources and videos, visit the Pearson Instructors Help and Train Website here.
7. **Is your program using an LMS such as Blackboard or Canvas?** MyEnglishLab can integrate with your school's LMS for a single sign-on. By working with the school's LMS coordinator, Pearson ELT team can set up MyEnglishLab integration at your school, and provide the links needed for new students to join within your LMS.
8. **Interested in obtaining seat license for your school?** Pearson ELT can help you build a digital library for your school based on number of seats and the length of the subscription. Speak with your Pearson ELT Specialist.

   To locate your dedicated Pearson ELT Specialist, go to www.pearsoneltusa.com/reps