

# MyEnglishLab



**Quick-Start Guide for [Students](#)**

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## 1. Before You Begin

Welcome to the **Student Getting Started Guide** for MyEnglishLab. This guide will walk you through the steps required to successfully use MyEnglishLab.

**Before you begin, run the [Browser Tune-up Check Tool](#) to ensure your computer is ready to use MyEnglishLab.**

 **Note:** Mozilla Firefox or Google Chrome are the preferred Internet browsers for MyEnglishLab.

### Things You'll Need:

1. **A Student Access Code:** You will need a student access code to register and create an account. If you do not have a student access code, please contact your local bookstore, [buy online](#), or contact your [local Pearson Sales Representative](#).
2. **An Email Address:** This email address will be used to receive registration confirmation and system update notifications.
3. **Your Instructor Course ID:** The Course ID is provided by your instructor. If you are working on your own, you will not need this information.

## Ready? Let's Get Started!

## 2. Registration

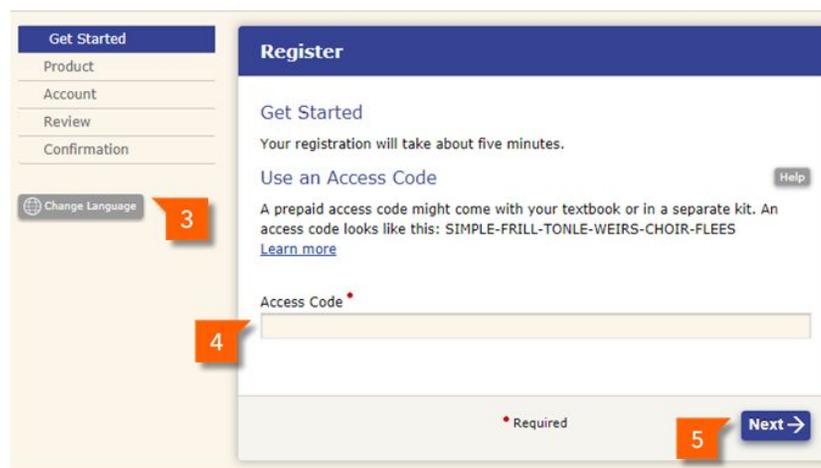
To gain student access to MyEnglishLab, you must first create an account. To register, you will need a **student access code**. In this section, we will walk you through the registration process.

 **Note:** If you do not have a student access code, please contact your local bookstore, [buy online](#), or contact your [local Pearson Sales Representative](#).

### Part 1: Entering Your Access Code

To register your access code:

1. Go to [www.MyEnglishLab.com](http://www.MyEnglishLab.com)
2. Click on Register.
3. Click on **Change Language** to select your preferred language.
4. Enter your **Access Code** and then click on **Next**.
5. Confirm you are registering for the correct product and then click on **Next**.



The screenshot shows the 'Register' page with a sidebar on the left containing 'Get Started', 'Product', 'Account', 'Review', and 'Confirmation'. A 'Change Language' button is also present. The main content area is titled 'Register' and includes a 'Get Started' section with a 'Help' button. Below this is the 'Use an Access Code' section, which contains an 'Access Code' input field and a 'Next' button. A red asterisk indicates that the access code is required. Orange callout boxes with numbers 3, 4, and 5 point to the 'Change Language' button, the 'Access Code' input field, and the 'Next' button respectively.

### Part 2: Creating an Account or Signing In

6. You can either create a new account or sign-in if you already have a Pearson account.

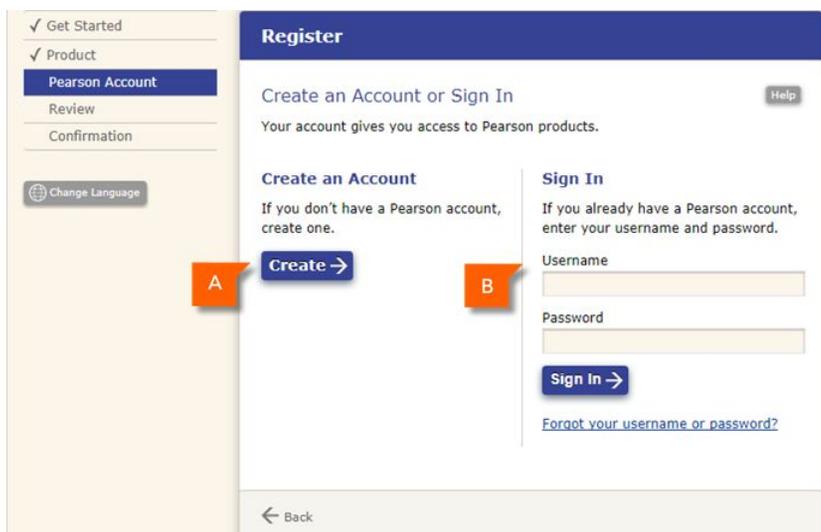
#### A. First Time Registering?

Click on **Create** to set up a new Pearson account.

#### OR B. Already have a Pearson Account?

Enter your existing **Username** and **Password**, and then click on **Sign In**.

7. Read the License Agreement. Click "*I agree to the license agreement*" and then click on **Next**.



The screenshot shows the 'Register' page with a sidebar on the left containing 'Get Started', 'Product', 'Pearson Account', 'Review', and 'Confirmation'. A 'Change Language' button is also present. The main content area is titled 'Register' and includes a 'Create an Account or Sign In' section with a 'Help' button. Below this are two columns: 'Create an Account' and 'Sign In'. The 'Create an Account' column has a 'Create' button. The 'Sign In' column has 'Username' and 'Password' input fields and a 'Sign In' button. A 'Forgot your username or password?' link is also present. Orange callout boxes with letters A and B point to the 'Create' button and the 'Sign In' button respectively. A 'Back' button is located at the bottom left.

### Part 3: Entering Your Account Information

8. Enter your **Personal Information** (*Email Address, Full Name, and Institution*).

**Note:** *You can still proceed with the registration if your institution is not listed.*

9. Enter your **Account Information**.

**A. Username** must be at least six characters long. We recommend that you use your email address as an easy way to remember your username.

**B. Password** must be between 8 and 32 characters long and have at least one number.  
**Note:** *Do not include blank spaces, your name, all numbers, or your username.*

10. Click on **Next**.
11. Review your information and then click on **Finish**.
12. Click on **Go to your product**. You will be automatically logged into the MyEnglishLab. If not, enter your username and password.

The screenshot shows the 'Register' page for creating a Pearson Account. The page is divided into two main sections: 'Personal Information' and 'Account Information'. The 'Personal Information' section includes fields for 'Email Address', 'First or Given Name', 'Middle Name', 'Last Name or Surname', and 'Institution'. The 'Account Information' section includes fields for 'Username', 'Password', and 'Confirm Password'. There is a checkbox for 'I want to receive special offers and product information from Pearson'. At the bottom, there are 'Back' and 'Next' buttons. A 'Change Language' button is located on the left side. The page has a blue header with the title 'Register' and a sub-header 'Create a Pearson Account'. A 'Help' button is visible next to each section title. Three orange callout boxes with numbers 8, 9, and 10 are overlaid on the page. Callout 8 points to the 'Personal Information' section, callout 9 points to the 'Account Information' section, and callout 10 points to the 'Next' button.

## 3. Joining a Teacher's Course

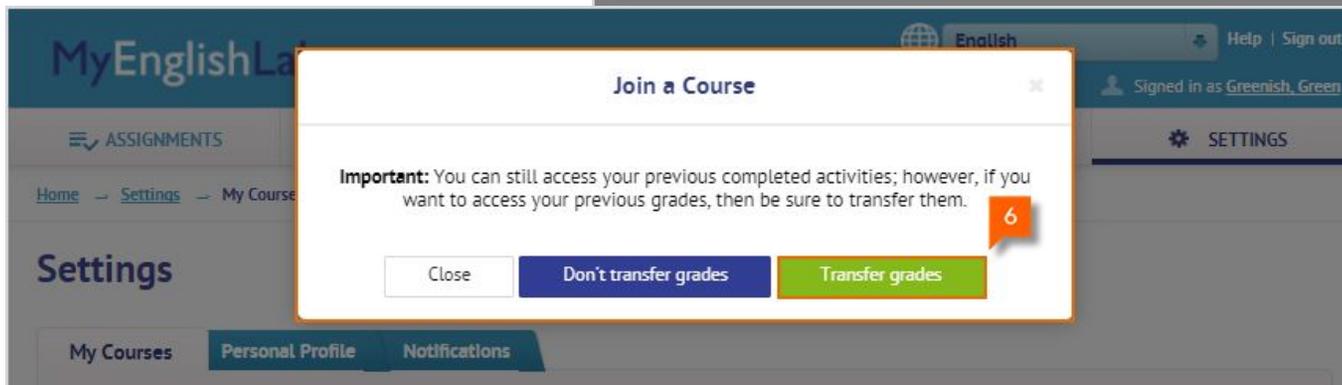
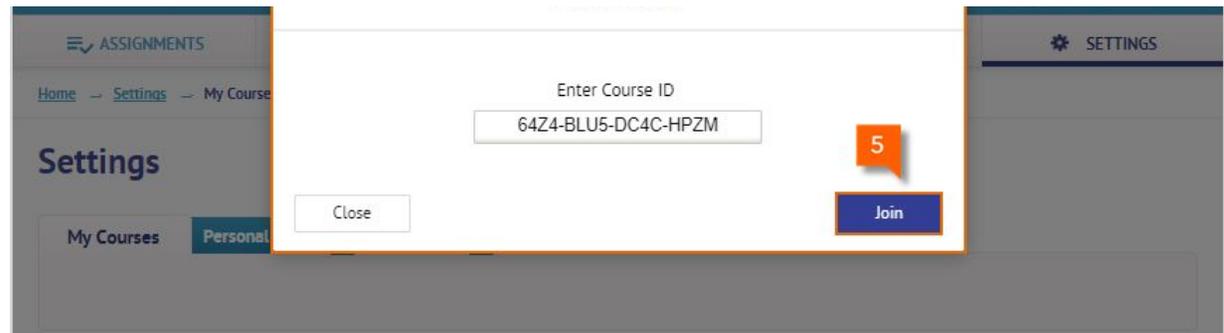
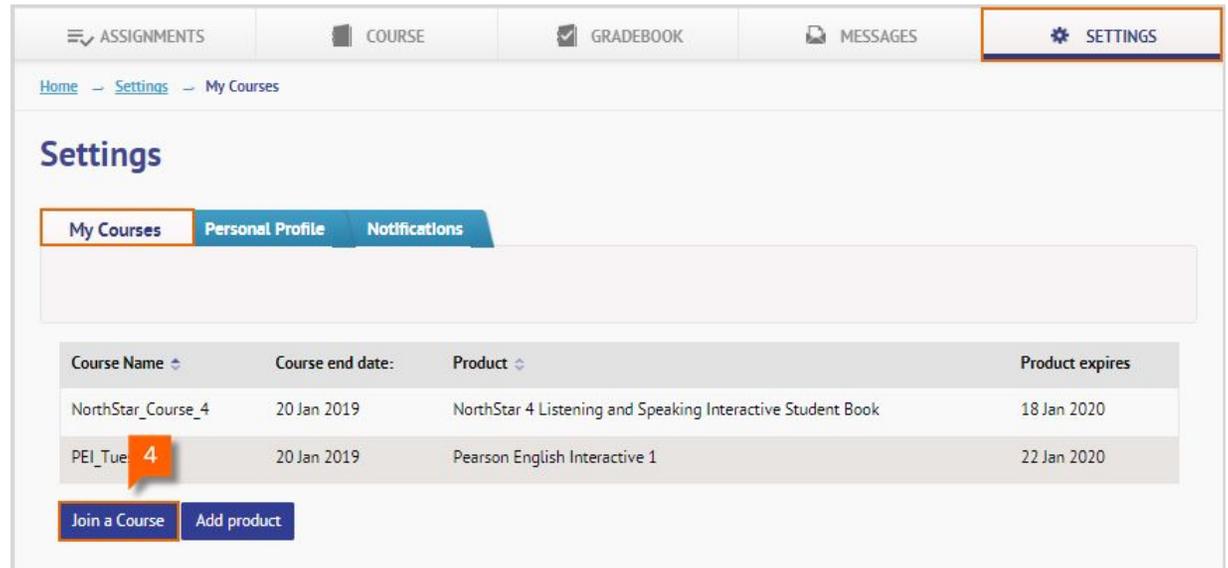
Your teacher will give you a **Course ID** in order for you to join the teacher's course. This will allow your teacher to assign activities to you and track your progress.

### Notes:

- *If you are working on your own (Self-study), simply log in and begin working. You can always join a teacher course at a later time and transfer your practice grades.*
- *Speaking and Writing activities completed in self-study or practice mode will not be graded unless assigned by a teacher.*

To join a teacher course:

1. Go to [www.MyEnglishLabHelp.com/login](http://www.MyEnglishLabHelp.com/login)
2. Enter your **Username** and **Password**.
3. Click on the **Settings** tab.
4. Under **My Courses** section, click on **Join a Course**.
5. Enter your teacher's **Course ID** and **click Join**.  
*Note: Course ID looks like: pprt-vast-tr99-by94*
6. Click on **Don't transfer grades** to clear your account data or click on **Transfer grades** to transfer your current grades to your new course.
7. Click **Close**.



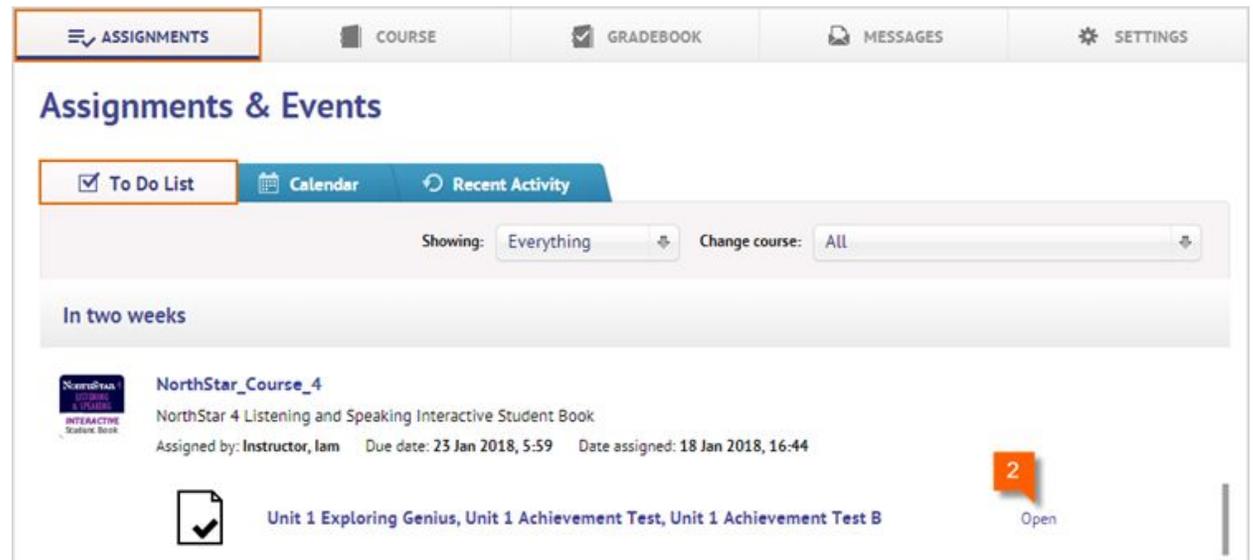
## 4. Completing Assignments

The Assignment tab contains a list of assignments from your teacher or lab administrator. This section shows you how to complete assignments.

 **Note:** After your teacher has created an assignment, the assignment will appear under your **To Do List**, **Calendar** and **Recent Activity**. Assignments cannot be opened from the Course tab.

To complete an assignment:

1. Click on the Assignments tab.
2. Under **To Do List**, you will see your list of assignments. Click on **Open** to open the assignment.
3. Complete the assignment. Your grades will be visible in your teacher's gradebook.



The screenshot shows the 'Assignments & Events' interface. At the top, there are navigation tabs: ASSIGNMENTS (highlighted), COURSE, GRADEBOOK, MESSAGES, and SETTINGS. Below this, there are sub-tabs: To Do List (highlighted), Calendar, and Recent Activity. A filter section shows 'Showing: Everything' and 'Change course: All'. A section titled 'In two weeks' contains an assignment card for 'NorthStar\_Course\_4'. The card includes the course title 'NorthStar 4 Listening and Speaking Interactive Student Book', the assigner 'Instructor, lam', the due date '23 Jan 2018, 5:59', and the assignment date '18 Jan 2018, 16:44'. The assignment title is 'Unit 1 Exploring Genius, Unit 1 Achievement Test, Unit 1 Achievement Test B'. A checkmark icon is next to the title, and an 'Open' button with a notification badge '2' is at the bottom right of the card.

### Icons:

-  (**Assigned Test**) means your teacher assigned a test that is automatically graded.
-  (**Assigned Activity**) means your teacher assigned an activity that is automatically graded.

## 5. Checking Your Grades

Most practice activities and assignments are auto-graded, so you will have immediate access to your grades in the **Gradebook** tab. However, some activities have to be graded by a teacher, like Speaking and Writing activities. Teacher-graded assignments will not appear in the Gradebook until the assignment has been marked by a teacher.

**Notes:** Speaking and Writing activities completed in self-study or practice mode will not be graded.

To check your grades:

1. Click on the **Gradebook** tab.
2. Select your course from the **Change course** drop-down list.
3. Grades will appear under the **Data** tab.
4. The default view of the Gradebook is **Assignment and Tests**. To view grades for practice activities, select an option from **Change view**.

The screenshot shows the Gradebook interface for 'NorthStar\_Course\_4'. The 'Gradebook' tab is selected in the top navigation bar. Below the navigation bar, the course name 'NorthStar\_Course\_4' is displayed in the 'Change course' dropdown menu. The 'Data' tab is active, showing a table of assignments and tests. The table has columns for Title, Score, Grade, and Completed. The table shows progress for various units, with a summary row at the bottom indicating an overall score of 17% and a grade of E.

Title	Score	Grade	Completed	Score	Grade	Completed
Welcome to Your Co...	---	---	0/0	---	---	0/0
Unit 1 Exploring Ge...	21%	E	4/5	8%	F	1/2
Unit 2 The Achilles ...	0%	F	1/1	---	---	0/0
Unit 3 Early to Bed, ...	50%	C	2/2	25%	E	1/1
Unit 4 Animal Intelli...	---	---	0/0	---	---	0/0
Unit 5 The Golden Y...	0%	F	0/2	---	---	0/0
Unit 6 Giving to Oth...	---	---	0/0	---	---	0/0
Unit 7 Do Your Hom...	---	---	0/0	---	---	0/0
Unit 8 Pros and Con...	---	---	0/0	---	---	0/0
Student Resources	---	---	0/0	---	---	0/0
Summary	17%	E		17%	E	

## 6. Take a Tour

### ASSIGNMENTS

The **Assignments** tab has three sub-tabs - **To Do List**, **Calendar**, and **Recent Activity**.

1. **To Do List:** The list shows upcoming assigned activities and calendar events. You can click on **View more** (A) to expand the list.
2. **Calendar:** The Calendar tab shows features a familiar way of seeing events and activities associated with all your courses. When your teacher assigns you an activity, you will see an entry appearing on the due date.
3. **Recent Activity:** The Recent Activity screen is similar to the To Do List, but gives a view of events that have already happened and assignments that have been submitted or marked. It also records actions such as changes in due dates or assignments.
4. **Filters (Showing/Change course):** Allows you to filter the To Do List by course.
5. **Assignment and Events List:** You can click on **View more** (A) to expand the list.
6. **Open:** Click on Open to open an assignment.
7. **Resume:** Click on **Resume** to return to an activity that has already been opened and saved but not submitted.
8. **See report:** Click on **See report** to go to the **Assignment report** screen page and get information about the submitted assignment, including date submitted and score.

The screenshot displays the 'Assignments & Events' interface. At the top, there are navigation tabs: 'ASSIGNMENTS' (highlighted), 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below these are three sub-tabs: 'To Do List' (checked), 'Calendar', and 'Recent Activity'. A filter section shows 'Showing: Everything' and 'Change course: All'. The main content area is divided into sections: 'Tomorrow' and 'In two weeks'. Each section lists assignments from 'NorthStar\_Course\_4' with details like 'Assigned by: Instructor, iam', 'Due date', and 'Date assigned'. Individual assignment entries include document icons, titles (e.g., 'Unit 5 The Golden Years, Focus on Speaking, Vocabulary Practice, Vocabulary Review 1 (p. 117-119)'), and action buttons like 'Open', 'Resume', and 'See report'. A 'View more' button with a callout 'A' is at the bottom right.

# COURSE

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 as well.

1. **Product Title:** Displays the name and level of the product you are using.
2. **Change course:** Allows you to switch to another course.
3. **Table of contents:** Displays the available units within a course.
4. **eText:** An icon appears if your product is bundled with eText (electronic book). Click on the icon to open the eText.
5. **Open:** Allows you to open an activity.
6. **Contents:** Allows you to view sub-section and activities available in the unit.

The screenshot shows the 'COURSE' tab selected in the top navigation bar. The course title is 'NORTHSTAR 4 LISTENING & SPEAKING'. The left sidebar contains a table of contents for the course:

Welcome to Your Course	0/10
Unit 1 Exploring Genius	2/35
Unit 2 The Achilles Heel	1/37
Unit 3 Early to Bed, Early to Rise	0/37
Unit 4 Animal Intelligence	0/38
Unit 5 The Golden Years	0/35
Unit 6 Giving to Others	0/38
Unit 7 Do Your Homework!	0/36
Unit 8 Pros and Cons of Gaming	0/37
Student Resources	0/8

The main content area is titled 'Unit 1 Exploring Genius'. It features a 'Focus on the Topic' section with two items: 'Unit 1 Opener (p. 2-3)' and 'Check What You Know', each with an 'Open' button. Below this is a 'Focus on Listening' section with a dropdown arrow and several sub-sections: 'Listening One', 'Vocabulary Practice', 'Listening Practice', 'Critical Thinking', 'Listening Two', 'Focus on Speaking', and 'NorthStar Video'.

# GRADEBOOK

The **Gradebook** tab allows you to access your grades and keep records of your performance.

1. **Change course:** Allows you to switch to another course.
2. **Expand details:** Allows you to view additional information, such as the number of Attempts, number of Completed Activities, and Time Spent on activities.
3. **Data:** Allows you to view your course scores and grades.
4. **Diagnostics:** Gives you an instant view of how you are progressing, both in average scores and Time on Task.
5. **Change view:** Allows you to easily filter grades: **Practice only, Assignments only, Tests only, Practice & tests, and Assignments & tests.**
6. **Markers:** Allows you to see which activities have been completed.
7. **Filtering/Sorting:** Allows you to filter activities by **Last attempt, First attempt, Average score or Highest score.**
8. **Export:** Allows you to export your course Gradebook to Microsoft Excel.
9. **Help:** Directs you to our help site where you can find additional information on how to use Gradebook.

ASSIGNMENTS COURSE **GRADEBOOK** MESSAGES SETTINGS

Home > Gradebook > NorthStar\_Course\_4 > Data

## Gradebook

Change course: NorthStar\_Course\_4

### NORTHSTAR 4 LISTENING & SPEAKING

- Welcome to Your Course
- Unit 1 Exploring Genius
- Unit 2 The Achilles Heel
- Unit 3 Early to Bed, Early to Rise
- Unit 4 Animal Intelligence
- Unit 5 The Golden Years
- Unit 6 Giving to Others
- Unit 7 Do Your Homework!
- Unit 8 Pros and Cons of Gaming
- Student Resources

## NorthStar\_Course\_4

Data Diagnostics

Change view: Assignments & Tests

Assignments Last attempt Tests Last attempt

Title	Score	Grade	Completed	Score	Grade	Completed
Welcome to Your Co...	---	---	0/0	---	---	0/0
Unit 1 Exploring Ge...	56%	B	2/3	---	---	0/1
Unit 2 The Achilles ...	100%	A	1/1	---	---	0/0
Unit 3 Early to Bed, ...	---	---	0/0	---	---	0/0
Unit 4 Animal Intelli...	---	---	0/0	---	---	0/0
Unit 5 The Golden Y...	---	---	0/2	---	---	0/0
Unit 6 Giving to Oth...	---	---	0/0	---	---	0/0
Unit 7 Do Your Hom...	---	---	0/0	---	---	0/0
Unit 8 Pros and Con...	---	---	0/0	---	---	0/0
Student Resources	---	---	0/0	---	---	0/0
<b>Summary</b>	<b>71%</b>	<b>B</b>				

Export gradebook for Excel

# MESSAGES

The **Messages** tab allows you to communicate with both your teacher and other students in the course.

1. **New message:** Allows you to begin email communication with teachers or other students in the course.
2. **Inbox:** Keeps emails you have received.
3. **Sent messages:** View sent emails.
4. **Contact List:** Provides information of all the students and teachers you can contact, if allowed by your teacher.

ASSIGNMENTS COURSE GRADEBOOK **MESSAGES** SETTINGS

Home → Messenger → Compose

## Messages

1 2 3

New message **Inbox** Sent messages

4

**Recipients** 12Pearson, Student; Diligent, Student; Greenish, Green; Blue, Studying

**Subject**

**Priority** Normal

Send

### CONTACT LIST

Students courses:

- Test\_Course (0/4)  All
- 2016\_TESOL (0/5)
- Future Class (0/3)
- Tech support test (0/1)
- Test 5 (0/1)
- NorthStar\_Course\_4 (4/4)

- 12Pearson, Student
- Diligent, Student
- Greenish, Green
- Blue, Studying

Staff

- School staff (0/3)

# SETTINGS

The **Settings** tab allows you to manage your account and make changes to personal information.

1. **My Courses:** Lists all of the courses you have joined.
2. **Personal Profile:** Allows you to change your account profile information, including **Password, Country of Residence, Time Zone, Native language, Date Format, Email**, etc.
3. **Notifications:** Allows you to set email preferences about automatic notifications from MyEnglishLab.
4. **Join a Course:** Allows you to enroll into a teacher's course.
5. **Add product:** Allows you to quickly add another product level to the account using an access code.

Course	Assigned Product	No. Students	Product expires	Course ends	
2016 TESOL ED9V-7HD7-E6NI-7MGG	MyNorthStarLab Listening and Speaking Level 2	6	28 Jul 2018	8 Apr 2018	Manage
AZAR EOR Course Q2Z7-ANT8-LAN3-ALZH	AZAR Understanding and Using English Grammar 5th Edition EOR	0	11 Jan 2020	22 Jan 2019	Manage
Contemporary topics 9003-KE4Z-24G4-QHTO	Contemporary Topics 3 Essential Online Resources	0	26 Oct 2019	28 Feb 2018	Manage
Course for testing EAPP-4POQ-DNQZ-2I2B	MyNorthStarLab Reading and Writing Level 1	1	28 Jul 2018	6 Apr 2018	Manage
future 1 BS2F-BWGW-UMZQ-Y3M7	Future Level 1	0	16 Oct 2020	17 Oct 2018	Manage

## 7. Need Help?

Visit <https://support.pearsonelt.com> for help, training, how-do videos, and support.