

MyEnglishLab

Quick Start Guide for Students

Table of Contents

1. Before You Begin
2. How to Login and Join a Teacher's Course
3. How to Complete Practice Activities
4. How to Complete Assignments from Teachers
5. How to Check Your Grades
6. How to Get Help & Support



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](https://www.PearsonELTSupport.com/CheckMyComputer) to ensure your computer is ready to use MyEnglishLab. To run the browser tune-up check, go to <https://www.PearsonELTSupport.com/CheckMyComputer>



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

Things You'll Need:

- **A Student Account:** You will need a student account to use MyEnglishLab. If you do not have an student account, please contact your administrator or teacher.
- **Your Course ID:** Ask your teacher for their Course ID for you to join the course.

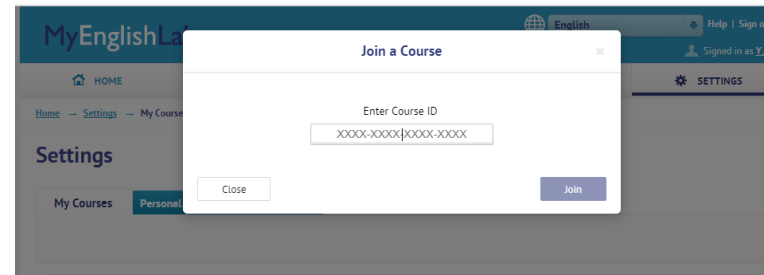
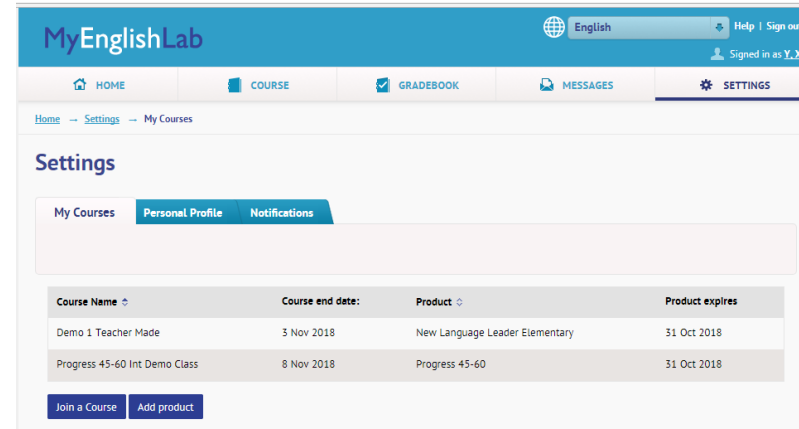
[Back to table of contents...](#)

2. How to Login and Join a Teacher's Course

In this section, you will learn how to login and join your teacher's course. This would allow your teacher to track your performance and you will be able to see teacher assigned content.

To log in and join a teacher course:

1. Go to <http://www.myenglishlab.com/>
2. Click on **Login**.
3. Enter your **Username** and **Password**.
4. Click on the **Settings** tab. Under **My Courses**, click on **Join a Course**.
5. Enter your teacher's **Course ID**.
Note: If you don't have a Course ID, contact your teacher or administrator.
6. If you have been working on your own and are now joining your teacher's course, click on **Transfer previous practice scores** to transfer your grades to your teacher.
7. Click on **OK**.



[Back to table of contents...](#)

3. How to Complete Practice Activities

Practice activities are activities that have not been assigned by the teacher and can be used to help you practice the concepts you will learn in each unit.

How to Complete Practice Activities

Practice activities are activities that have not been assigned by the teacher and can be used to help you practice the concepts you will learn in each unit. You will need to complete all of the practice activities in order to be eligible for the final course test

To complete practice activities:

1. Click on the **Course** tab.
2. Use the **All Courses** button (see red box, in this case *MyEnglishLab Reading Level 3*) to open the menu and choose the course you want to work in.
3. Click on the unit or module desired (see yellow box, in this case comprehension skills).
4. Click on **Open** on the right-hand side of the activity.
5. Complete the practice activity.

The screenshot displays the MyEnglishLab user interface. At the top, the user is signed in as 'Università, Admin'. The main navigation bar includes 'ASSIGNMENTS', 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below this, there are course cards for 'MyEnglishLab Reading Level 3', 'Pearson English Interactive 3', and 'A1/A2 Grammar Course'. A red box highlights the 'All courses' button in the bottom right corner of the course selection area. On the left side, a vertical menu lists various activities: 'Pre-Test', 'Comprehension Skills', 'Vocabulary Building', 'Reading Faster', 'Study Skills', 'Language in Context', 'Appendices', and 'Post-Test'. A yellow box highlights the 'Comprehension Skills' item in this menu. The main content area on the right is titled 'Comprehension Skills' and lists several sub-activities: 'Previewing, Scanning, and Skimming', 'Understanding Paragraphs', 'Making Inferences', 'Recognizing Patterns', and 'Comprehension Skills Practice Test'. A 'Switch to Student view' button is located in the top right of this section.

[Back to table of contents...](#)

4. How to Complete Assignments and Tests from Teachers

Your teacher may assign activities and tests to you while others can be done voluntarily as free practice. This section shows you how to complete them.

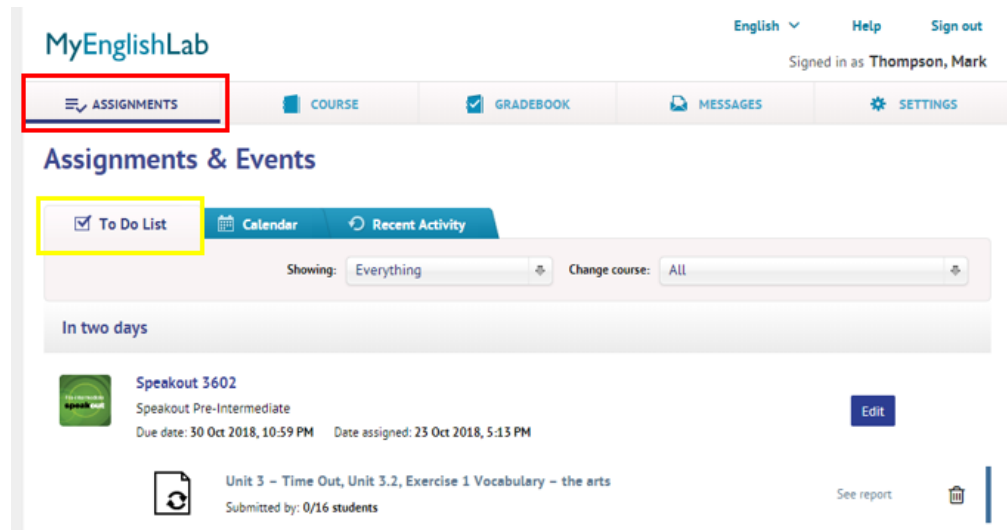
 **Note:** After your teacher has created an assignment, the assignment will appear on your **To Do List**, **Calendar** and **Recent Activity**.

To complete an assignment:

1. Click on the **Assignments** tab (see red box).
2. Under **To Do List** (see yellow box), you will see your list of assignments. Recent Activity will show what you have done or has expired.
3. Click on **Open** to open the assignment.
4. Icons:

 **(Assigned Test)**

 **(Assigned Activity)**



The screenshot displays the MyEnglishLab user interface. At the top, the user is signed in as 'Thompson, Mark'. The navigation menu includes 'ASSIGNMENTS' (highlighted with a red box), 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below the navigation, the 'Assignments & Events' section is visible, with 'To Do List' (highlighted with a yellow box), 'Calendar', and 'Recent Activity' tabs. The 'To Do List' tab shows a list of assignments. The first assignment is 'Speakout 3602', a 'Speakout Pre-Intermediate' test with a due date of 30 Oct 2018, 10:59 PM and an assigned date of 23 Oct 2018, 5:13 PM. The second assignment is 'Unit 3 - Time Out, Unit 3.2, Exercise 1 Vocabulary - the arts', which has been submitted by 0/16 students. There are 'Edit' and 'See report' buttons for each assignment.

[Back to table of contents...](#)

5. How to Check Your Grades

Most practice activities and assignments are auto-graded, so you will have immediate access to your grades in the **Gradebook**. However, some activities may have to be graded by a teacher, like Speaking and Writing activities.

Notes:

- *Teacher-graded assignments will not appear in the Gradebook until the assignment has been marked by a teacher.*
- *Speaking and Writing activities completed in self-study or practice mode will not be graded unless assigned by a teacher.*

To check your grades:

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

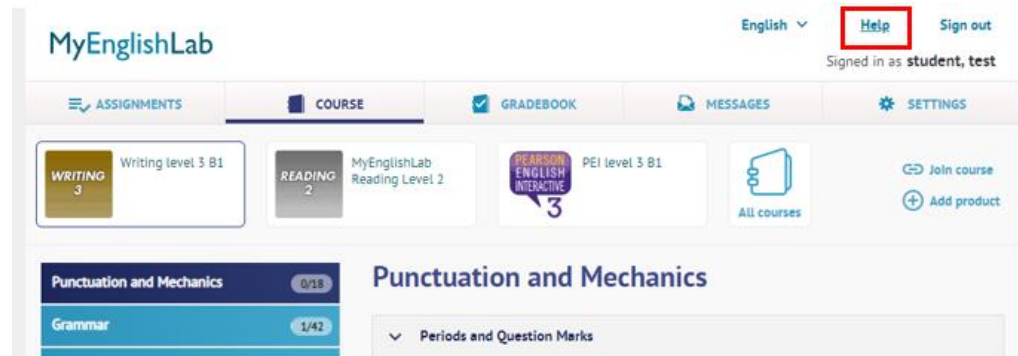
The screenshot shows the MyEnglishLab Gradebook interface. The 'GRADEBOOK' tab is highlighted with a red box. The 'Change course' dropdown is highlighted with a yellow box and shows 'PEI level 3 B1'. The 'Data' tab is highlighted with a green box. The 'Change view' dropdown is highlighted with a blue box and shows 'Assignments & Tests'. A table below shows grades for various modules and tests.

Title	Assignments			Tests		
	Score	Grade	Completed	Score	Grade	Completed
Student Resources	---	---	0/0	---	---	0/0
Module A	---	---	0/0	---	---	0/0
Module B	---	---	0/0	---	---	0/0
Module C	---	---	0/0	---	---	0/0
Level 3 Tests	---	---	0/0	---	---	0/1

[Back to table of contents...](#)

6. How to Get Help & Support

Start by clicking on Help (see red box).



Read the instructions and look at the videotutorials.

If you need further assistance, contact our Italian Support team using the online form at: www.pearson.it/supporto; make sure that you provide all the necessary information about your issue, and remember to choose:

- Prodotto: MyEnglishLab/MonLabo
- Ruolo: studente universitario
- Nome e città della scuola/università: Università di Udine

[Back to table of contents...](#)