

# BREAKTHROUGH

To engaging experiences

MyLanguageLabs<sup>TM</sup>

Registration Guide

# Welcome to MyLanguageLab from Pearson

**MyLanguageLab** is a convenient and easily navigable site that offers a wide array of language learning tools and resources, including the following:

## **Integrated and interactive content!**

- An interactive and media-enhanced version of the **Student Activities Manual** that accompanies the text featuring a variety of feedback tools that support students as they complete their assignments.
- **Readiness Checks** that assess a student's knowledge of the English grammar needed to be successful in each chapter of the course.
- Brief, animated **Grammar Tutorials** and exercises that expand on the content in the textbook. **Extra Practice** Grammar Exercises that review key topics.
- An interactive eBook.

## **Powerful but easy-to-use tools!**

- A **gradebook** that allows you to view grades and track student progress.
- A **communication** tool that keeps you up-to-date and in touch via announcements and discussion boards.
- A **course calendar** that can be used to indicate *what* assignments are and when they are due.
- A **voice recording tool**, powered by Blackboard Voice™, allows you to create or assign oral practice.

The information on the following pages will walk through registering your access and creating your MyLanguageLab course. Student instructions for registering access codes and joining your online class are also provided. A more detailed instructor's guide for using the resources within MyLanguageLabs will be available to you once you complete registration and enter your course.

The registration instructions provided are for customer with Pearson School Access Codes. Example of School Access Codes—Teacher access begins with: SENAST/EENAST or Student access begins with: SSNAST/FSCUST. Customers with any other code type, must begin the registration process at [www.MyLanguageLab.com](http://www.MyLanguageLab.com). The Course Set Up instructions apply to ALL users.

## Teacher Instructions

### STEP 1: Register and Log in to MyLanguageLab

1. Go to [www.PearsonSchool.com/Access](http://www.PearsonSchool.com/Access)
2. Enter the first 6 letters of your access code and select Enter Code
3. From the Covered Titles List, select World Languages, then your textbook title
4. Read and Accept the Pearson's Privacy Policy and Licensing Agreement.

#### 5. Creating your Pearson Account

Do you have a Pearson Education Account? Select:

- **No**, if this is your first Pearson MyLab product.  
-You will be asked to create your user name and password.
- **Yes**, if you are already registered for a Pearson MyLab product.  
-You will be asked to enter your existing user name and password.
- **Not Sure**, the system will check for you.

The Login Name and Password you specify in this process is what you will use to log in to MyLanguageLab.

- Enter your Access Code in the boxes provided.
- Select NEXT

#### 6. Entering your profile

Personal Information

-It is recommended that you use your School Email address.

School Location

-When in this section, after entering your school zip code a list of schools will appear. You will NOT see your school listed here. Select OTHER and manually enter your information.

When complete, select NEXT

#### 7. On Screen Confirmation

After you have completed the registration, you will receive a confirmation page. Here you may enter the course immediately or if you wish to enter the course at a later date you will do that at [www.MyLanguageLab.com](http://www.MyLanguageLab.com) by selecting **Sign In**, and then clicking on **Continue** under **Educator**. You will then be prompted to enter the user name and password you created during the registration process.

On the new page, select the **MyLab Courses (2012/2013 release)** in the Your Courses and Products panel. You will open on the MyCourses page, but it will be empty. You must now copy a course template into your account

## STEP 2: Find and copy a course Template into your account

1. Log in to your course at [www.MyLanguageLab.com](http://www.MyLanguageLab.com) by selecting **Sign in** and then clicking on **Continue** under **Educator**. Enter the Log in and password you created during the registration process.

On the new page, select the **MyLab Courses (2012/2013 release)** in the Your Courses and Products panel.

2. To copy the course template
  - a. Select **Search Catalog**, and then search for your language course from options provided
  - b. Choose **Next**.
  - c. Locate the MyLab that is listed for your text.
  - d. Choose **Select**.
  - e. After you **Select** your course, you will be asked to enter your Course information.

**Name:** Enter the name of your course—how you would like it to appear in your list of courses (e.g., Spanish 1)

**Course Dates:** Enter your course start and end date.

**Description:** is where you may enter a description of the course—again, this is only for you. You must do this now, if you wish to add a description. There is no way to add a description later.
  - f. Select **Finish**.

You will now be take to screen where you selected search. You will see your course name appear with a note the course is being prepared. **This may take anywhere from 3 to 5 minutes up to 48 hours, depending on server demand. You do not need to remain in MyLanguageLabs while the course is being copied.**
3. When you are back at the MyCourse Page, you will see the name of the course you created. Select the course name to enter. When the course template is copied, you will see the template listed on the “Course Template” Screen. You can now make assignments, change preferences, delete content, etc. in this template. If you customize the template before you go to Step 3, all the changes will be copied over from your template to each of your sections.

### **STEP 3: Create your Section(s) for students to enroll into**

Sections will only need to be created if using the Program version. If you have selected Course version during set-up or if this link does not appear when on your sites page, please proceed to Step 4.

Once your Course Template has been created, you can now create sections for each class you are teaching. You will need to create a section even if you are only teaching one class. Students will enroll into a section. All student data is in a section.

1. Log in to your course at [www.MyLanguageLab.com](http://www.MyLanguageLab.com) by selecting **Sign in** and clicking **Continue** under **Educator**. Enter the Log in and password you created during the registration process. On the new page, select the **MyLab Courses (2012/2013 release)** in the Your Courses and Products panel. Select your course from the My Course Page.
2. Choose the **Sections** tab that appears at the top left side of the screen.
3. Select the **+Add Sections** button that appears on the left side of the screen. A new pop-up window will open.
  - a. Type the section title here, e.g., Spanish 4, 11:00 AM Class. This is the title your students will see. Be sure to name your course in a way that is easily identifiable to students.
  - b. Select the template to which you want this section associated.
  - c. Select the number of sections you want to create at one time. You may do up to up to 40 at one time. If you do more than one section at a time, MyLanguageLabs will add the numbers 1-40 to the name that you supply.
  - d. Use the pop-up calendar to select the start and end date for the course (in terms of semester/ quarter). The end date is the date after which students may no longer submit any work.
  - e. You may also enter a description, if you'd like. Students/teachers will see this description.
  - f. Click **Add and Close** to finish the process. **This may take anywhere from 3 to 5 minutes up to 24 hours, depending on server demand. You do not need to remain connected to the Internet while the course is being copied.**

#### **STEP 4: Distribute your SECTION/COURSE ID to your students**

When a section is created, a SECTION/COURSE ID is generated automatically for each section and is listed on the sections display page. This is also referred to as a Course ID.

The **section/course ID** looks like the following: **CRSCDRS-200304** and is located on the sections tab or this is listed under your Course Name on your program home page.

Give your students in each class the COURSE/SECTION ID on the first day of class. Students will need it to register. Using this ID will associate a student with the correct course/section and gradebook.

Students cannot register without this COURSE/SECTION ID! **Do not give students the template ID.**

#### **ADDITIONAL HELP *Instructor User Guide***

A comprehensive Instructor User Guide is available within the course. The guide contains step-by-step instructions for creating assignments, previewing the materials, working with the gradebook, and all other features of the course. To access to **Instructor User Guide** follow these steps:

1. Log in to your account and select your course
2. Choose your Template.
3. On the **Today's View** screen, click on the **User Guide** button that you see on the right side in the Instructor Resources toolbar.

The following pages will provide information on how your students will register their access codes and enter your MyLanguageLab course created during the process above.

## Student Instructions

Student will need their Access Code and the Course/Section ID before starting the process below.

### STEP 1: Register and Log in to MyLanguageLab

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-You will be asked to enter your existing user name and password.
  - **Not Sure**, the system will check for you.The Login Name and Password you specify in this process is what you will use to log in to MyLanguageLab.
  - Enter your Access Code in the boxes provided.
  - Select NEXT
6. Entering your profile  
Personal Information  
-It is recommended that you use your School Email address.  
  
School Location  
-When in this section, after entering your school zip code a list of schools will appear. You will NOT see your school listed here. Select OTHER and manually enter your information.  
  
When complete, select NEXT
7. On Screen Confirmation  
After you have completed the registration, you will receive a confirmation page. Here you may enter/join the course immediately or if you wish to enter/join the course at a later date you will do that at [www.MyLanguageLab.com](http://www.MyLanguageLab.com) by selecting **Sign In**, and then clicking on **Continue** under **Student**.

## STEP 2: **Enroll in a section/course**

1. If you are not already logged in to MyLanguageLab, you can do so at [www.MyLanguageLab.com](http://www.MyLanguageLab.com) and select **Sign In**, then click on **Continue** under **Students**. Enter the log in and password you created during the registration process.

In the new window, click on your book name in the **Your Courses and Products** panel.

2. On the “My Courses” page, select the **Enroll in a Course** button.
3. Type the Section/Course ID provided by your teacher in the box and choose **Submit**.
4. In the **Confirm Course** section screen, verify that the Section/Course ID you entered matches your teacher’s course. Select **Confirm**.
5. In the **Summary** section, choose **Enter Course Now** button to enter your teacher’s course.

**Congratulations! You are now enrolled in your MyLanguageLab Course.**

To help you have a successful experience with MyLanguageLab, we have created a Student User Guide and a series of training videos. Both are located on the **Student Resource Toolbar**! To view, click on the **User Guide** button on the right side of your screen.