

MyELT INSTRUCTOR GUIDE

MyELT Language: English ▾

Login

[Sign In](#) [Forgot Password?](#)

Not Registered? [Create an Account!](#)

Tours & Tutorials

- 
Introduction to MyELT
- 
How to Create a Student Account
- 
How to Request an Instructor Account
- 
How To Log In to MyELT
- 
Other Tutorials and User Guides

NATIONAL GEOGRAPHIC LEARNING | CENGAGE Learning © 2014 [About MyELT](#) | [Help](#) | [Terms of Use](#) | [Privacy Statement](#)

ABOUT THIS GUIDE

This guide includes step-by-step instructions on how to access and successfully teach using MyELT. It outlines procedures to follow to ensure a positive learning experience for you and your students.

If you have questions that are not answered in this guide, please contact MyELT Technical Support at MyELT.support@cengage.com.

TABLE OF CONTENTS

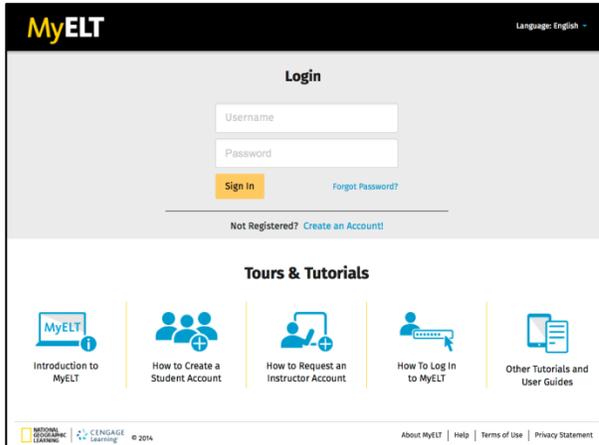
| | |
|---|-----------|
| REGISTERING | 3 |
| HOW DO I REGISTER FOR AN ACCOUNT? | 3 |
| CREATING COURSES | 6 |
| HOW DO I CREATE A COURSE? | 6 |
| HOW DO I CREATE SECTIONS? | 9 |
| HOW DO I COPY A COURSE? | 12 |
| HOW DO I ENROLL STUDENTS IN MY COURSE? | 16 |
| CREATING ASSIGNMENTS..... | 18 |
| HOW DO I CREATE AN ASSIGNMENT? | 18 |
| HOW DO I CREATE AN EXAMVIEW TEST? | 22 |
| HOW DO I CHANGE ASSIGNMENT DUE DATES? | 32 |
| CHANGE DUE DATES FOR ALL STUDENTS..... | 32 |
| CHANGE DUE DATES FOR SELECTED STUDENTS | 34 |
| HOW DO I CHANGE THE NUMBER OF TIMES STUDENTS CAN TAKE AN ASSIGNMENT?..... | 37 |
| HOW DO I COPY ASSIGNMENTS? | 40 |
| HOW DO I CREATE AN ONLINE LESSON PLAN? | 44 |
| HELPING STUDENTS | 48 |
| HOW DO I CONTACT STUDENTS?..... | 48 |
| HOW DOES A STUDENT REGISTER FOR MY COURSE?..... | 51 |
| HOW DOES A STUDENT ADD A NEW COURSE?..... | 55 |
| HOW DOES A STUDENT ADD NEW CONTENT? | 58 |
| HOW DOES A STUDENT ENTER A COURSE KEY AFTER REGISTERING? | 61 |
| WHAT SHOULD I DO IF THE COURSE KEY DOES NOT WORK? | 64 |
| CORRECT THE ACTIVATION DATES | 64 |
| RESET THE COURSE DATES | 65 |
| HAVE STUDENTS TRY AGAIN | 67 |

| | |
|---|-----------|
| USING THE GRADEBOOK AND RUNNING REPORTS | 68 |
| HOW DO I VIEW STUDENT PROGRESS? | 68 |
| HOW DO I LISTEN TO RECORDED ANSWERS? | 72 |
| WHY CAN'T I A SEE A STUDENT'S SCORE?..... | 75 |
| STUDENT DID THE ASSIGNMENT AS SELF-STUDY ACTIVITY | 75 |
| STUDENT DID NOT CLICK SUBMIT | 76 |
| HOW DO I RUN A REPORT? | 77 |
| GETTING HELP | 82 |
| CONTACT YOUR SALES REPRESENTATIVE | 82 |
| CONTACT TECHNICAL SUPPORT | 82 |
| APPENDIX: SAMPLE REPORTS..... | 83 |
| ACTIVITY STATISTICS | 83 |
| SCORES, BY ASSIGNMENT | 83 |
| SCORES, BY STUDENT (DETAILS)..... | 84 |
| SCORES, BY STUDENT (SUMMARY) | 84 |
| SCORES, BY STUDENT (SUMMARY, WITH CATEGORIES) | 84 |
| TIME SPENT, BY STUDENT | 84 |
| STUDENT ASSIGNMENT PROGRESS | 85 |

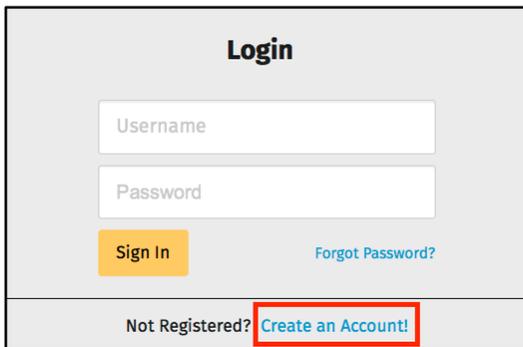
REGISTERING

HOW DO I REGISTER FOR AN ACCOUNT?

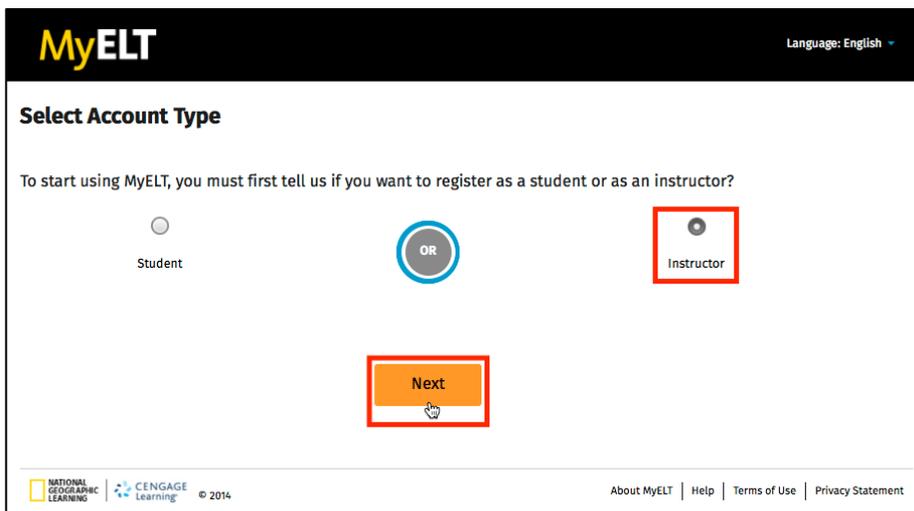
1. Go to MyELT.heinle.com.



2. Click **Create an Account!**



3. Click **Instructor** and then click **Next**.



- Fill in your user and account information.

User Information

* E-mail Address

Note: this will be your MyELT User Name

* Verify E-mail Address:

Please use a valid e-mail address, so we can send you important product information. We will not send marketing or advertising information unless requested. Please read our [Privacy Statement](#) for details.

* First Name:

* Last Name:

Middle Initial:

Account Information

* School/Institution Name:

* Address 1:

Address 2:

Address 3:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

Phone Number:

- Select the materials you want to access.

Product Information

*Select series and level:

Online Tutorial for the TOEFL iBT® Online Prep Course

Building Better Vocabulary Online Practice
eBook:

- Enter the city of your birth and click **Submit Request**.

Verification Question

This verification question and response is intended to be used if you accidentally forget your MyELT password. In the event that you forget your password, you will be able to enter your verification response to establish a new one. Please note that your verification answer is case-sensitive.

Verification Question: What is the name of the city you were born in?

* Verification Answer:

- When you receive an email with your login information in 1 to 3 business days, go to MyELT.heinle.com.

Note: Be sure to add myelt.accountrequest@cengage.com to your safe sender list to ensure receipt of your login information.

8. Enter your username and password, and then click **Sign In**.

MyELT Language: English

Login

MyELT_Instructor

Sign In [Forgot Password?](#)

[Not Registered?](#) [Create an Account!](#)

Tours & Tutorials

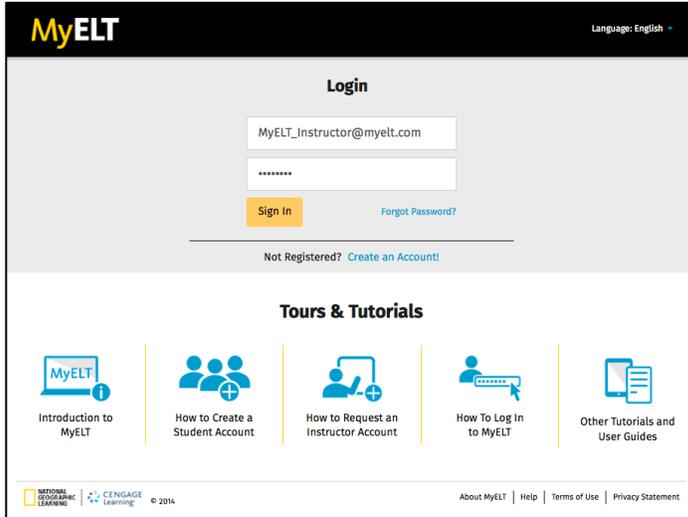
- Introduction to MyELT
- How to Create a Student Account
- How to Request an Instructor Account
- How To Log In to MyELT
- Other Tutorials and User Guides

© 2014 [About MyELT](#) | [Help](#) | [Terms of Use](#) | [Privacy Statement](#)

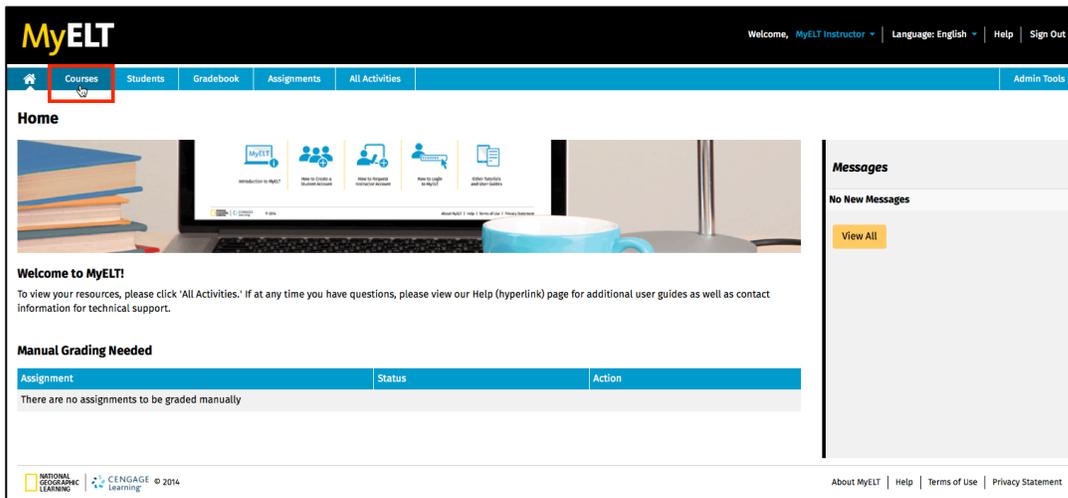
CREATING COURSES

HOW DO I CREATE A COURSE?

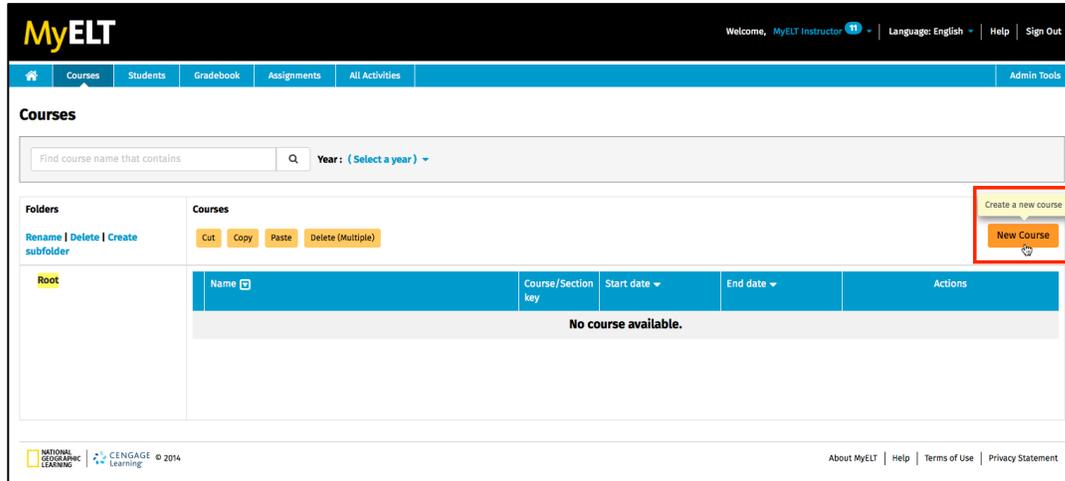
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



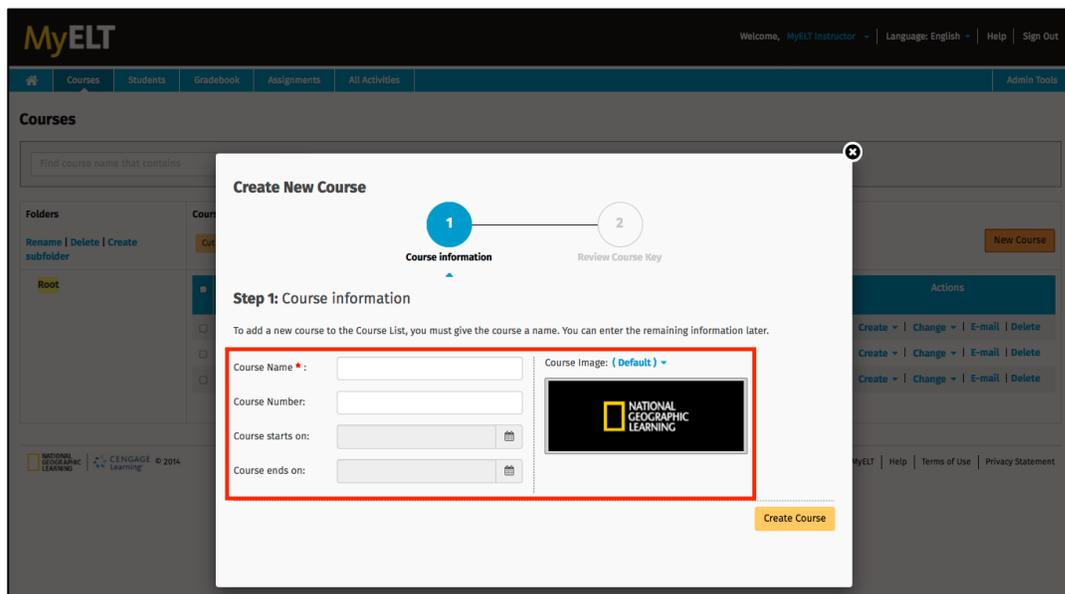
2. Click **Courses**.



3. Click **New Course**.

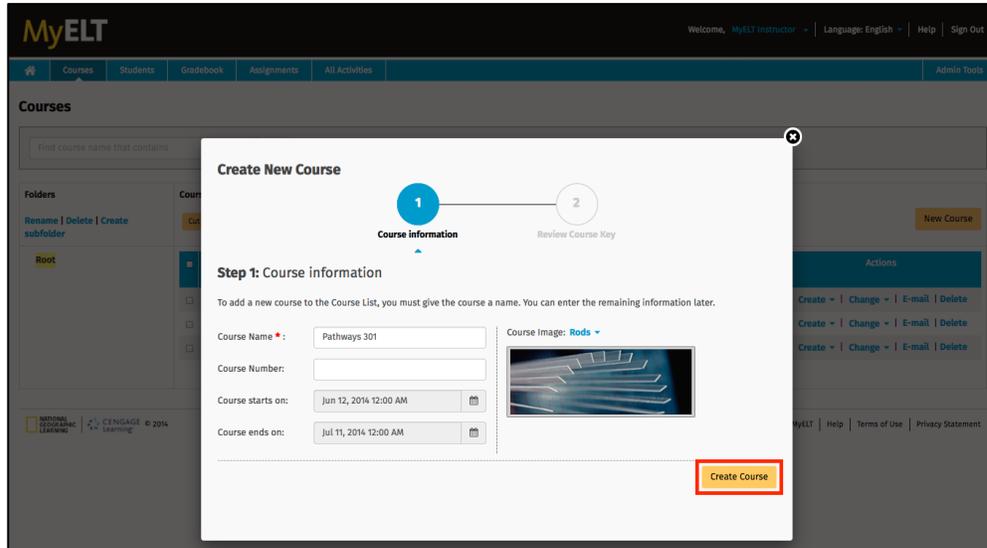


4. Enter your course information.



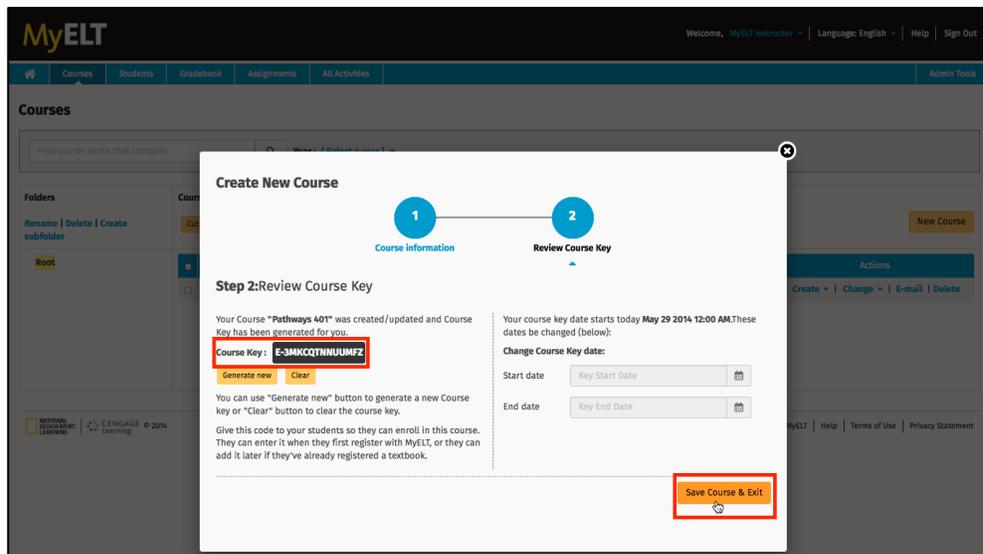
- **Course Name:** (Required) The name of the course as it will appear to students.
- **Course Number:** (Optional) Any additional identifying information for your course, such as which days it meets or a section number.
- **Course Starts On:** (Optional) If you enter a future date, the course will not appear to students until then even if they are already enrolled in it.
- **Course Ends On:** (Optional) The course will no longer appear to students after this date.
- **Course Image:** (Optional) Assign an image to display instead of the default one.

5. Click **Create Course**.



6. Write down the code or “key” assigned to your course so you can give it to your students to enter when they enroll in your course, and then click **Save Course & Exit**.

Note: The Course Key also appears on the **Courses** tab in MyELT.



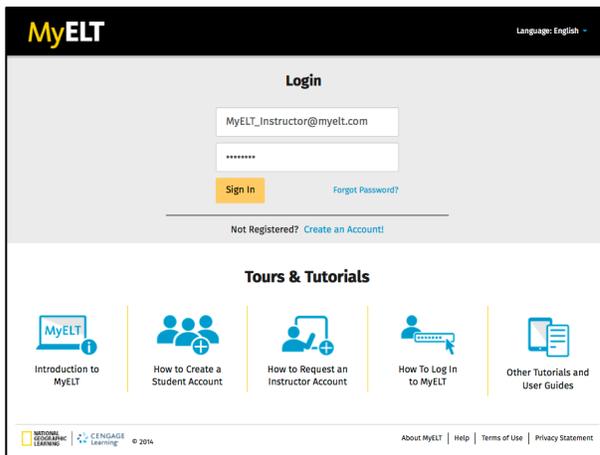
HOW DO I CREATE SECTIONS?

You can create multiple sections within a single, master course. Before you begin, create the master course by following the instructions on page 6. Any changes you make in the master course assignments will also appear in the section.

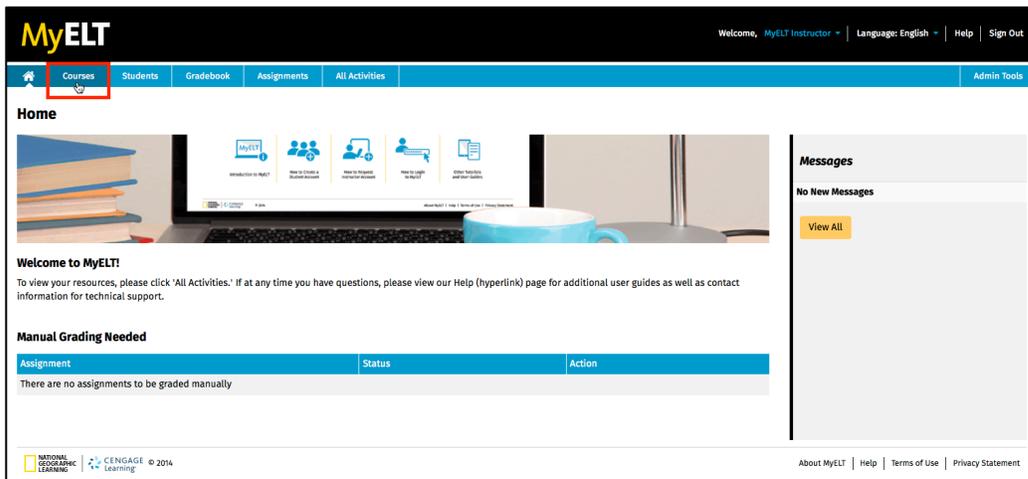
CAUTION:

- *Students can enroll in only one section at a time; if they register later for a different section, they will lose the work they have already completed in the original section.*
- *If you delete the master course, all of its sections are also deleted.*

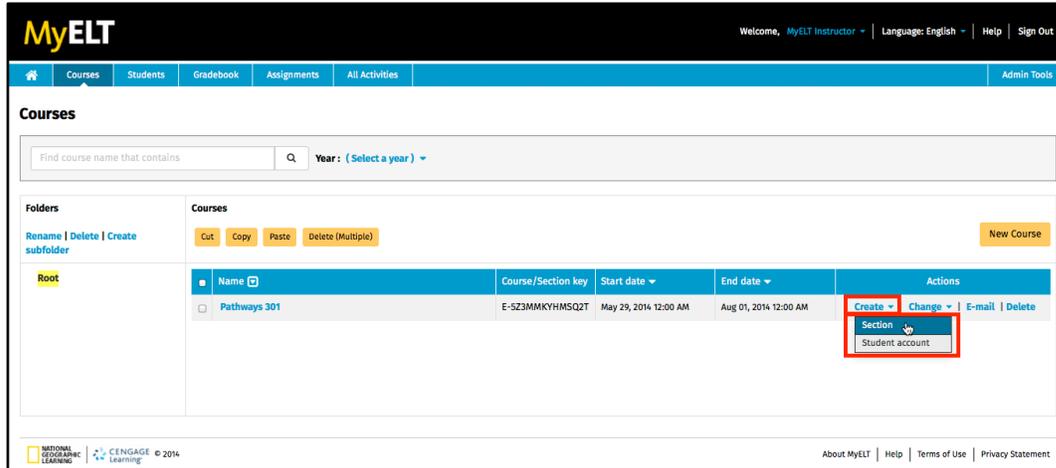
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



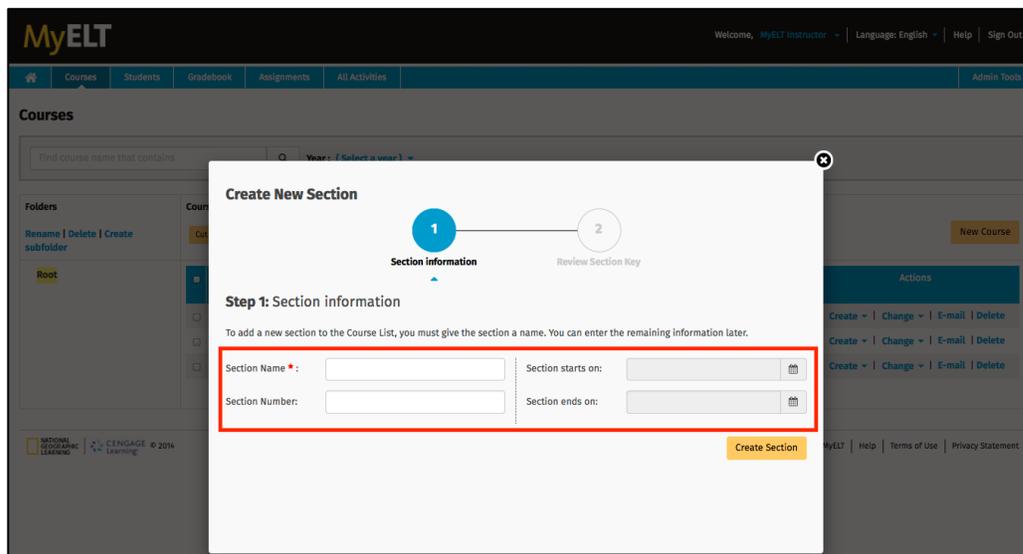
2. Click **Courses**.



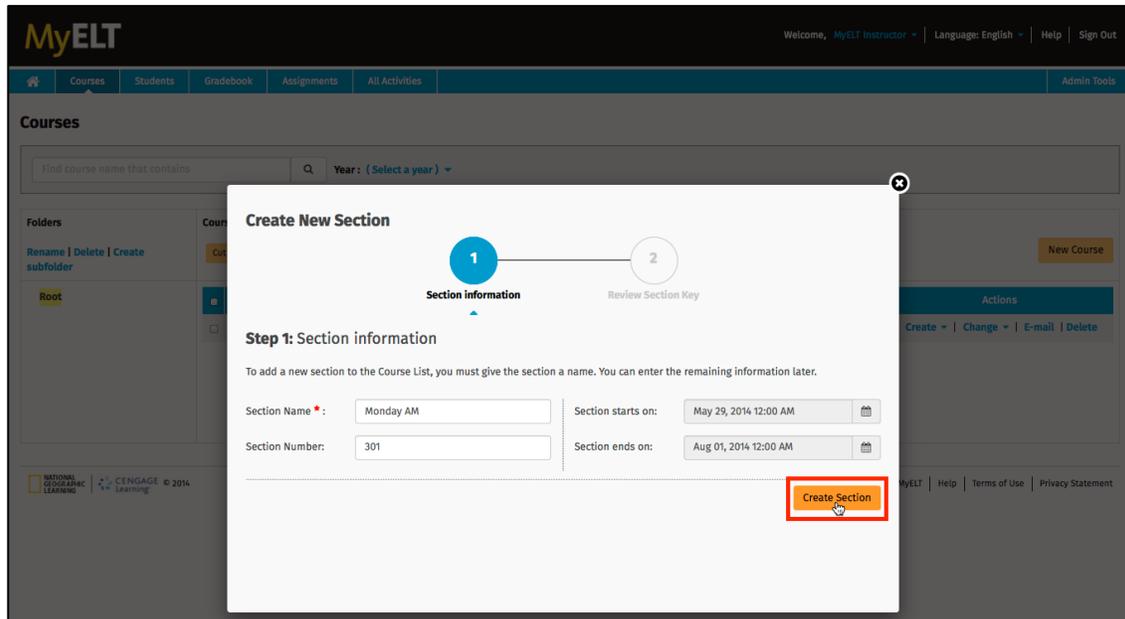
- In the **Actions** column on the far right, click **Create** and then click **Section**.



- Enter the section information.
 - Section Name:** (Required) The name of the section as it should appear to students.
 - Section Number:** (Optional) Any additional identifying information for the section, such as which days it meets or a number.
 - Section Starts On:** (Optional) If you enter a future date, the section will not appear to students until then even if they are already enrolled in it.
 - Section Ends On:** (Optional) The section will no longer appear to students after this date.

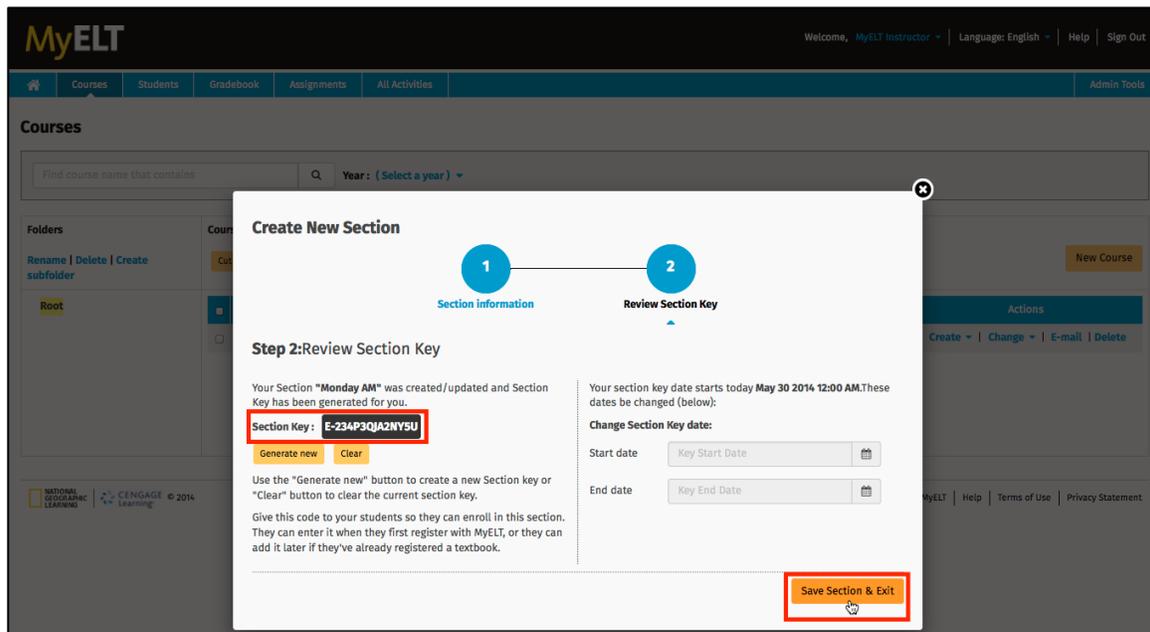


5. Click **Create Section**.



6. Write down the code or “key” assigned to your course so you can give it to your students to enter when they enroll in your course, and then click **Save Course & Exit**.

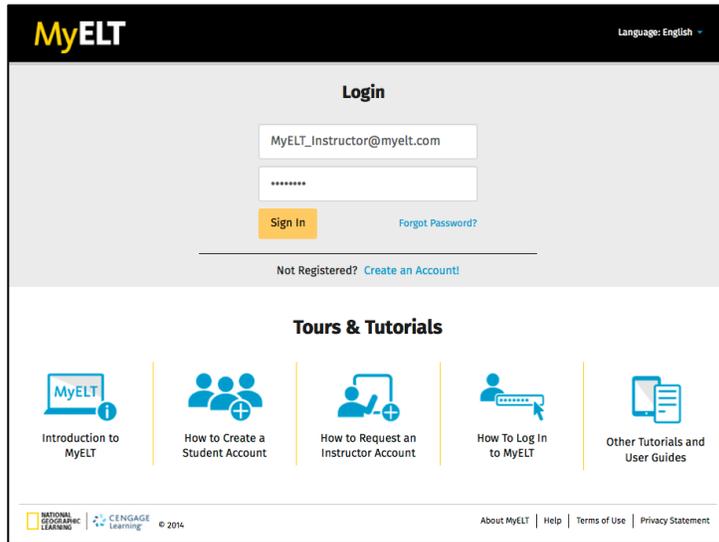
Note: The Course Key also appears on the **Courses** tab in MyELT.



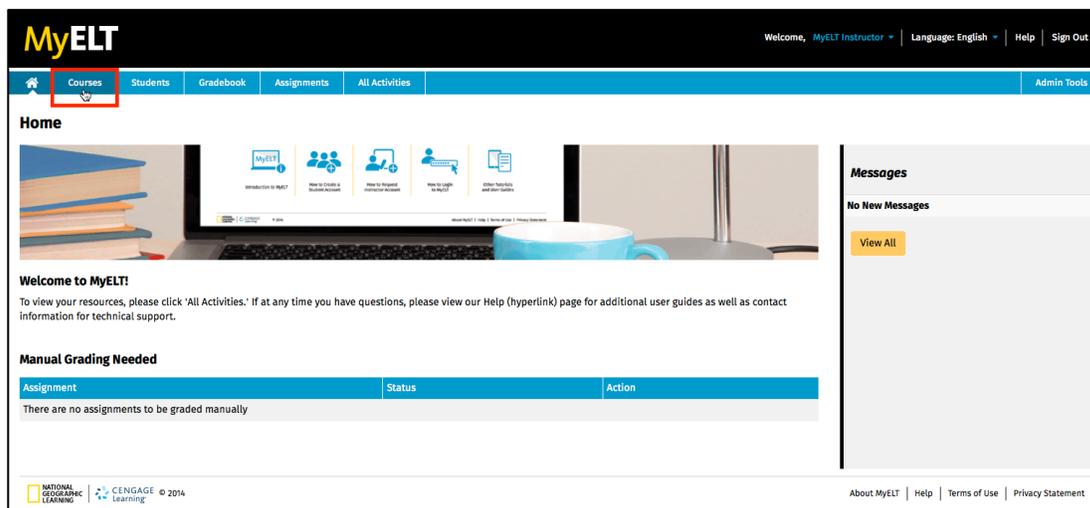
HOW DO I COPY A COURSE?

If you are planning to teach a course that you have already set up again or you want to share it with other instructors, you can copy the course. Doing so will copy the entire course, including any assignments you created. If the course has sections, they will also be copied.

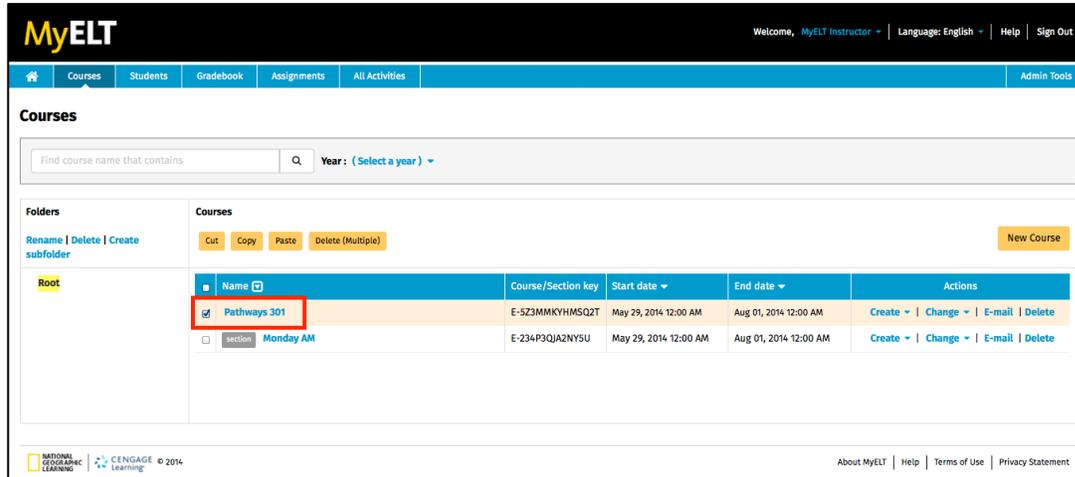
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



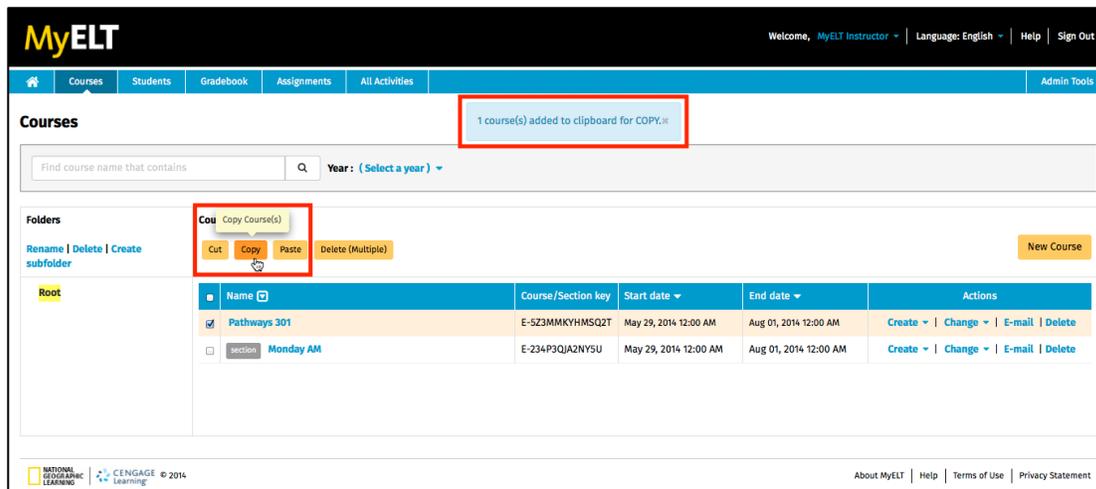
2. Click **Courses**.



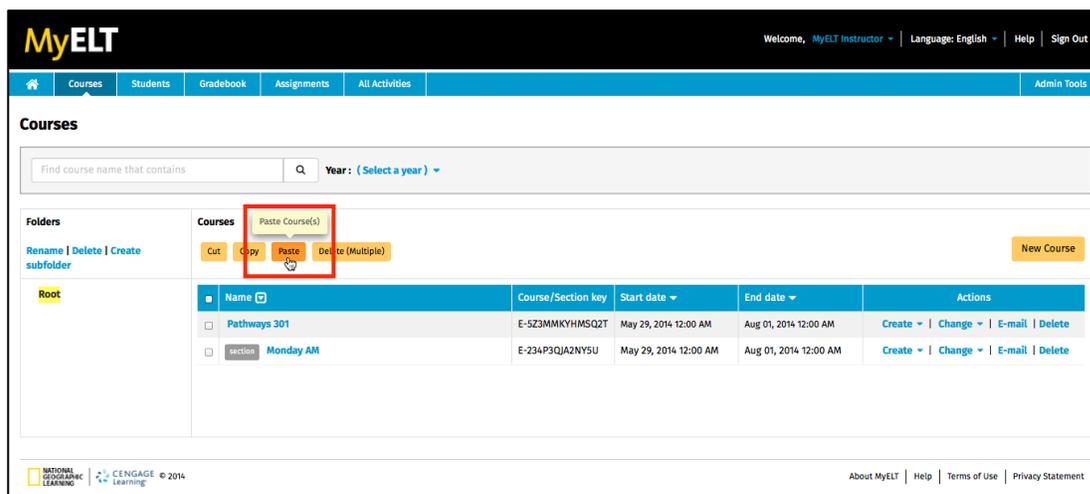
3. Click the box to the left of the course you want to copy.



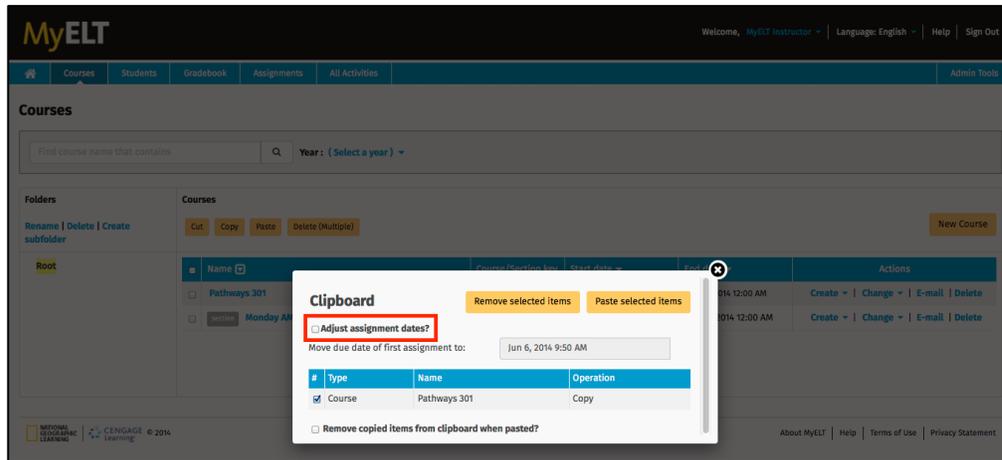
4. Click **Copy**. A confirmation message appears at the top of the page.



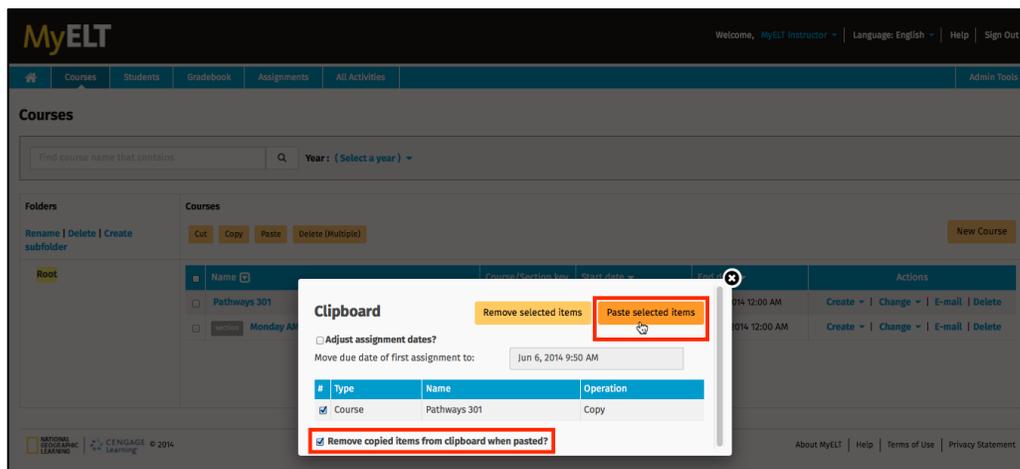
5. Click **Paste**.



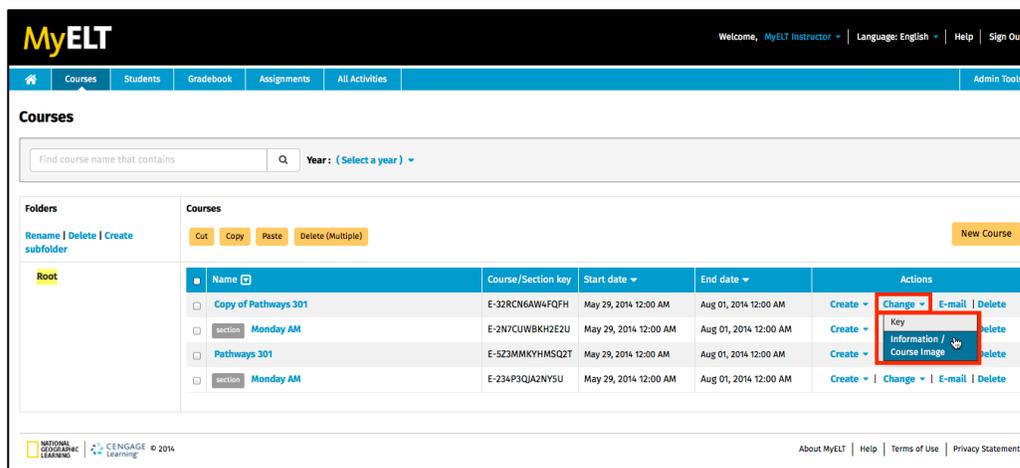
- Click **Adjust assignment dates?** if you want to be able to change the start dates of the assignments.



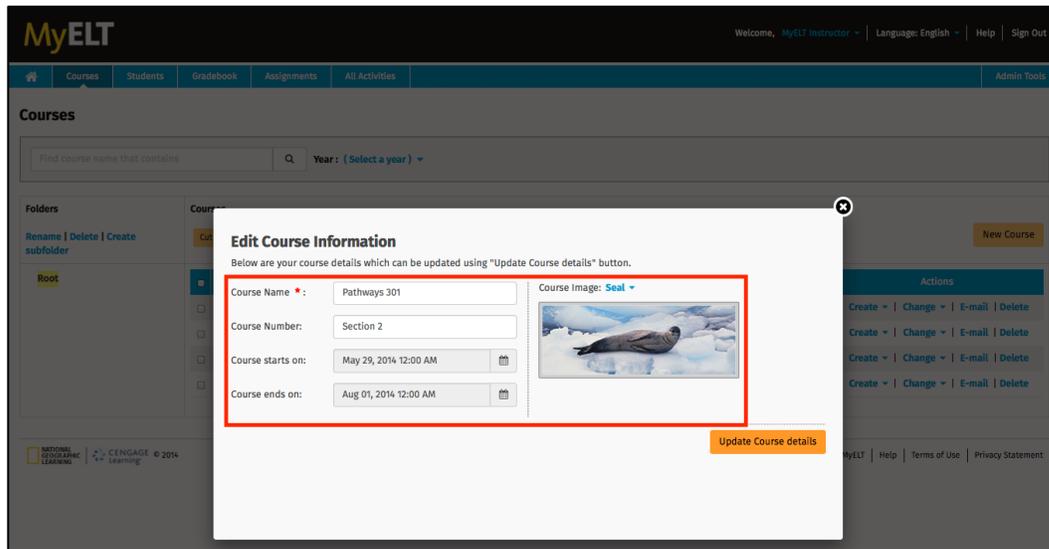
- Click **Paste Selected Items** if you want to create multiple copies of the course and then repeat steps 3 through 7. If you want to create only a single copy or are done creating multiple copies, click **Remove items from clipboard when pasted?**



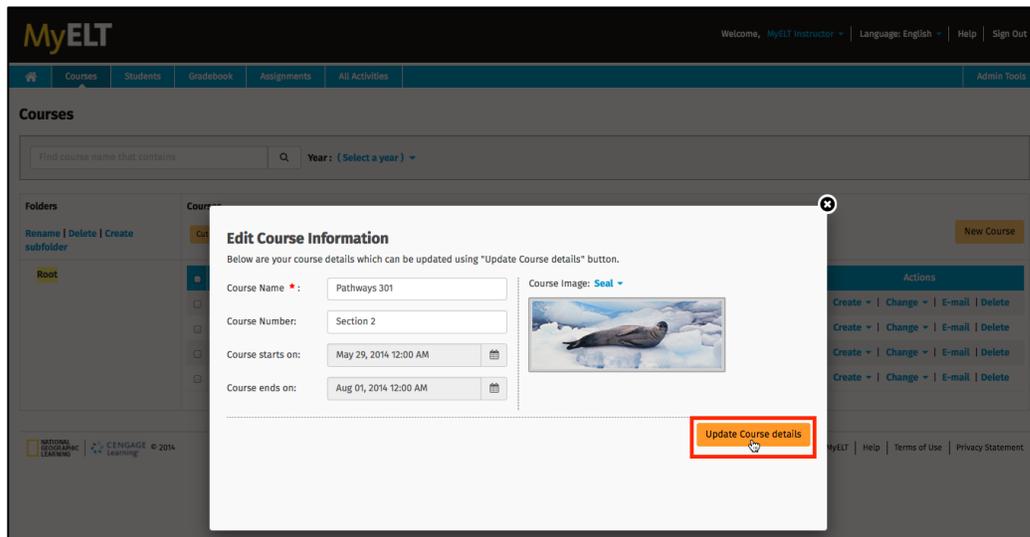
- The new course appears in your courses list as **Copy Of (course name)**. In the **Actions** column on the far right, click **Change** and then click **Information/Course Image**.



9. Enter a name for the course copy (required), the course number (if any), and the start and end dates. You can also assign an image to display instead of the one for the original course.



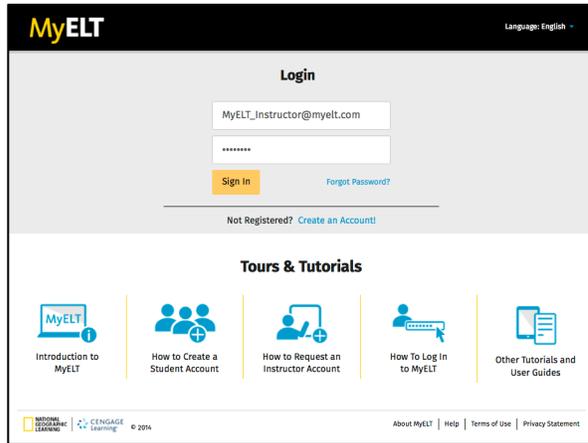
10. Click **Update Course details**.



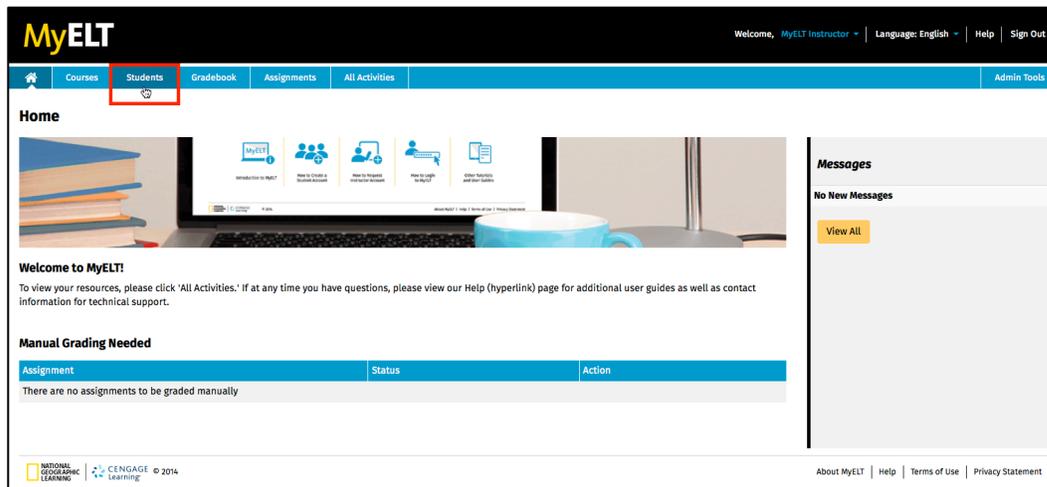
HOW DO I ENROLL STUDENTS IN MY COURSE?

If your students already have MyELT accounts, you can enroll them in your course so they will not have to do it themselves.

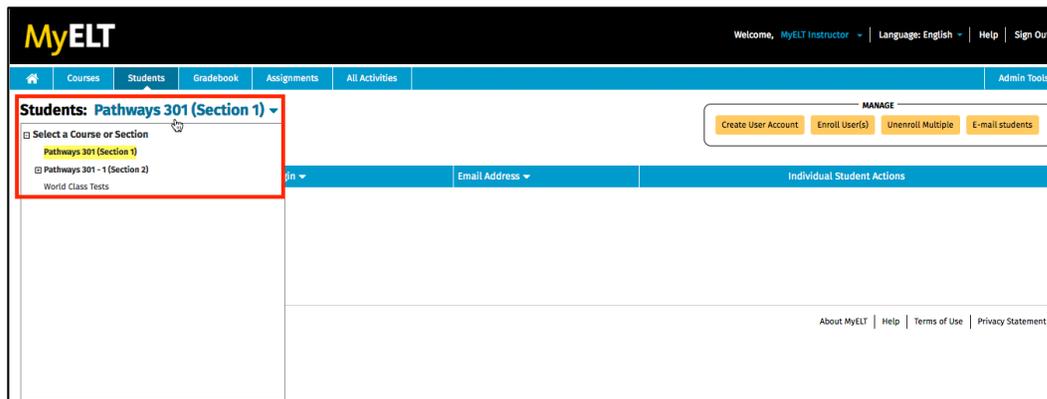
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



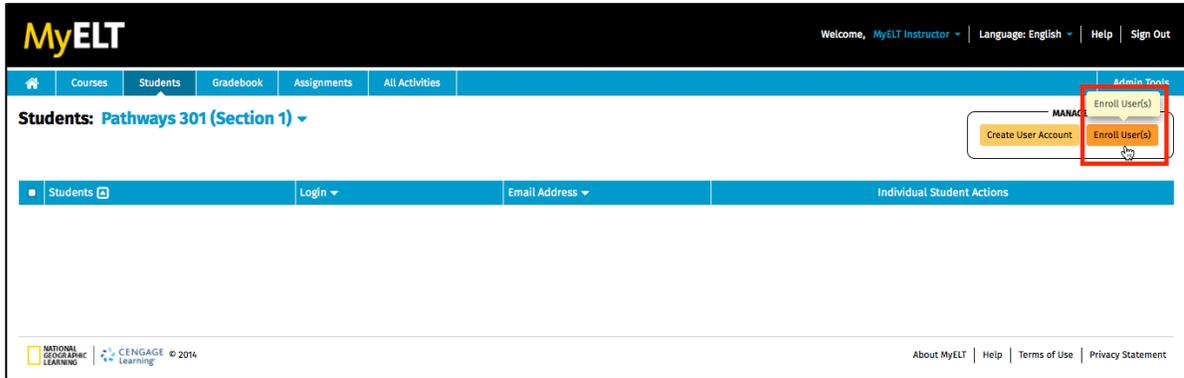
2. Click **Students**.



3. Make sure the title of the course that you want to enroll students in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

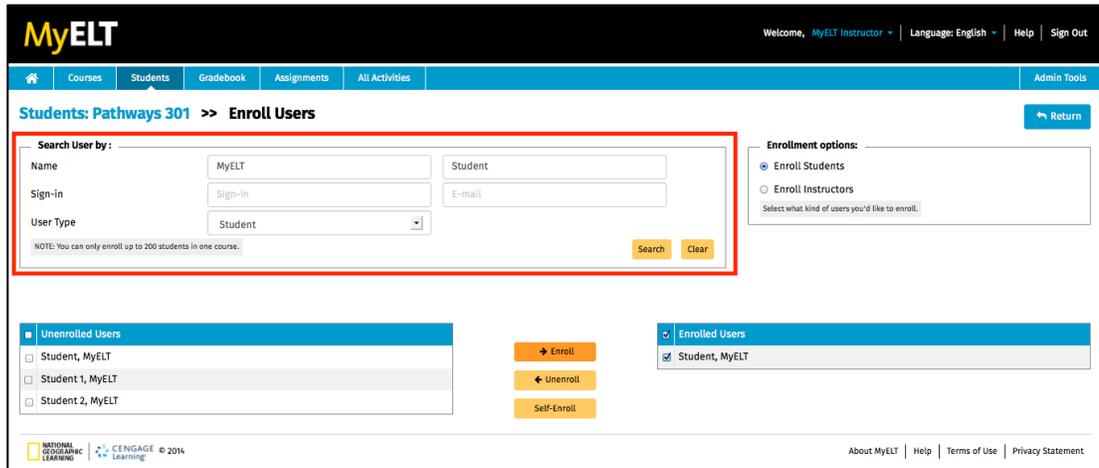


4. Click **Enroll User(s)**.

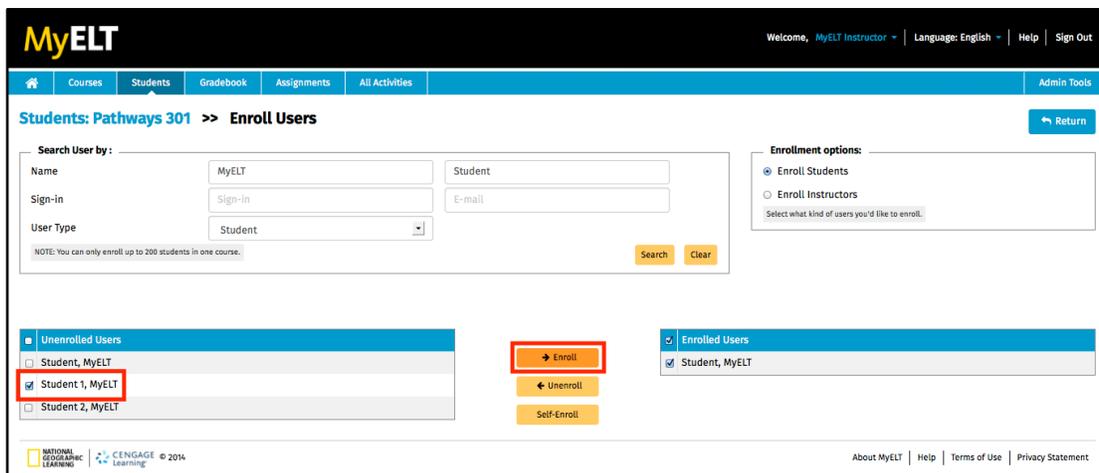


5. In the column on the left side of the page, the names of students who are not enrolled in your course appear. In the column on the right side of the page, the names of students who are already enrolled in your course appear.

- If necessary, search for a specific student to enroll by entering his or her information in the search fields and then clicking **Search**.



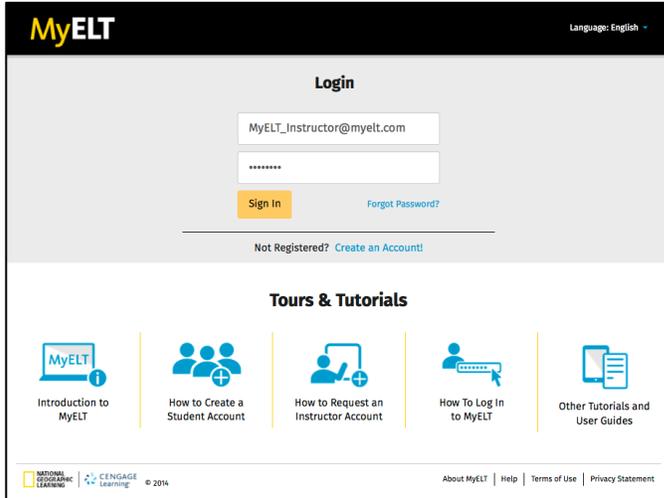
- To enroll a student whose name you already see in the list on the left, click the box to the left of his or her name and then click **Enroll**. The student's name moves from the left column to the right column.



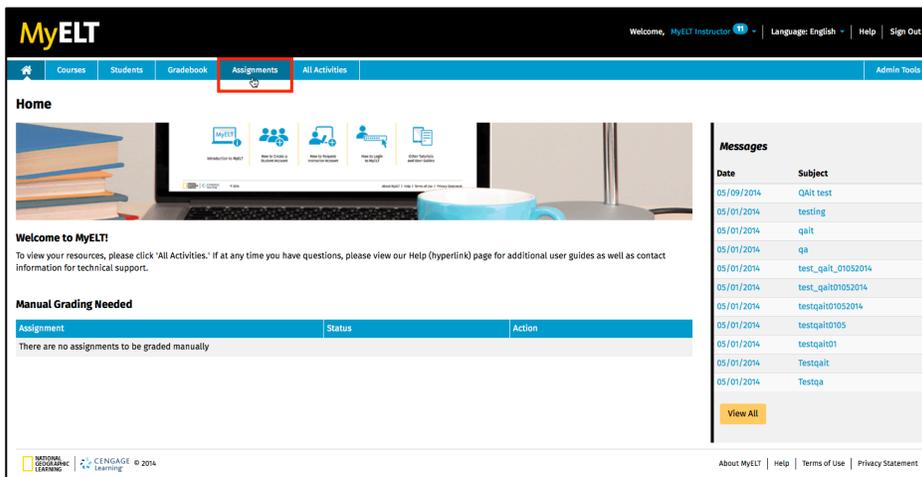
CREATING ASSIGNMENTS

HOW DO I CREATE AN ASSIGNMENT?

1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.

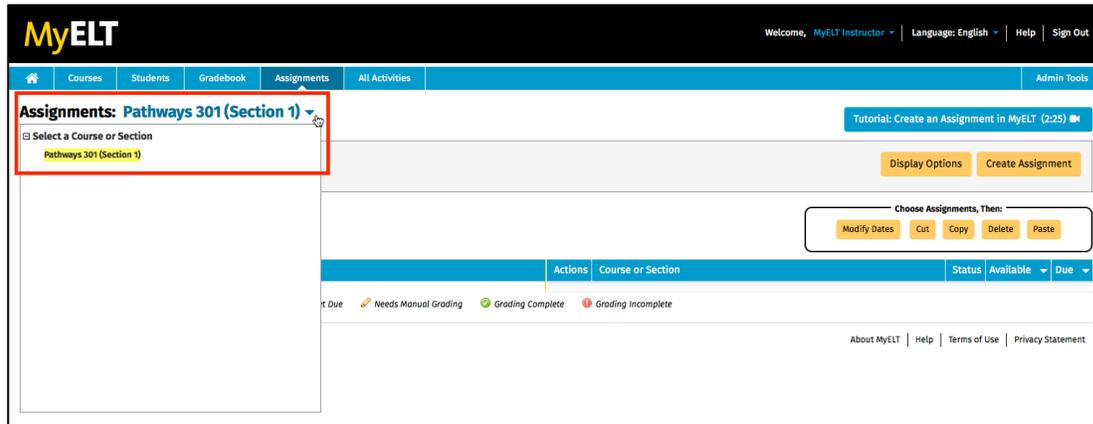


2. Click **Assignments**.

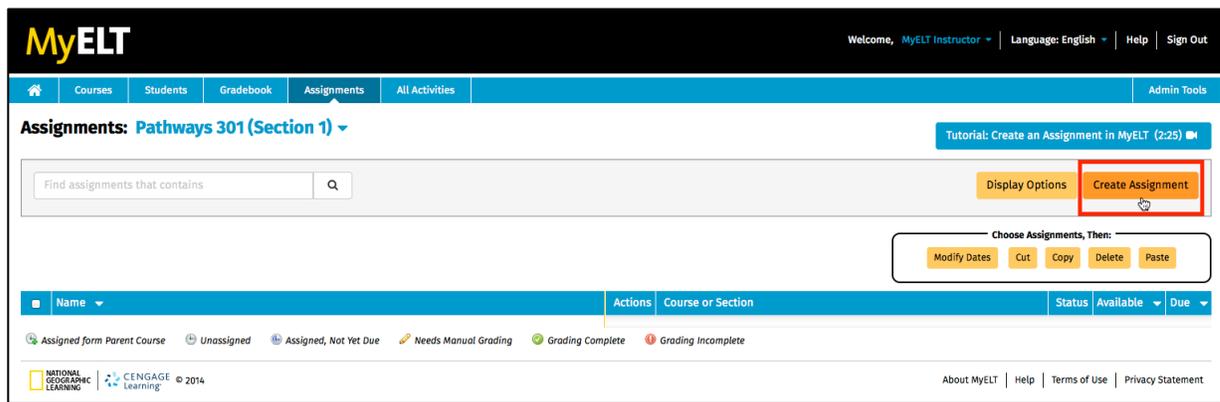


- Make sure the title of the course that you want to add the assignment to appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

Note: You must create a course before you can add an assignment to it.

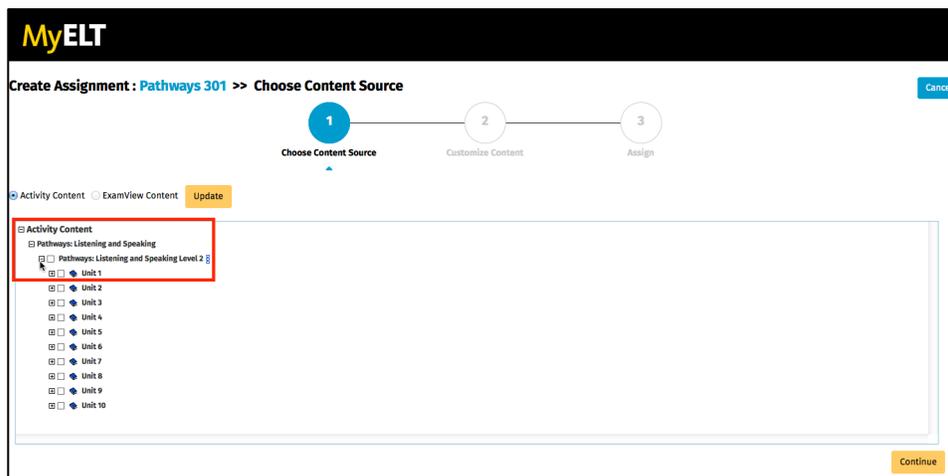


- Click **Create Assignment**.

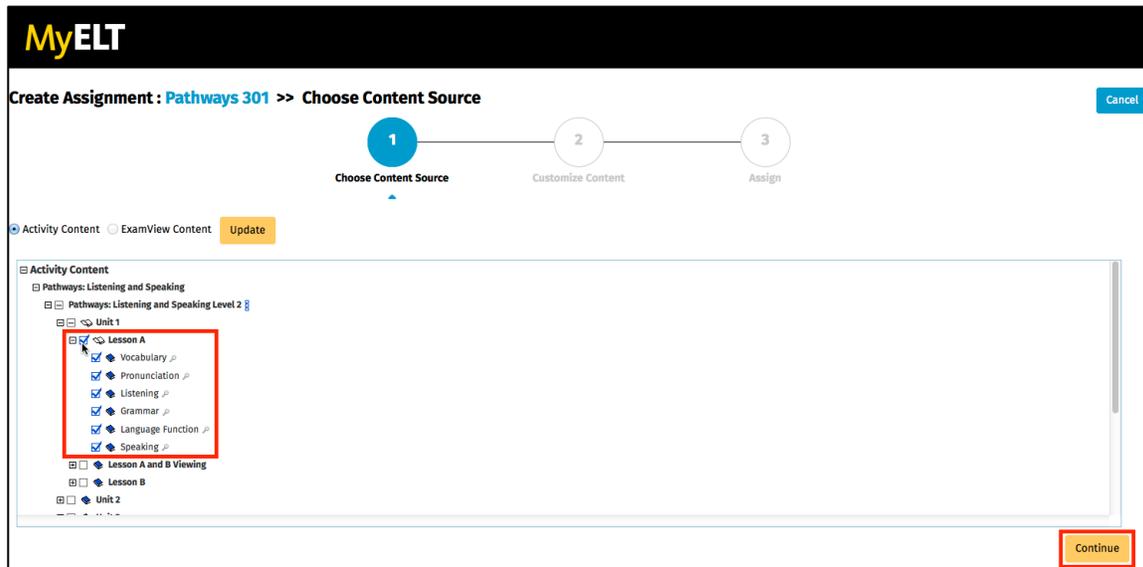


- Click the plus sign \oplus to the left of the book with the content you want to assign to see its Table of Contents.

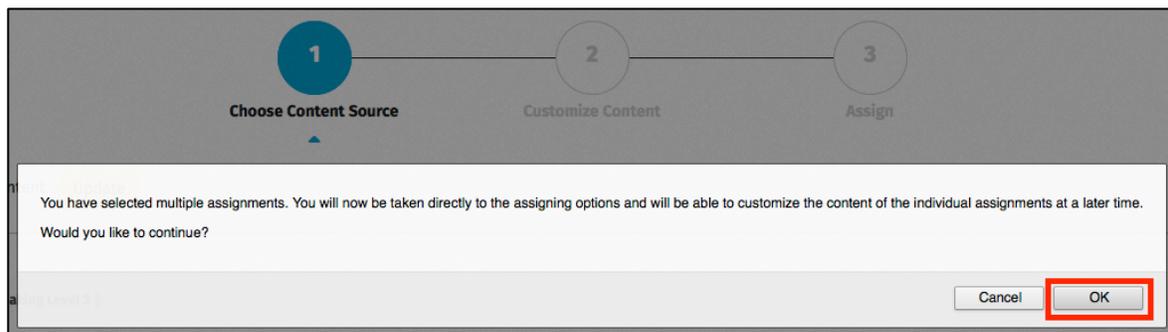
Note: If you want to set up an ExamView assignment for Grammar in Context, World English, or World Link, see the instructions on page 22.



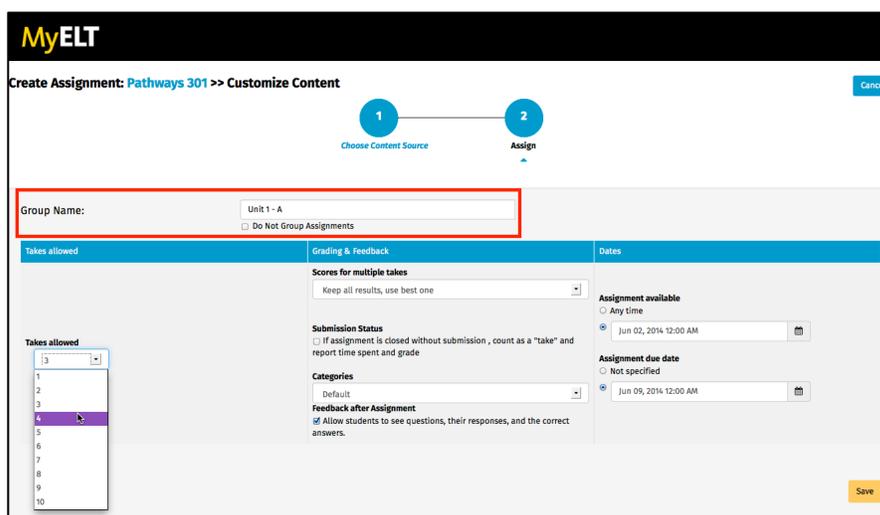
- Click the box to the left of one or more units and/or activities you want to assign. If necessary, click the plus sign \boxplus to the left of an item as many times as necessary until you see the material you want to assign.
- Click **Continue**.



- If you have selected multiple assignments, click **OK** when the confirmation message appears.



- Enter a name for the collection or “group” of units and activities you have created.



10. Select **Do Not Group Assignments** if you want to display each unit or activity as a separate assignment instead of as a group to your students.
11. Click the **Takes allowed** arrow and select the number of times you want to let students try the assignment(s).

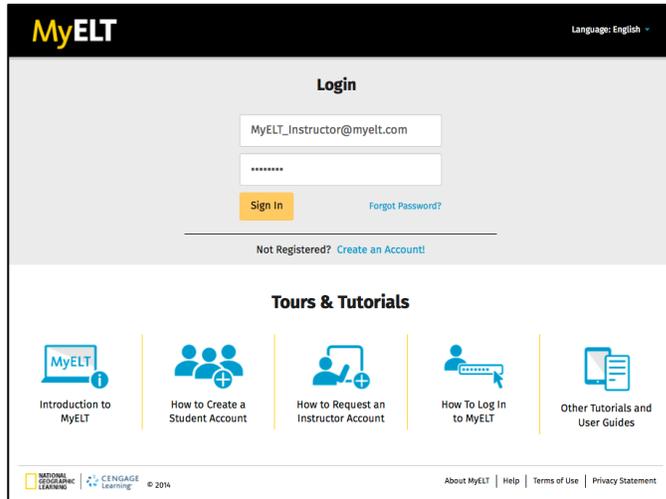
12. Set the date when you want to make the assignment(s) available to students and when it is due.

13. When you are done, click **Save**.
14. Review the summary of the assignment(s) you created. When you are done, click **Return** to go back to your main Assignments page.

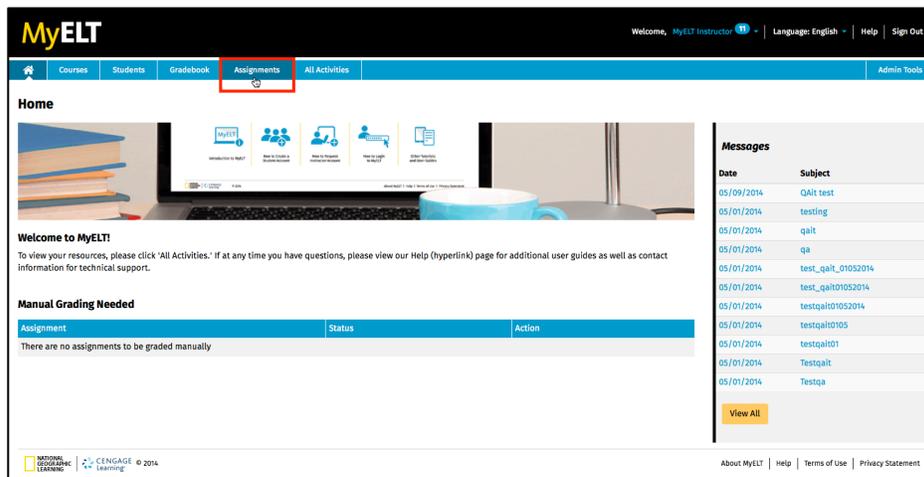
HOW DO I CREATE AN EXAMVIEW TEST?

ExamView is an additional online resource that lets you to add tests to your course. ExamView is available only for *Grammar in Context*, *World English*, and *World Link* programs.

1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.

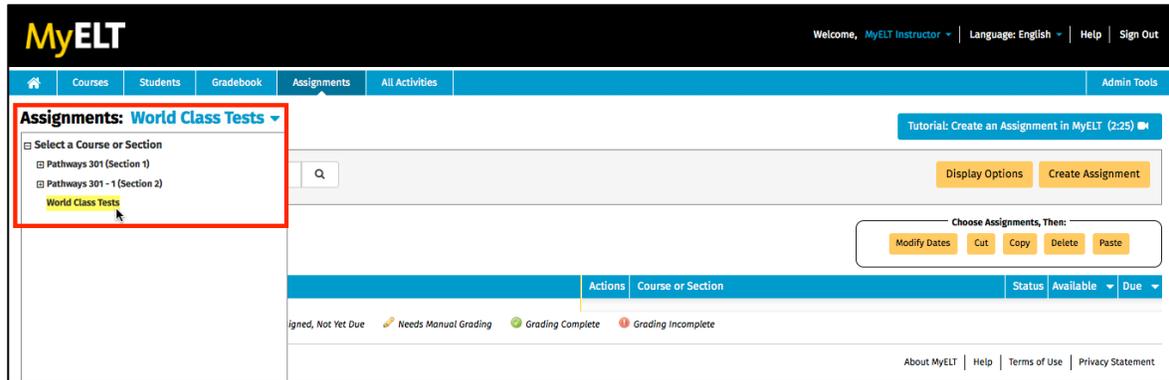


2. Click **Assignments**.

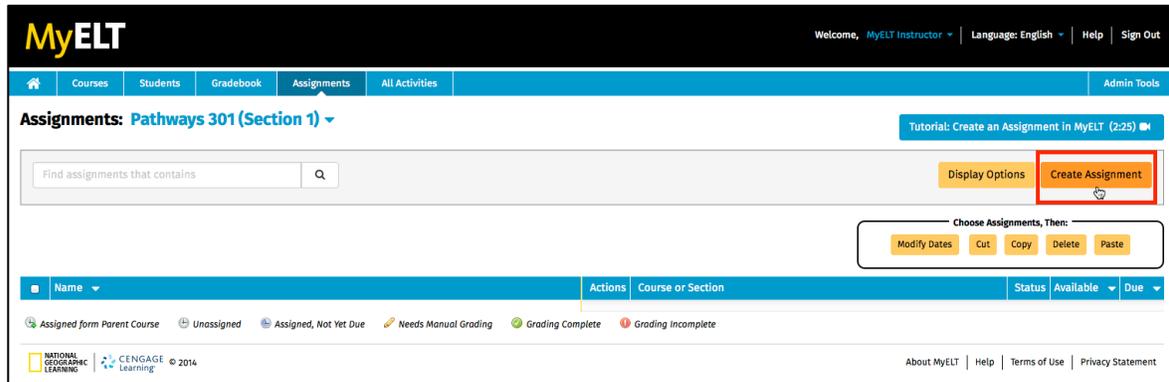


3. Make sure the title of the course that you want to add a test to appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

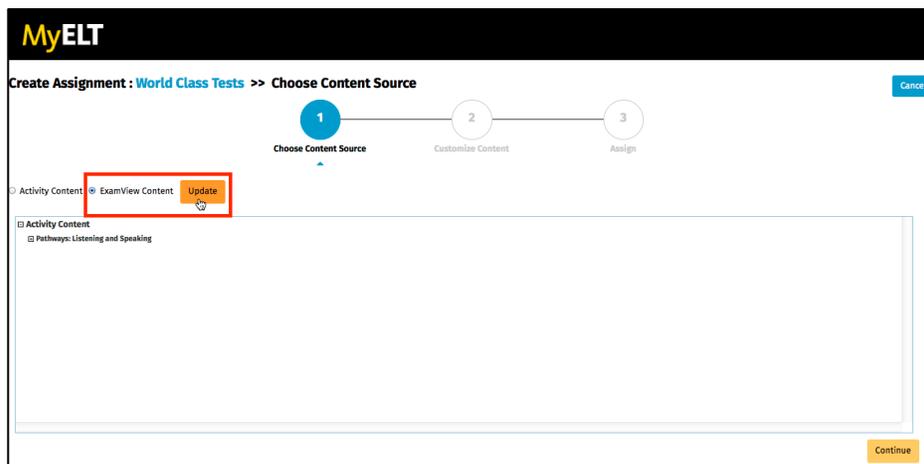
Note: You must create a course before you can add a test to it.



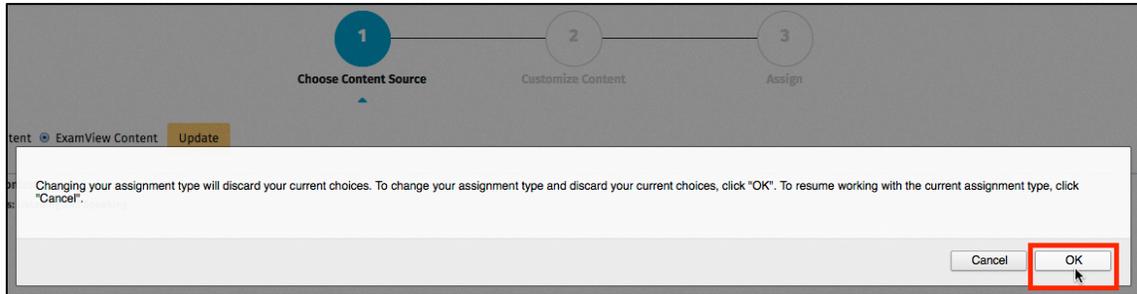
4. Click **Create Assignment**.



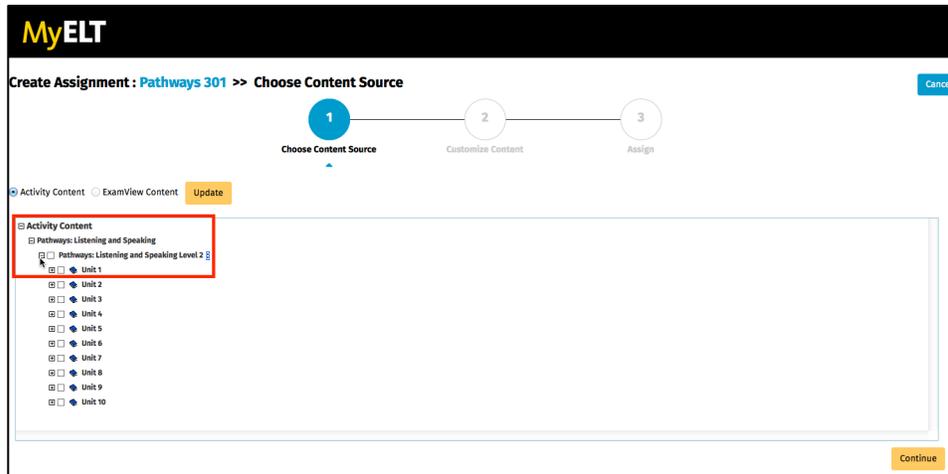
5. Select **ExamView Content** and click **Update**.



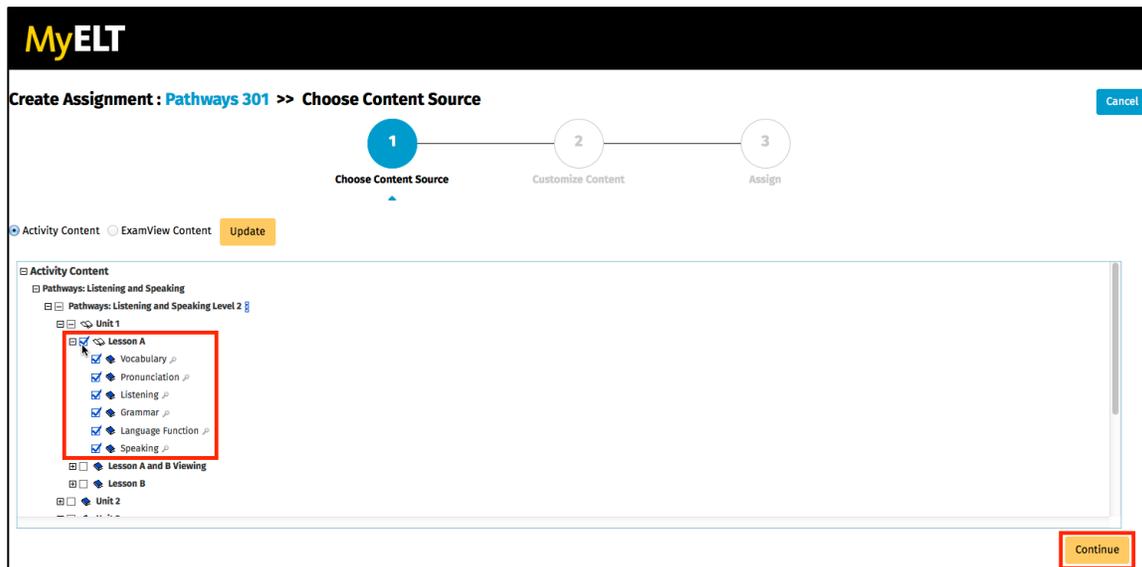
6. Click **OK** when the warning message appears.



7. Click the plus sign  to the left of the content to access its test banks.



8. Click the box to the left of one or more test banks you want to set up and then click **Continue**.



9. Specify the difficulty level of the questions to appear on the test, how you want to grade the questions, and the type of questions to include.

Select number of questions for each type<?> available, filtered to <?>

Hide These Commands

DIFFICULTY IS: Moderate

GRADABILITY IS: Manual Automatic

QUESTION VALUES ARE GENERATED: Non-Algorithmically

Filter

Select number of questions for each type [Select All](#) | [Select None](#)

Multiple Choice 30 of 30 Essay 17 of 17 True/False 12 of 12 Fill in the Blank 9 of 9 Matching 3 of 3

Continue

10. Click the box to the left of each question to include in the test. If you want to include all the questions, click **Select All**.

MyELT

Create Assignment: World Class Tests >> Choose Items Cancel

1 Choose Content Source 2 Choose Items 3 Format and Preview 4 Assign

Review Questions Single List Mode | Dual List Mode

0 of 71 items selected Update Select number of items at random: [Select All](#) | [Deselect All](#) Previous | Next 1 - 10

| # | Question | Actions |
|-------------------------------------|---|------------------------------|
| <input checked="" type="checkbox"/> | <p>Source : stw01e stw01e.int.01:01 Gradability : Electronically graded Algorithmic: No</p> <p>Difficulty: 3.0</p> <p>My ____ is Ricardo.</p> <p><input type="radio"/> a. e-mail address</p> <p><input type="radio"/> b. first name</p> <p><input type="radio"/> c. male</p> <p><input type="radio"/> d. family</p> | View details |
| <input type="checkbox"/> | <p>Source : stw01e stw01e.int.01:10 Gradability : Electronically graded Algorithmic: No</p> <p>Difficulty: 3.0</p> <p>Are you in this class?</p> <p><input type="radio"/> a. Yes, it is.</p> <p><input type="radio"/> b. No, I'm not.</p> <p><input type="radio"/> c. Yes, he is.</p> <p><input type="radio"/> d. No, it isn't.</p> | View details |

Previous | Next 1 - 10

Continue

11. To randomize the questions, enter a number in the **Select number of questions at random** box and click **Update**.

The screenshot shows the MyELT interface for creating an assignment. At the top, there's a progress bar with four steps: 1. Choose Content Source, 2. Choose Items (current step), 3. Format and Preview, and 4. Assign. Below the progress bar, the page title is "Create Assignment: World Class Tests >> Choose Items". There's a "Cancel" button in the top right. The main content area is titled "Review Questions" and includes options for "Single List Mode" and "Dual List Mode". It shows "0 of 71 items selected" and an "Update" button. A red box highlights the "Update" button and another red box highlights the "Select number of items at random:" input field. Below this, there's a table of questions. The first question is "My ___ is Ricardo." with options: a. e-mail address, b. first name, c. male, d. family. The second question is "Are you in this class?" with options: a. Yes, it is., b. No, I'm not., c. Yes, he is., d. No, it isn't. Each question has a "View details" button. At the bottom, there are "Previous | Next" buttons and a "1 - 10" dropdown menu. A "Continue" button is in the bottom right corner.

12. Click **Previous** or **Next**, or select a number to view other questions.

This screenshot is identical to the one above, showing the MyELT interface for creating an assignment. The main difference is that the "Update" button and the "Select number of items at random:" input field are no longer highlighted. Instead, the "Previous | Next" button and the "1 - 10" dropdown menu are highlighted with red boxes. The rest of the interface, including the progress bar, question list, and "Continue" button, remains the same.

13. When you are done, click **Continue**.

The screenshot shows the 'Choose Items' step of the 'Create Assignment' process. The progress bar at the top indicates four steps: 1. Choose Content Source, 2. Choose Items (current), 3. Format and Preview, and 4. Assign. Below the progress bar, there are options for 'Review Questions' (Single List Mode | Dual List Mode) and a selection tool showing '0 of 71 items selected'. A table displays two questions with their details, including source, gradability, difficulty, and algorithmic status. The 'Continue' button at the bottom right is highlighted with a red box.

| # | Question | Actions |
|----|---|------------------------------|
| 1 | My ____ is Ricardo. <input type="radio"/> a. e-mail address <input type="radio"/> b. first name <input type="radio"/> c. male <input type="radio"/> d. family | View details |
| 10 | Are you in this class? <input type="radio"/> a. Yes, it is. <input type="radio"/> b. No, I'm not. <input type="radio"/> c. Yes, he is. <input type="radio"/> d. No, it isn't. | View details |

14. Click **Reorder or change point values** to put the questions in a different order or to assign a different point value to each question. When you are done, click **Save these changes**.

The screenshot shows the 'Format and Preview' step. The progress bar highlights step 3. Below the progress bar, there is a text input field for 'Assignment Name (*Required)'. Under 'Review Questions 10 total', a button labeled 'Reorder or change point values' is highlighted with a red box. Below this, there are navigation controls and a table header for the question list.

This screenshot shows the 'Reorder or change point values' table. At the top, there are action buttons: 'Save these changes', 'Reverse order of all questions', 'Randomize all questions', and 'Delete selected questions'. The table below has columns for Name, Type, Difficulty, Score, and Problem Preview. The first row shows an 'MC choose response' question with a 'Narrative' type, 'Moderate' difficulty, and a score of '0.0'. The 'Problem Preview' column contains the text: 'DIRECTIONS: Choose the response that best answers the question.'

| Name | Type | Difficulty | Score | Problem Preview |
|--------------------|-----------|------------|-------|---|
| MC choose response | Narrative | Moderate | 0.0 | DIRECTIONS: Choose the response that best answers the question. |

15. Click **Show all commands** to cut, copy, delete, or paste questions; add more questions to the test; or view the questions as they will appear to students.

MyELT
Create Assignment: **World Class Tests** >> **Format and Preview** Cancel

1 Choose Content Source 2 Choose Items 3 **Format and Preview** 4 Assign

Give your assignment a name, and then either print, save or assign.
Assignment Name **(*Required)**

Review Questions 10 total
→ Reorder or change point values Show All Commands

Previous | Next 1 - 10

| # | Question | Actions |
|---|----------|---------|
|---|----------|---------|

MyELT
Create Assignment: **World Class Tests** >> **Format and Preview** Cancel

1 Choose Content Source 2 Choose Items 3 **Format and Preview** 4 Assign

Give your assignment a name, and then either print, save or assign.
Assignment Name **(*Required)**

Review Questions 10 total
→ Reorder or change point values Hide These Commands

Choose a question, then select a command: Manage Questions View Student Mode

Cut | Copy | Delete | Paste Add more questions Student View

Previous | Next 1 - 10

| # | Question | Actions |
|---|----------|---------|
|---|----------|---------|

16. Enter a name for the test and click **Assign**.

MyELT

Create Assignment: World Class Tests >> Format and Preview Cancel

1 Choose Content Source 2 Choose Items 3 Format and Preview 4 Assign

Give your assignment a name, and then either print, save or assign.

Assignment Name (*Required) World Link Intro - Units 1 and 2

Review Questions 71 total
Reorder or change point values Show All Commands

Previous | Next 1 - 10

| # | Question | Actions |
|---|---|---------------------------|
| Source : stw101e.int.0137 Gradability : Electronically graded Difficulty : 3.0 Algorithmic : No | | |
| 1 | <p>DIRECTIONS: Match.</p> <p>athlete singer family actress</p> <p>movie father, mother, sister music soccer</p> | View details |
| Source : stw101e.int.0132 Gradability : Electronically graded Difficulty : 3.0 Algorithmic : No | | |
| 10 | <p>DIRECTIONS: Choose the response that best answers the question.</p> <p>Is your name Peter?</p> <p>a. Yes, I am. b. No, she's not. It's Petra. c. Yes, she is. d. No, it's not. My name is Petra.</p> | View details |

Print Assign

17. Enter the number of times you want to let students take the test in the **Takes allowed** box.

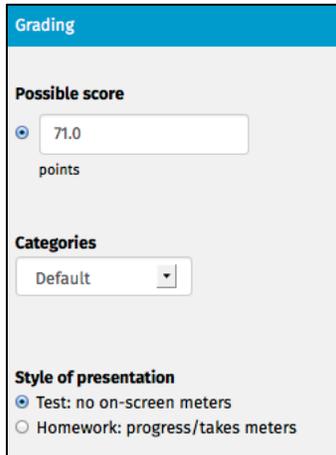
Takes allowed

Takes allowed

1

(Up to 10 takes will be saved)

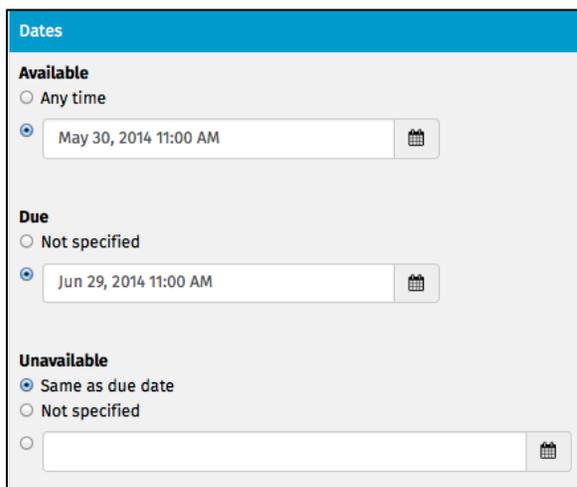
18. Enter the maximum number of points students can earn on the test.



The 'Grading' panel contains three sections: 'Possible score' with a radio button selected for '71.0 points'; 'Categories' with a dropdown menu set to 'Default'; and 'Style of presentation' with radio buttons for 'Test: no on-screen meters' (selected) and 'Homework: progress/takes meters'.

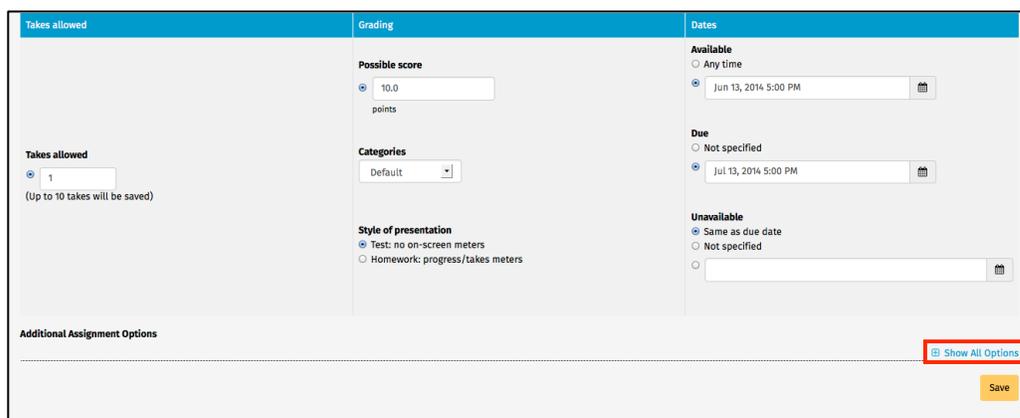
19. Indicate whether you want MyELT to display a progress meter to students as they work on the test.

20. Set the date when you want to make the test(s) available to students and when it is due.



The 'Dates' panel includes three sections: 'Available' with a radio button selected for 'May 30, 2014 11:00 AM'; 'Due' with a radio button selected for 'Jun 29, 2014 11:00 AM'; and 'Unavailable' with a radio button selected for 'Same as due date'.

21. Click **Show All Options** to add a description to your tests, and edit how and when students will see the results.



This panel shows a summary of the 'Takes allowed', 'Grading', and 'Dates' settings. At the bottom right, there is a red-bordered button labeled 'Show All Options' and a yellow 'Save' button.

Additional Assignment Options [Hide These Options](#)

Description
Public, seen by students

Notes
Private, unseen by students

Feedback after assignment

Results to display

Overall Score

When to make results available

Immediately after take

Item Scores and Details

When to make results available

Immediately after take

Show correct answers.

Enable printing when there are more takes.

22. When you are done, click **Save** to go back to your main Assignments page.

MyELT

Create Assignment: World Class Tests >> Assign [Cancel](#)

1 Choose Content Source 2 Choose Items 3 Format and Preview 4 **Assign**

Set basic options

| Takes allowed | Grading | Dates |
|---|--|--|
| <p>Takes allowed</p> <p><input type="text" value="1"/></p> <p>(Up to 10 takes will be saved)</p> | <p>Possible score</p> <p><input type="text" value="71.0"/></p> <p>points</p> <p>Categories</p> <p>Default</p> <p>Style of presentation</p> <p><input checked="" type="radio"/> Test: no on-screen meters</p> <p><input type="radio"/> Homework: progress/takes meters</p> | <p>Available</p> <p><input type="radio"/> Any time</p> <p><input checked="" type="radio"/> May 30, 2014 11:00 AM</p> <p>Due</p> <p><input type="radio"/> Not specified</p> <p><input checked="" type="radio"/> Jun 29, 2014 11:00 AM</p> <p>Unavailable</p> <p><input checked="" type="radio"/> Same as due date</p> <p><input type="radio"/> Not specified</p> |

Additional Assignment Options [Show All Options](#)

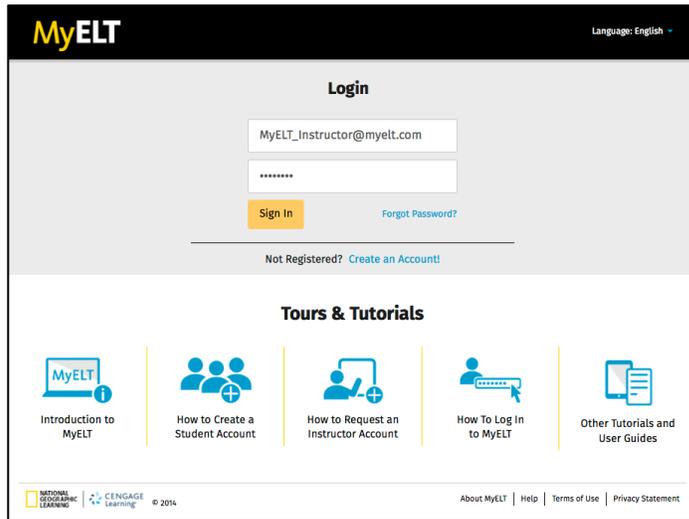
Save

HOW DO I CHANGE ASSIGNMENT DUE DATES?

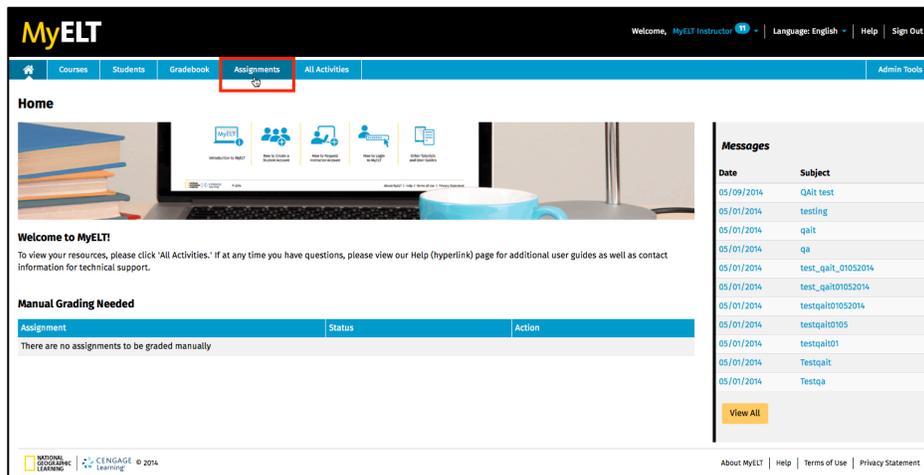
After you create an assignment, you can change its due date for all your students or for only an individual student.

CHANGE DUE DATES FOR ALL STUDENTS

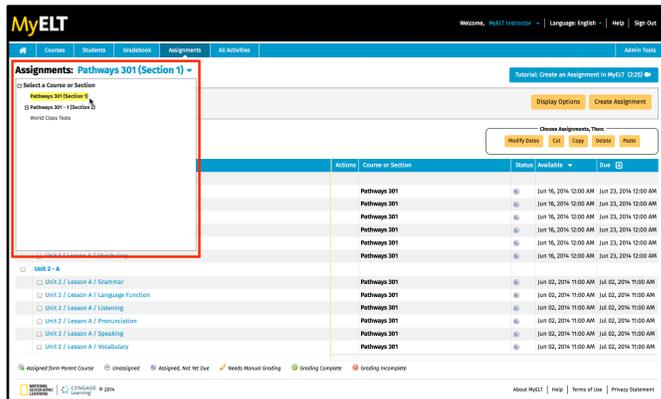
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



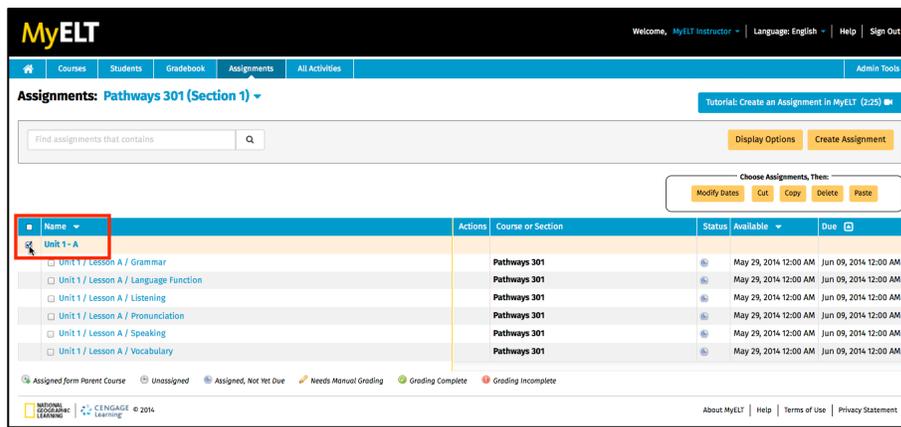
2. Click **Assignments**.



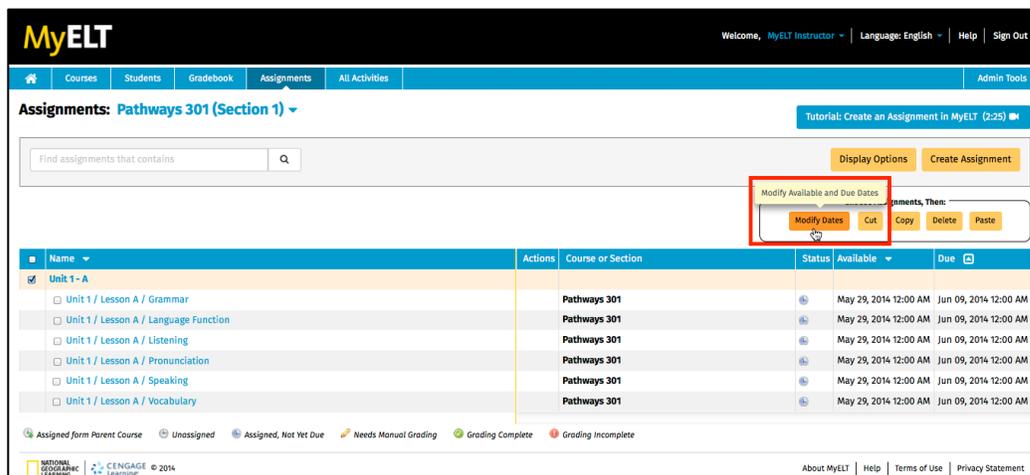
- Make sure the title of the course with the assignment whose due date you want to change appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



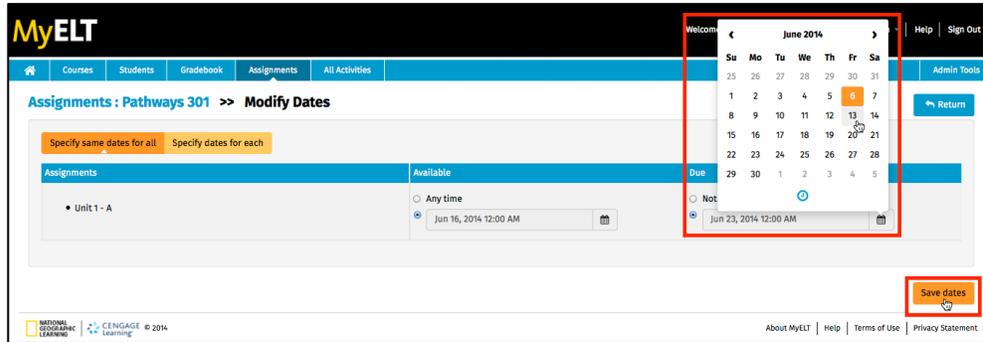
- Click the box to the left of the group of assignments or of individual assignments for which you want to change the due dates.



- Click **Modify Dates**.



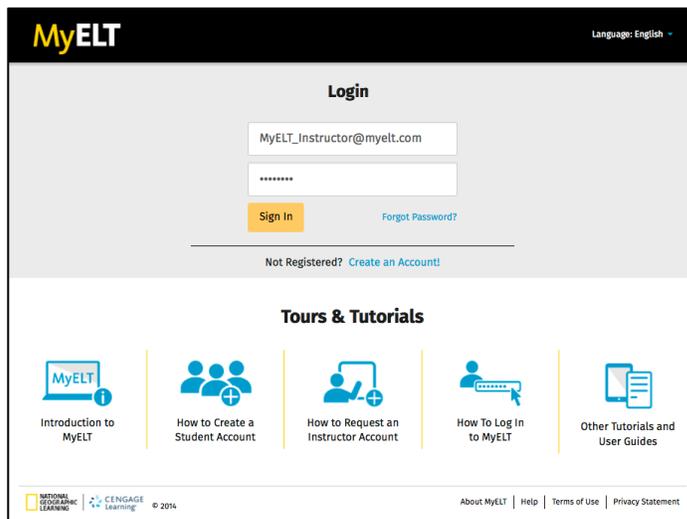
- Enter or select new dates in the **Available** and **Due** columns.



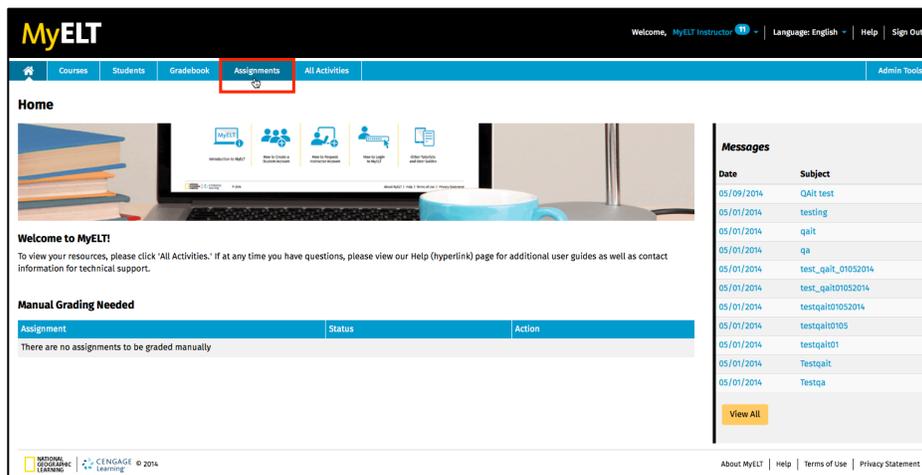
- Click **Save dates**.

CHANGE DUE DATES FOR SELECTED STUDENTS

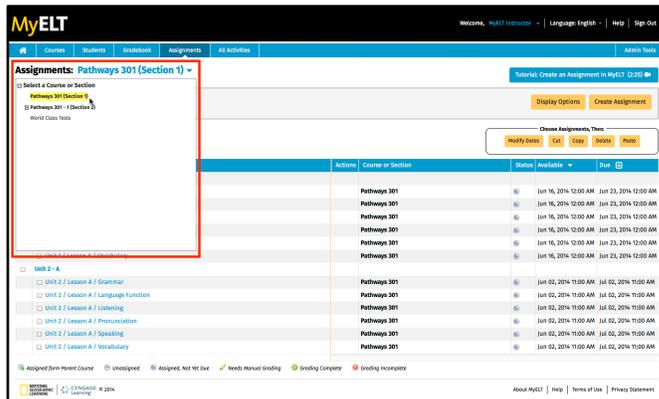
- Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



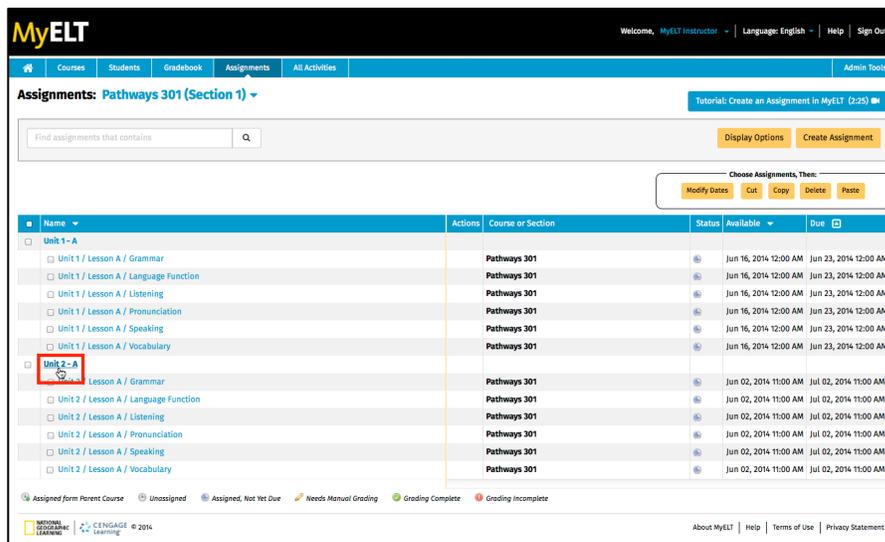
- Click **Assignments**.



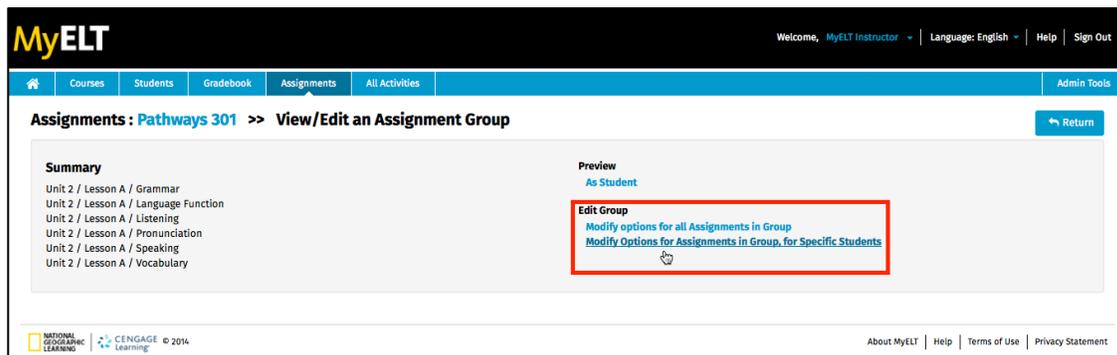
- Make sure the title of the course with the assignments whose due date you want to change appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



- Click the name of the group of assignments or of individual assignments for which you want to change the due dates.



- Click **Modify Options for Assignments in Group, for Specific Students**.



- Click the box to the left of the names of one or more students for whom you want to change the due dates and then click **Continue**.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Home Courses Students Gradebook Assignments All Activities Admin Tools

Assignments: Pathways 301 >> Customize assignment options Return

Select the assignment for which you would like to modify the dates then click **Continue**.

Unit 1 - A

Find students:

First Name: First Name Email Address: Student Id

Last Name: Last Name Student ID: Email-Id

Find Clear Continue

| <input type="checkbox"/> | Name | Student ID: | Email Address: |
|-------------------------------------|----------------|-------------|-------------------------|
| <input checked="" type="checkbox"/> | Student, MyELT | | MyELT_student@myelt.com |
| <input type="checkbox"/> | Student, MyELT | | myelt_student@myelt.com |

NATIONAL GEOGRAPHIC LEARNING CENGAGE Learning © 2014 About MyELT | Help | Terms of Use | Privacy Statement

- Enter or select new dates in the **Available** and **Due** columns.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Home Courses Students Gradebook Assignments All Activities Admin Tools

Assignments: Pathways 301 >> Customize assignment options for specific students Return

Assignments: Unit 1 - A

Specify same dates for all Specify dates for each

| Name | Status | Available | Due | Maximum Takes Allowed |
|------------------|--|---|--|---|
| • Student, MyELT | <input checked="" type="radio"/> Assigned <input type="radio"/> Offline | <input checked="" type="radio"/> Use default: Jun 16, 2014 12:00 AM <input type="radio"/> Any time | <input checked="" type="radio"/> Use default: Jun 23, 2014 12:00 AM <input type="radio"/> Not specified | <input checked="" type="radio"/> Use default: 5 <input type="text"/> |

Calendar: June 2014

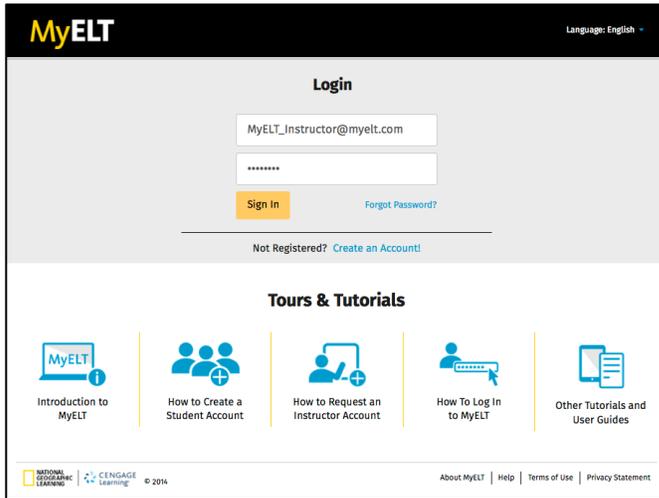
Save dates

NATIONAL GEOGRAPHIC LEARNING CENGAGE Learning © 2014 About MyELT | Help | Terms of Use | Privacy Statement

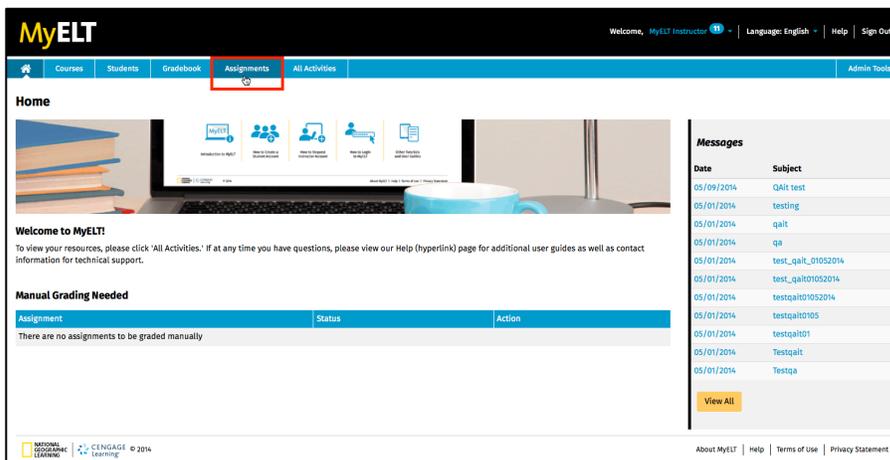
- Click **Save dates**.

HOW DO I CHANGE THE NUMBER OF TIMES STUDENTS CAN TAKE AN ASSIGNMENT?

1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Assignments**.



- Make sure the title of the course with the assignment you want to modify appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Courses Students Gradebook **Assignments** All Activities Admin Tools

Assignments: Pathways 301 (Section 1) Tutorial: Create an Assignment in MyELT (2:25)

Select a Course or Section

- Pathways 301 (Section 1)**
- Pathways 301 - 1 (Section 2)
- World Class Tests

Display Options Create Assignment

Choose Assignments, Then: Modify Dates Cut Copy Delete Paste

| Name | Actions | Course or Section | Status | Available | Due |
|--------------|---------|-------------------|--------|-----------------------|-----------------------|
| Pathways 301 | | Pathways 301 | | May 29, 2014 12:00 AM | Jun 09, 2014 12:00 AM |
| Pathways 301 | | Pathways 301 | | May 29, 2014 12:00 AM | Jun 09, 2014 12:00 AM |
| Pathways 301 | | Pathways 301 | | May 29, 2014 12:00 AM | Jun 09, 2014 12:00 AM |
| Pathways 301 | | Pathways 301 | | May 29, 2014 12:00 AM | Jun 09, 2014 12:00 AM |
| Pathways 301 | | Pathways 301 | | May 29, 2014 12:00 AM | Jun 09, 2014 12:00 AM |
| Pathways 301 | | Pathways 301 | | May 29, 2014 12:00 AM | Jun 09, 2014 12:00 AM |

Unit 1 / Lesson A / Vocabulary

Assigned from Parent Course Unassigned Assigned, Not Yet Due Needs Manual Grading Grading Complete Grading Incomplete

NATIONAL GEOGRAPHIC LEARNING CENGAGE Learning © 2014 About MyELT | Help | Terms of Use | Privacy Statement

- Click the name of the assignment or group whose dates you want to modify.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Courses Students Gradebook **Assignments** All Activities Admin Tools

Assignments: Pathways 301 (Section 1) Tutorial: Create an Assignment in MyELT (2:25)

Find assignments that contains

Display Options Create Assignment

Choose Assignments, Then: Modify Dates Cut Copy Delete Paste

| Name | Actions | Course or Section | Status | Available | Due |
|---------------------------------------|---------|-------------------|--------|-----------------------|-----------------------|
| Unit 1 - A | | | | | |
| Unit 1 / Lesson A / Grammar | | Pathways 301 | | Jun 16, 2014 12:00 AM | Jun 23, 2014 12:00 AM |
| Unit 1 / Lesson A / Language Function | | Pathways 301 | | Jun 16, 2014 12:00 AM | Jun 23, 2014 12:00 AM |
| Unit 1 / Lesson A / Listening | | Pathways 301 | | Jun 16, 2014 12:00 AM | Jun 23, 2014 12:00 AM |
| Unit 1 / Lesson A / Pronunciation | | Pathways 301 | | Jun 16, 2014 12:00 AM | Jun 23, 2014 12:00 AM |
| Unit 1 / Lesson A / Speaking | | Pathways 301 | | Jun 16, 2014 12:00 AM | Jun 23, 2014 12:00 AM |
| Unit 1 / Lesson A / Vocabulary | | Pathways 301 | | Jun 16, 2014 12:00 AM | Jun 23, 2014 12:00 AM |
| Unit 2 - A | | | | | |
| Unit 2 / Lesson A / Grammar | | Pathways 301 | | Jun 02, 2014 11:00 AM | Jul 02, 2014 11:00 AM |
| Unit 2 / Lesson A / Language Function | | Pathways 301 | | Jun 02, 2014 11:00 AM | Jul 02, 2014 11:00 AM |
| Unit 2 / Lesson A / Listening | | Pathways 301 | | Jun 02, 2014 11:00 AM | Jul 02, 2014 11:00 AM |
| Unit 2 / Lesson A / Pronunciation | | Pathways 301 | | Jun 02, 2014 11:00 AM | Jul 02, 2014 11:00 AM |
| Unit 2 / Lesson A / Speaking | | Pathways 301 | | Jun 02, 2014 11:00 AM | Jul 02, 2014 11:00 AM |
| Unit 2 / Lesson A / Vocabulary | | Pathways 301 | | Jun 02, 2014 11:00 AM | Jul 02, 2014 11:00 AM |

Assigned from Parent Course Unassigned Assigned, Not Yet Due Needs Manual Grading Grading Complete Grading Incomplete

NATIONAL GEOGRAPHIC LEARNING CENGAGE Learning © 2014 About MyELT | Help | Terms of Use | Privacy Statement

- Click **Modify** options for all Assignment in Group.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Courses Students Gradebook **Assignments** All Activities Admin Tools

Assignments: Pathways 301 >> View/Edit an Assignment Group Return

Summary

- Unit 1 / Lesson A / Grammar
- Unit 1 / Lesson A / Language Function
- Unit 1 / Lesson A / Listening
- Unit 1 / Lesson A / Pronunciation
- Unit 1 / Lesson A / Speaking
- Unit 1 / Lesson A / Vocabulary

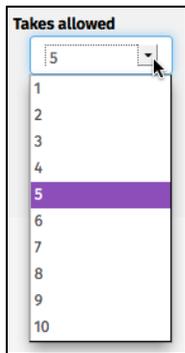
Preview As Student

Edit Group

- Modify options for all Assignments in Group
- Modify Options for Assignments in Group for Specific Students

NATIONAL GEOGRAPHIC LEARNING CENGAGE Learning © 2014 About MyELT | Help | Terms of Use | Privacy Statement

6. Click the **Takes allowed** arrow and change the number of times you want to let students try to do the assignment(s).



The image shows a dropdown menu titled "Takes allowed". The menu is open, displaying a list of numbers from 1 to 10. The number 5 is currently selected and highlighted with a purple background. A mouse cursor is positioned over the dropdown arrow at the top right of the menu.

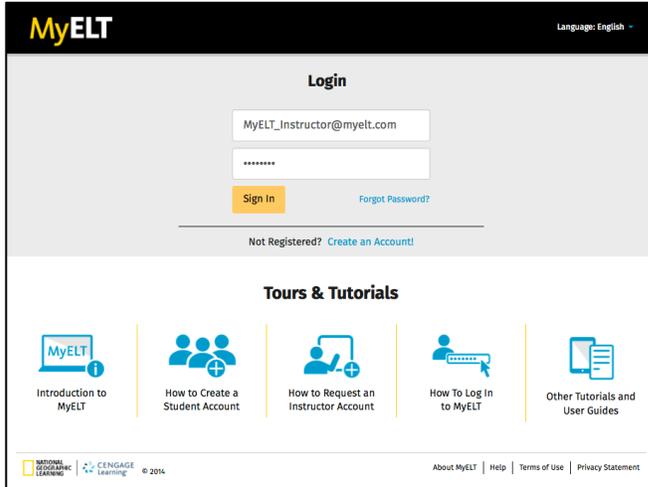
| Takes allowed |
|---------------|
| 5 |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |

7. Click **Save**.

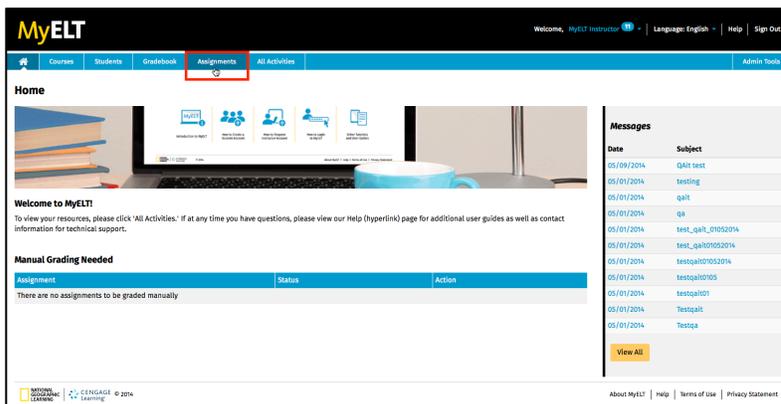
HOW DO I COPY ASSIGNMENTS?

You can copy assignments among courses so you can use them in multiple courses or reuse them in a new course.

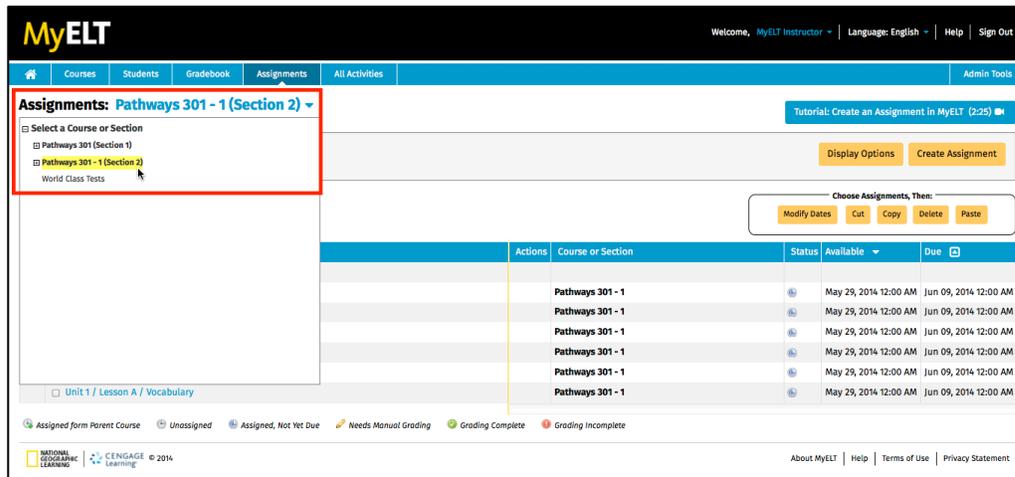
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



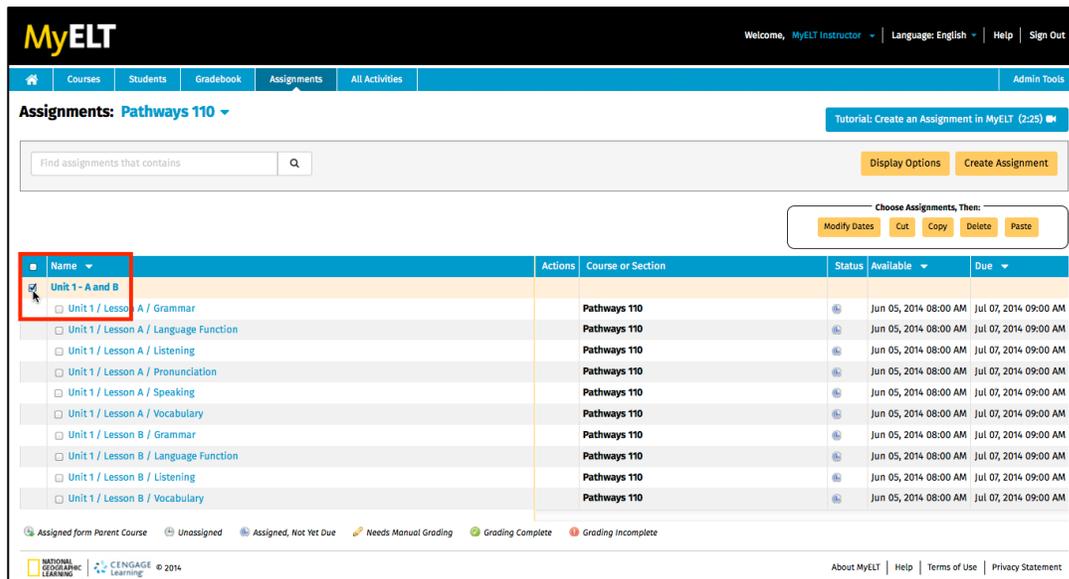
2. Click **Assignments**.



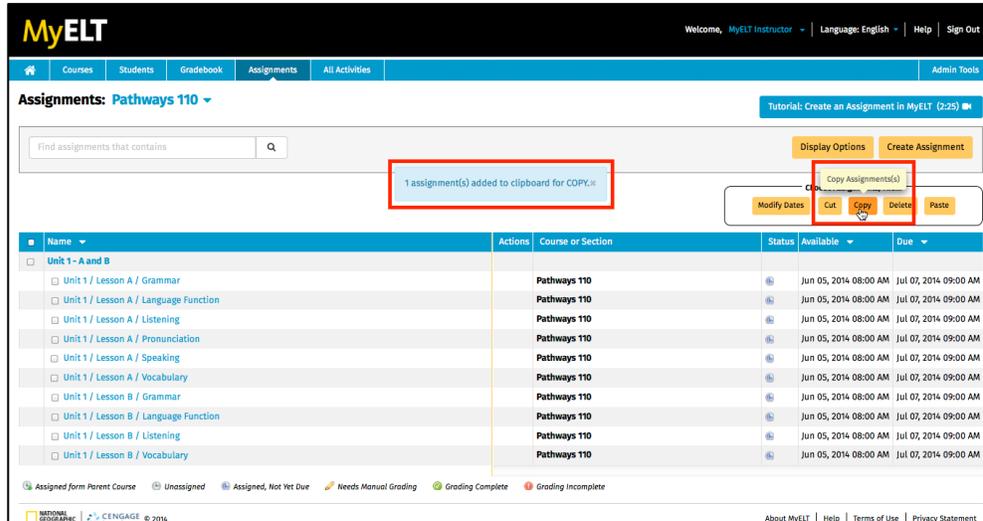
- Make sure the title of the course that you want to copy the assignment(s) *from* appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



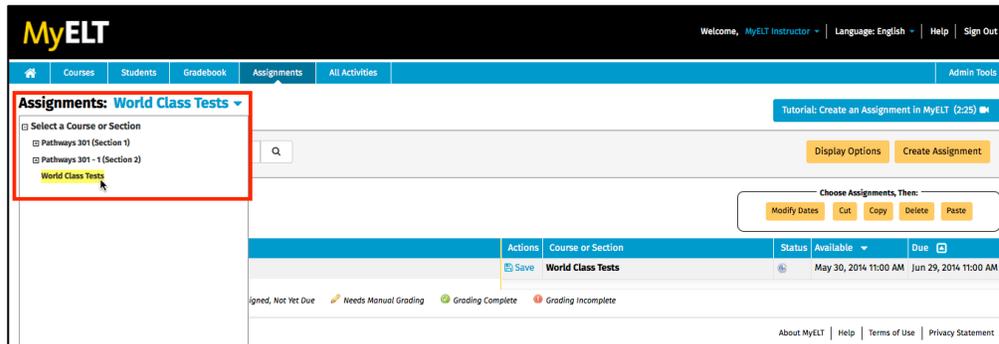
- Click the box to the left of the assignments or groups you want to copy.



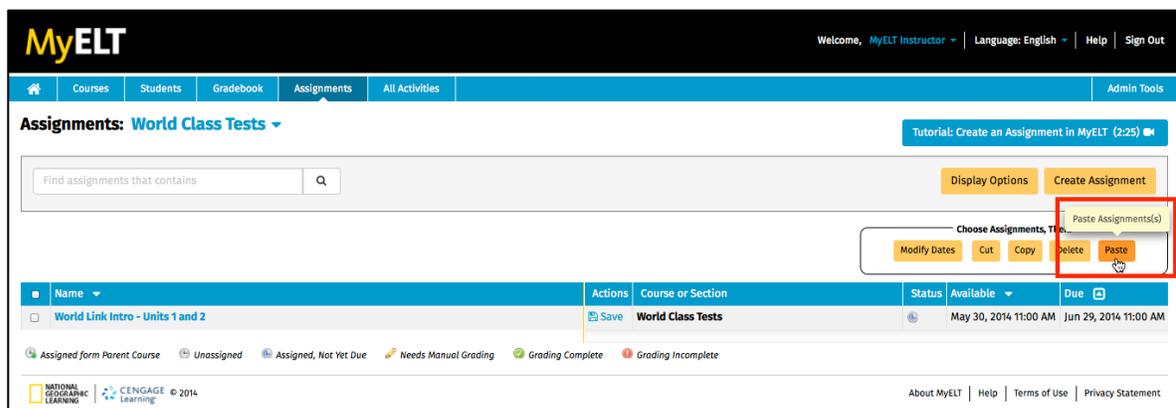
- Click **Copy**. A confirmation message appears at the top of the page.



- Click the arrow to the right of the current title and select the course that you want to copy the assignment(s) to.

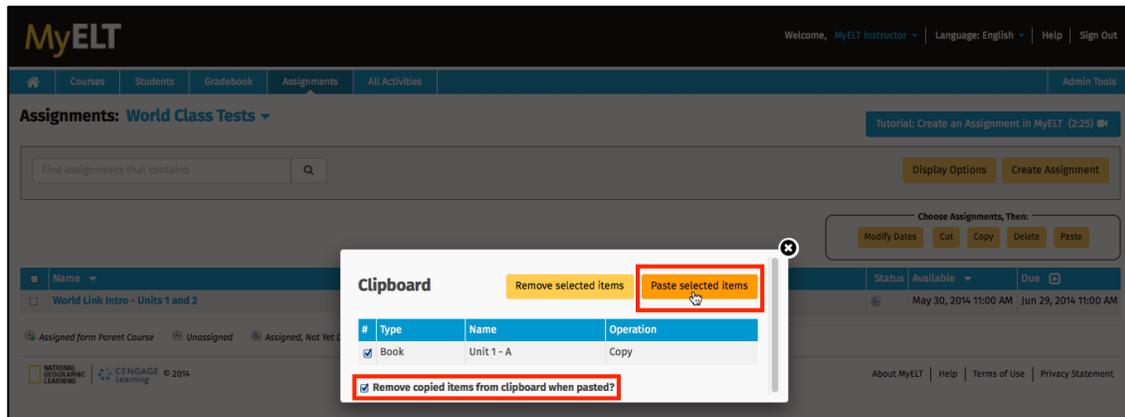


- Click **Paste**.

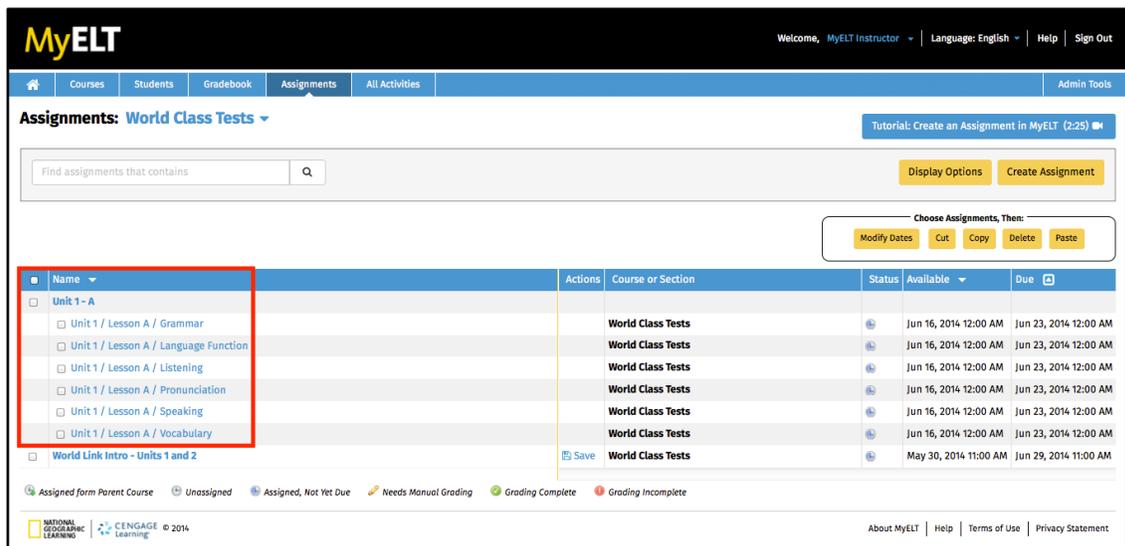


- If this is the only course you want to copy the assignments to, select **Remove copied items from clipboard when pasted?** and then click **Paste selected items**.

Note: If you want to copy the same assignments to another course, do not select the **Remove** box, open the other course, and click **Paste selected items** again.



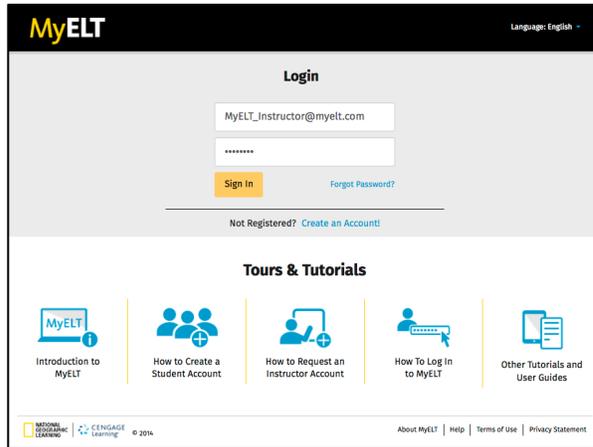
- View the assignments in the course you added them to.



HOW DO I CREATE AN ONLINE LESSON PLAN?

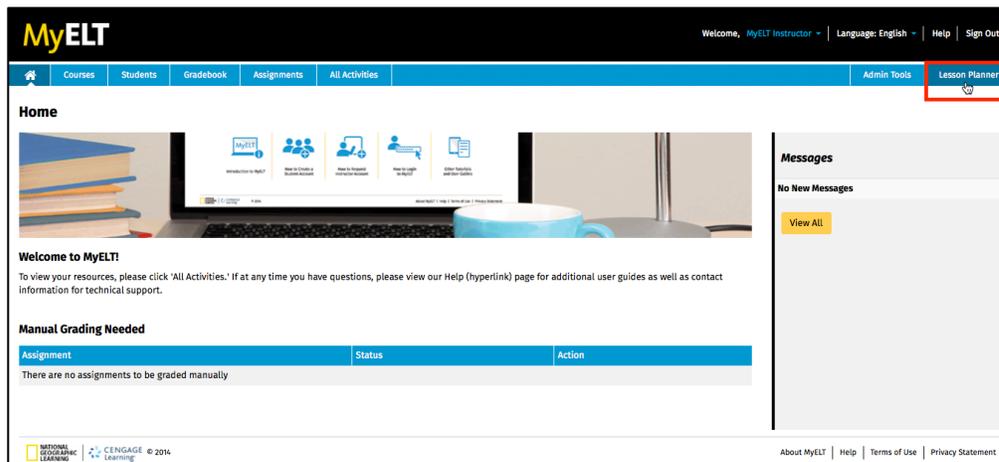
You can use the MyELT Online Lesson Planner tool to create lessons. This option is available only for *Grammar in Context*, *Stand Out*, *World English*, *World Link*, and *World English* programs.

1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.

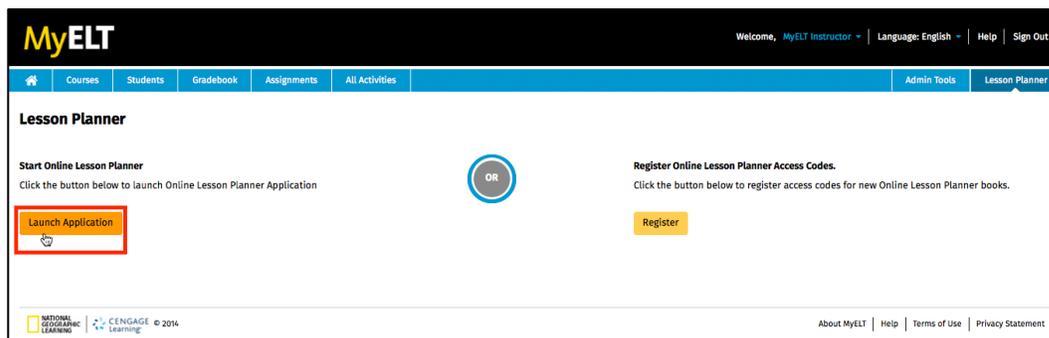


2. Click **Lesson Planner**.

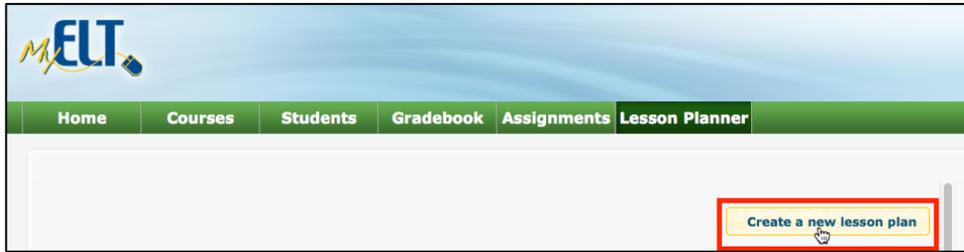
Note: If you do not see the Lesson Planner but would like access to this feature, please email MyELT Technical Support at myelt.support@cengage.com.



3. Click **Launch Application**.



4. Click **Create a new lesson plan**.



5. Enter your course information and then click **Next**.

This screenshot shows the "1. Select content" step of the lesson plan creation process. It features a form with several fields: "Lesson Plan Name" (text input), "Select a series" (dropdown menu), "Select a level" (dropdown menu), and "Units" (list box). Below the units list are buttons for "Select All", "Remove All", "Up", and "Down". At the bottom right, there are "Cancel" and "Next" buttons. The "Next" button is highlighted with a red rectangular box.

6. Enter your course start and end dates, the days it meets, and the class length.

This screenshot shows the "2. Set dates and class length" step. It includes fields for "Start Date" and "End Date", a "Class Meeting Days" section with checkboxes for days of the week, a "Holidays" section with a "Schedule More Holidays" button, and a "Class Length" section with radio buttons for "1 hour", "1.5 hours", and "2+ hours". The "1.5 hours" option is selected. The "Start Date" and "End Date" fields, the "Class Meeting Days" section, and the "Class Length" section are all highlighted with red rectangular boxes. At the bottom, there are "Cancel" and "Save" buttons.

7. Review the list of class holidays. If your institution observes additional holidays, click **Schedule More Holidays**.

The screenshot shows a form with two tabs: '1. Select content' and '2. Set dates and class length'. Under '2. Set dates and class length', there are fields for 'Start Date' (06/09/2014) and 'End Date' (07/09/2014). Below these are 'Class Meeting Days' with radio buttons for Sunday, Monday (checked), Tuesday, Wednesday (checked), Thursday, Friday (checked), and Saturday. A 'Holidays' section contains a text input field with 'No Holidays between 06/12/2014 and 10/31/2014' and a 'Schedule More Holidays' button highlighted with a red box. At the bottom, there are 'Class Length' options: 1 hour, 1.5 hours (selected), and 2+ hours, along with 'Cancel' and 'Save' buttons.

- a. Click **Add New Holiday**

The screenshot shows a modal window titled 'Schedule More Holidays' with a close button (X) in the top right corner. Inside the modal, there is a yellow button labeled 'Add New Holiday' highlighted with a red box.

- b. Enter the dates and the name of the holiday, and then click **Add**.

The screenshot shows the 'Schedule More Holidays' modal window with the following fields: 'From Date' (07/04/2014), 'To Date' (07/04/2014), 'Holiday' (Holiday), and 'Name' (4th of July). At the bottom, there are 'Back' and 'Add' buttons, with the 'Add' button highlighted by a red box.

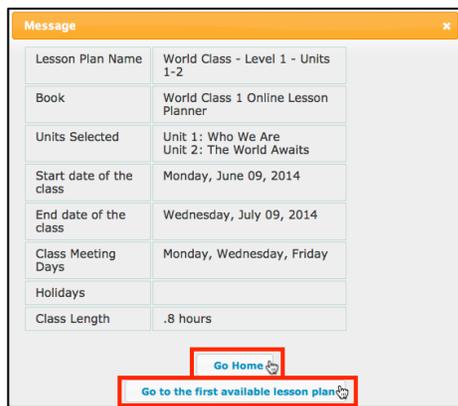
- c. When you are done, click **X** in the top-right corner.

The screenshot shows the 'Schedule More Holidays' modal window with the 'Add' button highlighted by a red box. The 'X' close button in the top right corner is also highlighted with a red box. Below the form fields, the text 'Holiday added.' is visible.

8. Click **Save**.

The screenshot shows the 'Set dates and class length' form with the 'Save' button highlighted by a red box. The 'Holidays' section now lists '04 Jul 2014' and '4th of July'. The 'Class Length' section shows '1.5 hours' selected.

9. Click **Go Home** to go to the Online Lesson Planner homepage or **Go to the first available lesson plan** to view your lesson plan.



10. When you are done working in the Online Lesson Planner, click **Return to MyELT** in the top-right corner of the page.

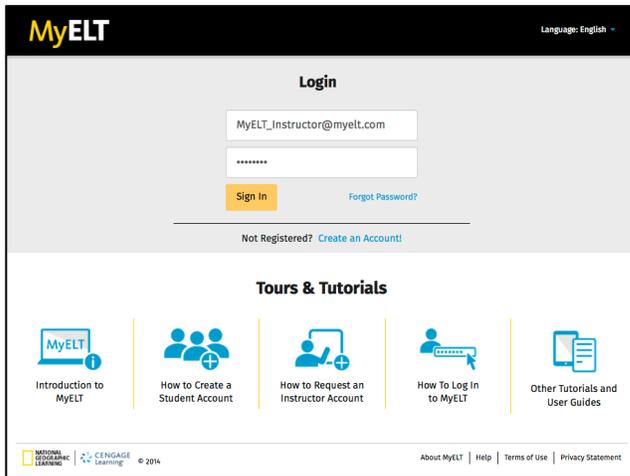


HELPING STUDENTS

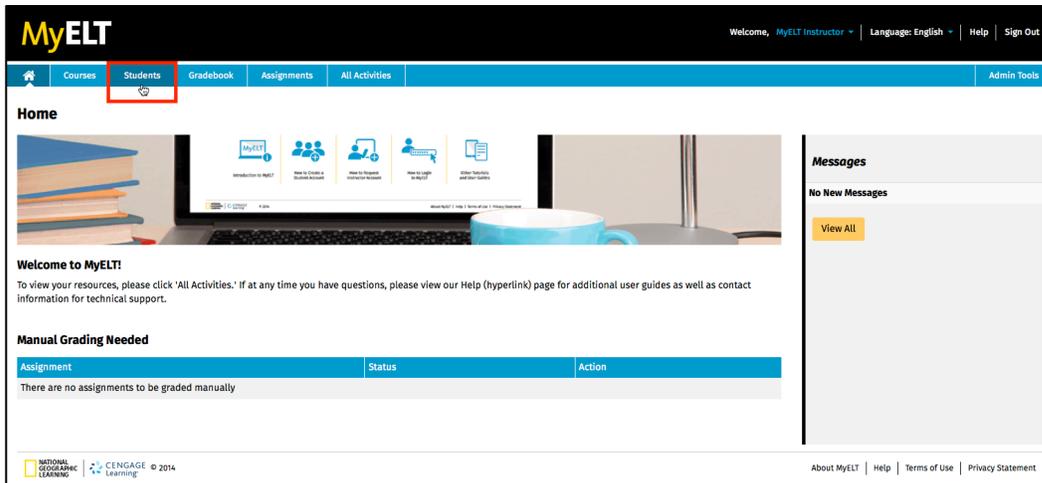
HOW DO I CONTACT STUDENTS?

You can contact individual students, small groups of students, or all the students enrolled in your course via email.

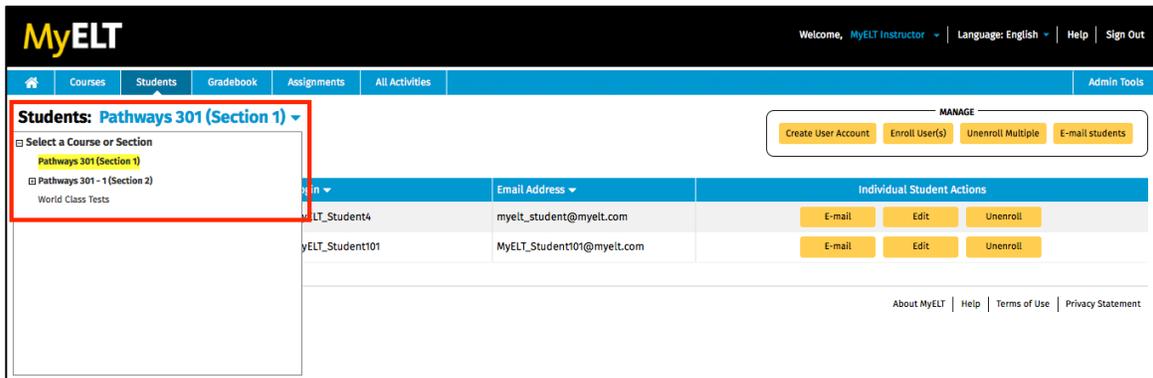
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



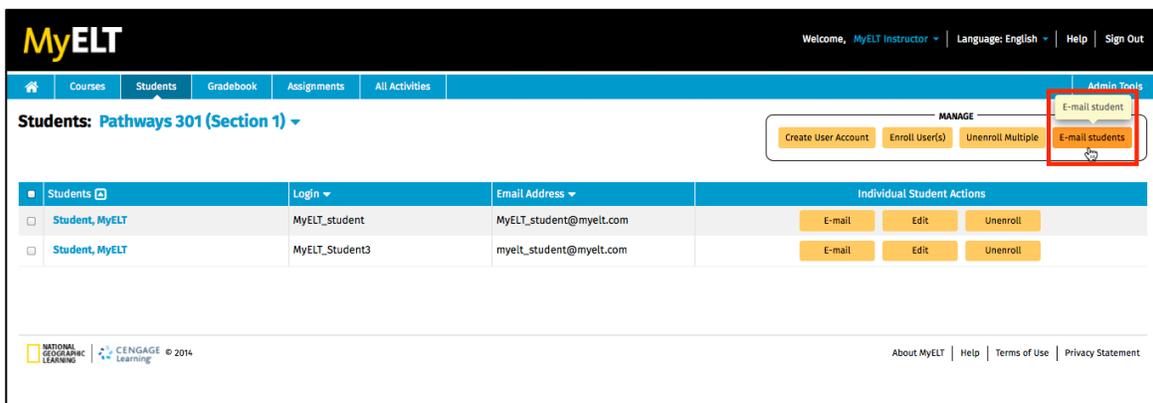
2. Click **Students**.



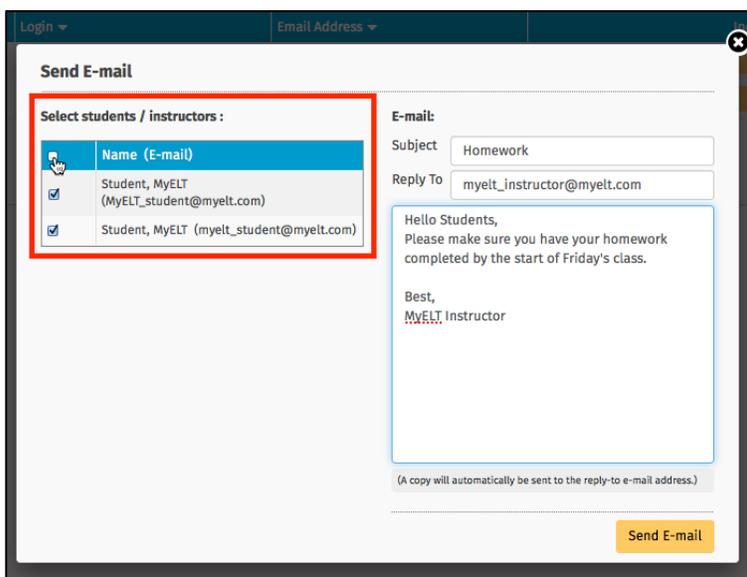
- Make sure the title of the course the students are enrolled in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course



- Click **E-mail students**.



- Click the box to the left of each student or group of students you want to contact. To send the email to all the students in the course, click the box to the left of **Name**.



6. Enter a subject and message for your email. When you are done, click **Send E-mail**.

The screenshot shows the 'Send E-mail' interface. On the left, under 'Select students / instructors:', there is a table with two rows, both checked. The first row is 'Student, MyELT (MyELT_student@myelt.com)' and the second is 'Student, MyELT (myelt_student@myelt.com)'. On the right, under 'E-mail:', the 'Subject' field contains 'Homework' and the 'Reply To' field contains 'myelt_instructor@myelt.com'. The message body contains the text: 'Hello Students, Please make sure you have your homework completed by the start of Friday's class. Best, MyELT Instructor'. A small note below the message body says '(A copy will automatically be sent to the reply-to e-mail address.)'. At the bottom right, there is a yellow 'Send E-mail' button. Red boxes highlight the 'Subject' field, the message body, and the 'Send E-mail' button.

7. When you see the confirmation message, click **X** in the top-right corner to return to your Students page.

The screenshot shows the 'Send E-mail' interface after the email has been sent. A green confirmation message 'Mail sent successfully.' is displayed at the top, highlighted with a red box. The 'E-mail' section on the right is now disabled. A red box in the top-right corner highlights the 'X' button, which is used to close the window and return to the Students page.

HOW DOES A STUDENT REGISTER FOR MY COURSE?

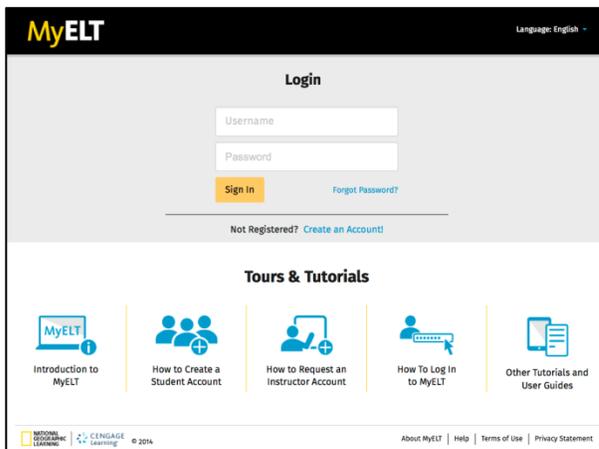
Your students will need to have two pieces of information to register for MyELT:

- *Content Access Code* for the book you are using in your course. Students can find this code on the inside cover of their book or on their MyELT card.
- *Course Key* that MyELT generated when you created your course. You must give this code to your students so they can register.

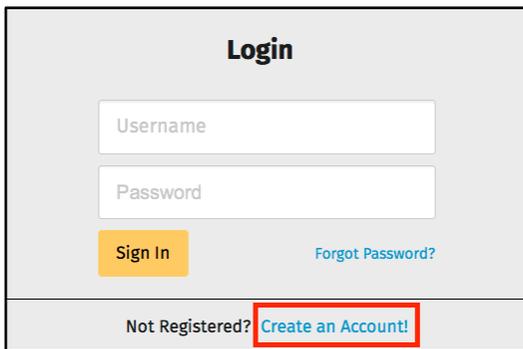
Students perform the following steps (written from the student perspective) to register in MyELT.

Note: If your students have problems registering, they should contact MyELT Technical Support as described on page 82.

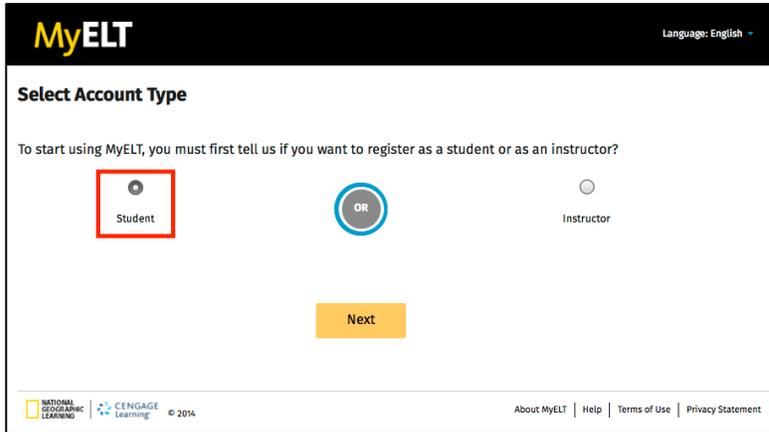
1. Go to MyELT.heinle.com.



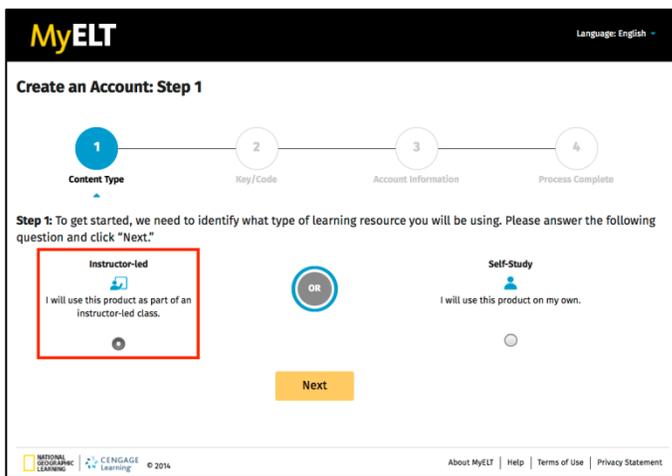
2. Click **Create an Account!**



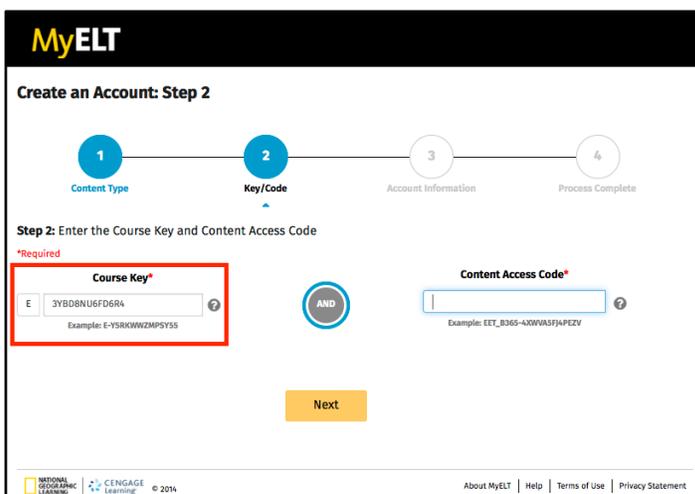
3. Click **Student** and then click **Next**.



4. Click **Instructor-led** and then click **Next**.



5. In the **Course Key** box, type the course key your instructor gave you.
Note: The code shown here is an example, not the one you should enter.



- In the **Content Access Code** box, type the code that appears on the inside cover of your book or on your MyELT card.

Note: The code shown here is an example, not the one you should enter.

The screenshot shows the MyELT account creation process at Step 2. A progress bar at the top indicates four steps: 1. Content Type, 2. Key/Code, 3. Account Information, and 4. Process Complete. Step 2 is currently active. Below the progress bar, the instruction reads: "Step 2: Enter the Course Key and Content Access Code". There are two input fields: "Course Key*" and "Content Access Code*", both marked as required. The Course Key field contains "E 3YBD8NU6FD6R4" with an example "E-Y5RKWVZMPSY55" below it. The Content Access Code field contains "PATH_B365-CSTJZH757EWNJ" with an example "EET_B365-4XWVAS7J4PEZV" below it. A "Next" button is located below the fields. At the bottom, there are logos for National Geographic Learning and Cengage Learning, along with copyright information and links for "About MyELT", "Help", "Terms of Use", and "Privacy Statement".

- Click **Next**.
- Type the name you want to use as your MyELT login in the **Login ID** box.

The screenshot shows the MyELT account creation process at Step 3. The progress bar at the top shows steps 1, 2, 3, and 4. Step 3, "Account Information", is currently active. The instruction reads: "Step 3: Complete the account information form. All fields are required." Below this, the "MyELT Account Information" section contains several fields: "Create a Login ID" (highlighted with a red box, with a "Maximum of 60 characters" limit), "Create Password" (with a "Maximum of 15 characters" limit), "Retype Password", "Email Address", "Retype Email Address", "Choose a Security Question" (a dropdown menu), and "Answer". The "Personal Information" section includes "First name", "Last name", and "Country of Residence" (a dropdown menu). At the bottom, there is an "End User License Agreement" section with a "View printable version" link, a scrollable text area containing the agreement terms, and two radio buttons for "I agree." and "I don't agree.". A "Submit" button is located at the bottom center.

- Type the password you want to use for MyELT in the **Create Password** box and then type it again in the **Retype Password** box to confirm it.

10. Type the email address you want to use for MyELT in the **Email Address** box and then type it again in the **Retype Email Address** box.
11. Choose a **Security Question** and enter your answer in the **Answer** box.
12. Enter your **First Name**, **Last Name**, and **Country**.
13. Read the agreement at the bottom of the page and then click **I agree**.
14. Click **Submit** to finish registering for MyELT.
15. Click **Start Using MyELT** to begin working on your course.

The screenshot shows the MyELT account creation interface. At the top left is the MyELT logo, and at the top right is a language dropdown menu set to "English". The main heading is "Create an Account: Step 4". Below this is a progress indicator with four numbered steps: 1. Content Type, 2. Key/Code, 3. Account Information, and 4. Process Complete. Step 4 is highlighted with a blue circle and a small upward-pointing triangle below it. Below the progress indicator, the text reads: "Congratulations! You've created your MyELT account! A confirmation message with your MyELT account information was sent to the e-mail below: MyELT_student@myelt.com". A yellow button labeled "Start Using MyELT" is centered below the text. At the bottom left are the logos for National Geographic Learning and Cengage Learning, along with the copyright year "© 2014". At the bottom right are links for "About MyELT", "Help", "Terms of Use", and "Privacy Statement".

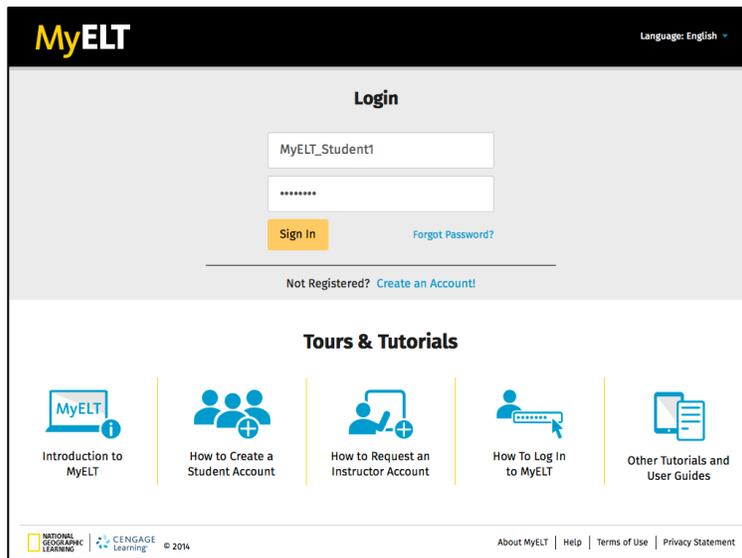
HOW DOES A STUDENT ADD A NEW COURSE?

Some students may already have access to the content used in your course but haven't yet added the course itself to their accounts. Before they perform the following steps (written from the student perspective) to add the course, you must give them the Course Key that MyELT assigned to the course.

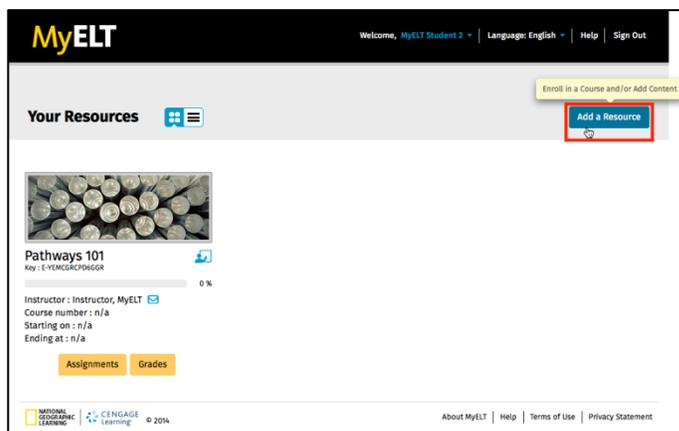
Notes:

- If a student has an existing account, he or she does not need to create another one.
- If your students have problems adding a course, they should contact MyELT Technical Support as described on page 82.

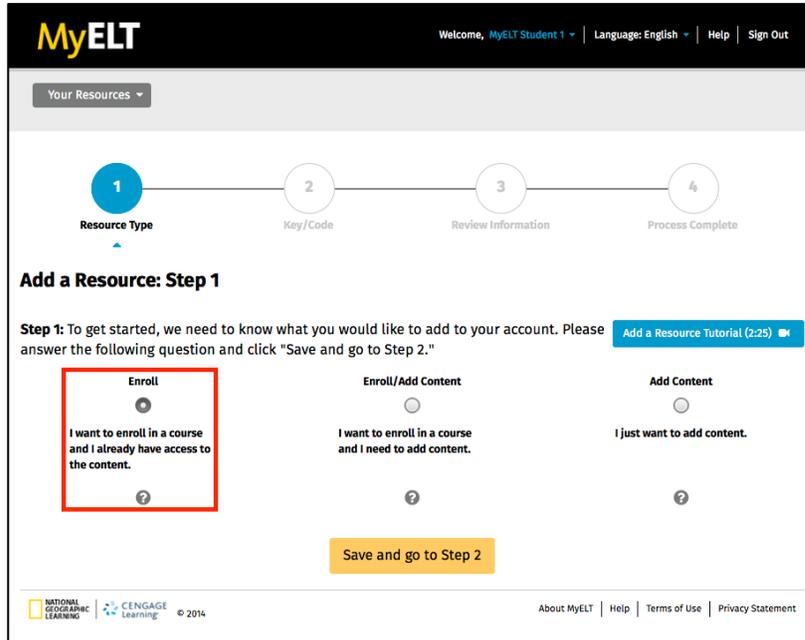
1. Go to MyELT.heinle.com. Enter your username and password, and then click **Sign In**.



2. Click **Add a Resource**.

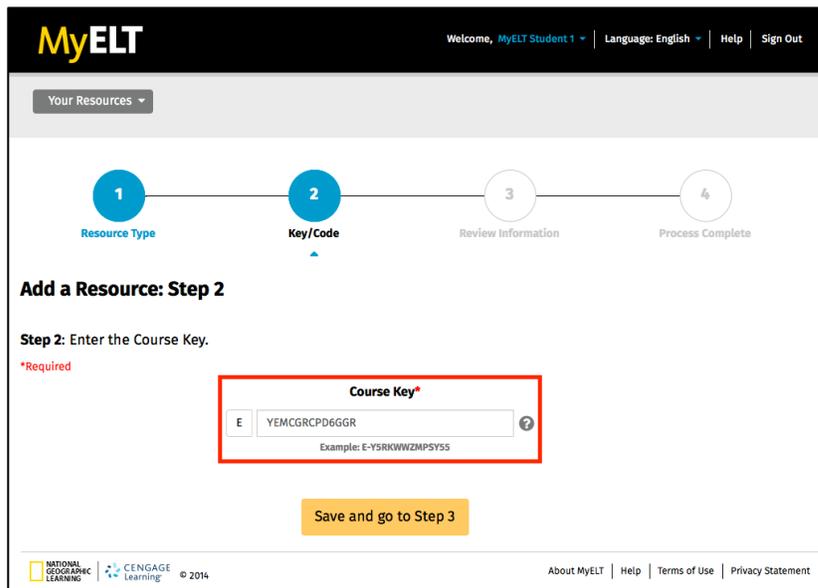


3. Click **Enroll** and then click **Save and go to Step 2**.



4. Enter the Course Key and then click **Save and go to Step 3**.

Note: The code shown here is an example, not the one you should enter.



- Review the information. If it is correct, click **Submit** to finish adding the course to your account.

Note: If the information is not correct, click **2** to re-enter the Course Key.

The screenshot shows the MyELT interface for adding a resource. At the top, it says "MyELT" and "Welcome, MyELT Student 1". Below that is a "Your Resources" dropdown. A progress bar shows four steps: 1. Resource Type, 2. Key/Code, 3. Review Information (highlighted with a blue circle), and 4. Process Complete. Below the progress bar, the heading is "Add a Resource: Step 3". The instructions state: "Step 3: Confirm the information listed below is correct. If correct, click submit. If not, please return to previous step and modify the student type or key/code." The form shows "Course Key: E-2BTCC4N8A2BW6" and "Course Name: Pathways 201". A yellow "Submit" button is at the bottom. Logos for National Geographic Learning and Cengage Learning are at the bottom left, and "About MyELT | Help | Terms of Use | Privacy Statement" is at the bottom right.

- Click **Go To [your new course]** to work on it.

The screenshot shows the MyELT interface after the resource has been added. The progress bar now shows step 4, "Process Complete", highlighted with a blue circle. The heading is "Process Complete!". Below that is a paragraph of Latin text: "Sea ut definiebas ullamcorper, in per docendi fierent comprehensam, scribentur philosophia ius ei. In ferri mundi oportere est. An quot dicit mandamus cum, nullam equidem vulputate ea sed, cu vim veniam mandamus interesset." A yellow button labeled "Go to Pathways 201" is centered below the text. The footer contains the same logos and navigation links as the previous screenshot.

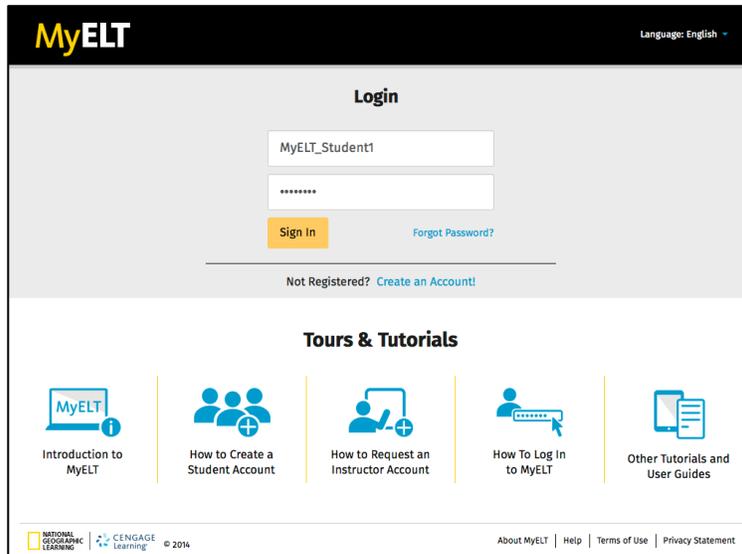
HOW DOES A STUDENT ADD NEW CONTENT?

Students may need to enter a Content Access Code to add higher-level learning materials to the course. Students can find this code on the inside cover of their book or on their MyELT card. Once they have the code, they can perform the following steps (written from the student perspective) to add the content.

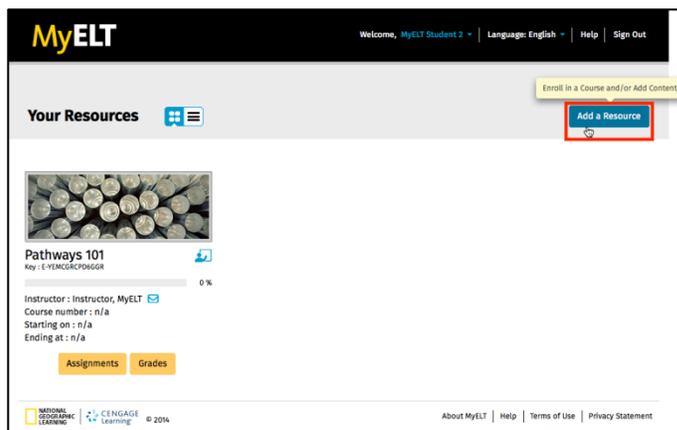
Notes:

- If a student has an existing account, he or she does not need to create another one.
- If your students have problems adding content, they should see page 61.

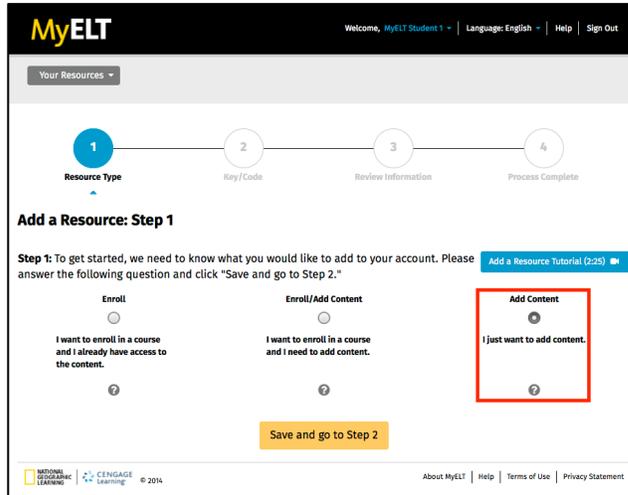
1. Go to MyELT.heinle.com. Enter your username and password, and then click **Sign In**.



2. Click **Add a Resource**.

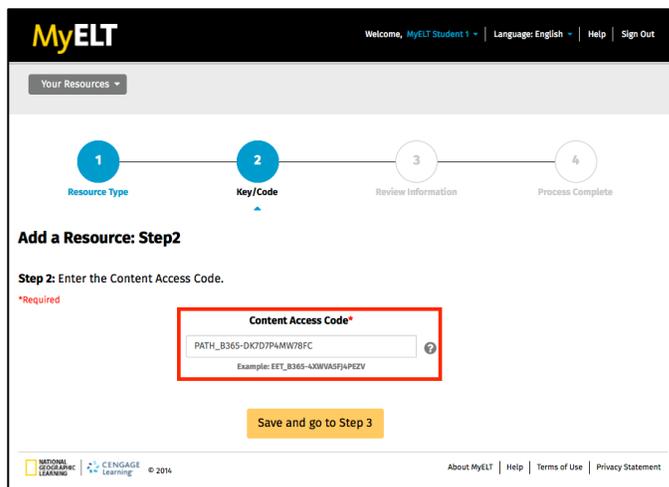


3. Click **Add Content** and then click **Save and go to Step 2**.

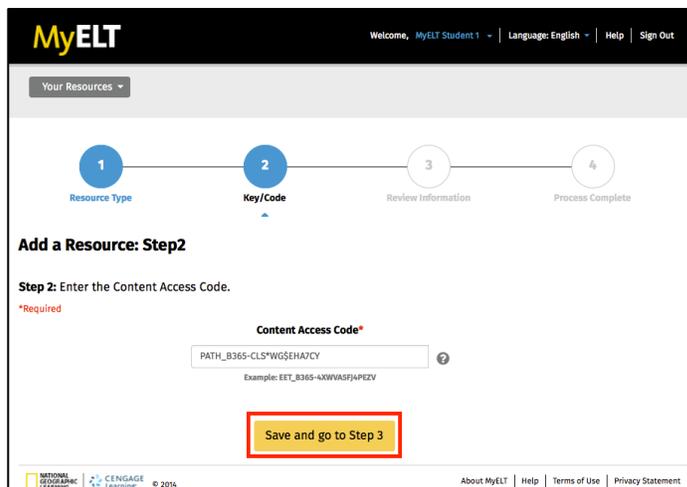


4. In the **Content Access Code** box, type the code that appears on the inside cover of your book or on your MyELT card.

Note: The code shown here is an example, not the one you should enter.



5. Click **Save and go to Step 3**.



6. Click **Submit** if the information that appears is correct.

Note: If the information is not correct, click **2** to re-enter your Content Access Code.

The screenshot shows the MyELT interface for adding a resource. At the top, there's a navigation bar with the MyELT logo, user information, and language settings. Below it is a progress indicator with four steps: 1. Resource Type, 2. Key/Code, 3. Review Information (highlighted in blue), and 4. Process Complete. The main content area is titled 'Add a Resource: Step 3' and contains instructions for Step 3: 'Confirm the information listed below is correct. If correct, click submit. If not, please return to previous step and modify the student type or key/code.' Below the instructions, there are two fields: 'Content Access Code' with the value 'PATH_B365-DK7D7P4MW78FC' and 'Book Name' with the value 'Pathways: Listening and Speaking Level 2'. A yellow 'Submit' button is located below these fields. At the bottom, there are logos for National Geographic Learning and Cengage Learning, along with copyright information and links for 'About MyELT', 'Help', 'Terms of Use', and 'Privacy Statement'.

7. Click **Go To [your new content]** to work on it.

The screenshot shows the MyELT interface after the resource has been added. The progress indicator now shows step 4, 'Process Complete', highlighted in blue. The main content area is titled 'Process Complete!' and contains a message: 'Sea ut definiebas ullamcorper, in per docendi fierent comprehensam, scribentur philosophia ius ei. In ferri mundi oportere est. An quot dicit mandamus cum, nullam equidem vulputate ea sed, cu vim veniam mandamus interesset.' Below this message is a yellow button labeled 'Go to [Pathways: Listening and Speaking Level 2]'. The footer is identical to the previous screenshot, showing logos and navigation links.

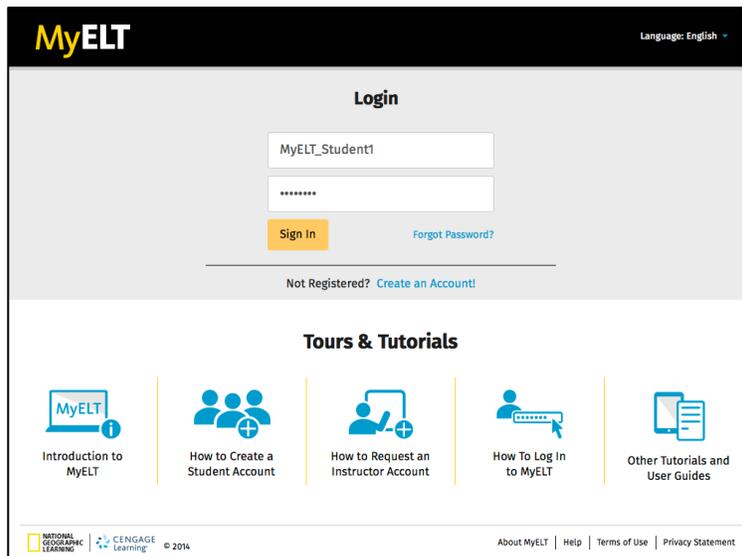
HOW DOES A STUDENT ENTER A COURSE KEY AFTER REGISTERING?

If a student registered for your course before getting the Course Key from you or is switching from self-study to your instructor-led course, the student must add the Course Key to his or her account by performing the following steps (written from the student perspective).

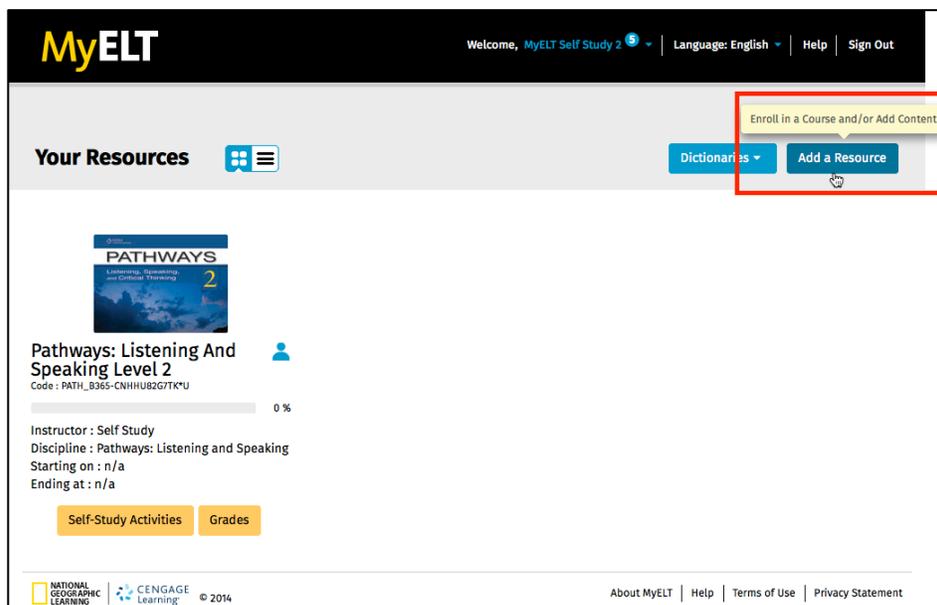
Notes:

- If a student has an existing account, he or she does not need to create another one.
- If your students have problems adding the Course Key, they should contact MyELT Technical Support as described on page 82.

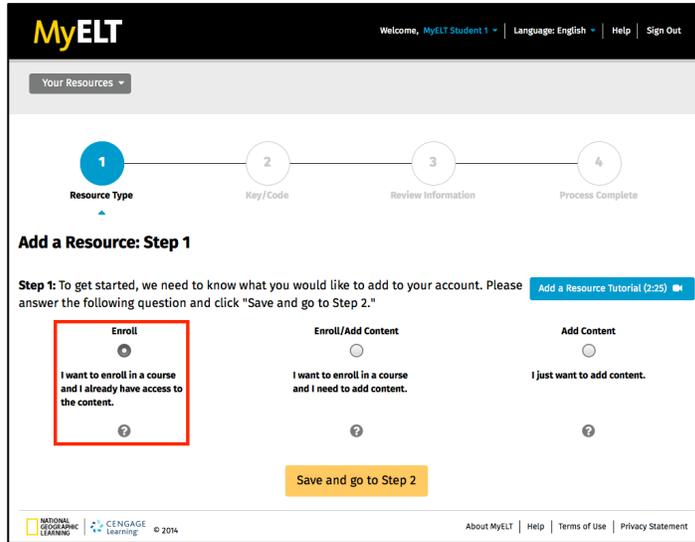
1. Go to MyELT.heinle.com. Enter your username and password, and then click **Sign In**.



2. Click **Add a Resource**.

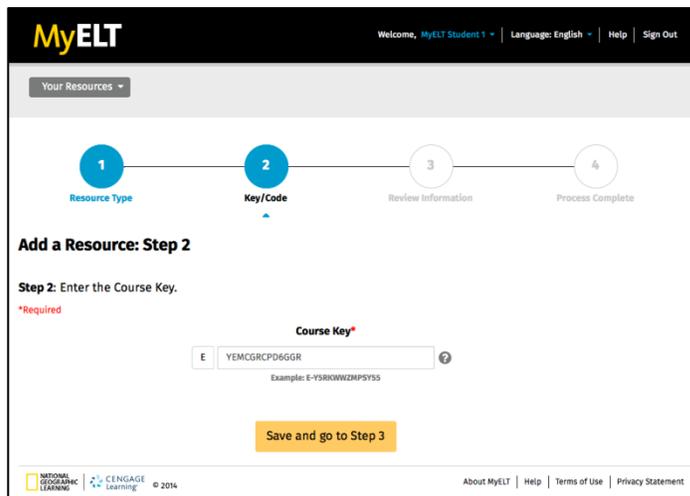


3. Click **Enroll** and then click **Save and Go to Step 2**.

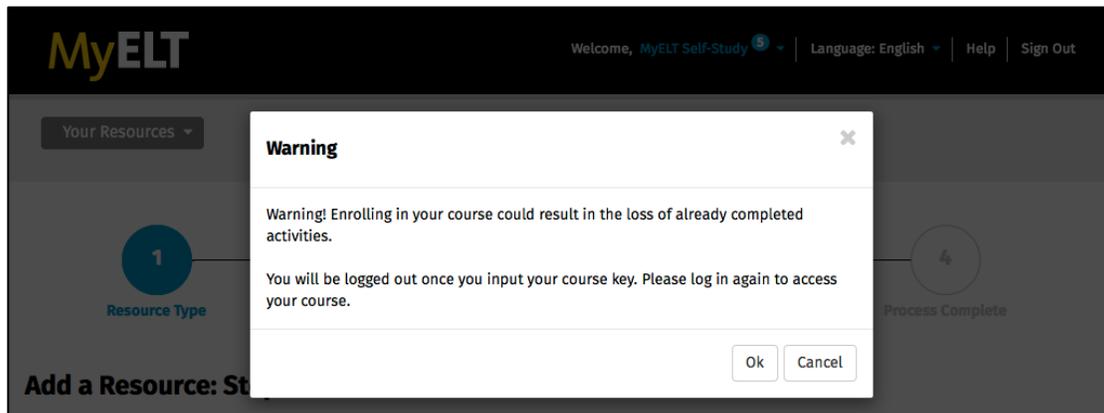


4. Enter the Course Key and click **Save and Go to Step 3**.

Note: The code shown here is an example, not the one you should enter.



5. If you see this warning message, click **OK**.



- Review the information. If it is correct, click **Submit** to finish enrolling in the course.

Note: If the information is not correct, click **2** to re-enter your Course Key.

The screenshot shows the MyELT interface for 'Add a Resource: Step 3'. At the top, there's a navigation bar with 'MyELT' logo, 'Welcome, MyELT Self-Study', and links for 'Language: English', 'Help', and 'Sign Out'. Below this is a 'Your Resources' dropdown menu. A progress indicator shows four steps: 1. Resource Type, 2. Key/Code, 3. Review Information (highlighted with a blue circle and an upward arrow), and 4. Process Complete. The main content area is titled 'Add a Resource: Step 3' and contains the following text: 'Step 3: Confirm the information listed below is correct. If correct, click submit. If not, please return to previous step and modify the student type or key/code.' Below this is a red warning: 'Warning! Enrolling in your course could result in the loss of already completed activities. You will be logged out once you press Submit. Please log in again to access your course.' The form fields are: 'Course Key: E-YEMCGRPCD6GGR' and 'Course Name: Pathways 101'. There is a yellow 'Submit' button. At the bottom, there are logos for National Geographic Learning and Cengage Learning, and links for 'About MyELT', 'Help', 'Terms of Use', and 'Privacy Statement'.

- Click **Go To [your course's name]**.

The screenshot shows the MyELT interface for 'Process Complete'. The navigation bar is the same as in the previous screenshot. The progress indicator now shows step 4, 'Process Complete', highlighted with a blue circle and an upward arrow. The main content area is titled 'Process Complete!' and contains a Latin placeholder text: 'Sea ut definiebas ullamcorper, in per decendi fierent comprehensam, scribentur philosophia ius ei. In ferri mundi oportere est. An quot dicit mandamus cum, nullam equidem vulputate ea sed, cu vim veniam mandamus interesset.' Below the text is a yellow button labeled 'Go to Pathways 101'. The footer is the same as in the previous screenshot.

- Sign back in to MyELT to access your course.

The screenshot shows the MyELT login page. At the top, there's a navigation bar with 'MyELT' logo and 'Language: English'. Below this is a 'Login' section with a text input field containing 'MyELT_Student1', a password input field with masked characters, a yellow 'Sign In' button, and a blue link for 'Forgot Password?'. Below the login section is a link: 'Not Registered? Create an Account!'. The main content area is titled 'Tours & Tutorials' and contains five icons with corresponding text: 'Introduction to MyELT', 'How to Create a Student Account', 'How to Request an Instructor Account', 'How To Log in to MyELT', and 'Other Tutorials and User Guides'. The footer is the same as in the previous screenshots.

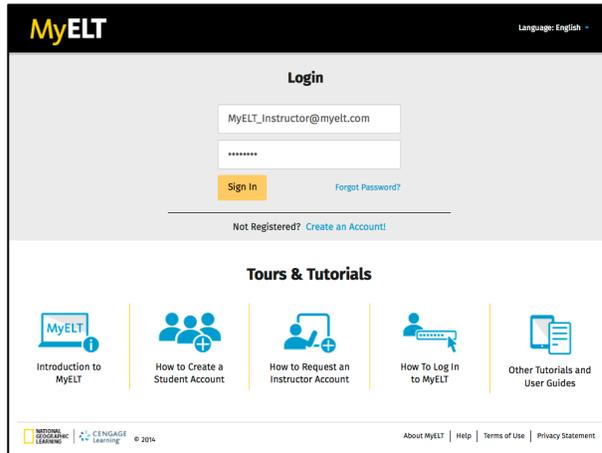
WHAT SHOULD I DO IF THE COURSE KEY DOES NOT WORK?

There are three common reasons students may be notified that the Course Key they entered is not accepted.

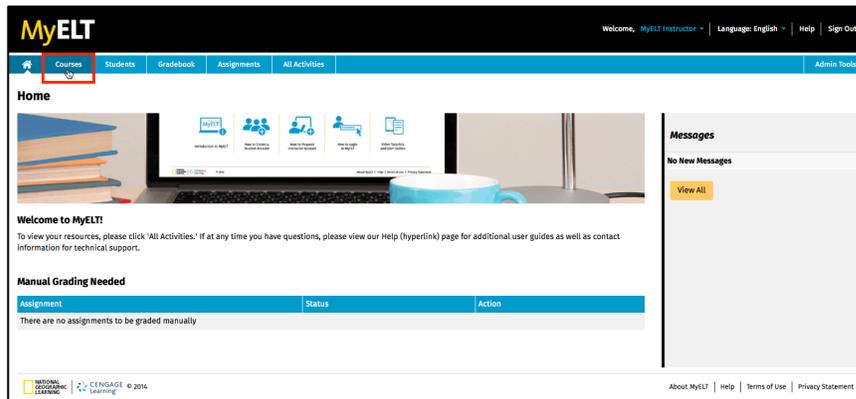
Note: If none of these solutions solve the problem, contact MyELT Technical Support as described on page 82.

CORRECT THE ACTIVATION DATES

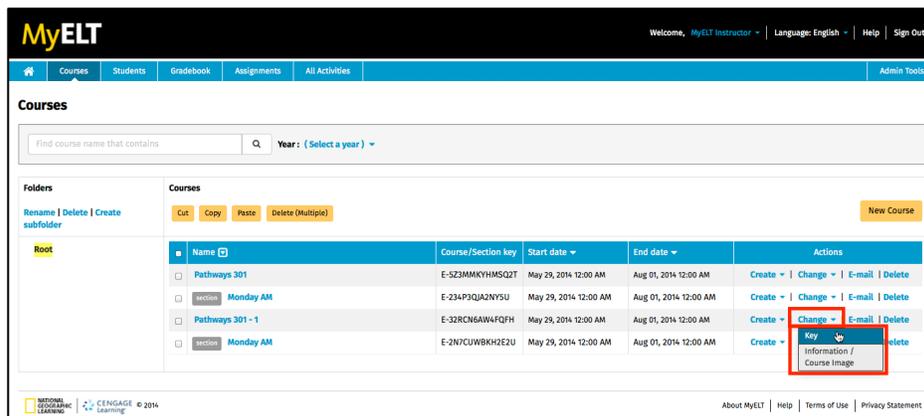
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Courses**.



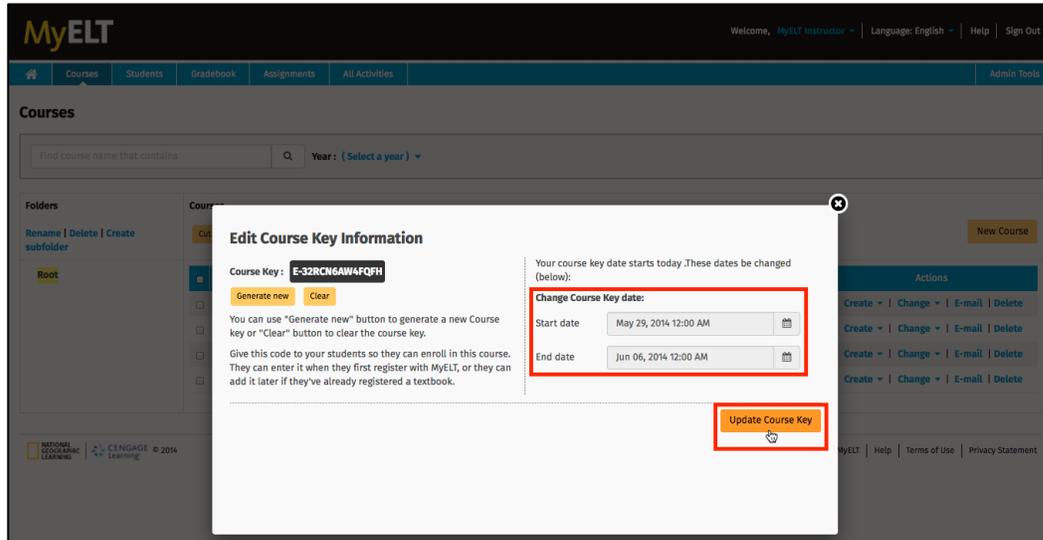
3. Click **Change** and then click **Key** in the **Actions** column to the right of the course your students are having trouble enrolling in.



4. Check that:

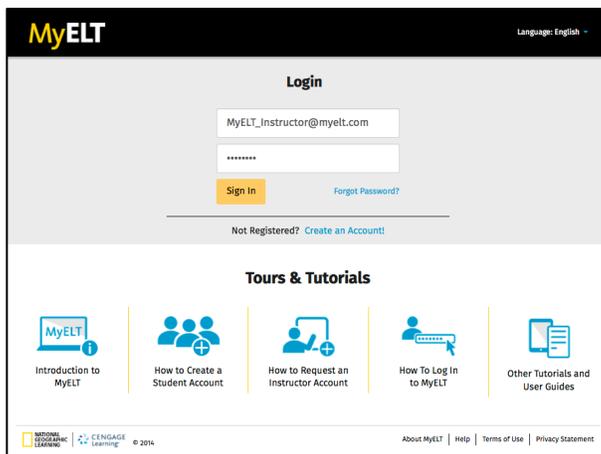
- The Course Key is set to start after the current date.
- The Course Key is set to end before the current date.

In either case, select a different course start and/or end date so the current date falls within the range and then click **Update Course Details**.

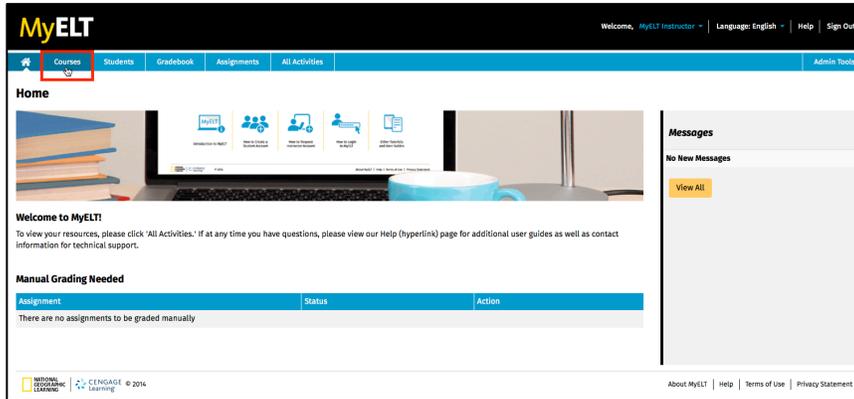


RESET THE COURSE DATES

1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.

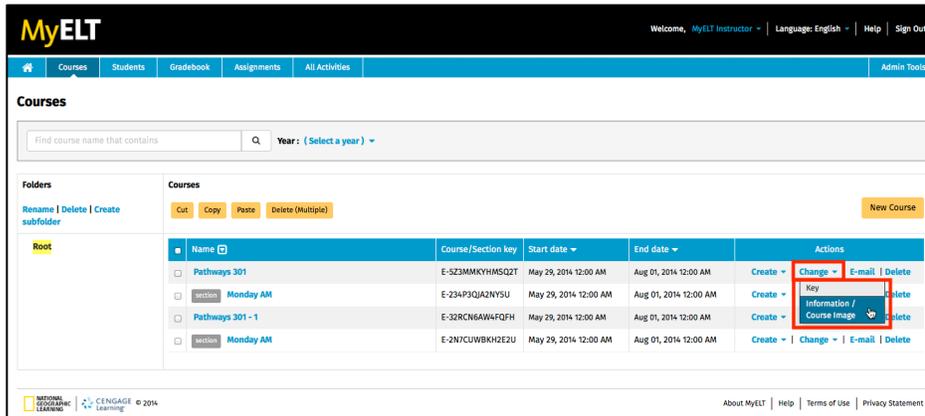


2. Click **Courses**.



3. If the current date is before the course start date or after the course end date, click **Change** and then click **Information/Course Image** in the **Actions** column to the right of the course title.

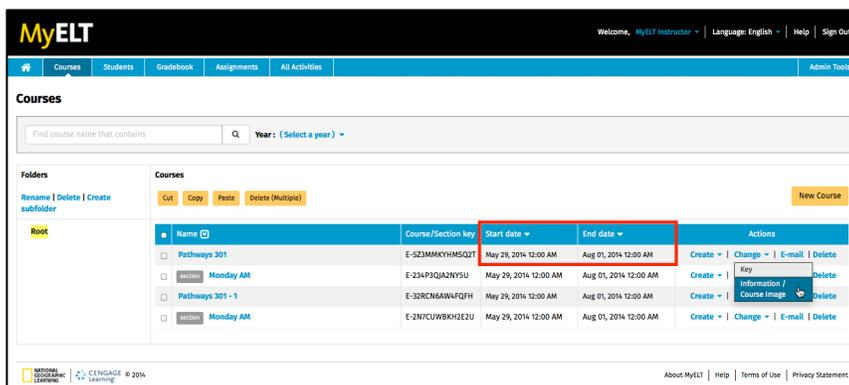
Note: If the current date falls between the course start and end dates, contact MyELT Technical Support as described on page 82.



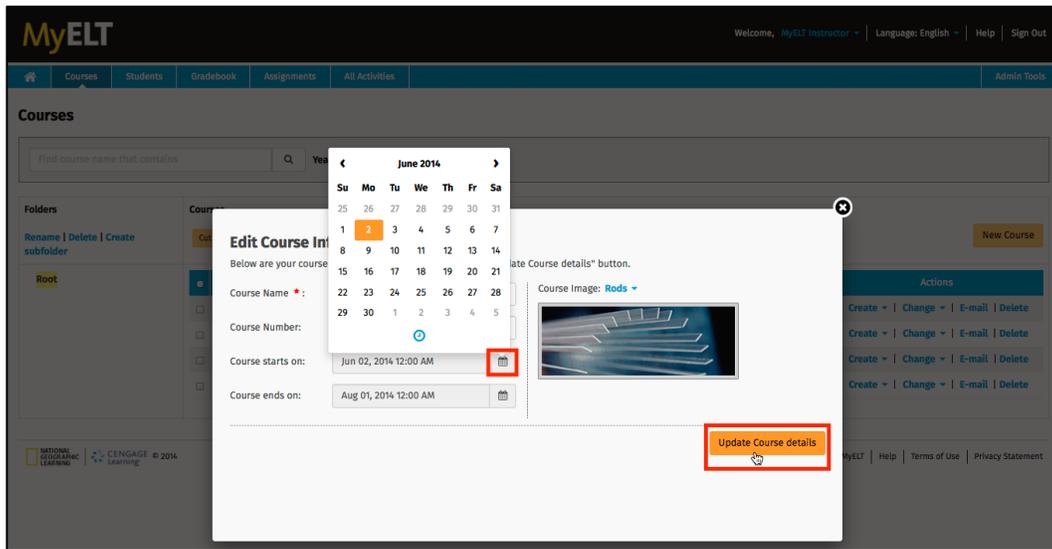
4. Check that:

- The Course Key is set to start after the current date.
- The Course Key is set to end before the current date.

In either case, type or select a new date so the Course Key is active on the current date, and then click **Update Course Key**.



5. In either case, select a different course start and/or end date so the current date falls within the range and then click **Update Course Details**.



HAVE STUDENTS TRY AGAIN

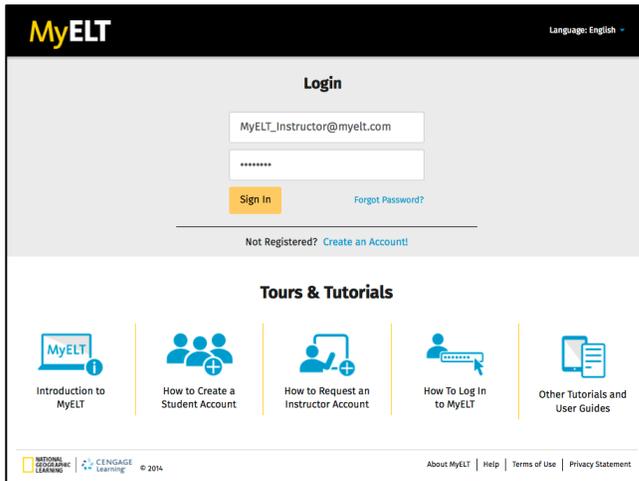
1. Give the students the Course Key again.
2. Ask the students to re-enter the Course Key, making sure they type the numbers and letters in the correct order.

USING THE GRADEBOOK AND RUNNING REPORTS

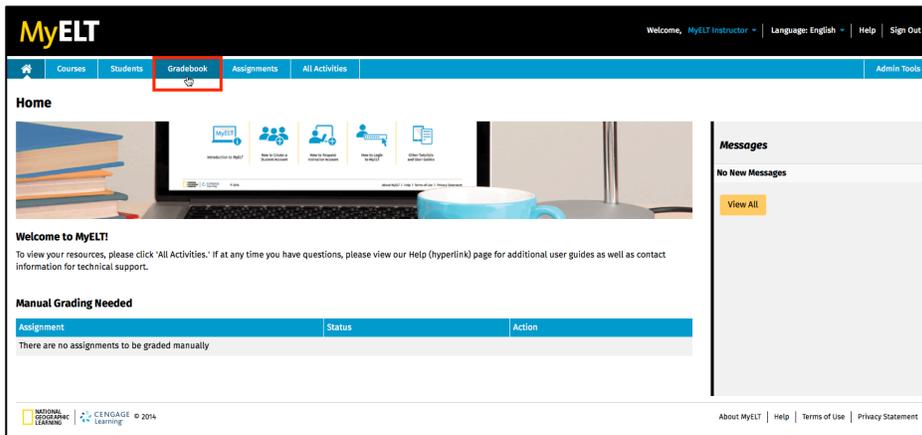
The Gradebook lets you track student progress and performance in your course. You can view this information in the Gradebook itself or you can run reports on the class as a whole, groups of students, or individuals.

HOW DO I VIEW STUDENT PROGRESS?

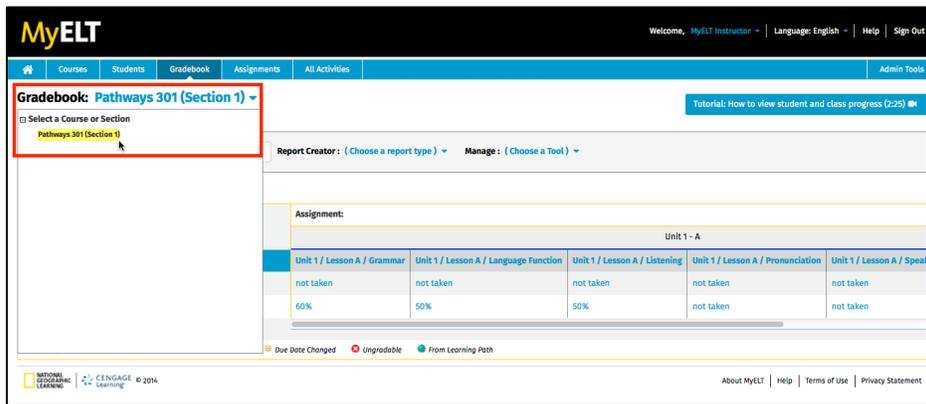
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



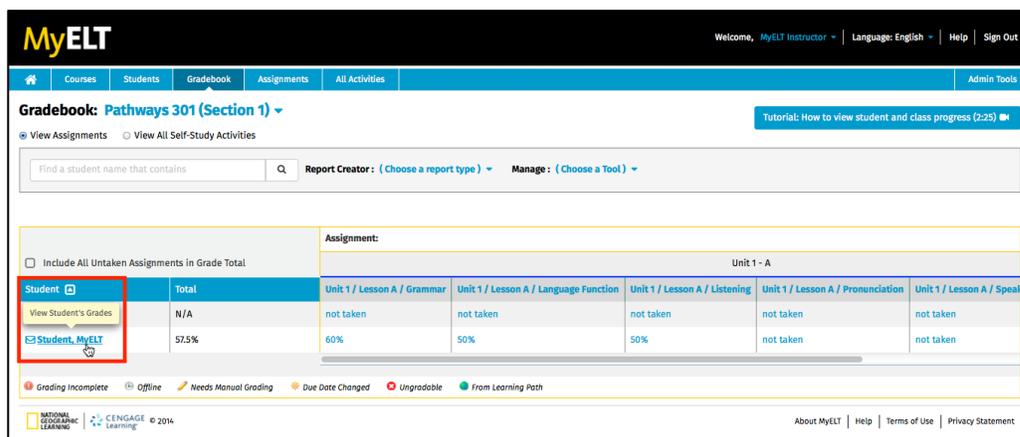
2. Click **Gradebook**.



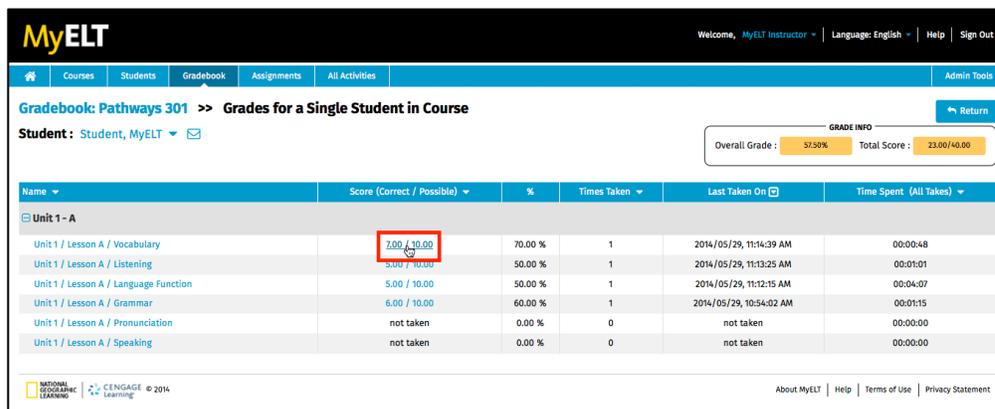
- Make sure the title of the course that you want to view student progress for appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



- Examine the assignment and average grades for each student.
- Click each student's name to see more detailed information about his or her performance.



- Click a student's score to the right of an assignment to see the answers that the student submitted.



- Click **Grade total assignment/leave a comment** if you want change the student's score and/or enter feedback for the student.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Courses Students **Gradebook** Assignments All Activities Admin Tools

Gradebook: Pathways 301 >> Edit Grade in Course Return

Assignment: Unit 1 / Lesson A / Vocabulary Student: Student, MyELT

Assignment Score (Correct/Possible): 7.00/10 → **Grade total assignment/leave a comment**
 Adjusted Score: 7.00
 Graded: Electronic
 Times Taken: 1
 Time Spent (All Takes): 00:00:48
 Last Taken On: 2014/05/29, 11:14:39 AM

Take 1: 70.00%

| Question | Correct Answer | Student Answer | Score | Comment |
|--|----------------|----------------|-------|-------------|
| Q1: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- Do you really think that eating fast food every day is [...]? | healthy | healthy | 1.0 | Add Comment |
| Q2: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- Being physically active is one of the most important things you can do to prevent or control high blood [...]. | pressure | pressure | 1.0 | Add Comment |
| Q3: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- A healthy [...] contains food from each of the four major food groups. | diet | diet | 1.0 | Add Comment |

- Click the arrow to the right of the current assignment's title and select another assignment to see the same student's answers. Click the arrow to the right of the current student's name and select another one to see that student's answers on the same assignment.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Courses Students **Gradebook** Assignments All Activities Admin Tools

Gradebook: Pathways 301 >> Edit Grade in Course Return

Assignment: Unit 1 / Lesson A / Vocabulary Student: Student, MyELT

Unit 1 / Lesson A / Grammar
 Unit 1 / Lesson A / Language Function
 Unit 1 / Lesson A / Listening
 Unit 1 / Lesson A / Pronunciation
 Unit 1 / Lesson A / Speaking
 Unit 1 / Lesson A / Vocabulary

Student, MyELT
 Student, MyELT

Take 1: 70.00%

| Question | Correct Answer | Student Answer | Score | Comment |
|--|----------------|----------------|-------|-------------|
| Q1: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- Do you really think that eating fast food every day is [...]? | healthy | healthy | 1.0 | Add Comment |
| Q2: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- Being physically active is one of the most important things you can do to prevent or control high blood [...]. | pressure | pressure | 1.0 | Add Comment |
| Q3: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- A healthy [...] contains food from each of the four major food groups. | diet | diet | 1.0 | Add Comment |

- When you are done looking at individual student scores and answers, click **Return**.

10. Click **View All Self-Study Activities** to see student scores on unassigned activities that they completed on his or her own. Click a student's name and then the student's score to see the answers that he or she submitted. When you are done looking at individual student scores and answers, click **Return**.

The screenshot shows the MyELT interface for the Gradebook: Pathways 301 (Section 1). The 'View All Self-Study Activities' tab is selected and highlighted with a red box. Below the navigation bar, there is a search field and filters for 'Report Creator' and 'Manage'. A table titled 'View Student's Grades' is displayed, with 'Student, MyELT' highlighted by a red box. The table shows a total score of 70% for this student.

| View Student's Grades | Total |
|-----------------------|-------|
| Student, MyELT | 70% |
| Student, MyELT | 0% |

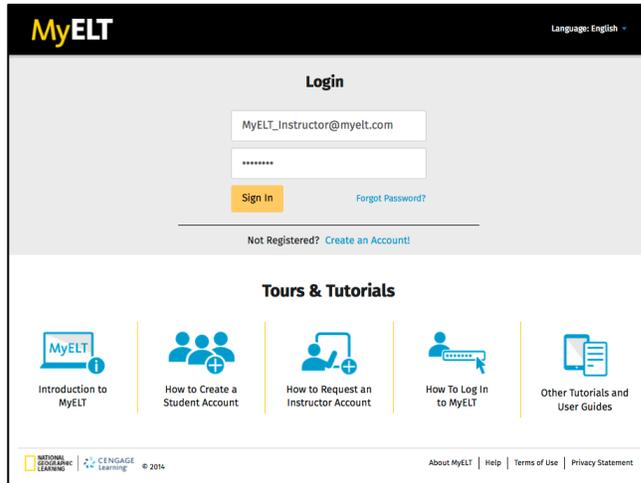
The screenshot shows the 'Non-Assigned Gradebook: Pathways 301 >> Grades for a Single Student in Course' page. The student is identified as 'Student, MyELT' and the book is set to 'All'. A table displays the student's performance on various activities. The 'Score (Correct/Possible)' column for the activity 'Unit 1 / Lesson A / Listening' is highlighted with a red box, showing a score of 7.00/10.00.

| Book Name | Activity | Score (Correct/Possible) | % | Times Taken | Last Taken On | Total Time Spent (All Takes) |
|--|-------------------------------|--------------------------|---------|-------------|-------------------------|------------------------------|
| Pathways: Listening and Speaking Level 2 | Unit 1 / Lesson A / Listening | 7.00/10.00 | 70.00 % | 1 | 2014/05/29, 12:52:07 PM | 00:13:21 |

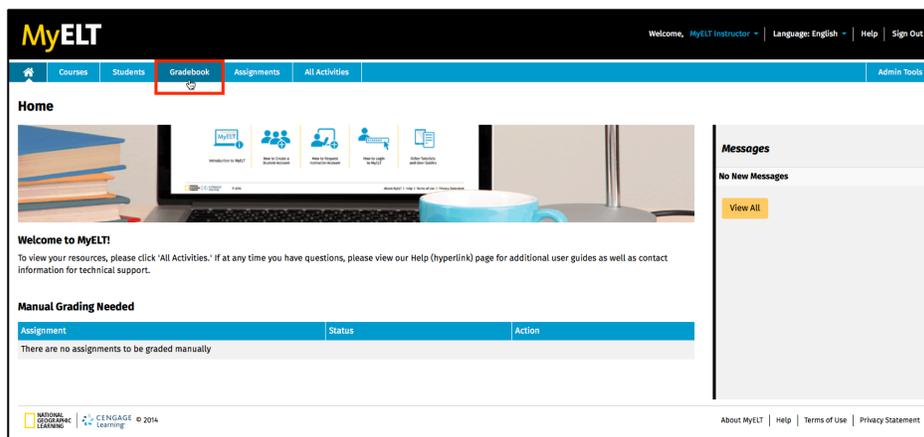
HOW DO I LISTEN TO RECORDED ANSWERS?

Students record oral answers to some MyELT assignments. These recordings are saved in the Gradebook so you can listen to them.

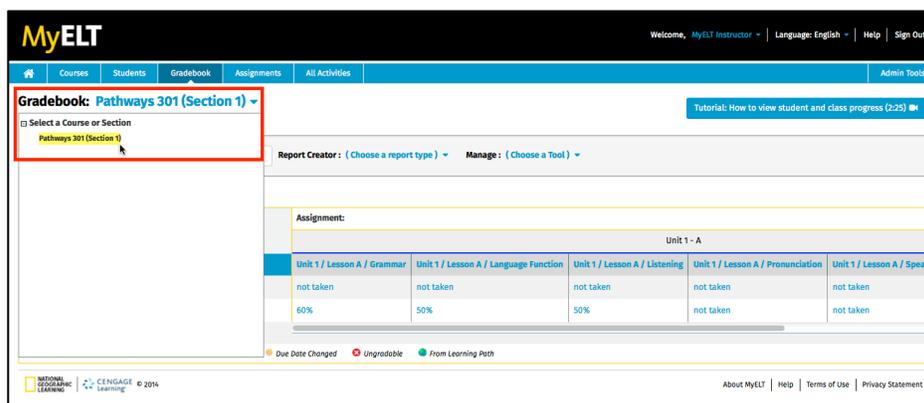
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Gradebook**.



3. Make sure the title of the course with the recordings you want to listen to appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



- If the answers you want to listen to were for unassigned activities, click **View All Self-Study Activities**. Otherwise, leave **View Assignments** selected.

The screenshot shows the MyELT interface for 'Gradebook: Pathways 301 (Section 1)'. The 'View All Self-Study Activities' button is highlighted with a red box. Below the navigation bar, there is a search field for student names and a 'Report Creator' dropdown. The main table shows assignment data for 'Unit 1 - A' with columns for different activity types. The 'View All Self-Study Activities' button is located at the top left of the main content area.

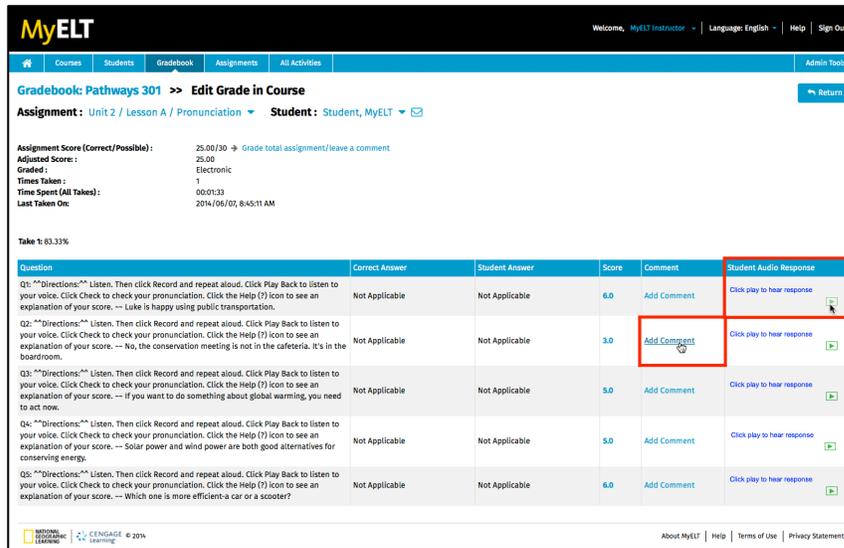
- Click the name of the student whose answers you want to listen to.

The screenshot shows the MyELT interface for 'Gradebook: Pathways 301 (Section 1)'. The 'View All Self-Study Activities' button is selected. The main table shows assignment data for 'Unit 1 - A'. The student 'Student, MyELT' is highlighted with a red box. The 'View Student's Grades' button is also visible next to the student's name.

- Click **Audio Sample** in the **Notes** column to the right of the assignment.

The screenshot shows the MyELT interface for 'Gradebook: Pathways 301 >> Grades for a Single Student in Course'. The student is 'Student, MyELT'. The 'Overall Grade' is 73.64% and the 'Total Score' is 81.00/110.00. The main table shows assignment data for 'Unit 1 - A' and 'Unit 2 - A'. The 'Audio Samples' button is highlighted with a red box in the 'Notes' column for the assignment 'Unit 2 / Lesson A / Pronunciation'.

7. Click the play button  to listen to the student's answer. Click **Add Comment** to leave feedback.



MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Courses Students **Gradebook** Assignments All Activities Admin Tools

Gradebook: Pathways 301 >> **Edit Grade in Course** Return

Assignment: Unit 2 / Lesson A / Pronunciation **Student:** Student, MyELT

Assignment Score (Correct/Possible): 25.00/30 [Grade total assignment/leave a comment](#)
Adjusted Score: 25.00
Graded: Electronic
Times Taken: 1
Time Spent (All Taken): 00:01:33
Last Taken On: 2014/06/07, 6:45:11 AM

Take 1: 63.33%

| Question | Correct Answer | Student Answer | Score | Comment | Student Audio Response |
|--|----------------|----------------|-------|-----------------------------|---|
| Q1: "Directions:" Listen. Then click Record and repeat aloud. Click Play Back to listen to your voice. Click Check to check your pronunciation. Click the Help (?) icon to see an explanation of your score. -- Like is happy using public transportation. | Not Applicable | Not Applicable | 6.0 | Add Comment | Click play to hear response  |
| Q2: "Directions:" Listen. Then click Record and repeat aloud. Click Play Back to listen to your voice. Click Check to check your pronunciation. Click the Help (?) icon to see an explanation of your score. -- No, the conservation meeting is not in the cafeteria. It's in the boardroom. | Not Applicable | Not Applicable | 3.0 | Add Comment | Click play to hear response  |
| Q3: "Directions:" Listen. Then click Record and repeat aloud. Click Play Back to listen to your voice. Click Check to check your pronunciation. Click the Help (?) icon to see an explanation of your score. -- If you want to do something about global warming, you need to act now. | Not Applicable | Not Applicable | 5.0 | Add Comment | Click play to hear response  |
| Q4: "Directions:" Listen. Then click Record and repeat aloud. Click Play Back to listen to your voice. Click Check to check your pronunciation. Click the Help (?) icon to see an explanation of your score. -- Solar power and wind power are both good alternatives for conserving energy. | Not Applicable | Not Applicable | 5.0 | Add Comment | Click play to hear response  |
| Q5: "Directions:" Listen. Then click Record and repeat aloud. Click Play Back to listen to your voice. Click Check to check your pronunciation. Click the Help (?) icon to see an explanation of your score. -- Which one is more efficient a car or a scooter? | Not Applicable | Not Applicable | 6.0 | Add Comment | Click play to hear response  |

INTERNATIONAL CENTER FOR EDUCATION | CENGAGE | © 2014 About MyELT | Help | Terms of Use | Privacy Statement

8. When you are done, click **Return**.

WHY CAN'T I SEE A STUDENT'S SCORE?

There are two common reasons that a student's score might not appear in the Gradebook even though the student says he or she completed it.

Note: If none of these solutions solve the problem, contact MyELT Technical Support as described on page 82.

STUDENT DID THE ASSIGNMENT AS A SELF-STUDY ACTIVITY

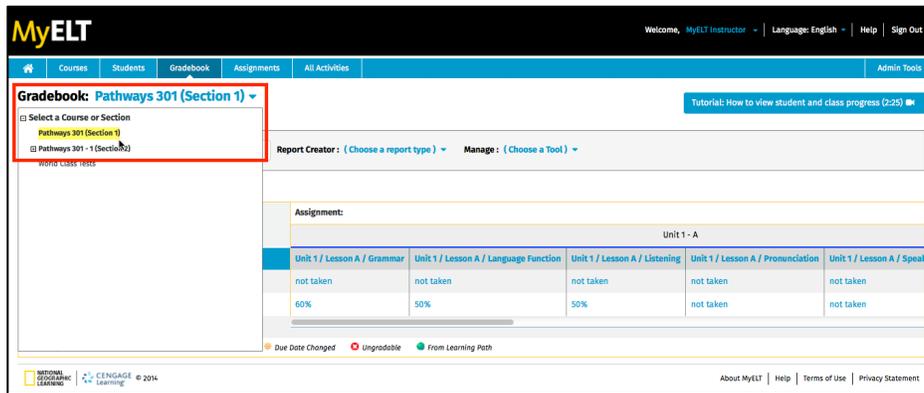
- Ask the student to check his or her **Assignments** page to see what it says in the column to the far right of the assignment.
 - If it says **Take**, the student must retake the activity.
 - If it says **Retake**, contact MyELT Technical Support as described on page 82.
 - If it is blank, the student has already taken the assignment as many times as allowed or the assignment is past due.

| Assignment | Score | % | Last Taken | Date Due | Times Taken | Total Time Spent | Action |
|---|------------|-------|------------------------|------------|-------------|------------------|--------|
| Unit 1 / Lesson A / Grammar | 8.0/10.0 | 80.0% | 2014/05/27 1:39:23 PM | 2014/06/26 | 2 / 5 | 00:02:23 | Retake |
| Unit 1 / Lesson A / Language Function | 9.0/10.0 | 90.0% | 2014/05/27 1:53:38 PM | 2014/06/26 | 1 / 5 | 00:04:45 | Retake |
| Unit 1 / Lesson A / Listening | 6.0/10.0 | 60.0% | 2014/05/27 1:58:08 PM | 2014/06/26 | 1 / 5 | 00:02:26 | Retake |
| Unit 1 / Lesson A / Pronunciation | 9.0/30.0 | 30.0% | 2014/05/27 2:00:48 PM | 2014/06/26 | 1 / 5 | 00:02:38 | Retake |
| Unit 1 / Lesson A / Speaking | not taken | — | — | 2014/06/26 | 0 / 5 | 00:00:00 | Take |
| Unit 1 / Lesson A / Vocabulary | 6.0/10.0 | 60.0% | 2014/05/28 11:25:52 AM | 2014/06/26 | 1 / 5 | 00:01:36 | Retake |
| Unit 1 / Lesson A and B Viewing / Video | 0.0/10.0 | 0.0% | 2014/06/04 3:46:23 PM | 2014/06/26 | 1 / 5 | 00:00:21 | Retake |
| Unit 1 / Lesson B / Grammar | not taken | — | — | 2014/06/26 | 0 / 5 | 00:00:00 | Take |
| Unit 1 / Lesson B / Language Function | not taken | — | — | 2014/06/26 | 0 / 5 | 00:00:00 | Take |
| Unit 1 / Lesson B / Listening | incomplete | — | — | 2014/06/26 | 1 / 5 | 00:00:12 | Resume |
| Unit 1 / Lesson B / Vocabulary | not taken | — | — | 2014/06/26 | 0 / 5 | 00:00:00 | Take |

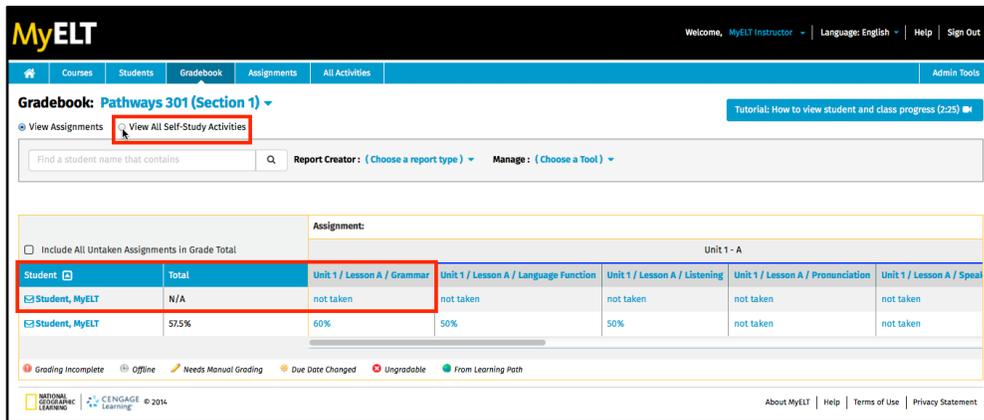
- Recheck your Gradebook.
 - a. Click **Gradebook**.

| Assignment | Status | Action |
|--|--------|--------|
| There are no assignments to be graded manually | | |

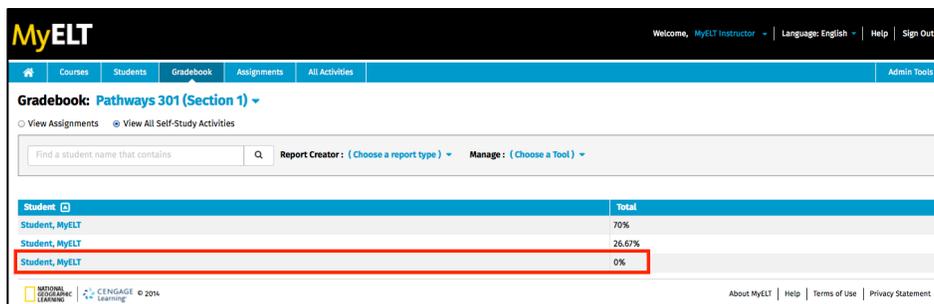
- b. Make sure the course the student is enrolled in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



- c. Find the student's name to see whether a score appears for the assignment. If not, click **View All Self-Study Activities** at the top of the page.



- d. Find the student's name to see whether a score appears for the assignment.



- e. If not, see the following procedure.

STUDENT DID NOT CLICK SUBMIT

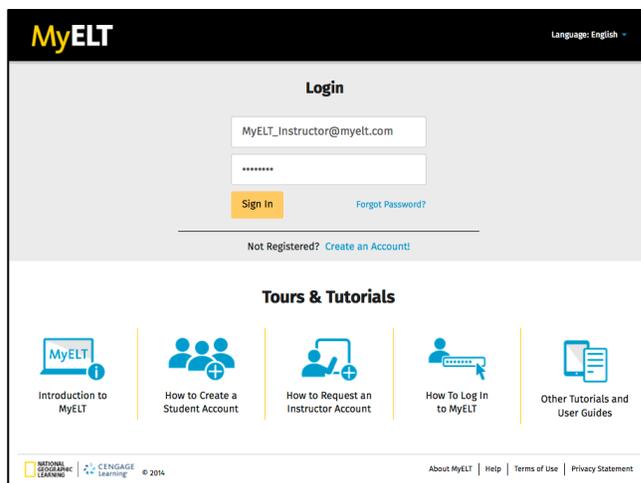
- Have the student retake the assignment in your classroom or office. Make sure he or she answers all the questions and then clicks **Submit**.
- If the student cannot take the assignment in your classroom or office, ask him or her to retake it at home. Remind the student to click **Submit** before leaving the activity. Advise the student that he or she may need to scroll down the page to activate the **Submit** button.

HOW DO I RUN A REPORT?

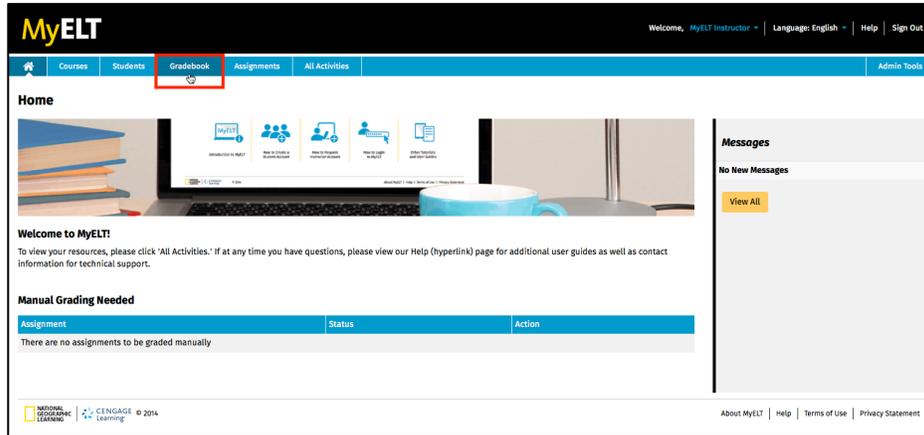
You can generate a variety of reports about your students and their performance:

| Report Title | What It Shows | SEE SAMPLE ON |
|---|--|---------------|
| Activity Statistics | The number of students who have taken a particular assignment in a course, the range of grades, the median scores, and the mean scores. | Page 83 |
| Scores, By Assignment | The scores achieved by each student on each assignment in the course. | Page 84 |
| Scores, by Student (Details) | The scores for all the activities taken by each student in the course. | Page 84 |
| Scores, by Student (Summary) | All the students in a course, their usernames and email addresses, and their overall scores in the course. | Page 84 |
| Scores, by Student (Summary, with Categories) | Their scores and percentages for all the students in a course. | Page 84 |
| Time Spent, by Student | All the assignments taken by a student in a course, the book that the assignments came from, the date that the student last worked on the assignment, the total time the student spent on the assignment, and the student's score. | Page 85 |
| Student Assignment Progress | The number of days each student has been inactive, how many assignments each student has taken, how many assignments each student still has left to do, and the student's score. | Page 85 |

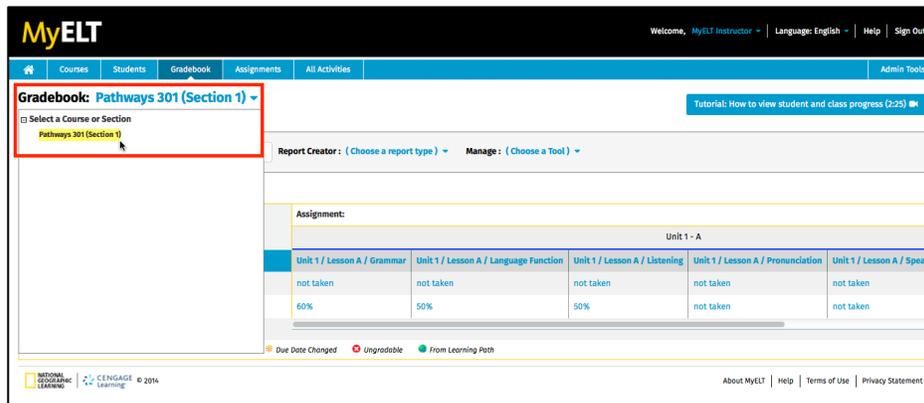
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Gradebook**.

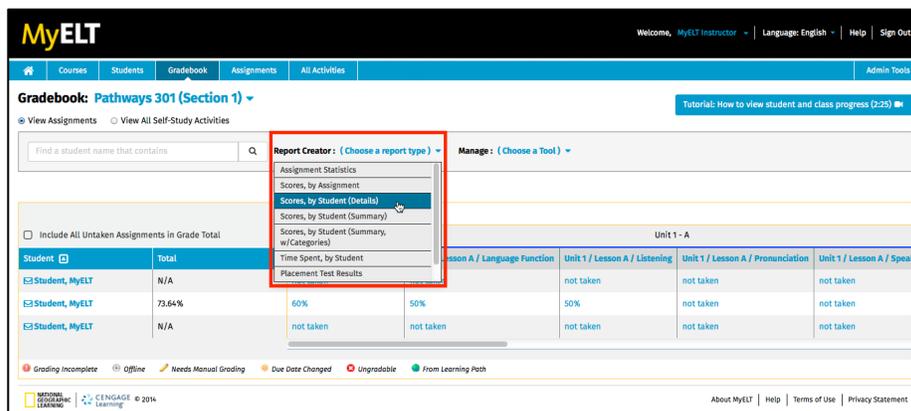


3. Make sure the title of the course you want to run a report from appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



4. Click the arrow next to **Report Creator** and select the type of report you want to run.

Note: To see an example of each type of report, see the appendix on page 83.



5. Select options to specify what you want to see and how you want it to appear in your report. The options that are available depend on the type of report you chose.

The screenshot shows the MyELT interface for 'Gradebook: Pathways 301 >> Reports'. The page title is 'Scores, by Student (Details)'. A red box highlights the 'Report Options' section, which contains two groups of radio buttons. The first group, 'Name Display', has three options: 'Last, First' (selected), 'Sign-in ID', and 'Student ID'. The second group, 'Include assignments not yet due:', has two options: 'Omit assignments not past due date and not taken' and 'Include all assignments' (selected). A yellow 'Create Report' button is located to the right of these options. The footer includes logos for National Geographic Learning and Cengage Learning, and links for 'About MyELT', 'Help', 'Terms of Use', and 'Privacy Statement'.

6. When you are done, click **Create Report**.

This screenshot is identical to the previous one, showing the 'Report Options' section. However, a red box now highlights the yellow 'Create Report' button, indicating the next step in the process. The rest of the page content, including the navigation menu and footer, remains the same.

7. Scroll down to see the entire report.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Courses Students **Gradebook** Assignments All Activities Admin Tools

Gradebook: Pathways 101 >> Reports Return

Scores, by Student (Details)

Report Options

Name Display: Last, First Sign-in ID Student ID

Include assignments not yet due: Omit assignments not past due date and not taken Include all assignments Create Report

Your report appears below.
You can print the report as it appears on this screen by clicking "Print Report."
You can also save the report in a variety of file formats by selecting a file type and clicking "Save Report."

Print Save Report as: .pdf (Adobe Acrobat compatible) .rtf (MS Word compatible) .csv (Spreadsheet compatible) Save

Scores, by Student (Details)

Grades for: Student, MyELT

| Assignment | Date Due | Date Taken | Score | Possible | Percent |
|--|----------|------------|-------|----------|---------------|
| (Unit 1) Unit 1 / Lesson A / Grammar | 6/26/14 | 6/5/14 | 6.00 | 10.00 | 60% |
| (Unit 1) Unit 1 / Lesson A / Language Function | 6/26/14 | 6/5/14 | 3.00 | 10.00 | 30% |
| (Unit 1) Unit 1 / Lesson A / Listening | 6/26/14 | 6/5/14 | 5.00 | 10.00 | 50% |
| (Unit 1) Unit 1 / Lesson A / Vocabulary | 6/26/14 | 6/10/14 | 6.00 | 10.00 | 60% |
| (Unit 1) Unit 1 / Lesson B / Listening | 6/26/14 | 6/9/14 | 6.00 | 10.00 | 60% |
| (Unit 1) Unit 1 / Lesson B / Vocabulary | 6/26/14 | 6/9/14 | 3.00 | 10.00 | 30% |
| Total for category: Default | | | 29.00 | 60.00 | 48.33% |
| OVERALL GRADE | | | | | 48.33% |

Grades for: Student, MyELT

| Assignment | Date Due | Date Taken | Score | Possible | Percent |
|---|----------|------------|-------|----------|------------|
| (Unit 1) Unit 1 / Lesson A / Vocabulary | 6/26/14 | 5/29/14 | 7.00 | 10.00 | 70% |
| Total for category: Default | | | 7.00 | 10.00 | 70% |
| OVERALL GRADE | | | | | 70% |

Grades for: Student 1, MyELT

| Assignment | Date Due | Date Taken | Score | Possible | Percent |
|--|----------|------------|-------|----------|--------------|
| (Unit 1) Unit 1 / Lesson A / Grammar | 6/26/14 | 5/27/14 | 8.00 | 10.00 | 80% |
| (Unit 1) Unit 1 / Lesson A / Language Function | 6/26/14 | 5/27/14 | 9.00 | 10.00 | 90% |
| (Unit 1) Unit 1 / Lesson A / Listening | 6/26/14 | 5/27/14 | 6.00 | 10.00 | 60% |
| (Unit 1) Unit 1 / Lesson A / Pronunciation | 6/26/14 | 5/27/14 | 9.00 | 30.00 | 30% |
| (Unit 1) Unit 1 / Lesson A / Vocabulary | 6/26/14 | 5/28/14 | 6.00 | 10.00 | 60% |
| (Unit 1) Unit 1 / Lesson A and B Viewing / Video | 6/26/14 | 6/4/14 | 0.00 | 10.00 | 0% |
| Total for category: Default | | | 38.00 | 80.00 | 47.5% |
| OVERALL GRADE | | | | | 47.5% |

Grades for: Student 2, MyELT

| Assignment | Date Due | Date Taken | Score | Possible | Percent |
|------------------------------------|----------|------------|-------|----------|-----------|
| Total for category: Default | | | 0.00 | 0.00 | 0% |
| OVERALL GRADE | | | | | 0% |

Pathways 101

8. Click **Print** if you want to print a copy of the report.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Courses Students Gradebook Assignments All Activities Admin Tools

Gradebook: Pathways 301 >> Reports Return

Scores, by Student (Details)

Report Options

Name Display: Last, First Sign-in ID Student ID

Include assignments not yet due: Omit assignments not past due date and not taken Include all assignments Create Report

Your report appears below.
You can print the report as it appears on this screen by clicking "Print Report."
You can also save the report in a variety of file formats by selecting a file type and clicking "Save Report."

Print Save Report as: .pdf (Adobe Acrobat compatible) .rtf (MS Word compatible) .csv (Spreadsheet compatible) Save

Scores, by Student (Details)

Grades for: Student, MyELT

| Assignment | Date Due | Date Taken | Score | Possible | Percent |
|--|----------|------------|-----------|----------|---------|
| (Unit 1-A) Unit 1 / Lesson A / Grammar | 6/23/14 | not taken | not taken | 0.00 | 0% |
| (Unit 1-A) Unit 1 / Lesson A / Language Function | 6/23/14 | not taken | not taken | 0.00 | 0% |
| (Unit 1-A) Unit 1 / Lesson A / Listening | 6/23/14 | not taken | not taken | 0.00 | 0% |
| (Unit 1-A) Unit 1 / Lesson A / Pronunciation | 6/23/14 | not taken | not taken | 0.00 | 0% |

9. Next to **Save Report as**, click a format and then click **Save** to save the report as a file that you can open in another application. The available formats are:

- .pdf (which Adobe Acrobat Reader can open)
- .rtf (which Microsoft Word and other word processing programs can open)
- .csv (which Microsoft Excel and other spreadsheet programs can open)

The screenshot shows the MyELT interface for 'Gradebook: Pathways 301 >> Reports'. The 'Report Options' section includes 'Name Display' (Last, First, Sign-in ID, Student ID) and 'Include assignments not yet due' (Omit assignments not past due date and not taken, Include all assignments). A 'Create Report' button is present. Below this, a 'Print' button and a 'Save Report as' section are highlighted with a red box. The 'Save Report as' section has radio buttons for '.pdf (Adobe Acrobat compatible)', '.rtf (MS Word compatible)', and '.csv (Spreadsheet compatible)', with a 'Save' button. The 'Scores, by Student (Details)' section contains a table with the following data:

| Assignment | Date Due | Date Taken | Score | Possible | Percent |
|--|----------|------------|-----------|----------|---------|
| (Unit 1 - A) Unit 1 / Lesson A / Grammar | 6/23/14 | not taken | not taken | 0.00 | 0% |
| (Unit 1 - A) Unit 1 / Lesson A / Language Function | 6/23/14 | not taken | not taken | 0.00 | 0% |
| (Unit 1 - A) Unit 1 / Lesson A / Listening | 6/23/14 | not taken | not taken | 0.00 | 0% |
| (Unit 1 - A) Unit 1 / Lesson A / Pronunciation | 6/23/14 | not taken | not taken | 0.00 | 0% |

10. When you are done, click **Return** to go back to the Gradebook.

This screenshot is identical to the previous one, but with a red box highlighting the 'Return' button in the top right corner of the 'Scores, by Student (Details)' section.

GETTING HELP

CONTACT YOUR SALES REPRESENTATIVE

To find out who your sales representative is and how to contact him or her, go to <http://sites.cengage.com/RepFinder/search/natgeo>.

CONTACT TECHNICAL SUPPORT

If you have questions that are not answered in this guide, please contact MyELT Technical Support at MyELT.support@cengage.com. You will receive a response in 1 to 3 business days.

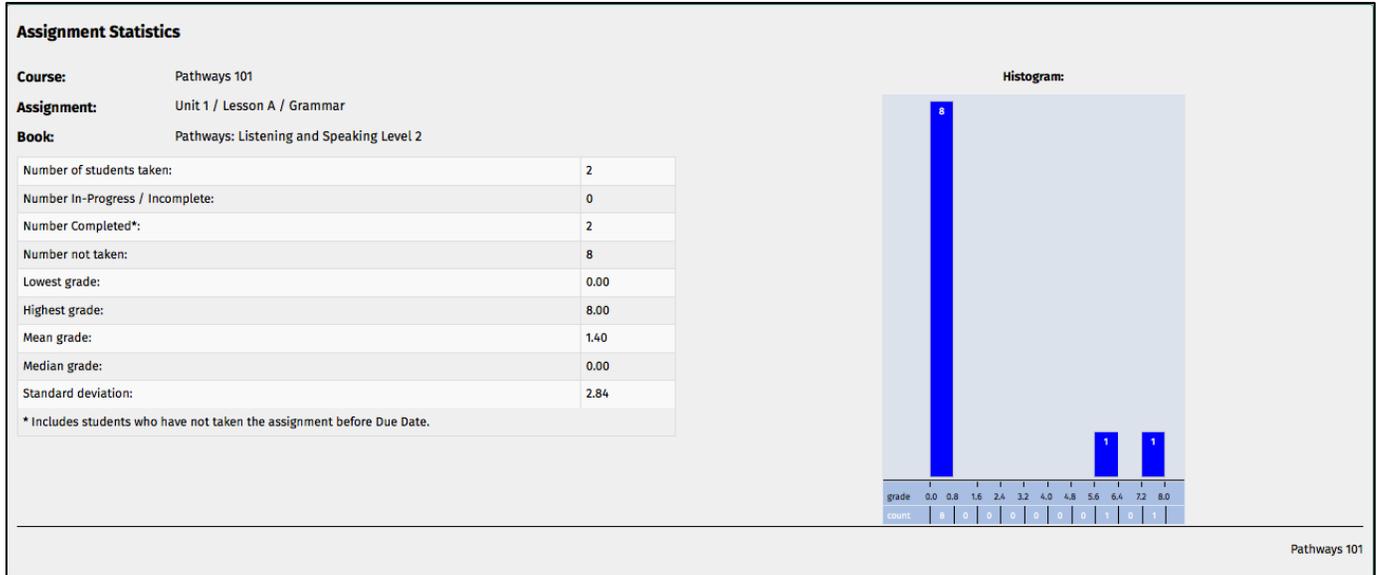
When contacting Technical Support, please provide the following information:

| | |
|-------------------------------------|--|
| First and last name | |
| School | |
| Operating system | |
| Browser and version | |
| Content Access Code | |
| Course Key (if you have one) | |
| Description of the problem | |
| Screenshot of the problem | |

APPENDIX: SAMPLE REPORTS

ACTIVITY STATISTICS

The Activity Statistics report shows the number of students who have taken a particular assignment in a course, the range of grades, the median score, and the mean score.



SCORES, BY ASSIGNMENT

The Scores, By Assignment report shows the score achieved by each student for each assignment in this format:

| Login ID | (Unit 2) Unit 1 / Lesson A / Grammar | (Unit 2) Unit 1 / Lesson A / Language Function | (Unit 2) Unit 1 / Lesson A / Listening | (Unit 2) Unit 1 / Lesson A / Pronunciation | (Unit 2) Unit 1 / Lesson A / Speaking | (Unit 2) Unit 1 / Lesson A / Vocabulary | (Unit 2) Unit 1 / Lesson A and B Viewing / Video | (Unit 2) Unit 1 / Lesson B / Grammar | (Unit 2) Unit 1 / Lesson B / Language Function | (Unit 2) Unit 1 / Lesson B / Listening | (Unit 2) Unit 1 / Lesson B / Vocabulary | Total Score |
|-------------------|--------------------------------------|--|--|--|---------------------------------------|---|--|--------------------------------------|--|--|---|-------------|
| markdemo_student1 | 8.00 | 8.00 | 3.00 | 14.00 | 5.00 | 1.00 | 4.00 | 5.00 | 16.00 | 7.00 | 2.00 | 73.00 |
| markdemo_student2 | not taken | not taken | not taken | not taken | not taken | not taken | not taken | not taken | not taken | not taken | not taken | 0.00 |
| markdemo_student3 | 7.00 | 0.00 | 4.00 | 0.00 | not taken | 5.00 | 4.00 | not taken | not taken | 10.00 | 8.00 | 38.00 |
| markdemo_student4 | 10.00 | 10.00 | 8.00 | not taken | not taken | 10.00 | 6.00 | not taken | not taken | 6.00 | 10.00 | 60.00 |
| markdemo_student5 | 4.00 | 9.00 | 2.00 | not taken | not taken | 4.00 | 2.00 | not taken | 10.00 | not taken | not taken | 31.00 |

Wrap table to fit page width

Pathways 102

SCORES, BY STUDENT (DETAILS)

The Scores, By Student (Details) report shows the scores achieved by an individual student for each assignment in the course.

| Scores, by Student (Details) | | | | | | |
|--|----------|------------|-------|----------|---------------|--|
| Grades for: markdemo_student1 | | | | | | |
| Assignment | Date Due | Date Taken | Score | Possible | Percent | |
| (Unit 2) Unit 1 / Lesson A / Grammar | 6/20/14 | 6/11/14 | 8.00 | 10.00 | 80% | |
| (Unit 2) Unit 1 / Lesson A / Language Function | 6/20/14 | 6/11/14 | 8.00 | 10.00 | 80% | |
| (Unit 2) Unit 1 / Lesson A / Listening | 6/20/14 | 6/11/14 | 3.00 | 10.00 | 30% | |
| (Unit 2) Unit 1 / Lesson A / Pronunciation | 6/20/14 | 6/11/14 | 14.00 | 30.00 | 46.67% | |
| (Unit 2) Unit 1 / Lesson A / Speaking | 6/20/14 | 6/11/14 | 5.00 | 5.00 | 100% | |
| (Unit 2) Unit 1 / Lesson A / Vocabulary | 6/20/14 | 6/11/14 | 1.00 | 10.00 | 10% | |
| (Unit 2) Unit 1 / Lesson A and B Viewing / Video | 6/20/14 | 6/11/14 | 4.00 | 10.00 | 40% | |
| (Unit 2) Unit 1 / Lesson B / Grammar | 6/20/14 | 6/11/14 | 5.00 | 5.00 | 100% | |
| (Unit 2) Unit 1 / Lesson B / Language Function | 6/20/14 | 6/11/14 | 16.00 | 30.00 | 53.33% | |
| (Unit 2) Unit 1 / Lesson B / Listening | 6/20/14 | 6/11/14 | 7.00 | 10.00 | 70% | |
| (Unit 2) Unit 1 / Lesson B / Vocabulary | 6/20/14 | 6/11/14 | 2.00 | 10.00 | 20% | |
| Total for category: Default | | | 73.00 | 140.00 | 52.14% | |
| OVERALL GRADE | | | | | 52.14% | |

SCORES, BY STUDENT (SUMMARY)

The Scores, by Student (Summary) report shows each student's sign-in information and overall score for the course.

| Scores, by Student (Summary) | | | | | | | | | |
|------------------------------|------------|-------------------|-----------------------------|--------------|---------------|---------|----------------|--------------|--|
| Student Name | Student ID | Login | Email | Course | Course Number | Section | Section Number | Course Grade | |
| markdemo_student3 | - | markdemo_student3 | demo_student3@myeltdemo.com | Pathways 102 | 102 | n/a | n/a | 38.00% | |
| markdemo_student1 | - | markdemo_student1 | demo_student1@myeltdemo.com | Pathways 102 | 102 | n/a | n/a | 52.14% | |
| markdemo_student4 | - | markdemo_student4 | demo_student4@myeltdemo.com | Pathways 102 | 102 | n/a | n/a | 85.71% | |
| markdemo_student5 | - | markdemo_student5 | demo_student5@myeltdemo.com | Pathways 102 | 102 | n/a | n/a | 38.75% | |

Pathways 102

SCORES, BY STUDENT (SUMMARY, WITH CATEGORIES)

The Scores, by student (Summary, with Categories) report lists all the students in a course with their raw scores and percentage grades.

| Scores, by Student (Summary, w/Categories) | | | | | |
|--|---------------------|----------|---------|---------|--|
| Student Login ID | Default (100.00%) | | | OVERALL | |
| | score | possible | percent | | |
| markdemo_student1 | 73.00 | 140.00 | 52.14% | 52.14% | |
| markdemo_student2 | 0.00 | 0.00 | 0.00% | 0.00% | |
| markdemo_student3 | 38.00 | 100.00 | 38.00% | 38.00% | |
| markdemo_student4 | 60.00 | 70.00 | 85.71% | 85.71% | |
| markdemo_student5 | 31.00 | 80.00 | 38.75% | 38.75% | |

Pathways 102

TIME SPENT, BY STUDENT

The Time Spent, by Student report lists all the assignments taken by an individual student in a course, the book from which the assignments were created, the student's score, the date that the student last worked on the assignment, and the total time the student spent on it.

| Time Spent, by Student | | | | | |
|--|--|---------|-----------------|-----------------------------|--|
| Time Spent for: markdemo_student1 | | | | | |
| Assignment | Book Name | Score % | Last Date Taken | Total Time Spent (hh:mm:ss) | |
| (Unit 2) Unit 1 / Lesson B / Grammar | Pathways: Listening and Speaking Level 2 | 100% | 6/11/14 | 00:01:13 | |
| (Unit 2) Unit 1 / Lesson B / Vocabulary | Pathways: Listening and Speaking Level 2 | 20% | 6/11/14 | 00:00:23 | |
| (Unit 2) Unit 1 / Lesson B / Listening | Pathways: Listening and Speaking Level 2 | 70% | 6/11/14 | 00:00:17 | |
| (Unit 2) Unit 1 / Lesson A and B Viewing / Video | Pathways: Listening and Speaking Level 2 | 40% | 6/11/14 | 00:04:01 | |
| (Unit 2) Unit 1 / Lesson B / Language Function | Pathways: Listening and Speaking Level 2 | 53.33% | 6/11/14 | 00:01:13 | |
| (Unit 2) Unit 1 / Lesson A / Vocabulary | Pathways: Listening and Speaking Level 2 | 10% | 6/11/14 | 00:00:25 | |
| (Unit 2) Unit 1 / Lesson A / Speaking | Pathways: Listening and Speaking Level 2 | 100% | 6/11/14 | 00:01:52 | |
| (Unit 2) Unit 1 / Lesson A / Pronunciation | Pathways: Listening and Speaking Level 2 | 46.67% | 6/11/14 | 00:01:40 | |
| (Unit 2) Unit 1 / Lesson A / Listening | Pathways: Listening and Speaking Level 2 | 30% | 6/11/14 | 00:00:29 | |
| (Unit 2) Unit 1 / Lesson A / Grammar | Pathways: Listening and Speaking Level 2 | 80% | 6/11/14 | 00:00:43 | |
| (Unit 2) Unit 1 / Lesson A / Language Function | Pathways: Listening and Speaking Level 2 | 80% | 6/11/14 | 00:01:14 | |
| OVERALL TIME SPENT: | | | | 00:13:30 | |

STUDENT ASSIGNMENT PROGRESS

The Student Assignment Progress report shows the number of days each student has been inactive, how many assignments each student has taken, how many assignments each student still has left to do, and the student's score.

| Student Assignment Progress Report | | | | | | | | | | |
|------------------------------------|-------------------|-----------|------------|-----------------------------|---------------|-----------------------------|-----------------------------|----------------------------|-----------------------------|----------------|
| Course Name | Student Name | Last Name | First Name | Email | Days Inactive | Number of Assignments Taken | Total Number of Assignments | Number of Assignments Left | Cumulative Percentage Score | Score/Possible |
| Pathways 102 | markdemo_student1 | Bylund | Anders | demo_student1@myeltdemo.com | 2 | 11 | 11 | 0 | 52.14% | 73.0/140.0 |
| Pathways 102 | markdemo_student2 | Spain | David | demo_student2@myeltdemo.com | N/A | 0 | 11 | 11 | 0.00% | 0.0/140.0 |
| Pathways 102 | markdemo_student3 | Birce | Enka | demo_student3@myeltdemo.com | 2 | 8 | 11 | 3 | 27.14% | 38.0/140.0 |
| Pathways 102 | markdemo_student4 | Fredsall | Aislyn | demo_student4@myeltdemo.com | 2 | 7 | 11 | 4 | 42.86% | 60.0/140.0 |
| Pathways 102 | markdemo_student5 | Thornell | Kamali | demo_student5@myeltdemo.com | 1 | 6 | 11 | 5 | 22.14% | 31.0/140.0 |