

MyELT INSTRUCTOR GUIDE

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	Use			
	Pas	sword		
	Sign	In Forgot Pa	issword?	
	Not	Registered? Create an Acco	unt!	
		Tours & Tutorials	;	
MyELT				
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
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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.

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REGISTERING

HOW DO I REGISTER FOR AN ACCOUNT?

1. Go to <u>MyELT.heinle.com</u>.



2. Click Create an Account!

		Login				
	Usernam	e				
	Password	i .				
	Sign In	Forgot Password?				
Not Registered? Create an Account!						

3. Click Instructor and then click Next.

MyELT		Language: English 👻
Select Account Type		
To start using MyELT, you must first tell us if yo	u want to register as a	student or as an instructor?
Student		Instructor
	Next	
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4. Fill in your user and account information.

User Information	
* E-mail Address	
Note: this will be your MyELT U	ser Name
* Verify E-mail Address:	
Please use a valid e-mail addre information. We will not send m requested. Please read our Pr	ss, so we can send you important product arketing or advertising information unless ivacy 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:	

5. Select the materials you want to access.

Product Information *Select series and level:	
Online Tutorial for the TOEFL iBT $^{ extsf{8}}$ Online Prep Course $\ \square$	
Building Better Vocabulary Online Practice eBook:	

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



7. 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 <u>myelt.accountrequest@cengage.com</u> 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 🔻
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	MyE	LT_Instructor		
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	Sign	In Forgot Pa	ssword?	
	Not	t Registered? Create an Acco	unt!	
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CREATING COURSES

HOW DO I CREATE A COURSE?

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

MyELT				Language: English 👻
		Login		
	MyE	ELT_Instructor@myelt.com		
	•••••			
	Sign	In Forgot Pas	ssword?	
	No	t Registered? Create an Accou	int!	
		Tours & Tutorials		
MyELT			*	
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LEARNING Learning	© 2014		About MyELT Help 1	Terms of Use Privacy Statement

2. Click Courses.

MyELT		Welcome, MyELT Instructor * Language: English * Help Sign Out
Courses Students Gradebook Assignments	ll Activities	Admin Tools
Home		
Myct? Underland by Ref.	Image: Strategy and S	Messages
Case College and	about ApUT I wigh I from white I Prices (Internet)	No New Messages
		View All
Welcome to MyELT!		
To view your resources, please click 'All Activities.' If at any time you have information for technical support.	uestions, please view our Help (hyperlink) page for additional user guides as a	well as contact
Manual Grading Needed		
Assignment	Status Action	
There are no assignments to be graded manually		
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3. Click New Course.

MyELT						Welcome, MyELT Instru	actor 🕕 👻 Language: English 👻	Help Sign Out	
A Courses Studen	ts Gradebook	Assignments	All Activities					Admin Tools	
Courses	Courses								
Find course name that con	tains	Q Yea	ır: (Select a year)	•					
Folders	Courses							Create a new course	
Rename Delete Create subfolder	Cut Copy	Paste Delete	e (Multiple)					New Course	
Root	Name 🛡			Course/Section key	Start date 👻	End date 👻	Actions		
				No co	ourse available.				
GEOGRAPHIC CENGAGE	⁰ 2014						About MyELT Help Terms of Use	Privacy Statement	

4. Enter your course information.

MyELT							
Courses Students Gradeb	ook Assignments	All Activities					Admin Tools
Courses							
Find course name that contains	Create New Co	urse					
Folders Cours Rename Delete Create Cut subfolder		Co	1 urse information	2 Review Course Key			New Course
Root	Step 1: Course i	nformation the Course List, yo	• ou must give the course	a name. You can enter the remair	ning information later.	Ac Create - Chang	tions e → E-mail Delete
	Course Name * : Course Number:			Course Image: (Default) ~	L YHIC G	Create - Chang Create - Chang	e + E-mail Delete e + E-mail Delete
NATIONAL CLANNERC CENGAGE © 2014	Course starts on: Course ends on:		101 101			WyELT Help Term	s of Use Privacy Statement
					Creat	te Course	

- **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.

Μ	yELT							Welcome, M	yELT instructor 💌 📔 Language: English 💌 📔 Help 📗 Sign Out
*									
Cour	ses								
Fin	nd course nam		Cru	eate New Co	ourse			\bigcirc	©
Renar subfo	ne Delete C Ider	reate	Cut		Co	urse information		2 Review Course Key	New Course
Ro	ot		St	ep 1: Course	information	•			Actions
			П То а	dd a new course to	o the Course List, yo	ou must give the o	ourse a	name. You can enter the remaining information later.	Create - Change - E-mail Delete
			Cou	rse Name * :	Pathways 301			Course Image: Rods -	Create - Change - E-mail Delete
			Cou	rse Number:					Create - Change - E-mail Delete
			Cou	rse starts on:	Jun 12, 2014 12:0	D AM	1		
		earning © 201	4 Cou	rse ends on:	Jul 11, 2014 12:00	AM	6		MyELT Help Terms of Use Privacy Statement
								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**.

MyELT Courses Θ **Create New Course** New Course Root Step 2:Review Course Key Your Course **"Pathways 401"** was created/updated and Course Key has been generated for you. Your course key date starts today **May 29 2014 12:00 AM**.These dates be changed (below): Change Course Key date: Course Key : E-3MKCQTNNUUMFZ te new Clear Start date Key Start Date You can use "Generate new" button to generate a new Course key or "Clear" button to clear the course key. Key End Date End date CENGAGE © 2014 Give this code to your students so they can enroll in this course. They can enter it when they first register with MyELT, or they can add it later if they've already registered a textbook. 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.

MyELT				Language: English 👻
		Login		
	MyE	LT_Instructor@myelt.com		
	Sign	In Forgot Pa	issword?	
	Not	Registered? Create an Acco	unt!	
		Tours & Tutorials	5	
MyELT		.	*	
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2. Click Courses.



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

Μ	yelt								Welcome, MyELT Ins	structor 👻 Language: English 👻	Help Sign Out
×	Courses	Students	Gradebook	Assignments	All Activities						Admin Tools
Cour	ses										
Fir	id course nam	e that contains		Q Yea	r: (Select a year)	•					
Folde	rs		Courses								
Renar subfo	ne Delete C lder	reate	Cut Copy	Paste Delet	e (Multiple)						New Course
Ro	ot		Name	2			Course/Section key	Start date 👻	End date 👻	Actions	
			D Pathwa	iys 301			E-5Z3MMKYHMSQ2T	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create - Change -	E-mail Delete
										Section w	
NA GE		ENGAGE © 2014							,	About MyELT Help Terms of Use	Privacy Statement

- 4. Enter the section information.
 - a. **Section Name**: (Required) The name of the section as it should appear to students.
 - b. **Section Number**: (Optional) Any additional identifying information for the section, such as which days it meets or a number.
 - c. **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.
 - d. Section Ends On: (Optional) The section will no longer appear to students after this date.

MyELT										
Courses	Students	Gradebook	Assignments	All Activities						Admin Tools
Courses										
			Q Yea	r: (Select a vear)	•			(0	
Folders		Cours	eate New Se	ction						
Rename Delete C subfolder	reate	Cut		6		2				New Course
Root		-		56		Review Section	i ney		Actions	
		Ste	p 1: Section	information					Create - Change - E-m	ail Delete
		П То а	dd a new section t	o the Course List, ;	you must give the sectior	a name. You can enter the	e remaining informatio	n later.	Create + Change + E-m	ail Delete
		Sect	ion Name * :			Section starts on:		6	Create + Change + E-m	ail Delete
		Sect	ion Number:			Section ends on:		m		
	ENGAGE © 2014 earning							Create Section	NyELT Help Terms of Use 1	rivacy Statement

5. Click **Create Section**.

Μ	yELT										
*	Courses			Assignments							
Cour	ses										
Fir				Q Yea	r: (Select a year)	-			6)	
Folde	rs		Cour: Cr	eate New Se	ction						
Renar subfo	ne Delete (lder	Create	Cut				2				New Course
Ro	ot		•		Se	ction information	Review Section	n Key		Actions	
			Ste	ep 1: Section	information	•				Create 🕶 Change 👻 E-m	ail Delete
			To a	dd a new section t	o the Course List,	you must give the sectio	n a name. You can enter th	e remaining information later.			
			Sect	tion Name * :	Monday AM		Section starts on:	May 29, 2014 12:00 AM	1		
			Sect	tion Number:	301		Section ends on:	Aug 01, 2014 12:00 AM	*		
	noval Grange	CENGAGE © 2014 Learning						Crea	te Section	NYELT Help Terms of Use 1	Privacy Statement

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**.

M	yELT										
Cours	ses										
				Q Yea	r: (Select a year)	•					
Folder	s		Cour: Cr	eate New Se	ction						
Renam	ne Delete C der	Create	Cut			1		2			New Course
Roo	t		-		Se	ction information	Review	Section Key			Actions
			Ste	ep 2:Review S	Section Key			•		Create - C	hange 👻 E-mail Delete
			You Key	r Section "Monday has been generate	AM" was created/ d for you.	updated and Section	Your section k dates be chan	ey date starts today Ma ged (below):	ay 30 2014 12:00 AM.Thes	se la	
			Sect	tion Key : E-234P	3QJA2NY5U		Change Sectio	n Key date:			
			Ge	nerate new Clear			Start date	Key Start Date			
NATI		CENGAGE © 2014	Use "Cle	the "Generate new ar" button to clear	" button to create the current sectio	a new Section key or n key.	End date	Key End Date		MyELT Help	Terms of Use Privacy Statement
			Give They add	e this code to your : y can enter it when it later if they've a	students so they c they first register lready registered a	an enroll in this section. with MyELT, or they can a textbook.					
									Save Section & E	xit	

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.

MyELT				Language: English 👻
		Login		
	MyE	LT_Instructor@myelt.com		
	Sign	In Forgot Pa	ssword?	
	Not	Registered? Create an Acco	unt!	
		Tours & Tutorials	;	
MyELT		.	*	
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2. Click Courses.

Μ	yelt							Welcome, My	ELT Instructor - Language: English - Help Si	ign Out
Â	Courses	Students	Gradebook	Assignments	All Activities				Admir	n Tools
Hom	e		. .					M		
-	-		L Read		May 10 Request	New to Legin Coher Tuto fails			Messages	
	_	-		Student Account	Instructor Account.	to Ny(E) and User Galles			No New Messages	
							205		View All	
Welco	ome to MyEL	.T!								
To view inform	your resource ation for techn	s, please click ical support.	'All Activities.' If	at any time you ha	ve questions, ple	ase view our Help (hyperli	nk) page for additional user g	uides as well as contact		
Manu	al Grading M	leeded								
Assig	iment				Status		Action			
There	are no assignn	nents to be gra	ded manually							
G	TIONAL OGRAPHIC ARNING	ENGAGE © 2014 earning							About MyELT Help Terms of Use Privacy Stat	ement

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

Ν	y ELT								Welcome, MyELT Inst	ructor 👻 Language: English 👻 Help Si	Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities					Admi	in Tools
Cou	rses										
Fi	nd course nam	ie that contains	5	Q Yea	ır: (Select a year)) +					
Fold	ars		Courses								
Rena subf	me Delete C older	Ireate	Cut Copy	Paste Deleti	e (Multiple)					New Cou	urse
Ro	ot		Name			Course/Sect	tion key	Start date 🔫	End date 🔫	Actions	
			Pathwa	ays 301		E-5Z3MMKY	HMSQ2T	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 🕶 Change 🕶 E-mail Dele	ete
			section	Monday AM		E-234P3QJA2	NY5U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create - Change - E-mail Dele	ete
NG	ATIONAL EOGRAPHIC	CENGAGE © 2014	4						A	Sout MyELT Help Terms of Use Privacy Stat	atement

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

M	yelt								Welc	ome, MyELT Inst	tructor 👻 🛛 Language: Er	nglish 🔻 Help Sign Out
â	Courses	Students	Gradebook	Assignments	All Activities							Admin Tools
Cours	ses					1 cours	e(s) added to clipboard	for COPY.*				
Fin	d course nam	e that contains		Q Yea	r: (Select a year) 👻							
Folder Renam subfol	s ne Delete C der	reate	Cou Copy Cour Cut Copy	Paste Delet	e (Multiple)							New Course
Roo	r <mark>t</mark>		🝵 Name 💽	2			Course/Section key	Start date 👻	End date	•	A	tions
			Pathwa	ys 301			E-5Z3MMKYHMSQ2T	May 29, 2014 12:00	AM Aug 01, 20	014 12:00 AM	Create 🕶 Chang	je 👻 E-mail Delete
			section	Monday AM			E-234P3QJA2NY5U	May 29, 2014 12:0	00 AM Aug 01, 2	.014 12:00 AM	Create 👻 Chang	je 👻 E-mail Delete
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5. Click Paste.

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Cour	ses										
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Folder	s		Cou	rses F	Paste Course(s)						
Renar subfo	ie Delete C der	reate	Cu	it Copy	Paste Del to	e (Multiple)					New Course
Roc	r <mark>t</mark>		•	Name 🖬	3			Course/Section key	Start date 🔫	End date 🔫	Actions
				Pathwa	ys 301			E-5Z3MMKYHMSQ2T	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create - Change - E-mail Delete
				section	Monday AM			E-234P3QJA2NY5U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 👻 Change 👻 E-mail Delete
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6. Click Adjust assignment dates? if you want to be able to change the start dates of the assignments.

Му	/ELT										
Ŕ	Courses	Students	Gradebook	Assignments	All Activities						Admin Tools
Cours	es										
				٩	ear : (Select a year) +					
Folders			Courses								
Rename subfolde	e Delete Cr ler	reate	Cut Copy	Paste De	ete (Multiple)						New Course
Root			name 🖸	3			Course/Section key S	tart date 🛥 🛛 E	8	Actions	
			D Pathwa	ys 301	Clipboard		Remove selected items	Paste selected items	014 12:00 AM	Create - Change - E-	mail Delete
			E Section	Monday AM	□ Adjust assignme	nt dates?			2014 12:00 AM	Create - Change - E-	mail Delete
					Move due date of fi	rst assignment to:	Jun 6, 2014 9:50	AM			
					# Туре	Name	C	Operation			
					Course	Pathways 301		Сору			
GEOCE LEARN		ENGAGE © 2014			Remove copied	items from clipboar	d when pasted?	_		bout MyELT Help Terms of Use	Privacy Statement

7. 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?**

My	yELT											
*	Courses											
Cours	SES	that contains		Q. Yea	r: (Select a year)							
Folders	5		Courses									
Renam	e Delete Cro der	eate	Cut Copy	Paste Delete	e (Multiple)							New Course
Root	t		Name	9 -			Course/Section key	Start date 🛩	Road of 🕄 P		Actions	
			D Pathwa	ys 301	linboard		Domaics calented items	Deste selected item	014 12:00	AM	Create - Change - E-	mail Delete
			section	Monday AN	Adjust assignmen	t dates? st assignment to:	Jun 6, 2014 9:50	AM	2014 12:01	0 AM	Create • Change • E-	mail Delete
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					Course	Pathways 301		Сору				
GEOI	ONAL GRAPPIC CE Lea	INGAGE © 2014		6	g Remove copied i	ems from clipboard	when pasted?	_	1	About M	NyELT Help Terms of Use	Privacy Statement

8. 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**.

M	yELT								Welcome, MyELT Inst	ructor 🔻 📔 Langua	ıge: English 🔻 📔 F	Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities							Admin Tools
Cours	Courses											
Fin	d course name th	hat contains		Q Yea	r: (Select a year)	•						
Folder	8		Courses									
Renam subfol	ne Delete Creat der	te	Cut Copy	Paste Deleti	e (Multiple)							New Course
Roo	r <mark>t</mark>		Name (2			Course/Section key	Start date 🔫	End date 🔫		Actions	
			Copy of	f Pathways 301			E-32RCN6AW4FQFH	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 👻	Change 👻 E-ma	ail Delete
			section	Monday AM			E-2N7CUWBKH2E2U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 🕶	Key Information / a	Delete
			Pathwa	iys 301			E-5Z3MMKYHMSQ2T	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 🕶	Course Image	Pelete
			section	Monday AM			E-234P3QJA2NY5U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 👻	Change 👻 E-ma	ail Delete
I NATI GEO LEAN	IONAL GRAPHIC RNING	GAGE © 2014 sing							Ab	out MyELT Help	Terms of Use P	Privacy Statement

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.

M	yELT								Welco	me, MyELT Instruct	or 👻 🛛 Language: Englis	sh 🕶 📔 Help 📔 Sign Out
ń	Courses	Students	Gradebook	Assignments	All Activities							Admin Tools
Cour	ses											
Fin				Q Yea	r: (Select a year) -						
Folder Renar subfo	rs ne Delete C Ider ot	reate	Courter Cut Ed Belo Courter Courter Courter Courter Courter	tt Course Inf w are your course rse Name *: rse Number: rse starts on: rse ends on:	Formation details which can Pathways 301 Section 2 May 29, 2014 12 Aug 01, 2014 12:	be updated using "Updated	Course	e details* button. rse Image: Seal >			Actio Create + Change - Create + Change - Create + Change - Create + Change -	New Course
	ITIONALL GORAFFIEC 🛟 🕻	earning © 201	14						Update C	ourse details	MyELT Help Terms of	Use Privacy Statement

10. Click Update Course details.

M	yELT										
ŵ	Courses										
Cour	'SES nd course nam			Q Yea	r: (Select a year)	•					
Folder Renar subfo	rs ne Delete C lder ot	reate	Courrent Edi Belo	t Course In w are your course	formation details which can	pe updated	using "Update	e Course details" button.		- CO Actions	New Course
			Cour	se Name * : se Number: se starts on:	Section 2 May 29, 2014 12:	00 AM	#		R	Create + Change + Create + Change + Create + Change + Create + Change +	E-mail Delete
AAA GCC LED	TIONAL Doranjec 🛟	CENGAGE © 201	Cour	se ends on:	Aug 01, 2014 12:	10 AM	<u> </u>		Update Course deta	HyELT Help Terms of U	se Privacy Statement

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.

MyELT			Welcome, My	ELT Instructor 👻 📔 Language: English 👻 🛛 Hel	p Sign Out
Course Students Gradebook Home Image: Course of the students Image: Course of the students Welcome to MyELTI To view your resources, please click 'All Activities.' information for technical support. Manual Grading Needed Asignment Asignment There are no assignments to be graded manually	Assignments All Active Assignments All Active acti	rities	additional user guides as well as contact	Messages No New Messages View All	Admin Tools
CENGAGE © 2014				About MyELT Help Terms of Use Prive	acy Statement

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.

M	yelt						Welcome, MyELT Instructor + Language: English + Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities		Admin Tools
Stud Selev Pa	ents: Pai ct a Course or thways 301 (Sec	thways 30 Section)1 (Section	1) -			MANAGE Create User Account Enroll User(s) Unerroll Multiple E-mail students
⊕ Par	thways 301 - 1 (S	Section 2)		ţin 👻		Email Address 👻	Individual Student Actions
							About NyELT Help Terms of Use Privacy Statement

4. Click Enroll User(s).

MyELT						Welcome, MyELT Instructor + Language: English + Help Sign Out
A Courses	Students	Gradebook	Assignments	All Activities		Admin Trols
Students: Pat	thways 30	1 (Section	1) -			MANAC Erroll User(s) Create User Account Erroll User(s)
Students			Login 👻		Email Address 🔻	Individual Student Actions
	ENGAGE © 2014 earning					About MyELT Help Terms of Use Privacy Statement

- 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**.

MyELT					Welcome, MyELT Instructor + Language: English + Help Sign Out
Courses Students	Gradebook Assignme	ts All Activities			Admin Tools
Students: Pathways 301	>> Enroll Users				🕈 Return
Search User by :					Enrollment options:
Name	MyELT		Student		 Enroll Students
Sign-in	Sign-in		E-mail		Enroll Instructors
User Type	Student	•			Select what kind of users you'd like to enroll.
NOTE: You can only enroll up to 200 students in	one course.			Search Clear	
Unenrolled Users			A Enroll	C Enrolled Use	ns
Student, MyELT			- Emou	Student, My	ELT
Student 1, MyELT			← Unenroll		
Student 2, MyELT			Self-Enroll		
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• 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.

MyELT					Welcome, MyElT Instructor - Language: English - Help Sign Out
A Courses Students C	Gradebook Assignment	All Activities			Admin Tools
Students: Pathways 301	>> Enroll Users				🗢 Return
Search User by :					Enrollment options:
Name	MyELT		Student		 Enroll Students
Sign-in	Sign-in		E-mail	ī	 Enroll Instructors
User Type	Student	•			Select what kind of users you'd like to enroll.
NOTE: You can only enroll up to 200 students in o	one course.		Searci	h Clear	
Unenrolled Users Student, MyELT Student 1, MyELT Student 2, MyELT			+ Enroll	✓ Enrolled Us ✓ Student, My	ers EET
CENGAGE © 2014					About MyELT Help Terms of Use Privacy Statement

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.

MyELT		Welcome, MyELT I	nstructor 🎟 🗕 🛔 Lang	guage: English 👻 Help Sign Out
A Courses Students Gradebook As	ssignments All Activities			Admin Tools
Home				
MyEXT O			Messages	
			Date	Subject
	atoutings? I note 1 formation 1 more		05/09/2014	QAit test
			05/01/2014	testing
Welcome to MvELT!			05/01/2014	qait
To view your resources, please click 'All Activities.' If at an	w time you have questions, please view our Help (hyp	perlink) page for additional user guides as well as contact	05/01/2014	qa
information for technical support.			05/01/2014	test_qait_01052014
			05/01/2014	test_qait01052014
Manual Grading Needed			05/01/2014	testqait01052014
Assignment	Status	Action	05/01/2014	testqait0105
There are no assignments to be graded manually			05/01/2014	testqait01
			05/01/2014	Testqait
			05/01/2014	Testqa
			View All	
CENGAGE 0 2014			About MyELT Hel	p Terms of Use Privacy Statement

3. 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.

M	yelt					Welcome, MyELT Instructor * Language: English * Help Sign Out
â	Courses	Students	Gradebook	Assignments	All Activities	Admin Tools
Assig ⊡ Sele ₽a	gnments: ct a Course or athways 301 (Sec	Pathway Section tion 1)	rs 301 (Sect	tion 1) 👻		Tutorial: Create an Assignment in MyELT (2:25) • Display Options Create Assignment Choose Assignments, Then:
					<i>.</i>	Actions Course or Section Status Available - Due -
				t Due	Veeds Manua	Grading 🥥 Grading Complete 🛛 Grading Incomplete

4. Click Create Assignment.

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 Q		Display Options Create Assignment
		Choose Assignments, Then: Modify Dates Cut Copy Delete Paste
■ Name	Actions Course or Section	Status Available 👻 Due 👻
👒 Assigned form Parent Course 🛛 🕒 Unassigned 🛛 🕒 Assigned, Not Yet Due	Needs Manual Grading Grading Complete Grading Incomplete	
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5. Click the plus sign ☐ 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.

MyELT							
Create Assignment : Pathways 301 >> Choose Content Source Cancel							
	1 Choose Content Source	2 Customize Content	3 Assign				
Activity Content Activity Co							
				Continue			

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

MyELT						
Create Assignment : Pathways 301 >> Choose Content Source						
	1 Choose Content Source	2 Customize Content	3 Assign			
Activity Content ExamView Content Update Activity Content						
Pathways: Listening and Speaking Pathways: Listening and Speaking Level 2 g O O O O Listening and Speaking Level 2 g O O O O O O O O O O O O O O O O O O O						
i v Vocabulary ρ i v Vocabu						
iversity of the second secon						
the second and viewing the second and viewing the second se						
				Continue		

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

1	2	3	
Choose Content Source			
•			
You have selected multiple assignments. You will now be taken directly Would you like to continue?	r to the assigning options and will be able to	customize the content of the individual assignments	s at a later time.
along Level 2 §		Cancel	ОК

9. Enter a name for the collection or "group" of units and activities you have created.

MyELT				
Create Assignment: Pathwa	ys 301 >> Customize Content Chose Co	2 Assign		Cancel
Group Name:	Unit 1 - A			
Takes allowed	Grading & Feedba	sck	Dates	
	Scores for multipl Keep all results	le takes s, use best one	Assignment available	
Takes allowed	Submission Statu If assignment is report time spent Categories	s s closed without submission , count as a "take" and t and grade	Jun 02, 2014 12:00 AM Assignment due date Not specified	
2 3 4 रि. 5	Default Feedback after As ✓ Allow students answers.	signment to see questions, their responses, and the correct	● Jun 09, 2014 12:00 AM	
6 7 8 9 10				Save

- 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.

Assignment available O Any time						
•	<u>66</u>					
Jun 02, 2014 12:00 AM	····					
Assignment due date Not specified						

- 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.

Μ	yelt					Welcome, MyELT Instructor * Language: English * Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities	Admin Tools
As: 	Summary Init 1 / Lesson Init 1 / Lesson	A / Grammar A / Language F A / Listening A / Pronunciat A / Speaking A / Vocabulary	ays 301 >>	View/Edit	an Assignm	Preview As Student Edit Group Modify Options for all Assignments in Group Modify Options for Assignments in Group, for Specific Students
	TIONAL OGRAPHIC ARNING	ENGAGE © 2014				About MyELT Help Terms of Use Privacy Statement

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.

MyELT		Welcome, MyELT In	structor 💷 🗸 Lai	nguage: English 👻 Help Sign Out
Courses Students Gradebook Assignments	All Activities			Admin Tools
Home				
MyELT, website is MyE			Messages	
			Date	Subject
C 1000 + 10 1000 + 24	Abad ApG 1 mig 1 fema al 2e 1 Minor (Manay Statement		05/09/2014	QAit test
			05/01/2014	testing
Welcome to MyELT!			05/01/2014	qait
To view your resources, please click 'All Activities.' If at any time you have	questions, please view our Help (hyperlink) page fo	r additional user guides as well as contact	05/01/2014	qa
information for technical support.			05/01/2014	test_qait_01052014
			05/01/2014	test_qait01052014
Manual Grading Needed			05/01/2014	testqait01052014
Assignment	Status	Action	05/01/2014	testqait0105
There are no assignments to be graded manually			05/01/2014	testqait01
			05/01/2014	Testqait
			05/01/2014	Testqa
			View All	
CENGAGE 0 2014			About MyELT He	elp Terms of Use Privacy Statement

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.

MyELT				Welcome, MyELT Instructor - Language: English - Help Sign Out
A Courses Students Grade	ook Assignments All Ac	tivities		Admin Tools
Assignments: World Class Te	sts 🔻			Tutorial: Create an Assignment in MyELT (2:25) 🖬
Pathways 301 (Section 1) Pathways 301 - 1 (Section 2) World Class Tasts	Q			Display Options Create Assignment
				Choose Assignments, Then: Modify Dates Cut Copy Delete Paste
		Actio	ns Course or Section	Status Available 👻 Due 👻
	igned, Not Yet Due 🛛 🥔 N	eeds Manual Grading 🎯 Grading Complete	Grading Incomplete	
				About MyELT Help Terms of Use Privacy Statement

4. Click Create Assignment.

M	yelt								Welcome	, MyELT Instructor 👻 📔	Language: English 🔻	Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities							Admin Tools
Assig	Assignments: Pathways 301 (Section 1) - Tutorial: Create an Assignment in MyELT (225)											
Fin	d assignment:	s that contain	S	٩						Displa	ay Options Create	e Assignment
										Choo Modify Dates	se Assignments, Then: - Cut Copy Delete	Paste
	lame 👻						Actions	Course or Section			Status Availa	able 👻 Due 👻
🕒 Assi	gned form Paren	t Course 🕒	Unassigned 🕒	Assigned, Not Yet Due	🥔 Needs Manua	l Grading 🛛 🎯 Grading C	omplete 🕕	Grading Incomplete				
	GRAPHIC RNING	ENGAGE © 20	14							About MyELT	Help Terms of Use	Privacy Statement

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

MyELT							
create Assignment : World Class Tests >> Choose Content Source Cancel							
	1 2 3 Choose Content Source Customize Content Assign						
Activity Content ExamView Content	•						
Activity Content Pathways: Listening and Speaking							
		Continue					

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

1	2	3	
Choose Content Sou	rce Customize Content		
•			
tent ExamView Content Update			
Changing your assignment type will discard your current choices. To changer "Cancel".	nge your assignment type and discard your cu	urrent choices, click "OK". To resume working with the cu	irrent assignment type, click
			Cancel OK

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

MyELT				
Create Assignment : Pathways 301 >	> Choose Content Source			Cancel
	Choose Content Source	2 Customize Content	Assign	
Activity Content ExamView Content Update Activity Content Pathways: Litering and Speaking Level 2 Pathways: Litering and Spea				
B ♥ Unit9 B ♥ Unit9 B ♥ Unit9 B ♥ Unit10				Continue

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

MyELT				
Create Assignment : Pathways 301 >>	Choose Content Source			Cancel
	1	2	3	
	Choose Content Source	Customize Content	Assign	
	^			
Activity Content ExamView Content Update				
				(8)
Activity Content				
Pathways: Listening and Speaking Dathways: Listening and Speaking Lovel 2 R				
Paulways: Listening and speaking Lever 2 g				
E S Sunt 1				
Vocabulary p				
🗹 🏶 Pronunciation 🔎				
🗹 象 Listening 🔎				
🗹 🌸 Grammar 🔎				
🗹 🍫 Language Function 🔎				
🗹 🍫 Speaking 🔎				
🖽 🗌 🌸 Lesson A and B Viewing				
🕀 🗌 🌸 Lesson B				
🗄 🗌 🌸 Unit 2				
				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	h type[<71> available, filtered to <71>]			8	Hide These Commands
DIFFICULTY IS	GRADABILITY IS	QUESTION VALUES ARE GENERATED				
☑ Moderate	✓ Manual ✓ Automatic	☑ Non-Algorithmically				
						Filter
Select number of questions for eac	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**.

My ELT eate Assignme	nt: World Class Tests >> Choose Ite	Choose Items Format and Preview	Ca Assign
leview Questions	Single List Mode Dual List Mode		
of 71 items selected	Update Select number of items at random:	Select All Deselect All Previous Next 1 - 10	
• #	Question		Actions
Source : stwl01e stwl	l01e.int.01.01	Gradability: Electronically graded Difficulty: 3.0	Algorithmic : No
1	Myis Ricardo. a. e-mail address b. first name c. male d. family		,2 View details
Source : stwl01e stwl	l01e.int.01.10	Gradability : Electronically graded Difficulty : 3.0	Algorithmic : No
	Are you in this class?		
. 10	 a. Yes, it is. b. No, I'm not. c. Yes, he is. d. No, it isn't. 		<i>p</i> ≥View details
revious Next 1-	10 .		Continue

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

My	ELT			
eate As	ssignment:	World Class Tests >> Choos	Choose Items Format and Preview	4 Assign
Review C	Questions	Single List Mode Dual List Mode		
r of 71 item	s selected Upda	Select number of items at random	: Select All Deselect All Previous Next 1 - 10	
Source :	stwl01e stwl01e.in	Question	Gradability: Electronically graded Difficulty: 3.0	Actions Algorithmic: No
	1	Myis Ricardo. a. e-mail address b. first name c. male d. family		<i>p</i> : View details
Source :	stwl01e stwl01e.in	nt.01.10	Gradability: Electronically graded Difficulty: 3.0	Algorithmic : No
	10	Are you in this class? a. Yes, it is. b. No, I'm not. c. Yes, he is. d. No, it isn't.		<i>\$</i> View details
revious	Next 1 - 10	1		Continue

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

My eate As	34	orld Class Tests >> Choose Item	IS	Can
		1 Choose Content Source	2 3 Choose Items Format and Preview	
Review Q	uestions si	ngle List Mode Dual List Mode		
of 71 items	s selected Update	Select number of items at random:	Select All Desclect All Previous Next 1 - 10	
•	#	Question		Actions
Source :	stwl01e stwl01e.int.	01.01	Gradability: Electronically graded Difficulty: 3.0	Algorithmic : No
	1	Myis Ricardo. a. e-mail address b. first name c. male d. family		
Source :	stwl01e stwl01e.int.	01.10	Gradability: Electronically graded Difficulty: 3.0	Algorithmic: No
	10	Are you in this class? a. Yes, it is. b. No, I'm not. c. Yes, he is. d. No, it isn't.		<i>P</i> View details
revious I	Next 1-10]		Continue

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

		1	2 3	4
		Choose Content Source	Choose Items Format and Preview	Assign
view Qı	uestions	Single List Mode Dual List Mode		
71 items	selected Upda	Select number of items at random:	Select All Deselect All Previous Next 1 - 10	
	#	Question		Actions
Source : s	twl01e stwl01e.i	nt.01.01	Gradability : Electronically graded Difficulty : 3.0	Algorithmic: No
		My is Ricardo.		
		b first name		
	1			🔎 View details
		C. mate		
		d. family		
Source : s	stwl01e stwl01e.i	nt.01.10	Gradability: Electronically graded Difficulty: 3.0	Algorithmic : No
		Are you in this class?		
		 a. Yes, it is. 		
	10	O b. No, I'm not.		O View details
		O c. Yes, he is.		A ALEA CERTIS
		O d. No, it isn't.		

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**.

٨	AyELT						
Crea	te Assignment: World (Class Tests :	>> Format ar	nd Preview			Cancel
		Choose Co	ntent Source	2 Choose Items	3 Format and Preview	- Ch Assign	
Give	e your assignment a name, and ther	either print, save	or assign.				
Ass	signment Name <mark>(*Required)</mark>						
Rev →_F	Reorder or change point values	I					Show All Commands
	# Quest	ion				Actions	
∧ Crea	Ay ELT Ite Assignment: World (Class Tests >	>> Format an	d Preview			Cancel
				2	3		
		Choose Con	tent Source	Choose Items	Format and Preview	Assign	
Reorde	er or change point values				Save these changes	Reverse order of all questions Randomize all questions	Delete selected questions Cancel
•	Name	Туре	Difficulty	Score	Problem Preview		
•							
	MC choose response	Narrative	Moderate	0.0	DIRECTIONS: Choos	e the response that best answers the question.	
Þ.							

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.

MyELI					
reate Assignment: World Cla	ss Tests >> Format and	Preview			Cancel
		2	3	4	
	Choose Content Source	Choose Items	Format and Preview	Assign	
Give your assignment a name, and then eith	er print, save or assign.				
Assignment Name (*Required)					
Review Questions 10 total					
Reorder or change point values					■ Show All Commands
Previous Next 1 - 10	<u> </u>				
# Question				Actions	
MyELT					
MyELT reate Assignment: World Cla	ISS Tests >> Format and 1 Choose Content Source	d Preview 2 Choose Items	3 Format and Preview	(de) Assign	Can
Reate Assignment: World Cla	her print, save or assign.	d Preview 2 Choose Rems	3 Format and Preview	- da Asalgn	Can
WyELT reate Assignment: World Cla Give your assignment a name, and then elth Assignment Name (*Required)	Ass Tests >> Format and 1 Choose Content Source her print, save or assign.	d Preview 2 Choose Items	Format and Preview	4 Assign	Can
Give your assignment a name, and then eith Assignment Name (*Required) Review Questions 10 total	her print, save or assign.	d Preview 2 Choose Items	3 Format and Preview	Aasign	Can
Give your assignment a name, and then elit Assignment Name (*Required) Review Questions 10 total * Reorder or change point values Choose a question, then select a command	her print, save or assign.	d Preview 2 Choose Items	3 Format and Preview	4 Assign	Can Hide These Command
Give your assignment: World Cla Give your assignment a name, and then elt Assignment Name (*Required) Review Questions 10 total * Reorder or change point values Choose a question, then select a command Cut Copy Delete Paste	her print, save or assign.	d Preview 2 Choose Items Manage Questions Add more questions	Format and Preview	4 Assign View Student Mode Student View	Can B Hide These Command
Give your assignment: World Cla Give your assignment a name, and then elth Assignment Name (*Required) Review Questions 10 total * Reorder or change point values Choose a question, then select a command cut Copy Delete Paste Breview I Next ()	her print, save or assign.	d Preview 2 Choose Items Manage Questions Add more questions	Format and Preview	4 Assign View Student Mode Student View	Can Hide These Command

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

			1 Chaose Conte	nt Source	2 Choose Items	Form	at and Preview	Assign		
e your assi	signment	t a name,	and then either print, save or	assign.			7			
signmen	nt Nam	ne (*Req	quired)	World Link Intro - Uni	its 1 and 2					
iew Quest Reorder or	tions 71 or change	total e point val	lues							Show All Comm
#		Question	n						Action	s
iource : stv	twl01e.in	it.01.17		Gi D	radability : Electronic ifficulty : 3.0	ally graded		A	lgorithmic: No	
		DIRECTIO	DNS: Match.	thlete		m	ovie			
			s	inger		father, mo	ther, sister			
1			f	amily		m	usic			
			a	ctress		50	ccer			
iource : stv	twl01e.in	it.01.12		G	iradability : Electronic Difficulty : 3.0	ally graded		A	lgorithmic : No	
		DIRECT	TIONS: Choose the response th	nat best answers the c	question.					
10	0	Is your n	a. Yes, I am.							
10	-	0	b. No, she's not. It's Petra.							P View details
		0	c. Yes, she is.							

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



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

Gra	Grading					
Pos	sible score					
۲	71.0					
	points					
Cat	egories Default					
Sty	Style of presentation					
•	Test: no on-screen meters					
	nomework, 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.

Dates		
Available O Any time		
May 30, 2014 11:00 AM	#	
Due		
 Not specified 		
 Jun 29, 2014 11:00 AM 		
Unavailable		
 Same as due date 		
 Not specified 		
0		**

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

Takes allowed	Grading	Dates
Takes allowed I (Up to 10 takes will be saved)	Possible score Item 10.0 points Categories Default Style of presentation Test: no on-screen meters Homework: progress/takes meters	Available Any time Jun 13, 2014 5:00 PM Jun 21, 2014 5:00 PM Jul 13, 2014 5:00 PM Same as due date Same as due date Not specified
Additional Assignment Options		🕀 Show All Options
		Save

Additional Assignment Options	🖯 Hide These Options
Description Public, seen by students Notes Private, unseen by students	

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

MyELT					
Create Assignment: World Cla	iss Tests >> Assign				Cancel
	1 Choose Content Source	2 Choose Items	3 Format and Preview	4 Assign	
Set basic options					
Takes allowed		Grading		Dates	
Takes allowed (Up to 10 takes will be saved)		Possible score T.0 points Categories Default Default Time Style of presentation Test: no on-screen meters Homework: progress/takes meters		Available Available Available May 30, 2014 11:00 AM Due Not specified Jun 29, 2014 11:00 AM Unavailable Same as due date Not specified	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
Additional Assignment Options					Show All Options

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.

Μ	MyELT Welcome, MyCLT Instruction 🚥 + Languages English - Help Sign Out											
*	Courses	Students	Gradebook	Assignments	All Activities					Admin Tools		
Hom	е			3								
		-	ľ		New 12 Augusti	Citer have			Messages			
	_	-		Scient Albert	HERE'S ASSAULT BOARD	and USC SAMES			Date	Subject		
				* +24		ad hybrid 1 million 1 Ministry (Secretar			05/09/2014	QAit test		
		-	100				10	-	05/01/2014	testing		
Welco	me to MvE	17							05/01/2014	qait		
To view	your resourc	es, please click	'All Activities.' If	at any time you ha	ive questions, please vie	w our Help (hyperlink) page f	or additional user guides as	well as contact	05/01/2014	qa		
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3. 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.

#	Courses	Students	Gradebook	Assignments	AT Activities					Admin Tex
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4. Click the box to the left of the group of assignments or of individual assignments for which you want to change the due dates.

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5. Click **Modify Dates**.

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

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7. Click Save dates.

CHANGE DUE DATES FOR SELECTED STUDENTS

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

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2. Click Assignments.

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3. 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.

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

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5. Click Modify Options for Assignments in Group, for Specific Students.


6. 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**.

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

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8. 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.

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		Login		
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2. Click Assignments.

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3. 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.

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

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5. Click Modify options for all Assignment in Group.

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



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.

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CONSISTENCE CENGAGE © 2014			About MyELT Help	Terms of Use Privacy Statement

3. 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.

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Assig	gnments: ct a Course or	Pathway	s 301 - 1 (S	ection 2) -	Tutorial: Create an Assignment in MyELT (225) 🖬								
E Pa	thways 301 - 1 (S	ection 2)								Display Options (Create Assignment		
									Modify Da	tes Cut Copy I	Delete Paste		
							Actions	Course or Section	Status	Available 👻	Due 🔺		
								- 4					
								Pathways 301 - 1	•	May 29, 2014 12:00 AM	Jun 09, 2014 12:00 AM		
								Pathways 301 - 1		May 29, 2014 12:00 AM	Jun 09, 2014 12:00 AM		
								Pathways 301 - 1		May 29, 2014 12:00 AM	Jun 09, 2014 12:00 AM		
								Pathways 301 - 1	•	May 29, 2014 12:00 AM	Jun 09, 2014 12:00 AM		
	🗆 Unit 1 / Le	sson A / Vocab	ulary					Pathways 301 - 1	۵	May 29, 2014 12:00 AM	Jun 09, 2014 12:00 AM		
🕒 Assi	gned form Paren	t Course 🕒 L	Inassigned 🕓 A	issigned, Not Yet Due	🔗 Needs Manual	l Grading 🛛 🎯 Grading Com	plete	Grading Incomplete					
GEC LEA	IONAL KRAPHEC RNING	ENGAGE © 2014 sarning							About N	tyELT Help Terms of U	Ise Privacy Statement		

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

MyELT	Welcome	e, MyELT Instructor 👻 Language: English 👻 Help Sign Out
A Courses Students Gradebook Assignments All Activities		Admin Tools
Assignments: Pathways 110 -		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 👻
Viit 1 - A and B		
🔍 🕞 Unit 1 / Lesso I A / Grammar	Pathways 110	🐵 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson A / Language Function	Pathways 110	🛞 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson A / Listening	Pathways 110	🛞 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson A / Pronunciation	Pathways 110	💿 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson A / Speaking	Pathways 110	🛞 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson A / Vocabulary	Pathways 110	🕒 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson B / Grammar	Pathways 110	📧 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson B / Language Function	Pathways 110	🕒 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson B / Listening	Pathways 110	🖷 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
Unit 1 / Lesson B / Vocabulary	Pathways 110	🕒 Jun 05, 2014 08:00 AM Jul 07, 2014 09:00 AM
🕲 Assigned form Parent Course 😬 Unassigned 💿 Assigned, Not Yet Due 🥜 Needs Manual Grading 🥥 Grading Con	plete	
BOORALPAC LEARNING CENGAGE 0 2014		About MyELT Help Terms of Use Privacy Statement

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

Ν	۸y	ELT	•							Welcome,	MyELT Instructor	- Language: English	🗸 Help Sign Out
ñ		Courses	Students	Gradebook	Assignments	All Activities							Admin Tools
Ass	sign	ments	Pathway	rs 110 🔻							Tutoria	l: Create an Assignmen	t in MyELT (2:25) 🖬
	Find a	assignmen	s that contains	5	٩							Display Options C	reate Assignment
							1 assignment(s) added t	o clipbo	oard for COPY.*		Modify Date	es Cut Copy I	(s) Delete Paste
	Na	me 👻					4	ctions	Course or Section	n	Status	Available 👻	Due 👻
	Uni	it 1 - A and	в										
		Unit 1 / L	sson A / Gram	mar					Pathways 110		6	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
		Unit 1 / L	sson A / Langu	age Function					Pathways 110		6	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
		Unit 1 / L	sson A / Lister	ning					Pathways 110		6	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
		Unit 1 / L	sson A / Pronu	inciation					Pathways 110		6	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
	0	Unit 1 / L	sson A / Speal	cing					Pathways 110		6	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
		Unit 1 / Lo	sson A / Vocat	oulary					Pathways 110		6	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
		Unit 1 / L	sson B / Gram	mar					Pathways 110		•	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
		Unit 1 / Lo	sson B / Langu	age Function					Pathways 110		6	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
		Unit 1 / Lo	sson B / Lister	ning					Pathways 110			Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
		Unit 1 / L	sson B / Vocal	oulary					Pathways 110		6	Jun 05, 2014 08:00 AM	Jul 07, 2014 09:00 AM
6 A	NATION	ed form Pare	nt Course 🛞	Unassigned 🚇	Assigned, Not Yet Due	🖉 Needs Manua	el Grading 💿 Grading Complet	te 🔒	Grading Incomplete		About Mb	EIT Help Terms of II	ra Brivacy Statement

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

MyELT					Welcome, MyELT	Instructor 👻 📔 Language: Englisi	n 🝷 Help Sign Out
A Courses Students	Gradebook Assignment	All Activities					Admin Tools
Assignments: World Clas	s Tests 👻					Tutorial: Create an Assignme	nt in MyELT (2:25) 🗪
Pathways 301 (Section 1) Pathways 301 - 1 (Section 2)	٩					Display Options	Create Assignment
wond class lests						Choose Assignments, T Modify Dates Cut Copy	hen: Delete Paste
			Actions	Course or Section		Status Available 👻	Due 🔺
			🖺 Save	World Class Tests		May 30, 2014 11:00 AN	Jun 29, 2014 11:00 AM
	igned, Not Yet	Due 🥜 Needs Manual	Grading 🕜 Grading Complete 👊	Grading Incomplete			
						About MyELT Help Terms of	Use Privacy Statement

7. Click Paste.

MyELT								Welcome, M	yELT Instructor	 Language: English 	👻 Help Sign Out
🐔 Courses S	Students	Gradebook	Assignments	All Activities							Admin Tools
Assignments: World Class Tests 👻 Tutorial: Create an Assignment in MyELT (225) 🖬											
Find assignments that	at contains		٩							Display Options	reate Assignment
									Modify Date	- Choose Assignments, Tl es Cut Copy	Paste Assignments(s)
Name -						Actions	Course or Section		Status	Available 👻	Due 🔺
World Link Intro -	Units 1 and 2					🖺 Save	World Class Tests		۲	May 30, 2014 11:00 AM	Jun 29, 2014 11:00 AM
🚱 Assigned form Parent Col	urse 🕒 Un	assigned 🛛 🚇 A	ssigned, Not Yet Due	🥔 Needs Manual	Grading 💿 Grading Com	plete	Grading Incomplete				
CENG GEOGRAPHIC LEARNING	GAGE © 2014								About My	VELT Help Terms of U	se Privacy Statement

8. 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.

M	yELT										
*	Courses	Students	Gradebook	Assignments	All Activities					Adm	iin Tools
Assig	nments:	World Cl	ass Tests 🤜	,					Tutorial: Create an Assi	mment in MyELT(2:2	25) 🝽
Fin				٩					Display Options	Create Assignm	ient
									 Choose Assignm Modify Dates Cut Co	nts, Then: y Delete Paste	
	Name 👻 Norld Link Int	ro - Units 1 and	12		Clipboard	Ren	nove selected items	Paste selected items	Status Available 👻	Due 🛋 30 AM Jun 29, 2014 1	11:00 AM
🕒 Assi	gned form Parei	t Course 🕒	Unassigned 🛛 🕚	Assigned, Not Yet E	# Туре	Name	Opera	tion			
	IONAL IGRAPHIC 🚓	ENGAGE © 2014 earning	•		Book Remove copie	Unit 1 - A d items from clipbo	Copy		About MyELT Help Ter	ns of Use Privacy Sta	atement

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

N	Welcome, MyELT Instructor - Language: English - Help Sign Out										
ñ	Courses	Students	Gradebook	Assignments	All Activities						Admin Tools
Assi	gnments:	World Cl	ass Tests 🔻	-					Tuto	ial: Create an Assignmer	it in MyELT (2:25) 🝽
F	Find assignments that contains Q Display Options Create Assignment										
									Modify D	Choose Assignments, That ates Cut Copy	Delete Paste
	Name 👻					A	ctions	Course or Section	Statu	Available 👻	Due 🔺
	Unit 1 - A										
	🗉 Unit 1 / Le	sson A / Gramr	nar					World Class Tests	۹	Jun 16, 2014 12:00 AM	Jun 23, 2014 12:00 AM
	🗆 Unit 1 / Le	sson A / Langu	age Function					World Class Tests	6	Jun 16, 2014 12:00 AM	Jun 23, 2014 12:00 AM
	🔲 Unit 1 / Le	sson A / Listen	ing					World Class Tests	œ	Jun 16, 2014 12:00 AM	Jun 23, 2014 12:00 AM
	🗆 Unit 1 / Le	sson A / Pronu	nciation					World Class Tests	6	Jun 16, 2014 12:00 AM	Jun 23, 2014 12:00 AM
	🛛 Unit 1 / Le	sson A / Speak	ing					World Class Tests		Jun 16, 2014 12:00 AM	Jun 23, 2014 12:00 AM
	🗆 Unit 1 / Le	sson A / Vocab	ulary					World Class Tests	•	Jun 16, 2014 12:00 AM	Jun 23, 2014 12:00 AM
	World Link Int	ro - Units 1 and	2			8	Save	World Class Tests	6	May 30, 2014 11:00 AM	Jun 29, 2014 11:00 AM
🕒 As	signed form Pare	t Course 🕒 (Jnassigned 🕒	Assigned, Not Yet Due	🥜 Needs Manua	l Grading 🥝 Grading Complete	te 🕕	Grading Incomplete			
NGL	ATIONAL EOGRAPHIC EARNING	ENGAGE © 2014							About	MyELT Help Terms of U	Ise Privacy Statement

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 <u>myelt.support@cengage.com</u>.

MyELT	Welcome, My	ELT Instructor - Language: English - Help Sign Out
Courses Students Gradebook Assignments All A	ctivities	Admin Tools Lesson Planner
Home		₹ ₩
		Messages
	curvaset is equit and the failers	No New Messages
		View All
Welcome to MyELT!		
To view your resources, please click 'All Activities.' If at any time you have que information for technical support.	stions, please view our Help (hyperlink) page for additional user guides as well as contact	
Manual Grading Needed		
Assignment	Status Action	
There are no assignments to be graded manually		
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3. Click Launch Application.



4. Click Create a new lesson plan.



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

1. Select content 2. Set dates and class len	gth	
Lesson Plan Name		
World Class - Level 1 - Units 1-2		
Select a series		
World Class \$		
Select a level		
World Class 1 Online Lesson Planner 💠		
Units		
Unit 1: Who We Are Unit 2: The World Awaits Unit 3: The Greet Energy Challenge Unit 4: The World's a Stage Unit 5: No Need to Panic Unit 5: In Style Unit 7: On the Move		
Select All Remove All Up	Cancel Next	

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

tart Date		End Date	
6/09/2014		07/09/2014	
ss Meeting Days			
📄 Sunday 🛛 🗹 Monday	Tuesday		
🗹 Wednesday 🛛 📄 Thursda	y 🗹 Friday 🛛 📄 Saturday		
lolidays		-	Schedule More Holidays
No Holidays between 06/	12/2014 and 10/31/2014		
Class Length			
1 hour	1.5 hours	2+ hours	

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

Start Date		End Date	
06/09/2014		07/09/2014	
Class Meeting Days			
Sunday 🗹 M	onday 🔲 Tuesday		
Jan 1997			
Wednesday □ T	nursday 🗹 Friday 🗌 Saturo	Jay	
✓ Wednesday □ T Holidays	nursday 🗹 Friday 🗌 Saturo	day	Schedule More Holidays
Wednesday T Holidays	nursday € Friday Saturo	day	Schedule More Holidays
✓ Wednesday □ TI Holidays No Holidays between Class Length	nursday	day	Schedule More Holidays

a. Click Add New Holiday

chedule More Holidays	
Add New Holiday	

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

Schedu	le More Ho	idays x	
From	Date	07/04/2014	
To Da	ite	07/04/2014	
Holida	ау	Holiday	
Name	3	4th of July	
		Back Add	

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

Schedule More H	lolidays	
From Date	07/04/2014	ŭ
To Date	07/04/2014	
Holiday	Holiday ‡	
Name	4th of July	
	Back Add	
Holiday added.		

8. Click Save.

Start Date		End Date	
06/09/2014		07/09/2014	
Class Meeting Days			
📄 Sunday 🛛 🕑 Mo	nday 🔲 Tuesday		
🗹 Wednesday 🔅 Th	ursday 🗹 Friday 🛛 🗔 Saturd	ay	
Holidays			Schedule More Holidays
😑 04 Jul 2014	4 4th of July		
Classe I amounts			
Class Length	1.5 bours	2 hours	

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.

MyELT				Language: English 👻
		Login		
	MyE	LT_Instructor@myelt.com	1	
	Sign	In Forgot Pa	assword?	
	Not	Registered? Create an Acco	ount!	
		Tours & Tutorials	5	
MyELT			*	
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
LEARNING CENGAGE	© 2014		About MyELT Help	Terms of Use Privacy Statement

2. Click Students.

MyELT	Welcome, 1	MyELT Instructor * Language: English * Help Sign Out
Courses Students Gradebook Assignments	All Activities	Admin Tools
Home		
		Messages
		No New Messages
		View All
Welcome to MyELT!		
To view your resources, please click 'All Activities.' If at any time you h information for technical support.	ve questions, please view our Help (hyperlink) page for additional user guides as well as contact	
Manual Grading Needed		
Assignment	Status Action	
There are no assignments to be graded manually		
ANDONAL COCALPHIC CENGAGE © 2014		About MyELT Help Terms of Use Privacy Statement

3. 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

MyELT			Welcome, MyELT	Instructor - Language: English - Help Sign Out	
Courses Students Gradebook A	ssignments All Activities			Admin Tools	
Students: Pathways 301 (Section 1) - Select a Course or Section Pathways 301 (Section 1)			MANAGE Create User Account Enroll User(s) Unenroll Multiple E-mail students		
Pathways 301 - 1 (Section 2) World Class Tests	x in ▼	Email Address 👻	Indi	vidual Student Actions	
	u LT_Student4	myelt_student@myelt.com	E-mail	Edit Unenroll	
	yELT_Student101	MyELT_Student101@myelt.com	E-mail	Edit Unenroll	
				About MyELT Help Terms of Use Privacy Statement	

4. Click E-mail students.

N	y ELT						Wel	elcome, MyELT	Instructor 👻	Language: English	- Help Sign Out
Â	Courses	Students	Gradebook	Assignments	All Activities						Admin Tools
Stu	dents: Pa	thways 30)1 (Section	1) -			Create U	User Account	MA Enroll User(s)	NAGE Unenroll Multiple	E-mail student
	Students 🔺			Login 👻		Email Address 🔫		Indiv	vidual Student /	Actions	
	Student, MyE	л		MyELT_studen	ıt	MyELT_student@myelt.com		E-mail	Edit	Unenroll	
	Student, MyE	л		MyELT_Studer	nt3	myelt_student@myelt.com		E-mail	Edit	Unenroll	
	Student, MyELT MyELT_Student3 myelt_student@myelt.com Edit Unerroll Image: Student WyELT Image: Student WyELT Student3 Image: Student WyELT Student3 Image: Student3 Image: Student3										

5. 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**.

Login 👻	Email Address	; 🔻	
Send	E-mail		
Select	students / instructors :	E-mail:	
S.	Name (E-mail)	Subject	Homework
	Student, MyELT (MyELT_student@myelt.com)	Reply To	myelt_instructor@myelt.com
ø	Student, MyELT (myelt_student@myelt.com)	Hello S Please comple Best, <u>MyELT</u> I	tudents, make sure you have your homework ted by the start of Friday's class. instructor
		(A copy will	automatically be sent to the reply-to e-mail address.) Send E-mail

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



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

MyELT				Language:English 👻
		Login		
	Use	rname		
	Pas	sword		
	Sign	In Forgot Pa	assword?	
	Not	t Registered? Create an Acco	untl	
		Tours & Tutorials	5	
MyELT			*	
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
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2. Click Create an Account!

	Login			
	Username			
	Password			
	Sign In Forgot Password?			
Not Registered? Create an Account!				

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



4. Click Instructor-led and then click Next.

MyELT			Language: English 👻
Create an Account: Step 1	I		
1 Content Type	2 Key/Code	3 Account Information	Ap Process Complete
Step 1: To get started, we need to a question and click "Next."	identify what type of learnin	g resource you will be using	. Please answer the following
Instructor-led	OR	Se I will use this	If-Study
0			0
	Next		
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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.

MyELT			
Create an Account: St	ep 2		
Content Type	2 Key/Code	3 Account Information	La Process Complete
Step 2: Enter the Course Key a *Required Course Key*	and Content Access Code	Content A	Access Code*
E 3YBD8NU6FD6R4 Example: E-YSRKWWZMPSY55		Example: EET_B	365-4XWVASFJAPEZV
	Nex	t	
		About MoFi	17 Haln Tarms of Ilsa Privary Statement

6. 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.

MyELT		
reate an Account: Step	2	
1 Content Type	2 Key/Code	3 (4) Account Information Process Complete
tep 2: Enter the Course Key and	Content Access Code	Content Access Code [®]
E 3YBD8NU6FD6R4 Example: E-YSRKWWZMPSYS5	Image: Organization of the second sec	PATH_B365-C5TJ2HB757EWN
	Next	
CENGAGE GEOGRAPHIC LEARNING CENGAGE © 2014		About MyELT Help Terms of Use Privacy Statemen

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

MyELT		
Create an Account: St	ep 3	
1 Content Type	2 Key/Code Account Information	Approcess Complete
Step 3: Complete the acc	ount information form. All fields are required.	
MyELT Account Information		
Create a Login ID 😮	Maximum of 60 characters	
Create Password 😮	Maximum of 15 characters	
Retype Password		
Email Address		
Retype Email Address		
Choose a Security Question 🚱	Select a Question	
Answer 🕜		
Personal Information		
First name		
Last name		
Country of Residence	Select your country	
End User License Agreement		View printable version 🔒
IMPORTANT - READ CAREFULLY: This End User License Agreement ("Agree access to the MyELT Learning-owned lice package and/or made available to you vi THIS PACKAGE, YOU ACKNOWLEDGE THAT	ment") sets forth the conditions by which MyELT Higher Education, a division of MyE need content and associated media, software, documentation, printed materials and a bit webate (the "cinesed Content"), sublative to you (the "cinesed Content"), soft CLEAR YOU HAVE READ ALL OF THE TERMS AND CONDITIONS, AND THAT YOU AGREE TO BE BC	LT Learning Inc. ("MyELT") will make electronic electronic documentation contained in this IG THT = AGREFE BUTTON AND/OR OPENING UND BY ITS TERMS CONDITIONS AND ALL
🔵 I agree. 📃 I don't	agree.	
	Submit	

9. 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.

MyELT			Language: English 🔻
Create an Account: Ste	p 4		
1	2	3	
Content Type	Key/Code	Account Information	Process Complete
			•
Congratulations! You've create	d your MyELT account!		
A confirmation message with y MyELT_student@myelt.com	our MyELT account informa	tion was sent to the e-mail belo	ow:
	Start	Using MyELT	
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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.

MyELT				Language:English 🔻
		Login		
	МуЕ	LT_Student1		

	Sign	In Forgot Pa	issword?	
	No	t Registered? Create an Acco	unt!	
		Tours & Tutorials	;	
MyELT			*	
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
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2. Click Add a Resource.



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

MyELT	Welcome, MyELT S	Student 1 👻 Language: English 👻 Help Sign Out
Your Resources 👻		
1 Resource Type	2 3 Kay/Code Review Inform	4 de
Add a Resource: Step 1 Step 1: To get started, we need to answer the following question and	know what you would like to add to your acc I click "Save and go to Step 2."	count. Please Add a Resource Tutorial (2:25) 🝽
Enroll	Enroll/Add Content	Add Content
0	\bigcirc	\circ
I want to enroll in a course and I already have access to the content.	I want to enroll in a course and I need to add content.	l just want to add content.
Ø	0	Ø
	Save and go to Step 2	
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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.

MyELT		Welcome, MyELT Student 1 👻	Language: English 🔻 🛛 Help 🔹 Sign Out
Your Resources 🔻			
1 Resource Type	2 Key/Code	3 Review Information	4 Process Complete
Add a Resource: Step	2		
Step 2: Enter the Course Key. *Required			
	Course Key* E YEMCGRCPD6GGR Example: E-YSRKWWZMPSYSS	Ø	
	Save and go to Step	3	
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5. Review the information. If it is correct, click **Submit** to finish adding the course to your account.

Note: If the inf	ormation is not c	orrect, click 2	to re-enter the Co	ourse Key.
MyELT		Welcome, MyELT Student 1 -	Language: English 👻 Help Sign Out	
Your Resources 🔻				
1 Resource Type	2 Key/Code	3 Review Information	lp Process Complete	
Add a Resource: St	ep 3	•		
Step 3: Confirm the inform modify the student type of	mation listed below is correct. If or key/code.	correct,click submit. If not, plea	se return to previous step and	
Course Key:	E-2BTCC4N8A2BW6			
Course Name:	Pathways 201			
Submit				
CENGAGE GEOGRAPHIC LEARNING	2014	About MyELT	Help Terms of Use Privacy Statement	

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

MyELT		Welcome, MyELT Student 1 -	Language: English 👻 🛛 Help 🛛 Sign Out
Your Resources 👻			
•	2	3	
Resource Type	Key/Code	Review Information	Process Complete
Process Complete! Sea ut definiebas ullamcorper, oportere est. An quot dicit man	in per docendi fierent comp damus cum, nullam equide Go to P	orehensam, scribentur philosoj em vulputate ea sed, cu vim ver Pathways 201	ohia ius ei. In ferri mundi iam mandamus interesset.
NATIONAL GEOGRAPHIC LEARNING		About MyELT	Help Terms of Use Privacy Statement

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.

MyELT				Language:English 👻
		Login		
	MyE	LT_Student1		
	•••••			
Sign In Forgot Password?				
	Not	Registered? Create an Acco	unt!	
		Tours & Tutorials	;	
MyELT				
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
GEOGRAPHIC LEARNING	© 2014		About MyELT Help	Terms of Use Privacy Statement

2. Click Add a Resource.



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

MyELT		Welcome, MyELT Student 1 -	Language: English 👻 Help Sij	gn Out
Your Resources 💌				
	2 Key/Code	3 Review Information	dp	
Add a Resource: Step 1				
Step 1: To get started, we need to answer the following question and	know what you would like to a d click "Save and go to Step 2."	id to your account. Plea	Se Add a Resource Tutorial (2:	25) 🖬
Enroll	Enroll/Add Cor	itent	Add Content	
\bigcirc	\bigcirc		•	
I want to enroll in a course and I already have access to the content.	I want to enroll in a and I need to add co	course entent.	I just want to add content.	
0	0		0	
	-		U	
	Save and go to	Step 2	U	

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

Vecome, Mytit Student ? | Lingsage: English ? | Holp | Sign Out

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

 Velocine, MyCLI Student 1 Language: English • Help Sign Out

 Velocine, MyCLI Student 1 • Language: English • Help Sign Out

 Velocine, MyCLI Student 1 • Language: English • Help Sign Out

 Velocine, MyCLI Student 1 • Language: English • Help Sign Out

 Velocine, MyCLI Student 1 • Language: English • Help Sign Out

 Velocine, MyCLI Student 1 • Language: English • Help Sign Out

 Velocine, MyCLI Student 1 • Language: English • Help Sign Out

 Velocine, Type

 Add A Resource: Step 3

 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.

 Content Access Code:
 Path_B365-DK/D7P4MW78FC

 Book Name:

 Velocine, Well Help Terms of Use Privacy Statement

to re-enter your Content Access Code.

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

MyELT		Welcome, MyELT Student 1 - Lan	guage: English 🔻 Help Sign Out
Your Resources 👻			
1 Resource Type	2 Key/Code	3 Review Information	4 Process Complete
Process Complete!			
Sea ut definiebas ullamcorper, ir oportere est. An quot dicit mand	n per docendi fierent con amus cum, nullam equic	nprehensam, scribentur philosophi Iem vulputate ea sed, cu vim venia	a ius ei. In ferri mundi m mandamus interesset.
	Go to [Pathways: List	tening and Speaking Level 2]	
GEOGRAPHIC CENGAGE LEARNING LEARNING © 2014		About MyELT	Help Terms of Use Privacy Statement

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.

MyELT				Language:English 🔻
		Login		
	MyE	MyELT_Student1		
	•••••	•••		
	Sign In Forgot Password?			
	No	t Registered? Create an Acco	unt!	
		Tours & Tutorials	;	
MyELT				
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
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2. Click Add a Resource.

MyELT	Welcome, MyELT Solf Study 2 ⁹ - Language: English - Help Sign Out
Your Resources 🛛 👯 🚍	Enroll in a Course and/or Add Content Dictionar is - Add a Resource
Pathways: Listening And Speaking Level 2 Code: MATH-B365-CMHHUB2G/TK*U Code: MATH-B365-CMHHUB2G/TK*U	
ANTIONAL GEOGRAPHIC LEARNING & 2014	About MyELT Help Terms of Use Privacy Statement

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.

MyELT		Welcome, MyELT Student 1 - Lang	guage: English 👻 Help Sign Out
Your Resources 👻			
1 Resource Type	2 Key/Code	3 Review Information	4 Process Complete
Add a Resource: Step 2	2		
Step 2: Enter the Course Key.			
	Course Key*		
	E YEMCGRCPD6GGR	0	
	Example: E-Y5RKWWZMP5	Y55	
	Save and go to Ste	ep 3	
GOGRAPHIC CENGAGE LEARNING CEARING © 2014		About MyELT F	Help Terms of Use Privacy Statement

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

MyELT		
Your Resources 🔻	Warning	
1 Resource Type	Warning! Enrolling in your course could result in the loss of already completed activities. You will be logged out once you input your course key. Please log in again to access your course.	
Add a Resource: St	Ok Cancel	

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

Note: If the ii	nformation is not correct, clic	k ² to re-enter your Course Key.
MyELT	Welcome, MyELT Self-	Study 🧐 👻 Language: English 🍷 Help Sign Out
Your Resources 👻		
1 Resource Type	2 Key/Code Review Inform	4 ation Process Complete
Add a Resource:	Step 3	
Step 3: Confirm the inf modify the student typ	formation listed below is correct. If correct,click submit. be or key/code.	If not, please return to previous step and
Warning! Enrolling in your co access your course. Course Key:	urse could result in the loss of already completed activities.You will be l E-YEMCGRCPD6GGR	ogged out once you press Submit. Please log in again to
Course Name:	Pathways 101	
Submit		
CENGAG GEOGRAPHIC LEARNING	E © 2014	About MyELT Help Terms of Use Privacy Statement

7. Click Go To [your course's name].

MyELT		Welcome, MyELT Student 1 -	Language: English ♥ Help Sign Out
Your Resources 🔻			
1	2	3	
Resource Type	Key/Code	Review Information	Process Complete
Process Complete! Sea ut definiebas ullamcorper, i oportere est. An quot dicit mano	n per docendi fierent comp damus cum, nullam equide Go to P	orehensam, scribentur philos m vulputate ea sed, cu vim v Pathways 101	ophia ius ei. In ferri mundi eniam mandamus interesset.
ARTIONAL GEOGRAPHIC LEARNING		About My	ELT Help Terms of Use Privacy Statement

8. Sign back in to MyELT to access your course.

MyELT				Language: English 💌
		Login		
	My	yELT_Student1		
	Sig	gn In Forgot Pa	ssword?	
	N	ot Registered? Create an Accor	unti	
		Tours & Tutorials	i	
MyELT			*	
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
GEOGRAPHIC LEARNING	0 2014		About MyELT Help	Terms of Use Privacy Statement

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.

MyELT		Welcome, MyELT Instructor * Language: English * Help Sign Out
Courses Students Gradebook Assignments	All Activities	Admin Tools
Home		
		Messages
	interestional integral antidericality	No New Messages
		View All
Welcome to MyELT!		
To view your resources, please click 'All Activities.' If at any time you h information for technical support.	ave questions, please view our Help (hyperlink) page for additional user guides as well as o	ontact
Manual Grading Needed		
Assignment	Status Action	
There are no assignments to be graded manually		
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3. Click **Change** and then click **Key** in the **Actions** column to the right of the course your students are having trouble enrolling in.

My	ELT							Welcome, MyELT Inst	ructor - Language: English - Help Sign Out
* 0	Courses Students	Gradebook	Assignments	All Activities					Admin Tools
Courses	S								
Find co	ourse name that contai	ns	Q Yes	ar: (Select a year)	•				
Folders		Courses							
Rename subfolder	Delete Create	Cut Copy	Paste Delet	e (Multiple)					New Course
Root		Name (J		Сои	irse/Section key	Start date 🔫	End date 🔫	Actions
		D Pathwa	iys 301		E-52	Z3MMKYHMSQ2T	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create - Change - E-mail Delete
		section	Monday AM		E-23	34P3QJA2NY5U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create + Change + E-mail Delete
		D Pathwa	iys 301 - 1		E-32	2RCN6AW4FQFH	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 👻 Change 💌 E-mail Delete
		section	Monday AM		E-27	N7CUWBKH2E2U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create - Key and elete
									Course Image
GEOGRAP LEARNING	sec CENGAGE © 2	114						Al	HOUT MYELT Help Terms of Use Privacy Statement

- 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**.

M	yELT										
ñ	Courses	Students	Gradebook	Assignments	All Activities						Admin Tools
Cours	SES d course nam			Q Yea	r: (Select a year)	•					
Folder Renam subfol	rs ne Delete C lder ot	reate	Course Edi	it Course Ke	y Informatio	on	Your course k	ey date starts today .These date	s be changed	-S Artions	New Course
			Ger You Give They add	can use "Generate or "Clear" button t this code to your : y can enter it when it later if they've a	new" button to ge o clear the course students so they ca they first register lready registered a	nerate a new Course key. an enroll in this course. with MyELT, or they can t extbook.	Change Cours Start date End date	e Key date: May 29, 2014 12:00 AM Jun 06, 2014 12:00 AM		Create + Change + E Create + Change + E Create + Change + E Create + Change + E	-mail Delete -mail Delete -mail Delete -mail Delete
AATO	100AL Galadiac 🚓 {	ENGAGE © 2014							Jpdate Course Key	WYELT Help Terms of Use	Privacy Statement

RESET THE COURSE DATES

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



2. Click Courses.

MyELT	Welcome, MyEL	'Instructor ▼ Language: English ▼ Help Sign Out
Courses Students Gradebook Assignments All	Activities	Admin Tools
Home		
Weicene to MyELTI No view your recover, please click /xll Activities. ¹ if at any time you have que information for technical support. Manual Grading Needed	EXE THE STORE AND A STREET A	Messages Ro New Messages View All
Assignment	Status Action	
There are no assignments to be graded manually		About MrF1T Helo Terms of Like Privacy Statement

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.

M	yelt								Welcome, MyELT Inst	ructor - Langu	iage: English 🔻 🖡	Help Sign Out
ñ	Courses	Students	Gradebook	Assignments	All Activities							Admin Tools
Cour	ses											
	d course name	e that contains		Q Yea	r: (Select a year)	-						
Folder	5		Courses									
Renam subfol	ne Delete Cr Ider	reate	Cut Copy	Paste Delete	e (Multiple)							New Course
Roo	rt.		Name	2		Cour	se/Section key	Start date 👻	End date 🔫		Actions	
			D Pathwa	ys 301		E-52	3MMKYHMSQ2T	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 🕶	Change 👻 E-ma	ail Delete
			section	Monday AM		E-234	4P3QJA2NY5U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 👻	Key Information /	Celete
			Pathwa	ys 301 - 1		E-32	RCN6AW4FQFH	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 🕶	Course Image	🐨 🛛 📴
			section	Monday AM		E-2N	7CUWBKH2E2U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create +	Change + E-ma	ail Delete
GEO	IONAL KRAPHIC RNING	ENGAGE © 2014							AL	out MyELT Help	Terms of Use P	vivacy Statement

- 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**.

M	yelt							Welcome, MyELT Instr	uctor 👻 🛛 Language: English 👻 🗍 Help 📔 Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities				Admin Tools
Cours	ses								
Fin	d course name	that contains		Q Yea	r: (Select a year)	•			
Folder	s		Courses						
Renam subfol	ne Delete Cre der	eate	Cut Copy	Paste Delet	e (Multiple)				New Course
Roo	it.		Name (2		Course/Section key	Start date 🛩	End date 🔫	Actions
			D Pathwa	rys 301		E-5Z3MMKYHMSQ2T	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create • Change • E-mail Delete
			section	Monday AM		E-234P3QJA2NY5U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create - Key Delete
			Pathwa	rys 301 - 1		E-32RCN6AW4FQFH	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create - Course Image 🚷 Delete
			section	Monday AM		E-2N7CUWBKH2E2U	May 29, 2014 12:00 AM	Aug 01, 2014 12:00 AM	Create 👻 Change 👻 E-mail Delete
GEO LEAN	IONAL GEARING RIMING	NGAGE © 2014						Ab	out MyELT Help Terms of Use Privacy Statement

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**.

Μ	yELT														
*	Courses														
Cou	rses														
Fi						Q Ye	•		J	une 20	14		>		
									ти	We	Th	Fr	Sa		
Folde	ers		Courses			_	25	26	27	28	29	30	31		Ð
Rena	me Delete C	reate	Cut	Edit	Co	urse Ir	1	2	3	4	5	6	7		New Course
subto				Below	are y	our cours	е 15	9	10	11	12	13 20	14 21	ate Course details" button.	
Ro	ot		•	Course	e Narr	ne *:	22	23	24	25	26	27	28	Course Image: Rods -	Actions
							29	30	1	2	3	4	5		Create - Change - E-mail Delete
				Course	e Nun	iber:				0					Create - Change - E-mail Delete
				Course	e star	ts on:	Ju	un 02,	2014 1	2:00 AM	4		Ċ		Create - Change - E-mail Delete
			0	Course	e end	s on:	A	ug 01,	2014 1	2:00 Al	N		ć		Create - Change - E-mail Delete
	NTIONAL Iographic 🛟 (cengage © 2014	l											Update Course details	NyELT Help Terms of Use Phivacy Statement

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.

MyELT	Welcome,	MyELT Instructor * Language: English * Help Sign Out
Courses Students Gradebook Assignments	All Activities	Admin Tools
Home		
		Messages No New Messages View All
Welcome to MyELT! To view your resources, please click 'All Activities.' If at any time you h information for technical support.	we questions, please view our Help (hyperfink) page for additional user guides as well as contact	
Manual Grading Needed		
Assignment	Status Action	
There are no assignments to be graded manually		
CENGAGE 0 2014		About MyELT Help Terms of Use Privacy Statement

3. 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.

Ν	yELT						Welcome,	MyELT Instructor - Language: Eng	glish 👻 Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities				Admin Tools
Grad	ect a Course or athways 301 (See	Section	301 (Sectio	in 1) -				Tutorial: How to view student and	class progress (2:25) 🛤
				Kep	Assistment	port type / • Manage : { Cnoose a root	1•		
					Assignment.		Unit	1 - A	
					Unit 1 / Lesson A / Gram	unit 1 / Lesson A / Language Function	Unit 1 / Lesson A / Listening	Unit 1 / Lesson A / Pronunciation	Unit 1 / Lesson A / Speak
					not taken	not taken	not taken	not taken	not taken
					60%	50%	50%	not taken	not taken
				* Due I	Date Changed 🛛 🖸 Ungrada	le From Learning Path			
	ATIONAL IOGRAPHIC ARNING	ENGAGE © 2014						About MyELT Help Terms	of Use Privacy Statement

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

M	yelt						Welcome,	MyELT Instructor 👻 📔 Language: Eng	tlish ∽ Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities				Admin Tools
Grad • View	ebook: F	Oriew All	301 (Section Self-Study Activit	on 1) - ties				Tutorial: How to view student and	class progress (2:25) 🛤
Fin	d a student n	ame that conta	lins	Q Rej	port Creator : (Choose a repor	t type) 👻 Manage : (Choose a Tool) +		
					Assignment:				
🗆 In	clude All Unta	aken Assignme	nts in Grade Tota	l			Unit 1	I - A	
Stude	nt 🖪		Total		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 / Speak
View S	Student's Grade	s	N/A		not taken	not taken	not taken	not taken	not taken
⊠ <u>Stu</u>	dent, MyELT		57.5%		60%	50%	50%	not taken	not taken
🕕 Grad	ding Incomplete	🕒 Offline	🥒 Needs Manual	Grading 🏾 🏶 Due	Date Changed 🖸 Ungradable	From Learning Path			
GEO	IONAL IGRAPHIC RNING	earning © 2014	•					About MyELT Help Terms	of Use Privacy Statement

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

Welcome, MyELT Instructor + Language: English + Help Sign Out							
Courses Students Gradebook Assignments	All Activities				Admin Tools		
Gradebook: Pathways 301 >> Grades for a Single Student in Course Student : Student, MyELT GRADE INFO Overall Grade : S750% Total Score : Z200/400							
Name 👻	Score (Correct / Possible) 👻	%	Times Taken 👻	Last Taken On 🔽	Time Spent (All Takes) 👻		
😑 Unit 1 - A							
Unit 1 / Lesson A / Vocabulary	7.00 / 10.00	70.00 %	1	2014/05/29, 11:14:39 AM	00:00:48		
Unit 1 / Lesson A / Listening	5.00 / 10.00	50.00 %	1	2014/05/29, 11:13:25 AM	00:01:01		
Unit 1 / Lesson A / Language Function	5.00 / 10.00	50.00 %	1	2014/05/29, 11:12:15 AM	00:04:07		
Unit 1 / Lesson A / Grammar	6.00 / 10.00	60.00 %	1	2014/05/29, 10:54:02 AM	00:01:15		
Unit 1 / Lesson A / Pronunciation	not taken	0.00 %	0	not taken	00:00:00		
Unit 1 / Lesson A / Speaking	not taken	0.00 %	0	not taken	00:00:00		
About WyELT Help Terms of Use Privacy Statement							

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

Welcome, MyELT Instructor + Language: English + Hel								
All Activities				Admin Tools				
Gradebook: Pathways 301 >> Edit Grade in Course								
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: 1 Time Spent (All Takes) : 00:00:48 Last Taken On:: 2014/05/29, 11:14:39 AM								
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. Scroil 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				

8. 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: Er	nglish 👻 Help Sign Out				
Courses Students Gradebook Assignments All Activities				Admin Tools				
Gradebook: Pathways 301 >> Edit Grade in Course								
Unit 1 / Lesson A / Grammar 10 * Gence 10 * Gence 1								
Unit 1 / Lesson A / Entering v / onic Unit 1 / Lesson A / Pronunciation onic Unit 1 / Lesson A / Speaking has								
Unit 1 / Lesson A / Vocabulary 05/29, 1:14:39 AM								
Take 1: 70.00%								
Question	Correct Answer	Student Answer	Score	Comment				
Q1: "Obrections."^ 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 lems. Then Click Saturbit 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: "Oirrections:"D Trag 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				

9. 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**.

MyELT	Welcome, MyELT Instructor + Language: English + Help Sign Out							
Courses Students Gradebook Assignments All Activities	Admin Tools							
Gradebook: Pathways 301 (Section 1) → ○ View Assignments ③ View All Self-Study Activities								
Find a student name that contains Q Report Creator: (Choose a report type) > Manage: (Choose a Tool) >								
View Student's Grades	Total							
Student, MyELT	70%							
	0%							
USTORMA CECCARAPAC + CENIGAGE © 2014	About MyELT Help Terms of Use Privacy Statement							

Welcome, MyELT Instructor + Language: English + Help St								anguage: English 🔻 Help Sign Out		
*	Courses	Students	Gradebook	Assignments	All Activities					Admin Tools
Non-Assigned Gradebook: Pathways 301 >> Grades for a Single Student in Course Student: Student, MyELT ▼ ☑ Book: All ▼										
Book N	ame 👻	Act	ivity 👻		Sco	ore (Correct/Possible) 👻	%	Times Taken 🔻	Last Taken On 🔽	Total Time Spent (All Takes) 👻
Pathwa Speakir	ys: Listening a 1g Level 2	nd Uni	it 1 / Lesson A / L	istening		<u>7.00/10.00</u>	70.00 %	1	2014/05/29, 12:52:07 PM	00:13:21
	ONAL C	NGAGE © 201					-		About MuELT	Hele Torger of Heg Bringer Statement
GEO	GOGARBAC 2014 About MyELT Help Terms of Use Privacy Statement									
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.

My	ELT						Welcome,	MyELT Instructor - Langua	ge: English 👻 Help Sign Out
1 C	ourses Studen	s Gradebook	Assignments	All Activities					Admin Tools
Home		*** 	Mytty Autors Barry 2 + 24		An and a local day local			Messages No New Messages	
Welcome	to MyELT!						_	View All	
information	for technical supp	rt.	r at any time you na	we questions, please v	ew our netp (nyperu	nik) page for additional user	guides as well as contact		
Manual G	rading Needed								
Assignmen	t			Status		Action			
There are n	o assignments to b	e graded manually							
GEOGRAP	ac CENGAGE Learning	2014						About MyELT Help	Terms of Use Privacy Statement

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.

Ν	y ELT	•					Welcome,	MyELT Instructor - Language: Eng	glish 👻 Help Sign Out	
*	Courses	Students	Gradebook	Assignments	All Activities				Admin Tools	
Gradebook: Pathways 301 (Section 1) ~								Tutorial: How to view student and	class progress (2:25) 🛤	
		k		Reş	port Creator : (Choose a rep	ort type) 👻 Manage : (Choose a Tool) +			
					Assignment:					
					Unit 1 - A					
					Unit 1 / Lesson A / Gramm	ur Unit 1 / Lesson A / Language Function	Unit 1 / Lesson A / Listening	Unit 1 / Lesson A / Pronunciation	Unit 1 / Lesson A / Speak	
					not taken	not taken	not taken	not taken	not taken	
					60%	50%	50%	not taken	not taken	
	Due Deter Changed O Lingedoble O Lingedoble O Lingedoble O Lingedoble									
	ATIONAL EOGRAPHIC EARNING	CENGAGE © 2014 Learning						About MyELT Help Terms	of Use Privacy Statement	

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

My	Welcome, MyELT Instructor - Language: English - Help Sign Out									
*	Courses	Students	Gradebook	Assignments	All Activities				Admin Tools	
Grad	Gradebook: Pathways 301 (Section 1) - Tutorial: How to view student and class progress (2:25) =									
Fin	Find a student name that contains Q Report Creator: (Choose a report type) - Manage: (Choose a Tool) -									
					Assignment:					
	clude All Unta	aken Assignmei	nts in Grade Tota	d			Unit 1	- A		
Stude	nt 🖪		Total		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 / Speak	
⊠ Stu	dent, MyELT		N/A		not taken	not taken	not taken	not taken	not taken	
⊠ Stu	dent, MyELT		57.5%		60%	50%	50%	not taken	not taken	
🕕 Grat	🚯 Grading Incomplete 🐵 Offline 🥒 Needs Manual Grading 🛸 Due Date Changed 💿 Ungradable 🔹 Fram Learning Path									
GEO LEA	IONAL JGRAPHIC RNING	ENGAGE © 2014 learning	1					About MyELT Help Terms	of Use Privacy Statement	

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

N	Welcome, MyELT Instructor - Language: English - Help Sign Out										
*	Courses	Students	Gradebook	Assignments	All Activities			Admin Tools			
Grad	Gradebook: Pathways 301 (Section 1) - Tutorial: How to view student and class progress (2:25) - Cutorial: How to view student and cl										
Fi	Find a student name that contains Q Report Creator: (Choose a report type) • Manage: (Choose a Tool) •										
					Assignment:						
	nclude All Unta	ken Assignmei	nts in Grade Total								
Stud	ent 🖪		Total		Copy of Unit 1 / Lesson A / Grammar	Copy of Un Lesson A / Language Function	Copy of Unit 1 / Lesson A / Listening	Copy of Unit 1 / Lesson A / Pronunciation			
⊠st	udent, MyELT	_	N/A		not taken	not taken	not taken	not taken			
Viev	v Student's Grade	5	N/A		not taken	not taken	not taken	not taken			
⊠ <u>s</u> t	udent MyELT		73.64%		not taken	not taken	not taken	not taken			
⊠St	udent, MyELT		N/A		not taken	not taken	not taken	not taken			
					-						
\rm Gr	ading Incomplete	Offline	🥒 Needs Manual (irading 🛛 🍀 Due	Date Changed 🛛 Ongradable 🔵 From	n Learning Path					
G	ATIONAL EOGRAPHIC EARNING	ENGAGE © 2014 earning	,				About MyELT	Help Terms of Use Privacy Statement			

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

Wetcome, MyELT Wetcome, MyELT/Instructor - Language: English - Help Sign Dut										
Courses Students Gradebook Assignmen	ts All Activities					Admin Tools				
Gradebook: Pathways 301 >> Grades for a Single Student in Course										
Name 👻	Score (Correct / Possible) 👻	8	Times Taken 👻	Last Taken On 🗨	Time Spent (All Takes) 👻	Notes				
😑 Unit 1 - A										
Unit 1 / Lesson A / Vocabulary	7.00 / 10.00	70.00 %	1	2014/05/29, 11:14:39 AM	00:00:48					
Unit 1 / Lesson A / Listening	5.00 / 10.00	50.00 %	1	2014/05/29, 11:13:25 AM	00:01:01					
Unit 1 / Lesson A / Language Function	5.00 / 10.00	50.00 %	1	2014/05/29, 11:12:15 AM	00:04:07					
Unit 1 / Lesson A / Grammar	6.00 / 10.00	60.00 %	1	2014/05/29, 10:54:02 AM	00:01:15					
Unit 1 / Lesson A / Pronunciation	not taken	0.00 %	0	not taken	00:00:00					
Unit 1 / Lesson A / Speaking	not taken	0.00 %	0	not taken	00:00:00					
😑 Unit 2 - A										
Unit 2 / Lesson A / Listening	6.00 / 10.00	60.00 %	1	2014/06/07, 8:46:53 AM	00:00:22					
Unit 2 / Lesson A / Speaking	27.00 / 30.00	90.00 %	1	2014/06/07, 8:46:24 AM	00:01:11	Audio Samples				
Unit 2 / Lesson A / Pronunciation	25.00 / 30.00	83.33 %	1	2014/06/07, 8:45:11 AM	00:01:33	Audio Samples				
Unit 2 / Lesson A / Grammar	not taken	0.00 %	0	not taken	00:00:00	69				
the first statement of the second statement of the	not taken	0.00 %	0	not taken	00:00:00					
Unit 2 / Lesson A / Language Function										

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

MyELT		w	/elcome, Mj	ELT Instructor 👻 Lang	uage: English 👻 🛛 Help 🗌	Sign Out		
Courses Students Gradebook Assignments All Activities					Adr	nin Tools		
Gradebook: Pathways 301 >> Edit Grade in Course					-	Return		
Assignment: Unit 2 / Lesson A / Pronunciation - Student: Stude	nt, MyELT 🔻 🖂							
Assignment Score (Correct/Possible): 25.00/30 - 0 Grade total assignment/leave a comment Adjusted Score: 25.00 Graded: Electronic Times Statu: 1 Times Statu: 0 Lant Taken Grade: 2014/06/07, 84:511 AM								
Question	Correct Answer	Student Answer	Score	Comment	Student Audio Response			
Qt: ^^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 Luke 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	Þ		
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	Þ		
Q4: ""Directions:" Listen. Then click Record and repeat aloud. Click Play Back to listen to your volce. Click Check to check your pronunciation. Click the Help (7) 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	F		
QS: ""Directions:" Listen. Then click Record and repeat aloud. Click Play Back to listen to your volce. 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	Þ		
NDOWL CANADAC 20 CENCAGE 0 2014				About MyELT Help	D Terms of Use Privacy S	latement		

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.

MyELT		۷	Velcome, MyELT S	itudent 1 👻 📔 🖬	anguage: En	glish 🔻 He	lp Sign Out
Your Resources • Pathways 101	Assig	nments	Grades				
						Show All	Only Takable
Assignment -	Score	%	Last Taken	Date Due 🔺	Times Taken	Total Time Spent	
🖂 Unit 1							
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 1:55:38 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
GODGAREC CENGAGE © 2014				About MyELT	Help Te	rms of Use 1	Privacy Statement

- Recheck your Gradebook.
 - a. Click Gradebook.

MyELT	Welcome, MyfLY Instructor - Language: English - Helip Sign Oct
Courses Students Gradebook Assignments All Activities	Admin Tools
Home	
	Messages
	No New Messages
	View All
Welcome to MyELT!	
To view your resources, please click 'All Activities.' If at any time you have questions, plea information for technical support.	se view our Help (hyperlink) page for additional user guides as well as contact
Manual Grading Needed	
Assignment Status	Action
There are no assignments to be graded manually	
Scoutanec CENCAGE © 2014	About MyGIT Help Terms of Use Privacy Statement

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.

MyELT			Welcome,	MyELT Instructor 👻 📔 Language: Eng	tlish 👻 Help Sign Out
Courses Students Gradebook Assignment	ts All Activities				Admin Tools
Gradebook: Pathways 301 (Section 1) -				Tutorial: How to view student and	class progress (2:25) 🝽
Pathways 301 - 1 (Section 7) Wond Lass rests	Report Creator : (Choose a repor	t type) 👻 Manage : (Choose a Tool) -		
	Assignment:				
			Unit 1	- A	
	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 / Speak
	not taken	not taken	not taken	not taken	not taken
	60%	50%	50%	not taken	not taken
*	Due Date Changed S Ungradable	From Learning Path			
CECORAPHIC CENGAGE © 2014				About MyELT Help Terms	of Use Privacy Statement

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.

My	Wetcome, MyELT Instructor - Language English - Help Sign Out										
ñ	Courses	Students	Gradebook	Assignments	All Activities				Admin Tools		
Grade	Gradebook: Pathways 301 (Section 1) - Tutorial: How to view student and class progress (2:25) =										
Find	Find a student name that contains Q Report Creator: (Choose a report type) > Manage: (Choose a Tool) >										
					Assignment:						
🗆 Incli	lude All Unta	ken Assignme	nts in Grade Total	ι	Unit 1 - A						
Student			Total		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 / Speal		
⊠ Stude	ent, MyELT		N/A		not taken	not taken	not taken	not taken	not taken		
► Stude	ent, MyELT		57.5%		60%	50%	50%	not taken	not taken		
0 Gradin	ng Incomplete	Offline	🥒 Needs Manual	Grading 🛛 🏶 Due I	Date Changed 🛛 Ungradable	From Learning Path					
NATION GEOGR	NAL RAPHIC ENG	ENGAGE © 2014	•					About MyELT Help Terms	of Use Privacy Statement		

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

My	ELT						We	Ncome, MyELT Instructor + Language: English + Help Sign Out		
*	Courses	Students	Gradebook	Assignments	All Activities			Admin Tools		
Grad	Gradebook: Pathways 301 (Section 1) -									
O View	○ View Assignments ● View All Self-Study Activities									
	Find a student name that contains Q. Report Creator: (Choose a report type) • Manage: (Choose a Tool) •									
Stude	ent 🖪						Total			
Stude	nt, MyELT						70%			
Stude	nt, MyELT						26.67%			
Stude	nt, MyELT						0%			
GD		ENGAGE © 2014						About MyELT Help Terms of Use Privacy Statement		

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?

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

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

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



2. Click Gradebook.

MyELT		Welcom	e, MyELT Instructor + Language: English + Help Sign Out
Courses Students Gradebook	Assignments All Activities		Admin Tools
Home			
M			Messages
	Sudent Account Instruction Account	ways/ weber-sets	No New Messages
		advagt ing liken dan i Nayama.	View All
Welcome to MyELT!			
To view your resources, please click 'All Activities.' If information for technical support	at any time you have questions, pl	ase view our Help (hyperlink) page for additional user guides as well as contact	
Manual Grading Needed			
Assignment	Status	Action	
There are no assignments to be graded manually			
GEOGRAPHIC CENGAGE © 2014			About MyELT Help Terms of Use Privacy Statement

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.

MyELT				Welcome,	MyELT Instructor - Language: Engl	lish 🕶 Help Sign Out
A Courses Students Gradebook A	ssignments	All Activities				Admin Tools
Gradebook: Pathways 301 (Section 1	I) -			I	Tutorial: How to view student and	class progress (2:25) 🛤
Pathways 301 (Section 1)	Rep	ort Creator : (Choose a report	t type) 👻 Manage : (Choose a Tool)) -		
		Assignment:				
				Unit 1	- A	
		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 / Speal
		not taken	not taken	not taken	not taken	not taken
		60%	50%	50%	not taken	not taken
	* Due D	Date Changed 🛛 Ungradable	From Learning Path			
CENGAGE 0 2014					About MyELT Help Terms	of Use Privacy Statement

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.

MyELT					Welcome,	MyELT Instructor 👻 📔 Language: Eng	tish 👻 Help Sign Out					
Courses Students	Gradebook Assign	ments All Activities					Admin Tools					
Gradebook: Pathways 301 (Section 1) - Tutorial: How to view student and class progress (2:23) View All Self-Study Activities												
Find a student name that com	tains Q	Report Creator : (Choose a repo	rt type) 🔻	Manage: (Choose a Tool)) +							
		Scores, by Assignment Scores, by Student (Details) Scores, by Student (Summary)	,									
Include All Untaken Assignment	ents in Grade Total	Scores, by Student (Summary, w/Categories)	_		Unit 1	- A						
Student 🖪	Total	Time Spent, by Student		esson A / Language Function	Unit 1 / Lesson A / Listening	Unit 1 / Lesson A / Pronunciation	Unit 1 / Lesson A / Speak					
Student, MyELT	N/A	Placement Test Results			not taken	not taken	not taken					
Student, MyELT	73.64%	60%	50%		50%	not taken	not taken					
Student, MyELT	N/A	not taken	not take	m	not taken	not taken	not taken					
\rm Grading Incomplete 🛛 🕒 Offline	🥒 Needs Manual Grading	* Due Date Changed O Ungradable	From	Learning Path								
GEOGRAPHIC LEARNING	14					About MyELT Help Terms	of Use Privacy Statement					

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.

MyELT					Welcome, MyELT Instructor - Language: English - Help	Sign Out
A Courses Student	Gradebook	Assignments	All Activities		Ac	dmin Tools
Gradebook: Pathway Scores, by Student (Detai	<mark>s 301</mark> >> Repo s)	rts				Return
Report Options Name Display: e Last, First Sign-in ID Student ID	in O	nclude assignmen) Omit assignmer) Include all assig	its not yet due: Its not past due d gnments	ate and not taken	Create Rep	port
NATIONAL GEOGRAPHIC LEARNING	2014				About MyELT Help Terms of Use Privacy	Statement

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

Μ	yelt					Welcome, MyELT Instructor - Language: English - Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities	Admin Tools
Grad Score	l <mark>ebook:</mark> P s, by Stude	athways 3 nt (Details)	301 >> Repo	orts		🕈 Return
Rep Ni O	ort Options – ame Display: Last, First Sign-in ID Student ID			Include assignmen O Omit assignmen Include all assig	i ts not yet due: Its not past due d gnments	ate and not taken
NA GE LE	TIONAL DGRAPHIC URNING	CENGAGE © 2014 Learning				About MyELT Help Terms of Use Privacy Statement

7. Scroll down to see the entire report.

Courses Students Gradebook	Assignments A	Il Activities								Admi
lebook: Pathways 101 >> Re	ports									to R
es, by Student (Details)	•									
ort Options										
ame Display:	Include assignments n	ot vet due:							Cre	ata Banar
Last, First	 Omit assignments n 	ot past due date and	not taken						CIE	ate kepon
Sign-in ID	 Include all assignme 	ents								
Student ID										
r report appears below. can print the report as it appears on this scre can also save the report in a variaty of file for	en by clicking "Print Report.	."	nort "							
can also save the report in a variety of hie for	mats by selecting a file type	and clicking Save Re	iort.							
Print			Save R	eport as: O.pdf(Adob	e Acrobat compatible) 🔿 .rtf	(MS Word compat	ible) O.csv	(Spreadsheet co	mpatible	e) Sav
										_
cores, by Student (Details)										
rades for: Student, MyELI										
lssignment				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
otal for category: Default							29.00		60.00	48.33
OVERALL GRADE										48.33
rades for: Student, MyELT				Data Dua	Data Talan	6 mm		Dessible		Descent
ssignment				Date Due	Date laken	Score		Possible		Percent
Unit 1) Unit 1 / Lesson A / Vocabulary				6/26/14	5/29/14		7.00		10.00	70
otal for category: Default							7.00		10.00	70
OVERALL GRADE										70
rades for: Student 1, MyELT										
				Date Due	Date Taken	Score		Possible		Percent
Assignment				6/26/14	5/27/14		8.00		10.00	80
unit 1) Unit 1 / Lesson A / Grammar				6/26/14	5/27/14		9.00		10.00	90
Issignment Unit 1) Unit 1 / Lesson A / Grammar Unit 1) Unit 1 / Lesson A / Language Function					E /07/06		6.00		10.00	60
Losignment Unit 1) Unit 1 / Lesson A / Grammar Unit 1) Unit 1 / Lesson A / Language Function Unit 1) Unit 1 / Lesson A / Listening				6/26/14	5/2//14				30.00	30
Unit 1) Unit 1 / Lesson A / Grammar Unit 1) Unit 1 / Lesson A / Grammar Unit 1) Unit 1 / Lesson A / Language Function Unit 1) Unit 1 / Lesson A / Pronunciation				6/26/14 6/26/14	5/27/14		9.00		10.00	60
In the second of				6/26/14 6/26/14 6/26/14	5/27/14 5/28/14		6.00			(
Issignment Unit 1) Unit 1 / Lesson A / Grammar Unit 1) Unit 1 / Lesson A / Language Function Unit 1) Unit 1 / Lesson A / Steining Unit 1) Unit 1 / Lesson A / Pronunciation Unit 1) Unit 1 / Lesson A / Vocabulary Unit 1) Unit 1 / Lesson A nd B Viewing / Videt	,			6/26/14 6/26/14 6/26/14 6/26/14	5/27/14 5/27/14 5/28/14 6/4/14		9.00 6.00 0.00		10.00	
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8. Click **Print** if you want to print a copy of the report.

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- 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)

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

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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.

Assignment Statist	tics	
Course:	Pathways 101	
Assignment:	Unit 1 / Lesson A / Grammar	
Book:	Pathways: Listening and Speaking Level 2	
Number of students take	en:	2
Number In-Progress / In-	complete:	0
Number Completed*:		2
Number not taken:		8
Lowest grade:		0.00
Highest grade:		8.00
Mean grade:		1.40
Median grade:		0.00
Standard deviation:		2.84
* Includes students who	have not taken the assignment before Due Date.	

SCORES, BY ASSIGNMENT

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

Scores, by Assig	cores, by Assignment												
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							
											Pat	hways 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	Default (100.00%)						
Login ID	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