

MyELT INSTRUCTOR QUICK START USER GUIDE

The screenshot shows the MyELT Instructor login and tutorial page. At the top left is the MyELT logo, and at the top right is a language dropdown menu set to 'English'. The main content area is divided into two sections. The first section, titled 'Login', contains two input fields for 'Username' and 'Password', a yellow 'Sign In' button, and a blue link for 'Forgot Password?'. Below this is a horizontal line and a link for 'Not Registered? Create an Account!'. The second section, titled 'Tours & Tutorials', features five icons with corresponding text: 'Introduction to MyELT' (laptop icon), 'How to Create a Student Account' (group of people icon), 'How to Request an Instructor Account' (person at computer icon), 'How To Log In to MyELT' (person with key icon), and 'Other Tutorials and User Guides' (document icon). The footer contains the National Geographic Learning and Cengage Learning logos, the year '© 2014', and links for 'About MyELT', 'Help', 'Terms of Use', and 'Privacy Statement'.

MyELT Language: English ▾

Login

Username

Password

Sign In [Forgot Password?](#)

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

Tours & Tutorials

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

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ABOUT THIS GUIDE

This guide will help you get started using MyELT.

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

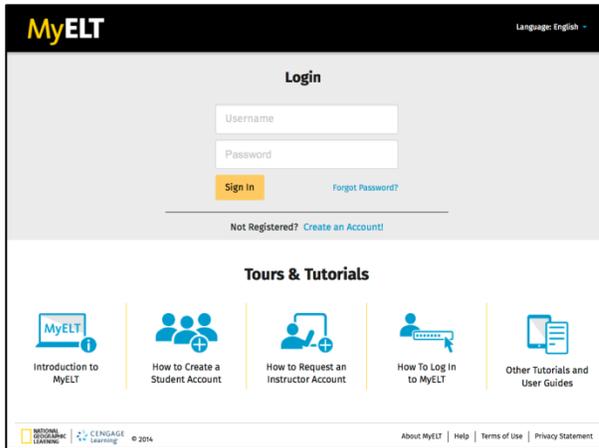
TABLE OF CONTENTS

REGISTERING	2
HOW DO I REGISTER FOR AN ACCOUNT?	2
CREATING AND TEACHING COURSES	5
HOW DO I CREATE A COURSE?	5
HOW DO I ENROLL STUDENTS IN MY COURSE?	8
HOW DO I CREATE AN ASSIGNMENT?	10
HOW DO I VIEW STUDENT PROGRESS?	14
GIVING AND GETTING HELP	17
HOW DO I CONTACT STUDENTS?	17
CONTACT TECHNICAL SUPPORT	20

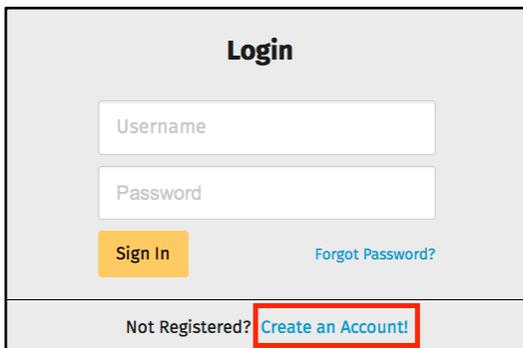
REGISTERING

HOW DO I REGISTER FOR AN ACCOUNT?

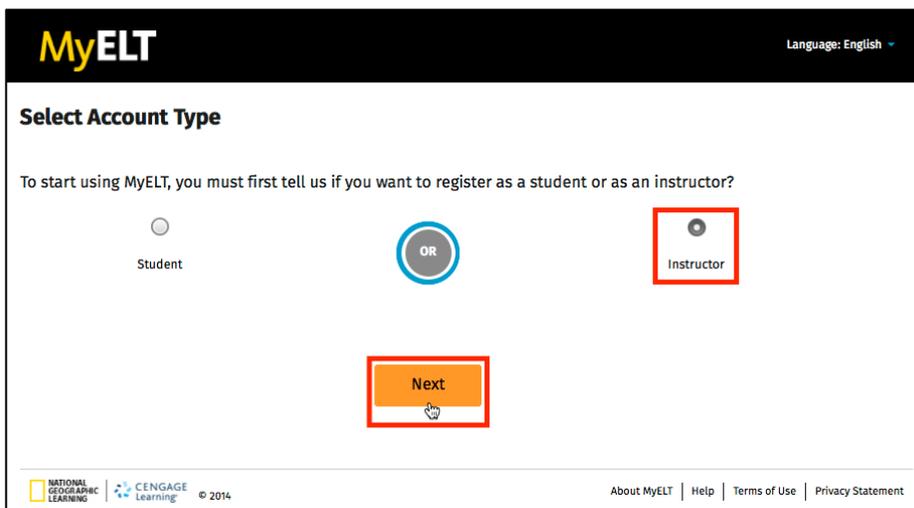
1. Go to MyELT.heinle.com.



2. Click **Create an Account!**



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



4. Fill in your user and account information.

User Information

* E-mail Address

Note: this will be your MyELT User Name

* Verify E-mail Address:

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

* First Name:

* Last Name:

Middle Initial:

Account Information

* School/Institution Name:

* Address 1:

Address 2:

Address 3:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

Phone Number:

5. Select the materials you want to access.

Product Information

*Select series and level:

Online Tutorial for the TOEFL iBT® Online Prep Course

Building Better Vocabulary Online Practice

eBook:

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

Verification Question

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

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

* Verification Answer:

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 myelt.accountrequest@cengage.com to your safe sender list to ensure receipt of your login information.

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

MyELT Language: English

Login

MyELT_Instructor

Sign In [Forgot Password?](#)

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

Tours & Tutorials

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

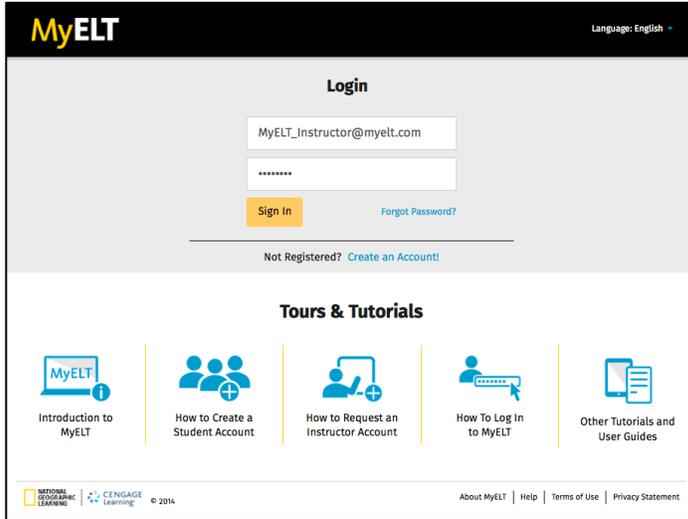
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[About MyELT](#) | [Help](#) | [Terms of Use](#) | [Privacy Statement](#)

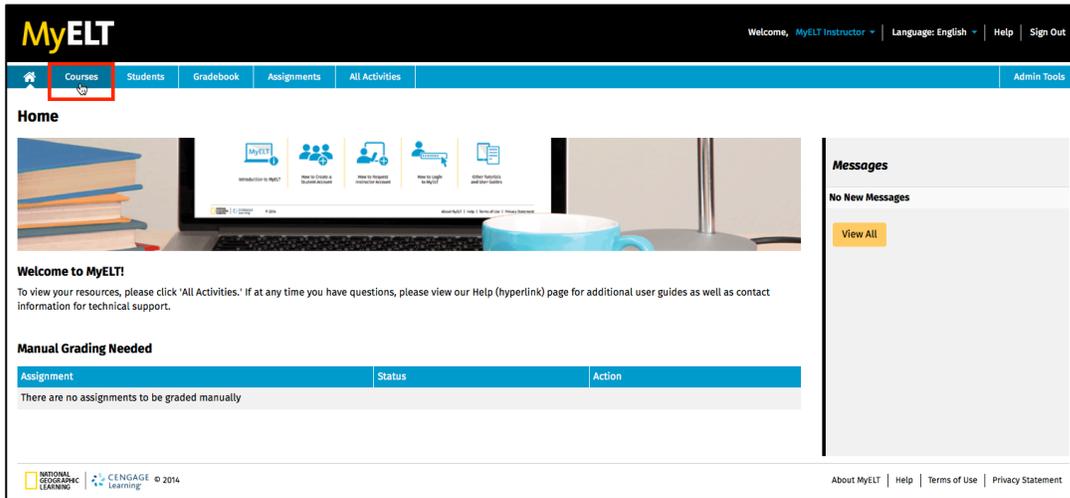
CREATING AND TEACHING COURSES

HOW DO I CREATE A COURSE?

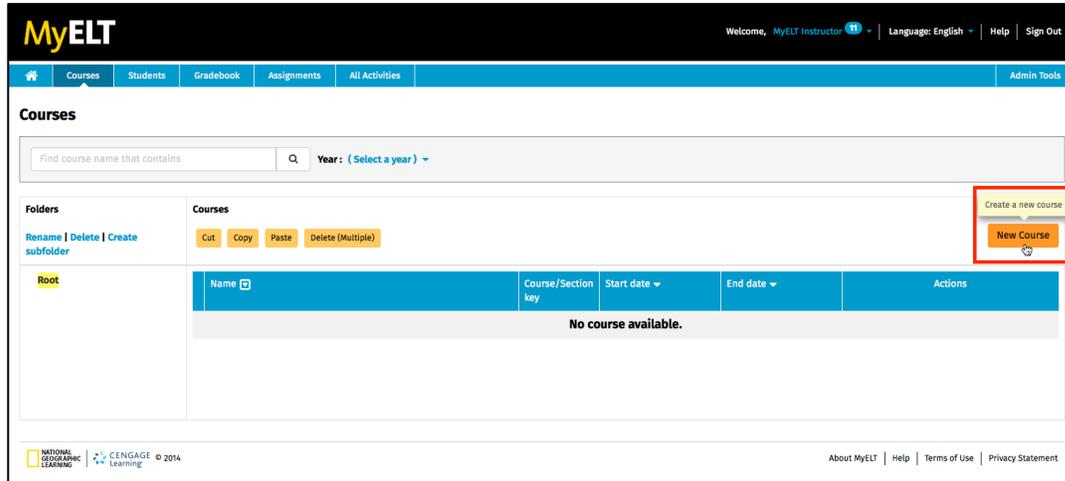
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



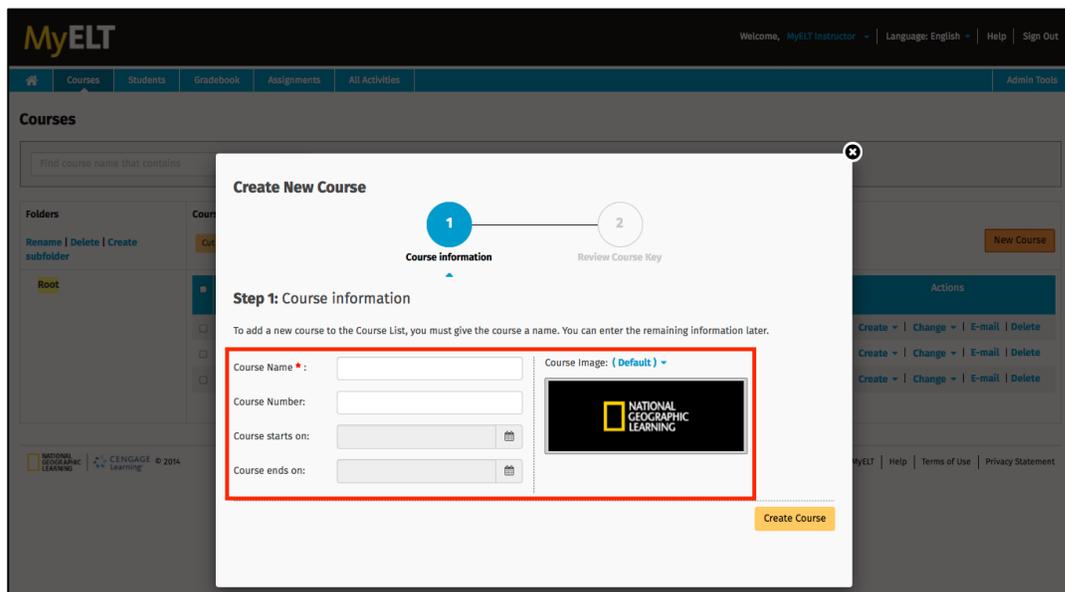
2. Click **Courses**.



3. Click **New Course**.

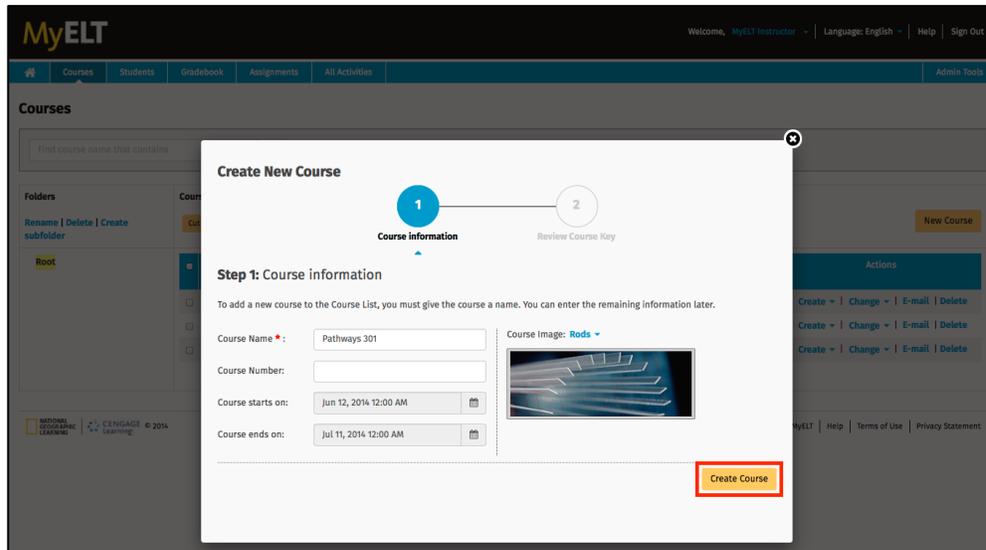


4. Enter your course information.



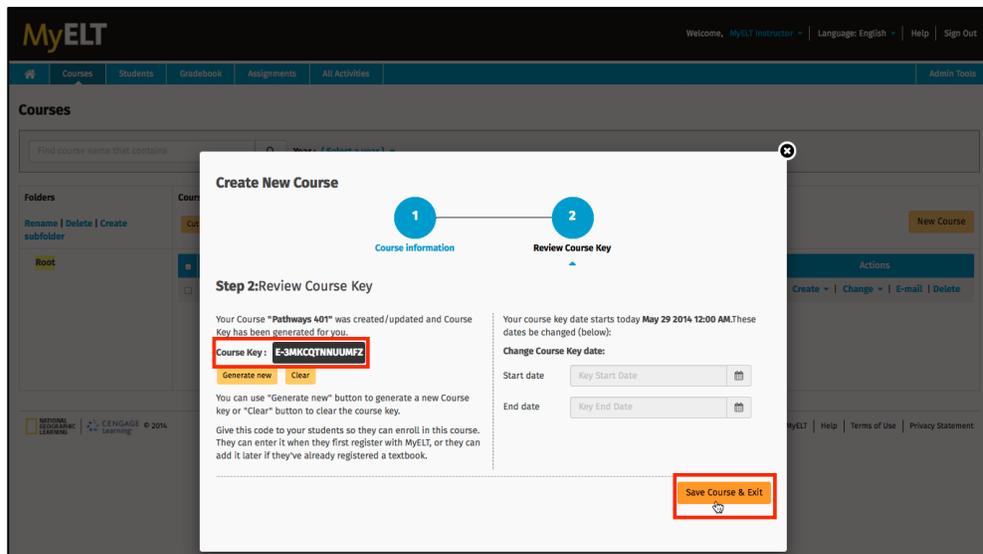
- **Course Name:** (Required) The name of the course as it will appear to students.
- **Course Number:** (Optional) Any additional identifying information for your course, such as which days it meets or a section number.
- **Course Starts On:** (Optional) If you enter a future date, the course will not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

5. Click **Create Course**.



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

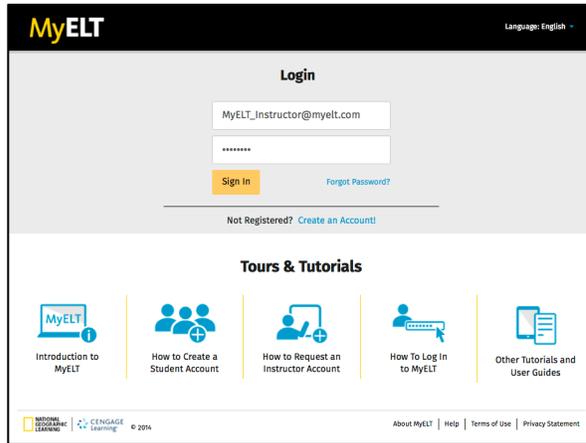
Note: The Course Key also appears on the **Courses** tab in MyELT.



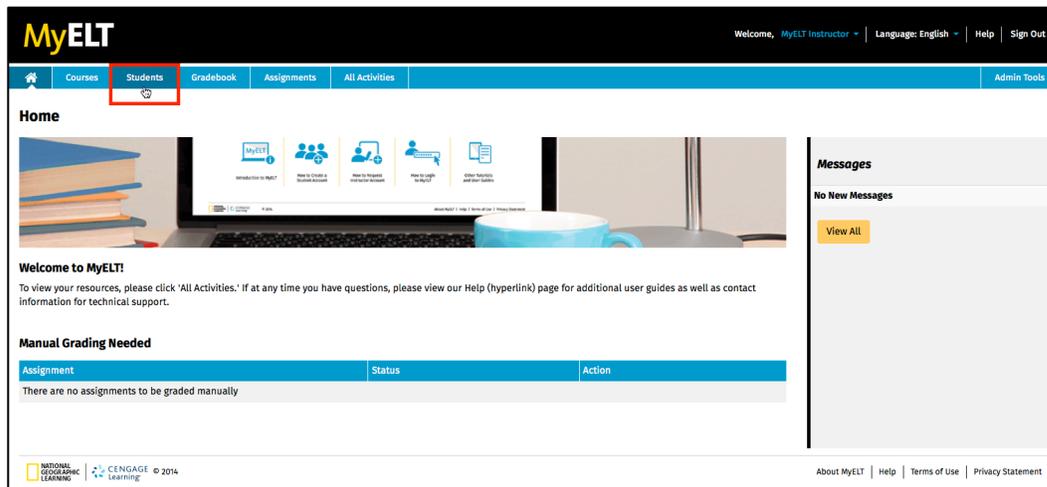
HOW DO I ENROLL STUDENTS IN MY COURSE?

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

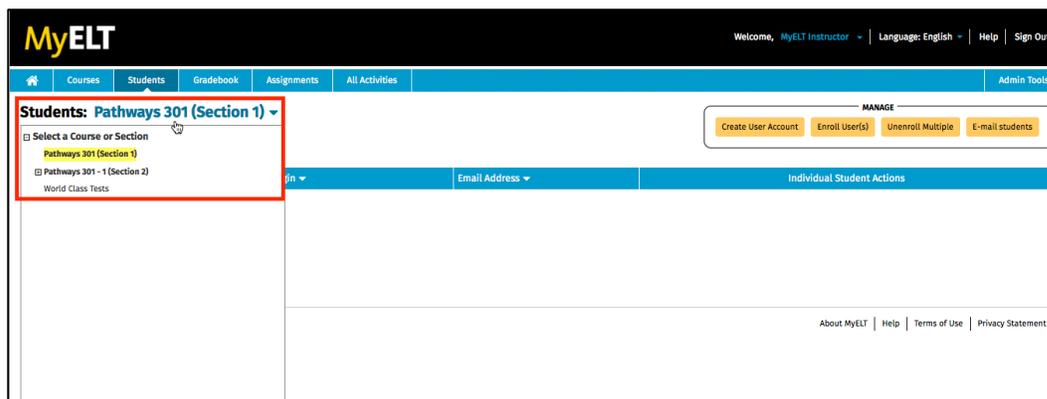
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



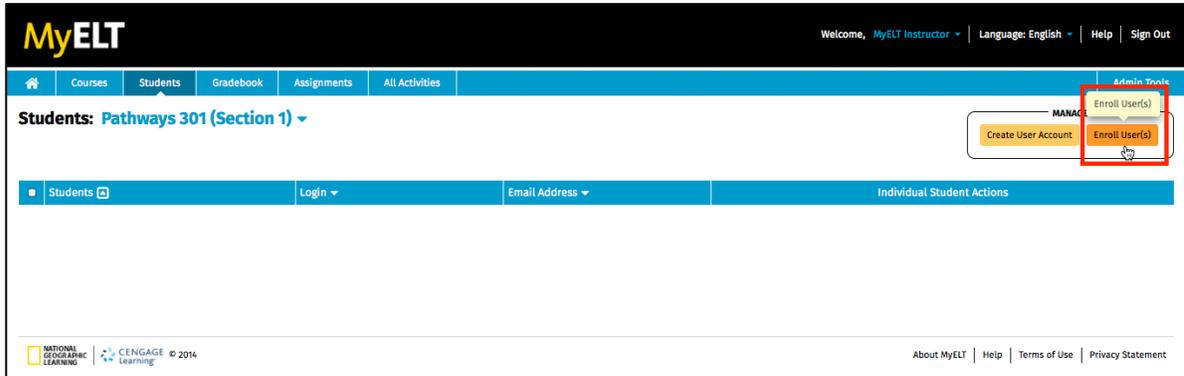
2. Click **Students**.



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

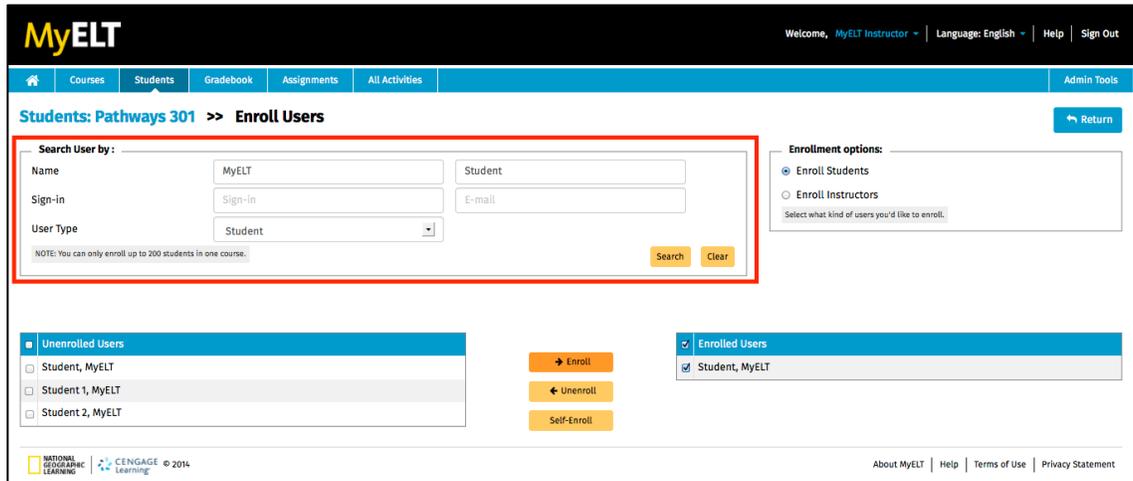


4. Click **Enroll User(s)**.

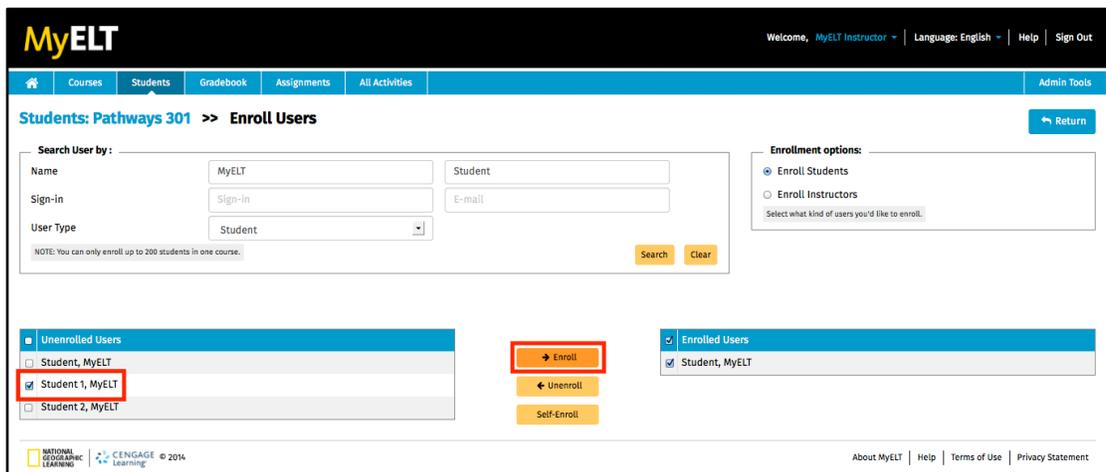


5. In the column on the left side of the page, the names of students who are not enrolled in your course appear. In the column on the right side of the page, the names of students who are already enrolled in your course appear.

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

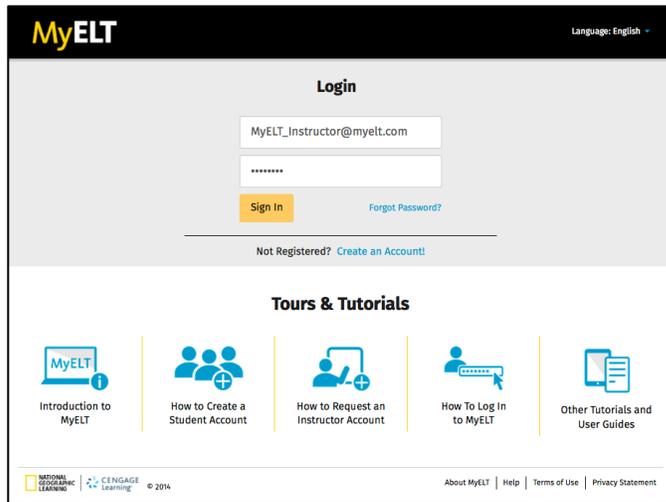


- To enroll a student whose name you already see in the list on the left, click the box to the left of his or her name and then click **Enroll**. The student's name moves from the left column to the right column.

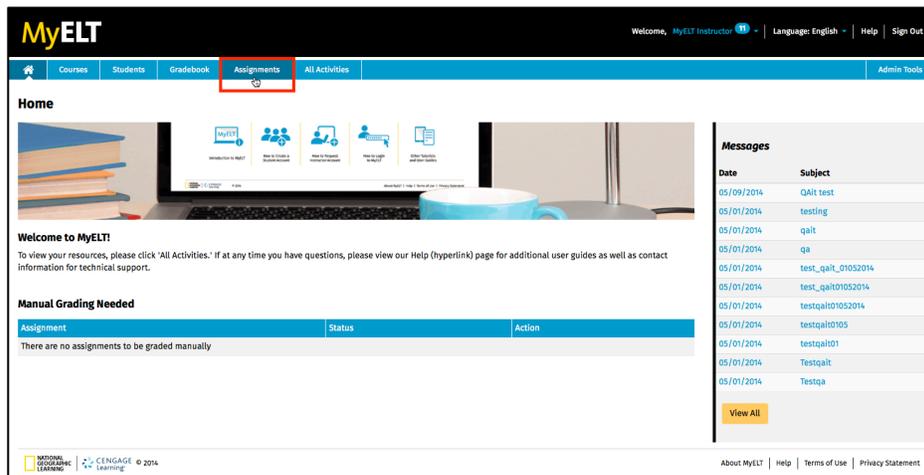


HOW DO I CREATE AN ASSIGNMENT?

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

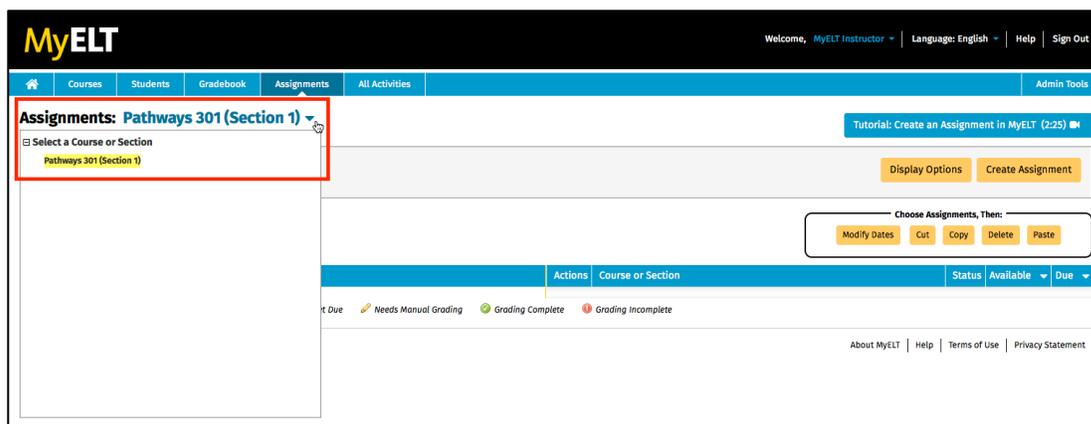


2. Click **Assignments**.

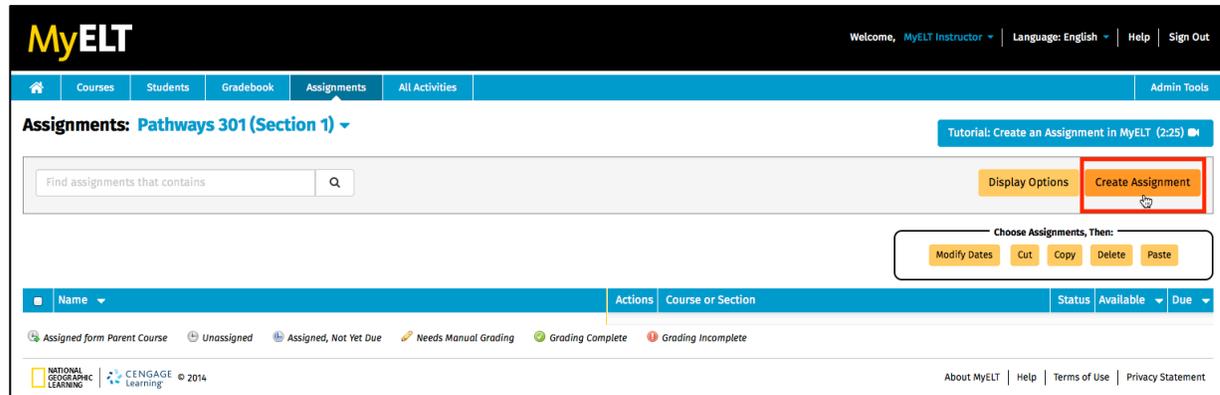


3. Make sure the title of the course that you want to add the assignment to appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

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

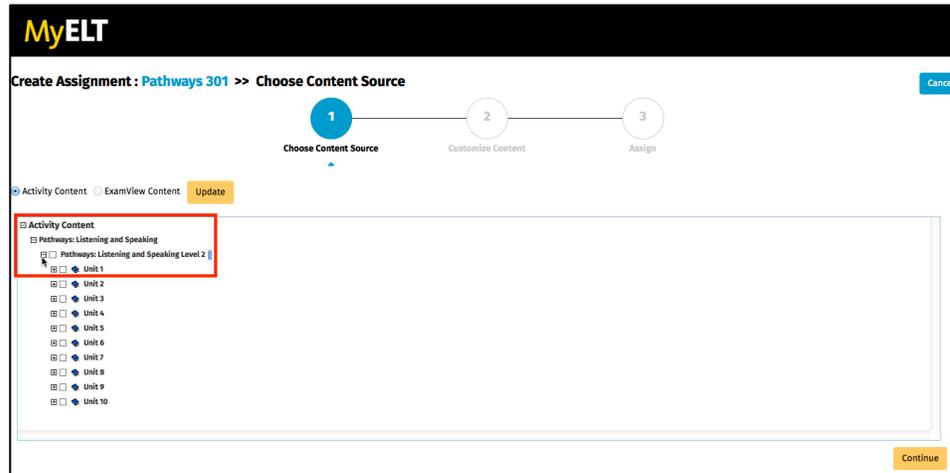


4. Click **Create Assignment**.



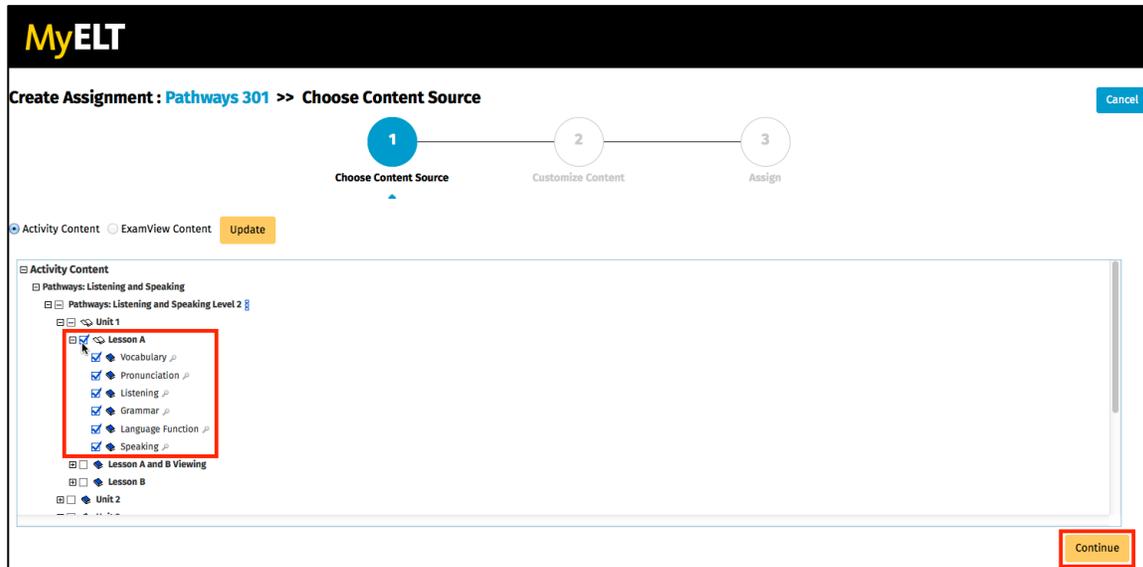
5. Click the plus sign  to the left of the book with the content you want to assign to see its Table of Contents.

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.

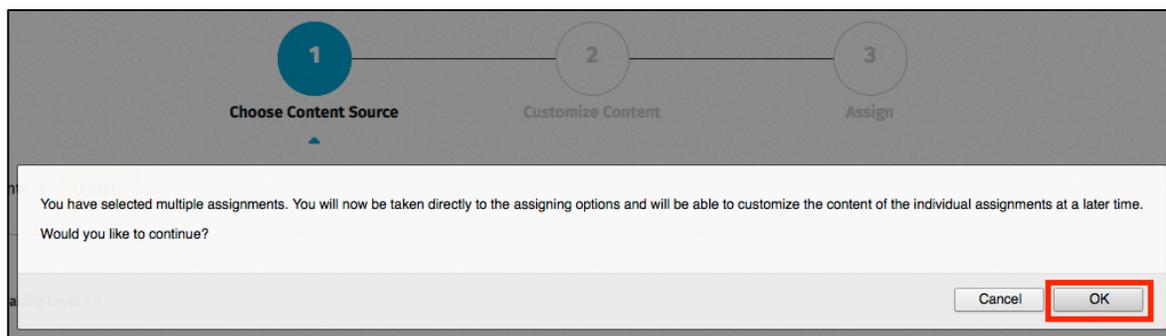


6. Click the box to the left of one or more units and/or activities you want to assign. If necessary, click the plus sign  to the left of an item as many times as necessary until you see the material you want to assign.

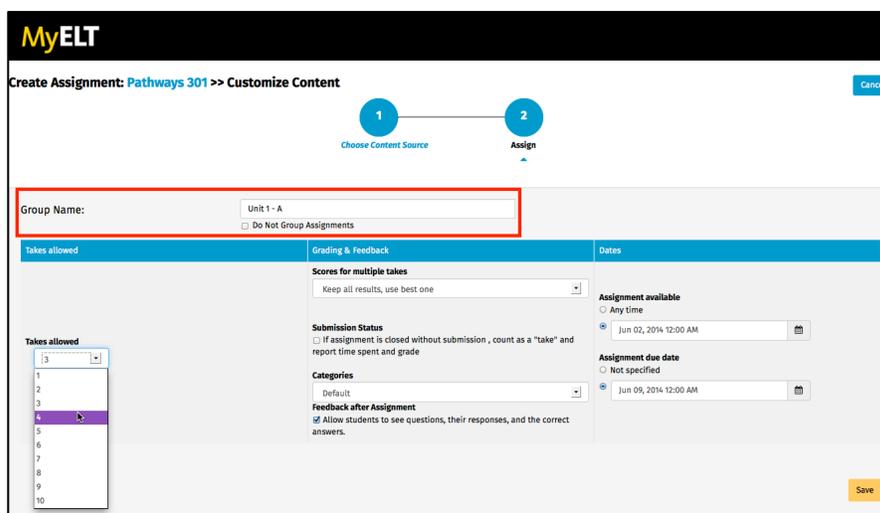
7. Click **Continue**.



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

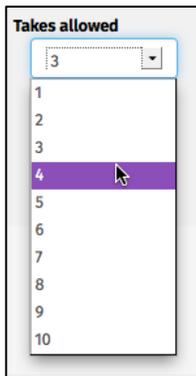


9. Enter a name for the collection or “group” of units and activities you have created.

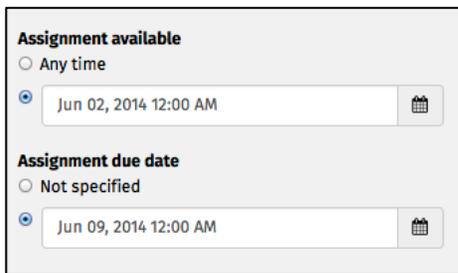


10. Select **Do Not Group Assignments** if you want to display each unit or activity as a separate assignment instead of as a group to your students.

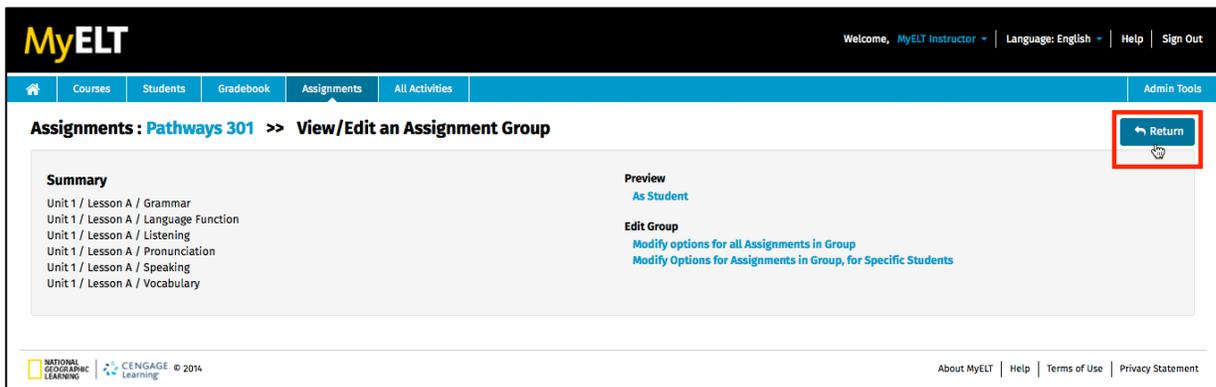
11. Click the **Takes allowed** arrow and select the number of times you want to let students try the assignment(s).



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



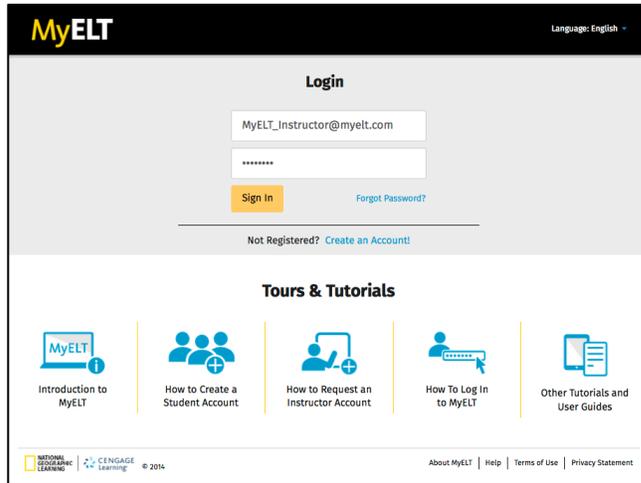
13. When you are done, click **Save**.
14. Review the summary of the assignment(s) you created. When you are done, click **Return** to go back to your main Assignments page.



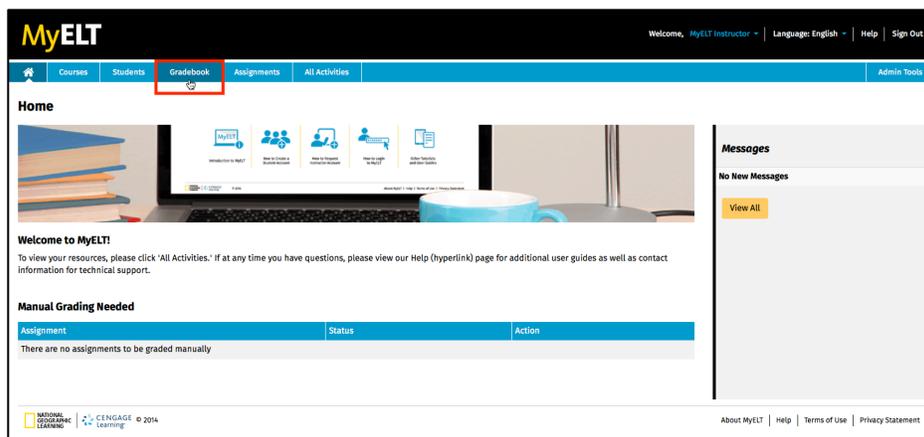
HOW DO I VIEW STUDENT PROGRESS?

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.

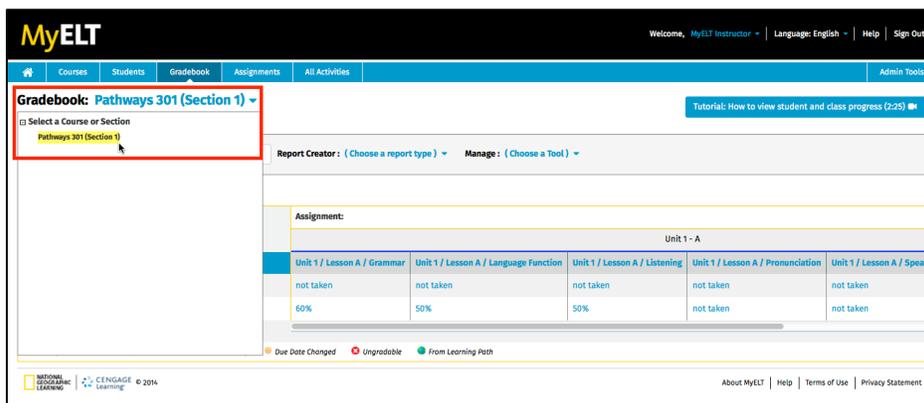
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Gradebook**.



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



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

Gradebook: Pathways 301 (Section 1)

Find a student name that contains: Report Creator: (Choose a report type) Manage: (Choose a Tool)

Include All Untaken Assignments in Grade Total

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 / Speaking
View Student's Grades	N/A	not taken	not taken	not taken	not taken	not taken
Student, MyELT	57.5%	60%	50%	50%	not taken	not taken

Grading incomplete Offline Needs Manual Grading Due Date Changed Ungradable From Learning Path

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

Gradebook: Pathways 301 >> Grades for a Single Student in Course

Student: Student, MyELT

Overall Grade: 57.50% Total Score: 23.00/40.00

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

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

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

Time Spent (All Takes): 00:00:48

Last Taken On: 2014/05/29, 11:14:39 AM

Take: 70.00%

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

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

Gradebook: Pathways 301 >> Edit Grade in Course

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

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

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

Gradebook: Pathways 301 (Section 1)

View All Self-Study Activities

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

Non-Assigned Gradebook: Pathways 301 >> Grades for a Single Student in Course

Student: Student, MyELT Book: All

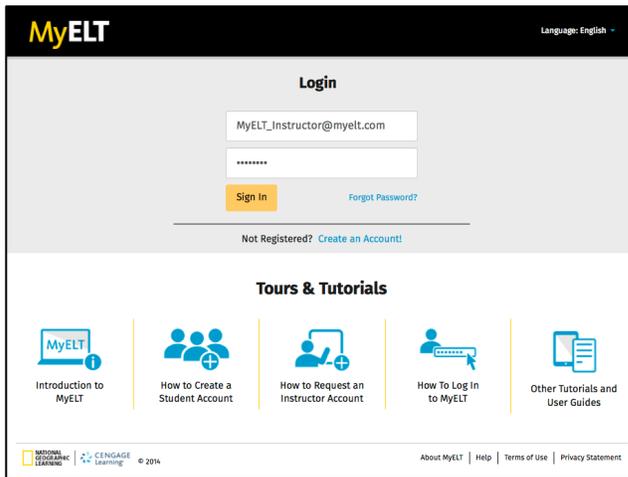
Book Name	Activity	Score (Correct/Possible)	%	Times Taken	Last Taken On	Total Time Spent (All Takes)
Pathways: Listening and Speaking Level 2	Unit 1 / Lesson A / Listening	700/10.00	70.00 %	1	2014/05/29, 12:52:07 PM	00:13:21

GIVING AND GETTING HELP

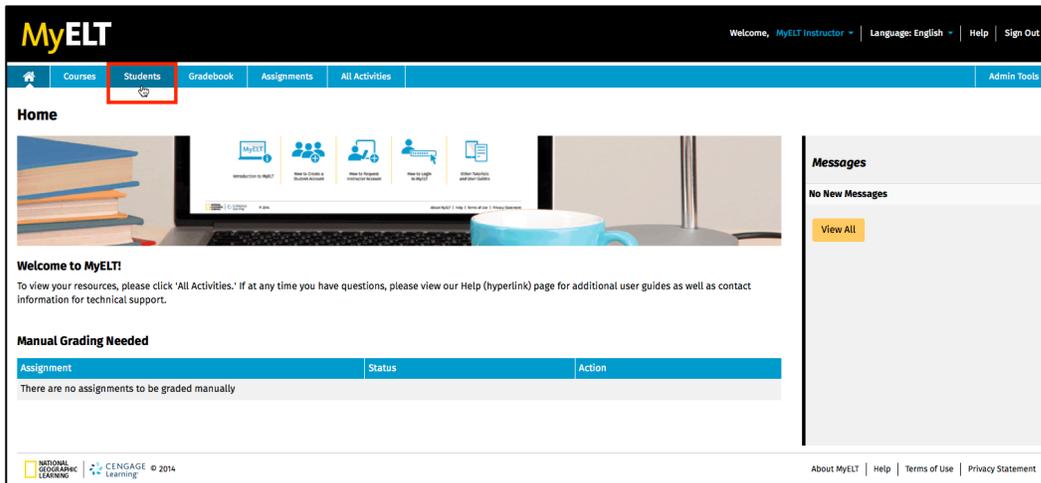
HOW DO I CONTACT STUDENTS?

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

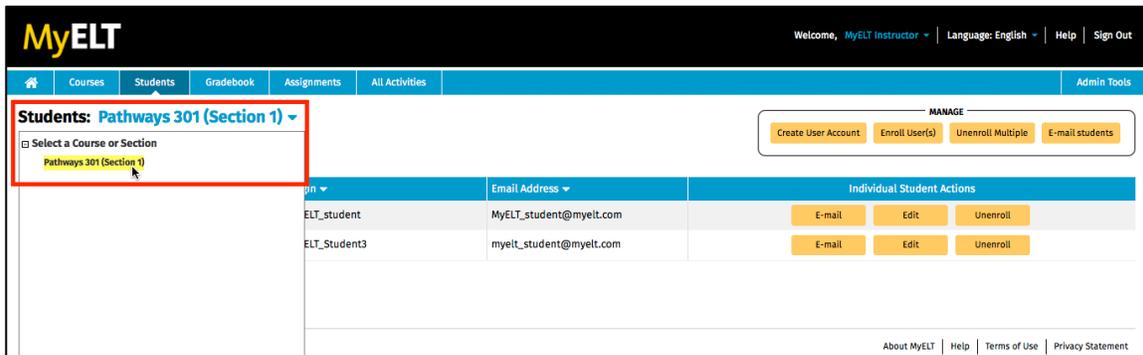
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



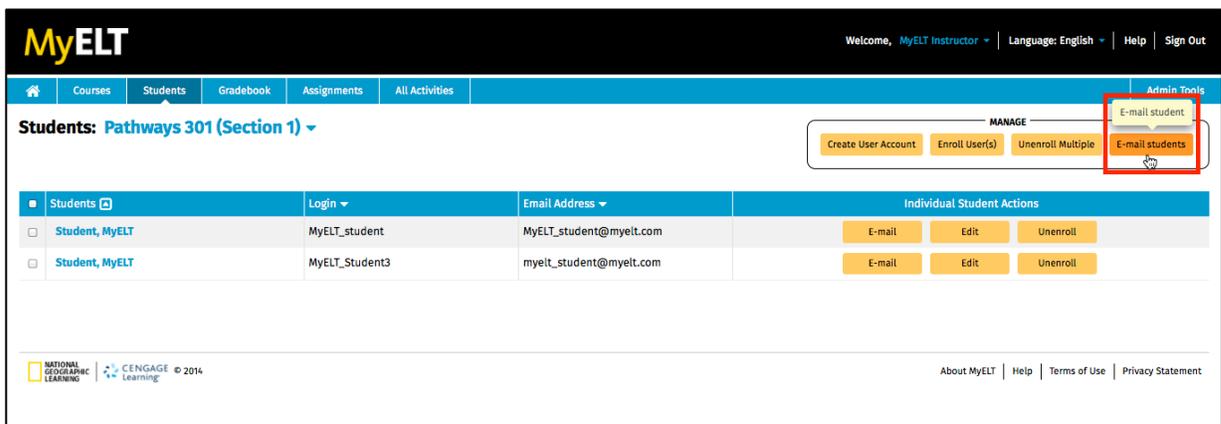
2. Click **Students**.



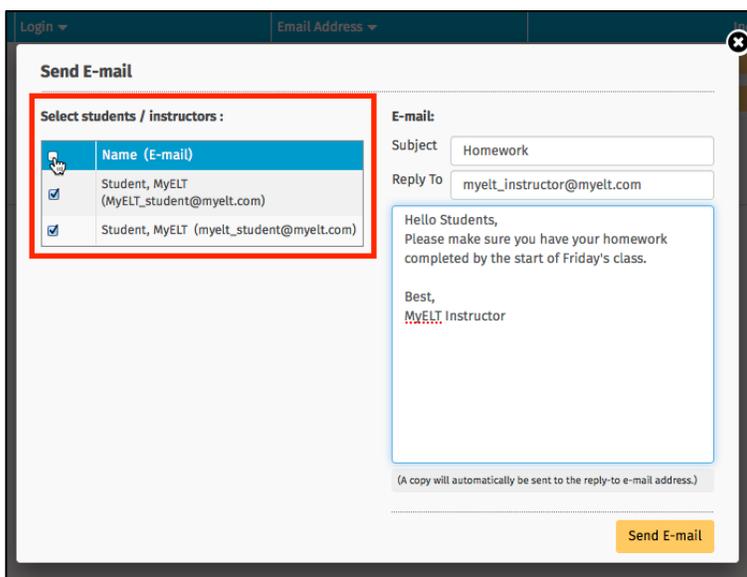
- Make sure the title of the course the students are enrolled in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course



- Click E-mail students.



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



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

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

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

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

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	