

MyELT INSTRUCTOR QUICK START USER GUIDE

MyELT				Language: English 👻		
		Login				
	Username					
	Sign	In Forgot Pa	ssword?			
	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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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.

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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	
Usernan	ne	
Passwor	rd	
Sign In	Forgot Password?	,
Not Reg	istered? 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 you	want to register as a student or as a	in instructor?
Student	OR	• 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 $^{f B}$ 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 🔻
		Login		
	MyE	LT_Instructor		
	•••••	•••		
	Sign	In Forgot Pa	ssword?	
	Not	t Registered? Create an Acco	unt!	
		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
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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.

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 Cathyin ean	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.				
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4. Enter your course information.

MyELT					
Courses Students Grade	book Assignments	All Activities			Admin Tools
Courses				@	
Find course name that contains	Create New Co	urse			
Rename Delete Create Cut subfolder		Course information	2 Review Course Key		lew Course
Root	Step 1: Course i	nformation the Course List, you must give the course	e a name. You can enter the remaining information la	Actions ater. Create ~ Change ~ E-mai	l Delete
	Course Name * : Course Number:		Course Image: (Default) -	Create + Change + E-mai Create + Change + E-mai	Delete
NATIONAL TREASANT TRE	Course starts on:	<u> </u>		HyELT Help Terms of Use Pri	vacy Statement
	course ends on:			Create 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	1						Welcome, MyELT In	structor → Language: English → Help Sign Out
*									
Cour	rses								
Fin	nd course nam		Cru	eate New Co	ourse			\frown	- 0
Renar subfo	me Delete C Ilder	reate	Cut		Co	urse information		Review Course Key	New Course
Ro	ot		St	ep 1: Course	information	•			Actions
			To a	dd a new course te	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	8		
	DORAPHIC CARNING	ENGAGE © 201- earning	4 Cou	rse ends on:	Jul 11, 2014 12:00	AM	1		WyELT Help Terms of Use Privacy Statement
								Create Cours	0

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 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.

Courses Students Gradebook Assignments All Activities	Admin Tools
Welcome to MyELT! To view your resources, please click 'All Activities,' if at any time you have questions, please view our Help (hyperlink) page for additional user guides as well as contact Messages Manual Grading Needed Manual Grading Needed Messages	
Assignment Status Action	
There are no assignments to be graded manually	

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.

My	yelt						Welcome, MyELT Instructor + Language: English + Help Sign Out
ñ	Courses	Students	Gradebook	Assignments	All Activities		Admin Tools
Stude	ents: Pat t a Course or hways 301 (Sect	hways 30 Section)1 (Section	1) -			ANAGE
Pati	hways 301 - 1 (S	ection 2)		ţin 🔫		Email Address 🔫	Individual Student Actions
							About MyELT Help Terms of Use Privacy Statement

4. Click Enroll User(s).

M	yelt						Welcome, MyELT Instructor - Language: English - Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities		Admin Tools
Stud	ents: Pa	thways 30	1 (Section	1) -			Create User Account Create User Account
• S	tudents 🖪			Login 👻		Email Address 👻	Individual Student Actions
	IONAL DGRAPHIC RNING	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
A Courses	Students	Gradebook	Assignments	All Activities			Admin Tools
Students: Pat	hways 30	1 >> Enro	ll 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 enr	oll up to 200 studen	ts in one course.			Sea	Clear	
Unenrolled Use Student, MyELT	5				+ Enroll	 ✓ Enrolled Us ✓ Student, My 	vers VELT
Student 1, MyEL	-				← Unenroll		
NATIONAL GEOGRAPHIC	ENGAGE © 2014				Self-Enroll		About MvELT Help Terms of Use Privacy Statement
LEARNING	earning 0 2014						need of the literal of the literal of the literal statement

• 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 - H	elp Sign Out
🐔 Courses Students Gr	radebook Assignments	All Activities				Admin Tools
Students: Pathways 301 >	> Enroll Users					<table-cell-rows> Return</table-cell-rows>
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 on	ie course.		Searc	h Clear		
Unenrolled Users Student, MyELT Student 1, MyELT Student 2, MyELT			← Enroll ← Unenroll Self-Enroll	✓ Enrolled Us ✓ Student, My	ers /ELT About WrELT Help Terms of Use P	rivacy Statement

HOW DO I CREATE AN ASSIGNMENT?

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 Pas	ssword?	
	No	t Registered? Create an Accou	intl	
		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 Assignments.

MyELT		Welcome, MyELT Ins	tructor 💷 🖌 📔 Lan	guage: English 🝷 Help Sign Out
Courses Students Gradebook Assignmen	ts All Activities			Admin Tools
Home				
	Image: Section and		Messages	
			Date	Subject
Ligger (C trange	abouting(2) I note I ferres all use I fe		05/09/2014	QAİt test
			05/01/2014	testing
Welcome to MvELT!			05/01/2014	qait
To view your resources, please click 'All Activities.' If at any time y	ou have questions, please view our Help (hyperlink) 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	testqalt0105
There are no assignments to be graded manually			05/01/2014	testqait01
			05/01/2014	Testqait
			05/01/2014	Testqa
			View All	
CENGAGE © 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.

Μ	yelt					Welcome, MyELT Instructor + Language: English + Help Sign Out
*	Courses	Students	Gradebook	Assignments	All Activities	Admin Tools
Assi Sele	Assignments: Pathways 301 (Section 1)					Tutorial: Create an Assignment in MyELT (2:25) • Disclay Options Create Assignment
						Choose Assignments, Then:
						Actions Course or Section Status Available - Due -
				rt Du	e 🥜 Needs Manu	al Grading 🕜 Grading Complete 🛛 \rm Grading Incomplete
						About MyELT Help Terms of Use Privacy Statement

4. Click Create Assignment.

MyELT		Welcome, MyELT Instructor + Language: English + Help Sign Out
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 Du	e 🖋 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
Choose Content Sc	2 3 Surce Customize Content Assign
Activity Content ExamView Content Update Activity Content Pathways: Litering and Speaking Pathways: Litering and Speaking Level 2 Pathways: Litering and Spe	
© @ Unit9 © @ Unit10	
	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			Cancel
	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 □ ♥ ♥ Unit 1 ♥ ♥ ♥ Lesson A ♥ ♥ Vocabulary p ♥ ♥ Pronunciation p				
Istening <i>P</i> Istening <i>P</i>				
the second and by lewing				
				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	o customize the content of the individual assignment	nents at a later time.
along Level 2 §		Cance	ОК

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

MyELT				
reate Assignment: Pathway	ys 301 >> Customize Con	tent Choose Content Source Assign		Cancel
Group Name:	Unit 1 - A Do Not Group As	signments		
Takes allowed		Grading & Feedback	Dates	
	.	Scores for multiple takes Keep all results, use best one	Assignment available O Any time	
Takes allowed		Submission Status If assignment is closed without submission , count as a "take" and eport time spent and grade -ateorates	Jun 02, 2014 12:00 AM Assignment due date Not specified	m
2 3 4 R 5		Default Default Seedback after Assignment Ø Allow students to see questions, their responses, and the correct nswers.	● Jun 09, 2014 12:00 AM 1	m
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.



- 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: 0 0 0 0 0 0 0	ummary nit 1 / Lesson nit 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	শ Return
GE	TIONAL DGRAPHIC IRNING	ENGAGE © 2014 earning	•			About MyELT Help Terms of Use I	rivacy Statement

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.

MyELT	Welcome, MyELT	Instructor - Language: English - Help Sign Out
Courses Students Gradebook Assignments All A	ctivities	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 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. 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.

Μ	yELT						Welcome,	MyELT Instructor 👻 Language: Eng	glish 👻 Help Sign Out			
*	Courses	Students	Gradebook	Assignments	All Activities				Admin Tools			
Grac ::: Sele	ect a Course or	Section	301 (Sectio	on 1) 🔻				Tutorial: How to view student and	class progress (2:25) 🝽			
		k] •	eport Creator : (Choose a repo	rt type) 👻 🦳 Manage : (Choose a Tool) -					
					Assignment:							
							Unit 1	- A				
					Unit 1 / Lesson A / Gramman	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 Deec Changed O Ungradable 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.

MyEL						Welcome,	MyELT Instructor - Language: Eng	tish 🔻 Help Sign Out				
A Courses	Students	Gradebook	Assignments	All Activities				Admin Tools				
Gradebook: Pathways 301 (Section 1) - Tutorial: How to view student and class progress (223) - Utw Assignments 💿 View All Self-Study Activities												
Find a student name that contains Q Report Creator : (Choose a report type) ~ Manage : (Choose a Tool) ~												
				Assignment:								
🗋 Include All Un	taken Assignme	ents in Grade Tota			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 / Speak				
View Student's Grad	les	N/A		not taken	not taken	not taken	not taken	not taken				
Student, MyELT		57.5%		60%	50%	50%	not taken	not taken				
Grading Incomple	Sign Image: Sign of the											
GEOGRAPHIC LEARNING	CENGAGE © 20 Learning	14					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												
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							
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7. Click **Grade total assignment/leave a comment** if you want change the student's score and/or enter feedback for the student.

MyELT		Welcome, MyELT Instructor +	Language: E	nglish 👻 Help Sign Out							
Courses Students Gradebook Assignments 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 Adjusted Score: 7.00 Graded : Electronic Times Spent (All Takes): 00:00:48 Last Taken On: 2014/05/29, 11:14:39 AM Take 1: 70:00%											
Question	Correct Answer	Student Answer	Score	Comment							
Q1: "Objrections."^ Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all ltems. 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: "Oirrections:"D Trag the correct word into each sentence or question. Click the words to change your answers. 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							

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.

/	//yE L	T							Welcome, MyELT Instructor -	Language: E	nglish 👻 Help Sign Out	
1	Course	s Students	Gradebook	Assignments	All Activities						Admin Tools	
G	Gradebook: Pathways 301 >> Edit Grade in Course											
	Assignment: Unit 1 / Lesson A / Vocabulary Student, MyELT Student, MyELT Student, MyELT Acomment											
U	nit 1 / Lesson A	/ Listening	A	ronic								
U	nit 1 / Lesson A	/ Pronunciation / Speaking		1:48								
u	nit 1 / Lesson A	/ Vocabulary		(05/29, 1 :14:39	AM							
Ta	ke 1: 70.00%											
Q	estion						Correct Answer	Stud	dent Answer	Score	Comment	
Q1 an th	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	heal	lthy	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 [].						s to change your ng physically active	pressure	pres	ssure	1.0	Add Comment	
Q3 an fo	swer. Scroll do od from each o	^^ Drag the corre wn. Complete all of the four major f	ct word into each items. Then click ood groups.	sentence or quest Submit to check yo	ion. Click the words our answers. ~~ A h	s to change your ealthy [] contains	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 Stude	nts Gradebook	Assignments	All Activities					Admin Tools			
Gradebook: Pathwa	ays 301 (Sectio	n 1) -									
○ View Assignments	w All Self-Study Activiti	es									
Find a student name that contains Q Report Creator: (Choose a report type) Manage: (Choose a Tool)											
View Student's Grades											
Student, MyELT						70%					
9						0%					
GEOGRAPHIC LEARNING CENGAGE LEARNING	© 2014						About MyELT	Help Terms of Use Privacy Statement			
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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 <u>MyELT.heinle.com</u>. Enter your username and password. Click **Sign In**.

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Login												
Sign In Forgot Password?												
	Not	t Registered? Create an Acco	ount!									
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Introduction to MyELT	How to Create a Student Account	How to Request an Instructor Account	How To Log In to MyELT	Other Tutorials and User Guides								
NATIONAL												
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2. Click Students.

MyELT	Welcome, MyE	LT Instructor + Language: English + Help Sign Out
Courses Students Gradebook Assignments All	Activities	Admin Tools
Home		
Myter, 44% Market a Mar		Messages
		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.	estions, 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		
Identified Learning		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	Assignments All Activities		Admin Tools
Students: Pathways 301 (Section Select a Course or Section Pathways 301 (Section 1)	on 1) 👻		MANAGE Create User Account Enroll User(s) Unenroll Multiple E-mail students
	βin ▼	Email Address 👻	Individual Student Actions
	ELT_student	MyELT_student@myelt.com	E-mail Edit Unenroll
	ELT_Student3	myelt_student@myelt.com	E-mail Edit Unenroll
			About MyELT Help Terms of Use Privacy Statement

4. Click E-mail students.

Welcome, MyELT Instructor - Language: English - Help Sig												🕶 📔 Help 📔 Sign Out		
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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**.

	Email Address 👻			
Send E-mail				
Select students / instructors :		E-mail:		
Sm Name (E-mail)		Subject	Homework	
Student, MyELT (MyELT_student@myelt.com)		Reply To myelt_instructor@myelt.com	myelt_instructor@myelt.com	
Student, MyELT (myelt_student@myelt.com)	Hello St Please r complet Best, <u>MyELT</u> II	udents, make sure you have your homework ted by the start of Friday's class. Instructor automatically be sent to the reply-to e-mail address.)		

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.



CONTACT TECHNICAL SUPPORT

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