

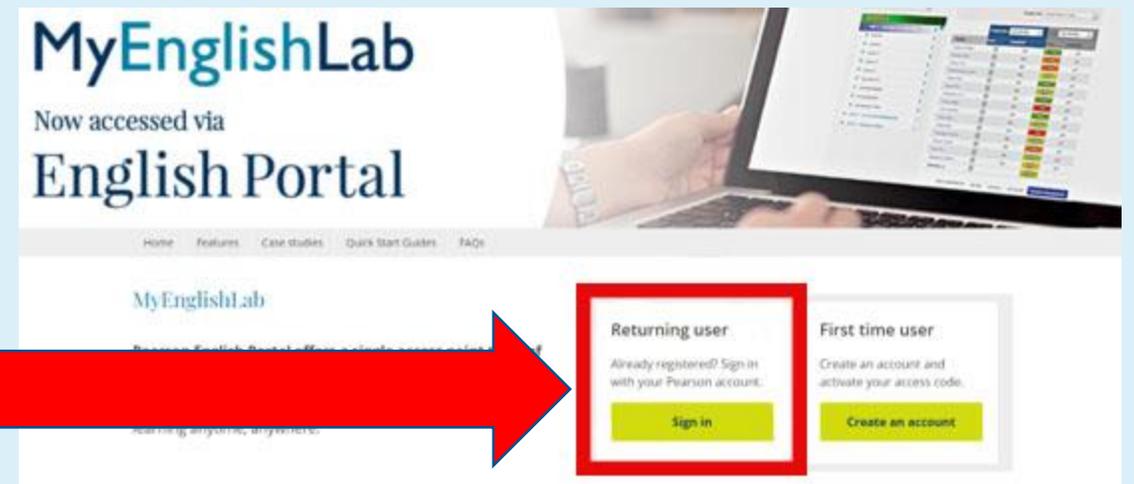


# **LOGGING IN, ADDING PRODUCT CODES, AND JOINING COURSES**

A Guide for New and Returning Students Fall 2020

# Step 1: MyEnglishLab

- To open MyEnglishLab, open **Google Chrome**.
- Google “**MyEnglishLab**” or follow this link <https://www.pearson.com/english/myenglishlab.html>
- Click the first option.
- Click “Sign In.”

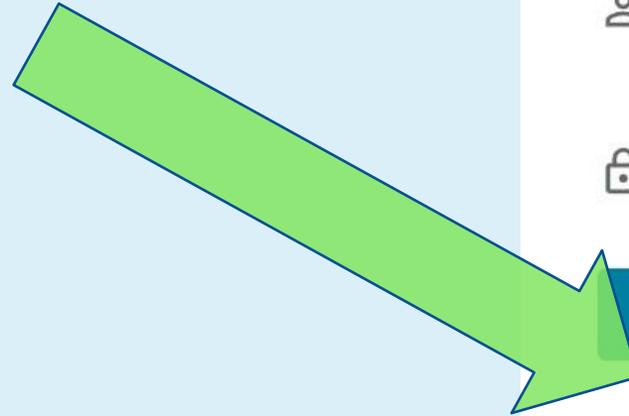


# Signing In

- All students have an account.
- New students and students who have forgotten their password **Step 2**
- Returning Students: Sign in and Continue to **Step 8**
- Students from LADO and WDCE: Sign in and Continue to **Step 8**

# Step 2:

- Choose 'Forgot your password or user name?'



  
Pearson

Sign In

 Username

 Password  

**SIGN IN**

[Forgot your password or username?](#)

New to Pearson? [Create an account](#)

By signing in, you accept our [Terms of Use](#)

# Step 3:

- Enter Your MC Email Address
  - Click 'Send Reset Link'

  
Pearson

Forgot your password or  
username?

Enter your email address and we'll send you a  
reset link.

Email address  
john.smith@montgomerycollege.edu 

**SEND RESET LINK**

# Step 4:

- Check Your College Email
- In your email inbox, you will have a link to “Reset Password”.
- Click this link and continue.



Hello!

Have you forgotten your password or username to your Pearson account(s):

We're here to help!

**To see your username**, click on the button below. You will see your username(s) in the new tab. Now you can either close the window or reset your password.

**To reset your password**, click the button below and follow the onscreen instructions. The reset link expires in 24 hours!

**RESET PASSWORD**

If you didn't initiate this request, you can ignore this email message.

All the best,

Pearson English

# Step 5:

English Help

  
Pearson

Choose new password

You're setting a new password for Stephanie Landon Student (mc-slandon123).

Enter your new password below.

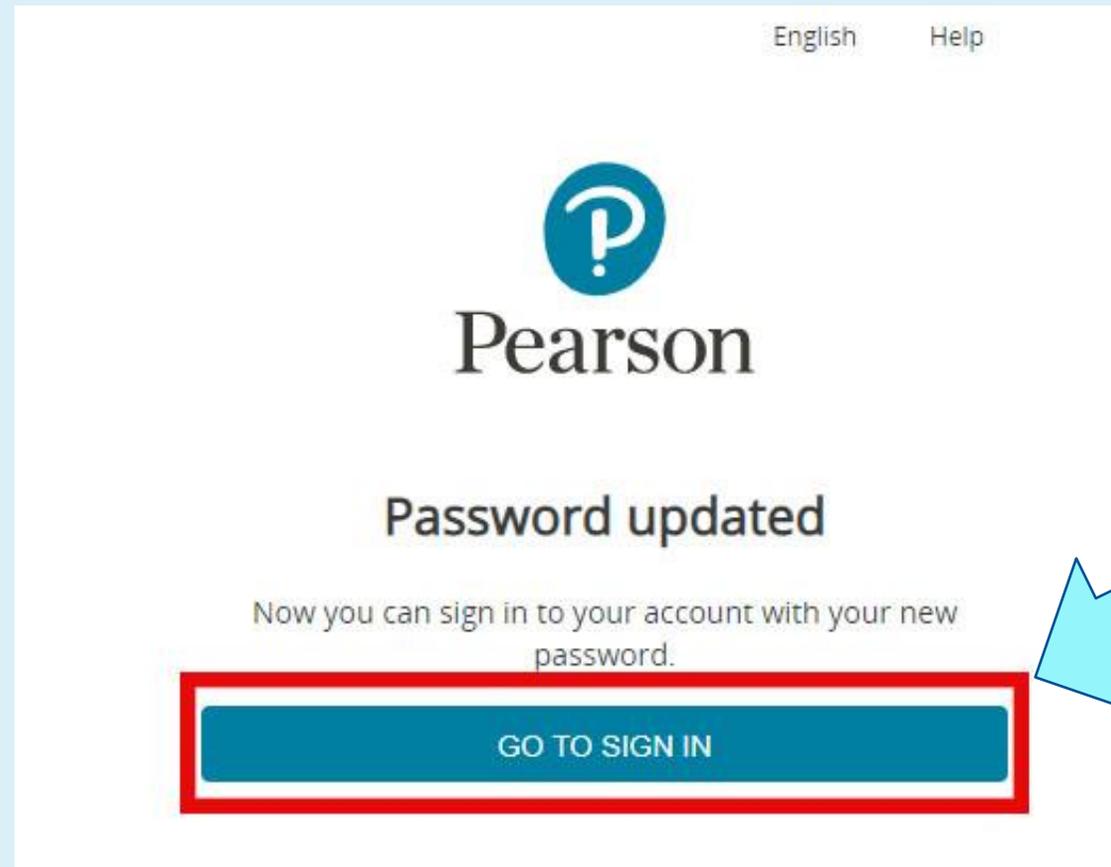
New password  
\*\*\*\*\*  

Confirm password  
\*\*\*\*\*  

**UPDATE PASSWORD**

1. Add your new password here.
2. Write your password somewhere you can find it when you need it!
3. Click "Update Password."

# Step 6: Click “Go to Sign In.”

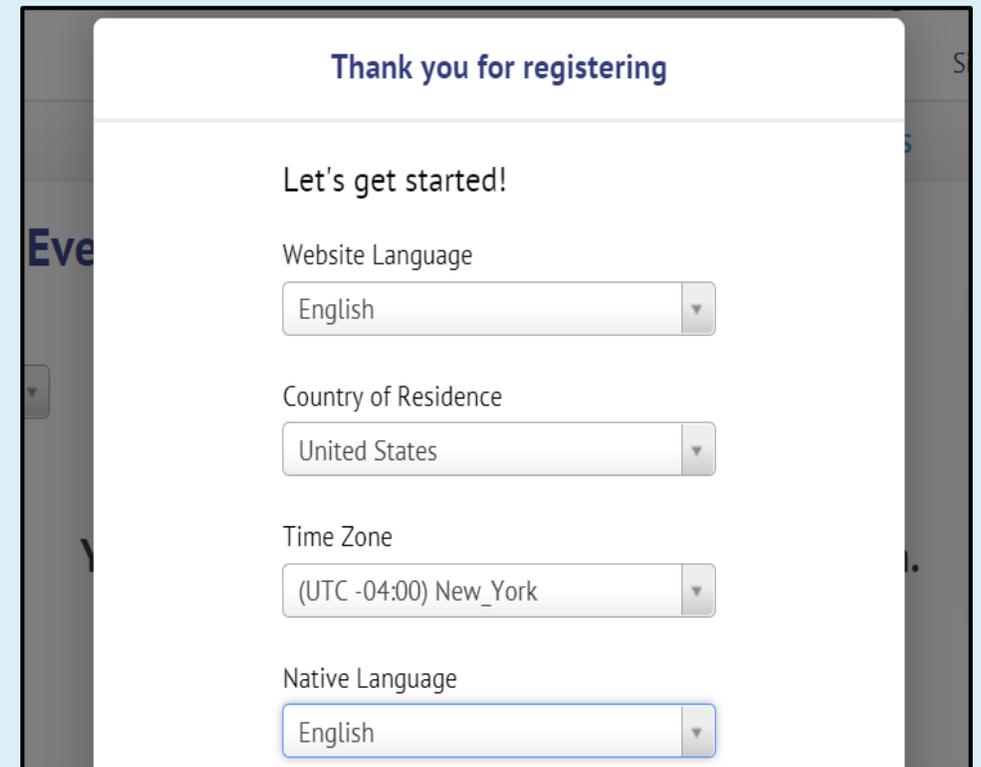


# Step 7: User Names

- **Most** students' Username follows the format below:
  - Username: *mc-MyMCusername*
    - If you aren't sure what your MC username is, it is always your MC email before @montgomerycollege.edu
  - **Example:**
    - email: jsmith22@montgomerycollege.edu
    - Username: **mc-jsmith22**

# You May Need to:

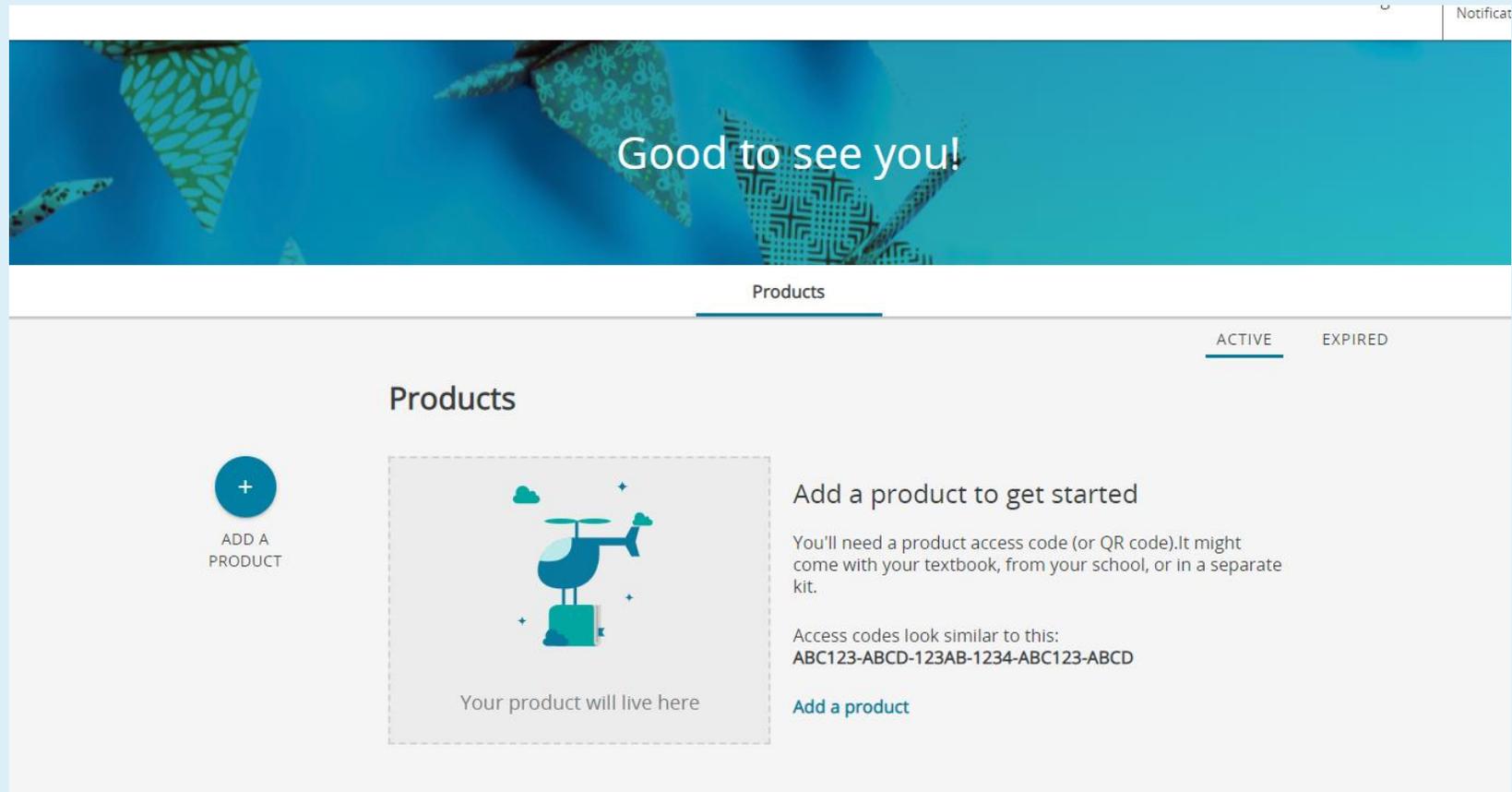
- Select the following options on the following pop-up screen:
  - Website language- English
  - Your country of residence- United States
  - Your time zone- (UTC-05:00) New\_York
  - Your native language- English (Even if your native language is not English, please select English.)
- Click Start



The screenshot shows a white pop-up window with a dark border. At the top, it says "Thank you for registering" in blue. Below that, it says "Let's get started!". There are four dropdown menus, each with a label and a selected value:

- Website Language: English
- Country of Residence: United States
- Time Zone: (UTC -04:00) New\_York
- Native Language: English

# If you are a new student, you might see this:

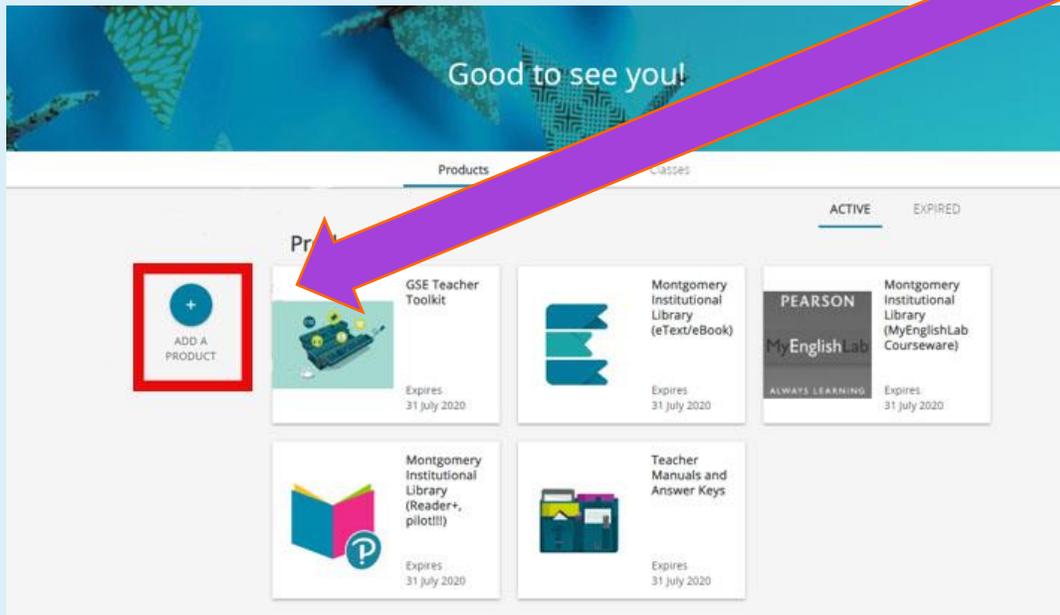


# Or you might see something like this:

The screenshot displays a 'Products' page with a teal header and a white background. At the top right, there are tabs for 'ACTIVE' and 'EXPIRED'. On the left side, there is a circular button with a plus sign and the text 'ADD A PRODUCT'. The main content area is titled 'Products' and contains eight product cards arranged in a grid. Each card features a product image, a title, and an expiration date of '20 September 2022'. The products include 'eText 1.0 Digital Books', 'Longman Academic Writing Series' (Levels 1, 2, 3, 4, and 5), 'MyEnglishLab Digital Courseware', and 'Reader+ (eBook)'.

Product Name	Expiration Date
eText 1.0 Digital Books	20 September 2022
1 Longman Academic Writing Series: SENTENCES TO PARAGRAPHS	20 September 2022
2 Longman Academic Writing Series: PARAGRAPHS	20 September 2022
3 Longman Academic Writing Series: PARAGRAPHS TO ESSAYS	20 September 2022
4 Longman Academic Writing Series: ESSAYS	20 September 2022
5 Longman Academic Writing Series: ESSAYS TO RESEARCH PAPERS	20 September 2022
MyEnglishLab Digital Courseware	20 September 2022
Reader+ (eBook)	20 September 2022

# Step 8:



- Click 'Add a Product'

- Copy and Paste this code into the box:

**ESSMCX-RAMI-POME-  
SYNC-HAIR-GNAT**

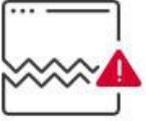
# Click “Add Product” after you have entered the access code.

Add a product

### Enter an access code

A product access code might come with your textbook, from your school, or in a separate kit. It looks similar to this:  
XXXXXX-XXXX-XXXX-XXXX-XXXX-XXXX

Access code  
ESSMCX-RAMI-POME-SYNC-HAIR-GNAT 



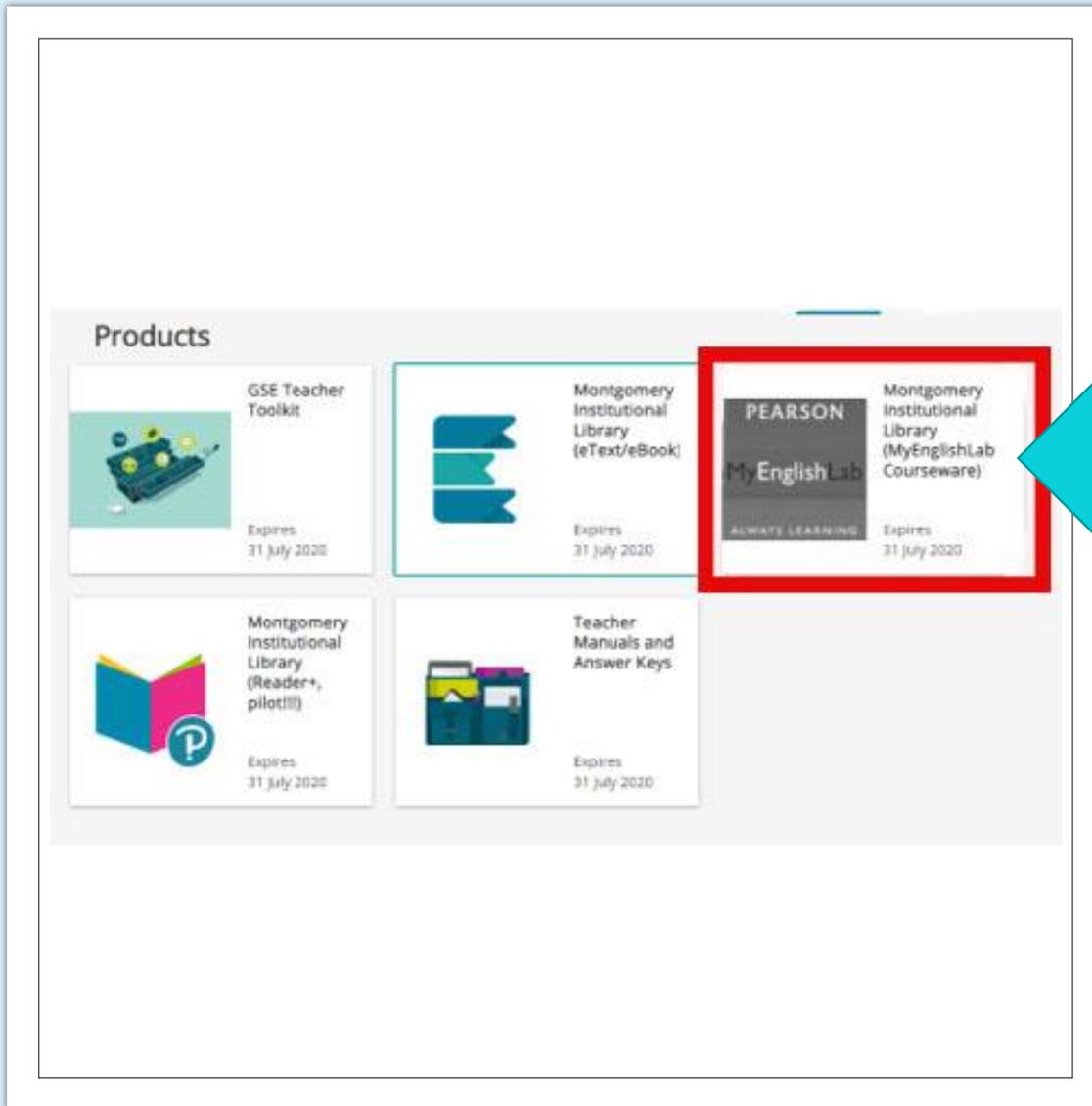
Sorry, this browser is not supported to scan QR Code  
Please try entering Access Code above.

**ADD PRODUCT**



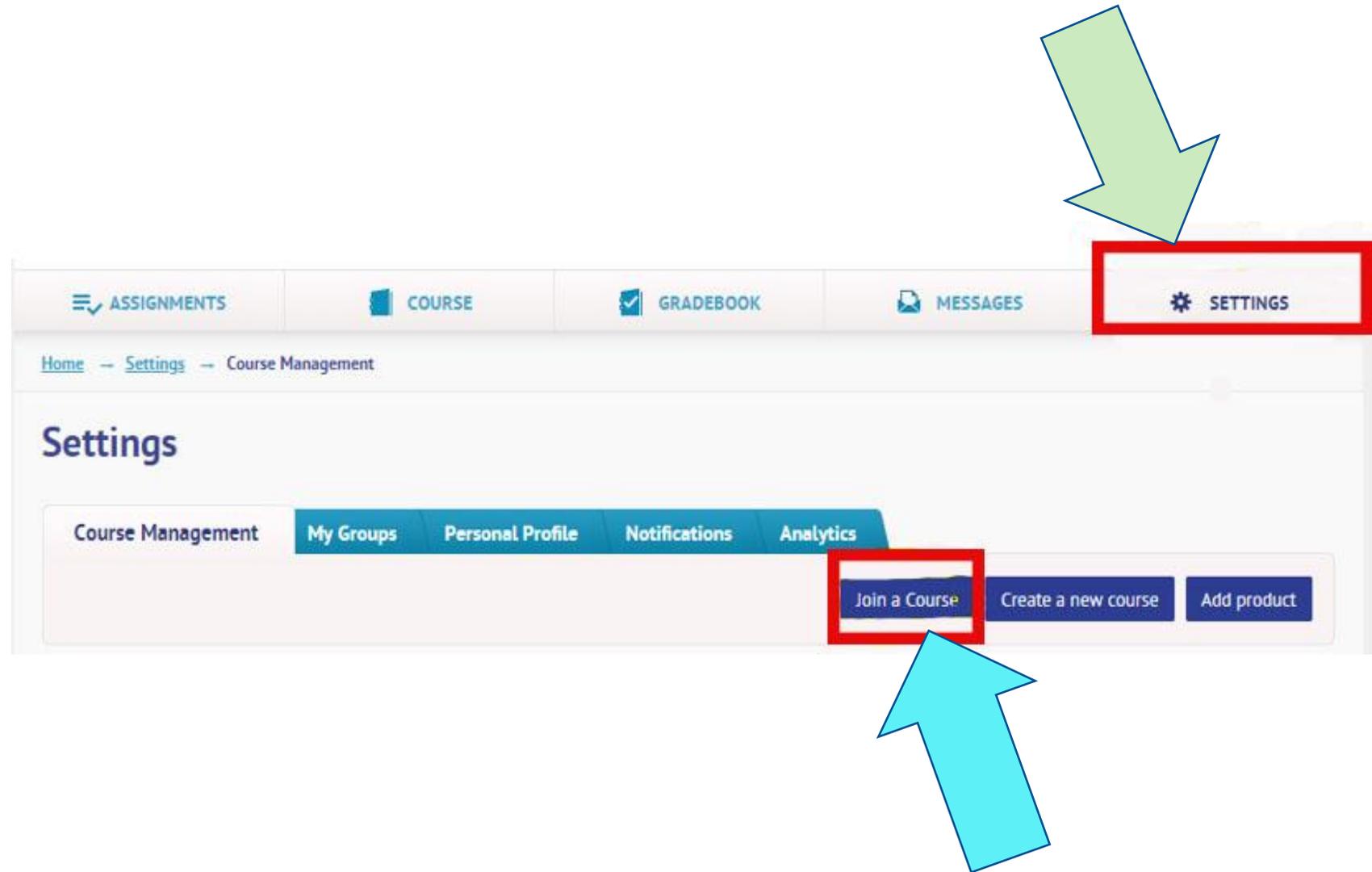
# Step 9: Joining Courses

- Click on the gray Pearson MyEnglishLab icon.

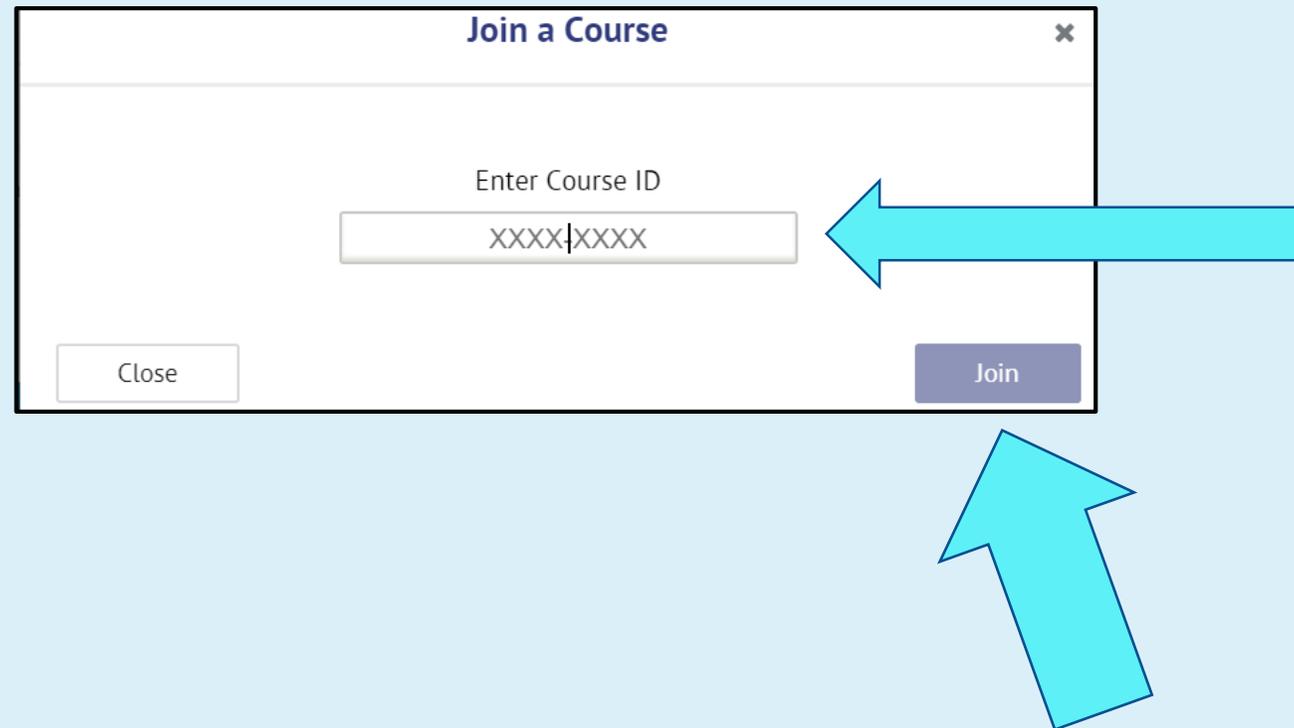


# Joining Courses

1. Go to “**Settings.**”
2. Click “**Join a Course.**”
3. Enter the **Course ID** provided by your instructor.
4. Click “**Join.**”
5. Click “**Don’t Transfer Grades.**”
6. Click “**Close.**”

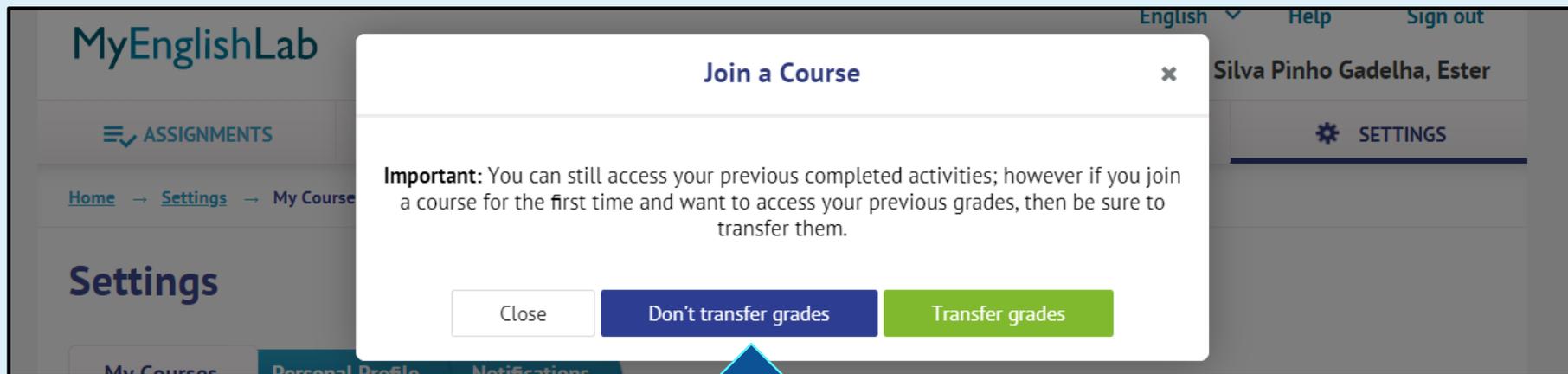


Enter the Course ID Provided by Your Professor. Click 'Join'



The image shows a dialog box titled "Join a Course" with a close button (x) in the top right corner. Inside the dialog, there is a text input field labeled "Enter Course ID" containing the placeholder text "XXXX|XXXX". A cyan arrow points from the right side of the dialog to the input field. At the bottom of the dialog, there are two buttons: "Close" on the left and "Join" on the right. A second cyan arrow points from the bottom right towards the "Join" button.

# Choose 'Don't transfer grades'



The screenshot shows the MyEnglishLab interface with a 'Join a Course' dialog box open. The dialog box contains the following text: 'Important: You can still access your previous completed activities; however if you join a course for the first time and want to access your previous grades, then be sure to transfer them.' Below the text are three buttons: 'Close', 'Don't transfer grades', and 'Transfer grades'. A large blue arrow points upwards from the bottom center of the image towards the 'Don't transfer grades' button.

MyEnglishLab

English Help Sign out

Silva Pinho Gadelha, Ester

ASSIGNMENTS

Home → Settings → My Course

Settings

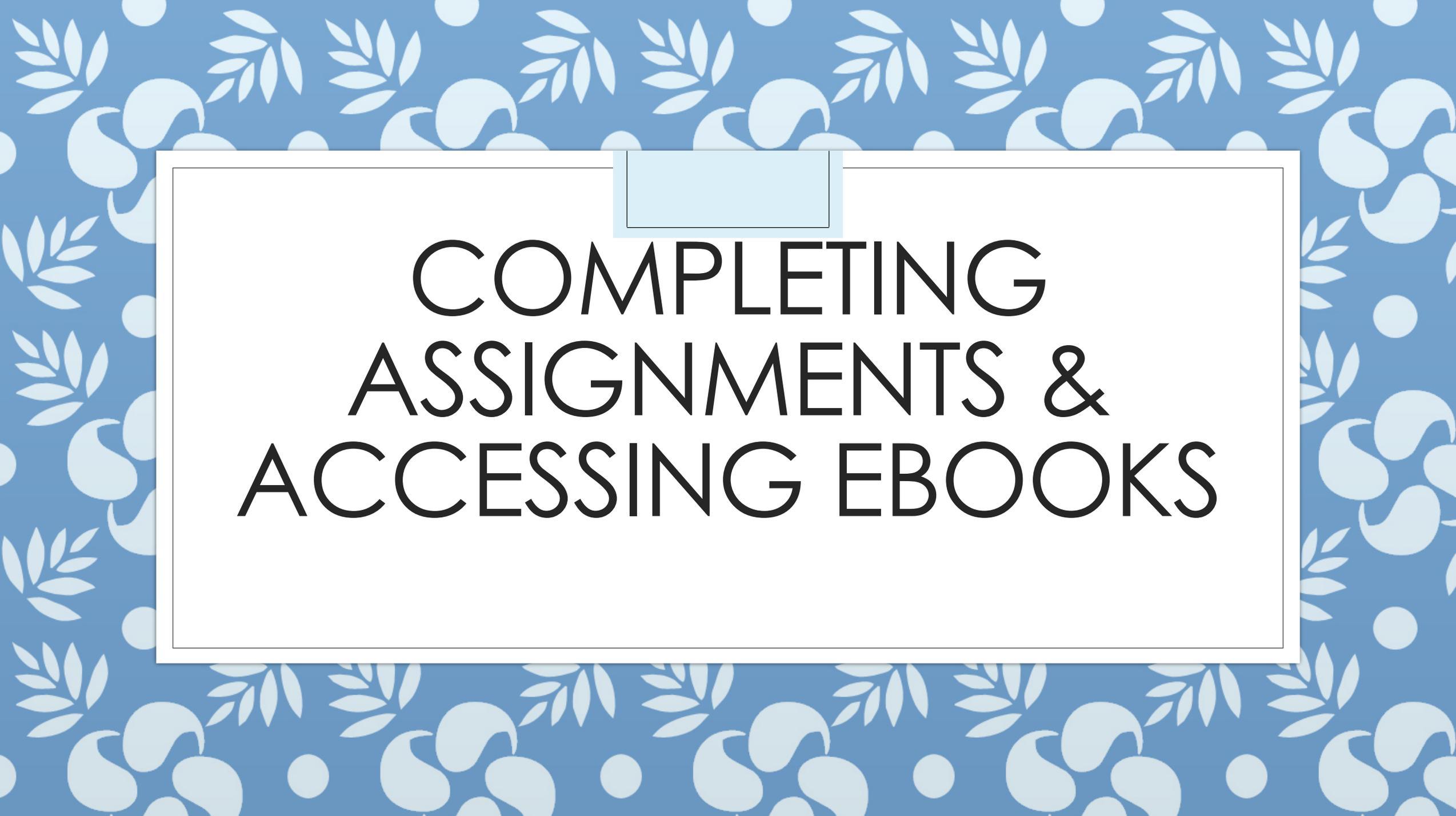
My Courses Personal Profile Notifications

SETTINGS

Join a Course

Important: You can still access your previous completed activities; however if you join a course for the first time and want to access your previous grades, then be sure to transfer them.

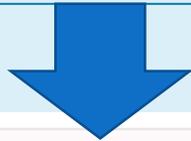
Close Don't transfer grades Transfer grades



# COMPLETING ASSIGNMENTS & ACCESSING EBOOKS

# MyEnglishLab Assignments

Click 'Assignments' to see work that has been assigned.



If you want to see work assigned to a specific 'Course' select 'Change Course'

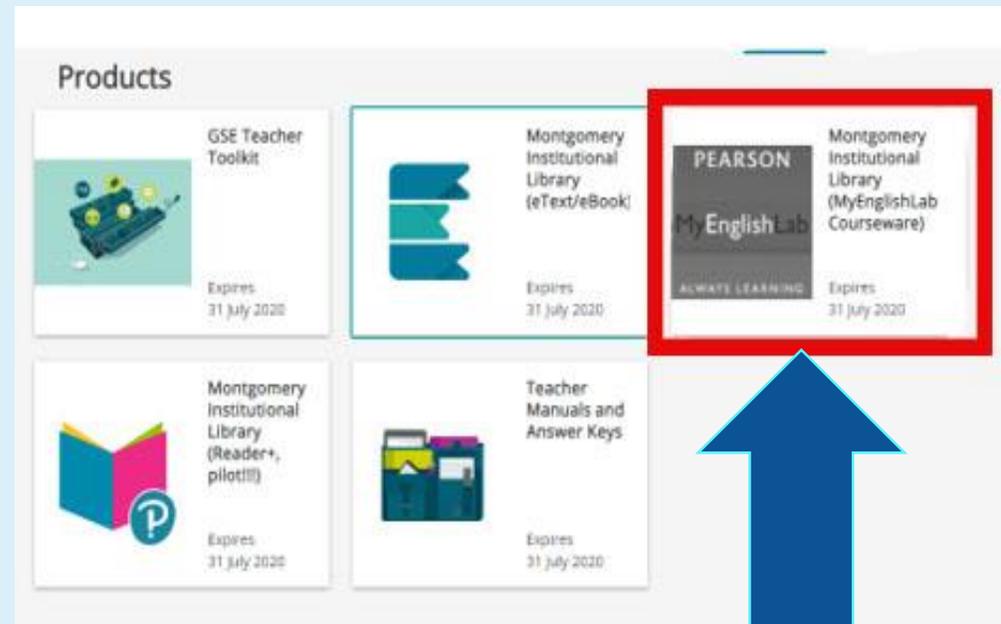


The screenshot shows the 'Assignments & Events' section of the MyEnglishLab interface. At the top, there is a navigation bar with five tabs: 'ASSIGNMENTS' (selected), 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below the navigation bar, the title 'Assignments & Events' is displayed. Underneath the title, there are three tabs: 'To Do List' (selected), 'Calendar', and 'Recent Activity'. At the bottom of the interface, there are two dropdown menus: 'Showing: Everything' and 'Change course: All'. A blue arrow points from the 'Change course' dropdown to the instruction box above it.

# Completing Assignments

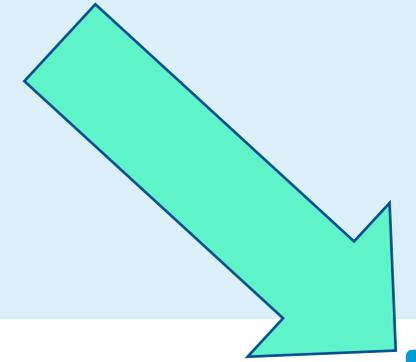
Click on MyEnglishLab Courseware

When logging in after you have already joined your new course, always choose the gray MyEnglishLab Courseware icon to access assignments



**\*Tip**

- Always click on the **light bulb icon** for helpful charts, guides, and explanations and examples for the exercise



### Exercise 1. Expressing Past Time: Regular Verbs. (Chart 2-1)

Complete the chart. Type the missing forms of the verbs into the blanks. Use contractions for the negative forms. Click on the light bulb icon to review the Grammar Chart.

#### 2-1 The Simple Past: Regular Verbs

(a) Mary *walked* downtown *yesterday*.

(b) I *stayed* home *last weekend*.

(c) Bob *played* tennis yesterday evening.

(d) Our plane *landed* on time last night.

The **SIMPLE PAST** is used to talk about activities or situations that began and ended in the past (e.g., *yesterday, last night, two days ago, in 2015*).

The simple past tense of most regular verbs is formed by adding **-ed** to a verb, as in (a)–(d).\*

Simple Past: Regular Verb Forms			
STATEMENT	NEGATIVE	QUESTION	SHORT ANSWER
I You He She It We They	I You He She It We They	Did I Did you Did he Did she Did it Did we Did they	I you he Yes, she No, it we they
} <i>walked.</i>	} <i>did not (didn't) walk.</i>	} <i>walk?</i>	} <i>did. (didn't).</i>

\*Some verbs ending in *-y* add *-ied*, for example: *studied, worried*. See Chart 2-5. For information about pronouncing *-ed* endings, see Appendix A-5.

Exit

Save

Submit

# Exiting an Assignment

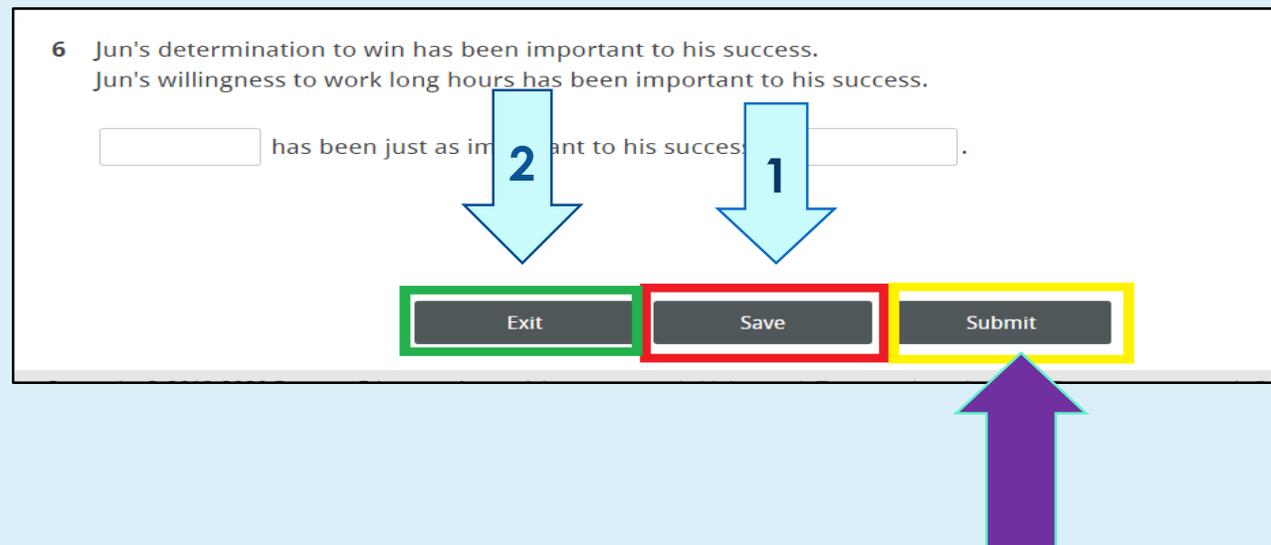
- If you want to continue working on the exercise later, choose **'Save'** then **'Exit'**
- If you are finished with the exercise and are ready for it to be graded, click **'Submit'**

6 Jun's determination to win has been important to his success.  
Jun's willingness to work long hours has been important to his success.

has been just as important to his success as .

2 1

Exit Save Submit

A screenshot of an online assignment interface. The question text is at the top. Below it are two input fields. At the bottom are three buttons: 'Exit', 'Save', and 'Submit'. A green box highlights the 'Exit' button, a red box highlights the 'Save' button, and a yellow box highlights the 'Submit' button. A purple arrow points up to the 'Submit' button. Two light blue arrows point down to the 'Exit' and 'Save' buttons, with the number '2' next to the arrow pointing to 'Exit' and the number '1' next to the arrow pointing to 'Save'.

# MyEnglishLab Extra Practice

For additional practice:

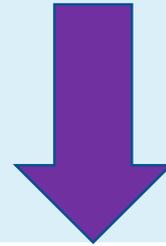
1. Click on 'Course'
2. Choose the course for which you would like to complete extra practice
3. Choose the Unit or Chapter and the available exercises within that Unit or Chapter

\*This work will NOT be visible to your professor

The screenshot shows the MyEnglishLab interface. At the top, there is a navigation bar with tabs: ASSIGNMENTS, COURSE (highlighted with a purple arrow labeled '1'), GRADEBOOK, MESSAGES, and SETTINGS. Below the navigation bar, there are several course cards: 'AZAR Fundamentals of English Grammar 5th Edition', 'Myenglishlab Reading Level 1', and 'SSII 2020 Lignelli Demo'. A light blue arrow labeled '2' points to the 'All courses' button. Below the course cards, there is a 'Books' section with a list of chapters and their progress: Chapter 1 Present Time (0/30), Chapter 2 Past Time (0/38), Chapter 3 Future Time (0/46), Chapter 4 The Present and Past Perfect (0/39), Chapter 5 Asking Questions (0/48), Chapter 6 Nouns and Pronouns (0/71), and Chapter 7 Modal Auxiliaries (0/53). To the right of the 'Books' section is the 'Chapter 2 Past Time' section, which contains a list of exercises: Chapter 2 Diagnostic, Past Time Videos, Grammar Practice, Grammar and Writing, Review of Past Time, and Chapter 2 Student Book Audio. A light blue arrow labeled '3' points to the 'Grammar and Writing' exercise.

# Gradebook

- Click 'Gradebook' to view your scores on assignments



The screenshot displays a course management interface with a navigation bar at the top. The navigation bar contains five tabs: 'ASSIGNMENTS', 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. The 'GRADEBOOK' tab is currently selected and highlighted. Below the navigation bar, the main content area is titled 'Assignments & Events'. Under this title, there are three tabs: 'To Do List', 'Calendar', and 'Recent Activity'. The 'Recent Activity' tab is active. Below the tabs, there are two dropdown menus: 'Showing: Everything' and 'Change course: All'. The interface is clean and modern, with a light blue and white color scheme.

ACTIVE EXPIRED

## Products

**eText 1.0 Digital Books**  
Expires 20 September 2022

**1 Longman Academic Writing Series**  
SENTENCES TO PARAGRAPHS  
LAWs Level 1, Digital Flip Book  
Expires 20 September 2022

**2 Longman Academic Writing Series**  
PARAGRAPHS  
LAWs Level 2, Digital Flip Book  
Expires 20 September 2022

**3 Longman Academic Writing Series**  
PARAGRAPHS TO ESSAYS  
LAWs Level 3, Digital Flip Book  
Expires 20 September 2022

**4 Longman Academic Writing Series**  
ESSAYS  
LAWs Level 4, Digital Flip Book  
Expires 20 September 2022

**5 Longman Academic Writing Series**  
ESSAYS TO RESEARCH PAPERS  
LAWs Level 5, Digital Flip Book  
Expires 20 September 2022

**PEARSON MyEnglishLab ALWAYS LEARNING**  
MyEnglishLab Digital Courseware  
Expires 20 September 2022

**Reader+ (eBook)**  
Expires 20 September 2022

# Accessing eBooks

- Click on the eText Digital Books icon for Grammar and Reading books
- Click on the appropriate LAWS flipbook for your writing course
- Click on Reader+ for additional eBooks

# Additional Resources

- Watch this helpful video posted by the Language Lab:
- \*If you can't load the video, paste this link into your browser: <https://www.youtube.com/watch?v=1D6P-1i36ts&t=4s>

4. If you are a **NEW** user, enter this information:

Username: *mc-myMCusername*  
Example: **Angela Nissing.**  
Email: [anissing@montgomerycollege.edu](mailto:anissing@montgomerycollege.edu)  
Example Username: *mc-anissing*  
Temporary password: **Student1**



RECORDED WITH SCREENICUT

# Trouble-Shooting

- If you have any problems, contact the WRLC on your campus:
  - [writingcenter.rockville@montgomerycollege.edu](mailto:writingcenter.rockville@montgomerycollege.edu)
  - [wrlc.tpss.general@montgomerycollege.edu](mailto:wrlc.tpss.general@montgomerycollege.edu)
  - [germantownwrlc@montgomerycollege.edu](mailto:germantownwrlc@montgomerycollege.edu)
- For technical issues, contact Pearson directly:
  - [https://mypearsonhelp.com/helpconsole7/kb\\_stu\\_pep\\_en/#.contact\\_us](https://mypearsonhelp.com/helpconsole7/kb_stu_pep_en/#.contact_us)

**QUESTIONS?**