



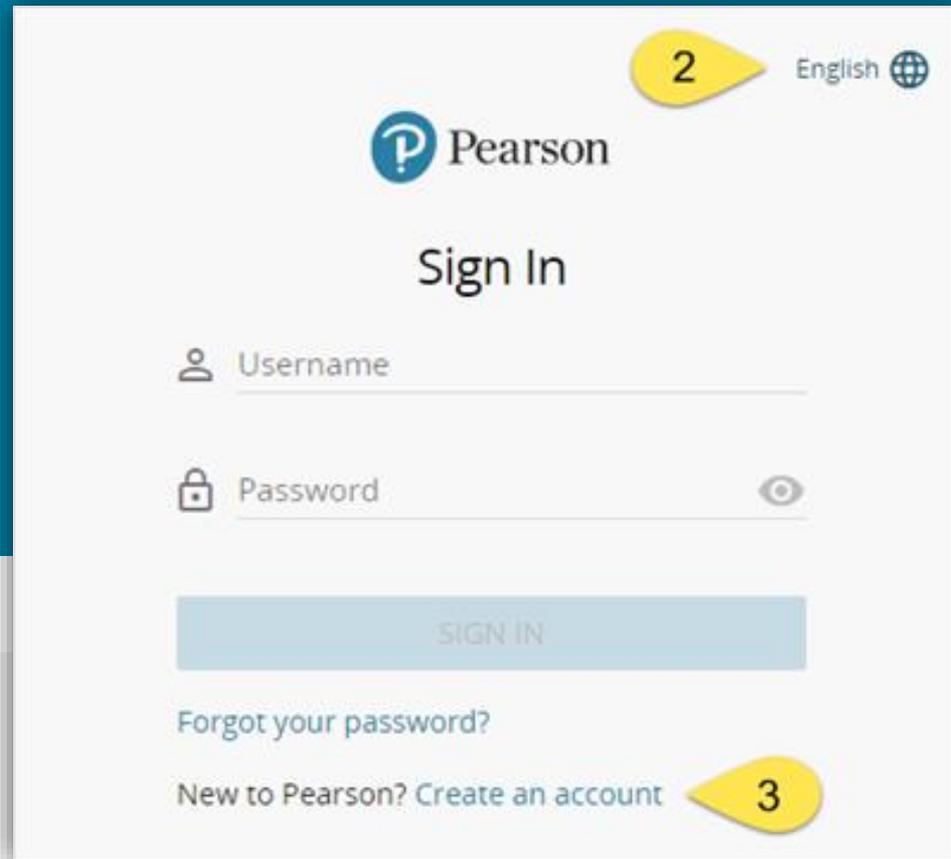
Pearson

Poptropica English Island

Teacher Registration and Using Guide



Registration

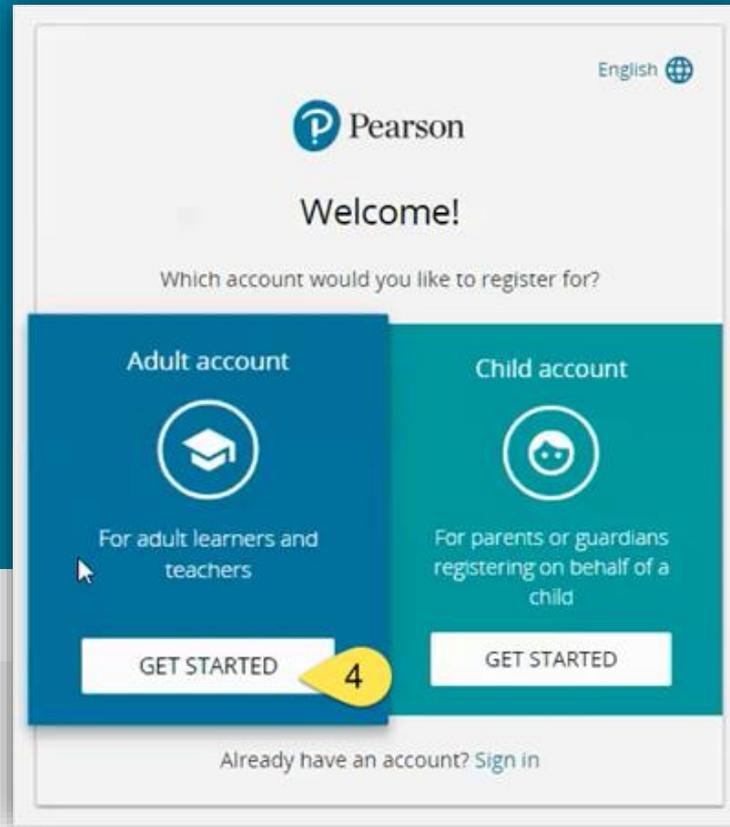


The screenshot shows the Pearson Sign In page. At the top right, there is a yellow callout bubble with the number '2' pointing to the 'English' language selection and a globe icon. The Pearson logo is centered at the top. Below it, the text 'Sign In' is displayed. There are two input fields: 'Username' with a person icon and 'Password' with a lock icon and an eye icon for toggling visibility. A blue 'SIGN IN' button is below the fields. Below the button, there are links for 'Forgot your password?' and 'New to Pearson? Create an account'. A yellow callout bubble with the number '3' points to the 'Create an account' link.

To create an account:

1. Go to <https://english-dashboard.pearson.com>
2. Choose your preferred language.
3. Click on **Create an Account**.

Registration



4. Select an Adult account and click on the Get Started button.

Registration

The screenshot displays the Pearson registration process. At the top, there is a 'Go back' link and the Pearson logo. The page is titled 'Create an account' and is set to 'English'. The form is divided into two main sections: 'Personal Information' (labeled 'A') and 'Account Information' (labeled 'B').

Personal Information (A):

- First name: English ✓
- Last name: Teacher ✓
- Native Language: English ▼

Account Information (B):

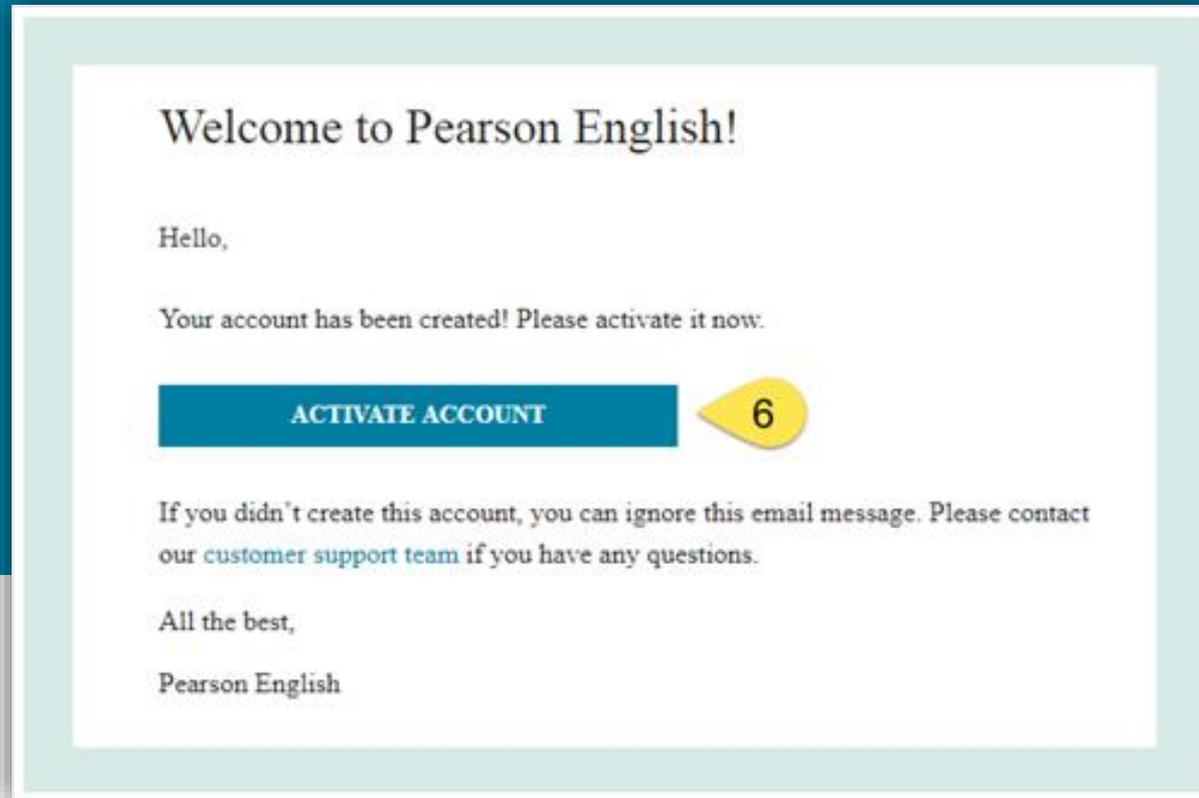
- Username: english_teacher_1 ✓
- Email address: englishteacher@mail.com ✓
- Password: ***** ✓ (with an eye icon to toggle visibility)
- Confirm Password: ***** ✓ (with an eye icon to toggle visibility)
- Receive information via email about Pearson English. We won't pass information about you to anyone else.

At the bottom of the 'Account Information' section, there is a blue 'CREATE ACCOUNT' button (labeled '5') and a link for 'Already have an account? Sign in'. A footer note states: 'By signing up you agree to Pearson's term of services and privacy policy.'

5. Enter your personal information **[A]** and set your account information **[B]**. Then click on **Create Account** button.

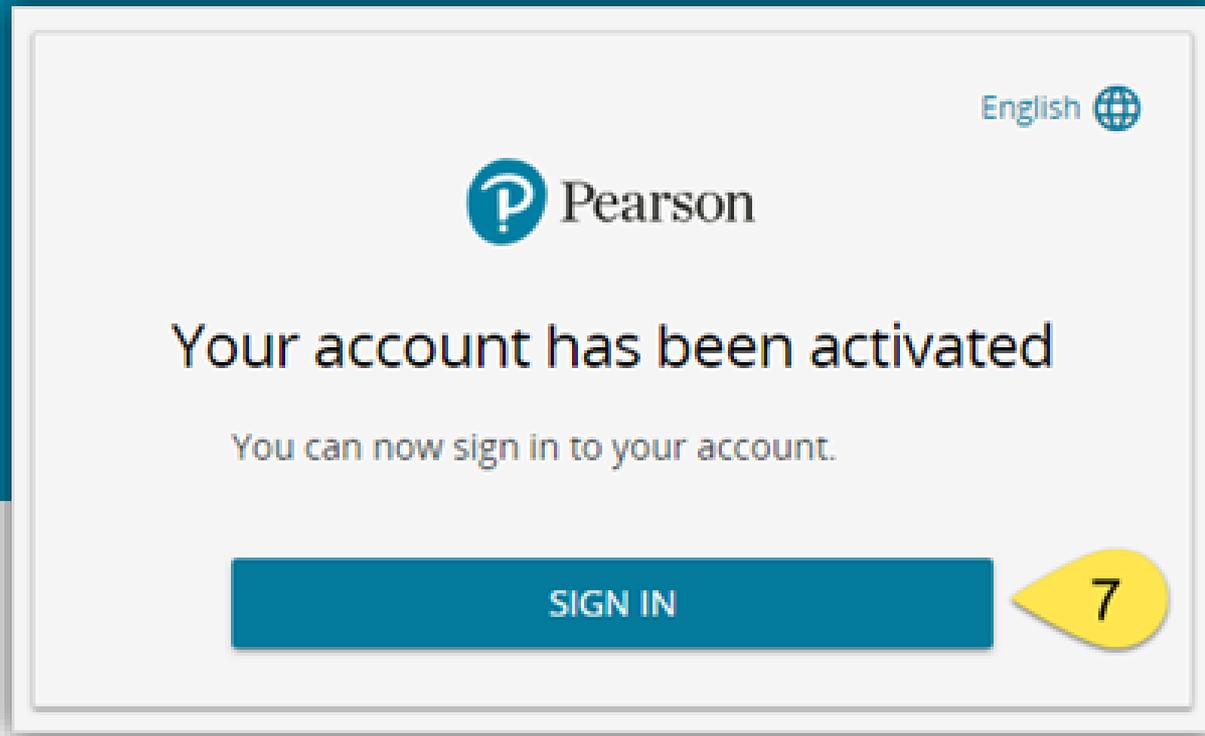
Please note that your username can contain only lowercase letters, numbers, underscores [] and dashes [-].

Registration



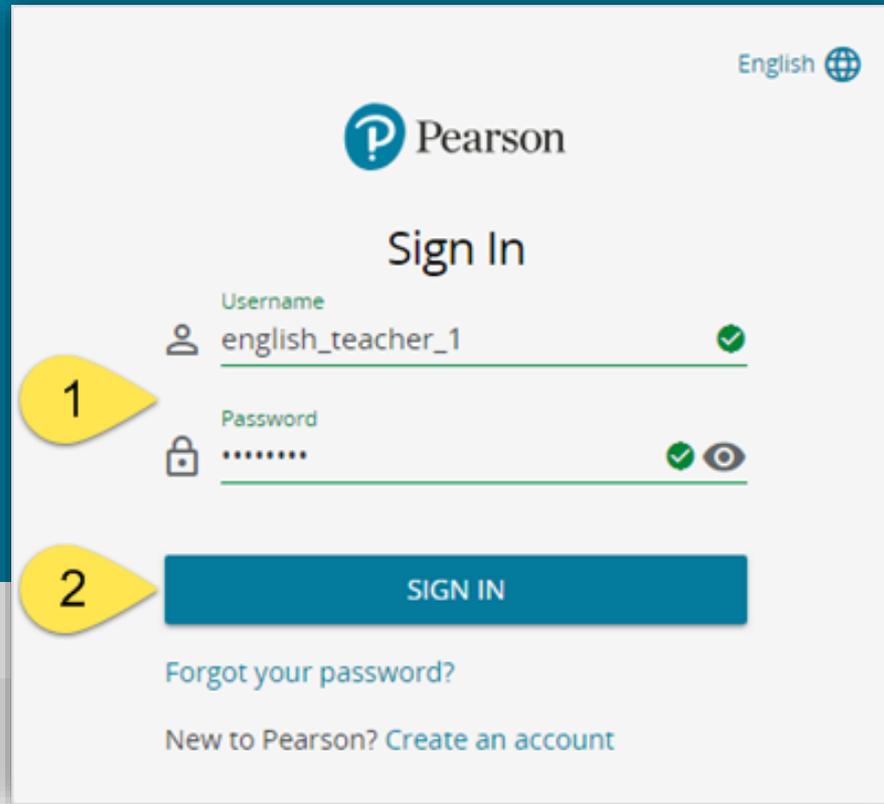
6. You will receive an email confirmation. Click on the **[A]** button in the email message.

Registration



7. Click **Sign In** in order to move to the login page.

Signing in

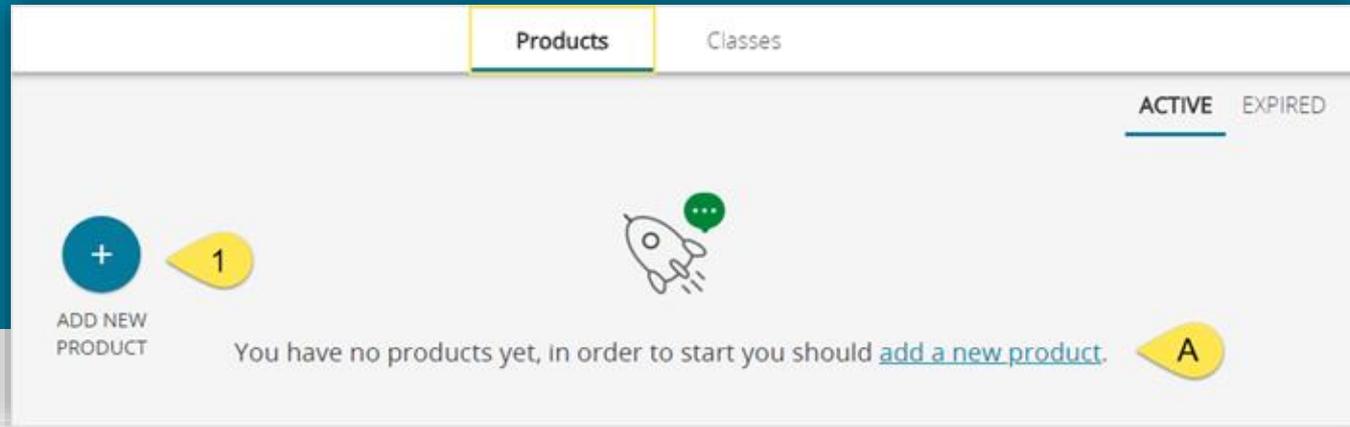


The screenshot shows the Pearson Sign In page. At the top right, there is a language selector for "English" with a globe icon. The Pearson logo is centered at the top. Below it, the text "Sign In" is displayed. There are two input fields: "Username" with the value "english_teacher_1" and a green checkmark, and "Password" with masked characters "*****" and a green checkmark and an eye icon. A yellow callout with the number "1" points to the input fields. Below the fields is a blue "SIGN IN" button, with a yellow callout with the number "2" pointing to it. At the bottom, there are links for "Forgot your password?" and "New to Pearson? Create an account".

1. Enter your **Username** and **Password**.
2. Click on **Sign in** button.

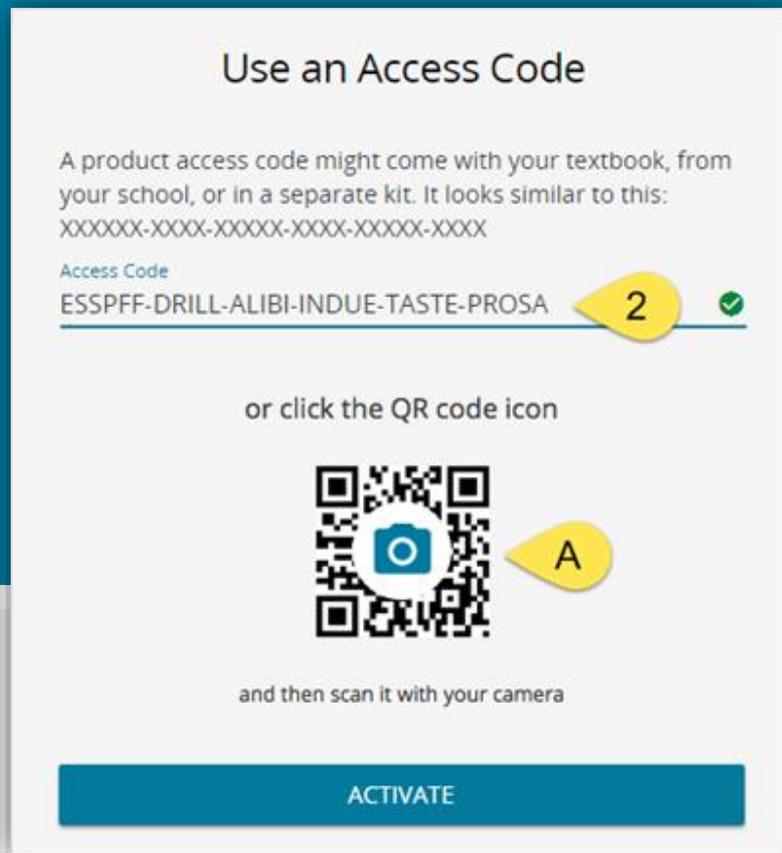
Note: If you forget your password, click on [Forgot your password?](#) link or click here for instructions.

Signing in



1. Once you are signed in, you will see your dashboard. Click on **Add New Product** button or **add a new product** link [A].

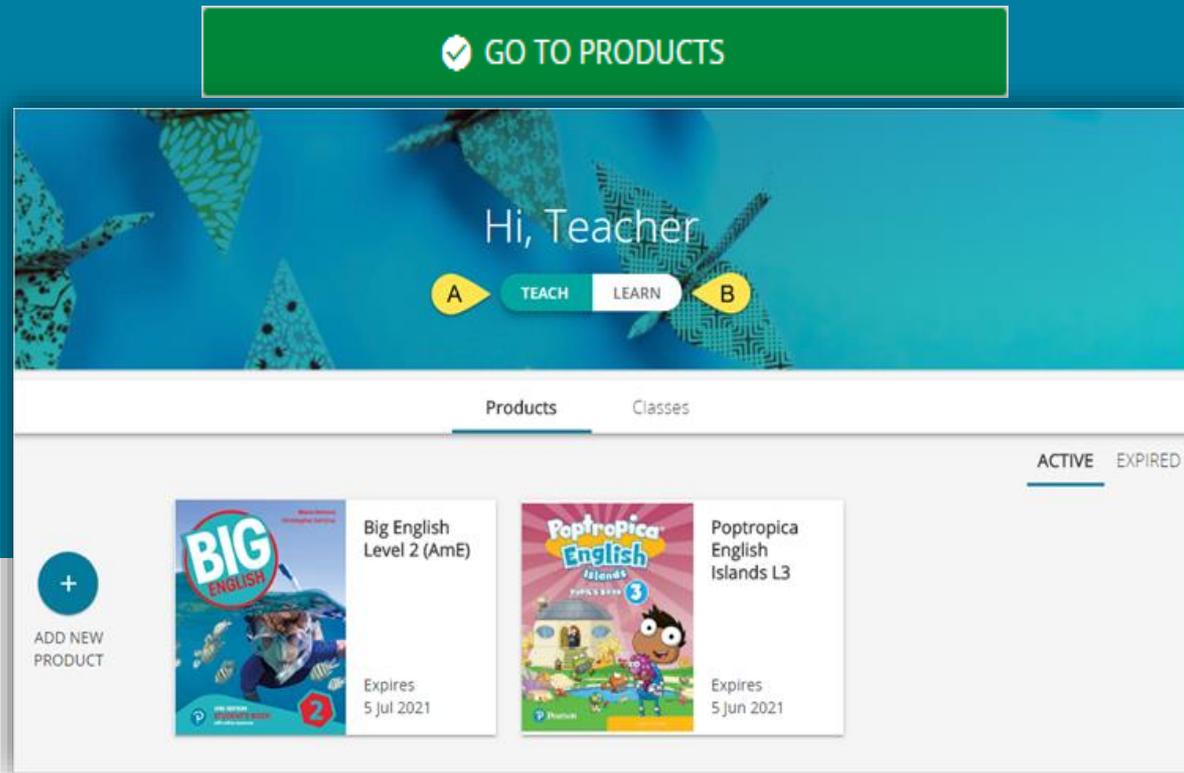
Signing in



2. Enter your Access Code and click on **Activate** button.

If you use a device with a camera, you will also see the option to add a product by scanning the **QR code** [A].

Signing in

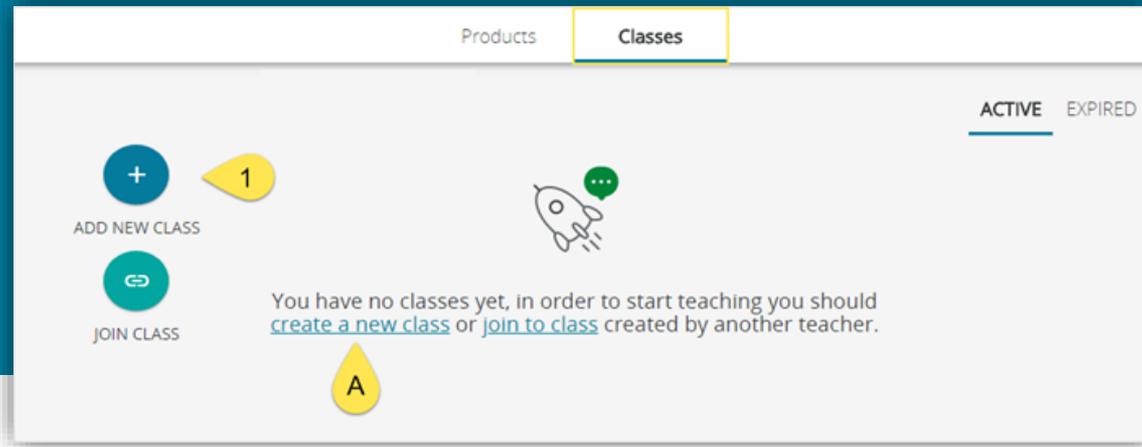


3. Click on **Go To Products** button to see your Dashboard with an added product.

Note:

- You can add a product to your account using a student access code as well. When you do so, a new view option will be displayed. You will be able to switch between Teach [A] and Learn [B] option.

Creating a Class



To create a Class, you need an active product on your account. See how to add a product.

To create a Class:

1. Go to the **Classes** tab and click **Add New Class** button (or click on **create a new class [A]** link).

Creating a Class

1 Enter a name 2 Select a product 3 Done!

Class name
Grade 1

Class end date
07/06/19

Select a colour

CANCEL NEXT

2. Fill in the field **Class name** in the pop-up window then choose a **Class end date** in the calendar and click **OK**.

Note: When the due date passes, you can extend the duration of your class.

3. Select the colour of your new Class.

4. Click **Next**.

Creating a Class

Create new Class

1 ✓ — 2 — 3

Enter a name Select a product Done!

Select a product you want to teach

5

6

GO BACK CANCEL NEXT

5. Select a product you will work within your new Class.

6. Click **Next**.

Creating a Class

The screenshot shows a 'Create new Class' interface. At the top, there is a progress bar with three steps: 'Enter a name' (checked), 'Select a product' (checked), and 'Done!' (3). Below the progress bar, a message states 'You've successfully created a new class!'. A paragraph of text explains that users should print a letter with instructions and a QR code for students, or alternatively, copy and share the class access code. The interface displays a QR code (labeled B), a class access code 'AWCA-4AAA-AYX' (labeled A) with a 'COPY' button, and a 'PRINT' button (labeled C). At the bottom right, there is a 'CLOSE' button and a 'GO TO CLASS PAGE' button (labeled 7).

7. Your class has been created! You will see a **class access code [A]**, a **QR code [B]** and a button **Print [C]** to print the instructions for students.

Click **Go To Class Page**.

Creating a Class

Assignments Performance Members Overview

Class overview

CLASS CREATED **A** 07 June 2018

CLASS ENDS **B** 07 June 2019

PRODUCT EXPIRES **C** 05 June 2021

Edit class details

Class name **D** Grade 1

Class end date 07/06/19

Change colour

SAVE CHANGES

E Student class access code **F** Teacher class access code

Share the class access code with your students.

To help students join your class, print a letter with instructions and a QR code for them to take home. Alternatively, if your students have already registered, copy and share the following code with them.

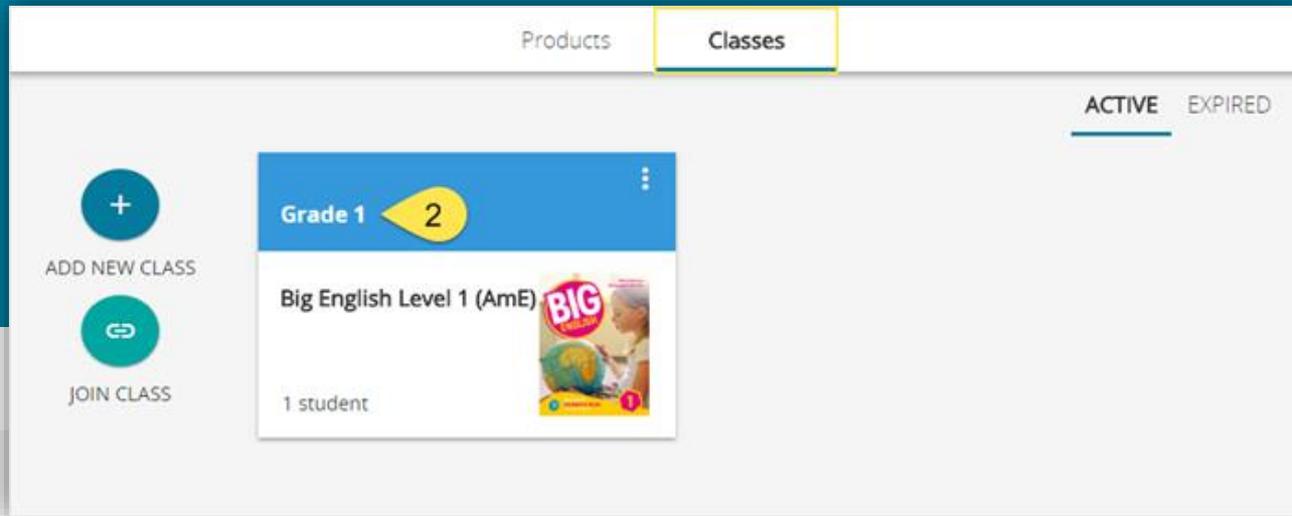
 AWCA-4AAA-AYX COPY

PRINT

8. The Class Overview page shows Class start date **[A]** and its end date **[B]**, Product expiration date **[C]**, Class name **[D]**, Student class access code **[E]** and Teacher class access code **[F]**.

Note: Please note that class access codes are different for teachers and for students.

Editing a Class



To change a name of a class or extend its end date:

1. Go to the **Classes** tab.
2. Click on the **name of the course** you would like to edit.

Editing a Class

Edit class details

Class name
Grade 1

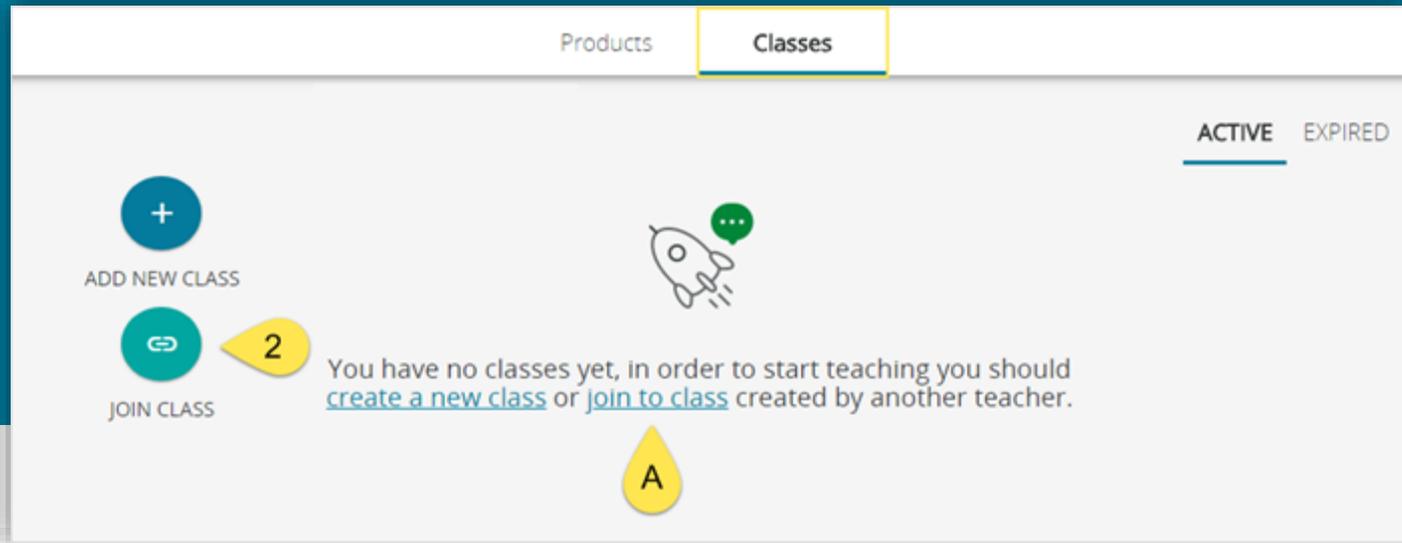
Class end date
07/06/19

Change colour

CANCEL SAVE CHANGES

3. Edit selected fields in the **Edit Class Details** column.
4. Click **Save Changes** button.

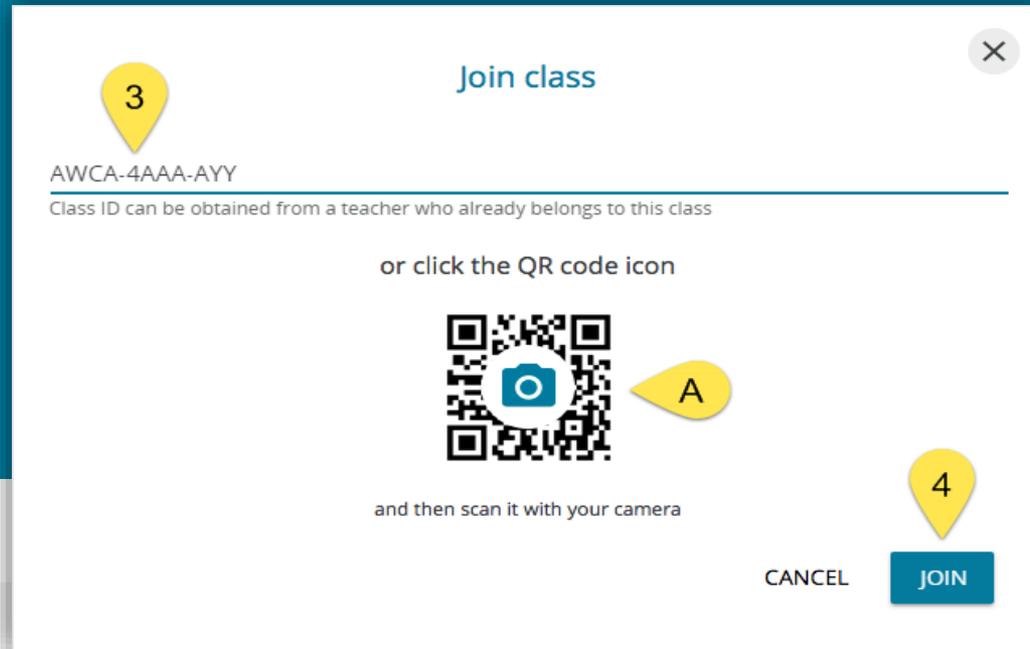
Joining another teacher's class



To join a class created by another teacher:

1. Go to the **Classes** tab.
2. Click on **Join Class** button or click on **join a class [A]** link.

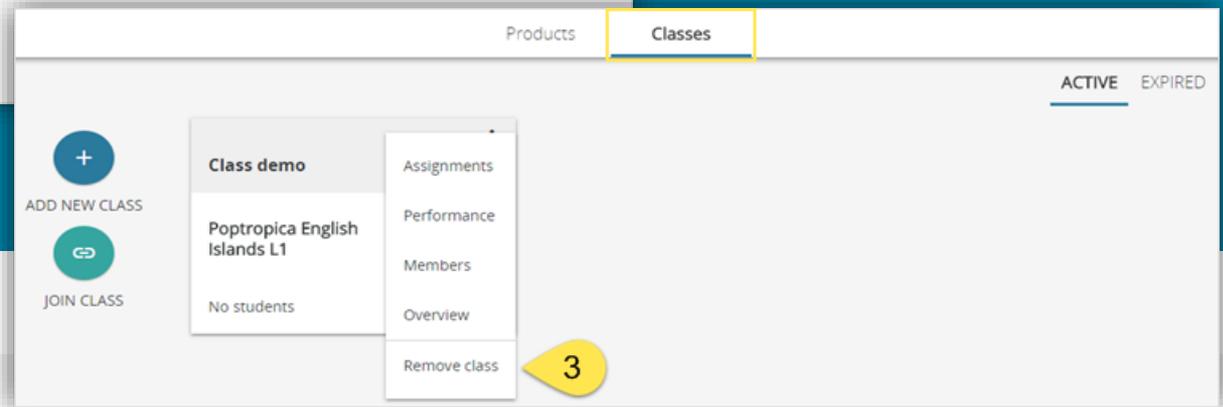
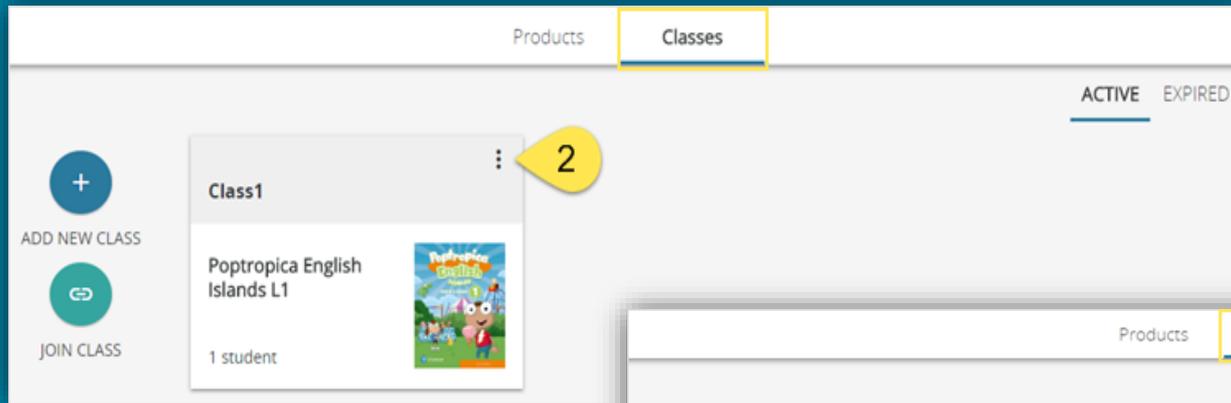
Joining another teacher's class



3. Enter Class code received from a teacher who already belongs to the class. If you use a device with a camera, you will also see the option to join the class by scanning the **QR code [A]**.

4. Click on **Join** button.

Deleting a class



To delete a class:

1. Go to **Classes** tab.
2. Click on the **Menu** button.

From the dropdown menu choose **Remove class**.

Note: After clicking on the button, you will see a popup message. Carefully read it and click Accept [A] button. Once the class is deleted, you cannot restore it!

Managing class members

Products **Classes**

ACTIVE EXPIRED

+

ADD NEW CLASS

↔

JOIN CLASS

Class #2

Poptropica English Islands L3

1 student

Grade 1

Poptropica English Islands L3

2 students

Assignments

Performance

Members

Overview

Remove class

To manage class members:

1. Go to the **Classes** tab.
2. Click on the **menu button** to expand the options list.
3. Select **Members**.

Managing class members

The screenshot displays the 'Classes' tab in the Pearson MyLab interface. On the left, there are buttons for 'ADD NEW CLASS' and 'JOIN CLASS'. The main area shows two class cards: 'Class #2' with 1 student and 'Grade 1' with 2 students, both using 'Poptropica English Islands L3' material. A yellow callout '2' points to the 'Grade 1' card. A detailed view of the 'Grade 1' class is overlaid on the right, showing the 'Members' tab selected. This view includes a 'Class overview' section with three key dates: 'CLASS CREATED' on 07 June 2018, 'CLASS ENDS' on 07 June 2019, and 'PRODUCT EXPIRES' on 05 June 2021. At the bottom, there are fields for 'Edit class details', 'Student class access code', and 'Teacher class access code'. A yellow callout '3' points to the 'Grade 1' title in the detailed view.

Second option:

1. Go to **Classes** tab.
2. Click on a **class name**.
3. Go to **Members** tab.

Managing class members

Assignments Performance **Members** Overview

Manage students Search

A Students **B** Teachers

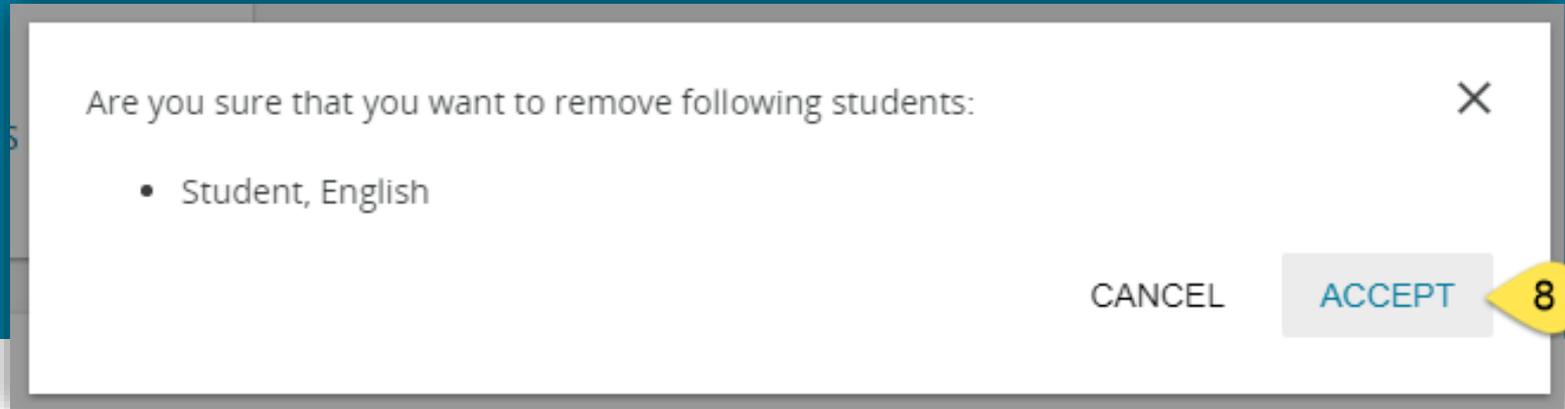
Students assigned to Grade 1 6 REMOVE SELECTED (1)

<input type="checkbox"/>	Full name	Username	Date joined	
<input type="checkbox"/>	English, Loving	english_student_2	6/13/2018	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Student, English	english_student_1	6/7/2018	<input checked="" type="checkbox"/> 7

5 Students per page: 10 1 - 2 of 2

4. Choose manage **Students [A]** or **Teachers [B]**.
5. Select checkbox next to a class member, you want to manage.
6. Click on **Remove selected** icon.
7. If you want to remove a single class member, click on a **bin** icon.

Managing class members



8. Confirm you want to remove the student/teacher by clicking **Accept** button.

Note: You cannot remove a Teacher who is the only Teacher for a particular class.

Managing resources – Finding resources

The image displays two screenshots of a software interface for managing educational resources. The top screenshot shows the 'Products' tab, which lists two products: 'Poptropica English Islands L1' and 'Poptropica English Islands L2'. A yellow callout 'A' points to the L1 product card. The bottom screenshot shows the 'Classes' tab, which lists two classes: 'Class2' and 'Class1'. A yellow callout 'B' points to the 'Class2' card, which is associated with the 'Poptropica English Islands L2' product. The interface includes buttons for 'ADD NEW PRODUCT' and 'ADD NEW CLASS', and a 'JOIN CLASS' button. The 'ACTIVE' and 'EXPIRED' status filters are visible in both screenshots.

Note: resources page is product specific and may not always be present in your product.

To find resources embedded in a particular product follow the steps:

1. Choose a product from the Products [A] page or from the Classes [B] page.

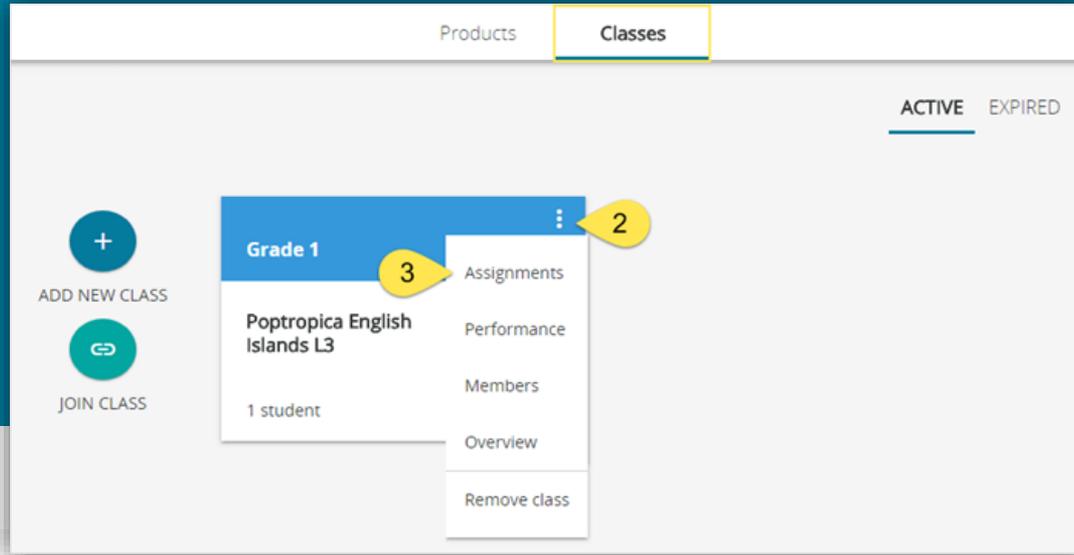
Managing resources – Managing resources



Note: resources page is **product specific** and may not always be present in your product. Every product has its particular set of embedded resources, such as Class audio, Flashcards, Games, Tests, etc. Regardless of the product, there are similar actions you can do with them.

1. There are two possible layout options on the resources page: icons [A] and list [B].
2. On the **Resources** tab you can download individual resources, download a batch of resources for a unit, open PDF files in a separate tab, listen to the audios, play videos, and open activities with games or additional exercises.

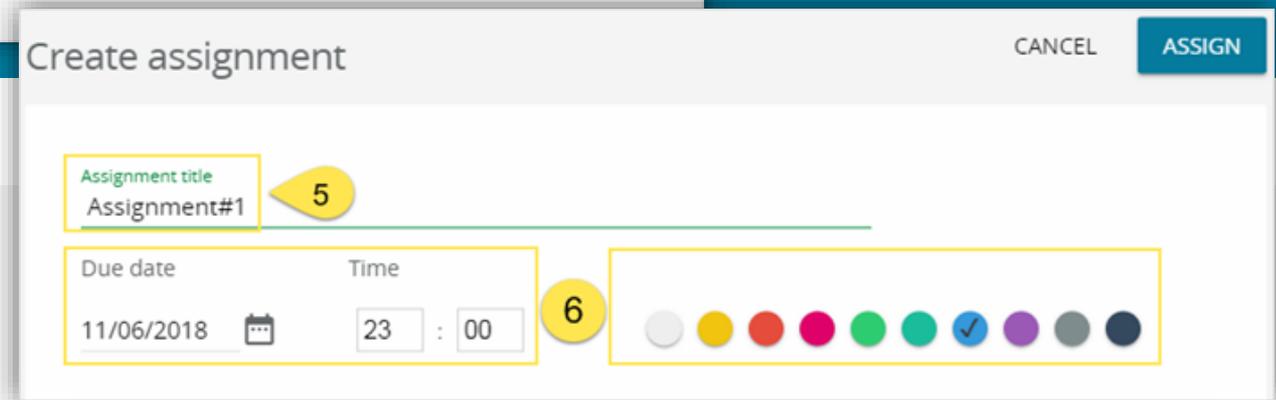
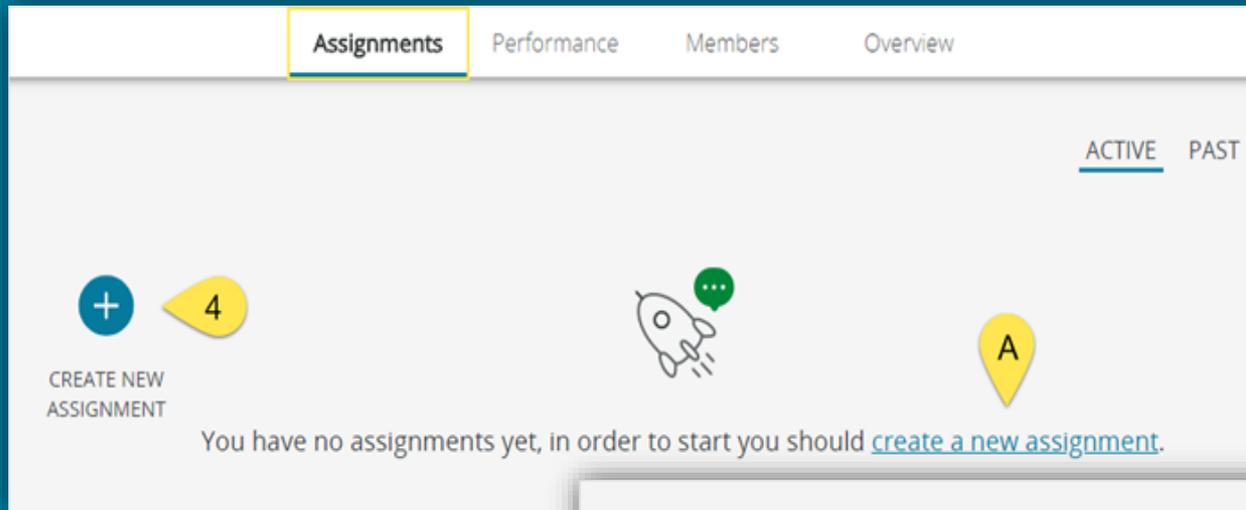
Managing Assignments – Creating Assignments



To assign homework to your students:

1. Go to the **Classes** tab.
2. Click on the **menu button** to expand the options list.
3. Select **Assignments**.

Managing Assignments – Creating Assignments



4. Click on **Create new assignment** button or **create a new assignment [A]** link.
5. Fill in **Assignment title**.
6. Select **due date, time, and colour**.

Managing Assignments – Creating Assignments

Select activities (2 selected) ^

Poptropica English Islands Level 3 ^

1 Vocabulary ^

- 1 Nature, Lesson 1 homework 7 ✓

4 Grammar ^

- 1 Nature, Lesson 4 homework

10 I can do it

Each student may submit their answer

Up to times As many times as they like

7. Select **activities** you wish to assign from the drop-down list. The selected activities will appear below and you will have an option to reorder them by dragging them up or down the list.
8. Select the **number of allowed attempts**. By default, there is no limit to the number of allowed submissions.

Managing Assignments – Creating Assignments

The screenshot shows the 'Share assignment with selected students' interface. At the top, it says 'Selected students (2 selected)'. Below that, there's a section for 'Share assignment with selected students' with a 'First name' dropdown. The main area has a 'Grade 1' checkbox with a yellow callout 'B'. Below it is an 'Assign to other classes' button with a yellow callout 'C'. A yellow arrow points to a dropdown menu with 'Other classes' and 'Class #2'. To the right is a 'Filter students' section with a search icon and a list of students: 'Student, English' with a yellow callout 'A' and 'English, Loving'. A modal window titled 'Add Instructions' is overlaid on the right, showing a text input field with a yellow callout '10' and a '11' callout pointing to the 'ASSIGN' button. The modal has 'CANCEL' and 'ASSIGN' buttons at the bottom right.

9. Select single students **[A]** or the whole class **[B]**.

Note: You can assign the same homework to several classes at the same time: in the **Selected students** field click on the **Assign to other class button [C]**. Then, from the drop-down list, you can select other classes or single students.

10. Add **instructions** to give more information to your students (optional).

11. Click on the **Assign** button.

Managing Assignments – Editing Assignments

The screenshot illustrates the steps to edit an assignment. It shows the 'Classes' tab with two class cards. A yellow callout '2' points to the 'Grade 1' class card. The 'Assignments' tab is selected, and a yellow callout '3' points to it. A yellow callout '4' points to the menu button (three dots) on the assignment card. A yellow callout '5' points to the 'Edit' option in the dropdown menu. The assignment card shows '1 Nature A', '2018/06/25', 'Due 25th J', '0 complete', and '2 waiting to'.

To edit an assignment which you already created:

1. Go to the **Classes** tab.
2. Click on a selected class.
3. Click on the **Assignments** tab.
4. Click on the menu button on a selected assignment.
5. Click on **Edit**.

Managing Assignments – Editing Assignments

6. Edit selected fields (you can edit title, due date, colour and time **[A]**, delete and/or rearrange activities **[B]**, add/delete students **[C]**, and edit instructions **[D]**).
7. Click on the **Save Changes** button.

Managing Assignments – Reassigning

The screenshot displays the Pearson MyLab interface. At the top, there are tabs for 'Products' and 'Classes'. The 'Classes' tab is active, showing two class cards: 'Class #2' (purple header) and 'Grade 1' (blue header). Both classes are for 'Poptropica English Islands L3'. The 'Class #2' card shows '1 student' and a book cover. The 'Grade 1' card shows '2 students' and a book cover. A yellow callout '2' points to the 'Classes' tab. Below the class cards are buttons for 'ADD NEW CLASS' and 'JOIN CLASS'. An inset window shows the 'Assignments' tab, with a dropdown menu open for an assignment titled '1 Nature A' (due 2018/06/25). The menu options are 'Edit', 'Reassign', and 'Delete'. A yellow callout '3' points to the menu button, and a yellow callout '4' points to the 'Reassign' option.

To assign the same homework again:

1. Go to the **Classes** tab.
2. Click on a selected class.
3. Click on the **Assignments** tab.
4. Click on the menu button on a selected assignment.
5. Click on **Reassign**.

Managing Assignments – Reassigning

Reassign assignment

CANCEL ASSIGN

Assignment title
1 Nature Assignment, 2018/06/25 9:16

Due date Time
25/06/2018 9 : 49

Select activities (3 selected) ▼

Selected students (2 selected) ▼

Add Instructions ▼

7

CANCEL ASSIGN

7. Fill in the fields (follow the instructions for Assigning homework).
8. Click on the **Assign** button.

Managing Assignments – Deleting Assignments

The screenshot displays the Pearson MyLab interface. At the top, there are tabs for 'Products' and 'Classes'. The 'Classes' tab is selected, and a yellow callout box with the number '2' points to it. Below the tabs, there are two class cards: 'Class #2' (purple header) and 'Grade 1' (blue header). The 'Class #2' card shows 'Poptropica English Islands L3' and '1 student'. A yellow callout box with the number '3' points to the three-dot menu icon on the 'Class #2' card. Below the class cards, there are buttons for 'ADD NEW CLASS' and 'JOIN CLASS'. A pop-up window titled 'CREATE NEW ASSIGNMENT' is overlaid on the right side. It has tabs for 'Assignments', 'Performance', 'Members', and 'Overview'. The 'Assignments' tab is selected. Inside the pop-up, there is a list of assignments. One assignment is highlighted: '1 Nature A' with a due date of '2018/06/25'. A context menu is open over this assignment, showing options: 'Edit', 'Reassign', and 'Delete'. A yellow callout box with the number '4' points to the 'Delete' option. The 'Delete' option is highlighted in the menu.

To delete an assignment:

1. Go to the **Classes** tab.
2. Click on a selected class.
3. Click on the **Assignments** tab.
4. Click on the **menu button** on a selected assignment.
5. Click on **Delete**.
6. Click on the **Accept** button in the pop-up window.

Managing Assignments – Deleting Assignments



To delete an assignment:

1. Go to the **Classes** tab.
2. Click on a selected class.
3. Click on the **Assignments** tab.
4. Click on the **menu button** on a selected assignment.
5. Click on **Delete**.

Managing Assignments – Viewing Grades

The screenshot displays the 'Classes' tab in the Pearson My Learning Studio interface. At the top, there are tabs for 'Products' and 'Classes', with 'Classes' being the active tab. A yellow notification bubble with the number '2' is positioned above the 'Classes' tab. On the left side, there are two buttons: 'ADD NEW CLASS' (with a plus icon) and 'JOIN CLASS' (with a link icon). The main area shows two class cards: 'Class #2' (purple header) and 'Grade 1' (blue header). Both cards are for 'Poptropica English Islands' and feature a book cover image. The 'Class #2' card shows '1 student' and the 'Grade 1' card shows '2 students'. An 'Assignments' modal window is open in the foreground, showing a 'CREATE NEW ASSIGNMENT' button with a plus icon. The modal content includes: '1 My toys Assignment, 2018/08/14 12:16', 'Due 14th August', '0 completed', and '1 waiting to complete'. The modal also has tabs for 'Assignments', 'Performance', 'Members', and 'Overview', with 'Assignments' being the active tab.

To view an assignment grades:

1. Go to the **Classes** tab.
2. Click on a selected class.
3. Click on the **Assignments** tab.
4. Click on the **Assignment Name**.

Managing Assignments – Viewing Grades

Assignments Performance Members Overview

1 My toys Assignment, 2018/08/14 12:16

Assignment overview EDIT

Due date
14 Aug 2018 at 14:16

Instructions

Overall assignment score

Score by skill

Activity status

78%

78%

SPEAKING

0 Completed 1 Pending

Students Activities

↓ ↑ Name Filter by Average score

poptropica student 78%

ALWAYS LEARNING