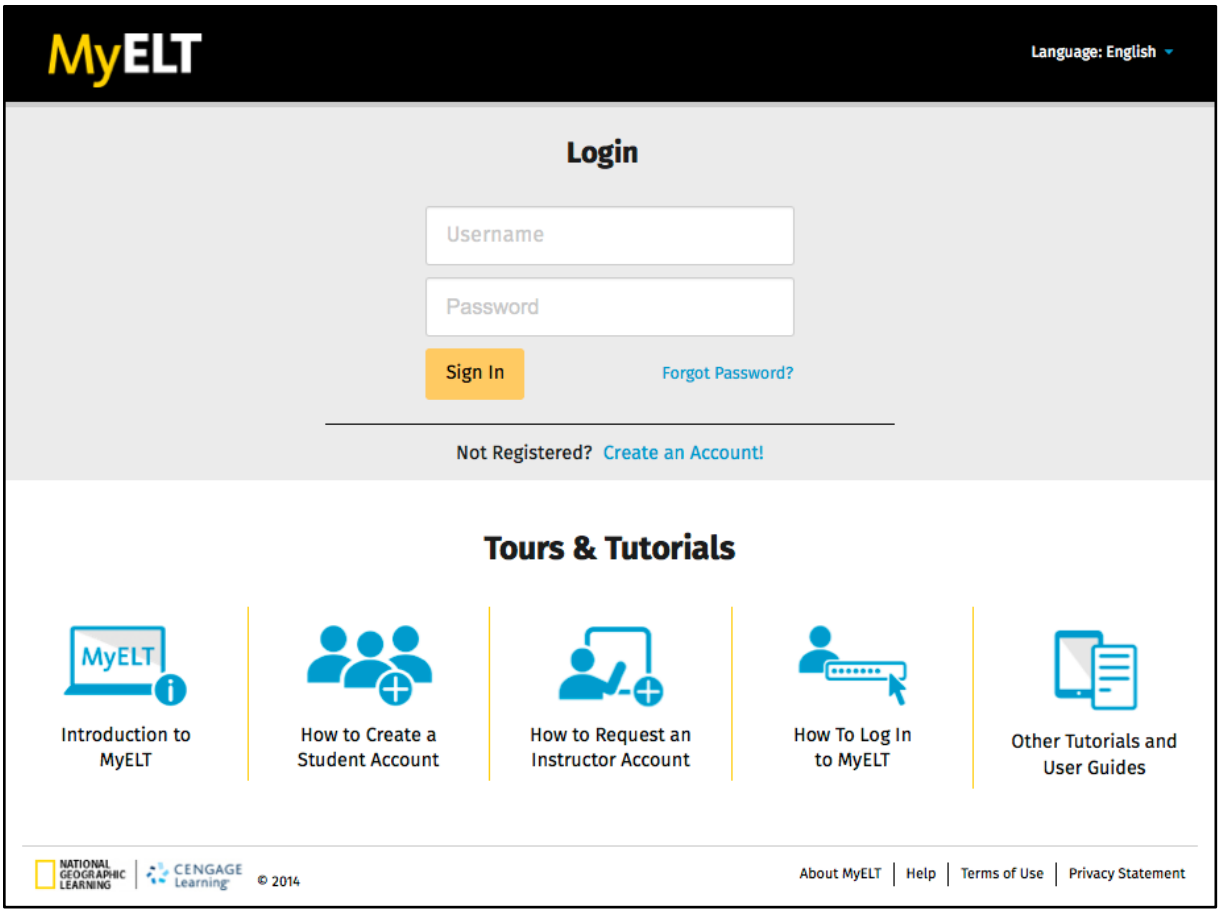
MyELT INSTRUCTOR GUIDE



ABOUT THIS GUIDE

This guide includes step-by-step instructions on how to access and successfully teach using MyELT. It outlines procedures to follow to ensure a positive learning experience for you and your students.

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

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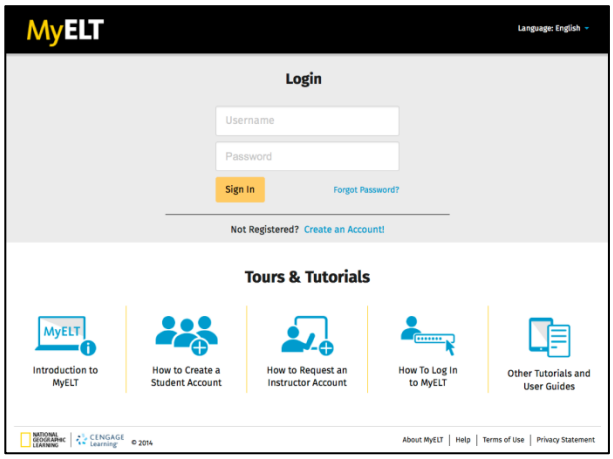
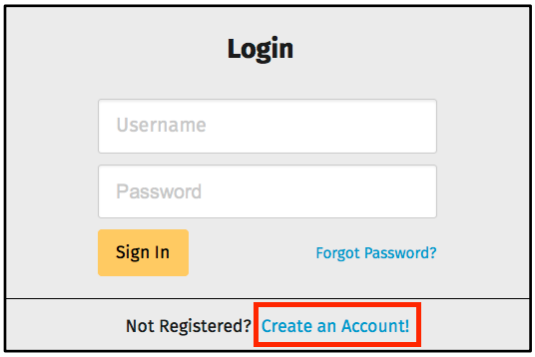
REGISTERING

HOW DO I REGISTER FOR AN ACCOUNT?

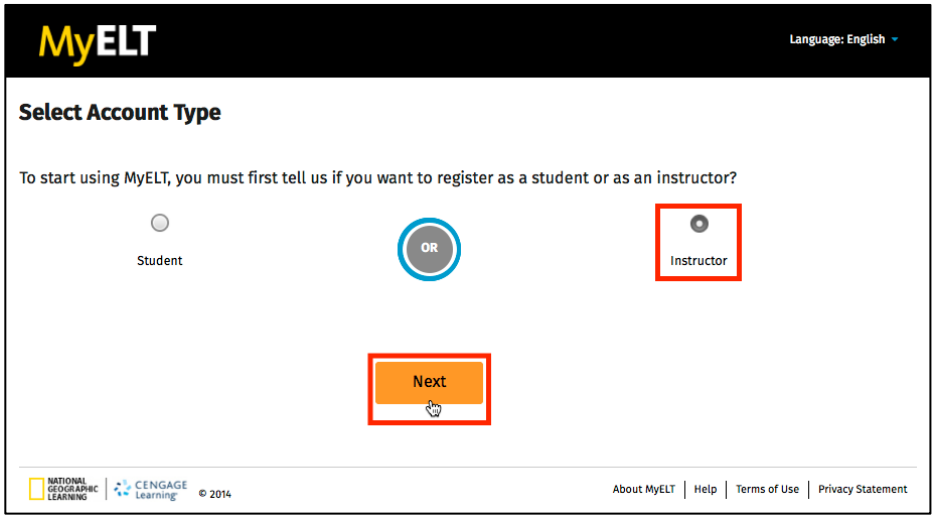
1. Go to MyELT.heinle.com.



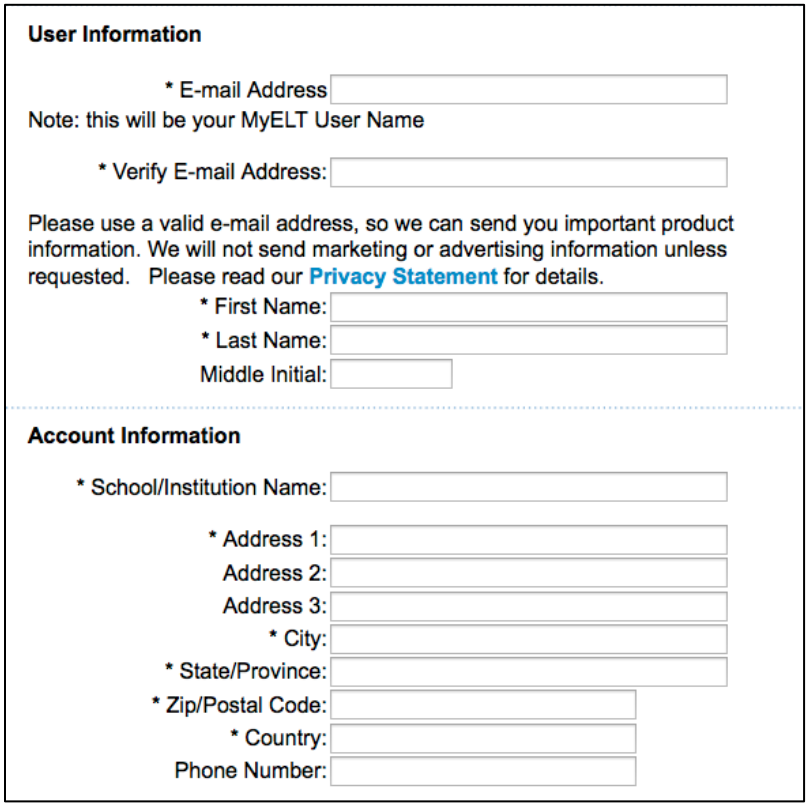
2. Click **Create an Account!**



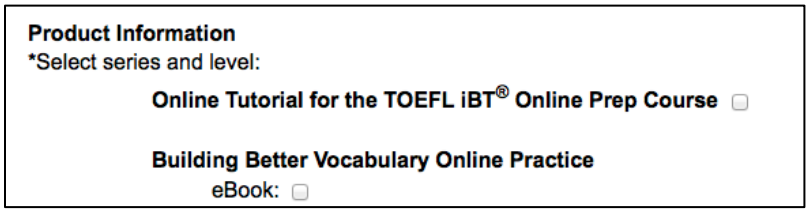
3. Click **Instructor** and then click **Next**.



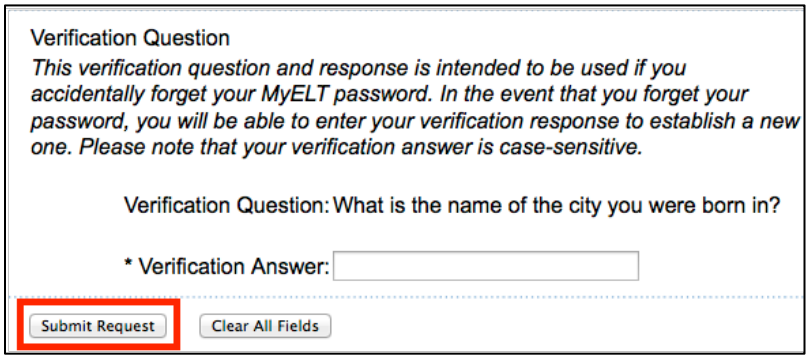
4. Fill in your user and account information.



5. Select the materials you want to access.



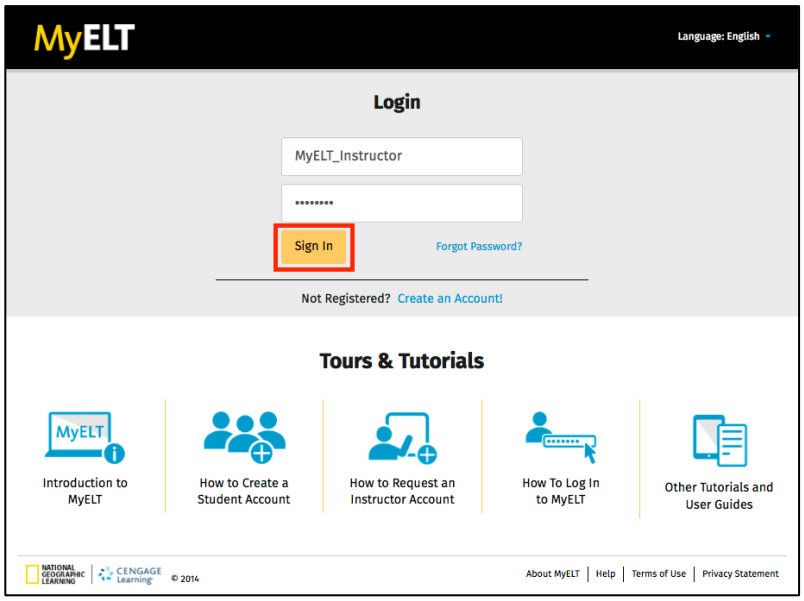
6. Enter the city of your birth and click **Submit Request**.



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

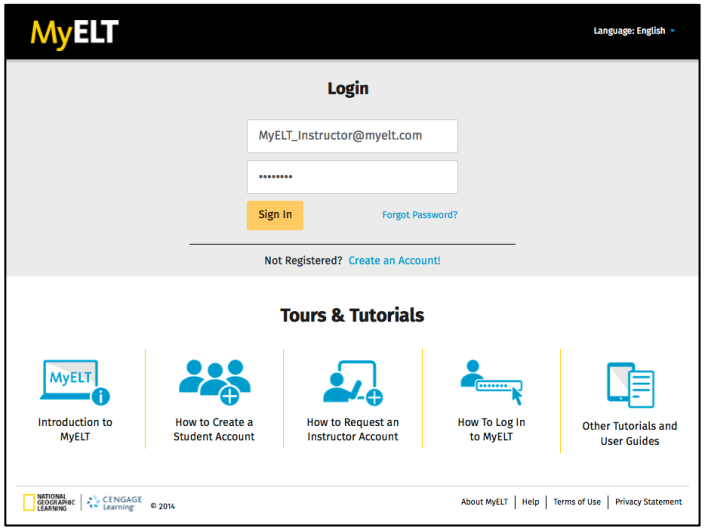
8. Enter your username and password, and then click **Sign In**.



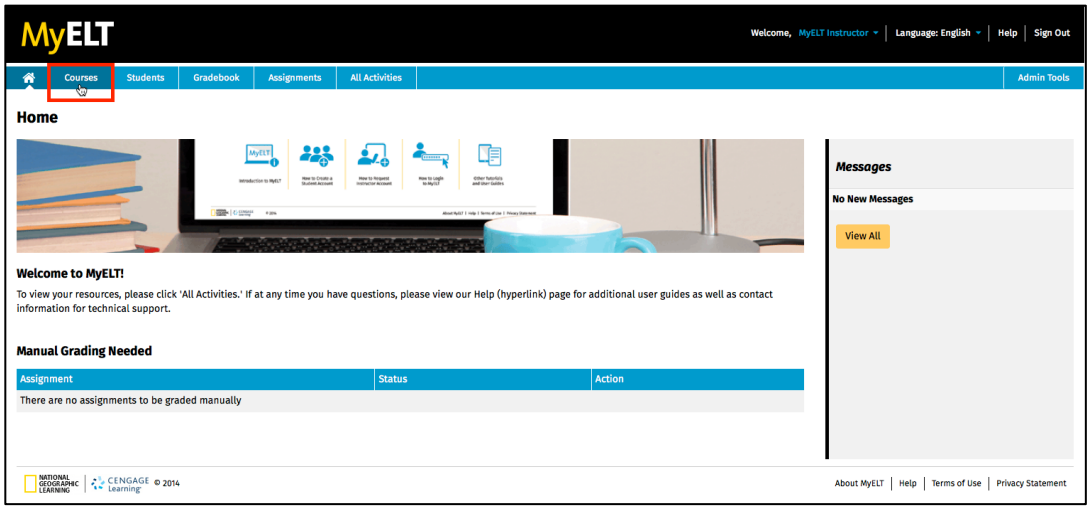
CREATING COURSES

HOW DO I CREATE A COURSE?

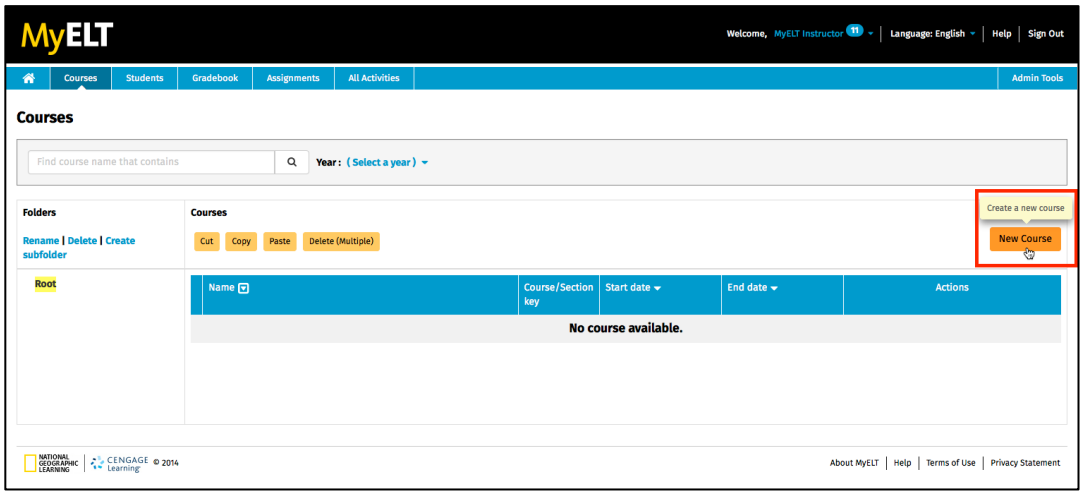
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



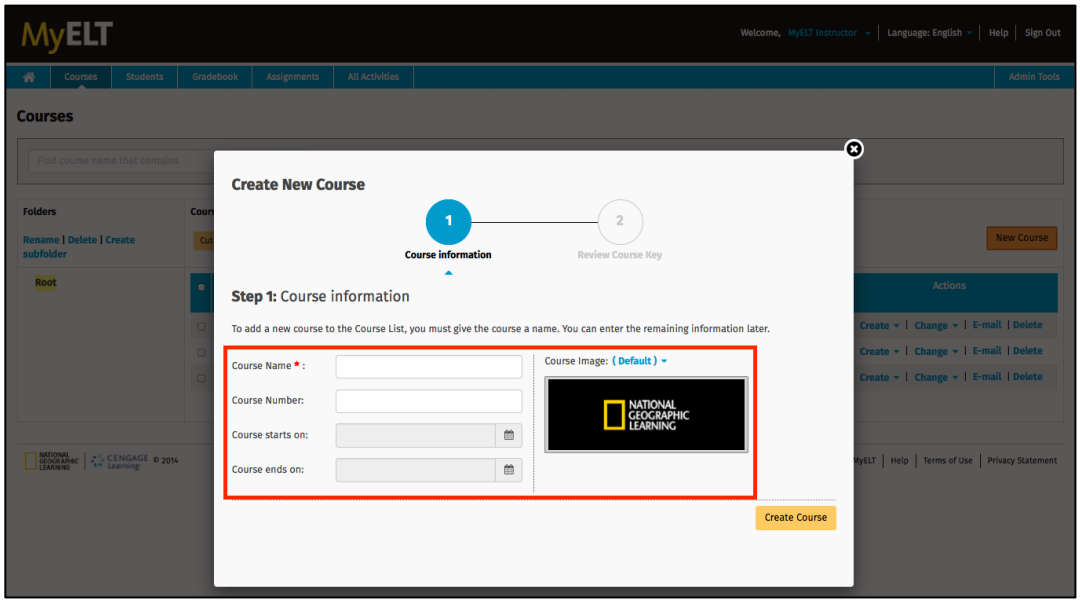
2. Click **Courses**.



3. Click **New Course**.

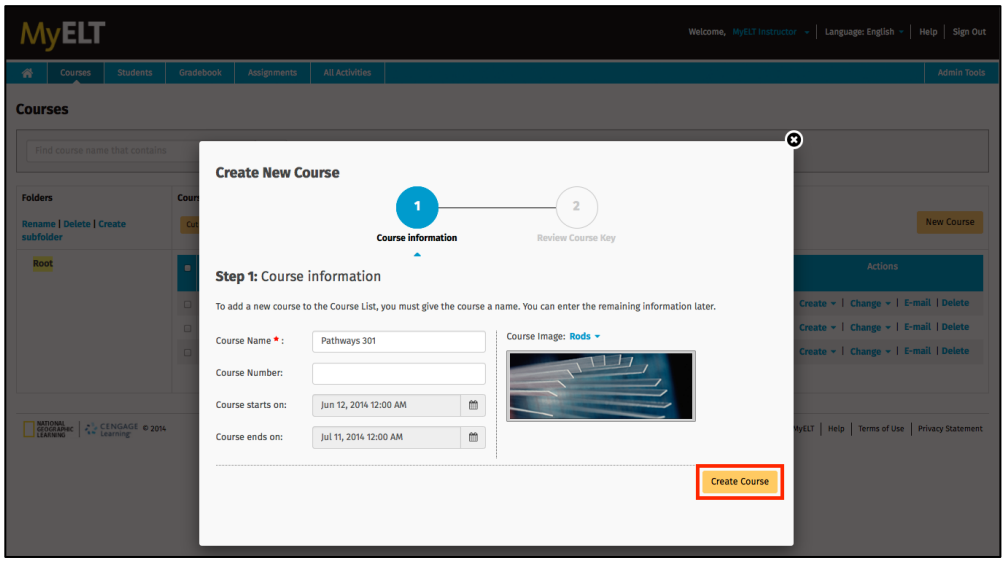


4. Enter your course information.



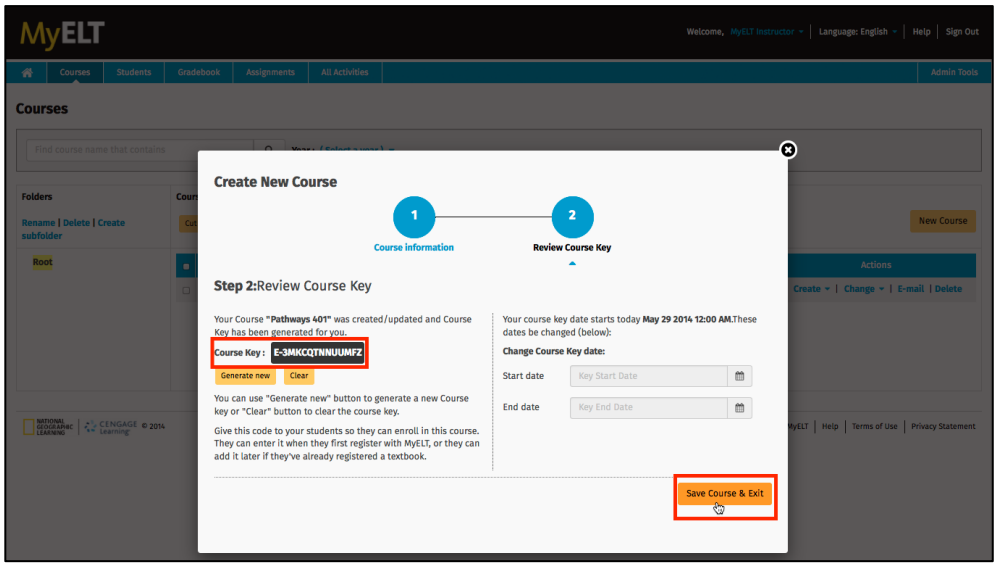
- **Course Name**: (Required) The name of the course as it will appear to students.
- **Course Number**: (Optional) Any additional identifying information for your course, such as which days it meets or a section number.
- **Course Starts On**: (Optional) If you enter a future date, the course will not 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.*



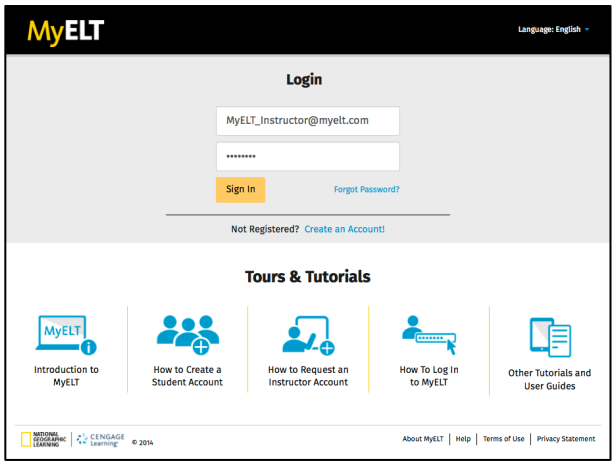
HOW DO I CREATE SECTIONS?

You can create multiple sections within a single, master course. Before you begin, create the master course by following the instructions on page 6. Any changes you make in the master course assignments will also appear in the section.

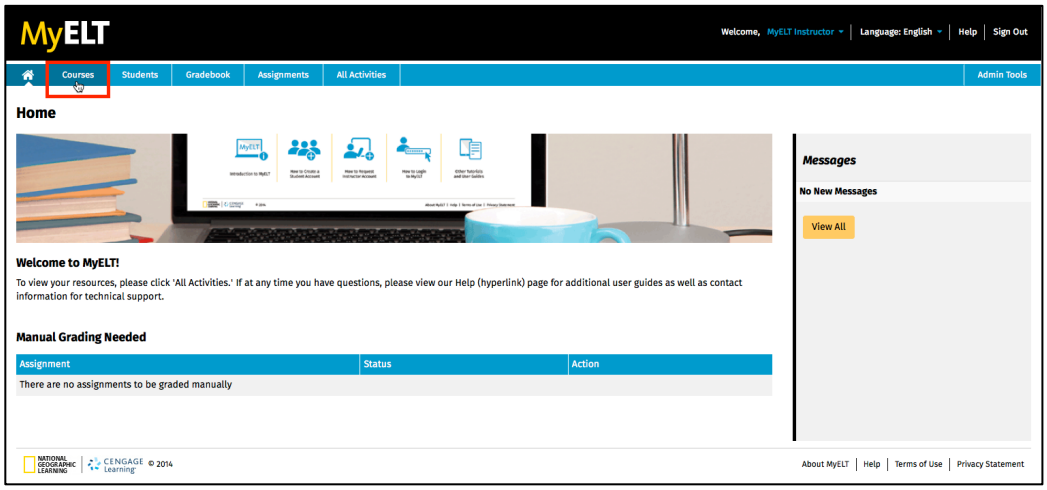
***CAUTION**:*

- *Students can enroll in only one section at a time; if they register later for a different section, they will lose the work they have already completed in the original section.*
- *If you delete the master course, all of its sections are also deleted.*

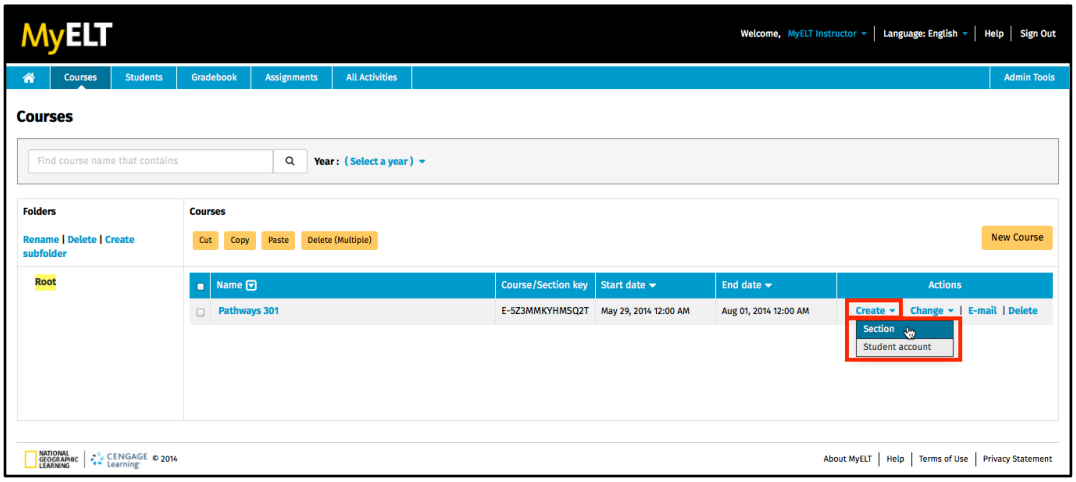
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Courses.**



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



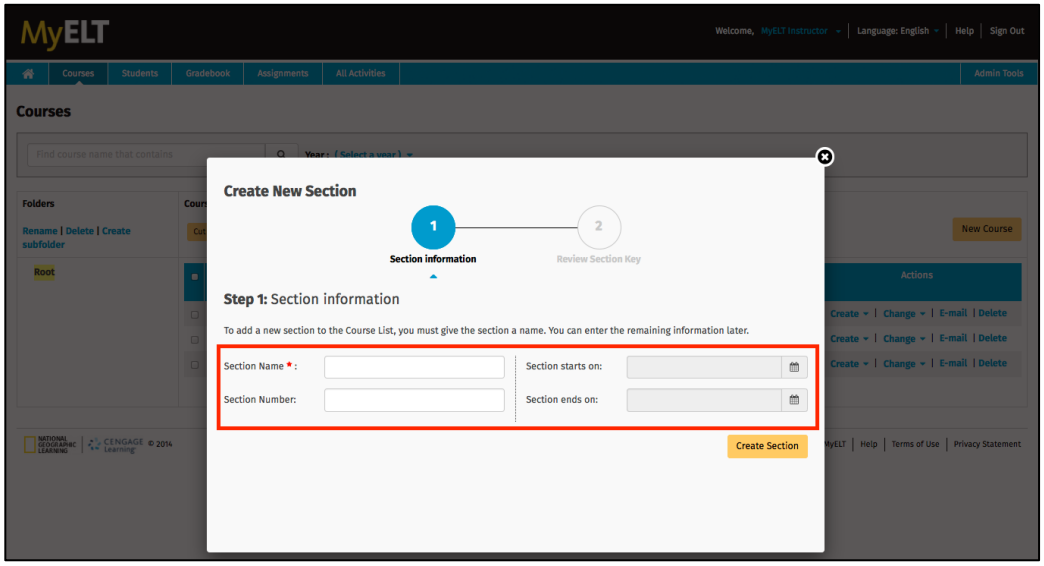
4. Enter the section information.

   a. **Section Name**: (Required) The name of the section as it should appear to students.

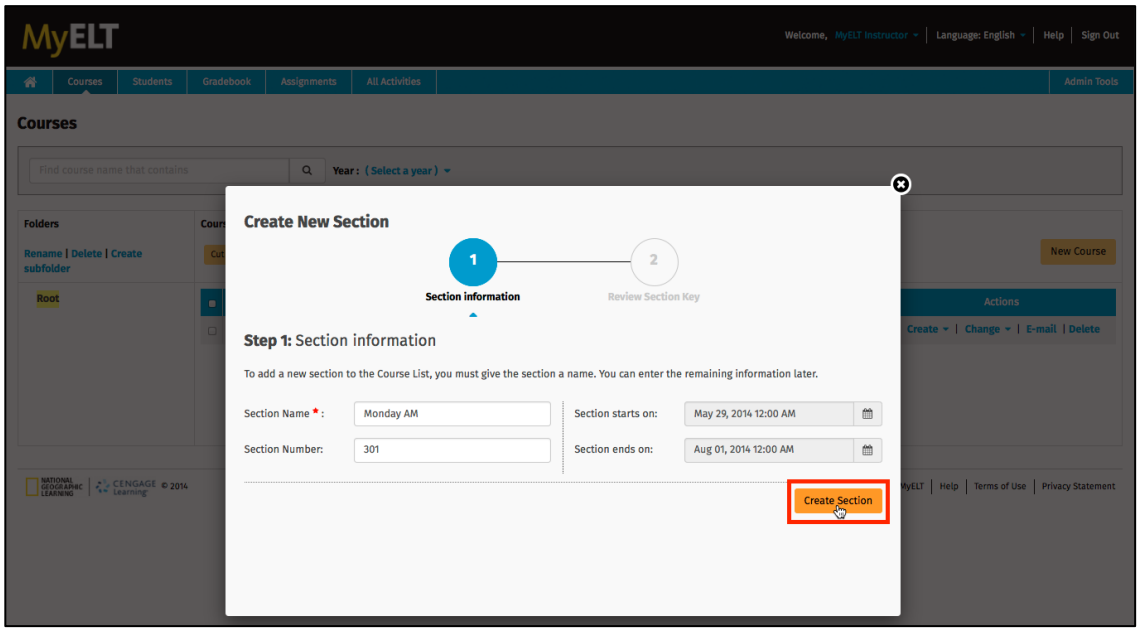
   b. **Section Number**: (Optional) Any additional identifying information for the section, such as which days it meets or a number.

   c. **Section Starts On**: (Optional) If you enter a future date, the section will not appear to students until then even if they are already enrolled in it.

   d. **Section Ends On**: (Optional) The section will no longer appear to students after this date.

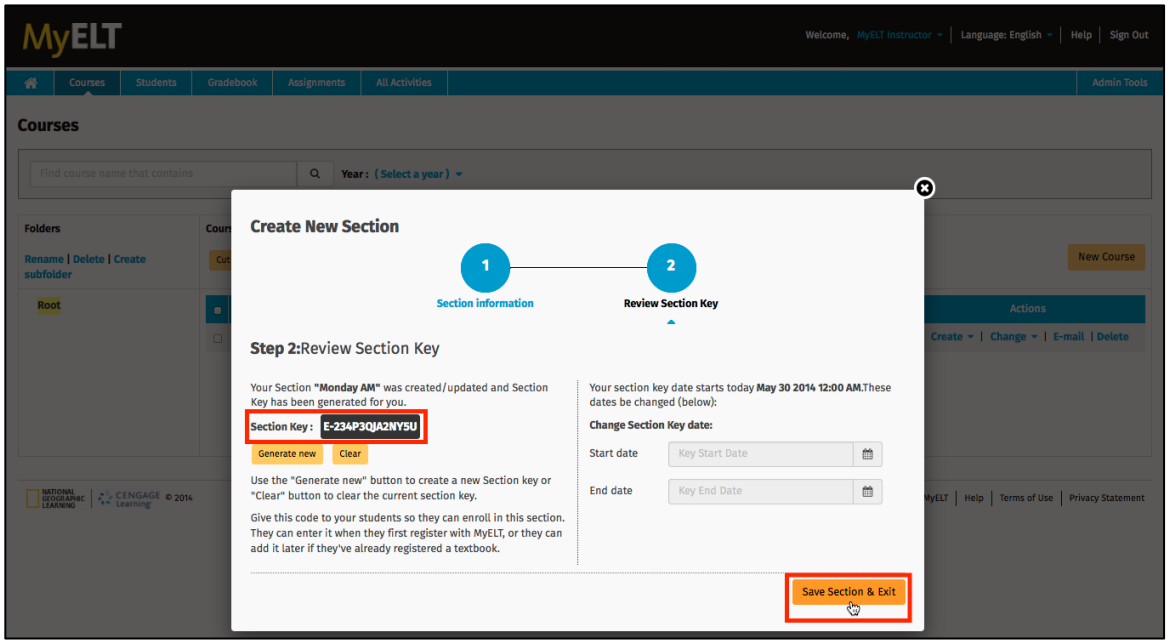


5. Click **Create Section**.



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**.

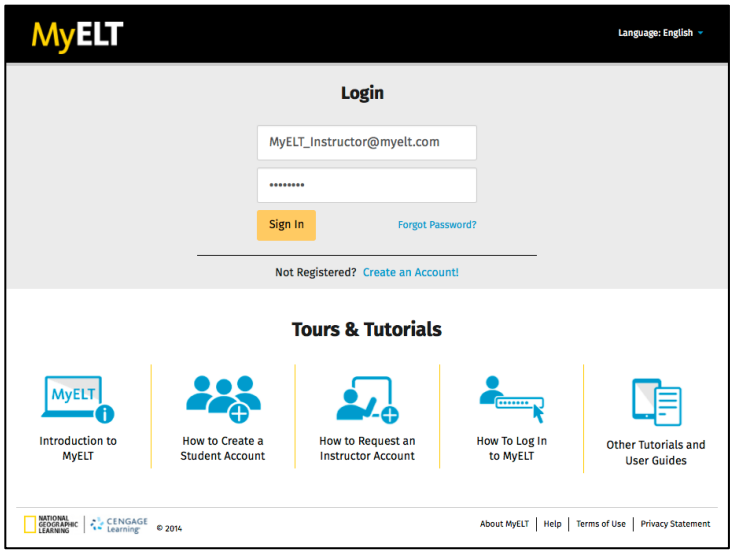
   ***Note**: The Course Key also appears on the **Courses** tab in MyELT.*



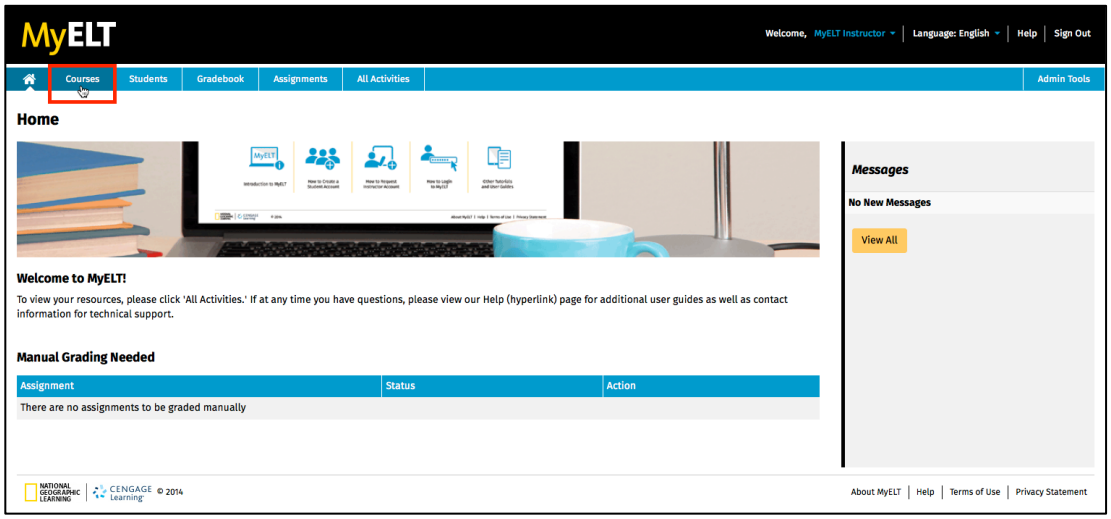
HOW DO I COPY A COURSE?

If you are planning to teach a course that you have already set up again or you want to share it with other instructors, you can copy the course. Doing so will copy the entire course, including any assignments you created. If the course has sections, they will also be copied.

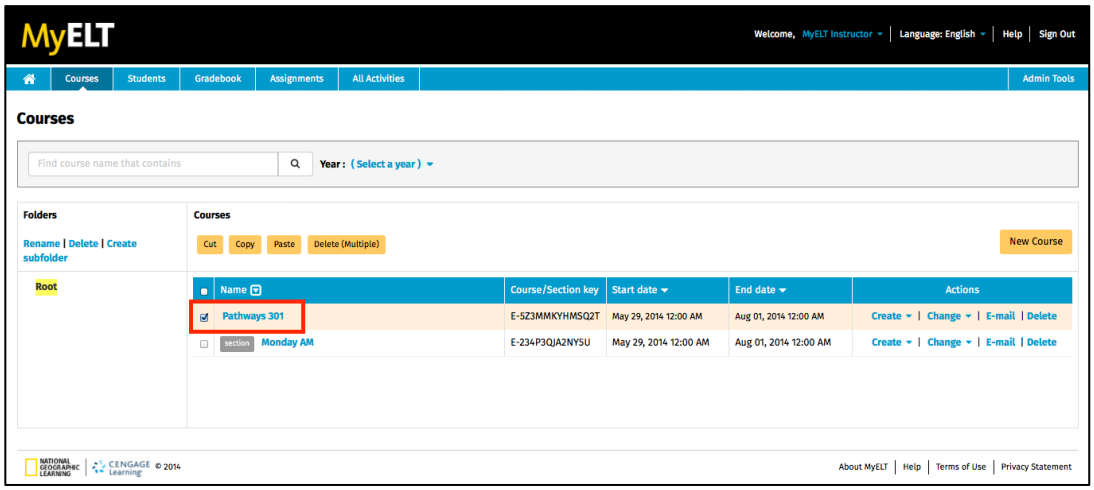
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



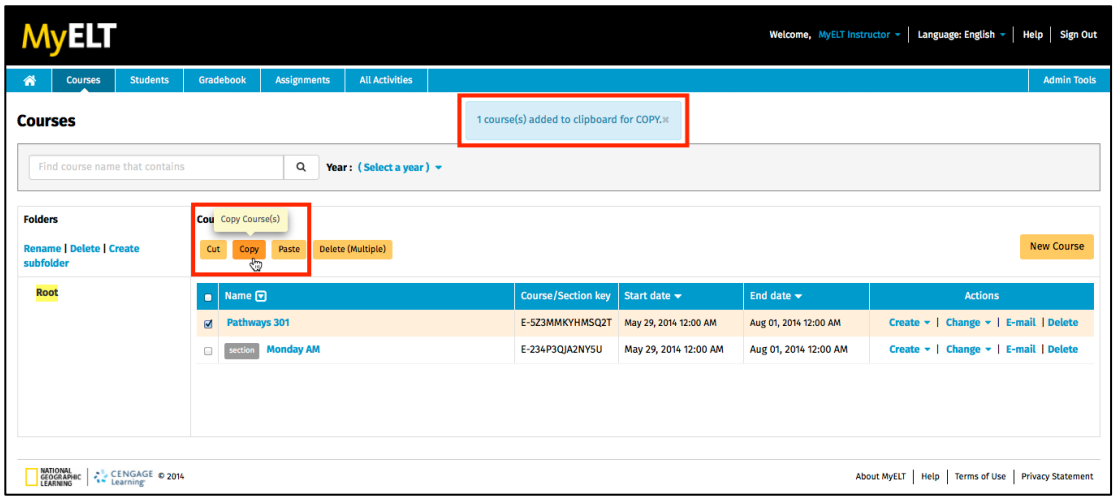
2. Click **Courses**.



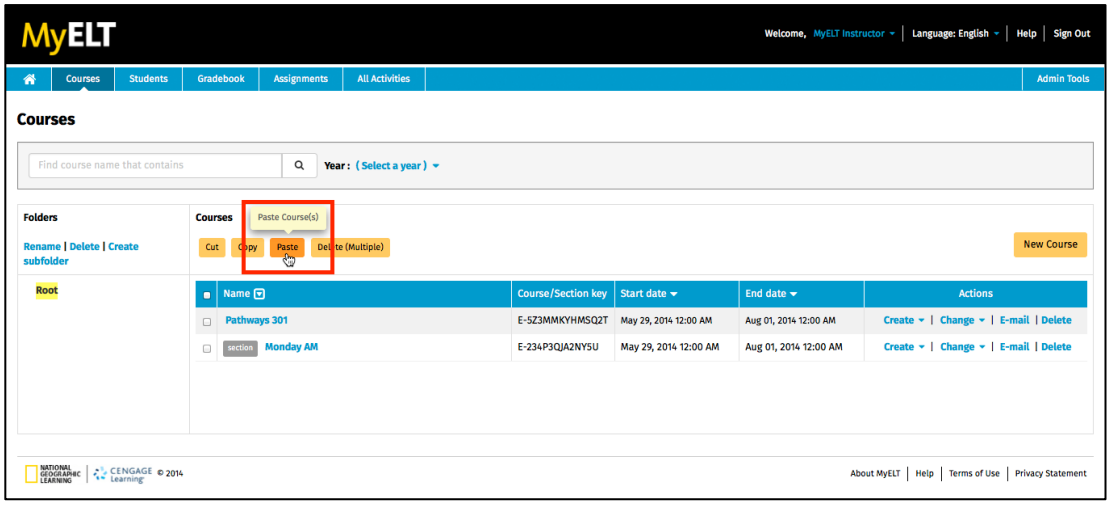
3. Click the box to the left of the course you want to copy.



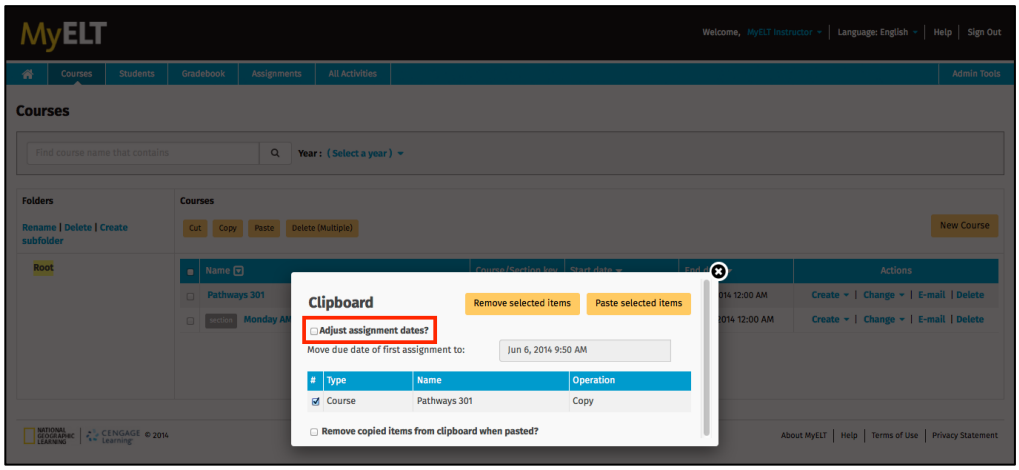
4. Click **Copy**. A confirmation message appears at the top of the page.



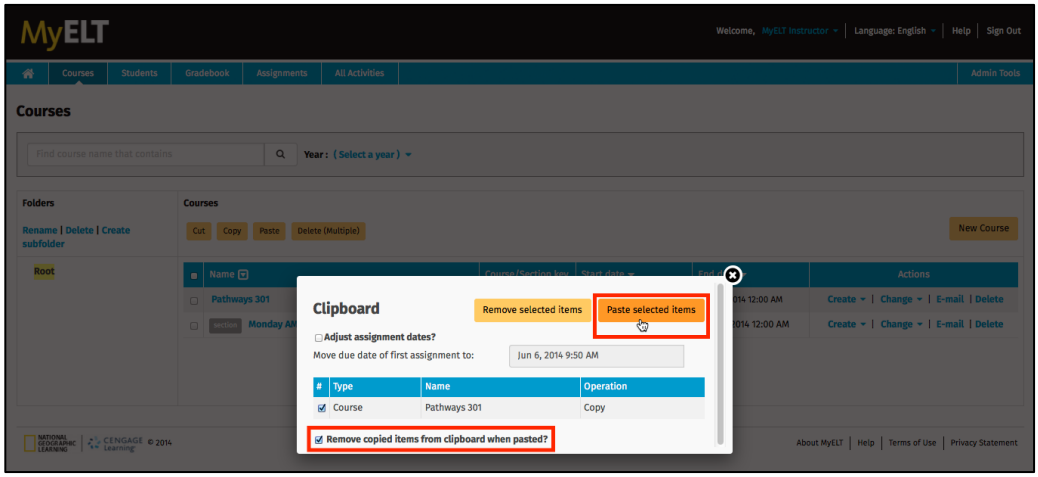
5. Click **Paste**.



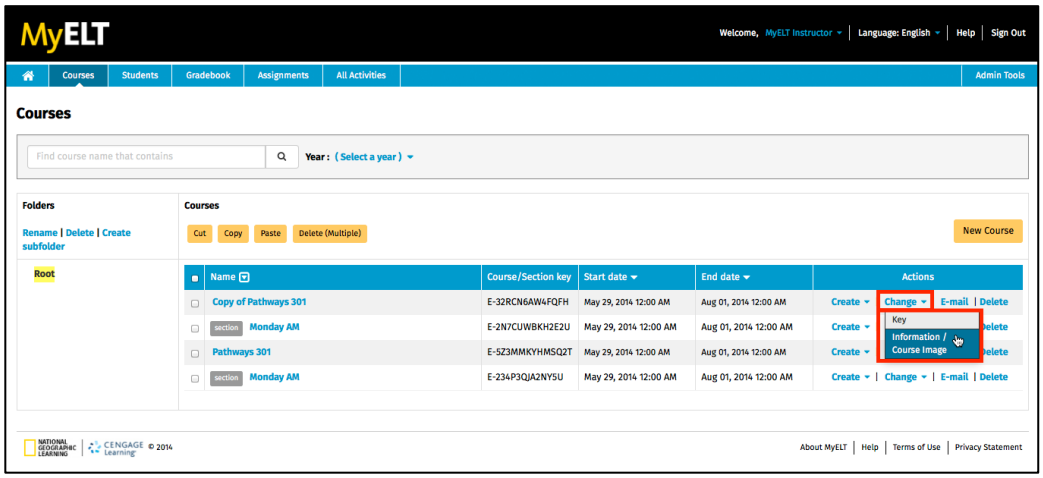
6. Click **Adjust assignment dates?** if you want to be able to change the start dates of the assignments.



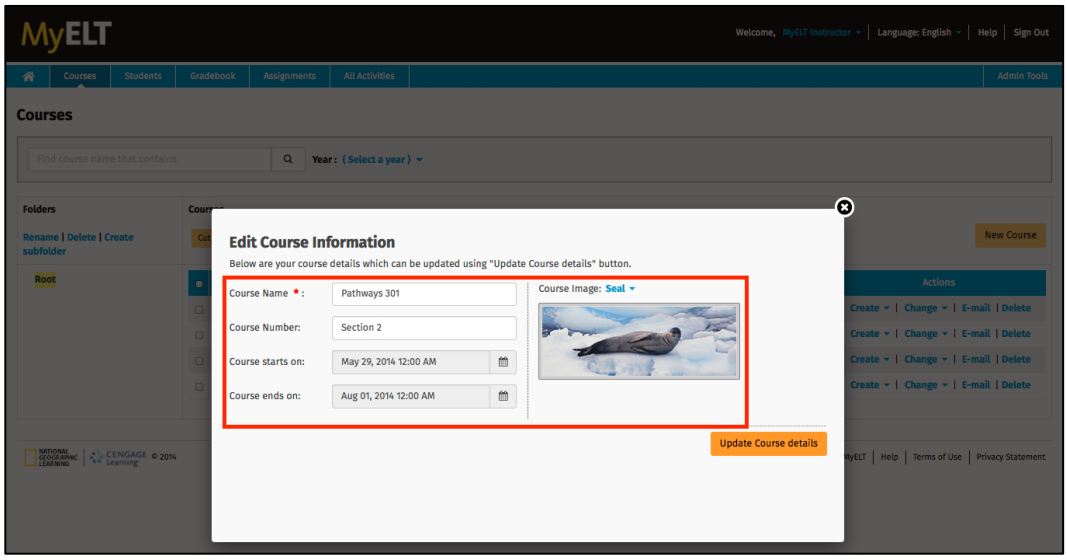
7. Click **Paste Selected Items** if you want to create multiple copies of the course and then repeat steps 3 through 7. If you want to create only a single copy or are done creating multiple copies, click **Remove items from clipboard when pasted?**



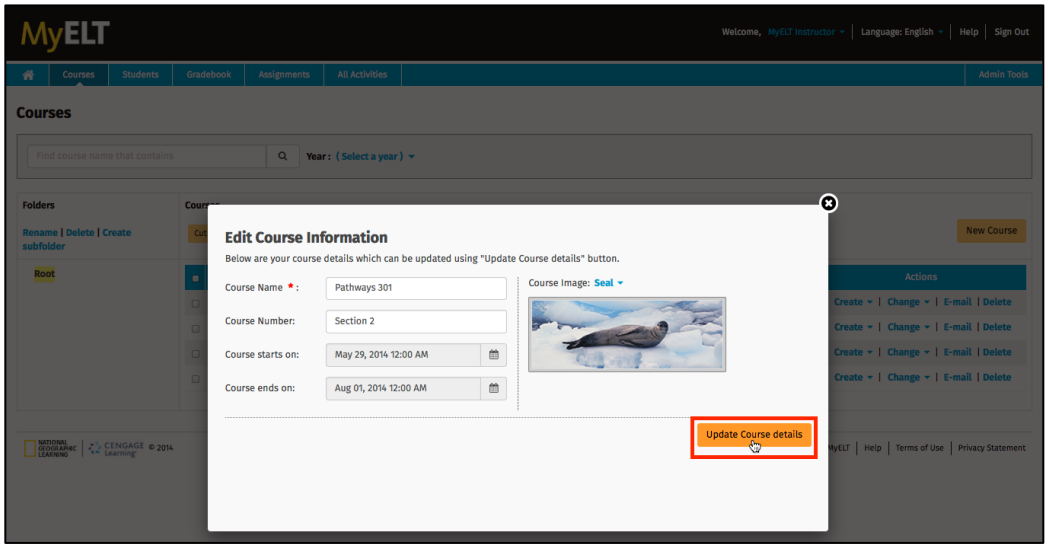
8. The new course appears in your courses list as **Copy Of (*course name*)**. In the **Actions** column on the far right, click **Change** and then click **Information/Course Image**.



9. Enter a name for the course copy (required), the course number (if any), and the start and end dates. You can also assign an image to display instead of the one for the original course.



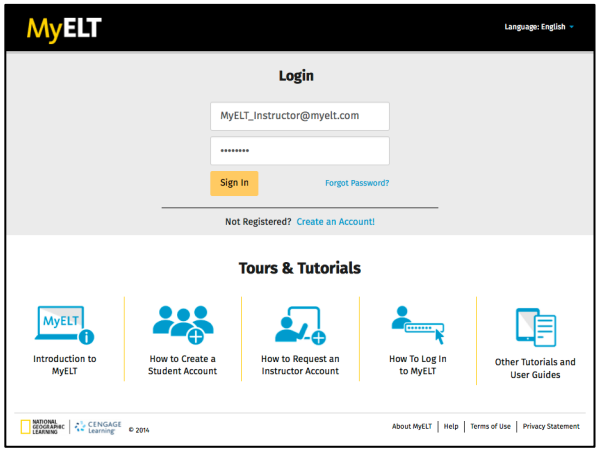
10. Click **Update Course details**.



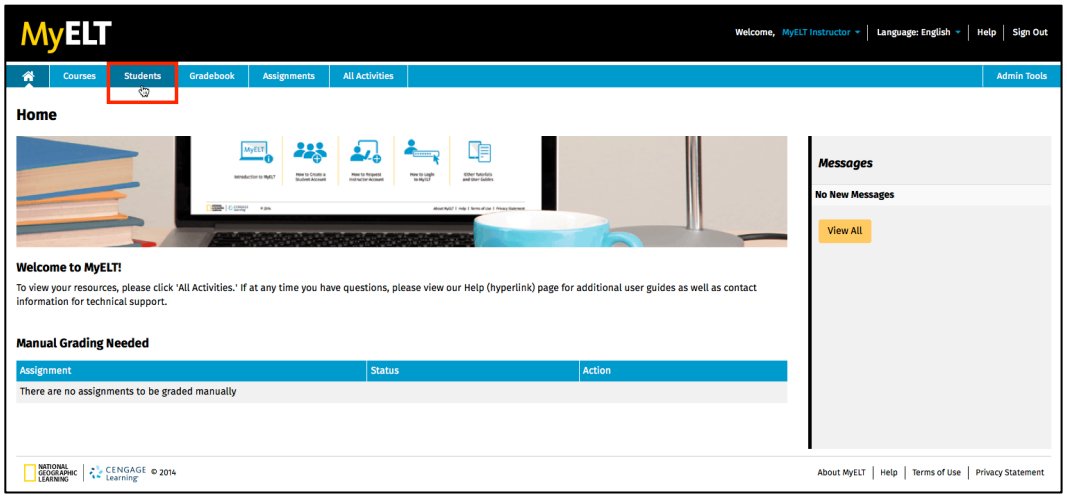
HOW DO I ENROLL STUDENTS IN MY COURSE?

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

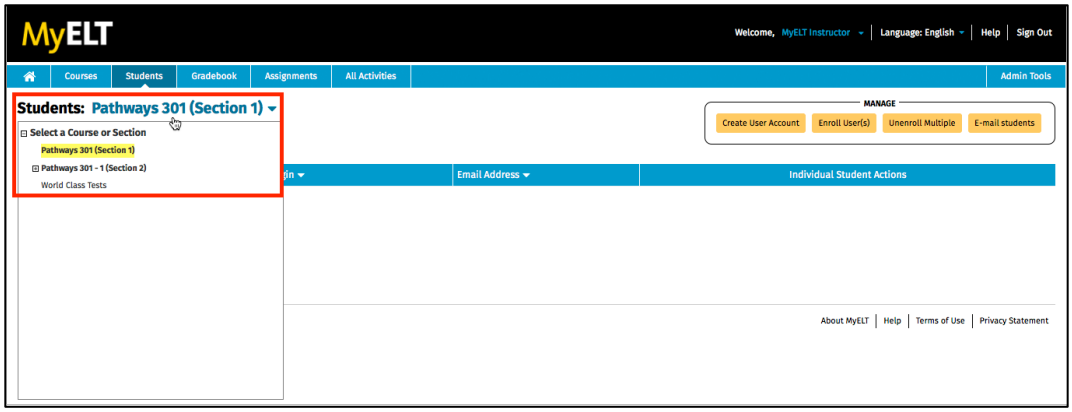
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



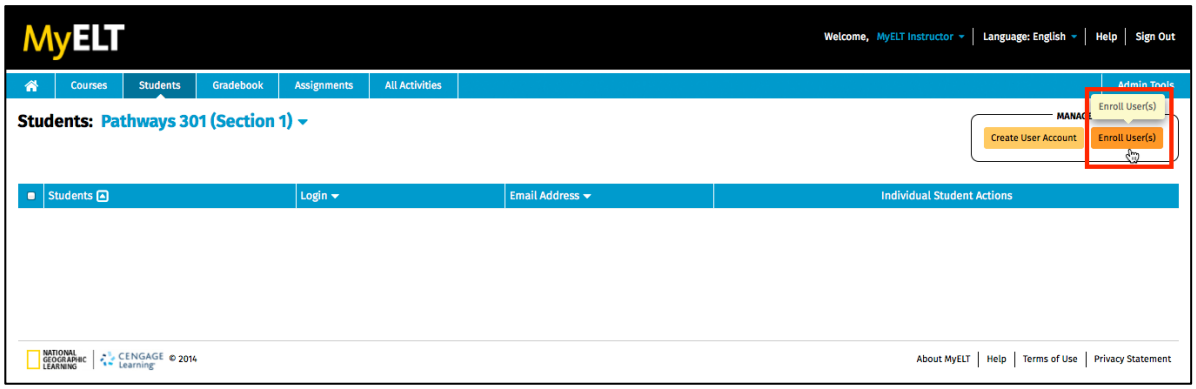
2. Click **Students**.



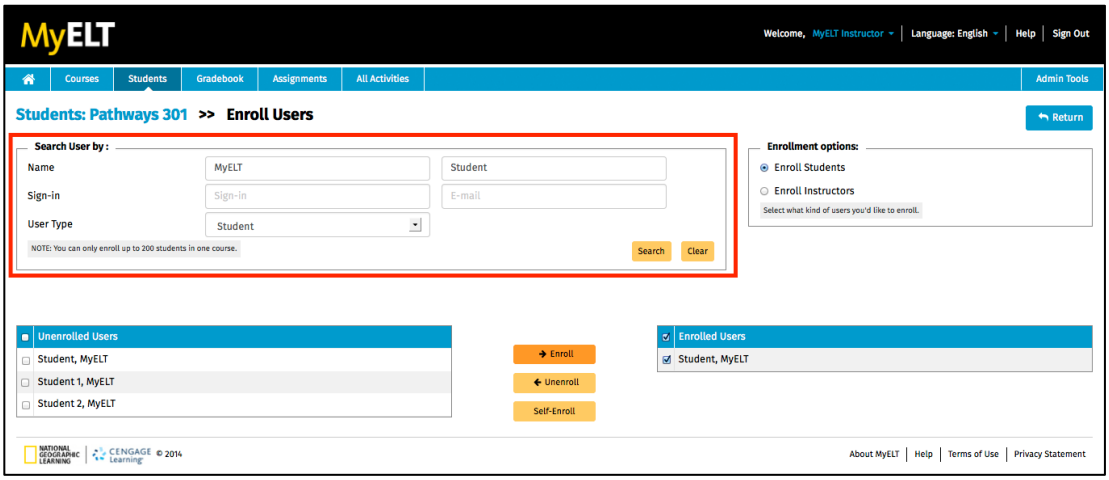
3. Make sure the title of the course that you want to enroll students in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



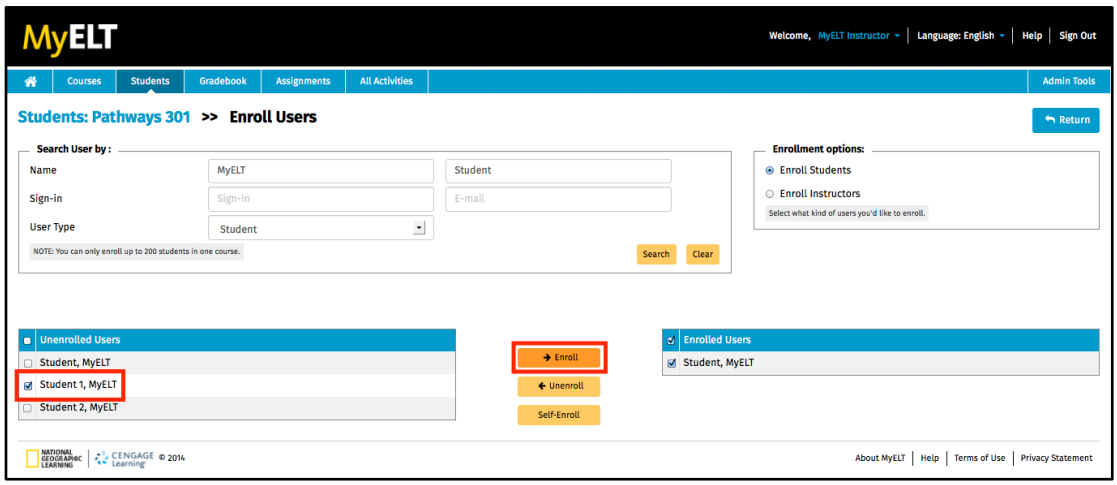
4. Click **Enroll User(s)**.



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**.



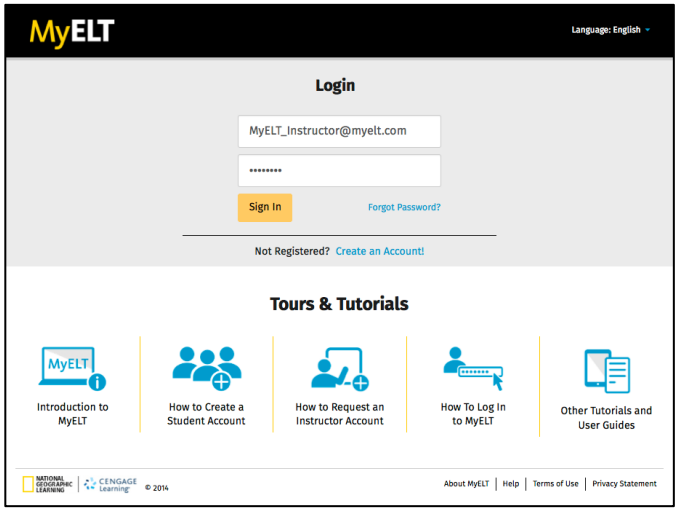
    - To enroll a student whose name you already see in the list on the left, click the box to the left of his or her name and then click **Enroll**. The student's name moves from the left column to the right column.



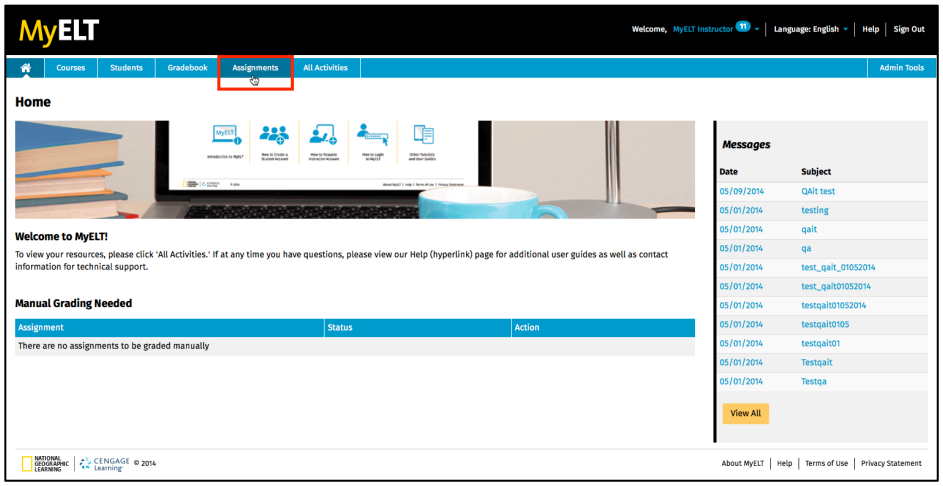
CREATING ASSIGNMENTS

HOW DO I CREATE AN ASSIGNMENT?

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

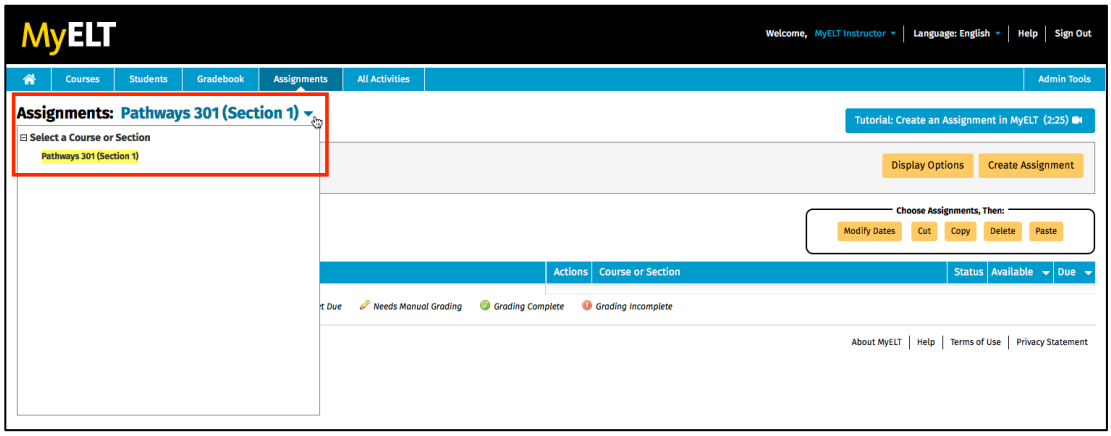


2. Click **Assignments**.

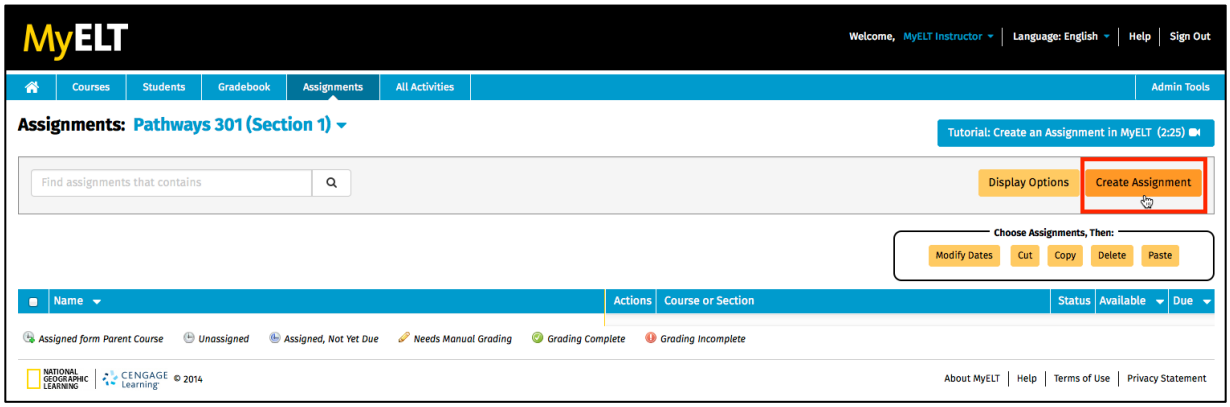


3. Make sure the title of the course that you want to add the assignment to appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

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

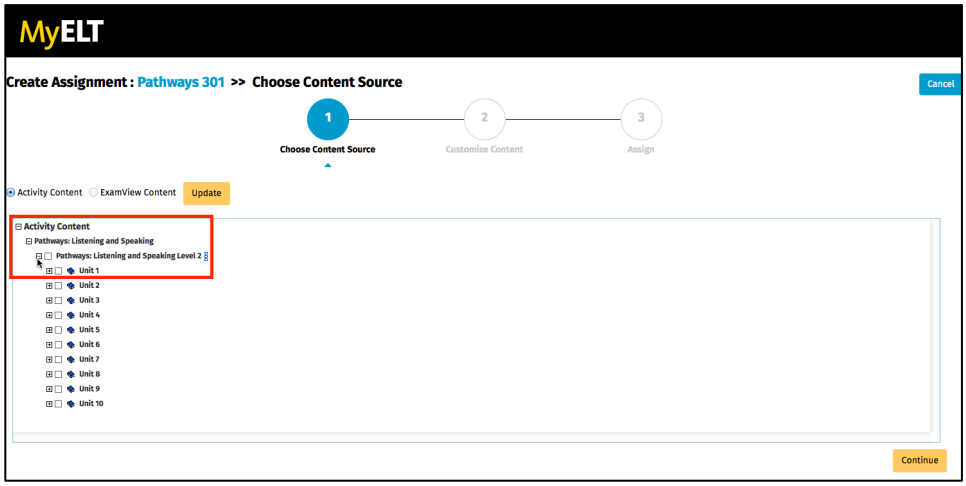


4. Click **Create Assignment**.



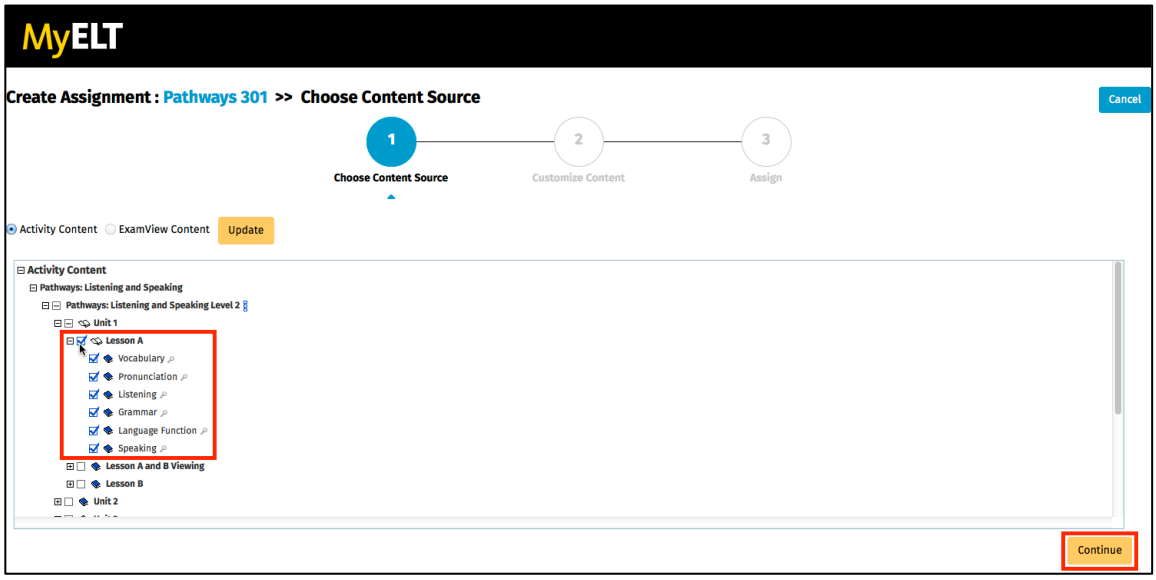
5. Click the plus sign ⊞ to the left of the book with the content you want to assign to see its Table of Contents.

   ***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.*

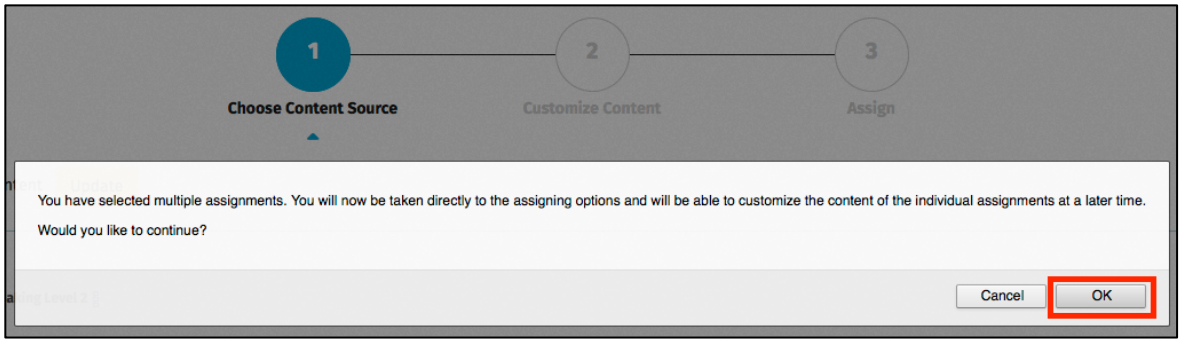


6. Click the box to the left of one or more units and/or activities you want to assign. If necessary, click the plus sign ⊞ to the left of an item as many times as necessary until you see the material you want to assign.

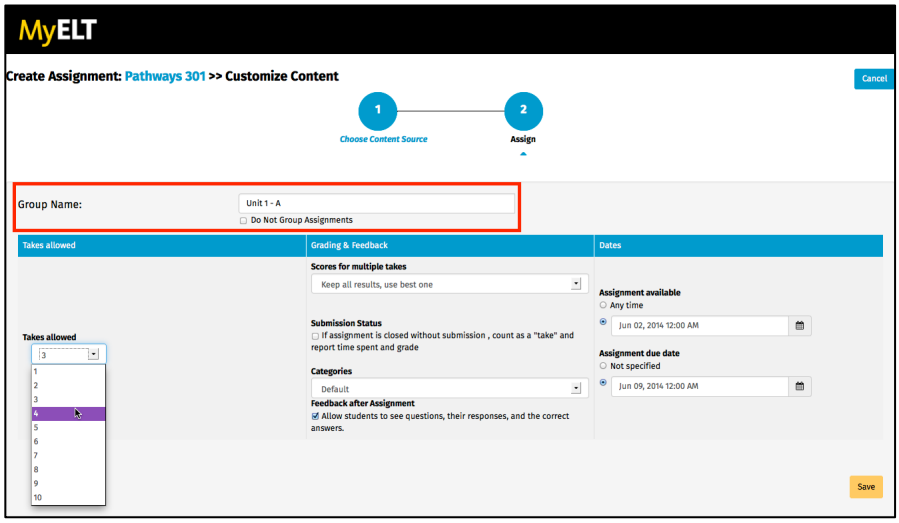
7. Click **Continue**.



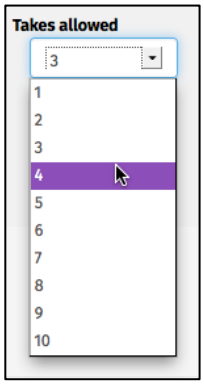
8. If you have selected multiple assignments, click **OK** when the confirmation message appears**.**



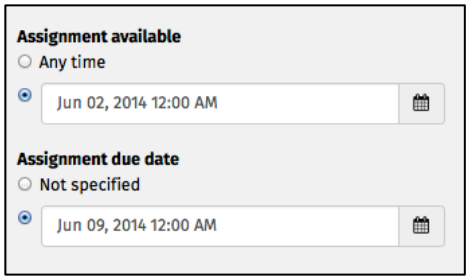
9. Enter a name for the collection or “group” of units and activities you have created.



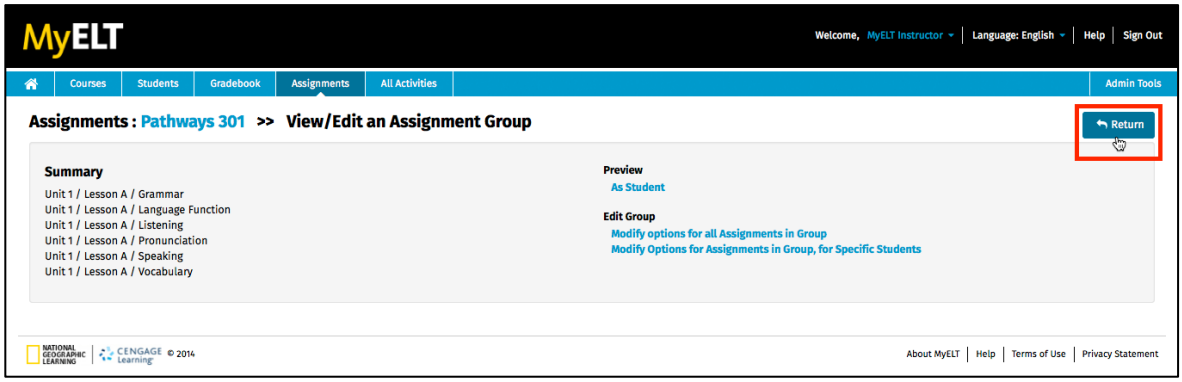
10. Select **Do Not Group Assignments** if you want to display each unit or activity as a separate assignment instead of as a group to your students.
11. Click the **Takes allowed** arrow and select the number of times you want to let students try the assignment(s).



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



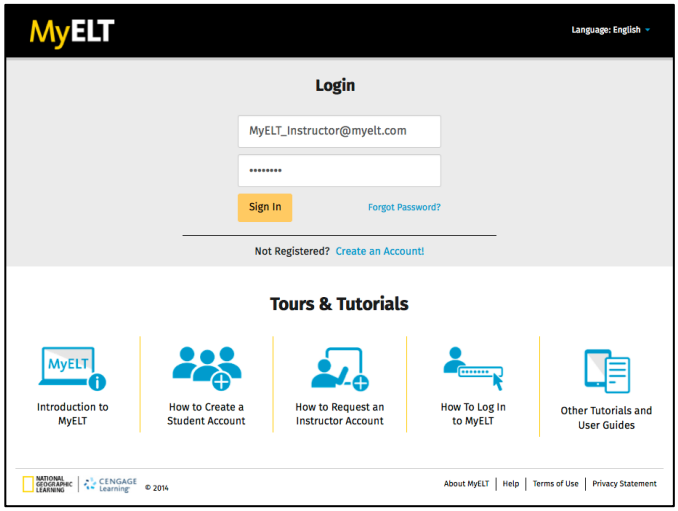
13. When you are done, click **Save**.
14. Review the summary of the assignment(s) you created. When you are done, click **Return** to go back to your main Assignments page.



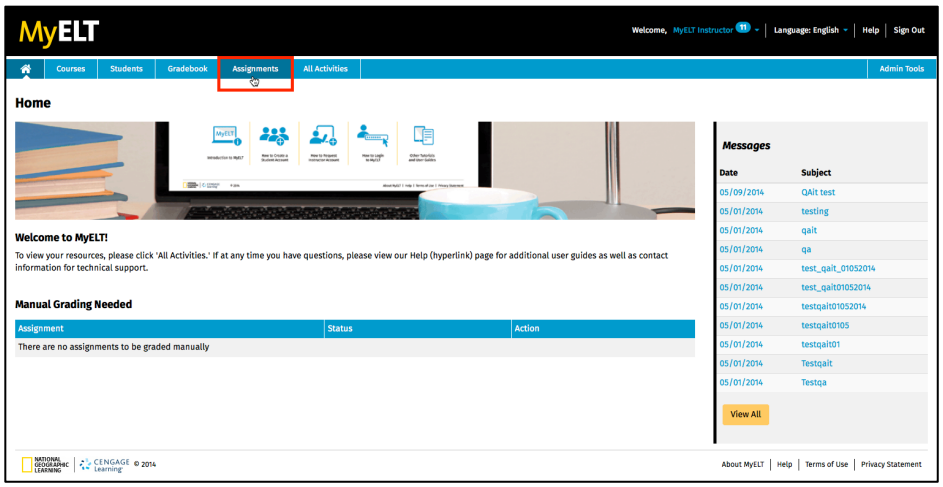
HOW DO I CREATE AN EXAMVIEW TEST?

ExamView is an additional online resource that lets you to add tests to your course. ExamView is available only for *Grammar in Context, World English,* and *World Link* programs.

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

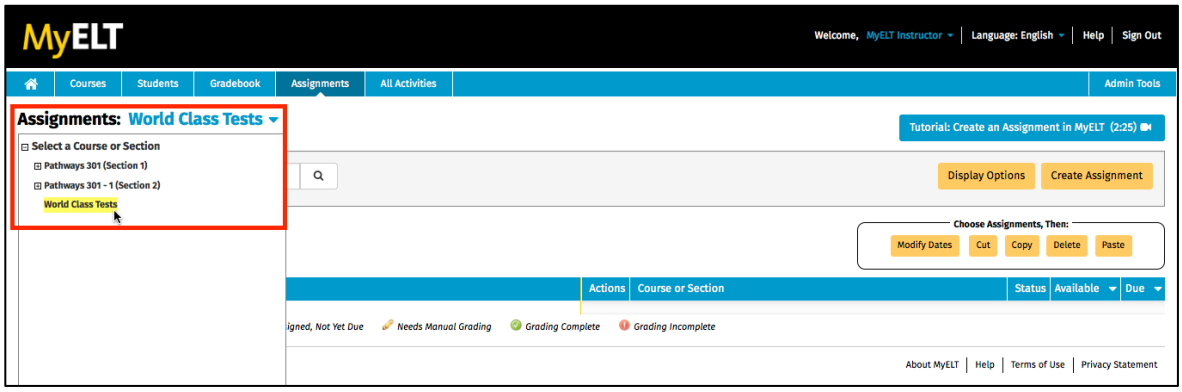


2. Click **Assignments**.

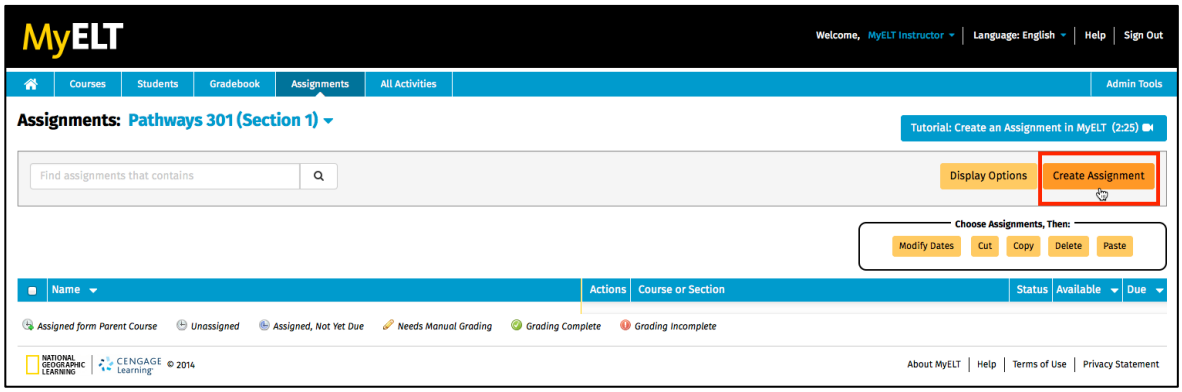


3. Make sure the title of the course that you want to add a test to appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

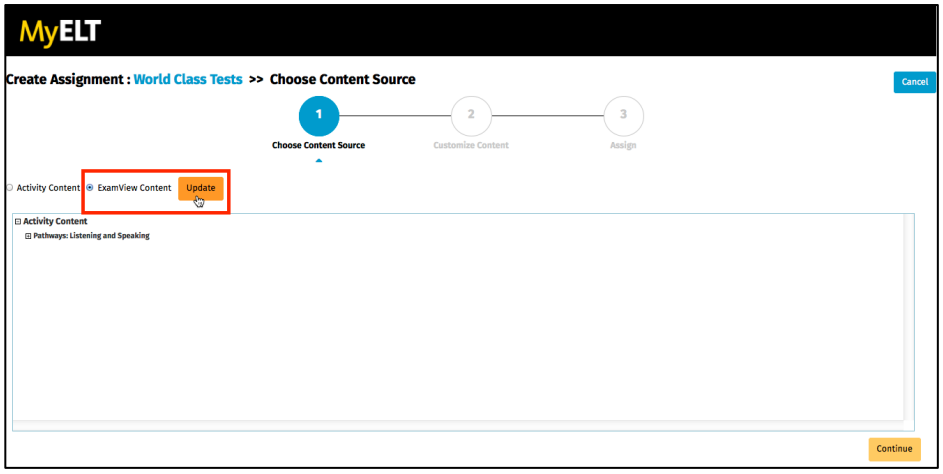
   ***Note**: You must create a course before you can add a test to it.*



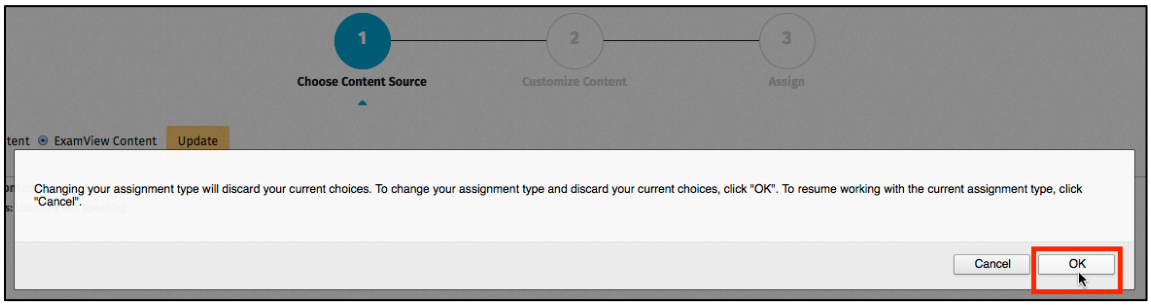
4. Click **Create Assignment**.



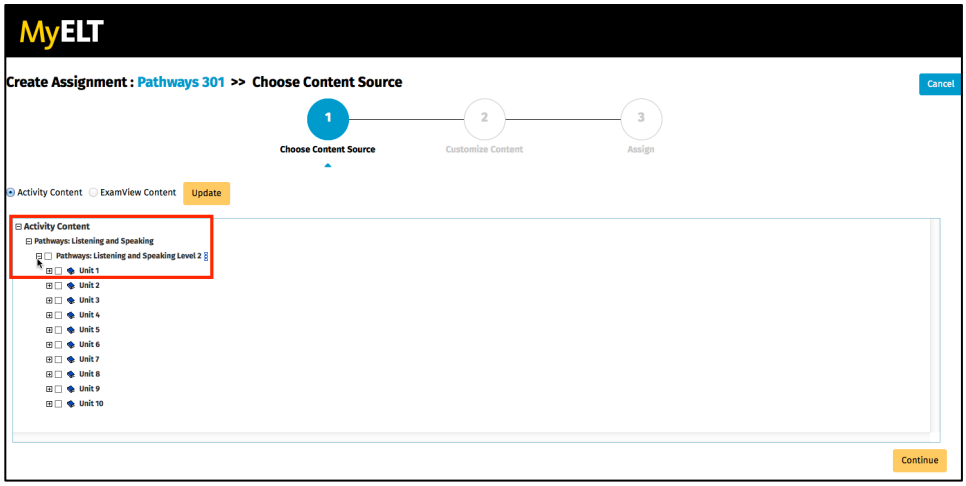
5. Select **ExamView Content** and click **Update**.



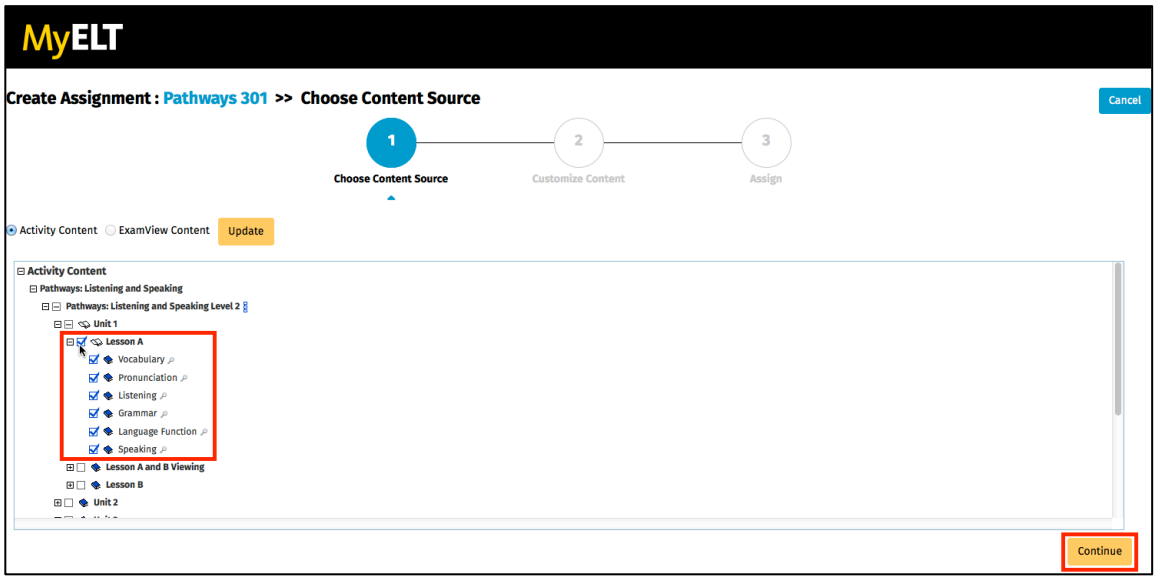
6. Click **OK** when the warning message appears.



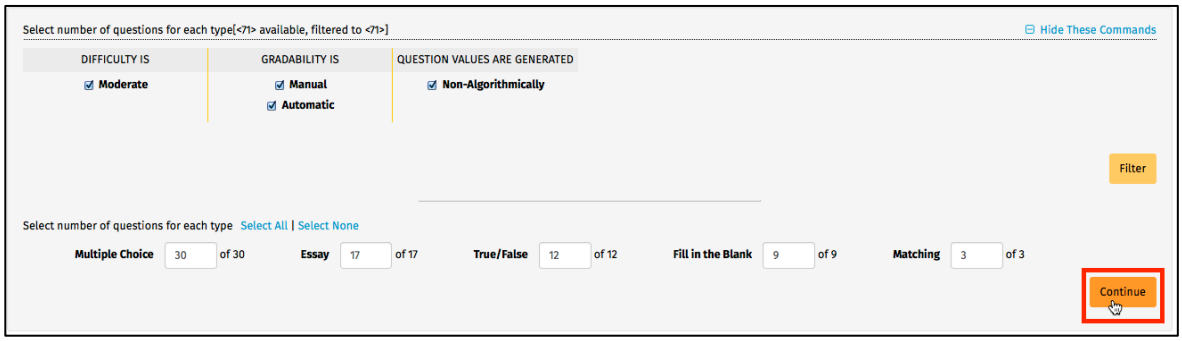
7. Click the plus sign ⊞ to the left of the content to access its test banks.



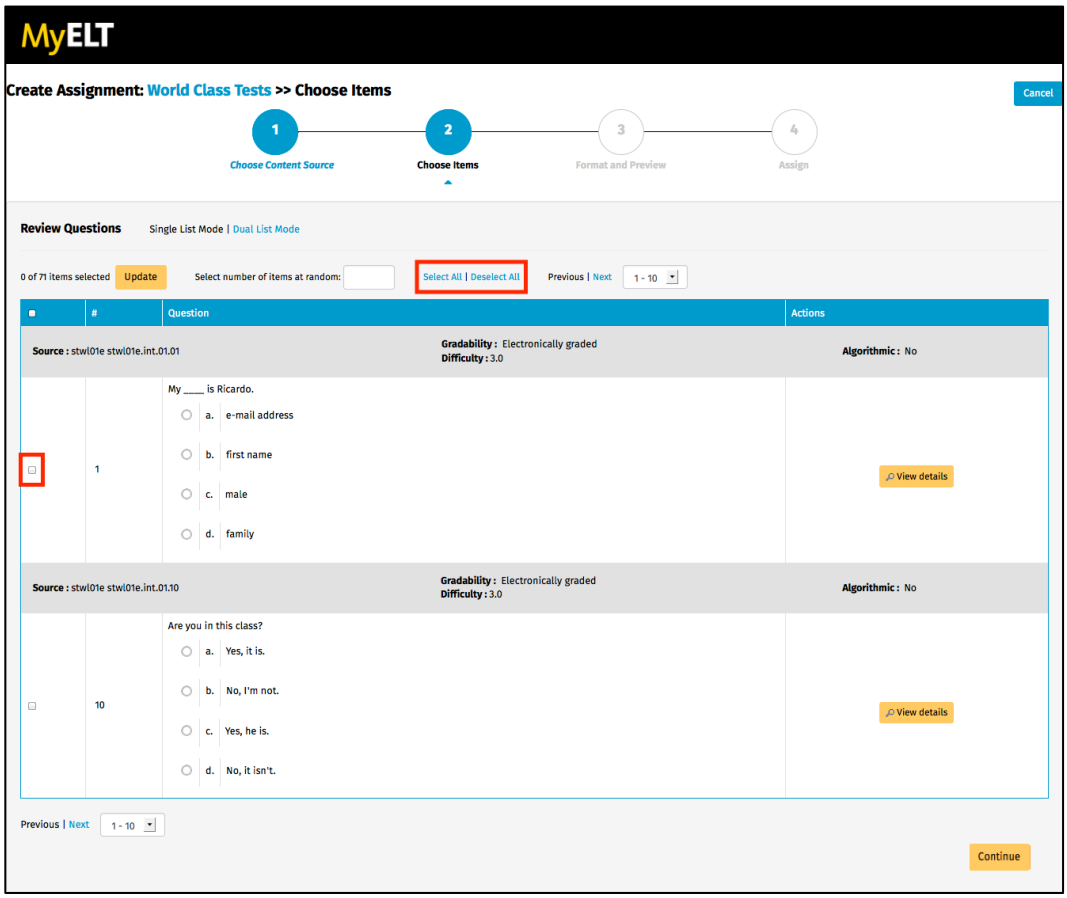
8. Click the box to the left of one or more test banks you want to set up and then click **Continue**.



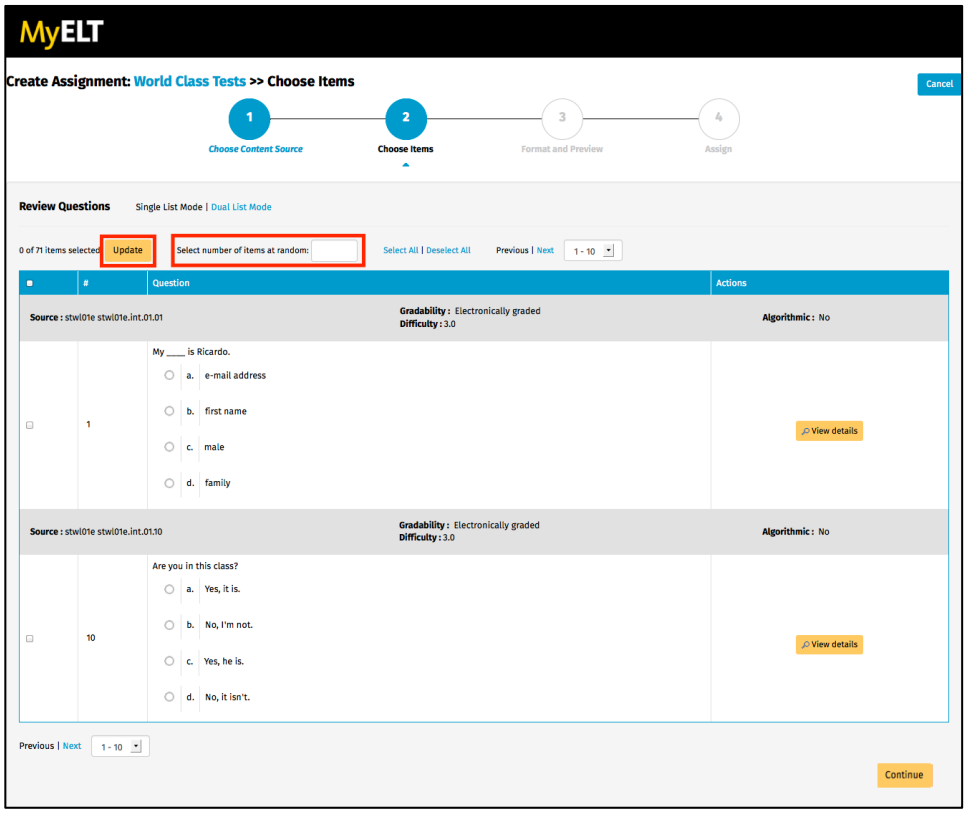
9. Specify the difficulty level of the questions to appear on the test, how you want to grade the questions, and the type of questions to include.



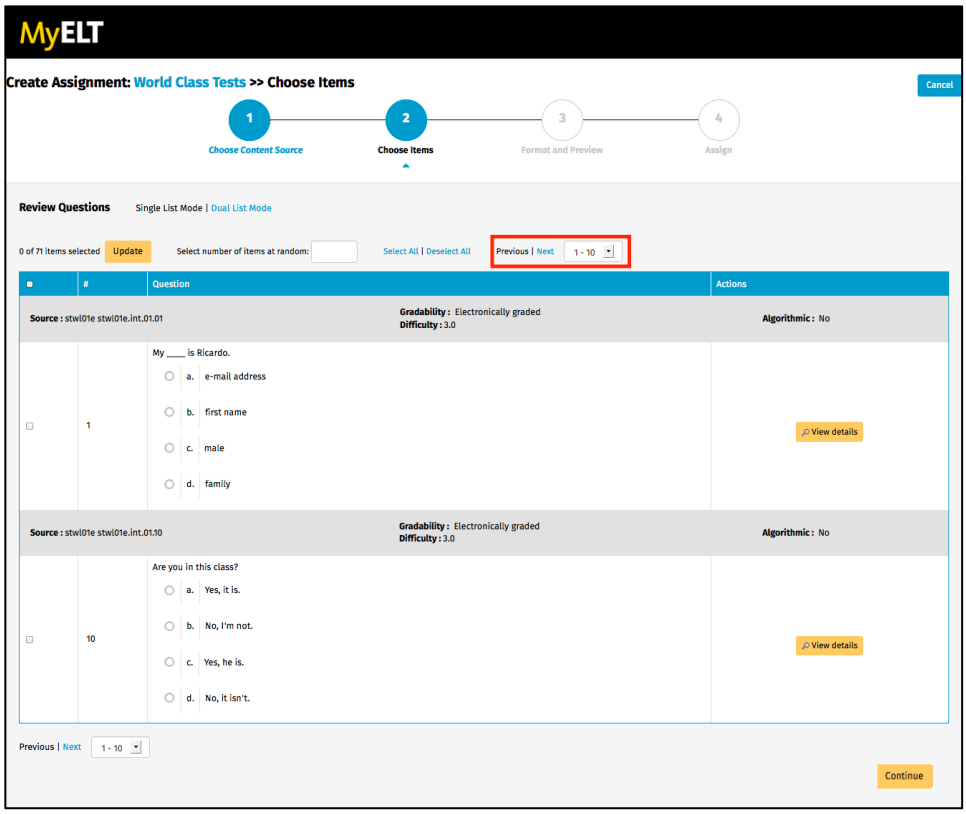
10. Click the box to the left of each question to include in the test. If you want to include all the questions, click **Select All**.



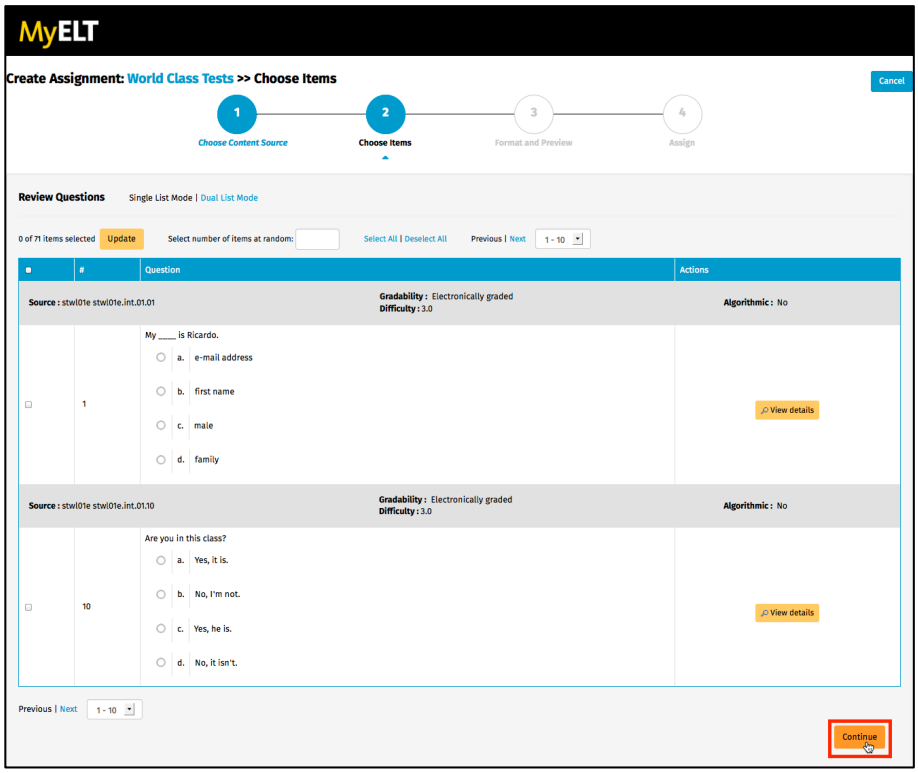
11. To randomize the questions, enter a number in the **Select number of questions at random** box and click **Update**.



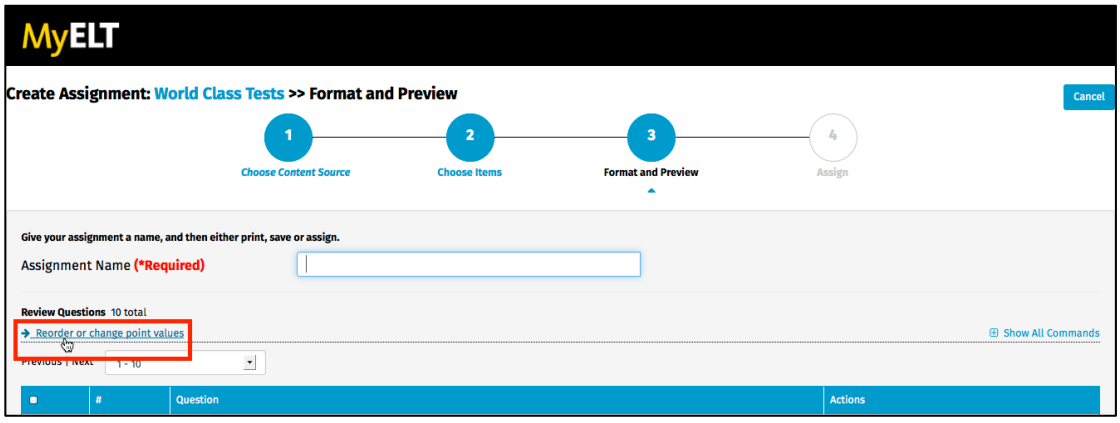
12. Click **Previous** or **Next**, or select a number to view other questions.

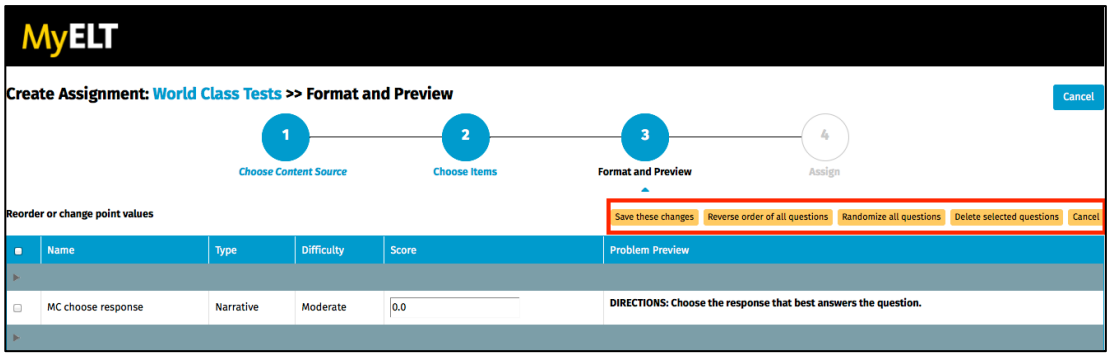


13. When you are done, click **Continue**.

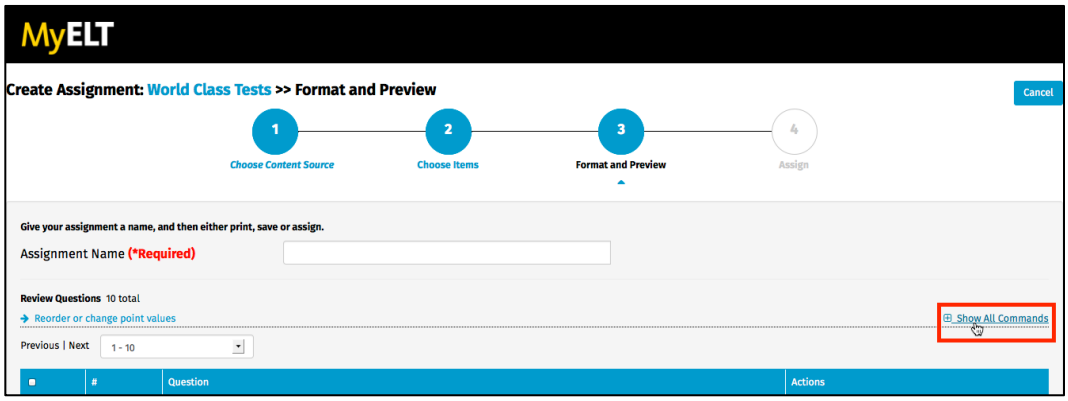


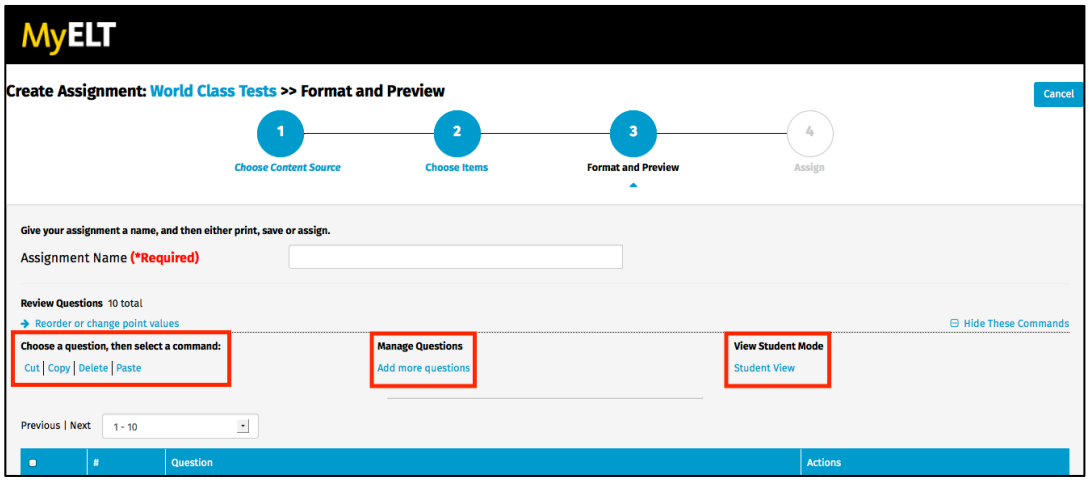
14. Click **Reorder or change point values** to put the questions in a different order or to assign a different point value to each question. When you are done, click **Save these changes**.



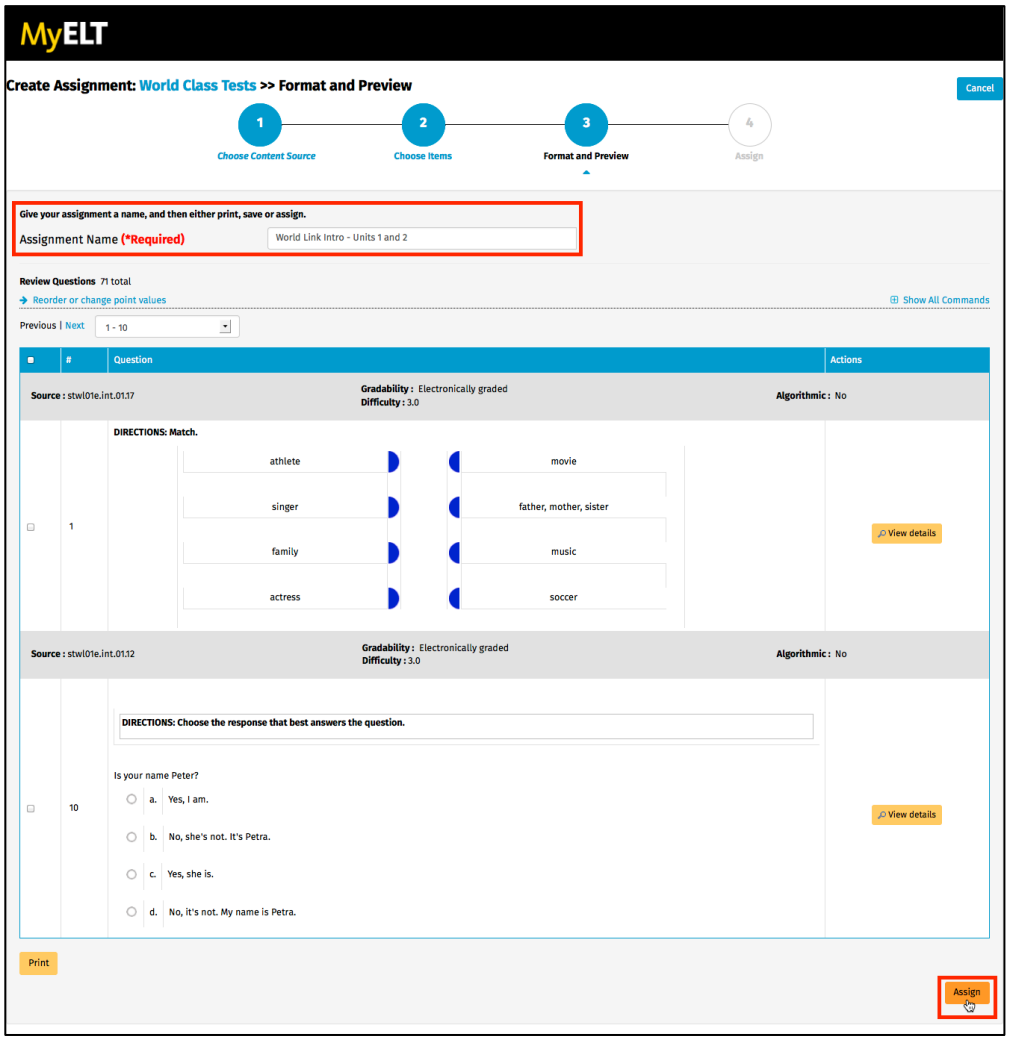


15. Click **Show all commands** to cut, copy, delete, or paste questions; add more questions to the test; or view the questions as they will appear to students.

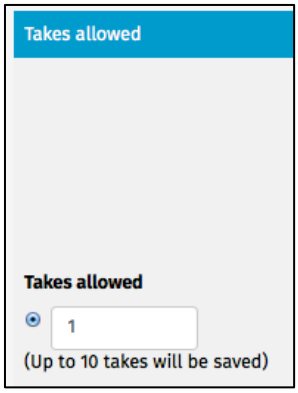




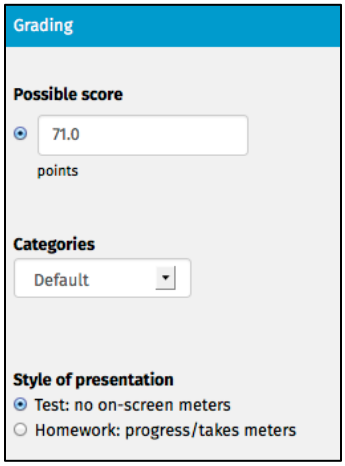
16. Enter a name for the test and click **Assign**.



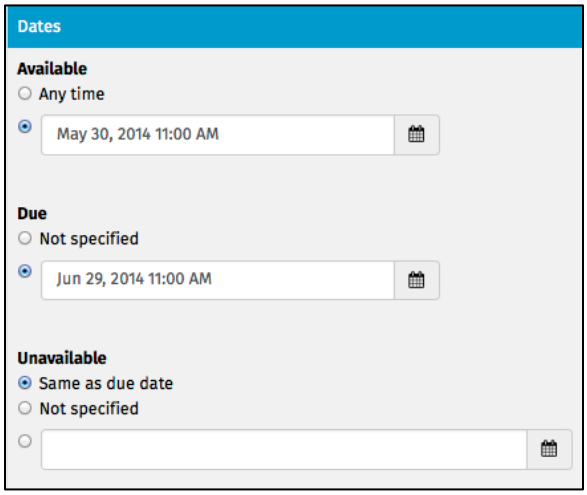
17. Enter the number of times you want to let students take the test in the **Takes allowed** box.



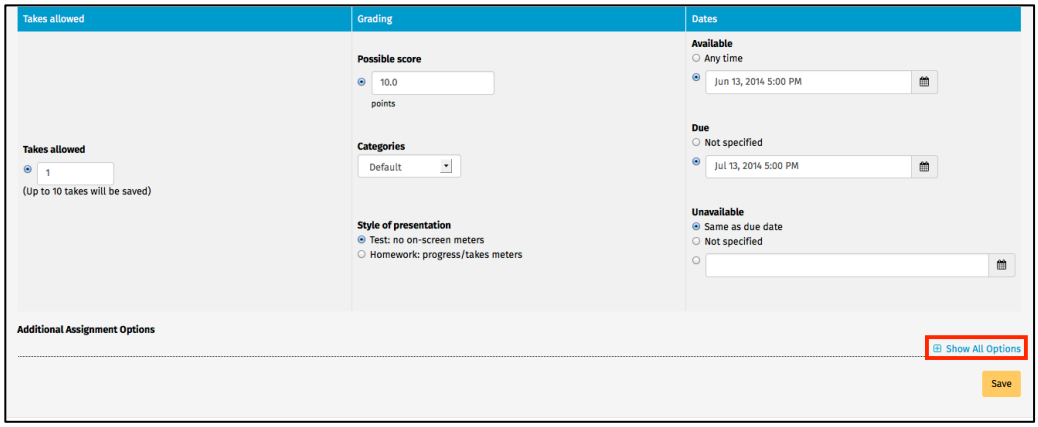
18. Enter the maximum number of points students can earn on the test.



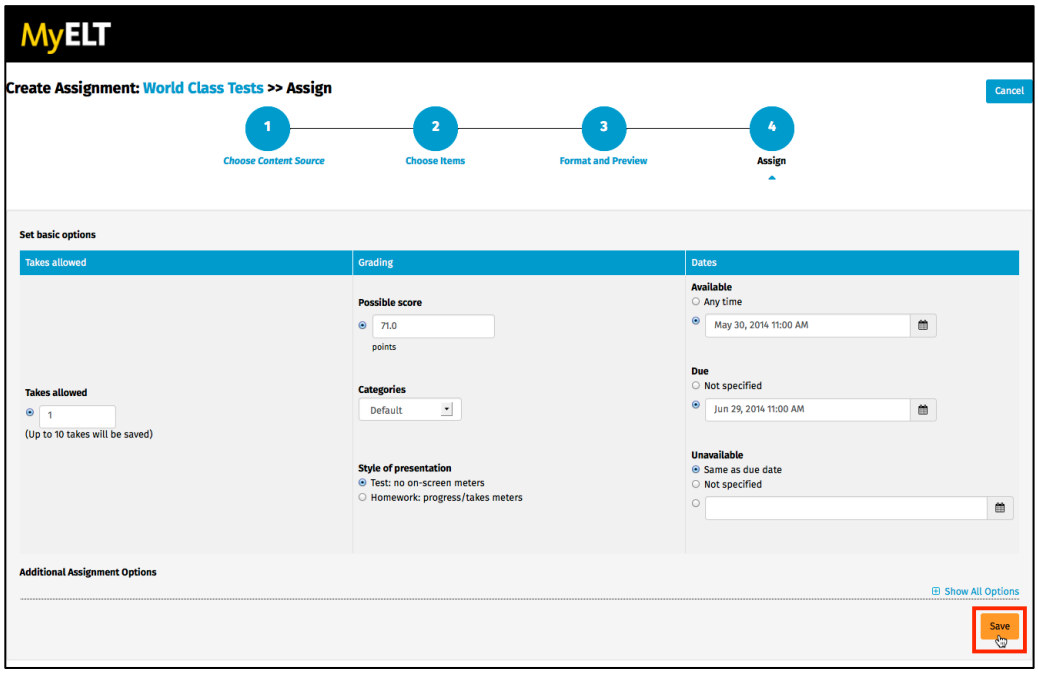
19. Indicate whether you want MyELT to display a progress meter to students as they work on the test.
20. Set the date when you want to make the test(s) available to students and when it is due.



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



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

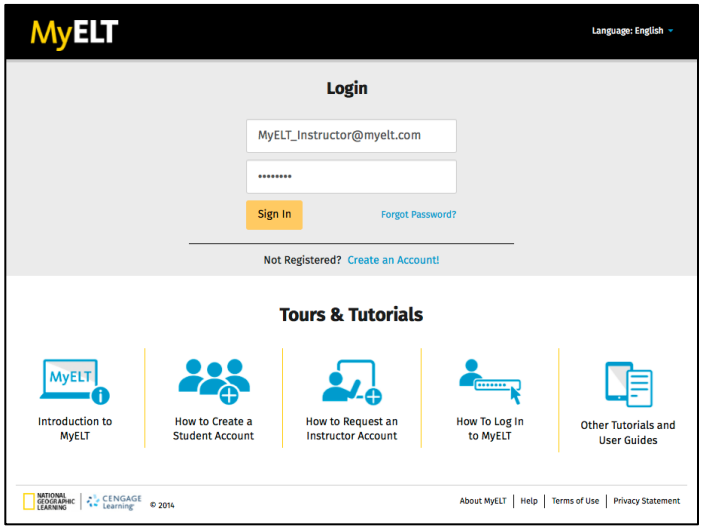


HOW DO I CHANGE ASSIGNMENT DUE DATES?

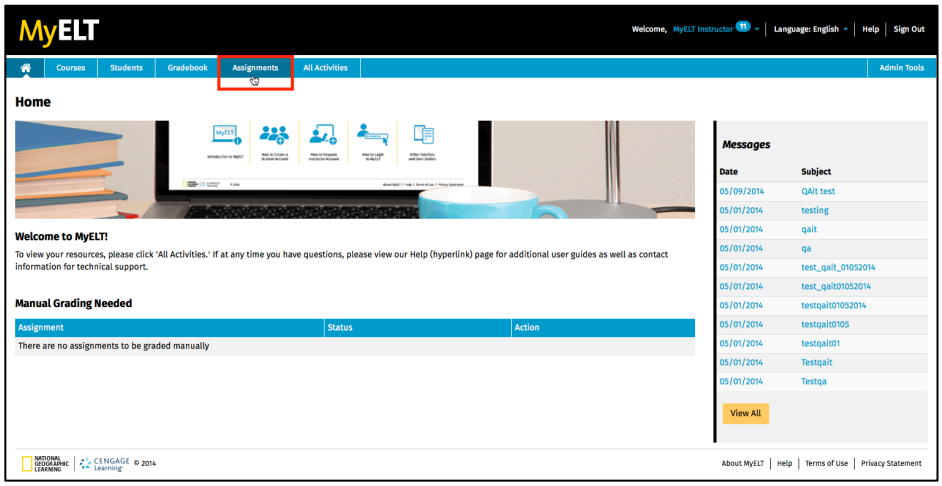
After you create an assignment, you can change its due date for all your students or for only an individual student.

CHANGE DUE DATES FOR ALL STUDENTS

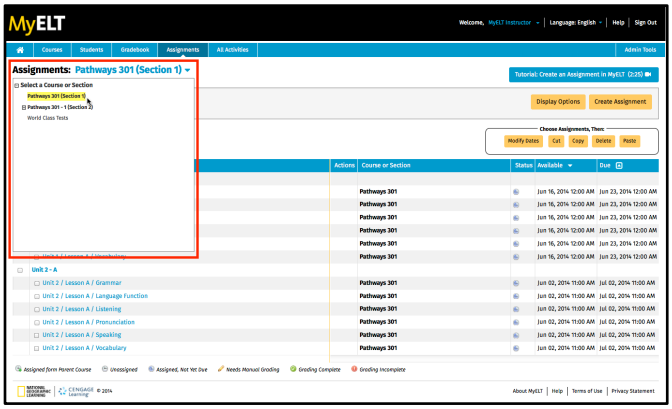
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



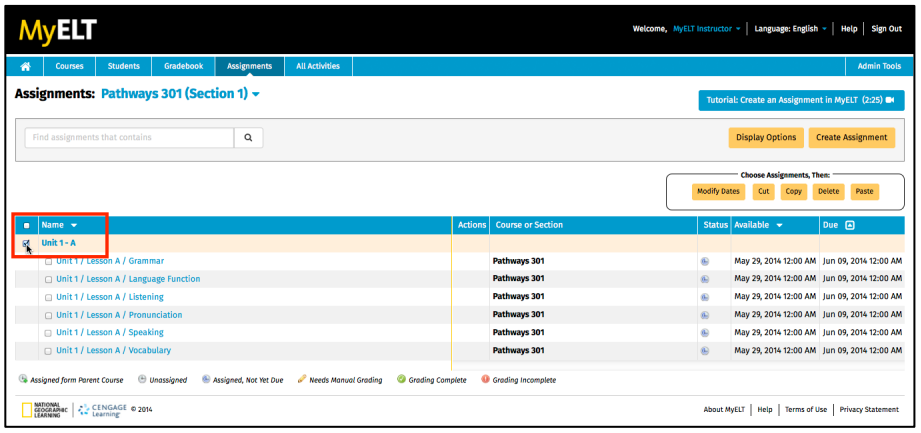
2. Click **Assignments**.



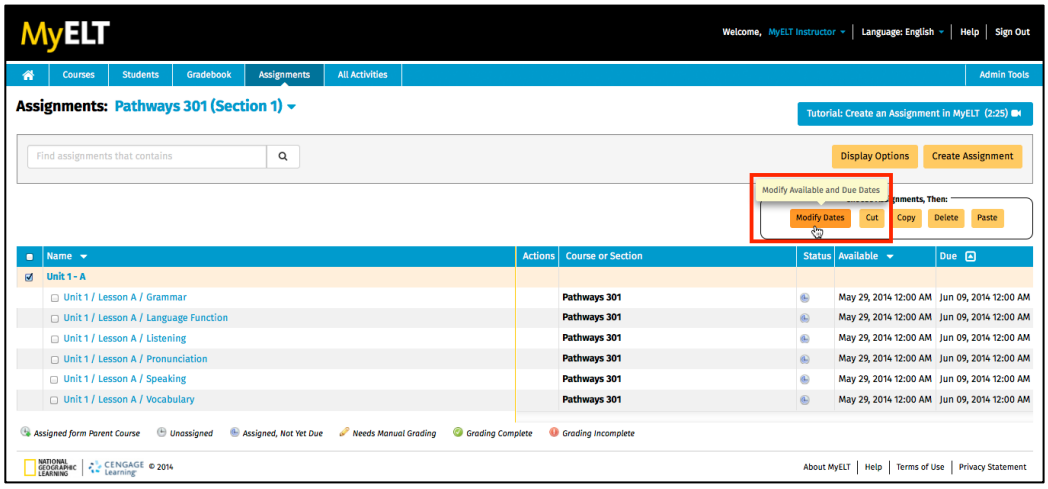
3. Make sure the title of the course with the assignment whose due date you want to change appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



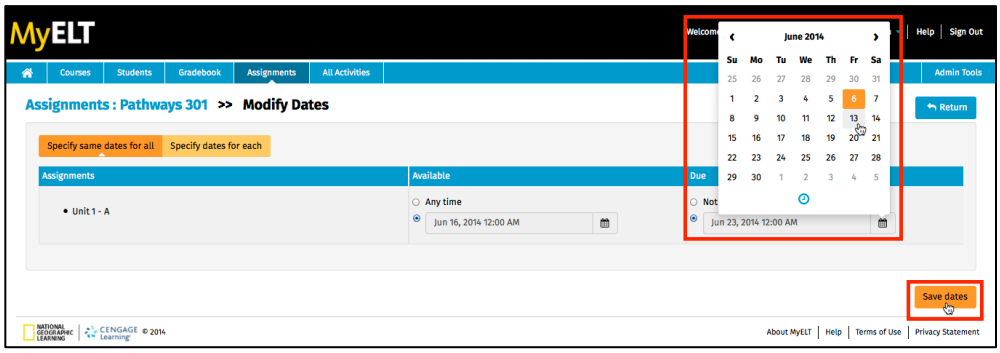
4. Click the box to the left of the group of assignments or of individual assignments for which you want to change the due dates.



5. Click **Modify Dates**.



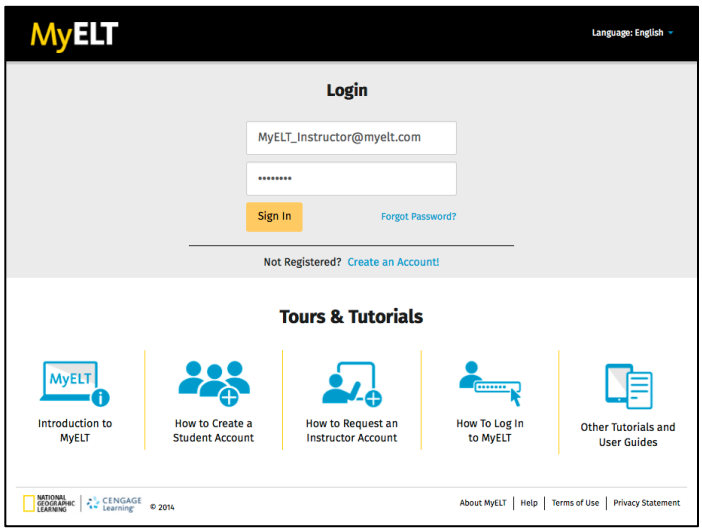
6. Enter or select new dates in the **Available** and **Due** columns.



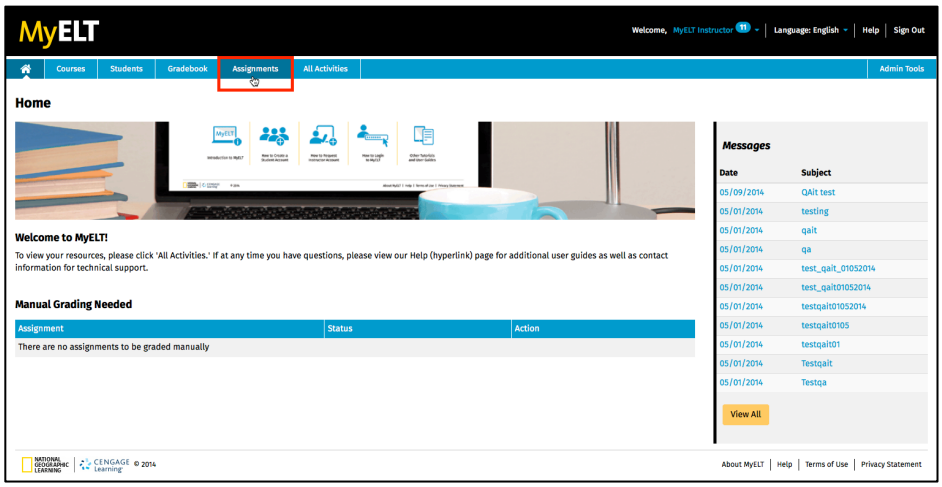
7. Click **Save dates**.

CHANGE DUE DATES FOR SELECTED STUDENTS

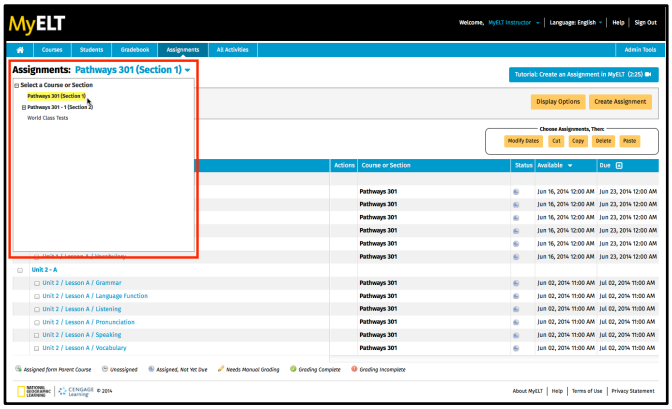
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



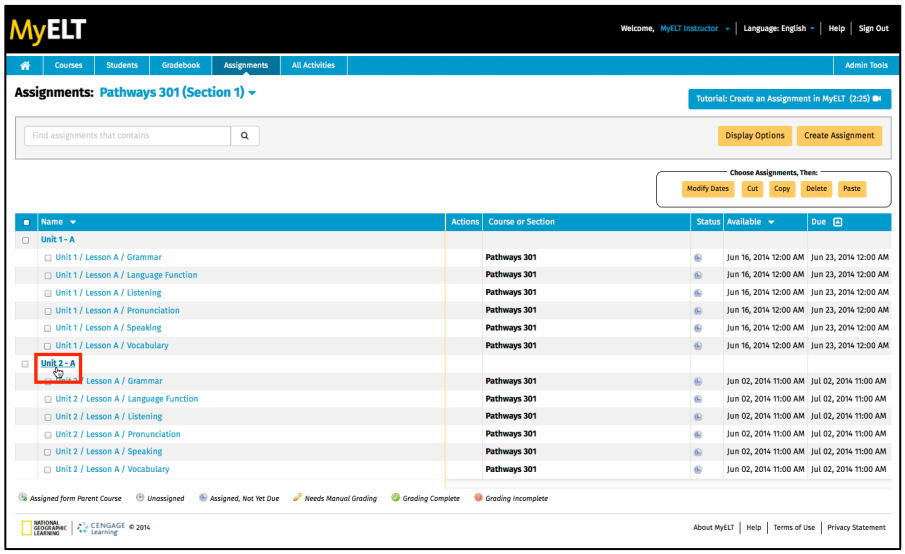
2. Click **Assignments**.



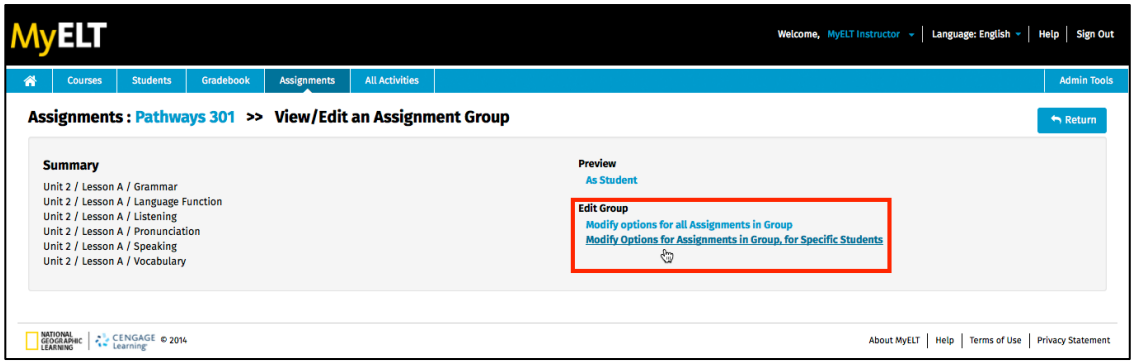
3. Make sure the title of the course with the assignments whose due date you want to change appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



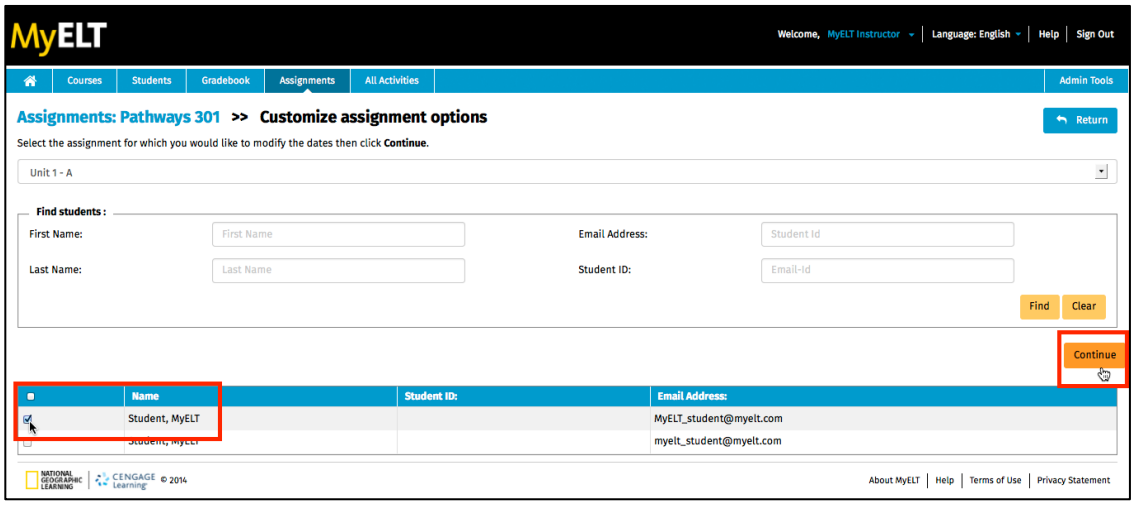
4. Click the name of the group of assignments or of individual assignments for which you want to change the due dates.



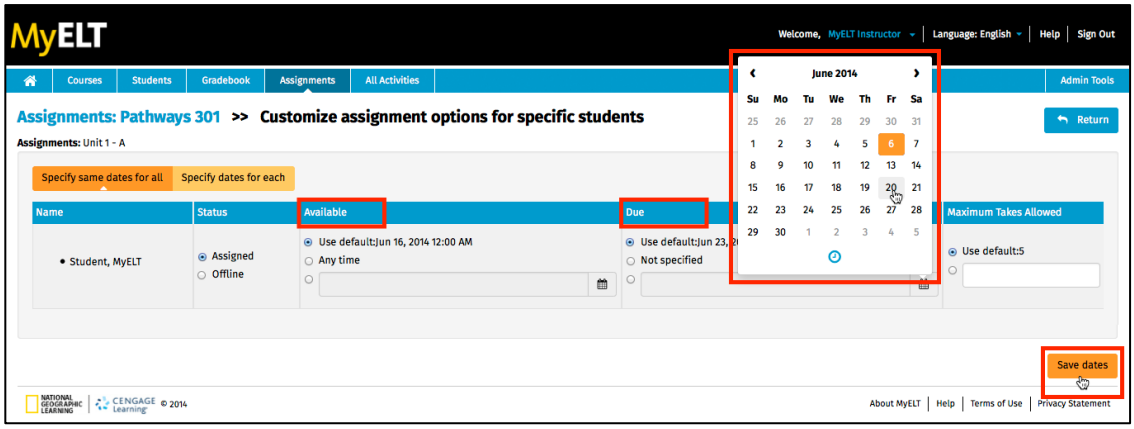
5. Click **Modify Options for Assignments in Group, for Specific Students.**



6. Click the box to the left of the names of one or more students for whom you want to change the due dates and then click **Continue**.



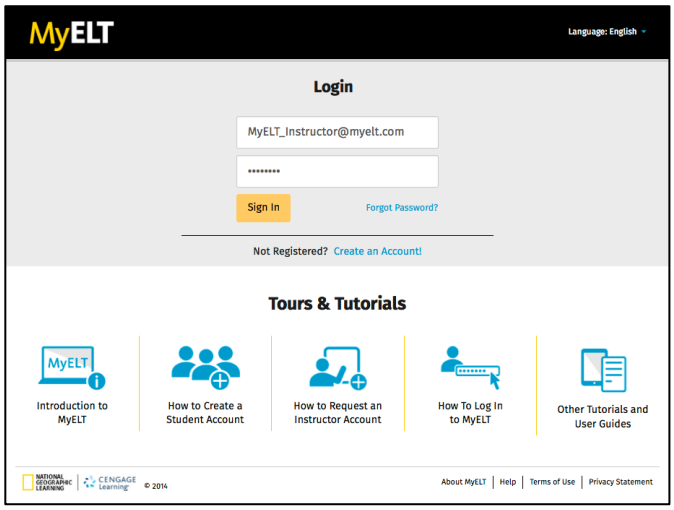
7. Enter or select new dates in the **Available** and **Due** columns.



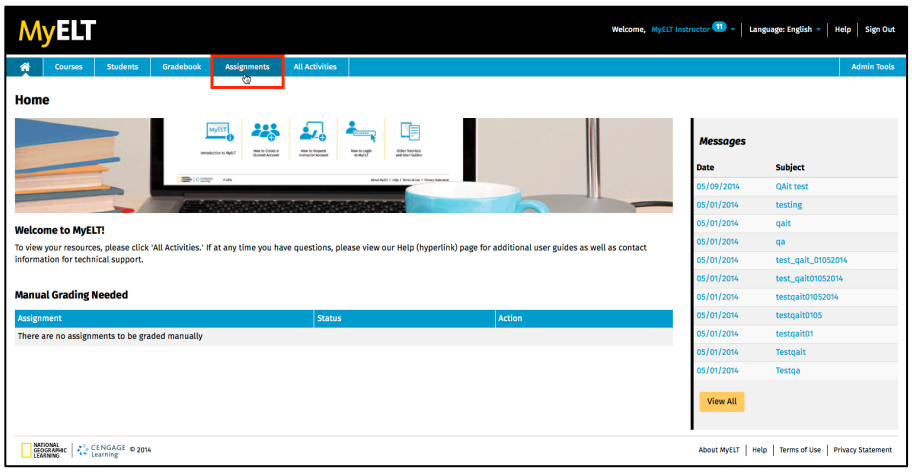
8. Click **Save dates**.

HOW DO I CHANGE THE NUMBER OF TIMES STUDENTS CAN TAKE AN ASSIGNMENT?

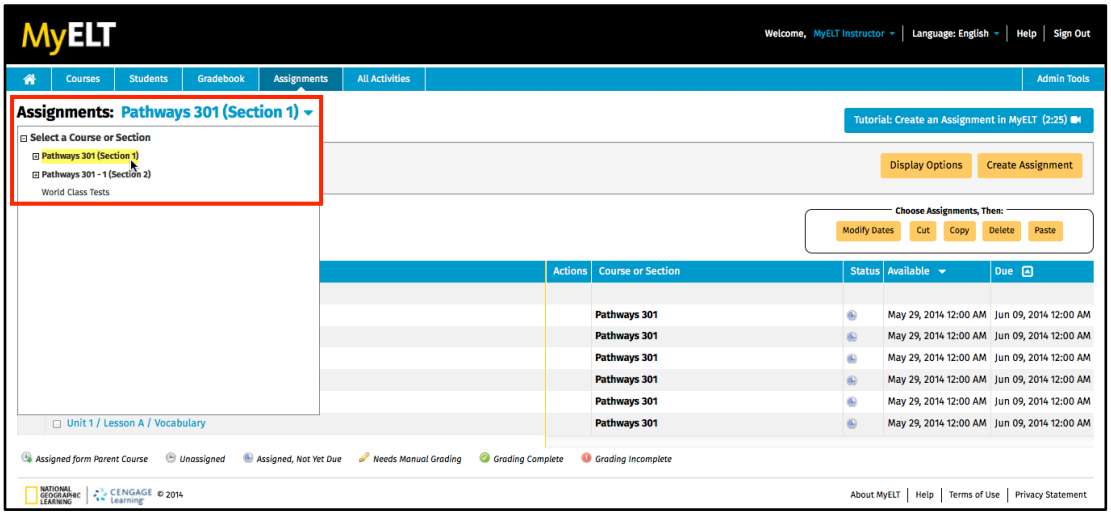
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



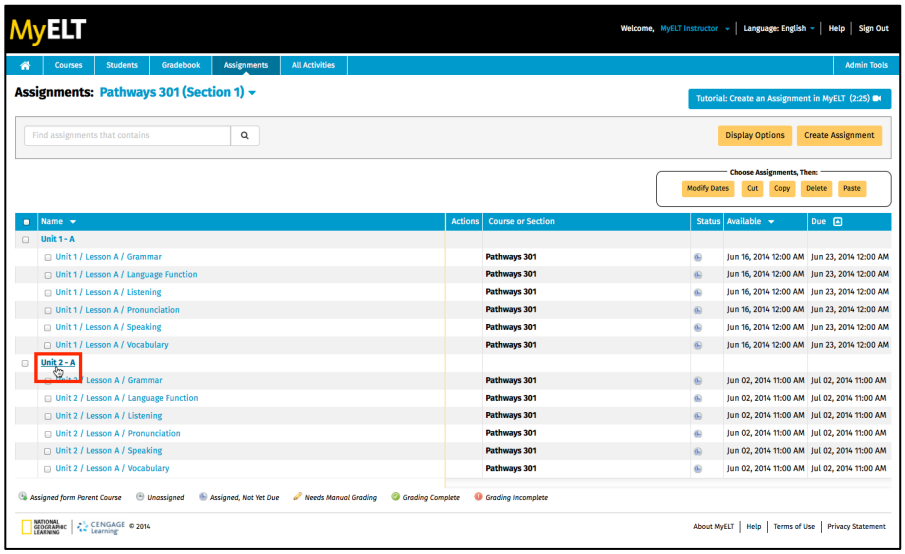
2. Click **Assignments**.



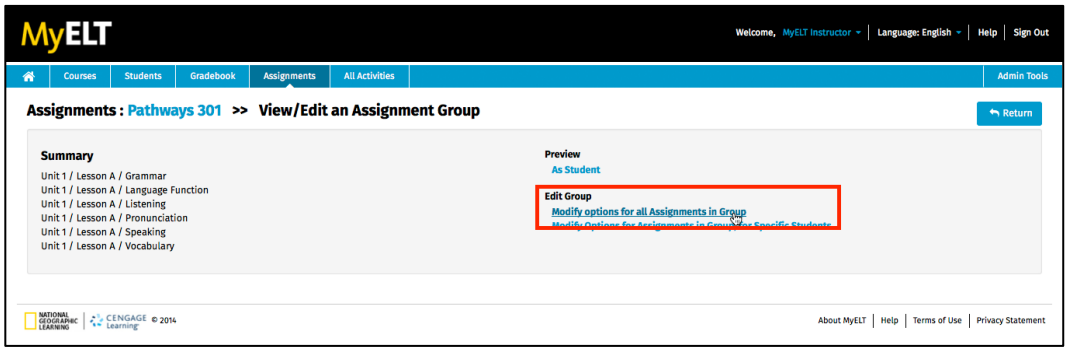
3. Make sure the title of the course with the assignment you want to modify appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



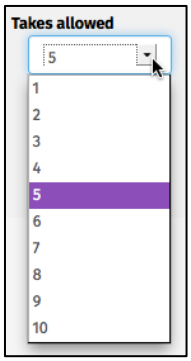
4. Click the name of the assignment or group whose dates you want to modify.



5. Click **Modify options for all Assignment in Group**.



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

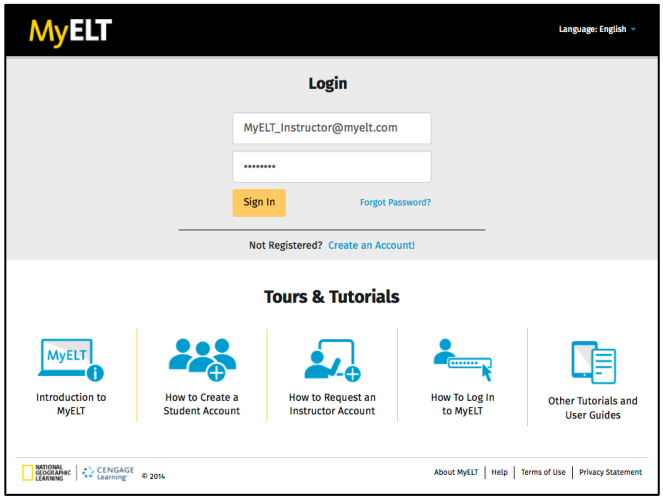


7. Click **Save**.

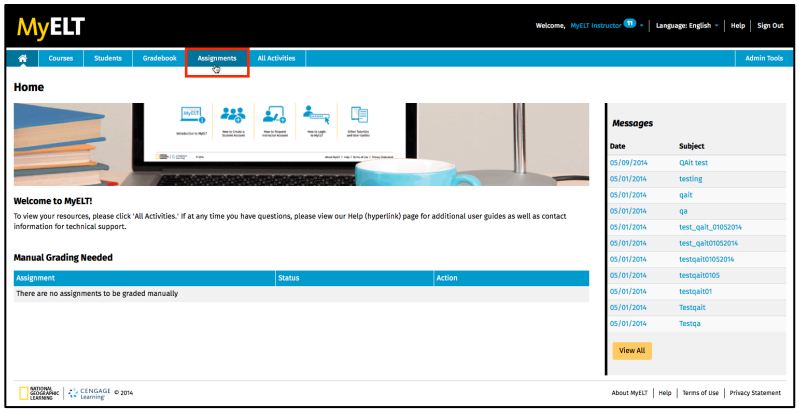
HOW DO I COPY ASSIGNMENTS?

You can copy assignments among courses so you can use them in multiple courses or reuse them in a new course.

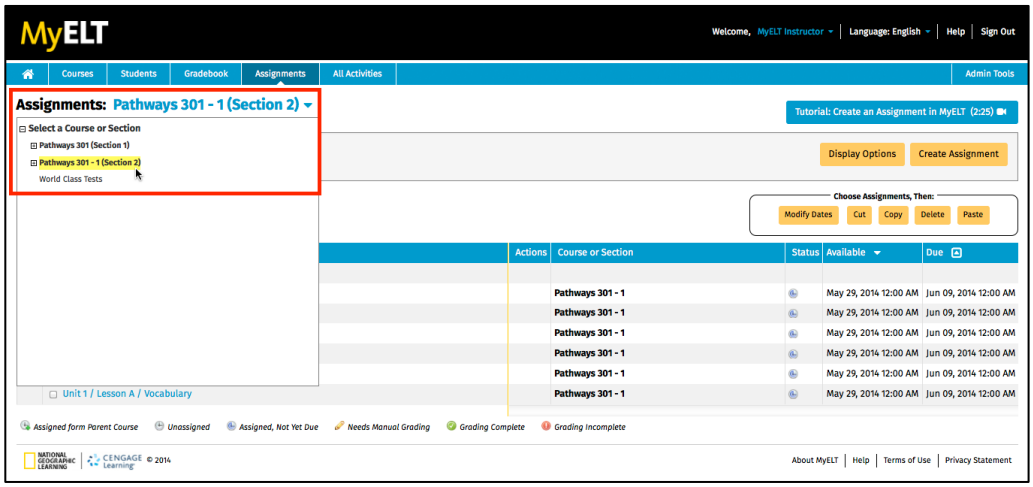
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



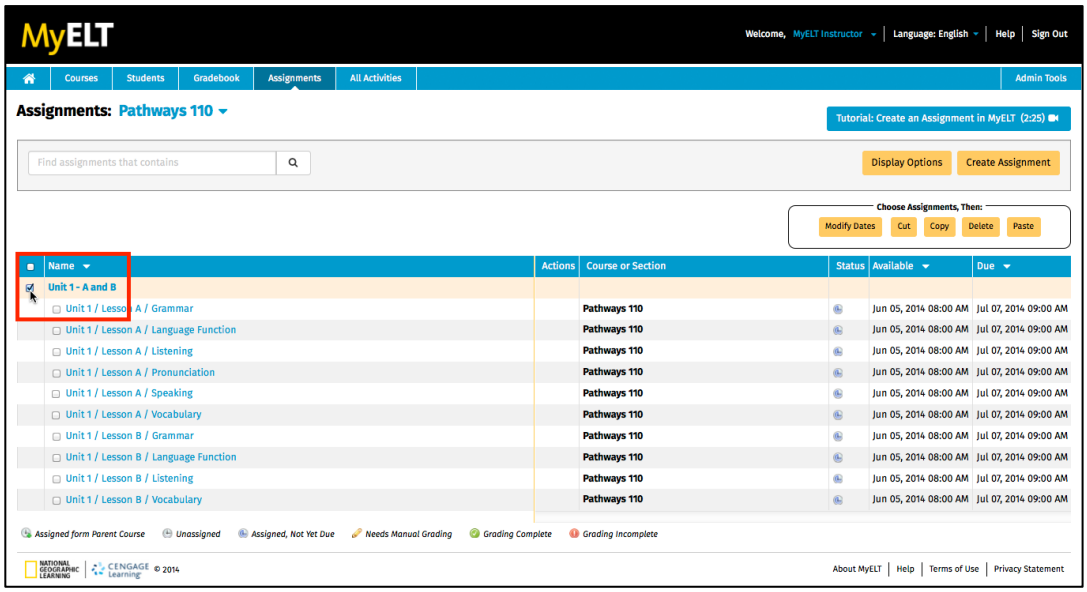
2. Click **Assignments**.



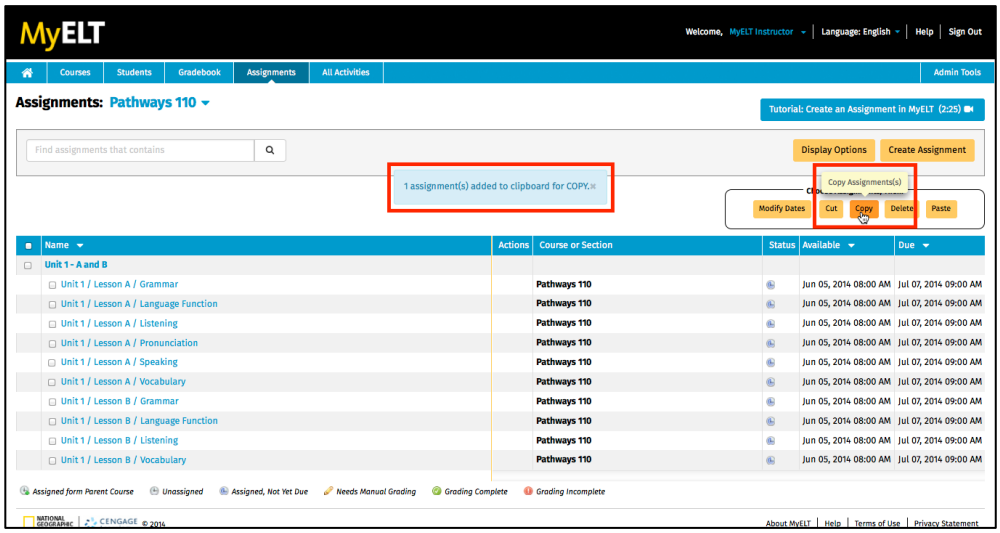
3. Make sure the title of the course that you want to copy the assignment(s) *from* appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



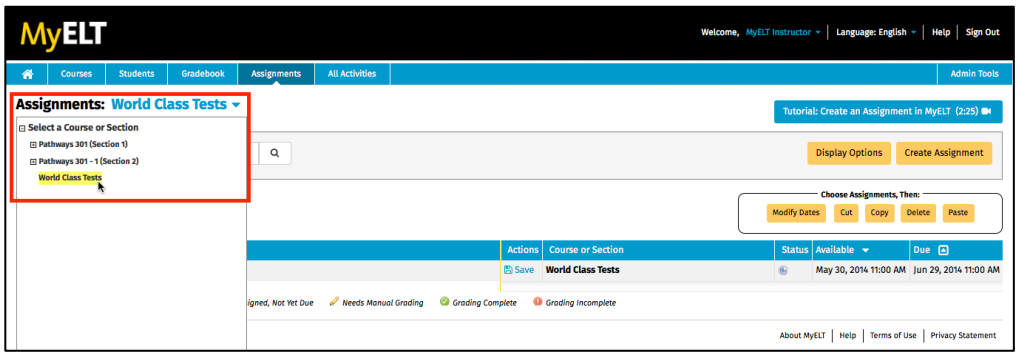
4. Click the box to the left of the assignments or groups you want to copy.



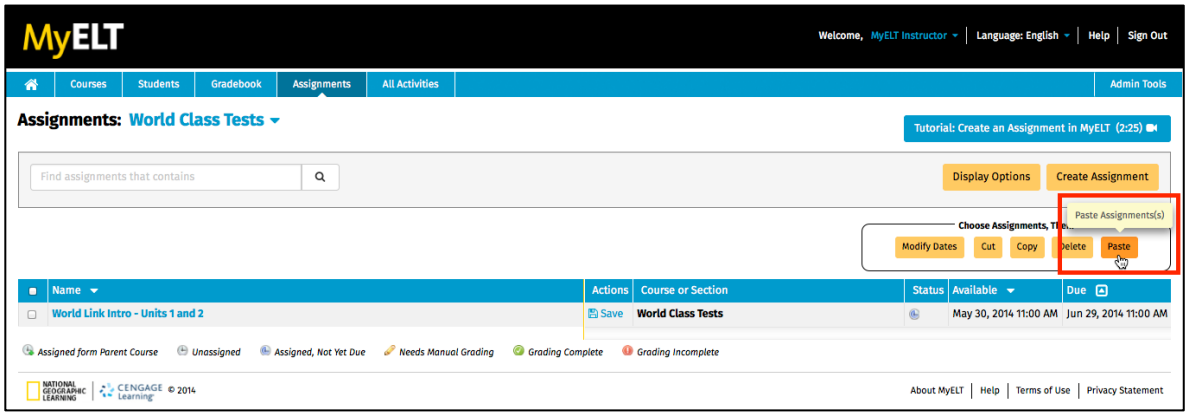
5. Click **Copy**. A confirmation message appears at the top of the page.



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

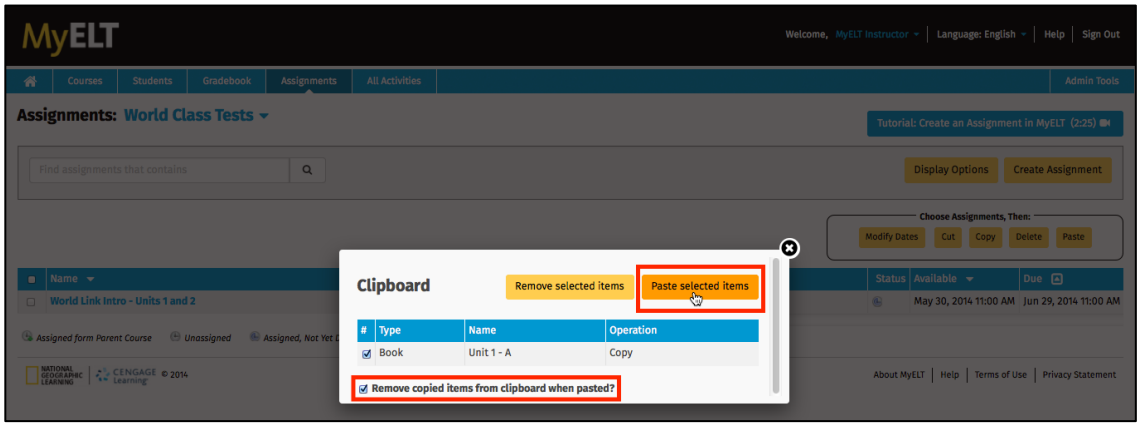


7. Click **Paste**.

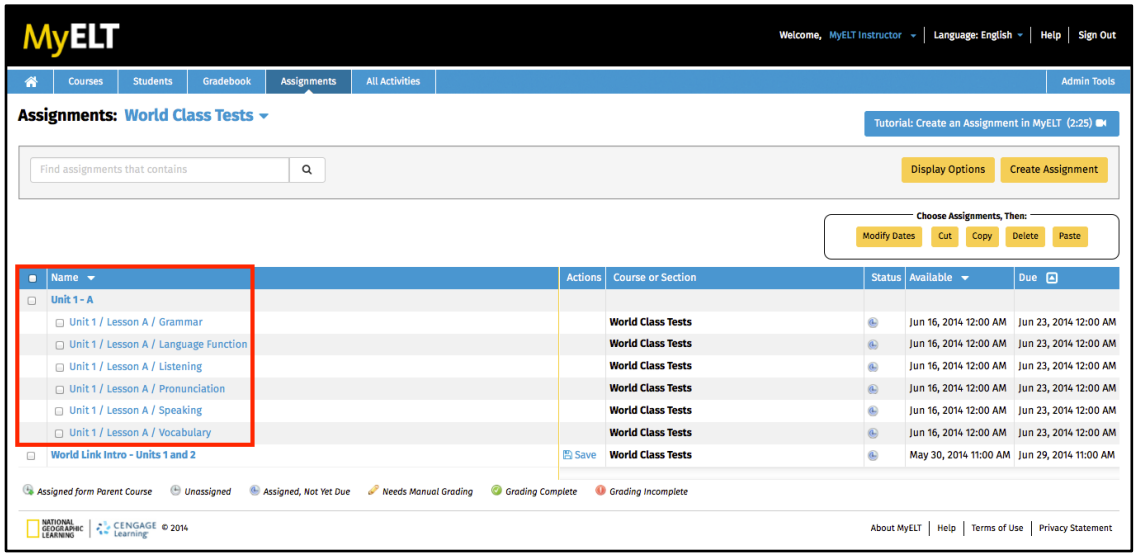


8. If this is the only course you want to copy the assignments to, select **Remove copied items from clipboard when pasted?** and then click **Paste selected items**.

   ***Note**: If you want to copy the same assignments to another course, do not select the **Remove** box, open the other course, and click **Paste selected items** again.*



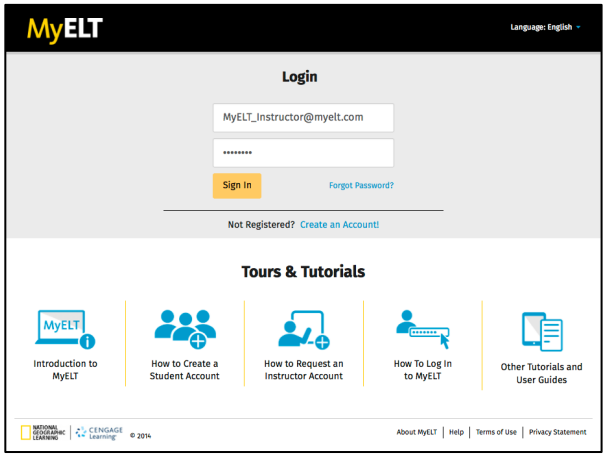
9. View the assignments in the course you added them to.



HOW DO I CREATE AN ONLINE LESSON PLAN?

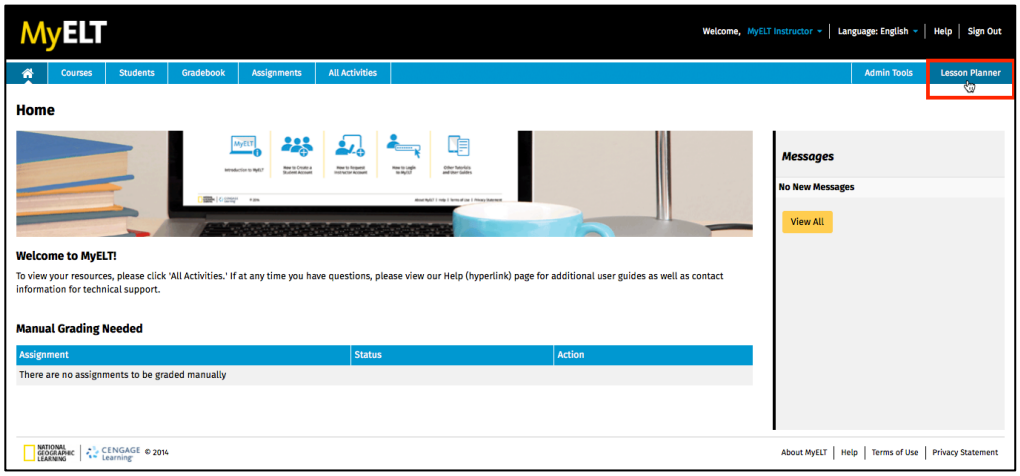
You can use the MyELT Online Lesson Planner tool to create lessons. This option is available only for *Grammar in Context, Stand Out, World English, World Link,* and *World English* programs.

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

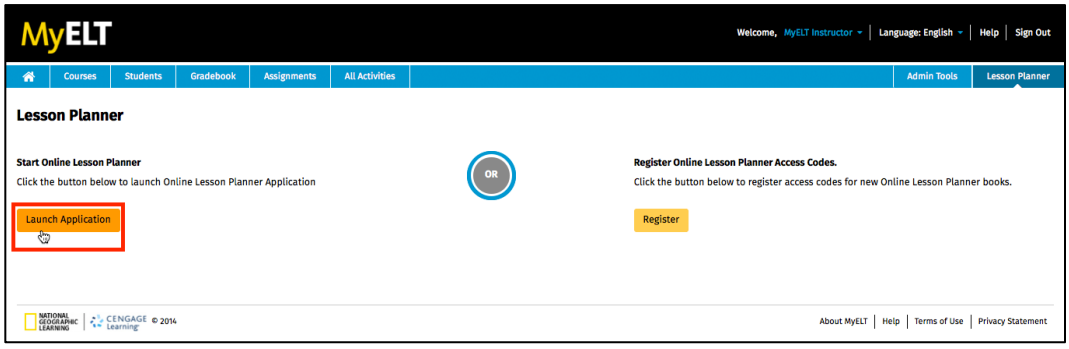


2. Click **Lesson Planner**.

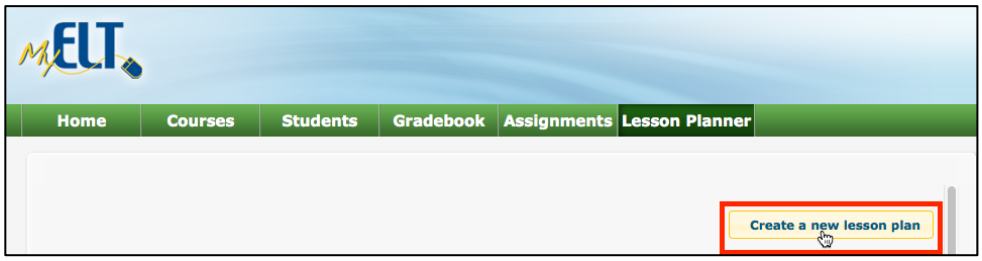
   ***Note**: If you do not see the Lesson Planner but would like access to this feature, please email MyELT Technical Support at myelt.support@cengage.com.*



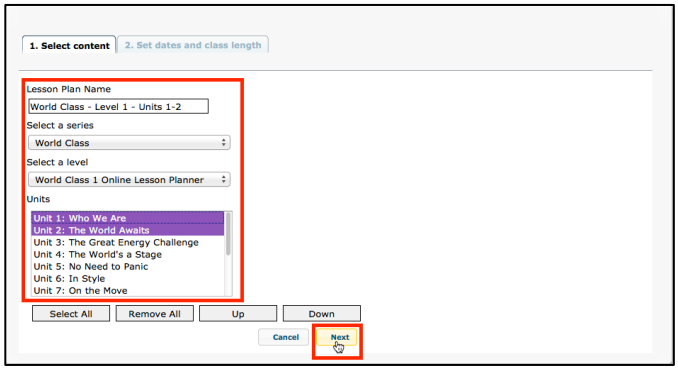
3. Click **Launch Application**.



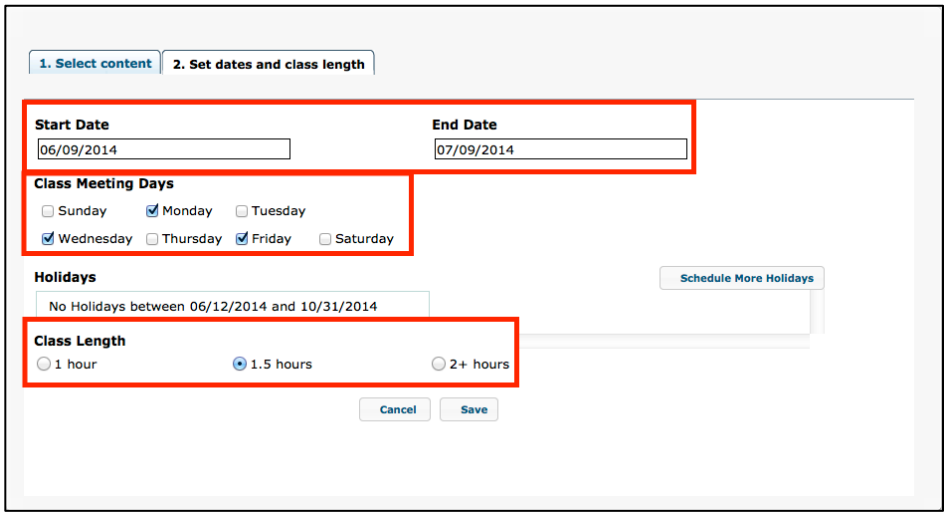
4. Click **Create a new lesson plan**.



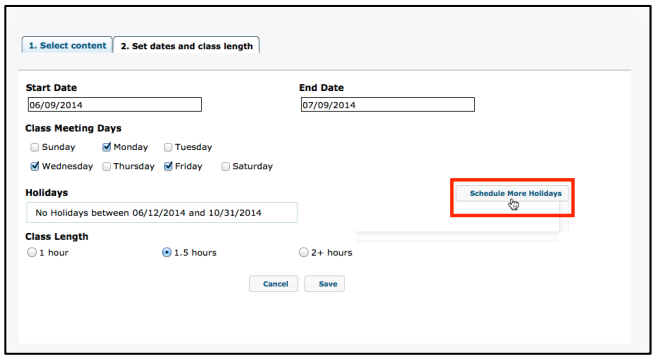
5. Enter your course information and then click **Next**.



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

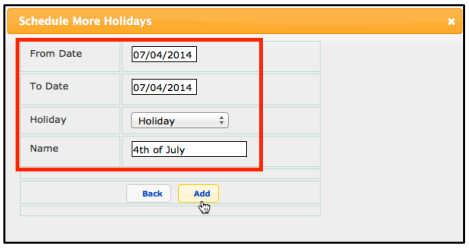


7. Review the list of class holidays. If your institution observes additional holidays, click **Schedule More Holidays**.

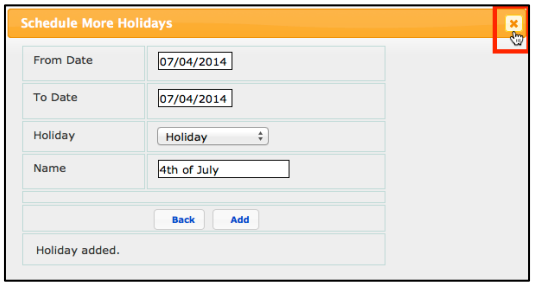


a. Click **Add New Holiday**

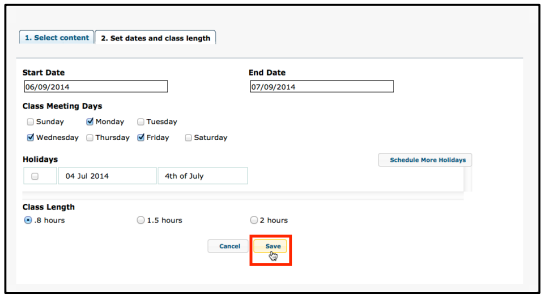
b. Enter the dates and the name of the holiday, and then click **Add**.



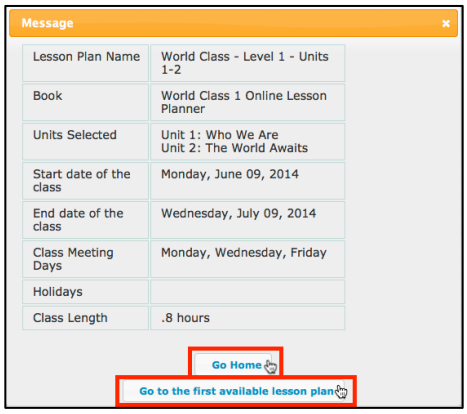
c. When you are done, click **X** in the top-right corner.



8. Click **Save**.



9. Click **Go Home** to go to the Online Lesson Planner homepage or **Go to the first available lesson plan** to view your lesson plan.



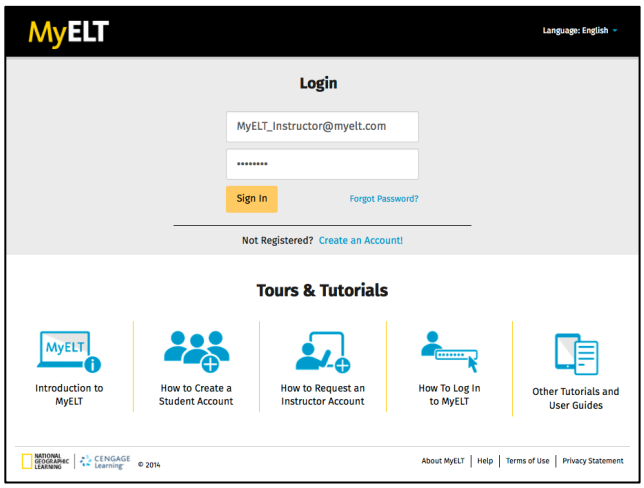
10. When you are done working in the Online Lesson Planner, click **Return to MyELT** in the top-right corner of the page.

HELPING STUDENTS

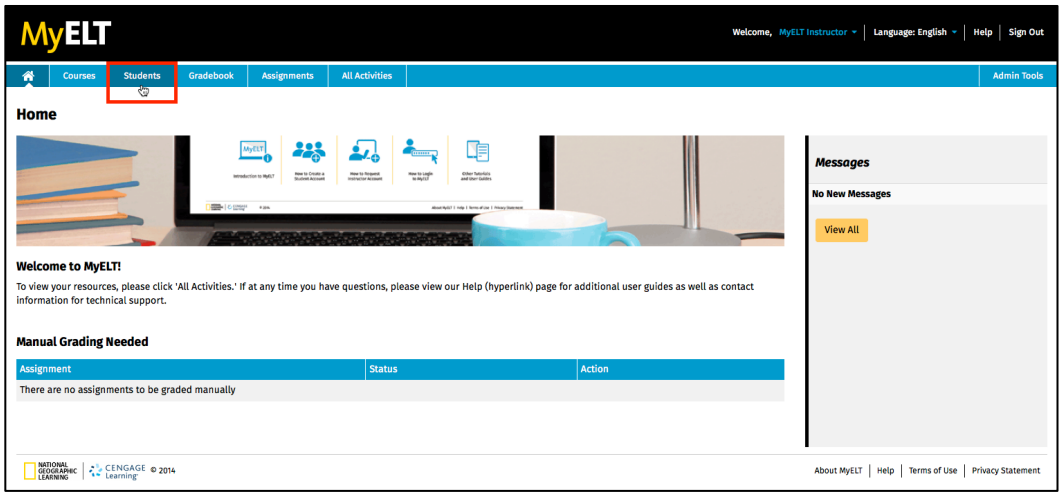
HOW DO I CONTACT STUDENTS?

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

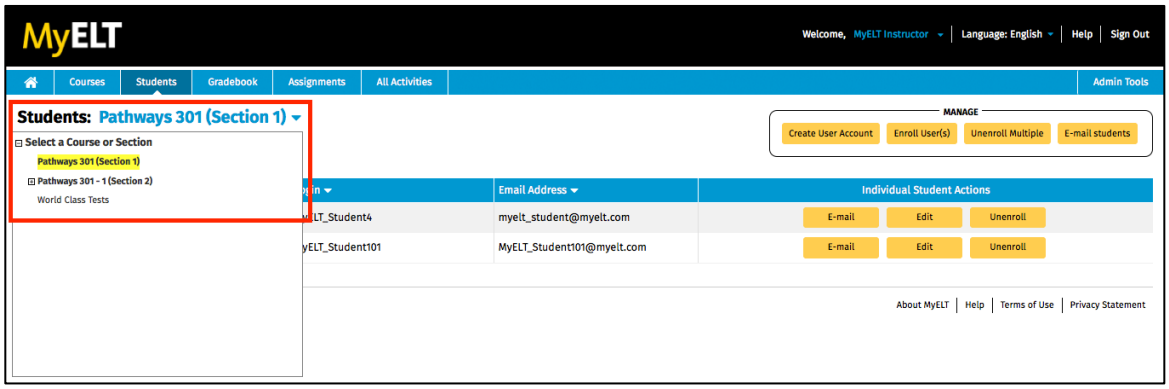
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



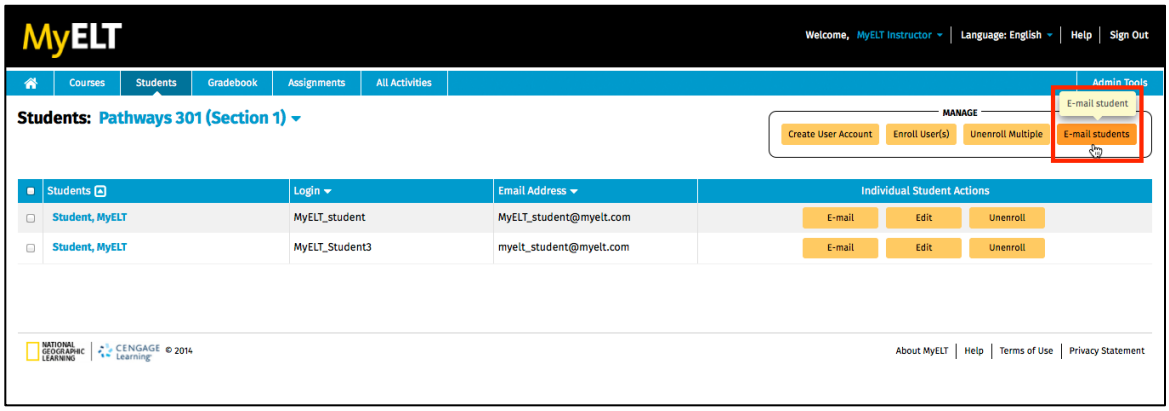
2. Click **Students**.



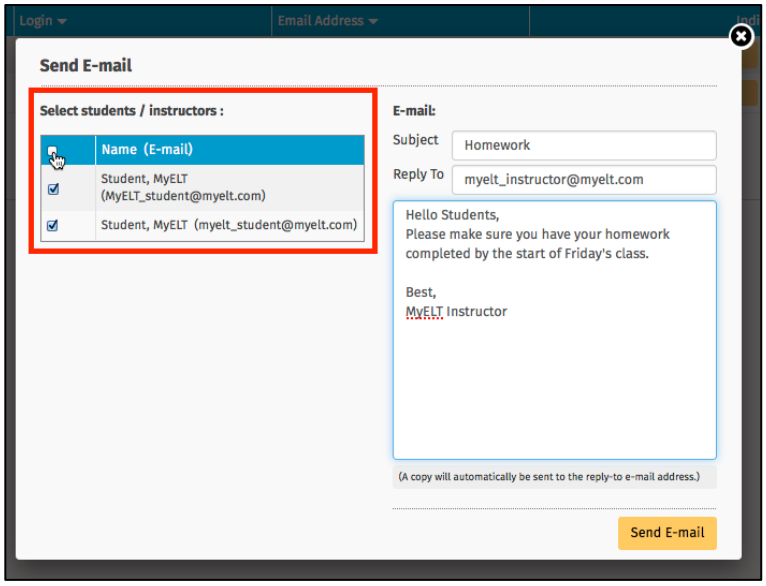
3. Make sure the title of the course the students are enrolled in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course



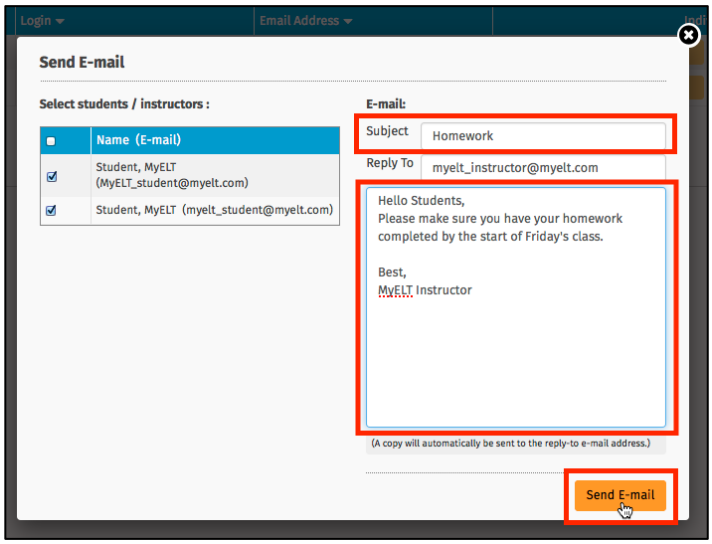
4. Click **E-mail students**.



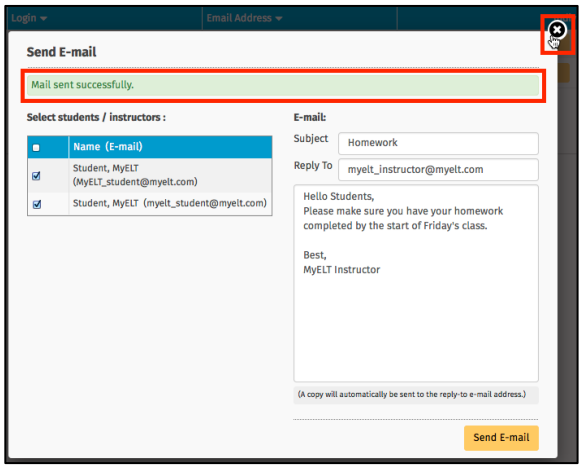
5. Click the box to the left of each student or group of students you want to contact. To send the email to all the students in the course, click the box to the left of **Name**.



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



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



HOW DOES A STUDENT REGISTER FOR MY COURSE?

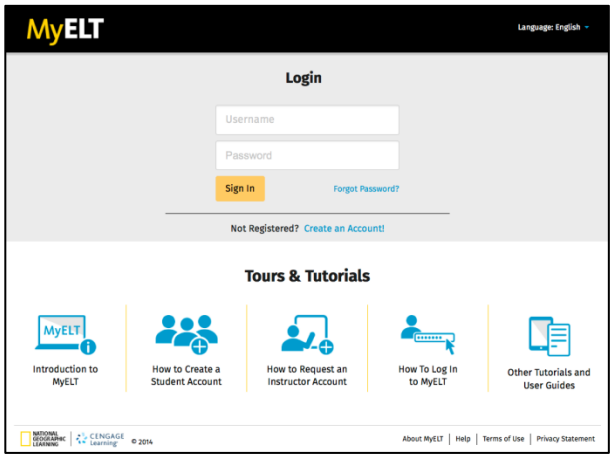
Your students will need to have two pieces of information to register for MyELT:

- *Content Access Code* for the book you are using in your course. Students can find this code on the inside cover of their book or on their MyELT card.
- *Course Key* that MyELT generated when you created your course. You must give this code to your students so they can register.

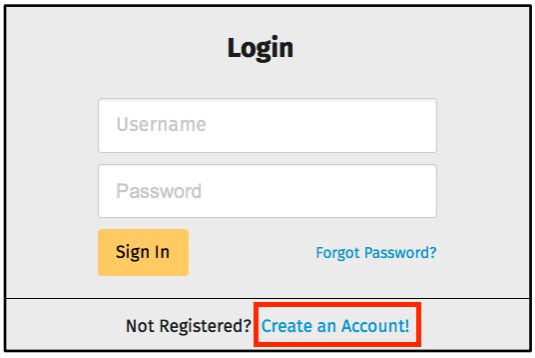
Students perform the following steps (written from the student perspective) to register in MyELT.

***Note**: If your students have problems registering, they should contact MyELT Technical Support as described on page 82.*

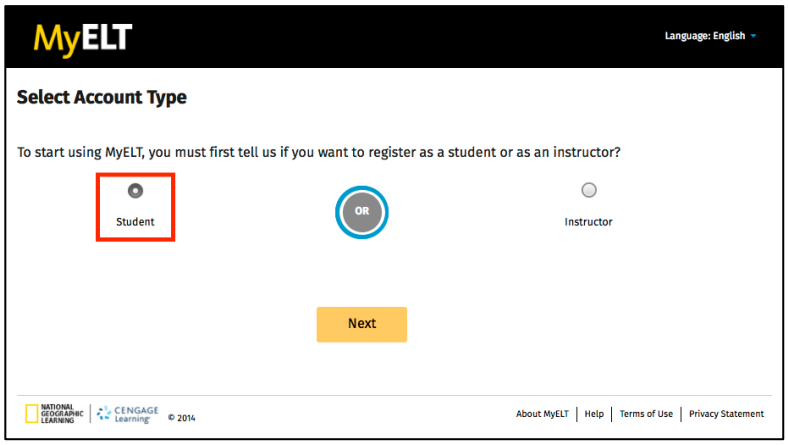
1. Go to MyELT.heinle.com.



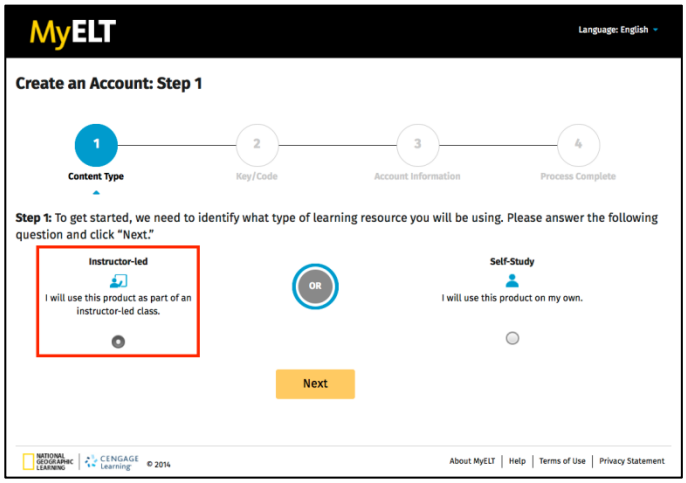
2. Click **Create an Account!**



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

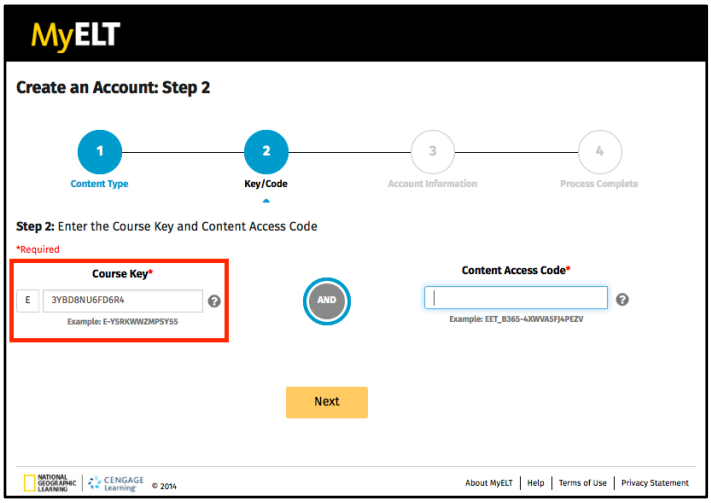


4. Click **Instructor-led** and then click **Next**.



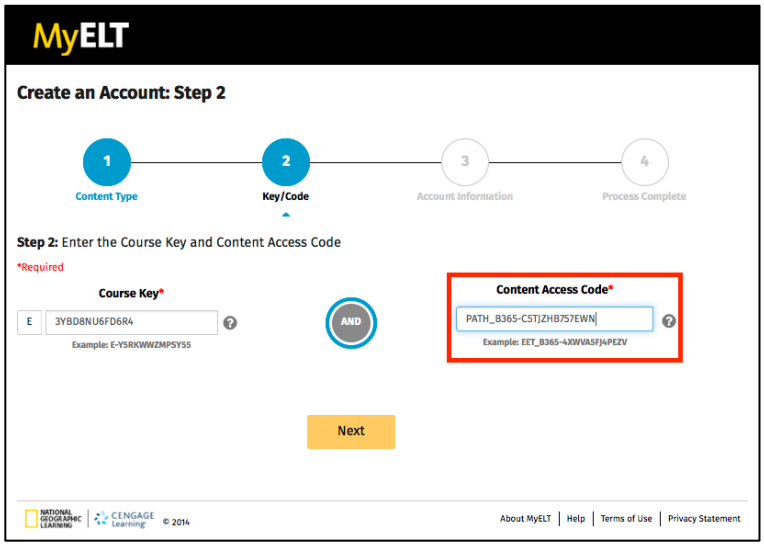
5. In the **Course Key** box, type the course key your instructor gave you.

   Note: *The code shown here is an example, not the one you should enter.*



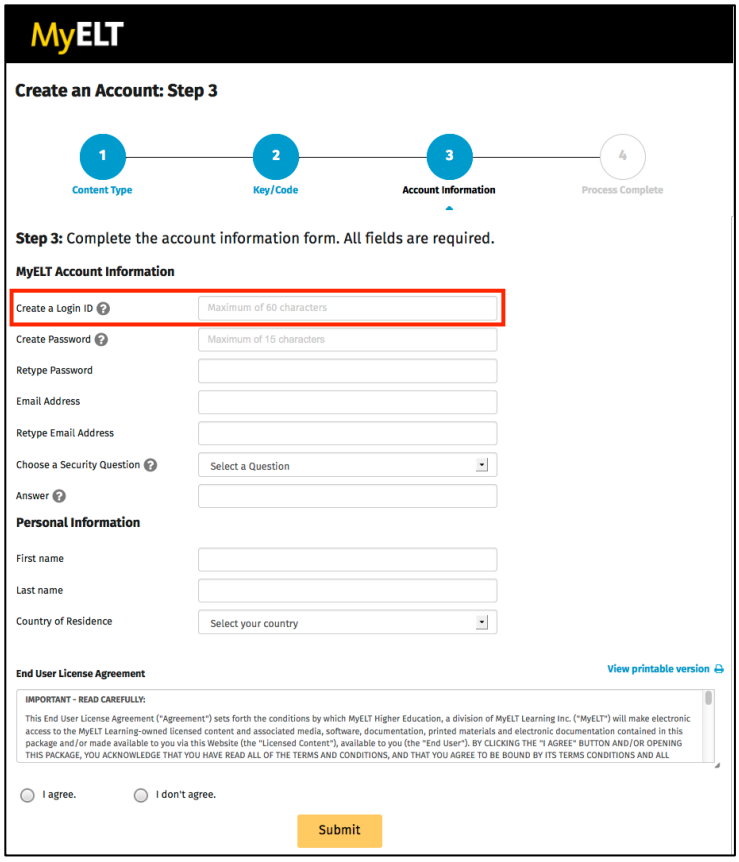
6. In the **Content Access Code** box, type the code that appears on the inside cover of your book or on your MyELT card.

   Note: *The code shown here is an example, not the one you should enter.*



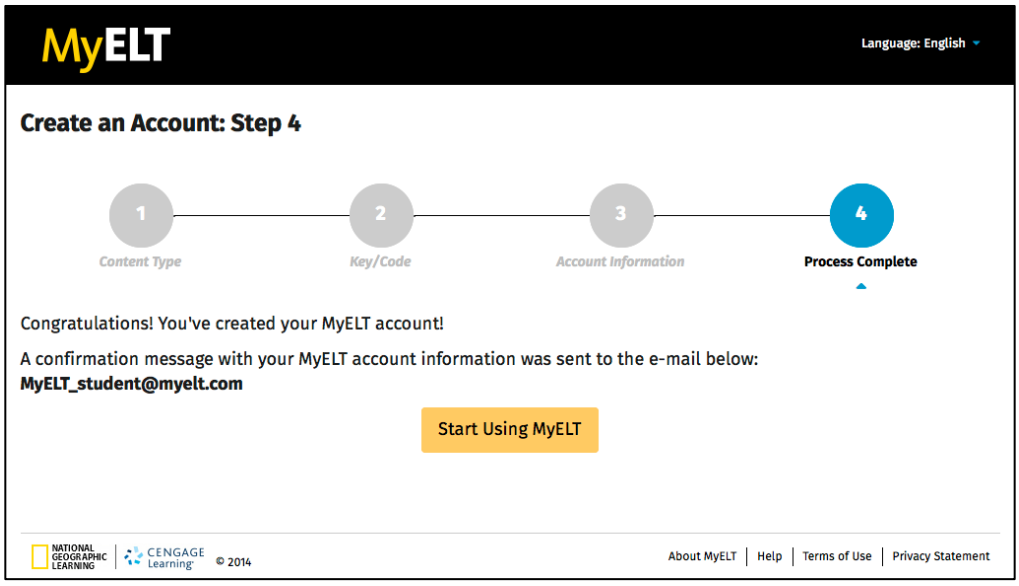
7. Click **Next**.

8. Type the name you want to use as your MyELT login in the **Login ID** box.



9. Type the password you want to use for MyELT in the **Create Password** box and then type it again in the **Retype Password** box to confirm it.

10. Type the email address you want to use for MyELT in the **Email Address** box and then type it again in the **Retype Email Address** box.
11. Choose a **Security Question** and enter your answer in the **Answer** box.
12. Enter your **First Name**, **Last Name**, and **Country**.
13. Read the agreement at the bottom of the page and then click **I agree**.
14. Click **Submit** to finish registering for MyELT.
15. Click **Start Using MyELT** to begin working on your course.



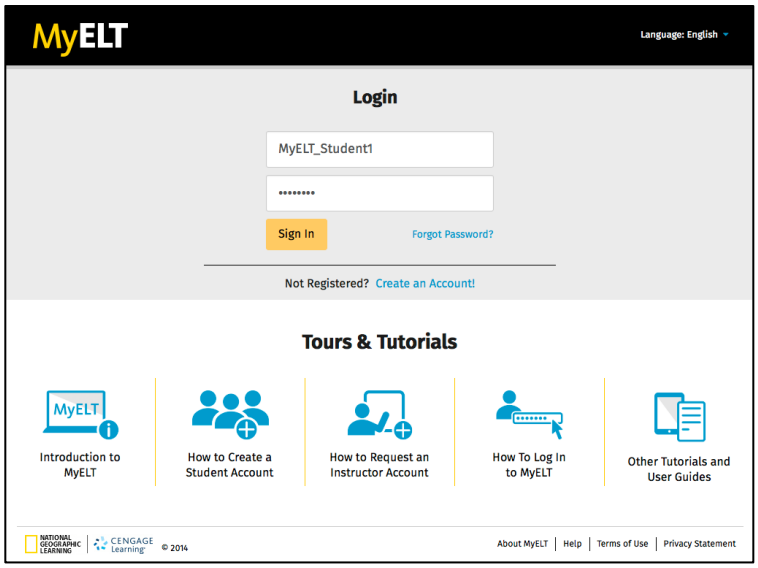
HOW DOES A STUDENT ADD A NEW COURSE?

Some students may already have access to the content used in your course but haven't yet added the course itself to their accounts. Before they perform the following steps (written from the student perspective) to add the course, you must give them the Course Key that MyELT assigned to the course.

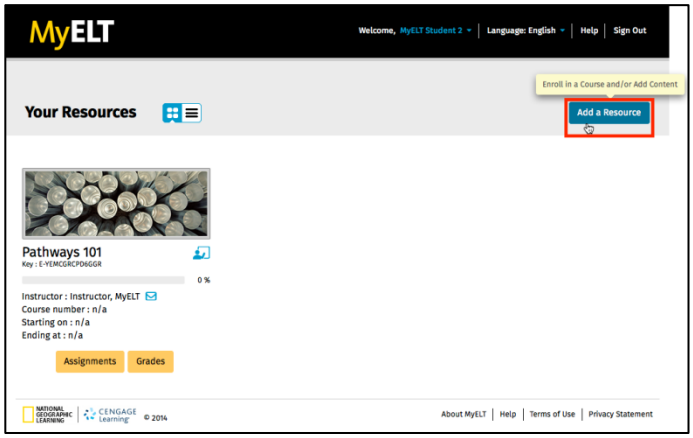
***Notes**:*

- *If a student has an existing account, he or she does not need to create another one.*
- *If your students have problems adding a course, they should contact MyELT Technical Support as described on page 82.*

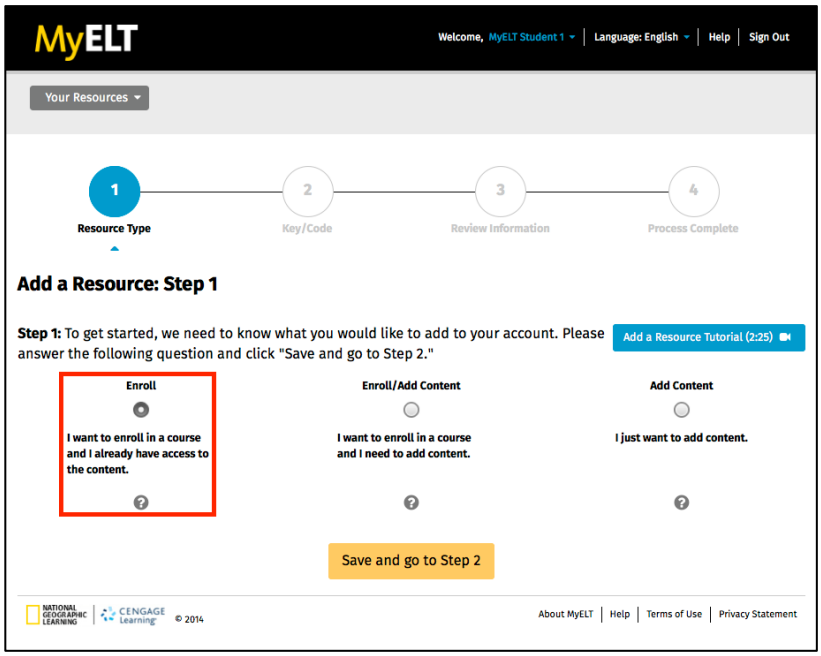
1. Go to MyELT.heinle.com. Enter your username and password, and then click **Sign In**.



2. Click **Add a Resource.**

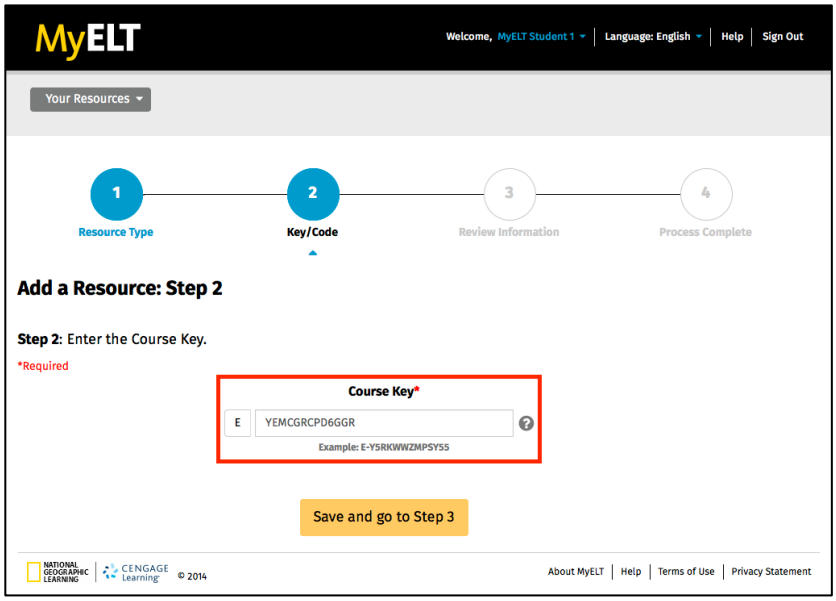


3. Click **Enroll** and then click **Save and go to Step 2**.



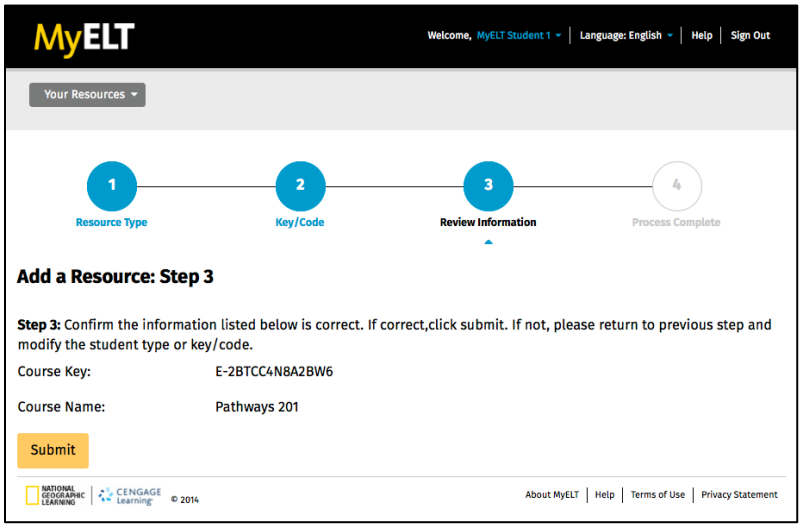
4. Enter the Course Key and then click **Save and go to Step 3.**

   Note: *The code shown here is an example, not the one you should enter.*

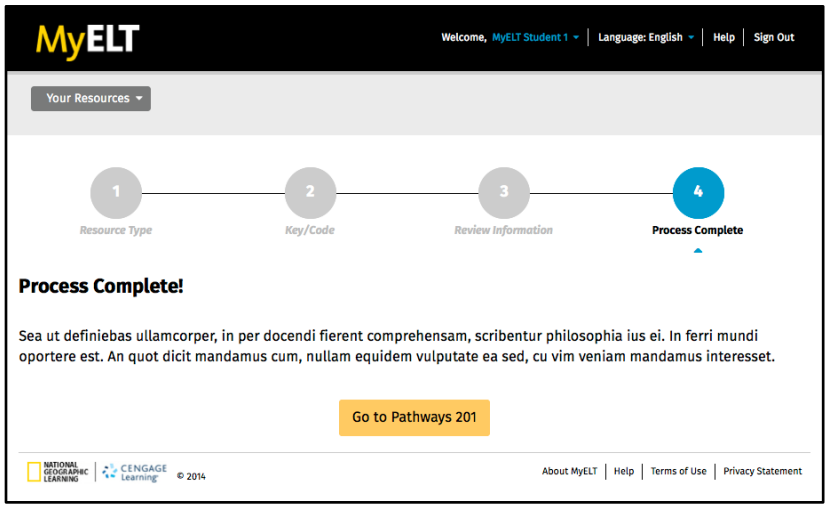


5. Review the information. If it is correct, click **Submit** to finish adding the course to your account.

   Note: If the information is not correct, click *to re-enter the Course Key.*



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



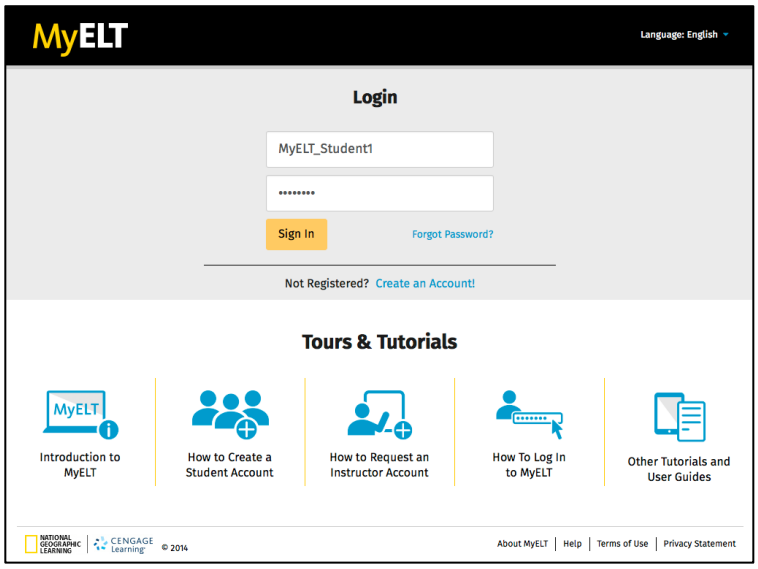
HOW DOES A STUDENT ADD NEW CONTENT?

Students may need to enter a Content Access Code to add higher-level learning materials to the course. Students can find this code on the inside cover of their book or on their MyELT card. Once they have the code, they can perform the following steps (written from the student perspective) to add the content.

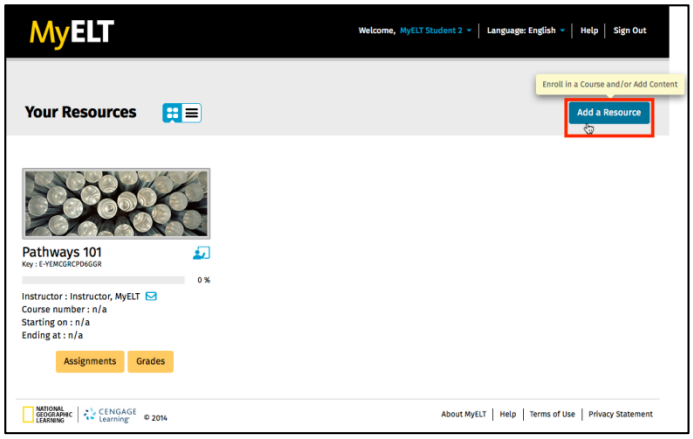
***Notes**:*

- *If a student has an existing account, he or she does not need to create another one.*
- *If your students have problems adding content, they should see page 61.*

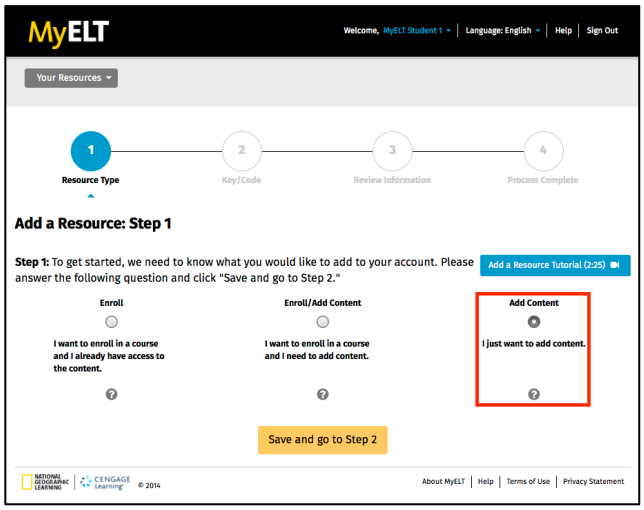
1. Go to MyELT.heinle.com. Enter your username and password, and then click **Sign In**.



2. Click **Add a Resource.**

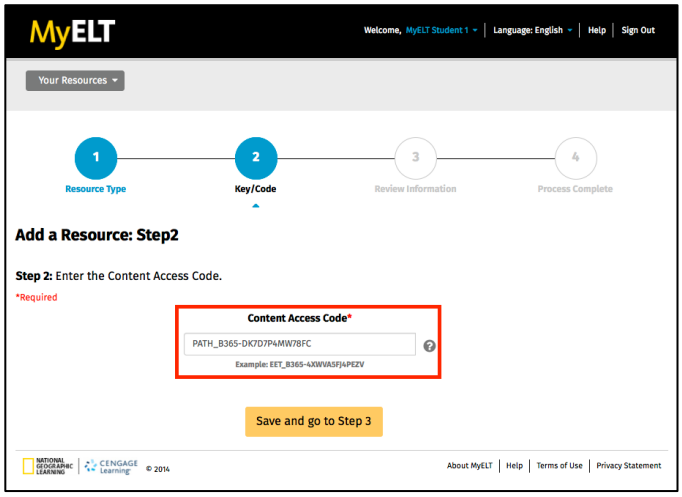


3. Click **Add Content** and then click **Save and go to Step 2**.

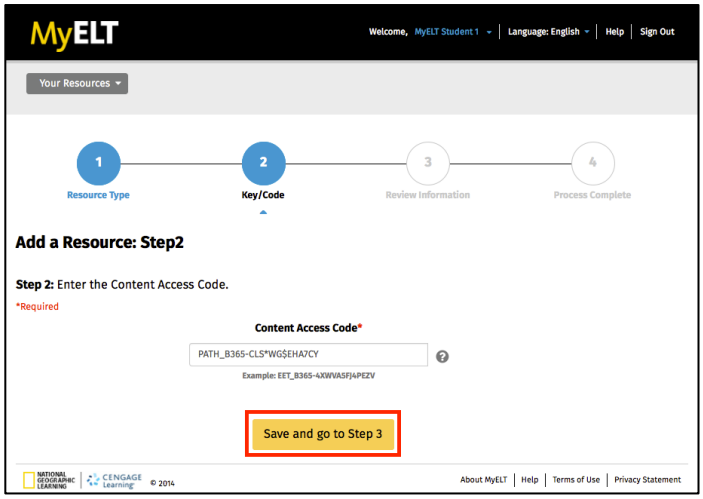


4. In the **Content Access Code** box, type the code that appears on the inside cover of your book or on your MyELT card.

   Note: *The code shown here is an example, not the one you should enter.*

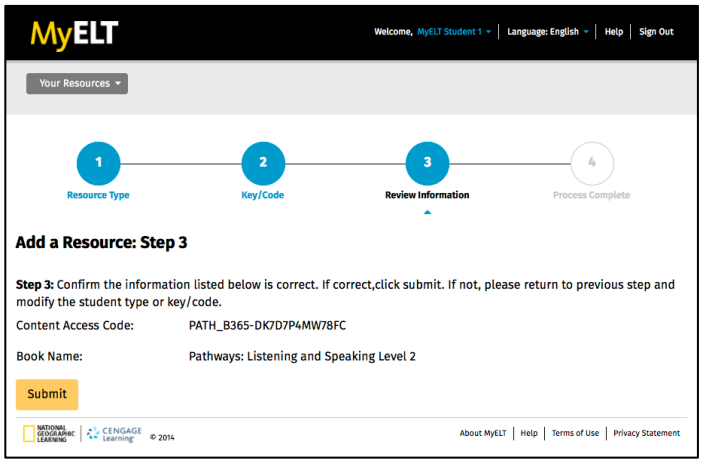


5. Click **Save and go to Step 3**.

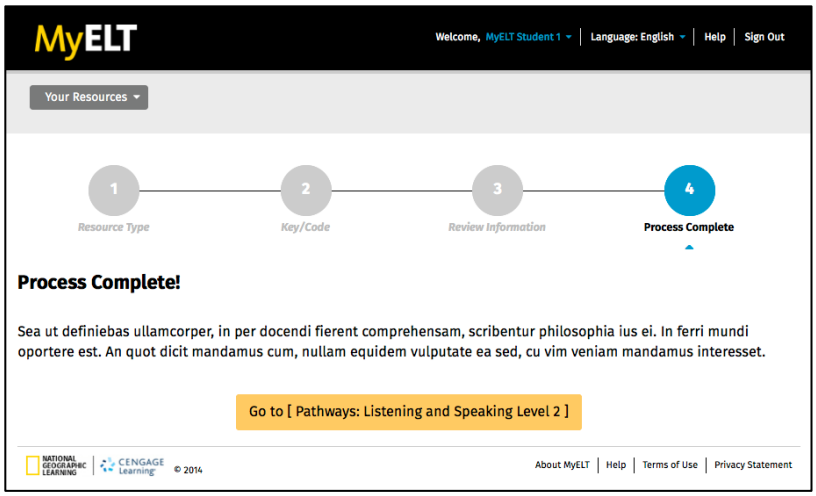


6. Click **Submit** if the information that appears is correct.

   ***Note**: If the information is not correct, click* *to re-enter your Content Access Code.*



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



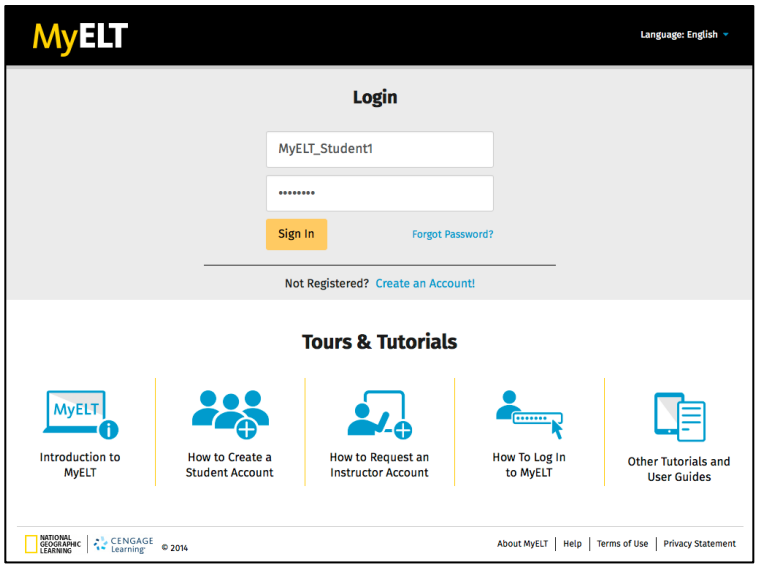
HOW DOES A STUDENT ENTER A COURSE KEY AFTER REGISTERING?

If a student registered for your course before getting the Course Key from you or is switching from self-study to your instructor-led course, the student must add the Course Key to his or her account by performing the following steps (written from the student perspective).

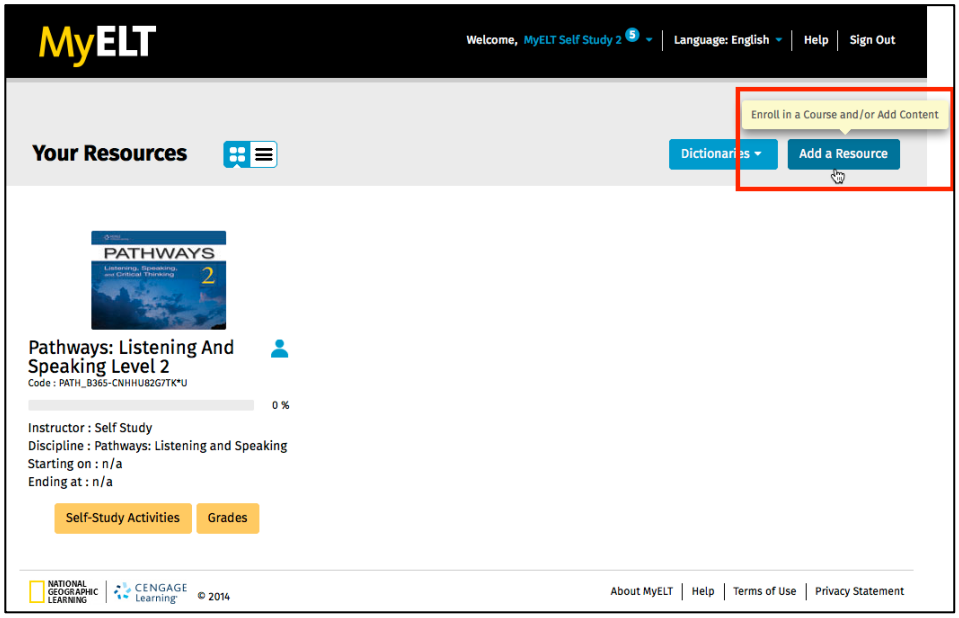
***Notes**:*

- *If a student has an existing account, he or she does not need to create another one.*
- *If your students have problems adding the Course Key, they should contact MyELT Technical Support as described on page 82.*

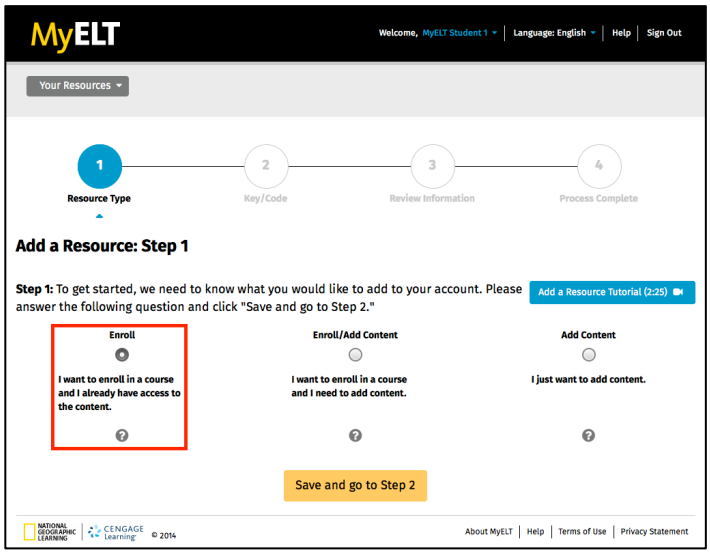
1. Go to MyELT.heinle.com. Enter your username and password, and then click **Sign In**.



2. Click **Add a Resource**.

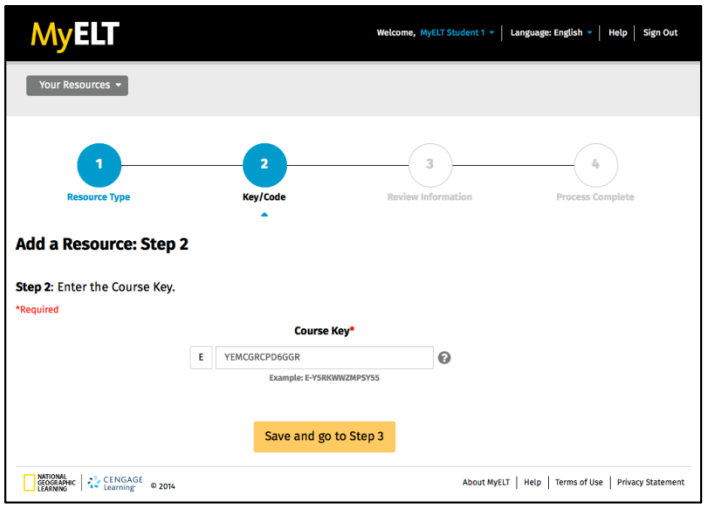


3. Click **Enroll** and then click **Save and Go to Step 2**.

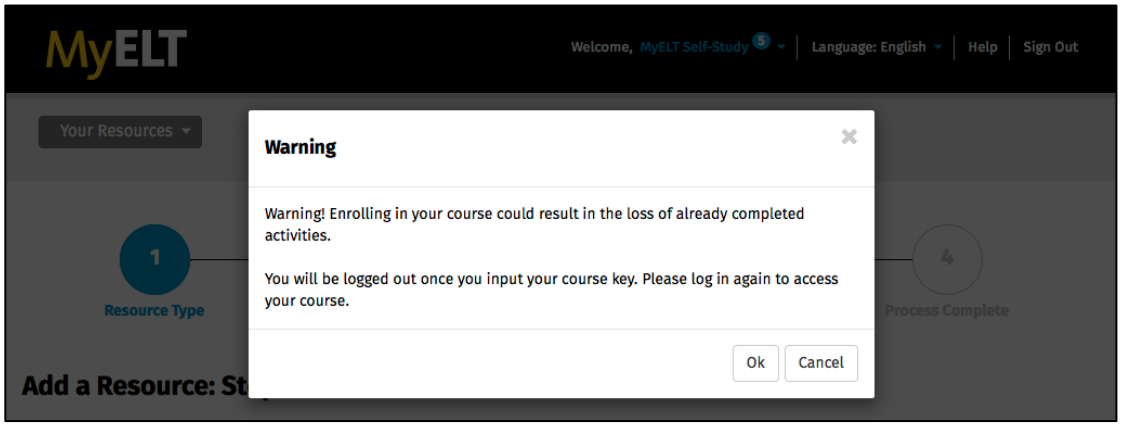


4. Enter the Course Key and click **Save and Go to Step 3**.

   Note: *The code shown here is an example, not the one you should enter.*

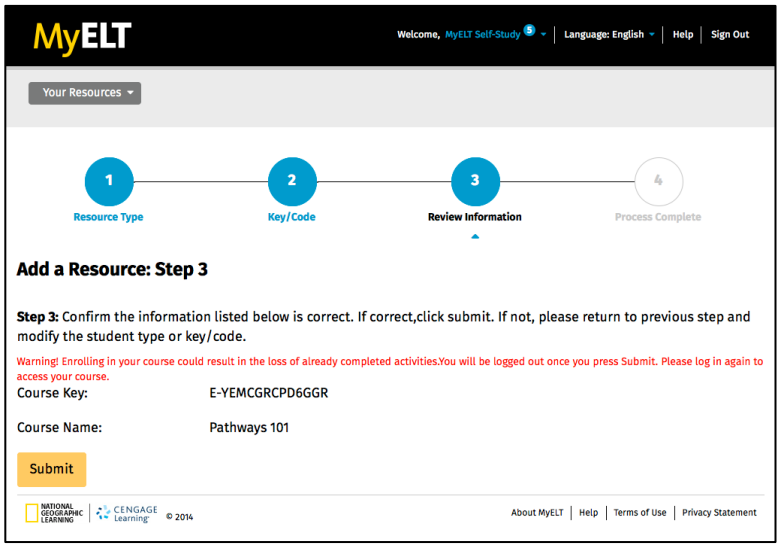


5. If you see this warning message, click **OK**.

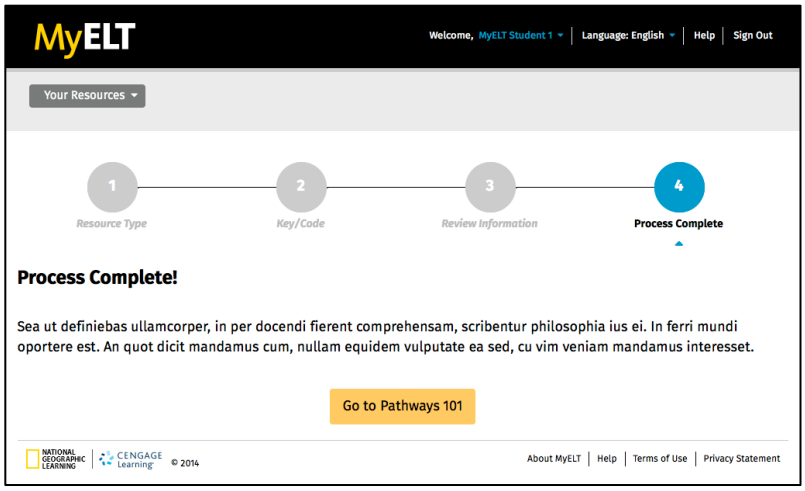


6. Review the information. If it is correct, click **Submit** to finish enrolling in the course.

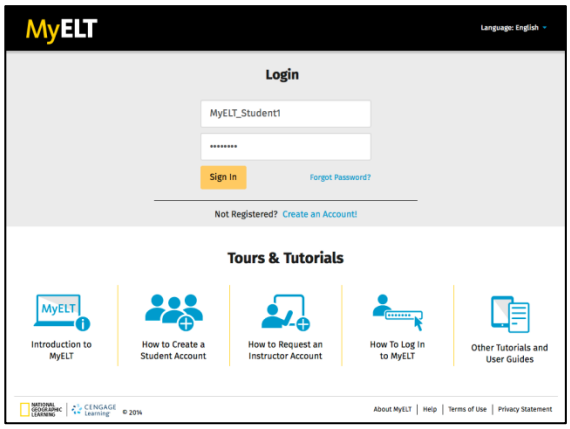
   Note: If the information is not correct, click *to re-enter your Course Key.*



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



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



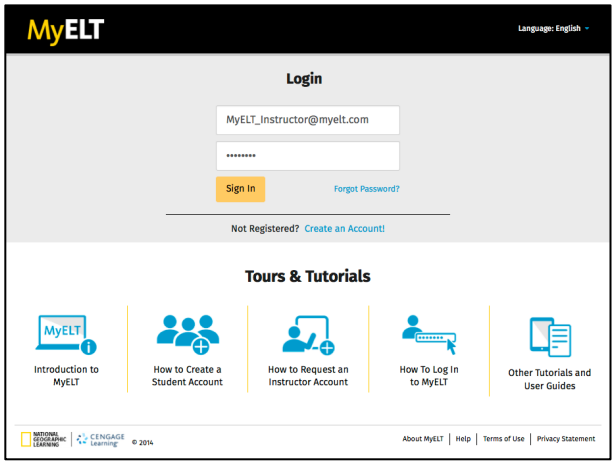
WHAT SHOULD I DO IF THE COURSE KEY DOES NOT WORK?

There are three common reasons students may be notified that the Course Key they entered is not accepted.

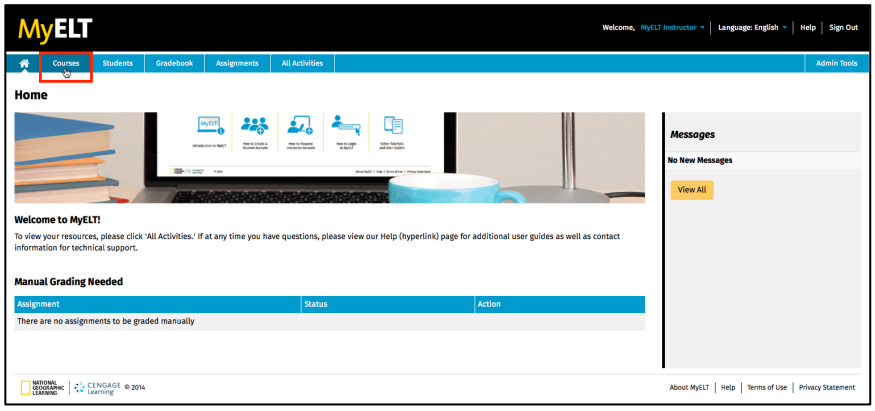
***Note**: If none of these solutions solve the problem, contact MyELT Technical Support as described on page 82.*

CORRECT THE ACTIVATION DATES

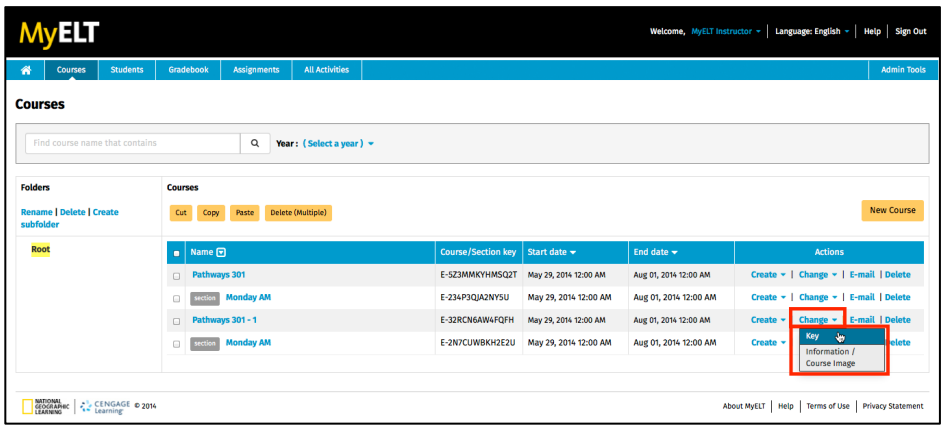
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Courses.**



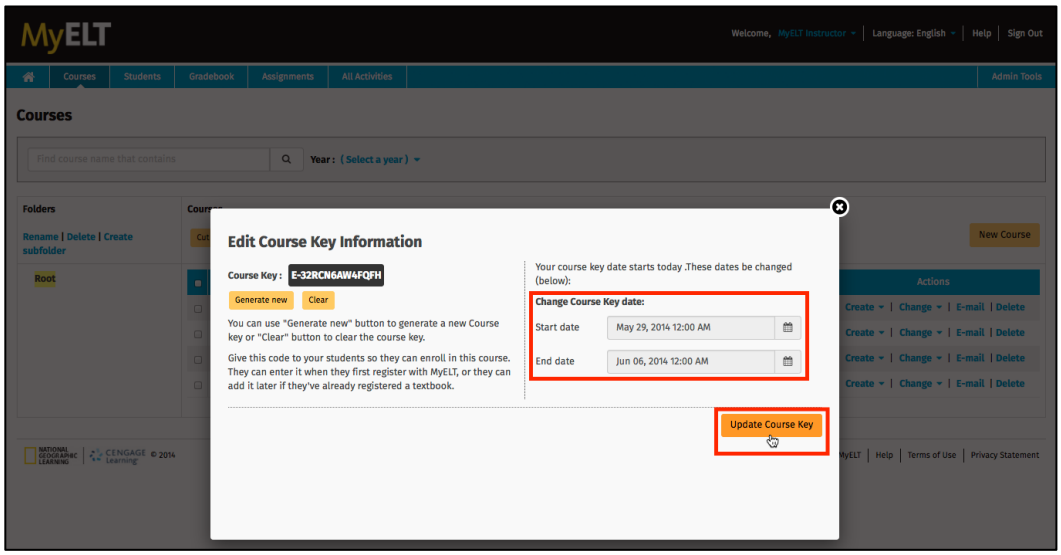
3. Click **Change** and then click **Key** in the **Actions** column to the right of the course your students are having trouble enrolling in.



4. Check that:

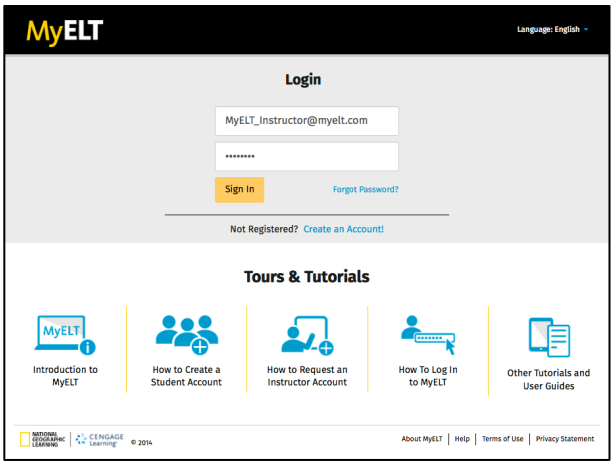
    - The Course Key is set to start after the current date.
    - The Course Key is set to end before the current date.

    In either case, select a different course start and/or end date so the current date falls within the range and then click **Update Course Details**.

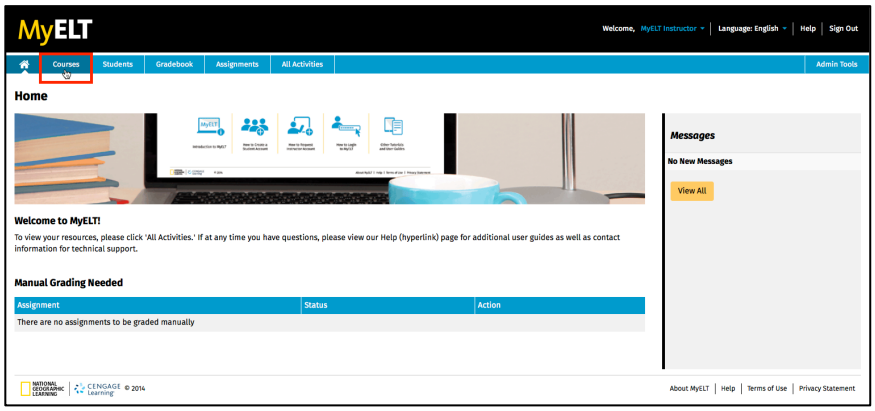


RESET THE COURSE DATES

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

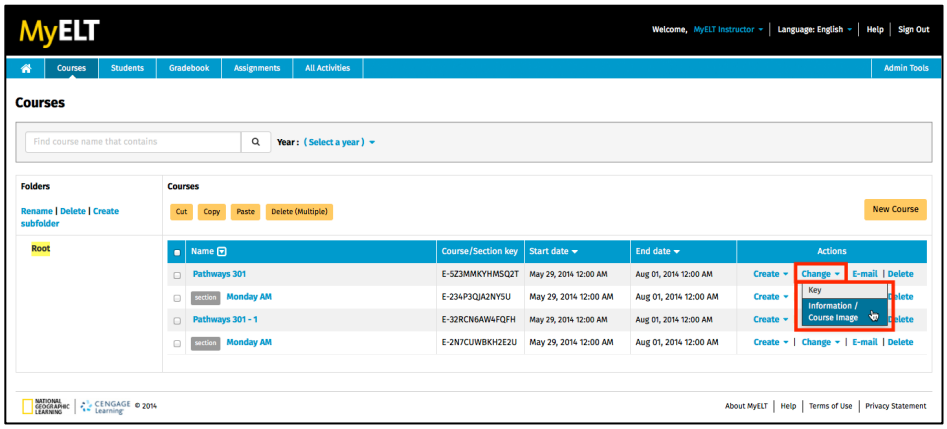


2. Click **Courses.**



3. If the current date is before the course start date or after the course end date, click **Change** and then click **Information/Course Image** in the **Actions** column to the right of the course title.

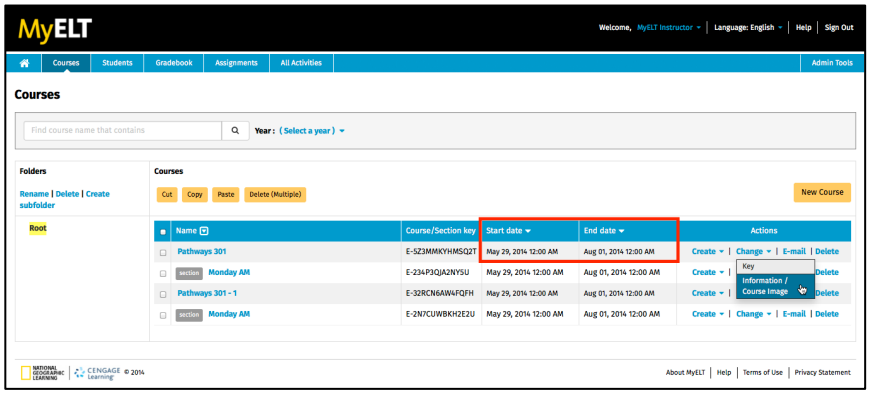
   Note: *If the current date falls between the course start and end dates, contact MyELT Technical Support as described on page 82.*



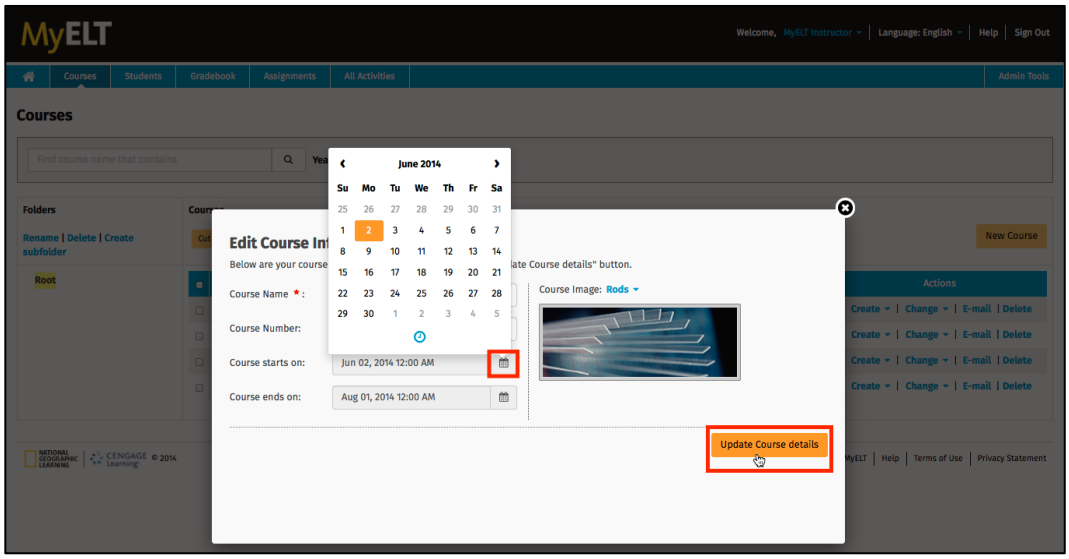
4. Check that:

   - The Course Key is set to start after the current date.
   - The Course Key is set to end before the current date.

   In either case, type or select a new date so the Course Key is active on the current date, and then click **Update Course Key**.



5. In either case, select a different course start and/or end date so the current date falls within the range and then click **Update Course Details**.



HAVE STUDENTS TRY AGAIN

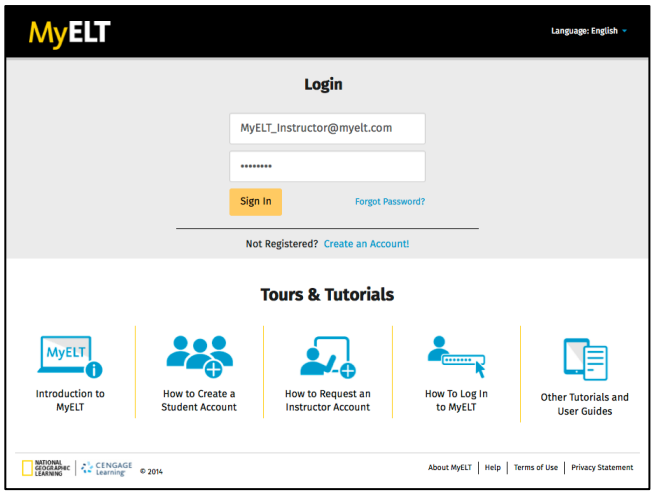
1. Give the students the Course Key again.
2. Ask the students to re-enter the Course Key, making sure they type the numbers and letters in the correct order.

USING THE GRADEBOOK AND RUNNING REPORTS

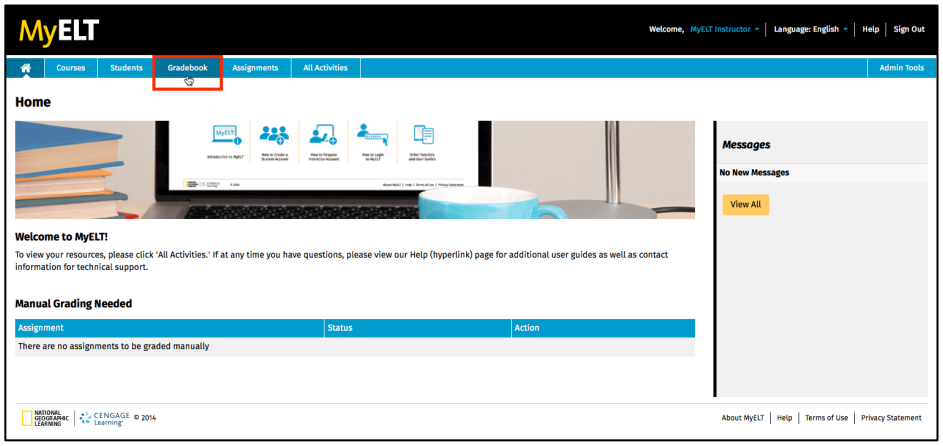
The Gradebook lets you track student progress and performance in your course. You can view this information in the Gradebook itself or you can run reports on the class as a whole, groups of students, or individuals.

HOW DO I VIEW STUDENT PROGRESS?

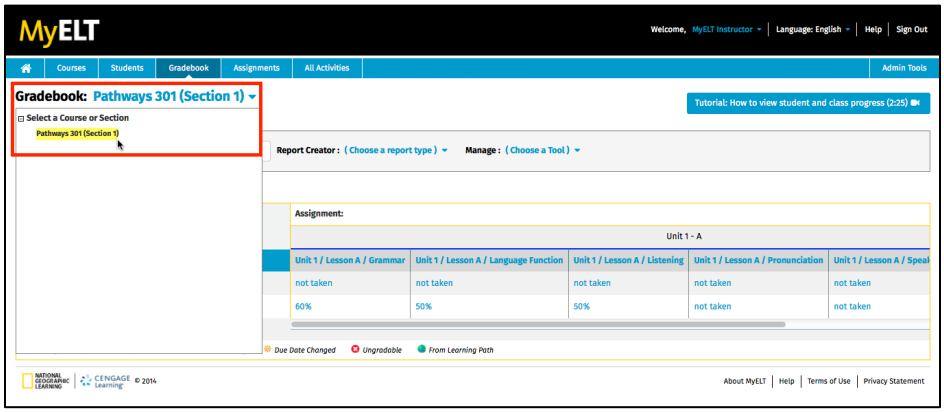
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Gradebook**.

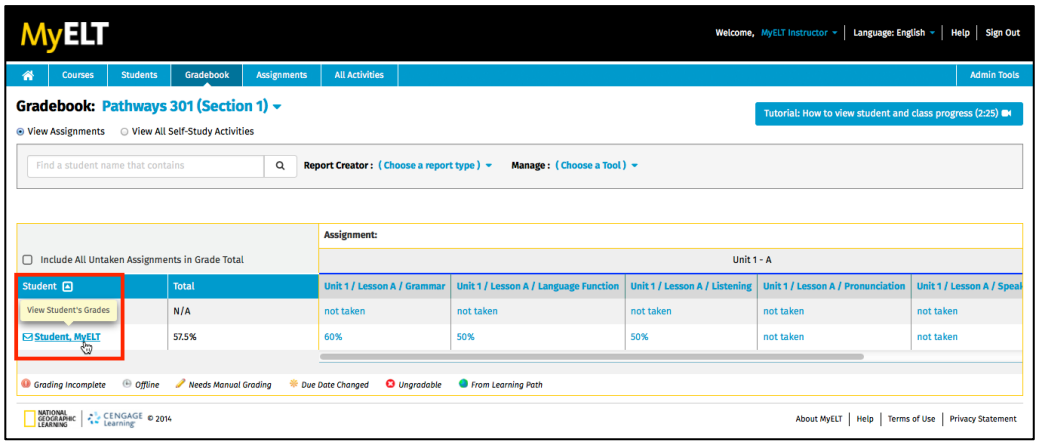


3. Make sure the title of the course that you want to view student progress for appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

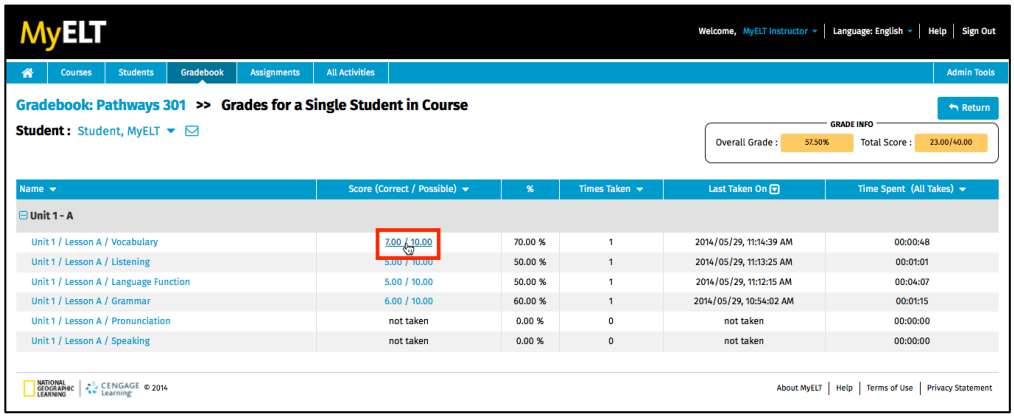


4. Examine the assignment and average grades for each student.

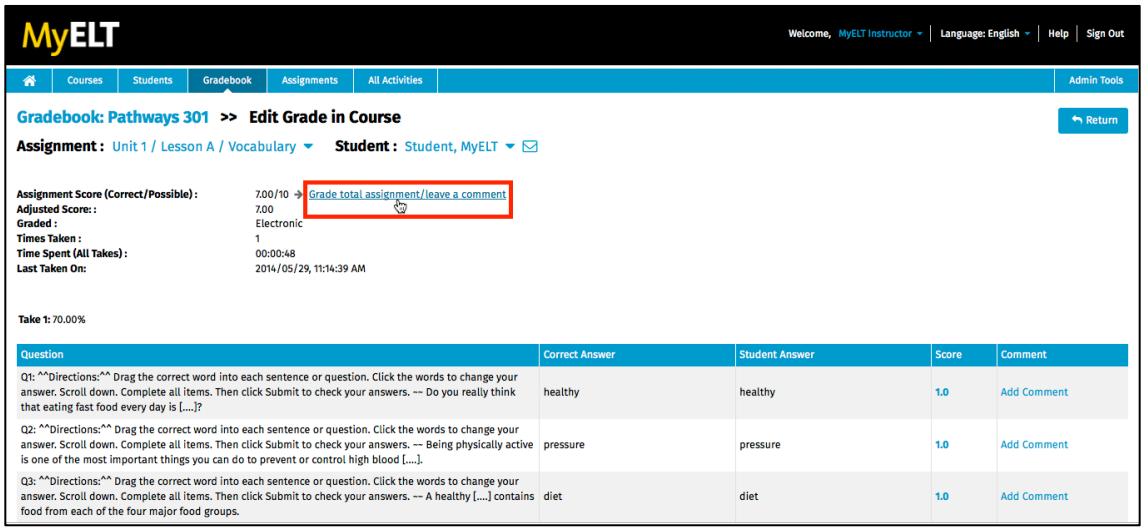
5. Click each student's name to see more detailed information about his or her performance.



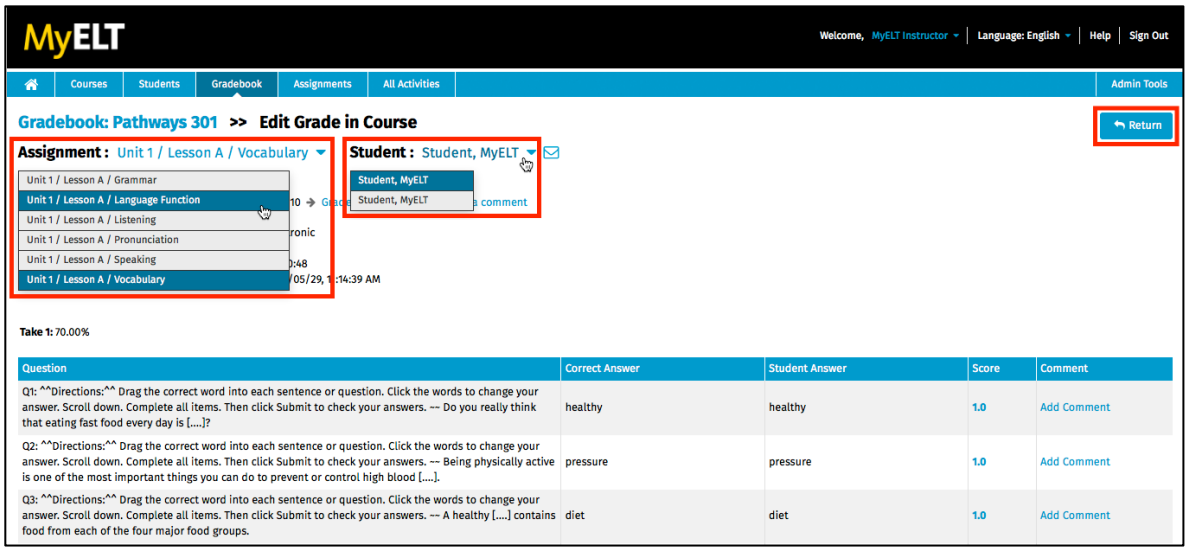
6. Click a student's **score** to the right of an assignment to see the answers that the student submitted.



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

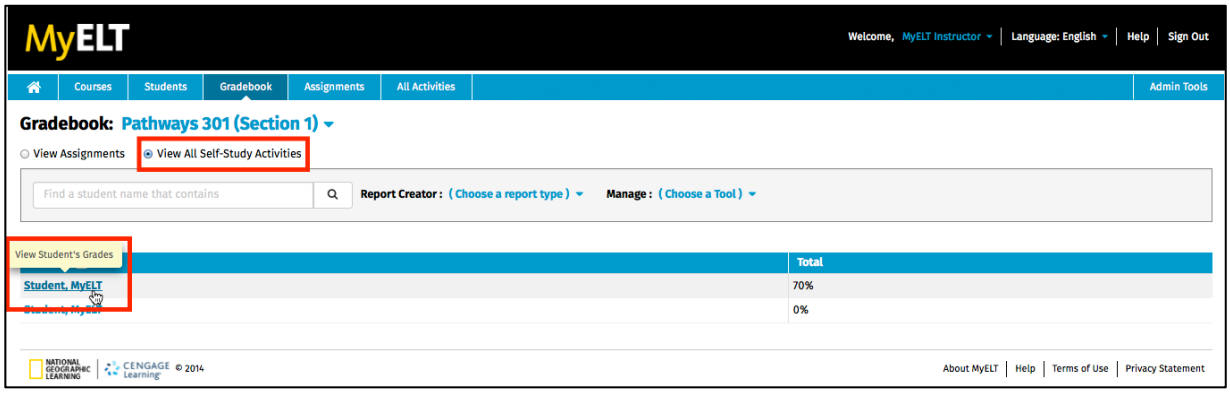


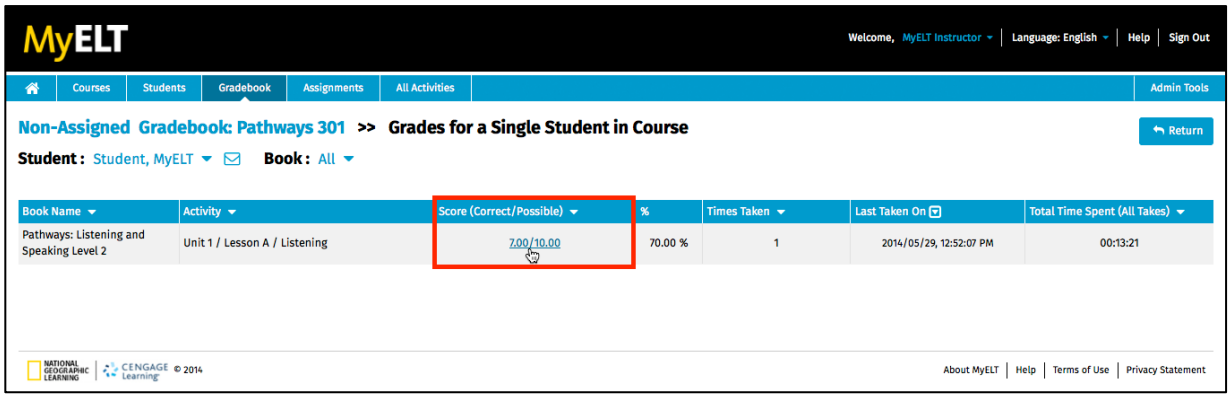
8. Click the arrow to the right of the current assignment's title and select another assignment to see the same student's answers. Click the arrow to the right of the current student's name and select another one to see that student's answers on the same assignment.



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**.

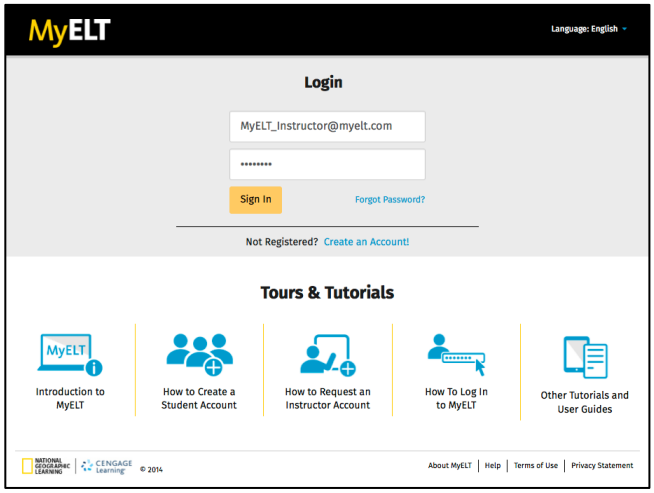




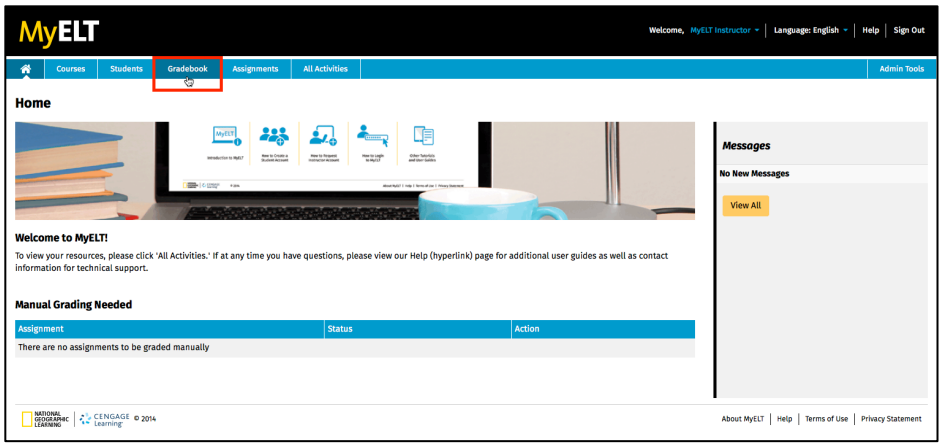
HOW DO I LISTEN TO RECORDED ANSWERS?

Students record oral answers to some MyELT assignments. These recordings are saved in the Gradebook so you can listen to them.

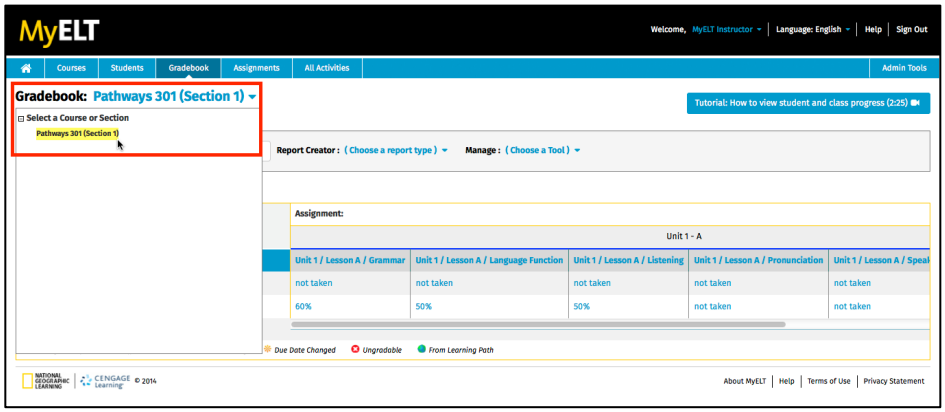
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



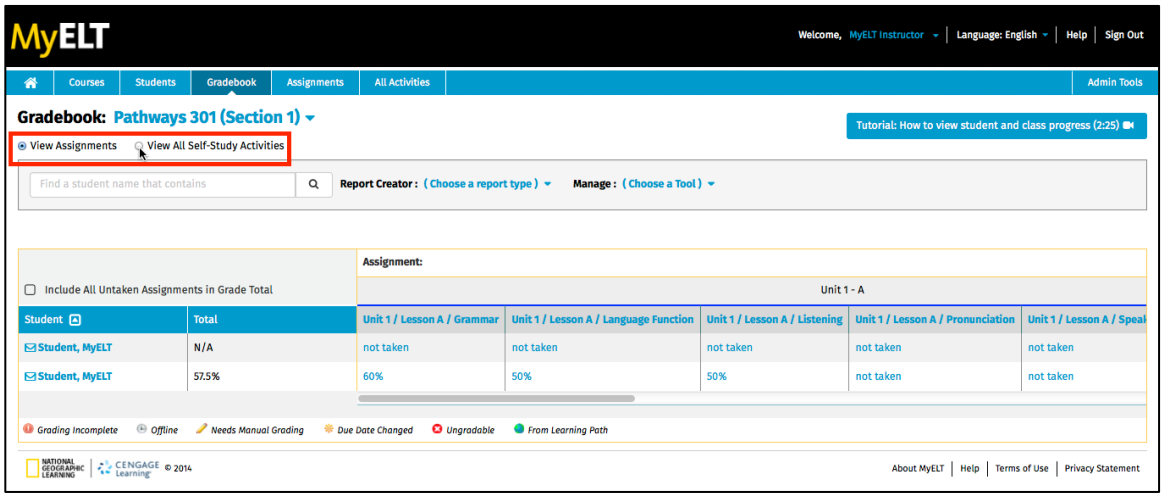
2. Click **Gradebook**.



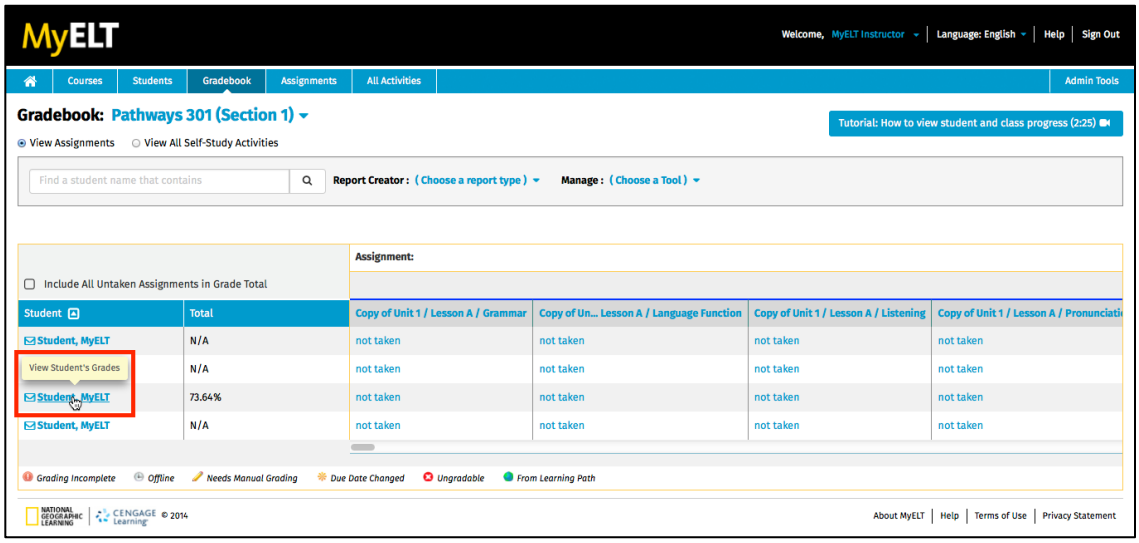
3. Make sure the title of the course with the recordings you want to listen to appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



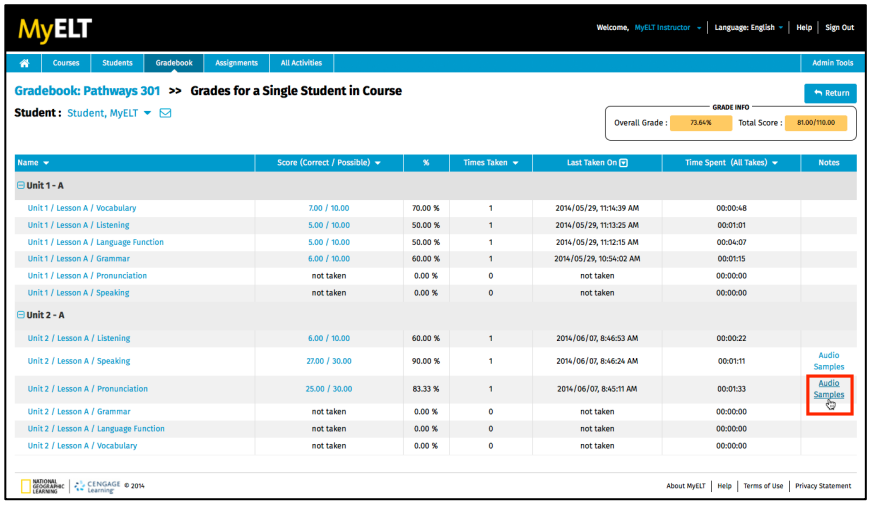
4. If the answers you want to listen to were for unassigned activities, click **View All Self-Study Activities**. Otherwise, leave **View Assignments** selected.



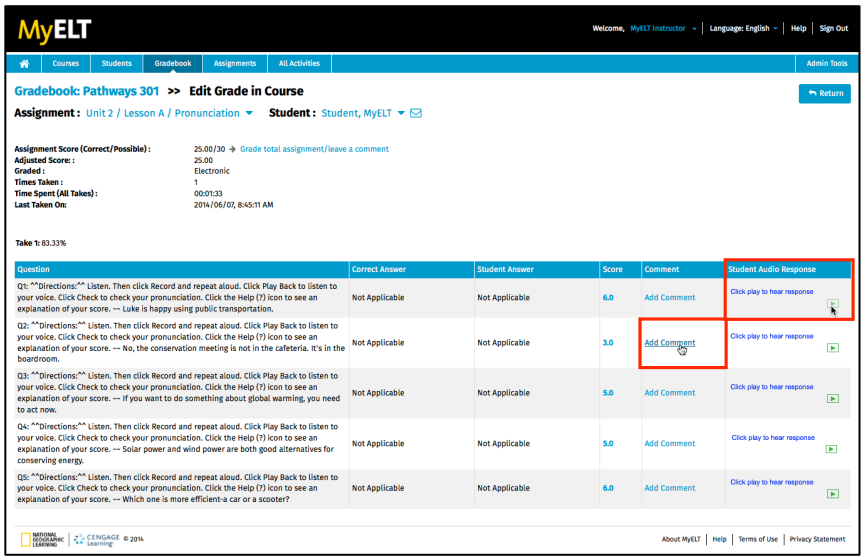
5. Click the name of the student whose answers you want to listen to.



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



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



8. When you are done, click **Return**.

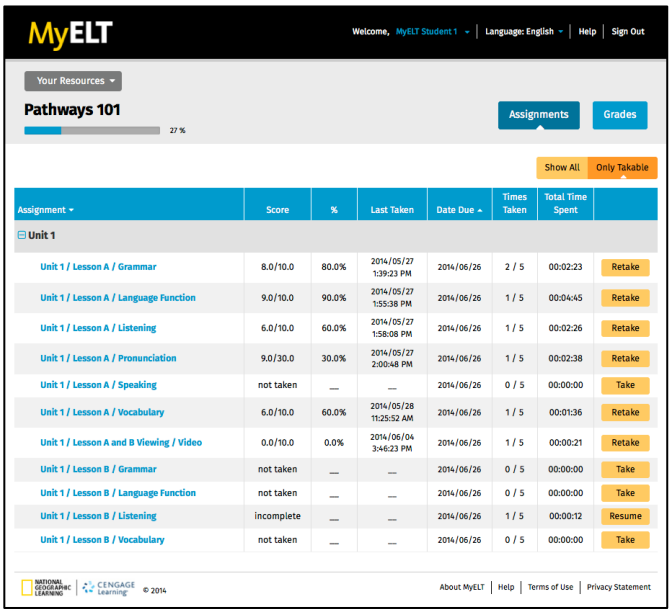
WHY CAN'T I SEE A STUDENT'S SCORE?

There are two common reasons that a student's score might not appear in the Gradebook even though the student says he or she completed it.

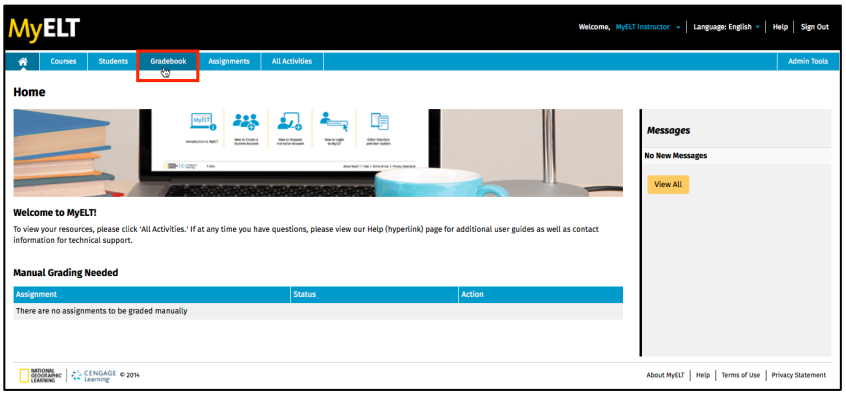
***Note**: If none of these solutions solve the problem, contact MyELT Technical Support as described on page 82.*

STUDENT DID THE ASSIGNMENT AS A SELF-STUDY ACTIVITY

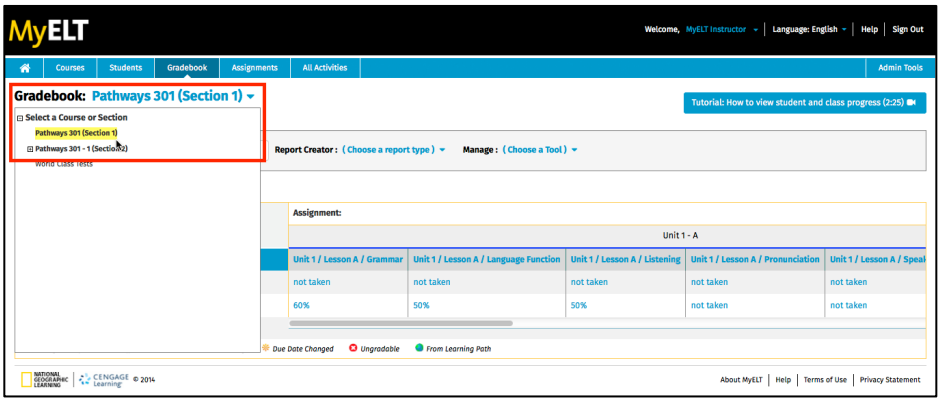
- Ask the student to check his or her **Assignments** page to see what it says in the column to the far right of the assignment.
    - If it says **Take**, the student must retake the activity.
    - If it says **Retake**, contact MyELT Technical Support as described on page 82.
    - If it is blank, the student has already taken the assignment as many times as allowed or the assignment is past due.



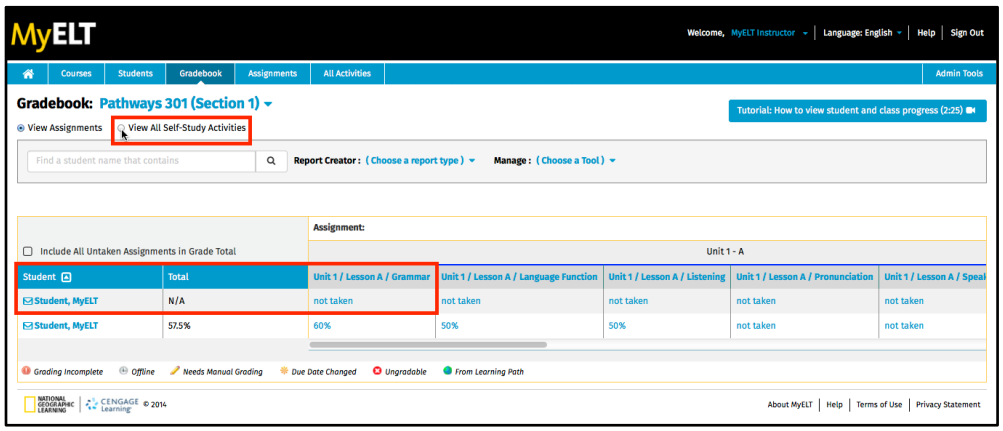
- Recheck your Gradebook.
    a. Click **Gradebook**.



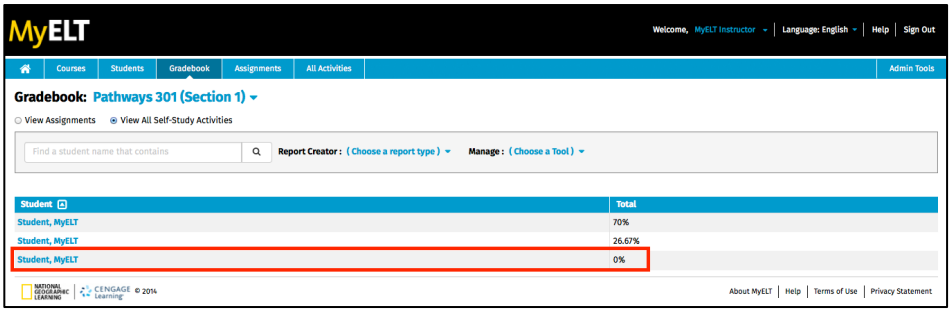
b. Make sure the course the student is enrolled in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



c. Find the student's name to see whether a score appears for the assignment. If not, click **View All Self-Study Activities** at the top of the page.



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



e. If not, see the following procedure.

STUDENT DID NOT CLICK SUBMIT

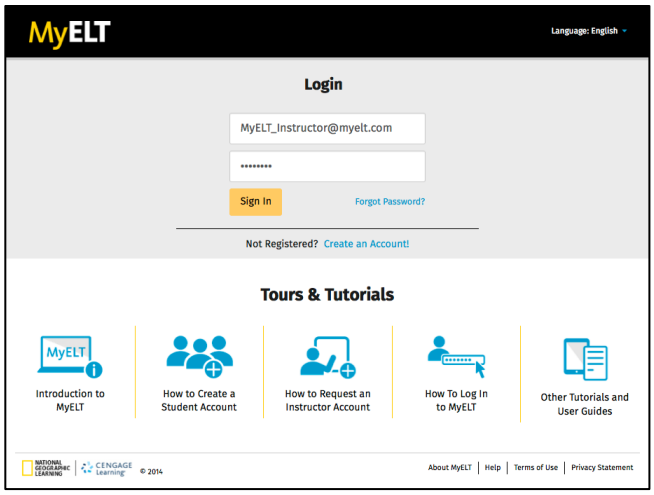
- Have the student retake the assignment in your classroom or office. Make sure he or she answers all the questions and then clicks **Submit**.
- If the student cannot take the assignment in your classroom or office, ask him or her to retake it at home. Remind the student to click **Submit** before leaving the activity. Advise the student that he or she may need to scroll down the page to activate the **Submit** button.

HOW DO I RUN A REPORT?

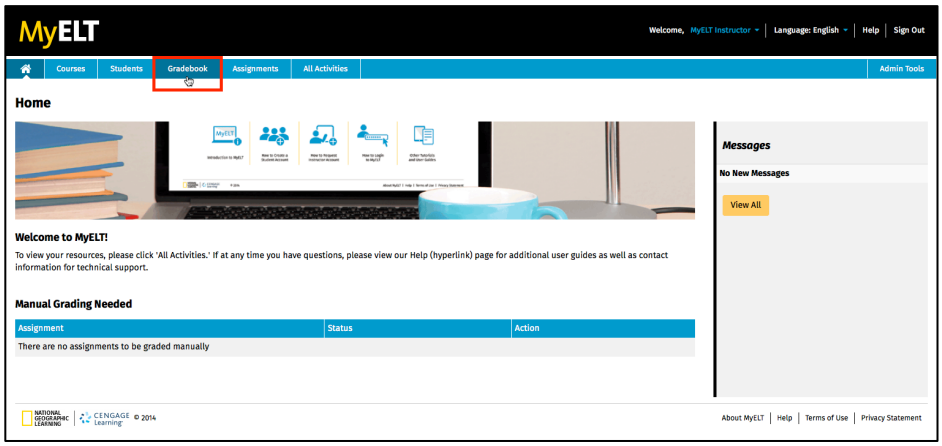
You can generate a variety of reports about your students and their performance:

Report Title	What It Shows	SEE SAMPLE ON
Activity Statistics	The number of students who have taken a particular assignment in a course, the range of grades, the median scores, and the mean scores.	Page 83
Scores, By Assignment	The scores achieved by each student on each assignment in the course.	Page 84
Scores, by Student (Details)	The scores for all the activities taken by each student in the course.	Page 84
Scores, by Student (Summary)	All the students in a course, their usernames and email addresses, and their overall scores in the course.	Page 84
Scores, by Student (Summary, with Categories)	Their scores and percentages for all the students in a course.	Page 84
Time Spent, by Student	All the assignments taken by a student in a course, the book that the assignments came from, the date that the student last worked on the assignment, the total time the student spent on the assignment, and the student's score.	Page 85
Student Assignment Progress	The number of days each student has been inactive, how many assignments each student has taken, how many assignments each student still has left to do, and the student's score.	Page 85

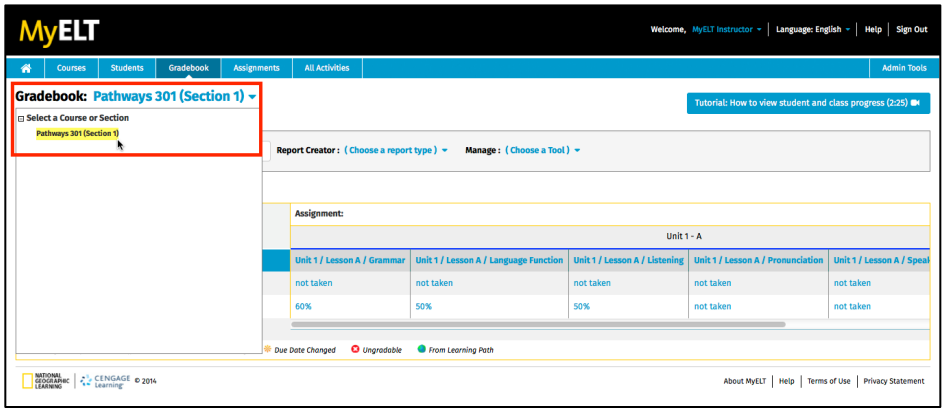
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Gradebook**.

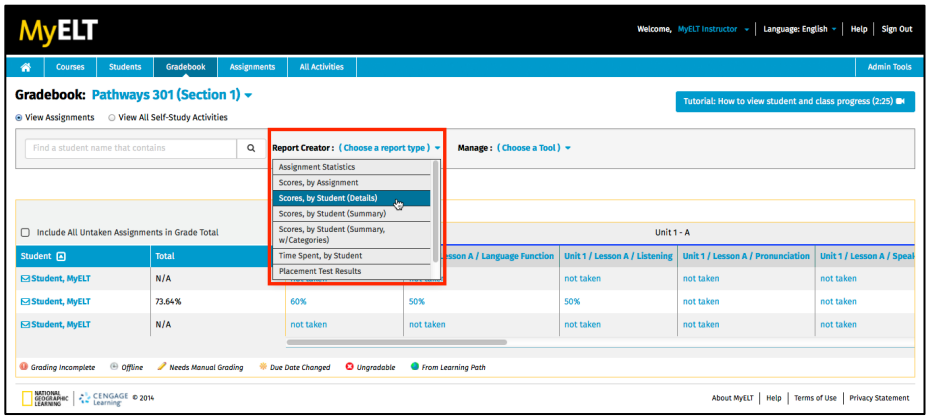


3. Make sure the title of the course you want to run a report from appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

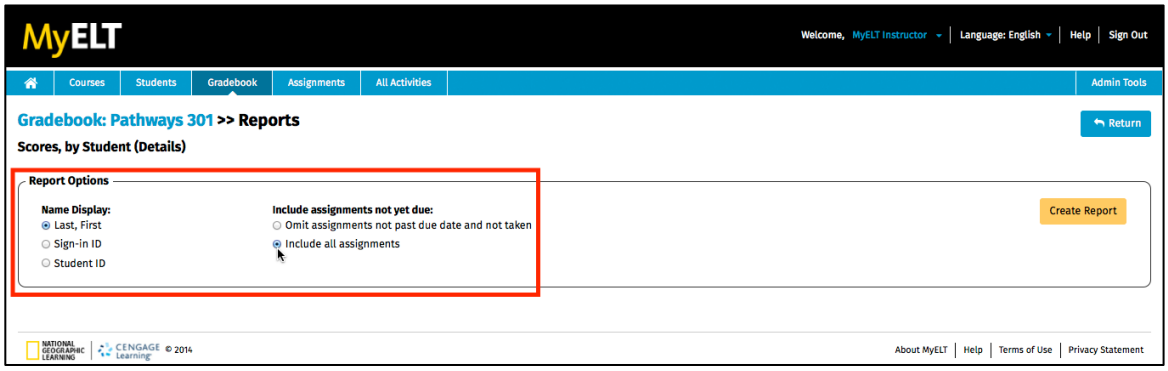


4. Click the arrow next to **Report Creator** and select the type of report you want to run.

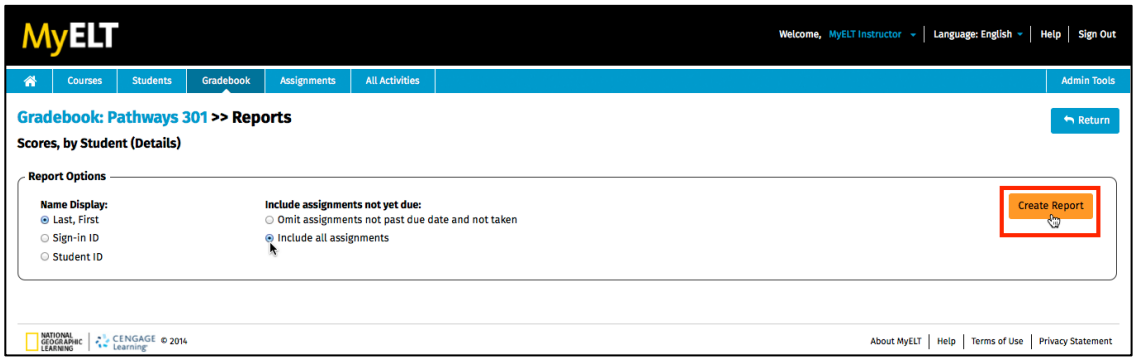
   ***Note**: To see an example of each type of report, see the appendix on page 83.*



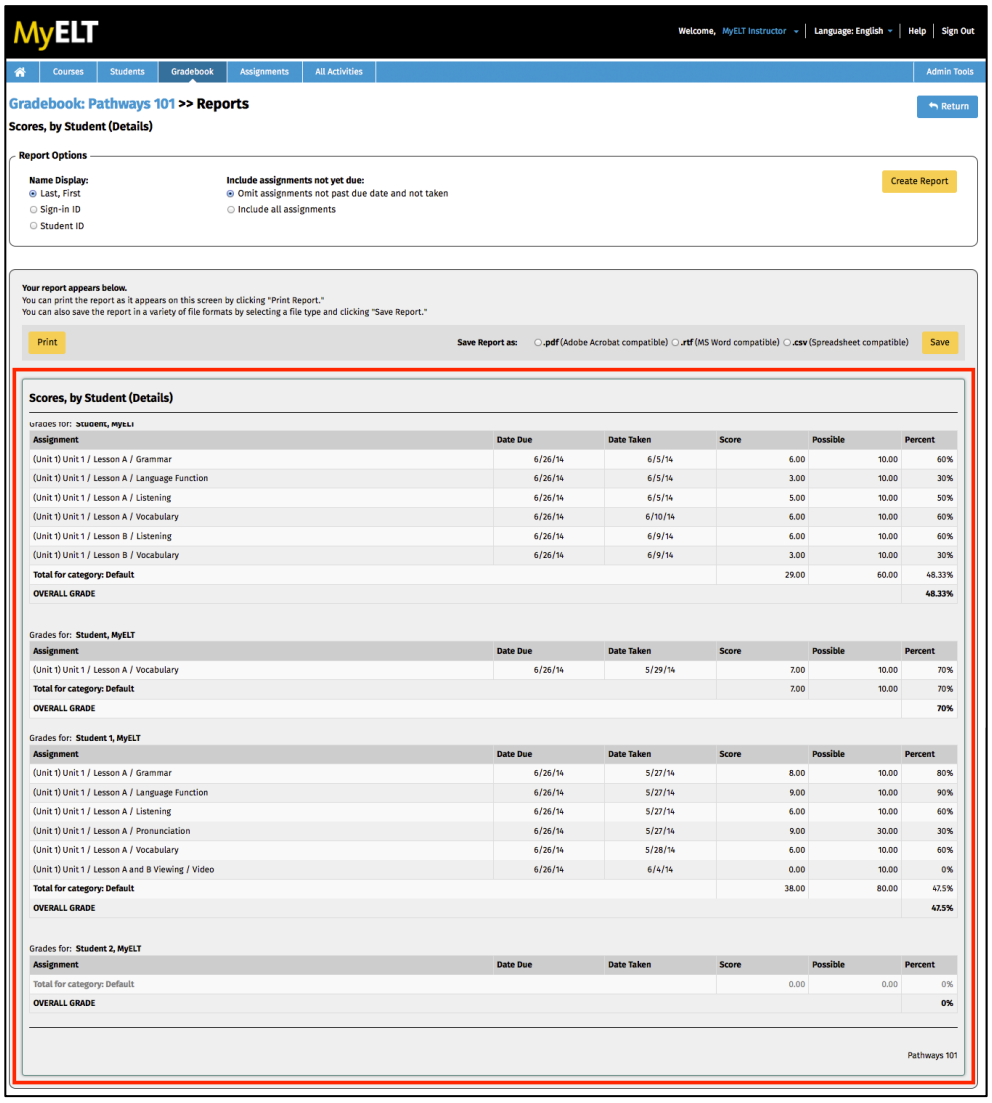
5. Select options to specify what you want to see and how you want it to appear in your report. The options that are available depend on the type of report you chose.



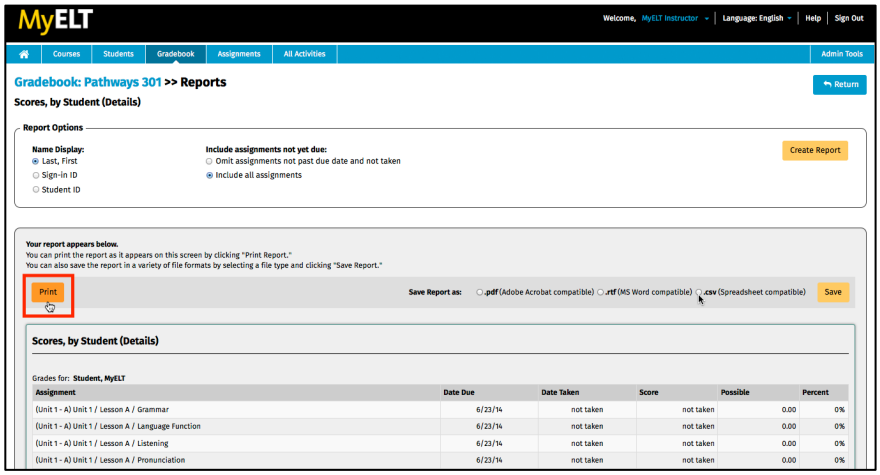
6. When you are done, click **Create Report**.



7. Scroll down to see the entire report.

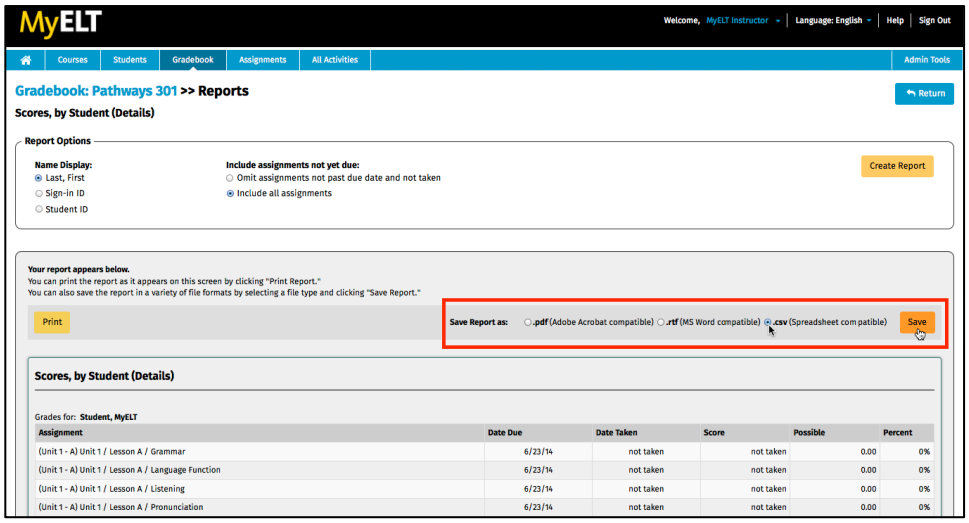


8. Click **Print** if you want to print a copy of the report.

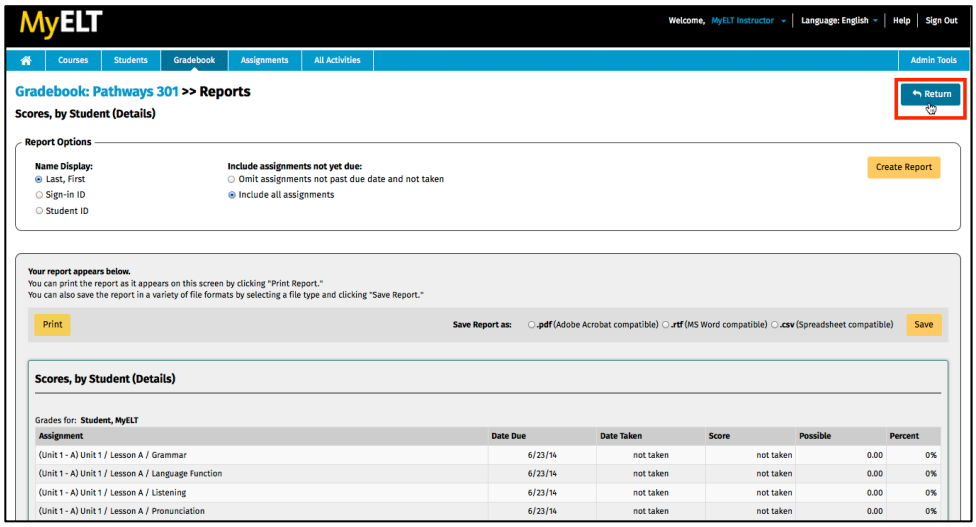


9. Next to **Save Report as**, click a format and then click **Save** to save the report as a file that you can open in another application. The available formats are:

    - .pdf (which Adobe Acrobat Reader can open)
    - .rtf (which Microsoft Word and other word processing programs can open)
    - .csv (which Microsoft Excel and other spreadsheet programs can open)



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



GETTING HELP

CONTACT YOUR SALES REPRESENTATIVE

To find out who your sales representative is and how to contact him or her, go to http://sites.cengage.com/RepFinder/search/natgeo.

CONTACT TECHNICAL SUPPORT

If you have questions that are not answered in this guide, please contact MyELT Technical Support at MyELT.support@cengage.com. You will receive a response in 1 to 3 business days.

When contacting Technical Support, please provide the following information:

First and last name	
School	
Operating system	
Browser and version	
Content Access Code	
Course Key (if you have one)	
Description of the problem	
Screenshot of the problem	

APPENDIX: SAMPLE REPORTS

ACTIVITY STATISTICS

The Activity Statistics report shows the number of students who have taken a particular assignment in a course, the range of grades, the median score, and the mean score.

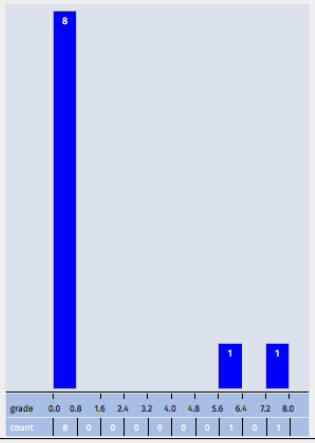
Assignment Statistics

Course: Pathways 101
Assignment: Unit 1 / Lesson A / Grammar
Book: Pathways: Listening and Speaking Level 2

Number of students taken:	2
Number In-Progress / Incomplete:	0
Number Completed*:	2
Number not taken:	8
Lowest grade:	0.00
Highest grade:	8.00
Mean grade:	1.40
Median grade:	0.00
Standard deviation:	2.84

* Includes students who have not taken the assignment before Due Date.

Histogram:



Pathways 101

SCORES, BY ASSIGNMENT

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

Scores, by Assignment

Login ID	(Unit 2) Unit 1 / Lesson A / Grammar	(Unit 2) Unit 1 / Lesson A / Language Function	(Unit 2) Unit 1 / Lesson A / Listening	(Unit 2) Unit 1 / Lesson A / Pronunciation	(Unit 2) Unit 1 / Lesson A / Speaking	(Unit 2) Unit 1 / Lesson A / Vocabulary	(Unit 2) Unit 1 / Lesson A and B Viewing / Video	(Unit 2) Unit 1 / Lesson B / Grammar	(Unit 2) Unit 1 / Lesson B / Language Function	(Unit 2) Unit 1 / Lesson B / Listening	(Unit 2) Unit 1 / Lesson B / Vocabulary	Total Score
markdemo_student1	8.00	8.00	3.00	14.00	5.00	1.00	4.00	5.00	16.00	7.00	2.00	73.00
markdemo_student2	not taken	not taken	not taken	not taken	not taken	not taken	not taken	not taken	not taken	not taken	not taken	0.00
markdemo_student3	7.00	0.00	4.00	0.00	not taken	5.00	4.00	not taken	not taken	10.00	8.00	38.00
markdemo_student4	10.00	10.00	8.00	not taken	not taken	10.00	6.00	not taken	not taken	6.00	10.00	60.00
markdemo_student5	4.00	9.00	2.00	not taken	not taken	4.00	2.00	not taken	10.00	not taken	not taken	31.00

Wrap table to fit page width

Pathways 102

SCORES, BY STUDENT (DETAILS)

The Scores, By Student (Details) report shows the scores achieved by an individual student for each assignment in the course.

Scores, by Student (Details)

Grades for: **markdemo_student1**

Assignment	Date Due	Date Taken	Score	Possible	Percent
(Unit 2) Unit 1 / Lesson A / Grammar	6/20/14	6/11/14	8.00	10.00	80%
(Unit 2) Unit 1 / Lesson A / Language Function	6/20/14	6/11/14	8.00	10.00	80%
(Unit 2) Unit 1 / Lesson A / Listening	6/20/14	6/11/14	3.00	10.00	30%
(Unit 2) Unit 1 / Lesson A / Pronunciation	6/20/14	6/11/14	14.00	30.00	46.67%
(Unit 2) Unit 1 / Lesson A / Speaking	6/20/14	6/11/14	5.00	5.00	100%
(Unit 2) Unit 1 / Lesson A / Vocabulary	6/20/14	6/11/14	1.00	10.00	10%
(Unit 2) Unit 1 / Lesson A and B Viewing / Video	6/20/14	6/11/14	4.00	10.00	40%
(Unit 2) Unit 1 / Lesson B / Grammar	6/20/14	6/11/14	5.00	5.00	100%
(Unit 2) Unit 1 / Lesson B / Language Function	6/20/14	6/11/14	16.00	30.00	53.33%
(Unit 2) Unit 1 / Lesson B / Listening	6/20/14	6/11/14	7.00	10.00	70%
(Unit 2) Unit 1 / Lesson B / Vocabulary	6/20/14	6/11/14	2.00	10.00	20%
Total for category: Default			73.00	140.00	52.14%
OVERALL GRADE					**52.14%**

SCORES, BY STUDENT (SUMMARY)

The Scores, by Student (Summary) report shows each student's sign-in information and overall score for the course.

Scores, by Student (Summary)

Student Name	Student ID	Login	Email	Course	Course Number	Section	Section Number	Course Grade
markdemo_student3	-	markdemo_student3	demo_student3@myeltdemo.com	Pathways 102	102	n/a	n/a	38.00%
markdemo_student1	-	markdemo_student1	demo_student1@myeltdemo.com	Pathways 102	102	n/a	n/a	52.14%
markdemo_student4	-	markdemo_student4	demo_student4@myeltdemo.com	Pathways 102	102	n/a	n/a	85.71%
markdemo_student5	-	markdemo_student5	demo_student5@myeltdemo.com	Pathways 102	102	n/a	n/a	38.75%

Pathways 102

SCORES, BY STUDENT (SUMMARY, WITH CATEGORIES)

The Scores, by student (Summary, with Categories) report lists all the students in a course with their raw scores and percentage grades.

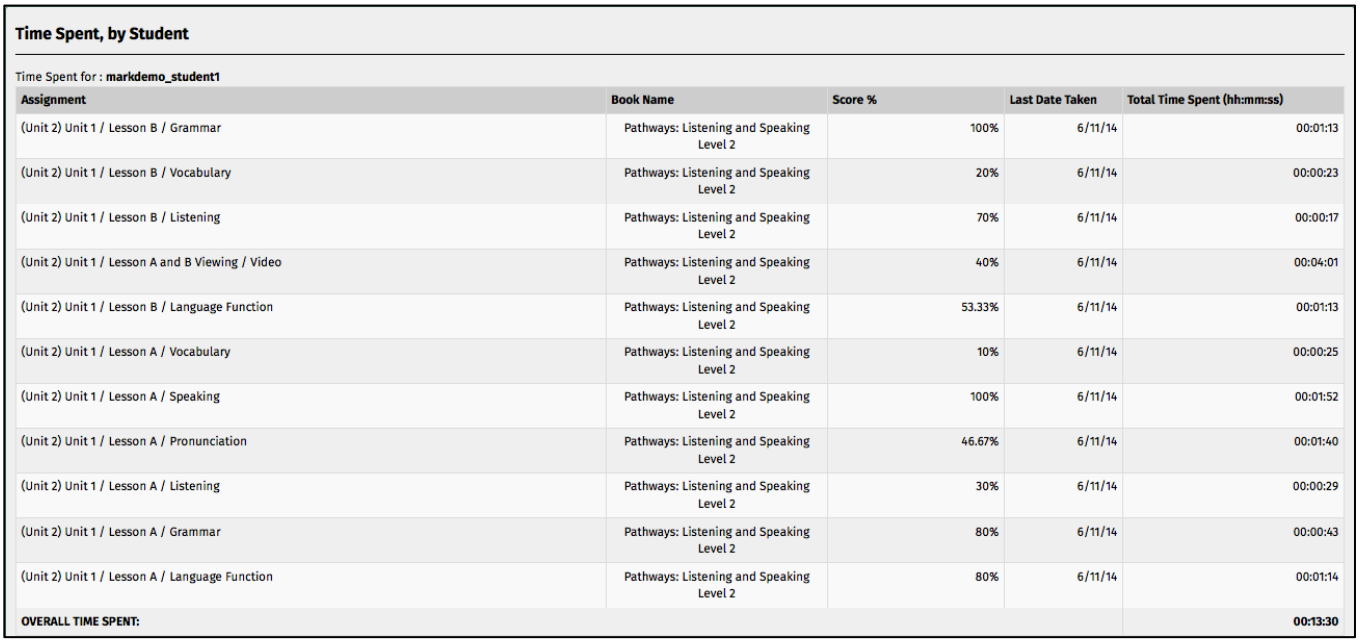
Scores, by Student (Summary, w/Categories)

Student	Default (100.00%)			OVERALL
Login ID	score	possible	percent	
markdemo_student1	73.00	140.00	52.14%	52.14%
markdemo_student2	0.00	0.00	0.00%	0.00%
markdemo_student3	38.00	100.00	38.00%	38.00%
markdemo_student4	60.00	70.00	85.71%	85.71%
markdemo_student5	31.00	80.00	38.75%	38.75%

Pathways 102

TIME SPENT, BY STUDENT

The Time Spent, by Student report lists all the assignments taken by an individual student in a course, the book from which the assignments were created, the student's score, the date that the student last worked on the assignment, and the total time the student spent on it.



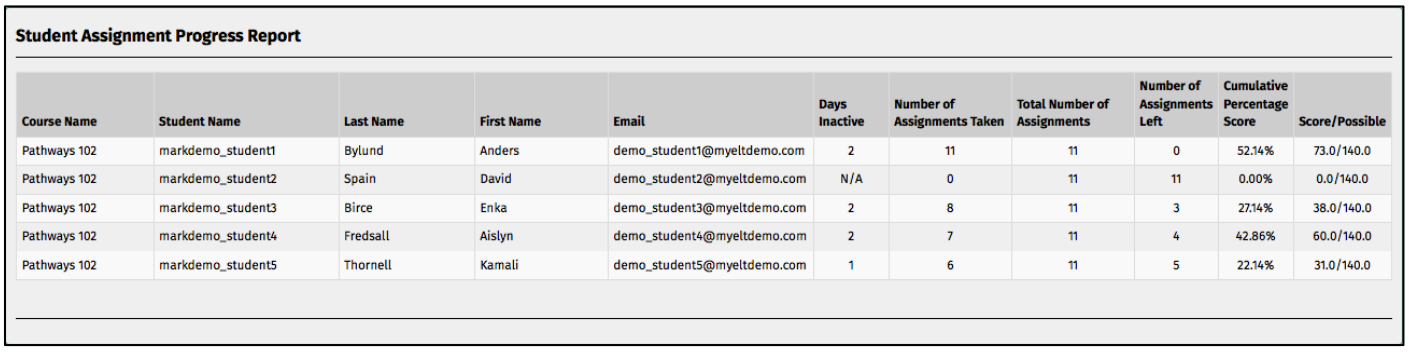
Time Spent, by Student

Time Spent for : **markdemo_student1**

Assignment	Book Name	Score %	Last Date Taken	Total Time Spent (hh:mm:ss)
(Unit 2) Unit 1 / Lesson B / Grammar	Pathways: Listening and Speaking Level 2	100%	6/11/14	00:01:13
(Unit 2) Unit 1 / Lesson B / Vocabulary	Pathways: Listening and Speaking Level 2	20%	6/11/14	00:00:23
(Unit 2) Unit 1 / Lesson B / Listening	Pathways: Listening and Speaking Level 2	70%	6/11/14	00:00:17
(Unit 2) Unit 1 / Lesson A and B Viewing / Video	Pathways: Listening and Speaking Level 2	40%	6/11/14	00:04:01
(Unit 2) Unit 1 / Lesson B / Language Function	Pathways: Listening and Speaking Level 2	53.33%	6/11/14	00:01:13
(Unit 2) Unit 1 / Lesson A / Vocabulary	Pathways: Listening and Speaking Level 2	10%	6/11/14	00:00:25
(Unit 2) Unit 1 / Lesson A / Speaking	Pathways: Listening and Speaking Level 2	100%	6/11/14	00:01:52
(Unit 2) Unit 1 / Lesson A / Pronunciation	Pathways: Listening and Speaking Level 2	46.67%	6/11/14	00:01:40
(Unit 2) Unit 1 / Lesson A / Listening	Pathways: Listening and Speaking Level 2	30%	6/11/14	00:00:29
(Unit 2) Unit 1 / Lesson A / Grammar	Pathways: Listening and Speaking Level 2	80%	6/11/14	00:00:43
(Unit 2) Unit 1 / Lesson A / Language Function	Pathways: Listening and Speaking Level 2	80%	6/11/14	00:01:14
OVERALL TIME SPENT:				**00:13:30**

STUDENT ASSIGNMENT PROGRESS

The Student Assignment Progress report shows the number of days each student has been inactive, how many assignments each student has taken, how many assignments each student still has left to do, and the student's score.



Student Assignment Progress Report

Course Name	Student Name	Last Name	First Name	Email	Days Inactive	Number of Assignments Taken	Total Number of Assignments	Number of Assignments Left	Cumulative Percentage Score	Score/Possible
Pathways 102	markdemo_student1	Bylund	Anders	demo_student1@myeltdemo.com	2	11	11	0	52.14%	73.0/140.0
Pathways 102	markdemo_student2	Spain	David	demo_student2@myeltdemo.com	N/A	0	11	11	0.00%	0.0/140.0
Pathways 102	markdemo_student3	Birce	Enka	demo_student3@myeltdemo.com	2	8	11	3	27.14%	38.0/140.0
Pathways 102	markdemo_student4	Fredsall	Aislyn	demo_student4@myeltdemo.com	2	7	11	4	42.86%	60.0/140.0
Pathways 102	markdemo_student5	Thornell	Kamali	demo_student5@myeltdemo.com	1	6	11	5	22.14%	31.0/140.0