



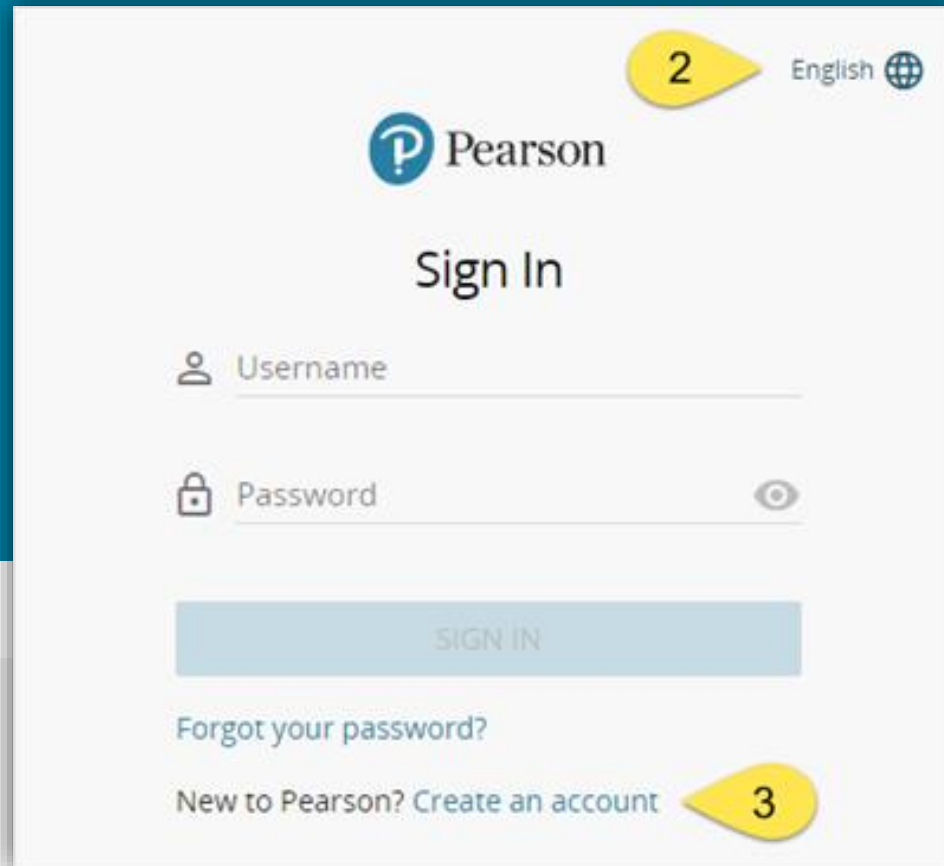
Pearson

Poptropica English Island

Teacher Registration and Using Guide



Registration

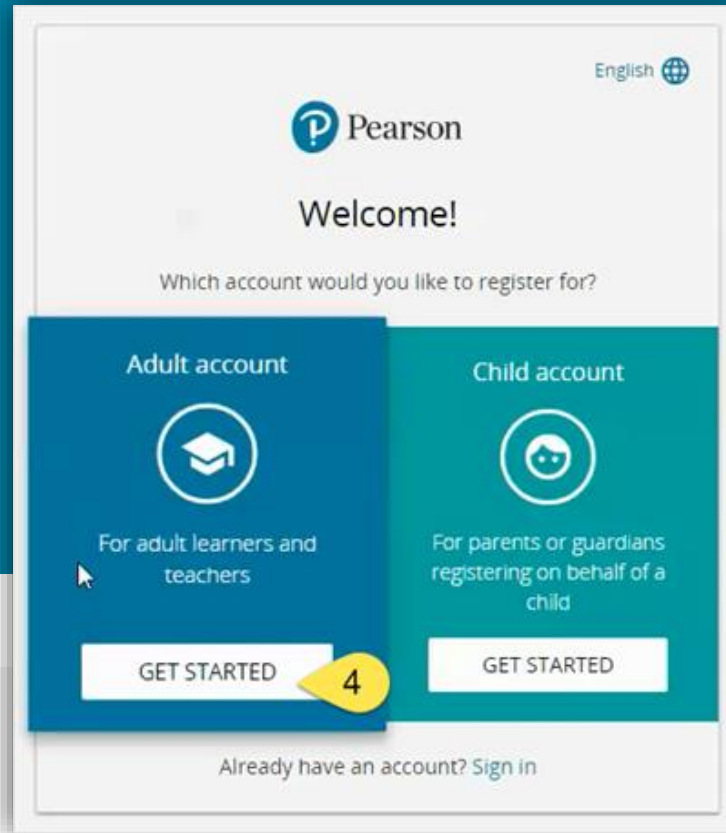


The screenshot shows the Pearson Sign In page. At the top right, there is a yellow callout bubble with the number '2' pointing to the 'English' language selection. Below the Pearson logo, the text 'Sign In' is centered. There are two input fields: 'Username' with a person icon and 'Password' with a lock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

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.

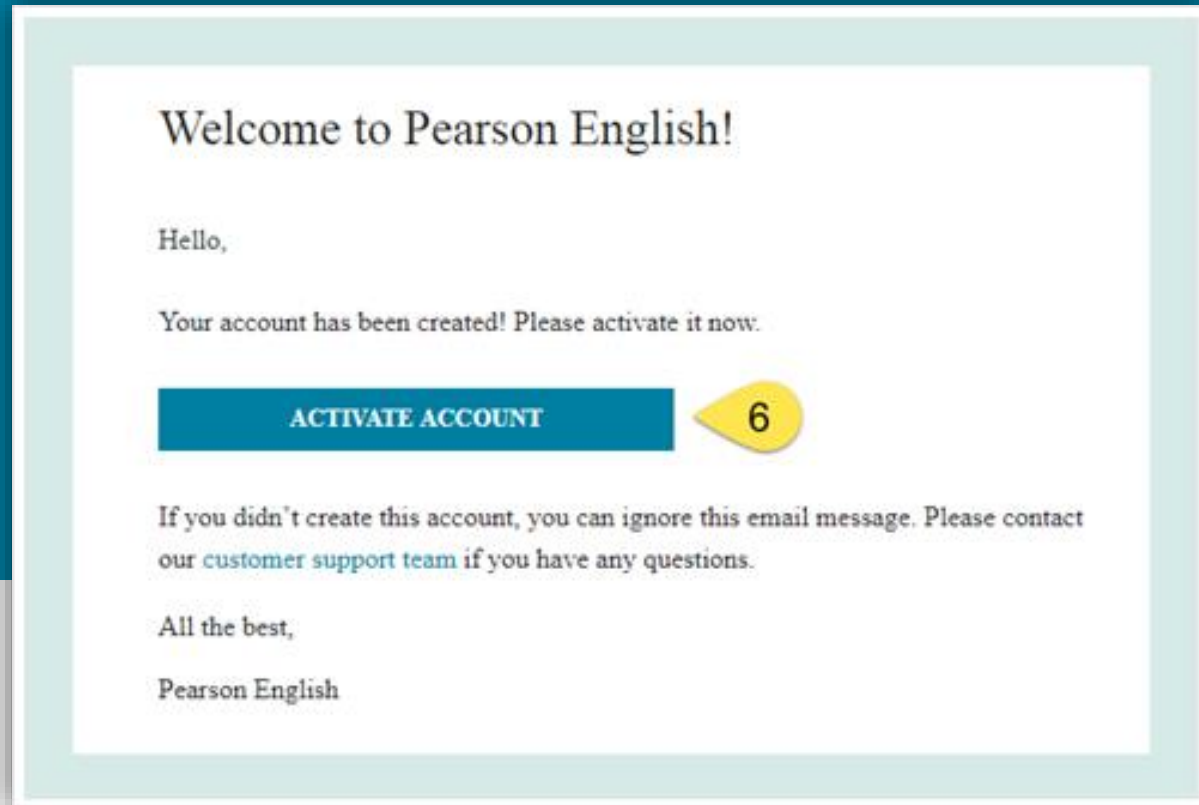
Registration

The screenshot displays the Pearson registration interface. At the top, there is a 'Go back' link and the Pearson logo. The main heading is 'Create an account'. The first section, 'Personal Information' (labeled A), includes fields for 'First name' (English), 'Last name' (Teacher), and 'Native Language' (English). The second section, 'Account Information' (labeled B), includes fields for 'Username' (english_teacher_1), 'Email address' (englishteacher@mail.com), 'Password', and 'Confirm Password'. A checkbox for 'Receive information via email about Pearson English' is present. A blue 'CREATE ACCOUNT' button (labeled 5) is at the bottom. Below the button, there is a link for 'Sign in' and a disclaimer about agreeing to the terms and privacy policy.

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

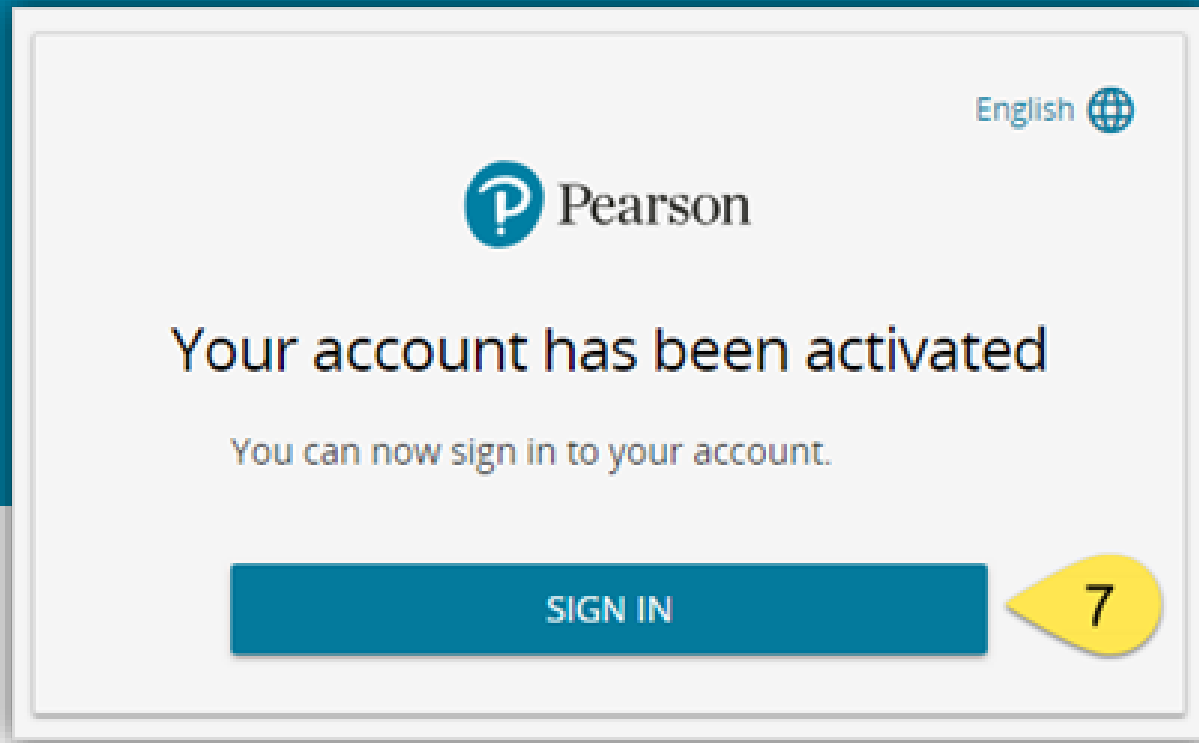
Please note that your username can contain only lowercase letters, numbers, underscores [] and dashes [-].

Registration



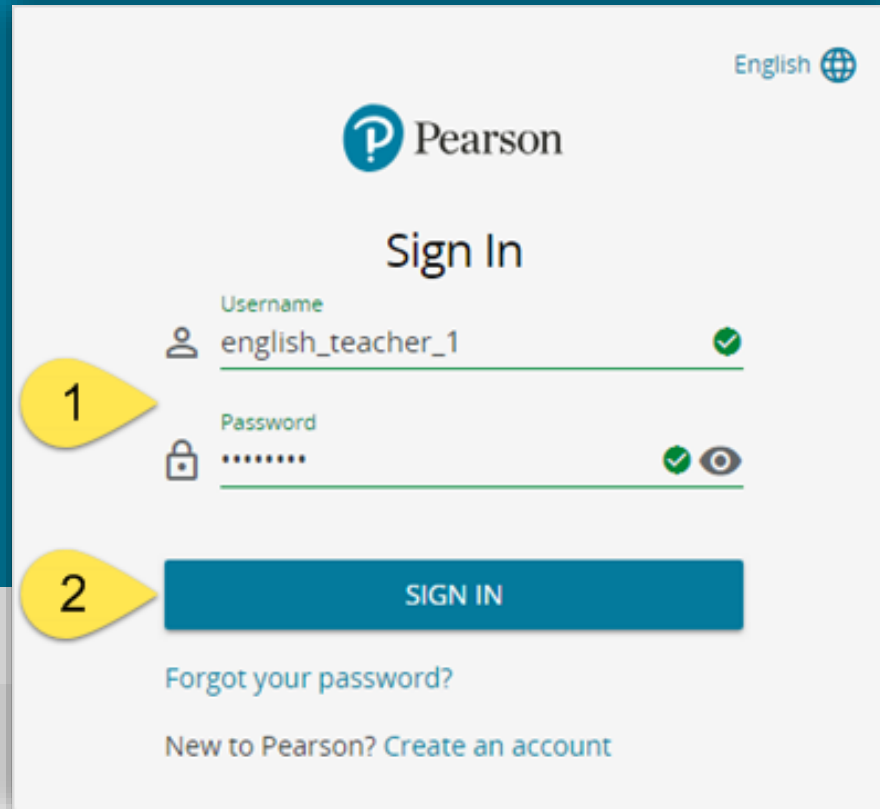
6. You will receive an email confirmation. Click on the **[A]** button in the email message.

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 showing '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 next to an eye icon. A yellow callout bubble with the number '1' points to the Username field. Below the password field, another yellow callout bubble with the number '2' points to a blue 'SIGN IN' button. At the bottom, there are two links: 'Forgot your password?' and 'New to Pearson? Create an account'.

English 

 Pearson

Sign In

Username  english_teacher_1 

Password   

1

2

SIGN IN

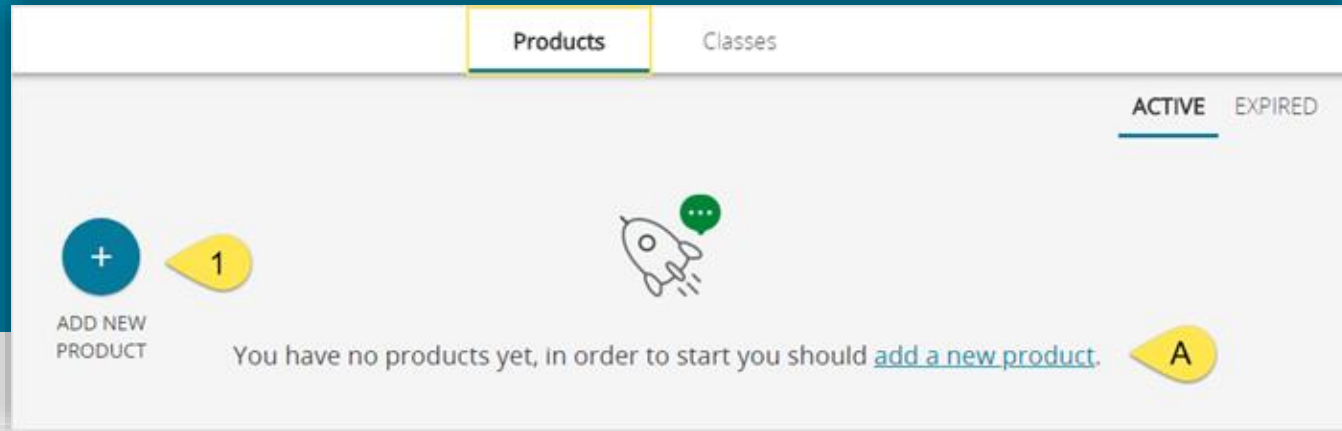
[Forgot your password?](#)

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


Use an Access Code

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

Access Code
ESSPFF-DRILL-ALIBI-INDUE-TASTE-PROSA

2 ✓

or click the QR code icon



A

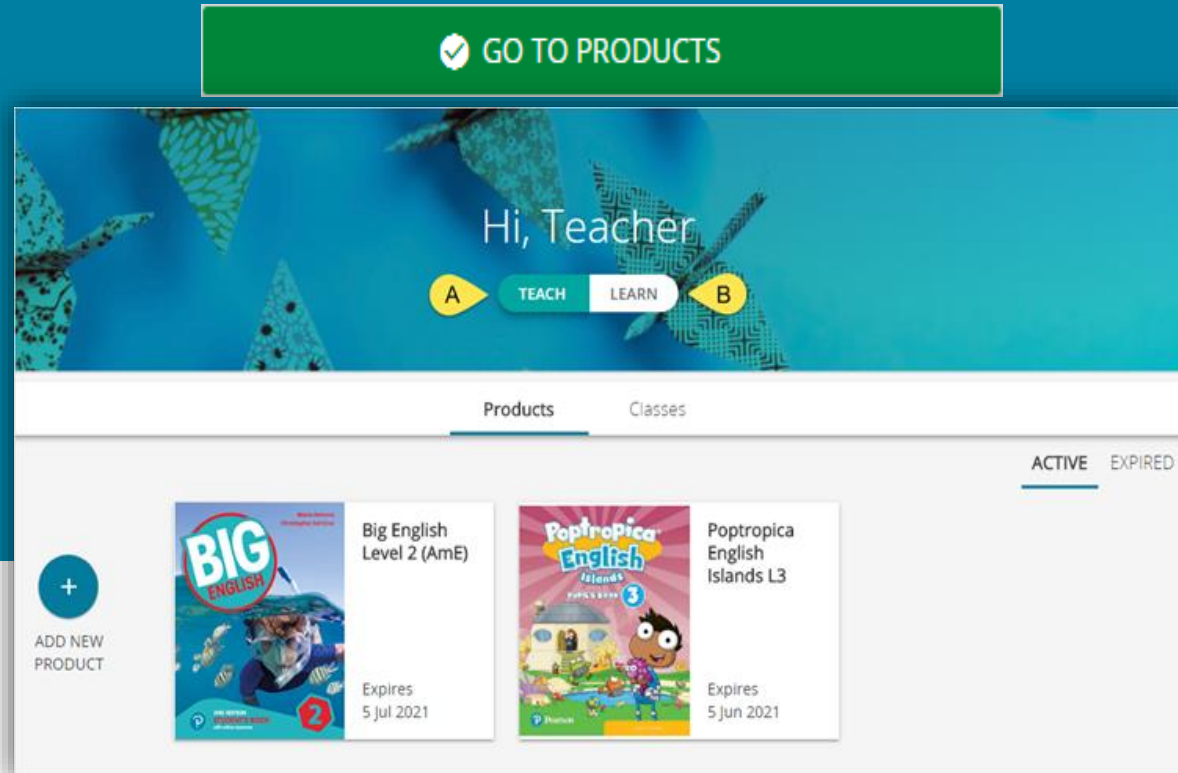
and then scan it with your camera

ACTIVATE

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

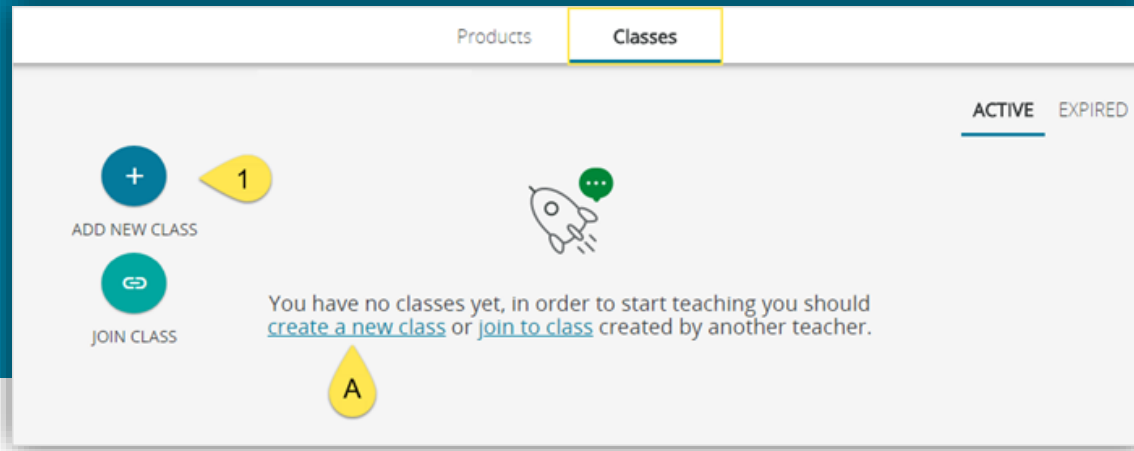


3. Click on **Go To Products** button to see your Dashboard with an added product.

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

The screenshot shows a 'Create new Class' dialog box with a three-step progress bar at the top: 1. Enter a name, 2. Select a product, and 3. Done! The first step is active. Below the progress bar, there are three input fields: 'Class name' with the text 'Grade 1', 'Class end date' with the date '07/06/19' and a calendar icon, and 'Select a colour' with a row of ten color swatches. The second swatch (yellow) is selected with a checkmark. At the bottom right, there are 'CANCEL' and 'NEXT' buttons. Numbered callouts (2, 3, 4) point to the 'Class name' field, the 'Select a colour' section, and the 'NEXT' button respectively.

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 ☒ Enter a name 2 ☐ Select a product 3 ☐ Done!

Select a product you want to teach



Poptropica English Islands L3

GO BACK CANCEL NEXT

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

6. Click **Next**.

Creating a Class


Create new Class

✓ ——— ✓ ——— 3

Enter a name Select a product Done!

You've successfully created a new class!

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

CLOSE

GO TO CLASS PAGE

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

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.

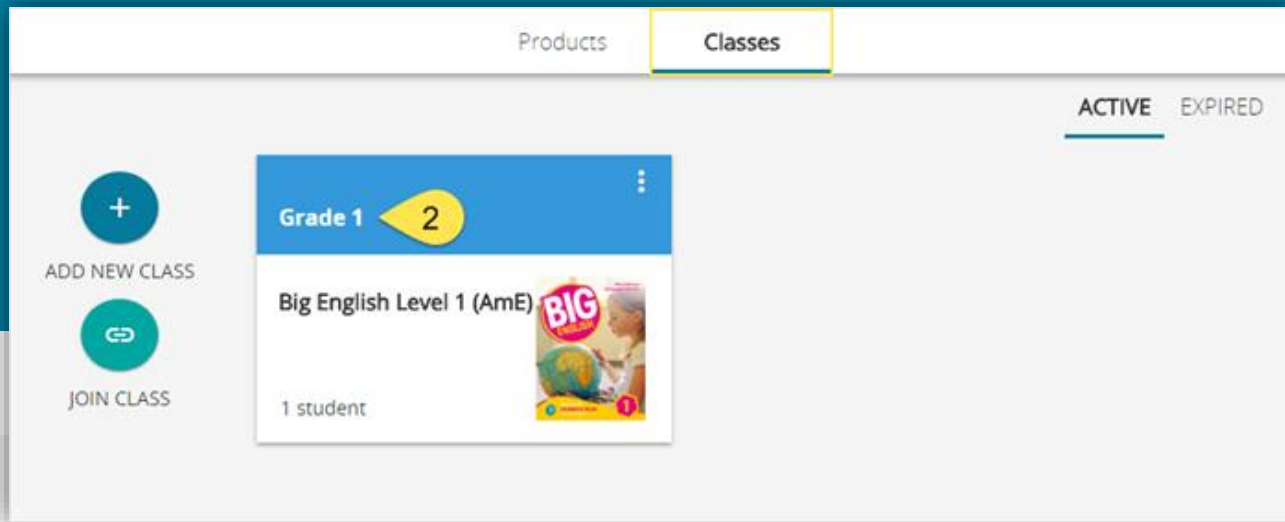
 AWCA-4AAA-AYX **COPY**

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

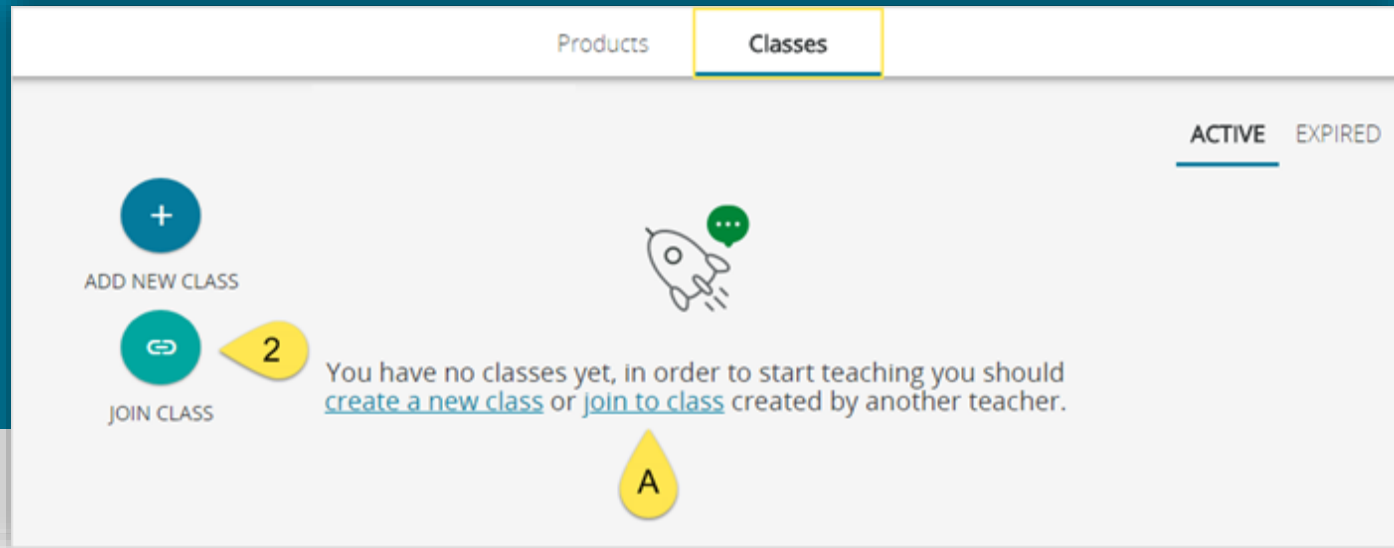
☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

4

CANCEL SAVE CHANGES

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

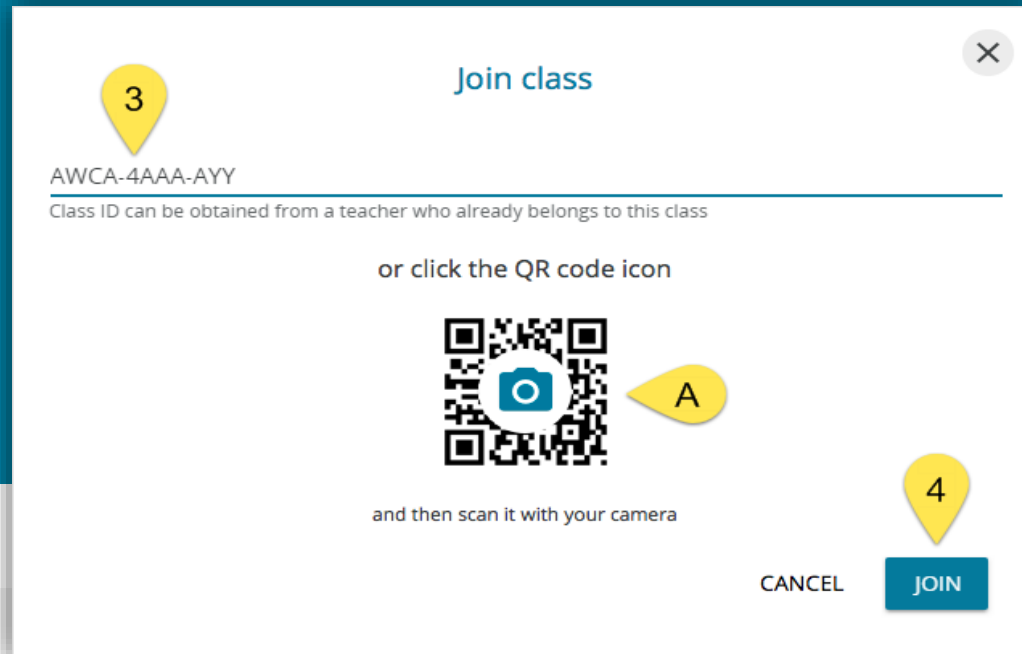
Joining another teacher's class



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.

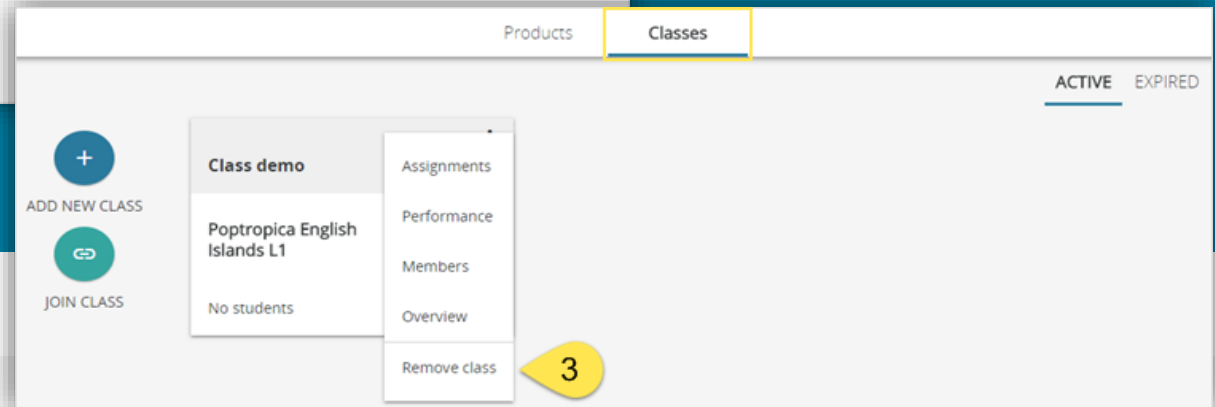
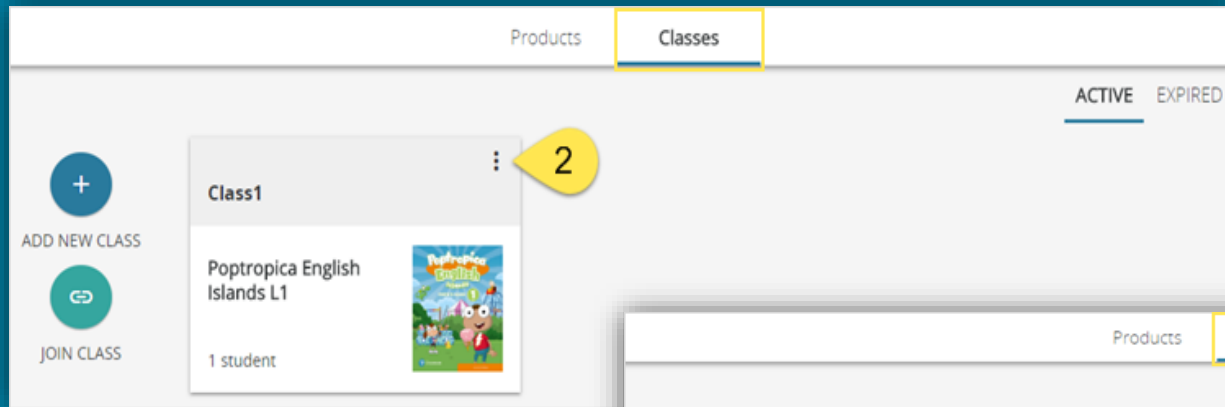
Joining another teacher's class



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



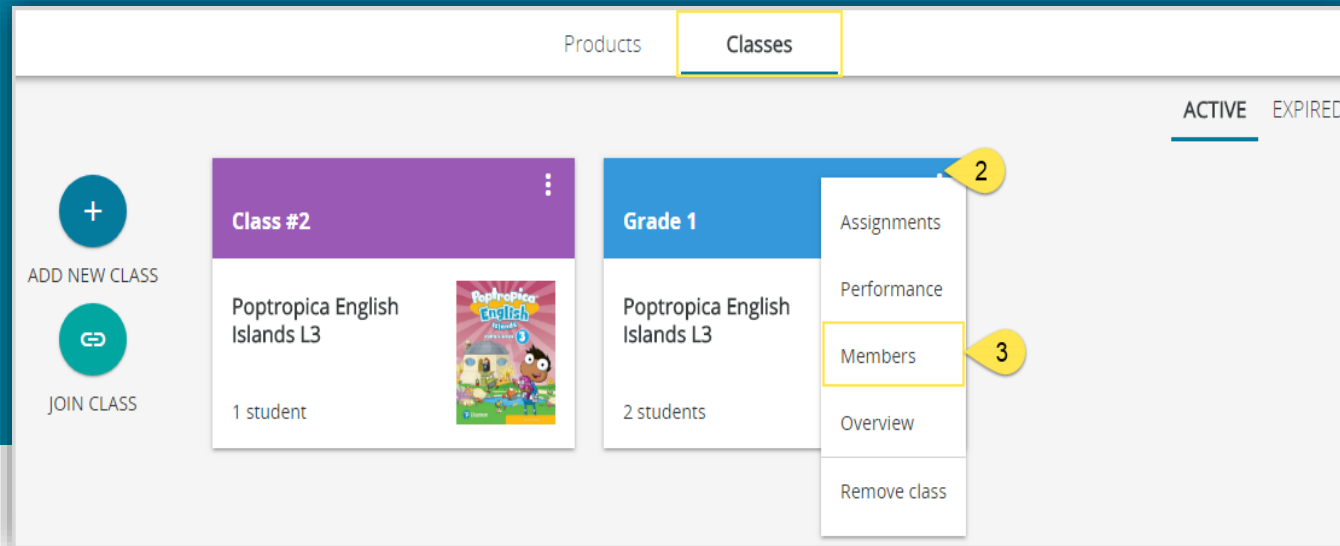
To delete a class:

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



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 Pearson MyLab interface for managing classes. At the top, there are tabs for 'Products' and 'Classes'. The 'Classes' tab is active, showing a list of classes. On the left, there are buttons for 'ADD NEW CLASS' and 'JOIN CLASS'. The main area shows two class cards: 'Class #2' (purple header) and 'Grade 1' (blue header). Both cards are for 'Poptropica English Islands L3'. The 'Grade 1' card has a yellow callout bubble with the number '2'. Below the class cards, there is a detailed view for 'Grade 1' (blue header) with a yellow callout bubble with the number '3'. This view has tabs for 'Assignments', 'Performance', 'Members', and 'Overview'. The 'Members' tab is active, showing 'Class overview' and three date boxes: 'CLASS CREATED 07 June 2018', 'CLASS ENDS 07 June 2019', and 'PRODUCT EXPIRES 05 June 2021'. At the bottom, there are buttons for 'Edit class details', 'Student class access code', and 'Teacher class access code'.

Second option:

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

Managing class members

Manage students

Assignments Performance **Members** Overview

Search

A Students **B** Teachers

Students assigned to Grade 1

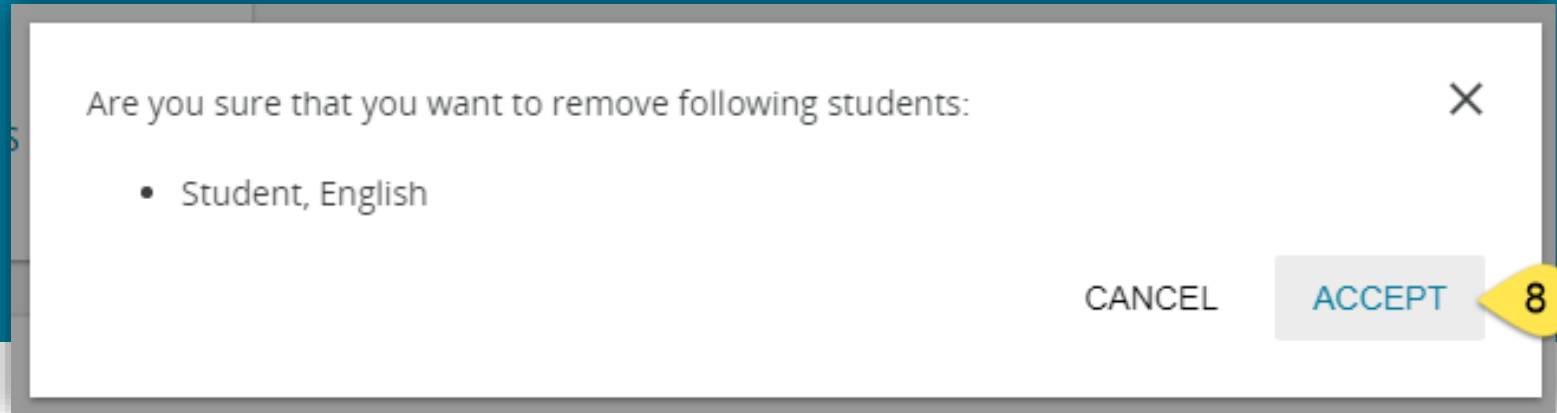
<input type="checkbox"/> Full name	Username	Date joined	
<input type="checkbox"/> English, Loving	english_student_2	6/13/2018	
<input checked="" type="checkbox"/> Student, English	english_student_1	6/7/2018	

REMOVE SELECTED (1)

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.

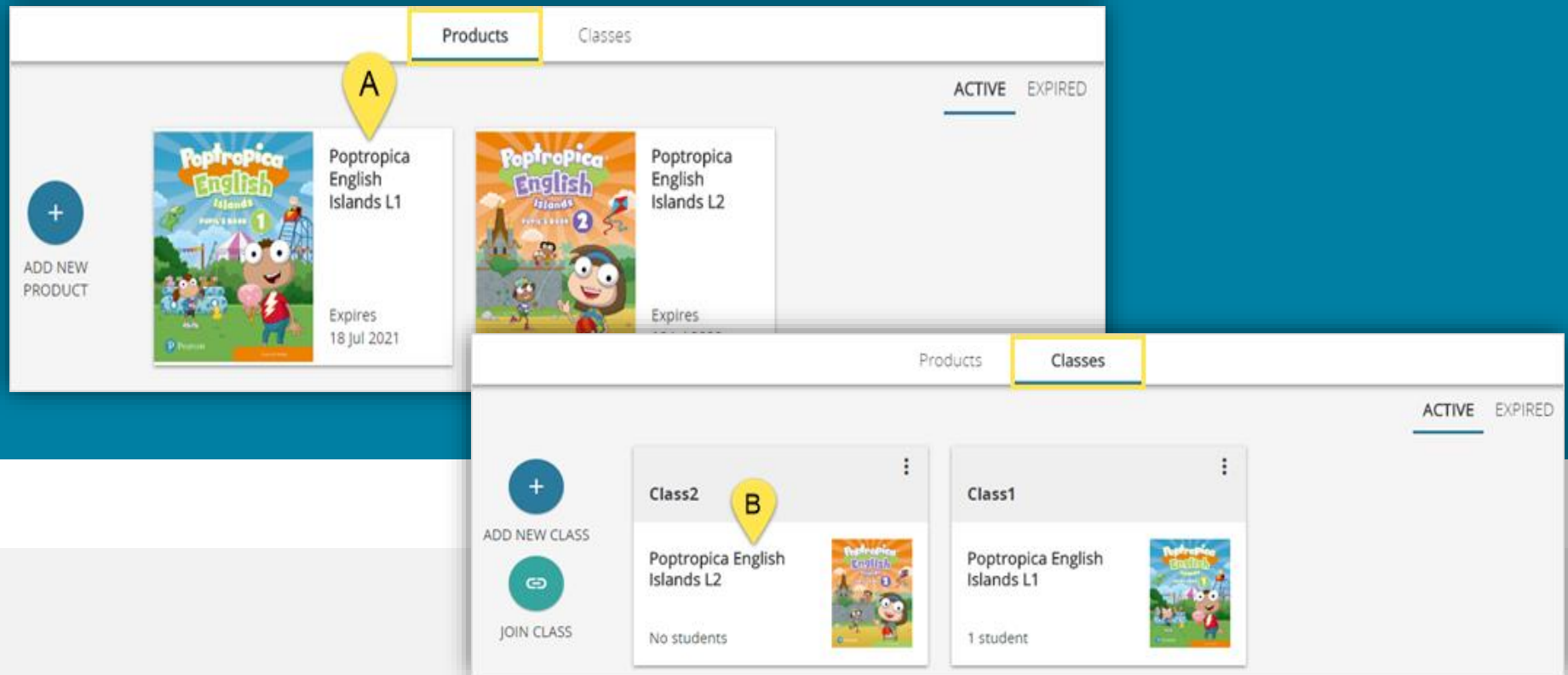
Managing class members



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



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.

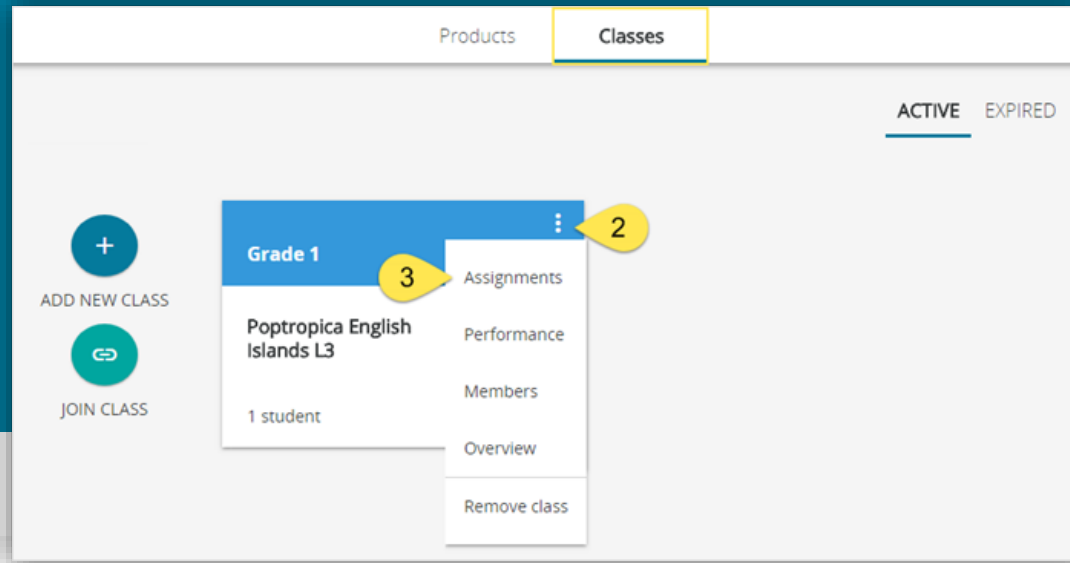
Managing resources – Managing resources



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

The screenshot shows the 'Assignments' page with tabs for 'Assignments', 'Performance', 'Members', and 'Overview'. The 'Assignments' tab is active, showing 'ACTIVE' and 'PAST' filters. A 'CREATE NEW ASSIGNMENT' button is visible. A message states: 'You have no assignments yet, in order to start you should [create a new assignment](#).' A yellow callout '4' points to the 'CREATE NEW ASSIGNMENT' button. A yellow callout '5' points to the 'Assignment title' input field in the 'Create assignment' modal. A yellow callout '6' points to the 'Due date', 'Time', and 'Colour' selection area in the modal.

Assignments Performance Members Overview

ACTIVE PAST

CREATE NEW ASSIGNMENT

You have no assignments yet, in order to start you should [create a new assignment](#).

Create assignment CANCEL ASSIGN

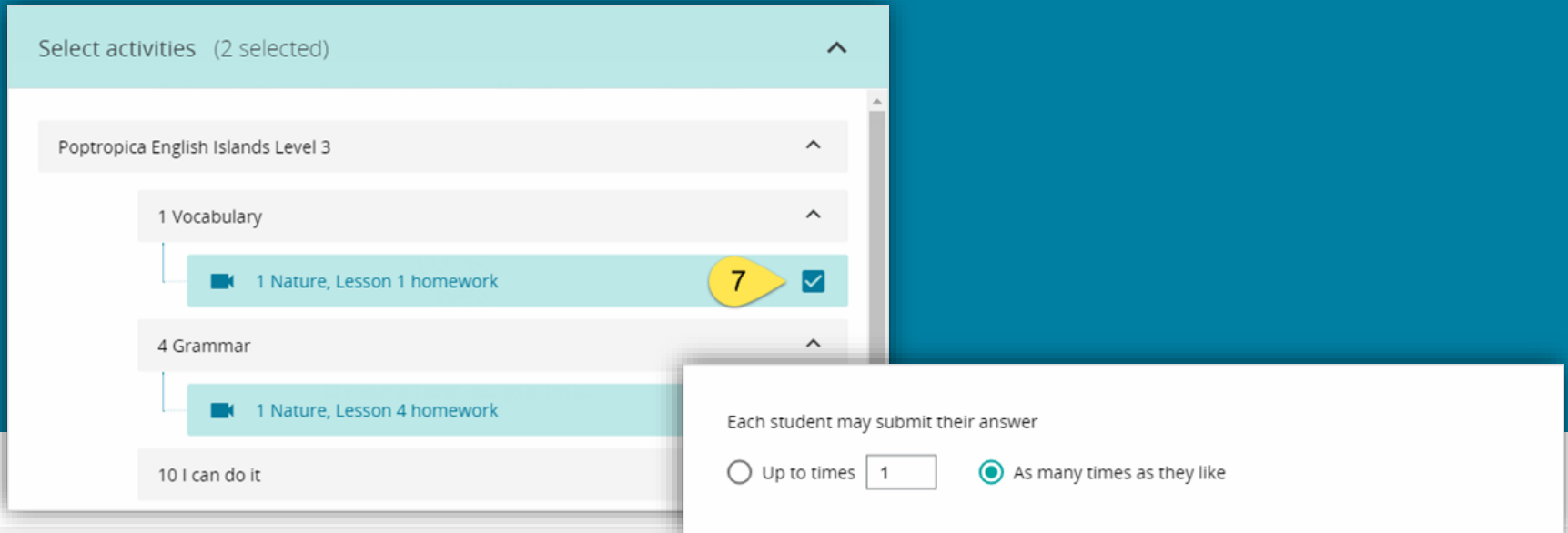
Assignment title Assignment#1

Due date 11/06/2018 Time 23 : 00

Colour selection: 10 options (grey, yellow, red, pink, green, teal, blue, purple, dark grey, black)

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



The screenshot displays a user interface for creating assignments. At the top, a header bar reads "Select activities (2 selected)" with an upward arrow. Below this, a list of activities is shown under the heading "Poptropica English Islands Level 3". The activities are grouped into sections: "1 Vocabulary", "4 Grammar", and "10 I can do it". Under "1 Vocabulary", the activity "1 Nature, Lesson 1 homework" is selected, indicated by a blue checkmark and a yellow callout bubble with the number "7". Under "4 Grammar", the activity "1 Nature, Lesson 4 homework" is also selected. A dialog box is open in the foreground, titled "Each student may submit their answer". It contains two radio button options: "Up to times" with a text input field containing the number "1", and "As many times as they like" which is currently selected.

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 'Selected students' section with 2 students selected. Below this is the 'Share assignment with selected students' section. On the left, there is a list of classes: 'Grade 1' (checked), 'Assign to other classes' (with a callout C), and 'Other classes' (with a callout B). On the right, there is a 'Filter students' section with a search bar and a list of students: 'Student, English' (checked, with callout A) and 'English, Loving' (checked). A yellow arrow points from callout B to the 'Assign to other classes' button. A yellow callout 10 points to the 'Add Instructions' section, which contains the text 'While watching the video, please note down new vocabulary. We will go through it during our ...'. A yellow callout 11 points to the 'ASSIGN' button at the bottom right of the 'Add Instructions' section.

Selected students (2 selected)

Share assignment with selected students

First name

☒ Grade 1

Assign to other classes

Other classes

☐ Class #2

Filter students

Grade 1

☒ Student, English

☒ English, Loving

Add Instructions

While watching the video, please note down new vocabulary. We will go through it during our ...

CANCEL ASSIGN

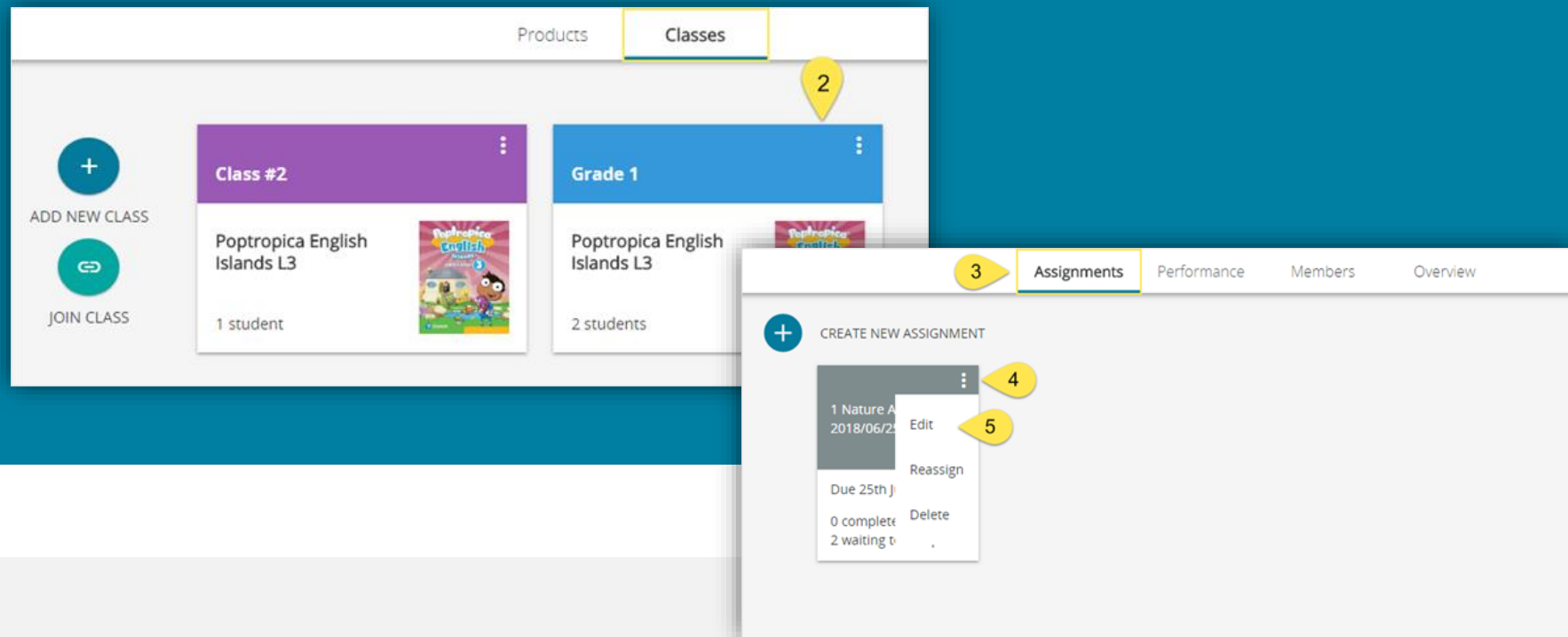
9. Select single students **[A]** or the whole class **[B]**.

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



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

The screenshot shows a 'Edit assignment' dialog box with the following elements:

- Callout A:** Points to the 'Assignment title' field, which contains '1 Nature Assignment, 2018/06/25 9:16'.
- Callout B:** Points to the 'Select activities (3 selected)' dropdown menu.
- Callout C:** Points to the 'Selected students (2 selected)' dropdown menu.
- Callout D:** Points to the 'Add Instructions' dropdown menu.
- Callout 7:** Points to the 'SAVE CHANGES' button at the bottom right.

The dialog box also includes a 'DUE DATE' section with a date picker set to '26/06/2018' and a time picker set to '9 : 16'. Below the date and time, there is a row of colored circles representing different activity categories.

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 selected, indicated by a yellow callout '2'. Below the tabs, there are two class cards: 'Class #2' (purple header) and 'Grade 1' (blue header). Both cards show 'Poptropica English Islands L3' and a book cover. 'Class #2' has '1 student' and 'Grade 1' has '2 students'. To the left of the class cards are buttons for 'ADD NEW CLASS' (plus icon) and 'JOIN CLASS' (link icon). An inset window shows the 'Assignments' tab selected. It has a 'CREATE NEW ASSIGNMENT' button (plus icon). Below this, there is a list of assignments. One assignment is highlighted with a grey background. A menu is open for this assignment, showing options: 'Edit', 'Reassign' (highlighted with a yellow callout '4'), and 'Delete'. The menu is triggered by a menu button (three dots) on the assignment card, which is highlighted with a yellow callout '3'. The assignment card also shows 'Due 25th J', '0 complete', and '2 waiting to'.

To assign the same homework again:

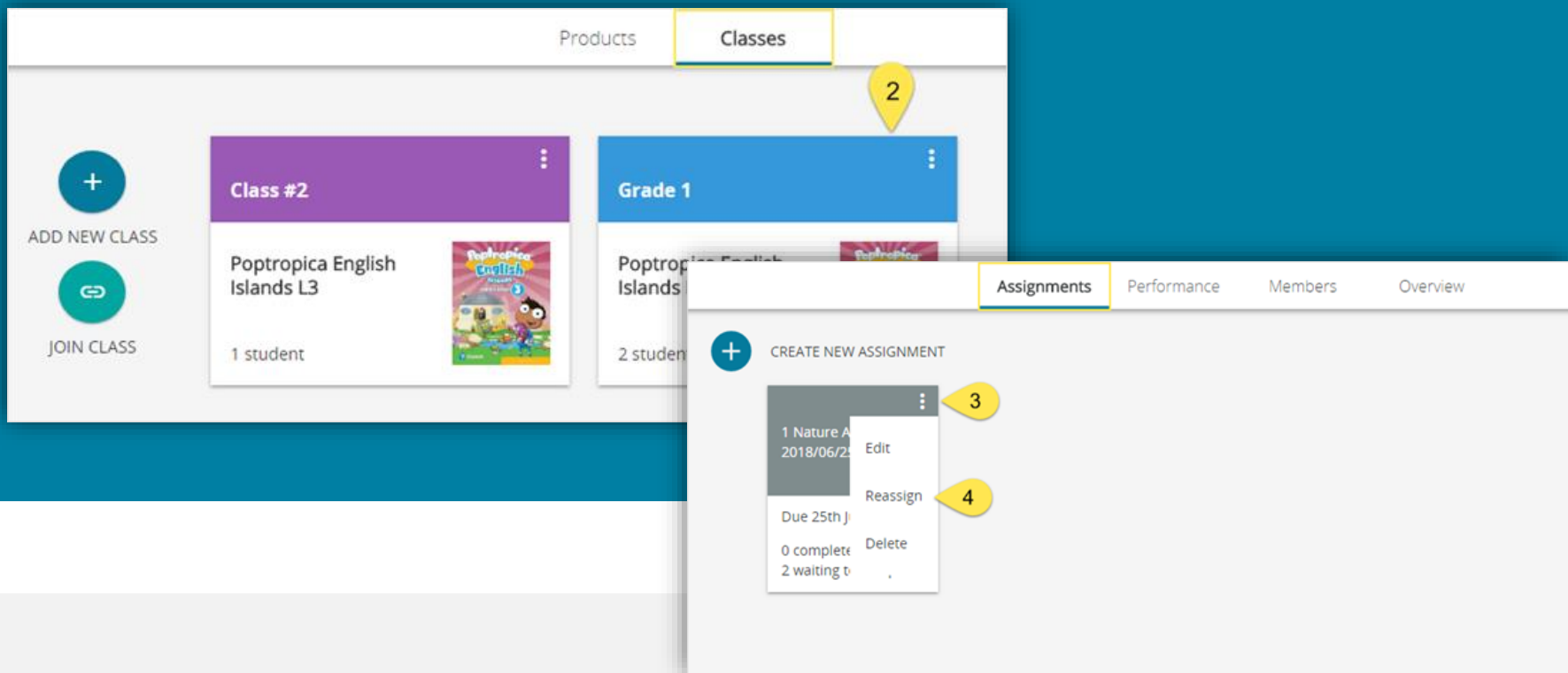
1. Go to the **Classes** tab.
2. Click on a selected class.
3. Click on the **Assignments** tab.
4. Click on the menu button on a selected assignment.
5. Click on **Reassign**.

Managing Assignments – Reassigning

The screenshot shows a 'Reassign assignment' dialog box. At the top, it has a title bar with 'Reassign assignment' and two buttons: 'CANCEL' and 'ASSIGN'. Below the title bar, the 'Assignment title' is '1 Nature Assignment, 2018/06/25 9:16'. Underneath, there are fields for 'Due date' (25/06/2018) and 'Time' (9 : 49). To the right of these fields is a row of ten colored circles: grey, yellow, red, magenta, green, teal, blue, purple, dark grey, and black. Below this row are three expandable sections: 'Select activities (3 selected)', 'Selected students (2 selected)', and 'Add Instructions'. Each section has a downward arrow on its right side. At the bottom right of the dialog, there is a yellow callout bubble with the number '7' pointing to the 'ASSIGN' button. The 'ASSIGN' button is blue with white text, and the 'CANCEL' button is grey with black text.

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

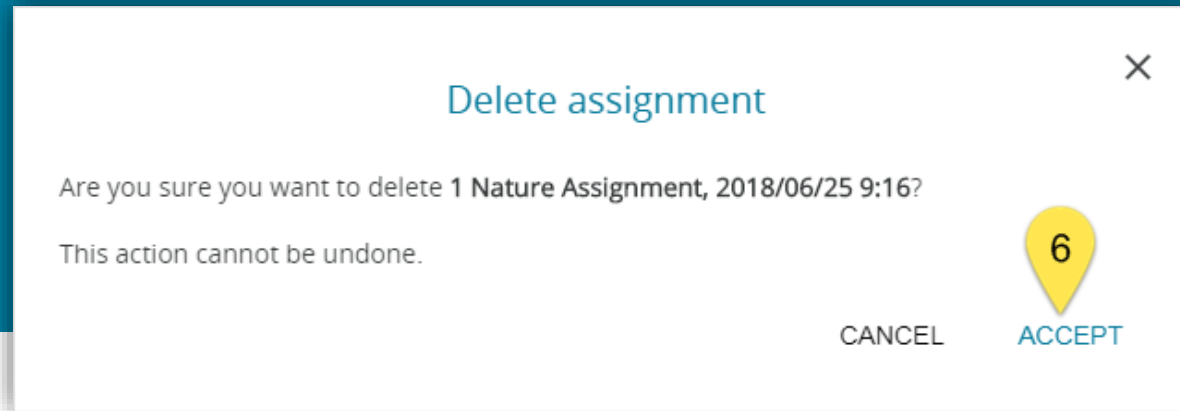
Managing Assignments – Deleting Assignments



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**.
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 Pearson MyTutor interface. At the top, there are two tabs: 'Products' and 'Classes'. The 'Classes' tab is selected and highlighted with a yellow border. Below the tabs, there are two class cards. The first card is purple and titled 'Class #2', showing 'Poptropica English Islands L3' with a book cover image and '1 student'. The second card is blue and titled 'Grade 1', showing 'Poptropica English Islands' with a book cover image and '2 students'. A yellow callout bubble with the number '2' is positioned above the 'Grade 1' card. On the left side, there are two buttons: 'ADD NEW CLASS' with a plus icon and 'JOIN CLASS' with a link icon. An 'Assignments' modal is open in the foreground, showing a 'CREATE NEW ASSIGNMENT' button with a plus icon. The modal also displays details for an existing assignment: '1 My toys Assignment, 2018/08/14 12:16', 'Due 14th August', '0 completed', and '1 waiting to complete'.

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

78%

Score by skill

78%
SPEAKING

Activity status

0

Completed

1

Pending

[Students](#) [Activities](#)

↓ ↑ Name

↓ ↑ Filter by Average score

poptropica student	78%	▼
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ALWAYS LEARNING