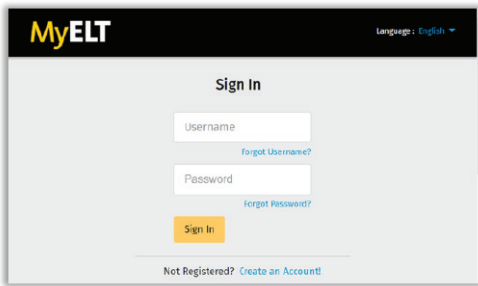




This guide provides an overview of what's included in the MyELT platform from National Geographic Learning. For additional help getting started, visit ELTNGL.com/MyELT

SIGN IN

Go to <https://myelt.heinle.com> and **Sign In** with the username and password provided



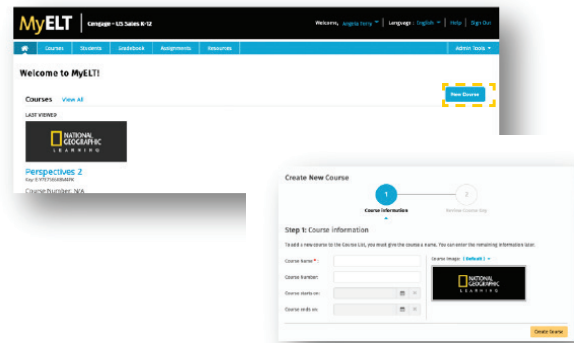
NAVIGATION

- Courses:** View and manage courses
- Students:** Manage student accounts within courses
- Assignments:** Create assignments for students
- Gradebook:** View student grades
- Resources:** View available products & preview activities
- Help:** Access platform help

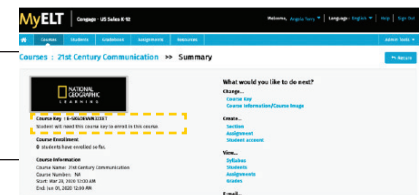
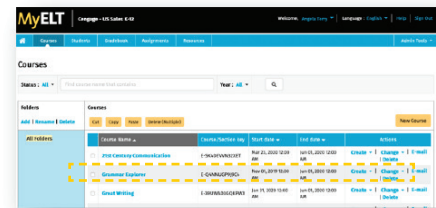
CREATE A COURSE

1. From the home dashboard, click **New Course** and set course information:

- Course name
- Course number
- Start & end dates
- Course image



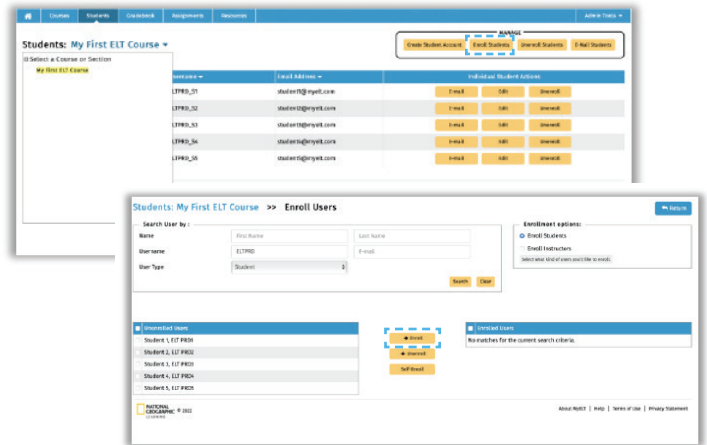
2. Click **Save Course & Exit**. A new course will appear at the top of the list on the Courses tab. Click the course name to view the **course summary**.



Note: Find the Course Key. Students will need the Course Key to register for MyELT.

ENROLL STUDENTS

- Go to the **Students** tab and select a course. Click **Enroll Students**.
 - To find a specific student, enter their information into the Search field.
 - To enroll a student, check the box next to their name and click **Enroll**. They will be moved into Enrolled Users.



The Students tab also allows teachers to: create student accounts, unenroll students, and email students.

CREATE AN ASSIGNMENT

- Go to the **Assignments** tab and click **Assign Activities**.

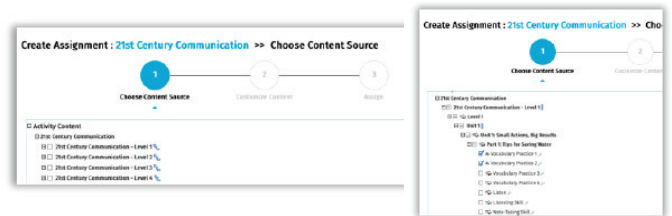


For additional guidance on creating assignments, watch the video tutorial in the Assignments tab.

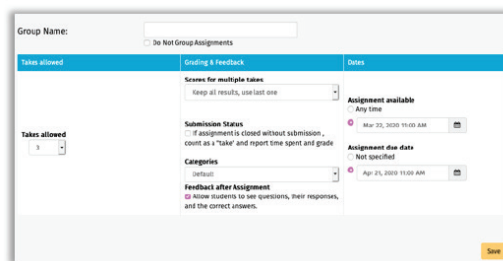
- Click the **+** next to a book title to expand available content and select activities for the assignment.

- Select content and click **Continue**.

- Add a Group Name to create an assignment group OR select "do not group assignments" to display each assigned activity separately



- Set assignment information:
 - Number of takes allowed
 - Scores for multiple takes
 - Submission status
 - Show feedback to student
 - Start & Due dates

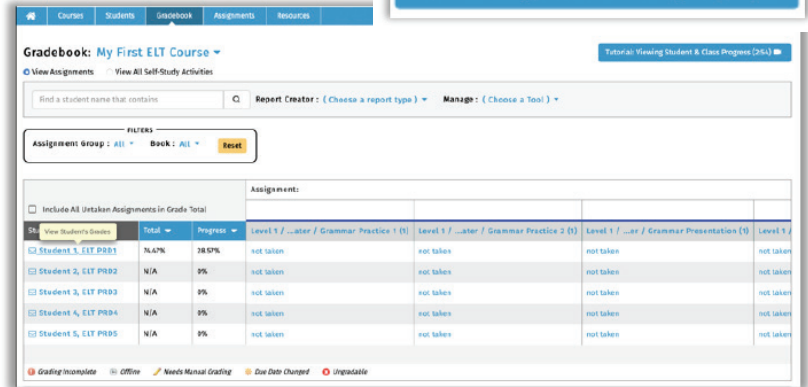


TRACK STUDENT SUCCESS

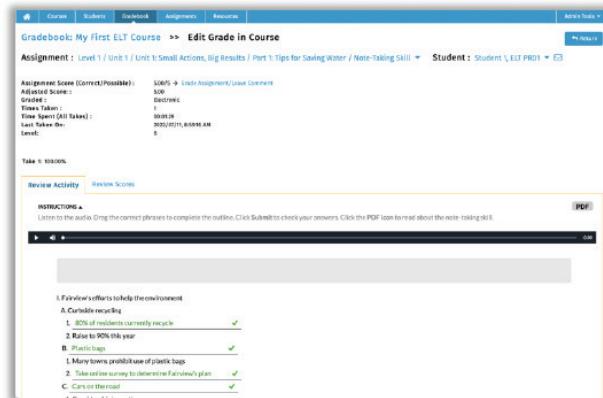
For additional guidance on the gradebook, watch the video tutorial on the Gradebook tab.

- Go to the **Gradebook** tab to view:
 - A list of students in the course
 - Total percentage scores
- Select an individual student to view:
 - Individual assignment scores
 - Number of attempts
 - Last taken date
 - Time spent on assignment

Tutorial: Viewing Student & Class Progress (2:54)



- Select a specific score to:
 - View student answer
 - Edit student score
 - Leave a comment
 - Email student



PREVIEW COURSE RESOURCES

- Go to the **Resources** tab to view available programs.
- Click **Launch** to view assignable activities for a specific title.

