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1. GETTING STARTED (Instructor and Student)

In order to register to use MyAcademicConnectionsLab, instructors and students need an access code and a valid email address. Instructors should request an access code from their Pearson Longman representative upon adoption of Academic Connections with MNSL. Students receive an access code packaged with their student book.

A. First Time Registration

Go to www.MyAcademicConnectionsLab.com

1. Click Register with your access code

2. Click I Accept

3. Under Do you have a Pearson Education Account?  If this is your first time registering choose “No.”
   Write your username and password.
   Write (or cut and paste) your access code into the boxes, putting one “word” into each box.
   Click Next

4. Write the requested information under Personal Information, School Location, and Security Question.

5. Click Log in Now to log in.
Instructors have access to all 4 levels of MyAcademicConnectionsLab
B. Logging In

1. Go to www.MyAcademicConnectionsLab.com
2. Click Log In
3. Write your Login Name
4. Write your Password
C. System Requirements

The following configurations are tested and supported:

<table>
<thead>
<tr>
<th>Platform</th>
<th>Operating Systems</th>
<th>Browsers</th>
<th>Recommended Screen Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>Windows® XP (SP3)</td>
<td>Internet Explorer® 7.0</td>
<td>1024 x 768</td>
</tr>
<tr>
<td></td>
<td>Windows Vista (SP1)</td>
<td>Internet Explorer 8.0</td>
<td></td>
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<tr>
<td>Mac</td>
<td>Macintosh® OS 10.5.7</td>
<td>Safari 4.0*</td>
<td>1280 x 960</td>
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<tr>
<td>Internet</td>
<td>Broadband (cable/DSL) or</td>
<td></td>
<td></td>
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<tr>
<td>connections</td>
<td>greater is recommended.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web browser</td>
<td>Must enable JavaScript.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>configuration</td>
<td>Click here to get the</td>
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<tr>
<td></td>
<td>Java™ (JRE) plug-in (</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Version: 1.4.2, 1.5 [5.0</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>update 11+], or 1.6 [6.0].)</td>
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<td>More information on</td>
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<td>enabling Java in your</td>
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<td>browser is provided on the</td>
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<td></td>
<td>Pearson Customer Technical Support site.</td>
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**Internet Explorer 6 and Safari 3.2.1 users:** For the best possible online experience, we strongly recommend that users upgrade their browser to a more recent version. Please visit the customer support website for more information and a complete set of upgrade instructions for [IE 6 users](#) and [Safari 3.2.1 users](#). If upgrading is not possible, you can continue to enjoy access to your Pegasus-powered MyLabs, but you may encounter some issues.

**Firefox users:** You cannot log in or view MyLab courses using Firefox browsers.

**AOL and AT&T Yahoo users:** You cannot view MyLab courses using the AOL or AT&T Yahoo browsers. You can, however, use AOL or AT&T Yahoo as your Internet Service Provider to access the Internet, and then open the Internet Explorer browser within AOL or AT&T Yahoo to access your course.

**Windows 7 users:** After the October 2009 release of the Microsoft Windows 7 operating system, instructors and students may experience some compatibility issues with MyLabs on computers using Windows 7. All issues will be documented by January 1, 2010, and MyLabs will offer full support for Windows 7 in the Summer of 2010.

**Hardware:** MyEnglishLab™ requires the following hardware: Headphones or speakers, built-in or external

**Pop-ups:** Set your browser to allow for Pop-ups (permanently or temporarily)

**Clear your browser’s cache:** Before logging on for the first time, it’s a good idea to clear your browser’s cache. Every web browser stores web pages, images, and other downloaded content on the computer. This is called the browser’s cache. Sometimes the browser’s cache may cause issues with the latest updates to a product or may not display the web page correctly. Also, it is a good practice to clear your cache and delete your cookies regularly. Click on [this link](#) for instructions on how to clear your browser’s cache.
## D. Icons Used in MyAcademicConnectionsLab

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
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<tr>
<td>📚</td>
<td>Readiness Check (Vocab Check, Grammar Check) Activity</td>
</tr>
<tr>
<td>📝</td>
<td>Homework (Referred to as MyLab activity)</td>
</tr>
<tr>
<td>🔍</td>
<td>Checkpoint</td>
</tr>
<tr>
<td>📇</td>
<td>Test (Pre, Post, Multi-section tests)</td>
</tr>
<tr>
<td>✍️</td>
<td>Teacher-graded activity</td>
</tr>
<tr>
<td>🎥</td>
<td>Activity with multimedia (sound, video)</td>
</tr>
<tr>
<td>💼</td>
<td>Practice activities and resources</td>
</tr>
<tr>
<td>🗣️</td>
<td>Discussion</td>
</tr>
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</table>
E. Getting Help

Technical support

Pearson Longman Technical Product Support is committed to providing you the best technical support possible.

If you have questions, please visit our customer support website www.PearsonLongmanSupport.com. You can search our Knowledgebase for frequently asked questions, Chat with an available support staff, or Submit a Ticket/Request for assistance. Our support staff will respond to your request within 24 business hours!

Useful Reference Materials:

• An introduction to MyAcademicConnectionsLab

• Additional How-To Videos

• MyAcademicConnectionsLab Student User’s Guide

• Detailed Instructor Help

• Detailed Student Help
2. INSTRUCTORS

A. Creating a Course

After registering, instructors need to create their MyAcademicConnectionsLab course. Only instructors can create a course.

1. Log in to MyAcademicConnectionsLab.
2. In Search Catalog and Create Course, choose Browse.
3. Click Search.
4. Choose your course from the list.
5. Click on “Select Course”.

*If you are creating a course for yourself, be sure to click Create Course and not Create Program.
A. Creating a Course (Continued)

6. Write a name for your course
7. Click **Create Course** (it may take 5 to 30 minutes to create your course)

8. **GIVE THE COURSE ID TO YOUR STUDENTS. THEY NEED THE COURSE ID TO ENROLL IN YOUR COURSE.**
B. Today’s View

After logging in and selecting a course from My Courses, instructors see Today's View. Today’s View gives instructors an overview of everything that is happening in their course on that day. It provides a single place to manage your course. MyAcademicConnectionsLab was developed so that both instructors and students are one click away from everything they need.

- **Notifications**: Provides quick links to important information.
- **To Do**: Displays things you should do like grade homework or read messages.
- **Alerts**: Shows things you should know about such as new grades and students not logging in.
- **Performance**: Provides quick views of class grades or individual student grades.
- **Support**: Click on Introduction to MyAcademicConnectionsLab for tutorials and how-to’s. Or click on www.PearsonLongmanSupport.com to contact technical support.
- **Course Calendar**: Can be used to display all of the days that have assigned homework with due dates.

**Notifications**: Provides quick links to important information.
C. Course Assistant

The **Course Assistant** provides help for using MyAcademicConnectionsLab. The **Course Assistant** is displayed when you first login to the course. Click on any of the icons for a quick tour of the different features.

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**30-second tour:** Each Course Assistant screen has a quick tour.

**Tutorials:** Click on an icon to learn how to do a task.

**Course Assistant:** Click here to open the Course Assistant at any time.

**Close Window:** Click here to close the Course Assistant.

**Additional Help:** Click here for more detailed help.

**Don't open the window again:** Click here to turn off the Course Assistant. It will no longer automatically open.
The **Course Content** screen is where instructors view all of the MyAcademicConnectionsLab content. Activities can easily be previewed. This screen is also where instructors can assign due dates for activities using the **Calendar**. Any of the items listed can be viewed by instructors. Please note that anything marked "hidden" cannot be viewed by students, but can be easily accessed by instructors at any time.
D-1. Previewing Activities

1. Course content is organized into folders that match your textbook
   • Each unit has these main activity folders:
     o Preview
     o Building Academic Reading Skills
     o Building Academic Listening Skills
     o Building Academic Listening Skills OR Building Academic Writing Skills
     o Expansion
2. Open a folder by clicking on it.
3. Open an activity by double-clicking on it OR by clicking on the Options menu and then choosing Preview.
4. The activity will be displayed. You can try out the activity or close it.
The Vocabulary Check and Grammar Check activities contain questions as well as Extra Practice activities, and for this reason require an extra step for previewing.

1. Browse to the Vocabulary Check or Grammar Check activity you want to preview and click on the folder.
2. Click on the Options menu and choose Edit.
3. This opens the Vocabulary Check or Grammar Check screen.
4. Preview the Readiness Check activity by clicking on the arrow and choosing Preview. This opens the activity.
5. You can try out the activity.
6. Close the window when you are done.

Extra Practice activities are located on the right side of the screen. Preview Extra Practice by clicking the Option menu and then clicking Open.
D-2. Hiding/Showing Activities

Students can see any activities that are marked as **Shown** in **Course Content**. Some instructors may choose to hide activities from students. Instructors can see and preview both **Shown** and **Hidden** folders and activities.

1. Find the activity or folder that you wish to hide.

2. Click on the Options menu and then select Show/Hide.
   OR
   Check the checkbox next to the activity and then click on Show/Hide in the top menu.

3. The activity will now be marked as **Hidden**. Students will not see the activity.

4. At any time, you can click the Student View button to see your students’ view of the course.
D-2. Hiding/Showing Activities (Continued)

Some folders and activities are Hidden by default:

- Teacher Resources folder (this folder should never be Shown to students)
- Checkpoints - Open Response (teacher-graded) versions
- Course Assessments

The Open Response Checkpoints and the Course Assessments need to be changed to Shown when it is time for students to see these activities.

1. Find the activity or folder that you wish to show.
2. Click on the Options menu and then select Show/Hide. OR Check the checkbox next to the activity and then click on Show/Hide in the top menu
3. The activity will now be marked as Shown.
4. For Course Assessments, you will also need to change the Course Assessments folder so that it is Shown. Note: students will be able to see the folder, but they will only see the activities that are marked as Shown.
D-3. Assigning Homework

1. Go to Assign Content (either)
   • Click “Assign Content” in the Calendar OR
   • Click the Course Content tab and choose “Assign Content”

2. Choose an activity
3. Choose a day in the Calendar
4. Click “Add to Selected Day”

• The activities are organized into folders that match the chapters in the textbooks
• You can preview an activity by clicking on the Options Menu and choosing “Preview”
E. Gradebook

The Gradebook is where you can view grades, organize your roster or access reports. In Grades you can view grades, check student submissions, and edit grades.

- **Manage Roster**
- **Reports**
- **Gradebook**

**Course Average:**
The score is updated every two hours.

**Grades:** This is where you view grades by: unit, activity folder, activity, or student.

**Student List:** View a student’s grades by clicking on his or her name.
E-1. Checking Grades

MyAcademicConnectionsLab comes with tools for viewing student results on each activity and generating reports to track student progress.

The Gradebook
1. Click on the “Gradebook” tab and choose
2. Click on any folder to see students' grades on the activities in the folder

Reports
1. Click on the Gradebook tab and choose “Reports”
2. Click “Student Results by Activity” to see one student’s grades on one or more activities
3. Click “Activity Results by Student” to see one or more students’ grades on one activity
E-2. Giving Feedback and Setting Grades

Instructors are notified when writing and speaking assignments are ready to be graded on Today’s View. Click on the link in “To Do” or use the instructions below to find the assignments inside the Gradebook.

1. A Writing Activity (Giving Feedback and Setting Grades)

   1. Click on the Gradebook tab.
   2. Choose a writing activity from the folders on the left.
   3. Click on the Menu Button next to the activity name.
   4. Click on View All Submissions.
   5. Click on a Student name.

   To Write Feedback:
   1. Click on “Add” in the “Instructor Comment” box.
   2. In the pop-up window, write feedback
   3. Click Save and Close.

   To Set a Grade
   1. At the bottom of the student submission screen, write a grade in the Grade box.
   2. Click Save and Close.
F. Communicate

You can write emails to students or create announcements for your class in Communicate.

**Announcement**: Click here to create announcements for your class.

**Email**: Click here to create, read and respond to emails.
F-1. Email

You can create, read and respond to emails. Your emails will be displayed in the Inbox.

To read an email:

1. Click on the email to open it.

To create and send an email:

1. Click on **Compose new** to create a new email.
2. Click on **To** display a list of students in your class.
3. Choose the student(s) to whom you are writing the email. Click on **Select all** to send the email to all students.
4. Write the email.
5. Click **Send** to send the email. Or you can click **Save as Draft** to save the email.

**Note:** This email is for communication between the instructor(s) students and in MyAcademicConnectionsLab. This will not synchronize with your outside email address.
F-2. Announcement

Instructors can write and post announcements for the whole class.

To create an announcement:

1. Click on Announcement in Communicate.
2. Click Create Announcement.
3. Write a subject for your announcement.
4. If you want to limit the amount of time students will see the announcement, click Choose date restrictions and enter a start and end date and time.
5. Write your message in the Announcement Body section.
6. Click Create.
To read and edit an announcement:

1. Go to Communicate and open the Announcement screen.
2. Click on the announcement.
3. Edit the announcement. You can edit: subject, start and end dates, and the announcement body.
4. Click Save when you are finished.

To delete an announcement:

1. Click on the checkbox next to the announcement.
2. Click Delete.