GETTING STARTED

ACCESS

Registration
2. Click “Register.”
3. Read the License Agreement and Privacy Policy and click “I accept.”

4A. First Time Users
1. Do you have a Pearson Education Account? Click “No.”
2. Create a login name. Click the “Check Availability” button to confirm availability.
   (It’s best to use your email address as your login name.)
3. Create a password. *(It must be at least 8 characters with at least one letter and one number.)*
4. Re-type your password.
5. Enter the Focus on Grammar, 4e access code. Click “Next.”
   (Instructor will receive access code from local sales rep.)
6. Enter your first/last name and email. Re-Type your email.
7. Select your school, country, and enter your school zip code. Select your school name. If you choose “other” you will be asked to add your a school name, city, and state.
8. Select a Security Question. Enter your answer in the space provided.
9. Click “Next.”
10. Click “Login” and enter your login name and password to enter the course.

4B. Returning Users
1. Do you have a Pearson Education Account? Click “Yes.”
2. Enter your login name and password.
3. Enter the Focus on Grammar, 4e access code. Click “Next.” (Instructor will receive access code from local sales rep.)
4. Confirm your personal information and school location. Click “Next.”
5. Click “Login” using your login name and password.
Create Your Course (If you are already logged in, skip steps 1-3)

2. Click “Login.”
3. Enter your login name and password.
4. Click “Create a Course.”
5. Select “Use the default course for your level.” Click “Continue.”
6. Select the level you wish to teach. Click “Continue.”
7. Enter a name for your new course. Enter a section number here as well. (All fields are required.)
   - Enter a course title (e.g. Focus on Grammar 1).
   - Enter a section name (e.g. ENG-009).
   - Select Course Start Date (Click the calendar icon).
   - Select Course End Date (Click the calendar icon).
   - Select Time Zone.
8. Set Student Access Properties.
   - Student Access Properties. (Default settings recommended.)
   - Alert (Enter the grade threshold for your course).
9. Set Course Copy Properties.
10. Verify the details of the course. Click “Edit” if you wish to change details in any step. Click “Continue.”
11. Note your Course ID (Ex. CRSPX4-819429) and share with students wishing to connect to your course.
Login Anywhere/ Anytime
2. Click “Login.”
3. Enter your login name and password.
4. Click the course you want to work in and begin work.

Support
1. For technical support using this product please contact: www.pearsoneltsupport.com.
2. Click “United States.”

Steps for your students to Enroll in Your Course
To begin these steps the student must first register their access code. See steps under “General Registration.”
2. Click “Login.”
3. Have your student enter their login name and password.
4. Click “Join a course” or “Join another course.”
5. Click “Join your Instructor’s Course.”
6. Enter the “Course ID.” Click “Submit.”
7. Click “I Confirm.”
8. Click “Enter Course Now.”
NAVIGATION

1. My Course
   - **Course** - Course name is created by Instructor
   - **Section** - Section Name is created by Instructor
   - **Course ID** - The Course ID is given to students to enroll in class.
   - **Students Enrolled** - Provides accounting of amount of students enrolled in class.
   - **Alerts** - Notifies Instructor of students who fell below the set threshold.
   - **Add Note** - Allows the Instructor to post a note to your student’s homepage.

2. My Gradebook - Track of overall class average by skill and practice area.

3. Submissions - Read and respond to student writing submissions.
   - **Ungraded Drafts** - Links to ungraded drafts.
   - **View Drafts by Student** - Links to draft submissions.
   - **View Drafts by Topic** - Links to drafts sorted by topic.

4. Other Resources
   - **My Files** - Allows Instructor to upload content that can be viewed by the student.
   - **Course Resources**
     - **Glossary** - Provides a list of vocabulary definitions.
     - **Grammar Glossary** - Provides a list of grammar points and their meanings.
     - **Scope and Sequence** - Provides a scope and sequence.

5. Top Navigation Bar
   - **Go to Student View** - Allows Instructor to view the student’s home page. Also provides AK.
   - **My Courses** - Provides a list of created courses.
   - **Settings** - Allows Instructor to change/manage settings.
   - **Help** - Provides Online Instructor assistance
   - **Logout** - Allows Instructor to Log Out
The **Study Plan** allows Instructors to:

1. Reorder the curriculum to match classroom goals.
2. Manage exercise and activity selections with the Show/Hide capability.
3. Communicate with the entire class.
4. Review course units, sections, activities, and exercises. *Additional* flexibility is provided at the unit level to Show/Hide Units; Assessments; and Unit Sections: Grammar in Context; Grammar Presentation; Communication Practice and Achievement Tests; and Add/Edit Notes.
Submissions

1. Filter
   - **Ungraded/Graded** – Review a list of Ungraded or Graded Writing Submissions.
   - **All Students/ Student Name** - Review a list of student submissions or list submissions from a single student.
   - **All Drafts/ Drafts 1-10** - Allows you to show reports for all drafts or particular draft submissions. (Students are limited to 10 drafts per writing exercise.)
   - **All Topics/ From Grammar to Writing** - Allows you to review All Writing Topics or the From Grammar to Writing exercises.

2. Part Tests
   - Shows your students' scores on part tests. Click on a student's name to view detailed results.
1. **Unit Activities**
   - This report shows your students' scores on the practice activities. Click on a student's name to view detailed results.

2. **Part Tests**
   - This report shows your students' scores on the part tests. Click on a student's name to view detailed results.

3. **Writing Progress**
   - This report shows your students' scores on the writing activities. Click on a student's name to view detailed results.

4. **Alerts**
   - The Alerts report will show you which students have fallen below the minimum score for a section or test.