



my**Time** ENGLSH

Student Guide

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ABOUT MyTimeEnglish

MyTimeEnglish is an easy-to-use, online General English course that empowers learners to achieve their personal language goals, on their own, at their own pace.

Course Structure

Placement Test

- You will complete a 20-30 minutes Placement Test which will place you in the appropriate level of the *MyTimeEnglish* course.

4 Levels

- The course has 4 levels: Elementary, Pre-Intermediate, Intermediate and Advanced

Progress Tests

- Levels 1, 2, 3 and 4 have 3 parts
- There is a Progress Test at the end of Parts 1 and 2 of each level that 'unlocks' the next Part

Final Tests

- Levels 1, 2, 3 and 4, all have a Final Test at the end of Part 3. A score of 60% or greater unlocks the next Level.

Content

- Adaptive placement test
- Up to 300 hours of study
- General English Proficiency program
- Short lessons that will keep you engaged and motivated
- Additional practice and review common assessment format
- Interactive Content to motivate self-directed learners
 - o Over 2800 interactive activities
 - 180 integrated video clips
 - o Over 200 animated grammar presentations
 - 400+ Speech Recognition Activities
 - The Footprint Reading Library (65 Books)



PLACEMENT TEST

The *Placement Test* was developed to accurately assess the English knowledge you already have and ensure that you start studying at the correct level.

Use only your knowledge of English to take the Placement Test. External resources can distort the results and compromise your diagnosis, causing you to be placed into the wrong level. Allow approximately 20-30 minutes in a quiet place to complete your test.

When you are ready to start your Placement Test, sign into myelt.heinle.com and click Begin Placement Test.



The blue progress bar on the bottom of the test will show you how far you have progressed through the test. Before you click the next arrow, you can change your answer. Once you click *next*, you will not be able to go back and change your answer.

In questions which include images, click on + sign in the lower right hand corner to expand image.

Library
Hours:
Monday to Thursday: 9 a.m. to 10:00 p.m.
Friday: 9 a.m. to 6:00 p.m.
Weekends: 11:00 a.m. to 4:00 p.m.
Help Desk:
Daily: 11:00 a.m. to 3:00 p.m.



Some of the activities will have audio included in them. Be sure to look for the audio icon. Click on the audio symbol to listen to the audio excerpt and then answer the question. *Note, you will only get to listen to the audio once*.

$\P \circ$ How does the woman feel about the man's day?
happy
sorry
worried

If you stop the test and sign out, it is ok. Your answers will be saved and you can resume where you left off on your next sign in. Click **Continue** to keep taking the placement test with the answers you have already submitted. Click **Start Again** to reset the Placement Test and start from the beginning. If you click **Start Again** the answers you previously submitted will no longer be saved.



Once you have completed and submitted your Placement Test, you will be presented with a screen informing you which of the 4 levels you have been placed into. To begin your coursework, click **Start Level**.





NAVIGATING YOUR COURSE

Once you have completed your *Placement Test*, you will immediately be able to begin your *MyTimeEnglish* coursework. Use the on-screen prompts and navigation buttons to work through your course.

Tracking your Progress

You will be able to tell where you are in the course at all times by viewing the yellow progress bars, located at the top right of your screen. As you work through your coursework, the yellow bar will increase to show you the percentage of activities you have completed.



Level tells you what Level you are working in along with how far you have progressed through all three parts within the level.

Unit tells you which Unit you are working in along how far you have progressed through the unit.

Lesson tells you which Lesson you are working in along with how far you have progressed through the lesson.

Navigating to the Table of Contents and Gradebook

To view your *Table of Contents* or *Gradebook*, click on the drop down menu in the upper left-hand corner of the screen.





Table of Contents



In the *Table of Contents*, you can navigate to any activity within your part by clicking **Go**. In Levels 1 thru 4 there are 3 parts per level.

Table of Contents				
LEVEL 1 🛇	LEVEL 2	LEVEL 3 🔒	LEVEL 4 🔒	LEVEL 5 🔒
PART 1		🕑 Tested Out 🔵 Unit Star	rt/End 😑 Completed 🔘 In Proj	gress 🜑 To Do 🔒 Locked
Unit 1: Welcome				~
Unit Start Page Go	4	Grammar C Go	8 Video Go	
1 Vocabulary Go	5	Grammar D Go	🔵 Unit End Pa	ge <mark>Go</mark>
2 Grammar A Go	6	Listening Go		
3 Grammar B Go	7	Reading and Writing Go		

Table of Contents Structure

Levels 1 thru 4 all have 2 *Progress Tests*, one for each of the first two Parts. You must complete the *Progress Test* to start the next Part, but you are not required to achieve a certain score. It is recommended that you score 60% or higher to move to the next part. Once you have completed the *Progress Test* for Part 2 of your Level, you will have a *Final Test* at the end of Part 3. You will not be able to access the next level until you pass the *Final Test* with a score of 60% or greater.

PART 1	PART 2	PART 3
Unit 1: Welcome	Unit 6: Airport Jobs	Unit 11: Last Weekend
Unit 2: My School	Unit 7: A Day at Work	Unit 12: Growing Up
Unit 3: The Family	Unit 8: Fast Food	Unit 13: People and Places
Unit 4: Home	Unit 9: Food Shopping	Unit 14: Goals and Plans
Unit 5: A Typical Day	Unit 10: A Good Weekend / A Bad Weekend	Unit 15: Vacations
Progress Test	Progress Test	🖴 Final Test





Activity Navigation

When you are taking your activities, you can switch between them using the **previous** and **next** arrows on either side of the screen. If you are unable to click one of the arrows, it indicates that you are either at the first activity or last activity in your lesson.





Some activities will have multiple questions. Be sure to look for the question number line at the bottom of the activity. Click on the *next* or *previous* arrows to navigate between the questions.



To submit your answers and advance to the next activity, you must click **Submit** in the lower right-hand corner of the screen.



When you have completed an activity you can check your answers by clicking on **Show Answers**. If you want to retake the activity, click **Reset**.



Completing a Unit



At the end of every Unit there are additional Review activities, an Explore section, and a Unit Quiz.

The *Review* activities give you more practice in a skill that is specific to the Unit you are finishing, including speech recognition activities.

The *Explore* section contains an eBook from the *Footprint Reading Library*.

The *Unit Quiz* is a game-based test for you to see how much you have learned during the Unit. While taking the quiz you will be shown your correct and incorrect answers on the screen. Once you click **Submit**, your answers will be posted to your gradebook.



Audio Activity Types

Some of the activities in *MyTimeEnglish* require you to record phrases or sentences. At the start of these activities you will be prompted to connect your headset and microphone and then test them to ensure they are working.



Once you have connected your headset and microphone, follow the activity instructions to complete your recordings. Some of the common instructions are:

Click on Listen to listen to the phravoice. Click on Check to see the re	ase. Click on Record t sults.	to record the phi	ase, and then clic	ck on Stop . Click	on Play Back to listen to your
	↓ Listen	• Record	Play Back	Check	
Listen and record.	↓ Listen	 Recor 	d 🕞 Pi	ay Back	
Listen and record A or B . Click	Play Back to hear	your recording	g.		
↓ Listen A:	 Record 	B: F	lecord	> Play Back	



GRADEBOOK

You can view your **Gradebook** for any of your completed Levels and Parts by clicking on the drop-down menu in the upper left hand corner of the screen and selecting *Gradebook*.



You will see the scores for the activities you have completed within the last 30 minutes at the top of the Gradebook. All of your other scores will be listed below your *Recent Submissions* section.

Gradebo	ok							
LEVE	L1⊘	LEVEL 2	LEV	/EL 3 🔒	LEVE	L 4 🔒	LEV	EL 5 🔒
Part 1							Placement	Test Results
	Your recent of Following are re available in you Select the score	Submissions ecently submitted (last 30 minute Ir gradebook table below. e link to view details.	es) gradebook	activities, sh	ow here for quick acce	ess. These record	¢	\$
	# Activity N	Name			Time	Scor	e	
	1 Unit 1: H	ello / Vocabulary / Activity 3			2 mins ago	4.0 /	10.0	-
	2 Unit 1: H	ello / Vocabulary / Activity 4			1 mins ago	6.0 /	7.0	
	3 Unit 1: H	ello / Vocabulary / Activity 5			1 mins ago	7.0 /	7.0	
	4 Unit 1: H	ello / Vocabulary / Activity 7			1 mins ago	1.0/	1.0	
Activity -			Score -	% -	Last Taken 🔻	Attempts -	Total Time Spent ▼	
Unit 1: H	lello / Vocabulary	/ Activity 7	1.0/1.0	100.0%	2016/01/04, 02:09:03 PM	1 / unlimited	00:00:01	Re-do
Unit 1: H	lello / Vocabulary	/ Activity 5	7.0/7.0	100.0%	2016/01/04, 02:08:55 PM	1 / unlimited	00:00:17	Re-do
Unit 1: H	lello / Vocabulary	/ Activity 4	6.0 / 7.0	85.71%	2016/01/04, 02:08:36 PM	1 / unlimited	00:00:32	Re-do
Unit 1: H	lello / Vocabulary	/ Activity 3	4.0 / 10.0	40.0%	2016/01/04, 02:08:01 PM	1 / unlimited	00:00:43	Re-do
Unit 1: H	Iello / Vocabulary	/ Activity 1	1.0/1.0	100.0%	2015/09/08, 03:22:00 PM	1 / unlimited	00:00:02	Re-do



To view your Placement Test scores, click Placement Test Results...

Gradeboo	k						
LEVEL	10	LEVEL 2	LEVEL 3	<u>-</u>	LEVEL 4 🔒	LEV	EL 5 🔒
Part 1						Placement	Fest Results
Placen	nent Tes	t Results					
	AC	TIVITY SCORE	TIME SPENT		LAST TAKEN	4	
	47	% (24.0/51.0)	00:31:58		2016/01/04, 11:00	:14 AM	
Notes Level: 2							

To view your activity scores in detail, click on the *Score* or %.

Activity -	Score -	% -	Last Taken 🔻	Attempts -	Total Time Spent -	Notes	
Unit 1: Welcome / Vocabulary / Activity 3	2.0 / 6.0	33.33%	2016/01/04, 11:05:40 AM	1 / unlimited	00:00:35	n/a	Re-do
Unit 1: Welcome / Vocabulary / Activity 1	1.0/1.0	100.0%	2016/01/04, 11:04:53 AM	1 / unlimited	00:00:01	n/a	Re-do
Unit 1: Welcome / Grammar A / Activity 7	6.0 / 6.0	100.0%	2016/01/04, 02:23:50 PM	3 / unlimited	00:01:27	n/a	Re-do
Unit 1: Welcome / Grammar A / Activity 6	7.0/7.0	100.0%	2016/01/04, 02:18:49 PM	1 / unlimited	00:01:02	∎)	Re-do

You will now see your *activity score, time spent* and *last taken* information.

🕒 Un	iit 1: Welcome / Vocabı	ılary / Activity 3	
	ACTIVITY SCORE	TIME SPENT	LAST TAKEN
	33 % (2.0 / 6.0)	00:00:35	2016/01/04, 11:05:40 AM



You can also view your activity as it appears in MyELT....

Review Activity Review Scores	
<text><text></text></text>	✓ 1 ✓ 2 X 3 X 4 X 5
	Show Answers

...or just as text.

irections: Put the conversation in order.			
Question	Correct Answer	Student Answer	Score
Q1: Put the sentences in order: [Hi, my name is Ana. What's your name?] [My name is Charles. Where are you from?] [I'm from Argentina, and you?] [I'm from Canada.] [Nice to meet you, Charles.] [Nice to meet you, too!]			2.0

You can switch between activity grades by using the **Prev Grades** and **Next Grades** buttons at the bottom of the page.





For any activity for which you recorded your voice, you can click Play Back...

Review Activity	Review Scores					
Listen and record.						
) Listen	 Record 	Play Back	

or the play button.

Review Activity	Review Scores					
Directions: Listen and record.						
Question		Correct Answer	Student Answer	Score	Student Audio Response	
Q1:1		Not Applicable	Not Applicable	1.0	Click play to hear response	

CONTACTING TECHNICAL SUPPORT

If you have questions that are not answered in this guide, please contact Northstar College technical support info@northstarcollege.com or visit our website https://www.northstarcollege.com/mytime-english

When contacting Technical Support, please provide the following information:

First and last name	
Username	
School	
Operating system	
Browser and version	
Description of the problem	
Screenshot of the problem (if applicable)	

