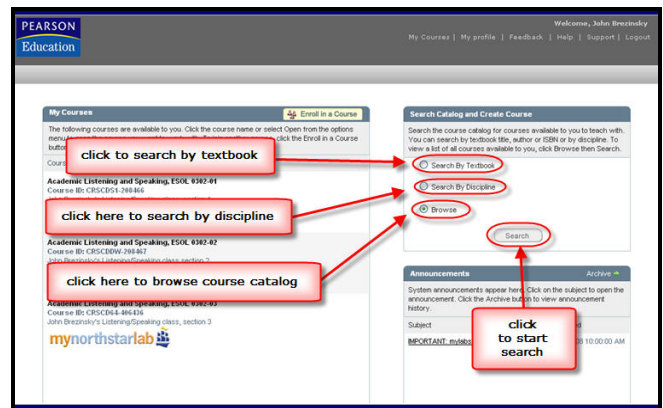


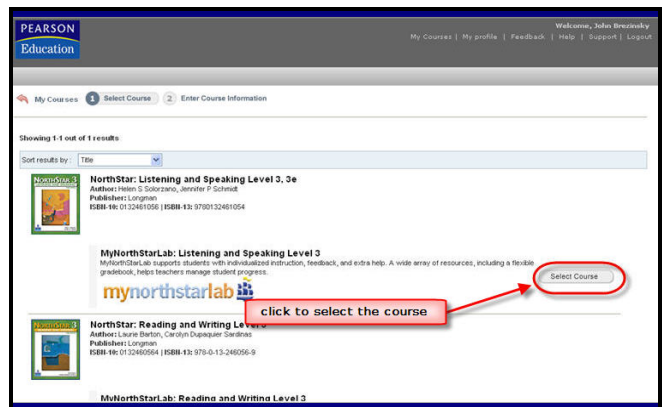


How to Create a Course

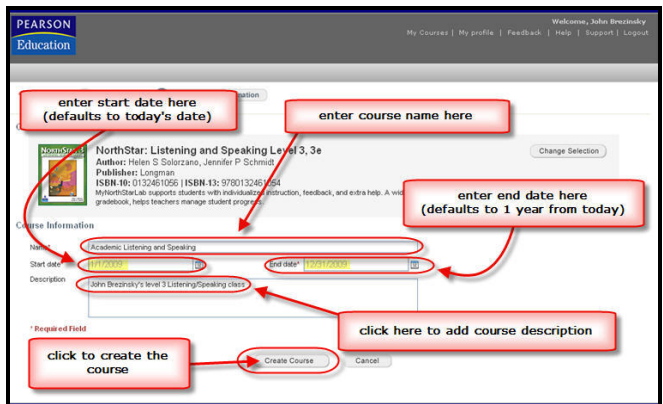
You must first choose which MyEnglishLab you want to create the course for. You can search by textbook, academic discipline, or browse the list of courses.



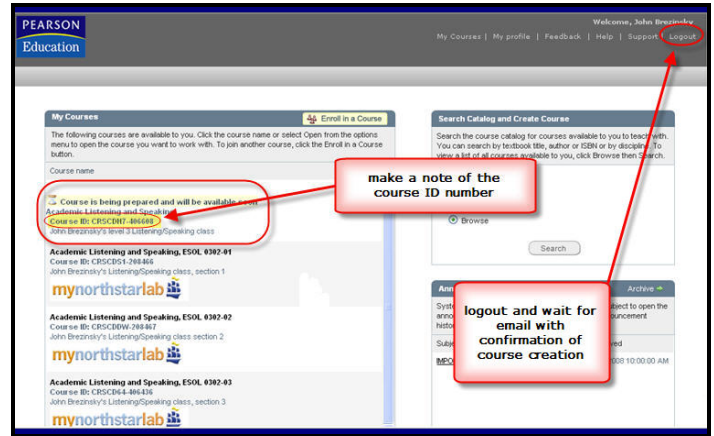
From the list, choose the textbook series and level that you would like to use to create a MyEnglishLab course.



Your course needs a name. Additionally it needs a start date and an end date. The system defaults are today's date for start and one year from today for end date. Click the calendar to select a different date. Add a description and then click "create course" button.



The system requires 10 - 15 minutes to process your selection. When the course has been created, you will receive a notifying email. Before logging out to await this email, please note the course ID. This is the number needed by students to register for the course



After receiving the email notification that the course is ready, log back into your account. You will notice that the new course is listed under "My Courses." It is now ready to use and to accept students.

