

MyELT INSTRUCTOR QUICK START USER GUIDE

Language: English ▾

Login

[Sign In](#) [Forgot Password?](#)

Not Registered? [Create an Account!](#)

Tours & Tutorials



Introduction to MyELT



How to Create a Student Account



How to Request an Instructor Account



How To Log In to MyELT



Other Tutorials and User Guides

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ABOUT THIS GUIDE

This guide will help you get started using MyELT.

If you have questions that are not answered in either guide, please contact MyELT Technical Support at MyELT.support@cengage.com.

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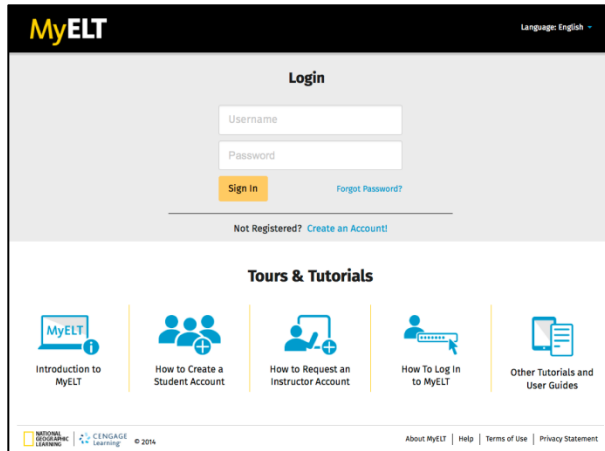
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REGISTERING

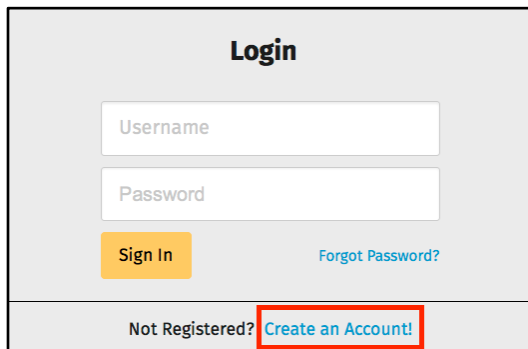
HOW DO I REGISTER FOR AN ACCOUNT?

1. Go to MyELT.heinle.com.



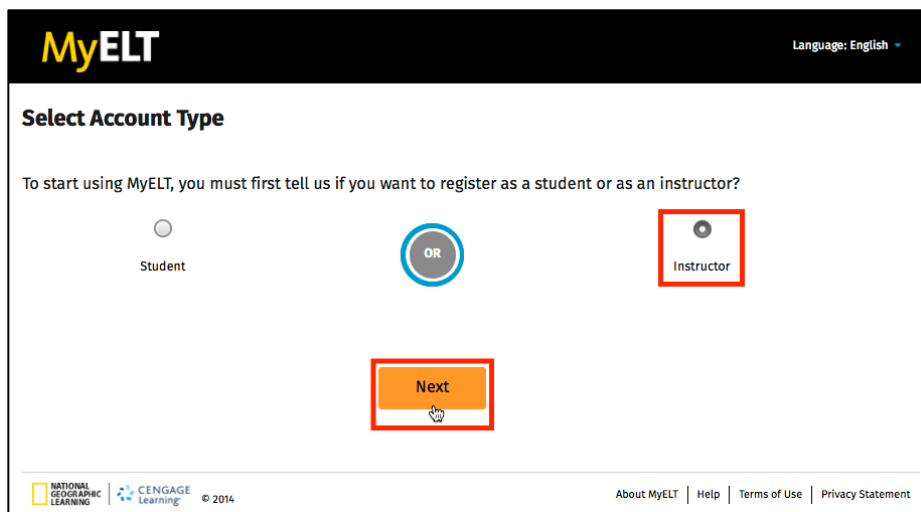
The screenshot shows the MyELT website's login interface. At the top left is the MyELT logo, and at the top right is a language dropdown menu set to 'English'. The main heading is 'Login'. Below it are two input fields: 'Username' and 'Password'. There is an orange 'Sign In' button and a blue link for 'Forgot Password?'. Below the login section, there is a link that says 'Not Registered? Create an Account!'. Underneath this is a section titled 'Tours & Tutorials' with five icons and links: 'Introduction to MyELT', 'How to Create a Student Account', 'How to Request an Instructor Account', 'How To Log In to MyELT', and 'Other Tutorials and User Guides'. The footer contains logos for National Geographic Learning and Cengage Learning, along with copyright information for 2014 and links for 'About MyELT', 'Help', 'Terms of Use', and 'Privacy Statement'.

2. Click **Create an Account!**



This is a close-up of the 'Not Registered? Create an Account!' link from the previous screenshot. The 'Create an Account!' text is highlighted with a red rectangular box.

3. Click **Instructor** and then click **Next**.



The screenshot shows the 'Select Account Type' page. The heading is 'Select Account Type'. Below it is a question: 'To start using MyELT, you must first tell us if you want to register as a student or as an instructor?'. There are two radio button options: 'Student' and 'Instructor'. The 'Instructor' option is selected, indicated by a filled radio button and a red rectangular box around the 'Instructor' text. Between the two options is a blue circle with the word 'OR' inside. Below the options is an orange 'Next' button with a hand cursor icon, also highlighted with a red rectangular box. The footer is identical to the previous screenshots, showing logos and copyright information for 2014.

4. Fill in your user and account information.

User Information

* E-mail Address
Note: this will be your MyELT User Name

* Verify E-mail Address:

Please use a valid e-mail address, so we can send you important product information. We will not send marketing or advertising information unless requested. Please read our [Privacy Statement](#) for details.

* First Name:
* Last Name:
Middle Initial:

Account Information

* School/Institution Name:

* Address 1:
Address 2:
Address 3:
* City:
* State/Province:
* Zip/Postal Code:
* Country:
Phone Number:

5. Select the materials you want to access.

Product Information
*Select series and level:

Online Tutorial for the TOEFL iBT® Online Prep Course ☐

Building Better Vocabulary Online Practice
eBook: ☐

6. Enter the city of your birth and click **Submit Request**.

Verification Question
This verification question and response is intended to be used if you accidentally forget your MyELT password. In the event that you forget your password, you will be able to enter your verification response to establish a new one. Please note that your verification answer is case-sensitive.

Verification Question: What is the name of the city you were born in?

* Verification Answer:

7. When you receive an email with your login information in 1 to 3 business days, go to [MyELT.heinle.com](https://myelt.heinle.com).

Note: Be sure to add myelt.accountrequest@cengage.com to your safe sender list to ensure receipt of your login information.

8. Enter your username and password, and then click **Sign In**.

MyELT Language: English

Login

MyELT_Instructor

Sign In [Forgot Password?](#)

Not Registered? [Create an Account!](#)

Tours & Tutorials

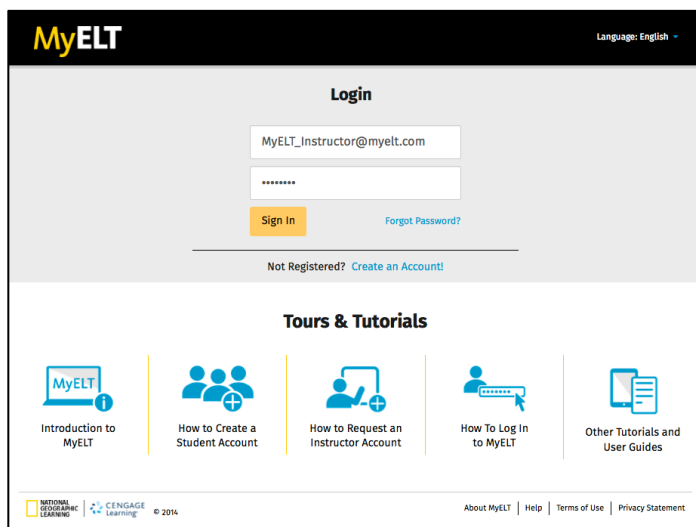
- Introduction to MyELT
- How to Create a Student Account
- How to Request an Instructor Account
- How To Log In to MyELT
- Other Tutorials and User Guides

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CREATING AND TEACHING COURSES

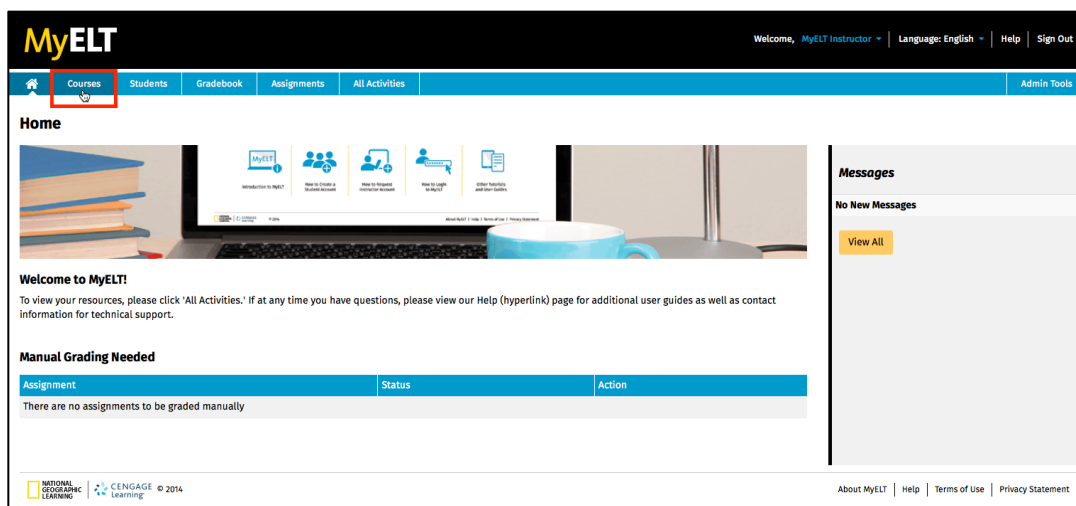
HOW DO I CREATE A COURSE?

1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



The screenshot shows the MyELT login page. At the top, the MyELT logo is on the left and 'Language: English' is on the right. The main heading is 'Login'. Below it, there are two input fields: the first contains 'MyELT_Instructor@myelt.com' and the second contains '*****'. Below the password field is an orange 'Sign In' button and a blue link 'Forgot Password?'. Below the login section, there is a link 'Not Registered? Create an Account!'. The 'Tours & Tutorials' section follows, with five icons and links: 'Introduction to MyELT', 'How to Create a Student Account', 'How to Request an Instructor Account', 'How To Log In to MyELT', and 'Other Tutorials and User Guides'. The footer includes logos for National Geographic Learning and Cengage Learning, the year '© 2014', and links for 'About MyELT', 'Help', 'Terms of Use', and 'Privacy Statement'.

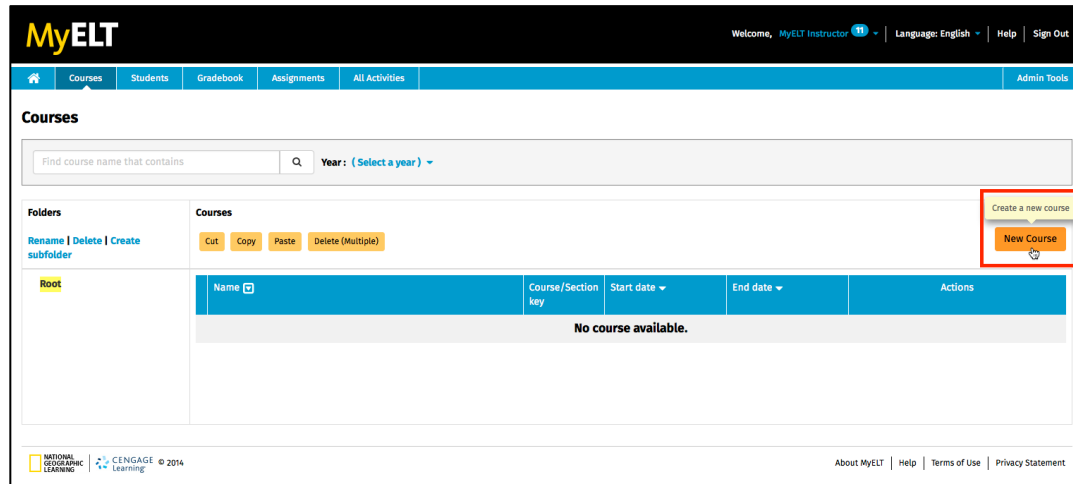
2. Click **Courses**.



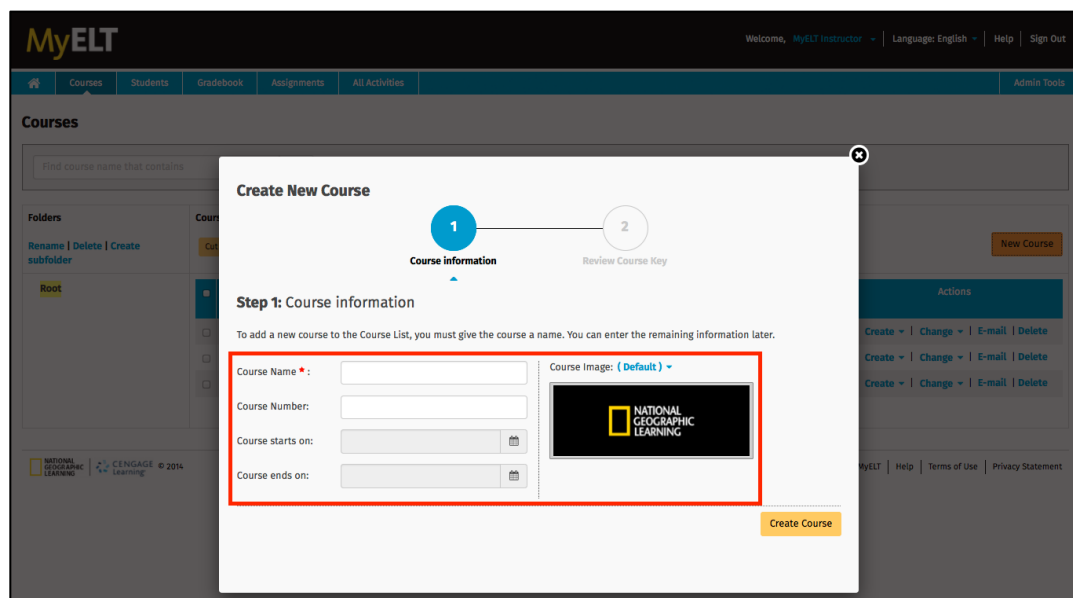
The screenshot shows the MyELT home page after logging in. The top navigation bar includes 'Welcome, MyELT Instructor', 'Language: English', 'Help', and 'Sign Out'. Below this is a secondary navigation bar with 'Courses' (highlighted with a red box), 'Students', 'Gradebook', 'Assignments', 'All Activities', and 'Admin Tools'. The main content area is titled 'Home' and features a large image of a desk with a laptop and a mug. Below the image, there is a 'Welcome to MyELT!' message and a 'Manual Grading Needed' section with a table. The table has columns for 'Assignment', 'Status', and 'Action'. The 'Assignment' column contains the text 'There are no assignments to be graded manually'. On the right side, there is a 'Messages' section with the text 'No New Messages' and a 'View All' button. The footer is identical to the login page.

Assignment	Status	Action
There are no assignments to be graded manually		

3. Click **New Course**.



4. Enter your course information.



- **Course Name:** (Required) The name of the course as it will appear to students.
- **Course Number:** (Optional) Any additional identifying information for your course, such as which days it meets or a section number.
- **Course Starts On:** (Optional) If you enter a future date, the course will not appear to students until then even if they are already enrolled in it.
- **Course Ends On:** (Optional) The course will no longer appear to students after this date.
- **Course Image:** (Optional) Assign an image to display instead of the default one.

- Click **Create Course**.

The screenshot shows the 'Create New Course' dialog in the MyELT interface. It is titled 'Create New Course' and has two steps: '1 Course Information' and '2 Review Course Key'. Step 1 is active. The dialog contains the following fields and options:

- Course Name ***: Pathways 301
- Course Number**: (empty)
- Course starts on**: Jun 12, 2014 12:00 AM
- Course ends on**: Jul 11, 2014 12:00 AM
- Course Image**: Rods (with a dropdown arrow)

Below the fields is a 'Create Course' button, which is highlighted with a red rectangle. The background shows the 'Courses' tab in the MyELT interface.

- Write down the code or “key” assigned to your course so you can give it to your students to enter when they enroll in your course, and then click **Save Course & Exit**.

Note: The Course Key also appears on the **Courses** tab in MyELT.

The screenshot shows the 'Create New Course' dialog in the MyELT interface, now at Step 2: Review Course Key. The dialog contains the following information and fields:

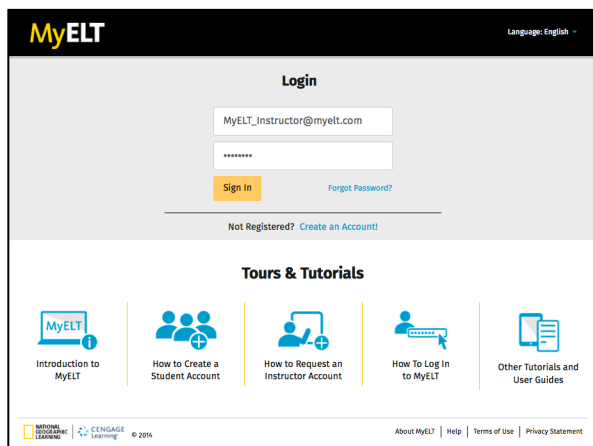
- Course Key**: E-3MKCQTNNUMPFZ (highlighted with a red rectangle)
- Generate new** and **Clear** buttons
- Change Course Key date** section with **Start date** and **End date** fields (both with dropdown arrows)

Below the fields is a 'Save Course & Exit' button, which is highlighted with a red rectangle. The background shows the 'Courses' tab in the MyELT interface.

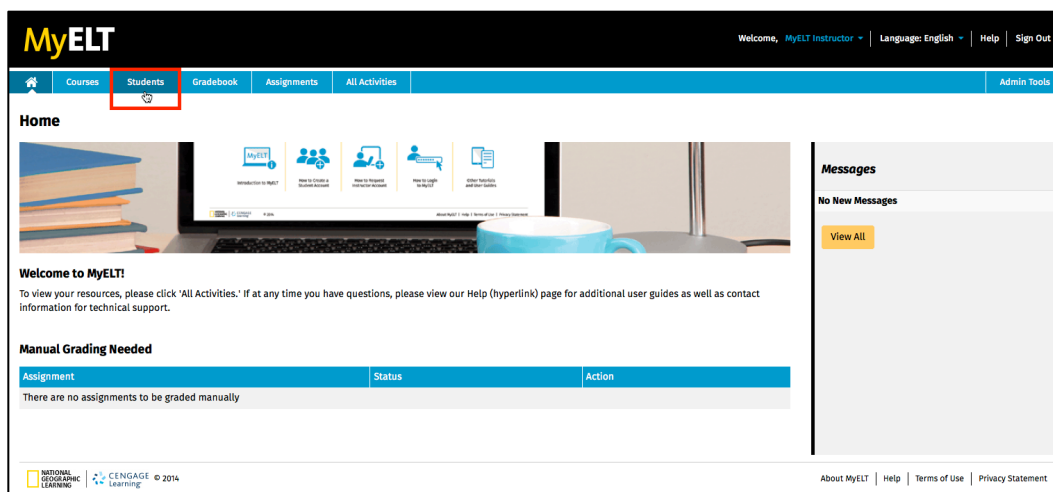
HOW DO I ENROLL STUDENTS IN MY COURSE?

If your students already have MyELT accounts, you can enroll them in your course so they will not have to do it themselves.

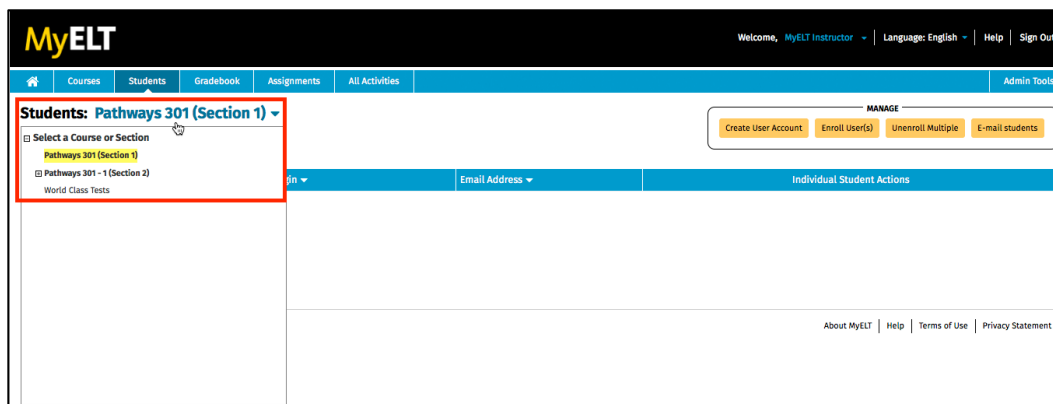
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



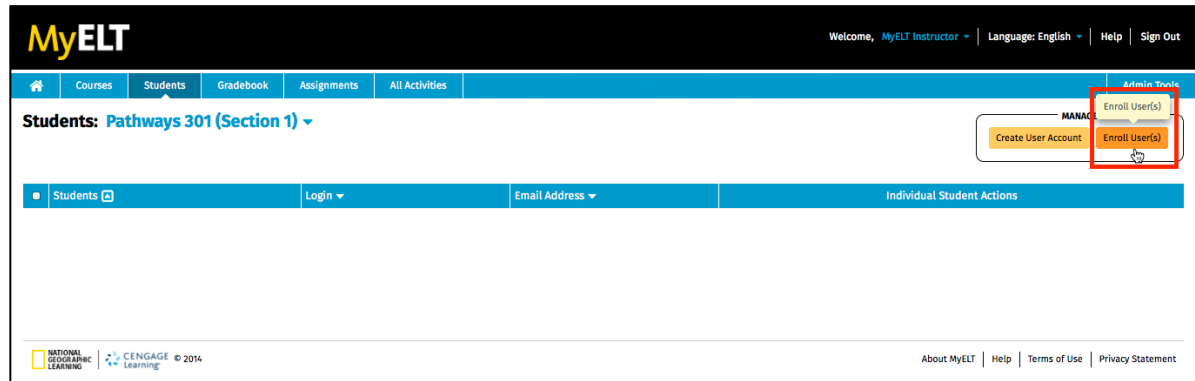
2. Click **Students**.



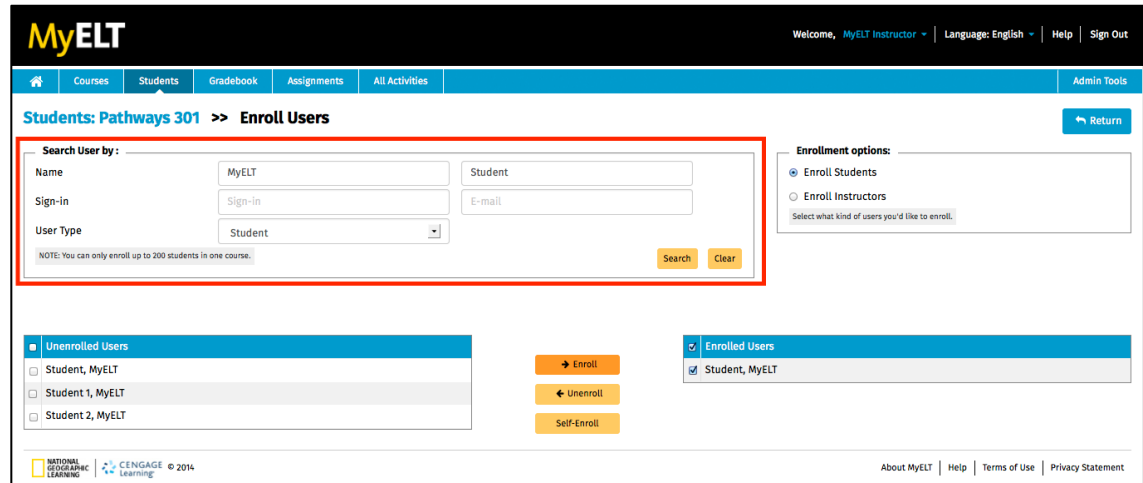
3. Make sure the title of the course that you want to enroll students in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



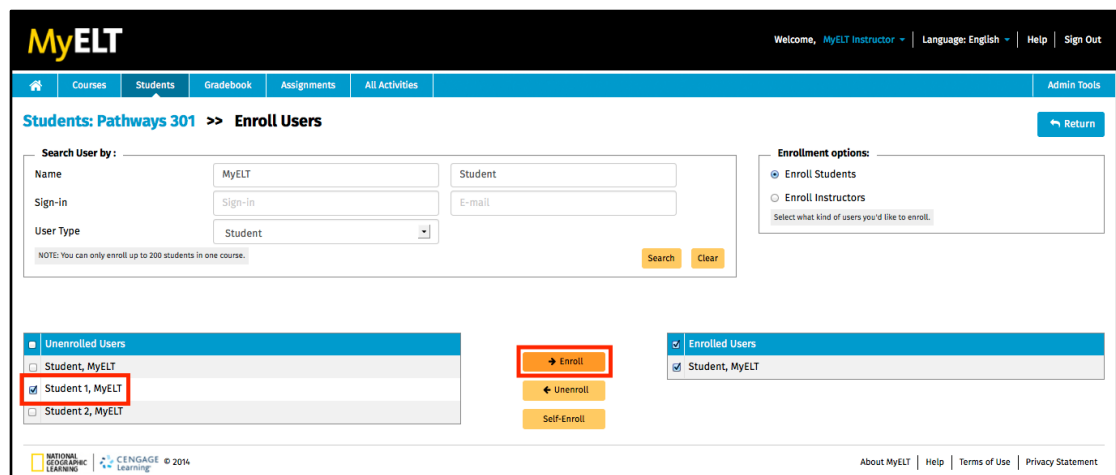
- Click **Enroll User(s)**.



- In the column on the left side of the page, the names of students who are not enrolled in your course appear. In the column on the right side of the page, the names of students who are already enrolled in your course appear.
 - If necessary, search for a specific student to enroll by entering his or her information in the search fields and then clicking **Search**.

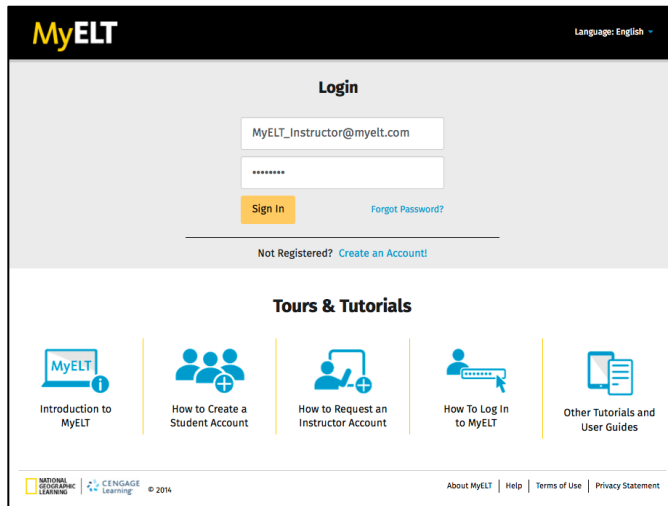


- To enroll a student whose name you already see in the list on the left, click the box to the left of his or her name and then click **Enroll**. The student's name moves from the left column to the right column.



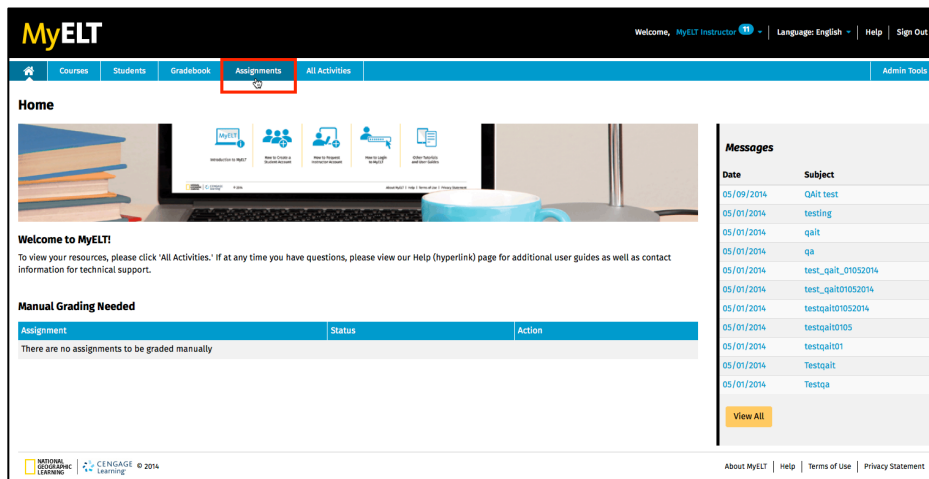
HOW DO I CREATE AN ASSIGNMENT?

1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



The image shows the MyELT login page. At the top, there's a "Language: English" dropdown. Below it is a "Login" section with a username field containing "MyELT_Instructor@myelt.com", a password field with masked characters, and a "Sign In" button. A "Forgot Password?" link is also present. Below the login section is a "Not Registered? Create an Account!" link. Further down is a "Tours & Tutorials" section with five icons and links: "Introduction to MyELT", "How to Create a Student Account", "How to Request an Instructor Account", "How To Log In to MyELT", and "Other Tutorials and User Guides". At the bottom, there are logos for National Geographic Learning and Cengage Learning, and a footer with "About MyELT", "Help", "Terms of Use", and "Privacy Statement".

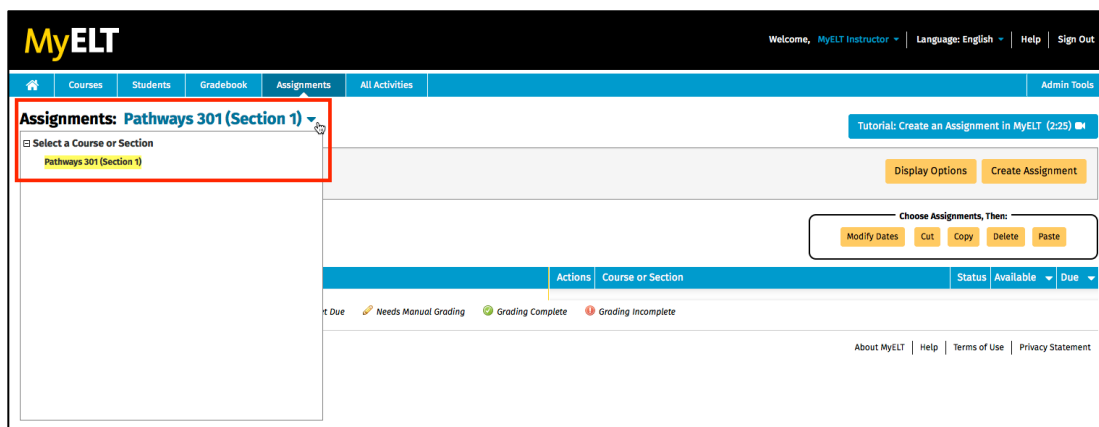
2. Click **Assignments**.



The image shows the MyELT home page. At the top, there's a navigation bar with "Courses", "Students", "Gradebook", "Assignments" (highlighted with a red box), "All Activities", and "Admin Tools". Below the navigation bar is a "Home" section with a welcome message and a "Manual Grading Needed" table. The table has columns for "Assignment", "Status", and "Action". Below the table, it says "There are no assignments to be graded manually". On the right side, there's a "Messages" section with a table of messages. The table has columns for "Date" and "Subject". Below the messages table is a "View All" button. At the bottom, there are logos for National Geographic Learning and Cengage Learning, and a footer with "About MyELT", "Help", "Terms of Use", and "Privacy Statement".

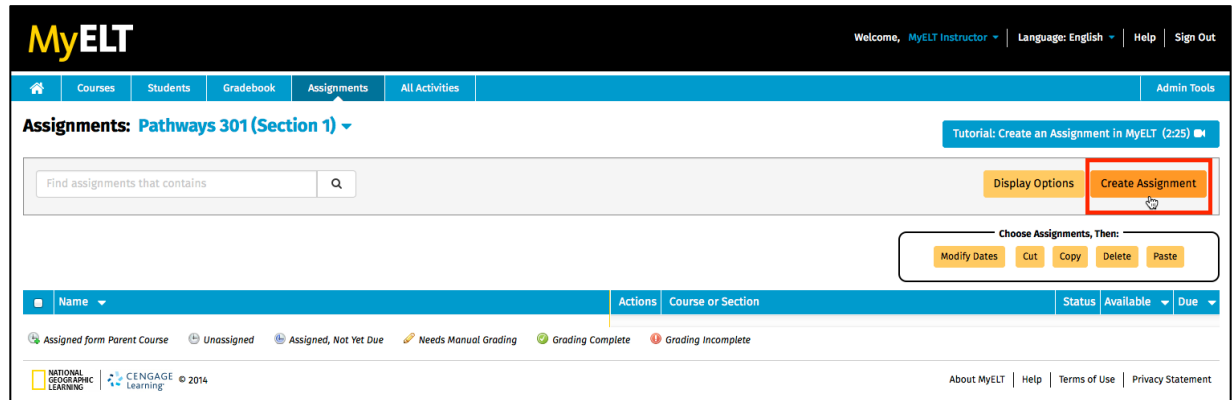
3. Make sure the title of the course that you want to add the assignment to appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.

Note: You must create a course before you can add an assignment to it.



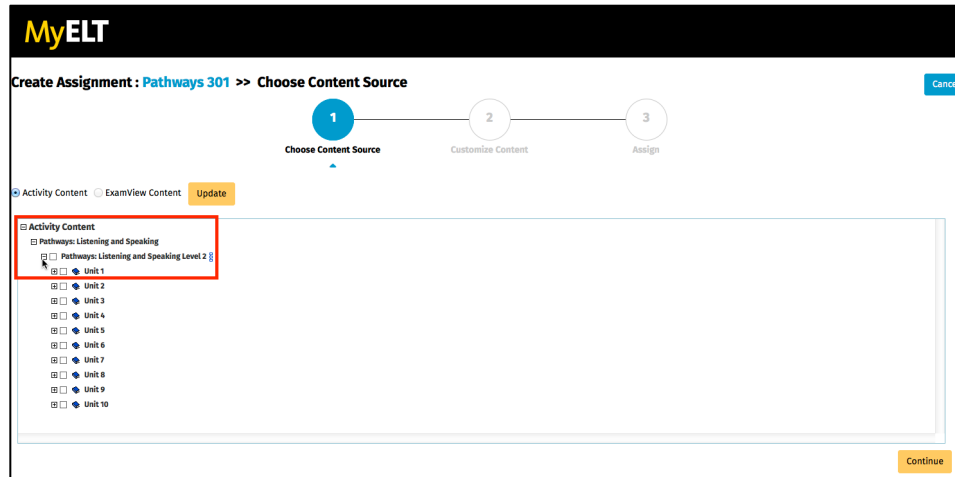
The image shows the MyELT assignments page. At the top, there's a navigation bar with "Courses", "Students", "Gradebook", "Assignments" (highlighted with a red box), "All Activities", and "Admin Tools". Below the navigation bar is a section titled "Assignments: Pathways 301 (Section 1)" with a dropdown arrow. Below this is a "Select a Course or Section" dropdown menu showing "Pathways 301 (Section 1)". To the right of the dropdown is a "Tutorial: Create an Assignment in MyELT (2:25)" button. Below the tutorial button are "Display Options" and "Create Assignment" buttons. Further down is a "Choose Assignments, Then:" section with buttons for "Modify Dates", "Cut", "Copy", "Delete", and "Paste". Below this is a table with columns for "Actions", "Course or Section", "Status", "Available", and "Due". The table has a row with "Needs Manual Grading", "Grading Complete", and "Grading Incomplete". At the bottom, there are logos for National Geographic Learning and Cengage Learning, and a footer with "About MyELT", "Help", "Terms of Use", and "Privacy Statement".

4. Click **Create Assignment**.



5. Click the plus sign  to the left of the book with the content you want to assign to see its Table of Contents.

Note: If you want to set up an ExamView assignment for Grammar in Context, World English, or World Link, see the instructions on page 22.



6. Click the box to the left of one or more units and/or activities you want to assign. If necessary, click the plus sign  to the left of an item as many times as necessary until you see the material you want to assign.

7. Click **Continue**.

MyELT

Create Assignment : Pathways 301 >> Choose Content Source

1 Choose Content Source 2 Customize Content 3 Assign

Activity Content ExamView Content Update

Activity Content

Pathways: Listening and Speaking

Pathways: Listening and Speaking Level 2

Unit 1

Lesson A

Vocabulary

Pronunciation

Listening

Grammar

Language Function

Speaking

Lesson A and B Viewing

Lesson B

Unit 2

Continue

8. If you have selected multiple assignments, click **OK** when the confirmation message appears.

1 Choose Content Source 2 Customize Content 3 Assign

You have selected multiple assignments. You will now be taken directly to the assigning options and will be able to customize the content of the individual assignments at a later time. Would you like to continue?

Cancel OK

9. Enter a name for the collection or “group” of units and activities you have created.

MyELT

Create Assignment: Pathways 301 >> Customize Content

1 Choose Content Source 2 Assign

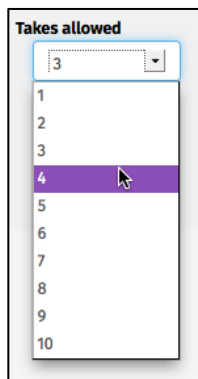
Group Name: Unit 1 - A Do Not Group Assignments

Takes allowed	Grading & Feedback	Dates
3	Keep all results, use best one	Any time
1	Submission Status	Jun 02, 2014 12:00 AM
2	Feedback after Assignment	Jun 09, 2014 12:00 AM
3	Categories	
4		
5		
6		
7		
8		
9		
10		

Save

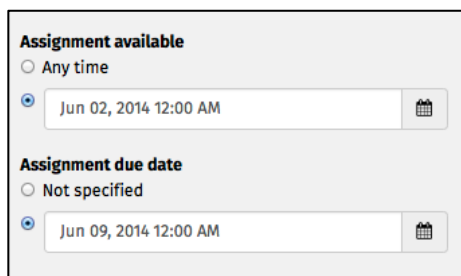
10. Select **Do Not Group Assignments** if you want to display each unit or activity as a separate assignment instead of as a group to your students.

11. Click the **Takes allowed** arrow and select the number of times you want to let students try the assignment(s).



The screenshot shows a dropdown menu titled "Takes allowed". The menu is open, displaying a list of numbers from 1 to 10. The number 4 is highlighted with a purple background, and a mouse cursor is pointing at it. The number 3 is visible in the dropdown arrow at the top.

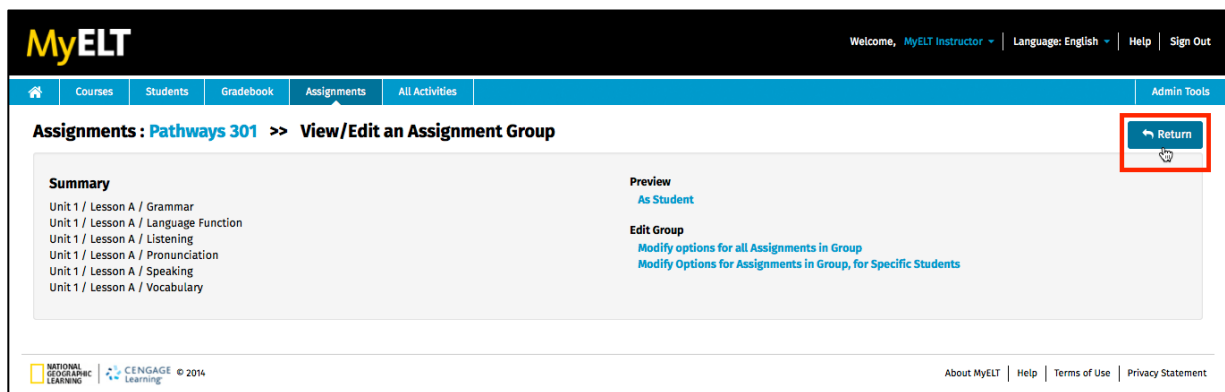
12. Set the date when you want to make the assignment(s) available to students and when it is due.



The screenshot shows two sections: "Assignment available" and "Assignment due date". In the "Assignment available" section, the "Any time" radio button is selected, and the date "Jun 02, 2014 12:00 AM" is entered in the text box. In the "Assignment due date" section, the "Not specified" radio button is selected, and the date "Jun 09, 2014 12:00 AM" is entered in the text box. Both text boxes have a calendar icon to their right.

13. When you are done, click **Save**.

14. Review the summary of the assignment(s) you created. When you are done, click **Return** to go back to your main Assignments page.

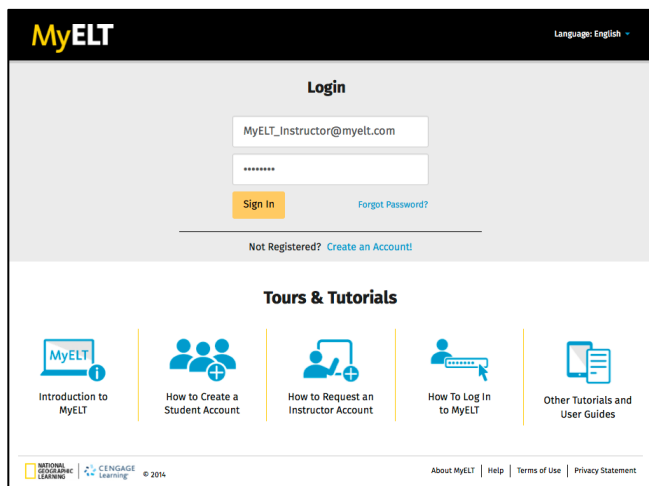


The screenshot shows the MyELT Assignments page. The page has a header with the MyELT logo and navigation links. The main content area is titled "Assignments : Pathways 301 >> View/Edit an Assignment Group". It contains a "Summary" section with a list of units and lessons, a "Preview" section with a link "As Student", and an "Edit Group" section with two links: "Modify options for all Assignments in Group" and "Modify Options for Assignments in Group, for Specific Students". A red box highlights the "Return" button in the top right corner of the main content area.

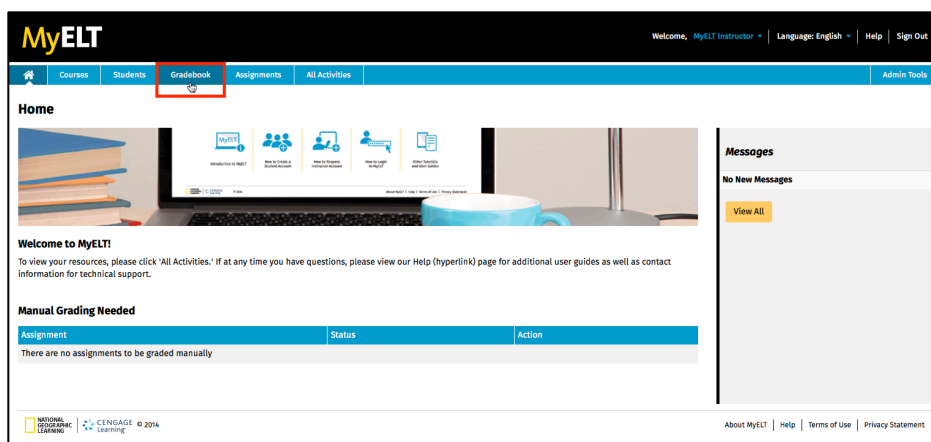
HOW DO I VIEW STUDENT PROGRESS?

The Gradebook lets you track student progress and performance in your course. You can view this information in the Gradebook itself or you can run reports on the class as a whole, groups of students, or individuals.

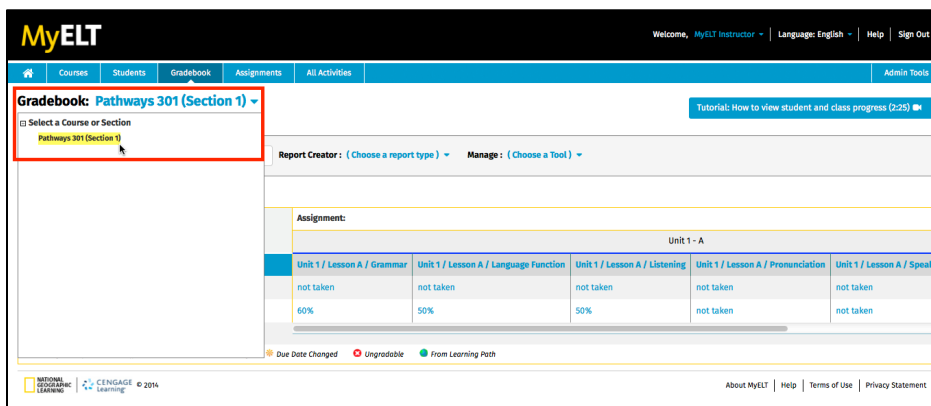
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



2. Click **Gradebook**.



3. Make sure the title of the course that you want to view student progress for appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course.



- Examine the assignment and average grades for each student.
- Click each student's name to see more detailed information about his or her performance.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Gradebook: Pathways 301 (Section 1)

View Assignments | View All Self-Study Activities

Find a student name that contains Report Creator: (Choose a report type) Manage: (Choose a Tool)

☐ Include All Untaken Assignments in Grade Total

Student	Total	Unit 1 / Lesson A / Grammar	Unit 1 / Lesson A / Language Function	Unit 1 / Lesson A / Listening	Unit 1 / Lesson A / Pronunciation	Unit 1 / Lesson A / Speaking
Student, MyELT	57.5%	60%	50%	50%	not taken	not taken

Grading incomplete | Offline | Needs Manual Grading | Due Date Changed | Ungradable | From Learning Path

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- Click a student's **score** to the right of an assignment to see the answers that the student submitted.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Gradebook: Pathways 301 >> Grades for a Single Student in Course

Student: Student, MyELT

Overall Grade: 57.50% Total Score: 23.00/40.00

Name	Score (Correct / Possible)	%	Times Taken	Last Taken On	Time Spent (All Takes)
Unit 1 - A					
Unit 1 / Lesson A / Vocabulary	7.00 / 10.00	70.00 %	1	2014/05/29, 11:14:39 AM	00:00:48
Unit 1 / Lesson A / Listening	5.00 / 10.00	50.00 %	1	2014/05/29, 11:13:25 AM	00:01:01
Unit 1 / Lesson A / Language Function	5.00 / 10.00	50.00 %	1	2014/05/29, 11:12:15 AM	00:04:07
Unit 1 / Lesson A / Grammar	6.00 / 10.00	60.00 %	1	2014/05/29, 10:54:02 AM	00:01:15
Unit 1 / Lesson A / Pronunciation	not taken	0.00 %	0	not taken	00:00:00
Unit 1 / Lesson A / Speaking	not taken	0.00 %	0	not taken	00:00:00

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- Click **Grade total assignment/leave a comment** if you want change the student's score and/or enter feedback for the student.

MyELT Welcome, MyELT Instructor | Language: English | Help | Sign Out

Gradebook: Pathways 301 >> Edit Grade in Course

Assignment: Unit 1 / Lesson A / Vocabulary Student: Student, MyELT

Assignment Score (Correct/Possible): 7.00/10 → 7.00
 Adjusted Score: 7.00
 Graded: Electronic
 Times Taken: 1
 Time Spent (All Takes): 00:00:48
 Last Taken On: 2014/05/29, 11:14:39 AM

Take: 70.00%

Question	Correct Answer	Student Answer	Score	Comment
Q1: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- Do you really think that eating fast food every day is [...]?	healthy	healthy	1.0	Add Comment
Q2: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- Being physically active is one of the most important things you can do to prevent or control high blood [...].	pressure	pressure	1.0	Add Comment
Q3: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- A healthy [...] contains food from each of the four major food groups.	diet	diet	1.0	Add Comment

8. Click the arrow to the right of the current assignment's title and select another assignment to see the same student's answers. Click the arrow to the right of the current student's name and select another one to see that student's answers on the same assignment.

Gradebook: Pathways 301 >> Edit Grade in Course

Assignment: Unit 1 / Lesson A / Vocabulary
 Unit 1 / Lesson A / Grammar
 Unit 1 / Lesson A / Language Function
 Unit 1 / Lesson A / Listening
 Unit 1 / Lesson A / Pronunciation
 Unit 1 / Lesson A / Speaking
 Unit 1 / Lesson A / Vocabulary

Student: Student, MyELT
 Student, MyELT
 Student, MyELT

Take 1: 70.00%

Question	Correct Answer	Student Answer	Score	Comment
Q1: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- Do you really think that eating fast food every day is [...].?	healthy	healthy	1.0	Add Comment
Q2: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- Being physically active is one of the most important things you can do to prevent or control high blood [...].	pressure	pressure	1.0	Add Comment
Q3: Directions: Drag the correct word into each sentence or question. Click the words to change your answer. Scroll down. Complete all items. Then click Submit to check your answers. -- A healthy [...] contains food from each of the four major food groups.	diet	diet	1.0	Add Comment

9. When you are done looking at individual student scores and answers, click **Return**.
10. Click **View All Self-Study Activities** to see student scores on unassigned activities that they completed on his or her own. Click a student's name and then the student's score to see the answers that he or she submitted. When you are done looking at individual student scores and answers, click **Return**.

Gradebook: Pathways 301 (Section 1)

☐ View Assignments ☒ View All Self-Study Activities

Find a student name that contains Q Report Creator: (Choose a report type) Manage: (Choose a Tool)

View Student's Grades

Student, MyELT	Total
Student, MyELT	70%
Student, MyELT	0%

Non-Assigned Gradebook: Pathways 301 >> Grades for a Single Student in Course

Student: Student, MyELT **Book:** All

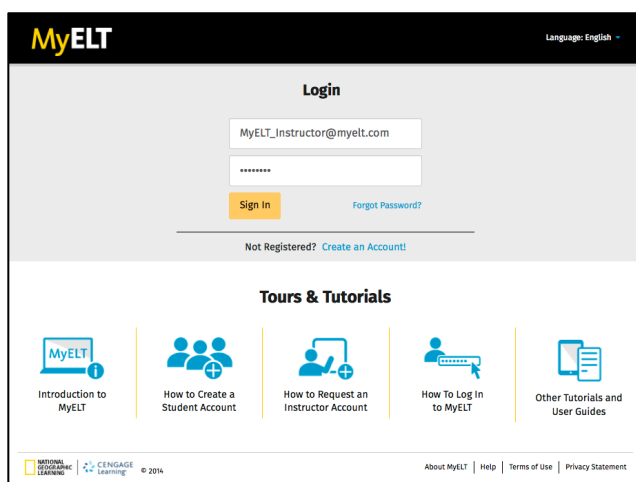
Book Name	Activity	Score (Correct/Possible)	%	Times Taken	Last Taken On	Total Time Spent (All Takes)
Pathways: Listening and Speaking Level 2	Unit 1 / Lesson A / Listening	700/10.00	70.00 %	1	2014/05/29, 12:52:07 PM	00:13:21

GIVING AND GETTING HELP

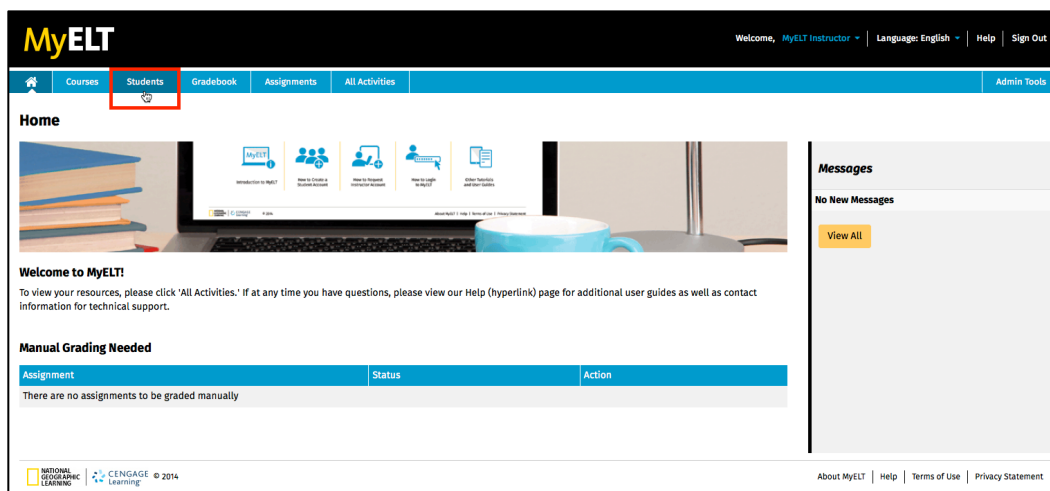
HOW DO I CONTACT STUDENTS?

You can contact individual students, small groups of students, or all the students enrolled in your course via email.

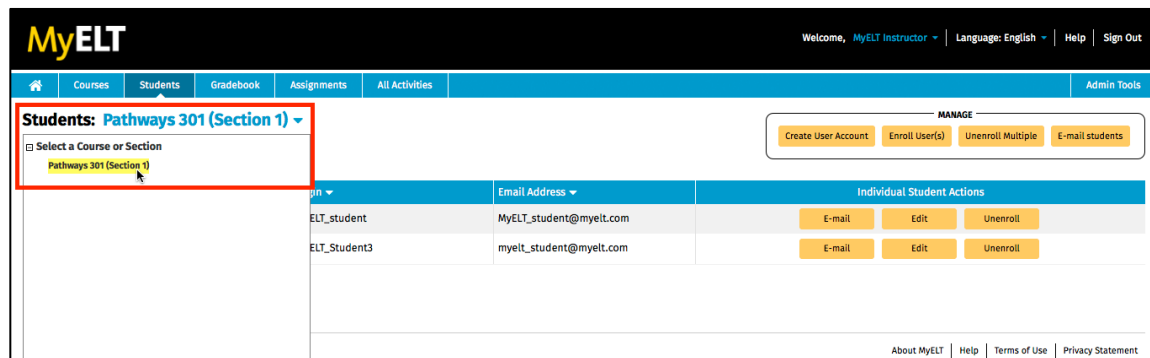
1. Go to MyELT.heinle.com. Enter your username and password. Click **Sign In**.



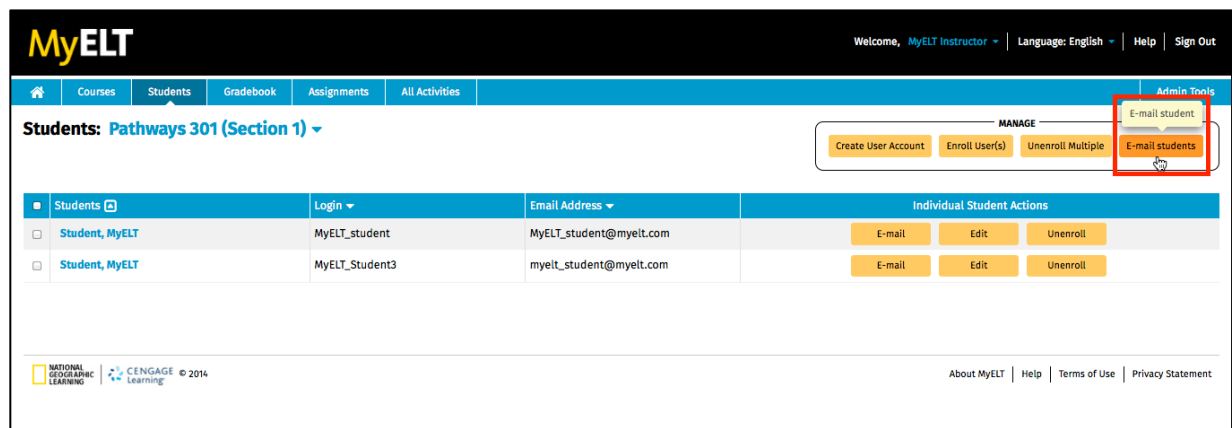
2. Click **Students**.



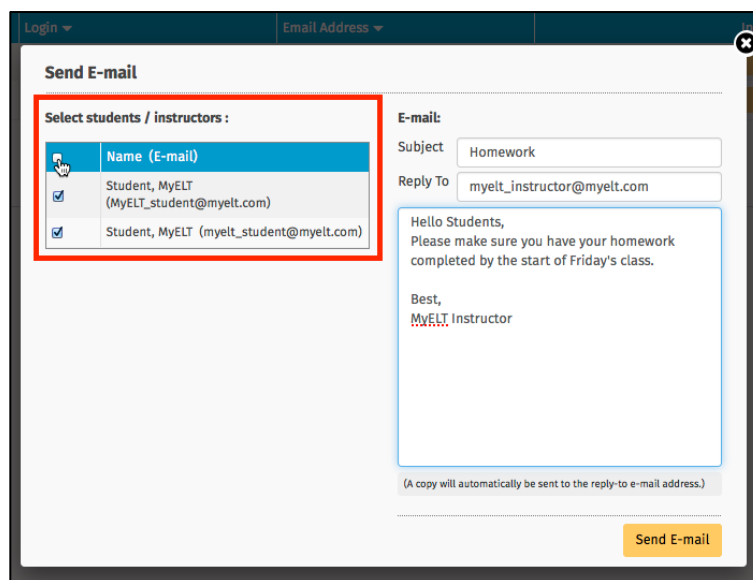
- Make sure the title of the course the students are enrolled in appears at the top of the page. If not, click the arrow to the right of the current title and select the correct course



- Click **E-mail students**.



- Click the box to the left of each student or group of students you want to contact. To send the email to all the students in the course, click the box to the left of **Name**.



6. Enter a subject and message for your email. When you are done, click **Send E-mail**.

The screenshot shows the 'Send E-mail' interface. On the left, under 'Select students / instructors:', there is a table with two rows, both checked. The table has columns for a selection icon and 'Name (E-mail)'. The first row shows 'Student, MyELT (MyELT_student@myelt.com)' and the second row shows 'Student, MyELT (myelt_student@myelt.com)'. On the right, under 'E-mail:', there are fields for 'Subject' (containing 'Homework') and 'Reply To' (containing 'myelt_instructor@myelt.com'). Below these is a large text area containing the message: 'Hello Students, Please make sure you have your homework completed by the start of Friday's class. Best, MyELT Instructor'. At the bottom right is an orange 'Send E-mail' button. Red boxes highlight the 'Subject' field, the 'Reply To' field, the message text area, and the 'Send E-mail' button. A small 'X' icon is visible in the top right corner of the window.

	Name (E-mail)
☒	Student, MyELT (MyELT_student@myelt.com)
☒	Student, MyELT (myelt_student@myelt.com)

E-mail:

Subject: Homework

Reply To: myelt_instructor@myelt.com

Hello Students,
Please make sure you have your homework completed by the start of Friday's class.

Best,
MyELT Instructor

(A copy will automatically be sent to the reply-to e-mail address.)

Send E-mail

7. When you see the confirmation message, click **X** in the top-right corner to return to your Students page.

This screenshot shows the same 'Send E-mail' interface, but now a green confirmation message 'Mail sent successfully.' is displayed at the top. A red box highlights this message. Another red box highlights the 'X' icon in the top right corner of the window, which is used to close the form and return to the Students page. The rest of the form, including the student selection table and the email details, remains the same as in the previous screenshot.

Mail sent successfully.

	Name (E-mail)
☒	Student, MyELT (MyELT_student@myelt.com)
☒	Student, MyELT (myelt_student@myelt.com)

E-mail:

Subject: Homework

Reply To: myelt_instructor@myelt.com

Hello Students,
Please make sure you have your homework completed by the start of Friday's class.

Best,
MyELT Instructor

(A copy will automatically be sent to the reply-to e-mail address.)

Send E-mail

CONTACT TECHNICAL SUPPORT

If you have questions that are not answered in this guide, please contact MyELT Technical Support at MyELT.support@cengage.com. You will receive a response in 1 to 3 business days.

When contacting Technical Support, please provide the following information:

First and last name	
School	
Operating system	
Browser and version	
Content Access Code	
Course Key (if you have one)	
Description of the problem	
Screenshot of the problem	