



ENGLISH PREPARATORY SCHOOL

STUDENT GUIDELINE

English Preparatory School

The English Preparatory School is a dynamic educational unit with a dedicated coordinator and team leaders who collaborate to deliver a carefully designed curriculum that meets students' linguistic and academic needs. The program empowers students to communicate confidently in English, develop critical thinking skills, embrace lifelong learning, and effectively utilize educational technologies. It fosters an engaging and supportive learning environment, promotes intercultural interaction, and provides opportunities for both student and staff development. By integrating modern teaching methods and aligning with international standards, the school actively contributes to the advancement of foreign language education at national and international levels, preparing students for academic and professional success.

Resource Monitoring System and Usage

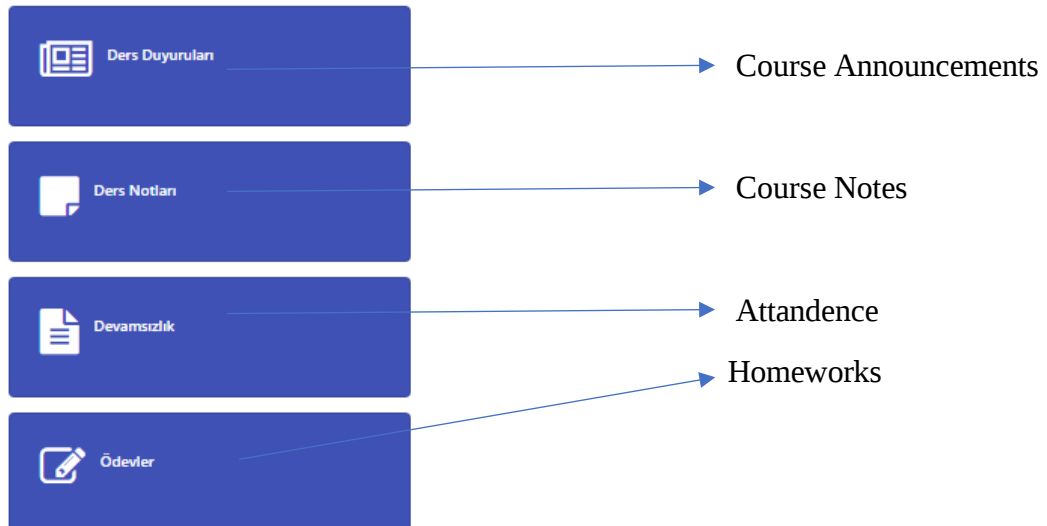
The English Preparatory School provides students with multiple learning resources to support their academic progress, and a structured system is in place to monitor, manage, and guide their effective use. This system ensures that students can access all necessary materials, that resources are maintained in good condition, and that both students and teachers can benefit from them efficiently.

1. CAU360 System

The CAU360 platform is an online management system designed to facilitate teaching and learning. Teachers can upload learning materials, lecture notes, and supplementary resources, as well as assign homework and assessments through the platform. Each student is provided with a unique username and password during registration, which allows them to securely log in and access their system. Students are expected to regularly check the platform, complete assigned tasks on time, and use the materials to enhance their understanding. Teachers monitor student engagement and progress on the platform and provide feedback or additional support when necessary.

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Students can easily access homework, course announcements, lecture notes, and other learning materials through the CAU360 system. The platform serves as a centralized hub where academic resources are uploaded by teachers, enabling students to stay organized, track assignments, and review course content at any time. It also allows teachers to provide timely feedback, share supplementary materials, and communicate important updates, ensuring that students have continuous support and guidance throughout their learning process.

For any problems related to the CAU360 system or your account access, students should contact the IT Department via email at bilgiislem@cau.edu.tr for support and assistance.

2. Library Resources

CAU library offers a wide range of physical resources, including textbooks, reference books, journals, and research publications. Students can borrow resources following the library's established procedures and are responsible for handling materials with care and returning them on time. In addition to physical books, the library provides access to various online databases and academic websites. These digital resources are regularly updated and curated to support course content. Students are encouraged to explore both physical and digital resources to deepen their knowledge and support independent study.

2.1 Digital Resources:

Access and Distribution of Resources

Access to these resources is provided to all authorized users through the institution's email system and personal credentials. The procedure for accessing resources is as follows:

- **Institution-Provided Email:** Students are granted individual email accounts through which they can access subscription-based databases and other online resources

- **Subscription-Based Academic Databases:** Students have access to a wide range of academic databases, which can be accessed using their institution provided email accounts and credentials. These resources include, but are not limited to:

- Academic Journals (e.g., BMJ Online Journals, IEEE, Wiley, Taylor & Francis)
- Research Databases (e.g., Scopus, ScienceDirect, SpringerLink, JSTOR Archive)
- Dissertations and Theses (e.g., ProQuest Dissertations & Theses)
- Open Access Resources (e.g., DOAJ, Open Library, Project Gutenberg)
- Citation Management Tools (e.g., Mendeley, iThenticate, Turnitin)

2.2 Dictionary Resources:

Online dictionaries for both English and Bilingual usage:

- Oxford English Dictionary (en.oxforddictionaries.com)
- Collins Dictionary (collinsdictionary.com)

- Cambridge Dictionary (dictionary.cambridge.org)
- Merriam-Webster (merriam-webster.com)
- Turkish Dictionary (tdk.org.tr)

2.3 Encyclopedias and Biographies:

- Access to resources such as Britannica (britannica.com) and Merriam-Webster
- Encyclopedia (merriam-webster.com/dictionary/encyclopedia).
- Biographical resources such as KimKimdir (kimkimdir.gen.tr) and Pulitzer
- Prize biographical information (pulitzer.org).

2.4 Maps and Research Tools:

- World Atlas (worldatlas.com), EmbassyWorld (embassyworld.com) for geographical reference.

2.5 Open Access Research:

A variety of academic journals, e-books, and research papers can be accessed freely via platforms like:

- Gutenberg.org, DOAJ (Directory of Open Access Journals),
- Open Library, DOABooks.org.
- Specialized journals and books in fields such as Robotics, Physics, Engineering, and more.

3. Pearson Accounts

Each student is provided with an individual Pearson account, granting access to digital textbooks and supplementary learning materials. Students have access to two main textbooks: Pearson (for A1 to B1+ levels) and North Star (B1+ levels). Through these accounts, students can read the textbooks, complete exercises, track their progress, and engage in interactive learning activities for both resources. Teachers monitor student activity on Pearson to ensure that the materials are being used effectively and provide guidance when needed. Students are encouraged to use both Pearson and North Star resources consistently as part of their study routine to strengthen their language skills and achieve their academic goals.

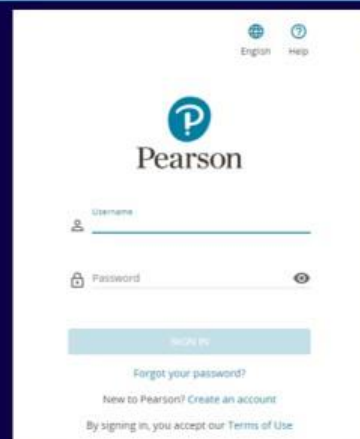
You can find detailed guidelines for using Speakout and North Star resources to help you navigate the textbooks, complete exercises effectively, and make the most of the interactive learning features. These guidelines provide step-by-step instructions, tips for study routines, and advice on tracking your progress, ensuring that you use both resources efficiently to improve your language skills.

3.1 Speakout Guideline



Pearson English Portal – Registration / Log in to your existing account

If you forget your username or password, click the **"Forgot your password?"** link on the Sign In page, or contact Pearson through the WhatsApp support line.

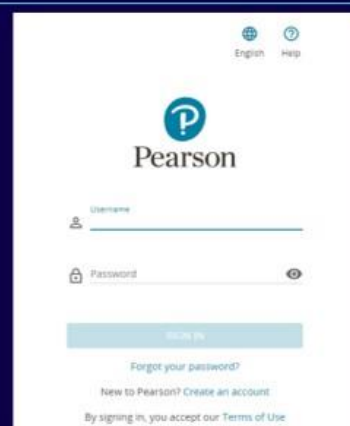
A screenshot of the Pearson English Portal sign-in interface. It features the Pearson logo at the top, followed by 'Username' and 'Password' input fields with icons. A 'Sign in' button is below the fields. Links for 'Forgot your password?', 'New to Pearson? Create an account', and 'By signing in, you accept our Terms of Use' are at the bottom.

Pearson English Portal – Registration

Hello,

This document provides general information about the MyEnglishLab student interface.

If you already have a user account, log in with your username and password at english-dashboard.pearson.com. After entering your login details, click the **SIGN IN** button to access the platform.

A screenshot of the Pearson English Portal sign-in interface, identical to the one in the previous block. It shows the Pearson logo, input fields for 'Username' and 'Password', a 'Sign in' button, and links for password recovery, account creation, and terms of use.

Pearson English Portal – Registration

To Create an Account:

- Go to english-dashboard.pearson.com.
- Click the arrow next to the globe icon in the top right corner to choose your preferred language.
- Click the **Create an Account** button.
- If you are creating a student account for yourself, select **Adult account**.
- If you are creating an account for your child or student, select **Child account** and click the **Get Started** button

Choose account type

Adult account
For adult learners and teachers
[Create adult account](#)

Child account
For parents or guardians registering on behalf of a child
[Create child account](#)

Already have an account? [Sign in](#)

Pearson English Portal – Registration

Enter your personal information, then click the **Create Account** button.

Note:

- 1- Your username may only contain lowercase letters, numbers, underscores [_], hyphens [-], and periods [.]
- 2- When creating your account, if possible, we recommend to use your institutional (school) email address as both your username and email address.

After accepting the Terms of Use and Policy, click the **Create Account** button.

Create an account

Personal information

First name

Last name

Email address

Password

Confirm password

Account information

Username

Password

Confirm password

We would like to:

☐ Keep you updated with information about our range of products and services, as well as occasional customer surveys. (Don't worry, we won't share information about you with anyone else.)

☐ Send you our monthly newsletter.

[CREATE ACCOUNT](#)

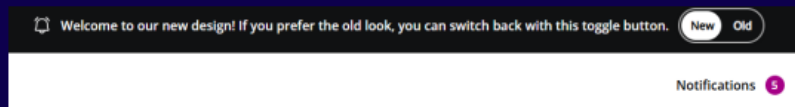
Pearson English Portal – Add Product

Attention: When you purchase the Speakout book, you will receive **two different access codes**. One code is located **inside the book** and the other is on a **separate card included with the book**.

The code inside the book is used to access the **course materials**, while the code on the card is for accessing your **assignments**. Both access codes must be added to the **same account**.

Please store your codes **securely**, as each code can only be used **once**.

Pearson English Portal – Dashboard View

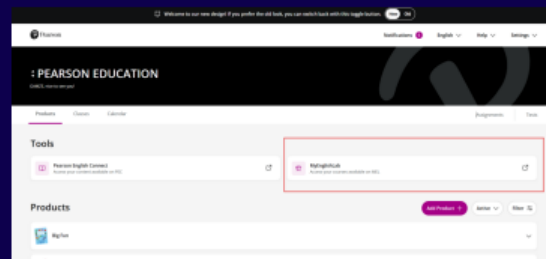


You can change the page's appearance using the "Welcome to our new design" section on the Dashboard page.

Pearson English Portal – Join Class

To join your teacher's class:

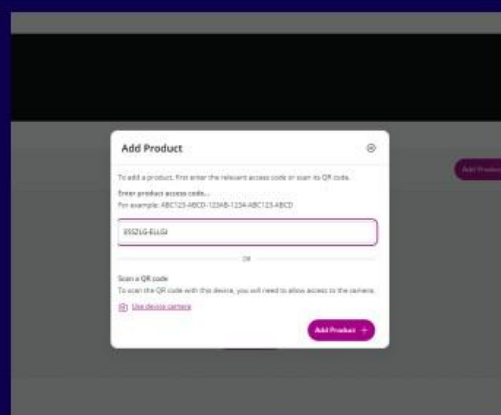
Click the "MyEnglishLab" button on your dashboard panel.



Pearson English Portal – Add Product

To add a product to your account:

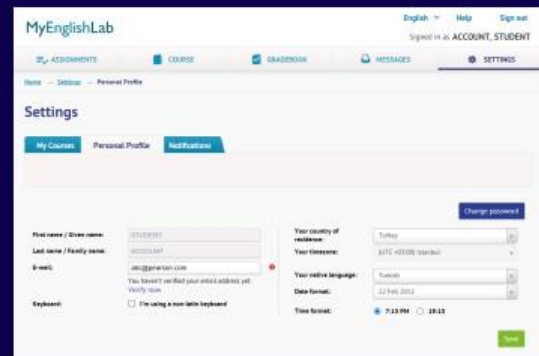
- Click the "Add Product+" button in your dashboard panel.
- Enter the access code found **inside your book** in the "Enter product access code..." field, then click the "Add Product+" button again.
- Next, enter the access code found on the **card included with your book** in the **same** field, and click the "Add Product+" button again.



Pearson English Portal – Join Class

To join your teacher's class:

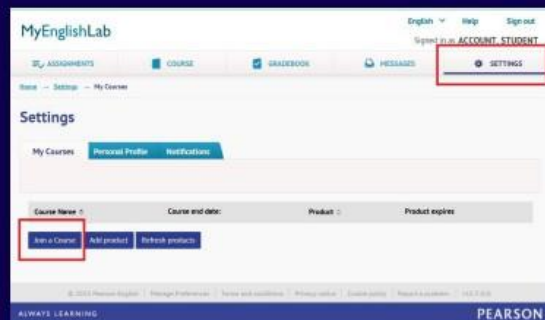
On the page that opens, go to the **Settings** page and click the **Personal Profile**. Select your country of residence and your native language, then click **Save**.

The screenshot shows the 'Settings' page in the MyEnglishLab portal, specifically the 'Personal Profile' tab. The page has a header with 'MyEnglishLab' and navigation links for 'English', 'Help', and 'Sign out'. Below the header, there are tabs for 'My Courses', 'Personal Profile', and 'Notifications'. The 'Personal Profile' tab is active. The form contains fields for 'First name / Given name' (with a dropdown menu), 'Last name / Family name', 'E-mail' (with a dropdown menu), and 'Keyboards' (with a checkbox for 'I'm using a non-latin keyboard'). There are also dropdown menus for 'Your country of residence' (set to 'Turkey'), 'Your timezone' (set to 'UTC+03:00 Istanbul'), 'Your native language' (set to 'Turkish'), 'Date format' (set to '22 Feb 2012'), and 'Time format' (set to '7:13 PM' and '19:13'). A 'Change password' button is located at the top right of the form. A 'Save' button is at the bottom right.

Pearson English Portal – Join a Class

To join your teacher's class:

- From the **Settings** tab, click **MyCourses**, then click **Join a Course**.
- In the window that opens, enter the **Course ID** provided by your teacher in the **Enter Course ID** field, and then click **Join a Course**.
- In the next window: If you are changing classes during the year and want to transfer the results of your previous exercises to your new class, click **Transfer Grades** to continue.

The screenshot shows the 'Settings' page in the MyEnglishLab portal, specifically the 'My Courses' tab. The page has a header with 'MyEnglishLab' and navigation links for 'English', 'Help', and 'Sign out'. Below the header, there are tabs for 'My Courses', 'Personal Profile', and 'Notifications'. The 'My Courses' tab is active. The form contains a table with columns for 'Course Name', 'Course and date', 'Product', and 'Product expires'. There are buttons for 'Join a Course', 'Add product', and 'Refresh products'. A red box highlights the 'Join a Course' button. At the bottom, there is a footer with 'ALWAYS LEARNING' and 'PEARSON'.

Technical Support Information

Useful Link

For more information about the platform, please visit [MEL Support](#).

WhatsApp

You can contact us via our WhatsApp Technical Support line on weekdays between 9:00 a.m. and 5:00 p.m.

WhatsApp : 0532 139 82 81

3.2 Northstar Guideline



Pearson English Portal – Registration

Hello,

This document provides general information about the MyEnglishLab student interface.

If you already have a user account, log in with your username and password at english-dashboard.pearson.com. After entering your login details, click the **SIGN IN** button to access the platform.

A screenshot of the Pearson English Portal sign-in interface. At the top right are links for "English" and "Help". The Pearson logo is centered. Below it are input fields for "Username" and "Password", each with a small icon to its left. A blue "SIGN IN" button is below the password field. Underneath the button are links for "Forgot your password?", "New to Pearson? Create an account", and a disclaimer "By signing in, you accept our Terms of Use".

Pearson English Portal – Registration / Log in to your existing account

If you forget your username or password, click the **"Forgot your password?"** link on the Sign In page, or contact Pearson through the WhatsApp support line.

A screenshot of the Pearson English Portal sign-in interface, identical to the one in the previous section. It shows the Pearson logo, input fields for Username and Password, a SIGN IN button, and links for password recovery and account creation.

Pearson English Portal – Registration

To Create an Account:

- Go to english-dashboard.pearson.com.
- Click the arrow next to the globe icon in the top right corner to choose your preferred language.
- Click the **Create an Account** button.
- If you are creating a student account for yourself, select **Adult account**.
- If you are creating an account for your child or student, select **Child account** and click the **Get Started** button

Choose account type

Adult account

For adult learners and teachers

Create adult account

Child account

For parents or guardians registering on behalf of a child

Create child account

Already have an account? [Sign in](#)

Pearson English Portal – Registration

Enter your personal information, then click the **Create Account** button.

Note:

- 1- Your username may only contain lowercase letters, numbers, underscores [_], hyphens [-], and periods [.]
- 2- When creating your account, if possible, we recommend to use your institutional (school) email address as both your username and email address.

After accepting the Terms of Use and Policy, click the **Create Account** button.

Create an account

Personal information

First name
Last name
Home language
Country
Phone number

Account information

Username
Email address
Password
Confirm password

I agree to the terms
I want to receive newsletters

CREATE ACCOUNT

Pearson English Portal – Dashboard View

Welcome to our new design! If you prefer the old look, you can switch back with this toggle button. **New** **Old**

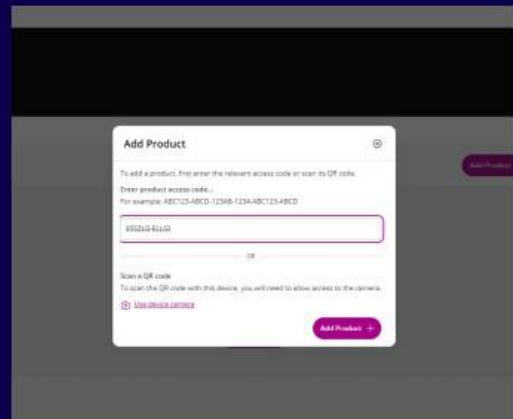
Notifications 5

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Pearson English Portal – Add Product

To add a product to your account:

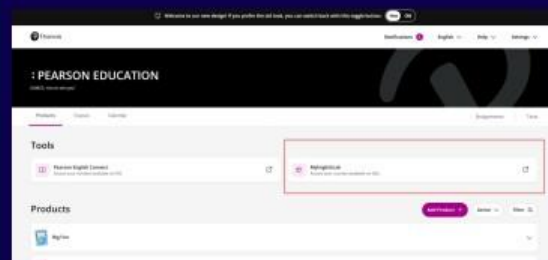
- Click the **"Add Product+"** button in your dashboard panel.
- Enter the access code found **inside your book** in the **"Enter product access code..."** field, then click the **"Add Product+"** button again.
- Next, enter the access code found on the **card included with your book** in the **same** field, and click the **"Add Product+"** button again.



Pearson English Portal – Join Class

To join your teacher's class:

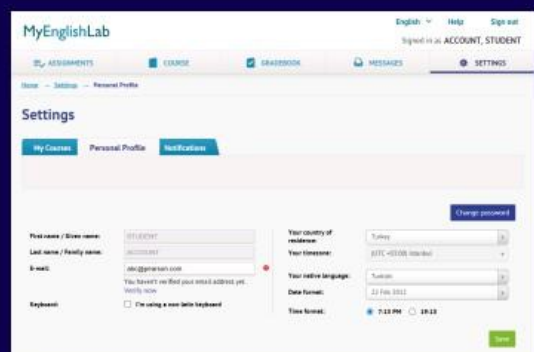
Click the **"MyEnglishLab"** button on your dashboard panel.



Pearson English Portal – Join Class

To join your teacher's class:

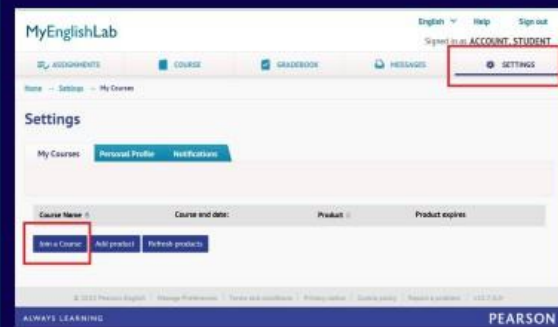
On the page that opens, go to the **Settings** page and click the **Personal Profile**. Select your country of residence and your native language, then click **Save**.



Pearson English Portal – Join a Class

To join your teacher's class:

- From the **Settings** tab, click **My Courses**, then click **Join a Course**.
- In the window that opens, enter the **Course ID** provided by your teacher in the **Enter Course ID** field, and then click **Join a Course**.
- In the next window: If you are changing classes during the year and want to transfer the results of your previous exercises to your new class, click **Transfer Grades** to continue.



Pearson English Portal – Assignment

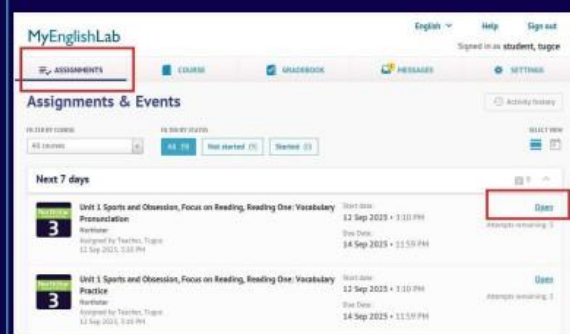
Your teacher can assign you activities and tests, which will appear on your Assignments list along with the due date.

You can access your assignment by clicking on the "Open" button next to it.

Note:

"Attempts remaining" indicates the number of attempts you have left to complete an assignment.

Please, do not open assignments in multiple tabs/windows. If you open an assignment in more than one tab/window, you may lose an available attempt.



Technical Support Information

Useful Link

For more information about the platform, please visit [MEL Support](#).

WhatsApp

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