

Help for students and independent learners

 = video help file.

ActiveLearn Digital Service Homework, Practice and Support (ActiveLearn) is an online learning service that allows you to tackle interactive exercises in the classroom or at home. You may be set exercises as a homework assignment, or you can do them independently as part of your personal learning.

Research into the way we learn has shown that giving immediate help and feedback on a problem helps us to remember the answers better. So ActiveLearn helps you to learn for yourself. You can look at hints to explain parts of an activity that you don't understand, or learning aids to give an overview of the topic. You get two or three attempts at most activities, and feedback when you answer a question that will help you get it right next time.

[Password help](#)

Help for students and independent learners

- [Using the course library](#) 
- [Tackling exercises and activities](#)
 - [Assignments](#)
- [Managing your account](#)
 - [Changing your password or memorable data](#)
 - [Your groups](#)
 - [Customising your library page](#) 
 - [Your achievements](#) 
 - [Using the Newsfeed](#)

Help for independent learners

- [Registering and getting started](#) 
- [Using ActiveLearn for self-study](#)
- [Inviting someone to track your progress](#)

- [Where can I get more help?](#)

Technical

- [Common problems](#)
- [Minimum specification](#)
- [Turning off the pop-up blocker](#)

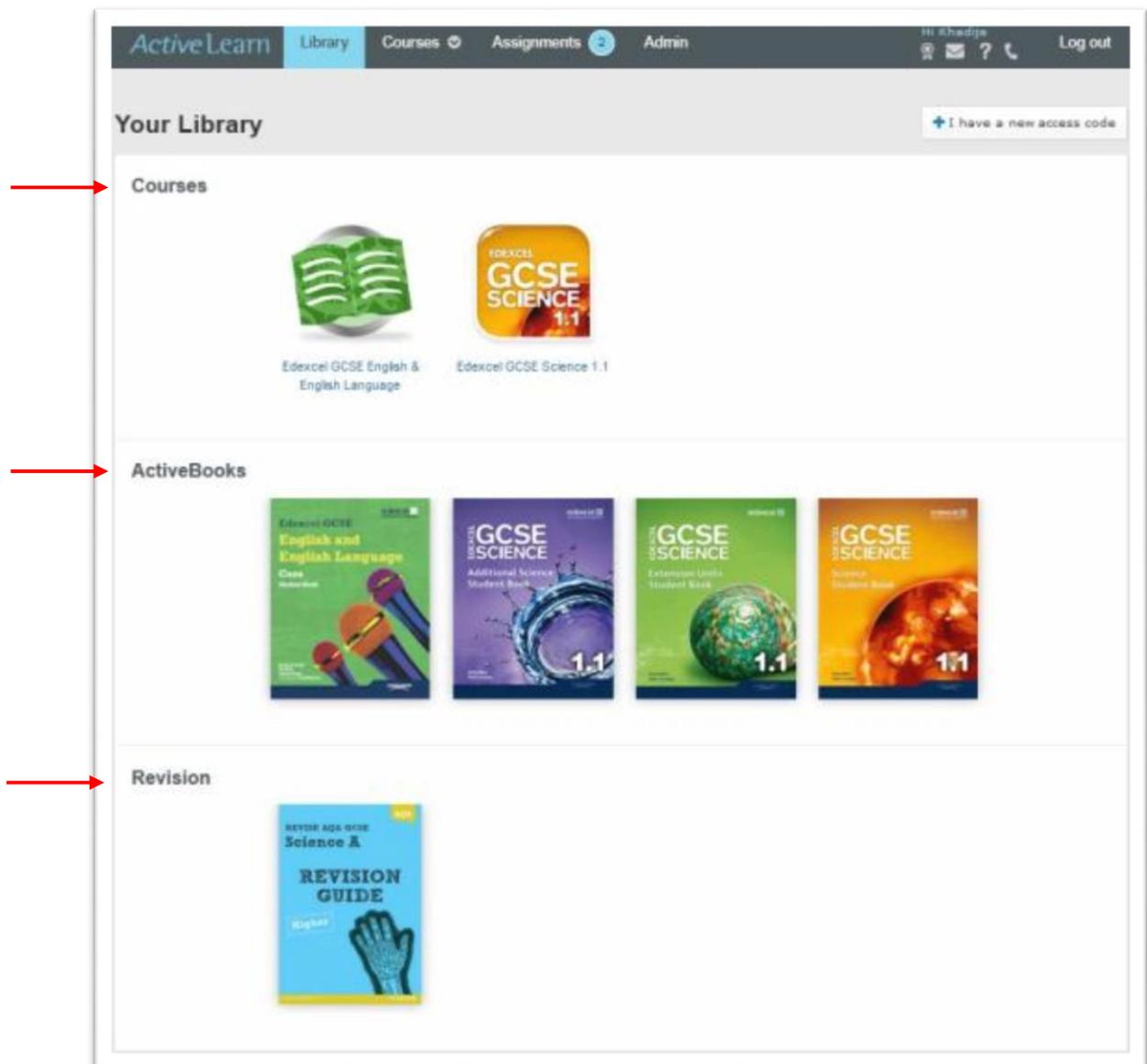
[**Where can I get more help?**](#)

[**Back to main Help page**](#)

Using the course library

You can use the ActiveLearn course library to browse the content available for your courses.

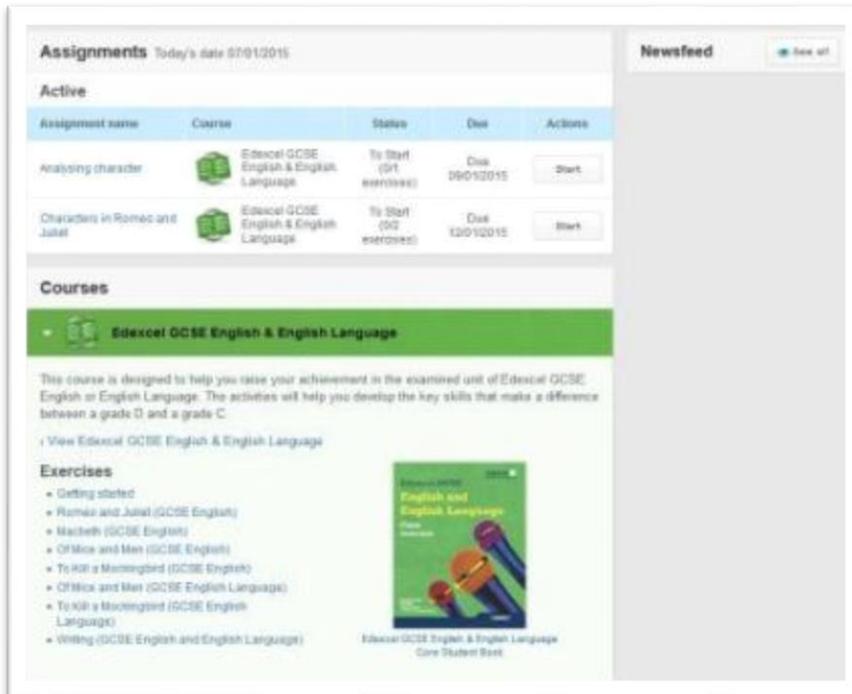
1. When you log in to ActiveLearn your library shelves will be displayed.
2. Your courses are on the top shelf and the ActiveBooks are on the shelf below. If you have Revision Guides, they appear on the bottom shelf.



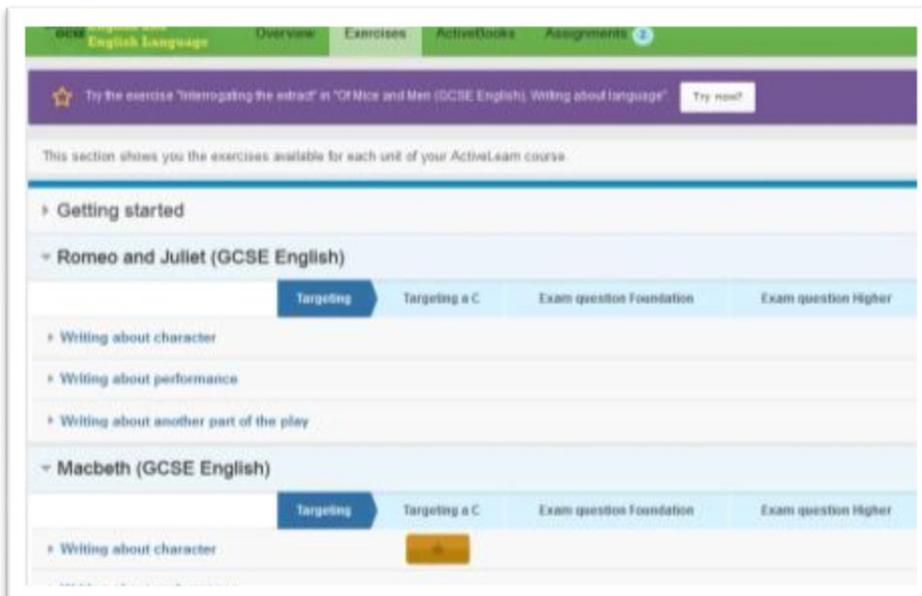
[Back](#)

Courses

1. To view a course, simply click on the icon for that course. This takes you to the course overview page. Here, you can view the available ActiveBooks, or you can browse through the exercises available for your course by clicking on the relevant exercise or section.



2. You can select categories and subcategories if applicable, to display the associated exercises available.



3. You can choose to start a new exercise, or open an exercise you started earlier.

[Back](#)

The genius bar

The purple bar at the top of the course page is known as the genius bar. This contains suggestions of exercises for you to do. If you are using ActiveLearn for self-study, the genius bar can be helpful when you are unsure about which exercise to do next.



Doing an exercise

If you need help with how to do the exercises within a course, you can use this Help walkthrough to go through a simple exercise and get some tips.

Scoring

Once you have done a few exercises, the course explorer shows you which exercises you have completed. The colour codes and scores tell you how you did on each exercise:

- Red: not many correct.
- Amber: quite a few correct, but still some work to do.
- Green: most or all answers correct.
- Gold: you got everything right without using hints or learning aids.



1. If you click on an exercise you have already completed, you can see the scores from your previous attempts.

Edexcel GCSE Science 1.1, Science, Biology 1: Influences on life, Short answer exercises, D-B

You have completed this exercise 2 times

Latest score **71%** [Try Again](#)

Your past attempts

	Total score	Learning aids used	Time taken	
Today	71%	0	1m 8s	Review your answers Show score details
	21%	0	33s	Review your answers Show score details

2. If you want to look back at your previous answers, click the link 'Review your answers'. This will open a pop-up window showing a read-only copy of your previous attempt at the exercise.
3. Click on "Show score details" and the score for that exercise expands to show your marks for each activity in the exercise. As well as the RAGG (Red, Amber, Green, Gold) scores, you can see your actual marks for each activity.

Edexcel GCSE Science 1.1, Science, Biology 1: Influences on life, Short answer exercises, D-B

You have completed this exercise 2 times

Latest score **71%** [Try Again](#)

Your past attempts

	Total score	Learning aids used	Time taken												
Today	71%	0	1m 8s	Review your answers Show score details											
	<table border="1"> <thead> <tr> <th>Score</th> <th>Marks used</th> <th>Time taken</th> <th>Attempts</th> </tr> </thead> <tbody> <tr> <td>Darwin's finches 5/7</td> <td>0</td> <td>42s</td> <td>1 (of 3)</td> </tr> <tr> <td>The theory of evolution 5/7</td> <td>0</td> <td>20s</td> <td>1 (of 3)</td> </tr> </tbody> </table>				Score	Marks used	Time taken	Attempts	Darwin's finches 5/7	0	42s	1 (of 3)	The theory of evolution 5/7	0	20s
Score	Marks used	Time taken	Attempts												
Darwin's finches 5/7	0	42s	1 (of 3)												
The theory of evolution 5/7	0	20s	1 (of 3)												
	21%	0	33s	Review your answers Show score details											

[Back](#)

Extended answer exercises

Extended answer exercises, which are used in some courses, are structured and scored in a slightly different way from other exercises. Before the main question there are one or two simple activities designed to help you to understand and analyse the main question. These are followed by a main question. For this question you write an extended (long) answer. You then mark your marking the answer using a combination of “highlighter pens”, tick boxes and sliders.

Because part of the extended answer question is self-marked, the overall score is shown simply as a RAGG colour (red, amber, green or gold), with no overall percentage.

If you click on the score details, the activities before the main question have both scores and RAGG colours, as for other activities. However, the written question, which is self-marked, has only a RAGG colour. This is because different students will mark their answers differently, so showing the detailed marks could be misleading.

Edexcel GCSE Science 1.1, Additional Science, Biology 2: The components of life, Extended answer exercises, Higher

You have completed this exercise 1 time

[Try Again](#)

Latest score

Your past attempts

	Total score	Learning aids used	Time taken													
Today	 	0	5m 54s	<ul style="list-style-type: none"> Review your answers Hide score details 												
<table border="1"> <thead> <tr> <th>Score</th> <th>Hints used</th> <th>Time taken</th> <th>Attempts</th> </tr> </thead> <tbody> <tr> <td>Caring the buxards 4/4</td> <td>0</td> <td>40s</td> <td>1 (of 3)</td> </tr> <tr> <td>Caring the buxards </td> <td>0</td> <td>49s</td> <td>1 (of 3)</td> </tr> </tbody> </table>					Score	Hints used	Time taken	Attempts	Caring the buxards 4/4	0	40s	1 (of 3)	Caring the buxards 	0	49s	1 (of 3)
Score	Hints used	Time taken	Attempts													
Caring the buxards 4/4	0	40s	1 (of 3)													
Caring the buxards 	0	49s	1 (of 3)													

[Back](#)

Maths and Mastering exercises

In most subjects, you can freely move forward or back through the activities in an exercise. However, maths courses use a different kind of exercise in which you have to complete one activity before you can do the next one.

As well as learning aids, maths exercises often include a “Help me solve this” button in the top bar. Clicking on this button takes you to a simpler activity in which the question is broken down into simpler steps. “Help me solve this” activities are not scored or included on the results page.

Maths exercises also include a working out area, where you can write out your workings or draw rough diagrams.

2.3 Multiplying - Question 6

Answer the following questions.

Use your calculator to work out the following square roots.

$\sqrt{900} =$

$\sqrt{576} =$

Show your workings

Clear all

$a \times a = 900.$

$b \times b = 576.$

Reset activity Previous Progress 1/1 Check answers Attempts ○○○ Results

Help me solve this activity

working out area

Some A-level courses include another type of exercise, known as Mastering. Mastering exercises are designed to help you get a complete grasp of an important idea or topic. As with the maths exercises, you have to complete one activity before you can do the next one.

As for maths exercises, Mastering activities have “Help me” activities that break a question down into simpler steps. However, unlike Help me solve this questions, the Mastering Help me questions are scored and appear on the Results page and in the final score.

[Back](#)

Antibody-antigen

Part A: Structure and function of antibodies

Click the button on the right to read about antibodies, then drag each tile into the correct group.

True

False

A pathogen is an antigen

Antibodies are made of four polypeptide chains

Antibodies can change their variable regions to fit a specific antigen

Antibodies glycop

Reset activity Previous Progress 1/3 Check answers Attempts ○○○

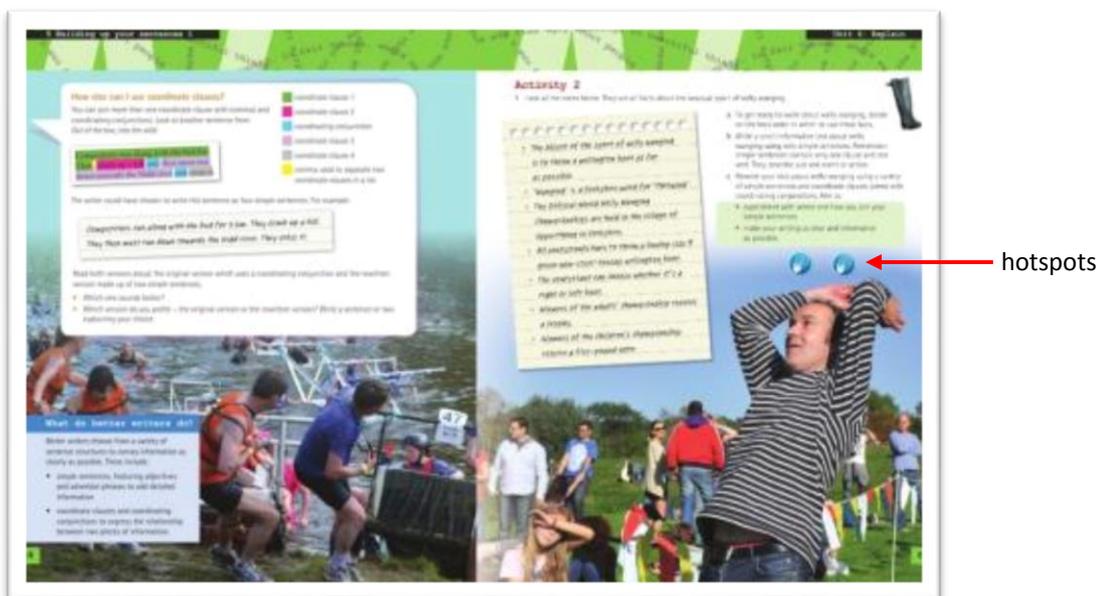
Help Me activity

ActiveBooks

1. To view an ActiveBook or a Revision Guide, simply click to open it. It will open in a separate window.



2. The ActiveBook has hotspots that link to relevant ActiveLearn exercises.



3. With the tools in the bar along the bottom of the ActiveBook, you can write notes and highlight parts of the text.

tools section



4. Your notes will still be there next time you open the ActiveBook.

[Back](#)

Tackling exercises and activities

You can use an ActiveCourse for homework assignments or for self-study. You can find out more about tackling assignments in the [Assignments](#) help file.

- Each ActiveCourse is organised into subjects, topics and sub-topics.
- For each sub-topic there are one or more ActiveLearn exercises.
- In each exercise there are one or more activities.

This section shows you the exercises available for each unit of your ActiveLearn course.

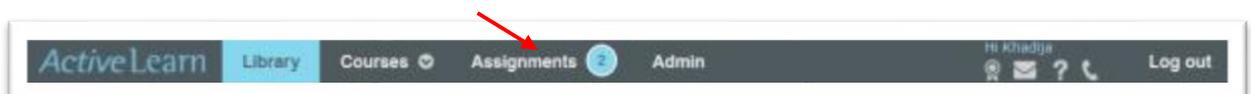
Getting started	
Module 1 - Moi	
Targeting	Core
	Extension
	G-C
	C-A*
Unit 1 - All about me	
Je m'entends avec ...	Start
Moi, moi et encore moi!	Start
Unit 2 - My parents	
Mes parents	Start
Unit 3 - My friends	
Mes copains et mes copines	Start
Unit 4 - What you did last week	

There is more information about ActiveCourses in the [Course library](#) help section.

[Back](#)

Finding exercises

1. To begin using an ActiveCourse for self-study, first navigate to the topic or subtopic you want to test yourself on. Then click on "Start".
2. To begin tackling an assignment, click on "Assignments" in the top menu bar.



3. In the Assignments page, click on the name of the assignment that you want to tackle.



- On the Assignment overview screen, click on the “Start” button for one of the exercises.

Analysing character

Your assignment will automatically be submitted on the due date at 23:59. You can retry the assignment as many times as you like before the due date but only completed exercises will be seen by your teacher. The due date for this assignment is 09/01/2015

[Save and exit](#)

Considering character

Romeo and Juliet (GCSE English), Writing about character, Targeting a C

Total score	Learning aids used	Time taken	Feedback
0/10	0	0s	

Start

[Back](#)

Doing an exercise

- There are several different types of activity in ActiveLearn. The example below is a Drop-down activity.
- The **rubric** gives you instructions on how to do the activity.

rubric

Chemical changes and formulae 2

Fractional distillation of crude oil

Fill in the gaps using the drop-down menus.

Crude oil is a complex mixture of which can be separated into simpler, more useful mixtures by the process of . The fractions that are the most flammable are at the of the fractional distillation column. These fractions are and are used in domestic heating and cooking. is a very flammable liquid fraction used as a fuel for cars. Another liquid fraction is kerosene, which is used as a fuel for . Some cars and trains run on , whereas is used as fuel for ships and for heating. The most viscous fraction, found at the of the fractional distillation column is , which is used to surface roads and roofs.

Enlarge

The tower is hot at the bottom and cooler near the top.

gas
petrol
naphtha
kerosene
diesel oil
fuel oil and tar
bitumen

the different fractions condense at different temperatures

the heater boils the crude oil and the vapour passes into the tower

- If you click on an arrow, you get a drop-down list of answer options. Choose your answer from this list.

Fractional distillation of crude oil
Fill in the gaps using the drop-down menus.

Crude oil is a complex mixture of [dropdown] which can be separated into simpler, more useful [dropdown]s of [dropdown]. The [dropdown] small molecules most flammable are [dropdown].

polymers
hydrocarbons
small molecules

- If you need help with the answer there is often a hint to help you. Click on the hint icon to get a pop-up clue.

Fractional distillation of crude oil
Fill in the gaps using the drop-down menus.

Crude oil is a complex mixture of [dropdown] which can be separated into simpler, more useful [dropdown]s of [dropdown]. The [dropdown] small molecules most flammable are [dropdown].

Hint
What is the name for compounds that contain only carbon and hydrogen?

- If you need help with the whole topic rather than a specific question, click on the **learning aids** button in the top bar.

Chemical changes and formulae 2
Tissues of the stomach
Use the diagram of the stomach to help you complete the blanks correctly. This question is testing whether you can understand new information presented on a diagram.

The [dropdown] muscle tissue makes the contents of the stomach of food and digestive chemicals.

Learning aids

learning aids button

- A learning aid can be an extract from the Student book, videos, images, slide presentations or documents.
- If you use a hint or a learning aid, you cannot get a gold (100%) score for that activity. If you score 100% having used a hint or learning aid, you get a green score.
- Once you have answered all the questions in an activity, click on Check answers.

Reset activity Check answers Attempts ○○○

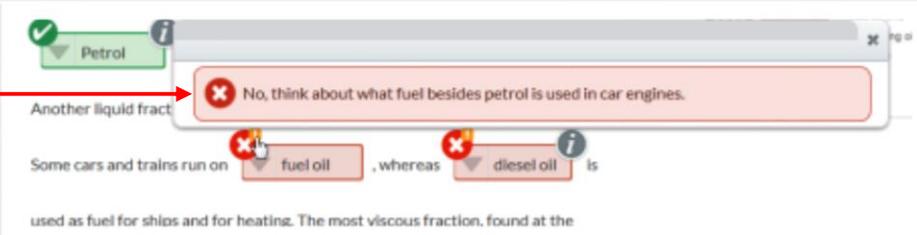
[Back](#)

9. Ticks and crosses show you whether your answers are right or wrong. **Overall feedback** tells you how well you have done on the activity.

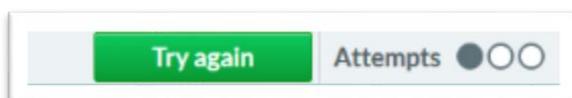
Some cars and trains run on , whereas is used as fuel for ships and for heating. The most viscous fraction, found at the of the fractional distillation column is , which is used to surface roads and roofs.

overall feedback → 

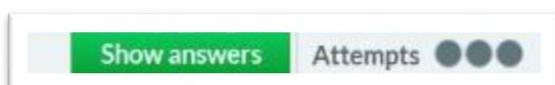
10. An orange square on a tick or cross means that there is **specific feedback** for that answer. Click on the tick or cross to see the feedback. If you got the answer wrong, the feedback helps you to get it right next time.

specific feedback → 

11. The circles next to the “Check answers” button show how many attempts you are allowed for an activity. Usually you get three attempts.
12. If you haven’t used up all your attempts, the “Check answers” button changes to “Try again”. When you press this button your wrong answers are cleared, but the correct answers stay in place.



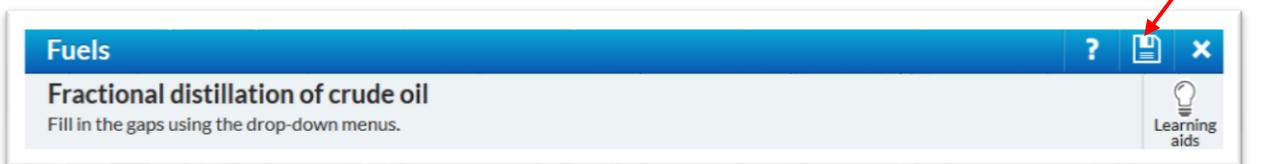
13. If you have used up all your attempts but haven’t got 100%, “Check answers” changes to “Show answers”. If you click on this button it shows you all the correct answers for the activity.



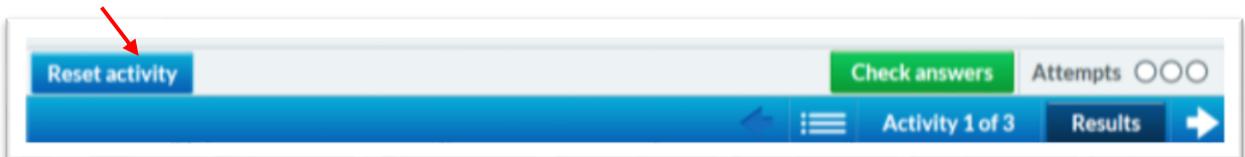
14. Once you have finished the first activity, you can go on to the next one by clicking on the white arrow in the bar at the bottom of the activity. The bar also shows which activity you are doing, and how many activities there are in the exercise.



15. You can also click on the "Results" button to see a summary of your performance.
16. At any time, you can pause your work and exit by clicking on the "Save" icon in the top bar of the ActiveLearn window. Your answers will be saved until the next time you try the exercise.



17. If you get part-way through an activity and want to start again you can press the "Reset activity" button. This removes all your answers and lets you start again.



18. When you have completed the exercise, go to the **Results page**. Here you can see the details of your scores for the whole exercise.

individual scores

Activity	Score	Attempts	Time
1 Functions of the different parts of the digestive system	6/6	1/3	00:41
2 The small intestine	13/13	3/3	06:03
3 The small intestine	7/7	2/3	01:18

Your Total Score: **100%** Excellent! You have performed well in this exercise without any help.

Buttons: Previous, Submit score and exit

Score colour codes

- Red: not many correct.
- Amber: quite a few correct, but still some work to do.
- Green: most or all answers correct.
- Gold: you got everything right without using hints or learning aids.

overall score is shown as a percentage

19. To exit the exercise, click on "Submit score and exit". This will take you back to the course explorer.

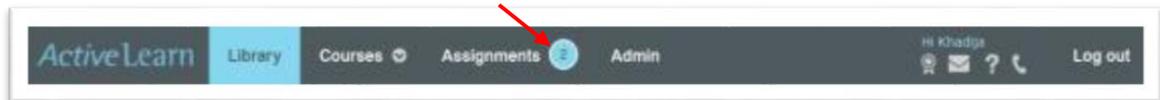
[Back](#)

Assignments

One of the main ways that ActiveLearn is used is for homework assignments.

Seeing your assignments

1. You can see if you have been set any assignments by looking at the circle next to “Assignments” in the top menu bar. The number in the circle shows how many assignments you have been set.



2. Click on the word “Assignments” to go to your Assignments home page.
3. The table in the “Open” section lists any assignments that are have not yet passed their due date. The table shows the course name, the status of the assignment (not started, in progress or completed), and the due date.
4. Any assignments that you haven’t attempted yet are listed as “To Start”. If you have started an assignment it will be listed as “In progress”. When you have completed the

Assignments				
This section shows the assignments you have been set. It tells you when they are due, and whether any assignments are cancelled.				
Open (2)		Submitted		Archived
View	All courses			
Active				
Assignment name	Course	Status	Due	Actions
Characters in Romeo and Juliet	EDEXCEL GCSE English & English Language	To Start (0/2 exercises)	12/01/2015	Start
Completed				
Assignment name	Course	Status	Due	Actions
Analysing character	EDEXCEL GCSE English & English Language	Completed on 09/01/2015 11:38:56 (1/1 exercises)	09/01/2015	Retry

assignment it shows as “Completed”, with the date and time you completed it.

5. The “Submitted” section shows assignments that have passed their submission date. Assignments in ActiveLearn are submitted automatically, without you having to do anything. At 11 pm on the assignment due date, the assignment changes status from “Open” to “Submitted”. Until this time, you can attempt the assignment as many times as you like. However, once an assignment has been submitted, you can look at the assignment but you cannot do it again.

6. The “Archived” section shows assignments that have been archived.

This section shows the assignments you have been set. It tells you when they are due, and whether any assignments are cancelled.

Open (2) Submitted Archived

View All courses

Due Date	Assignment name	Course	Exercises complete	Assignment mark	Student feedback	Teacher feedback
27/11/2014	Additional Biology	Edexcel GCSE Science 1.1	0/2 exercises	0%		
25/05/2014	Exercise and energy	Edexcel GCSE Science 1.1	2/2 exercises	100%		
21/05/2014	Components of life	Edexcel GCSE Science 1.1	2/2 exercises	100%	😊	
20/09/2014	Macbeth	Edexcel GCSE English & English Language	1/1 exercises	100%		
19/09/2014	Of Mice and Men	Edexcel GCSE English & English Language	1/1 exercises	100%	😊	

[Back](#)

Tackling an assignment

1. To begin tackling an assignment, navigate to the Assignments Open section. Either click on the name of the assignment, or click “Start” on the right of the table.

Open (2) Submitted Archived

View All courses

Active

Assignment name	Course	Status	Due	Actions
Analyzing character	Edexcel GCSE English & English Language	To Start (0/1 exercises)	09/01/2015	Start
Characters in Romeo and Juliet	Edexcel GCSE English & English Language	To Start (0/2 exercises)	12/01/2015	Start

2. You will then see the Assignment overview screen, which lists the activities in the assignment plus any notes from your teacher.

Characters in Romeo and Juliet

Your assignment will automatically be submitted on the due date at 23:59. You can retry the assignment as many times as you like before the due date but only completed exercises will be seen by your teacher. The due date for this assignment is 13/01/2015.

[Start and stop](#)

Notes from D0CDC2FF-B B5E2CB06-6

Assignment instructions
Spend no more than the recommended time on each exercise.

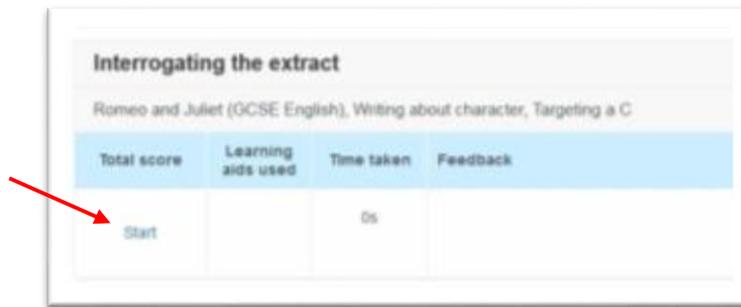
Considering character
Romeo and Juliet (GCSE English), Writing about character, Targeting a C

Total score	Learning aids used	Time taken	Feedback
0/1		0s	

Interrogating the extract
Romeo and Juliet (GCSE English), Writing about character, Targeting a C

Total score	Learning aids used	Time taken	Feedback
0/1		0s	

- This particular assignment has two exercises. To start the first exercise, click on the Start link for that exercise.



- You can then begin work on the first exercise in the assignment. The example below is a Sorting into containers activity.



- You can find out more about doing and exercise in [Tackling exercises and activities](#).



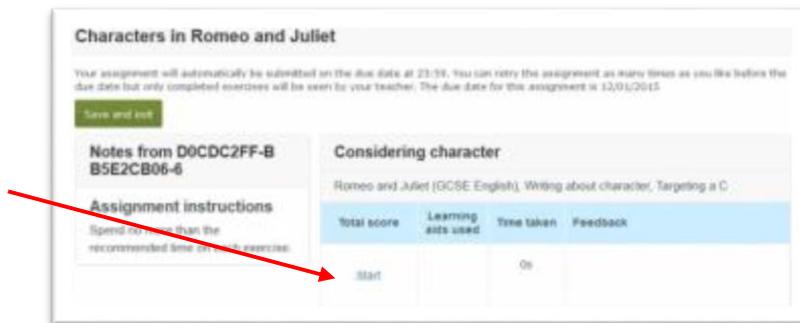
- When you have completed the whole exercise, click "Submit score and exit". You will then be taken back to the summary screen for the assignment.

[Back](#)

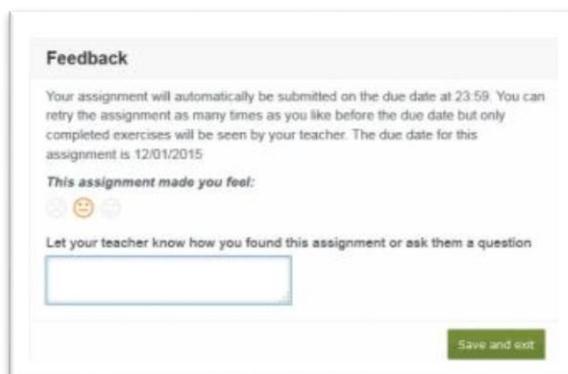
7. On the summary screen you can view your scores for each activity in the exercise. If you want to, you can also add feedback.
8. To save what you have done, click the blue “Save and exit” button.



9. If you want to go straight on to the other exercise in the assignment, click on the “Start” link for the other exercise.



10. When you have completed the second exercise, click “Save and exit” to go back to the assignment summary screen. You have now finished the assignment. If you wish you can add feedback for the second exercise and for the assignment as a whole. Then click “Save and exit”.

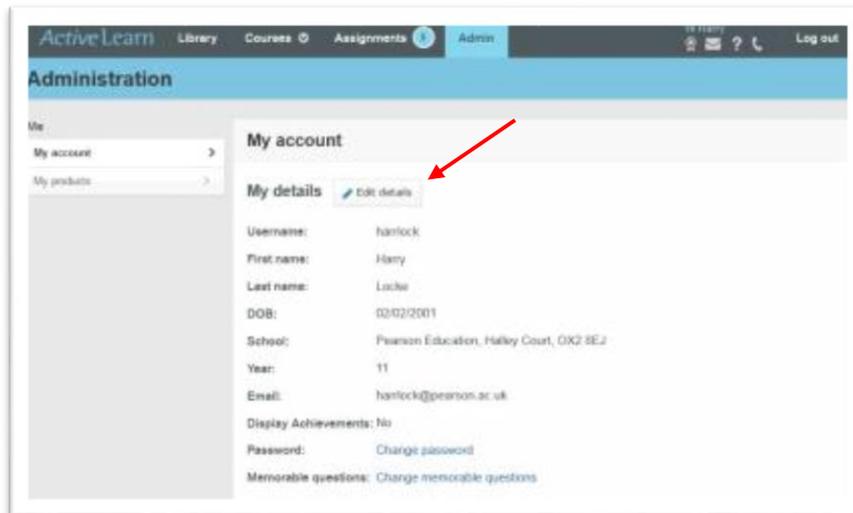


11. Once you have completed at least one exercise in an assignment, your teacher will be able to see your scores. The assignment will be submitted automatically at 11 pm on the due date, but at any time before then you can retry the activities.

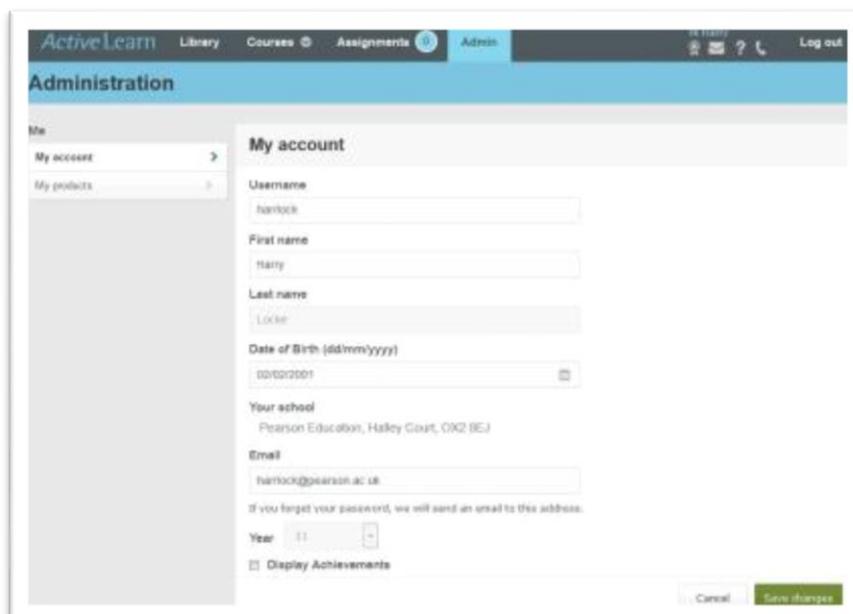
[Back](#)

Managing your account

1. To manage your account, click on the “Admin” tab in the menu bar.
2. On the page that opens, you can see your username, name, date of birth and other details. To add or change these details, click on the “Edit details” button.



3. In the page that appears you can change your account details by typing in the type-in fields. A few of the fields cannot be changed: you cannot change your surname, your school name or your school year. If you need to change these details, speak to your teacher.

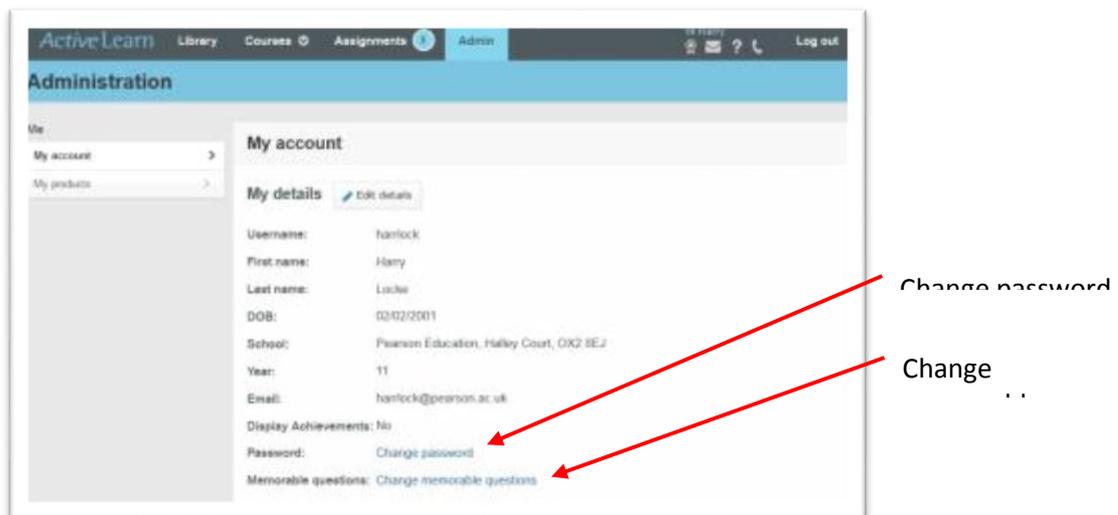


4. Once you have made the changes you need, click “Save changes”.

[Back](#)

Changing your password or memorable questions

1. On the Account details page you can also manage your password information. To change your login password, just click on the “Change password” link.
2. When you first joined ActiveLearn you should have set two memorable questions that can be used if you forget your password (see Password help). To change the memorable questions, or to set them if you didn’t do it when you registered, click on the link, “Change memorable questions”.



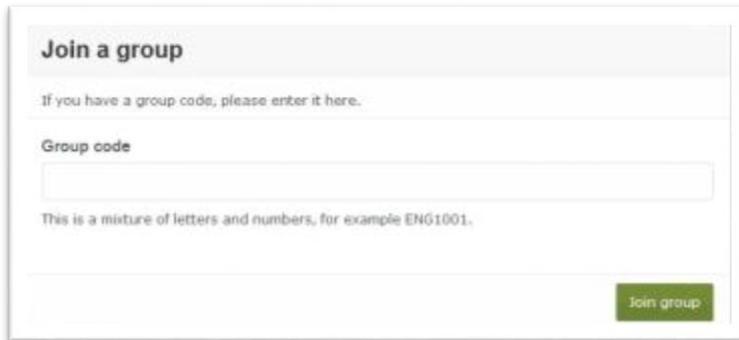
[Back](#)

Your groups

1. At the bottom of the Account details page you can see the groups that you belong to.
2. Usually these groups are set up by your teachers and you don’t need to do anything. However, your teacher might send you an email containing a group code, inviting you to join a group.
3. If you get an email with a group code, click on the “Join a group” button.



4. A pop-up appears which asks you to enter a group code. Type in the code that you received from your teacher and click the button “Join group”. The new group will appear in your group list.



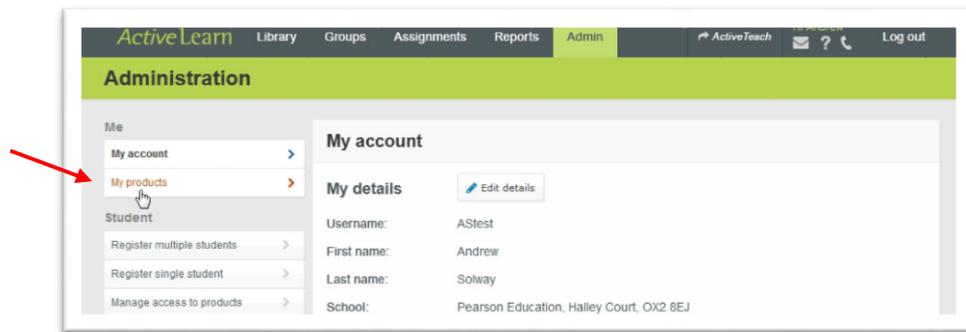
The screenshot shows a pop-up window titled "Join a group". Inside the window, there is a heading "Join a group" followed by the instruction "If you have a group code, please enter it here." Below this is a label "Group code" and a text input field. Underneath the input field, there is a note: "This is a mixture of letters and numbers, for example ENG1001." At the bottom right of the form, there is a green button labeled "Join group".

[Back](#)

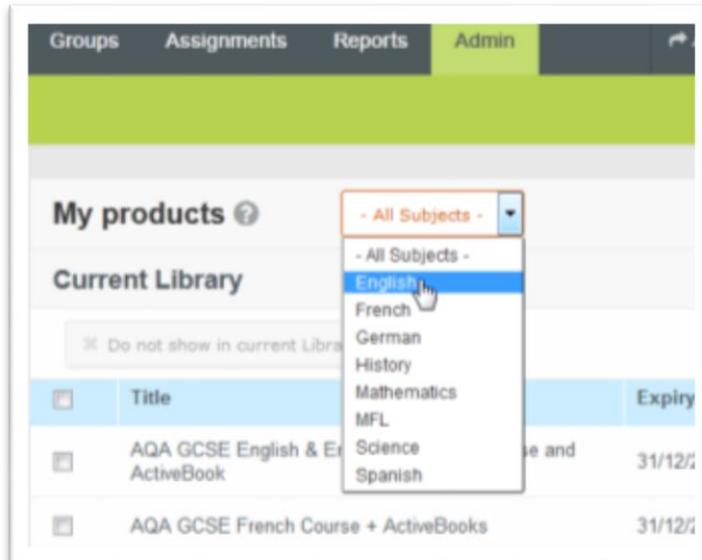
Customising your Library page

When you first register for ActiveLearn, your library page shows all the ActiveLearn products that your school or institution has bought. However, you may want to limit the products on your Library shelves to just those that you use regularly. You can do this in the My products section.

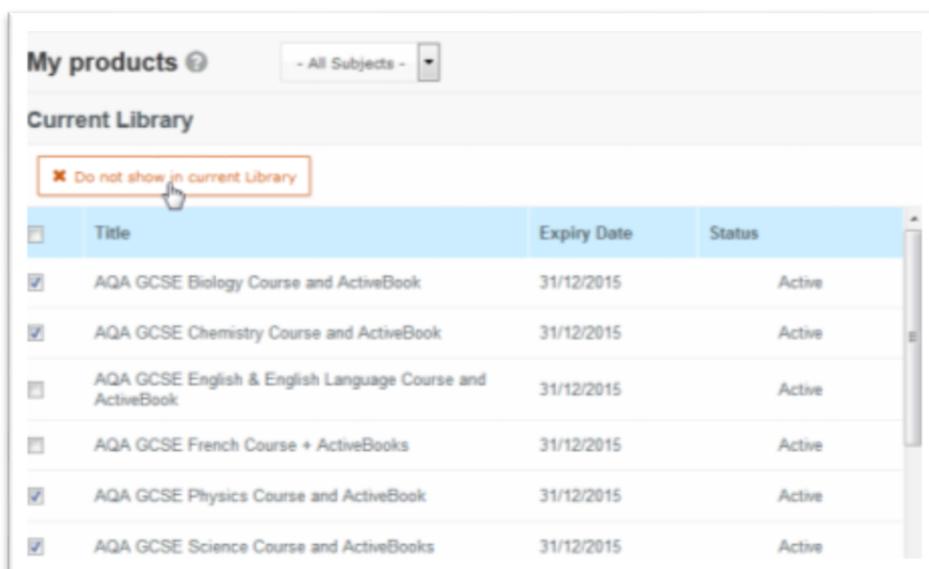
1. To customise the Library page view, click the “Admin” tab in the top menu bar, then choose “My products”.



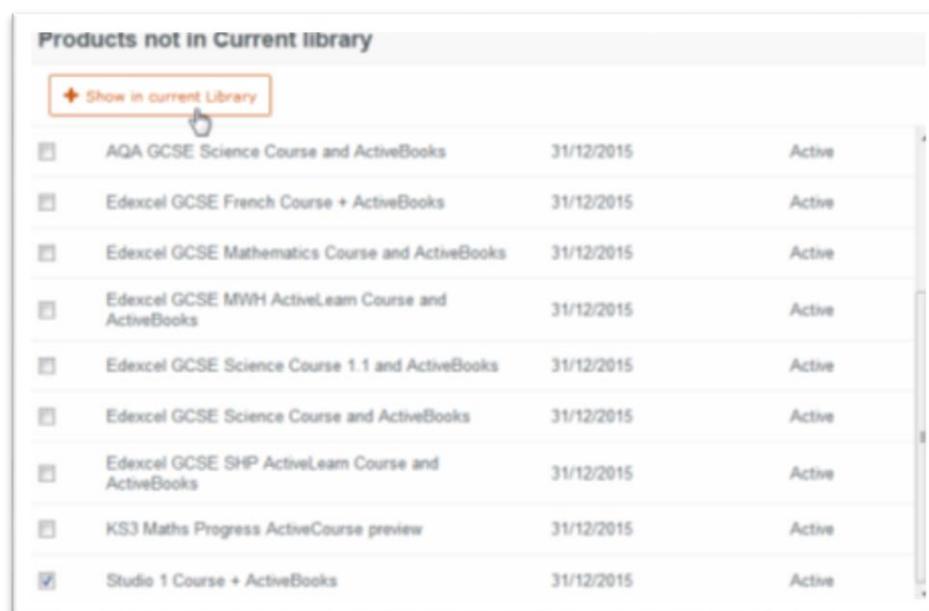
2. You can use the Subject menu at the top of the page to choose only products for a particular subject for your Library page.
3. You can remove specific items from the Library page by clicking the tick box next to one or more items in the “Current Library” section.



4. Select “Do not show in current Library” to remove them from the Library page.



5. To add items, click the tick boxes next to one or more items in the section “Products not in Current library”.
6. Select “Show in current Library” to add these items to the Library page.



[Back](#)

Your achievements

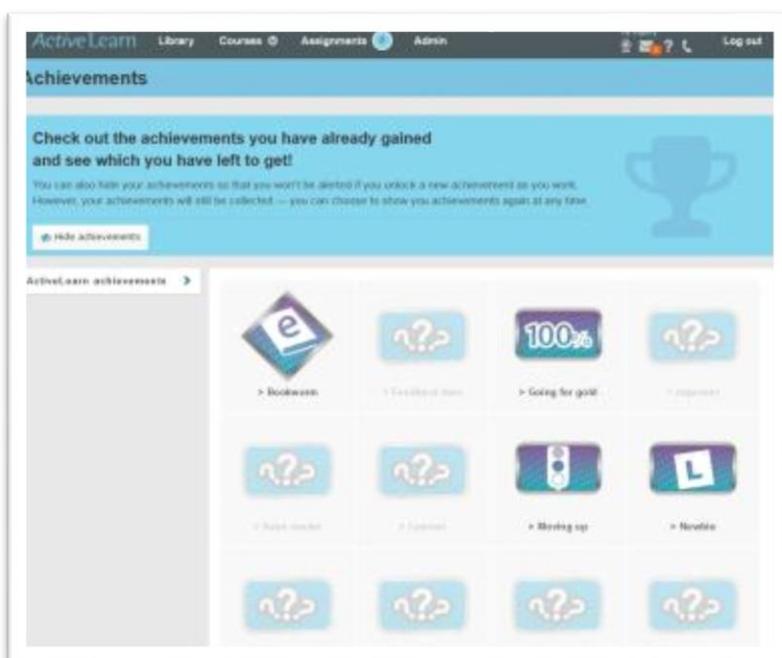
Achievements are small rewards for progressing through your ActiveCourse.

1. You can see how many achievements you have from your Library page. Underneath your name on the Library page is a rosette icon. Next to it is a number in a red circle. This shows how many achievements you have.

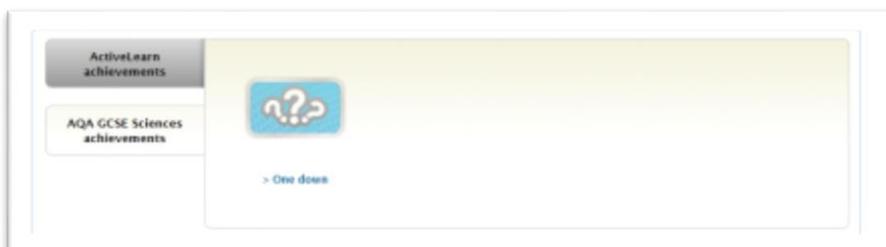


2. To see details of your achievements, click on the rosette icon to go to the Achievements home page.

You can see names of all the achievements available in ActiveLearn, but only the ones that you have already earned are unlocked. The ones that you haven't earned yet are shown by a question-mark icon.



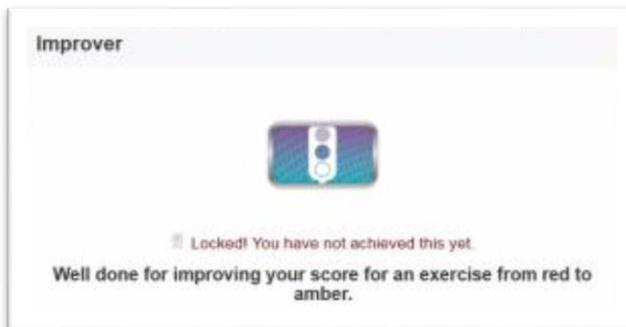
3. Some achievements are specific to a particular course. These are shown on a separate tab.



4. To see the details of an achievement, click on the achievement name or icon. If you have earned the achievement, the pop-up window that opens will display the details, including why you gained this achievement.



5. If you have not earned the achievement, the pop-up will include the message that this achievement is locked.



6. A few achievements are hidden, and don't appear in the achievements list until you earn them. Look out for the mystery exercise!



[Back](#)

Using the Newsfeed

The Newsfeed is the place where you can see ActiveLearn messages.

1. You can access the Newsfeed using the envelope icon below your name in the top menu bar.
2. The number in red shows how many new messages you have received today.



3. Click on the envelope to go to the Newsfeed page. You will see a list of all your Newsfeed messages.
4. The example below shows some of the kinds of messages you might get in your Newsfeed.

Newsfeed

You get a message every time you are set an **assignment**.

Messages about your **achievements**.

Information on **improvements and new additions** to your ActiveCourses.

Welcome email with information on how to contact our support team.

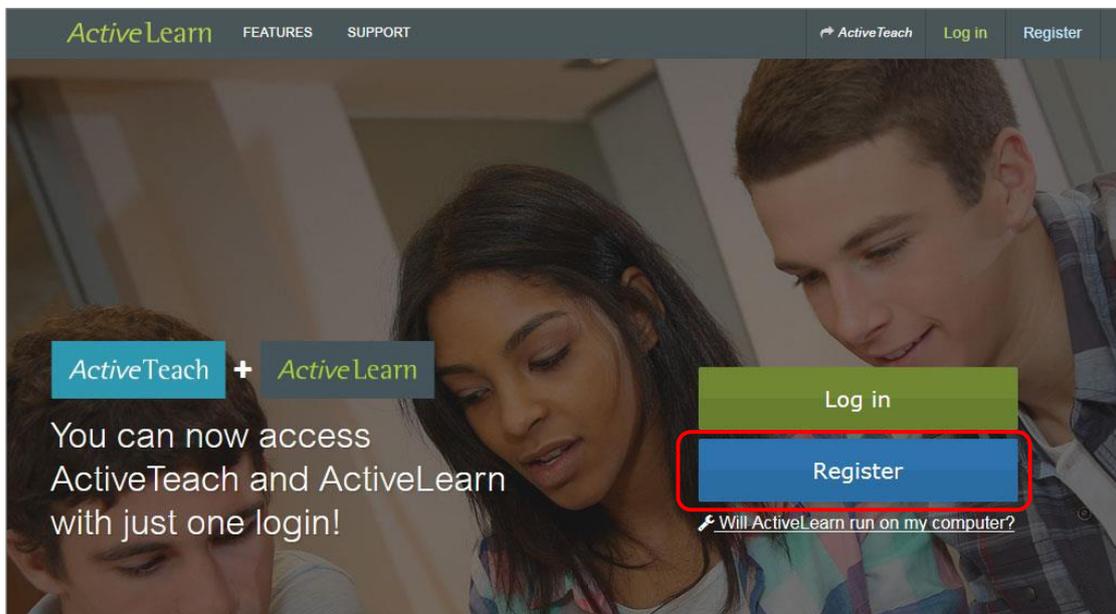
→	Your teacher has set you a new assignment - Responses to the environment	26/08/2014 12:35:11
	New course content added! Edexcel GCSE Science Course 1.1 and ActiveBooks has been added to your account.	26/08/2014 12:32:44
→	Going for gold - achievement unlocked! View your achievements .	15/08/2014 14:20:40
	Newbie - achievement unlocked! View your achievements .	15/08/2014 14:20:40
	Your teacher has set you a new assignment - Variation	15/08/2014 14:18:17
	Happy anniversary - achievement unlocked! View your achievements .	15/08/2014 14:16:06
→	Full details and videos on the new password and uploading students procedures are available from these links. If you didn't set your memorable questions when you first logged in, you can set them at any time by going to your admin page. This functionality will help you reset your password yourself if you forget it.	03/07/2014 08:46:17
	New ActiveLearn Help videos now available To get the best out of the following new features, watch our help videos. 1. Updating student years - for individuals, groups or the whole school . 2. Managing groups more effectively . 3. Assignment feedback loop. 4. Managing and reusing assignments .	16/12/2013 16:10:14
→	WELCOME TO ACTIVELEARN We hope you will find using ActiveLearn easy and fun, but if you do have questions or comments, email or phone us on Call: +44 (0) 845 223 8824 (Monday-Friday, 8.30am-5.30pm excluding Bank Holidays) Technical Support email: digital.support@pearson.com General enquiries and orders email: online.enquiries@pearson.com ActiveLearn Team	19/04/2012 14:14:29

[Back](#)

Independent learners: registering & getting started

If you are an independent learner using the ActiveLearn Homework Service, you need to register online.

- If you have bought an ActiveLearn product, you will receive an email asking you to accept the ActiveLearn **Terms and Conditions**.
 - Once you have done this, you will receive a welcome email containing your ActiveLearn **Access code**. This is a long code made up of groups of 5 characters separated by hyphens (e.g. THREE-SEVEN-EIGHT-FORTY-FIFTY-SIXTY). Note that if your code does not contain hyphens you will need to add them for it to be valid.
1. Go to www.pearsonactivelearn.com/register.asp. (You can get here from the ActiveLearn home page by clicking on the “Register” button.)



2. On the new page, enter your Institution code or access code and click “Activate”.

Register for ActiveLearn Digital Service

If you are registering as a Teacher you will also be able to access **ActiveTeach**.
Already have an **ActiveTeach** account? [Log in with your existing details.](#)

1 Enter your access code *

For example: **BIKER-LOGIN-COILS-BOOKS-GRILL-HIKER** or **1234567**

3. You will be taken to the ActiveLearn registration page. Fill in your personal details:

1 Licence validated! ✓

Activation code:	CARDS-CLUES-LEAKS-BINGO-GECKO-BROWS
Package:	Acces Studio ActiveBook
Licence type:	Student licence
Expiry date:	This product will expire on 09/09/2016 13:06:47 GMT

2 Enter your details mandatory fields *

First name * **Last name ***

a. a.

Date of Birth * b.

Day: Month: Year:

Username * this can be the same as your e-mail

c.

Email address *

d.

Password * 8 characters minimum; case-sensitive

e.

Confirm password *

e.

- First name / Last name.*
- Date of birth.*
- Username.* Make this something memorable such as an email address, as you will use this to log on.
- Email address.* If you have more than one email address, enter one you check frequently.
- Password.* This must be at least 8 characters. Type the password a second time to confirm.

4. Click the link to the End User Licence Agreement for ActiveLearn. Once you have read through this, tick the box to agree the terms.
5. Click the “Register” button. You are now registered on ActiveLearn!
6. You will be taken to your Library page, which shows your products and ActiveBooks.

[Back](#)

Using courses for self-study

1. Your Library page shows all the courses and other ActiveLearn products that you are registered for. Your courses are on the top shelf and the ActiveBooks are on the shelf below. If you have Revision Guides, they appear on the bottom shelf.

The screenshot shows the 'Your Library' page in the ActiveLearn interface. The page is divided into three horizontal sections:

- Courses:** This section contains two course icons. The first is 'Edexcel GCSE English & English Language' and the second is 'Edexcel GCSE Science 1.1'. A red arrow labeled 'ActiveCourses' points to the first icon.
- ActiveBooks:** This section contains four book covers. The first is 'Edexcel GCSE English and English Language', followed by three 'GCSE SCIENCE' books for 'Additional Science', 'Biology', and 'Chemistry'. A red arrow labeled 'ActiveBooks' points to the first book cover.
- Revision:** This section contains one book cover titled 'Science & English REVISION GUIDE'. A red arrow labeled 'Revision Guides' points to this book cover.

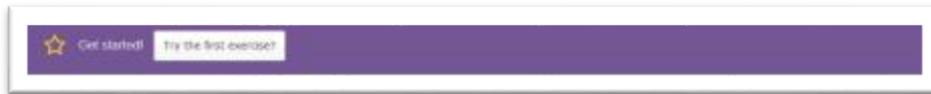
2. Click on an ActiveCourse icon to open that course.

The screenshot shows the course page for 'Edexcel GCSE English & English Language'. The page layout includes:

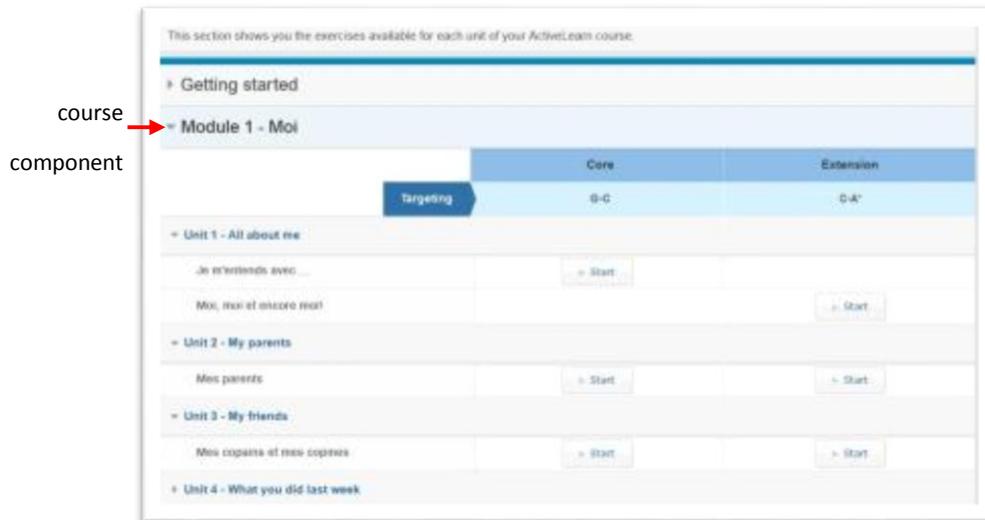
- Assignments:** A table showing active assignments with columns for 'Assignment name', 'Course', 'Status', 'Due', and 'Actions'.

Assignment name	Course	Status	Due	Actions
Writing character	Edexcel GCSE English & English Language	To Start (201 exercises)	Due 08/10/15	Start
Characters in Romeo and Juliet	Edexcel GCSE English & English Language	To Start (202 exercises)	Due 10/10/15	Start
- Courses:** A section header for the current course, 'Edexcel GCSE English & English Language', with a brief description: 'This course is designed to help you raise your achievement in the examined unit of Edexcel GCSE English or English Language. The activities will help you develop the key skills that make a difference between a grade D and a grade C.' Below this is a link to 'View Edexcel GCSE: English & English Language'.
- Exercises:** A list of exercises including 'Getting started', 'Review and Aim (GCSE English)', 'Match (GCSE English)', 'Of Mice and Men (GCSE English)', 'To Kill a Mockingbird (GCSE English)', 'Of Mice and Men (GCSE English Language)', 'To Kill a Mockingbird (GCSE English Language)', and 'Writing GCSE English and English Language'. A small book cover icon is shown next to the list.
- Newsfeed:** A sidebar on the right with a 'See all' link.

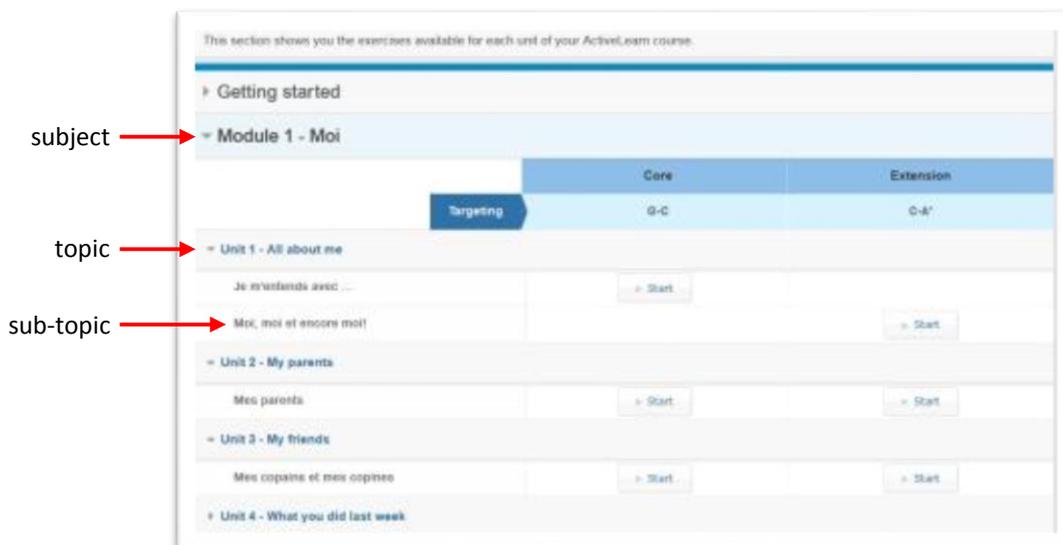
- You will see the 'Genius bar' at the top of the page below the menu bar. The Genius bar will help to guide you through the course by suggesting exercises for you to try when using ActiveLearn for the first time, or based on your previously completed exercises.



- If you don't want to start with the exercise suggested by the genius bar, or you can browse through the exercises available for your course by clicking on the relevant course component.



- Each ActiveCourse is organised into subjects, topics and sub-topics. For each sub-topic there are one or more ActiveLearn exercises. In each exercise there are one or more activities.
- Click through the links to select the subject, topic and subtopic you want to look at.



- Choose "Start" to start an exercise. Your ActiveCourse exercise will open in a new window.

[Back](#)

Doing an exercise

If you want to try out a simple exercise with some instructions, you can try the [Help walkthrough](#). This is an interactive PowerPoint that includes information on the features of ActiveLearn homework activities.

1. There are several different types of activity in ActiveLearn. The **rubric** gives you instructions on how to do each type.
2. There are several different types of ActiveLearn exercise. The example below is a Drop-down activity.

Chemical changes and formulae 2
Fractional distillation of crude oil
 Fill in the gaps using the drop-down menus.

Crude oil is a complex mixture of which can be separated into simpler, more useful mixtures by the process of . The fractions that are the most flammable are at the of the fractional distillation column. These fractions are and are used in domestic heating and cooking. is a very flammable liquid fraction used as a fuel for cars. Another liquid fraction is kerosene, which is used as a fuel for . Some cars and trains run on , whereas is used as fuel for ships and for heating. The most viscous fraction, found at the of the fractional distillation column is which is used to surface roads and roofs.

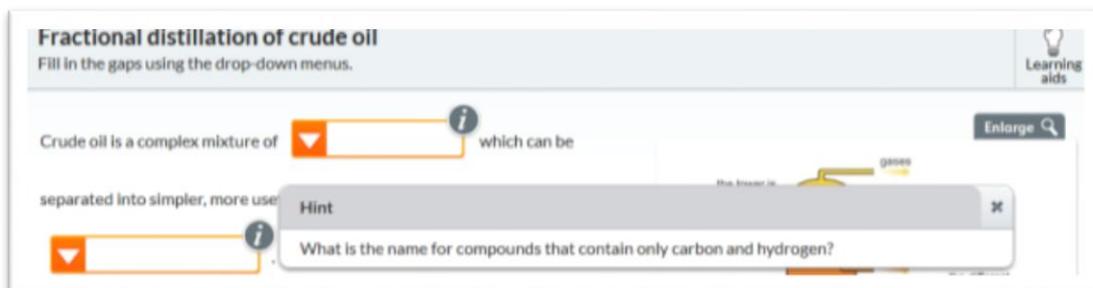
3. Click on each arrow to see a list of answer options. Choose your answer from this list.

Fractional distillation of crude oil
 Fill in the gaps using the drop-down menus.

Crude oil is a complex mixture of which can be separated into simpler, more useful of . The most flammable are .

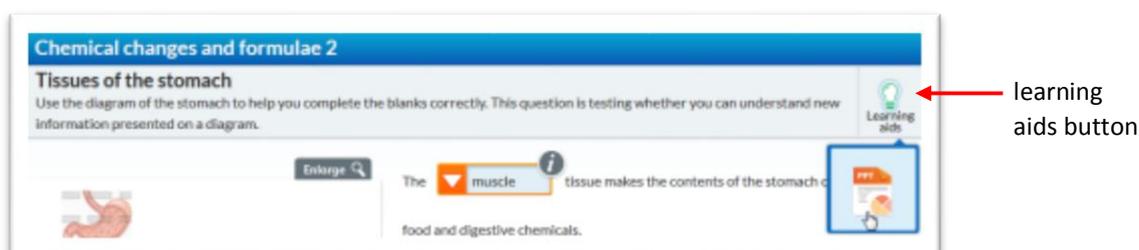
polymers
 hydrocarbons
 small molecules

4. If you need help with the answer there is often a hint to help you. Click on the hint icon to get a pop-up clue.



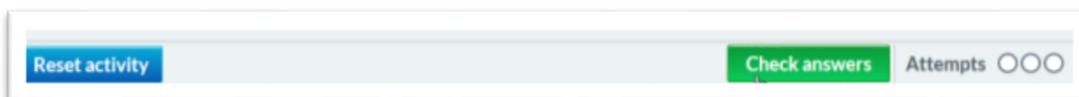
The screenshot shows a chemistry activity titled "Fractional distillation of crude oil". The instruction is "Fill in the gaps using the drop-down menus." There is a "Learning aids" button in the top right. A hint pop-up is displayed, asking "What is the name for compounds that contain only carbon and hydrogen?". The main text reads: "Crude oil is a complex mixture of [dropdown] which can be separated into simpler, more useful [dropdown]".

5. If you need help with the whole topic rather than a specific question, click on the **learning aids** button in the top bar.



The screenshot shows a chemistry activity titled "Chemical changes and formulae 2" with the sub-heading "Tissues of the stomach". The instruction is "Use the diagram of the stomach to help you complete the blanks correctly. This question is testing whether you can understand new information presented on a diagram." There is a "Learning aids" button in the top right, which is pointed to by a red arrow and labeled "learning aids button". The main text reads: "The [dropdown] muscle tissue makes the contents of the stomach ch... food and digestive chemicals." There is also a diagram of a stomach on the left.

6. A learning aid can be an extract from the Student book, videos, images, slide presentations or documents.



The screenshot shows the activity control bar with three buttons: "Reset activity" (blue), "Check answers" (green), and "Attempts" (grey) followed by three empty circles.

7. Once you have answered all the questions in an activity, click on Check answers.

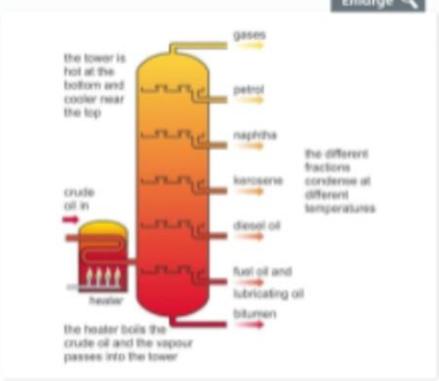
[Back](#)

8. Ticks and crosses show you whether your answers are right or wrong. **Overall feedback** tells you how well you have done on the activity.

Crude oil is a complex mixture of hydrocarbons ⁱ which can be separated into simpler, more useful mixtures by the process of fractional distillation ⁱ. The fractions that are the most flammable are at the top of the fractional distillation column. These fractions are gases ⁱ and are used in domestic heating and cooking. Petrol ⁱ is a very flammable liquid fraction used as a fuel for cars.

Another liquid fraction is kerosene, which is used as a fuel for aircraft ⁱ.

Some cars and trains run on fuel oil ^x, whereas diesel oil ⁱ is used as fuel for ships and for heating. The most viscous fraction, found at the bottom ⁱ of the fractional distillation column is bitumen ⁱ, which is used to surface roads and roofs.



overall feedback → You have selected most of the correct options. See if you can get them all right.

Attempts ●○○

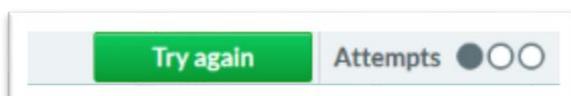
9. An orange square on a tick or cross means that there is **specific feedback** for that answer. Click on the tick or cross to see the feedback. If you got the answer wrong, the feedback helps you to get it right next time.

specific feedback → Petrol ⁱ

Another liquid fraction fuel oil ^x No, think about what fuel besides petrol is used in car engines.

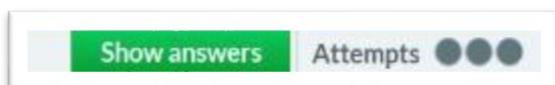
Some cars and trains run on fuel oil ^x, whereas diesel oil ⁱ is used as fuel for ships and for heating. The most viscous fraction, found at the

10. The circles next to the “Check answers” button show how many attempts you are allowed for an activity. Usually you get three attempts.
11. If you haven’t used up all your attempts, the “Check answers” button changes to “Try again”. When you press this button your wrong answers are cleared, but the correct answers stay in place.



[Back](#)

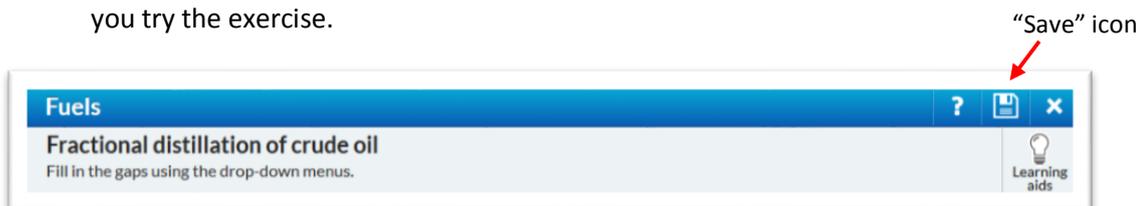
12. If you have used up all your attempts but haven't got 100%, "Check answers" changes to "Show answers". If you click on this button it shows you all the correct answers for the activity.



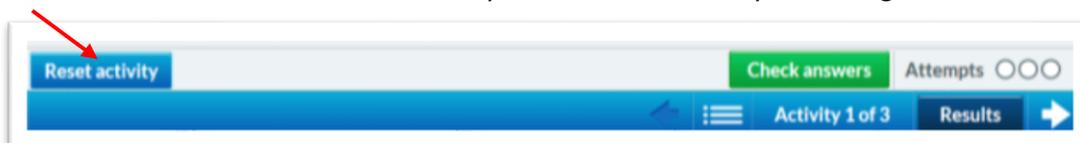
13. Once you have finished the first activity, you can go on to the next one by clicking on the white arrow in the bar at the bottom of the activity. The bar also shows which activity you are doing, and how many activities there are in the exercise.



14. You can also click on the "Results" button to see a summary of your performance.
15. At any time, you can pause your work and exit by clicking on the "Save" icon in the top bar of the ActiveLearn window. Your answers will be saved until the next time you try the exercise.



16. If you get part-way through an activity and want to start again you can press the "Reset" button. This removes all your answers and lets you start again.



17. When you have completed the exercise, go to the **Results page**. Here you can see the details of your scores for the whole exercise.

individual scores

Activity	Score	Attempts	Time
1 Functions of the different parts of the digestive system	6/6	1/3	00:41
2 The small intestine	13/13	3/3	06:03
3 The small intestine	7/7	2/3	01:18

Your Total Score: 100%
Excellent! You have performed well in this exercise without any help.

Previous Submit score and exit

overall score is shown as a percentage

Score colour codes

- Red: not many correct.
- Amber: quite a few correct, but still some work to do.
- Green: most or all answers correct.
- Gold: you got everything right without using hints or

18. To exit the exercise, click on “Submit score and exit”. This will take you back to the course explorer.

[Back](#)

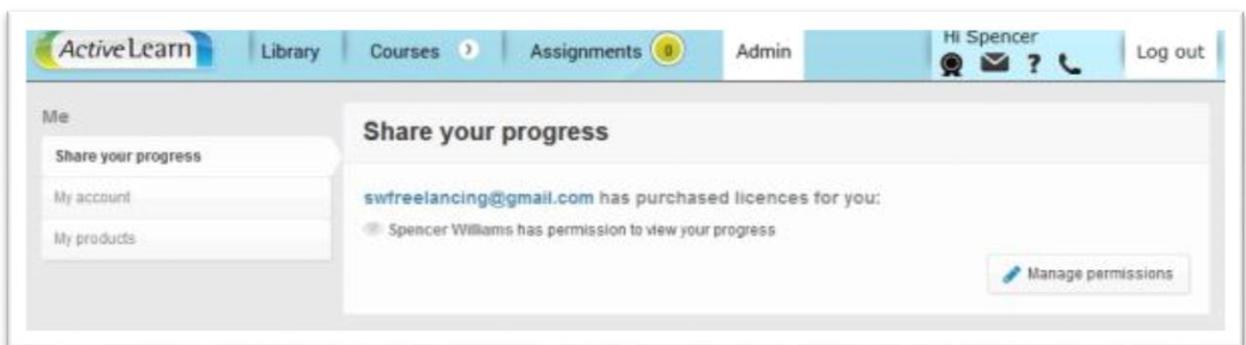
Inviting someone to track your progress

If you are an independent learner, you may want to allow the person who bought your ActiveLearn subscription to see your progress on ActiveCourse. You can easily do this from any page in ActiveLearn.

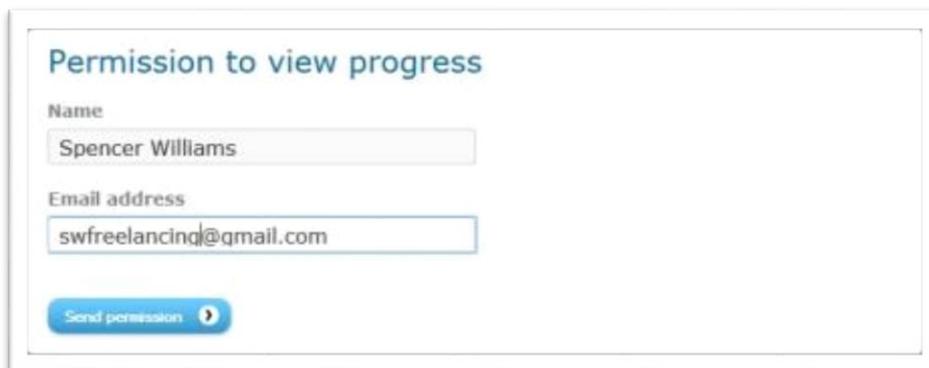
1. In the top menu bar, click on the “Admin” link.



2. On the page that opens, you have the option to share your progress.



3. Click on the button “Manage permissions”.
4. In the pop-up that opens, the name and email address of the person who bought ActiveLearn for you will be filled in.



5. Click the button “Send permission”.

6. The person who bought ActiveLearn for you will get an email with an invite link to ActiveLearn.



7. Clicking on the link opens the ActiveLearn Registration page (see [Registering and getting started](#)). Once they have registered, they will have an ActiveLearn tracker account. They be able to track your progress in ActiveLearn, but they will not be able to do any of the exercises.

[Back](#)

Troubleshooting

'Site is blocked' message

Error: I'm getting a message that the site is blocked, or similar.

Cause: This is often down to security policies operating on your school's or Internet provider's firewalls.

Resolution: In most cases you simply need to ask your Internet provider to "whitelist" the following two URLs for the ActiveLearn site:

<http://www.pearsonactivelearn.com/>

<http://www.resources.pearsonactivelearn.com/>

[Back](#)

Pop-up blocker issue

Error: Every time I try to click a link (e.g. eBook, web links, etc.) I get an error message saying that my web browser (Internet Explorer, Firefox, Chrome, Safari, etc.) has "blocked a popup".

Cause: The ActiveBooks are designed to open in a new window & by default many web browsers have a built-in popup blocker. These can be customised to allow certain websites to allow specific windows to be opened.

Note: some toolbars (e.g. Google Toolbar, Yahoo Toolbar, etc) also have a built-in popup blocker.

Resolution: Depending on your browser there can be different solutions to this issue.

If there is a bar at the top which appears (advising you that a window has been blocked) you can simply click on this bar (or options button on the bar) and select "Allow pop-ups for this site". Then when you click on the link again, it should no longer be blocked & will open.

If, however, the bar does not appear then please refer to the section below, [How to turn off the pop-up blocker](#), which will guide you through turning off the pop-up blocker for your specific browser.

Note: if your browser does not appear in this guide & you are experiencing this issue, please contact digital.support@pearson.com directly for a custom resolution.

[Back](#)

ActiveLearn website (or components) blocked

Error: Every time I open an eBook or try to load learning aids, I get stuck on the ActiveLearn logo/extreme loading times

Resolution: If your popups have been turned off, then it may be your network connection itself. If you have your ISP routed through your LA, or have a connection which only allows specific websites to be visited (e.g. trusted sites access only) then ActiveLearn may well be being blocked or filtered.

You will need to talk to your LA/ISP to ensure that you allow/white-list/add as trusted sites, the two specific ActiveLearn URLs: <http://www.pearsonactivelearn.com> and

<http://www.resources.pearsonactivelearn.com>.

[Back](#)

ActiveBook pages displaying incorrectly

Error: When I open an eBook, some of the pages are not visible and there is no scroll bar to navigate the page.

Cause: The website appearing to try to display in full-screen mode - this is normally achieved by pressing the F11 button.

Resolution: If you press the F11 button twice – this will go into full-screen mode & back to normal again & now the eBook should be displayed correctly.

[Back](#)

pdf files not opening in Firefox

Error: When I click on the pdf links, I just get a blank screen

OR I get an error message saying the pdfs are damaged.

Cause: You have an out-of-date version of Acrobat.

Resolution:

- Open the Tools menu
- Select Add ons
- Select check to see if your plug ins are up to date
- Look for Adobe Acrobat – if it is Amber, then click on the button and follow the onscreen instructions to update your version.

[Back](#)

Minimum specification

This section gives more details of the minimum specifications for running ActiveLearn on different devices.

Windows PC

Processor: Pentium 4 at 1 GHz or Intel Core 2 Duo at 2 GHz for Vista/7

RAM: 512 MB for Windows XP; 1GB for Windows Vista/7

Video display: Integrated video chipset/device capable of 1024x768 at 32bpp (XGA)

Audio support: Integrated audio chipset/device capable of 16bps 96KHz (AC'97)

Operating system: Windows XP, and all later versions of Windows with current service pack.

Macintosh

Processor: PowerPC G4 processor at 1.0GHz or faster

RAM: 1GB

Video display: Display set to 1024x768 at 32bpp

Operating system: Macintosh OS X 10.4.11, and all later versions of OS X.

Tablet compatibility

All KS3 and A-level products (including Skills for Writing, New Windmills and SNAB Online), Edexcel GCSE Mathematics 9–1, Edexcel GCSE Science 1.1 and Edexcel GCSE Geography B work on the tablets listed below. All other courses are not currently tablet-compatible.

iOS 5.1 and later: iPad 2.0 and later, iPad Air, iPad Mini.

Android 4 and later: Samsung Galaxy Tablet and other android tablets with 10-inch display. ActiveLearn works best on these devices using Chrome or Firefox rather than the standard browser. The Nexus-7 and other 7-inch tables are not supported.

Which browsers are supported?

ActiveLearn is designed to work in Internet Explorer 9 and later, Firefox, Google Chrome and Safari 4.0 or later. On Macs, use Safari 4.0 or later, or Firefox. On iPads only the Safari browser is supported. On android tablets, ActiveLearn works best using either Chrome or Firefox rather than the standard browser.

Is there any other software required to use the site?

Yes – you will need to have Adobe Reader version 8 or later. For some products you will also need Adobe Flash Player version 10 or later. Both of these programs are available free from www.adobe.com).

In addition to these you will also need to have Microsoft Office 2003 or later (or 100% compatible alternative) for Windows or Microsoft Office 2004 or later (or 100% compatible alternative) for Mac for opening some of the content.

You can check that your computer will work with ActiveLearn using this link:

https://www.pearsonactivelearn.com/check_requirements.asp.

[Back](#)

How to turn off the pop-up blocker

Microsoft Internet Explorer (version 9 or later)

1. Open Internet Explorer.
2. Click “Tools” (if you cannot see the “Tools” menu at the top of the browser, press the “Alt” key), then “Pop-up Blocker”, then “Pop-up Blocker Settings” as below. (For IE11 click “Tools”, then “Internet Options”, then “Privacy tab”, then “Pop-up Blocker”.)



1. Enter the following URL under the “Address of website to allow”:
www.pearsonactivelearn.com
2. Click “Close” and try the link again.

[Back](#)

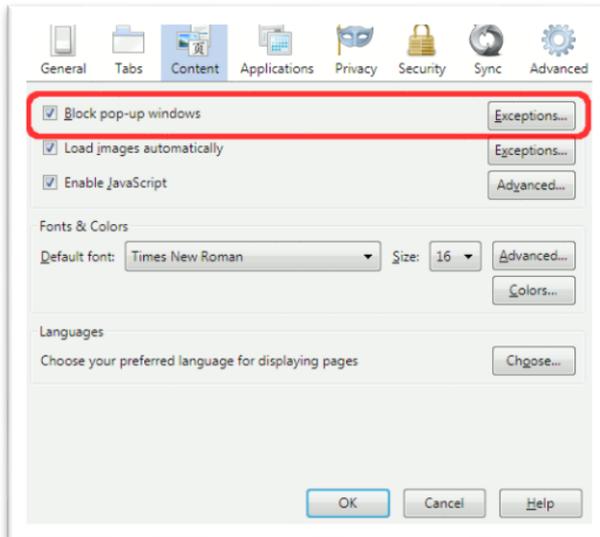


Mozilla Firefox

1. Open Firefox. Click the settings button (shown below – “Tools” menu in Windows XP or “Preferences” in OSX) and then select “Options”.



2. Select the Content tab (shown below):

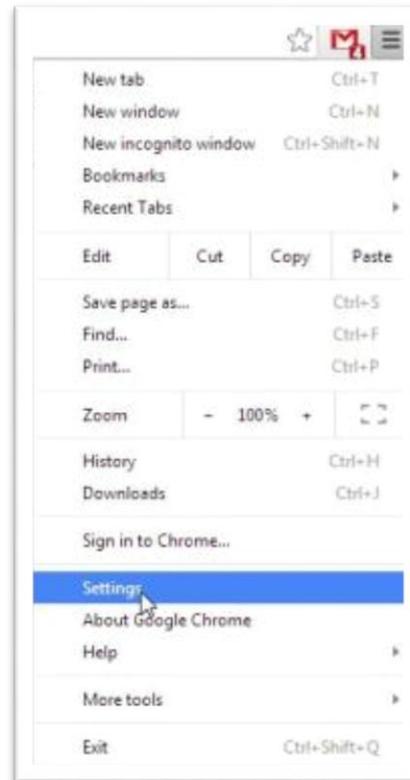


3. There are two options available – either (a) disabling the popup blocker completely, or (b) giving an exception to allow pop-ups to run for ActiveLearn.
 - a. Uncheck “Block popup windows” to disable the pop-up blocker altogether.
 - b. In “Exceptions”, enter the following URL to the “Address of website”:
www.pearsonactivelearn.com. Then click “Allow”.
4. Click “Close” then “OK” and try the link again.

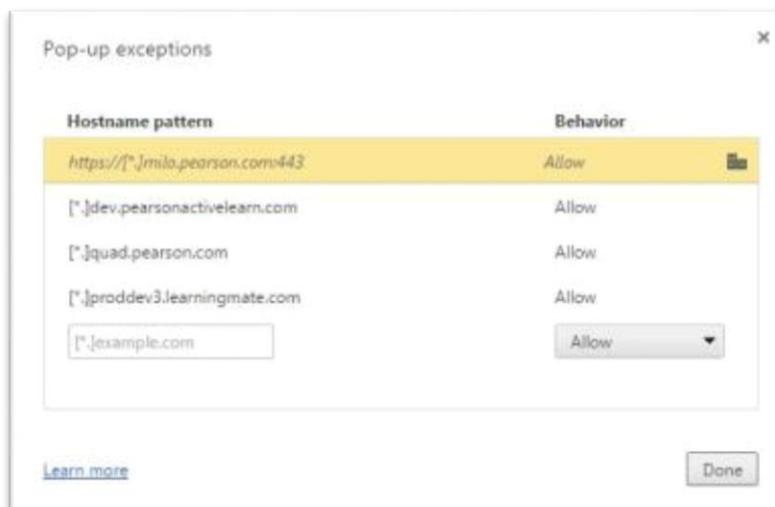
[Back](#)

Google Chrome

1. Open Chrome.
2. Click the Customise icon on the toolbar, and select 'Settings' from the drop-down menu.
3. Click the link "Show Advanced Settings" at the bottom of the page.
4. Under the "Privacy" section, click "Content Settings".



5. Under the "Pop-ups" section in Settings, click "Manage exceptions".



6. Enter the URL www.pearsonactivelearn.com into the box. Click "Allow", then "Done".
7. You can now close down the settings boxes and try the link again.

[Back](#)



Apple Safari

1. Open Safari.
2. Click on the Safari menu (see screenshot) in the top left-hand corner of the Safari window. On some computers the Safari menu is replaced by a cogwheel icon.
3. Uncheck "Block Pop-Up Windows".



4. Try the link again.

[Back](#)

Where can I find more help with using ActiveLearn?

You can find help information on other topics on the [ActiveLearn Help and Support page](#).

What if my problem isn't covered in the Help information?

Our digital support team are available from 8 am to 5 pm Monday to Friday (excluding bank holidays). To contact them please email digital.support@pearson.com, phone **0845 313 8888***, or visit www.pearsonschoolsandcolleges.co.uk.

Customers outside the UK should phone **+44 1279 623980***, email digital.support@pearson.com or visit www.pearsonglobalschools.com.

Where can I find out more about the ActiveLearn products, or place an order?

If you want information on the range of ActiveLearn products available, go to the [ActiveLearn Digital Service Products page](#).

You can also contact your local consultant by emailing secondaryappointment@pearson.com.

Can I get training in using the Activelearn Digital Service?

We offer [FREE online product training](#) for the ActiveLearn Digital Service, to introduce you to the ActiveLearn Digital Service and help you to use the service effectively.

The training is delivered after school and online, allowing your whole department to participate easily.

How can I ensure I get regular updates about ActiveLearn development?

You can be kept up-to-date with developments to the ActiveLearn service by keeping your status for receiving the e-updates from within ActiveLearn itself as "opted in".

You can ensure that you receive information about offers by subscribing to your subject [eNewsletter](#).

[Back](#)

* Calls to 0845 numbers cost 3p per minute, plus your phone company's access charge. International call charges vary.