

Academic English Programme

Student's Manual

Introduction

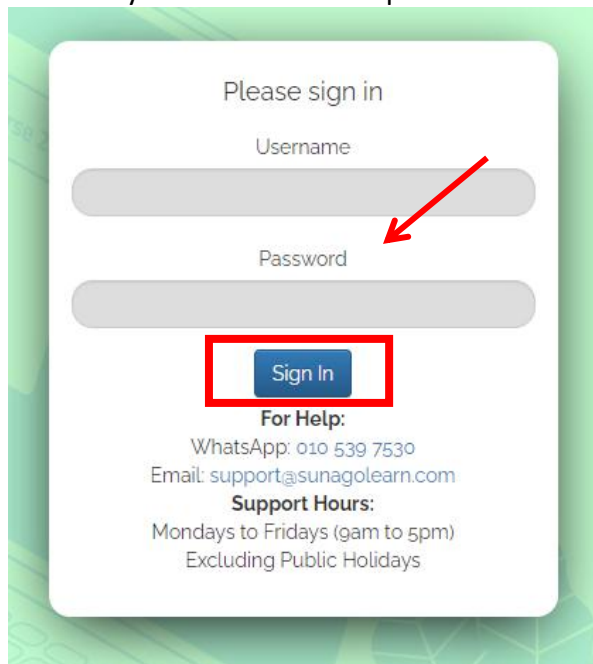
All NEUC students must undergo MQA-approved English courses during their studies, which will be conducted fully online until conditions allow for the return to classes on campus. Please follow the instructions in this simple manual to ensure that you are able to complete the course well.

What you will need:

Hardware	Software
Personal Computer OR Tablet (8 inch or larger) Headset or Microphone+Speakers Webcam Internet Connectivity - 2 mbps minimum	Windows 8, MacOS 10.14 or newer, Linux Android 8, iOS 12, or newer Google Chrome browser Zoom Client (https://zoom.us)

Accessing the Academic English Programme (Online)

1. First, go to <https://newera.justenglish.com/> .
2. Enter your username and password



Please sign in

Username

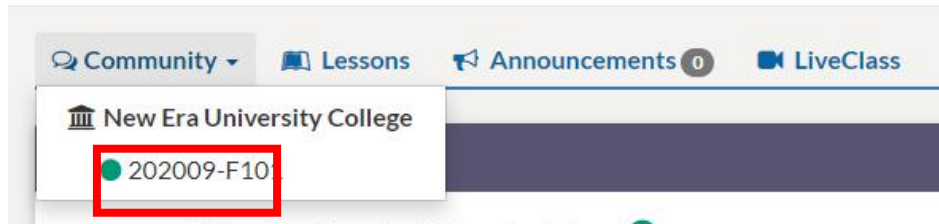
Password

Sign In

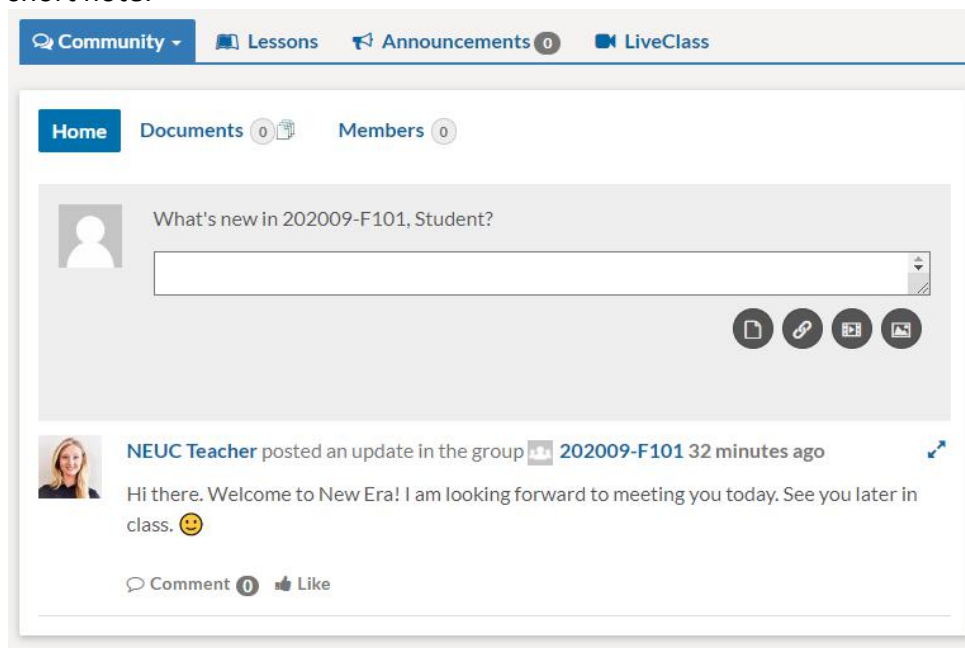
For Help:
WhatsApp: 010 539 7530
Email: support@sunagolearn.com
Support Hours:
Mondays to Fridays (9am to 5pm)
Excluding Public Holidays

Then click the “Sign In” button. When you try to log in for the first time, your username is “ne+[your STUDENT ID]” e.g. “ne2020123” and the password just your ID: password = “2020123”. Once you log in, you will have to change your password for security purposes.

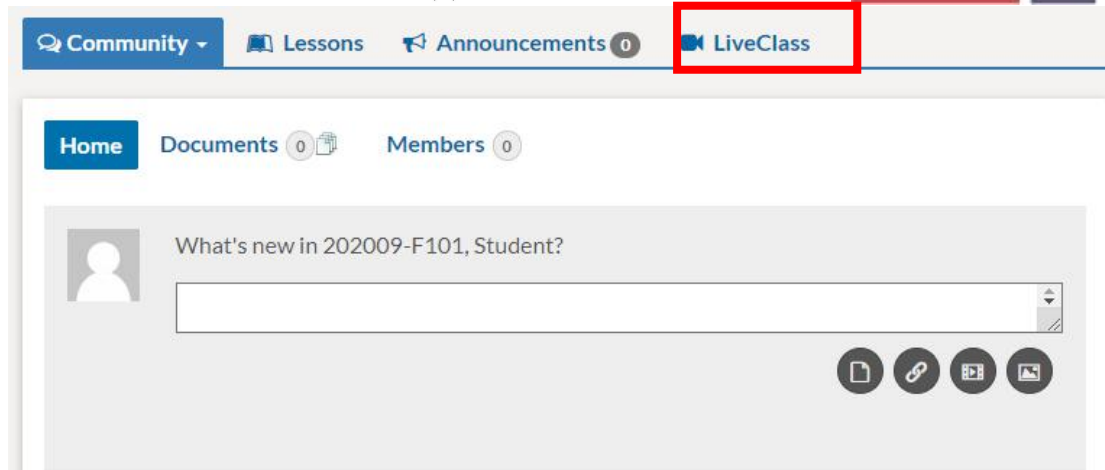
3. You will then be directed to the Community page. Click on the Community tab to view your class name.



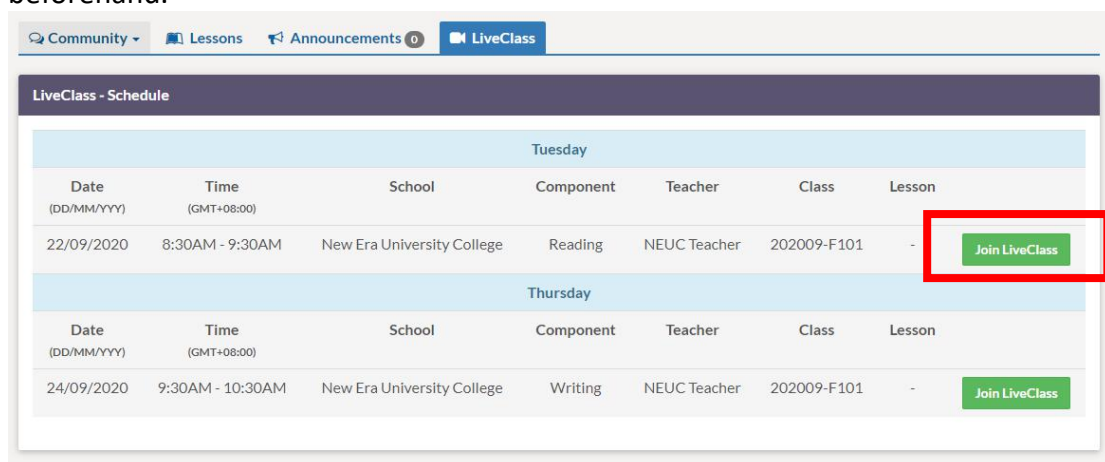
4. In the Community page, your teacher or online coach will write a post, or attach a link, document, video or picture and post them for discussion. Your teacher and fellow classmates will be able to read your post and respond to them by liking or replying to the post, just like Facebook. The sample below shows a teacher posting a short note:



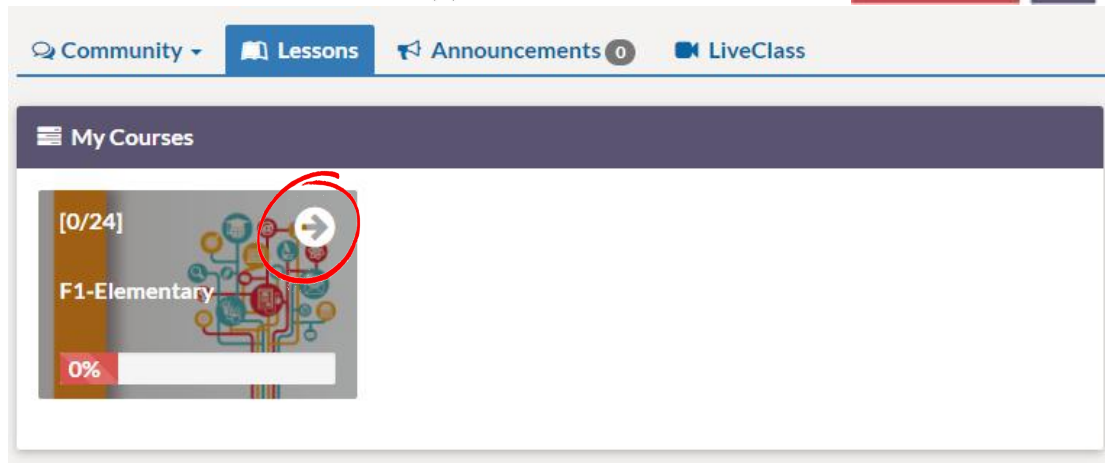
5. To attend the ONLINE CLASS (called LiveClass), click on the link that says LiveClass for Reading or Writing. You can also go to the main page to join LiveClass. Click on “LiveClass” tab as shown below



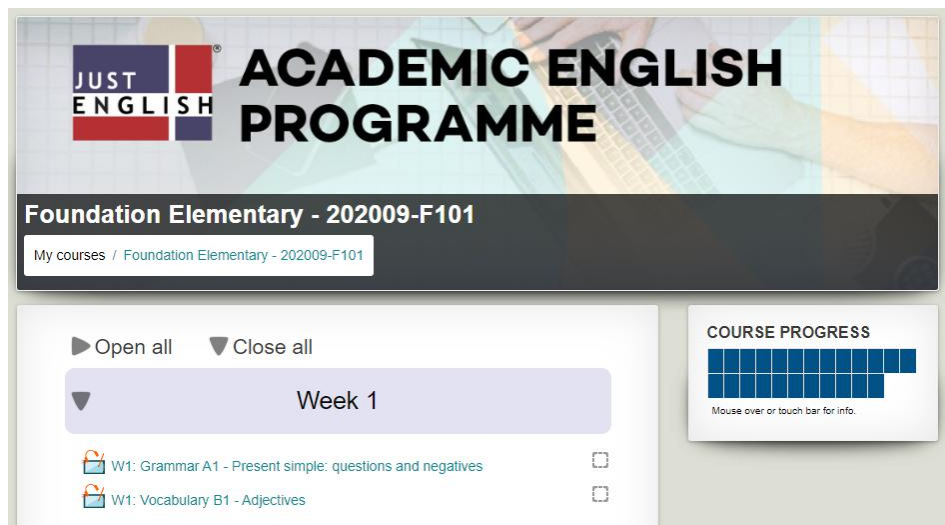
6. Then, click Join LiveClass. You will be automatically directed to a live class session with your teacher. You **MUST** have installed the Zoom client on your device beforehand.



7. Next, you may click on the Lesson tab to view the class that you are enrolled in as show below, for an example. Then, click on the arrow .



8. You will be directed to a page where you can see and access the contents of your online course from Week 1 to Week 14 of the semester. On the first day of the first week's class, you will start with a LiveClass lesson (ONLINE class with the teacher) with your respective teacher. The following homework and lessons will be opened and be available once you have attended the online class. You must do the work according to the order of sequence as shown below:



9. Under Week 1-Week 14, you may click on a lesson and start attempting the questions as requested by your teacher. After you have completed the lesson(s), please don't forget to click on the **Save and Close Window** tab.

Foundation Elementary - 202009-F101

My courses / Foundation Elementary - 202009-F101 / Week 1 / W1: Grammar A1 - Present simple: questions and negatives

Save & Close

W1: Grammar A1 - Present simple: questions and negatives

English Language **Skills Grammar**

Level ONE (A1-A2) Lesson 05: Present simple: questions and negatives

10. After completing the lesson(s) instructed by your teacher, you may log out from the system by clicking on the **Exit** tab, as shown below.

Student One

Exit