eLab Instructor User Guide

Version U, 04/2015

Labyrinth Learning

Introduction

This guide is designed to help you use the Labyrinth eLab (www.labyrinthelab.com) learning platform. It provides an overview of eLab as well as detailed information on content, assignments/tests, and grading.

A student user guide for eLab is also available. You may want to review the student guide prior to the start of your course. For convenience, plenty of student-view screenshots are included in this user guide.

System Requirements

eLab is completely web-hosted and requires no installation at your institution. You and your students can access eLab from any web browser on any computer. The following table lists the programs required for viewing the various files and content.

eLab System Requirements

Requirement	Details
Web browser	Internet Explorer 8- 9 (All HTML5 content will be displayed using Flash version for IE8.) Mozilla Firefox 20- 24 (All HTML5 content will be displayed using Flash version for Firefox 20-23.) Google Chrome 25.0 or higher Internet Explorer 10 (Fully supported for student users. Not fully supported for educator users at this time-gradebook incompatible.)
Adobe Acrobat Reader or Pro	Needed to open the overview PowerPoint presentations (student view), which are saved as PDF files for optimal viewing regardless of web browser
Adobe Flash Player	Needed to view simulation, hotspot, sequence, and matching questions, as well as video tutorials
Microsoft Word 2003 or Word 2003 Viewer (or higher)	Needed to view various supplementary files, such as the course syllabus

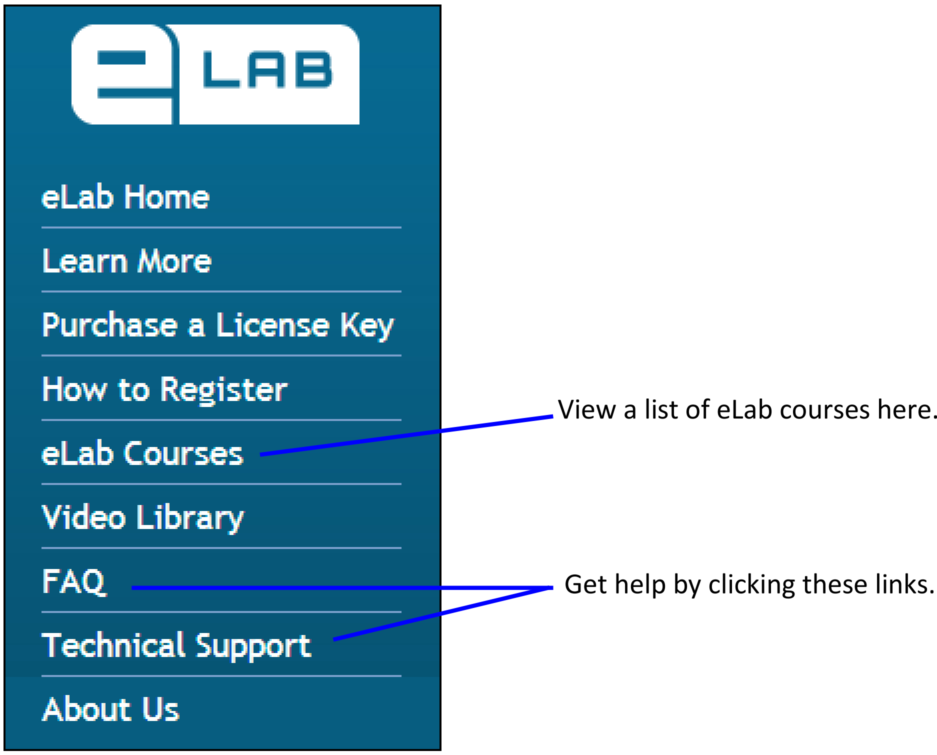
The recommended screen resolution for eLab is 1440 x 990 and the minimum requirement is 1280 x 768. The recommended setting will allow you to view the test questions without having to scroll. If you choose a different resolution, you can still view the test questions, but you may have to scroll down to see any given question in its entirety.

Tip! Set your resolution as high as possible for optimal viewing.

In addition, pop-up blockers should be disabled or configured to allow pop-ups from http://lms.labyrinthelab.com.

Homepage

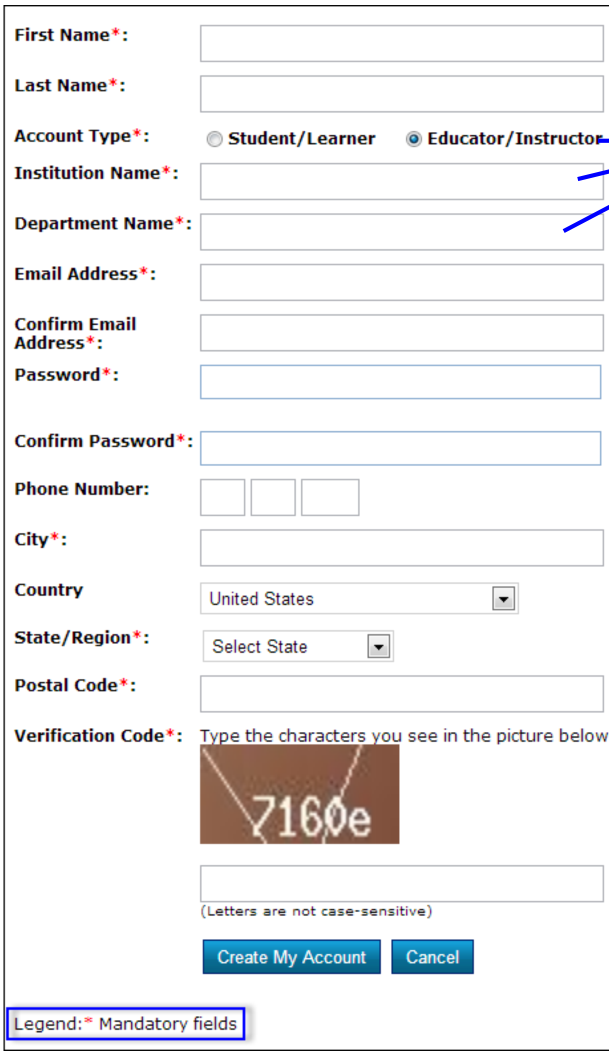
To access eLab, go to www.labyrinthelab.com. The eLab homepage features a visually appealing and intuitive interface. It was carefully designed to be as easy to use as possible. To begin, use the navigation pane on the left to access different parts of the system.



Tip! Students and instructors can access the student user guide from the eLab homepage. It is only after an instructor logs in that he/she has access to the instructor user guide. Your students will never have access to the instructor user guide.

Registering with eLab

Registering with eLab is easy and only takes a few minutes. Your account will be activated within 24 business hours of you submitting the completed registration form. You register for eLab on the homepage. To register, click the Create an Account button on the navigation bar. This takes you to the Create an Account page.



Choose Educator/Instructor as the Account Type and enter the name of your institution and department.

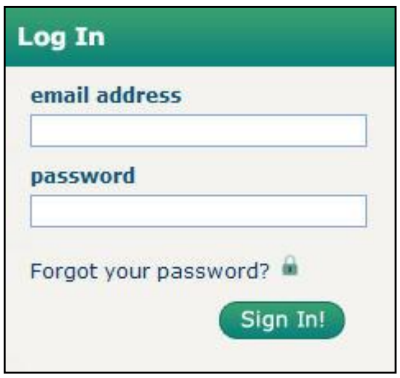
Educators and students fill out the same form. Note the mandatory fields. Your form will not be accepted until all mandatory fields are filled in.

> ***Tip! Choose a password that you will remember. Passwords must be five or more alphanumerical characters long and can include symbols such as !@#$%&*:;?/^+=.***

Click the Create My Account button. Within a few minutes, you will receive an email confirming that your form has been received. The next email you receive, within 24 business hours, will include confirmation that your account is active. If you register over a weekend or on a holiday, you will receive notice of activation on the next business day.

Logging In

Once you have registered with eLab and received confirmation of your account activation, you are ready to log in.



Enter your email address and password, and click Sign In.

After you click Sign In, you will be sent to the My Courses page. From this page, you can:

- **Manage your account:** View your available courses and files, edit your profile, change your account settings, and change your password.
- **Communicate with your students:** Receive notices such as when assignments and tests are submitted, and create announcements for students such as a snow day or an assignment extension.
- **Manage your course:** Create a new course section, manage teaching assistants, and create and view reports.
- **Get help:** View help topics on frequently asked questions, access this user guide, and contact technical support.

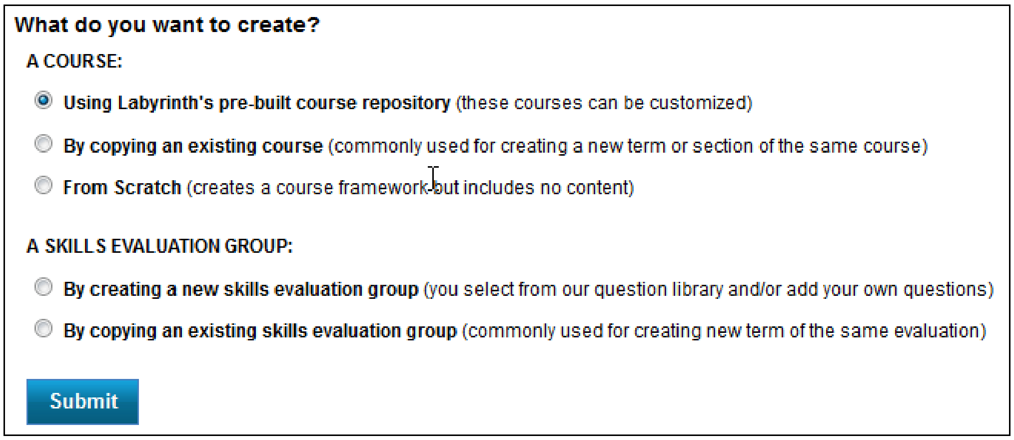
Tip! From any other location, you can return to the main My Courses/ Evaluations page where your courses and associated sections are listed by clicking the My Courses/Evaluations link at the top right of the page.

Course/Evaluation Management

In the Course/Evaluation Mgmt section, you can create new courses/sections, add and manage teaching assistants, and generate reports.

Creating a Course

Creating a course is easy. The Create Course/Evaluation area allows you to choose from available eLab courses. Once you have chosen your course, you can edit the description and other details about the course.

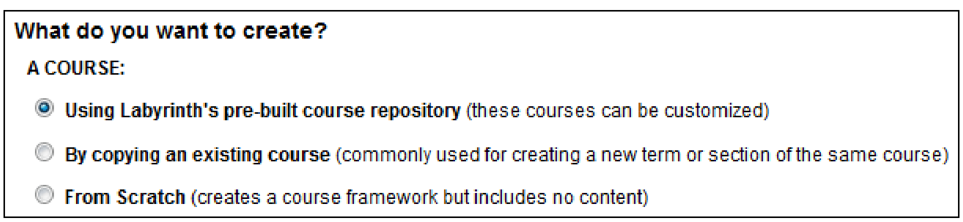


Click the Create Course/Evaluation link, choose the desired option, and click Submit.

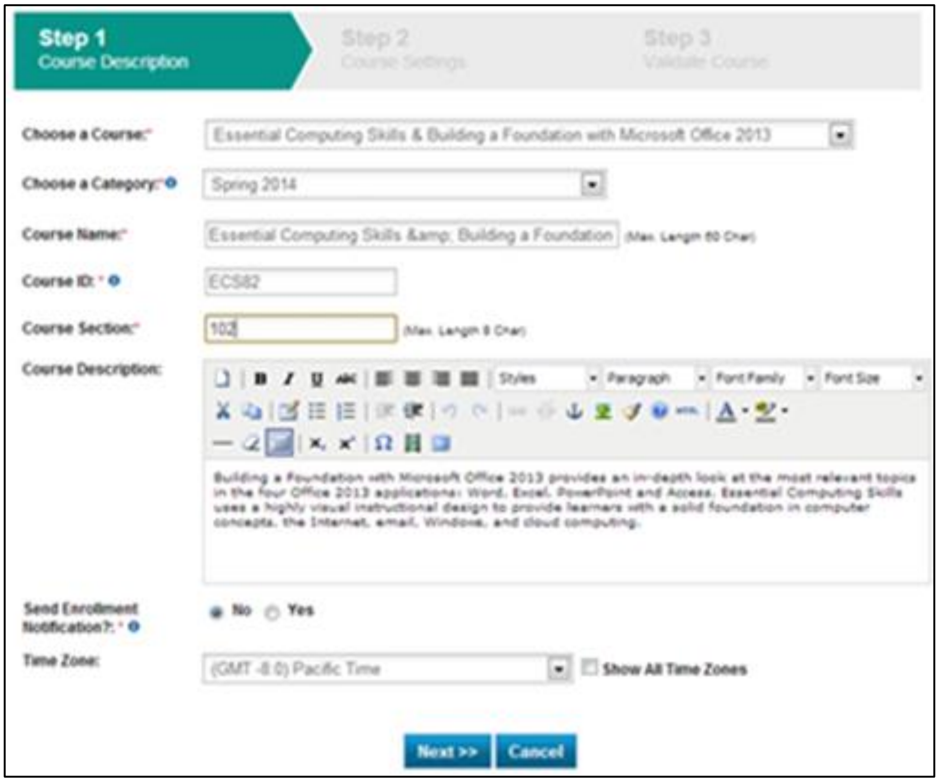
This section will review the above options for creating a new eLab and/or SET course.

Using Labyrinth's Prebuilt Course Repository

You can choose to create your course based on a prebuilt course that is customizable. Choose the first option in the Create Course/Evaluation window and click Submit.



For Step 1, fill in the form as appropriate and click Next.



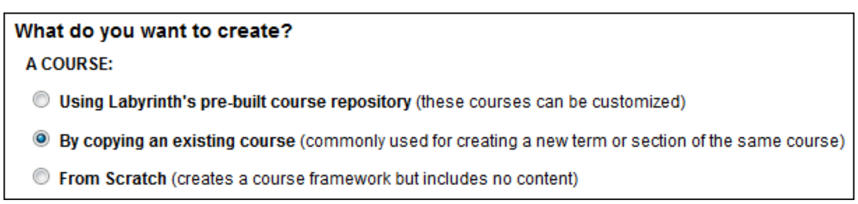
For Step 2, determine your course settings. Here you indicate the content to copy (assignments, tests, and learning resources). When you're ready to move to Step 3, click Next.

For Step 3, you simply verify the new course start and end dates, and click Save. eLab will create your new course. You're ready for class!

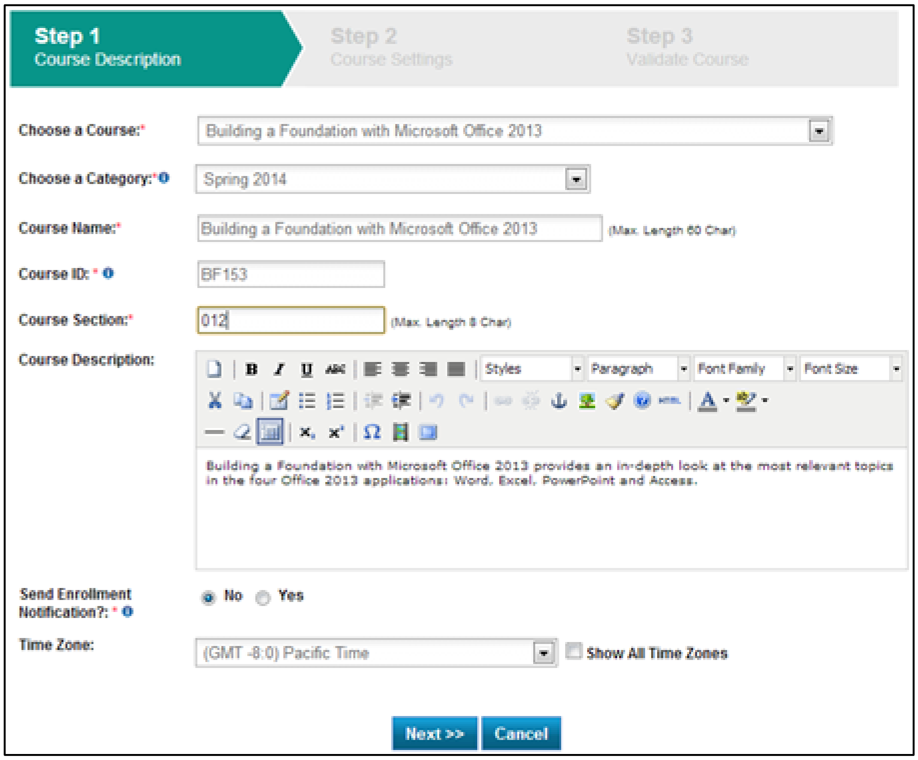
> ***Note! Depending on the amount of content in your existing course, it may take some time for the new course to be created. Be patient.***

By Copying an Existing Course

You can duplicate an existing course to be used again in a later course or if you are teaching multiple sections of a course during the same term. Choose the second option in the Create Course/Evaluation window and click Submit.



For Step 1, fill in the form as appropriate and click Next.



Notes:

- Choose the course you want to copy.
- Choose the category for your new course.
- Fill in a new course name or leave the default, which is the name of the existing course.
- Fill in the course ID or leave the default, which is the ID of the existing course.
- Fill in the new class section.
- Update the course description as desired.

For Step 2, determine your course settings. Here, you indicate the content to copy (assignments, tests, learning resources, teaching assistants, discussion forum) and set the course dates. You can use the same dates as the existing course or set new dates. When you're ready to move to Step 3, click Next.

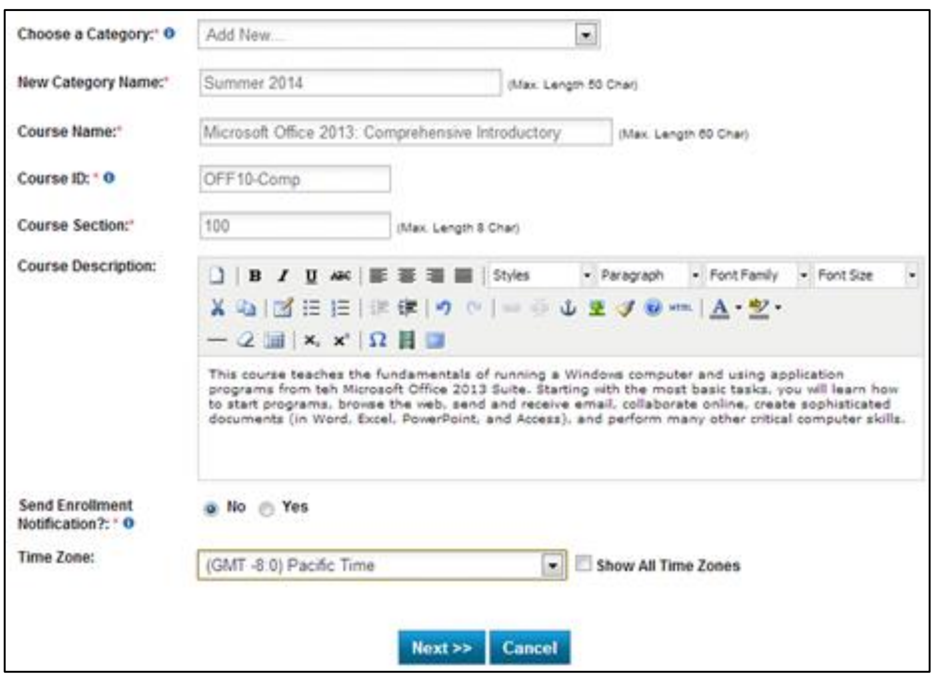
> ***Note! Currently eLab does not factor out weekends and holidays when calculating dates for new courses. So, you may find that an assignment or test becomes available or is due on a non-school day. You will have to change this manually. Future eLab updates will correct this.***

For Step 3, you simply verify the new course start and end dates, and click Save. eLab will create your new course and update the dates for all tests and assignments (if applicable). You're ready for class!

> ***Note! Depending on the amount of content in your existing course, it may take some time for the new course to be created. Be patient.***

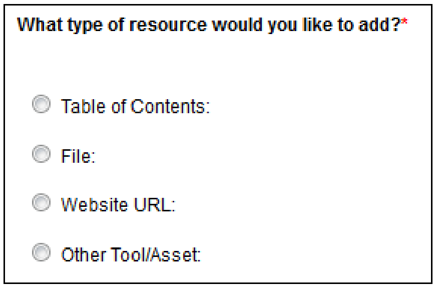
From Scratch

Use this option to build a shell for your course. Later, you can add the files and content you desire. Begin by filling in the basic information about your course.

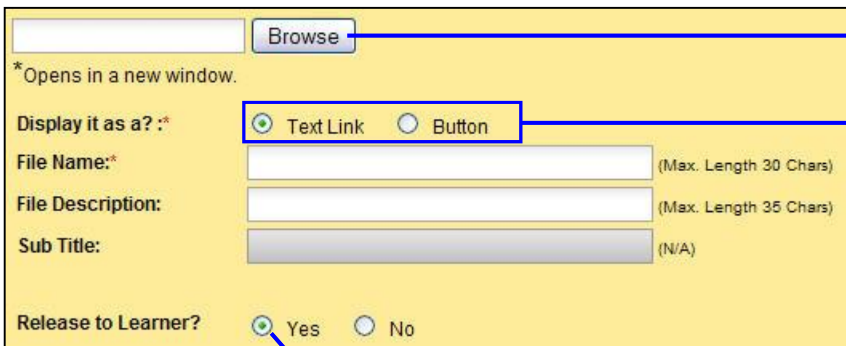


Here a new course category for Summer 2014 was created. Also added were the course name, ID, section, and description. Notice the circled "i" icons. Hover your mouse pointer over these icons to read a description of the associated item.

When you are finished entering the basic information, click Next, which will take you to the empty Content section. Here, you begin adding headings and content. Click the link next to the green plus sign in the left navigation pane to open a menu of available options in the main window.



Let's add a file for this course. Click in the radio button next to File; an expanded window appears.



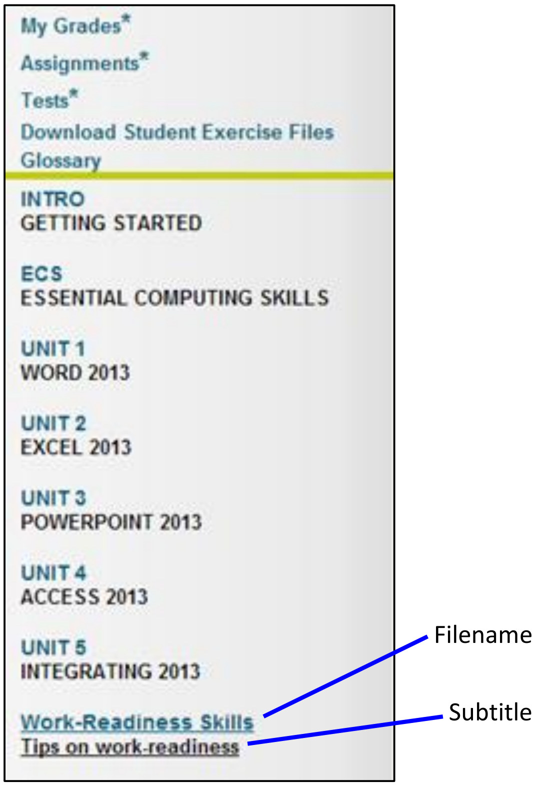
Browse for the file(s) you want to attach; they are pulled from the My Files area.

The options below change depending on what you choose here.

Choose Yes to make the file(s) available to your students.

Display options:

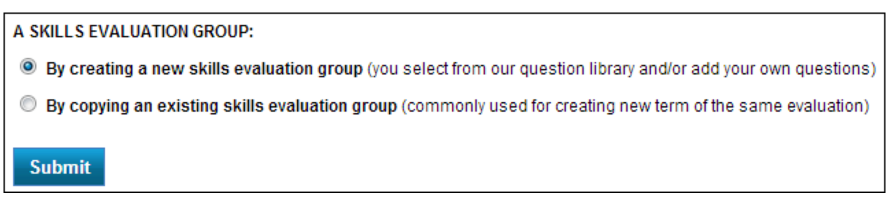
- **Text Link:** If you choose this option, your file will appear as a link on students' navigation pane. Fill in the desired filename and description, and then click Submit at the bottom of the window.
- **Button:** If you choose this option, your file will appear as a button on students' navigation pane. Fill in the desired filename and subtitle, and then click the Submit button at the bottom of the window.



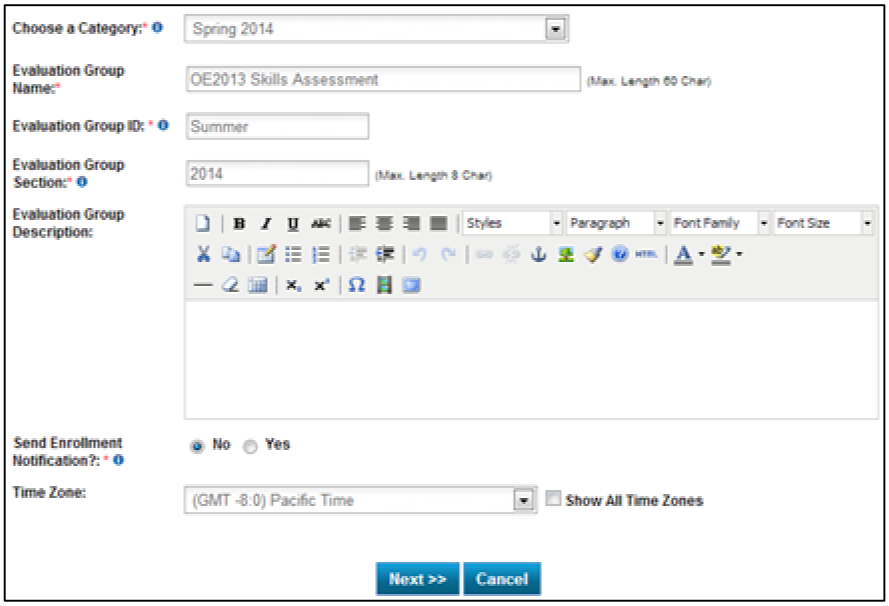
Creating a New Skills Evaluation Group

In addition to creating regular eLab courses from the repository, you can choose to create a skills evaluation course for testing purposes only. With this course, students will only have access to the testing engine. No other areas, such as the content or assignments will be available to them. Like your students, you will also not have access to the content or assignments.

To begin creating a skills evaluation group, select the first option and click Submit.

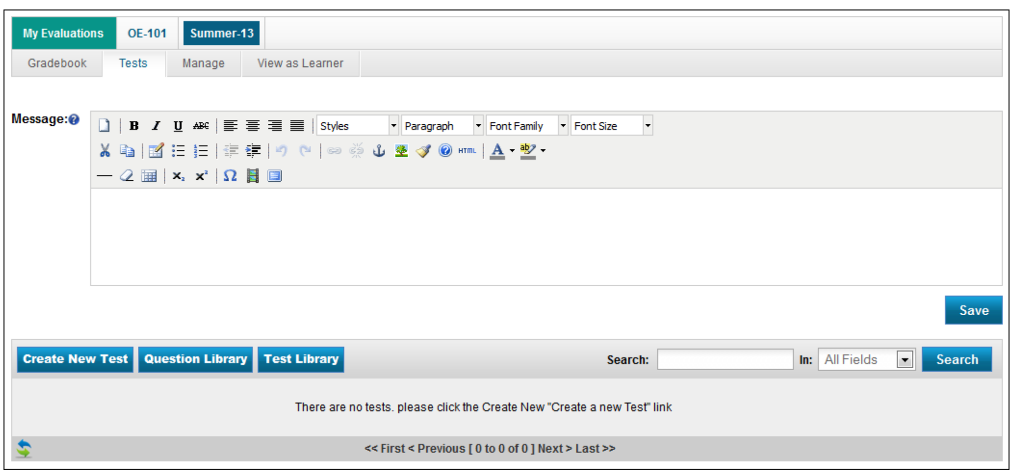


The next step is to fill in your skills evaluation course information.



As you can see in this illustration, a category, evaluation group name, group ID, and section were added. Inputting a description is, of course, optional.

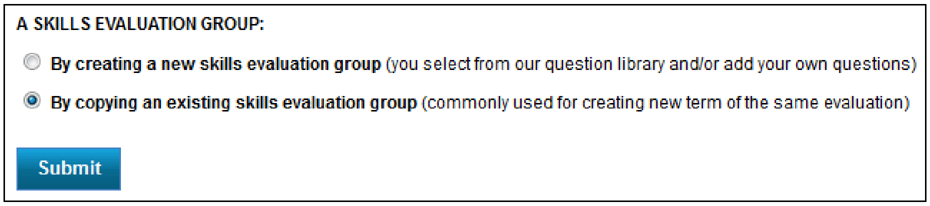
When you are ready to move to the next step, click the Next button. This then takes you to the Tests page where you can begin creating and setting up your tests.



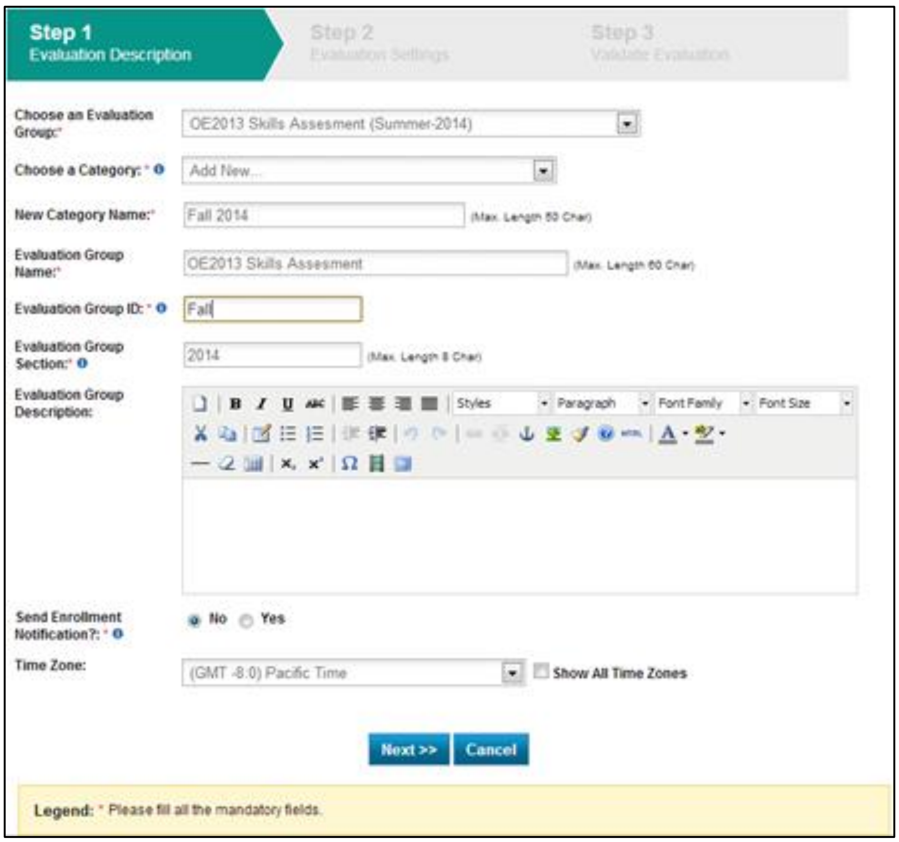
For more information on creating a new test, by either selecting questions from the Question Library or creating your own questions, see the Tests section of this user guide.

Copying an Existing Skills Evaluation Group

You have the option to copy an existing skills evaluation course to reuse it the next semester. Using the copy feature saves you time from recreating the same course. To copy an existing skills evaluation course, select the option and click Submit.



For Step 1, fill in the form as appropriate and click Next.



For Step 2, determine your evaluation course settings. Here you indicate the content to copy (tests, teaching assistants, and discussion forum). When you're ready to move to Step 3, click Next.

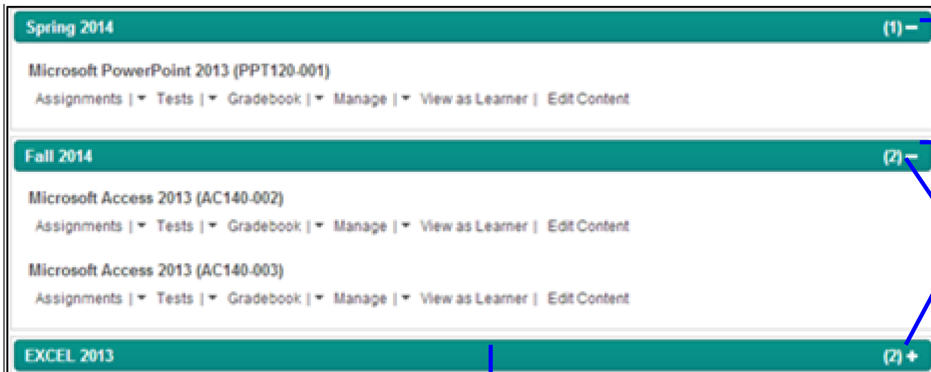
For Step 3, you simply verify the new course start and end dates, and click Save. eLab will create your new evaluation course. You're ready for class!

Account Management

From the Account Management section, you can view your current courses, manage your class files, update your profile, adjust your course settings, and change your password.

Course Organization

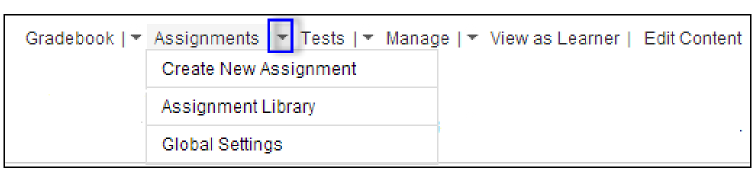
On the My Courses/Evaluations page, courses and any sections appear under categories in greenish bars. Below, you will see two categories – SPRING 2014 and FALL 2014 – and the associated course(s)/section(s) for each.



Clicking a section title takes you to the learner (student) view. A new tab in your web browser window (or a new browser window, depending on your browser) opens and you can toggle between the instructor and learner views. You may want to use this feature to view the overview presentations, video tutorials, student assignment area, and more so you can familiarize yourself with the student experience of eLab. This feature is also a neat way to view how students will see the tests and assignments you create.

Section Organization

Each section of a course includes six links: Gradebook, Assignments, Tests, Manage, View as Learner, and Edit Content. Use these links to build and manage your course. To get to a specific area within the Assignments, for example, click the arrow to expand the menu of related options. This can be used as a shortcut.

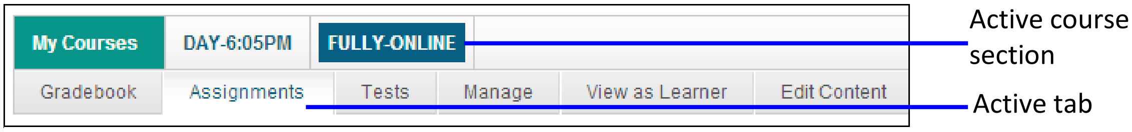


Click View as Learner to experience eLab just as your students do. It's easy to return to your instructor view.

Tip! Remember, you can also click the section title hyperlink to view the course exactly as students do.

Toggling Among Sections

If you have multiple sections of a course, you will see a series of tabs at the top of the page when you enter one section. You can toggle among sections with a click of the mouse button, making it easy for you to compare course sections.



In this illustration, the instructor is viewing the Assignments page for one of the two sections of their Access 2013 course. The active section tab and the active task tab are marked as chosen. The section tab is highlighted (dark blue background) and the active tab is white (not gray).

You can also toggle among different courses under the same category. So, if you have a category called Fall 2014 with courses for Excel 2013, Word 2013, Access 2013, and PowerPoint 2013, you can toggle among all of these with ease.

Tip! Create categories to suit your individual needs.

My Files

In the My Files section, you can add and organize files (such as reference documents or tip sheets you have created) to be used in your courses. Store the files here and then use them in your various courses. Begin by clicking the My Files link under Account Management in the navigation pane. From there you can create folders to organize files, add new files, delete unwanted files, and download files.

Working with Files

Task	Details
Create a folder	• Click the Create Folders button. • Enter the folder name and the parent folder name (if creating a subfolder). • Click the Create Folder button.

Add a file	• Click the Add New Files button.
	• Follow the appropriate step:
	    • **Firefox and Chrome:** Drag the desired file(s) onto the gray area.
	    • **All other browsers:** Click in the gray area, navigate to the desired file(s), and double-click.
	• Choose where to store the file(s) and click Add.

Delete a file	• Click next to the file/folder you want to delete. • Click the Delete button. • Click Yes to confirm the deletion.
Download a file	• Click next to the file/folder you want to download. • Click the Download File button. • Choose to open or save as appropriate.

What Your Students See

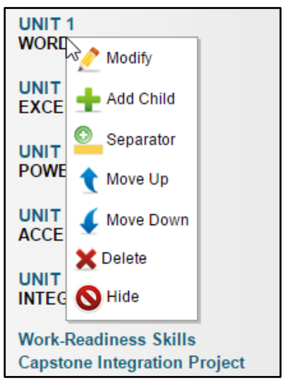
Your students will find your supplementary documents at the bottom of the navigation pane.

Instructor-posted files; students click the links to begin the download process.

Edit Content

eLab has a fantastic feature that allows you to customize your course content. From here you can add new lessons/units, files, web page links, and more. You can also reorganize lessons or units, and even hide units you are not teaching in your course. Begin by clicking the Edit Content link for the applicable course section.

This opens the Getting Started: Modifying an Existing Course page. A short introduction appears in the main content window. To begin adding headings or content, click the green plus sign at the top of the left navigation pane. To edit existing content in the navigation pane, right-click on the content you want to edit. A menu will open. Click on Modify to make any necessary changes. Notice the other options in this menu. You can also move items up, down, or delete it altogether.



Note! You can also perform the actions described here when you set up a new course.

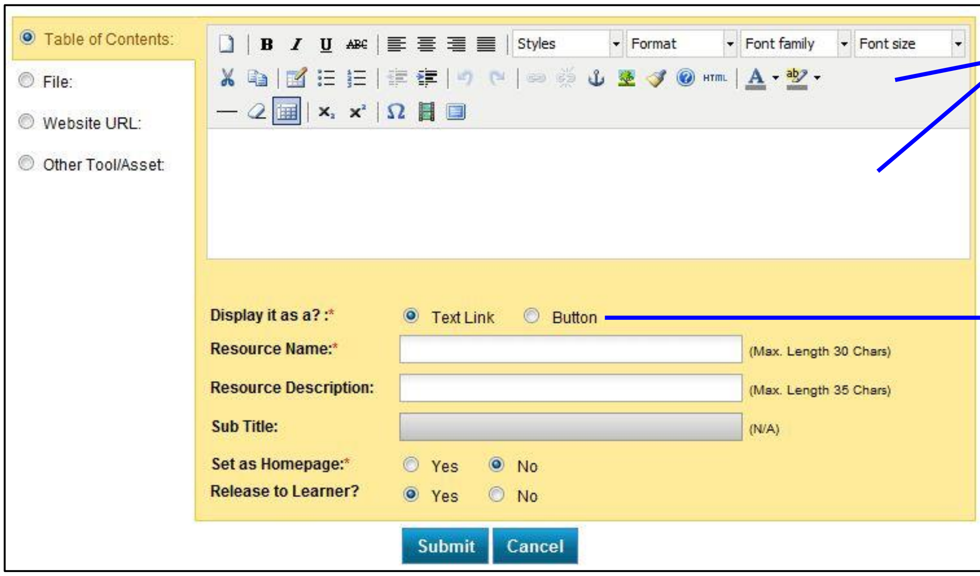
You have the option of adding four different elements to your course:

1. **Table of Contents:** You may want to type the table of contents of the book for your students. However, since the TOC is included in the instructor support material download as a PDF file, you can just as easily add it as a file (see below).
2. **File:** Include any files you wish, such as handouts or additional homework assignments you have created.
3. **Website URL:** Point students to web pages with more information, or send them to the Labyrinth Learning website to check out other titles and course options.
4. **Other Tool/Asset:** Here you can link assignments, tests, discussion forum topics, and even students' gradebooks!

The process for adding these various resources is quite similar. Following is a brief discussion of each as well as an overview of some interesting and fun features.

Table of Contents

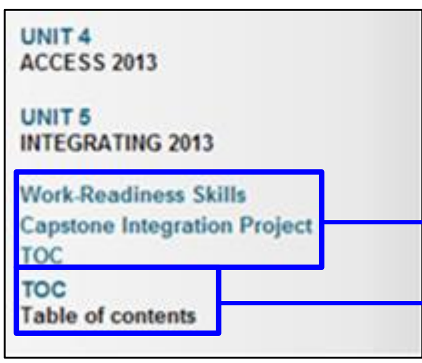
Simply click the Table of Contents radio button to open an expanded window with more options and a place to type your text.



Type your text here. Notice the familiar formatting commands.

Choose Button if you want the item to appear as the Unit designations do on the navigation pane. The options below change depending on your choice here.

The item will always appear at the bottom of the navigation pane.

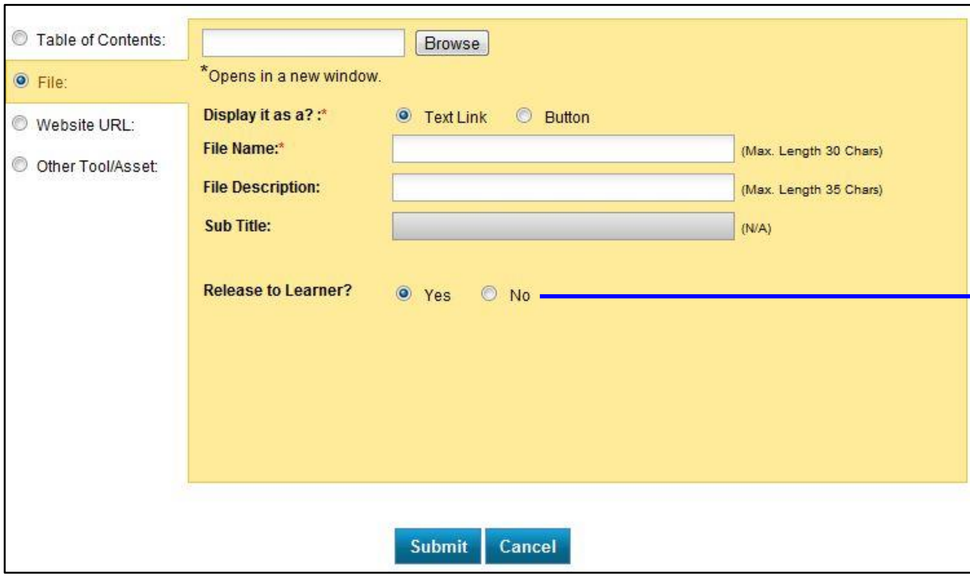


Text links

The table of contents as a button

File

Simply click the File radio button to open an expanded window with more options.

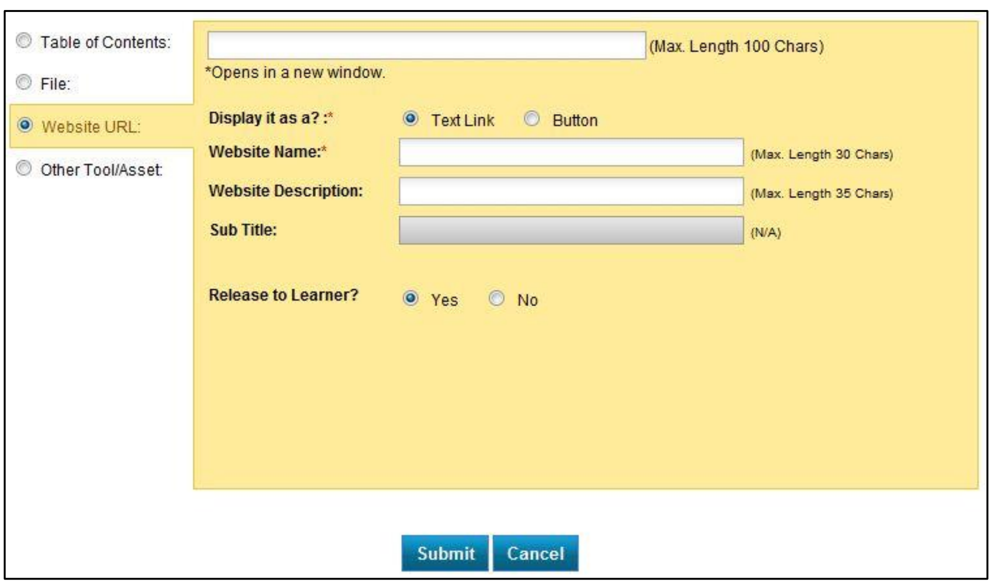


Choose Yes to make the file available immediately to your students.

Note that this screen is fairly similar to the Table of Contents window. Browse to your desired file, which is in the My Files area. Then, decide if you want the file to appear as a text link or a button. Click Submit and notice that the file is added to the navigation pane.

Website URL

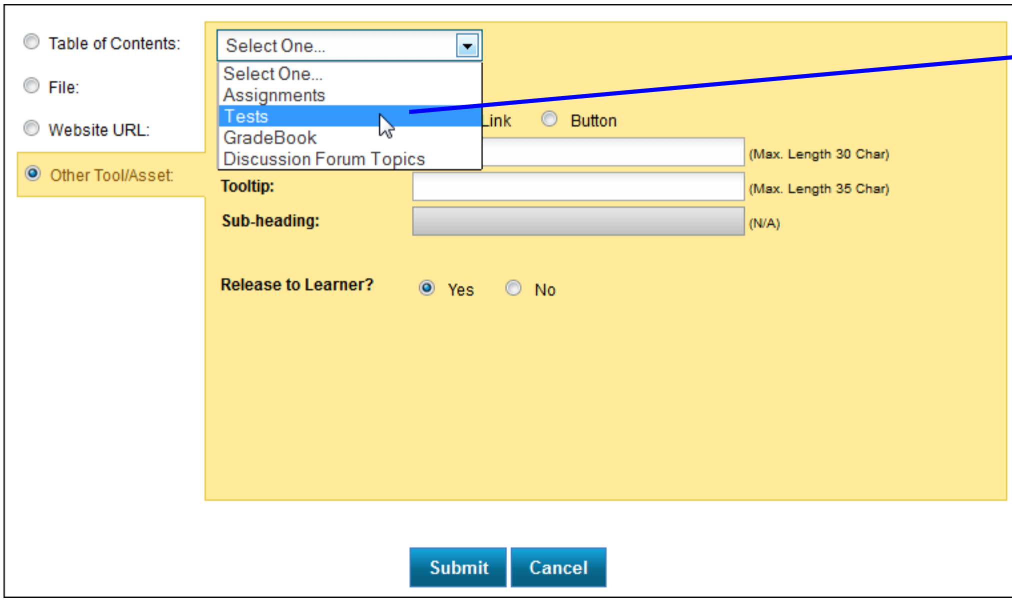
Simply click the Website URL radio button to open an expanded window with more options.



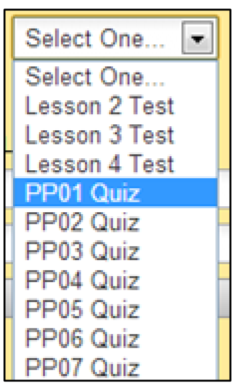
You can add any URL you choose, but remember that websites change frequently. You'll want to periodically ensure that the link is still good.

Other Tool/Asset

Simply click the Other Tool/Asset radio button to open an expanded window with more options.



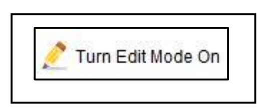
Choose what you want to attach and eLab will open a new drop-down menu with more options.



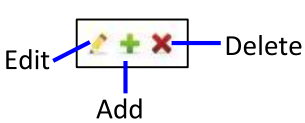
Here, we are choosing to attach a test. eLab will open another drop-down menu, from which we can choose the desired test.

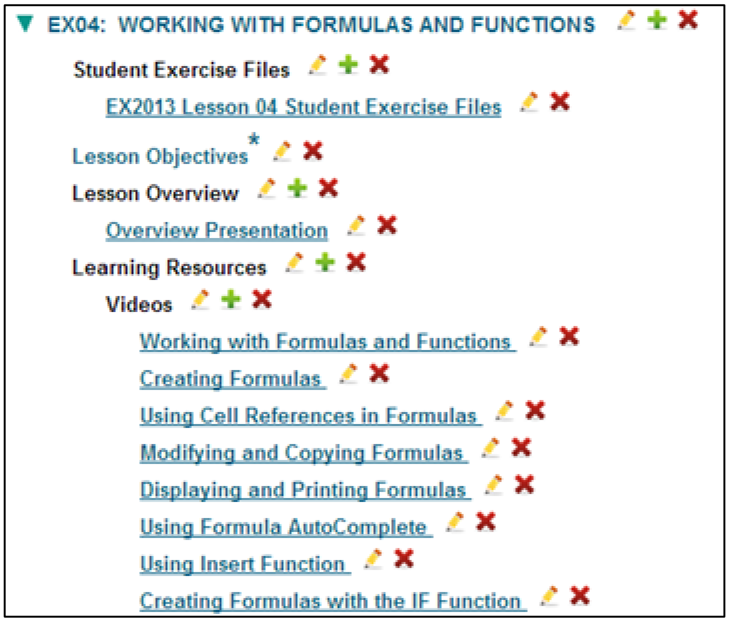
We choose the lesson number, fill in the rest of the main page, and then click Submit. Just as with other items, the test appears at the bottom of the navigation pane.

Editing Existing Content



You can also edit the populated eLab content. Let's imagine we want to manipulate Lesson EX04. First we click the Unit 2 link in the navigation pane and then we click the EX04 link in the main window. Finally, we click the Turn Edit Mode On button in the top-right corner of the window. You will see a series of icons next to the text items.

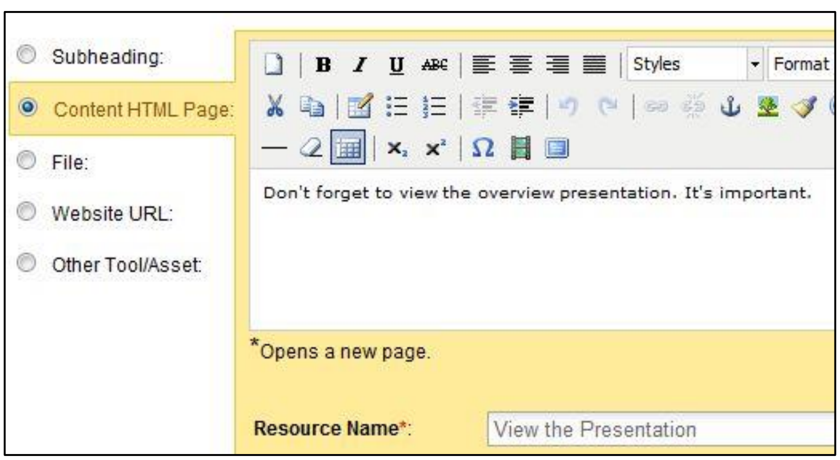




It's pretty standard, really. If you do not want the Learning Objectives to appear for students, for example, click the red X to delete this item. Let's say you want to make a change to the Lesson Overview area; click the green plus sign next to Lesson Overview. The next window to open should look pretty familiar to you. You have five options:

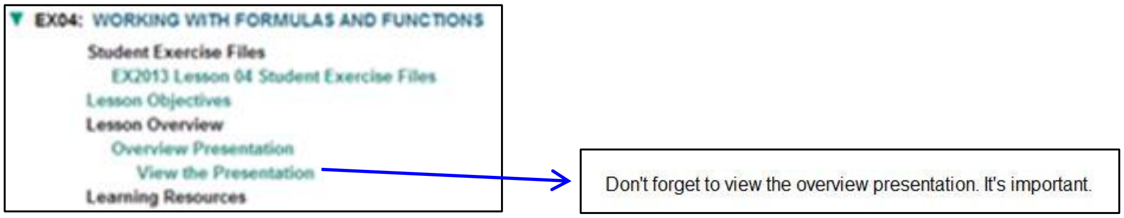
Subheading: You can further organize the content by adding subheadings. Click the Edit button next to the desired item and then click the Subheading radio button. Type your text and click Update.

Content HTML Page: Want to type a text message for students? Do so here.



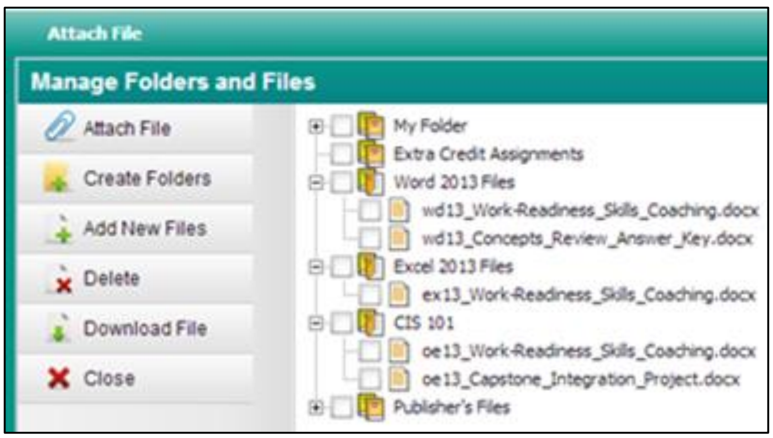
Here we are prompting students to view the overview presentation with a simple note.

And here's what students see:

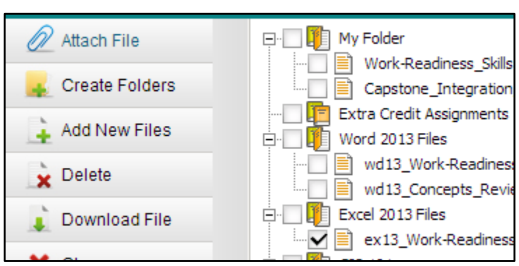


Students click the link and a new window opens with your note.

File: You can add files specific to a lesson by choosing the File option. When you click the Browse button, the Attach File window opens. Here you can choose a file from your My Files area, or click the Add New Files button to browse your computer.



In the Add New Files window, drag and drop the desired file onto the gray bar (Firefox and Chrome) or click to open a dialog box. Choose your parent folder, which is the folder in the My Files area where you want your new file to be stored, and click Add. The Add New File window closes. In the Attach File window, place a checkmark next to your file and click the Attach File button.

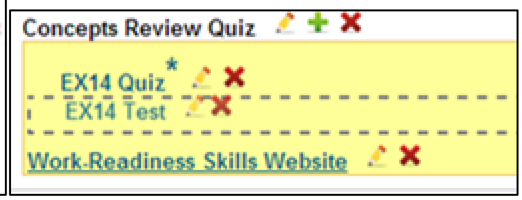


Website URL: Instead of creating a URL to be placed on the navigation bar, you can set it to appear within a lesson's content. The process is the same.

Other Tool/Asset: Just as you saw earlier, you can attach assignments, tests, and students' gradebook to lesson-level content. This way, the item will be available to students from their Content areas of eLab.

Drag-and-Drop Feature

A new item may not appear in the lesson area where you would like it to. No problem! You can drag and drop it to another location.



Hover your mouse pointer over the item until you see a four-way white arrow symbol. Then, just click and drag the item to the desired location. When you're ready, just click to set the location and then click the Save button to the right of the lesson title.

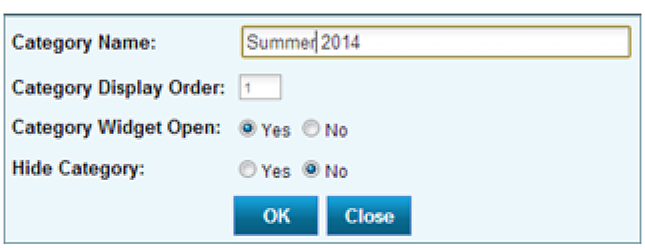
Important! Don't forget to click Save.

My Profile, Settings, and Change Password

In the My Profile section, you can view the profile you created when you signed up for eLab. Click the Edit button to make any changes, and note the mandatory fields. In the Settings section, you can create course categories and create alerts for students. The Settings area is organized by tabs.

Course Categories

The Course Categories tab under Settings allows you to create, edit, modify, and rearrange the categories used to organize your eLab courses. Here, you can rename or delete categories by clicking the Edit icon.

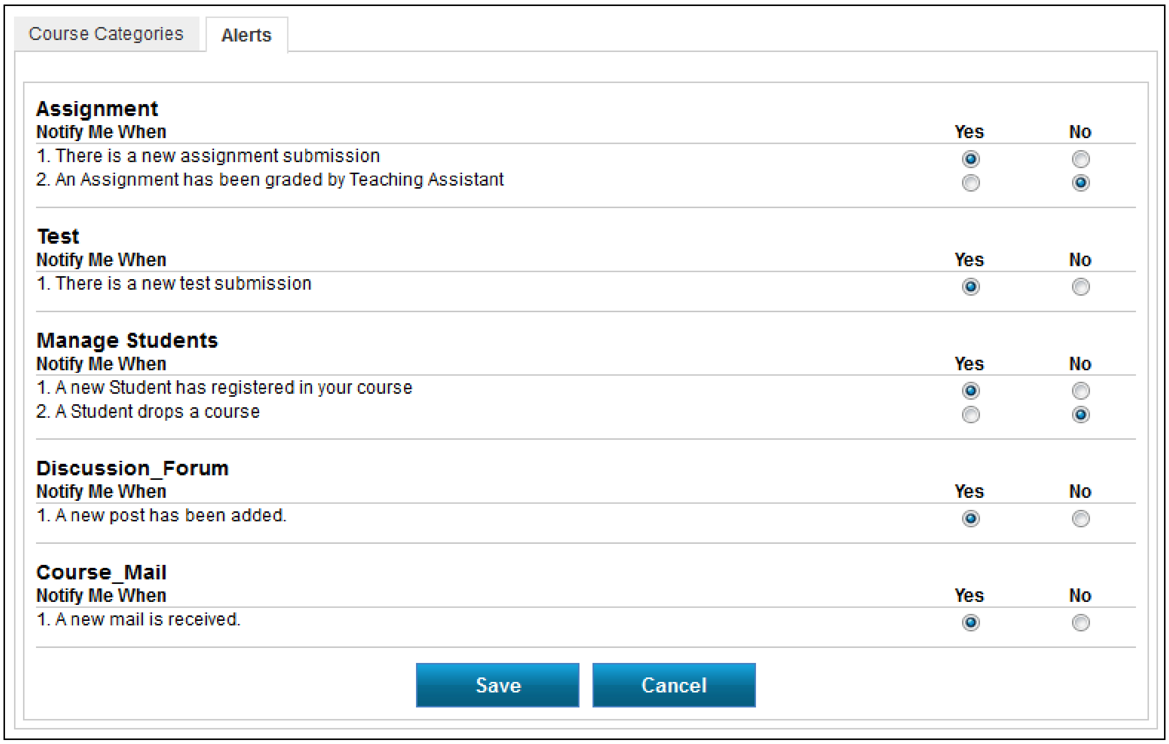


Just type the new name in the box and then click OK to save your change. Or, click Close to cancel.

To move a course or course section to a different category, click the Manage link for that course/section from the My Courses page and then go to the Edit Course Description tab and change the category field. Click Save to apply the change.

Alerts

You can configure eLab to notify you when certain events have taken place, such as when assignments or tests are submitted or when students join or leave your class. There is even an alert for when a student has posted in the discussion forum and when you have new Course Mail. Simply choose your desired options and click Save.



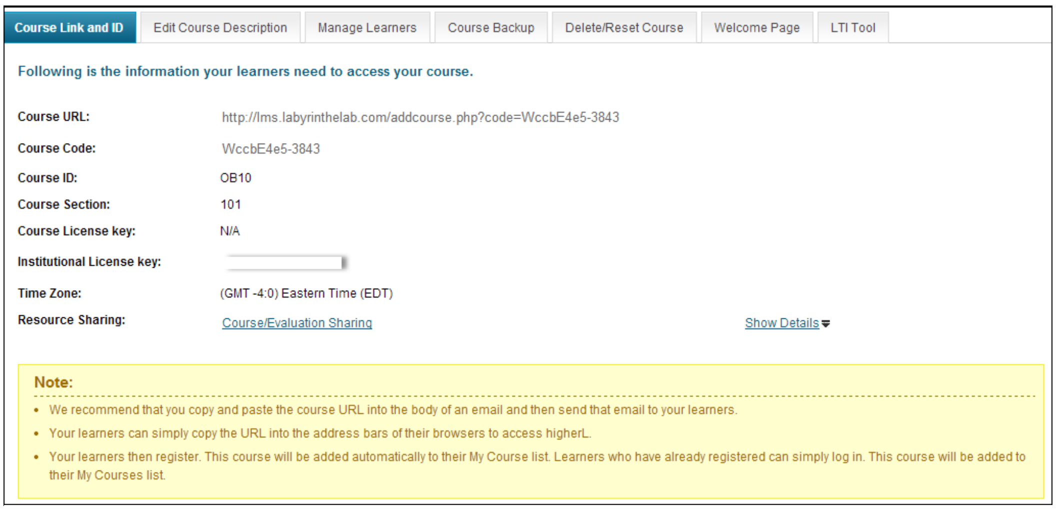
Change Password

Changing your password is easy. Simply enter your existing password and then enter and confirm your new password. Click Submit to activate your new password.

Manage

The Manage link on the My Courses page gives you access to information about your course and the ability to manipulate your current course. The Manage page has six tabs:

- Course Link and ID
- Edit Course Description
- Manage Learners
- Course Backup
- Delete/Reset Course
- Welcome Page
- LTI Tool



Course Link and ID

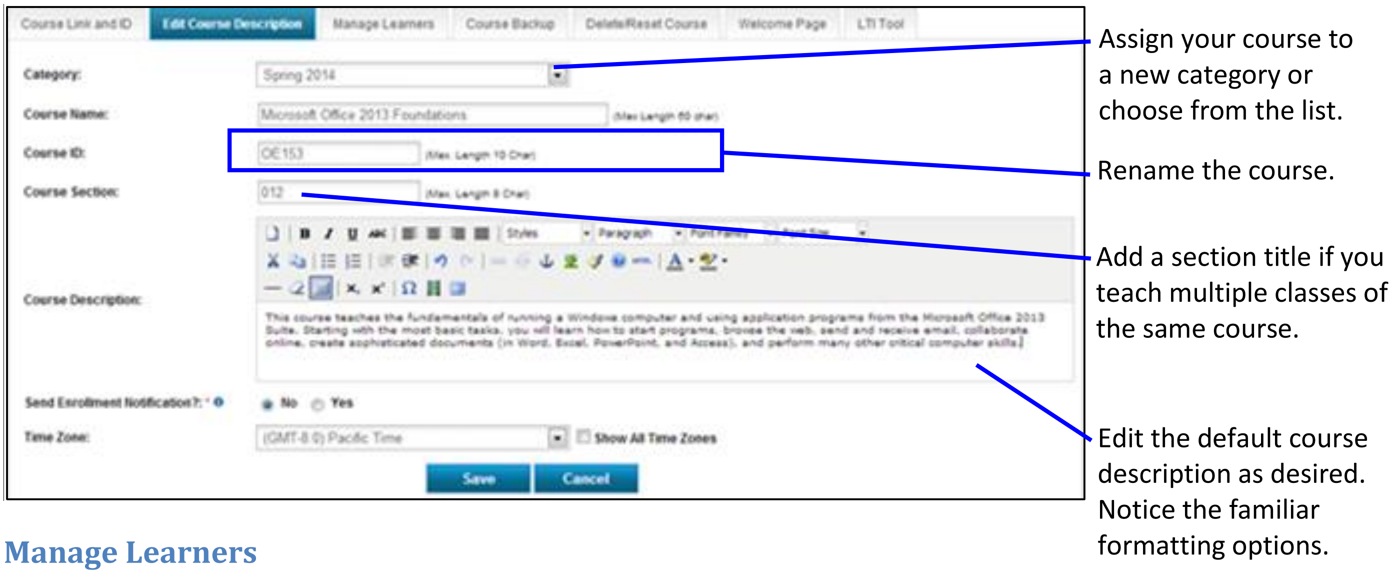
Here you will find your individual course URL, code, and ID. If applicable, the course and/or institutional license key will appear on this page as well. As noted in the Course URL section of this document, you provide to your students via email or other means the course link. You may also direct your students to http://www.lablearning.com, where they can set up an account and/or enter the course code (and, if applicable, the license key) that you provide from this page.

Edit Course Description

A default course description has been created for you. You may edit it as you wish. You can also rename the course and/or change the category, course ID (nickname) and section name. The default course name is the Labyrinth textbook title. You can change this to any name you wish, such as the course name at your school. Your new title will appear on the student and your My Courses lists.

> ***Tip! You may want to add a section name or number to help differentiate sections of the same course that you are teaching. Remember that the course section name or number is limited to eight characters.***

To edit the course description, simply click in the box and begin typing. When you are finished, click the Save button.

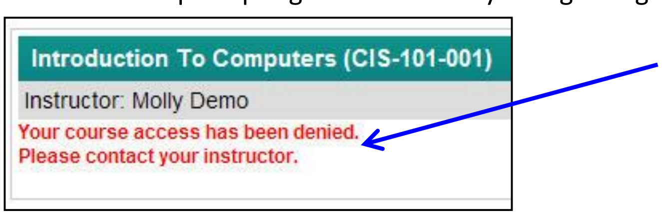


Manage Learners

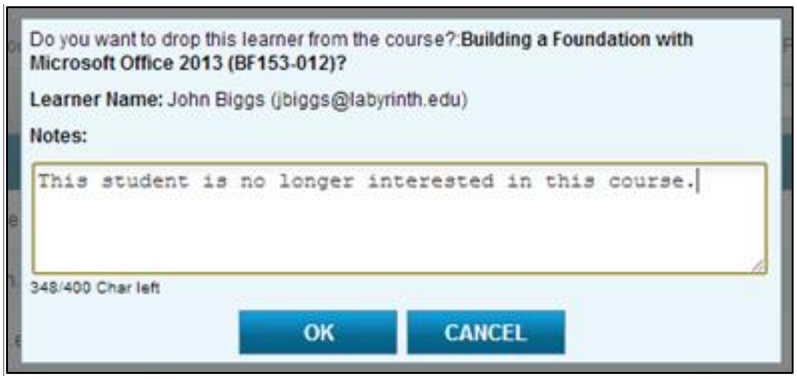
From the Manage Learners tab, you can take four actions regarding your students: Move, Deny Access, Drop, and Delete.

Following are descriptions of the various tasks you can take in the Manage Students section.

- **Move:** You can move a student from one course/section to another course/section within the same category of courses. Only the student name is moved; no student data regarding assignments or tests is moved. Moving a student means that the student becomes registered in your new section. He does not have to go through the course association process again.
- **Deny Access:** You can temporarily or permanently deny a student access to your course. When a student who has been denied access to your course attempts to log in, she will receive a note prompting her to contact you regarding her access.



- **Drop:** You may want to drop a student from your course. Simply click the Drop trashcan icon for the applicable student. You can add a note to yourself to indicate why you are dropping the student, if you choose.

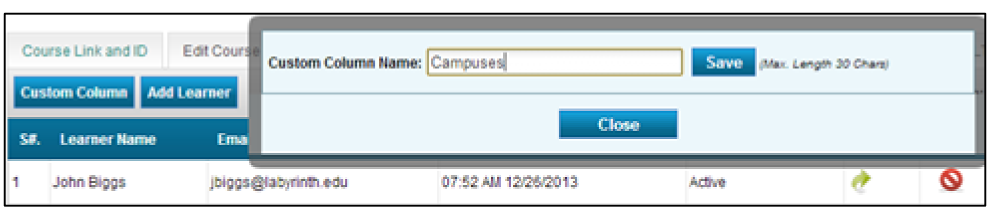


In the Manage Students table as well as in the gradebook, a dropped student is indicated with a tinted color behind the name and a line through the name and email address. You *cannot* undo a drop.

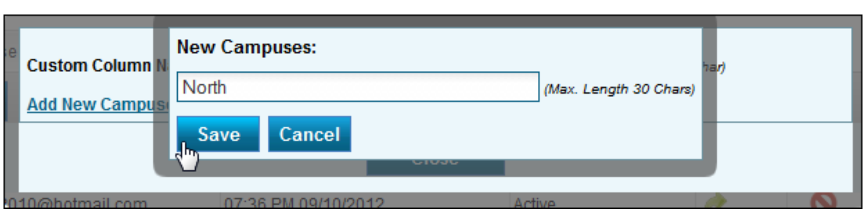
Tip! If a student is dropped from a course within two weeks of activating his license key, he may use the same license key with full time allotted in another course. Students may also drop themselves from a course and retain full license key privileges if done within two weeks.

- **Delete:** When you delete a student from you course, all student data is wiped entirely from the Manage Students table and the gradebook.

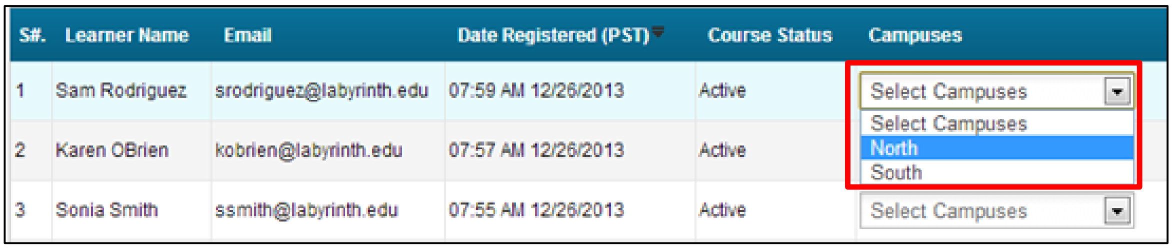
You can also create a customized column In Manage Learners to organize your students. For example, let's say you have students from different campuses. You can create a column for different campuses and organize your students by campus name. To create a custom column, click the Custom Column button. Type the name of the custom column (we'll name it "Campuses") and click Save.



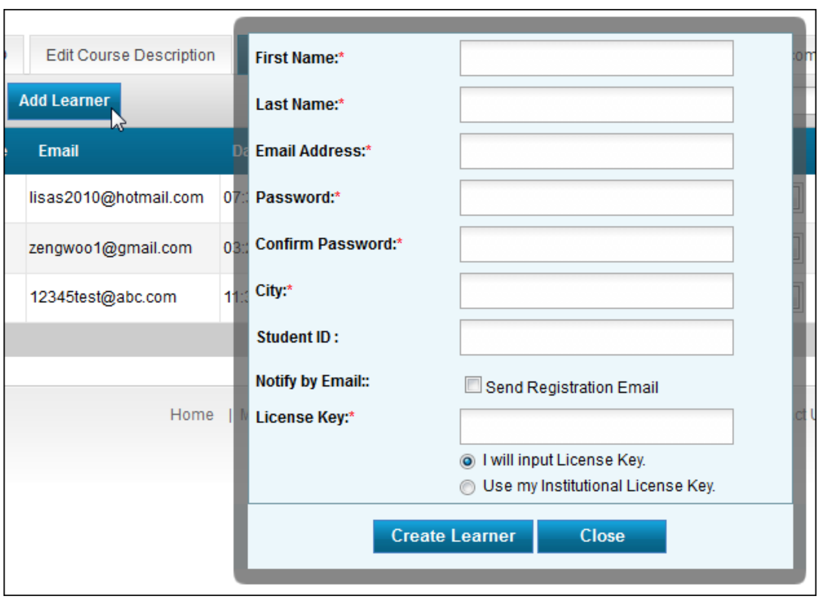
Next, click the Add New Campuses link and type the name of the campus, for example, "North." You can repeat this step to add more campus locations.



Once you are done creating your columns, click the Close button to go back to the main Manage Learners page. Next, select the campus from the drop-down list for each student and your selection will save automatically. Now, go to the Gradebook, and the 'Campuses' column will show up after the students' email column and the campus location for each student will then be visible.



Another great feature under the Manage Learners tab is 'Add Learner'. Here, you will be able to add a new student to your course without having them registering themselves. Simply click the 'Add Learner' button and fill out the form with the student's information. You can then input the student's license key or use your institutional license key, which will get filled in automatically. Click the Create Learner button. The student will then appear in your Gradebook and will be able to login and access the course using the email and password you set for them. It's that simple!

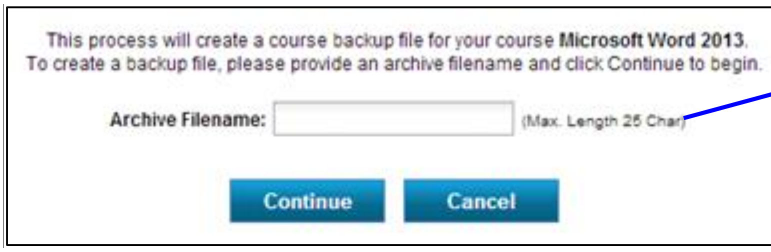


Course Backup

The Course Backup tab allows you to back up/archive your courses. All course information—including assignments, tests, handouts, student submissions, gradebook, etc.—is archived. You may want to archive a course so you can refer to the data later, if you need to do so for any reason (such as if a student contests his/her grade, for example).

To create a new backup file:

1. Click the Create New Backup button.
2. Enter a backup (archive) filename and click the Continue button.



The filename should be at least 6 and no more than 25 characters.

Pause while the archive file is created. When the archive is created, you will receive a confirmation page.

3. Click the Continue button.

The next page gives instructions for downloading and viewing your course backup file. You can delete the file when it is no longer needed.

S#	Filename	Date Created	Download	Delete
1	wd13-comp	12:06 PM 12/18/2013		

Delete/Reset Course

You would choose to *reset* a course section at the end of a class term when you want to remove all student-related data but retain all of the assignments, tests, handouts, and other class materials that you have created. Choosing Reset Course deletes permanently:

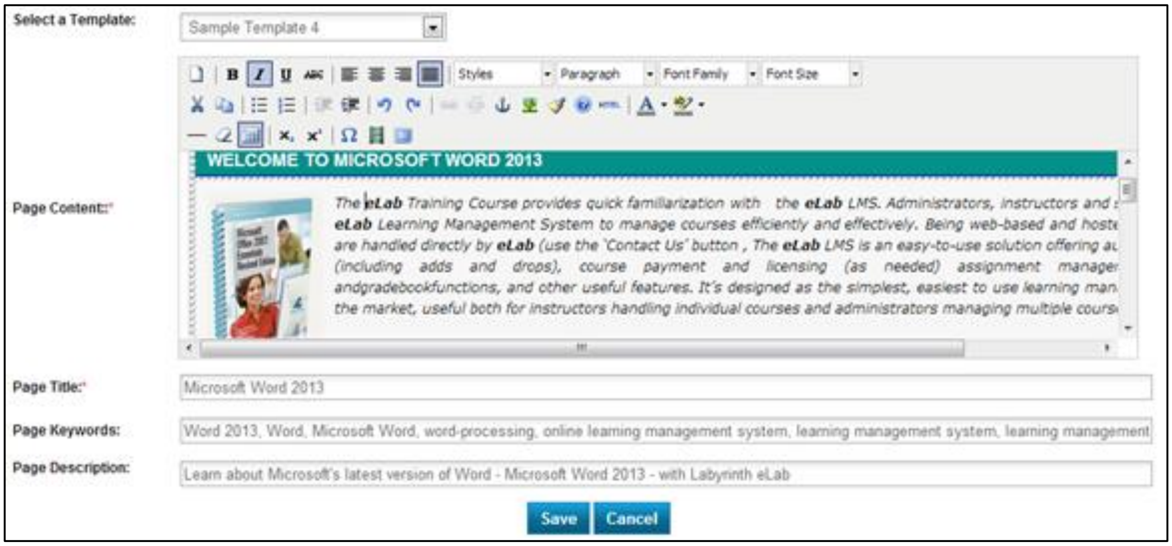
- The current populated gradebook
- Students' submitted assignments
- Students' submitted tests

> ***Tip! Remember to change the available and due dates for existing tests and assignments when you set up your next class section.***

You would choose to *delete* a course section only when you want to completely and permanently remove all student-related data as well as any and all assignments, tests, handouts, and other class materials you have created. Choosing Delete Course means you will have to build your new course section entirely from scratch.

Welcome Page

You can add a welcome page to your eLab course to help acclimate your students. Various templates are available. Just choose a template from the Select a Template drop-down menu to see a preview with default text. Using familiar editing and formatting tools, you can easily create a custom welcome page for your course.



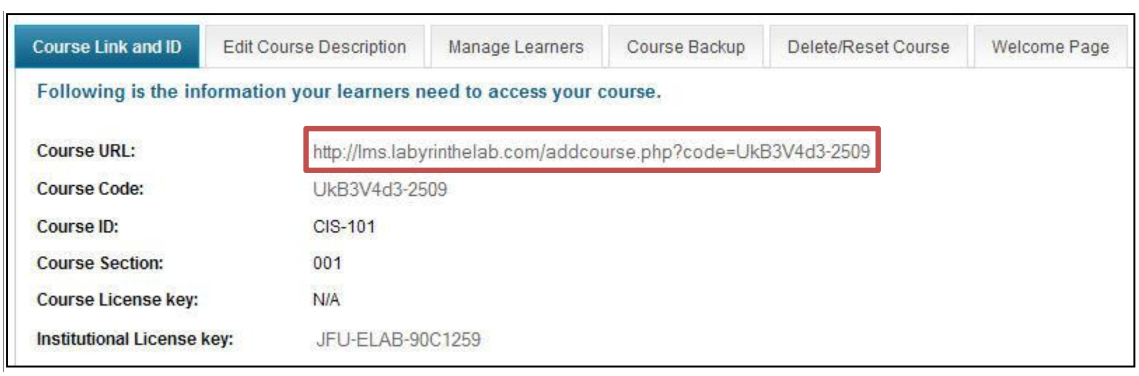
Click Save to add your welcome page.

Giving Students Access to eLab

There are two ways to give students access to eLab. You may use either procedure.

Course URL

Provide to your students via email or other means the course URL, which can be found in the Manage area of your course section. From the My Courses page, click the Manage link. Then, if necessary, click the Course Link and ID tab. Copy and paste the course URL into the body of an email message and then send that message to your students.



Students click the link in the email and are sent to the eLab homepage, where they can then set up their accounts and register. Once their accounts are set up, your course will be added automatically to their My Courses/Evaluations page.

Course Code

In lieu of giving students the course URL, you can provide the course code (see the previous illustration) and license key. In this case, send students to **http://www.labyrinthelab.com**. There they can fill out the Create an Account form and click Create My Account. The next screen that appears will be the My Courses page. Students click the link that appears.

Next, they enter the course code and license key and click Add Course. Students are now registered and logged in to your eLab course.

License Key

Labyrinth offers three types of license keys for eLab courses, as outlined in the following table.

eLab License Keys

License Key Type	Details
Single Course	Purchased with the textbook (bundled); for use by one student with one eLab course
Unlimited Course	Purchased separately from the textbook (in the bookstore or from lablearning.com); allows one student to register for an unlimited number of eLab courses within two years of the date the license key is initially activated
Institutional	Purchased by an educational institution in blocks of 5, 25, 100, 250, 500, or 1,000 uses

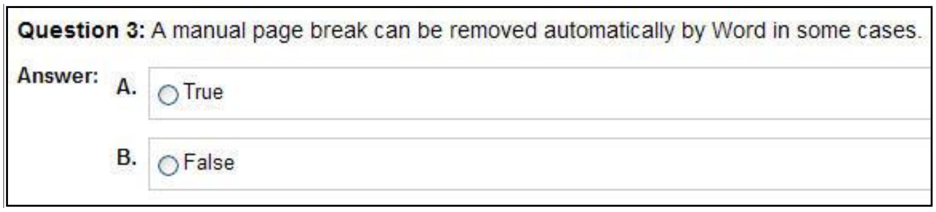
Once students have registered, they enter the license key on the Add Courses page. If your school has purchased an institutional license, you must provide that license key to your students. All students use the same institutional license key.

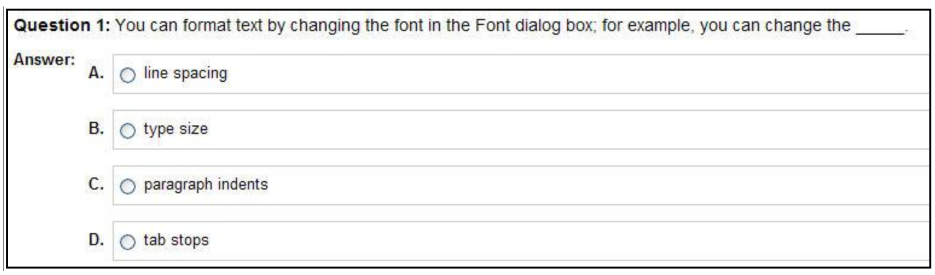
Tests

eLab provides premade tests and the ability for you to create custom tests from a bank of predesigned questions. Five main types of questions are available:

- True/false and multiple choice
- Sequence
- Matching
- Simulation
- Hotspot (Office 2007 and QuickBooks only)

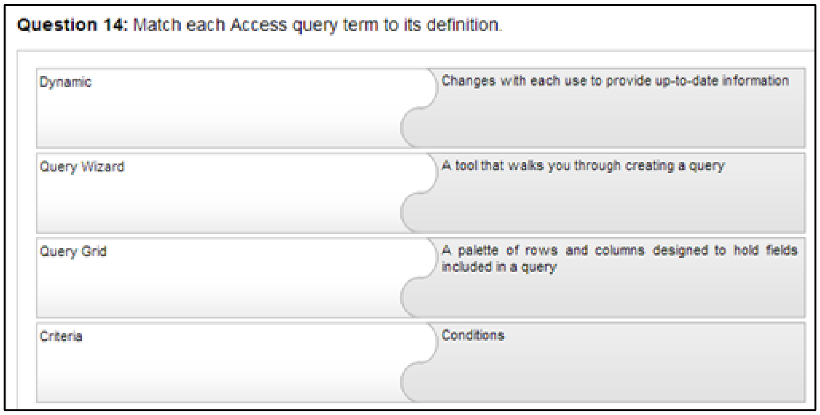
True/False and Multiple Choice: Students have one attempt to complete each of these question types, but they can change their answers multiple times before committing their final answers.



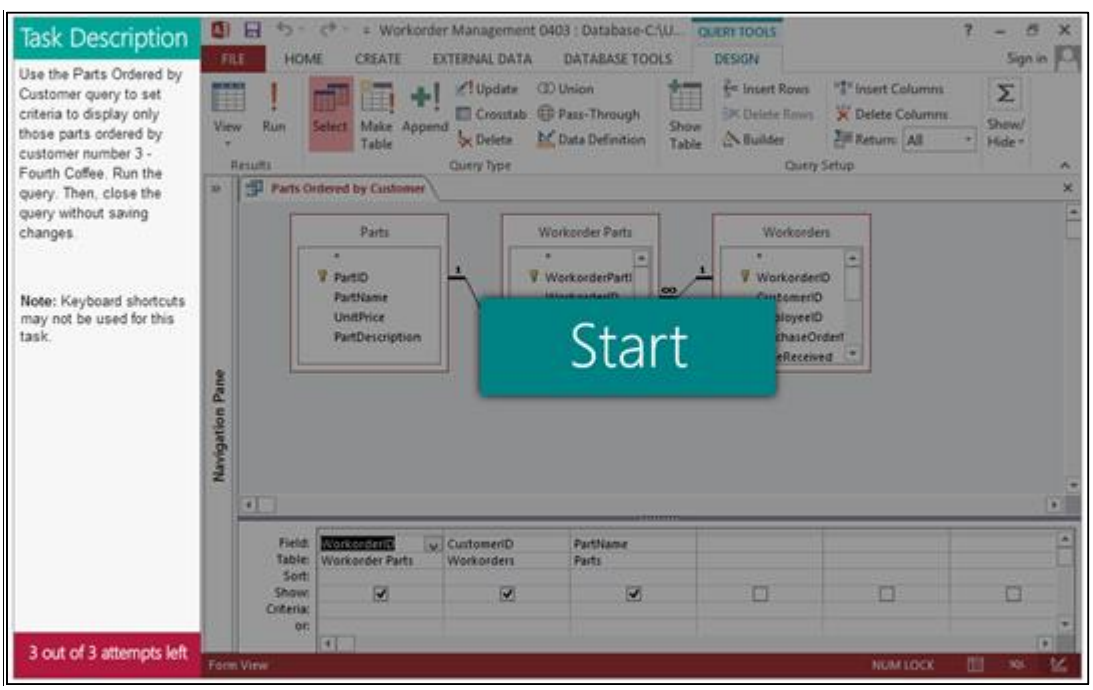


Sequence: In sequence questions, students drag and drop the steps needed to complete a task into the proper order. They have one attempt to complete these questions. Students must click Submit Answer after completing these questions.

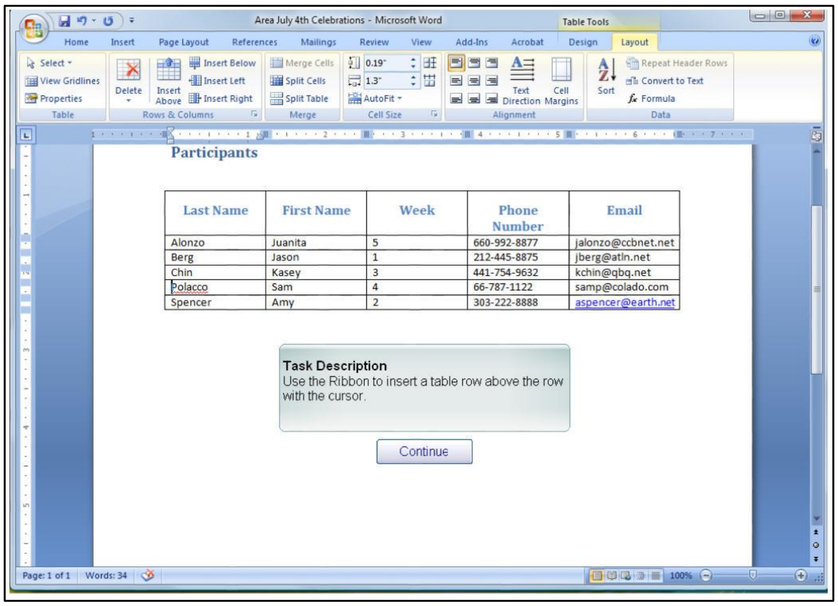
Matching: In matching questions, students match the items in the two columns by dragging and dropping the item in the left column to the appropriate item in the right column, or by entering the item letter in the right column to the appropriate box in the left column. Students have one attempt to complete each of these questions. Students must click Submit Answer after completing these questions.



Simulation: Simulation questions are designed to give students a realistic computer environment. They click buttons, menu items, select text, etc. in the simulation just as they would in an application. Unless specifically stated otherwise in the Task Description of how to accomplish the task, students can use any path available in the application to complete it (for example, menu commands or keystrokes). Students have three opportunities to complete the task presented. Once they click the Continue button in the Task Description window, they must complete the question in its entirety and cannot skip to another question and then return to the previous question.



Hotspot (Office 2007 and QuickBooks only): In hotspot questions, students complete a short task in an application. Hotspot questions are designed to give students a realistic computer environment. Students click buttons, menu items, etc. on the screen just as they would within the application. Students can use any correct path unless specified to accomplish the task; however, the steps are linear and must be performed in a specific order, which is defined in the Task Description. They have two attempts per step or task within each question. Once students click the Continue button in the Task Description window, they must complete the question in its entirety and cannot change their answers. Students must click Submit after completing these questions.

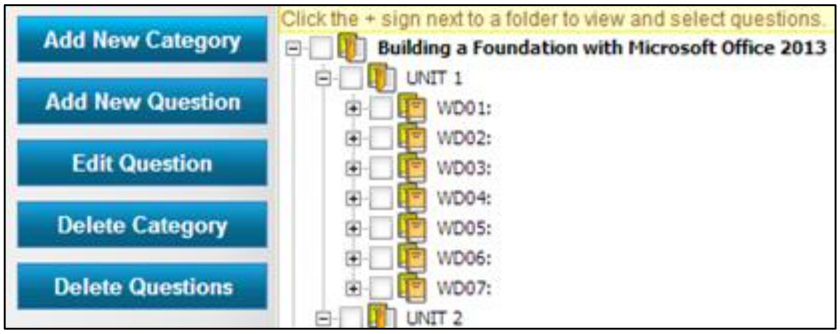


Question Library and Test Library

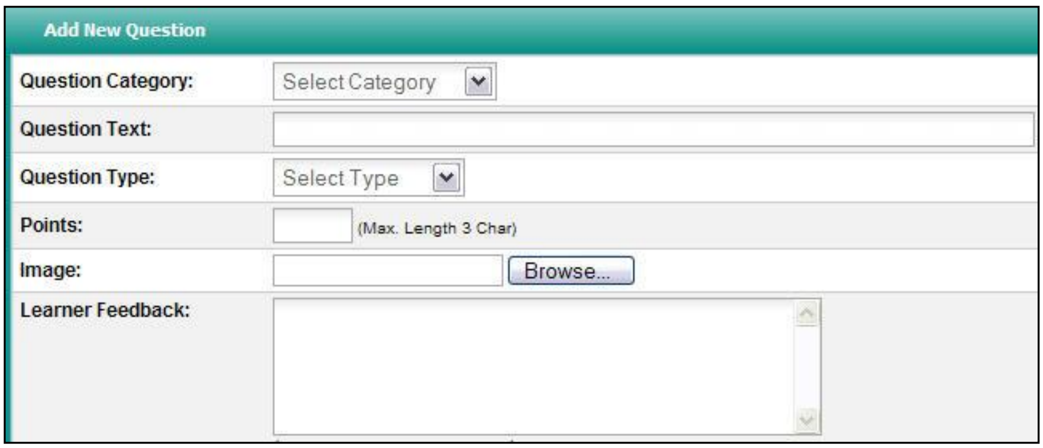
eLab features two libraries of test questions: the Question Library and the Test Library.

Question Library

The Question Library includes all Concepts Review questions (10 true/false and 5 multiple choice per lesson), test bank questions (at least 5 of each true/false, multiple choice, matching, and sequence) which are also included in the instructor support material download, and simulation questions. To view the Question Library, click the Tests link on the My Courses page and then click the Question Library button.



Questions are organized into units and lessons. Click the plus or minus signs to expand or collapse areas. Notice the option buttons on the left. You can add your own categories and even create your own test questions.

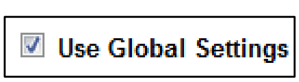


Test Global Settings

The Test Global Settings feature lets you set various fields that are used when creating new tests, and apply these settings to each new test or batches of new tests without having to populate the fields each and every time. To set the Global Settings, click the Global Settings button on the main Tests page.

On the Test Global Settings page, choose the settings for the fields that you wish to use when creating new tests. When you are finished making your selections, click the Save Settings button to save your choices.

To use your global settings when creating new tests, click the Create New Test button. If you have set up your global settings, you will see a checkbox titled “Use Global Settings” at the top-right of the Configure New Test page. Check this box and your global settings will be applied to your new test.



If you wish to change any of the global settings for a particular test, you can do so by changing the settings in any of the fields in the Configure New Test window.

Test Library

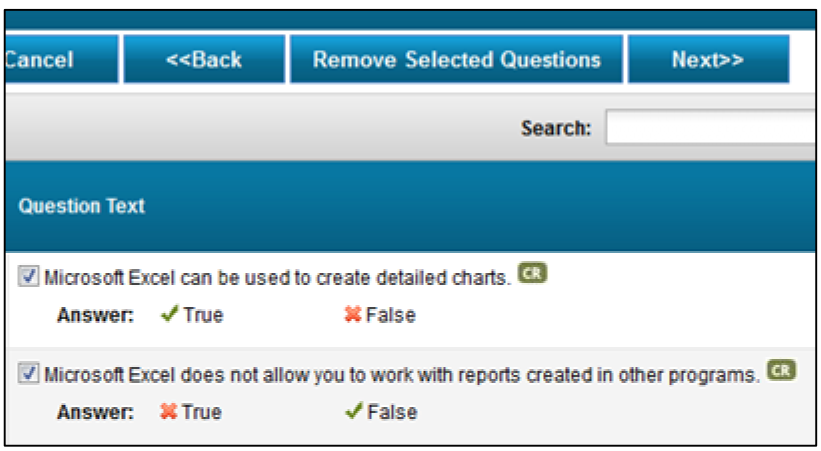
The Test Library includes prebuilt tests that are ready for you to publish for your students. Lesson-level and unit-level tests are available. Test question types include true/false, multiple choice, matching, sequence, hotspot, and simulation.

You can navigate to the Test Library one of two ways. You can click the Tests link under your course section on the My Courses page, then click the Test Library button at the top-left of the test table. Or you can click the Tests drop-down menu and click the Test Library link to go there directly. Click the Use link next to the test of your choice in the far-right column of the Test Library to set up your test.

Step 1: Configure Test. Enter the fields on the Configure New Test page or check the Use Global Settings box to apply your saved settings and edit whatever you wish. When you have finished, click Next to move to the second step.

Step 2: Choose Questions. The next page shows all the questions that are included in the prebuilt test. Concept Review questions will have a CR logo at the end of the question.

You may remove questions from the test by checking the checkbox to the left of the question and clicking the Remove Selected Questions button located at both the top and bottom of the question window.



Click the Show Question Library To Add Questions button to display the Question Library where more test questions are stored in category folders.

To add questions, check the checkbox next to your chosen questions and click the Add Selected Questions to Test at the bottom of the Question Library window. To hide the Question Library again, click the Hide Question Library button at the top of the Question Library window. When you are finished choosing questions for your test, click Next.

Step 3: Edit Point Values. The third step allows you to change the point values. You may change the point value for any individual question or for all questions of a certain type. You can also shuffle the questions and answer options. When you have completed this step, click the Save button to complete the prebuilt test setup.

You may add more than one test at a time to your course. To add prebuilt tests in batches from the Test Library, check the checkboxes next to the tests you want to add. This will activate the Use All Checked at the top-left of the Test Library window.

☑ Uncheck All | Use All Checked | Advanced Sort

#		Test Name	Availability
1	☑	AC01 Quiz	Always Available
2	☑	AC02 Quiz	Always Available
3	☐	AC03 Quiz	Always Available

You can also click in the Check All checkbox to select all the prebuilt tests in the Test Library. A pop-up box will ask you if you want to apply your global settings to all the selected tests. Click No if you prefer to apply the settings to each test manually.

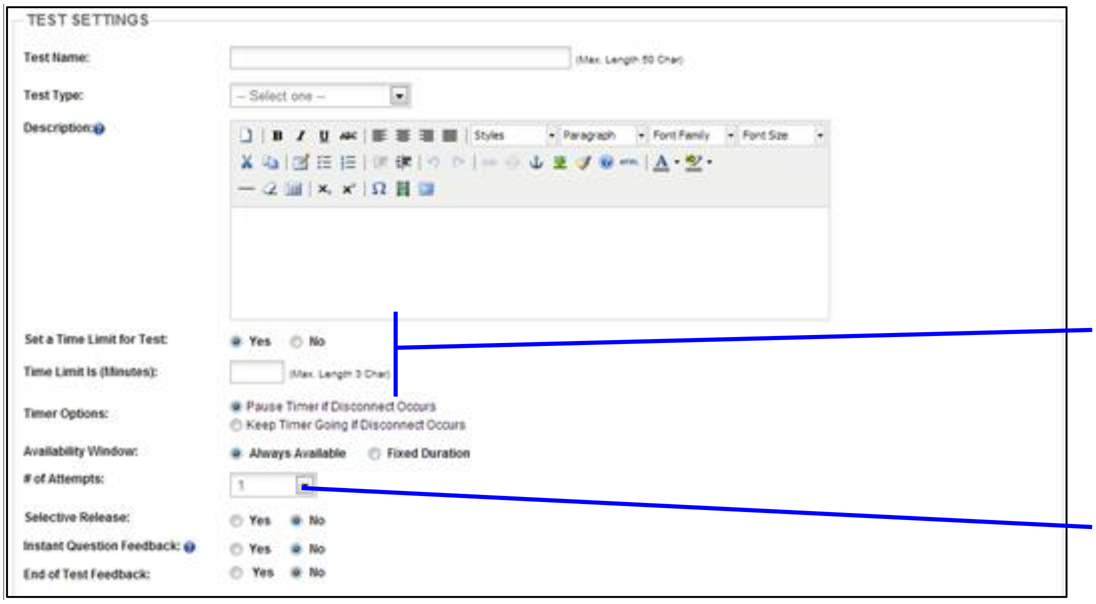
When you click Yes to apply your global settings to all the selected tests, the next box will ask you if you wish to make edits to your global settings. Click Make Edits to change any of the fields in the first step of each of your chosen tests and click the Save and Next button to edit the next test. When you have finished editing the settings for the last test, click Save. You may also click Save to save the tests with your current global settings.

Creating a New Test

To get started, click the Tests link under your course section on the My Courses page. Then, click the Create New Test button in the test table.

Step 1: Configure Test. The Configure New Test section is organized into four subsections: Test Settings, Score Settings, Security Settings, and Gradebook Settings.

In the TEST SETTINGS section, input the test name and description, as well as details about time limit and availability.



If you choose No for the time limit option, the Time Limit Is box will disappear.

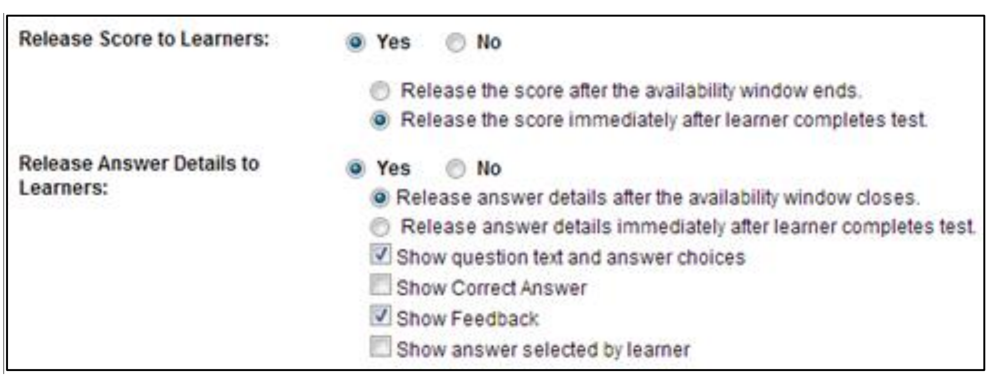
Choose the number of times (1-10 or un-limited) that a student can take the test.

Note! While dashes and periods are permitted in a test name, the following characters cannot be used: " , ` ~ % ^ = [ ] \ { } |< >.

The Timer Options section allows you to specify how the eLab test timer will behave if students lose their Internet connection and/or are ejected from eLab unexpectedly. If you want eLab to stop the timer if a student leaves a test in the middle of a session, choose the Pause option.

If you want the test to be available to students at any time, leave the Always Available radio button selected. Click in the Fixed Duration radio button if you want the test to be available to and due from students on specific dates.

In the SCORE SETTINGS section, you specify details about releasing test grades and feedback to students.

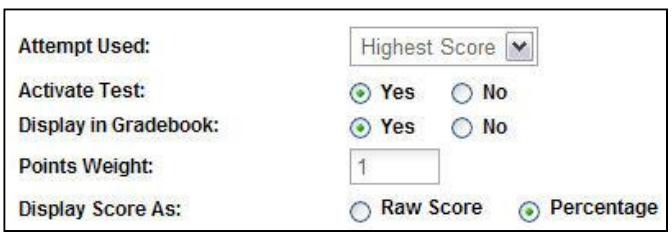


The option to release scores to students is set to Yes and "after student completion" by default. If you keep this setting, eLab will release the scores immediately upon completion of the test. You can change this default setting.

You can also choose exactly what type of information is made available to students. The preceding illustration shows the default settings. You may choose any of the three option boxes for releasing test answer details to students.

The SECURITY SETTINGS window allows you to set a password for a test. You determine the password and then give that password to students during the class session when the test is to take place. Or, you might email the password to students at the appropriate time.

The final subsection in the Configure New Test window is the GRADEBOOK SETTINGS section. Here you determine how this particular test will affect students' final grades.

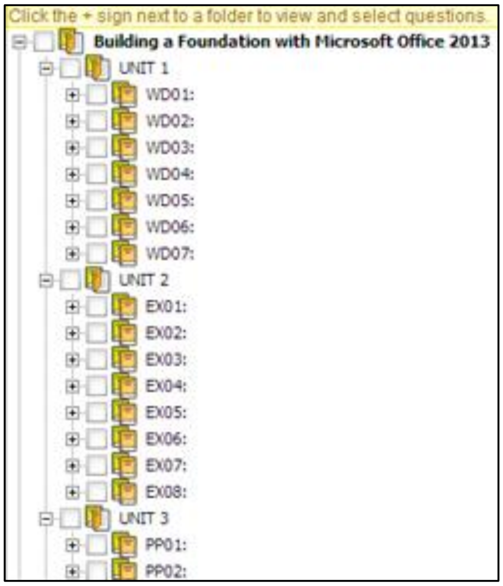


From the drop-down menu you can choose which student score to use in grading, if you allow multiple attempts at the test. If you choose Average from this list, you cannot manually change the grade in the gradebook later. The preceding illustration shows the default settings for gradebook options. You may alter these as you see fit.

If you have set up Global Settings, you can check the Use Global Settings checkbox in the upper-right of the Configure New Test window and all the settings you saved will automatically be applied to your new test.

Click the Next button at the bottom of the screen to move to Step 2 in the test creation process.

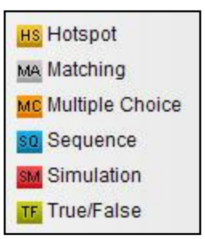
Step 2: Select Questions. Click the Show Question Library to Add Questions button. A tree-structure diagram will appear that organizes questions into units and then lessons.



Since we are creating a test for Excel Lesson 2, we can click the plus sign next to this lesson to see the available questions.

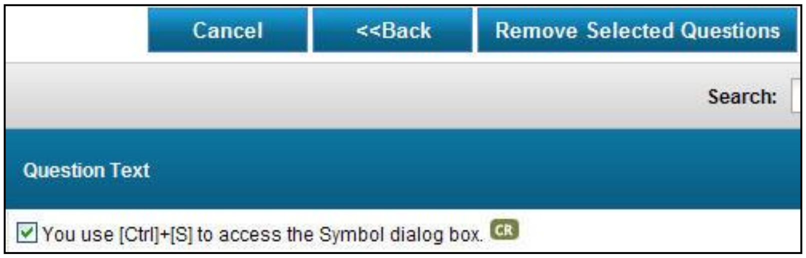
Tip! You can click the checkbox next to a lesson or unit folder to choose all questions in that folder.

Place a checkmark in the checkbox next to the desired questions. Notice the colored boxes next to the questions. They indicate the question type.

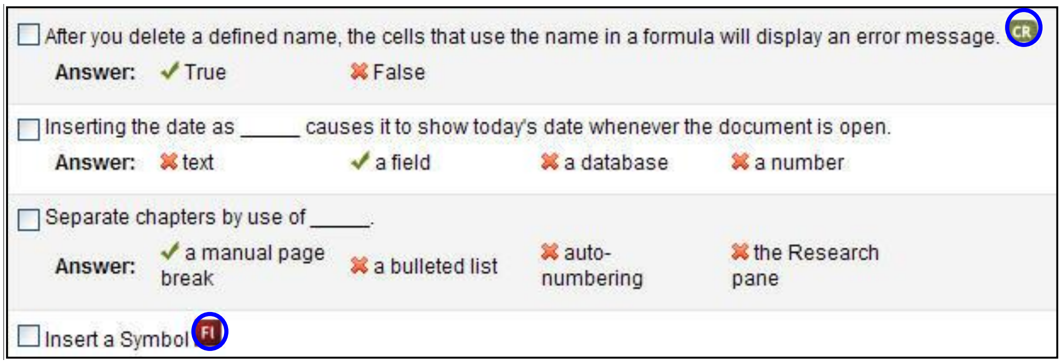


When you have selected all desired questions, click the Add Selected Questions to Test button. Notice the question box overview under the buttons. It updates as to show you at a glance how many of each question type you have chosen for your test.

In the question table beneath the overview is a preview of your selected questions. All questions are chosen for inclusion in the test at this point. You can remove a question by clicking in the checkbox next to it and then clicking the Remove Selected Questions button.



The small CR icon next to a question indicates that this is a Concepts Review question taken from the book. The small F1 icon to the right of certain questions allows you to preview the question prior to deciding if you want to include it in your test.



Step 3: Validate & Publish Test. The final step in the test creation process is to review the test questions and make any final changes. You can change the default number of points per question type or shuffle the questions/answer options.

> ***Tip! You can update the points for individual questions or for all questions of the same type in a test (e.g., all simulation questions).***

Use the Update Points section to change the number of points possible for the different types of questions in the test. As you enter numbers into the boxes, the Total Points section updates automatically so you can track the total number of points possible for the test.

This test has a total of fifteen questions. The Total Points at the top-right corner is the sum of the default points per question, where true/false questions are worth one point each, multiple choice questions are worth two points each, hotspot questions are worth five points each, and simulation questions are worth six points each.

Now the instructor has altered the default points per question to make the test worth 105 points.

Use the Full Credit or Partial Credit section to set whether or not students can earn partial credit for simulation and hotspot questions. Students are given three attempts to complete the task in a simulation and two attempts to complete a task in a hotspot question. If you wish to give students full credit on a question as long as the task is completed within the allotted number of attempts, then choose Full Credit. If you want to deduct points for missing one or more attempts before successfully completing a task, then choose Partial Credit. If you get confused about these options, click the circled “i” icons next to each for a reminder.

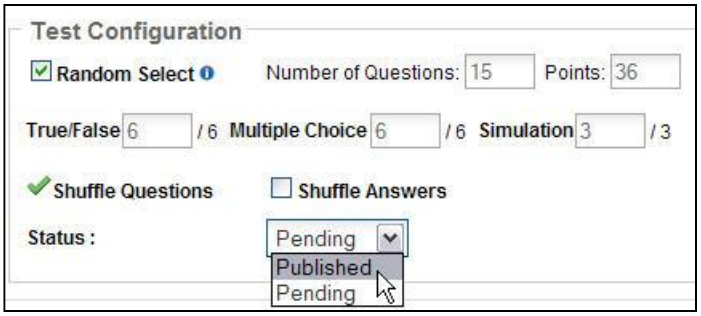
The Test Configuration section is where you make your final decisions regarding your test. The Random Select option allows you to essentially create a unique test for each student. eLab will randomly choose questions from your pool. This option works particularly well if you choose a large number of test questions, as there will be a greater chance that no two tests have exactly the same questions in exactly the same order.

Use the Shuffle Question option to have eLab randomly place the same test questions in a different order for each student. All students will be tested on the same questions, but the questions will appear in different orders on each test.

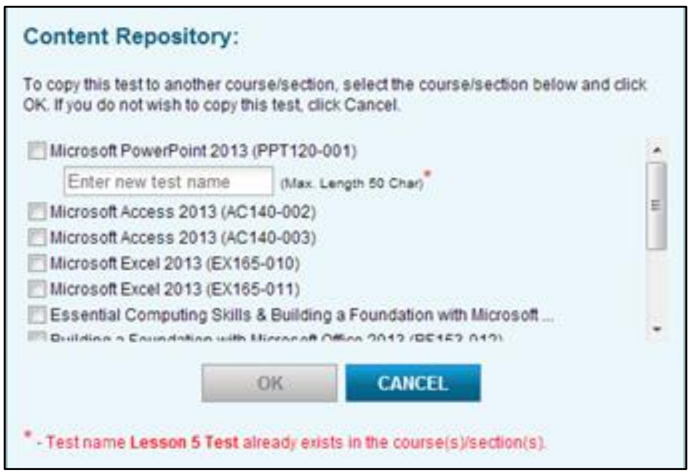
Finally, use the Shuffle Answer option to have eLab randomly shuffle the answer options for multiple choice questions.

The last step is to set the test status. From the Status drop-down menu, you can choose Pending (the test is available to you but not to your students) or Published (the test is available to students).

> ***Tip! A published test with fixed duration (set start/stop time) will appear in students’ test tables. They can even click the link in the table to open the first page of the test. However, they will not be able to start the test and eLab will display a note that the test is not yet available.***



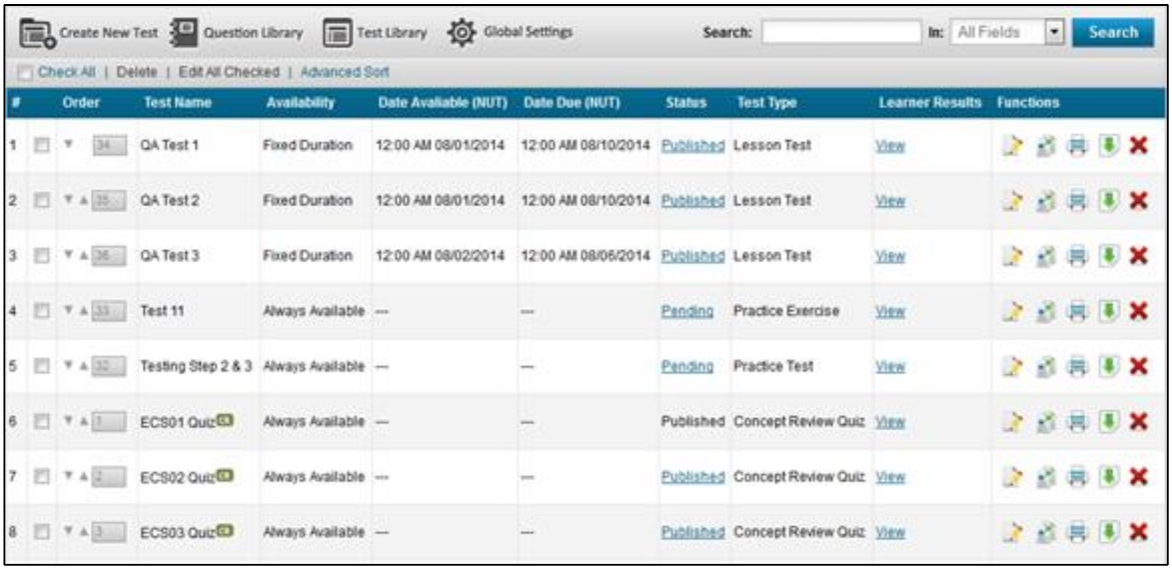
Once you have set all of your options, click the Save button. A pop-up Content Repository window will appear. From here you can easily copy your new test to different sections or courses.



You will also be given the opportunity to make edits to the test, adding or deleting questions for the other course(s). The test will now appear in your test table and, if you chose the Published option, in your students' test tables.

The Tests Table

You can view all of your tests, whether designated as Published or Pending, in the Tests table. Just click the Tests link. Like all other tables in eLab, the Tests table is sortable. Following is a partial screen capture from a larger course tests table. Notice the Status column. The Pending tests will not appear in students' test tables. The blue, underlined text indicates hyperlinks; you can set these tests from Pending to Published or vice versa by clicking on the hyperlinks.

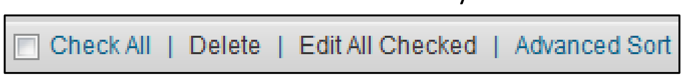


#	Order	Test Name	Availability	Date Available (NUT)	Date Due (NUT)	Status	Test Type	Learner Results	Functions
1	34	QA Test 1	Fixed Duration	12:00 AM 08/01/2014	12:00 AM 08/10/2014	Published	Lesson Test	View	
2	35	QA Test 2	Fixed Duration	12:00 AM 08/01/2014	12:00 AM 08/10/2014	Published	Lesson Test	View	
3	36	QA Test 3	Fixed Duration	12:00 AM 08/02/2014	12:00 AM 08/06/2014	Published	Lesson Test	View	
4	33	Test 11	Always Available	---	---	Pending	Practice Exercise	View	
5	32	Testing Step 2 & 3	Always Available	---	---	Pending	Practice Test	View	
6	1	ECS01 Quiz	Always Available	---	---	Published	Concept Review Quiz	View	
7	2	ECS02 Quiz	Always Available	---	---	Published	Concept Review Quiz	View	
8	3	ECS03 Quiz	Always Available	---	---	Published	Concept Review Quiz	View	

Tip! Click the Edit  ***icon to change details about the test. Also, you now have the ability to download or print a test.***

This test table is sorted in the order the tests were created.

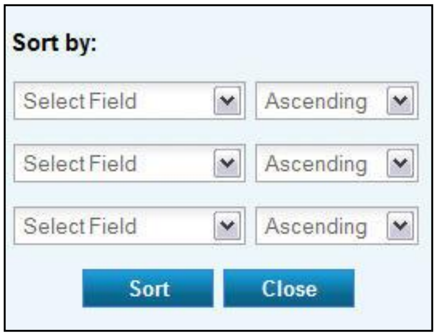
Notice the links next to the Test Library button:



. Use Check All to place checkmarks in the checkboxes at the far left of the Tests table. When you do, the Check All link changes to Uncheck All and the Delete link becomes activated. You can choose to delete all or multiple tests with one final mouse click.

The Edit All Checked link also becomes activated when you checkmark tests. It lets you edit multiple tests at once. Choose the tests you want to edit, and click Edit All Checked to edit any of the settings in each test. Click Save and New to save the changes and move on to the settings of the next test, and Save when you have finished editing the last test.

The Advanced Sort link allows you to view the Tests table in different ways. You can choose up to three levels of sorts.

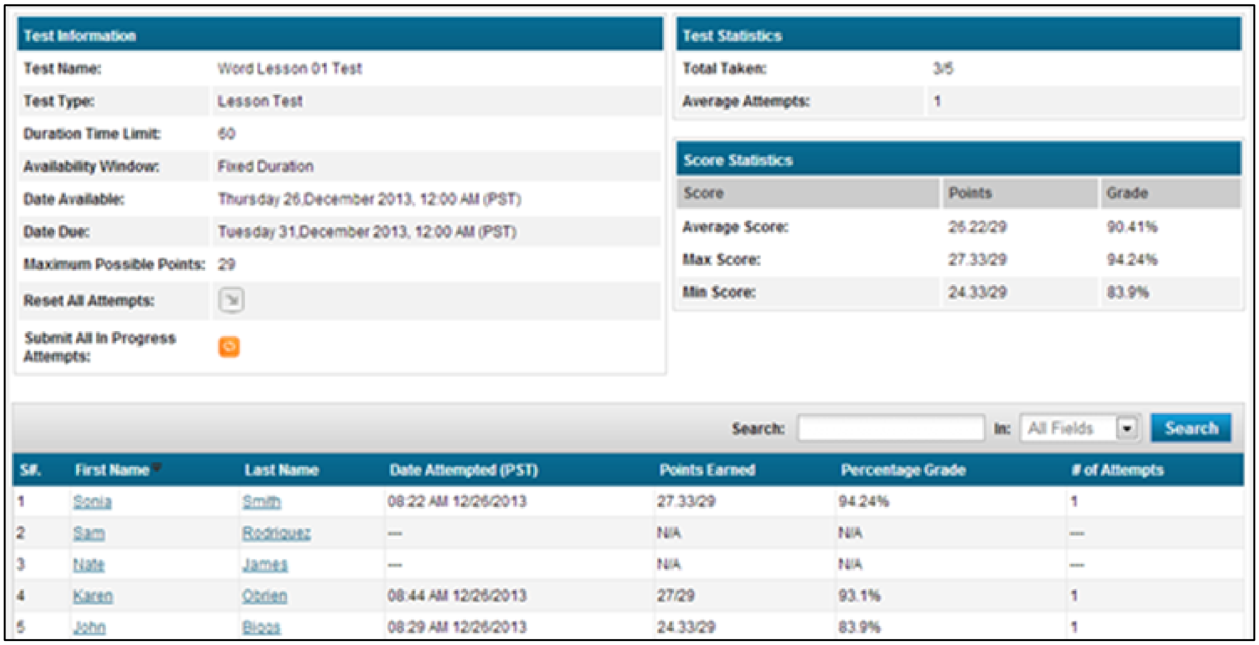


Finally, notice the Order column. You can use the triangles or the number boxes to set the order of assignments displayed in the Tests table. First, click the Order column heading. Notice that the black upward-facing triangle becomes a downward-facing triangle. The entire column has been reordered. In the Order cell for each test, you can click the up and/or down triangles to move the test one space at a time. Or, type the numerical location in the box next to the appropriate test. Click Save. All subsequent numbers will filter down accordingly. If you leave the page after making a sort and then return later, your sort will still be in place. eLab saves your sorts. This works just like the Assignments table.

From the test table, you can take multiple actions:

1. Change the status of a test that has not been taken by any student yet (Pending to Published, or vice versa).
2. Edit any test settings (but not questions) for any test, or edit (add/delete questions) for tests not yet taken.
3. Reset a test to make it available to students again.
4. Copy a test to another course section.
5. Delete a test entirely.
6. View student/class test results.

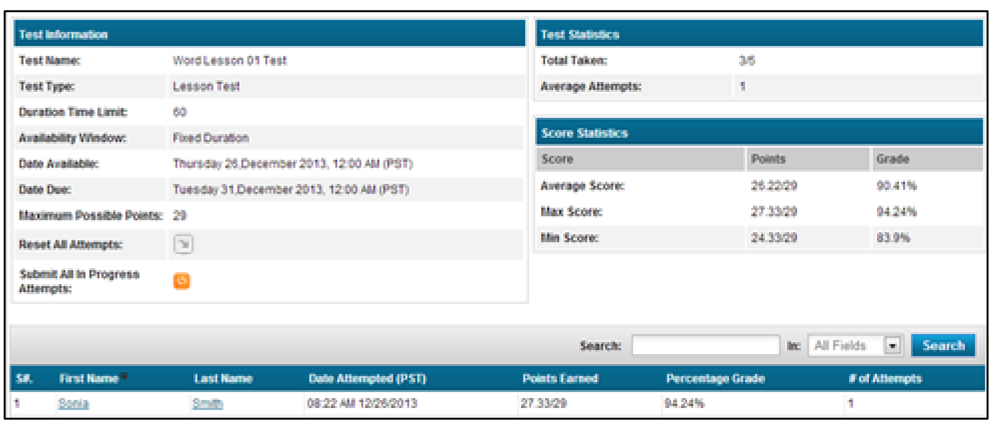
Notice the Learner Results column. Click the View hyperlink to move to a page with test results.



N/A grades are not counted in final grading.

If you manually change the percentage score for a student's test, the new percentage grade will appear in red.

The TEST INFORMATION section in the top-left portion of the screen is a recap of the test details you set when you created the form. From this section, you can choose to reset the test for *all* students. You will be asked to verify your choice. In the top-right portion of the screen, the TEST STATISTICS area, you can see how many students have taken the test. Just below this section is the SCORE STATISTICS area. Here you can see the average, minimum, and maximum scores. Finally, the bottom portion of the window is a table of all students in your course section. Click a name to move to a particular student's test results page.



Here is Sonia's test information page. From this page, you can view her results, extend her due date (if the test was not yet completed), or submit her results. For more details about Sonia's performance on the test, click the View link under the View Result column.

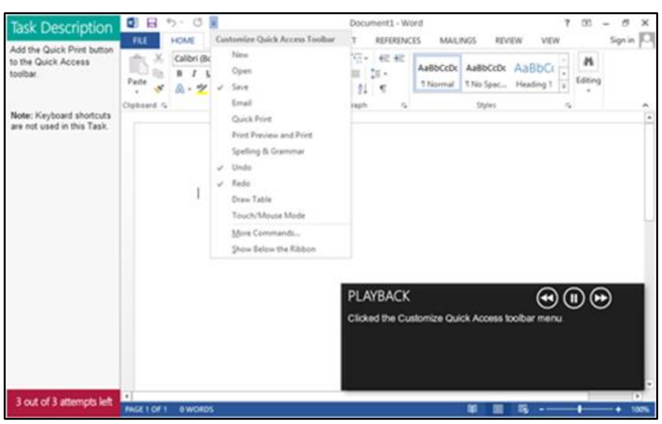
Test Information	
Test Name:	Word Lesson 01 Test
Test Type:	Lesson Test
Availability Window:	Fixed Duration
Date Available:	Thursday 26,December 2013, 12:00 AM (PST)
Date Due:	Tuesday 31,December 2013, 12:00 AM (PST)
Maximum Possible Points:	29
Points Obtained:	27.33/29 - 94.24% (Grade adjusted by the instructor.)

Attempt Statistics	
Total Questions:	10
Correct Answers:	7
Incorrect Answers:	3
Not Answered:	0
Partial Correct:	0

Question Type	Correct	Attempted	Total
Multiple Choice:	3	3	3
True/False:	2	2	2
Matching:	2	2	2
Hotspot:	0	0	0
Sequence:	0	0	0
Simulation:	0	3	3
Fill in The Blanks:	0	0	0

The top of the window gives general test information, statistics on Sonia's attempts, and a table showing the types of questions in the test. The bottom portion of this screen shows even more details.

This illustration shows the details of two questions in the test. Note that you can view how much time was spent on each question, the question type, feedback (page in the book where the answer can be found), and the total points earned. You can even add feedback for the student. For example, you can give a helpful tip on an incorrect answer or praise a job well done on a difficult question. For true/false, multiple choice, and simulation questions, the correct answer also appears. A similar table is made available to students.

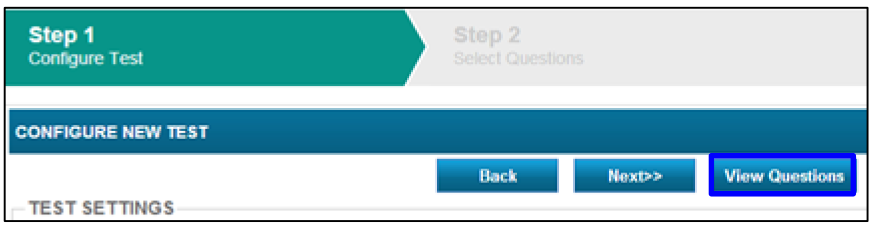


Two features that provide answers to the simulation questions are Playback and Show Correct. Playback is a recording of the steps the student took to complete the given task, while Show

Correct demonstrates the correct method to accomplish the task. More than one Show Correct link may be provided if there are multiple ways to complete a task.

Editing Completed Tests

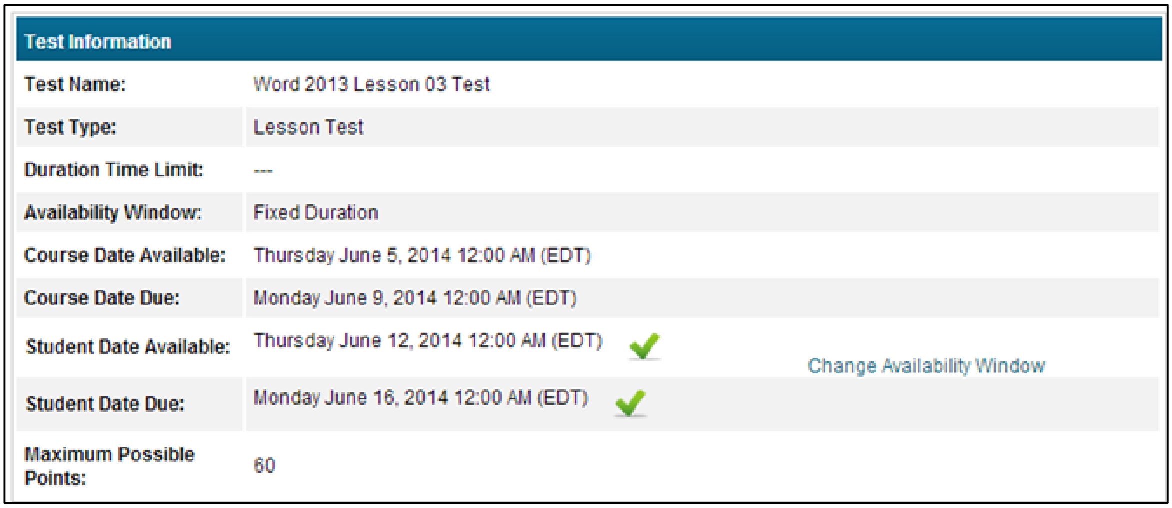
If you need to edit a test after at least one student has completed it, you will be limited in what can be edited on the tests. The only settings that can be changed on a test after one or more students have completed it are the settings that are found in Step 1 of the Test Creation Wizard. You cannot change any of the questions on the test (Step 2 of the Test Creation Wizard) or any of the settings located in Step 3. If you choose to edit a test after at least one student has completed it, click the Edit button from Tests Table. This will bring you to Step 1 of the Test Creation Wizard where you can change any of those settings. There will also be a View Questions button that allows you to view the questions on the test as well as the settings from Step 3 of the Test Creation Wizard.



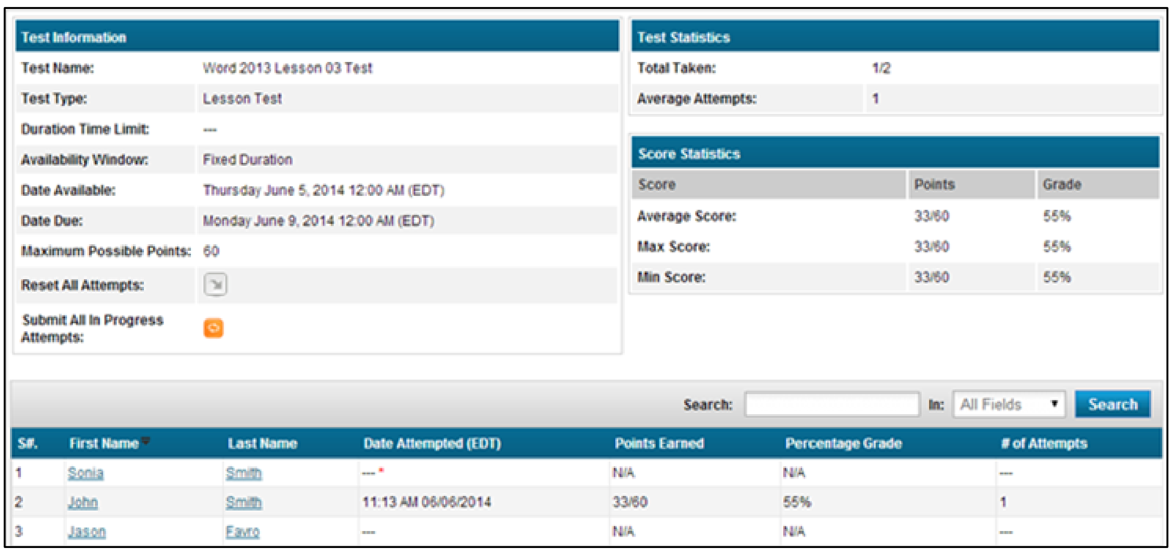
To edit batches of tests, check the boxes beside each test you want to edit, or click in the checkbox beside Check All to choose all the tests. Click Edit All Checked and on the Configure Test page, you can go through each test and change any field that you wish and click Save and Next to move on to the next test. To apply the global settings to each test, click in the checkbox next to Apply Global Settings at the top-right of the Configure Test page. When you have completed editing the test settings of the last test, click Save.

Change Test Availability Dates for Individual Students

In the event a student is unable to take a test during the original window of time you set due to illness or other extenuating circumstances, you may want to change the dates of availability for just that individual student. On the main Tests page, choose the test you are using and click the name of the student for whom you wish to change the availability dates. In the Test Information window, there is a Change Availability Window link in the Student Date Available section. Click this link to change the availability and/or due dates and save your changes.



A red asterisk in the Date Attempted column by the student's name will indicate that the availability dates have been changed for that student.



Resetting Tests

There are several reasons why you may need to reset a test for students. For example, perhaps a student lost her Internet connection while taking the test, or perhaps you want to allow a student to retake a test that he did poorly on the first time.

Simply click the Reset link in the main test table. A confirmation screen will appear; click Yes. That's it! The test has been reset for the student.

What Your Students See

In the student view, a test is visible only after you choose Publish from the Status drop-down menu. If you created an open test (one that is available at any time) student will see the Start Test hyperlink in the Test column. If you have created a test with a fixed duration (start date/time and close date/time), then students will see the test listed but will not be able to take the test until the available date.

> ***Tip! Open tests are available to students immediately. Fixed duration tests are available only on the day(s) you specify.***

Tests

Search: In: All Fields Search

Test Name	Test Open (PST)	Test Closed (PST)	Test Status	Grade
Word Lesson 01 Test	12:00 AM 12/26/2013	12:00 AM 12/31/2013	View Attempts	93.1%
Word Lesson 02 Test	12:00 AM 12/26/2013	12:00 AM 01/03/2014	Start Test	---
Excel Lesson 01 Test	---	---	Start Test	---
Excel Lesson 02 Test	---	---	Start Test	---

Only published tests are visible to students; pending tests in your tests table are not.

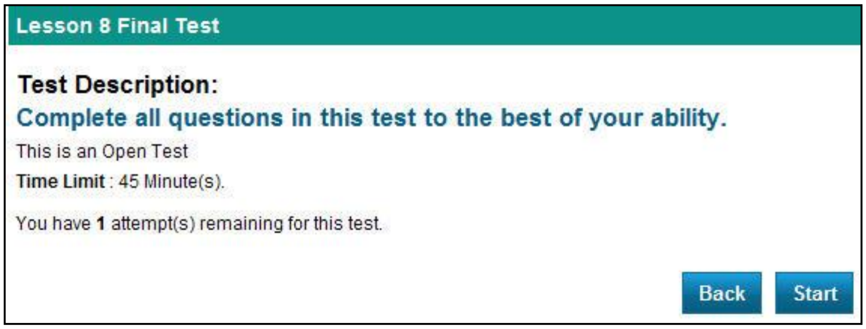
Concepts Review Quizzes

The premade Concepts Review quizzes, which mirror the Concepts Review pages in the printed book, are available from the Content area in eLab. Students simply click the Content link and then navigate to the appropriate unit and lesson number. The Concepts Review Quiz appears at or near the bottom of the lesson content page.

Students can access the Concept Review quizzes from either the Content area of eLab or the main Tests page. In the Content area, each Concept Review quiz is listed at the bottom of the lesson content list it pertains to, and on the main Tests page, all of the quizzes appear as a list.

Taking Tests

When students click a link for a test, they are taken to a page that describes details of the test. Students can read the description and decide if they want to begin the test at that time or later.



For fixed duration tests, time begins as soon as the Start button is clicked.

At the top of every test question page are navigation buttons that students use to move from question to question, to save answers, to view the test timer (if applicable), and to submit tests.

For most questions, students simply click or drag to indicate their answers and then click the Next button. For simulation questions, students click Start, complete the task, and then click the Submit button in the pop-up window that appears.

Students can also click the Previous button to go back to an earlier question and change their answer (depending on the question type).

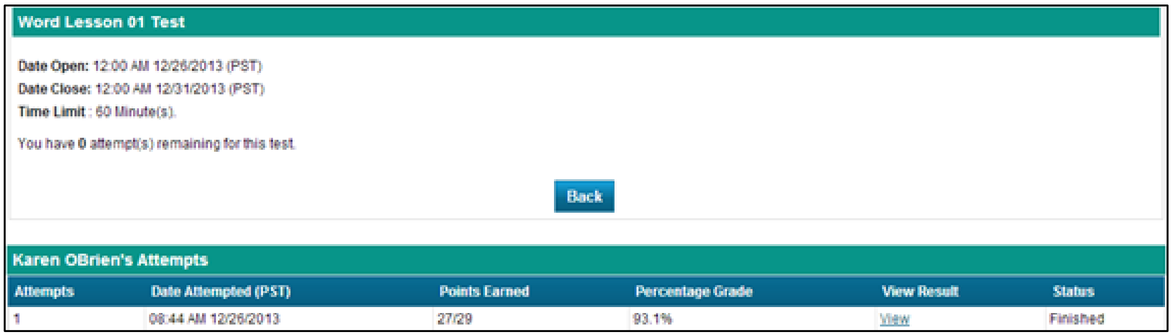
> ***Important! Students must click Submit after completing any hotspot, simulation, matching, or sequence question. If they click Next, they will be allotted zero (0) points for the question regardless of performance.***

When students reach the last question, eLab will display a prompt to click 

. They will then be asked to confirm that they are ready to submit the test. The next screen, then, shows their performance.

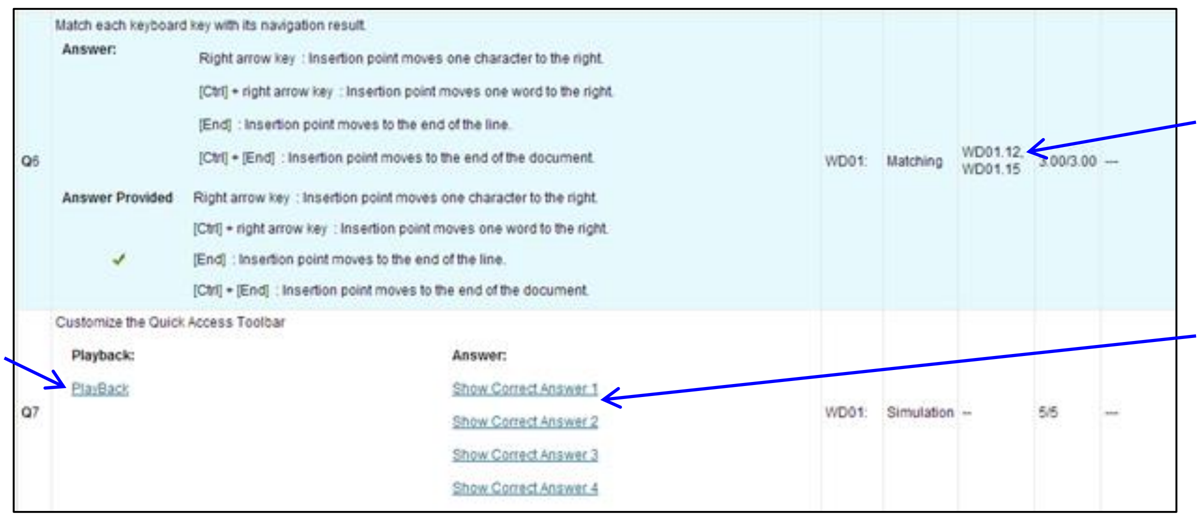
Test Feedback – What Your Students See

Students can receive much information about their tests based on the options you choose. Now that Karen has submitted her test and received her final score (shown above), she wants to see more details. From her Tests table, she clicks the View Attempts link under Test Status.



Attempts	Date Attempted (PST)	Points Earned	Percentage Grade	View Result	Status
1	08:44 AM 12/26/2013	27/29	93.1%	View	Finished

Below the recap of the test details is a table showing the total possible/total earned points, and the percentage grade. Karen can get even more information by clicking the View link.



Here is a portion of a test answer table. Karen can see that she answered question 6 correctly. The Feedback column shows the page in the book where the topic of the question is discussed. The simulation question in number 7 provides both a Playback link with a recording of the student's answer, and Show Correct links that demonstrate how to accomplish the given task.

Fixed Duration Tests

A fixed duration test is visible to students after you create and publish it, and is available to take only beginning at the specified date/time.

If an unforeseen occurrence happens while a student is taking a test, he cannot restart it from the beginning – but he can pick up where he left off. If the test has a time limit, the timer will continue to run. If necessary, you can reset the test for that student.

Assignments

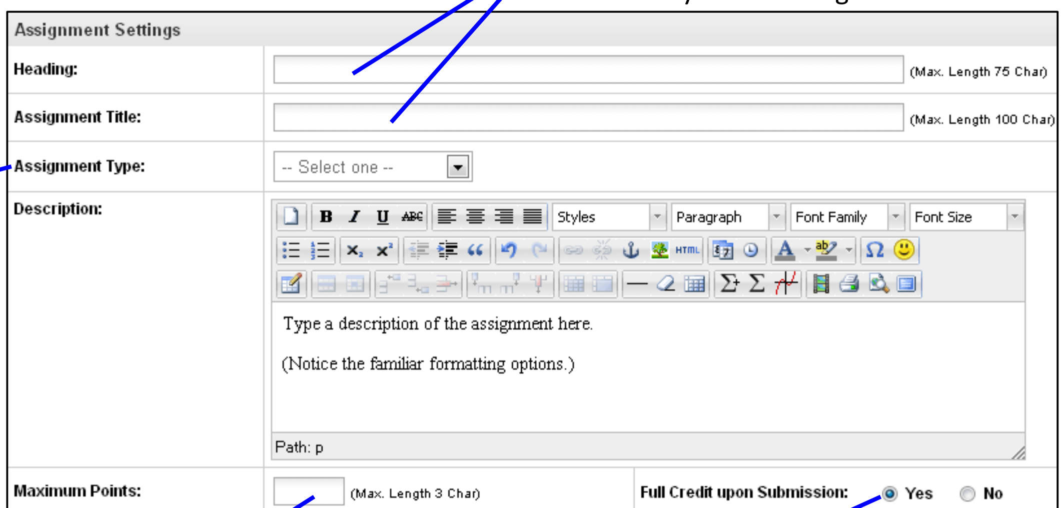
There are two types of assignments in eLab: standard assignments (prepopulated or built by you) and Project Grader/Quick Grader assignments. Click the Assignments link to create and manage various homework tasks, practice exercises, extra credit assignments, lab assignments, and more for your students. To add a new assignment, simply click the Create New Assignment button at the top-left corner of the window. The Adding a New Assignment screen allows you to add various details about your new assignment.

Create New Assignment

The first section of the Adding a New Assignment screen allows you to make assignment settings.

Give the assignment the heading and title of your choosing.

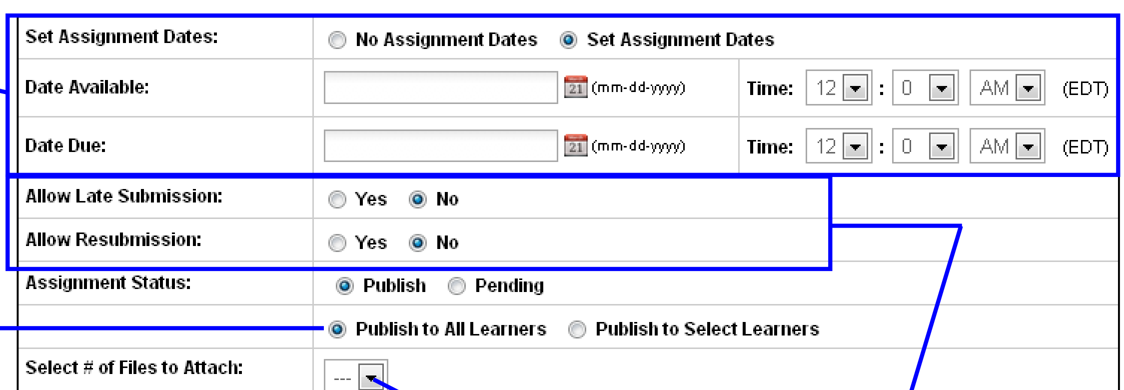
Designate the assignment using a default type, or one that you create.



Indicate the total points possible for the assignment.

Have eLab award full credit points at the time of submission regardless of performance.

Indicate when students can begin submitting the assignment and when it is due.



To change the default and make an assignment available only to some students, click Publish to Select Learners and choose the desired students.

Attach up to fifteen files with your assignment.

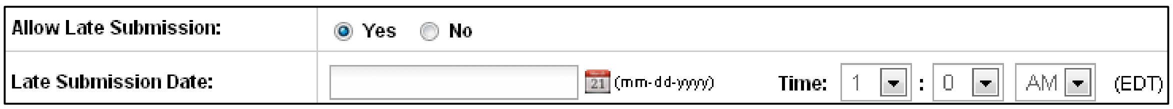
Choose to allow late submissions or resubmissions.

You may not want to set dates for an assignment. If this is the case, choose No Assignment Dates. The Date Available and Date Due sections will disappear. If you choose this option, students may submit their assignments at any point during the course. This is particularly useful for open-entry courses.

> ***Note! While dashes and periods are permitted in an assignment heading or title, the following characters cannot be used: " , ` ~ % ^ = [ ] \ { } |< >.***

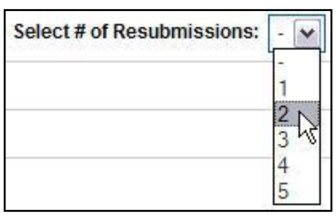
Late Submissions

The Allow Late Submissions option is set to No by default. If you choose Yes, you can allow students to submit their assignments after the due date and up to a certain date and time. Simply click in the Yes radio button and the Late Submission Date box will appear.



Resubmissions

Similarly, if you want to allow students to resubmit an assignment, click in the Yes radio button for this option. A drop-down menu will appear, from which you can choose the desired number of resubmissions (up to five). You will also need to set a resubmission date for your students.



When an assignment is resubmitted, an asterisk (*) indicating an ungraded resubmission will appear next to the grade for the first submitted assignment. The asterisk will appear for both you and the student.

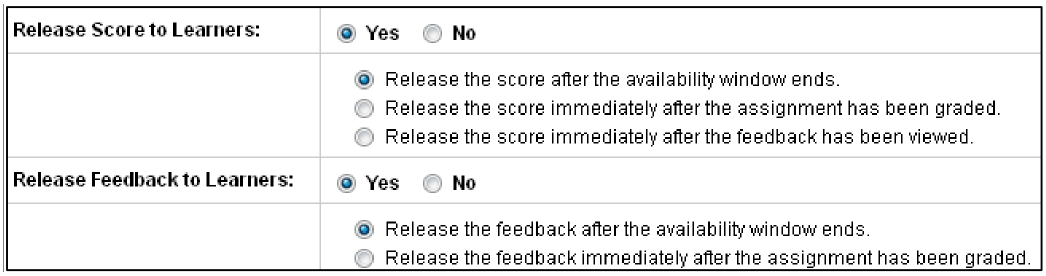
	S#.	First Name	Last Name	Email	Date Submitted (NUT)	Points Earned	Percentage	Graded / Attempts
	1	Eliana	Rodriquez	erodriquez@student.lablearning.com	07:41:AM 06/02/2014	8/10 *	80 %	1/2

It is important to note that this allows *all* students in the class to resubmit an assignment. Later, you will see how you can choose to allow only individual students the option to resubmit after you have graded the original submission.

Attaching Files

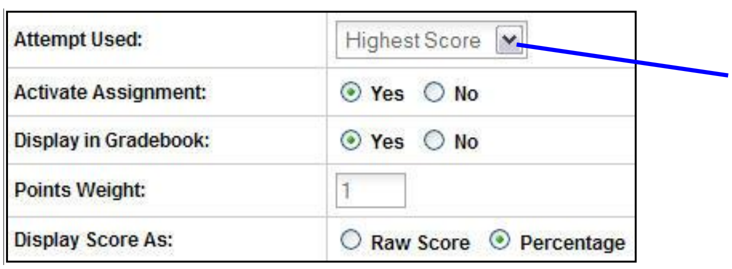
You can attach up to 15 files to your assignments. Examples of files you might attach are scanned copies of the exercises from the Labyrinth book (as PDF files, perhaps), student exercise files, or any supplementary files you have created. Simply choose the number of files you want to attach from the drop-down menu. A new section of the window will then appear, from which you can specify the files and even give them unique names. (By default, the exact name of the file you upload will appear in the Filename box.)

The second section of the Adding a New Assignment screen allows you to make score settings.



If you choose No to either of these options, the "Release" radio buttons and text disappear.

The third and final section of the Adding a New Assignment screen allows you to make gradebook settings.



Determine what score is used for grading purposes, if you allow multiple attempts at an assignment. If you choose Average, grades cannot be manually changed in the gradebook.

If you choose Yes next to Activate Assignment, then the assignment grade counts toward the students' final course grade. If you choose No, then the assignment grade is not considered in final grading, but the assignment grade isn't completely deleted. You can change this setting later if you choose.

Project Grader/Quick Grader Assignments

eLab comes prepopulated with a variety of Project Grader/Quick Grader assignments. For these exercises, students complete a series of tasks, and then eLab automatically grades their performance. For more information about Project Grader/Quick Grader assignments, see the Assignment Library section of this user guide.

Finishing Up

After you have filled out all of the sections to your specifications, click the Save Assignment button. Pause while eLab uploads your assignment. All assignments are listed in a table that you can sort in ascending or descending order by column headings, including Heading, Assignment Title, Assignment Type, Date Available, Date Due, or Late Submission Date (if applicable).

Notice the black, upward facing triangle in the Date Due column heading. The table is currently sorted in ascending order by this column. Click to sort in descending order.

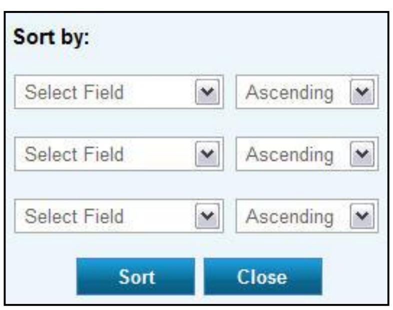
Tip! Click the Edit  icon to change details about the assignment. You can even extend the due date for an assignment that is past due.

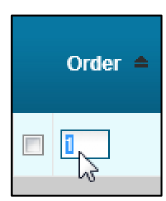
Notice the links below the Create New Assignment button:

.

Use Check All to place checkmarks in the checkboxes at the far left of the Assignments table. When you do, the Check All link changes to Uncheck All and the Delete link becomes activated. You can choose to edit or delete all or multiple assignments with one final mouse click.

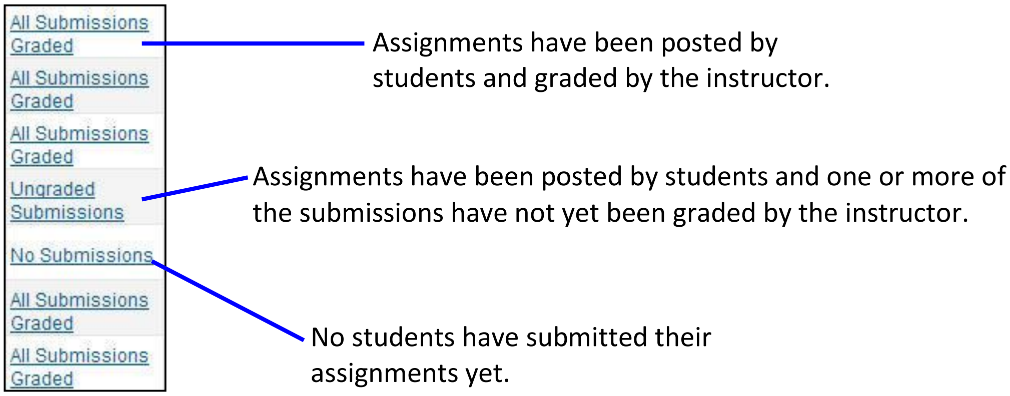
The Advanced Sort link allows you to view the Assignments table in different ways. You can choose up to three levels of sorts.





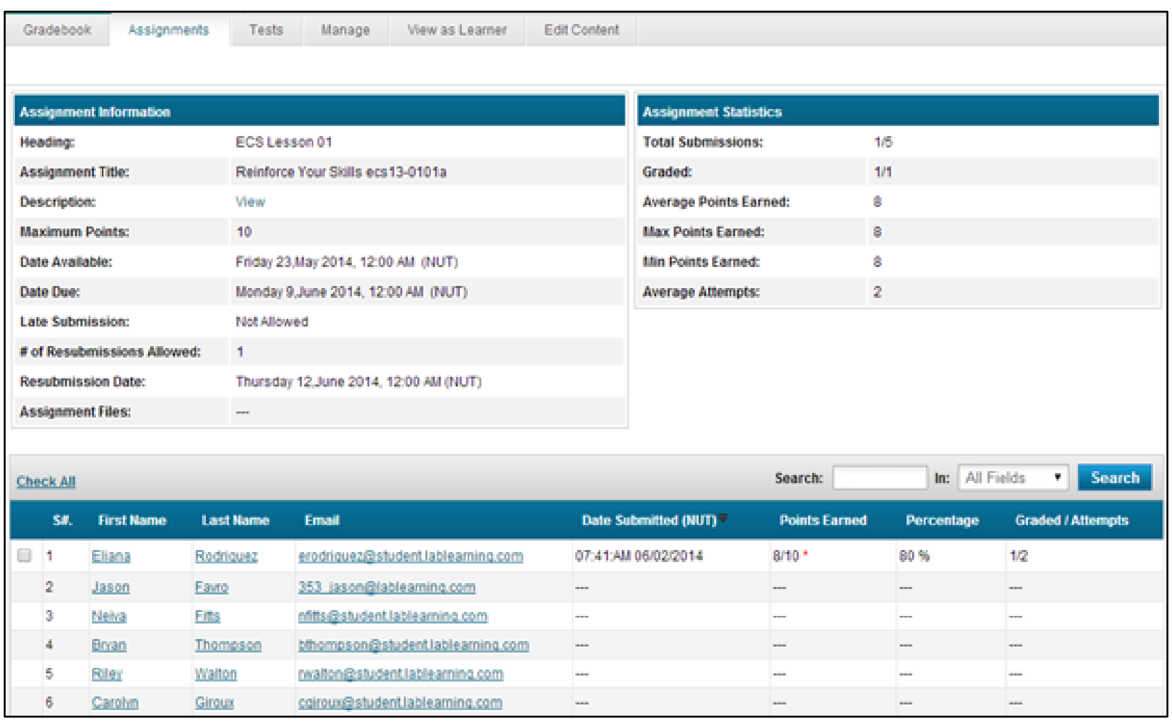
Notice the Order column. You can use the triangles or the number boxes to set the order of assignments displayed in the Assignments table. The default numbering order is set according to when the assignments were created. To change the order, first click the Order column heading. Notice that the black, upward-facing triangle becomes a downward-facing triangle. The entire column has been reordered. In the Order cell for each assignment, type the desired number to set the order. If you leave the page after making a sort and then return later, your sort will still be in place. eLab saves your sorts.

Now, take note of the Submission column.



Tip! To find ungraded submissions more efficiently, you may sort your assignments by the Submission column so that all of the Ungraded Submissions move to the top of the page.

Click any of the three Submission column links to go to the Assignment Information page for the applicable assignment. At the top of the page you will find an overview of the assignment as well as statistics about the class' performance on that assignment. Students' names will appear in a table at the bottom of the page. If they have submitted the assignment, their names will appear as links.


Gradebook | Assignments | Tests | Manage | View as Learner | Edit Content

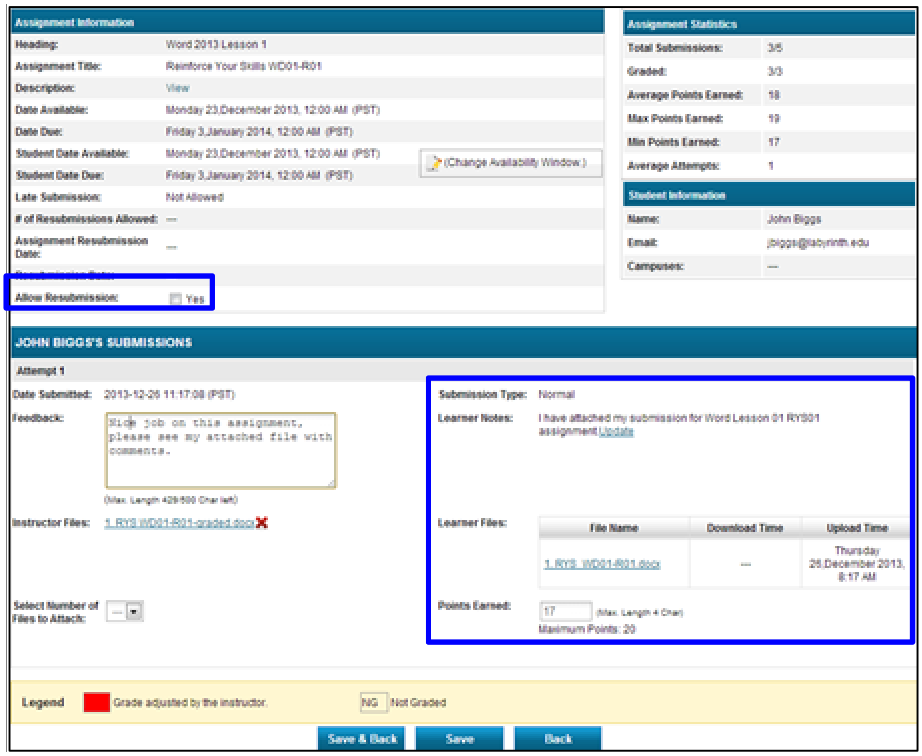
Assignment Information	
Heading:	ECS Lesson 01
Assignment Title:	Reinforce Your Skills ecs13-0101a
Description:	View
Maximum Points:	10
Date Available:	Friday 23,May 2014, 12:00 AM (NUT)
Date Due:	Monday 9,June 2014, 12:00 AM (NUT)
Late Submission:	Not Allowed
# of Resubmissions Allowed:	1
Resubmission Date:	Thursday 12,June 2014, 12:00 AM (NUT)
Assignment Files:	---

Assignment Statistics	
Total Submissions:	1/5
Graded:	1/1
Average Points Earned:	8
Max Points Earned:	8
Min Points Earned:	8
Average Attempts:	2

Check All   Search: In: All Fields Search

S#.	First Name	Last Name	Email	Date Submitted (NUT)	Points Earned	Percentage	Graded / Attempts
1	Eliana	Rodriguez	erodriguez@student.lablearning.com	07:41:AM 06/02/2014	8/10 *	80 %	1/2
2	Jason	Favro	353_jason@lablearning.com	---	---	---	---
3	Neiva	Fitts	nfitts@student.lablearning.com	---	---	---	---
4	Bryan	Thompson	bthompson@student.lablearning.com	---	---	---	---
5	Riley	Walton	rwalton@student.lablearning.com	---	---	---	---
6	Carolyn	Giroux	cgiroux@student.lablearning.com	---	---	---	---

Here, you can tell the students who have submitted their assignments. In the Graded/Attempts column, you can also see how many attempts at the assignment they have submitted and how many of those attempts have been graded. Click on a hyperlink name to view an individual student's assignment, provide feedback, and more.



The instructor is now reviewing John's submission. Notice that in addition to providing feedback in the form of a text note, the instructor can also upload her marked-up versions of John's submission. That is, she can download John's submission, make edits and comments, and then upload her version for John's review.

Notice the Allow Resubmission checkbox near the top of the window. If John did poorly on this assignment, you can allow him (only) to resubmit his assignment at a later date. Checking this box affects only John's privileges, not those of the entire class.

Finally, notice the Assignment Statistics section in the top-right corner of the window. As more and more students submit their assignments, these numbers will change, giving you valuable information about the performance of your class on various assignments. The Total Submissions field shows 3/5, which means that three out of five students in the class have submitted the assignment. The Graded field shows 3/3, which means the three submissions have been graded (but not necessarily reviewed and commented on by the instructor).

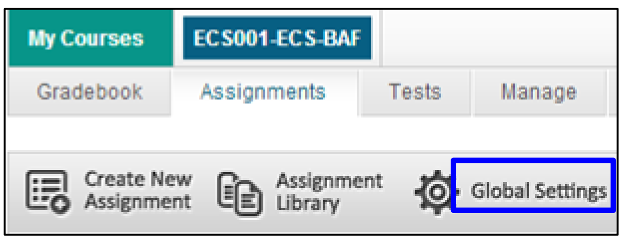
After you have completed grading the student's assignment submission, click the Save & Back button at the bottom of the page to go back to the Assignment Information page to grade other students' submissions. If you clicked on the student's NG grade via the Gradebook, which took you to their assignment submission page, when you click the Save & Back button, it will take you back to the Gradebook.

Editing Multiple Assignments

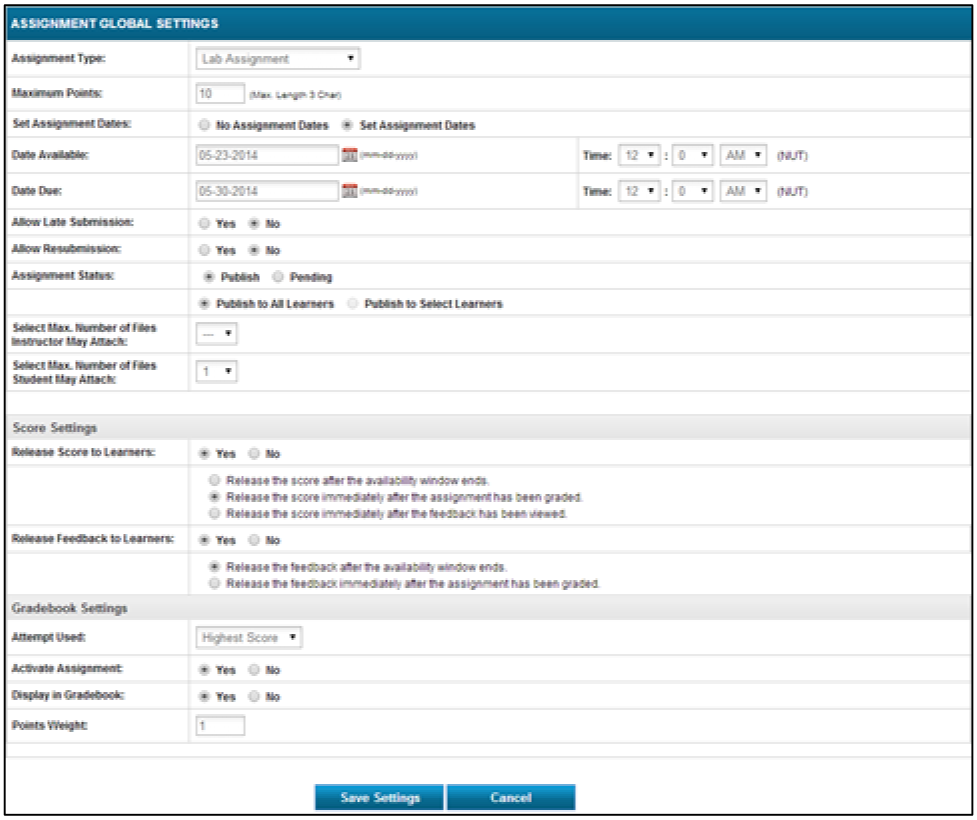
Rather than editing each assignment one at a time, you can edit assignments in batches. On the main Assignments page, check all the assignments you wish to edit and click Edit All Checked. Make your desired edits in the first assignment and click Save and Next to move on to the next assignment. When you have finished editing the last assignment, click Save Assignment to save all of your changes.

Global Settings

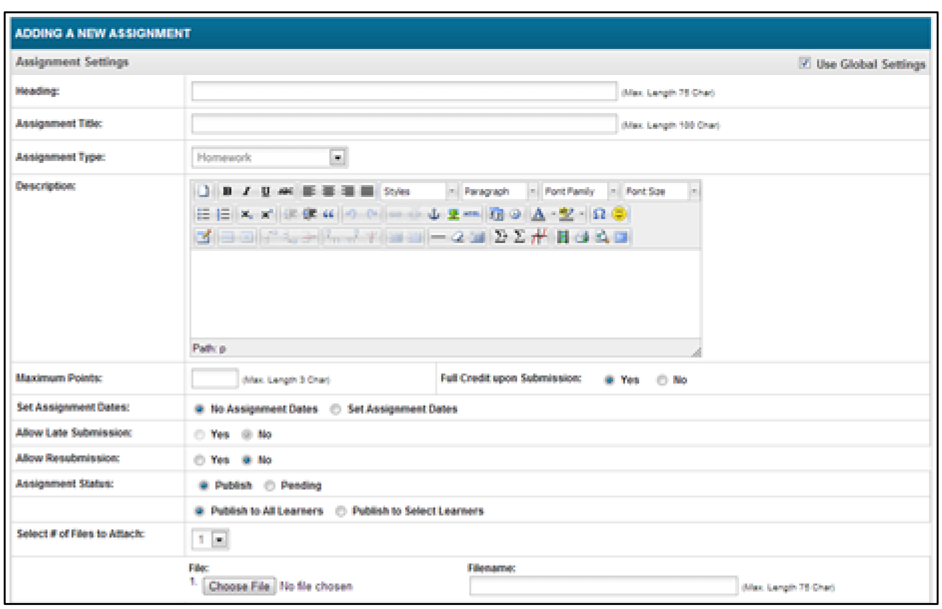
The Global Settings feature allows to you set various fields that are used when creating a new assignment. By using this feature, you can easily apply these settings to new assignments that you create without having to populate each field every time. To use this feature, you must first set the global settings. To access the global settings, click the Global Settings button from the main assignment page.



From the Assignment Global Settings page, choose the settings for the fields that you wish to use when creating new assignments. When you are finished making your selections, click the Save Settings button to save your choices.



To use your global settings when creating new assignments, click the Create New Assignment button as was discussed above. If you have setup your global settings, you will see a checkbox titled "Use Global Settings" at the top right of Adding a New Assignment page. Check the box and your global settings will be applied to your new assignment. If you wish to change any of the global settings for this particular assignment, you can do so by changing the settings in any of the fields in the Adding a New Assignment window.



Assignment Library

The Assignment Library is populated with prebuilt assignments that you can use in your course. For your convenience, we have included all end-of-lesson exercises (Reinforce Your Skills, Apply Your Skills, Extend Your Skills, Transfer Your Skills, and Critical Thinking & Work-Readiness Skills) as well as the Additional AYS exercises that appear in the instructor support material download. Also included is a selection of Project Grader/Quick Grader assignments. Project Grader/Quick Grader assignments are great because eLab automatically grades students' assignments, saving you valuable time.

> ***Tip! If a customizable assessment or Project Grader/Quick Grader exercise requires a student data file, that file is attached to the assignment for you.***

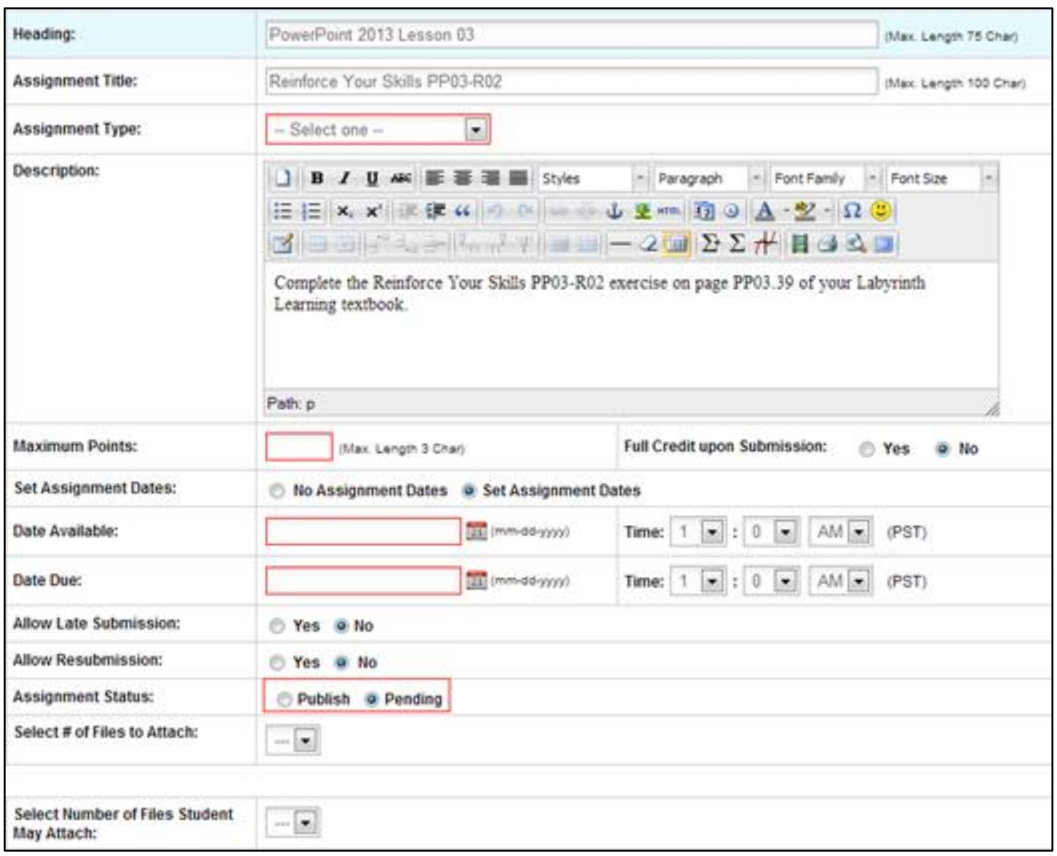
Simply click the Assignment Library button to see a listing of all available exercises.

	Heading	Assignment Title	Assignment Status	Date Available (PDT)	Date Due (PDT)	Late Submission Date (PDT)	Use
1	PowerPoint 2013 Lesson 01	Reinforce Your Skills PP01-R01	Pending	—	—	—	Use
2	PowerPoint 2013 Lesson 01	Reinforce Your Skills PP01-R02	Pending	—	—	—	Use
3	PowerPoint 2013 Lesson 01	Reinforce Your Skills PP01-R03	Pending	—	—	—	Use
4	PowerPoint 2013 Lesson 01	Apply Your Skills PP01-A01	Pending	—	—	—	Use
5	PowerPoint 2013 Lesson 01	Apply Your Skills PP01-A02	Pending	—	—	—	Use
6	PowerPoint 2013 Lesson 01	Apply Your Skills PP01-A03	Pending	—	—	—	Use
7	PowerPoint 2013 Lesson 01	Extend Your Skills PP01-E01	Pending	—	—	—	Use
8	PowerPoint 2013 Lesson 01	Extend Your Skills PP01-E02	Pending	—	—	—	Use
9	PowerPoint 2013 Lesson 01	Transfer Your Skills PP01-T01	Pending	—	—	—	Use
10	PowerPoint 2013 Lesson 01	Transfer Your Skills PP01-T02	Pending	—	—	—	Use
11	PowerPoint 2013 Lesson 01	Tools for Musicians Presentation PG	Pending	—	—	—	Use
12	PowerPoint 2013 Lesson 02	Reinforce Your Skills PP02-R01	Pending	—	—	—	Use
13	PowerPoint 2013 Lesson 02	Reinforce Your Skills PP02-R02	Pending	—	—	—	Use
14	PowerPoint 2013 Lesson 02	Reinforce Your Skills PP02-R03	Pending	—	—	—	Use

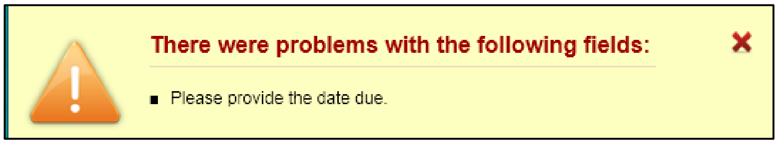
The "PG" or "QG" indicates a Project Grader/Quick Grader assignment.

This is just a portion of the exercises in the assignment library for a course. To add an assignment to your course, just click the "Use" link. The next window that opens should look familiar to you. It's quite similar to the Adding a New Assignment window. eLab highlights the fields that should be filled in and even opens a pop-up reminder (which you can dismiss permanently if you wish).

Following is the Assignment Settings section of the Edit Assignment Screen for standard prepopulated assignments and Project Grader/Quick Grader assignments. Areas boxed in red are required fields. (The Score Settings and Gradebook Settings sections are the same as those for assignments you create and do not include required fields.) Fill in the required fields, make any additional changes to default settings for other fields, and then click Save Assignment at the bottom of the screen.

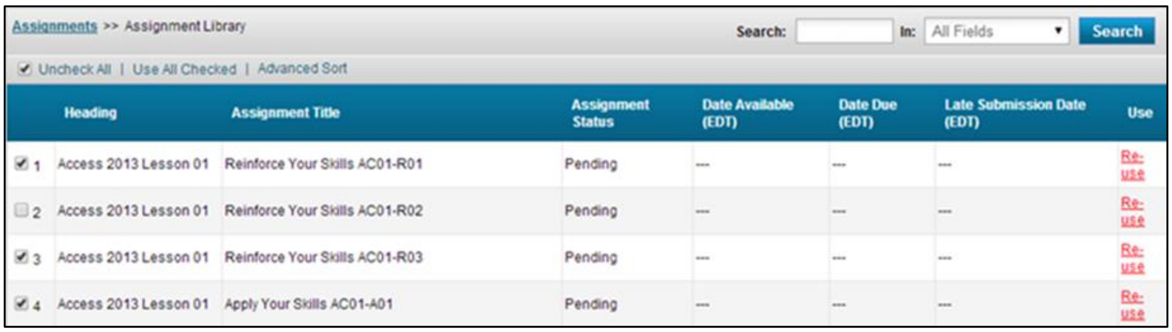


Tip! If you neglect to complete one of the required fields, eLab will let you know by displaying an alert window.

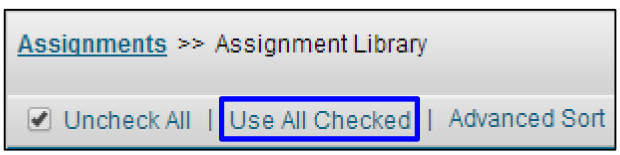


Adding Multiple Assignments

Just as you can edit batches of assignments, you can also add batches of assignments to your course. To do this, check all the assignments you would like to add, and click the Use All Checked button located at the top-left side of the Assignment Library page.



	Heading	Assignment Title	Assignment Status	Date Available (EDT)	Date Due (EDT)	Late Submission Date (EDT)	Use
1	Access 2013 Lesson 01	Reinforce Your Skills AC01-R01	Pending	---	---	---	Re-use
2	Access 2013 Lesson 01	Reinforce Your Skills AC01-R02	Pending	---	---	---	Re-use
3	Access 2013 Lesson 01	Reinforce Your Skills AC01-R03	Pending	---	---	---	Re-use
4	Access 2013 Lesson 01	Apply Your Skills AC01-A01	Pending	---	---	---	Re-use



Click Yes in the pop-up box if you want to apply your global settings to all checked assignments, or No in order to set all of the settings for each assignment manually instead. To edit the global settings in any or all of the checked assignments, click Make Edits. Make your desired changes and click Save and Next at the bottom of the screen to move through the assignments. When you have reached the last assignment and finished editing, click Save Assignment at the bottom of the screen to save all your changes. You can also choose to keep the current global settings for all assignments by clicking Save in the pop-up box.

Project Grader/Quick Grader View!

Project Grader/Quick Grader assignments include a subsection under Assignment Headings that lists the steps in the exercise. You can review the steps and then adjust the points available for each if you like. You can also allow partial credit for steps having multiple tasks.

PROJECT GRADER

Configure Steps	Points
1. Start Access and open AC03_Starting_File. Save the database as AC03_Submitted_File in the location specified by your instructor.	10
2. Create a form using Form Design and the field list from the Workstations table. Place all fields on the form.	10
3. Adjust the label controls for the ComputerID, Category, and DatePurchased fields to be a Width of 1.125". Adjust all text controls to a width of 1.25". Move the label controls to the right so they begin at 1" on the horizontal ruler. Move the ComputerID label control down so it begins at 0.5" on the vertical ruler. Move the Model label control down so it begins at 1" on the vertical ruler. Move all other labels/text control fields so they have three rows of dots between them (In order ComputerID, Model, Type, Category, Cost, DatePurchased as per Final Figure).	10
4. Select all text controls and use the Property Sheet to change the Back Color to Yellow.	10
5. Adjust the width of the ComputerID text control to 0.375". Change the Model label control text to Model #. Delete the DatePurchased label control.	10
6. Display the form header/footer section. Use the Property Sheet to adjust the height of the form header area to 1". In the form header area, insert a title control that includes the text, Raritan Clinic East. For the title control, adjust the Height to 0.5", the Font Size to 36, the Font Color to Dark Blue, and the Back Color to Yellow. Save the form as Workstations.	10
7. Select the User Names table and then create a form using the Form button. Decrease the width of the three text controls to 3.5". Modify the form header to display User Names for Computers. Use the Layout View to move the Location label and text controls above User Name. Delete the extra label and text controls below User Password. Save the form as User Names for Computers. Display the form in Form View.	10
8. Create a form using the Form Wizard based off the Software Table that includes the Application Name, Version, Price, and Purchaser fields in this order. Select the Justified form layout. Use the form/title name of Software Purchases. Display the form's design. Apply the Slice theme, adjust the label and text fields to 3", and display the form in Form View. Save the form.	10
Total:	80

Allow partial credit for steps having multiple tasks: Yes No

Again, when you're ready, click the Save Assignment button at the bottom of the screen. On the next screen, you will see the assignment on the assignments list.

Order	Heading	Assignment Title	Assignment Status	Assignment Type	Date Available (PST)	Date Due (PST)	Late Submission Date (PST)	Submission	View	Edit	Copy	Delete
2	ECS Lesson 01	Apply Your Skills ecs13-0101	Published All	Homework	---	---	---	No Submissions	View			
3	ECS Lesson 03	Reinforce Your Skills ecs13-0302	Pending	Practice Exercise	12:00 AM 01/27/2014	12:00 AM 01/31/2014	---	No Submissions	View			
1	Access 2013 Lesson 03	Work with Forms	Pending	Extra Credit	12:00 AM 02/10/2014	12:00 AM 02/14/2014	---	No Submissions	View			

Prepopulated assignment

Project Grader/Quick Grader assignment

Original assignment created by an instructor

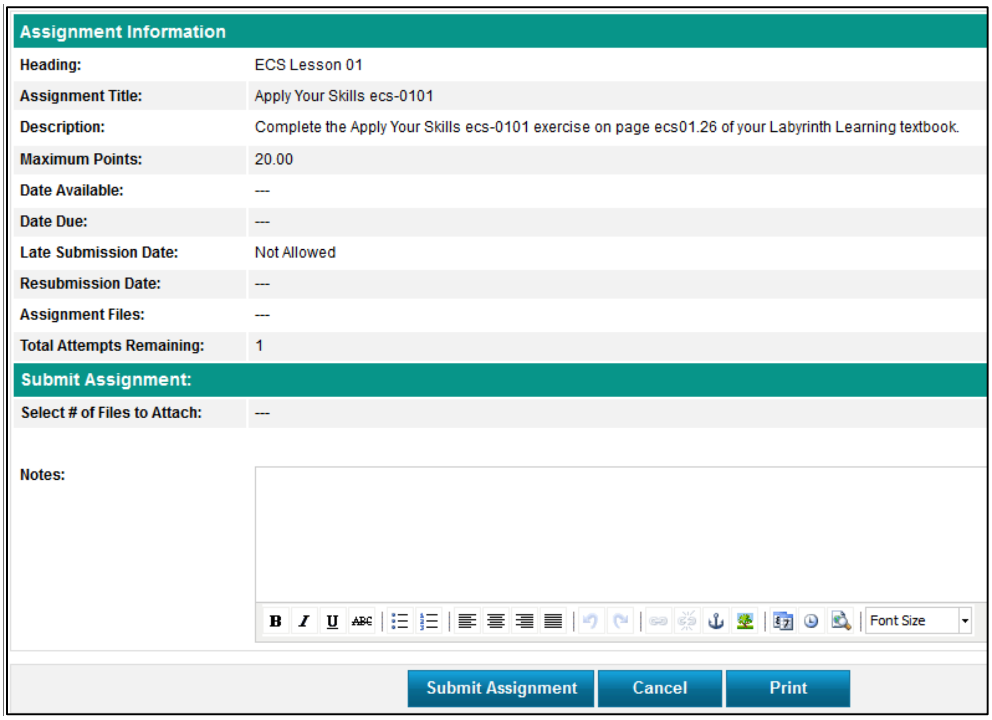
What Your Students See –Standard Assignments

Students view assignments in a table by going to the assignments area.

Assignments

Heading	Assignment Title	Assignment Type	Date Available (NUT)	Date Due (NUT)	Late Submission Date (NUT)	Submit Assignment	Grade
ECS Lesson 01	Reinforce Your Skills ecs13-0101a	Homework	12:00 AM 05/23/2014	12:00 AM 06/09/2014	---	View Submission	8/10 - 80% *
ECS Lesson 01	Reinforce Your Skills ecs13-0101b	Homework	12:00 AM 05/23/2014	12:00 AM 06/09/2014	---	Submit Assignment	---
ECS Lesson 01	Reinforce Your Skills ecs13-0102a	Homework	12:00 AM 05/23/2014	12:00 AM 06/09/2014	---	Submit Assignment	---
ECS Lesson 01	Reinforce Your Skills ecs13-0102b	Lab Assignment	12:00 AM 06/02/2014	12:00 AM 06/09/2014	---	Submit Assignment	---

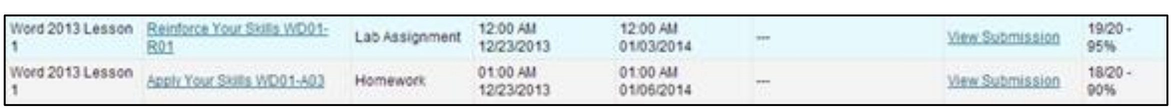
Notice in this assignments list that Sonia's grades on various assignments are posted. She can easily access instructor feedback by clicking the View Submission links. Now, though, she wants to work on the Excel Lesson 1 lab assignment. She clicks the Submit Assignment link. When she has completed her work, Sonia selects the number of files to upload and clicks Submit Assignment.



Sonia has options here. If applicable, she can type her response to the assignment in the text box. Or, if she chooses, she can upload a discrete file. She simply chooses the number of files to attach from the drop-down menu.

Now she simply navigates to the applicable file. The name of the file will appear in the Filename box automatically. Sonia can change this name if she wants to.

Now that Sonia has submitted her Excel Lesson 1 assignment, she wants to take a closer look at her results on Apply Your Skills WD01-A03.



When she clicks the View Submission link, eLab opens the Assignment Information page. From here, Sonia can read any notes from her instructor and view the marked-up versions of her work.

Tip! If resubmissions were allowed, Sonia would resubmit from this area.

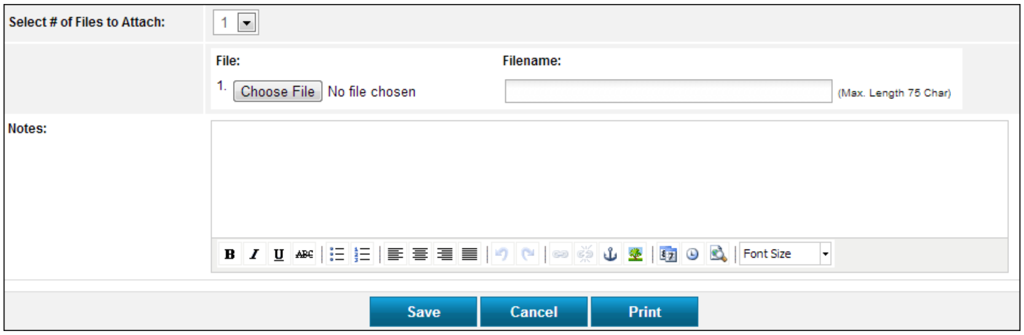
Assignment Information	
Heading:	ECS Lesson 01
Assignment Title:	Apply Your Skills ecs-0101
Description:	Complete the Apply Your Skills ecs-0101 exercise on page ecs01.26 of your Labyrinth Learning textbook.
Maximum Points:	20.00
Date Available:	Friday 6,March 2015, 12:00 AM (PST)
Date Due:	Friday 13,March 2015, 12:00 AM (PST)
Late Submission Date:	Not Allowed
Resubmission Date:	---
Assignment Files:	---
Total Attempts Remaining:	0
	Cancel
Attempt 1	
Date Submitted:	03/06/2015 10:50 AM (PST)
Submission Type:	Normal
Learner Notes:	---
Submitted Files:	1. AYS_WD01-A03.docx
Instructor Files:	---
Feedback:	Great job on this assignment, you are picking up this material very well!
Grade:	18/20.00 --- 90%

What Your Students See – Project Grader/Quick Grader View!

When your students click the assignment title for a Project Grader/Quick Grader assignment, the Assignment Information window will appear with an Instructions file and Starting File. Students simply click the links to download/open and use the files.

Assignment Information	
Heading:	Word 2013 Lesson 01
Assignment Title:	Insert Text and Convert a File
Description:	To complete this exercise, download the attached files your completed file to your instructor via eLab.
Maximum Points:	20.00
Date Available:	Friday 6,March 2015, 12:00 AM (PST)
Date Due:	Friday 13,March 2015, 12:00 AM (PST)
Late Submission Date:	Not Allowed
Resubmission Date:	---
Assignment Files:	1. WD01_Starting_File 2. WDL1_Instructions
Total Attempts Remaining:	1

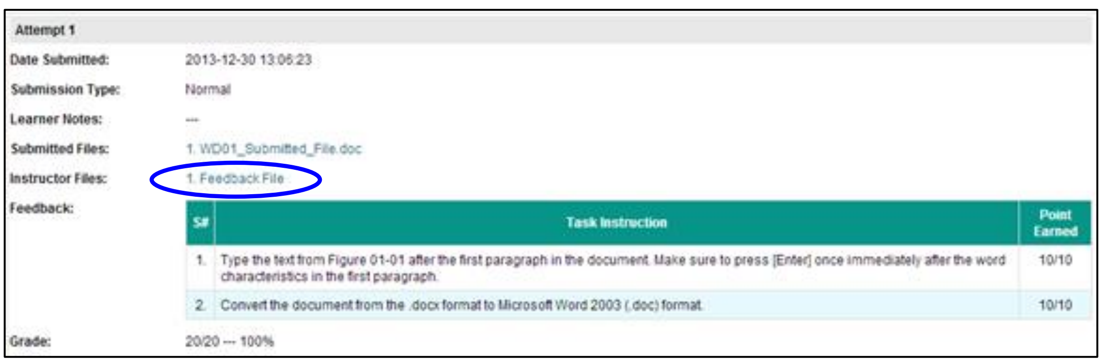
The Instructions files are always Word (.docx) documents. A Starting File may be in Word (.docx), Excel (.xlsx), PowerPoint (.pptx), or Access (.accdb), depending on the exercise subject. Students read the Instructions file and complete the tasks in the Starting File, saving the file with a new name if instructed. When students are finished working, they click the Submit Assignment button.



If desired, students can leave a note to you about their assignment.

It will take approximately five minutes (give or take) for eLab to grade the assignment and post the results. The Grade column will show either NG or the final score.

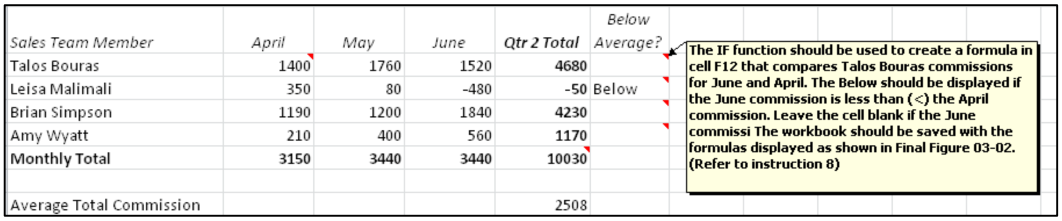
As you can see, Sam did very well on this assignment (and lucky for him, all of the points are extra credit!). He can view the results of his assignment by clicking the View Submission link.



Here Sam can see how the points were allotted for his assignment. He can also click the Feedback File link to download a file with even more information, including comments on his submitted file.

The Feedback File has two features:

- Result Summary: This tab shows the same information that is shown on the Assignment Information page (see preceding figure), presented in a slightly different manner.
- Annotated Solutions: This is where Project Grader/Quick Grader really shines. The illustration below shows an annotated solution file from an Access PG/QG assignment. Students can view their submitted assignment with comments inserted where they did not execute tasks correctly. The comments are designed to help students understand what they did wrong.



Sales Team Member	April	May	June	Qtr 2 Total	Below Average?
Talos Bouras	1400	1760	1520	4680	
Leisa Malimali	350	80	-480	-50	Below
Brian Simpson	1190	1200	1840	4230	
Amy Wyatt	210	400	560	1170	
Monthly Total	**3150**	**3440**	**3440**	**10030**	
Average Total Commission				2508	

The IF function should be used to create a formula in cell F12 that compares Talos Bouras commissions for June and April. The Below should be displayed if the June commission is less than (<) the April commission. Leave the cell blank if the June commissi The workbook should be saved with the formulas displayed as shown in Final Figure 03-02. (Refer to instruction 8)

Tip! Project Grader/Quick Grader assignments on Access will include two final files: the results summary and the annotated solution file from the student. Project Grader/Quick Grader assignments on Word, Excel, and PowerPoint will have one file with the summary included.

Project Grader Fraud Detection

Project Grader Fraud Detection is a new eLab feature meant to detect possible cheating by students. For Project Grader/Quick Grader assignments where students download a starting file, eLab now encrypts the starting file with a security token unique to each student's eLab account. Students are not made aware of its presence, and it cannot be seen or altered. When a PG assignment is uploaded to eLab for grading, the system checks to make sure that the security token of the submitted document matches the eLab account. If a student submits a starting file or completed project from another student, the security token will not match the student's eLab account and the PGFD will insert the following message:

The Starting File used to complete this exercise was not downloaded from the same eLab account it was submitted to for grading. The file you submit for grading must be the same starting file that was encrypted with a security token from your eLab account. This file is encrypted with a security token from a different eLab account. Zero (0) points are recorded for this submission.

This message will be put in the Feedback File for the assignment and the student will receive a grade of zero for the submission.

An alert does not necessarily mean the student cheated on the PG assignment. It's possible the student may have had the starting file emailed to him by another student and he completed the assignment on his own. Or he may have received the completed project from another student and submitted it as his own. It is ultimately up to the instructor to determine the reason for the discrepancy and how to handle it. The instructor could allow the student to redo the assignment using the starting file in his own account and resubmit it in eLab, grade the assignment manually, or, if it is found the student really cheated, let the zero grade for the assignment stand.

Tip! This feature only works for Project Grader assignments where the student downloads a starting file. It does not work in PG assignments where the student begins with a blank document. Also, this feature is only compatible with Microsoft Office 2013 projects; it will not work with Microsoft Office 2010 projects.

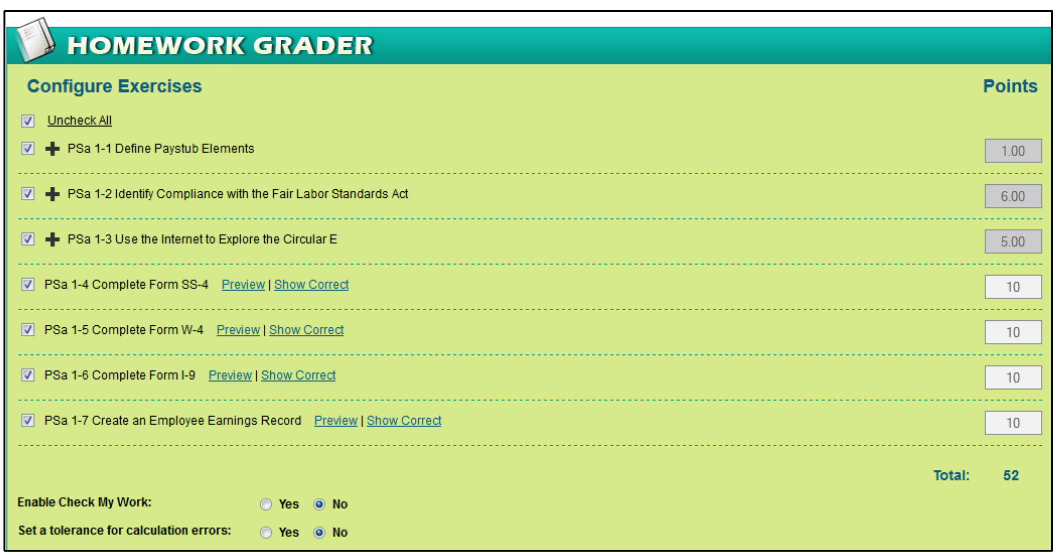
Homework Grader

Homework Grader is a new feature specific to the Payroll course that allows students to complete the Payroll Practice Sets A, B, and C exercises in eLab and submit them for automatic grading. Once the assignment has been submitted, students can see their grade and view details on the correct answers and points earned for each exercise.

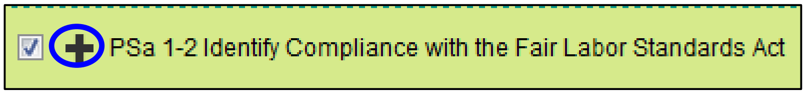
Homework Grader assignments can be identified in the Assignment Library by the blue "HG" icon.

	Heading	Assignment Title
1	Chapter 1	Practice Set 1A HG
2	Chapter 1	Practice Set 1B HG
3	Chapter 1	Practice Set 1C HG

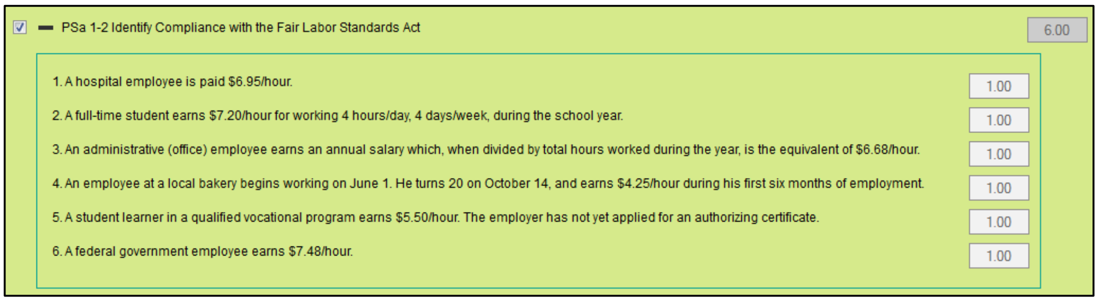
Each practice set includes between 7 and 13 exercises. When you choose to use an HG assignment, there is a Configure Exercises subsection within the Edit Assignment section. This subsection lets you view the exercises included in the Practice Set, the default number of points for each exercise, and the default total number of points for the entire Practice Set. You can also choose which exercises to use in the HG assignment for your students. To the left of each exercise is a check box that is checked by default. Simply leave it checked if you want to use the exercise, or uncheck the box to exclude the exercise from the HG assignment.



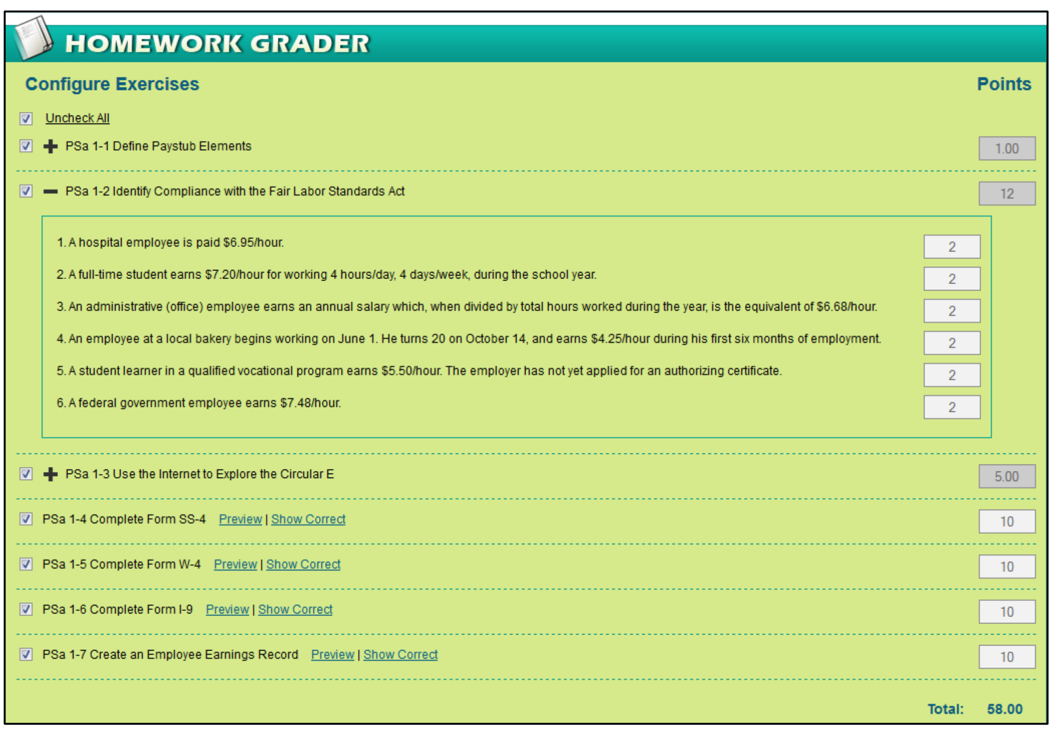
You have the option to change the point value of any exercise. For point value fields that are white, like those for PSa 1-4 through PSa 1-7 in the figure above, you can do this simply by deleting the default point number and entering your desired number of points into the field. Notice, however, that the point value fields for PSa 1-1 through PSa 1-3 are gray. When the point value field is gray, you cannot change the point value of the exercise within that field because this means that the exercise is broken down by question and each individual question contains a point value. To change the point value in the grayed out field, you need to change the point values of the individual questions within that exercise. To do this, click the plus sign to the left of the exercise title whose point value you would like to change.



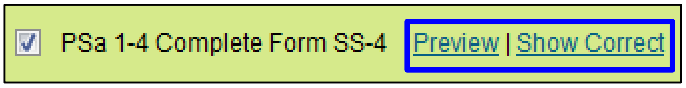
The plus sign changes to a minus sign and opens a list of the questions the exercise contains and the point value of each question.



The point value fields in this subsection are white, so you can change the point value of each question. As you do this, the total point value for the exercise, in addition to the entire practice set, automatically updates. Once you have finished making your changes, the total point value field will contain the updated number of points for the exercise. The total points for the entire Practice Set will update as well.

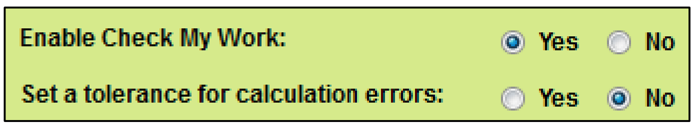


Some Practice Set exercises have students fill out different IRS forms. For these fill-in-the-form exercises, Homework Grader offers two features: Preview and Show Correct.



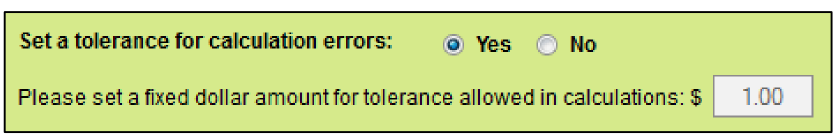
Preview opens the form your students will be filling out in Learner View, while Show Correct lets you view the same form with the correct answers entered.

At the bottom of the Configure Exercises box, you have the options of enabling the Check My Work feature for your students, and setting a tolerance for your students' calculation errors.



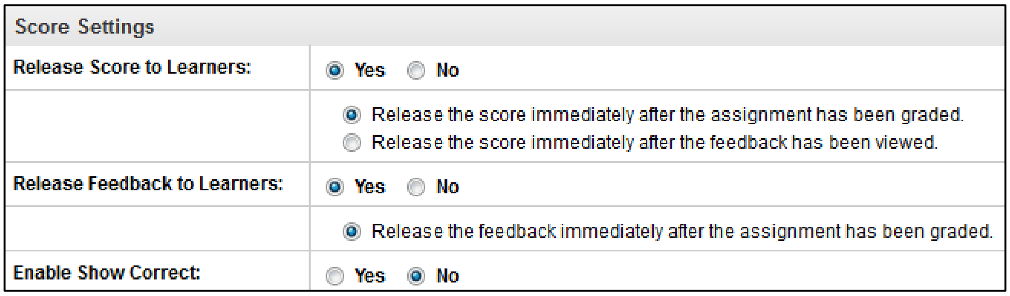
When you click the Yes radio button to the right of Enable Check My Work, your students will see a Check My Work button in the upper-right of their screen when they are working on HG exercises. This button will allow them to check which answers they got right and give them the opportunity to correct any wrong answers before they move on to the next exercise. When they click the Check My Work button, a green check mark will appear beside all correct answers, while a red X will appear beside wrong answers, as well as unanswered questions and fields left blank in form exercises. Clicking this button again will remove the marks.

Setting a tolerance for calculation errors allows the student to still receive full credit for an answer if it comes within a certain dollar amount of the correct answer.



Clicking Yes to set a tolerance reveals a field in which you can set a tolerance amount of your choosing. The default tolerance is $1. This means that the student would receive full credit for an answer if that calculation was no more than $1 over or under the correct answer. You may change the tolerance to whatever dollar amount you wish.

In the Score Settings section, you can choose whether and when your students can see their scores, the feedback that Homework Grader provides, and the correct answers once they submit their HG assignments.

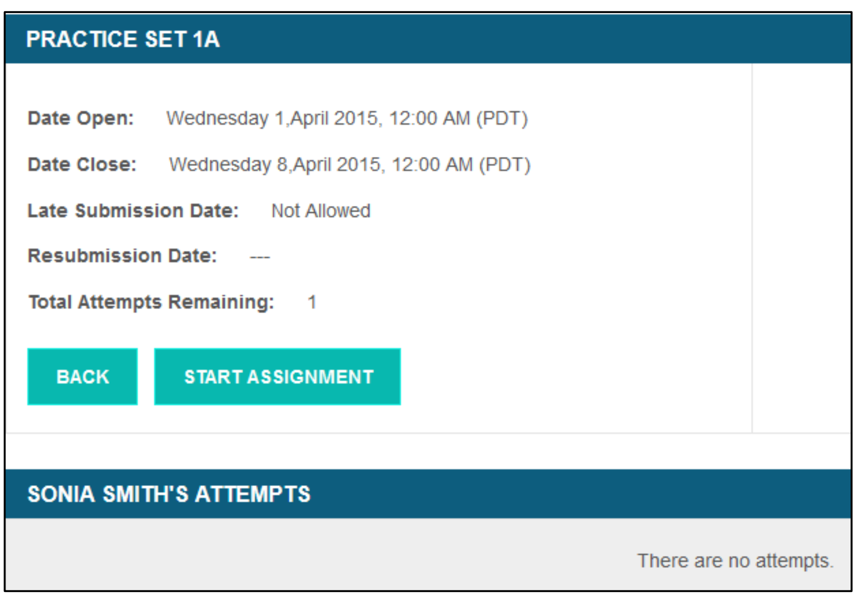


Choosing to release scores to learners allows students to see the scores they earned once they've completed and submitted their HG assignments. You can choose for them to see their scores either immediately after the assignment has been graded, or after they've viewed the feedback. Releasing the feedback to learners lets students see short explanations for answers to various questions, and enabling Show Correct lets students view the correct answers to the questions and form exercises and compare them to the answers they entered.

What Students See – Homework Grader

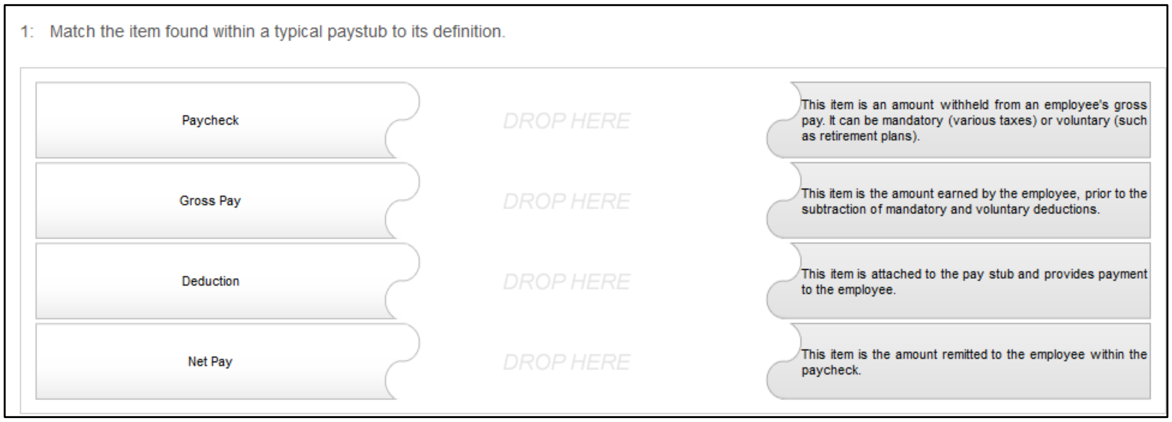
To the far right of each assignment title, students see the assignment status under Submit Assignment. This column will display links directing the student to Start Assignment if they haven't already done so, Complete Assignment if they've started it but have not finished it, and Assignment Submitted if they have completed and submitted the assignment.

When students click the assignment title for an HG assignment, they go to the Start page of that assignment. Here they can view the details of the assignment, such as the date the assignment opened and the date it closes, the dates that late submissions and resubmissions will be accepted if you allow them, and the attempts at completing the assignment they have remaining. Clicking the Start Assignment button lets the students begin working on the HG assignment, while clicking the Back button takes them back to the Assignment page.

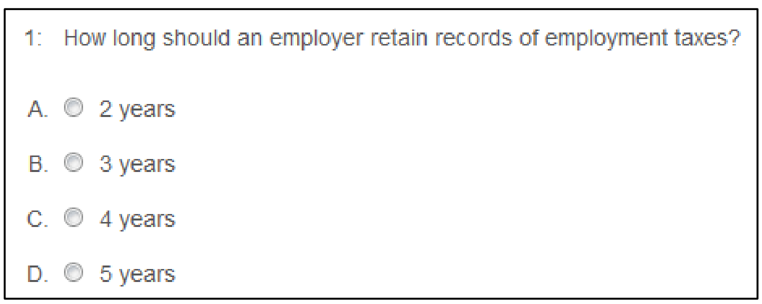


Once the student clicks the Start button, they are taken to the first exercise of the Practice Set. There are several types of exercises that appear in each Practice Set.

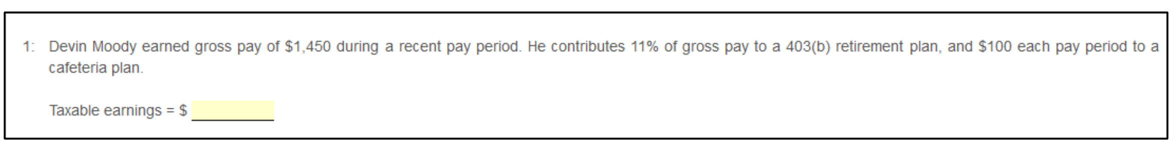
Matching: For matching exercises, students drag the item in the left column to the corresponding answer in the right column.



Multiple choice: Students click the radio button next to the correct answer.



Fill in the blank: For these exercises, students would use the information given in the question to calculate their answers, then enter those answers in the answer field.



Fill in the form: Students fill out various types of forms using the information given in the accompanying prompt.

PSa 1-6 Complete Form I-9

Complete both Section 1 & Section 2 of Form I-9.

1. Thomas Quinn (SSN 999-99-9999) has requested assistance in completing the employee portion of Form I-9. Thomas was born on November 13, 1972, is a United States citizen, and (although you are providing him with assistance) completes the employee section of Form I-9 himself on his first day of employment (7/21/14). He lives at 950 Harvard Place, Newport, RI 02840.

2. Thomas' employer (Carpet Warehouse; 8114 Princeton Avenue, Newport, RI 02840) utilizes the e-verify system to determine employment eligibility. Thomas provides his U.S. Passport (issued by US Dept. of State, #000055555, expires 8/12/19) to his employer (Barry Coleman, HR Manager), who completes the form on Thomas' first day of employment.

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

► **START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.**
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	Zip Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	E-mail Address	Telephone Number
__/__/____			

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States
☐ A noncitizen national of the United States *(See instructions)*

Journal entry: In these exercises, students use the figures provided for all employees during the most recent pay period to record journal entries.

Based on the following figures for all employees during the most recent pay period, record the necessary journal entry to account for employee payroll as of 01/01.

Hint: Enter the transaction date on the first line only (if multiple transactions are required, enter the date on the first line of each transaction).

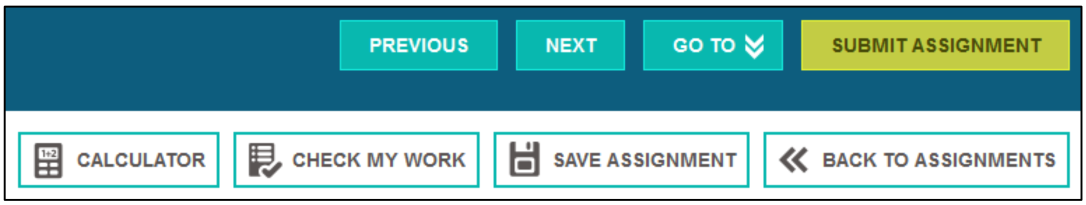
Hint: Enter all debits within the transaction prior to entering any credits.

Account Name	Amount
Retirement Plan Payable	$127.10
Social Security Tax Payable	$356.30
Medicare Tax Payable	$110.43

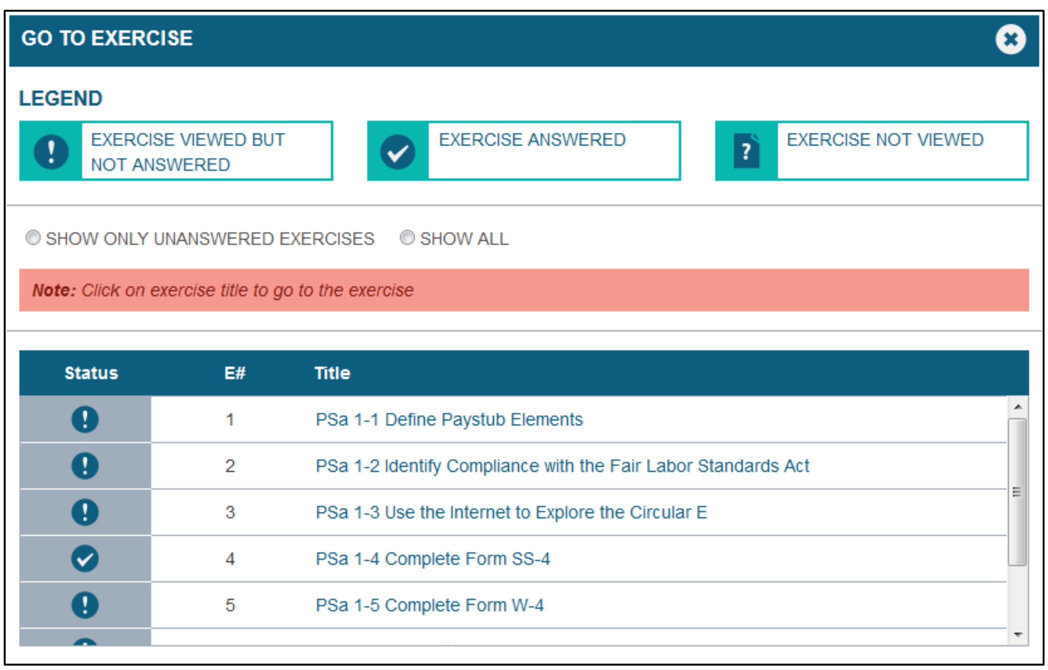
Date	Account Name	Debit	Credit
__-__			
__-__			
__-__			

On the top-right of each exercise is a box that keeps track of which exercise the student is currently working on and how many exercises within the Practice Set have been completed.

On the top-left side are a group of buttons that students can utilize while working on HG exercises.



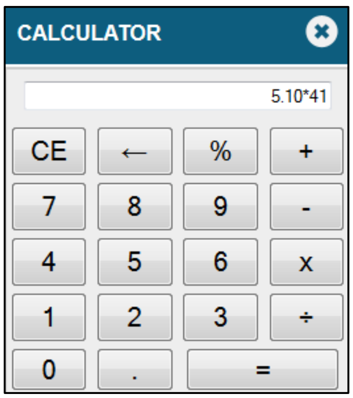
The top row of buttons let students navigate through the practice set. The Previous and Next buttons move the student either one exercise back or forward, while the Go To button allows the student to navigate to the exact exercise of their choice. The Go To button menu includes a legend that shows the student which exercises they viewed but didn't answer, which exercises they answered, and which exercises they didn't view at all.



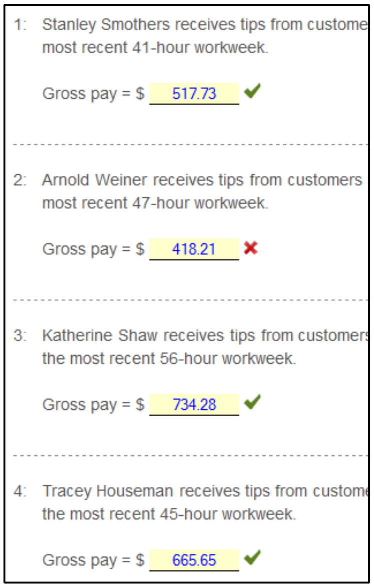
Once the student has completed the Practice Set, they use the Submit Assignment button to submit their assignment for grading.

Students can save their assignments by using either of the two buttons on the bottom row: the Save Assignment and the Back to Assignments buttons. Clicking the Save Assignment button saves all the work they've completed, so if they choose to complete the assignment at a later time, they can continue where they left off. If they need to navigate back to the Assignments page, they use the Back to Assignments button. When they click this button, a pop-up will appear asking them to confirm they want to go back to Assignments. Clicking Yes will automatically save the student's work, while clicking Cancel will keep them on their current page and allow them to complete the assignment.

Two of the HG features, the Calculator and Check My Work buttons, aid students in completing their work accurately. When students click the Calculator button, a calculator appears onscreen where they can calculate equations to find the correct answers.

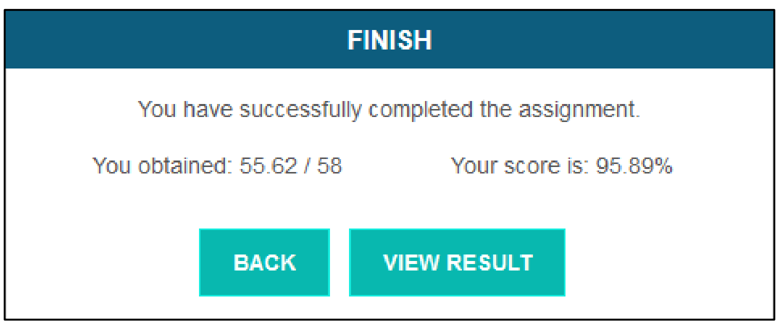


The Check My Work feature lets students see which answers they got correct and which they got wrong before they move on to the next exercise, and before they submit their assignments for grading. Correct answers will be marked with a green checkmark, while incorrect answers will be marked with a red X.



Students can take the opportunity to correct any wrong answers and use the Check My Work button again to ensure all answers are correct before moving on to the next exercise. To remove the marks, they click the Check My Work button again to deactivate the feature.

Once the student reaches the end of the Practice Set and clicks either Next or Submit Assignment, HG automatically gives the score.



Clicking the View Result button will take the student to a page that provides details on the amount of points earned out of total available points on each assignment, as well as how many times the student used the Check My Work feature in each assignment.

PRACTICE SET 1A

Date Open: Wednesday 1,April 2015, 12:00 AM (PDT)

Date Close: Wednesday 8,April 2015, 12:00 AM (PDT)

Late Submission Date: Not Allowed

Resubmission Date: ---

Total Attempts Remaining: 0

Score

Points Earned: 55.62/58

Percentage Grade: 95.89%

BACK

E#	Exercise	Points	Check My Work
1	PSa 1-1 Define Paystub Elements View Details	1/1	2
2	PSa 1-2 Identify Compliance with the Fair Labor Standards Act View Details	12/12	0
3	PSa 1-3 Use the Internet to Explore the Circular E View Details	4/5	0
4	PSa 1-4 Complete Form SS-4 Correct Answer Student Answer	9.62/10	0

In the Exercise section under each exercise title are links where students can view the details of each exercise, which, depending on the settings you activated, include the correct answers, the answers the student provided, the amount of points earned for each question, and any further feedback that elaborates on the correct answers. When students click the View Details link, a box detailing all of this information appears.

PSA 1-2 IDENTIFY COMPLIANCE WITH THE FAIR LABOR STANDARDS ACT

Q. #	Question	Question Type	Feedback	Points
1	A hospital employee is paid $6.95/hour. **Answer:** A. Compliant B. Noncompliant ✓ **Learner Answer:** Noncompliant ✓	Multiple Choice	This employer is not in compliance with the FLSA, as the employee is being paid less than the federal minimum wage of $7.25.	2/2
2	A full-time student earns $7.20/hour for working 4 hours/day, 4 days/week, during the school year. **Answer:** A. Compliant ✓ B. Noncompliant **Learner Answer:** Compliant ✓	Multiple Choice	This employer is in compliance with the FLSA, as the employee is earning at least 85% of the federal minimum wage, and not exceeding either the 8 hour/day or 20 hour/week thresholds.	2/2
3	An administrative (office) employee earns an annual salary which, when divided by total hours worked during the year, is the equivalent of $6.68/hour. **Answer:** A. Compliant ✓ B. Noncompliant	Multiple Choice	This employer is in compliance with the FLSA, as administrative employees are exempt from the federal minimum wage requirement.	2/2

For form exercises, students can view two different detail links: Correct Answer and Student Answer. The Correct Answer link displays the form filled out with all of the correct answers, while the Student Answer link shows the same form as the student filled it out. This allows students to compare their answers to those in the correct form and identify the answers they may have missed.

Employee Earnings Record

Name	Patrick Workman	Marital Status	Single
Address	817 Remote Lane Bentonville, AR 72712	Fed. Withholding Allow.	2
SS#	123-45-6789	State Withholding Allow.	2

	Earnings									Deductions					
Pay Period Ending	Regular Hours Worked	Regular Pay Rate	Regular Wages	Overtime Hours Worked	Overtime Pay Rate	Overtime Wages	Gross Pay	Federal Withholding Tax	State Withholding Tax	Social Security Tax	Medicare Tax	Retirement Contribution	Life Insurance	Charitable Contribution	Additional Withholding
06/27/2014		$ 9.00	$		$ 13.50	$	$	$	$	$	$	$	$	$	$

Employee Earnings Record

Name	Patrick Workman	Marital Status	Single
Address	817 Remote Lane	Fed. Withholding Allow.	2
	Bentonville, AR 72712	State Withholding Allow.	2
SS#	123-45-6789		

	Earnings									Deductions						
Pay Period Ending	Regular Hours Worked	Regular Pay Rate	Regular Wages	Overtime Hours Worked	Overtime Pay Rate	Overtime Wages	Gross Pay	Federal Withholding Tax	State Withholding Tax	Social Security Tax	Medicare Tax	Retirement Contribution	Life Insurance	Charitable Contribution	Additional Withholding	
06/27/201		$ 9.00	$		$ 12.50	$	$	$	$	$	$	$	$	$	$	

Clicking the Back button on the View Result page takes the student back to the Start page of the assignment, which now displays the date the student completed the assignment, the score they earned, and a View link where they can access they View Result page. The status of the assignment will be changed to Finished.

PRACTICE SET 1A

Date Open: Wednesday 1,April 2015, 12:00 AM (PDT)

Date Close: Wednesday 8,April 2015, 12:00 AM (PDT)

Late Submission Date: Not Allowed

Resubmission Date: ---

Total Attempts Remaining: 0

BACK

SONIA SMITH'S ATTEMPTS

Attempts	Date Attempted (PDT)	Grade	Status	View Result
1	11:28 AM 04/06/2015	55.62/58 (95.89%)	Finished	View

When the student clicks the Back button from the Start page, they are taken back to the Assignments page where their score is also listed in the Grade column and the status in the Submit Assignment column has been changed to Assignment Submitted.

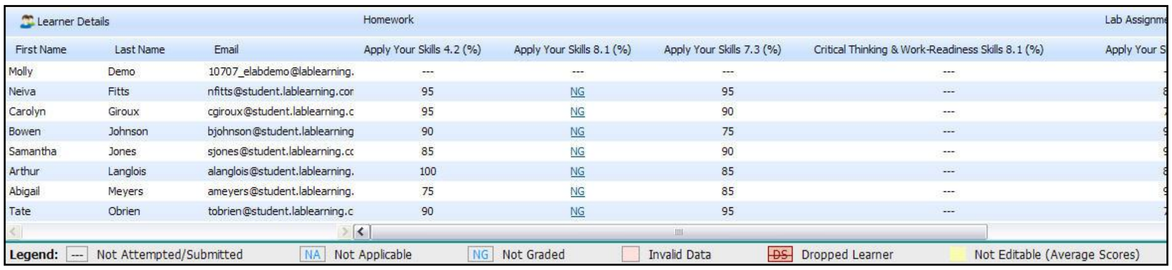
Assignments

Search: In: All Fields Search

Heading	Assignment Title	Assignment Type	Date Available (PDT)	Date Due (PDT)	Late Submission Date (PDT)	Submit Assignment	Grade
Chapter 1	Practice Set 1A HG	Homework	12:00 AM 04/01/2015	12:00 AM 04/08/2015	---	Assignment Submitted	55.62/58 - 95.89%
Chapter 4	Practice Set 4A HG	Homework	12:00 AM 04/02/2015	12:00 AM 04/09/2015	---	Complete Assignment	---
Chapter 2	Practice Set 2B HG	Homework	12:00 AM 04/02/2015	12:00 AM 04/09/2015	---	Complete Assignment	---

Gradebook

Use the gradebook to track all students' grades on assignments, tests, and homework. Students' names and email addresses are added to the gradebook automatically when they register for your course. eLab grades all tests automatically and populate the gradebook for you. If you give students additional assignments, you must grade the results manually. When you add grades to the Assignment Information pages for individual students, the gradebook will be updated. eLab will calculate the final grade for each student based on how you choose to configure final grades.



Learner Details			Homework				Lab Assignm
First Name	Last Name	Email	Apply Your Skills 4.2 (%)	Apply Your Skills 8.1 (%)	Apply Your Skills 7.3 (%)	Critical Thinking & Work-Readiness Skills 8.1 (%)	Apply Your S
Molly	Demo	10707_elabdemo@lablearning.	---	---	---	---	
Neiva	Fitts	nfitts@student.lablearning.cor	95	NG	95	---	
Carolyn	Giroux	cgiroux@student.lablearning.c	95	NG	90	---	
Bowen	Johnson	bjohnson@student.lablearning	90	NG	75	---	
Samantha	Jones	sjones@student.lablearning.cc	85	NG	90	---	
Arthur	Langlois	alanglois@student.lablearning.	100	NG	85	---	
Abigail	Meyers	ameyers@student.lablearning.	75	NG	85	---	
Tate	Obrien	tobrien@student.lablearning.c	90	NG	95	---	

Legend: --- Not Attempted/Submitted NA Not Applicable NG Not Graded Invalid Data ~~DS~~ Dropped Learner Not Editable (Average Scores)

Tip! The gradebook is sorted alphabetically by student last name by default.

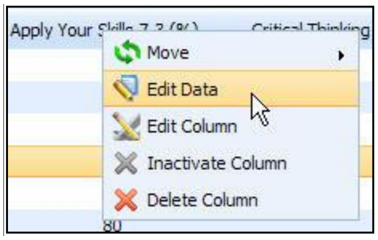
The gradebook has been enhanced for better viewing with new features such as static column headings and better scrolling capabilities. You can also maximize the gradebook to fill the browser window by clicking the Maximize button in the upper-right corner of the gradebook.

Gradebook Tips and Tricks

Feature	Details
Resizing columns	If you resize a column and then leave the gradebook, eLab will remember and retain your setting for when you return.
Resizing the browser window	When you resize the browser window, the gradebook adjusts its size automatically.
Sorting	eLab remembers your sorts! If you make a sort and then leave the gradebook, the sort will still be in place when you return.
Right-click functionality	Right-click on a column heading for a list of actions that can be taken: Move, Edit Data, Edit Column, Inactivate Column, or Delete Column.
Double-click functionality	Double-click on a student's grade to change it manually. Tap Enter to save the change.
Printing	In student view, you can print a grade report for individual students. This will soon be available in instructor view as well.

Right-Click Functionality

The gradebook features right-click functionality. This means you can right-click on a column heading in the main gradebook window and choose options from a pop-up menu.



Choose Edit Data, for example, if you want to change the percentage score for individual student(s) in a particular assignment. Click Update, and the changes are automatically added to the gradebook.

Gradebook Legend

Notice the legend at the bottom of the gradebook. It explains what various abbreviations and colors indicate.

--- Not Attempted/Submitted	Dashes indicate than an assignment or test has not been submitted or attempted by a student.
NA Not Applicable	This abbreviation indicates that an assignment is not published to a particular student.
NG Not Graded	An NG abbreviation is a link. Click it to move to the Assignment Information page for that student. Grade the assignment and save, and the grade will be added to the gradebook.*
Invalid Data	If you type data that is not valid for the cell, the color of the cell will change. For example, if the maximum score is 100% and you type 200% in the cell, the cell will change color.
~~DS~~ Dropped Learner	Dropped students are indicated with a strikethrough and a tinted color.
Not Editable (Average Scores)	Average scores cannot be changed manually in the gradebook.
Ungraded Resubmission	When there is a new student assignment resubmission to be graded, the student's grade cell color changes. A link will become available on the current posted grade in the gradebook that will take you to the specific student assignment so you can easily evaluate the resubmission and update the grade.

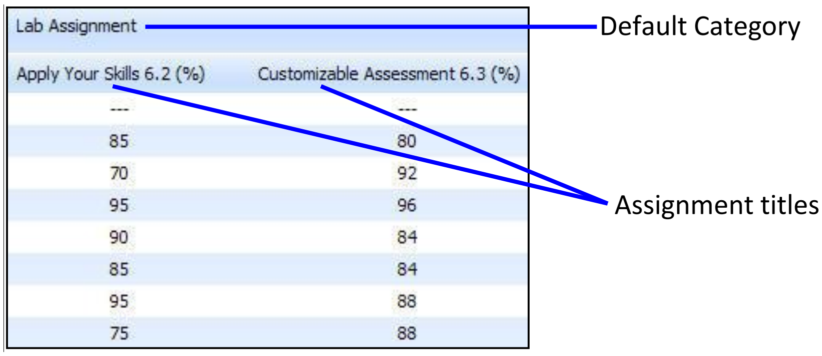
*Regarding multiple attempts for an assignment: When students resubmit an assignment, their original grade still appears in the gradebook. You must go to the assignments area to access the new submission; you cannot click the grade in the gradebook to be brought directly to the assignment submission.

Populating the Gradebook

Notice the series of links above the gradebook. These links allow you to accomplish different tasks.

Add Column

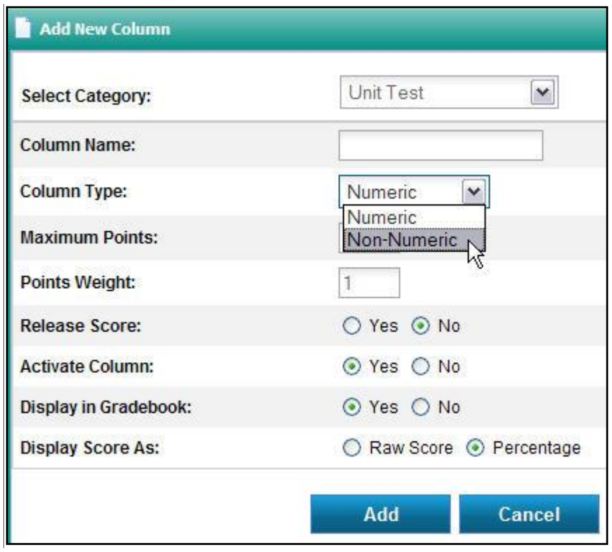
Choose from the twelve default categories to define your main category, or create your own. These headings will be placed over the sub-columns that relate to them. For example, you can choose the default category Extra Credit as the main column heading and then create sub-categories for the different extra credit assignments you provide as sub-columns.



When you're ready to add to your gradebook, click the Add Column link to open the Add New Column window. From here, choose your category or add a new category. More options appear so you can customize your column. Notice that many of these options are also those you can set when creating an assignment or test.

> ***Note! While dashes and periods are permitted in a custom gradebook column, the following characters cannot be used: " , ` ~ % ^ = [ ] \ { } |< >.***

You can now add non-numerical columns to the gradebook (may be especially helpful for WebCT users). This means you can create columns to add any information you like, such as demographic information.

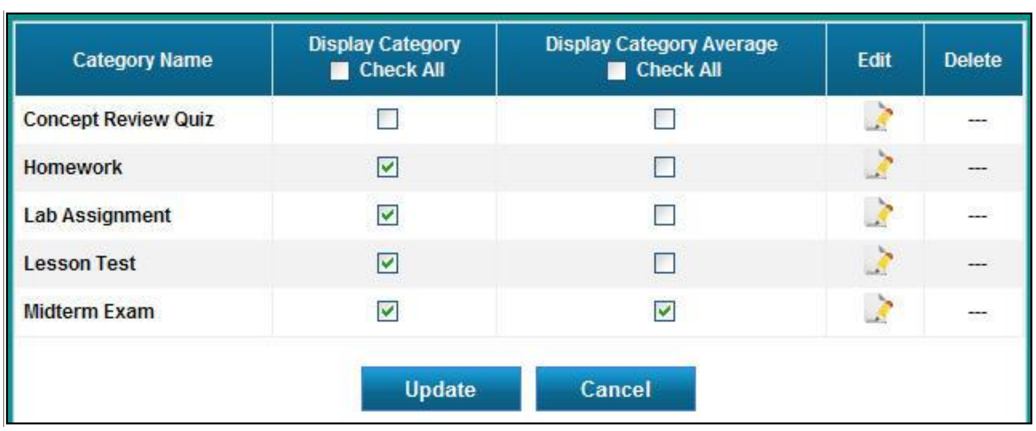


When you are finished, click Add.

> ***Note! Assignment titles are added to the gradebook when you create the assignments. Alternatively, you can create assignment titles before you create the actual assignments.***

Configure Categories

If you do not want to show certain categories even though you have assignments or tests under them, you can set the gradebook to hide these columns. Hiding columns does not affect grading. It simply allows you to see only certain categories in your current view of the gradebook. For example, if you only want to look at grades on lesson tests, you can hide all other categories and view only the grades in the Lesson Tests category. Notice the Check All option; it allows you to choose all categories with one mouse click.



Category Average

The category average is the student's average for that particular category, for example their homework average or lesson test average. Each category has an Average Category column in the gradebook. The percentage of the final grade that the category based on is displayed in parentheses next to the Category Average column heading.

Category Average (30%)
0
47.5
46.25
41.25
43.75
46.25
40
46.25

In this illustration, notice that the category average for Homework is 30%. This means that 30 percent of each student's final grade will be based on performance on homework assignments.

Configure Gradebook

Use this screen to configure the entire gradebook all in one place. This is where you make mass updates to your gradebook. From here you can add columns/categories, determine the maximum points per assignment, decide whether or not to display scores in student tables, specify how to display scores, and more.

Choose Yes if you want students to see their grades in their gradebooks.

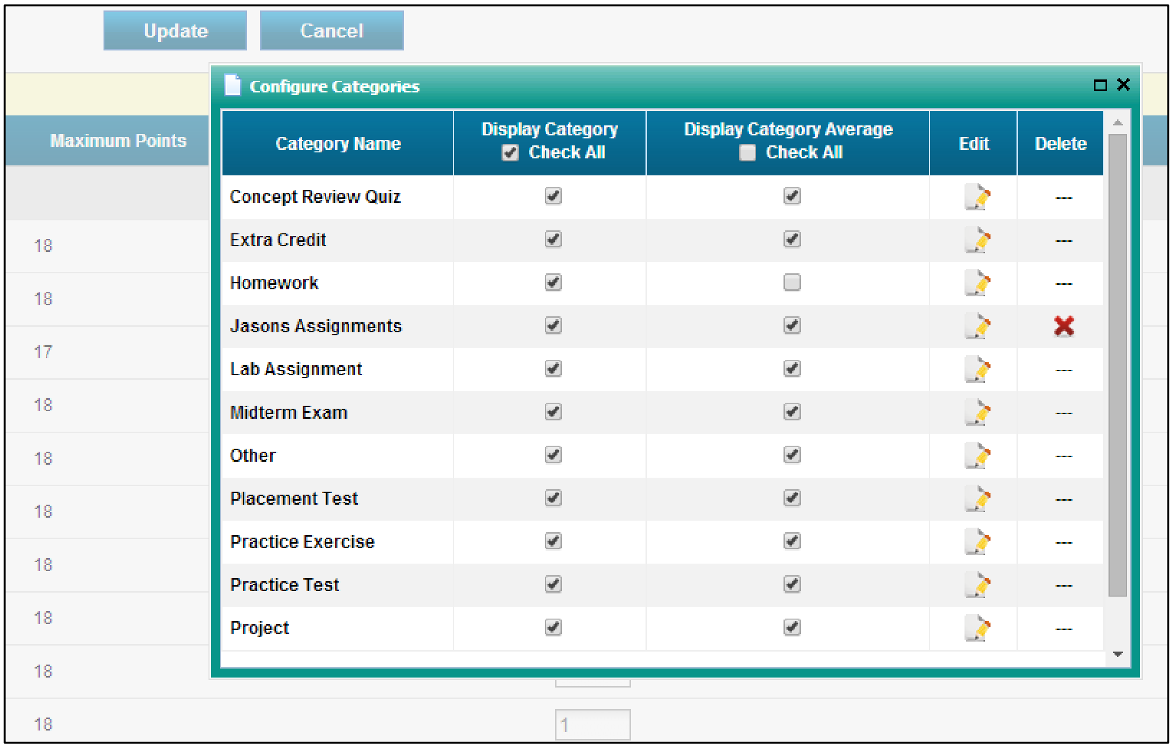
Inactivated columns become hidden and are not considered in the final grade.

Column Name	Category Name	Max Pts	Pts Weight	Attempt Used	Release Score	Activate	Display Score As	Display in Gradebook	Delete
Apply Your Skills 4.2	Homework	20	1	Highest Score	Yes No	Yes No	Raw %	Yes No	
Apply Your Skills 8.1	Homework	20	1	Highest Score	Yes No	Yes No	Raw %	Yes No	
Apply Your Skills 7.3	Homework	20	1	Highest Score	Yes No	Yes No	Raw %	Yes No	

Tip! An* inactivated *column is not a* deleted *column. You can choose to activate an inactive column at a later time and use the scores in determining students' final grades.

Configure Final Grade

Use this screen to set the percentage and weight of the assignments and tests. The Maximum Points column shows the points you allotted for the assignment/test when you created it. You can add “weight” to each assignment and determine the percentage of each category toward the final grade.



Notice the Display Final Grade Yes/No option at the top of the window. If you choose No, then the final grade will not appear in your gradebook or in students’ gradebook. The change happens instantaneously, and you can change it back at any time.

You also have the ability to display or hide the individual category averages in the student gradebook. Click to open the Configure Categories box at the top-left of the window. In the Display Category Average column, check assignments to display individual category averages, and uncheck assignments to hide them. You can also click the Check All box at the top of the Display Category Average column to display or hide all category averages.

Weighted Points

For those not familiar with the weighted points system, following is a short discussion.

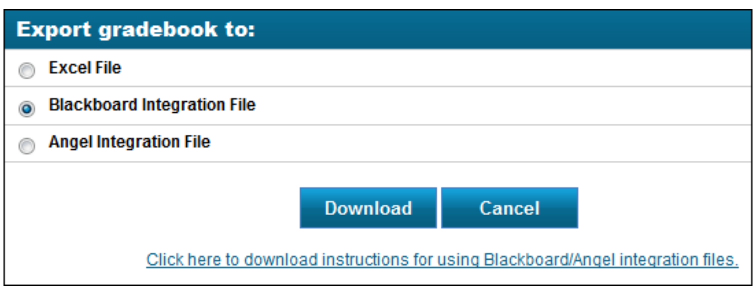
Per category, you can determine if one assignment is more important than others, regardless of how many points are allotted to the assignments. For example, imagine that your course has four assignments, each worth twenty-five points. Assignments 1–3 have relatively the same level of difficulty, but Assignment 4 is more challenging. You can assign greater weight to Assignment 4 so that it is worth two times the weight of Assignments 1–3. That is, Assignments 1–3 each count once and Assignment 4 counts twice toward the average grade for this category. The average grade for this category would then be used when determining the final grade for the course based on the percentage weight it is assigned.

	Points Possible	Weight	Weighted Percentage (% of points for this category)	Weighted Points Earned (points toward final grade)
Assignment 1	25	1	20%	25
Assignment 2	25	1	20%	25
Assignment 3	25	1	20%	25
Assignment 4	25	2	40%	50

Tip! You can configure many of these gradebook options when you create assignments and tests, depending on your preference.

Download

You can download the eLab gradebook to Microsoft Excel, BlackBoard, or Angel.



Learner Activity Report

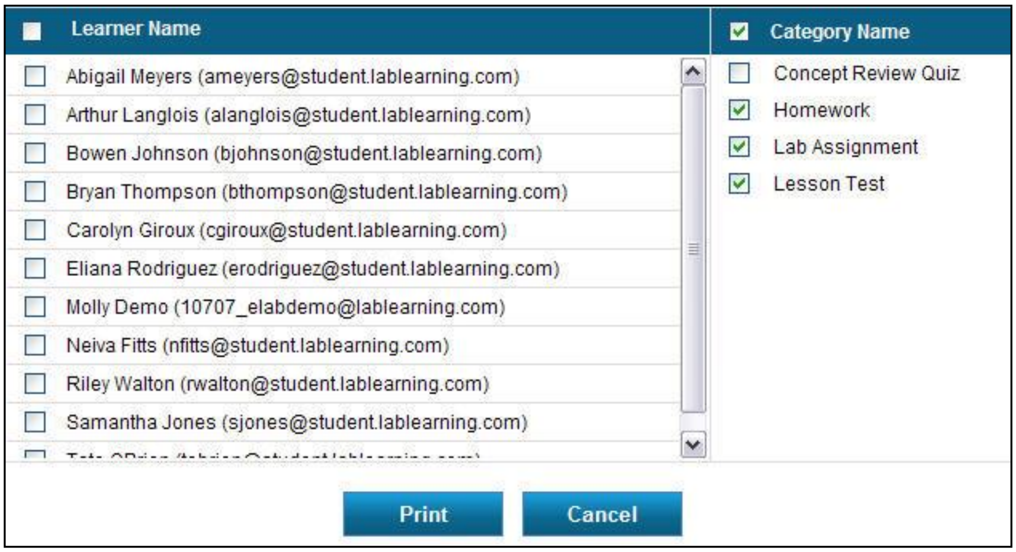
The Learner Activity Report offers both an overview of and details about your course and your students. You can view the student who spent the most and the student who spent the least amount of time in eLab. The bottom table shows the statistics for each student in your class.

#	First Name	Last Name	Course Name	First Login (EST)	Last Login (EST)	Total Login	Quiz Time	Forum Time	Assignment Time	Course Content Time	Total Time	Content Clicks	Assignment Clicks	License Key Status	View Login Details
1	Sonia	Smith	Building a Foundation with Microsoft Office 2013 (BF153_012)	11:21 AM 12/26/2013	04:43 PM 12/27/2013	3	00:02:10	—	00:06:35	00:01:00	00:09:45	1	10	Active	Login Details
2	Sam	Rodriguez	Building a Foundation with Microsoft Office 2013 (BF153_012)	—	—	0	—	—	—	—	—	—	—	Active	Login Details
3	Nate	James	Building a Foundation with Microsoft Office 2013 (BF153_012)	—	—	0	—	—	—	—	—	—	—	Active	Login Details
4	Karen	Obrien	Building a Foundation with Microsoft Office 2013 (BF153_012)	11:41 AM 12/26/2013	05:08 PM 12/27/2013	5	00:06:00	—	00:01:15	00:01:10	00:08:25	2	8	Active	Login Details
5	John	Biggs	Building a Foundation with Microsoft Office 2013 (BF153_012)	11:13 AM 12/26/2013	05:15 PM 12/27/2013	6	00:01:05	—	00:07:00	00:01:05	00:09:10	1	11	Active	Login Details

Notice the information presented here. You can view the first/last logins, the total number of logins, time spent on quizzes and assignments, and even the number of clicks issued. To view the data for just one student, click the Login Details link in the View Login Details column.

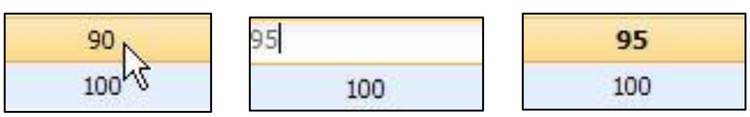
Print Gradebook

You can choose to print gradebook entries for individual students or for the entire class. You can even choose what assignments, etc. to print.



Adding and Editing Grades

The gradebook is populated automatically. Tests are graded right in eLab, and test scores are added to the gradebook immediately. If you chose the Release Scores option, then students will be able to see the results of their tests in their gradebooks as well. When you grade assignments, eLab adds the grades to your gradebook and, if applicable, to student gradebooks. eLab makes it easy for you to manually edit a grade. Simply double-click in the desired cell, enter the new grade, and click Enter.



If a student doesn't complete an assignment or test, eLab automatically enters 0 (zero) in the gradebook for that assignment or test until that item is submitted. The missed assignment or test, then, is still counted in the final grade.

> ***Note! If a student is unable to complete an assignment/ test for an unforeseen reason and you want to eliminate the zero score or have given the student a chance to make up the missed assignment/test, you can download the gradebook as a .cvs file and manually change the grade. In the future, eLab will be updated to allow instructors to drop the lowest grade(s) for students.***

What Your Students See

The following figure shows a sample student gradebook.

CATEGORY NAME	CATEGORY GRADES								CATEGORY AVERAGE
Concept Review Quiz (0%)	EX02 Quiz ---	WD04 Quiz ---	AC01 Quiz ---	EX08 Quiz ---	EX03 Quiz ---	WD05 Quiz ---	PP01 Quiz ---	EX04 Quiz ---	0
	WD06 Quiz ---	WD01 Quiz ---	EX05 Quiz ---	WD07 Quiz ---	WD02 Quiz ---	PP03 Quiz ---	EX06 Quiz ---	EX01 Quiz ---	
	WD03 Quiz ---	PP04 Quiz ---	EX07 Quiz ---	AC02 Quiz ---	PP02 Quiz ---	AC03 Quiz ---	AC04 Quiz ---	AC05 Quiz ---	
Extra Credit (0%)	Work with a Database, and Update a Table and a Form ---								0
Homework (0%)	Apply Your Skills WD01-A03 NG	Apply Your Skills EX02-A02 ---							0
Lab Assignment (0%)	Reinforce Your Skills WD01-R01 90%	Apply Your Skills WD02-A02 ---	Reinforce Your Skills EX01-R01 ---						30
Lesson Test (0%)	Word Lesson 01 Test 93.1%	Word Lesson 02 Test ---	Excel Lesson 01 Test ---	Excel Lesson 02 Test ---					23.28
								Final Grade:	0%

In this course, there are twenty-four Concepts Review quizzes, two homework assignments, three lab assignments, and four lesson tests so far. Assignments and tests that have not been completed yet are marked with dashes (---). Notice that this student can see her average for each category, as well as her current grade for the course. Clearly this student wants to complete the Concepts Review quizzes to up her final grade.

> ***Tip! Students can only see their grades and not the grades of other students in the class.***

Reports

The reporting module enables you to easily determine which tasks your students are mastering and which areas need further attention. You can quickly pinpoint and address problem areas by analyzing test results on a question-by-question basis, for an individual class section, or across multiple class sections. You can compare the results of all test questions or use filters to compare only those questions that are in common across all tests being analyzed. This complex analysis is made easy in eLab.

Access this feature by clicking the Reports link you (see above figure). Then, click the Question/Test Comparison Reports link. The analysis page opens. Although the extensive table may look intimidating at first, this feature is easy to use.

Table Legend

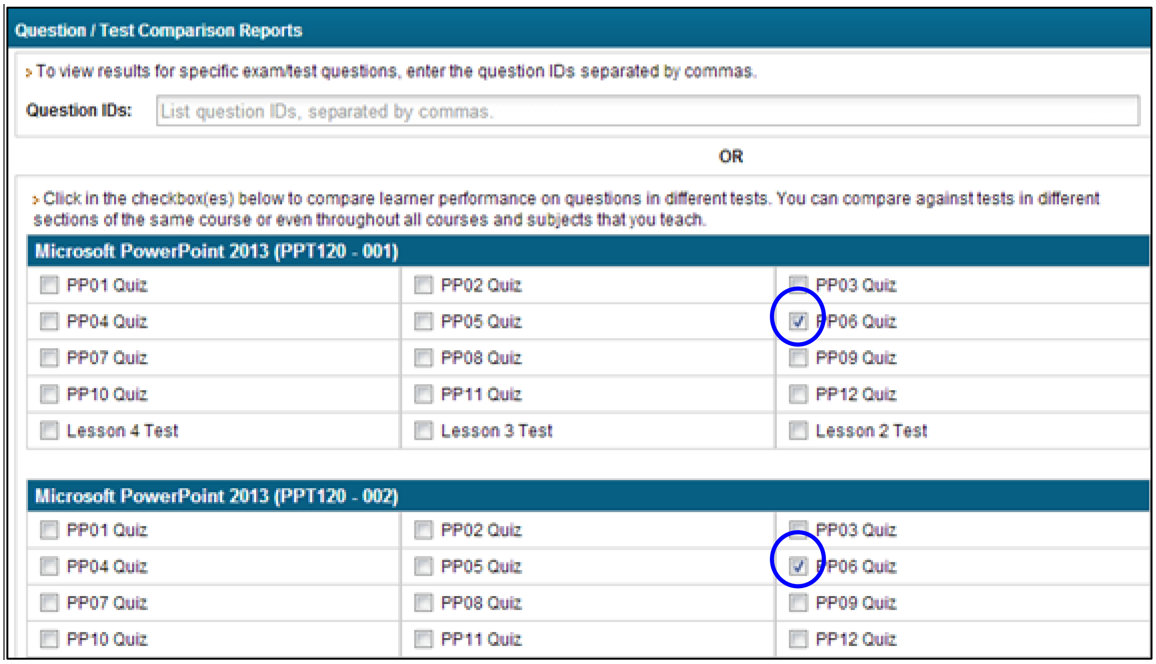
We have provided a legend to help you navigate and use the question/test comparison table.

For your convenience, this legend “floats” down the table as you scroll so you can always view the text and can easily click the Get Report button.

Question/Test Comparison

There are two sections to the table. In the first section of the table, you can enter specific question IDs (separated by commas) to make your analysis.

The second section of the table is organized by course sections. Use this table to compare the results test questions against different sections of the same course. Simply click in the checkbox next to the test(s) you want to compare.



In this illustration, we are comparing the results of the PowerPoint Lesson 6 Quiz in section 001 of PPT-120 to the results of the PowerPoint Lesson 6 Quiz in section 002 of the same course.

When you are ready, click the Get Report link on the right side of the table. After a few moments, your report will appear. Following is just a small section of the report that was generated for our analysis. Notice the headings. You can view average points, the total number of students who took the test, the number of students who answered the question correctly/incorrectly, the number of students who did not answer the question at all, and the average time for taking each question.

S#	QID	Question Text	Question Type	Course Section	Test	Avg % of Pts Earned	Total Learners	Correct	Incorrect	Not Answered	Avg Time (hh:mm:ss)
1	4720481	You can use the popular MP3 format for audio files in your presentation.	True/False	PPT120 - 001	PP06 Quiz	---	---	---	---	---	---
				PPT120 - 002	PP06 Quiz	---	---	---	---	---	---
					Totals	---	---	---	---	---	---
2	4720482	If you change the name of a linked multimedia file, it will still play in your presentation; you just lose the ability to edit the file.	True/False	PPT120 - 001	PP06 Quiz	---	---	---	---	---	---
				PPT120 - 002	PP06 Quiz	---	---	---	---	---	---
					Totals	---	---	---	---	---	---

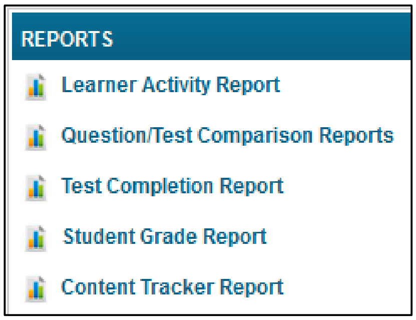
Learner Login Report

Click this link to see statistics on individual students, all students in a course section, or all students in all courses. eLab will generate a report that shows information on logins, quizzes and assignments, course time, and more.

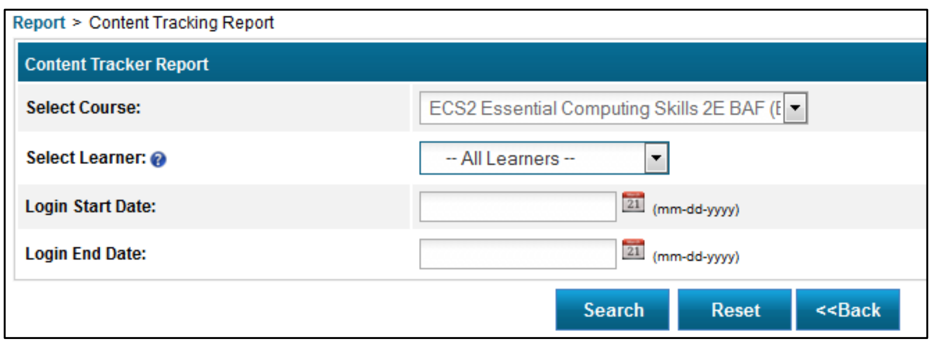
#	First Name	Last Name	Course Name	First Login (EST)	Last Login (EST)	Total Login	Quiz Time	Forum Time	Assignment Time	Course Content Time	Total Time	Content Clicks	Assignment Clicks	License Key Status	View Login Details
1	John	Biggs	Building a Foundation with Microsoft Office 2013 (BF153_012)	11:13 AM 12/26/2013	05:15 PM 12/27/2013	6	00:01:05	---	00:07:00	00:01:05	00:09:10	1	11	Active	Login Details

Content Tracker Report

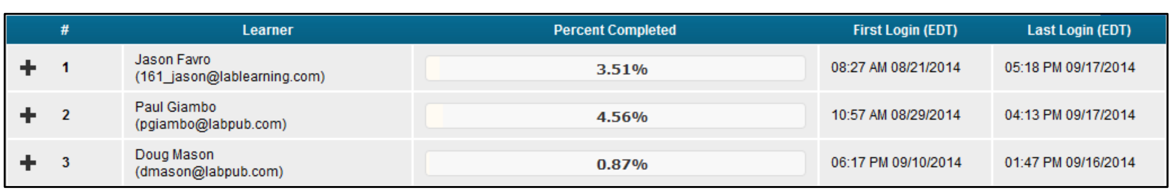
The Content Tracker Report tracks how many resources each student has utilized. To view the Content Tracker Report, click Reports under Course/Evaluation Mgmt, then click the Content Tracker Report at the bottom of the list of Reports.



Select the course for which you would like to view a report. You may also filter the reports you receive by selecting a specific student whose reports you would like to view, login start date, and/or login end date. Once you have filled out your desired fields, click Search.

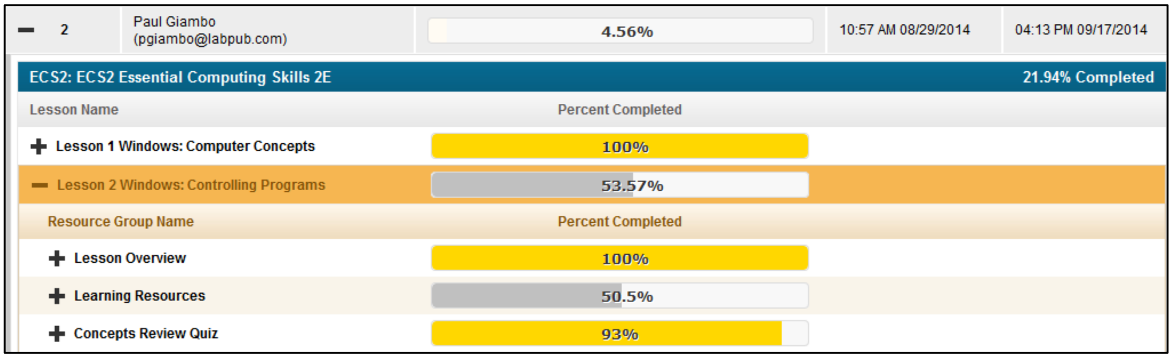


The Content Tracker Report generated contains five columns: Number (#), which contains a plus sign to view more detailed information for each student; Learner, which contains each student's name and email; Percent Completed, where the percentage of the resources utilized by each student is displayed; First Login, which shows the date of the first time a student logged into the course; and Last Login, which shows the date of the last time a student logged into the course.

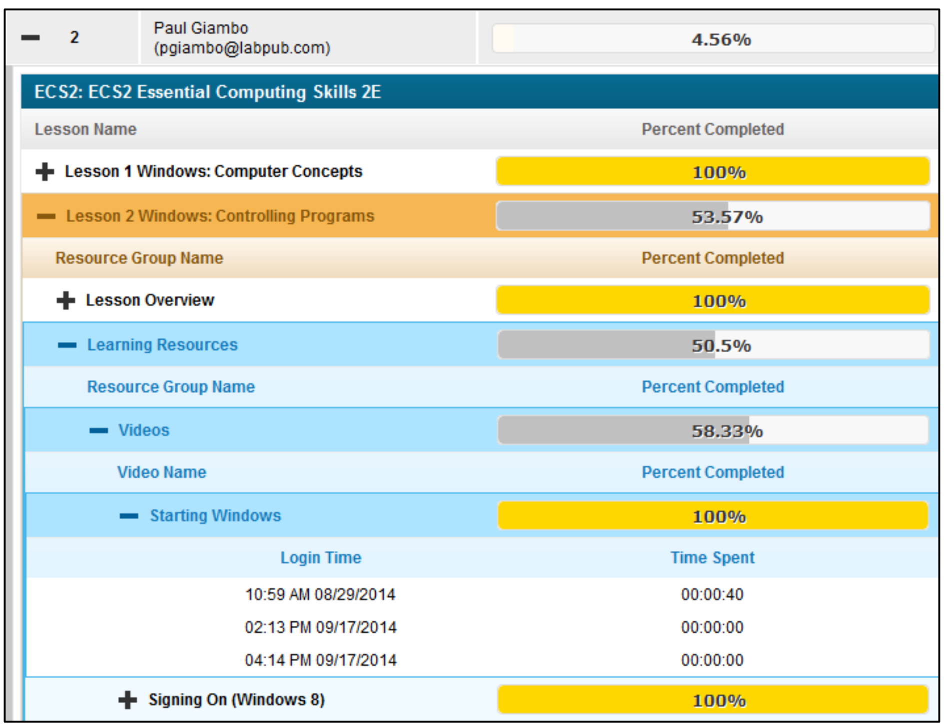


#	Learner	Percent Completed	First Login (EDT)	Last Login (EDT)
+ 1	Jason Favro (161_jason@lablearning.com)	3.51%	08:27 AM 08/21/2014	05:18 PM 09/17/2014
+ 2	Paul Giambo (pgiambo@labpub.com)	4.56%	10:57 AM 08/29/2014	04:13 PM 09/17/2014
+ 3	Doug Mason (dmason@labpub.com)	0.87%	06:17 PM 09/10/2014	01:47 PM 09/16/2014

To view a more detailed report of a student, click the plus sign in the first column beside the student's name. The Content Tracker Report displays each unit and lesson of the course and the percent completed for each. Click the plus sign to the right of a lesson to see the percentages for each type of resource utilized, such as Lesson Overview, Learning Resources, and Concepts Review Quiz.



Some resources, like Learning Resources, may have subtypes, such as Videos and Guide Me Tutorials. Open one of these sections and you can view a list of all the videos or Guide Mes in that lesson and the percent completed for each. If you click the plus sign to view details for a video or Guide Me, the report shows each login time and exactly how much time was spent viewing each video. Details for other resources, like the Overview Presentation and the Concepts Review Quiz will only include the login time and do not measure the time a student spent using those resources.

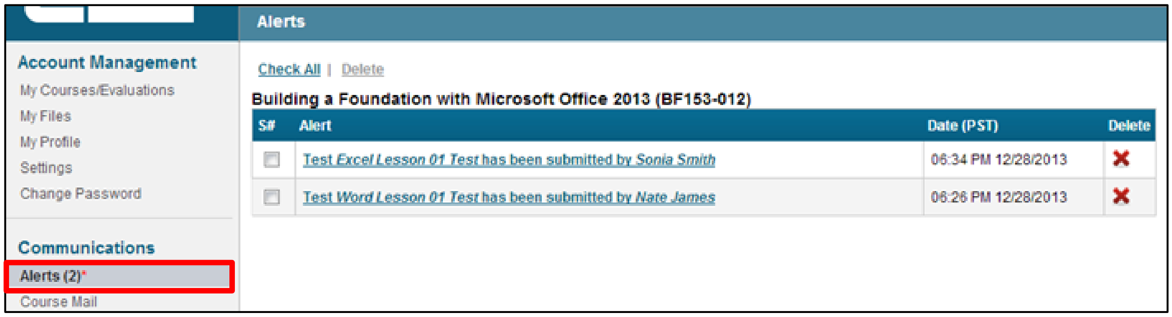


Note! For the Concepts Review Quiz, the Content Tracker Report only tracks how many questions a student answered, not their score.

Communications

Alerts

The alerts that you configure under Account Management > Settings area appear here. To view the alerts you receive, click Alerts. Notice you also see the number of alerts received. For example, in the below illustration, two alerts are indicated.



If you have several alerts in different courses, alerts will be listed under each course name. To delete all alerts, simply click the Check All link and click Delete. To delete individual alerts, click the red X. To change alert options, go back to Settings, click the Alert tab, and make your adjustments.

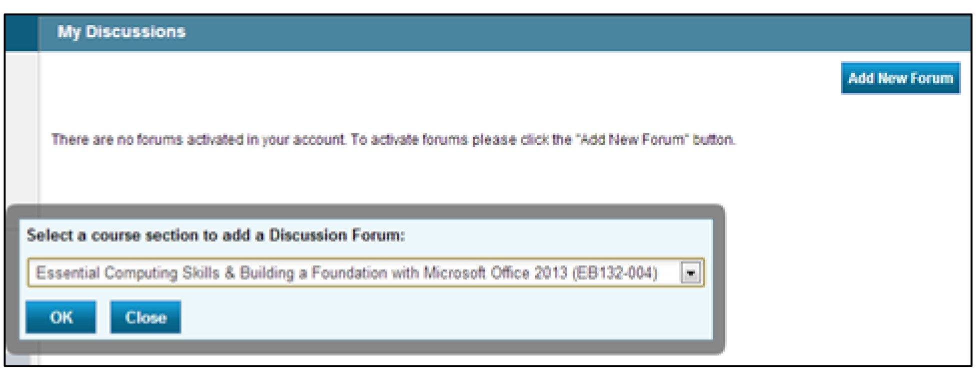
My Discussions

My Discussions is where you can communicate with your students. It is also known as a discussion forum, group, or board. You can create a new forum category for a specific course and add different topics to it. Students can then post their responses to the topic and reply to other students' postings. This creates a "thread." A thread can consist of many postings by all students in the course.

Add a Forum

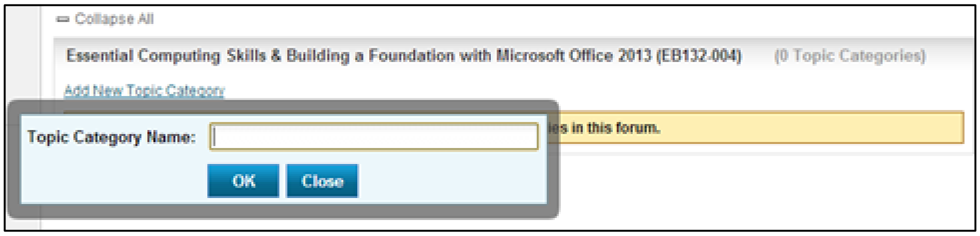
To create a new forum category, click Add New Forum, select your course, and click OK.

> ***Note! You must have at least one course created in order to create discussion categories and topics.***



Add a Topic Category

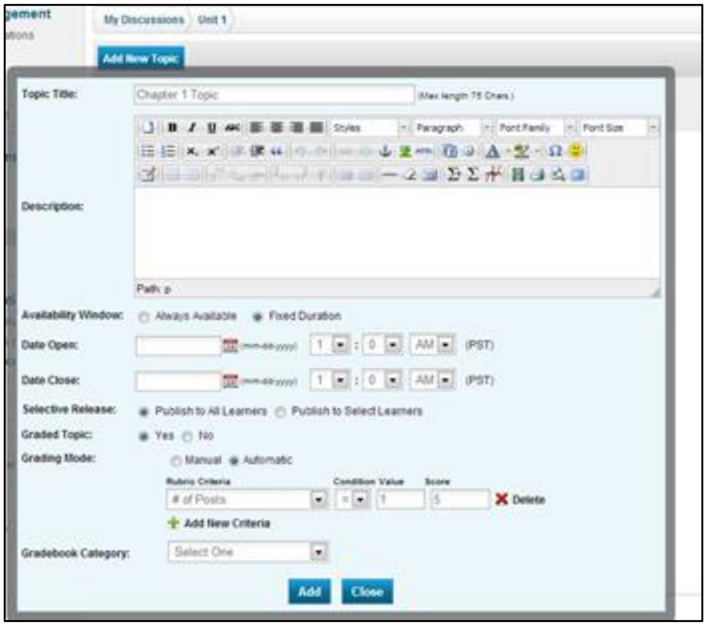
After creating your course forum, you will need to create a category. Click Add New Topic Category. Type the name of the category and click OK.



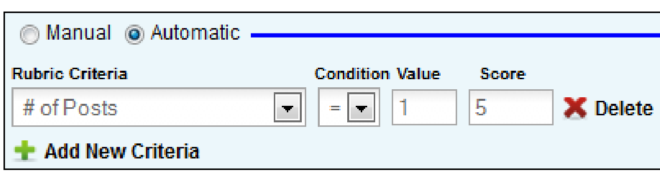
Note! Once a topic has been added to a category, that category can no longer be deleted.

Add a Topic

To add a topic within a category, click Topic Category and then click Add New Topic.



In the new topic window (shown above), type the topic name and description, as well as the availability (open and close date). If the topic will always be open, choose the Always Available option. If the topic will not be graded, select No. If it will be graded, choose whether you want to input the grades yourself (Manual) or let eLab do it (Automatic).

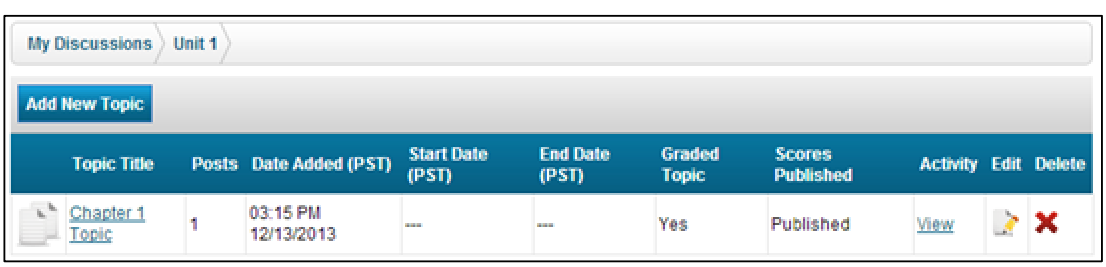


Automatic gives you the option to set criteria for automatic grading. You can set more than one rubric criteria by clicking Add New Criteria.

Once you have entered all topic information, click Add. The topic will then be listed under the category. You can edit the topic by clicking the icon under the Edit column; delete it by clicking the red "X." To view students' postings to the topic, simply click the topic title.

Grading Topics Manually

Once the topic has been created and has the option for you to manually grade it, you can then input grades for each student after reading their postings.

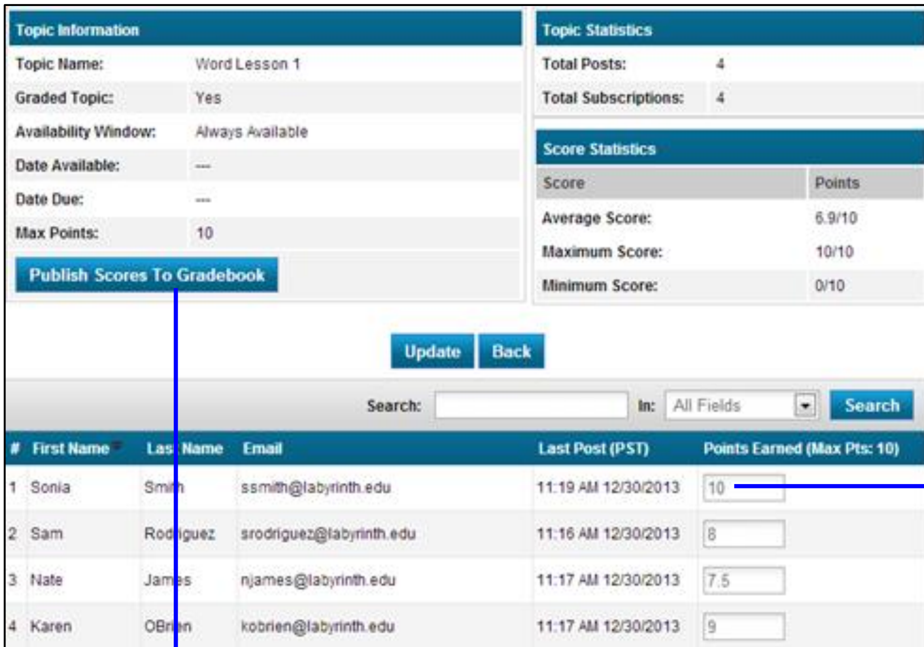


My Discussions › Unit 1

Add New Topic

Topic Title	Posts	Date Added (PST)	Start Date (PST)	End Date (PST)	Graded Topic	Scores Published	Activity	Edit	Delete
Chapter 1 Topic	1	03:15 PM 12/13/2013	---	---	Yes	Published	View		

Click the View link under the Activity column to view the grade settings.

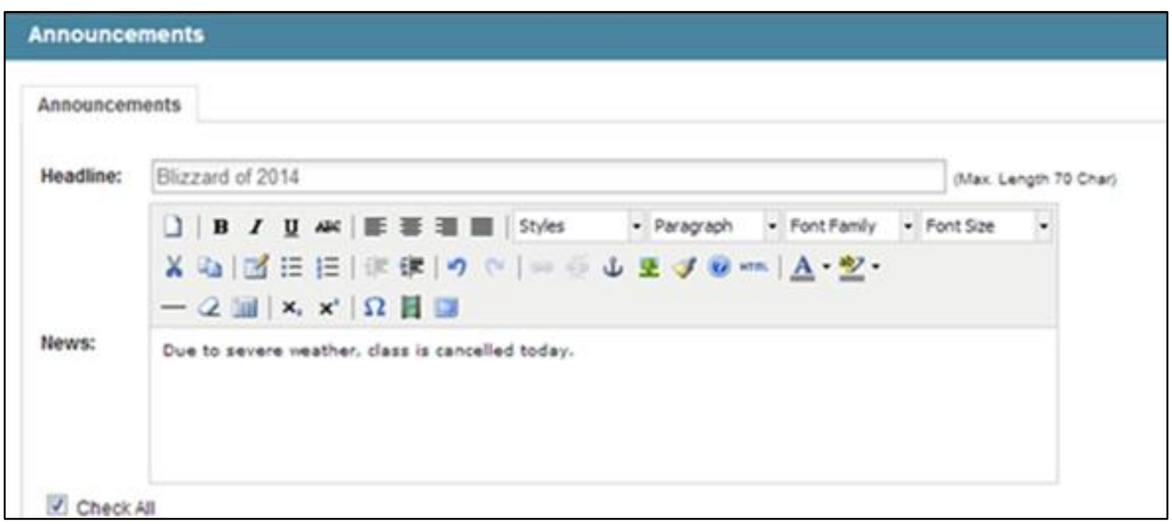


Input students' grades here.

After inputting students' scores and clicking Update, click Publish Scores to Gradebook for student view.

Announcements

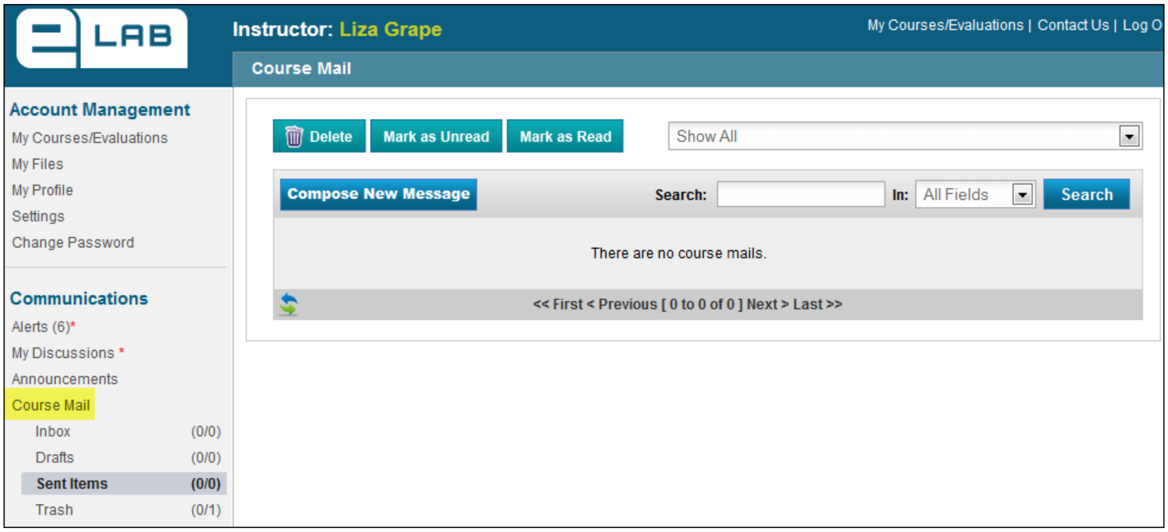
There may be times when you need to contact your students all at once, perhaps to announce a cancelled class or an extension on a deadline. You can do this in the Announcements section. Click the Add New Announcement button and fill in the form.



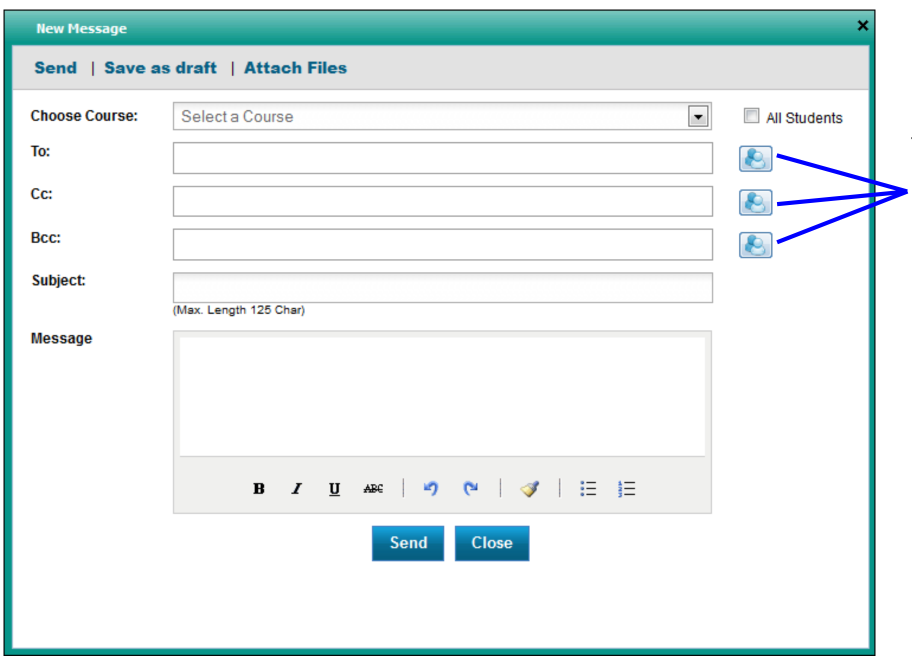
Click in the Check All box to send the announcement to all courses/sections in a category. In the Status section, choose Pending to create and save your announcement without posting it. Choose Publish to send your message to students.

Course Mail

The Course Mail functions exactly like regular email, so this may be familiar to you. All messages sent to and from students are sent within eLab only. Course Mail does not go to students' email addresses. You and your students will need to log in to eLab to retrieve and send messages.



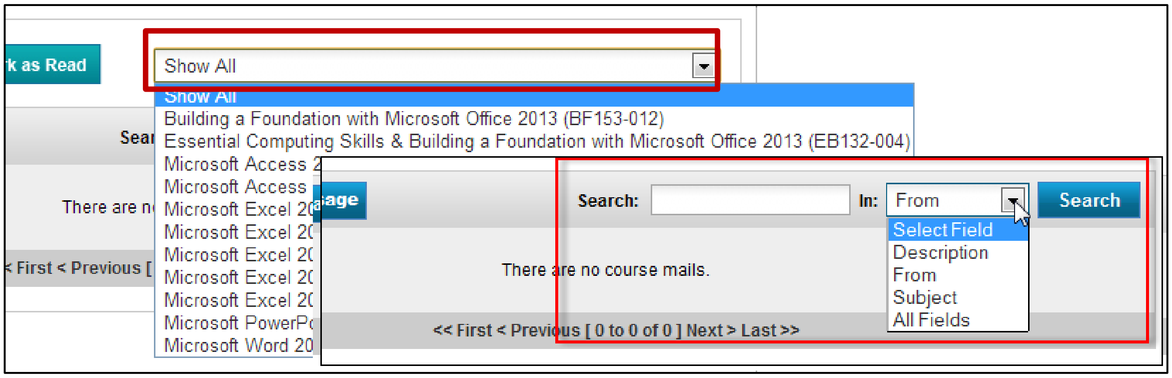
To send a new course mail, click Compose New Message. To send a general message to students in all of your courses, select All Courses from the drop-down list and check the All Students box.



To send to individual students, click the icon to select students' names.

Add the subject for your message, and then type your message. You can then send the message, attach files, or save the message as a draft.

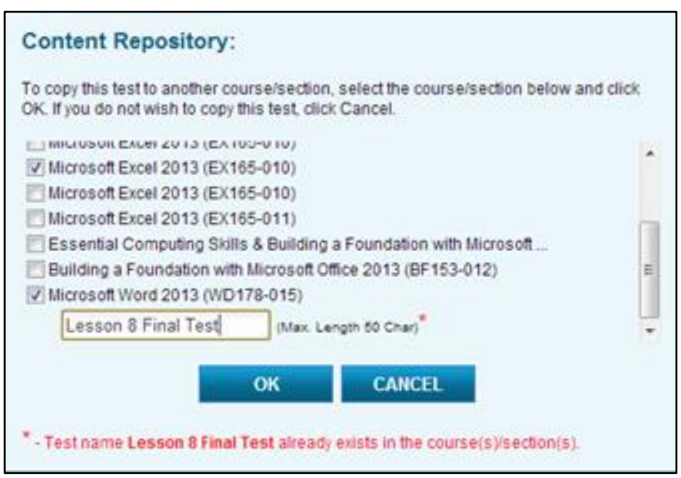
In addition to the basic features of the Course Mail, you have the option to select the course you want to see the Course Mail for only. This way, you can identify which student belongs to which course. If you have Course Mail set to Show All, then you will see messages from students across all courses/sections.



Choose Show All for the greatest message search flexibility.

The Content Repository Feature

eLab's content repository feature allows you to store tests/exams and assignments for use in additional courses that you teach. This can be a great time saver, as you don't have to re-create the same tests and assignments for every section of a course that you teach. The items are added to the repository automatically after you create them. A pop-up box will appear, allowing you to select different sections/courses within the same category that should use the item.



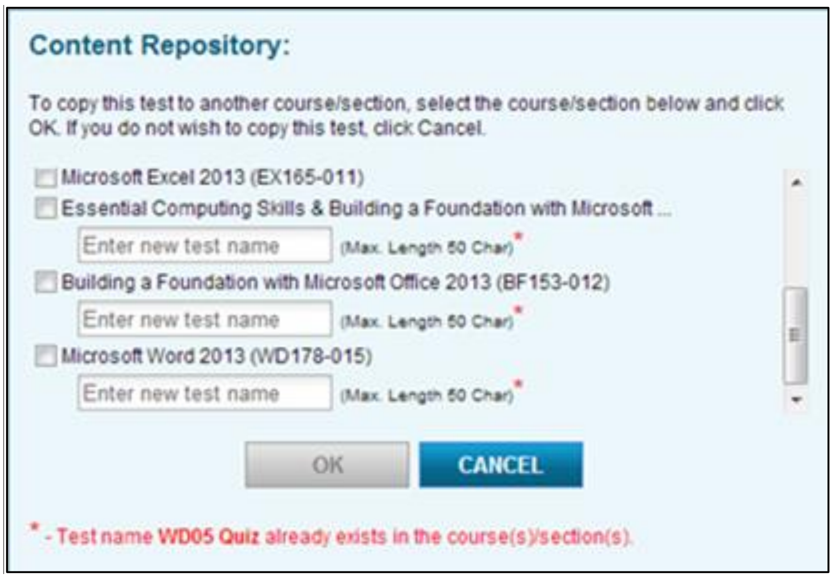
This window appeared as the instructor created a new Lesson 8 test. The content repository window will pop up whenever you create a new test or assignment from scratch. It does not pop up when you use the Test Library or the Assignment Library. Here the instructor is choosing to copy this test to her Excel and Word classes.

The next pop-up box that appears allows you to indicate if you want to modify the item (such as the start/end dates for tests and assignments) or copy it just as is. If you choose to make edits, you will be taken back to the creation screen (for example, Configure New Test if creating a test) so you can make your edits.

You can even store items in the content repository for use at a later time.

The Copy Button

 In the table list for tests and assignments you will see a new Copy column. Click the icon to copy the chosen item to other sections of your course. If the item has not been copied previously, you will see the first pop-up box described above. If the item has already been copied, you will receive a warning and the opportunity to rename the item.



Teaching Assistants

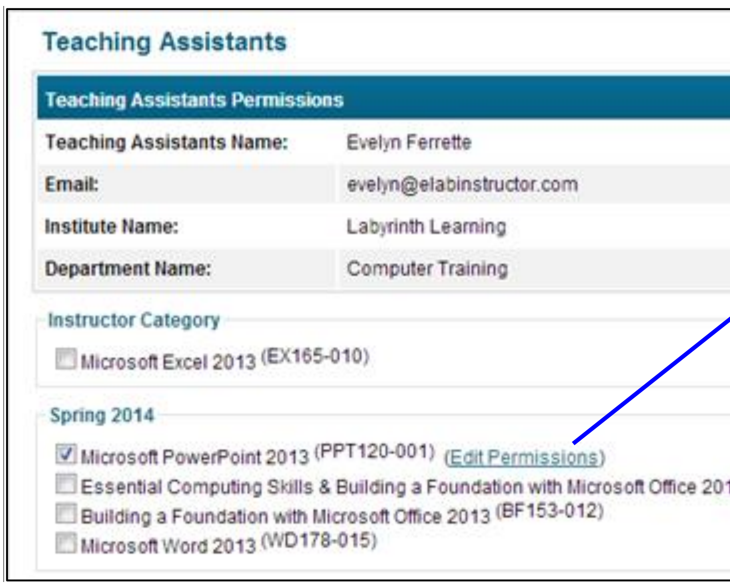
The Teaching Assistants feature allows you to add supplementary educators (co-instructors) to your courses. Co-instructors can be given permission to access several areas of eLab:

- Assignments (View, Edit, Create, and Grade)
- Tests (Create, Edit, and Reset)
- Gradebook (Manage)
- Student (Move, Access Deny, Delete, and Drop)
- Discussion Forum (Manage)

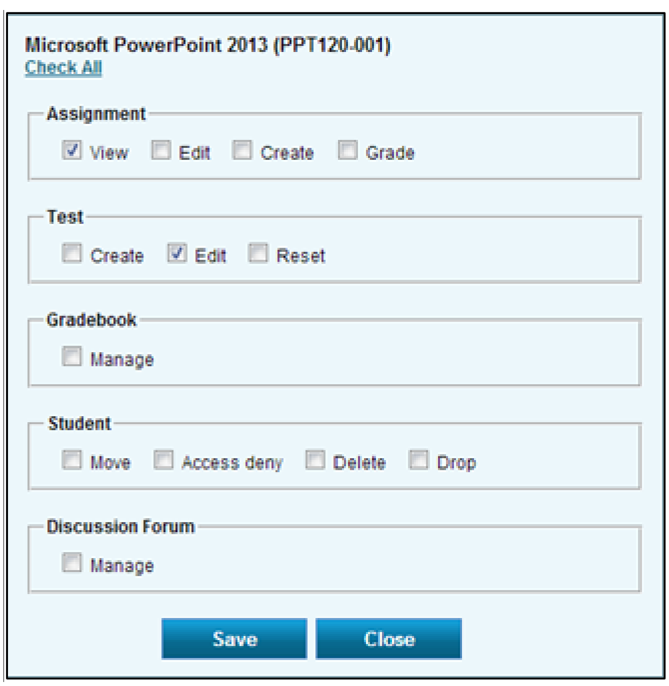
Adding a co-instructor is simple. Begin by clicking the Teaching Assistants link under Course Management. In the Teaching Assistants window that appears, click the

Add New Teaching Assistants button. A pop-up box will appear, as shown at right. Enter the email address of the new co-instructor and click OK. Fill out the next form, making sure to complete all mandatory fields, and click Submit. Then, in the Teaching Assistant Permissions window, you can set the permissions for your new co-instructor. Click the icon under Edit Permissions.

> ***Note! Any one email address can only be associated with one user type in eLab. So, if your co-instructor already has an email address set up in eLab as either an instructor or a student, that same email address cannot be used for the teaching assistant account. Use an alternate email address.***



Click in the checkbox for the desired course, and then click the Edit Permissions link.



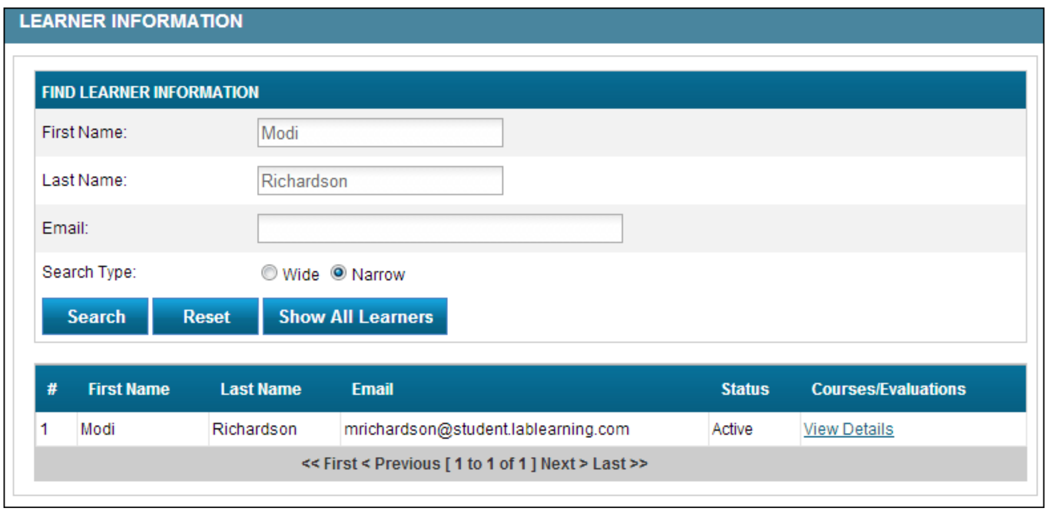
Here, click in the checkboxes for the permissions you want your new co-instructor to have. Click Save when you are finished.

That's it! Your new co-instructor is now ready to assist you with your course.

Learner Search

A new and useful feature in eLab is the learner search. If you have many students in your course(s) and you want to look up a student by their first name, last name, or even their email address, you now have the ability to do so.

In this example, we searched for a student named Modi Richardson. To view Modi's details, click the View Details link. It will then show the name of your course that Modi is currently registered in, along with his license key, the date he registered for your course, as well as the assignment, tests, and content statistics (time spent in each section).



To view the students in all of your courses, simply click Show All Learners.

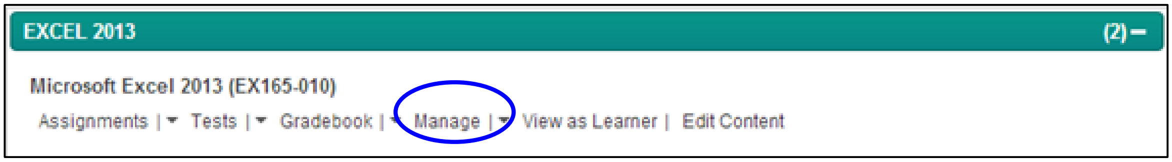
Sharing Courses/Evaluations

Evaluation groups can be shared with any other instructor with an eLab account. Once shared, instructors can copy the evaluation group into their own account and modify it as desired.

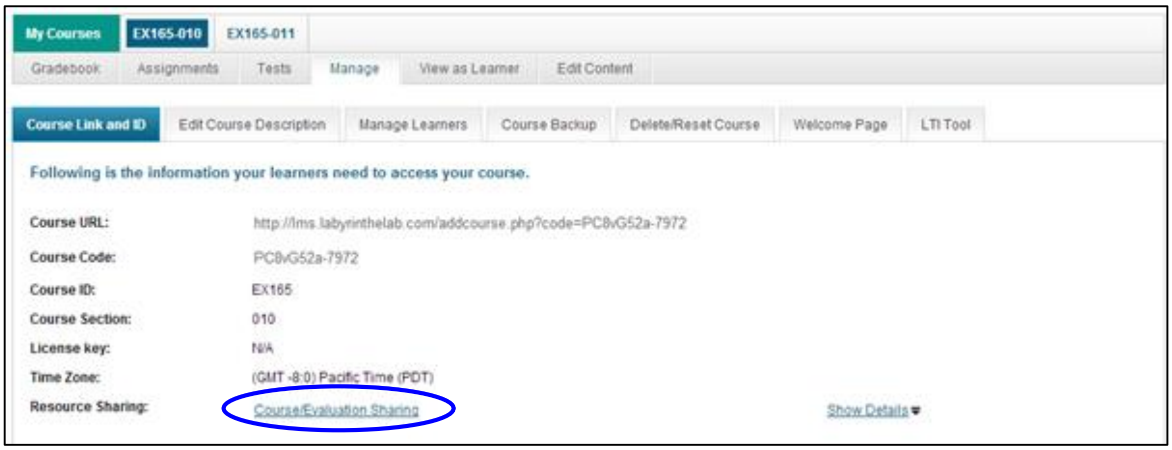
Shared courses can be retracted by the sharing party at any time. However, if the receiving party has already copied the evaluation group, the copied group is now under the control of the receiving party. The copied group cannot be retracted by the sharing party.

Sharing a Course

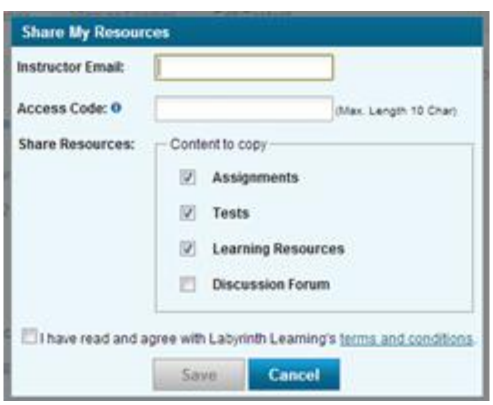
From the My Evaluations page, select the Manage link within the group you want to share.



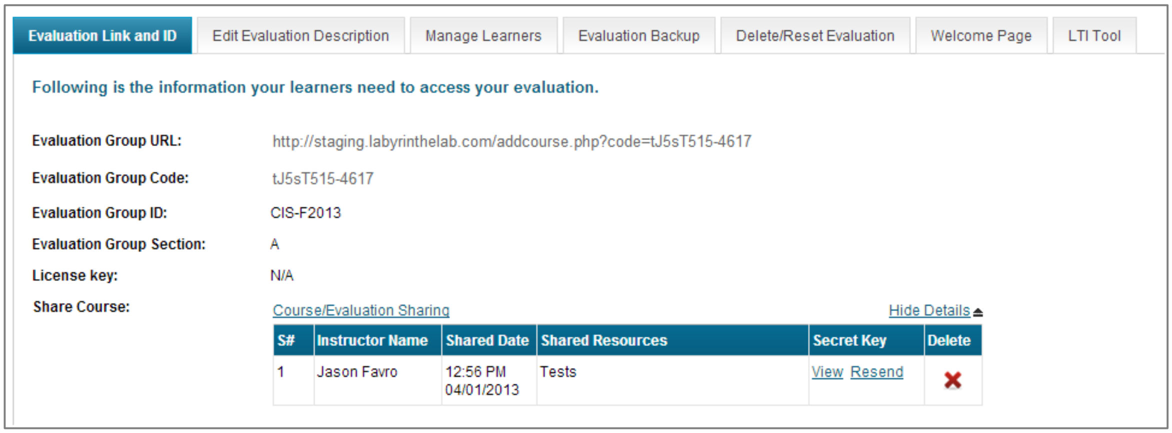
Next, click on Course/Evaluation Sharing.



Enter the email address for the receiving party. This email address must be associated with an active account within eLab. Enter an access code of your choice, up to 10 alphanumeric characters. Check the box to agree with terms and conditions, and select Save.



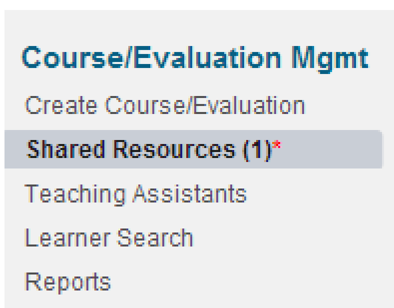
Once saved, you will see a confirmation on your Evaluation Link and ID tab.



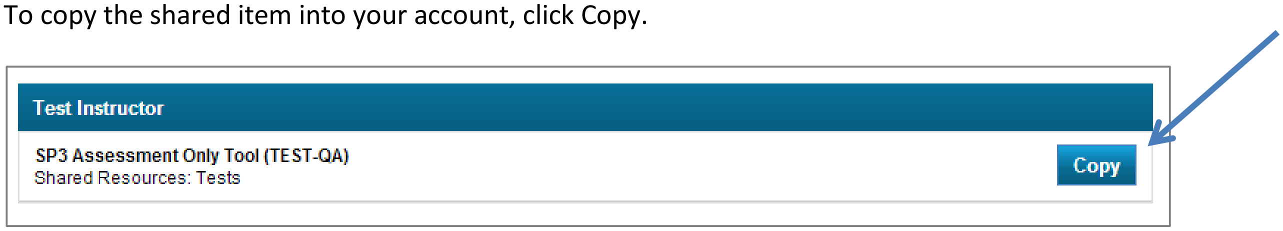
You can view your Access Code or resend it to the receiving party. If you would like to stop sharing your evaluation, select Delete. This will remove the shared resource from the receiving parties account. Note that if the receiving party has already copied the shared resource, the copy cannot be removed by the sharing party.

Receiving a Shared Course

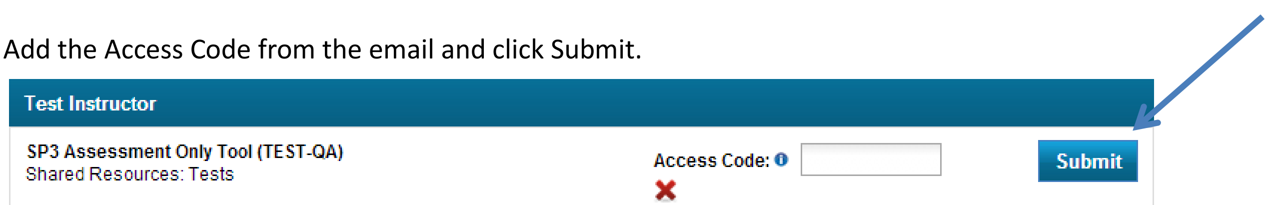
eLab users on the receiving end of a shared resource will find it under Shared Resources within the Course/Evaluation Mgmt section of the left menu. An email containing an Access Code that is required to copy the shared resource will be received at the same time.



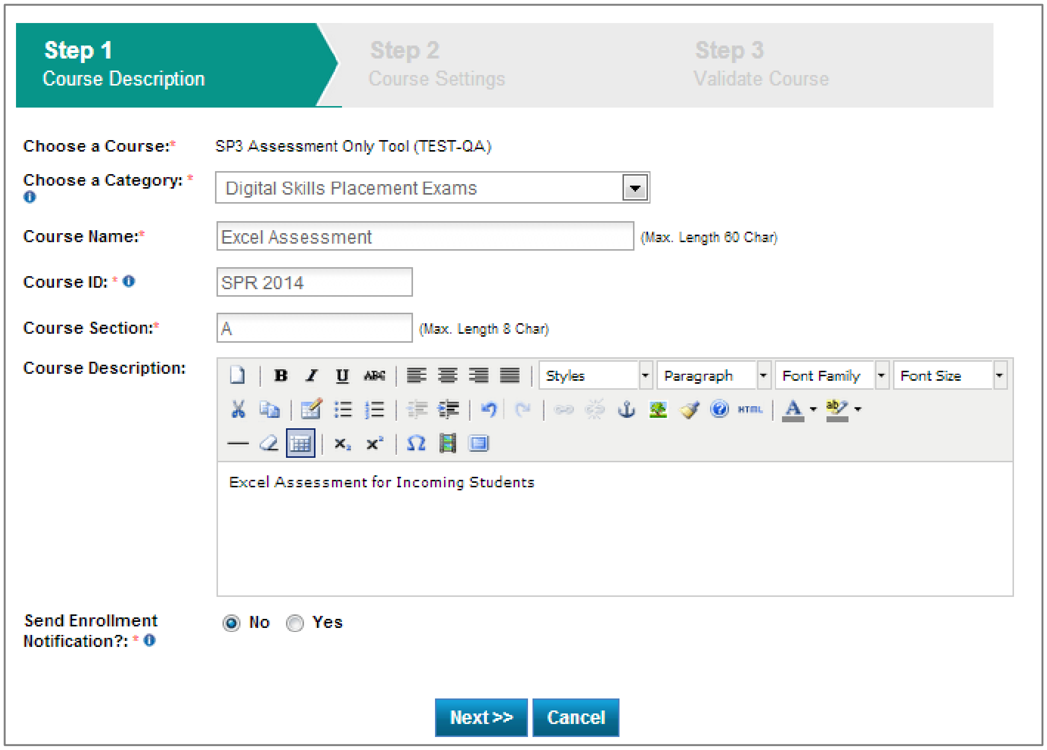
To copy the shared item into your account, click Copy.



Add the Access Code from the email and click Submit.



You will now be able to save your own course category, name, ID, section, and adjust settings. The remaining steps are the same as copying an existing evaluation, covered earlier in this user guide.



Integrating eLab with your LMS

There are two ways to integrate eLab with your LMS: the LMS Integration Tool and creating individual LTI links to resources in your LMS.

LMS Integration Tool

First, if your school uses D2L, you may use our LMS Integration tool. You can find instructor and admin instructions for using this tool in eLab. They are available from a link in the Course Management section in the left navigation bar.

Note: We will be releasing this tool for Blackboard and Canvas in 2015.

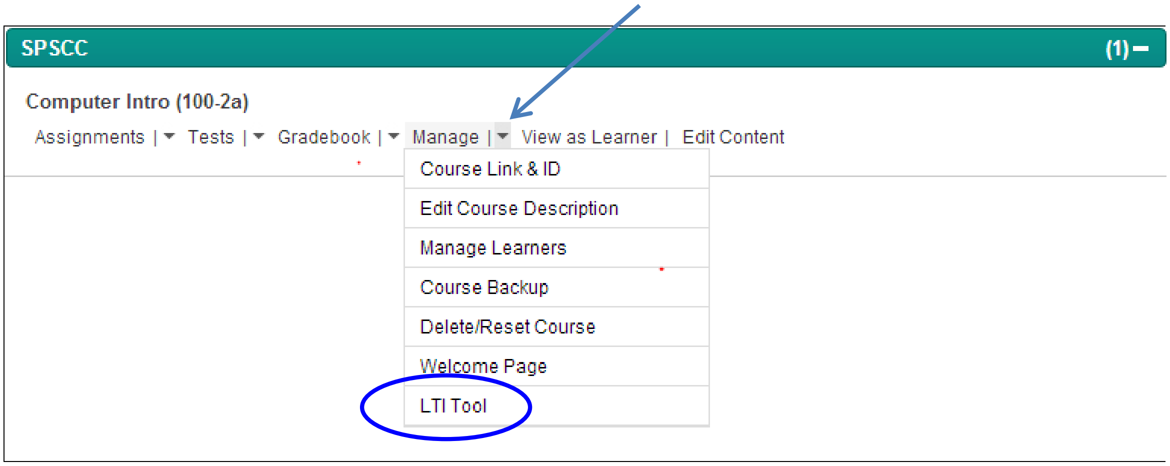
Individual LTI Links

If you're using another learning management system, then you may place resources individually in your LMS using the process defined in this guide.

Users may integrate eLab with any 3rd party learning management system that supports LTI 1.0 functionality. With this integration, instructors and students can access eLab resources through a 3rd party learning management system. Authentication of student eLab accounts with an eLab license key is required only on first access; once this is done, students will be able to access eLab upon signing in to the 3rd party LMS.

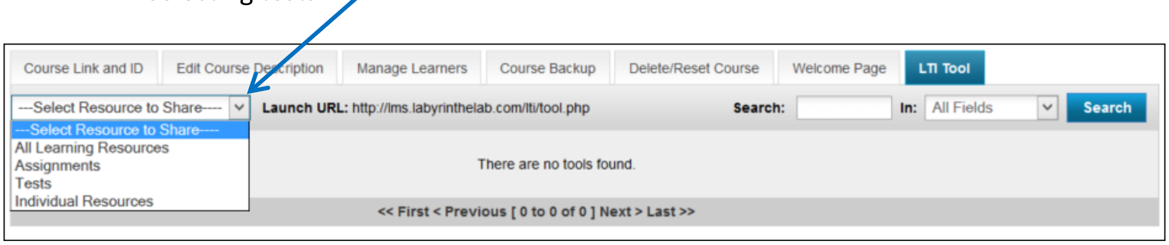
Creating an LTI 1.0 Interface

From the My Courses/Evaluations page, navigate to the course/evaluation you would like to integrate with your LMS. From the *Manage* link drop-down menu, select *LTI Tool.*

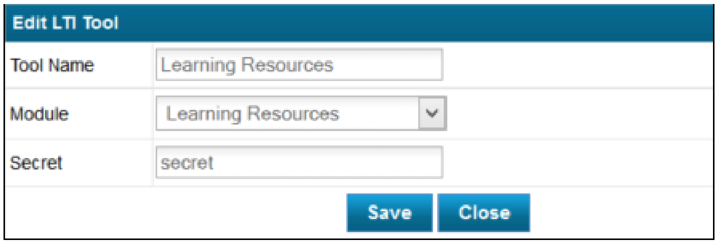


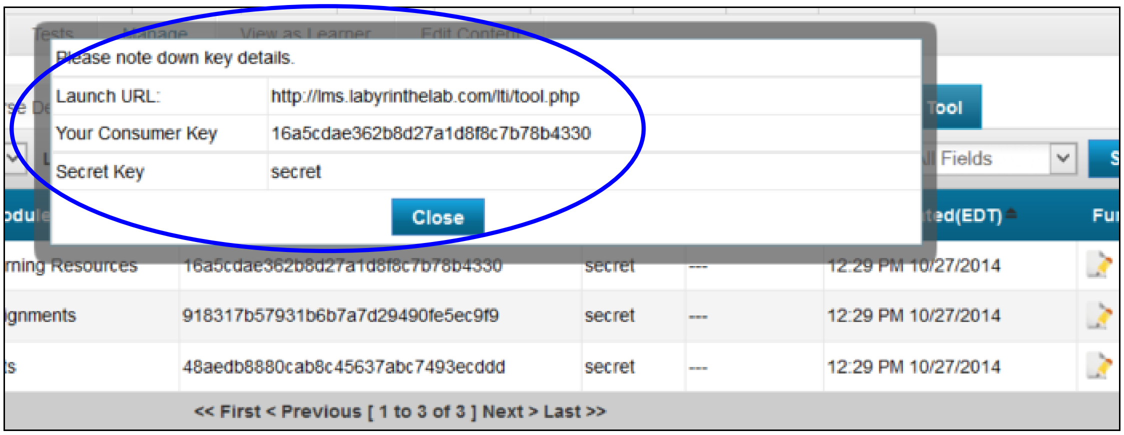
Click the *Select Resource to Share* drop-down arrow to choose items you wish to share with your LMS. There are three options:

- **All Learning Resources**. Select this option if you want to share all content associated with the course, including assignments, tests, videos, gradebook, etc. Please note that although students can seamlessly access these resources, all grades will remain in eLab until you transfer them to your LMS.
- **Assignments**. Select this option if you want to share all assignments in your course but no other resources.
- **Tests**. Select this option if you want to share all tests in your course but no other resources.
- **Individual Resources.** Select this option if you want to choose individual content. This option allows you to select one item at a time. Currently, this option is limited to selecting tests.



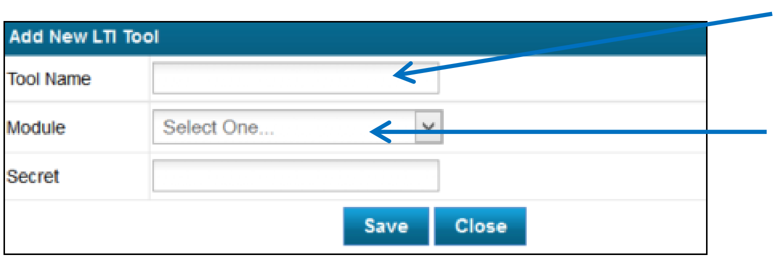
When you select any of the first three options, eLab will immediately create the LTI tool resource. To view the launch URL, customer key, and secret key as shown below, click the Edit icon for the specific tool name. The Edit LTI Tool window will open. Click Save and the tool details will pop up.





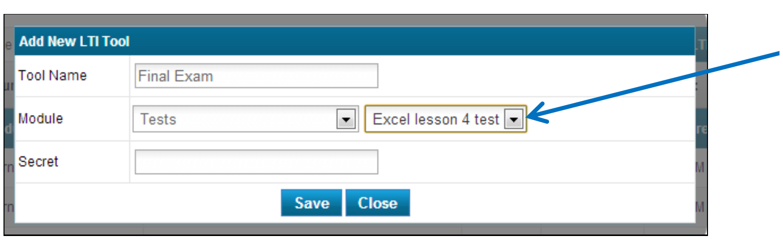
Please record these items as they will be required by your LMS when you install eLab as an LTI tool.

If you select *Individual Resources*, the following form will appear:

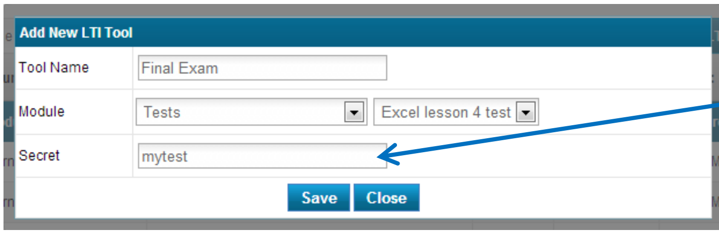


Create a *Tool Name*. This can be any name of your choice.

Select a *Module* from the drop-down menu.

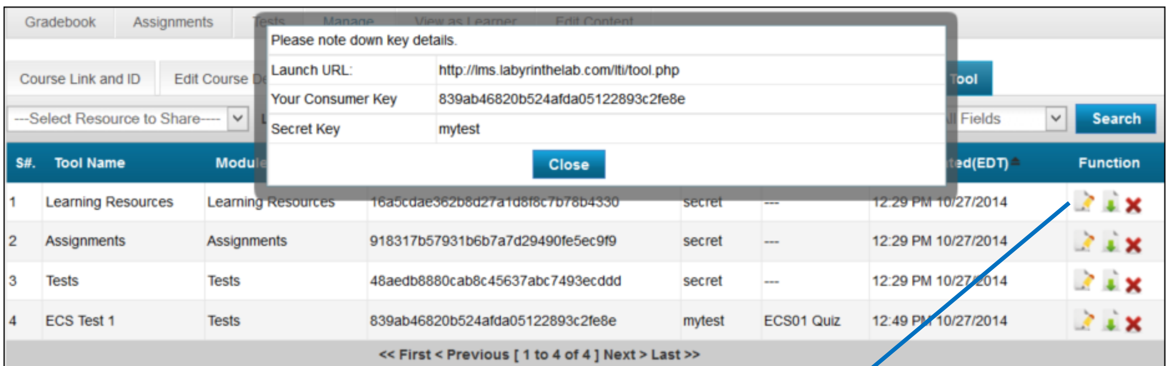


When you select a *Module*, the list of available resources will appear. Select the one you wish to share.



Enter a *Secret (password)* of your choice.

Click Save. eLab will create the LTI tool resource for the content you selected. You will be presented with the launch URL, customer key, and secret key as shown below. As noted earlier, please record these items as they are the details that your LMS will require when you install eLab content as an LTI tool.



Once resources have been created, you can edit, download, or delete the resource at any time by accessing the functions on the right.

Configuring LTI Tools in Your LMS

The LTI resources generated by eLab will enable you to integrate with any 3rd party learning management system that supports LTI 1.0 functionality. Following are specific instructions for Canvas, Blackboard, D2L and Moodle.

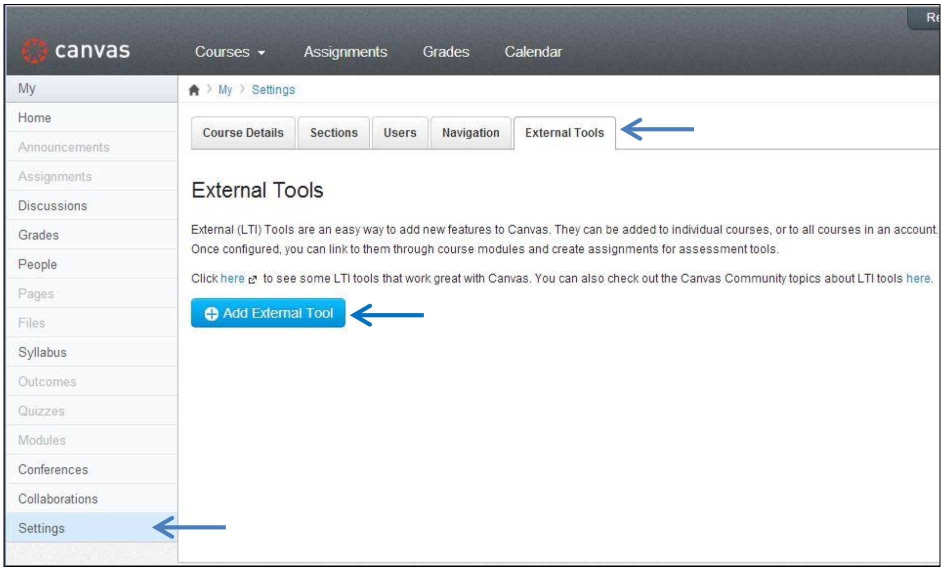
If you have problems installing eLab as an LTI tool into your course, your first point of contact for support should be your LMS administrator. We will provide support as needed, but we do not have expertise on your 3rd party learning management system.

Canvas

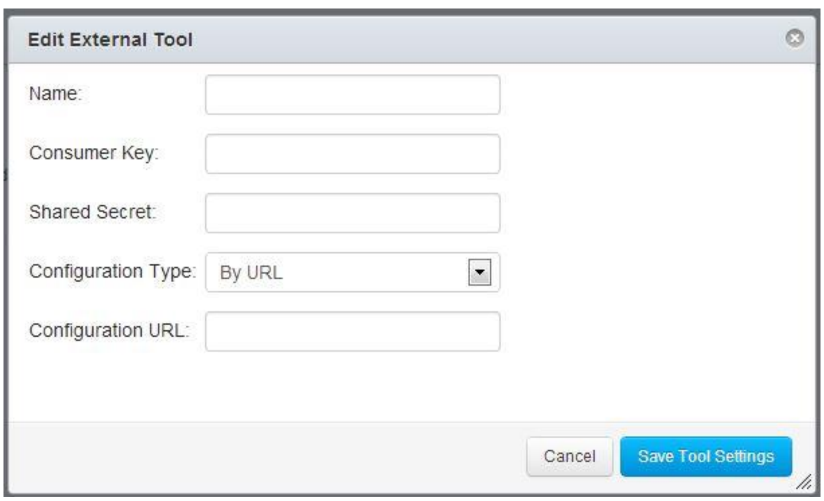
LTI tool configuration in Canvas may be done at the account or course level.

Click *Settings* in the left sidebar of the course or account where you want to add the tool.

Select *External Tools* and then *Add External Tool*

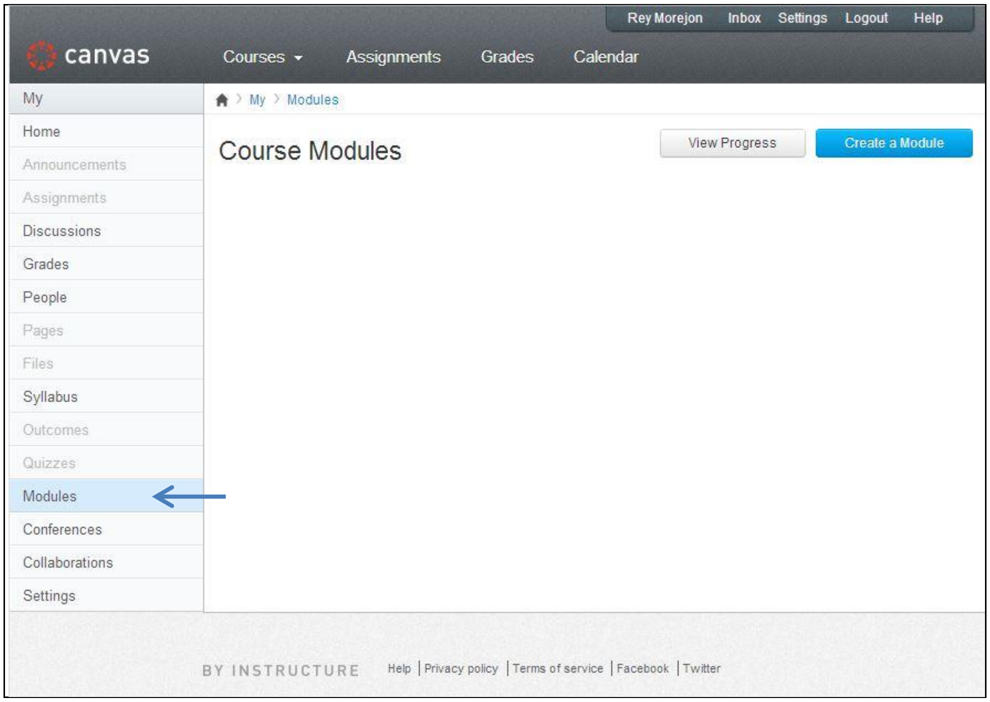


Enter a name of your choice for the tool (ie eLab CIS101). Enter the Consumer key and Secret key generated by the eLab LTI tool. Select *By URL* as the Configuration Type, and in the Configuration URL space enter the complete Launch URL provided by the eLab LTI tool.

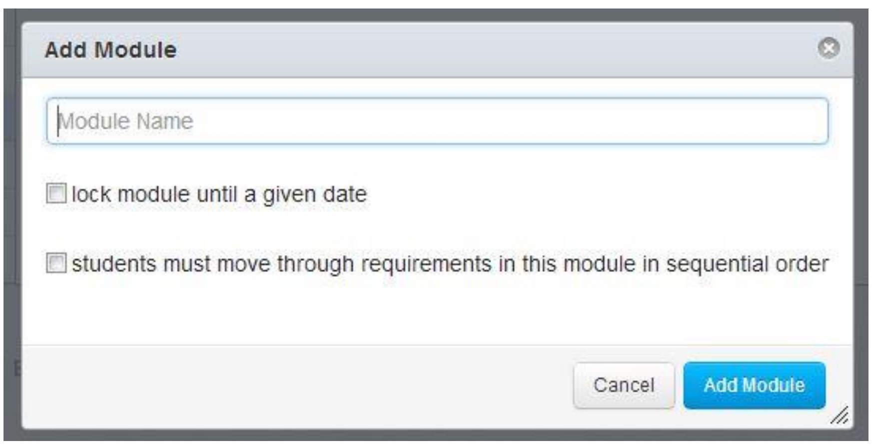


Select Save Tool Settings. You should now see the tool designated as configured in the course or account content. Depending on the integration type, the tool may appear in different places, but most tools will appear under External Tools when adding items to a module.

To set up the tool in your content:
Click on *Modules* to add the new tool to your course content.

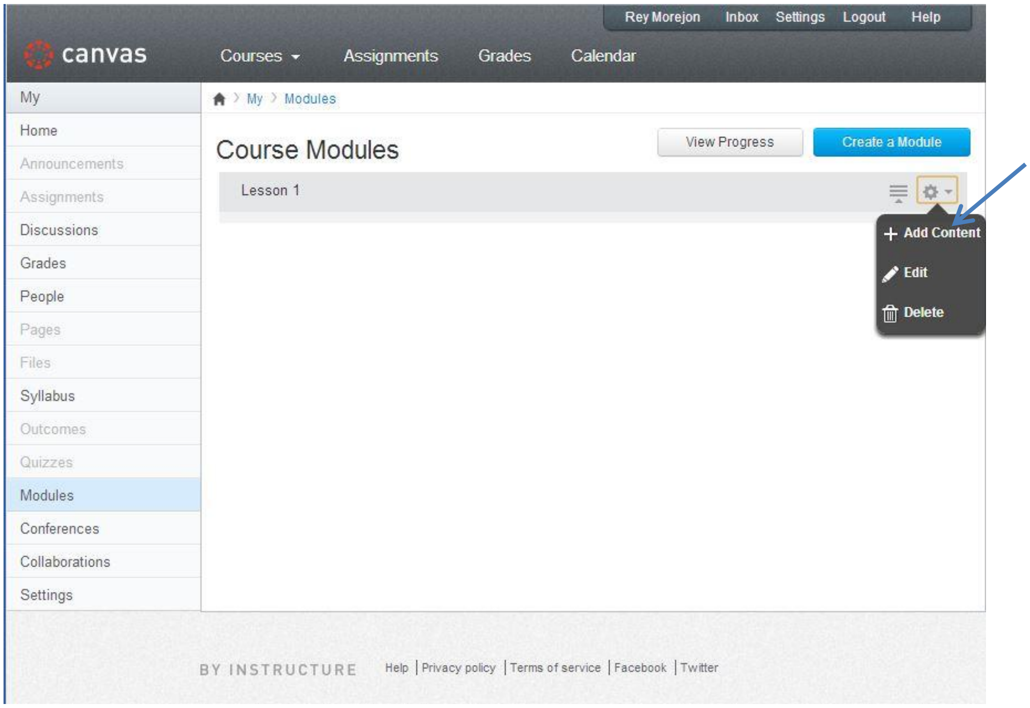


Select *Create a Module.* The following screen will appear:

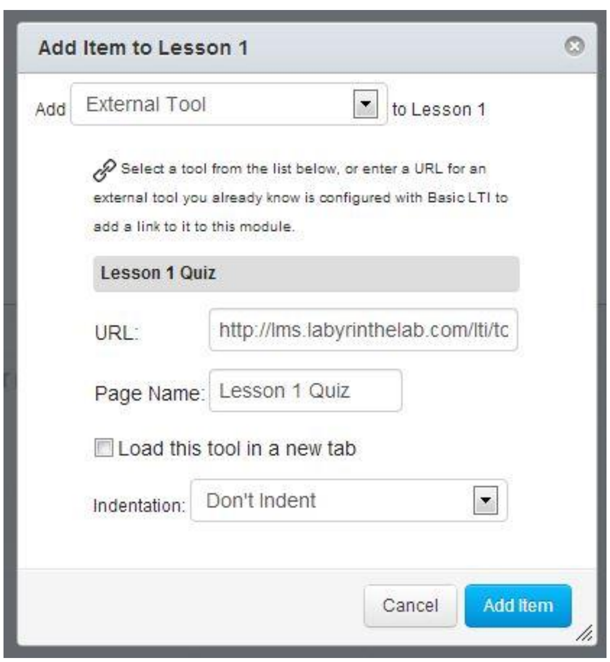


Enter a name for your module and select *Add Module*.

You should now see your new Module listed on the page with a grey background color. To the far right there is a gear icon that when clicked will display a small context menu. Select *Add Content* to add your new LTI tool.



The following form will appear. Select *External Tool* from the first drop-down item, and then select the desired tool from the list displayed with a grey background. Click *Add Item*.



Your LTI configuration is complete.

Blackboard

Blackboard added support for LTI tools in Learn 9.1 SP4. The following page explains LTI links and how they can be used in Blackboard Learn.

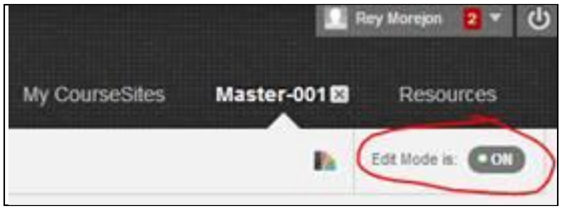
http://library.blackboard.com/ref/df5b20ed-ce8d-4428-a595-a0091b23dda3/Content/_admin_app_system/admin_app_basic_lti_tool_providers.htm

Login to your Blackboard Learn 9.1 account or setup free Course Sites account at http://www.coursesites.com

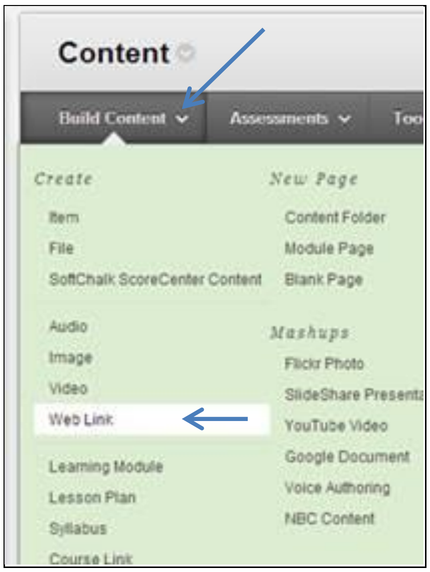
If you have a course in your account, select it from the list on the right side of the screen. If you do not have a course in your account, you will need to create a new course shell.

Next click *Content* from the course menu on left

Turn Edit Mode *ON* at the top right of screen



Select *Build Content*, and then select *Web Link*.



Enter the resource name and the launch URL, check the checkbox for Tool Provider, and enter the consumer key and the secret. Select *Submit*.

Log off and log in as a student. You should now be able to access the resource.

Moodle

Moodle added support for LTI tools in version 2.2. To set up external applications in Moodle, follow the instructions found here: http://docs.moodle.org/22/en/External_tool_settings

Sakai

Sakai is LTI compatible, and has been since version 2.5. This document has some resources around LTI, including the following directions for trying out LTI in Sakai:

- http://nightly2.sakaiproject.org:8085/portal
- Make an account – Include full name and E-Mail
- Make a site, Add Basic LTI, Configure the BLTI Tool