

Instructor User Guide

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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 learner user guide for eLab is available, and you may want to review it prior to the start of your course. For convenience, plenty of learner-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 learners can access eLab from any web browser on any computer. The following table lists the programs required for viewing the various files and content.

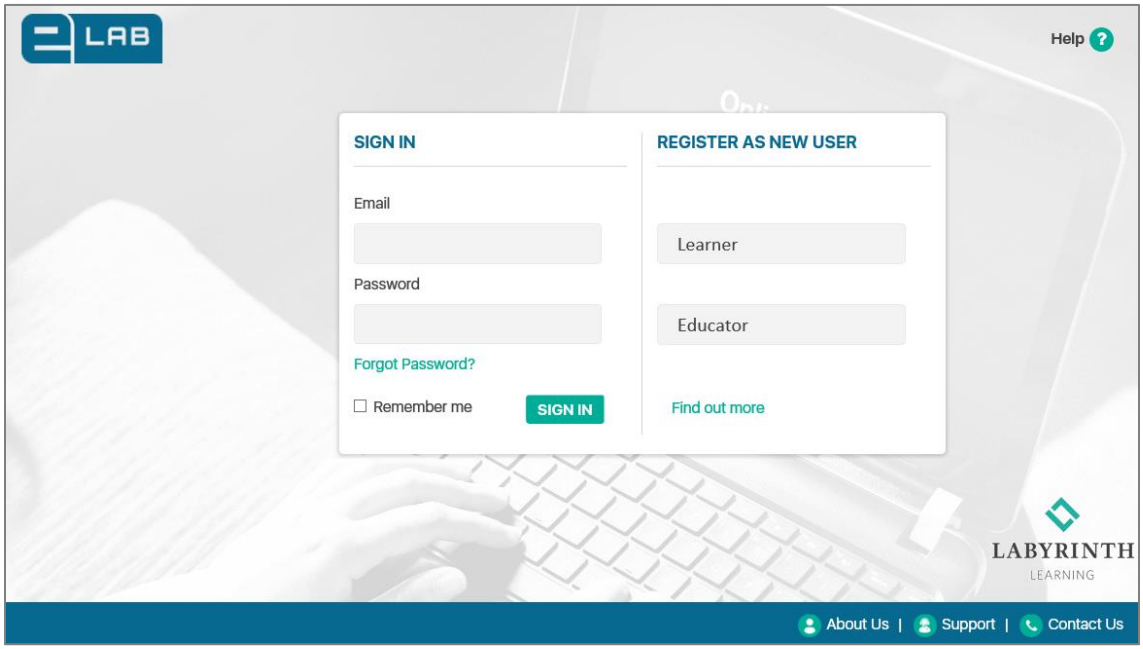
eLab System Requirements	
Requirements	**Details**
Web Browser	• Internet Explorer 8-9 (HTML5 content is displayed using Flash for IE8. In IE10 the gradebook is not fully compatible.) • Edge (The gradebook is not compatible.) • Firefox 20-24 (HTML5 content is displayed using Flash for Firefox 20-23.) • Google Chrome 25.0 or higher
PDF File Viewer	A PDF file viewer such as Adobe Acrobat Reader or Pro is needed to open overview presentations (learner view), which are saved in PDF to ensure optimal viewing on any of web browser.
Adobe Flash Player	Flash is needed to view simulation, hotspot, sequence, and matching questions, as well as video tutorials created for Office 2013 and earlier content. ***Multimedia content associated with books published after 2013 was created in HTML5 and Flash is not required.***
Microsoft Word	Minimum version required is Word 2003 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.

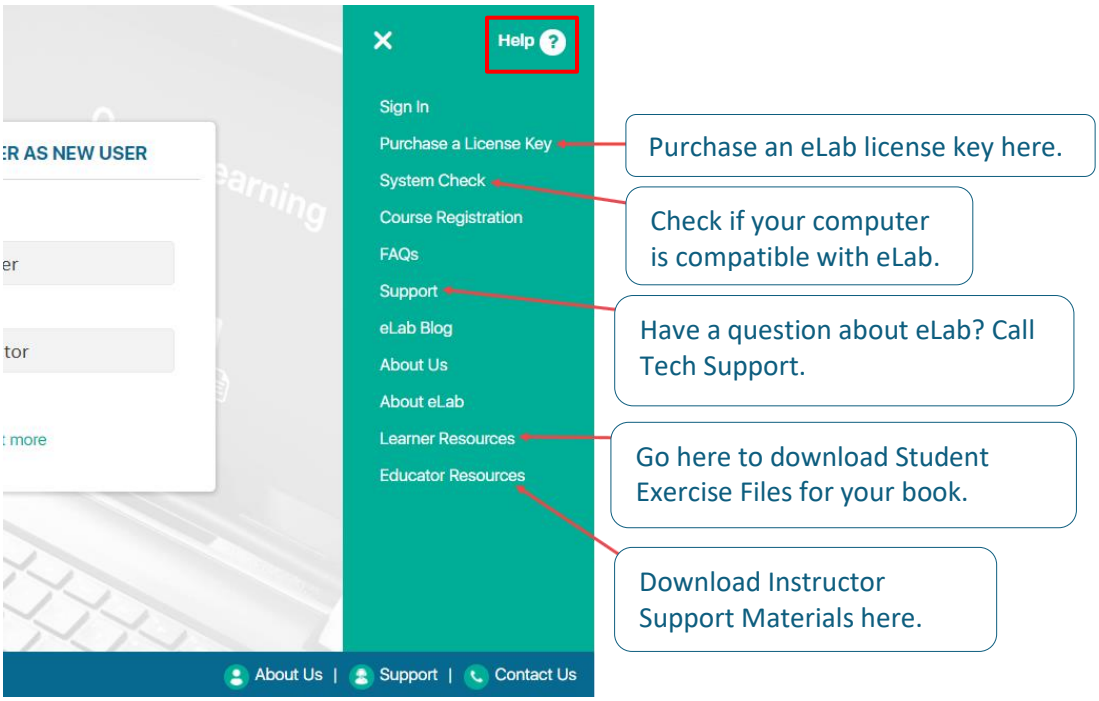
Tip! *Set your resolution as high as possible for optimal viewing.*

Homepage

To access eLab, go to www.labyrinthelab.com. The eLab homepage has been redesigned and features a visually appealing and intuitive interface. It was carefully designed to be as easy to use as possible.



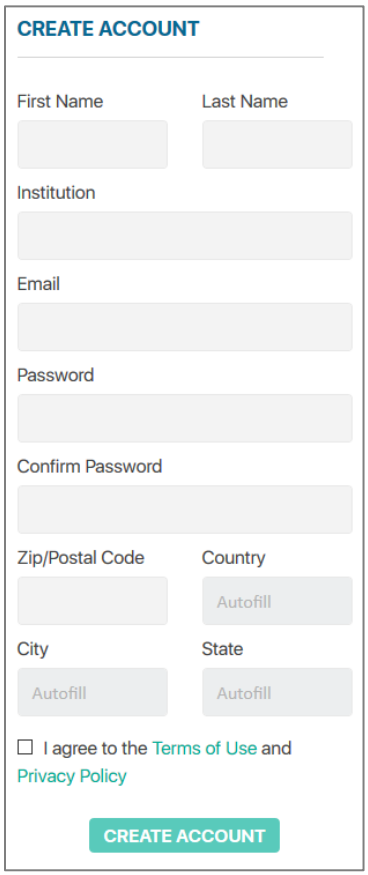
Learners and instructors can access the learner user guide from the eLab homepage. Click **Help** at the top right of the page, then Learner Resources. It is only after an instructor logs in that he/she has access to the instructor user guide. Your learners will never have access to the instructor user guide. Under Help, you can also download Instructor Support Materials, student exercises files, and more.



Registering in eLab

Registering with eLab is easy and only takes a few seconds. 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 Educator button under REGISTER AS NEW USER. This takes you to the Create Account page.

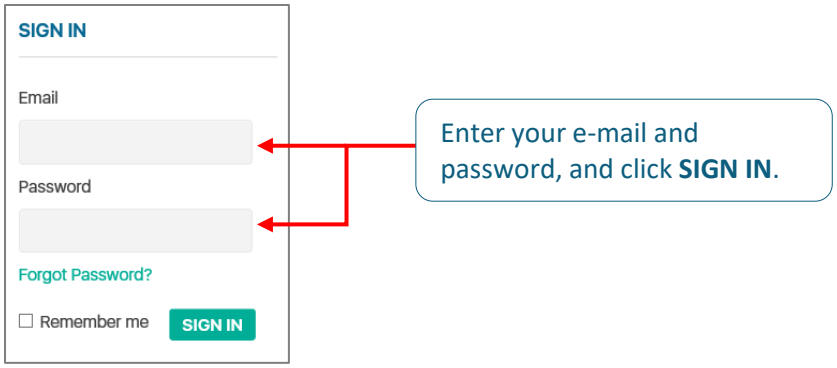
Tip! *Choose a password that you will remember. Passwords must be 5–16 alphanumerical characters and may include the symbols !@#$%&*:;?/^+=.*



Fill out the form, then click **CREATE ACCOUNT**. Within a few minutes, you will receive an e-mail confirming that your registration has been received. The next e-mail 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.



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 uploaded files, edit your profile, change your account settings, and change your password.
- **Communicate with your learners:** Receive notices such as when assignments and tests are submitted and create announcements for learners 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 page where your courses and associated sections are listed, by clicking the* ***List*** *link at the top right.*

My Account

Profile

In the Profile section, you can view the profile you created when you signed up for eLab. Click the Edit button to make any changes, taking note of the mandatory fields. In the Settings section, you can create course categories and create alerts for learners.

Change Password

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

Courses & Skills Evals

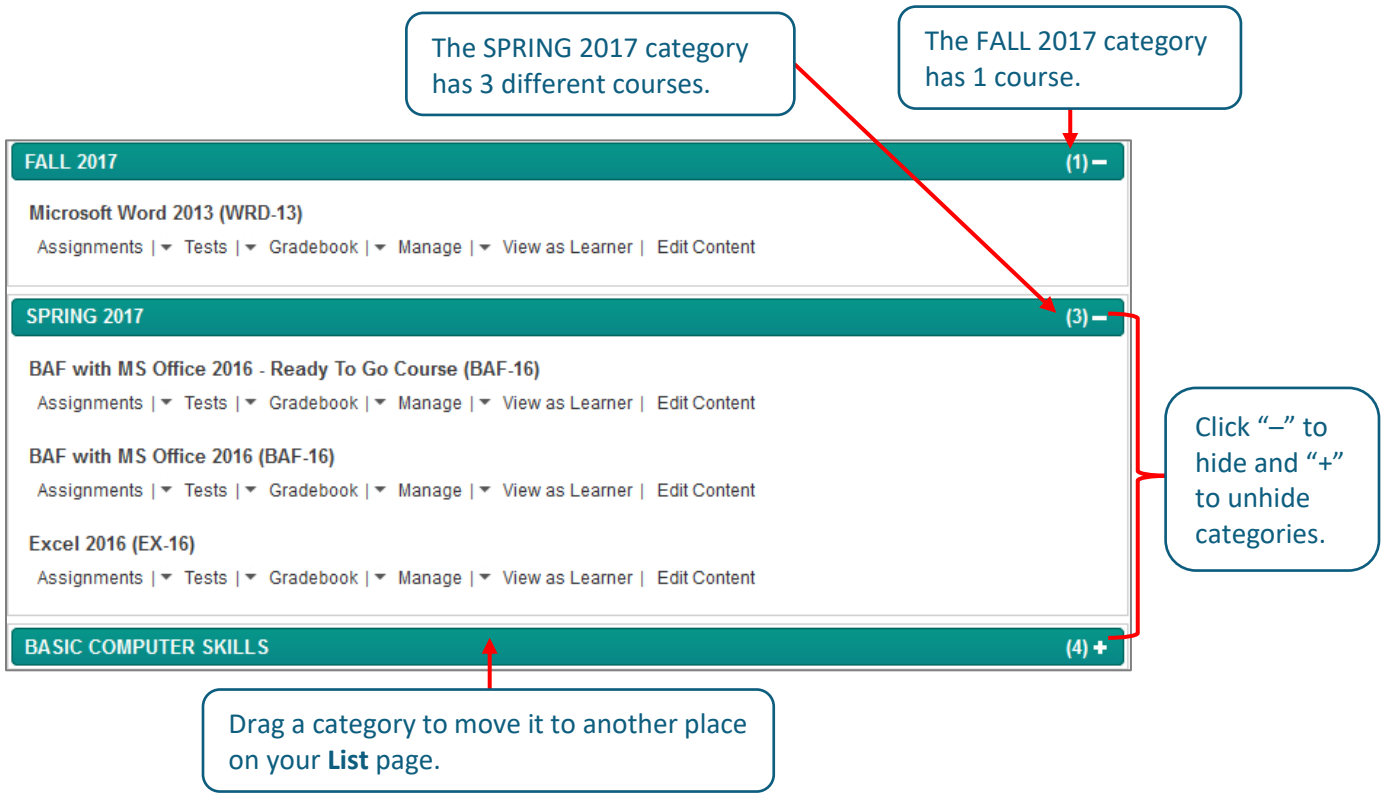


From the Course & Skills Evals section (in the left navigation pane), you can view your existing courses, create a new course/section, create shared courses, and manage your class files.

List

Course Organization

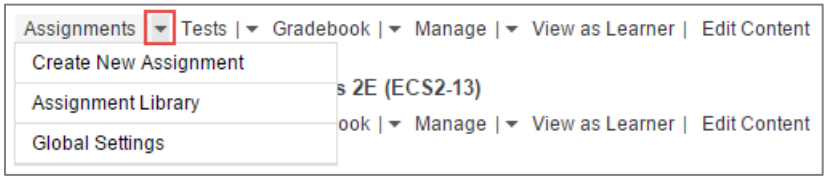
On the List page, courses and sections appear under categories in greenish bars. Below, you will see two categories – SPRING 2017 and FALL 2017 – and the associated course(s)/section(s) for each.



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

Section Organization

Each course section 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.

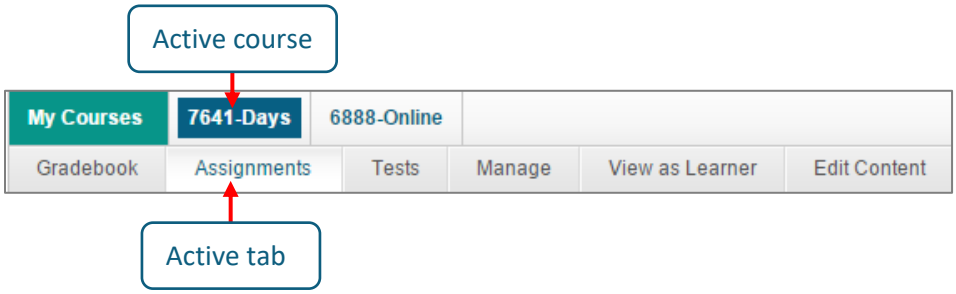


Click View as Learner to experience eLab as your learners do. It's easy to return to your instructor view.

> ***Tip!*** *You can also click the section title hyperlink to view the course exactly as learners 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 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).

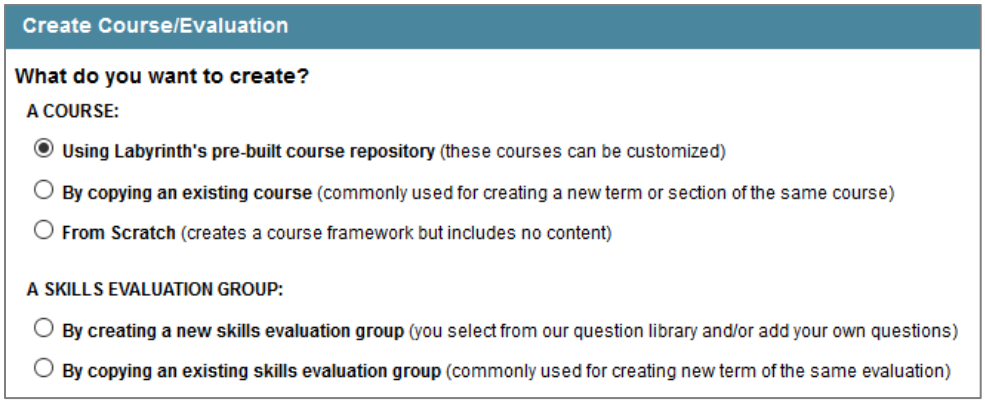
You can also toggle among different courses under the same category. So, if you have a category called Fall 2018 with courses for Excel 2016, Word 2016, Access 2016, and PowerPoint 2016, you can toggle among these with ease.

> ***Tip!*** *Create categories to suit your individual needs.*

New

Create a Course

Creating a new course is easy. The New 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.

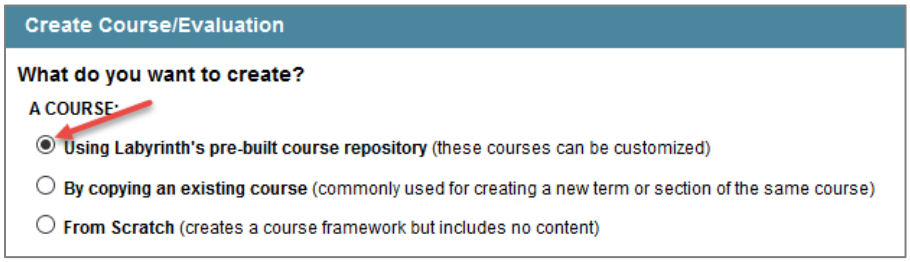


Click the Create Course/Evaluation link, choose the desired option, and click Submit.

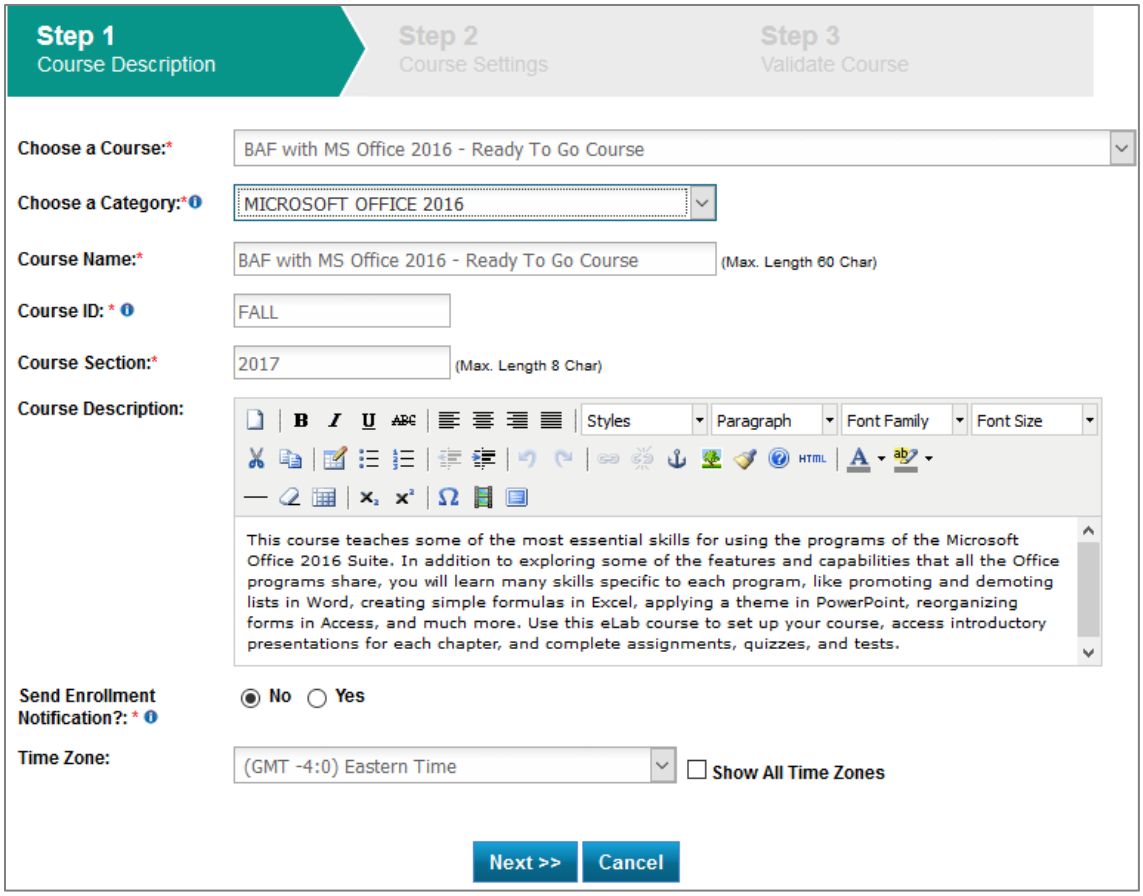
This section will review the above options for creating a new eLab course. View the eLab SET guide in the instructor's account for more information on creating a SET evaluation to use for testing purposes.

Creating a Course from the Course Repository

You can choose to create your course based on a prebuilt (and customizable) course. Choose the first option in the Create Course/Evaluation window, which is selected by default, and click Submit.



Step 1: Course Description - Fill in the form as appropriate and click Next.



Notes:

- **Choose a Course:** Choose the course you want to create.
- **Choose a Category:** Choose the default category (Instructor Category) you want to place the course under or select Add New to create a new category.
- **Course Name:** Add a new course name or leave the default.
- **Course ID:** Fill in the Course ID. You can make this up.
- **Course Section:** Fill in the new Course Section. You can make this up.
- **Course Description:** Update the existing course description as desired or leave it as is.
- **Send Enrollment Notification:** Select Yes to provide a custom welcome message sent to learners upon enrollment in the course.
- **Time Zone:** Change your time zone; also reflected on your tests and assignments.

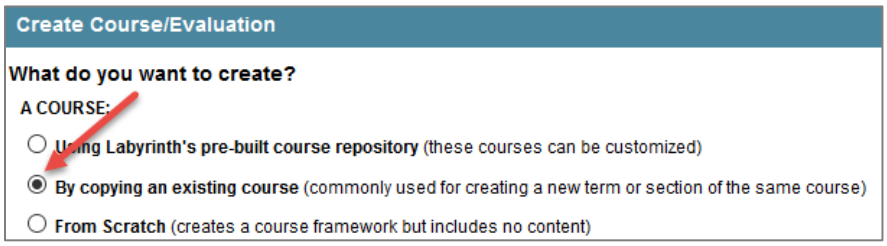
Step 2: Course Settings - Determine your course settings. Here you indicate the content to copy (assignments, tests, and learning resources). When you're ready to move to on, click Next.

Step 3: Validate Course - Verify the information from Steps 1 and 2 and click Save. eLab will create your new course. You're ready for class!

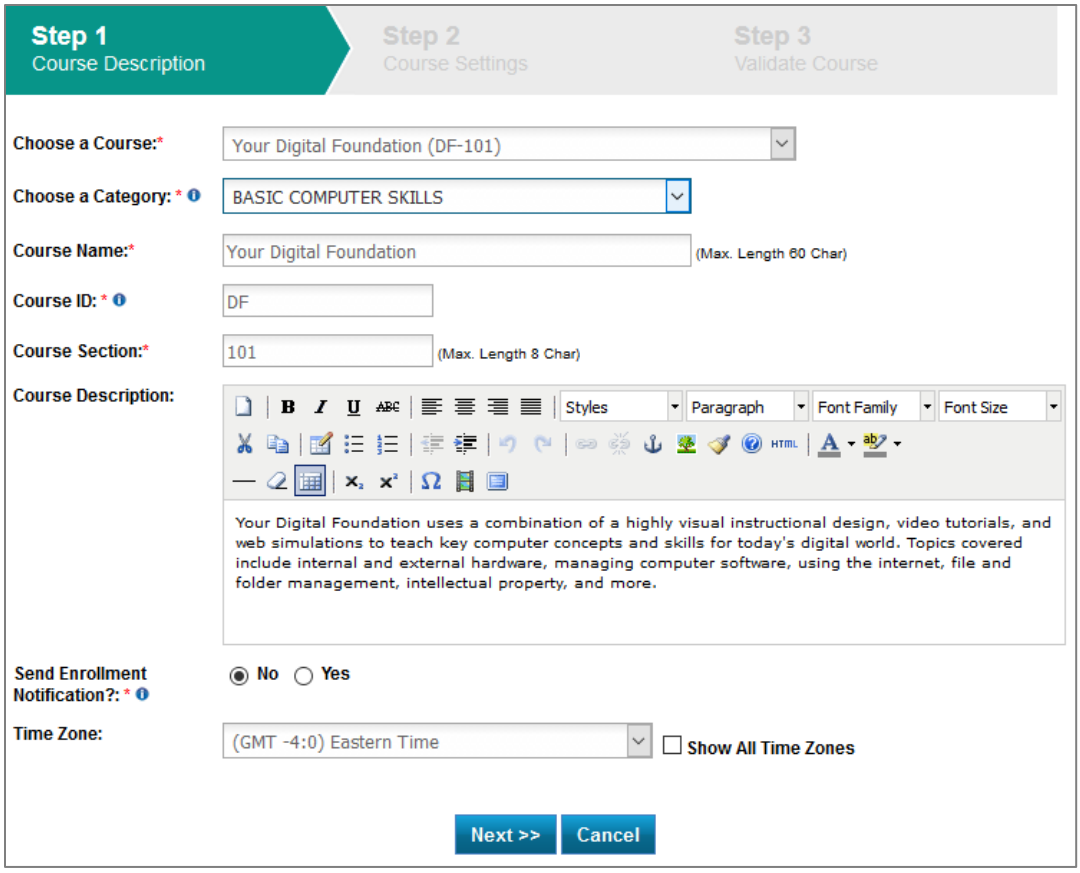
Note! *Depending on the amount of content in your existing course, it may take some time for the new course to be created. Be patient.*

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.



Step 1: Course Description - Fill in the form as appropriate and click Next.



Notes:

- **Choose a Course:** Choose the course you want to copy.
- **Choose a Category:** Choose the category for your new course.
- **Course Name:** Fill in a new course name or leave the default (name of the existing course).
- **Course ID:** Fill in the course ID or leave the default, which is the ID of the existing course.
- **Course Section:** Fill in the new course section.
- **Course Description:** Update the course description as desired.

Step 2: Course Settings - Determine your course settings. Here, indicates the content to copy (assignments, tests, learning resources, teaching assistants, discussion forum) and set the course start/end dates. You can use the same dates as the existing course or set new dates. If the original course you are copying has due dates set for tests and assignments, when you set the new course start/end dates, this will only adjust the new tests and assignment due dates in the new course based on the new start and end dates. When you're ready to move on, click Next.

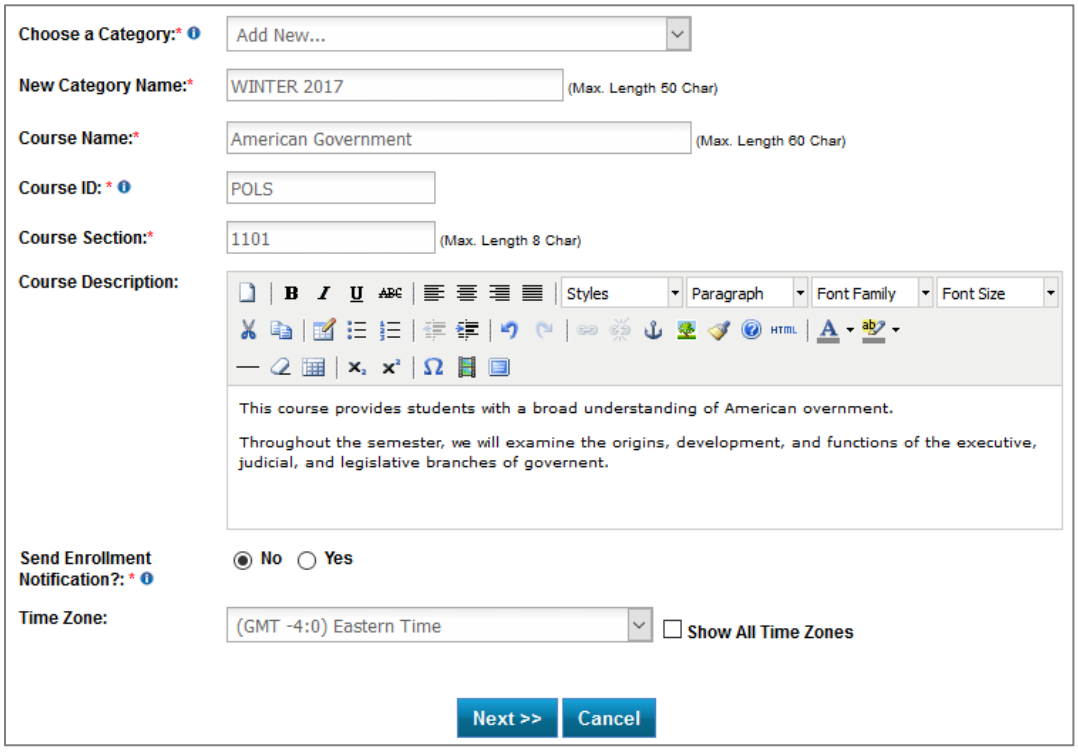
Note! *eLab does not factor out weekends and holidays when calculating dates for new courses. If you find that an assignment/test becomes available or is due on a non-school day, you can change the date manually.*

Step 3: Validate Course - Verify the new course start/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.*

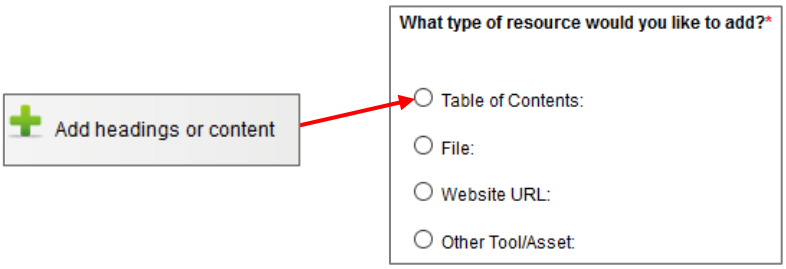
From Scratch

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

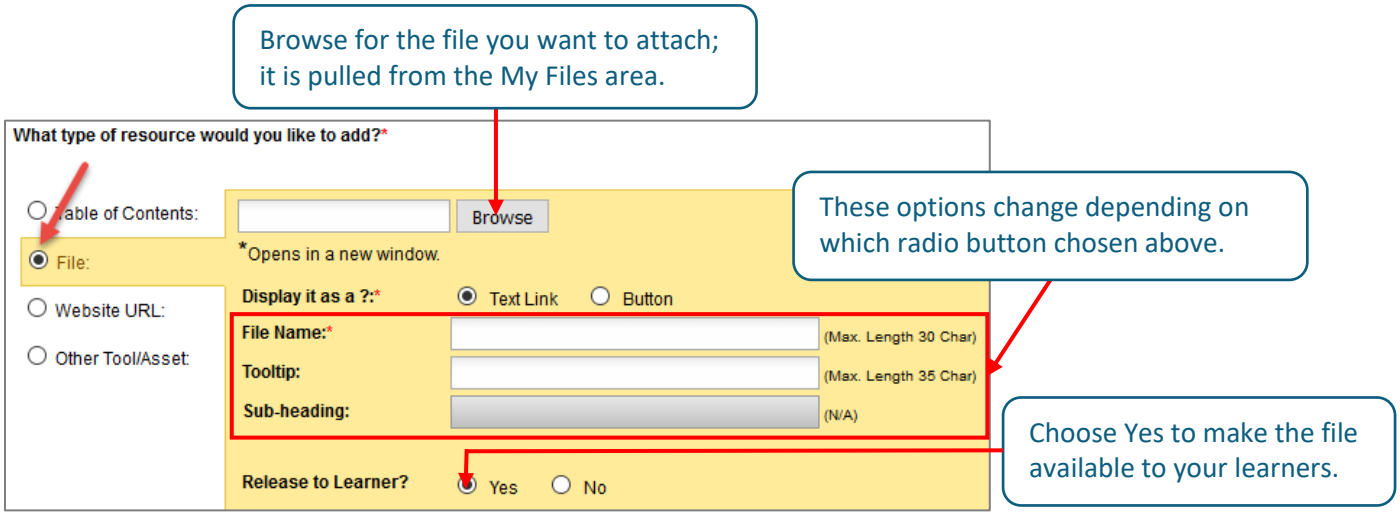


Here, a new course category for Winter 2016 was created. Also added were the course name, ID, section, and description. Notice the circled "i" icons. Hover your mouse pointer over these icons to read a description of the associated item.

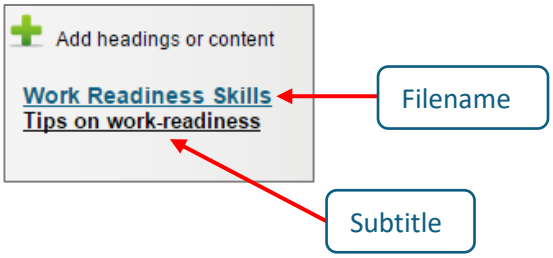
When you are finished entering the basic information, click Next to move to the empty Content section. Here, you begin adding headings and content. Click the link next to the green plus sign in the left navigation pane to open a menu of available options in the main window.



To add a file to this course, click in the radio button for File and an expanded window appears.



"Display it as a ?" Options	
Option	**Details**
Text Link	Choose this option so your file appears as a link on the learner's navigation pane. Fill in the filename and description, and then click Submit.
Button	Choose this option so your file appears as a button on the learner's navigation pane. Fill in the filename and subtitle, and then click Submit.



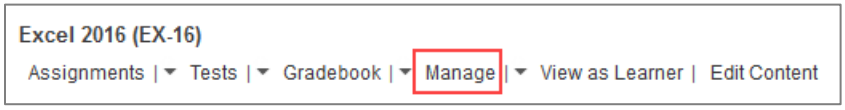
Shared Courses

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

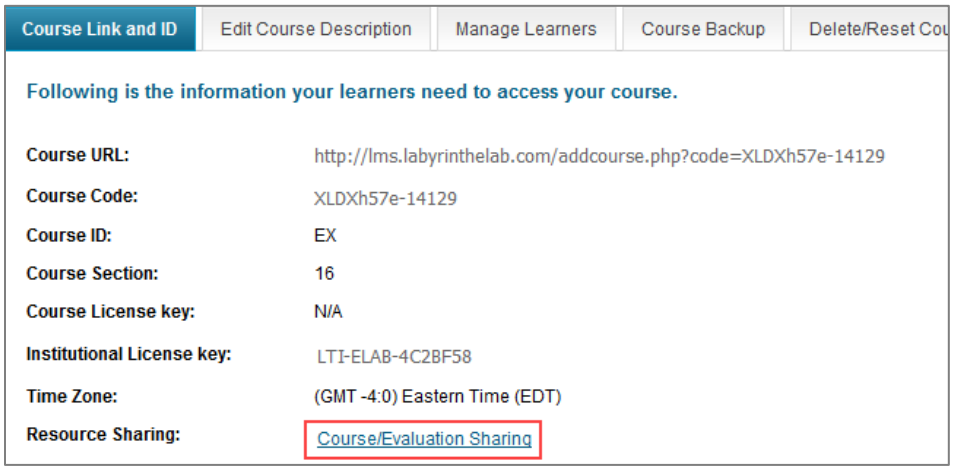
Shared courses can be retracted by the sharing party at any time. However, if the receiving party has already copied the course, the copied course is now under the control of the receiving party. The copied course cannot be retracted by the sharing party.

Sharing a Course

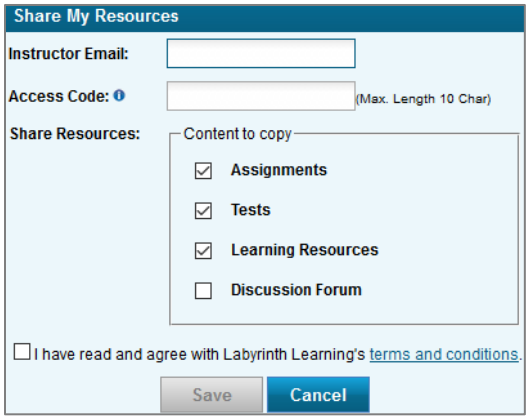
From the My Courses/Evaluations page, click the **Manage** link under the course to share.



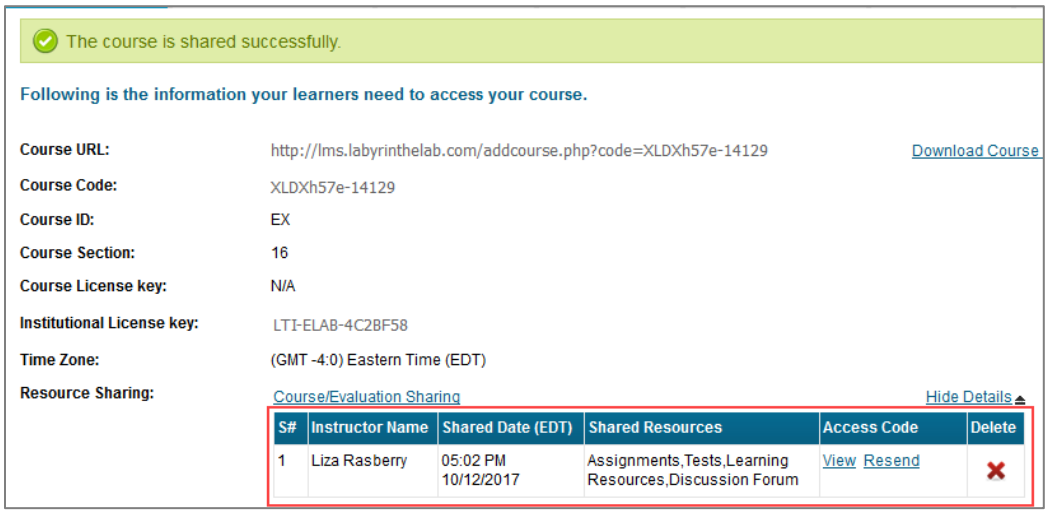
Next, click **Course/Evaluation Sharing**.



Enter the e-mail address for the receiving party. This e-mail 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 the terms and conditions and select **Save**.



Once saved, you will see a confirmation on your Course 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 course, 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 the Shared link within the Courses & Skills Evals section of the left navigation pane. An e-mail containing an Access Code required to copy the shared resource will be received at the same time.



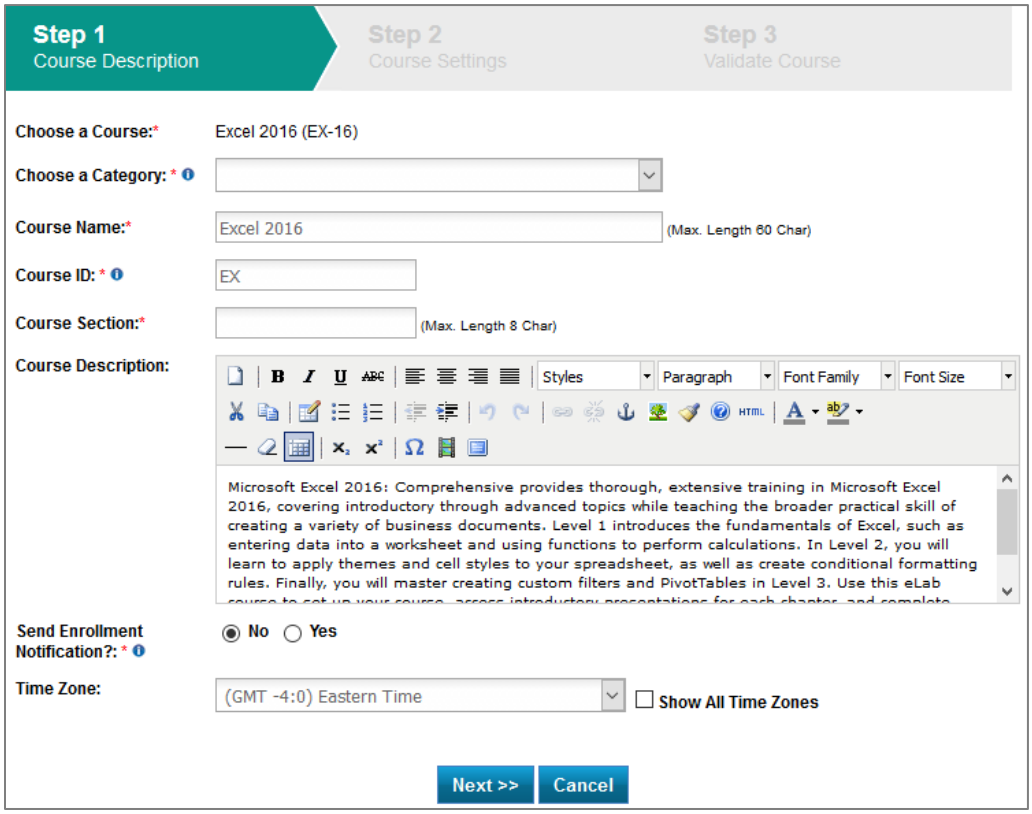
To copy the shared item into your account, click Copy.



Add the Access Code from the e-mail and click Submit.

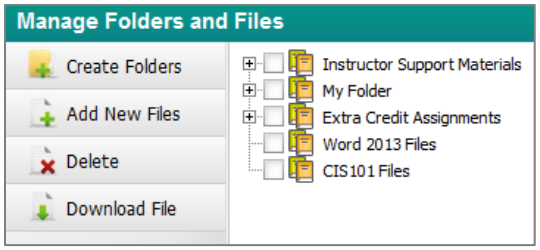


You can now add your own course category, name, ID, section, and adjust settings. The remaining steps are the same as copying an existing course, covered earlier in this user guide.



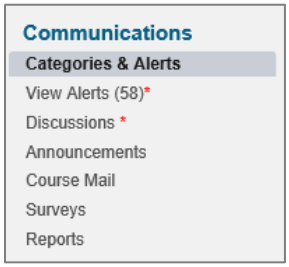
Course Materials & Files

In the Course Materials & 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 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.



Create/Manage 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.

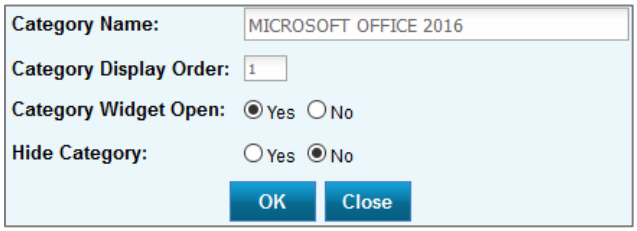
Communications



Categories & Alerts

Categories

The Course Categories tab under Categories & Alerts 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.

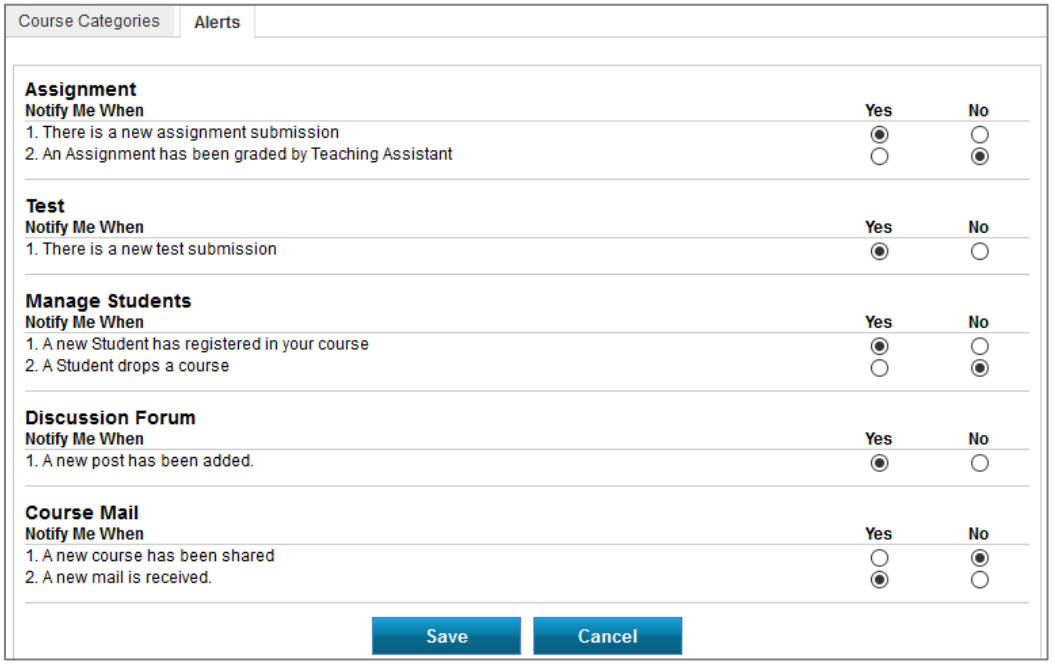


Just type the new name in the box and click OK. Or, click Close to cancel.

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 learners join or leave your class. There is even an alert for when a learner has posted in the discussion forum and when you have new Course Mail. Simply choose your desired options and click Save.



View Alerts

The alerts that you configure under Communications > Categories & Alerts area appear here. To view your alerts, 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 are 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.

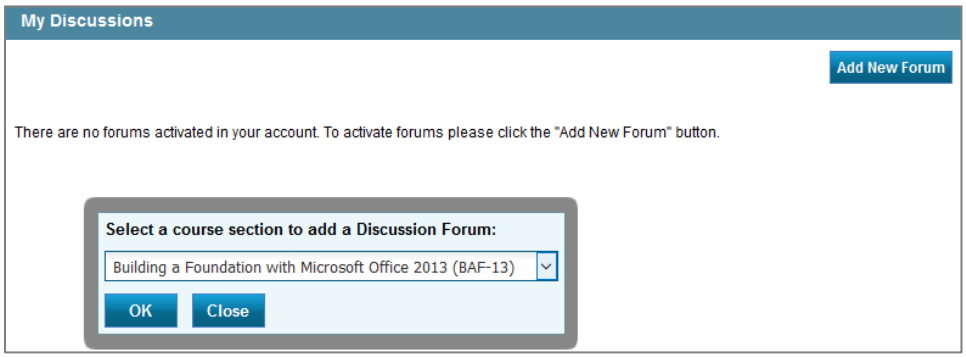
Discussions

My Discussions is where you can communicate with your learners. 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. Learners can then post their responses to the topic and reply to other learners' postings. This creates a "thread." A thread can consist of many postings by all learners in the course.

Add a Forum

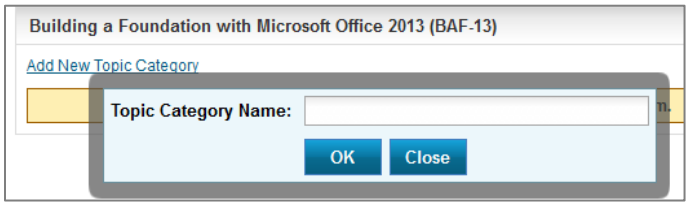
To create a new forum category, click Add New Forum, select your course, and click OK.

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

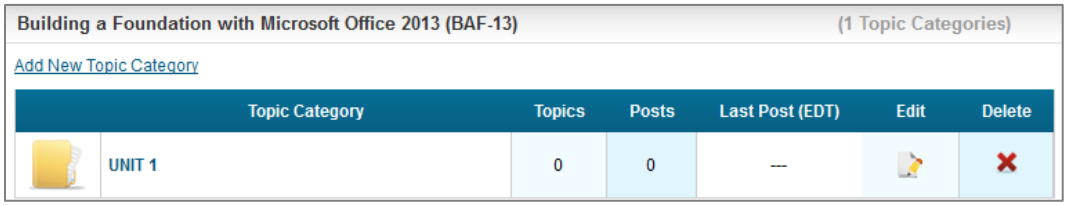


Add a Topic Category

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.

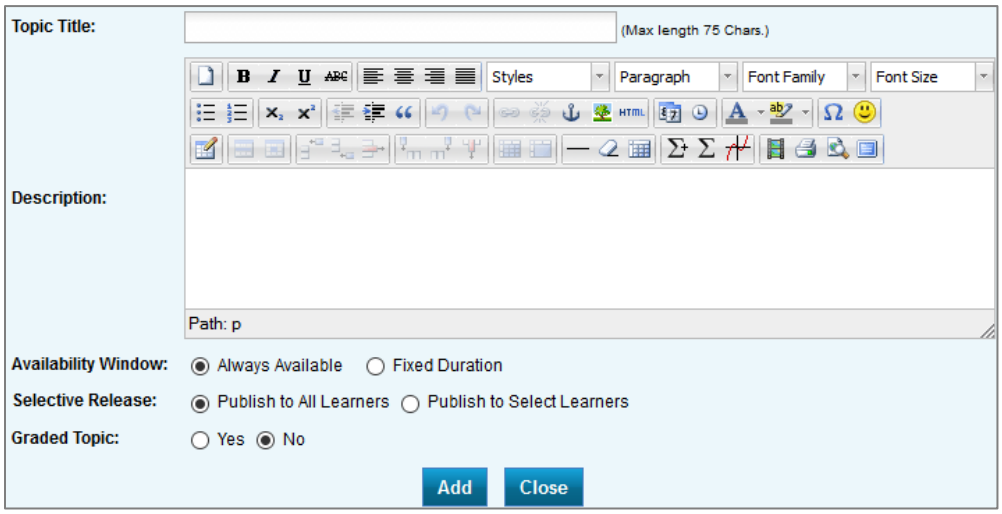


> ***Note!*** *Once a topic has been added to a category, that category can no longer be deleted.*

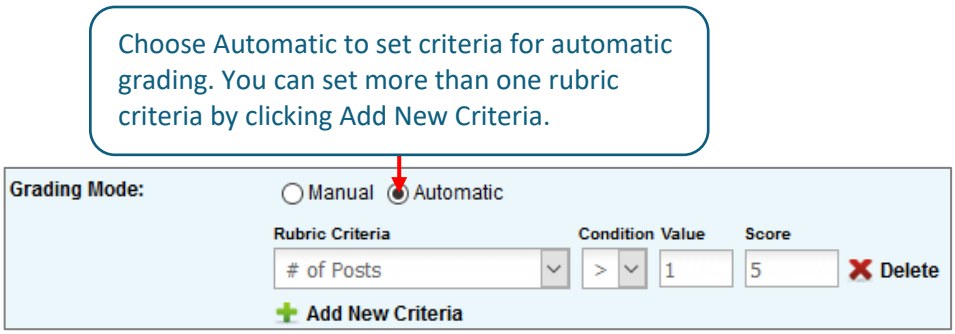


Add a Topic

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



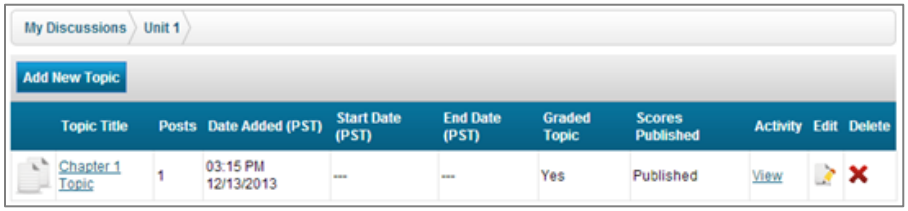
In the new topic window (shown above), type the topic name and description, as well as the availability (open and close date). If the topic will always be open, choose the Always Available option. If the topic will not be graded, select No. If it will be graded, choose whether you want to input the grades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



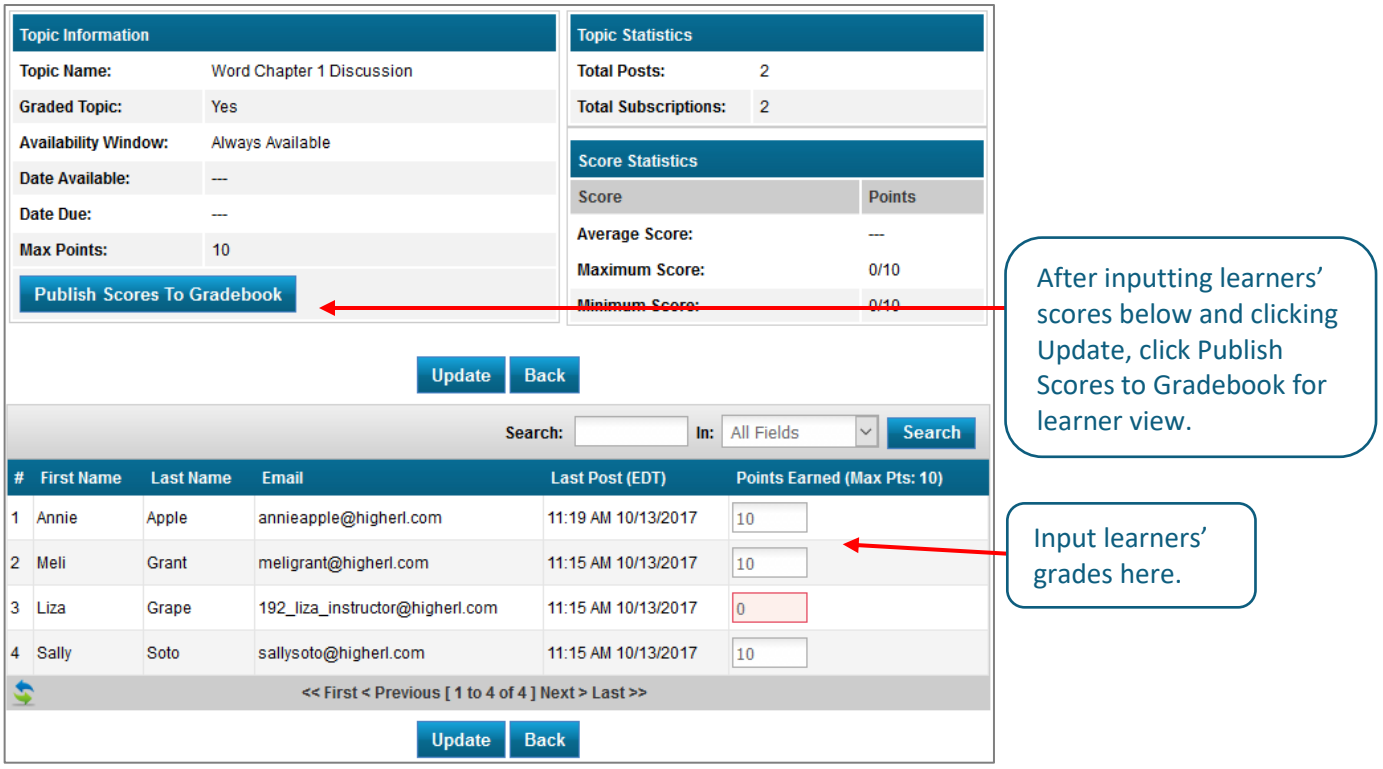
Once you have entered all topic information, click Add. The topic will then be listed under the category. You can edit the topic by clicking the icon under the Edit column; delete it by clicking the red X. To view learners' postings to the topic, simply click the topic title.

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 learner after reading their postings.

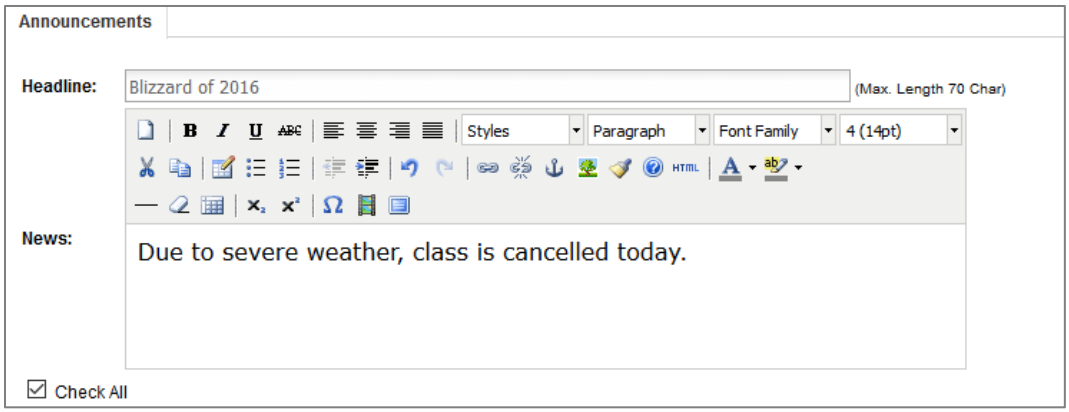


Click the View link under the Activity column to view the grade settings.



Announcements

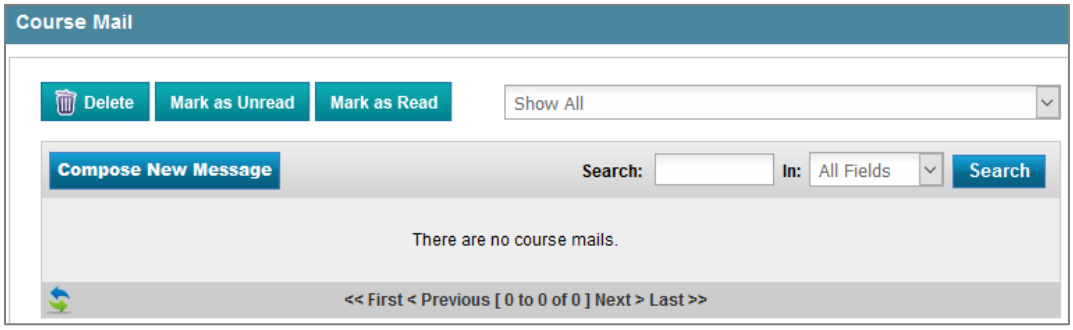
There may be times when you need to contact your learners all at once, perhaps to announce a cancelled class or an extension on a deadline. You can do this in the Announcements section. Click the Add New Announcement button and fill in the form.



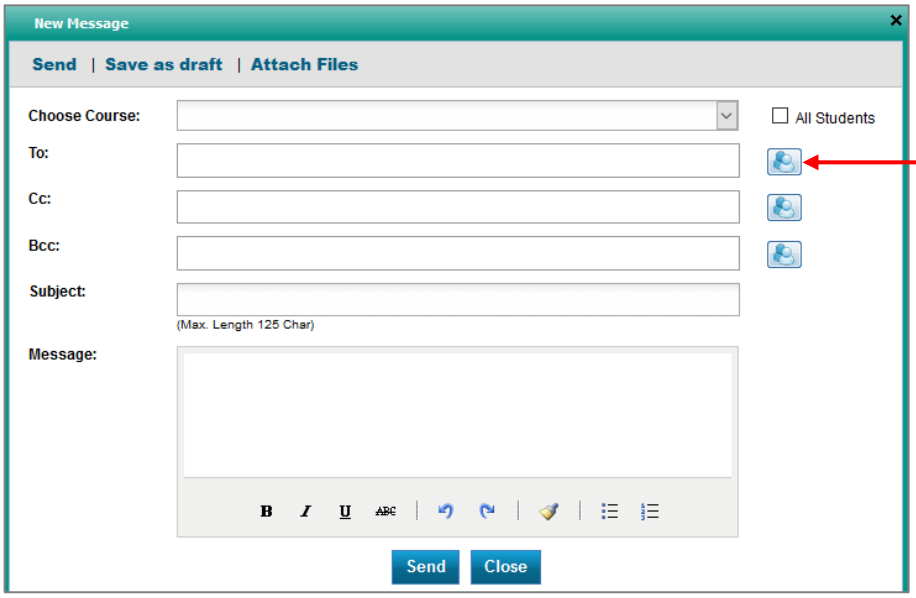
Click in the Check All box to send the announcement to all courses/sections in a category. In the Status section, choose Pending to create and save your announcement without posting it. Choose Publish to send your message to learners.

Course Mail

The Course Mail functions just like regular email. All messages sent to and from learners are sent within eLab only. Course Mail does not go to learners' email addresses. You and your learners will need to log in to eLab to retrieve and send messages.



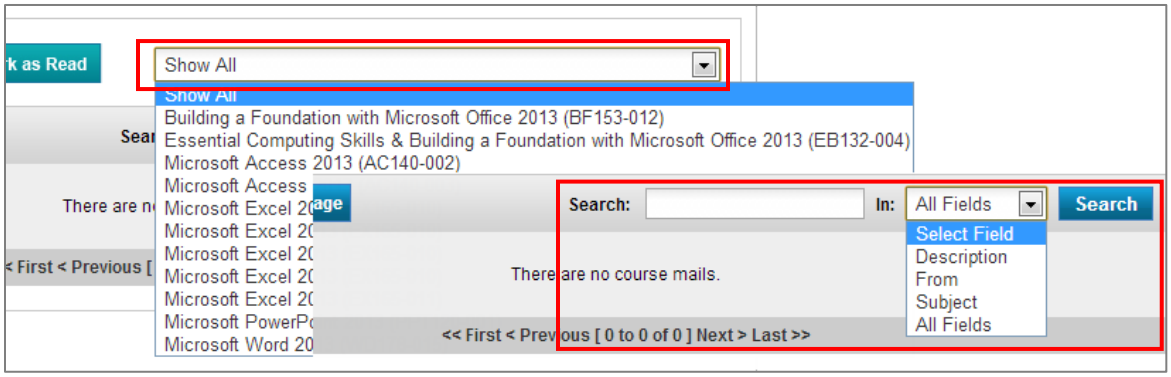
To send a new course mail, click Compose New Message. To send a general message to learners in all your courses, select All Courses from the drop-down list and check the All Learners box.



To message individual learners, click the icon and select the desired names.

Add the Subject line text and type your message. You can then send the message, attach files, or save the message as a draft.

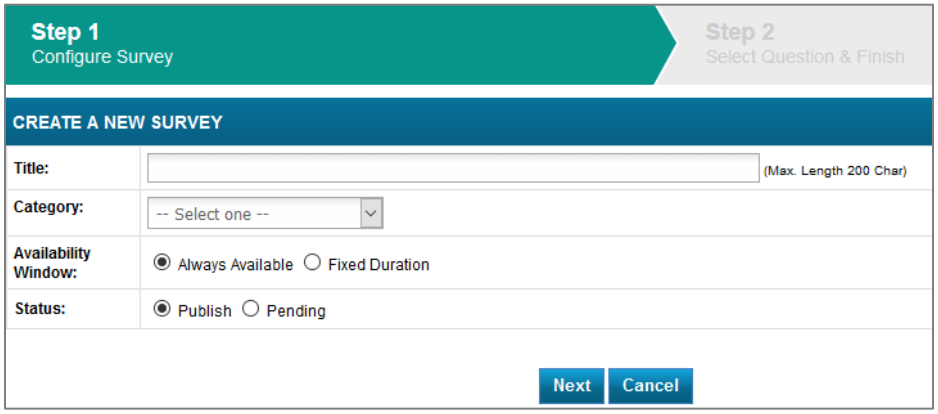
In addition to the basic features of the Course Mail, you have the option to select the course you want to see the Course Mail for only. This way, you can identify which learner belongs to which course. If you have Course Mail set to Show All, then you will see messages from learners across all courses/sections.



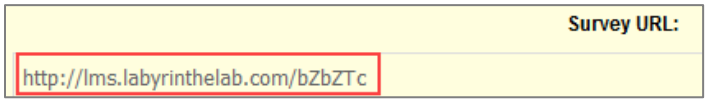
Choose Show All for the greatest message search flexibility.

Surveys

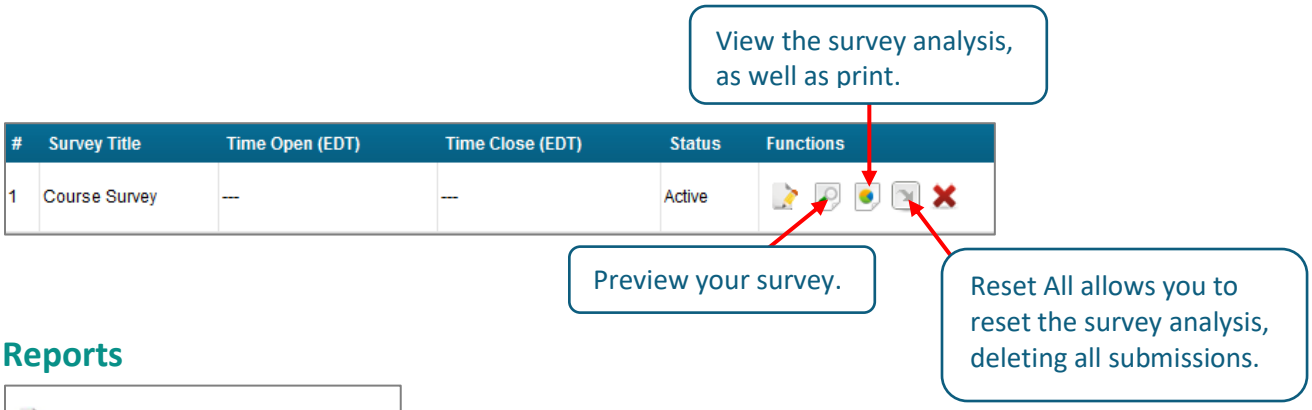
The My Surveys section allows you to create your own survey for students to complete in the course. To create a new survey, click the My Surveys link, located in the left navigation pane. This brings you to the Create a New Survey page. Give the survey a name and select a category to place it under. Next, you can set a due date or leave it to always be available. Click Next to move to Step 2.



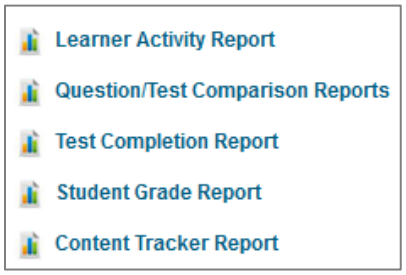
Step 2 allows you to select your survey questions. Click the Show Question Library to Add Questions button to begin selecting your survey questions. If you have not created your questions yet, you can always create it during this process. You can also create your questions in the Question Library first. See the Question Library section on how to create/add questions to the Question Library. After selecting your questions, click the Add Selected Questions to Survey button. Click Save & Finish. Notice that a link then gets generated. This is your survey link that you will need to add to the Content section of your course. Your students will then access this link to begin completing the survey. To see what the survey looks like and complete it yourself, copy and paste the link into a new browser window.



After the survey is created, you will see it listed on the My Surveys page. Note: Once the survey is created, you will not be able to edit the questions. If you need to edit the questions, you will need to delete the entire survey and create a new one.



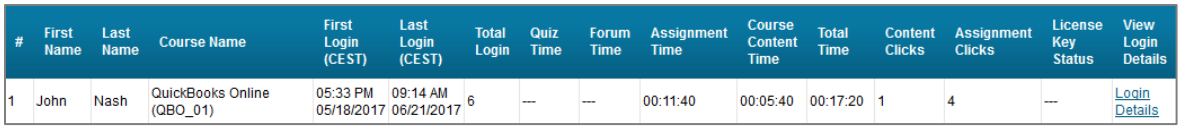
Reports



The reporting module enables you to easily determine which tasks your learners are mastering, and which areas need further attention. You can pinpoint and address problem areas by analyzing test results question by question, 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 in common across all tests being analyzed. This complex analysis is made easy in eLab.

Learner Activity Report

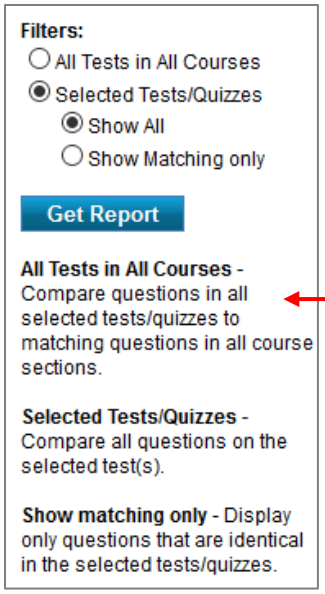
Click this link to see statistics on individual learners, all learners in a course section, or all learners in all courses. eLab will generate a report showing information on logins, quizzes and assignments, course time, and more.



#	First Name	Last Name	Course Name	First Login (CEST)	Last Login (CEST)	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	Nash	QuickBooks Online (QBO_01)	05:33 PM 05/18/2017	09:14 AM 06/21/2017	6	---	---	00:11:40	00:05:40	00:17:20	1	4	---	Login Details

Question/Test Comparison Reports

Although the extensive table on the analysis page may look intimidating at first, this feature is easy to use. And, we have provided a legend to help you navigate and use the question/test comparison table.

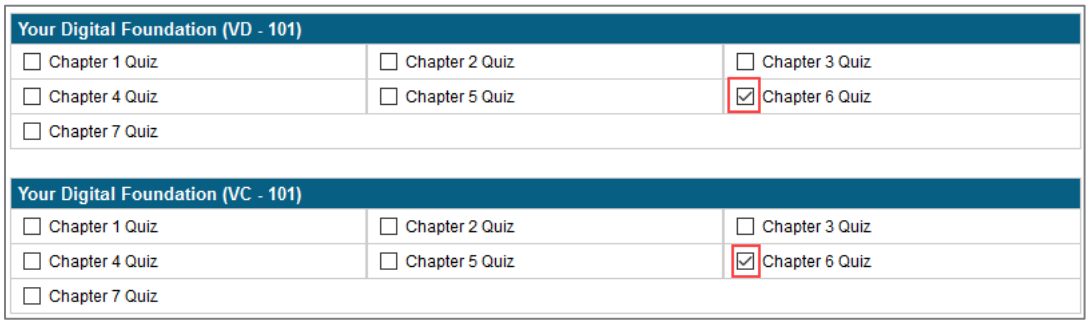


For your convenience, this legend "floats" down the table as you scroll so you can always view the text and can easily click the Get Report button.

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



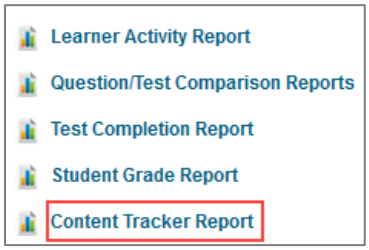
Here we are comparing the results of the YDF Chapter 6 Quiz in section VD-101 to the results of the YDF Chapter 6 Quiz in section VC-101 of the same course.

When ready, click Get Report on the right side of the table. Following is a small section of the report generated for our analysis. Note the headings. You can view the average points, number of learners who took the test, number of learners who answered the question correctly/incorrectly, number of learners who did not answer the question at all, and average time for taking each question.

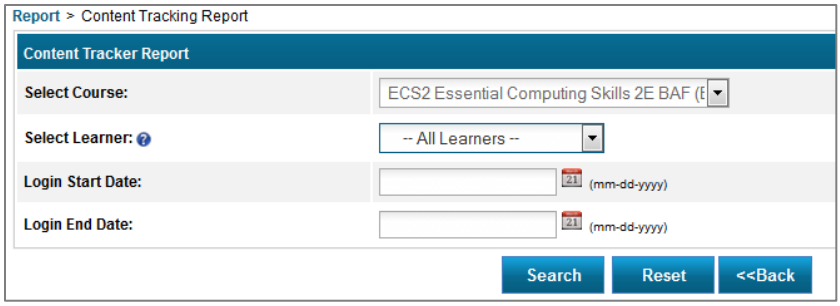
S#	QID	Question Text	Question Type	Course Section	Test	Avg % of Pts Earned	Total Learners	Correct	Incorrect	Not Answered	Avg Time (hh:mm:ss
1	4812053	Windows 10 Search allows you to search ONLY for files, not applications.	true_false	VD - 101	Chapter 6 Quiz	---	---	---	---	---	---
				VC - 101	Chapter 6 Quiz	---	---	---	---	---	---
					Totals	---	---	---	---	---	---
2	4812055	Windows File Explorer searches allow you to search the current folder, all subfolders, or the entire computer.	true_false	VD - 101	Chapter 6 Quiz	---	---	---	---	---	---
				VC - 101	Chapter 6 Quiz	---	---	---	---	---	---

Content Tracker Report

The Content Tracker Report tracks how many resources each learner has utilized. To view the Content Tracker Report, click Reports under Communications, 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 learner 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.

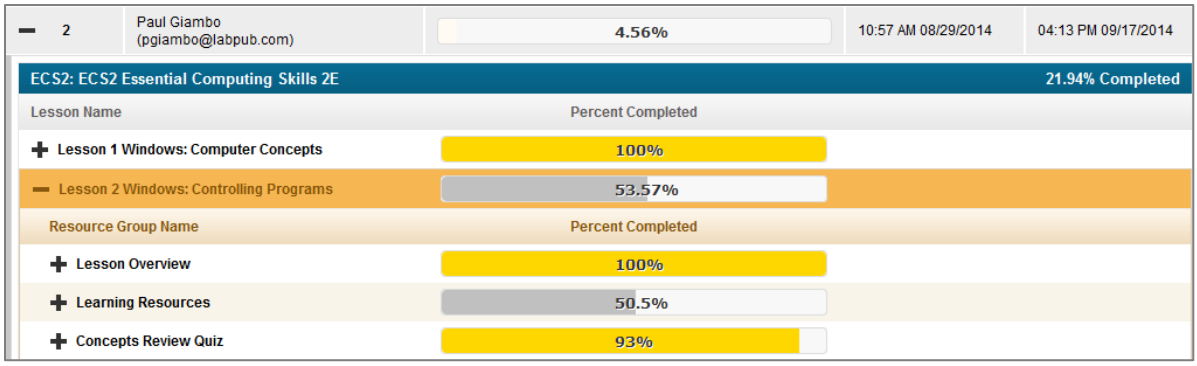


The Content Tracker Report generated contains five columns: Number (#), which contains a plus sign to view more detailed information for each learner; Learner, which contains each learner's name and email; Percent Completed, where the percentage of the resources utilized by each learner is displayed;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

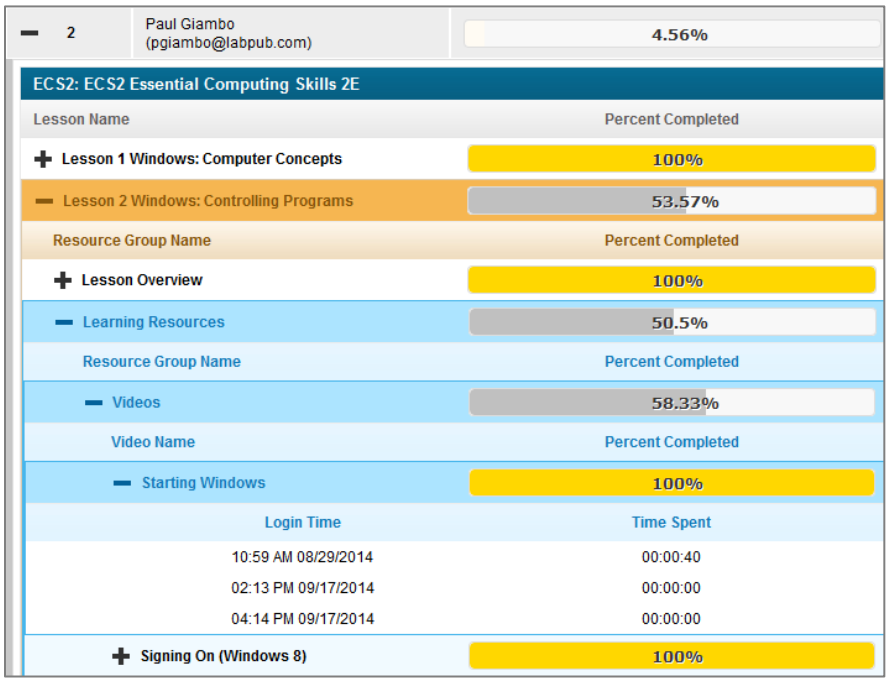
#	Learner	Percent Completed	First Login (EDT)	Last Login (EDT)
+ 1	Jason Favro (161_jason@lablearning.com)	3.51%	08:27 AM 08/21/2014	05:18 PM 09/17/2014
+ 2	Paul Giambo (pgiambo@labpub.com)	4.56%	10:57 AM 08/29/2014	04:13 PM 09/17/2014
+ 3	Doug Mason (dmason@labpub.com)	0.87%	06:17 PM 09/10/2014	01:47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

To view a more detailed report of a learner, click the plus sign in the first column beside the learner'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 Me's 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 learner spent using those resources.



Note! *For quizzes, the Content Tracker Report tracks how many questions a learner answered—not their scores.*

Assistants & Tools

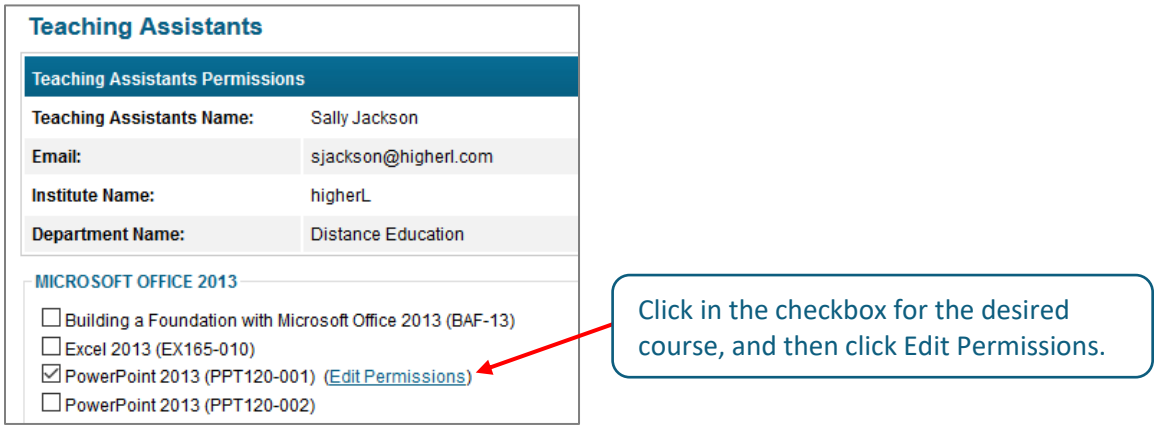
Teaching Assistants

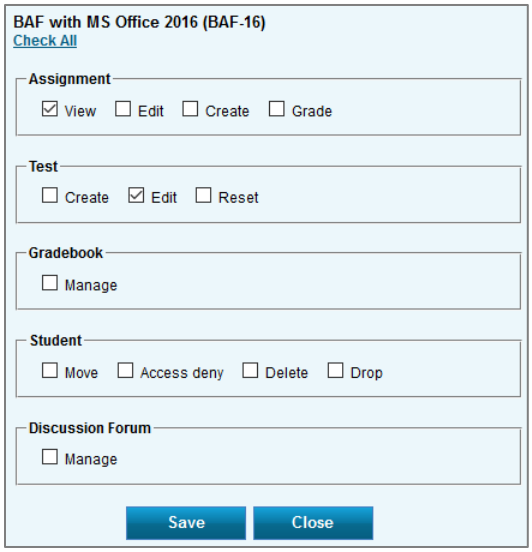
The Teaching Assistants feature allows you to add supplementary educators (co-instructors) to your courses. Co-instructors can be given permission to access several areas of eLab:

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

Adding a co-instructor is simple. Begin by clicking the Teaching Assistants link under Assistants & Tools. 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! *Only one email address may be associated with one user type. If your co-instructor already has an email address in eLab (as either instructor or learner), that same email address may NOT be used for the teaching assistant account. Use an alternate address.*

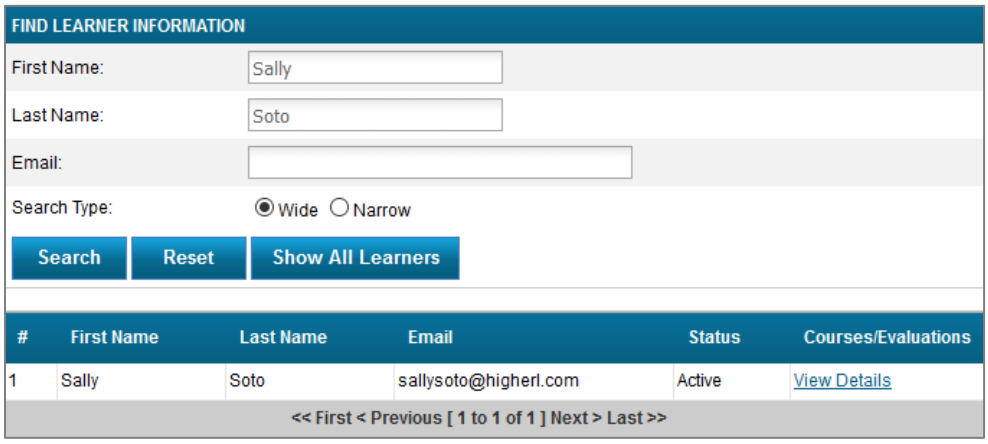




Here, click in the checkboxes for the permissions you want your new co-instructor to have. Click Save when you are finished. That's it! Your new co-instructor is now ready to assist you with your course.

Find Learner

Use this feature to look up a learner by first name, last name, or email address. In this example, we searched for the learner Sally Soto. Click the View Details link to show the name of your course(s) Sally is currently registered in, along with her license key, the date she registered for your course(s), as well as the assignment, tests, and content statistics (time spent in each section).



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

LMS Integration

If your school uses D2L, Blackboard, or Canvas, you may use our LMS Integration tool. You can find admin, instructor, and student instructions for using this tool in eLab. They are available from a link under the Assistants & Tools section in the left navigation pane.



Student Accommodations Feature

The student accommodations feature allows an educator to set accommodations for individual students that are applied to all tests or assignments in any eLab course taught by that instructor. The following settings are available to make student accommodations.

Assignment Settings:

- **Additional Attempts:** allows the educator to add one or more additional attempts to the total number of attempts allowed for assignments.
- **Extend Due Date By:** the number of days or hours entered is added to the due date for assignments, extending the window a student has, to submit assignments.
- **Extend Late Submission Date:** the number of days or hours entered is added to the late submission date for assignments.

Test Settings:

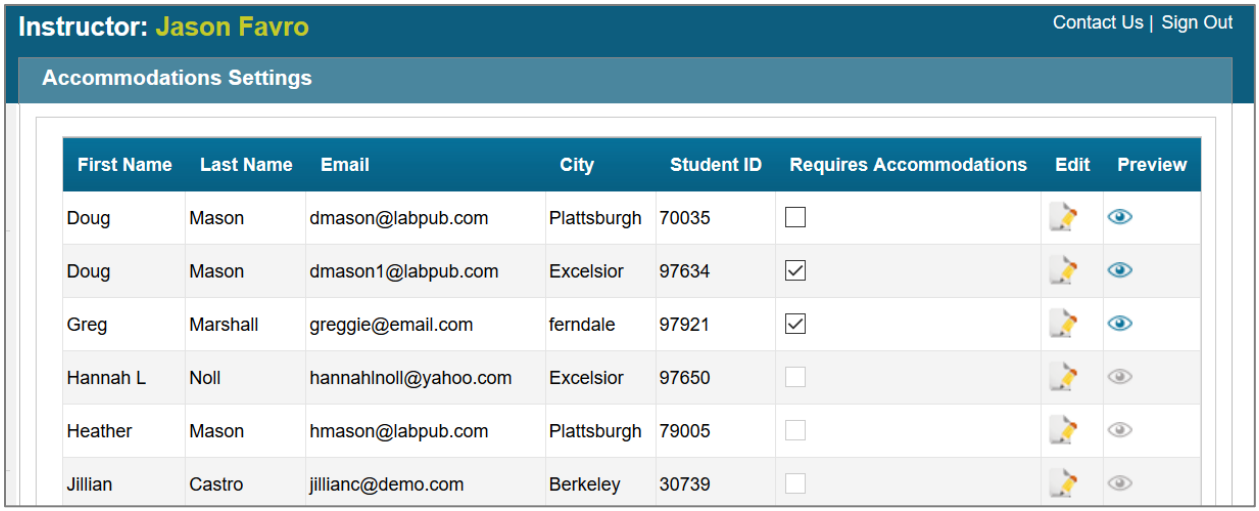
- **Extend Time Limit:** the number of minutes entered is added to the time limit that a student has, to complete tests.
- **Extend Close Date BY:** the number of days or hours entered is added to the close date for tests which extends the window a student has, to complete tests.
- **Additional Attempts:** allows the educator to add one or more additional attempts to the total number of attempts allowed for tests.
- After setting accommodations for a student, the educator can enable or disable the settings as necessary.
- The key benefit to this feature is the accommodations only need to be set once for a student and are applied to all tests and assignments for that student in any course in the educator's eLab account.

Setting Accommodations for a Student

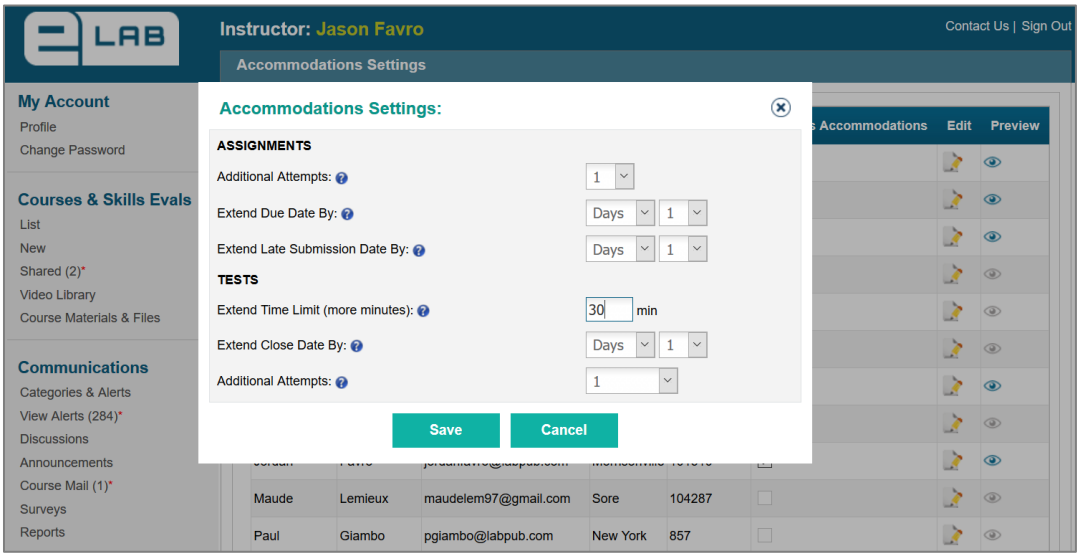
1. Click the **Set Accommodations** link under the Assistants & Tools section of the left pane from your eLab My Courses page.



2. Click the **Edit** button for the student you wish to set accommodations for.



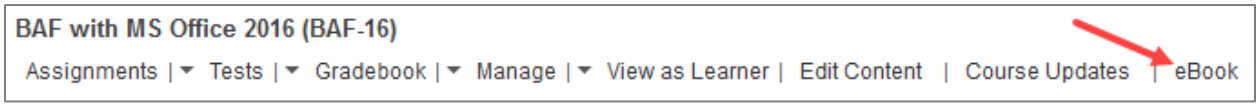
3. Set the accommodations for this student and click **Save.**



4. When you save the settings, the **Requires Accommodations** checkbox will automatically be checked to enable the accommodations. If you wish to disable the accommodations for a student, uncheck the Requires Accommodations checkbox and click Yes in the popup box that appears.

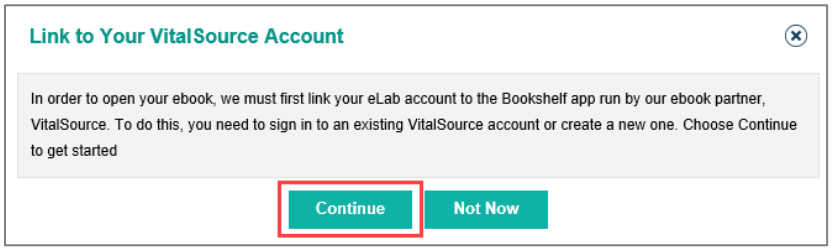
eBook Integration

Our VitalSource eBooks are now integrated with and accessible from eLab. You will now see a new eBook link within your eLab course.



Accessing Your eBook

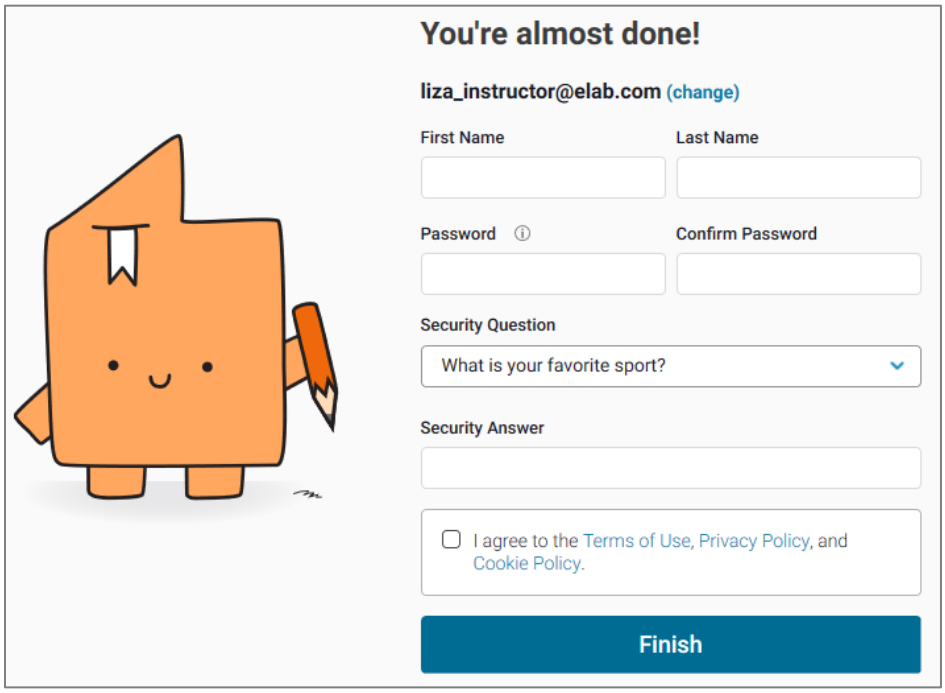
1. The first time the eBook link is clicked, you will need to connect eLab with your VitalSource Bookshelf account or create a new one.
2. Click **Continue** to begin linking your VitalSource account.
   NOTE: If you are alerted that a pop-up has been blocked, you will first need to enable that pop-up.



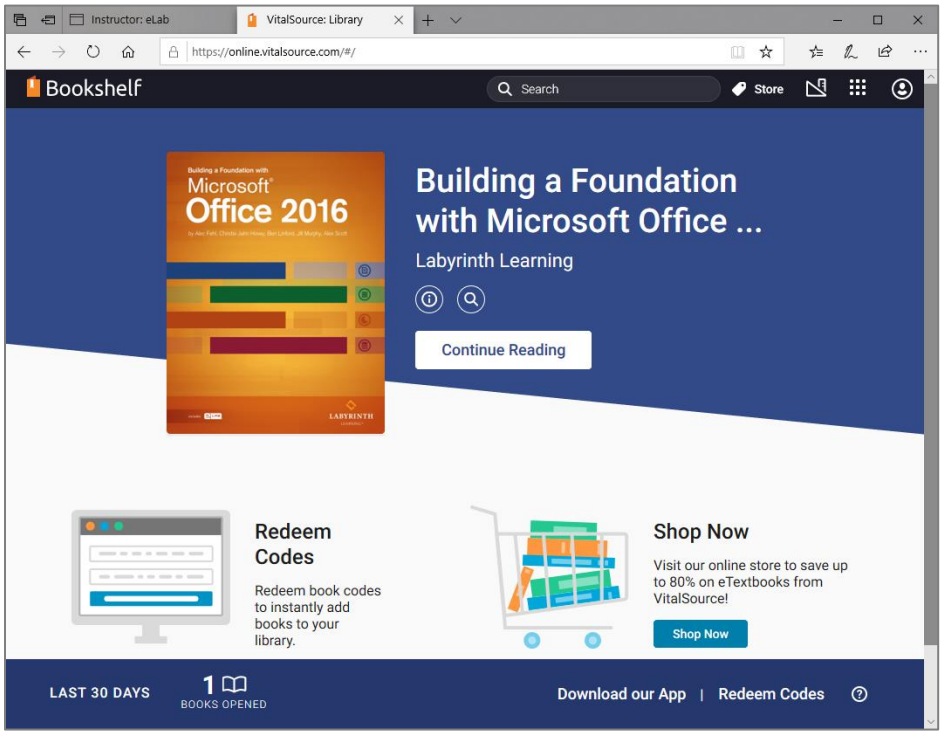
3. A new tab will open, taking you to the "Welcome to Bookshelf" page. Click **Accept & Close** at the bottom of the page to agree to VitalSource's Cookie Policy.



4. Enter your e-mail address and click **Continue**.
5. If you are new to VitalSource, fill out the form with your information and click **Finish**. If you have an existing account, enter your e-mail address and VitalSource will sync with your existing account.



The eBook is now added to your VitalSource account!



If you synced with an existing account and have other eBooks added, they will also be displayed in your Bookshelf.

After this one-time connection to VitalSource Bookshelf is made, eBooks can be accessed from eLab with a single click!

Here are the rest of the exciting details:

- Instructors have instant access to all eBooks.
- Students have instant access to purchased eBooks.
- Students also have 14-day trial access to eLab courses and their associated eBook(s).
- eBooks open in new browser tabs.

Assignments

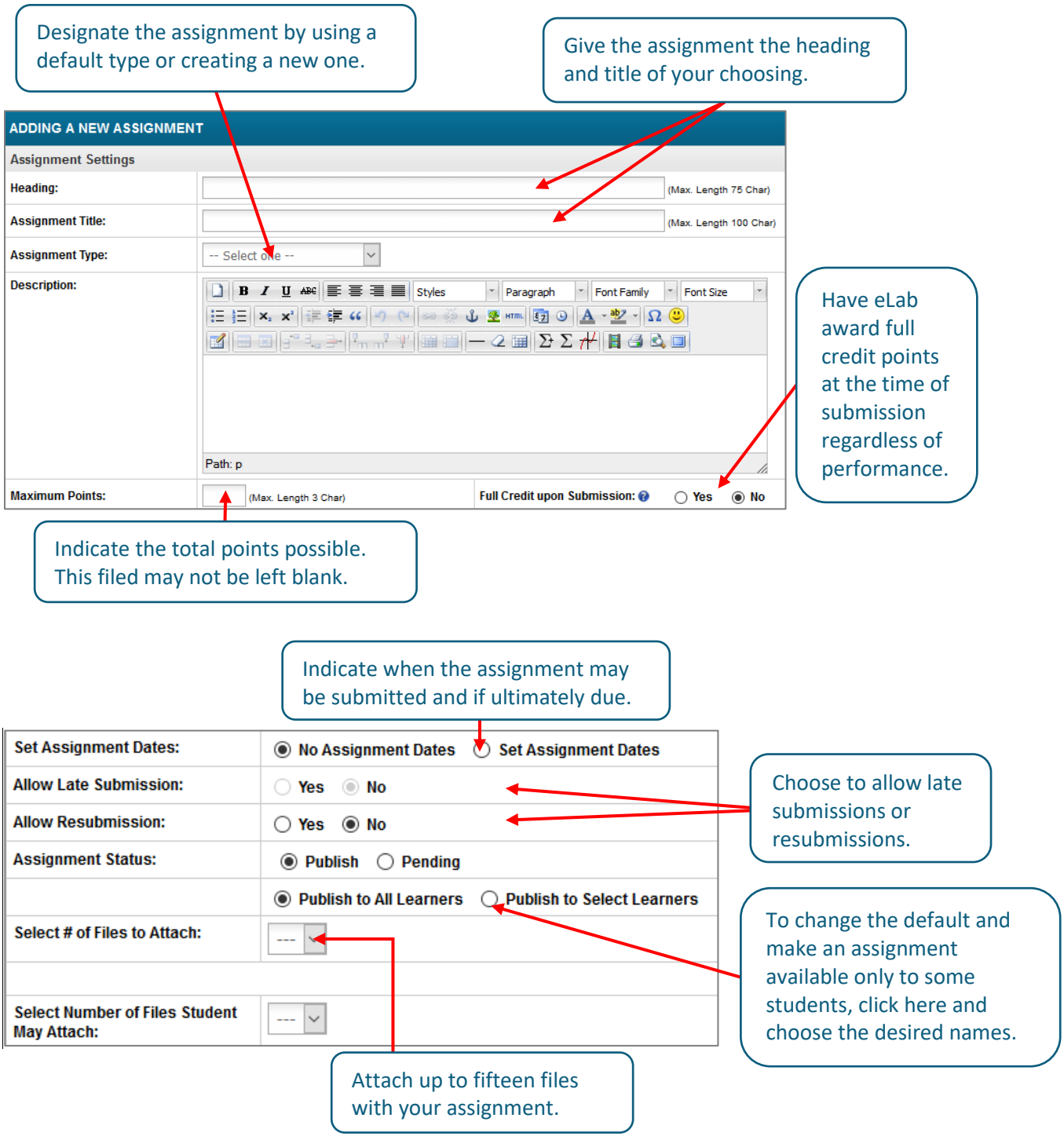
There are two types of eLab assignments: regular assignments (manually graded by you) and Project Grader, Quick Grader, and Homework Grader assignments (automatically graded in eLab). Click the Assignments link to create and manage various homework tasks, practice exercises, extra credit assignments, lab assignments, and more for your students.

eLab Assignment Types		
Assignment Type	**Details**	**Where They're Found**
REGULAR ASSIGNMENTS	• Manually graded • Not indicated by an icon Reinforce Your Skills AC01-R01 Extend Your Skills 5-2 CT 1-1 Examine the E-Verify System	All courses
PROJECT GRADER ASSIGNMENTS	• Automatically graded • Indicated by an icon Work with Forms PG Project Grader E1-P2 PG	Microsoft Office 2013, 2016
QUICK GRADER ASSIGNMENTS	• Automatically graded • Indicated by an icon Apply Your Skills 2-4 QG	QuickBooks Online QuickBooks Pro 2014, 2015
HOMEWORK GRADER ASSIGNMENTS	• Automatically graded • Indicated by an icon Practice Set 1A HG CPP 3-1 Calculate and Document Federal and State Income Tax Withholding HG	Payroll Accounting 2E, 3E, 4E

Create New Assignment

To add a new assignment, simply click the Create New Assignment button at the top-left corner of the page. The Adding a New Assignment screen allows you to add various details about your new assignment.

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



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: " , ` ~ % ^ = [ ] \ { } |< >.*

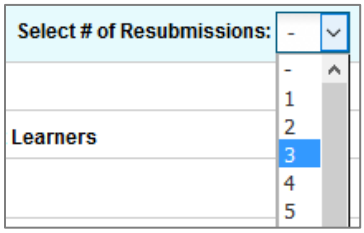
Late Submissions

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.

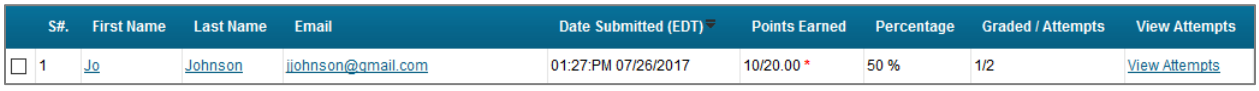


Resubmissions

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. 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.



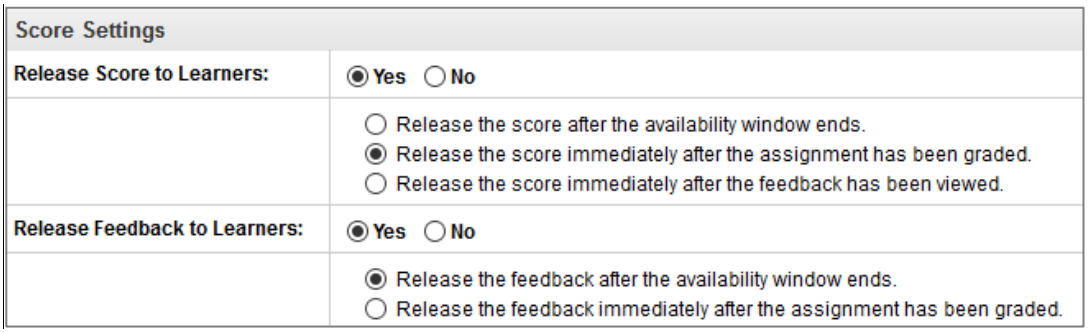
It is important to note that this allows *all* students in the class to resubmit an assignment. Later, you will see how you can choose to allow only individual students the option to resubmit after you have graded the original submission.

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.)

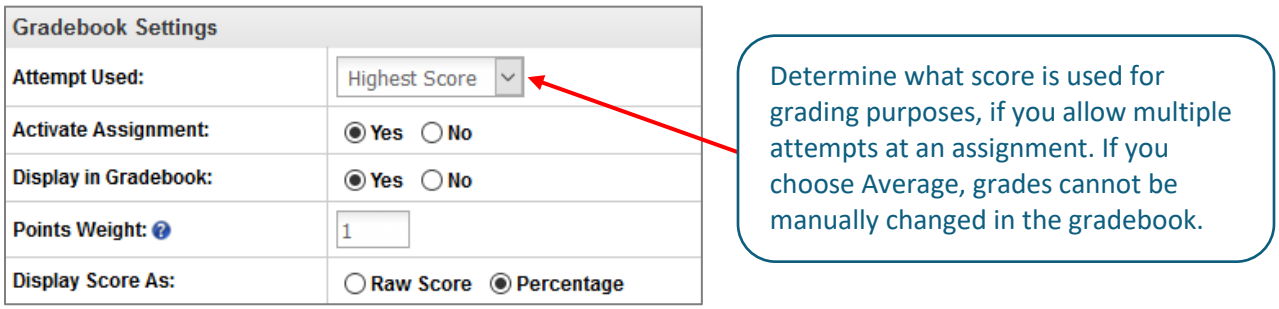


The second section of the Adding a New Assignment screen allows you to select score settings.



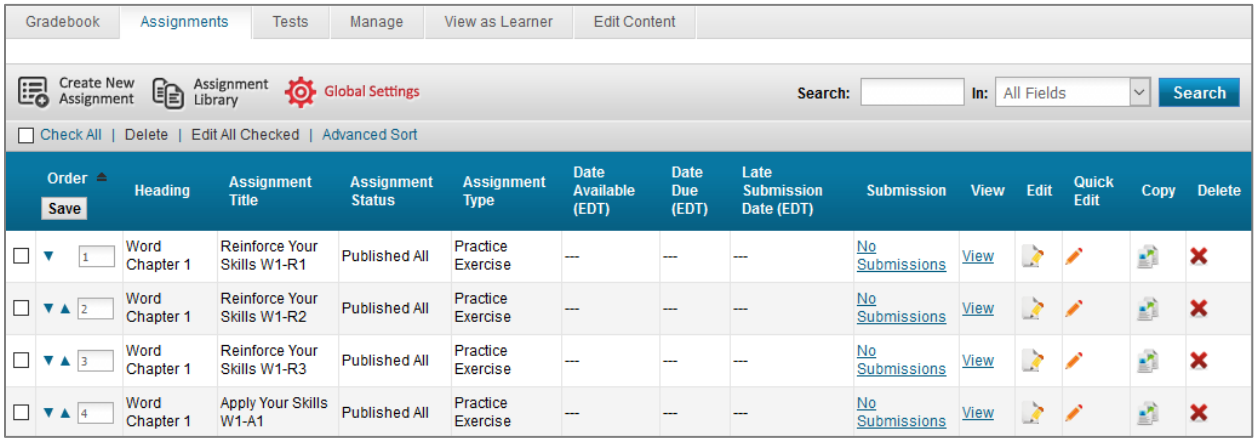
If you choose No to either of these options, the "Release" radio buttons and text disappear.

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



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. Selecting No will also hide the assignment from view. This can be changed via the Gradebook.

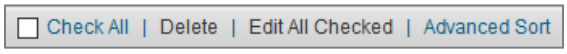
After you have filled out all the sections to your specifications, click the Save Assignment button. Pause while eLab uploads your assignment. All assignments are listed in a table that you can sort in ascending or descending order by column headings, including Heading, Assignment Title, Assignment Type,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



Notice the black, upward facing triangle in the Order column heading. The table is currently sorted in numbered order by this column.

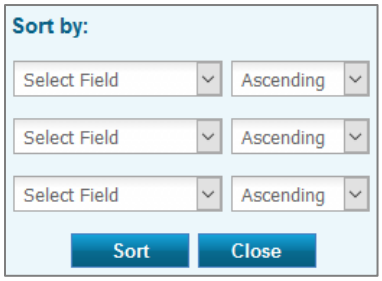
Tip! *Click the Edit icon to change details about the assignment. You can even extend the due date for an assignment that is past due. The Quick Edit feature is usual if you are just changing the dates.*

Notice the links below the Create New Assignment button:

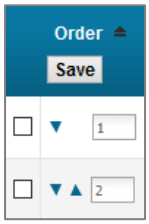


Use Check All to place checkmarks in the checkboxes at the far left of the Assignments table. When you do, the Check All link changes to Uncheck All and the Delete link becomes activated. You can choose to edit or delete all or multiple assignments with one final mouse click.

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

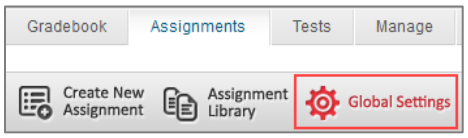


Notice the Order column. Use the triangles or number boxes to set the order of assignments displayed in the Assignments table. The default order is set per when the assignments were created. To change the order, first click the Order column heading. Notice that the upward-facing triangle becomes a downward-facing 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!



Global Settings

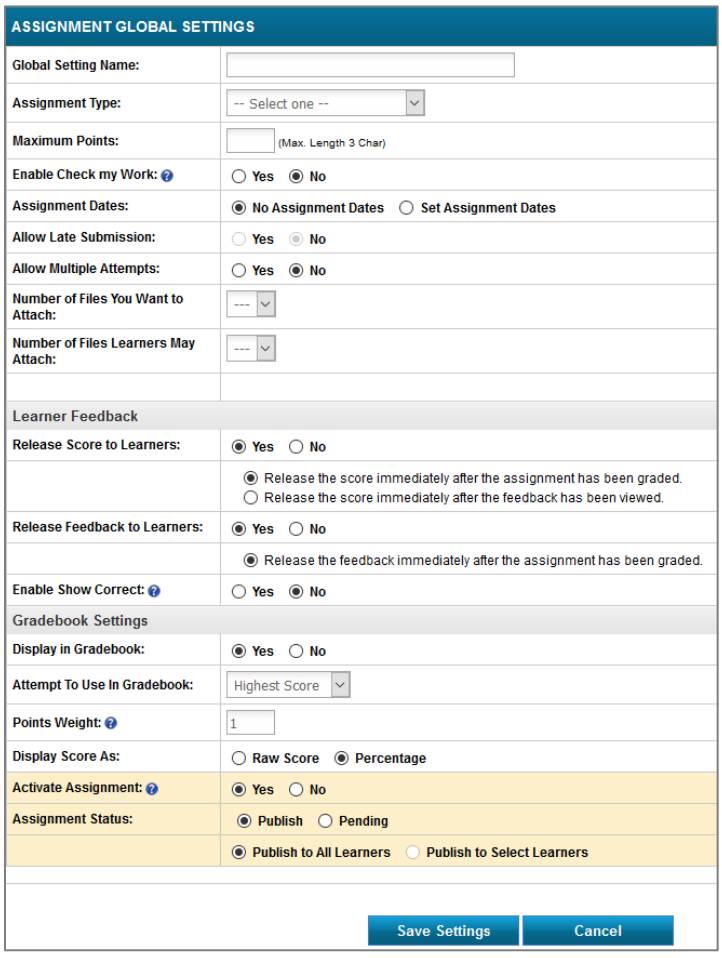
The Global Settings feature allows you to set various fields that are used when creating a new assignment. Use this feature to easily apply these settings to new assignments without having to populate each field every time. To use this feature, you must first set the Global Settings. You can create more than one global settings. For example, if you have more than one assignment type, you can create separate global settings for each type. To access the Global Settings, click the Global Settings button from the main assignments page.



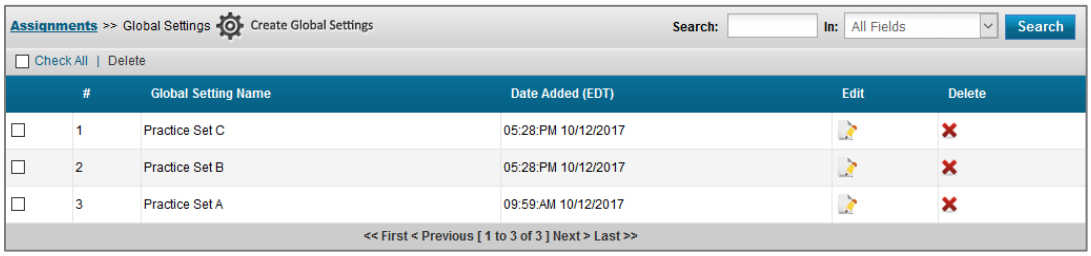
From the Assignments Global Settings page, click Create Global Settings.



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.



After creating your Global Settings, it will appear on the main Global Settings page.



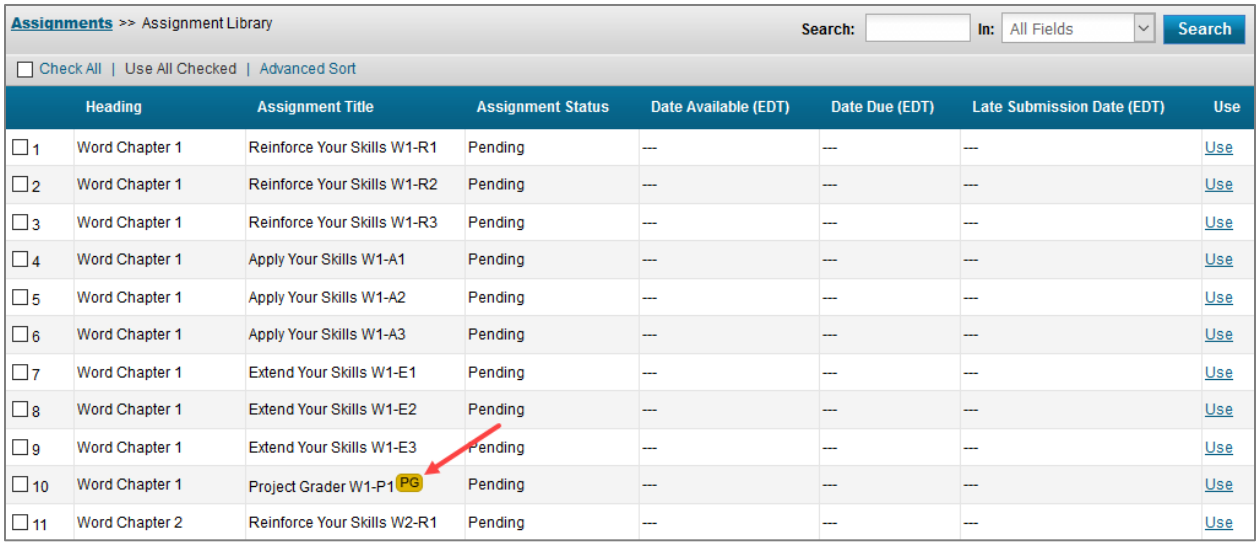
To use your Global Settings when creating new assignments, click the Create New Assignment button. If you have set up your Global Settings, you will see a checkbox titled "Use Global Settings" at the top right of the Adding a New Assignment page. It will also be available when editing an existing assignment. Check the box and your Global Settings will be applied to your new assignment that has that assignment type. To change any global settings for the assignment, change the settings in any field in the Adding a New Assignment window.

Assignment Library

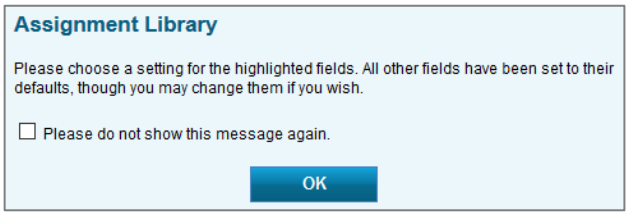
The Assignment Library is populated with prebuilt assignments that you can use in your course. For your convenience, we have included all end-of-chapter exercises (Reinforce Your Skills, Apply Your Skills, Extend Your Skills, Transfer Your Skills, Critical Thinking, and/or Work-Readiness Skills) as well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

> ***Tip!*** *If an Additional AYS or Project/Quick Grader exercise requires a student data file, that file is attached to the assignment.*

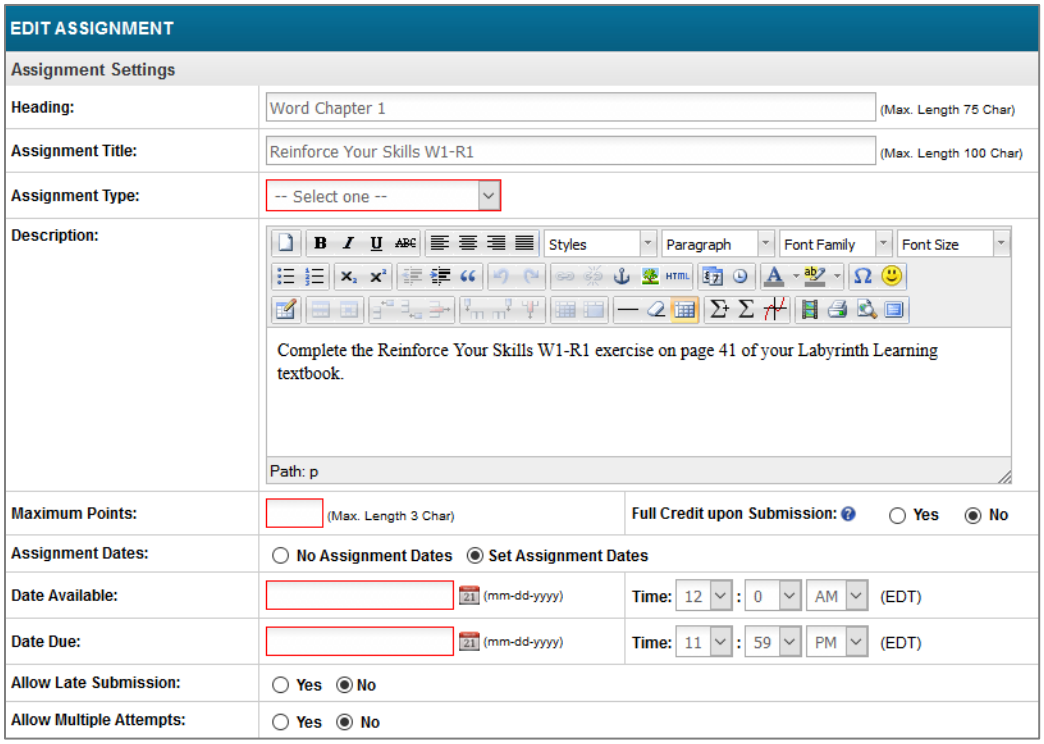
Simply click the Assignment Library button to see a listing of all available exercises. In the following illustration, the "PG" icon indicates a Project Grader assignment.



This is just a portion of the exercises in the assignment library for a Building a Foundation 2016 course. To add an assignment, click the Use link in the far-right column. The next window that opens should look familiar, as it is 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).



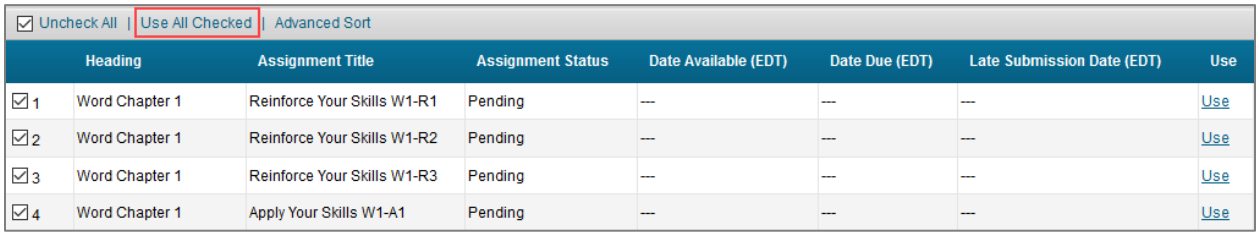
Following is the Assignment Settings section of the Edit Assignment page for standard prebuilt assignments and Project/Quick/Homework Grader assignments. Areas boxed in red are required fields. (The Score Settings and Gradebook Settings sections are the same as those for assignments you create and do 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 display an alert window.*

Adding Multiple Assignments

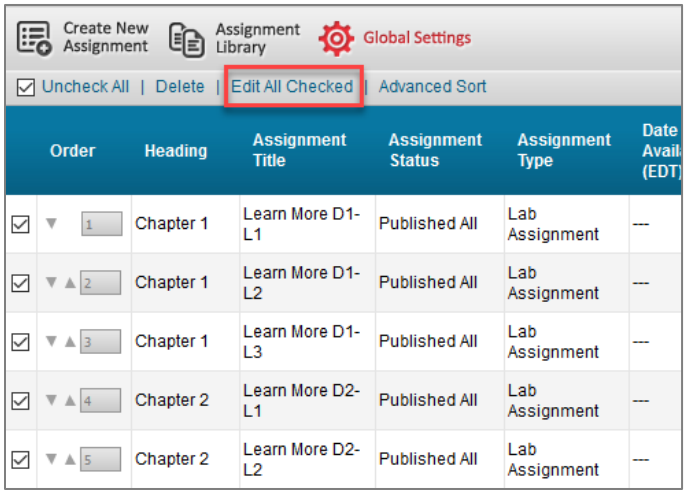
Just as you can edit batches of assignments, you can also add batches of assignments. To do this, check all the assignments to add and click Use All Checked at the top-left side of the Assignment Library page.



Click Yes in the pop-up box to apply your Global Settings to all checked assignments; click No to set all settings for each assignment manually. To edit the Global Settings in any or all 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, click Save Assignment. You can also choose to keep the current Global Settings for all assignments by clicking Save in the pop up.

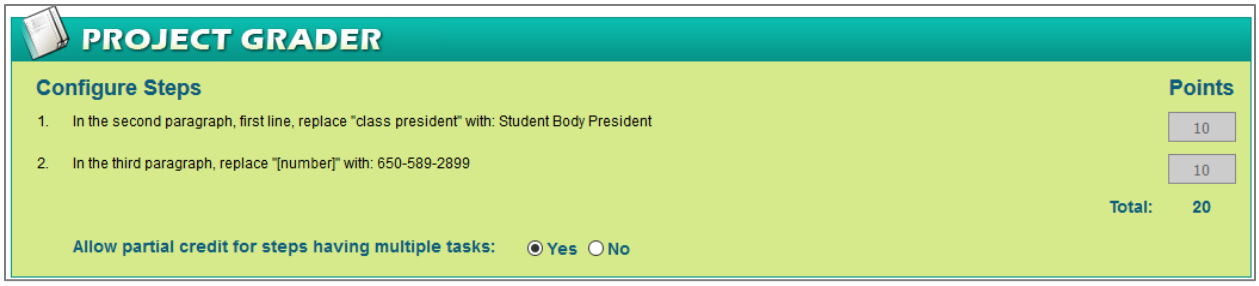
Editing Multiple Assignments

Rather than editing assignments one by one, you can work in batches. On the main Assignments page, check 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.



Project Grader & Quick Grader

Project/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.



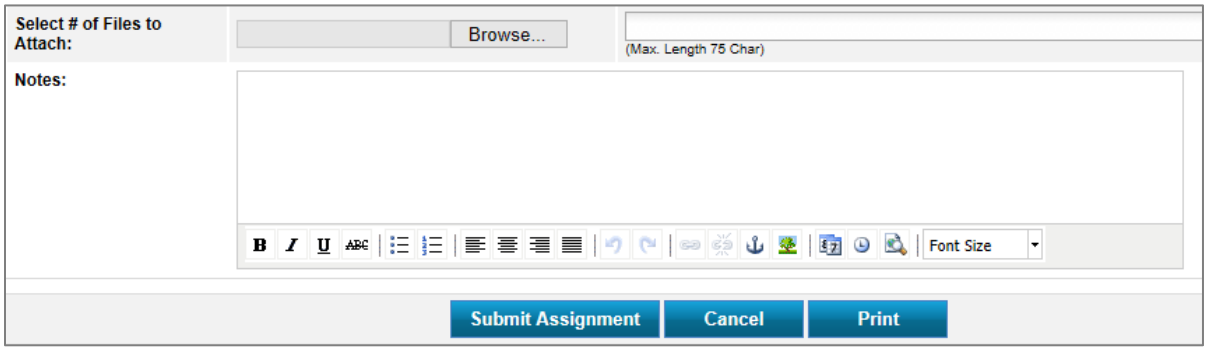
Again, when you're ready, click the Save Assignment button at the bottom of the screen. On the next screen, you will see the assignment on the assignments list.

What Your Students See – Project/Quick Grader View!

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

Assignment Information	
Heading:	Word Chapter 1
Assignment Title:	Project Grader W1-P1
Description:	View
Maximum Points:	20.00
Date Available:	Monday 24,July 2017, 12:01 AM (EDT)
Date Due:	Sunday 30,July 2017, 11:59 PM (EDT)
Late Submission:	Not Allowed
# of Resubmissions Allowed:	2
Resubmission Date:	Sunday 30,July 2017, 11:59 PM (EDT)
Assignment Files:	1. W1_P1_Start

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 takes approximately five minutes for eLab to grade the assignment and post the results. The Grade column will show either NG or the final score.

Word Chapter 1	Project Grader W1-P1 PG	Project	12:01 AM 07/24/2017	11:59 PM 07/30/2017	---	View Submission	20/20.00 - 100%

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

And 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.

Attempt 1

Date Submitted:	02/07/2017 12:12 PM (EDT)
Submission Type:	Normal
Learner Notes:	---
Submitted Files:	1. W1_P1_Submission.docx
Instructor Files:	1. Feedback File

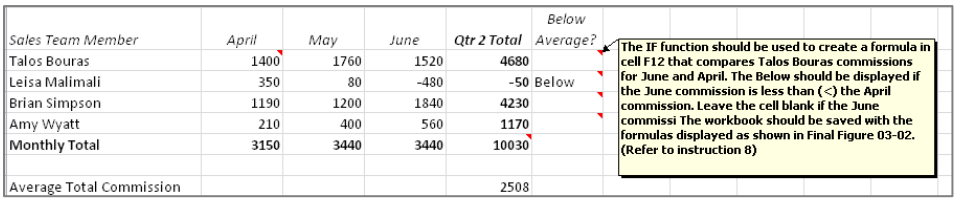
Feedback:

S#	Task Instruction	Point Earned
1.	In the second paragraph, first line, replace "class president" with: Student Body President	10/10
2.	In the third paragraph, replace "[number]" with: 650-589-2899	10/10

Grade: 20/20.00 --- 100%

The Feedback File has two features:

- **Result Summary:** This tab shows the same information shown on the Assignment Information page (see preceding figure), presented in a slightly different manner.
- **Annotated Solutions:** This is where Project/Quick Grader really shines. The following illustration shows an annotated solution file from an Access Project Grader 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	

Tip! *Access Project/Quick Grader assignments have two final files (results summary and annotated solution file). Assignments on Word, Excel, and PowerPoint have one file with the summary.*

Project Grader/Quick Grader Fraud Detection

Project Grader Fraud Detection detects possible cheating attempts. When a student downloads a starting file, eLab encrypts that file with a security token unique to that student's eLab account. This token cannot be seen or altered. When the assignment is uploaded for grading, the system checks that the security token in the file matches the eLab account. If there is no match, the following message will appear:

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.

An alert does not necessarily mean the student cheated on the 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 up to the instructor to determine the reason for the discrepancy and how to handle it.

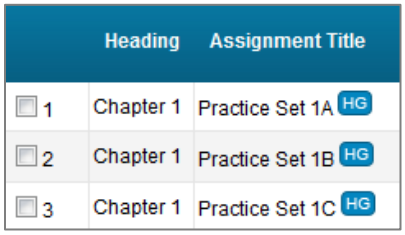
Tip! *This feature works for Project Grader assignments where students download a starting file. It does not work with assignments for which student begin with a blank file.*

This feature is not compatible with projects associated with Microsoft Office 2010 and earlier titles.

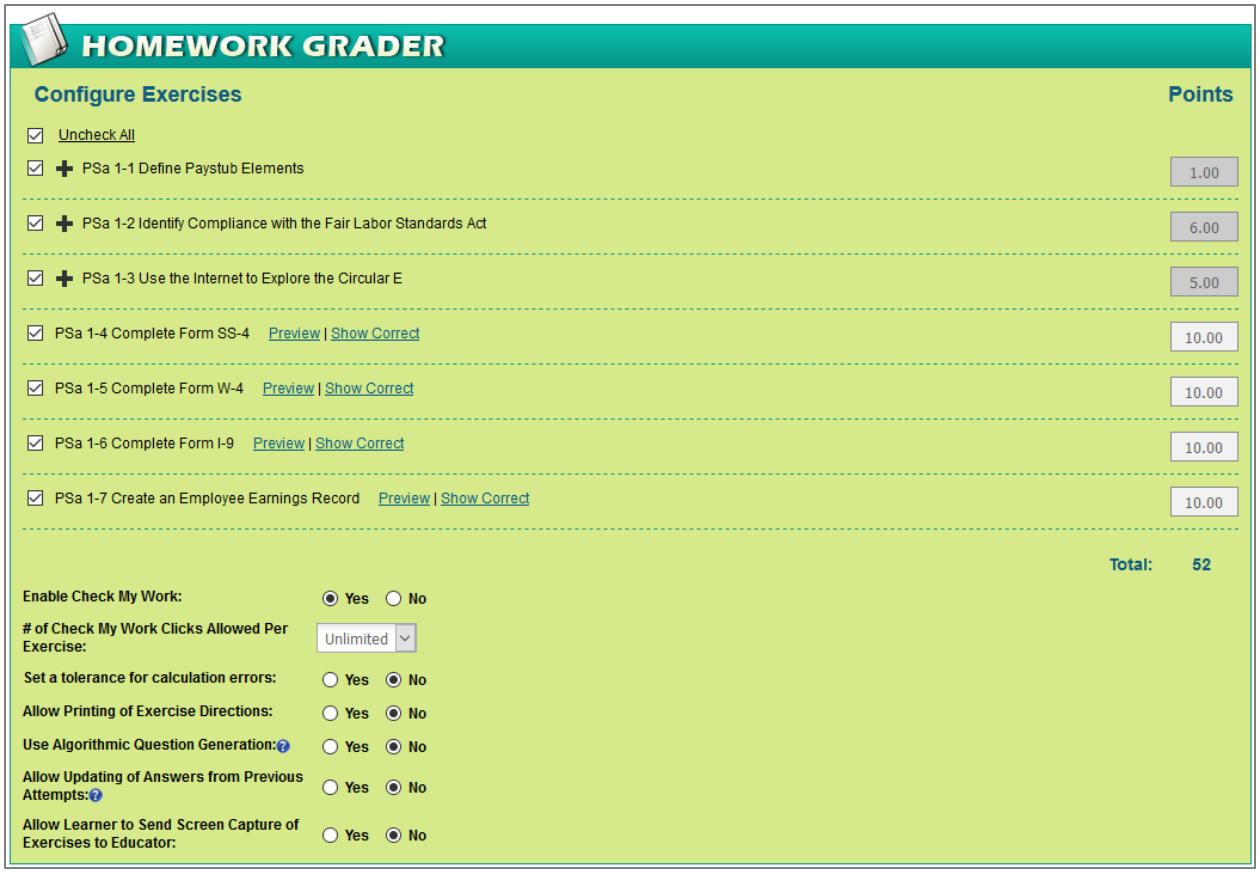
Homework Grader

Homework Grader is a feature associated with the Payroll Accounting titles. It allows students to complete the Practice Set exercises in eLab and submit them for automatic grading. Once an assignment has been submitted, students can see their grade and view details on the correct answers and points earned for each exercise.

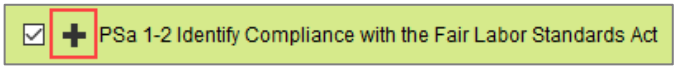
Homework Grader assignments are identified in the Assignment Library by the blue "HG" icon.



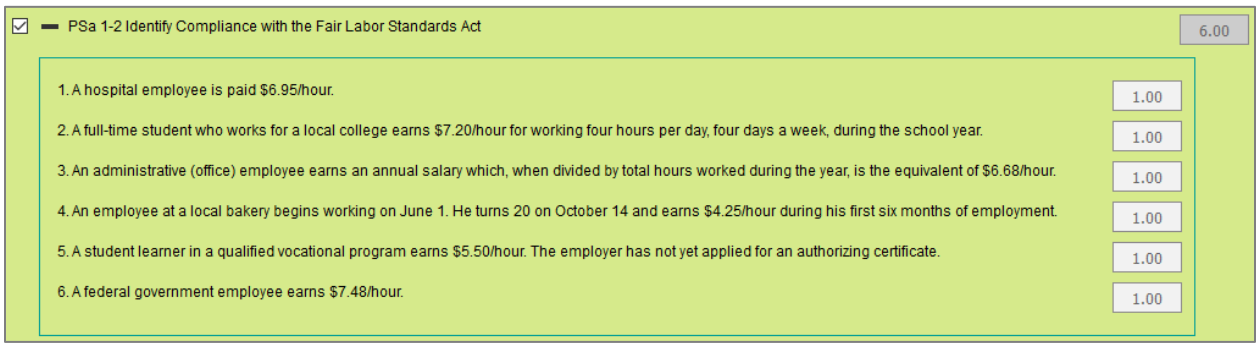
When you choose a HG assignment, there is a Configure Exercises subsection within the Edit Assignment section that lets you view the exercises included in the Practice Set, the default number of points for each exercise, and the default total number of points for the entire Practice Set. You can also choose which exercises to use in the HG assignment. To the left of each exercise is a checkbox that is filled by default. Leave it checked to use the exercise or uncheck the box to exclude the exercise.



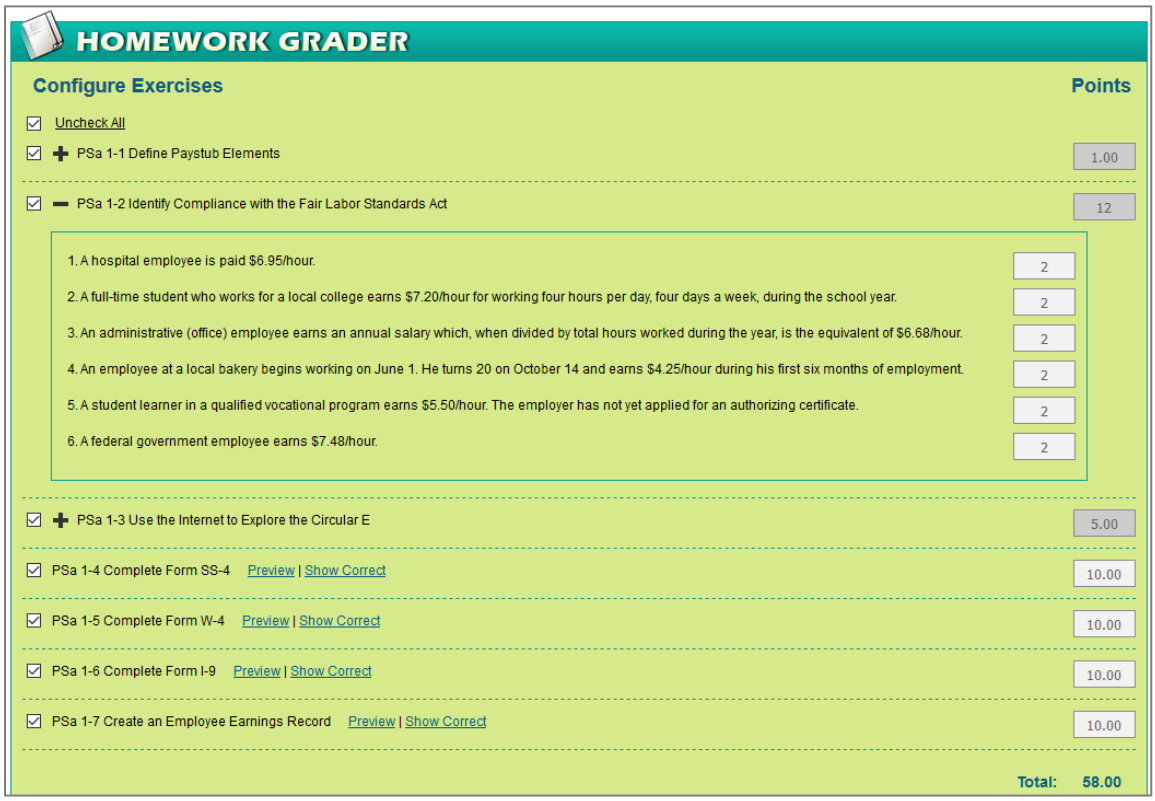
You can change the point value of any exercise. For point value fields in a white box (such as those for PSa 1-4 through PSa 1-7 above) simply change the number as desired. If a point value box is gray (such as for PSa 1-1 through PSa 1-3 above), you may not change the point value. These exercises are broken down by question and each individual question contains a point value. To change the point value in the grayed-out field, you must change the values of the *individual* questions within that exercise by clicking the plus sign to the left of the exercise title.



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 point value for the exercise and the entire practice set updates. When you are finished, 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.

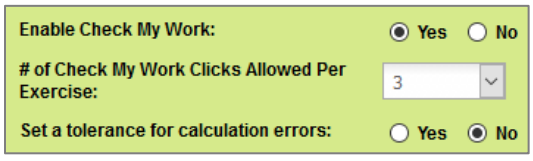


Some Practice Set exercises have students fill out different IRS forms. For these fill-in-the-form exercises, Homework Grader offers two features: Preview and Show Correct.



Preview opens the form your students will be filling out in Learner View; 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.



The Yes option for Enable Check My Work enables a Check My Work button in the upper-right of the students' screens. When students click Check My Work, green checkmarks will appear beside all correct answers and a red X will appear beside any incorrect answer or as unanswered question. Clicking this

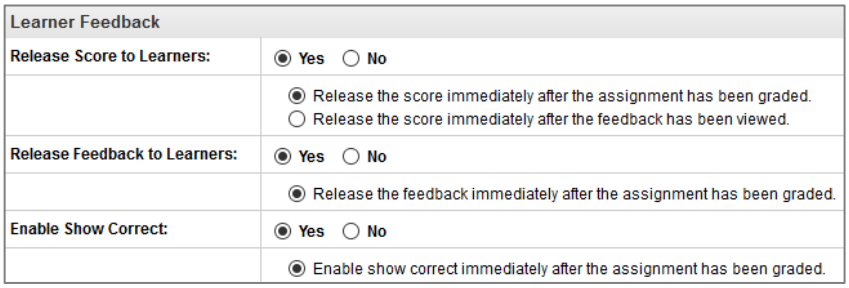
button again will remove the marks. Students can modify their answers and recheck as necessary before moving to the next exercise.

Setting a tolerance for calculation errors allows students to 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 $1.00. This means a student will receive full credit if their answer is no more than $1.00 over/under the correct answer. You may change the tolerance to any dollar amount.

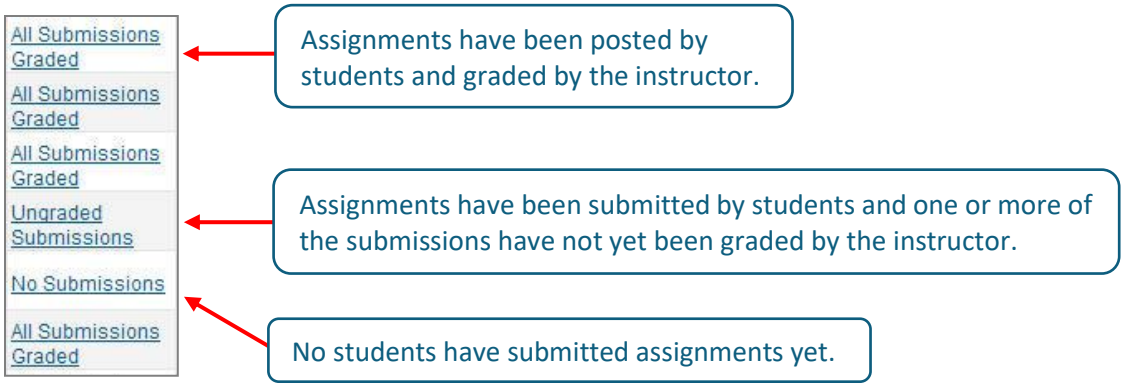
In the Score Settings section, you can choose whether and when your students can see their scores, the feedback that Homework Grader provides, and the correct answers once they submit their HG assignments.



Choosing to release scores 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 feedback gives students short explanations for answers to various questions, while Show Correct lets students view the correct answers to the questions and form exercises and compare them to the answers they entered.

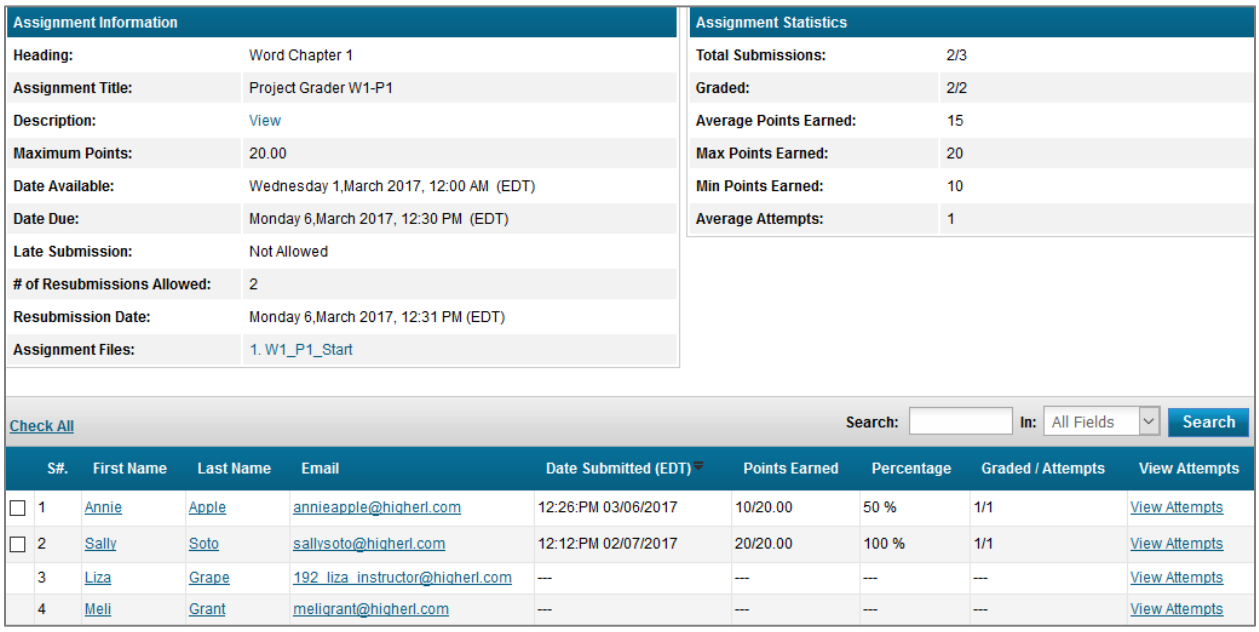
Viewing Submissions

Now, take note of the Submission column.



Tip! *Sort by the Submission column to move all ungraded submissions 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.



Assignment Information

Heading:	Word Chapter 1
Assignment Title:	Project Grader W1-P1
Description:	View
Maximum Points:	20.00
Date Available:	Wednesday 1,March 2017, 12:00 AM (EDT)
Date Due:	Monday 6,March 2017, 12:30 PM (EDT)
Late Submission:	Not Allowed
# of Resubmissions Allowed:	2
Resubmission Date:	Monday 6,March 2017, 12:31 PM (EDT)
Assignment Files:	1. W1_P1_Start

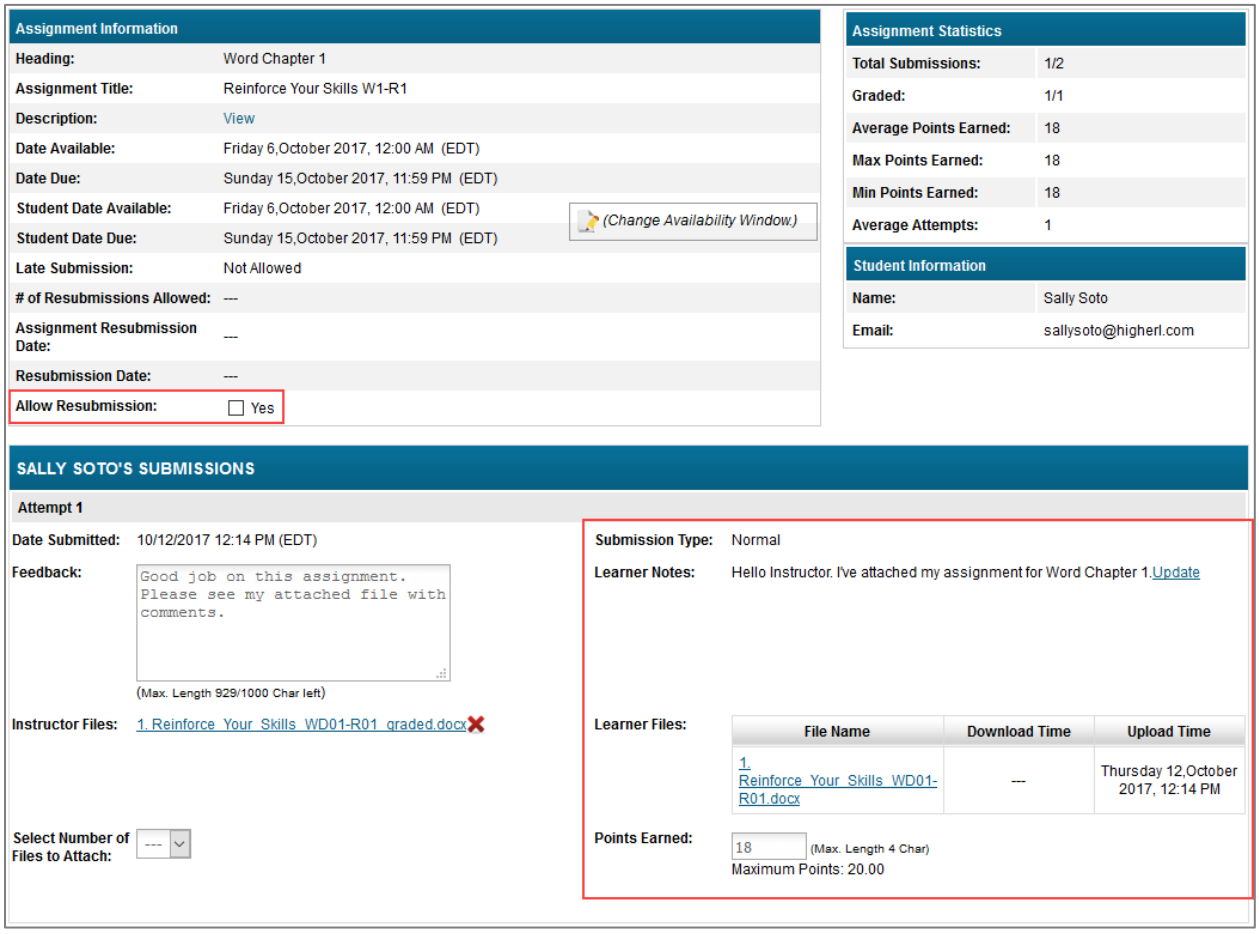
Assignment Statistics

Total Submissions:	2/3
Graded:	2/2
Average Points Earned:	15
Max Points Earned:	20
Min Points Earned:	10
Average Attempts:	1

Check All Search: In: All Fields Search

	S#.	First Name	Last Name	Email	Date Submitted (EDT)	Points Earned	Percentage	Graded / Attempts	View Attempts
☐	1	Annie	Apple	annieapple@higherl.com	12:26:PM 03/06/2017	10/20.00	50 %	1/1	View Attempts
☐	2	Sally	Soto	sallysoto@higherl.com	12:12:PM 02/07/2017	20/20.00	100 %	1/1	View Attempts
	3	Liza	Grape	192_liza_instructor@higherl.com	---	---	---	---	View Attempts
	4	Meli	Grant	meligrant@higherl.com	---	---	---	---	View Attempts

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



Above we are reviewing Sally's submission. In addition to providing feedback as a text note, you can also upload your marked-up versions of a student's submission. (That is, download Sally's submission, make comments on it, and then upload for Sally's review.)

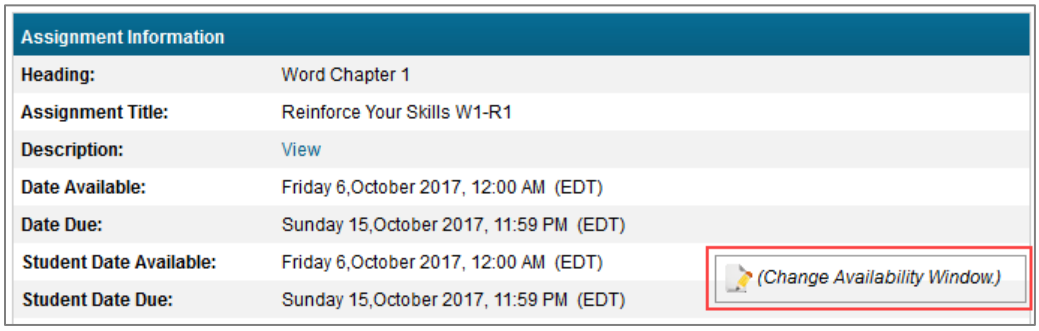
Notice the Assignment Statistics section in the top-right corner. As more and more students submit assignments, these numbers will change, giving you valuable information. The Total Submissions field shows 1/2, meaning one out of five students has submitted the assignment. The Graded field shows 1/1, which means only one submission has been graded (but not necessarily reviewed/commented on by the instructor).

After you have completed grading the student's assignment submission, click the Save & Back button to return to the Assignment Information page and grade other submissions. If you click the student's NG grade via the gradebook, which took you to their assignment submission page, when you click the Save & Back button, you will return to the gradebook.

Reopening Assignments

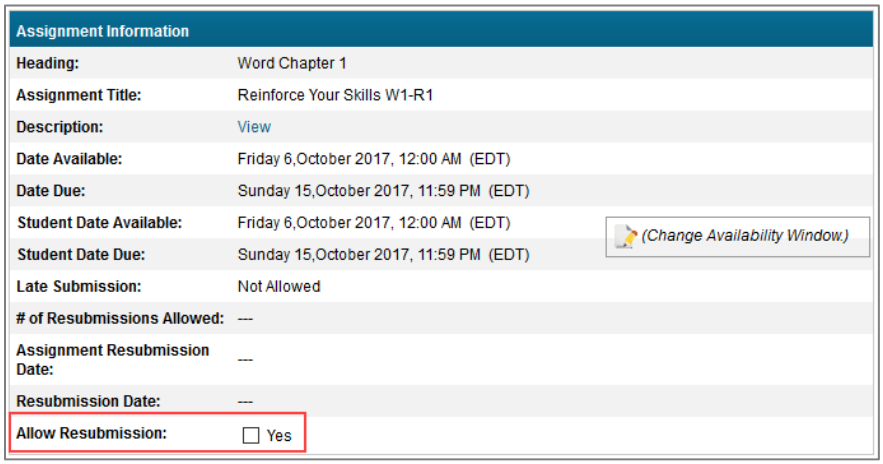
If the due date for an assignment has passed and a student hasn't submitted their assignment yet, you can reopen that assignment for that specific student only. To do this, go to their submissions page. Click

on the Edit icon to change the availability window (date). Don't forget to click the green checkmark to save the changes.



After the student submits the assignment for the first time and the assignment has been graded, you can allow them to resubmit. To do this, for All Resubmission, check the Yes box and assign a resubmission date. Click the green checkmark to save your changes.

Allowing Resubmissions



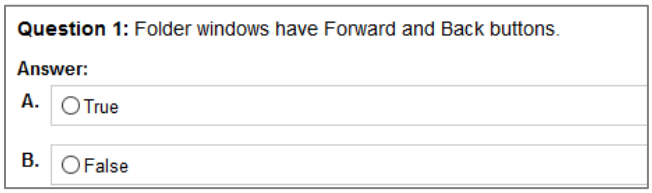
Notice the Allow Resubmission checkbox. If Sally did poorly on this assignment, you can allow her (only) to resubmit her assignment. Checking the Yes box affects only Sally's privileges—not those of the entire class. If the Allow Resubmission box is grayed out, then resubmissions are already available on the class level (edit the assignment to check this setting). Sally would need to first exhaust those resubmission attempts for you to allow an individual resubmission.

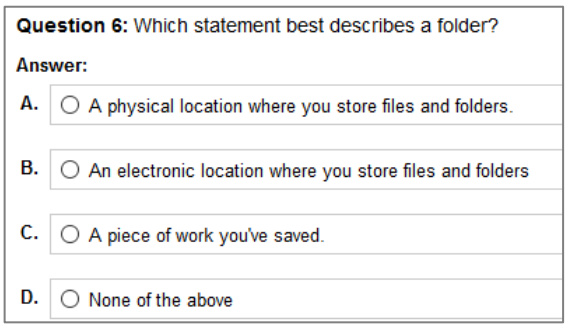
Tests

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:

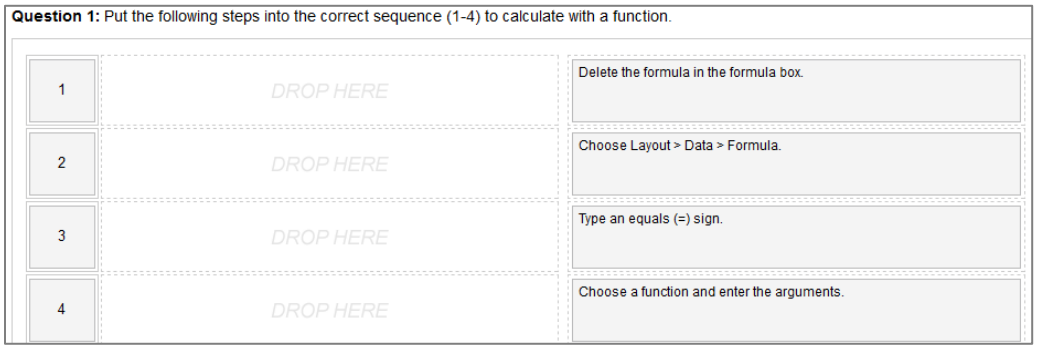
- True/False and Multiple Choice
- Sequence
- Matching
- Simulation

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

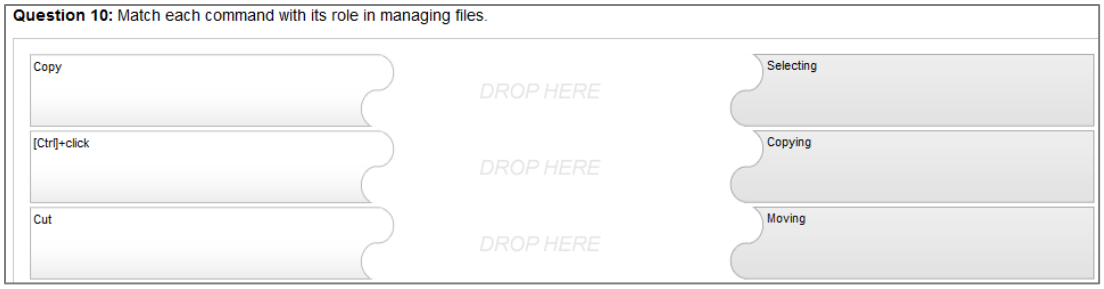




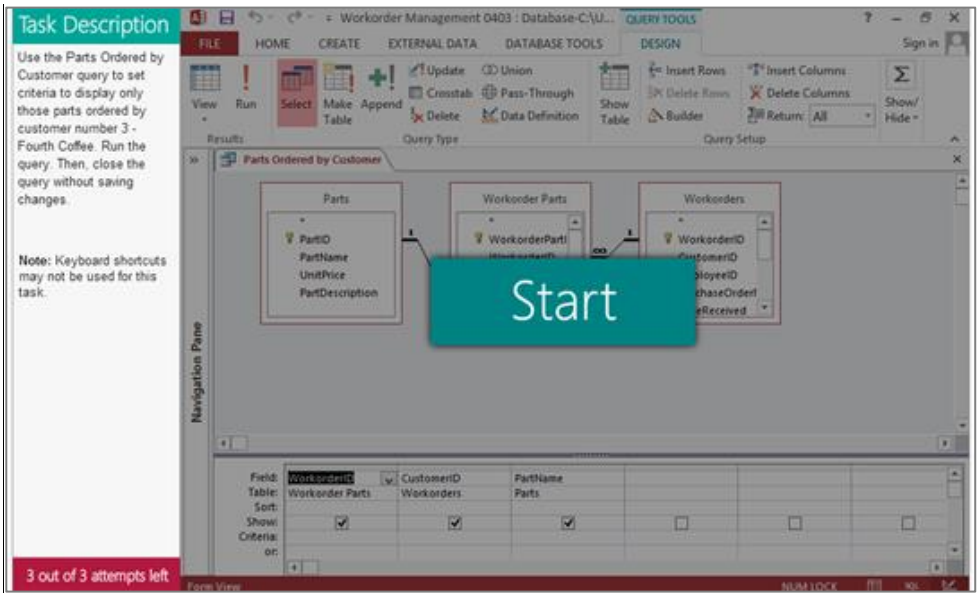
Sequence: In sequence questions, learners drag and drop the steps needed to complete a task into the proper order. They have one attempt to complete these questions.



Matching: In matching questions, learners 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. Learners have one attempt to complete each of these questions. Learners must click Submit Answer after completing these questions.



Simulation: Simulation questions allow learners to click buttons, menu items, select text, etc. just as they would in the application. Unless stated otherwise, learners can use any path in the application to complete the task (e.g., menu commands or keystrokes). Learners have three attempts to complete the task. Once a question has been started, they must complete it before moving on; they may not pause, complete another question, and then return to the original question.

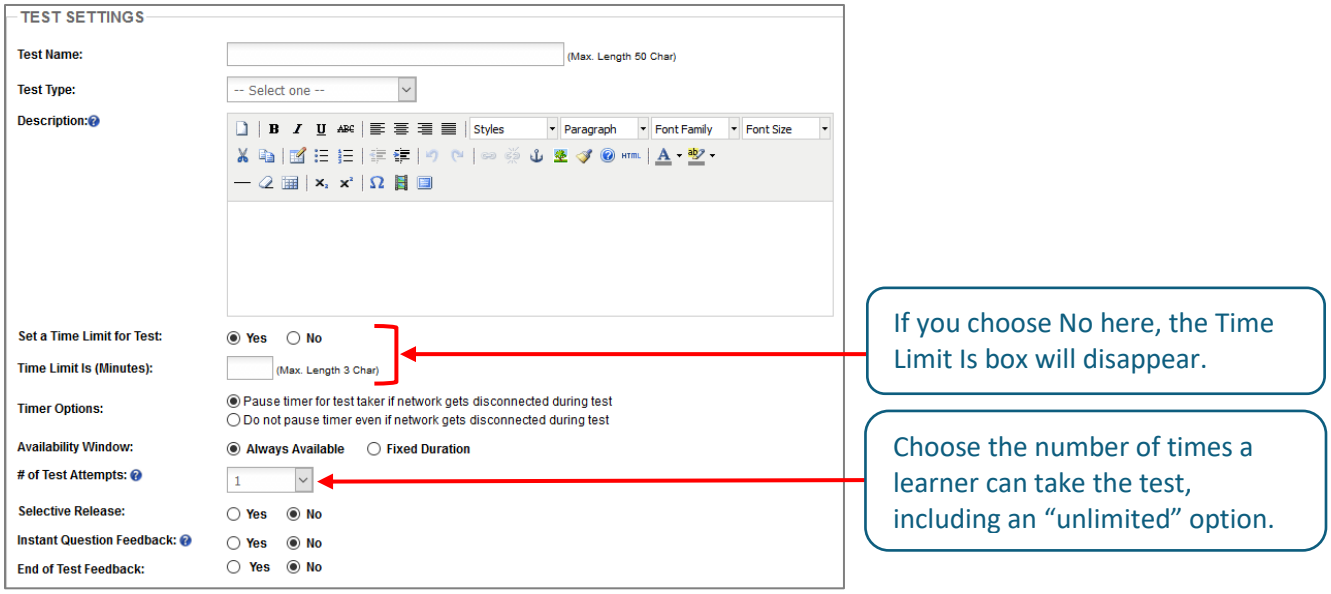


Creating a New Test

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. There are four subsections here: Test Settings, Score Settings, Security Settings, and Gradebook Settings.

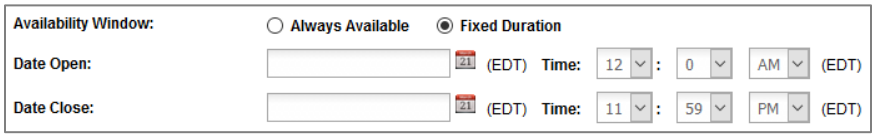
In the TEST SETTINGS section, enter the test name and description, as well as details about time limit and availability.



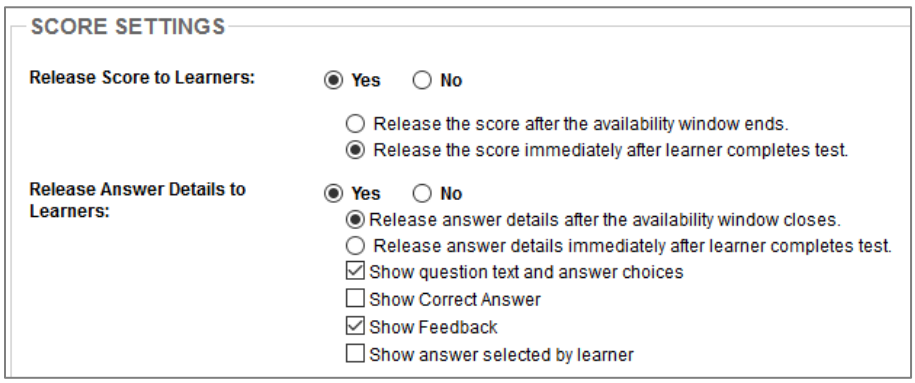
***Note!** The characters " , ` ~ % ^ = [ ] \ { } |< > are not allowed in test names.*

The Timer Options section lets you specify how the eLab test timer will behave if learners lose their Internet connection or are otherwise ejected from eLab unexpectedly. If you want eLab to stop the timer if a learner leaves a test in the middle of a session, choose Pause.

If you want the test to be available to learners at any time, leave the Always Available radio button selected. Choose Fixed Duration to step specific dates for the test.



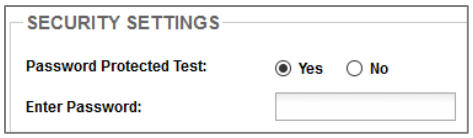
In the SCORE SETTINGS section, you specify details about releasing test grades and feedback to learners.



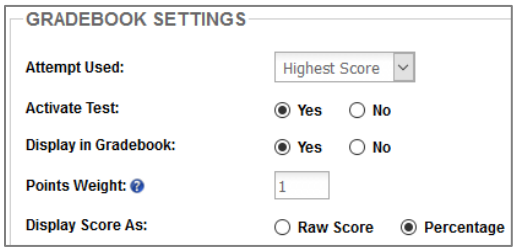
The option to release scores to learners is set to Yes and "after learner completion" by default. You can change this setting as desired.

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

The SECURITY SETTINGS window allows you to set a password for a test. You determine the password and provide it to learners.



In the GRADEBOOK SETTINGS section, you determine how the test will affect learners' final grades.

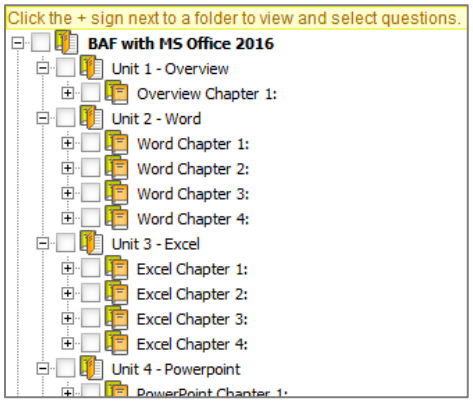


From the Attempt Used drop-down menu, choose which score to use in grading if multiple attempts are allowed. (Note: If you choose Average, you may not manually change the grade in the gradebook later.) The preceding illustration shows the default settings for gradebook options, all of which may be changed.

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 saved settings will 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.

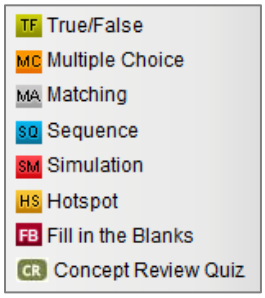
Step 2: Select Questions. Click the Show Question Library to Add Questions button. A tree-structure diagram will appear that organizes questions into units and then lessons/chapters.



If creating a test for Excel Chapter 2, for example, click the plus sign next to the chapter title to see the available questions.

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

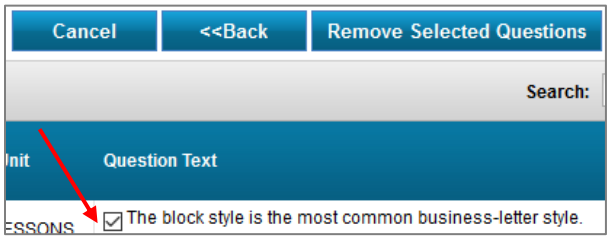
Click to add checkmarks in the boxed for the desired questions. Notice the icons that indicate the question types.



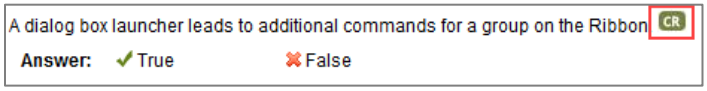
When you're ready, click the Add Selected Questions to Test button. Notice the question box overview under the buttons. It updates to show the number of each question type in your test.



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



The small CR icon next to a question indicates that this is a Concepts Review or Self-Assessment question from the textbook.



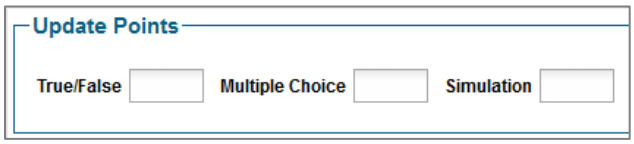
The small F1l icon to the right of a question means you can preview the question prior to deciding if you want to include it in your test.



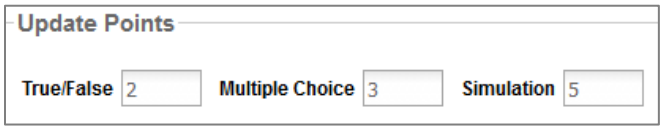
Step 3: Validate & Publish Test. The final step is to review the questions and make any final changes. You can change the default number of points per question type or shuffle the questions/answer options.

> ***Tip!*** *You can update the points for individual or all questions of the same type in a test.*

Use the Update Points section to change the number of points possible for the different question types. As you enter numbers, the Total Points section updates automatically.

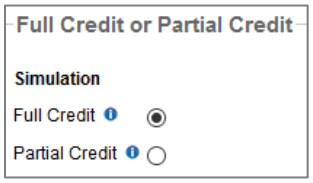


This test has fifteen questions. The Total Points at the bottom right is the sum of the default points per question, where true/false questions are worth one point each, multiple choice questions are worth two points, and simulation questions are worth six points.



The default points per question have been altered, making this test worth 27 points.

Use the Full Credit or Partial Credit section to set whether learners can earn partial credit for simulation and hotspot questions. Learners are given two (hotpot) or three (simulation) attempts to complete the tasks. To give learners full credit on a question if the task is completed within the allotted number of attempts, choose Full Credit. To deduct points for missing one or more attempts before successfully completing a task, choose Partial Credit. The circled "i" icons are pop-up tips.

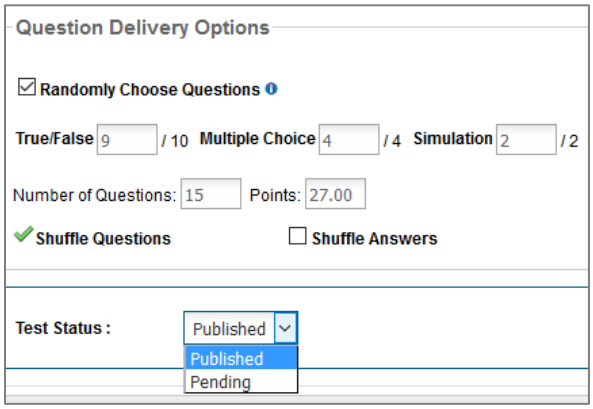


The Test Configuration section is where you make final decisions regarding your test. The Random Select option allows you to create a unique test for each learner! That is, eLab will randomly choose questions from your pool to create multiple test versions. This option works particularly well if you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

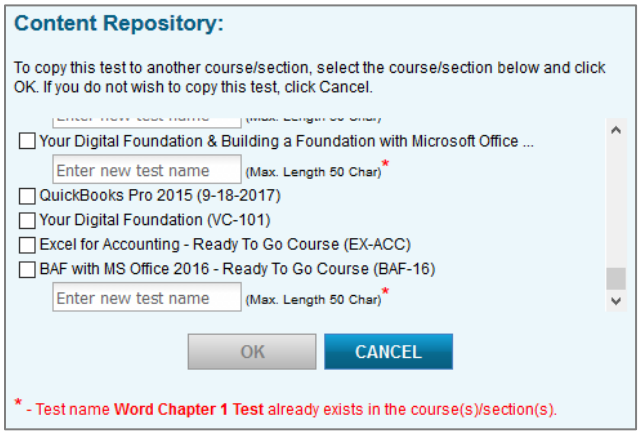
Use the Shuffle Question option to have eLab randomly place the same test questions in a different order for each learner. All learners receive the same questions, just in a different order. Use the Shuffle Answer option to have eLab randomly shuffle the answer options for multiple choice questions.

The last step is to set the test status. From the Status drop-down menu, choose Pending (only you may access the test) or Published (released to your learners).

> ***Tip!*** *A published test with set start/stop times will appear in learners' test tables. They can click the link to open the first page of the test, but they cannot begin working on it until the Start time.*



Once you have set all your options, click Save. A pop-up Content Repository window will appear. From here you can 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 learners' test tables.

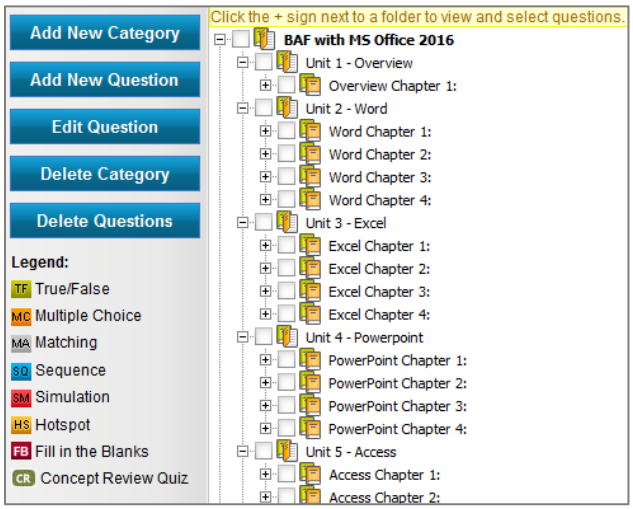
Question Library and Test Library

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

Question Library

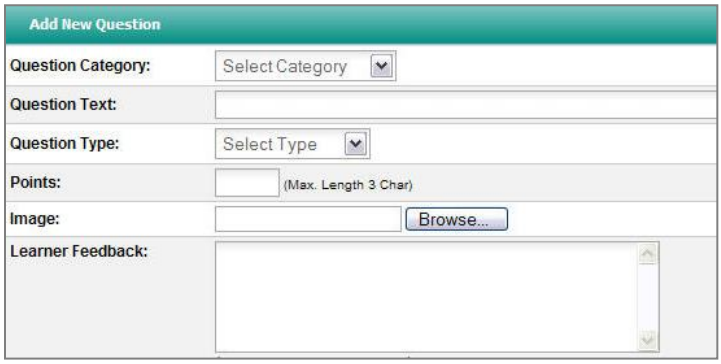
The Question Library includes all Concepts Review/Self-Assessment questions (true/false and multiple choice), test bank questions (true/false, multiple choice, matching, and sequence), which are also

included in the Instructor Support Materials (ISM) download, and simulation questions. To view the Question Library, click Tests on the My Courses page and then click Question Library.



Questions are organized into units and lessons/chapters. Click the plus (+) or minus (-) signs to expand or collapse categories. Notice the option buttons on the left.

You can add your own categories and even create your own test questions!



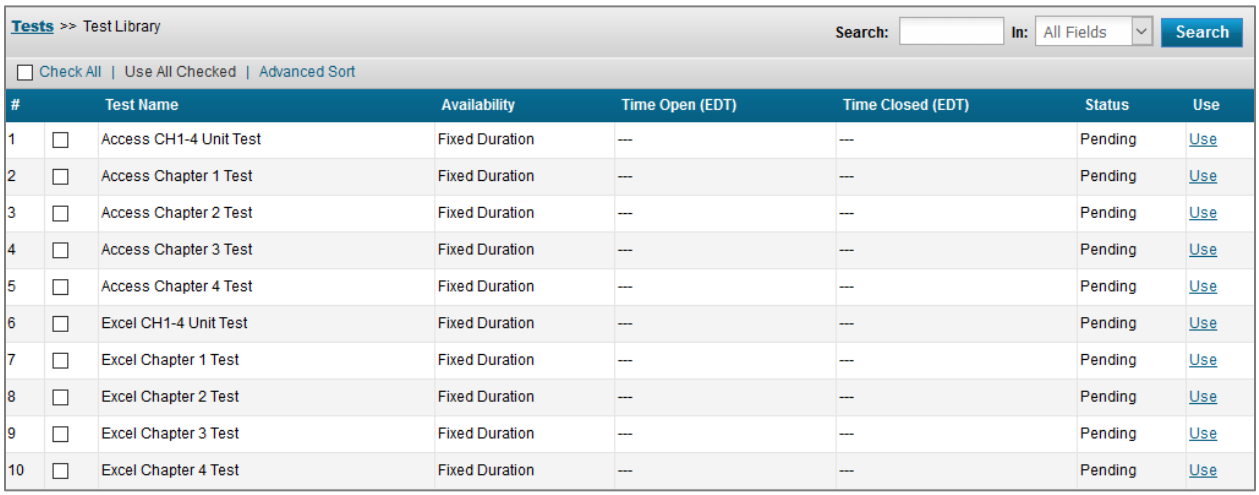
To edit an existing test question, you must first remove it from an existing test. If it is not removed before you edit that question, you will have a duplicate instance of the question. The old question will remain in the test until you remove it and replace it with the edited version.

Test Library

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

To access the Test Library, click the Tests link under your course section on the My Courses page, then click Test Library at the top of the test table. Or, click the Tests drop-down menu and click the Test Library link.

To use a prebuilt test, check the box to the left of the test name and click Use on the far right. To use more than one assignment at a time, check the boxes next to each one. You can check up to 25 tests at a time. Once your tests are selected, click the Use All Checked link at the top. eLab will take you through each test configuration page.

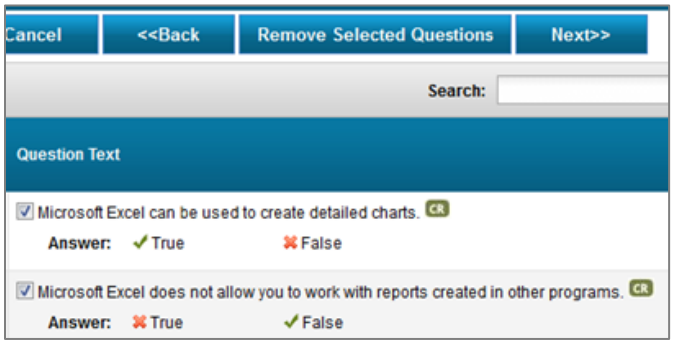


#		Test Name	Availability	Time Open (EDT)	Time Closed (EDT)	Status	Use
1	☐	Access CH1-4 Unit Test	Fixed Duration	---	---	Pending	Use
2	☐	Access Chapter 1 Test	Fixed Duration	---	---	Pending	Use
3	☐	Access Chapter 2 Test	Fixed Duration	---	---	Pending	Use
4	☐	Access Chapter 3 Test	Fixed Duration	---	---	Pending	Use
5	☐	Access Chapter 4 Test	Fixed Duration	---	---	Pending	Use
6	☐	Excel CH1-4 Unit Test	Fixed Duration	---	---	Pending	Use
7	☐	Excel Chapter 1 Test	Fixed Duration	---	---	Pending	Use
8	☐	Excel Chapter 2 Test	Fixed Duration	---	---	Pending	Use
9	☐	Excel Chapter 3 Test	Fixed Duration	---	---	Pending	Use
10	☐	Excel Chapter 4 Test	Fixed Duration	---	---	Pending	Use

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 as desired. When ready, click Next to move to Step 2.

Step 2: Choose Questions. This page shows all questions in the test. Concept Review/Self-Assessment questions have a CR icon.

You may remove questions by clicking in the checkbox to the left of the question and then clicking Remove Selected Questions at either the top or bottom of the question window.

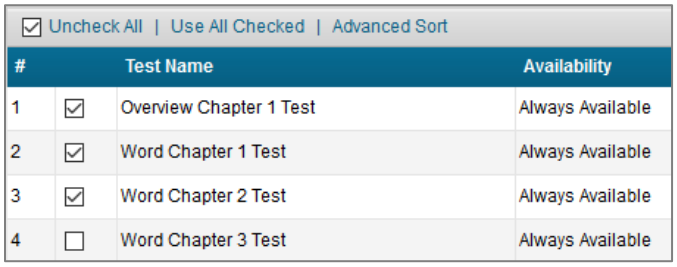


Click the Show Question Library To Add Questions button to display the Question Library, where more questions are stored in category folders.

To add questions, click in the checkbox for the chosen questions and click Add Selected Questions to Test at the bottom of the window. To hide the Question Library, click the Hide Question Library button at the top of the window. When ready, click Next.

Step 3: Edit 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, click in the checkboxes next to the desired tests to activate the Use All Checked option.



You can also click in the Check All checkbox to select all 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. If you click Yes to apply your global settings to all selected tests, the next box will ask if you wish to edit those settings. Click Make Edits to change any of the fields in the first step of each of your chosen tests and then click Save and Next 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.

Global Settings

The 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 automatically. To begin, click the Global Settings button on the main Tests page. Then choose the settings for the fields that you wish to use when creating new tests. When you are finished making your selections, click Save Settings.

To use your global settings when creating new tests, click the Create New Test button. Click in the box for Use Global Settings at the top right of the Configure New Test page.

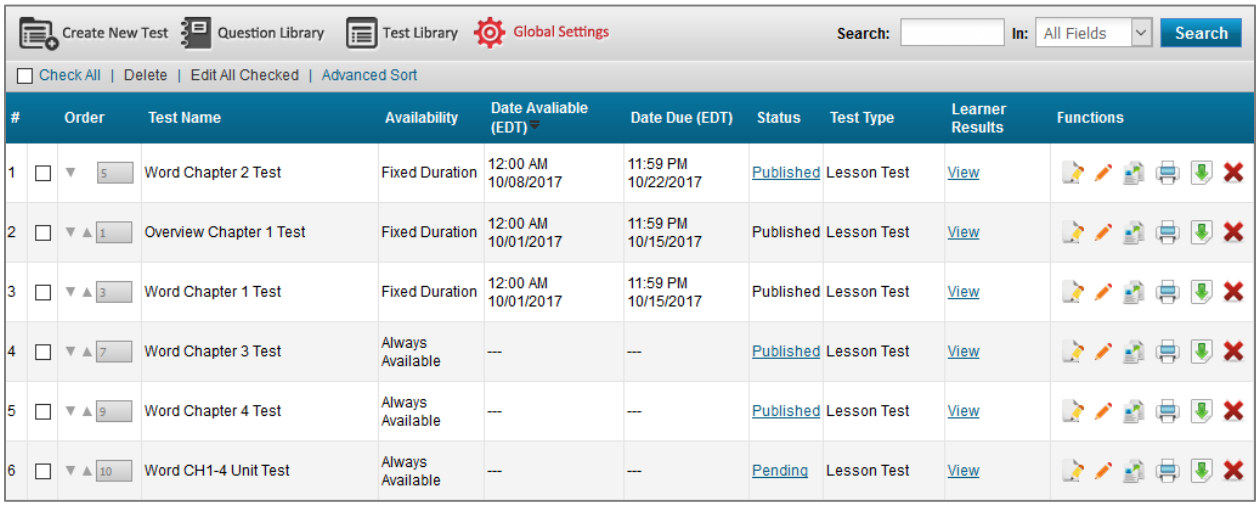


If you are using the global settings for existing tests, edit each test and check the Use Global Settings box. Don't forget to save your changes! If you wish to change any of the global settings for a specific test, you can do so by changing the settings in any of the fields in the Configure Test window.

The Tests Table

You can view all 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

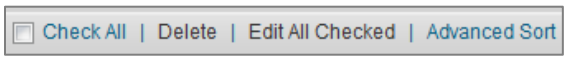
from a larger course tests table. Notice the Status column. Pending tests will not appear in learners' test tables. The blue, underlined text indicates hyperlinks; you can set these tests from Pending to Published or vice versa by clicking on the hyperlinks.



#	Order	Test Name	Availability	Date Available (EDT)	Date Due (EDT)	Status	Test Type	Learner Results	Functions
1	5	Word Chapter 2 Test	Fixed Duration	12:00 AM 10/08/2017	11:59 PM 10/22/2017	Published	Lesson Test	View	
2	1	Overview Chapter 1 Test	Fixed Duration	12:00 AM 10/01/2017	11:59 PM 10/15/2017	Published	Lesson Test	View	
3	3	Word Chapter 1 Test	Fixed Duration	12:00 AM 10/01/2017	11:59 PM 10/15/2017	Published	Lesson Test	View	
4	7	Word Chapter 3 Test	Always Available	---	---	Published	Lesson Test	View	
5	9	Word Chapter 4 Test	Always Available	---	---	Published	Lesson Test	View	
6	10	Word CH1-4 Unit Test	Always Available	---	---	Pending	Lesson Test	View	

Tip! *Click Edit*  *to change the test details.*

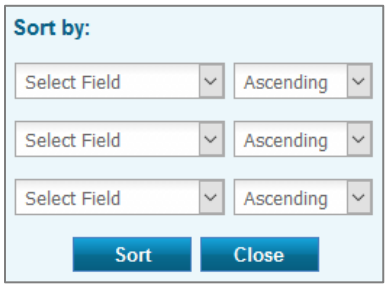
Notice the links next to the Test Library button:



Use Check All to place checks in the checkboxes at the far left of the Tests table. This changes the Check All link to Uncheck All, and the Delete link becomes activated. You can delete tests with a final click.

The Edit All Checked link also becomes activated when you checkmark tests. It lets you edit multiple tests simultaneously. Choose the tests to edit and click Edit All Checked. Click Save and New to save the changes and move to the next test; click Save when you finished editing all tests.

The Advanced Sort link lets you view the table in different ways. You can choose up to three sort levels.



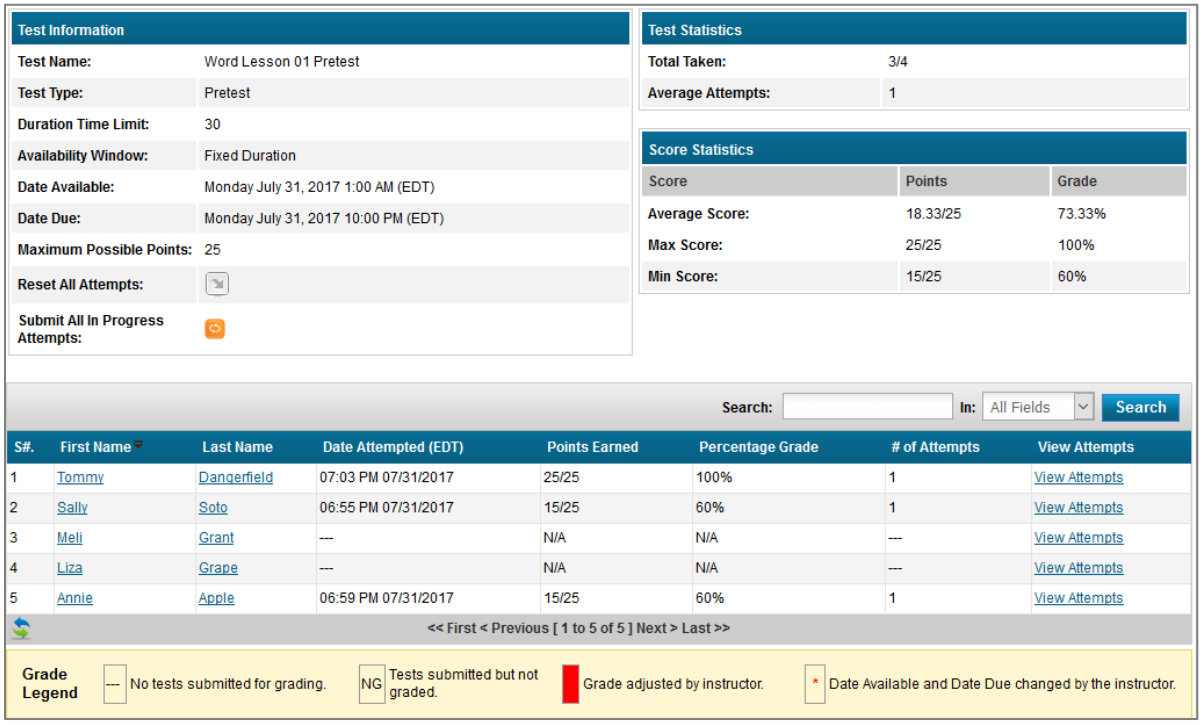
Finally, notice the Order column. Use the triangles or the number boxes to set the order of tests in the table. First, click the Order column heading. Notice that the upward-facing triangle becomes a downward-facing triangle. The entire column has been reordered. In the Order cell for each test, you can click the up/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. Remember that eLab saves your sorts. This works just like the Assignments table!

From the test table, you can:

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

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



Test Information

Test Name:	Word Lesson 01 Pretest
Test Type:	Pretest
Duration Time Limit:	30
Availability Window:	Fixed Duration
Date Available:	Monday July 31, 2017 1:00 AM (EDT)
Date Due:	Monday July 31, 2017 10:00 PM (EDT)
Maximum Possible Points:	25
Reset All Attempts:	
Submit All In Progress Attempts:	

Test Statistics

Total Taken:	3/4
Average Attempts:	1

Score Statistics

Score	Points	Grade
Average Score:	18.33/25	73.33%
Max Score:	25/25	100%
Min Score:	15/25	60%

Search: In: All Fields Search

S#.	First Name	Last Name	Date Attempted (EDT)	Points Earned	Percentage Grade	# of Attempts	View Attempts
1	Tommy	Dangerfield	07:03 PM 07/31/2017	25/25	100%	1	View Attempts
2	Sally	Soto	06:55 PM 07/31/2017	15/25	60%	1	View Attempts
3	Meli	Grant	---	N/A	N/A	---	View Attempts
4	Liza	Grape	---	N/A	N/A	---	View Attempts
5	Annie	Apple	06:59 PM 07/31/2017	15/25	60%	1	View Attempts

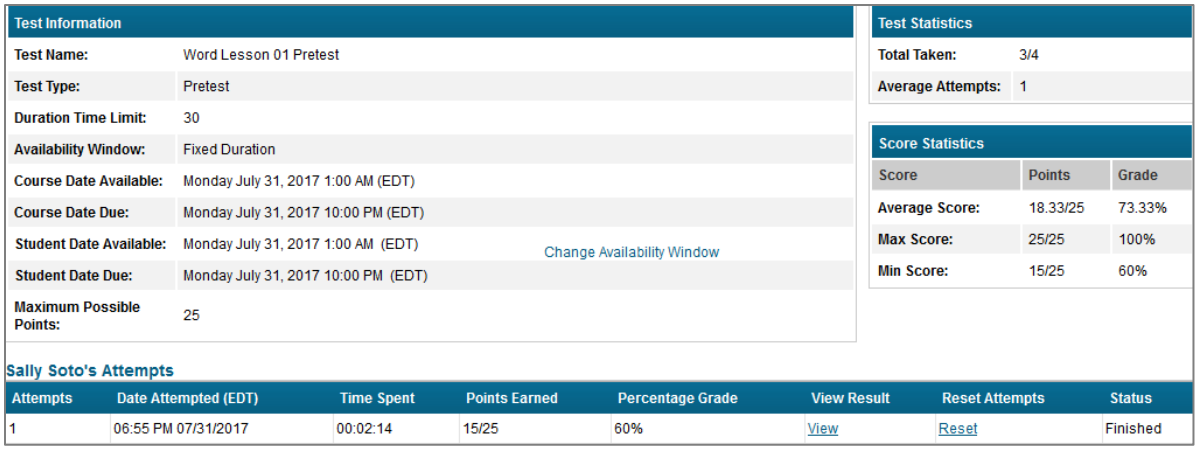
<< First < Previous [1 to 5 of 5] Next > Last >>

Grade Legend --- No tests submitted for grading. NG Tests submitted but not graded. Grade adjusted by instructor. * Date Available and Date Due changed by the instructor.

N/A grades are counted in the final grade. If the due date has passed and a student has not completed the test yet, they will automatically be given a 0 grade.

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

The TEST INFORMATION section is a recap of the test details you set. From this section, you can choose to reset the test for *all* learners. You will be asked to verify your choice. In the TEST STATISTICS area at the top right you can see how many learners have taken the test. Just below this section is the SCORE STATISTICS area, where you can see the average, minimum, and maximum scores. Finally, the bottom portion of the window is a table of all learners in your course section. Click a name to move to a learner's test results page. (You can click the View Attempts link to jump to the same place.)



Test Information	
Test Name:	Word Lesson 01 Pretest
Test Type:	Pretest
Duration Time Limit:	30
Availability Window:	Fixed Duration
Course Date Available:	Monday July 31, 2017 1:00 AM (EDT)
Course Date Due:	Monday July 31, 2017 10:00 PM (EDT)
Student Date Available:	Monday July 31, 2017 1:00 AM (EDT) Change Availability Window
Student Date Due:	Monday July 31, 2017 10:00 PM (EDT)
Maximum Possible Points:	25

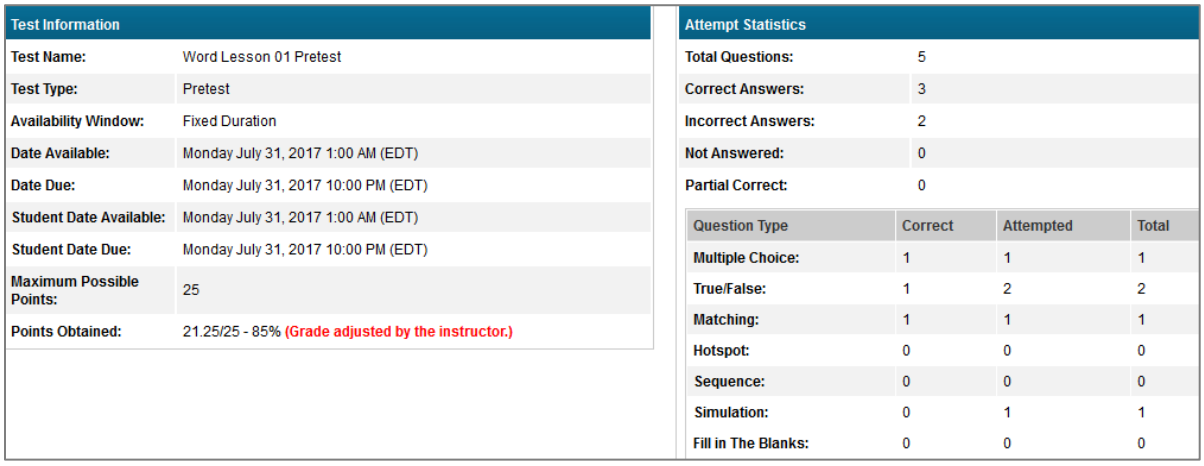
Test Statistics	
Total Taken:	3/4
Average Attempts:	1

Score Statistics		
Score	Points	Grade
Average Score:	18.33/25	73.33%
Max Score:	25/25	100%
Min Score:	15/25	60%

Sally Soto's Attempts

Attempts	Date Attempted (EDT)	Time Spent	Points Earned	Percentage Grade	View Result	Reset Attempts	Status
1	06:55 PM 07/31/2017	00:02:14	15/25	60%	View	Reset	Finished

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



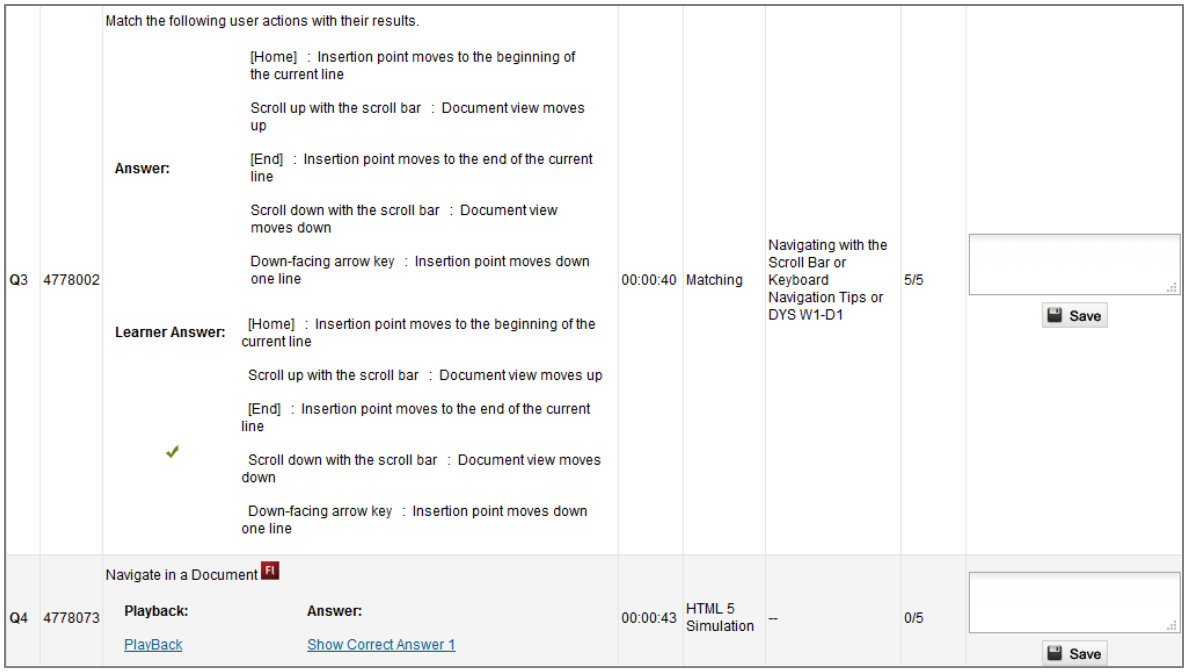
Test Information	
Test Name:	Word Lesson 01 Pretest
Test Type:	Pretest
Availability Window:	Fixed Duration
Date Available:	Monday July 31, 2017 1:00 AM (EDT)
Date Due:	Monday July 31, 2017 10:00 PM (EDT)
Student Date Available:	Monday July 31, 2017 1:00 AM (EDT)
Student Date Due:	Monday July 31, 2017 10:00 PM (EDT)
Maximum Possible Points:	25
Points Obtained:	21.25/25 - 85% (Grade adjusted by the instructor.)

Attempt Statistics	
Total Questions:	5
Correct Answers:	3
Incorrect Answers:	2
Not Answered:	0
Partial Correct:	0

Question Type	Correct	Attempted	Total
Multiple Choice:	1	1	1
True/False:	1	2	2
Matching:	1	1	1
Hotspot:	0	0	0
Sequence:	0	0	0
Simulation:	0	1	1
Fill in The Blanks:	0	0	0

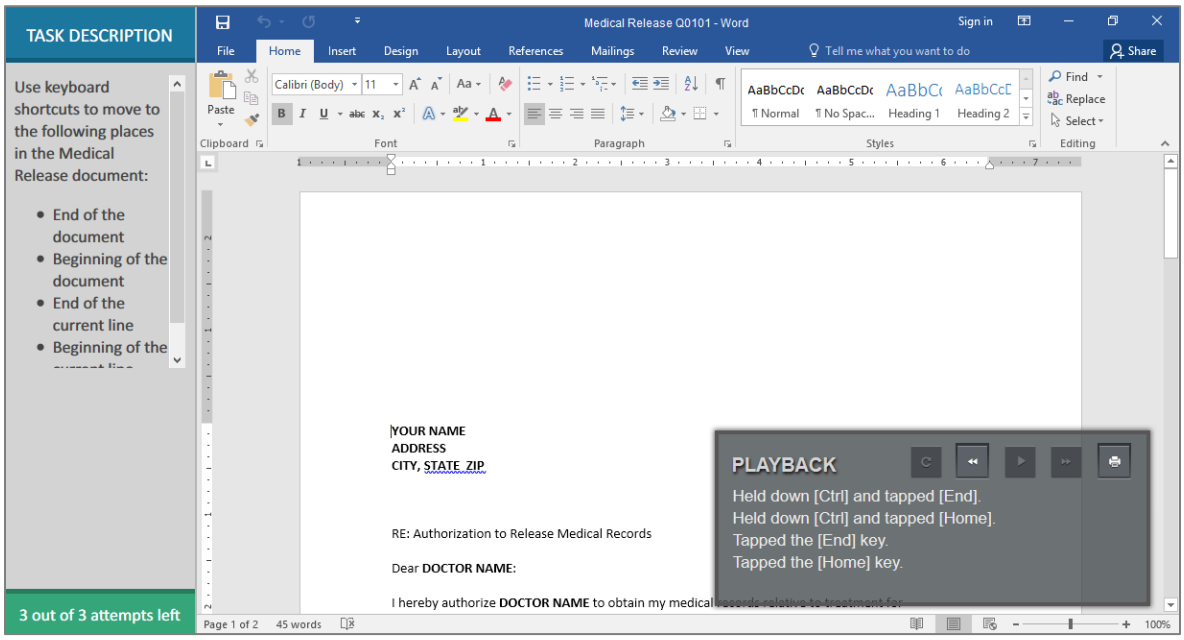
The top of the window gives general test information, statistics on Sally's attempts, and a table showing the types of questions in the test. The bottom portion of this screen shows even more details.

This illustration shows the details of two questions in the test. You can see the time spent on each question, the question type, text reference, and total points earned. You can even add feedback for the learner, such as a tip on an incorrect answer or praise for 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 learners.



Q3	4778002	Match the following user actions with their results. **Answer:** [Home] : Insertion point moves to the beginning of the current line Scroll up with the scroll bar : Document view moves up [End] : Insertion point moves to the end of the current line Scroll down with the scroll bar : Document view moves down Down-facing arrow key : Insertion point moves down one line **Learner Answer:** [Home] : Insertion point moves to the beginning of the current line Scroll up with the scroll bar : Document view moves up [End] : Insertion point moves to the end of the current line Scroll down with the scroll bar : Document view moves down Down-facing arrow key : Insertion point moves down one line	00:00:40	Matching	Navigating with the Scroll Bar or Keyboard Navigation Tips or DYS W1-D1	5/5	Save
Q4	4778073	Navigate in a Document **Playback:** PlayBack **Answer:** Show Correct Answer 1	00:00:43	HTML 5 Simulation	--	0/5	Save

Two features that provide answers to the simulation questions are Playback and Show Correct Answer. Playback is a recording of the steps the learner took to complete the task; Show Correct Answer demonstrates the correct path to complete the task. Multiple Show Correct Answer links may appear.



Editing Completed Tests

The settings that can be changed on a test after one or more learners have completed it are limited to those found in Step 1 of the Test Creation process. You cannot change any of the questions (Step 2) or settings (Step 3). If you edit a test after at least one learner has completed it, click the Edit button from

Tests table to move to Step 1 of the Test Configuration page. The View Questions button allows you to view the test questions and settings.



To edit batches of tests, check the boxes beside each test to edit (or click in the checkbox for Check All, if applicable). Click Edit All Checked and on the Configure Test page, go through each test, change the desired fields; click Save and Next to move to the next test. To apply global settings, click in the checkbox for Apply Global Settings. When you are ready, click Save.

Changing Availability Dates for Individual Learners

In the event a learner is unable to take a test during the original window of time you set, you can change the availability dates for just that individual learner. On the main Tests page, click the View link for the test. Click the learner's name. In the Test Information window, click the Change Availability Window link (Learner Date Available section), make the desired changes, and save.



A red asterisk in the Date Attempted column by the learner's name indicates that the availability dates have changed.



Fixed Duration Tests

A fixed duration test is visible to learners 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 learner 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 timer for that learner.

Resetting Learners Tests

There are several reasons why you may need to reset a test for learners. Perhaps a learner lost her Internet connection while taking the test, or maybe you want to allow a learner to retake a test that he did poorly on the first time.

On the main Tests page, click the View link for the test and the learner's name, and then click the Reset link. A confirmation message will pop up. Click Yes. That's it! The test has been reset for the learner.

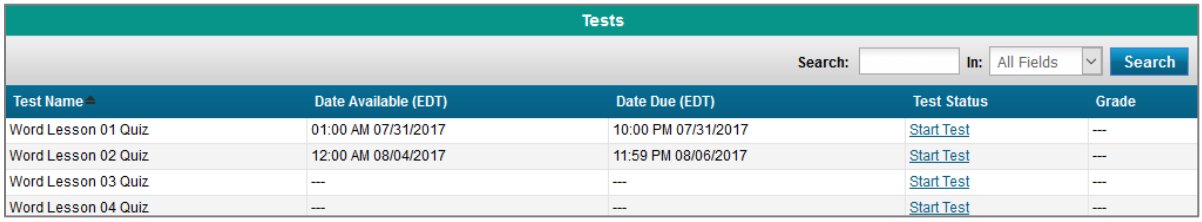


Annie Apple's Attempts

Attempts	Date Attempted (EDT)	Time Spent	Points Earned	Percentage Grade	View Result	Reset Attempts
1	06:59 PM 07/31/2017	00:01:59	15/25	60%	View	Reset

What Your Learners See

Your learners see only those tests that you have published. If you created an open test (available at any time), learners will see the Start Test link in the Test column. If your test has a fixed duration (start and close dates/times), learners will see the test but cannot begin it until the available date.



Tests

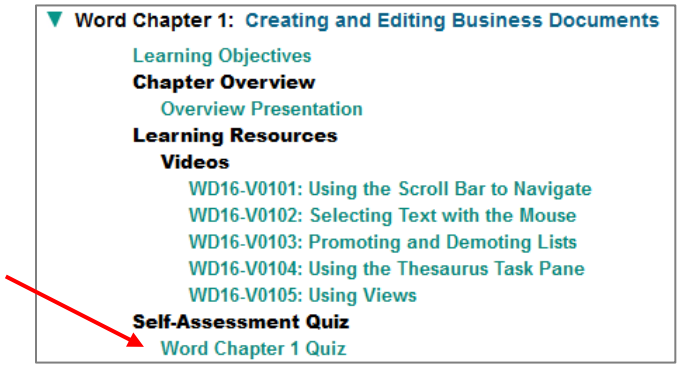
Search: In: All Fields Search

Test Name	Date Available (EDT)	Date Due (EDT)	Test Status	Grade
Word Lesson 01 Quiz	01:00 AM 07/31/2017	10:00 PM 07/31/2017	Start Test	---
Word Lesson 02 Quiz	12:00 AM 08/04/2017	11:59 PM 08/06/2017	Start Test	---
Word Lesson 03 Quiz	---	---	Start Test	---
Word Lesson 04 Quiz	---	---	Start Test	---

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

Concepts Review/Self-Assessment Quizzes

The prebuilt Concepts Review/Self-Assessment quizzes, which mirror those in the textbook, are available from the Content area. Learners simply click the Content link and navigate to the applicable lesson/ chapter. The quizzes appear at or near the bottom of the content page (they're also accessible from the main Tests page).

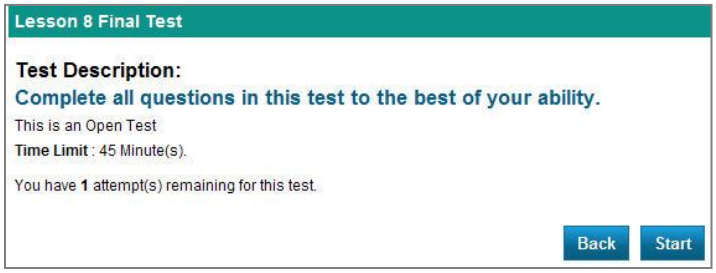


▼ Word Chapter 1: Creating and Editing Business Documents

Learning Objectives
Chapter Overview
Overview Presentation
Learning Resources
Videos
WD16-V0101: Using the Scroll Bar to Navigate
WD16-V0102: Selecting Text with the Mouse
WD16-V0103: Promoting and Demoting Lists
WD16-V0104: Using the Thesaurus Task Pane
WD16-V0105: Using Views
Self-Assessment Quiz
Word Chapter 1 Quiz

Taking Tests

When learners click a link for a test, they are taken to a page that describes details of the test. Learners 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 used to move from question to question, to save answers, to view the test timer (if applicable), and to submit tests.



For most questions, learners simply click or drag to indicate their answers and then click Next. For simulation questions, learners click Start, complete the task, and then click Submit.

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

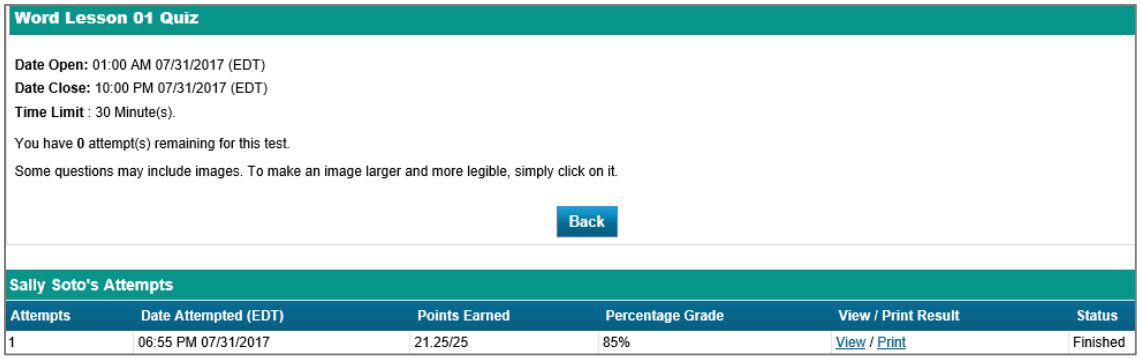
Important! *Learners must click Submit (not Next) after completing simulation, matching, and sequence questions or they will be allotted zero points for the question—regardless of performance.*

When learners reach the last question, eLab will display a prompt to click SUBMIT TEST. They will then confirm that they are ready to submit the test. The next screen shows their performance.



Test Feedback

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



Word Lesson 01 Quiz

Date Open: 01:00 AM 07/31/2017 (EDT)
Date Close: 10:00 PM 07/31/2017 (EDT)
Time Limit : 30 Minute(s).

You have **0** attempt(s) remaining for this test.

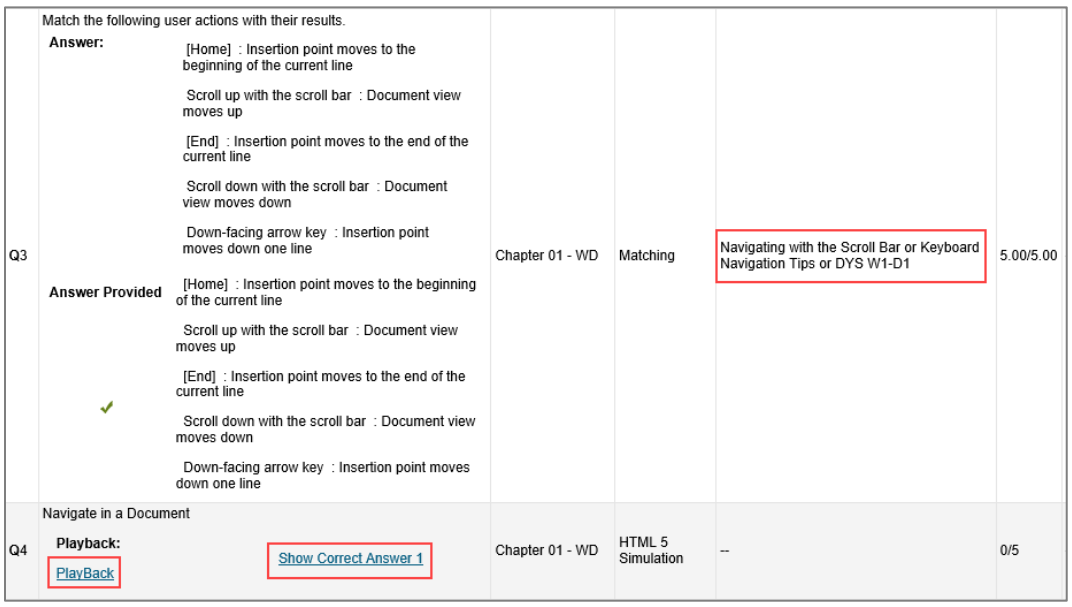
Some questions may include images. To make an image larger and more legible, simply click on it.

Back

Sally Soto's Attempts

Attempts	Date Attempted (EDT)	Points Earned	Percentage Grade	View / Print Result	Status
1	06:55 PM 07/31/2017	21.25/25	85%	View / Print	Finished

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

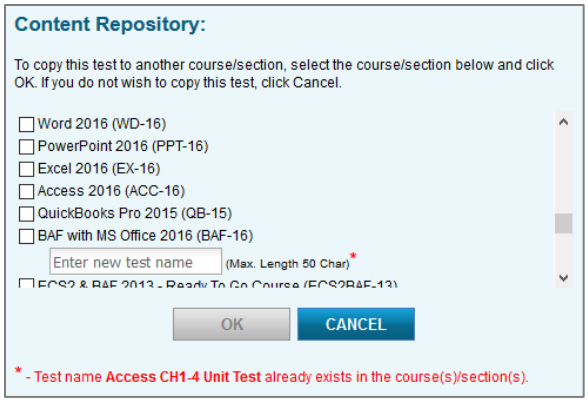


Q3	Match the following user actions with their results. **Answer:** [Home] : Insertion point moves to the beginning of the current line Scroll up with the scroll bar : Document view moves up [End] : Insertion point moves to the end of the current line Scroll down with the scroll bar : Document view moves down Down-facing arrow key : Insertion point moves down one line **Answer Provided** [Home] : Insertion point moves to the beginning of the current line Scroll up with the scroll bar : Document view moves up [End] : Insertion point moves to the end of the current line ✓ Scroll down with the scroll bar : Document view moves down Down-facing arrow key : Insertion point moves down one line	Chapter 01 - WD	Matching	Navigating with the Scroll Bar or Keyboard Navigation Tips or DYS W1-D1	5.00/5.00
Q4	Navigate in a Document **Playback:** PlayBack Show Correct Answer 1	Chapter 01 - WD	HTML 5 Simulation	--	0/5

Here Sally can see that she answered question 3 correctly. The simulation question in number 4 provides both a Playback link with a recording of the learner's answer and Show Correct Answer links that demonstrate how to accomplish the given task.

Content Repository

eLab's content repository allows you to copy tests and assignments for use in additional courses. 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 content 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.

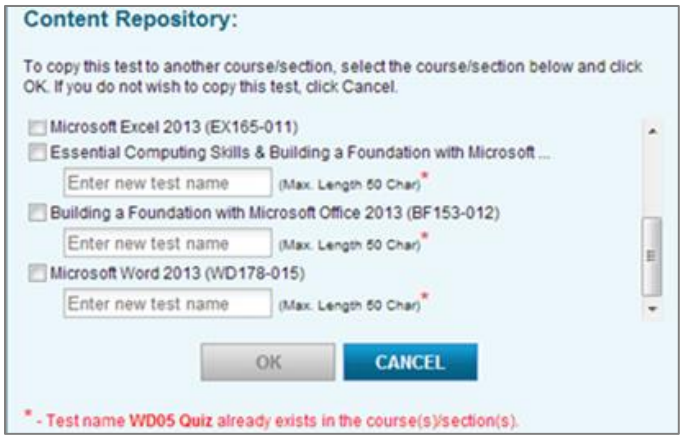


This window appeared as the instructor created a new Lesson 8 test. The content repository window will appear whenever you create a new test or assignment from scratch. It does not appear when you use the Test Library or the Assignment Library. Here, the instructor is choosing to copy this test to her 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 as is. If you choose to make edits, you will be taken back to the creation screen (e.g., Configure New Test if creating a test) so you can make your edits. You can even store items in the content repository for use later.

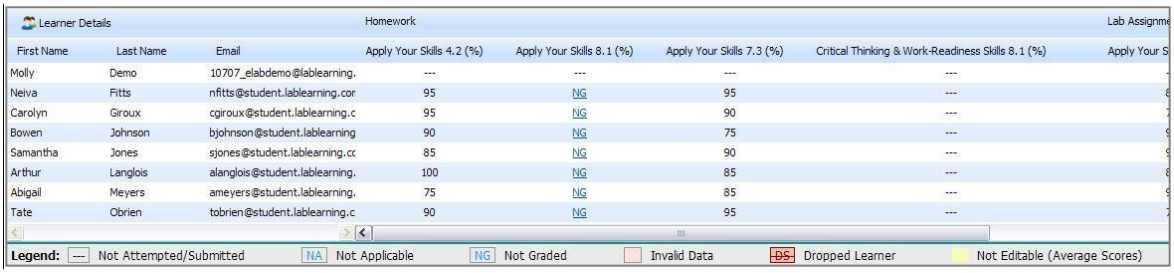
The Copy Button

 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 been copied, you will receive a warning and the opportunity to rename the item.



Gradebook

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



Learner Details			Homework				Lab Assignme
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	---	8
Carolyn	Giroux	cgiroux@student.lablearning.c	95	NG	90	---	
Bowen	Johnson	bjohnson@student.lablearning	90	NG	75	---	9
Samantha	Jones	sjones@student.lablearning.cc	85	NG	90	---	9
Arthur	Langlois	alanglois@student.lablearning.	100	NG	85	---	8
Abigail	Meyers	ameyers@student.lablearning.	75	NG	85	---	9
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 learner last name by default.*

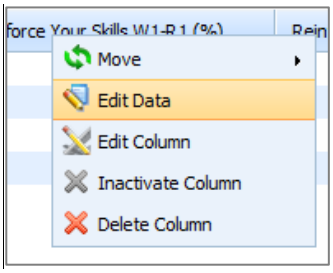
The gradebook is optimized for easy viewing and includes features such as static column headings and scrolling capabilities. You can maximize the gradebook to fill the browser window by clicking the Maximize button in the upper-right corner.

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 sort and then leave the gradebook, the sort will still be in place when you return.
Right-click functionality	Right-click a column heading for a list of available actions: Move, Edit Data, Edit Column, Inactivate Column, or Delete Column.
Double-click functionality	Double-click a learner's grade to change it manually. Tap Enter to save the change.
Printing	In learner view, you can print a grade report for individual learners. This will soon be available in instructor view.

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 learner(s) in an assignment. Click Update, and the changes are automatically added to the gradebook.

Gradebook Legend

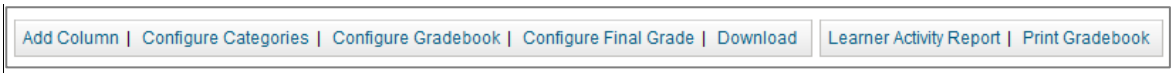
Notice the legend at the bottom of the gradebook. It explains what various abbreviations and colors indicate.

--- Not Attempted/Submitted	Dashes indicate than an assignment or test has not been submitted or attempted by a learner.
NA Not Applicable	"NA" indicates that an assignment is not published to a learner.
NG Not Graded	"NG" is a link. Click it to move to the Assignment Information page for that learner. 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 learners 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 learner assignment resubmission to be graded, the learner'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 learner assignment so you can easily evaluate the resubmission and update the grade.

*Regarding multiple attempts for an assignment: When learners resubmit an assignment, their original grade will remain 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.

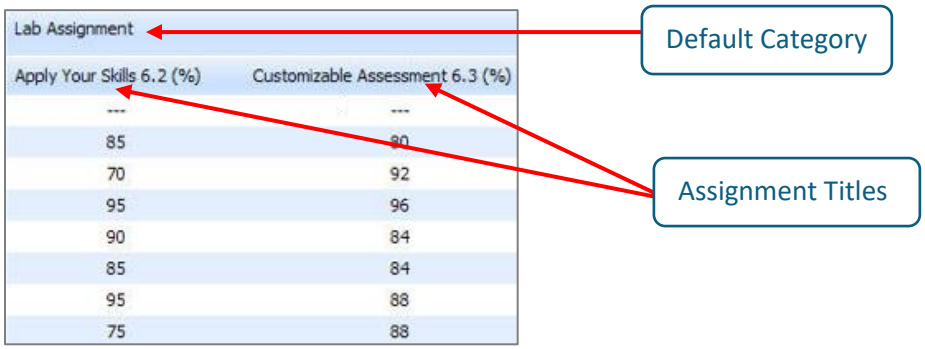
Populating the Gradebook

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



Add Column

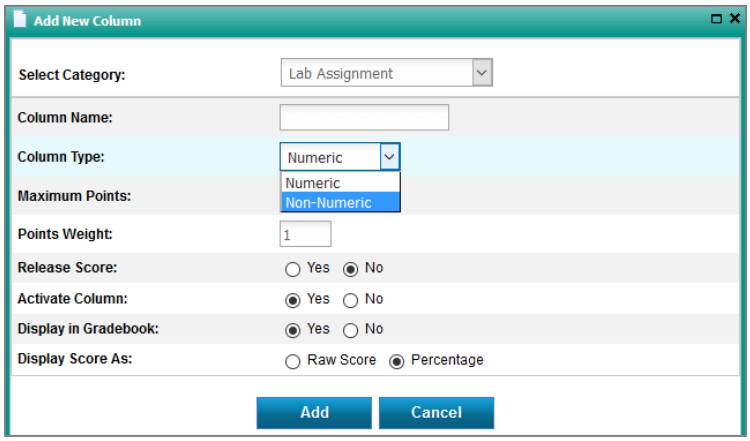
Choose from the twelve default categories to define your main category or create your own. These headings will be placed over the sub-columns that relate to them. For example, you can choose the default category Extra Credit as the main column heading and then create sub-categories for the different 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 characters " , ` ~ % ^ = [ ] \ { } \| < > cannot be used.*

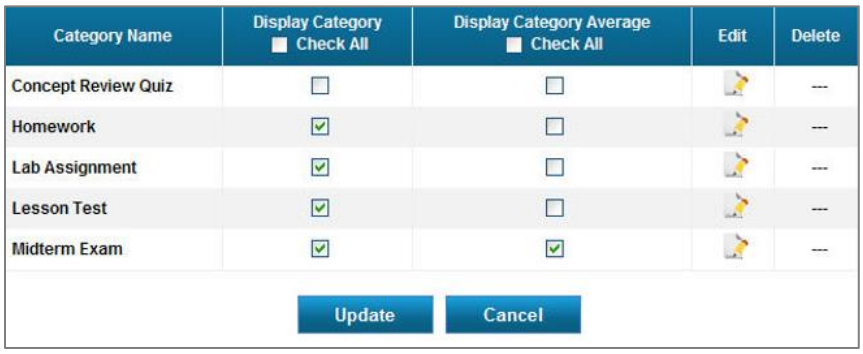
You can now add nonnumerical columns to the gradebook. This means you can create columns to add any information you like, such as demographic information. When you are finished, click Add.



Note! *Assignment titles are added to the gradebook when assignments are created, but you can create the titles before creating the actual assignments.*

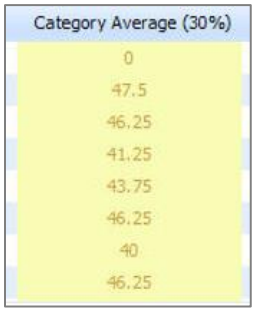
Configure Categories

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 want to look only at grades on lesson/chapter tests, you can hide all other. Notice the Check All option; it allows you to choose all categories with one mouse click.



Category Average

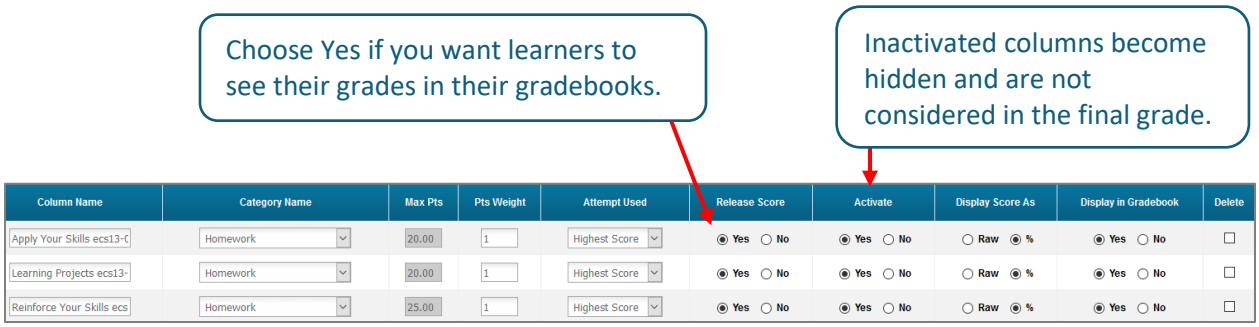
The category average is the learner's average for a given category, such as homework average or test average. Each category has an Average Category column in the gradebook. The percentage of the final grade the category based on is displayed in parentheses next to the Category Average column heading.



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

Configure Gradebook

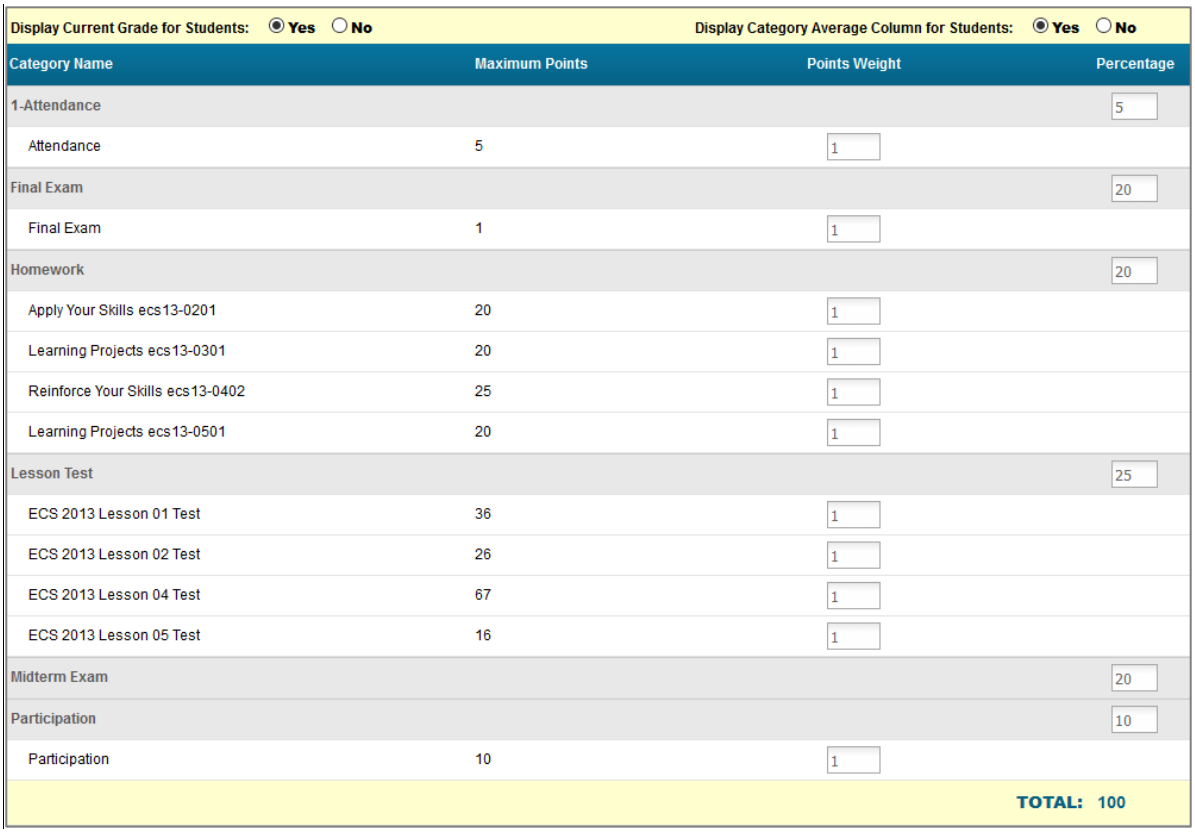
Use this screen to configure the entire gradebook in one place. This is where you make mass updates to your gradebook. From here you can add columns/categories, determine the maximum points per assignment, decide whether to display scores in learner tables, specify how to display scores, and more.



Tip! *An inactivated column is not a deleted column. You can activate an inactive column and use the scores in determining learners' 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 Current Grade Yes/No option at the top of the window. If you choose No, the final grade will not appear in your gradebook or in learners' gradebook. The change happens instantaneously, and you can change it back at any time.

You can also display/hide individual category averages in the learner 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

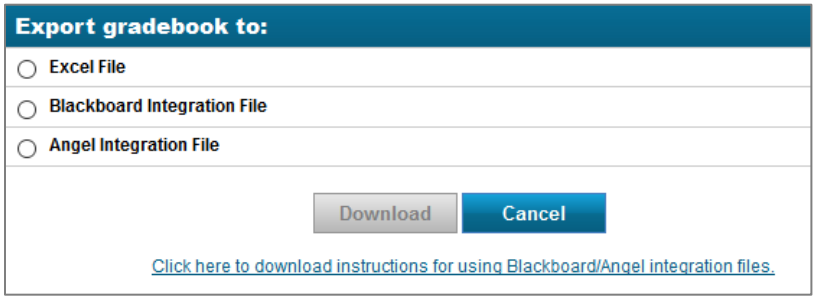
Per category, you can determine if one assignment is more important than others, regardless of how many points are allotted to the assignments. For example, imagine that your course has four assignments, each worth twenty-five points. Assignments 1–3 have relatively the same level of difficulty, but Assignment 4 is more challenging. You can assign greater weight to Assignment 4 so 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.*

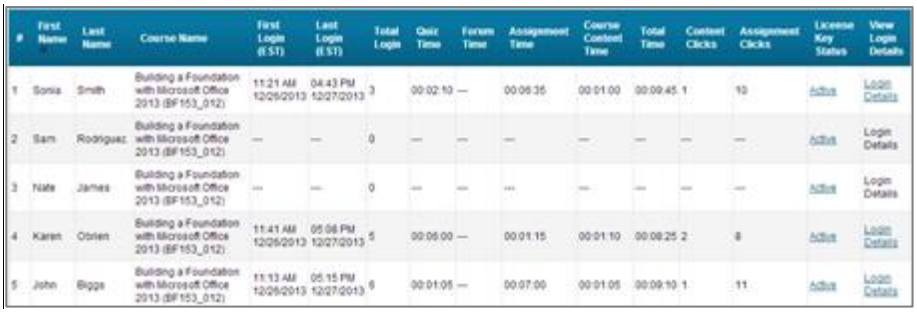
Download

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



Learner Activity Report

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

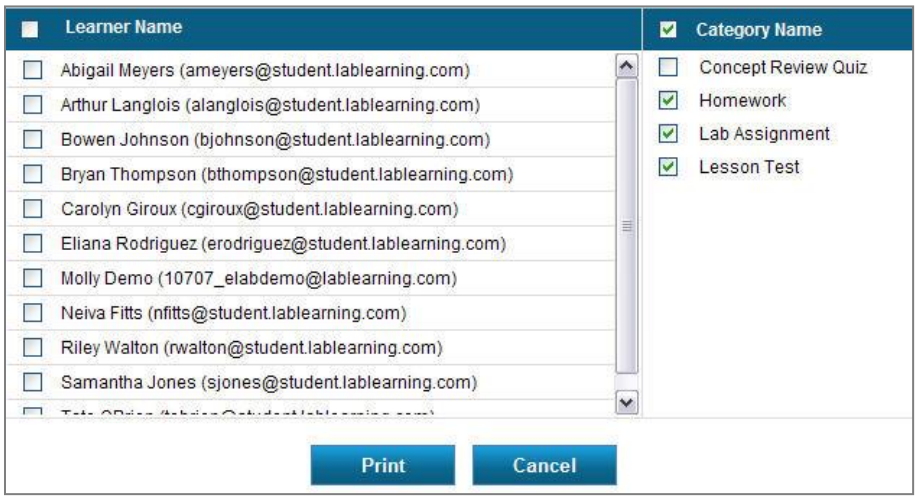


#	First Name	Last Name	Course Name	First Login (EST)	Last Login (EST)	Total Logins	Quiz Time	Forum Time	Assignment Time	Course Content Time	Total Time	Content Clicks	Assignment Clicks	License Key Status	View Login Details
1	Sonia	Smith	Building a Foundation with Microsoft Office 2013 (BF153_012)	11:21 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	05:06 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 learner, click the Login Details link in the View Login Details column.

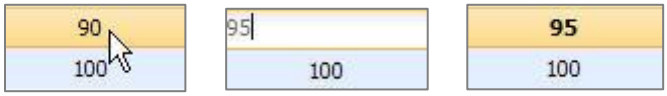
Print Gradebook

You can print gradebook entries for individual learners 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 learners 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 learner 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.

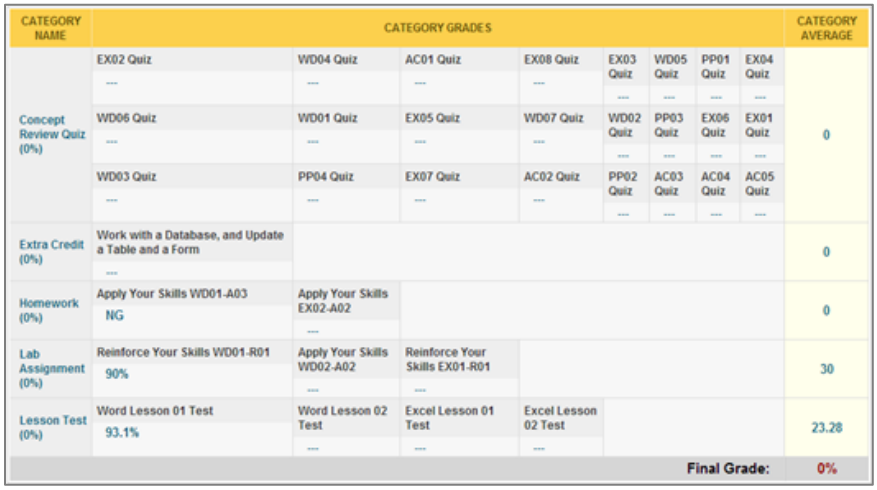


If a learner doesn't complete an assignment/test, eLab automatically enters 0 (zero) in the gradebook for that assignment/test until the item is submitted. The missed assignment/test, then, is still counted in the final grade.

Note! *If a learner does not complete an assignment/test and you want to eliminate the zero score or have allowed the learner to make up the work, you can download the gradebook as a .csv file and manually change the grade. In the future, eLab will allow instructors to drop the lowest grades.*

What Your Learners See

The following figure shows a sample learner gradebook.



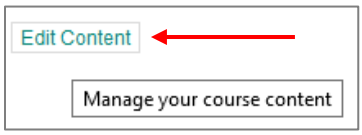
CATEGORY NAME	CATEGORY GRADES								CATEGORY AVERAGE
Concept Review Quiz (0%)	EX02 Quiz ---	WD04 Quiz ---	AC01 Quiz ---	EX08 Quiz ---	EX03 Quiz ---	WD05 Quiz ---	PP01 Quiz ---	EX04 Quiz ---	0
	WD06 Quiz ---	WD01 Quiz ---	EX05 Quiz ---	WD07 Quiz ---	WD02 Quiz ---	PP03 Quiz ---	EX06 Quiz ---	EX01 Quiz ---	
	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 learner can see her average for each category, as well as her current grade for the course. Clearly this learner wants to complete the Concepts Review quizzes to up her final grade.

Tip! *Learners can only see their grades and not the grades of other learners in the class.*

Edit Content

eLab 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.

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

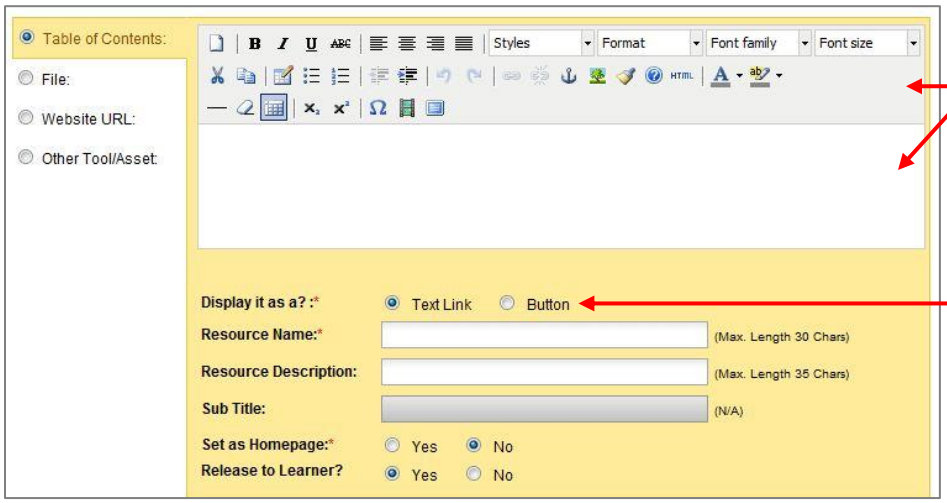
You have the option of adding four different elements to your course:

1. **Table of Contents:** You may want to type the table of contents of the book for your learners. 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 handouts or additional homework assignments, etc. you have created.
3. **Website URL:** Point learners 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 learners' gradebooks!

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

Table of Contents

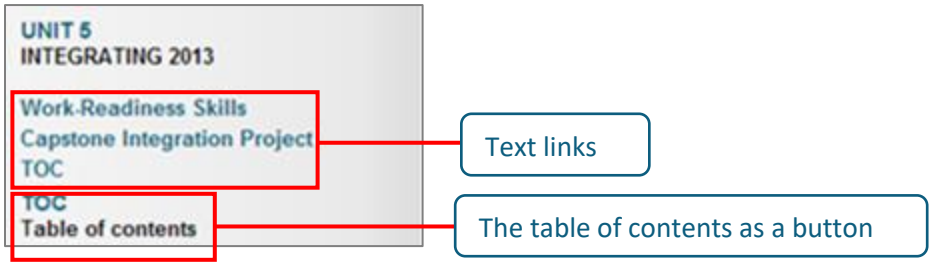
Simply click the Table of Contents radio button to open an expanded window with more options and a place to type your text.



Type your text here. Notice the familiar formatting commands.

Choose Button to make the item to appear as 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.

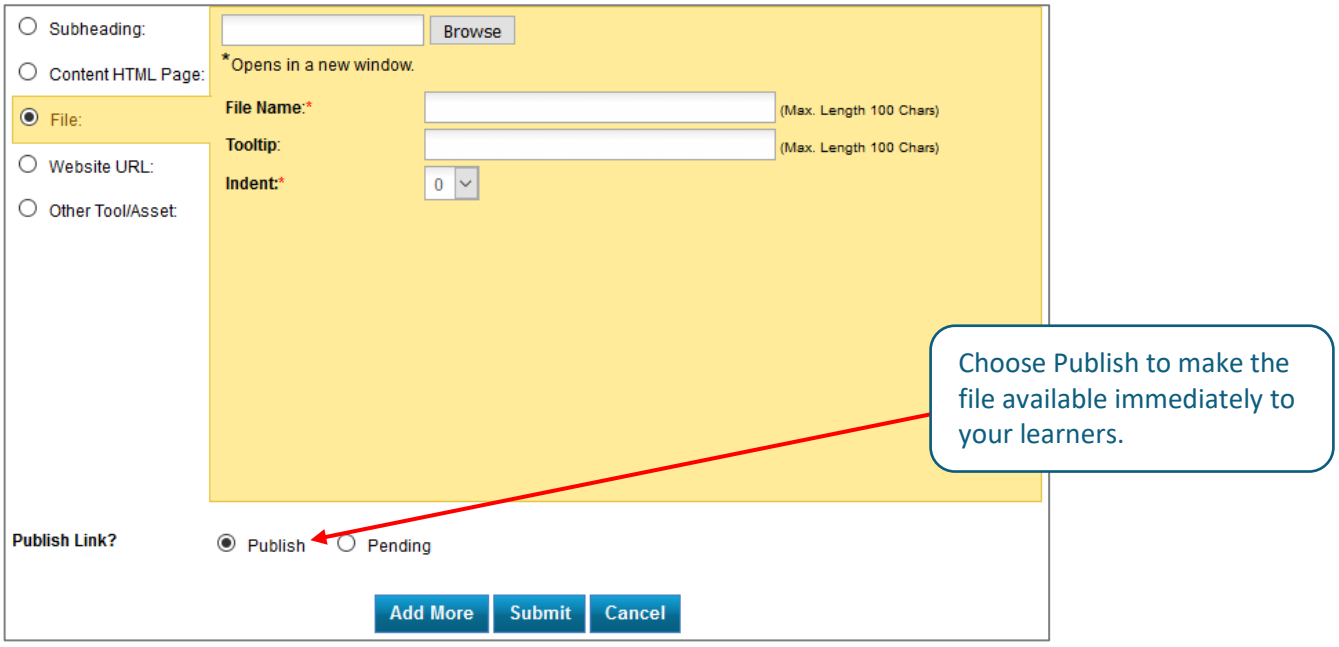


Text links

The table of contents as a button

File

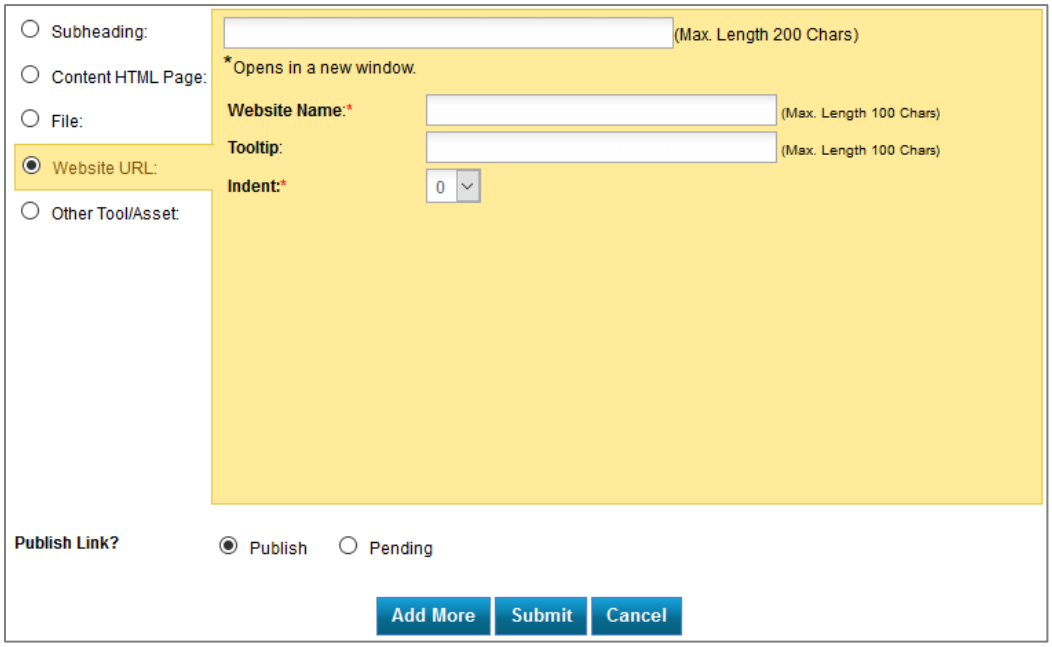
Simply click the File radio button to open an expanded window with more options.



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

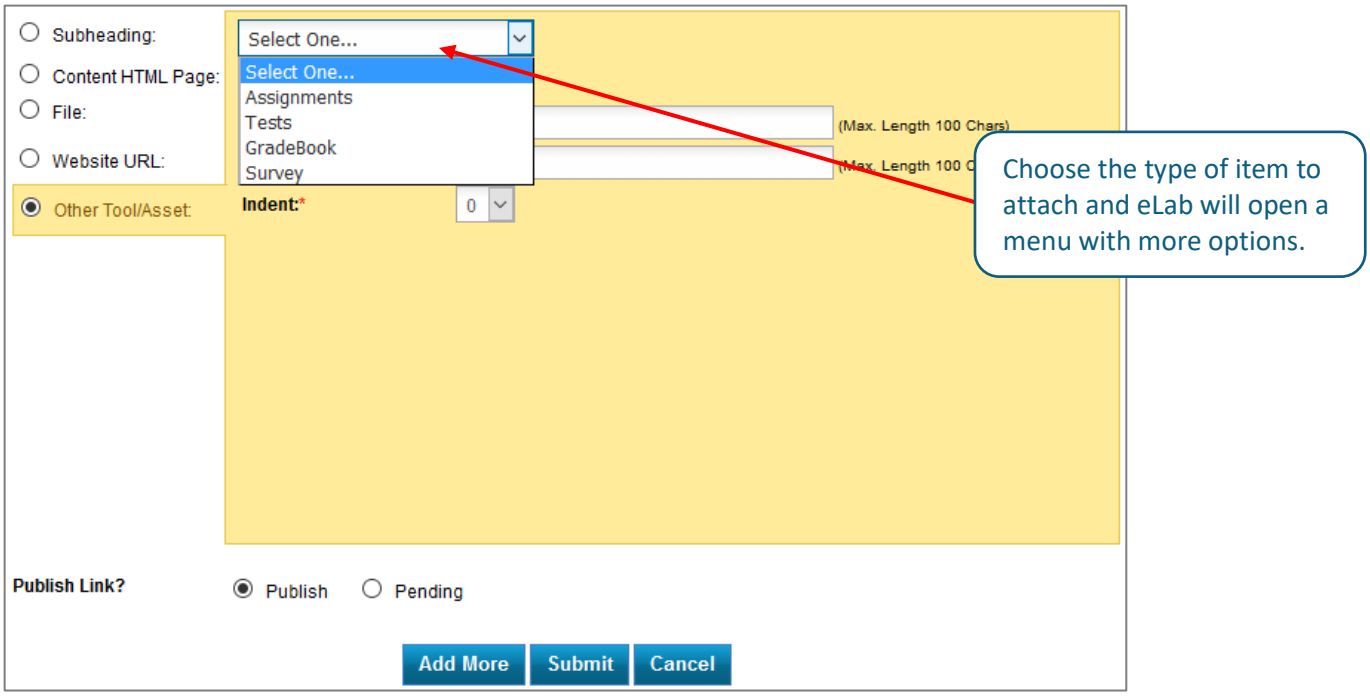
Simply click the Website URL radio button to open an expanded window with more options.

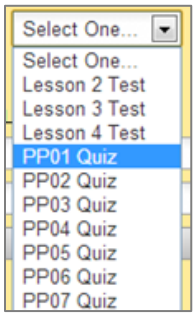


You can add any URL but remember that websites change frequently so it's good practice to periodically check that the link is still good.

Other Tool/Asset

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





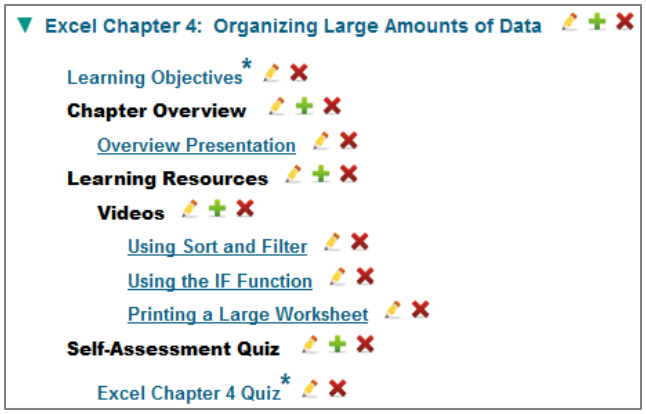
Here we are choosing to attach a test. eLab will open another menu, from which we can choose the desired test. We choose the lesson number, fill in the rest of the main page, and then click Submit. Just as with other items, the test appears at the bottom of the navigation pane.

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.



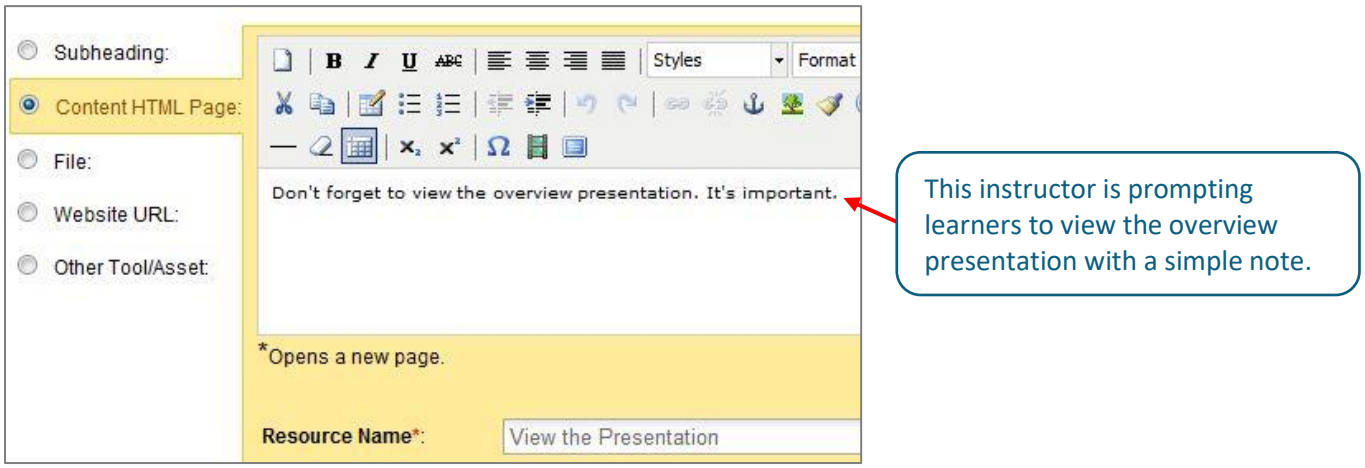




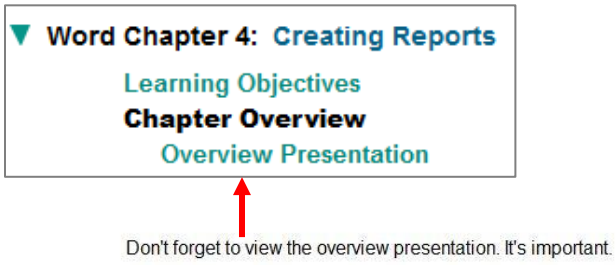
If you do not want the Learning Objectives to appear for learners, for example, click the red X to delete this item. And say you want to make a change to the Lesson Overview area; click the green plus sign next to Lesson Overview. The next window to open will look familiar. You have five options:

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 learners? Do so here.

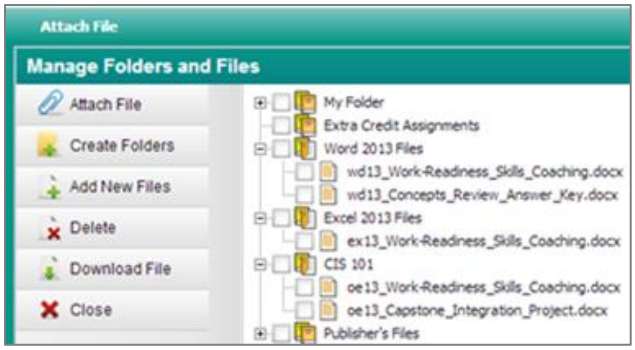


And here's what learners see:

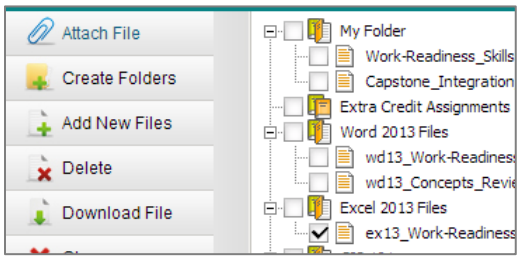


Learners click the link and a new window opens with your note.

File: You can add files specific to a lesson with the File option. Click Browse to open the Attach File window, and then choose a file from your My Files area or click Add New Files 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.

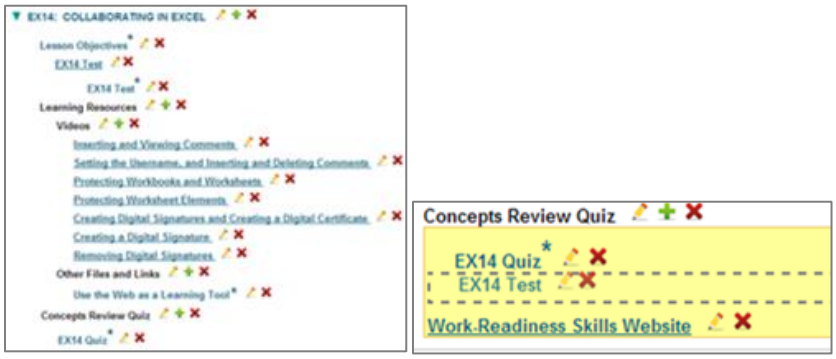


Website URL: Instead of creating a URL to be placed on the navigation bar, you can set it to appear within a lesson's content. The process is the same.

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

Drag-and-Drop Feature

A new item may not appear in the lesson/chapter 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.

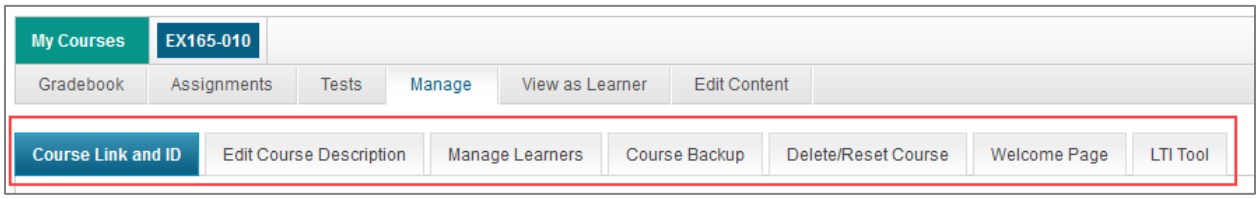
Important! *Don't forget to click Save.*

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

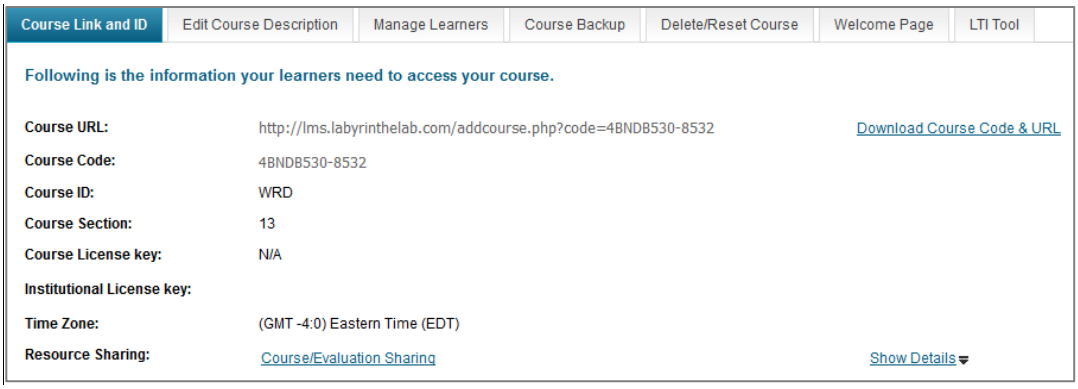


Giving Learners Access to eLab

Under Course Link and ID 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 learners via e-mail or other means the course link. You may also direct your learners 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.

Course URL

Provide to your learners 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 and send it to your learners.



Learners 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 learners the course URL, you can provide the course code (see the previous illustration) and license key. In this case, send learners 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. Learners click the link that appears.



Next, they enter the course code and license key and click Add Course. Learners 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 learner with one eLab course
Unlimited Course	Purchased separately from the textbook (in a bookstore or from lablearning.com); allows one learner to register for an unlimited number of eLab courses within two years of the date of activation
Institutional	Purchased by an educational institution in blocks of 5, 25, 100, 250, 500, or 1,000 uses

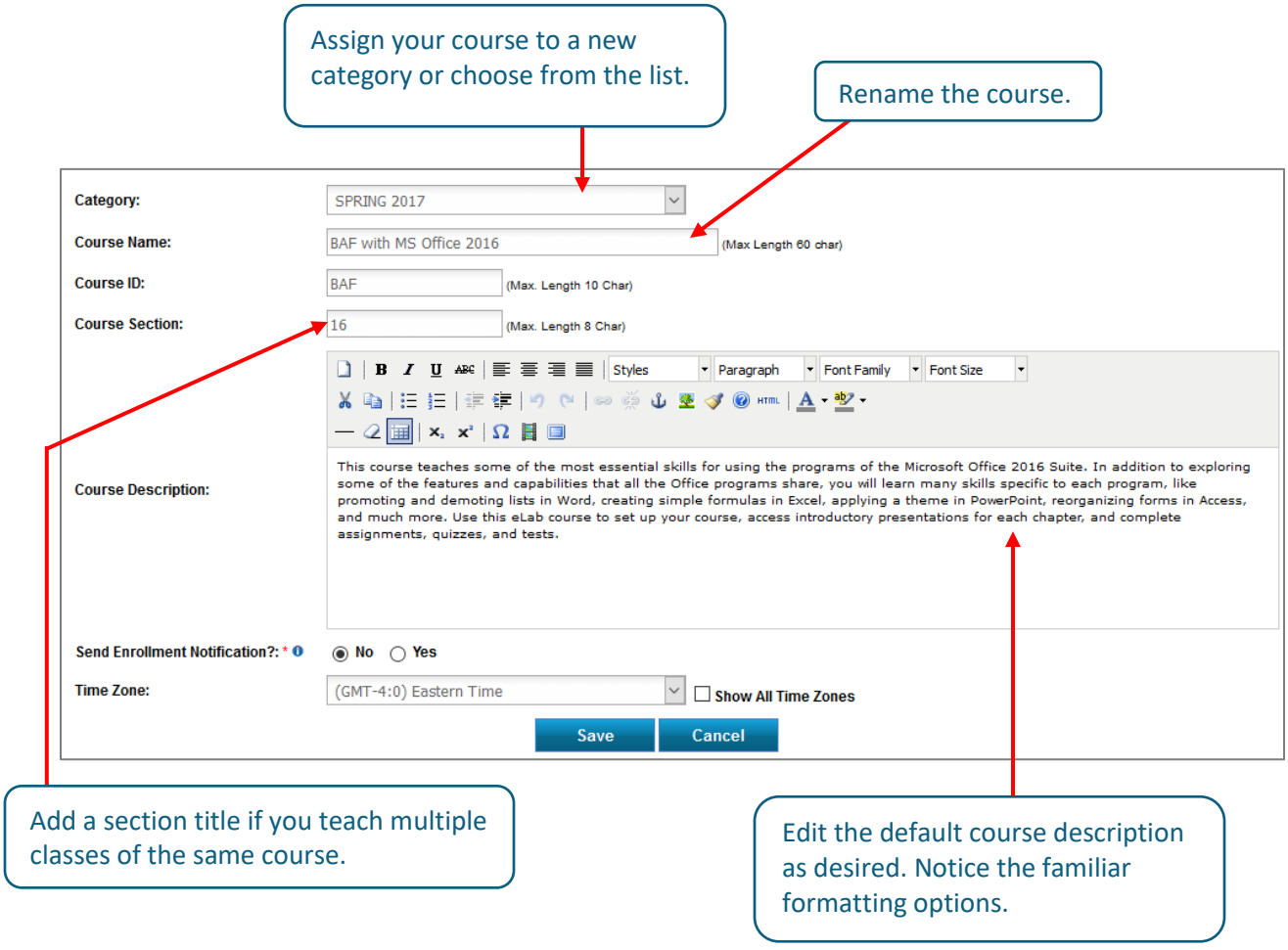
Once learners have registered, they enter the license key on the Add Courses page. If your school has purchased an institutional license, you must provide that license key to your learners. All learners use the same institutional license key.

Edit Course Description

A default course description has been created for you. You may edit it, and you can 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 learner 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, just click in the box and type! When you are finished, click Save.



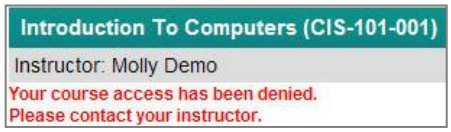
Manage Learners

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

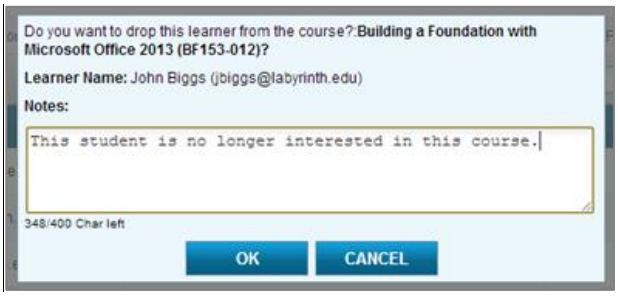


Following are descriptions of the various tasks you can take in the Manage Learners section.

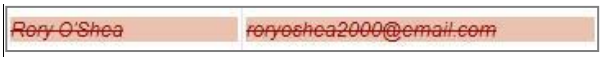
- **Move:** You can move a learner from one course/section to another course/section within the same category of courses. Only the learner name is moved; no learner data for assignments or tests is moved. Moving a learner means that the learner becomes registered in your new section. He does not have to go through the course association process again.
- **Deny Access:** You can temporarily or permanently deny a learner course access. When a learner 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 learner from your course. Simply click the Drop trashcan icon for the applicable learner. You can add a note to yourself to indicate why you are dropping the learner, if you choose.



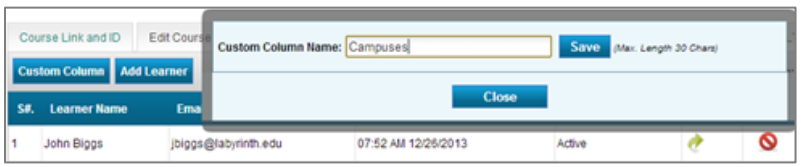
In the Manage Learners table as well as in the gradebook, a dropped learner is indicated with a tinted color behind the name and a line through the name and e-mail address. You *cannot* undo a drop.



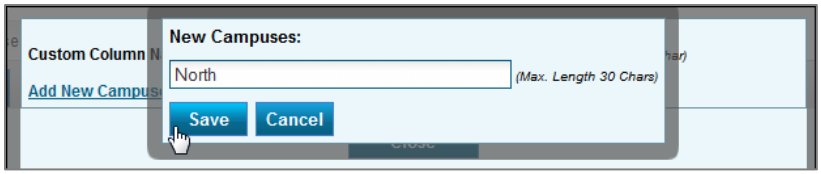
> ***Tip!*** *If a learner drops or is dropped from a course within two weeks of activating his license key, he may use that key with full time allotted in another course.*

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

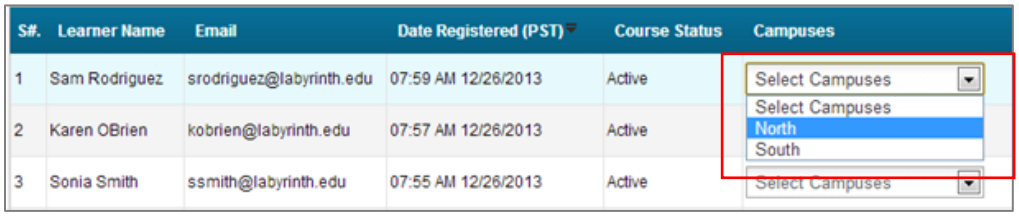
You can also create a customized column In Manage Learners to organize your learners. For example, let's say you have learners from different campuses. You can create a column for different campuses and organize your learners by campus name. To create a custom column, click the Custom Column button.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



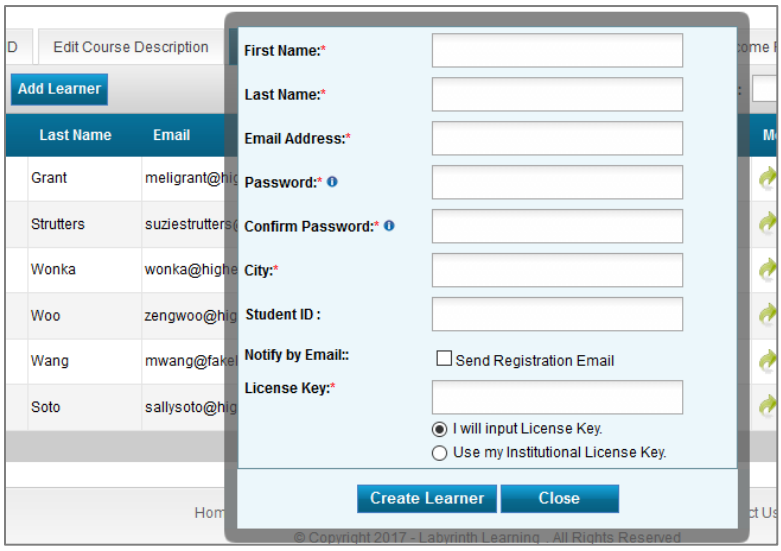
Next, click the Add New Campuses link and type the name of the campus, for example, “North.” You can repeat this step to add more campus locations.



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



Another great feature under the Manage Learners tab is Add Learner. Here, you can add a new learner to your course without having them register themselves. Click Add Learner and fill out the form. You can then input the learner’s license key or use your institutional license key, which is filled in automatically. Click the Create Learner button. The learner will 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!



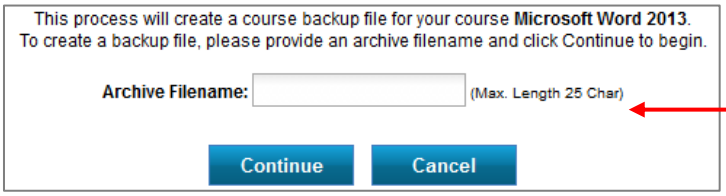
Course Backup

The Course Backup tab allows you to back up/archive your courses. All course information—including assignments, tests, handouts, learner 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 learner 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 Continue.



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

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

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

Delete/Reset Course

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

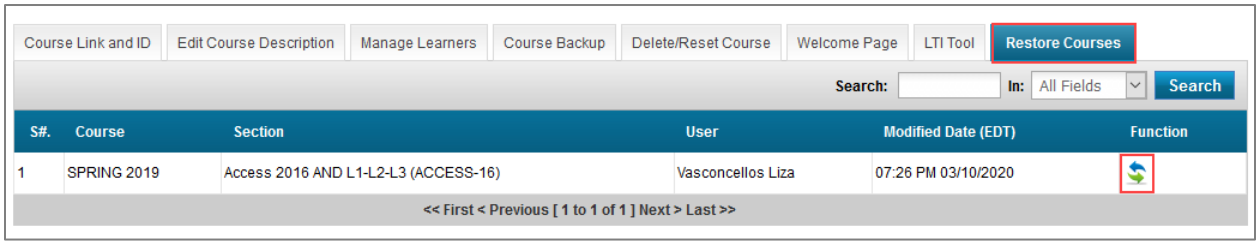
- The current populated gradebook
- Learners' submitted assignments
- Learners' submitted tests

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

You *delete* a course section to permanently remove all learner-related data and all assignments, tests, handouts, and other class materials. Choosing Delete Course means you will have to build your new course section entirely from scratch.

Restore a Deleted Course

If you've ever deleted a course by mistake, previously, you couldn't retrieve it without contacting our Technical Support. Good News! We've added a Reset Courses option, which will allow you to recover the entire course within 30 days of deleting it. To recover the course, go to any existing course and click on **Manage > Restore Courses**. You will see the deleted course listed. Click the icon under the Function column.



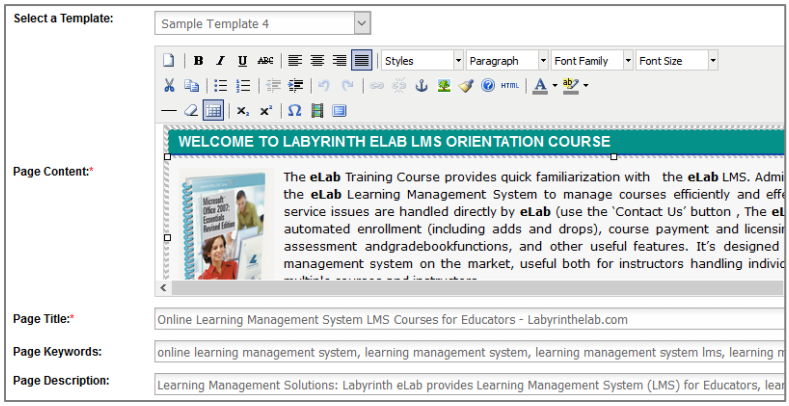
A pop-up message appears. Click Yes to confirm that you want to restore the course.



The course will then reappear on the Lists page. All students and their history will be recovered.

Welcome Page

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



Technical Support Help

Technical Support: Phone/E-mail/Web Hours
Monday to Friday from 8:00 AM to 6:00 PM Eastern Time
We are closed on weekends.

Submit your inquiry online: CLICK HERE
Call Toll Free: 1-888-426-0008

Our Technical Support Representatives are ready to answer any questions or concerns you may have regarding technical problems with eLab. All inquiries received will be answered within twenty-four business hours, although most are answered within four hours during normal support hours.

Please review Quick Start Videos and Frequently Asked Questions to find answers to common questions.

LABYRINTH'S HOLIDAY SCHEDULE

All Labyrinth offices, including eLab Technical Support, Customer Service and Sales offices, are closed on the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
President's Day	Thanksgiving Day & day after
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

To log in to your eLab online or video course, go to: http://www.labyrinthelab.com.

To purchase textbooks and license keys, go to: http://www.lablearning.com/Shop-by-Subject/