LABYRINTH
LEARNING™

Student User Guide

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Introduction

Labyrinth eLab is an online, hands-on assessment and training tool designed to engage you through a visually appealing and intuitive interface. eLab complements your textbook and helps ensure that you master the skills taught. This guide is designed to help you use the eLab learning platform. It provides an overview of eLab, as well as detailed information on content, assignments, tests, and grading.

What You Need to Start with eLab

Here are five key things you need before getting started with eLab:

What You Need	Where to Get It	When you DON'T Need It	Additional Information
1. Book (textbook and/or ebook)	At lablearning.com or your bookstore	DO NOT buy a print book or ebook if your instructor or school will provide it to you.	Accessing MS Office 2016 ebooks
2. eLab course code or course URL	From your instructor	DO NOT look for a course code/URL if your instructor has added eLab to your learning management system (Canvas, D2L or Blackboard).	
3. eLab license key	1. With a book purchase or 2. Purchased separately or 3. From your instructor		Getting an eLab license key
4. Student exercise files	Download from eLab or as indicated on your book's inside front cover		Downloading the exercise files
5. Trial software Activation ID *(Payroll & QuickBooks courses only)*	1. Purchase email or 2. Inside front cover of your book or 3. Trial software card from your bookstore	DO NOT look for an activation key if you are enrolled in any course other than Payroll or QuickBooks.	Installing QuickBooks trial software

Once you have located the above, you are ready to use eLab in your course. Watching the Quick Start Videos is a great way to get acclimated to eLab!

System Requirements

eLab is completely web hosted, so you can access it from any web browser on any computer with Internet access. The following table lists the programs required for viewing the various files and content.

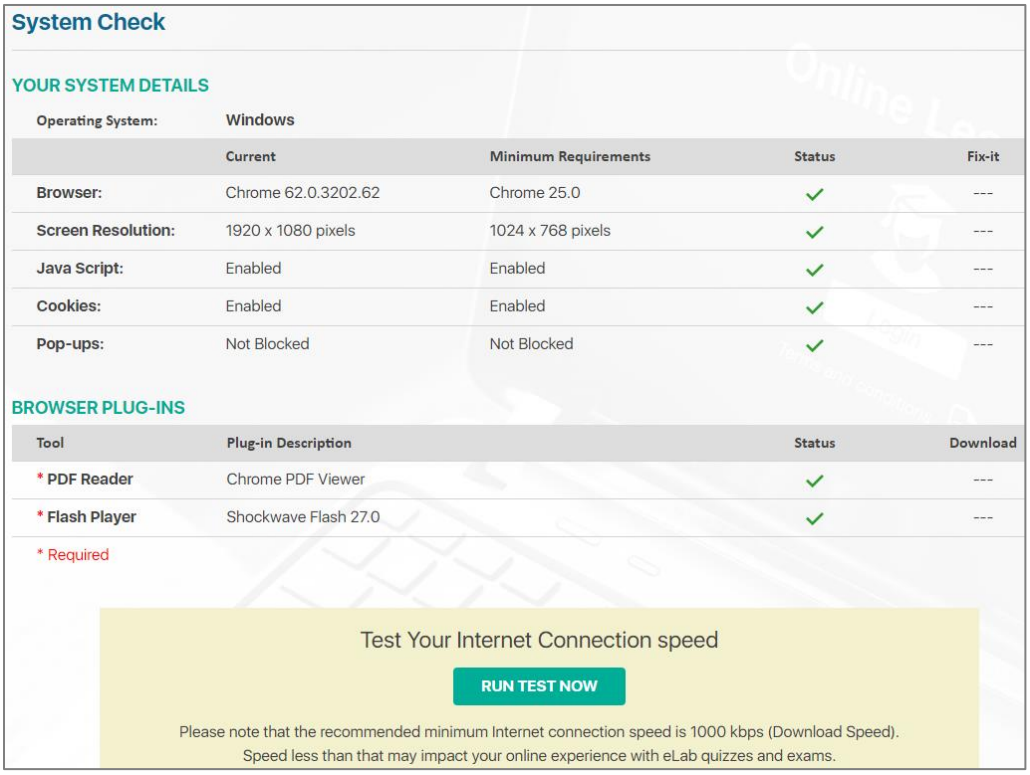
eLab System Requirements	
Requirements	**Details**
Web Browser	• Internet Explorer 8-9 (HTML5 content is displayed using Flash for IE8.) • Firefox 20-24 (HTML5 content is displayed using Flash for Firefox 20-23.) • Google Chrome 25.0 or higher Notes: Microsoft Edge is not recommended at this time. We RECOMMENDED you have the most updated version of the web browser possible.
PDF File Viewer	A PDF file viewer such as Adobe Acrobat Reader or Pro is needed to open overview presentations, which are saved in PDF to ensure optimal viewing on any 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.*

Browser Check

Before you get started, run the browser check to ensure your web browser has all the required plugins needed to navigate eLab conveniently. If any of the checks fail in **Status**, use the suggested fix under **Fix-it** and run the browser check again until all checks pass.



Homepage

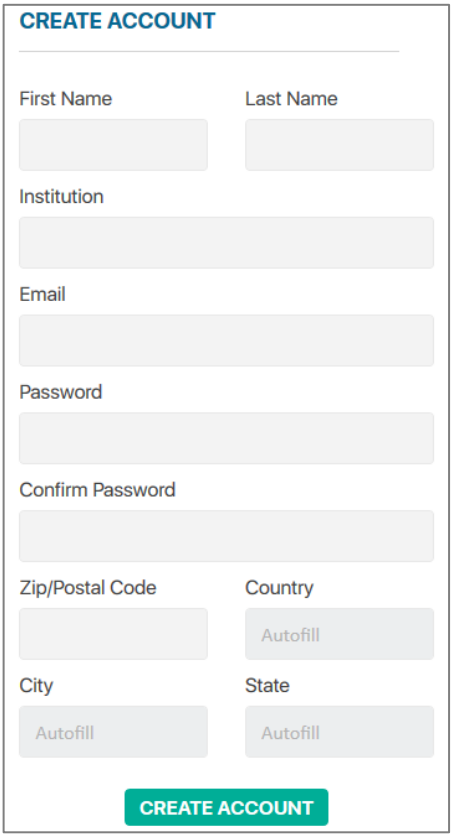
Access eLab by going to www.labyrinthelab.com.

You must register with eLab to access the course materials. Registering with eLab is easy and only takes a few minutes. Your account will be activated immediately after you register. To register, click the **Learner** button under REGISTER AS NEW USER. This takes you to the Create Account page.

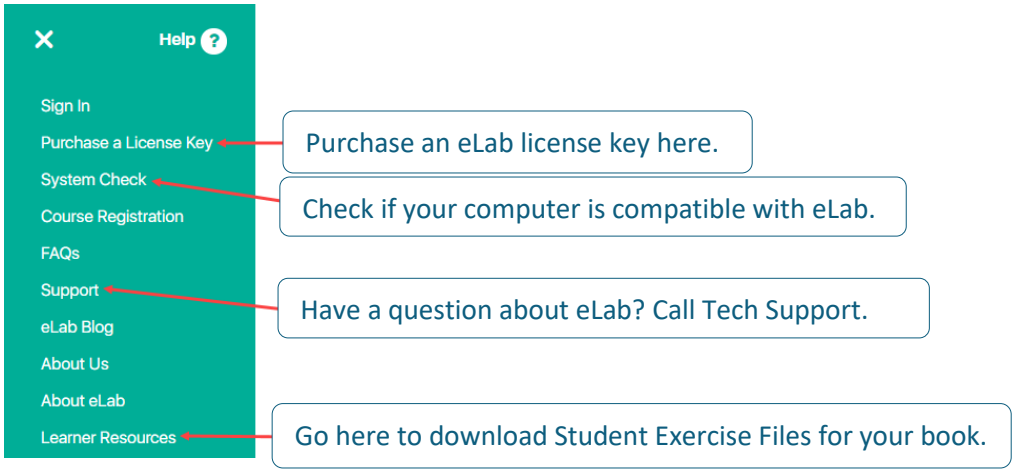
Note that you DO NOT need to register at labyrinth elab.com if your instructor has added eLab to your LMS (such as Canvas, D2L, or Blackboard). Check with your instructor to confirm.

Click the **CREATE ACCOUNT** button after you have filled out the form completely. You will be logged in to eLab after your account has been created and you will see your name at the top of the page.

***Tip!** Choose a password that you will remember and that is between five and fifteen characters.*

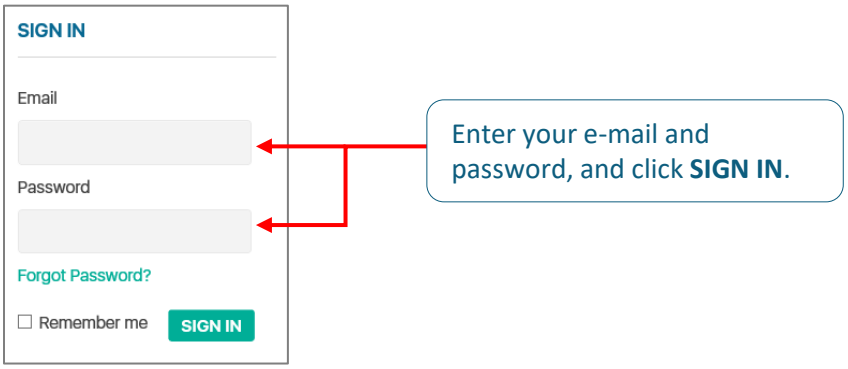


Learners can access the learner User Guide from the eLab homepage. Click **Help** at the top right of the page, then Learner Resources. Under Help, you can also view the QuickStart videos, access Frequently Asked Questions, and contact Support.



Logging In

Once you have registered with eLab, you can log in to access your course at any time, any place, and on any computer that is connected to the Internet. Go to www.labyrinthelab.com.



Click the **SIGN IN** button and you will be taken to the My Courses/Evaluations page. Any course(s) for which you are registered will appear in the main window.

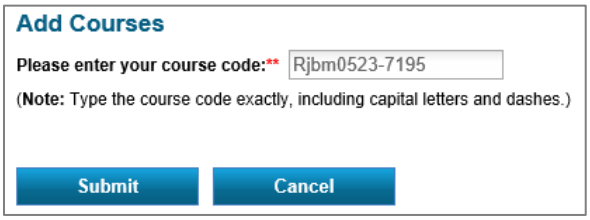
Adding a Course

After you have registered in eLab, you can add a course using the Course URL or Course Code. Your instructor will give you your Course URL or Course Code, perhaps via an email or within the classroom. Contact your instructor if you do not have your Course URL or Course Code.

Add a Course with Course URL

The Course URL will look like this: http://lms.labyrinthelab.com/addcourse.php?code=Rjbm0523-7195. DO NOT use this exact URL.

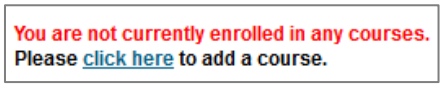
1. Click the Course URL.
2. If you are not logged in, eLab will prompt you to do so.
3. The next screen to appear is the **Add Courses** page. The Course Code is already filled in.
4. Click the Submit button to move to the next screen.



Add a Course with Course URL

The Course Code will look like this: **Rjbm0523-7195**. DO NOT use this exact code.
Codes that look like CIS25671 are not valid.

1. Log in to eLab to begin adding your course.
2. Follow the step for your situation:
   a. If this is the first course you are adding a course in eLab: Click the **"click here"** link that appears.

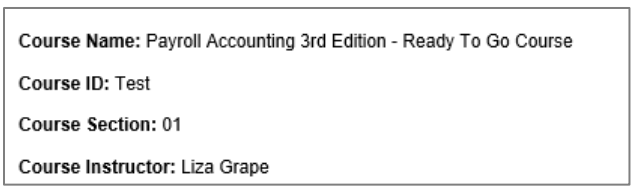


   b. If you have existing courses in eLab: Click the **Add Courses/Evaluation** link in the left navigation menu under Course/Evaluation Mgmt.



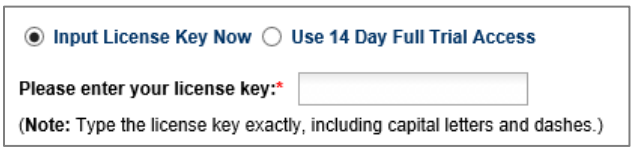
Verify Your Course Details

Information about your course will now appear, such as the course name, course ID, course section, and course instructor. Verify this information to ensure you are joining the correct course.



Entering Your eLab License Key

Next, input your eLab license key and click **Submit**. If you do not have a license key, you will need to purchase one or start with the 14-day trial. Find out how to get your eLab License Key.



Congratulations! Your course is now added, and you can begin your learning.

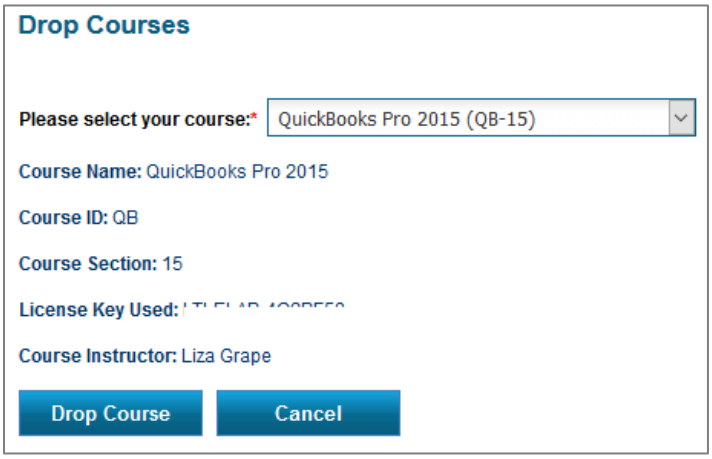
Dropping a Course

You have the option to drop a course within the first **14 days** of adding it to your eLab account. If you drop the course within this timeframe, you will be able to reuse your eLab license key at another time.

To drop a course, click the **Drop Courses/Evaluation** link, located in the left navigation menu.



Next, select the course you want to drop from the menu and click **Drop Course**.



Your course is now dropped, and you will now be able to **REUSE** the license key another time.

Note! *If your course does not appear in the drop-down menu, the 14-day time limit has passed. If you dropped the course at your school, you can contact us to drop the eLab course and replenish your license key. You must send proof of the dropped course. Click here to submit a drop course request.*

Obtaining a Redemption Code or eLab License Key

You may get a Redemption Code or eLab license key in one of several ways.

Included with Print Book or ebook/elab Purchase

If you have purchased a print book *with* ebook/eLab from our student store or your bookstore, an Activation ID is already included. Check your purchase confirmation emails and receipts to verify.

In your textbook, the Activation ID is located on the inside front cover. Gently scratch off the foil to reveal your Activation ID. Follow the steps below it to retrieve your Redemption Code, which can then be used for your elab/ebook access.

Redemption Code or Unlimited Use Key Purchased Online

When you purchase an ebook/elab or an Unlimited Use Key directly from Labyrinth Learning, you will receive it at the email address used to register at lablearning.com to complete your purchase. Please check your Spam or Junk folder if you have difficulty locating this email.

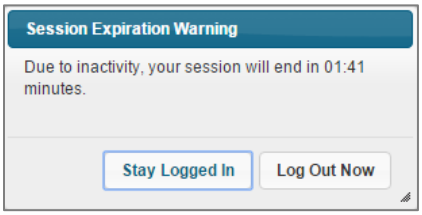
14-Day Full Trial Access

You may also select **Use 14 Day Full Trial Access**. This gives you access to your course for 14 days only. Once the 14 days are up, your course access will expire, and you will need to purchase a valid license key to continue with full access.



Timeout

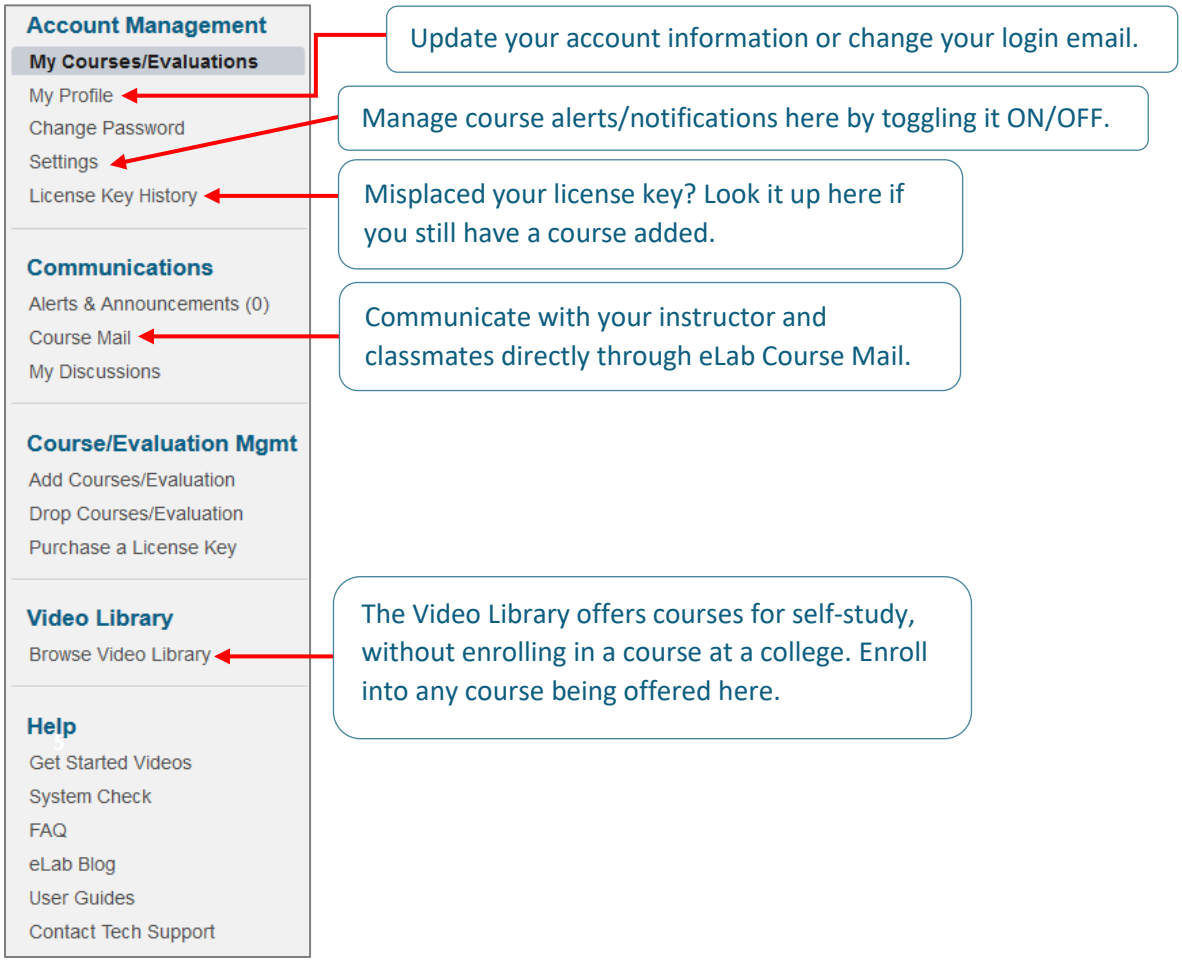
For security reasons, eLab has a timeout session. If you are idle for more than 24 minutes, a **Session Expiration Warning** message will appear. Just click **Stay Logged In** to reactivate your eLab session. If no action is taken after 2 minutes, you will be logged out of eLab. You can also click **Log Out Now** to log out.



Navigation Menu

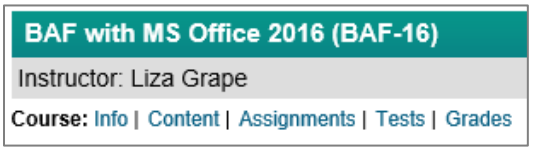
Notice the navigation menu on the left side of the page. This is shown after logging in. Here, you can manage your eLab account, view alerts and announcements from your instructor, manage your courses,

and get help using eLab.



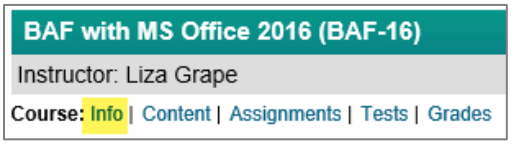
Course Organization

On the **My Courses/Evaluations** page, each course for which you are enrolled appears surrounded by a gray box. Within each course box are five default links: Info, Content, Assignments, Tests, and Grades.



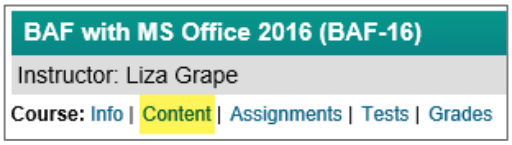
Info

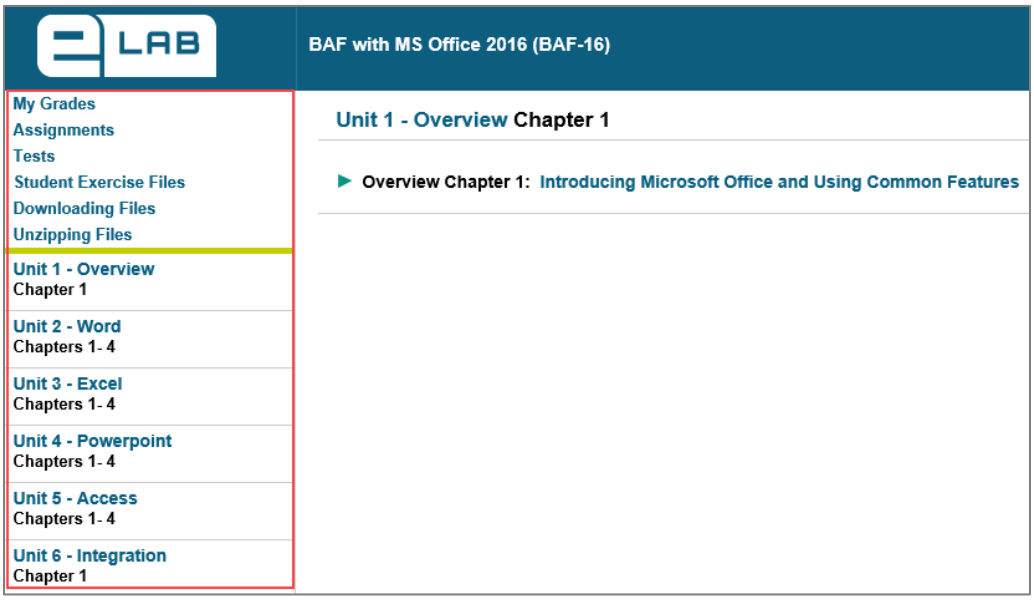
The **Info** link provides information about your course. Simply click the **Info** link and a short description of the course will appear. To dismiss the description, click the **Info** link again.



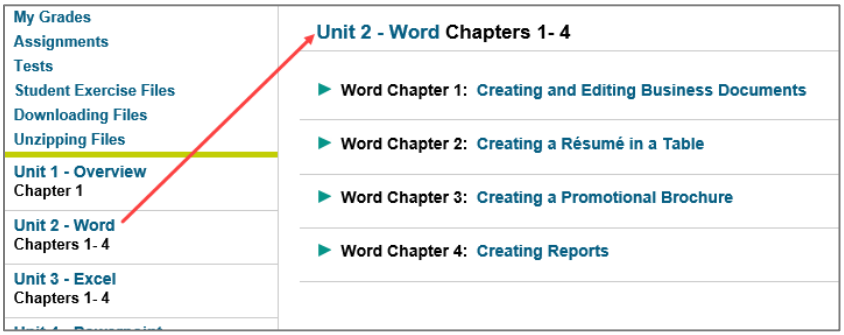
Content

The **Content** area is designed to complement and enhance your book. Click the **Content** link and notice that it loads the content section of the course. Now look at the navigation pane on the left side of the page.

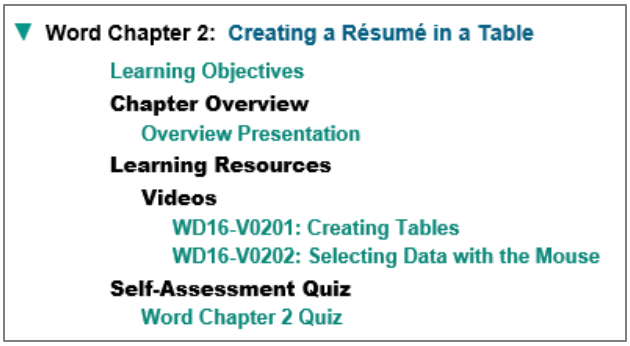




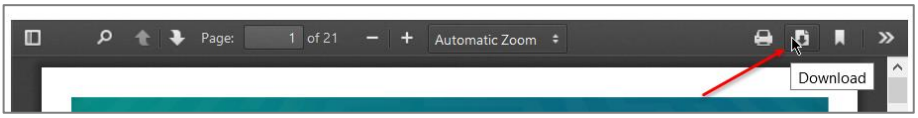
When you click a **UNIT** link on the navigation pane, the associated chapters will appear in the main window to the right.



Click the ▶ icon or the chapter title to expand the chapter content, which includes some or all of the following items.



- **Learning Objectives:** These match the objectives on the chapter opener pages in your book.
- **Overview Presentations:** These overviews are available as PDF files to ensure the layout is always as intended. If you want to download the file to your computer, click the Overview Presentation link to open it. Then, click on the Download icon at the top right of the presentation window.



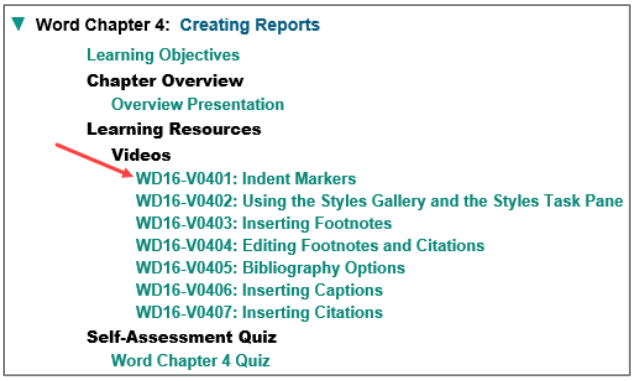
If you are unable to view the presentation from within eLab, you'll need to install the free Adobe Reader. Depending on the browser you are using, a new tab or a new browser window will open.

- **Learning Resources:** If applicable, links to helpful and interesting information appears here. Learning resources may include WebSims or Videos.
- **Concepts Review/Self-Assessment Quizzes:** Complete these quizzes and receive instant feedback to test your knowledge of the concepts introduced. See the Tests section for more information.
- **Handouts:** If your instructor has prepared extra handouts for you, they will be available for viewing and downloading here.

Chapter Videos and WebSims

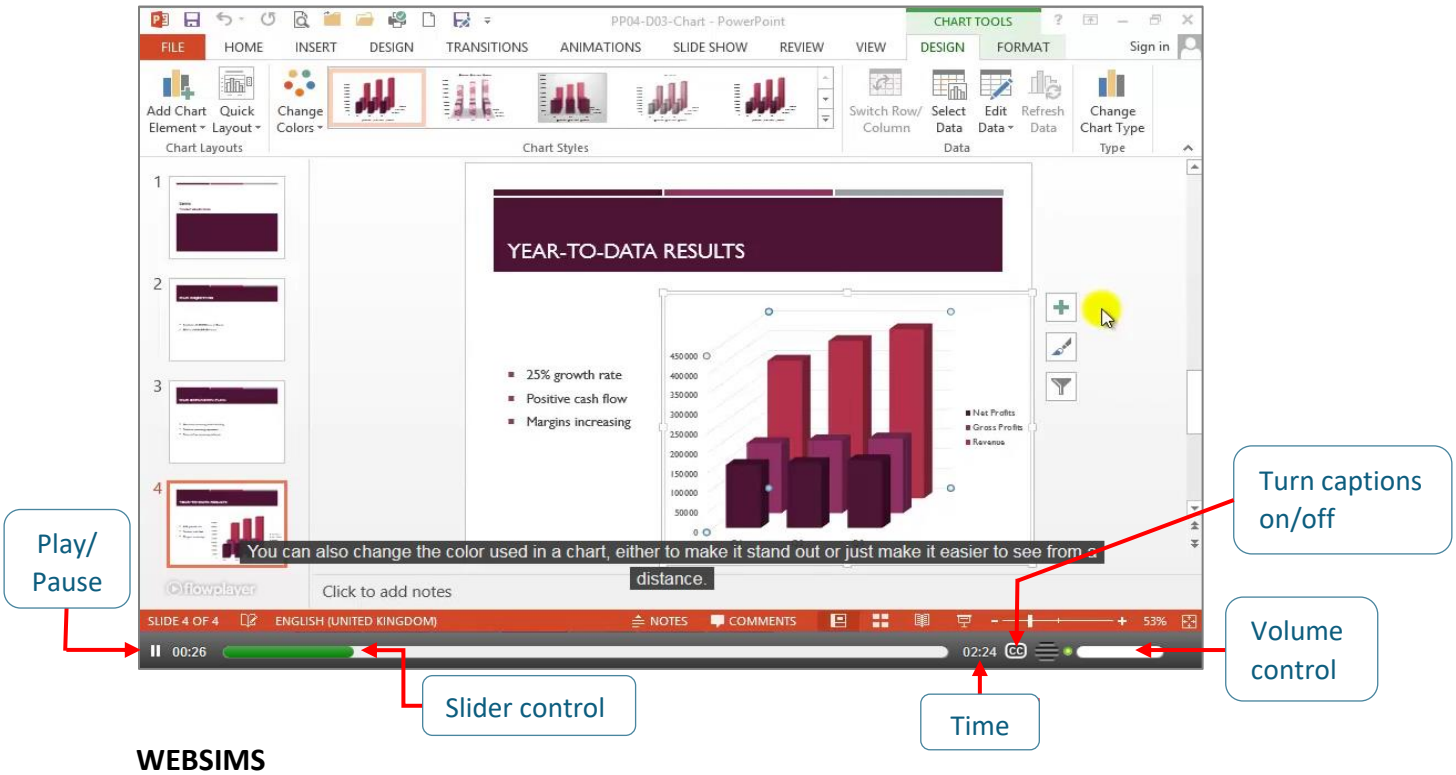
VIDEOS

Some books feature video tutorials to cover key topics introduced in the chapters. If videos are available for a chapter, you will see them listed in the Learning Resources section under a Videos subheading.



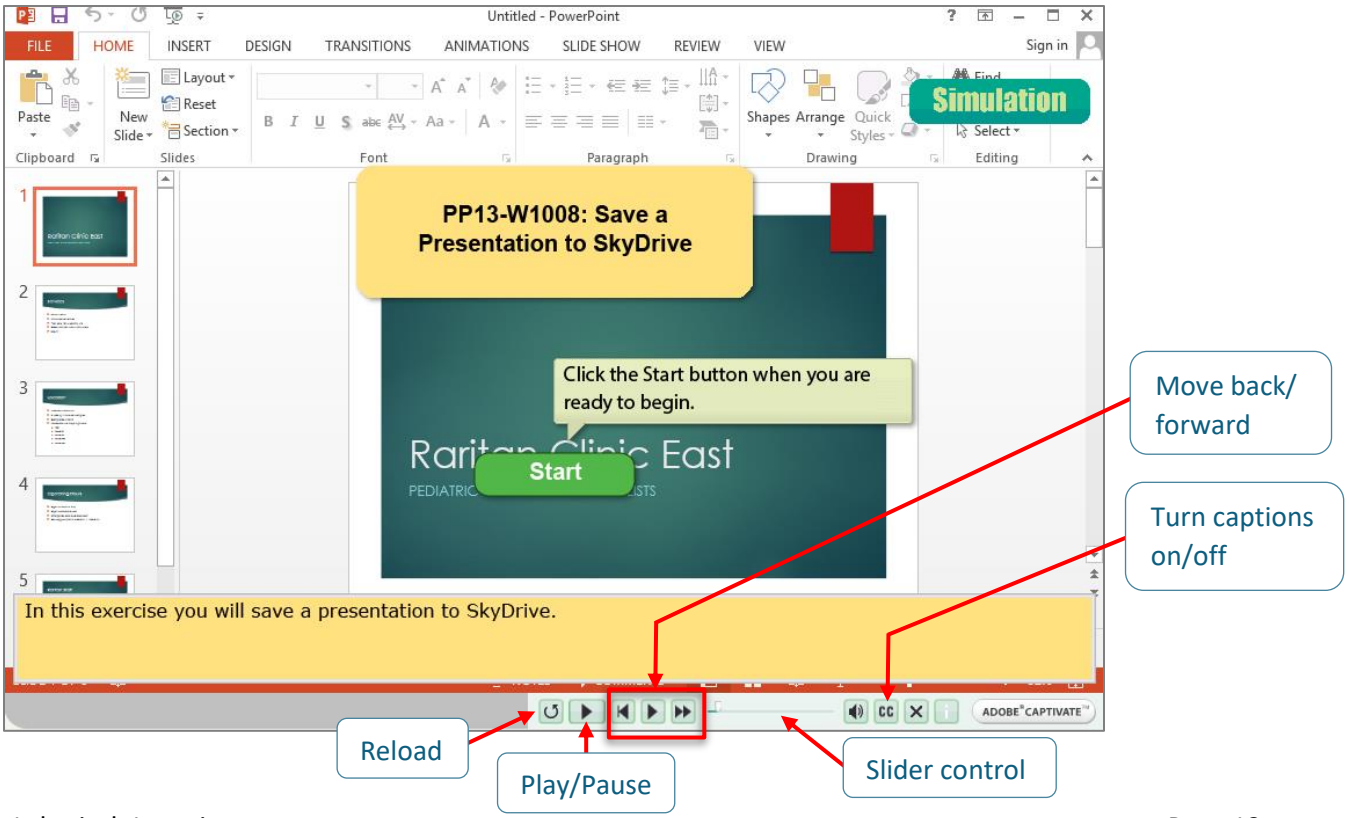
Click a video link to open a new window. There may be a delay of a few seconds before the video begins to play. You can replay the video using the Replay button without reloading it from the Internet.

When the video is over, click the **Back to Course** link at the top-right corner of the screen.



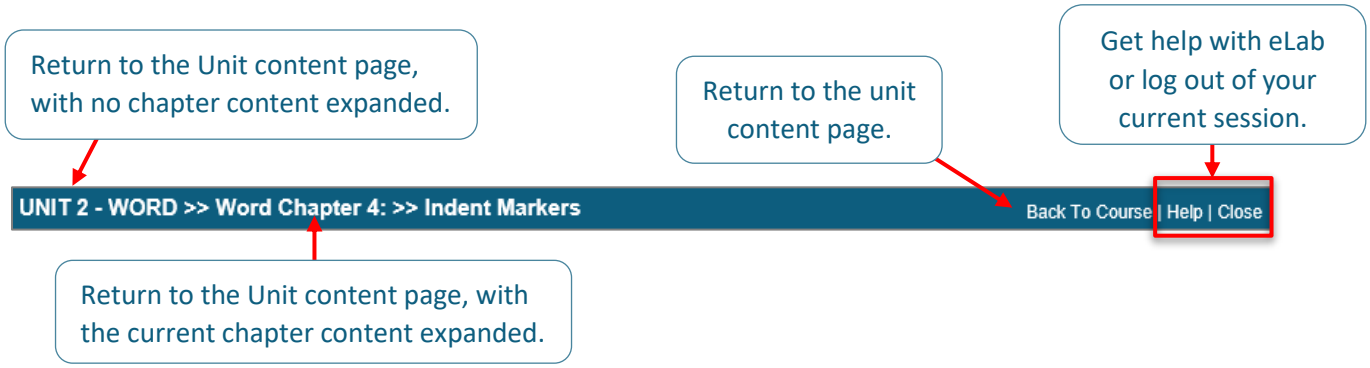
WEBSIMS

WebSims give you one-on-one interaction, allowing you to click directly on the screen to complete the interactive steps. Not all books feature WebSims and unlike videos, which have audio, WebSims do not.

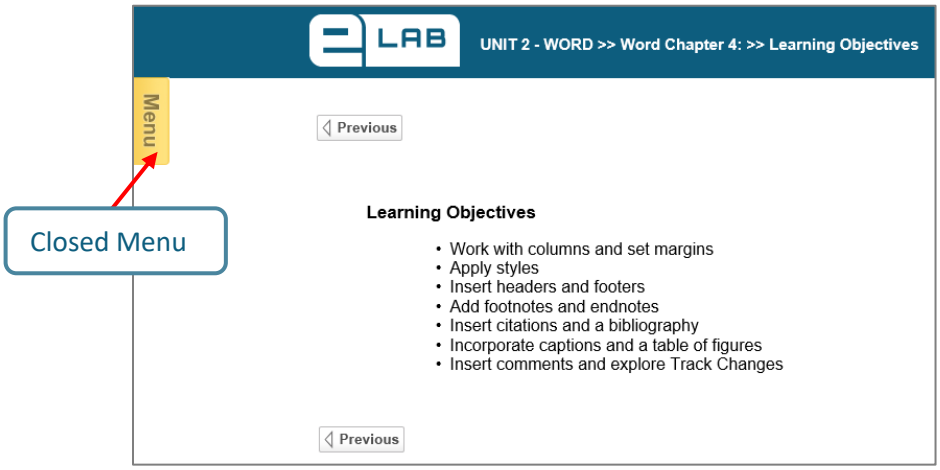


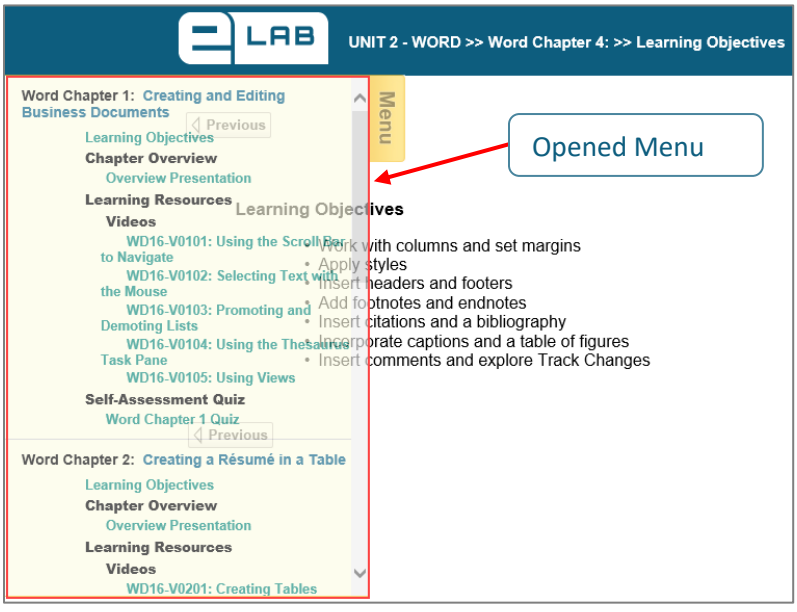
Content Navigation

The **Content** area features breadcrumb-style navigation. You can always navigate back to the main content of a course or to the eLab homepage using the breadcrumbs in the top blue bar.

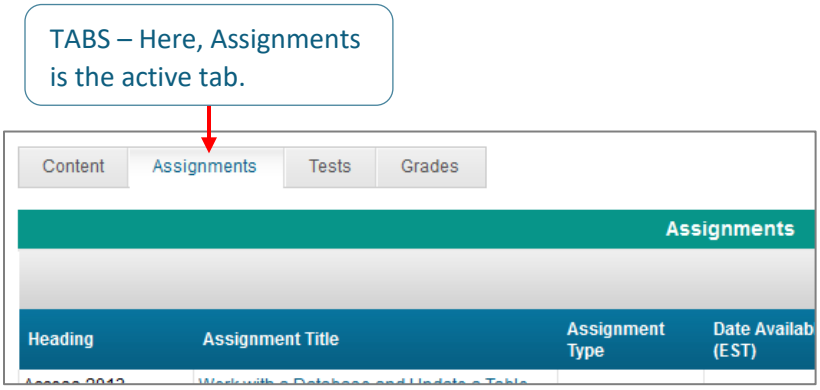


You can also use the Menu option, located on the left side of the page to jump to a different link or chapter.





Another part of eLab's navigation involves switching among tabs. This screenshot shows the Content, Assignments, Tests, and Grades tab.



Once you enter the Assignments, Tests, and Grades areas, eLab switches to tabbed navigation.

***Tip!** If you click the Content tab, you will return to the main content area and breadcrumb-style navigation.*

Student Exercise Files

To complete your assignments and exercises, you must first download the student exercise files. For detailed instructions, read about how to get your student exercise files.

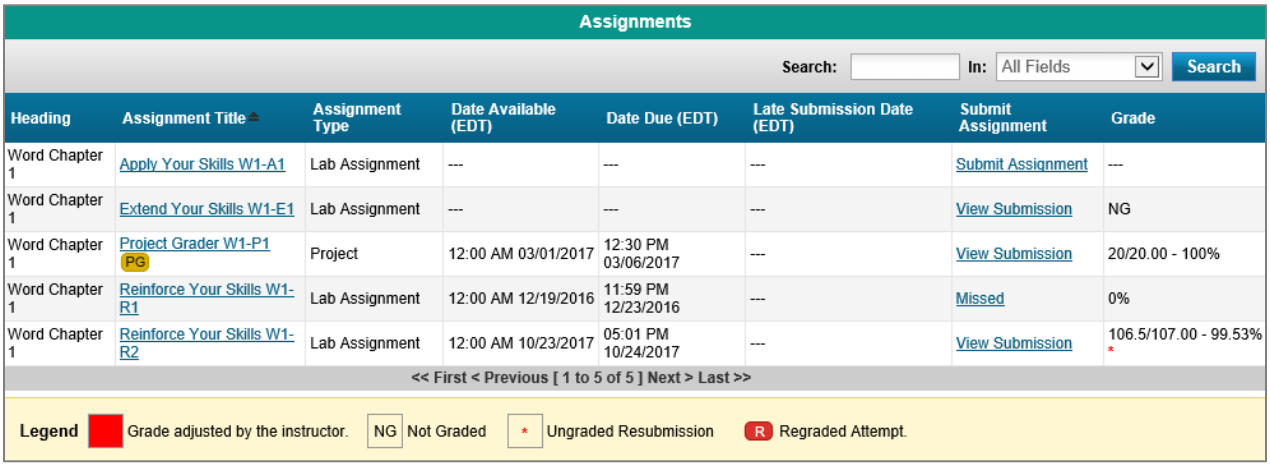
Assignments

Below is a list of eLab assignment types and the courses in which they are found.

eLab Assignments		
REGULAR Assignments	• Courses: ALL • Manually graded by your instructor • Not indicated by an icon	Reinforce Your Skills AC01-R01 Extend Your Skills 5-2 CT 1-1 Examine the E-Verify System
PROJECT GRADER Assignments	• Courses: MICROSOFT 2013 & 2016 • Automatically graded by the system • Indicated by the PG icon	Work with Forms PG Project Grader E1-P2 PG
QUICK GRADER Assignments	• Courses: QUICKBOOKS 2014/2015 & QUICKBOOKS ONLINE • Automatically graded by the system • Is indicated by the QG icon	Apply Your Skills 2-4 QG
HOMEWORK GRADER Assignments	• Courses: PAYROLL ACCOUNTING • Automatically graded by the system • Indicated by the HG icon	Practice Set 1A HG

Click the **Assignments** link to access various assignments, projects, homework tasks, and other to-do items. You can sort the Assignments tables by most columns in either ascending or descending order.

***Tip!** Begin working on an assignment as soon as it is posted. Only submit beginning on the **Date Available** date.*



Assignments

Search: In: All Fields Search

Heading	Assignment Title	Assignment Type	Date Available (EDT)	Date Due (EDT)	Late Submission Date (EDT)	Submit Assignment	Grade
Word Chapter 1	Apply Your Skills W1-A1	Lab Assignment	---	---	---	Submit Assignment	---
Word Chapter 1	Extend Your Skills W1-E1	Lab Assignment	---	---	---	View Submission	NG
Word Chapter 1	Project Grader W1-P1 PG	Project	12:00 AM 03/01/2017	12:30 PM 03/06/2017	---	View Submission	20/20.00 - 100%
Word Chapter 1	Reinforce Your Skills W1-R1	Lab Assignment	12:00 AM 12/19/2016	11:59 PM 12/23/2016	---	Missed	0%
Word Chapter 1	Reinforce Your Skills W1-R2	Lab Assignment	12:00 AM 10/23/2017	05:01 PM 10/24/2017	---	View Submission	106.5/107.00 - 99.53% *

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

Legend Grade adjusted by the instructor. NG Not Graded * Ungraded Resubmission R Regraded Attempt.

In the preceding figure, assignments are listed in ascending order by the **Assignment Title** column. Notice that the table lists the assignment title and type, the date you can begin submitting the assignment (you can view an assignment and begin working prior to that date), the due date, and any late submission date. It also indicates whether you have submitted your work and your grade (when available).

Pay attention to your **Due Date** and **Submit Assignment** columns. If you see the **Missed** note, you can no longer submit your assignment! You must contact your instructor to request the assignment be reopened. The **Submit Assignment** notation indicates that an assignment can be submitted.

Click the assignment name under the **Assignment Title** column to view details about your assignment. Finally, the **View Submission** notation indicates that the assignment has been submitted by you.

The **Grade** column will show you your grade or display an **NG**, indicating that the assignment has not been graded yet.

You may resubmit an assignment if your instructor has not graded it or you have a low grade and the due date or late submission date has not passed.

To access your assignments, click the hyperlinked name in the Assignment Title column.

***Tip!** In eLab, all blue, underlined text indicates a hyperlink.*

All assignments posted by your instructor will appear in your Assignments list.

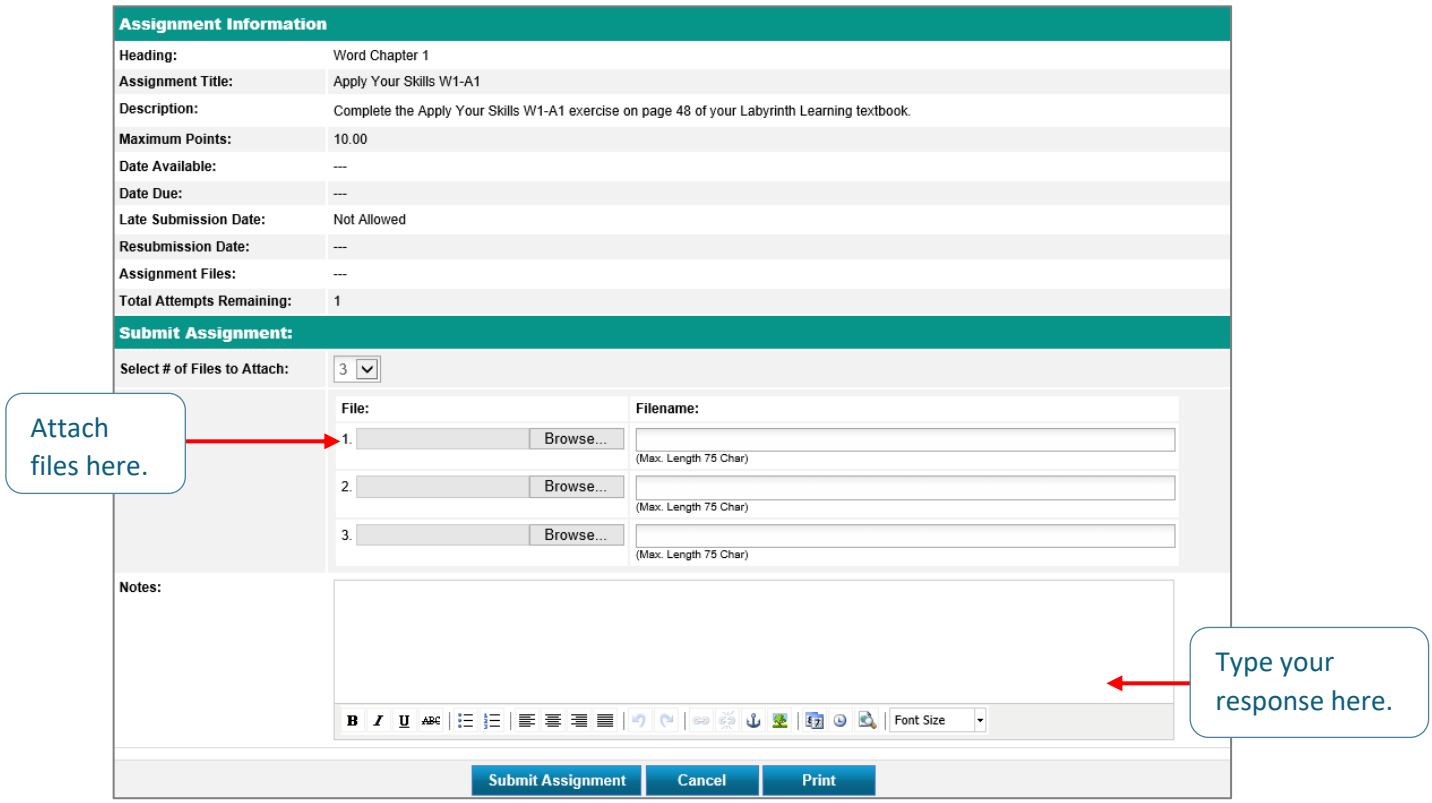
Pay attention to the **Date Available** column. While you can fully access an assignment before the date specified, you cannot submit it to your instructor prior to the **Date Available**. If you noticed that an assignment is not listed, and it should be, contact your instructor.

***Note!** You cannot access assignment details before the specified date available for Payroll Accounting, editions two through four.*

Regular Assignments

This type of assignment applies to all.

Regular assignments, such as Reinforce Your Skills, Apply Your Skills, Extend Your Skills, Transfer Your Skills, and Develop Your Skills, are graded manually by your instructor. However, your instructor may set eLab to give you the default number of points just for completing an assignment. If so, you will receive credit automatically. Although you will get credit automatically, this does not mean that your instructor will not review your work. Your instructor may also choose to give you personal feedback on your work.



To begin working on the above assignment, student Tommy clicks the hyperlink name under the Assignment Title column in the Assignments table. This gives him a description of the assignment and access to any attached files (none attached in this specific assignment). Then, Tommy can choose to type his answer(s) in the **Notes** box and/or upload his prepared solution file(s).

***Note!** The student exercise files can be downloaded from the Content section. You will need these files to complete assignments assigned to you.*

If he chooses to upload files, Tommy selects the number of files from the drop-down menu that he wants to attach, clicks the **Choose File** button, and locates the file. The default name in the Filename box will be

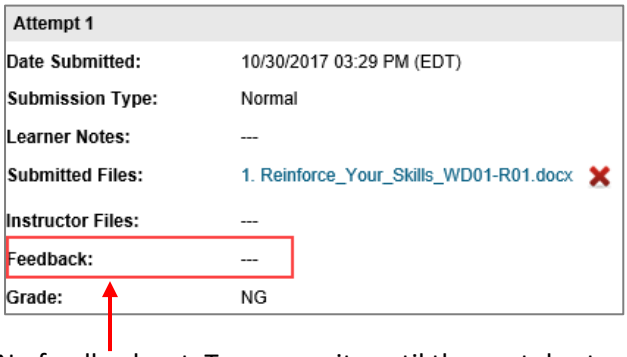
the exact name of the file. Tommy can change this filename if he wishes. When he's ready, Tommy clicks the **Submit Assignment** button to upload his assignment submission.

For this assignment, Tommy's instructor will grade the assignment himself. As such, Tommy will see **NG** in the Grade column for this assignment until it has been graded.



Word Chapter 1	Extend Your Skills W1-E1	Lab Assignment	---	---	---	View Submission	NG

Tommy can click the **View Submission** link to see if his instructor has left feedback.



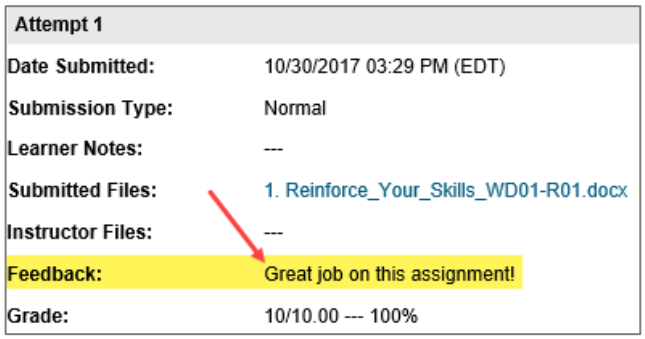
Attempt 1	
Date Submitted:	10/30/2017 03:29 PM (EDT)
Submission Type:	Normal
Learner Notes:	---
Submitted Files:	1. Reinforce_Your_Skills_WD01-R01.docx
Instructor Files:	---
Feedback:	---
Grade:	NG

No feedback yet. Tommy waits until the next day to check the Assignments table again. Now he sees that his grade is posted.



Word Chapter 1	Extend Your Skills W1-E1	Lab Assignment	---	---	---	View Submission	10/10.00 - 100%

Once again, he clicks **View Submission** to scan for feedback from his instructor.



Attempt 1	
Date Submitted:	10/30/2017 03:29 PM (EDT)
Submission Type:	Normal
Learner Notes:	---
Submitted Files:	1. Reinforce_Your_Skills_WD01-R01.docx
Instructor Files:	---
Feedback:	Great job on this assignment!
Grade:	10/10.00 --- 100%

Your instructor may attach your file with feedback entered directly in the file. If so, this file will be in the **Instructor Files** field. You will have a record of the file you submitted and a "marked up" file by your instructor for each assignment attempt.

Your instructor may also allow you to resubmit your assignment in certain cases, and he may allow you to resubmit more than once. On the Submit Assignment page, in the Assignment Information table, you can see the number of resubmissions allowed by looking for **Total Attempts Remaining**.

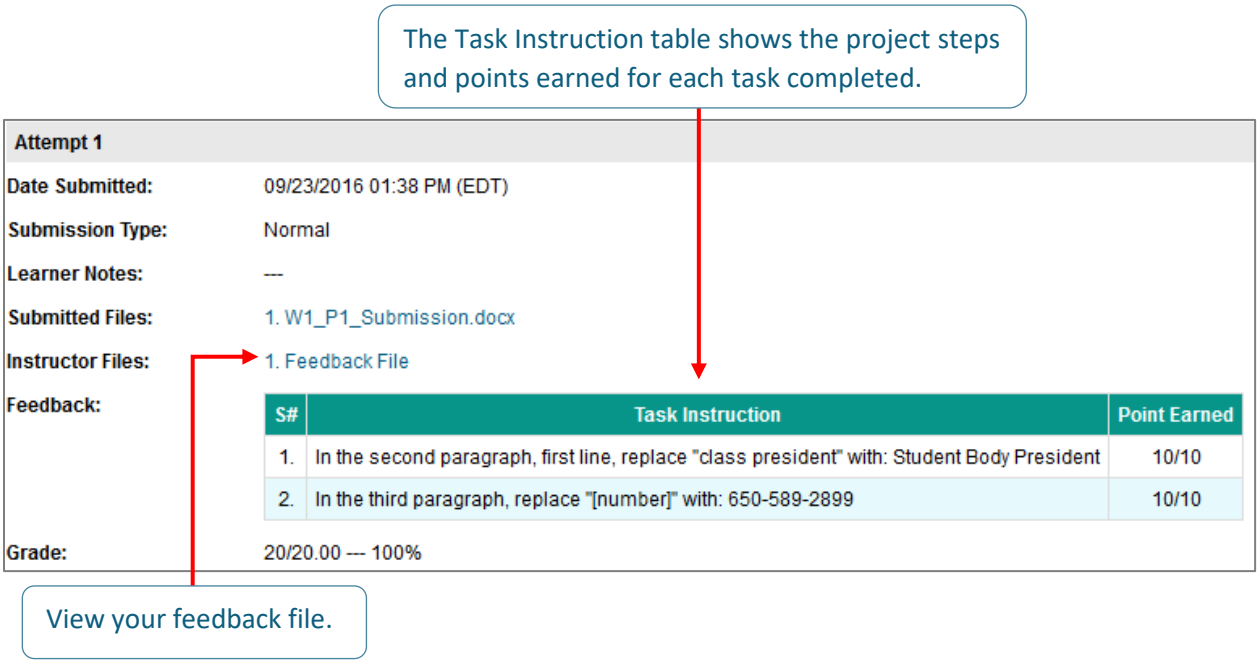
Project Grader Assignments

This type of assignment applies to all Office 2013 and 2016 courses.

Project Grader assignment are completed almost the same way as regular assignments, described above, but they are automatically graded by the system. When completing a project, you **must** first download the necessary **Starting File** and **Instructions** file. The Instructions File is not included in Office 2016 courses. **These files must be downloaded from your eLab account ONLY.** The starting file cannot be shared among students.

You will be submitting the same starting file you downloaded. If you are resubmitting the assignment, you must download a new starting file to use on every resubmission. The previous starting file cannot be used for new resubmissions, as there is a security token attached to every starting file and resubmission.

After your project has been submitted, it will then be automatically graded by the system. You will receive a grade, along with detailed feedback in a **Feedback File** for your project submission.



***Tip!** After submitting your project, if you see NG appear in place of your grade, wait a few minutes and your grade will then appear.*

Quick Grader Assignments

This type of assignment applies to QuickBooks Pro 2014–2015 and QuickBooks Online courses.

Quick Grader projects are submitted almost the same way as regular assignments, described above. They are also automatically graded by the system. These projects do not require you to download a Starting File or Instructions File, though you must follow the instructions given in the Description box, which refers you to a page number in your text. You must also have QuickBooks installed on your computer. If a project requires you to export a file to Excel, download the **Exporting_QuickBooks_Reports_to_Excel** file,

which is attached to the project assignment. It is not necessary to download this file with every resubmission.

After attaching your file and submitting your project, once the system gives you a grade, you will see the Feedback File and your grade.

Attempt 1

Date Submitted:	09/12/2016 07:45 PM (PDT)
Submission Type:	Normal
Learner Notes:	---
Submitted Files:	1. AYS_2-4_Step_1_
Instructor Files:	1. Feedback File

Feedback:

S#	Task Instruction	Point Earned
1.	Add a new bank account named "Checking" to the Chart of Accounts.	1/1
2.	Add a new bank account named "Savings" to the Chart of Accounts.	1/1
3.	Add a new income account named "Boarding Income" to the Chart of Accounts.	1/1
4.	Add a new expense account named "Boarding Food and Supplies" to the Chart of Accounts.	1/1
5.	Change the name of the Vaccines and Medicines account to "Pharmaceuticals."	1/1
6.	Add a new account named "Medicines" to the Chart of Accounts, and set it as a subaccount of Pharmaceuticals.	1/1
7.	Add a new account named "Vaccines" to the Chart of Accounts, and set it as a subaccount of Pharmaceuticals.	1/1

Grade: 7/7.00 --- 100%

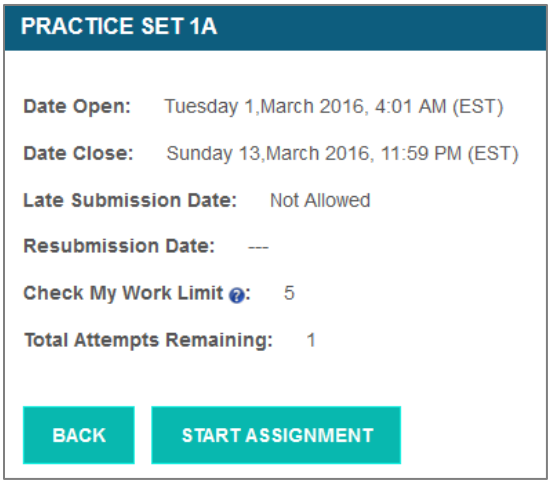
Homework Grader Assignments

This type of assignment applies to Payroll Accounting courses.

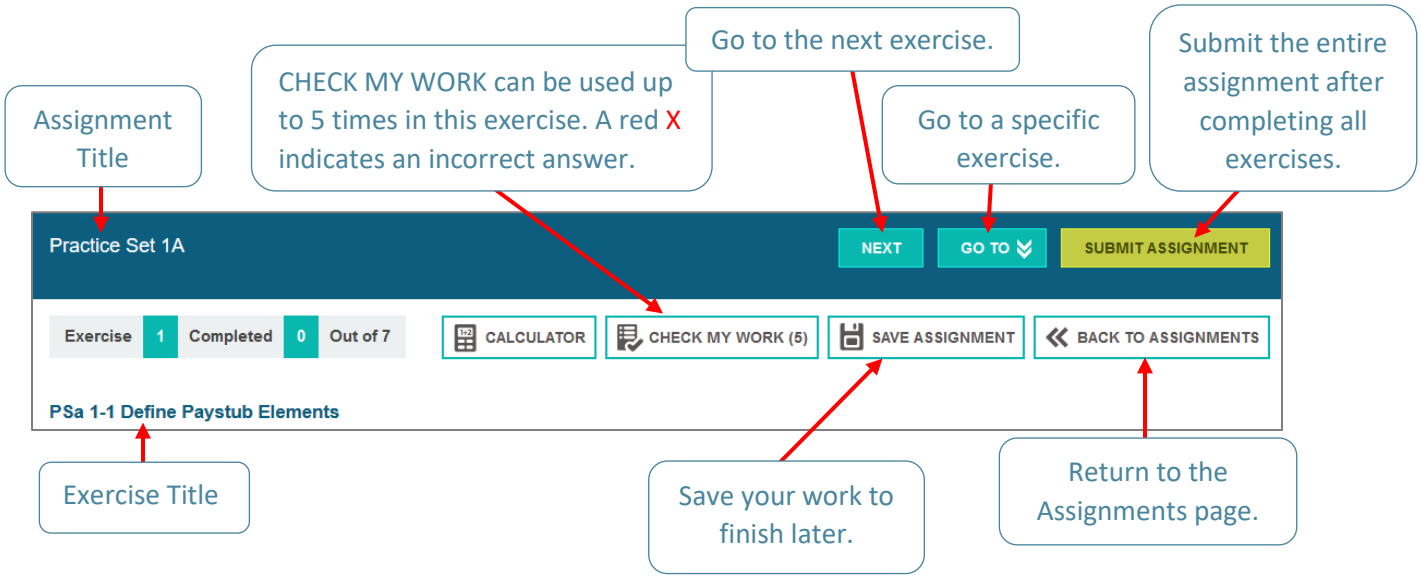
From the main Assignments page, click the title link or the Submit Assignment link. Both links take you to a page that shows the assignment details.

Heading	Assignment Title	Assignment Type	Date Available (EDT)	Date Due (EDT)	Late Submission Date (EDT)	Submit Assignment	Grade
Chapter 1	CPP 1-1 Start a New Business and Assist a New Employee HG	Continuing Payroll Problem	---	---	---	Start Assignment	---
Chapter 1	Practice Set 1A HG	Practice Set A	12:00 AM 10/27/2017	11:59 PM 10/31/2017	---	Assignment Submitted	38.02/52 - 73.11%
Chapter 1	Practice Set 1B HG	Practice Set B	---	---	---	Assignment Submitted	6.95/58 - 11.98%
Chapter 1	Practice Set 1C HG	Practice Set C	---	---	---	Start Assignment	---

Homework Grader assignments include a feature called Check My Work. This option may be enabled by your instructor for all or selected assignments. Please contact your instructor if this option is not available for a specific assignment. Below you can see that the **Check My Work Limit** option is available for Practice Set 1A and is set to a maximum of 5. This means the instructor has set the limit for the number of times you may use the Check My Work feature **per exercise** to five times.

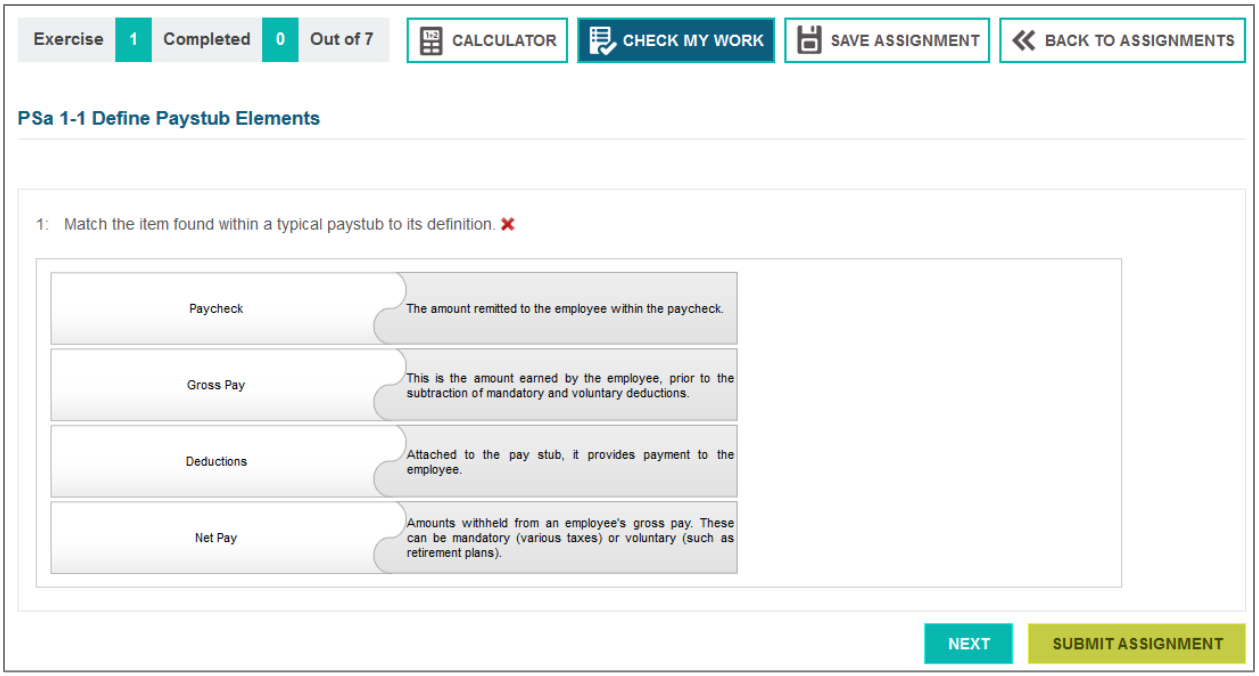


Click **START ASSIGNMENT** to begin the assignment and click **BACK** to exit out of the assignment.



Check My Work

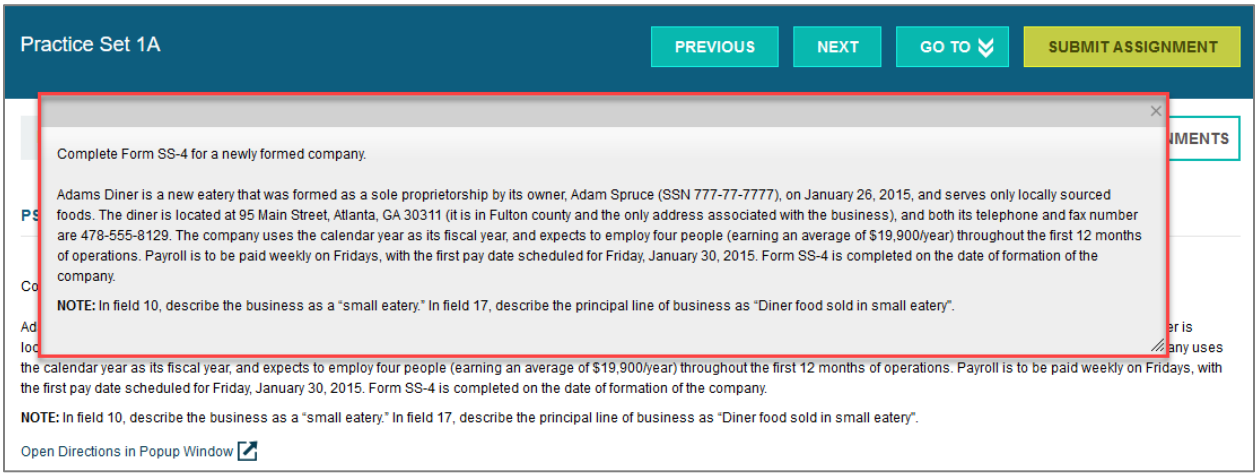
The below screenshot shows an example of the **CHECK MY WORK** option. After inputting your answer, click **CHECK MY WORK**. A red X at the end of the question text indicates an incorrect answer, while a green checkmark indicates a correct answer. Every time you change your answer, you must click **CHECK MY WORK**.



Popup Windows



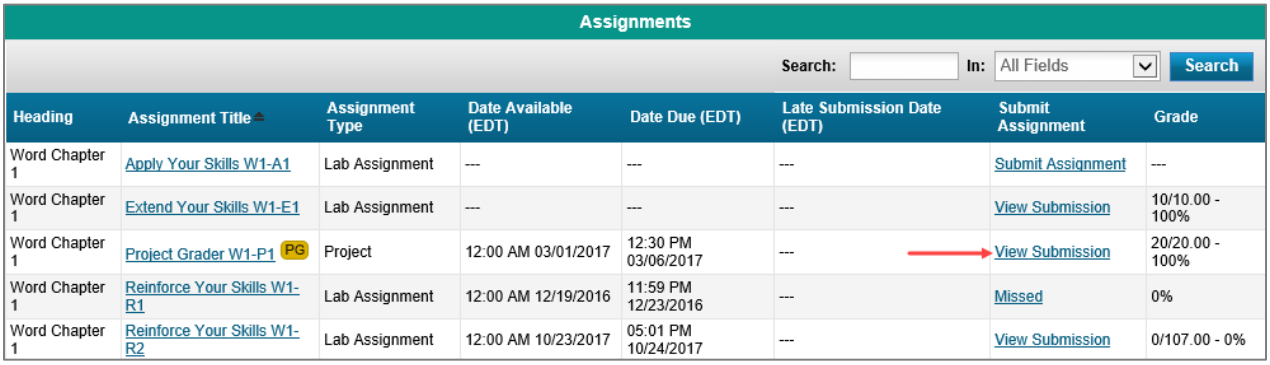
Some Homework Grader assignments feature a pop-up window. Click **Open Directions in Popup Window**. This will open a new window with the directions to follow. You can resize and move an open directions window.



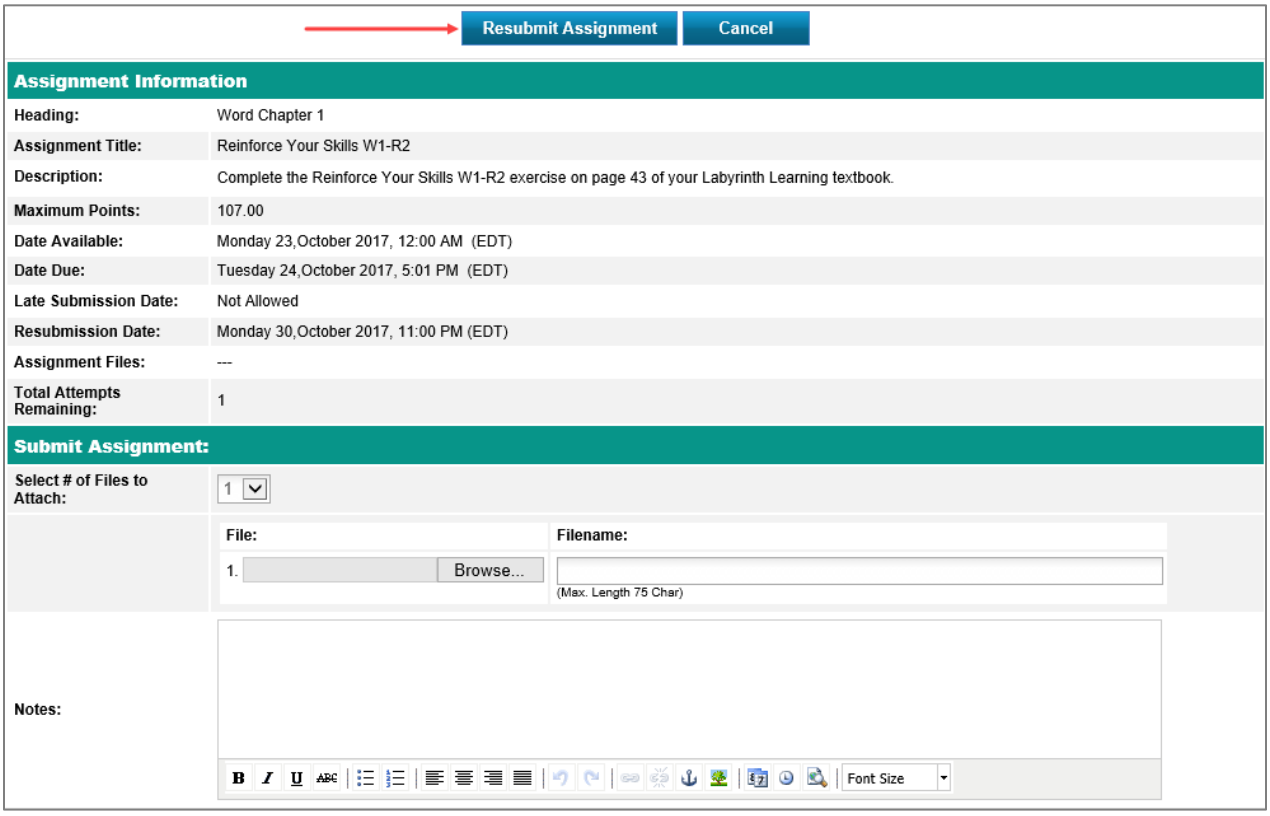
__Tip!__ Click __SAVE ASSIGNMENT__ regularly to ensure your progress is saved, preventing you from losing any work before the assignment is submitted. Your work is saved automatically every 5 minutes.

Assignment Resubmissions

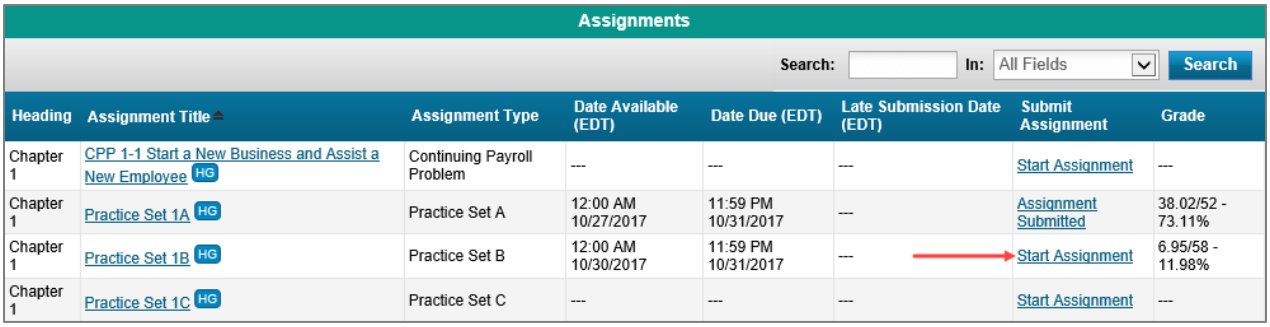
To resubmit a Project Grader, Quick Grader, or regular assignment, click the **View Submission** link under the Submit Assignment column within the Assignments table.



Choose the number of files to upload, browse to your saved files, and then click **Resubmit Assignment** when ready. You will see your previous attempt(s) at the bottom of the page.

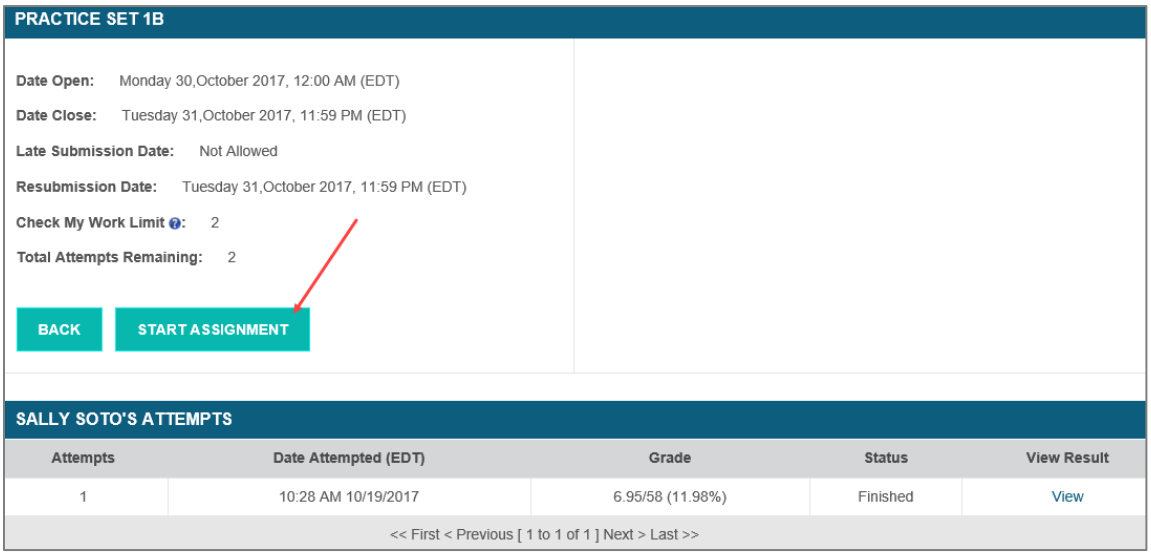


To resubmit a Homework Grader assignment, click the **Start Assignment** link under the Submit Assignment column.

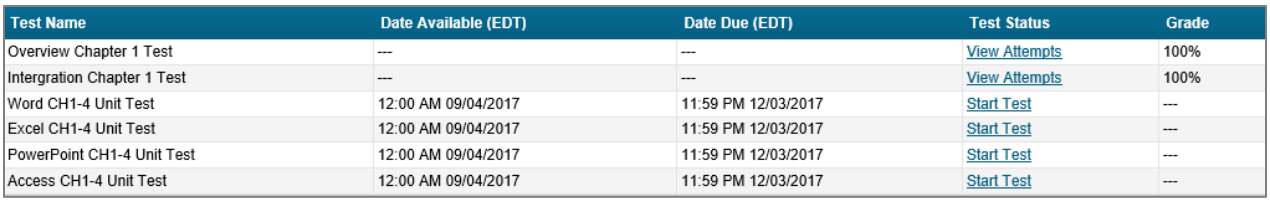


Click the **Start Assignment** button to begin retaking your homework assignment.

Please note: If your instructor has allowed the option for you to update your answers from a previous attempt, when you start the assignment, your previous answers will be filled in. You can then fix your answers as needed and then resubmit.



Tests

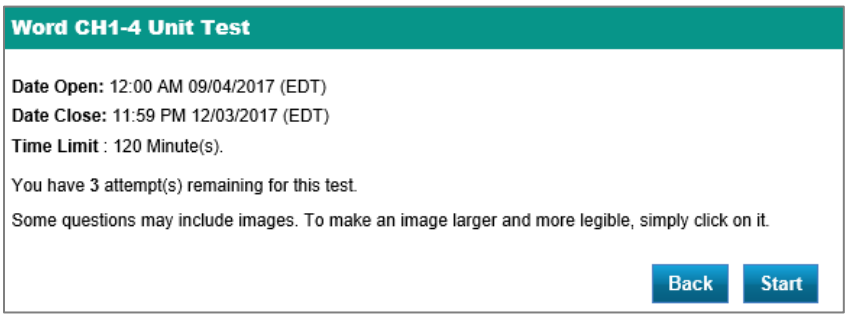


In the preceding figure, Tommy has sorted the tests in ascending order by test name. He has already taken a few of the tests, and has done well overall. To start the Word CH1-4 Unit Test, he would simply click the **Start Test** link in the **Test Status** column.

Notice the **View Attempts** link, also in the Test Status column. Tommy can click this link to get details about his performance on the tests he's already taken. See the Viewing Test Results section for more details on this feature.

Taking Tests

When you click the **Start Test** link for a test, you are taken to an opening page that describes the details of the test. You can read the description and decide if you want to begin the test at that time or later.



For fixed duration tests (tests with a time limit), time begins as soon as you click the **Start** button.

Tip! *Only click the Start button when you're fully ready to begin taking a test.*

At the top of every test question page is a series of navigation buttons. Use these buttons to move from question to question, to view the test timer (if applicable), and to submit your test.



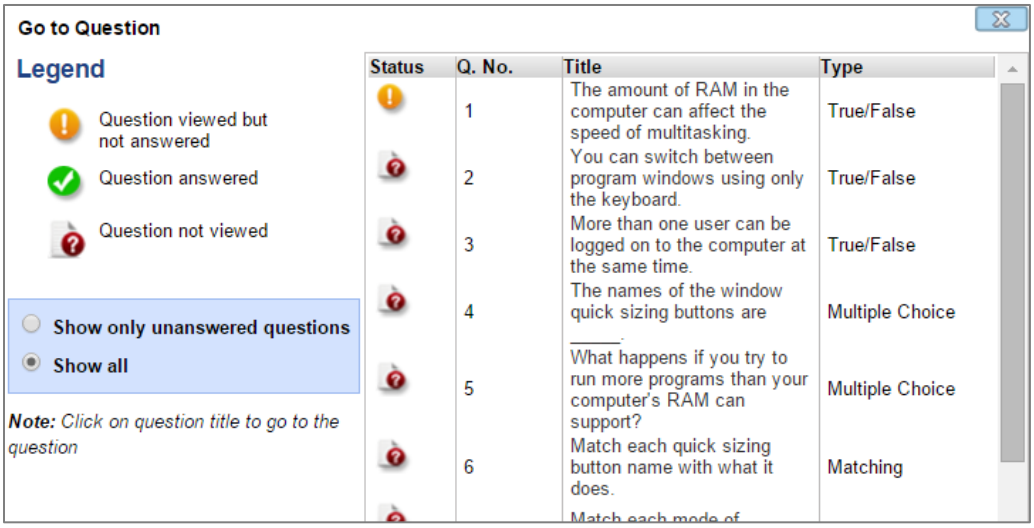
For true/false, multiple choice, matching, and sequence questions, simply click or use the drag-and-drop method to indicate your answers and then click **Next**.

For simulation questions, click **Start**, complete the task, and then click **Submit** in the pop-up window that appears. You can also click **Previous** to go back to an earlier question and change your answer (depending on the question type).

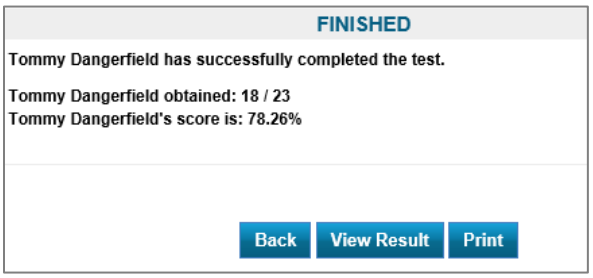
Important! *You must click* ***Submit*** *after completing a simulation question. If you click* ***Next****, you will be allotted zero (0) points for the question regardless of your performance.*

The Go To Button

Notice the **GO TO** button at the top of the test page. Click this button to view a test in a different way. From here you can see the question status, text, and type. You can even filter the list to show questions you have already answered or not yet completed. The legend at the left will help you interpret the **Status** column.

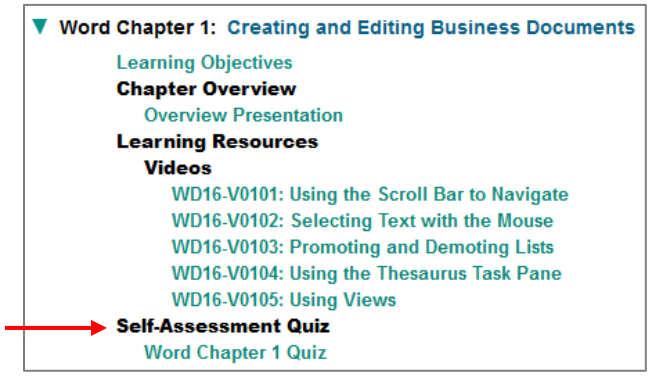


When you reach the last question in the test, eLab will display a prompt to click the **SUBMIT TEST** button. You will then be asked to confirm that you want to submit the test. The next screen that appears will show your performance on the test.



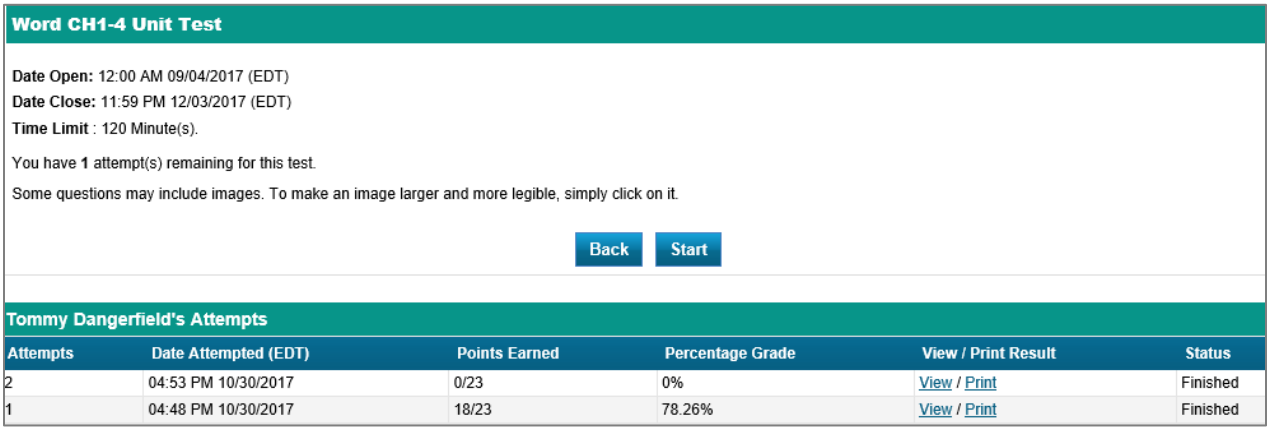
Concepts Review/Self-Assessment Quizzes

A Concepts Review/Self-Assessment Quiz for each chapter is also available in eLab. Simply click the **Content** link and then navigate to the appropriate unit and/or chapter. The Concepts Review/Self-Assessment Quiz appears at the bottom of the chapter content page. These quizzes are also available on the main **Tests** page.



Viewing Test Results

Depending on how your instructor sets up your tests, you will receive different information. For example, you may receive this information immediately or after all students have taken the test. To view your results, click the **View Attempts** link in the **Test Status** column, located in the main Tests table.



Word CH1-4 Unit Test

Date Open: 12:00 AM 09/04/2017 (EDT)
Date Close: 11:59 PM 12/03/2017 (EDT)
Time Limit : 120 Minute(s).

You have **1** attempt(s) remaining for this test.

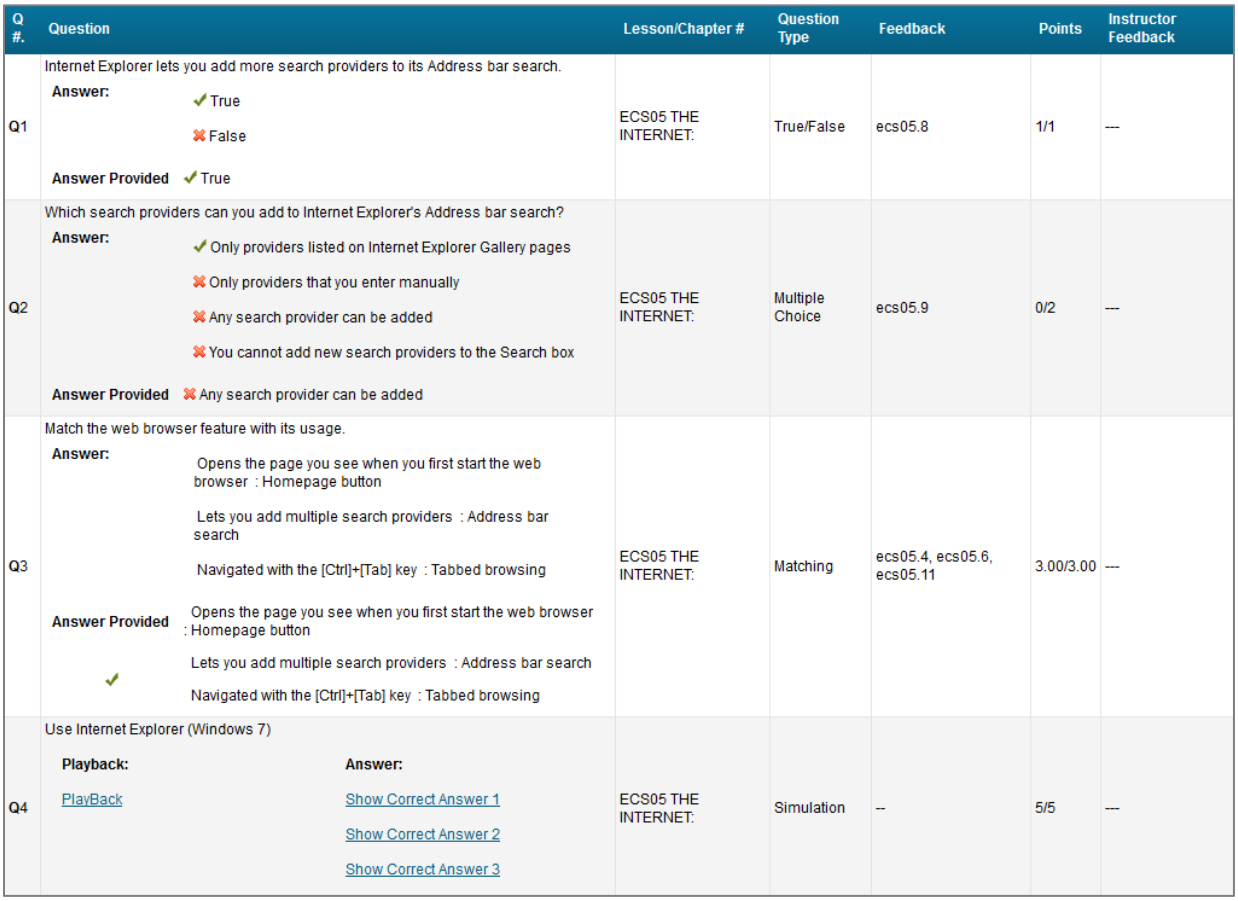
Some questions may include images. To make an image larger and more legible, simply click on it.

Back Start

Tommy Dangerfield's Attempts

Attempts	Date Attempted (EDT)	Points Earned	Percentage Grade	View / Print Result	Status
2	04:53 PM 10/30/2017	0/23	0%	View / Print	Finished
1	04:48 PM 10/30/2017	18/23	78.26%	View / Print	Finished

At the top of the screen, you will see a recap of the test details. Below that is a table that shows the total possible/total earned points, as well as the percentage grade. You can get even more information by clicking the **View** link.



Q #.	Question	Lesson/Chapter #	Question Type	Feedback	Points	Instructor Feedback
Q1	Internet Explorer lets you add more search providers to its Address bar search. **Answer:** ✓ True ✗ False **Answer Provided** ✓ True	ECS05 THE INTERNET:	True/False	ecs05.8	1/1	---
Q2	Which search providers can you add to Internet Explorer's Address bar search? **Answer:** ✓ Only providers listed on Internet Explorer Gallery pages ✗ Only providers that you enter manually ✗ Any search provider can be added ✗ You cannot add new search providers to the Search box **Answer Provided** ✗ Any search provider can be added	ECS05 THE INTERNET:	Multiple Choice	ecs05.9	0/2	---
Q3	Match the web browser feature with its usage. **Answer:** Opens the page you see when you first start the web browser : Homepage button Lets you add multiple search providers : Address bar search Navigated with the [Ctrl]+[Tab] key : Tabbed browsing **Answer Provided** Opens the page you see when you first start the web browser : Homepage button ✓ Lets you add multiple search providers : Address bar search Navigated with the [Ctrl]+[Tab] key : Tabbed browsing	ECS05 THE INTERNET:	Matching	ecs05.4, ecs05.6, ecs05.11	3.00/3.00	---
Q4	Use Internet Explorer (Windows 7) **Playback:** PlayBack **Answer:** Show Correct Answer 1 Show Correct Answer 2 Show Correct Answer 3	ECS05 THE INTERNET:	Simulation	--	5/5	---

Here is just a portion of a test answer table for Tommy's Chapter 05 Test. The **Feedback** column shows the page in the book wherein the topic of the question was discussed, and the **Points** column shows the received and available points (1/1 means Tommy received one out of one point for the question).

For true/false, multiple choice, sequence, and matching questions, the correct answer is identified with a green checkmark.

For simulation questions, Tommy can click **Playback** to see a recording of his actions. He can also click **Show Correct Answer** to see verification of the proper actions for this question.

Types of Tests

There are two types of tests in eLab: open tests and fixed-duration tests.

- Open tests are always available and may or may not have a time limit.
- Fixed-duration tests are available at a specific date and time and must be completed within the time limit set by your instructor.

A note about time limits is important here. If the end time of a one-hour test is, for example: 5:00PM, you may begin taking the test as late as 4:00PM and still have the full sixty minutes to complete the test. Tests that start at, for example, 4:30PM will not have the full sixty minutes. You would only have thirty minutes to complete it.

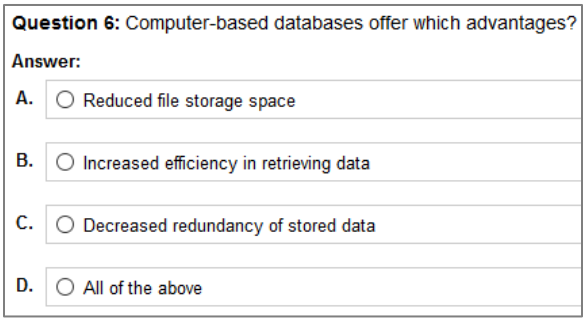
If an unforeseen occurrence happens (such as a lost Internet connection or a computer stall) while you are taking a test, you *cannot* restart the test from the beginning; however, you can pick up where you left off—if you still have time remaining. If the test has a time limit, the timer will still be running even though you were ejected from eLab. (Your instructor may set up the timer to pause in the event of a disconnection. In this case, when you log back on to the test, you will still have the proper amount of time remaining.) If you do not have enough time to complete the test in such a situation, ask your instructor to reset the test for you.

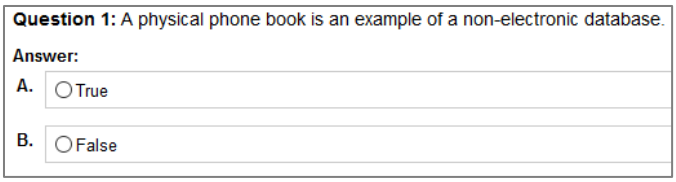
Types of Test Questions

eLab includes five main types of questions:

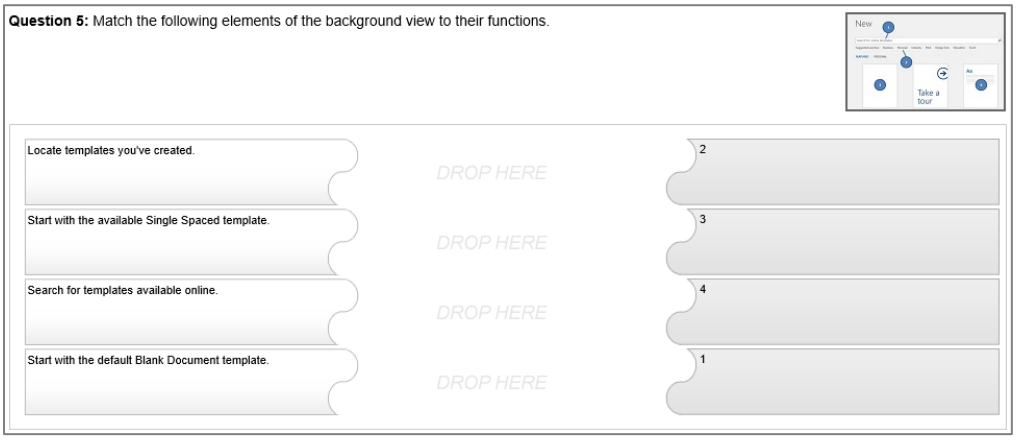
- True/False
- Multiple Choice
- Sequence
- Matching
- Flash Simulation/HTML Simulation

TRUE/FALSE AND MULTIPLE CHOICE: You have one attempt to complete each of these question types, but you can change your answers multiple times before committing your final answers.





MATCHING: In matching questions, you match the items in the two columns by dragging and dropping the item in the right column to the appropriate item in the left column. You have one attempt to complete this question type, but you can change your answers multiple times before submitting the test.

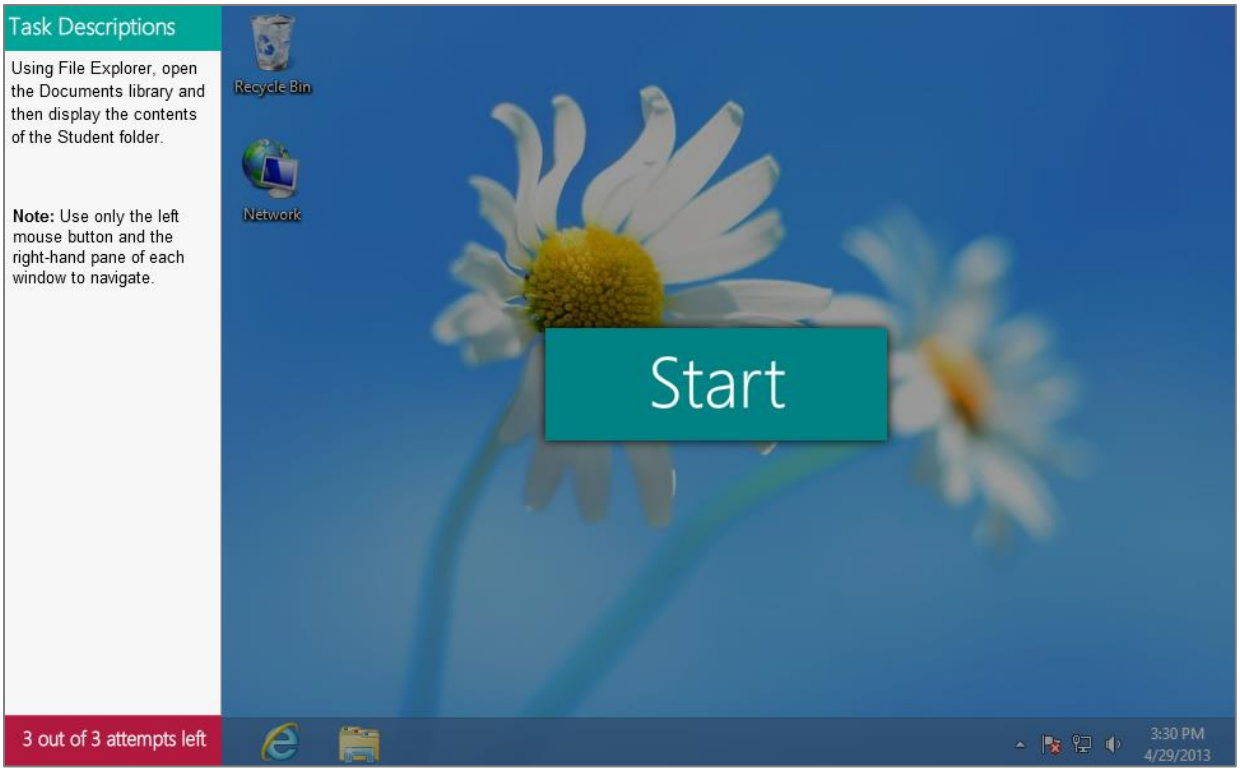


SIMULATIONS: Simulation questions are designed to give you a realistic computer environment. You click buttons, menu items, select text, etc. in the simulation just as you would in an application. Unless specifically stated otherwise in the **Task Descriptions** of how to accomplish the task, you can use any sequence of steps available in the application to complete it (for example, menu commands or keystrokes).

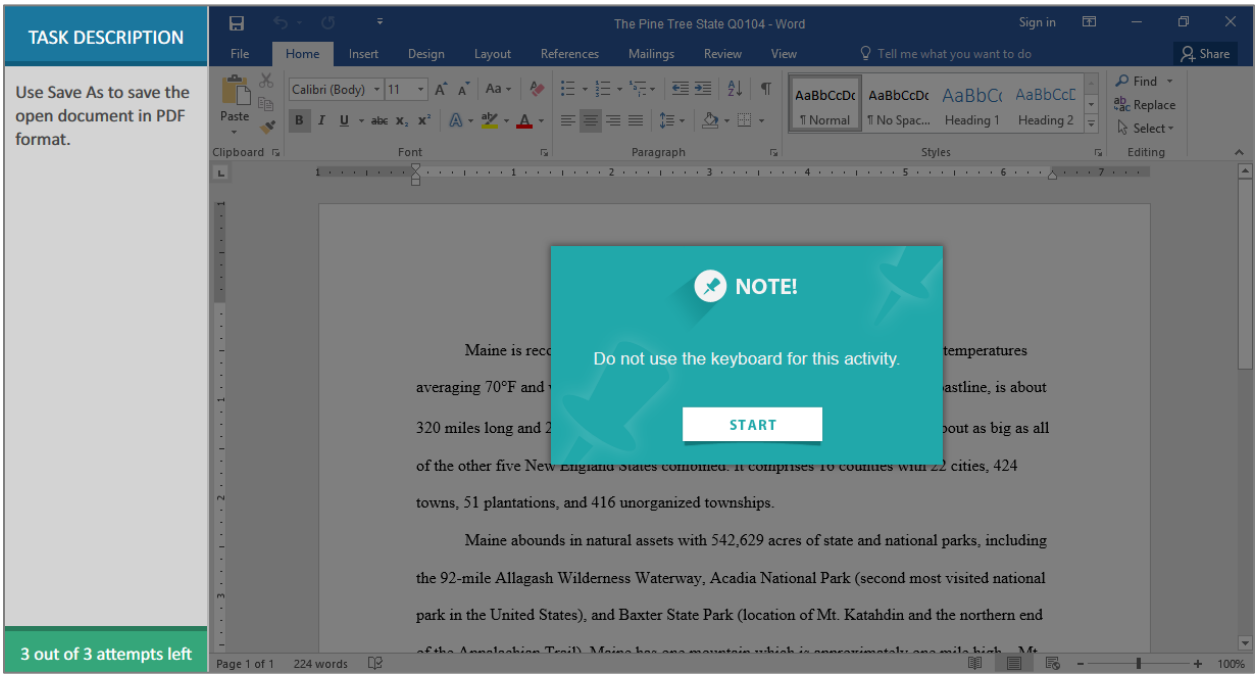
You have three attempts to complete the task presented. Please keep in mind,

1. DO NOT perform any click or keystroke other than what the task description instructs to. You will lose an attempt for every incorrect click and keystroke.
2. After completing your simulation task, click **Submit** before moving to another question. If you do not click Submit, you will get zero (0) points on the question.
3. Once you click **Start**, you MUST complete the question in its entirety before moving on to any other question. If you skip to another question or return to the previous question before submitting, you will get zero (0) points on the question.

If you do not click **Start** and want to move to the next question, you can do so and then return to it later.



Flash simulations *are featured in Microsoft Office 2013 courses only. You must have Adobe Flash Player to view these questions. To download Adobe Flash Player, click here.*



HTML simulations *are featured in Microsoft Office 2016 courses only. Adobe Flash Player is not required for these questions.*

Retaking a Test

If your instructor has given more than one attempt for a test, you will be able to retake it. In the Tests table, click the **View Attempts** link for the test you want to retake.

Test Name	Date Available (EDT)	Date Due (EDT)	Test Status	Grade
Overview Chapter 1 Test	---	---	Start Test	---
Intergration Chapter 1 Test	---	---	Start Test	---
Word CH1-4 Unit Test	12:00 AM 09/04/2017	11:59 PM 12/03/2017	View Attempts	78.26%
Excel CH1-4 Unit Test	12:00 AM 09/04/2017	11:59 PM 12/03/2017	Start Test	---
PowerPoint CH1-4 Unit Test	12:00 AM 09/04/2017	11:59 PM 12/03/2017	Start Test	---
Access CH1-4 Unit Test	12:00 AM 09/04/2017	11:59 PM 12/03/2017	Start Test	---

This take you to a page that shows your previous attempts. Click **Start** to begin the test again.

Word CH1-4 Unit Test

Date Open: 12:00 AM 09/04/2017 (EDT)
Date Close: 11:59 PM 12/03/2017 (EDT)
Time Limit : 120 Minute(s).

You have **1** attempt(s) remaining for this test.

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

Back Start

Tommy Dangerfield's Attempts

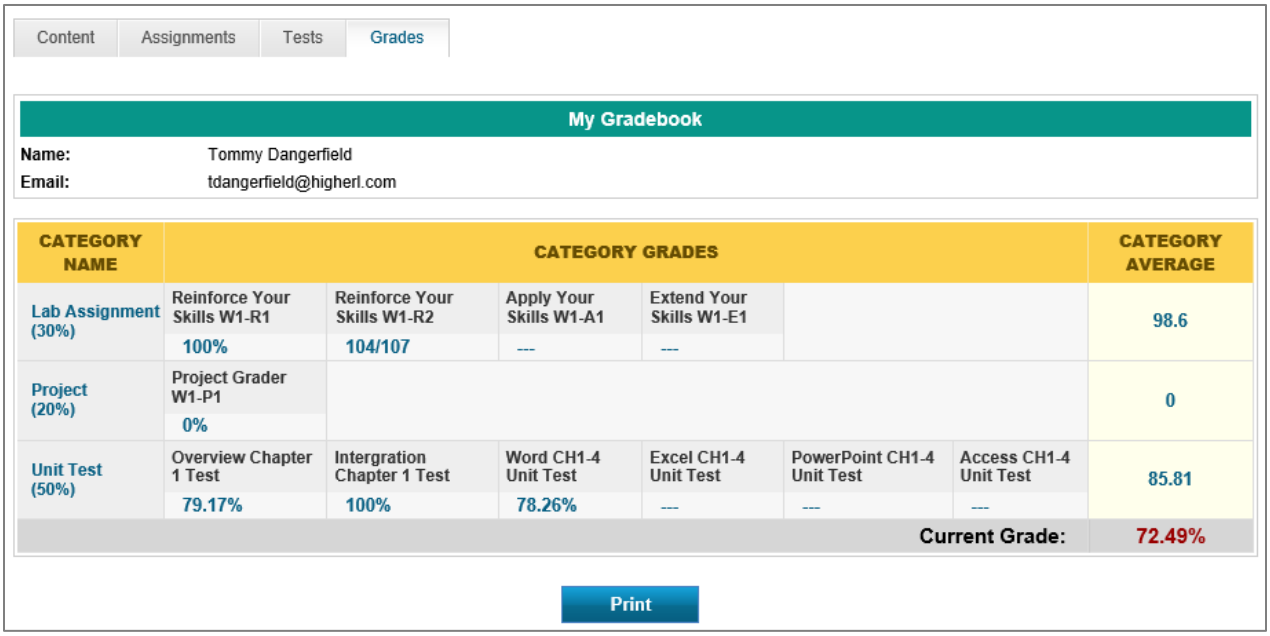
Attempts	Date Attempted (EDT)	Points Earned	Percentage Grade	View / Print Result	Status
2	04:53 PM 10/30/2017	0/23	0%	View / Print	Finished
1	04:48 PM 10/30/2017	18/23	78.26%	View / Print	Finished

Grades

Click the **Grades** link for your course from your **My Courses** page to access your grades on assignments, tests, and your final course grade—if your instructor chooses this option. Tests and some assignments (such as Project Grader, Quick Grader, and Homework Grader) are graded automatically in eLab. Regular assignments are manually graded by your instructor. Your assignment grades will be posted as soon as your instructor inputs them, if he decides to post them for students.

***Tip!** You can also access your grades by clicking on **My Grades** link on the Content navigation bar.*

Following, is a sample gradebook for a student (Tommy) still taking a course.

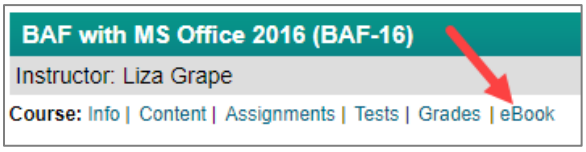


In this course, Tommy gets a grade for lab assignments, a project, and six unit tests. Assignments and tests that have not been completed are marked with dashes (---), as well as other items not yet credited. **NG** stands for Not Graded. Notice that Tommy can see his average for each category, as well as his current grade for the course. Clearly, Tommy wants to complete all missing items to up his final grade!

Tip! *Click* ***Print*** *at the bottom of the page to print your gradebook.*

eBook Integration

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



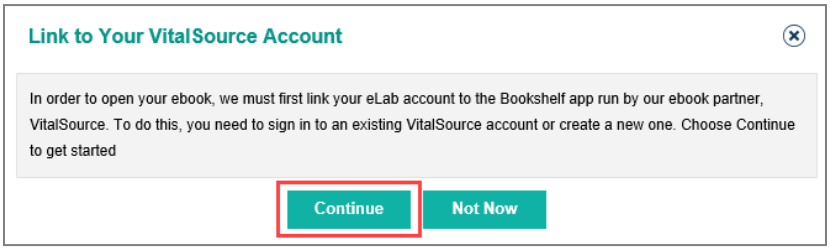
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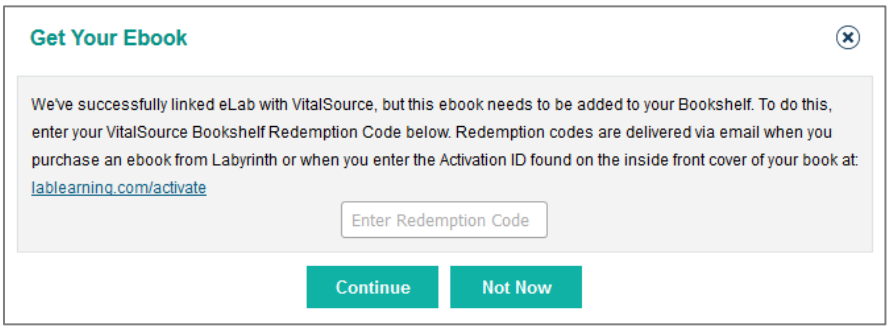
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Using the eBook Link

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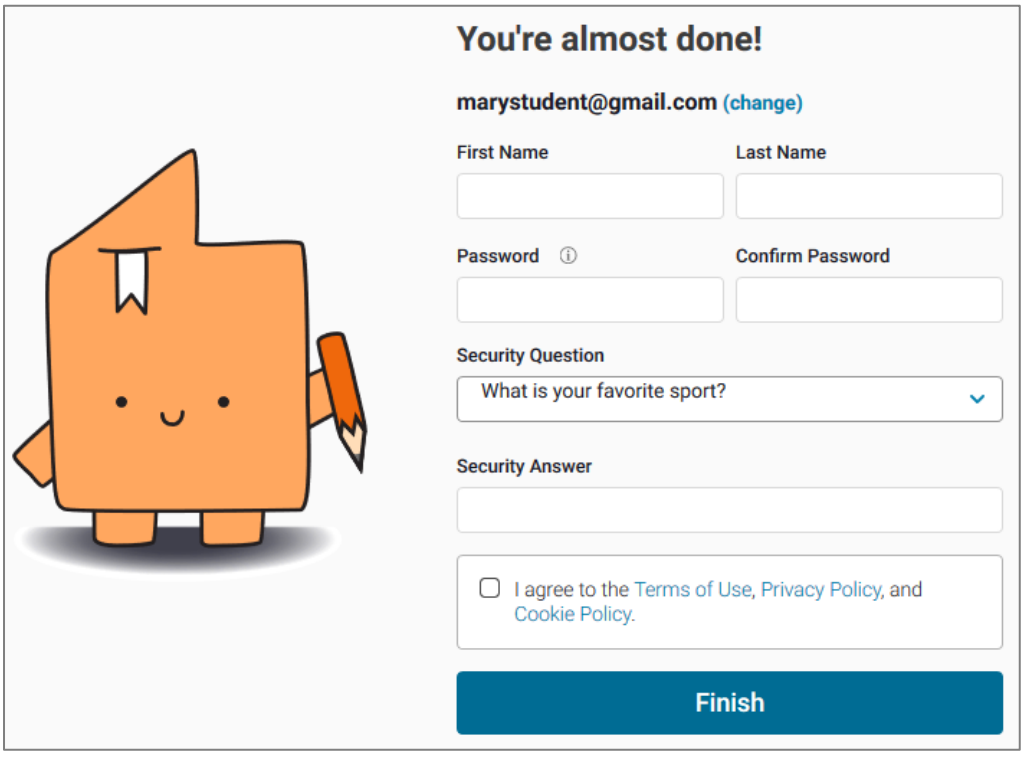
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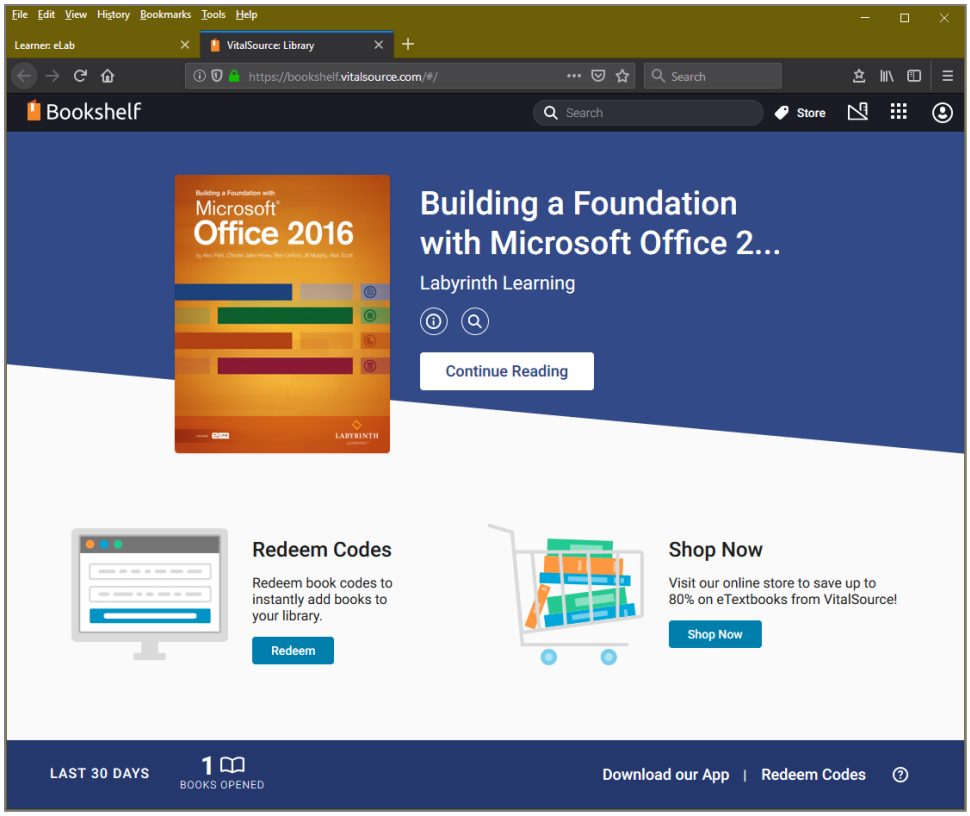
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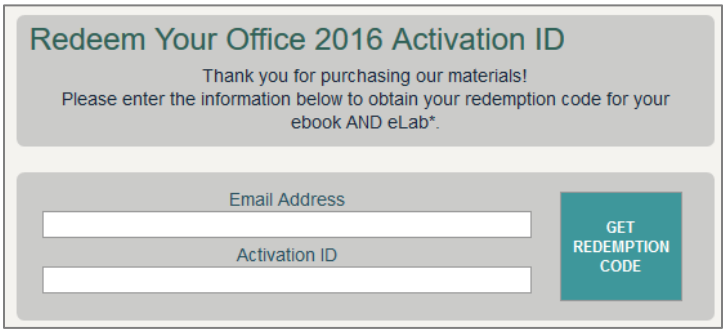
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Learning Resource Center

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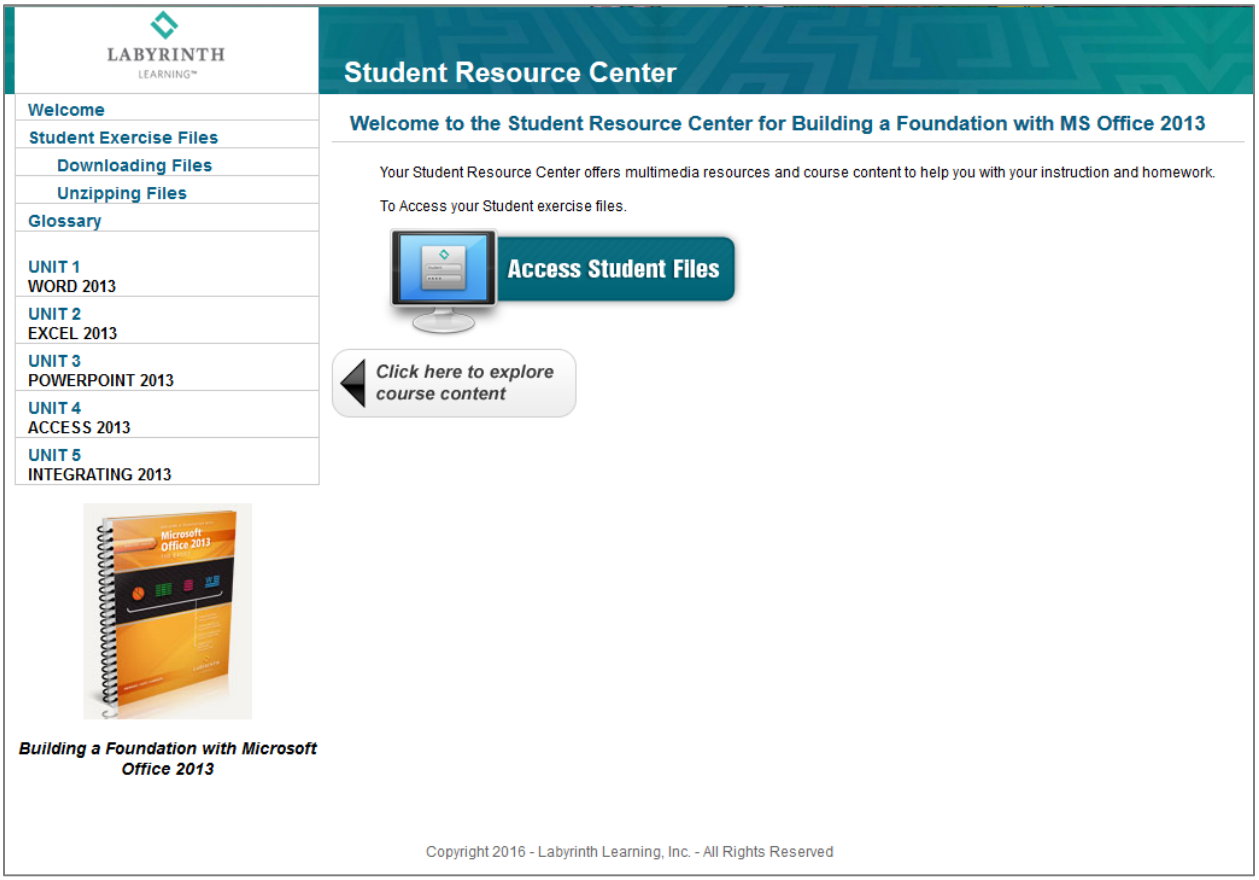
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Student Resource Center (Office 2013, Accounting Basics)

A direct link to the Student Resource Center is also in your book, found on the inside front cover. There is no need to register. Just go directly to the link to access all the free materials that compliment your book.

Other resources such as chapter objectives, overview presentations, and chapter quizzes are also included on this site.

Here is an image of the Student Resource Center for **Building a Foundation with Microsoft Office 2013**. All Student Resource Center pages look very similar to this one.



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

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

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