



LABYRINTH

LEARNING™

Labyrinth Learning



Skills Evaluation Tool (SET)

User Guide

eLab Skills Evaluation Tool (SET) Instructor User Guide

Version B, 08/2013

Labyrinth Learning

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Introduction

This guide is designed to help you use the Labyrinth eLab (www.labyrinthelab.com) platform. eLab is a learning management platform that is used for both course management and skills evaluation. This guide covers the eLab Skills Evaluation Tool (SET) functionality. For a complete guide on eLab CMS, please see the eLab CMS User Guide.

System Requirements

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

eLab System Requirements	
Requirement	Details
Web browser	Internet Explorer 8.0 or higher Mozilla Firefox 3.0 or higher Google Chrome 8.0 or higher Apple Safari 2.0 or higher
Adobe Acrobat Reader or Pro	Required to open the user guide and other PDF files
Adobe Flash Player	Required to view simulation, hotspot, sequence, and matching questions

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

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

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

Overview

Types of Questions

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
- Multiple choice
- Sequence (Office 2010 only)

- Matching
- Simulation

True/False and Multiple Choice: Students have one attempt to complete each of these questions types, but they can change their answers multiple times. Answers are only committed when the test is submitted for scoring.

Question 3: A manual page break can be removed automatically by Word in some cases.

Answer:

A. True

B. False

Question 1: You can format text by changing the font in the Font dialog box; for example, you can change the _____.

Answer:

A. line spacing

B. type size

C. paragraph indents

D. tab stops

Sequence: In sequence questions, students drag and drop the steps needed to complete a task into the proper order. Students can change their answer multiple times; answers are not committed until the test has been submitted.

Q. Drag and drop the following steps into the correct sequence to add a button to the Quick Access toolbar.

1 Select Add to Quick Access Toolbar.

2 Rightclick the button to display the shortcut menu.

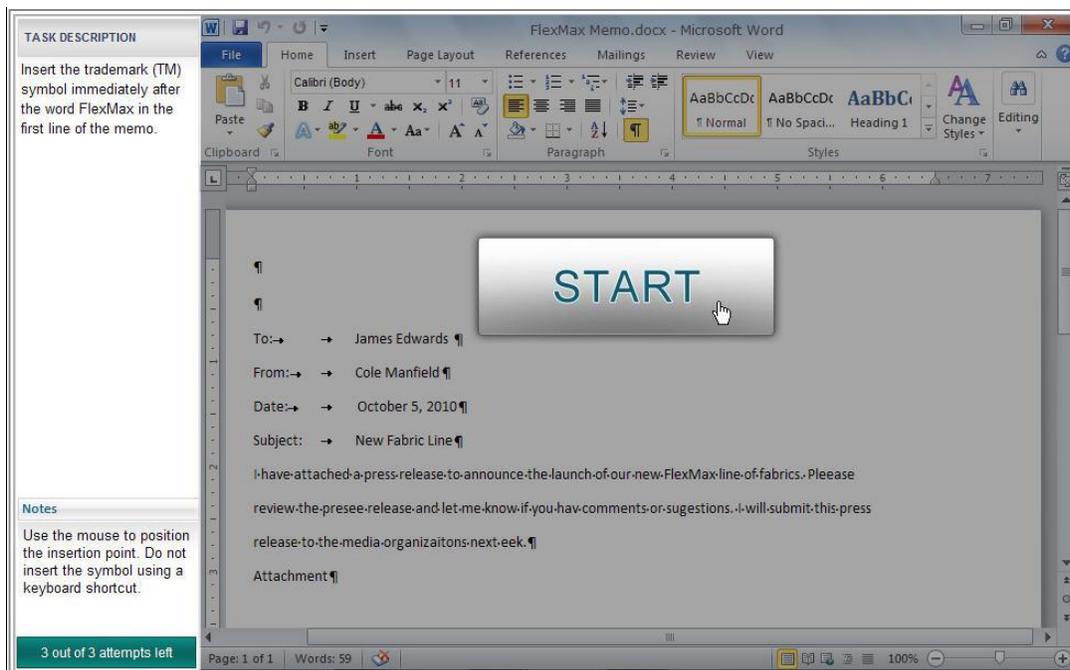
3 Select the tab where the button you wish to add resides.

Matching: In matching questions, students match the items in the two columns by dragging and dropping the item in the left column to the appropriate item in the right column. Students can change their answer multiple times; answers are not committed until the test has been submitted.

Q. Match each keyboard key with its navigation result.

Right arrow	Move one character to the right
[Ctrl] + right arrow	Insertion point moves to the end of the document
[End]	Insertion point moves to end of line
[Ctrl] + [End]	Insertion point moves one word to the right

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



Test Library

Three pre-built standard tests are accessible from the Test Library. You can use or modify them as desired. The tests include:

Practice Test: The practice test provides a sample of each type of test question (true/false, multiple choice, matching, sequence, and simulation) so that students can familiarize themselves with each question type and the test interface prior to taking a graded exam. This test provides examples of the simulation questions from multiple applications.

Skills Assessment: The sample Skills Assessment test is a prebuilt test to assess student's knowledge of basic computing skills in Microsoft Windows, file management, Word, Excel, PowerPoint, the internet, and email. This 60 question test includes true/false, matching, multiple choice, and simulation questions.

Skills Assessment – Simulations Only: The sample Skills Assessment – Simulations Only test is a prebuilt test to assess student's knowledge of basic computing skills in Microsoft Windows, file management, Word, Excel, PowerPoint, the internet, and email. This test contains 50 simulation questions.

As with any test in eLab, the instructor or test administrator has complete control over all sample test settings, including the ability to add or remove questions.

Question Library

The Question Library offers more than 2000 questions on topics including computer concepts, the Internet, Windows, Office applications, email, and more. You can add a question from the library, modify a question, or add your own questions. You can even add your own categories.

To view the Question Library, click the Tests link on the My Courses/Evaluations page and then click the *Question Library* button. Using the Question Library is covered in the Creating an Evaluation section of this user guide.

Getting Started

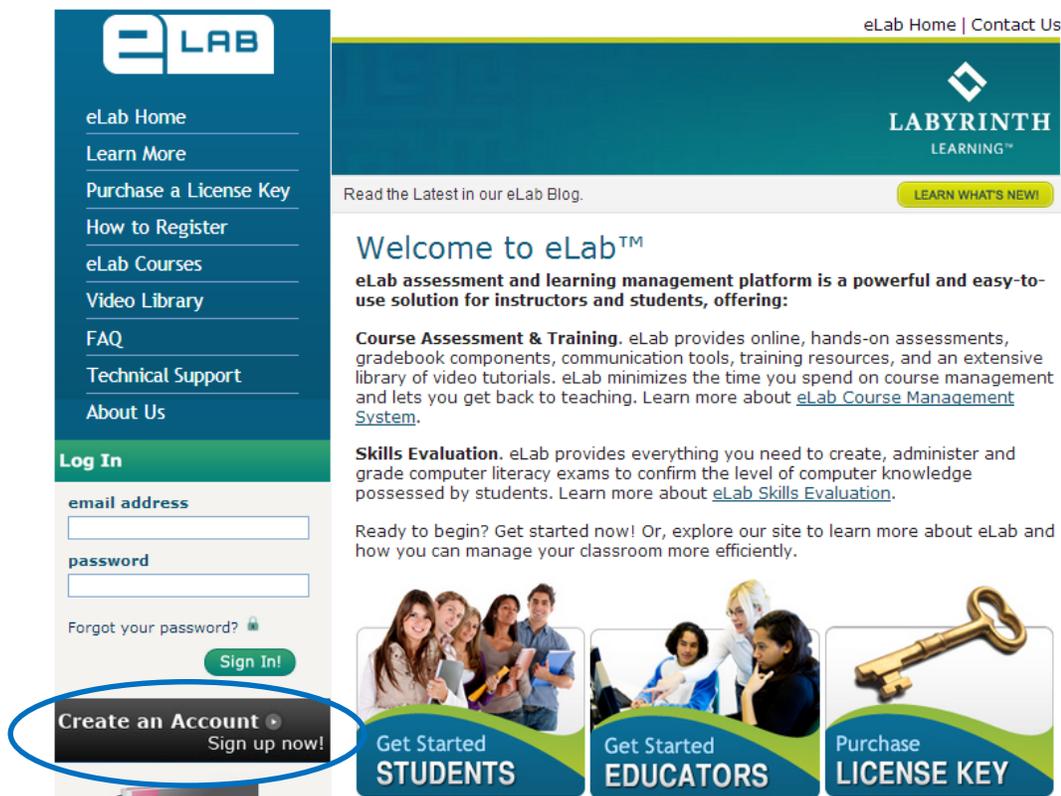
Accessing the eLab Website

Access eLab at www.labyrinthlab.com.

The interface was designed to be as easy to use as possible. With the eLab platform, educators have access to all the capabilities for skills evaluation and complete course management.

Creating an eLab Educator Account

Before using eLab SET, you must create an account. This is easy and takes just a few minutes. To start, click the *Create an Account* button on the lower left of the home page.



This takes you to the *Create an Account* page.

Note: The student registration on this form is for eLab CMS users only. See section on *Test Registration* for information related to student registration in eLab SET.

First Name*:

Last Name*:

Account Type*: Student/Learner Educator/Instructor

Email Address*:

Confirm Email Address*:

Password*:

Confirm Password*:

Phone Number:

City*:

Country ▼

State/Region*: ▼

Postal Code*:

Verification Code*: Type the characters you see in the picture below.



(Letters are not case-sensitive)

Legend: * Mandatory fields

Choose Educator/Instructor as the Account Type

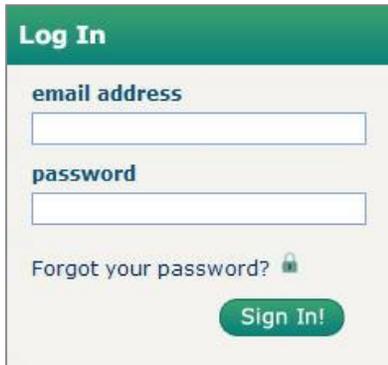
Note the mandatory fields. Your form will not be accepted until all mandatory fields are filled in.

Tip! Passwords must be 5 or more characters and may include numbers or symbols. Choose a password that you will remember.

Click the Create My Account button. Within a few minutes, you will receive an email confirming that your form has been received. The next email you receive will include confirmation that your account is active. You will receive this confirmation within 24 business hours. 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 created an account within eLab and have received confirmation of your account activation, you are ready to log in.

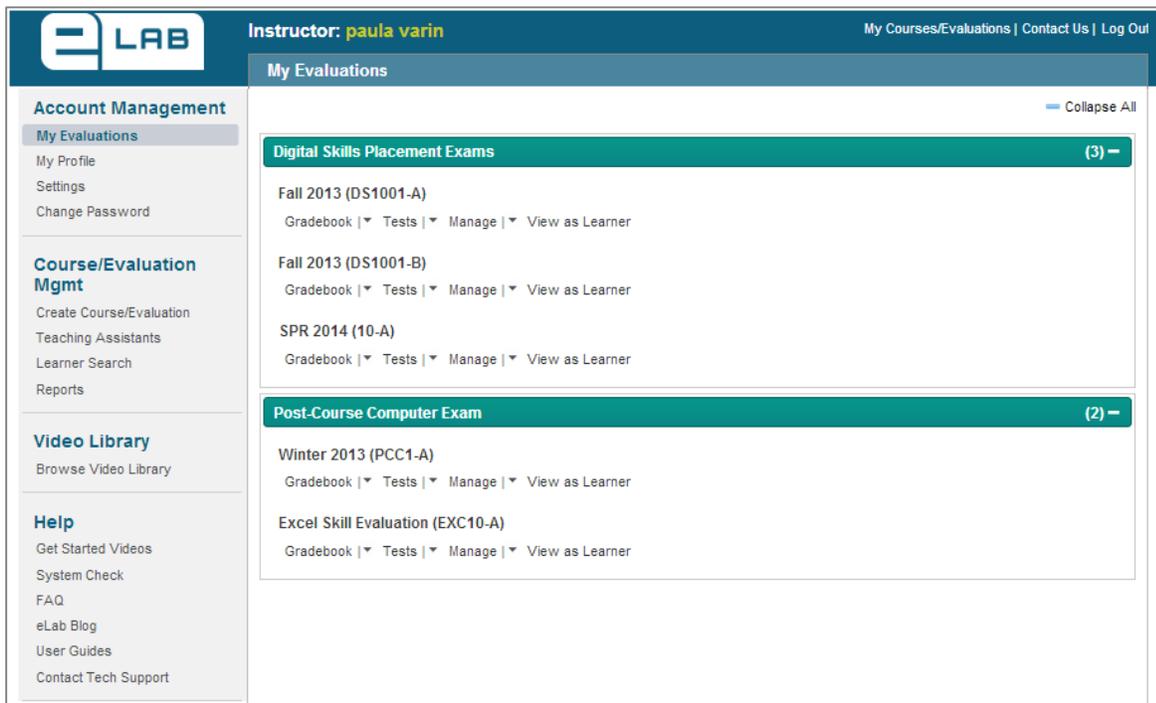


The image shows a 'Log In' form with a green header. It contains two input fields: 'email address' and 'password'. Below the password field is a link for 'Forgot your password?' with a lock icon. At the bottom is a green 'Sign In!' button.

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

My Courses/My Evaluations Interface

Once you login, you will be taken to the My Courses/Evaluations page. If you are using eLab for skills evaluation only, you will see a menu of items that apply to skills evaluation, plus the Video Library. If you are using eLab for course management, as soon as you create the environment for your first course, you will see an expanded menu of options.



The image shows the 'My Evaluations' interface in the eLab system. The top navigation bar includes the eLAB logo, the instructor's name 'paula varin', and links for 'My Courses/Evaluations', 'Contact Us', and 'Log Out'. The main content area is titled 'My Evaluations' and features a 'Collapse All' button. It is divided into three sections: 'Digital Skills Placement Exams' (3 items), 'Post-Course Computer Exam' (2 items), and a section for 'Excel Skill Evaluation (EXC10-A)'. Each item in the list includes links for 'Gradebook', 'Tests', 'Manage', and 'View as Learner'. The left sidebar contains navigation links for 'Account Management', 'Course/Evaluation Mgmt', 'Video Library', and 'Help'.

From this page, you can navigate to all functionality, including:

- **Manage your account:** Edit your profile, change your account settings, and change your password.
- **Manage your evaluations:** Create a new assessment, view existing assessments, 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 the My Courses/Evaluations page, you can return to the home page by clicking the eLab Home link at the top of the page. From any other location, you can return to the My Courses/Evaluations page by clicking the My Courses/Evaluations tab at the top right of the page.

Managing Your Account

Update Your Profile

In the My Profile section, you can view and modify the profile you created when you signed up for eLab. Click the Edit button to make any changes, and note the mandatory fields.

Change Your Password

If you would like to change your password, enter your existing password and then enter and confirm your new password. Click *Submit* to activate your new password.

Change Password

Enter your current password:*

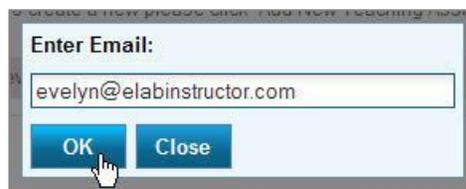
Enter your new password:*

Confirm your new password:*

Adding Teaching Assistants

The Teaching Assistants feature allows you to share administrative privileges with other educators. Additional educators can be given permission to create, edit, and reset tests and/or manage the gradebook.

Adding an educator is simple. Begin by clicking the Teaching Assistants link under Course/Evaluation Management. In the Teaching Assistants window that appears, click



Enter Email:

Add New Teaching Assistants. A pop-up box will appear, as shown above. Enter the email address of the educator 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 click the icon under *Edit Permissions* to set the permissions for your new educator.

Note! An email address can only be associated with one user type in eLab. So, if you are adding an educator who already has an email address set up in eLab as either an instructor or a student, that same email address cannot be used for the teaching assistant account. Use an alternative email address.

Teaching Assistants

Teaching Assistants Permissions

Teaching Assistants Name: Evelyn Ferrette

Email: evelyn@elabinstructor.com

Institute Name: Labyrinth Learning

Department Name: Computer Training

Spring 2011

Introduction To Computers (CIS-101-001) (Edit Permissions)

Summer 2011

Word 2010 Comprehensive (WD10-Comp-1)

Word 2010 Comprehensive (WD10-Comp-2)

Back

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

Introduction To Computers (CIS-101-001)

Assignment

View Edit Create Grade

Test

Create Edit Reset

Gradebook

Manage

Student

Move Access deny Delete Drop

Save Close

Here, click in the checkboxes for the permissions you want the new educator to have. Click *Save* when you are finished. Your new educator will now have access to the selected items.

Creating Evaluations

Creating a New Evaluation

Create A Group

The first thing you need to do when setting up your first test is to create a Skills Evaluation Group. Groups and categories help organize your evaluations into logical groupings for organization purposes. You can have several evaluation groups within the same category, and you can have one or more tests within an evaluation group.

You can name your categories and groups however you choose. Categories can be by type of evaluation (ie: Placement Test, Pre-Course Exam), by term (ie: Fall 2013, Spring 2014), by campus, or by any other grouping that works best for you. After you have a category established, you will be able to add evaluations within the category or create new categories. Similarly, once you have an evaluation group created, you can add additional tests within the same group, create a new group, or copy an existing group.

To create a new group, navigate to the **My Courses/Evaluations** page. Select *Create Course/Evaluation* from the left menu.



You should see the following choices:

Create Course/Evaluation

What do you want to create?

A COURSE:

- Using Labyrinth's pre-built course repository (these courses can be customized)
- By copying an existing course (commonly used for creating a new term or section of the same course)
- From Scratch (creates a course framework but includes no content)

A SKILLS EVALUATION GROUP:

- By creating a new skills evaluation group (you select from our question library and/or add your own questions)
- By copying an existing skills evaluation group (commonly used for creating new term of the same evaluation)

Submit

There are two ways to create a new skills evaluation group - you can create a new one or you can copy a previously created one. Copying an existing group is commonly used to create a similar group; an example would be to create the same evaluation group for a new term or campus.

To create a new skills evaluation group choose the first option under A SKILLS EVALUATION GROUP and click *Submit*. The next step is to define the group for your first test.

Define Your Group.

Defining your group will categorize and organize your test within eLab.

A **Category Name** provides a means to organize your evaluations. For example, you might have one category for Digital Skills Placement Exams and one for Digital Skills Graduation Exam

The screenshot shows the 'Create Course/Evaluation' form with the following fields and annotations:

- Choose a Category:** A dropdown menu with 'Add New...' selected.
- New Category Name:** A text input field containing 'Digital Skills Placement Exams' (Max. Length 50 Char).
- Evaluation Group Name:** A text input field containing 'Fall 2013' (Max. Length 60 Char).
- Evaluation Group ID:** A text input field containing 'DS1001'.
- Evaluation Group Section:** A text input field containing 'A' (Max. Length 8 Char).
- Evaluation Group Description:** A rich text editor with a toolbar and a text area containing 'This is an evaluation of digital skills to determine course placement.'
- Send Enrollment Notification?:** Radio buttons for 'No' (selected) and 'Yes'.
- Buttons:** 'Next >>' and 'Cancel' buttons.
- Legend:** A yellow box at the bottom stating '* Please fill all the mandatory fields.'

Blue arrows point from the text on the right to the corresponding fields in the form.

An **Evaluation Group Name** is a second level of categorization. The evaluation group name might be Fall 2013 or Post-Course

An **Evaluation Group ID** is a 10 character or less identifier for your group

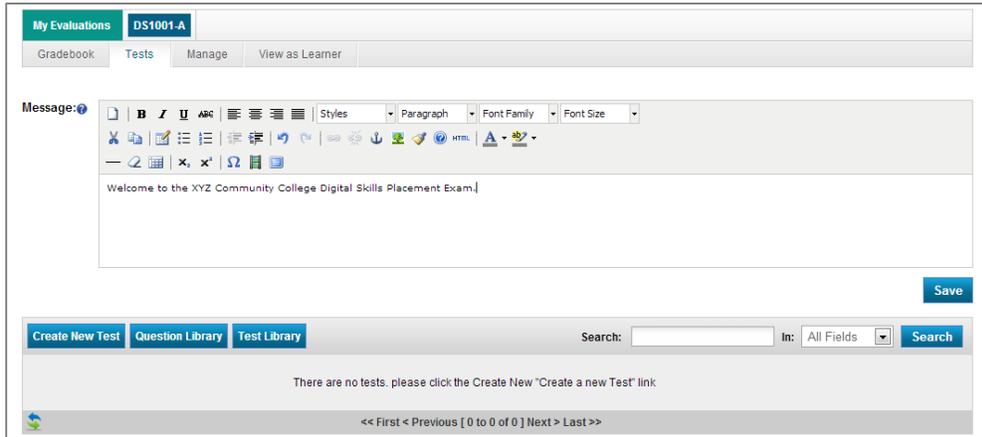
An **Evaluation Group Section** can be used to differentiate groups with the same names.

An **Evaluation Group Description** is an optional field to enter a description of the test

Select **Yes** to send **enrollment notification** if you want students to receive a custom email upon registering for this evaluation.

Click **Next** to proceed.

You should see the following form:



The screenshot shows the 'My Evaluations' interface for 'DS1001-A'. It features a 'Message' editor with a rich text toolbar and a 'Save' button. Below the editor are three buttons: 'Create New Test', 'Question Library', and 'Test Library'. A search bar is also present. The main content area displays the message: 'Welcome to the XYZ Community College Digital Skills Placement Exam.' and a message stating 'There are no tests. please click the Create New "Create a new Test" link'. Navigation controls at the bottom show '0 to 0 of 0' items.

If you would like a custom message to appear to test takers upon login, add your message here and select *Save*.

Now that your group is defined, you are ready to create your test. You have two options. You can start with an empty slate and build your test by adding the questions you want, or you can start with one of three standard tests provided for your use and modify as desired. The steps for using or modifying a standard test will be covered first.

Using a Standard Test

After defining your evaluation group, select Test Library from the options at the lower left of the page.



You will see three options, Practice Test, Skills Assessment, and Skills Assessment, Simulations Only. Following is an overview of each test:

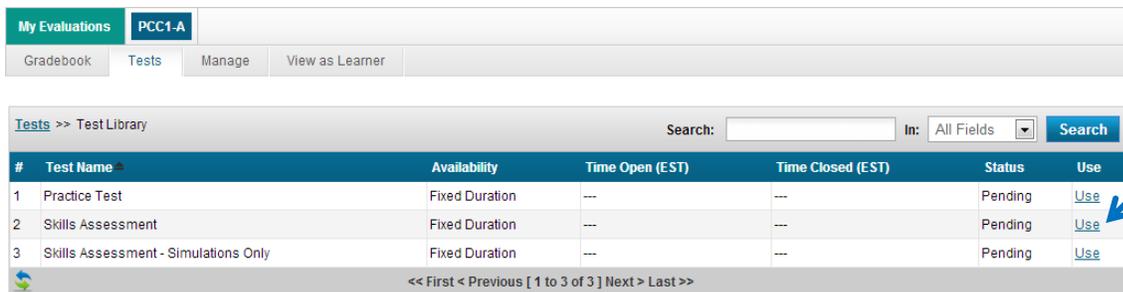
Practice Test: The practice tests provides a sample of each type of test question available in eLab SET (true/false, multiple choice, matching, sequence, and simulation) so that students can familiarize themselves with each question type and the test interface prior to taking a “real” exam. This test provides examples of the simulation questions from multiple applications. Like any test in eLab, the instructor or test administrator has complete control over all test settings, including the ability to add or remove questions.

Skills Assessment: The Skills Assessment test in the eLab SET Test Library is a prebuilt test to assess student’s knowledge of basic computing skills in Microsoft Windows, file management, Word, Excel, PowerPoint, the internet, and email. This 60 question test includes true/false, matching, multiple choice, and simulation questions. The instructor

or test administrator has complete control over all test settings, including the ability to add or remove questions to tailor it to their specific needs.

Skills Assessment – Simulations Only: The Skills Assessment – Simulations Only test in the eLab SET Test Library is a prebuilt test to assess student’s knowledge of basic computing skills in Microsoft Windows, file management, Word, Excel, PowerPoint, the internet, and email. This test contains 50 simulation questions. The instructor or test administrator has complete control over all test settings, including the ability to add or remove questions to tailor it to their specific needs

Click the Use link for the test you would like to use or modify. You are now ready to choose your test settings.



The screenshot shows a web interface for 'My Evaluations' under the 'PCC1-A' group. It includes navigation tabs for 'Gradebook', 'Tests', 'Manage', and 'View as Learner'. Below is a 'Tests >> Test Library' section with a search bar and a dropdown menu set to 'All Fields'. A table lists three tests:

#	Test Name	Availability	Time Open (EST)	Time Closed (EST)	Status	Use
1	Practice Test	Fixed Duration	---	---	Pending	Use
2	Skills Assessment	Fixed Duration	---	---	Pending	Use
3	Skills Assessment - Simulations Only	Fixed Duration	---	---	Pending	Use

Navigation controls at the bottom include '<< First < Previous [1 to 3 of 3] Next > Last >>'. A blue arrow points to the 'Use' link for the third test.

Starting from Scratch

Alternatively, you can create a completely new evaluation without pre-populated questions. After defining the evaluation group, select *Create New Test* from the options at the lower left of the page.



You are now ready to choose your test settings.

Choose Your Test Settings

The Configure New Test section is organized into four subsections: Test Settings, Score Settings, Security Settings, and Gradebook Settings. Many of the fields will be pre-populated with default settings, but you can change any of these settings as desired by typing over the existing entry. Fields without default settings must be completed.

Selecting **Yes** for the End of Test Feedback will open the following form.

End of Test Feedback: Yes No

Score Range	Feedback	
85 To 100	Congratulations! You have tested out of CIS 101. You will receive credit-by-assessment for this course.	Delete
50 To 84	Please register for CIS 101.	Delete
0 To 49	Please register for pre-CIS 101.	Delete

+ Add New Criteria

Enter the score ranges and the message you would like to set for each range. If you want more ranges, click *Add New Criteria*. If you would like fewer, select *Delete*.

In the **SCORE SETTINGS** section, you choose settings for releasing test grades and feedback to students.

Release Score to Learners: Yes No

Release the score immediately after learner completes test.

Release Answer Details to Learners: Yes No

Show question text and answer choices

Show Correct Answer

Show Feedback

Show answer selected by learner

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

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

The **SECURITY SETTINGS** window allows you to set a password for a test, which you determine and then give to students at the time of the test. Or, you might email the password to students at the appropriate time.

Password Protected Test: Yes No
 Enter Password:

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

Attempt Used: Highest Score ▾
 Activate Test: Yes No
 Display in Gradebook: Yes No
 Points Weight:
 Display Score As: Raw Score Percentage

From the drop-down menu you can choose which student score to use in grading. This applies only if you have chosen to allow multiple attempts. Please note that if you choose *Average* from this list, you cannot manually change the grade in the gradebook later. The preceding illustration shows the default settings for gradebook options. You may alter these as you see fit.

Click *Next* at the bottom of the screen to move to step 2 in the test creation process.

Select and Remove Questions.

Removing Questions

If you are using a standard test, the questions will appear on the bottom part of this screen. You can remove any questions you do not want by checking the box to the left of the question and clicking *Remove*.

Adding Questions

Click Show Question Library to Add Questions.

Step 1: Configure Test | Step 2: Select Questions | Step 3: Validate & Publish Test

Show Question Library To Add Questions

TOTAL QUESTIONS SELECTED: 0
 Hotspot: 0 | Matching: 0 | Multiple Choice: 0 | Sequence: 0 | Simulation: 0 | True/False: 0 | Fill in The Blanks: 0

SELECT QUESTIONS TO REMOVE

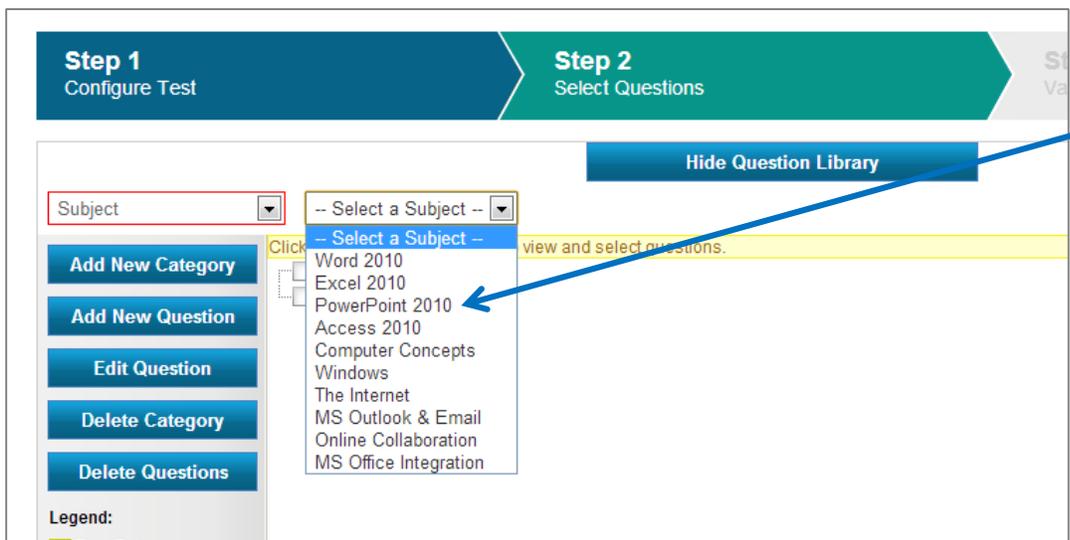
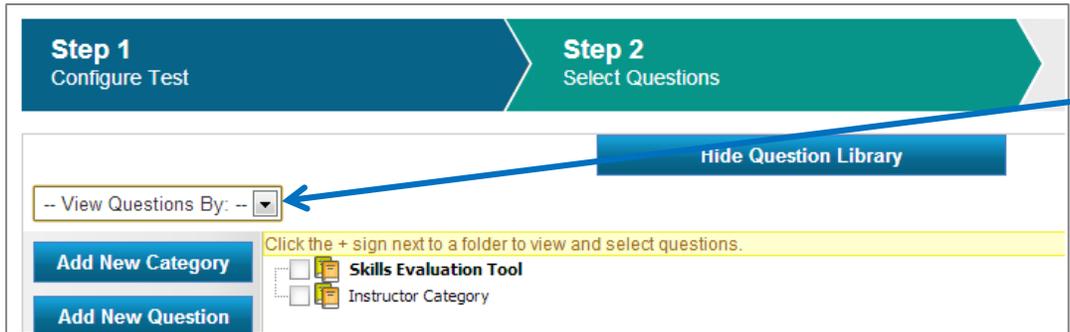
Cancel | <<Back | Remove Selected Questions | Next>>

Search: In: All Fields ▾ Search

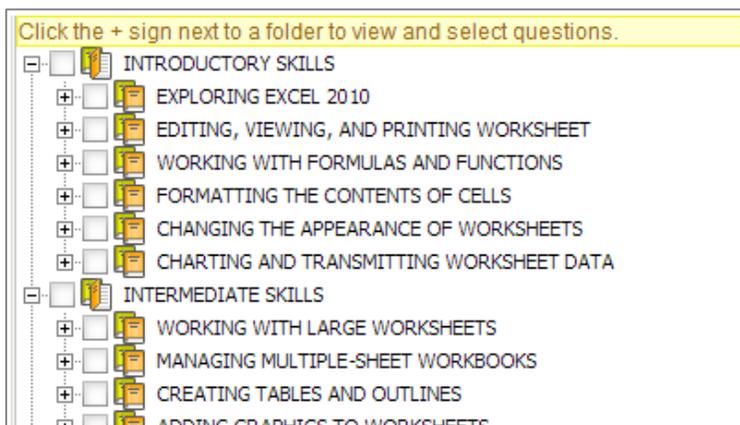
There are no questions.

Cancel | <<Back | Remove Selected Questions | Next>>

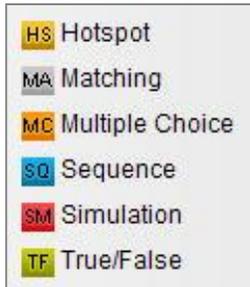
View questions by subject or by Labyrinth textbook. Once selected, a second drop down menu will appear to choose the subject or textbook you wish to add.



A tree-structure diagram will appear that organizes questions into subjects or the units/lessons of the textbook. If you are using a standard test, a checkmark will appear next to all the questions that are already on the test.



Click the plus sign next to the topic to see the available questions. The colored boxes next to the questions indicate the question type.



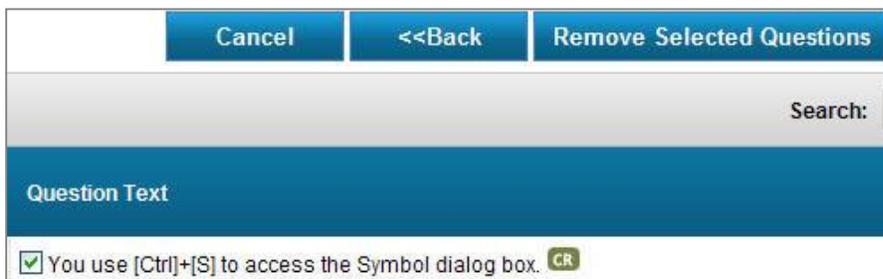
Place a checkmark in the checkbox next to the desired questions.

Tip! You can click the checkbox next to a lesson/unit folder to choose all questions in the folder. A folder must be opened to add questions to a test.

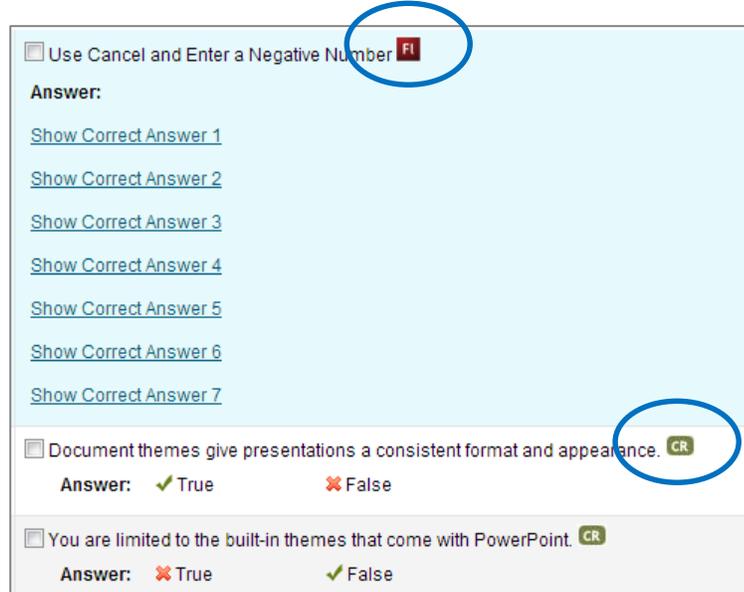
When you have selected all desired questions, click the *Add Selected Questions to Test* button. The question box overview under the buttons will update as you add questions, providing a quick view of how many of each question type you have chosen for your test.

TOTAL QUESTIONS SELECTED: 15											
Hotspot:	0	Matching:	0	Multiple Choice:	6	Sequence:	0	Simulation:	3	True/False:	6

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



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



Continue selecting subjects and questions until you have selected all the questions you would like to add. When you are done, scroll to the top or bottom of the page and select *Next*.

Validate & Publish Test

The final step in the test creation process is to review the test questions and make any final changes. You can change the point value of any individual question or change default number of points per question type. You can also shuffle the questions/answer order.

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

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



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

Total Points: 105		
Update Points		
True/False	<input type="text" value="5"/>	Multiple Choice
		<input type="text" value="5"/>
		Simulation
		<input type="text" value="15"/>
<small>(Max. Length 3 Char)</small>		

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

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

Full Credit	<input type="radio"/>	
Partial Credit	<input checked="" type="radio"/>	

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

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

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

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

You have completed the creation of the test.

Copying an Existing Evaluation

You can create a new evaluation by duplicating an existing one. This is commonly used when a test is repeated in a subsequent term, or when multiple sections of the same test exist during the same term. From the My Courses/Evaluation page, select *Create Course/Evaluation*. You will see the following options:

What do you want to create?

A COURSE:

- Using Labyrinth's pre-built course repository (these courses can be customized)
- By copying an existing course (commonly used for creating a new term or section of the same course)
- From Scratch (creates a course framework but includes no content)

A SKILLS EVALUATION GROUP:

- By creating a new skills evaluation group (you select from our question library and/or add your own questions)
- By copying an existing skills evaluation group (commonly used for creating new term of the same evaluation)

Submit

Choose By copying an existing skills evaluation group and click Submit.

Choose an Existing Evaluation

The steps are the same as when you create a new skills evaluation group, except you now choose an existing group that you want to copy. Once you choose the group, fields will automatically populate. You can modify them as desired.

The screenshot shows a three-step process: Step 1 (Evaluation Description), Step 2 (Evaluation Settings), and Step 3 (Validate Evaluation). Step 1 is active and contains the following fields:

- Choose an Evaluation Group:** A dropdown menu with the text "Choose An Existing Evaluation Group To Copy".
- Choose a Category:** A dropdown menu.
- Evaluation Group Name:** A text input field with a "(Max. Length 60 Char)" label.
- Evaluation Group ID:** A text input field.
- Evaluation Group Section:** A text input field with a "(Max. Length 8 Char)" label.
- Evaluation Group Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert HTML, font color, and font background color.
- Send Enrollment Notification?:** Radio buttons for "No" (selected) and "Yes".

Notes:

- Choose the evaluation you want to copy.

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

Identify the Content to Copy

Choose what content you want copied from the existing evaluation and set the course dates. You can use the same dates as the existing course or set new dates. Click Next.

Step 1
Evaluation Description

Step 2
Evaluation Settings

Step 3
Validate Evaluation

Fall 2013 (DS1001-B)
Course/Evaluation Settings Options:

Content To Copy

- Tests
- Teaching Assistants
- Discussion Forum

Set Course/Evaluation Dates

How would you like to set the dates for tests & assignments in your new course/evaluation?

- Same Dates - Use the dates from my existing course/evaluation. ⓘ
- New Dates - Choose a new start/end date for your course/evaluation. ⓘ

<<Back Next>> Cancel

Note! eLab does not factor out weekends and holidays when calculating the dates, so check to make sure any new test dates. You can manually change any dates.

Validate and Publish Test

Review the settings and check the new start and end dates. If correct, click Save. eLab will create your new evaluation group and update the dates for all tests (if applicable). If changes are desired, click Back and modify as desired.

Step 1
Evaluation Description

Step 2
Evaluation Settings

Step 3
Validate Evaluation

Fall 2013 (DS1001-B)

Course/Evaluation Settings Options:

Evaluation Information

Evaluation based on: Fall 2013
 Evaluation Category: Digital Skills Placement Exams
 Evaluation Name: Fall 2013 (DS1001-B)
 Evaluation ID: DS1001
 Evaluation Section: B
 Evaluation Description: This is an evaluation of digital skills to determine course placement.
 Evaluation Email: No
 Email Subject: ---
 Email Message: ---

Content To Copy

- Tests
- Teaching Assistants
- Discussion Forum

Set Course/Evaluation Dates

No new date is set.

<<Back
Save
Cancel

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

Modifying an Existing Evaluation Group

Once you have created an evaluation group, you can access and modify it from the My Evaluations page within the Account Management menu.

Digital Skills Placement Exams

Fall 2013 (DS1001-A)

Gradebook | ▾ Tests | ▾ Manage | ▾ View as Learner

The Test Table

On the My Evaluations page, click on Tests to view the test table.

Digital Skills Placement Exams

Fall 2013 (DS1001-A)

Gradebook | ▾ Tests | ▾ Manage | ▾ View as Learner

Like all other tables in eLab, the Test table is sortable. The Status column indicates whether a test is published or pending. Pending tests will not be available for test takers. The blue, underlined text indicates hyperlinks; you can reset these tests from Pending to Published or vice versa by clicking on the hyperlinks.

Create New Test		Question Library		Test Library		Check All Delete Advanced Sort		Search: <input type="text"/> In: All Fields <input type="button" value="Search"/>	
#	Order	Test Name	Availability	Time Open (EST)	Time Closed (EST)	Status	Test Type	Learner Results	Functions
1	<input type="checkbox"/> ▼ 2	Skills Assessment	Fixed Duration	12:00 AM 03/25/2013	12:00 AM 03/29/2013	Published	Computer Skills Inventory	View	
2	<input type="checkbox"/> ▲ 1	Computer Skills Placement Test	Always Available	---	---	Published	Computer Skills Inventory	View	

Tip! Click the icon to change details about the test.

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

To the right of the Test Library button you can see the following options:



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

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

Sort by:

Select Field Ascending

Select Field Ascending

Select Field Ascending

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

From the test table, you can take several actions:

Status	Test Type	Learner Results	Functions
Published	Computer Skills Inventory	View	    
↑ Change status		↑ View test results	Edit Copy Print Download ← Delete

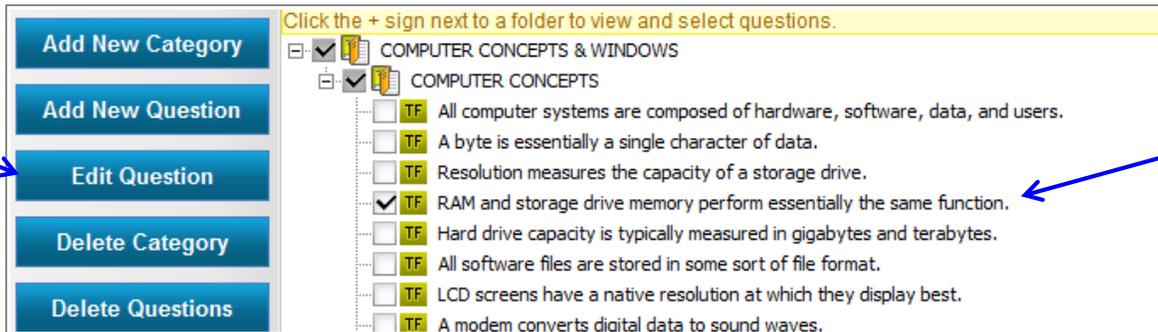
1. **Change the status** of a test that has not been taken by any student yet (Pending to Published, or vice versa).
2. **View** test results. Here, you can view results (covered in the Test Results & Reports section of this user guide) and **reset** a test to make it available to students again.

Test Information	
Test Name:	Skills Assessment
Test Type:	Computer Skills Inventory
Duration Time Limit:	---
Availability Window:	Fixed Duration
Date Available:	Monday 25, March 2013, 12:00 AM (EST)
Date Due:	Friday 29, March 2013, 12:00 AM (EST)
Maximum Possible Points:	268
Reset All Attempts:	
Submit All In Progress Attempts:	

3. **Edit** your test. For tests that have no results, you can edit settings and add/delete questions. For tests that do have some results, you can edit test settings but not questions. You can also reset a test to make it available to students again.
4. **Copy** a test to another course section.
5. **Download** a digital copy of the test to your computer.
6. **Delete** a test entirely.

Modifying Questions

You can modify existing questions in the Question Library. Open a folder and check the question you wish to modify.



Select Edit Question and a new window will appear:

A new instance of this question will be created.

Question Category:

Question Type:

Question Text: (Max. Length 200 Char)

Points: (Max. Length 5 Char)

Image:

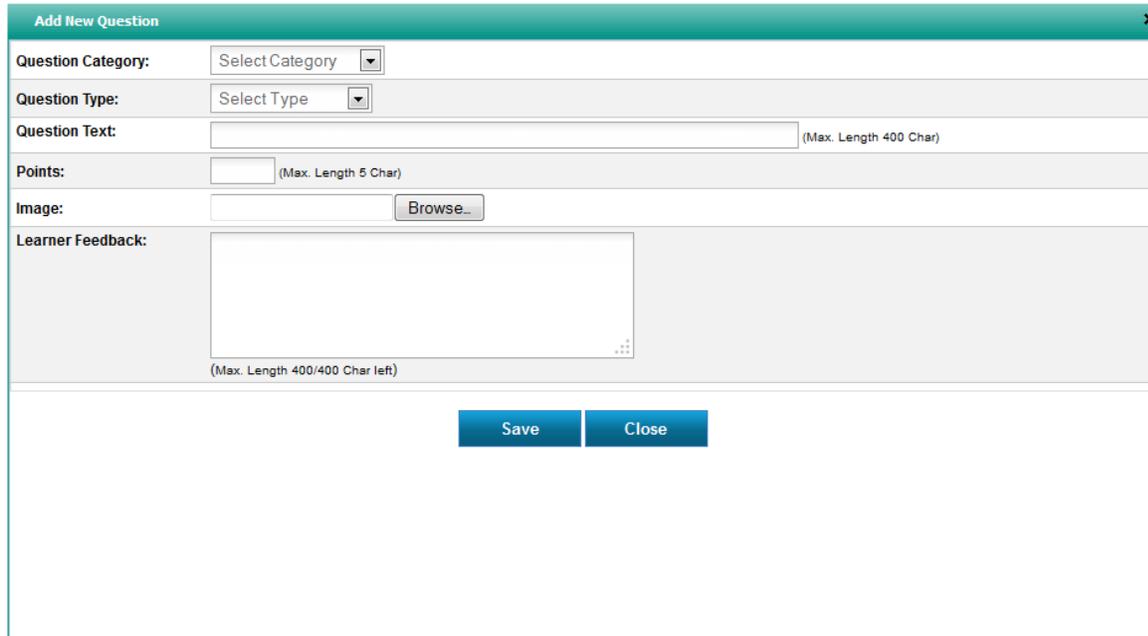
Learner Feedback: (Max. Length 400/400 Char left)

Type	Image	Answer
True	<input type="text"/> <input type="button" value="Browse_"/>	<input type="radio"/>
False	<input type="text"/> <input type="button" value="Browse_"/>	<input checked="" type="radio"/>

On this view, you can change the Question Category, Type, Question Text, Points, add images, and change the learner feedback. When finished, click Save.

Adding New Questions

Select Add a New Question on the left menu and the following window will appear.

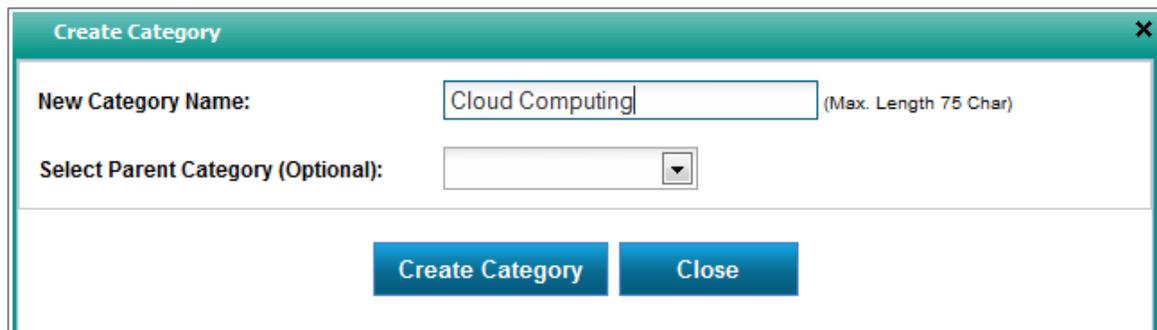


The 'Add New Question' dialog box contains the following fields and controls:

- Question Category:** A dropdown menu with 'Select Category' as the current selection.
- Question Type:** A dropdown menu with 'Select Type' as the current selection.
- Question Text:** A text input field with a '(Max. Length 400 Char)' label.
- Points:** A text input field with a '(Max. Length 5 Char)' label.
- Image:** A text input field followed by a 'Browse...' button.
- Learner Feedback:** A large text area with a '(Max. Length 400/400 Char left)' label.
- Buttons:** 'Save' and 'Close' buttons at the bottom.

Creating New Question Categories

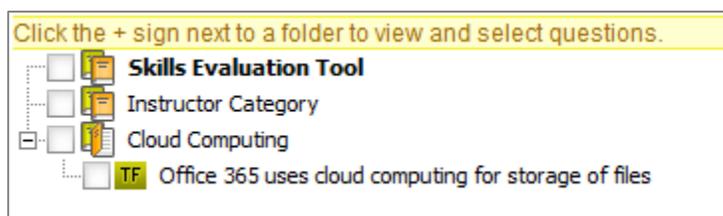
Select Add a New Question on the left menu and the following window will appear.



The 'Create Category' dialog box contains the following fields and controls:

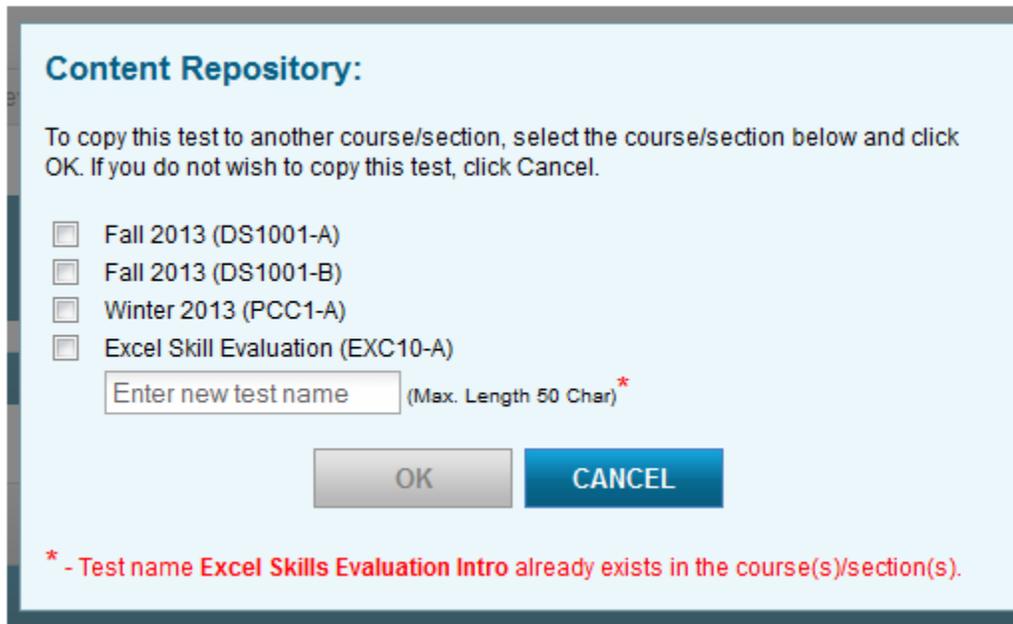
- New Category Name:** A text input field containing 'Cloud Computing' with a '(Max. Length 75 Char)' label.
- Select Parent Category (Optional):** A dropdown menu.
- Buttons:** 'Create Category' and 'Close' buttons at the bottom.

Once your category is created, you can add questions within the category by following the steps above to add a new question and selecting your new category when prompted.



The Content Repository

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



Content Repository:

To copy this test to another course/section, select the course/section below and click OK. If you do not wish to copy this test, click Cancel.

- Fall 2013 (DS1001-A)
- Fall 2013 (DS1001-B)
- Winter 2013 (PCC1-A)
- Excel Skill Evaluation (EXC10-A)

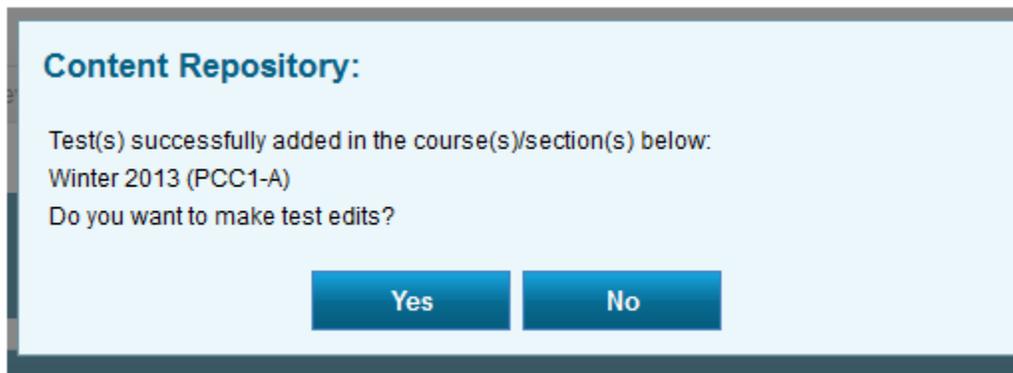
Enter new test name (Max. Length 50 Char) *

OK CANCEL

* - Test name **Excel Skills Evaluation Intro** already exists in the course(s)/section(s).

This window appeared as the instructor created a new test. The content repository window will pop up whenever you create a new test from scratch. It does not pop up when you use the Test Library. Selecting a test copies it to your other evaluation groups/sections.

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



Content Repository:

Test(s) successfully added in the course(s)/section(s) below:
Winter 2013 (PCC1-A)

Do you want to make test edits?

Yes No

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

The Copy Button

In the table list for tests you will see a new Copy column. Click the icon to copy the chosen item to other sections or other evaluation groups. If the item has not been copied previously, you will see the first pop-up box described above. If the item already exists in the same section/evaluation group, you will receive a warning and the opportunity to rename the item.

Content Repository:

To copy this test to another course/section, select the course/section below and click OK. If you do not wish to copy this test, click Cancel.

Introduction To Computers (CIS-101-001)
 (Max. Length 50 Char) *

Word 2010 Comprehensive (WD10-Comp-1)

Word 2010 Comprehensive (WD10-Comp-2)

Introduction To Computers (CIS-101-002)
 (Max. Length 50 Char) *

Exce 2010 Comprehensive (EX10-Comp-1)

Excel 2010 Comprehensive (EX10-Comp-1)

Office 2010 Comprehensive Introductory (OFF10-Comp-100)

* - Test name **Lesson 1 Test** already exists in the course(s)/section(s).

Settings

Under Account Management in the **Settings** section, you can create categories or alerts for students. The Settings area is organized by tabs.

Categories

Alerts

Categories

The Categories tab under Setting allows you to create, edit, and modify the categories used to organize your evaluations. Select Create New Category to add a new category. Select the Edit icon to modify an existing category.

<input type="button" value="Create New Category"/>		Search: <input style="width: 150px;" type="text" value="exam"/>	In: Category Name ▾	<input type="button" value="Search"/>		
#	Order	Category Name	Category Widget Open	Hide Category	Edit	Delete
1	▼ <input style="width: 30px;" type="text" value="6"/>	Digital Skills Placement Exams	Yes	No		---
2	▲ <input style="width: 30px;" type="text" value="7"/>	Post-Course Computer Exam	Yes	No		---

<< First < Previous [1 to 2 of 2] Next > Last >>
 [Show All](#)

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

Setting Up Alerts

You can configure eLab to notify you when certain events have taken place. Many of these selections apply to eLab course management, not evaluations, but you may want to be notified when a test has been submitted or when a new student has registered for the test. Simply choose your desired options and click *Save*.

Assignment		
Notify Me When	Yes	No
1. There is a new assignment submission	<input checked="" type="radio"/>	<input type="radio"/>
2. An Assignment has been graded by Teaching Assistant	<input checked="" type="radio"/>	<input type="radio"/>
Test		
Notify Me When	Yes	No
1. There is a new test submission	<input checked="" type="radio"/>	<input type="radio"/>
Manage Students		
Notify Me When	Yes	No
1. A new Student has registered in your course	<input checked="" type="radio"/>	<input type="radio"/>
2. A Student drops a course	<input checked="" type="radio"/>	<input type="radio"/>
Discussion_Forum		
Notify Me When	Yes	No
1. A new post has been added.	<input type="radio"/>	<input checked="" type="radio"/>
Course_Mail		
Notify Me When	Yes	No
1. A new mail is received.	<input type="radio"/>	<input checked="" type="radio"/>
Save		Cancel

Managing Existing Evaluation Groups

Once you have created an evaluation group, you can easily manage the contents by selecting *My Evaluations* from the Account Management portion of the menu. Your evaluation groups will appear under your chosen categories in green bars. Below are two categories – Digital Skills Placement Exam and Post-Course Computer Exam, and the associated evaluation groups for each.

Account Management
— Collapse All

My Assessments

- My Files
- My Profile
- Settings
- Change Password

Course/Evaluation Mgmt

- Create Course/Evaluation
- Teaching Assistants
- Learner Search
- Reports

Video Library

Digital Skills Placement Exams (2) —

Fall 2013 (DS1001-A)

Gradebook | Tests | Manage | View as Learner

Fall 2013 (DS1001-B)

Gradebook | Tests | Manage | View as Learner

Post-Course Computer Exam (1) —

Winter 2013 (PCC1-A)

Gradebook | Tests | Manage | View as Learner

The Digital Skills Placement Exams category has two evaluation groups.

The Post-Course Computer Exam category has one evaluation group.

Clicking a group title **Fall 2013 (DS1001-A)** will open a new window where you can see the learner (student) view of the evaluation group. Each evaluation group can include one or more exams. A new tab in your web browser window (or a new browser window, depending on your browser) opens, and you can toggle back and forth between the instructor view and the learner view. This feature enables you to view how test takers will see the tests you create.

Each evaluation group includes four links: Gradebook, Tests, Manage, and View as Learner. Use these links to build and manage your tests.

Toggle Among Groups

If you have multiple evaluation groups, you will see a series of tabs at the top of the page when you enter one group. You can toggle among groups with a click of the mouse button. This makes it easy for you to compare evaluation groups at a glance.

Active course section

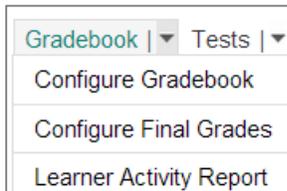
Active tab

Above, the Configure Gradebook page is being viewed for one of two sections of the Digital Skills test. Notice that the active section tab and the active task tab are marked as chosen.

You can also toggle among different evaluations under the same category. So, if you have a category called Fall 2011 with evaluations for Excel, Word, Access, and PowerPoint, you can toggle among all of these with ease.

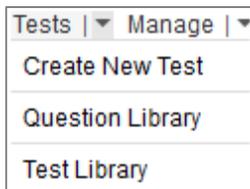
Tip! Create your own categories to suit your individual needs.

Gradebook



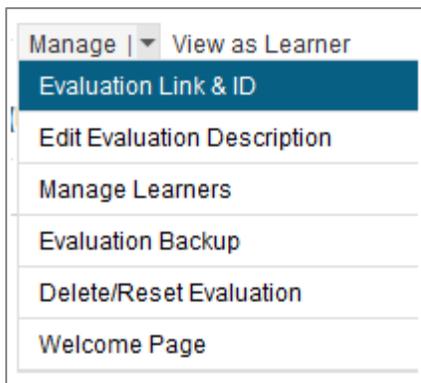
You can access the gradebook with quick links to configure settings and grades and view learner reports. This area is covered in detail in the Gradebook section of this user guide.

Tests



The test section gives you a quick link to create a new test within the evaluation group, access the question library, and access the test library. These areas are covered in the Creating a Test section of this guide.

Manage



The Manage link on the My Courses/Evaluations page gives you access to information about your evaluation group and the ability to manipulate it. The Manage page has six tabs.

Locate Your Evaluation Information

Your individual evaluation URL, code, and ID are located here. If applicable, the evaluation and/or institutional license key will appear on this page as well. If you are not pre-registering students, you will need to provide them with the evaluation ID and license key for use when registering.

Create/Edit a Description

You may edit the evaluation description as desired. You can also rename the evaluation and/or change the category, evaluation ID and section name. Your new title will appear on the student and your My Courses/Evaluations lists.

Tip! Add a section name/number to differentiate sections of the same evaluations. Section names/numbers are limited to 8 characters.

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

Manage Learners

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



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

- **Move:** You can move a student from one evaluation group to another evaluation group within the same category. Only the student name is moved; no student data is moved. Moving a student means that the student becomes registered in your new evaluation group.
- **Deny Access:** You can temporarily or permanently deny a student access to your test
- **Drop:** You may want to drop a student from registration in the test. Simply click the Drop trashcan icon for the applicable student. You can add a note to yourself to indicate why you are dropping the student, if you choose.

Do you want to drop this learner from the course?: Introduction To Computers (CIS-101-001)?

Learner Name: Arthur Langlois (alanglois@student.lablearning.com)

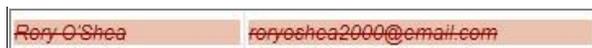
Notes:

This student is no longer interested in this course.

348/400 Char left

OK CANCEL

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



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

Create a Backup

The Evaluation Backup tab allows you to back up/archive your evaluation groups. All information—including tests, gradebook, etc.—is archived. You may want to archive an evaluation group so you can refer to the data later, if you need to do so for any reason (such as if a student contests his/her score, for example).

To create a new backup file:

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

This process will create a course backup file for your course **Word 2010 Comprehensive**. To create a backup file, please provide an archive filename and click Continue to begin.

Archive Filename: (Max. Length 25 Char)

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

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

3. Click the Continue button.

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

S#	Filename	Date Created	Download	Delete
1	wd10-comp	11:50 AM 02/04/2011		

Delete or Reset Evaluation Group

You would choose to *reset* an evaluation group at the end of an evaluation if you want to remove all student-related data but retain all of the tests that you have created. This can also be used to remove all data collected during a test phase of the evaluation group. Choosing Reset Evaluation deletes permanently:

- The current populated gradebook
- Students' submitted tests

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

Delete an evaluation group only when you want to completely and permanently remove all student-related data as well as any and all tests you have created. Choosing Delete Evaluation means you will have to build your new evaluation group entirely from scratch.

Create a Welcome Page

You can create a welcome page to provide information about your test via a web page. A Skills Evaluation template is available, but you can populate the message with anything you choose. Once you save the message, a URL will be provided that you can post to your website, print in your catalog, and email to test takers.

Evaluation Link and ID | Edit Evaluation Description | Manage Learners | Evaluation Backup | Delete/Reset Evaluation | **Welcome Page**

! There is no *Welcome Page* created for this evaluation.

Select a Template: Select a Welcome page template: ▾

Page Content::

Page Title: XYZ COMPUTER SKILLS ASSESSMENT

Page Keywords: placement test, testing, assessment, digital skills, microsoft word, evaluation, skill evaluation

Page Description: XYZ Computer Skills Assessment required for all new students

Save Cancel

Click *Save* to add your welcome page.

Evaluation Link and ID | Edit Evaluation Description | Manage Learners | Evaluation Backup | Delete/Reset Evaluation | **Welcome Page**

✓ Welcome Page Set Successfully.

Welcome Page URL: <http://ms.labyrinthlab.com/welcome-paula-DS1001-162.html> [View](#)

A URL will be provided that you can use to view and share your message. Below is the web page that was created:

XYZ COMPUTER SKILLS ASSESSMENT

TEST OVERVIEW

All new students must take the XYZ computer skills placement test before enrolling in classes unless an exemption is approved by an advisor. This test covers computer concepts, the Internet, email, Windows, and Microsoft Office applications, including Word, Excel, PowerPoint and Access.

Your scores determine the level of class you can take. This test helps ensure classes are not too easy or too difficult. They also qualify you for acceptance into technical and career programs, and online courses.

Test scores are valid for two years. Test scores must be valid on the first day of the semester.

TESTING LOCATIONS

Tests are offered at the following locations:

XYZ Community College
Suite 321
123 Campus Drive
Your Town, USA

Test Registration

You can register users in two ways. Individuals can register at the time of taking the test, or they can be pre-registered using a batch process. You can also use both options for the same test.

Pre-Registration

To pre-register individuals, you will need to provide the following data in comma separated format (CSF). A template (see below) can be downloaded by clicking on Support in the left menu at www.labyrinthelab.com.

	A	B	C	D	E	F	G	H	I	J	K	L
1	FIRST_NAME	LAST_NAME	EMAIL	PASSWORD	PHONE	CITY	STATE	ZIP	STUDENT_SCHOOL_ID	COURSE_CODE	LICENSE_KEY	VALID_FOR_DAYS
2	Sample	Student	student@acme.com	pass123	123-555-5555	Miami	FL	33186	BB001	T1v9T4F5-4452		
3	Gary	Student	demostudent@xyz.com	pass123	800-555-5555	Beverly Hills	CA	90210	HLLMS001	T1v9T4F5-4452		
4												
5												
6												
7												
8												
9				LEGEND								
10				Mandatory Fields for Account Creation								
11				Required for Enrollment								

To pre-register, email the completed template to the Labyrinth eLab Tech Support at help@labyrinthelab.com. The file will be processed within 1 business day (not including weekends). You will receive confirmation upon completion.

Fields for pre-registration in eLab SET:

- Mandatory fields: First Name, Last Name, email address, password
- Optional fields: Phone, City, State, Zip, Student ID

Additional fields for pre-registration for a specific test. If a license key is not provided, users will be pre-registered but will have to enter a license key to get access to the test.

- COURSE_CODE
- LICENSE_KEY or VALID_FOR_DAYS (if both are provided, the system will ignore the VALID_FOR_DAYS field and process the registration according to the license key parameters)

Note! Preregistration is not available for users previously registered with the same email address in eLab. These users will need to gain access using a valid license key for the evaluation.

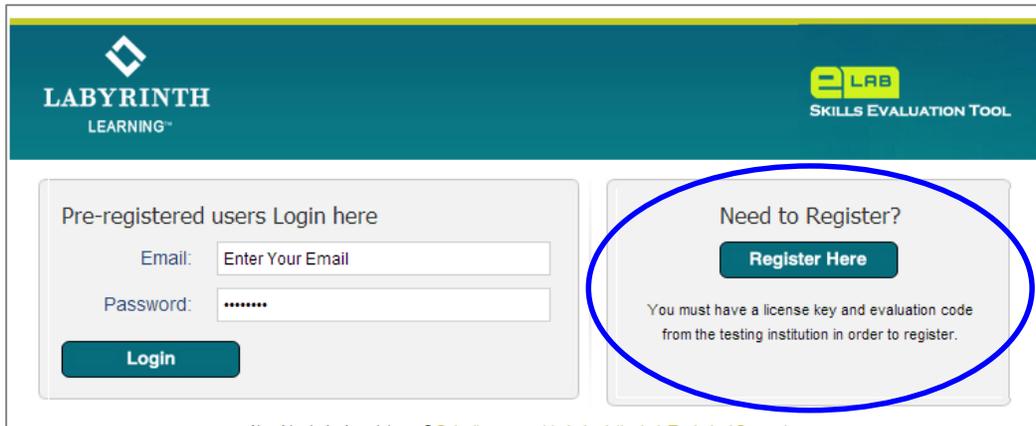
Once the pre-registration is complete, test takers will be able to log in with the submitted email address and password at <http://www.labyrinthlab.com/SET/>. A license key is not required for pre-registered individuals.

Any test takers not included in the pre-registration process can register using the On-Demand Registration process below.

On-Demand Registration

Users registering at the time of test can register at <http://www.labyrinthlab.com/SET/>.

Institutions must provide users with a license key and the evaluation code in order to successfully register. Users should select Register Here on the screen below.



After selecting Register Here, users will fill out the following form:

The registration form includes the following fields and elements:

- First Name*:** Text input field
- Last Name*:** Text input field
- Email Address*:** Text input field
- Confirm Email Address*:** Text input field
- Password*:** Text input field
- Confirm Password*:** Text input field
- Phone Number:** Three separate text input fields for digits
- City*:** Text input field
- Country:** Dropdown menu with 'United States' selected
- State/Region*:** Dropdown menu with 'Select State' selected
- Postal Code*:** Text input field
- Evaluation Code*:** Text input field
- License Key*:** Text input field
- Verification Code*:** Text input field with a CAPTCHA image showing '67bfc' and the instruction 'Type the characters you see in the picture below.' Below the input field is the note '(Letters are not case-sensitive)'. At the bottom of this section are 'Create My Account' and 'Cancel' buttons.

A yellow callout box next to the password fields states: 'Passwords must be 5 or more alphanumeric characters long, which can also include symbols such as !@#\$\$%&*;?/^+='. Two blue arrows point from the text 'These must be provided by the testing institution' to the 'Evaluation Code*' and 'License Key*' fields.

These must be provided by the testing institution

Once complete, users select *Create My Account* to proceed.

User Log-In

After logging in or creating an account at <http://www.labyrinthlab.com/SET/>, users are ready to take a test. Pre-registered users must enter their email address and the password that was included in the pre-registration data.

Testing

Taking a test

Following registration or login, users will see the following screen:

The screenshot shows a web interface for managing tests. At the top, there is a search bar with a 'Search' button. Below it is a table with the following columns: Test Name, Test Open (EST), Test Closed (EST), Test Status, and Grade. The table contains one row for 'Computer Skills Placement Test'. In the 'Test Status' column, there is a link labeled 'Start Test' with a blue arrow pointing to it. Below the table, there is a 'Grade Legend' section with three items: a box with '---' for 'No tests submitted for grading.', a box with 'NG' for 'Tests submitted but not graded.', and a red box for 'Grade adjusted by instructor.'

Click Start Test to begin. Users will then see the test description that you have provided:

The screenshot shows the test description page for 'Computer Skills Placement Test'. The page has a green header with the test name. Below the header, there is a 'Test Description' section with the following text: 'This is a computer skills test to determine placement in introductory computer courses', 'This is an Open Test', 'Time Limit : 60 Minute(s).', and 'You have 1 attempt(s) remaining for this test.' At the bottom of the description section, there are two buttons: 'Back' and 'Start'. A blue arrow points to the 'Start' button. Below the description section, there is a section titled 'ptest vtest's Attempts' with a message: 'There have been no attempts at this test yet.'

Click Start to proceed with test. During the test, the top bar will show users what question they are on, how many they have completed, and allow them to navigate to different questions. Users can go back to a question for review and change the answer if desired.

The screenshot shows the test navigation bar. It contains the following elements: 'Question 3 out of 122', a 'PREVIOUS' button, a 'NEXT' button, a 'GO TO' button, 'Completed 0 of 122', a 'SUBMIT TEST' button, and 'Time remaining: 00:57:59'.

Clicking the GO TO button opens a drop down window that show users the status of all questions. Users can also choose to view unanswered questions only.

Question 4 out of 122 << PREVIOUS NEXT >> GO TO Completed 1 of 122 SUBMIT

Go to Question

Legend

-  Question viewed but not answered
-  Question answered
-  Question not viewed

Show only unanswered questions
 Show all

Note: Click on question title to go to the question

Status	Q. No.	Title	Type
	1	Drag and drop the following steps into the correct sequence to add a new slide to the end of the presentation.	Sequence
	2	Customize the Ribbon	Simulation
	3	When applying a document theme to a presentation, what is formatted consistently on all slides?	Multiple Choice
	4	In Excel 2010, users can rearrange the tab order of the Ribbon.	True/False
	5	Change the Slide Layout	Simulation
	6	Documents created using a previous version of Word are opened in _____.	Multiple Choice

Plac... Question 3 out of 122 << PREVIOUS NEXT >> GO TO Completed 0 of 122 SUBMIT TEST Time remaining: 00:59:21

MANAGING A PRESENTATION

Question 3: When applying a document theme to a presentation, what is formatted consistently on all slides?

Answer:

A. Font

B. Colors

C. Clip art

D. Both A and B

E. All of the above

When users have completed the test, they must click *Submit*. This will open the following screen:

You are about to submit the test!

 You have clicked the **Submit** button, which will end this test and submit it for scoring.
Are you sure you want to end the test now and submit it for scoring?

Click Yes.

Test Feedback

If you have chosen to provide end-of-test feedback, users will receive a summary of their score and the messaging that was entered. This appears immediately after submitting their test.

FINISH

You have successfully completed the Test.

You obtained: 5 / 387
Your score is: 1.29%
Please register for pre-CIS 101.

[Back](#) [View Result](#) [Print](#)

For more information, users can click View Result to review more detail. The top of the screen repeats the summary, and the bottom of the screen offers a view of every question. A study guide that contains the questions with correct answers can be printed.

Points

Maximum Points: 387

Points Earned: 5

Percentage Grade: 1.29 %

Please register for pre-CIS 101.

Show All		Print Study Plan					
Q #.	Question	Lesson #	Question Type	Feedback	Points		
Q1	Drag and drop the following steps into the correct sequence to add a new slide to the end of the presentation. Answer: <ol style="list-style-type: none"> 1 Select the last slide in the presentation. 2 Click the Home tab on the Ribbon. 3 Locate the Slides command group. 4 Click New Slide. 	LESSON 01:	Sequence	10	0/4		
Q2	Customize the Ribbon	LESSON 01:	Simulation	--	0/6		
Q3	When applying a document theme to a presentation, what is formatted consistently on all slides? Answer: <ul style="list-style-type: none"> Font Colors Clip art Both A and B All of the above 	LESSON 01:	Multiple Choice	6	2/2		
Q4	In Excel 2010, users can rearrange the tab order of the Ribbon. Answer: <ul style="list-style-type: none"> True False 	LESSON 01:	True/False	11	0/1		
Q5	Change the Slide Layout	LESSON 01:	Simulation	--	0/6		

Test Availability & Time Limits

If a test is configured with a fixed duration, individuals will not be able to begin the test until the specified date/time and they will not be able to continue after the close of the test. If a 60 minute test starts at 5pm, it will close at 6pm. This means that if a student starts the test at 5:30, he will have 30 minutes remaining to complete the test. To configure a timed test that is available any time, choose Always Available in settings. Remember that eLab time is set to Eastern Standard Time!

If an unforeseen occurrence happens (for example, a lost Internet connection or a computer stall) while a student is taking a test, he cannot restart the test from the beginning. However, he can pick up where he left off later. If the test has a time limit, the timer will still be running despite the fact that the student was ejected from eLab *unless* the "Pause Timer if Disconnect Occurs" setting was selected. If the student does not have enough time to complete the test in such a situation, you can manually reset the test for him.

Gradebook

Use the gradebook to track all test scores. The names and email addresses of test takers are added to the gradebook automatically when registered for your evaluation. eLab scores all tests automatically and populates the gradebook for you. If you are allowing test takers to take the tests multiple times, or if you are having them take multiple tests, eLab will calculate the final score based on how you choose to configure them.

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

Legend: --- Not Attempted/Submitted N/A Not Applicable NG Not Graded Invalid Data DSD Dropped Learner Not Editable (Average Scores)

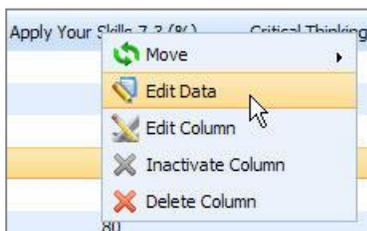
Tip! The gradebook is sorted alphabetically by last name by default.

You can also maximize the gradebook to fill the browser window by clicking the Maximize button in the upper-right corner of the gradebook.

Gradebook Tips and Tricks

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

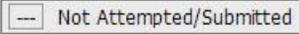
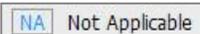
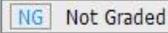
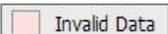
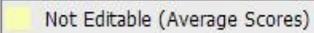
Right-Click Functionality



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 an individual in a particular test. Click Update, and the changes are automatically added to the gradebook.

Gradebook Legend

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

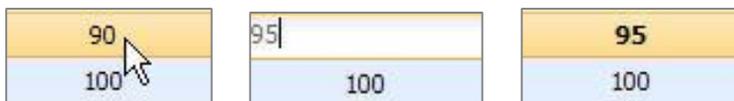
 Not Attempted/Submitted	Dashes indicate that a test has not been submitted or attempted by a student.
 Not Applicable	Applicable for eLab CMS only. This abbreviation indicates that an assignment is not published to a particular student.
 Not Graded	Applicable for eLab CMS only. An NG abbreviation is a link. Click it to move to the Assignment Information page for that student. Grade the assignment and save, and the grade will be added to the gradebook.*
 Invalid Data	If you type data that is not valid for the cell, the color of the cell will change. For example, if the maximum score is 100% and you type 200% in the cell, the cell will change color.
 Dropped Learner	Dropped students are indicated with a strikethrough and a tinted color.
 Not Editable (Average Scores)	Average scores cannot be changed manually in the gradebook.

Populating the Gradebook

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 end-of-test feedback option, then students will receive scores immediately.

If desired, eLab makes it easy for you to manually edit a grade. Simply double-click in the desired cell, enter the new grade, and click Enter.



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

Note! If a student was unable to complete a test and you want to eliminate the zero score, you can download the gradebook as a .csv file and manually change the grade.

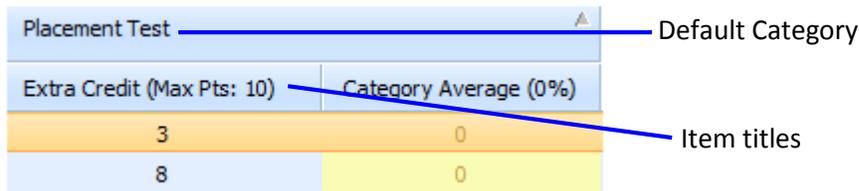
The series of links above the gradebook allow you to accomplish different tasks.

Add Column Configure Categories Configure Gradebook Configure Final Grade Download Learner Activity Report Print Gradebook
--

Add Column

Choose from the 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 options you provide as sub-columns.

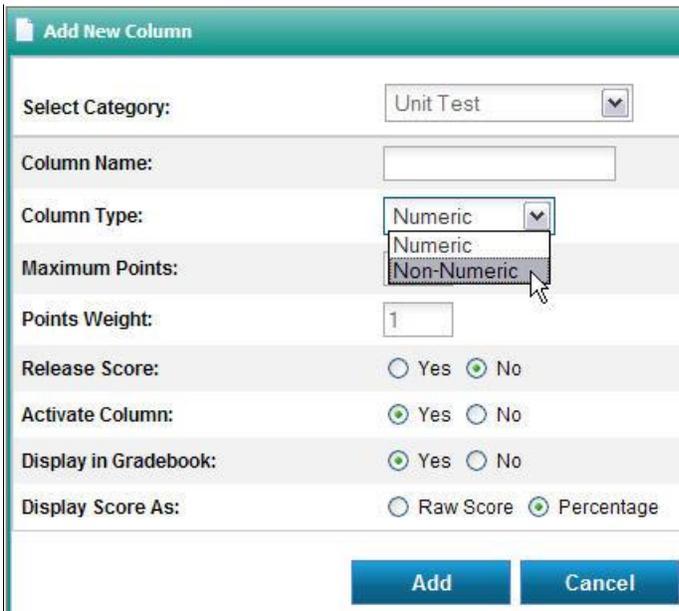
When you're ready to add to your gradebook, click Add Column to open the Add New Column window. From here, choose your category or add a new category. More options appear so you can customize your column. Notice that many of these options are also those you can set when creating an assignment or test.



The screenshot shows a table with three rows and two columns. The first row is a header with 'Placement Test' in the first column and an upward arrow in the second. The second row is a sub-header with 'Extra Credit (Max Pts: 10)' in the first column and 'Category Average (0%)' in the second. The third row has '3' in the first column and '0' in the second. The fourth row has '8' in the first column and '0' in the second. A blue line points from the text 'Default Category' to the 'Placement Test' header. Another blue line points from the text 'Item titles' to the '3' and '8' values in the first column.

Placement Test	
Extra Credit (Max Pts: 10)	Category Average (0%)
3	0
8	0

You can also add non-numerical columns to the gradebook. This means you can create columns to add any information you like, such as demographic information.



The screenshot shows the 'Add New Column' dialog box. It has a title bar 'Add New Column' and a green header. The fields are: 'Select Category:' with a dropdown menu showing 'Unit Test'; 'Column Name:' with an empty text box; 'Column Type:' with a dropdown menu showing 'Numeric' and 'Non-Numeric' (highlighted by a mouse cursor); 'Maximum Points:' with an empty text box; 'Points Weight:' with a text box containing '1'; 'Release Score:' with radio buttons for 'Yes' and 'No' (No is selected); 'Activate Column:' with radio buttons for 'Yes' and 'No' (Yes is selected); 'Display in Gradebook:' with radio buttons for 'Yes' and 'No' (Yes is selected); 'Display Score As:' with radio buttons for 'Raw Score' and 'Percentage' (Percentage is selected). At the bottom are 'Add' and 'Cancel' buttons.

When you are finished, click Add.

Configure Gradebook

Use this screen to configure the entire gradebook all in one place. This is where you make mass updates to your gradebook. From here you can add columns/categories, determine the maximum points per test, specify how to display scores, and more. Some options, such as

releasing scores, apply only to eLab CMS where students are actively working within eLab, and are not applicable for eLab SET use.

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

Column Name	Category Name	Max Pts	Pts Weight	Attempt Used	Release Score	Activate	Display Score As	Display in Gradebook	Delete
Apply Your Skills 4.2	Homework	20	1	Highest Score	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Raw <input checked="" type="radio"/> %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
Apply Your Skills 8.1	Homework	20	1	Highest Score	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Raw <input checked="" type="radio"/> %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
Apply Your Skills 7.3	Homework	20	1	Highest Score	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Raw <input checked="" type="radio"/> %	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

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

Configure Final Grade

Use this screen to set the percentage and weight of tests. The Maximum Points column shows the points you allotted for the test when you created it. If you have multiple tests, you can set a weight for each test and determine the percentage of each category toward the final score.

Display Final Grade: <input checked="" type="radio"/> Yes <input type="radio"/> No			
Category Name	Maximum Points	Points Weight	Percentage
Concept Review Quiz			<input type="text" value="0"/>
Lesson 1 Quiz	20	<input type="text" value="1"/>	
Lesson 2 Quiz	12	<input type="text" value="1"/>	
Lesson 3 Quiz	14	<input type="text" value="1"/>	
Lesson 4 Quiz	14	<input type="text" value="1"/>	

The Display Final Grade option indicates whether or not you want to display these scores in your gradebook. If you choose No, then the final score will not appear in your gradebook. The change happens instantaneously, and you can change it back at any time.

Weighted Points

For those not familiar with a weighted points system, following is a brief overview.

Per category, you can determine if one test is more important than others, regardless of how many points are allotted to the tests. For example, imagine that your evaluation has four tests, each worth twenty-five points. Tests 1–3 have relatively the same level of difficulty, but Test 4 is more challenging. You can assign greater weight to Test 4 so that it is worth two times the weight of Tests 1–3. When determining the final score, eLab will calculate the various tests based on the percentage weights as 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 tests, depending on your preference.

Learner Activity Report

You can also access the Learner Activity Report from this view. This report is described in the Reports section of this user guide.

Downloading Your Gradebook

Export gradebook to:

Excel File

Blackboard Integration File

Angel Integration File

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

Test Results & Reports

Summary Results

A summary of test results can be found by viewing learner results from the test tab on the My Evaluations page.

Digital Skills Placement Exams
(2) —

Fall 2013 (DS1001-A)

Gradebook | Tests | Manage | View as Learner

Fall 2013 (DS1001-B)

Gradebook | Tests | Manage | View as Learner

Click Tests

My Evaluations DS1001-A DS1001-B

Gradebook Tests Manage View as Learner

Message: [Rich Text Editor]

Save

Create New Test Question Library Test Library Check All Delete Advanced Sort Search: [Search Box] In: All Fields Search

#	Order	Test Name	Availability	Time Open (EST)	Time Closed (EST)	Status	Test Type	Learner Results	Functions
1	2	Skills Assessment	Fixed Duration	12:00 AM 03/25/2013	12:00 AM 03/29/2013	Published	Computer Skills Inventory	View	[Icons]
2	1	Computer Skills Placement Test	Always Available	---	---	Published	Computer Skills Inventory	View	[Icons]

<< First < Previous [1 to 2 of 2] Next > Last >>

Click on View

In the TEST STATISTICS area, you can see how many students have taken the test. In the SCORE STATISTICS area you can see the average, minimum, and maximum scores. The bottom portion of the window is a table of all students in your evaluation group. Click a name to move to a particular student's test results page.

My Evaluations DS1001-A DS1001-B

Gradebook Tests Manage View as Learner

Test Information

Test Name: Skills Assessment

Test Type: Computer Skills Inventory

Duration Time Limit: ---

Availability Window: Fixed Duration

Date Available: Monday 25, March 2013, 12:00 AM (EST)

Date Due: Friday 29, March 2013, 12:00 AM (EST)

Maximum Possible Points: 268

Reset All Attempts: [Reset Icon]

Submit All In Progress Attempts: [Submit Icon]

Test Statistics

Total Taken: 0/1

Average Attempts: ---

Score Statistics

Score	Points	Grade
Average Score:	0/268	---
Max Score:	---	---
Min Score:	---	---

Search: [Search Box] In: All Fields Search

S#.	First Name	Last Name	Date Attempted (EST)	Points Earned	Percentage Grade	# of Attempts
1	Ptest	Vtest	---	N/A	N/A	---
2	Paula	Varin	---	N/A	N/A	---

Below is the test information page for a particular student. From this page, you can view the individual student results, extend the due date (if the test was not yet completed), or submit results. The top of the window gives general test information, statistics on attempts, and a table

showing the types of questions in the test. The bottom portion of this screen shows detail on each question.

Test Information		Attempt Statistics			
Test Name:	Lesson 1 Test	Total Questions:	10		
Test Type:	Lesson Test	Correct Answers:	10		
Availability Window:	Fixed Duration	Wrong Answers:	0		
Date Available:	Wednesday 19, January 2011, 12:00 AM (EST)	Not Answered:	0		
Date Due:	Thursday 3, February 2011, 12:00 AM (EST)				
Maximum Possible Points:	15				
Points Obtained:	14/15 - 93.33%				

Question Type	Correct	Attempted	Total
Multiple Choice:	5	5	5
True/False:	5	5	5
Matching:	0	0	0
Hotspot:	0	0	0
Sequence:	0	0	0
Simulation:	0	0	0

Q#.	Q ID	Question Text	Time Taken	Question Type	Feedback	Points Earned	Instructor Feedback
Q1	24504	Hardware encompasses all physical components of a computer system. Answer: <input checked="" type="checkbox"/> True <input checked="" type="checkbox"/> False Learner Answer: <input checked="" type="checkbox"/> True	00:00:06	True/False	6	1/1	<input type="text"/> <input type="button" value="Save"/>
Q2	24505	A gigabyte (GB) is larger than a megabyte (MB). Answer: <input checked="" type="checkbox"/> True <input checked="" type="checkbox"/> False Learner Answer: <input checked="" type="checkbox"/> True	00:00:04	True/False	7	1/1	<input type="text"/> <input type="button" value="Save"/>

This illustration shows the details of two questions in the test. You can view how much time was spent on each question, the question type, feedback, and the total points earned. (The feedback section here is used for students enrolled in eLab CMS courses, and is not available to students who are only accessing eLab to take a skills evaluation exam). For true/false and multiple choice questions, the correct answer also appears.

Question/Test Comparison Reports.

The reporting module enables you to easily review the scores of test takers both individually and by categories. You can quickly pinpoint and address problem areas by analyzing test results on a question-by-question basis, for an individual section, or across multiple sections. You can compare the results of all test questions or use filters to compare only those questions that are in common across all tests being analyzed.

Access this feature by clicking the Reports link under Course/Evaluation Management. Then, click the Question/Test Comparison Reports link. The analysis page opens.

Question / Test Comparison Reports

> To view results for specific exam/test questions, enter the question IDs separated by commas.

Question IDs: Get Report

OR

> Click in the checkbox(es) below to compare learner performance on questions in different tests. You can compare against tests in different sections of the same course or even throughout all courses and subjects that you teach.

Fall 2013 (DS1001 - A)

Computer Skills Placement Test

Fall 2013 (DS1001 - B)

Computer Skills Placement Test

Filters:

All Tests in All Courses

Selected Tests/Quizzes

Show All

Show Matching only

Get Report

All Tests in All Courses -
Compare questions in all selected tests/quizzes to matching questions in all course sections.

Selected Tests/Quizzes -
Compare all questions on the selected test(s).

Show matching only - Display only questions that are identical in the selected tests/quizzes.

A legend is located at the right of this page. It will remain visible as you scroll down the page so you 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.

> To view results for specific exam/test questions, enter the question IDs separated by commas.

Question IDs:

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

Question / Test Comparison Reports											
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	29758	What occurs when you tap [Esc] while entering data into a cell?	Multiple Choice	DS1001 - A	Computer Skills Placement Test	---	---	---	---	---	---
				DS1001 - B	Computer Skills Placement Test	---	---	---	---	---	---
				Totals		---	---	---	---	---	---
2	30706	Launch Word		DS1001 - A	Computer Skills Placement Test	---	---	---	---	---	---
				DS1001 - B	Computer Skills Placement Test	---	---	---	---	---	---
				Totals		---	---	---	---	---	---
3	30708	Customize the Ribbon		DS1001 - A	Computer Skills Placement Test	---	---	---	---	---	---
				DS1001 - B	Computer Skills Placement Test	---	---	---	---	---	---
				Totals		---	---	---	---	---	---

This illustration is a small section of the report that was generated comparing the results of the section A and section B of the Computer Skills Placement Test. Scores are not shown on this example because no tests have been taken. You can view average points, the total number of test takers, the number who answered the question correctly/incorrectly, the number who did not answer the question, and the average time taken for each question.

Learner Activity Report

This report offers both an overview of and details about your evaluation and your students. You can view how much time each test taker spent on the test. The bottom table shows the statistics for each student who took the test.

#	First Name	Last Name	Course Name	First Login (EST)	Last Login (EST)	Total Login	Quiz Time	Assignment Time	Course Content Time	Total Time	Content Clicks	Assignment Clicks	License Key Status	View Login Details
1	Molly	Demo	Introduction To Computers (CIS-101_001)	02:10 PM 01/19/2011	03:59 PM 02/09/2011	7	00:05:35	00:00:20	00:01:30	00:07:25	6	3	---	Login Details
2	Samantha	Jones	Introduction To Computers (CIS-101_001)	03:07 PM 01/20/2011	04:06 PM 02/03/2011	3	00:39:30	00:22:10	00:00:15	01:01:55	6	29	Active	Login Details
3	Abigail	Meyers	Introduction To Computers (CIS-101_001)	02:53 PM 01/23/2011	07:24 PM 02/03/2011	2	00:19:05	00:07:10	---	00:26:15	---	12	Active	Login Details
4	Bryan	Thompson	Introduction To Computers (CIS-101_001)	03:29 PM 01/23/2011	10:54 AM 02/08/2011	4	01:06:20	00:04:45	00:00:50	01:11:55	1	9	Active	Login Details
5	Eliana	Rodriguez	Introduction To Computers (CIS-101_001)	04:25 PM 01/23/2011	07:39 PM 02/03/2011	2	00:16:40	00:04:05	---	00:20:45	---	11	Active	Login Details

To view the data for just one student, click the Login Details link in the View Login Details column.

Print Results

You can choose to print gradebook entries for individual students or for the entire class.

<input type="checkbox"/> Learner Name	<input checked="" type="checkbox"/> Category Name
<input type="checkbox"/> Abigail Meyers (ameyers@student.lablearning.com)	<input type="checkbox"/> Concept Review Quiz
<input type="checkbox"/> Arthur Langlois (alanglois@student.lablearning.com)	<input checked="" type="checkbox"/> Homework
<input type="checkbox"/> Bowen Johnson (bjohnson@student.lablearning.com)	<input checked="" type="checkbox"/> Lab Assignment
<input type="checkbox"/> Bryan Thompson (bthompson@student.lablearning.com)	<input checked="" type="checkbox"/> Lesson Test
<input type="checkbox"/> Carolyn Giroux (cgiroux@student.lablearning.com)	
<input type="checkbox"/> Eliana Rodriguez (erodriguez@student.lablearning.com)	
<input type="checkbox"/> Molly Demo (10707_elabdemo@lablearning.com)	
<input type="checkbox"/> Neiva Fitts (nfitts@student.lablearning.com)	
<input type="checkbox"/> Riley Walton (rwalton@student.lablearning.com)	
<input type="checkbox"/> Samantha Jones (sjones@student.lablearning.com)	
<input type="checkbox"/> Total Class (tclass@student.lablearning.com)	

Sharing Evaluation Groups

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

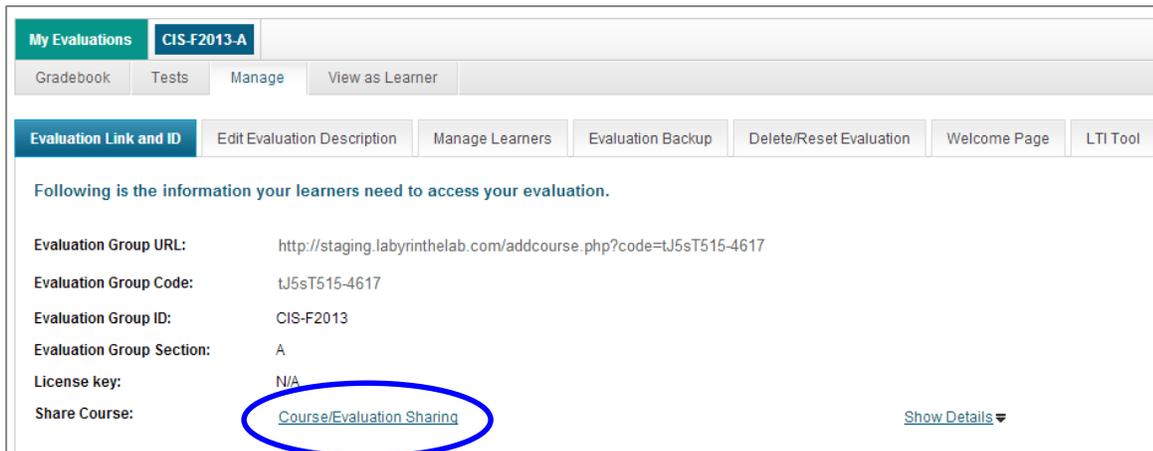
Shared courses can be retracted by the sharing party at any time. However, if the receiving party has already copied the evaluation group, the copied group is now under the control of the receiving party. The copied group cannot be retracted by the sharing party.

Sharing a Group

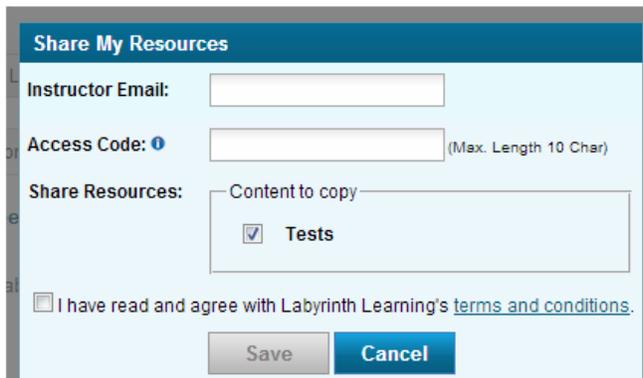
From the My Evaluations page, select the Manage link within the group you want to share.



Next, click on Course/Evaluation Sharing.



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



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

Evaluation Link and ID | Edit Evaluation Description | Manage Learners | Evaluation Backup | Delete/Reset Evaluation | Welcome Page | LTI Tool

Following is the information your learners need to access your evaluation.

Evaluation Group URL: <http://staging.labyrinthelab.com/addcourse.php?code=tJ5sT515-4617>

Evaluation Group Code: tJ5sT515-4617

Evaluation Group ID: CIS-F2013

Evaluation Group Section: A

License key: N/A

Share Course: [Course/Evaluation Sharing](#) [Hide Details](#) ▲

S#	Instructor Name	Shared Date	Shared Resources	Secret Key	Delete
1	Jason Favro	12:56 PM 04/01/2013	Tests	View Resend	X

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

Receiving a Shared Group

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

Course/Evaluation Mgmt

- Create Course/Evaluation
- Shared Resources (1)***
- Teaching Assistants
- Learner Search
- Reports

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

Test Instructor

SP3 Assessment Only Tool (TEST-QA)
Shared Resources: Tests

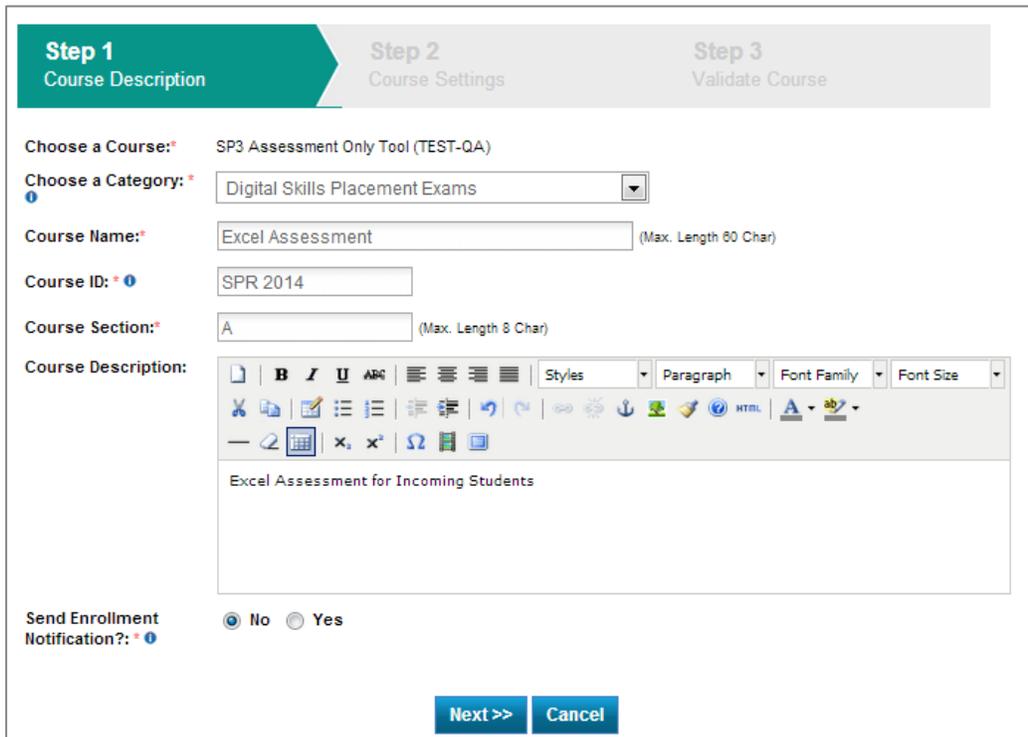
[Copy](#)



Add the Access Code from the email and click Submit.



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

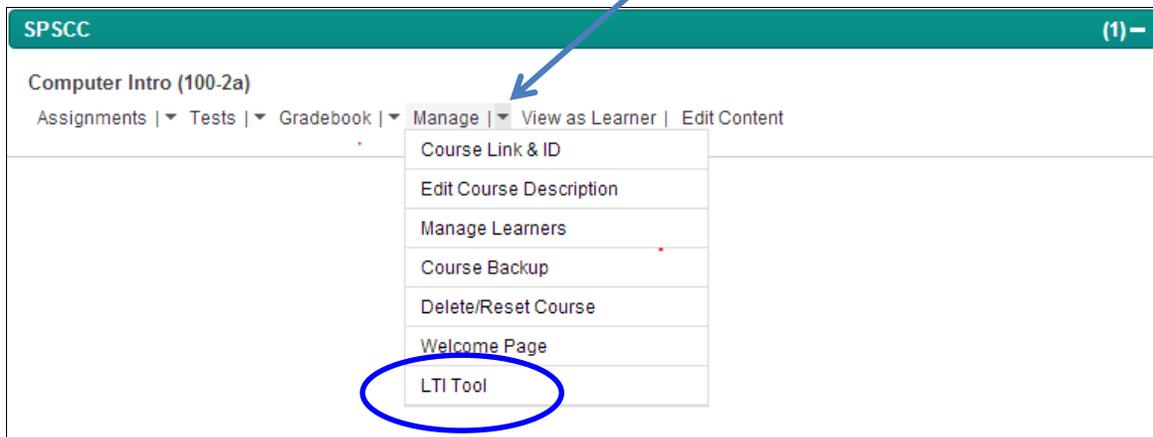


Integrating eLab with your LMS

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

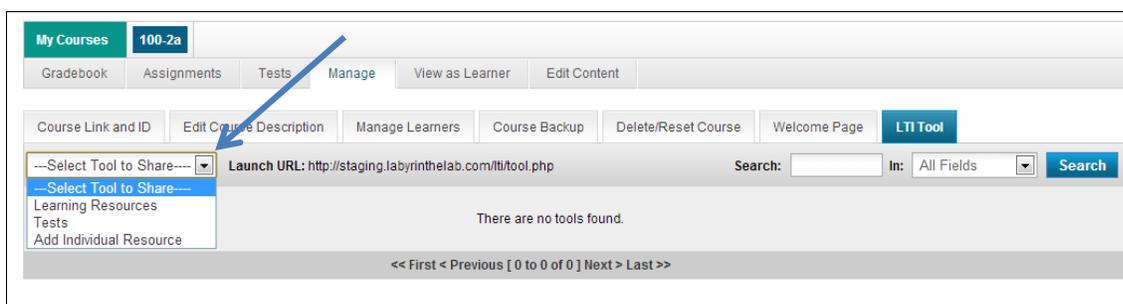
Creating an LTI 1.0 Interface

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

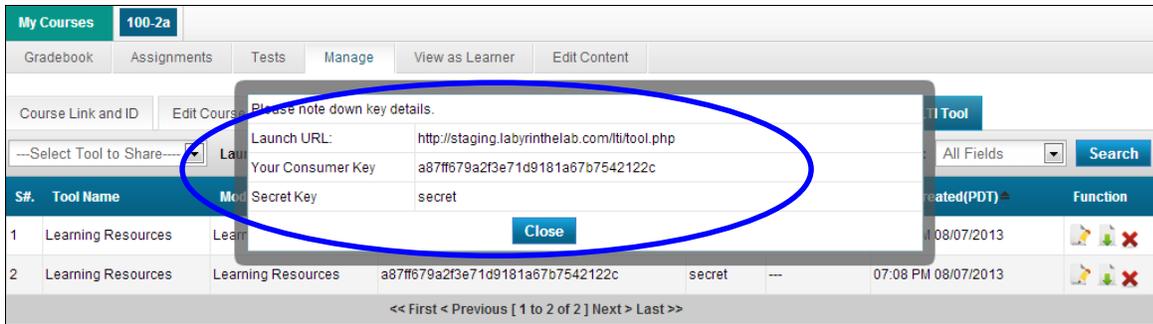


Click the *Select Resource to Share* drop-down arrow to choose items you wish to share with your LMS. There are three options:

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



When you select any of the first two options, eLab will immediately create the LTI tool resource. You will be presented with the launch URL, customer key, and secret key as shown below. Please record these items as they will be required by your LMS when you install eLab as an LTI tool.



If you select *Individual Resource*, the following form will appear.

The 'Add New LTI Tool' form is shown with the following fields:

- Tool Name: Final Exam
- Module: Select One...
- Secret: (empty)

Buttons: Save, Close

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

Select a *Module* from the drop down menu.

The 'Add New LTI Tool' form is shown with the following fields:

- Tool Name: Final Exam
- Module: Tests
- Resource: Excel lesson 4 test
- Secret: (empty)

Buttons: Save, Close

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

The 'Add New LTI Tool' form is shown with the following fields:

- Tool Name: Final Exam
- Module: Tests
- Resource: Excel lesson 4 test
- Secret: mytest

Buttons: Save, Close

Enter a *Secret* of your choice.

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

Please note down key details.

Launch URL: http://staging.labyrinthelab.com/lti/tool.php

Your Consumer Key: 1679091c5a880faf6b5e6087eb1b2dc

Secret Key: mytest

S#.	Tool Name	Mode	Consumer Key	Secret Key	Tool Name	Created(PDT)	Function
1	Learning Resources	Learning Resources	a87ff679a2f3e71d9181a67b7542122c	secret	---	07:08 PM 08/07/2013	[edit] [download] [delete]
2	Learning Resources	Learning Resources	e4da3b7fbcce2345d7772b0674a318d5	secret	---	07:11 PM 08/07/2013	[edit] [download] [delete]
3	Tests	Tests	1679091c5a880faf6b5e6087eb1b2dc	mytest	Excel lesson 4 test	07:32 PM 08/07/2013	[edit] [download] [delete]

<< First < Previous [1 to 4 of 4] Next > Last >>

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

Configuring LTI Tools in Your LMS

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

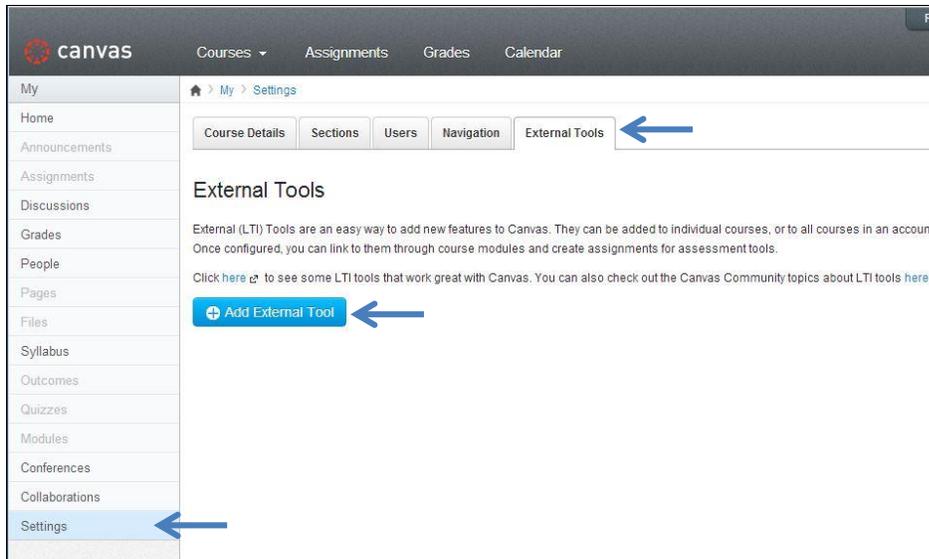
If you have problems installing eLab as an LTI tool into your course, your first point of contact for support should be your LMS administrator. We will provide support as needed, but we do not have expertise on your 3rd party learning management system.

Canvas

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

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

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

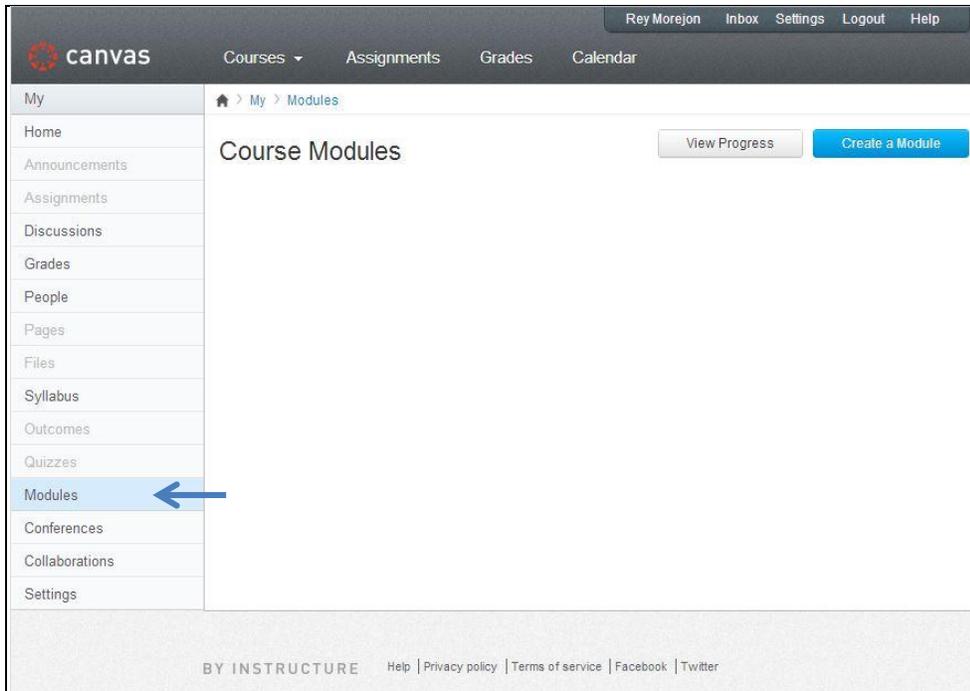


Enter a name of your choice for the tool (ie eLab CIS101). Enter the Consumer key and Secret key generated by the eLab LTI tool. Select *By URL* as the Configuration Type, and in the Configuration URL space enter the complete Launch URL provided by the eLab LTI tool.

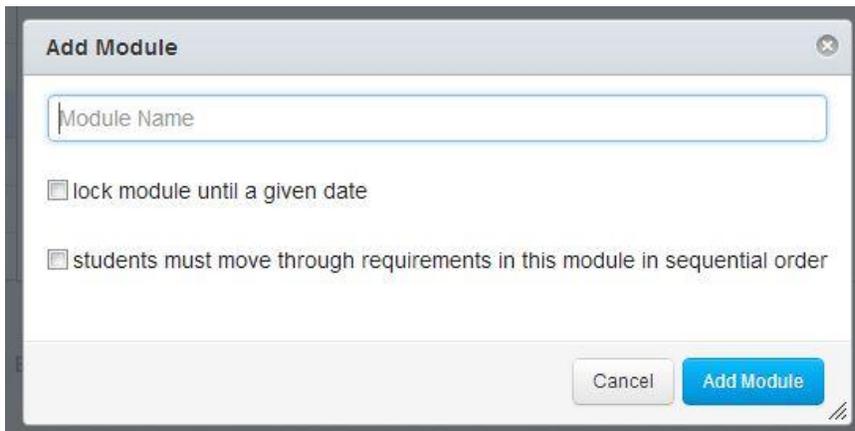
Select Save Tool Settings. You should now see the tool designated as configured in the course or account content. Depending on the integration type, the tool may appear in different places, but most tools will appear under External Tools when adding items to a module.

To set up the tool in your content:

Click on *Modules* to add the new tool to your course content.

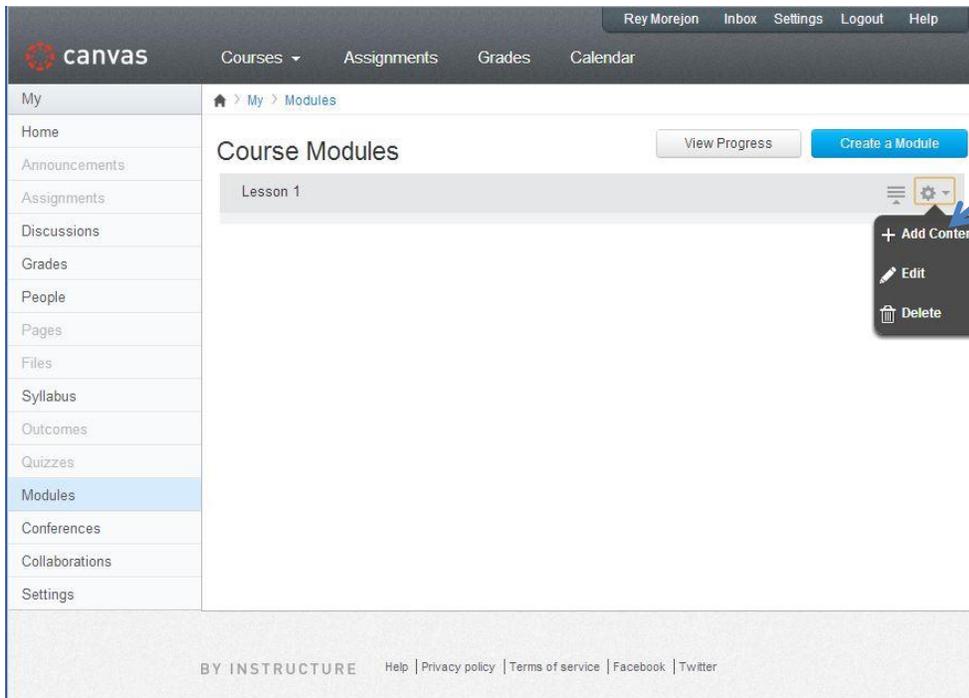


Select *Create a Module*. The following screen will appear:



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

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



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

The image shows a dialog box titled 'Add Item to Lesson 1'. At the top, it says 'Add External Tool to Lesson 1'. Below that, there's a link icon and text: 'Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.' The dialog is divided into sections. The first section is titled 'Lesson 1 Quiz' and contains a 'URL:' field with the value 'http://lms.labyrinthelab.com/lti/tc', a 'Page Name:' field with the value 'Lesson 1 Quiz', a checkbox for 'Load this tool in a new tab' which is unchecked, and an 'Indentation:' dropdown menu set to 'Don't Indent'. At the bottom, there are 'Cancel' and 'Add Item' buttons.

Your LTI configuration is complete.

Blackboard

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

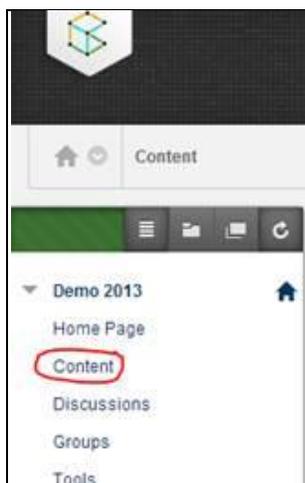
http://library.blackboard.com/ref/df5b20ed-ce8d-4428-a595-a0091b23dda3/Content/_admin_app_system/admin_app_basic_lti_tool_providers.htm

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

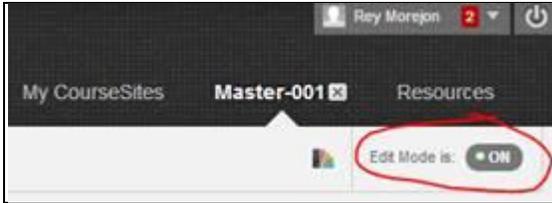
If you have a course in your account, select it from the list on the right side of the screen. If you do not have a course in your account, you will need to create a new course shell.



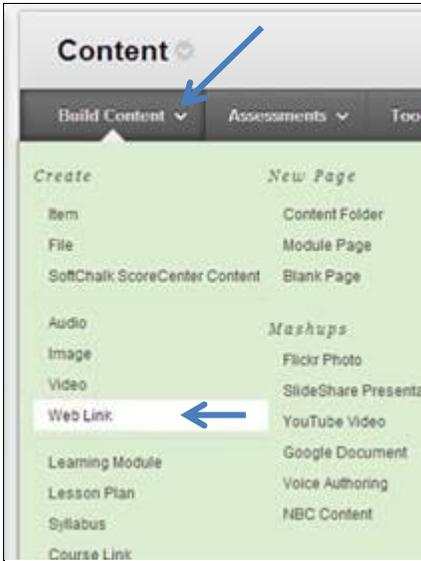
Next click *Content* from the course menu on left



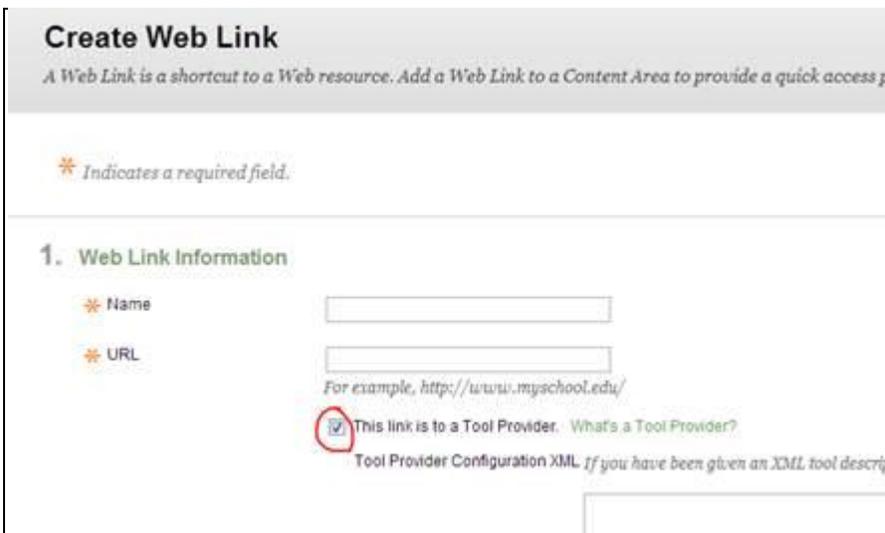
Turn Edit Mode *ON* at the top right of screen



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



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



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

Moodle

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

Desire2Learn

Desire2Learn added support for LTI apps in version 8.4. To review D2L configuration documents, log in to the Desire2Learn community, then navigate to: *Documentation > 10.1 > Learning Environment > LTI*.

Sakai

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

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

Purchasing License Keys

Institutions can purchase license keys for eLab SET at www.lablearning.com/elab-SET. Licenses are available in blocks ranging from 25 to 1000.