

eLab Video Library Student User Guide

Version A, 08/2011

Labyrinth Learning

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Introduction

The Labyrinth eLab Video Library is a training tool designed to engage you through a visually appealing and intuitive interface. eLab complements your printed textbook and helps ensure that you master the skills taught. This guide is designed to help you use the eLab learning platform. It provides an overview of eLab as well as detailed information on videos and content.

System Requirements

eLab is completely web hosted, so you can access it 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	<ul style="list-style-type: none">• Internet Explorer 7.0 or higher• Mozilla Firefox 2.0 or higher• Google Chrome 8.0 or higher• Apple Safari 2.0 or higher
Adobe Acrobat Reader or Pro	<ul style="list-style-type: none">• Needed to open the overview PowerPoint presentations, which are saved as PDF files for optimal viewing regardless of web browser
Adobe Flash Player	<ul style="list-style-type: none">• Needed to view video tutorials
Microsoft Word 2003 or Word 2003 Viewer (or higher)	<ul style="list-style-type: none">• Needed to view various supplementary files

The recommended screen resolution for eLab is 1440 x 990 and the minimum requirement is 1280 x 768.

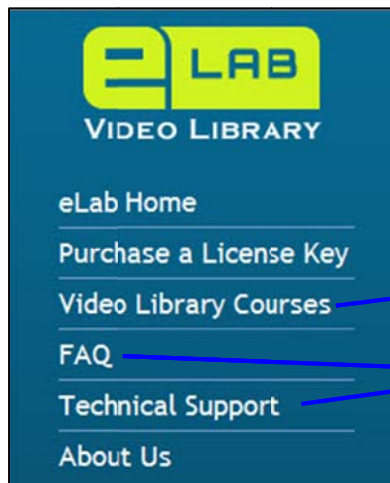
Tip! Set your resolution as high as possible for optimal viewing.

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

Important! Configure your computer to allow pop-ups from <http://lms.labyrinthelab.com/videos>

Homepage

Access the Labyrinth eLab Video Library by going to www.labyrinthelab.com/videos. The eLab homepage has been carefully designed to be as easy to use as possible. To begin, use the navigation pane on the left to access different parts of the system.



View a list of eLab video courses here.

Get help by clicking these links.

Registering with eLab



You register with eLab so you can access the course material.

Registering is easy and only takes a few minutes, and then your account will be activated immediately after you register.

To begin, click the Create an Account button on the navigation bar. This takes you to the Create an Account page.

Tip! The course code will be printed on your eLab Video Library license key card or included in a confirmation email.

First Name*:

Last Name*:

Account Type*: Student/Learner Educator/Instructor

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 Student/Learner as the Account Type.

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

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

Click the Create My Account button after you have filled out the form completely. Next, click the “click here” link to add your course. The next screen to appear is the Add Courses screen. Enter the course code VIDeLAB8 and click Submit. Fields to enter your license key and a drop-down menu of video courses will appear next. Select the video course you wish to enroll in from the drop-down menu.

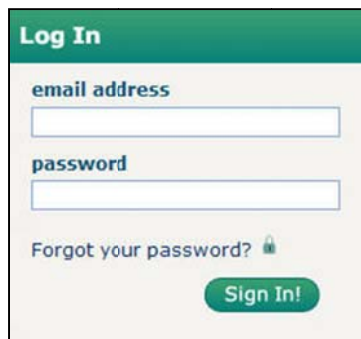
Course Code

Your course code will be printed on your eLab Video Library license key card or included in a confirmation email. The course code for the eLab Video Library is VIDE LAB8.

Tip! If you have already registered your account, simply log in to eLab and click the “click here” link to add the course code and license key.

Logging In

Once you have registered with eLab, you can log in to access your course at any time.

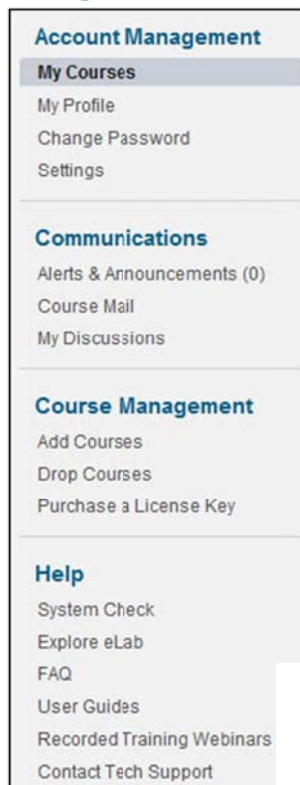


The screenshot shows a 'Log In' form with a green header. It contains two input fields: 'email address' and 'password'. Below the password field is a link that says 'Forgot your password?' with a lock icon. At the bottom of the form is a green 'Sign In!' button.

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

After you click the Sign In button, you will be sent to the My Courses page. Any course(s) for which you are registered will appear in the main content window.

Navigation Bar



The screenshot shows a vertical navigation bar with the following sections and items:

- Account Management**
 - My Courses (highlighted)
 - My Profile
 - Change Password
 - Settings
- Communications**
 - Alerts & Announcements (0)
 - Course Mail
 - My Discussions
- Course Management**
 - Add Courses
 - Drop Courses
 - Purchase a License Key
- Help**
 - System Check
 - Explore eLab
 - FAQ
 - User Guides
 - Recorded Training Webinars
 - Contact Tech Support

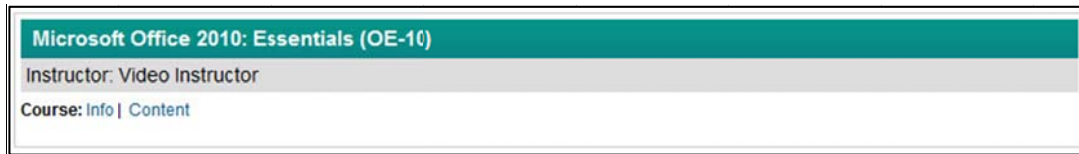
Notice the navigation bar on the left side of the screen. Here you can manage your eLab account, view alerts and announcements from your instructor, send/receive emails to/from your instructor, manage your courses, and get help using eLab.

Updating Your Account Information

Task	Details
View your courses	<ul style="list-style-type: none">Click the My Courses link under Account Management. <p><i>A list of all eLab video courses for which you are registered appears in the main My Courses window.</i></p>
Add a course	<ul style="list-style-type: none">Click the Add Courses link under Course Management.Enter the course code: VDeLAB8Click Submit.Enter the license key printed on your license key card or provided by your instructor.Select the video course you wish to add from the drop-down menu.Click Submit.
Drop a course	<ul style="list-style-type: none">Click the Drop Courses link under Course Management.Follow the prompts.
Update your profile	<ul style="list-style-type: none">Click the My Profile link under Account Management.Click the Edit button.Update the information as necessary, making sure to complete all mandatory fields.Click Update to commit your changes, or click Cancel twice to return to the My Account Information page.
Change your password	<ul style="list-style-type: none">Click the Change Password link under Account Management.Enter your current password.Enter your new password in the two indicated boxes.Click Submit to commit your changes, or click Cancel to return to the My Account Information page.

Course Organization

On the My Courses page, each video course for which you are enrolled appears surrounded by a gray box. Within each course box are two links: Info and Content. This section of the user guide will explain these two areas of eLab.



Tip! The first time you click the Content link, a new browser tab or window will open.

Info

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

Content


The Content area is designed to complement and enhance your printed book. Click the Content link and notice that a new tab or browser window opens with the content. Now take a look at the navigation pane on the left side of the screen.

Download Student Exercise File
INTRO GETTING STARTED
UNIT 1 COMPUTER CONCEPTS & WINDOWS
UNIT 2 WORD 2010
UNIT 3 EXCEL 2010
UNIT 4 POWERPOINT 2010
UNIT 5 ACCESS 2010
UNIT 6 COMPREHENSIVE INTEGRATION

Click the blue UNIT links to view associated lessons and their content.

When you click a UNIT link on the navigation bar, the associated lessons will appear in the main window.

Download Student Exercise File	UNIT 1 COMPUTER CONCEPTS & WINDOWS
INTRO GETTING STARTED	▶ LESSON 1 COMPUTER CONCEPTS
UNIT 1 COMPUTER CONCEPTS & WINDOWS	▶ LESSON 2 PROGRAM WINDOWS
UNIT 2 WORD 2010	▶ LESSON 3 FILE MANAGEMENT
UNIT 3 EXCEL 2010	▶ LESSON 4 THE INTERNET AND OUTLOOK
UNIT 4 POWERPOINT 2010	▶ LESSON 5 TOOLS FOR ONLINE COLLABORATION
UNIT 5 ACCESS 2010	
UNIT 6 COMPREHENSIVE INTEGRATION	

Click the  icon or the lesson title to expand the lesson content, which includes some or all of the following items:

- **Learning objectives:** These match the objectives printed on the lesson opener pages in your book.
- **Overview presentations:** These overviews are available as PDF files to ensure the layout is always as intended. If you want to download the file to your computer, click the Download link next to the Overview Presentation link. If you are unable to view the slideshow from within eLab, you'll need to install Adobe Reader (available at <http://www.adobe.com/products/acrobat/readstep2.html>). Note that, depending on the browser you are using, a new tab or a new browser window will open.
- **Learning resources:** If applicable, links to helpful and interesting information will appear. In addition, at least two video tutorials are available for most lessons. Each video focuses on one key topic introduced in the lesson. Click the title of each video tutorial to watch it instantly. See the [How to View Videos](#) topic for more information.

Tip! In the Office 2010 series, there is one video for nearly every major topic in each lesson.

- **Concepts Review quiz:** Complete these quizzes and receive instant feedback.
- **Work-Readiness Skills Website:** Prepare yourself for the workforce by visiting our work-readiness skills website. Here you read more about how our Critical Thinking exercises mirror situations you might encounter in the workplace.

▼ **LESSON 6: WORKING WITH WORD BASICS**

[Learning Objectives](#)

[Lesson Overview](#)

[Overview Presentation | Download](#)

[Learning Resources](#)

- [6.1 Presenting Word 2010 \(Video\)](#)
- [6.3 Opening Documents \(Video\)](#)
- [6.4 Working with the Word 2010 Interface \(Video\)](#)

 - [The Quick Access Toolbar \(Video\)](#)
 - [The Mini Toolbar \(Video\)](#)

- [6.5 Navigating with the Scroll Bar \(Video\)](#)

 - [Navigating with the Keyboard \(Video\)](#)

- [6.6 - 6.7 Closing Documents and Starting a New, Blank Document \(Video\)](#)
- [6.8 Getting Help in Word 2010 \(Video\)](#)
- [6.9 Exiting from Word \(Video\)](#)

 - [Develop Your Skills 6.9.1: Exit From Word \(WebSim\)](#)

[Concepts Review Quiz](#)

- [Lesson 6 Quiz](#)

[Work-Readiness Skills Website](#)

Course Navigation

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

UNIT 1 >> LESSON 2: >> Aero Desktop (Win 7) (Video)
Back To Course | Help | Close

Return to the unit content page, with no lesson content expanded.

Return to the unit content page, get help with eLab, or log out of your current session.

Return to the unit content page, with the current lesson content expanded.

How to View Videos

Most lessons feature multiple video tutorials. These use video and audio to cover all main topics covered in the lessons. You will see the videos listed below the Overview Presentation link in a section called Learning Resources.

▼ **LESSON 2: PROGRAM WINDOWS**

Learning Objectives

Lesson Overview

[Overview Presentation | Download](#)

Learning Resources

- 2.1 Starting Windows (Video)
- [The Windows Desktop \(Video\)](#)
- 2.2 Starting Programs (Video)
- [The Windows Taskbar \(Video\)](#)
- 2.3 Controlling Program Windows (Video)
- [Positioning and Shaping Program Windows \(Video\)](#)
- [Multitasking \(Video\)](#)
- [Switching Programs \(Video\)](#)
- [Aero Desktop \(Win 7\) \(Video\)](#)
- 2.4 Shutting Down Windows (Video)

Concepts Review Quiz

[Lesson 2 Quiz](#)

Simply click the link and a new window like the following appears. There may be a delay of a few seconds before the video begins to play. You can always replay the video using the Replay button without reloading it from the Internet.

Turn captions on/off

Full-screen view

Volume control

Timer

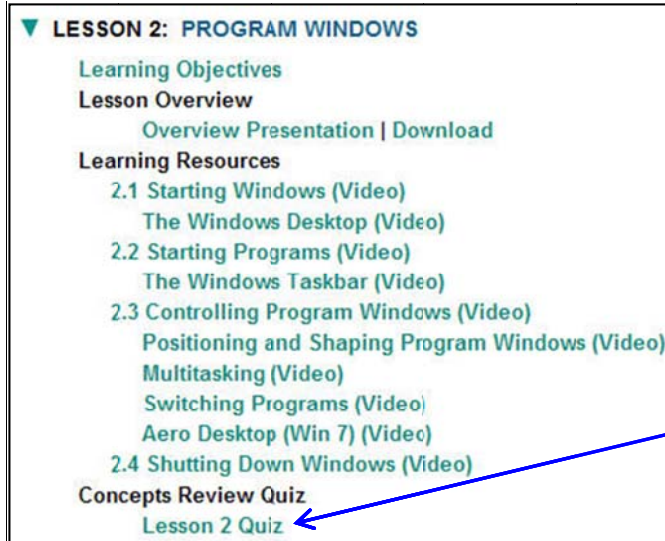
Slider control

Play/Pause

When the video is over, click the Back to Course link.

Concepts Review Quizzes

A Concepts Review quiz for each lesson is available. Simply click the Content link and then navigate to the appropriate unit and lesson number. The Concepts Review Quiz appears at or near the bottom of the lesson content page.

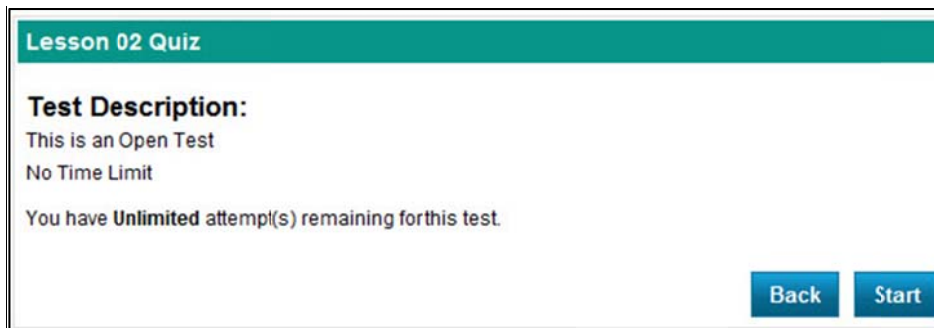


▼ **LESSON 2: PROGRAM WINDOWS**

- Learning Objectives
- Lesson Overview
 - [Overview Presentation | Download](#)
- Learning Resources
 - [2.1 Starting Windows \(Video\)](#)
 - [The Windows Desktop \(Video\)](#)
 - [2.2 Starting Programs \(Video\)](#)
 - [The Windows Taskbar \(Video\)](#)
 - [2.3 Controlling Program Windows \(Video\)](#)
 - [Positioning and Shaping Program Windows \(Video\)](#)
 - [Multitasking \(Video\)](#)
 - [Switching Programs \(Video\)](#)
 - [Aero Desktop \(Win 7\) \(Video\)](#)
 - [2.4 Shutting Down Windows \(Video\)](#)
- Concepts Review Quiz
 - [Lesson 2 Quiz](#)

Taking Quizzes

When you click the Lesson X Quiz link under the Concepts Review Quiz heading, you are taken to an opening page that describes the details of the test. You can read the description and decide if you want to begin the test at that time or at a later date.



Lesson 02 Quiz

Test Description:
This is an Open Test
No Time Limit
You have **Unlimited** attempt(s) remaining for this test.

[Back](#) [Start](#)

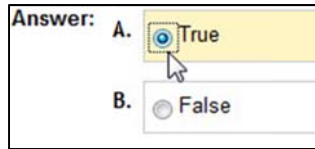
Tip! Only click the Start button when you are fully ready to begin taking a test.

At the top of every test question page is a series of navigation buttons. Use these buttons to move from question to question, to save answers, and to submit your tests.



Question 2 out of 12 [« PREVIOUS](#) [NEXT »](#) [GO TO ↕](#) Completed 0 of 12 [SUBMIT TEST](#)

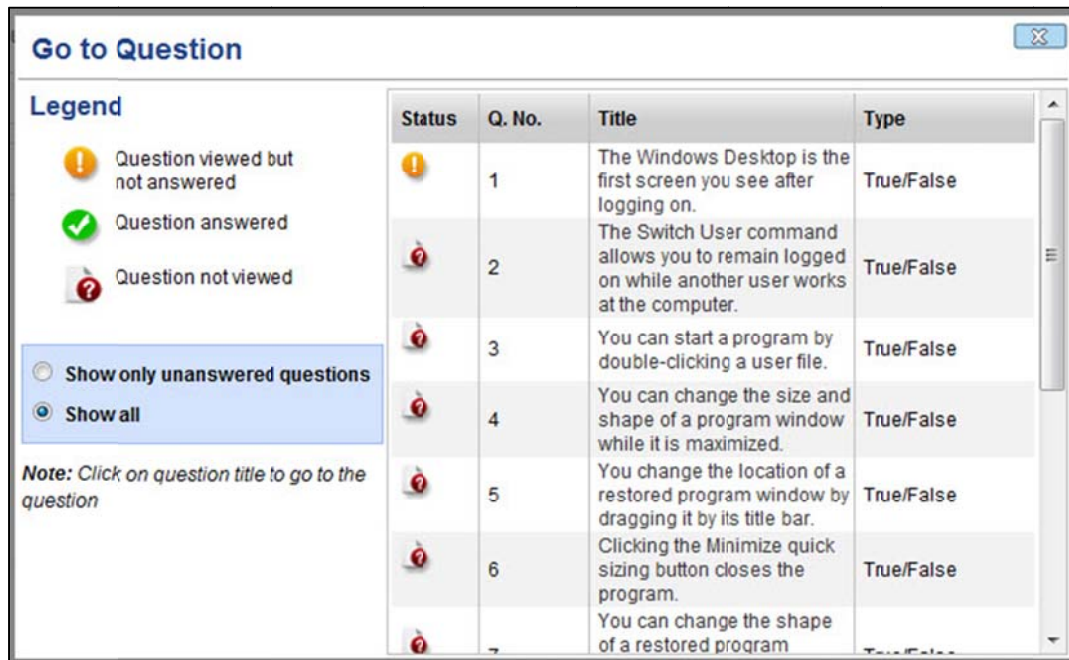
Concepts Review quizzes include true/false and multiple choice questions. Simply click in the bubble to indicate your answer and then click the Next button at the top of the screen.



Tip! Click the Previous button to go back to an earlier question and change your answer before submitting a quiz.

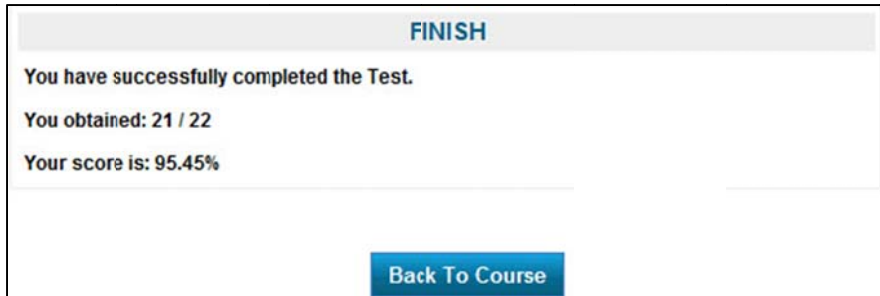
The Go To Button

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

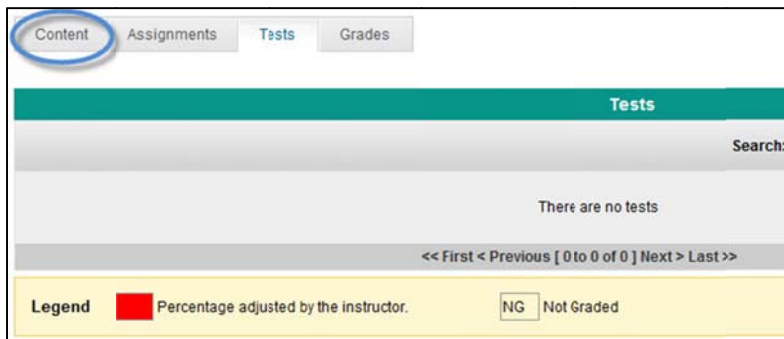


When you reach the last question in the test, eLab will remove the Next button. If you are satisfied with your answers, click the **SUBMIT TEST** button. You will then be asked to confirm that you want to submit the test.

The next screen that appears will show your performance on the test.



Note! When you click the Back to Course button, you may be sent to the Tests table, which will be empty. In this case, simply click the Content link to return to the video course content area.



If you land in the Tests area after completing a quiz, click the Content tab to return the video course content area.

Viewing Quiz Results

To view your quiz results, navigate back to the Concepts Review Quiz link for the applicable lesson and click the “Lesson X Quiz” link again. This will take you to the Attempts table.

Aaron B Student's Attempts					
Attempts	Date Attempted (EDT)	Points Earned	Percentage Grade	View Result	Status
1	12:17 PM 08/23/2011	21/22	95.45%	View	Finished

Legend ■ Percentage adjusted by the instructor. NG Not Graded

In the above example, you can see that Aaron has completed the quiz and earned 21/22 points (95.45%). He can see details about the quiz by clicking the View link.

Following is a portion of Aaron’s results page. Notice that he did not answer question 7 correctly, as indicated by the 0/1 in the Points column. The Feedback column tells Aaron on which page in the book he can look to refresh his memory about this topic.

Q #.	Question	Question Type	Feedback	Points	Instructor Feedback
Q1	The inserton point automatically repositions when you scrol through a document using the scroll bars. Answer: True False	True/False	Refer to page(s) 21	1/1	---

Q6	Contextual tabs appear in context with the task you are performing. Answer: True False	True/False	Refer to page(s) 9	1/1	---
Q7	The [Page Down] key on your keyboard moves you down through a document one page at a time. Answer: True False	True/False	Refer to page(s) 23	0/1	---
Q8	If you open a document created in a previous version of Word, the term "Compatibility Mode" appears in the title bar. Answer: True False	True/False	Refer to page(s) 7	1/1	---