

# Using Course Content

## QuickStart Video Transcript

*This is a transcript of the Creating an Account & Registering for a Course student eLab training video. Use it in conjunction with the associated video file.*

Welcome today's student eLab training session. Today's topic is using course content.

When log into your student eLab account, you always be brought to your My Courses page, which will list the various courses you are currently enrolled in. The Course Content area contains all of the training resources for your eLab course. To access the course content area, click the Content link for the course you wish to work in. This opens up a new window.

In the content window, at the top of the left panel, you have links to the other areas of eLab: My Grades, Assignments, Tests, and a link to download the student exercise files for the book.

The content page is organized by units in the left panel. When you click on a unit, the various lessons in that unit will be displayed on the right. When you click on a lesson title, it will expand to show you the lesson content.

Let's go over the contents of the Content page and how to use the various resources that are available. I'm going to click on Unit 1, which displays the five lessons in this unit. Next, I click on Lesson 4. This displays the content for Lesson 4.

For each lesson, the content is organized in various sections. First, you have the learning objectives for the lesson. When you click the Learning Objectives link, it will display the learning objectives for this lesson.

The basic navigation in eLab works through breadcrumb navigation, so if I want to return to the Lesson 4 main page, I click the Lesson 4 breadcrumb at the top of the screen.

The next item is the lesson overview. When I click the Overview Presentation link, it opens an overview presentation that will cover all the concepts that are covered in this lesson.

I can click through the slides to get an overview of all the main topics that will be covered in this lesson.

When I wish to return to the main content page, I can again click the Lesson 4 breadcrumb, or another way to get back to the main content page is to click the Back to Course link at the top right of your screen.

The next section is called Learning Resources. The Learning Resources section contains all of the video tutorials for the lesson, as well as any web simulations. Not all lessons have web simulations but when they do, they will be located in the Learning Resources section.

The learning resource section is organized to follow the flow of the lessons in the textbook. All of the videos and WebSims are numbered according to the main topic numbers in your lesson, in the textbook. So, for example, the first topic in the lesson is 4.1 Reviewing Web Browsers. You will notice around your

lesson a link that says “Video Lesson” or “WebSim” and then has a URL. Whenever you see that yellow highlighted link, that let you know that there’s a video tutorial or a WebSim that should be viewed at that point in the lesson.

So when you come back to eLab, when you’re working in topic 4.1, you would then click the Reviewing Web Browsers link the view that video tutorial.

*[Video voiceover snippet plays]*

When you wish to return to the lesson, again click the Lesson 4 breadcrumb or the Back to Course link.

Web simulations are developed for certain exercises throughout the textbook. These allow you to work through the exercise using a simulation instead of a live application. These are typically designed for Internet lessons and email lessons, where it may be difficult to perform these exercises in a lab environment.

To access a WebSim, click the link for the particular exercise that you’re working on. The WebSim opens up and you then follow the onscreen instructions to work through the exercise. Again, to return to the main lesson page, use the breadcrumb navigation.

The last resource available in this lesson is the Concepts Review Quiz. Every lesson in your course will have a Concepts Review Quiz. You may take the Concepts Review Quizzes as many times as you wish. When you submit the quiz, it will automatically be graded and provide you feedback with page references to the textbook where you may look up any answers that you might have missed.

The Concepts Review Quiz functions just like any other test in eLab. For training on taking a test in eLab, view our Taking a Test recorded webinar.

Now we’re going to look at the resources for one other lesson.

I’m going to click Unit 2 and then go into Lesson 6. Lesson 6 also has a link for the Work-Readiness Skills website. All Office 2010 lessons in eLab contain this link, which will bring you to a website that helps explain what work-readiness skills are and why they’re important.

Work-readiness skills are covered in the Critical Thinking and Work-Readiness Skills section at the end of all of your office 2010 lessons.

Also, your instructor may upload to your lesson custom content that they developed. For example, in Lesson 6 there’s a link to Google. That’s because this instructor set up this link in Lesson 6 for students to go to.

Also in Lesson 6 there is an Instructor Documents section with a document called Lesson 6 Study Guide. Again, the instructor developed this content and uploaded it to customize this lesson.

To view the Lesson 6 Study Guide, you’d simply click the link. And then you’ll be prompted to open up the Word document.

At the end of this lesson is a link to the Lesson 6 test.

To access tests and assignments in eLab, you typically go to the Assignments or Tests areas; however, your instructor may link a test or assignment to the content page so that you can access assignments and tests for a particular lesson right from the lesson content with the other resources.

This concludes our eLab student training session. To view additional recorded training eLab webinars, click the Recorded Training Webinars link in the Help section of your eLab My Courses page.