

Instructor User Guide

Dear Course Instructor,

The following guide explains how to: access your Instructor account, enroll your students, view your student's results, and other account features. Should you have any questions please feel free to reach out to our Customer Success Team at support@labster.com, or dial us at +455031 1163.

Accessing your Labster Instructor Account

To access your Labster Instructor account, you will be provided with the following information:

- 1. Login email
- 2. Password

If you are missing any of the information above, please contact support@labster.com

- 1. Go to the login page: https://courses.labster.com/login
- 2. Login into your account with the provided Login email and Password. Click **Sign in**

| Sign in | |
|---|--|
| Email | |
| username@domain.com | |
| The email address you used to register with Labster | |
| Password | |
| Forgot password? | |
| Remember me | |
| | |
| Sign in | |



- 3. On the My Course page there will be two courses (See image below):
 - **a.** Labster Trial (or a personalized course name)
 - **b.** *Instructor View* This is where you will enroll students.

| LABSTER | BROWSE LABS | ENTER ACCESS CODE | | ☆ Dashboard for: Labster_trial → |
|------------|--|-------------------|------------------------------|----------------------------------|
| MY COURSES | Labster T | rial | Or a personalized cour | ۲ YOUR COURSES م rsename |
| | Started - Nov 10, 2016 Instructo LabsterX - MC Started - Jan 11, 2015 | r View | View Course View Course | |

The following steps show how to enroll students to the course to utilize the simulations. Further information about all of the features of the account can be found on pages four through eleven of this guide.

How to enroll students into the course

Please note that there are two options for enrolling your students into the course. You will only have to use one of the following options:

- Enrolling your students using their email addresses. Please see below for more details.
- Enrolling your students by distributing them a Course Code provided by your Labster Implementation Specialist. Please see below for more details.

Which of the two options below that applies to you, depends on what has been agreed upon between you and your Labster Implementation Specialist. If you are in doubt of which option applies to you, please reach out to your Labster contact or write support@labster.com.

Enrol by email:



1. Click on the **View Course** button of the Instructor View.



2. Select the **CCX Coach** and the **ENROLLMENT** tab. In the box under Batch Enrollment, paste in the email addresses of the students who you would like to have access to the course and press **Enroll**.

| lome Simulations CCX Coach License Theory | | | | |
|---|-------------------------------|---|---------------------------------|--|
| CCX COACH DASHBOARD | | | | |
| BATCH ENROLLMENT Enter email addresses and/or usernames separated by new lines or commas. You will not get notification for emails that bounce, so please double-check | On the studer remove the e | nt list managemen mail you use to lo MANAGEMENT | nt, please do not ogin with. | |
| spelling. Email Addresses/Usernames | Username | Email | Revoke access | |
| Copy and paste in student email | Labster_trial | Labster_trial@labster.com | Revoke access | |
| addresses up to 50 at a time. For more, please make several enrollments. | Labster_test_2 | Labster_test_2@labster.co m | 8 Revoke access | |
| Auto Enroll Auto | Labster_test_3 | Labster_test_3@labster.co m | S Revoke access | |
| Enroll Unenroll | Labster_test_4 | Labster_test_4@labster.co m | Revoke access | |
| | Labster_test_5 | Labster_test_5@labster.co m | Revoke access | |
| Once students have created their | Enter username or | email | Add Student | |
| Labster account, they will appear | ✓ Auto Enroll | | | |
| in the Student List Management | Notify users by em | nail | | |



Please Note: All students that you enroll will receive an email from support@labster.com with an invite to create a Labster account. They need to create and activate their accounts to see the course, and before they will appear in the *Student List Management*.

Enrol by Course Code:

You have received a ten digit Course Code from your Labster implementation specialist which will allow your students to enroll themselves in the course.

Once you have received this Course Code, please distribute it to your students. Each course has one unique ten digit Course Code which is used by all students who are enrolled in the relevant course. If you are teaching multiple courses, you will most likely receive one Course Code per course that you are teaching.

For more information on how this Course Code process works for your students, please refer to the Student User Guide, which you should have received as well.

Labster Instructor View Account Features

The Labster Instructor View contains five tabs which will be explained below:

1. *Home:* This tab contains basic information including Labster guides and support information.





- 2. Simulations: This tab contains access to the simulations as well as the dashboard.
 - a. *Simulations:* To start a simulation, click on the relevant subject, and subsection. Then click on the name of the simulation, and then the Play Simulation button.

| LABSTER LabsterX: | MC Instructor View 🌸 Dashboard for: Labster_trial 💌 |
|----------------------------|---|
| Home Simulations CCX Coach | License Theory |
| Bookmarks | Physics > Optics > Optics Overview |
| Biology | Bookmark |
| • Chemistry | (Back to Optics Overview |
| General Science | LIGHT AND POLARIZATION SIMULATION |
| ▶ Medicine | Light is everywhere around us. It helps us see and keeps us warm. Light is a collection of photons that behave both like particles and waves. In the Light and Polarization simulation, a photographer needs new lenses to take photos in places with lots of sunlight and light reflections. Before using the new lenses, he has to learn about the dual behavior of |
| Physics | photons; the reflection and refraction of electromagnetic waves and how to polarize unpolarized waves. Will he be able to capture the magnificent scenery of Antarctica with his camera? |
| Optics | |
| Dashboard | |
| | Play Simulation (2 |

b. Dashboard: This section shows the results and progress in the simulations (see images below).

NOTE: If you look at the dashboard from the Instructor View, you will see the results from the simulations that have been played from the simulation tab in the Instructor View. To review your students results please see the steps on pages seven through nine of the guide.

| LABSTER LabsterX: | MC Labster Trial | ☆ Dashboard for: Labster_trial ▼ |
|-------------------------------|--|----------------------------------|
| Home Simulations CCX Coach | License Theory | |
| Bookmarks | Dashboard > Dashboard > Dashboard | |
| Biology | | Bcokmark |
| Chemistry | Click the button below to see the dashboard. | |
| ▶ Engineering | | |
| General Science | Dashboard 🗗 | |
| Medicine | | |
| Physics | | |
| Dashboard | | |
| Dashboard | | |



| LABSTER Teacher dashboard | | | | | Labster_t | rial@labster.com |
|------------------------------|----------|----------------------------|----------------------------|--------------------|---------------|------------------|
| Simulations: | | License used / total | C Number of Attempts | C Time taken | Score in % | Completion % |
| ✓ Acids and Bases | Ł Export | 4 / 50 | | | | |
| ✓ Labster_test_2@labster.com | | | 2 | | | |
| Attempt 1 | | | | 0:11:03 | 98 | 100 |

- 3. CCX Coach This tab contains two features:
 - a. *Enrollment* Enroll students to the simulations (Covered on Page 2, 3 & 4 of this guide)
 - b. Schedule By default, your students will see all simulations included in your license. This feature allows you to control what simulations your students are able to see and when. This feature is optional. For more information please contact <u>support@labster.com</u>
- License This tab holds your license information which controls which simulations your students have access to as well as how many users can use them. Please do not make any changes to your license number.

| LABSTER LabsterX: MC Instructor View | # Dashboard for: Labster_trial |
|--|--------------------------------|
| ome Simulations CCX Coach License Theory | |
| License Consumer key: | |
| Ckbeada362-aca1-4587-9c56-da1b21cce5b8 | |
| Secret key: | |
| Sk4fafc110-eb68-40c2-aaa6-24c415b3c579 | |
| License: | |
| FsIaAhwp1nVk73CgRhNvM4eHYhd7I7gJ3Mms | |
| Apply | |
| | |



5. *Theory* – This tab contains a theory page for each simulation.



Teacher Dashboard:

To review your student's results, go to your Labster home screen and click on the **View Course** button of your student course.



Then click on Simulations, Dashboard, and the Dashboard button.



support@labster.com

| | MC Labster Trial | A Dashboard for: Labster_trial |
|----------------------------|--|--------------------------------|
| Home Simulations CCX Coach | License Theory | |
| Bookmarks | Dashboard > Dashboard > Dashboard | |
| ▶ Biology | | Bookmark |
| Chemistry | Click the button below to see the dashboard. | |
| General Science | | |
| Medicine | Dashboard 더 | |
| Dashboard | | |
| Dashboard | | |

LABSTER Teacher dashboard

| | | | Date | s when you | i Labster |
|--|---|---------------------------------|--------------------|--|--|
| ✓ JNjreCnUsmzrKdfwbkY44g3grNsU1gPw Your License Number | Number of simulations that you have access to | E36 Number of Simulations | Feb 8, Lic | license is v 2016 - Aug ense validity da | alid 22, 2020 _{ites} |
| Simulations: All simulations which you have access to appear in an alphabetical list | | C Number of Attempts | C Time taken | Score in % | Completion % |
| ✓ Animal Genetics ✓ nicole@labster.com | ± | 6 | | | |
| Attempt 1 | | | 42:33:30 | 44 | 61 |
| Attempt 2 | | | 0:00:40 | 0 | 14 |
| Attempt 3 | | | 0:00:06 | 0 | 14 |
| Attempt 4 | | | 0:03:26 | 26 | 46 |
| Attempt 5 | | | 0:00:00 | 0 | 0 |
| Attempt 6 | | | 0:00:00 | 0 | 0 |
| ✓ user@school.edu | | 1 | | | |
| Attempt 1 | | | 9:43:33 | 20 | 15 |
| ➤ Antibodies | | | | | |
| Sacteria Isolation | | | | | |

- 1. Number of Attempts: The number of times a student tried the simulation.
- 2. Time Taken: The amount of time a student has spent completing the simulation.
- **3. Score in %:** This is calculated by taking the number of points the student achieved divided by the total number of possible points.
- **4. Completion %:** The percentage of the simulation that a student has completed.

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To download all of the student results into Excel, scroll to the left of the Number of Attempts and click on the blue download arrow.

Below is an example of the data export:

| 1.4 | A | В | С | D | E | F | G | н | |
|------|---------------------|------------------|------------------|-------------------|---------------|-------|--------------|---------------|--------------|
| 1 | E-mail | Attempt index | Started at (UTC) | Finished at (UTC) | Time taken | Score | Max Score | Score in % | Completion % |
| 2 | Test020@labster.com | 1 | 16-04-2004 06:04 | 16-04-2004 07:04 | 00:33:34 | 286 | 290 | 99.0 | 100 |
| 3 | Test021@labster.com | 1 | 16-04-2006 01:04 | 16-04-2006 02:04 | 00:31:24 | 266 | 290 | 92.0 | 100 |
| 4 | rest022@labster.com | 1 | 16-04-2005 11:04 | 16-04-2005 11:04 | 00:00:00 | 0 | 290 | 0.0 | 0 |
| 5 | Test022@labster.com | 2 | 16-04-2005 12:04 | 16-04-2005 12:04 | 00:16:59 | 120 | 290 | 41.0 | 63 |
| 6 | Test022@labster.com | 3 | 16-04-2005 12:04 | 16-04-2005 12:04 | 00:05:20 | 120 | 290 | 41.0 | 63 |
| 7 | Test022@labster.com | 4 | 16-04-2005 12:04 | 16-04-2005 13:04 | 00:08:31 | 190 | 290 | 66.0 | 74 |
| 8 | Test022@labster.com | 5 | 16-04-2005 13:04 | 16-04-2006 07:04 | 18:26:15 | 290 | 290 | 100.0 | 100 |
| 9 | Test023@labster.com | 1 | 16-04-2006 06:04 | 16-04-2006 06:04 | 00:28:40 | 286 | 290 | 99.0 | 100 |
| 10 | Test023@labster.com | 2 | 16-04-2006 10:04 | 16-04-2006 10:04 | 00:00:00 | 0 | 290 | 0.0 | 0 |
| 11 | Test024@labster.com | 1 | 16-04-2005 09:04 | 16-04-2005 16:04 | 06:20:48 | 246 | 290 | 85.0 | 100 |
| 12 | Test025@labster.com | 1 | 16-04-2005 07:04 | 16-04-2005 07:04 | 00:29:04 | 286 | 290 | 99.0 | 100 |
| 1000 | | | | | | | | | |

1. **Email:** The email address that was used to login into the Labster account.

- 2. **Attempt Index:** Number of times that a student played the simulation.
 - a. If you look at <u>Test022@labster.com</u> this student tried the simulation five times. The results from the first time they tried the lab are listed under attempt 1.
- 3. **Started at (UTC):** The date and the time that the student started the simulation.
- 4. **Finished at (UTC):** The date and time that the student finished the simulation.
- 5. **Time taken:** The calculation of the start time to end time into: hours, minutes, and seconds.
- 6. **Score:** This is the number of points that the student earned based on their answers to the quiz questions in the simulation.
- 7. **Max Score:** This is the maximum number of points which is possible in the simulation.
- 8. Score in %: Calculation of the students score based on the max score in percentage.
- 9. Completion %: What percentage of the simulation the student completed.

Please note that your students can play each simulations as many times as they like during the license validity dates. The simulations have saving points that allow them to save their progress, exit the simulation and come back to their last saved point later. Each time they re-launch a simulation, they will be prompted to either Resume from the last saved game or Restart from the beginning. If they choose to start from the beginning, a new attempt will be created in the Dashboard.

Requirements for using Labster:

Labster simulations can be used on laptop or desktop based computers, which meet the following



requirements:

System:

- **Processor:** Dual core 2 GHz or higher
- **Memory:** 4 GB or more
- Graphic card: Intel HD 3000 / GeForce 6800 GT / Radeon X700 or higher
- **OS:** Windows or Mac OS

Usage:

- **Supported browsers:** Latest version of: Firefox, Chrome, Safari, and Opera
- Stable internet connection
- All other programs and browser tabs closed

Who do I contact if I need help?

If you have any questions regarding access for your students or if you run into technical issues please contact your Labster implementation specialist or Labster Support:

- Email: <u>support@labster.com</u>
- Phone: +45 5031 1163 (Available between 9.00 am and 5.00 pm Central European Time.)

Initial responses to your inquiries will be provided within 24 hours, with the exception of weekends and Danish National Holidays. For 2017, the following days are National Holidays: January 1st, March 29th and 30th, April 2nd and 27th, May 10th and 21st, June 5th, December 25th and 26th.