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 +45 5031 1163.

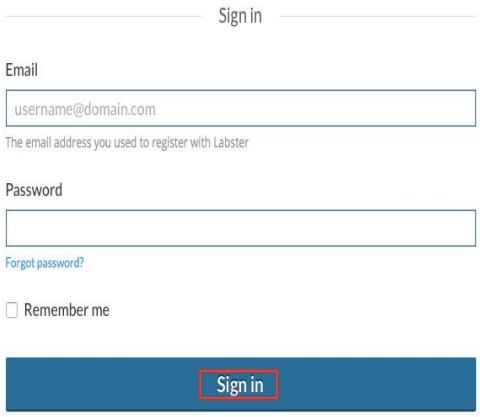
Accessing your Labster Instructor Account

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

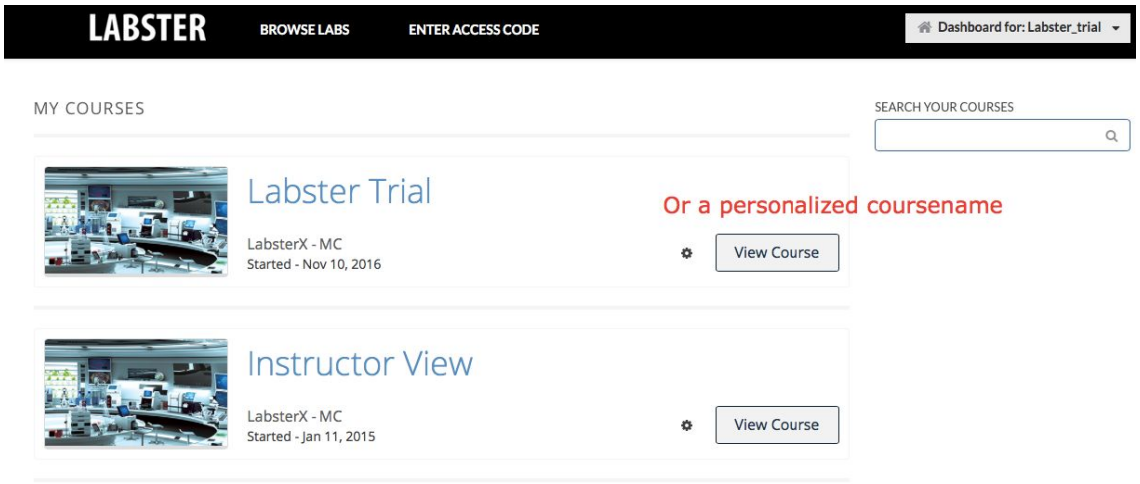
1. *Login email*
2. *Password*

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**



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.



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

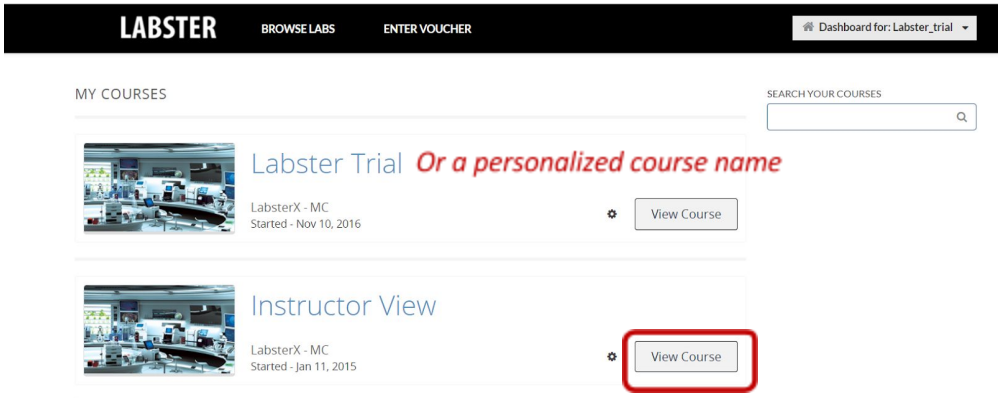
Please note that there are two options for enrolling your students into the course. You will only have to use one of the following options:

- 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.

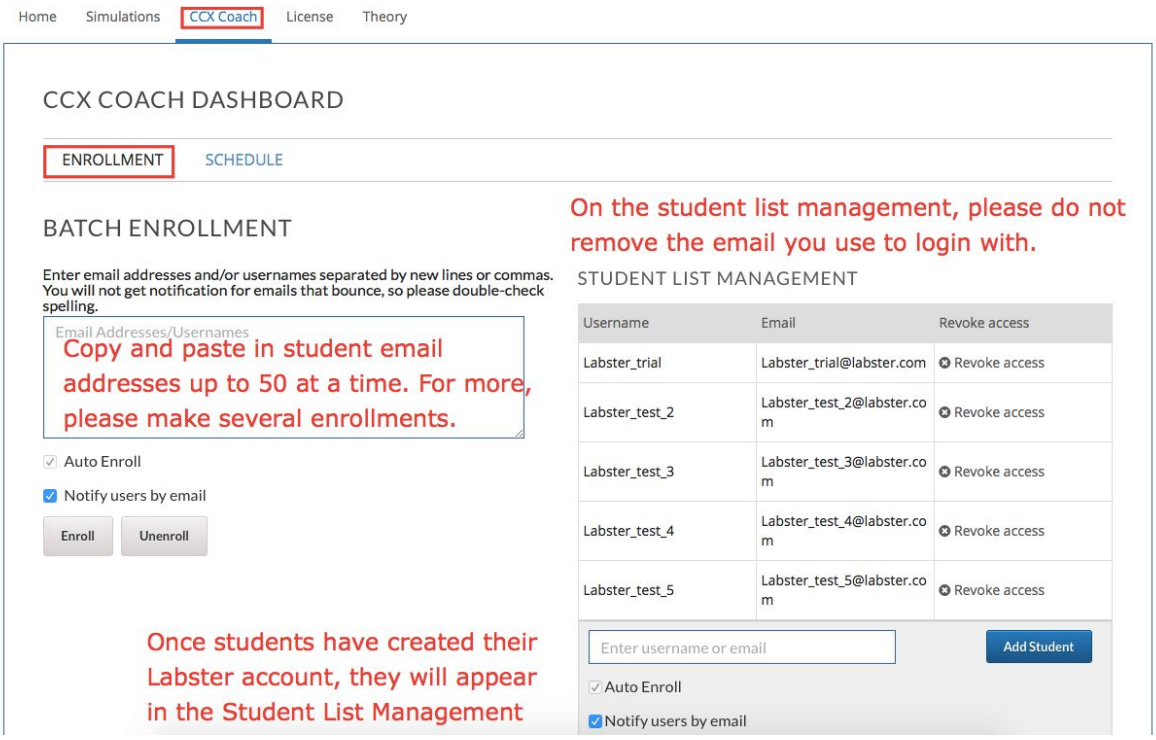
Which of the two options below that applies to you, depends on what has been agreed upon between you and your Labster Implementation Specialist. If you are in doubt of which option applies to you, please reach out to your Labster contact or write support@labster.com.

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.**



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.

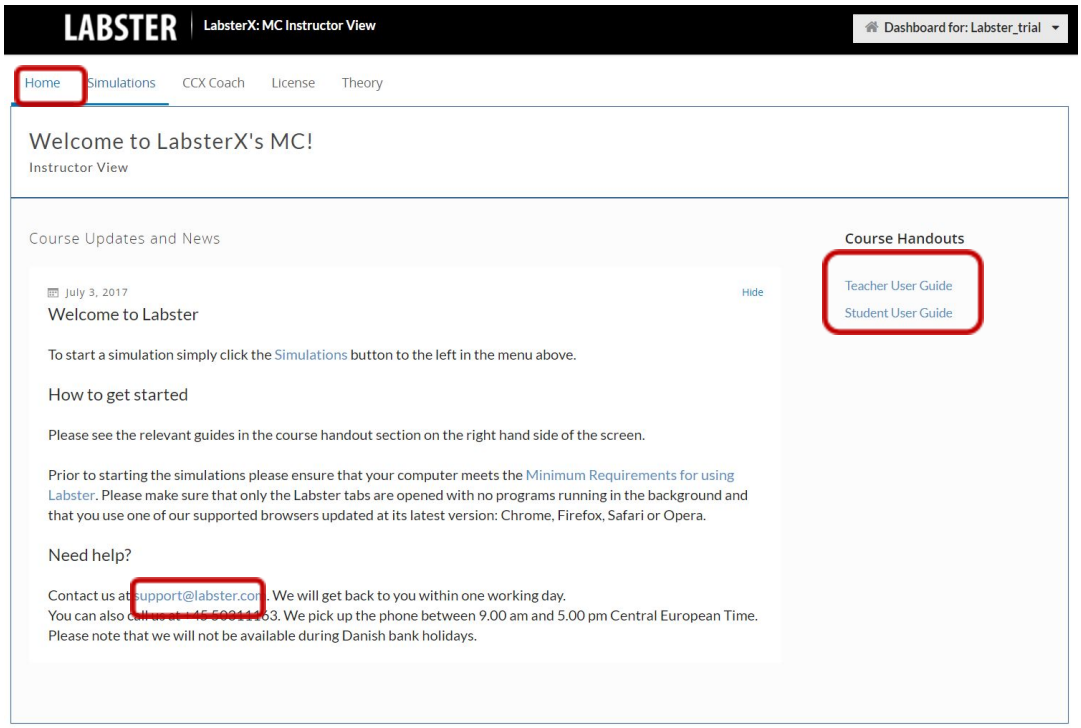
Once you have received this Course Code, please distribute it to your students. Each course has one unique ten digit Course Code which is used by all students who are enrolled in the relevant course. If you are teaching multiple courses, you will most likely receive one Course Code per course that you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

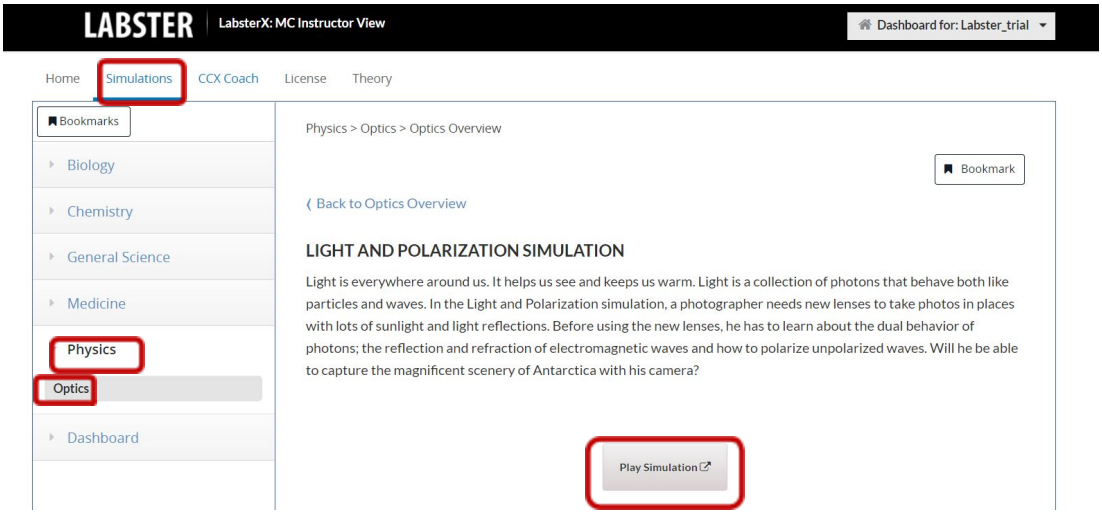
The Labster Instructor View contains five tabs which will be explained below:

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



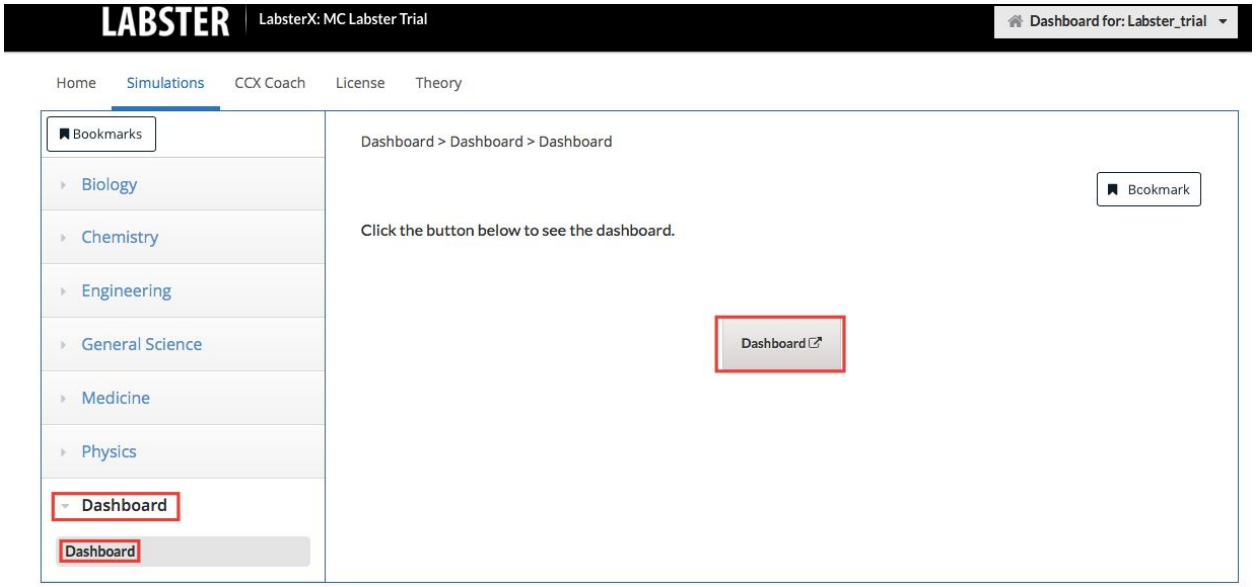
2. **Simulations:** This tab contains access to the simulations as well as the dashboard.

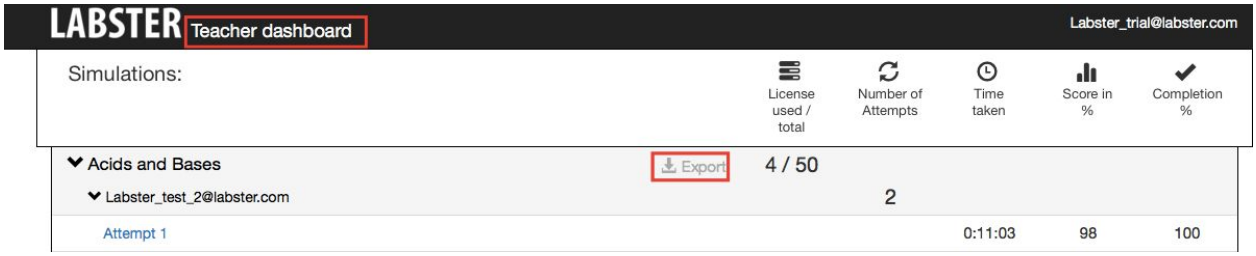
    a. *Simulations:* To start a simulation, click on the relevant subject, and subsection. Then click on the name of the simulation, and then the Play Simulation button.



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

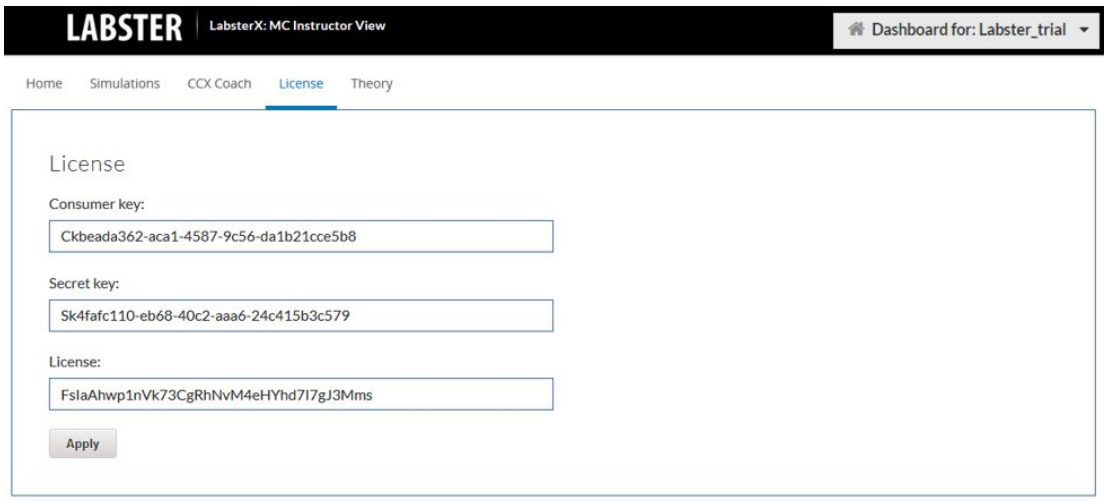
NOTE: If you look at the dashboard from the Instructor View, you will see the results from the simulations that have been played from the simulation tab in the Instructor View. To review your students results please see the steps on pages seven through nine of the guide.



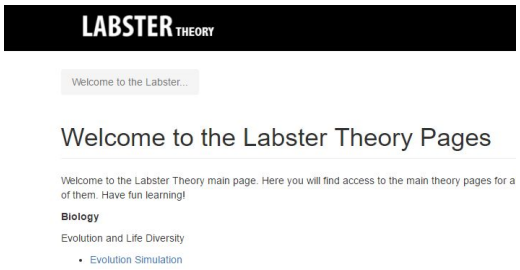


3. ***CCX Coach*** **–** This tab contains two features:
    a. ***Enrollment*** – Enroll students to the simulations (Covered on Page 2, 3 & 4 of this guide)
    b. ***Schedule*** – By default, your students will see all simulations included in your license. This feature allows you to control what simulations your students are able to see and when. This feature is optional. For more information please contact support@labster.com

4. ***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.

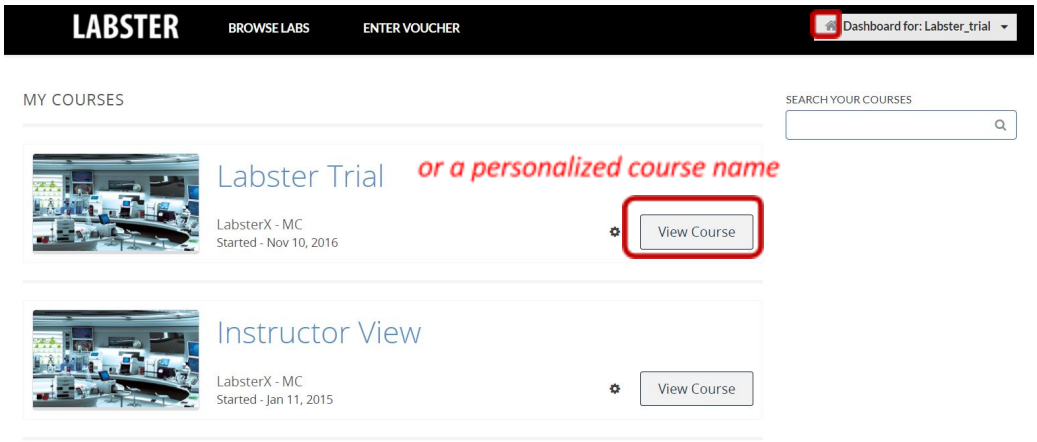


5. ***Theory*** – This tab contains a theory page for each simulation.

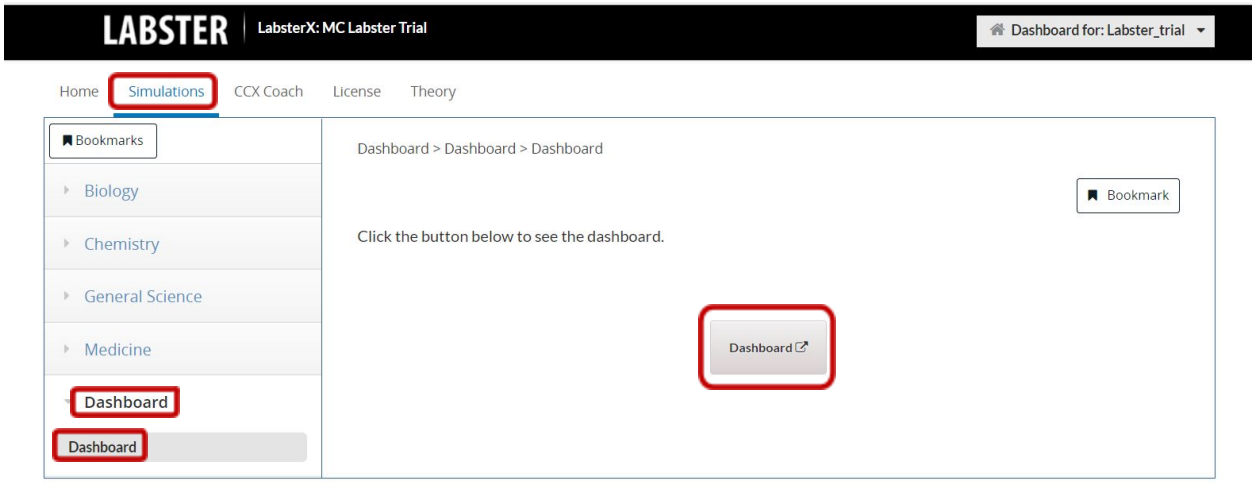


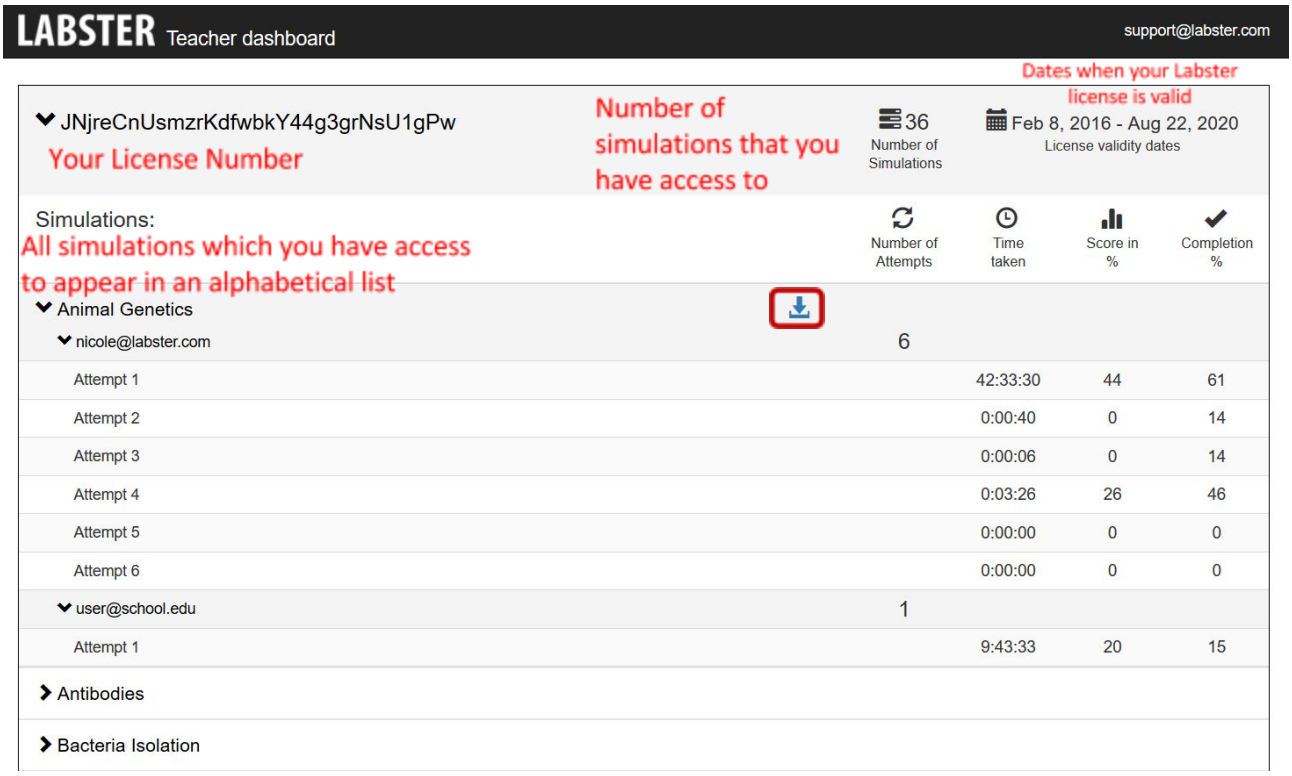
Teacher Dashboard:

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**.





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.

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:

	A	B	C	D	E	F	G	H	I
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	Test022@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

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 Test022@labster.com 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: support@labster.com
- 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.