

Completing Your First XpressLab Assignment (Guide for Students)

XpressLab Student users will use the **Student Dashboard** to review active assignments, as well as completed test results. The following Help Guide is designed to help students access, complete and submit an XpressLab activity.

To begin, login to your XpressLab student account by visiting app.xpresslab.com. If you do *not* have an XpressLab Student Account, please view the the [How to Create a Student Account \(Instructions for Students\)](#) Help Guide.

1. Logging in to XpressLab with a Student Account will direct you to the **Student Dashboard**.
2. You available activities, or *active assignments*, are found on the left side of the Student Dashboard.

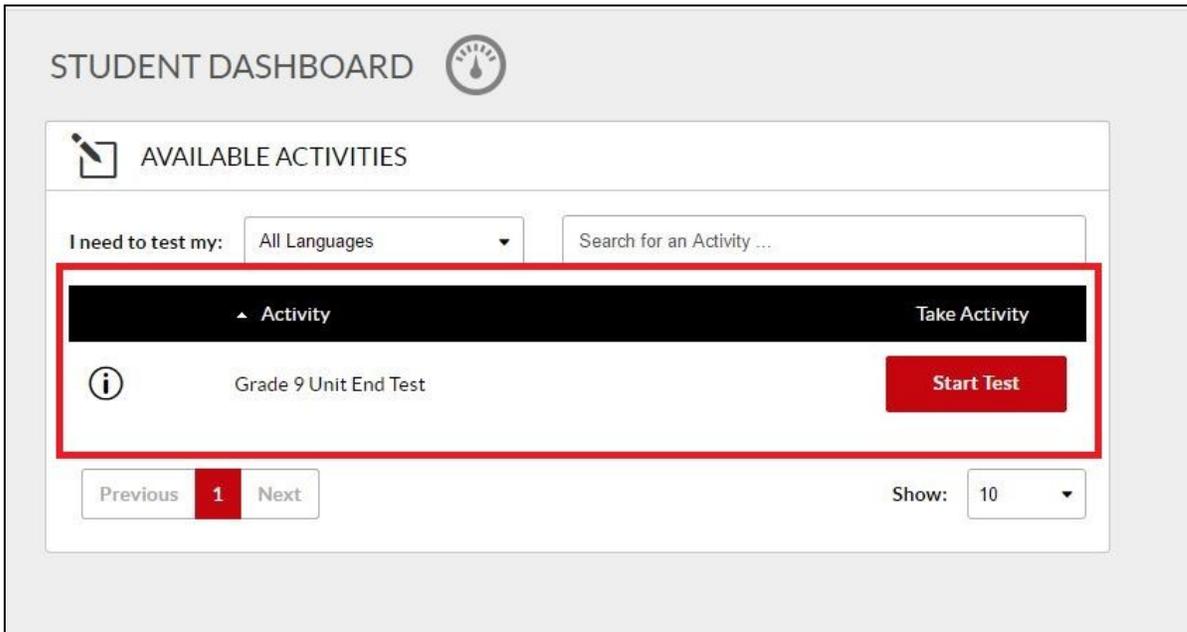


Image: Available Activities (left side of the Student Dashboard)

3. Click the **Information icon** to the left of an activity name to view a description of the assignment.

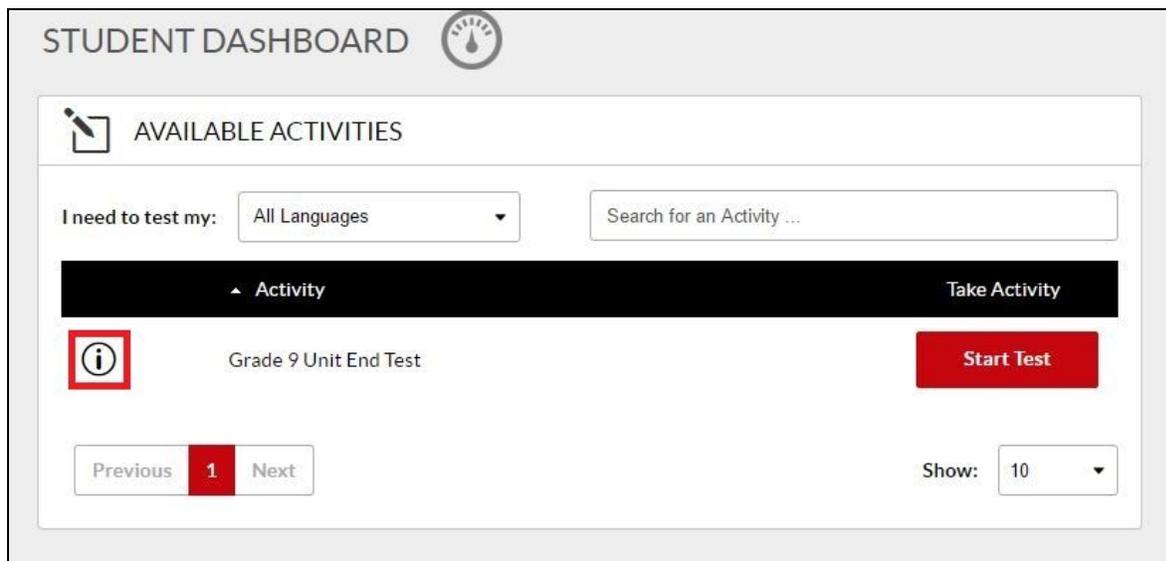


Image: Viewing Activity Descriptions

4. To search for a specific activity, use the **Search box** located directly about the Available Activities list. Type your keyword into the search box, and click the **Enter** button on your keyboard.

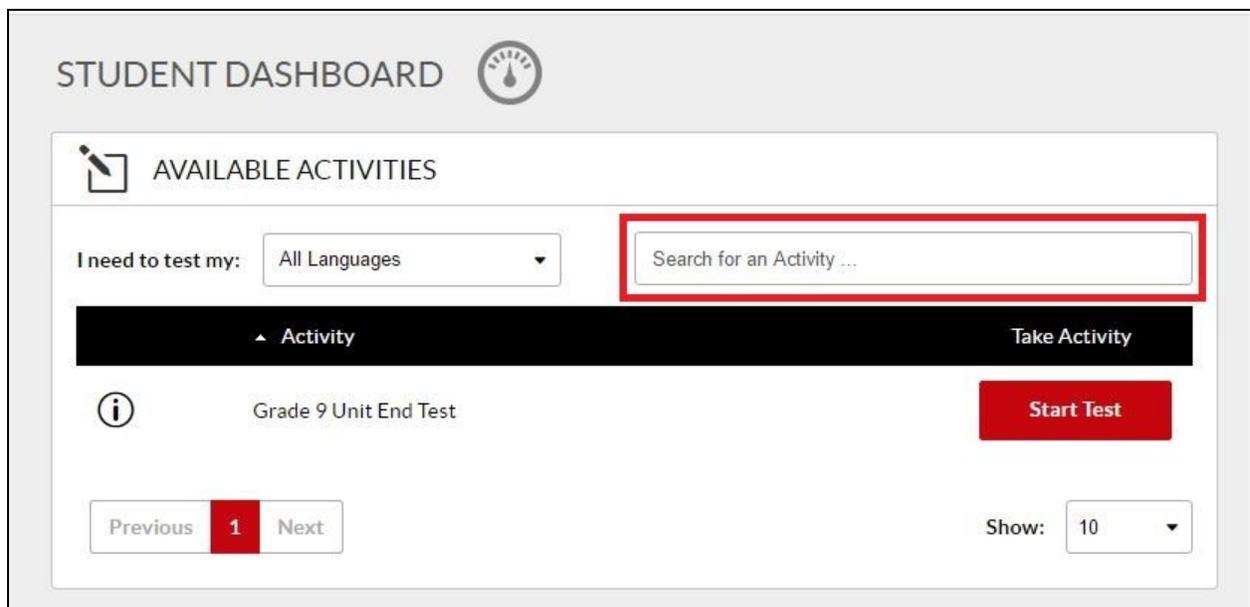


Image: Searching for Activities

5. Refine your list of activities based on the language of the activity, using the **I need to test my:** drop down list of filter options.

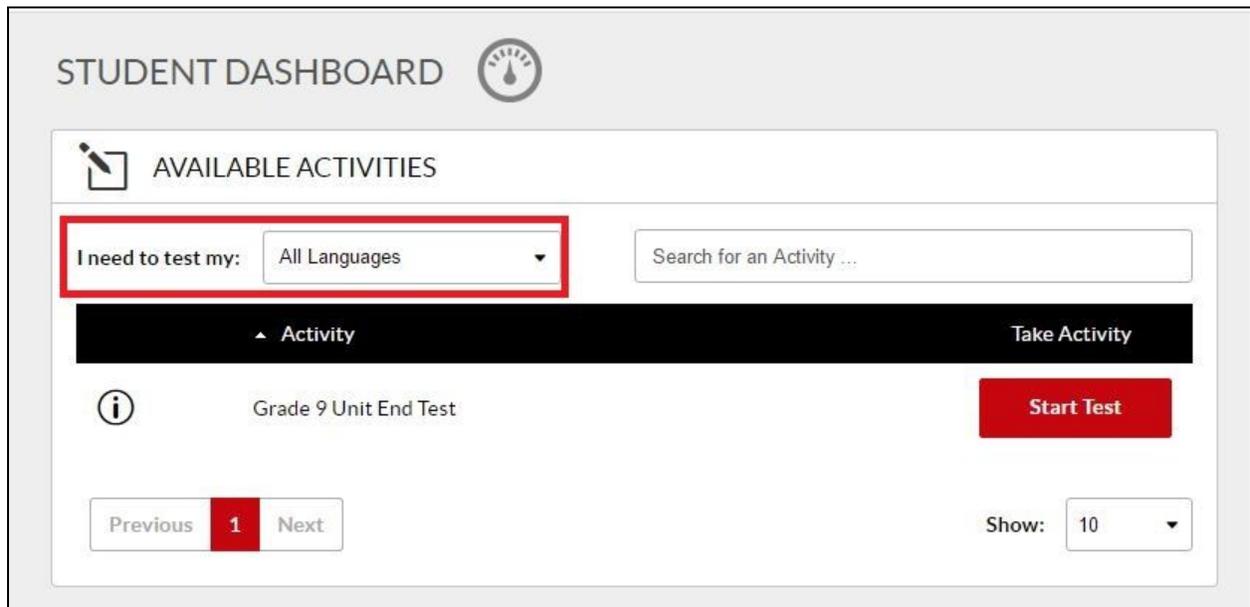


Image: Searching for Activities using Language Filters

6. To begin a test or activity that is listed in the **Available Activities** section of your Student Dashboard, click the **Start Test** button located to the right of the activity name.

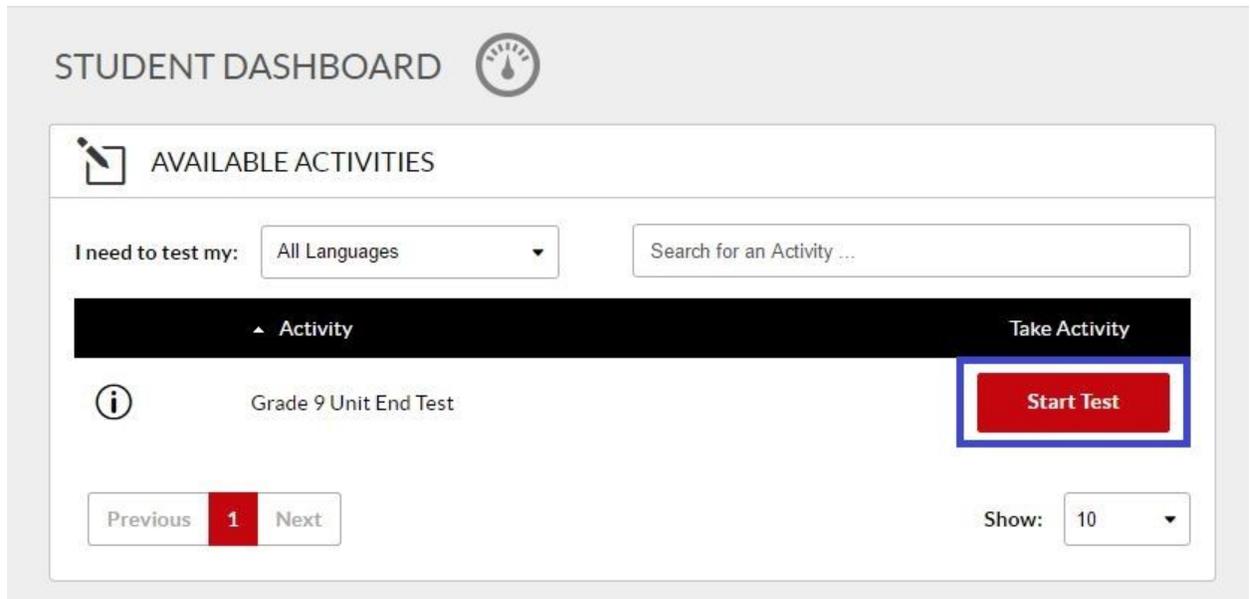


Image: Completing an Activity

7. Click the Start Test button again. Then, click OK in the confirmation popup window.
8. Complete the activity questions according to any instructions provided to you by your teacher. Using the red **Next** button found in the bottom left corner of your screen in order to move through all of the test questions.

The screenshot displays a test interface with the following elements:

- Passage enregistré #1**
Vous allez entendre une message téléphonique. Vous entendrez le passage deux fois. Veuillez répondre aux questions en sélectionnant la bonne réponse à l'écran.
- Vous allez 5 minutes.
- A media player control bar with a play button, a stop button, and a timer showing 0:00.
- 1. Qui téléphone?**
 - A Une employée de banque
 - B Une directrice d'école
 - C Une amie
- 2. La personne appelle pour:**
 - A Proposer un rendez-vous
 - B Donner une information
 - C Vendre un produit
- 3. Quels sont les jours d'ouverture?**
 - A Du mardi au samedi
 - B Du lundi au vendredi
 - C Du lundi au samedi
- At the bottom, a navigation bar contains "QUESTION 1" with a red "Next >" button and a timer "Testlet time left: 4:54".

Image: Moving Through Activity Questions

9. Once your activity is complete, click the red **Submit** button, located in the top right corner of your screen. **Note:** If there is *no* Submit button, then you may be working on a Practice Exercise which cannot be submitted for marks.

SUBMIT

Production Orale #1: Présenter des personnes / Décrire un lieu

- Regardez l'image. Dites-moi ce que vous voyez sur cette photo. Vous avez 5 minutes.



Enregistrer vos réponses:

Answer

0:00

Image Source: <http://www.ciep.fr/en/dif-diplome-initial-langue-francaise/spoken-productioninteraction>

QUESTION 5

Image: Submitting a Completed Activity

10. Completed activities are listed on the **right** side of the Student Dashboard, in the Test or Activity History list. This list will indicate the date and time on which you submitted your assignment, as well as the name of the assignment.

TEST HISTORY

Test Date	Test Purpose	View Results
2017-04-03 03:00 PM	Grade 9 Unit End Test	View

Previous **1** Next

Show: 10

Image: Viewing Completed Activities

11. Once your activity is marked, your teacher will be the option to release your marks back to you for your review. If a completed activity is released back for your review, you can click the **View** button from within the Test History list. Clicking the **View** button will direct you a detailed results report that summarizes all of your answers and any comments that your teacher has included in your results report.
12. When you have completed all of your activities and are ready to end your XpressLab session, be sure to logout of your XpressLab account by clicking on the **Logout** button  found in the top right corner of your screen.