

Creating a Standard Test Using Slide Types

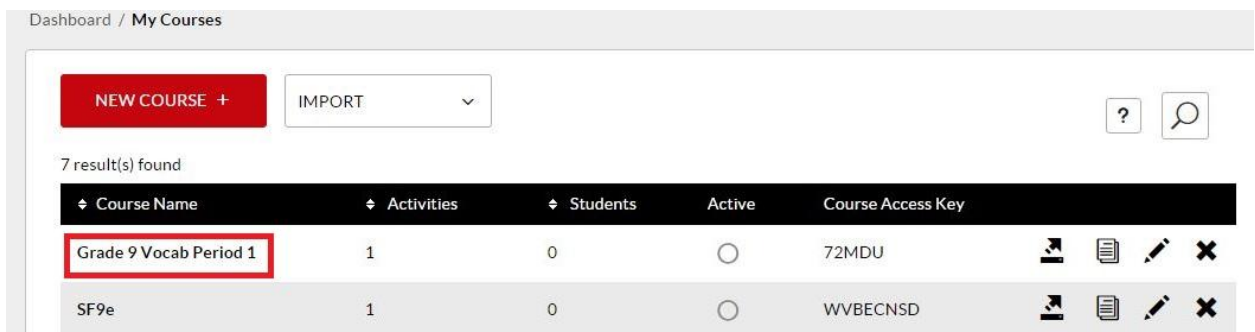
Activities and tests are created in XpressLab's slide-based **Authoring interface**, as each question is represented by a *slide* in a presentation-style format similar to using Microsoft PowerPoint software.

There are a number of time saving tools within the **Authoring interface**, designed specifically to make creating tests and activities quicker and easier. Use the following step-by-step instructions to create a Standard Test activity within XpressLab using **slide types**.

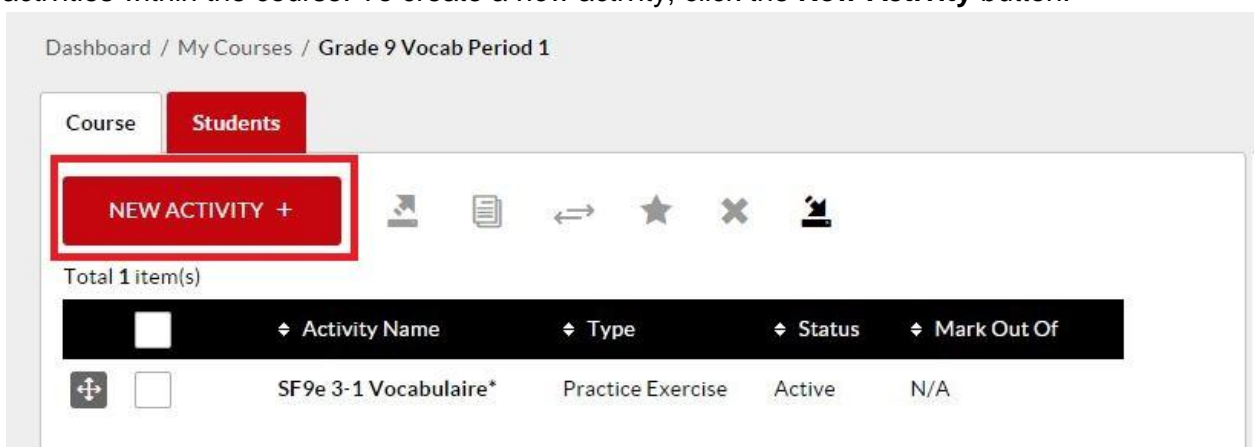
1. Login to your XpressLab account and access the **My Courses** page by clicking on the **Courses** button located in the top right section of your screen.



2. Click on the name of the course you wish to create a test from below the column labeled **Course Name** within the **My Courses** list. This will direct you to the **Course Dashboard**.



3. Within the **Course** tab on the **Course Dashboard** page, you will find a detailed list of the activities within the course. To create a *new* activity, click the **New Activity** button.



4. Complete the **Activity Information** form, selecting **Standard Test** from the **Select an Activity Type** drop down list.

Dashboard / My Courses / Grade 9 Vocab Period 1 / Add

Activity Information ?

Select an Activity Type:

Standard Test ▼

Activity Name:

Active: ☐

Auto Assign: ☒ Yes ☐ No

CANCEL **SAVE**

- Type the test name below the field labeled **Activity Name**. Click the **Accents** icon to add an accent or special character within your title.

Activity Name:

É

- Keep the **Active** checkbox **Active:** ☐ *deselected* as you create the test. This way, the students in your course will not see the test until you are ready to assign it by setting the status to **Active**.
- You may keep the **Auto Assign** option set as **Yes**. This will assign the test to *all* of the students in enrolled in the course once the course is activated.

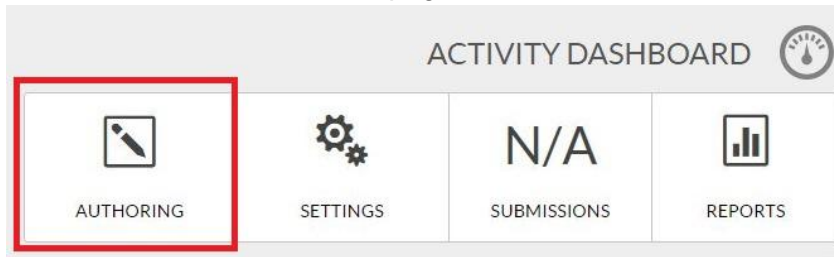
Auto Assign: ☒ Yes ☐ No

- When the activity type has been selected and the activity name entered, click the **Save** button.

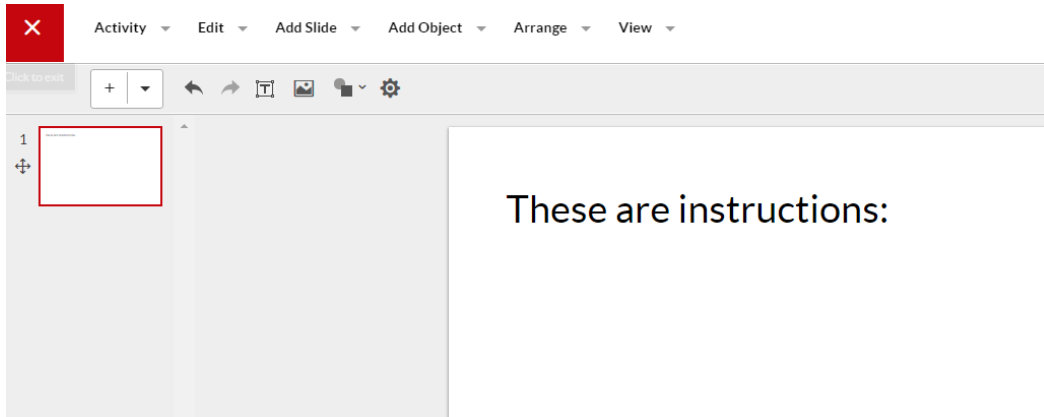
SAVE

5. To access the **Authoring** interface, click the **Authoring** button, located on the **Activity Dashboard**. Note: Creating a New Activity and clicking **Save** will automatically direct you to the Activity Dashboard, where you may then access the **Authoring Interface**. If

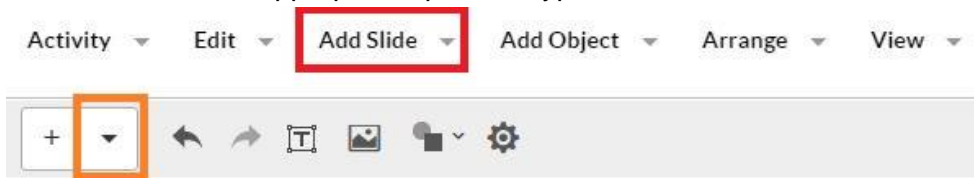
you are authoring or editing an *existing* activity, you may access the **Activity Dashboard** by clicking on an activity from below the **Activity Name** on the **Course** tab from the **Course Dashboard** page.



6. A **blank slide** is automatically provided. This slide is typically used to provide instructions. You may choose to add text, pictures, audio recordings, embedded documents, URLs, video clips and more, directly within your test questions. **Note:** Please see additional Help Guide for assistance using the multimedia elements within XpressLab. This Help Guide will focus exclusively on creating a Standard Test using **Slide Types**.



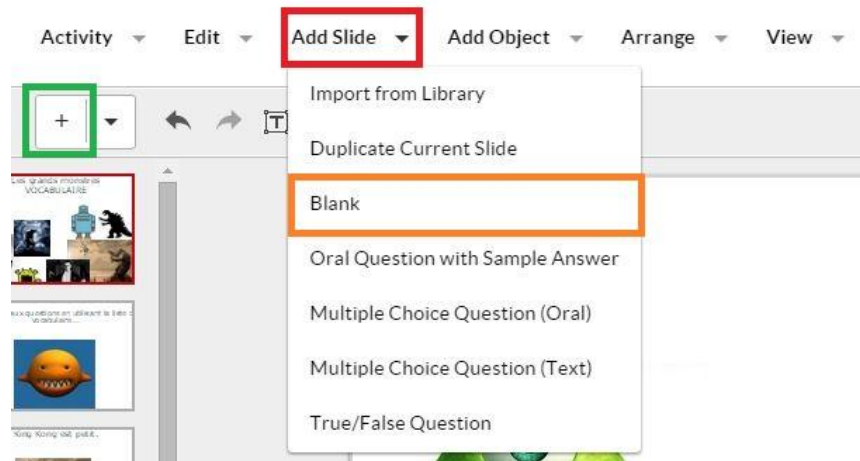
7. To clarify, the term 'slide' refers to 'question types' in XpressLab, since each question is represented by a slide. To add a new question type, click the **Add Slide** button located in the main navigation bar, and select the preferred question type using the drop down list of options. Or, click the **Add Slide Type** quick link located in the *formatting toolbar* and then select the appropriate question type.



8. Selecting a **Slide Type** will create a new slide template that correlates to the question type you have selected. Now, all you have to do is add your text, video clips, audio recordings, embedded documents or other interactive elements.

9. In addition to templated *slide types*, you may also add **blank slides** to your test. Blank slides are especially useful when adding new instructions, introducing a new section of a test/exam (such as *Reading Comprehension*), or providing a text-heavy question, such as a reading passage or essay introduction.

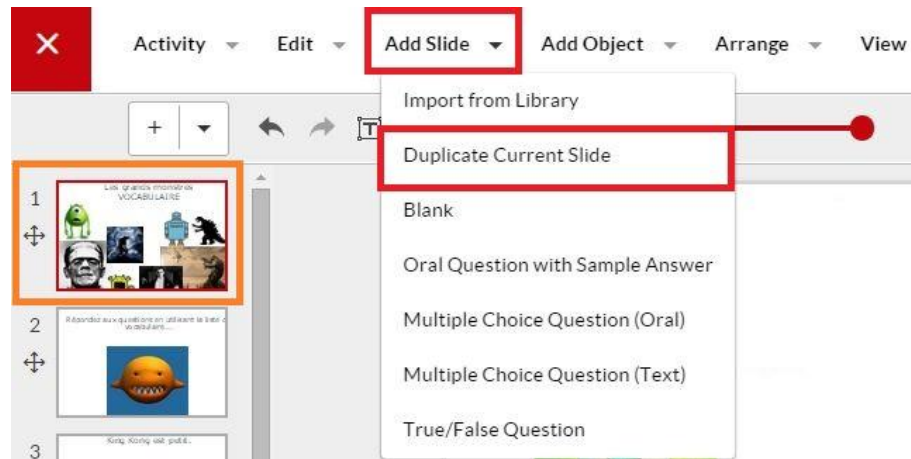
- To add a blank slide, click the **Add Slide** button from within the main navigation bar and select **Blank** from the drop down list of options. Alternatively, you may click the **Add Blank Slide** quick link from within the *formatting toolbar*.



- It is important to note that **Slide Types** or *question types*, listed below the **Add Slide** and **Add Slide Type** buttons, correlate directly to the **Activity Type** you are currently authoring. For example, in this Standard Test activity, *all* of the available question types, such as: Audio Response, Multiple Choice (oral and text), True and False, Text Passage Correction and Fill in the Blank; may be added to your activity. However, in Student Presentation activities for example, *only Blank slides* may be added. Once again, this related back to the function of the Activity Type.

10. **Duplicating slides** is a great way to speed up the authoring process. Duplicating a slide will carry over all of the multimedia elements and formatting from a slide you already created, allowing you to simply swap out images or change text.

- To duplicate a slide, select the slide you wish to duplicate and then click the **Add Slide** button. Select **Duplicate Current Slide** from the drop down list of options.



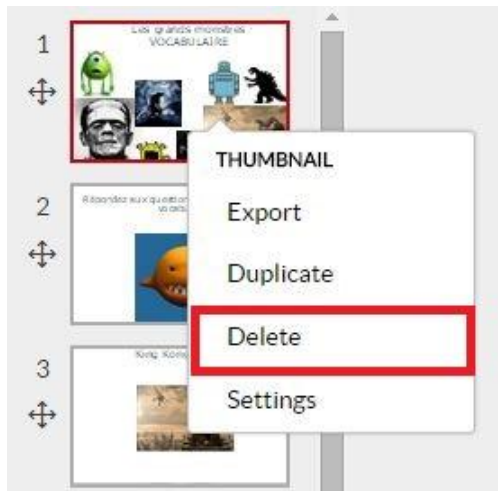
11. As questions are added to your activity, thumbnails of the slides are added to the **Slide Thumbnail Preview** list, located along the left side of the Authoring interface.



- To change the order of slides or questions within your test, click on the **Reposition** icon, directly below a slide thumbnail. While holding the left button on your cursor, drag the slide thumbnail either above or below previous slides.



12. To **delete** a slide from your test, left-click on the slide thumbnail you wish to delete. Then, select **Delete** from with the **Thumbnail** menu.



13. Be sure to routinely **save** the activity as you create it. This will ensure that no work is lost in the event of connectivity issues. To save your progress, click the **Activity** button from within the main navigation bar, and select **Save** from the drop down list of options. Alternatively, you can click and hold the **CTRL** and **S** buttons on your keyboard.
14. Access **Activity Settings** to set the order of test question as well as to change the activity name, activate the activity and/or adjust the Auto Assign functionality. To access *Activity Settings*, click the **Activity** button and select **Activity Settings** from the drop down list of options.
15. Once the activity settings are properly configured and you have finished creating the test, click the **Activity** button and select **Activate** from the drop down list of options. Note: If your test is *already activated*, a **Deactivate** option will appear within the **Activity** drop down list of options.