

Using the XpressLab Library to Search and Import Resources

The XpressLab Library is used to share and store learning resources created by XpressLab users and pedagogy specialists. Content created in XpressLab can be stored and shared within a user's private Library, shared within a user's institution or school board or shared globally, with education professionals across the XpressLab user base.

Resources, such as courses, activities and individual questions (slides), can be imported directly from the XpressLab Library into a user's account, where it can then be edited and assigned to students. Importing high quality content from the Library saves time and resources by making it easier to develop courses, tests, and activities within XpressLab.

The following Help Guide provides step-by-step instructions on how to use the Library's intuitive search functionality to locate the most relevant and helpful content for your courses, tests and activities. In addition, you will find step-by-step instructions on how to import resources to your XpressLab account.

1. Log in to XpressLab using a Teacher account. Then, access the **XpressLab Library** by clicking on the **Library** link, located within the main navigation bar.



- You may also access the Library from the Dashboard by clicking the **Access XpressLab Library** quick link, located above the *Student Activity Graph*.



2. By default, the XpressLab Library will contain resources that are shared *globally* with all registered XpressLab users, content shared by members within your school and/or district school board, *and* content saved to your private resource Library.
 - To view *only the resources shared in your private Library*, click the **Sharing Permission** filter, located within the Filter options found on the left side of the Library. Then, select **Private** from the drop down list of options. The Library will automatically refresh to include *only* the resources shared to your personal Library.

Dashboard / Library

Sharing Permission: Private x

CLEAR FILTERS Sort By Favourites Only

TYPE

Activity 740

Course 91

Slide 11

SHARING PERMISSION

Private v

LANGUAGE

Language v

Être ou Avoir

- Un test sur conjugation.
- Répondre à chaque question.
- Bon chance!

Chapitre 1 Test

- To view resources shared across *all* XpressLab users with a registered teacher or test author account, click the **Sharing Permission** filter and select **Public** from the drop down list of options.

Dashboard / Library

Sharing Permission: Public x

CLEAR FILTERS Sort By Favourites Only

TYPE

Activity 740

Course 91

Slide 11

SHARING PERMISSION

Public v

LANGUAGE

Language v

Escucha la pregunta y responde usando el verbo CONOCER y un pronombre para remplazar a la persona mencionada.

Modelo:

¿Es tu profesor de Matemáticas?

Conozco a Sr. Robinson.

1. Si

2.1: Lo conoces?

Escucha una frase en el futuro con el verbo TRAER y la siguiente información.

Modelo:

¿Ella va a traer un sandwich?

Oh!

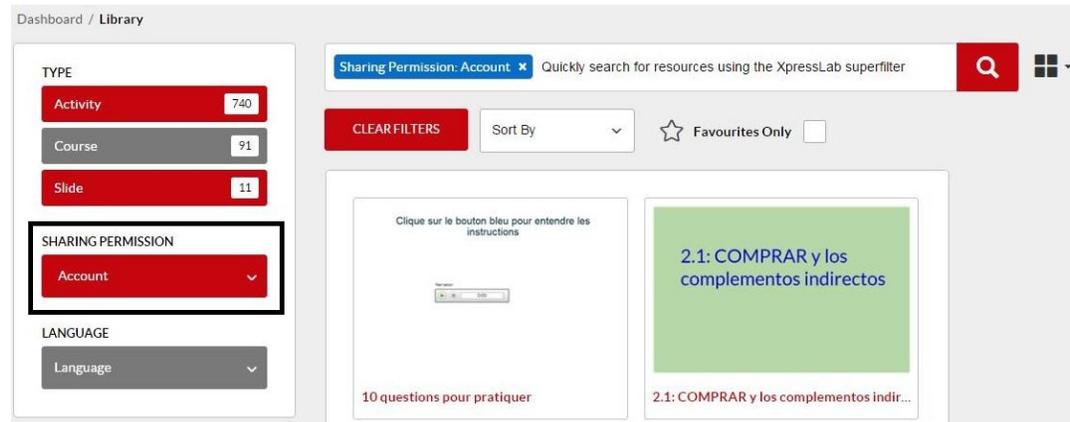
¡Ella va a traer un sandwich!

1. She / a de ella / to me

2.1: TRAER y los complementos indirectos

- To view only the resources shared within your school/district school board, click the **Sharing Permission** filter and select **Account** from the drop down list of

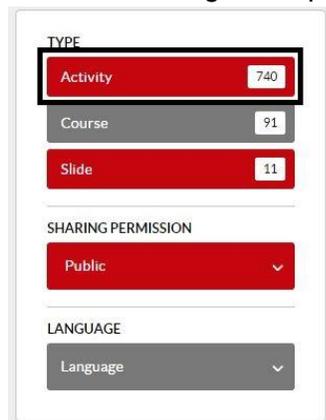
options.



- Each time a filter is applied to the Library, a **Tag** is created within the **Search bar**. To **remove a filter from a search**, simply click on the **X** located in the right corner of a filter Tag. This will restore the Library back to the default setting, with resources displayed across *all 3 sharing permission options*.

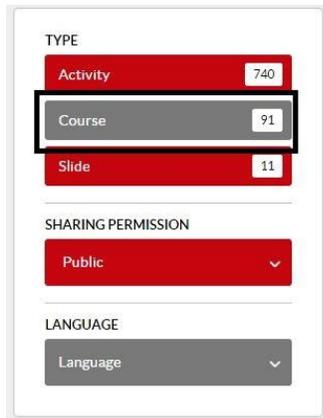


- Resources are categorized by the resource **Type** (i.e. Course, Activity and/or Slide (question)). The number listed to the right of a **Type filter** indicates the number of resources associated with that particular type category.
 - Click **Activity** within the **Type filter** options to view *only* activities, such as: Standard Tests, Dropbox Assignments, Student Presentation activities, etc. Activities can be imported directly into an existing course, *or* a new course may be created using the imported activity.



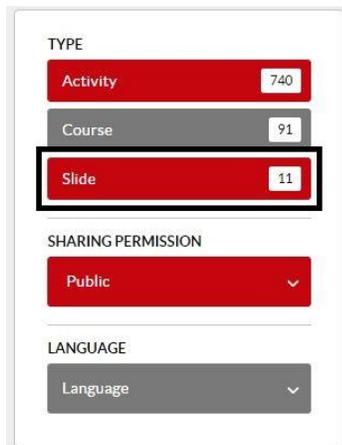
- Click **Course** within the **Type Filter** options to view full courses within the Library. Courses include *1 or more* activities. A full course, including *all of the activities* within the course, may be imported to your personal XpressLab

account.



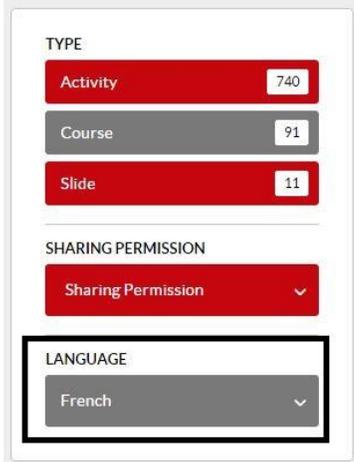
A screenshot of a user interface filter menu. The menu is titled 'TYPE' and contains three items: 'Activity' with a count of 740, 'Course' with a count of 91, and 'Slide' with a count of 11. The 'Course' item is highlighted with a black border. Below the 'TYPE' section is a 'SHARING PERMISSION' dropdown menu set to 'Public', and a 'LANGUAGE' dropdown menu set to 'Language'.

- Click **Slide** within the **Type Filter** options to view single questions. Slides (or questions) can be imported and added directly to an **activity** you are currently authoring *or* imported to an existing **course**. You may also use slides/questions to build **new courses** or **new activities**.



A screenshot of a user interface filter menu, identical to the one above. The 'TYPE' section contains 'Activity' (740), 'Course' (91), and 'Slide' (11). In this screenshot, the 'Slide' item is highlighted with a black border. The 'SHARING PERMISSION' dropdown is set to 'Public' and the 'LANGUAGE' dropdown is set to 'Language'.

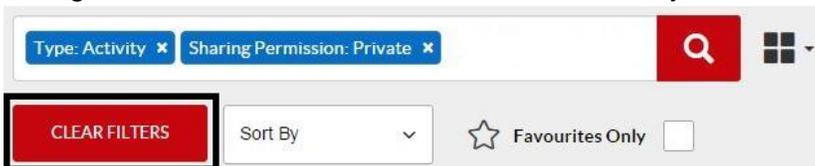
5. **Language filters** may be applied to view resources *according to the language of the content*. To view resources according to the language of the content, click the **Language** filter and select the appropriate language from the drop down list of options.



- For a more specific search, apply *multiple filters* to your Library. For example: To view *only Activities* shared in your **Private** Library, select *both* the **Activities** filter and the **Private** filter. Both filter tags will now be added to your Search bar.



- As noted in Step #3, individual filter tags may be **deleted** by click on the X icon located on the right side of the tag. To clear *all* filters and return the Library back to the default setting, click the **Clear Filters** button, located directly below the **Search bar**.



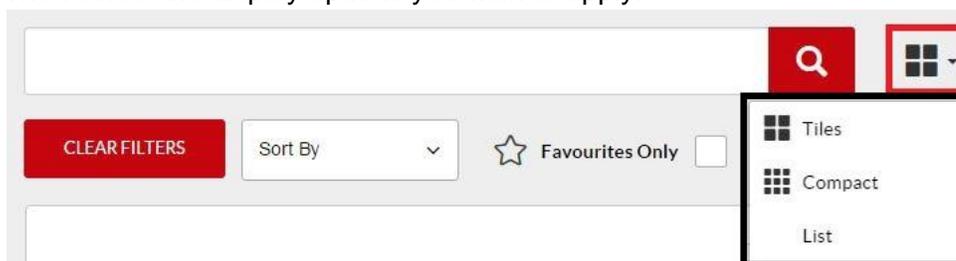
- Library resources may also be displayed according to **Sort By** filters. Sort By filters allow you to view resources according to specific criteria, such as: A resource's **Title**, the **Contributor Name** (i.e. the user that created and uploaded the resource), the date on which the resource **added** to the Library, resources with the **highest number of download**, and resources with the **highest ratings** from other XpressLab users.

- Use the **Sort By** drop down list of options to apply sort by filters to your Library.
Note: You may only select **one (1)** Sort By filter. Filter tags are *not* applied to the

Search bar. To *remove* a sort filter, select the **Sort By** option from the dro



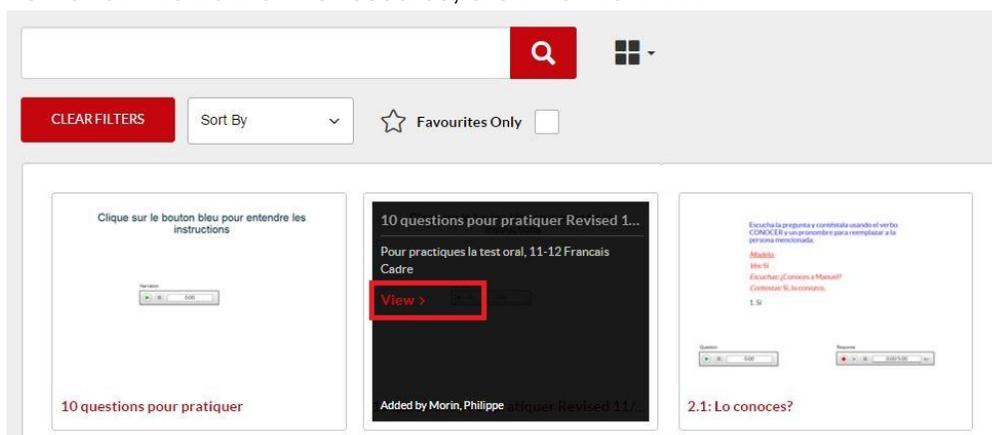
9. The XpressLab Library also offers 3 different viewing options. Resources can be displayed in a **Tile** format (default), in a **Compact** format, or in a **List** format. To select a viewing format, click the **Display Options** button, located to the right of the **Search bar**. Then select the display options you wish to apply.



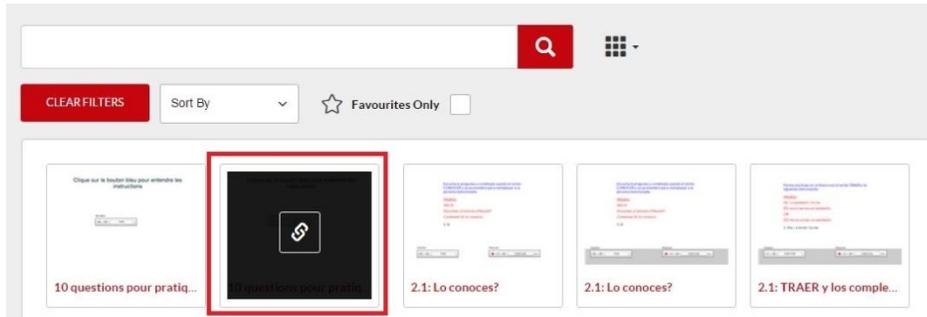
10. Keyword searches may also be conducted. The **Search bar** provides powerful and intuitive search functionality. As you begin typing your keywords into the **Search bar**, suggested options will automatically appear below the Search bar. For example, as you type the keyword “French”, several suggestions appear, such as: French – the subject, French- Language, and various tags links to the search term French. You can use these search suggestions to locate the most relevant resources for your needs.

- To apply a search suggestion, simply click on the search tags listed below the **Search bar**.

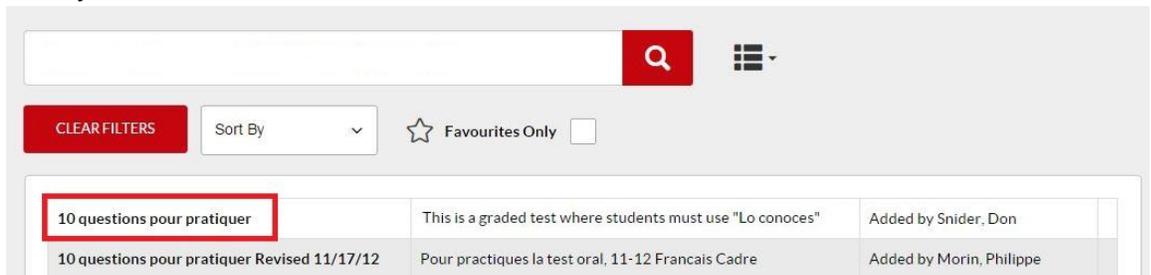
11. To view a brief description of a resource, hover your cursor over a resource Tile. To view a full **Preview** of the resource, click the **View** link.



- If you are using the **Compact** display option, click on the resource you wish to preview.

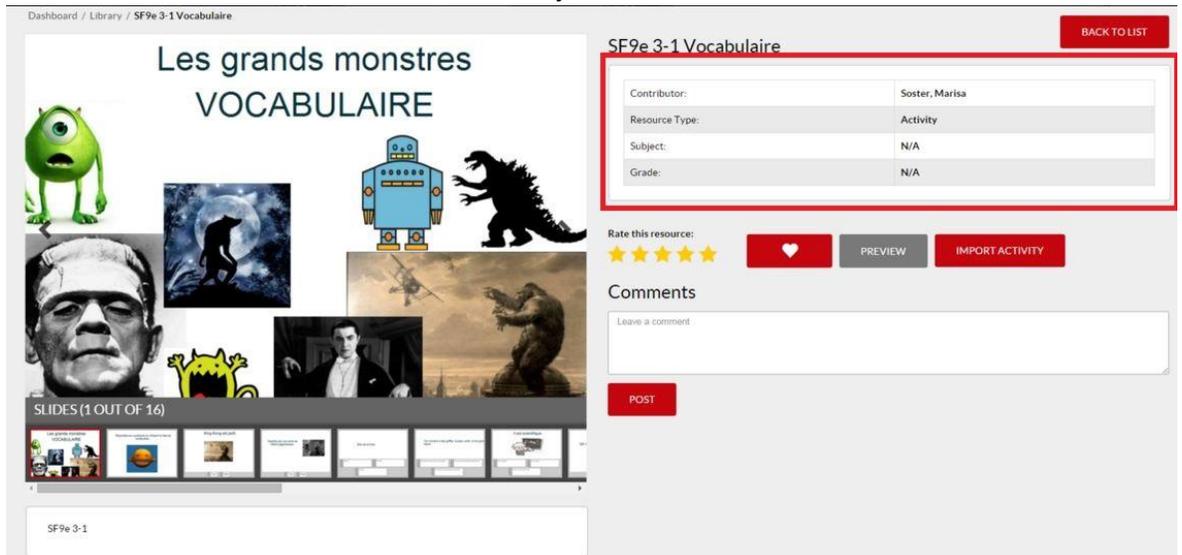


- If you are using the **List** display option, click on a resource name from within the Library list.



12. The resource **Preview** page provides further details about the resource, as it was entered by the contributor.

- Use the **summary table** to review: the Contributor, Resource Type, Subject and Grade Level. Note: The information provided in the summary table is entered by the contributor. As a result, some fields may be listed as *N/A*.



- To preview the resource *as your students will see it*, click the **Preview** button located above the **Comments** box. This will launch the resource in Full Screen

mode and allow you to flip through each slide.

The screenshot shows a resource page titled "Les grands monstres VOCABULAIRE" for SF9e 3-1. The main content area features a collage of monster-related images including Mike Wazowski, Frankenstein, a werewolf, a robot, Godzilla, and a dinosaur. Below the collage is a slide navigation bar labeled "SLIDES (1 OUT OF 16)". To the right, there is a metadata table, a rating section with five stars, a heart icon, and buttons for "PREVIEW" and "IMPORT ACTIVITY". Below these is a "Comments" section with a text input field and a "POST" button.

SF9e 3-1 Vocabulaire	
Contributor:	Soster, Marisa
Resource Type:	Activity
Subject:	N/A
Grade:	N/A

Rate this resource: ★★★★★

Comments

Leave a comment

POST

- Use the 5 star icons located above the *Comments box* to **rate the resource** according to its effectiveness, clarity and ability to fulfill curriculum requirements.

This screenshot is identical to the one above, but with a red box highlighting the five-star rating section. The "Rate this resource:" label and the five yellow stars are enclosed in a red rectangular box.

- To pin a resource to your Favorites List, click the **Favorite** button. If the resource is already on your Favorites List and you wish to remove it, click the **Favorite** button a second time to deselect the feature.

Dashboard / Library / SF9e 3-1 Vocabulaire

Les grands monstres VOCABULAIRE

SLIDES (1 OUT OF 16)

SF9e 3-1

SF9e 3-1 Vocabulaire BACK TO LIST

Contributor:	Soster, Marisa
Resource Type:	Activity
Subject:	N/A
Grade:	N/A

Rate this resource: ★★★★★ ♡ PREVIEW IMPORT ACTIVITY

Comments

Leave a comment

POST

- Enter any comments, suggestions or reviews by typing into the **Comments box**. Click the **red Post** button to display your comments within the public XpressLab Library.

Dashboard / Library / SF9e 3-1 Vocabulaire

Les grands monstres VOCABULAIRE

SLIDES (1 OUT OF 16)

SF9e 3-1

SF9e 3-1 Vocabulaire BACK TO LIST

Contributor:	Soster, Marisa
Resource Type:	Activity
Subject:	N/A
Grade:	N/A

Rate this resource: ★★★★★ ♡ PREVIEW IMPORT ACTIVITY

Comments

Leave a comment

POST

- Review each slide or question within the resource by clicking on the **slide thumbnails**, located below the resource preview window. You can also click the right and left arrows to scroll through each slide.

Dashboard / Library / SF9e 3-1 Vocabulaire

Le gorille est monté au sommet.

◀ ▶

• The shark climbed to the top.	• The monster attacked the building.
• The gorilla climbed to the top.	• The skeleton climbed the building.

SLIDES (16 OUT OF 16)



SF9e 3-1

SF9e 3-1 Vocabulaire BACK TO LIST

Contributor:	Soster, Marisa
Resource Type:	Activity
Subject:	N/A
Grade:	N/A

Rate this resource:
★★★★★ ♡ PREVIEW IMPORT ACTIVITY

Comments

Leave a comment

POST

13. If you would like to use a resource within a course or activity, select the **Import** button located to the right of the *Preview* button. **Import options** will depend on you're the *Resource Type*. For example, Slides (questions) may be imported to an activity you are currently created, within a new activity, within an existing course, *or* within a new course. However, Activities may *only* be imported into an existing course *or* a new course.

- Follow the prompts provided in the Import window to add the resource to your XpressLab account.

Dashboard / Library / SF9e 3-1 Vocabulaire

Le gorille est monté au sommet.

The shark climbed to the top.
 The monster attacked the building.

The gorilla climbed to the top.
 The skeleton climbed the building.

SLIDES (16 OUT OF 16)

SF9e 3-1

SF9e 3-1 Vocabulaire [BACK TO LIST](#)

Contributor:	Soster, Marisa
Resource Type:	Activity
Subject:	N/A
Grade:	N/A

Rate this resource: ★★★★★ [❤️](#) [PREVIEW](#) [IMPORT ACTIVITY](#)

Comments

Leave a comment

[POST](#)

14. To review, edit and assign an imported resource to your students, navigate to the My Courses list by clicking on the **Courses** link from within the main navigation menu. This will direct you to the My Courses list, when you may select the name of a newly created course or an existing course containing a newly imported resource.

