Exporting Resources to the XpressLab Library

Resources, such as courses, activities and slides (test questions), can be exported from your personal XpressLab account to the XpressLab Library where it can be shared publicly with *all* XpressLab users, exclusively across your school or school board, or privately within a personal resource Library.

Exporting resources is a helpful way to save and reuse your content and course material, while also helping to build the XpressLab community of dedicated education professionals.

The following Help Guide provides step-by-step instructions on how to export a course, an activity and a slide (test question) using the XpressLab platform.
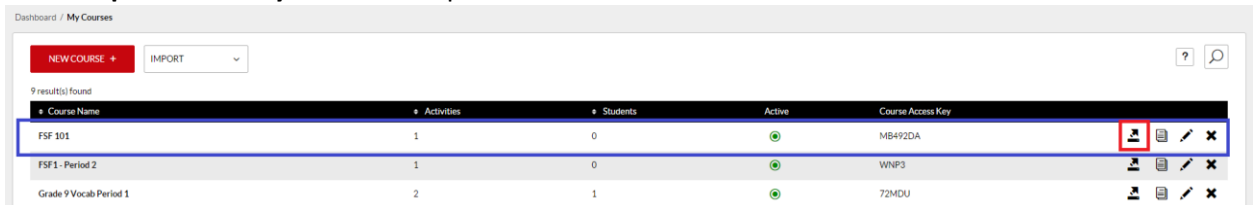
Exporting a Course to the XpressLab Library

Exporting a **course** is a great way to save *all* of the content you've created over a semester. Exporting a course will carry over all of the activities within the course, however, student submissions and discussion forum posts will be removed.

1. Ensure that you are logged in to XpressLab using a Teacher account. Then, access the **My Courses** list by clicking on the **Courses** link, located within the main navigation bar in the upper right corner of your screen.

2. Locate the course you wish to export using the **My Courses** list. Then, click the **Export** icon, represented by the upward facing arrow, found to the right of the **Course Access Key** column. Select **Export to Library** from the drop down list.

3. Selecting Export to Library opens the **Catalogue form**. Cataloguing a resource is required prior to exporting a course, activity or slide to the XpressLab Library. The catalogue information is used to help improve the search-ability of your resource within the Library by making your resource search to located when conducting a search. When you have completed the Catalogue form, click the **Publish to** Library button, located in the bottom right corner of the page.
To complete the catalogue form, enter the following information:

   - **Course Name**: Enter a short and specific Course Name. To add an accent or special character within the Course Name, place your mouse cursor where you want the accent/special character to be place within the **Course Name** field *or* highlight a letter, and then clicking the **Accents** icon located to the right of the Course Name field.
   - **Subject:** Select the appropriate subject to represent the course using the drop down list of options below the field labelled **Subject**.

- **Language:** Select the language of the course/course content using the drop down list of options below the field labeled **Language**.
- **Grade Level:** Select the appropriate grade level or *grade range* using the drop down list of options below the field labelled **Grade Level**.
- **Length:** This field refers to the approximate or average *length of time* it would take a student to complete the resource from start to finish. Notes: This field is *not* mandatory and may not be relevant when exporting a course to the Library.
- **Keywords:** Keywords are used to improve search functionality within the XpressLab Library. Enter *good quality keywords* that represent your resource within the text box labeled **Keywords**. Be sure to use **comma** to separate your keywords.
- **Description:** Enter a brief description of your resource within the text box labeled **Description**.
- **Sharing:** Sharing options refer to the *Sharing Permissions* associated with your resource. The selection made here will determine *who* can see your resource within the XpressLab Library. Sharing options range from **Sharing a resource within your school/school board**, **Saving a resource to your Private Library** (i.e. only *you* can view the resource), and **Sharing a resource publicly** (i.e. *all* users with a registered Teacher or Admin account may view the resource).

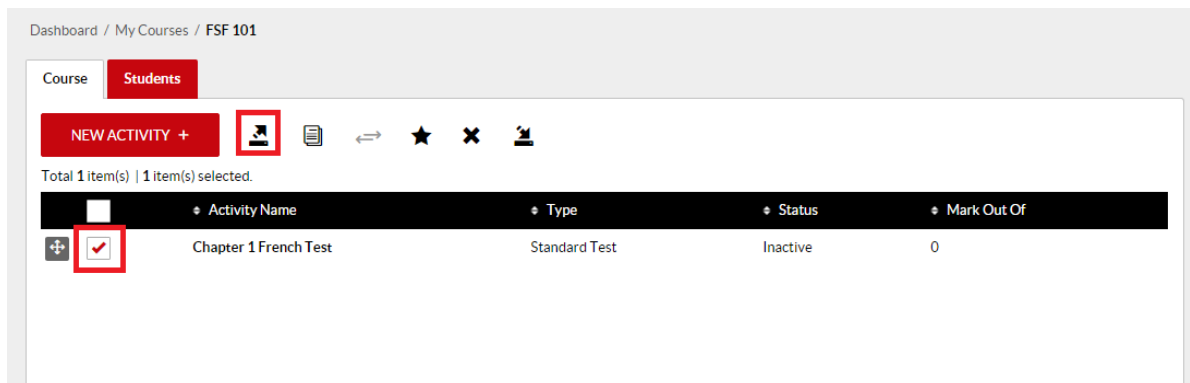## Exporting an Activity to the XpressLab Library

1. Access the **My Courses** list by clicking on the **Courses** link located within the main navigation bar in the upper right corner of your screen.


2. Using the **My Courses** list, click on the *name of the course* that contains the activity you wish to export from below the column labeled **Course Name**. This will direct you to the **Course Dashboard**.
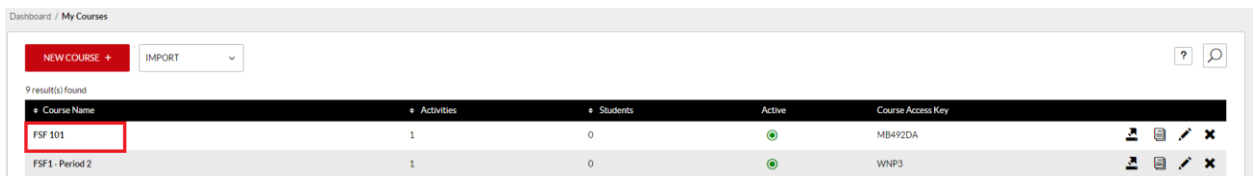
3. Locate the activity you wish to export using the **Activities list** found on the *Courses tab* on the left side of the Course Dashboard. Click the checkbox to the left of the **Activity Name** column to select the activity. Then, click the **Export to Library** icon, located within the **Activity toolbar**. Note: Only **one** activity may be exported at a time.

4. Next, complete the **Catalogue form**, clicking the **Publish to Library** button when you are finished. Note: Please see above (***Exporting a Course to the XpressLab Library** – step #3*) for details on cataloguing a resource.

5. You may also export an activity using activity Settings, which can be found on the **Activity Dashboard**. To access the **Activity Dashboard**, click on an Activity Name from within the Activities list (see #3 above). Then, select the **Settings** button, located directly above the Student Activity graph. Select **Export to Library** from the drop down list of options. Complete the **Catalogue form**, selecting **Publish to Library** when you have completed.
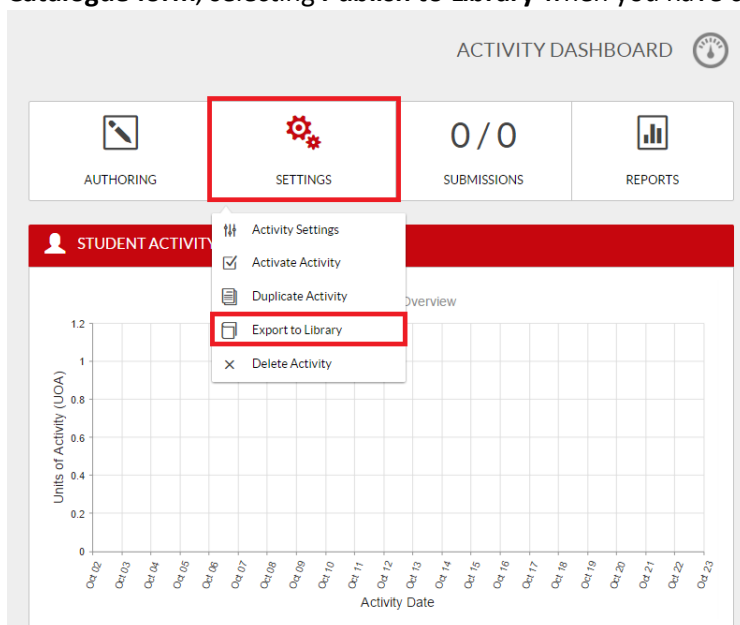

**Exporting a Slide (Question) to the XpressLab Library**

Exporting individual questions or *slides* allows you to save and share specific questions while you are authoring an activity or test. These slides/questions can then be imported as you are creating a new activity.

Slides are exported through the **Authoring interface**. Follow the steps below to access the Authoring interface and export a slide.

1. To access the **Activity Dashboard**, click on an Activity Name from within the Activities list located on the Course Dashboard.
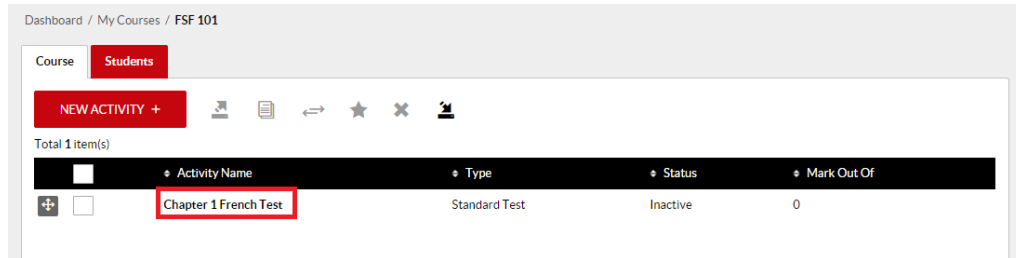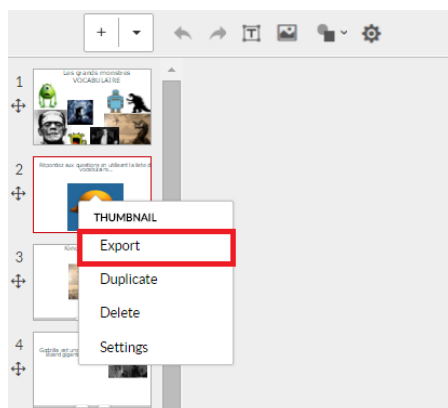

2. Select the **Authoring** button, located above the **Student Activity graph**.
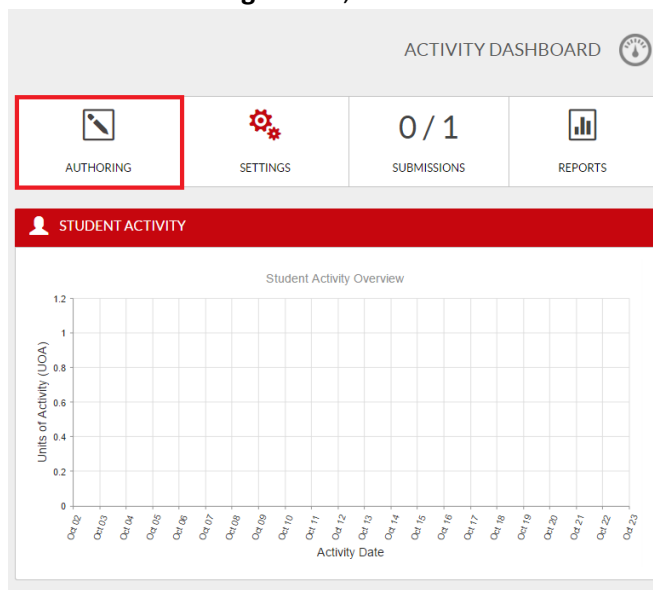
3. Locate the slide (or question) you wish to export using the **Slide Thumbnails** located along the left side of the Authoring interface.
   - **Left-click** on a Slide Thumbnail and select **Export** from the Thumbnail menu options.

4. Next, complete the **Catalogue form**, clicking the **Publish to Library** button when you are finished. <u>Note:</u> Please see ***Exporting a Course to the XpressLab Library*** – step #3 for details on cataloguing a resource.