

Importing Slides from the XpressLab Library (via the Authoring Interface)

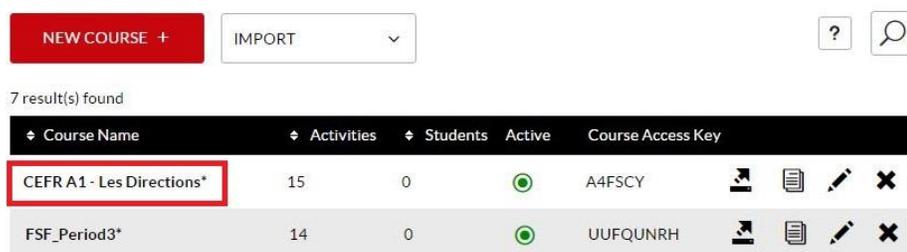
Question slides can now be imported *from* the XpressLab Library and *added directly to an activity you are actively authoring*. Importing question slides is another great way to save time while creating interactive tests and activities within the XpressLab platform.

To import a question slide from the XpressLab Library directly into an activity you are actively authoring, follow the steps detailed below:

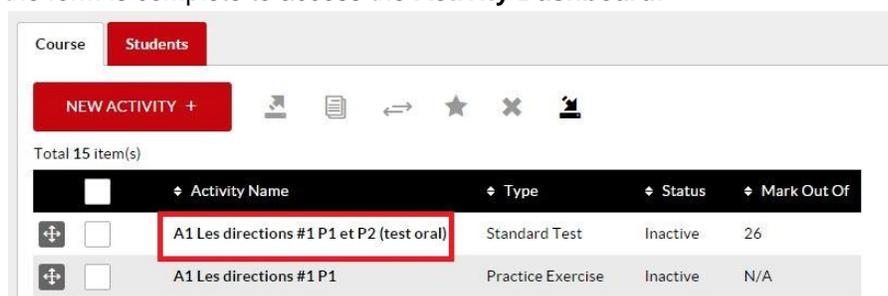
1. Access the **My Courses** list by clicking the **Course** button, located within *upper right* corner of the screen.



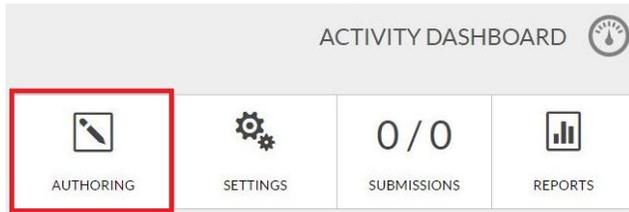
2. Use the **My Courses** list to select the **course** in which you wish to create a new activity. If you wish to create a new course, click the *red* **New Course** button located in the top *left* corner of the My Courses list.



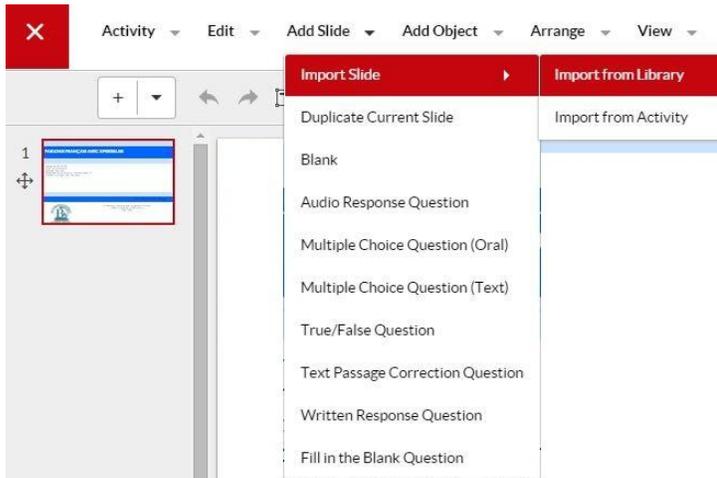
3. Access the **Activity Dashboard** by clicking on the name of an *existing activity* you wish to edit, using the **Activity List** found on the left side of the **Course Dashboard** within the *Course tab*.
 - If you are creating a *new activity*, click the **New Activity** button located in the top left corner of the *Course tab*. Complete the **Activity Information** form, clicking **Save** when the form is complete to access the **Activity Dashboard**.



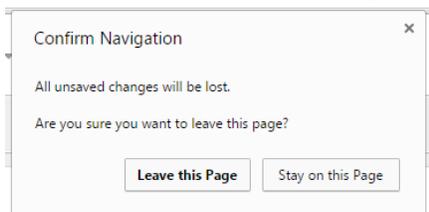
4. Click the **Authoring** button, located on the *right* side of the **Activity Dashboard**, directly above the *Student Activity graph*.



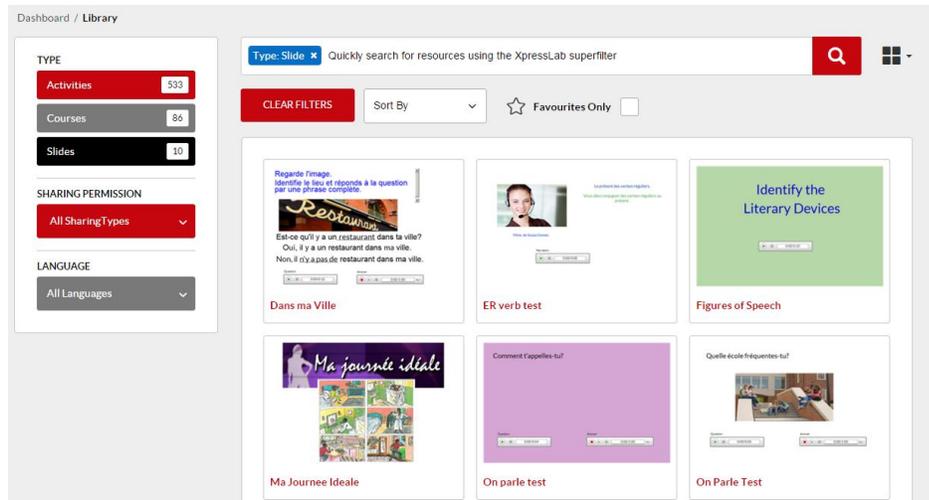
5. To add a **pre-built question slide** from the Library to the activity you are currently authoring, select the **Add Slide** button located within the main navigation bar. Then, select the **Import Slide** and choose the **Import from Library** option.



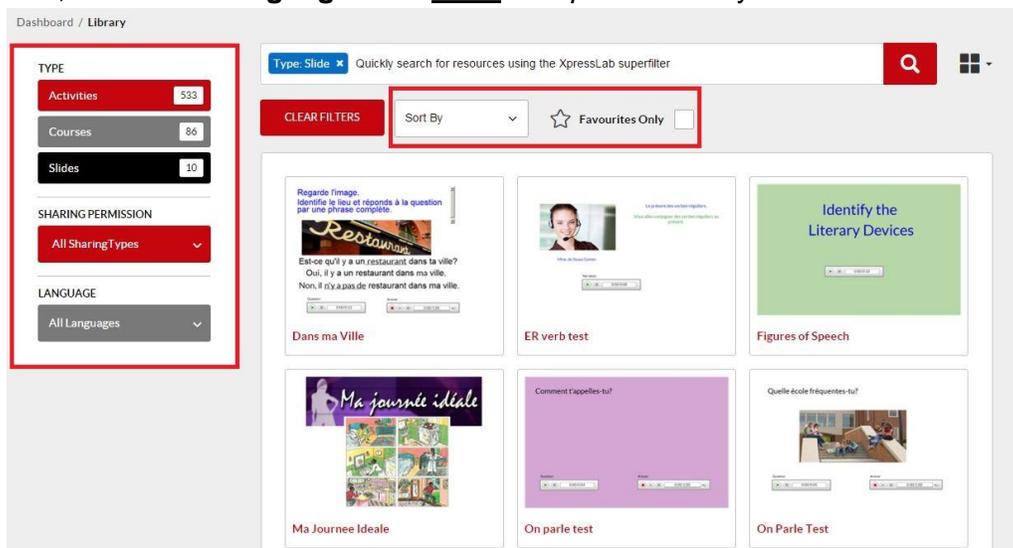
6. Select the Import from Library option will directly you to the XpressLab Library, which requires you to leave the Authoring interface. As a result, your web browser may serve a pop-up message to confirm this navigation.
- If you are ready to navigate over the Library, select the **Leave this Page** option. If you have forgetting to save your progression prior to importing a slide from the Library, it might be a good idea to select the **Stay on this Page** option, save your work, and then repeat the previous steps to begin the importing process.



7. Allow the XpressLab Library to load - this may take a few minutes. Once fully loaded, the XpressLab Library will display *all of the available question slides specifically for the activity type* you are currently authoring.
- The **Slide** filter is *automatically* applied to the Library and the resources generated in the Library are related to the activity type currently being authored.



8. To generate a more *specific resource search*, you may continue to apply additional **filters**, such as the **Sort By** filter, the **Favorites Only** filter, the **Sharing Permissions** filter, and/or the **Language** filter. Note: *Multiple filters* may be added.



9. Hover over a resource tile to view a *brief description* of the question slide as well as the contributor's name. Click the **View** link within the resource tile preview to access the full length resource **Preview** page.



10. Use the Preview page to review details about the question slide.

- Review the **Preview Table** for details such as: the contributor name, resource type, subject, grade level, etc. Note: This information is entered *by the contributor*. As a result, some resources may have more information than others.
- **Rate** the resource based on usability, effectiveness and ability to fulfill curriculum, using the 5 –star icons.
- **Comment** on the resource by typing within the Comment field. Clicking **Post** once the comment has been written.
- Review the **Question Slide Preview** and description found on the *left* side of the Preview page.
- Add a resource to your Favorites List by clicking on the **Favorite** button.
- Preview the resource *as a student will see it* by clicking on the **Preview** button. Note: Clicking the **Preview** button will launch the activity in **Full Screen Student View** mode, allowing you to interact with the activity *as if you were a student*.

Dashboard / Library / Dans ma Ville

Regarde l'image.
Identifie le lieu et réponds à la question par une phrase complète.

Restaurant

Est-ce qu'il y a un restaurant dans ta ville?
Oui, il y a un restaurant dans ma ville.
Non, il n'y a pas de restaurant dans ma ville.

Question: 00:00:12 | Answer: 00:01:00

Contributor:	Monique McCormack
Resource Type:	Slide
Subject:	N/A
Grade:	N/A

Dans ma ville

Rate this resource:
★★★★☆

Buttons: **Favorite**, **PREVIEW**, **IMPORT SLIDE**

Comments
Leave a comment

POST

11. When you are ready to import the slide to your activity, click the **Import Slide** button.

- Within the **Import Slide** window - the **Course Send To** and **Activity Send To** details are already pre-selected, reflecting the course and activity we are currently authoring.
- Select the **Finish** button, without changed either of these fields, to import the slide to the activity you are actively creating.

Import Slide

Dans ma Ville

Course Send To: *
CEFR A1 - Les Directions*

Add New Course +

Activity Send To: *
A1 Les directions #1 P1 et P2 (test oral)

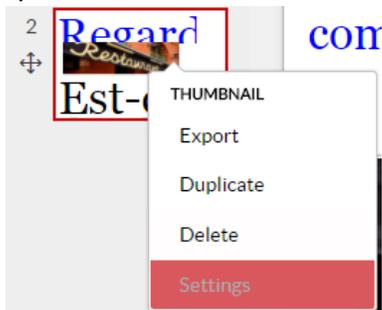
Add New Activity +

CANCEL FINISH

12. You will now return to the Authoring interface, with the newly imported slide visible within the **Slide Thumbnail Preview** list located along the *left* side of the Authoring Interface.. Click on the slide thumbnail to make any adjustments to the slide content.

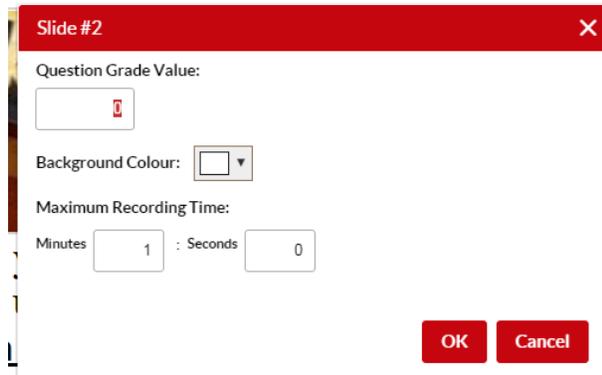
- To change the question prompts or slide content, click *inside* a text box and begin typing.
- To change the location of elements or objects within the slide (i.e. video clips, audio recorders, images, shapes, etc.), click and drag the elements into a new location within the slide.
- To *delete* elements from the slide, **right-click** on a slide element and select **Delete** from the **Common** tasks menu.
- To add *additional* multimedia elements, such as: audio, video clips, images, shapes, and more, click the **Add Object** button from within the main navigation bar. Using any of the built in elements to further enhance the question slide.

13. In addition to editing the question slide content, layout and formatting, you may also *edit the question slide Settings*. To adjust the slide settings, *right-click* on the thumbnail from within the **Slide Thumbnail Preview** list. Select **Settings** from the **Thumbnail** menu options.

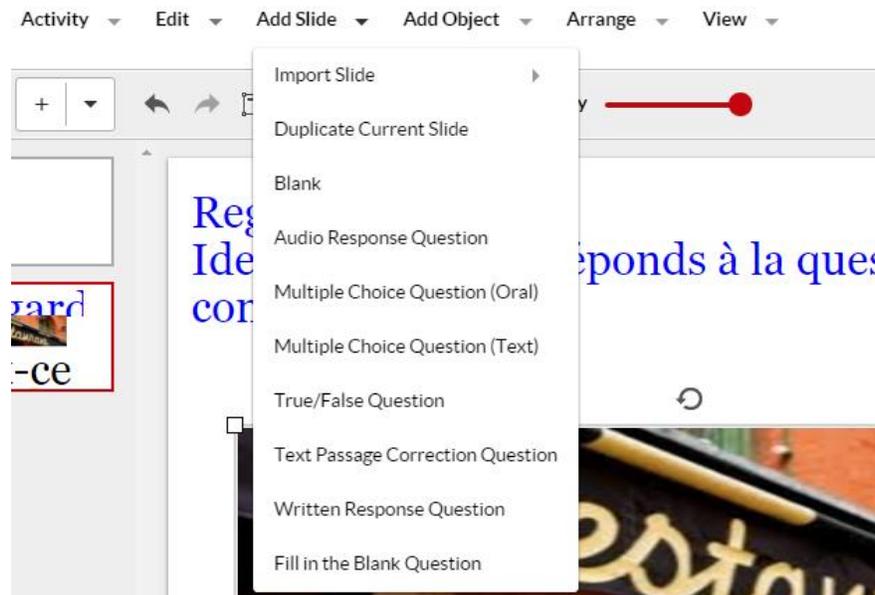


14. The **Slide Settings** window includes *all of the configurable settings* for your question. The Settings available will depend on the question type.

- Depending on your question type, you may be able to enter/edit the **Question Grade Value** as well as set a **Maximum Recording Time** for oral responses.
- When you have finished adjusting the slide settings, click the **OK** button.



15. Continue to build out your standard test activity by importing additional slides from the Library, importing slides from your previously created activities, or building out your own questions using the built-in question and slides types available within the activity.
- Select the **Add Slide** button within the main navigation bar to review the built-in question types



16. When you are finished authoring the activity, click the **Activity** button from within the main navigation bar, and select **Activate** from the drop down list of options. The activity will now be able to the students enrolled in your course.

