## 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.



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

NEW COURSE +	IMPORT	~	]				?	Q
7 result(s) found								
Course Name	<ul> <li>Activities</li> </ul>	÷	Students	Active	Course Access Key	6		
CEFR A1 - Les Directions*	15	0		۲	A4FSCY			×
FSF_Period3*	14	C	1	۲	UUFQUNRH	2		×

- 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 <u>left</u> side of the **Course Dashboard** within the *Course tab*.
  - If you are creating a *new activity*, click the **New Activity** button located in the <u>top left</u> corner of the *Course tab.* Complete the **Activity Information** form, clicking **Save** when the form is complete to access the **Activity Dashboard**.

Course	Students								
NEW ACT	TIVITY +	,		$\rightleftharpoons$	*	×	2		
Total 15 item(	s)								
	<ul> <li>Activit</li> </ul>	y Name				Type		<ul> <li>Status</li> </ul>	Mark Out Of
<b></b>	A1 Les di	A1 Les directions #1 P1 et P2 (test oral)			al)	Standar	d Test	Inactive	26
<b></b>	A1 Les di	irections #	1 P 1			Practice	Exercise	Inactive	N/A

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.

	Import Slide	Import from Library
+ •	Duplicate Current Slide	Import from Activity
	Blank	
The management	Audio Response Question	
	Multiple Choice Question (Ora	al)
	Multiple Choice Question (Tex	t)
	True/False Question	r
	Text Passage Correction Ques	tion
	Written Response Question	
	Fill in the Blank Question	<i></i>

- 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.

All unsaved changes will be lost.	
Leave this Page	ay on this Page

- 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.

TYPE	Type: Slide × Quickly search for resour	rces using the XpressLab superfilter	۹ :
Activities 533 Courses 86	CLEAR FILTERS Sort By	✓ 分 Favourites Only	
Slides 10	Renardo Timano di		]
SHARING PERMISSION	Identifie le lieu et réponds à la question par une phrase complète.	La phant des seches highers. Vers also totopart des vertes regulars av primes.	Identify the
All SharingTypes 🗸 🗸	Restaway		Literary Devices
	Est-ce qu'il y a un <u>restaurant</u> dans ta ville? Oui, il y a un restaurant dans ma ville.	Mine de Baula Garee	
LANGUAGE	Non, il n'y a pas de restaurant dans ma ville.	(*) # 10000	
All Languages 🗸 🗸	Dans ma Ville	ER verb test	Figures of Speech
	A journée idéale	Comment l'appelles-tu?	Quelle école fréquentes-tu?
		Transmis Transmission	
	Ma Journee Ideale	On parle test	On Parle Test

 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. <u>Note:</u> *Multiple* filters may be added.

YPE	Type: Slide × Quickly search for reso	urces using the XpressLab superfilter	۹ 👪
Activities 533	CLEAR FILTERS Sort By	✓	
Slides 10			
HARING PERMISSION All Sharing Types	Regardo Franze. Bornefine e Huau et records a la questora la Provinción de la questora de la questora de la Provinción de la questa de la del Rece ou por un restancent dese ma vite. Nov. E n'y a uno restancent dese ma vite.	Example of the second	Identify the Literary Devices
All Languages 🗸 🗸	Dans ma Ville	ER verb test	Figures of Speech
	Ma journée idéale	Comment Pageilles-tu?	Qualite decide tréquentes su?
		1000 (x) (x) (x) (x) (x) (x) (x) (x) (x) (x)	ани (р. н. — 2004) (р. — 2004) (р. н. — 2004) (р. — 2004) (
	Ma Journee Ideale	On parle test	On Parle Test

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. <u>Note:</u> 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. <u>Note:</u> 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		BACK TO LIST
Regarde l'image.	Dans ma Ville	
	Contributor:	Monique McCormack
	Resource Type:	Slide
eotow	Subject:	N/A
a constant	Grade:	N/A
Est-ce qu'il y a un restaurant dans ta ville?		
Oui, il y a un restaurant dans ma ville.	Dans ma ville	
Non, il <u>n'y a pas de</u> restaurant dans ma ville.		
Question Answer	Rate this resource: $\star \star \star \star \star$	
DANS MA VILLE	PREV	IMPORT SLIDE
Est-ce qu'il y a dans ta ville?	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 <u>pre-selected</u>, reflecting the course and activity we are currently authoring.
  - Select the **Finish** button, <u>without changed either of these fields</u>, 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

- 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.

Slide#2	×
Question Grade Value:	
Background Colour:	
Maximum Recording Time:	
Minutes 1 : Seconds 0	
1	
<u>ı</u>	K Cancel

- 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.

