F.A. DAVIS COMPANY

Medical Language Lab
Turning terminology into language

Instructor Getting Started Guide

# TABLE OF CONTENTS

ABOUT THE MEDICAL LANGUAGE LAB

The Medical Language Lab (MLL) has content custom-designed for each medical terminology text. Multiple MLL products are available. System functionality for all versions of **Medical Language Lab** is the same in most areas.

Medical Language Lab is compatible with F.A. Davis Company's medical terminology textbooks and includes an integrated e-book, lecture videos, and various built-in activities. Each **new, print copy** of a F.A. Davis Medical Terminology text includes an MLL access code on the front inside cover. If a student has purchased a used textbook, they can purchase an access code at www.FADavis.com.

Medical Language Lab 2.0 (for *Medical Terminology Systems 8th edition*, *Medical Terminology in a Flash! 3rd edition, or Medical Terminology Simplified 6th edition*) also includes test bank assignments.

Medical Language Lab is compatible with the most recent versions of Google Chrome, Mozilla Firefox, and Apple Safari. Internet Explorer is not recommended for certain MLL exercises.
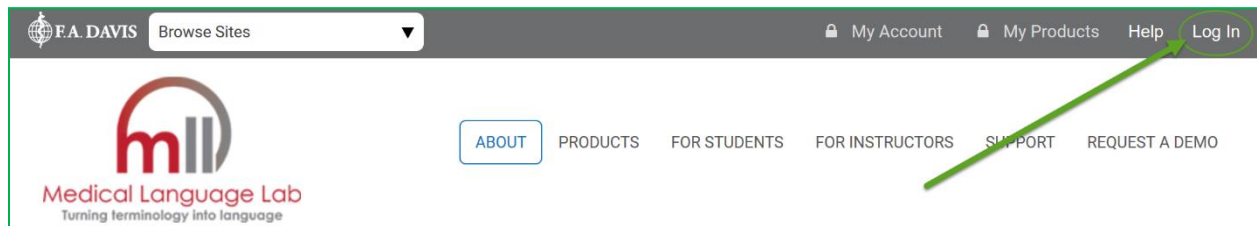
Some exercises found in Medical Language Lab require Adobe Flash Player. Adobe Acrobat or Adobe Reader is required to view PDF files available within Medical Language Lab. JavaScript needs to be enabled to view certain features of Medical Language Lab.

F.A. DAVIS COMPANY
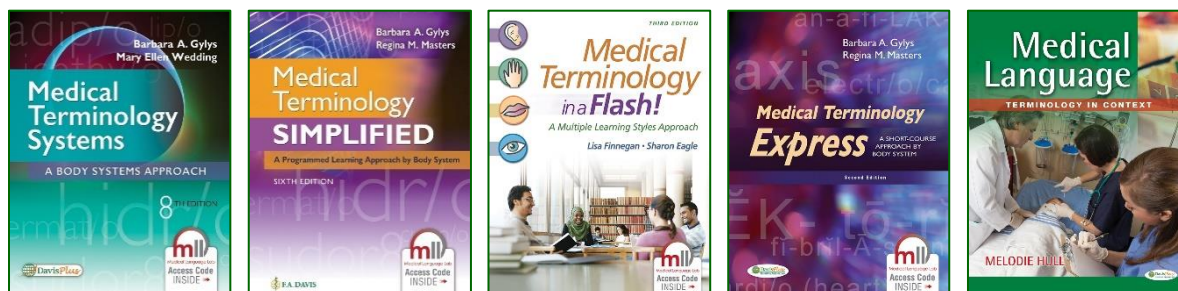
LOGGING IN / CREATING AN ACCOUNT

Creating an account only takes a moment or two. *Please Note: If you have a Davis*Plus* instructor account, your Davis*Plus* account credentials will also work for the Medical Language Lab.

STEP 1   Go to **www.MedicalLanguageLab.com** and click the **Log In** button.

F.A. DAVIS | Browse Sites

My Account   My Products   Help   Log In

mll
Medical Language Lab
Turning terminology into language

ABOUT   PRODUCTS   FOR STUDENTS   FOR INSTRUCTORS   SUPPORT   REQUEST A DEMO

STEP 2   **A.** Enter your login credentials and click **LOGIN.**

B. If you do not have an account, click **CREATE ACCOUNT** and fill in your information. **Be sure to check the box for **Instructor Access**.

A.

Existing Member Login

Enter Email Address

Email is required.

Enter Password

Password is required.

Login

FORGOT PASSWORD?

B.

New to F.A. Davis? Signup Now!

Create Account

Complete the information below to create your account

☑ Check here for Instructor Access

Enter Email Address

Enter Email Address To Confirm

Enter Password

Enter Password To Confirm

Enter First Name

Enter Last Name

United States

Enter Institution zip code

Select your Institution

☑ I want to receive emails regarding discounts, educational webinars, and new products from F.A. Davis.

RESETTING PASSWORDS

You can reset your password at any time.

Option 1 Click the **FORGOT PASSWORD** link on the login page and enter your e-mail address. A link to reset your password will be e-mailed to you. If the e-mail doesn't arrive, please check your spam folder.

Option 2/STEP 1 Click the **MY ACCOUNT** link in the top right of the page.
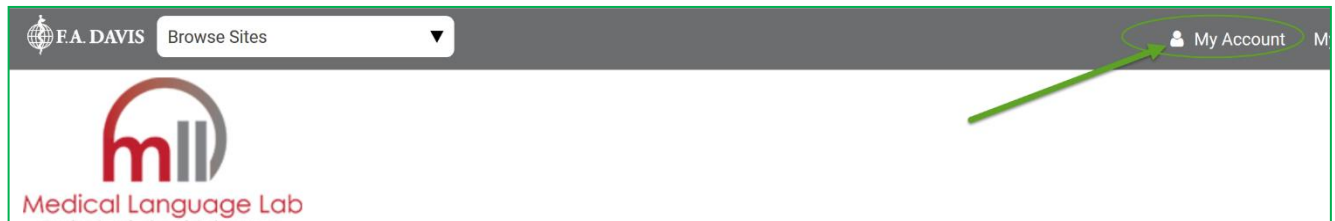
Option 2/STEP 2 Enter your new password and click **SAVE.** After the password successfully updates, a confirmation message will be displayed.

F.A. DAVIS COMPANY
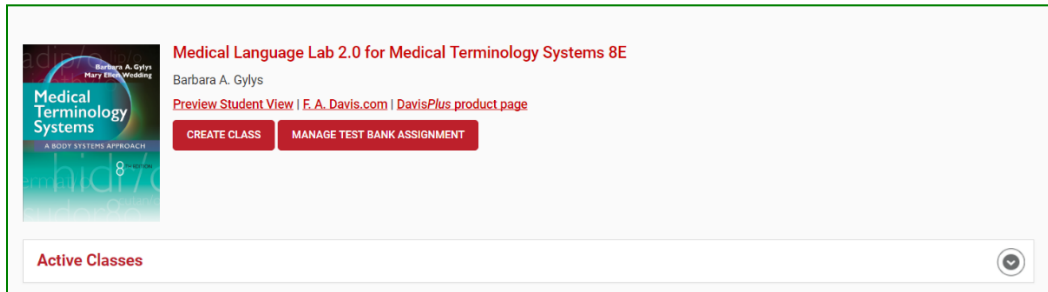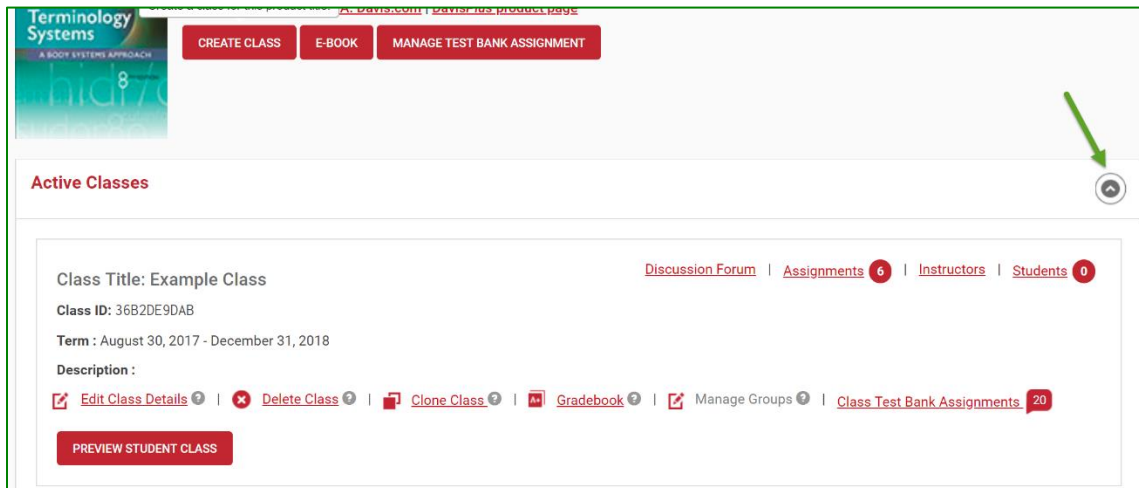
DASHBOARD

After logging into Medical Language Lab, your dashboard will display the title of the product you have adopted.

Medical Language Lab 2.0 for Medical Terminology Systems 8E
Barbara A. Gylys
Preview Student View | F. A. Davis.com | DavisPlus product page
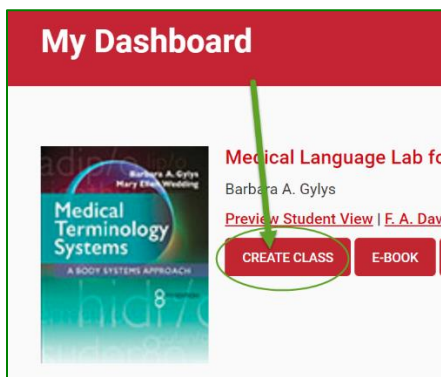CREATE CLASS   MANAGE TEST BANK ASSIGNMENT

Active Classes

After creating a class within Medical Language Lab, the class information will be displayed on the dashboard.

CREATE CLASS   E-BOOK   MANAGE TEST BANK ASSIGNMENT

Active Classes

Class Title: Example Class

Discussion Forum | Assignments 6 | Instructors | Students 0

Class ID: 36B2DE9DAB

Term : August 30, 2017 - December 31, 2018

Description :

Edit Class Details ⍰ | ❌ Delete Class ⍰ | Clone Class ⍰ | A+ Gradebook ⍰ | Manage Groups ⍰ | Class Test Bank Assignments 20

PREVIEW STUDENT CLASS

CREATING A CLASS

Creating a class enables you to track your students' progress. Your students' grades will be submitted to your "Gradebook."

| STEP 1 | Click the **CREATE CLASS** button located on your dashboard.

My Dashboard

Medical Language Lab fo
Barbara A. Gylys
Preview Student View | F. A. Dav
CREATE CLASS   E-BOOK

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STEP 2 The **EDIT CLASS** screen will open. This screen is also referred to as your **CLASS MANAGEMENT WIZARD.**

Class Management Wizard: 1: Create Class / 2: Pretest Settings / 3: Lesson Reorder / 4: Lesson Settings / 5: Posttest Settings / 6: Class Overview

Select Products: Medical Language Lab for Medical Terminology Systems ▼   ❓

Class Title :

Med Term, Section001 T/Th   ❓

Description

Welcome!   ❓

Start Date   08/30/2017 📅   End Date   12/31/2018 📅   ❓

Auto-enroll students: ☑ ❓   Auto-import grades: ☐ ❓

Allow late submissions: ☐ ❓

Class ID : 36B2DE9DAB   ❓

Please copy and distribute this class id to your students. This code will also be emailed to you.

Enter the name of your course in the **CLASS TITLE** field.
This is a mandatory field.

Class Title :

Med Term, Section001 T/Th

STEP 3

Enter a description of your class in the **DESCRIPTION** field. This is an optional field.

Description

Welcome!

STEP 4

Enter the **START DATE** and **END DATE** for your class.

These are mandatory fields. The start date is the date that your Medical Language Lab class will be available to your students. The end date is the date on which students will no longer be able to access your class or enter work to your gradebook.

Start Date		End Date	
08/30/2017		12/31/2018	

STEP 5

Check **AUTO-ENROLL STUDENTS** if you want your students to be automatically added to the class when they submit the Class ID. If students completed any activities prior to being enrolled in your class, you can choose to import those grades by checking **AUTO-IMPORT GRADES**. Each student's previous work will be automatically copied into the instructor class gradebook when the student enrolls. You can also opt to **ALLOW LATE SUBMISSIONS** (see **Late Submissions** section).

Auto-enroll students:	☑ ❓	Auto-import grades:	☐ ❓
Allow late submissions:	☐ ❓		

STEP 6

Each class created within Medical Language Lab will have a unique **CLASS ID**.

You must provide your students with this Class ID for them to access their Medical Language Lab class, take Assignments, and submit work to your Instructor Gradebook.

Class ID : 79EF516D68

Please copy and distribute this class id to your students. This code will also be emailed to you.

STEP 7

After you have entered the information for your class details, click the **SAVE AND CONTINUE** button.

Confirming Class Creation with Class ID

There are three ways to confirm that your class has been successfully created. Within each option, the Class ID number is displayed.

1. Class created confirmation pop-up

After you have entered the information on the details of your class, click the **SAVE AND CONTINUE** button. A **CLASS CREATED** message will open. The Class ID will be included in the confirmation message.

> **Your class has been successfully created.**
> Please note your Class ID **[8B08CF1470]**.
> This class ID will be displayed on your Dashboard and emailed to you. You will need to distribute it to your students to enable them to join your class. You will be required to approve student enrollment requests for this class when students redeem this ID.
>
> Note: End times are 11:59 p.m. Eastern of the end date selected.
>
> **Continue**

2. Confirmation e-mail

You will receive a confirmation e-mail which also includes the Class ID.

From:	Medical Language Lab <services@fadavis.com>
To:	Eric Van Osten
Cc:	
Subject:	Medical Language Lab Account: Class Access Code

mll
Medical Language Lab
Turning Terminology into language

Dear Eric Van Osten,

Welcome to Medical Language Lab, your online home for digital class resources!

Here are your new Class details for future reference:

User Name: evo@fadavis.com

Product Name: Medical Language Lab for Medical Terminology Express

Class Name: This is Only a Test

Class AccessCode: **110B77B189**

3. Dashboard view

The Class ID will be included in your Dashboard view for each active class.

CUSTOMIZING YOUR CLASS

Medical Language Lab offers the option to customize your class.

Certain titles within **Medical Language Lab** include an integrated e-book, lecture videos and a test bank. Customization steps are the same for all titles within **Medical Language Lab**. Functionality related to the test bank will be covered in a separate section.

You can customize your class immediately after creating it or you can customize it later. After creating a class, you'll see a message asking you if you would like to customize it or use the default settings.

You can come back to class customization later by clicking **EDIT CLASS DETAILS** from your dashboard.

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Pretest Customization

If you have chosen to include a pretest, you can select the following options…

- Which lessons to include
- If the questions should be randomized
- If the students should receive a Study Plan

To exclude the pretest, click **DO NOT INCLUDE PRETEST FOR THIS CLASS**.

Pretest Settings   Return to Dashboard

Class Management Wizard: 1: Create Class > 2: Pretest Settings > 3: Lesson Reorder > 4: Lesson Settings > 5: Posttest Settings > 6: Class Overview

Choose which lessons to include on your pretest and manage pretest settings. You can disable the pretest by selecting 'Do Not Include Pretest for this Class.

☐ Do Not Include Pretest for this Class   ⑦

- **Select Pretest Lessons**

You can include all the lessons or a select the lessons you want to include in the pretest by checking the box next to the Lesson.

☑ Introduction to Programmed Learning and Medical Word Building
☑ Body Structure
☑ Integumentary System
☑ Respiratory System
☑ Cardiovascular and Lymphatic Systems
☑ Digestive System
☑ Urinary System
☐ Reproductive Systems
☐ Endocrine and Nervous Systems
☐ Musculoskeletal System
☐ Special Senses: Eyes and Ears

35 of 55 questions selected

- **Randomize the Pretest Questions**

You can randomize the questions within the pretest by clicking the box next to **RANDOMIZE QUESTIONS**.

☐ Randomize Questions   ⑦

- **Pretest Start and Due Date**

Enter start and date due dates for the Pretest. After the set due date, student grades for the pretest will not be submitted to your Gradebook.

| Start Date: | 08/13/2018 | | Due Date: | 08/17/2018 | |

- **Generate a Study Plan**

You may choose to provide your students with a Study Plan, which is a high-level overview of each student's strengths and weaknesses based on their pretest performance.

☑ Generate a study plan for your students

After you have finished customizing the pretest, click **SAVE AND CONTINUE** at the bottom of the page.

Reorder the Lessons

You can choose which lesson areas to include/exclude from the students' view. By default, all lessons are included—but you can move selected lessons to the "Available Lessons" column to remove them from the class.

You can also set the order of the lessons in the class by dragging and dropping them in the desired sequence. When finished, click **SAVE AND CONTINUE.**

Select display order for Lesson here

SAVE AND CONTINUE

Drag and drop the lessons into the preferred order. If a lesson is to be removed from the students' view, drag it to the column on the right.

Lesson Included in Class   RESET

Available Les...

Manage the display order of lessons from your class by dragging the lesson titles below to reorder them. By default all lessons are included in your class. To remove a lesson from your class, drag it to the 'Available Lessons' column.

This list...lessons available for the product. If a lesson is not currently incl...in your class, it can be added by dragging from this column to the ...ssons included in Class' column.

Basic Elements of a Medical Word

Basic Elements of a Medical Word

Suffixes

Suffixes

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Lesson and Exercise Settings

Medical Language Lab Lessons and Exercises can be customized. The steps taken to customize Lessons and Exercises may vary slightly based on the title you are working on within Medical Language Lab.

Within each **Lesson**, there are four **Exercise** types: Critical Listening, Response, Generation and Practice. The steps taken to customize Lessons and Exercises are the same no matter which Lesson or Exercise you are working in.

First, select the Lesson you would like to customize from the dropdown menu.
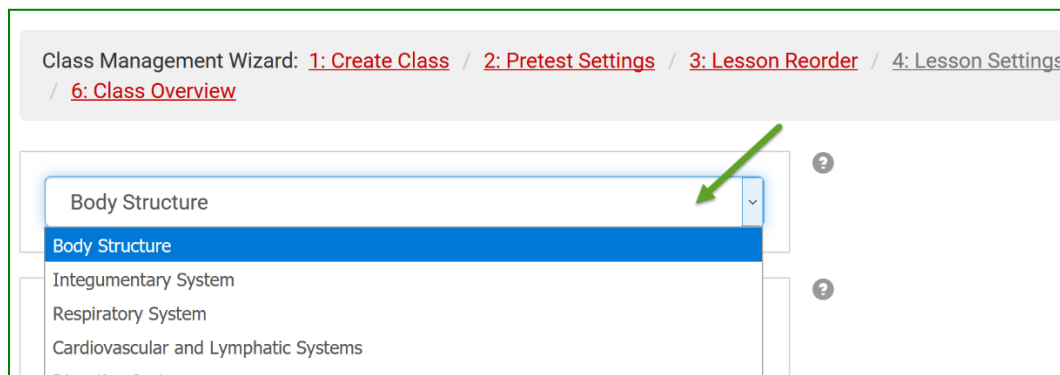
Customize the Lesson Settings

- ▪ **Universal Lesson Start and End Dates**
  You can set universal start and end dates for all Exercises in a Lesson by choosing dates for **Start date for all assignments within this lesson** and **Due date for all assignments within this lesson**. This will be the date range in which the students can submit work for this Lesson to your Gradebook. If you decide not to customize these fields, the Assignment start dates will default to the first day of class, and the end dates will default to the last day of class.
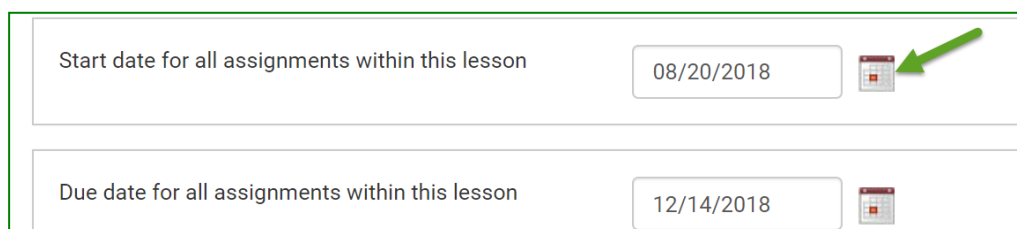
*Note that work completed AFTER a due date will appear as 'Incomplete' in your Instructor Gradebook, unless you have opted to Allow Late Submissions on the Create Class page (see **Late Submissions** section).

- **Universal Lesson Grading Rules**

  You can set universal Grading Rules for all assignments within a lesson. You may choose to have students graded on their first attempt, allow them to practice before being graded and submit when ready, or practice only.

  > **Grading rules for all assignments within this lesson**
  >
  > ○ Grade on first attempt then Practice
  >
  > ● Initial Practice then Grade
  >
  > ○ Practice Only

- **Group Assignments for Generation Exercises**

  For Generation Exercises, students are asked to use medical terminology in an free-response format. Specifically, students record or write sentences using appropriate medical terminology. **Generation Exercises are <u>not</u> automatically graded.**

  Instructors can choose to make Text and Audio Generation Exercises a Group Assignment. If this feature is checked, the students' submissions will be posted to the Group Discussion Forum where other students in their assigned group may view submissions and make comments/suggestions.

  > ☐ Set All Generation Excercises in this Lesson as Group Assignment

  After you have finished customizing a Lesson, click **CONTINUE TO NEXT LESSON** and view the confirmation message.

Customize the Exercise Settings

You may choose to take a more granular approach and customize a Lesson "Exercise-by-Exercise".

- **Choose an Exercise Type**

  First, at the bottom of the page, find the Exercise type that you would like to customize.

  Then, click on the gray bar that displays the Exercise type to expand it. View the actual Exercise by clicking on the Exercise link.

- **Remove an Exercise**

  To remove an exercise, click the box next to the exercise to uncheck it.

- **Exercise/Assignment Start and End Dates**

  The **ASSIGNMENT START DATE** is the date on which an Exercise within this Lesson will be displayed to the students. It is also the date on which the students can begin to work on the assignment and submit work to the Gradebook.

  If you decide not to customize this field, the Assignment Start Date will default to the universal start date for the lesson. This is also the case for Assignment End Date.

Posttest Customization

If you include a Posttest, you can select which Lessons to include and whether the questions should be randomized.

To exclude the Posttest, check the box next to **DO NOT INCLUDE POSTTEST FOR THIS CLASS**, and click **SAVE AND CONTINUE.**

☐ Do Not Include Posttest for this Class

▪ **Select Posttest Lessons**

You can select all Lessons or a combination of Lessons within the posttest by clicking the box next to the Lesson name.

☑ Introduction to Programmed Learning and Medical Word Building
☑ Body Structure
☑ Integumentary System
☐ Respiratory System
☑ Cardiovascular and Lymphatic Systems
☑ Digestive System
☐ Urinary System
☑ Reproductive Systems
☑ Endocrine and Nervous Systems
☐ Musculoskeletal System
☑ Special Senses: Eyes and Ears

40 of *55* questions selected

▪ **Randomize the Posttest Questions**

Randomize the questions within the posttest by clicking the box next to **RANDOMIZE QUESTIONS**.

☑ Randomize Questions ⑦

▪ **Posttest Start and Due Date**

Enter start and date due dates for the Posttest. After the set due date, student grades for the posttest will not be submitted to your Gradebook.

Start Date: 12/10/2018   Due Date: 12/14/2018

After you have finished customizing your Posttest, click **SAVE AND CONTINUE**.

Class Management Wizard/Class Overview

The **CLASS OVERVIEW** within the **CLASS MANAGEMENT WIZARD** provides an outline of the content have chosen to include in the class. This outline can be exported and printed.

Class Management Wizard: 1: Create Class / 2: Pretest Settings / 3: Lesson Reorder / 4: Lesson Settings / 5: Posttest Settings / 6: Class Overview

Class Name: tis a test | **Class ID:** 5BD9AE90DA | **Term :** 07/17/2018 - 01/01/2020 | **Product Name:** Medical Language Lab for Medical Terminology Systems 8E

PRINT

Basic Elements of a Medical Word

Exercise	Grading Rules	Date Last Modified	Start Date	End Date
Read				
Read	Initial Practice then Grade	07/17/2018	07/17/2018	01/01/2020
Watch				
Watch	Initial Practice then Grade	07/17/2018	07/17/2018	01/01/2020
Critical Listening				
Exercise 1	Initial Practice then Grade	07/17/2018	07/17/2018	01/01/2020
	Initial Practice			

To amend or edit a class that has already been created, expand the "Active Class" area on your Dashboard and click **EDIT CLASS DETAILS** to access the **CLASS MANAGEMENT WIZARD**.

Active Classes

Class Title: Fall 2017 (Sample)   Discussion Forum | Assignments **0** | Instructors | Students **0**

Class ID: B5F8148DB6

Term : May 11, 2017 - May 26, 2017

Description : Welcome!

Edit Class Details ❓ | ❌ Delete Class ❓ | Clone Class ❓ | Aa Gradebook ❓ | Manage Groups ❓ | Class Test Bank Assignments **0**

PREVIEW STUDENT CLASS

CLONE A CLASS

If you teach the same class to multiple sections or from semester-to-semester, you may wish to copy, or "clone" the class. Click **CLONE CLASS** on the dashboard, then adjust the class customization settings as needed.
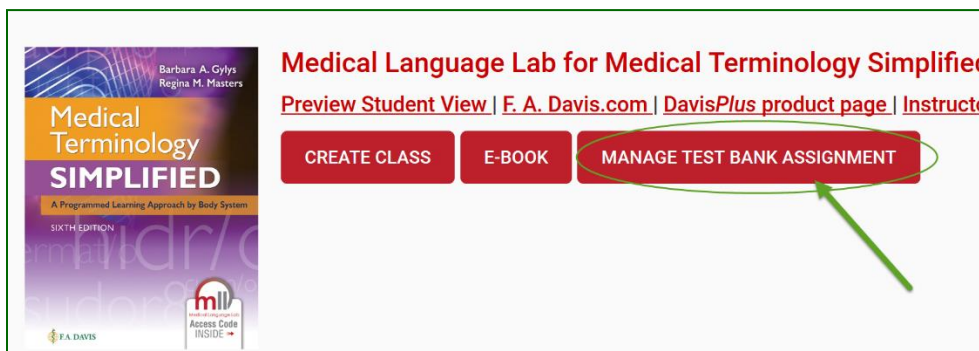
Class Title: Example Class

Discussion Forum | Assignments **0** | Instructors | Students **0**

Class ID: 36B2DE9DAB

Term : August 30, 2017 - June 29, 2018

Description :

Edit Class Details ? | ✖ Delete Class ? | Clone Class ? | A+ Gradebook ? | Manage Groups ? | Class Test Bank Assignments **2**

PREVIEW STUDENT CLASS
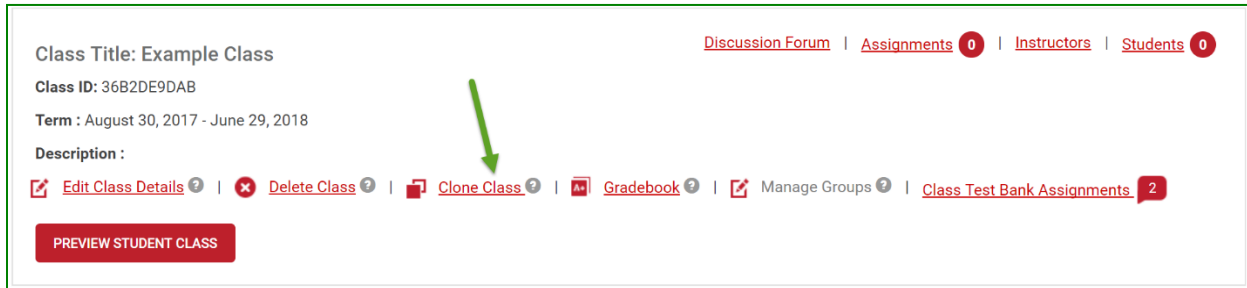
DELETE A CLASS

To delete a class, click **DELETE CLASS** on the dashboard and approve the validation message.

Class Title: Example Class

Discussion Forum | Assignments **0** | Instructors | Students **0**

Class ID: 36B2DE9DAB

Term : August 30, 2017 - June 29, 2018

Description :

Edit Class Details ? | ✖ Delete Class ? | Clone Class ? | A+ Gradebook ? | Manage Groups ? | Class Test Bank Assignments **2**

PREVIEW STUDENT CLASS
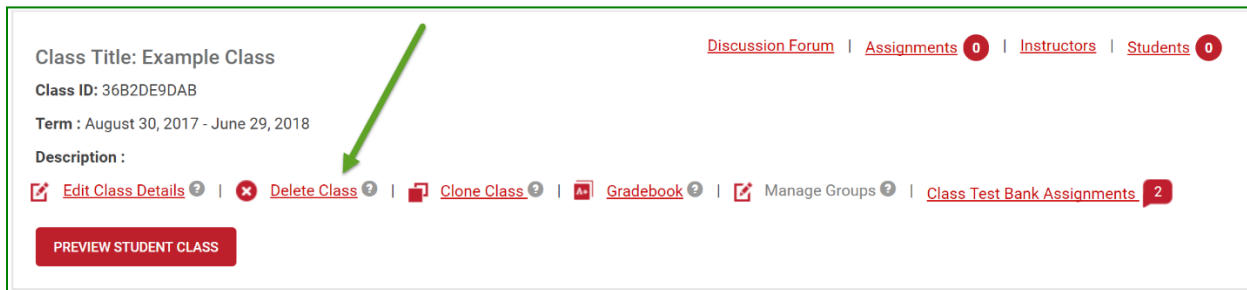
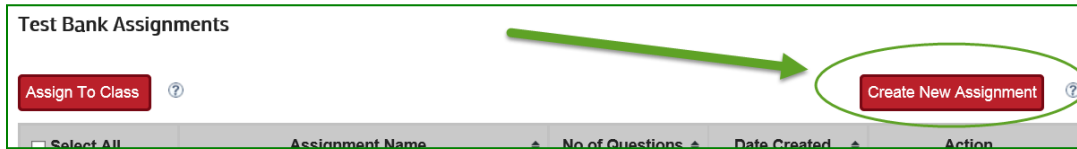# TEST BANK ASSIGNMENTS (select titles)

Manage Test Bank Assignments

Certain titles in Medical Language Lab offer a test bank feature. From the dashboard, click **MANAGE TEST BANK ASSIGNMENT**. From here, you can create new assignments; Preview, Edit, or Delete existing assignments; or make assignments to a class.

Medical Language Lab for Medical Terminology Simplified

Preview Student View | F. A. Davis.com | Davis*Plus* product page | Instructo

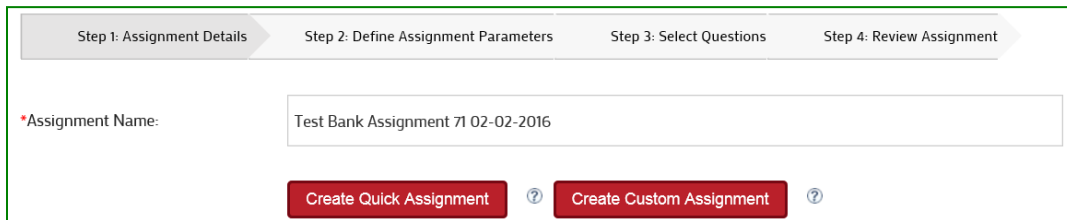CREATE CLASS   E-BOOK   MANAGE TEST BANK ASSIGNMENT

Creating New Assignments

Click on **CREATE NEW ASSIGNMENT** to start.

A name for the assignment is auto-generated. You can accept this or provide a new name.

Then select **CREATE QUICK ASSIGNMENT** or **CREATE CUSTOM ASSIGNMENT**.
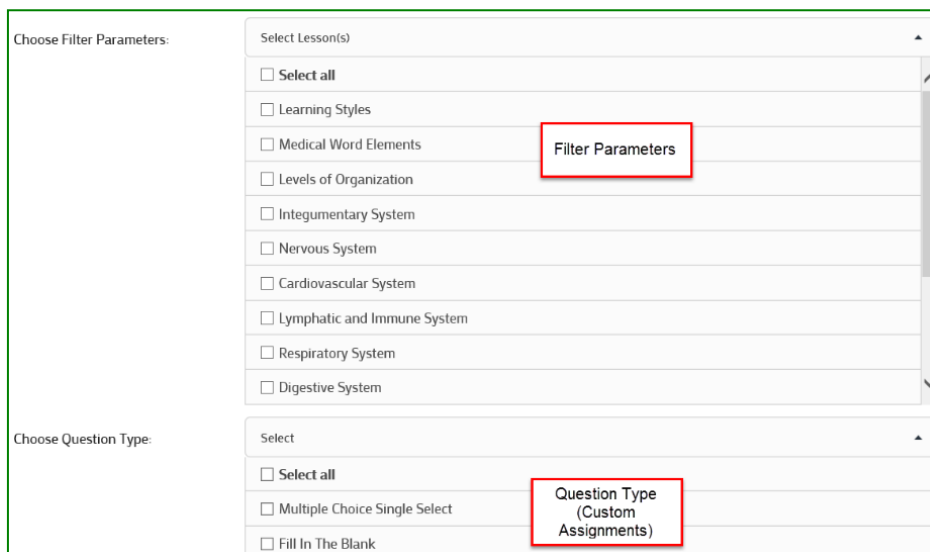

- **Quick Assignment**

    A Quick Assignment asks you for the question parameters (one, several, or all lessons) and the number of questions to include. It will randomly generate an Assignment based on those choices.

- **Custom Assignment**

    A Custom Assignment asks you for question parameters (one, several, or all lessons) and question type. Then, from the list of questions generated, you will be able to select the questions you'd like to include in that Assignment.

    You may flip through pages of results or use the keyword search engine. As questions are selected, they are added to the queue at the bottom of the screen.

- **Review Assignment**

  Whether you create a Quick or Custom Assignment, the final step is to review it.
  You have the following options…

  - Edit the name.
  - Set a time limit in minutes.
  - Determine order in which the questions appear by either dragging and dropping the questions into place or by clicking on "Randomize Question Order".
  - Replace/remove questions.
  - Review the question and its answer by clicking on **VIEW DETAILS**.

- When finished, click **SAVE AND EXIT**. The new Assignment will appear in the **TEST BANK ASSIGNMENT** screen now, where you can preview, edit, or delete it at any time.

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Assigning a Test Bank to a Class

To assign a Test Bank Assignment to a class, review and select which assignments you want to include, then click **ASSIGN TO CLASS**.

Then choose which class(es) to assign the Test Bank Assignment(s) to, enter a date range, and click **ASSIGN.**

To save the Assignment, click **OK**. You will receive a pop-up confirmation.

To not save and go back, click on **CANCEL**.

To view which Test Bank Assignments you have assigned to a given class, as well as the average score and time spent in each, instructors click on **CLASS TEST BANK ASSIGNMENTS** on the Dashboard.

Test Bank Gradebook

To access your students' results from the Test Bank Assignments, visit the Gradebook. From the **REVEAL GRADE** drop-down menu, select **TEST BANK ASSIGNMENTS.** Your students' results will appear below.

CLASS ADMITTANCE

Once you have created a class and shared the Class ID with your students, the students will enter a request in Medical Language Lab to join the class. You must admit each student into the class _before_ they can view your Assignments and submit work to your Gradebook. **Note: this step is not required if the "auto-enroll students" option was chosen during class creation.**

Student Enrollment

While a student is waiting to be admitted into the class, an alert will be displayed on the Dashboard. The number of students waiting to be admitted will be displayed next to **STUDENTS**. To admit or reject a student into your class, click the **STUDENTS** button.

Page 21

To begin admitting students into the class, locate the student's name on the Notifications area on the Manage Students page.

To accept a student into the class, click the **ACCEPT** button located to the right of the student's name. Next, confirm the student's enrollment by clicking **OK.** An "Enrolled" confirmation message will be displayed after you have accepted a student into the class. You **do not** have to check the box next to the student's name to accept them into the class.

You may choose to prevent a student from joining a Medical Language Lab class. To prevent a student from entering a class, instructors click the **REJECT** button located to the right of the student's name. A confirmation message will be displayed after the student is rejected from the class. The box next to the student's name **does not** have to be checked to reject them from the class. Additionally, instructors may enter a reason for rejecting a student prior to rejecting them from the class; this is an optional field.

▪ **Group Approval/Rejection**
You can approve or reject students as a group by clicking **SELECT ALL** and then **ACCEPT ALL** or **REJECT ALL**.

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ASSIGNMENTS

Generation Exercises are <u>not</u> automatically graded. When a Generation Exercise needs to be graded, an alert will appear on the dashboard notifying you that there are Assignments waiting to be graded.

To access the Assignment, click **ASSIGNMENT,** and then click the **EXERCISE** name.

Class Title: Example Class

Discussion Forum | Assignments 1 | Instructors | Students 0

Class ID: E76BF30596

Term : October 05, 2017 - January 01, 2018

Description : Welcome!

Edit Class Details ? | ✕ Delete Class ? | Clone Class ? | Gradebook ? | Manage Groups ?

PREVIEW STUDENT CLASS

Class Name: Example Class	Term: 5 October 2017 - 1 January 2018	Product: Medical Language Lab for Medical Terminology Express	
Student Name	**Email**	**Module Name**	**Excercise Name**
Kate	XYZ@gmail.com	Introduction to Medical Terminology	Text Generation

MANAGE GROUPS

If you choose to make the Generation Exercises a group Exercise, you can create groups within the Class by clicking **MANAGE GROUPS** on the dashboard and then **CUSTOM CREATE GROUPS** or **AUTO CREATE GROUPS**.

Class Title: SPR 18

Discussion Forum | Assignments 0 | Instructors | Students 0

Class ID: E9872717B8

Term : October 19, 2017 - October 19, 2017

Description :

Edit Class Details ? | ✕ Delete Class ? | Clone Class ? | Gradebook ? | Manage Groups ? | Class Test Bank Assignments 0

PREVIEW STUDENT CLASS

Manage Groups

Class Name :	Class Term:	Class Description :	Product Name:
Monday's Class	August 10, 2015 - December 18, 2015	Med Term 101	Medical Language Lab for Medical Terminology Express

Custom Create Groups   Auto Create Groups

Group Name	Student

MULTIPLE INSTRUCTORS

You have the ability to add multiple instructors to an MLL class.

- Begin under the listing for that specific class on the Instructor Dashboard.
- Click on **INSTRUCTORS**.

Class Title: SPR 18

Discussion Forum | Assignments 0 | Instructors | Students 0

Class ID: E9872717B8

Term : October 19, 2017 - October 19, 2017

Description :

Edit Class Details ? | Delete Class ? | Clone Class ? | Gradebook ? | Manage Groups ? | Class Test Bank Assignments 0

PREVIEW STUDENT CLASS

- Click on **ADD NEW**.

Manage Instructors

Class ID : 76CC6E9377

Class Name : Medical Terminology 101
Class Description : MWF Class 4:00-7:00
Class Term : July 16,2015- October 31,2015
Master Instructor : Eric Van Osten

Add New

Course Instructors

Instructor Name	Email	Access Type	Status	Lead	Action
Eric Van Osten	evo@fadavis.com	Master	Approved	True	

- Enter the instructor's email address. Click **SEARCH**. If the instructor is already registered on Davis*Plus*, their information will be pre-populated; otherwise, you will be prompted to enter additional information.
- Select an access type. You can click on the question mark (**?**) icon for details on the different types of access that can be granted.
- The class "Lead" is the instructor whose name will appear to enrolled students. There can only be one designated Lead.
- Click **ADD** to invite the instructor to the class.

If the instructor is already a registered user of F. A. Davis, their status will change to "Approved" upon closing the confirmation window. If the instructor is not yet a registered user of F. A. Davis, their status will remain "Pending" until they complete their registration, which will then be followed by our internal approval process (two business days) before the status is updated to "Approved."
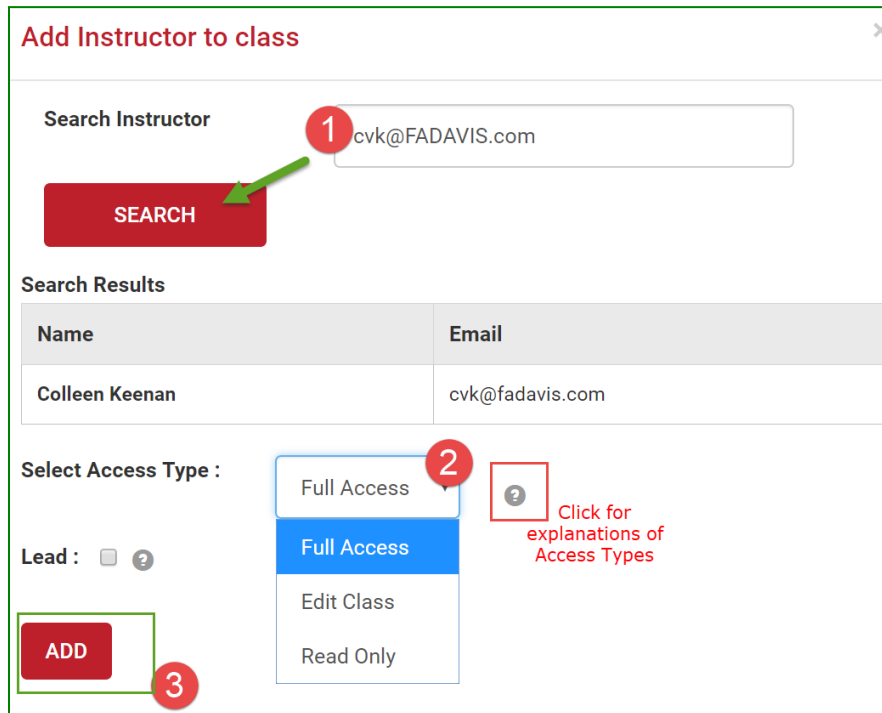
The class "Master" (and any colleagues who have been granted "Full Access" rights) always has the option to add more instructors, edit access for existing instructors, or remove instructors from the class.

GRADEBOOK

Each class within Medical Language Lab has a Gradebook that can be incorporated into a Learning Management System.
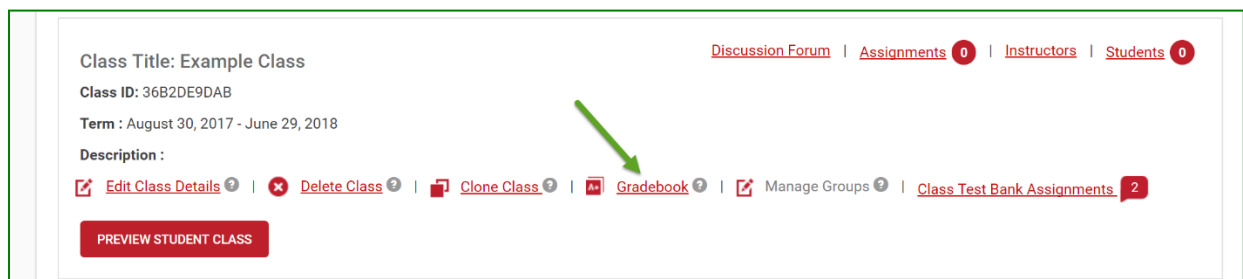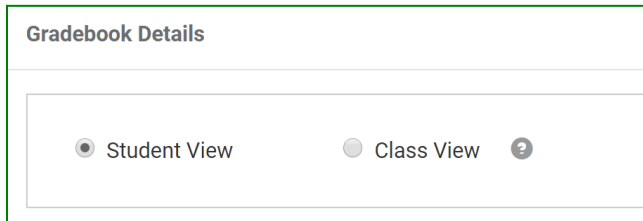
To access the Gradebook, click **GRADEBOOK** on the dashboard.

F.A. DAVIS COMPANY

Gradebook Details

You can choose whether you want to review grades through the **STUDENT VIEW** or **CLASS VIEW**.

Gradebook Details

○ Student View   ○ Class View   ②

Student View

Selecting the **STUDENT VIEW** lets you see grades for all students, as well as the time they've spent in the program.

Gradebook Details ⦿ Student View ○ Class View ②

Reveal grade: All Lessons ▾ ②

Name ⇕	Email ⇕	Status ⇕	Grade(%) ⇕	Details	Time Spent ⇕	Compare ⇕
123962, Student	student123962@FADDEMO.com	In Progress	93	View Details	15h 58m 12s	Compare
148191, Student	student148191@FADDEMO.com	In Progress	95	View Details	17h 20m 4s	Compare
211072, Student	student211072@FADDEMO.com	In Progress	81	View Details	6h 15m 37s	Compare

Click on **VIEW DETAILS** to display a student's grades for each lesson or "Lesson Level".

Name ⇕	Email ⇕	Status ⇕	Grade(%) ⇕	Details	Time Spent ⇕	Compare ⇕
123962, Student	student123962@FADDEMO.com	In Progress	93	View Details	15h 58m 12s	Compare
148191, Student	student148191@FADDEMO.com	In Progress	95	View Details	17h 20m 4s	Compare
211072, Student	student211072@FADDEMO.com	In Progress	81	View Details	6h 15m 37s	Compare

Lesson Name ⇕	Status ⇕	Grade(%) ⇕	Details ⇕	Time Spent
Pretest	Not Started	NA		0h 0m 0s
Introduction to Programmed Learning and Medical Word Building	Completed	67	View Details	1h 25m 16s
Body Structure	Completed	93	View Details	1h 21m 25s
Integumentary System	Completed	96	View Details	1h 13m 51s

From the Lesson Level screen, click on **VIEW DETAILS** to view the "Activity Level," where you can review the student's status, score, number of attempts, time spent, and any feedback for each activity within a lesson.

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Lesson Name ⇕	Status ⇕	Grade(%) ⇕	Details ⇕	Time Spent
Pretest	Not Started	NA		0h 0m 0s
Introduction to Programmed Learning and Medical Word Building	Completed	67	View Details	1h 25m 16s
Body Structure	Completed	93	View Details	1h 21m 25s
Integumentary System	Completed	96	View Details	1h 13m 51s

Type ⇕	Title ⇕	Due Date ⇕	Completed Date ⇕	Status ⇕	Score (%) ⇕	Attempts ⇕	Time Spent	Final Scores ⇕	Feedback /Comments ⇕
Read	Read	December 31,2016		Viewed/Attempted	NA	NA	NA		
Watch	Watch	December 31,2016		Viewed/Attempted	NA	NA	NA		
Critical Listening	Exercise 1	December 31,2016	July 15,2014	Completed	75	2	0h 6m 31s	75	
Critical Listening	Exercise 2	December 31,2016	July 15,2014	Completed	50	2	0h 2m 1s	50	

At the Activity Level, you can override the scores of any completed Activities by clicking in the **FINAL SCORES** column to replace the percentage score. Then, click **SAVE FINAL SCORES**. These scores will be reported in both the Instructor and Student Gradebooks.

Compare with Class		①	②	SAVE FINAL SCORES					
Type ⇕	Title ⇕	Due Date ⇕	Completed Date ⇕	Status ⇕	Score (%) ⇕	Attempts ▲	Time Spent	Final Scores ⇕	Feedback /Comments ⇕
Response	Exercise 1	December 31,2016	July 24,2014	Completed	100	1	0h 0m 22s	100	
Generation	Audio Generation	December 31,2016	July 18,2014	Completed	100	1	0h 2m 39s	100	
Generation	Text Generation	December 31,2016	July 18,2014	Completed	100	1	0h 12m 45s	100	

Class View

Selecting the **CLASS VIEW** shows you the average scores and time spent in each lesson of the entire class.

Gradebook Details ○ Student View ⦿ Class View ⑦

Reveal grade: All Lessons ▾ ⑦

Lesson Name ⇕	Status ⇕	Avg Grade(%) ⇕	Details	Avg Time Spent ⇕
Pretest	Not Started	NA		0h 0m 0s
Introduction to Programmed Learning and Medical Word Building	In Progress	89	View Details	0h 50m 29s
Body Structure	In Progress	96	View Details	0h 58m 1s

Click **VIEW DETAILS** to view to the average grade, rate of student activity completion, and average time spent per activity at the Activity Level of the entire class.

Gradebook Details   ○ Student View   ⦿ Class View   ⑦

Reveal grade: All Lessons ▾   ⑦

Lesson Name ⇕	Status ⇕	Avg Grade(%) ⇕	Details	Avg Time Spent ⇕
Pretest	Not Started	NA		0h 0m 0s
Introduction to Programmed Learning and Medical Word Building	In Progress	89	View Details	0h 50m 29s
Body Structure	In Progress	96	View Details	0h 58m 1s

Type ⇕	Title ⇕	Due Date ⇕	Status ⇕	Avg Grade(%) ⇕	Completion ⇕	Avg Time Spent ⇕	Details
Read	Read	December 31,2016	Viewed/Attempted	NA	0 of 8	NA	View Details
Watch	Watch	December 31,2016	Viewed/Attempted	NA	0 of 8	NA	View Details
Critical Listening	Exercise 1	December 31,2016	Completed	91	8 of 8	0h 3m 12s	View Details

Click on **VIEW DETAILS** to see the **CLASS COMPARISON** where each student's final score is displayed. You may override final scores here by replacing the score and clicking on **SAVE FINAL SCORES**.

SAVE FINAL SCORES

Student Name ⇕	Student Email ⇕	Due Date ⇕	Completed Date ⇕	Status ⇕	Score (%) ⇕	Attempts ⇕	Time Spent ⇕	Final Scores ⇕	Feedback /Comments ⇕
123962, Student	student123962@FADEMO.com	December 31,2016	July 15,2014	Completed	75	2	0h 6m 31s	75	
148191, Student	student148191@FADEMO.com	December 31,2016	July 9,2014	Completed	100	3	0h 2m 0s	100	
211072, Student	student211072@FADEMO.com	December 31,2016	July 23,2014	Completed	75	3	0h 5m 10s	75	

Late Submissions

If you opted to **ALLOW LATE SUBMISSIONS** in the class setup, then students who've submitted any assignment(s) after the designated due date will be highlighted in your Instructor Gradebook.

Name	Email	Status	Grade (%)	Details	Time Spent	Compare
Barlow, Kate	kristen.scrib@gmail.com	In Progress	84	View Details	0h 12m 10s	Compare
Breaux, Christopher	kristenfad@gmail.com	Not Started	NA	View Details	0h 0m 0s	Compare
Gee, Holly	onemoretest@gmail.net	In Progress	81	View Details	0h 8m 7s	Compare

Late submissions have been highlighted

Lesson Name	Status	Grade(%)	Details	Time Spent
Pretest	Not Started	75		0h 0m 0s
Basic Elements of a Medical Word	In Progress	63	View Details	0h 1m 7s
Prefixes	In Progress	75	View Details	0h 4m 9s
Suffixes	Not Started	NA	View Details	0h 0m 0s

Critical Listening	Exercise 1	May 22,2018	January 29,2018	Completed	75	2	0h 0m 14s	75
Critical Listening	Exercise 2	May 22,2018	January 29,2018	Completed	75	2	0h 0m 42s	75
Critical Listening	Exercise 3	May 22,2018		Not Started		0	0h 0m 0s	
Response	Exercise 1	May 22,2018	July 16,2018	Late Submission	80	1	0h 0m 5s	80

If you did **<u>not</u>** opt to allow late submissions for the class, late work will be marked with a zero (0) and 'Incomplete' in the Gradebook.

Critical Listening	Exercise 2	January 31,2018	January 29,2018	Completed	75	1	0h 0m 21s	75
Critical Listening	Exercise 3	January 31,2018		Incomplete		0	0h 0m 0s	

Compare

There are two ways to compare a student's work against the average score of the full class.

- From the Gradebook Details (Student View), click the **COMPARE** link in the last column.

Name ⬍	Email ⬍	Status ⬍	Grade(%) ⬍	Details	Time Spent ⬍	Compare ⬍
123962, Student	student123962@FADDEMO.com	In Progress	93	View Details	15h 58m 12s	Compare
148191, Student	student148191@FADDEMO.com	In Progress	95	View Details	17h 20m 4s	Compare
211072, Student	student211072@FADDEMO.com	In Progress	81	View Details	6h 15m 37s	Compare

- Or, from the Lesson Level or Activity Level screens for a student, click **COMPARE WITH CLASS**.

Compare with Class				Print
Lesson Name ⬍	**Status** ⬍	**Grade(%)** ⬍	**Details** ⬍	**Time Spent**
Pretest	Not Started	NA		0h 0m 0s
Introduction to Programmed Learning and Medical Word Building	Completed	67	View Details	1h 25m 16s
Body Structure	Completed	93	View Details	1h 21m 25s
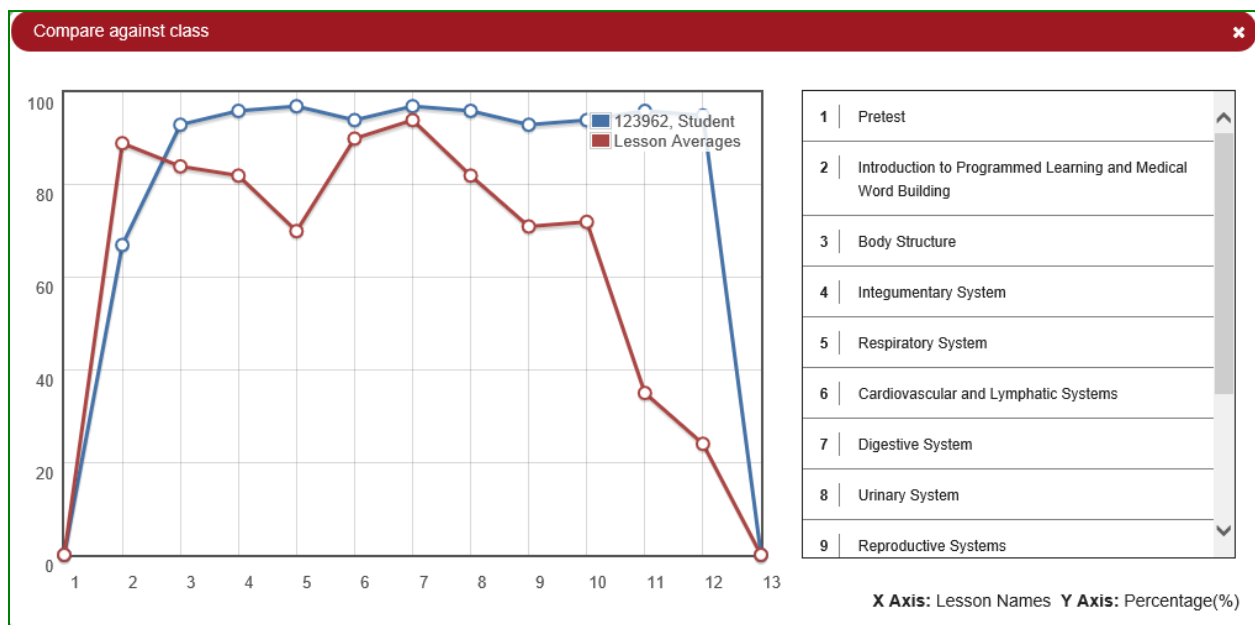
Export Gradebook

You can export the Medical Language Lab Gradebook to incorporate it into a Learning Management System (LMS) by downloading it from Medical Language Lab and uploading it into the LMS.

To begin this process, from the Instructor Gradebook screen, click the **EXPORT GRADEBOOK.**
Click the question mark (**?**) icon for assistance with each LMS offering.
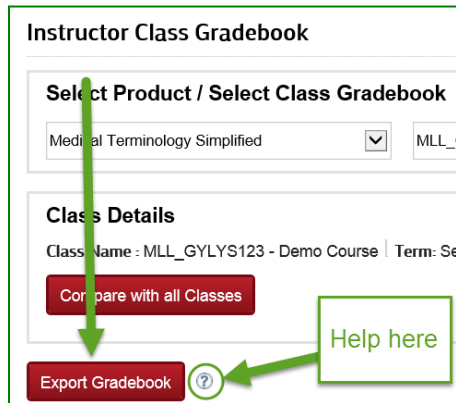

RE-OPENING AN EXPIRED CLASS

If you want to give more time to complete activities to students who may have missed the
initial due date within an expired class, you have the option of reopening the class.

- Expand the **EXPIRED CLASSES** section at the bottom of your dashboard to see your
  collection of expired classes.
- Find the class in question.
- Then click **REOPEN CLASS**.
- You will be prompted to choose a new end date for the class. This will make the class
  available to the associated students again.

NOTE: Any work that was completed between the initial end date and the time you reopened
the class will not be recorded in the Gradebook. Students who want to take advantage of an
extended deadline for activity will need to complete the work for a grade after the class is
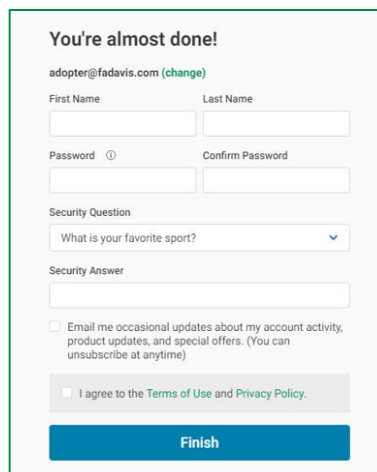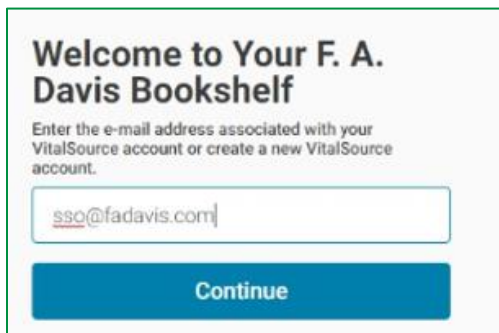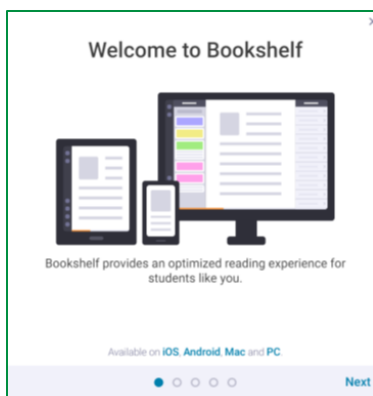reopened.
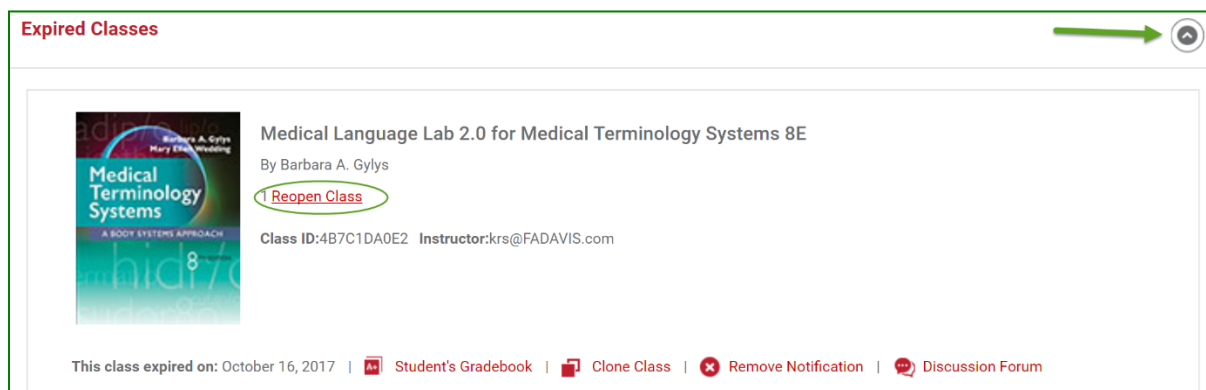
E-BOOK

Select titles within Medical Language Lab contain a built-in e-Book.
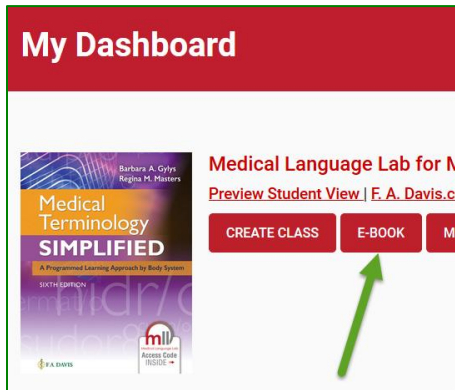
To view the e-Book, you will need a Vital Source Account. If you have an existing Vital Source Account, you can enter your credentials at the login page. Or, you can create a Vital Source account from within Medical Language Lab.
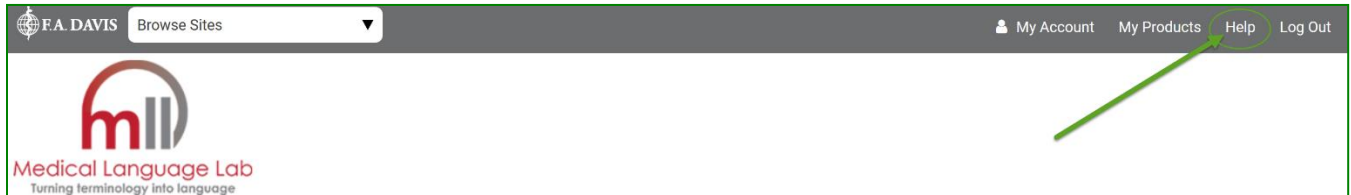
Add the book to your Vital Source bookshelf.

TECHNICAL SUPPORT

If you have any problems with the product, please call 888-323-2847 or e-mail support@fadavis.com. You may also review the online Help Center, which offers further support info. The **Help** link can be found at the top right of the Medical Language Lab page.

You may choose from a variety of sources for help and support, including videos, documents, and connections to our customer service representatives.