



Student Getting Started Guide

This manual reviews key functions needed to start using

Medical Language Lab (Standard), Medical Terminology Complete, and Medical Language Lab

2.0

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SPECIFICATIONS

The Medical Language Lab (MLL) is custom designed for each text, so multiple MLL products are available.

Medical Language Lab (Standard) is compatible with one of the F.A. Davis Company's textbooks. Each new F.A. Davis Medical Terminology text includes an MLL access code in the inside front cover of the book. If you have a used textbook and the code has been redeemed, you can purchase an access code on the Medical Language Lab website (www.medicallanguage.com).

Medical Terminology Complete is our complete online option within the MLL and includes an integrated e-book and lecture videos.

System functionality for **Medical Language Lab (Standard)** and **Medical Terminology Complete** is the same in most areas.

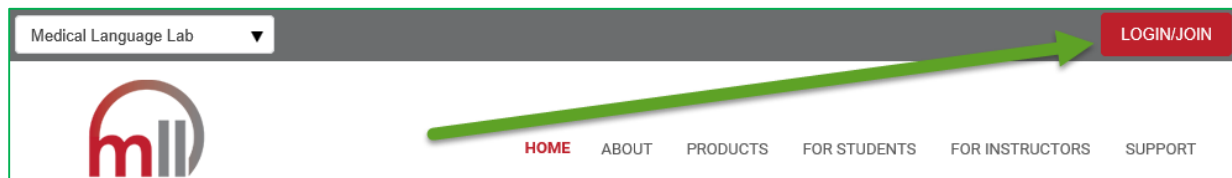
Medical Language Lab is compatible with Internet Explorer 9 and the most recent versions of Mozilla Firefox, Google Chrome, and Apple Safari.

Certain Exercises found on 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.

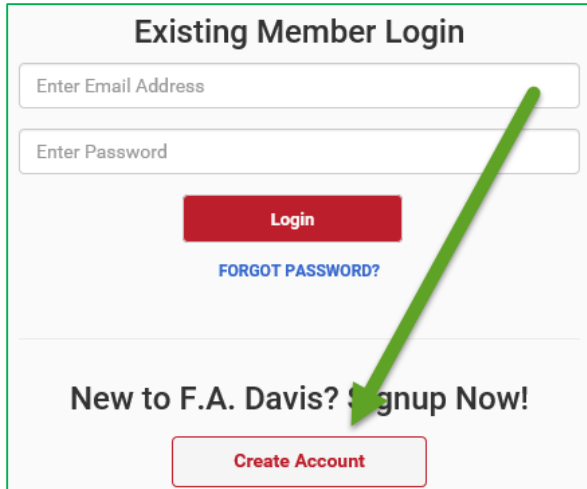
CREATING AN ACCOUNT

Creating an account only takes a moment. Please note that if you are an **existing** *DavisPlus* member, you do not need to create a new account. Your *DavisPlus* account credentials will work when accessing Medical Language Lab.

To begin, go to www.medicallanguage.com and click the "Login/Join" button.



To create an account, click the "Create Account" button.



Existing Member Login

Enter Email Address

Enter Password

Login

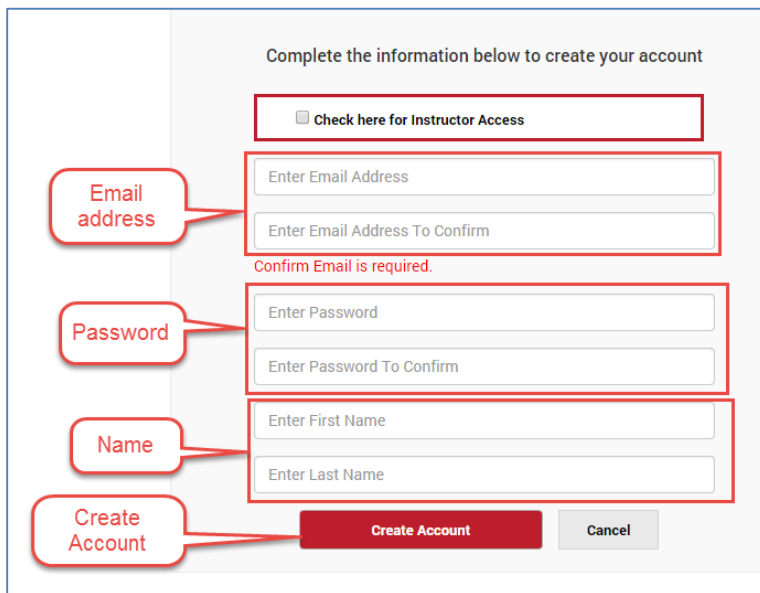
[FORGOT PASSWORD?](#)

New to F.A. Davis? Signup Now!

Create Account

Next, enter your account credentials:

1. Enter your email address
2. Enter your password
3. Enter your name
4. Click the "Create Account" button



Complete the information below to create your account

Check here for Instructor Access

Enter Email Address

Enter Email Address To Confirm

Confirm Email is required.

Enter Password

Enter Password To Confirm

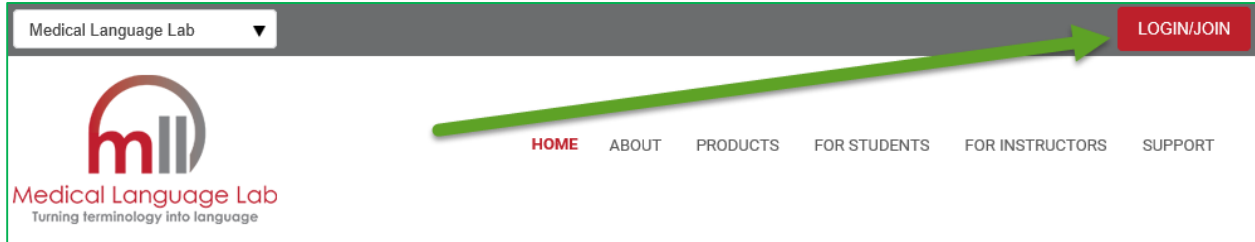
Enter First Name

Enter Last Name

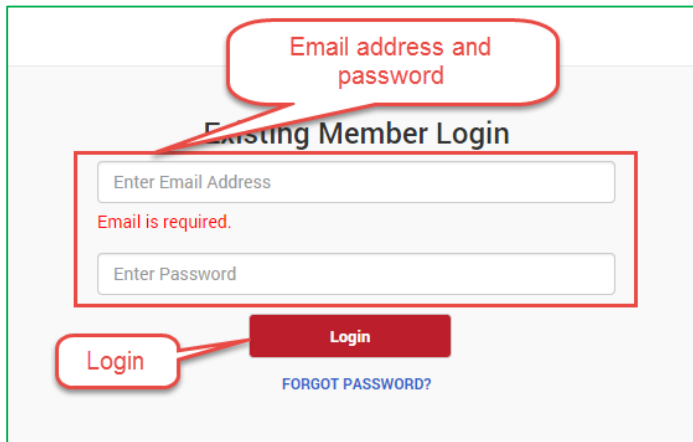
Create Account

EXISTING MEMBERS

Once you have created an account, click the “Login / Join” button, located in the top right corner of the screen.



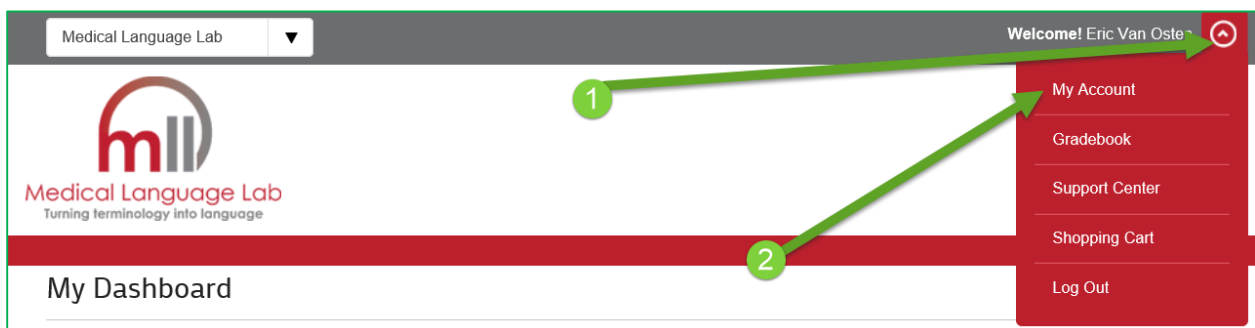
Log into the site by entering your email address and password and clicking the “login” button.



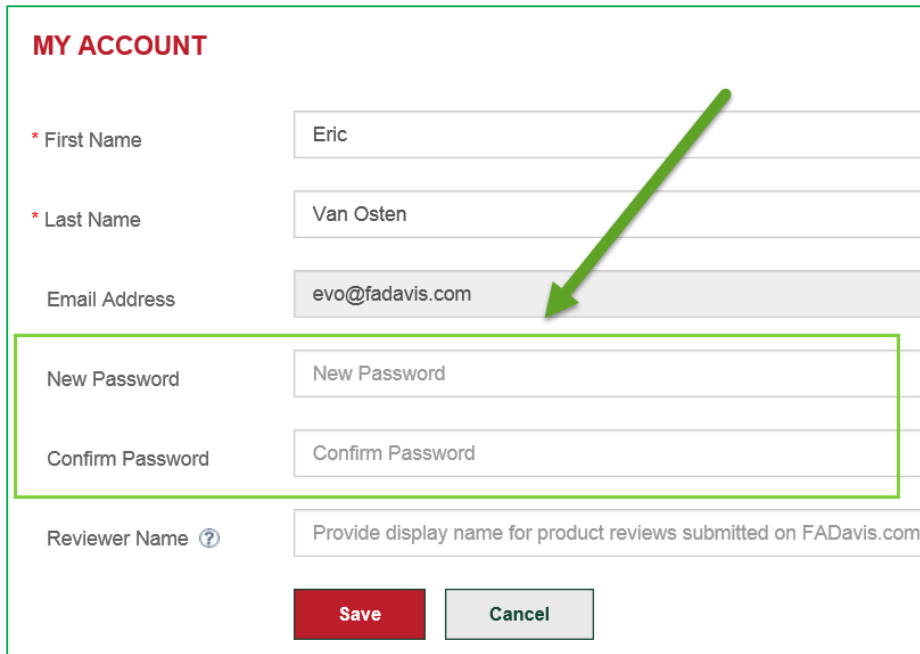
RESETTING PASSWORDS

You can reset your password by clicking the “Forget Password” link and entering your e-mail address. A new password will be e-mailed to you. If the e-mail doesn’t arrive, please check your spam folder.

Passwords can be updated at any time on the “My Account” page. To access the “My Account” page, (1) click the dropdown arrow located by the “Welcome” message, and (2) click “My Account.”



Enter the new password and click “save.” After the password successfully updates, a confirmation message will be displayed. A new password will be sent to your email address. If you do not receive the email, please check your spam folder.



MY ACCOUNT


* First Name

* Last Name

Email Address

New Password

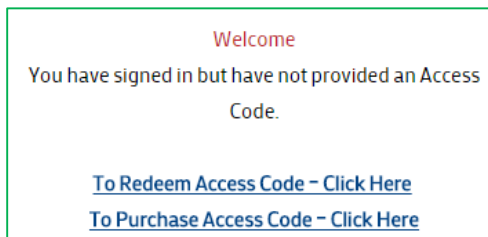
Confirm Password

Reviewer Name 

ACCESS CODE

After you have successfully created the account, you should be taken directly into the site. However, you still need to **redeem and enter an Access Code to utilize the product.**

If you have purchased a new text book, the Access Code will be found on the *inside front cover of the book*. Or, you can purchase an Access Code at the site, www.medicallanguagelab.com.



Welcome

You have signed in but have not provided an Access Code.

[To Redeem Access Code - Click Here](#)

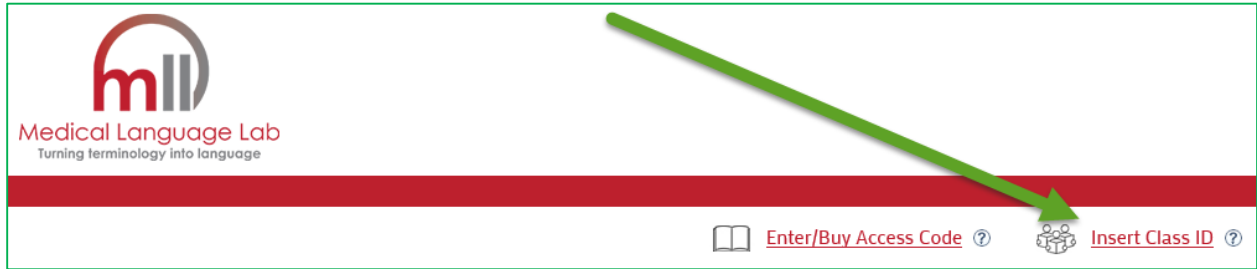
[To Purchase Access Code - Click Here](#)

CLASS ID

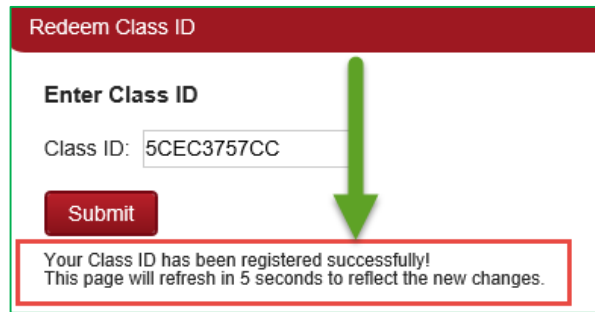
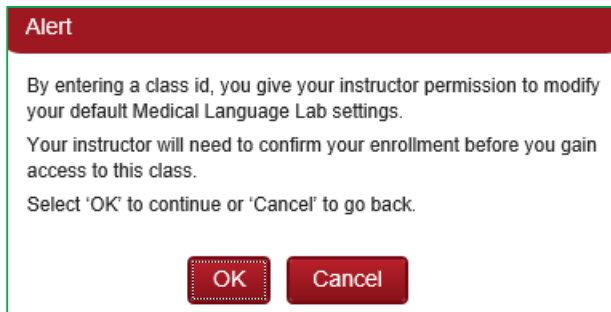
If your instructor provides you with a **Class ID**, you will need to enter it into Medical Language Lab. **In order to submit work to your instructor's gradebook, you must enter the Class ID.**

You can enter the Class ID **after** you have created an account and redeemed an access code for Medical Language Lab.

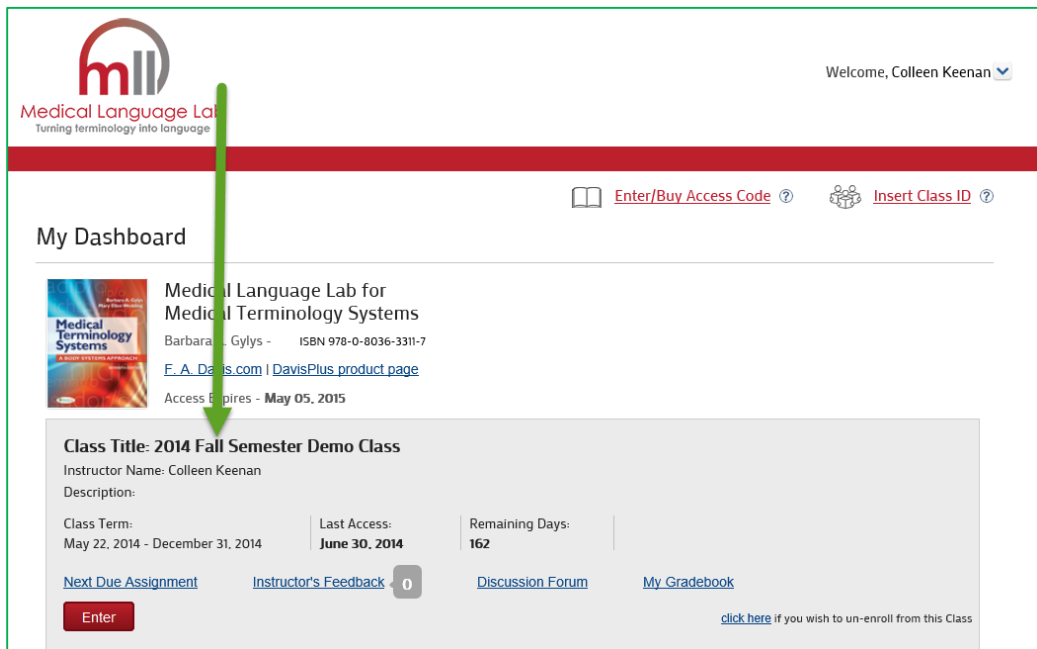
Once you have logged into Medical Language Lab and after you have entered an access code, click the "Insert Class ID" button. Enter the Class ID into the open text box and click "Submit."



An Alert message will appear. Click "OK" to move forward with submitting the Class ID. A confirmation message will appear. Subsequently, the page will automatically refresh.



After your instructor admits you into the class, the class will be displayed on your dashboard.



DASHBOARD

A Medical Language Lab class includes Lessons, which is where students will conduct work.

Lessons contain Exercises. There are four Exercise types: Critical Listening, Response, Generation, and Practice.

If students are using **Medical Terminology Complete** or **Medical Language Lab 2.0**, the e-book and lecture videos are also contained within the Lessons.

ACCESSING LESSONS

After the instructor admits students into the class, students can access the Lessons by clicking the **Enter** button on the dashboard. Note the ability to un-enroll via the link on the bottom right.

Class Title: 2014 Fall Semester Demo Class
 Instructor Name: Colleen Keenan
 Description:
 Class Term: May 22, 2014 - December 31, 2014 | Last Access: **June 30, 2014** | Remaining Days: **162**

[Next Live Assignment](#) | [Instructor's Feedback](#) **0** | [Discussion Forum](#) | [My Gradebook](#)

Enter [click here](#) if you wish to un-enroll from this Class

CLASS DASHBOARD

The Class Dashboard will display all Lessons. Each Lesson is a live link. Students click the Lesson in which they would like to work.

Class Title: 2014 Fall Semester Demo Class | Instructor: Colleen Keenan
 Term: May 22, 2014 - December 31, 2014
 Last Accessed: **June 30, 2014** **201 Updates** | Remaining days: **162**

[Pronunciation Guide](#) | [Discussion Forum](#) | [Instructor's Feedback](#) **0**

Lesson	Progress	Gradebook
Pretest	Assignment 0 of 1	NA - Details
Basic Elements of a Medical Word	Assignment 2 of 10	In Progress - Details
Suffixes	Assignment 0 of 10	NA - Details
Prefixes	Assignment 0 of 10	NA - Details
Body Structure	Assignment 2 of 11	In Progress - Details
Integumentary System	Assignment 1 of 11	In Progress - Details

ACCESSING EXERCISES

To access an Exercise, students click the Exercise link to begin working.

Students should take a moment to review the **due date** of the Exercise. Work submitted **after** the due date **will not** be recorded in the instructor’s gradebook.

Exercise	Due Date	Status	Grade
Exercise 1 : Exercise 1	01/31/2015	Pending	NA - Details
Exercise 2 : Exercise 2	01/31/2015	Pending	NA - Details
Exercise 3 : Exercise 3	01/31/2015	Pending	NA - Details

After completing work, students confirm that their work has been recorded by checking the Exercise status or reviewing the gradebook. Within the Exercise view, the status will be shown as "Complete" and a grade will be displayed.

Exercise	Due Date	Status	Grade
Exercise 1 : Exercise 1		Pending	NA - Details
Exercise 2 : Exercise 2		Complete	75% - Details
Exercise 3 : Exercise 3		Pending	NA - Details

EXERCISE TYPES

Pretest and Posttest

The instructor may choose to include a pretest or posttest. These tests are available in the Class Dashboard. Pretests and posttests can have due dates.

Lesson	Progress	Gradebook
Pretest	Assignment 0 of 1	NA - Details
Introduction to Medical Terminology	Assignment 1 of 12	In Progress - Details
Body Structure	Assignment 0 of 14	NA - Details
Integumentary System	Assignment 0 of 14	NA - Details
Respiratory System	Assignment 0 of 14	NA - Details
Cardiovascular System	Assignment 0 of 14	NA - Details
Blood, Lymphatic, and Immune Systems	Assignment 0 of 14	NA - Details
Digestive System	Assignment 0 of 14	NA - Details
Urinary System	Assignment 0 of 14	NA - Details
Reproductive System	Assignment 0 of 14	NA - Details
Endocrine System	Assignment 0 of 14	NA - Details
Nervous System	Assignment 0 of 14	NA - Details
Musculoskeletal System	Assignment 0 of 14	NA - Details
Special Senses: Eyes and Ears	Assignment 0 of 14	NA - Details
Posttest	Assignment 0 of 1	NA - Details

Study Plan

If the instructor chose to allow it, the pretest will generate a Study Plan that will illustrate student areas of strengths and weaknesses, to allow them to know which areas to focus attention.

Your Study Plan [Back to Dashboard](#)

This Pretest report identifies areas that need attention based on your Pretest results.

Lesson	Attention
1. Introduction to Medical Terminology	■ Slow
2. Body Structure	■ Slow
3. Integumentary System	■ Stop
4. Respiratory System	■ Slow
5. Cardiovascular System	■ Slow
6. Blood, Lymphatic, and Immune Systems	■ Stop
7. Digestive System	■ Slow
8. Urinary System	■ Slow
9. Reproductive System	■ Slow
10. Endocrine System	■ Slow
11. Nervous System	■ Slow
12. Musculoskeletal System	■ Slow
13. Special Senses: Eyes and Ears	■ Slow

PRINT
SAVE

■ Stop
 ■ Slow
 ■ Go

Critical Listening

Students listen to the audio recording to familiarize themselves with the content, then click the “Continue to Questions” button to view the questions associated with the audio. Upon reviewing the results, students will be able to listen to the audio again and view excerpts of the key terminology in context.

Response

Students listen to the audio recording to familiarize themselves with the content. They click the “Continue to Questions” button to view the questions associated with the audio. Upon reviewing the results, students will be able to listen to the audio again as well as hear the response to their selected answer.

Generation Exercises

Generation Exercises are subjective and not graded by the system. Instead, Generation Exercises are graded by the instructor. There are two types of Generation Exercises: Audio and Text.

Audio

In an Audio Generation Exercise, students will be asked to say a sentence or two using medical terminology. Students record their voices by (1) clicking the record button, (2) if they’re asked to grant

the system access, they click allow, and (3) click submit. Students will need either an internal or external microphone in order to complete audio generation activities.

Generation **Audio Generation** ? Practice Mode

What is the combining form for bone? Break this down using your building medical terms rules and give the word root, vowel, and combining form.

1

2

3 SUBMIT

er to record your answer and speakers or headphones in order to review your submission. If your computer access, select 'Allow'.

Text

In a Text Generation Exercise, students will be asked to write a sentence or two using medical terminology. They enter their answer and then click submit.

List three medical terms with word elements that describe regions of the body.

SUBMIT

When students have completed a Generation Exercise, the exercises will display as "Complete." However, a grade will not be displayed until the exercise is **graded by the instructor**.

Lesson 4: [Audio Tutorials](#)
Lesson 4: [Pronunciation Guide](#)

Critical Listening | Progress Exercise 1 of 3

Response | Progress Exercise 0 of 2

Generation | Progress Exercise 1 of 2

Exercise	Due Date	Status	Grade
Exercise 1 : Audio Generation		Complete	0% - Details
Exercise 2 : Text Generation		Pending	NA - Details

Student Activity Gradebook

Email: | **Class Name:** Sample Class | **Term:** May 22,2014 - December 31,2014 |

Instructor Name: Colleen Keenan | **Product Name:** Medical Terminology Systems

[Dashboard](#) > [Lesson Level](#) > Activity Level


Reveal grade: ?

Compare with Class

Type	Title	Due Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Feedback
Critical Listening	Exercise 1			Not Started		0	0h 0m 0s	
Critical Listening	Exercise 2		May 22,2014	Complete-Unassigned	25	1	0h 1m 4s	
Critical Listening	Exercise 3			Not Started		0	0h 0m 0s	
Response	Exercise 1			Not Started		0	0h 0m 0s	
Response	Exercise 2			Not Started		0	0h 0m 0s	
Generation	Audio Generation		May 27,2014	Complete-Unassigned	0	1	0h 0m 4s	
Generation	Text Generation			Not Started		0	0h 0m 0s	

Practice



Practice activities are a collection of alternative exercises that allow for types of learning outside of reading, writing, listening, and speaking. Some may be reported to the gradebook, while others are not (such as Flash Cards).

 Practice
Exercise
Exercise 1 : Build Medical Words
Exercise 2 : Crossword
Exercise 3 : Don't Tip the Scale
Exercise 4 : Word Search
Exercise 5 : Word Break
Exercise 6 : Spell It
Exercise 7 : Picture It
Exercise 8 : Flash cards
Exercise 9 : Labeling

RESOURCES

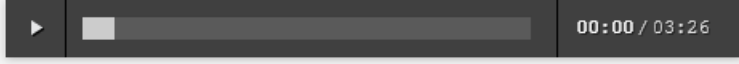
Audio Tutorials

These audio snippets provide content overviews of each lesson.

Lesson Name Body Structure	Return to Class Dashboard
 Lesson 2: Audio Tutorials	 Lesson 2: Pronunciation Guide

Audio Tutorials

Tutorial 1 - Introduction

 00:00 / 03:26

Tutorial 2 - Word Roots

Tutorial 3 - Prefixes and Suffixes

Pronunciation Guide

Proper pronunciation of key words and terms are provided here by lesson.

Lesson Name
Body Structure [Return to Class Dashboard](#)

Lesson 2: [Audio Tutorials](#) Lesson 2: [Pronunciation Guide](#)

[Body Structure](#)
Pronunciation Guide

Lesson **Body Structure** Search Text

Select a letter
[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ALL](#)

Found in Taber's!
Click here to access definitions of the terms below in the *Glossary* by Taber's. Taber's brings meanings to life.

Term	Audio Pronunciation
Abdominal	
Anterior	

Access E-book and Lecture Videos – Medical Terminology Complete

If students are using **Medical Terminology Complete** or **Medical Language Lab 2.0**, the e-book and lecture videos are also contained within the Lesson.

Lesson Name
Introduction to Programmed Learning and Medical Word Building [Return to Class Dashboard](#)

Lesson [Audio Tutorials](#) Lesson 1: [Pronunciation Guide](#)

Read

Watch

Critical Listening | Progress Exercise 0 of 3

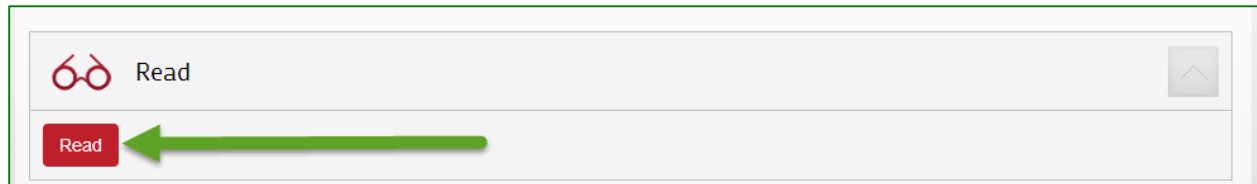
Response | Progress Exercise 0 of 2

Generation | Progress Exercise 0 of 2

Practice | Progress Exercise 0 of 4

“Read” e-book

To access the E-book, students click the “Read” button.



The e-book will open in a separate tab. Students can work directly in the e-book and write their answers into the practice area. To reveal the correct answer, they click the Answer Key.

Medical Terminology Simplified

Word Elements • CHAPTER 1 3

Do not look at the answer column before you write your response and do not move ahead in a chapter. Progress in developing a medical vocabulary depends on your ability to learn the material presented in each frame.

I-9 Completing one frame at a time is the most effective method of learning. To achieve your goal of learning medical terminology, complete one _____ at a time.

I-10 When you make an error, it is important to go back and review the previous _____ to determine why you wrote the wrong answer before proceeding. You may _____ and review information you have forgotten. Just remember, do not _____ ahead.

I-11 Do not be afraid to make a mistake. In programmed learning, you will learn and profit by your mistakes if you correct them immediately. Always _____ check _____ your answer immediately after you write it. ✓

I-12 Because accurate spelling is essential in medicine, correct all misspelled words immediately. Do so by comparing your answer with the one in the left-hand _____ test _____ column. ✗

I-13 In medicine, it is important to spell correctly. Correct spelling can be a crucial component in determining the validity of evidence presented in a malpractice lawsuit. A physician can lose a lawsuit because of misspelled words that result in a misinterpreted medical record. To provide correct information, medical words must be spelled _____ in a medical record.

Answer Key

Your Answer

correct, check, or verify

answer

check

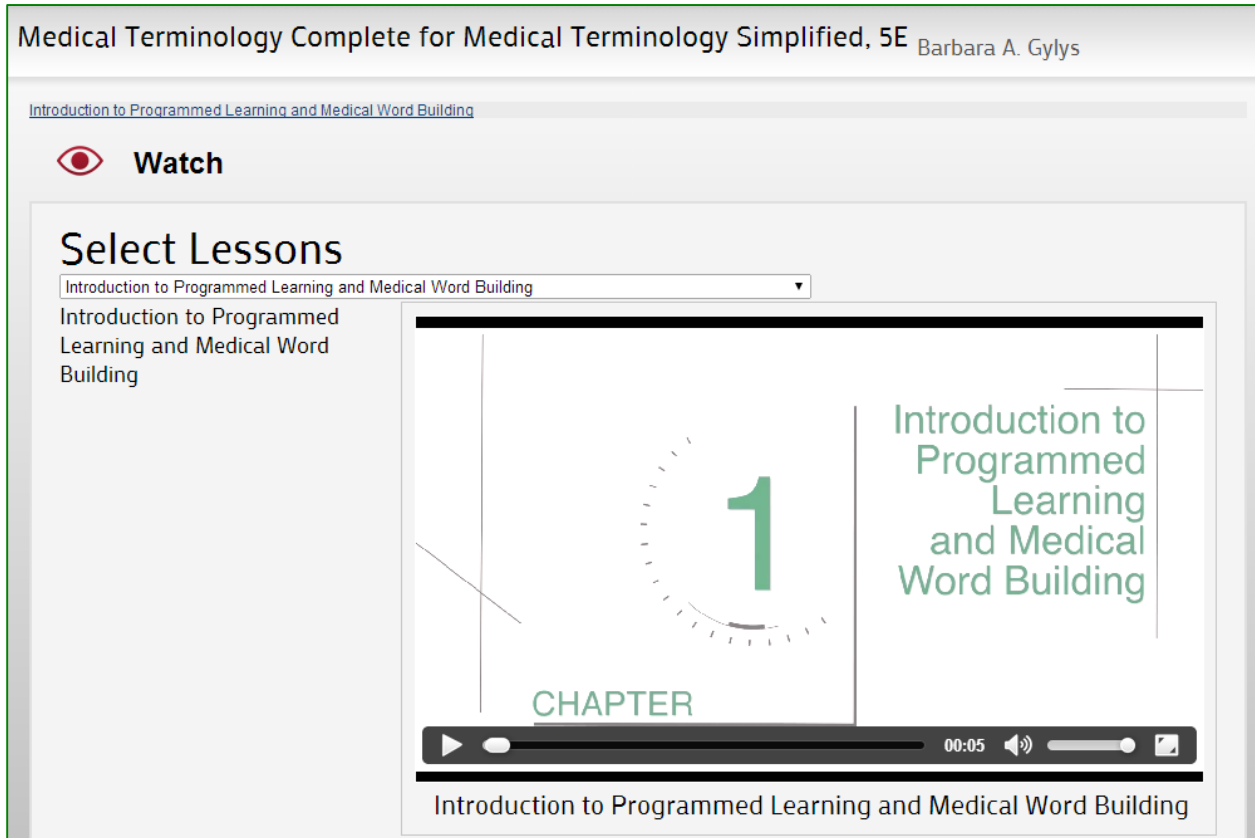
test

“Watch” Lecture Videos

To access the lecture videos in Medical Terminology Complete, students click the “Watch” button.



The lecture video will launch.

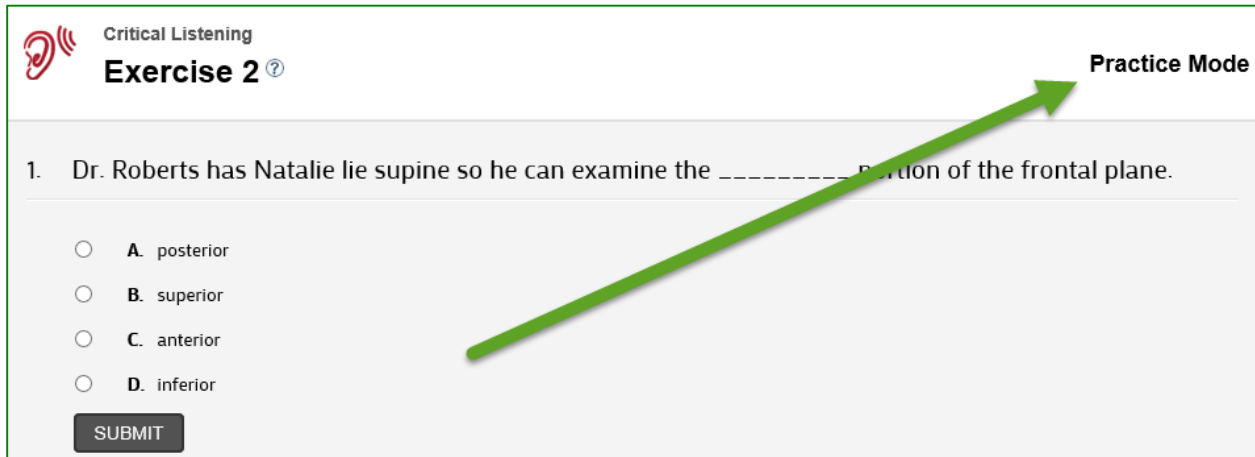


PRACTICE MODE

Before students begin working on an Exercise, they should check to see if they are in "Practice" mode. The words "Practice Mode" will be displayed on the top right corner of the screen. In Practice Mode, students may practice as many times as desired and choose when they want their work graded and submitted to their instructor's gradebook.

Work completed in Practice Mode will not be submitted to the instructor's gradebook until students click the "grade" button; however, work performed in Practice Mode does count toward "viewed/attempts" and "time spent" in the gradebook. After initial review, the results in Practice Mode cannot be reviewed again after closing out of the feedback screen.

Exercises only appear as “complete” after being submitted and a feedback screen appears. It is recommended that students complete exercises completely before leaving the program, so as not to potentially lose work.

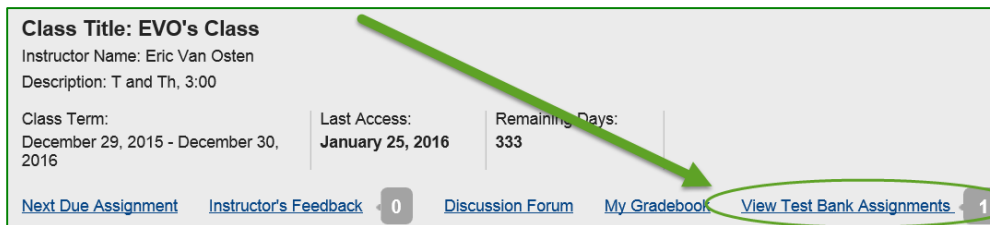


If students are not in Practice Mode, the top right corner of the exercise screen will be blank. When this is the case, their grade will be submitted to their instructor’s gradebook after they complete the exercise and click “Grade.”

TEST BANK – MEDICAL LANGUAGE LAB 2.0 ONLY

Accessing Test Bank Assignments

To see what Test Bank Assignments the instructor has given them, students click on “View Test Bank Assignments,” which will indicate how many Assignments are pending.



From here, students can see their Assignments’ statuses, grades, and time spent. This is also where they can either launch into an Assignment (“Take Assignment”) or review previous work (“View Results”).

Test Bank Assignment						
Assignment Name	Start Date	Due Date	Status	Grade	Time Spent	Action
EVO Testing Monday	January 25, 2016	January 27, 2016	January 25, 2016 Completed	60	0h 1m 9s	View results
Test Bank Assignment 71 02-02-2016	February 2, 2016	February 29, 2016	Not Started	NA	0h 0m 0s	Take Assignment

Taking Test Bank Assignments

After clicking on “Take Assignment,” students continue to the questions, clicking “submit” after answering each one. After the Assignment is complete, students will land on a results page that shows the questions, its answers, what the student chose, the correct answers, the overall score, and the option to print. This same page is what appears when a student chooses to “View Results.” Scores from this page are recorded to the gradebook.

Test Bank Assessment Score: 1/2

Test Bank Assignment 71 02-02-2016

[PRINT](#)

1. The suffix *-stenosis* means:

- A. visual examination
- B. drooping, prolapse
- C. narrowing, stricture
- D. stopping

Test Bank Gradebook

To see scores in Test Bank Assignments, students choose “Test Bank Assignments” from the “Reveal Grade” drop-down menu in the gradebook.

Instructor Name: Eric Van Osten | Product Name: Medical Language Lab 2.0 for Medical Terminology in a Flash! 3E

[Dashboard](#) > [Lessons](#)

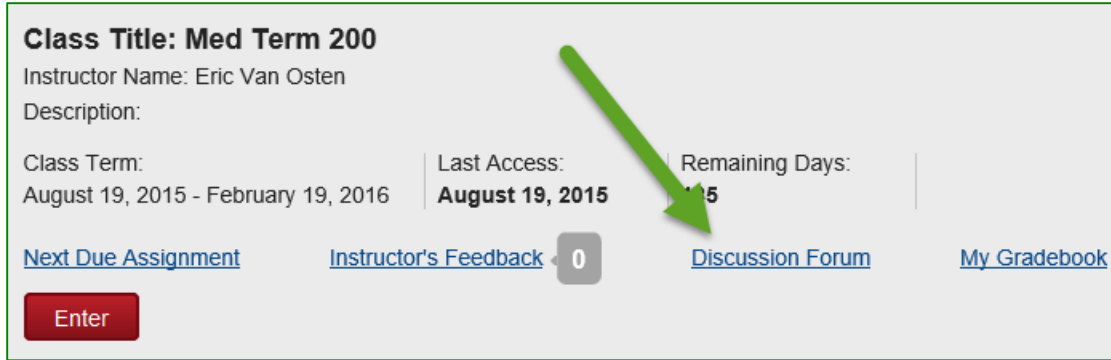
Reveal grade:
 All Lessons
 Only show grades for on-time assignments
Test Bank Assignments
 ?

[Print](#)

Lesson Name	Date Created	Date Due	Status	Grade(%)	Time Spent
EVO Testing Monday	January 25, 2016	January 27, 2016	January 25, 2016 - Completed	60	0h 1m 9s
Test Bank Assignment 71 02-02-2016	February 2, 2016	February 29, 2016	February 2, 2016 - Completed	50	0h 1m 14s

DISCUSSION FORUM

Medical Language Lab also offers a Discussion Forum, which can be accessed from the Dashboard.

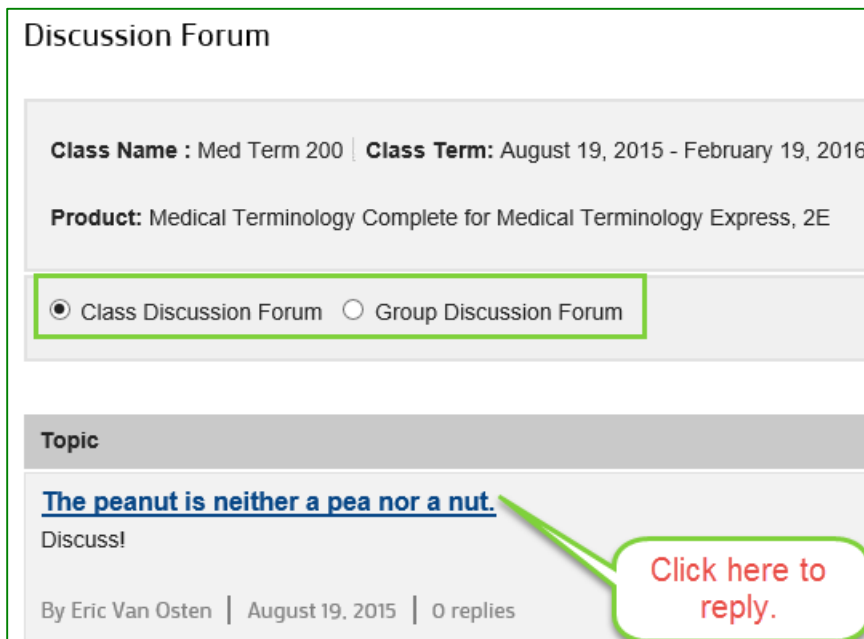


Class Title: Med Term 200
Instructor Name: Eric Van Osten
Description:
Class Term: August 19, 2015 - February 19, 2016 | Last Access: **August 19, 2015** | Remaining Days: **15**

[Next Due Assignment](#) | [Instructor's Feedback](#) 0 | [Discussion Forum](#) | [My Gradebook](#)

[Enter](#)

Students choose whether they want to view the Class Discussion Forum or Group Discussion Forum (which is where Generation threads will live if the instructor arranged the lesson that way). The available topics will populate with the last replies. Students click on the topic to add their own response on the following page by clicking "reply," entering text, then clicking "Add." The option to print is also available.



Discussion Forum

Class Name : Med Term 200 | **Class Term:** August 19, 2015 - February 19, 2016

Product: Medical Terminology Complete for Medical Terminology Express, 2E

Class Discussion Forum Group Discussion Forum


Topic

[The peanut is neither a pea nor a nut.](#)
Discuss!





By Eric Van Osten | August 19, 2015 | 0 replies

[Click here to reply.](#)

Discussion Forum

The peanut is neither a pea nor a nut.
By Eric Van Osten |  [Print this topic](#)
August 19, 2015 16:15:48

Discuss!
0 replies | [Reply](#)

B I U    


That's true; they are legumes, which are edible seeds.

[Add](#) [Cancel](#)

INSTRUCTOR'S FEEDBACK

The instructor can provide student feedback on their work. The instructor's feedback will be displayed on the dashboard.

Class Title: Med Term 200
Instructor Name: Eric Van Osten
Description:
Class Term: August 19, 2015 - February 19, 2016 | Last Access: **August 19, 2015** | Remaining Days: **185**

[Next Due Assignment](#) | [Instructor's Feedback](#)  0 | [Discussion Forum](#) | [My Gradebook](#)

[Enter](#)

MY GRADEBOOK

Students have access to a gradebook.

Accessing the Gradebook

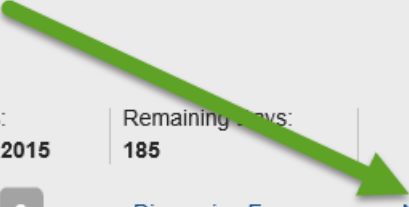
Students access the gradebook from the dashboard.

Class Title: Med Term 200
 Instructor Name: Eric Van Osten
 Description:

Class Term: August 19, 2015 - February 19, 2016 | Last Access: **August 19, 2015** | Remaining Days: **185**

[Next Due Assignment](#) |
 [Instructor's Feedback](#) 0 |
 [Discussion Forum](#) |
 [My Gradebook](#)

Enter



Gradebook Details

Once students have accessed the gradebook, they will be able to view the status of their work, grades, and time spent within a lesson. They may also click on the "View Details" links to review each Exercise.

Student Lesson Gradebook

Medical Terminology Systems

Sample Class

Email: colleenkeenan21@gmail.com | Class Name: Sample Class | Term : May 22,2014 - December 31,2014

Instructor Name: Colleen Keenan | Product Name: Medical Terminology Systems


[Dashboard](#) > Lesson Level

Reveal grade: All Assignments

Compare with Class

Lesson Name	Status	Grade(%)	Details	Time Spent
Pretest	Not Started	NA		0h 0m 0s
Basic Elements of a Medical Word	In Progress	NA	View Details	0h 5m 47s
Suffixes	Not Started	NA	View Details	0h 0m 0s

Click to review progress on individual activities in more detail.



Type	Title	End Date	Completed Date	Status	Score(%)	Attempts	Time Spent	Feedback
Pretest	Pretest			Not Started	NA	0	0h 0m 0s	
Generation	Text Generation 1	June 12,2015		Incomplete	0	0	0h 0m 0s	
Generation	Text Generation 2	June 12,2015		Incomplete	0	0	0h 0m 0s	

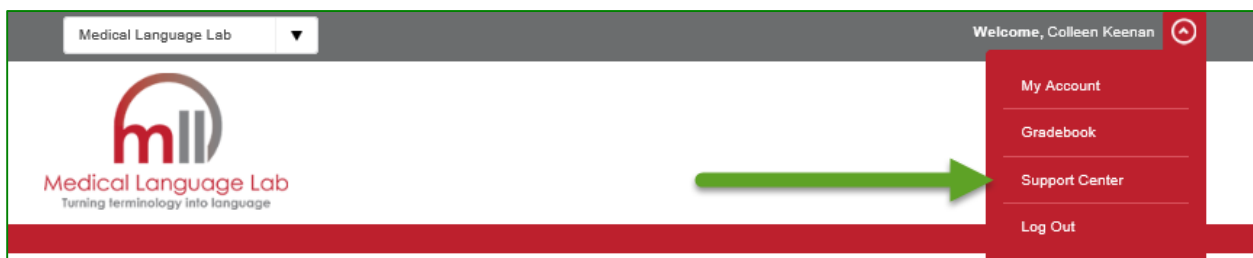
Class Comparison

Students can also compare their performance with the average of the rest of their class by clicking the “Compare with Class” button either on the initial gradebook page (overall) or on the “View Details” pages.

Lesson Name	Status	Grade(%)	Details	Time Spent
Pretest	Not Started	NA		0h 0m 0s
Introduction to Medical Terminology	Not Started	NA	View Details	0h 0m 0s
Body Structure	Not Started	NA	View Details	0h 0m 0s


TECHNICAL SUPPORT

If students have any problems at all with the product, they should call 888-323-2847 or e-mail support@fadavis.com. Also, they should review the Medical Language Lab Help area, which has helpful







videos and information.

Students can choose from a variety of sources for help and support, including videos, documents, and connections to the customer service center.



How can we help?
With Medical Language Lab you get free, unlimited support.

For Students

 VIDEOS See More >	 GETTING STARTED Learn More	 SPECIFICATIONS See More >	 CONTACT SUPPORT See More >
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