Using Smithsonian's Learning Lab for Assessments and Submitting Assignments as a Learner/Student

learninglab.si.edu

Links to Online Storytelling Training Modules

What is Cultural Storytelling?: http://learninglab.si.edu/q/ll-c/KUbNysJd8zr8yM6h

What Makes a Great Story?: http://learninglab.si.edu/q/ll-c/J1buHrUiBf72oynW

Research and Content Gathering: http://learninglab.si.edu/q/ll-c/XCWuFoDgbtKewYG5

Creating Your Story: http://learninglab.si.edu/q/ll-c/06bqXCcL49UdEyuK

Sharing your Story: http://learninglab.si.edu/q/ll-c/vbAJ4N5rA8gsb2r7

Brainstorming and Going into the Field: http://learninglab.si.edu/q/ll-c/RDuwGNK4pmpftNrK

Storytelling Learning Lab training modules may be used simply by sharing the link—no account required. However, if you'd like to use it as a tool to see student responses to questions, you can set up rosters and review assignments. If you have any questions please contact Shannon Sullivan sullivans@si.edu or Selwyn Ramp ramps@si.edu.

1. **Create an account.**

Both you, as a teacher, as well as your students can create accounts on Learning Lab. Simply click on "sign up" when you visit learninglab.si.edu. Accounts for students under 14 years old have some limited functionality, in terms of publically publishing things.

2. **Create a Roster**

Click on the Sun to access your personalized features of Learning Lab such as **Assignments** or **Rosters**.
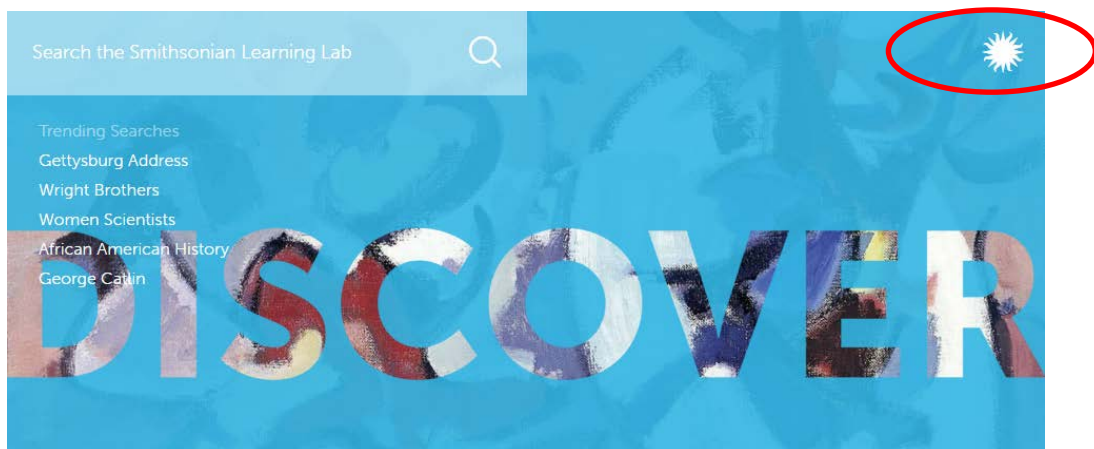
Click on "Rosters" and then on the "+" icon in the upper right hand corner to create a new roster.
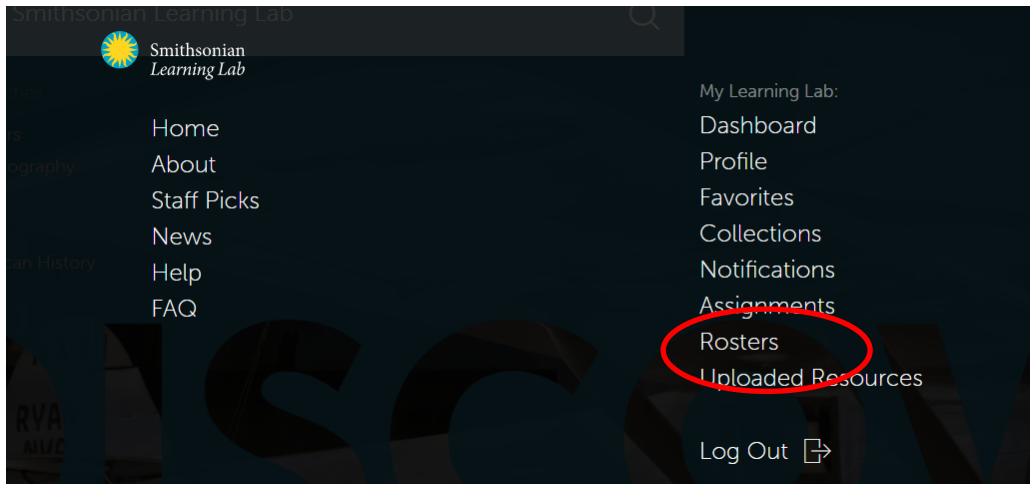

Fill in the roster name and details. Then, select the level of access for joining the roster: open to all, closed to all, users with a password, users who ask to join, or users with a password or who ask to join. You can provide access in a few ways, such as providing a password to students or allowing them to request access to a roster. You can share rosters with students by providing a direct link and password (if enabled). Once students have signed up in the Learning Lab with an account, they can access their assignments.

3. **Create an Assignment**

When viewing a collection by clicking on the direct links above, click the Assignments icon (the "folder") to open a dialog box to create your assignment. Enter the name of the assignment, due date and the class roster you are assigning it to, and click Create Assignment. – If this option is not available, Copy the collection first, and then use the folder icon to assign the collection. You do not need to publish your copied collection.
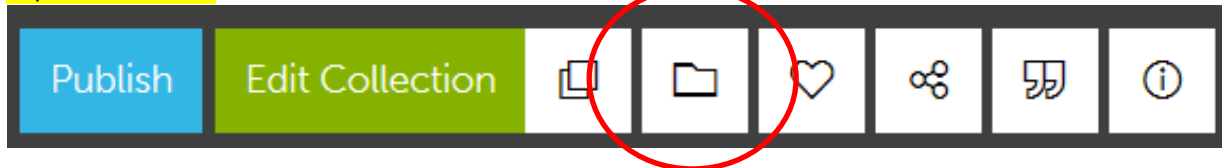
Once it is saved, you are viewing the assignment, you can click the Edit (pencil) icon in the upper right hand corner to add instructions and more details. A special URL is created for each assignment which you can share with your students, or have them access it via the roster.

4. **Manage a Roster**

Click on the sunburst logo to access Rosters under "My Learning Lab." From this page, you can manage all your class rosters. Click on a roster to open and view the details, including current and past assignments for that roster and the students on the roster. To modify the roster, click the Edit icon in the upper right hand corner.

5. **Manage Assignments**

Click on the sunburst logo to access Assignments under "My Learning Lab." You can manage all your assignments –assigned by you and to you – and student progress from this page. Click on any assignment to see the details of the learning activity, the list of students it's assigned to, and their status toward completion.

To access assignments for you, click the tab "Assigned to Me." Click on the assignment that you'd like to work on.
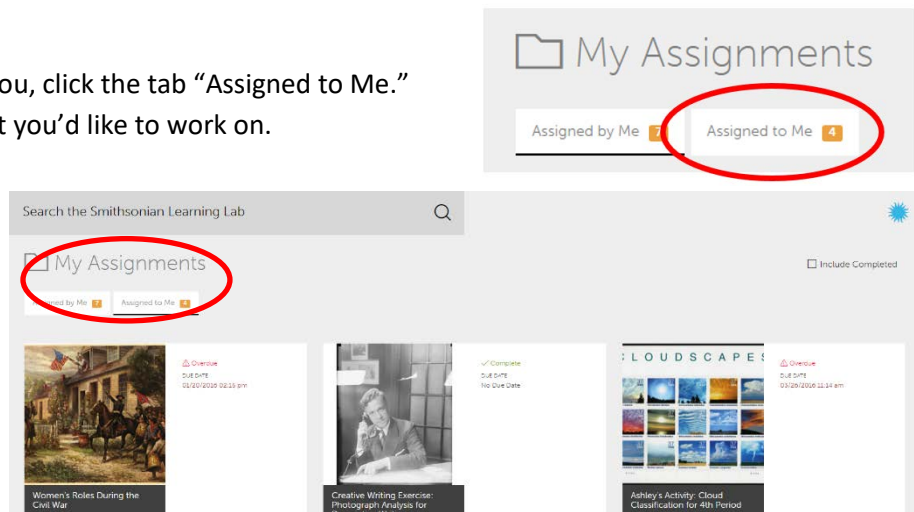
6. **Doing an Assignment**

As a student, this is what the assignment will look like. Tiles with either a symbol in the left corner, or tiles that show only that symbol in gray, signify that there are quiz questions to answer.
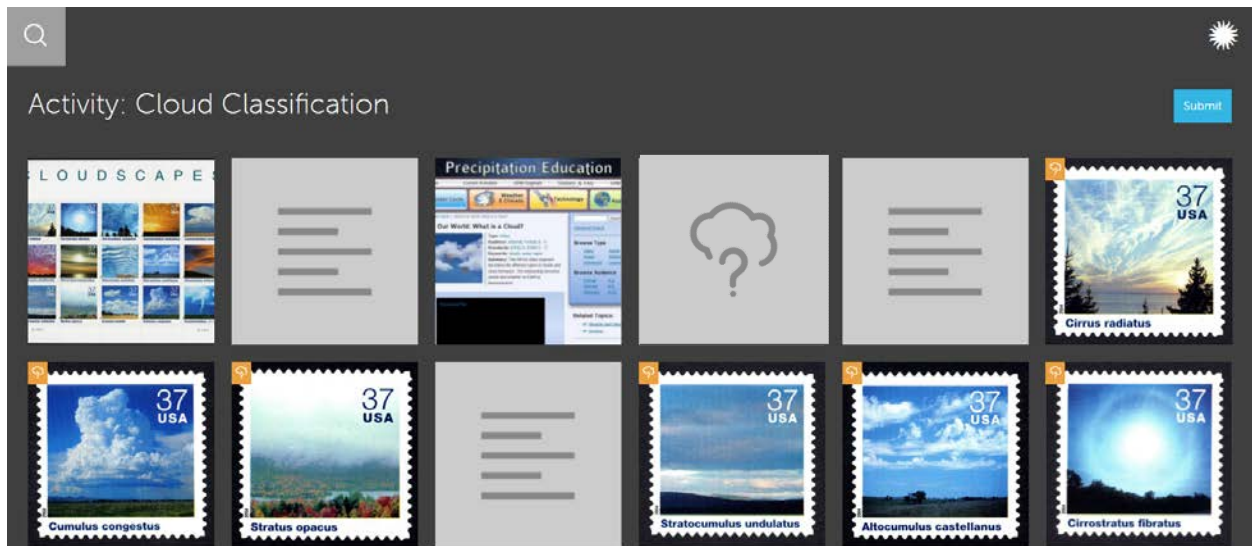
Answers entered will be saved if you close the window and choose to return to the assignment later.
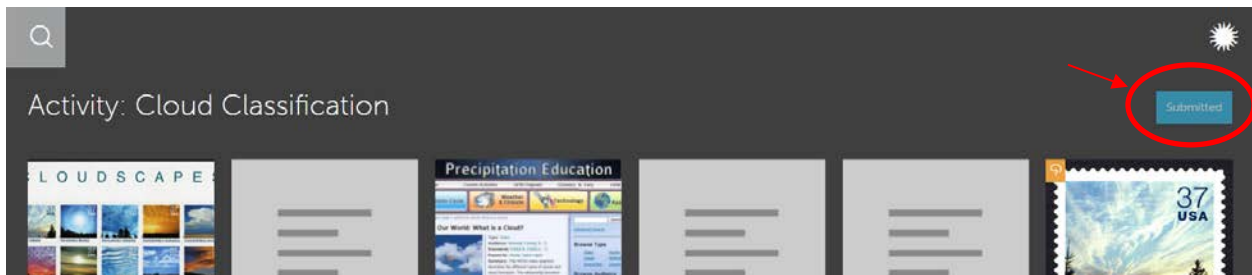

When you've entered all your answers and are ready to submit, click on the "Submit" button.

If your assignment is submitted successfully, the "Submit" button should now say "Submitted."

NOTES

Collections vs. Assignments: If you try to enter your answers to the original, non-assignment version of a collection (found via an individual's profile, search, or direct link, those answers will *not* be saved or submitted. This is because it's not an assignment for you or your students. Direct links to an assignment, for comparison look like this: http://learninglab.si.edu/q/ll-a/yx3Usi3s.

Tracking Progress: If you've created a Roster and an Assignment, you can track your student progress in a chart that looks like this:

Date Started	Date Completed	Status	
		Not Started	
March 31, 2016 13:55 pm	April 4, 2016 14:05 pm	Completed	Review
		Not Started	
		Not Started	
April 7, 2016 07:08 am		In Progress	Review

When Learners click "Get Started!" the first time they view an assignment, it'll log the time under "Date Started" and mark their status as "In Progress." When they click the "Submit" button, the completion time will be logged under "Date Completed" and their status will be marked as "Completed." At any time after they first are marked as "In Progress", you can look at their entered answers by clicking the blue "Review" button.