



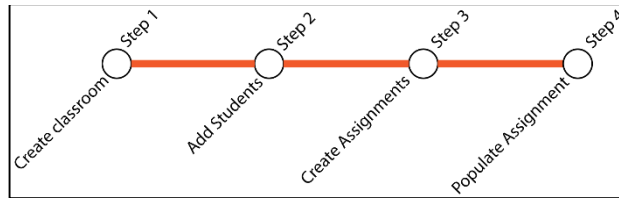
How to get started with the Knowledge Evaluation System

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INTRODUCTION

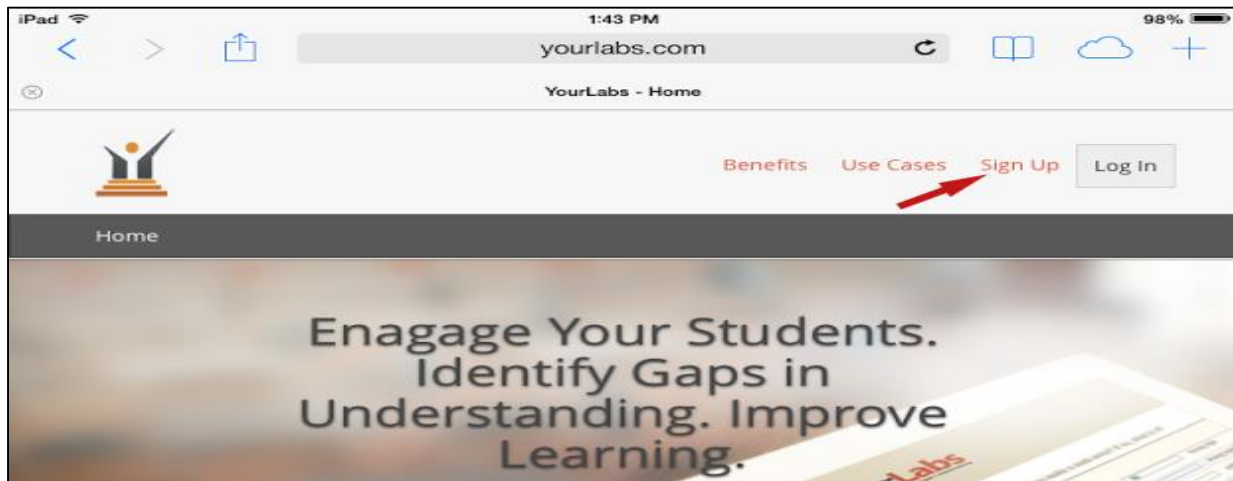
After registering as an instructor, follow four steps to get started with KES.



1. Create a classroom
2. Add students
3. Create assignments
4. Populate assignments

REGISTRATION (ONE TIME ONLY)

1. On your browser on your mobile device, laptop or desktop, go to www.yourlabs.com
2. Click **Sign up** at the top of the web page.



3. Fill in the registration form. Select I am **Instructor**.
4. Click **Sign up**. You will get an email confirming your registration.
5. **Login** at www.yourlabs.com using your email address and password.

Sign Up for Free

First name

Last name

Email

Username

Password

Confirm Password

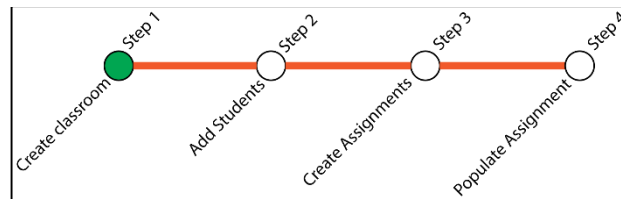
I am a(n)

Instructor

☒ I agree to the [Terms of Use](#) and [Privacy Policy](#)

Sign Up

CREATE CLASSROOM (ONE TIME ONLY FOR EACH CLASS)



1. Click Create Classroom button on the upper left corner and fill in the form.
2. Pick your classroom name, class code will be given to your student to self-register.
3. Select a simple code (e.g. math3)
4. Click the **Create Classroom** button.

YourLabs
Your Labs Your Labs

Notifications • Messages • YourLabs YourLabs

Dashboard • You are here: Dashboard • Classrooms • Create

Create Classroom

Name
Design and Analysis of Algorithms

Class Code
AZ CSC345

Institution
YourLabs - Tucson, Arizona

Can't find your institution? [Add it now.](#)

Semester
Fall

Grade Level
.....

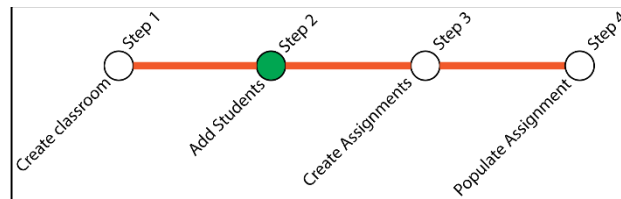
Subject
Computer Science

Year
2014

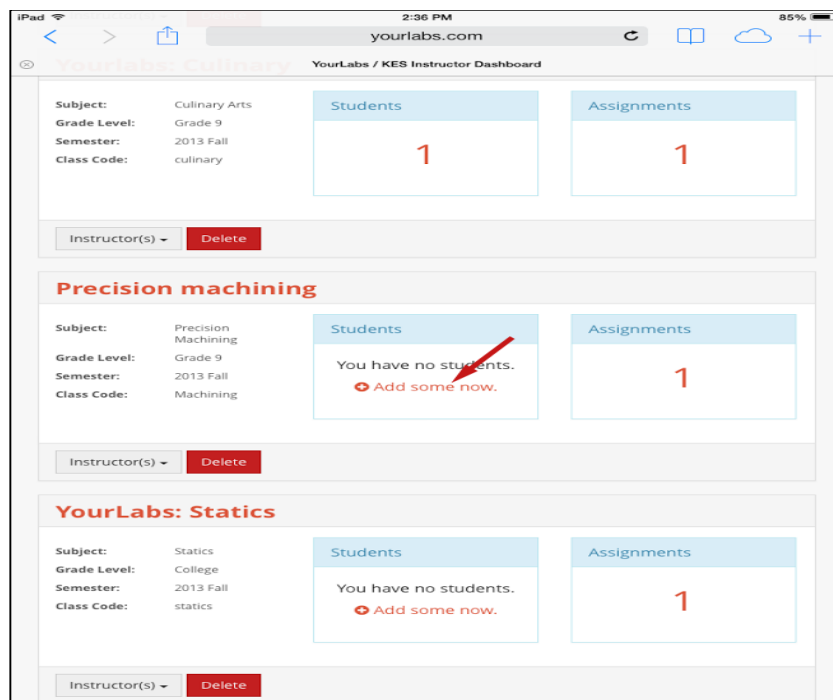
Create Classroom

Map Satellite

ADDING STUDENTS (NOT STUDENTS ADDING THEMSELVES)



1. In the Students Text box, click **Add some now** if this is the first time you are setting up the classroom. You can upload a CSV file.



2. Choose either a Standard CSV file or a CSV file from Desire2Learn (D2L).
3. The file should have Last Name, First Name and Email address as shown below. Hint: You can also create an Excel file with the last name, first name and email address in three columns then save it as a CSV file.

| | A | B | C | D |
|---|-----------|------------|------------------------|--------|
| 1 | Last Name | First Name | Email | Header |
| 2 | Doe | John | doe@email.anywhere.com | |
| 3 | Xin | Wa | xink@yahoo.com | |
| 4 | | | | |
| 5 | | | | |

Dashboard
YourLabs: Statics
You are here: Dashboard > Classrooms > YourLabs: Statics

Add Students to YourLabs: Statics

You can add students in bulk to your classroom by uploading comma separated value (CSV) files. See an [example of a sample standard CSV file](#) or an [example of a Desire 2 Learn file](#).

Add Students from Standard CSV

Standard CSV should be in the format:

Last Name, First Name, Email

File

Choose File no file selected

Upload

Add Students from Desire 2 Learn CSV

Desire 2 Learn CSV should be in the format:

OrgDefinedid, Username, Last Name, First Name, Email, End-of-Line Indicator

File

Choose File no file selected

Upload

Standard CSV Format

```

Last Name, First Name, Email
Pan, Peter, ppan@example.com
Lane, Louis, llane@example.com
Duck, Daffey, dduck@example.com

```

When you upload the file, each student will get an email notifying him/her on his/her password and username, and a link to login in YourLabs.

```

Your instructor has added you to Yourlabs: Culinary at Yourlabs.

Your auto-generated username is      Username will be here
Your auto-generated password is:     Password will be here

Please click the link below within 24 hours to verify your account. If you do not verify your account within 24
hours your account will be locked out. Once you have logged in, you can change your username and password by
clicking on the Profile link in the top-right drop-down.

http://yourlabs.com/account/verify?u=m\_budhu@hotmail.com&c=f62ty04cF4

Happy learning!

The YourLabs Team

```

Add students from Desire2Learn CSV file

Download the student register from Desire2Learn as a CSV file. The format for this file is:
OrgDefinedId, Username, Last Name, First Name, Email, End-of-Line Indicator

yourlabs.com

YourLabs / KES Add Students

Dashboard > YourLabs: Statics > You are here: Dashboard > Classrooms > YourLabs: Statics

Add Students to YourLabs: Statics

You can add students in bulk to your classroom by uploading comma separated value (CSV) files. See an [example of a sample standard CSV file](#) or an [example of a Desire 2 Learn file](#).

Add Students from Standard CSV

Standard CSV should be in the format:
Last Name, First Name, Email

File
 no file selected

Add Students from Desire 2 Learn CSV

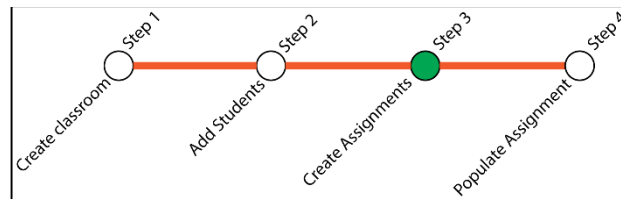
Desire 2 Learn CSV should be in the format:
OrgDefinedId, Username, Last Name, First Name, Email, End-of-Line Indicator

File
 no file selected

Standard CSV Format

```
Last Name, First Name, Email
Pan, Peter, ppan@example.com
Lane, Louis, llane@example.com
Duck, Daffey, dduck@example.com
```

CREATE ASSIGNMENTS



1. Click on the Classroom that you have created.
2. Click **View**.
3. Create your first assignment by clicking the **Create Assignment** button.
4. Fill in the Create Assignment form and click the **Next** when done. We will call it assignment Homework 1.
5. Your students will only be able to view the assignment on or after the Assignment Start Date.

Notifications Messages YourLabs YourLabs

Dashboard Grade 6: Math You are here: Dashboard > Classrooms > Grade 6: Math

Create a new assignment by filling out the form below. An assignment is a collection of one or more problems. All fields are required.

Create Assignment

Assignment Name
Enter assignment name here

Assignment Start Date
Enter assignment start date

Assignment Due Date
Enter assignment end date

Next

Notifications Messages YourLabs YourLabs

Dashboard Grade 6: Math You are here: Dashboard > Classrooms > Grade 6: Math

Create a new assignment by filling out the form below. An assignment is a collection of one or more problems. All fields are required.

Create Assignment

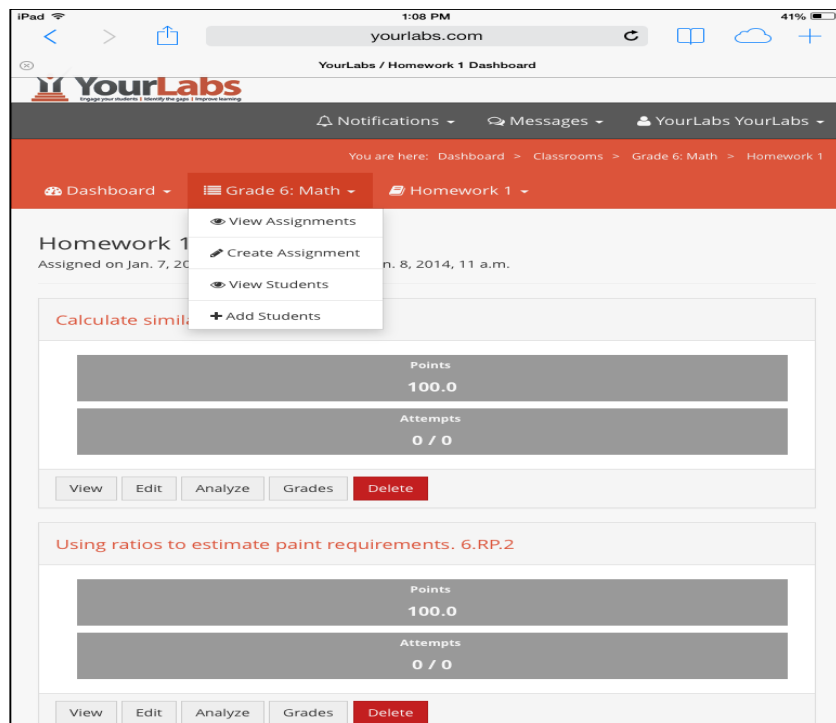
Assignment Name
homework 1

Assignment Start Date
01/07/2014 16:30

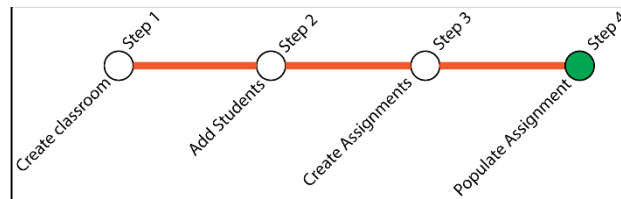
Assignment Due Date
01/08/2014 11:00

Next

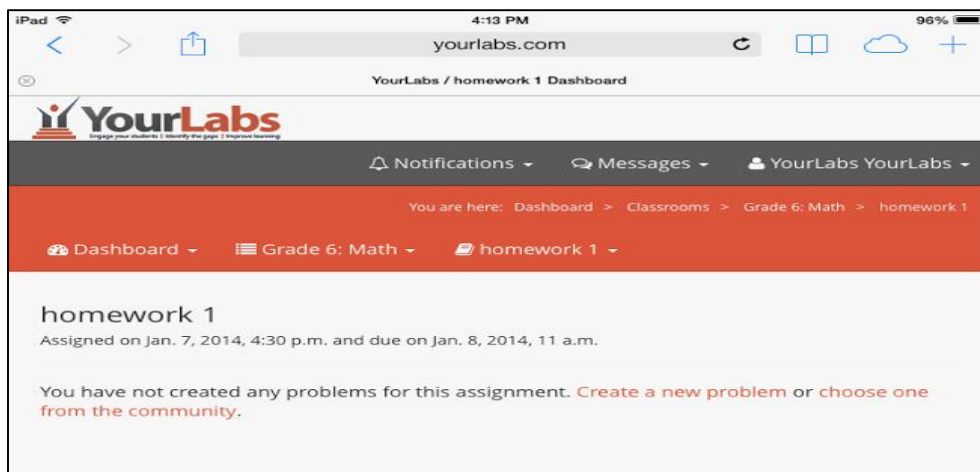
NB: You can use the dropdown from the top navigation bar to perform all tasks associated with the selected classroom.



POPULATE ASSIGNMENT



1. You can create questions one of two ways:
 - a. Choosing one or more questions from the YourLabs library – Select **Choose one from the community**. Note: This library is constantly updated as questions are added by you and other users and vetted by our staff.
 - b. **Create a new question** by filling in the YourLabs Question Creation Form on the web.



Choose question from community library

1. Click **choose one from the community** link.
2. Search for questions using keywords. For example, “al” without the quotes if you wish to search for algebra or “6.RP” to search for Grade 6.RP” Common Core State Standards. Using fewer letters delivers a larger list than using many letters (e.g. algebra).
3. You can view the question by clicking its title. A new window (tab) will open with the question and its solution.

You are here: Dashboard > Classrooms > Grade 6: Math > Homework 1

Dashboard Grade 6: Math Homework 1

Problem Search

6.RP Search

With selected: **Clone** Go Select All

Click to view **Select "Clone" to copy to assignment** **Check to copy**

Using ratios to estimate paint requirements. 6.RP.2 ☒

Author: YourLabs, YourLabs | Subject: Math | Grade Level: Grade 6 | Created: Sept. 23, 2013, 3:20 p.m.

It takes $\frac{5}{8}$ cans of paint to paint a wall.

How many walls of the same size can you paint with $5\frac{5}{8}$ cans?

Enter your answer in the answer box as a whole number. Do not enter any comma or "cans".

1 concept | 3 steps

Tip calculation. 6.RP.3c ☐

Author: YourLabs, YourLabs | Subject: Math | Grade Level: Grade 6 | Created: Sept. 23, 2013, 3:44 p.m.

John treated his friend to dinner. John's dinner cost \$38.50 and his friend's dinner cost

- At the upright corner of the search page make sure **Clone** is selected in the dropdown box (This will copy the question to you to allow you to make changes). Click the **Go** button.
- The questions are now in your assignment. You can now **View** or **Edit** or **Delete** the question. In addition, you can view the analytics (**Analyze**) and the students' grades (**Grades**) when your students complete the question.

The screenshot shows a web interface for 'Homework 1'. At the top, there is a navigation bar with 'Dashboard', 'Grade 6: Math', and 'Homework 1'. Below this, the title 'Homework 1' is displayed, followed by the assignment details: 'Assigned on Jan. 7, 2014, 4:30 p.m. and due on Jan. 8, 2014, 11 a.m.'.

The first problem is titled 'Calculate similar areas. 6. G.4'. It shows a score of 100.0 points and 0 / 0 attempts. Below the problem details, there is a row of buttons: 'View', 'Edit', 'Analyze', 'Grades', and 'Delete'. The 'Delete' button is highlighted with a red oval.

The second problem is titled 'Using ratios to estimate paint requirements. 6.RP.2'. It also shows a score of 100.0 points and 0 / 0 attempts. Below the problem details, there is another row of buttons: 'View', 'Edit', 'Analyze', 'Grades', and 'Delete'. The 'Delete' button is highlighted with a red oval.

NB: You can use the dropdown from the top navigation bar to perform all tasks associated with the selected assignment.

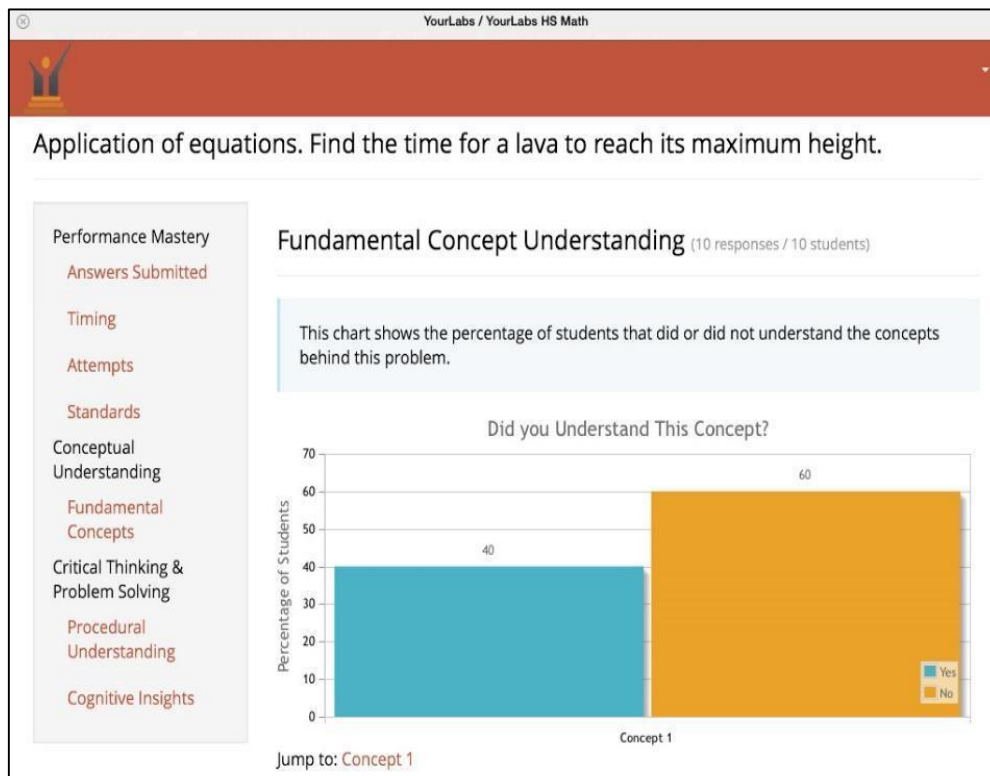
VIEW ANALYTICS

You can view analytics from a problem level up to a district level by clicking **Analyze**. For example, you can view the analytics at the problem level as well as the assignment level.

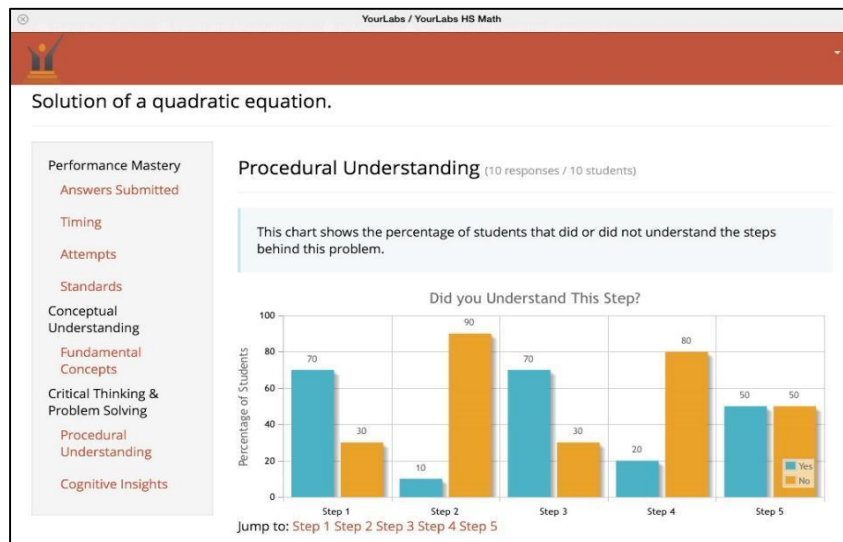
USE OF ANALYTICS

The use of the analytics to drive instruction improvements and student performance depends on the individual teacher.

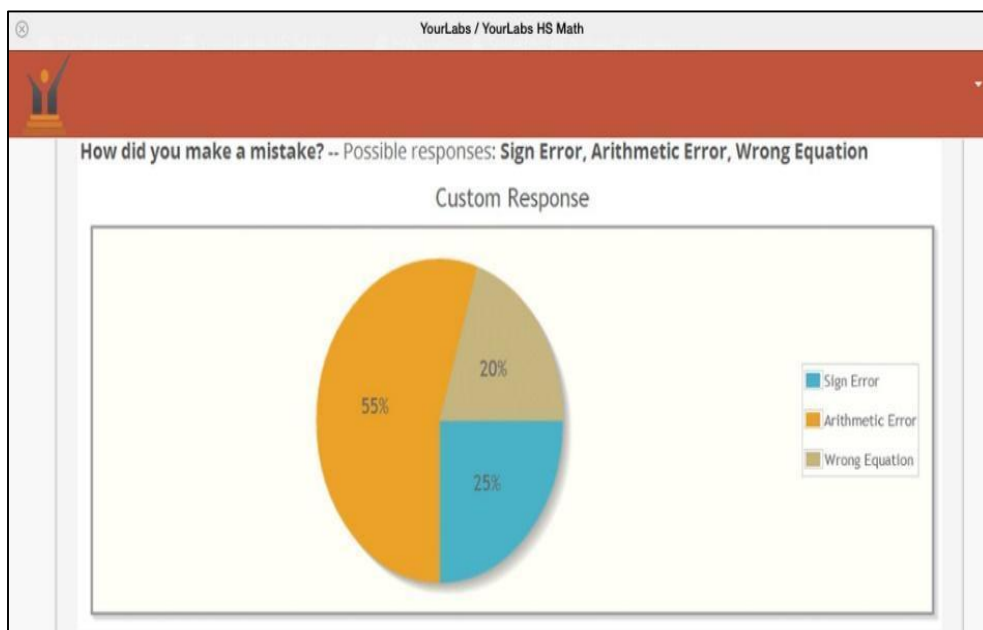
The chart below shows student understanding of the fundamental concept for a problem. Sixty percent of the students reported that they do not understand the fundamental concept. The teacher may decide to re-teach that concept and re-test or may decide to hold a special session for those students, who reported that they do not understand the fundamental concept.



The Chart below shows the procedural understanding. Fifty percent of the students reported that they do not understand Step 5.



The teacher can view the type of mistakes made in any particular step. For example, the chart below shows the mistake made in a Step 5 of a problem. Fifty five percent of the students reported that they made arithmetic mistake. The teacher may then provide instructions on how improve on these arithmetic type mistakes.



GRADES

The student's grades for each problem and each assignment can be viewed and exported by clicking **Grades**.