How to get started with the Knowledge Evaluation System

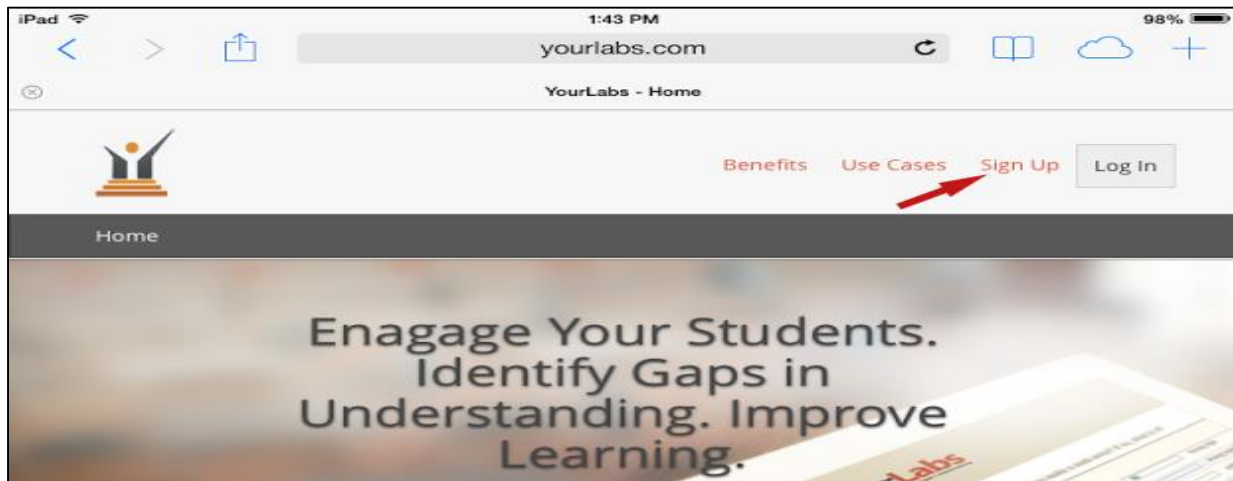## Table of Contents

INTRODUCTION

After registering as an instructor, follow four steps to get started with KES.
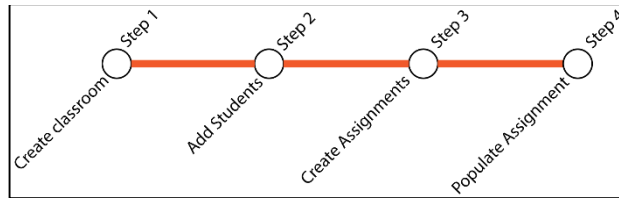
1.   Create a classroom
2.   Add students
3.   Create assignments
4.   Populate assignments

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.

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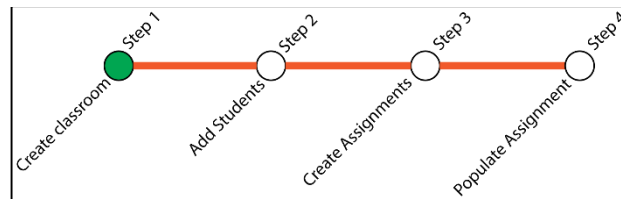
1. Click Create Classroom button on the upper left corner and fill in the form.
2. Pick your classroom name, class code will be given to your student to self-register.
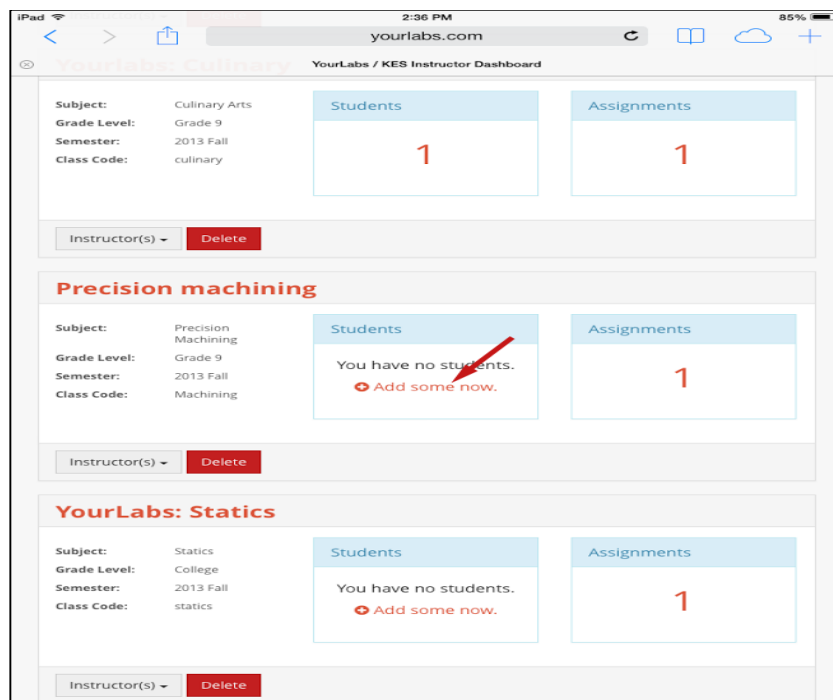**3.** Select a simple code (e.g. math3)
4. Click the **Create Classroom** button.

ADDING STUDENTS (NOT STUDENTS ADDING THEMSELVES)
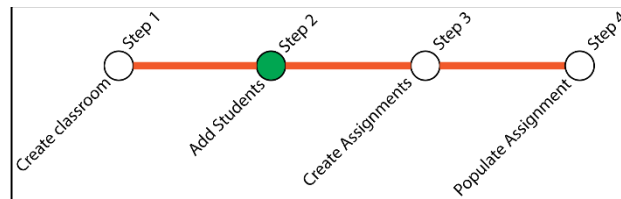
1. In the Students Text box, click **Add some now** if this is the first time you are setting up the classroom. You can upload a CSV file.

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.

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-genrated 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=f6ZtyO4cF4

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

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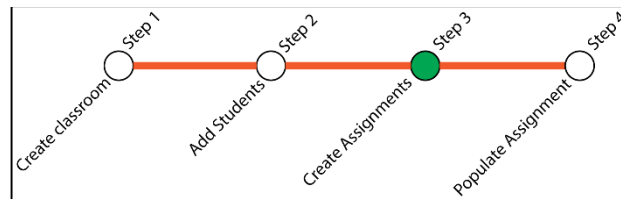
1. Click on the Classroom that you have created.
2. Click **View.**
3. Create your first assignment by clicking the **Create Assignment** button.
4. Fill in the Create Assignment form and click the **Next** when done. We will call it assignment Homework 1.
5. Your students will only be able to view the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

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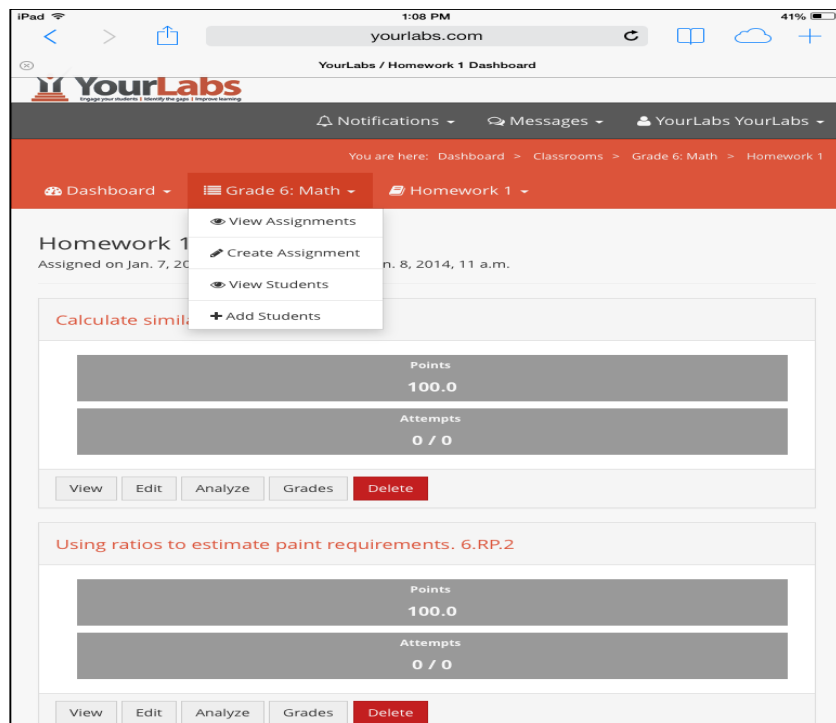
POPULATE ASSIGNMENT

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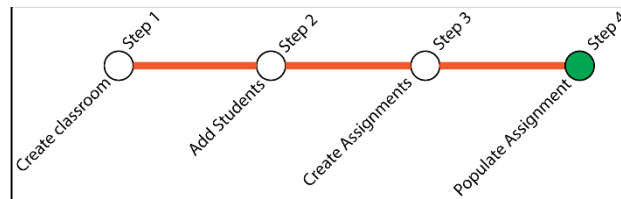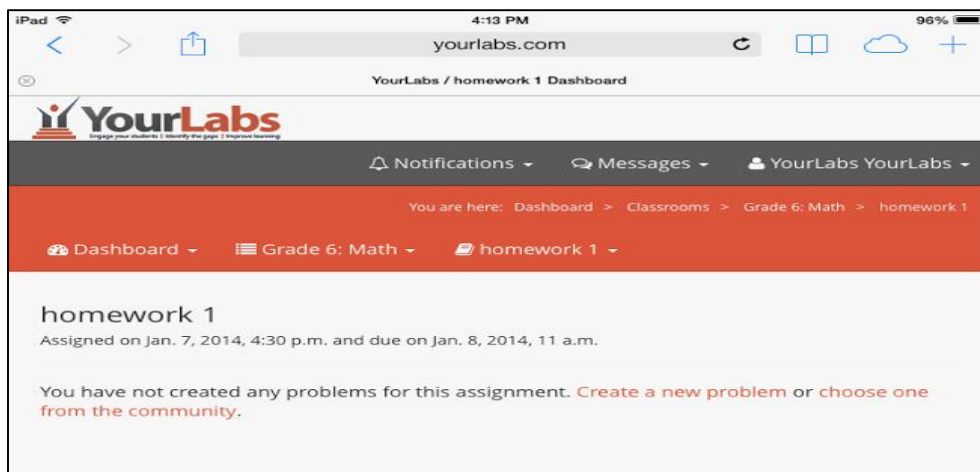   b. **Create a new question** by filling in the YourLabs Question Creation Form on the web.

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.

4. 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.
5. 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.

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.
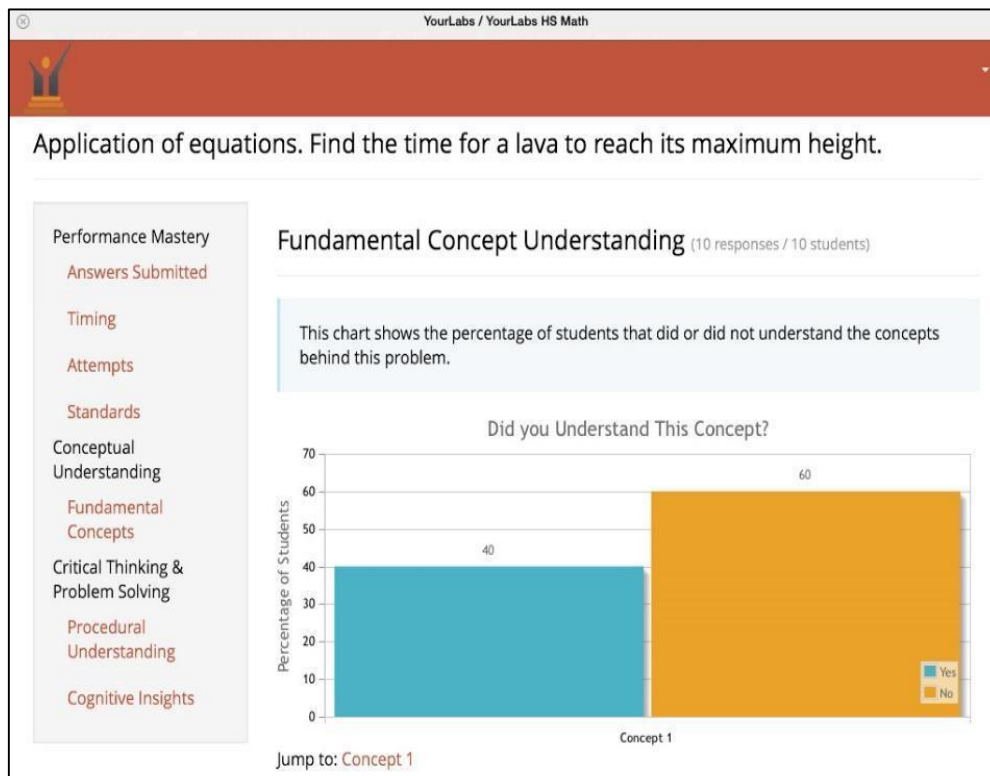
The Chart below shows the procedural understanding. Fifty percent of the students reported that they do not understand Step 5.
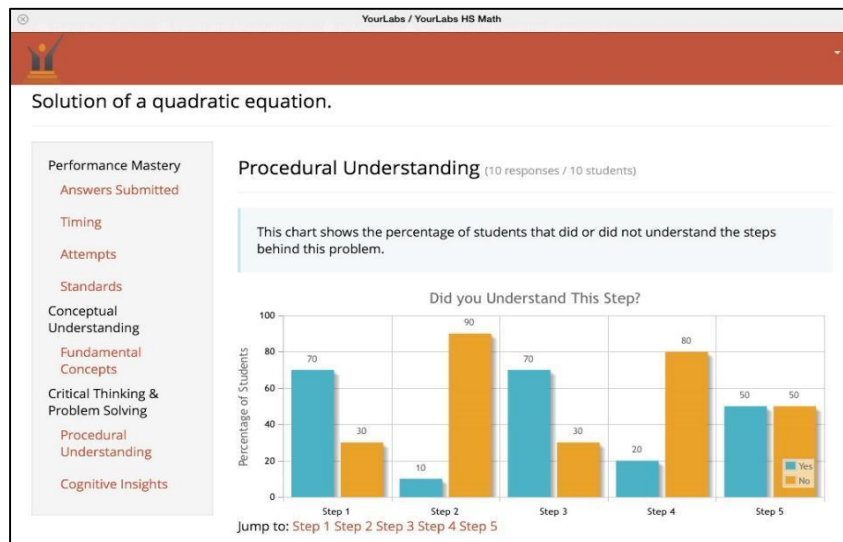
The teacher can view the type of mistakes made in any particular step. For example, the chart below shows the mistake made in a Step 5 of a problem. Fifty five percent of the students reported that they made arithmetic mistake. The teacher may then provide instructions on how improve on these arithmetic type mistakes.
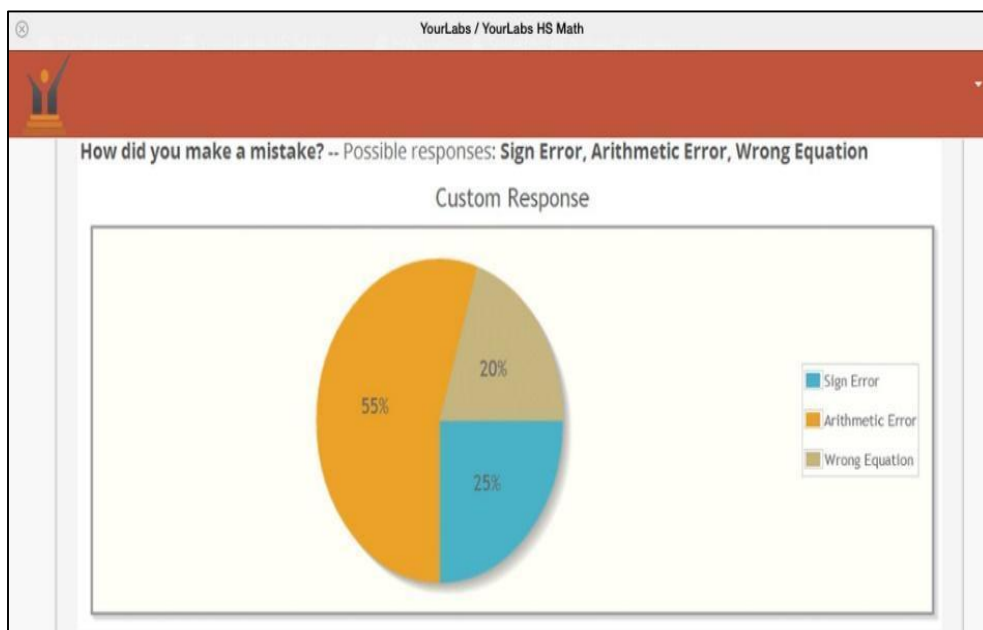
GRADES

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