Student manual

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Registration

Before you get started, make sure you have your section code since you'll need it to enroll. You can get it from your instructor.

1. Click the **Sign Up** button on www.latenitelabs.com.
2. Click the **Student** button.
3. Enter your name, email address and desired password.
4. Click **Register**. You will receive a confirmation email.
5. Enter your section code on the next screen.

Next, you'll have to select your enrollment type. If you bought a pin code at your school's bookstore or received one from your instructor, follow the PIN code instructions. If you need to purchase access directly through our website, follow the credit card instructions.

If you have a PIN code:

1. Select Enter Pin for your enrollment type.
2. Enter your pin code. It's case sensitive, so please enter the code exactly as it appears.
3. Click the Continue button to complete enrollment. You will receive a confirmation email with your username and password.

<div align="center">Or…</div>

If you're using a credit card:

1. Select Credit Card Purchase for your enrollment type.
2. Enter the first and last name on your credit card, card number, expiration date (mm/yy), and security code.
3. Click Continue. You will receive a confirmation email with your username and password.

Login/Logout

Login

1. Click the Sign In button at the top of our homepage
   or go to www.latenitelabs.com/signin.
2. Enter your email and password, then click the Sign In button

Logout

To sign out of your account, click the dropdown from your name in the top black navigation bar. Select **Log out** from the dropdown.

Trouble signing in/forget your password?

1. Click the Sign In button at the top of our homepage.
2. Click the Forget Password? link.
3. Enter your registered email and click the Reset Password button.
4. You'll receive an email with a link to create a new password.

Courses

Once you've enrolled or signed in, the first page you'll be taken is your **Courses** page. You'll be able to view all active sections you're enrolled in from this page.

1. From the courses page, select the course/section you'd like to view by clicking the course `title.`

2. You will be taken to an **Assignments** page that lists all labs assigned to you for a particular section.

   The **Assignments** page is where you will complete labs and assessment required for your course.
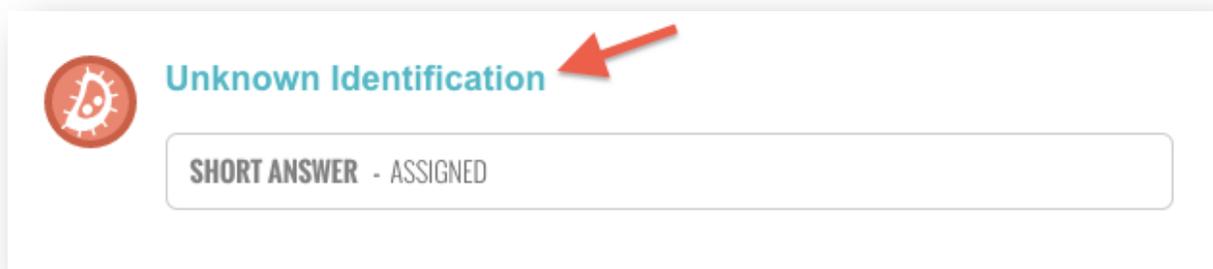
Labs

From the Assignments page, you can launch your virtual labs.

Start and due dates

When your teacher assigns a lab, they may create a start date and due date. A lab is only available between these dates, starting and ending on them, respectively. It is unavailable outside of this time period.

If you see "Always Available" in the due date area, it means no dates have been assigned and the lab can be run throughout the semester.

If a lab is available, the **lab title link** will be green and responsive when you mouse over it.

If a lab is unavailable, the **lab title link** will be **gray** and disabled.

Running a lab

You can open any available labs from the Assignments page.

1. To run a lab, click the **lab title**. Your lab should load in a few seconds in the same tab.
2. Click the cover of the lab manual to open it and begin reading your lab manual. You can begin by reading the **Background** tab.
3. Click the **Procedures** tab to see the lab instructions. Follow these steps to successfully perform the experiments.
4. Click the **Lab Notes** button to record your data and observations. Remember to save these notes before exiting the lab.
5. Click the **Exit Lab** button in the bottom left button row when you've finished the lab.
6. If you're in the middle of an experiment or reaction, you will want to finish up before exiting. When you reenter the lab after exiting you will restart it with a clear lab bench.

To learn more about navigating labs, check out our tutorials on www.latenitelabs.com/support.

Lab features

Lab manual

The manual has four tabs:

- **Background** - the textbook portion that explains all of the concepts you'll learn about in the lab.
- **Procedures** - step-by-step instructions that will guide you through your experiments
- **Lab Notes** - where you record your data. Remember to save periodically so that you don't lose your work.
- **Print** - allows you to print a physical copy of the entire manual, including your lab notes.

You can resize the manual by dragging the bottom right-hand corner. To close the manual, click the 'x'. You can bring it back by clicking the lab manual button in the lab tools row.

Shelf

Everything that you'll be asked to use in your experiments is found on the shelf. It has three sections:
- **Containers**
- **Materials**
- **Instruments**

You can toggle between these shelves by clicking on each label along the bottom of the shelf.

To see the name of an object, hover your mouse on it and its name will appear.

Move the shelf up or down by clicking on the surface, holding down your mouse, and releasing when it's at the desired height.

To grab an object from the shelf, just click on it, hold your mouse down, drag it to the bench, and release.

Tools

There are a few other tools you'll use at various points as you navigate labs.

Zoom/Viewfinder

To zoom in or out, use the buttons on the lower right-hand corner of the screen. To view a different area of the lab bench, click and drag the lab bench in the direction you'd like to view. Click the `Reset` button to return to the original setting.

Trash

At any point in the lab, you can clear objects from the bench and start over. Just click on the object you want to throw out, and drag it to the trash. Then grab new ones from the shelf. Do this as many times as you need until you get the experiment right.

Buttons

Throughout the lab, you'll either be asked to utilize the buttons in the lower left- hand corner, or you might find that they'll help you out at various points in your experiments. In order from left to right they are:

- `Lab log` – details all of the steps you've taken in the lab.
- `Timer` – keeps track of how long reactions take. When recording multiple experiments at once, use as many timers as needed.
- `Media player` – contains supplemental videos and images.
- `Lab manual` – brings back the lab manual if you've cleared it from the screen.
- `Clear bench` – moves instruments and containers from workbench into trash.
- `Exit` – returns you to your student dashboard.

Assignments

Your instructor may assign assessment for you to complete with the lab. You will see any assigned lab assessment appear below the Lab Title on your Assignments page.

Once you've run the lab, your assessment will unlock and you can begin working on your assignments. Assignments will not unlock until you have begun work in the lab.

Locked assignments appear grayed out.

SHORT ANSWER - ASSIGNED

Unlocked assignments appear with a black, active link.

SHORT ANSWER - START ASSIGNMENT

NOTE: Assignments are subject to the due dates assigned for that lab.

Short Answer

1. To open an assignment for a completed lab, click the **Short Answer title** link.
2. The field on the left contains the assignment. The field on the right contains the work you completed in the lab, including Notes, Portfolio, Graphing, and Data.
3. Type your answers directly into the fields or tables below the questions. The assignment functions like a word processing program.
   Tip: Please be sure to save your assignment periodically by clicking the **Save** button at the bottom of the page. This will prevent you from losing your work.
4. When you're ready to submit the assignment to your

instructor, click the `Submit` button. Your lab notes and portfolio will automatically be submitted as well.

> **SHORT ANSWER** - SUBMITTED ✔
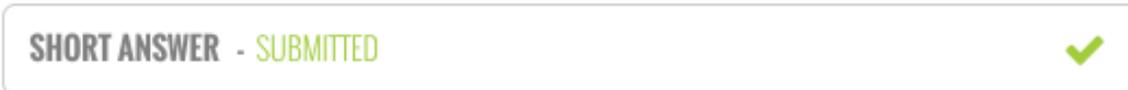
Buttons

The navigation buttons towards the bottom of the screen let you access tools you'll need to complete assignments. They are:

- `Save` – saves your work.
- `Reset` – restores the assignment back to its original state, erasing all changes.
- `Submit` – submits assignment to your instructor for grading.
- `Back to dashboard` – brings you back to the dashboard.

Tabs

- `Notes` – notes you recorded while conducting experiments.
- `Portfolio` – contains the snapshots and annotations you may have been asked to take in certain labs. If there's a question in an assignment that ask for one of these images, just locate it in the portfolio list, then drag and drop it into the assignment.
- `Graphing` – a function which some assignments will ask you to use, and others will not. If you see a blue graph icon, click it to create a graph. See the next chapter "Graphing" for detailed instructions.
- `Data` – data recording for physics labs only.

Saving

If you've completed part of your assignment but aren't ready to submit, just remember to click the `Save` button at the bottom of the page before exiting the assignment screen. You can return later to finish and submit your assignmen

Multiple Choice

1. To open an assignment for a completed lab, click the **Short Answer title** link.
2. To select an answer, click on its box. It will be highlighted for you, and then our system will automatically bring you to the next question.
   Tip: If you ever need to refer to your lab notes, portfolio, or data, just click the blue **Show Lab Notes** button.

Once you've completed all questions, you will be prompted to submit your assignment.

Multiple choice quizzes are automatically graded by our system, and you'll immediately receive your grade. You can also view your grade from there by clicking the **View Grade** link below the assignment.

While working on a multiple choice assignment, if you ever want to skip ahead to another question, click the question dropdown **Jump To Question** and select the question from the list. Your assignment won't be submitted until you press the **Submit** button, you can go back and change your answers as much as you'd like.

If you aren't done with the assignment, but want to return to it later, click the **Exit and Finish Later** button. Your work will automatically be saved, so you won't have to start from scratch when you return.

Graphing

If you see a blue graph icon in your assignment, it means your teacher wants you to make a graph. Click on it to enable the graphing utility. The graphing tool will appear automatically in the field to the right of your assignment. Graph your results following the instructions below, referring to the data you recorded in the **Notes** section.

To properly format your graph, enter:

- a title for your graph in the "Title" field.
- a label for the X axis
- a label for the Y axis

To plot your data, enter values into the fields in the data columns, with X values on the left, and Y values on the right. The graph on the right will automatically plot your data.

If you need more rows than initially provided, click **Add Row** at the bottom. To show the trendline, click the box underneath the graph.

It'll automatically
calculate your slope and intercept. To remove it, click the box again.

Grades

To see if an assignment has been graded, go to your **Assignments** page.

1. Scroll to the lab and assignment you'd like to view.
   The **View Grade** link will appear for any graded
   assignment.

2. Click the **View Grade** link. A popup will appear displaying
   your grade, answers, and any additional feedback from
   your instructor.

Retry request

Your instructor may allow you to retry an assignment and submit it again.
If you see a Retry available, you will be able to enter the lab again and
resubmit the assignment, following the same steps we reviewed in the
Labs and Assignments chapters.

Incomplete

If you do not submit an assignment before its due date, you will see an
Incomplete status next to the assignment.
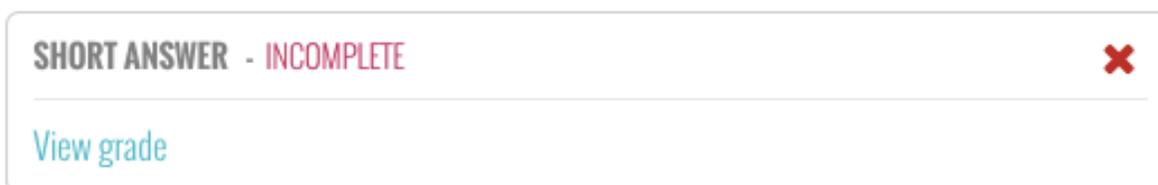
Profile

View your account information by clicking Profile. You can edit your first name, last name, and phone number by entering the new information and clicking the blue **Save Changes** button.

If you need to change your password

1. Click your name in the top right corner to click **Profile** from the dropdown.
2. From this page, you can update your account information and change your password.
3. To change your password, enter your current password and the new one you'd like to switch to.
3. Click the **Save** button to complete your changes. You will receive an email confirming that it has been changed.