



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 on the red **Register/Purchase** button on www.latenitelabs.com or go to www.latenitelabs.com/register.
2. Click the **Student** button.
3. Enter your email address and desired password.
4. Click **Register**. You will receive a confirmation email that you have registered.
5. You will be brought to the Student Dashboard page.
6. Enter your first name, last name and section code in their respective fields.

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 12-digit pin code. It's case sensitive, so please enter the code exactly as it appears.
3. Click the blue Submit button to complete enrollment. You will receive a confirmation email with your username and password.

Or...

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 Enroll. You will receive a confirmation email with your username and password.

Login/Logout

Login

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

Dashboard

When you login, you'll automatically be brought to your Dashboard. This is where you come to view and access your work. This is like a control panel for your course, from which you access labs and assignments, as well as view grades and due dates.

Your course, section, and instructor are listed at the top of the page. Below, is a grid with five columns: Lab Title, Run Lab, Short Answer, Due Date, and Grade.

Logout

To sign out of your account, click **Log out** in the menu on the left.

Trouble signing in / forget your password?

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

Labs

Once you've enrolled and signed in, you'll be ready to run labs. This is all done from the Dashboard.

Start and due dates

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

If you see "---" in the due date column, it means no dates have been assigned and the lab is available all semester.

If a lab is available, the **Run** button in its row will be active. If you click it, the lab will launch.

If a lab is unavailable, the **Run** button will be disabled and will be unresponsive to clicking.

Running a lab

Here are the basics steps for how to launch, perform and exit the lab. For more in-depth descriptions of lab features, read the Lab Features chapter.

1. To run a lab, click the **Run** button in the **Run Lab** column. Your lab should load in a few seconds. You can start reading your lab manual before the lab even finishes loading.
2. Click the rotating text "Click Here to Get Started" to open your lab manual. Read the background information.
3. Click the **Procedures** button to see the lab instructions. Follow these steps to successfully complete 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-hand corner 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 at www.latenitelabs.com/student-tutorials.

Lab features

Here's what you find in a lab.

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, just like a browser window. To make it fill the whole screen, click the maximize button in the upper left-hand corner. Click it again to bring it back to normal size.

To close it, click the 'x'. You can bring it back by clicking the lab manual button in the lower left-hand corner.

Shelf

Everything that you'll be asked to use in your experiments is found on the shelf. It has three sections, **Containers**, **Materials**, and **Instruments**, which you can toggle between by clicking on each label along the bottom of the shelf.

To see the name of an object, just 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

At some points you might want to focus on a specific area on the lab bench. To zoom in or out, use the buttons to the left viewfinder, which is in the lower right-hand corner of the screen. To view a different area of the lab bench, move the red rectangle in the viewfinder. 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

There are two types of assignments: **Short Answer** and **Multiple Choice**. If your instructor has assigned it to your class, the **Go** button in their respective columns will become active once you've completed a lab. Please note that this button will remain inactive until you've completed the corresponding lab. If you see "---" it means that your teacher has not assigned it.

Short Answer

1. To open an assignment for a completed lab, click on the **Go** button in the **Short Answer** column. 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. For more information about these fields, see the section below.
2. Type your answers directly into the fields or tables below the questions. The assignment essentially functions like a word processing program. Please be sure to save your assignment periodically by clicking the blue **Save** button at the bottom of the page. This will prevent you from losing your work.
3. When you're ready to submit the assignment to your instructor, click the red **Submit** button. Your lab note and portfolio will automatically be submitted as well.

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 asks

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. Does not apply to other subjects.

Saving

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

Multiple Choice

To open an assignment for a completed lab, click on the **Go** button in the **Multiple Choice** column.

To select an answer, just click on its box. It will be highlighted in blue, and then our system will automatically bring you to the next question. 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 an assignment and clicked submit, you’ll automatically be brought to a page showing you your grade and the number of questions you answered correctly. To go back to your dashboard, just click the blue **Return to My Account** button. You can also view your grade from there by clicking the **View** button in the **Grade** column.

While working on a multiple choice assignment, if you ever want to skip ahead to another question, click the gray **Jump To Question** drop-down and select the question from the list. The questions in bold are the ones you haven’t answered yet. You can also use the two arrow navigation buttons to go backwards or forwards. Since the assignment won’t be submitted until you press the red **Submit for Grading** 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 gray **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 teachers 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 **Dashboard**.

1. Identify the row of the assignment you want to check, and look in the **Grade** column. If an assignment has been graded, the **View** button will be active.
2. Click **View** button. A popup will appear displaying your letter or number grade, as well as any additional feedback from your instructor.

Redo request

If you see the sentence “You are permitted to redo and submit this assignment” under your grade in the popup, it means just that. 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.

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 **Profile** in the menu on left. A new menu option **Change Password** will appear below it.
2. Click **Change Password**, then enter your current password and the new one you'd like to switch to.
3. Click the blue **Change Password** button. You will receive an email confirming that it has been changed.