



Student Getting Started Guide



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ABOUT THE MEDICAL LANGUAGE LAB

The Medical Language Lab (MLL) has content custom-designed for each medical terminology text. Multiple MLL products are available. System functionality for all versions of Medical Language Lab is the same in most areas.

Medical Language Lab is compatible with F.A. Davis Company's medical terminology textbooks and includes an integrated e-book, lecture videos, and various built-in activities. Each **new, print copy** of a F.A. Davis Medical Terminology text includes an MLL access code on the front inside cover. If you have purchased a used textbook, you can purchase an access code at www.FADavis.com.

Medical Language Lab 2.0 (for *Medical Terminology Systems 8th edition, Medical Terminology in a Flash! 3rd edition, or Medical Terminology Simplified 6th edition*) also includes test bank assignments.

Medical Language Lab is compatible with the most recent versions of Google Chrome, Mozilla Firefox, and Apple Safari. Internet Explorer is not recommended for certain MLL exercises.

Some exercises found in Medical Language Lab require Adobe Flash Player. Adobe Acrobat or Adobe Reader is required to view PDF files available within Medical Language Lab. JavaScript needs to be enabled to view certain features of Medical Language Lab.

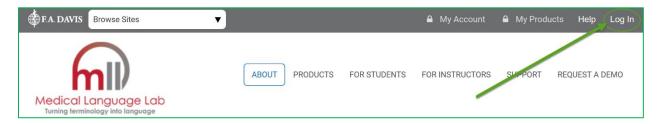


LOGGING IN/CREATING AN ACCOUNT

STEP 1

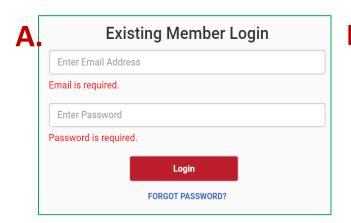
Go to www.MedicalLanguageLab.com and click the Log In button. Note:

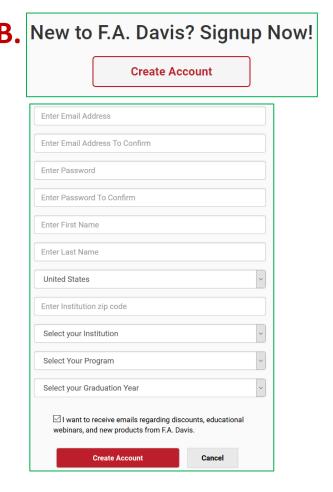
If you have a DavisPlus account, you do not need to create a new account for Medical Language Lab. Your DavisPlus account credentials will also work for the Medical Language Lab.





- **A.** Enter your login credentials and click **LOGIN**.
- **B.** If you do not have an account, click **CREATE ACCOUNT** and fill in your information.





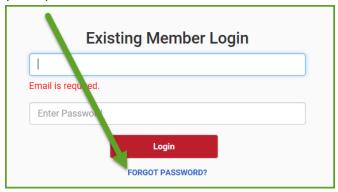


RESETTING PASSWORDS

You can reset your password at any time.

Option 1 Click the FORGOT PASSWORD link at the login page. Enter your e-mail address.

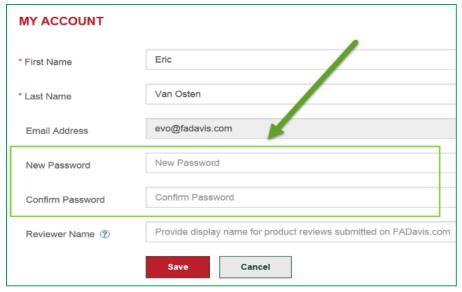
A link to reset your password will be e-mailed to you. If the e-mail doesn't arrive, please check your spam folder.



Option 2/STEP 1 Click the MY ACCOUNT link in the top right of the page.



Option 2/STEP 2 Enter your new password and click **SAVE.** After the password successfully updates, a confirmation message will be displayed.





ACCESS CODE

After you have successfully created your account, you should be taken directly into the site. However, you still need to **redeem an ACCESS CODE to the product**.

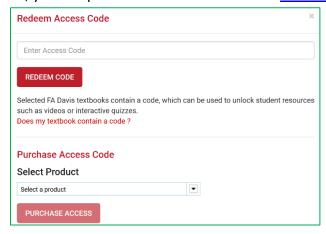
Welcome

You are signed in, but this product is not appearing on your dashboard. In order to add this product to your dashboard, you will need to purchase access. If you already have an access code, redeem it now to add this product to your dashboard.

To Purchase or Redeem Access Code - Click Here

If you have purchased a new textbook, the **ACCESS CODE** will be found on the **inside front cover of your book**.

Or, you can purchase an ACCESS CODE at www.FADavis.com



CLASS ID

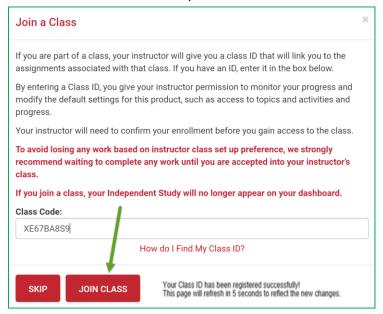
If your instructor provides you with a **CLASS ID**, you must enter it in order to join the course and submit work to your instructor's Gradebook.

To enroll in a class, click the JOIN A CLASS link.



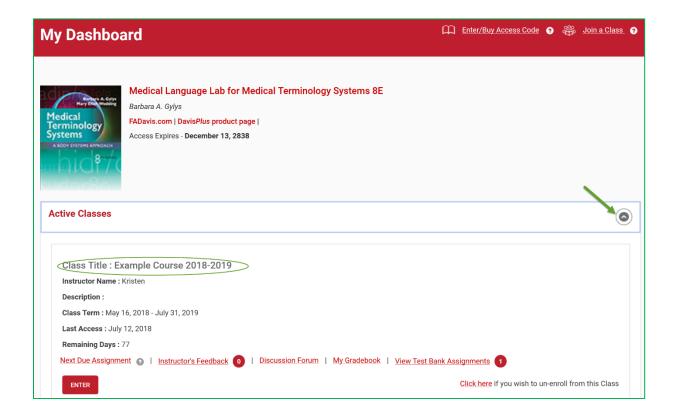


Enter the Class ID into the open text box and click JOIN CLASS.



DASHBOARD

After you are admitted into the class, your **Dashboard** will display your textbook, class title, and instructor's name.





ACCESSING LESSONS

Click the **ENTER** button on the dashboard to see the Lessons and related exercises for your class.

```
Class Title: Sample Course
Instructor Name: Kristen Scribner

Description:
Class Term: September 22, 2017 - December 29, 2017

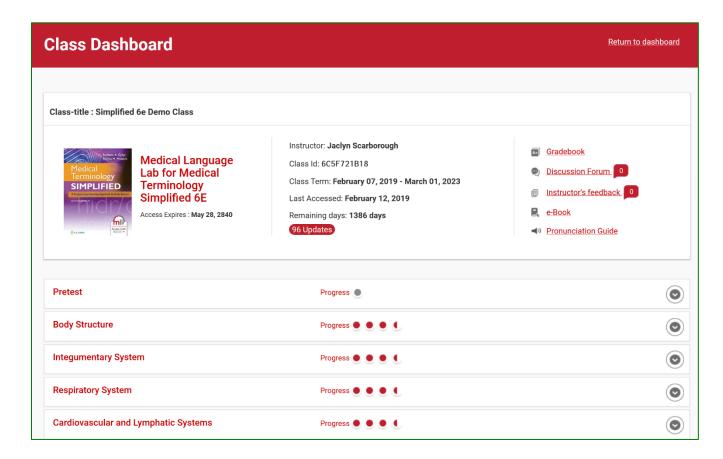
Last Access: September 22, 2017

Remaining Days: 72

Next Die Assignment  Instructor's Feedback  Instr
```

CLASS DASHBOARD

The **Class Dashboard** will display all of your Lessons. Click the **Lesson** on which you would like to work.

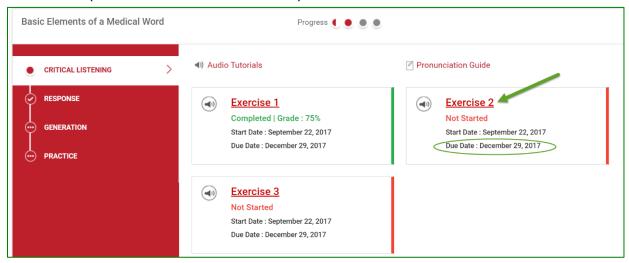




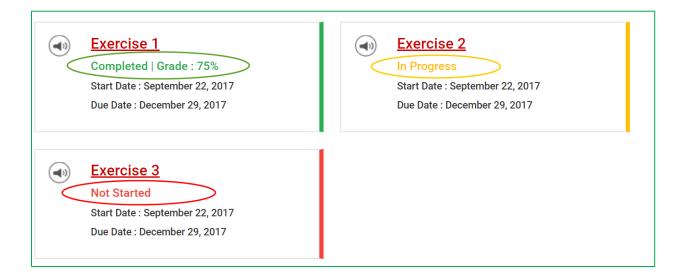
ACCESSING EXERCISES

Lessons contain four types of **Exercises**...Critical Listening, Response, Generation, and Practice. To access an **Exercise**, click the **EXERCISE** link to begin working.

Don't forget to review the **Due Date** for each Exercise. Work submitted *after* the due date *will* **not** be recorded in your Instructor's Gradebook, unless he/she has opted to accept late submissions (see **Late Submissions** section).



After completing each Exercise, check the **Exercise Status** and **Grade** fields to confirm that your work has been submitted.





EXERCISE TYPES

Pretest and Posttest

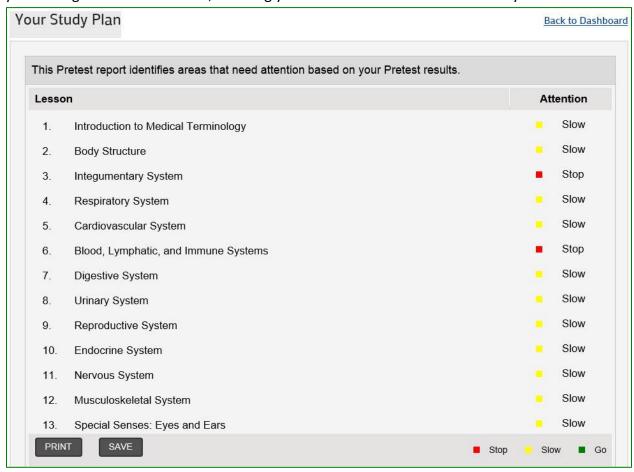
Your instructor may choose to include a **Pretest** or **Posttest**. You'll see these tests at the beginning and end of the lessons list on the **Class Dashboard**. Your instructor can also assign due dates for these.





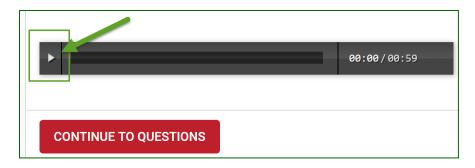
Study Plan

Your instructor may choose to allow your Pre-Test to generate a **Study Plan** that will highlight your strengths and weaknesses, enabling you to know in which areas to focus your attention.



Critical Listening/Response

Listen to the Audio Recording to familiarize yourself with the content. Then, click the Continue to Questions button to answer the questions associated with the audio. After submitting, you will be able to review your results, replay the audio, view a transcript, or try again.





Generation Exercises

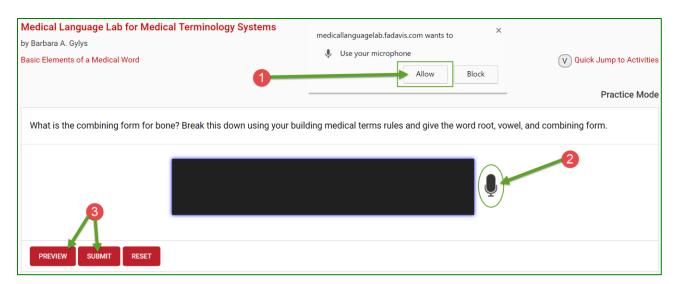
Generation Exercises are subjective and not graded by the system. Instead, they are are graded by your instructor. There are two types of Generation Exercises: **Audio** and **Text**.

Audio Generation

These exercises ask you to record yourself saying a sentence or two using the appropriate medical terminology. You will need either an internal or external microphone to complete these exercises. If you are asked to grant the system access, (1) click ALLOW. *

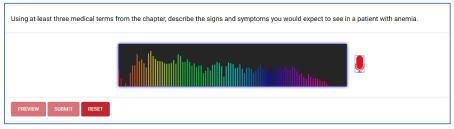
Then, (2) click the **RECORD** button. When finished speaking, click the button to stop recording. **

(3) Click **PREVIEW** to play back your recording, and **SUBMIT** once completed. Or, to start over, click **RESET**.



*Smartphones generally do not support MLL's Audio Generation activities. Please also avoid using Internet Explorer. Desktop and laptop computers with Mac OS or Windows 7,8,10 are generally supported, with Google Chrome being the recommended browser. Chromebooks are supported. iPads may be supported with the latest versions of iOS.

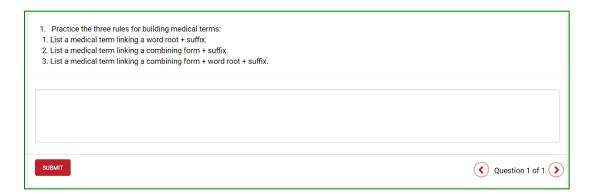
**When recording your responses, note the visual cue below. If the sound waves are not appearing on your screen, your audio is not being captured and you may try a different device.





Text Generation

You are asked to write a sentence or two using medical terminology. **Type in your answer** and then click **SUBMIT**.

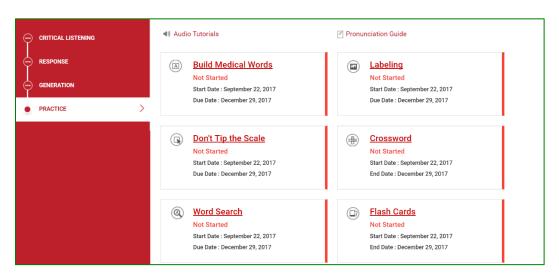


When you have completed a Generation Exercise, the excercise will display as **Completed**. However, a grade will not be finalized until the exercise is **graded by the instructor** (see **INSTRUCTOR'S FEEDBACK** section).



Practice

Practice activities are a collection of alternative exercises that allow for types of learning outside of reading, writing, listening, and speaking. Some may be reported to the Gradebook, while others are not (such as Flash Cards, Crossword).





RESOURCES

Audio Tutorials

These audio snippets provide content overviews of each lesson.

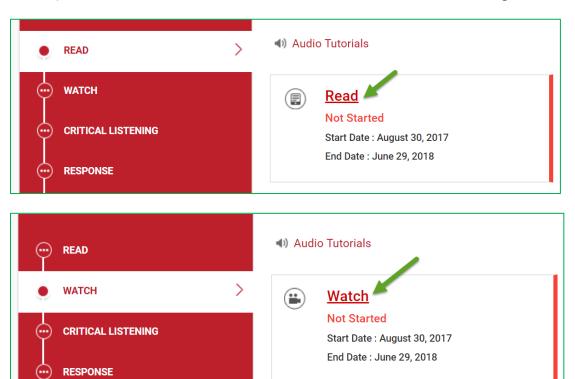
Pronunciation Guide

The proper pronunciation of key words and terms is provided here for each lesson.



E-BOOK AND LECTURE VIDEOS

The e-Book and lecture videos are also contained within the Lessons for select products (see **E-BOOK** section). **Please note* that the items contained in Read/Watch tabs are not graded activities.



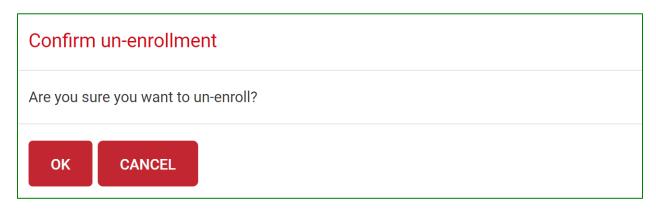


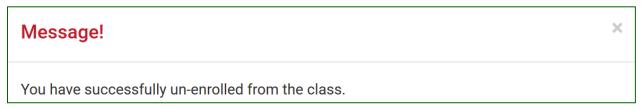
UN-ENROLL FROM A CLASS

To un-enroll from a class, click the link to un-enroll on the Dashboard page.



A pop-up will appear to confirm this action.



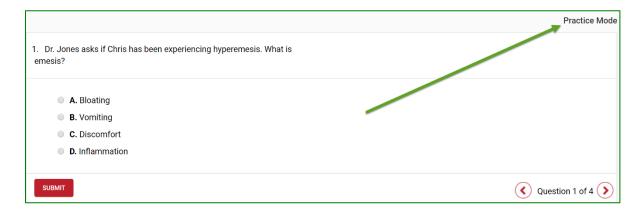


Your instructor will also be notified that you have un-enrolled from the class.

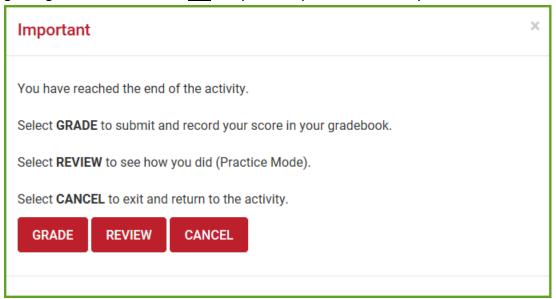


SUBMITTING WORK TO YOUR INSTRUCTOR'S GRADEBOOK

Before you begin working on an Exercise, check to see if you are in **Practice Mode**. The words **Practice Mode** will be displayed on the top right corner of the screen. In Practice Mode, you may practice as many times as you want and choose when you want your work graded and submitted to your Instructor's Gradebook.



Work completed in **Practice Mode** will not be submitted to the instructor's gradebook until you click the **GRADE** button. Exercises only appear as **Complete** after they have been submitted for grading. Your instructor will **not** see your completed work until you click the **GRADE** button.

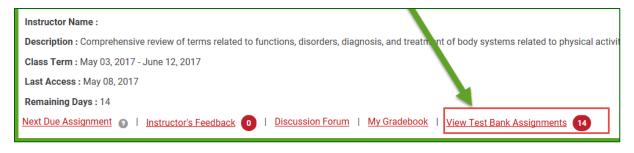


If you are not in Practice Mode, the top right corner of the exercise screen will be blank. When this is the case, your grade will be submitted to your Instructor's Gradebook after you complete the exercise and click **GRADE**.



TEST BANK ASSIGNMENTS (For MLL 2.0)

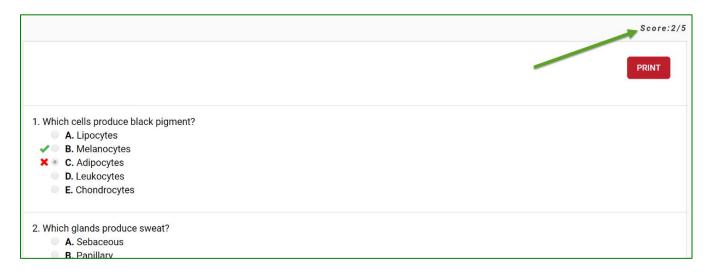
To access a **Test Bank Assignment**, click **VIEW TEST BANK ASSIGNMENTS** from the Medical Language Lab Dashboard. Then, click **TAKE ASSIGNMENT**.



Assignment Name ¢	Start Date \$	Due Date \$	Status +	Grade %	Time Spent ¢	Action
Basic Elements of a Medical Word Quiz (Quiz 1)	May 7, 2017	June 12, 2017	May 8, 2017 Completed		0h 0m 36s	View results
Suffixes Quiz (Quiz 2)	May 7, 2017	June 12, 2017	May 10, 2017 Completed	0	0n 50s	View results
Prefixes Quiz (Quiz 3)	May 7, 2017	June 12, 2017	Not Started	NA	0h 0m 0s	Take Assignment

Taking Test Bank Assignments

After clicking **TAKE ASSIGNMENT**, you'll continue to the questions. Click **SUBMIT** after answering each one. After completing the **Test Bank Assignment**, a results page shows you the questions, lists of answers, the answers you selected, the correct answers, your overall score, and the option to print. This same page appears when you select to **VIEW RESULTS**. Scores from this page are recorded to the **Gradebook**.



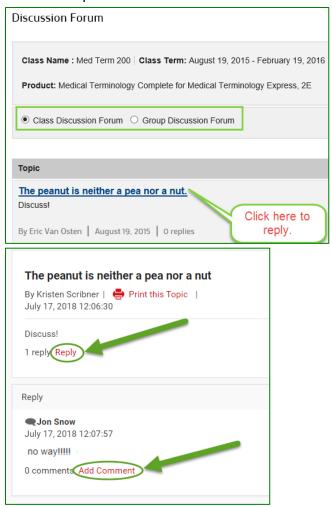


DISCUSSION FORUM

Medical Language Lab also offers a **Discussion Forum**, which can be accessed from the Dashboard.



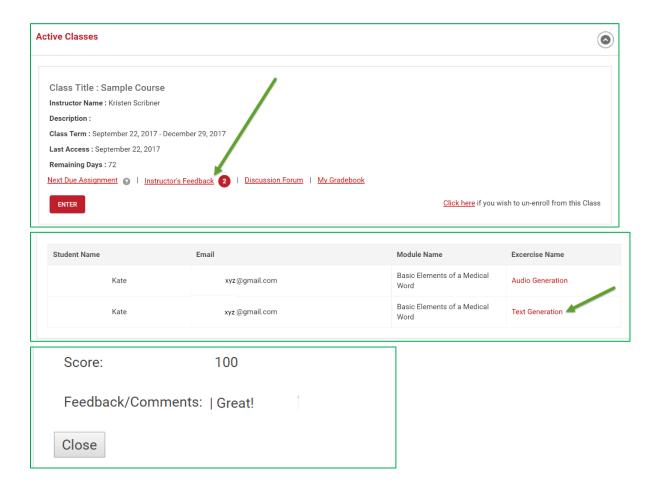
You can view the Class Discussion Forum (or the Group Discussion Forum, which is where you'll find Generation Threads if your instructor arranged the lesson that way). You'll see the most recent replies for the available topics. Click the TOPIC to add a response. On the next screen, click REPLY to respond to your instructor's original post, or ADD COMMENT to reply to a classmate's post.





INSTRUCTOR'S FEEDBACK

After the instructor has graded your Generation exercise(s), a notification will appear for **Instructor's Feedback**. You can access this via the Dashboard.



MY GRADEBOOK

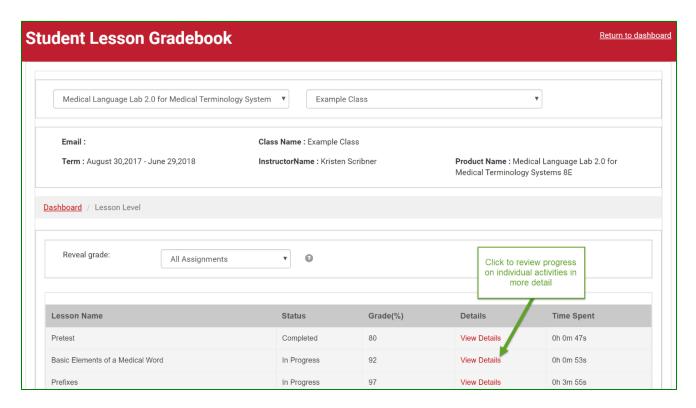
You have access to a **Gradebook**, which can be accessed via the Dashboard.

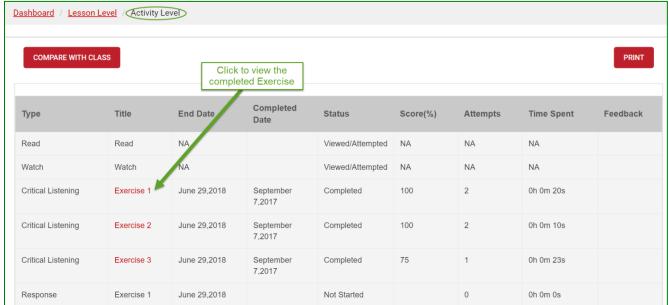




Gradebook Details

Once you have accessed your **Gradebook**, you will be able to view the status of your work, your grades, and the time spent in each lesson. You may also click on the **VIEW DETAILS** link to review each Exercise.



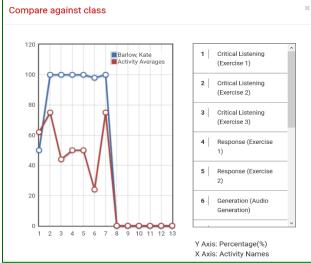




Class Comparison

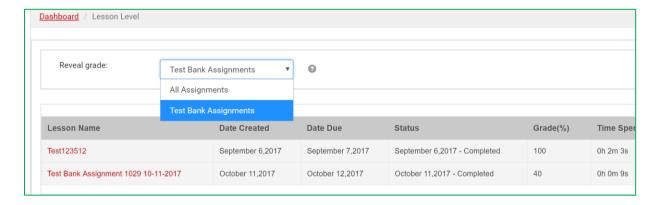
You can also compare your own performance with the class average by clicking the **COMPARE WITH CLASS** button within the Lesson details (Activity Level).





Test Bank Gradebook

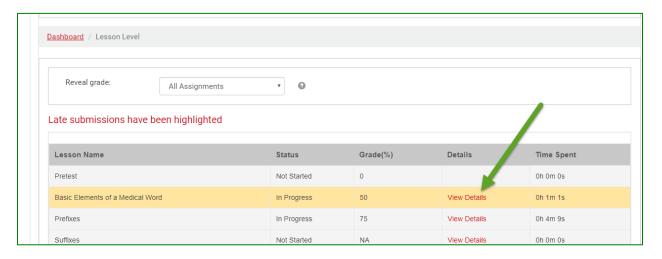
To see your scores on **Test Bank Assignments**, select **TEST BANK ASSIGNMENTS** from the **REVEAL GRADE** drop-down menu in the Gradebook.

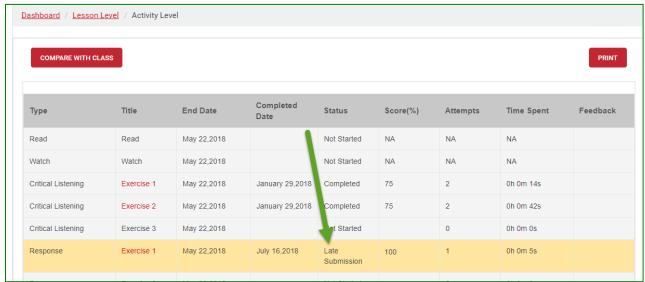




Late Submissions

If your instructor has opted to allow **LATE SUBMISSIONS** for the class, the lesson(s) and assignment(s) submitted after the designated due date will be highlighted in yellow in your Gradebook. Late work is viewable by your instructor.





If your instructor has <u>not</u> opted to allow late submissions for the class, late work will be marked with a zero (0) and 'Incomplete' in the gradebook.



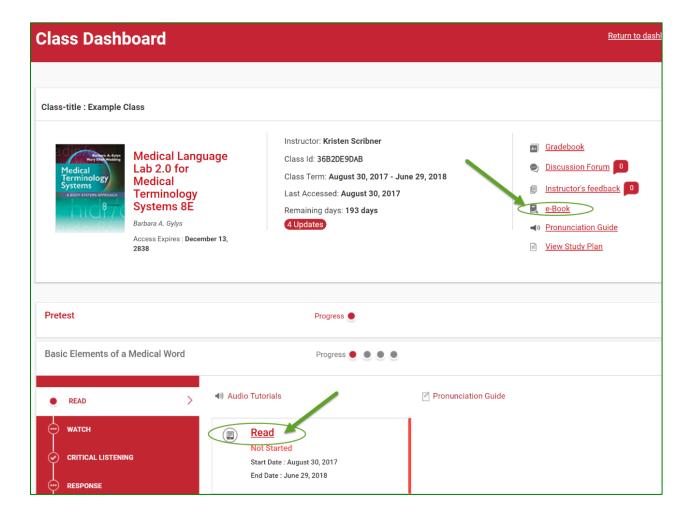


E-BOOK

Select titles within Medical Language Lab contain a built-in e-Book.

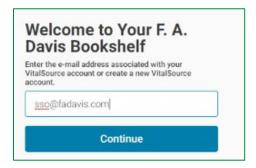
To access, click to "ENTER" the Medical Language Lab class. The link to the comprehensive **e-Book** will be in the top right of the Class Dashboard. Or, click the **Read** link to access the chapter for a specific lesson area.



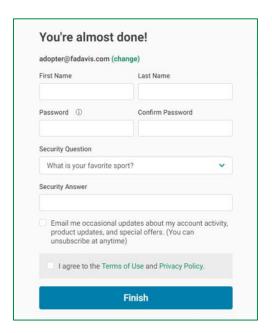




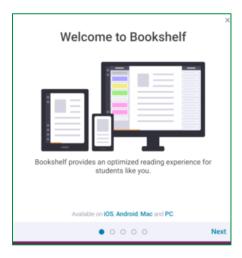
To view the e-Book, you will need a Vital Source Account. If you have an existing Vital Source Account, you can enter your credentials at the login page.



Or, you can create a Vital Source account from within Medical Language Lab.



Add the book to your Vital Source bookshelf.





TECHNICAL SUPPORT

If you have any problems with the product, please call 888-323-2847 or e-mail support@fadavis.com. You may also review the online Help Center, which offers further support info. The **Help** link can be found at the top right of the Medical Language Lab page.



You may choose from a variety of sources for help and support, including videos, documents, and connections to our customer service representatives.

