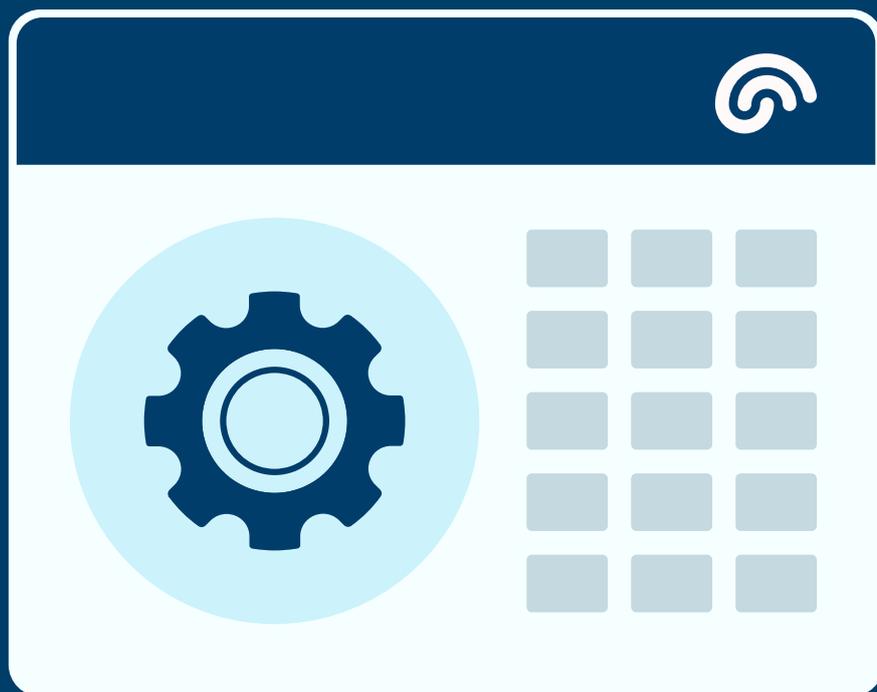# Learning Labs

OXFORD BROOKES UNIVERSITY

How to use Learning Labs

A guide for students and staff

Getting started

How do I access Learning Labs?

Learning Labs is an online portal; it works best in Google Chrome but can be accessed from any web browser, including those on your smartphone or tablet device. Just go to www.learninglabs.co to get started.

What is a Lab?

A Lab is a bitesize tutorial on how to use a specific feature found in an Assistive Technology (AT) software program or hardware. We always create four types of Labs; Do, Watch, Read and Quiz. We recommend you start with a Do Lab and use Read and Watch Labs as additional resources to reinforce your learning. When you have completed enough of these, it might be time to take a Quiz!

What is a Lab suite?

A Lab suite is a collection of Labs that cover all the features found in an AT software program or hardware. If you cover all of the Labs in a Lab suite you can be confident that you know how to use everything your AT software program or hardware can offer.

Choosing your Labs

Start at the 'All Lab suites' page and create your own personal workspace by clicking the heart icons to store your relevant Lab suites. 'My workspace' is your personal learning area and will be the first page you come to each time you log into Learning Labs. As you start to learn, you will see your user dashboard populate with statistics to keep you motivated.
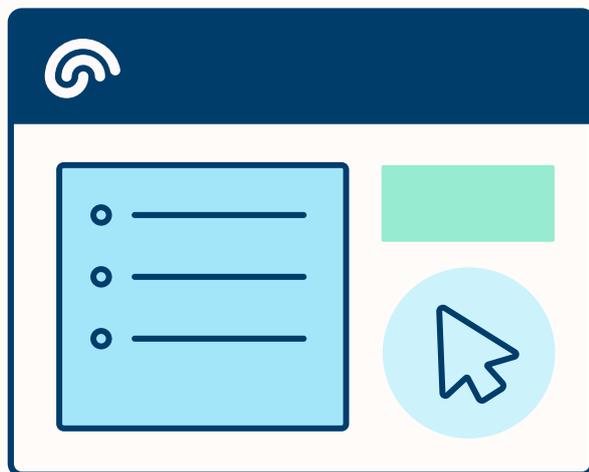
Accessibility tools

ReciteMe

ReciteMe, a leading accessibility tool, is built into the portal. To launch this, click the ReciteMe logo at the top of the screen. ReciteMe can read text aloud, change background colours, fonts and even languages. Head to our ReciteMe Lab on the **'All Lab suites'** page to learn all about the features available.

Video Customisation

You can adjust the speed of videos in Learning Labs as well as watch the video in 'picture-in-picture' mode. In this mode, the video will pop out and continue to play at the bottom of your screen. This enables you to navigate around your screen and put into practice what you are learning!

FAQs

Frequently asked questions

Do you have any Labs on accessibility features built into operating systems?

Yes, we have Lab suites on the accessibility features built into Microsoft Windows, Microsoft Office 365, the Google suite and the Apple operating system.

Does Learning Labs update its Labs in line with new versions of Assistive Technology software?

Yes, the Learning Labs portal is an online e-learning platform, which allows our development team to drop in updates to Labs as and when assistive software programs are updated or have new releases. This means, as a user, you are always able to access the version of software you need.

How do I know what the last Lab I opened was?

On the 'My workspace' page, you will see the 'Resume last Lab' button. Click this button to jump straight back in to the last Lab you opened.

How do I know what Lab I should do next?

You can work through Labs in any order. To help speed up your learning, we have added a 'Next suggested Lab' button to the 'My workspace' page. This will be the next Lab to work through after the last Lab you opened if you are working through a Lab suite in order.

How do I add a note to a Lab?

If you think it would be useful to go through a Lab at a later date you can use the Note button to schedule a note against a specific Lab to remind you to come back to it.

What are Recommended Labs?

Learning Labs is designed to support you during your one-to-one Assistive Technology (AT) training and beyond. With your Learning Labs account open during a training session, your AT trainer can select Labs they want you to focus on before your next session by using the Recommend button.

What are Bookmarked Labs?

You may find there are certain features of your assistive technology you need to use time and time again. By bookmarking specific Labs, you can quickly and easily access these to help you revise the most important features.

How do I bookmark a Lab?

To bookmark a Lab, click the Bookmark button , which can be found on the right of each Lab.

How do I add more Lab suites to My workspace?

Click on 'All Lab suites' on the menu to the left of the screen. This will bring up all the assistive technology currently available in Learning Labs. Click on the software you are interested in to view the versions available, then click the Heart icon to add a relevant Lab suite to your workspace.

I can't find 'All Lab suites' – it's no longer in my main menu.

If the 'All Lab suites' menu has disappeared, check your preferences by clicking on your name in the top right-hand corner. If the 'All Lab suites' box is greyed out, click the toggle button on (it will turn blue to indicate this) and 'All Lab suites' will reappear in the left-hand menu.

How do I remove a Lab suite from my workspace?

Head to 'My workspace' then click the grey cross in the top right corner of the Lab suite you want to remove. You can re-add Lab suites at any time in the 'All Lab suites' page.

What is 'My engagement dashboard'?

This is designed to show your progress in the Labs you have stored in your workspace. As soon as you begin any of the Labs, you will see your dashboard start to populate. If you prefer, you can hide this dashboard by toggling off this item in your learning preference settings (click your name in the top right of the screen to access these).

What is a Quiz Lab?

Quiz Labs are a great way to challenge yourself. Each Quiz has four questions, and you can choose to have the answer revealed, so it will never feel like a test. You can take any of our Quizzes as many times as you like.

Need more help?

Using the chat function

If you have a question about any aspect of Learning Labs you can contact the team by clicking on the chat icon at the bottom right of the screen.

Our chat function is available between 9am and 5pm Monday to Friday. If you have a question outside of this time, you can still use the chat function to send us a message and one of the team will reply as soon as possible.

Where have my Labs gone?

If no Lab suites appear when you log in you may need to manually add your activation code. To do this go to 'My account' on the left-hand side and click on 'Activation codes'. In the activation code box type 2239A54D94A3 and click the submit button.

If you still require access to Learning Labs, please contact us by phone at 0191 230 6689 or by email at info@learninglabs.co.

info@learninglabs.co

www.learninglabs.co