Haskayne "How To"

How to… book a lab & use LanSchool for an exam

(Labs: H 183 Lab 1, SH 105 Lab 2, SH 116 Norcen Lab 3)

Booking a Lab

1. Email Stacey Car - stacey.carr@haskayne.ucalgary.ca requesting a lab that allows LanSchool, providing her the date/time of the exam, course number, instructors name, & number of seats needed. It will take anywhere from 20-45 minutes for a class of students to submit exams electronically, so keep this mind when booking the room times. Book the lab as soon as you have the exam date as rooms tend to book up quickly.

Inform ITS & T&L

2. Inform ITS & T&L that you will be using LanSchool, & provide them with the date/time, course number, & instructors name. (itshelp@haskayne.ucalgary.ca & victoria.reid@haskayne.ucalgary.ca)

Obtain LanSchool Folder

3. ITS has a LanSchool folder that comes with instructions, a notice to photocopy for the students, & "Exam in Progress" signs for the lab doors. This can be picked up from the ITS office, SH315.

Coordinate with Instructor

4. Provide the instructor with the room number. Request details from the instructor about the exam to discern which features of LanSchool will be needed. Questions to ask may include:
   a. Will students need internet access?
      i. If so, which sites will they need access to?
   b. Are students allowed USBs?
   c. Which applications will students need?
   d. Will they be writing & submitting the exam electronically?
5. Provide the instructor with information to give to the students prior to the exam. (Ex: e-books will need to be accessed from Coursesmart.com, or only Blackboard will be accessible during this exam, or no USBs allowed.)

How-To Guides for LanSchool on D2L:

Student Instructions https://d2l.ucalgary.ca/d2l/le/content/23749/viewContent/778611/View
Classes & Lab Guides https://d2l.ucalgary.ca/d2l/le/content/23749/viewContent/778612/View

Exam Guide https://d2l.ucalgary.ca/d2l/le/content/23749/viewContent/778613/View