

Thank you for your interest in our LabAuthor software training courses, to be held on September 4 and 5 at our European Training Centre in Oxford, UK. In this information pack you will find:

- The course times, dates and fee schedule - **page 1**
- The registration and payment form for the courses - **page 2**
- Complete descriptions and agendas for all scheduled courses - **pages 3-6**

### Course Dates & Times

#### Tuesday September 4, 2012

##### 09:00 – 17:00: LabAuthor Level I - Editing LabTutor Experiments

Learn how to use LabAuthor software to edit existing LabTutor experiments to suit your needs. Read the complete LabAuthor Level I course agenda on **pages 3-4** of this document.

#### Wednesday September 5, 2012

##### 09:00 – 17:00: LabAuthor Level II - Creating New LabTutor Experiments

Learn how to use LabAuthor to create your own unique LabTutor experiments, or convert your existing resources into the LabTutor format. Read the complete LabAuthor Level II course agenda on **pages 5-6** of this document.

### Course Fee Schedule

<b>LabAuthor Level I</b> Tuesday September 4 2012, full day course, includes catered lunch.	<b>£225/€250</b>
<b>LabAuthor Level II</b> Wednesday September 5 2012, full day course, includes catered lunch.	<b>£225/€250</b>
<b>LabAuthor Level I and II</b> Tuesday September 4 & Wednesday September 5 2012, two full day courses, includes catered lunch both days. Other meals, accommodation and transport not included.	<b>£400/€450</b>

### Course Location

#### ADInstruments Europe Training Centre

Unit B, Bishops Mews, Transport Way, Oxford, OX4 6HD, United Kingdom.

**For more information (including accommodation and travel suggestions), please contact us at [training.eu@adinstruments.com](mailto:training.eu@adinstruments.com), or on 01865 332 050.**

# ADInstruments Training Registration & Payment Form - Oxford, September 2012

Title:	First name:	Last name:
Company/Institution:		Department/Division:
Address for correspondence:		
Phone number:		Email address:

## I would like to attend (tick all that apply):

- LabAuthor Level I: Editing LabTutor Experiments (Tuesday September 4, 09:00 - 17:00)
- LabAuthor Level II: Creating New LabTutor Experiments (Wednesday September 5, 09:00 - 17:00)

### Three Options for Payment

#### Option 1: Fax or mail a purchase order.

Please use "ADInstruments Training Course: 4/9/12 or 5/9/12" and include the training participant's name as the item description on the purchase order. Purchase orders should be faxed to + 44 1865 332 051 or emailed to training.eu@adinstruments.com

#### Option 2: Fax, email or mail your credit card details

Amount to be charged (please consult the fee schedule on page 1): \_\_\_\_\_

Visa     MasterCard     American Express     Maestro

Cardholder's Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

- A merchant's fee of 2.25% will be added to each credit card transaction
- Please note that we cannot accept credit card details given over the phone.

#### Option 3: Mail a cheque

- Please make cheques payable to ADInstruments Ltd
- Please include this completed registration form and mail cheques to:  
ADInstruments Ltd, Unit B, Bishops Mews, Transport Way, Oxford, OX4 6HD, United Kingdom

### Cancellation & Refund Conditions

- If we receive notice of your cancellation more than 28 days before the course date, a full refund will be provided.
- If we receive notice of your cancellation more than 14 days before the course date, 50% of the training fee will be refunded.
- If we receive notice of your cancellation less than 14 days before the course date, no refund will be provided.

### Course Overview

If you are currently use, or want to use the LabTutor experiment format in your laboratory practicals, this course will guide you through LabTutor software's layout and configuration. You will discover the benefits of LabTutor's novel approach to teaching practicals and you will learn how to use LabAuthor software to make simple edits to the layout and content of our existing experiments to suit your curriculum requirements.

As well as providing extensive instruction, our experienced staff will ensure that you receive the level of attention you require. With access to your own hardware terminal, you will have plenty of opportunity for hands-on experience. This course will give you the confidence to start using LabTutor in your laboratory, and modify existing experiments in LabAuthor.

### Who should attend?

This course is useful for all educators involved in laboratory practicals who are interested in seeing how LabTutor could benefit their course. No prior experience with LabTutor or LabAuthor is required and the course will suit users who require an intensive course for learning how to start using LabTutor and LabAuthor, as well as those who wish to start editing the current experiments offered in LabTutor.

### Learning Outcomes

At the end of this training course you will be able to:

- Configure the LabTutor display and manage your installed experiments
- Make simple changes to text including background materials, setup instructions and experiment protocols
- Modify images, or import new images
- Add additional instructions and materials to pop-up pages
- Change settings in the LabTutor Kernel
- Edit the existing questions in the report, and insert new questions

## Course Agenda

### LabTutor Software

- An overview of the LabTutor format
- Introduction to LabTutor experiments
- Managing your experiments in LabTutor
- Configuring report submission
- Clearing student data
- Accessing Instructors Materials

### Introduction to LabAuthor

- An overview of the LabAuthor editing software
- LabAuthor layout and drag and drop functionality
- File types and storage within LabAuthor
- The LabTutor Kernel

### Modifying Existing LabTutor Experiments

- Changing, deleting or adding text
- Modifying images, or importing new images
- Creating new pop-up pages for extra details
- Adding additional instructions and materials to sub pages
- Changing recording settings in the LabTutor Kernel
- Editing report questions, and insert new questions

### Integrating Modified experiment into LabTutor

- Previewing your new experiment
- Renaming and saving the experiment
- Configuring new experiment into LabTutor
- Viewing and trialling new experiment

### Course Overview

Already using LabTutor in your laboratory practicals, and editing our preconfigured experiments to suit your classroom in LabAuthor? Ready to move to the next level, and convert your own experiments into the LabTutor format? This course will show how to use the full potential of LabAuthor software to create complete, unique LabTutor experiments. Adding to your existing LabAuthor editing skills, you will learn how to create an experiment from a blank canvas.

As well as extensive instruction by our experienced staff, this course offers each participant access to an individual computer and hardware terminal. This ensures you will receive plenty of hands-on experience during your training. You will also take home detailed technique notes, and the skills required to create a complete LabTutor experiment in LabAuthor.

### Who Should Attend?

This course is useful for all educators currently running laboratory practicals in LabTutor who are interested in creating their own experiments.

It is ideal for educators who have completed *LabAuthor Training Course I - Editing LabTutor Experiments*, or have previously used LabAuthor for making edits to existing LabTutor experiments.

### Learning Outcomes

At the end of this training course you will be able to:

- Build your experiment by adding new pages and subpages
- Lay out information within the page boundaries and add new content
- Add items including Start buttons, Stimulator Panels, video and image files
- Setup new data panels by adjusting the settings in the LabTutor Kernel and adding example data
- Insert tables & graphs
- Set report exercises & questions
- Save and import into the LabTutor configuration

## Course Agenda

### Starting a new experiment

- An overview of the LabAuthor software
- Create new pages
  - Content
  - Background
  - Sub Pages
  - Pop-up pages
- Lay out information within the page boundaries and add new content such as text boxes and images

### Building experiments

- Adding items from the Tool Box including PowerLab recognition panels, Start buttons and Stimulator Panels
- Embedding video and media files
- Adding new data panels and value panels
- Adjusting the set-up of data panels in LabTutor Kernel and adjusting the properties in the data panel accordingly
- Adding tables and graphs and linking to datafiles
- Inserting report questions and multiple choice questions

### Additional features

- Facilitating virtual files - using a single data file for multiple different, but related recordings
- Record and add example data

### Integrating modified experiments into LabTutor

- Renaming and saving the experiment
- Configure new experiments into LabTutor