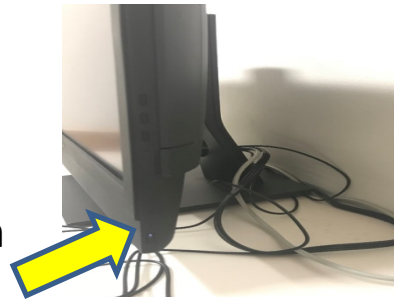# Turning On A Work Station/ Lab Computer(s)
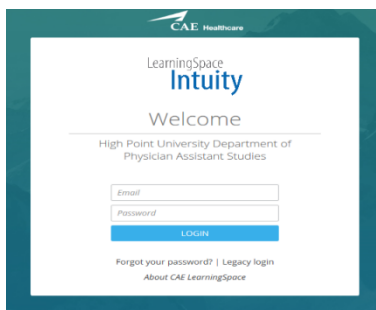
Power button

Workspace/ Lab Computer Log-In

- User: HPConsultant
- PW: Panther24

Starting the CAE Learning Space® Program

Use your own e-mail address (what you shared when you expressed interest in becoming a HPU Standardized Client).

Select your name from a drop-down box. Type in 'hpu1' as password.

Your student list should appear on the screen. If it does not appear, ask for assistance.

Next, select your case (by number) by from the drop down arrow. If there are more than one case today, then you must be certain to select the correct select case.

Next, select your learner and then click 'continue' to get to the scoring rubric. After all questions are answered, go to bottom of form and click 'submit'. Note: when you have completed a student's scoring, an 'x' will appear beside their name in the list.

Log out of Learning Space when finished with your cases. Do not turn off the computer.

Learning Space® Steps

1. **Turn on computer**. Push button on lower right corner of screen. (Yellow light comes on.) When the dark blue HIGH POINT UNIVERSITY screen comes up, enter:

   - 'hpconsultant' and password 'Panther24'.

2. When the Windows screen comes up, find the CAE Learning Space® icon, usually on the left side and double click.
   If it is within 20 to 30 minutes of the lab start time, you can center your credentials at the Learning Space Intuity® screen.

   - Look for the 'easy log-on' words, click, and your name will appear for you to find and click on it. Enter 'hpu1' as password.
   - Your student list should come up and you are ready to begin scoring today's lab.
   - If this does not happen, seek assistance.

3. Next, select your case by 'case number'. If there is only one case, it will appear. If there are several cases during the lab, click the down arrow and select the case you are assigned to do.

4. Next, select the learner or click on your learner's name. Be sure to select the correct student from your list. Click 'continue'.

5. Next, the rubric should appear and you are ready to score after you finish the learner encounter. Remember, there is a 'comment box' should you want to add comments for the student to read or staff to follow up on. After the questions are all answered, click **'submit'**. Remember to look for an 'x' beside the name of each student you have scored. If there is no 'x', investigate and rescore.

6. From the 'Student List', select the next student and begin the process all over again. Remember, you can go back and change a student's score if you need to. Follow the same procedure, make the change and click 'submit'.

7. **When finished for the day, make certain that all your students have an 'x' beside their name. At the very end of the lab, i.e., noon or 4pm, you may log out of Learning Space. **Do not turn off the computer.**

If have questions, please ask the floor manager, a back-up, or Jean. Should you not have time to get problems resolved before the next student comes in, **score that next student on paper** and then add scores in the computer later.

1/3/2019

Thank you.