**Instructor Template for Setting up Student LabSim Accounts that are Canvas Integrated**

***Note to instructor:*** *Please feel free to edit this template document per your needs.*

**Introduction**

To participate in this class you will need a one-time subscription to TestOut's online, simulation-based training product named TestOut *<Name>* Pro, a training resource produced by *TestOut Corporation*. The following steps will get you access and set you up to use the product:

**Step 1: Purchase TestOut’s *<Name> Pro* product**

* *<Name> Pro* is what we’re using, in the *<Name>* class at *<School Name>*. Your subscription remains active for 18 months; be sure to take your class while it’s active.

**Option 1: Purchase from the School Bookstore**

* Follow this link to find this product at the Bookstore. If you are on financial aid, you may need to choose this option.

 **Option 2: Purchase from** [**www.testout.com**](http://www.testout.com)

* Have your credit or debit card ready and go to [www.testout.com](http://www.testout.com).
* Click the shopping cart icon at the top of the page.
* Enter the provided Price Code, then click “Continue.”
* Select items to purchase at your special discounted rate.
* Follow the shopping cart directions to place your order and activate your courseware
	+ List your product(s) here, such as:
	TestOut PC Pro 978-935080-42-8 $129
	TestOut Linux Pro 978-1-935080-38-1 $129.

Either of the above two purchase options result in you receiving a 16-character alphanumeric product activation code. If purchased from [www.testout.com](http://www.testout.com), activation codes will arrive to you via email (be sure to check your spam folder if you don’t see the activation code in your Inbox).

**Step 2: Creating the LabSim Account**

* From your LMS student account click the link for *<assignment name>*.
* If prompted, enter your LabSim product activation code, then click the “Activate” button to proceed into your first assignment. Entering an activation code is a one-time occurrence. A LabSim account is automatically created for you in the background.



**Step 3: Verify that you can see assignments**

* Click the <Name> assignment link. This should launch the product title and take you to the assignment within the product title.
* After you are satisfied that you have linked to the assignment / learning resource, stop and proceed to Step 4 below.

**Step 4: Completing Assignments and Score return to Canvas**

* There are direct links to each LabSim assignment inside your Canvas course. For scores to be returned from LabSim to Canvas each individual LabSim assignment must be accessed from your Canvas course.
* If you do not follow links to each of your assignments, your scores cannot be automatically submitted to the Canvas gradebook. For automatic score return you must return to your Canvas course after you complete each LabSim assignment and link to the next assignment. Scores are submitted upon completion of the LabSim assignment (e.g. clicking the Done button in a lab simulation).
* One Example: Navigating within LabSim, say from learning resource 4.3.5 to 4.7.8, when you have specifically followed an assignment link to 4.3.5, would result in a score automatically returning to Canvas for 4.3.5, but not for 4.7.8.
* If you as a student determine that you have multiple learning resources that you have completed after navigating to them within LabSim, ask your instructor if he/she can use our Synchronize Student Scores functionality within our Canvas app. You can, at your discretion, link to previously completed assignments and the score will return automatically without you needing to redo the assignment.

We hope this document helps you in your endeavors and that you have an incredible learning experience.