

TestOut[®]

Teachers Not Activating for Students

GETTING STARTED GUIDE

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TestOut Quick Start Guide for Teachers

1. Go to www.TestOut.com

For optimal performance please use the following suggested browsers:

- **Best PC browsers** - Internet Explorer 10 or above and Chrome.
- **Best Mac browsers** - Safari and Chrome.

2. Log In

1. Click "Login."
2. Enter your username and password (provided by your school's LabSim administrator or TestOut representative) in the "Sign In" fields.

3. Create a Class

By creating a class, teachers can group students' accounts and view reports related to the LabSim activities that students complete.

1. Click the "Add" button under the "My Classes" section.
2. Enter the class name.
3. Ensure your name is in the "Assigned Teacher" field (select your name from the drop down list if needed).
4. Click the "Associated LabSim Product(s)" edit pencil.
5. From the Product List click the "+" button next to the respective LabSim product that corresponds to your class.
6. Click the "Done" button on this window.
7. Click the "Done" button on the Class Profile window.

4. Associate Students to the Campus

After students have created their accounts, instructors should direct them to join the campus and enroll themselves in the class. To do this, a student should:

1. Click the "Join a School" button.
2. Enter at least part of the school's name in the open field and click the search icon.
3. Find the school in the search results and click "Join".
4. Click "OK" to confirm.
5. Enroll in the class by clicking the "Enroll" button.
6. Enter at least part of your instructor's name and click the search icon.
7. Click "Select" next to the respective instructor.
8. Locate your class and click "Enroll".
9. Click "Yes" to confirm.

5. View Student Progress

Students must be assigned to a class in order for you to view their progress reports.

1. Across from your respective class click the "Reports" link.
2. Across from the report click "Run".
3. Select any filters at the top of the page and the report data will auto refresh.

Reports can be exported as CSV files.

Contact TestOut's Tech Support if you need additional assistance. Email: support@testout.com Call: 800-877-4889