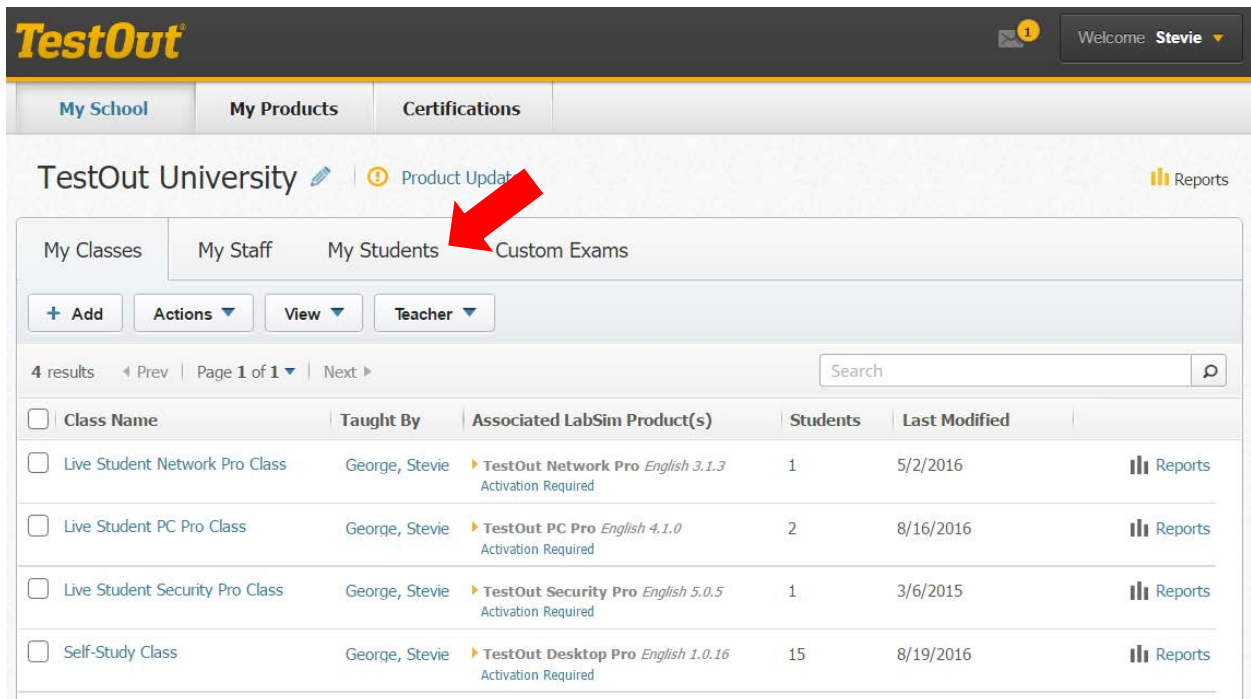


LabSim

Archiving and Removing Students

TUTORIAL

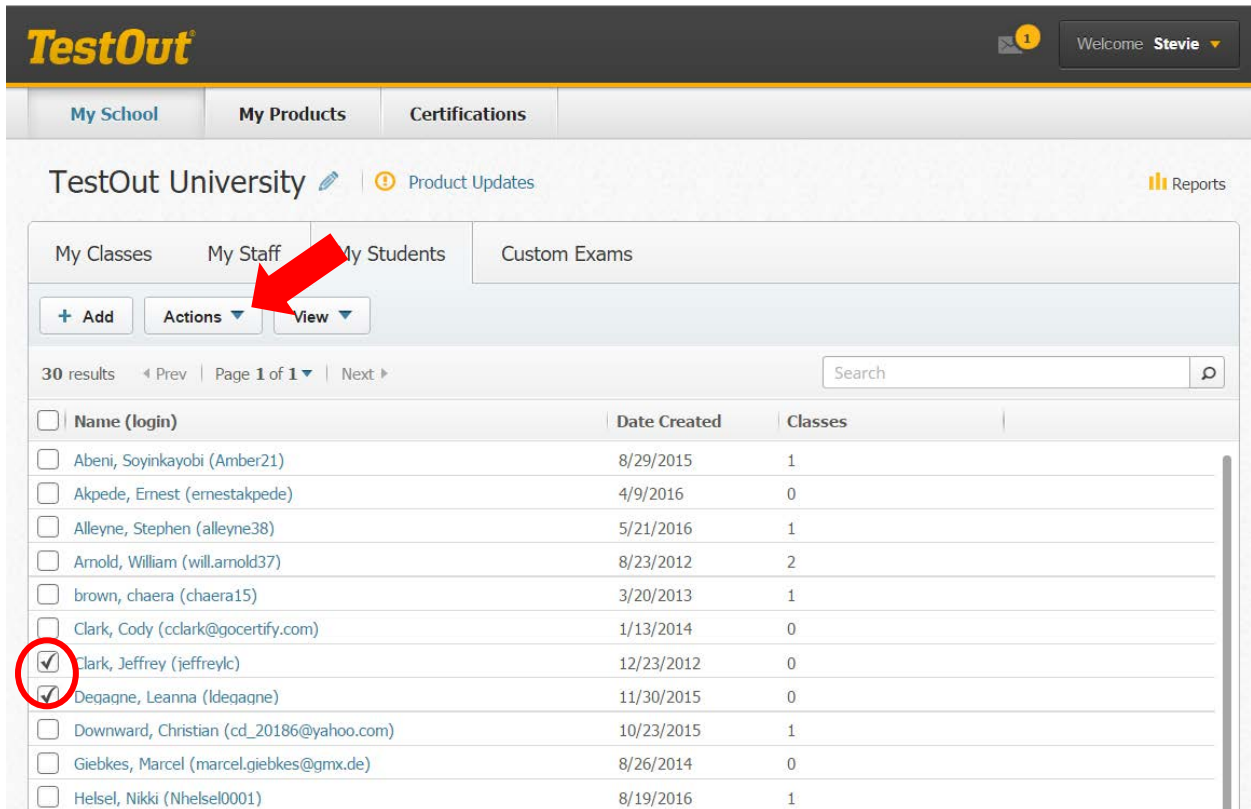
To archive former students, start by selecting the “My Students” tab.



The screenshot shows the TestOut University dashboard. The 'My Students' tab is selected, indicated by a red arrow. Below the tabs, there are buttons for '+ Add', 'Actions', 'View', and 'Teacher'. A search bar is present. The main table displays the following data:

<input type="checkbox"/>	Class Name	Taught By	Associated LabSim Product(s)	Students	Last Modified	Reports
<input type="checkbox"/>	Live Student Network Pro Class	George, Stevie	▶ TestOut Network Pro English 3.1.3 Activation Required	1	5/2/2016	Reports
<input type="checkbox"/>	Live Student PC Pro Class	George, Stevie	▶ TestOut PC Pro English 4.1.0 Activation Required	2	8/16/2016	Reports
<input type="checkbox"/>	Live Student Security Pro Class	George, Stevie	▶ TestOut Security Pro English 5.0.5 Activation Required	1	3/6/2015	Reports
<input type="checkbox"/>	Self-Study Class	George, Stevie	▶ TestOut Desktop Pro English 1.0.16 Activation Required	15	8/19/2016	Reports

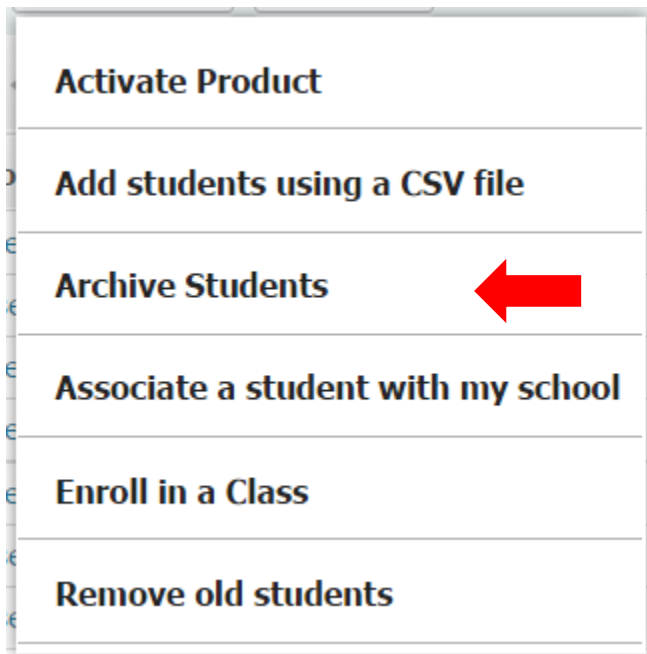
Use the checkboxes on the side to select the students you would like to archive and then press the “Actions” dropdown menu.



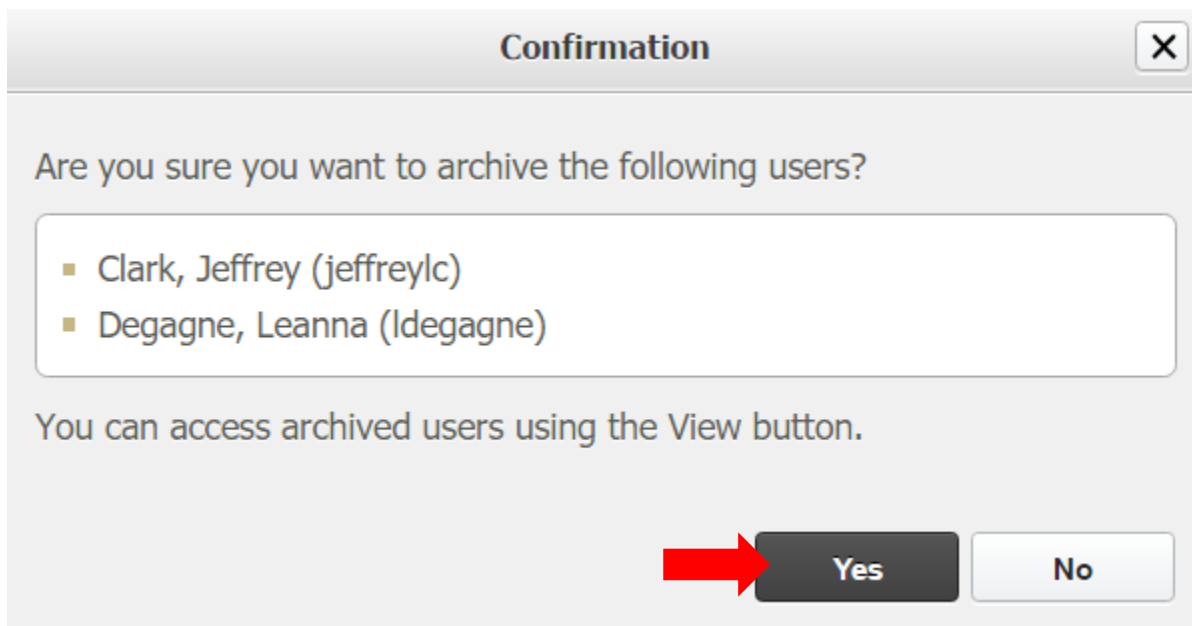
The screenshot shows the TestOut University dashboard with the 'My Students' tab selected. A red arrow points to the 'Actions' dropdown menu. The table below shows a list of students with checkboxes for selection. Two checkboxes are checked and circled in red:

<input type="checkbox"/>	Name (login)	Date Created	Classes
<input type="checkbox"/>	Abeni, Soyinkayobi (Amber21)	8/29/2015	1
<input type="checkbox"/>	Akpede, Ernest (ernestakpede)	4/9/2016	0
<input type="checkbox"/>	Alleyne, Stephen (alleyne38)	5/21/2016	1
<input type="checkbox"/>	Arnold, William (will.arnold37)	8/23/2012	2
<input type="checkbox"/>	brown, chaera (chaera15)	3/20/2013	1
<input type="checkbox"/>	Clark, Cody (cclark@gocertify.com)	1/13/2014	0
<input checked="" type="checkbox"/>	Clark, Jeffrey (jeffreylc)	12/23/2012	0
<input checked="" type="checkbox"/>	Deqagne, Leanna (ldeqagne)	11/30/2015	0
<input type="checkbox"/>	Downward, Christian (cd_20186@yahoo.com)	10/23/2015	1
<input type="checkbox"/>	Giebkes, Marcel (marcel.giebkes@gmx.de)	8/26/2014	0
<input type="checkbox"/>	Helsel, Nikki (Nhelsel0001)	8/19/2016	1

Select "Archive Students" from the dropdown menu.



Confirm that you would like to archive your selected students.



You will notice that the archived students are not in the list on the “My Students” tab. If you click on the “View” dropdown button, you can click the “Archived Students” option.

The screenshot shows the TestOut University dashboard. At the top, there are navigation tabs for 'My School', 'My Products', and 'Certifications'. Below these, the 'TestOut University' header includes a 'Product Updates' notification and a 'Reports' icon. The main content area has tabs for 'My Classes', 'My Staff', 'My Students', and 'Custom Exams'. The 'My Students' tab is active. Below the tabs, there are buttons for '+ Add', 'Actions', and 'View'. The 'View' dropdown menu is open, showing 'Archived Students' as an option, which is highlighted by a red arrow. Below the menu, there is a search bar and a table with 28 results. The table has columns for 'Name (login)', 'Date Created', and 'Classes'. The table lists various students with their login names, creation dates, and the number of classes they are enrolled in.

<input type="checkbox"/>	Name (login)	Date Created	Classes
<input type="checkbox"/>	Abeni, Soyinkayobi (Amber21)	8/29/2015	1
<input type="checkbox"/>	Akpede, Ernest (ernestakpede)	4/9/2016	0
<input type="checkbox"/>	Alleyne, Stephen (alleyne38)	5/21/2016	1
<input type="checkbox"/>	Arnold, William (will.arnold37)	8/23/2012	2
<input type="checkbox"/>	brown, chaera (chaera15)	3/20/2013	1
<input type="checkbox"/>	Clark, Cody (cclark@gocertify.com)	1/13/2014	0
<input type="checkbox"/>	Downward, Christian (cd_20186@yahoo.com)	10/23/2015	1
<input type="checkbox"/>	Giebkjes, Marcel (marcel.giebkjes@gmx.de)	8/26/2014	0
<input type="checkbox"/>	Helsel, Nikki (Nhelsel0001)	8/19/2016	1
<input type="checkbox"/>	Johns, June (June614)	8/27/2015	1
<input type="checkbox"/>	Martin, Timmy (TimmyMartin)	8/27/2015	1
<input type="checkbox"/>	Mason, Karen (Masonk03)	9/3/2015	0

You will see a list of the archived students.

The screenshot shows the TestOut University dashboard with the 'My Students' tab active. The 'View' dropdown menu is open, and 'Archived Students' is selected. Below the menu, there is a search bar and a table with 3 results. The table has columns for 'Name (login)', 'Date Created', and 'Classes'. The table lists three archived students: Clark, Jeffrey (jeffreylc), Degagne, Leanna (ldegagne), and Phillips, Aresa (Anphil91). The first row, 'Clark, Jeffrey (jeffreylc)', is circled in red.

<input type="checkbox"/>	Name (login)	Date Created	Classes
<input type="checkbox"/>	Clark, Jeffrey (jeffreylc)	12/23/2012	0
<input type="checkbox"/>	Degagne, Leanna (ldegagne)	11/30/2015	0
<input type="checkbox"/>	Phillips, Aresa (Anphil91)	1/13/2016	0

Should you need to reactivate students from your archived list, check the box next to their name(s) and select the “Actions” dropdown button.

The screenshot shows the TestOut University dashboard. At the top, there is a navigation bar with 'My School', 'My Products', and 'Certifications'. Below this, the 'TestOut University' header includes a pencil icon and 'Product Updates', along with a 'Reports' icon. The main content area has tabs for 'My Classes', 'Staff', 'My Students', and 'Custom Exams'. Under 'My Classes', there are 'Actions' and 'View' dropdown menus. A red arrow points to the 'Actions' dropdown. Below the tabs, there is a search bar and pagination controls showing '3 results' and 'Page 1 of 1'. A table titled 'Archived Students' contains the following data:

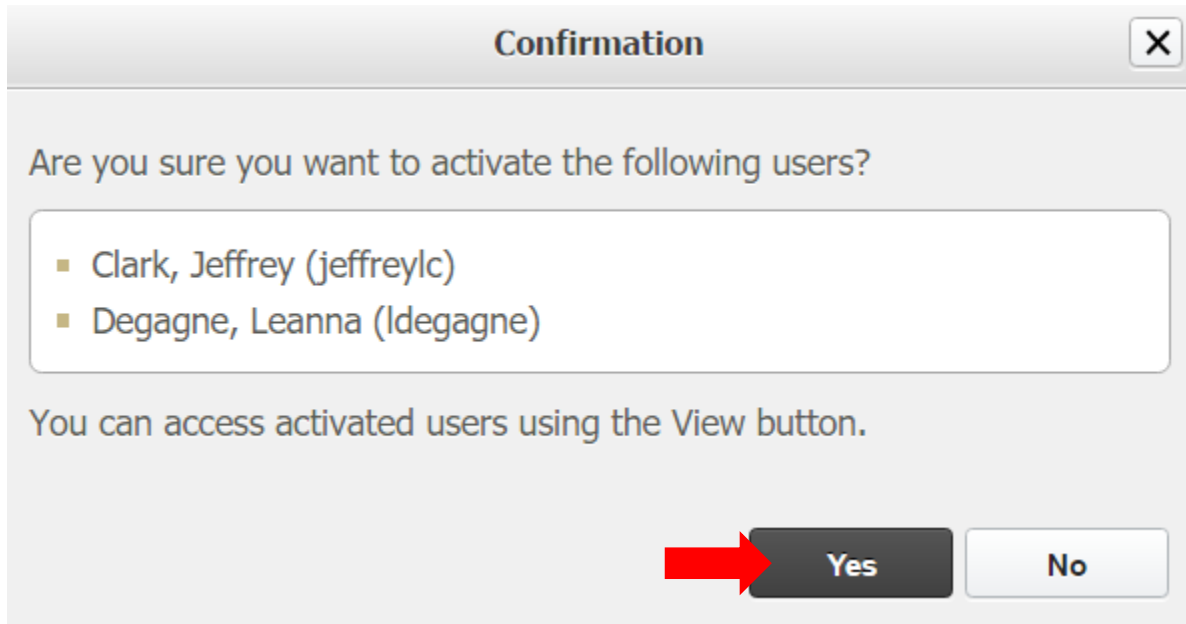
<input type="checkbox"/>	Archived Students	Date Created	Classes
<input checked="" type="checkbox"/>	Clark, Jeffrey (jeffreylc)	12/23/2012	0
<input checked="" type="checkbox"/>	Degagne, Leanna (ldegagne)	11/30/2015	0
<input type="checkbox"/>	Phillips, Aresa (Anphill91)	1/13/2016	0

Select “Activate Students”

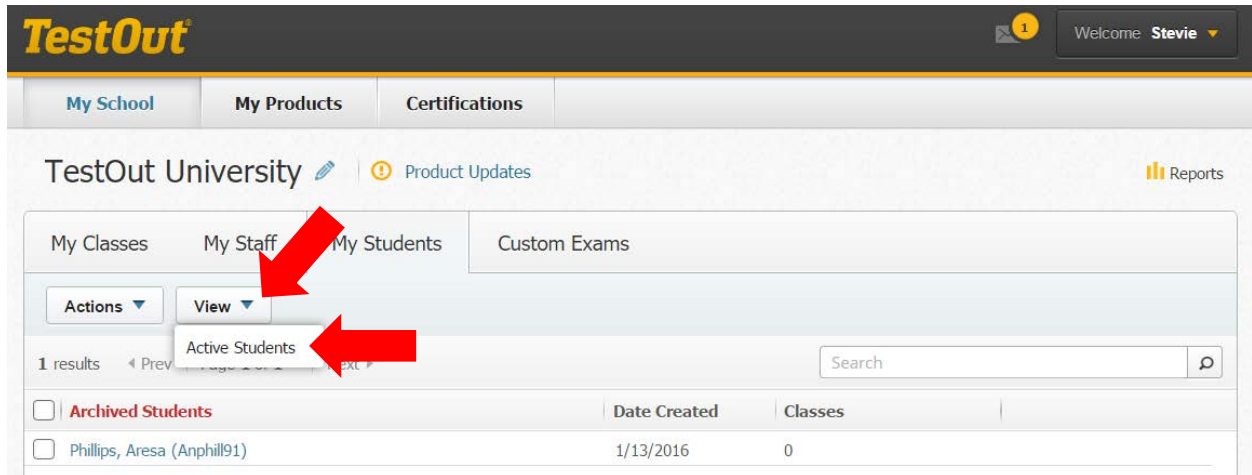
The screenshot shows the 'Actions' dropdown menu with the following options:

- Activate Product
- Add students using a CSV file
- Activate Students ←
- Associate a student with my school
- Enroll in a Class
- Remove old students

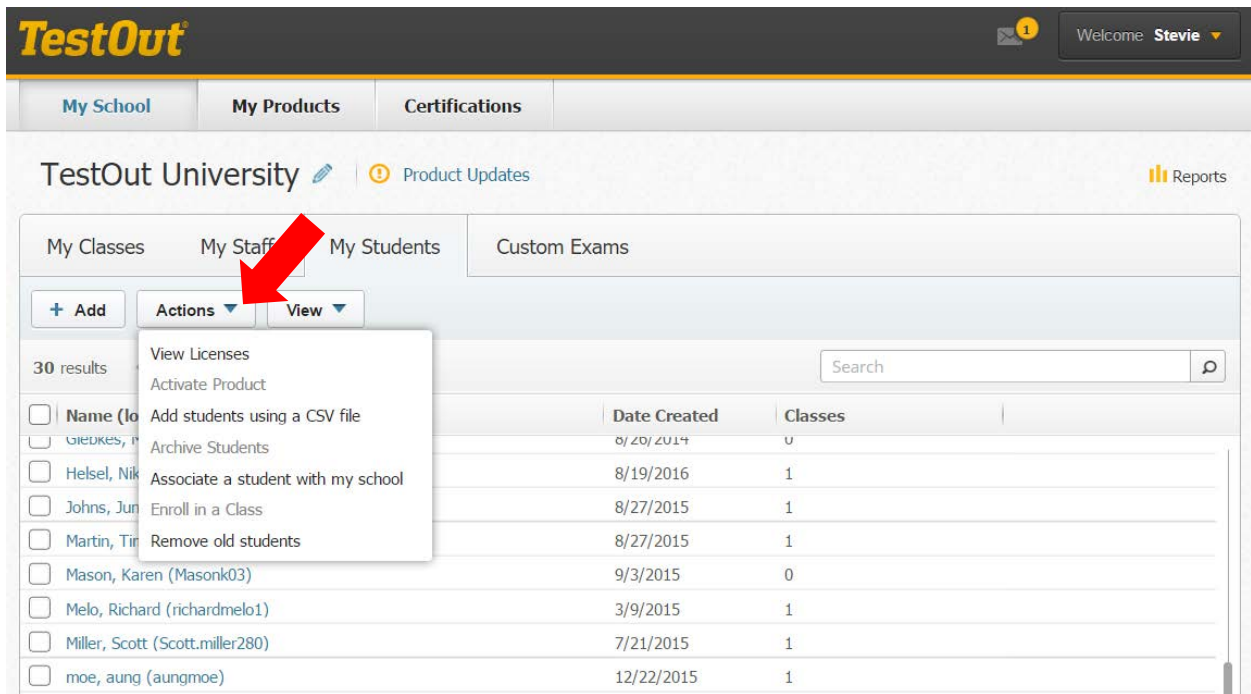
Confirm you would like to activate the selected students.



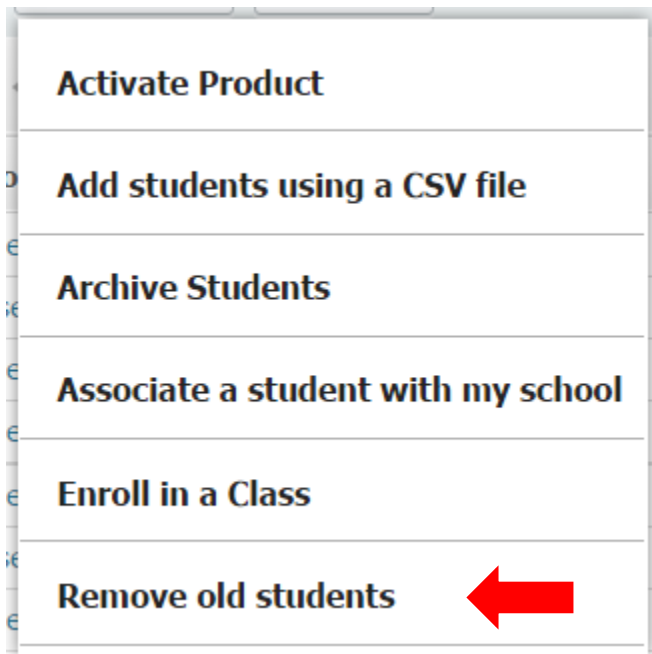
You will see that the activated students have been removed from the "Archived Students" list. You can find them by selecting the "View" dropdown button and selecting "Active Students."



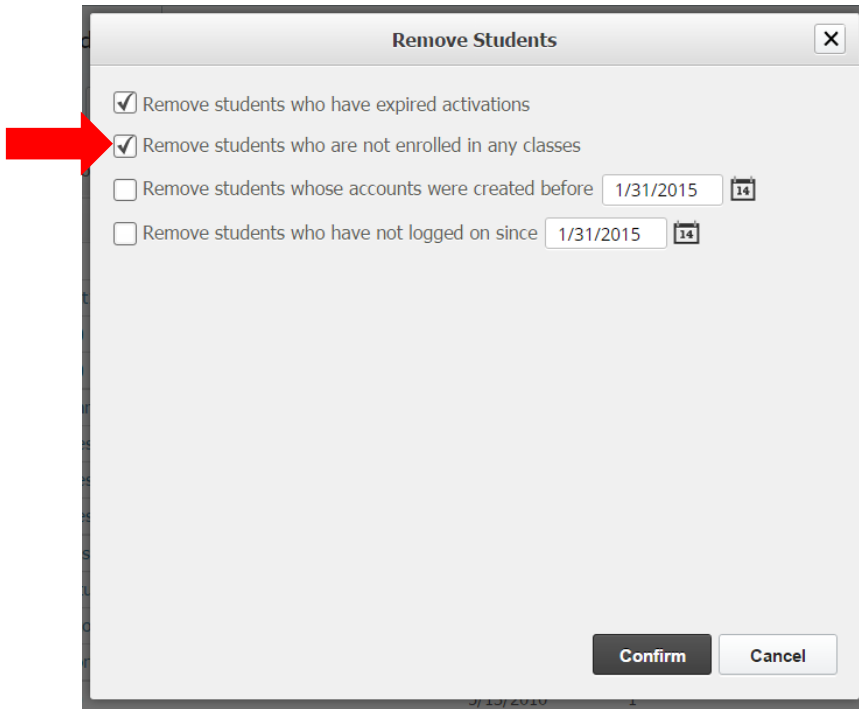
To remove former students, select the “Actions” dropdown button on the “My Students” tab.



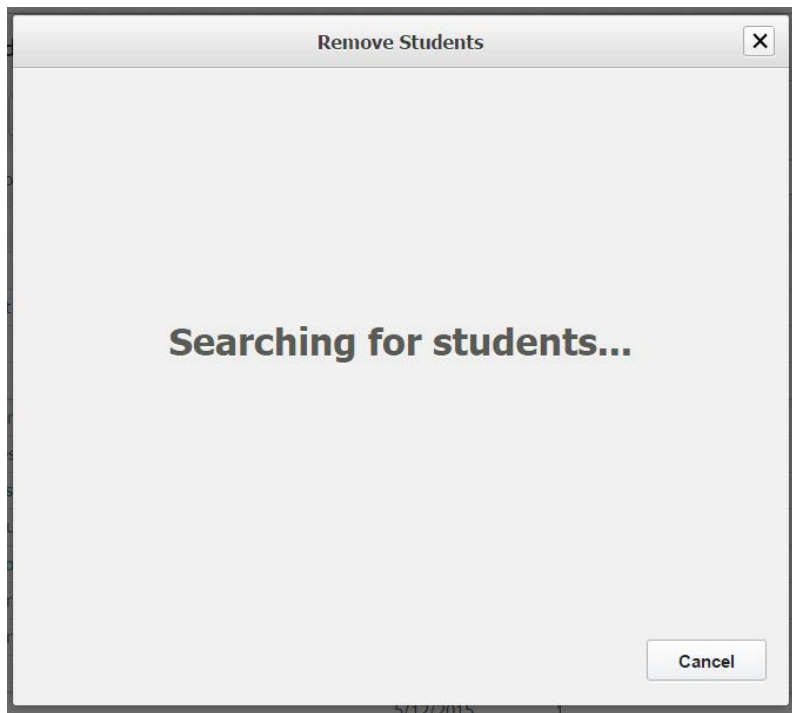
Select “Remove old students.”



The “Remove Students” pop-up will appear. Select the group of students you would like to remove.



LabSim will search for students that meet your specified criteria.




LabSim will retrieve a list of students that meet your criteria. Select the students you would like to remove using the checkboxes to the left of their name. Select "Remove to complete the removal.

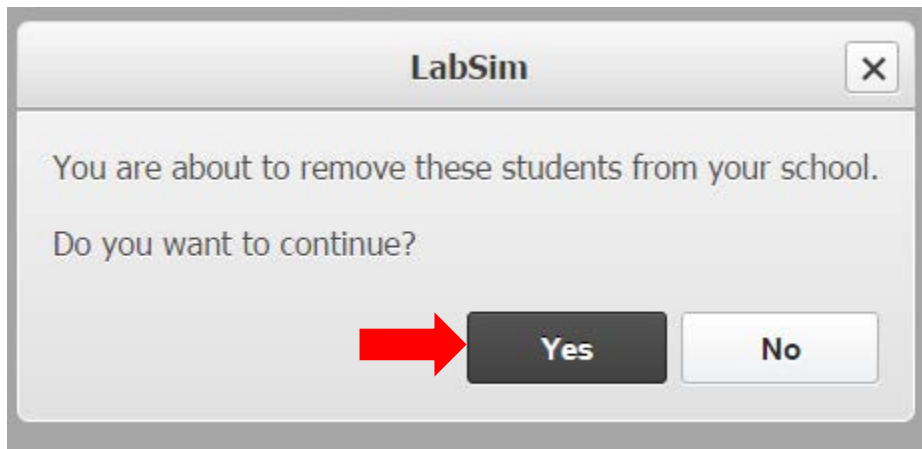
Confirm Students To Remove [X]

<input type="checkbox"/> Selected Students	Date Created	Last Login	Active Products	Classes
<input type="checkbox"/> [Name]	10/2/2011	10/21/2011	Yes	10
<input type="checkbox"/> Brady, Makayla	8/29/2012	Never	Yes	17
<input type="checkbox"/> Carson, Jory	10/30/2012	12/1/2012	Yes	15
<input type="checkbox"/> Daniels, Desiree	8/29/2012	Never	Yes	12
<input type="checkbox"/> De Silva, Dulshan	10/9/2013	10/26/2013	Yes	5
<input type="checkbox"/> Jackson, Jack	8/29/2012	Never	Yes	12
<input type="checkbox"/> Jantz, Tara	8/29/2012	Never	Yes	1
<input type="checkbox"/> Jetson, George	8/13/2013	Never	Yes	2
<input type="checkbox"/> Jetson, Jane	8/12/2013	Never	Yes	3
<input type="checkbox"/> Porter, Raymond	8/29/2012	Never	Yes	8
<input type="checkbox"/> Stevenson, Luke	8/29/2012	Never	Yes	5
<input checked="" type="checkbox"/> Student, Demo	8/4/2014	Never	Yes	3
<input checked="" type="checkbox"/> Student, Stevie	7/22/2013	Never	Yes	2
<input type="checkbox"/> Sullivan, James	8/29/2012	Never	Yes	7
<input type="checkbox"/> White, Bob	8/29/2012	Never	Yes	5
<input checked="" type="checkbox"/> Wonka, Willy	8/20/2013	Never	Yes	6

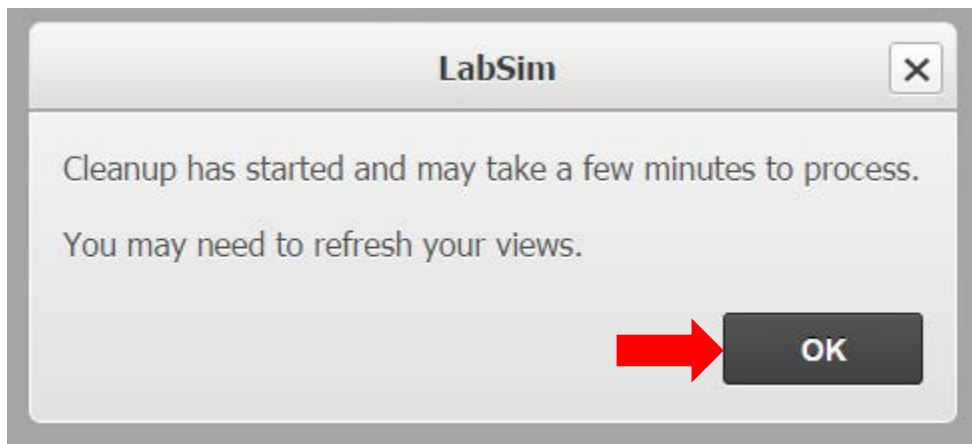
Remove Students from the school
 Delete the student accounts

 **Remove** **Cancel**

Confirm the removal of the students.



You will see this confirmation that the process has been completed.



Click "OK" to exit.